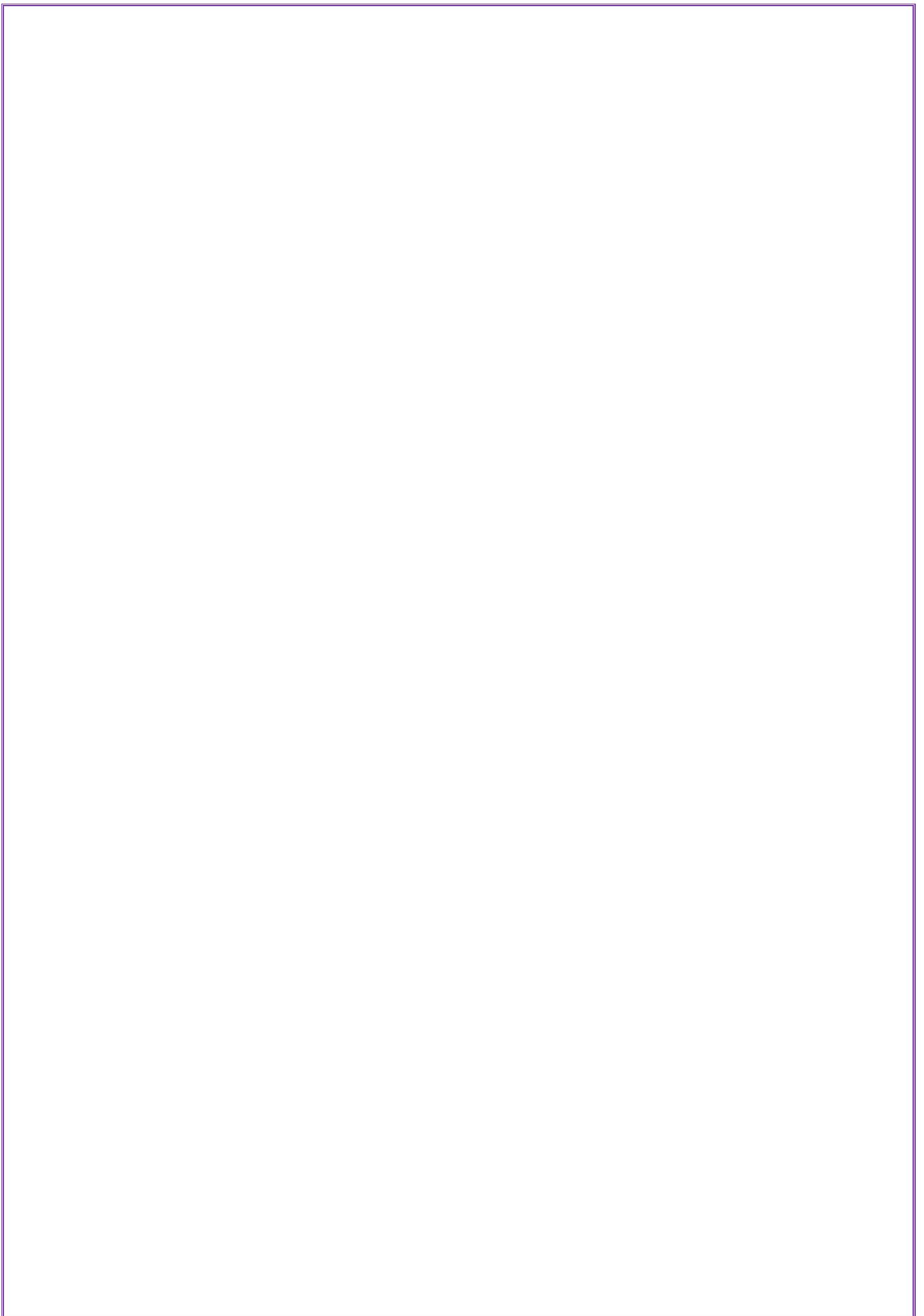




Get the most out of



Dispense
User Guide



Contents

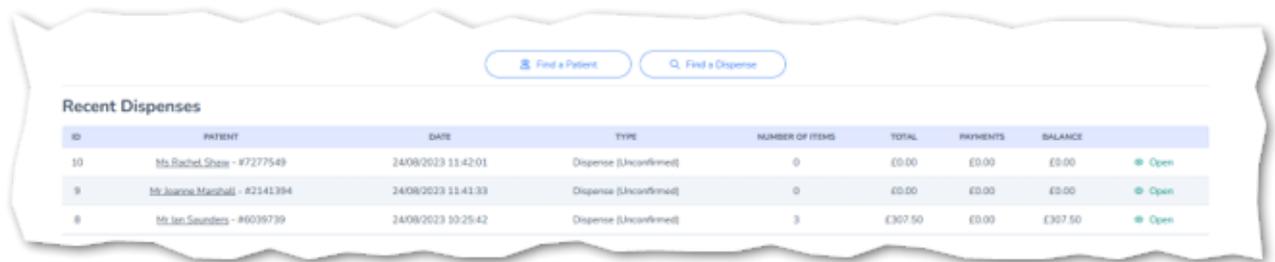
Dispense	4
New Dispense	6
Selecting a Frame.....	8
Selecting Lenses.....	9
Selecting Sundries	11
Selecting Fees	12
Scanning a Barcode.....	12
Other Actions	13
Add Voucher	13
Apply Discount.....	14
Total discount.....	16
Dispense Details	18
Adding Measurements	19
Deleting Items	19
Take Deposit / Payment	20
Confirm Dispense	21
Summary	22
Dispense Details Menu	Error! Bookmark not defined.
Copy Dispense	22

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 the value.

A screenshot of a web interface showing a table titled "Recent Disperses". At the top of the table area are two search buttons: "Find a Patient" and "Find a Dispense". The table has columns for ID, PATIENT, DATE, TYPE, NUMBER OF ITEMS, TOTAL, PAYMENTS, and BALANCE. There are three rows of data, each with a green "Open" status icon in the final column.

ID	PATIENT	DATE	TYPE	NUMBER OF ITEMS	TOTAL	PAYMENTS	BALANCE	
10	<u>Ms Rachel Shaw - #7277549</u>	24/08/2023 11:42:01	Dispense (Unconfirmed)	0	£0.00	£0.00	£0.00	Open
9	<u>Mr Joanne Marshall - #2141394</u>	24/08/2023 11:41:33	Dispense (Unconfirmed)	0	£0.00	£0.00	£0.00	Open
8	<u>Mr Ian Saunders - #6039739</u>	24/08/2023 10:25:42	Dispense (Unconfirmed)	3	£307.50	£0.00	£307.50	Open

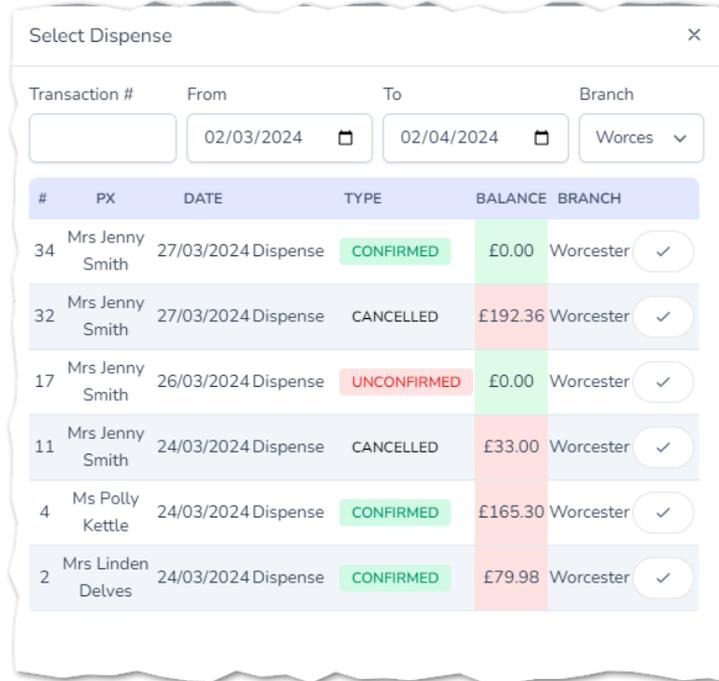
You can view a recent dispense from the list by clicking the underlined patient's name.

