
CHAPTER 10

Using FrameMate

In this chapter:

- Opening FrameMate, 313
- Using the FRAMES SPEX UPC CD-ROM, 314
- Using the FRAMES Quarterly CD-ROM, 316
- Using the Marchon Diskette, CD-ROM, & Download Sources, 317
- Transferring & Loading Frames into the OfficeMate Products Database, 320
- Viewing Frame Information, 323
- Deleting Manufacturers, 324

For more information on using the FRAMES Data CD, see the “[OSSU 105 Setting Up Products & Services](#)” iTrain.

FrameMate allows you to use the electronic catalogs available from the FRAMES Data SPEX UPC CD-ROM, FRAMES Data Quarterly CD-ROM, and Marchon Frames Diskette. Use FrameMate to view information about a product and transfer the information into OfficeMate.

Note	Before you transfer frames into OfficeMate, set up your procedure codes. For more information on setting up procedure codes, go to To add procedure codes on page 45 .
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Opening FrameMate

Open the FrameMate using one of the following methods:

- Click the **Products** icon and select **FrameMate**.
- Click **Tasks** on the main window toolbar and select **FrameMate**

Using the FRAMES SPEX UPC CD-ROM

This section tells you how to use the monthly FRAMES SPEX UPC CD-ROM with FrameMate and OfficeMate, including how

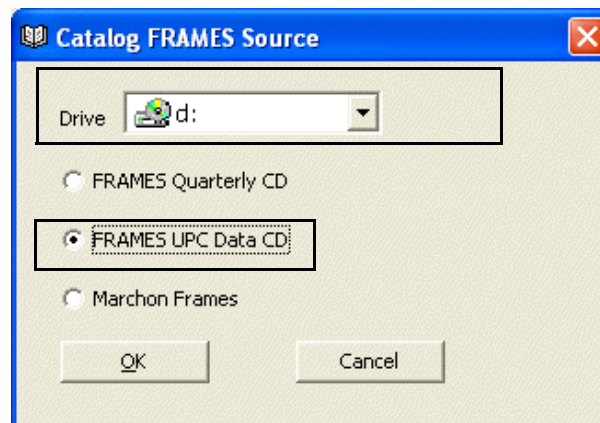
- [To open the FRAMES SPEX UPC CD-ROM in FrameMate, 314](#)
- [To import manufacturers into FrameMate, 315](#)

Note

If you are looking for information on using the FRAMES Quarterly CD-ROM, go to [Using the FRAMES Quarterly CD-ROM on page 316](#).

► **To open the FRAMES SPEX UPC CD-ROM in FrameMate**

- 1 Open FrameMate. For more information on opening FrameMate, go to [Opening FrameMate on page 313](#).
- 2 Click **Tasks** and select **Select FRAMES Source**.
The **Catalog FRAMES Source** window opens.
- 3 Insert the FRAMES SPEX UPC CD-ROM into your CD-ROM drive.
- 4 Select your CD-ROM drive from the **Drive** drop-down menu.
- 5 Click the **FRAMES UPC Data CD** radio button.



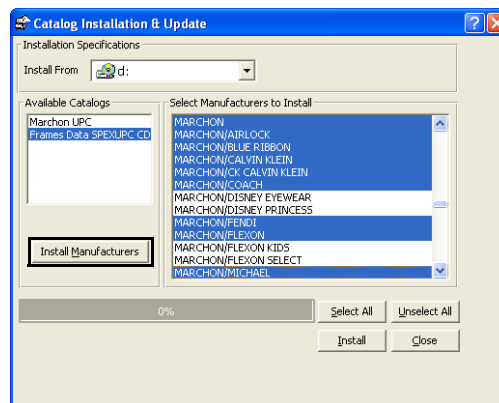
- 6 Click **OK**.
- 7 Import manufacturers into FrameMate. For information on importing manufacturers, go to [To import manufacturers into FrameMate on page 315](#).

► To import manufacturers into FrameMate

Note

You must install manufacturers *every time* you receive and install a new Frames SPEX UPC CD. If you do not install manufacturers every time you install a new Frames SPEX UPC CD, you will not see updated manufacturer information in FrameMate and OfficeMate.

