EyeSpy 20/20 User Guide

VisionQuest 20/20

888-MY-VQ2020
www.VisionQuest2020.org

Contents

1. Requirements

Each laptop computer on which EyeSpy 20/20 is to be installed must meet the following requirements:

- Microsoft Windows XP or newer operating system
- 13" or larger (diagonally measured) laptop screen
- 100MB available hard drive space
- USB port and USB mouse
- No applications that prevent local data storage (e.g. - DeepFreeze)
- Internet connectivity (to store & access screening data, NOT required WHILE conducting screenings)

All persons administering the screenings using EyeSpy 20/20 must be able to read and comprehend English instructions.

2. Installation Instructions

Your licensed organization is permitted to install EyeSpy 20/20 on an unlimited number of laptop computers for use exclusively by your organization.

Upon issuance of your organization's license, an instructional email containing a unique activation code is sent to point of contact from service@visionquest2020.org. Please note that the provided activation code is unique to your organization and must not be shared. *Disclosing your activation code to persons outside of your organization is a violation of HIPAA - as doing so allows persons outside of your organization access to privileged medical data collected by the EyeSpy 20/20 software.*

Sample Email

```
Dear Health Office,

Thank you for ordering EyeSpy 20/20 vision screening software. PRIOR
TO STARTING THE INSTALLATION of EyeSpy, please ensure that you are
logged on to your computer as the user (with administrator rights) who
will be actually using the EyeSpy software. Perform the following
steps in order shown to install EyeSpy.

If you have NOT installed EyeSpy, please skip to step [5] below. If
you already have installed EyeSpy and have used the demo activation
code, please proceed with step [1] below.

[1] Ensure you have a working connection to the internet and start the
EyeSpy vision screening software by double-clicking the EyeSpy icon
located on your desktop.

[2] From the EyeSpy main screen, press the BANK button.

[3] From the EyeSpy BANK screen, press the DEACTIVATE button in the
lower-left corner. Press YES to confirm deactivation.

[4] EyeSpy will automatically quit. Proceed to step [9] below.

[5] Download the installer program from www.visionquest2020.org/
EyeSpy/ESInstaller.msi
```
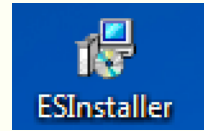
[6] Save the installer program to the desktop or other location that you will remember.

[7] Double-click the installer program icon.

We recommend installing to the default directory shown during the installation process.

[8] Upon completion of installation, a new icon will appear on your desktop.

This icon will be labeled EyeSpy 2020 and will look like a magnifying glass with the letter E inside. Double-click the icon and follow the on-screen instructions. After installation, EyeSpy 20/20 will update itself - requiring that you restart EyeSpy 20/20 several times as indicated by messages appearing on screen. NOTE: You may discard the ESInstaller file after installation.

[9] Double-click the EyeSpy icon and follow the on-screen instructions.

[10] When prompted for the activation code, enter the following; xxxx-xxxx-xxxx-xxxx. Please print this email or write down this activation code and keep it in a safe place.

[11] Follow the on-screen directions to confirm the registration information and then review the Use Agreement. If you are authorized and agree to the terms, follow the on-screen instructions for accepting the Agreement.

[12] Follow the on-screen directions to calibrate the software using a dollar bill.

[13] Do NOT conduct vision screenings until you receive the colored goggles, occluding glasses, and extension cable(s) from us.
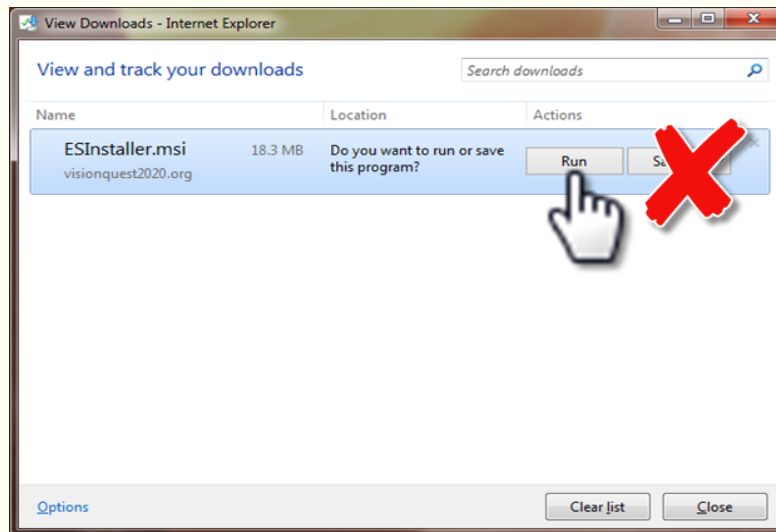
Most respectfully,

VisionQuest 20/20 - a 501 (c) (3) non-profit organization
888-MY-VQ2020
www.VisionQuest2020.org

To install EyeSpy 2020 click on the link below.

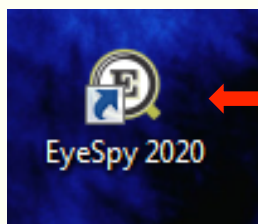 http://www.visionquest2020.org/EyeSpy/ESInstaller.msi

Another window will pop up and give you the option to "Run" or "Save". You want to select "**RUN**"
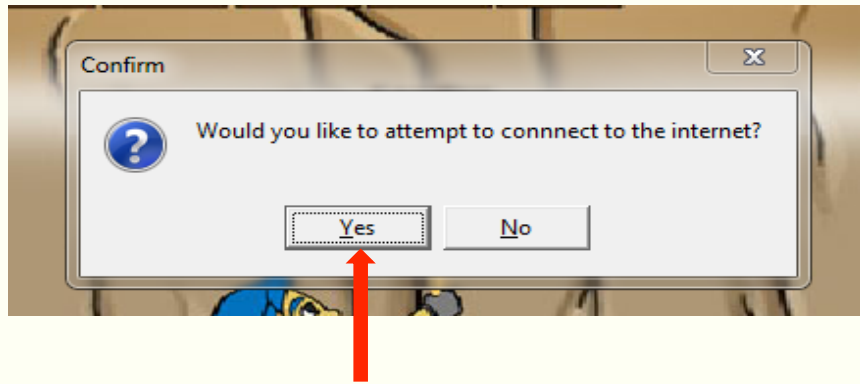

Answer "**YES**" to "Do you want to allow the following program to install software on this computer?"

After the installation is complete you will have an EyeSpy 2020 icon on your desktop.

To start EyeSpy – Double click on the icon "EyeSpy 2020"

Answer "**YES**" to "Do you want to allow the following program to make changes on this computer?"

It will ask you "Would you like to attempt to connect to the internet?" **YES**
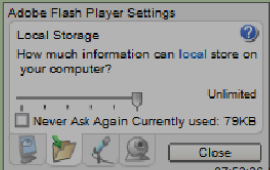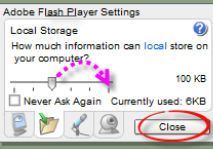
Once you have selected "YES" Left mouse click any where on the page to continue.

3. Set Up Instructions

Make the settings box above, look EXACTLY like the settings shown to the left. Notice that the 'Never Ask Again' checkbox is NOT checked. In addition, the slider is moved to the FAR RIGHT position. Once the settings are completed, press the 'Close' button and then 'Done'.
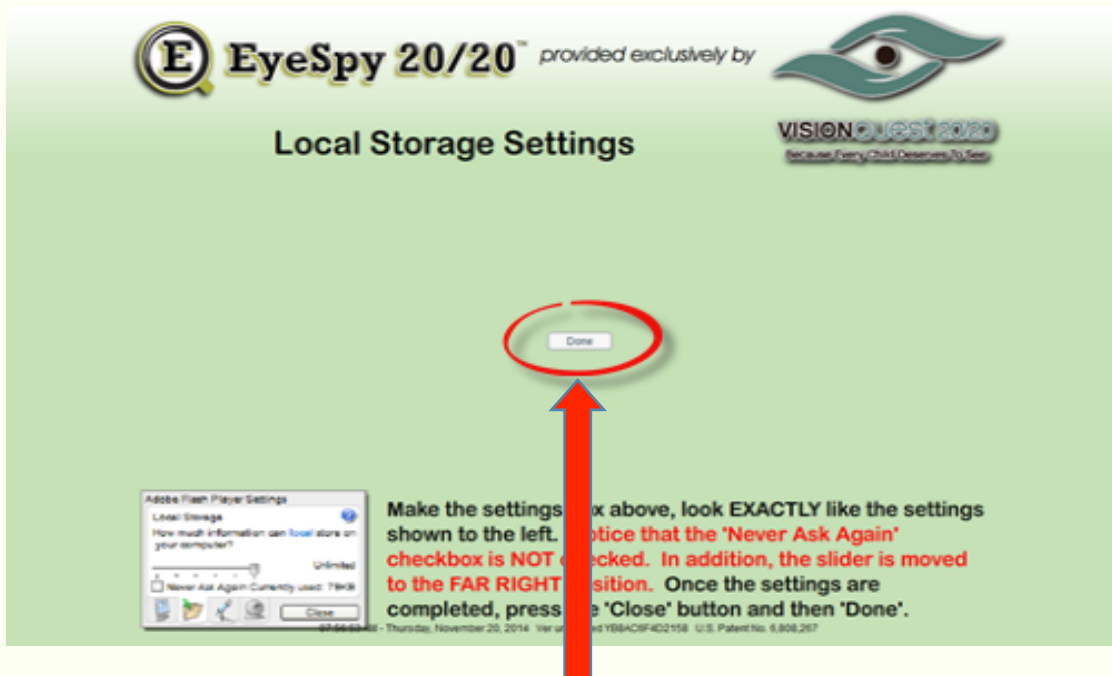
07:53:36 AM - Thursday, November 20, 2014 Ver undefined YB8AC6F4D2158 U.S. Patent No. 6,808,267
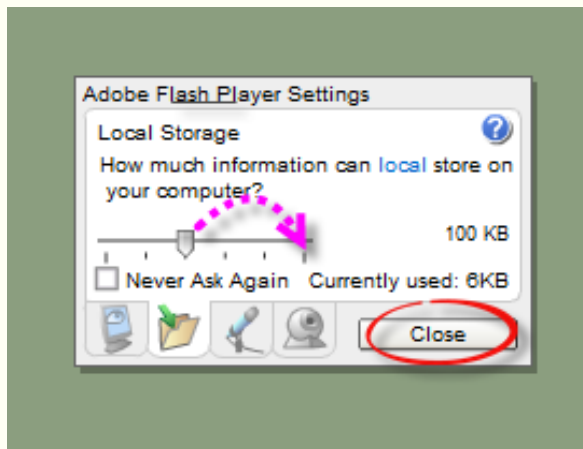
Move the slider ALL the way to the RIGHT. Then select "**Close**".

