

JRF ORTHO ORDERING PROCESS

Ordering with JRF Ortho will be easier than ever! We have launched the web portal for graft ordering and tracking history!

You will be able to log-in to:

- ▶ Place secure graft orders on any mobile device at any time of day (or night!)
- ▶ Track and view the status of your orders
- ▶ Access different types of JRF Ortho information and clinical research
- ▶ Upload films

In order to begin using this great tool, first you will need to 'request an account' (<https://jrfortho.org/account/>). Once you receive an email confirming your registration, you can log in using your email address and your chosen password.

Find the instructions below to help you navigate around this new portal. Don't miss the videos in each section that provide you a visual explanation of each section.

HOW TO REGISTER FOR AN ACCOUNT

1. Click on 'request an account'
2. Select your role
3. Please complete all the fields on the next form
4. Click 'Request Account'. You will receive a confirmatory email within 24 hours

Video: <http://screencast.com/t/dnz3FDvQv38Q>

LOGGING IN AND NAVIGATION

1. Log into your account (<https://jrfortho.org/account/>)
2. The dashboard will show all your orders and the status of each
3. Under 'Orders', you can place orders or view completed orders
4. Under 'Resources', you can access marketing materials
5. Under 'Your Account', you can edit aspects of your personal information

Video: <http://screencast.com/t/Xcnj2EeXPN>



PLACING AN ORDER

1. Click 'Place Order'
2. Enter an order name and click 'next'
3. Select the product type and the subsequent specifications
4. Please enter as much information as possible (procedure details) and click 'next step'

Tip: you have the ability to enter multiple orders at once.

5. Enter the facility ZIP code
 6. Enter the information for the sale representative, surgeon and office contact
- Tip: once you have done this, it will save to a drop down menu so you won't have to enter this information each time.

7. Next, input the patient information
8. You can then upload films, if appropriate
9. Finally, there will be a 'Preview Order' before you submit the order

Tip: If you cannot enter the order at once, you can come back and continue it at a later time

10. Once the order is submitted, you can 'view your orders' to review or change its status

Video: <http://screencast.com/t/02htB5VYaf>

GENERATING A QUOTE

1. Click 'Generate Quote'
2. Select the product type using the sliders to pick the specific tendon you're looking for
3. Enter the facility name and address
4. Enter as much information as possible for the procedure details
5. Select the shipping information
6. Click 'add/update' and 'Generate PDF Quote'
7. This will produce a quote and allow you to continue with your order

Video: <https://www.screencast.com/t/whx3X030XCc>



UPLOADING FILMS

1. Click "Upload Films for Existing Order"
2. Complete all the appropriate fields then click "Next"
3. ZIP the films into a compressed file. **You can only upload files with the .ZIP extension.**
4. Then drag your films into the "Select Files" box and click "Start Upload"
5. Your files are now uploaded

Video: <http://screencast.com/t/PXLIjAMV>

Tip: This is only for orders not submitted online. If you submitted your order online, please go to "View Your Orders" and selection "Upload Films" under "Function".

Video for current online orders: <http://screencast.com/t/aD1g1gGkfa>

RESOURCES

1. This is where you can access marketing materials and other pertinent information
2. Click on "+" to view all the files under the header
3. Click on a hyperlink if you want to download any of the files
4. "Member Resources" are shared with everyone. "Your Resources" are files only visible to you.

Video: <http://screencast.com/t/UgSxlaEAWDJD>