- 1 Open the FRAMES SPEX UPC CD-ROM. For information on opening the SPEX UPC CD-ROM in FrameMate, go to [To open the FRAMES SPEX UPC CD-ROM in FrameMate on page 314](#).
- 2 Click **Tasks** and select **Install Catalog**.
The **Catalog Installation & Update** window opens.
- 3 Select your CD-ROM drive from the **Install From** drop-down menu.
- 4 Select **Frames Data SPEX UPC CD** from the Available Catalogs box.
- 5 Click **Install Manufacturers**.

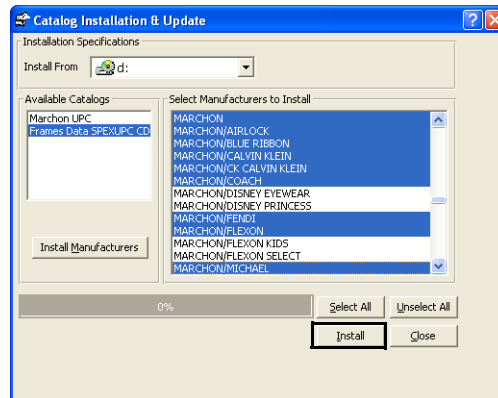


- 6 Click on the manufacturers that you want to install.

Notes

- Click **Select All** to select all of the manufacturers listed.
- Click **Unselect All** to unselect all of the manufacturers that you previously selected.

- 7 Click **Install**.



- 8 Click **Yes** on the Installation Warning window.
The installation begins.
- 9 Click **OK** on the Installation Completed window.
- 10 Transfer product data from the FRAMES SPEX UPC CD-ROM into OfficeMate. For information about transferring product data, go to [Transferring & Loading Frames into the OfficeMate Products Database on page 320](#).

Using the FRAMES Quarterly CD-ROM

This section tells you how to use the FRAMES Quarterly CD-ROM with FrameMate and OfficeMate, including how

- [To open the FRAMES Quarterly CD-ROM in FrameMate, 316](#)

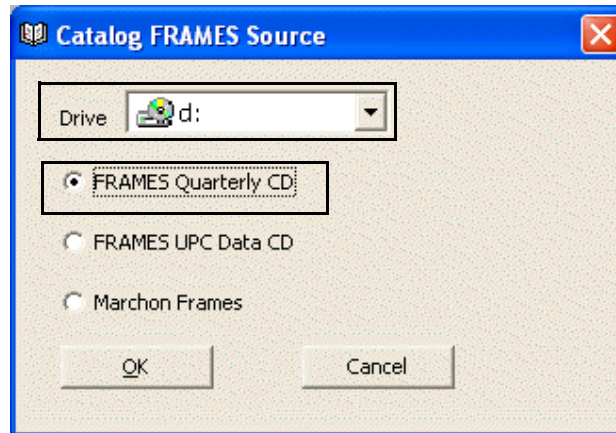
Notes

- If you are looking for information on using the monthly FRAMES SPEX UPC CD-ROM, go to [Using the FRAMES SPEX UPC CD-ROM on page 314](#).
- Unlike the monthly FRAMES SPEX UPC CD-ROM, you are not required to import manufacturers into FrameMate before transferring frames into OfficeMate.

► To open the FRAMES Quarterly CD-ROM in FrameMate

- 1 Open FrameMate. For more information on opening FrameMate, go to [Opening FrameMate on page 313](#).
- 2 Click **Tasks** and select **Select FRAMES Source**.
The **Catalog FRAMES Source** window opens.
- 3 Insert the FRAMES Quarterly CD-ROM into your CD-ROM drive.
- 4 Select your CD-ROM drive from the **Drive** drop-down menu.

- 5 Click the **FRAMES Quarterly CD** radio button.



- 6 Click **OK**.
- 7 Transfer product data from the FRAMES Quarterly CD-ROM into OfficeMate. For information about transferring product data, go to [Transferring & Loading Frames into the OfficeMate Products Database on page 320](#).

Using the Marchon Diskette, CD-ROM, & Download Sources

This section tells you how to use the monthly FRAMES SPEX UPC CD-ROM with FrameMate and OfficeMate, including how

- [To open the FRAMES SPEX UPC CD-ROM in FrameMate, 314](#)
- [To import manufacturers into FrameMate, 315](#)

Note

If you are using OfficeMate 7.0 or above and you downloaded frames from the Marchon MVP Web site after June 2006, you must use a CD-ROM to transfer the frames into FrameMate. If you downloaded frames from the Marchon MVP Web site before June 2006, you can transfer the frames into FrameMate using a diskette.

