



Get the most out of



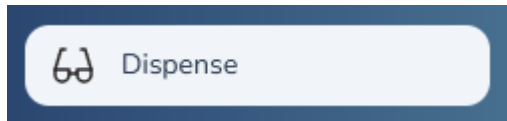
User Guide
Dispense

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Dispense

You can access the Dispense section of Nova by selecting the **'Dispense'** menu option.



From here, you can view a list of recent dispenses that have been created, along with their status and a summary of the items and their value.



The screenshot shows a table titled 'Recent Disposes' with columns: ID, Patient, Date, Type, Number of Items, Total, Amounts, and Balance. There are three rows of data, each with a status icon (Open or Closed).

ID	Patient	Date	Type	Number of Items	Total	Amounts	Balance	Status
10	<u>Ms Rachel Shaw - #7277549</u>	24/09/2023 13:42:01	Dispense (Unconfirmed)	0	£0.00	£0.00	£0.00	Open
9	<u>Ms Sarah Marshall - #7277388</u>	24/09/2023 13:41:33	Dispense (Unconfirmed)	0	£0.00	£0.00	£0.00	Open
8	<u>Ms Jan Saunders - #0338738</u>	24/09/2023 10:25:42	Dispense (Unconfirmed)	0	£307.00	£0.00	£307.00	Open

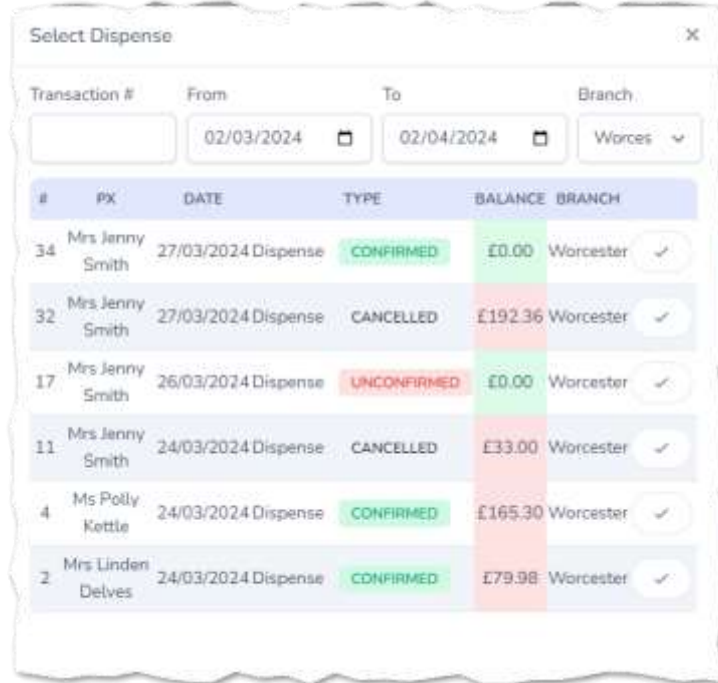
You can view a recent dispense from the list by clicking the underlined patient's name.

Recent Disposes

ID	PATIENT
10	<u>Ms Rachel Shaw - #7277549</u>

Find Previous Dispense

You can search for a previous dispense by clicking the 'Find a Dispense' button.



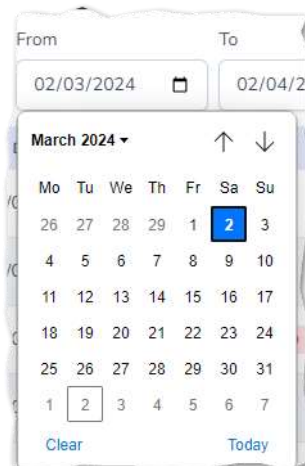
This displays a window where you can filter previous dispenses based on date or branch.

The branches listed will reflect your accessible branches.

You can change the dates by typing into the field or clicking the calendar icon.



This opens the date selector.



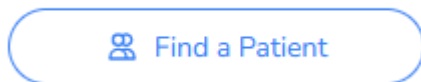
Click the tick icon to view your chosen dispense record.



