

DVI RxWizard^{M} is a fully-integrated, customized for GSRx system that increases job accuracy and turnaround time by ensuring complete job information and eliminating transcription errors. With RxWizard^{M} you can:

- Easily view product availability and packaged programs specific to GSRx.
- · Accurately select and enter lens and prescription details.
- Transmit lens or frame tracings.
- Receive up-to-date status reports on in-process jobs and access archived orders.

VISIT WWW.GS-RX.COM/DVI FOR VIDEO DOCUMENTATION

New Download & Installation of RxWizard™

Note: RxWizard[™] operates on Windows software.

- 1. Visit: http://thedvi.com/plugin.php
- Click on here next to RxWizard[™] 6.18 (BETA) then open the .exe file that downloads and choose Run when prompted.
- 3. Enter the password: **slaboff** and click **Next**.
- 4. Follow the on-screen prompts and answer **Yes** or **Next** then **Finish**. This will install and add the DVI icon to your desktop.
- 5. Click on the DVI icon to open the software.
- Complete the **DVI Remote Entry Options***.
 Click **Ok**.
- 7. Go to Setup > Accounts > Add.
- 8. Enter your Account Name.
- Enter your Web ID and Password (provided by GSRx).

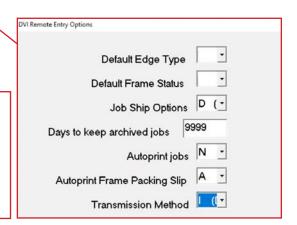
Add GSRx to Existing Install of RxWizard™

- 1. From the main screen, confirm the version of software you have by going to **Help** and click on **About**.
- 2. If the version does not show **6.18.00** follow the **New Download & Installation** instructions; click **Yes** when the prompt asks to overwrite the existing software.

Note: this will update the icon and keep your stored information.

- If you have the most recent version, go to Setup > Accounts > Add.
- Enter your Account Name, Web ID and Password (provided by GSRx).

*For ease in processing, we recommend the	
Remote Entry Options be set to the following:	
D	Job ship options
9999	Days to archive
N	Autoprint Jobs (no)
Α	Autoprint all frame-to-come order
I	Transmit orders via DVI Internet



Have questions or need help?

Call GSRx Customer Service at (800) 833-4779 and we will be happy to assist!



Shortcuts

- Press **F1** to access help on any setup screen, or for field-specific help on the entry form.
- Press CTRL-P to print an order.
- Use Page Up / Page Down to scroll through entry form fields or pages of orders.

Order Lookup Screen

Tips

- Always click **Refresh** for the most current job statuses.
- Each order is displayed on a separate line. Scroll to see all orders.
- Job Status Color Key
 - In-Process
- Canceled
- Shipped
- Pattern
- Forced/Held
- Stock Order
- Overdue FTCs

Sort

- Click **RX # / Patient** to sort by Rx Number or alphabetically by patient.
- Click Lab Inv to sort by invoice number.

Search (top of screen)

- Click the down arrow to choose patient.
- Type the patient's last name only in the **For** column and click **Search**.
- Click **Clear Search** to reset the screen.

Shipped Jobs

- Click once on **Entry Date** (upper right corner) and it will change to **Ship Date**.
- Click the small white box in front of **From** and **To**.
- Click the down arrow next to each to select the desired date range then click **Search**.

Main Screen

Tracking

- Click on Reports and Bulletins.
- Highlight GSRx, then your Account Name, then click on **Tracking Numbers**.
- For detailed information, click on the tracking number to be redirected to UPS.com.

Rx Profile Report

- Click on Reports and Bulletins.
- Highlight GSRx, then your Account Name, then click on Rx Profile Report.
- The comprehensive report includes work you've ordered and redos.