► To open the Marchon Diskette & CD-ROM in FrameMate

- 1 Open FrameMate. For more information on opening FrameMate, go to [Opening FrameMate on page 313](#).
- 2 Click **Tasks** and select **Select FRAMES Source**.

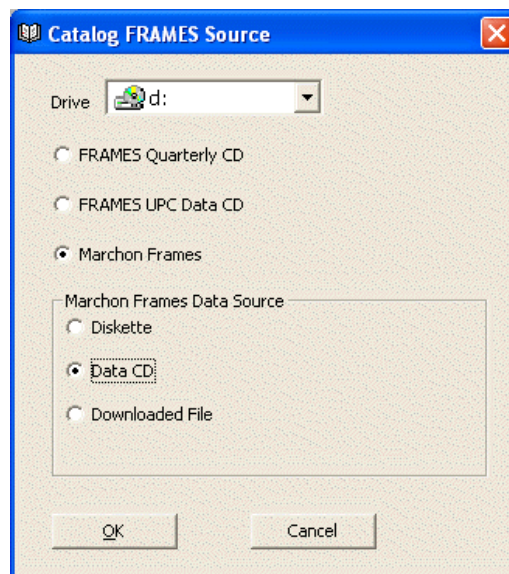
The **Catalog FRAMES Source** window opens.

- 3 Complete one of the following tasks:
 - Insert the Marchon Frames diskette into your floppy disk drive.
 - Insert the Marchon Frames CD-ROM into your CD-ROM drive.
 - If you are installing Marchon frames that you have already downloaded to your computer from the Marchon MVP Web site, skip this step and go to step 4.

Note To request a Marchon Frames diskette or CD-ROM, call Marchon Eyewear at 1.800.645.1300 and ask for the Excess Sales Department or e-mail them at excesssales@marchon.com. You can also go to the Marchon MVP Web site at <http://www.marchon1.com/main.nsf/MVPRD?OpenPage>, download the Marchon frames, and copy them on to a floppy disk or CD-ROM or save them on to your computer.

- 4 Select your floppy disk drive, CD-ROM drive, or the drive where you saved your previously downloaded Marchon frames from the **Drive** drop-down menu.
- 5 Select the **Diskette**, **Data CD**, or **Download File** radio button.

Note If you selected the Download File radio button, navigate to the location where you saved your downloaded Marchon frames.



- 6 Click **OK**.
- 7 Import manufacturers into FrameMate. For information on importing manufacturers, go to [To import manufacturers into FrameMate on page 319](#).

► To import manufacturers into FrameMate

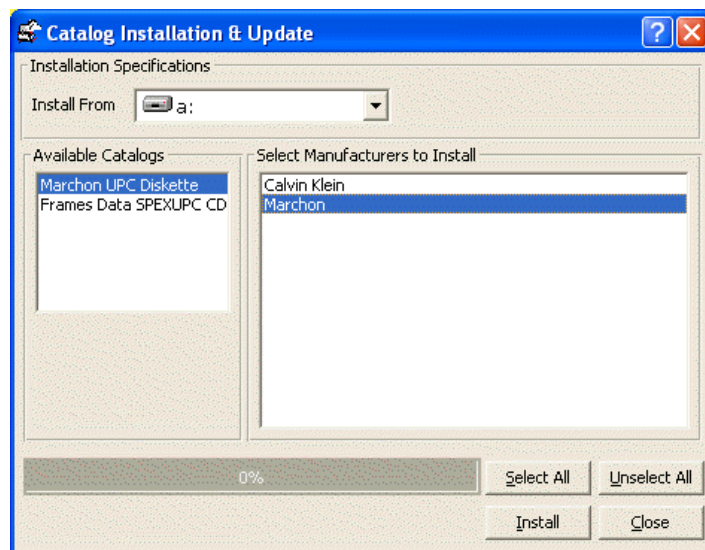
Note

You must install manufacturers *every time* you receive and install a new Marchon diskette or CD. If you do not install manufacturers every time you install a new Marchon Diskette or CD, you will not see updated manufacturer information in FrameMate and OfficeMate.

