



# DVI WebWizard Documentation

The WebWizard works on Chrome or Firefox internet browsers.

We recommend making **www.dvirx.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.dvirx.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**.

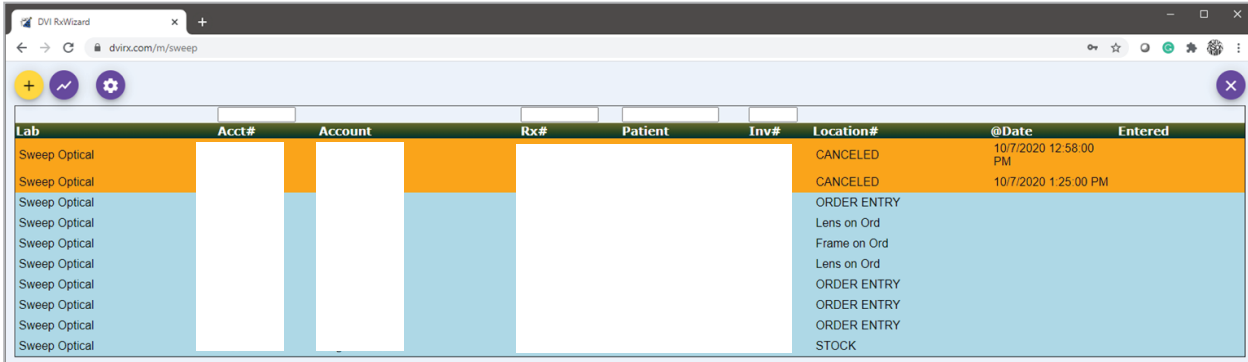
*\*Your GSRx sales representative can look up a recent invoice number if you do not have one, or you may call GSRx customer service at 800-833-4779.*

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 \$ ! 8 - . ; ^

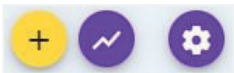
## Job Lookup Screen (Main Page)

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:



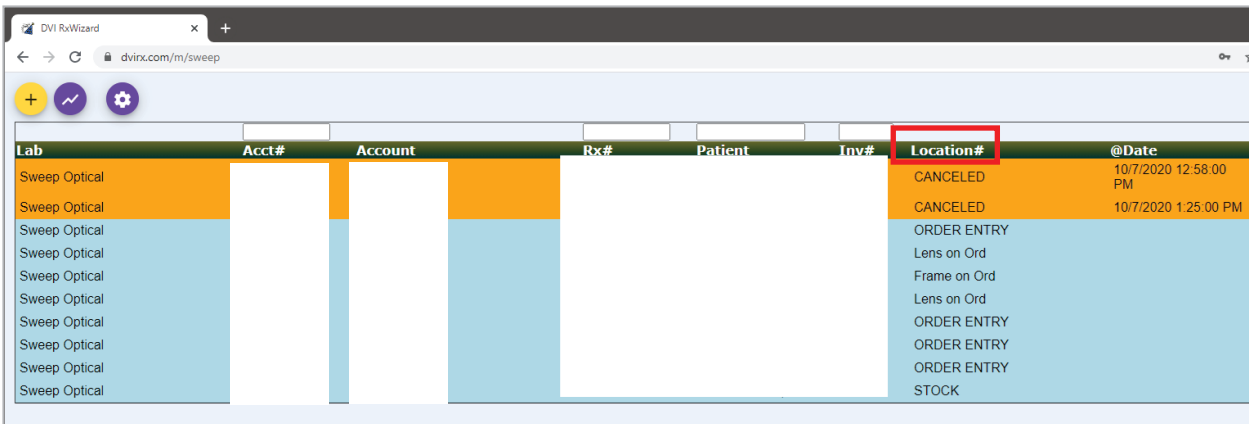
**Job Entry Screen:** Click here to enter a new order.



**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.

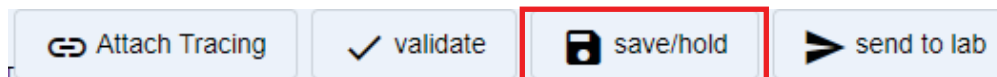
## HOW TO PLACE ORDERS

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



Lab:

Package:  Edge

Patient:  Rx#:  Type:  OrigInv#:

	Sphere	Cylinder	Axis	PD	Near	Form	Sply	I/O	Prism	U/D	Prism
R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Lens Style	Material	Color	Add	Seght	Thck	E/C	OCht	Mode	Add2	Bsize	Base
R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Coats:   Tint:  Tint Instruction:

Frame Mfr:  Collection:  Name:  Ctr:

Etype:  Mat:  Eye:  Bridge:  Temple style:  Temple size:  FType:

A:  B:  ED:  DBL:  CSize:

Service Codes	Code	R/L	Service Instruction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fitting

Ship To Address

Mail to patient/clinic.

