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# User's Manual for EYEGP Image Reporting System<sup>©</sup>



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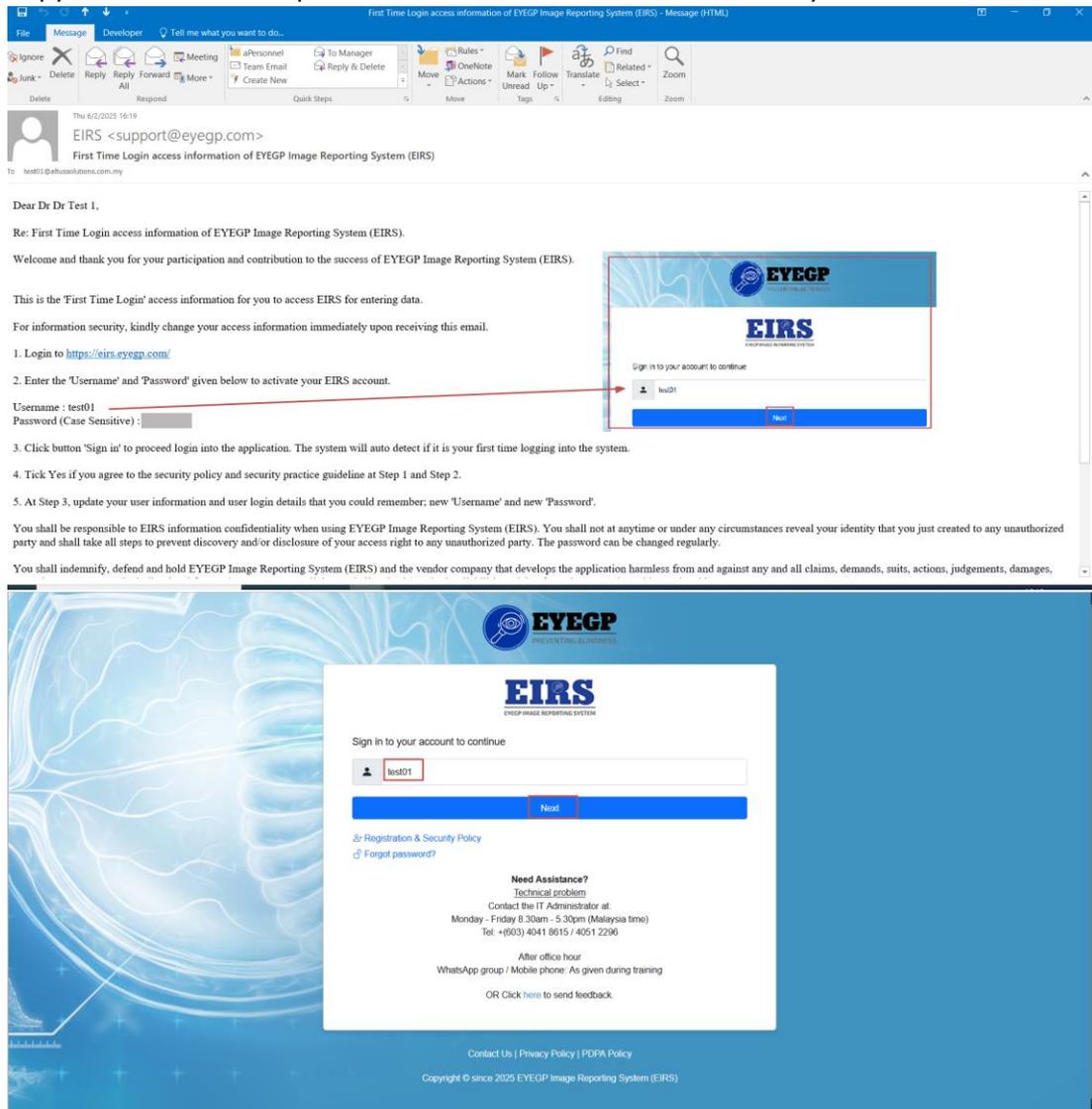
## First Time Login

E-mail: [support@eyegp.com](mailto:support@eyegp.com)