- 1 Open the Marchon Diskette, CD-ROM, or Downloaded Source. For information, go to [To open the Marchon Diskette & CD-ROM in FrameMate on page 317](#).
- 2 Click **Tasks** and select **Install Catalog**.
The **Catalog Installation & Update** window opens.
- 3 Select your floppy disk drive from the **Install From** drop-down menu.
- 4 Select **Marchon UPC** from the Available Catalogs box.
- 5 Click on the manufacturers that you want to install.

Notes

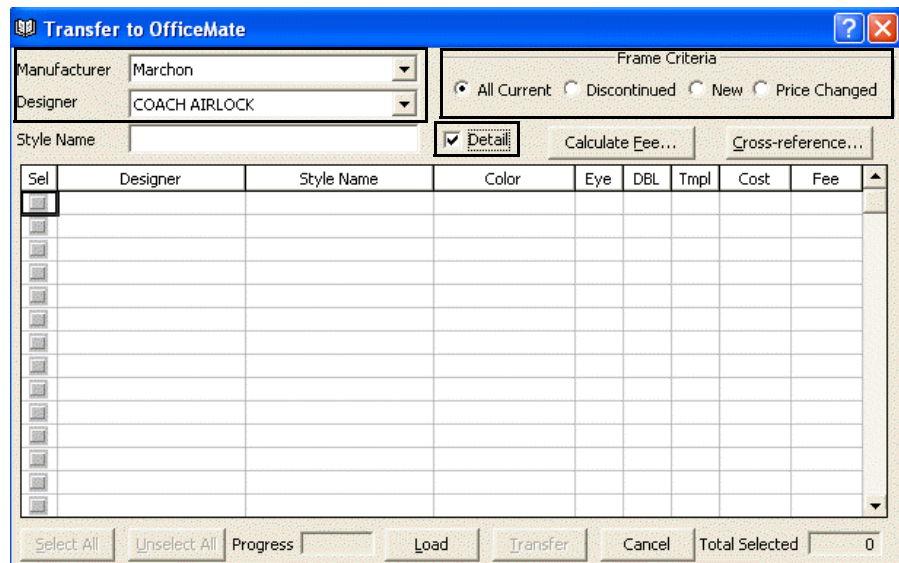
- Click **Select All** to select all of the manufacturers listed.
- Click **Unselect All** to unselect all of the manufacturers that you previously selected.



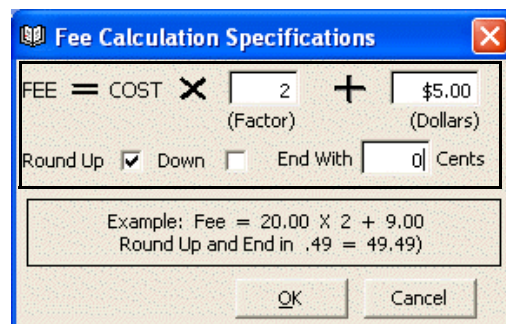
- 6 Click **Install**.
- 7 Click **Yes** on the Installation Warning window.
The installation begins.
- 8 Click **OK** on the Installation Completed window.
- 9 Transfer product data from the Marchon Catalog into OfficeMate. For information about transferring product data, go to [Transferring & Loading Frames into the OfficeMate Products Database on page 320](#).

Transferring & Loading Frames into the OfficeMate Products Database

- 1 Open FrameMate. For more information on opening FrameMate, go to [Opening FrameMate on page 313](#).
- 2 Click **Tasks** and select **Transfer Into OfficeMate**.
The **Transfer to OfficeMate** window opens.
- 3 Select a manufacturer from the **Manufacturer** drop-down menu.
- 4 Select a designer from the **Designer** drop-down menu, if desired.
- 5 Select a **Frame Criteria** radio button.
- 6 Select the **Detail** check box if you want to include eye sizes, colors, and product codes in the transfer.



- 7 Click **Calculate Fee**.
The **Fee Calculation Specifications** window opens.
- 8 Type the markup in the **Factor** text box.
- 9 Type additional markup dollars in the **Dollars** text box.
- 10 Select the **Round Up** or **Down** check box.
- 11 Type the value in the **Cents** text box with which you want the price to end.



