EXPORTING FROM i-CAT™

UPLOAD GUIDE

GLIDEWELL LABORATORIES

**Please follow these instructions if you are exporting from i-CAT™ Classic software. However, if you have
Tx STUDIO™/Invivo software and are using an i-CAT machine, please follow those software instructions instead.**
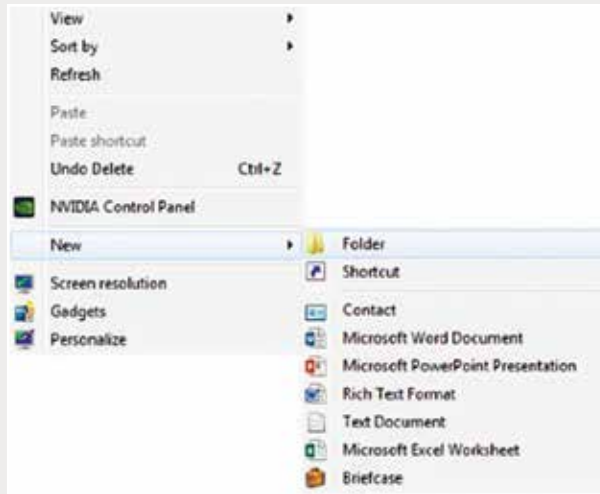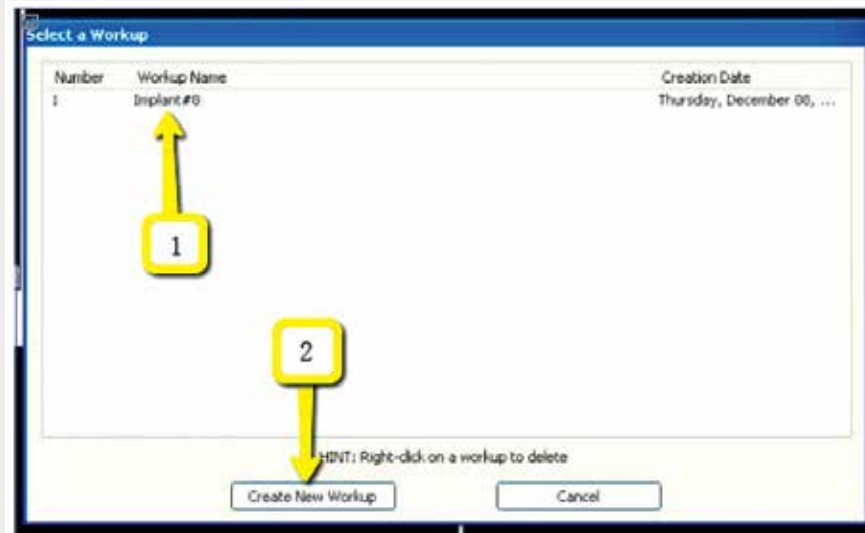

*Step 1: Right-click on an empty space on your desktop to create a new folder ("New" ➔ "Folder").
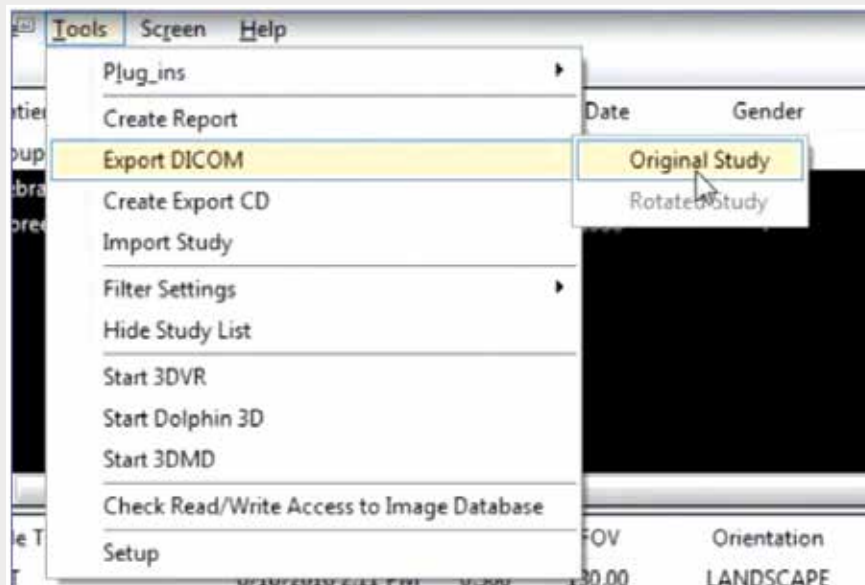Type in the patient name and click "Enter".*

