



Get the most out of

FLEX

ADVANCED PRACTICE MANAGEMENT SOFTWARE

User Guide to Dispense

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Dispense

Following a sight test, select **Dispense** from the left menu on flex.

When opening a new dispense for the first time on a patient, the screen will be blank. Subsequent dispenses will simply present with the dispense screen. First time click **New**.

Disp Type – Full by default. Other such as remake or reglaze are customisable under setup menu.

Reason – Also customisable, but New Dispense by default.

Vision Type – Choose from **Single Vision**, **Bifocal**, **Progressive** and **Degressive**.

Rx Used – **Distance**, **Intermediate**, **Near** are the options for single vision. **Distance**, **Intermediate**, and **Near** are your options for Bifocal and Progressive vision types.

Source – The RX source is the (latest) **Test record** by default – If **O=Outside Rx** is chosen you can enter the value from that Rx in the top right hand side **View full Rx**, which is the button which you can see in the image above.

The current prescription will be in the red and blue section on the right of the screen. This will have been brought through from the sight test automatically.

Frame Measurements

If the patient is using their own frames there is a check box which will select patients own frames and put a zero cost next to it.

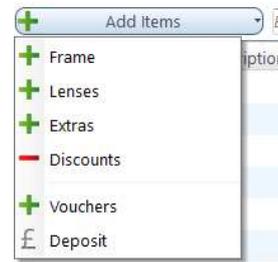
If you are selling a frame when they are selected (Details beneath) this will be populated automatically. You can also add to the information should you need to.

Lens Measurements Enter details here eg dist PD and heights.

Add Items

This is where Frame, Lenses etc.

By clicking on Add Items, work down the options.



Frames

Select Frame – Frames within your stock will be selectable.

Barcode	Supplier	Brand	Description	Qty	Price	Eyeplan	Model	Size	Colour	Type
31	International Eyewear		OK2053 C3	1	£0.00	£0.00	OK2053 C3			
39	Marcolin UK Ltd		BALENCIAGA	1	£0.00	£0.00	BA5014020	55x15x140	GREY/SMOKE	Plastic
46			FACE A FACE	1	£300.00	£225.00	BOCCA LOVA 4	55x16x142	2120	Plastic
49			FACE A FACE	1	£300.00	£225.00	BOCCA TATOO 3	51x15x142	2120	Plastic
51			FACE A FACE	1	£300.00	£225.00	BOCCA CITY 3	52x17x142	9631	Metal
52			FACE A FACE	1	£300.00	£225.00	BOCCA SIXTIES 2	55x18x146	222	Plastic
53			FACE A FACE	1	£300.00	£225.00	BOCCA PLAZA 1	53x17x142	9327	Metal
55			FACE A FACE	1	£300.00	£225.00	BOCCA SIXTIES 1	53x16x148	203	Plastic
56			FACE A FACE	1	£300.00	£225.00	TWIGY 2	50x19x139	008	Plastic
58	Stepper UK Ltd			1	£260.00	£195.00	SI-3108			Nylon Supra
59	Stepper UK Ltd		Colour F900	1	£260.00	£195.00	STS-10050	53x14x135		Plastic
61	Stepper UK Ltd			1	£260.00	£195.00	SI-30001	52x13x130	F220	Plastic
66	International Eyewear		humphreys 582224 70	1	£180.00	£135.00	582224	51x17x135	navy blue	Metal
71	International Eyewear		humphreys 582228 50	1	£180.00	£135.00	582228	52x17x135	Aubergine/ deep	Metal
73	International Eyewear		eyestuff chapter C1	1	£90.00	£67.50	chapter C1	47x16x130	black/tort	Metal
75	International Eyewear		eyestuff Rainbow C2	1	£90.00	£67.50	rainbow	50x15x135	mauve/illac	Plastic
76	International Eyewear		eyestuff bass C2	1	£90.00	£67.50	bass	46x18x135	navy/brown matt	Plastic
77	International Eyewear		eyestuff Zest C3	1	£90.00	£67.50	Zest	47x15x125	Blue sheen	Metal
79	Safilo UK Ltd	Blumarine	Marc by Marc Jacobs	2	£199.00	£0.00	MMJIS71	52x15x	blLIE	Plastic

