



# RayPRO

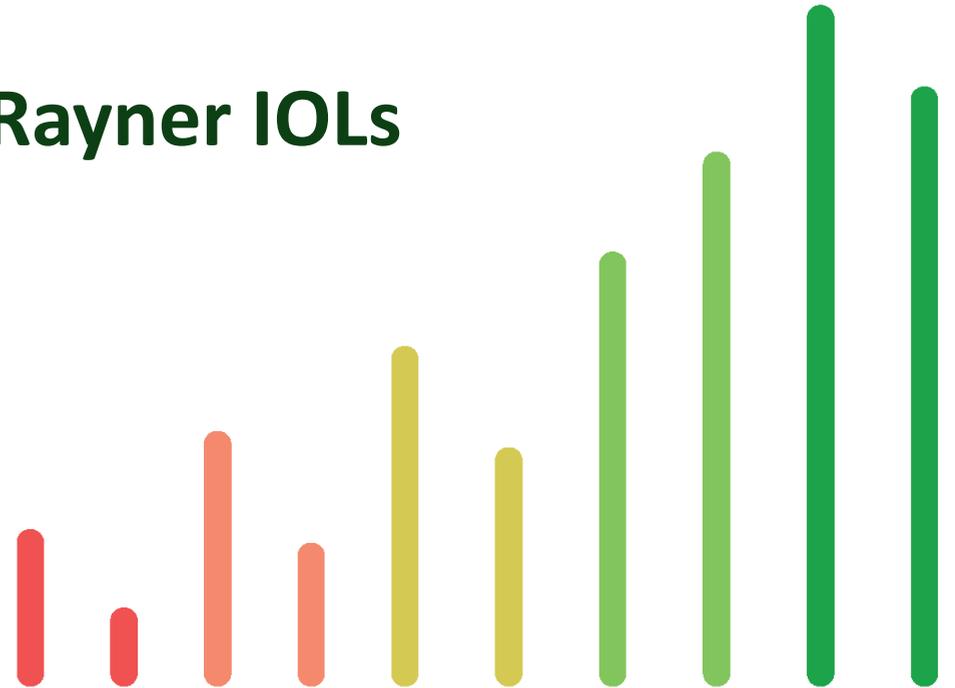
## Instructional guide

Creating a new account



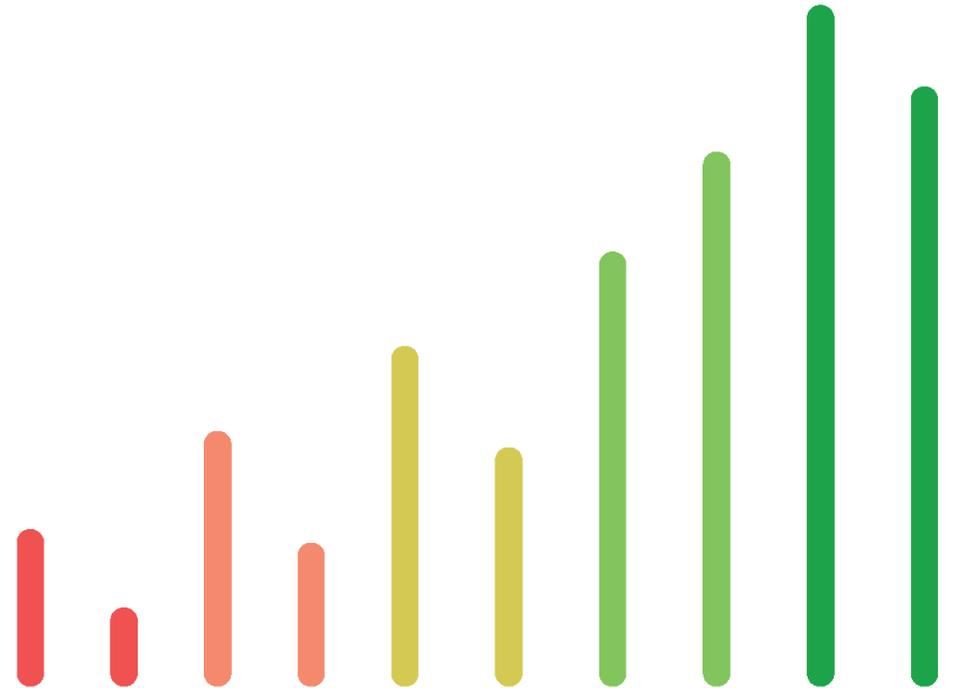
RayPRO is a mobile and desktop digital platform that collects real-time cataract patient feedback and data over three years.

