

Sending Images via Romexis Cloud

The purpose of this guide is to walk through the steps needed to send images via Romexis Cloud. Romexis Cloud is a secure method of sharing images with other providers. This method will replace WeTransfer for any practice sending images from Romexis. Recipients of images sent through Romexis Cloud will not require the recipient to have a Romexis Cloud subscription.

Requirements to send images via Romexis Cloud:

- Active Romexis Cloud subscription
- Romexis software installed on workstation sending the image(s)

Requirements to view and receive images sent via Romexis Cloud:

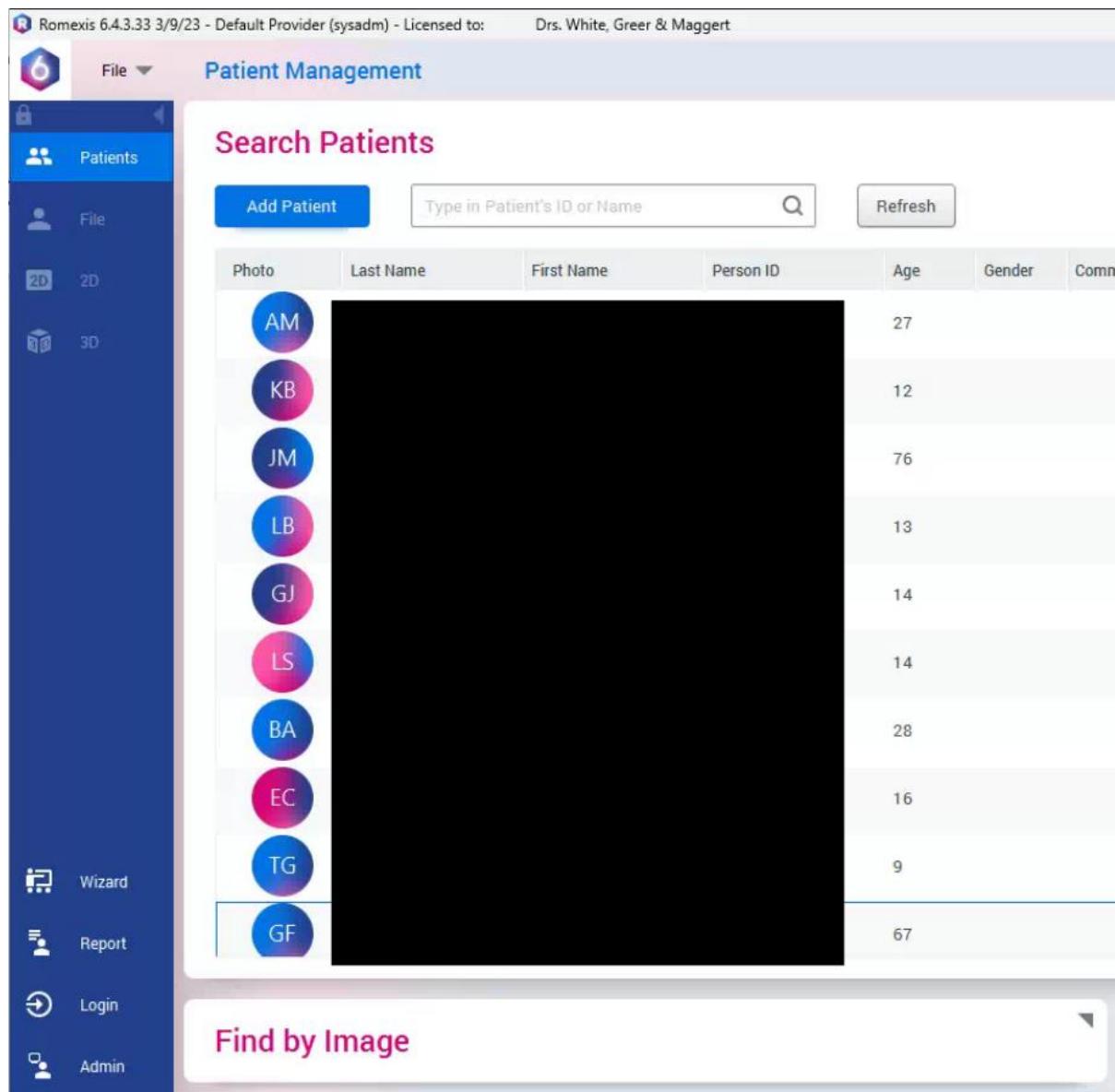
- Romexis viewer software (free)