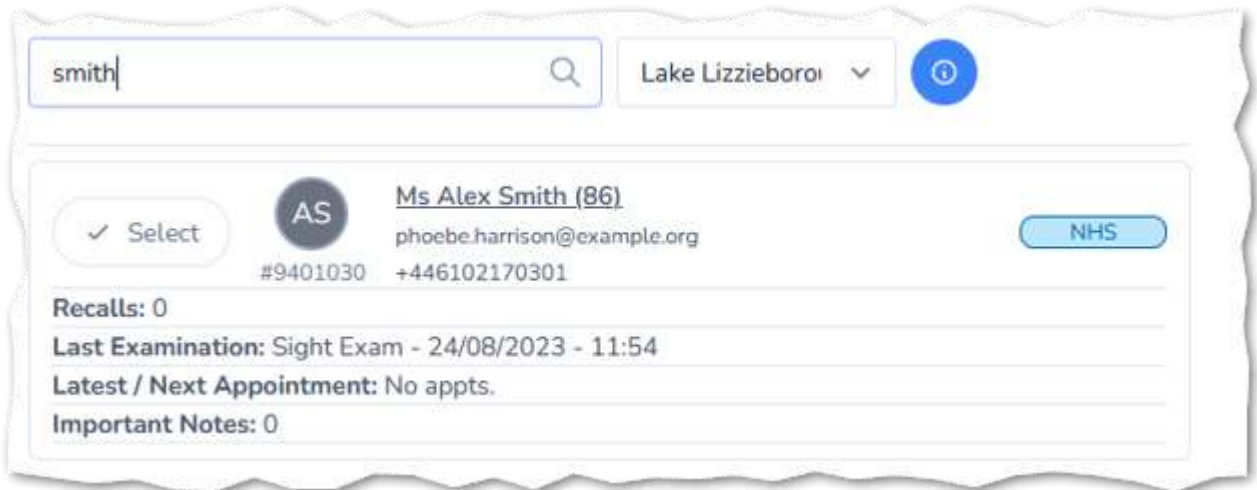
This will open the dispense you want to view.

New Dispense

To create a new Dispense, first you must select a patient using the 'Find a Patient' button.



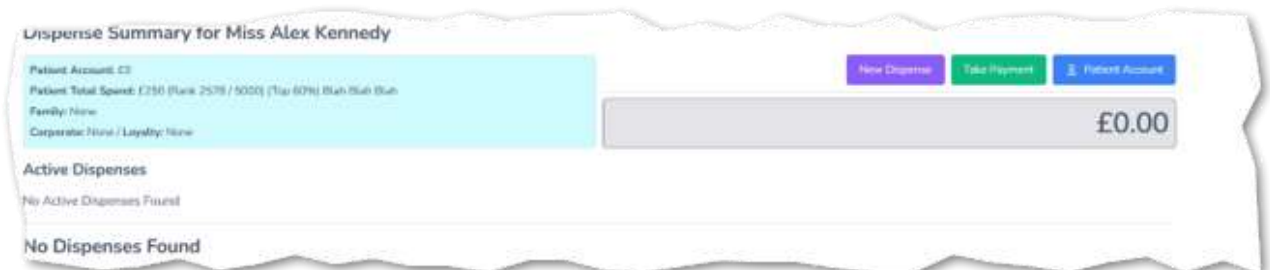
Enter the search criteria into the popup window.



Click select to go to the patient's Dispense summary screen.



