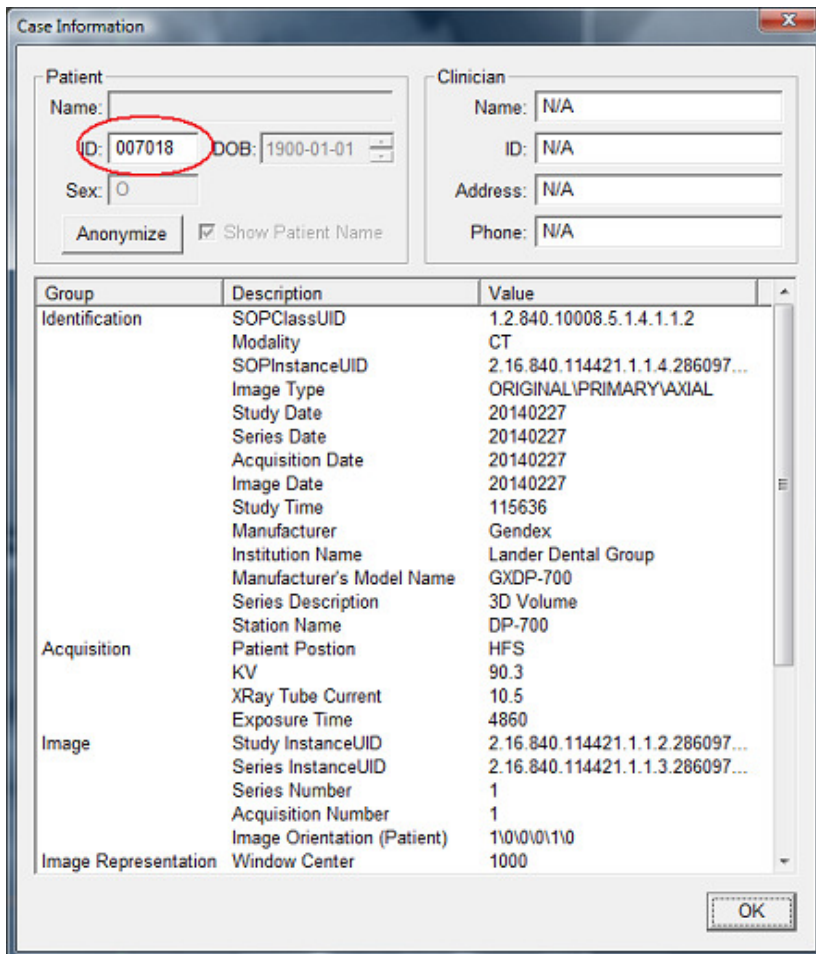


How to save DICOM images from Gendex DP-700 to a Zip File that you can send to IDT Scans

Step 1

- Find the **Patient ID Number**
- This will be a number like “007018” uniquely identifying the Patient
- You may be able to find it from your **Practice Management System**
- Or you can find it using **InVivoDentalViewer** as follows:
- Open the case in InVivoDentalViewer
- From the “File” menu select “Case Info”
- A dialog box will appear showing the Patient ID.



Case Information

Patient Name: [] ID: **007018** DOB: 1900-01-01 Sex: [] Anonymize [] Show Patient Name [x]

Clinician Name: [N/A] ID: [N/A] Address: [N/A] Phone: [N/A]

Group	Description	Value
Identification	SOPClassUID	1.2.840.10008.5.1.4.1.1.2
	Modality	CT
	SOPInstanceUID	2.16.840.114421.1.1.4.286097...
	Image Type	ORIGINAL PRIMARY AXIAL
	Study Date	20140227
	Series Date	20140227
	Acquisition Date	20140227
	Image Date	20140227
	Study Time	115636
	Manufacturer	Gendex
	Institution Name	Lander Dental Group
	Manufacturer's Model Name	GXDP-700
	Series Description	3D Volume
	Station Name	DP-700
Acquisition	Patient Position	HFS
	KV	90.3
	XRay Tube Current	10.5
	Exposure Time	4860
Image	Study InstanceUID	2.16.840.114421.1.1.2.286097...
	Series InstanceUID	2.16.840.114421.1.1.3.286097...
	Series Number	1
	Acquisition Number	1
Image Representation	Image Orientation (Patient)	1\0\0\0\1\0
	Window Center	1000

