

The logo features the letters 'EEO' in a large, bold, dark blue font. The 'O' is stylized with a green outline and a white center, and contains a graphic of a sun or moon with rays. Below 'EEO' is a large, bold, dark blue '2'. To the left of the '2' is the word 'Eclipse' in a green, sans-serif font, and to the right is the word 'Outlook' in the same green font.

EEO2 Outlook

Eclipse To Outlook User Manual

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Chapter 1 – System Requirements

Recommended Hardware

The following hardware requirements are a guideline only, but are required in order to receive technical support. The application may work on systems that do not meet these hardware recommendations. However, optimal performance is based on the following:

Processor: Intel Pentium 4 with 2.4 Ghz or better; Dual core processor preferred.

Memory: 512 MB or greater; 1GB preferred.

Software Requirements and Recommendations

Microsoft Windows XP or higher is required. This software has not been tested and is not supported on Windows Server operating systems, or operating systems older than Windows XP.

Please Note: E2O does not work on 64 bit operating systems at this time.

Microsoft Outlook 2002 or higher is required. Due to compatibility issues, computers running Microsoft Vista require Microsoft Outlook 2003 or higher.

A valid licensed copy of *Eclipse Practice Management Software* is required.

Microsoft .NET Framework 2.0 is required and included with the E2O installation if it is not already installed on your computer.

If you are using security software such as anti-virus, anti-spyware and/or firewalls.

For Windows Vista, it is required that you have user account controls disable in order to install AND use E2O.

Note: In order to receive support for E2O, your computer must be free of viruses, spy-ware, or other hindrances which may adversely affect performance.

Chapter 2 – Installation

Download and launch E2O.exe. E2O can be downloaded from www.EclipseToOutlook.com. It is recommended that E2O.exe be saved to your hard drive in case it needs to be reinstalled. Once downloaded and launched, E2O will extract in the location it was saved to (see figure 2.1).

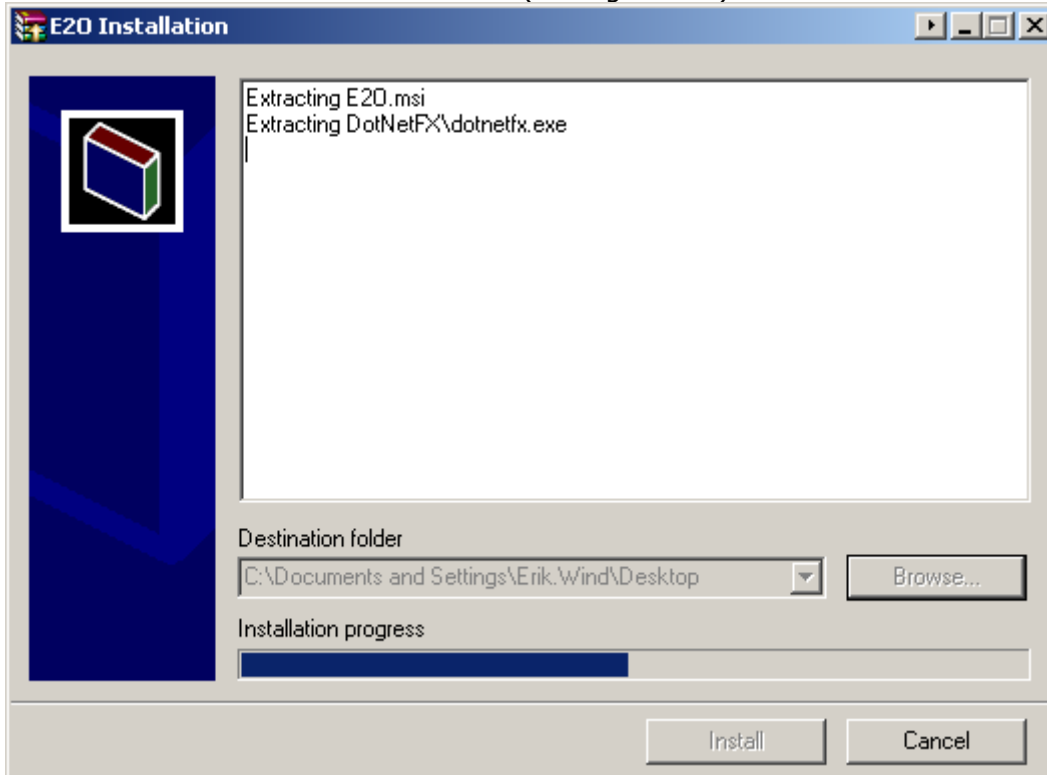


Figure 2.1: E2O will extract to the location you downloaded the file to.