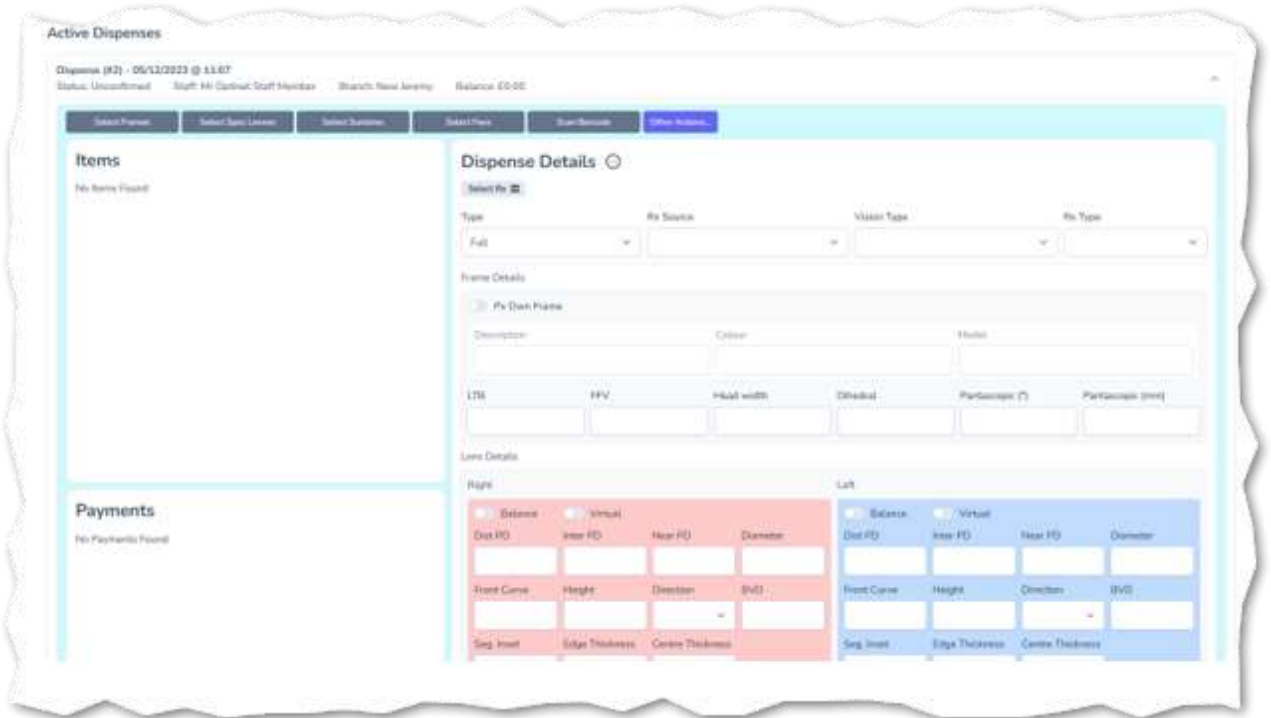
On the summary screen there are several options shown below.



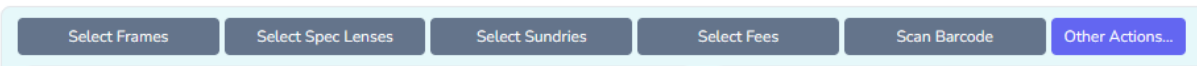
Click New dispense to create a record.

New Dispense

The summary is updated to include the empty dispense record we have just begun.



The action buttons displayed relate to the current pair being dispensed.

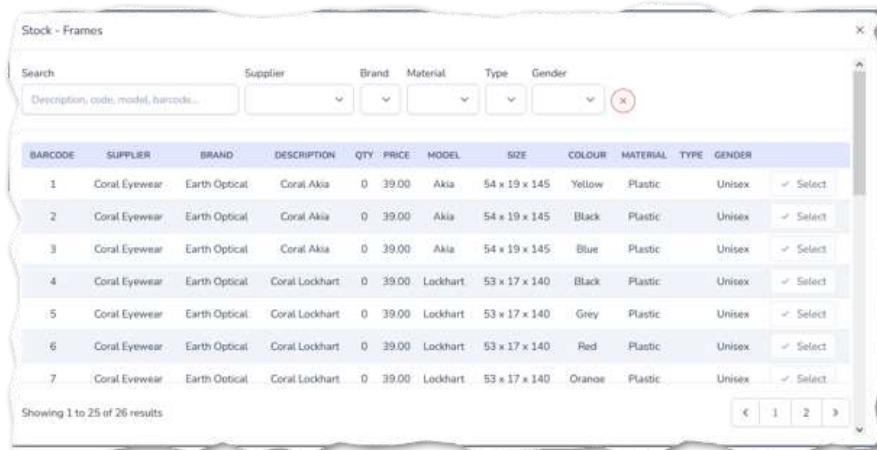


Selecting a Frame

You can add a frame by clicking 'Select Frames'

Select Frames

This opens a popup window where you can browse your frame stock.