**RayPRO is FREE for users of Rayner IOLs**

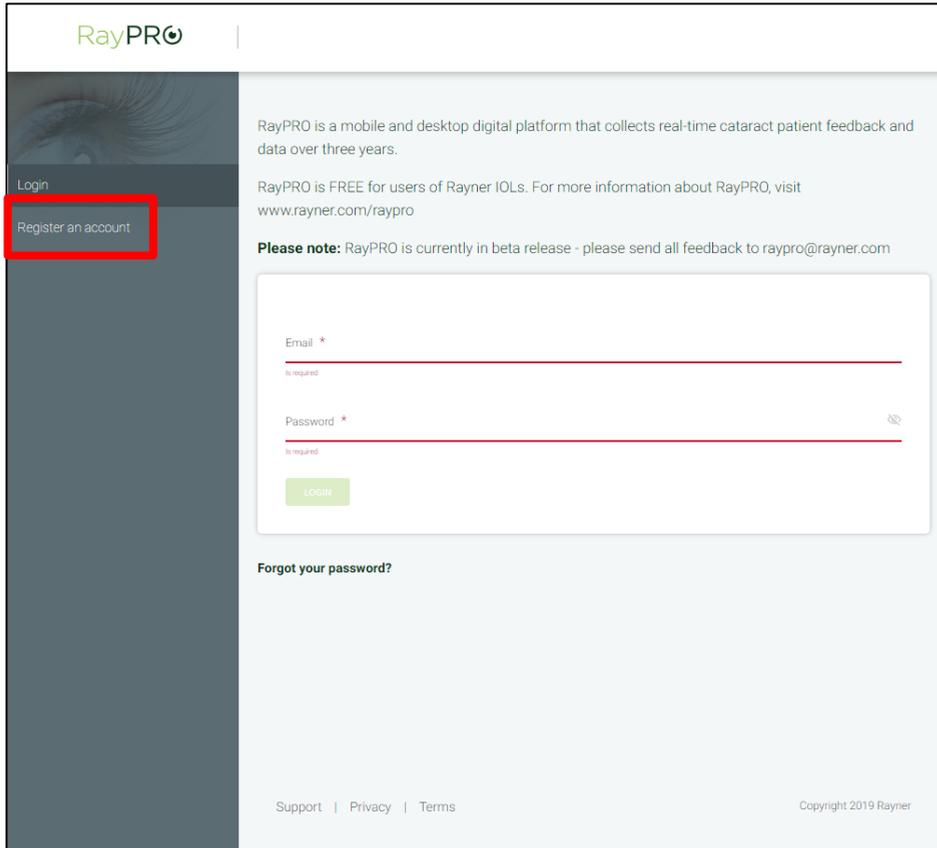


# Surgeon

## Account creation



# Access the RayPRO account registration form



The screenshot shows the RayPRO website interface. At the top left, the RayPRO logo is visible. Below it, there is a dark grey sidebar with two menu items: 'Login' and 'Register an account'. The 'Register an account' link is highlighted with a red rectangular box. The main content area contains the following text:

RayPRO is a mobile and desktop digital platform that collects real-time cataract patient feedback and data over three years.

RayPRO is FREE for users of Rayner IOLs. For more information about RayPRO, visit [www.rayner.com/raypro](http://www.rayner.com/raypro)

**Please note:** RayPRO is currently in beta release - please send all feedback to [raypro@rayner.com](mailto:raypro@rayner.com)

The registration form includes two input fields: 'Email \*' and 'Password \*', both with a red asterisk and 'is required' text below them. A green 'LOGIN' button is positioned below the password field. Below the form, there is a link for 'Forgot your password?'. At the bottom of the page, there are links for 'Support | Privacy | Terms' and a copyright notice 'Copyright 2019 Rayner'.

## Desktop:

1. Visit <https://raypro.rayner.com>
2. Click 'Register an account' (left menu)

## Alternatively...

1. Visit [www.rayner.com/raypro](http://www.rayner.com/raypro)
2. Click the 'Register' button

## Mobile app:

1. From the login screen, click 'Need to register?' (opens a web browser)

# Complete the RayPRO registration form

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Fields to be completed:

- Email \*
- Password \*
- Confirm Password \*
- First Name \*
- Last Name \*
- Select A Role \*
- Language Spoken \*

You must agree to the following important terms of use before creating a RayPRO account - click to view the terms:

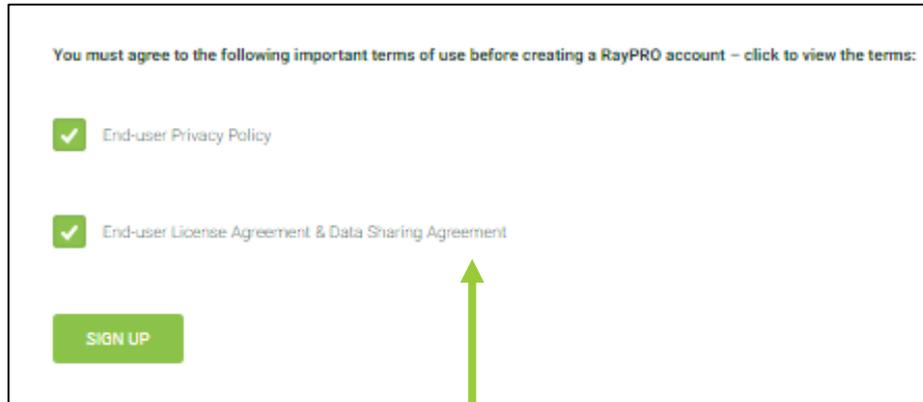
- End-user Privacy Policy
- End-user License Agreement & Data Sharing Agreement

