# EXPORTING FROM
# Owandy

## UPLOAD GUIDE
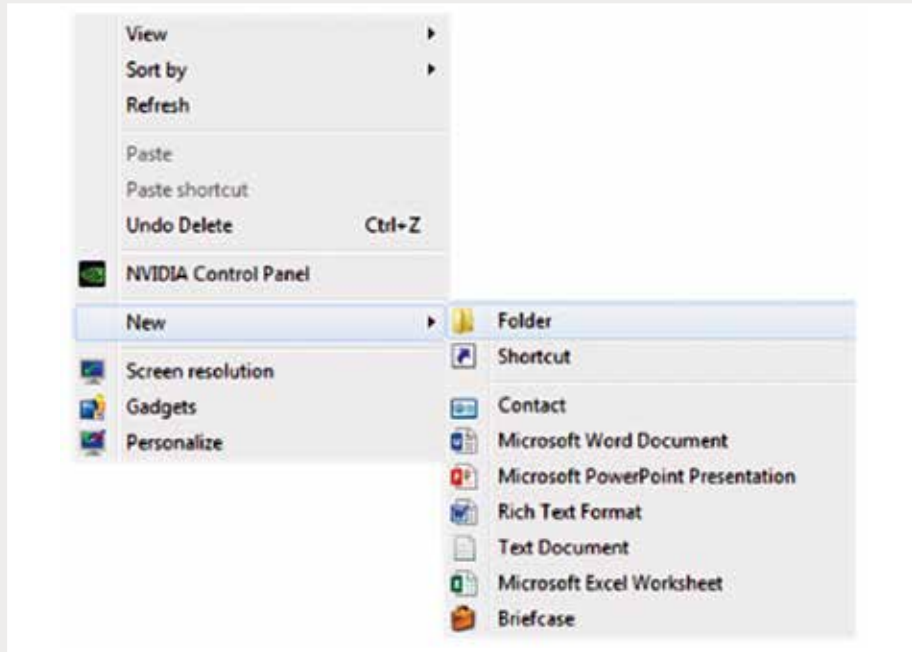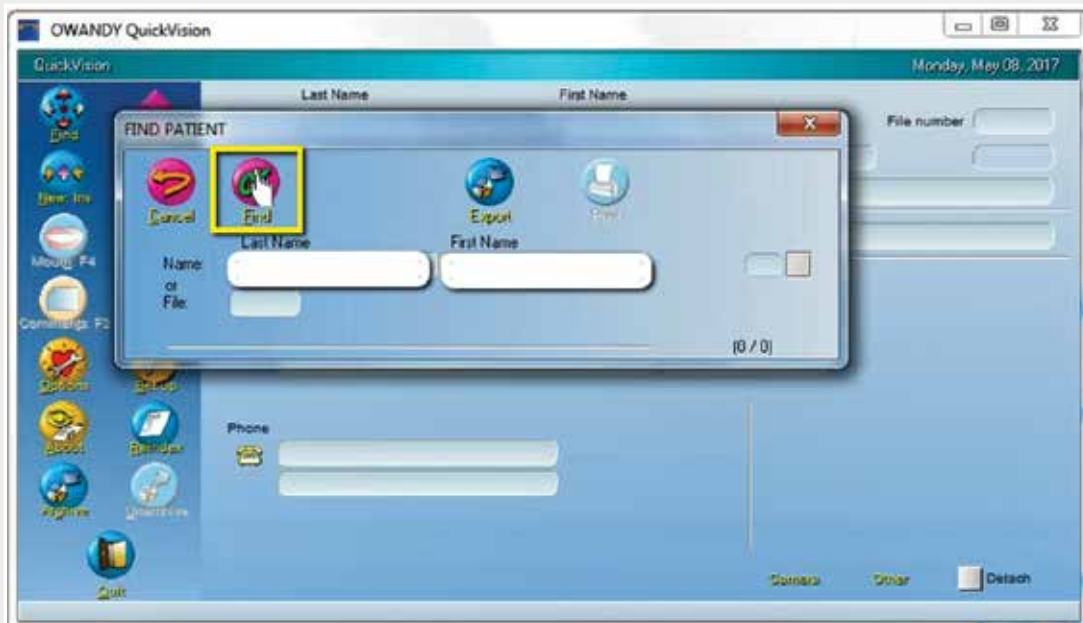
*Step 1: Right-click on an empty space on your desktop to create a new folder ("New" ➜ "Folder").*
*Type in the patient name and click "Enter".*