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

Voque

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

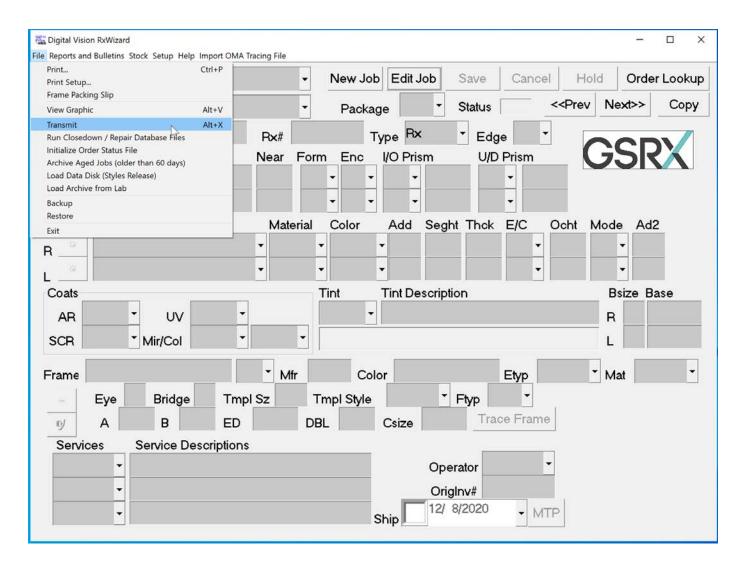
Ted Baker

Titanflex

Zuma Rock



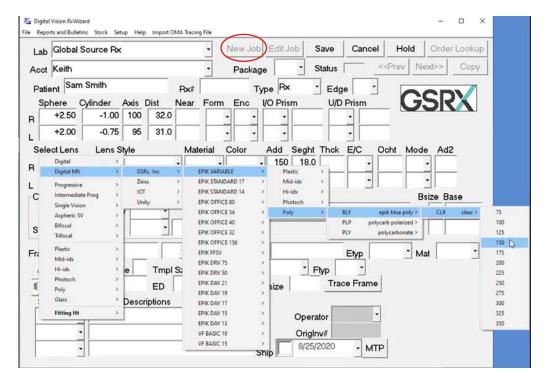
DAILY PROCEDURE



Make it a habit every morning when you launch the Rx Wizard[™] to choose **File > Transmit** first. This will refresh the program including all data and downloading any potential updates to the software.



HOW TO PLACE ORDERS



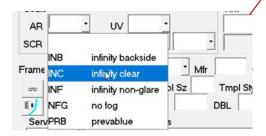
Choose **New Job** and enter the patient name and Rx info.

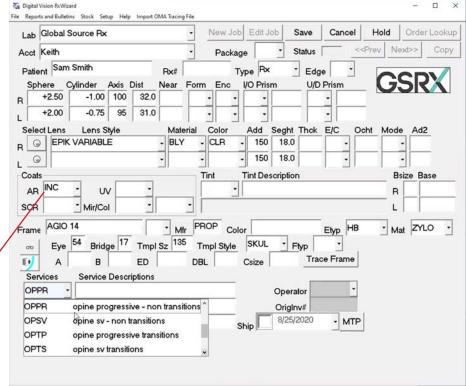
Use the **Select Lens** box and follow the cascading windows to select the lens options. The easiest way to find GSRx epik™ Lenses is to start by selecting **Digital Mfr** > **GSRx**, **Inc.**

You only need to select the right lens; saving the record will auto-populate the same lens information for the left lens.

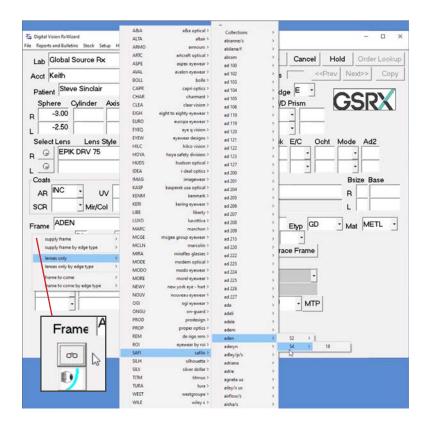
Finish completing the form selecting **coatings**, **frame**, and **services**.

*For the One Pair is NEVER Enough (OPINE) program, select OP(XX) for the proper lens on EACH order. Remember to place both OPINE orders in the same day to qualify for the program pricing.









Click on the button with the eyeglasses below the Frame label to make your frame type selection, then utilize the frame database or manually enter the frame information.

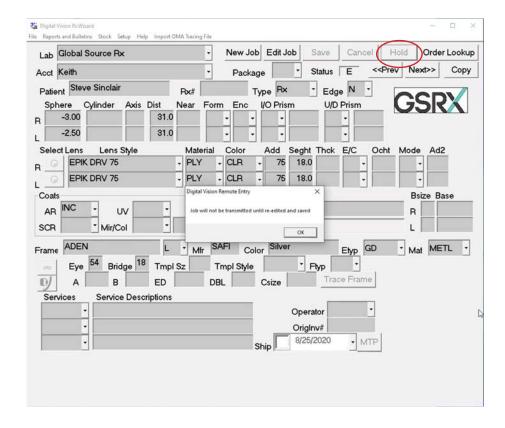
IMPORTANT

Complete and correct frame data is crucial for timely processing of jobs! Shortcutting frame data entry by using an asterisk WILL delay the job. If you cannot find or enter *complete* frame data, you need to send the frame to the lab.