**SIGN UP**

## All fields are mandatory:

- 1. Email** – used for logging into RayPRO and receiving emails related to RayPRO.
- 2. Password** – must include lower case and number or capital or punctuation.
- 3. Confirm Password** – must match password.
- 4. First Name** – e.g. 'John'.
- 5. Last Name** – e.g. 'Smith'.
- 6. Select A Role** – choose 'surgeon' from the dropdown list for full access to RayPRO.
- 7. Salutation** – e.g. 'Mr', 'Dr'.
- 8. Speciality** – e.g. 'Cataract', 'Refractive'.
- 9. Language Spoken** – RayPRO is currently only available in English for surgeons.

# Agree to the RayPRO terms of use



You must agree to the following important terms of use before creating a RayPRO account – click to view the terms:

- End-user Privacy Policy
- End-user License Agreement & Data Sharing Agreement

**SIGN UP**

Click the text next to the tick boxes to open the policy/agreement in a new browser tab.

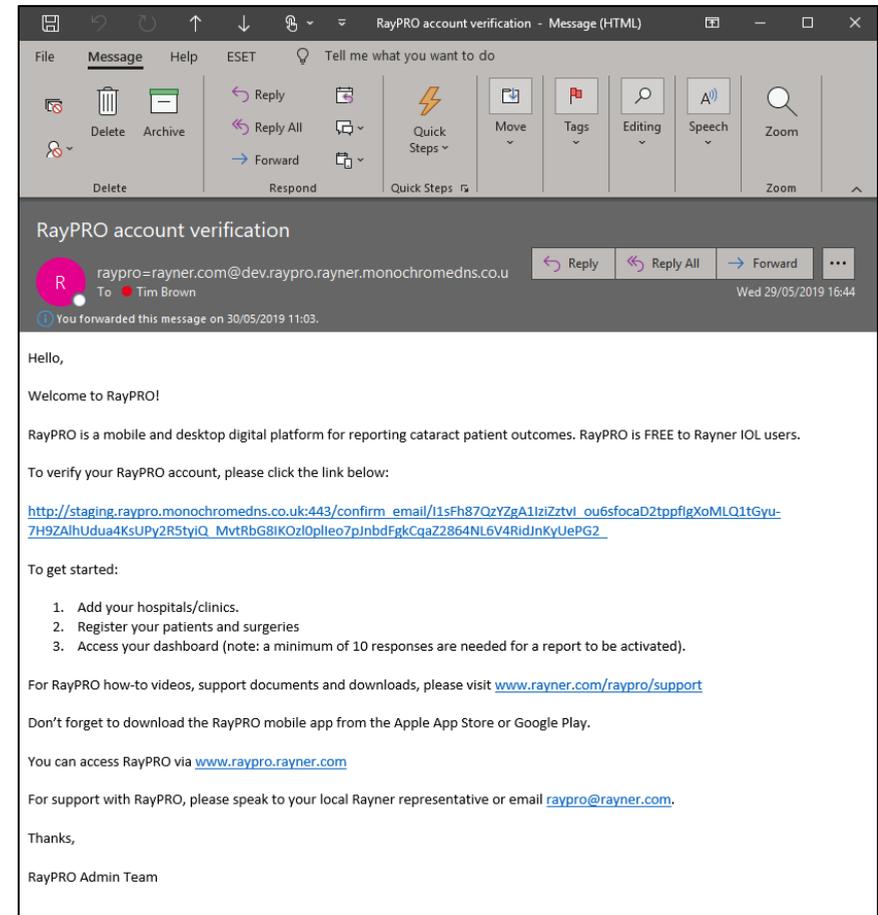
When you click 'SIGN UP', a popup screen will confirm creation of your new account.

Both tick boxes must be completed before a RayPRO account can be created:

