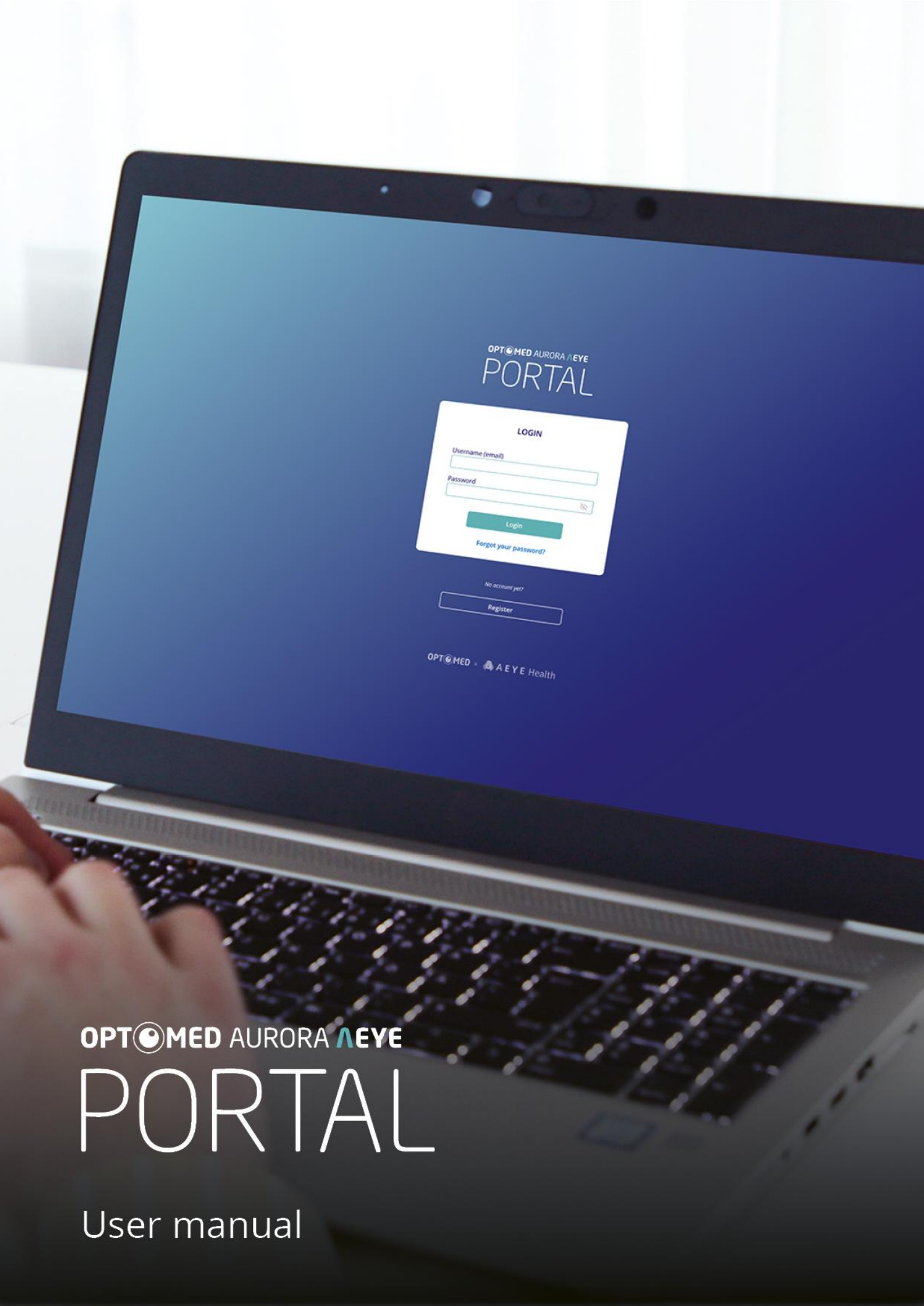


OPTOMED AURORA AEYE

PORTAL

User manual

Optomed Aurora AEYE Portal

INC70003162 Optomed Aurora AEYE Portal user manual (ENG) 1.5.7 R1.0

Contact information:

Manufacturer

Optomed Software Oy
Keilaranta 16 B,
02150 Espoo,
Finland
info@optomed.com

service.us@optomed.com
www.optomed.com

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1. Product description

Optomed Aurora AEYE Portal is a web application that enables registering to the service, administrating background information used to run the service, administrating Cloud service connecting the Optomed Aurora camera with AI service AEYE-DS, and viewing information, such as AI results.

Refer to Optomed Aurora AEYE camera user manual for instructions on intended use of camera.

1.1 Cybersecurity

The Optomed Aurora AEYE Portal service is the interface between Optomed Aurora AEYE camera and AEYE-DS. The portal does not retain data in a permanent database or storage system. This is to ensure that no personally identifiable information or sensitive data is stored long-term. Portal does not keep input logs or personal data after processing, except for necessary audit trails or to comply with legal obligations.

The Optomed Aurora AEYE Portal is designed with robust security features to protect sensitive data and user privacy from cyber threats, unauthorized access, and breaches.

The Optomed Aurora AEYE Portal has role-based access control. Different users have different access rights in the portal depending on their role and permissions. For protecting personal information and securing online accounts it is important to use strong and unique passwords. Users should never share their login credentials or session information with others. Users should be aware of common tactics used by attackers to manipulate or deceive them by disclosing sensitive information.

The Optomed Aurora AEYE Portal uses secure session tokens or cookies. Sessions are automatically logged out after a period of inactivity to prevent unauthorized access if a user leaves their session unattended. The session in the Optomed Aurora AEYE Portal expires after 90 minutes of inactivity after which you need to log in again to continue using the portal.

All data transmitted between camera, Optomed Aurora AEYE Portal and AI provider is encrypted during transmission over networks using secure protocols like HTTPS/TLS to protect it from being intercepted by malicious actors. The portal ensures that sensitive data (like user information) is encrypted when temporarily stored on servers or databases.

Ensure your devices and security software are up to date, as cyber-attacks can exploit vulnerabilities in outdated systems.

Optomed Aurora AEYE Portal is operated on Optomed-managed servers. If the portal is decommissioned, Optomed will notify customers in advance and perform the service shutdown.

1.2 Warnings and precautions

Users should have a general understanding of the use of a personal computer running a standard web browser. Optomed Aurora AEYE Portal is optimized for Chrome and Edge browsers. Potential issues with slow or unstable internet connections may affect the portal’s functionality. Users should read and understand the Intended Use and operating instructions.

Report any phishing attempts, suspicious communications, potential manipulation attacks or security vulnerabilities immediately to service.us@optomed.com.

1.3 User groups

Optomed Aurora AEYE Portal has three different user groups: Organization admins, Clinic admins and Users. The table below describes what menus users can view and the actions they may perform.

