

# OPTOSYS® INFO

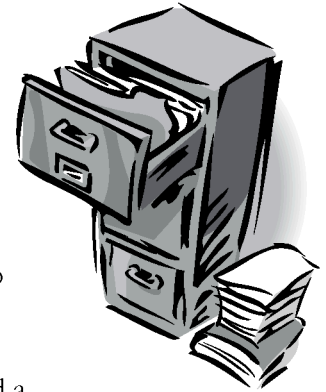
4, Place du Commerce, Suite 460 • Montreal (Quebec) H3E 1J4 •  
Tel.: (514) 762-2020 • Fax: (514) 762-9933 • www.optosys2.com



## TIPS & TRICKS

### To modify a patient's status to inactive

Spring is in the air and your files are overflowing; it's the perfect time for Spring Cleaning! Before you do anything, here are some tips on how to clean-up your electronic data.



Your database contains not only active patients, but also inactive ones. Every single file has a patient and a transaction history attached to it. Patients who are considered inactive (moved, died, switched clinic) can be excluded from any searches that you perform on current patients; simply label them as inactive and they will no longer appear in your searches. We recommend that you not delete your inactive files in order to ensure a complete history of your database.

*(To learn how to change a file's status from "active" to "inactive", please see the reverse.)*

## Deal of the Month

## Online Purchases

### APC Battery Back-UPS ES 750



Are you experiencing electrical power surges in the clinic?  
Do you experience frequent power failures?  
Protect your equipment with a battery.

#### Characteristics:

- 5 battery backup outlets
- Typical backup duration from 6 to 19 minutes, depending on the number of pieces of equipment plugged in and their individual voltage requirements.
- 5 surge protection outlets

\* Delivery is free. Taxes are not included.

# \$72\*

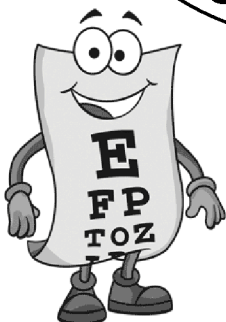
regular price \$101



Welcome to fast  
and easy ordering!

Hi there,  
my name is

## Snell-e!



My name is an original idea  
from: Kristal McArthur  
of Dr. Calvin Smith's clinic

The **VISTA** saga continues...

Hardly a day goes by without an article on Vista being published. The next edition of Optosys® Info will contain more information on this operating system and its implications. We strongly recommend that you refrain from installing Vista on any computer operating Optosys®2 until further notice.

## OPTOSYS®2 INSTALLATIONS

April 2007

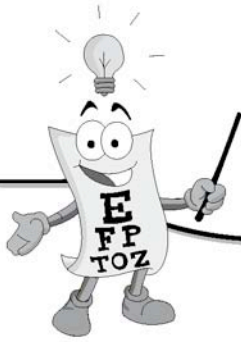


Groupe Visuel Multi Vision Enr.  
Jonquière, QC

Groupe Visuel Multi Vision Enr.  
La Baie, QC

Dr Monique Chartrand, O.D.  
Montréal, QC

# TIPS & TRICKS



## To modify a patient's status to inactive

1. Select the patient. The status should indicate "active".

2. Click on the Modification icon .



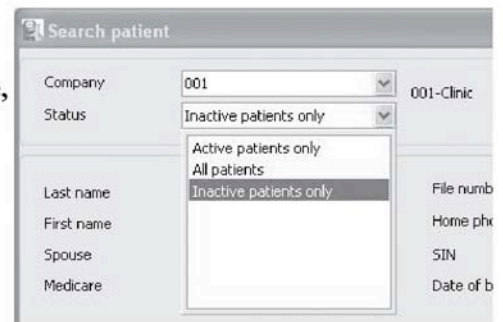
3. Remove the check-mark appearing in the Active box .



4. Click on the Save icon to save your changes. This patient will no longer appear on your current/active lists.

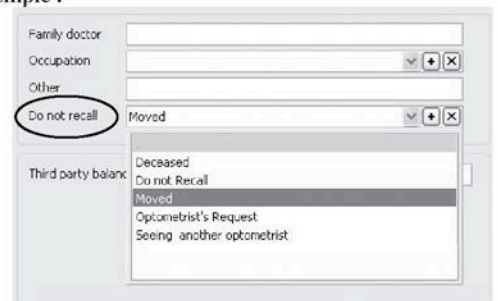


5. You can also print out a list of inactive patients whenever required. Click on the Search Patient icon to modify the search parameters. You can select active, inactive or all patients.



6. In addition to modifying the status, you should also enter a reason in the Do not recall field explaining the inactive status.

Example :



For an online demonstration, go to [www.optosys2.com/training](http://www.optosys2.com/training).