



OHI ProCAST – Getting Started

Welcome to OHI ProCAST! You have been set up as a user, and you're just a few steps away from getting started. Please follow the instructions below to complete your setup.

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Getting Set Up

Step 1: Activate Your Account

Look out for an email from noreply@ohi.net which contains a link to create your password and activate your account.

Step 2: Update the iOS software on your Apple device

Here's a visual guide for the instructions below:

[How to update your iOS software](#)

Open **Settings** on your Apple device

1. Scroll down and select **General** on the left column
2. Select **Software Update**.
3. Once in the software update page, pull the page down to refresh the page to see if there is an update available.
 - a. If there is an update, select the **Update Now** button.
 - b. If not, it will tell you that you are running the latest version.



Step 3: Add the Web App to Your Home Screen

The OHI ProCAST web app is where you'll log in to manage your patients and orders. For easy access, we recommend adding it to your home screen.

Here's a visual guide for the instructions below:

[How to add Web App to your device's Home Screen](#)

1. Open ohi.taikacreate.com in either Google Chrome, Firefox or Safari.
2. Tap the **Share** icon (square with an arrow pointing up).
3. Scroll down and select **Add to Home Screen**.
4. Tap **Add**, and the icon will appear on your home screen for quick access.

Step 4: Download the OHI ProCAST Scanner App

The OHI ProCAST Scanner app is used to capture 3D scans for your orders.

Download our scanner app from the Apple App Store here: [Download the OHI ProCAST Scanner App](#)

Step 5: Set up your Location(s) and Users

When you log into the web app, you will need to set up your Clinic Location(s) as well as any Practitioners who will be seeing patients. You can also set up any other users you would like to grant access within your practice who will be using this app.

Here's a visual guide for the instructions below:

[How To Setting up Clinic Locations & Practitioners](#)

Setting Up Your Location(s) & Practitioners



Adding Your Clinic Location:

1. Tap the **Menu** button and select **ACCOUNT**.
2. Ensure **CLINICS** is selected in the top tab.
3. Enter your clinic's address in the provided fields.
4. Tap **Save Account** (bottom right corner) to save the location.
 - Your location will now auto-populate in the address field when placing an order.

Adding a Practitioner:

1. Tap **PRACTITIONERS** in the top tab.
2. Tap the **+** icon just below the **PRACTITIONERS** tab.
3. Enter at least the **First Name, Last Name, and Address 1** fields.
4. Tap the **save disk icon** (bottom left side of the window) to save the practitioner.
5. Repeat for additional practitioners as needed.
6. Once all practitioners are added, tap **SAVE ACCOUNT** (bottom right corner) to save changes.

Setting Up Users

Creating a New User:

1. Tap the **Menu** button and select **USERS**.
2. Choose the user's **role**:
 - **Admins** can create:
 - Users & set their permissions
 - Practitioners & clinic locations
 - Patients
 - Orders
 - **Users** can create:
 - Patients
 - Orders
3. Enter a **Username** and their **Email Address**.
4. Tap **Create** to send an invitation email.
 - The user will receive an email to set up their password and complete their registration.

Completing an order

Filling out a test order:

1. Ensure your **Clinic Location(s)** and at least **one Practitioner** are set up.



2. In the top menu, click **ADD NEW ORDER**.
3. Expand the **Patient Information** section.
4. Click **ADD NEW** to create a new **Patient** profile and select save when completed.
5. Expand the **Practitioner Information** section.
6. Either select the search field to open the drop down to select a practitioner that has been created or type in a few characters of the practitioner's first or last name to search for a practitioner to select.
 - A. If you've already created a practitioner, their info will appear. If not, click **ADD NEW** to create one.
7. Next click **SELECT**.
8. Expand the **Product Selection** section and choose the **Brand** you would like to place an order with.
 - A. Product options will adjust based on the selected brand.
9. Select the **product style** for the test.
 - A. Product options will adjust based on the selected style.
10. Complete the order form and click **SAVE & NEXT** to proceed to the **Order Summary Page**.

Creating a Scan

1. On the **Order Summary Page**, click **Scan Mobile**.
2. The **OHI ProCAST Scanner** app will launch automatically. Click **Edit Details** (Do not select "New Patient").
3. Click **Structure** to start scanning.
4. Click **Start** to begin the scan, then **Finish** when complete.
5. Repeat the process for the opposite foot.
6. Upload the scans by clicking **Upload using [Patient ID]**.
 - A. You'll see an "**Upload successful!**" message when the upload is complete.
7. Switch back to your web browser, go to the **Order Summary**, and click **Refresh Scans**.
 - A. Two green checkmarks will appear on the **Scan Mobile** button, confirming both scans are attached.
8. Scroll to the top of the page and click **Submit** to send the order to the lab.

Need Help? Watch Our Tutorials

Here are some videos and guides for you to review to get a better understanding of our web app and mobile scanner app:

- [OHI ProCAST – Web App Overview](#)
- [Update your iOS Software](#)
- [OHI ProCAST – Mobile Scanner App Overview](#)
- [How To Setting up Clinic Locations & Practitioners](#)
- [How to add Web App to your device's Home Screen](#)



Need Assistance with Scanning Support?

If you need any help getting set up, our Scanner Support Team is ready to assist you.

Call: 800-551-3008, Ext. 3

Email: scannersupport@ohi.net