

To send a file:

- 1) In the **CAD/CAM** module of the active patient, select the desired case file.
- 2) Click **DDX Export**.
If you are currently logged into DDX, you will see details of your other cases. The available models for the case that you have selected are listed near the bottom of the screen. Ensure you have a ditched prep model if your case has equigingival or subgingival margins. See “Retract” in Chapter 6 for more information.
- 3) Select **STL (3D Models Only)** or **Native PlanCAD (All Data)** as the export type at the bottom of the screen. Labs must have Romexis PlanCAD software in order to use the PlanCAD data. Ask your lab which export type they prefer.
- 4) Click **Create a New Case**. *Note:* If you are not already logged into DDX, a login screen will appear.
- 5) Select the desired lab from the list of **My Labs** or **Find a Lab**.
- 6) Fill out the form. You must select **a Procedure** and type the **tooth number(s)**. The rest of the fields are optional.
- 7) Click **Submit Case**.

The system returns to the DDX Cloud screen. Wait for the case to appear in the Existing Files section. A red progress bar appears when the case automatically uploads. The screen closes when the upload is finished.

Note: If the cases does not automatically upload, click on the file in Existing Files and click the Add Files button.



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Should you have questions regarding the products, services and/or processes associated with submitting digital files to NDX Twin Cities, please contact us directly at **800.328.2568** or **di-TwinCities@NationalDentex.com**.