

### QUICK GUIDE SUMMARY

- A. Download and extract the SPEX files from your account on Frames Data Online.
- B. Relocate the **contents** of the extracted UPCMM01YY folder to the **root level** of the directory where OfficeMate is stored on the computer or server.
- C. Install the manufacturers in FrameMate.
- D. Transfer the data from FrameMate into OfficeMate.

## OfficeMate SPEX On-Demand Installation Guide

### SPEX Download & Extraction

1. Go to [www.framesdata.com](http://www.framesdata.com) 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/>

Frames Data®  
ONLINE

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Product Name	Download Now	Expire Date
SPEX UPC	<b>Download Now</b>	JUN 19

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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.

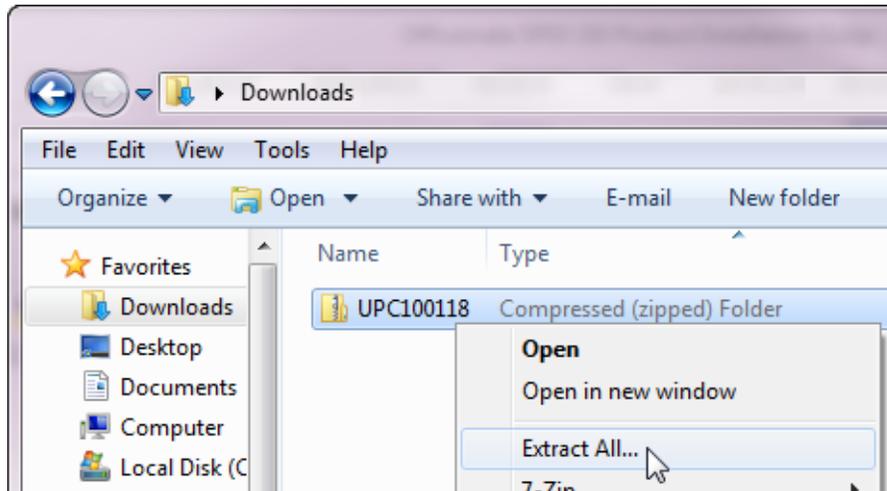
### Download Center

Product Name	Expire Date	Issue Available	File Name	Download Now
SPEX UPC	JUN 19	October 2018	UPC100118.zip	<b>Download Now</b>

