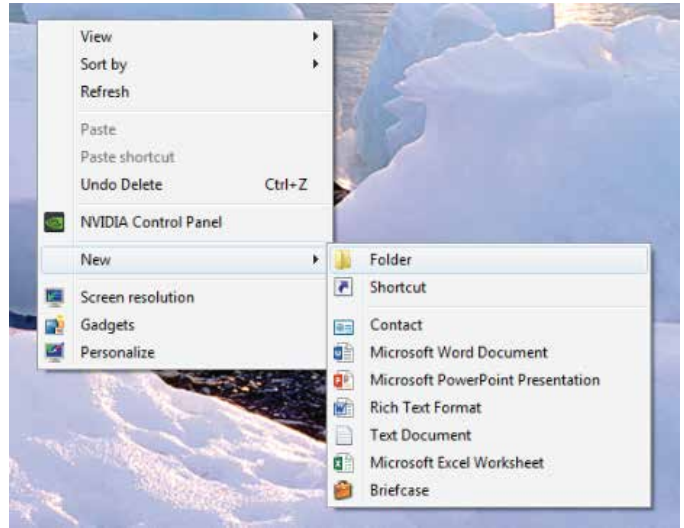**1** On your desktop, right click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and push "Enter" on your keyboard.
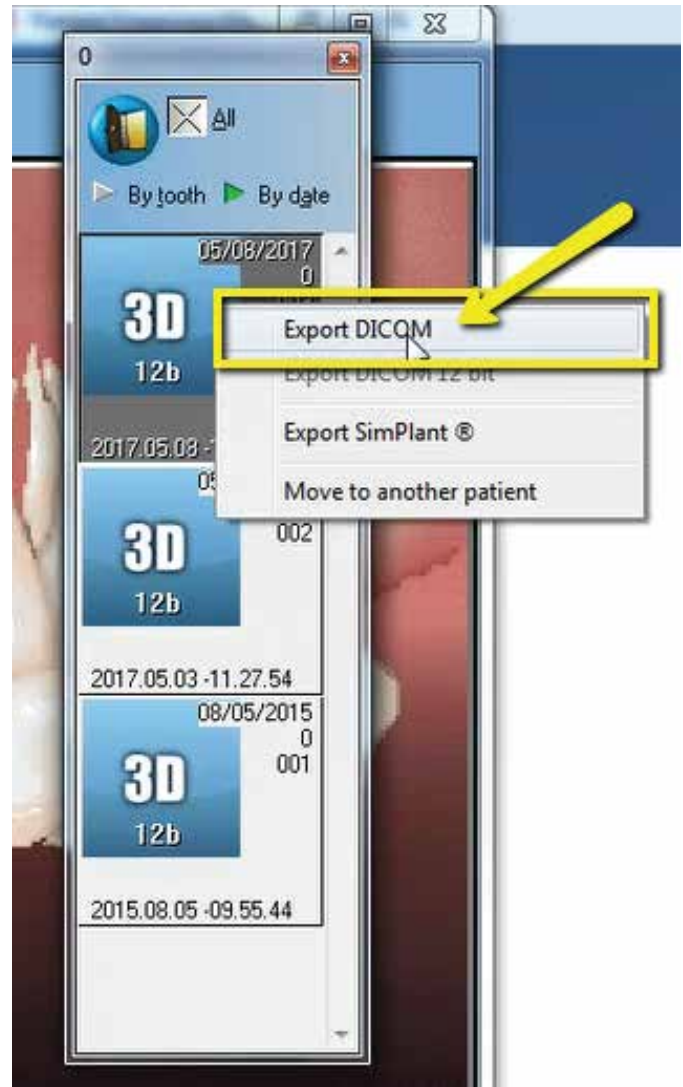