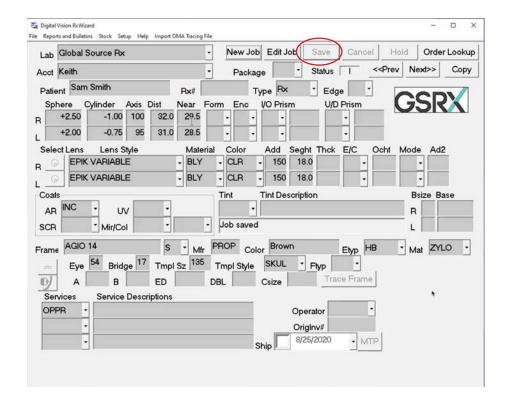
See the frames by brand quick reference at the beginning of this document.

If at anytime you need to stop in the middle of entering a job (to help a customer, or collect missing job information), you can choose **Hold** to pause entry on a specific job and come back to it later.

This will prevent the job from being transmitted until you edit and **Save** it.







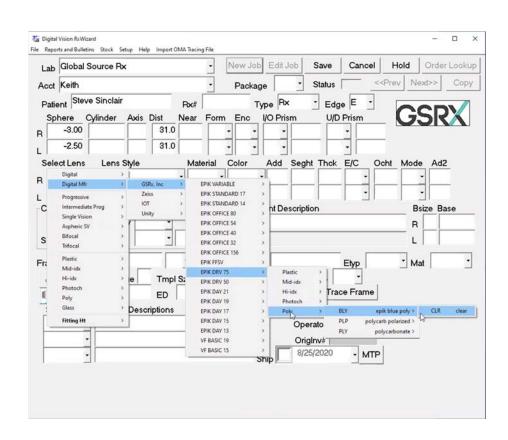
Once the order is complete, choose **Save**. The fields will gray out if the job is ready to transfer.

If there are any errors on the form or missing required information, a dialogue box will warn you and/or the field will populate with red warning text.



You can then continue adding other jobs by choosing **New Job**.

*epik™ BLUE is now easier to find - listed as part of the lens material flow! For maximum clarity and protection against digital eye strain, we recommend epik™ BLUE + Infinity® Clear for every patient!

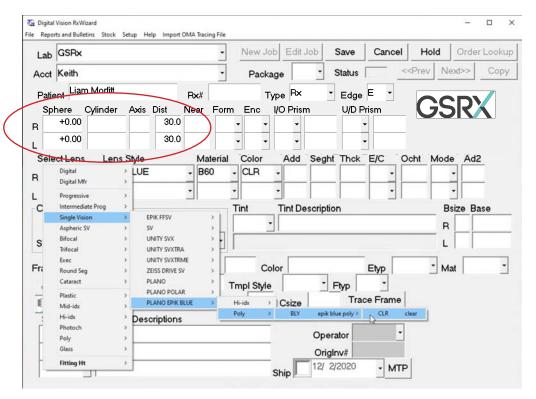


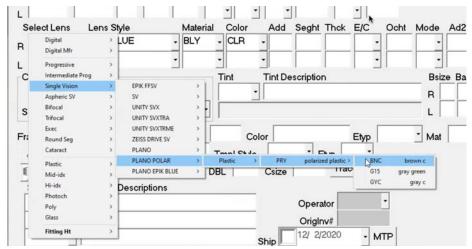


To order plano epik™ BLUE or polarized, you must enter a sphere of 0.00 and a PD for BOTH lenses, and a PD. Since the PD isn't needed, you can simply enter 30.00 in the Distance field.

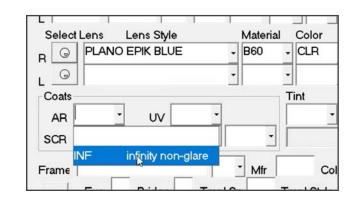
Next, use the cascading menu from either Single Vision or the material and choose the PLANO option.

Complete the rest of the order details as normal (frame, edge options, etc.)

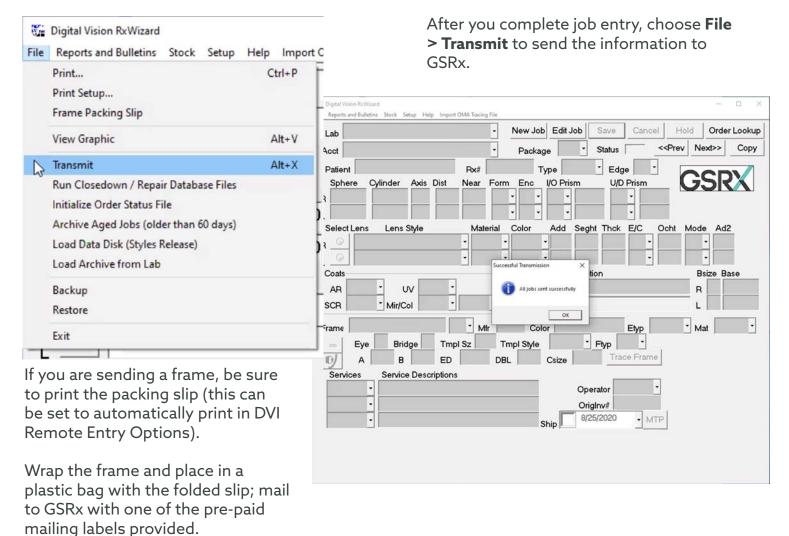




NOTE: Infinity® Non-Glare is included with plano epik™ BLUE, however you must still select it under AR to process the job correctly.







