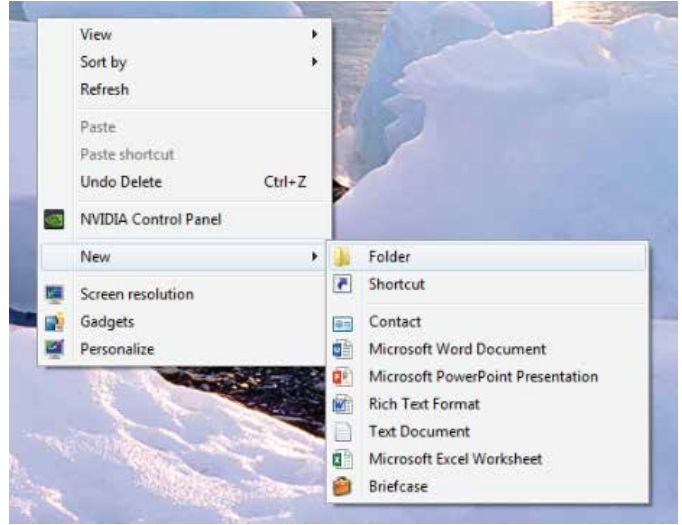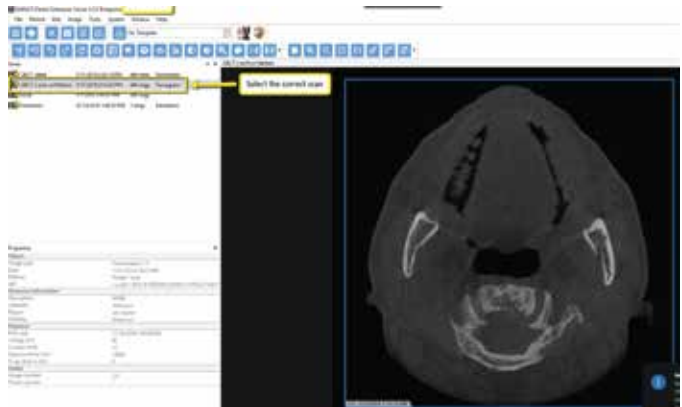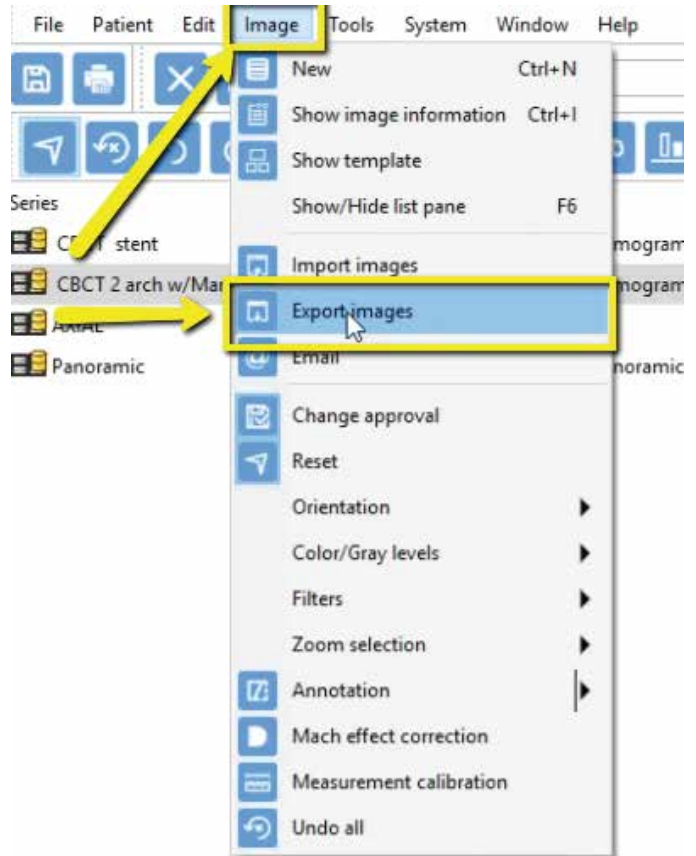**1** On your desktop, right click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and push "Enter" on your keyboard.
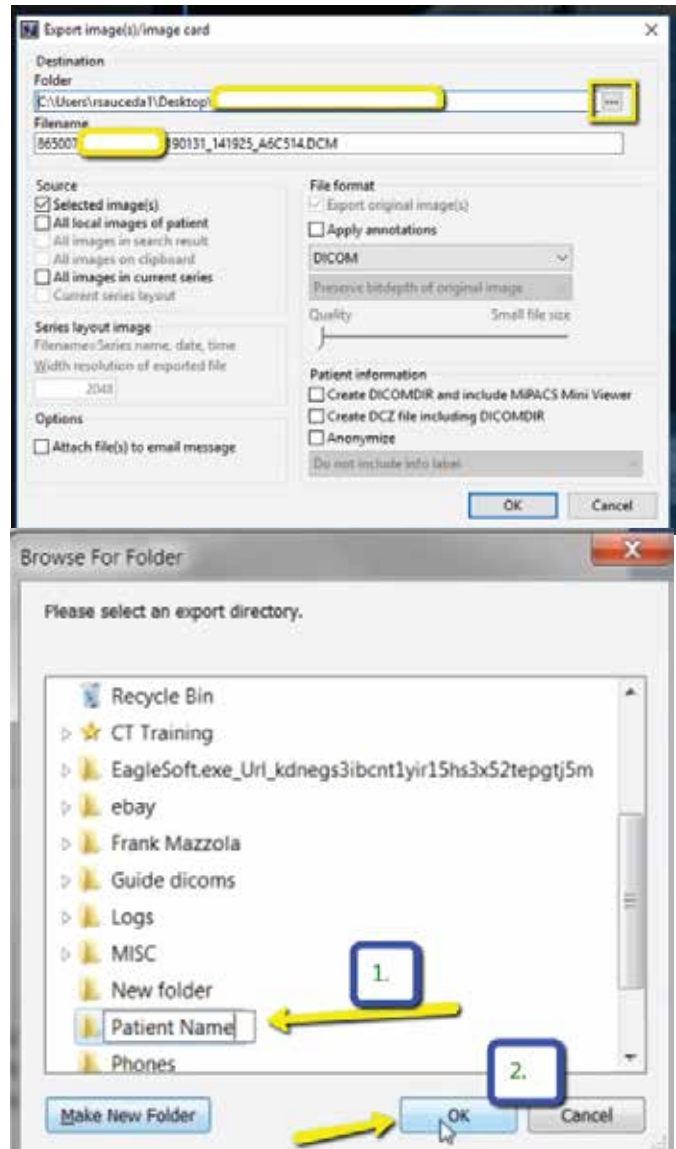


