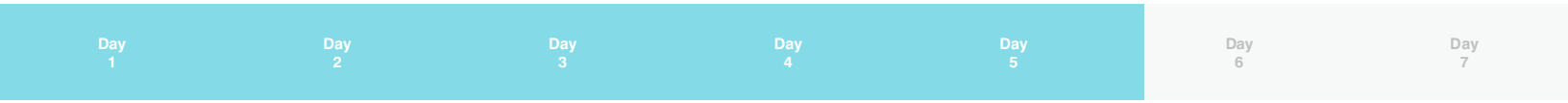


If Neo is your first Practice Management Software and you don't have any data to convert, you can get set up in 7 days. An implementation coordinator will be in touch with you shortly after you subscribe to IDEXX Neo to assist with your transition and ensure your success.



Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7



Days 1-5 Prepare Your Staff: Communication is The Key to Your Success!

Responsibility: Business Owner, Practice Manager

Key Actions:

- Explain purchase reasoning for new software to staff.
- An implementation coordinator will contact and assist you after purchase.

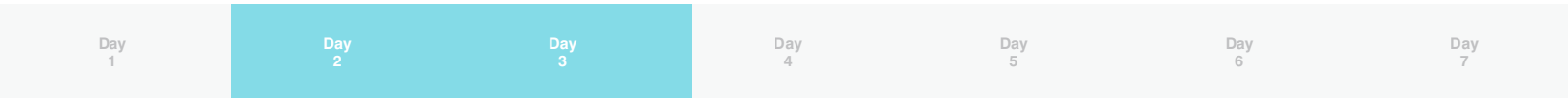


Day 1 Begin Your Self-Paced Training and Setup

Responsibility: Business Owner, Practice Manager

Key Actions:

- Training is built into the software and will display when you log in. You can also access the training by clicking Help Me on the bottom right corner of your screen.



Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7



Day 2 Setting Up Your Practice in Neo

Responsibility: Business Owner, Practice Manager

Key Actions:

- Log in to your Neo software to access guided training to help set up your system.
- Create an implementation plan with your staff.
- Assign duties and due dates to ensure all tasks are completed on time.

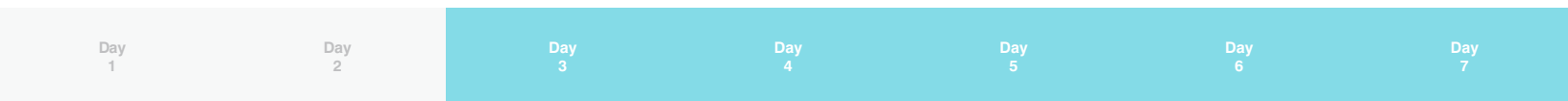


Days 2-3 Have Your Staff Complete Their Training

Responsibility: All Staff

Key Actions:

- Assign role-based training.
- Complete training before Go Live date.



Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7



Days 3-6 Complete Remaining Setup

Responsibility: Business Owner, Practice Manager & all designated users

Key Actions:

- Common features to complete at this stage:
 - Set up forms and certificates, clean up reminders, review products, review procedure templates.
- Enter your clients, patients, and appointments into Neo.

Day 7 Go Live!

Your conversion is complete and your practice is up and running—now it's time to go live with Neo!



Learn more at IDEXXNeo.com/setup