Page	Usertype		
	Organization admin	Clinic admin	User (Standard user)
Studies	View, download, and delete studies, manage worklists, and access all studies within the organization.	View, download, and delete studies, and add patients to worklists, and access all studies within the clinic.	View, download, and delete own studies, and add patients to worklists.
Account	View and edit user's own user information. Able to view agreements.	View and edit user's own user information. Able to view agreements.	View and edit user's own user information. View information about cameras linked to that user.
Cameras	View and edit camera information. Able to link cameras to clinics and users.	View and edit camera information. Able to link cameras to users.	
Statistics	View and download statistics.	View and download statistics.	
Admin settings	Add, view, edit and delete users. Able to create clinics and edit clinic information. Able to view and edit organization information.	Add, view, edit and delete users. Able to edit clinic information.	
About	View support information. View and download manuals.	View support information. View and download manuals.	View support information. View and download manuals.

2. Getting started

2.1 System requirements

The application is optimized for workstation use. The workstation monitor should have FHD resolution or higher. A web browser (Chrome or Edge) is used to navigate and launch the application login screen. A network connection is required to use the application.

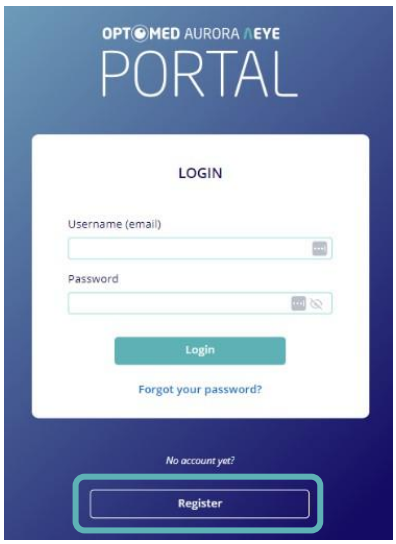
2.2 Registering

To log in to the Optomed Aurora AEYE Portal, the customer's representative must first purchase the service through a sales channel. After the purchase, the customer shall register for an account in the portal.

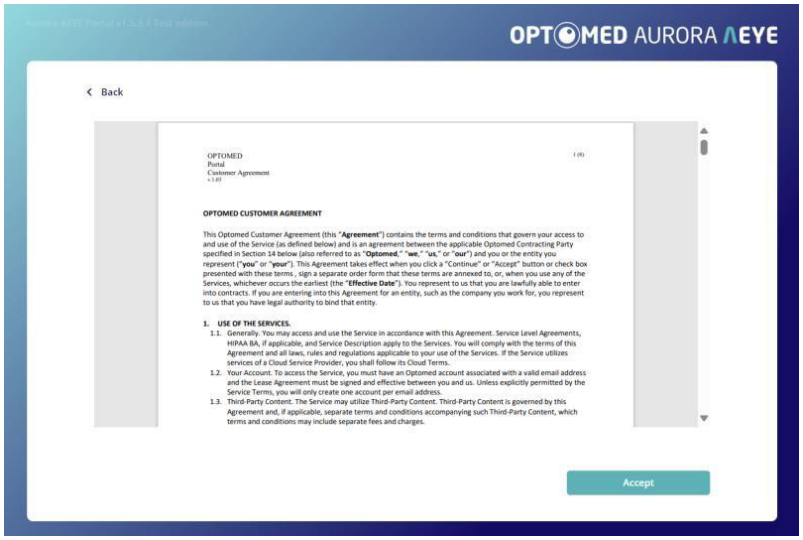
The person who registers for the Portal becomes the Organization Admin, responsible for managing users, clinics, and cameras. The Organization admin can also view all study results. Other Organization admins can be created later.

The email address used for registration serves as the username and cannot be changed later. The email address used for receiving study results can be changed separately.

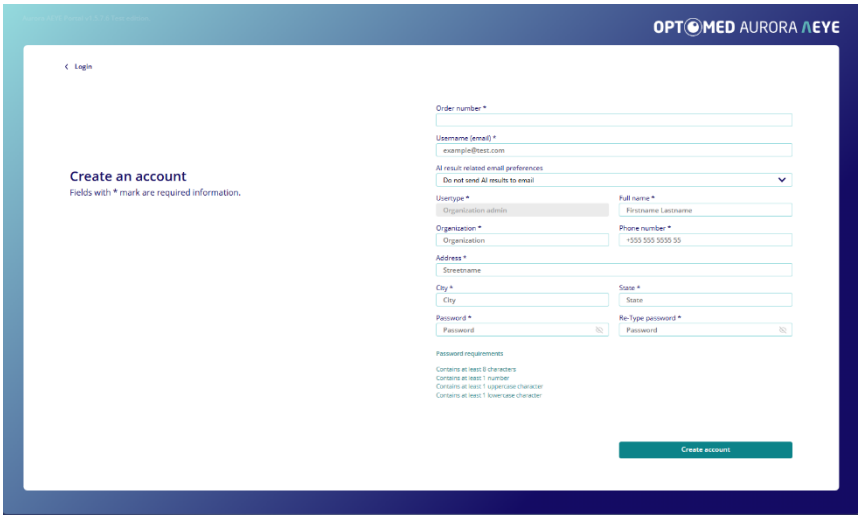
1. Open your web browser and navigate to the Optomed Aurora AEYE Portal login page auroraaeye.optomed.com/ or use the link received in your order confirmation.
2. Click the "Register" button



3. Click the link “customer agreement” and read the text. Mark the agreement as read and understood by clicking the Accept button on the agreement page.



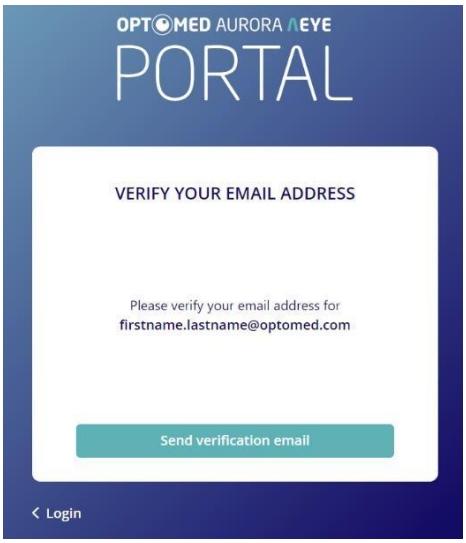
4. Click the “Continue” button to go to the next step of the registration procedure.
5. The “Create an account” page is opened.
6. Fill in the following information:
    - Order number (check your order confirmation)
    - Username/Email (your active email address will be your username in portal)
    - AI result related email preferences (send organization’s AI results to Organization admin’s email)
    - Usertype (Organization admin is automatically set)
    - Full name
    - Organization (enter wanted Organization name that will be used for eternity and cannot be changed later)
    - Phone number
    - Address
    - City
    - State
    - Password (minimum 8 characters having 1 number, 1 uppercase character and 1 lowercase character)
    - Re-type password



7. Click the “Create account”.
8. Complete the registration by confirming your email address by clicking the “Send verification email” and you will receive a verification code to your email from the Optomed Aurora AEYE Portal.

