EXPORTING FROM
NewTom

UPLOAD GUIDE
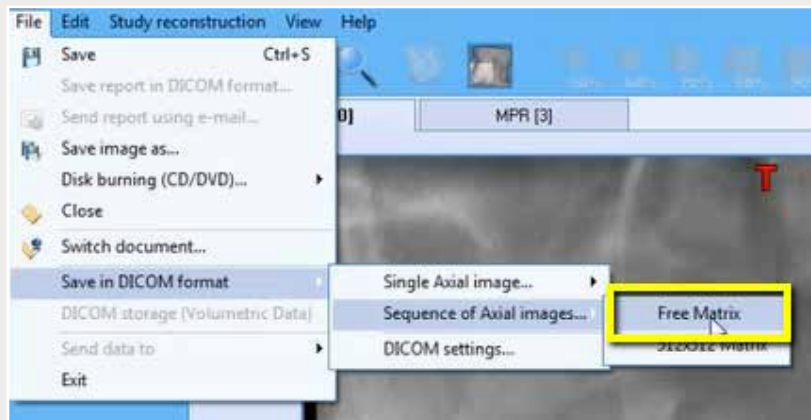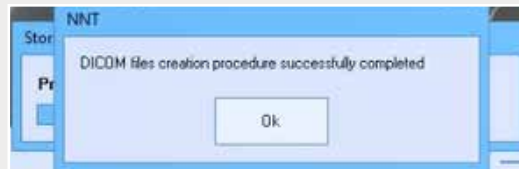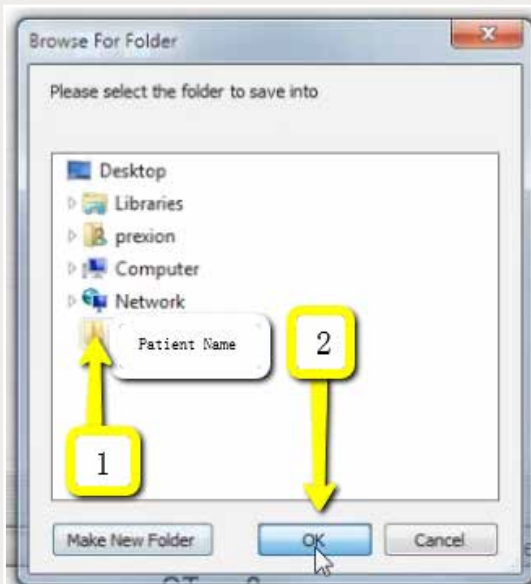
GLIDEWELL LABORATORIES

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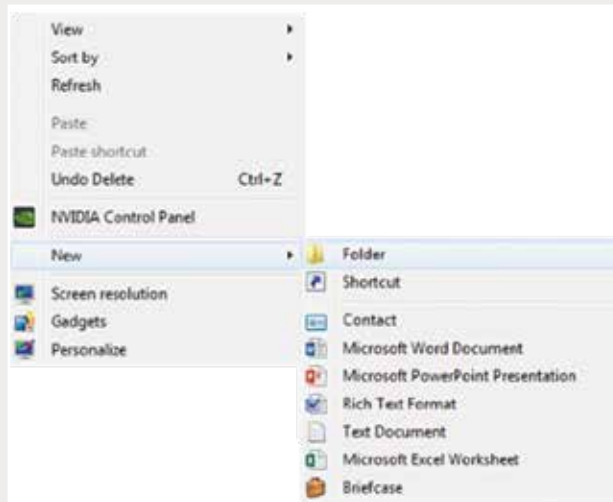
*Step 1: Right-click on an empty space on your desktop to create a new folder ("New" ➔ "Folder").
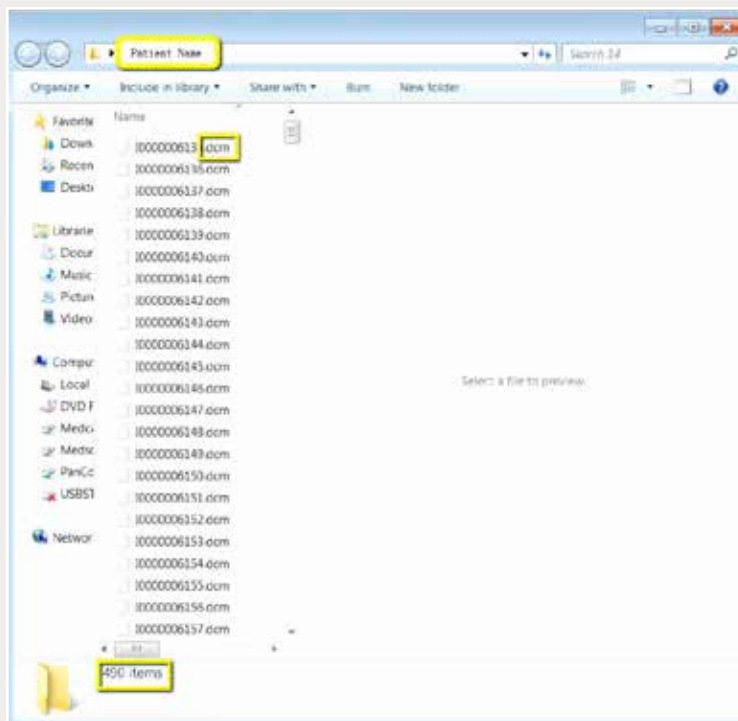Type in the patient name and click "Enter".*

