OffiSign-In™

Electronic Sign-In Solutions, LLC

Installation Manual

First: create an OffiSign-In™ Account. Please choose a username and password and write them down here:
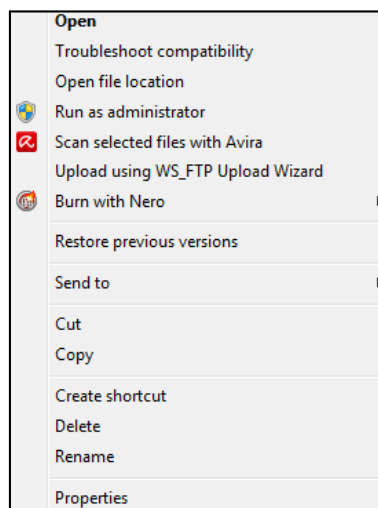
Username _____ Password _____

You'll need them to register the program during the initial installation.

Second: choose a Version. After creating your account choose which version of the software and you would like to purchase. Once you have completed the purchase you can download and install the OffiSign-In™ software at anytime. *It is important that you install the program on the computer that will be hosting the Topaz Signature Pad.*

Third: install OffiSign-In™ When installing the software for the first time *please be sure everyone is out of Eclipse™.* We recommend waiting until you have your Topaz pad attached to your computer before running the first time installation of OffiSign-In™.

IMPORTANT: First time installations should be run as an Administrator!
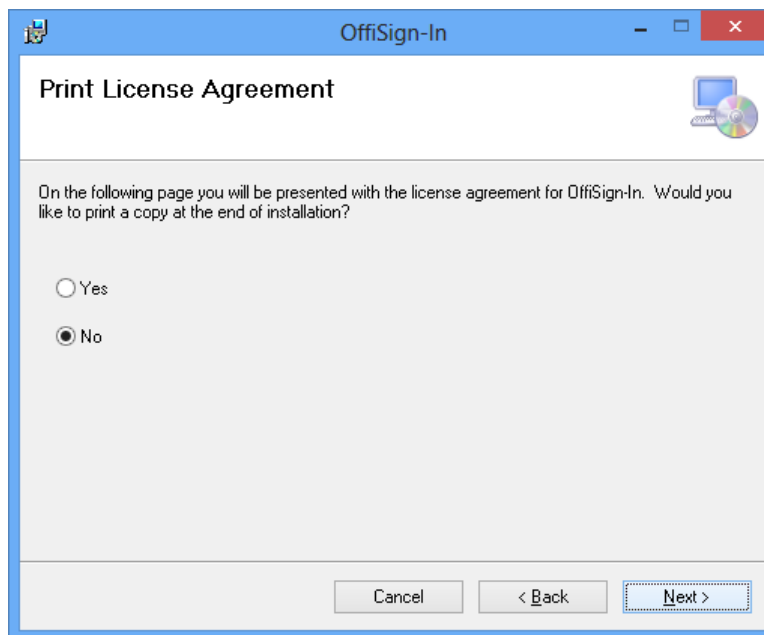
After downloading the install file make sure everyone has exited Eclipse™. Run the install program as an Administrator. This can be done by right clicking on the OffiSign-In™ installation file and choosing **'Run as administrator'**.

