

# RxWizard™

RxWizard™ is customized for each laboratory, so your access to precise availability of products and package-programs is immediate. You can transmit lens or frame tracings to speed the process, too. You can also receive an up-to-date status report on in-process orders. The orders you transmit are archived, and you control how long they are kept. You can view and search both archived and in-process orders using the "Order Lookup" function. **Before downloading RxWizard™ verify that your computer is operating with Windows software. Also, contact Pech Optical CS at 800-831-2352 to request a recent invoice number.**



## Instructions for Downloading RxWizard™ (Remo):

- 1) Go to <http://thedvi.com/plugin.php>
- 2) When the page opens click on the 2nd line where it states, "To preview Rx Wizard 6.18 (BETA) click here".
- 3) It will ask: "What do you want to do with...?" - click on "Run"
- 4) The installation of Remo will start and then will ask for a password. Enter "slaboff" (in lower case) and click NEXT.
- 5) During installation answer all questions either "yes" or "next"
- 6) After installation is complete click "Finish". (*It should create an icon on the desktop*)
- 7) Click on the DVI icon to open the software.
- 8) It will start by asking for "DVI Remote Entry Options". Complete this only if you are going to use this to transmit your orders to Pech Optical. If not, click OK.
- 9) Go to "Setup" menu and click on "Accounts".
- 10) Click "Add".
- 11) At the "Setup Account" screen leave the information at the top blank.
- 12) Click on "Fetch or Change Password".
- 13) Enter your Pech Optical account code (*all upper case with hyphen*).
- 14) Enter your recent invoice number. If you do not have one, contact Pech Optical Customer Service at 800-831-2352.
- 15) Enter 51111 as the zip code.
- 16) Click on "Get Username/Password" and your account should be visible on the screen. Click OK.
- 17) A message will come up saying "Initiate Download". Click "Yes".
- 18) At the top right of the screen, click on "Order Lookup" and then click "Refresh" and your orders should appear on the screen.

## How to Add Pech Optical to an Existing RX Wizard Download

You will need a special Passcode to add your Pech account to an existing RxWizard download. Contact Carrie at [carrie@pech.com](mailto:carrie@pech.com) or 800-831-2352, x560 for assistance.

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# PECH OPTICAL CORP.

Phone: 800-831-2352 • Fax: 800-227-3081 • Web: [www.pechoptical.com](http://www.pechoptical.com)

## RX Wizard HIGHLIGHTS

**From “Order Lookup” Screen** (*ALWAYS click on “Refresh” for the most current status*)

Each order is displayed on a separate line. If you have more orders than can be displayed on one screen, use the scroll bar or the <PGUP>/<PGDN> keys on your keyboard to scroll the display. The following legend describes the colors used in the order display:

-  In-Process
-  Shipped
-  Forced/Held
-  OverDue FTC's
-  Cancelled
-  Pattern
-  Stock Order

- **SORT** option
  - Click the “RX#/Patient” header to sort orders by RX Number or alphabetically by Patient
  - Click on “Lab Inv” header to sort by Invoice Number
  - Click on “Ent/Shp” header to sort by Entry Date or Ship Date

*Desired sort option appears in **BOLD***
- **SEARCH** option (Located at the top of the screen)
  - Select a search field in one of the drop-down boxes to the right of the “Search” button
  - Type in the information you are searching for in the “For” column
  - Then click SEARCH
  - Always click “Clear Search” after you have completed that task to reset everything
- **FINDING AN ORDER BY DATE**
  - Click on the button that says, “Entry Date” (upper right corner) and it will change to “Ship Date”
  - Click the small white box in front of “From” and “To”
  - Click the down arrow next to each to select desired date range then click “Search”
- **CANCEL JOB / SEND NOTE TO LAB**
  - Select the job that you want to cancel or change
  - Right click and select “Submit Cancellation Request or Note to Lab”
  - Fill in pertinent information and click “OK”

*Additional HELP can also be found by clicking the KEY in the upper left corner of the Order Look Up screen*

**From Main Screen**

- **TRACKING**
  - Click on “Reports and Bulletins”
  - With your mouse highlight Pech Optical, then highlight your Account Name, then click on “Tracking Numbers”
  - This will open another screen with a list of recent tracking for jobs shipped
  - For detailed information, click on the Tracking Number you want, and it will take you to UPS.com and display current status of the package
- **RX PROFILE REPORT**
  - Click on “Reports and Bulletins”
  - With your mouse highlight Pech Optical, then highlight your Account Name, then click on “Rx Profile Report”
  - This will open another screen that includes a comprehensive report of the work you have ordered from Pech Optical Corp. (this report includes redos)

