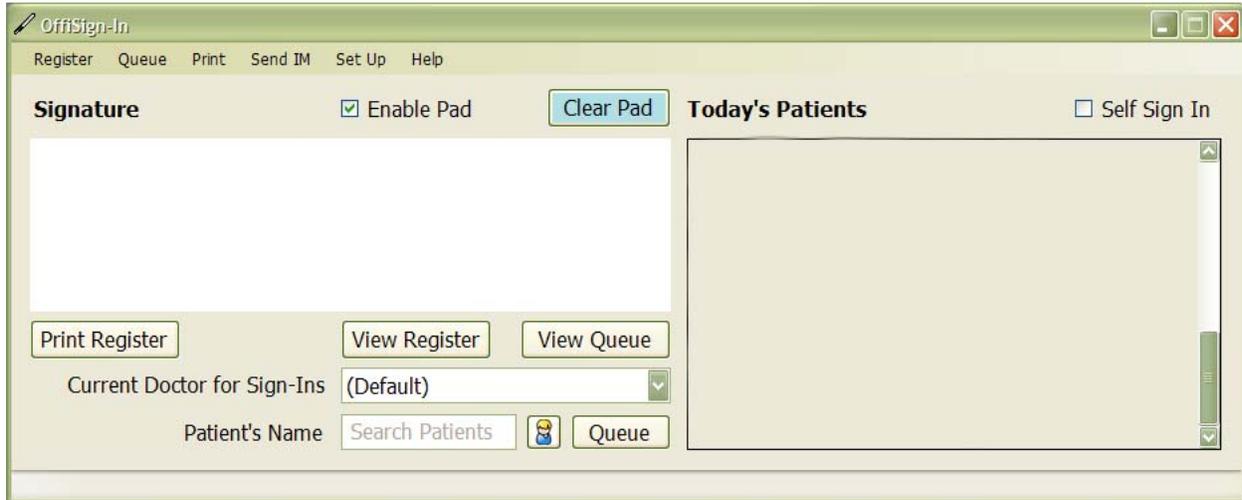


OffiSign-In Operating Manual

Electronic Sign-In Solutions, LLC



We will go over the different controls that you will be using to optimize **OffiSign-In** (OSI) to work best for your office.



Register: This will bring up the sign-in register view, allowing you to see who has signed in for the day (you can also view any date from this screen). You can edit or erase the signature from here. Place the cursor over the signature and you will see the delete and edit buttons. (The View Register button does the same.)

Queue: The queue is a waiting area for signatures that haven't yet been assigned to the patients file. Once the queue is opened click on a signature to edit or delete the signature. Edit allows you to assign the signature to a patient, and/or treating doctor. (The View Queue button does the same.)

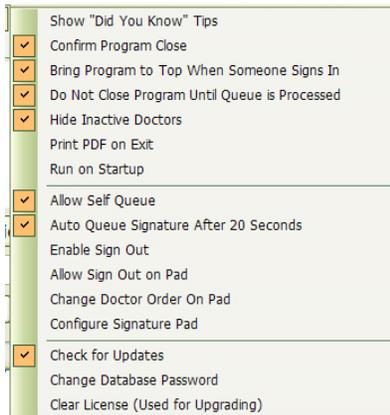
Print: The print menu will give you the option to print a the sign-in register by day, by an individual patient (a single day or a range of days) or by the treating doctor. You can send the output to your printer or to a pdf file.

Send IM: This feature is only available on the Pro version. It will bring up the IM chat box that allows the front desk to communicate with any remote viewer.

Set Up: There are two sub menus, [Program Options](#) and [Remote Viewer](#).

Program Options Menu

Show “Did You Know” Tips—Shows tips on how to use OSI



Confirm Program Close—Will have the program ask “Are you sure you want to close OSI.

Bring Program to the Top When Someone Signs In— OSI will pop up on top of all other programs when a patient touches their pen to the pad.

Do Not Close Program Until Queue is Processed— You will be prompted to attach all signatures in the Queue to the appropriate patient before closing the program. If signatures are in the Queue when you close the program they will be lost.

Hide Inactive Doctors—All doctors that you have entered in Eclipse who are not longer in the practice but have no been removed from the database will not show up in OSI

Print PDF on Exit—The signature sheet for the day will print out when you close the program.

Run on Startup—OSI will automatically start up when you turn your computer on.

