

QUICK GUIDE SUMMARY

- Download the SPEX files from your account on Frames Data Online.
- Extract the files from the zip archive
- In Practice Director, browse to the SpexUPC folder inside the extract and save the location

Practice Director SPEX On-Demand Installation Guide

SPEX Download & Extraction

- Go to www.framesdata.com and log in using your username and password.
- 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/>

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Product Name	Expire Date
SPEX UPC	JUN 19

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- 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

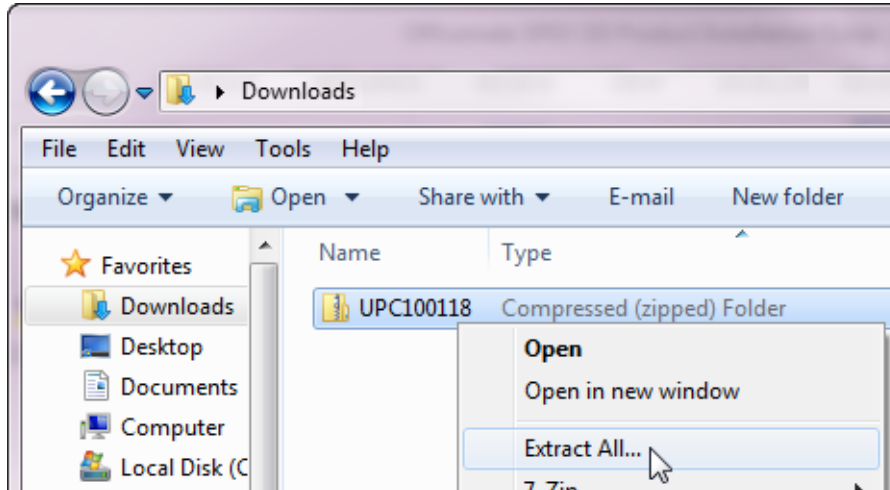
Product Name	Expire Date	Issue Available	File Name
SPEX UPC	JUN 19	October 2018	UPC100118.zip

Click to download SPEX files

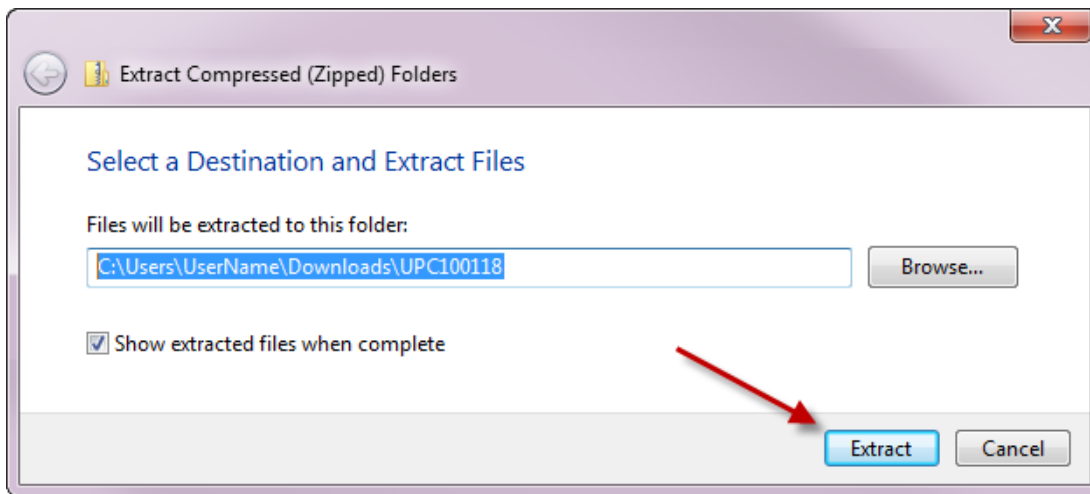
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*DropBox users will have the option to click *Copy to my DropBox*. However, simply click *Download* to save to your computer.

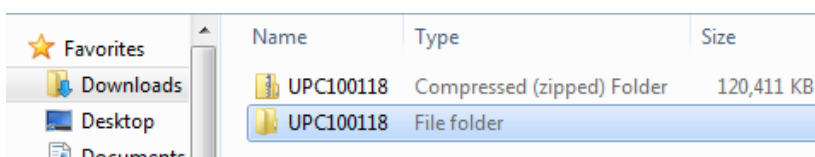
- The zip file will save to your *Downloads* folder on your computer. (If it does not start automatically, right-click and click **Save**, **Save As**, or **Save File**, depending on what kind of browser you use.)
- In your computer files program (*Windows Explorer* or *File Explorer*), browse to your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



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

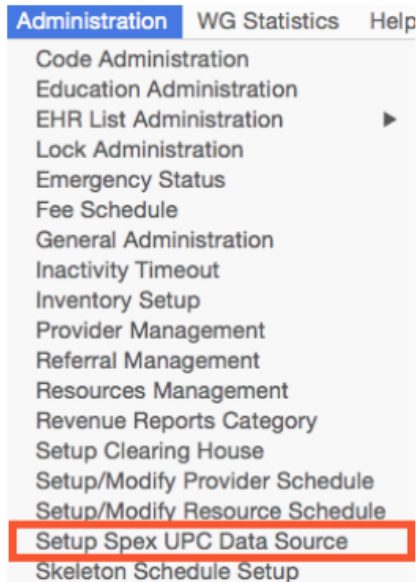


- This will create a new folder named *UPCMM01YY* in your *Downloads*, but it will be a regular file folder, rather than a compressed zip file.
- This file folder is the one that we will browse to in Practice Director. To make it easier to find, you may wish to copy it to your desktop.



Installing the Data into Practice Director

1. In Practice Director, select "Administration" > "Setup Spex UPC Data Source"



2. The Setup Spex UPC Data Source Directory screen will open.

- a. Click "Edit"
- b. Click the "Browse" option next to your operating system and select the "UPCMMDDYY" that you extracted

*Important - your extraction program may have created a folder inside a folder.
If so, select the second UPCMMDDYY folder that is inside the first one.*

- c. Click "Save"