OK

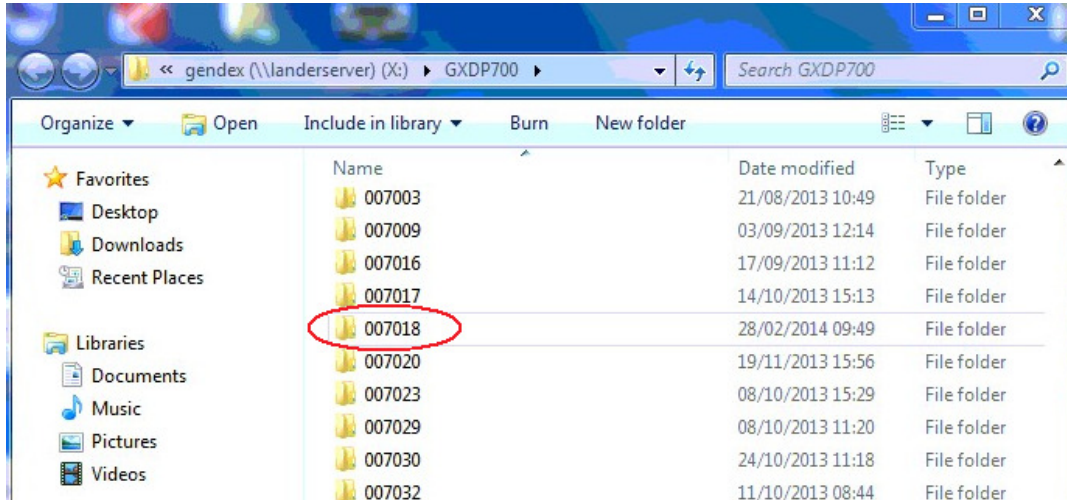
Step 2

Find the shortcut to “CBCT Dicom Images” down the bottom of your Desktop. If you can’t find this shortcut it may need to be installed.



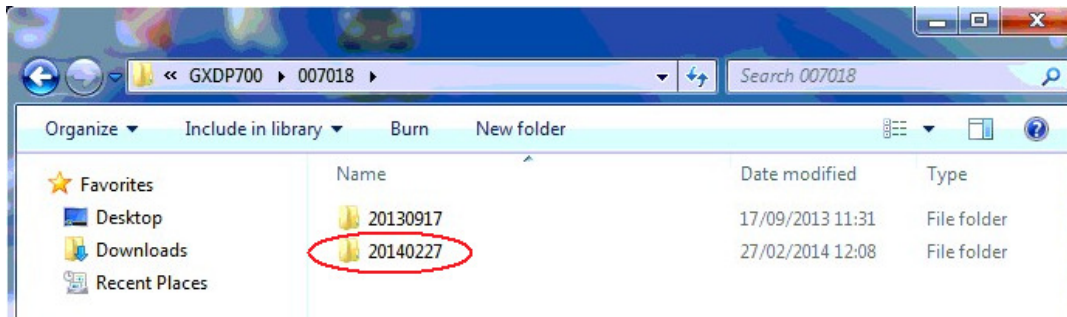
Step 3

Double-click the “CBCT Dicom Images” shortcut and a folder will open.
Find the subfolder with the same name as the Patient ID:



Step 4

Double-click the Patient ID subfolder and it will open to show a list of Studies:

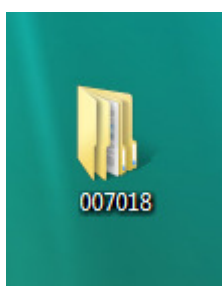


Step 5

Find the Study with the Date that you want (dates are displayed YYYYMMDD). This is the subfolder with the DICOM images that you need to save to a Zip File.

