



University of Wisconsin
**SCHOOL OF MEDICINE
AND PUBLIC HEALTH**

Fundus Photograph Reading Center

FPRC Portal User Manual

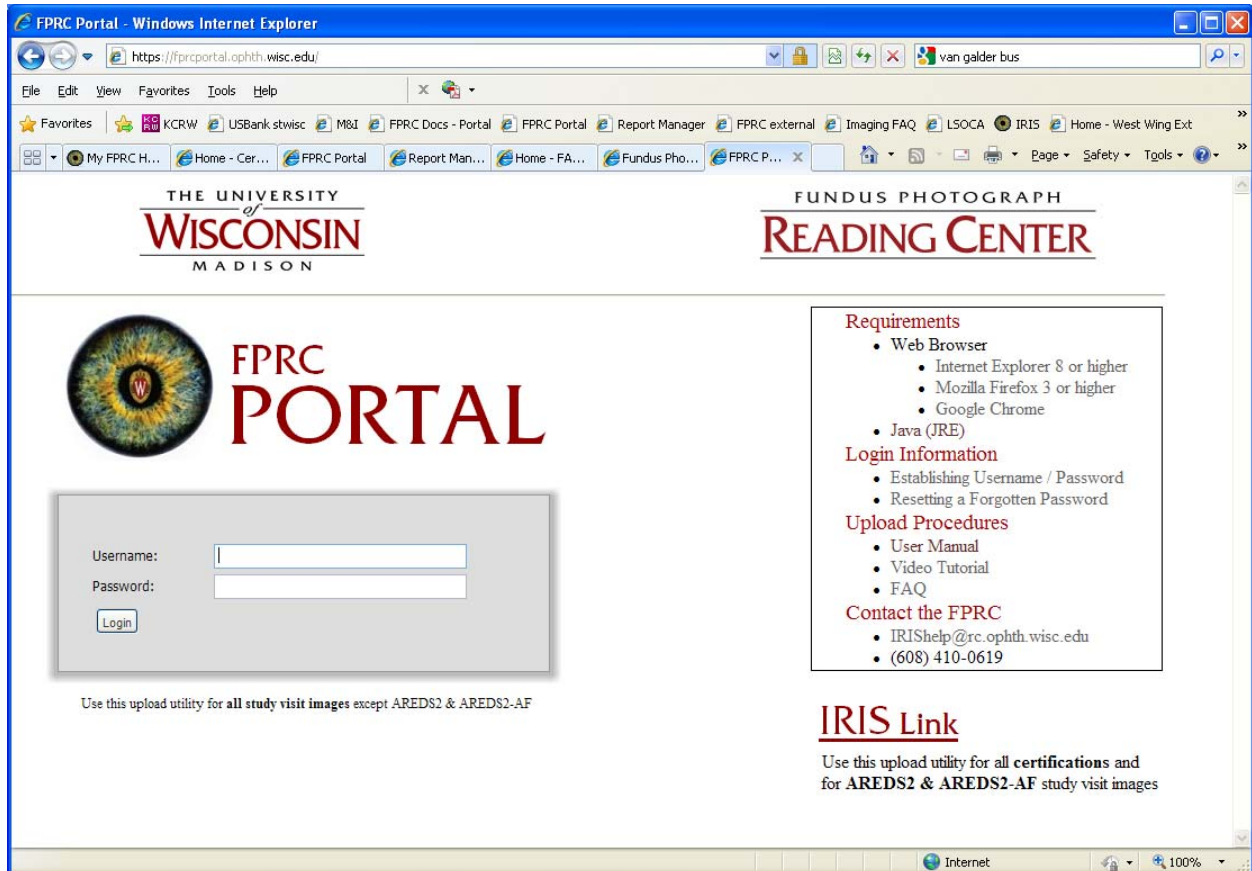
Effective Date: *18 Oct 2012*

Table of Contents

1. Accessing the FPRC Portal	2
2. Creating a New Submission	3
3. Entering Visit Information	5
4. Selecting and Uploading Images	7
5. Submitting Images	10
6. Confirmation of Submission	11
7. TroubleShooting	12

1. Accessing the FPRC Portal

- Go to <https://fprcportal.ophth.wisc.edu/>



- If you have not created a password to log in, click on the link **Establishing Username/Password***.
- If you have forgotten a previously created password, click on **Resetting a forgotten password**. (If you have an IRIS username and password, you will use that for the FPRC Portal also.)