Recent Disperses

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.



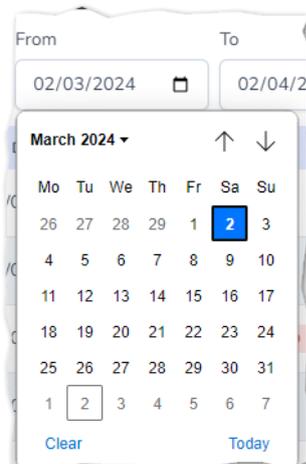
This displays a window where you can filter previous dispenses based on date or branch.

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.



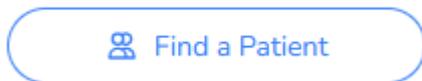
Click the tick icon to view your chosen dispense record.



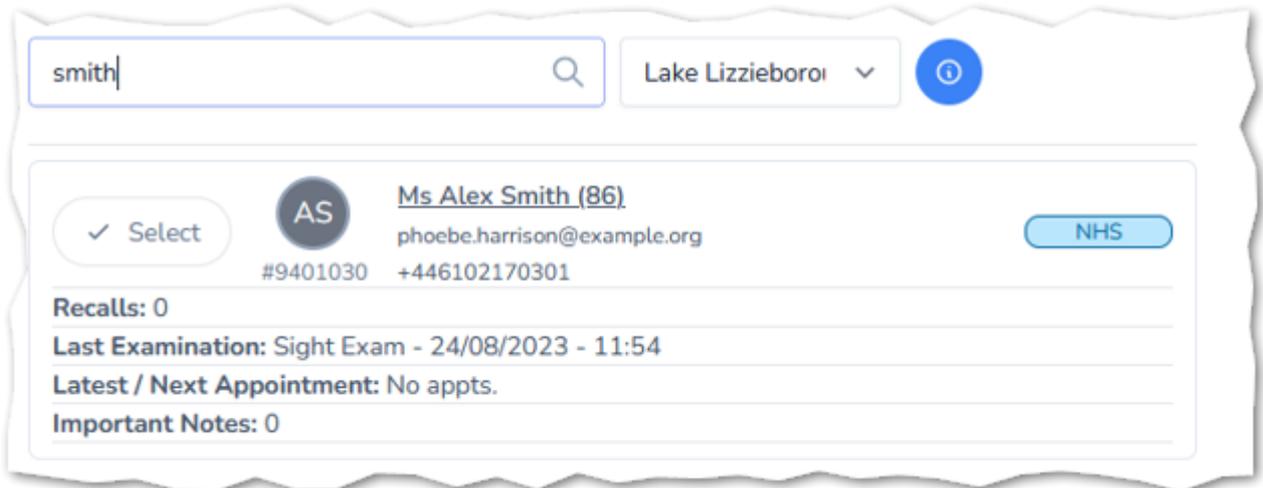
This will open the dispense you want to view.

New Dispense

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



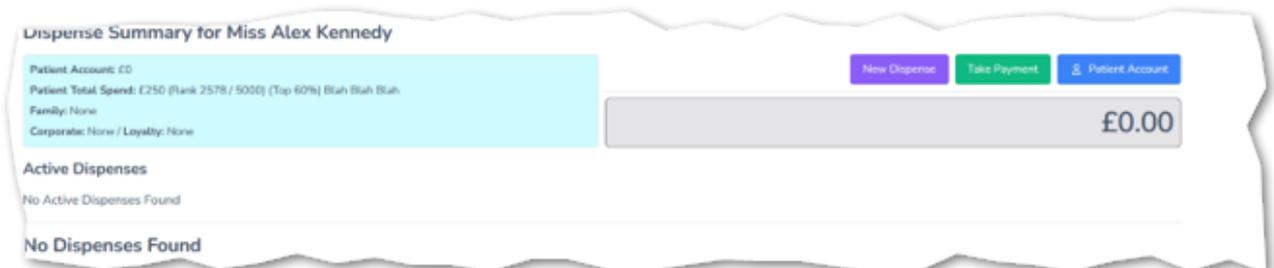
Enter the search criteria into the popup window.