📝 ***Note!*** *If you did not receive an email, please check your spam folder.*

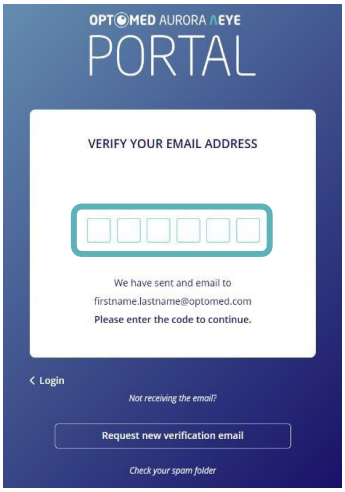
📝 ***Note!*** *The verification code is valid only for 30 minutes.*

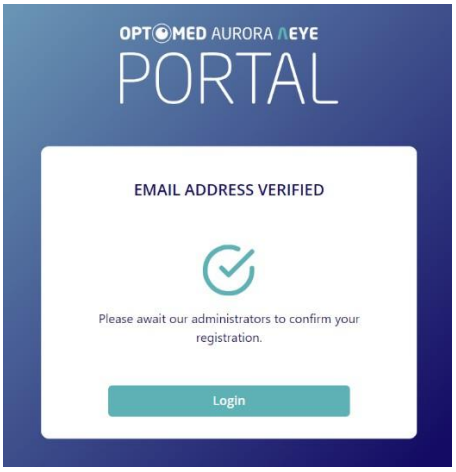




9. Complete the registration by entering the confirmation code into the Optomed Aurora AEYE Portal, if the code is correct the "E-mail is verified" message will be displayed.

📝 ***Note!*** *You can send a new verification code to your email address by clicking the “Request new verification email”.*





10. Wait until you have received your camera order and registration approval confirmation email from Optomed before you attempt to log-in for the first time.

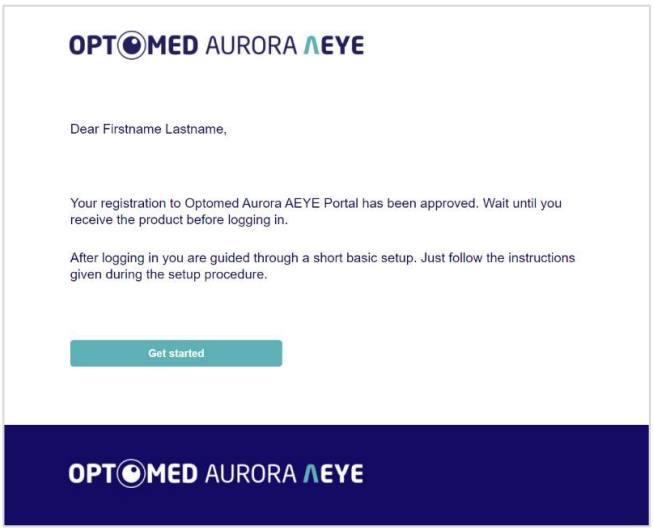
3. Login

Each user has their own user account which is used to log in to Optomed Aurora AEYE Portal. Automatic audit logging is keeping detailed record of user actions in portal.

Please wait until you have received your registration confirmation before attempting to log in for the first time.

- ***Note!*** *The Organization admin must be registered on the Optomed Aurora AEYE Portal and add your user account for you to log in*.

- ***Note!*** *Never reveal your password to anyone, not on purpose or unintentionally. Follow your organization's password management protocol and guidance to securely save your password.*



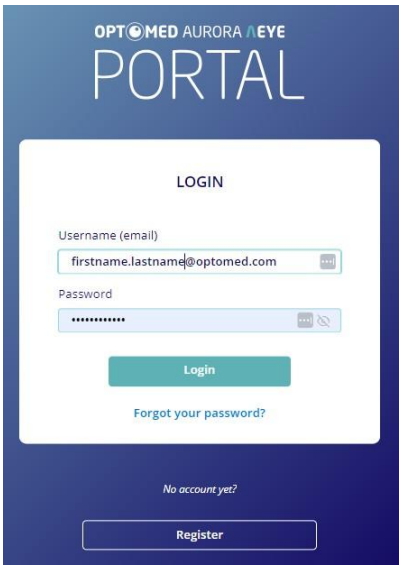
3.1 Log in

- ***Note!*** *The same user account is used to connect the Optomed Aurora camera to Cloud/AI service when your account is linked to the camera.*

- ***Note!*** *The session in the Optomed Aurora AEYE Portal expires after 90 minutes of inactivity after which you need to log in again to continue using portal.*

1. Click the link in the confirmation email or open your web browser and go to auroraaeye.optomed.com/

2. Type in your username and password. The username is your email address, and the password is either the one you typed in during customer registration, or the one given to you by your admin.

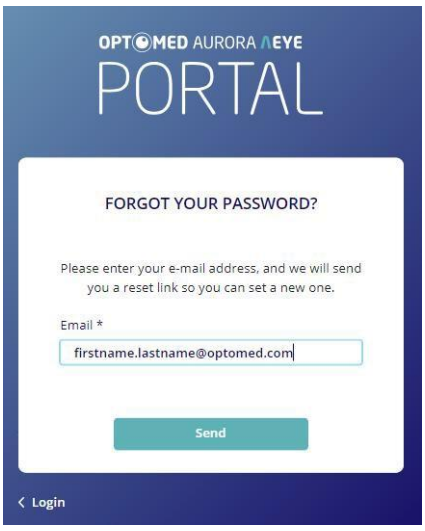


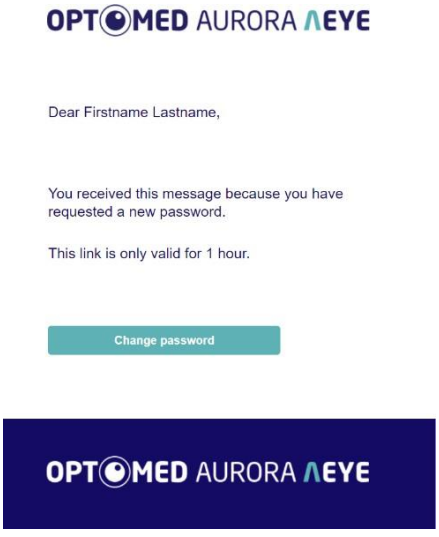
3. Click the “Login” button.

If either username or password was incorrect, both textboxes are highlighted in red. Re-enter correct username and password and click the ”Login” button to give it another try.

3.2 Forgotten password

1. If you have forgotten your password, click the "Forgot your password?" button on login screen.
2. Enter your email address and click the “Send” button. The Optomed Aurora AEYE Portal will send you an email to reset your password.
3. Click the ”Change password” button/link in the email.



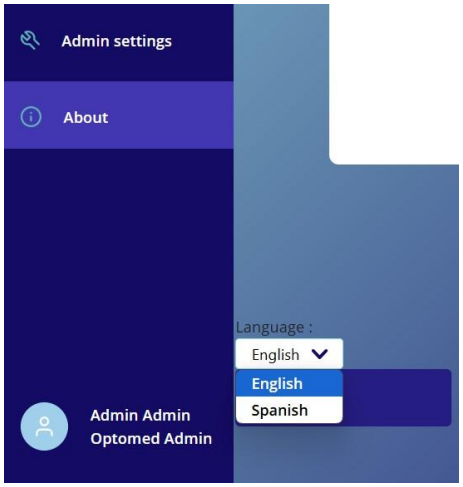


4. Set new password by entering it twice and clicking the ”Save” button.

> ***Note!*** *Password requirements: minimum 8 characters including 1 number, 1 uppercase character and 1 lowercase character.*

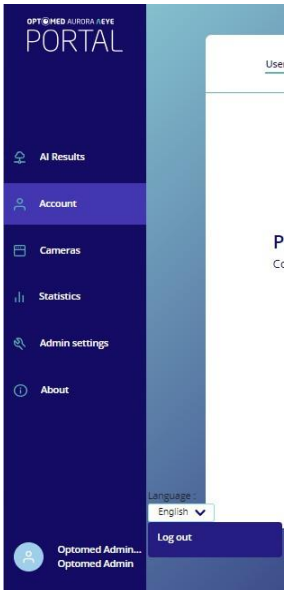
3.3 User interface language

Change the language of the user interface by clicking on your name and selecting the desired language from the language dropdown menu. Optomed Aurora AEYE Portal supports English and Spanish.