The E2O setup file will then launch. Press Next (figure 2.2).

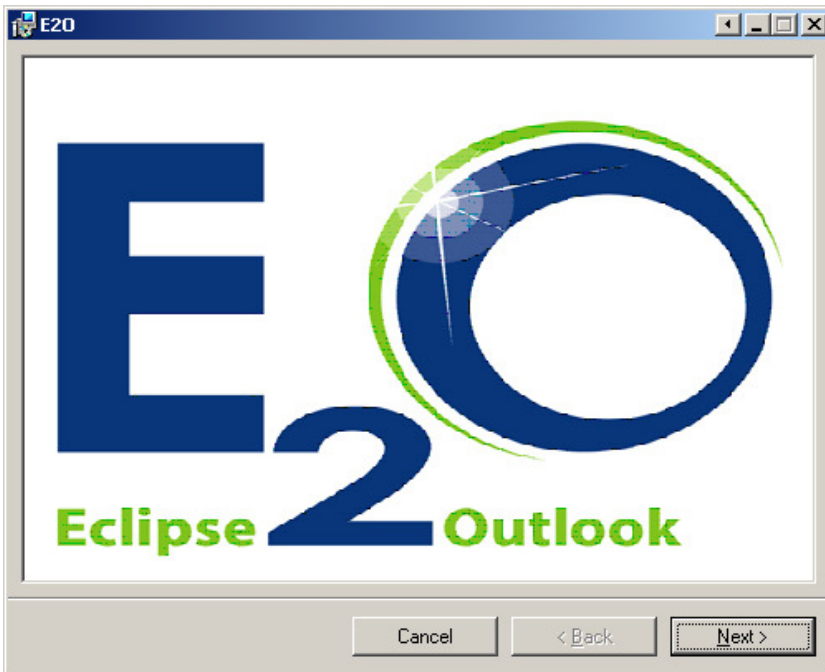


Figure 2.2: E2O setup will launch, press next.

Press Next again (figure 2.3).

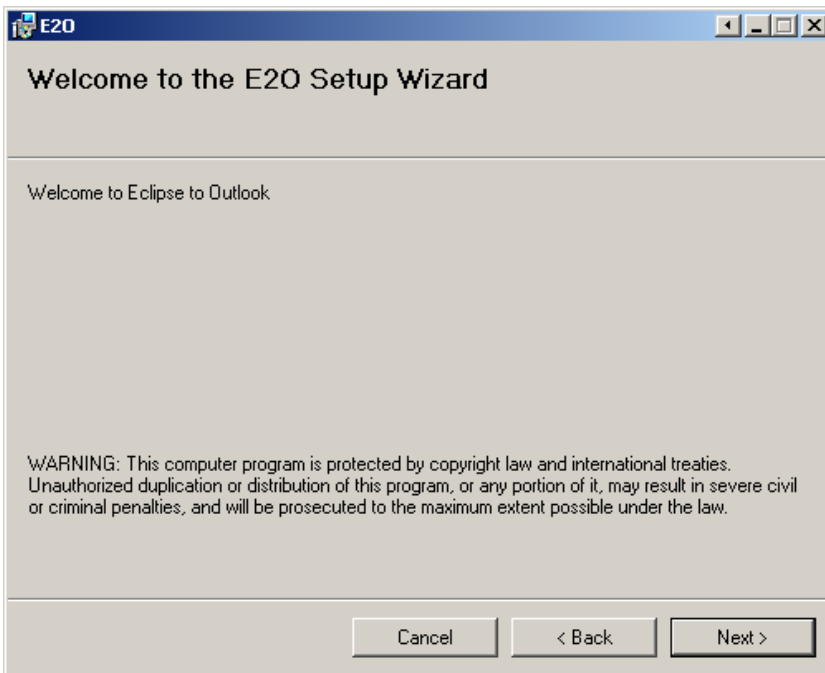


Figure 2.3: Setup Wizard, press next.

You will have the opportunity to review the E2O license agreement, and the Faircom ODBC driver license agreement. The Faircom driver is required to connect to your Eclipse database and is included in the E2O setup. Press "I Agree" to accept, then press Next (Figure 2.4).



Figure 2.4: Review the license agreement, press I Agree and Next.

Setup asks for the installation path, and the intended users of E20. The default path is C:\Program Files\EclisetoOutlook\E20\ (see figure 2.5). Press Next to continue.