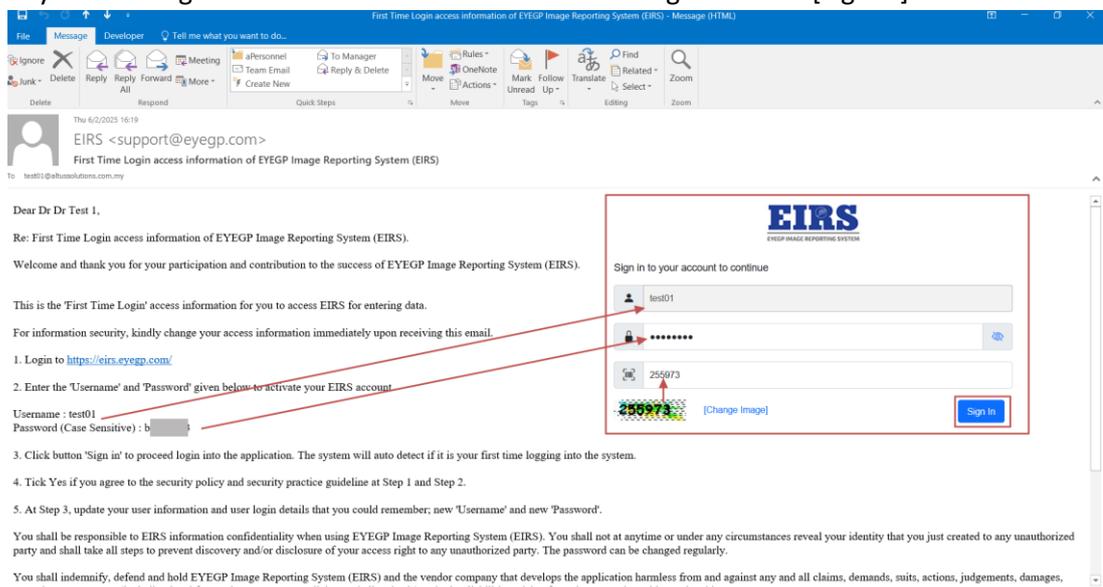
Web application: <https://eirs.eyegp.com/>

## Steps for First Time Login after receiving auto email from system

1. After receiving auto email, click on the Step 1 link in the email to do login.
2. Copy the username and paste at the username section of the EIRS system and click Next



3. Copy the password from the email and paste at the password column. Key in the Image Verification number shown in the image and click [Sign In]



4. Read through and confirm Step 1 of 3 agreement. Click yes and click [Accept] button at the Acknowledgement page

The screenshot shows the EYEGP Image Reporting System (EIRS) interface. The header includes the EIRS logo, a navigation menu, the text "EYEGP Image Reporting System (EIRS)", and a "Log out" link. The main content area is titled "Step 1 of 3: Acknowledgement and Acceptance of EYEGP Image Reporting System Information Security Policy". Below the title is an "Introduction" section stating the document's purpose. A list of bullet points outlines security goals and user responsibilities. The "Management" section includes a sub-section "A) User Level" with a list of instructions for users. At the bottom, there is a statement of acknowledgment and acceptance, followed by radio buttons for "Yes" (selected) and "No", and an "Accept" button. The footer contains a "Printer Friendly Page" link, contact information, the EYEGP logo, and a copyright notice for 2025.

5. Read through and confirm Step 2 of 3 agreement. Click yes and click [Accept] button at the Acknowledgement page

The screenshot shows the EYEGP Image Reporting System (EIRS) interface for Step 2 of 3: Security Practice Guideline. The header is identical to the previous page. The main content area is titled "Step 2 of 3: Security Practice Guideline". It begins with a note that as a good security practice, users are strongly advised to keep their passwords confidential. A list of bullet points provides specific instructions on password management, such as avoiding sharing, using unique passwords, and not writing them down. There are also "Tips" and a section on ensuring users are accessing the correct website. At the bottom, there is a statement of acknowledgment and acceptance, followed by radio buttons for "Yes" (selected) and "No", and an "Accept" button. The footer contains a "Printer Friendly Page" link, contact information, the EYEGP logo, and a copyright notice for 2025.

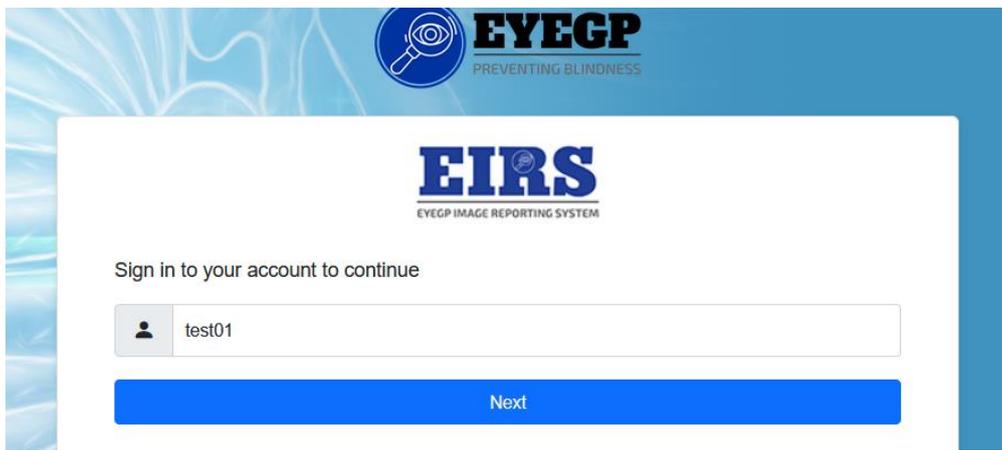
- Read through the terms of this system and complete User Account information with up to date information and enter new login name and password that you can remember. Click [Save] button at the User Account page.

