

VisionWeb Spectacle Lens Ordering Guide

Ordering spectacle lenses on VisionWeb has never been easier!
Follow these instructions to get started.

VisionWeb

1. Log In to VisionWeb

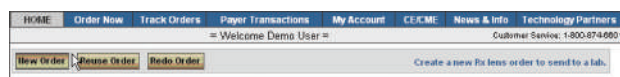
Visit www.visionweb.com and submit your VisionWeb username and password in the **Member Login** section. If you do not yet have a VisionWeb account, you can register online by selecting "Register Now".

2. Add Your Spectacle Lens Supplier Accounts

If you have not already done so, you'll need to add your spectacle lens labs to your VisionWeb account. To do this, select "Add a Supplier" from the **My Account** section. Enter in your supplier information and click "Submit Request" to send your request for validation to your supplier. Once your account has been validated, you'll be able to start ordering (usually within 24 hours).

3. Access the Spectacle Lens Ordering Service

Once you've logged in, select "Rx Lens" from the **Order Now** Section. Select to place a "New Order".



4. Enter Patient Rx Information and Select Your Lab

Tab or mouse through the patient and RX fields and enter the necessary info. Once the RX is entered, select your desired lab from the "Laboratory" drop-down

A screenshot of the "New Order" form in VisionWeb. It includes fields for Patient Last Name, Patient First Name, and Patient Birth Date. Below these are fields for Sphere, Cylinder, Axis, and Addition for both Right Eye (RE) and Left Eye (LE). There are also fields for Dist. PD, Near PD, and Height for both eyes. At the bottom, there is a Laboratory drop-down menu and a Billing/Shipping Account field.

5. Select Job Type and Lens Options

Select job type and lens type for the order. Then select lens design, material, and treatments in the desired combination. The available options will change as you select more criteria. Thanks to VisionWeb's smart engines, you can't select a combination that the lab can't make!

A screenshot of the "Lens Design" and "Lens Material" selection options. The "Lens Design" section shows "Single Vision Aspheric" selected. The "Lens Material" section shows "Thin Lite 1.67 Crizal ALIZE" selected. Below these are sections for "Available Treatments" and "Selected Treatments", and a "Treatment Comments to Lab" field.

6. Complete the Order

Import a trace file or enter the frame measurement and select the shape of the frame. Select frame type and enter any frame information for the lab, and use the additional info button to add other details. Once you have completed the order, you can select to save the order to Pending Orders, or send the order now.

A screenshot of the "Import Trace File" and "Select Standard Shape" options. It includes fields for A Box, B Box, DBL, and ED. Below these are buttons for "Select Standard Shape" and "Frame Type". There are also fields for Thickness Type, Thickness (RE), and Thickness (LE). At the bottom, there is a "Save to Pending Orders" button and a "Send Order Now" button.

Once you send the order, you will receive a printable order confirmation you can keep with your records.

7. Track the Order

Once your order has been sent to your supplier, track it by selecting "Order Status" from the **Track Orders** section (top navigation bar). Find the order that you would like to track and click on the **E-Order#** link to view the details of the order. Click on the **Order Status** link to view details about the status of the order.

A screenshot of the "Order Status" tracking page. It includes a search bar with fields for E-Order #, Patient Last Name, and Supplier. Below the search bar is a table with columns for E-Order #, Patient / Items / Customer PO, Order Status, Supplier, and Supplier Order #. The table shows one order with E-Order # 10002007, Patient / Items / Customer PO John Smith, Order Status Submitted, Supplier VisionWeb Demo Lab - Austin, TX, and Supplier Order # E.T.A.

It's that simple!

For help with spectacle lens ordering, please refer to VisionWeb's online User Guide and Instructions, or contact Customer Service.

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