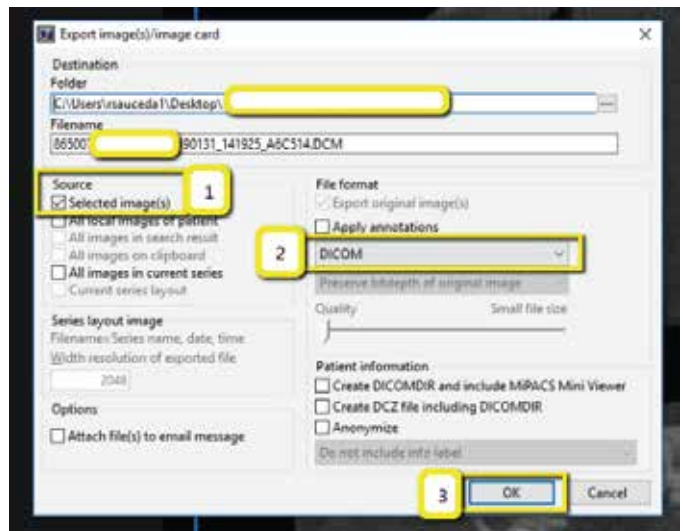**2** Select your patients CBCT scan in the MiPacs software.

**3** Go to "Image" and click "Export Images".

**4** A pop-up box will appear. Under "Destination" select the folder you created on your desktop and click "Ok".



**5** Ensure that "Selected image(s)" is checked and that the "File Format" is set to "DICOM". No other boxes should be checked. Click "OK".

