OptosCloud™ First Time Log-in and Adding User Accounts

Contents

Purpose

This document will provide guidance on logging into Optos*Advance™* via Optos*Cloud* and setting up new user accounts.

First Time Access

1 | Access Optos*Cloud* using the appropriate country-specific link below:

OptosAdvance US	https://cloud.optos.com/
OptosAdvance Canada	https://ca.cloud.optos.com/
OptosAdvance Europe	https://eu.cloud.optos.com/
OptosAdvance Australia	https://au.cloud.optos.com/

Note: Chrome is the recommended web browser

2 | Enter your Optos Site Number, User Name, and the temporary Password you were provided in the appropriate fields.

3 | Select **Login** to proceed.

Setting Up New User Accounts

You will need to create new accounts for additional users or for users at other locations. It is recommended that all users have their own log-in and not share a single account.

If an employee leaves, it is a best practice to lock their account to protect PHI. If using a shared account, the password should be changed to prevent unauthorized access.
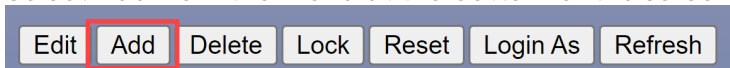
1 | After logging in, select **Settings** from the Toolbar.
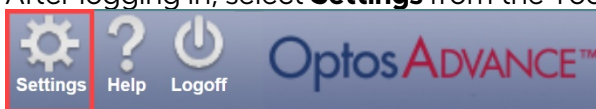
2 | Select Accounts under User Management.
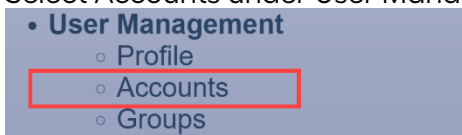
3 | Select **Add** from the menu at the bottom of the screen.

4 | Complete the required fields as indicated by a yellow highlight, listed below:

Account Section
- User Name
- Role = User
- Email (may be any email address)
- Password (minimum of 8 characters including upper-case, lower-case, numbers, and/or special characters)
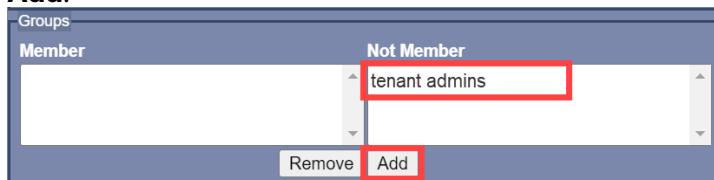
Group Section

- For elevated privileges: From the Not Member column, select **tenant admins** then **Add**.

- To manually add privileges: From the Revoked column, select the desired privilege from the list and press **Grant**.

4 | Press **Save** to retain changes.

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.