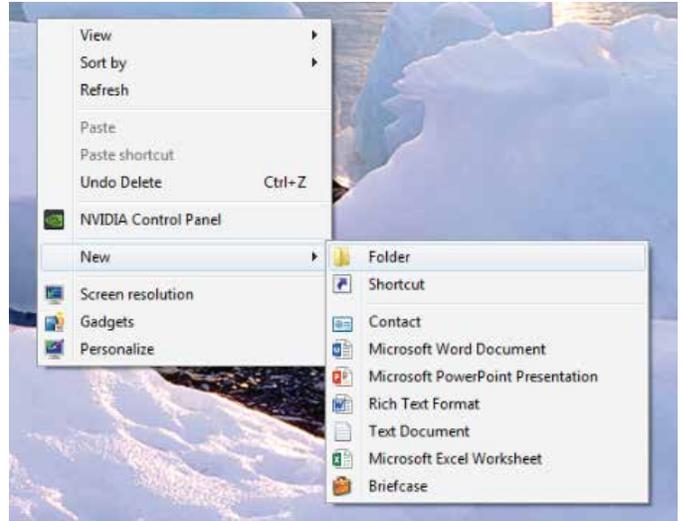


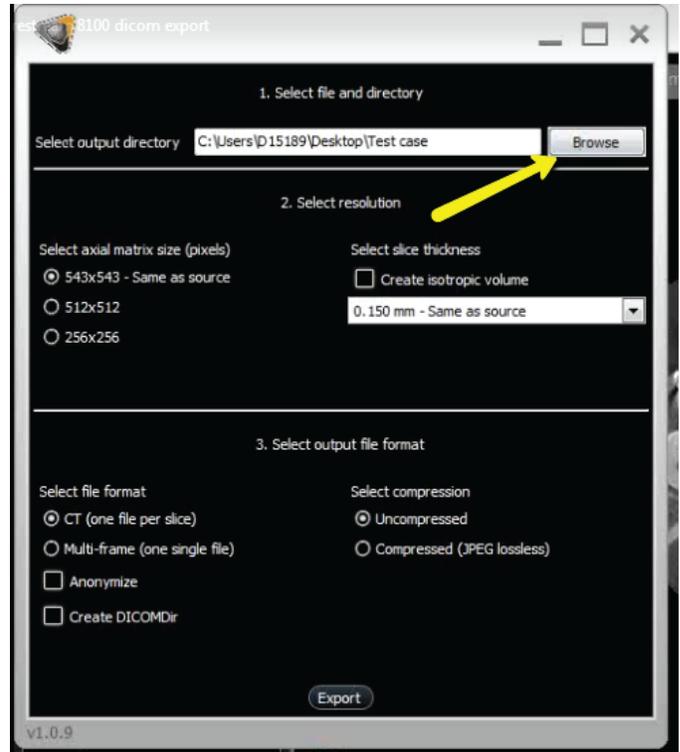
1 On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



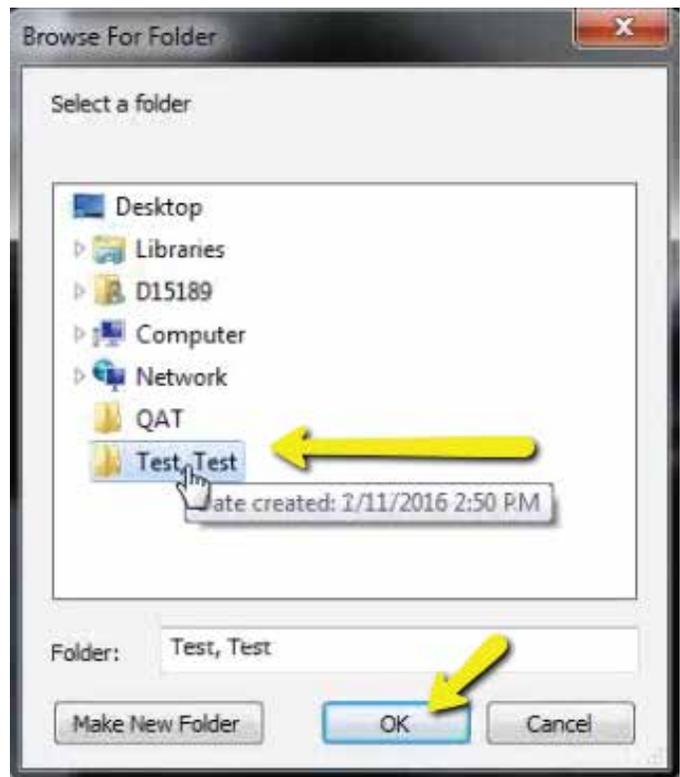
2 Open your image and go to the “Export the volume” icon located on the left side of your screen.