3.4 Log out

1. After logging in, the logged-in user’s name is shown on lower left corner of the view.
2. To log out, click your name and then click the ”Log out” button from the newly opened menu.
3. After logging out the login screen is shown again.



> ***Note!*** *Closing the browser tab does not close the session in the Optomed Aurora AEYE Portal and it stays open. The session will not close until all browser windows are closed. It is highly recommended to always close the session with the logout function*.

4. Studies

4.1 Studies page overview

The Studies page opens after login. In the Studies page user can access to completed studies, and see and create worklist studies

The information displayed in the Studies view varies depending on the user's access level. The following information is shown in the Studies list:

Patient name	Patient name entered manually on the camera or retrieved from the worklist
Examination ID	Pseudonymized ID for patient entered in camera **Note!** Never use a social security number as a patient ID!
Exam date and time	Date and time the examination was performed
Examiner	User who has taken the images. *(Information visible only for Organization and Clinic admin)*
Status	Report available or Added to worklist

The Studies list updates automatically every 30 seconds, but it can also be refreshed by clicking the refresh button. If more studies are available than currently shown, click 'Load more results' to load additional rows. Use the Search field to search by available study information, such as patient name or examination ID. Use the column headers to sort the Studies list when sorting is available.

4.2 Add study to worklist

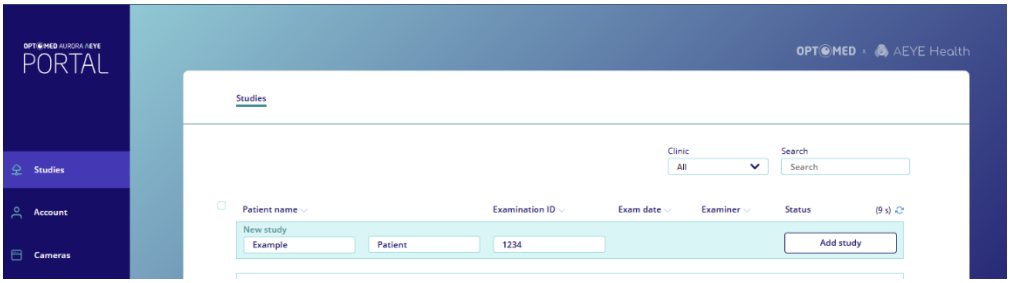
A new study can be added to the worklist from the Studies page.

The permissions for adding patients to worklists and sharing patient lists with other users depend on the organization structure and the user's role.

Organization Structure	User type	Patients added by the user are shown to:
Organization with no clinic(s)	Organization admin	Everyone within the organization
	User	Everyone within the organization
Organization with clinic(s)	Organization admin	All Organization admins
	Clinic admin	Everyone within the clinic and all Organization admins.
	User	Everyone within the clinic and all Organization admins.

Open the Studies page.

1. Enter the patient's first name, patient´s last name, and examination ID in the row fields.



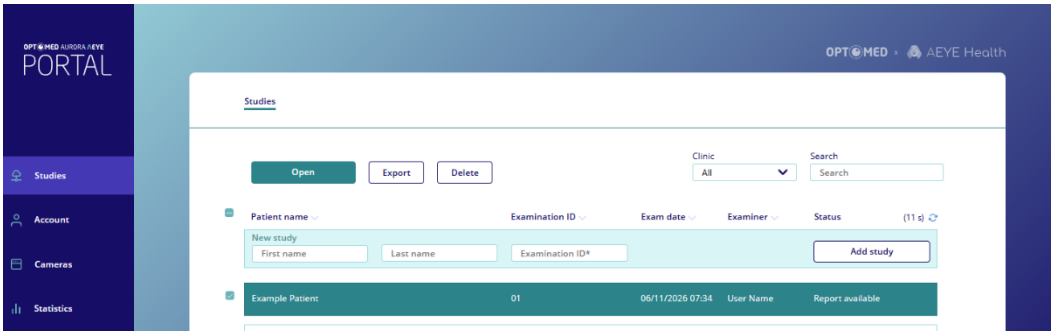
2. Click 'Add study'. The study is added to the worklist, and the status is shown as 'Added to worklist'.

   After the study has been performed and sent to the portal, the study information and AI result become available in the Studies list. The study status 'Report available' indicates that the study is completed and report is available.

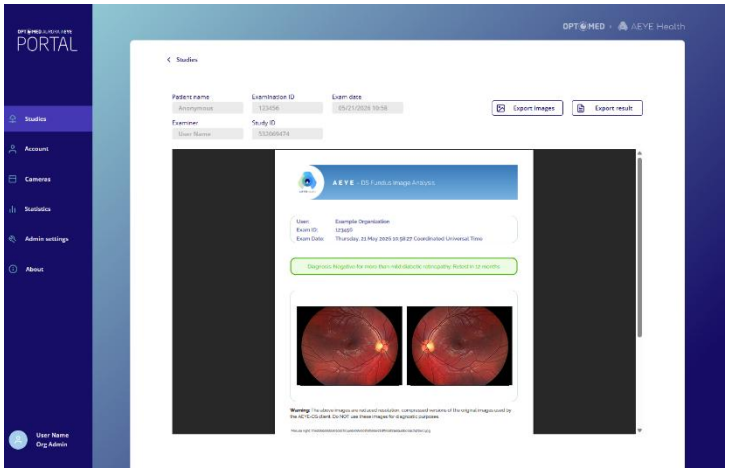
4.3 Viewing AI results

Users can view AI results for their own studies, Clinic admins for studies within their clinic, and Organization admins for all studies within their organization.