Open
Troubleshoot compatibility
Open file location
Run as administrator
Scan selected files with Avira
Upload using WS_FTP Upload Wizard
Burn with Nero
Restore previous versions
Send to
Cut
Copy
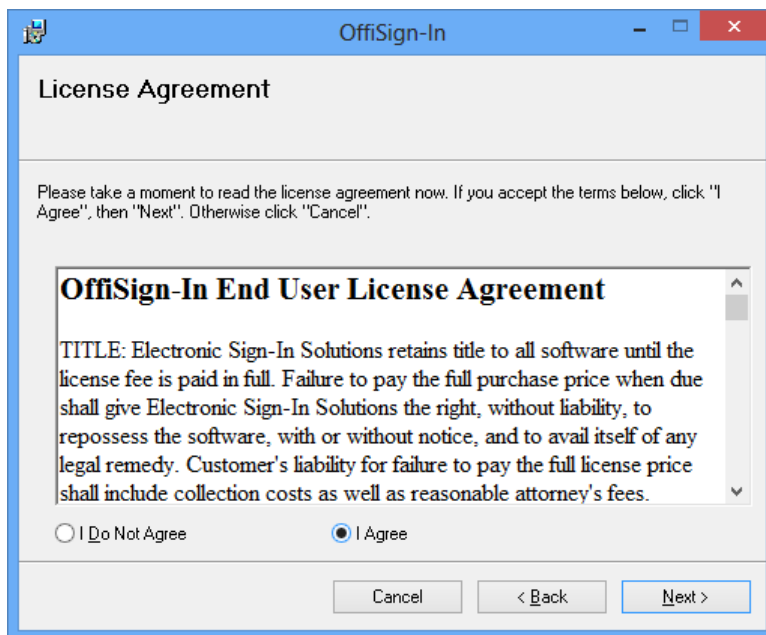Create shortcut
Delete
Rename
Properties

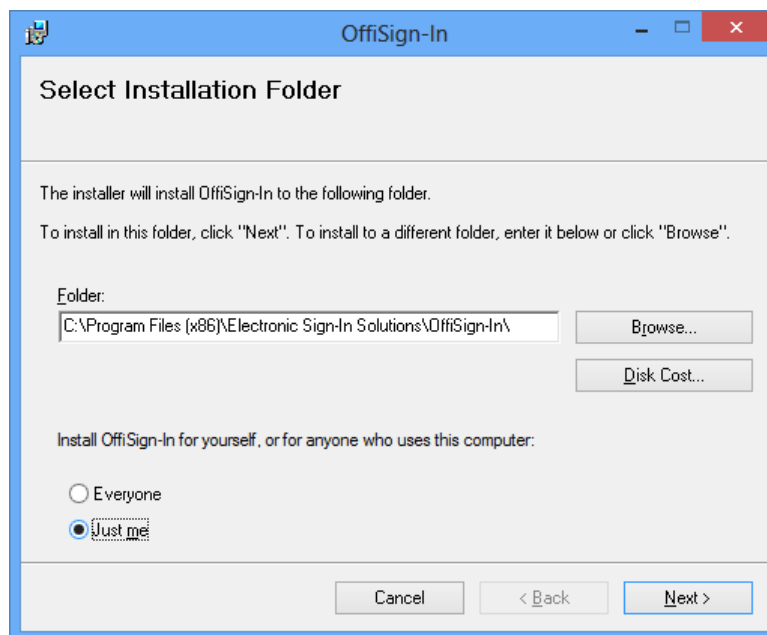Follow the online directions. Click on **'Next'**