- 12 Click **OK**.

- 13 Click **Cross-reference**.

The **Cross-Reference Catalog & OfficeMate Data** window opens if an exact match for the manufacturer selected for transfer cannot be found in the OfficeMate database.

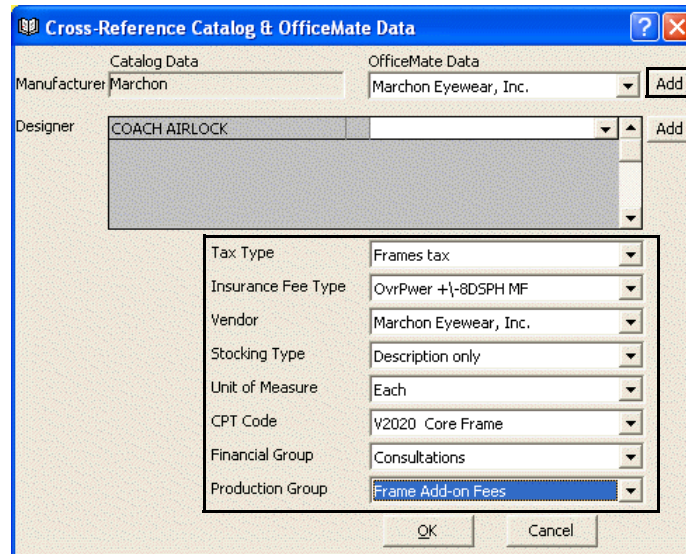
- 14 Click **Add** and then select a manufacturer from the **OfficeMate Data** drop-down menu, if applicable.

Notes

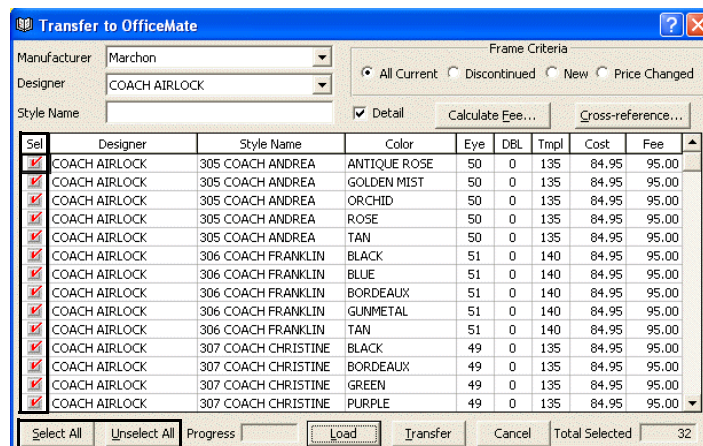
- Use the Cross Reference Catalog & OfficeMate Data window to create new manufacturers in the OfficeMate database, select an existing manufacturer that corresponds to the one you are importing from the FRAMES Data catalog, and assign OfficeMate-specific details to the products you are importing.
- The information that appears under the Catalog Data heading lists the manufacturer and designer(s) you are importing from the FRAMES Data Catalog.
- The information that appears under the OfficeMate Data heading lists the manufacturers, designers, and OfficeMate-specific details from your OfficeMate products database. Use the Add buttons to add new manufacturers or designers.

- 15 Click **Add** and then select designers from the **Designer** drop-down menus, if applicable.

- 16 Select the tax type, insurance fee type, vendor, stocking type, unit of measure, CPT code, financial group (if necessary), and production group (if necessary) from the appropriate drop-down menu.



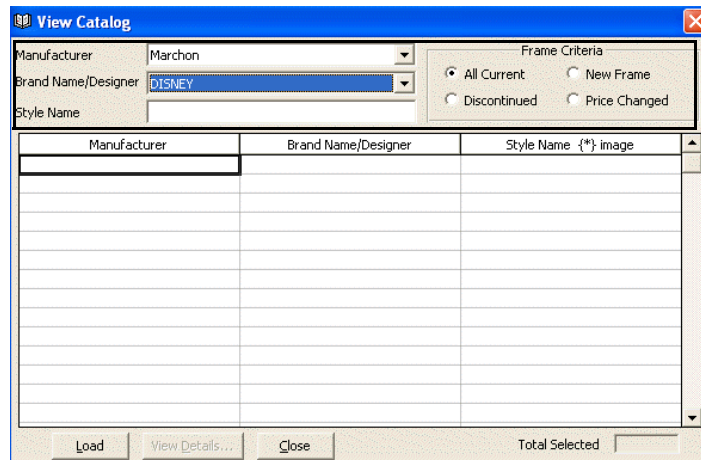
- 17 Click **OK**.
- 18 Click **Load**.
- 19 Select or deselect frames by clicking **Select All**, **Unselect All**, or individually selecting and deselecting **Sel** check boxes.



