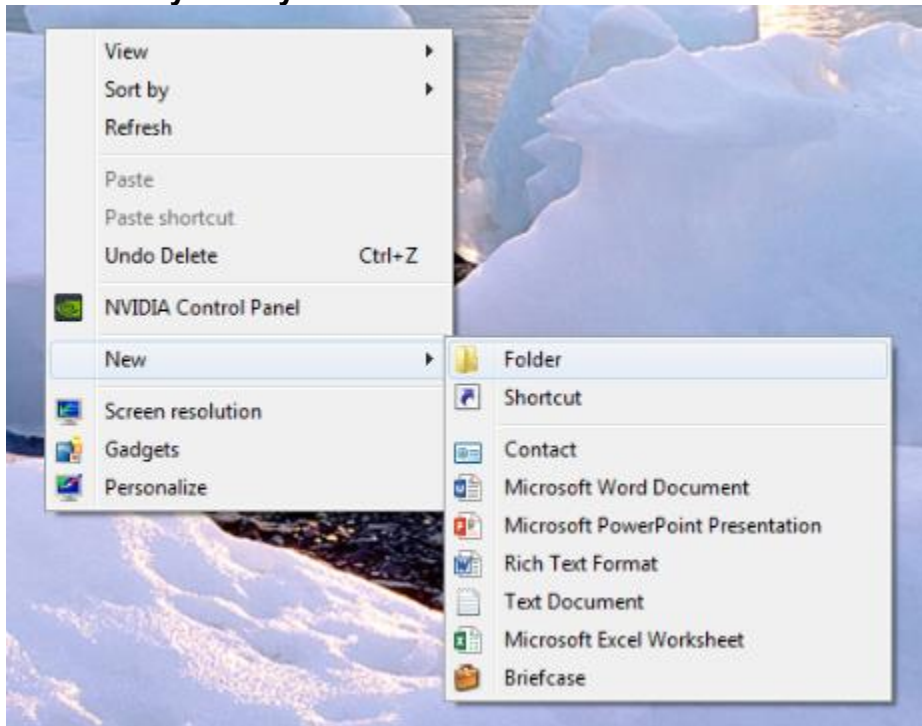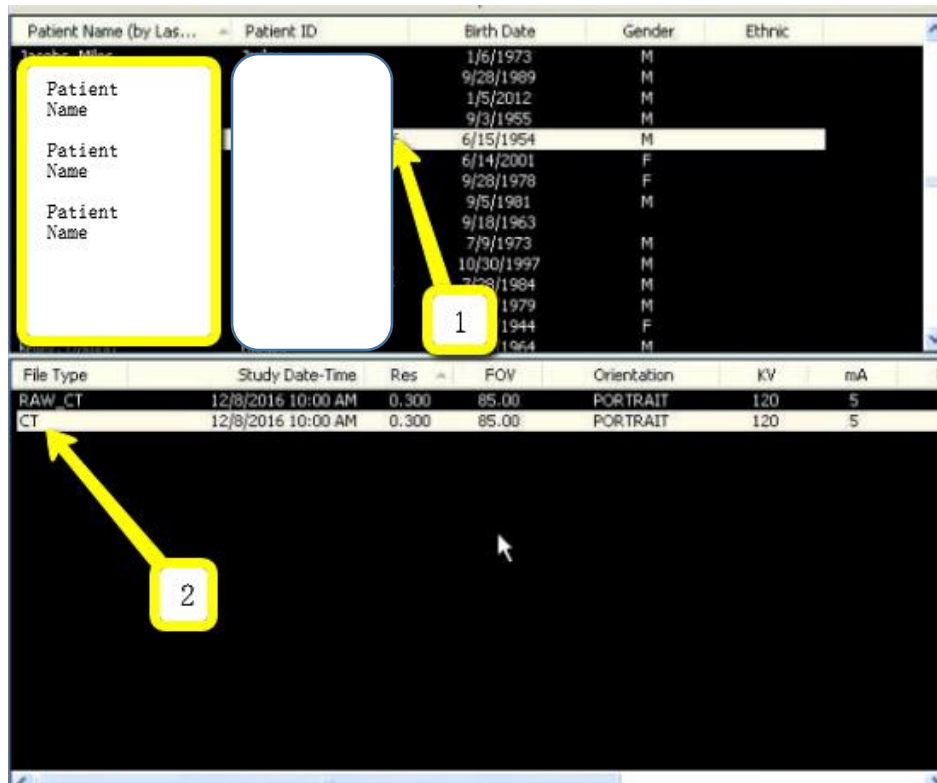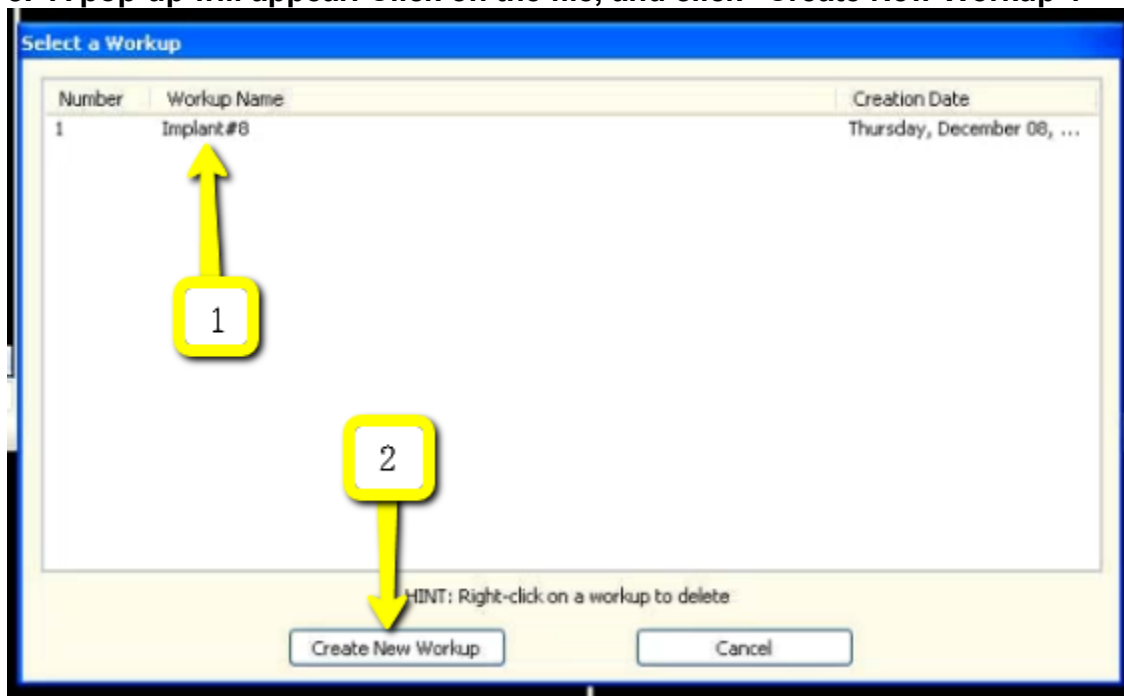**1. On your desktop, right click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and push "Enter" on your keyboard.**
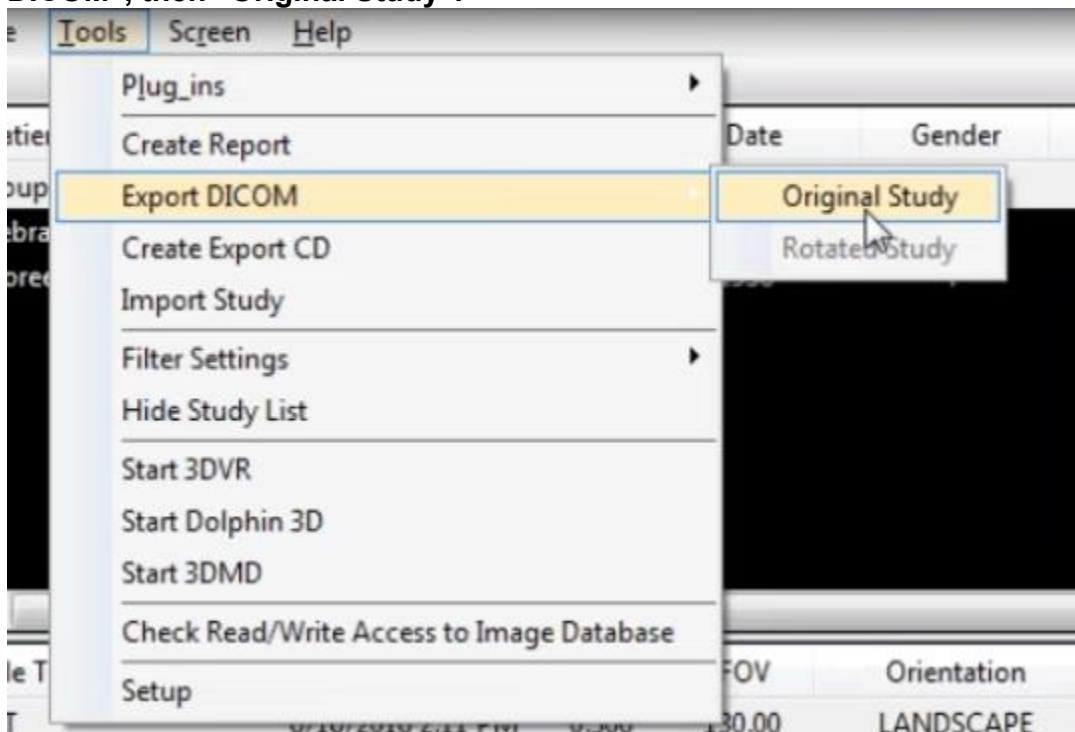