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.**









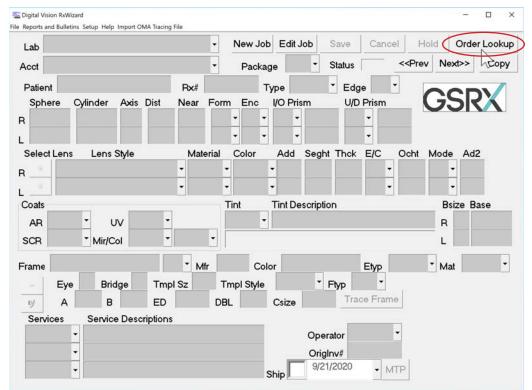






HOW TO TRACK ORDERS

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.gs-rx.com/dvi-reports-email-update



To manually check the status of any job, log into the RxWizard™ and choose **Order Lookup.**

Click **Refresh** to update the list. Your entire list of jobs will display.

To sort the list, use the search and for functions to sort by patient, lab, or choose an entry date or range.



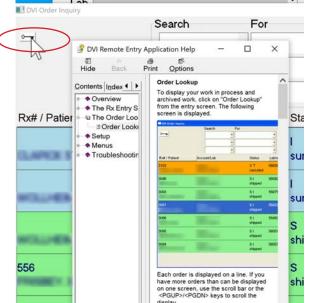


The jobs will display color coded by status.

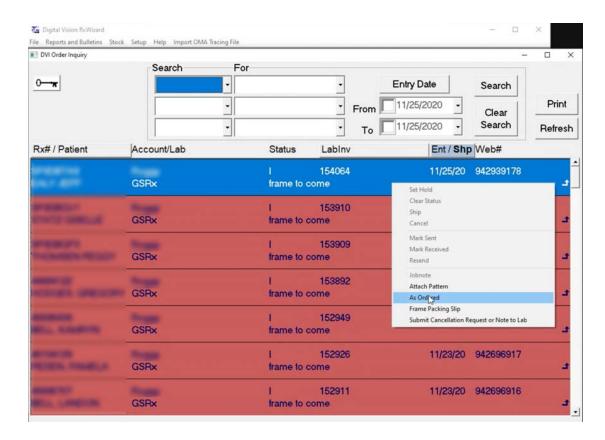


Click the key in the top left to access the help menu and color coded key.

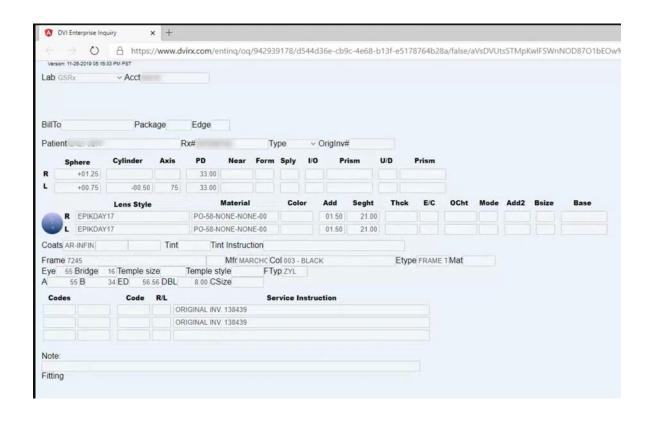
See page 2 of this document for additional tips/tricks and info.





