



# Online Order Manual

## step One

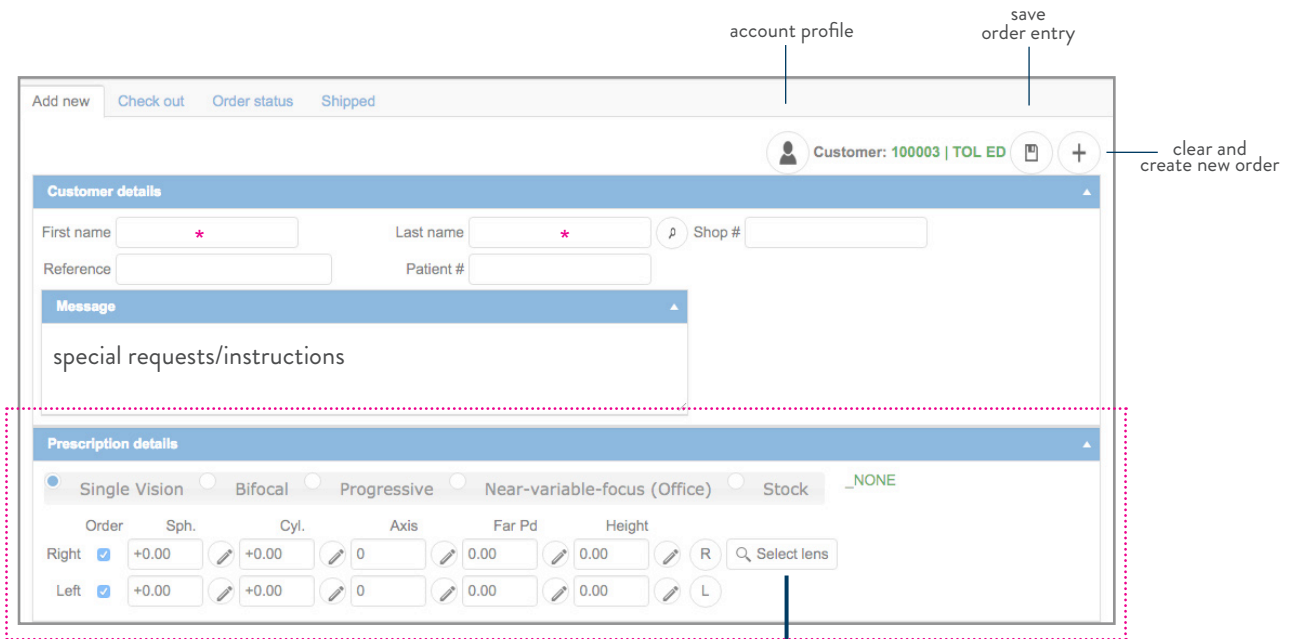
### Log Onto Our Website ( theopticallaboratory.com )

- Click on 'Web Order'
- Your username is your customer number
- To create a password, contact the Lab

## step Two

### Create New Order

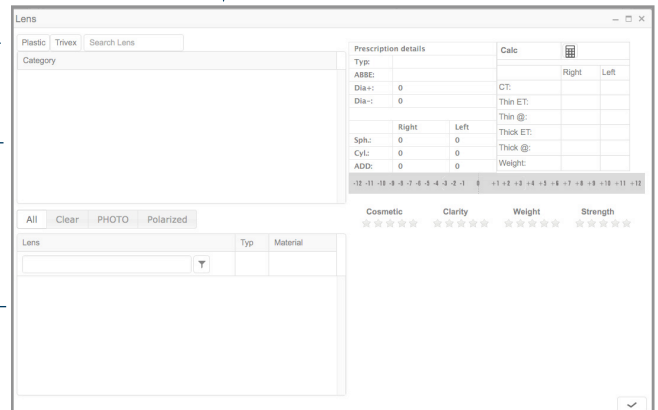
- Once logged in, your order page will pop up
- Make sure to fill out all the required field ( \* )
- Click on 'Select Lens' to pick the details for lens



1. choose from Plastic or Trivex

2. Lens Category pops up once you choose Plastic or Trivex

3. Detail Category pops up once you choose Lens Category ( clear, PHOTO, or polarized )



step  
**Three**

**Input Other Lens Option**

- 1) Horizontal prism amount
- 2) Horizontal prism base direction ( in/out )
- 3) Vertical prism amount
- 4) Vertical prism base direction ( up/down )
- 5) Request minimum center thickness
- 6) Request minimum edge thickness
- 7) Request specific base curve
- 8) Select tint category
- 9) Select coating category

step  
**Four**

**Input Frame Information**

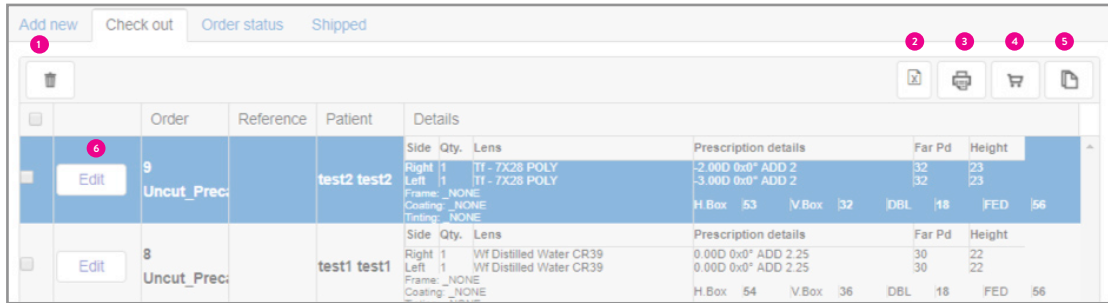
- Click on 'Order Type'
- Choose from Fast Uncut, Uncut Precal, or I will send frame ( Tracer and Frames are optional )
- When you choose Uncut Precal or I will send frame, \*Predefined shapes option will pop up

- 1) Select lens shape
- 2) Select frame material
- 3) A measurement
- 4) B measurement
- 5) DBL ( distance between lens )
- 6) ED measurement

step  
**Five**

## Check Out

- Click on 'Check Out' tab
- You can submit, edit, or delete saved orders in this tab

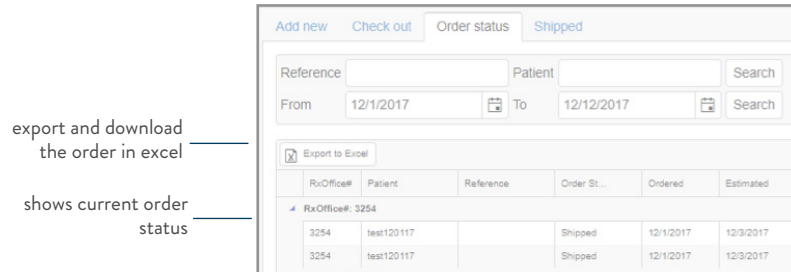


- 1) Delete the selected orders
- 2) Download the selected orders
- 3) Print the order list
- 4) Submit the selected orders
- 5) Copy order
- 6) Edit order

step  
**Six**

## Order Status

- Once you submit the order, you can check your order status in 'Order Status' tab
- You can search by Reference, Patient ( name ), or Date.



step  
**Seven**

## Shipping Status

- You can check your shipping status in 'Shipped' tab