- 1. End-user Privacy Policy** – governs how Rayner uses and protects your personal data in relation to the use of RayPRO.  
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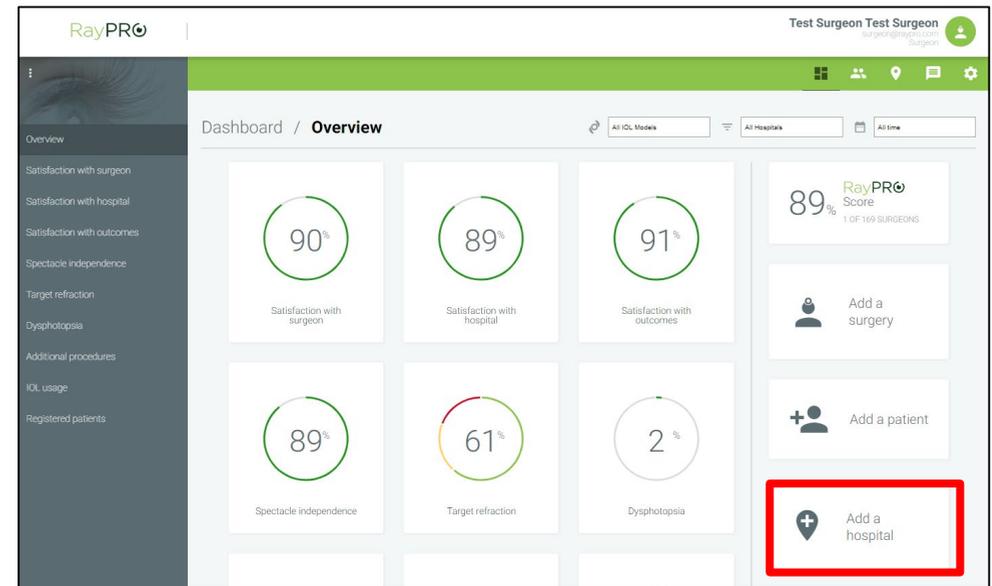
# Account / email address verification

- Once your RayPRO account has been created, you can log in straightaway.
  - You will also receive an email asking you to verify your email address.
  - **Please verify your RayPRO account.**
  - You will receive an email confirming that your RayPRO account has been verified.
- **Note:** If you forget your password, you will not be able to reset it unless you have verified your email address.



# Adding hospitals/clinics (1/2)

- Before you can starting using RayPRO you must add the hospitals and clinics where you perform surgeries.
- When creating surgeries on RayPRO, the user must select the hospital/ clinic where the surgery took place.



1. From the main dashboard, click 'Add a hospital'.

# Adding hospitals/clinics (2/2)

All address fields (except 'Address Line 2') are mandatory:

1. **Hospital / Clinic** – type the name of the hospital or clinic.
2. **Select a country** – select the country from the dropdown list.
3. **Address Line 1**
4. **Address Line 2**
5. **City**
6. **State / Province / Region**
7. **ZIP / Postcode**
8. Ensure the 'Associate myself with this hospital' tick box is selected.
9. Click 'SUBMIT' to create the hospital/clinic on RayPRO.

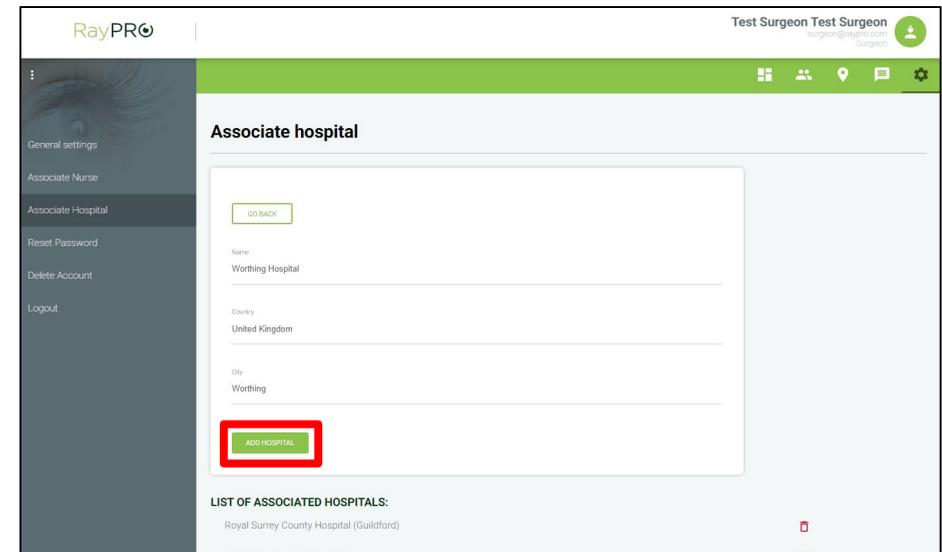
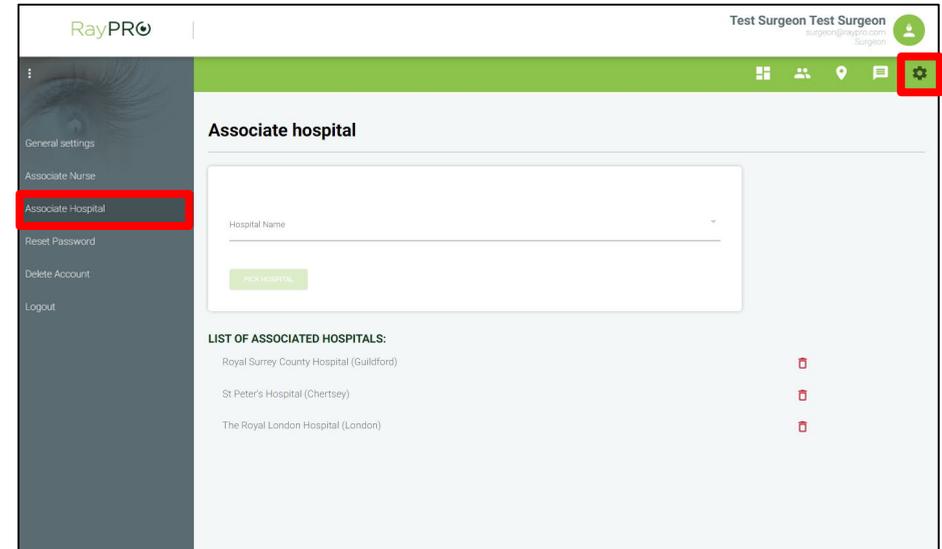
The screenshot shows the RayPRO interface for adding a hospital. The page title is 'All Hospitals / Add Hospital'. The form contains the following fields:

- Hospital / Clinic \*
- Select A Country \*
- Where is the hospital located?
- Address Line 1 \*
- Address Line 2
- City \*
- State / Province / Region \*
- ZIP / Postcode \*
- Associate myself with this hospital \*
- SUBMIT

A red box highlights the 'Associate myself with this hospital' checkbox and the 'SUBMIT' button. A legend at the bottom indicates that an asterisk (\*) denotes a required field.

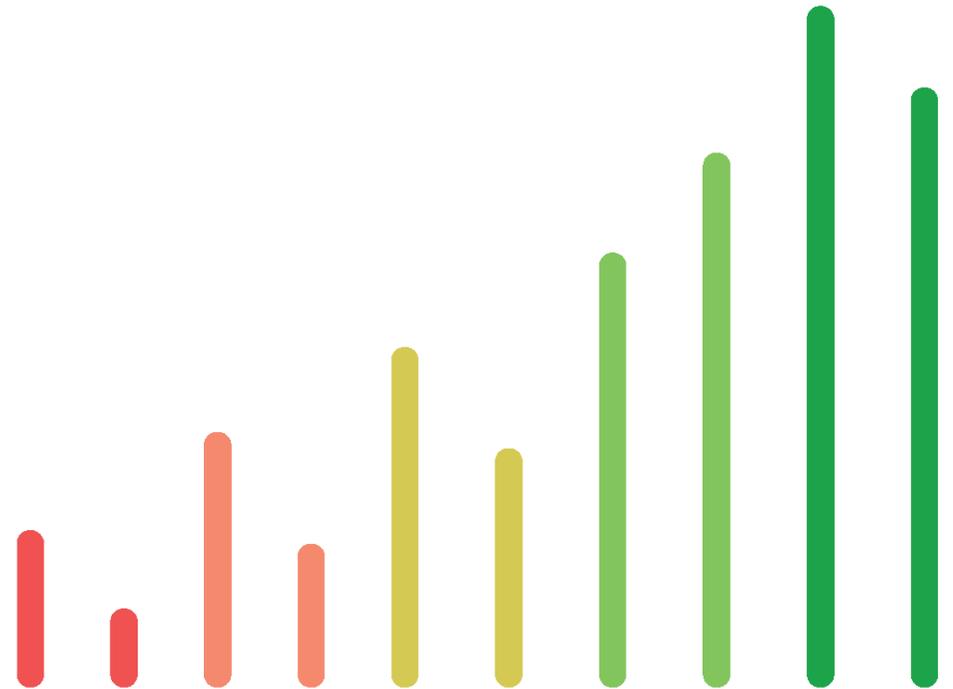
# Managing your hospitals

1. From the desktop or mobile app, click Settings (  icon).
2. Click 'Associate Hospital'.
3. From here you can:
  - Search for hospitals/clinics already added to RayPRO, and associated yourself with them.
  - Disassociate yourself with a hospital/clinic by clicking the red trashcan icon under 'LIST OF ASSOCIATED HOSPITALS'.



