

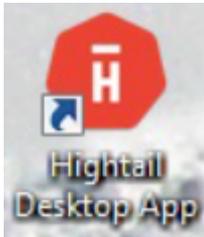
## Procedure

PC Edition



### Sending digital files via Hightail Desktop App

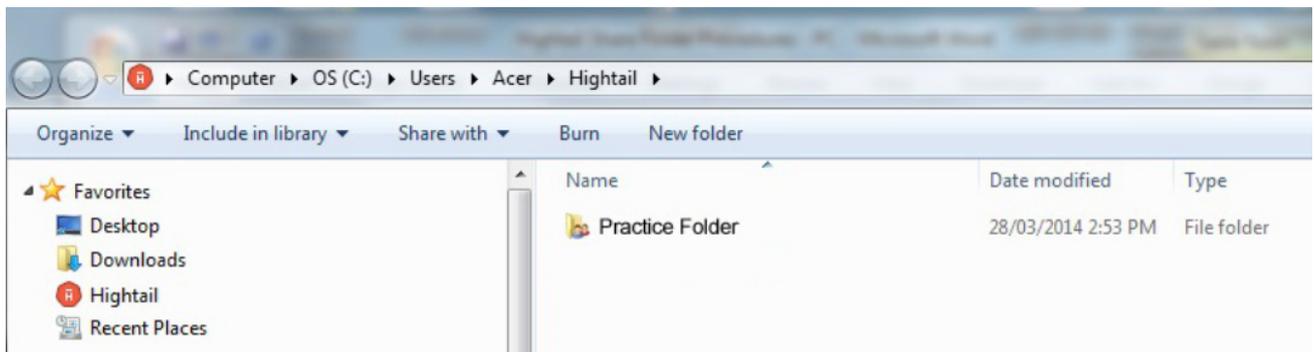
1. Click and drag the Hightail Desktop App from the desktop and 'pin it to the task bar'



2. Click on the Hightail Icon on your taskbar to open the Hightail Folder

3. Double Click on the folder with your practice name

This is a shared folder that only your practice and tdl Precision Orthodontics can see or has access to.



4. Drag and drop your folders and files into your shared folder - like you would with any other file manager window.

Ensure all the patient files are contained within a folder with the patient's names.

6. Send an email to [temp@tdl.net.au](mailto:temp@tdl.net.au) to notify us that you have added new files into the shared folder

# Procedure

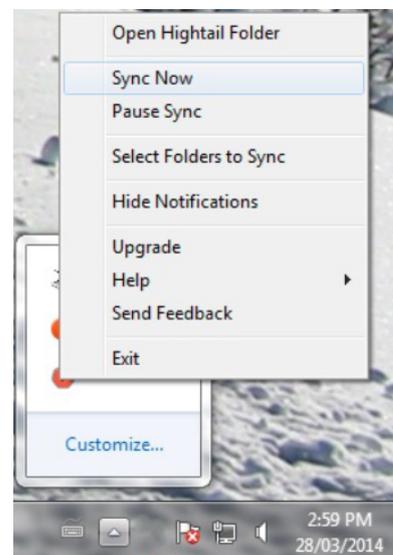
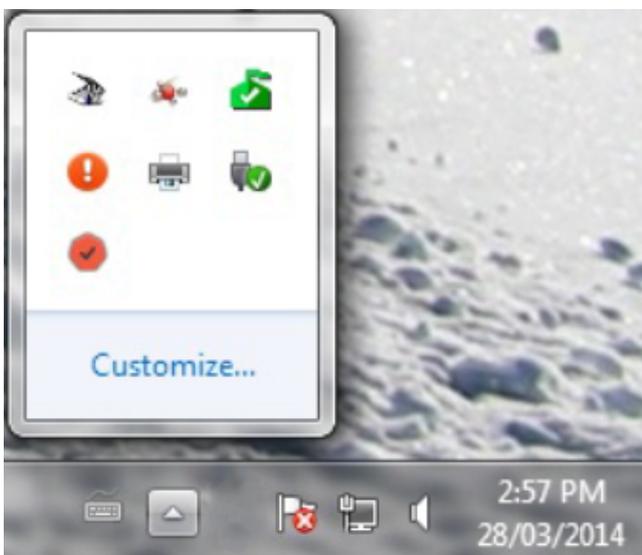
PC Edition



## Receiving digital files via Hightail Desktop App

1. Click on the Hightail icon on the bottom right of the task bar and click 'Sync Now' to refresh the folder. Wait for the folder to sync.

Note: The time taken to sync your folder will be dependent on how many files we have placed in your folder.

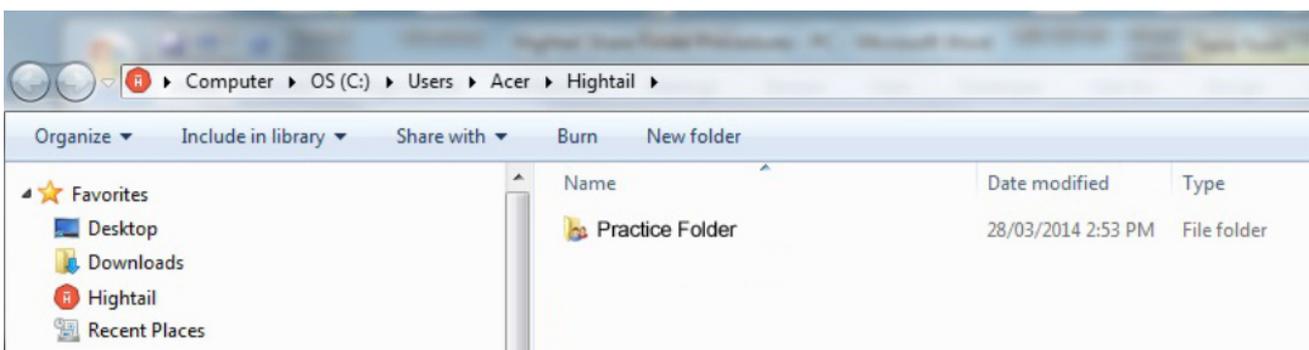


2. Click on the Hightail Icon on your taskbar to open the Hightail Folder



3. Double Click on the folder with your practice name

This is a shared folder that only your practice and tdl Precision Orthodontics can see or has access to.



## Procedure

### PC Edition



4. Drag and drop your folders and files into you're your desired location - like you would with any other file manager window.

Ensure all the patient files (including a scanned copy of the lab request form) are contained within a folder with the patient's names.

6. Send an email to [temp@tdl.net.au](mailto:temp@tdl.net.au) to notify us that you have added new files into the shared folder