Your settings should match this one.

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Click on the "**Done**" button

Enter the Activation Code as provided to your organization.

---- ---- ---- ----

(does not need to be in caps)
DO NOT SHARE THIS CODE

EyeSpy 20/20™ - Activation

Activation is required to use this vision screening system.

Please enter the activation code provided and press the "Submit Code" button.

[ ] - [ ] - [ ] - [ ]

Submit Code

If this information appears then select "This info is CORRECT"

This info is CORRECT

OR

This info is WRONG

Type of organization: District

Name of Organization:
Address (line 1):
Address (line 2):
City: MESA
State: AZ
Zip: 85201

Phone: 4804720200

07:58:30 AM - Thursday, November 20, 2014 Ver undefined YB8AC6F4D2158 U.S. Patent No. 6,808,267

EyeSpy 20/20™ - Use Agreement

USE AGREEMENT

PLACE A CHECK MARK
IN THE BOX NEXT TO
"HAVE READ AND
UNDERSTAND THE
ABOVE AGREEMENT"

07:59:01 AM - Thursday, November 20, 2014 Ver undefined YB8AC6F4D2158 U.S. Patent No. 6,808,267

Click the box to place a check mark in the box next to the statement "I have read and understand the above agreement"

After you have placed a check in the box click on "**Accept**"

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EyeSpy 20/20™ - Use Agreement
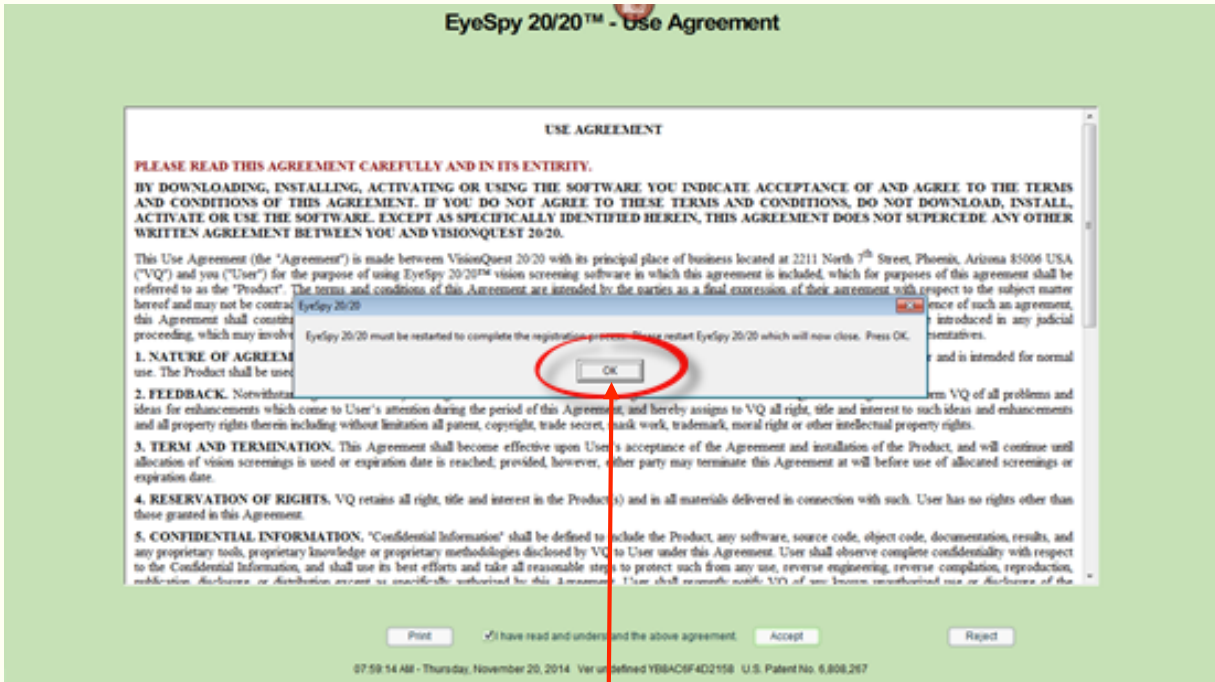
Select "**OK**"

Once you have selected "OK" you will be re-directed to the desktop. Double click on EyeSpy 2020.

EyeSpy 2020

Confirm

Would you like to attempt to connnect to the internet?

Yes   No

It will ask you "Would you like to attempt to connect to the internet?" **YES**

EyeSpy 20/20™ - Size Calibration

In order to use this computer for vision screening you need to "calibrate" it first. This is a very easy process, all you need is a US dollar bill - any denomination will do. Place the bill horizontally on your screen – so that you can read the bill left to right, aligning the upper left corner with the lines shown below. With the bill laying flat on your screen, hold it in this position and with your free hand use the computer mouse to position the mouse pointer on the opposite (lower right) corner of the dollar bill and press the left mouse button. This will draw a box around the dollar bill. If the box does not fit snugly around the bill, simply reposition the mouse pointer to the lower right corner of the bill and press the left mouse button again. You may repeat positioning and clicking as often as needed to make the box a snug fit around the bill. When you are satisfied with the size of the box, remove the bill and press the 'Save' button below.
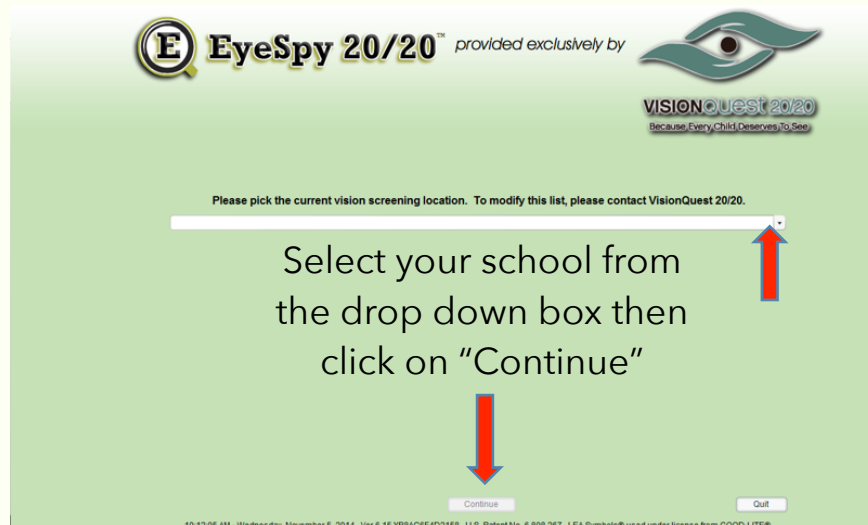
Select your school from the drop down box then click on "Continue"

To calibrate the software-Use a bill of any denomination. Place the top left corner of the bill flat on the screen. With your free hand, position the mouse pointer on the lower right corner of the bill (as seen above) and click on the left mouse button. The box around the bill should be snug to the bill. If not reposition the mouse and try again. When complete select "**Save**".