# Nurse

## Account creation

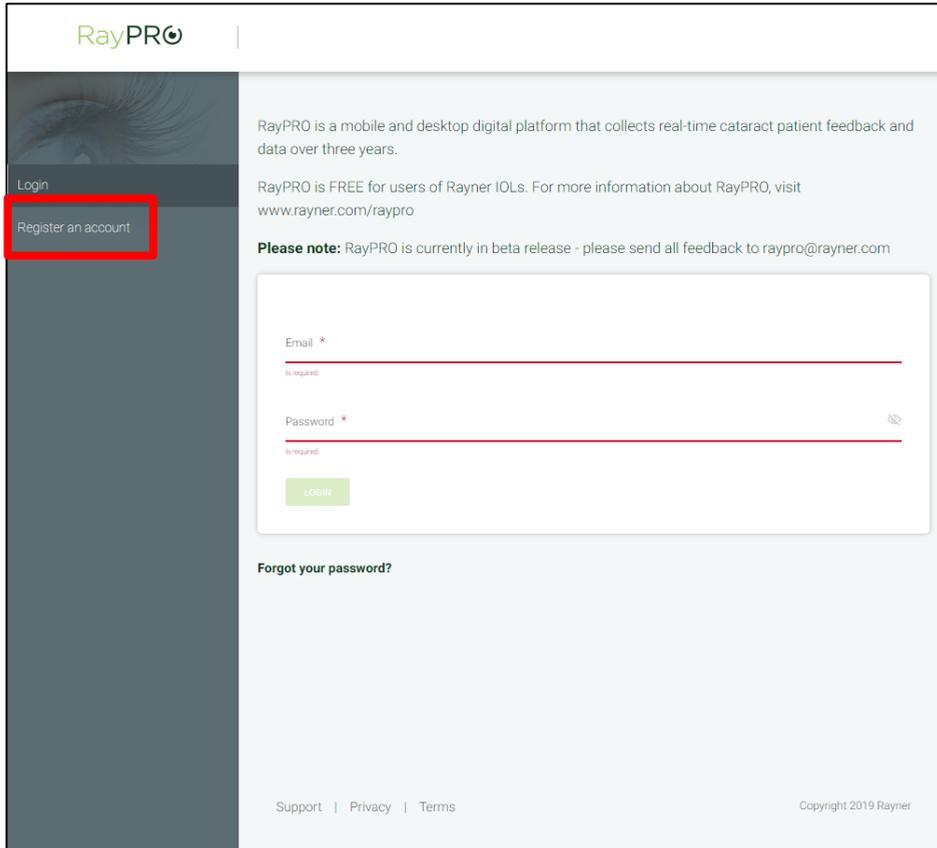


## Nurse accounts

- With this account type, nurses and admin teams can add/manage RayPRO patients and surgeries on behalf of the surgeons they have been assigned to.
- Nurse accounts do not have access to the RayPRO dashboard and reports.
- A surgeon can assign multiple nurse accounts to their surgeon account. **Note:** a nurse cannot assign themselves to surgeon accounts.
- One nurse account can be assigned to multiple surgeon accounts. **Note:** a nurse account must be associated with at least one surgeon account.



# Access the RayPRO account registration form



RayPRO

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Register an account

Email \*

is required

Password \*

is required

LOGIN

Forgot your password?

Support | Privacy | Terms

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## Desktop:

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**Fields:**

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- First Name \*
- Last Name \*
- Select A Role \*
- Language Spoken \*

**Agreements:**

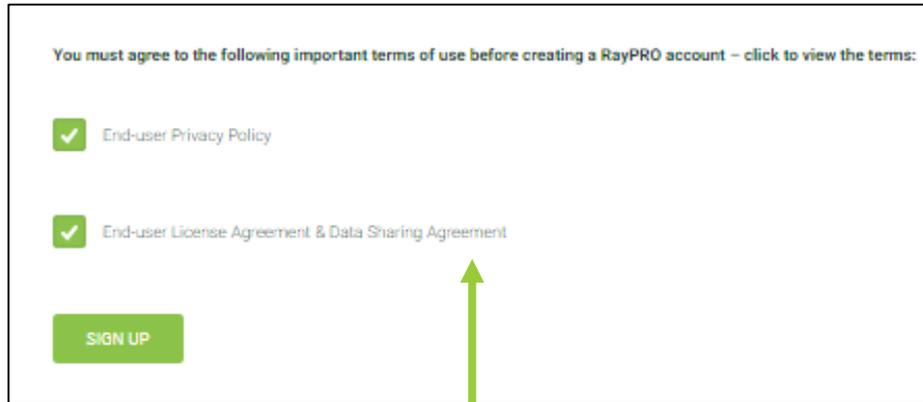
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- 3. Confirm Password** – must match password.
- 4. First Name** – e.g. 'John'.
- 5. Last Name** – e.g. 'Smith'.
- 6. Select A Role** – choose 'nurse' from the dropdown list.
- 7. Language Spoken** – RayPRO is currently only available in English for nurses.