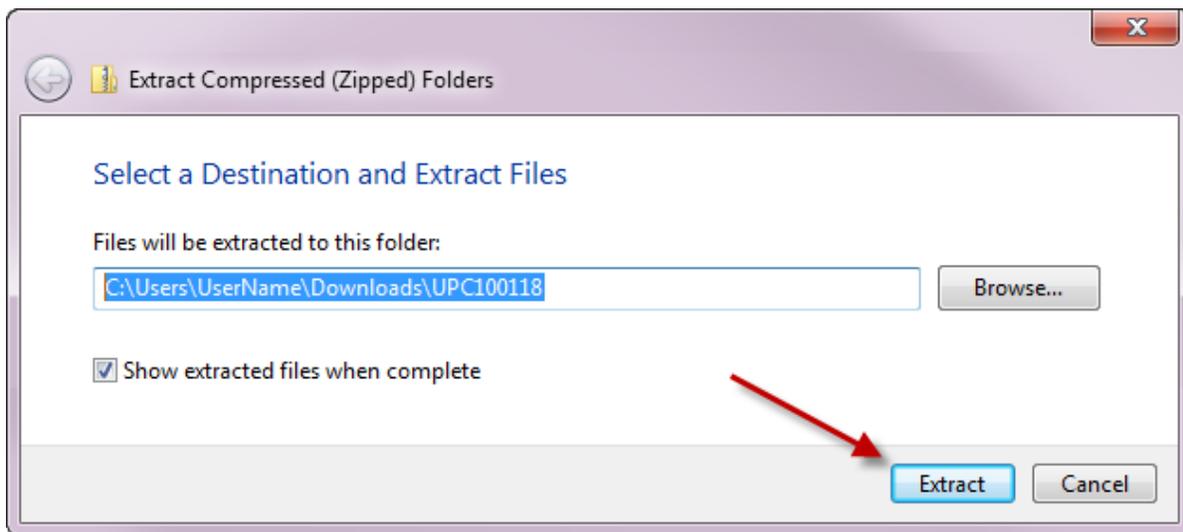
Click to download SPEX files

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

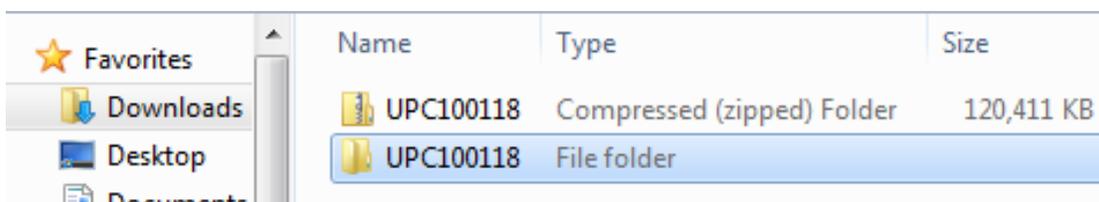
- The zip file will save to your *Downloads* folder on your computer. (If it does not start automatically, right-click and click **Save**, **Save As**, or **Save File**, depending on what kind of browser you use.)
- In your computer files program (*Windows Explorer* or *File Explorer* for Windows), browse 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.
- Right-click on the file name and click **Extract All**.



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

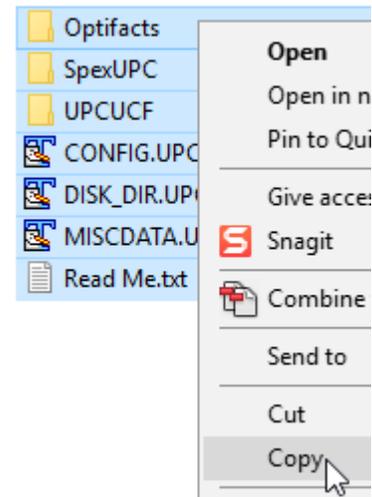


- This will create a new folder named *UPCMM01YY* in your *Downloads*, but it will be a regular file folder, rather than a compressed zip file.
- Open this new file folder, and open the folder of the same name inside it.

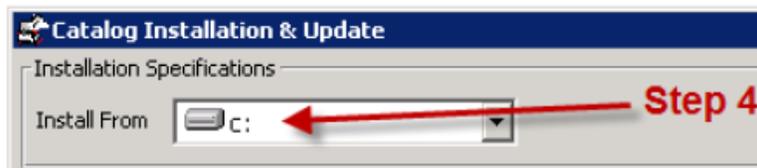


## Relocating the Data Files

1. Open the UPCMM01YY folders until you see 7 items shown on the screenshot to the right.
2. Copy the 7 items
  - a. Select all of them (click in the folder and drag your cursor over the files, or hit **Ctrl + A** on your keyboard).
  - b. Copy them (right-click on any of the highlighted files and click **Copy**, or hit **Ctrl + C** on your keyboard. All selected items will be copied to your clipboard).
  - c. You can also cut the files (right-click and click **Cut**, or **Ctrl + X**), or simply drag and drop them to the correct location.



2. These files must be moved to the root (top) level of a drive that Officemate has visibility to.
  - a. If you are unsure what drive letters will work, go into the FrameMate module of Officemate and check which drive letters are available to you on the "Install From" dropdown, then return to this step.

