



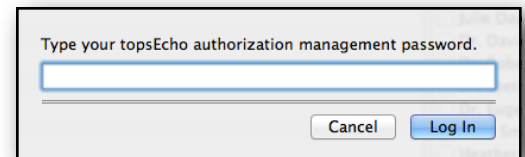
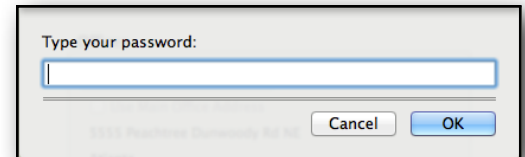
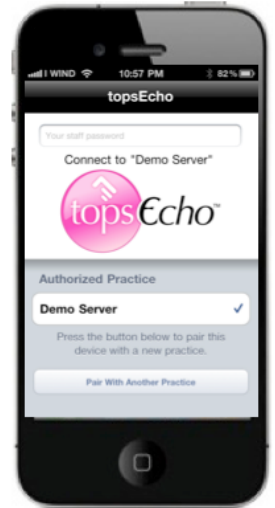
topsEcho Manual



Set up and Pairing

In order to pair your mobile device and your topsServer, you must be logged in to a topsOrtho workstation (running v4.1 or higher) and have your iPhone, iPod Touch or iPad. The process is easy-peasy.

1. Download the topsEcho app from the App Store. Simply search for **topsEcho** and download the app.
2. After the download is complete, tap to open the **topsEcho** application.
3. Connect your iPhone or iPod Touch via Wi-Fi to the same local network as your workstation. To do this, open the Settings app on your device and tap Wi-Fi and verify the device is on the same local network as your workstation.
4. Check the Wi-Fi symbol on your device to ensure you're properly connected.
5. Now we will begin the pairing process. From your device, tap the **Pair with Another Practice** button and follow the topsEcho pairing instructions on your device.
6. From the topsOrtho menu, open **Practice Setup**.
7. Enter your **topsOrtho password** and click **OK**. (your topOrtho password!)
8. From Practice Setup, select the **topsEcho** tab. You must have the appropriate security permissions; by default all orthodontists have these privileges.
9. Enter your **topsOrtho password** and click **OK**. (your topOrtho password!)
10. Now enter your **topsEcho authorization management password**. Team tops will provide you with this password. Keep your password in a safe place; you will need it to manage your devices.
11. Click **Log In**.



Set up and Pairing

12. First you will set up Doctor and Staff access to topsEcho. Place a checkmark next to the names of those who are allowed access to topsEcho.

13. After the selections are made, in the lower left corner, click **[+]** **button**.

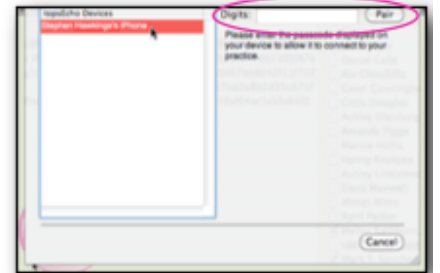
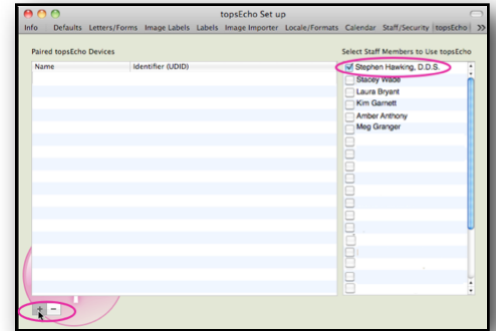
Note: If your device is ever lost, stolen, or no longer in service, select the device name from the list and click [-] to remove it. If a staff member with topsEcho access leaves your practice, simply uncheck their **name** from the column at right.

14. Now you will pair the device, from the list of topsEcho Devices, select the **device** you want to pair.

15. At this time, you should see **four digits** on your device, enter those numbers into the **Digits:** field in topsOrtho.

16. Click the **Pair button**.

17. Success! You have paired your device and your topsServer. Do this for each device you wish to pair.



Using topsEcho

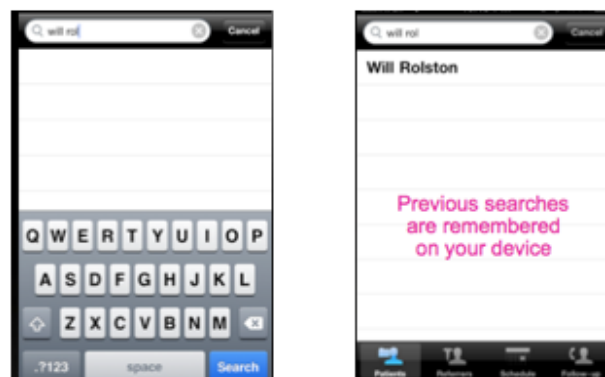
Signing in:

1. From your device, tap the **topsEcho icon**.
2. Tap the **password** field.
3. Enter your **topsOrtho password**.
4. Click **Go**.



