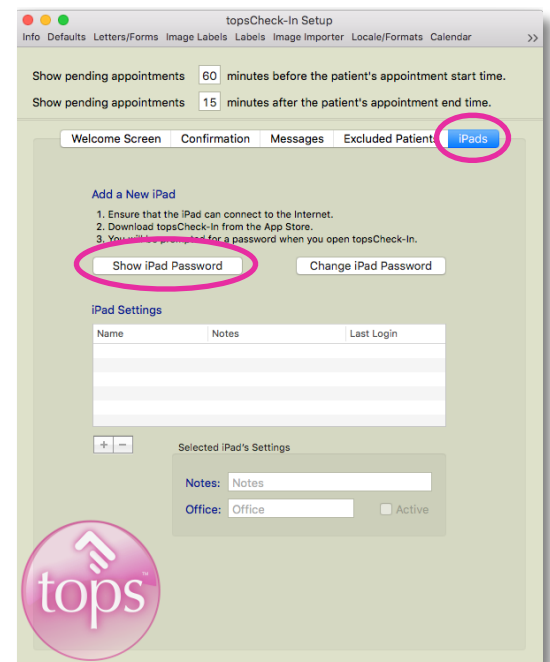# topsCheck-In for iPad

topsCheck-In for iPad

The topsCheck-In for iPad app enables you to use an iPad as a touch screen for patient check-in.

To use the topsCheck-In for iPad app, you must have the following:
1. Newest model possible. Please contact tops Support for the most recent list of compatible iPad models.
2. A WiFi network in your office.
3. topsOrtho version 8.0.3 or later.

How to set up the iPad Check-In app
1. Verify WiFi connectivity.
   - On your iPad, open the Settings app and tap WiFi.
   - Connect the iPad to the same wireless network as the topsOrtho workstation you will use for pairing.
   - Close the Settings app and check the WiFi symbol on the top of your device to ensure you're connected.

2. Download the app.
   - From your iPad, open the App Store.
   - Search for Cogent Design.
   - Select the topsCheck-In for iPad app and tap Install.

3. Access the topsCheck-In for iPad password from Practice Setup.
   - From the topsOrtho menu in the menu bar, select Practice Setup.
   - At the far right, select the topsCheck-in panel.
   - At the top right of the panel, click the iPads tab.
   - Click the Show iPad Password button. For verification purposes you will be required to enter your topsOrtho Password.
   - The topsCheck-In iPad Password will be displayed.

4. Enter the password into the topsCheck-In for iPad app.

5. To pair the device you must establish the connection to the topsServer. From your iPad, tap to open the topsCheck-In app.
   - If you are in the same physical location and local network as the topsServer, the topsServer will be displayed on the iPad. Simply tap to select your topsServer.
   - Enter your topsCheck-In Password and tap Save at the upper right of the screen.
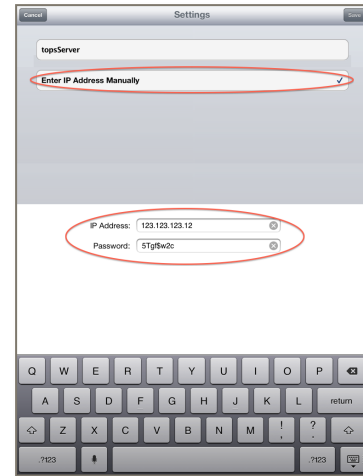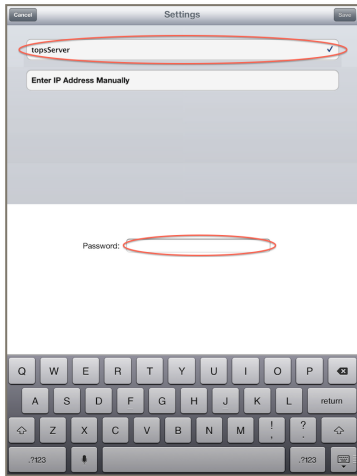
   - If you are not in the same location as the topsServer, tap the Enter IP Address Manually button.
   - Enter your topsServer's internet IP Address. If you don't know your topsServer's IP address, launch the internet browser on your workstation and type in the web address iPChicken.com. This is the same IP address used by topsOrtho in the login window when you are connecting from outside the main office.
   - Enter your topsCheck-In Password and tap Save at the upper right of the screen.

6. Pair the iPad and your topsServer.
   - The topsCheck-In for iPad app will connect to your topsServer then await authorization.
   - On your topsOrtho workstation, look again at the topsCheck-In setup panel.
   - In the iPad Settings list, select the name of your iPad.
   - From the Selected iPad Settings box, check the Active checkbox and select the location in which the iPad will be used.
   - Your iPad will pair with the topsServer. That's it! It just works..
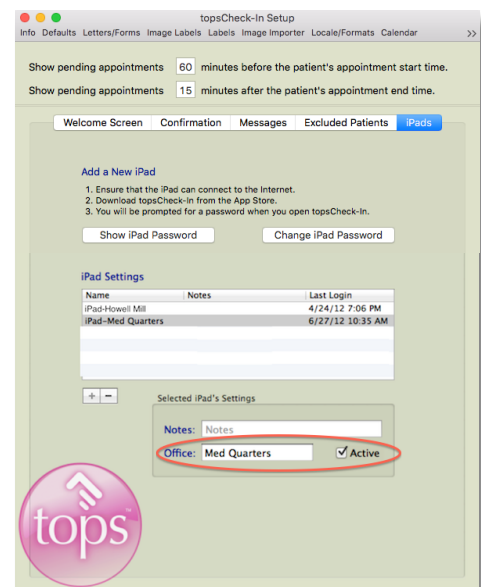
topsCheck-In for iPad

How to use the app

You have complete control over the messages and information shown to your patients. This information is configured using Practice Setup, simply select the appropriate tabs and customize.

