



Why Online Order Through VisionWeb?


We're partnering with Visionweb to help educate ECP's on how to improve your ordering process. By registering with VisionWeb you're able to submit and track your orders, all within the comfort of your integrated PM/EHR software. We offer integrations with over 25 practice management systems, [integrate yours today](#). By automating this process, you're able to reduce human error preventing rework.

[Register Here](#)

Learn why VisionWeb has been voted Best Ordering Platform in 2021

- ✓ Receive jobs back 2-3 days faster than other ordering methods
- ✓ Improve order accuracy with built-in error-checking features and eliminating dual entry
- ✓ Track orders online without picking up the phone to call the lab
- ✓ Connect to top Practice Management Systems to reduce double data entry
- ✓ Access to responsive, US-based support available via toll-free phone number

For more assistance with your VisionWeb Account:

 800-874-6601

customerservice@visionweb.com

www.visionweb.com

YOUR PRACTICE'S ONLINE ORDERING PLAN

VisionWeb is the easiest way to place your online spectacle lens orders. Whether you're using a Practice Management integration to place your orders via VisionWeb, or you're placing orders through the www.visionweb.com portal - they are both the most efficient avenue for online ordering.

1 I'm new to VisionWeb

Register for an Account

Visit www.visionweb.com and click "Create an Account" in the top right corner to fill out a short form to create an account. If you need assistance with account creation, please contact VisionWeb's support team at 800-874-6601.

[Create a new account](#)

2 Add Singer Optical As a Supplier

You'll need to add Singer Optical to your VisionWeb account. To do this, select "Add a Supplier" from the My Account section. Enter in your account information and click "Submit Request" to send your request for validation. Once your account has been validated, you'll be able to start ordering (usually within 24 hours).

1 I already have a VisionWeb Account

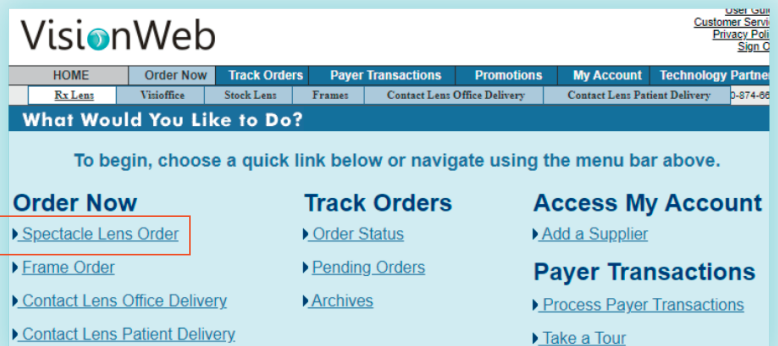
Login to VisionWeb.com

If you usually place your orders through a Practice Management integration and for some reason can't access your system, you can always log into the [visionweb.com](http://www.visionweb.com) portal to continue placing orders.

[Log In Here](#)

3 Access the Spectacle Lens Ordering Service

Once you've logged in, or added your suppliers, select "Spectacle Lens Order" from the quick links as shown to the right.



4 Enter Patient Rx Information and Select Singer Optical

Tab or mouse through the patient and Rx fields and enter the necessary info. Once the Rx is entered, select Singer Optical from the "Laboratory" drop-down.

The screenshot shows the "New Order" form in the VisionWeb system. The form includes fields for Patient Last Name (Smith) and Patient First Name (John). Below these are fields for Sphere, Cylinder, Axis, and Addition for both Right Eye (RE) and Left Eye (LE). The Sphere and Cylinder fields have dropdown menus and arrows. The Axis field has a dropdown menu. The Addition field has a dropdown menu and a "Show Prism" button. Below the Sphere and Cylinder fields are fields for Dist. PD (mm) and Hear PD (mm) for both RE and LE. The Dist. PD fields have arrows and a "Show Prism" button. The Hear PD fields have arrows. At the bottom, there are fields for Laboratory (VisionWeb Demo Lab - Austin, TX) and Billing/Shipping Account (123456 / 123456).

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 our smart engines, you can't select a combination that the lab can't make.

The screenshot shows a web interface for selecting lens options. It includes dropdown menus for Job Type (Uncut) and Lens Type (Single Vision). Below these are fields for Lens Design (Single Vision) and Lens Material (Polycarbonate Clear, Index: 1.586). There are also sections for Available Treatments (Back Side AR, Lab UV Coat, Scratch Coat Back, Balance Left, Balance Right) and Selected Treatments (Standard AR). A 'Treatment Comments to Lab' field is at the bottom.

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. Utilize the Frames Data Assist button to access frame information. Once you have completed the order, you can select to save the order to Pending Orders, or send the order now. Once you send the order, you will receive a printable order confirmation you can keep for your records.

The screenshot shows a web interface for frame selection. It includes fields for Manufacturer, Brand, Model, Color, Eye Size, and Temple Length. There are also sections for Import Trace File (Choose File, No file chosen) and Frame Measurements (A Box, B Box, DBL, ED). Below these are options for Select Standard Shape and Frame Type (Select). There are also buttons for 'Additional Info', 'Install Drivers', and 'Edit Offsets'.

7 Track the Order

Once your order has been sent to Singer Optical, 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.

The screenshot shows a web interface for tracking orders. It includes a search bar for E-Order #, Patient Last Name, and Supplier. Below the search bar are tabs for View All, RX Lens, Contact Lens, and Frames. There is a table of orders with columns for E-Order #, Submitted, Patient / Items / Customer PO, Order Status, Last Update, Supplier Shipping Account, and Supplier Order #. The table shows one order for SPCCDMM, John Smith, with status 'Sent to Supplier' and last update '1/30/2007 10:33 AM'.

E-Order #	Submitted	Patient / Items / Customer PO	Order Status	Last Update	Supplier Shipping Account	Supplier Order #
SPCCDMM	1/30/2007 10:32 AM	John Smith	Sent to Supplier	1/30/2007 10:33 AM	VisionWeb Demo Lab - Austin, TX 123456	E.T.A.



FURTHER QUESTIONS?

For help with other ordering or account creation contact VisionWeb's Customer Service team:

(800) 874-6601

customerservice@visionweb.com