



**Gloucestershire Hospitals**  
NHS Foundation Trust



**Community Ophthalmic Link (COL) project.**

**Quick start guide V1.0**



Launch the desktop icon. **(If available)**

Alternatively using your web browser navigate to: <https://apps.glos.nhs.uk> (You can save as a shortcut to your desktop or a bookmark in your browser.

Type in your GHT User ID (i.e. GLOS\joe.bloggs) and Password then click Log on.

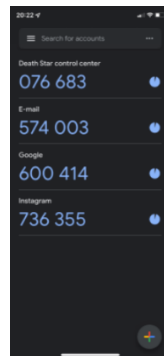
User name: glos\joe.bloggs

Password: .....

✔ First factor

Log On

You will then be presented to enter the Passcode which will be displayed on your Smartphone authenticator app.



Enter the corresponding current number in the Passcode field and click Submit.

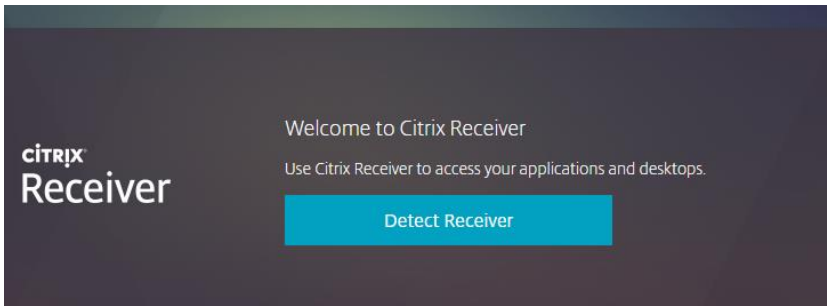
Please log on

User name: glos\joe.bloggs

Password: .....

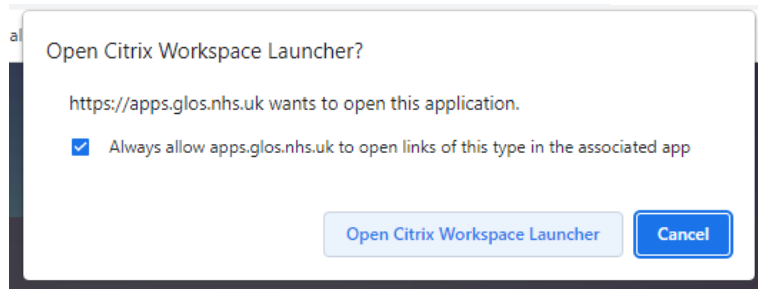
Passcode: .....

Submit

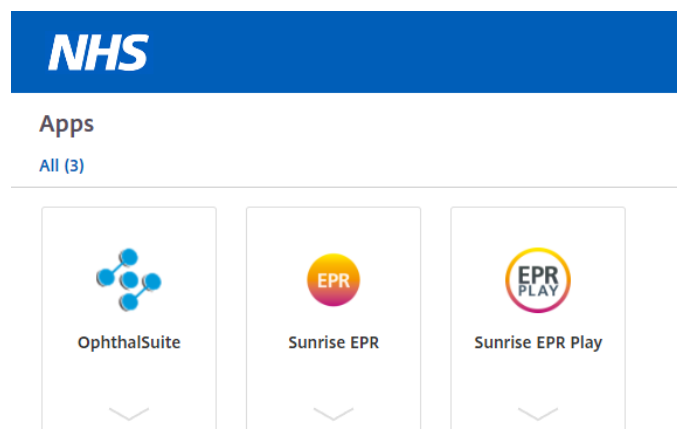


When the system is run for the first time you may see the message to the left. Click Detect receiver and you should see the box appear below.

Tick the box to Always allow apps.glos.nhs.uk to open links of this type in the associated app then the system will bypass this message in the future.



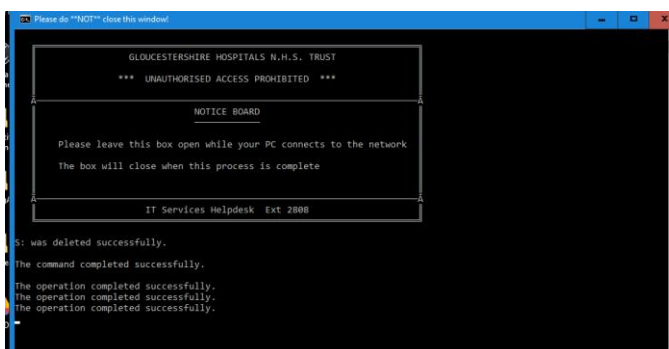
If you have signed in successfully, you should see this page:



Please note that alongside the OphthalSuite App the Sunrise EPR and Sunrise EPR Play Apps are also shown. These are part of a suite of applications that are provided by the Hospital Trust. You will be unable to login to Sunrise EPR or Sunrise EPR Play.