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



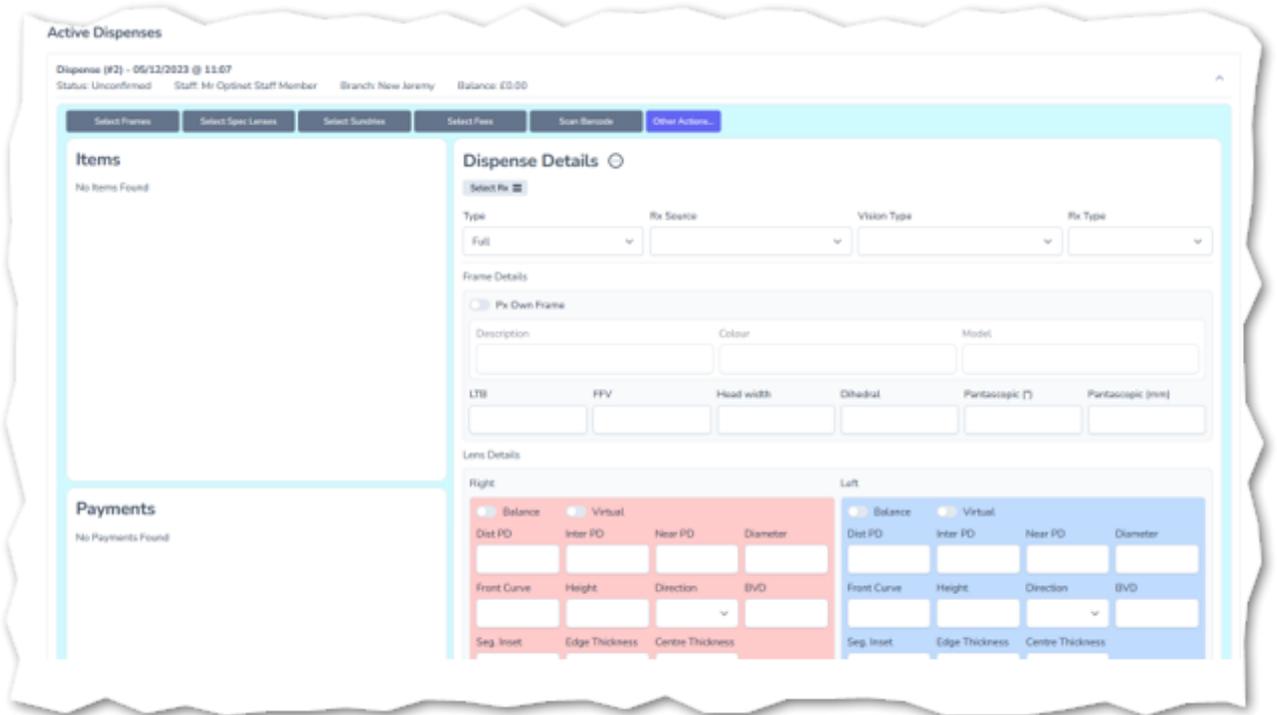
On the summary screen there are several options shown below.



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.

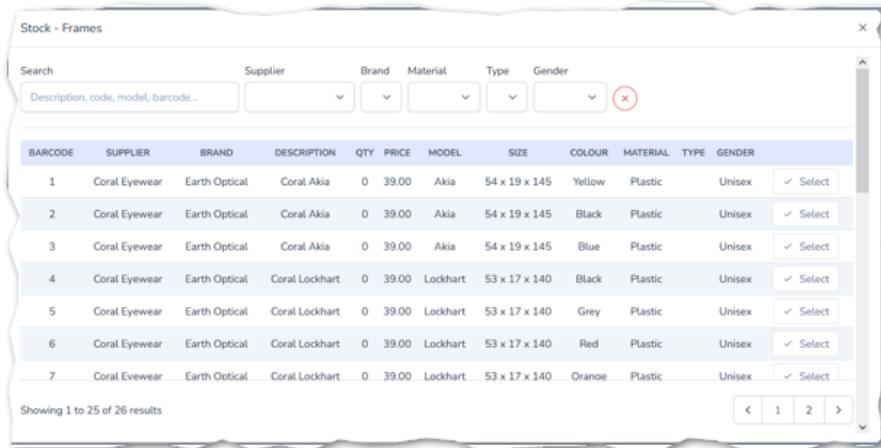


Selecting a Frame

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	MOOEL	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	Oranoe	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'

