

# EXPORTING FROM **SIDEXIS 4**

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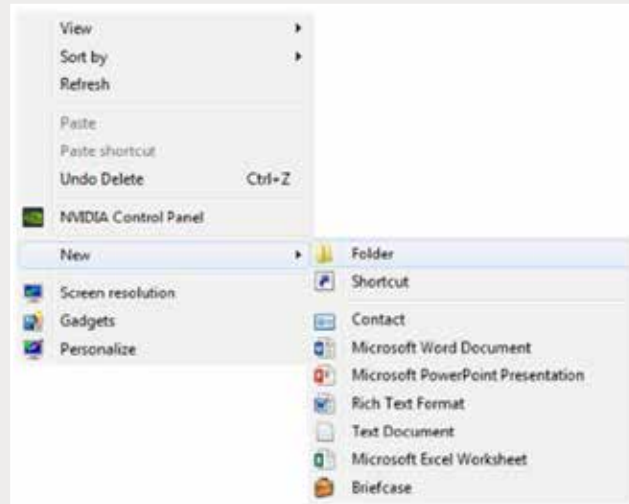
UPLOAD GUIDE



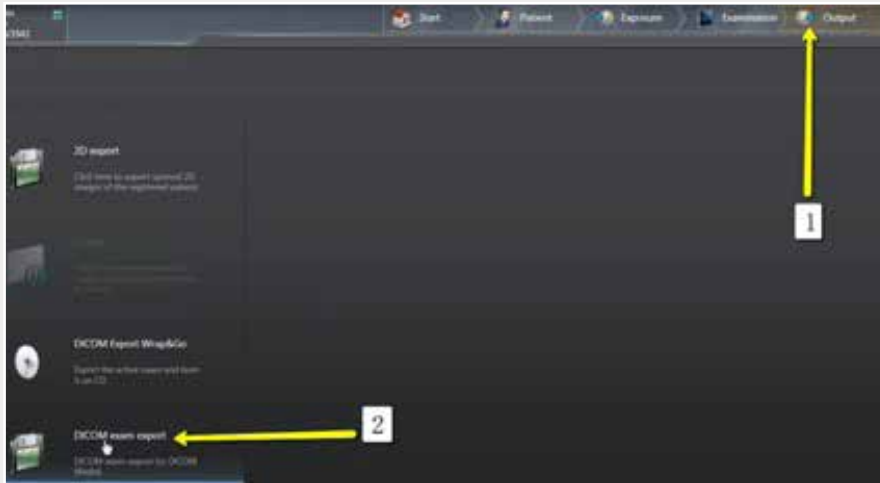
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Note: If using the Instrumentarium Dental OP300 or Gendex GXDP-700™, instructions will not apply. Please contact your local representative for assistance on extracting the raw data from your CT scanner.



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”.



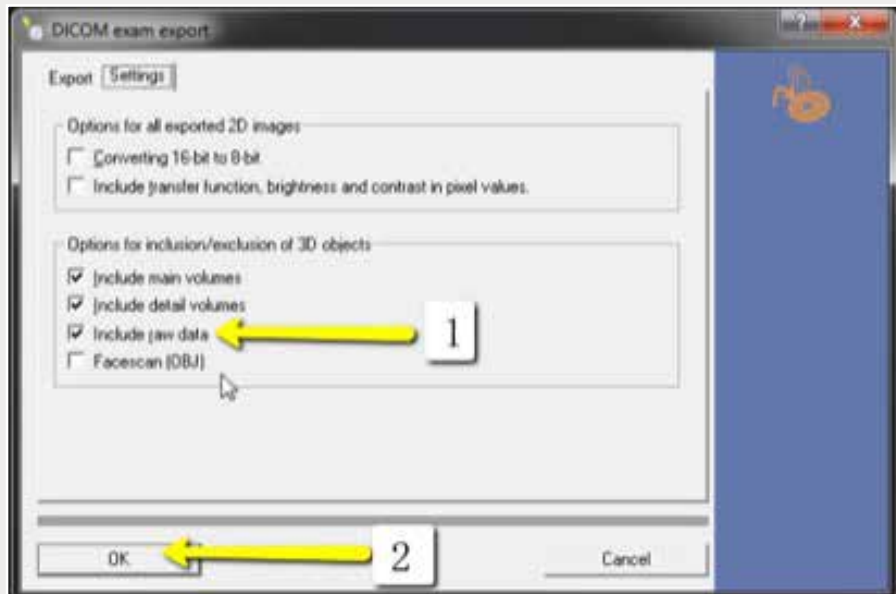
Step 2: Go to the patient scan and click on “Output” → “DICOM Exam Export”.

