

# How To Pre-Enter Data Before A Screening

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## Plus Optix Camera

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

### Creating The Excel File

1. Insert USB drive into computer.
2. Open file "Example Spreadsheet"
  - a. This gives example of how to enter information. (two options, watch column titles)
    - i. Family Name, First Name, Date of birth
    - ii. Date of birth, Patient ID, Location, Contact
3. If entering Patient ID, you can make this up if you prefer not to enter names but must have some way to keep a record
4. Erase the three examples shown in 'example spreadsheet' otherwise they will be imported to camera
5. Pay close attention to the date, separate mm.dd.yyyy with periods
6. Do a save as and title the workbook "input". Make sure the file saves as a .csv type.
7. Close Excel and eject the USB drive

### Importing Data Into The Plus Optix Camera

1. Get the Plus Optix camera
2. Turn on the camera
3. Insert USB drive (remember it goes in upside down)
4. Choose the hammer/wrench icon in lower left of screen
5. Choose the disk with arrow going out
6. Select file "input.csv"
7. Confirm by selecting green check
8. A preview screen should come up to look at the data.
  - a. The information should look like you entered it, select green check
  - b. 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 middle option of top row (mm.dd.yyyy)
    - iii. Choose the green arrow
    - iv. Complete steps 4 to 7 again
9. You will get a confirmation of the data being entered in a triangle with a check over the disk.

Written by Lion Lori Klein

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## At The Screening:

1. Select enter data (person with green plus mark)
2. Type in first name or family name
  - a. As soon as you type a first letter a list of children will appear
  - b. Choose the child you want
3. Press the orange button by strap to bring up camera
4. Screen the child
5. Repeat the steps for each child.

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