

OptinetTM FLEX

ADVANCED PRACTICE MANAGEMENT SOFTWARE



A guide to Dispensing in FLEX

Prepared by Chris Gray – chris.gray@optinetuk.com

Welcome to Dispensing in FLEX from Optinet. Whether this guide is your first experience of computer-based Dispensing, or you are dipping into it days, weeks or even months after a training day, I hope you find this guide and our range of resources beneficial to you. We are here to help through these training manuals, which in turn are lifted from the online help system at <http://help.optinetuk.net> – this can be accessed using the blue question mark in the top corner of FLEX.

You can also book remote telephone training sessions to help you get to grips with areas you may be struggling with, or to help you maximise the potential of the software. These sessions and the web help are included in your monthly charge.

Optinet create quarterly updates to the FLEX software, encompassing new features, bug fixes and product enhancements. The Dispense updates in May 2017 signalled the largest inherent internal change in FLEX, following on from a review day with users in late 2016. As a company, we are committed to development and almost all the new functionality you see, both in Dispense and throughout FLEX, has been requested, voted on and discussed with our users.

The support team will be happy to help you with any queries every weekday from 8:45 to 5:30, and also offer a limited service on Saturdays from 9:00 to Noon. Our “FLEXpress” newsletter, available by email to share with your colleagues, details our “Appointment to View” webinars, links to watch video support and give your feedback on the software. It also includes Quick Tips, Diary Dates and details of the latest National Eyecare Group offers available.

Finally, may I wish you the very best of luck with Dispensing in FLEX, and if there is anything else I can help with, you can also contact me personally using the details below.

Yours Faithfully,

Chris Gray
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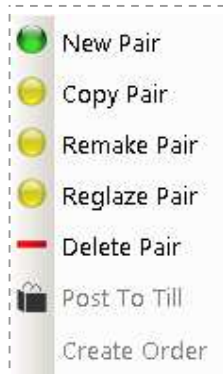
The Dispense module is the start of the next part of the [Patients](#) journey. They have booked and attended their [Appointment](#) and had their [Tests](#) carried out by the Optom. The DO will now create their Dispense. The default screen is shown below, and you can get to this by clicking **Dispense** in the left-hand side bar.

The screenshot displays the 'Dispense: Mr Chris Gray' window. On the left, a sidebar lists 'Patients', 'Appointments', and 'Dispense'. The main area shows a list of 'Active Px Dispenses' with columns for Date and Time. The selected entry is '02/05/2017 - 14:43'. The right-hand side of the window provides detailed information for this prescription, including 'Dispense Total' and 'Pair Total' (both £0.00), 'Dispensed by' (Optometrist Member), and 'Reason' (New Dispense). It also shows 'Vision Type' (Single Vision), 'Rx Used' (Distance), 'Rx Date' (02/05/2017), and 'Source' (Outside Rx). The 'Frame Measurements' section includes fields for Type, Model, Colour, Status, and various measurements like Eye Size, Dihedral, P Tilt, Side, LTB, FFV, and Head W. The 'Lens Measurements' section includes fields for Right and Left BVD, Diam, Int PD, Seg, Height, Dir, On HCL, Edge Tc, Centre Tc, and Front Curve.

The last active patient is shown by default; if there was no previously active patient then the screen will be blank. All previous dispenses for the patient are shown under **Active Px Dispenses** on the right-hand sidebar. The latest three are also shown in tabs in the main window.