Add New Frame

- Typing / scanning the bar code into the **Barcode** box (recommended). You can also search by **Description**. You can also filter by **Supplier** and/or **Brand**.
- Choose the Frame from the Stock list which appears. This is shown above. *Tip: Click on the magnifying glass at the end of a column header to search on a column.*
- Adding a new frame by pressing the **+ New Frame** button, which opens up a stock record card.
- Adding a similar frame to an existing model by pressing **Update Frame**.

Add Lenses

Lenses are discussed below the screenshot.

The screenshot shows the 'Flex' software interface for adding lenses. At the top, there are navigation buttons: 'Select', 'New Lens', 'Last Dispense', 'View Shortlist', 'Range Check Is On', and 'Cancel'. Below this is the 'Lens Search' section with several filters: 'Stock / Surfaced' (set to ALL), 'Supplier' (set to ALL), 'Lens Code' (empty), 'Vision Type' (set to Single Vision), 'Material' (set to ALL), 'Index From' (0.00) to 'Index To' (0.00), and 'Diameter' (set to ALL). A 'Go' button is next to the search criteria.

Supplier	Form	Lens Code	Description	Material	Index	Max Price	Reduce to Voucher
Rodenstock	Single Vision	WEN	1.5 Aspheric Rx	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	WENL	1.5 Aspheric Stock	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PIPPB	1.5 Polarised Brown	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PKPB	1.5 Polarised Brown Rx	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PIPPN	1.5 Polarised Green	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PKPN	1.5 Polarised Green Rx	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PIPPG	1.5 Polarised Grey	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	PKPG	1.5 Polarised Grey Rx	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	WEO	1.5 Rx	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	WEOZ	1.5 Stock	Plastic	1.50	£0.00	<input type="checkbox"/>
Rodenstock	Single Vision	WETS	1.53 Trivex HSAR Stock	Plastic	1.53	£0.00	<input type="checkbox"/>

Below the table is the 'Selected Lenses' section. It has two columns for 'Right' and 'Left' lenses. Each column has input fields for 'Diameter', 'Coat', and 'Tint', with a price of £0.00 next to each. A 'Retail Price' of £0.00 is displayed on the right side of this section.

Stock / Surfaced: The option to filter the displayed results

Supplier: Choose to just view lenses from a specific catalogues

Lens Code: Enter a lens code to go directly to the lens required.