4. Signing into EyeSpy 20/20

To run reports you may log into your active directory (if your organization employs active directories). The icon will be on both active directories desktops after installation. On initial log in to the EyeSpy active directory, you will have to go through the set up portion again.
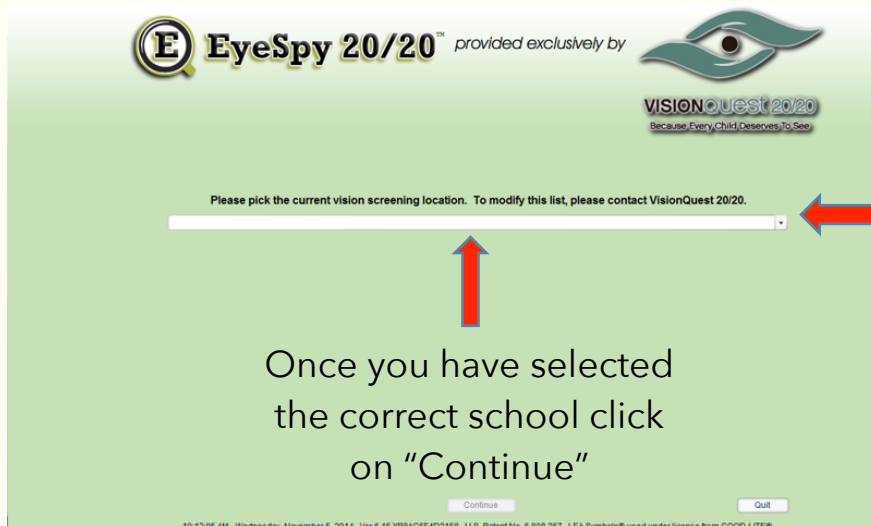

To start EyeSpy – Double click on the "EyeSpy 2020" icon
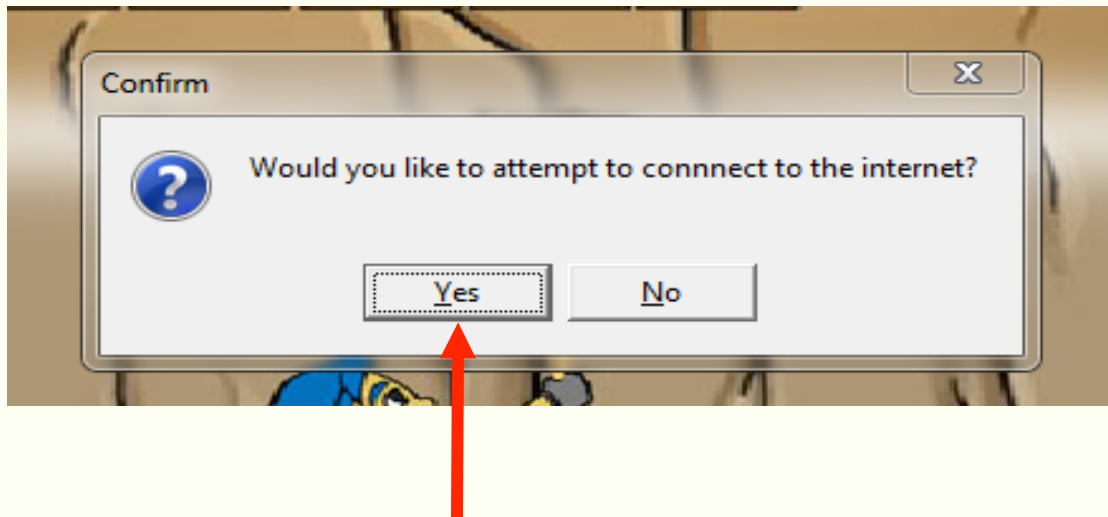

The prompt will ask: "Would you like to attempt to connect to the internet?" click **YES**

However, if you do NOT have access to a strong, reliable internet signal, you do NOT need to connect to the internet to perform vision screenings.

You will need to connect to the internet to access reports.

Select your school from the drop down box.

Once you have selected the correct school click on "Continue"
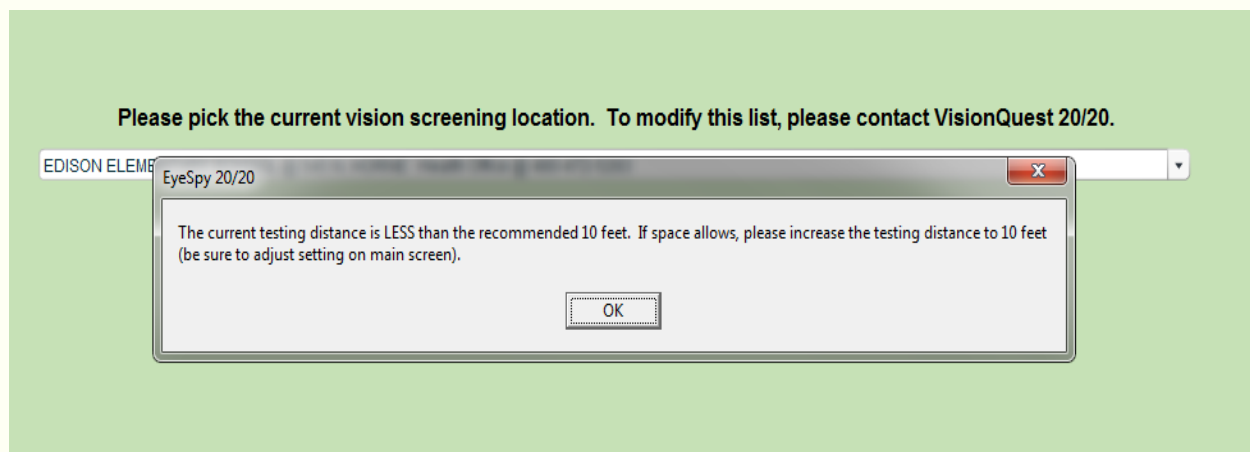
IF you see this message and you are screening less than 10 feet, click "OK". **IF** you are screening at 10 feet, make sure you change your "Test Distance" to 10 feet after clicking "OK".

5. Before You Begin Screening

When setting-up to vision screen students with EyeSpy 20/20:

- You need 10 feet between the student and the testing screen.

- Make sure the setup area is not in a pathway where students or teachers walk. Walking between the screen and the student during the screening will affect the accuracy of the vision screening.

Your EyeSpy 20/20 screening kit will include:

- 10 foot USB Cord
- Red/Blue Glasses
- Occluding Glasses
- Reusable Clothe Eye Patch
- Near Stereo Card
- LEA Symbols Optotype Translucent Response Panel
- LEA Symbols & Numbers Near Visual Acuity Testing Card w/ Flash cards
- Quick Start Guide

Additional / replacement vision screening supplies are available from https://www.visionquest2020.org/secure/flow/order.html

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1. Enter your name in the "Proctor" field
2. Check your volume slider is all the way to the left if you would like to turn off the sound-effects.
3. Make sure you are testing at the correct preferred distance of 10 feet.
4. Click on "Select student from list" (see next section)

Make sure to "Require Student ID" IF you wish to ensure that the student's ID is not accidentally skipped.

THIS TURNS OFF THE TIMER

You may find that certain students are unable to respond quickly and therefore, require more time to make their selections. If a screen appears indicating that the child may not understand the game, we recommend selecting option 'B' on the screen that appears, which will re-test the student in "untimed" mode.

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6. Searching & Selecting a Student

You may search by one column. For example, if you want to search by grade enter the grade in the search space above the column labeled "Grade".

You can also search by multiple columns, for example, by grade and by teacher. Enter the grade in the grade search and enter the first two letters of the teachers last name in the search space above the column labeled "Teacher" (you might have to enter a third letter if you have a teacher with the first two letters the same). You would do the same for the rest of the columns.

Select the student by moving the mouse over their name so the students information is highlighted in green. Then double click on the selected area. After double clicking the information it will take you to the main screening page.

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Student Selection List
(double-click record from 467 preloaded students)

VISIONQUEST 20/20
Because Every Child Deserves To See

Delete All Students * Print roster (12 pages)
Previous Search Clear Search

Sort   Sort   Sort   Sort   Sort   Sort   Sort

Search   Search   Search   Search   Search   Search   Search

Grade	Teacher	Last Name	First Name	DOB	Gender	Race
PreK	Mcinerney, Jessica A			01/13/2009	Male	Hispanic
PreK	Mcinerney, Jessica A			10/01/2008	Female	White
PreK	Mcinerney, Jessica A			06/14/2009	Female	White
PreK	Mcinerney, Jessica A			08/06/2009	Female	White
PreK	Mcinerney, Jessica A			07/31/2009	Female	White
PreK	Mcinerney, Jessica A			04/17/2009	Male	White
PreK	Mcinerney, Jessica A			01/26/2009	Male	Hispanic
PreK	Mcinerney, Jessica A			10/29/2009	Male	White
PreK	Mcinerney, Jessica A			04/14/2009	Male	White
PreK	Mcinerney, Jessica A			09/11/2008	Male	White
PreK	Mcinerney, Jessica A			02/26/2009	Male	White
PreK	Mcinerney, Jessica A			10/26/2009	Male	White
PreK	Mcinerney, Jessica A			01/14/2009	Female	White
PreK	Van Cott, Diana R			07/02/2009	Male	White
PreK	Van Cott, Diana R			07/01/2009	Male	White
PreK	Van Cott, Diana R			12/09/2008	Male	White
PreK	Van Cott, Diana R			05/05/2009	Female	White
PreK	Van Cott, Diana R			10/01/2008	Male	White
PreK	Van Cott, Diana R			06/27/2009	Female	White

Update List *   Last Updated 3/9/2015 @ 10:22 AM   Add Student   Delete Student   How to import student info? *   * internet required   Exit List

10:22:30 AM - Monday, March 9, 2015   Ver 6.49 Y001C425BA19A   U.S. Patent No. 6,808,267   LEA Symbols® used under license from GOOD-LITE®

While moving the mouse over students, the student's information will be highlighted in yellow. Upon clicking on the student, their information will be highlighted in green as shown above. If you double-click on a student, that student's information will be automatically transferred to the data entry screen so that you may begin the screening process.

If you selected the incorrect student, simply return to this screen by pressing the "Select student from list" button.

