



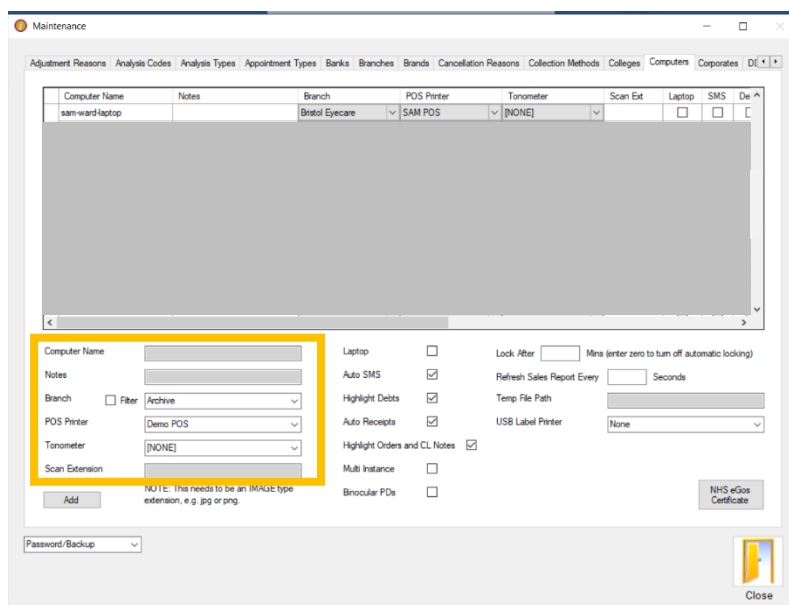
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Computers

Before i-Clarity can be used on a computer it needs to be added to the i-Clarity system. To do this you will need to add the computer in maintenance on an existing computer.

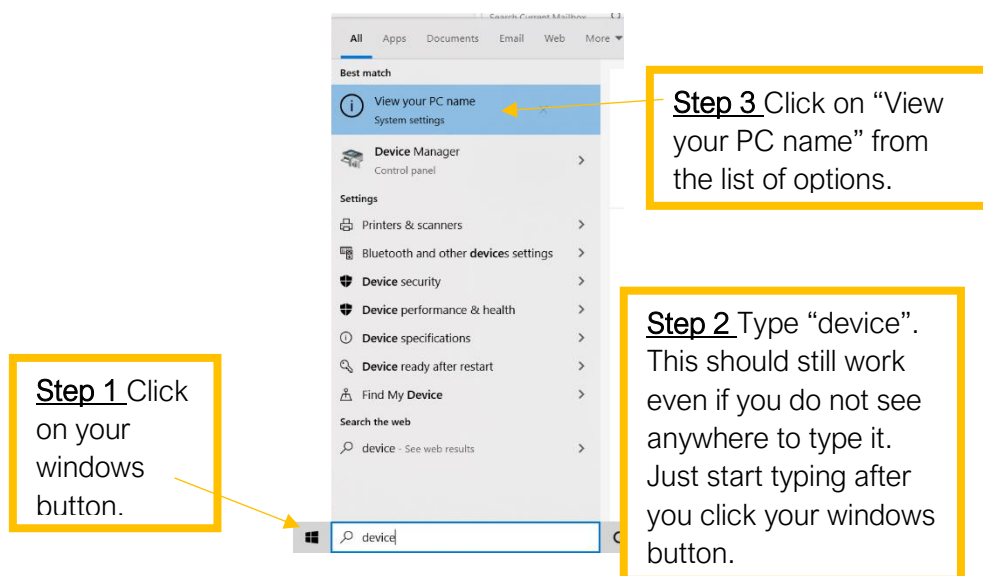
In the Computers tab, fill in the first column of information.