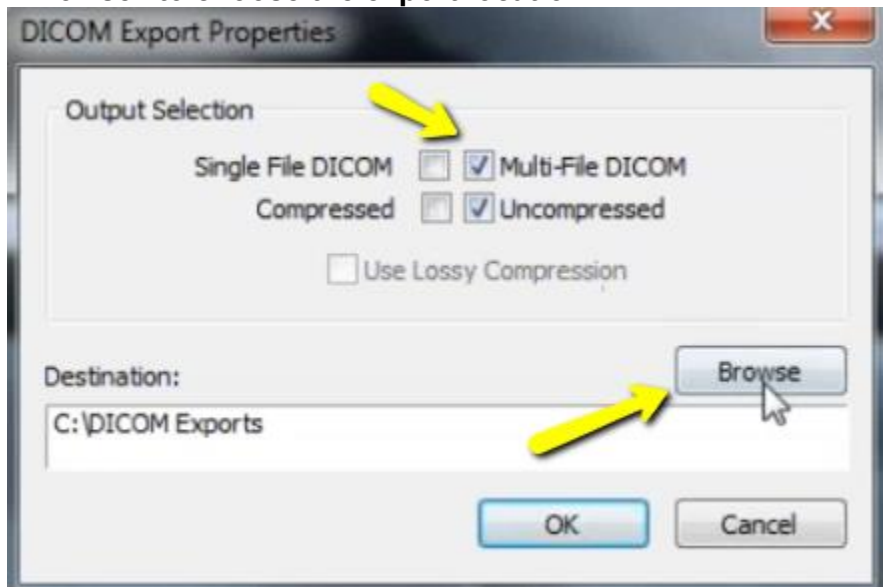**2. In the patient database, click on the patient name. Under the "File Type", click on "CT".**