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7. Start Screening

5. IMPORTANT: Indicate if the student wears glasses or contacts or if they do have them but forgot them or they are lost/ broken.
6. Then click on "BEGIN screening".
7. BEGIN Screening – the game will begin.

You may find that certain students are unable to respond quickly and therefore, require more time to make their selections. If a screen appears indicating that the child may not understand the game, we recommend selecting option 'B' on the screen that appears, which will re-test the student in "untimed" mode.

Have the student pick a character by sliding the mouse left or right and click the left mouse button to select their character.
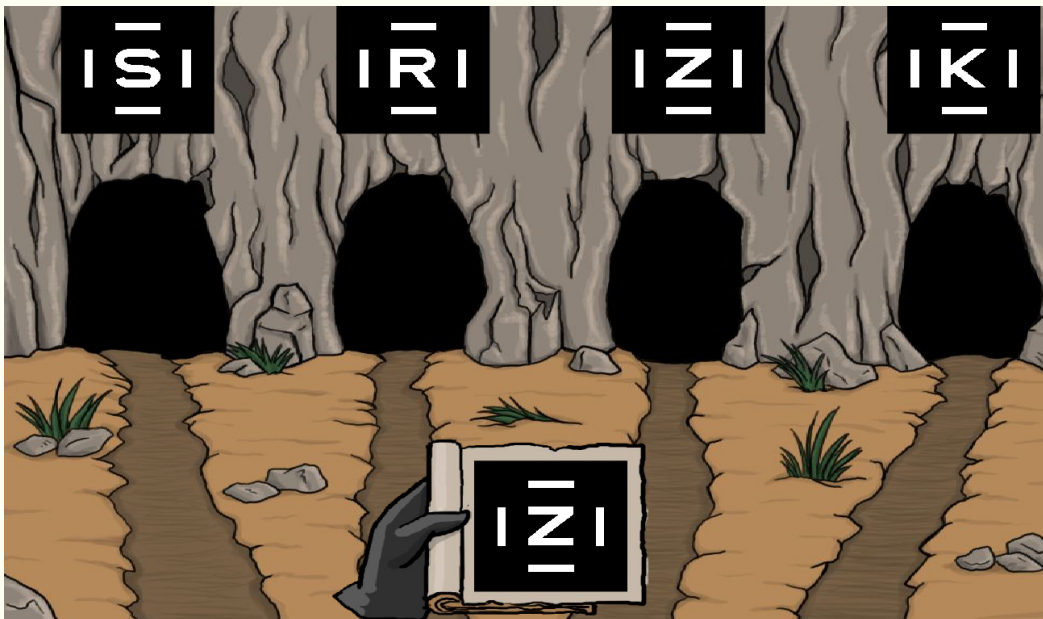
Tell the student to match the bottom letter/shape with the top by moving the mouse. When the student thinks they have the correct answer, they click the left mouse button. They will go through several matching screens.

If the student fails at anytime during the screening, the game will end and a screening summary report will appear.

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Follow the directions when prompted.

ATTENTION PROCTOR !

Place patch over student's left eye.

Press Enter when ready.

ATTENTION PROCTOR !

Place patch over student's right eye.

Press Enter when ready.

ATTENTION PROCTOR !

Remove patch and place colored glasses on student.

Press Enter when ready.

This is where the student needs to wear the red/blue glasses.

ATTENTION PROCTOR !

Show student printed 'Stereo Image' at close range
(approximately 18 inches).

Press 'A' if student CAN see near stereo image

Press 'B' if student can NOT see near image

If the child fails this portion of the test, a screen will appear asking you to use the "Near Stereo Card" (see below). The card needs to be held 18" inches from the student's face. Have the child keep the red/blue glasses on. They can verbally tell you what shape they see or they can point to the matching shape at the bottom. Make sure you are holding the card straight up and down and in front of the student.

(If there is a tilt or slant to the card the shapes may not be seen)
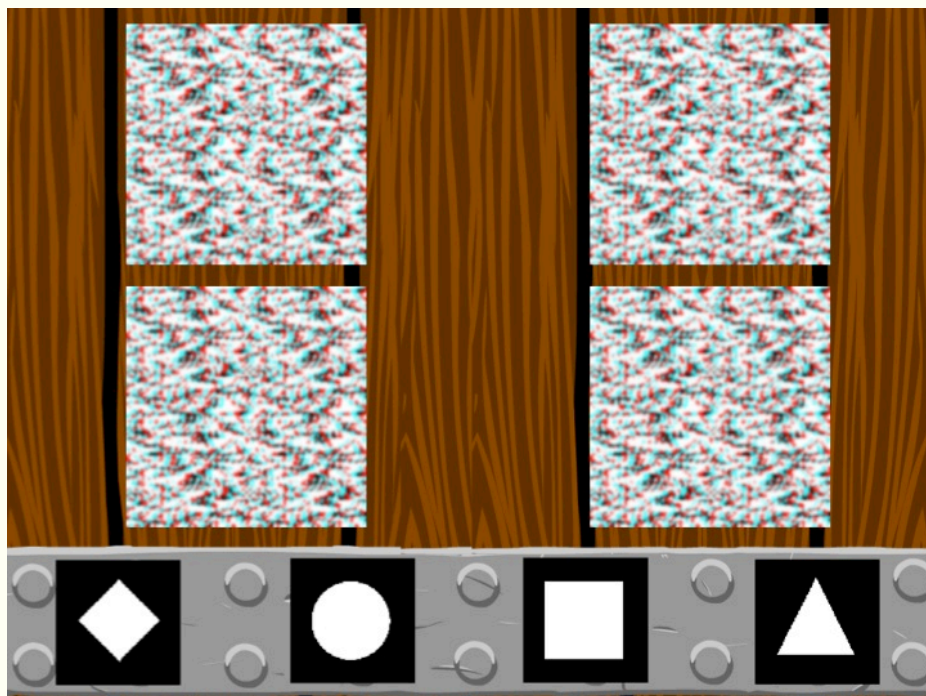
If the student answers at least 3 out of the 4 shapes correctly they pass. If they pass, press the letter "A" on the keyboard. If the student answers less than 3 of the shapes correctly, the student did not pass this portion of the screening. Press the letter "B" on the keyboard. The screening summary report will appear on the screen.

Press the spacebar to screen the next student.

If you require a report in Spanish, press the "S" on the keyboard.
Pressing the "E" will return it to English.

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8. Adding a New Student

To add a new student, go to the main page and click on "Select a Student From The List." Then select "Add Student".

After adding the student you will have to locate them in the list of students. Don't forget you can sort to find them easier.

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VISIONQUEST 20/20
Because Every Child Deserves To See

Student Selection List
(double-click record from 467 preloaded students)

| Delete All Students * | Print roster (12 pages) |
| Previous Search | Clear Search |

| Sort | Sort | Sort | Sort | Sort | Sort | Sort |

| Search | Search | Search | Search | Search | Search | Search |

Grade	Teacher	Last Name	First Name	DOB	Gender	Race
PreK	Mcinerney, Jessica A			01/13/2009	Male	Hispanic
PreK	Mcinerney, Jessica A			10/01/2008	Female	White
PreK	Mcinerney, Jessica A			06/14/2009	Female	White
PreK	Mcinerney, Jessica A			08/06/2009	Female	White
PreK	Mcinerney, Jessica A			07/31/2009	Female	White
PreK	Mcinerney, Jessica A			04/17/2009	Male	White
PreK	Mcinerney, Jessica A			01/26/2009	Male	Hispanic
PreK	Mcinerney, Jessica A			10/29/2009	Male	White
PreK	Mcinerney, Jessica A			04/14/2009	Male	White
PreK	Mcinerney, Jessica A			09/11/2008	Male	White
PreK	Mcinerney, Jessica A			02/26/2009	Male	White
PreK	Mcinerney, Jessica A			10/26/2009	Male	White
PreK	Mcinerney, Jessica A			01/14/2009	Female	White
PreK	Van Cott, Diana R			07/02/2009	Male	White
PreK	Van Cott, Diana R			07/01/2009	Male	White
PreK	Van Cott, Diana R			12/09/2008	Male	White
PreK	Van Cott, Diana R			05/05/2009	Female	White
PreK	Van Cott, Diana R			10/01/2008	Male	White
PreK	Van Cott, Diana R			06/27/2009	Female	White

| Update List * | **Last Updated 3/9/2015 @ 10:22 AM** | Add Student | Delete Student | How to import student info? * | *internet required* | Exit List |

10:22:30 AM - Monday, March 9, 2015   Ver 6.49 Y001C425BA19A   U.S. Patent No. 6,808,267   LEA Symbols® used under license from GOOD-LITE®

9. Demonstration Mode

To experience the EyeSpy 20/20 vision screening there is a demo mode. Clicking on the EyeSpy 20/20 logo will switch to demo mode. To switch back to testing mode click on the EyeSpy 20/20 logo again.

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10. Re-Screening

To Re-Screen a child-
- go to reports
- select the date range

- Select the screening date or date range.
- Select "Show most recent"
- Locate the student you want to re-screen, make sure the student's information is highlighted in green.
- Then select the "Rescreen Selected Child" button.

You will be taken back to the Student Information page.