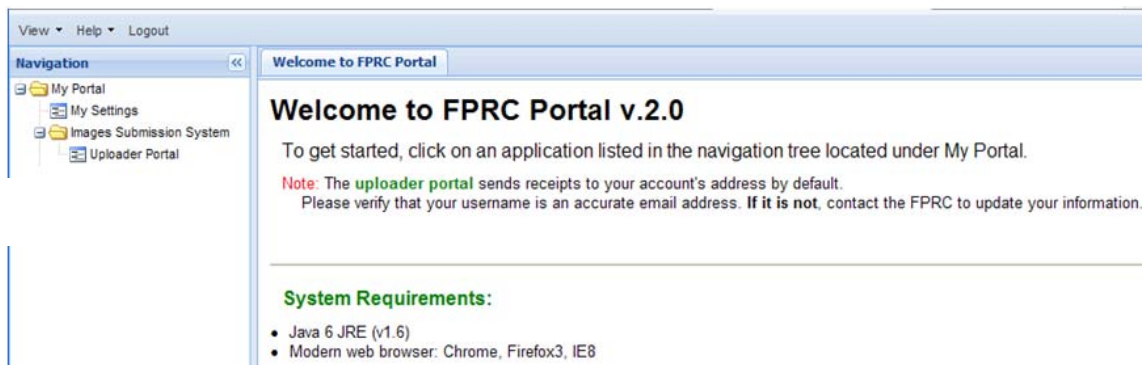
****Note: Per the instructions for setting up a password, you will enter your username. Typically this is the unique email address that was provided to the FPRC. If you are unable to establish a password, it is most likely because the FPRC did not have your email address to enter into our system. If you feel this is the case, please contact the FPRC at FPRC_IRIS@rc.ophth.wisc.edu or contact the FPRC Project Manager for your study.***

- Java software is required to upload images. If you do not have Java installed on your computer, click the **JAVA (JRE)** link to download a free copy.
- In addition to the **User Manual** link, refer to the **FAQ** (Frequently Asked Questions) link for help using FPRC Portal.

- On the FPRC Portal home page log in with the FPRC username and password you have established.

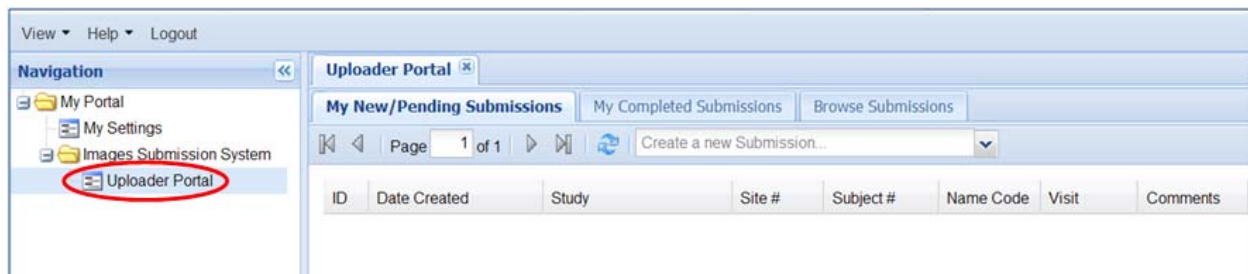


- The FPRC Portal home page will open:

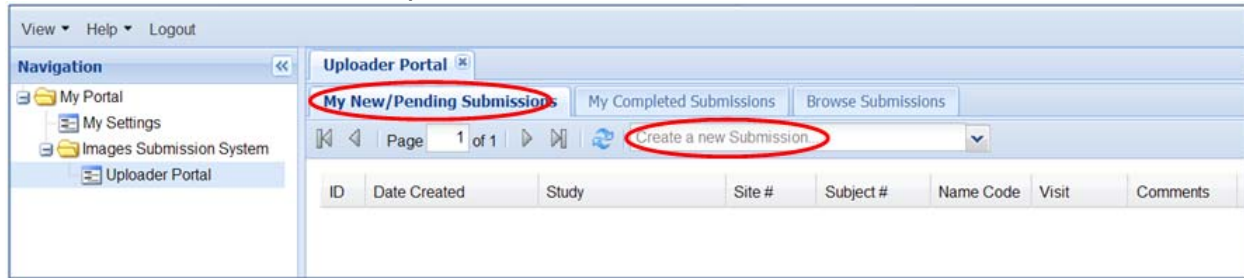


2. Creating a New Submission

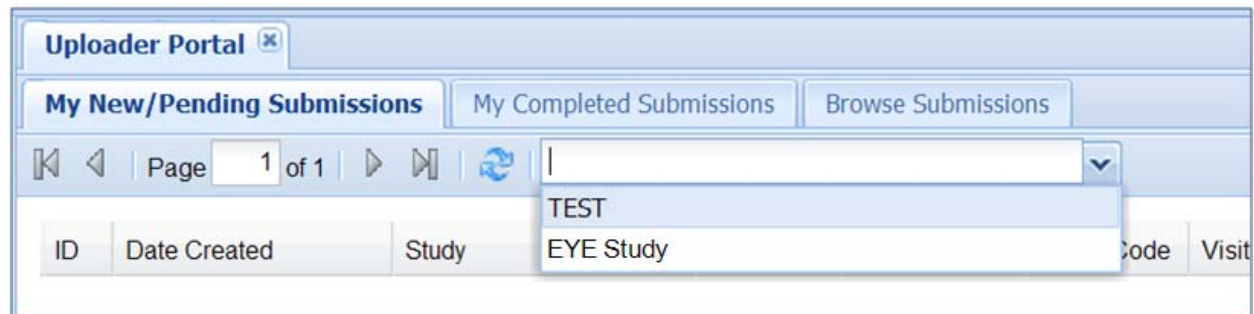
- Click on the **Uploader Portal** in the navigation pane:



- In the **My New/Pending Submissions** tab, select the study from the **Create a new Submission** dropdown menu.



- You will only see the studies for which you have permission, select the study you are submitting images for. If you think you should have permission for a study but it does not appear in the menu please contact the FPRC.



3. Entering Visit Information

- After choosing a study, the visit information form will open in a new tab. Complete each section (**Information required will vary by study**):

The screenshot shows a web browser window titled "Uploader Portal" with several tabs: "My New/Pending Submissions", "My Completed Submissions", "Browse Submissions", and "Study: TEST - New submission". The form is divided into several sections:

- Site Number:** A dropdown menu with the text "Select a site for this submission..."
- Visit Details:** A section containing:
 - Subject Number: Text input field
 - Name Code: Text input field
 - Study Eye: Dropdown menu
 - Visit: Dropdown menu
 - Month Custom: Text input field
- Clinic Contact person for questions regarding this shipment:** A section containing:
 - First and Last name: Text input field
 - Phone: Text input field
- Comments:** A section with a text area and a "Comments (eg.: missing color fields):" label.
- Additional Information:** A section containing:
 - CC Receipt E-Mails: Text input field
 - Query Response:
 - FA Procedure not done, no images sent:
 - OCT Procedure not done, no images sent:

At the bottom of the form are "Save Form" and "Cancel" buttons.

Visit Details

Site Number: Select your site number from drop down menu

Subject Number: Type in subject number

Name Code: Type in name code

Study Eye: Select from dropdown menu - Right Eye (OD) or Left Eye (OS)

Visit: Select from dropdown menu

Clinic contact person for questions regarding this submission

First and Last Name

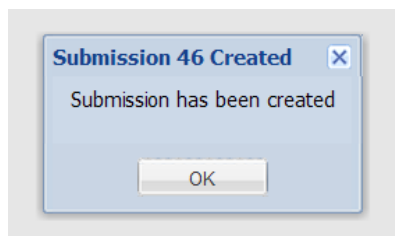
Phone number

Comments: List any issues about the images that FPRC should know (ex. missing images/scans; uncertified photographers; issues with the procedure, etc.)

Additional Information

CC Receipt E-mails: An e-mail confirming of the successful submission of uploaded images will be sent automatically to the person who is logged in to the Portal and submitting the images. If you would like others to receive the confirmation e-mail, additional e-mail addresses may be entered in this field. Separate multiple addresses with a comma.