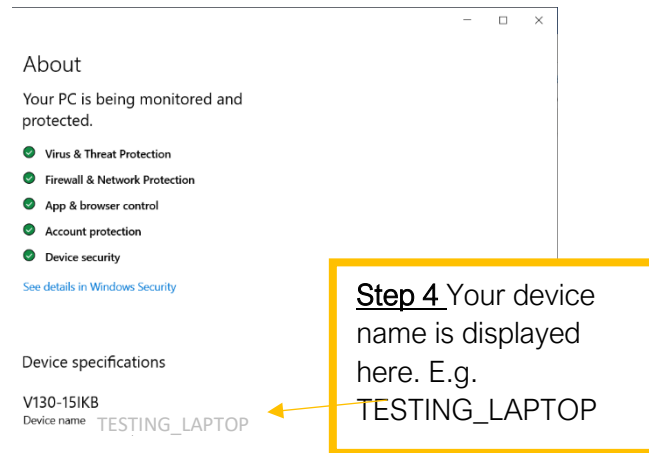


1. Fill in the computer name exactly as it is shown on your computer.

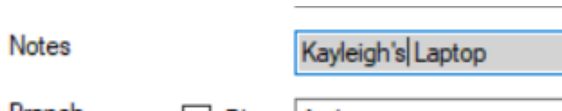
Computer Name

To find the device name on your computer, follow the steps below.





2. Type a note in the notes box. This should be something to help you recognise the computer E.g. Reception desk computer or Testing room computer



3. The branch selected from the dropdown list should be the branch that the computer is located in. This will then be the default branch when you log into i-Clarity on that computer.

i-Clarity will use this branch for banking. If cash is taken on this computer it will add the cash to this branch's takings E.g. if you log into another branch from this computer to take a balance, the cash/card payment taken will be added to this branch's cashing up as the system knows the location of the computer.



4. Select the name of the receipt printer you wish this computer to print to. It does not need to be a printer that is physically connected to the computer but there will be a few seconds delay to print to a receipt printer that is not connected. The receipt printer needs to have been added in "Devices", if the device is not there you can come back to this section after the device has been added. See [Devices](#) on page 10 for how to add receipt printers.
5. If this is a testing room computer, you can add the tonometer that will be used here, from the dropdown list. When the clinician adds pressures in clinical records this tonometer will automatically be selected as the equipment used and the clinician does not have to repeatedly select the tonometer. The tonometers can be added in the Misc. 5 tab. See [Clinical Equipment](#) on page 11 for details on how to add clinical equipment.

- This is the file type you would like your scans to be saved as. It needs to be an image file such as jpg.

Scan Extension

Add

NOTE: This needs to be an IMAGE type extension, e.g. jpg or png.

Now complete the check boxes in the middle column.

The screenshot shows the 'Settings' window for i-Clarity. A yellow box highlights the following options in the middle column:

- Laptop
- Auto SMS
- Highlight Debts
- Auto Receipts
- Highlight Orders and CL Notes
- Multi Instance
- Binocular PDs

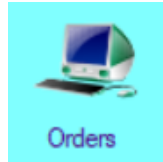
- If the computer, you are adding is a laptop that does not stay in one branch you can check the laptop check box. This stops i-Clarity from assuming any cash belongs to the selected branch in the Branch section. It will now assume that any cash/card transactions belong to the branch you have logged in to.
- The auto SMS checkbox determines whether automated SMS appointment reminders are generated from this computer. This is useful if the laptop may be being used at unsociable hours and stops the SMS messages being generated and sent at an unsociable hour. If the box is not ticked, then auto messages are not sent from this computer.
- The highlight debts check box determines if the patient's details are red when money is owing:

Patients Records for Bristol Eyecare

Miss Testing Test Patient Communications (0) Patient Activity Further Details A

Identifier	5221	Address Line 1	Star
Title	Miss	Address Line 2	Ra
Forename	Testing	Address Line 3	Car
Surname	Test	Address Line 4	So
Salutation	Miss Test	Address Line 5	
Gender	Female	Postcode	
Date of Birth	(Age 33) 10/Jan/1987	GP	Outsake N/A

- If the auto receipts check box is ticked, when a sale is entered on that computer a receipt will print. We recommend that this is switched off for computers that are used for testing to avoid a receipt printing each time the clinician puts a fee through. Also, for dispensing computers that do not have their own PDQ machines attached, to avoid a receipt printing with the full balance before the patient has paid anything at reception.
- Highlight orders and CL notes check box;
In i-Clarity, when a patient has an outstanding order, the orders text on the orders button turns blue.



You can speed up access to individual records on certain computers where this information is not necessarily needed at first glance, such as the testing room computer, by leaving the box unticked.