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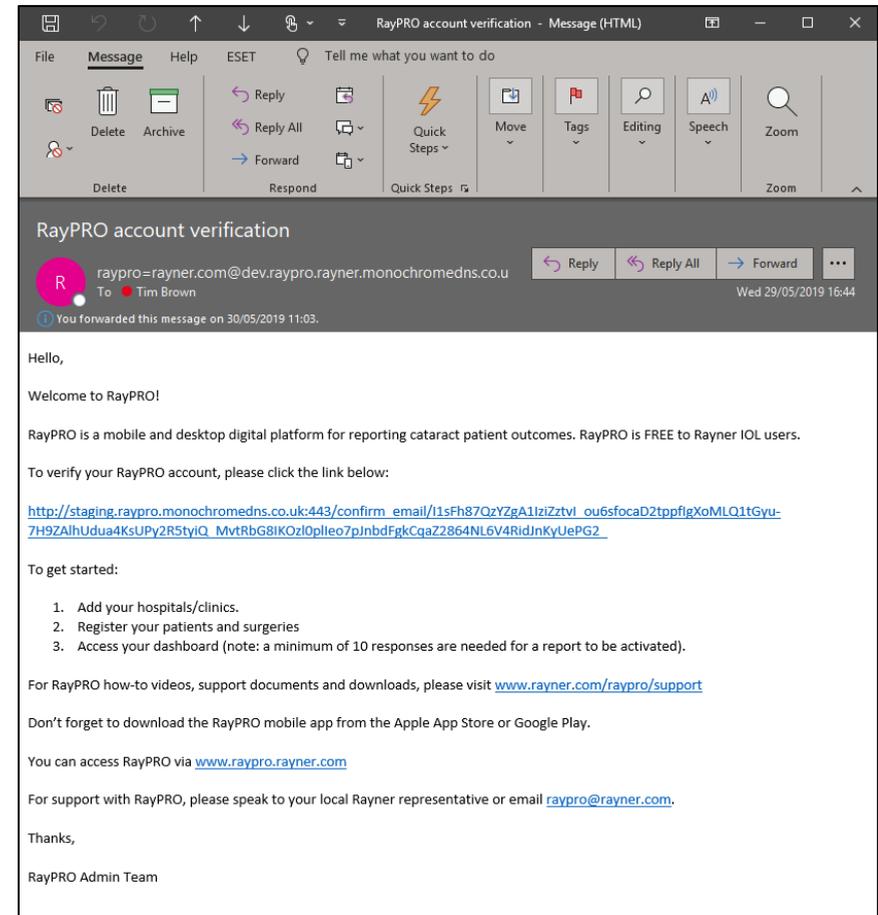
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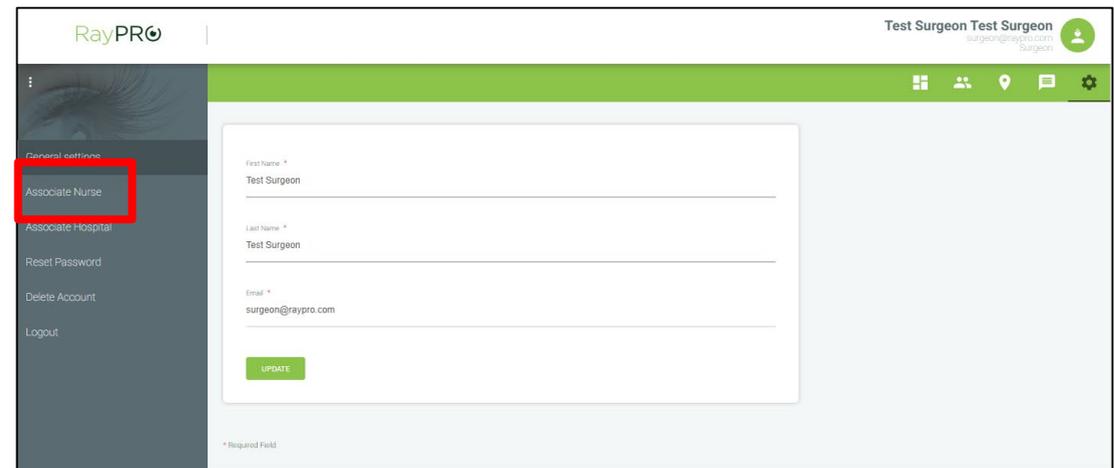
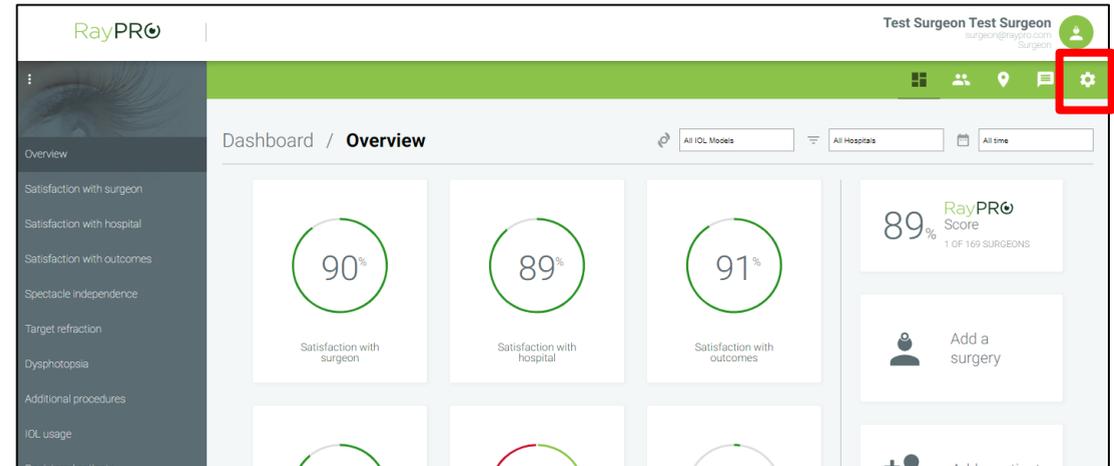
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  - **Please verify your RayPRO account.**
  - You will receive an email confirming that your RayPRO account has been verified.
- **Note:** If you forget your password, you will not be able to reset it unless you have verified your email address.