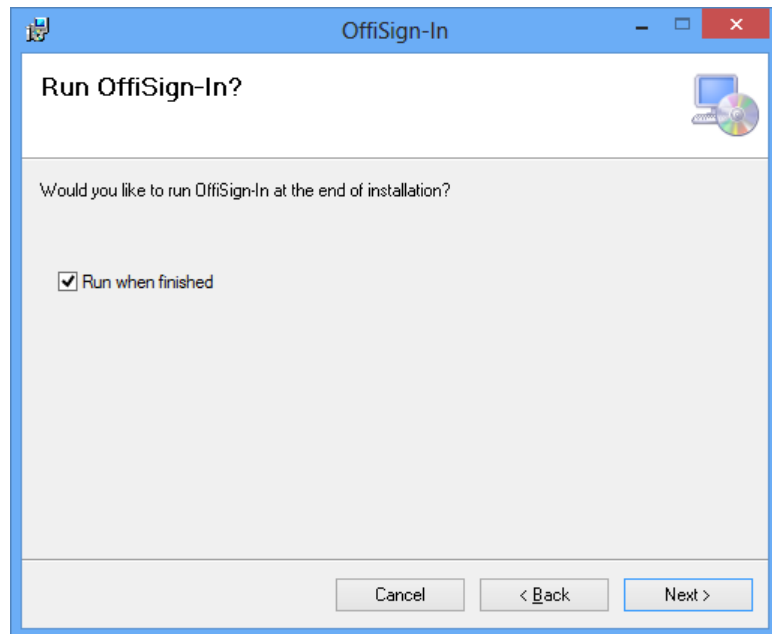Choose **Yes** if you wish to Print out a copy of your license agreement: Click on **'Next'**
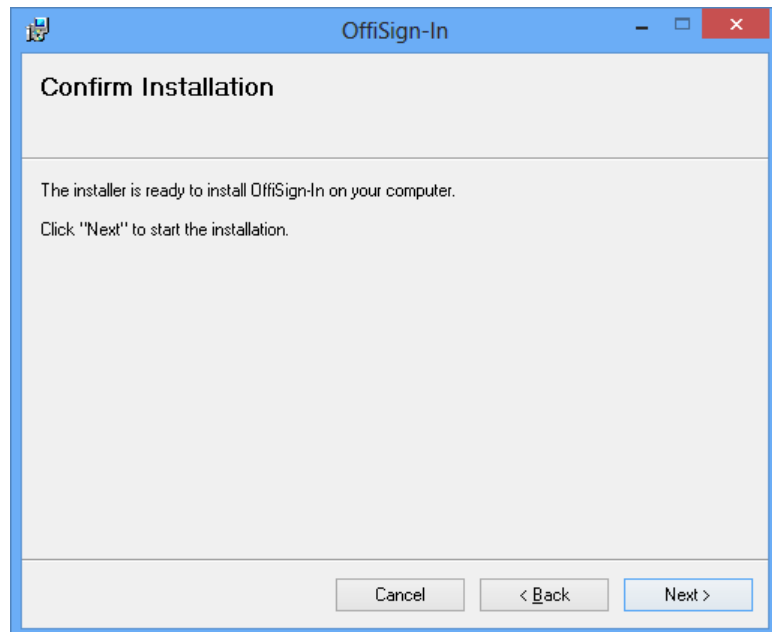
Check 'I Agree" then click on **'Next'**:

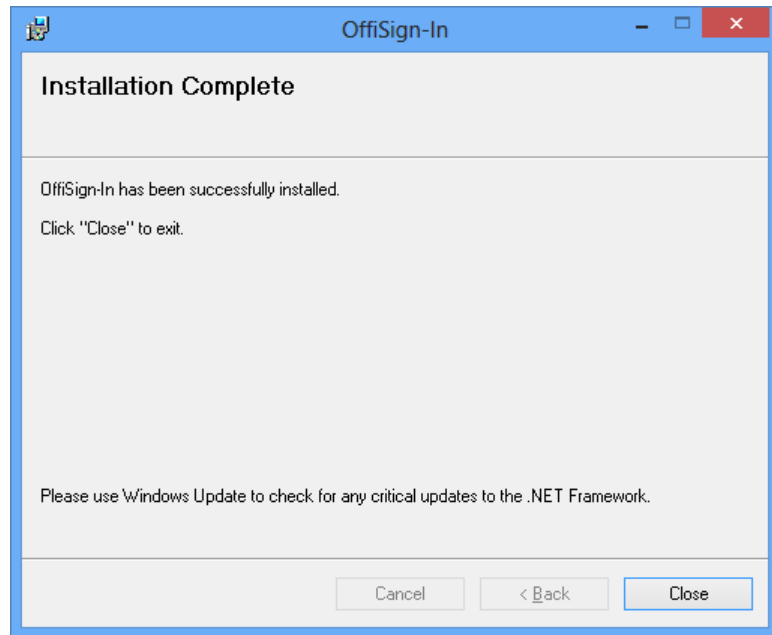Assign the default directory and to user permission, Click **'Next'** to continue:

Check whether you'd like to run OffiSign-In™ after installation: click on **'Next'**.

