

OptosDirectory: Device User Management and Referring Physicians



Purpose

This document provides guidance on managing device login accounts for the following Optos devices:

- Daytona
- All models of California equipped with optomap color rg imaging

Additionally, you may use OptosDirectory to add Referring Physicians/Practitioners to the patient demographics entry screen on the tablet for the following Optos devices:

- MonacoPro
- Silverstone
- All models of California equipped with optomap color rgb imaging

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Accessing Optos Directory

Explorer is not a supported web browser for this program. Use Chrome only.

- 1 | Select the OptosDirectory shortcut from the Optos provided PC. If the shortcut is unavailable, proceed to step 2.
- 2 | Access the following URL from the Optos provided PC: https://localhost:56624/Spa
- 3 | Login using the following credentials:

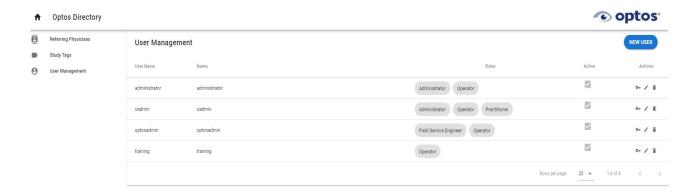
Username	siteadmin	
Password	siteadmin	

• You may see a browser warning after entering the login credentials. Select continue or allow to access the program site.



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Device User Management

Adding New Users

- 1 | Select **User Management** from the left-hand menu.
- 2 | Select the blue **New User** button in the upper right-hand corner of the browser window.
- 3 | Enter the user details in the form that appears. The following fields are required:
 - User Name
 - Password
- 4 | In the **Roles** section of the form, select at least one role:

Operator	Allows the user to log into the scan head	
Administrator	Allows the user additional permissions in the Admin section of the scan head	
Practitioner	Adds user to the list of practitioners drop down menu in the patient demographics entry screen on the tablet.	
*California color		
rg and Daytona	See <u>Referring Physicians</u> section of this document for adding	
models only	practitioners to the <i>California</i> with opto map <i>color rgb</i> imaging	
	modality, MonacoPro, and Silverstone devices.	

5 | Select **Save** in the bottom right of the form to finalize adding the new user and close the dialog box.

Editing Users

- 1 | Select **User Management** from the left-hand menu.
- 2 | Locate the user in the list and select the **pencil** icon in the Actions column.
- 3 | In the dialog box, update any field except for password and user name. Make the necessary changes and select Save to retain user updates.



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Changing User Passwords

- 1 | Select **User Management** from the left-hand menu.
- 2 | Locate the user in the list and select the **key** icon in the Actions column.
- 3 | In the dialog box, enter the current and new passwords in the appropriate fields.
 - If you do not have the current password follow the steps in the <u>Deleting a User</u> section
 of this document and reenter following the steps outlined in the <u>Adding New Users</u>
 section.
- 4 | Select **Save** to retain updated password.

Deleting Users

- 1 | Select **User Management** from the left-hand menu.
- 2 | Locate the user in the list and select the **bin** icon in the Actions column.
- 3 | In the dialog box, select **OK** to remove the user from the list.

Referring Physicians

For *California* with **opto**map *color rgb*, *MonacoPro*, and *Silverstone* devices, this area of OptosDirectory is used to add physicians for selection from the dropdown menu in the patient demographics screen on the device tablet.

Adding Referring Physicians

- 1 | Select **Referring Physicians** from the left-hand menu.
- 2 | Select the **New Physician** button in the upper right-hand corner of the screen.
- 3 | In the dialog box that appears, enter the physician's details.
- 4 | Select **Save** to retain changes.

Editing Referring Physicians

- 1 | Select **Referring Physicians** from the left-hand menu.
- 2 | Locate the physician in the list and select the **pencil** icon in the Actions column.
- 3 | In the dialog box, update the desired fields.
- 4 | Select **Save** to retain your changes.

Deleting Referring Physicians

- 1 | Select **Referring Physicians** from the left-hand menu.
- 2 | Locate the physician in the list and select the **bin** icon in the Actions column.
- 3 In the dialog box, select **OK** to remove the physician from the list.



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