

User Guides - System Admin

This is where you can see an overview of your practice activity. You can view by day, week, month etc. or search for a specific day.

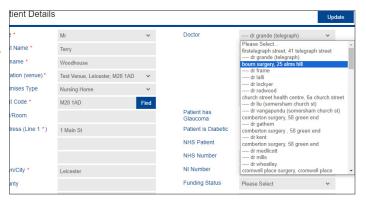
The black side bar has various menu items that give you access to the back end of your Blink site so that you can make changes and fine tune your site to your specific practice.

Users

Add Venue / Edit Venue – Here you can add or edit a venue such as a nursing/ care home. This is used for domiciliary users

Add Doctor / Edit Doctor – Here you can add or edit a doctors surgery details. You can then choose the doctor when creating a new patient or on a patients details page.

Add Staff – This is where you can set up new Blink users / add staff members. You can the set user types and add staff



to the diary if needed. See our user Guide - Introduction for a detailed guide on adding Blink users.

Edit staff – Staff with admin permissions can go into any staff members login details and make changes. For example, to give them diary access, change their user type or remove them from the system.

Edit practice - Make changes to your practice details

Diary

Add Appointment Type – Here you can add a new appointment type. Complete all of the fields marked *.



Is Appointment? - Only tick for patient appointments. For events such as lunch or staff training do not tick, as the diary will ask for patient details if it thinks it is a patient appointment.

Edit Appointment Type – Here you will see a list of all current appointment types.

ATIENT DATA DISPENSING	RECALLS DIARY MY ACCOUNT	SYSTEM ADMIN LOGOUT	
	Edit Appointment Type	Results found 45	
Diary	Event Type	Is Appointment	Is Obsolete
Add Appointment Type	Administration	False	False
Edit Appointment Type	CL Aftercare	True	False
Add Status	CL Trial	True	False
Edit Status	Col Overlay	False	True
Stock	Collection	True	False
Medical Condition	Cyloc	False	True
Template Management	Delivery	False	True
Data Management	Diabetic Examination	True	True
Audit Log	Diabetic screening	True	True
Reporting	Dilation	False	True
	1 2 3 4 5 Next		
			Optician Managem
	rch		
h Street Opticians			Software

When an appointment is selected you can change the name, appointment length, remove from the diary – mark as obsolete and also change the colour of the appointment.

The colours are reflected onto the appointments when made in the diary, enabling you to see at a glance the types of appointments in the diary.

Add Status/Edit Status – When appointments have been booked into the diary they have a coloured strip down the left hand side.

10:20 10:30 10:40	
0:50 11.4M 1:20 1:30 1:30 1:40 1:50	(PDD-35645-Admin) Mrs Justine Rowe - Dds: 04/09/1977 Address: Main Street: LEICESTER: Leicestershire: LE1 TAA
12 200 22 200 22 200	Edit Appointment

These coloured strips are used to let you know the status of each appointment.

You can add a new appointment status and change the colour of existing ones.

See our User Guide - 'Diary' for a detailed guide on all aspects of the Diary module

Stock

Add Stock Groups – Here you can add a new stock group. You will then be able to add new stock items into the stock group.

- Complete all the fields marked * (when adding bifocal or varifocal lenses remember to tick the box 'Vari/Bi Focal Lens Types')
- Choose the Stock Type from the drop down menu
- Complete a group name (as you would like it to appear on the dispensing page) e.g. Designer Frames
- Detail you can add extra detail here or repeat the group name
- 'Sequence' denotes the order the stock groups appear on the dispensing page
- Click the 'Add' button
- You will be notified that 'Stock Group added' in red text

Users		Stock Group Administration Stock Group added.					
» Diary	Add Stock Gro	15					
Stock	Add Slock Gro	1p	_				
> Add Stock Groups	Stock Type *	Frame	~				
Add Stock Item	Group Name *	Mid Frames					
> Edit Stock	Detail*	Mid Frames					
 Stock Take Medical Condition 	bottan	and Franco					
Template Management							
» Data Management			4				
Audit Log	Default Price						
Reporting							
	Lab/Supplier	Please select	~				
	Not used						
	Sequence						

The stock group has been now been added but will only appear on the Dispensing page once it has stock in it.