1. Select a study you want to view in the list and click 'Open' or double click the row.



2. The AI result preview opens and shows the available study information and AI result PDF.

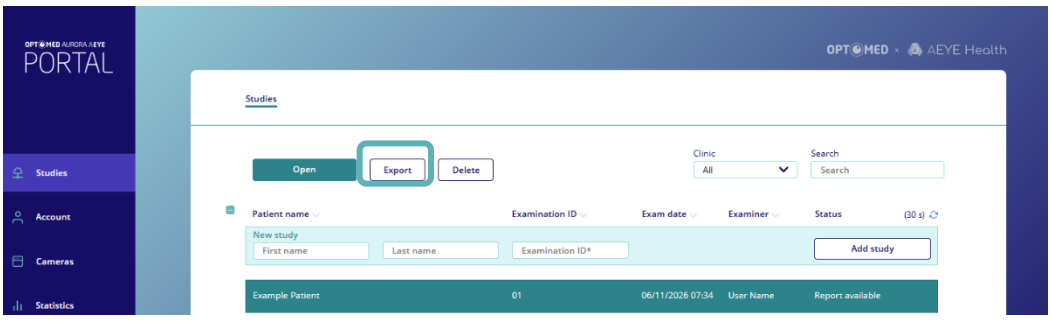


> **Note!** *The 'Exam date' in the AI result PDF indicates the date and time when the AI analysis was performed, displayed in the time zone configured for the clinic.*

> **Note!** *'Exam ID', if configured to show like this in your system, corresponds to 'Examination ID' and can be encrypted or original depending on the system configuration.*

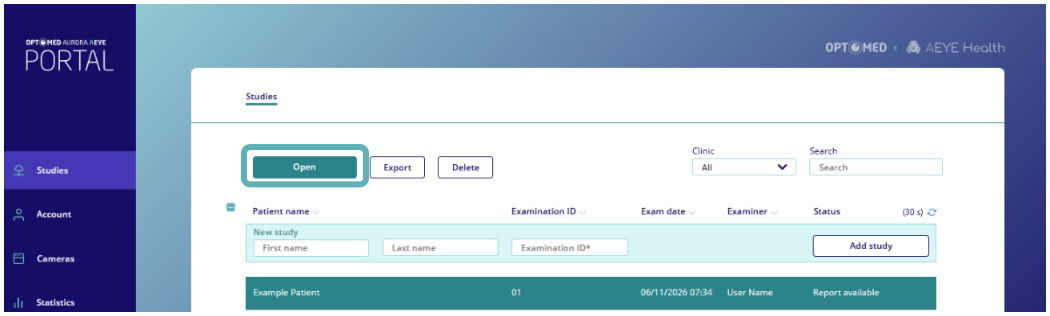
4.4 Exporting AI results

1. Select one or more study rows from the Studies list.
2. Click 'Export'. The selected study images and AI result files are downloaded to the workstation.

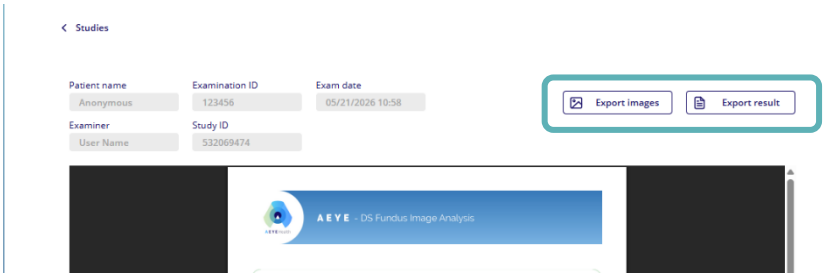


4.5 Export images and PDF separately

1. Select a study row and click 'Open' or double click the row.



2. AI result in pdf preview is shown. Click 'Export images'. The images that were sent to the AI service are downloaded as a ZIP file.
3. Click 'Export result'. The AI result PDF is downloaded to the workstation.



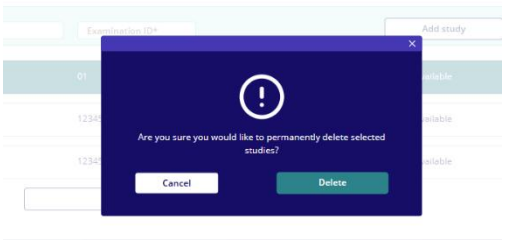
4. Click the 'Studies' button to return to the Studies list.

4.6 Deleting studies

Users, Clinic admins, and Organization admins can delete studies that are available to them from the Studies list. Deleted studies are removed permanently.

📝 ***Note!*** *When the Organization admin deletes a study, it is permanently deleted for all users.*

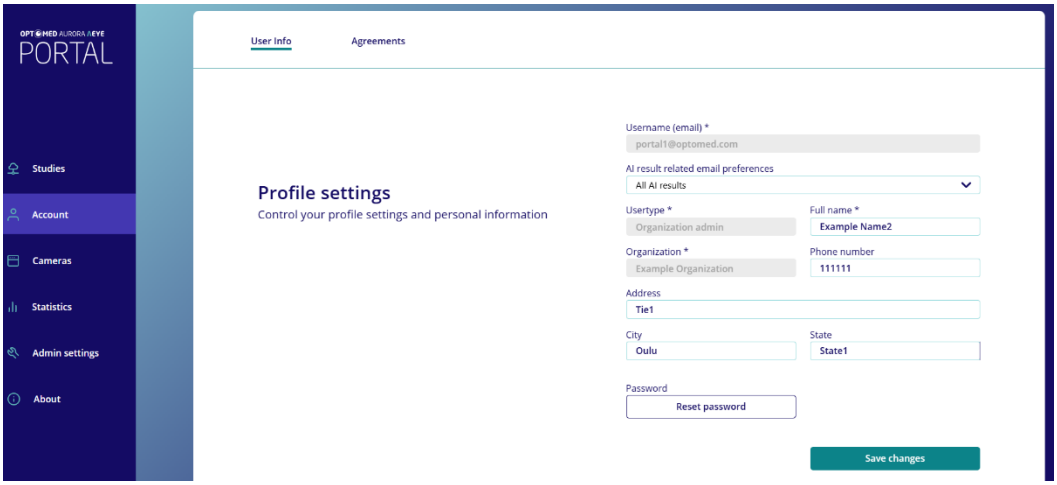
1. Select one or more study rows from the Studies list.
2. Click 'Delete'. A confirmation popup window is shown.
3. In the confirmation popup, click 'Delete' to confirm the deletion or 'Cancel' to keep the study.
4. The selected study is permanently deleted and no longer shown in the Studies list.



5. Account

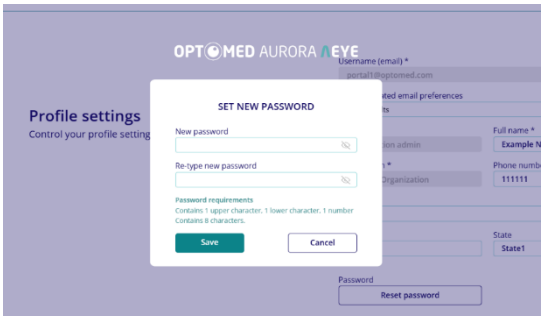
5.1 Viewing and editing account information

1. Select “Account” menu on the left side panel to view account information.
2. To edit the information, click the “Edit” button.
3. The “Edit profile settings” view is opened showing the user information. Edit information and
4. click the “Save changes” button.



5.2 Resetting your password

1. Select “Account” from the left side. Your profile settings are shown.
2. Go to profile edit mode by clicking the “Edit” button.
3. “Edit profile settings” view is opened showing the user information. Reset your password by clicking the “Reset password” button.
4. Type the new password twice and click the “Save” button.

