



Exporting DICOM files from Rayscan

1. Create a new folder on the desktop (right-click desktop and select “New Folder”). Name the folder with the patient’s name.
2. Open the Rayscan software. In the search tab, select the correct dates and type in the patient’s name. Click the orange magnifying glass button to search for the correct file.
3. Select the correct file and click “Export”. A window will appear to verify that the patient information has been added to the “Export” tab. Click “OK”.
4. Click on the “Export” tab and select the correct patient information. To the right you will see different exporting options. If you need the media type, select “USB”. For “Detail path” click on the magnifying glass button.
5. A second export window should appear which allows you to pick the location where you will export the DICOM files to. Select the folder which you created on the desktop in step 1, and click “OK”. Next to “Volume label” type in the patient’s name. For the “image format” select DICOM. Now click “Export”. The DICOM files should now be exporting.
6. After the files are completely exported, you should see a confirmation window appear. Click “OK”.
7. Open the desktop folder you created in step 1 to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
8. Access your account on the Oral Radiology Consultants website and select the desktop folder you created in step 1 to upload your images. There is no need to compress or zip the folder. *Tip: Before clicking “Upload Selected Studies”, click “Preview Selected Studies”. This allows you to scroll through a preview of the CBCT slices to verify you are uploading the entire scan.*