Version: 06/20/2021 10:57:46 PM PDT

Attach Tracing

validate

save/hold

send to lab

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.

[illegible]



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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.



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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 the 'Lens Style' dropdown menu with the following options:

- 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 prevablue
- QRB
- QRB retinal bliss uv
- RFM
- RFM epik red mir w/bs
- SFM
- SFM epik silver mir w/bs

The screenshot shows the 'Service Codes' dropdown menu with the following options:

- ROLL
- ROLL roll edges
- SPOL
- SPOL satin polish
- 2YRW
- 2YRW 2 yr lens warranty
- OPIN
- OPIN opine

## 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 menu with the following options:

- A&A
- A&A OPTICAL
- ALTA
- ALTAIR
- ARMO
- ARMOURX
- ARTC
- ARTCRAFT OPTICAL
- ASPE
- ASPEX EYEWEAR
- AVAL
- 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
- EYEA

The main form also displays fields for Patient Information, Lens Style, Material, Color, Add, Seght, Thck, E/C, OCHT, Mode, Add2, Bsize, and Base. It includes a 'Fitting' section with fields for Back Vertex Distance, Pantoscopic Tilt, and Wrap Angle. The bottom of the form shows the 'Ship To Address' field and a 'Send to lab' button.

## 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 Cuture  
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 Ribbbon  
Calvin lein  
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 Coture  
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.

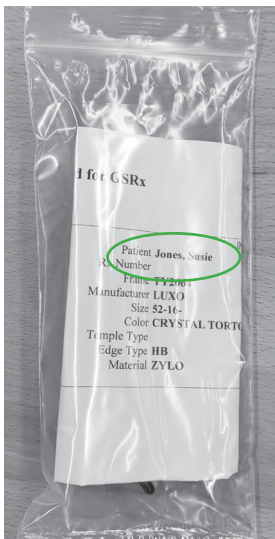
If a frame is not listed, a trace or accurate A, B, and ED measurements are required. See page (x) for how to measure a frame accurately. If you are unsure of the accurate frame measurements, the frame must be sent to GSRx, which may delay processing.

Be sure to select the **frame status** drop-down between 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**.





Lab: GSRx  
Package: Edge  
Patient: TRISH TEST  
Rx#: [blank] Type: NEW OrigInv#: [blank]  
Sphere: -7.5 Cylinder: 0 Axis: 31 PD: 31 Near: 0 Form: 0 Sply: 0 I/O: 0 Prism: 0 UID: 0 Prism: 0  
Lens Style: Material: Color: Add: Seght: Thick: E/C: Ocht: Mode: Add2: Base: Base:  
R: EPIK DRV 80 N+D4 B60 CLR 17  
L: EPIK DRV 80 N+D4 B60 CLR 17  
Coats: NC Tint: Tint Instruction:  
Frame Mfr: PROP Collection: Name: AGIO 03 S Ch: SILVER  
Eye: HB Mat: METL Eye: 58 Bridge: 20 Temple style: SKUL Temple size: 140 FTyp:  
A: B ED: DBL CSize:  
Service Codes: Code: R/L: Service Instruction:  
Fitting: Back Vertex Distance: Pantoscopic Tilt: Wrap Angle:  
Ship To Address: Mail to patient/clinic:  
Attach Tracing validate savehold 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**.

Lab: GSRx  
Package: Edge  
Patient: TRISH TEST  
Rx#: [blank] Type: NEW OrigInv#: [blank]  
Sphere: -7.5 Cylinder: 0 Axis: 31 PD: 31 Near: 0 Form: 0 Sply: 0 I/O: 0 Prism: 0 UID: 0 Prism: 0  
Lens Style: Material: Color: Add: Seght: Thick: E/C: Ocht: Mode: Add2: Base: Base:  
R: EPIK DRV 80 N+D4 B60 CLR 17  
L: EPIK DRV 80 N+D4 B60 CLR 17  
Coats: NC Tint: Tint Instruction:  
Frame Mfr: PROP Collection: Name: AGIO 03 S Ch: SILVER  
Eye: HB Mat: METL Eye: 58 Bridge: 20 Temple style: SKUL Temple size: 140 FTyp:  
A: B ED: DBL CSize:  
Service Codes: Code: R/L: Service Instruction:  
Fitting: Back Vertex Distance: Pantoscopic Tilt: Wrap Angle:  
Ship To Address: Mail to patient/clinic:  
Attach Tracing validate savehold send to lab

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.