- The multi instance checkbox will allow the user to run multiple instances of i-Clarity on the same computer simultaneously if the box is checked. We recommend this is only enabled after having used i-Clarity for a few months, and it is then only enabled on admin machines away for patient facing areas.
- The binocular PD's checkbox can be left unchecked. When we link equipment to i-Clarity, the link sometimes requires this box to be checked depending on the equipment's preferred PD measurement. **We will check this box as part of the equipment set up.** Fill in the third column of details:

- The "lock after" text box is completed with the number of minutes the i-Clarity software on the computer can be inactive before i-Clarity locks automatically. It is recommended that any computers in a public area have a lock after time entered and computers in a consulting room have this feature disabled. If you want to turn this function off put 0 in this box.

Lock After Mins (enter zero to turn off automatic locking)

- From the further details tab of any patient record you can open a daily sales report for the practice. This report opens in a separate window so can be left open in the background. You can set how often this open sales page will refresh to reflect the most up to date sales information, by entering how often, in seconds, you would like it to refresh in the “Refresh Sales Report” box.

Refresh Sales Report Every Seconds

- The Temp file path box should be left blank. This file path will be created by i-Clarity support if it is needed on your computer.

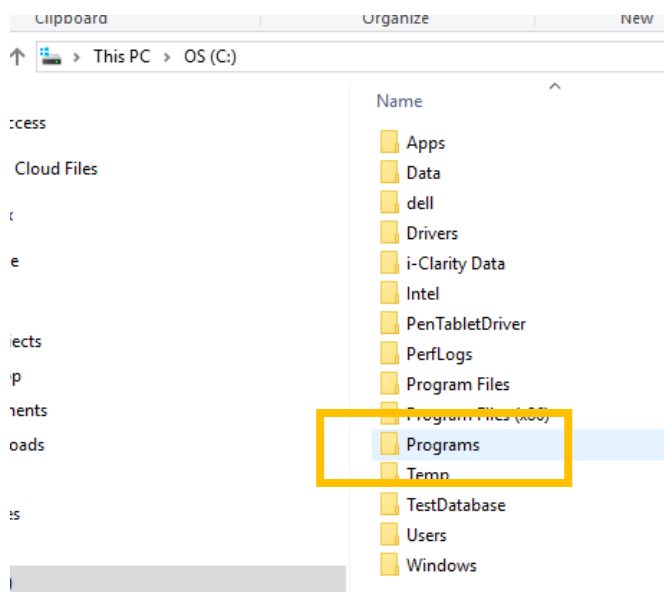
Temp File Path

- The USB label printer drop down list is where you can select which barcode printer you would like to print to. The barcode printer needs to have been added in “Devices”, if the device is not there you can come back to this section after the device has been added. See [Devices](#) on page 10 for how to add barcode printers. Please note: We can only support barcode printers that we have supplied.

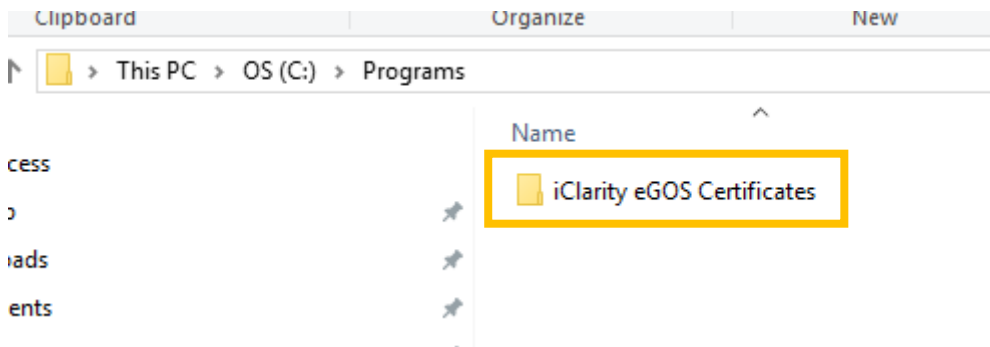
eGOS Security Certificate

If you need to submit GOS forms to the PCSE website from this computer, you need to install the security certificate.