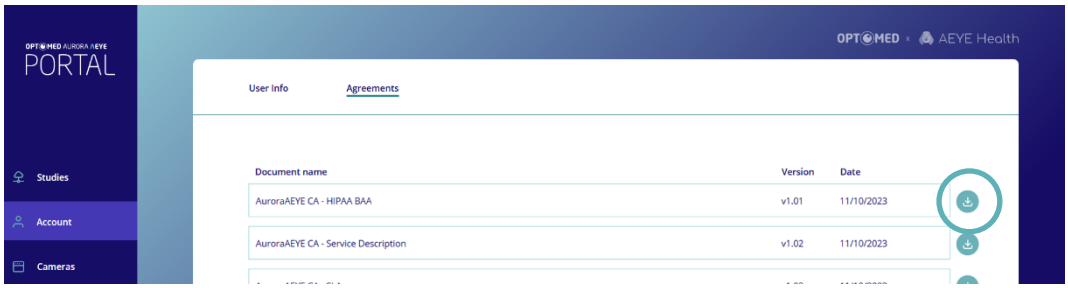


📝 ***Note!*** *Password requirements: minimum 8 characters including 1 number, 1 uppercase character and 1 lowercase character.*

5.3 Viewing and downloading agreements and documents

1. Select “Account” from the left side
2. Select the “Agreements” tab.
3. Select a row to view agreement or document.

4. To download the document, click the green download button at the end of the row.



5.4 Viewing cameras linked to user account

Users can view cameras linked to their own account from the Account page.

1. Select “Account” from the navigation panel on left.
2. Select the “Cameras” tab.
3. The Cameras tab shows cameras linked to your account. Camera information is read-only.

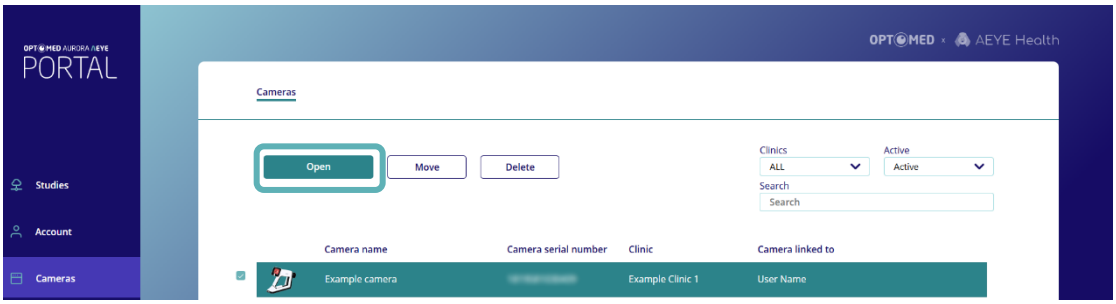
6. Cameras

The organization and clinic admins can manage the cameras. Organization admin can manage all organization and clinic cameras, while Clinic admin manages the assigned clinic cameras.

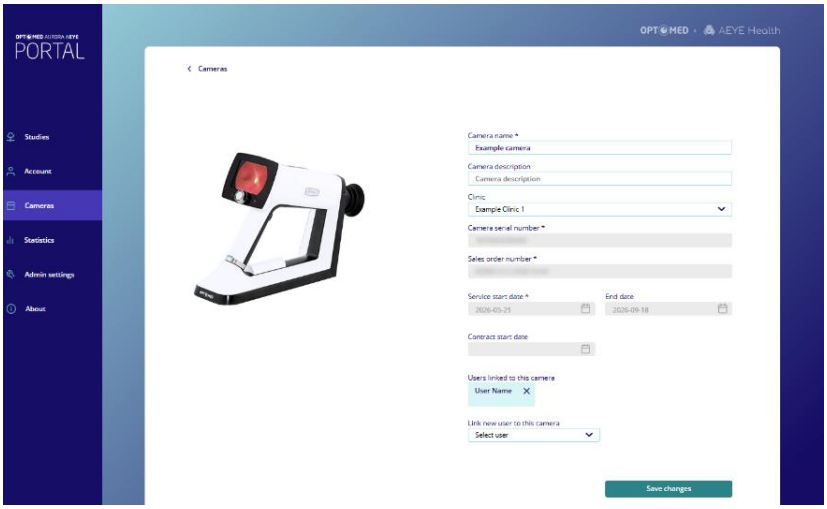
Standard users can see their camera information from the Account page.

6.1 Editing camera information and linking/unlinking cameras to/from users

1. Select “Cameras” menu from the navigation panel on left. “Cameras” view is opened showing a list of already registered cameras.
2. To view and edit camera information select the camera and click the “Open” button.



3. Make changes to the camera information.
4. You can link the cameras to user(s) by selecting the user from the drop-down menu.
5. Unlinking can be done by clicking on the x icon in the upper right corner of the linked camera.
6. Save the information by clicking the “Save changes” button. “Cameras” view is opened showing list of all registered cameras, including edited camera information.



7. Statistics

To view statistics, select “Statistics” menu from the left side menu. By default, the Statistics page shows all the information found in the database. If you wish, you can filter the statistics using the search criteria at the top after opening a report.

📝 ***Note!*** *Statistics are only visible to Organization admins and Clinic admins.*

8. Admin settings

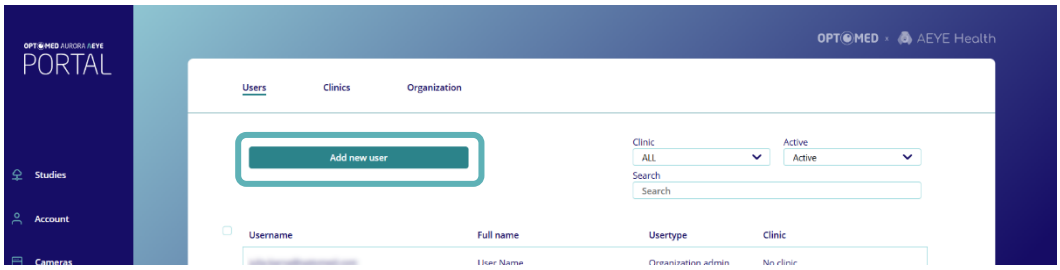
Organization admins and Clinic admins can manage admin settings. Organization admins can manage an organization and all clinic settings within that organization. Clinic admins can manage the settings of a specific clinic.

Standard users can see their own login information on the Account page.

8.1 Users

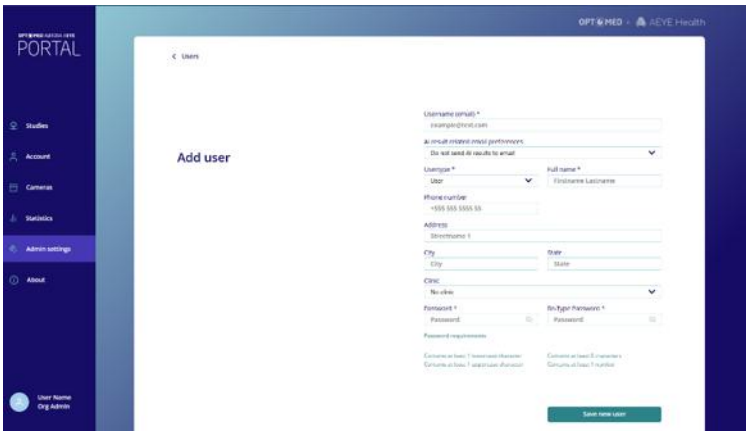
8.1.1 Adding new users

1. Select “Admin settings” menu from the left side and “Users” view is opened.
2. Click the “Add new user” button to add a new user.