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*Step 2: Open the patient's scan and click on "File" ➔ "Save in DICOM format" ➔ "Sequence of Axial images" ➔
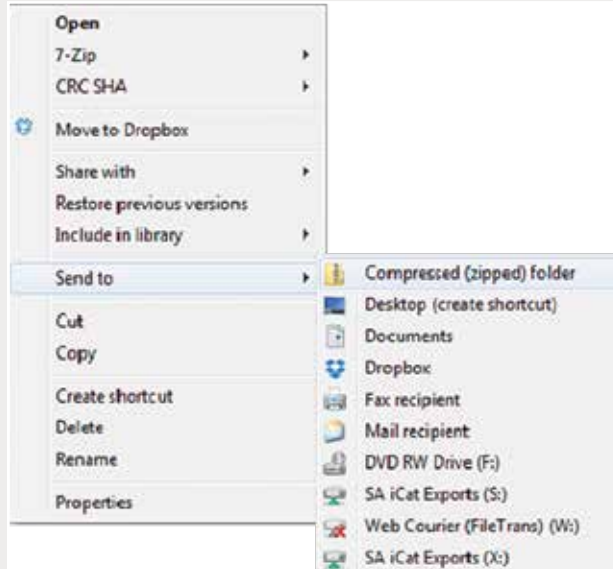"Free Matrix".*

Step 3: Select your newly created folder from your desktop and click "OK" to export. Click "OK" when DICOM has successfully exported.

Step 4: Go to the patient's folder and confirm the .dcm files were exported correctly (there should be several hundred files).

Step 5: 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 6: 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.
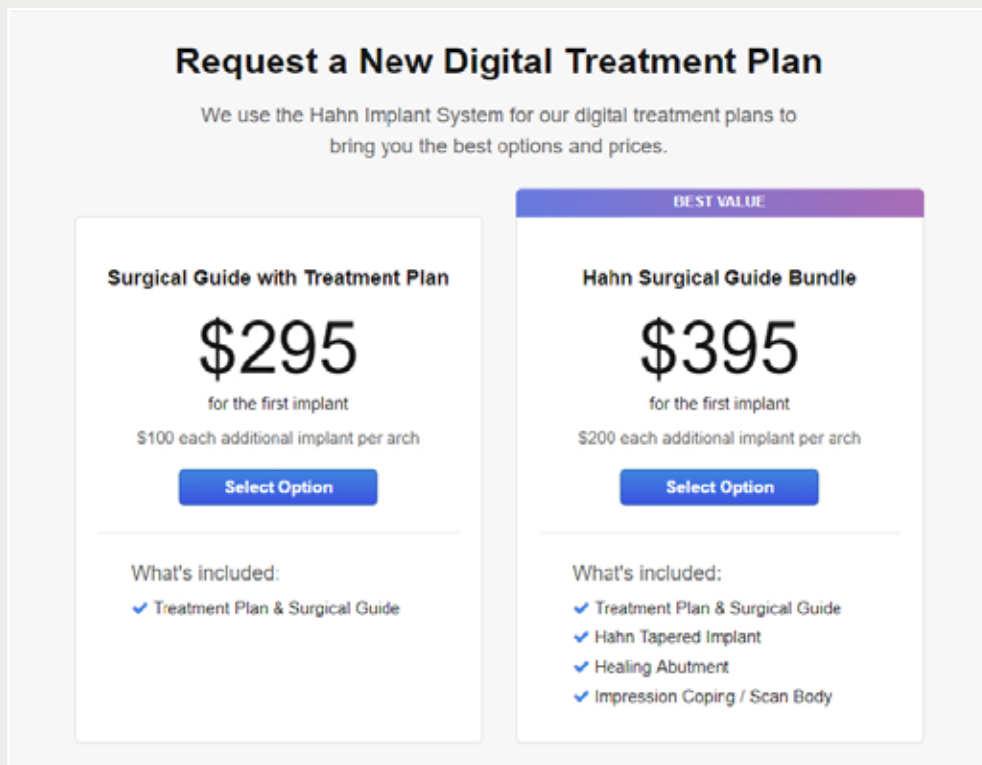
Step 7: Select "Cases" ➜ "Guided Surgery/DTP".
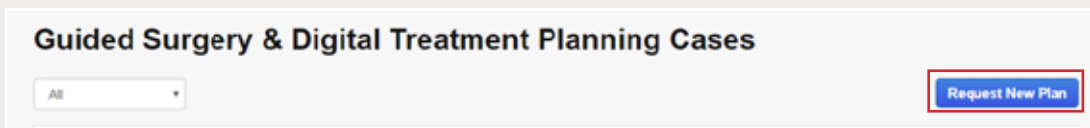
Step 8: Select "Request New Plan".

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Step 9: Select desired package.