BARCODE	SUPPLIER	BRAND	DESCRIPTION	QTY	PRICE	MODEL	SIZE	COLOUR	MATERIAL	TYPE	GENDER	
1	Coral Eyewear	Earth Optical	Coral Akia	0	39.00	Akia	54 x 19 x 145	Yellow	Plastic	Unisex		✓ Select
2	Coral Eyewear	Earth Optical	Coral Akia	0	39.00	Akia	54 x 19 x 145	Black	Plastic	Unisex		✓ Select
3	Coral Eyewear	Earth Optical	Coral Akia	0	39.00	Akia	54 x 19 x 145	Blue	Plastic	Unisex		✓ Select
4	Coral Eyewear	Earth Optical	Coral Lockhart	0	39.00	Lockhart	53 x 17 x 140	Black	Plastic	Unisex		✓ Select
5	Coral Eyewear	Earth Optical	Coral Lockhart	0	39.00	Lockhart	53 x 17 x 140	Grey	Plastic	Unisex		✓ Select
6	Coral Eyewear	Earth Optical	Coral Lockhart	0	39.00	Lockhart	53 x 17 x 140	Red	Plastic	Unisex		✓ Select
7	Coral Eyewear	Earth Optical	Coral Lockhart	0	39.00	Lockhart	53 x 17 x 140	Orange	Plastic	Unisex		✓ Select

Showing 1 to 25 of 26 results

You can search by Description, Code, Model and Barcode. You can also filter the list by using the drop-down lists.

Frame variations are displayed so you can see the colours and sizes that are available.

Click 'Select' on the frame you want to Dispense.

✓ Select

The items list on the Dispense is now updated to show the selected Frame.



DESCRIPTION	PRICE	
Coral Talia	£97.50	🗑️

The balance at the top of the page is also updated to reflect the outstanding amount to be paid.

£97.50

Selecting Lenses

To add lenses to the dispense, click 'Select Spec Lenses'

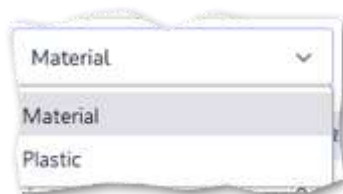
Select Spec Lenses

This presents another popup window that allows you to search and filter your lens catalogue.

SUPPLIER	CODE	DESCRIPTION	VISION TYPE	MATERIAL	INDEX	MAX PRICE			
Seiko	15C6	1.50 AS Curved BC6	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	15C8	1.50 AS Curved BC8	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	SPB6	1.50 AS Curved Pol Brown BC6	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	SPB8	1.50 AS Curved Pol Brown BC8	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	SPN6	1.50 AS Curved Pol Green BC6	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	SPN8	1.50 AS Curved Pol Green BC8	Single Vision	Plastic	1.50	0.00	R	B	L

You can search by Supplier, Vision type, Refractive Index, Product Material in addition to Lens Code or Lens Description.

The options available to you in the drop down lists are filtered by the contents of the catalogue. For example, if you only have Plastic lenses in your catalogue, only Plastic will be presented in the list.



This also applies to Index and Supplier.

Changes to the filters will update the list in real-time.

Seiko	Lens Code...	brilliance	Progressive
1.74	1.74	Plastic	

SUPPLIER	CODE	DESCRIPTION	VISION TYPE	MATERIAL	INDEX	MAX PRICE			
Seiko	BR4W0	BRILLIANCE 1.74 10mm	Progressive	Plastic	1.74	330.13	R	B	L

To select a lens, you can click either, Right, Both, or Left using the button within the table.

R	B	L
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This populates the lower half of the screen with your selection.

Right	Seiko	80	Left	Seiko	80
	BRILLIANCE 1.74 10mm	330.13		BRILLIANCE 1.74 10mm	330.13

Once you have selected lenses, the Coats and Tints for that lens are available for selection.

Right	Seiko	80
	BRILLIANCE 1.74 10mm	330.13
Coat 1		
Coat 2		
Tint		

- SRC With Inner UV
- SRB With Inner UV
- Super Resistant Coating
- Super Resistant Blue

Selecting the required coating in the list will update the price.

Coat 1	SRC With Inner UV	5.00
--------	-------------------	------

Making changes to the Right lens price and tabbing out of the field, will update the left lens price, if the left lens price has yet to be entered.

One you are happy with your selection, click 'Select' at the top of the screen to add the Lenses and Coating to the Dispense.

✓ Select

The list of items and the balance are updated to reflect the changes.

Items

Frame

DESCRIPTION	DATE TIME	PRICE
OMK4054 52 3105 *	04/06/2024 - 11:54	£57.32

Right Eye

DESCRIPTION	DATE TIME	PRICE
28 Flat Top 1.59 * - Lens	04/06/2024 - 11:55	£175.00

Left Eye

DESCRIPTION	DATE TIME	PRICE
28 Flat Top 1.59 * - Lens	04/06/2024 - 11:55	£175.00

Selecting Sundries

You can include sundry items to add to your dispense by clicking 'Select Sundries'.

