**REPORTS**

1. **CLICK REPORTS** from the main screen of EyeSpy 20/20.

2. **ENTER DATE RANGE** of the reports you wish to see or click the starting month to see screenings through today. Click the appropriate SHOW button and the reports will appear.

3. **SELECT CHILD** from the list of reports. Double-click the child’s name to display the child’s vision screening report.

4. **SORT & SEARCH**
   - The list of reports can be sorted by pressing the SORT button above the column by which sorting is desired.
   - Search reports by entering criteria in one or more search fields above the column(s) by which search is desired. The resulting list of reports will contain only records matching the search criteria.
   - Sorts and Searches can be combined to display reports based on specific criteria.

5. **PRINT & EXPORT** the displayed vision screening records via the buttons at the bottom of the screen. Summary and individual reports are accessed by the appropriately named buttons. Vision screening data can also be exported to a Microsoft Excel file.

---

**EyeSpy 20/20™ Quick Start Guide**

**INSTALL**

1. **GO TO** Eyespy2020.com & click the EyeSpy 20/20 product box to download the installer.

2. **CLICK RUN** to begin the installation process.

3. **LAUNCH EYESPY 20/20** by double-clicking the EyeSpy 20/20 icon on the desktop and click OK when asked.

4. **IMPORTANT** - Slide the lever all the way right to the ‘Unlimited’ setting and click CLOSE.

5. **ENTER** your 16-digit activation code and click the “Submit” button.

6. **ACCEPT** the User Agreement. On the next screen, click OK to quit the EyeSpy 20/20 program.

7. **RESTART EYESPY 20/20** by double-clicking the EyeSpy 20/20 icon on the desktop and click OK when asked.

8. **CLICK** continue when your school appears on the screen.

9. **CALIBRATE** when prompted by aligning a $1 bill on the screen and clicking the lower right corner of the bill. When the box is the correct size, click SAVE.

---

Welcome to EyeSpy 20/20

For more information, email info@visionquest2020.org or call 888-MY-VQ2020

Detailed Instruction Manual and Video Tutorials are available on-line at VisionQuest2020.org/training
**SET-UP**

1. **PLACE COMPUTERS** on a table and plug into electrical outlet.
2. **ADJUST SCREEN** of the laptop computers to a 90 degree angle to ensure there is no glare.
3. **POSITION** additional table/desk with a chair 10 feet from the laptops. Use the 10 foot mouse extension cable to measure distance between screen and the child.
4. **CONNECT MOUSE**
   - Plug one end of the mouse extension cable into the computer and plug the other end into the mouse on the table where the children will be seated.
5. **LEAVE 2 FEET OF SPACE**
   - Between each laptop and children's seats allowing screening proctors to move about easily without blocking the view of the children playing the game.
6. **EQUIP** each station with a mouse, stereo glasses, and occluding glasses.
7. **TURN ON COMPUTERS** and start the EyeSpy 20/20 software. An internet connection while screening is **NOT REQUIRED**.

**SCREEN**

1. **ENTER STUDENT INFO**
   - Before conducting screenings. Import data from preloaded student rosters or manually enter data.
2. **ENTER PROCTOR NAME**
   - In the upper left box on the screen. This only needs to be entered once per screening session.
3. **VERIFY** status of child's glasses.
4. **BEGIN SCREENING** by clicking the "Begin Screening" button. Screening begins when child chooses a character using the mouse & clicking.
5. **CHILD PLAYS GAME**
6. **FOLLOW** on-screen prompts.
7. **REPORT** appears at end of game. Data automatically saved. Press "S" key to see report in Spanish. Press "Enter" key to print the report.

For more information, email info@visionquest2020.org or call 888-MY-VQ2020

Detailed Instruction Manual and Video Tutorials are available online at VisionQuest2020.org/training
**SET-UP**

1. **PLACE COMPUTERS** on a table and plug in to electrical outlet.
2. **ADJUST SCREEN** of the laptop computers to a 90 degree angle to ensure there is no glare.
3. **POSITION** additional table/desk with a chair 10 feet from the laptops. Use the 10 foot mouse extension cable to measure distance between screen and the child.
4. **CONNECT MOUSE** Plug one end of the mouse extension cable into the computer and plug the other end into the mouse on the table where the children will be seated.
5. **LEAVE 2 FEET OF SPACE** between each laptop and children’s seats allowing screening proctors to move about easily without blocking the view of the children playing the game.
6. **EQUIP** each station with a mouse, stereo glasses, and occluding glasses.
7. **TURN ON COMPUTERS** and start the EyeSpy 20/20 software. An internet connection while screening is NOT required.

**SCREEN**

1. **ENTER STUDENT INFO** before conducting screenings. Import data from preloaded student rosters or manually enter data.
2. **ENTER PROCTOR NAME** in the upper left box on the screen. This only needs to be entered once per screening session.
3. **VERIFY** status of child’s glasses.
4. **BEGIN SCREENING** by clicking the “Begin Screening” button. Screening begins when child chooses a character using the mouse & clicking.
5. **CHILD PLAYS GAME**
6. **FOLLOW** on-screen prompts.
7. **REPORT** appears at end of game. Data automatically saved. Press “S” key to see report in Spanish. Press “Enter” key to print the report.

For more information, email info@visionquest2020.org or call 888-MY-VQ2020

Detailed Instruction Manual and Video Tutorials are available on-line at VisionQuest2020.org/training