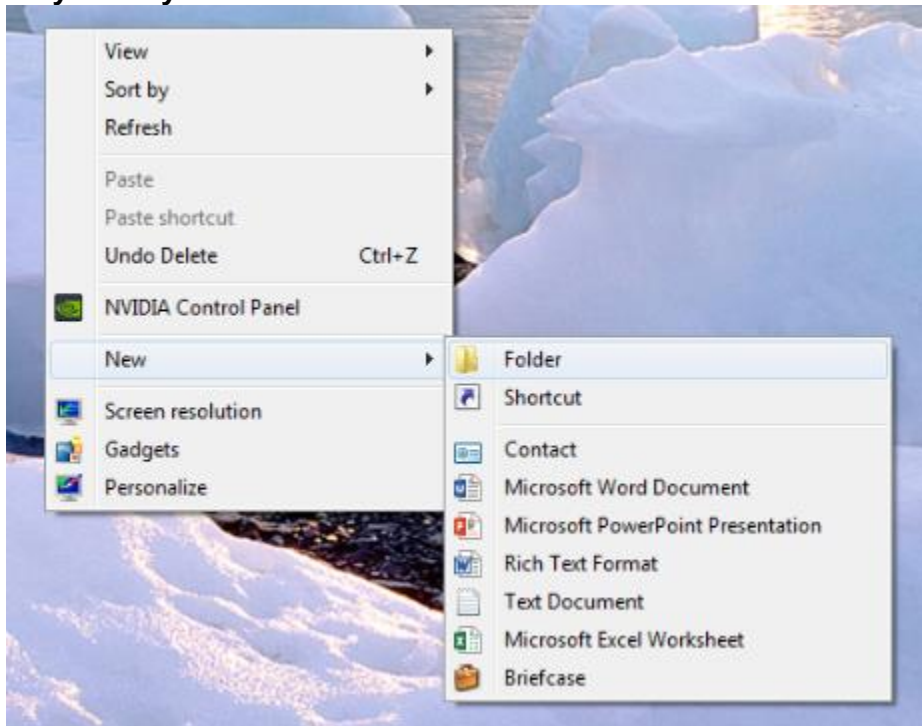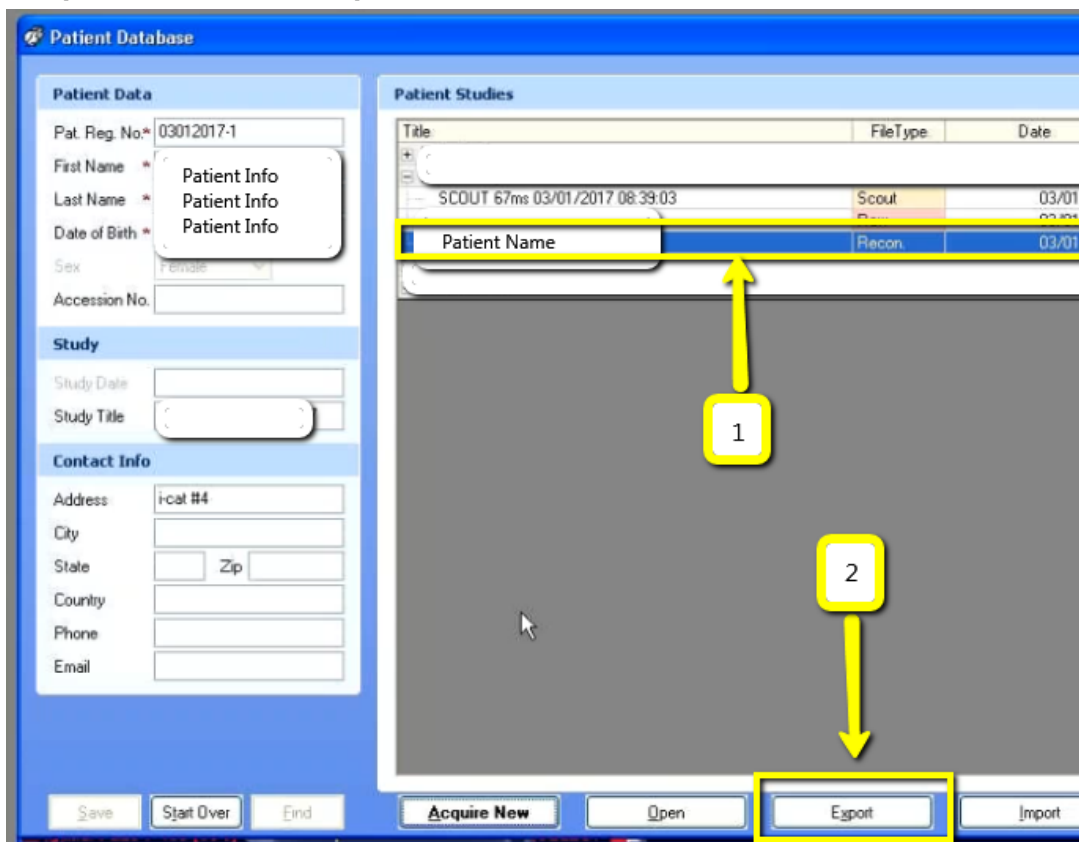**1. On your desktop, right click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and hit "Enter" on your keyboard.**


