

A large, stylized white graphic consisting of multiple thick, curved lines that resemble a sunburst or a fan of rays, set against a dark blue background. The graphic is partially obscured by a grey rectangular box containing text.

# Optos *Advance* Tips and Tricks

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# 1 How to Access OptosAdvance

The website address for Local Optos*Advance* is:  
<http://optosadvance>

Cloud Access in US:  
<https://cloud.optos.com>

Cloud Access in Canada:  
<https://ca.cloud.optos.com>

Input the address exactly as shown & press enter.

# 2 Edit a Patient Study

In the Patient Study Directory or Search bar: Right click a study then select Edit Patient/Study.

Make the necessary changes to the patient and study information.

To save your changes in a new study, select Copy to new study. To make changes to the original study, do not select this option.

To apply your changes to all studies for this patient, select Apply changes to all studies for the same patient.

If you are saving your changes in a new study and want to delete the original study, select Delete original instances.

Select Save.

# 3 Add a New User

Select Settings in Optos*Advance*

Under User Management, select Accounts. Existing Optos*Advance* user accounts are shown.

Select Add.

In the Account area, enter the user's information. (Information in yellow is required)

Role Optos*Advance* role (Admin, User, Guest). By default, users have basic privileges, such as accessing the Patient Study Directory. Under privileges you can add ones that are needed by highlighting them under Revoked and select Grant.

*Administrators have full privileges. Only Administrators can manage users.*

# 4 Merging Patients

This can be used if you have the same patient with two ID numbers or the same patient with two different spellings. From the Patient Study Directory or Search box, search patient name or ID number and select the checkbox beside the study that contains the patient information you want to copy into another study.

Select the checkbox beside the study you want to copy the patient information into.

## Merging Patients, cont'd

Right-click one of the studies, then select Merge Patients.

Information for the selected patients is shown.

To update patient information in all studies with the same patient ID, select Apply changes to all studies for the same patient. To use the patient information from the study shown on the left, select Merge to left. The study on the right will be updated to match the study on the left.

To use the patient information from the study shown on the right, select Merge to right. The study on the left will be updated to match the study on the right.

Select Continue. The patient information in the study is updated. If you selected Apply changes to all studies for the same patient, the patient information is also updated in all studies with the same patient Id.

At this screen you can Save as the following

- Viewport (only one of the windows)
- Display (whatever is on the screen)
- Current Image (whatever image is clicked)
- Current Series (All images of one type)
- Current Study (All images)
- Key Images
- Choose Titles option appropriate for your use, All, Minimal, Light or None – a timed sequence will need 'All'. This will keep/remove the information (name of patient, ID, DOB etc.) from the image(s) depending on the choice selected.

At the bottom right of the screen click Download

You will see at the bottom left of the screen the name of the file.jpg.

This will download to the downloads folder by default.

## 5 Exporting Images

From the Patient Study Directory or Search bar: click on the study to open for viewing. You can change the layout and make any adjustments prior to exporting.

Click on Save Menu on the toolbar.

Click on Export.

## About Optos

When a five-year-old boy was blinded after a regular eye exam failed to spot a retinal detachment, his father made it his life's work to help eye care professionals by revolutionizing retinal imaging. Optos was founded by Douglas Anderson with the goal to make a patient-friendly device to capture a digital ultra-widefield image of the retina. Today, millions of patients around the world have benefited from **optomap** retinal imaging.

Our core products produce high resolution **optomap** images of 82% or 200° of the retina, something no other imaging device is capable of in a single comfortable capture. The most recent innovation from Optos integrates ultra-widefield retinal imaging and image-guided Optical Coherence Tomography (OCT). This combined device facilitates the early detection, management and effective treatment of disorders and diseases evidenced in the retina such as retinal detachments and tears, glaucoma, diabetic retinopathy, and age-related macular degeneration. More than 2,500 published and ongoing clinical trials as well as thousands of case studies and testimonials show the long-term value of **optomap** imaging and OCT in diagnosis, treatment planning, and patient engagement.