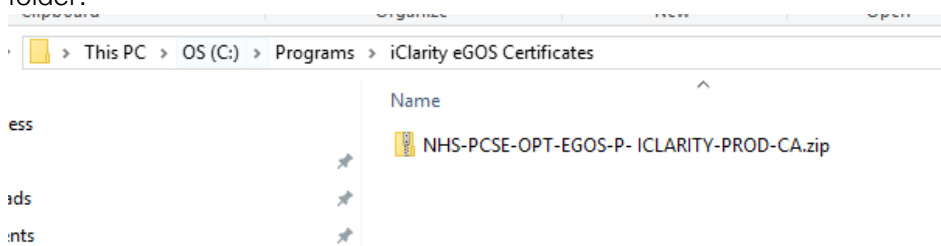
- Create a folder called ‘programs’ in the c: drive of your computer.



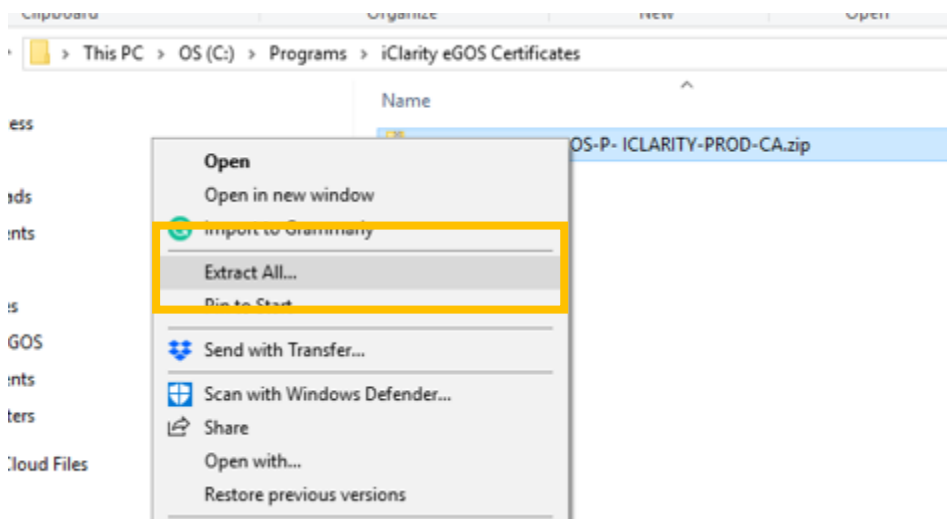
- In this folder create another folder call ‘i-Clarity eGOS Certificates’



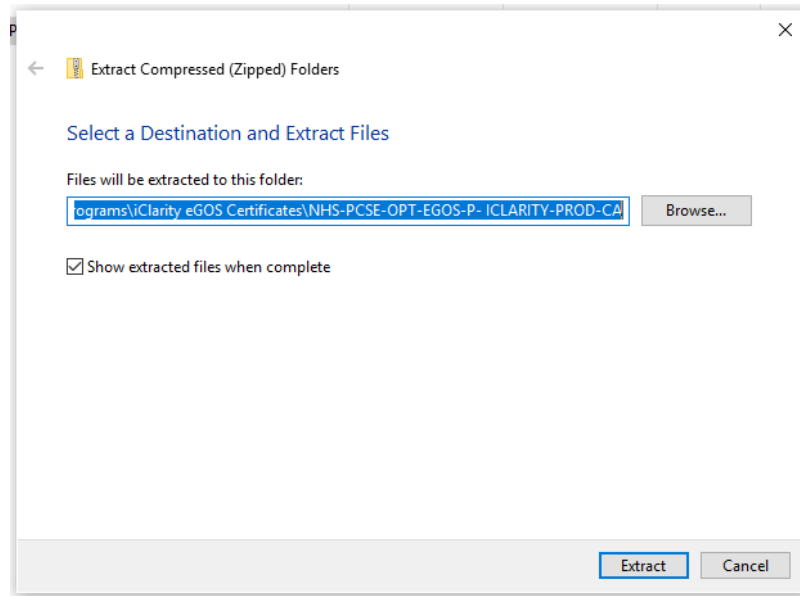
3. Copy the zipped folder you have been emailed that contains the certificates into this folder.