The screenshot shows the 'EYEGP Image Reporting System (EIRS) User Account Setup and Confirmation' page. It includes a header with the EIRS logo and a 'Log out' link. The main content area contains a thank-you message and a list of terms and conditions. Below this is a form for 'User Information' and 'Login Information'. The 'User Information' section includes fields for Title (Dr, Mr, Ms), Designation (Doctor in Charge), Name (Dr Test 1), Email address (test01@allusolutions.com.my), and Mobile Phone Number (0112223333). The 'Login Information' section includes fields for Login Name (test01), Personal Login Phrase (My Clinic Name), Old Password, New Password, and Confirm New Password. A 'Save' button is located at the bottom right of the form. At the bottom of the page, there is a 'Printer Friendly Page' link, contact information, the EYEGP logo with the tagline 'PREVENTING BLINDNESS', and a copyright notice: 'Copyright © since 2025 EYEGP Image Reporting System (EIRS)'.

- Upon completion of details, you will be informed that your User Profile and Account Details have been updated.

The screenshot shows the 'User Profile and Account Details Updated' page. It features a header with the EIRS logo, a 'Record successfully updated!' notification, and a user profile dropdown showing 'Dr Dr Test 1 (Doctor In-Charge)'. The main content area contains a green message box stating 'User information and password updated!' and 'Please use new password for next login.' A sidebar on the left lists navigation options: Home, Patient (Patient List, Patient Visit, Patient to Follow-Up), Pending Task (Pending Submit, Overdue Follow-Up), Billing Management (Invoice List), and Report. At the bottom of the page, there is a 'Printer Friendly Page' link, contact information, the EYEGP logo with the tagline 'PREVENTING BLINDNESS', and a copyright notice: 'Copyright © since 2025 EYEGP Image Reporting System (EIRS)'.

- You may login using the new login information entered in step 6 above for subsequent login

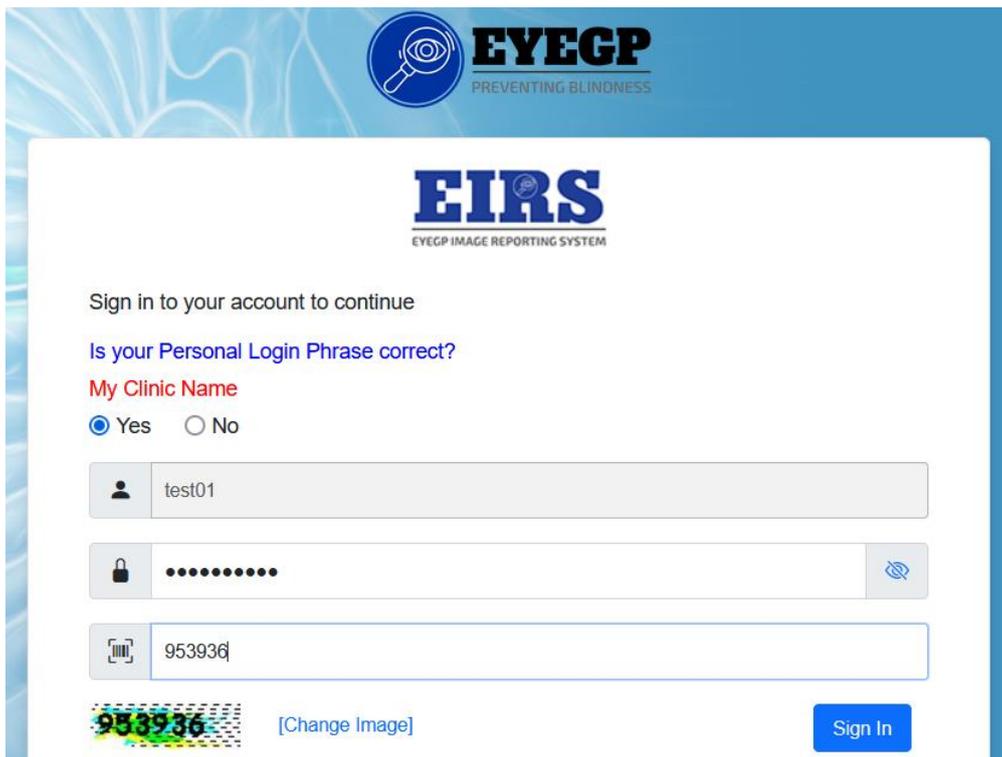


**EYEGP**  
PREVENTING BLINDNESS

**EIRS**  
EYEGP IMAGE REPORTING SYSTEM

Sign in to your account to continue

Next



**EYEGP**  
PREVENTING BLINDNESS

**EIRS**  
EYEGP IMAGE REPORTING SYSTEM

Sign in to your account to continue

Is your Personal Login Phrase correct?

My Clinic Name

Yes  No

 [Change Image]

Sign In

## Help Desk Support

For assistance in using the EIRS system or if you experience technical difficulties using this system, including problems related to data entry, please contact:

The IT Support team

Phone: +603-4044 8615 / 4051 2296

Email: [support@eyegp.com](mailto:support@eyegp.com)

For assistance related to sales and medical consultation, please contact:

The EYEGP team

Whatsapp: +6011-5440 4485

Email: [info@eyegp.com](mailto:info@eyegp.com)