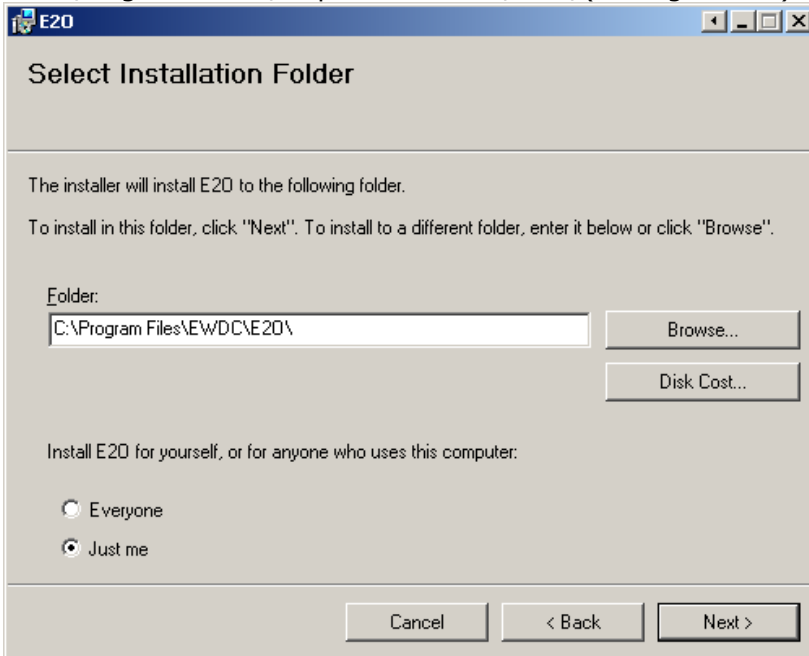


Figure 2.5: The default installation path and intended users.

Press Next again (figure 2.6).

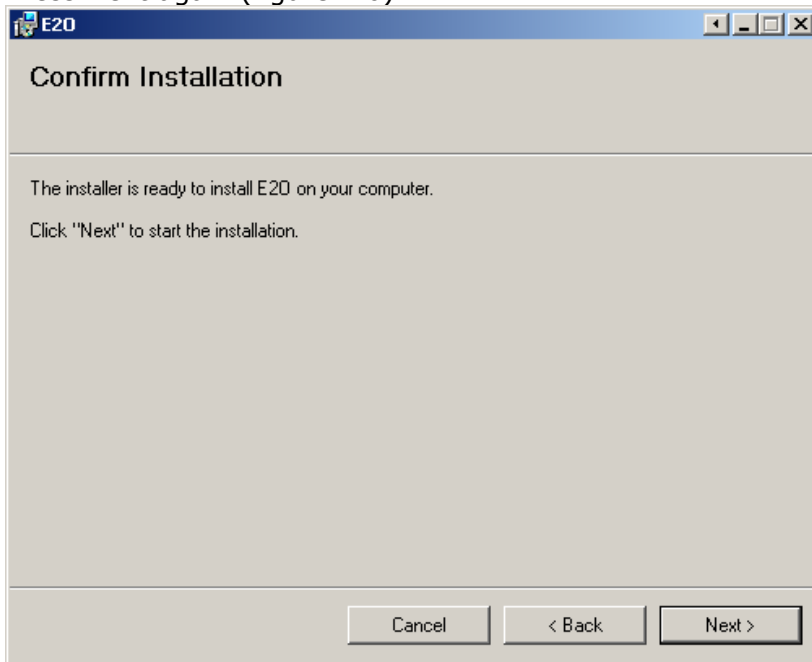


Figure 2.6: Press Next

E20 will install (figure 2.7).

