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Thank you for choosing Eyenvision Optical as your Chemistrie clip and optical lens provider! This guide will walk you through our new online ordering system. If you are looking to order a Chemistrie clip or prescription lenses without reading through the whole guide, please check out the Quick Start Guide. For a more in-depth guide to ordering, please skip to page 2.

## **Quick Start Guide**

This guide will give you the minimum necessary information for submitting an order to Eyenvision Optical. For additional information on any of the subjects please refer to the appropriate section later in the guide.

- Point your browser to <http://eyenvision.com/lab> and enter your login and password (this is the same login information as the old website). If you do not have your login please contact us.
- Enter your order information (tray number, patient name, etc.) and select the Order Type. For more information on order types, please see section 1.
- Depending on the Order Type, enter prescription information in the appropriate fields. See section 2 for more details.
- If you are ordering a Chemistrie clip, click on the Chemistrie icon that you see below:



- Click on the Add (+) button, select the type of Chemistrie clip that you want along with any of the options for different parts. For more than one clip, click on Add (+) and repeat the process. See section 3 for a more in-depth guide to ordering a Chemistrie clip.
- Select the frame type and enter the frame information (manufacturer, name, color, eye size, DBL, A and B). See section 4 for frame information.
- Select any inbound and/or outbound shipping. See section 6 for more information on shipping.
- Select payment type by checking the Pay on Account checkbox or by entering your credit card information. See section 7 for information on payments.
- Submit your order.
- After submitting your order you will see a new link in the Order History at the bottom of the screen. Click on the appropriate link to view and print your order and shipping label (if necessary).

# Eyevision Order Entry

Entry Person Initials

Tray Number

Order Type  **1**

Patient Name

PO Number

**2**

	Sphere	Cylinder	Axis	HZ Prism	Vt Prism	
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Horiz Prism means In, - means Out)
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Vert Prism means Up, - means Down)

	Add	Seg Ht	Dist PD	Near PD	OC
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**CLICK HERE TO ORDER**

Frame Status <input type="text" value="To Come"/>	<b>4</b>	Circ <input type="text"/>	Extra services <b>3</b>
Frame Type <input type="text" value="Plastic"/>		Box A <input type="text"/>	<input type="text"/>
Frame Mfg <input type="text"/>		Box B <input type="text"/>	<input type="text"/>
Frame Name <input type="text"/>		ED <input type="text"/>	<input type="text"/>
Frame Color <input type="text"/>		ED Axis <input type="text"/>	<input type="text"/>
Eye Size <input type="text"/>		DBL <input type="text"/>	
Temple <input type="text"/>		# Holes/Frame <input type="text"/>	

Instructions **5**

### Shipping Information

Shipping Method (Sending)  **6**

Shipping Method (Return)

### Credit Card Payment Information

Pay on Account  **7**

First Name  Last Name

Company  Address

City  State  Zip

Card Number  Expires

**Order Total \$0.00**

**8**

# 1. Order Type and Information

Entry Person Initials   
Tray Number   
Order Type   
Patient Name   
PO Number

**Entry Person Initials:** For internal record keeping, the initials of the person entering the order.

**Tray Number:** Your internal tray number. Will track across all documents, including lab sheet and invoice.

**Order Type:** This setting drives the type of transaction and the information that needs to be entered. There are several Order Types:

- Order Rx Lenses
- Send Uncuts
- Retrofit
- Clip Only
- Redrill Rx Lenses - Uncut
- Redrill Rx Lenses - Retrofit

**Order Rx Lenses:** Used for ordering prescription lenses from Eyenavigation Optical. Select the lens style from the dropdown and enter the prescription information in Section 2 (see below). You can add Chemistrie clips or only order lenses.


Entry Person Initials  Rt Lens   
Tray Number  Lt Lens   
Order Type  Filter/Color   
Patient Name  Color   
PO Number  Thickness

**Send Uncuts:** Use this order type if you are sending uncut prescription lenses to be edged by Eyenavigation Optical and are adding a Chemistrie clip. Enter the prescription information into Section 2 and then click on the Chemistrie icon to add a clip.

