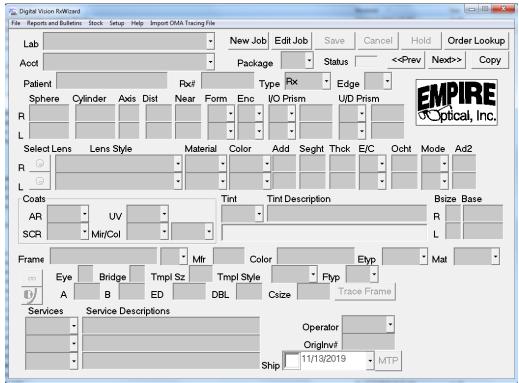
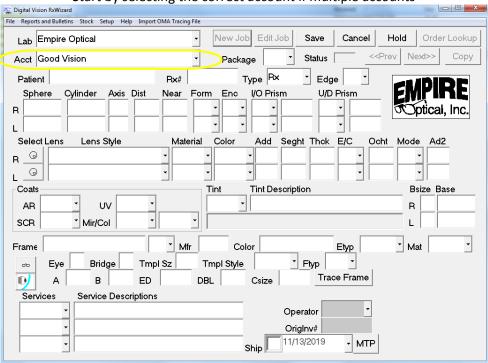
RX WIZARD

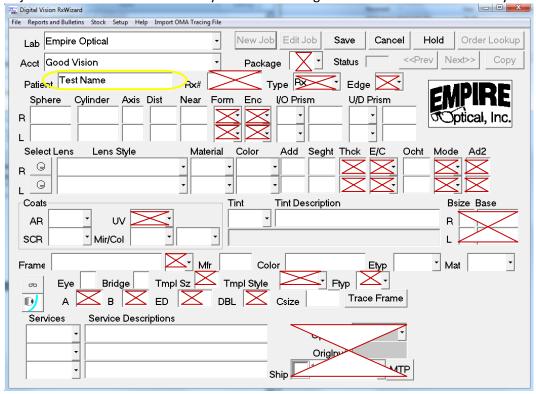
How to Enter work on RX Wizard



Start by selecting the correct account if multiple accounts



Enter Patient Name, There are fields that are not needed on most jobs submitted. I will highlight common area ignored on most jobs. These field are available if you need to change them but are most commonly not used.



Most fields are self explanatory others I will explain are below:

"FORM"	PD reference "B" Binocular or "M" Monocular will be needed if the PD isn't obvious.
"ENC"	Needed to describe only on "E" Enclosed lens, "I" Information Len, or "B" Balance
"Thck"	Thickness, typically recommend not using this field, lab already makes thin as possible.
"E/C"	Thickness "C" Center "E" Edge
"Mode"	Typically only needed on lower seg heights. For those jobs will need "B" measuring from lower edge of
	lens
"Add2"	Only needed on Double Segments
"UV"	Field not in use currently as UV is no longer a coating, is more like a tint and you will find under services
"Frame"	Frame Name and field "S" Supply Frame "L" Lenses only(Uncut or Cut and Edge), "N" Frame to Come
"Etyp"	Edge Type "HB" Hide A Bevel(most frames), "D2,D4,D8" Drill Types, "GD" Grooved, "MG" Frame Groove
"Mat"	Frame Material "ZYLO", standard "METL" metal, "WOOD, HORN" these need to go to attention manager
"Services"	This field is where you will find UV, Polish, ULLT(Code for thinner Poly), Z87, Pair 50, ULP etc

Will be controlled by defaults but if need to change "U" Uncut "E" Edge and Mount

This is also where you will select "REDO" on jobs that need to be redone. This will ensure that the correct discount is put on the job. Include original invoice number if possible on all redos.

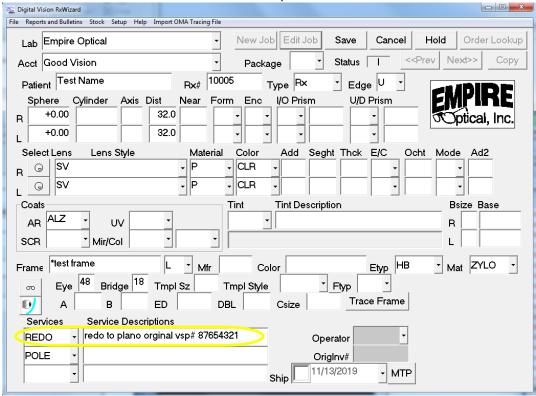
"Service Descriptions"

"Edge"

Freeform typing field where you can put any notes needed

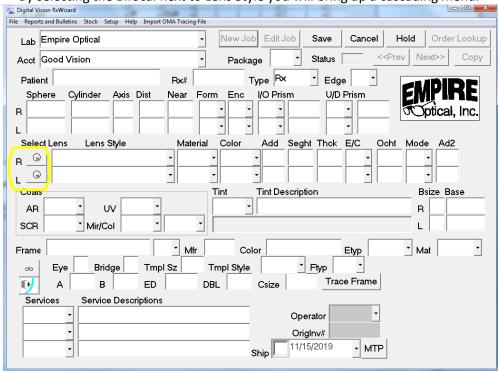
After keying in job you will press SAVE at top of form. The system will warn you if fields are missing they are incorrect. You will need to fix any area of job that are missing or incorrect.

Below is an example of a Redo

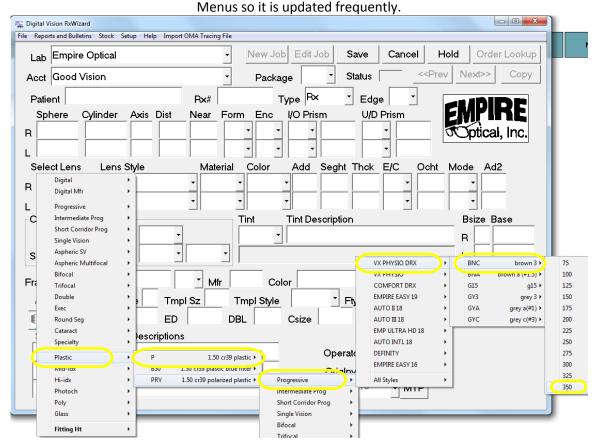


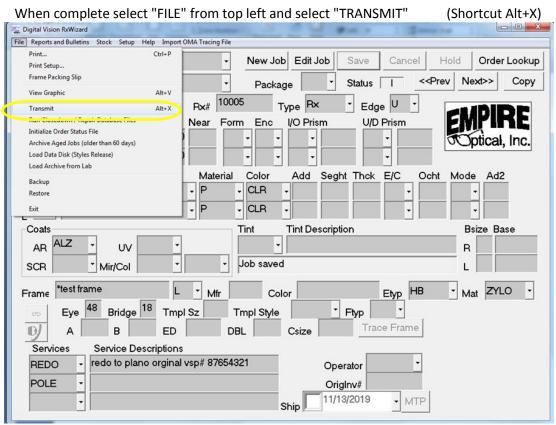
Something definitely worth mentioning that will help any office is what I like to call our "cheat menu".

By selecting the Bifocal next to Lens Style you will bring up a cascading menu.



This menu can help to determine what is available. For instance in the example I am looking for a Plastic Progressive in Polaroid Brown C. This tells me not only is it available but I can also get it in a 350 Add power. Using the menus you can find lenses many ways. While it is important to note that it isn't perfect, it is as up to date our own Customer Service





You will get a message telling you all jobs sent or job remaining. Clear out any jobs not submitted or fix those not transmitted.