Sending Images from Romexis

1. Open **Romexis**



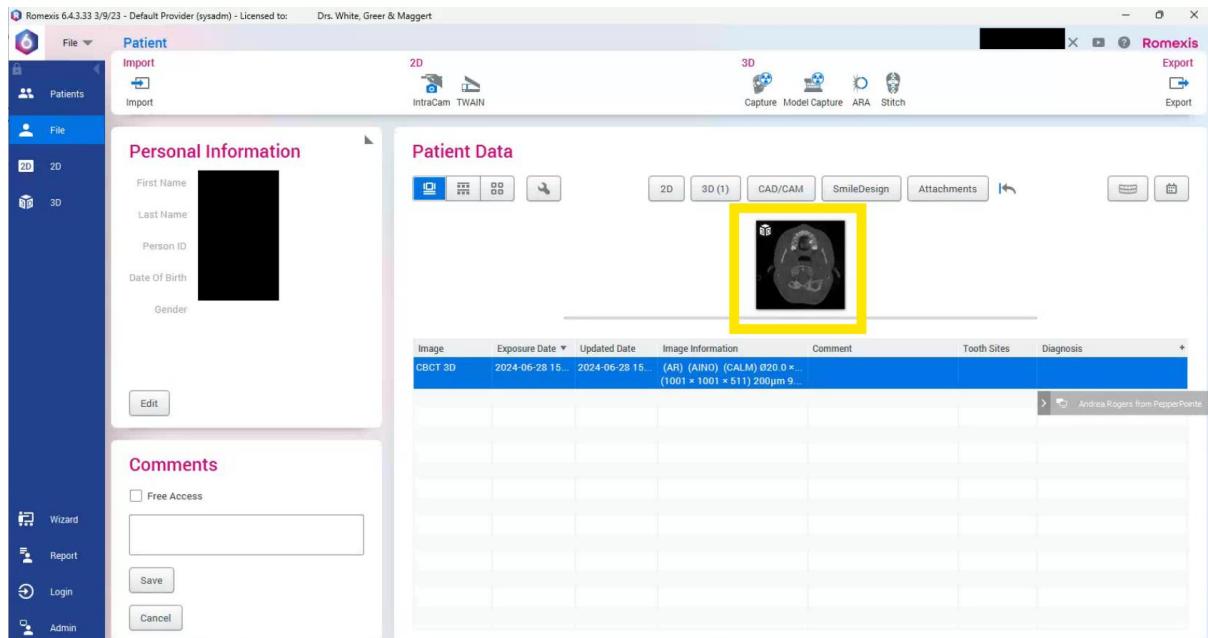
2. Select patient



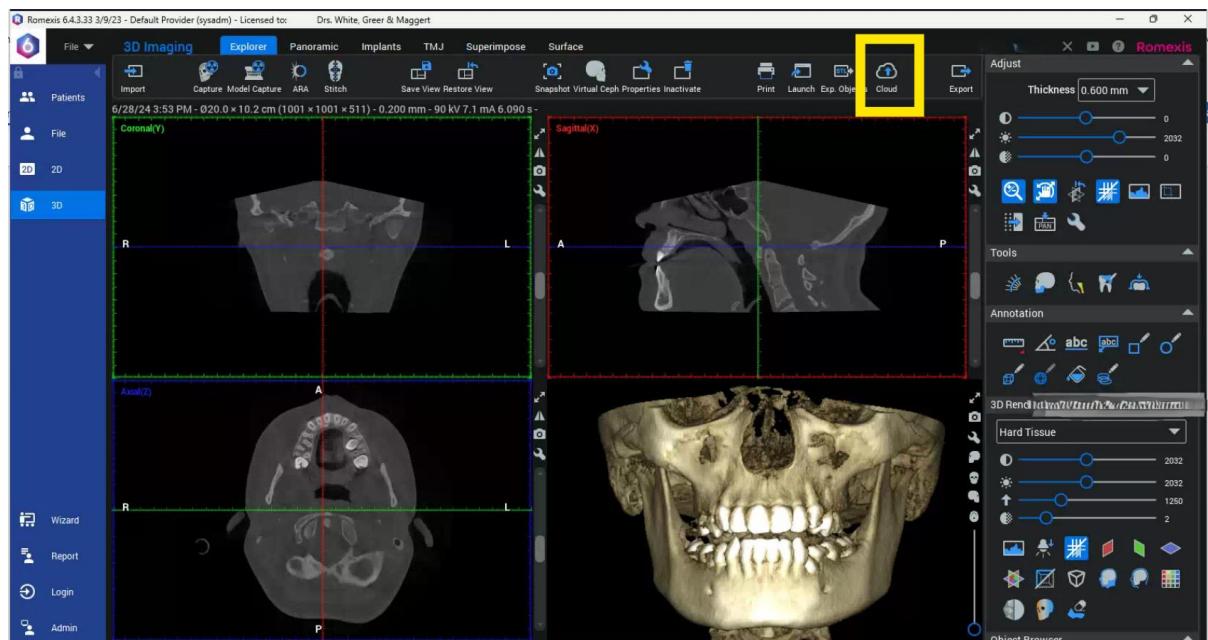
The screenshot shows the Romexis 6.4.3.33 3/9/23 - Default Provider (sysadm) - Licensed to: Drs. White, Greer & Maggert software interface. The main window is titled "Patient Management" and displays a "Search Patients" table. The table has columns for Photo, Last Name, First Name, Person ID, Age, Gender, and Comm. The "Photo" column contains circular icons with initials (e.g., AM, KB, JM, LB, GJ, LS, BA, EC, TG, GF). The "Age" column lists ages: 27, 12, 76, 13, 14, 14, 28, 16, 9, and 67. The "Gender" column shows gender information. The "Comm" column is empty. A search bar at the top right contains the placeholder "Type in Patient's ID or Name" and a magnifying glass icon. Below the search bar is a "Refresh" button. The left sidebar has a blue header "Patients" and includes icons for File, 2D, 3D, Wizard, Report, Login, and Admin. The "Find by Image" button is located at the bottom of the search interface.

Photo	Last Name	First Name	Person ID	Age	Gender	Comm
AM				27		
KB				12		
JM				76		
LB				13		
GJ				14		
LS				14		
BA				28		
EC				16		
TG				9		
GF				67		