Make sure the information is correct and click "Begin"

11. Pre & Post Screening Checklist

Prior to performing vision screenings, ensure you have the following:

Check list:
- ☑ Laptop with Power Cord
- ☑ Student Mouse
- ☑ 10 foot USB Cord
- ☑ Mouse Pad
- ☑ Red/Blue Glasses
- ☑ Occluding Glasses or Eye Patches
- ☑ Near Stereo Card
- ☑ Power Strips or extension cords

After you perform vision screening, perform the following:

1.   Ensure that you are successfully connected to the internet by opening Internet Explorer and visiting any webpage to which you have access.

2.   Now that you are sure you have a good internet connection, log back into EyeSpy 20/20 as you would at the beginning of the screening session. Choose the school where you conducted screenings and your screening data will automatically upload to the HIPAA-Compliant database.

3.   Then "Quit" EyeSpy 20/20.

4.   Sign out of the laptop computer and make sure it powers off.

12. Reports

To Verify Screening Data and Reports Have Been Uploaded:

A.   When screenings are complete "Quit" EyeSpy 20/20 (you will be taken back to your desktop screen).

B.   Log back into the EyeSpy 20/20 active directory just as you would at the beginning of the screening session. Ensure you are connected to the internet.

C.   Choose your school, select "Reports" to verify that vision screenings were uploaded.

After vision screenings are complete, you can run a report that will allow you to view all screening results. Select "Reports" in the Vision Screening Parameters.

EyeSpy 20/20 provides users with access to a reports module with the ability to export vision screening data to a Microsoft Excel file. The exported file contains sensitive information, is not encrypted or otherwise protected, and therefore must be handled in accordance with your organization's policies for HIPAA and FERPA compliance.

If your organization uses CHIP-AZ or EduPoint Synergy software, EyeSpy 20/20 will automatically offer the user the option of exporting vision screening data in a format compatible with the data import functionality of those systems.

To export data, access the Reports module from the main screen of EyeSpy 20/20. From the Reports screen, [1] display the records intended for exporting by entering the desired date range, [2] pressing the appropriate button (to display either "all" or "most recent"), [3] sort & filtering accordingly, and [4] press the "Export Records" button. EyeSpy 20/20 will inform of user when the export has completed, including the location and name of the file created.

The exported records report shows Date, Last Name, First Name, DOB, ID, Result (Pass/Fail overall), If the student was wearing glasses, Both Eyes, Right Eye, Left Eye, Stereopsis(ocular alignment is tested in Stereopsis) & Grade.

Pages 31-32 apply only to Synergy users: Exporting and Importing into Synergy ERS-When you choose "Export" the program will ask: "Do you wish to create a file for importing vision screening data into Synergy? Select "Yes"

After selecting "Yes" the program will ask: "Do you want screenings for an entire district? You should answer "No". When you select "No" the program will export only the school you are signed into.

SynergySkippedStudent.xls should <u>NOT</u> appear on the desktop!
Per initial installation you should have checked the box "Require Student ID" if not please see page 14 for instructions. You will need to investigate students that appear on this list and add the necessary information. To add student ID information, you will need to locate each student from the reports module and edit the student's record accordingly. See page 34 for information on editing a student's record.
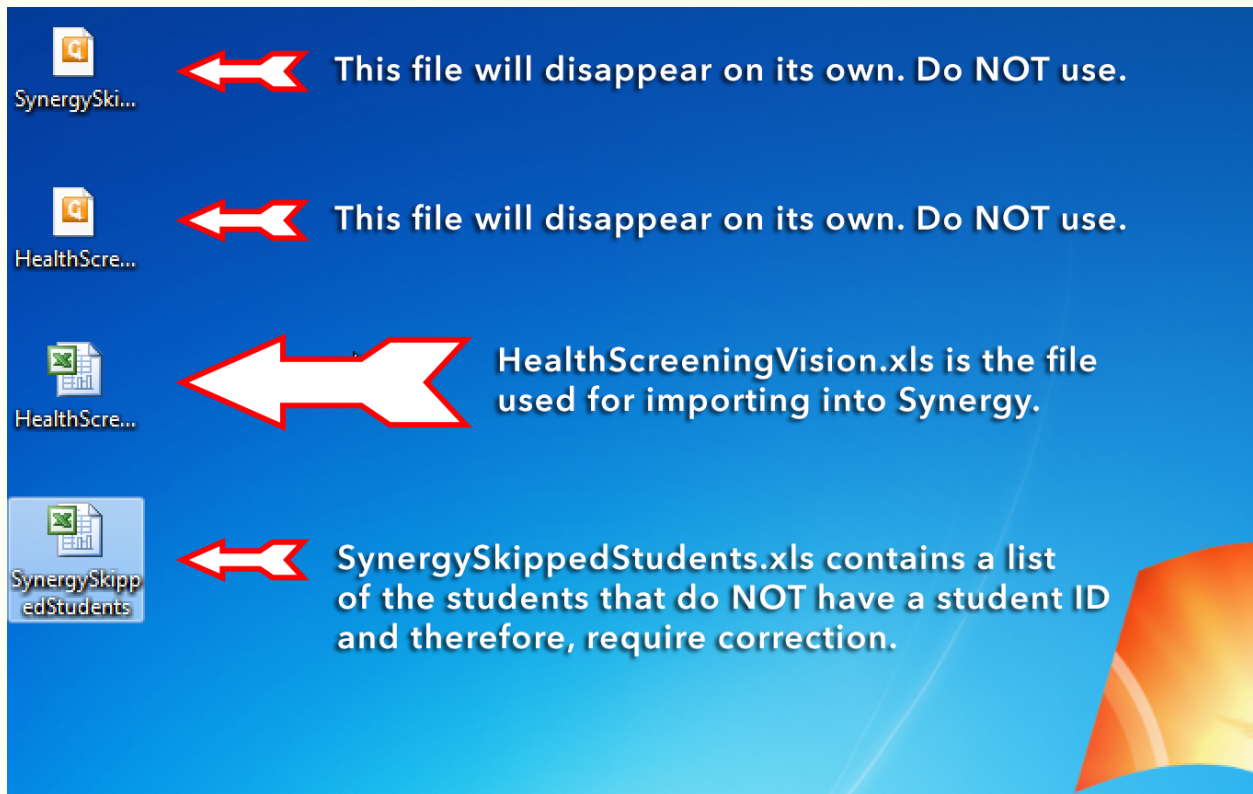
To Print an individual report, simply select "Print Report" at the bottom of the page. This report should be sent home to the parent/guardian.

If you require a report in Spanish, press the "S" key and the report will appear in Spanish.

13. Editing Student Information

Once you have located the student (now highlighted in green), Select "Edit selected screening info" found at the top of the page.

You will need to be connected to the internet to make any changes or additions.

Screening Information Correction Form

Use the screening date and student's gender to confirm that the correct student screening record is displayed.

Screening Date : 08:18:44 AM - Friday, December 5, 2014   Student's Gender : Male

If the gender requires modification, please rescreen the student.

Carefully review the 'original' student ID (if any), name of the student, date of birth, and teacher and, if necessary, type in the correct information and press the Confirm Change button. Leaving a 'correct' field blank will retain the original information.

| Original Student ID | Original FIRST Name | Original LAST Name | Original Date of Birth | Original Teacher |

| Correct Student ID | Correct FIRST Name | Correct LAST Name | Correct Date of Birth | Correct Teacher |

Confirm Change

You can **PERMANENTLY DELETE** this screening. This action **CANNOT BE UNDONE** and therefore **YOU ARE SOLELY RESPONSIBLE** for confirming that you are deleting the correct record. If you wish to PERMANENTLY DELETE this screening, press the Delete Screening Record button below.

Delete Screening Record

Cancel

You can add or make changes to any one of these fields.

To add or change information to the student's profile, enter the correct data in the white blank space. ONLY add or change the necessary info, leave the rest blank. Select "Confirm Change".

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14. Importing Student Roster

EyeSpy 20/20 has the ability to import a list of students - allowing for fast retrieval from a list rather than typing in the student's information at the time of the screening.

FOLLOW THESE INSTRUCTIONS EXACTLY.

It is highly recommended that you print these instructions and refer to them throughout the process.

These instructions require the user to have adequate familiarity with computers and Microsoft Excel®. Please consult with your Information Technology department if you are not comfortable navigating computer software, do not have Excel® available, or if you will be using another software program or database application to create the data file to be imported.

PLEASE NOTE! Importing student data is not required to use EyeSpy 20/20™ vision screening software. This capability is offered as a convenience however NO technical support is available beyond this documentation.

If you would like to have student information entered in advance of conducting vision screenings using EyeSpy 20/20™ and are unable to import the data, please use the manual data entry method provided via the Student List screen.

Please use a Microsoft Windows machine to create the file discussed below for importing into EyeSpy 20/20™.

Before discussing the steps to create the student data file to be imported, it is beneficial to understand [1] what data should be imported, [2] how to identify the location of the data within the file and allowable values for each field of data, [3] how to format the file, and [4] where the file must be located.

[1] The following eight (8) fields of data should be included in the data file to be imported:

A.   Student's first name
B.   Student's last name
C.   Student's date of birth
D.   Student's ethnicity*
E.   Student's gender*
F.   Student's grade
G.   Student's teacher
H.   Student's ID (this is an optional field)

* for epidemiologic analysis of vision disorders)

[2] For each of the 8 fields listed above, it is critically important to identify each field by using a header row (to be discussed in detail later). For now, please note the following naming convention that is used to identify the data fields and their allowable values.