- 20 Type fees in the **Fee** text boxes, if applicable.
- 21 Ensure that the OfficeMate **Products** window is closed.
- 22 Click **Transfer**.
- 23 Click **Yes** on the Transfer Warning window.
- 24 Click **OK** when the transfer is complete.
- 25 Repeat these steps 3–24 for each manufacturer and designer that you want to transfer into your OfficeMate Products database.

Viewing Frame Information

- 1 Click **View**.
- 2 Select a manufacturer from the **Manufacturer** drop-down menu.
- 3 Select a brand name or designer from the **Brand Name/Designer** drop-down menu.
- 4 Select one of the **Frame Criteria** radio buttons.
- 5 Click **Load**.



- 6 Double-click on a frame.
OR
Select a frame and click **View Details**.

Note

FRAMES Quarterly CD-ROM frame styles with an asterisk include an image. Click on the frame image box to view the image.

The **Frame Style View** window opens.

- 7 View the frame details using one or more of the following methods:
 - Click **List SKUs** to view the stock keeping unit numbers.
 - Click **Price** to open the Price Information window and view price information.
 - Click **Summary** to view summary details.
 - Click the arrow buttons to view information on other frames.

The screenshot shows the 'Frame Style View' window with the following details:

Style Summary

Manufacturer	A_A OPTICAL	Gender	Female
Brand/Designer	Alexander Collection	Material	Monel
Style Name	Addison	Mount	
Item Type		Bridge Size	20
Item Usage	Metal	Axis	0

Available Colors (*) image

Choco
Indigo
Silver

Available Sizes

Eye	A	B	ED	DBL	Temple
44	43.5	27.4	44.6	20	140
46	45.5	29.4	46.6	20	145

At the bottom of the window, there are navigation arrows (left, right, double left, double right), a 'Close' button, a 'Price' button, and a 'List SKU's' button.

- 8 Click **Close** to close the Frame Style View window.
- 9 Click **Close** to close the View Catalog window.

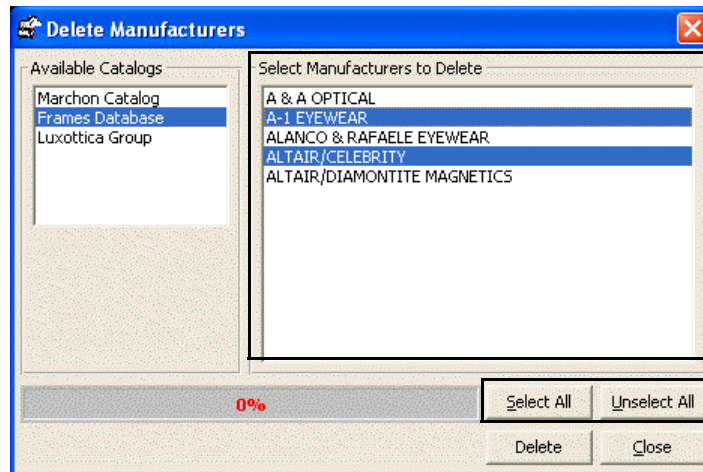
► Deleting Manufacturers

Note

You can only delete manufacturers from the FRAMES SPEX UPC CD-ROM and the Marchon Diskette. You cannot delete manufacturers from the FRAMES Quarterly CD-ROM.

- 1 Click **Tasks** and select **Delete Manufacturers**.
The **Delete Manufacturers** window opens.
- 2 Select a catalog from the **Available Catalogs** box.

- 3 Select or deselect manufacturers by clicking **Select All**, **Unselect All**, or individually selecting and deselecting manufacturers.



- 4 Click **Delete**.
- 5 Click **OK** on the Deletion Completed window.

