

# VISION-EASE LENS

## Web Order Entry

### User Guide

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## Prerequisites:

- Users must be an active customer in the Vision-Ease Lens order management system before a request can be made for a logon and password. If the user is not active, then please request to have a new account set up through Customer Service. To obtain a username and password or to set up a customer account, call 1-800-328-3449 or e-mail [orders@vision-ease.com](mailto:orders@vision-ease.com).
- The user must have at least the specified version of one of the following browsers in order to access all features of this site. Earlier versions or other internet browsers may not function correctly and are not supported.
  - Microsoft Internet Explorer 7 or above
  - Firefox 3.0 or above
  - Chrome 3.0 or above
  - Opera 9.5 or above
- Although not a requirement, displays of under 1024 X 768 will require the user to utilize the scroll bar at the bottom of the screen in order to effectively use the Barcode Lookup Utility

## Support:

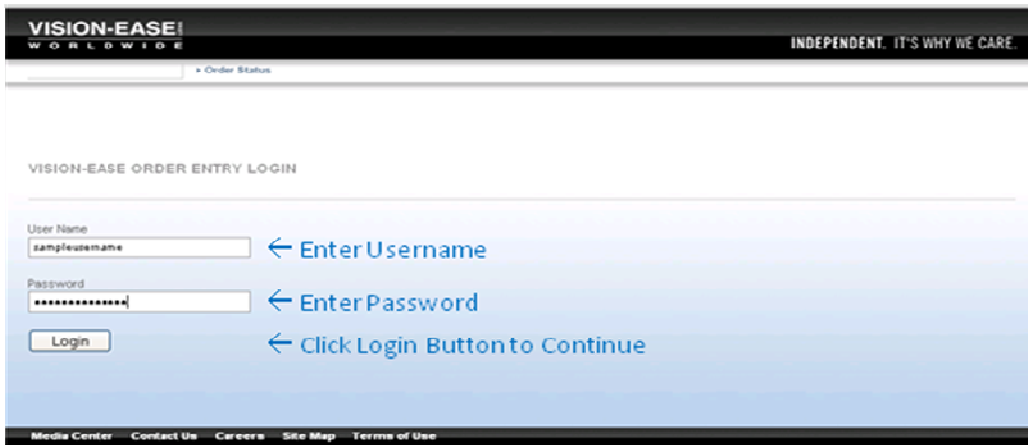
For web page functionality support requests please contact Vision-Ease Lens Order Entry customer support at [weborderentry@vision-ease.com](mailto:weborderentry@vision-ease.com). For all other customer service concerns please contact your customer service representative at 1-800-328-3449 or e-mail [orders@vision-ease.com](mailto:orders@vision-ease.com).

## General User Instructions:

The following instructions guide the user through the login process as well as through the navigation of the Vision-Ease Lens ordering site.

**NOTE:** *If the user navigates the current window away from the site or closes the window, the order will be lost!*

- 1) Navigate to <http://weborder.vision-ease.com>
- 2) Enter the login credentials in the username and password fields provided by Vision-Ease Lens and click the Login button, as shown below:



*If you receive the message "Login Failed. Please try again." attempt to re-enter the login information and try again. If your username and password do not work, please contact Vision-Ease Lens customer service at 1-800-328-3449 or via e-mail at [orders@vision-ease.com](mailto:orders@vision-ease.com).*

- 3) Upon successful login the following order entry screen will be displayed:

- 4) The following features are available from the order entry window:
- “Order Status” quick look-up in upper left hand corner of web page
    - Allows for the entry of an order number to view the summary information and status of the order
  - “Order Status” link on the upper right area of the web page
    - Allows for more comprehensive lookup of orders by filtering of dates, detailed in the section of this document “Order Lookup Instructions”
  - “Go to BARCODE Lookup Utility” link in upper left hand area of order information
    - Allows the user to jump to the bottom of the page in order to utilize the Barcode Lookup Utility
  - Integrated Barcode Lookup Utility on lower portion of the web page
    - Detailed in the “Barcode Lookup Utility Instructions” section of this document, the utility allows for the dynamic lookup of barcode numbers through the hierarchical search by lens characteristics.
  - Log Out
    - This link allows the user to log out of the order site and either log back in with another account or close the window.
  - Vision-Ease Lens Website Navigation
    - The navigation bar at the bottom of the window will take the user to any of the Vision-Ease Lens web locations listed, however any progress made in entering the order will be lost!