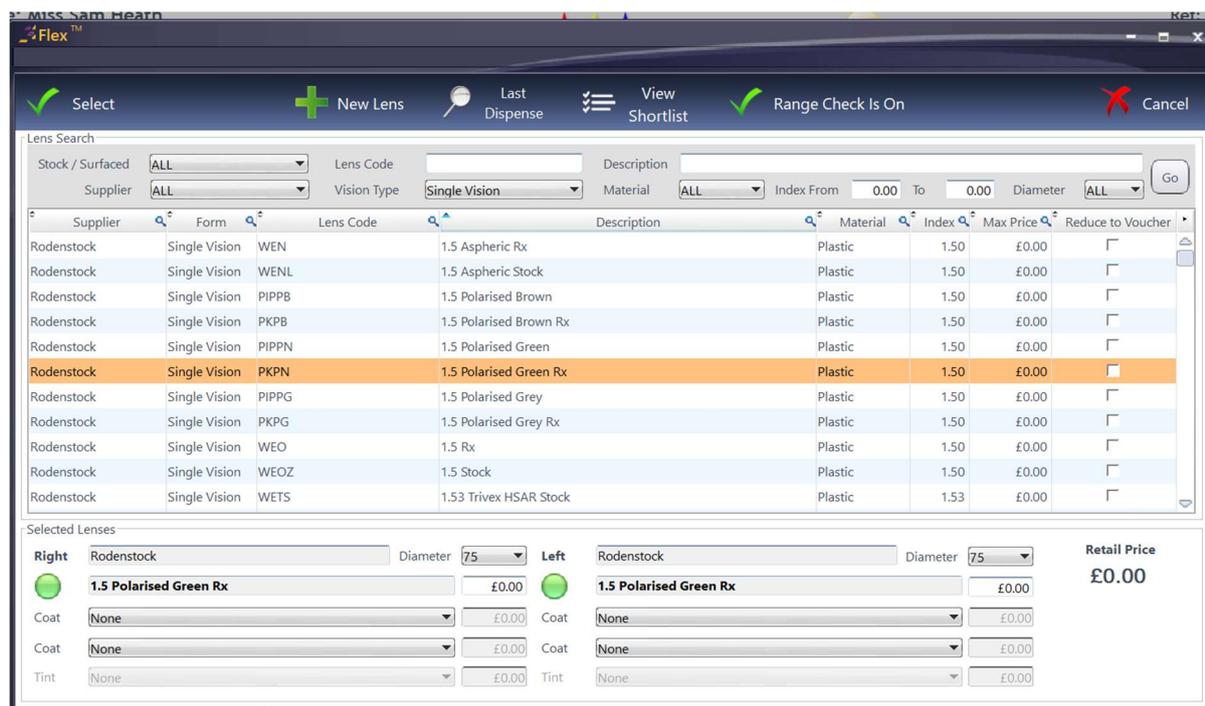
Lens Description: Enter a lens description to go directly to the lens required.

Vision Type: Generally Single Vision, Bifocal or Progressive - other options may appear depending on lens data in use.

Material: The option to display just Plastic or Glass.

You also have the option to only display lenses within a certain **Index** range or for a specific blank size (by default the **Diameter** is ALL).

Double-click on a lens to choose it. The box will update as shown below:



The coloured disc below the Right and Left in **Selected Lenses** shows that these lenses are in range. If a **Coat** and/or **Tint** can be chosen from the drop-down.

The coloured circles have the following meaning:

Green: This lens is in range.

Amber: There is no range data on the lens (common if a custom lens catalogue is in use)

Red: This lens is not in range.

Range Checker is On/Off – This button can be turned off if you want to accept the lenses if they are in Red and therefore out of range, but are suitable for the patient.

Note that this data is provided by the lens manufacturers and/or is dependent on practice-entered data, so Optinet are not accountable for any range discrepancies!

Top Buttons in Lens Selector:

New Lens: To add a new lens, press this button and then choose which catalogue you wish to add a new lens to. (As above)

Last Dispense: Populates the **Selected Lenses** with the last dispensed lenses.

View Shortlist: Several pairs of lenses can be added to a shortlist for a price / specification comparison. Add them by right-clicking on the relevant lens and press **Add to Shortlist**. These lenses can then be viewed in price-descending order below:

The screenshot shows the Flex™ software interface for lens selection. The window title is 'Flex™'. The top bar contains a green checkmark and the word 'Select', a 'Lens Search' button with a magnifying glass icon, a green checkmark and the text 'Range Check Is On', and a red 'X' icon and the word 'Cancel'. The main area displays three pairs of lenses, each with a green circular icon on the left and a red 'X' icon on the right. Each pair has a 'Right' and 'Left' column. The 'Right' column includes a brand dropdown, a diameter dropdown, a lens name, a price field, a coat dropdown, another price field, and a tint dropdown with a price field. The 'Left' column has the same fields. The 'Retail Price' is shown on the far right of each pair.