**6** After the DICOM exports and saves, go to the patients folder and verify the .dcm files were exported correctly; there should be several hundred files.
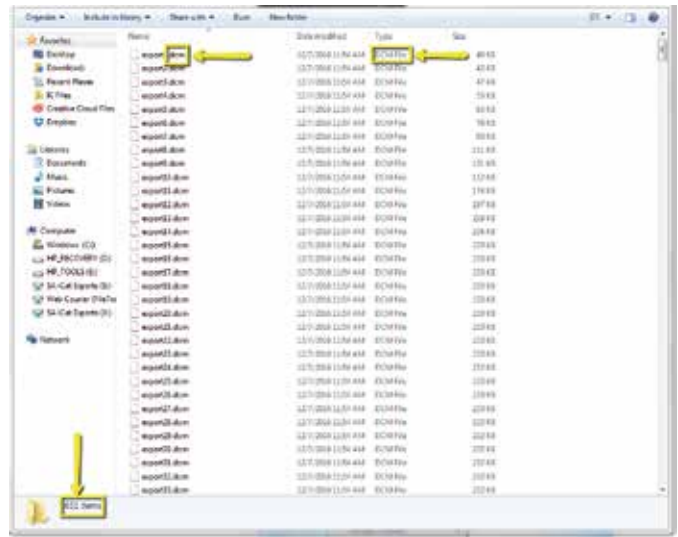
**7** Go back to the desktop, right click on the patients folder, go to "Send to", and select "Compressed (zipped) folder". A duplicate folder will be made with either a zipper on it, or a blue "Z".

**8** To upload the compressed folder, login to Implant Concierge. Click on the patient's name to open the case. Click on the red "Upload DICOM" button.
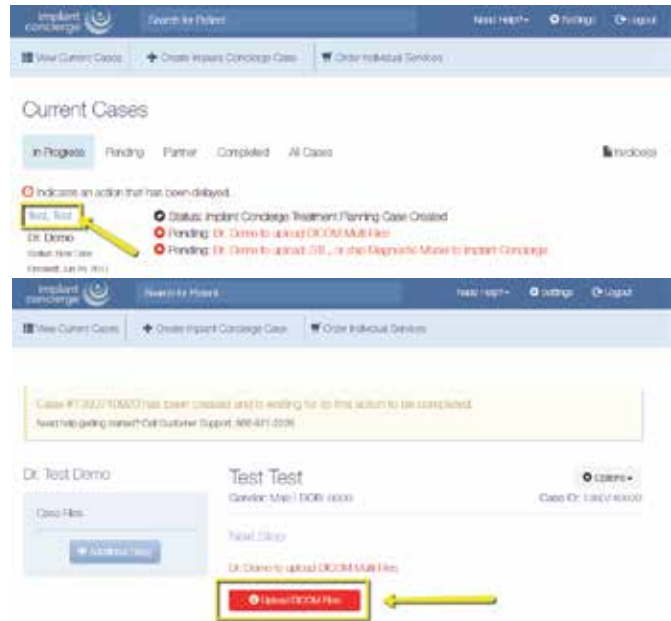
**9** Drag and drop the folder from the desktop to Implant Concierge. The file will automatically begin uploading.
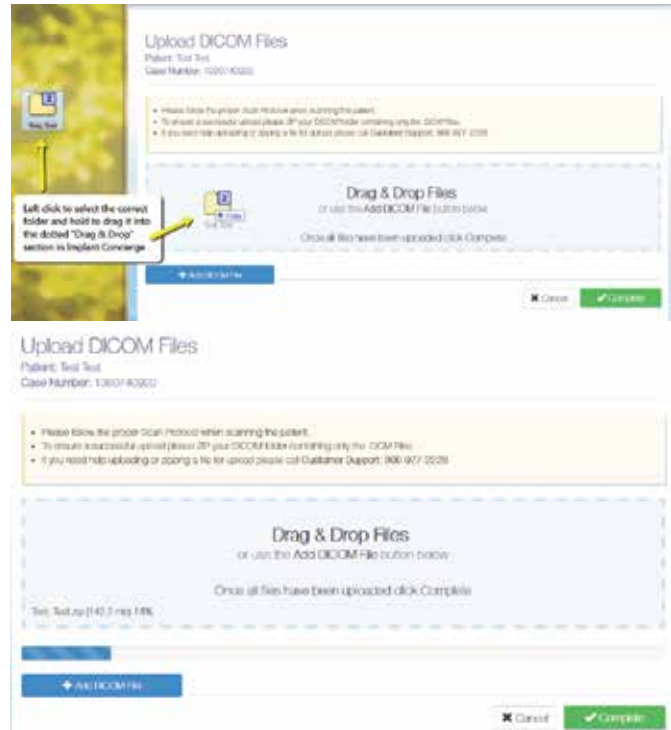
**10** Once the file reaches 100%, click the green "Complete" button.