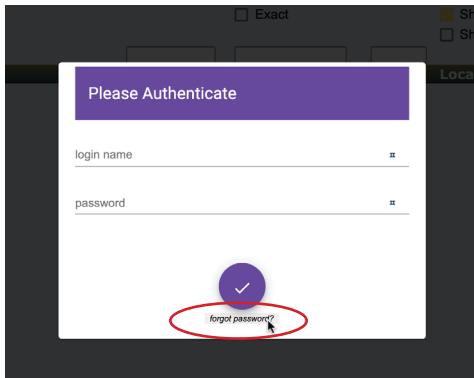




DVI WebWizard Documentation

The WebWizard works on Chrome or Firefox internet browsers.

We recommend making www.dvrx.com/m/ecp a bookmark, and allowing your browser to save your user and password information for quick login.



To log into the WebWizard you need your username and password.

To retrieve your password, visit:
www.dvrx.com/m/ecp

On the authentication box, click **forgot password?**

Enter your GSRx Account Number.

Enter the lab's zipcode: 85260

Enter a recent Invoice Number.

*Your GSRx sales representative can look up a recent invoice number if you do not have one, or you may call GSRx customer service at 800-833-4779.

Click Reveal Username and Password

If you'd like, you may opt to update your password at this time by clicking on **Update Password Now**. Passwords must be 8-16 characters and may only contain upper- and lower-case letters, numbers, or the symbols \$! ? - . ; ^



Job Lookup Screen (Main Page)

Basic information for each job will be displayed on this page.

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
Sweep Optical						CANCELED	10/7/2020 12:58:00 PM	
Sweep Optical						CANCELED	10/7/2020 1:25:00 PM	
Sweep Optical						ORDER ENTRY		
Sweep Optical						Lens on Ord		
Sweep Optical						Frame on Ord		
Sweep Optical						Lens on Ord		
Sweep Optical						ORDER ENTRY		
Sweep Optical						ORDER ENTRY		
Sweep Optical						ORDER ENTRY		
Sweep Optical						STOCK		

In the upper left corner, you will see icons for three options:



Job Entry Screen: Click here to enter a new order.

Report Screen: Monthly report on order statistics.

Setup Screen: Click here for the customer options screen.

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date
Sweep Optical						CANCELED	10/7/2020 12:58:00 PM
Sweep Optical						CANCELED	10/7/2020 1:25:00 PM
Sweep Optical						ORDER ENTRY	
Sweep Optical						Lens on Ord	
Sweep Optical						Frame on Ord	
Sweep Optical						Lens on Ord	
Sweep Optical						ORDER ENTRY	
Sweep Optical						ORDER ENTRY	
Sweep Optical						ORDER ENTRY	
Sweep Optical						STOCK	

The location column displays job progress. *ORDER ENTRY means we have received the order.



HOW TO PLACE ORDERS

To start a new job **Click** the Job Entry Screen button to enter the ordering page.



Tips: - You can “Tab” to move horizontally and “Enter” to move to the next line down.

- Click the icon in the upper right corner to exit. *This will erase unsaved data.
- To save a job scroll to the bottom of the page and click the “Save/hold” button



The screenshot shows a detailed form for entering eyeglass orders. At the top, there are dropdown menus for Lab (set to 'Lab'), Package (set to 'Edge'), and Patient (Patient ID and Rx#). Below these are sections for lens parameters (Sphere, Cylinder, Axis, PD, Near, Form, Sply, I/O, Prism, U/D) and base parameters (Base, Add2, Bsize). A 'Coats' section includes fields for Tint and Tint Instruction. Frame details include fields for Frame Mfr, Collection, Name, and Clr. Below that are fields for Etype, Mat, Eye, Bridge, Temple style, Temple size, and FTyp. Service Codes, Code, R/L, and Service Instruction sections follow. At the bottom, there are fields for Fitting, Ship To Address, and Mail to patient/clinic. The 'save/hold' button is highlighted with a red box at the bottom right.