- When form is complete click **Save Form**. A pop-up will indicate that a new submission has been created:



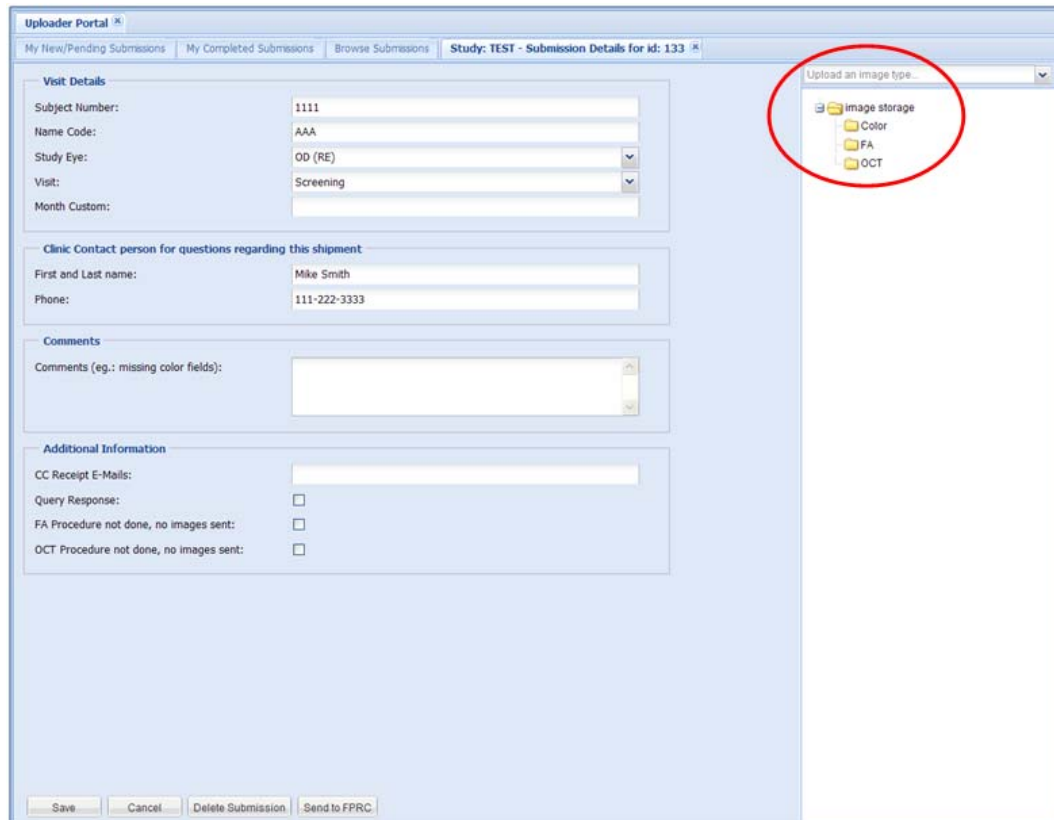
- Visit information will now be displayed in the **My New/Pending Submissions** tab. You may return to edit visit information at any time by *double clicking* on the row of the submission.



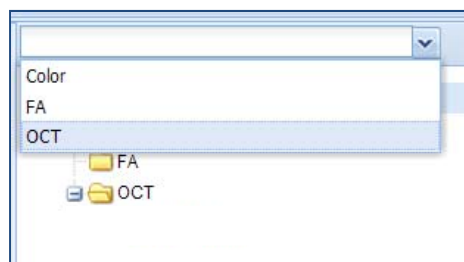
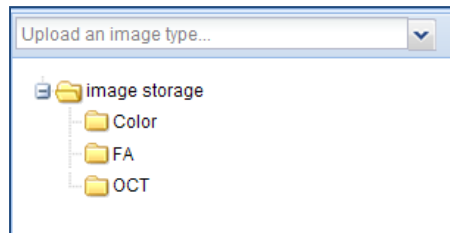
ID	Date Created	Study	Site #	Subject #	Name Code	Visit	Comments
133	20Sep2010 at 03:49 pm	TEST	TESTSITE01	1111	AAA	screening	