Add Stock Items – Here you can add stock items to the relevant stock groups

- First select a Practice, Stock Type and Stock Group from the top drop down
 menus
- Next add the stock item completing all of the fields marked *. Info such as colour and size etc. can also be added
- 'Sequence' denotes the order the stock item will appear on the dispensing page.
- Click the 'Add' button
- You will be notified that 'Item added to stock.' in red text

Users								Add
Diary								_
	Practice		Stock Type		Stock Group		Filter	
> Add Stock Groups	High Street Opticians	~	Frame	~	Designer Frame	~		v
> Add Stock Item								Go
Edit Stock	Add Stock Item							
Stock Take	Add Slock liem							
	Item Name*	Wolf 16	75		Sequence			
Template Management	Brand / Index	Wolf			Location	Charles Char	et Opticians	
Data Management						Shigh Sur	et Opticiaris	
Audit Log	Colour	Steel Gr	rey		Bar Code			
Reporting	Size	50-16						
	Detail *	Wolf 16	75 Steel Grey 50-16					
	betan	11011101	o occur orey so to		Price*	120		
					RRP			
					Cost Price			
				11	Stock Level*	999		
					Set stock level			
					for all practices	Item Icon		

The stock item has now been added and will appear under the relevant stock group on the dispensing page. Edit Stock – Here you can edit individual existing stock items.

- You will be taken to the Stock Item Administration page.
- From the drop down menus choose the practice, stock type, and stock group.
- At the bottom of this page 'Stock Group Items' will show a number e.g. (5). This

Users							
» Diary	0.1.1.01.1.0						
Stock	Select Stock Group						
	Practice	Stock Type		Stock Group		Filter	Show Deleted
> Add Stock Item	High Street Opticians	Frame	~	Budget Frames	*	~	Deleteu
> Edit Stock						Go	
> Stock Take							
» Medical Condition	Stock Group						
	Stock Group	Details	RRP	Cost Price	Price	Action	
» Data Management	Budget Frames	Budget Frames				Edit Budget Fran	Tar
» Audit Log	augut Frances	booger manes				Add stock	
 Reporting 						Add stock	
	Stock Group Items (6)						
	Name/Num	Colour	Size	Price (Cost)	Stoc	k Level	Action
5	49.00 complete			49.00 (0.00)	999		Edit item
	79.00 complete			79.00 (0.00)	995		Edit item
s	99.00 complete			99.00 (0.00)	998		Edit item
	Reglaze own frame			0.00 (0.00)	956		Edit item
5	Standard Frame	Blue		10.00 (0.00)	10		Edit item
	OF Free			0.00 (0.00)	971		Edit item

is the number of items within that stock group. Press the + to show them. Click on 'Edit Item' on the item you would like to change. This will open up the details of that stock item, you can make any changes and press 'Update' to save.

Stock Take – This is where you can **view** and **amend** all stock on your system. This is a much quicker method of updating existing stock items

- You will be taken to the Stock Take page.
- You can use the different search methods to search and display different items of stock. Once you have made your selections a scrollable list of stock items will appear which you can make changes to.

	Stock Take					
Users	STOCK TARE					_
Diary	Start Date			show	hide search criteria	Search
Stock	End Date					
Add Stock Groups		ems sold in the past 7 days				
 Add Stock Item Edit Stock 						
Stock Take	Stock Type	Frames	~			
Medical Condition	Stock Group	Budget Frames	~			
Template Management	Brand / Index	AI	~			
Data Management						
Audit Log Reporting						
Reporting	Stats: (only includes it	ems where stock level < 250)				
	Total Number:	10				
	Retail Value:	100.00				
	Cost Price Value	0.00				
						Sales Export
			Choose file	No file chosen	Stock Import	Stock Export
	Cost Price Valu	Je: 0.00				Sales Export
	Cost Price Valu	Je: 0.00	Choose file	No file chosen	Stock Import	Sales Export Stock Export
	Cost Price Vali	Je: 0.00	Choose file	No file chosen	Stock Import	
ixed info	Cost Price Valu	ae: 0.00	Price Info		Stock Import	
ited Info lockitemid: 3844	Stockitterm Info Stockitterm: E49.00 con		Price Info Price:	49	Stock Import Update	
tred Info Rockitemid: 3844 RockType: Frame RockType: Ruthat Frames	Stocklitern Info Stocklitern: [E49.00.com Brend:		Price Info Price CostPrice	49 0		Stock Export
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If there are large volumes of stock it may take a while to load them all. If the circle is spinning in your browser url, the stock is still loading.