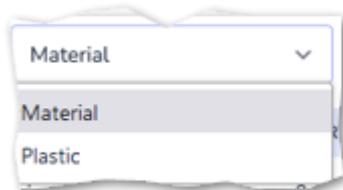
Select Spec Lenses

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	15CB	1.50 AS Curved BC8	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	5PB6	1.50 AS Curved Pol Brown BC6	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	5PBB	1.50 AS Curved Pol Brown BC8	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	5PN6	1.50 AS Curved Pol Green BC6	Single Vision	Plastic	1.50	0.00	R	B	L
Seiko	5PN8	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
---	---	---

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		<input type="checkbox"/>	<input type="checkbox"/>	✓ 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.

Stock - Sundries & Fees ×

Description

DESCRIPTION	BRAND	SUPPLIER	BRANCH	QTY	BARCODE	SALES GROUP	COST	RETAIL	FORMULA	SHELF	DISPLAY ONLY	
Glazing Fee		New Jeremy		0	27	Fees	£0.00	£12.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✓ Select"/>

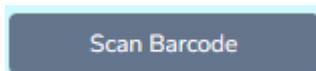
Click the 'Select' button next to the item you want to add to your dispense.



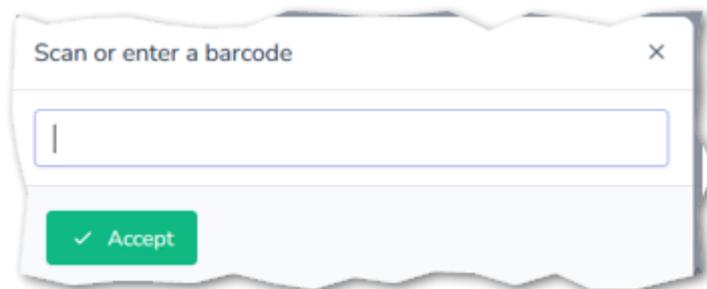
The Items and Balance will be updated accordingly.

Scanning a Barcode

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

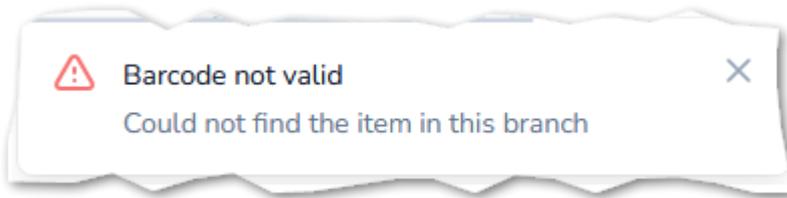


This opens a dialog window that will accept a barcode, either typed manually or scanned by a barcode reader.

A dialog window titled "Scan or enter a barcode" with a close button (X) in the top right corner. It contains a text input field with a vertical cursor and a green "Accept" button with a checkmark icon at the bottom left.

Click Accept to add the item to the Dispense.

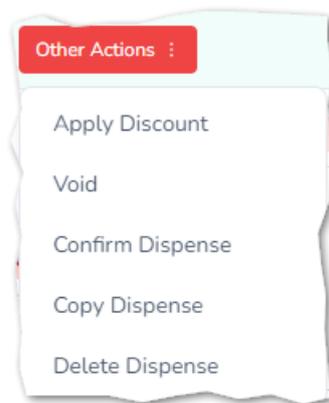
If an invalid barcode is entered, a notification is displayed at the top right of the screen.