4. Selecting and Uploading Images

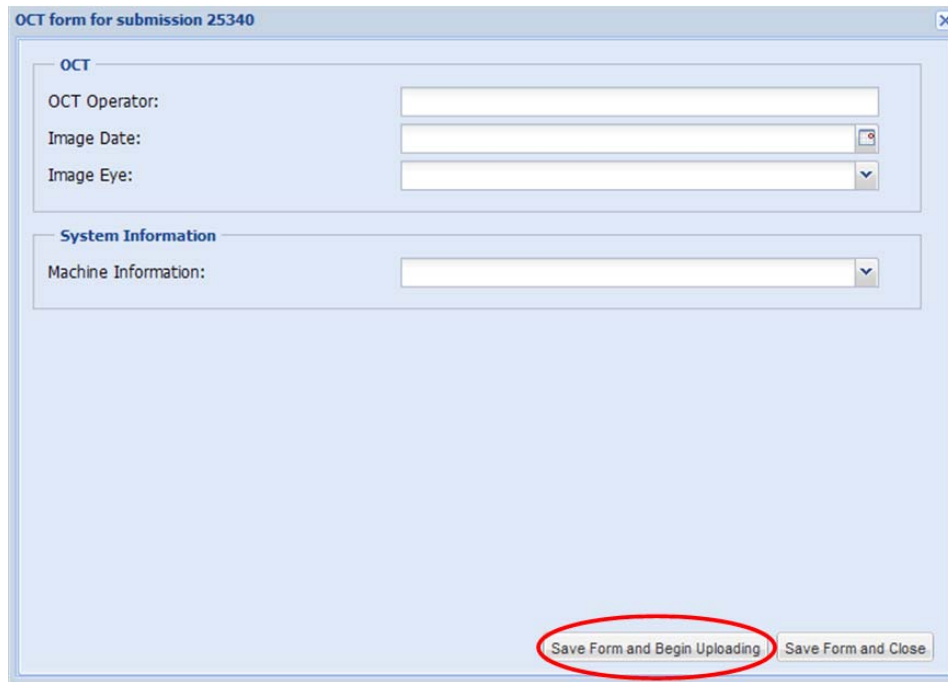
- *Double click* on the row of the submission in the **My New/Pending Submissions** table. The visit information form opens. On the right hand side of the window, the **image storage** file appears



- Use the **Upload an image type** dropdown menu to choose the image type to be uploaded.

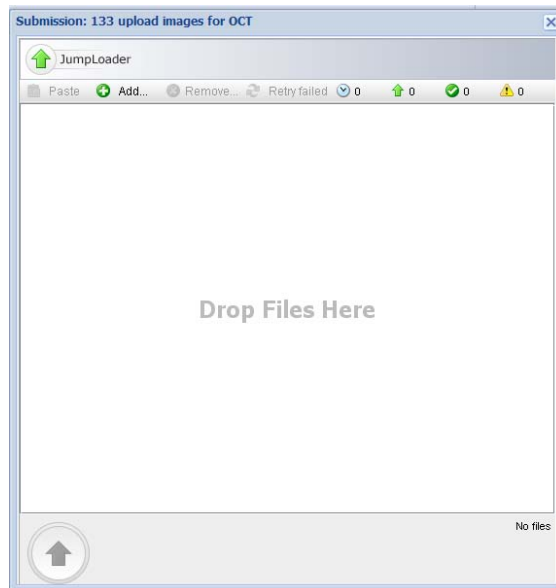



- When an image type is selected, the image-specific form will automatically open in a new window:

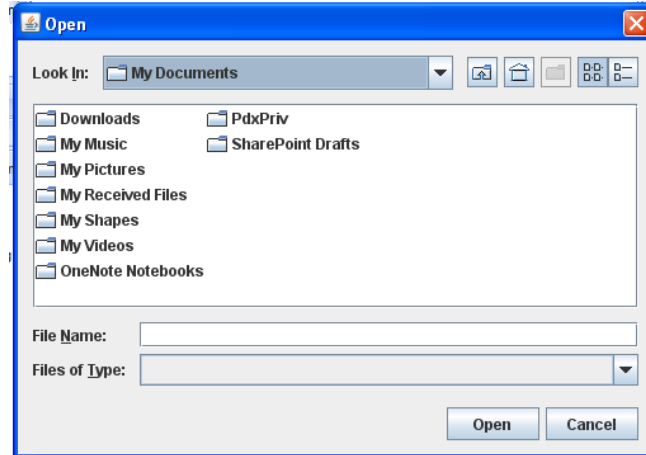


The screenshot shows a web form titled "OCT form for submission 25340". It has two main sections: "OCT" and "System Information". The "OCT" section includes three input fields: "OCT Operator:", "Image Date:" (with a calendar icon), and "Image Eye:" (with a dropdown arrow). The "System Information" section includes a "Machine Information:" dropdown menu. At the bottom right, there are two buttons: "Save Form and Begin Uploading" (circled in red) and "Save Form and Close".

