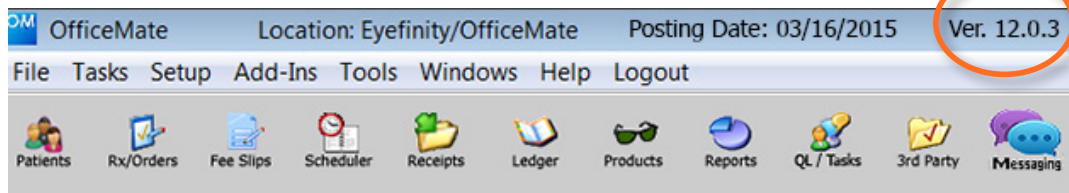




Integrate otto[®] with OfficeMate[®]

otto pulls patient demographics, insurance, and prescription information from OfficeMate. OfficeMate pulls measurement data calculated in otto.



1. To begin, make sure you have the latest versions of otto and OfficeMate. This integration requires a minimum of otto 3.0 and OfficeMate version 12.0.3 SP5 or later.
 - The otto version number you're using is located in the bottom left corner of your Login screen. To download the latest version of otto, tap **App Store**[®] on your iPad's[®] home screen, tap **Updates**, and if otto is listed among the available updates tap **Update**.
 - The OfficeMate version you're using is located in the title bar of the OfficeMate application. To download the latest version of OfficeMate, go to **MyInstallCenter**.
2. Contact otto Support at **855.999.otto(6886)** or e-mail **support@seeotto.com** to initiate configuration. Please provide the following information:
 - **Practice name**
 - **Your name**
 - **Your e-mail address**
 - **Practice phone**
 - **EFAN (Eyefinity[®] Account Number)**
 - **HRAN (Health Record Account Number) for EEHR users only**
 - **Eyefinity UserID**

After contacting otto Support, please allow up to 2-3 business days before continuing to Step 3.

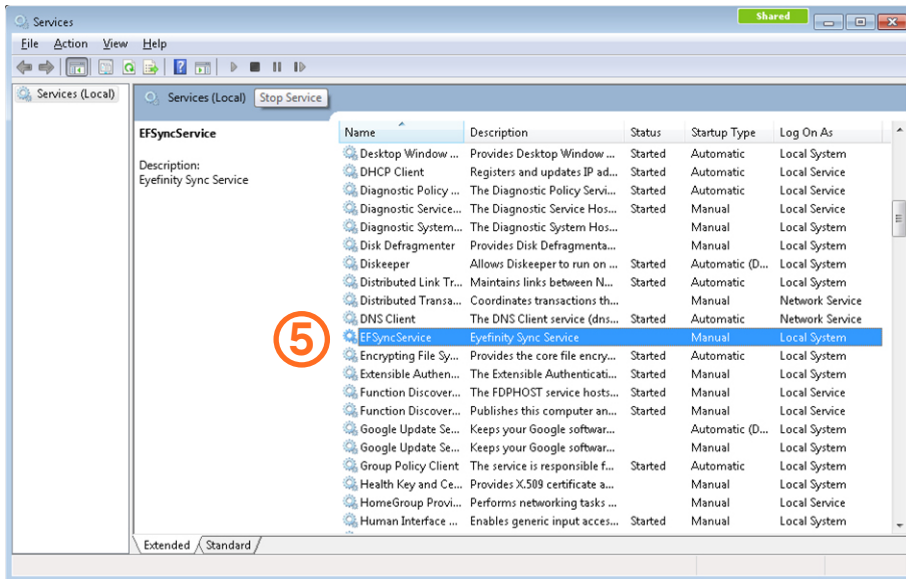
You will receive a confirmation e-mail from otto Support instructing you to proceed to Step 3.
3. Close OfficeMate and ExamWRITER[®] on every computer in your practice.
4. Log on to your OfficeMate server as an administrator.


Note: Make sure you have Admin rights to install software on your PC.

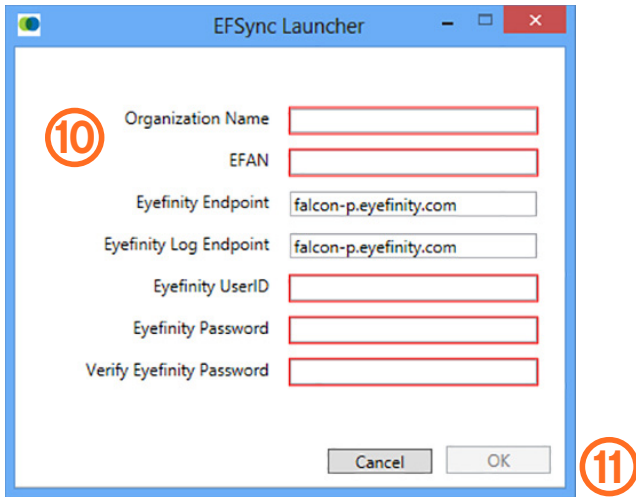
If you don't remember your EFAN, it can be found on your account statement at **eyefinity.com**.

If you don't remember your Eyefinity UserID/Password, call Eyefinity Support at **800.269.3666**. The Eyefinity UserID is often the practice phone number.

If you don't remember your HRAN, call Eyefinity EHR Support at **800.942.5353**.



5. If you have Eyefinity Sync Service (EFSyncService) running on your server, stop the service using the following steps:
 - Click **Start**, select **Control Panel**, and click **Administrative Tools**.
Note: Depending on your Windows setup, you may need to click **Start**, select **Control Panel**, click **System and Security**, and click **Administrative Tools**.
 - Double-click **Services**.
 - Locate and right-click **EFSyncService**.
 - Select **Stop** if the service is running.
6. Download the **OfficeMate Configuration Utility** and save it to the OfficeMate server. A setup wizard will walk you through the necessary steps to download the OfficeMate Configuration Utility.
7. Click **Run**, read and accept the license agreement and click **Install**. Follow the on-screen prompts to install the utility.
8. Once download is complete, go to the C: Drive on your OfficeMate server and open the **Program Files (x86)** folder. If you don't have a Program Files (x86) folder, open the **Program Files** folder.
9. Open the **Eyefinity Sync** folder, and double-click  **EF.FAL.Integration.ConfigUtility**.



10. When the EFSync Launcher opens, enter the following information :

- **Organization Name:** Your practice name.
- **EFAN:**
 - **OfficeMate, OfficeMate/ExamWriter Users:** Enter your Eyefinity Account Number (EFAN)
 - **OfficeMate/EEHR Users:** Enter your Health Record Account Number (HRAN) in the EFAN field.
- **Eyefinity Endpoint** and **Eyefinity Log Endpoint** will automatically populate.
- **Eyefinity UserID:** Your practice's **eyefinity.com** UserID. If your UserID includes letters, this field is case-sensitive.
- **Eyefinity Password:** Your practice's **eyefinity.com** password. If your password is longer than eight characters, enter only the first eight characters. If your password includes letters, this field is case-sensitive.
- **Verify Eyefinity Password.**

11. Click into any other field within the EFSync Launcher to enable the OK button. Click **OK**.

Note: After you click OK and the information you entered has been confirmed, this window will close and the sync service starts.

OfficeMate-to-otto integration is complete!