You have now set all your preferences, select **'Next'** to begin the Install:
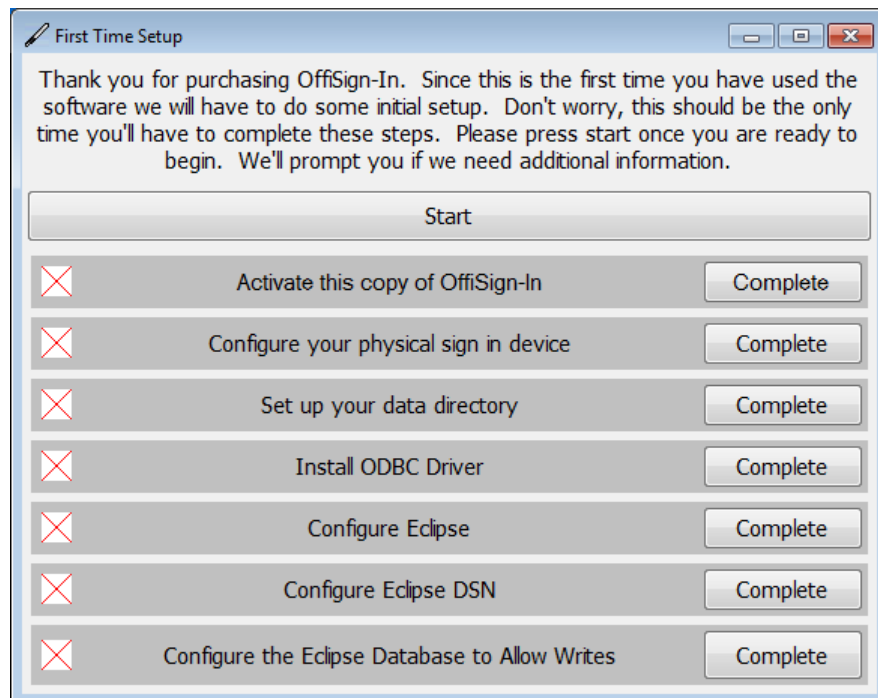
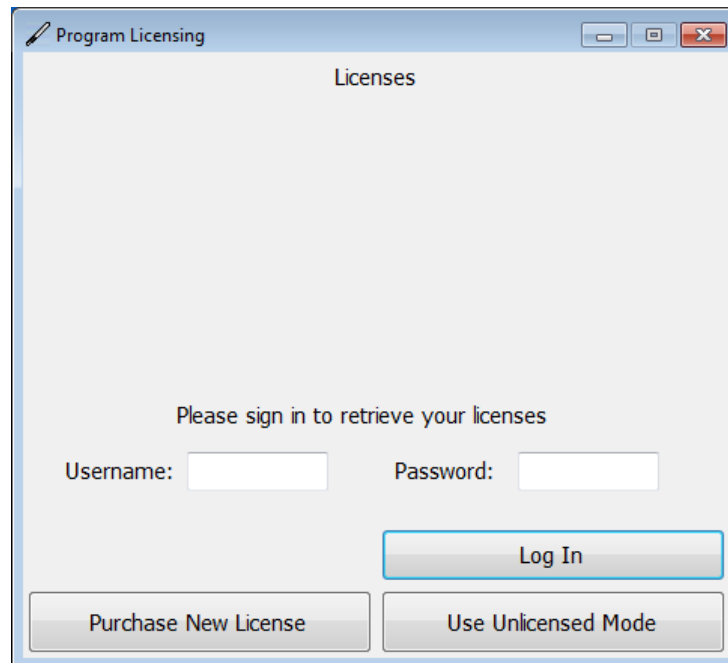Congratulations you have installed OffiSign-In™ :

The first time you open OffiSign-In™ you will be taken through the initial setup.

