

How to pre-enter data before a screening into a Plusoptix camera

NOTE: You must have access to Microsoft Excel to pre-enter data.

First create a file on a USB drive

1. Obtain the list of children to be screened with birthdays.
2. Open a sample file either "Example option i", "Example option ii" or start with a new Excel file. The examples give two options to enter data based on what information is available. The most common approach is the first option. A header row is required or the first line of data will not be visible on the Plusoptix camera and all columns must be as shown regardless of option used. If creating a file without the example, use the column headings below.
 - i. Family Name, First Name, Date of birth (DOB) (all mandatory for this option} or
 - ii. Date of birth, Patient ID, Location, ContactOnly DOB and Patient ID are required by the camera. The other columns will be printed on the results page.
If using option ii, the Patient ID can be made up if you prefer. It is suggested to start at 100 and go up to avoid searching problems. However, you must keep a record of child and assigned ID.
3. Erase the examples shown in 'example spreadsheet' otherwise they will be imported to the camera.
4. Pay close attention to the date format - separate with slashes as mm/dd/yyyy.
5. Create a folder on the USB drive and name it db. Save the file as a CSV (MS-DOS) from the "file type" drop down box and with a new name. Be sure to save it in the db folder.
6. Close Excel and eject the USB drive

Second import data Into the camera.

1. Start the Plusoptix camera
2. Be sure that the Plusoptix camera is clear of previous data. There should be no patients on the search screen (select the Magnifying Glass icon for searching)
3. Insert the USB drive (remember it goes in upside down)
4. From the home screen choose the gear wheel icon in lower left of screen
5. Choose the icon with the file folder pointing to the smiley face.
6. Select file by touching the name to highlight it.
7. Confirm by selecting the small green check on the bottom of the screen. A review screen appears showing the file information. Select the small green check mark again to start the file loading.
8. A large green check mark appears as the file is loaded. After the check mark disappears, return to the home page by pressing the red X at the lower right.
9. If an error occurs saying column 3 is not a date, complete the following
 - i. On the settings screen, choose the clock/calendar icon
 - ii. On the date, choose the fifth option (mm/dd/yyyy)
 - iii. Choose the green arrow
 - iv. Complete steps 4 to 7 again

At The Screening:

1. From the home page, select the magnifying glass icon (search icon).
2. Start typing either the first name or family name. You can use the space bar (labelled English) and continue with the other name (first or family) if needed to narrow the search. If you have a new name to add, use the space bar to open the entry field.
3. As soon as you reach four or fewer names, a list of children will appear. Select the correct child.
4. Press the flashing green "GO" button on the screen after directing the child to look at the smiley face.
5. Slowly move the unit as needed to screen the child.
6. Repeat the steps for each child.

Revised by Lion Larry Stryker January 30, 2023