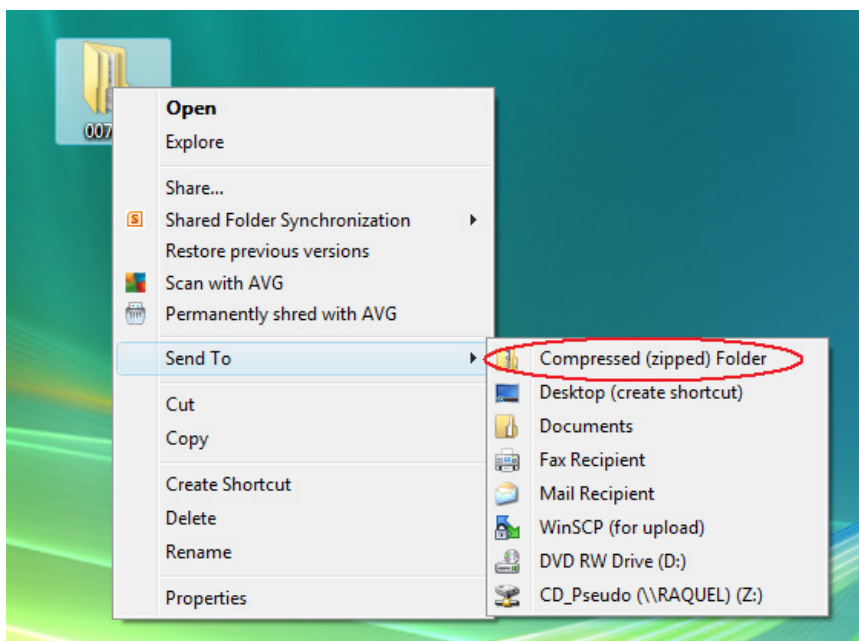
Step 6

- Right-click (with the **right** mouse button) on the Study Subfolder and select **Copy**
- Right-click (with the **right** mouse button) on your Desktop and select **Paste**
- This will make a copy of the Study Subfolder on your Desktop:

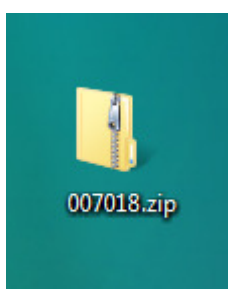


Step 7

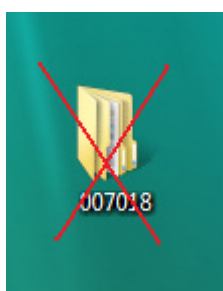
- Right-click (with the **right** mouse button) on the **Study Subfolder on your Desktop** and select **Send to compressed (zipped) Folder**



This will make a Zip File (with a picture of a zip) on your Desktop. The file name will end in .zip:



You can now delete the copy of the Study Subfolder from your Desktop:



Step 8

You can send the Zip File to a colleague by copying it to a memory stick, or by emailing it to them.

Use Method A or Method B or Method C or any other method to send the Zip File to IDT.