3. A pop-up will appear. Click on the file, and click "Create New Workup".

Select a Workup

Number	Workup Name	Creation Date
1	Implant#8	Thursday, December 08, ...

1

2

HINT: Right-click on a workup to delete

Create New Workup   Cancel

4. The patient scans will load. In the upper left corner, click on "Tools", "Export DICOM", then "Original Study".

Tools   Screen   Help

Plug_ins ▶

Create Report

Export DICOM ▶   Original Study

Create Export CD   Rotated Study

Import Study

Filter Settings ▶

Hide Study List

Start 3DVR

Start Dolphin 3D

Start 3DMD

Check Read/Write Access to Image Database

Setup

Date   Gender

FOV   Orientation

130.00   LANDSCAPE

5. Make sure "Multi-File DICOM" and "Uncompressed" are selected. Then click on "Browse" to choose the export location.

DICOM Export Properties

Output Selection

Single File DICOM ☐ ☑ Multi-File DICOM
Compressed ☐ ☑ Uncompressed
☐ Use Lossy Compression

Destination: Browse

C:\DICOM Exports

OK   Cancel

6. Select the folder you just created on the desktop and click "OK".

Browse For Folder

Please select an export directory.

Recycle Bin
▷ ⭐ CT Training
▷ 🔖   kdnegs3ibcnt1yir15hs3x52tepgtj5m
▷ 🔖
▷ 🔖
▷ 🔖
▷ 🔖
▷ 🔖
🔖 New folder   1.
🔖 Patient Name
🔖 Phones   2.

