Note: If using the Instrumentarium Dental OP300 or Gendex GXDP-700™, instructions will not apply. Please contact your local representative for assistance on extracting the raw data from your CT scanner.

Step 1: Right-click on an empty space on your desktop to create a new folder ("New" → "Folder"). Type in the patient name and click “Enter”.

Step 2: Open patient history. Right-click on the newest CBCT and select “Export DICOMDIR”.
Step 3: Click on your newly created folder from your desktop, then click “Select Folder”.

Step 4: Click “OK” when DICOM exports successfully.
Note: If using the Instrumentarium Dental OP300 or Gendex GXDP-700™, instructions will not apply. Please contact your local representative for assistance on extracting the raw data from your CT scanner.

Step 5: Go to the patient's folder and confirm the .dcm files were exported correctly (there should be several hundred files).

Step 6: Return to your desktop and right-click on the patient's folder to send to a compressed folder (“Send to” ➔ “Compressed (zipped) folder”). A duplicate folder will be created with either a zipper or a blue “Z”.

Note: If following a Dual Scan Protocol, zip scans individually and label accordingly (i.e., “Patient Scan” and “Denture Scan”).
Step 7: Upload your case on glidewelldental.com, then click and log in to “My Account”.

Note: Use Google Chrome when uploading your case; additionally, if you do not have an account, please contact us and we will set it up for you. Your scan can also be sent on a disc or USB drive via standard shipping methods if digital upload is not possible.

Step 8: Select “Cases” → “Guided Surgery/DTP”.
Step 9: Select “Request New Plan”.

Step 10: Select desired package.