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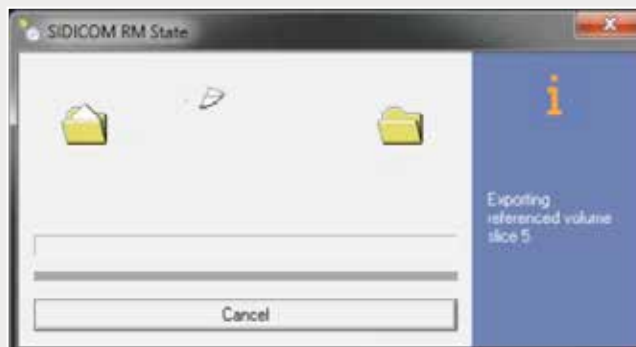
Step 3: After the patient scan report appears, click on "Settings" tab.



Step 4: Ensure "Include raw data" is selected (other options should not have to be changed) and click "OK".

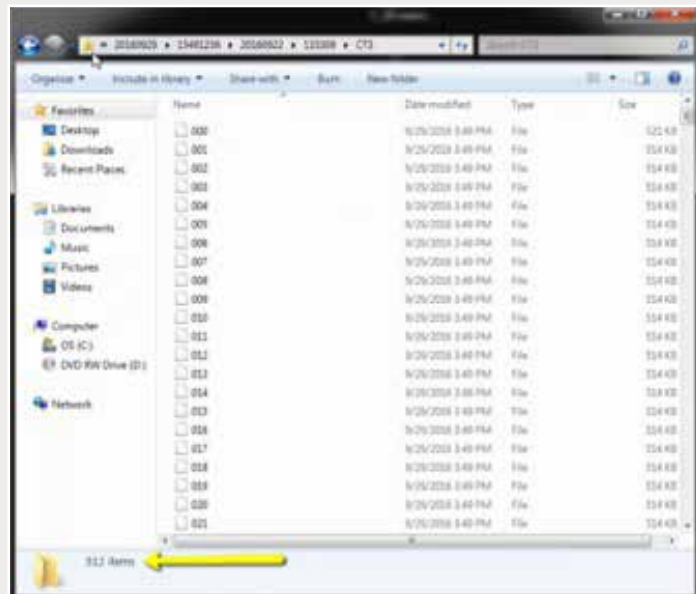
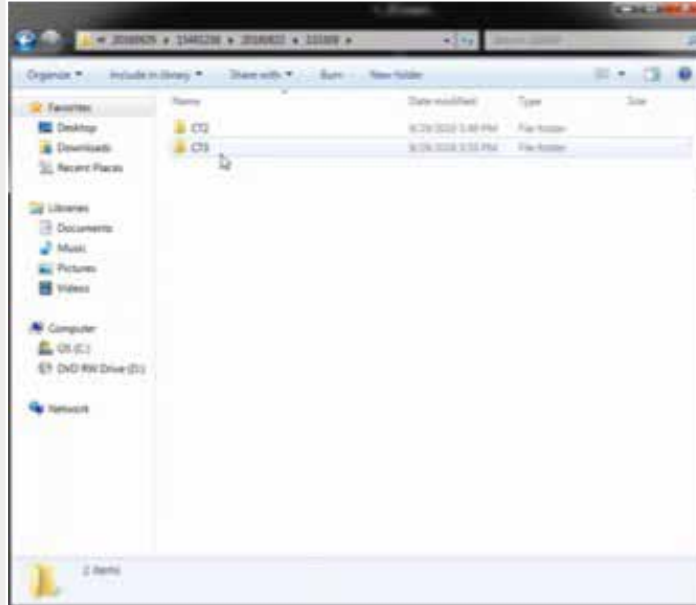
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Step 5: Select your newly created folder from your desktop, then click "Open" and "Save". Exporting will begin.