Entry Person Initials   
Tray Number   
Order Type   
Patient Name   
PO Number

	Sphere	Cylinder	Axis	Hz Prism	Vt Prism	
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Horiz Prism means In, - means Out)
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Vert Prism means Up, - means Down)

	Add	Seg Ht	Dist PD	Near PD	OC
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

  
EYEWEAR THAT CLICKS  
[CLICK HERE TO ORDER](#)

**Retrofit:** This option is for prescription lenses that have already been edged. This can apply to a frame that is edged in your lab and then sent to Chemistrie, or for a customer that wants to add a Chemistrie clip to a used pair of glasses. Simply select this order type and click on the Chemistrie icon to add a clip. **PLEASE NOTE: At this time we cannot add a square magnet to a retrofit lens.**

Entry Person Initials

Tray Number

Order Type

Patient Name

PO Number



**Clip Only:** If a patient wants to get a new Chemistrie clip, or lost/damaged their clip and want to replace it, the Clip Only order type is the one to use. Click on the Chemistrie icon and select the clip you would like to order. Please reference the original order or invoice number in the notes field in Section 5. If you do not know the original order number please call our office to speak to a customer service representative.

Tip: If you choose a Clip Only, make sure to select only Return shipping since you won't be sending anything to us.

**Redrill Rx Lenses – Uncut:** If your patient originally had a Chemistrie clip for a frame and has decided to get new prescription lenses for that frame but would like to keep their original clip, use the Redrill Rx Lenses options. Please use this option if you are sending uncut lenses. If Eyenavision Optical did not edge the original lenses we may need the original clip in order to ensure a proper fit.

If you only need one lens to be edged, check the “One Eye Only?” box.

Entry Person Initials

Tray Number

Order Type

One Eye Only?

Patient Name

PO Number

	Sphere	Cylinder	Axis	Hz Prism	Vt Prism	
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Horiz Prism means In, - means Out)
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Vert Prism means Up, - means Down)

	Add	Seg Ht	Dist PD	Near PD	OC
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Redrill Rx Lenses – Retro: Same option as above, but use this if you are sending prescription lenses that have already been edged. Due to the retrofit process it is necessary to send the original clip along with the new lenses in order to ensure a proper fit. **PLEASE NOTE: At this time we cannot add a square magnet to a retrofit lens.**

If you only need one lens to be retrofit, check the “One Eye Only?” box.

Entry Person Initials   
Tray Number   
Order Type   
One Eye Only?   
Patient Name   
PO Number



**Patient Name:** The name of the patient for whom the job is being completed.

**PO Number:** A purchase order number for internal record keeping.

## **2. Prescription Information**

This is the section where you will enter the prescription information for any job that has uncut lenses and requires edging in the Eyenavision Optical lab. This includes purchasing lenses from Eyenavision and sending in uncut lenses for edge work. If you select an order type where this section is visible we require you to fill out all applicable fields.

	Sphere	Cylinder	Axis	Hz Prism	Vt Prism	
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Horiz Prism means In, - means Out)
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(+ Vert Prism means Up, - means Down)
	Add	Seg Ht	Dist PD	Near PD	OC	
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### 3. Chemistrie Clip Ordering

This is the section where you can enter the information for ordering a Chemistrie clip. Start by clicking on this icon:



After clicking on that you should see this ordering section:

#### Chemistrie Clips

Add (+)

---

Click Add (+) to Add a Clip

Click on the **Add (+)** button to add your first clip. You should then see this:

#### Chemistrie Clips

Clip 1   Add (+)

---

##### Clip 1

Remove

SunLens    Readers    Computer Lenses    3D Lenses

Magnet Color

Bridge Color

Magnet Shape

Crystal Type    Crystal Color

Select the radio button next to Sunlens, Readers, Computer Lenses or 3D Lenses.

