**How to Export DICOM Files from J.Morita**

1. Open the iDixel software and highlight the patient’s CBCT scan you wish you export
2. In the “tools” area, select the icon of the arrow pointing to the disk → “Save to DICOM FILE” → “Axial Image”
3. Choose the slice thickness (to match the interval if possible) and click “OK”
4. An ‘Accession Number” prompt will appear and should be 0, no changes are needed – just click “Ok”.
5. The DICOM files should now be exporting. These will be exported into the folder you have previously created as your “Exports” folder from the J.Morita software. More often than not, you will find the shortcut to this folder on your desktop.
6. When the DICOM export is complete, a message should appear which says “Finished saving the Axial image DICOM file”. Click “OK”
7. Locate the folder where the DICOM files for the patient were saved (make sure the files listed are in “SLZ+###” format)
8. Right click on the folder → “Send to” → “Compressed (zipped) folder”
9. A new file will appear on your desktop which will most likely look like a folder with a zipper on it (this is the .zip file we need)
10. Upload the new .zip file to the O-RAD website.