Select Sundries

In the popup window that appears you can search your sundry items by entering a description.

Stock - Sundries & Fees

Description

DESCRIPTION	BRAND	SUPPLIER	BRANCH	QTY	BARCODE	SALES GROUP	COST	RETAIL	FORMULA	SHELF	DISPLAY ONLY	
Lens Cleaning Cloth	New Jeremy			0	28	Sundries	£0.00	£2.50				✓ Select

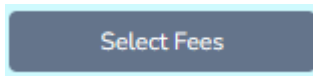
Click the 'Select' button next to the item you want to add to your dispense.

✓ Select

The Items and Balance will be updated accordingly.

Selecting Fees

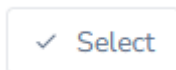
You can include Fee items to add to your dispense by clicking 'Select Fees'.



In the popup window that appears you can search your fee items by entering a description.



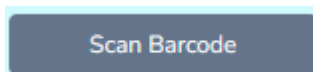
Click the 'Select' button next to the item you want to add to your dispense.



The Items and Balance will be updated accordingly.

Scanning a Barcode

To scan the barcode of an item, click the 'Scan Barcode' button.



This opens a dialog window that will accept a barcode, either typed manually or scanned by a barcode reader.



Click Accept to add the item to the Dispense.

If an invalid barcode is entered, a notification is displayed at the top right of the screen.

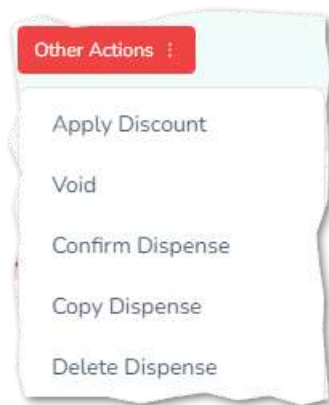


Other Actions

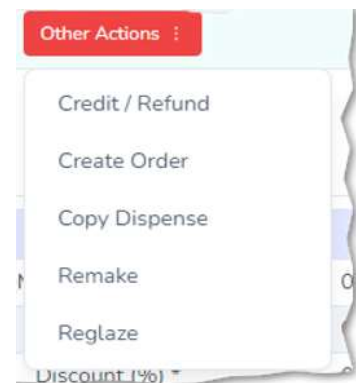
The other Actions menu contains less frequently used options that relate to a dispense. Depending on the status of the dispense there will be different menu options available here.

They are as below:

Options on an
Unconfirmed
Dispense

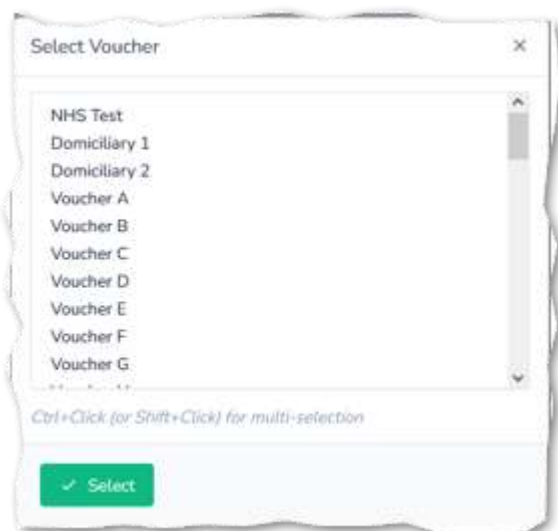


Options on a
Confirmed
Dispense



Add Voucher

Select Add Voucher from the Other Actions menu to include an optical voucher on the dispense.



Select your voucher from the list and click 'Select'

Added Vouchers appear within the Payments section of the dispense.

PAYMENT METHOD	DATE TIME	PRICE
NHS Test *	04/06/2024 - 11:59	£23.14

The balance is reduced accordingly.