Unless a previously started Dispense is being updated or added to, we will generally click on **New** towards the top-right corner, which will create the details shown above. **New** - Creates a new Dispense for a Patient - see [How Do I Dispense Frames and Lenses?](#). Clicking the downwards facing arrow at the end of this button allows you to select a new patient to create a dispense for. However, please bear in mind the following:

The "New" button is to create a new pair. For a remake or a re-glaze, right-click on the relevant pair in the previous dispense in question (on the above example, marked 02/05/2017 - 14:43....), and the menu below appears:



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

Flex TV

Save Cancel

Copy Pair

New Dispense Details

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

Notes :

Items To Keep

Description	Retail Price	Copy
Frame		
FACE A FACE	£300.00	<input type="checkbox"/>
Right Lens		
AMPLITUDE 1.52 (inc. MCST3)	£40.00	<input type="checkbox"/>
MULTICOAT	£0.00	<input type="checkbox"/>
Left Lens		
AMPLITUDE 1.52 (inc. MCST3)	£40.00	<input type="checkbox"/>
MULTICOAT	£0.00	<input type="checkbox"/>

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

You can choose the **Reason** (which is customisable under [How Do I Manage Spec Lenses?](#)) and then tick which items you wish to preserve. You can also add any relevant notes.

Remake Pair

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Save Cancel

Remake Pair

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

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

You can choose the **Reason** (which is customisable under [How Do I Manage Spec Lenses?](#)) and then tick which items you wish to preserve, and (out of picture), enter a relevant remake price. You can also add any relevant notes.

Reglaze Pair

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Save Cancel

Reglaze Pair

New Dispense Details

Type : **Reglaze** Reason: **Change In Rx**

Notes :

Items To Keep

Description	Retail Price	Copy
Frame		
FACE A FACE (PxOwn)	£0.00	<input checked="" type="checkbox"/>
Right Lens		
AMPLITUDE 1.52 (inc. MCST3)	£40.00	<input type="checkbox"/>
MULTICOAT	£0.00	<input type="checkbox"/>
Left Lens		
AMPLITUDE 1.52 (inc. MCST3)	£40.00	<input type="checkbox"/>
MULTICOAT	£0.00	<input type="checkbox"/>

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

You can choose the **Reason** (which is customisable under [How Do I Manage Spec Lenses?](#)) and then tick which items you wish to preserve - the frame is ticked by default. You can also add any relevant notes.

If one of these three options are used, the **Disp Type** will be automatically populated with this once the Dispense is started. Otherwise, it will be **"Full"**.

On the primary Dispense screen, Press New to create a new Dispense for the Active Patient, or search for a patient by pressing the downward facing triangle at the right-hand side of New (this page is shown [here](#)).

For **Reglaze** and **Remake** options, please right-click on the previous dispense in question. More details about how to create pairs of this type are shown on the pages above.

If the Optom has added any **Clinical Notes** for the DO, these will automatically appear (you can click **Dispense Notes** to get back onto these):

Dispense Notes: Mr Chris Gray Ref: 654

Optometrists Notes For Dispenser

Chris drives a lot so recommend anti-reflective coatings

Exam Dates

Date	Optometrist
15/05/2017	Mr Optinet Staff Member

Optometrists Recommendations

☐ Single Vision ☐ Bifocal ☐ Varifocal ☐ Contact Lenses

☐ Hi Index Material ☐ Polycarbonate ☐ Aspheric ☐ UV Filter ☐ Photochromic ☐ Anti Reflection ☐ Scratch-resistant

The latest (Given) Rx is being used. A different Rx can be chosen using **Choose Rx:** a box will come up and you can choose an Rx from the list (sorted by date).

Select Sight Test

Date	Time	Exam Type	Staff	Assessment Category
15/05/2017	13:36	Sight Examination	Optinet Staff Member	

With the relevant notes understood (and shared with the Patient if necessary) and the Rx we wish to use for the Dispense in place, we can now continue. Please see the picture below:

Dispense: Mr Chris Gray

DOB: 06/08/1984 (32 yrs)

Branch: Malvern

Dispensed By: Optinet Staff Member

Dispense Date: 15/05/2017 13:37

Dispense Reason: New Dispense

Disp Type: Full

Vision Type: Single Vision

Rx Used: Distance

Rx Date: 15/05/2017

Source: Test Record

Practitioner: Optinet Staff Member

Dispense Total: £0.00

Pair Total: £0.00

Right	Balance	Sph	Cyl	Axis	Prism (Horizontal)	Prism (Vertical)	Add	Inter Add
Right	+1.00	-1.00	100.0	0.00	/	0.00	1.00	0.00
Left	+2.00	-2.00	100.0	0.00	/	0.00	1.00	0.00