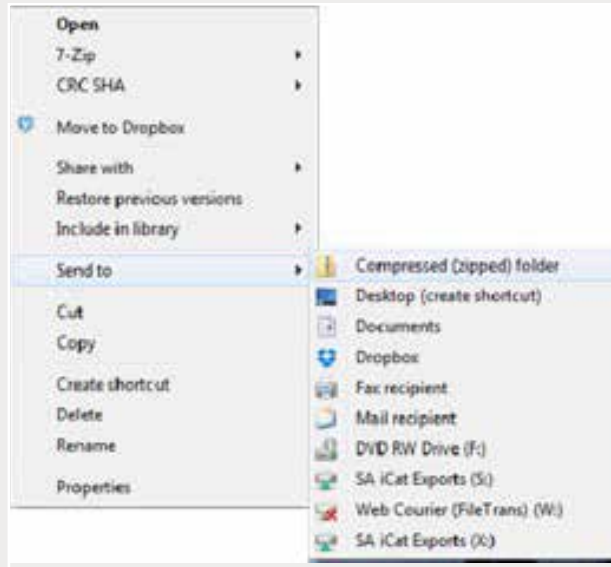
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Step 6: After exporting, go the folder and search for the "CT3" subfolder, then confirm the .dcm files were exported correctly (there should be several hundred files).

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Step 7: 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").

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Step 8: Upload your case at [glidewelldental.com](http://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.

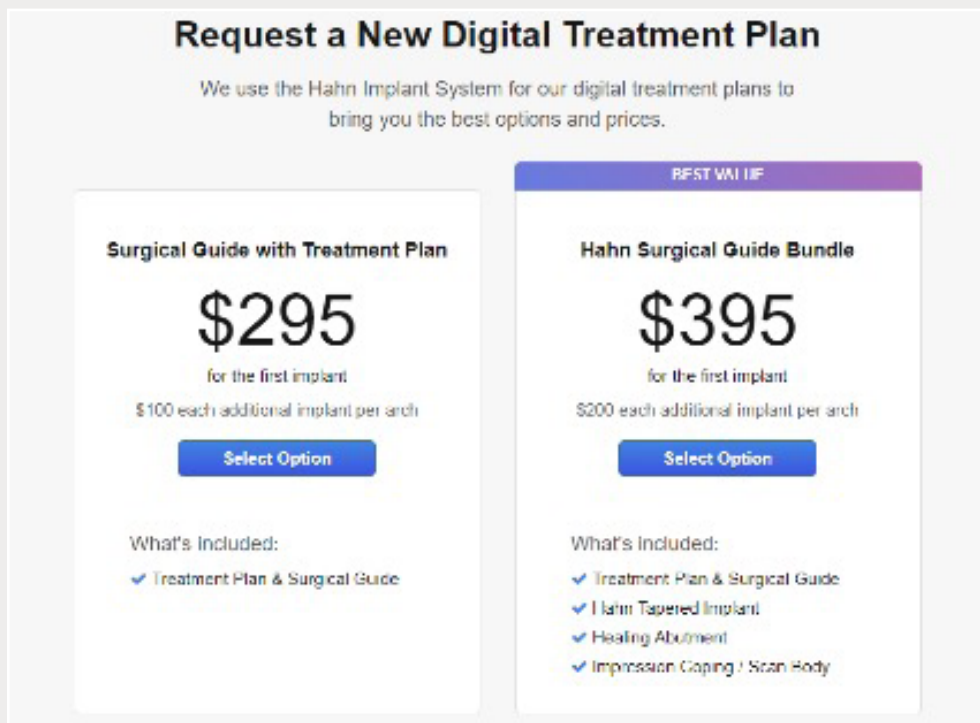
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Step 9: Select "Cases" → "Guided Surgery/DTP".



Step 10: Select "Request New Plan".



Step 11: Select desired package.