Click the OphthalSuite App. This will start the system.

You may see these windows briefly.



You may also see this window.

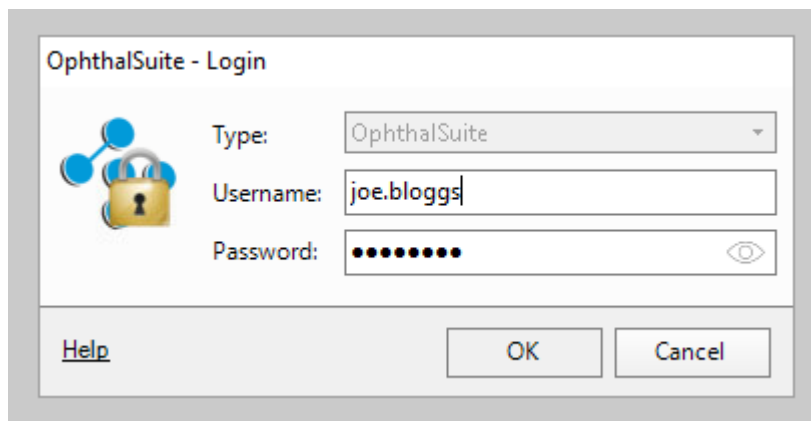


If you experience any problems or issues when logging into the Gloucestershire NHS Hospital systems, please contact the GHT COL support team.

- First line helpdesk [gkn-tr.col\\_ophthalmology@nhs.net](mailto:gkn-tr.col_ophthalmology@nhs.net)
- First line helpdesk telephone: 0300 422 2037

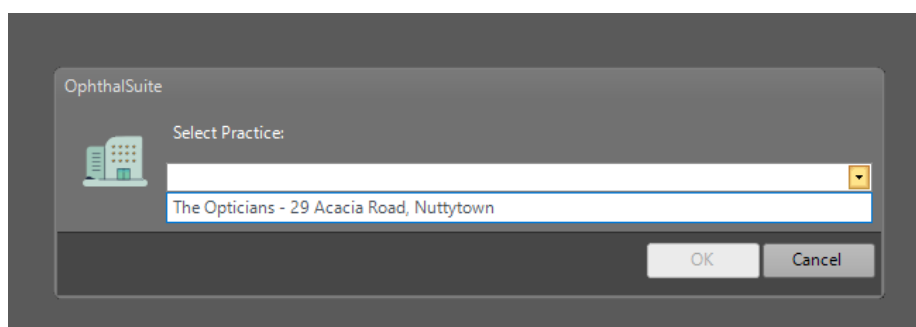
Once the OphthalSuite application has started you should be able to login with your Username and Password (they may be different from your GHT Citrix logon details)

**Please note that your Username is case sensitive in OphthalSuite. It will probably be lowercase. i.e. joe.bloggs**



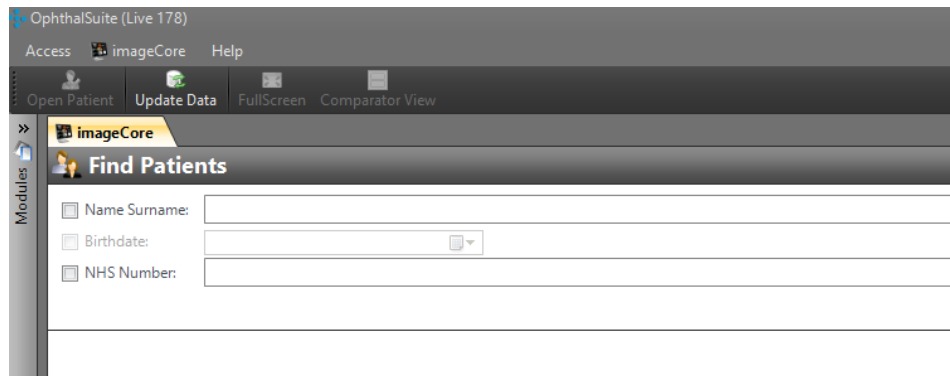
If you are having trouble logging in to the OphthalSuite system, please contact the support team from the (details above).

Once logged in successfully you will need to select the practice you are currently working in.