3. Add new user by entering the required information

- Username/Email
- AI result related email preferences (select from drop-down menu)
- Usertype (select from drop-down menu)
- Full name
- Phone number
- Address
- City
- State
- Clinic
- Password
- Retype password



📝 **Note!** The user types that can be created depend on the logged-in admin role:

- Organization admins can create Organization admins, Clinic admins, and Users within their organization. To create a Clinic admin, select Admin as the user type and assign the user to a clinic.
- Clinic admins can create Clinic admins and Users within their clinic.

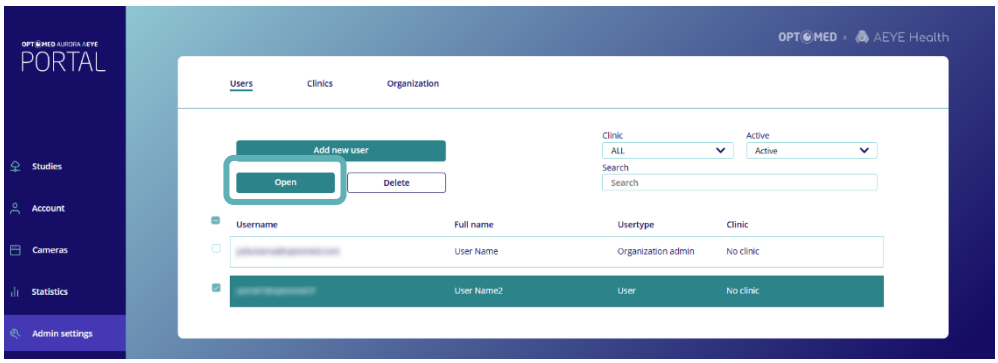
📝 ***Note!*** *Password requirements: minimum 8 characters including 1 number, 1 uppercase character and 1 lowercase character.*

4. Click the "Save new user" button. "Users" view is opened showing a list of all registered users, including the newly added user.

📝 ***Note!*** *User receives automatic email containing info of their new account. Remember to securely communicate password to them following your organization's password management protocol and guidance. Advice user to change their password at first login.*

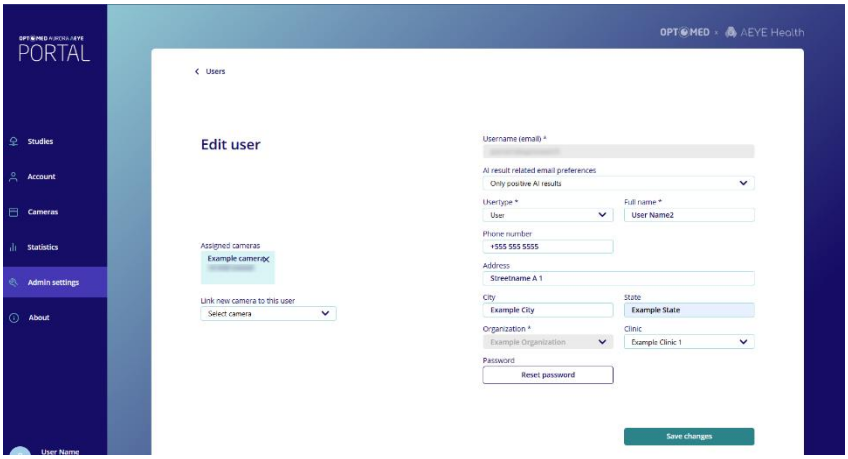
8.1.2 Editing user information and linking/unlinking cameras to/from users

1. For linking a camera to a user or edit user information select the user (row) and click "Open".



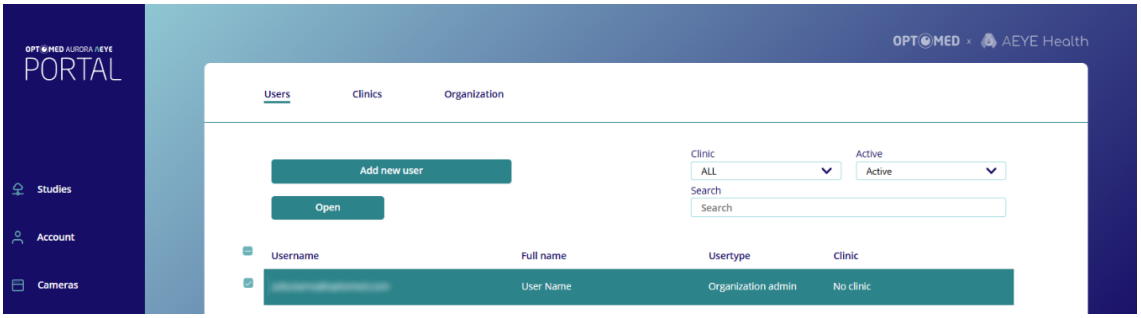
2. On the page that opens, you can edit the user information.
3. You can link the camera(s) to a user by selecting the right camera from the drop-down menu. Unlinking can be done by clicking on the tick in the upper right corner of the linked camera.

4. Click the “Save changes” button when you are done.

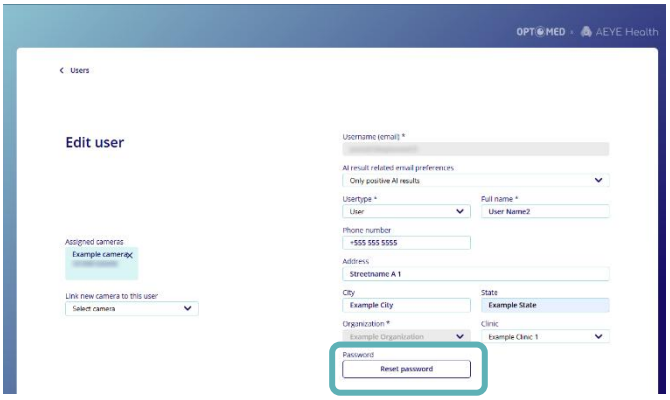


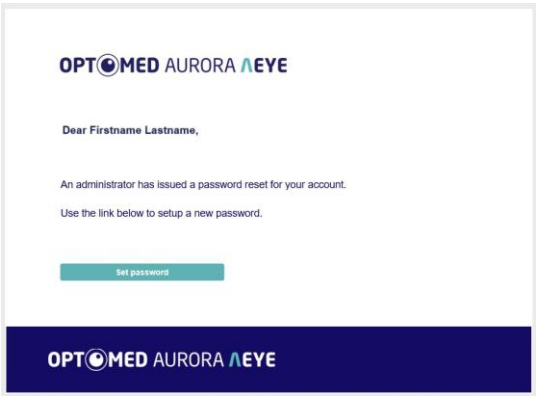
8.1.3 Resetting user passwords

1. For resetting a user’s password select the user (row) and click the “Open” button.



2. Click the “Reset password” button.
   - Optomed Aurora AEYE Portal will send an email to the user through which user can reset the password.

