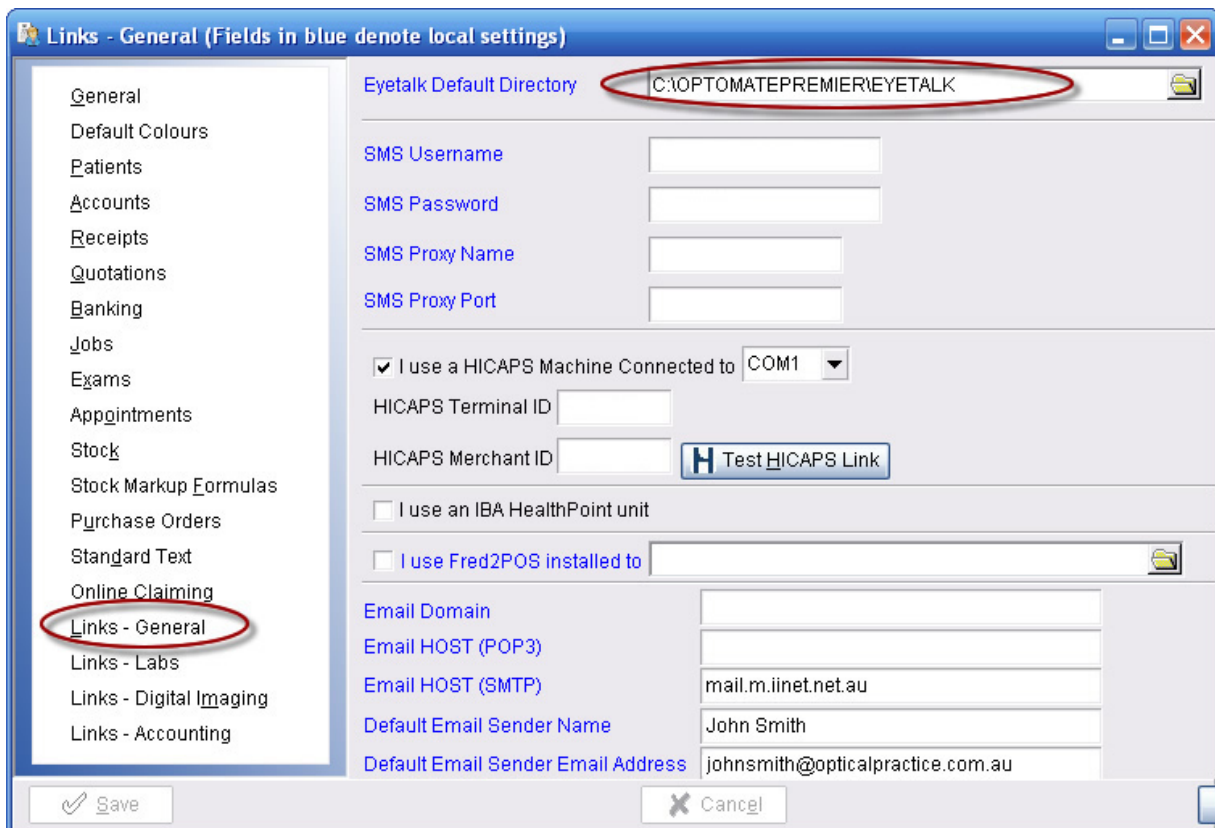


## Importing Eyetalk Digital

Optomate has the ability to import the Eyetalk Digital file, while you maintain control over what gets imported by supplier, category, and what mark-up (or down) percentage change from the recommended sell prices that you wish to invoke. This document will explain how the Eyetalk import procedure works with the Optomate Premier Series.

### Step A – Setting up Optomate

1. In Optomate, go to **File ► System Settings** and click on the '**Links – General**' heading.



2. Set the **Eyetalk Default Directory** – this is where you will normally store the Eyetalk file that you download from the Eyetalk Website. Using the Open Folder button (located at the right of the path), browse for the location you are choosing, and select [OK].

\*For most sites, the Eyetalk folder within 'C:\OptomatePremier' will be suitable.

3. [Save] the System Settings and [Close].

### Step B – Download the current Eyetalk Digital File

Eyetalk Consultants will give you access details to their current file, so you can then download it from their website. You will need to save the file into the **C:\OptomatePremier\Eyetalk** folder (or the folder of your choice).

## Step C – Linking the Lenses

When importing the Eyetalk lens file, Optomate needs to link its current lens code with an Eyetalk lens code. To do this, you will need to link all your current lenses with the corresponding Eyetalk lens code. This is done with the 'Find Link' button. Once a link is made, Optomate will store this unique code in the Eyetalk Digital field for future use.