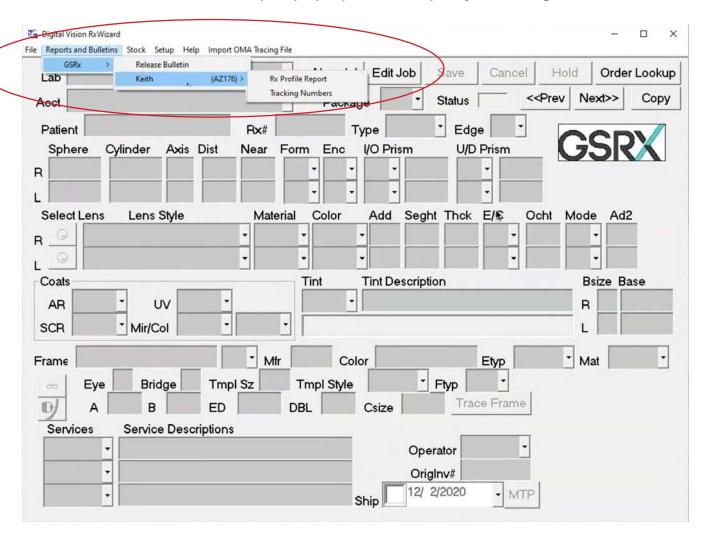


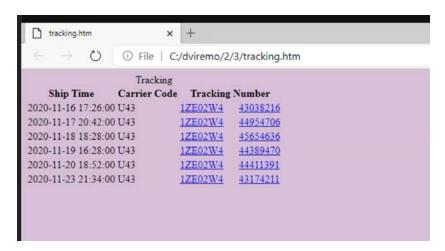
Right clicking on a job will open a menu. Choosing **As Ordered** will open the Rx details.





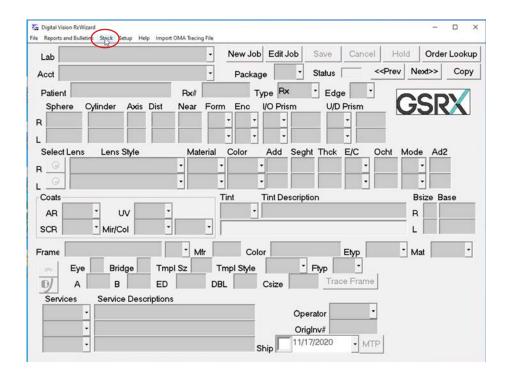
To view tracking numbers in a rolling list of the last 5 shipments from GSRx, select **Reports and Bulletins > GSRx > Your Account > Tracking Numbers**Note: these will only display if you receive your jobs through UPS.





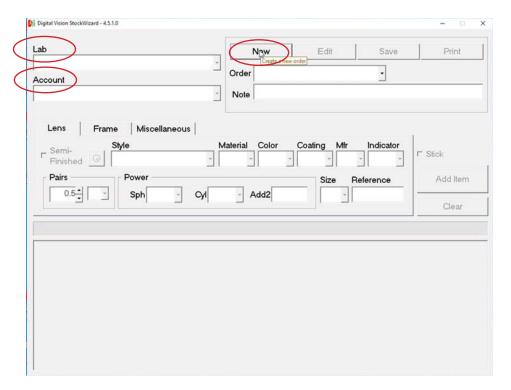


HOW TO ORDER STOCK LENSES

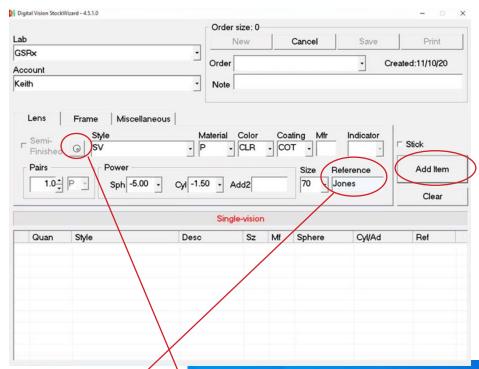


From the DVI RxWizard™ click on **Stock** to open the stock order window.

Select **New** and select or verify the **Lab** and **Account** are correct in the drop down.







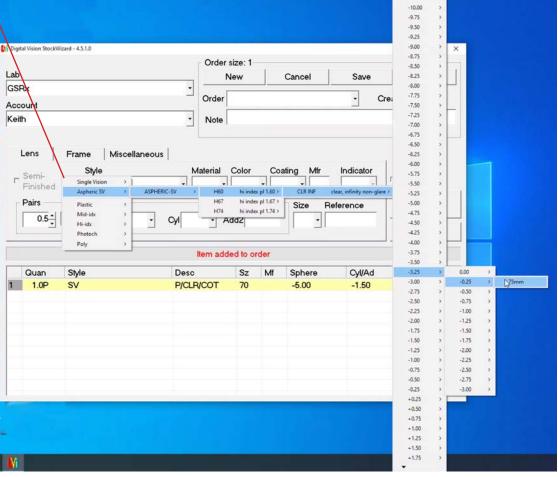
There are two methods to enter lenses. Either select the options in the dropdown menus as shown to the left, or click on the lens icon button and follow the cascading windows to select the lens options (shown below).

Pairs Field

.5 is a single lens
1.0 is a pair of lenses

Choose **Add Item** to add the lens(es) to your order.

Put the Patient's name in the reference field if you'd like to match the lenses to a reference for your records.