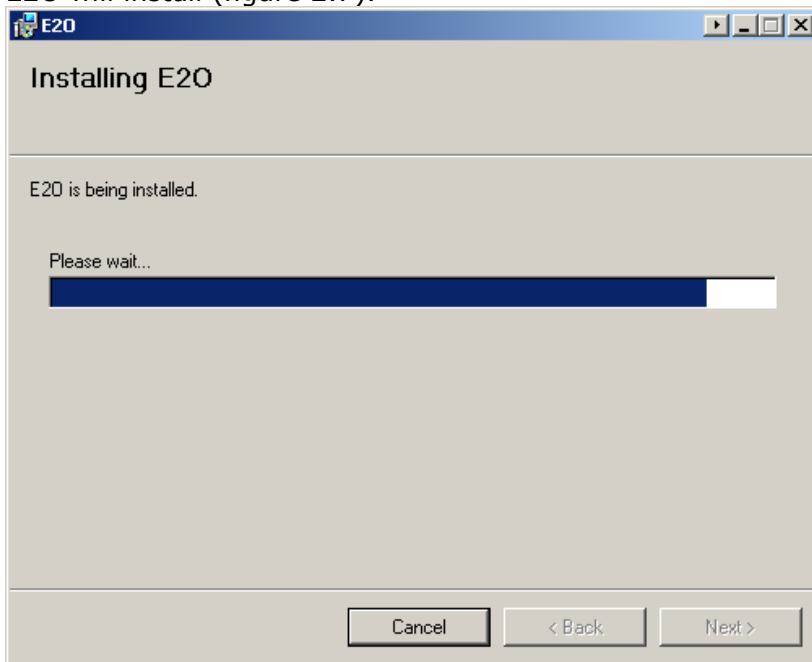


Figure 2.7: Installation

The E2O installation is complete, press Close (figure 2.8).

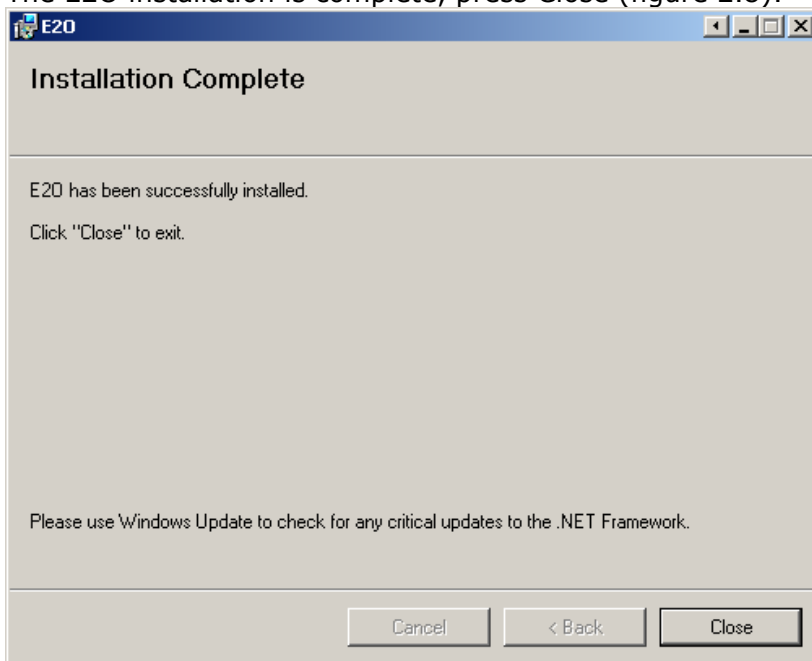


Figure 2.8: Installation is complete, press Close.

Chapter 3 – Launching Application

Once installed correctly, E2O can be launched by going to: Start -> Programs -> EWDC -> E2O. If you chose to have shortcuts on your desktop or the Quick Launch bar during installation, you can open E2O from there as well.

Chapter 4 – Application Registration

The first time E2O opens, you will be asked for your registration code, which you will have received over e-mail when you purchased or requested your free evaluation. Enter in that code, and press Submit. You can also be directed to www.EclipseToOutlook.com from here to purchase the full version, by pressing Purchase (figure 4.1).

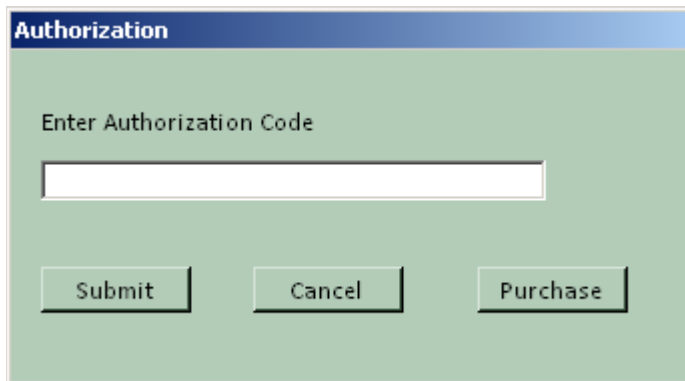


Figure 4.1: Registration

Note: The evaluation version is good for 10 uses only.