Right Brand	Right Diameter	Right Lens Name	Right Price	Right Coat	Right Price	Right Tint	Right Price	Left Brand	Left Diameter	Left Lens Name	Left Price	Left Coat	Left Price	Left Tint	Left Price	Retail Price
Hoya	75	ADDPower 120 TF 1.50 (RX) (inc. CONCAVE HI-VISION AQUA)	£0.00	CONCAVE HI-VISION AQUA + HARD FRONT	£0.00	None	£0.00	Hoya	75	ADDPower 120 TF 1.50 (RX) (inc. CONCAVE HI-VISION AQUA)	£0.00	CONCAVE HI-VISION AQUA + HARD FRONT	£0.00	None	£0.00	£0.00
Hoya	70	ADDPower 120 TF 1.60 LIGHT MIRROR (RX) (inc. HI-VISION)	£0.00	HI-VISION LONGLIFE + UV CONTROL	£0.00	None	£0.00	Hoya	70	ADDPower 120 TF 1.60 LIGHT MIRROR (RX) (inc. HI-VISION)	£0.00	HI-VISION LONGLIFE + UV CONTROL	£0.00	None	£0.00	£0.00
Rodenstock	75	1.5 Polarised Brown Rx	£0.00	Duralux	£0.00	None	£0.00	Rodenstock	75	1.5 Polarised Brown Rx	£0.00	Duralux	£0.00	None	£0.00	£0.00

Press **Lens Search** (Top of the window in blue bar) to toggle back to the previous window, or select the required option and press **Select** to dispense these lenses.

Range Check is On (or off) shows if Range Checking is in use. The option of Range Checking being used by default this can be turned off if required by clicking on the button.

Measurements

Right +0.25 / +0.25 x 6																											
Left +0.25 / +0.25 x 6																											
Frame Measurements																											
Patient's Own Frame <input type="checkbox"/> <i>Frame Description</i>																											
Type	<table border="0"> <tr> <td>Eye Size</td><td>0</td> <td>Dihedral (°)</td><td>0.00</td> <td>Box Hoz</td><td>0.00</td> </tr> <tr> <td>Model</td><td></td> <td>DBL</td><td>0</td> <td>P Tilt (°)</td><td>0.00</td> </tr> <tr> <td>Colour</td><td></td> <td>Side</td><td>0</td> <td>P Tilt (mm)</td><td>0.00</td> </tr> <tr> <td>Status</td><td>Frame Enclosed</td> <td>LTB</td><td>0</td> <td>FFV / Corr.</td><td></td> <td>Head W</td><td>0</td> </tr> </table>	Eye Size	0	Dihedral (°)	0.00	Box Hoz	0.00	Model		DBL	0	P Tilt (°)	0.00	Colour		Side	0	P Tilt (mm)	0.00	Status	Frame Enclosed	LTB	0	FFV / Corr.		Head W	0
Eye Size	0	Dihedral (°)	0.00	Box Hoz	0.00																						
Model		DBL	0	P Tilt (°)	0.00																						
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Status	Frame Enclosed	LTB	0	FFV / Corr.		Head W	0																				
Lens Measurements																											
Right	<table border="0"> <tr> <td>BVD</td><td>0.0</td> <td>Dist PD</td><td>0.0</td> <td>Dir</td><td>Above HCL</td> <td>Edge Tk.</td><td>0.0</td> </tr> <tr> <td>Diam</td><td>75</td> <td>Int PD</td><td>0.0</td> <td>Height</td><td>0.0</td> <td>Centre Tk.</td><td>0.0</td> </tr> <tr> <td>Balance Lens</td><td><input type="checkbox"/></td> <td>Near PD</td><td>0.0</td> <td>Seg. Inset</td><td>0.0</td> <td>Front Curve</td><td>0</td> </tr> </table>	BVD	0.0	Dist PD	0.0	Dir	Above HCL	Edge Tk.	0.0	Diam	75	Int PD	0.0	Height	0.0	Centre Tk.	0.0	Balance Lens	<input type="checkbox"/>	Near PD	0.0	Seg. Inset	0.0	Front Curve	0		
BVD	0.0	Dist PD	0.0	Dir	Above HCL	Edge Tk.	0.0																				
Diam	75	Int PD	0.0	Height	0.0	Centre Tk.	0.0																				
Balance Lens	<input type="checkbox"/>	Near PD	0.0	Seg. Inset	0.0	Front Curve	0																				
Left	<table border="0"> <tr> <td>BVD</td><td>0.0</td> <td>Dist PD</td><td>0.0</td> <td>Dir</td><td>Above HCL</td> <td>Edge Tk.</td><td>0.0</td> </tr> <tr> <td>Diam</td><td>75</td> <td>Int PD</td><td>0.0</td> <td>Height</td><td>0.0</td> <td>Centre Tk.</td><td>0.0</td> </tr> <tr> <td>Balance Lens</td><td><input type="checkbox"/></td> <td>Near PD</td><td>0.0</td> <td>Seg. Inset</td><td>0.0</td> <td>Front Curve</td><td>0</td> </tr> </table>	BVD	0.0	Dist PD	0.0	Dir	Above HCL	Edge Tk.	0.0	Diam	75	Int PD	0.0	Height	0.0	Centre Tk.	0.0	Balance Lens	<input type="checkbox"/>	Near PD	0.0	Seg. Inset	0.0	Front Curve	0		
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Diam	75	Int PD	0.0	Height	0.0	Centre Tk.	0.0																				
Balance Lens	<input type="checkbox"/>	Near PD	0.0	Seg. Inset	0.0	Front Curve	0																				
Pair Notes :																											
<div style="border: 1px solid gray; height: 100px;"></div>																											