Account Description 2	Account Description 2 for Lens		
Supplier Stock Code			
Eyetalk Digital Code	Perm-00123		
Web Address			
Lens Add Ons	Single Add On	Multi Add On	Price (Single)
	▶ 512	513	\$20.00

**Note:** This is a once off process, therefore if you receive an updated Eyetalk file you do not need to re-link the lenses.

1. Open the Spectacle Lens setup screen from Optomate by clicking **Setup ▶ Stock ▶ Spectacle Lenses ▶ Spectacle Lenses** (or press Ctrl + L)
2. Double click on a lens from the search screen to open the setup.
3. Click onto the [Eyetalk] button at the top of the screen and select the Eyetalk Digital file that you have just downloaded and then click [Open].
4. Once you have the '**Eyetalk Find**' window open, change the search order to '**Description\_SC**' and type the Eyetalk lens description. Once you have located the matching Eyetalk lens click [OK].
5. Continue this process for each of the lenses you currently have on file.

\*If you have lenses that cannot be found in the Eyetalk file, they will not be updated/changed by importing the Eyetalk File.

## Step 4 – Import Eyetalk Digital into Optomate

1. In Optomate, click on **File ▶ Import Data ▶ Eyetalk File**. You will be prompted for the Eyetalk Filename (see below image) - ensure you select the most recent one.

**Note:** The file name changes for every issue.

**Eye Talk Import**

Filename: C:\OptomatePremier\Eyetalk\PX123.dbf

Overwrite my descriptions with Eyetalk description  
 Overwrite my sell prices with Eye Talk Consultants fees  
 Overwrite my RRP with Eye Talk Consultants fees

Alter Spectacle Lens Pricing?

Increase Prices     Decrease Prices    By: 10 %

Alter Contact Lens Pricing?

Increase Prices     Decrease Prices    By: 5 %

Show Eye Talk Import Items

OK    Cancel

2. On this screen you have the options of:
  - ▶ **Overwrite my description with the Eyetalk description**  
This will replace all of your Optomate lens descriptions with the Eyetalk description.
  - ▶ **Overwrite my Sell prices**  
This will replace your current sell prices with the Eyetalk prices.
  - ▶ **Overwrite my RRP**  
This will put the Eyetalk price into the Recommended Retail Price field.
  - ▶ You also have the option of deviating from their Sell prices by increasing or decreasing the suggested Eye Talk fee by a percentage. In the next screen you can further customise your preferences, by category.
3. Once you are happy with your import options click ok.

Once you have clicked ok to the first screen, you will now need to match up your Categories to the Eyetalk Categories, and your Suppliers to the Eyetalk File's Suppliers. You must match them all to complete the import process. You will only have to do this for the first time, unless Eyetalk Consultants add new Suppliers or Categories in the future.

- ▶ You can use your Optomate Category more than once.
- ▶ If you would like extra Categories added into Optomate, tick the '**New Category**' box and the import will add the Category for you.
- ▶ By Category, you can now choose to alter the Mark-up formula from that which you selected on the first screen.
- ▶ If the Supplier does not exist in Optomate and you want to add it, press [Esc], then tick the '**New Supplier**' box and it will be added. You must select either a matching supplier or tick '**New Supplier**', for every Eyetalk Supplier. You may choose to use your own '**Miscellaneous**' or '**Unknown**' Supplier for any Supplier you don't wish to add.
- ▶ Some Suppliers have merged with others in the industry, so you can use the one Optomate Supplier, for many Eyetalk Suppliers.
- ▶ If you don't purchase from a particular Supplier and therefore don't want to import their stock, leave the tick in the last box ticked ON.
- ▶ If you choose not to import New Items, the Eyetalk Import will update only your current items without adding any new ones. If you choose to Add New Items, the items that you don't currently have on file will be imported into Optomate.

### Step 5 – Reviewing the Final Results

Once you have imported the file you will be presented with a summary of what has been imported, and an option to then print the results. On the printout you are shown the Eyetalk item and its codes, the Stock Code allocated by Optomate and the price per item.

Eyetalk does not have all the extra information about lenses that Optomate can store. So, for any item added by Eyetalk, you should find the item in the setup, and add extra details.

New lenses added by the Eyetalk Import will have a barcode number as the code. You will probably want to change the Code of the items to suit your practice. To do this, use the **Utilities ▶ Change Item Code** function to change to your preferred code. The new items have the Eyetalk Digital code stored, so as to remember it for the next import and retain the changes that you have made, even though you have changed your code.