OptiReader Tools - Users Guide

Uploading Images to the Online System

***Note: Only use the following instructions if you use retinal images for your county fair as well as state fair. If only for state fair, see “Emailing Image Files” document on the website.

Opening OptiReader Tools

To open OptiReader Tools again, click on the Windows icon / All Programs / Optibrand folder/ OptiReader Tools. Or, you can locate your Optibrand Software folder and OptiReader Tools will be there as well.

OptiReader Tools will allow you to:
- Upload Records
- Create and Manage OptiReader Configurations

Uploading Records

Insert your CompactFlash card into the CompactFlash Card Reader, plug the CompactFlash Card Reader into your computer via a USB port.

In the Upload tab, click on the Settings button to create the link settings that will allow OptiReader Tools to connect to your Source and Performance Management System database.

The Server Address is: www.summitviewmanagement.net

The User Name is the user name you use to login to the online Source and Performance Management System database, which is your county name (all small letters).

The Server Port information can be left blank.

Click the Close button at the bottom right corner of the Settings window.

Next, click on the “Folder Options” button and then click on Choose a Folder to Insert From. In the Browse for Folder window, select the location of the files you want to upload.

Files on your CompactFlash card will be on the Removable Disk / Images Folder. Click on the Images Folder, and then Click on OK.
OptiReader Tools will now display all of the files in the folder that you have selected.

Click on a record to view the information contained in that record. Click on another record, or use the up and down arrow keys to scroll through all of the records.

Select the records you would like to upload and click on Upload Selected, or click on Upload All to insert all of the records into your database.

You cannot delete any records from this window. If you have records in the folder that you do not want to upload, use the Upload Selected option, or delete unnecessary records from the database after they have been uploaded.

After clicking on either Upload All or Upload Selected, the Upload Settings window will pop up. Enter the password that you use to access the online Source and Performance Management System database and then click OK.

A status bar will appear at the bottom of the OptiReader Tools window to indicate the rate at which the records are being uploaded. When the upload is complete, the Transfer Complete window will pop up. Click OK to continue.

Close OptiReader Tools.

Open your Source and Performance Management database to view the recently uploaded records, www.summitviewmanagement.net, and login.