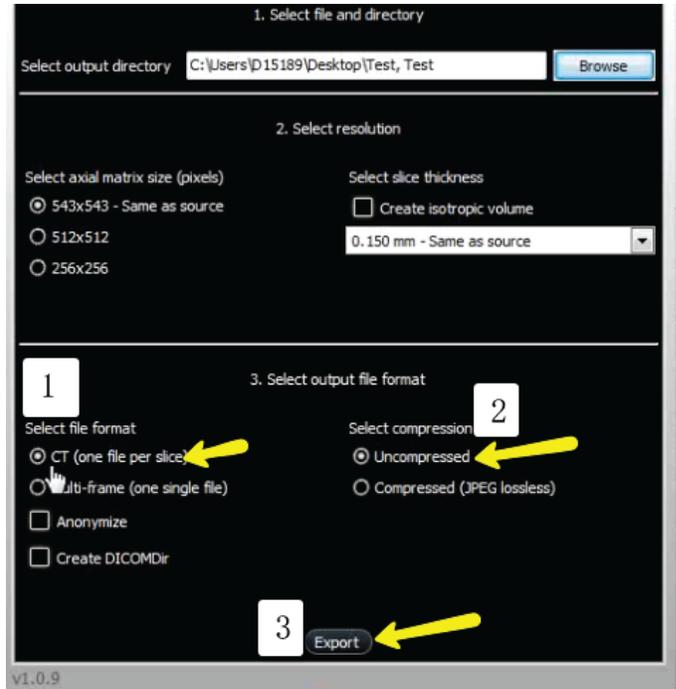
3 In the pop up window, you'll notice 3 different sections. On the first section, click "Browse" to select the export location.



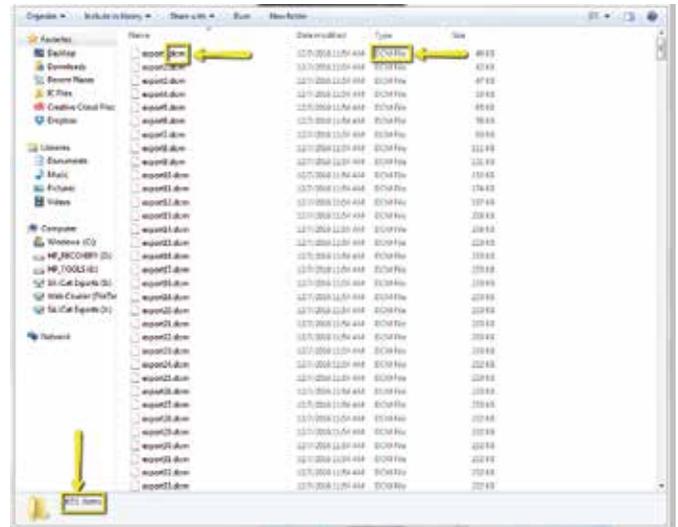
4 Another pop-up will appear. Select the folder you just created on the desktop. Click "OK".



5 The second pop-up will disappear. Section 2 options should never have to be changed. Under section 3, select “CT (one file per slice)” and “Uncompressed”. Please ensure that “Create DICOMDir” remains UNCHECKED. Click “Export”.



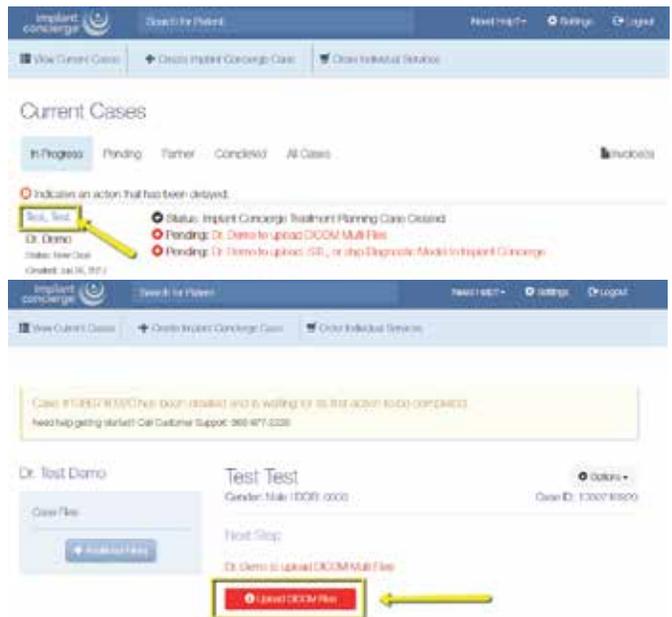
6 After the DICOM exports and saves, go to the patients folder and verify the .dcm files were exported correctly; there should be several hundred files.



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.

