# Medflow SPEX On Demand Installation Guide

### **QUICK GUIDE SUMMARY**

- A. Download the SPEX files from your account on Frames Data Online.
- B. Extract the files from the zip archive
- C. Browse to the extracted folder in Medflow and process

# **MEDFLOW SPEX On-Demand Installation Guide**

#### SPEX Download & Extraction

- 1. Go to <u>www.framesdata.com</u> and log in using your username and password.
- 2. Click the **Download Now** button located below the navigation bar at the top of the page.

\*If you do not see it, click the homepage button to take you to the direct URL: https://www.framesdata.com/fdol/



3. Once you click *Agree* in the *Frames Data Terms & Conditions* window, you will be directed to the Download Center. Click the Download Now button again.

Download Ce	enter		Click to download	1
Product Name	Expire Date	Issue Available	File Name SPEX files	
SPEX UPC	JUN 19	October 2018	UPC100118.zip	Download Now

\*DropBox users will have the option to click Copy to my DropBox. However, simply click Download to save to your computer.

- 4. The zip file will save to your *Downloads* folder on your computer. (If it does not start automatically, rightclick and click *Save*, *Save As*, or *Save File*, depending on what kind of browser you use.)
- In your computer files program (*Windows Explorer* or *File Explorer*), browse to your *Downloads* folder and find the file *UPCMM01YY.zip* (*MM* referring to the current month and *YY* the current year). Do NOT open it.
- 6. Right-click on the file name and click *Extract All*.



7. When the extract window appears, click *Extract*.

🕞 ] Extract Compressed (Zipped) Folders	×
Select a Destination and Extract Files	
Files will be extracted to this folder: C:\Users\UserName\Downloads\UPC100118	Browse
Show extracted files when complete	
	Extract Cancel

- 8. This will create a new folder named *UPCMM01YY* in your *Downloads*, but it will be a regular file folder, rather than a compressed zip file.
- 9. This file folder is the one that we will browse to in Medflow. To make it easier to find, you may wish to copy it to your desktop.



# Installing the Data Into Medflow

### 1. Open Medflow

## 2. Go to file maintenance, then click on 'Frames Upc Update'

Labs					
Lens Material Prices Add On Charges		<b>_</b>	Search	Enter Account or MRNO to search	
Base Material Focal Style Prices Manage Vendor Discounts	-				
Bulk Update Inventory By Bar Code Or Vendor Bulk Inventory Delete/Reset Medicare State Price Update Barcode Scan Physical Inventory Barcode Scan Manual Physical Inventory Frames Upc Update		INVENTORY			
User Maintenance Insurance Maintenance				REORDER LIST	
Facility Maintenance Add Custom Barcodes to Frames Data Custom Insurance Setup Alternate Billing Codes		FRAMES FACTS		DROP SHIP ORDERS	
Vision Web Configuration		CONTACT LENS			
Fax Status Log HL7 Log				REPORTS	
Medflow Online Support/Training Center		WORK IN PROCESS			

### 3. Next click on the ellipse button to browse for the data files

Frames Data Import	. • 💽	below			0
Path (Choose the SPEXupc folder or where the contents were copied)	_				_
Process Files Exit	_		Search Ente	Account or MRND to search	
		INVENTORY			
VIEW REFRACTIONS				REORDER LIST	
		FRAMES FACTS			
POINT OF SALE REMAKE				DROP SHIP ORDERS	
		CONTACT LENS			
SPECTACLE ENCOUNTER HISTORY			ʻ	REPORTS	
HISTORICAL POINT OF SALE		WORK IN PROCESS			

- 4. Find the files that you extracted earlier.
- If you extracted to your downloads folder, the path might be something like: C:\Users\[Your Name]\Downloads\UPC050119



5. Inside the extract, click on the SpexUPC folder and then click 'ok'



6. Click the click the process files' button.

You should see a blue line start to fill up the space. It may take a while. Even when it doesn't look like it is doing anything, it is. Be patient.

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Process Files Ext		Search Enter Account or MRINO to search
	_	
	INVENTORY	
VIEW REFRACTIONS	INVENTORY	REORDER LIST
VIEW REFRACTIONS	INVENTORY FRAMES FACTS	REORDER LIST
VIEW REFRACTIONS POINT OF SALE REMAKE	INVENTORY FRAMES FACTS	REORDER LIST
VIEW REFRACTIONS POINT OF SALE REMAKE	INVENTORY FRAMES FACTS CONTACT LENS	REORDER LIST

8. Once the update is complete, click the 'exit' button.

#### Congratulations! You have now successfully loaded SPEX UPC CD into Medflow.

If you have any questions please contact technical support at techsupport@framesdata.com or by phone at 1-800-821-6069 ext.1.