## Order Entry Process Instructions

Once the user has successfully logged in and has been acquainted with the layout of the page, he or she can begin to enter the order details

- 1) Select a Ship To Location from the Ship To Location drop-down box. If the ordering company has more than one ship to location that should be accessible in this box, please contact Vision-Ease Web Order Entry customer support at [weborderentry@vision-ease.com](mailto:weborderentry@vision-ease.com)

**NOTE:** *The ship to location details will be populated on the upper right hand area of the order section of the web page. Please validate this information. If this information is incorrect contact Vision-Ease web order entry customer support as described at the beginning of this document.*

- 2) Enter a PO Number for reference purposes. This PO Number will be carried through to the shipment documents and invoice and should be populated, but it not mandatory.
- 3) Provide a Requested Ship Date. If a date is not provided, the system defaults the value in the order to the current date.
- 4) The order begins with a single line item.
  - a. Either through the use of the BARCODE lookup utility, a scanner or manually entering the values, provide an OPC number, tray number (if applicable) and the Quantity for the line item. The quantity will default to 1 for each item.
  - b. The system will validate the OPC number and will show a check mark and populate the description in the space next to the item number if the line is valid. If the OPC number is not accepted, the order must be submitted through customer service.
- 5) The system will automatically provide an additional line item if the Barcode Lookup Utility was used to select an item. If OPC numbers are entered manually or via a scanner with text output capabilities, the Add Line Item link will add another line item row.
- 6) If for any reason the user wishes to remove a line item, the “remove” link on the left of the individual line will delete a line item from the order. Line number 1 cannot be removed, as there must be at least one line in the order.
- 7) When the order entry process is complete and all line items have been populated with the correct values, click the Place Order button to submit the order. If any errors have been identified the user will be notified at this time. If the order is accepted, a confirmation message will be displayed with the WEB order number. This order number is NOT the Vision-Ease Lens sales order number, simply a reference to the order within the Web order management system. Click the link in the message to review and see the status of the order.

## Barcode Lookup Utility Instructions

The Barcode Lookup Utility allows for the user to drill down through each available product category to determine the final options for a left and Right OPC number combination. The tool requires the user to make sequential choices about the attributes of the remaining columns in order to determine the final set of available OPC numbers. In other words, the Barcode Lookup Utility will walk you through the process by highlighting the next choice you must make in order to get your list of available OPC numbers. At any time the user can go back to any field and pick up the lookup process with any previous field, allowing for true dynamic selection within the product hierarchy.

**NOTE:** At any time, the Barcode Lookup Utility can be cleaned out by clicking the “Reset” button

The process is as follows.

- 1) Select a Material. Based on this selection the tool will populate those categories with only a single option. The next required selection field will be populated with the text “—select —” replacing the existing text “----” and will be highlighted in yellow, as shown below:

Barcode Lookup Utility interface showing the initial state. The Material dropdown is set to "Polycarbonate". The Brand dropdown is highlighted in yellow and contains the text "--select--". Other dropdowns for Style, Product, Filter, Coating, and Diameter are empty. The Sph/Base dropdown is empty, Cyl/Add is empty, and Quantity is set to 1. Bar Code(s) fields are empty with "Add Left to Order" and "Add Right to Order" links below them.

- 2) In this case the user selected LifeRx Poly, and the next selection field, Style, was populated with “—select—” and was highlighted in yellow.

Barcode Lookup Utility interface showing the second step. The Material dropdown is "Polycarbonate" and the Brand dropdown is "LifeRx Poly". The Style dropdown is highlighted in yellow and contains the text "--select--". Other dropdowns for Product, Filter, Coating, and Diameter are empty. The Sph/Base dropdown is empty, Cyl/Add is empty, and Quantity is set to 1. Bar Code(s) fields are empty with "Add Left to Order" and "Add Right to Order" links below them.

- 3) From the available styles, for this example, the user will choose “Single Vision”, as shown below. Once again, the available fields will be pre-populated, and the next choice is highlighted in yellow.

