



OptosDirectory: User Management and Referring Physicians



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Purpose

This document will provide guidance on managing user accounts for the tablet provided with your Optos scan head for the devices below:

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

Additionally, you may use OptosDirectory to add Referring Physicians to the tablet provided with your scan head for the devices below:

- Monaco
- Silverstone
- All models of California equipped with **optomap color rgb** imaging modality

Please Note: Study Tags are used only for clinical study sites and will not be covered in this document.

Accessing Optos Directory

- 1 | Double-click the shortcut on your Desktop. If the shortcut is unavailable, proceed to Step 2.
- 2 | Access the following URL: <https://localhost:56624/Spa>
 - Internet Explorer is not a supported web browser.
- 3 | Login using the following credentials:

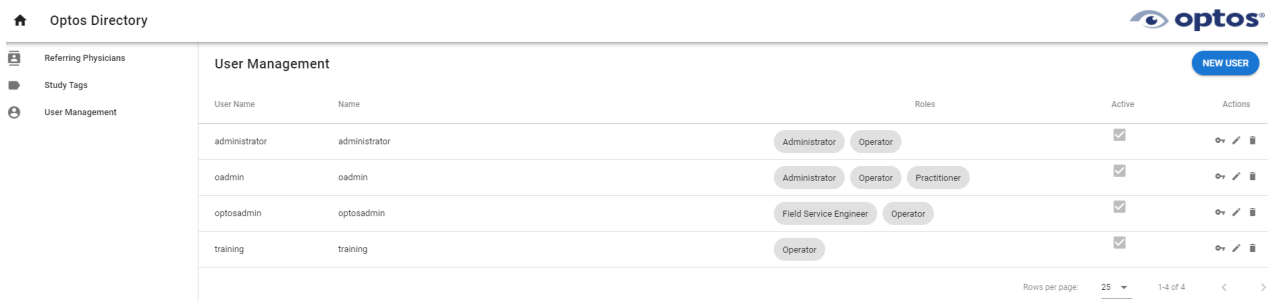
Username	siteadmin
Password	siteadmin



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- You may see a browser warning after entering the login credentials. Select to continue to the website. You will see the page similar to the one below:



User Management

Adding New Users

- Select User Management from the left-hand menu.
- Select the blue New User button in the upper right-hand corner of the browser window.
- Enter the user details in the form that appears. The following fields are required:
 - User Name
 - Password
 - Select the eye icon to view the entered password prior to saving, if desired.
- In the Roles section of the form, select at least one role for the user:

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	For California with optomap color rg imaging modality and Daytona, adds user to the list of practitioners on the tablet when entering a new patient. See Referring Physicians section of this document for adding practitioners to the California with optomap color rgb imaging modality, Monaco, and Silverstone devices.

- Select Save in the bottom right of the form to finalize adding the new user and close the dialog box. You will see your new user on the User Management page.

Editing Users

- Select User Management from the left-hand menu.
- Locate the user in the list and select the pencil icon in the Actions column.
- In the dialog box that appears, you may update any field except for password and user name. Make the necessary changes and select Save to retain user updates.
 - See the [Changing User Passwords](#) section in this document for password changes.



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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 that appears, enter the current and new passwords in the appropriate fields.
 - If you do not have the current password follow the steps in the [Deleting a User](#) section of this document and reenter following the steps outlined in the [Adding New Users](#) 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 that appears, select OK to remove the user record from the list and system.

Referring Physicians

For California with **optomap color rgb**, Monaco and Silverstone devices, this area of OptosDirectory is used to add physicians for selection when adding a new patient record to the 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. The physician will now appear in the list on the Referring Physicians page.

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 that appears, update the field requiring edits and press 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 that appears, select OK to remove the physician record from the list and system.



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