	Information contained	Field header	Allowable values
A.	Student's first name	"FirstName"	properly spelled first name
B.	Student's last name	"LastName"	properly spelled last name
C.	Student's date of birth	"DOB"	date formatted as MM/DD/YYYY
D.	Student's ethnicity	"Race"	properly articulated ethnic group ***
E.	Student's gender	"Gender"	"Female" or "Male"
F.	Student's grade (PreK-12)	"Grade"	"PreK" or "K" or "1" or "2" or ... or "11" or "12"

| G. | Student's teacher | "Teacher" | properly spelled full name of teacher |
| H. | Student's ID | "ID" | up to 15 alphanumeric characters including dashes commas and periods |

*** - The minimal length, standardized list of ethnic groups is as follows;

No answer provided
American Indian / Alaska Native
Asian
Black or African American
Hispanic
Native Hawaiian / Other Pacific Islander
White
Some other race

[3] The file must be a tab-delimited text file. Such a file is very easy to create from an Excel® spreadsheet. If you are gathering the student data from another application or database, it is recommended that you transfer the data into Excel®, format the data according to the instructions provided later in this document, and save the file as a tab delimited text file from Excel® (also discussed later in this document).

[4] The data file for importing (named StudentData.txt) must be located on the desktop. When a file with this name is located on the desktop, EyeSpy 20/20™ detects it presence and the button used to access these instructions changes to read "Import StudentData.txt file". Pressing this button will import the data file.

Creating the StudentData.txt file

[1] Quit or minimize EyeSpy 20/20™.

[2] Launch Excel®.

[3] Across the 1st row, and beginning in cell A1, type in the appropriate header labels for the data you will be importing. For illustration purposes throughout this document, we will demonstrate the creation of a StudentData.txt for use by a school.
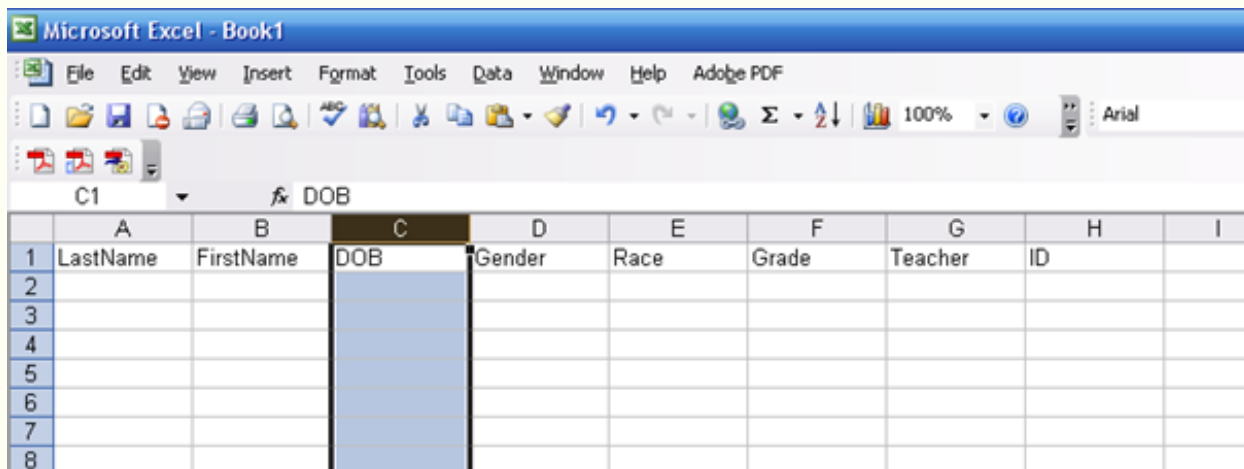
LastName	FirstName	DOB	Gender	Race	Grade	Teacher	ID

Note that the order of the fields is not mandated, only the header names used to identify the fields. For example, this is also an acceptable header row.

FirstName	LastName	DOB	ID	Gender	Race	Teacher	Grade

If you are NOT entering data for a particular field, do not include a header name for that particular field.

[4] Highlight the <u>entire</u> column that is labeled "DOB" by clicking on the gray column indicator above the column of cells itself. In our example, it is column C as shown below.

[5] While the column is highlighted, select the menu item labeled "Format". Then select the top item "Cells…". A small window will appear and you will want to verify that the left-most tab "Number" is selected. Then select "Custom" located at the bottom of the "Category" list on the left side of the small window. In the "Type" box, type in "mm/dd/yyyy". Press the "OK" button.
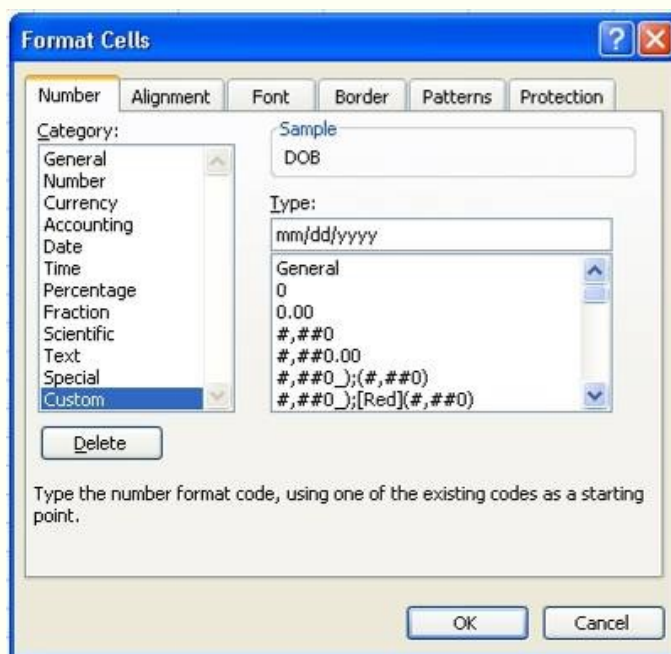
NOTE: If you are copying and pasting data into this Excel® spreadsheet from another application, you may need to perform this formatting procedure after you have pasted the date of birth information.

[6] Now either copy and paste the student information to be imported or type the information as needed into each cell.

LastName	FirstName	DOB	Gender	Race	Grade	Teacher	ID
Smith	John	01/03/2000	Male	Not Indicated	1	Applestone	123-443
Johnson	Mark	02/15/2000	Male	Not Indicated	1	Applestone	123-533
Jones	Sally	07/01/1999	Female	Not Indicated	2	Kingson	101-555
Clarkson	April	05/15/1999	Female	Not Indicated	2	Kingson	101-121

[7] Once all the data is pasted or typed, verify the accuracy of all data and that the DOB column is properly formatted (mm/dd/yyyy).

[8] Save this file as an Excel® spreadsheet to any location of your choosing. This will ensure that you have access to this file should you need it at a later point in time.

[9] Select "File" from the top menu. Select the "Save As..." item. A small window will appear. Click the "Desktop" symbol or icon on the left side of the small window. With the precise capitalization used here, type "StudentData" in the area labeled "File Name:". From the "Save as type:" pull-down list, select the "Text (Tab delimited)" item. You may have to scroll down the list to locate this item. Note that when you select "Text (Tab delimited)" option from the list, the file name now shows the "txt" extension. This is appropriate and you should NOT remove the ".txt" portion of the file name.
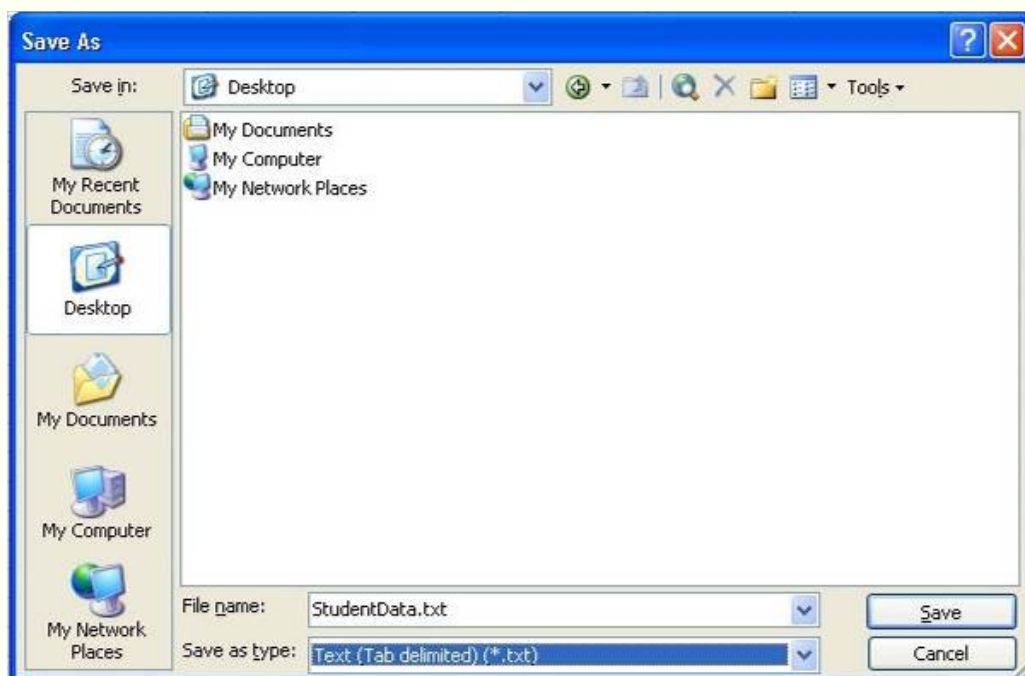
Press the "Save" button.