Viewing Patient Info:

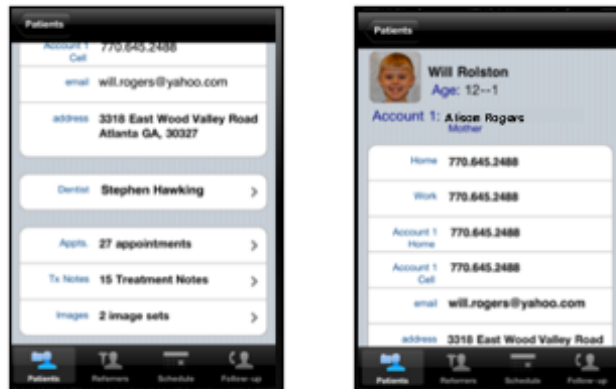
1. From your device, tap **Patients** in the lower left corner.
2. Search for patients the same way you search for them in topsOrtho. Type first few initials of the patient's first name, a space, and the first few initials of his last name. • Example: will_rol



3. Tap the blue **Search** button in the lower right corner.

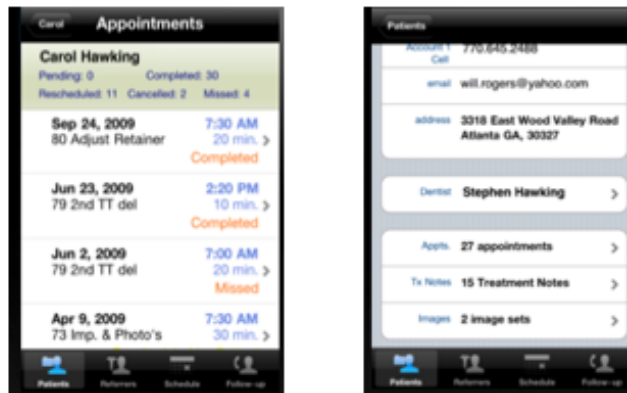
Using topsEcho

4. Tap the corresponding fields to launch phone, mail or mapping applications, just as if you were using your device's Contacts list.
5. If a chevron [>] is available, tap to view additional information.



Viewing Patient Information Appointments

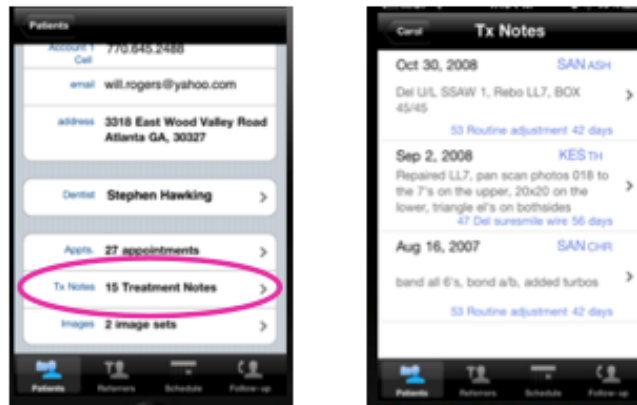
1. Tap **Appts** to see appointment information.



Using topsEcho

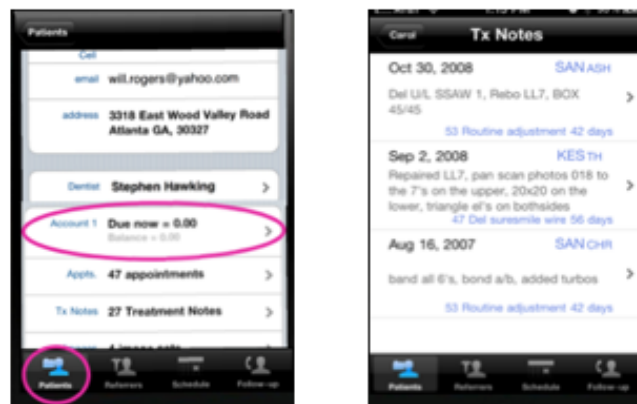
Patient Information Treatment Notes

1. Tap **Tx Notes** to view treatment note information.



Viewing Patient Information Ledger

1. Tap **Account** to view patient financial information. If there are two accounts with contracts, there will be two buttons, Account 1 and Account 2. If there is no contract, no Account button will be available.