1
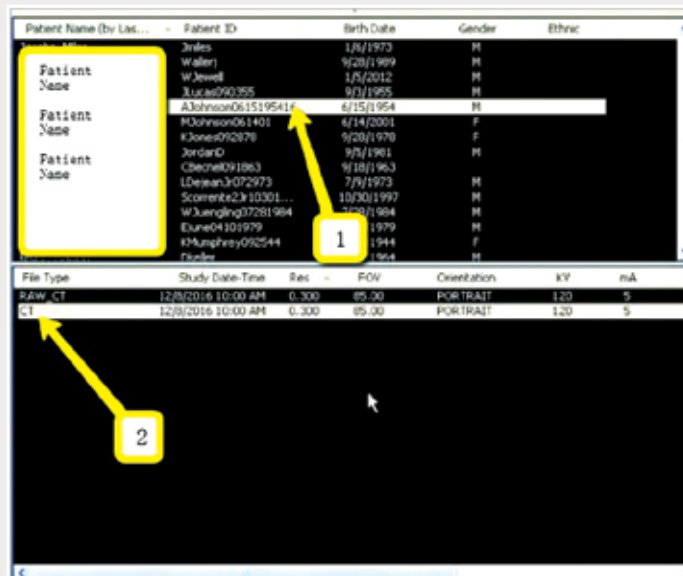
Step 2: Click on the patient name in the patient database, then click on "CT" under "File Type".
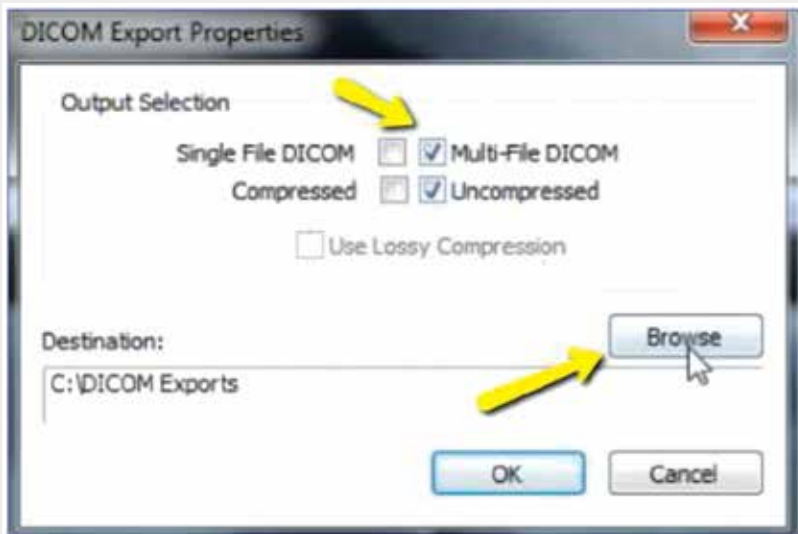
Step 3: When a new window appears, click on the file, then click "Create New Workup".

2

Step 4: In the upper left corner, click on "Tools" ➔ "Export DICOM" ➔ "Original Study".
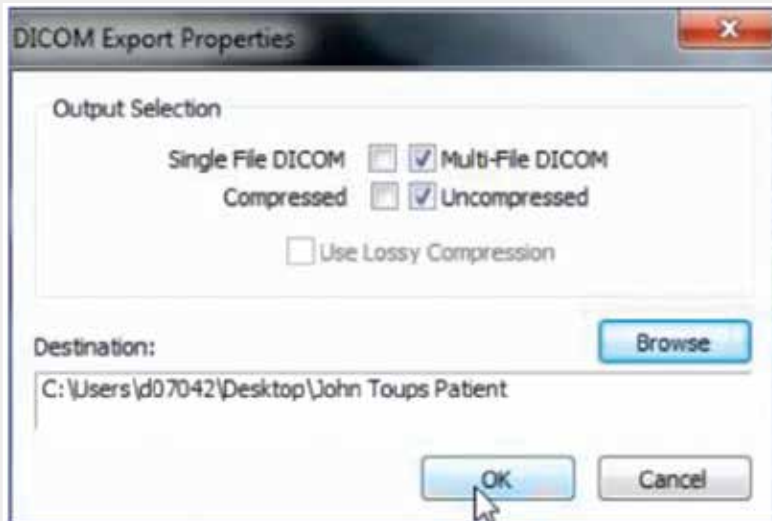
Step 5: Select "Multi-File DICOM" and "Uncompressed" for "Output Selection", then click on "Browse" to choose the export location.