- Tap to open the topsCheck-In App. You don't need to reenter the topsCheck-In password, it will be saved after initial set up and pairing.
- Your patients' information will display on the topsCheck-In screen.
- To check in, patients touch their Name and the Yes, Sign In button.

How to change the way patient's names are displayed

You can display full patient names or their initials, which is also known as, airline mode. Airline mode is the first 3 initials of the patient's last name and the first initial of their first name (e.g. Kar / J for Karson Jackie).

- From the topsOrtho menu in the menu bar, select Practice Setup...
- At the far right, select the topsCheck-In panel, the Welcome Screen tab will be selected.
- At the bottom of the window check the Show Full Patient Names button to display full names.
- Uncheck the Show Full Patient Names button to use airline mode.
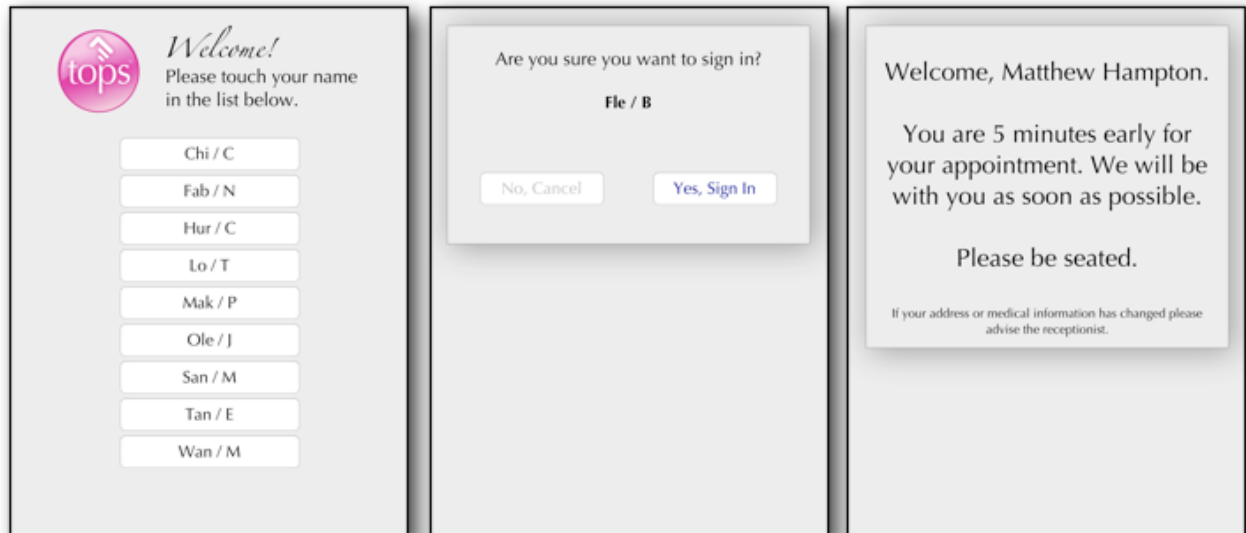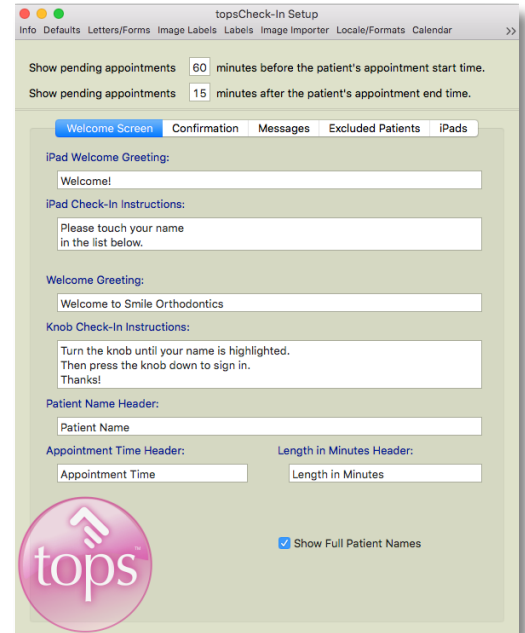
tops Software provides a suite of state-of-the-art orthodontic software:

- topsOrtho™ is the leading Mac-based orthodontic practice management and imaging system.

- topsCephMate™ is an easy-to-use, intuitive digital cephalometric tracing and treatment program.

- topsEcho™ for the iPhone or iPad provides up-to-the-minute access to patient information and images, schedules, referrals, treatment notes and more.

- topsCheck-In for iPad™ is a fast, easy, reliable way for patients to check in using an iPad.

For more information, visit our Web site: www.topsOrtho.com.

For sales or customer support, please call +1 (770) 627-2527.

tops Software
3101 Towercreek Parkway SE
Suite 680
Atlanta, GA 30339 USA