First Time Setup

Click on **'Start'** and follow the directions:

You will be asked to retrieve the Licence you purchased. You will need the Username and Password you created when purchasing OffiSign-In™ . Click on **'Log In'**

Click on an **'Unused License'** from the available list. In most cases you will only be able to choose from one license.

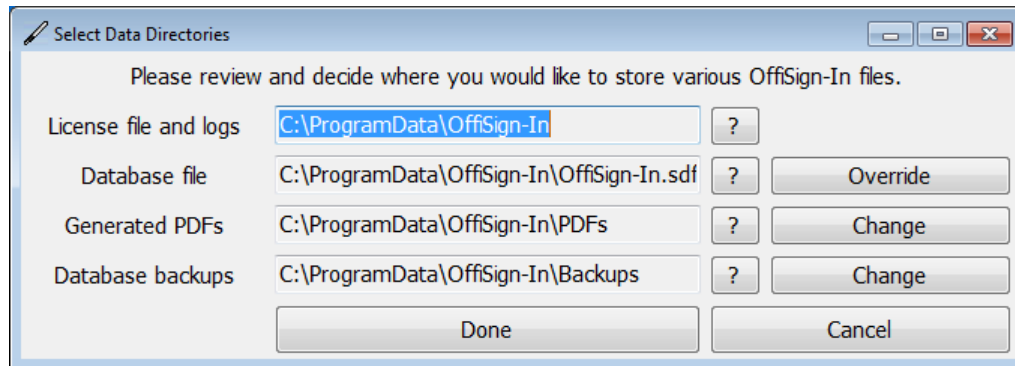Choose which Topaz Pad model you have attached to your computer, then click on **'OK'**
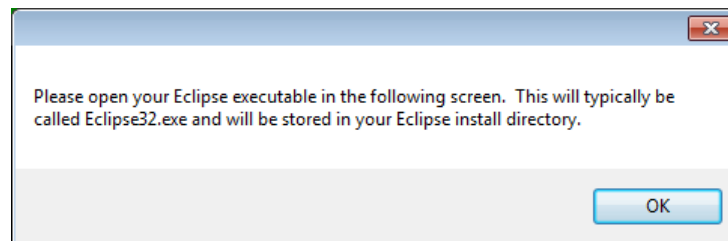

You will be presented with locations of all the OffiSign-In™ data directories, you can click on **'Done'** to use the default settings. If you want to use different locations make the changes before clicking on **'Done'**. Please make note of the location of your database and generated pdfs to include them in your daily back ups.