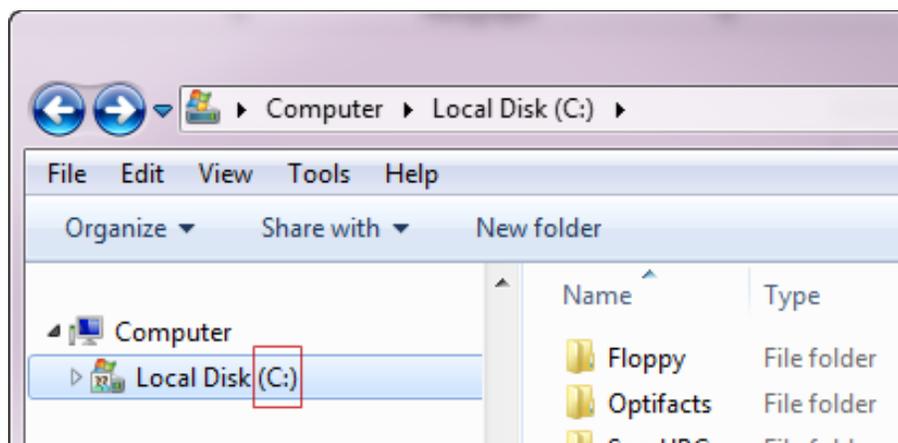


- b. You can find the instructions for finding this screen on steps 1 - 4 of the next page.
  - c. **Note: Due to failures related to Windows permission issues, we recommend using any letter other than C.**
3. In your computer files program, browse to the indicated drive. The list of your drives is located under "Computer", "My Computer", or "This PC" depending on your Windows version.

\*If you cannot find the location where your drives are stored, please consult your IT department.

4. Once you are in the correct drive, paste the 7 items that you copied directly onto the root level of the drive, not in folder (right-click in the drive and click Paste, or hit Ctrl + V on your keyboard).

\*Do not use any other folders you may see in this location, even if they say OfficeMate; the files must be in the root level of the directory, so copy them directly to the drive itself.



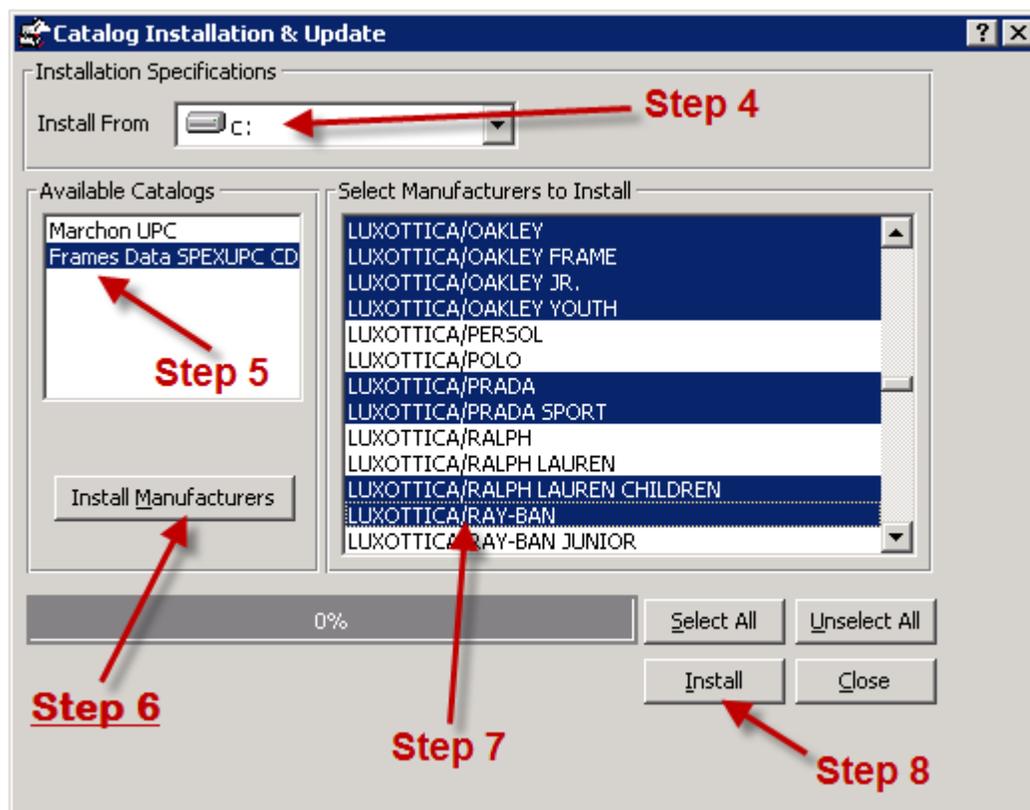
## Import Data into FrameMate

1. Once the files are finished copying, open OfficeMate.
2. Open FrameMate by going to **Products > FrameMate**. In later versions of OfficeMate, you may need to go to **Admin** first.
3. Click **Tasks > Install Catalog** to open the *Catalog Installation & Update* window.
4. In the **Install From** drop-down menu, select the drive where the files were copied to in the above steps.
5. Select *Frames Data SPEXUPC CD* from the **Available Catalogs** box.
6. **Click the *Install Manufacturers* button.** This step is frequently skipped, but critical to ensure the new brands and frames are installed correctly.
7. Select the manufacturers/brands in your inventory from the **Select Manufacturers to Install** box. Do not use the *Select All* button, but you can highlight multiple ones at a time as you click through the list.



