

# How to

## Add a Pre-preparation Scan to the Workflow.

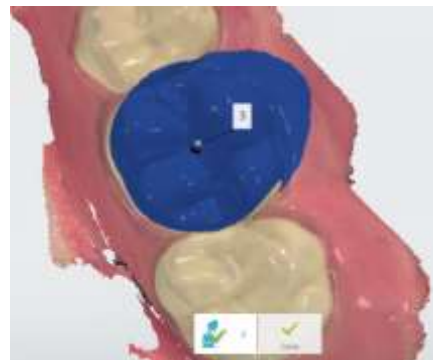
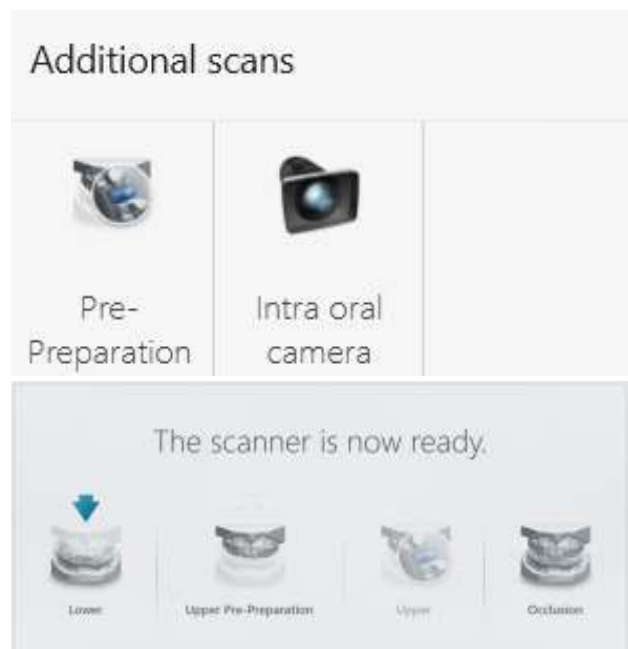
It is possible to add a pre-preparation scan to an order if you want to pass on more information to the lab. Follow the steps below:

**Step 1.** Once you have selected a tooth or teeth, you can add a pre-preparation to the workflow by selecting it from the right-hand side of the screen.

**Step 2.** When you enter the scan page, you will notice that there is an extra scan step in the workflow. You can scan both the lower and upper jaw before you prepare the tooth for restoration.

**Step 3.** Scan in the usual manner following the official 3Shape scanning strategy.

**Step 4.** After you have scanned the opposing jaw and the pre-preparation, you will be prompted to mark the tooth. A blue overlay will appear over the preparation area.



**Step 5.** You can now prepare the tooth.  
After preparing the tooth, you can scan the preparation area at the next step of the workflow. The blue area from the previous scan will be cut away, so there is no need to re-scan the whole quadrant again.

**Step 6.** The new data will be added to create a new scan image of the prepared tooth, which you will again be prompted to mark.

**Step 7.** The final step is to scan the occlusion in the usual manner.

**Step 8.** Then complete the analysis and send the order in the usual way. The Pre-preparation scan will appear on order form and will be sent along with the other scans to the lab.