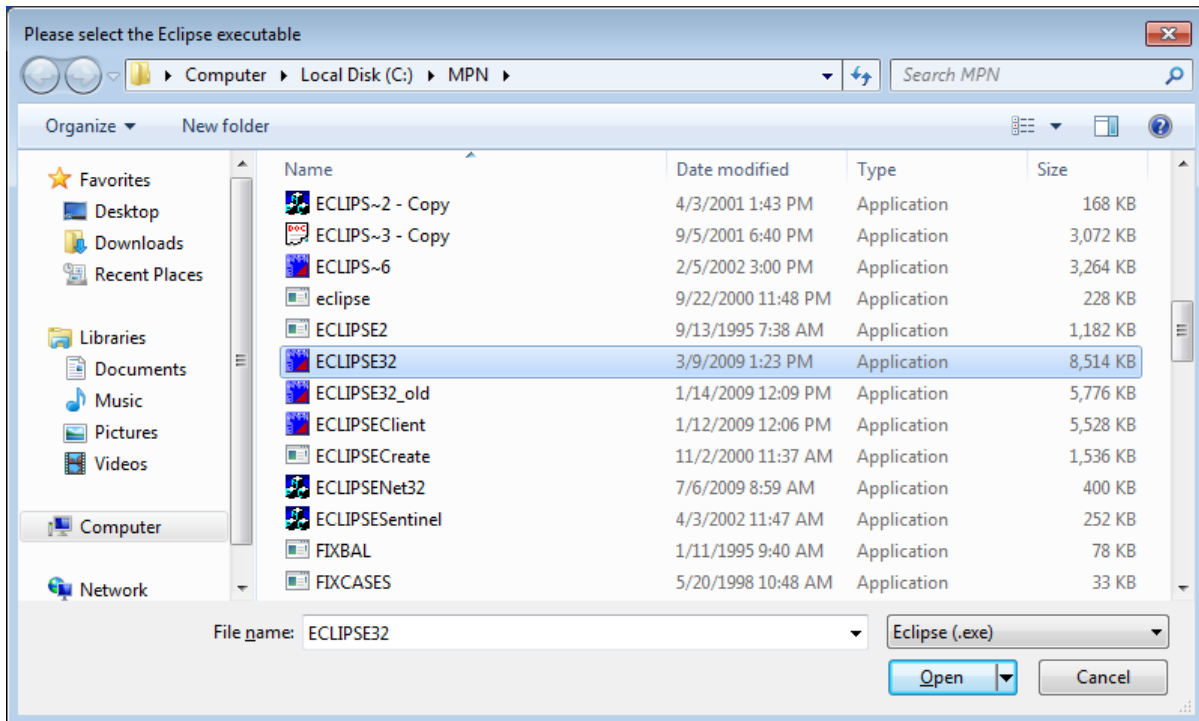OffiSign-In™ will now install the ODBC driver, this allows our program to talk with Eclipse™. You should only see a small download bar and then a brief pause while it installs.

Next OffiSign-In™ will make changes to the Eclipse program that will allow it to read the Eclispe™ Databases. You will prompted for the location of your Eclipse Executable. Click on **"OK"** and navigate to your MPN Directory.
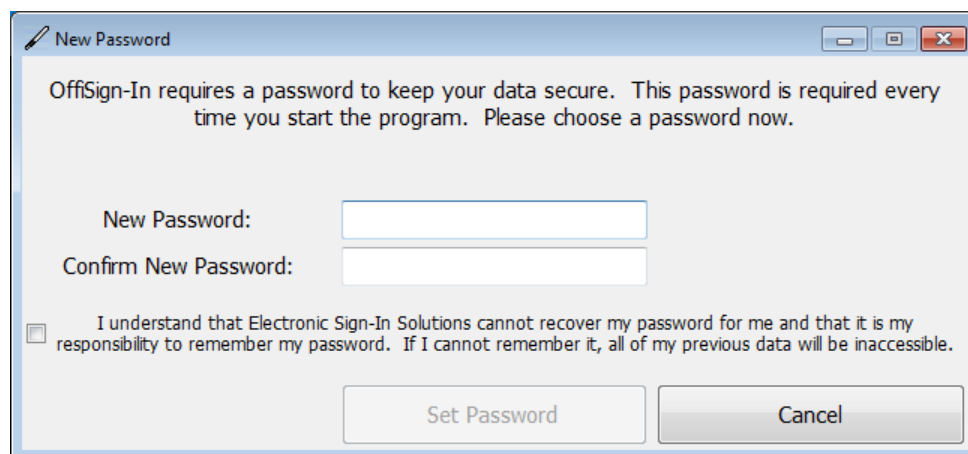
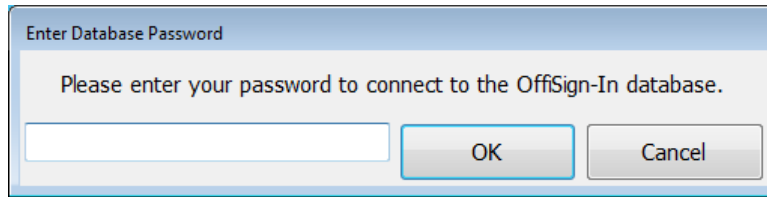Select the Eclipse32 Application file and click on **'Open'**