Chapter 5 – Configuring E2O for Use

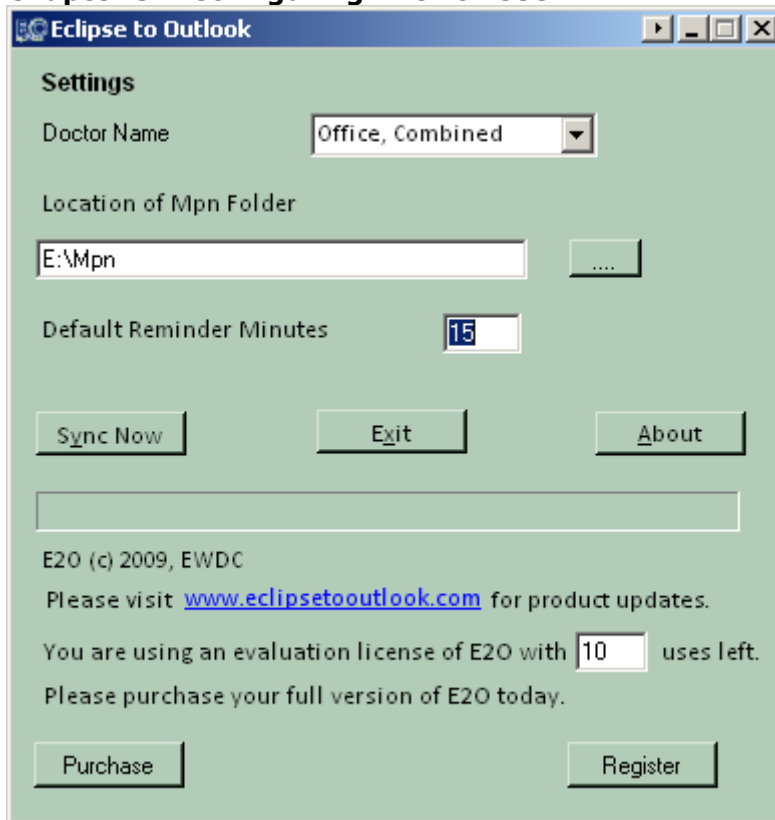


Figure 5.1: The E2O Screen

Setting up E2O for use is very straightforward. If your Eclipse folder (MPN) is located in the default C:\MPN location, you will not be prompted for a location. Otherwise, you will be prompted for its location. You can also change the location of your MPN folder by pressing the “...” button next to the folder path (figure 5.2).

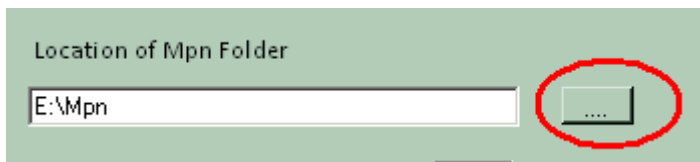


Figure 5.2: Changing the location of the MPN folder.

For multiple doctors using Eclipse, you can select the doctor’s name from the drop down box at the top. As in Eclipse, the first doctor entered (ID = 0) will bring in the appointments for the entire office (figure 5.3).

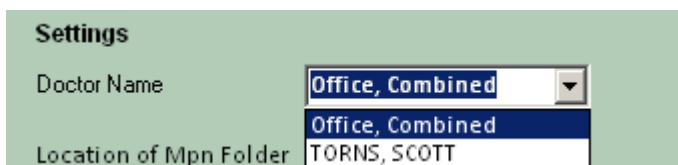


Figure 5.3: Selecting the doctor.

The default reminder minutes is the number of minutes before an appointment you wish Microsoft Outlook to remind you prior to the appointment. To disable this Outlook feature, set the number of minutes to zero (figure 5.4).

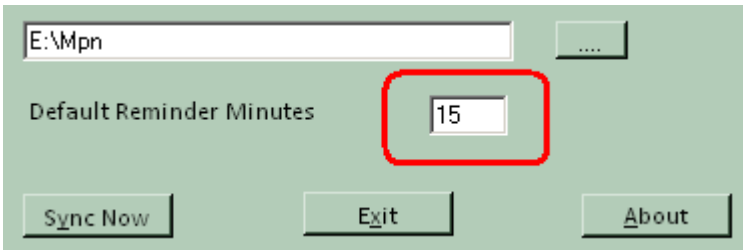


Figure 5.4: Set the default reminder minutes.

