



Sending Images and Scans from Planmeca Romexis[®] to Henry Schein DDX

Creating a New Case



Select the case from the case list in Romexis. Click DDX Export.



The DDX dialog box will open. Select the file format for the scans and click **Create New Case.**



If you would like to add additional images before sending the case, select **Add More Images.** Select the images you would like to add and click **Update Case**.





The DDX portal will immediately launch automatically. Log-in or Sign-up for a new account.



Select the desired lab from the list of **My Labs** or **Find A Lab**. Click **Use Lab**.

			Invite a Colleague Help - Dr Jane Doe - @ Jane	Doe Dental 🗸
Portal Go To My Partner			New Task 🕇 Search	٩
Schedule a New Case Select a Lab				
My Labs Reveal Aligner Lab	Find A Lab Search Finland in	y Lab Name w		
Lab Details				
Reveal Aligner Lab Eagan, MN 1-888-8888		✓ Use Lab		

Enter any information needed from DDX (Provider information, Procedure, Teeth) and Click **Submit Case.**

CLEAR ALIONERS		invite a colleague (help +) bi Salle boe + @ Salle boe belikal +			
Portal Reveal Aligner Lab - Cases - Finances -		New Task 🛨 Search Q	Case Files Dupload		
Schedule a New Case				No files uploaded	
Patient Information			🗹 Notes		
Provider * Dr Jane Doe First Name Javier Last Name * Demo	Gender Male Chart Number * 7123 Birth date	•		Send Date	2021-03-04 2 Try-in A Emergency a Pickup
Work Requested Add Procedure		Procedures •	0 / 1000	Submit Case Silve Draft	

When the images have successfully uploaded to the DDX portal, you will receive a pop-up notification.



You will now be able to view the case on the DDX portal.

DDX ra			Invite a Colleague Help - Dr Jane Doe - @ Jane Doe Dental -
Portal Reveal Alig	ner Lab - Cases - Finances -		New Task 🕈 Search 🔍
Cases New Case By Month Open Cases	Case #93 Status DDX Case Waiting to Arrive Return Date: Apr 12, 2021 C Send Date: Mar 16, 2021 Provide: Dr Jane Doe Case Monitoring: Not Following	Patient: Javier Demo 6 Patient Appointment: Not Entered Arrived by You: Not Arrived Tags: None	Cancel Patient Appointment Date Date Cincel Cincel Date Cincel Cincel Cincel Date Cincel Cinc
	Details Notes (0) Work Requested Units • Description 1 Reveal Clear Aligners 🖸	-	
	Case Files Dupload	🔯 12 Specified Files Recom	nmended

Note: Cases are saved in numerical order, not by patient name or ID. To view the images, you may need to refresh the DDX page.





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Adding to an Existing Case



Select the case from the case list in Romexis. Click DDX Export.



Select Add to Open Case.



The list will open showing all cases existing in DDX. Highlight the case and click **Send.**



When the images have successfully uploaded to the DDX portal, you will receive a pop-up notification.