While OffiSign-In™ makes subtle changes to Eclipse ™ you shouldn't see anything on screen. If you get a series of permission requests click through each one in the affirmative.
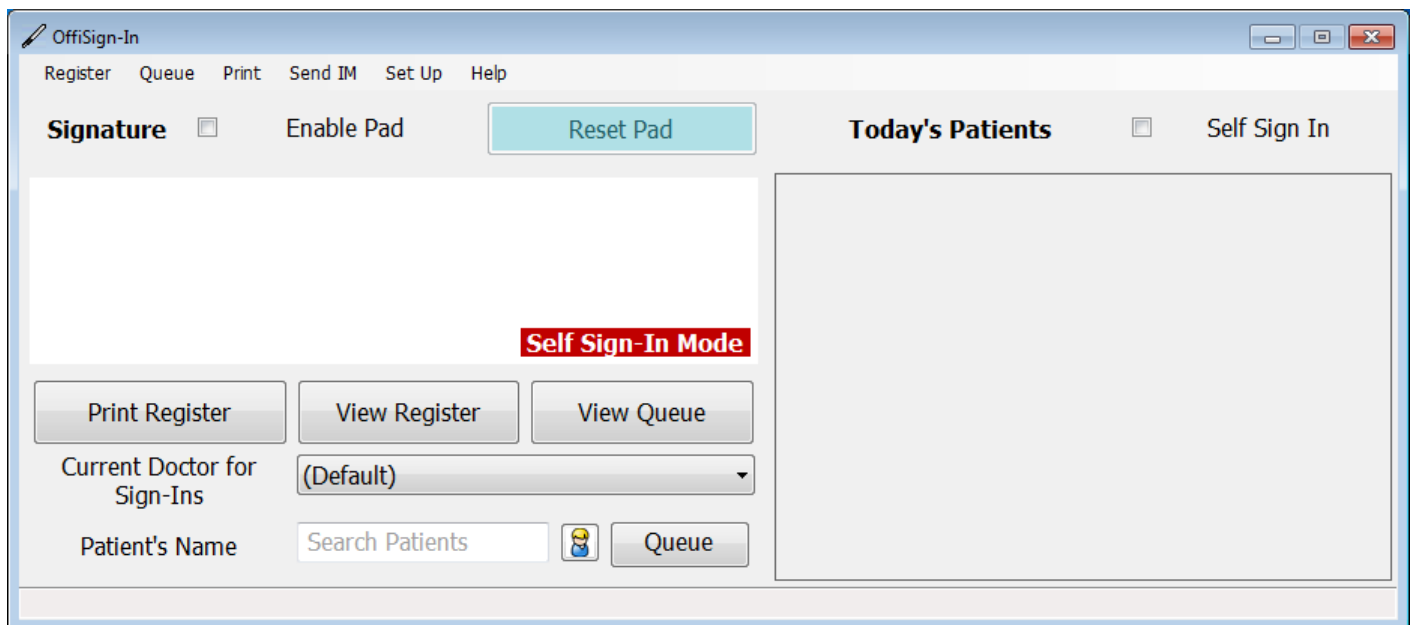
Once completed you will be prompted to create a **Database Password**. This is for security. **IMPORTANT: Write this password down and keep it in a safe place. We can not retrieve it if it is lost!!!** This will protect you from prying eyes and database theft! Check off the disclaimer and click on **'Set Password'**.

Congratulations OffiSign-In™ is now set up and running. Each time you run it you will be prompted for the password you just created.

Enter Database Password

Please enter your password to connect to the OffiSign-In database.

OK   Cancel

Type in your password and click **'OK'**. The program will then open . . .

OffiSign-In

Register   Queue   Print   Send IM   Set Up   Help

Signature ☐   Enable Pad   Reset Pad   **Today's Patients** ☐   Self Sign In

Self Sign-In Mode

Print Register   View Register   View Queue

Current Doctor for Sign-Ins   (Default)

Patient's Name   Search Patients   Queue

OffiSign-In™ is now fully functional!