3. Double click image



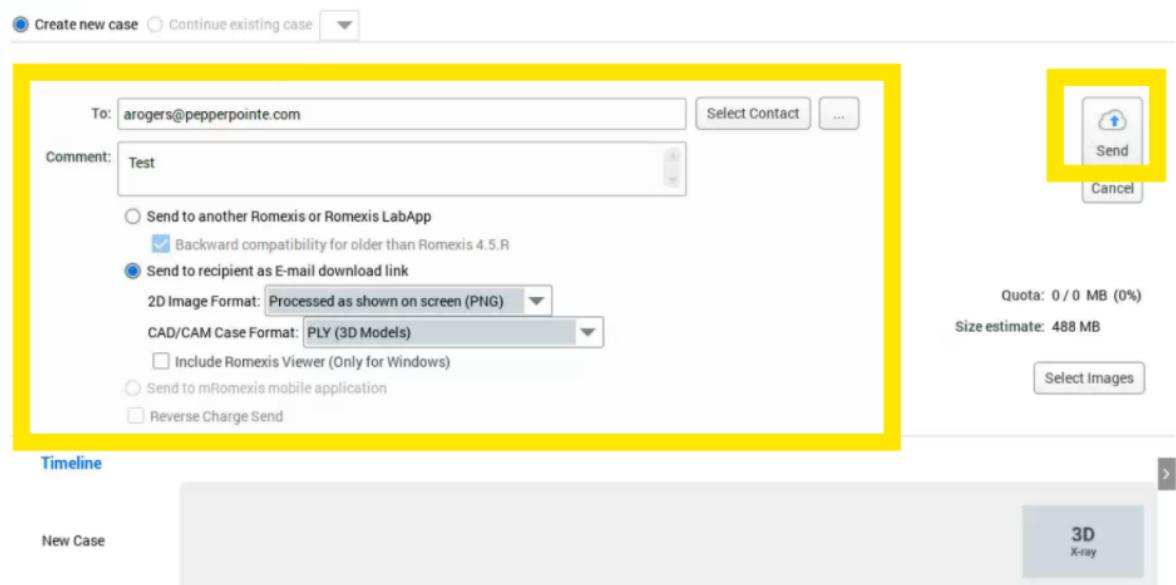
4. Select Cloud



5. Enter recipient information, add message content, and select **Send to recipient as email download link**. You can choose to include the Romexis viewer software in the email sent to the recipient. Note: *Selecting the option to include the Romexis*

viewer may cause delays sending the message from Romexis. Press **Send**.

