

# VISIONWARE

## Rx Ordering Quick Guide

### 1 Lens Only

1. Remove the signs (+, -) from the Sphere and Cylinder box of the unwanted lens and do not enter any measurements.
2. Do not select a lens or coating for the unwanted lens.
3. You may also enter a note in the Lab Instructions field on the 'Extras' page.  
(example: LEFT LENS ONLY )

### Plano Orders

1. Replace the '+' Sphere sign with a '**P**' for the lens you want to be Plano.
2. You cannot enter a Sphere power for the Plano Lens.
3. Enter a note in the Lab Instructions field on the 'Extras' page.  
(example: RIGHT LENS PLANO )

### Balance Orders

1. Always enter the **SAME LENS** (both Rx and Product) in both eyes.
2. Replace the '+' Sphere sign with a '**B**' for the lens you want to be Balance.
3. Enter a note in the Lab Instructions field on the 'Extras' page.  
(example: BALANCE LEFT)
4. Enter a different note in the Lab Instructions if you want to specify the style  
(example: BALANCE LEFT SV)

### Split Orders (Bifocal lens and a Single Vision lens)

1. Always enter the **SAME LENS** in both eyes.
2. Enter a note in the Lab Instructions field on the 'Extras' page to explain.  
(example: SV RIGHT LENS )

### Transmitting the Order

1. Enter and save the order in Rx Entry Screen.
2. Go to the "Review Rx Orders" screen and press the 'Update Send File' button.
3. If you choose not to transmit your order file immediately, you may click the "Send to Lab/Receive" button on the Rx Ordering screen at a later time.

### Removing Unwanted Orders from the Review Rx Orders Screen

1. Double-click the unwanted order and click the "Move to History" button.
2. The next time the 'Update Send File' button is clicked, all orders with the destination of "History" will be removed from this screen.

### Viewing a Previous Rx Order

1. Go to Rx Ordering screen
2. Enter the patient name and press the ESC key to select the patient
3. Click the 'Previous Rx Orders' button