Stock will appear in alphabetical order

Scroll to the stock item you would like to amend, make the change and press 'Update'. A red notice will appear at the top of the page 'Update Successful'.

You can also delete stock items here.

See our User Guide - 'Stock' for a detailed guide on all aspects of the Stock module

Medical Condition

Add Condition / Edit Condition – Here you can add or edit medical conditions.

They will then appear within Patient Data. They appear as list with a tick box for each condition, plus a free test area where you can add any additional information.

PATIENT DATA DISPENSING	RECALLS DIARY	MY ACCOUNT	SYSTEM ADMIN	LOGOUT	
» New Patient	Medical Backgro	und			
 New Family 	Doctor* Please Select	~			Add/Update
 Find Patient 					
Patient Information					
> Patient Summary					
> Patient Details				4	
Examination History	Condition	Current	Notes		
 Contact Lens History Notes & Attachments 	General Health		_		
Notes & Attachments Medical Background	General Health				
Dispensing History					
Lifestyle Notes					
> Document History				11	
New Examination GOS	Family History of Glau	coma 🗆			
Printing & Comms					
	•				
				4	
	Cataract				

You can see this page by going to *Patient Data* -> *Patient Information* -> *Medical Background*

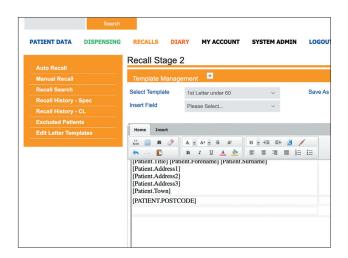
Template Management

Edit Templates – This options will take you directly to the recalls section of blink where you can edit your templates.

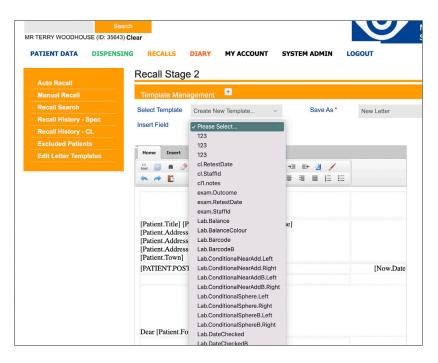
Here you will find a number of pre-populated templates. You can work over the top of these templates or set up new ones.

To create a new template based on an existing one, you can follow these steps:

- Select the base template
- Change the 'Selected Template' field to 'Create New Template' (the original template will still be visible)
- Make your changes to the new template
- Enter a name for the new template into the 'Save As' box
- Click on the 'Save' button



If you would like any of your templates to be populated with patient name, address or examination date, it is a good idea to work over one of the existing templates. Any information within square brackets [] is populated from the patient information stored within their patient data on the Blink system.



When editing a template the 'Insert Field' drop-down box contains all possible info that can be 'merged' into your final letter/email/sms.

- The merge tags should be entered inside square brackets []
- Not all tags can be used in all templates.
- An additional tag which can be used in SMS specific templates is [BR] this will insert a line break into your SMS

If you would like to include a logo or any image into any of the templates you can either:

- Hotlink to an image on the internet and insert it into the template using a html tag
- Embed an image directly into the template. The best way to do this is to save the image into a MS Word document, then copy and paste the image from Word into the Blink template. Images should be resized BEFORE saving them in the Word document, as a large image is likely to crash Blink when you try to use the template. We can help to do this.

Edit Auto Recalls - This options will take you directly to the Edit Auto Recalls page.