3
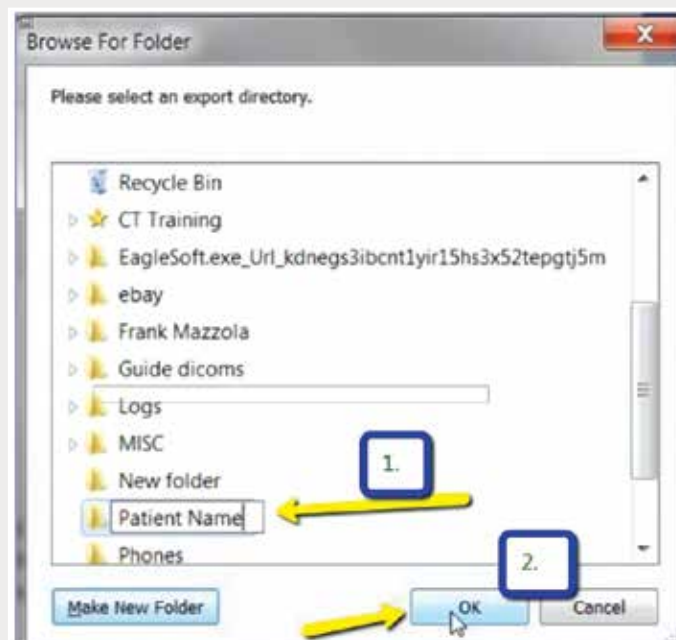
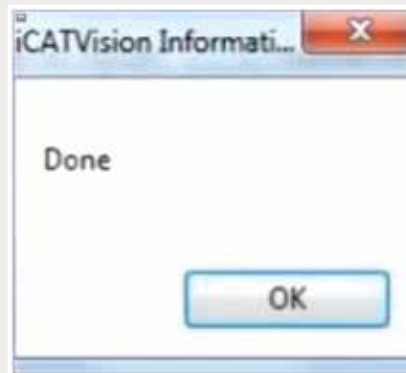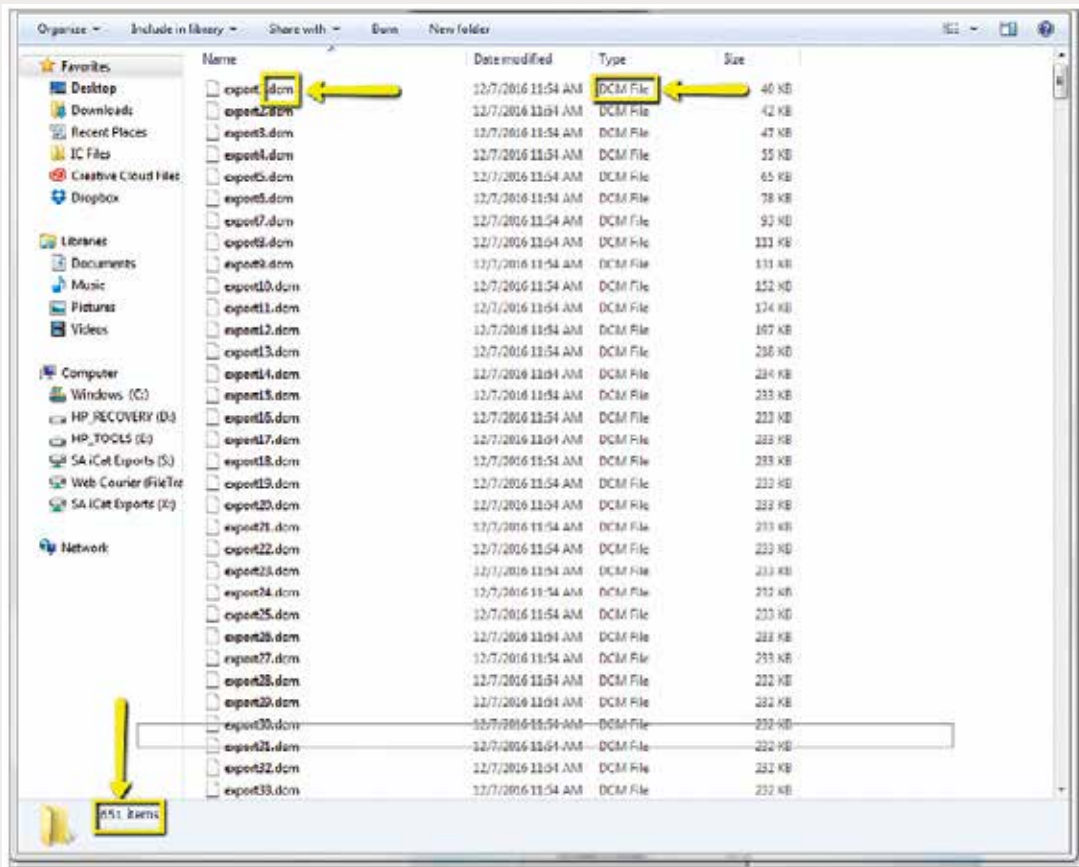*Step 6: Select your newly created folder from your desktop and click "OK".*

Step 7: Click "OK" on the previous screen and the files will begin exporting.

