

## Exporting DICOM Files from J. Morita CBCT Software

### 1 Open the Patient's CBCT Scan

- Launch the J. Morita CBCT software and open the patient's scan.
- Highlight the CBCT volume you wish to export.

### 2 Begin the Export Process

- Option 1: Under the "Tools" menu (top right), select "Save as a DICOM series" (the icon looks like an arrow pointing to a disk). In the prompt, choose "Axial Series."
- Option 2: Right-click on the CVCT volume, select "Save as a DICOM series" and then choose "Axial Series."

### 3 Configure Slice Settings

- A "Slice Setting" window will appear.
- Set both "Interval" and "Thickness" to the lowest possible setting. Click "OK."

### 4 Accession Number Window

- An "Accession Number" window will appear.
- No changes are necessary — simply click "OK."
- The DICOM export will now begin.
- Once complete, a confirmation window will appear: "Finished saving the Axial image DICOM file." Click "OK."

### 5 Locate the Exported Files and find the correct patient

- Navigate to local disk (C:)\JMoritaMFG\3Dx\Simulation.
- Find the correct patient. Files will be labeled with patient number ID first, followed by date of scan (i.e. 000031426\_20210715100421).
- Right-click on the folder, and "Rename" the folder with "Patient Last Name, First Name".

### 6 Verify the Export

Open the folder you created on the desktop and confirm that it contains **several hundred .dcm files**, representing the CBCT scan slices.

### 7 Compress the Folder

(Do not skip this step!)

- On the desktop, Right-click on the patient's folder now with DICOM files.
- Select "Send to" → "Compressed (zipped) folder."
- A zipped version of the folder will be created, typically marked with a zipper icon or a blue "Z".

### 8 Upload the Zipped Folder

- On IDR portal, navigate to the **IDR interpretation request form**.
- Upload the zipped folder as part of your case submission.