Apply Discount

There are two options available for applying discounts. Line Discount and Total Discount. Discount templates can be created in settings. See the [Discounts](#) section of settings

DESCRIPTION	PRICE	DISCOUNT	TOTAL	PERCENTAGE
<input type="checkbox"/> ITEM	£12.00	£0.00	£12.00	0% Off View
<input type="checkbox"/> NHS ST	£23.75	£0.00	£23.75	0% Off View
<input type="checkbox"/> Solution	£23.00	£0.00	£23.00	0% Off View
<input type="checkbox"/> OMK4054 52 3105	£57.32	£0.00	£57.32	0% Off View

DESCRIPTION	AMOUNT
No Discounts Found	

Line Discount: Amount: [Apply](#)

Total Discount: Amount: [Apply](#)

Item Total : £466.07 Discount Total : £0.00 Payments Total : £23.14 Balance : £442.93

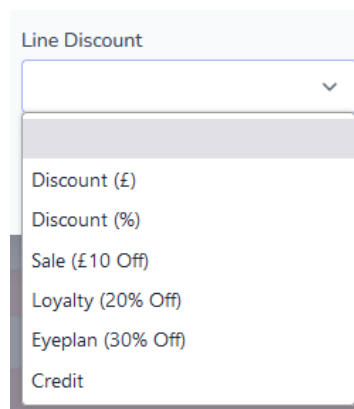
Line Discount

A line discount applies to an individual item on the Dispense.

To apply a discount, select the item you want to apply a discount to by using the checkbox on the left hand side.

<input checked="" type="checkbox"/>	Glazing Fee	12.00	12.00	0% Off 
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Select the type of Discount you want to apply to the item.




Line Discount

- Discount (£)
- Discount (%)
- Sale (£10 Off)
- Loyalty (20% Off)
- Eyeplan (30% Off)
- Credit

The options available are dependent on your settings and user permissions but will contain something similar to the above list.

You can discount an absolute value '(£)'



Line Discount	Amount
Discount (£) 	0.00

Or a percentage value '(%)'.



Line Discount	Amount
Discount (%) 	0.00

For both of these options, you must enter a number into the Amount field to correspond to the discount amount or percentage.

Fixed values are also available.

Line Discount	Amount
Sale (£10 Off) ▼	10.00

When choosing a fixed value discount, the amount field is greyed and cannot be entered manually.

To apply the discount, click the apply button related to the Line discount.



Once the discount is applied, the item line is updated to reflect the new price.

	DESCRIPTION	PRICE	DISCOUNT	TOTAL	PERCENTAGE	
<input checked="" type="checkbox"/>	ITEM	£12.00	£2.40	£9.60	20% Off	✓ View

You Click the “View” menu to see details of the discount applied to each line.



DESCRIPTION	AMOUNT	
Discount (%)	£2.40	🗑️

You can remove a discount by clicking the red bin icon.

Multiple line discounts be applied to each item, but the sale price will not go below zero.

Total discount

A total discount applies to all of the items on the Dispense.

They operate in a similar manner to [Line discounts](#) but there is no need to select an item when applying a Total discount.

Total Discount	Amount	Apply
Discount (%) ▼	20	Apply

Total discounts applied to items where a line discount has already been applied will apply a cumulative discount, i.e. a total percentage discount will be applied to any existing discounted prices.

For example, the Glazing fee in the image below has a fixed £10 off, then an additional 20% off as part of a total discount.

	DESCRIPTION	PRICE	DISCOUNT	TOTAL	PERCENTAGE	
<input type="checkbox"/>	ITEM	£12.00	£2.40	£9.60	20% Off	View
<input type="checkbox"/>	NHS ST	£23.75	£0.00	£23.75	0% Off	View
<input type="checkbox"/>	Solution	£23.00	£4.60	£18.40	20% Off	View
<input type="checkbox"/>	OMK4054 52 3105	£57.32	£11.46	£45.86	20% Off	View

The details of the applied discounts can be viewed by clicking the “View” menu.

[View](#)

The 20% off for the total discount is calculated on the already discounted price.

DESCRIPTION	AMOUNT	
Discount (%)	£11.46	
Discount (%)	£9.17	

Click ‘Save’ to apply your discount to a dispense.

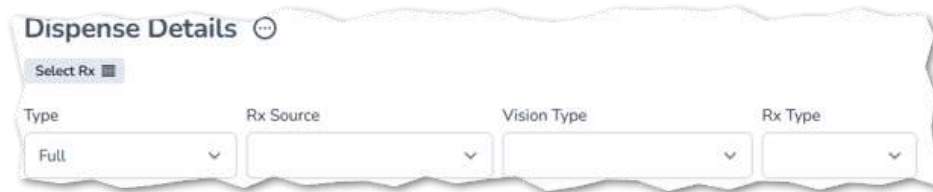
[Save](#)

The applied discounts are now visible on the dispense under each item.