4

Step 8: Click "OK" when the "Done" window appears.

*Step 9: Go to the patient's folder and confirm the .dcm files exported correctly
(there should be several hundred files).*

5
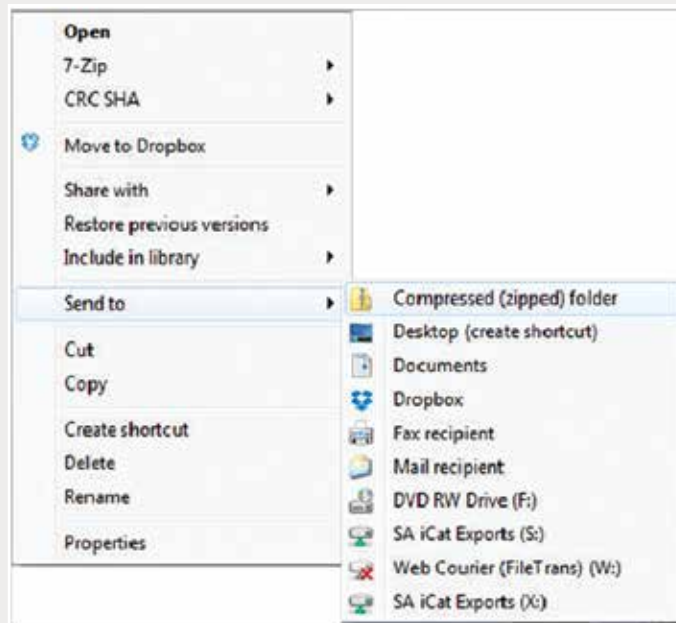
Step 10: Return to your desktop and right-click on the patient's folder to send to a compressed folder
("Send to" ➜ "Compressed (zipped) folder"). A duplicate folder will be created with either a zipper or a blue "Z".

Note: If following a Dual Scan Protocol, zip scans individually and label accordingly
(i.e., "Patient Scan" and "Denture Scan").

6

Step 11: 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
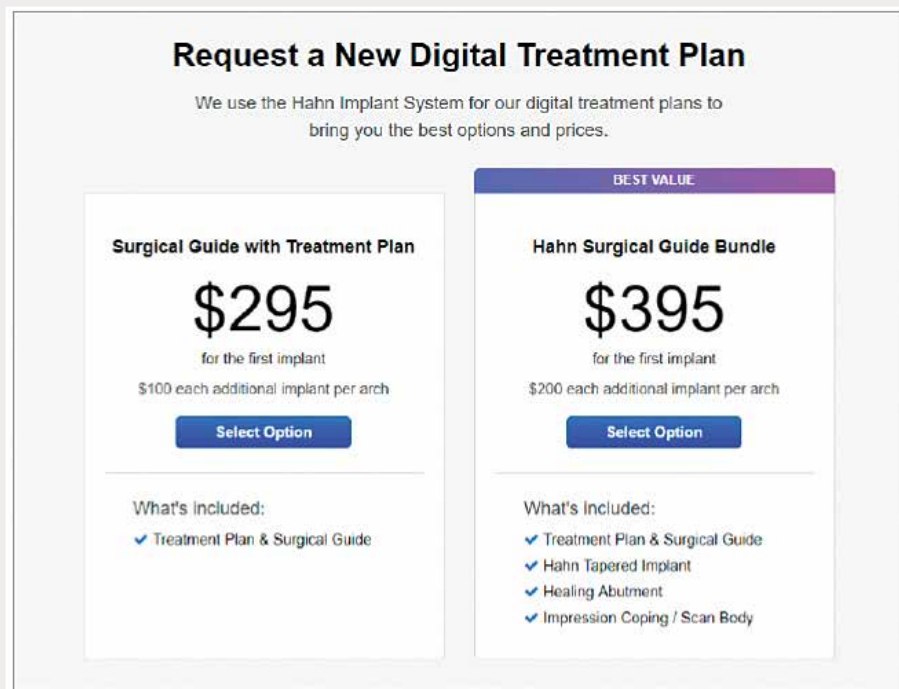*via standard shipping methods if digital upload is not possible.*

Step 12: Select "Cases" ➔ "Guided Surgery/DTP".

Step 13: Select "Request New Plan".

7

Step 14: Select desired package.