Frame Measurements

The **Type, Model, Colour, Eye Size, DBL, Side** will all come through from the Stock Item. Other measurements can be bought through from the **Trace Frame** information (IF used). If you press the **Measurements** button at the top of the screen, and select Trace Frame, the below graphic appears:



Press **Load Trace** to link to your VCA tracer.

You can choose your status of **Frame Enclosed, Frame to Follow, Supply** - Frame Enclosed is the default.

Lens Measurements.

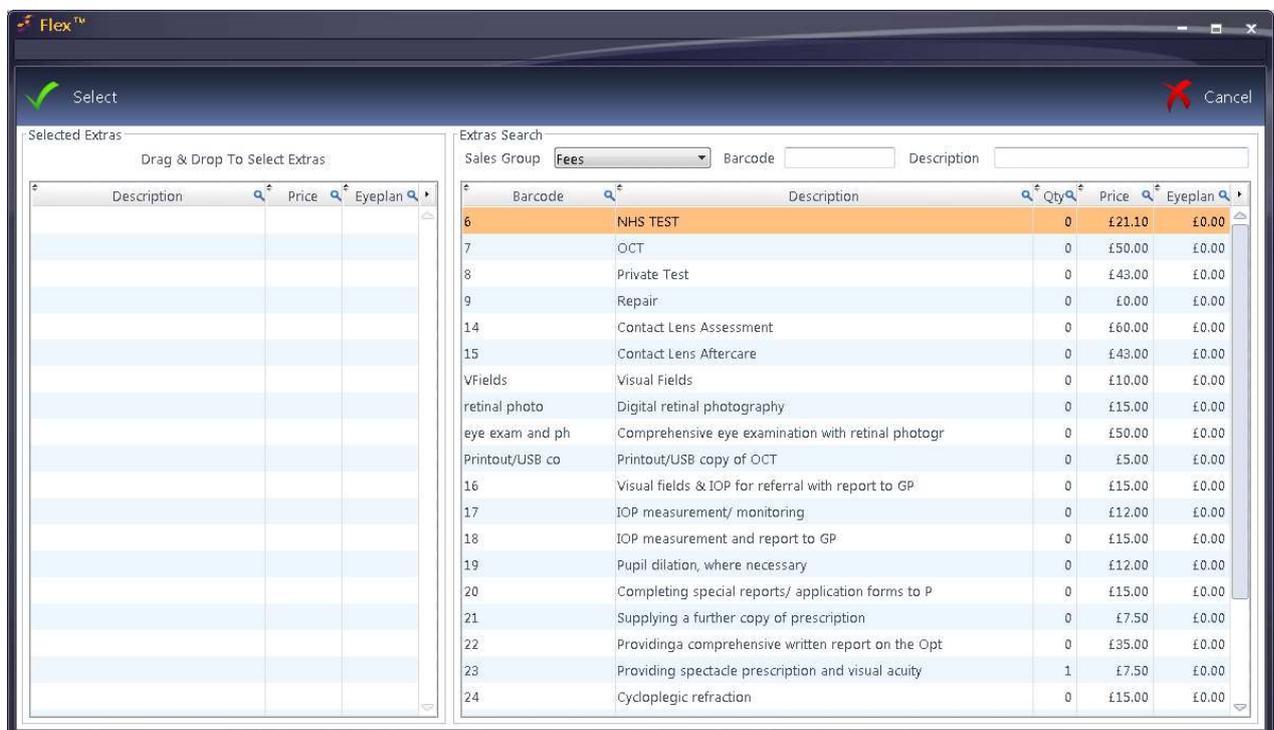
In our example above, the PDs and Heights are shown in red - FLEX would warn us before we can save this Dispense. The PD will be in red for all dispenses if it has not been entered; the heights will be required for Bifocal and Progressive dispenses.