You may be shown a message informing you that the selected file type does not support workbooks that contain multiple sheets. Press the "OK" button.

You will be shown a message informing you that StudentData.txt may contain features that are not compatible with Text (Tab Delimited). Press the "No" button.

After pressing the "No" button, the "Save As" window (same as shown above) will appear again. Press the "Cancel" button.

[10] Quit Excel®. As you have already saved the data as an Excel® spreadsheet, you can ignore the requests to save changes to the file.

[11] Verify the existence of the StudentData.txt file on your desktop. Launch EyeSpy 20/20™ and import the file. Once the data file has been successfully imported, it is recommended that you quit or minimize EyeSpy 20/20™ and delete the StudentData.txt from your desktop by dragging it to the trash or moving it to another location.
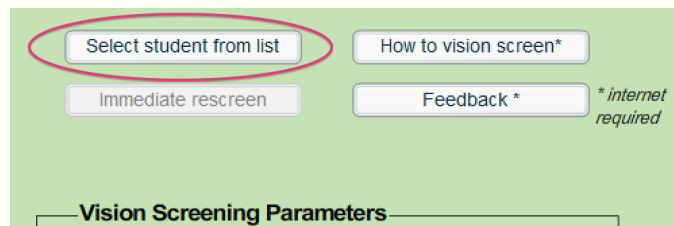
On the main screen of EyeSpy 20/20, click the
"Select student from list" button.
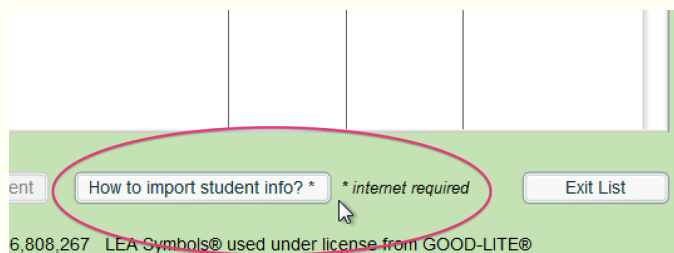
On the Student Selection List screen, this button will appear
if the StudentData.txt file is not found on the desktop.
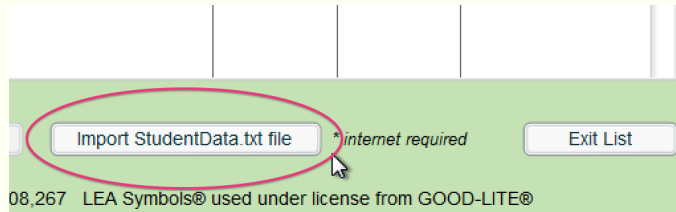
Import StudentData.txt file *internet required   Exit List

08,267 LEA Symbols® used under license from GOOD-LITE®

On the Student Selection List screen, this button will appear
if the StudentData.txt file is found on the desktop.
It will begin the import process when pressed.

Update List *   Last Updated 8/22/2(

06:21:37 AM - Friday, August
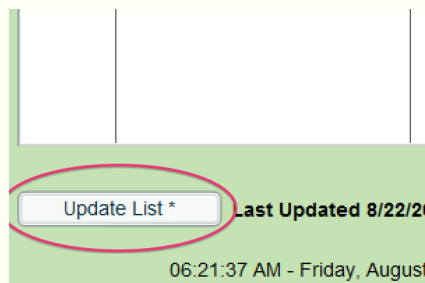
On **every** computer that will be used to screen the
students you just uploaded, make certain you have
a connection to the internet, access the Student Selection List
screen, and press the "Update List" button. This will ensure
that the student list is available on that particular computer.

15. Troubleshooting

IF you see a message that says "Please connect to the internet and restart EyeSpy 20/20". If necessary, inform your I.T. department that EyeSpy 20/20 requires access to www.cloudscaper.com
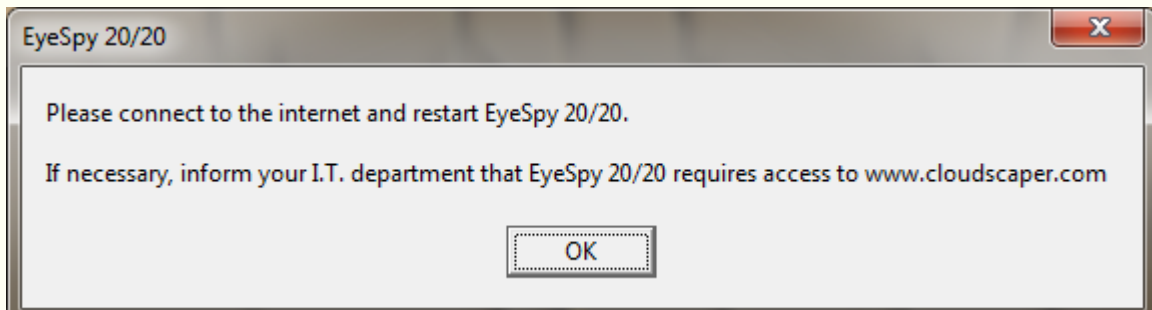
Click on the cloudscaper link above. If it takes you to the Cloudscaper web page you are done. Log out of everything, including EyeSpy 20/20. When you log back in to EyeSpy 20/20 you should be able to continue.
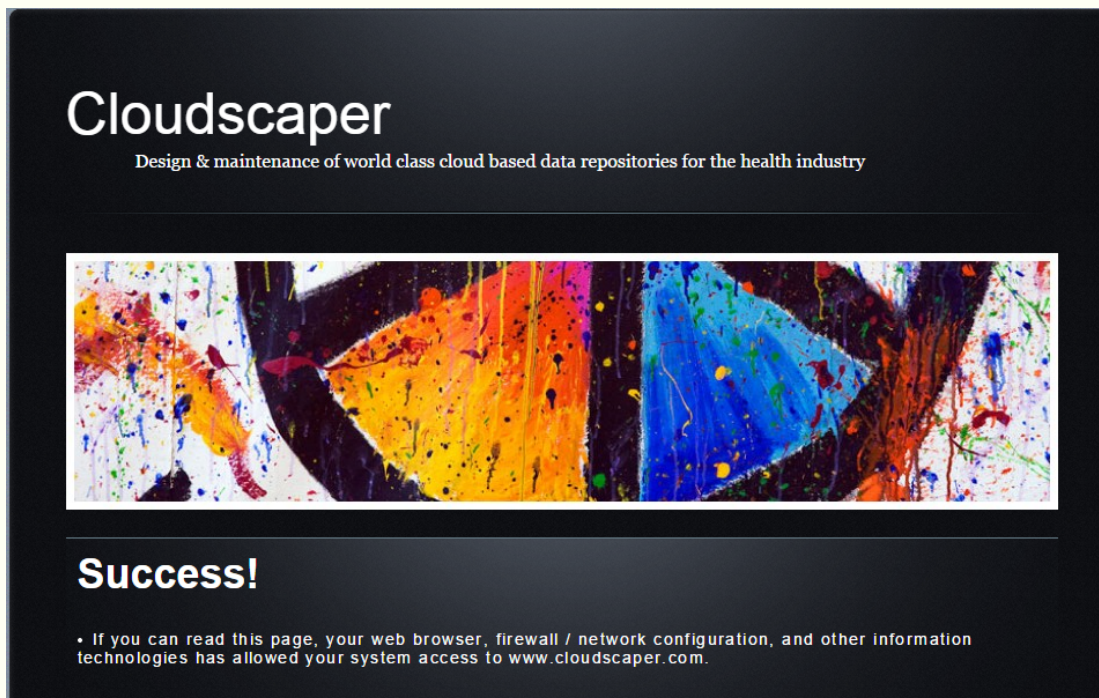
IF you see a pop up that states "This Page Cannot Be Displayed" or similar type of message when attempting to access www.cloudscaper.com, you may need to login as a different user.

This Page Cannot Be Displayed

Based on your organization's access policies, access to this web site (www.cloudscaper.com) has been blocked because the web category "Auctions" is not allowed.

You are currently logged in as user ~~MUOP\chutavoc@MUSD_AD_Realm~~. This website is only accessible by users who have been granted higher web access privileges. If you want to login as a different user, click the link below and enter the user name and password for a user with higher web access privileges.

Login as Different User

If you have questions, please contact your organization's network administrator and provide the codes shown below.

Click on "Login as Different User" Enter YOUR active directory username and password (it's the fist user name and password you sign in with). Select "Log In" It will then take you to the Cloudscaper website. Log out of everything including EyeSpy 20/20 and log back in.

Authentication Required ✕

The server http://~~mpewerifsuintvoudmepoaarg~~:80 requires a username and password.