Frame		
DESCRIPTION	PRICE	
Coral Talia	£97.50	
Discount (%)	£-19.50	
Right Eye		
DESCRIPTION	PRICE	
BRILLIANCE 1.74 10mm - Lens	£330.13	
Discount (%)	£-66.03	
SRC With Inner UV - Coat 1	£5.00	
Discount (%)	£-1.00	

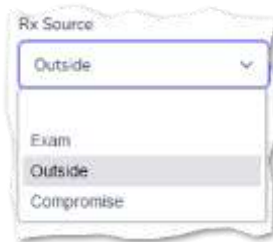
Dispense Details

In the details section, you can select a prescription to be assigned to your dispense.



The screenshot shows a form titled "Dispense Details" with a "Select Rx" button. Below the title are four dropdown menus: "Type" (set to "Full"), "Rx Source", "Vision Type", and "Rx Type".

Select the Rx Source for your dispense.

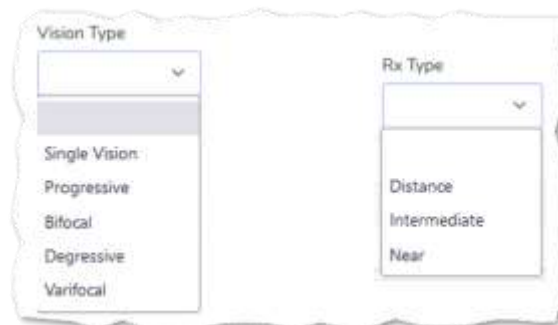


The screenshot shows the "Rx Source" dropdown menu open. The options are "Outside", "Exam", "Outside", and "Compromise". The second "Outside" option is highlighted.

This will be pre-populated as 'Exam' if the patient has a recent examination with a refraction.

Select the vision type for the dispense you are creating.

Depending on the vision type you have selected, the Rx Type is updated and is available for selection.



The screenshot shows two dropdown menus. The "Vision Type" dropdown is open, showing options: "Single Vision", "Progressive", "Bifocal", "Degressive", and "Varifocal". The "Rx Type" dropdown is also open, showing options: "Distance", "Intermediate", and "Near".

Adding Measurements

Enter the required measurements for the frame and lenses.

Frame Details

Px Own Frame

Description: Coral Lockhart Colour: Black Model: Lockhart

LTB: FFV: Head width: Dihedral: Pantoscopic (*): Pantoscopic (mm):

Lens Details

Right Left

Balance Virtual Balance Virtual

Dist PD Inter PD Near PD Diameter Dist PD Inter PD Near PD Diameter

Front Curve Height Direction BVD Front Curve Height Direction BVD

Seg. Inset Edge Thickness Centre Thickness Seg. Inset Edge Thickness Centre Thickness

Toggling the Px Own Frame option, enables you to enter the Description, Colour and Model of the patient's frame.

Entering a PD value for the right eye that is 40 or above, will cause it to be split equally and populate the left value.

You can also add any notes relating to the pair and assign a required by date. These items are posted to the order once it is created from the dispense.

Notes

Reserved By: 28/06/2024

+2 +5 +7 +10

Tray Number

Deleting Items

Items can only be removed from an unconfirmed Dispense.

To remove an item from a dispense, use the "Other Actions" > "Void". Then click the Trash Can next to the item you want to remove.



(Items to the left of the screen and payments to the right)

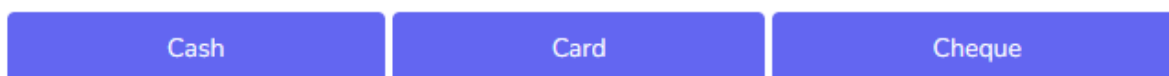
Take Deposit / Payment

You can take a payment for all pairs you are dispensing for the patient, or for their family. Click 'Take Payment' to begin.

Take a Payment

The total amount is displayed as 'Balance left to pay'.