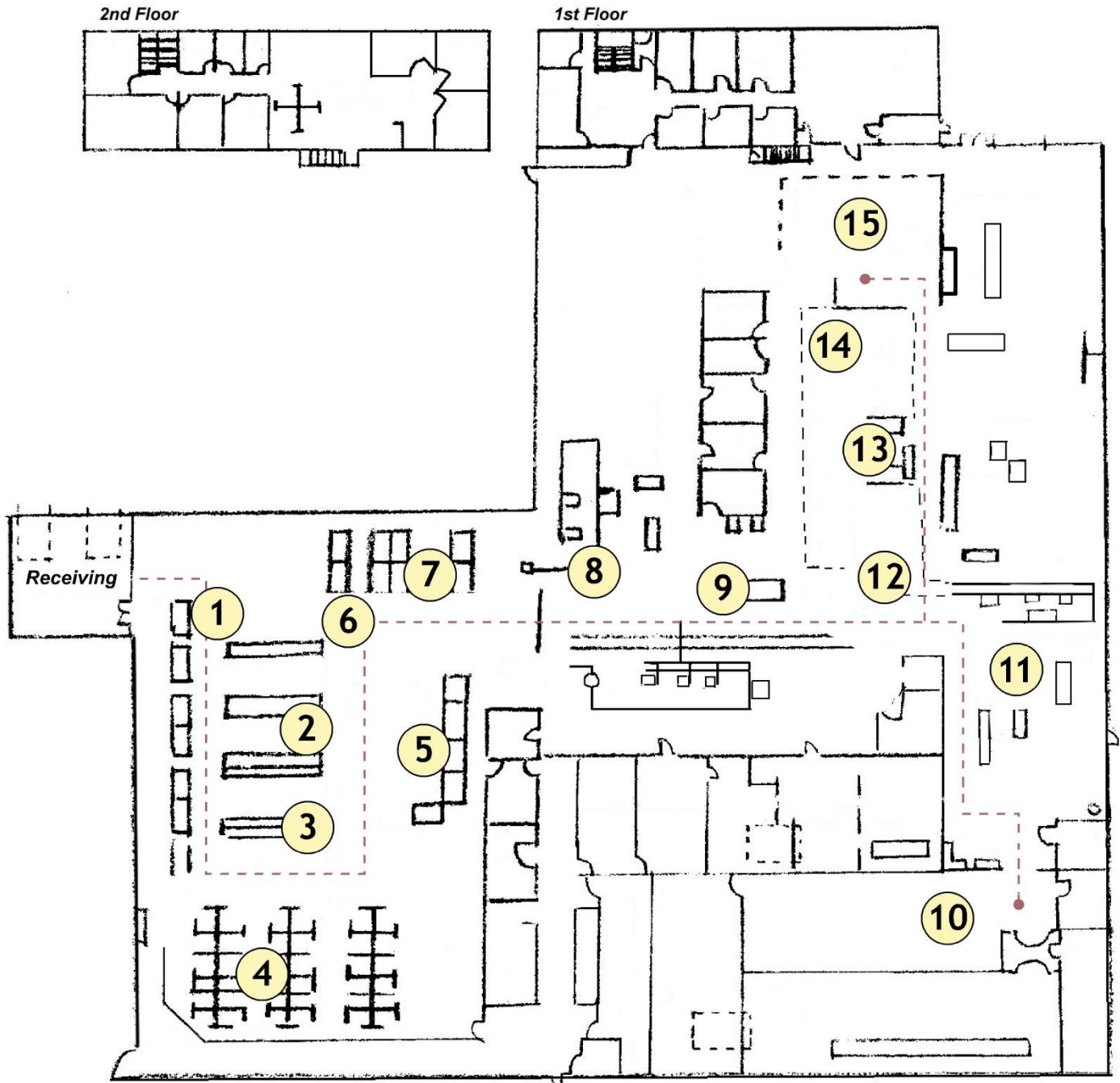
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# LABORATORY SCANNING STATIONS

- |                     |                           |                    |
|---------------------|---------------------------|--------------------|
| 1. RX ENTRY         | 6. LENS ORDER             | 11. FRAME TO COME  |
| 2. FRAME TRACE      | 7. LENS DEPARTMENT        | 12. FINISH STAGING |
| 3. OFFICE           | 8. SURFACE                | 13. FINISH         |
| 4. CUSTOMER SERVICE | 9. IN PROCESS/PROCESS CTR | 14. FAILED INSPECT |
| 5. FRAME ORDER      | 10. AR COAT               | 15. SHIP           |



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