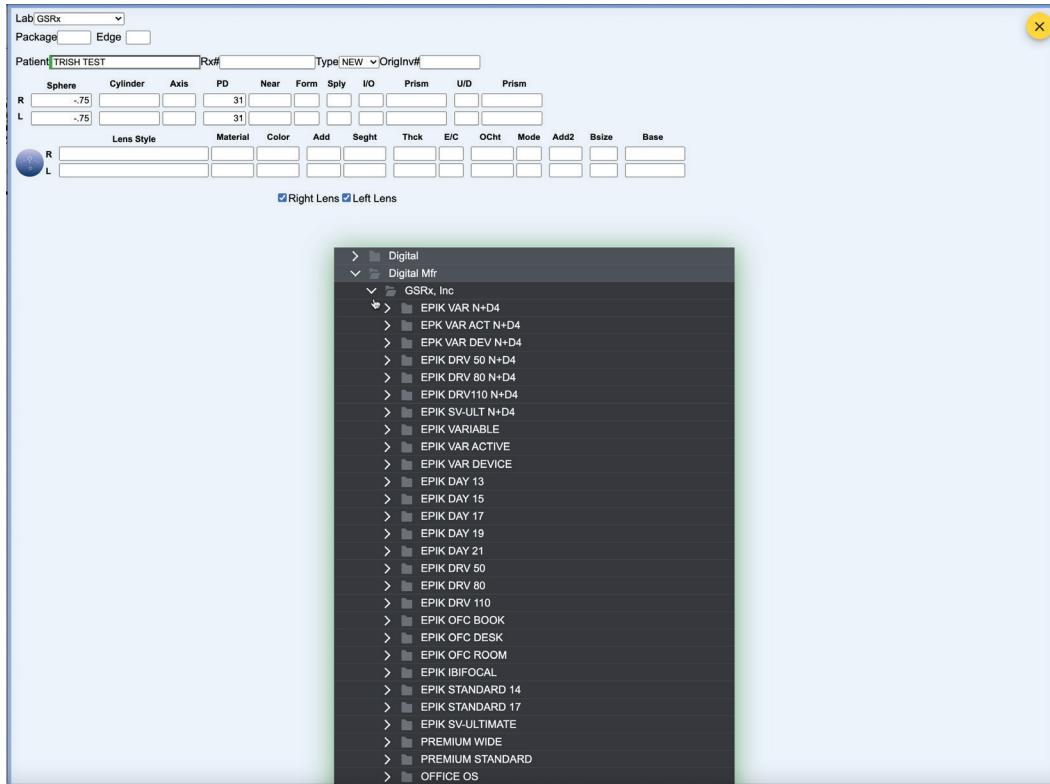
Choose **GSRX** from the lab box, enter Edge option, and enter the patient name and Rx info. Leaving Type blank will default to “new” order. **NOTE:** Only use Redo for Redo orders. Do NOT use when resubmitting rejected/cancelled orders.

Click the **Blue Lens Icon** to open cascading folders with lens options.



GSRx DVI WebWizard Documentation

The easiest way to find GSRx epik™ Lenses is to start by selecting **Digital Mfr > GSRx, Inc.**



Use the cascading folders to select the lens options.





DVI WebWizard Documentation

Finish completing the form selecting **coatings, frame, and services**.

*For the Two+ Pair (One Pair is NEVER Enough/OPINE) program, select OPIN.

The screenshot shows two side-by-side sections of the DVI WebWizard. The left section displays a dropdown menu for 'Coats' with various options listed: INB, INB infinity backside, INC, INC infinity clear, INF, INF infinity non-glare, MIR, MIR mirror coat, NFG, NFG no fog, PCT, PCT purecoat plus, PRB, PRB prevabue, QRB, QRB retinal bliss uv, RFM, RFM epik red mir w/b, and SFM. The right section shows a similar dropdown for 'Service Codes' with options: ROLL, SPOL, 2YRW, and OPIN.

