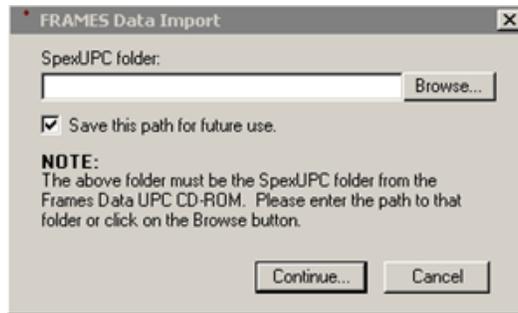


## Centricity™ Practice Solution SPEX CD Installation Guide

### Import data from the CD

1. Insert the SpexUPC CD into the workstation's disc drive and save it to a shared location.
2. Click the Import button. The Frames Data Import box will open.



3. Click the Browse button and find the location of the SpexUPC folder.
4. Click the Continue button.
5. Enter search criteria as necessary to find the desired frames to import (Manufacturer, Brand, Style Name, UPC, etc.).

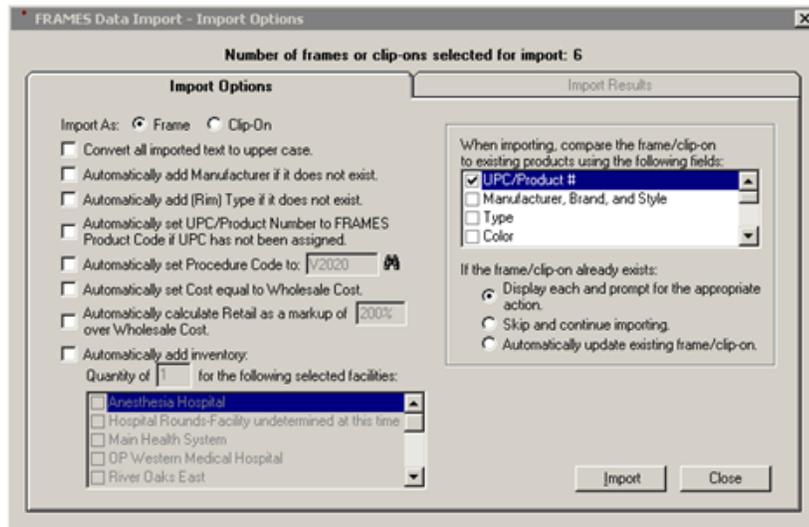


6. Click the Search button.  
Items displayed in the results window: FRAMES Product Code, UPC, Style Number, Style Name, Frame Color, Frame Color Code, Lens Color, Lens Color Code, Eye Size, Bridge Size, DBL, A, B, ED, Cir, ED Angle, Front Price, Temple Half Price, Temple Pair Price, Complete Wholesale Price, Manufacturer, Brand, Collection, Gender, Age Group, Status, Product Group, Rim Type, Material, Shape, New?, Price Change?, Country of Origin, Manufacturer SKU, Year Introduced.  
NOTE: Not all of the displayed fields will import into Optical Manager.
7. Checkmark the frames to be imported. The search criteria may be changed at any time prior to completing the import to checkmark all frames needed for import.

	FRAMES Product Code	UPC	Style Number	Style Name
<input checked="" type="checkbox"/>	400025021859	841356000067	89254	Alanna
<input checked="" type="checkbox"/>	400025036174	841356000043	89254	Alanna
<input checked="" type="checkbox"/>	400025036167	841356000036	89254	Alanna
<input checked="" type="checkbox"/>	400025021842	841356000050	89254	Alanna
<input checked="" type="checkbox"/>	400025020319	841356000012	89254	Alanna
<input checked="" type="checkbox"/>	400025020326	841356000029	89254	Alanna

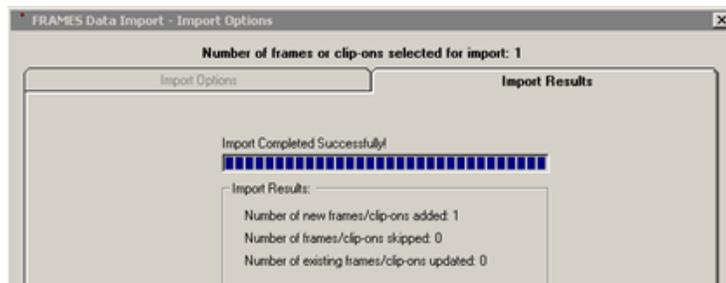
8. Click the Continue button to open the Import Options window.

9. Checkmark the options as necessary for the practice.



- Automatically add Manufacturer would create a new Frame Manufacturer in the Master List.
- Automatically add (Rim) type would create a frame type as defined by Frame facts.
- Automatically set UPC/Product Number would insert the Frames Product code in the UPC field if no UPC has been assigned by Manufacturer.
- Automatically set Procedure Code to V2020 will populate the field in the Master List and is the default code for frames. This could be changed if desired.
- Automatically set Cost Equal to Wholesale Cost would put the number in the Master List for this item.
- Automatically Calculate will not function if the automatically set Cost is not selected.
- Automatically Add to Inventory would enter the quantity on hand in Inventory. A facility must be selected for this.
- When Importing Compare... feature will allow the user to select which fields the import must match to prevent duplication in the Master List and for existing inventory (if quantity is selected). The user will then need to choose the appropriate action.

9. Click Import and the user will see the below screen confirming the import.



Congratulations! Your frames are now installed in Centricity™.

If you have any questions regarding the above instructions, please contact Frames Data technical support at [techsupport@framesdata.com](mailto:techsupport@framesdata.com) or by phone at 1-800-821-6069 ext 1.