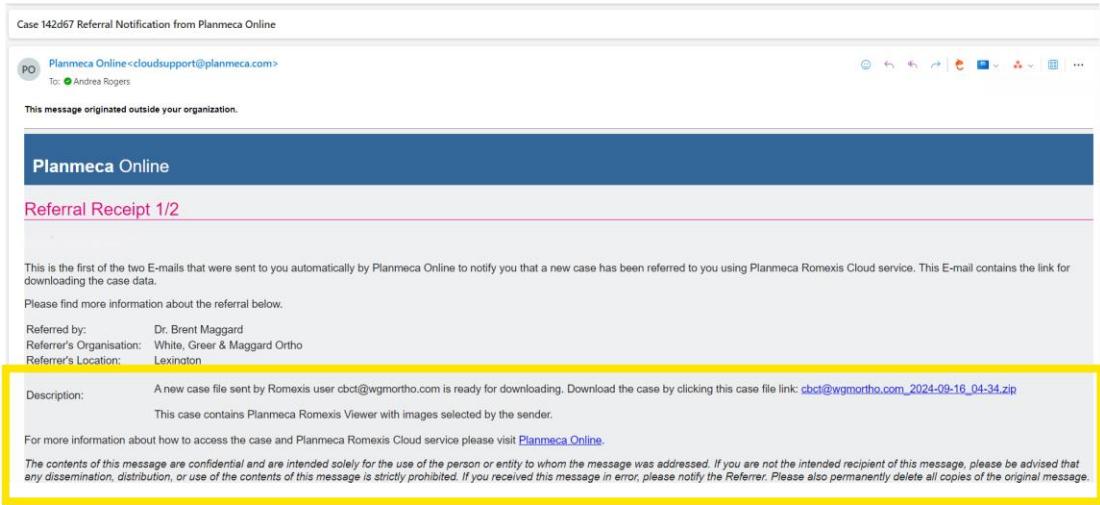
Cloud Export



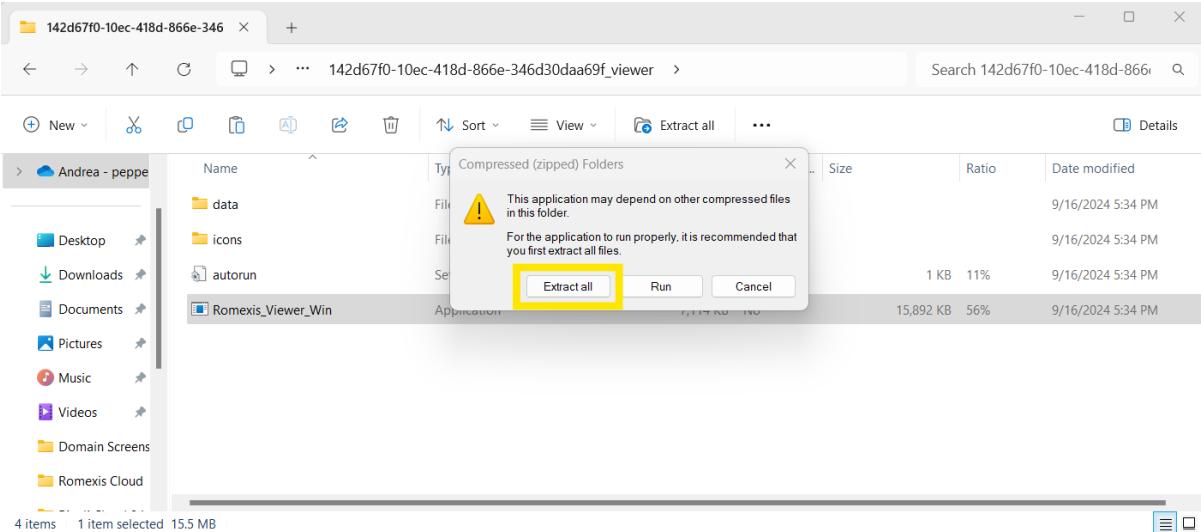
Recipient Point of View

1. Recipient will receive 2 emails from Planmeca Online (cloudsupport@planmeca.com).
 - a. The first email will contain referring provider's