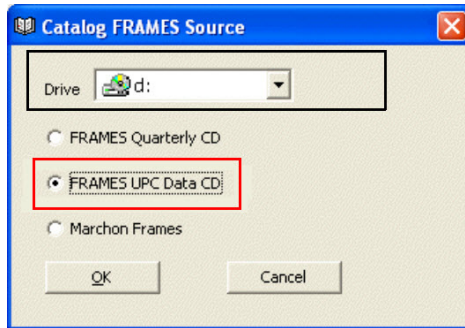


### OfficeMate SPEX CD Installation Guide

#### Select Frame Source

1. Insert the SPEX CD into your CD-ROM drive.
2. Open FrameMate by going to **Products > FrameMate**.  
NOTE: In newer versions of OfficeMate, you will need to go to **Admin** first.
3. Click "Tasks" and select "Select FRAMES Source".



5. Select your CD-ROM drive from the "Drive" drop-down menu
6. Click the "FRAMES UPC Data CD" radio button
7. Click "OK".

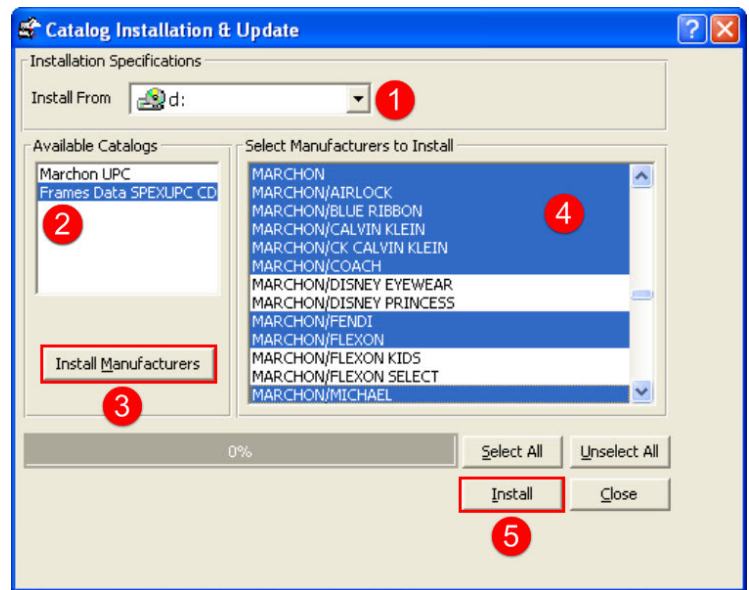
#### Import Data into FrameMate

Click Tasks > Install Catalog to open the Catalog Installation & Update window.

1. In the Install From drop-down menu, make sure the CD drive is still selected.
2. Select Frames Data SPEXUPC CD from the Available Catalogs box.
3. Click the Install Manufacturers button. This step is frequently skipped, but critical to ensure the new brands and frames are installed correctly.
4. Select the manufacturers/brands in your inventory from the Select Manufacturers to Install box.

**Note:** You should NOT use the Select All button, but you can highlight multiple brands at a time as you click through the list.

5. 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

Buttons: 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

Buttons: Select All, Unselect All, Progress, Load ← Step 6, Transfer, Cancel, Total Selected: 1012

Callout: 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

Buttons: Calculate Fee... ← Step 7, Cross-reference...

Sel	Designer	Style Name	Color	Eye	DBL	Tmpl	Cost	Fee
<input checked="" type="checkbox"/>	Oakley	OO4060	CHROME	61	15	127	81.50	3.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	96.50	3.00
<input type="checkbox"/>	Oakley	OO4060	LEAD	61	15	127	101.50	0.00

Buttons: Calculate Fee... ← Step 7, Cross-reference...

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

**Fee Calculation Specifications**

FEE = COST ×  +   
(Factor) (Dollars)

Round Up  Down  End With  Cents

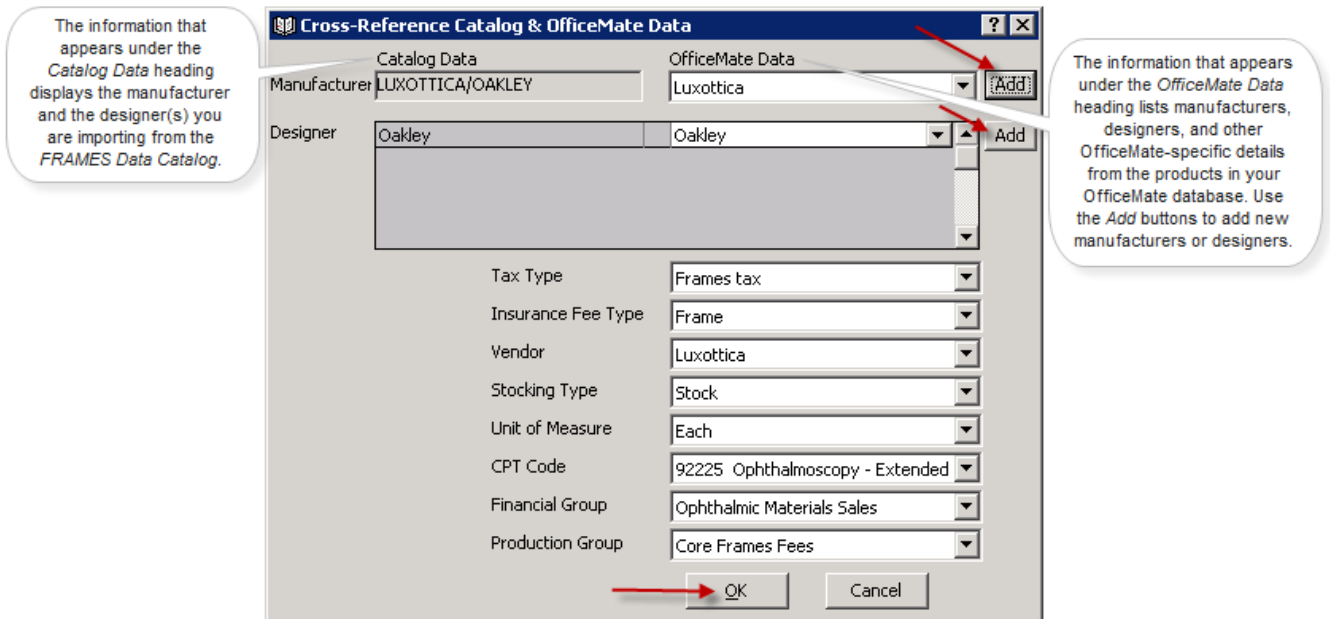
Example: Fee = 20.00 × 2 + 9.00  
 Round Up and End in .49 = 49.49

Buttons: OK, Cancel

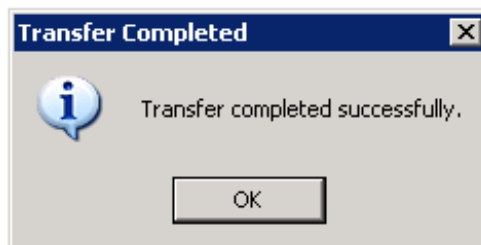
- a. Type the markup in the *Factor* text box.
  - b. Type additional markup dollars in the *Dollars* text box.
  - c. Select the *Round Up or Down* check box.
  - d. Type the value in the *Cents* text box with which you want the price to end.
  - e. Click **OK**.
8. Click the **Cross-reference** button.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