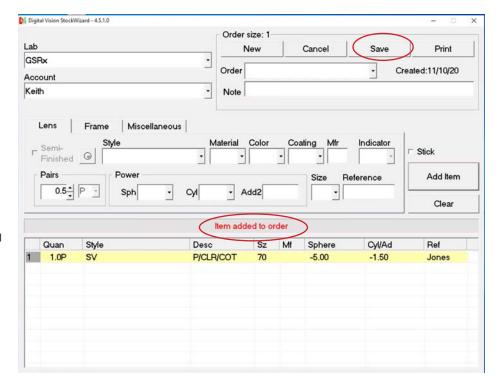


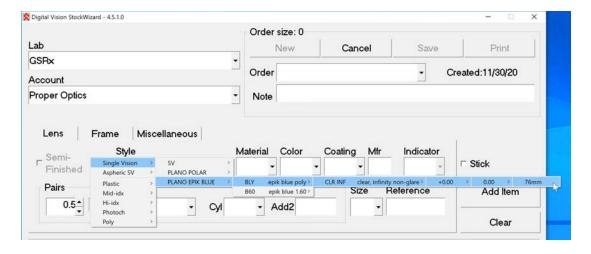


The status bar will update and the lens(es) ordered will display in the table at the bottom of the window.

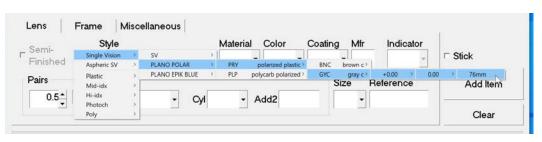
Choose New to add additional stock lenses to your order. Press **Save** when you are finished.

Note: You may continue adding lenses to this existing order throughout the day as long as you haven't done a File>Transmit in DVI.

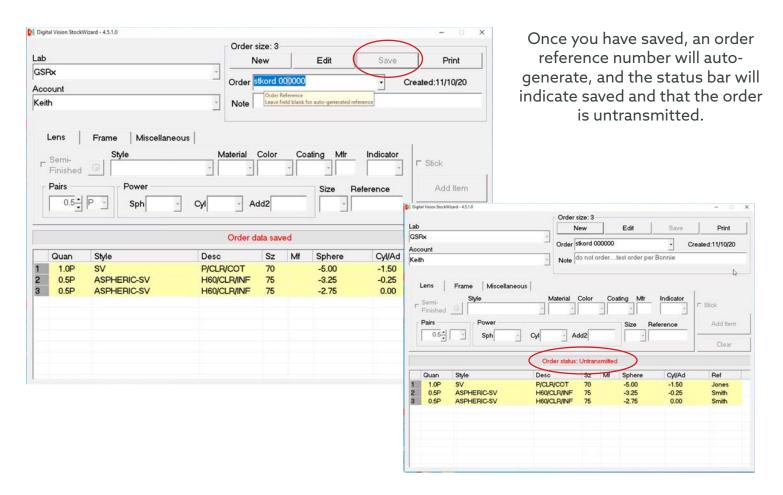


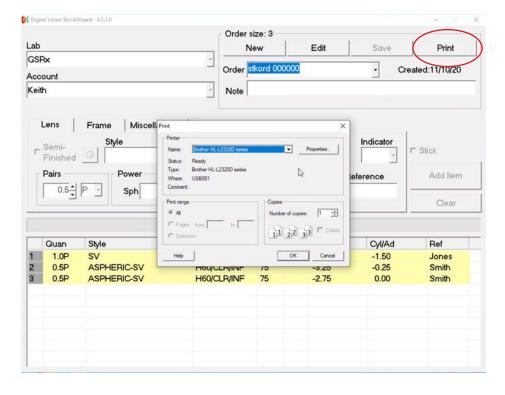


To order plano epik™
BLUE or polarized
stock lenses, select
the appropirate
cascading steps under
Single Vision.