information and a link to download the case.
 - b. The second email will contain the password to access the protected patient information

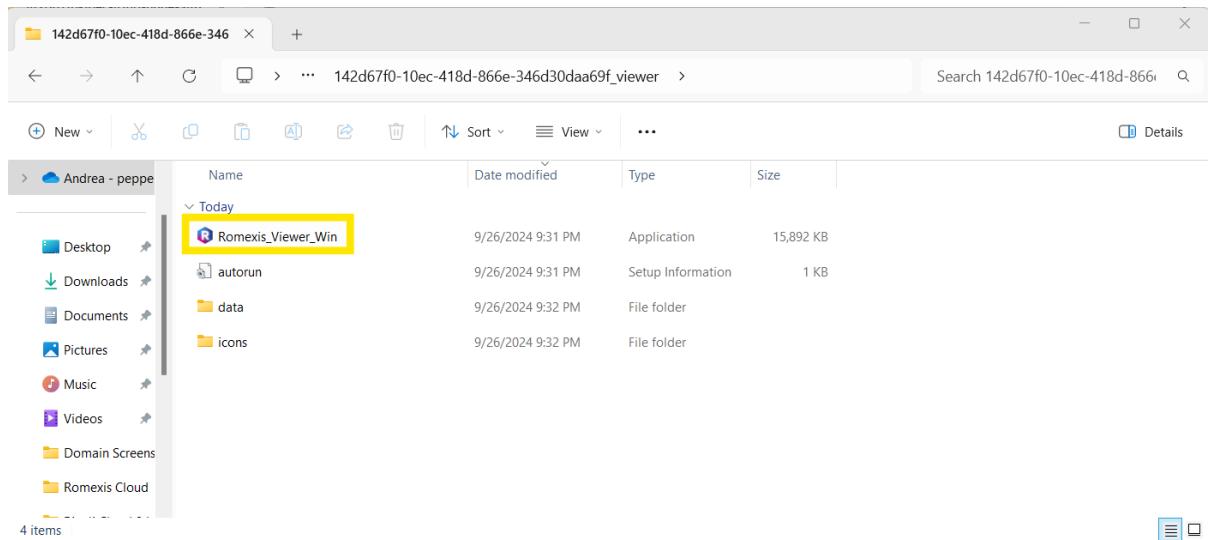
2. Click the link to download the zip file from the first email email.



