

OPTOSYS® INFO

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Canada's Largest Network of Optometrists
www.opto.com

TIPS & TRICKS

How to assign an amount to a third-party and add a payment.

Follow the easy steps on the reverse to assign third-party payments.

The "key" to safe data

Use a USB key to save your backup copies. This small and very portable media not only permits you to save a larger quantity of data, but it is also a fast, simple and safe way to do so. In comparison with floppy disks, CDs or DVDs, USB keys are unaffected by dust or scratches—making it a more reliable source.

Data loss is usually caused by a handling error made by the user, damage to the key itself, or from misplacing the key. We strongly recommend that you purchase a minimum of two USB keys, not only for your security, but also because more than one person will be performing the backups on different days. If a key is forgotten or lost, you will at least have a spare one to work with.

Basic prevention should also be applied when using this backup method:

- Perform a backup on a daily basis.
- Store your key in a secure location off-site.
- Verify your backup copies on a regular basis.

Contact our **IT Service Centre at 1-866-660-6797** and we will provide you with a step-by-step guide needed for the Optosys® version that you are using.



OPTOSYS®2 INSTALLATIONS

March 2008

Les Laboratoires Turcot & Olivier Inc.
Dr. Luce Turcot &
Dr. Jacinthe Olivier
Laval, QC

Les Laboratoires Turcot & Turcot Inc.
Dr. Luce Turcot &
Dr. Jacinthe Olivier
Rosemère, QC

Deal of the month Online Purchases

www.opto.com/b2b

USB key - Kingston DataTraveler 100

The Kingston DataTraveler USB key allows you to easily store and move files using a device no bigger than a pocketknife. As easy as clicking and dragging, the DataTraveler can hold just about any file you can think of.

We offer you 2 choices of storage capacity

**Flash USB key
2 GB**

**Flash USB key
4 GB**

\$12*

\$20*



Retractable USB connector

Minimum requirements:
Windows 2000 SP3, XP SP1, Vista

**Welcome to fast
and easy ordering!**

* Free delivery. Taxes not included. Must be ordered by April 30, 2008.

2008 Calendar

We will be in your area soon. It will be our pleasure to demonstrate the latest version of Optosys®2 to you, so come and see us.

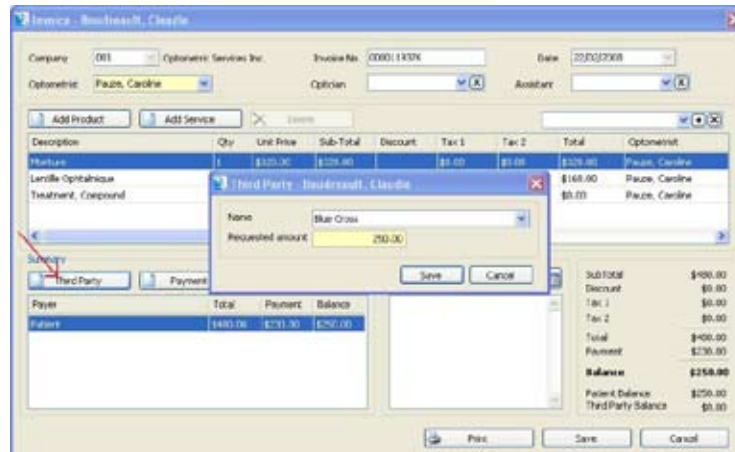
OAO May 2nd
Niagara Falls, ON



TIPS & TRICKS

How to assign an amount to a third-party and add a payment.

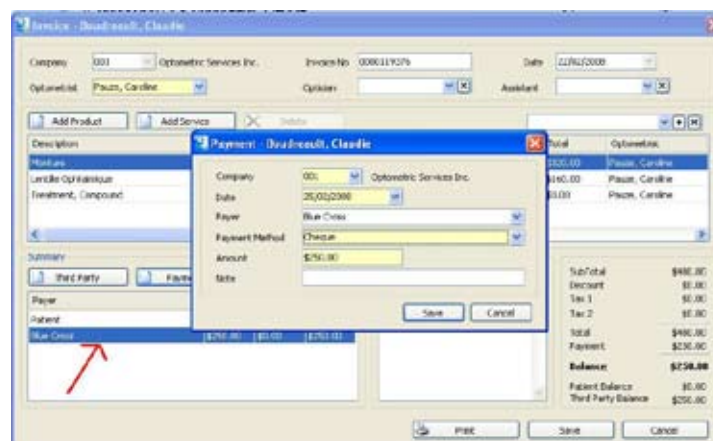
1. In a patient's invoice, Click on the "Third Party" button. Select the desired third-party, enter the claimed amount and click on the "Save" button.



2. The balance will be automatically adjusted.

Balance	\$250.00
Patient Balance	\$0.00
Third Party Balance	\$250.00

3. To apply a payment to the third-party, access the patient's invoice. Highlight the third-party (in the example Blue Cross) and then click on the payment button. Select the proper payment method, enter the amount and Save.



4. Don't forget to Save the invoice.