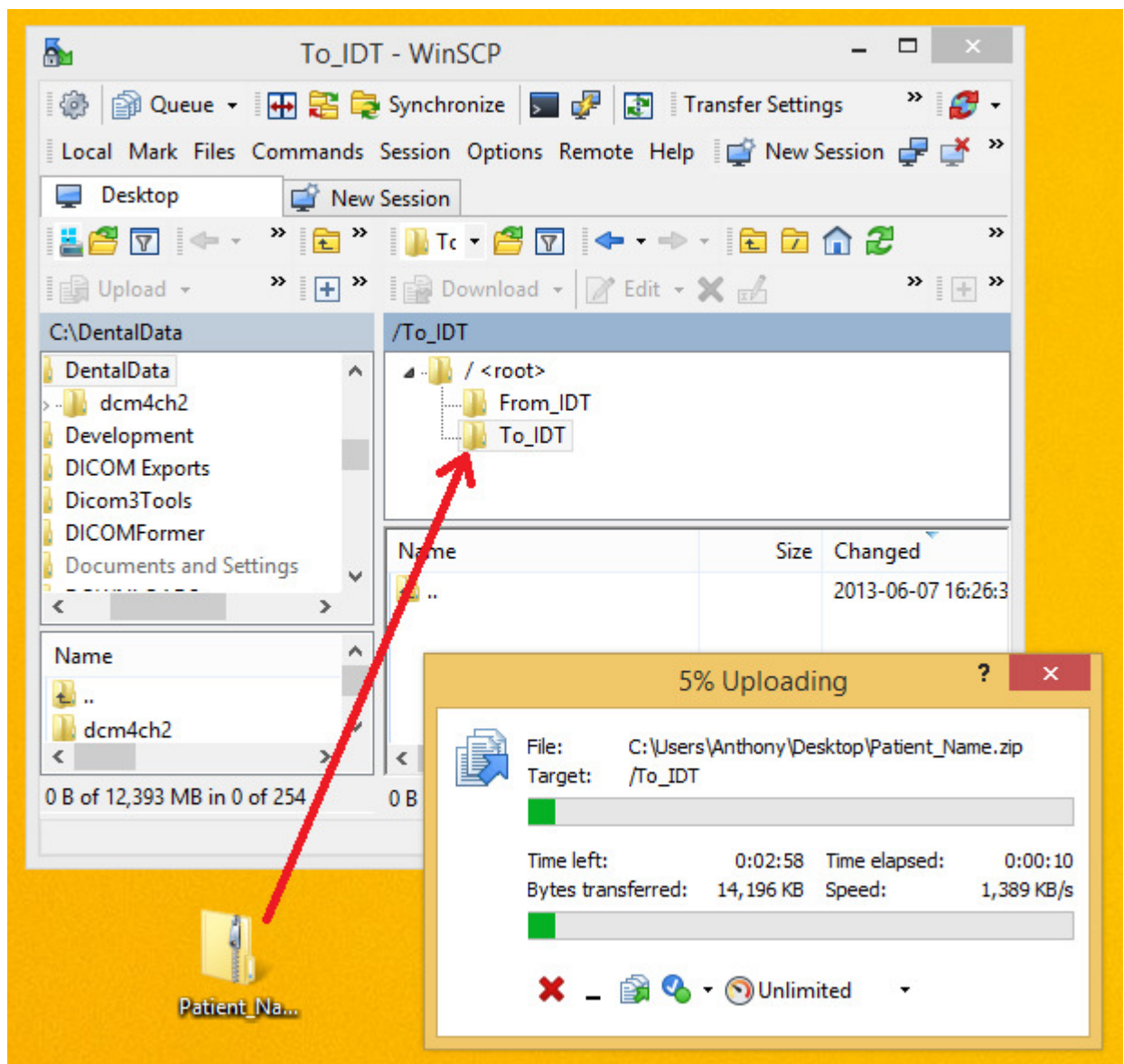
How to Send the Zip File to IDT Scans

Method A: if you have an sFTP Account

You can drag the .zip file into your “To_IDT” folder.

Step 9A

- On your Desktop, double-click **WinSCP** to launch it.
- Drag the Zip File from your Desktop into the **To_IDT** folder.
- When the Zip File has finished copying, delete it from your Desktop.