# Assigning a nurse account to a surgeon account (1/2)

**NOTE: This task can only be performed from a RayPRO surgeon account.**

1. From the desktop or mobile app, click Settings (⚙️ icon).
2. Click 'Associate Nurse'.

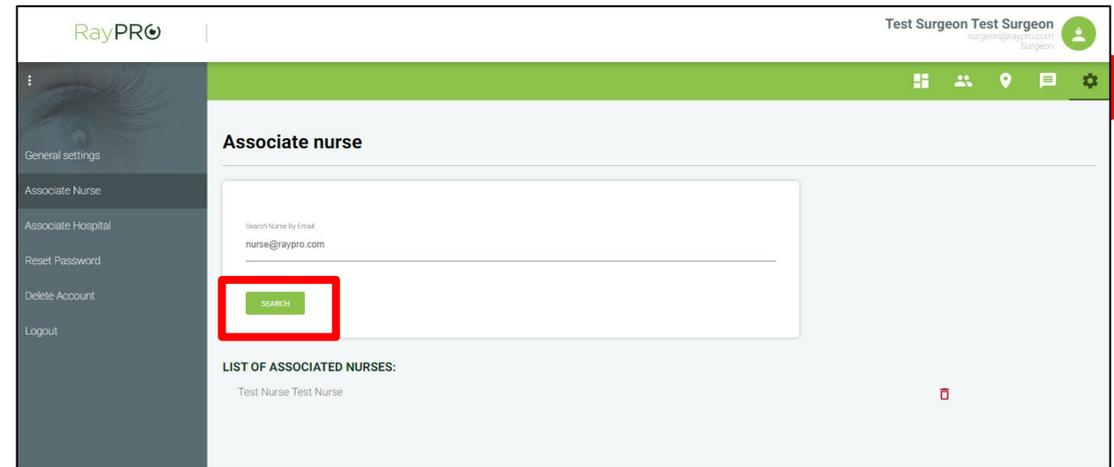


# Assigning a nurse account to a surgeon account (2/2)

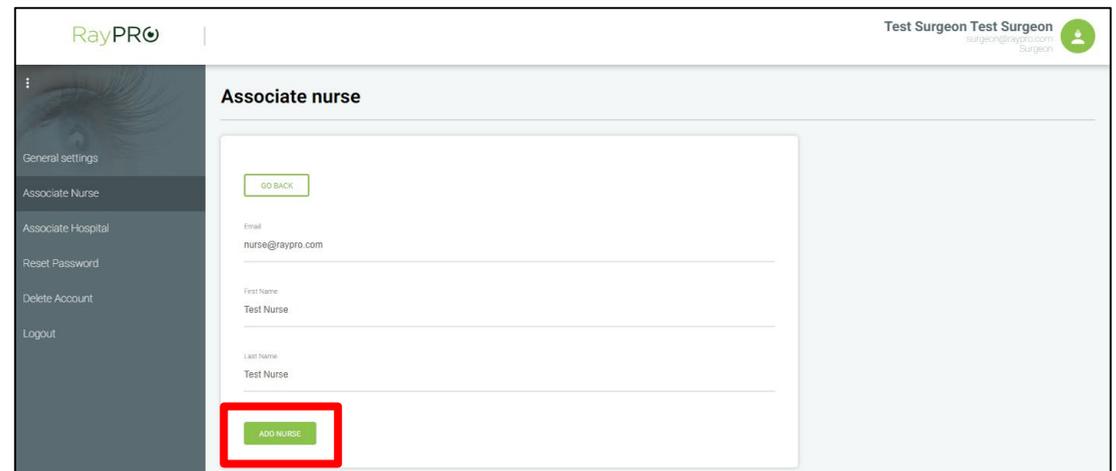
3. Type the email address used when creating the nurse account, then click 'SEARCH'.
4. If the displayed details are correct, click 'ADD NURSE'.

When a nurse now adds a surgery to RayPRO, they must first select the surgeon from a dropdown list.

**Note:** Nurse accounts can be dissociated with the surgeon account by clicking the red trashcan icon under 'LIST OF ASSOCIATED NURSES'.



The screenshot shows the 'Associate nurse' page in the RayPRO interface. The left sidebar contains navigation options: General settings, Associate Nurse (selected), Associate Hospital, Reset Password, Delete Account, and Logout. The main content area has a search bar with the text 'Search Nurse by Email' and 'nurse@raypro.com' entered. A green 'SEARCH' button is highlighted with a red box. Below the search bar, there is a section titled 'LIST OF ASSOCIATED NURSES:' with one entry: 'Test Nurse Test Nurse'.



The screenshot shows the 'Associate nurse' page in the RayPRO interface. The left sidebar is the same as in the previous screenshot. The main content area has a 'GO BACK' button at the top. Below it, there are input fields for 'Email' (nurse@raypro.com), 'First Name' (Test Nurse), and 'Last Name' (Test Nurse). A green 'ADD NURSE' button is highlighted with a red box.

RayPRO™

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