HOW TO ENTER FRAME INFORMATION

Accurate frame data is CRITICAL, as inaccurate frame data is the #1 reason jobs are delayed. Without it, we cannot start jobs! The frames database has updated frame measurements and traces available, and is simple to use. The trick is knowing how to search it, and who manufactures frame brands. See our quick reference guide for some of the most popular brands and manufacturers.

The screenshot shows the 'Frame Mfr' dropdown set to 'Collection'. The left sidebar lists various frame manufacturers: A&A OPTICAL, ALTAIR, ARMO, ARMOURX, ARTCRAFT OPTICAL, ASPEX EYEWEAR, AVALON EYEWEAR, BEYE, BRIGHT EYES, BOLL, BOLLE, CAPR, CAPRI OPTICS, CHAR, CHARMANT, CLEA, CLEAR VISION, EIGH, EIGHT TO EIGHTY EYEWEAR, ENO, ENOVA, EURO, EUROPA EYEWEAR, and EVO. The main form area shows a patient record for 'TRISH TEST' with Rx# and Type NEW. It includes fields for lens style, material, color, add, seght, thick, E/C, OCh, mode, add2, base, and base. The 'Coats' field is set to 'INC'. Below this, another frame entry is shown for 'AGIO 03' with 'SILVER' as the color. The 'Service Codes' dropdown is open, showing options like '58'.

FRAMES BY BRAND QUICK REFERENCE

IMAGEWEAR

Betsy Johnson
 Callaway
 Cantera
 Caravaggio
 Duck Commander
 Fleur de Lis
 Hasbro
 My Little Pony
 Transformers
 TMNT
 Hot Kiss
 Kay Unger
 London Fog
 Nerf
 Nickelodeon
 Paw Patrol
 Phoebe Coture
 Realtree
 Revolution
 Robert Graham
 Stepper
 Structure
 Van Heusen
 Wildflower

LUXOTTICA

Armani
 Brooks Brothers
 Burberry
 Coach
 DKNY
 Dolce & Gabbana
 Emporio Armani
 Giorgio Armani
 Michael Kors
 Miu Miu
 Oakley
 Persol
 Polo
 Prada
 Ralph Lauren

LUXOTTICA CON'T

Ray Ban
 Sferoflex
 Tiffany
 tory Burch
 Valentino
 Versache
 Vogue

MARCHON

Airlock
 Autoflex
 Blue Ribbon
 Calvin Klein
 Chloe
 CK
 Columbia
 Diane Von Furstenberg
 DKNY
 Dragon
 Etro
 Flexon
 Lacoste
 Liu Jo
 Longchamp
 Marni
 MCM
 Nautica
 Nike
 Nine West
 Pure
 Salvatore Ferragamo
 Sean John
 Skaga
 Tres Jolie

SAFILO

Adensco
 Banana Republic
 Bobbi Brown
 Boss
 Carrera

SAFILO CON'T

Chesterfield
 David Beckham
 Denim
 Dior
 Elasta
 Emozioni
 Fendi
 Fossil
 Jack Spade
 Jimmy Choo
 Juicy Couture
 Kate Spade
 Liz Claiborne
 Marc Jacobs
 Max Mara
 Polaroid Core
 Rag & Bone
 Rebecca Minkoff
 Saks Fifth Ave
 Smith
 Tommy Hilfiger

TURA

Brendel
 Buffalo
 Crush
 Geoffrey Beene
 GX by Gwen Stefani
 Humphreys
 Jos
 Kate Young
 Lamb
 LuLu
 Mini
 Oio
 Ted Baker
 Titanflex
 Zuma Rock



WebWizard Documentation

Example: for a Ray-Ban frame, you'll choose Luxottica (LUXO) under **Frame Mfr** to populate the drop down arrow under **Collection** to select the frame brand, which will populate the drop down in the **Name** and **Clr** fields for the frame name and color. Once these selections are made, the edge type, material, frame size, temple style will have drop down arrows with the rest of the frame options. If the frame is in the database, a trace will automatically attach.