\*Although tempting, it is highly recommended that you ignore the *Select All* button for several reasons. Doing so may slow your computer significantly. Additionally, loading the entire database for every update may eventually result in OfficeMate no longer recognizing newly added frames.

8. Click **Install**.



Congratulations! Your manufacturers are now installed in FrameMate. The next step is to transfer to OfficeMate.

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.

## Transfer into OfficeMate

For questions about the *Transfer into OfficeMate* process, or about viewing and managing your inventory in OfficeMate, please contact Eyefinity's technical support team:

<http://www.eyefinity.com/contactinfo.html>

1. In FrameMate, click **Tasks > Transfer Into OfficeMate**.

**Transfer to OfficeMate**

Manufacturer: LUXOTTICA/OAKLEY ← Step 2

Designer: Oakley ← Step 3

Style Name:

Frame Criteria:  All Current  Discontinued  New  Price Changed

Detail ← Step 5

Calculate Fee... Cross-reference...

Sel	Designer	Style Name	Color	Eye	DBL	Tmpl	Cost	Fee
<input checked="" type="checkbox"/>	Oakley	OO4060	CHROME	61	15	127	81.50	0.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	96.50	0.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	101.50	0.00
<input type="checkbox"/>	Oakley	OO4060	MATTE BLACK	61	15	127	81.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4075	CARBON	60	17	123	101.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4075	MATTE BLACK	60	17	123	101.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4075	POLISHED BLACK	60	17	123	86.50	0.00
<input type="checkbox"/>	Oakley	OO4075	POLISHED BLACK	60	17	123	91.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4075	TUNGSTEN	60	17	123	101.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4079	POLISHED BLACK	59	13	135	106.50	0.00
<input type="checkbox"/>	Oakley	OO4079	POLISHED BLACK	59	13	135	106.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4079	POLISHED BLACK	59	13	135	106.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4079	POLISHED BLACK (E	59	13	135	86.50	0.00
<input checked="" type="checkbox"/>	Oakley	OO4079	POLISHED CHROME	59	13	135	101.50	0.00

Select All Unselect All Progress  Load Transfer Cancel Total Selected 1012

Step 4

Step 5

Step 6

You can load all configurations, or deselect ones you do not want.

2. Select a manufacturer from the **Manufacturer** drop-down menu.
3. Select a designer/brand from the **Designer** drop-down menu.
4. Select a **Frame Criteria** radio button.
5. Select the **Detail** check box, which will include eye sizes, colors, and product codes in the transfer.
6. Click **Load**.

**Transfer to OfficeMate**

Manufacturer: LUXOTTICA/OAKLEY

Designer: Oakley

Style Name:

Frame Criteria:  All Current  Discontinued  New  Price Changed

Detail

Calculate Fee... Cross-reference...

Sel	Designer	Style Name	Color	Eye	DBL	Tmpl	Cost	Fee
<input checked="" type="checkbox"/>	Oakley	OO4060	CHROME	61	15	127	81.50	0.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	96.50	0.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	101.50	0.00

Step 7

Step 8

7. Click **Calculate Fee** to open the *Fee Calculation Specifications* window.

**Fee Calculation Specifications**

FEE = COST ×  +   
 (Factor) (Dollars)