2. In the patient database, click on the patient name, and select the CBCT you want to upload, and click "Export".

3. A pop-up will appear with the save location. Under "Export Type" ensure it reads "DICOM 3 (Multi-file)".
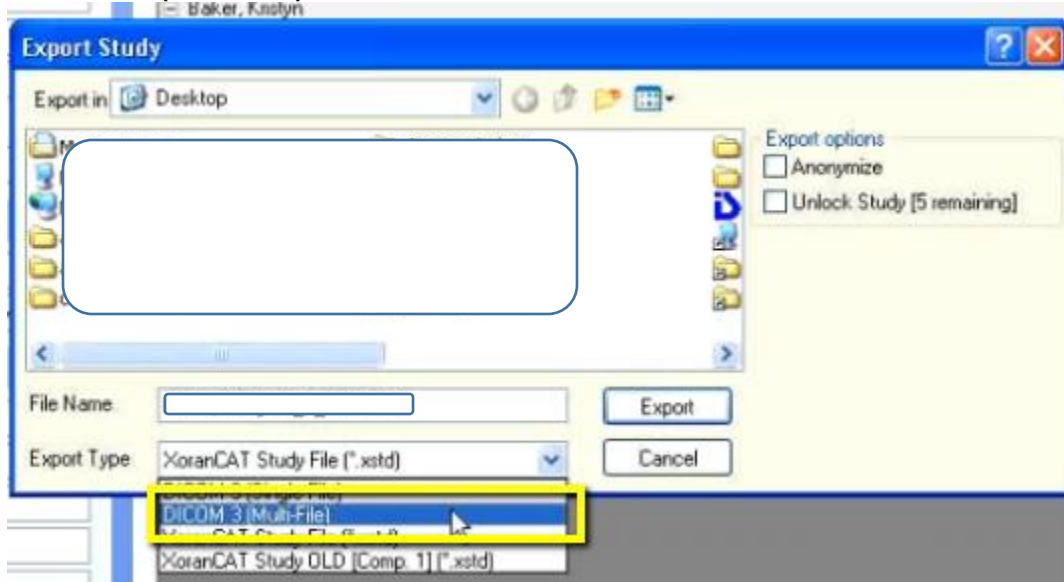
4. If it doesn't already show "Desktop" in the "Export in" window at the top, click on the down arrow and select "Desktop". Select the patient folder you just created on the desktop. Click "Open" and "Export".
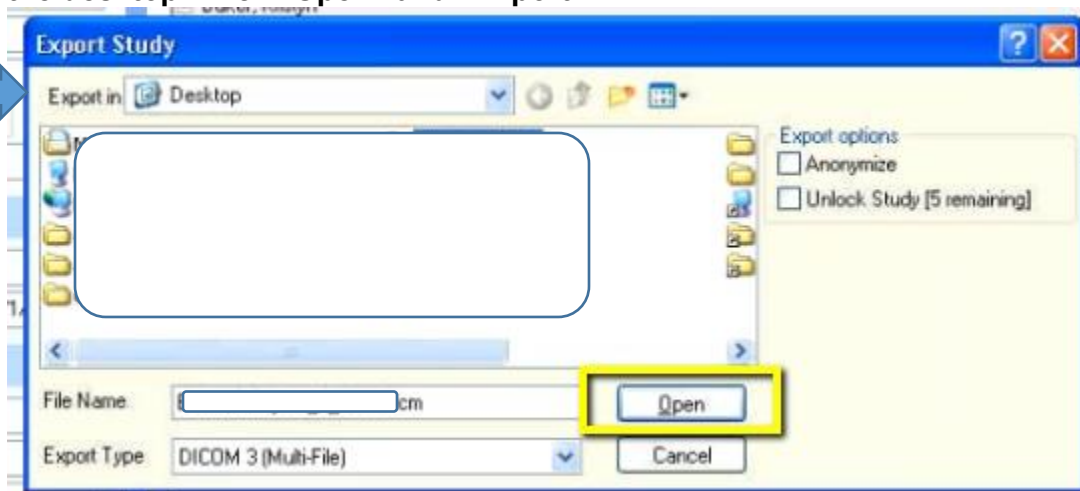
5. After the DICOM exports and saves, go to the patient's folder that you created on the desktop and verify the .dcm files were exported correctly; there should be several hundred files.

6. Go back to the desktop, right click on that patient's folder, go to "Send to", and select "Compressed (zipped) folder". A duplicate folder will be made with either a zipper on it, or a blue "Z". Upload this compressed (zipped) folder.