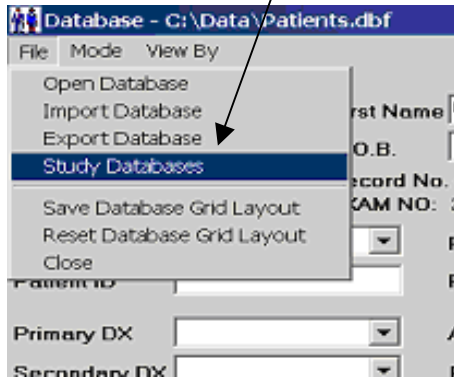


Instructions for Submitting Photographs to the Fundus Photo Reading Center

The following are instructions for submitting photographs to the Fundus Photography Reading Center in Madison Wisconsin once you have been certified to participate in one of the clinical trials using OpthaVision software.

After the FPRC has certified your fundus camera for a clinical trial you will need to enter the study information into the Study Database menu within the OpthaVision software. To do this open the DataBase window by double clicking on the DATABASE icon located on the main capture screen.

Go to **FILE>STUDY DATABASE**

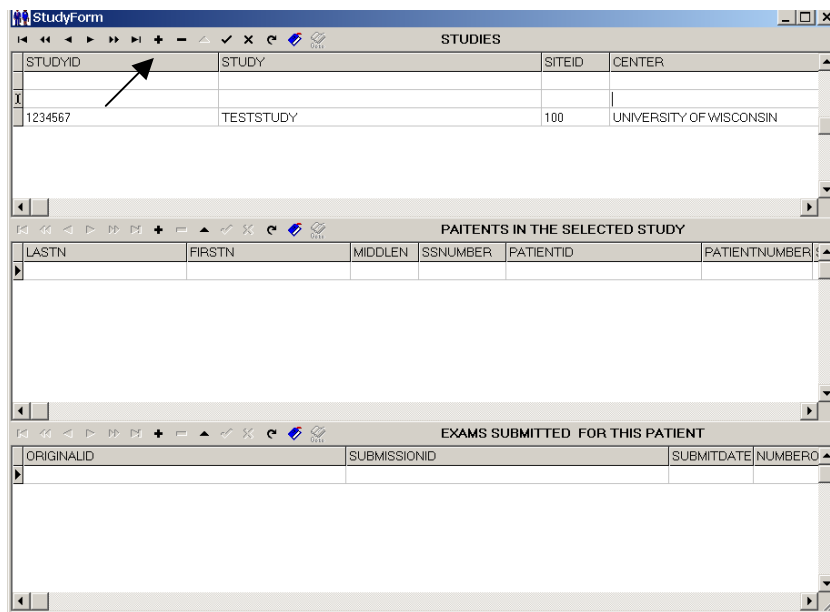


This will open the STUDYFORM data entry window.

To add a new study to the study database:

Left click on the **+** symbol located in the upper toolbar as shown below.

Enter the required study fields and close the STUDYFORM window by left clicking the **X** in the upper left corner of the window.



This completes the Study Information Section.

SUBMITTING PHOTOGRAPHS ON CD TO THE READING CENTER

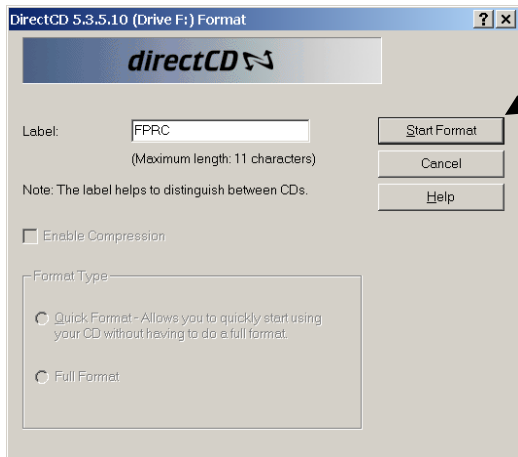
Insert a blank CD in the CD drive and format the CD.

To Format the CD:

1. Double Click the **Direct CD Format Utility Icon** located on the desktop. This launches the Direct CD Utility screen shown below.
2. Select the CD drive from the dropdown menu (F in this case) and select **Format CD**.



3. Label the CD as requested by the FPRC and select **START FORMAT**.



4. When formatting is complete, close Direct CD by left clicking the X in the upper right corner.

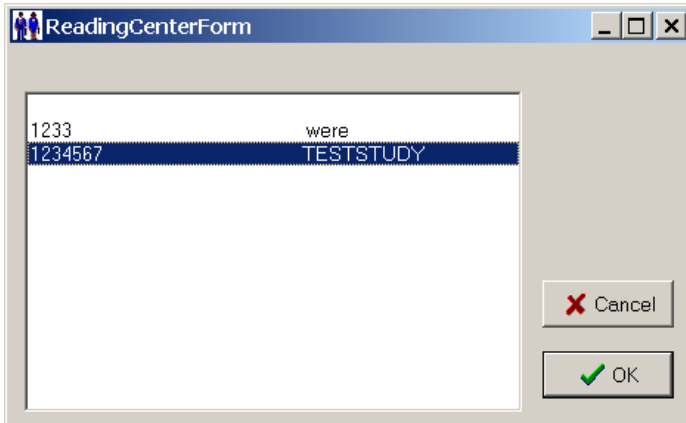
5. Open the DATABASE window from the OphthaVision main screen.

6. Select the **ARCHIVE** button. This will launch the OphthaVision Backup window

NOTE: Before selecting the Archive button a DVD-RAM disc must be in the drive)



The **READINGCENTER FORM** window opens as shown below.

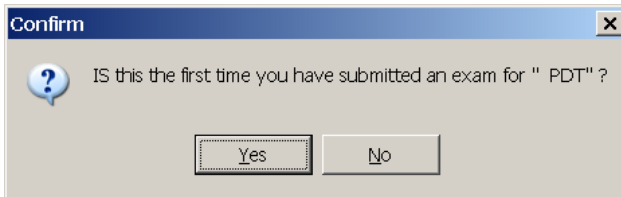


11. Select the study you are participating in from the list by highlighting it with the left mouse and click **OK**.

The following **Confirm** message is displayed

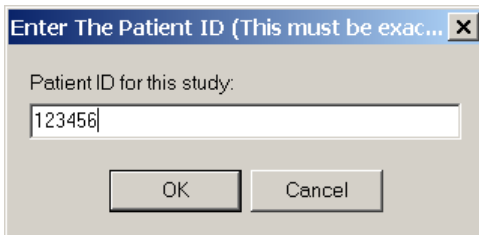
"If this is the first time you have submitted an exam for "Patient Name" ?

12. Select **YES** or **NO**.



The following window is displayed.

13. Enter the Patient ID as required and select **OK**.



At this point the CD writer will begin to write the CD. When the CD has finished writing, eject the CD from the computer by pressing the eject button of your CD writer.

The following window displays and when the CD is finished writing it will eject and the process is complete.

