IDR

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Exporting DICOM files from Sirona SIDEXIS 4

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 CBCT Scan**
Launch SIDEXIS 4 and open the desired CBCT scan for the patient.

3 **Access the Export Menu**
In the top toolbar, click the **"Output"** tab on the right. Then select **"DICOM Exam Export."**

4 **A "DICOM Exam Export" window will appear.**

5 **Adjust Settings**
- Under the **Settings** tab:
- Ensure that only **"Include main volume"** is checked.
- Uncheck all other options.

6 **Switch to the Export tab:**
Make sure **"Anonymization"** is **unchecked**.

7 **Select Export Location**
- Click the "..." button next to the export directory field.
- Navigate to the folder you created in Step 1.
- Click **"OK"** to begin exporting the DICOM files.

8 **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".

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