Round Up  Down  End With  Cents

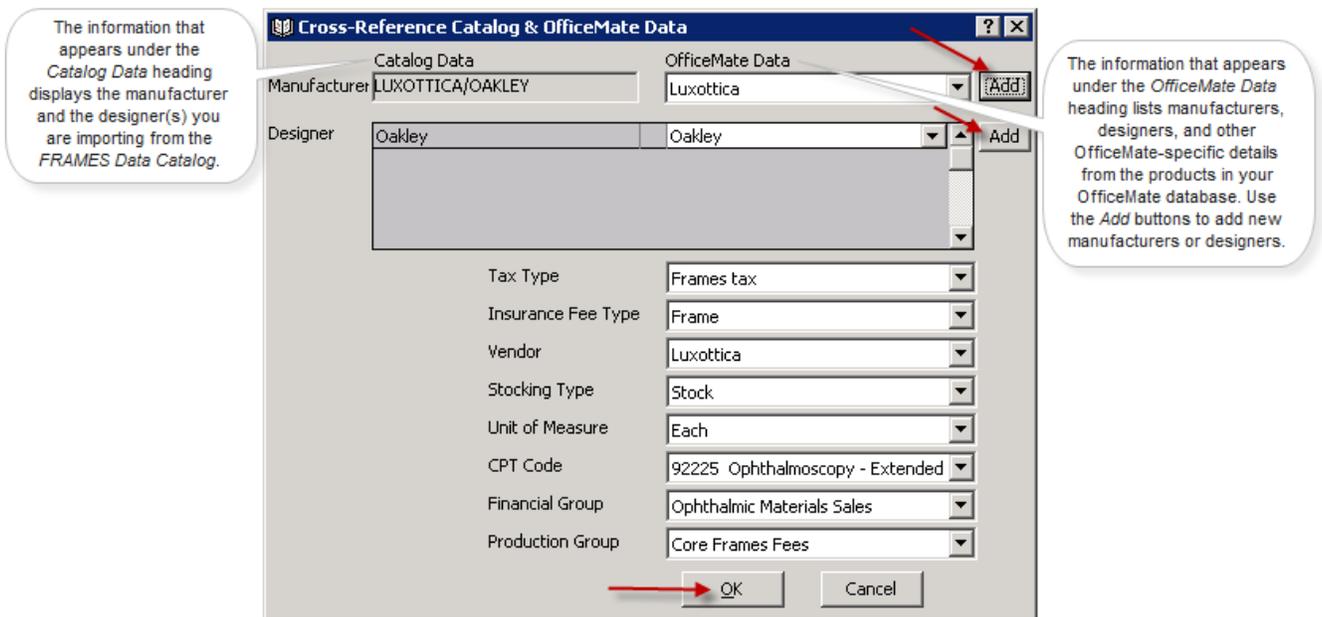
Example: Fee = 20.00 X 2 + 9.00  
 Round Up and End in .49 = 49.49

OK Cancel

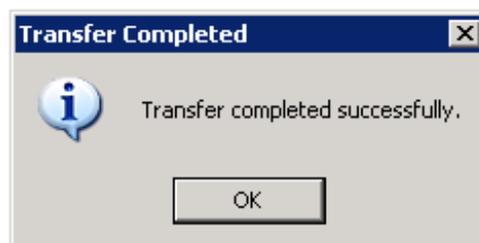
- a. Type the markup in the *Factor* text box.
  - b. Type additional markup dollars in the *Dollars* text box.
  - c. Select the *Round Up or Down* check box.
  - d. Type the value in the *Cents* text box with which you want the price to end.
  - e. Click **OK**.
8. Click the **Cross-reference** button. 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.

\*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.

9. Select a manufacturer from the *OfficeMate Data* drop-down menu OR if the manufacturer is not listed, type the name of the manufacturer and click **Add**.



10. If desired, enter the *Tax Type*, *Insurance Fee Type*, *Vendor*, *Stocking Type*, *Unit of Measure*, *CPT Code*, *Financial Group*, and *Production Group* from the drop down menus below.
11. Ensure that the *OfficeMate Products* window is closed.
12. Click **Transfer**.
13. Click **Yes** on the *Transfer Warning* window.
14. Click **OK** when the transfer is complete.



Installation complete! You can now view this brand in your OfficeMate inventory.

For more details about the *Transfer into OfficeMate* process, OfficeMate user guides can be found here: <http://www.eyefinity.com/education-and-support/OM-EW-Documentation.html> (look for the *Transferring & Loading Frames into the OfficeMate Products Database* section)