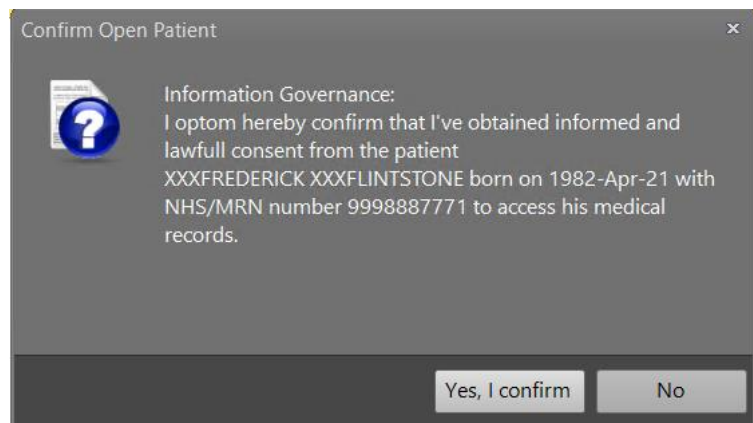


If your current practice is missing, please contact the support team (detailed above) and they will add you to the correct practice list.

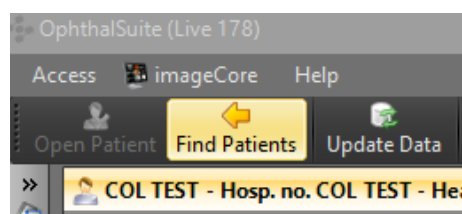
Once open you can search for a patient by either entering the Patient name (**has to be spelt and formatted correctly as recorded in the patients NHS record**) and the **Date of Birth** or by using the patients unique **NHS number**.



When you open a patient, you will have to agree to the Information Governance message. Any accesses to the patient details are recorded and logged and may be audited for Information Governance compliance in the future.



When finished with a patient click on Find Patients. **If you close the system down unexpectantly we won't be able to capture the feedback**

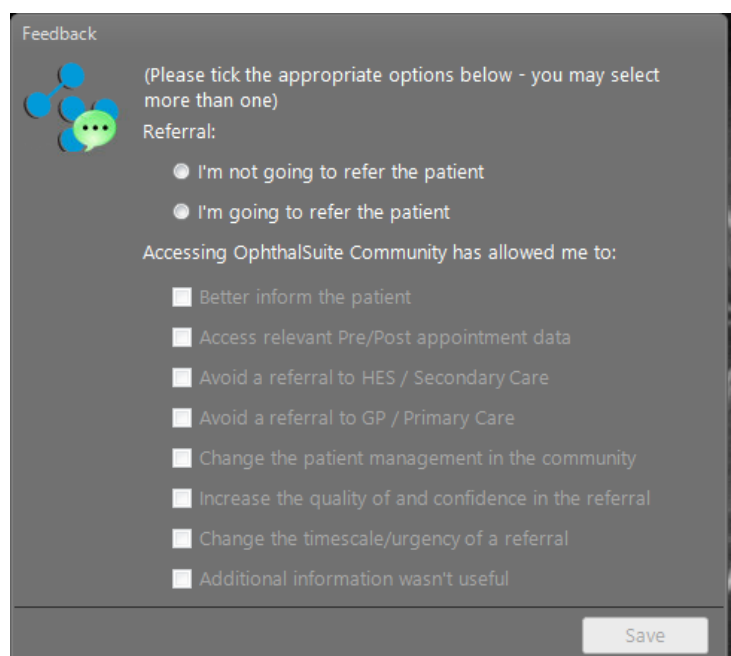


The feedback window is shown.

You will need to select one of the options from the top two. **Either I'm not going to refer or I'm going to refer** the patient.

Once you have selected one of the top options you can choose one or more of the lower options.

Once saved you can look for your next patient or close the system.





Panel with list of exams ①

Browse the exam tree that shows all the exams of the selected patient

It's possible to alternate and combine exam filters:

Eye | Date | Type (exam type) | Device ②

Use mouse-clicks to

One click to update the preview section;

Double click to open to the exam in the main area.

Panel to preview exam ③

To browse between contents of a given exam, click on the miniature (on the panel below) or use the navigations buttons below the image.

To change the zoom of the image, use the mouse scroll wheel or the zoom tool below the image.

Advanced view

To apply transformations and filters to the contents, use the tool bar above the content;

To view the contents in full screen, double click the image or click the Fullscreen ④

To activate advanced views, click the Comparator View ⑤