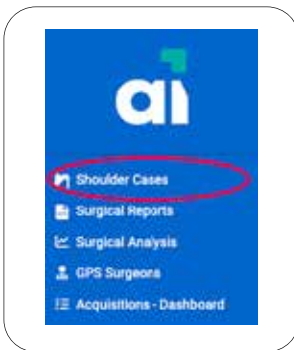




## STEP 1 SIGN IN TO AI ONE

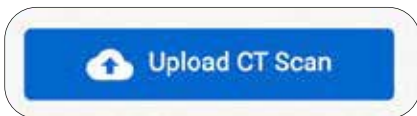
On your desktop browser navigate to [www.exac.com/aiOne](http://www.exac.com/aiOne).

- Enter your AI One credentials and Select **“Sign In”**.
- **Note: Recommended browser Microsoft Edge.**



## STEP 2 CLICK ON SHOULDER CASES

Once signed in to [www.exac.com/aiOne](http://www.exac.com/aiOne), click on **“Shoulder Cases”** on the left side.



## STEP 3 UPLOAD DICOM FOLDER

On Shoulder Cases page, navigate to the **“Upload CT Scan”** button at the top center of the page to upload the DICOM Folder



## STEP 4 DRAG AND DROP CT SERIES

On Upload CT Scan page, have File Explorer (PC) or Finder (MacOS) open and ready.

- Drag and drop your CT series directory or zip archive. Avoid encrypted folders, and files should be under 800MB.
- Once successfully dropped, the site will read CT file(s)

**Note: If the case is exited while files are processing, files will be lost.**



## STEP 5 PREVIEW CT SERIES

Once loading is complete, you will find a preview of the CT Series' axial view image, patient information, and image information.

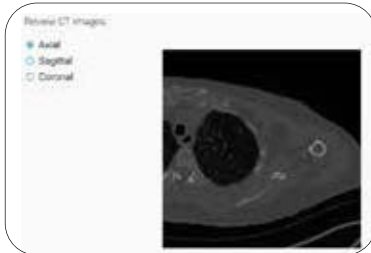
- Select the desired series and click the **“Select”** button on the bottom right of your screen to continue.
- **Note: “See Warning” allows upload with minor deviation from Exactech Protocol.**
- **Note: “See Error” prevents upload as it does not comply. Please ensure compliance with Exactech Protocol.**



## STEP 6 REVIEW CT IMAGES

Choose circle to match Patient's Shoulder Side.

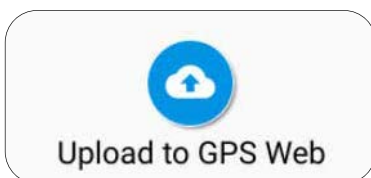
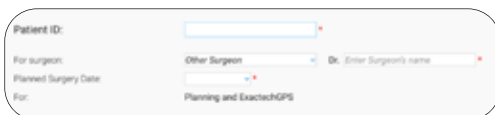
- Select **“Next”** on Review CT Images section
- Select **“Next”**



## STEP 7 CASE INFORMATION

Complete the case information.

- Type in the Patient ID
- Select Surgeon name from the dropdown
- Select Planned Surgery Date using the calendar or type in date
- Once filled out select **“Validate”**



## STEP 8 UPLOAD TO AI ONE

Confirm that the case information is correct and select **“Upload to GPS Web”**