

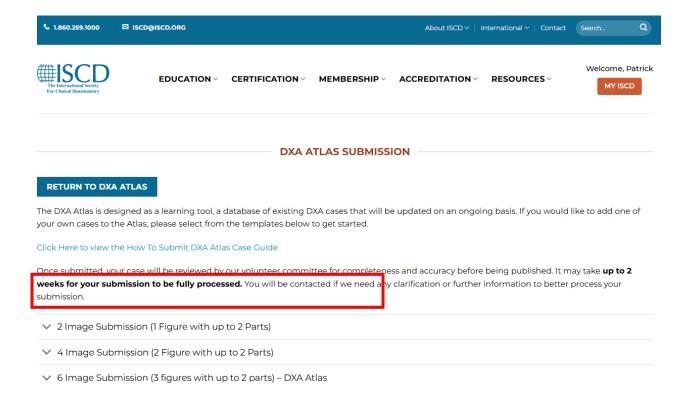
## **ISCD How-To Documents**

How to Submit DXA Atlas Cases

## **How To Submit DXA Atlas Cases**

The DXA Atlas is designed as a learning tool, a database of existing DXA cases that will be updated on an ongoing basis. If you would like to add one of your own cases to the Atlas, you may do so by following the instructions below:

- Make sure you are logged in to <u>www.iscd.org</u> before following this
- Start from the DXA Atlas Submission page
- Select the type of submission you would like to make from the available options



• Fill out each field labeled "Required." Other fields will add more detail to your DXA Atlas submission but are not absolutely necessary.

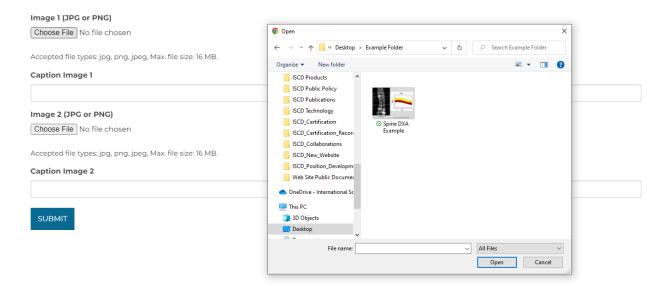


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Choose a Category from the available options in the drop-down menu



- Add Keywords/tags as seems appropriate to you, including pediatric if that applies.
   (While the Categories are a pre-existing list of broad topics, the Keywords/Tags will allow you to add more specific descriptors to your case to aid future users in searching the database.)
- Under "Image 1 (JPG or PNG)" Click the button labeled Choose File. This will open a
  new dialogue box on your screen which will allow you to select an image from your files
  to upload. Please make sure that any and all Personally Identifiable Information (PII) is
  redacted.



- Add any captions you would like to have displayed with the selected image to the field labeled "Caption Image 1"
- Repeat the previous two steps for "Image 2 (JPG or PNG)"



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- Repeat multiple times for 4 Image and 6 Image submissions
- When you are ready, click the submit button at the bottom of the page. Once submitted, your case will be reviewed by our volunteer committee for completeness and accuracy before being published. It may take up to 2 weeks for your submission to be fully processed. You will be contacted if we need any clarification or further information to better process your submission.