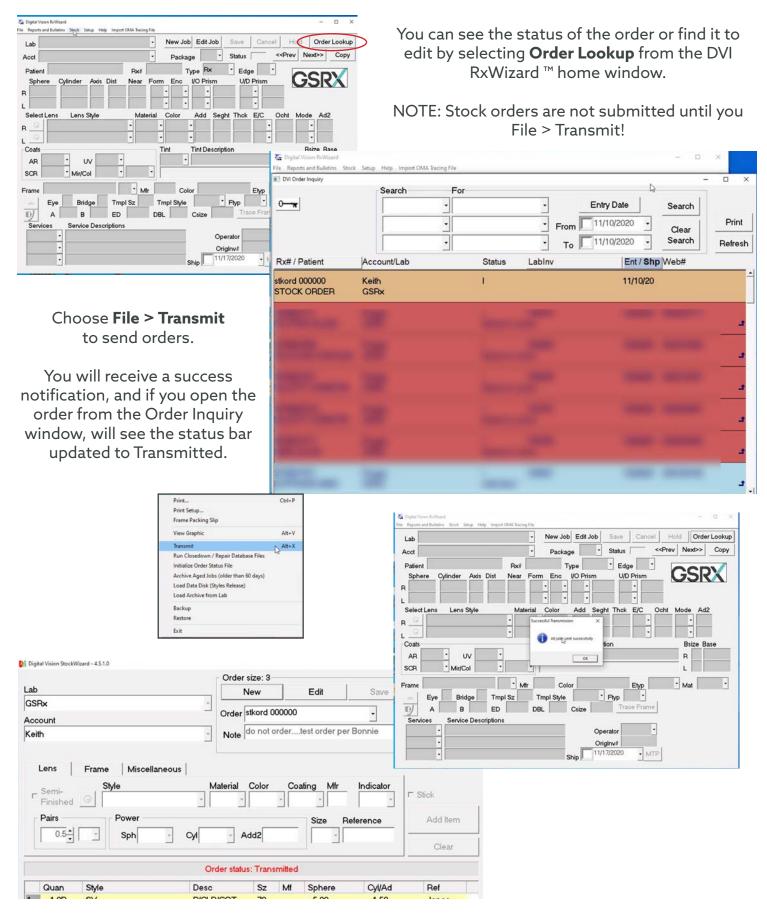






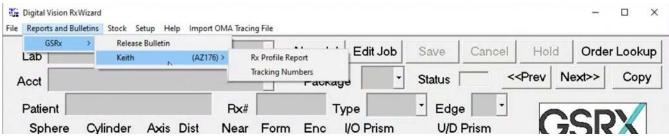
You may print the order for your records to match the stock lenses with patient trays in your office if you desire.





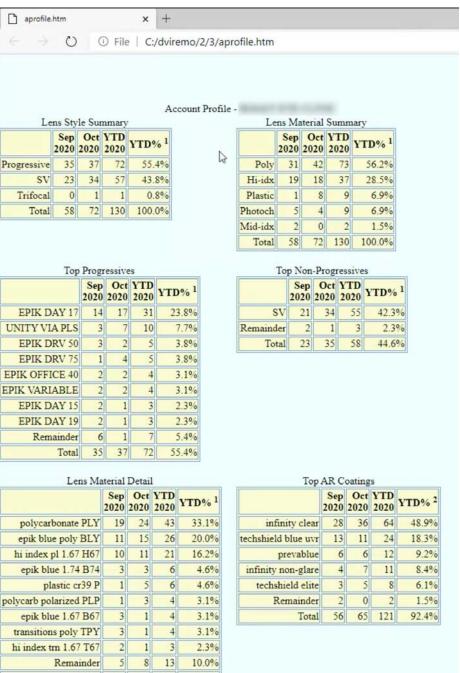


REPORTS



You can view an account report by selecting **Reports and Bulletins > GSRx > Your Account > Rx Profile Report** from the DVI RxWizard ™ home window.

The report provides a two-month and year-to-date rolling total of various stats on your orders.



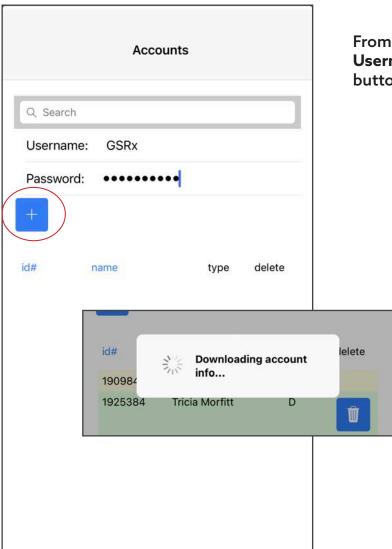


SEER Documentation

SEER is an app that is available for both Android and Apple devices to view and track orders and reports. It can come in handy if you need to check the status of a job quickly for a patient, or need to access information while out of the office. NOTE: The app is only for viewing data purposes, and does not allow you to enter or edit any job information.







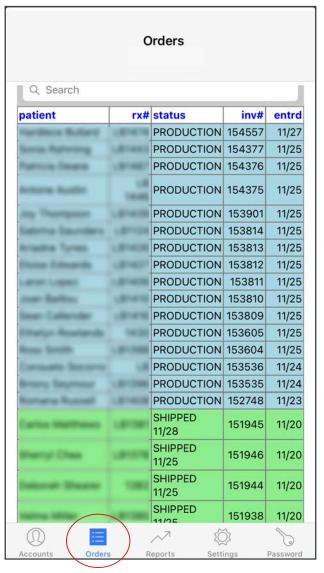
From the Accounts screen, enter Your RxWizard Username and Password then press the blue + button

The app will refresh and download account information then display your acount.