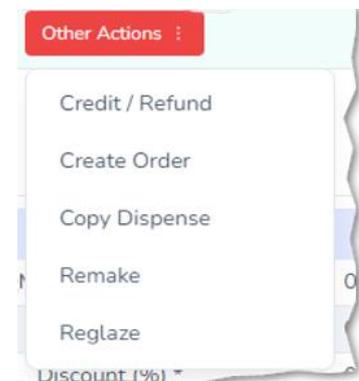
Other Actions

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

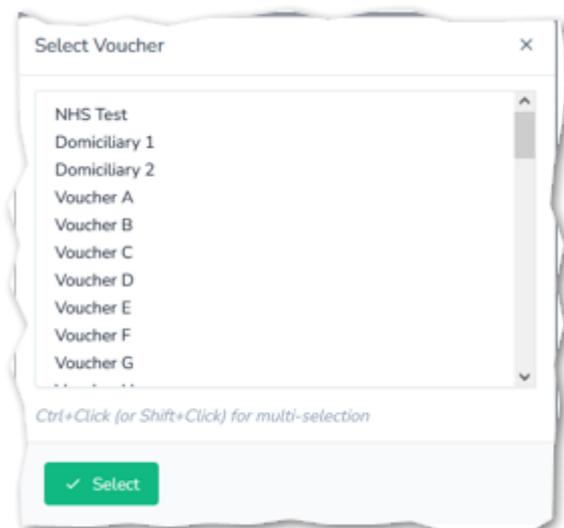


Options on a Confirmed Dispense



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
<input type="checkbox"/> NHS ST	£23.75	£0.00	£23.75	0% Off
<input type="checkbox"/> Solution	£23.00	£0.00	£23.00	0% Off
<input type="checkbox"/> OMK4054 52 3105	£57.32	£0.00	£57.32	0% Off

DESCRIPTION	AMOUNT
No Discounts Found	

Line Discount: Amount:

Total Discount: Amount:

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 
-------------------------------------	-------------	-------	-------	--

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
<input type="text" value="Discount (£)"/>	<input type="text" value="0.00"/>

Or a percentage value '(%)'.

Line Discount	Amount
<input type="text" value="Discount (%)"/>	<input type="text" value="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	<input checked="" type="checkbox"/> 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	<input type="checkbox"/>
Discount (%)	£9.17	<input type="checkbox"/>

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

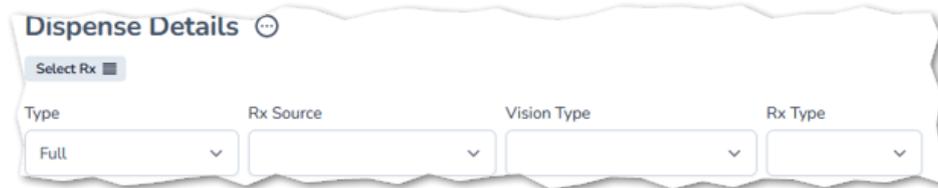
Save

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

Frame		
DESCRIPTION	PRICE	
Coral Talia	£97.50	<input type="checkbox"/>
Discount (%)	£-19.50	<input type="checkbox"/>
Right Eye		
DESCRIPTION	PRICE	
BRILLIANCE 1.74 10mm - Lens	£330.13	<input type="checkbox"/>
Discount (%)	£-66.03	<input type="checkbox"/>
SRC With Inner UV - Coat 1	£5.00	<input type="checkbox"/>
Discount (%)	£-1.00	<input type="checkbox"/>

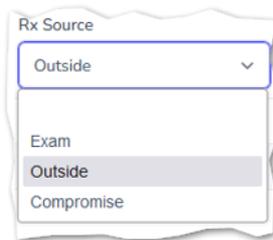
Dispense Details

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" (empty), "Vision Type" (empty), and "Rx Type" (empty).

Select the Rx Source for your dispense.

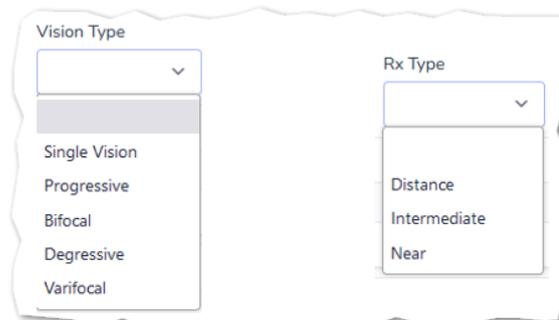


The screenshot shows the "Rx Source" dropdown menu open. The options are "Outside", "Exam", "Outside", and "Compromise". The second "Outside" option is highlighted.