Chapter 6 – Operating E2O

The three buttons below Default Reminder Minutes are “Sync Now”, “Exit” and “About” (figure 6.1):

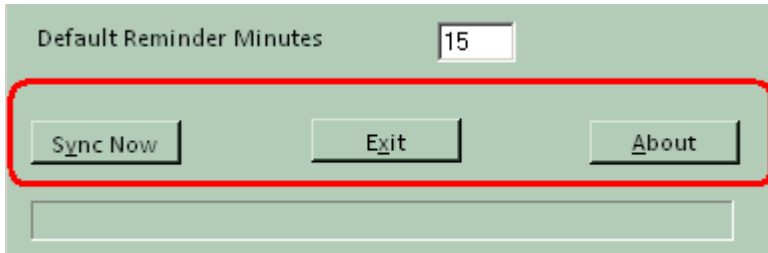


Figure 6.1: Sync Now, Exit and About

Sync Now This will synchronize your Eclipse appointments to Microsoft Outlook (see Chapter 7, Synchronization Details).

Exit will close E2O.

About will bring up an informational page on E2O, its author EWDC, the E2O license agreement, and a section to check for updates (Chapter 8, Checking for Updates).

Chapter 7 – Synchronization Details

E2O will insert your patient appointments from the past thirty days going forward into your Microsoft Outlook calendar.

Past appointments will not receive any reminder.

Appointments that have not yet occurred will receive the default reminder time you configured (see Chapter 6).

Appointments that have been rescheduled to a different time on the same day will be updated in Outlook.

Appointments that have been set to “cancelled” or “rescheduled” in Eclipse will be removed from Outlook. Appointments that have been deleted from Eclipse will remain in Outlook. Both Eclipse and E2O consider it best practice to mark an appointment as canceled or rescheduled, rather than deleting.

Chapter 8 – Checking for Updates

Currently, all E2O purchases of the full version of E2O have unlimited access to new features, as the application is being perfected. To check for and download updates, click on the “About” button, as detailed in Chapter 6.

When the about screen opens, press Check for Updates



Figure 8.1: The About Window, press Check for Updates

You will be notified if updates are available. If there is an update, you will be asked if you wish to download it. Press “Yes” to continue (figure 8.2).

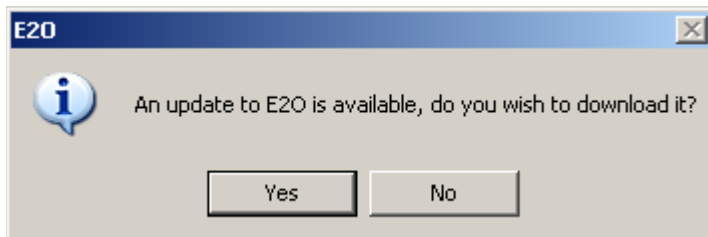


Figure 8.2: Press Yes to download an update to E2O.

E2O will close, and you will have the opportunity to download and install a new version of E2O. Follow Chapter 2 for installation instructions.

Chapter 9 – Evaluation Uses, Purchase and Registration of the Full Version

The evaluation version of E2O allows you to synchronize your Eclipse calendar to Microsoft Outlook ten times. After that, you will need to purchase E2O to continue.

E2O will let you know how many synchs are left toward the bottom of the E2O screen (see figure 9.1).

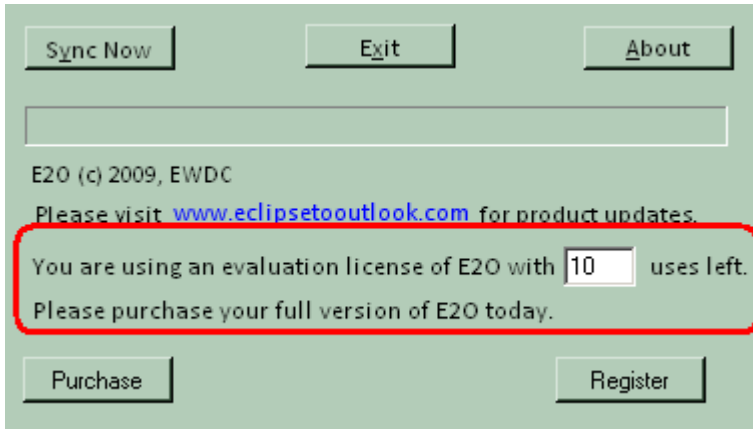


Figure 9.1: Number of uses left of the evaluation version.

Clicking on Purchase in the bottom left will take you to www.EclipseToOutlook.com where a full version of E2O can be purchased. If you have an authorization code good for a full version, you enter it by pressing register in the bottom right. Registration for the full version works the same way as described in Chapter 4.