- 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 L	ogged into VisionWeb	
	Use Multiple V	isionWebAccounts (assigned by Primary Provider)	How to Initialize VisionWeb 1) Enter a valid Username/Password combination 2) Verify Login 3) Assign suppliers to lab profiles
	Username:	visionweb	
	Password:	****	
	Assign Visio	Verify Login Web 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:	VisionWeb Demo Lab	~
US (512) 241-853	5 123	
8601 FM 2222		
Austin, Texas 78		
VisionWeb ID:99	01	

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

Su	Support Messages Help Backup EHR Settings								
			00	Change User					
лу	Reports	Records	Admin	Logout	Close				
	Shift F8								
Proc RX Dr. Duck, Donald V 08/13/2015 Pics Letter R Slip File; Spec RX (LRX									
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.

🍲 Spectacle Lab C	Irders						- 0	×
Patient:	Test, Ima K	(Order Date:	8/13/2015		R	outing Slip	
DOB:	06/25/1976 Gender:	M	Authorization	#:				
Contact #	Cell Phone (512) 666 6	66	Optician/Staff:			•		
Lab/Vendor:	VisionWeb Demo Lab	~	Ordered/Ref.#/	Date:			Save	
Lab Contact #	Lab Order #		Expected Date	8/27/2015		-		
			Status:		`	<u>'</u>		
Spectacle Rx 1	Spectacle Rx 2 Spectacle R	x 3 PL Sun/	CL Provider:	Dr. Duck, D	onald 🕓 🗸			
Sphere	Cylinder Axis Ver	t Prism Hori	Prism Add	Seg Ht	DPD:	Mono PD		
OD .						:		
	Transpose				NPD:		Go to Billing	Page
OS					L	:	_	
Frame Selecte	d		ens Selected			1		
Frame Order:		~ I	Lens Type:		~	Configure Lens on		
Frame UPC:			Description:		~	VisionWeb		
Manufacturer	:		Material:			\sim	stimated E	Bal
Collection:		1	Fint:			~	fotal: \$0.00	
Name:			Edge:			~	Insurance	

9. Here you should get a VisionWeb Create Order Screen

🍲 Browser Crystal PM - VisionWeb - Cre	ate Order	- 0	\times
Loading a webpage may take several	minutes If the page has not loaded after 3 minu	tes press the Refresh button.	Refresh
New Order [red asterisk denotes required	field]	Instructions	
Patient Last Name * Test	Patient First Name	1	
Sphere* Cylinder Axis	Addition		
Dist. PD (RE) mm	Near PD (RE) mm	(RE) mm	
Laboratory * VisionWeb Demo Lab - Austin, TX	Billing/Shipping Account *	vısıon) web	
Job Type * Lens [Select]	Type * ect] V		

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 place 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!