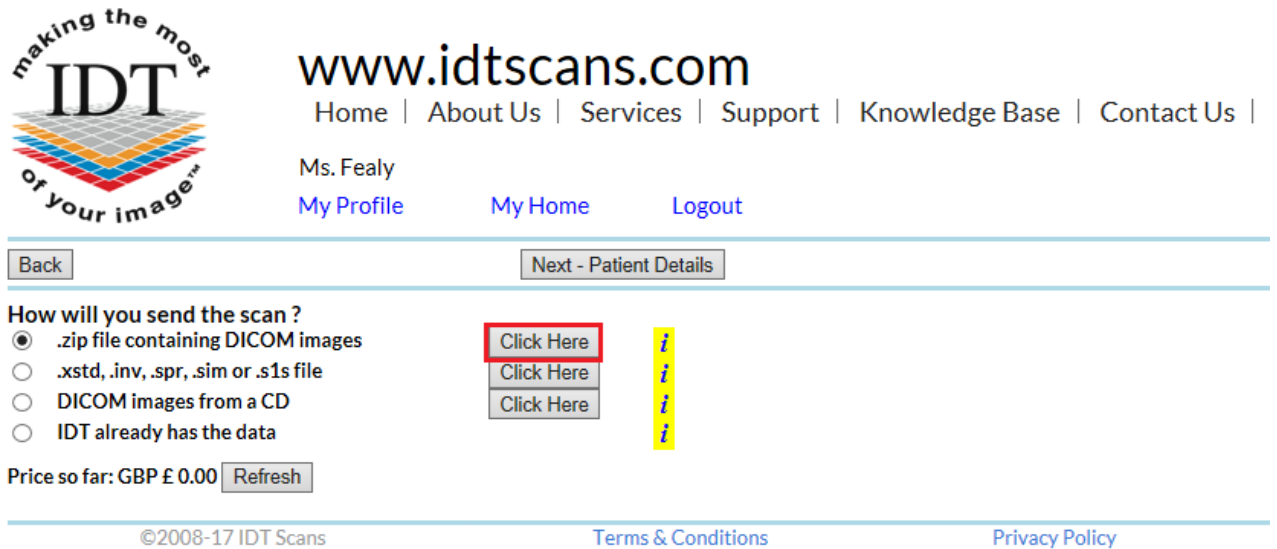


Method B: if you have registered on www.idtscans.com

You can upload the .zip file while booking in the work you require.

Step 9B

- Go to www.idtscans.com
- Log into your account and start booking the case in
- Select “.zip file containing DICOM images” and click on “Click Here”.



The screenshot shows the IDT Scans website header with the logo and navigation links. The main content area is titled 'How will you send the scan?' and features four radio button options: '.zip file containing DICOM images' (selected), '.xstd, .inv, .spr, .sim or .s1s file', 'DICOM images from a CD', and 'IDT already has the data'. Each option has a 'Click Here' button next to it. The first 'Click Here' button is highlighted with a red box. To the right of these buttons is a vertical yellow bar with three exclamation marks. Below the options is a price summary: 'Price so far: GBP £ 0.00' with a 'Refresh' button. The footer contains copyright information and links to 'Terms & Conditions' and 'Privacy Policy'.

- Attach and send your Zip File (see below)
- Carry on booking in the case while the file is being sent to IDT.

Step 10B

Follow the 3 steps below to attach and send your file. If you cannot see the BROWSE button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



The screenshot shows the IDT Scans website interface for sending a file. It features the IDT logo and the website name. The main heading is 'Mail a Big File to idtscans.com' with a 'Secure Mode' indicator. The process is divided into three steps: 1. 'Attach Files (maximum file size 2GB)' with a file selection field and a 'Browse...' button; 2. 'Your Email Address' with a text input field containing a masked email address and '@idtscans.com'; 3. 'Message' with a text area containing the message 'it is easy to send data to IDT Scans :)'. Below the message is a 'Send All Files' button, which is circled in red. A small image of a person's face is visible in the top right corner of the screenshot.

Method C: if you haven't registered yet

You can upload the .zip file first, then book in the work you require.

Step 9C

Go to www.idtscans.com

If you haven't registered, click **Upload Your File Now**:



www.idtscans.com

[Home](#) | [About Us](#) | [Services](#) | [Support](#) | [Knowledge Base](#) | [Contact Us](#) |

Get the most out of your dental CT/CBCT scans

REFORMAT AN EXISTING SCAN

REQUEST A RADIOLOGY REPORT

REQUEST A NEW DENTAL CT SCAN

IMPLANT SIMULATION, MODELS, GUIDES

UPLOAD YOUR FILE NOW



Step 10C

On the next page, click on “**Upload a Zipped Folder**”:



www.idtscans.com

[Home](#) | [About Us](#) | [Services](#) | [Support](#) | [Knowledge Base](#) | [Contact Us](#) |

Upload Files

If you are requesting work for IDT Scans to do, please click on one of the following links and follow the steps in the Online Booking wizard:

- [Reformat an Existing Scan](#)
- [Request a Radiology Report](#)
- [Implant Simulation, Treatment Planning, Guides](#)

If you want to send us a single file, please click here:

- [Upload a Single File](#)

If you want to send us multiple files, please place them in a folder. Right-click on the folder and select “Send to” and then select “Compressed (zipped) folder”. Then click on the following link and select the zipped folder:

- [Upload a Zipped Folder](#)

Please visit our extensive [Knowledge Base](#) for further information, or [Contact Us](#).

Step 11C

Follow the 3 steps below to attach and send your file. If you cannot see the BROWSE button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



www.idtscans.com



Mail a Big File to idtscans.com

In **Secure Mode**

1 **Attach Files** *(maximum file size 2GB)*

2 **Your Email Address**

Message

it is easy to send data to
IDT Scans :)

3

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