Allow Self Queue—An OK button will appear on the tablet to the left under the clear button, allowing patients to push their signature into the Queue if no one is at the front desk when they sign in,

Auto Queue Signature After 20 Seconds—If the front desk is busy or unattended and the patients signature isn't annotated to their file, and/or they don't Self Queue it, OSI will automatically place the signature in the Queue after 20 seconds, freeing up the tablet for the next patient to sign in.

Enable Sign Out—(Pro version only) - Turns on the Sign-Out feature. This will log the time they leave the office and how long they were there.

Allow Sign Out on Pad—This will place a ‘Sign-In’ and ‘Sign-Out’ button on the tablet allowing the patient to ‘self sign in’ and ‘self sign-out’.

Change Doctor Order on Pad—You can set up the order which the treating doctors names will appear on the tablet.

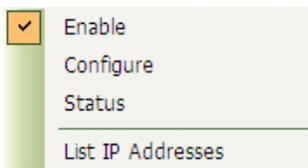
Configure Signature Pad—self explanatory.

Check For Updates—OSI will automatically check for a new update when it starts

Change Database Password—It is imperative that you remember the password you create for the database. This will keep your data protected. We cannot retrieve it if you forget it. This option allows you to change the password if you so desire.

Clear License (Used for Upgrading) -

Remote Viewer: The remote viewer is a free download from our website. It allows each computer attached to the network running OSI to see who has signed in and at what time.



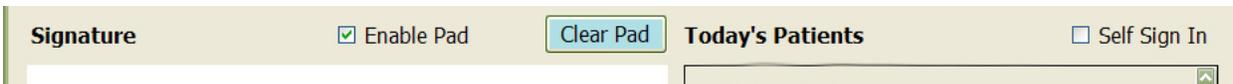
Enable—Turns the Remote Viewer option on.

Configure—Allows you to set the user name and password.

Status—Check to see if the remote viewer is operating properly/

List IP Addresses—Provides you with the computers Host name and an alternative IP Address to use to enable the viewer to communicate with the host OS program.

Help: Provides options for Tutorials, Support and About.



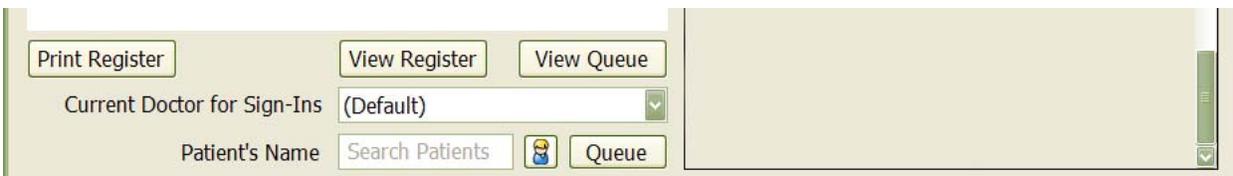
Signature: (White box) As a patient signs the signature capture device their signature will appear in the white box on the left side of the application screen.

Enable Pad: This allows you to turn the pad on and off from the OSI interface.

Clear Pad: Clears the signature on the pad and resets it for the next patient to sign in.

Today's Patients: Shows the names and times of the patients who have signed in.

Self Sign-In: This allows the patient to sign themselves in and attach their signature to their file through the tablet at the front desk. This is done by having them use the last four digits of their home phone numbers. It only works if you have all phone numbers listed in Eclipse.



Print Register: The print menu will give you the option to print a the sign-in register by day, by an individual patient (a single day or a range of days) or by the treating doctor. You can send the output to your printer or to a pdf file.

View Register: This will bring up the sign-in register view, allowing you to see who has signed in for the day (you can also view any date from this screen). You can edit or erase the signature from here. Place the cursor over the signature and you will see the delete and edit buttons.

View Queue: The queue is a waiting area for signatures that haven't yet been assigned to the patients file. Once the queue is opened click on a signature to edit or delete the signature. Edit allows you to assign the signature to a patient, and/or treating doctor.

Current Doctor for Sign-Ins: Determines which doctor the patient will be seeing. This allows OSI to search for signatures by treating physician.

Patient's Name (Search):  This is where you start typing in your search string. You can search for a patient by their first or last name the more you type the more it narrows down your options.

Queue: If a patient is not in your system they can be put into a waiting area, *the Queue*, until you have entered them into your Eclipse database.