4. Right click on this zipped folder and select the option extract all.



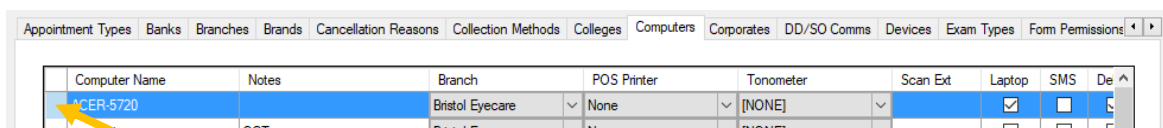
5. Click Extract on the pop up that appears



6. The location of the certificates needs to be entered against each computer listed in the computers tab of i-Clarity. Also, there is a certificate password that needs to be entered along with this certificate pathway.
 - a. Open the maintenance module of i-Clarity
 - b. Navigate to the computers tab



- c. Highlight the computer in the main grid

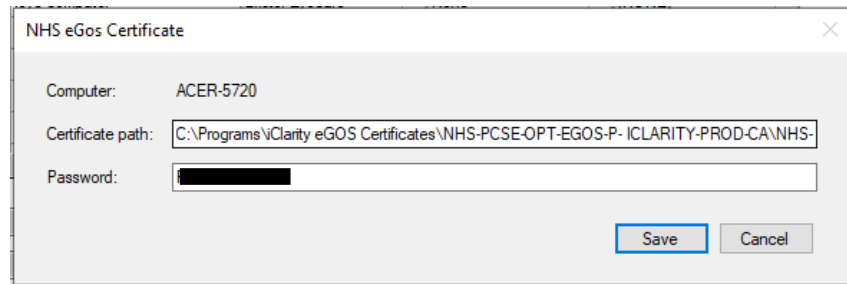


Click here to highlight

- d. Click on the button labelled NHS eGOS Certificate



- e. Enter the location of the certificate, plus the file name and extension. Then enter the password supplied for the certificate



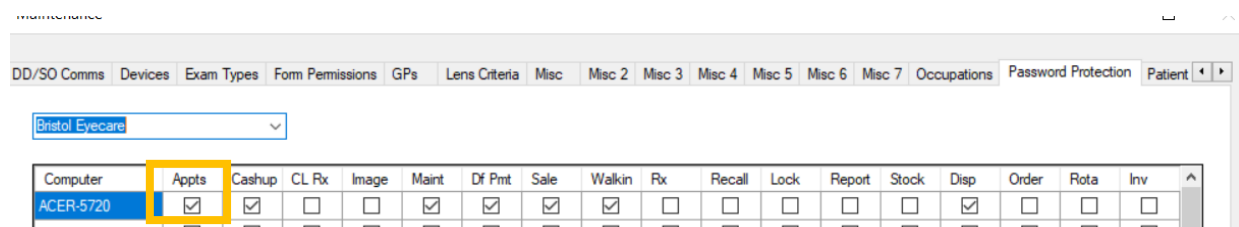
The password is stored in a text file in the certificate folder you extracted

Password protection

Once your computer has been set up on i-Clarity you can choose to password protect areas of the system.

Navigate to the Password Protection tab in the maintenance manual. This tab allows you to add the requirement to enter your password when accessing certain areas of the system. This is done per computer because you may want to have a increased level of module password protection on front of house computers where staff move between computers compared to a consulting room where there is no or little change of computer user.

Each column, when ticked, requires a password to open the corresponding module button in i-Clarity. We recommend as a minimum the financial modules of the system have password protection active.



