OptosAdvance™ Adding a New User

Contents

Purpose

This document will provide guidance on how to add a new user to Optos*Advance*. Users can be set up as an Admin with full privileges or as a User with certain privileges granted.

You must have administrator privileges to create new users in Optos*Advance*.

Add an Account

1 | Login to Optos*Advance*
2 | Select **Settings**
3 | Under **User Management**, select **Accounts**. Existing Optos*Advance* user accounts are shown
4 | Select **Add**
5 | In the **Account** area, enter the required information, indicated by a yellow font color
   - **User Name**: Username to login to Optos*Advance*
   - **Role**: Admin, User, or Guest
     - By default:
       - Guests have no privileges
       - Users have basic privileges, such as accessing the Patient Study Directory
       - Administrators have full privileges. Only Administrators can manage users
   - **Email**: Email address
   - **Last Name, First Name, Middle Name, Prefix, Suffix**
   - **Password**: Password to login to Optos*Advance*
   - **Expiry Date**: Date the user's access to Optos*Advance* will expire
     - Select [   ] and select an expiry date. Select whether the user's account will be locked or deleted on the expiry date.
     - Select [∞] to remove the expiry date and set the user's access to **Unlimited**

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6 | Review and update user privileges in the **Privileges** section (see Privilege descriptions). These privileges are initially based on the user's role and group but can be modified.
- o **Grant a privilege to a user:** Select a privilege in the **Revoked** area, then select **Grant**.
- o **Remove a privilege from a user**: Select a privilege in the **Granted** area, then select **Revoke**.

Privilege Descriptions
The following privileges can be assigned to a group or user.

BookmarkSaveSend: enables ability to "Capture" image
Collaboration: enables ability to "Bookmark" a specific layout/view which is then saved in the presentation toolbar
Content download: enables ability to download image/series as a DICOM and "Download Study"
Content Upload: enables ability to "Upload New Study" and "Attach files to this study/patient"
CreateAccounts: enables ability to "Add, Edit, or Delete" user accounts
Dicom Delete: enables ability to delete image or delete series
DICOM Print: Mange DICOM Printers
DICOM Store: enables "send series" to Montage
EditPatientStudy: enables "Edit Image Header" for changing laterality and "Edit Patient/Study" for editing patient information as well as "Merge Studies" or "Merge Patients"
**MprProtocols:** View Slab views.
ThreeDProtocols: View 3D views.

** Note: A full list of Privilege descriptions can be found in the OptosAdvance Help Menu by searching Privilege descriptions

Magnify Glass/Smartzoom Box: Change Settings
1 | Login as the new user
2 | Click on **Settings**>**Preferences**>**User Preferences**
3 | Click on **Magnify Glass**
4 | Change Zoom Factor 1X (It defaults to 4X)
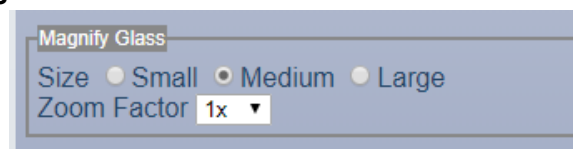
Modality Preferences

1 | From the Settings icon, select Preferences
2 | Select **Modality Preferences**
3 | Change Modality to **OP**
    a. Ensure Series Navigation is **None**
    b. Ensure Create Combines Series is **Yes**
4 | Click Save
5 | Change Modality to **OPT**
    a. Ensure Series Navigation is **None**
    b. Ensure Create Combined Series is **Yes**
    c. Change Force Isotropic Display to **Yes**
6 | Click Save

Note: Modality Preferences must be changed for all users

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