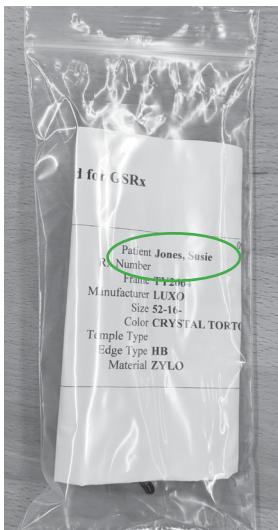
If a frame is not listed, a trace or accurate A, B, and ED measurements are required. See page (x) for how to measure a frame accurately. If you are unsure of the accurate frame measurements, the frame must be sent to GSRx, which may delay processing.

Be sure to select the **frame status** drop-down bewteen the frame name and color fields.

If you are sending a frame, be sure to print the packing slip (this can be set to automatically populate in the settings from the home screen, or a link to the packing slip will show up on the home screen with the order).

Wrap the frame and place in a plastic bag with the folded slip; mail to GSRx with one of the pre-paid mailing labels provided.

Help us avoid delays and ensure jobs are processed as quickly as possible! Please make sure **all frames** sent are packaged to **show the patient name and your GSRx account number**.





WebWizard Documentation

This screenshot shows the prescription entry screen in the GSRx WebWizard. The prescription details include:

- Patient: TRISH TEST
- Rx #: (empty)
- Type: NEW
- Origin/V#: (empty)
- Sphere: R - .75, L - .75
- Cylinder: R 31, L 31
- Axis: R 17, L 17
- PD: 31
- Near: (empty)
- Form: (empty)
- Sphyl: (empty)
- IO: (empty)
- Prism: (empty)
- UID: (empty)
- Prism: (empty)
- Lens Style: R EPIC DRV 80 N+D4, L EPIC DRV 80 N+D4
- Material: R B60, L B60
- Color: R CLR, L CLR
- Add: (empty)
- Seght: (empty)
- Thck: (empty)
- E/C: (empty)
- Ochrt: (empty)
- Mode: (empty)
- Add2: (empty)
- Bsize: (empty)
- Base: (empty)
- Coats INC: (empty)
- Tint: (empty)
- Tint Instruction: (empty)
- Frame Mfr: PROP Collection: AGIO 03
- Frame Type: HB Mat: METL Eye: 58 Bridge: 20 Temple style: SKUL Temple size: 140 FTyp
- A: (empty) B: (empty) ED: (empty) DBL: (empty) CSzize: (empty)
- Service Codes: (empty)
- Code: (empty)
- R/L: (empty)
- Service Instruction: (empty)
- Fitting: (empty)
- Back Vertex Distance: (empty)
- Pantoscopic Tilt: (empty)
- Wrap Angle: (empty)

Buttons at the bottom right: Attach Tracing, validate, save/hold, send to lab.

If you need to save and come back to an order, choose **save/hold**. You can then access the order to edit and send it from the home screen.

Before sending the Rx to the lab, using the **Validate** button to help catch any errors in the Rx or frame entry.

If there is an error, you will see red lines where there is missing or incorrect information. In this example, we selected a lens that requires a Seg Height, but did not enter it.

Fix any errors, and re-validate. Once the order is validated, choose **send to lab**.

This screenshot shows the same prescription entry screen as above, but with validation errors. A red circle highlights the 'Seght' field in the lens row for the left eye, indicating a required field. The other fields are filled with the same data as the first screenshot.

You will now see the order on the home screen. It may take a few minutes to process and update. The system automatically refreshes every 20 minutes, or you can force it to refresh by refreshing the browser (you will be prompted to re-login).

NOTE: The links to Modify Order, Cancel Order, and Send Instruction will appear on your portal, but are not active for GSRx. We will not receive any notes sent this way, you will see a failure message if you try to use them. Please call GSRx customer service for any modifications, additional instructions, or to cancel an order.