Using topsEcho

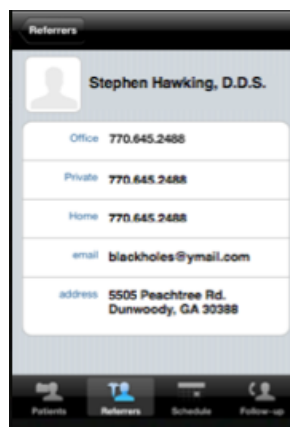
Viewing Patient Information Image Sets



1. Tap **Images** to view image sets and tap to select the image set you wish to view.
 - Pinch your fingers together to zoom in, and apart to zoom out.
 - Or double-tap to zoom in, and double-tap again to zoom out.
2. Scroll through images by using the arrows or swiping.

Viewing Referrers

1. From the bottom menu of your device, tap **Referrers**.



2. Search by typing a name and tapping **Search**.

Using topsEcho

Viewing the Schedule

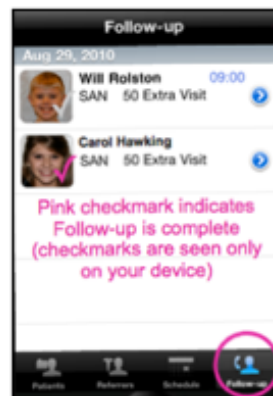
1. From the bottom menu on your device, tap **Schedule**.
2. From the top of the screen, flick or tap **right or left arrows** to view previous or future days.
3. Swipe to scroll **up and down, left and right** through the selected day to view schedule.
4. Tap any **Appointment** to open and view. Note: If you have multiple offices or doctors, in the upper left of the screen, tap the Office/Doctor button to sort.



Using topsEcho

Using topsEcho Follow-up

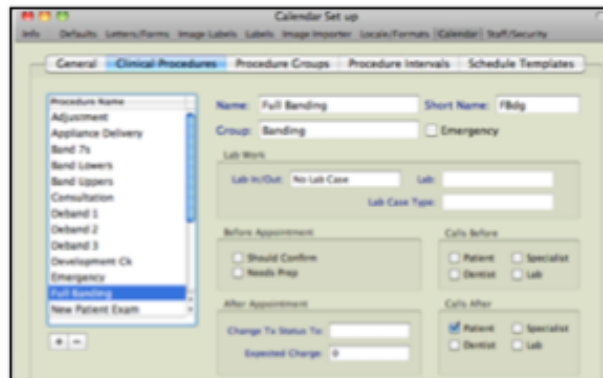
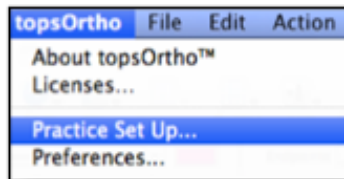
1. From the bottom menu on your device, tap **Follow-up**.
2. Any appointments selected for Follow-up will be shown.
3. Patients must be manually selected within topsOrtho for Follow-up to be activated in topsEcho.
 - Go to the topsOrtho Appointment information window. In the Calls After section, check Patient.
 - This will trigger a Follow-up within topsEcho.
 - See next page for directions on setting up automatic Follow-ups based on procedure type.
4. After your Follow-up call is complete, tap on the **patient's photo** to change the gray checkmark to pink.
Note: checkmark changes show on your mobile device only.
5. Tap the **blue chevron** to view additional patient information. The Follow-up feature works for the current day only. The next day, patients selected for Follow-up will no longer be visible from topsEcho.
 - If more than one topsEcho device is used in your practice, you should develop a strategy for who will complete follow-ups, since all topsEcho devices will see all follow-up patients. It may help that the doctor's name is listed below each patient's name.
 - No communications are relayed from topsEcho to topsOrtho. Treatment notes must be made directly into topsOrtho.



Using topsEcho

Setting automatic Follow-up based on Appointment Types

1. From the topsOrtho menu, select **Practice Set Up...**
2. From the **Procedure Name** list, select the appropriate **appointment type**.
3. From the **Calls After** section, check **Patient**.
4. Exit the window when finished. This will trigger a Follow-up in topsEcho each time the specified type of appointment is completed.





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- 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: topsOrtho.com.

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tops Software
3101 Towercreek Parkway SE, Suite 680
Atlanta, GA 30339-3256 USA