Make New Folder   OK   Cancel
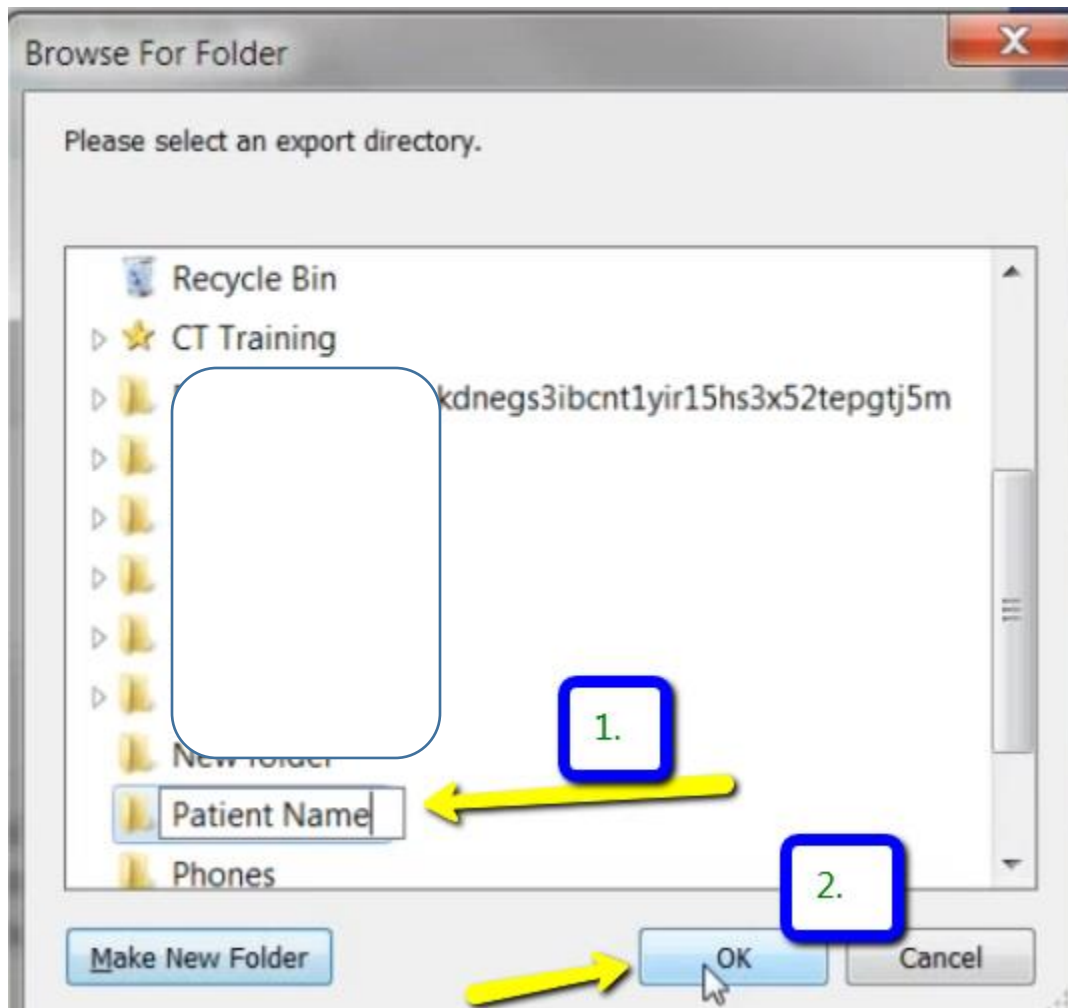
7. You will return to this screen. Click "OK". Your files will begin exporting.
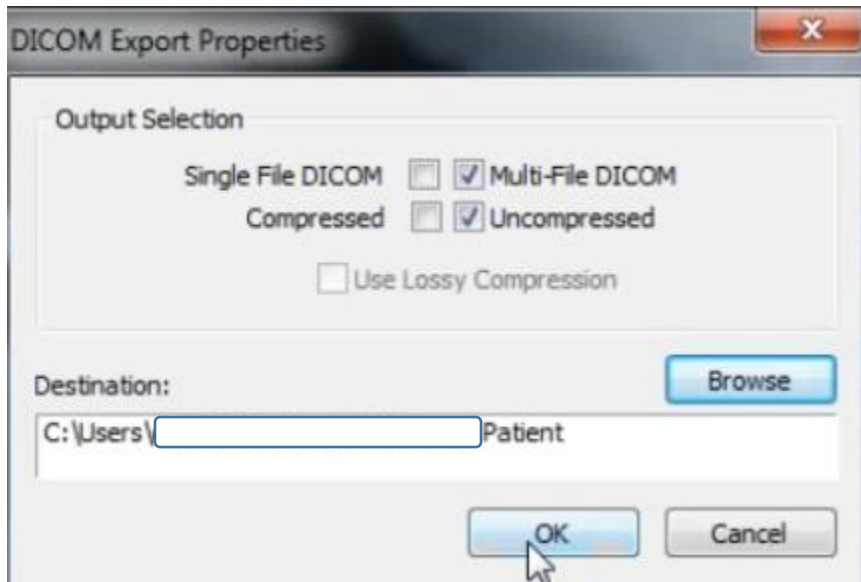
8. Click on "OK" when the "Done" pop up appears.
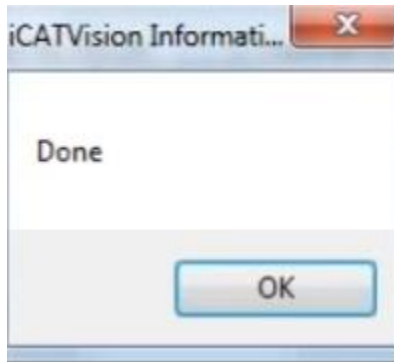
9. After the DICOM exports and saves, go to the patient's folder that you created on the desktop and verify the .dcm files were exported correctly; there should be several hundred files.

10. Go back to the desktop, right click on the 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.