Devices

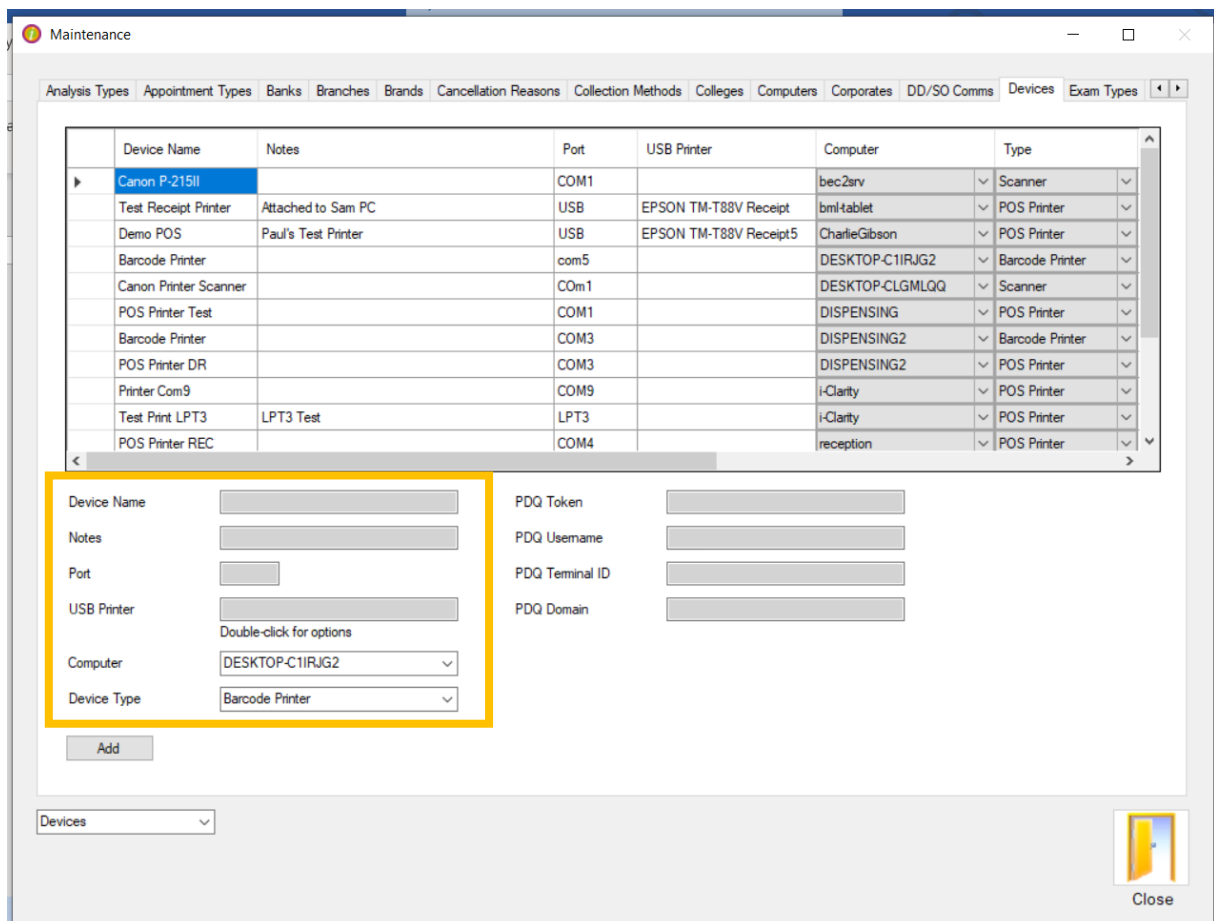
This is where you can set up external devices to connect to i-Clarity.

Please note: Any devices supplied by i-Clarity will be added with the support of the i-Clarity team.

You should add the device from the computer that the device is physically connected to.

Go to the Devices tab in the maintenance module.

Fill in the empty boxes in the first column.



1. Put the device name in the Device Name text box. This is the name that will show up when you add a device to a computer in "computers". All devices for all practices will be in here so we recommend that the name contains the name of the practice in which it is located.
2. Any notes can go in the Notes text box. If you have more than one of the same device, you can put more details in here to differentiate and label the devices up with the name you put in here so that it can be easily identified.
3. If the device is connected to the computer using a serial cable, the port number box is where you put the port number that the device is using. To find this you can open your device manager app. The device will be listed with the port number E.g. COM1 in brackets.

Port

COM1

4. If your device is a printer connected by USB, double click in the USB Printer box, and select the printer from the list.

USB Printer

Double-click for options

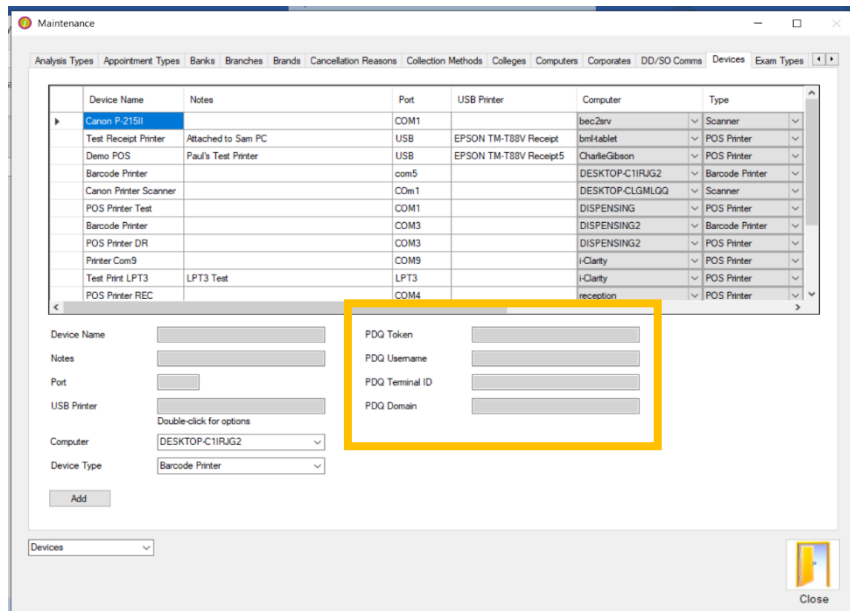
5. Select the name of the computer that the device is connected to from the dropdown list.