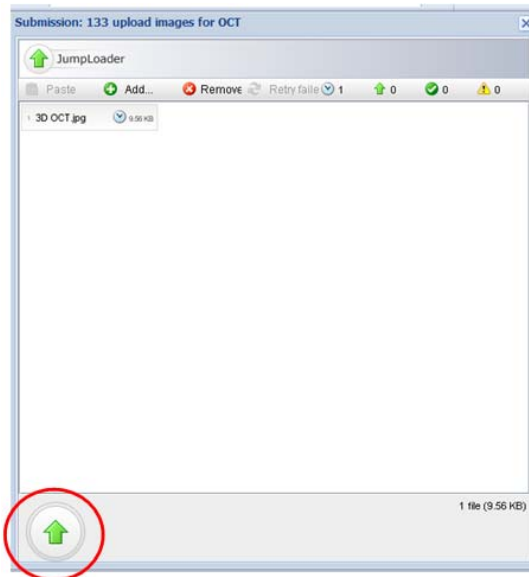
- Enter the information for that image type and click **Save Form and Begin Uploading** to add the image files to the submission. (Color, FA and AF forms will include field for fundus camera head serial #.)
- The Java Applet window will open:



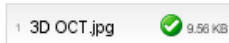
- Choose file images to upload by dragging and dropping files, or by selecting  to browse for files:



- After images are selected, click on the large green arrow in the lower left corner of the Java window to begin the upload of images.

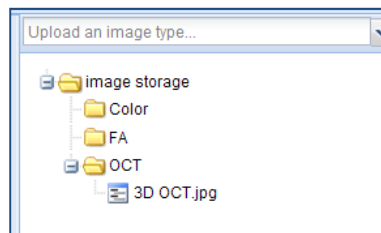


- A check mark will appear next to the file to indicate it has been uploaded.



***Note: The images are now uploaded to a temporary folder. They have NOT been submitted to the FPRC. Continue to follow instructions for completing the submission process.**

- The image storage folder will expand to show the files that were uploaded:




***Note: While you are waiting for images to upload from one procedure type, you may start uploading other procedure types (multiple java applet windows can be open at the same time).**

- Return to the **Upload an image type** dropdown menu to choose the next image type to upload.

5. Submitting Images

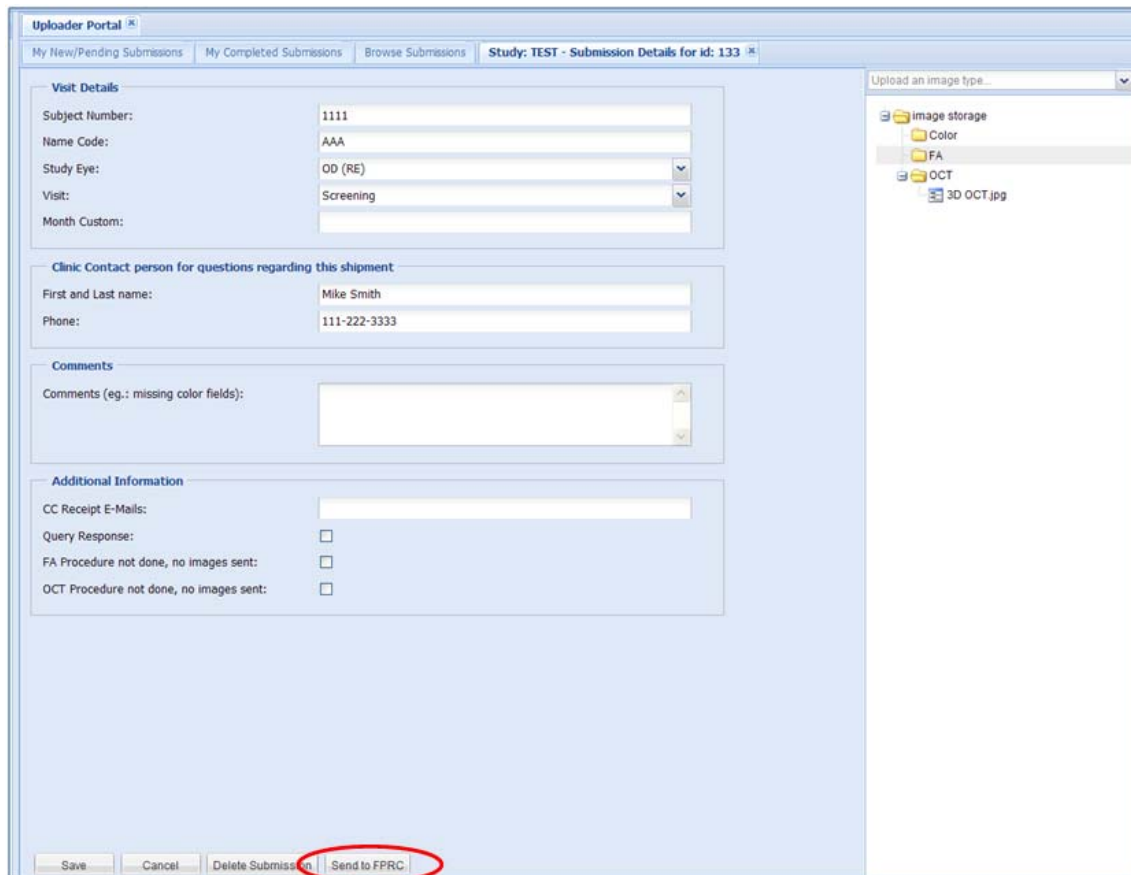
- Double click on the row of the submission to open the **submission details** tab:



The screenshot shows the 'Uploader Portal' interface. At the top, there are tabs for 'Welcome to FPRC Portal', 'ISSS Manager Portal', and 'Uploader Portal'. Below the tabs is a navigation bar with 'Page 1 of 1' and a 'Create a new Submission...' button. The main area contains a table with the following columns: ID, Date Created, Visit, Site #, Subject #, Name Code, Study, and Comments. The first row of data is: 25..., 18Oct2012 at 09:37 am, screening, TESTSITE01, 1111, AAA, TEST.

ID	Date Created	Visit	Site #	Subject #	Name Code	Study	Comments
25...	18Oct2012 at 09:37 am	screening	TESTSITE01	1111	AAA	TEST	

- To complete the submission of uploaded images, click on **Send to FPRC** at the bottom of the window.

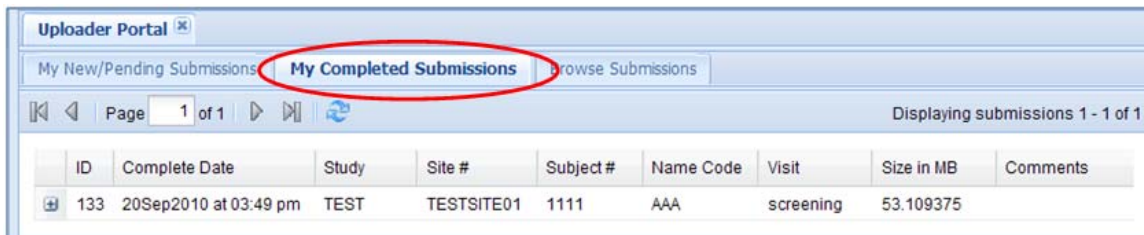


The screenshot shows the 'Submission Details' form for submission ID 133. The form is titled 'Study: TEST - Submission Details for id: 133'. It contains several sections: 'Visit Details' with fields for Subject Number (1111), Name Code (AAA), Study Eye (OD (RE)), Visit (Screening), and Month Custom; 'Clinic Contact person for questions regarding this shipment' with fields for First and Last name (Mike Smith) and Phone (111-222-3333); 'Comments' with a text area for 'Comments (eg.: missing color fields)'; and 'Additional Information' with checkboxes for 'Query Response', 'FA Procedure not done, no images sent', and 'OCT Procedure not done, no images sent'. At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Delete Submission', and 'Send to FPRC'. The 'Send to FPRC' button is circled in red.