Enter the relevant detail and the red figures will turn to black.

Add Extras

Extras, such as reglaze fees or sundries can be added through here. Find the item in question and double click on it. It will be added to the left-hand pane.

You can search by the **Sales Group**, the **Barcode** or **Description**.



Add Discounts

Discounts can now be added at the point of Dispense. This works the same as Discounts on the Till.

Add Vouchers

Vouchers can now be added at the point of Dispense.

Confirming Dispense

Once all items are added to the dispense, Click **Confirm** at the top of the screen by clicking on this button.



If there are any warnings regarding the parameters, they will be shown below as demonstrated here:

You can also enter **Tray Numbers** and **Required By** dates if required. Depending on your practice / VAT setup, you may need to print the **Summary Sheet** and/or **Confirmation Sheet** - note that this is **not** the Order Printout!

This will bring up a box where the Dispense can be sent to the till and the order created.

Once **Confirm** is pressed, FLEX will ask if you wish to create an order and post it to the Till, or it may do this automatically; it will depend on your Branch Setup.

If the Patient already has a receipt from the last 30 days (although almost always this is from earlier that day), FLEX will ask if you wish to add the work to an existing receipt from the list, or to create a new one.

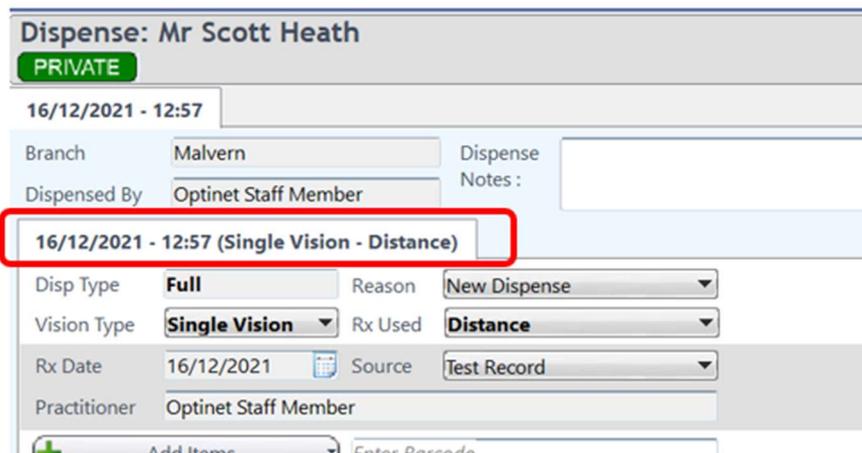
FLEX will then prompt if you would like to Print the Order, and the Dispense is complete.

You can then move onto the "Orders" and "Till" sections of the software.

Addition Features

Copy, New, Remake, Reglaze and Delete Pair

Date, time and lens type has a hidden menu. Right click in this area to find how to copy a pair etc.