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
GSRx	DO NOT USE	icia Morfitt		Trish Morfitt				12/1/2021 2:43:42 PM
View Order <b>Modify Order</b> Cancel Order Send Instruction 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](http://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
<div>View Order</div> <div>Modify Order</div> <div>Cancel Order</div> <div>Send Instruction</div> <div>web order#: 986767276</div> <div>Copy Order</div> <div>Packing Slip</div>								
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

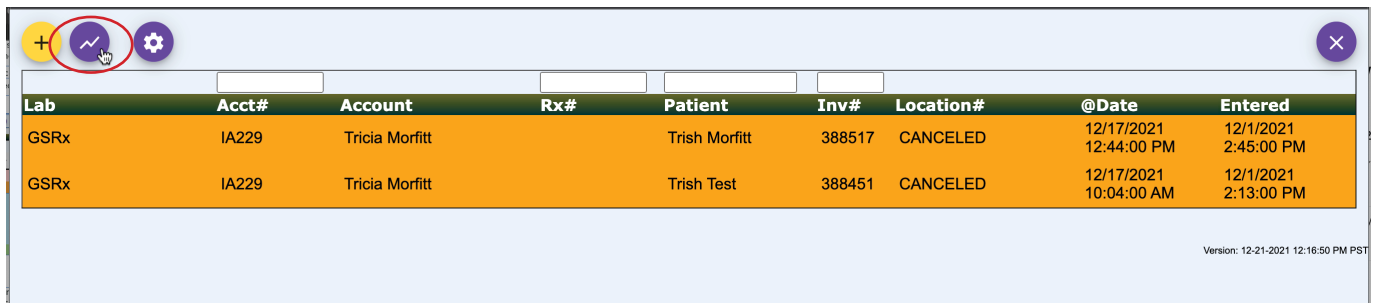
Clicking on an order will show you options depending on the status of the job. You can view an order, print a packing slip, and see tracking on a shipped job.

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

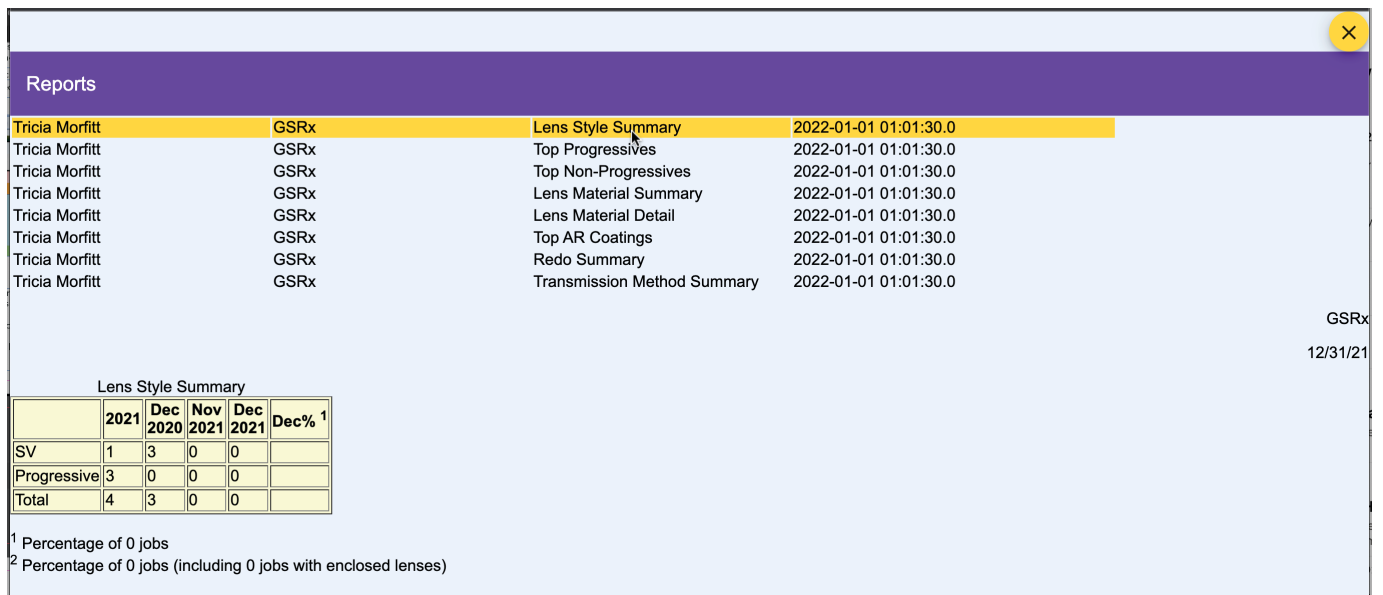
You can view an account report by clicking on the purple graph button at the top left of the home screen. The report provides a two-month and year-to-date rolling total of various stats on your orders.



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.



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% <sup>1</sup>
SV	1	3	0	0	
Progressive	3	0	0	0	
Total	4	3	0	0	

<sup>1</sup> Percentage of 0 jobs  
<sup>2</sup> Percentage of 0 jobs (including 0 jobs with enclosed lenses)