**1**



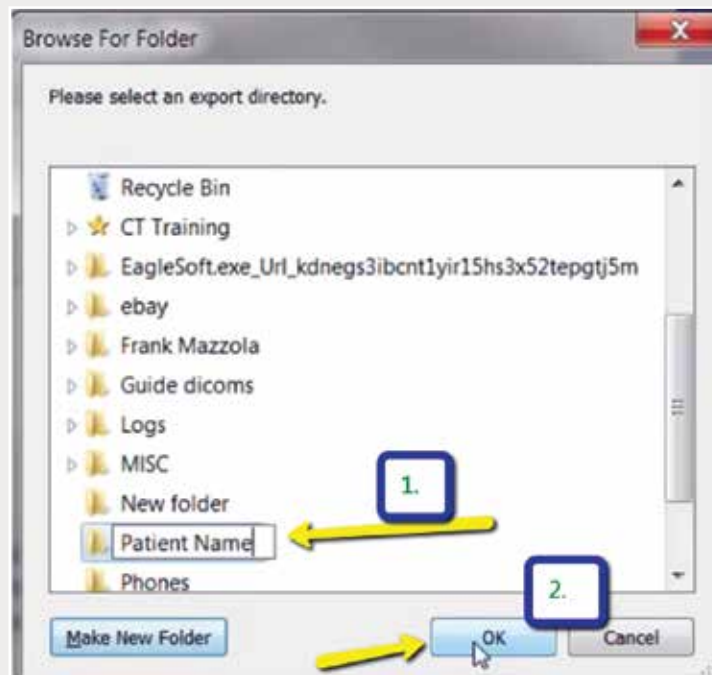*Step 2: In Owandy, type in patient's name and click "Find".*

*Step 3: On the patient page, click the "Mouth" icon on the left side of the screen.*

**2**



*Step 4: Locate the most recent CBCT scan. Right-click on the 3D image and select "Export DICOM".*
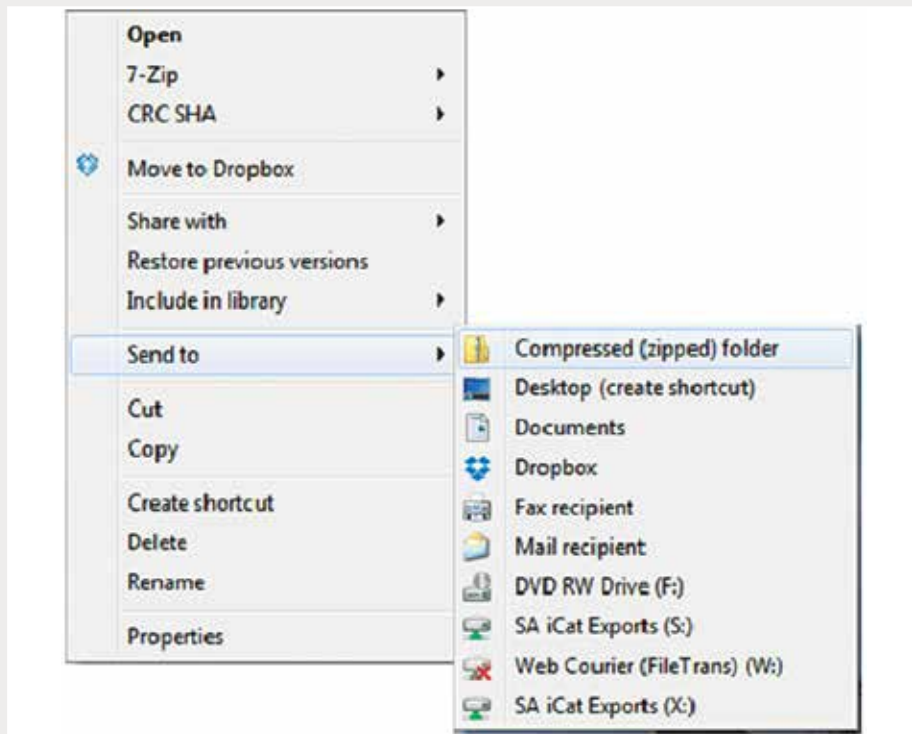
*Step 5: Select your newly created folder from your desktop and click "OK".*