SEER Documentation

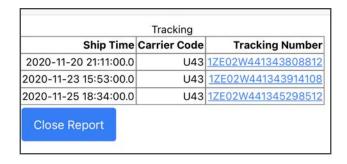


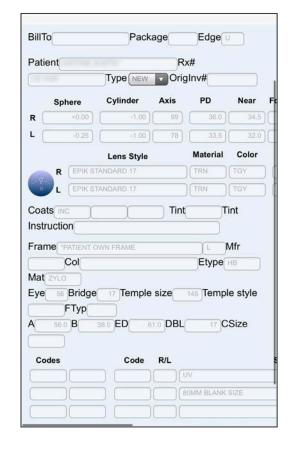
With your account selected, click Orders to load current jobs and statuses.

You can use the sort or search functions to find a specific job. Tap a job to select it. The As Ordered button will load the Rx as ordered screen.

Jobs that have shipped will show a tracking button which will load the last 5 shipments with tracking (for those who receive shipments via UPS).





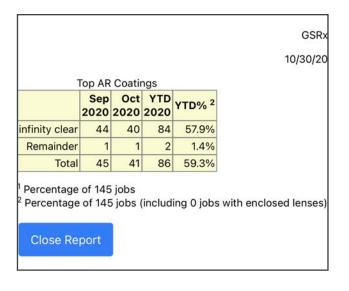




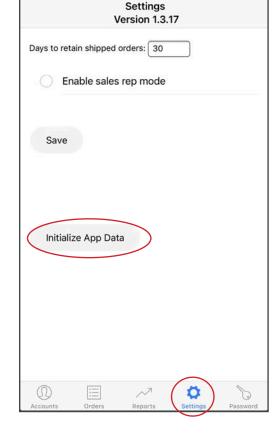
SEER Documentation

Reports lab date account report **GSRx** Lens Style 2020-10-31 YOUR NAME Summary 00:40:50.0 YOUR NAME **GSRx** Top 2020-10-31 Progressives 00:40:50.0 YOUR NAME **GSRx** Top Non-2020-10-31 Progressives 00:40:50.0 2020-10-31 **GSRx** Lens YOUR NAME Material 00:40:50.0 Summary YOUR NAME **GSRx** Lens 2020-10-31 Material 00:40:50.0 Detail Top AR **GSRx** 2020-10-31 YOUR NAME 00:40:50.0 Coatings **GSRx** Redo 2020-10-31 YOUR NAME Summary 00:40:50.0 YOUR NAME **GSRx** Shipment 2020-11-25 Tracking 18:34:00.0 Settings

Choose Reports to view the various account summary reports. They show rolling two month data and year-to-date numbers.



To log out, select Settings then click Initialize App Data to clear.



MAC USERS



DVI RxWizard™ Documentation

Note: $RxWizard^{\mathsf{TM}}$ currently only operates on Windows software.

Practice Management System Integration

Many practice management systems integrate directly with DVI.

Please contact your provider for technical support.

DVI RxWizard™ Online

A web ordering platform for DVI RxWizard™ is currently being developed. GSRx will send out detailed information and instructions as soon as online ordering is available.

VisionWeb

A web platform that connects to order from GSRx. See next page for detailed use instructions.

Fax or Phone

We encourage you to use a digital method to order to help prevent delays and transcription errors.

GSRx Customer Service (800) 833-4779 • GSRx Fax (480) 748-4546

Additional Options

The following two options allow you to install the DVI RxWizard™ on a Mac through a dual or virtual Windows environment. GSRx does not necessarily recommend or or oppose the following, nor do we provide technical support for these options; we acknowledge they exist as ways to install Windows programs on Mac computers. If you are not confident in your computer tech skills, we would advise enlisting professional technical help to utilize them.

Apple BootCamp Dual Boot

Dual boot allows you to run your Mac in either a Mac or Windows environment.

Pros

- Developed and supported by Apple.
- Basic computer knowledge required to follow step-bystep installation instructions
- Free to use.

Cons

Requires you to log out or reboot the computer and toggle between Mac or Windows environment.

Additional Information: https://support.apple.com/boot-camp

Virtual Machine

A virtual environment allows you to install and run Windows based programs on a Mac.

Pros

Toggle between
 Windows apps and
 Mac apps without
 logging out or re booting.

Cons

- Intermediate to advanced knowledge required to install and set up.
- Reputable easy to use versions have annual fees.

Additional Information:
https://www.parallels.com
https://www.vmware.com/products/fusion.html
https://www.virtualbox.org