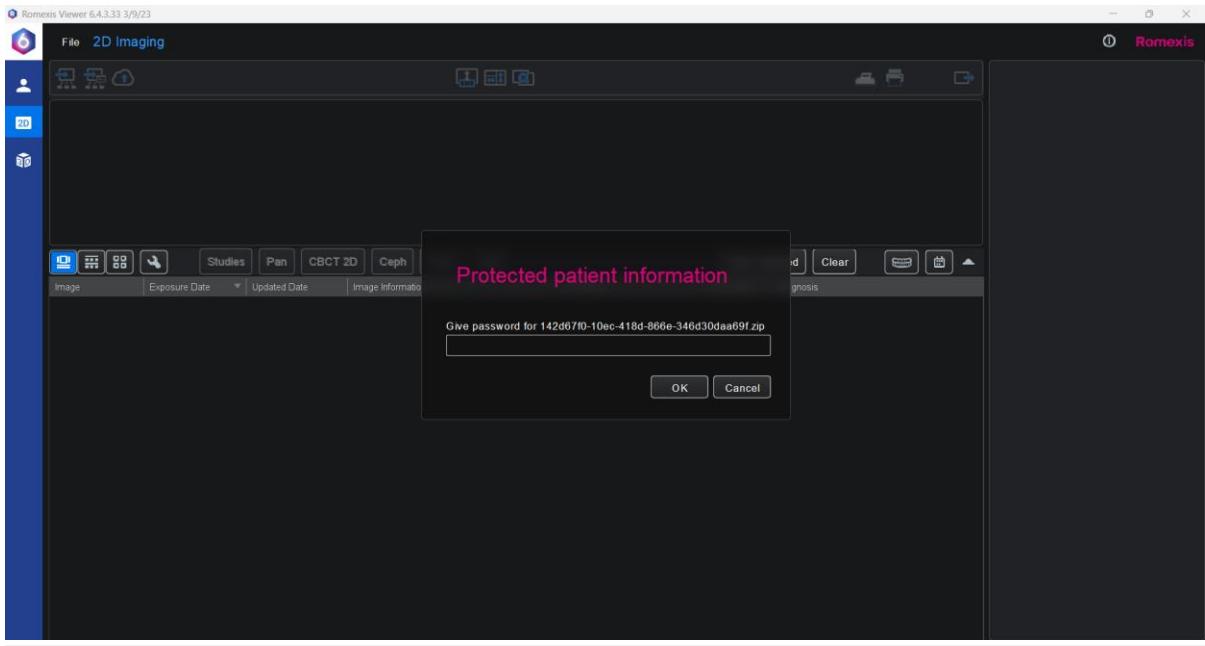
3. Once downloaded, double click the folder and open the **Romexis_Viewer_Win** application then **Extract All**



4. Run the **Romexis Viewer** application



5. Enter the password provided in the second email



Case 142d67 Referral Notification from Planmeca Online

Planmeca Online

Referral Receipt 2/2

Dear Brent Maggard,

This is the second of the two E-mails that were sent to you automatically by Planmeca Online to notify you that a new case has been referred to you using Planmeca Romexis Cloud service. This E-mail contains the password for opening the case data.

Please find more information about the referral below.

Referred by: Dr. Brent Maggard
Referrer's Organisation: White, Greer & Maggard Ortho
Referrer's Location: Lexington

Password: F8C6861BC54BDE213AE1E322B195F776727776C09FEA71EB4D691BCA330C3CF

For more information about how to access the case and Planmeca Romexis Cloud service please visit [Planmeca Online](#).

The contents of this message are confidential and are intended solely for the use of the person or entity to whom the message was addressed. If you are not the intended recipient of this message, please be advised that any dissemination, distribution, or use of the contents of this message is strictly prohibited. If you received this message in error, please notify the Referrer. Please also permanently delete all copies of the original message.

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Please visit [Planmeca Online](#) here for more information.
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Registered number: 6112773-2

6. Images are ready to be viewed