**Sunlens:** Sunlenses are our most popular option, and include all of our solid, gradient and mirror lenses. If you select the Sunlens option you will see this:

**Clip 1** Remove

SunLens  Readers  Computer Lenses  3D Lenses

Color Type  Lens Color

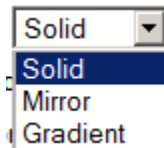
Magnet Color

Bridge Color

Magnet Shape

Crystal Type  Crystal Color

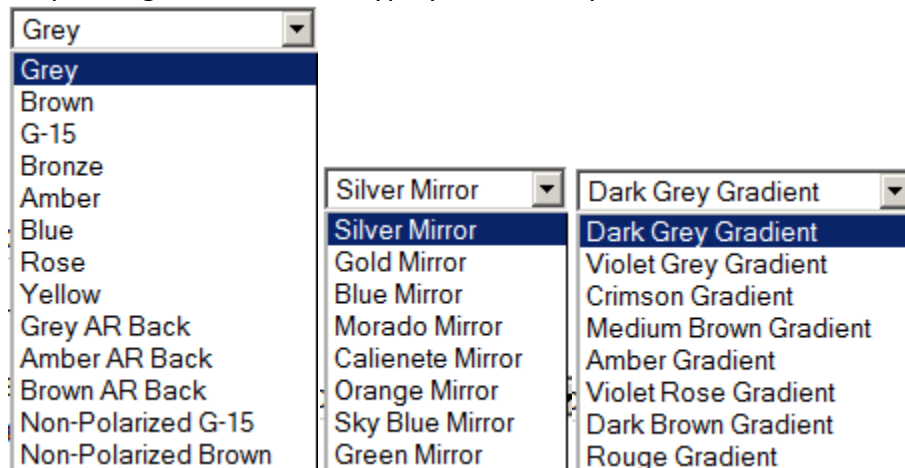
Color Type: You are presented with these three types of sunlenses:



A dropdown menu with a downward arrow on the right. The menu is open, showing four options: "Solid" (highlighted in blue), "Solid", "Mirror", and "Gradient".

Choosing a different color type gives you different options in the Lens Color field. Select the Color Type you are looking for. Solid is selected by default.

Lens Color: Depending on which color type you click on you will see these different options:



Three dropdown menus are shown side-by-side. The first menu is open, showing a list of color options: Grey (highlighted), Brown, G-15, Bronze, Amber, Blue, Rose, Yellow, Grey AR Back, Amber AR Back, Brown AR Back, Non-Polarized G-15, and Non-Polarized Brown. The second menu is open, showing a list of mirror options: Silver Mirror (highlighted), Gold Mirror, Blue Mirror, Morado Mirror, Calienete Mirror, Orange Mirror, Sky Blue Mirror, and Green Mirror. The third menu is open, showing a list of gradient options: Dark Grey Gradient (highlighted), Violet Grey Gradient, Crimson Gradient, Medium Brown Gradient, Amber Gradient, Violet Rose Gradient, Dark Brown Gradient, and Rouge Gradient.

Magnet Color: Choose between Gunmetal, Gold, Silver or Best Match in which our lab will determine the best color to match your frame and clip.

Bridge Color: Choose between Bronze, Gold, Gunmetal, Matte Black, Silver and Best Match in which our lab will determine the best color to match your frame and clip.

Magnet Shape: Choose between Round and Square. **PLEASE NOTE: At this time we cannot add a square magnet to a retrofit lens.**

Crystal Type: Choose between None, Permanent and Magnetic. Permanent crystals are glued over the magnets on the outside of the Chemistrie clip and cannot be removed once

they have been glued in place. Magnetic crystals can be placed over the magnets on the Chemistrie clip or on the prescription lens. They are removable. "None" is the default option and therefore if you do not want any crystals you do not need to make any selections in the category.

**Crystal Color:** Choose between our twelve different crystal colors. If your crystal type is "None" choosing a crystal color will have no effect on your order.