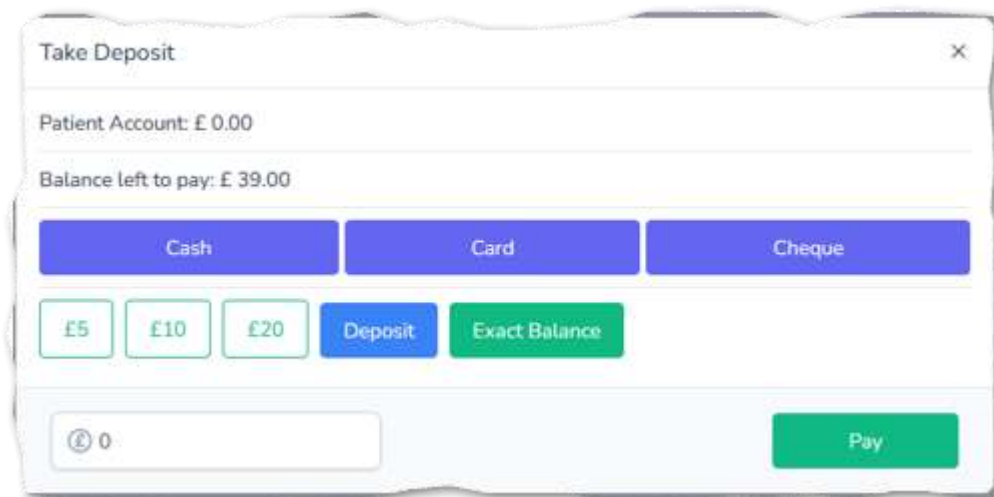
First choose a payment method from the options displayed.



For the amount, you can choose from preset amounts, deposit or exact balance.

Selecting Deposit will apply a 50% amount for you.

You can also enter an amount manually.



Click '**Pay**' to add the payment to your dispense.

The payment will appear within the Payments section of the dispense.



Payments taken on dispenses are added into the Patient's account. Once the dispense is confirmed, the payment is allocated for VAT purposes.

This process makes it simpler to apply changes to the dispense without having to process a refund.

The symbol against the payment denotes that it cannot be deleted.



Changes to Patient account payments must be processed via the Patient Account section of the Till.

Confirm Dispense

You can confirm a dispense using the Other Actions menu within the pair you are dispensing.

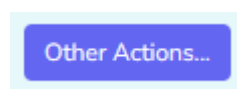


Once you choose to confirm the dispense, several things are updated:

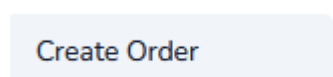
- The items cannot be changed.
- The title of the dispense changes to reflect the status update.
- The Payments section reflects the status of the deposit. It is now applied to the dispense.

PAYMENT METHOD	DATE TIME	PRICE
Patient Account Spend (Deposit Applied)	04/05/2024 - 15:26	£153.66
Cash *	04/05/2024 - 15:27	£153.66

- The menu of actions is updated and no further items can be applied.



- Create Order option becomes available.



Clicking 'Create Order' creates an order record based on the Dispense items. For more details about Orders, see the Orders section.

Copy Dispense

The copy option will copy the whole dispense, including the items and measurements.

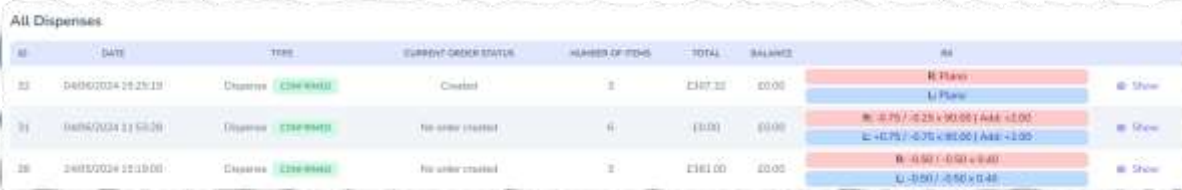
If there are any items on the copied dispense which are not required, then click on “**Other Actions**” > “**Void**” and then select the items you want to delete.

Delete Dispense

It is only possible to delete a dispense **before** it is Confirmed.

Summary

At the bottom of the screen is a list of all the patients' previous dispenses, including dates and values.



ID	DATE	TYPE	CURRENT ORDER STATUS	NUMBER OF PDS	TOTAL	BALANCE	BI	LI	
33	04/06/2024 22:25:19	Dispense View Details	Created	2	£307.22	20.00	R 215.00	L 75.00	Show
31	04/04/2024 11:54:26	Dispense View Details	No order created	6	(£0.00)	(£0.00)	R -0.75 / -0.25 x 90.00 Add +1.00	L +0.75 / -0.75 x 90.00 Add +1.00	Show
28	24/05/2024 22:19:00	Dispense View Details	No order created	2	£161.00	20.00	R -0.50 / -0.50 x 9.00	L -0.50 / -0.50 x 9.00	Show