- A pop-up window will appear prior to submitting. If **Yes** is chosen, the information and uploaded files can no longer be accessed for editing:

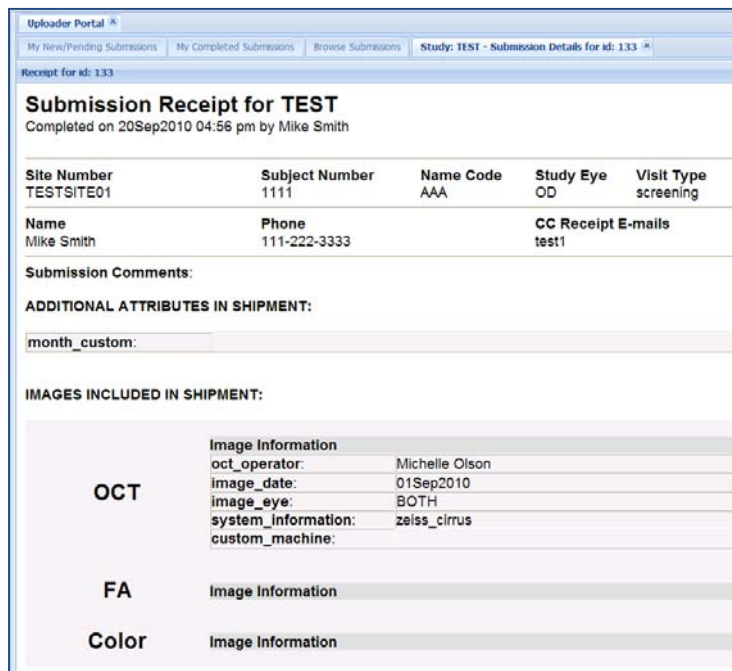


- After choosing **Yes**, the submission will move to the **My Completed Submissions** tab:

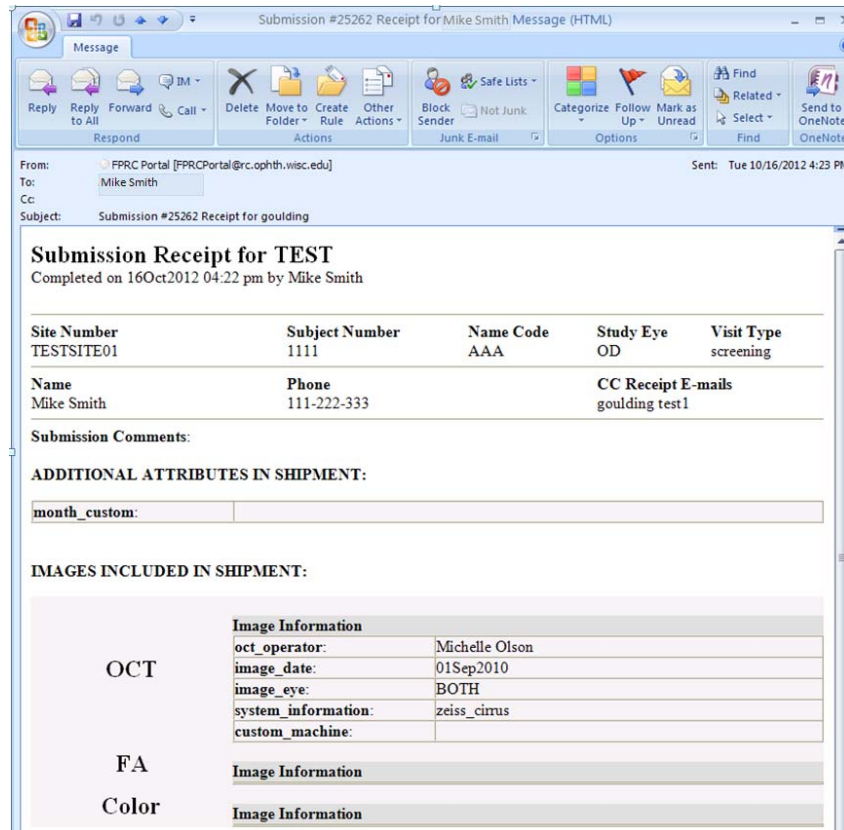


6. Confirmation of Submission

- In the **My Completed Submissions** tab, submission details may be viewed by double clicking on the submission:



- An e-mail containing a copy of this Submission Receipt will be sent to the person who logged in and submitted the images, as well as any e-mail address listed in the CC Receipt E-mails (see Section 3). This form serves as confirmation of a successful submission to the FPRC.



7. TroubleShooting

- Refer to the **FAQ** (Frequently Asked Questions) link on the FPRC Portal Welcome page for troubleshooting tips. **FAQ** can also be accessed when you are logged in to the Portal by clicking on **Help**:



- If you have any questions or problems submitting images, you may also contact your study Project Manager at the FPRC.