**Readers:** Our Chemistrie Plus readers offer an innovative solution to switching between different sets of glasses for distance and reading. Choose between powers ranging from +0.50 to +2.50 in 0.25 diopters. Same magnet, bridge and crystal options as above.

**Computer Lenses:** Chemistrie Blue lenses offer an on demand solution for those who wear prescription glasses and need extra protection from high energy visible, or blue, light emitted by computers, tablets and other digital devices. Available in plano and in powers from +0.50 to +1.50 in 0.25 diopters. Same magnet, bridge and crystal options as above.

**3D Lenses:** 3D Lenses for Passive 3D technology.

## **4. Frame Type and Information**

Frame Status	<input type="text" value="To Come"/>	Circ	<input type="text"/>
Frame Type	<input type="text" value="Plastic"/>	Box A	<input type="text"/>
Frame Mfg	<input type="text"/>	Box B	<input type="text"/>
Frame Name	<input type="text"/>	ED	<input type="text"/>
Frame Color	<input type="text"/>	ED Axis	<input type="text"/>
Eye Size	<input type="text"/>	DBL	<input type="text"/>
Temple	<input type="text"/>	# Holes/Frame	<input type="text"/>

**Frame Type:** Choose between Plastic, Metal, Grooved or Drilled Rimless.

**Frame Information:** Please enter the following information for any job other than a Clip Only: Frame Manufacturer, Frame Name, Frame Color, Eye Size, DBL, Box A and Box B. We use this information to guarantee that we are making the correct clip for the correct frame. It is also useful information if a patient with clips on multiple frames wants to purchase an additional or replacement clip.

## **5. Instructions**

A helpful notes field if you want to convey any information to the lab. If you are submitting a Clip Only job, please provide the original order or invoice number in this field.



## 6. Shipping Information

### Shipping Information

Shipping Method (Sending)	UPS 3 Day Select (\$9.50) ▼
Shipping Method (Return)	UPS Ground (\$5.00) ▼

This is the section where you can choose the kind of shipping that you would like to use for your order. The “Sending” option is for shipping anything to Eyenavision Optical, for instance a frame or lenses. The “Return” shipping is what Eyenavision Optical will use to ship your completed job back to you.

We offer four different shipping speeds: Ground for \$5, 3-Day Select for \$9.50, 2-Day Air for \$12.50 and Next Day Air for \$17.50. Prices are for each way. There is also a “No Shipping” option if you would prefer to use your own shipping method.

The shipping label will be generated after submitting the order, and can be printed by clicking on the order link in the Order History section at the bottom of the order page. Tracking numbers and links to the UPS website can also be found by clicking on the order link.

## 7. Payment Information

Credit Card Payment Information			
Pay on Account <input type="checkbox"/>			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Company	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	State	AK ▼ Zip <input type="text"/>
Card Number	<input type="text"/>	Expires	1 ▼ 2015 ▼
<b>Order Total \$68.00</b>			

This is the section where you will provide payment for your order. If you have terms with Eyenavision Optical, you will have the option to check the “Pay on Account” box. If you do not have credit terms with us yet, you will need to enter your credit card information. You can always enter a credit card, even if you have credit terms.

## 8. Send Order and Order History

Send Order

Last 50 orders placed				
Ordered (click to print)	Type	Lens	Patient	Entered By
<a href="#">06/Jan/2015</a>	Send Uncuts		Tuesday	DRW
<a href="#">05/Jan/2015</a>	Send Uncuts		Test Patient	ABC

When you have finished entering your order information, click on the Send Order button. This will send you back to the top of the screen. If you scroll back down to the bottom you will see a link to the order you just entered. Clicking on the link will open up a pdf copy of your order, along with copies of any shipping labels you may have created. This page also has links to the tracking information for this order, so you can check this later to track your shipment on the UPS website.

Please send a copy of this order form along with your shipment to help expedite processing.