**3**
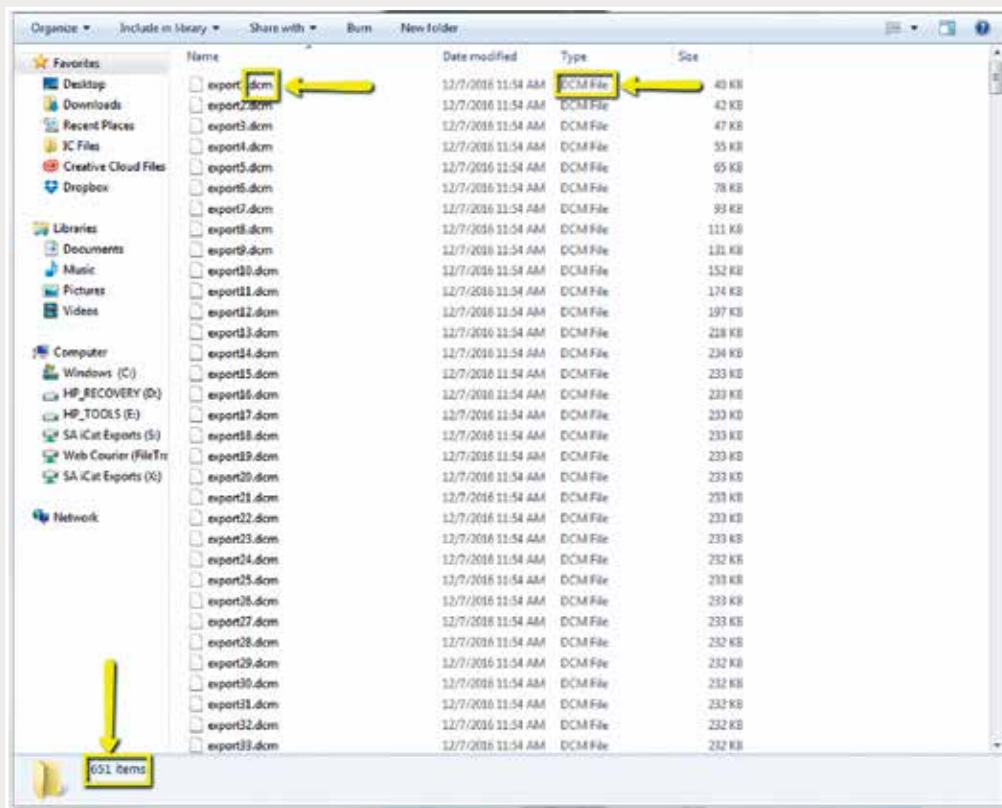


*Step 6: Go to the patient's folder and confirm the .dcm files were exported correctly*
*(there should be several hundred files).*

*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 "Dental Scan").*

**4**



*Step 8: 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.*
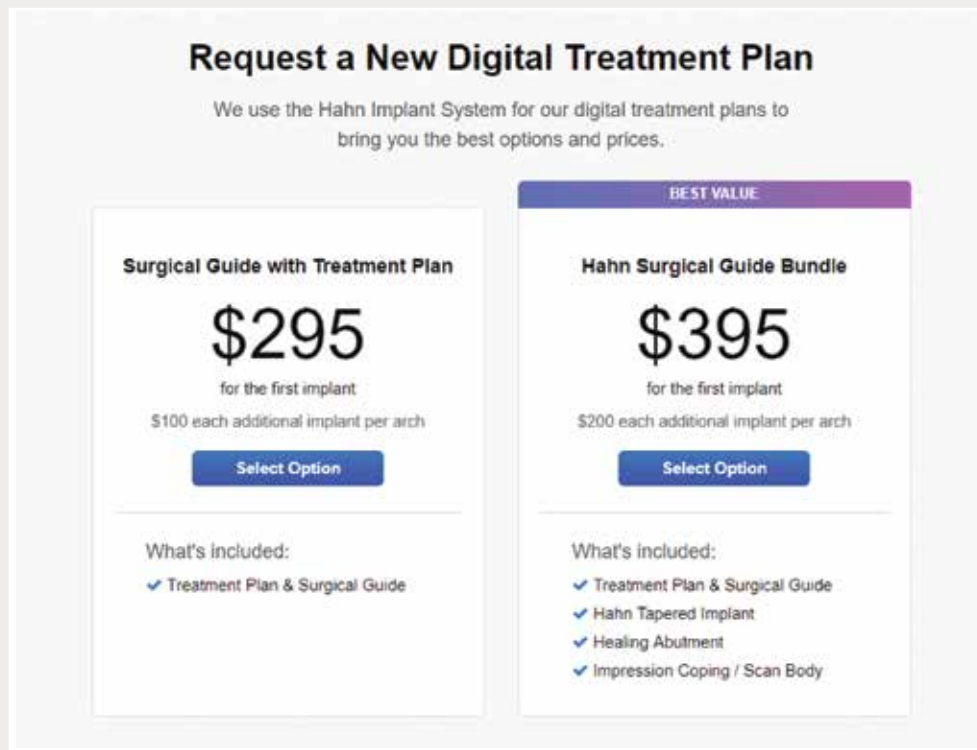
*Step 9: Select "Cases" ➔ "Guided Surgery/DTP".*
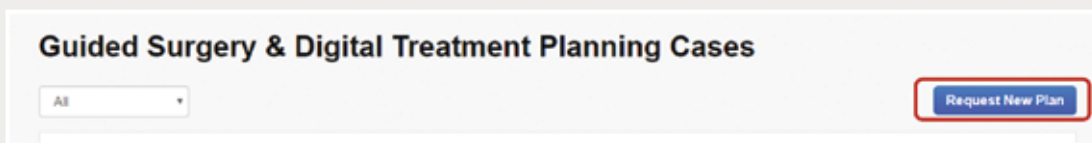


*Step 10: Select "Request New Plan".*

5



*Step 11: Select desired package.*