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" menu is open, showing options: "Single Vision", "Progressive", "Bifocal", "Degressive", and "Varifocal". The "Rx Type" menu 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

Required by: 18/06/2024

+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)

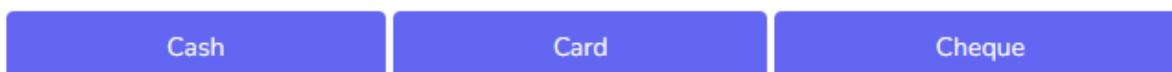
Take Deposit / Payment

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'.

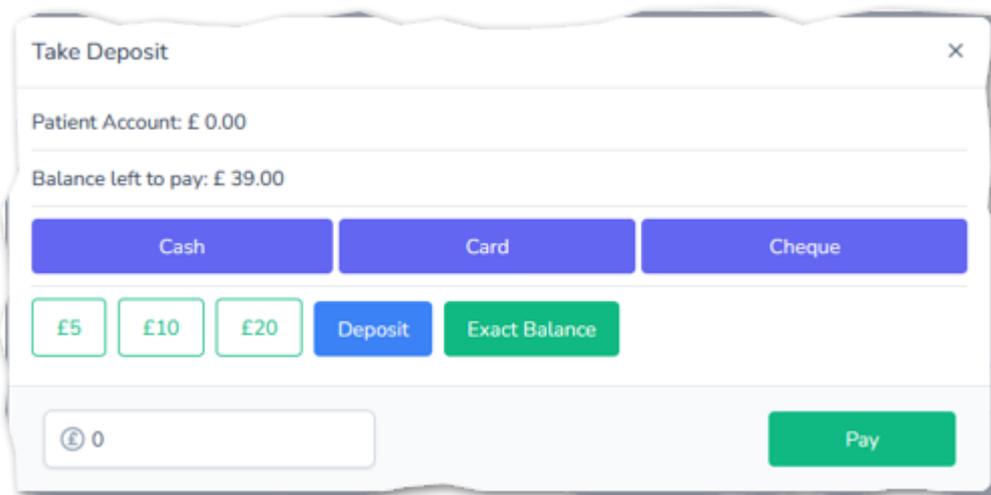
First choose a payment method from the options displayed.



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

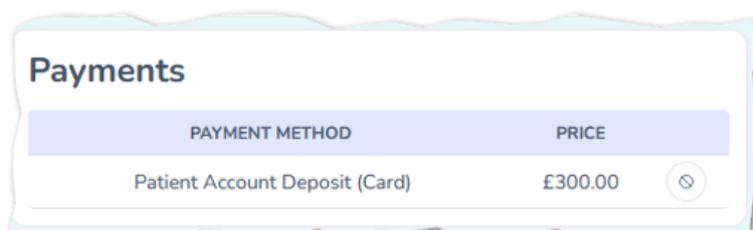
Selecting Deposit will apply a 50% amount for you.

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

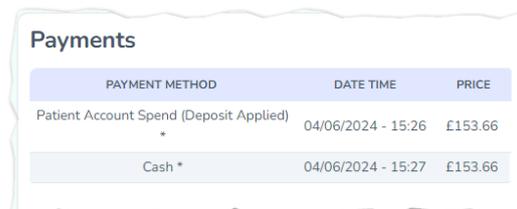
You can confirm a dispense using the Other Actions menu within the pair you are dispensing.



Confirm Dispense

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)	04/06/2024 - 15:26	£153.66
Cash *	04/06/2024 - 15:27	£153.66

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



Other Actions...

- Create Order option becomes available.



Create Order

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.

All Dispenses							
ID	DATE	TYPE	CURRENT ORDER STATUS	NUMBER OF ITEMS	TOTAL	BALANCE	RX
32	04/06/2024 15:25:19	Dispense CONFIRMED	Created	3	£307.32	£0.00	R: Plano L: Plano <a>Show
31	04/06/2024 11:53:28	Dispense CONFIRMED	No order created	6	£0.00	£0.00	R: -0.75 / -0.25 x 90.00 Add: +2.00 L: +0.75 / -0.75 x 90.00 Add: +2.00 <a>Show
28	24/05/2024 15:19:00	Dispense CONFIRMED	No order created	3	£381.00	£0.00	R: -0.50 / -0.50 x 0.40 L: -0.50 / -0.50 x 0.40 <a>Show