Computer

6. Select the type of device i.e. Printer, PDQ etc. from the Device Type dropdown list.

Device Type

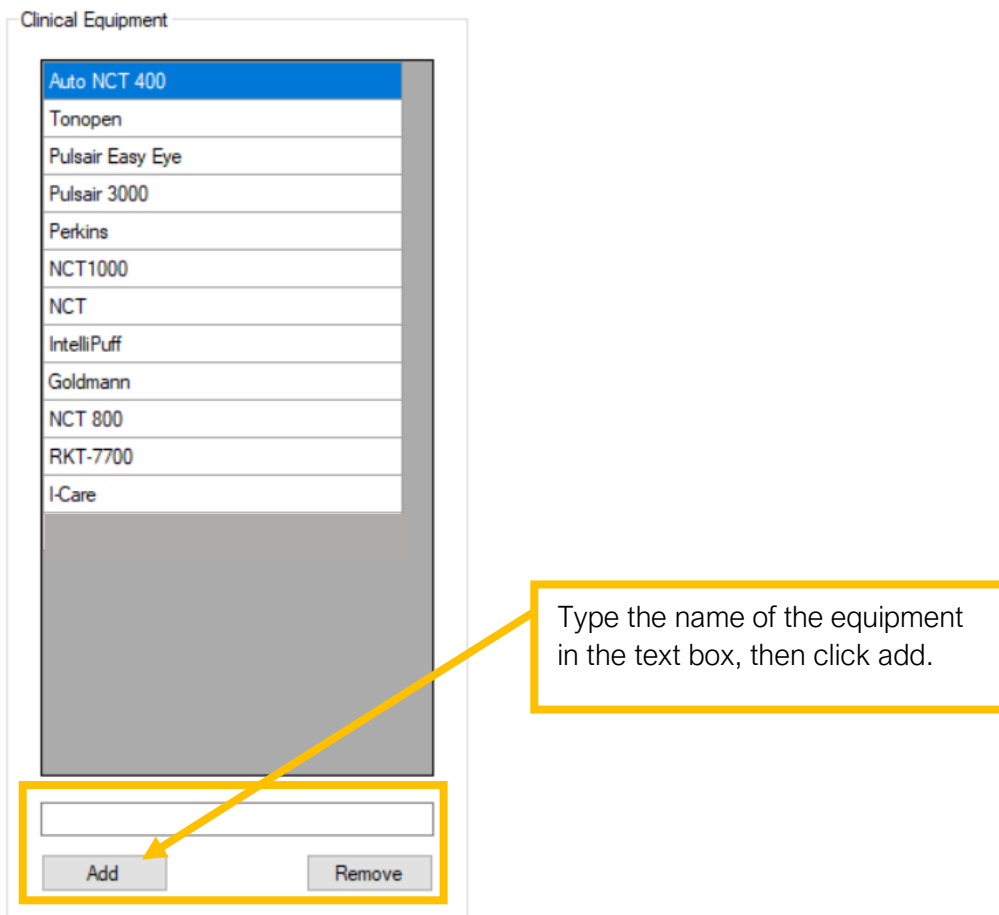
PDQ token/ username/ terminal/ domain This will be completed by i-Clarity support during the set-up of the PDQ machines.



Don't forget Once you have completed the steps you may need to go back to the "computers" tab and add any POS printers, Tonometers and USB label printers to computers that you couldn't add at the time.

Clinical Equipment

You can create a list of tonometers used, in the Misc. 5 tab:



You can also remove any tonometers not needed in the Misc 5. Tab.

