

Exporting DICOM Files from PreXion CBCT Software

1 Create a New Folder with the Patient's name

- Right-click anywhere on your desktop where there isn't an icon.
- Select **New > Folder**, and name the folder using the **patient's full name**.

2 Open the Patient's CBCT Scan

Option 1:

- Right-click on the patient's name and select **"Study Management,"** then click **"Download Study."**
- **Select Export Location**
 - A window will appear prompting you to choose the export location.
 - Navigate to the folder you created in Step 1 and click **"OK."**
 - The DICOM files will begin exporting to the selected folder.

Option 2: Use Quick Download

- Instead of **"Study Management,"** you can right-click the patient's name and select **"Quick Download."**

Check Download Status

- To verify the download, click on **"DICOM"** in the top-right corner of the screen.
- Navigate to the folder with the patient's name and check whether the **number of downloaded files matches** the number of files in the original CBCT scan.
- If both numbers match, the scan has been fully downloaded.
- **Locate the Exported Files**
 - Navigate to: **C:\PreXion3Dviewer\Quick Export**
 - Select the folder corresponding to the correct CBCT dataset.

3 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"**.

4 Upload the Zipped Folder

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