User Name: | Your User Name

Password: Your Password

Log In   Cancel
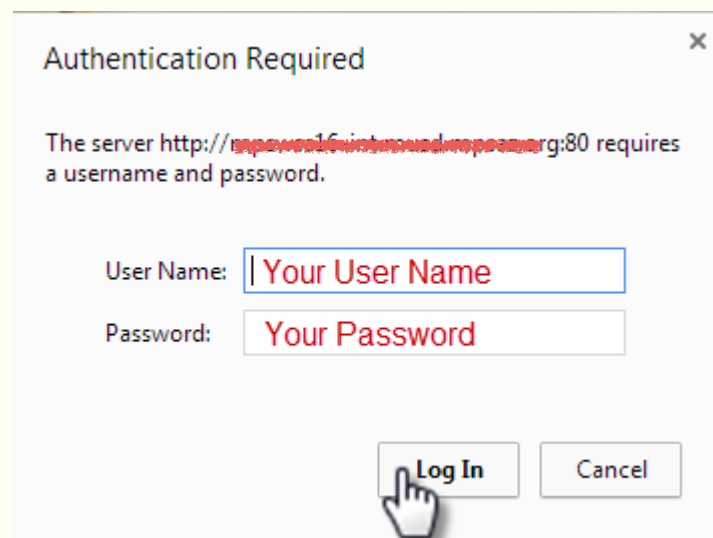
Please note that your I.T. Department will provide you the exact process. The above instructions are for illustrative purposes only.

16. Mass Screening - Room Requirements

- A room with ample space to conduct the screenings. There needs to be space for 6-8 laptops (no more than 2 at a table). A 10 foot space between the laptop and the student is required. When selecting a room ensure there are ample electrical outlets available for safe set-up. The proctors should use surge protectors.

- Name tags for each student.

- Seating for 2 students at each table. Individual desks or cafeteria lunch tables work well.

- A Proctor Table for 2 laptops and 2 chairs   ◯ =chair

- A chair placed behind the testing students (next set of students can be seated and while waiting to be tested)

- Plan approximately 30 minutes screening time for each class of approximately 25 students. (call and notify teacher if their class might be called early)

- 40 min for lunch

- Your patience and flexibility

| | Laptop | Laptop | | 10 feet | | | Laptop | Laptop | | | 10 feet | | | Laptop | Laptop | |

Testing Student

Waiting Student

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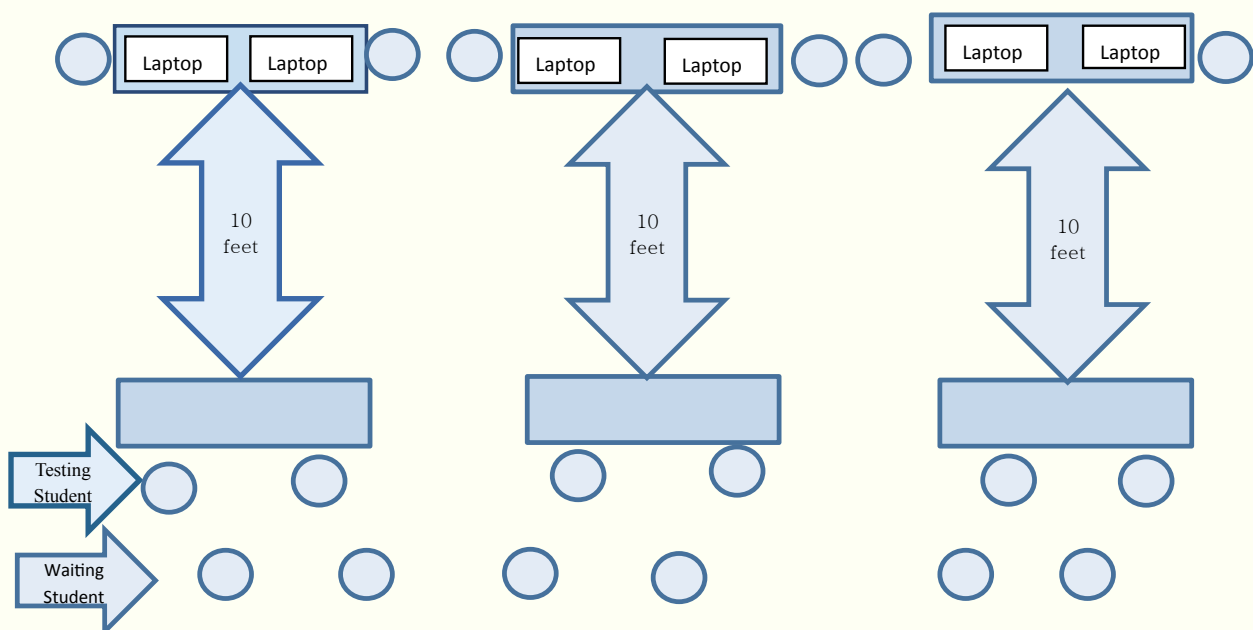
17. For Your I.T. Department

EyeSpy 20/20 is a client-based software system that accurately and reliable assesses a child's visual acuity, color vision, and depth perception (stereopsis) while they "play" a 3-minute video game. In addition, EyeSpy 20/20 provides robust data collection, storage, and reporting capabilities via a centralized, cloud-based, HIPAA-compliant data repository. Due to the sensitive nature of the medical information collected, extensive measures are taken to ensure the protection of all data. Subsequently, it is imperative that the Information Technology (I.T.) professionals are involved in the deployment of the EyeSpy 20/20 vision screening system at all organizations. These highly trained experts have designed, implemented and maintain the systems that secure the technology assets of your organization including both hardware and software.   Their involvement ensures the implementation process conforms to the requirements set forth by the I.T. department and your organization.

EyeSpy 20/20 does not demand high performance CPU or GPU hardware systems. Virtually any Windows laptop built since 2010 is capable of running EyeSpy 20/20.   However, please verify that the following minimum requirements are met prior to installation:

Technical Point #1:

Microsoft Windows XP, 7, 8, or 10 (or Apple with BootCamp or Parallels)
Minimum 13" (diagonally measured) screen
1024 x 768 minimum resolution
100MB available hard drive space
4GB DRAM
USB port & USB mouse
Wireless or wired network connection

Many organizations appropriately employ the use of "firewalls" that restrict access to and from their network. In some instances, these firewalls must be specifically configured to allow access to specific websites. In order for EyeSpy 20/20 to function properly and provide the health office resources furnished by our organization, access to certain websites is required.

Technical Point #2:

Firewalls or other restrictive filters must provide access to (whitelist) the following websites:

www.visionquest2020.org   &   www.cloudscaper.com

To provide maximum utilization, Internet connectivity is NOT required during the vision screening process.   As such, sensitive information is encrypted and stored on each local machine as vision screenings are conducted (if no Internet connection is present). EyeSpy 20/20 utilizes the User Account Control (UAC) built in to Microsoft Windows as one of its methods to protect data.

Technical Point #3:

Ensure EyeSpy 20/20 is installed WHILE YOU ARE LOGGED IN AS THE END-USER.

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Many organizations assign or restrict privileges to individual users or groups of users. This is often employed to prevent inadvertent changes to installed software, computer and network configurations, and/or to allow the user's files to "follow" them when logging in to a different computer. These restricted privileges are important, however user settings may need to be modified.

Technical Point #4:

Provide user with full Read-Write (R/W) access to the directory to which EyeSpy 20/20 is installed. This is typically;

C:\Program Files\VisionQuest 2020\

or

C:\Program Files(x86)\VisionQuest 2020\

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EyeSpy 20/20 employs proprietary methods for the encryption, storage, and bi-lateral transportation of data. As such, the software application performs operations that require administrator privileges within the Operating System.

Technical Point #5:

The end user must have the ability to launch the EyeSpy 20/20 software application with administrator privileges. (However, the end user does NOT need to be an Administrator level user.) This is commonly performed via the "Run this program as an administrator" function within the compatibility properties tab of the application file. The application is located within the installation directory (as above) and is named,

VisionQuest.exe

EyeSpy 20/20 is an encryption "wrapped" application that employs functionality from several programming languages including Flash, PHP, and Zinc. As the application is completely "self-contained", Adobe Flash Player need NOT be installed on the user's computer. The embedded "player" is required to conform to security measures employed by Adobe and therefore requires each installation of EyeSpy 20/20 to independently grant local storage permissions for the application.

Technical Point #6:

The EyeSpy 20/20 software program CANNOT be installed via network or other distributed "push" deployment methods. Installation must be performed at the individual user & individual machine level.

Following the installation of EyeSpy 20/20, and upon receiving the vision screening supply kits used with the system, your organization can begin screening children for any issue that impacts their ability to see. The process of screening children is greatly simplified by using the EyeSpy 20/20 program as the medical protocols, instructional messages, and reporting is automated and individualized for each child. To save the end users the time required to enter each child's information (name, date of birth, grade, teacher, student ID, gender, etc.), EyeSpy 20/20 allows the importing of student rosters. While the procedure is straightforward, it is recommended that your organization's I.T. professionals import student rosters into EyeSpy 20/20.

Technical Point #7:

A video demonstrating the procedure for importing student rosters is available at:

youtu.be/fc_u3lAsSPs or via the EyeSpy 20/20 Training tab at www.visionquest2020.org

We are dedicated to your success and share your commitment to serving children. Accordingly, you are invited to contact us at anytime. VisionQuest 20/20 will assist you through the installation and provides monthly training webinars for end users of EyeSpy 20/20.

Email: info@visionquest2020.org OR Call: 888-698-7202

18. Support

Licensed organizations are provided the following technical support:

1. Unlimited access to web-based training materials, videos, etc.

2. Unlimited email support (24-48 hour response time).

3. On-line participation / attendance to FREE on-line training sessions.

4. 1 hour of telephone support.

Additional support is available for purchase:

1. Telephone support.

2. On-line support session during which VisionQuest 20/20 remotely accesses your computer.

3. On-site training / support.

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