2 Open the Owandy software. Type in the patients name and click "Find".
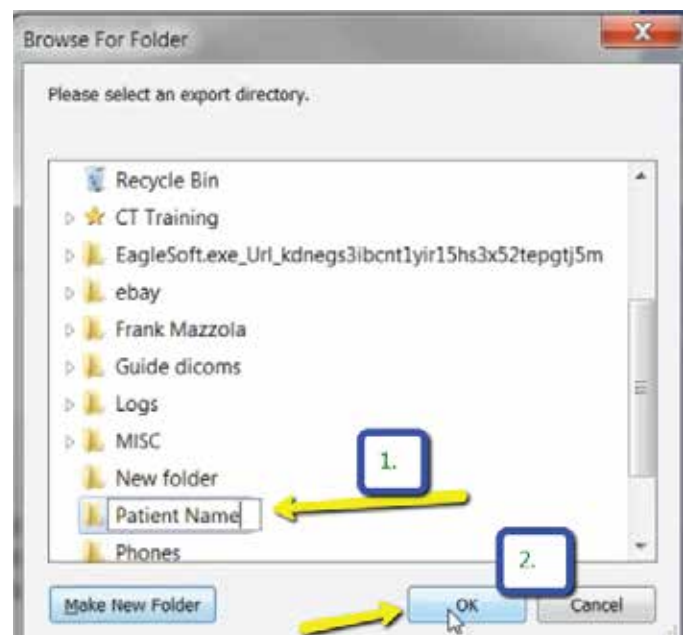
3 Once the patients information appears, click the "Mouth" icon located on the left hand side of your screen.
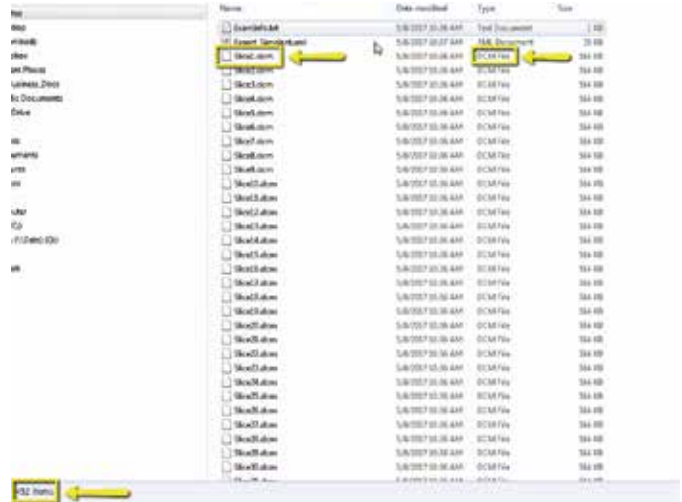
4 Find the most recent CBCT scan. Right click on the 3D image, and choose "Export DICOM".

5 A pop-up will appear with the save location. Select the folder you just created on the desktop and 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".
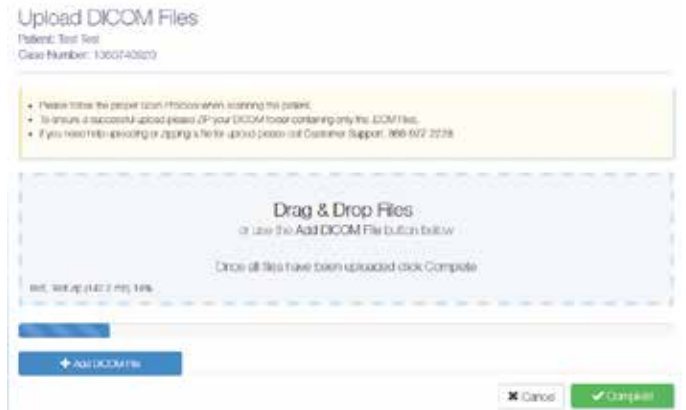
* If following a Dual Scan Protocol, please zip scans individually and label accordingly; i.e: "Patient Scan" and "Denture Scan" *

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.