This screenshot shows the GSRx home screen displaying a list of orders. The columns include:

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
GSRx		DO NOT USE icia Morfitt		Trish Morfitt				12/1/2021 2:43:42 PM
			web order#: 986767276					
				Copy Order	Packing Slip			
GSRx	IA229	Tricia Morfitt		Trish Test	388451	In Process	12/1/2021 2:13:51 PM	12/1/2021 2:13:30 PM
GSRx	IA229	Tricia Morfitt		Trish Morfitt	388444	CANCELED	12/1/2021 2:16:00 PM	12/1/2021 2:06:41 PM



JOB TRACKING

Daily work in progress as well as delay notifications are sent to your office via email.

DVI allows up to two (2) email addresses per account to receive the notifications.
To provide your preferred addresses, visit: www.gsrx.com/dvi-reports-email-update

From the home screen of the WebWizard you can view and search recent jobs. Each order is displayed on a separate line, color coded by status.

- In-Process
- Shipped

- Forced/Held
- Overdue FTCs

- Canceled
- Pattern

- Stock Order

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
GSRx	IA229	Tricia Morfitt		Trish Morfitt				12/1/2021 2:43:42 PM
				web order#: 986767276			Copy Order	Packing Slip
GSRx	IA229	Tricia Morfitt		Trish Test	388451	In Process	12/1/2021 2:13:51 PM	12/1/2021 2:13:30 PM
GSRx	IA229	Tricia Morfitt		Trish Morfitt	388444	CANCELED	12/1/2021 2:16:00 PM	12/1/2021 2:06:41 PM
GSRx	IA229	Tricia Morfitt	S W8QRX		402705	Frame to Come	12/21/2021 5:24:00 PM	12/22/2021 1:19:00 AM
GSRx	IA229	Tricia Morfitt	2 14028		402904	In Process	12/22/2021 9:58:00 AM	12/22/2021 6:11:00 PM
GSRx	IA229	Tricia Morfitt	2723 10		404440	In Process	12/23/2021 2:43:00 PM	12/23/2021 10:45:00 PM
GSRx	IA229	Tricia Morfitt	310721		404951	FINISH DEPT	1/6/2022 12:56:00 PM	12/27/2021 6:03:00 PM
GSRx	IA229	Tricia Morfitt	922854		404969	Frame to Come	12/27/2021 10:24:00 AM	12/27/2021 6:34:00 PM
GSRx	IA229	Tricia Morfitt	311 781		405259	In Process	12/27/2021 2:57:00 PM	12/27/2021 11:02:00 PM
GSRx	IA229	Tricia Morfitt	3110 88		405288	SHIPPED	1/6/2022 12:02:00 PM	12/27/2021 11:33:00 PM

Clicking on an order will show you options depending on the status of the job. You can view an order, print a packing slip, and see tracking on a shipped job.

To find a specific job, use the text boxes above the columns to search by patient name or invoice #.

The WebWizard loads 10 jobs per page, use the purple arrows in the top left to navigate to the next set of 10 jobs.

REPORTS

You can view an account report by clicking on the purple graph button at the top left of the home screen. The report provides a two-month and year-to-date rolling total of various stats on your orders.

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
GSRx	IA229	Tricia Morfitt		Trish Morfitt	388517	CANCELED	12/17/2021 12:44:00 PM	12/1/2021 2:45:00 PM
GSRx	IA229	Tricia Morfitt		Trish Test	388451	CANCELED	12/17/2021 10:04:00 AM	12/1/2021 2:13:00 PM

Version: 12-21-2021 12:16:50 PM PST

Select any report to view it.

Reports			
Tricia Morfitt	GSRx	Lens Style Summary	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Top Progressives	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Top Non-Progressives	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Lens Material Summary	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Lens Material Detail	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Top AR Coatings	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Redo Summary	2022-01-01 01:01:30.0
Tricia Morfitt	GSRx	Transmission Method Summary	2022-01-01 01:01:30.0

GSRx
12/31/21

Lens Style Summary

	2021	Dec 2020	Nov 2021	Dec 2021	Dec% 1
SV	1	3	0	0	
Progressive	3	0	0	0	
Total	4	3	0	0	

¹ Percentage of 0 jobs
² Percentage of 0 jobs (including 0 jobs with enclosed lenses)