

## VisionWeb Integration steps:

1. Make sure you have a VisionWeb account with your supplier(s) configured IN VisionWeb. If you do not, please contact VisionWeb at **(800) 874-6601**.
2. In Crystal PM, navigate to Admin – VisionWeb. Here, you will enter your VisionWeb Username and Password
3. Click “Verify Login” and if the username and password are correct, you will get a line to click that says “Assign VisionWeb Suppliers to Lab Profiles”.

Successfully Logged into VisionWeb

Use Multiple VisionWeb Accounts (assigned by Primary Provider)

Username:

Password:

[Verify Login](#)

[Assign VisionWeb Suppliers to Lab Profiles](#)

**How to Initialize VisionWeb**

- 1) Enter a valid Username/Password combination
- 2) Verify Login
- 3) Assign suppliers to lab profiles

4. Click “Assign VisionWeb Suppliers to Lab Profiles”. This will give you a list of your Suppliers that are set up in VisionWeb. If your suppliers are not in this dropdown, please contact VisionWeb at this time.
5. Now you want to link the VW suppliers with your labs in Crystal, that are configured in Inventory – Optical Labs. If your labs are not set up in Crystal, you can click “Create New Lab Profile” and this will set up a new lab here and complete the link. If you are using an existing lab, click “Assign to Existing Lab” and choose the lab that corresponds with the supplier in the dropdown.

**Suppliers:**

US (512) 241-8535 123  
8601 FM 2222  
Austin, Texas 78730  
VisionWeb ID:9901

[Create New Lab Profile](#)  
[Assign to Existing Lab](#)

6. Test VisionWeb
  - a. Open a patient record in Crystal. I recommend choosing a Test patient.
  - b. Click the blue Spec RX button located in the upper right corner

Support Messages Help Backup EHR Settings

Change User Close

Logout

Shift F8 Dr. Duck, Donald 08/13/2015

Pics Letter R Slip Files **Spec RX** CL RX

Proc RX Exam Refraction Binocular Prescription CL fit Trials CL F/U Post-Op Interp A & P Drug RX ARRA

7. Click “Frames” button, then “New Order”
8. Under the Lab/Vendor dropdown, choose one of your VisionWeb labs. You should now see a larger blue box for “Configure Lens on VisionWeb”. Click this button.

9. Here you should get a VisionWeb Create Order Screen

**TECHNICALLY, YOU CAN STOP AT THIS POINT. YOU DO HAVE THE ABILITY TO LINK THE VISIONWEB OUTPUT TO YOUR BILLING CODES, WHICH WILL THEN TRANSFER INTO YOUR ROUTING SLIP AND INVOICE. FOR INSTRUCTIONS, KEEP READING.**

10. You will want to go through an entire VisionWeb order, making notes of EXACTLY how they have the different lens options listed.
11. Once you have the EXACT listings of options from VisionWeb, come back into Crystal and navigate to Admin – Defaults – Frames Page Defaults.
12. Here you will go through each section, clicking “Add Item” to add an option from VisionWeb. Be sure your spelling, capitalization and punctuation are EXACTLY the same as in VisionWeb.
13. When adding your options in Crystal, keep in mind what section you are adding them to. The options in the Lens Design section in VisionWeb should be placed in the Description section of the Frame Page Defaults in Crystal. The options in the Lens Material section of VisionWeb should be placed in the Materials section of the Frame Page Defaults in Crystal and the options in the Available Treatment section of VisionWeb should be placed in Coating 1 in Crystal.
14. Once you have the item(s) added, you now want to link it to an existing billing code by clicking “Add Billing Code”. These options will autosave.

**ONCE COMPLETE, WHEN YOU CONFIGURE YOUR VISIONWEB LENSES, THE OPTIONS WILL IMPORT BACK INTO YOUR SPECTACLE LAB ORDER FORM. IF THE SPELLINGS ARE CORRECT IN YOUR FRAME PAGE DEFAULTS, THESE OPTIONS SHOULD LINK TO THE APPROPRIATE BILLING CODES, ALSO TRANSFERRING TO YOUR ROUTING SLIP!**