PATIENT DATA DISPENS	ING RECALLS	DIARY MY ACCOUNT	SYSTEM ADMIN	OGOUT	Softwa
» Users	Edit Auto R	ecalls			Upda
Diary	A- Warning - Spe	ec.			
» Stock	First Recall:	20 days before recall date	✓ SMS Message	✓ SMS	~
» Medical Condition	Second Recall:	41 days after recall date	 SMS Message 	✓ SMS	~
Template Management	Third Recall:	75 days after recall date	✓ not in use	✓ not in use	• ~
 Edit Templates Edit Auto Recalls 	Fourth Recall:	not in use	✓ not in use	 not in use 	
» Data Management	Fifth Recall:	not in use	 not in use 	 not in use 	ə ~
» Audit Log	B- Default - Spec	2			
» Reporting	First Recall:	21 days before recall date	 not in use 	 not in use 	• ~
	Second Recall:	30 days after recall date	✓ not in use	 not in use 	• ~
	Third Recall:	75 days after recall date	✓ not in use	✓ not in use	~
	Fourth Recall:	not in use	✓ not in use	 not in use 	• ~
	Fifth Recall:	not in use	✓ not in use	✓ not in use	· · ·

Here you can make any changes to your auto recalls.

See our User Guide - 'Recalls' for a detailed guide on setting up Auto Recalls and all aspects of the Recalls module

Data Management

Export System Data

Here you can export various information stored from within Blink. You can use this facility to store a backup of your key system data.

This feature is provided for your peace of mind, it is **NOT** essential that you use this facility. Our servers are backed up on a daily basis which includes ALL of the system information used to run your Blink System.

This facility should be used to create a snapshot of the key data stored for your patients, appointments and dispensing information so that in the event of a serious problem with your internet connection, or the web server going down, you have a way of accessing this information.

If you want a list of appointments for the immediate future, we suggest that you use the Appointment Information Report rather than this export facility.

Please note that this export routine does NOT export files/images attached to your patient's records. If you need offline access to these files please keep your own backups before uploading them to the server.

Import Patient Data

This facility can be used for a small number of patients where you have a spread sheet and are able to follow the instructions on the page.

If you would like to import any patient data from another system we would advise you contact us and we will check to see if we can import it for you - there is a cost attached to this.

Edit Settings

This section of Blink allows you to make changes that effect how your Blink system works and its settings.

Performer Settings

This is where you can add a performers 'list number' to the system so that it is reflected onto the eGOS forms.

The first title 'Performer' has a drop down menu where you can select the relevant performer, complete their details and Update to save the details.

For a performer to appear in this drop down menu they must first be added to the Blink system as a user and their 'User Type' must be either Admin or Optom.

For the name to automatically appear on the eGOS form the performer will need to be logged into the Blink system under the corresponding name.

gh Street Opticians	Search) Clear			\bigcirc	Opticia Manag Softwa
PATIENT DATA DISPENSI	ING RECALLS D	IARY MY ACCOUNT	SYSTEM ADMIN	LOGOUT	
Performer Setting	S				~
Performer Name	Terry Woodhouse				
Performer List Num (01- 12345/9XY)	01-37512				
Performer Qualification					
				Update	

Other settings that can be changed are:

- eGOS Settings
- Diary Settings
- General Settings
- Exam Defaults

We would advise you to talk to us before changing any these settings and we can talk you through the best settings for your system.

Audit Log

Download Audit Log

Here you can download an audit log of your system

Reporting

This is where you can see and download various different system reports, these include:

- Clinical Info
- Dispensing Info
- Appointment Info

You can see all aspects of appointment information. Search for specific clinics by date. You can then print a schedule and send individual patients an appointment reminder by email, SMS or letter.

- Collections Due
- Payments Due
- Collections Made
- Order Status

You can see all aspects of current orders and update the status.

GOS Vouchers

This will take you to the GOS voucher submission page, where you can search for GOS vouchers, complete, submit and see their status.

See our User Guide - 'eGOS' for a detailed guide on all aspects of the eGOS module.

Contact

If you need guidance regarding any aspect of Blink you can contact us on the support email, where we will always try to respond within 24 hours:

support@blinkoms.co.uk

Alternatively you can call us on the support line: 07748 500430 Or call the office phone: 0116 431 8284