New Pair - Create a new Pair

Copy Pair - Copy relevant details to create a new pair

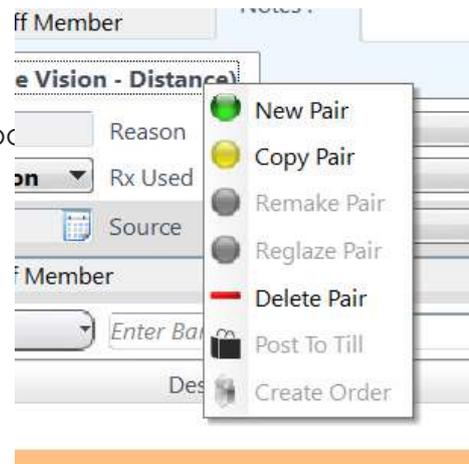
Remake Pair - More details below.

Reglaze Pair - More details below.

Delete Pair - Deletes the pair in question.

Post to Till - Posts the confirmed Dispense to the Till

Create Order - Creates an Order



Copy Pair

New Dispense Details

Type: **Full** Reason: **New Dispense**

Notes:

Items To Keep

Description	Retail Price	Copy
Frame		
coco	£250.00	<input type="checkbox"/>
Right Lens		
1.5 Polarised Green	£23.00	<input type="checkbox"/>
Duralux	£0.00	<input type="checkbox"/>
Left Lens		
1.5 Polarised Green	£23.00	<input type="checkbox"/>
Duralux	£0.00	<input type="checkbox"/>

When you choose Copy Pair, the screen above is shown.

You can choose the **Reason**.

Remake Pair

If you have had this setup during the customisation – Select Remake when creating dispense. Again select a reason for the remake on this screen.

New Dispense Details

Type: **Remake** Reason: **Non Tolerance**

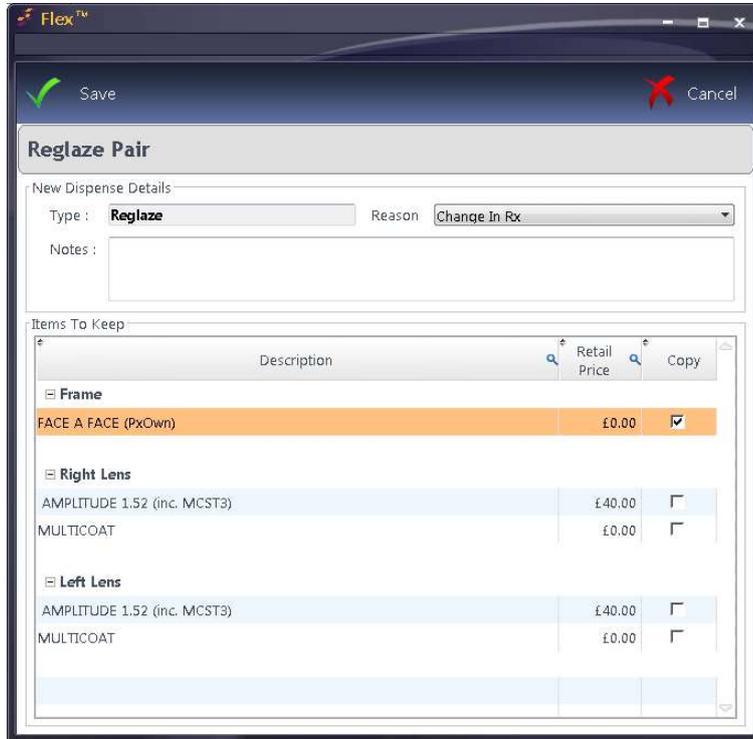
Notes:

Items To Keep

Description	Cost Price	Retail Price
Frame		
FACE A FACE	£0.00	£300.00
Right Lens		
AMPLITUDE 1.52 (inc. MCST3)	£0.00	£40.00
MULTICOAT	£0.00	£0.00
Left Lens		
AMPLITUDE 1.52 (inc. MCST3)	£0.00	£40.00
MULTICOAT	£0.00	£0.00

Reglaze

Dispense type Reglaze when creating dispense, again if this has been setup during customisation,



If one of these three options are used, the **Disp Type** will automatically populate once the dispense is stated again if not then it will read **Disp Type "Full"**.