

Optosys® Info



Canada's Largest Network of Optometrists
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ADD A PASSWORD ON YOUR OFFICE FILE

It is easy to restrict the opening or modification of a file by simply adding a password.

Here's how:

1. In Word, Excel, or any other Office application, select "**Options**" in the "**Tools**" menu.
2. Click on the "**Security**" tab (Reverse #1).
3. The option "**Password to open**" allows you to enter a password to restrict the opening of a file (Reverse #2).
4. The option "**Password to modify**" allows you to enter a password to restrict the modification of the original file (Reverse #3). Note that it will still be possible to save the file under another name.
5. Click on "**OK**".
6. Depending on whether you've selected one option or both, pop-up windows requesting confirmation will appear (Reverse #4).

The next time the file is opened, a window will appear asking you to enter the password or passwords. In the latter case, an additional option will appear: the "**Read-only**" button (Reverse #5). This option allows you to read the file without being authorized to modify it.

2 new Web templates

Visit www.opto.com/demo to view the two new Web site templates or consult the flyer included in this mailing.

Select the template that best represents your clinic and let us take care of your virtual image.

For only \$24.99 per month, we'll create your Web site*, host it and provide you with a domain name (ex.myclinic.com).

For more information, contact your Marketing Account Manager at 514-762-2020 or at 1-800-363-4096.



**Using one of our twelve Web site templates..*

Tips & Tricks

Adding the Optometrist's number on the Rx

In Optosys®2 it is possible to print a glasses prescription to be handed out to patients who request it. Normally, the optometrist's number should appear on the prescription. In order for number to be printed out on the prescription, it must be entered in the administration section of your system.

Here's how to enter the number in your system:

1. In the "**Admin**" menu, select "**Application**" and then "**Users**" (Reverse #6).
2. In the users window, place your cursor on the name of the optometrist whose number you'll be entering (Reverse #7).
3. Click on the "**Modify**" button  at the top of your screen.
4. Write the number in the "**No. Optometrist**" field in the "**Medsys**" section (Reverse #8).
5. Click on the "**Save**" button. 

Here's how to print the Rx:

1. Select the desired patient.
2. Place your cursor on the "**Rx**" tab (Reverse #9).
3. Select the desired glasses prescription in the grid.
4. Click on the "**Print**" button and select the "**Rx spectacles**" (Reverse #10).

The optometrist's number will now appear in the top right-hand corner of the Rx when printing a glasses prescription (Reverse #11).

For an online demonstration visit www.optosys2.com/training



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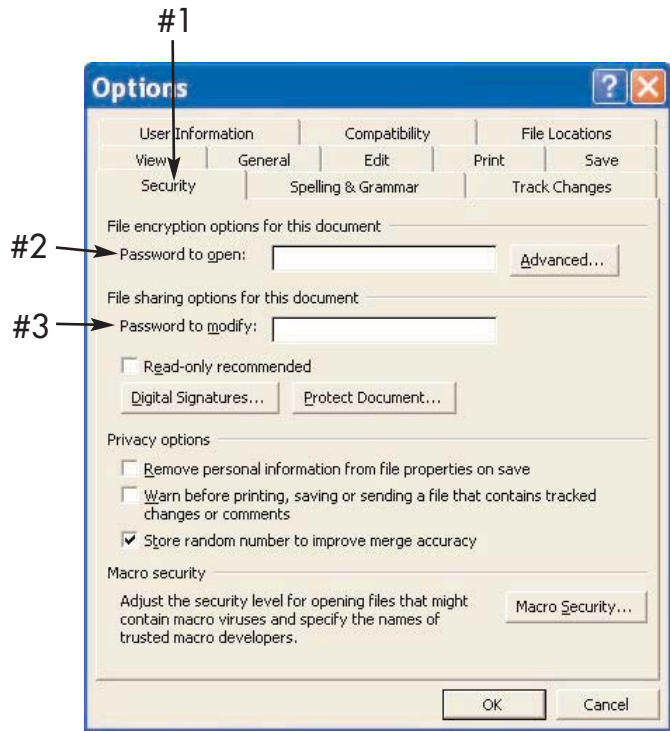
December 2006



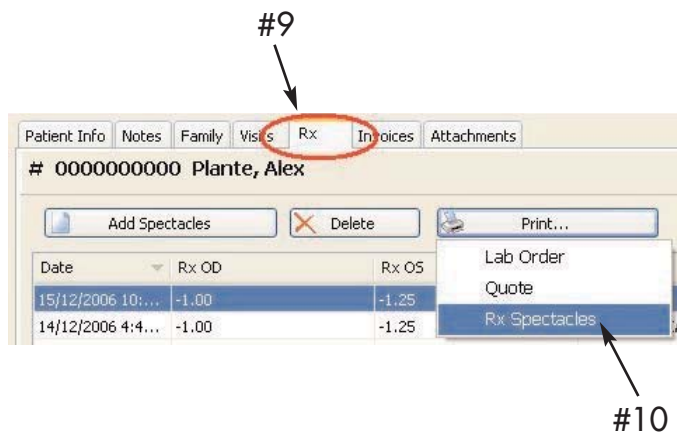
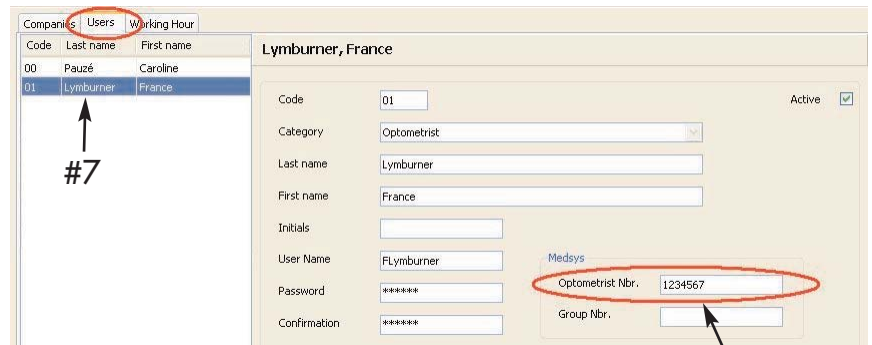
Dr. Ghislaine Lauzon, Optometrist
Campbell River, BC

Desjardins, Desjardins, Hache & Paulin
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