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material: Polycarbonate | Brand: LifeRx Poly | Style: Single Vision | Product: --select-- | Filter: --- | Coating: --- | Diameter: ---

Sph/Base: --- | Cyl/Add: --- | Quantity: 1 | Bar Code(s) Left: --- | Right: --- | [Add Left AND Right to Order!](#)

[Add Left to Order!](#) | [Add Right to Order!](#)

4) The process continues and further selections are made as follows:

The user chooses Product of “LifeRx SFSV”:

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material: Polycarbonate | Brand: LifeRx Poly | Style: Single Vision | Product: LifeRx SFSV | Filter: --select-- | Coating: --- | Diameter: ---

Sph/Base: --- | Cyl/Add: --- | Quantity: 1 | Bar Code(s) Left: --- | Right: --- | [Add Left AND Right to Order!](#)

[Add Left to Order!](#) | [Add Right to Order!](#)

The user chooses Filter of “PHOT GRY3”. At this point the Coating and Diameter only have a single option, so they auto-populate. The next field, Sph/Base is highlighted as the next available option:

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material: Polycarbonate | Brand: LifeRx Poly | Style: Single Vision | Product: LifeRx SFSV | Filter: PHOT GRY3 | Coating: Tegra | Diameter: 75

Sph/Base: --select-- | Cyl/Add: --- | Quantity: 1 | Bar Code(s) Left: --- | Right: --- | [Add Left AND Right to Order!](#)

[Add Left to Order!](#) | [Add Right to Order!](#)

The user chooses Sph/Base of 2.00, and Cyl/Add is auto-populated with 0.00, the only remaining option:

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material: Polycarbonate | Brand: LifeRx Poly | Style: Single Vision | Product: LifeRx SFSV | Filter: PHOT GRY3 | Coating: Tegra | Diameter: 75

Sph/Base: 2.00 | Cyl/Add: 0.00 | Quantity: 1 | Bar Code(s) Left: 002727698 | Right: 002727698 | [Add Left AND Right to Order!](#)

[Add Left to Order!](#) | [Add Right to Order!](#)

5) If the user chooses to do so, the default Quantity can be changed from 1 to another quantity. The user can always change the quantity in the order screen above, as well.

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material	Brand	Style	Product	Filter	Coating	Diameter
Polycarbonate	LifeRx Poly	Single Vision	LifeRx SFSV	PHOT GRY3	Tegra	75
Sph/Base	Cyl/Add	Quantity	Bar Code(s)			
2.00	0.00	1	Left: 0027277698	Right: 0027277698	<a href="#">[Add Left AND Right to Order]</a>	
			<a href="#">[Add Left to Order]</a>	<a href="#">[Add Right to Order]</a>		

- 6) Finally the user can now choose to add the left lens OPC number, the right lens OPC number, or both to the order using the links titled “Add Left to Order”, “Add Right to Order” and “Add Left AND Right to Order”. The web application will add order lines as needed to compensate for additional line items.

**BARCODE LOOKUP UTILITY**

[Reset](#)

Material	Brand	Style	Product	Filter	Coating	Diameter
Polycarbonate	LifeRx Poly	Single Vision	LifeRx SFSV	PHOT GRY3	Tegra	75
Sph/Base	Cyl/Add	Quantity	Bar Code(s)			
2.00	0.00	1	Left: 0027277698	Right: 0027277698	<a href="#">[Add Left AND Right to Order]</a>	
			<a href="#">[Add Left to Order]</a>	<a href="#">[Add Right to Order]</a>		

## Order Lookup Instructions

When in the Order Status Inquiry screen, the user can provide an Order number or identify a date range by using the popup calendar to view a range of orders. Each order will be listed as it's own box within the window, listed sequentially on the screen with the details.

The status in the right column will change when the order has shipped, but the update from the order management system is delayed, so this is not a real-time update.

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Order Status

[Place Order](#) | [Log Out](#)

ORDER STATUS INQUIRY

Order Number:

Start Date:  to

Order Number: 100094 Order Date: 20091203082725

Customer Number: 999999 Address:  
Customer #999999 | Customer Location #999999  
EDIADMII HQ  
4740 White Bear Parkway  
Suite 104  
White Bear Lake, MN 55113

Ship Via:

Ship Date: 12/03/2009 PO Number: 12-3SK

Cancel Date:

Order Source: VEB/WEB Status: CANCELLED

Location ID: 999999

Line:	Bar Code:	Description:	Quantity	Tray Number
1	0027059666	Poly Outlook PAL scratch coat	1	123
2	0028059665	Poly Outlook PAL scratch coat	1	123