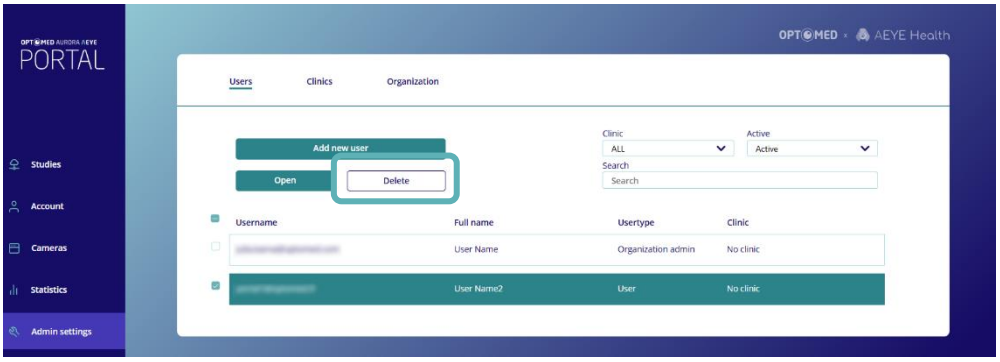




8.1.4 Deleting user accounts

Deleting user accounts can be done in “Users” list view. Select the user and click the “Delete” button.

Note! *Camera which this user is logged in will show an authentication error, and user is not able to send images to Cloud and receive AI result. User is also not able to login to portal.*

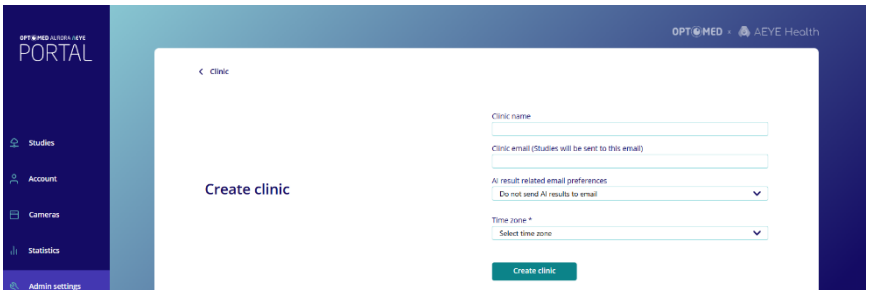


8.2 Clinics

Organization admins can manage all clinics within their organization. They can also create new clinics. Clinic admins can view and edit information on their assigned clinic only. Users do not have access to clinic settings.

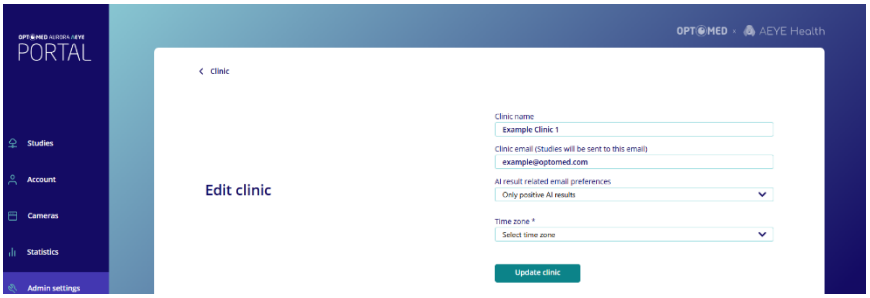
8.2.1 Adding new clinics

1. In Admin settings, select “Clinics” tab.
2. Click the “Create clinic” button to add a new clinic.
3. Enter the following information:
   - Clinic name
   - Clinic email to receive AI results by default
   - AI result related email preferences
   - Time zone
4. Click the “Create clinic” button.



8.2.2 Editing clinic information

1. For viewing and editing clinic information, select “Clinics” tab.
2. Click the clinic you want to edit.
3. “Edit clinic” view is opened showing the clinic’s information. Edit information and click the
4. “Update clinic” button.

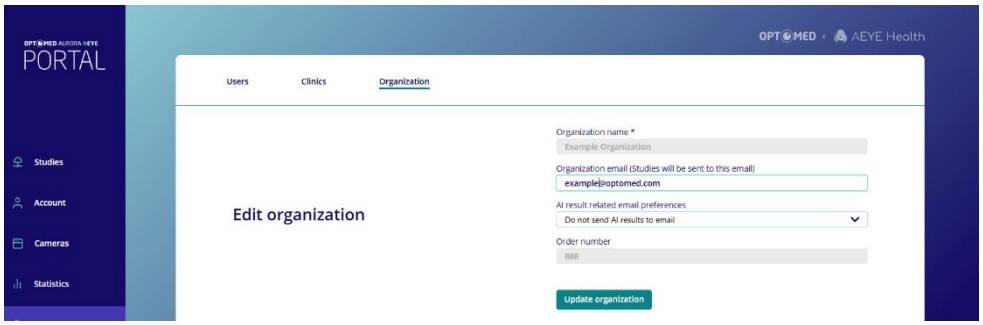


8.3 Organizations

Organization admins can manage their organization.

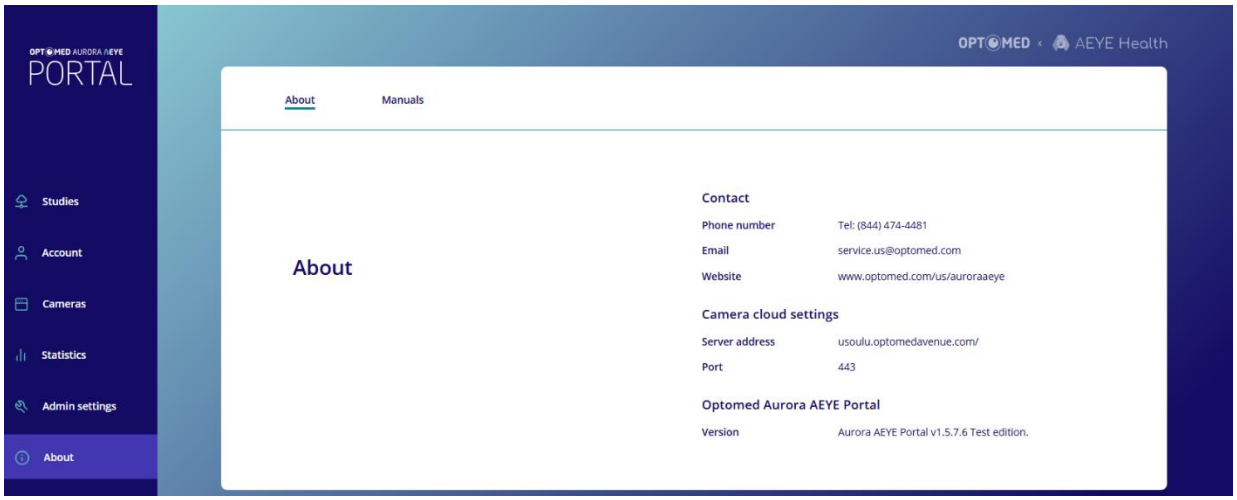
8.3.1 Viewing and editing organization information

1. To view and edit organization information, select the “Organization” tab in Admin settings.
2. “Edit organization” view is opened showing the organization’s information. Edit information and click “Update organization” button.



9. About

On the About page, you can find contact information, camera cloud settings and the portal version number.



9.1 Manuals

On the Manuals tab, you can view and download manuals. The tab can be accessed through the About page. To download a manual, click the blue download button at the end of a row.