Frame Measurements

Patient's Own Frame

Type	Eye Size	Dihedral (°)	Box Horz
Model	0	0.00	0.00
Colour	0	0.00	0.00
Status	0	0.00	0.00

Less Measurements

Right	RVD	Dist PD	Dir	On HCL	Edge Th
Right	0.0	8.0	0.0	0.0	0.0
Diam	0	8.0	0.0	0.0	0.0
Near PD	0.0	8.0	0.0	0.0	0.0
Seg. Inset	0.0	8.0	0.0	0.0	0.0
Front Curve	0	8.0	0.0	0.0	0.0

Pair Notes:

Disp Type: Full by default. Other types (such as remake or reglaze) are customisable under [Setup - How Do I Modify my Orders Screen?](#) and are selected before the [Dispense](#) is started.

Reason: Also customisable under the above setting, reasons (New Dispense by default) could include Frame Fault or a non-tolerance.

Vision Type: Choose from **Single Vision**, **Bifocal**, **Progressive**. The latter two choices will require validation for lens heights, directions, etc.

Rx Used: **Distance**, **Intermediate**, **Near** are your options for Single Vision, **Distance / Near**, **Distance / Intermediate**, **Intermediate / Near** are your options for Bifocal and Progressive vision types.

Source: The Rx source is the (latest) **Test Record** by default - if you choose **Outside Rx**, you can enter your own values in on the top right-hand side of the image above.

Press **+ Add Items** and the menu below appears.

+ Add Items

- + Frame**
- + Lenses**
- + Extras**
- Discounts**
- + Vouchers**
- £ Deposit**

Add Frame

The box below appears when you press Add Frame.

Barcode	Supplier	Brand	Description	Qty	Price	Eyeplan	Model	Size	Colour	Type
31	International Eyewear	OK2053	C3	1	£0.00	£0.00	OK2053 C3	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/lilac	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	Marche Marc Jacobs	2	£100.00	£0.00	MM1571	52x15x	BLUE	Plastic

A **Frame** can be added by:

- 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 (see [How Do I Add a Frame?](#))
- Adding a similar frame to an existing model by pressing **Update Frame**. (see [How Do I Add a Similar Item?](#))

Further details regarding Frame Measurements are discussed later on this page. It is worth noting now that this also includes a tickbox called Patient's Own Frame which is used for "lens to own" dispenses. In this case, the frame details can be over-typed.

Add Lenses

Lenses are discussed below the screenshot.

Lens Search

Stock / Surfaced: ALL, Supplier: ALL, Lens Code: , Vision Type: ALL, Material: ALL, Index From: 0.00, To: 0.00, Diameter: ALL

Supplier	Form	Lens Code	Description	Material	Index	Max Price
Hoya	Varifocal	AMP1524	AMPLITUDE 1.52	Glass	1.52	£133.00
Hoya	Varifocal	AMP1524+MCST3	AMPLITUDE 1.52 (inc. MCST3)	Glass	1.52	£141.00
Hoya	Varifocal	AMP152SBE4	AMPLITUDE 1.52 SUNBROWN EXTRA	Glass	1.52	£153.00
Hoya	Varifocal	AMP152SBE4+MCST3	AMPLITUDE 1.52 SUNBROWN EXTRA (inc. MCST3)	Glass	1.52	£161.00
Hoya	Varifocal	AMP152SGE4	AMPLITUDE 1.52 SUNGREY EXTRA	Glass	1.52	£153.00
Hoya	Varifocal	AMP152SGE4+MCST3	AMPLITUDE 1.52 SUNGREY EXTRA (inc. MCST3)	Glass	1.52	£161.00
Hoya	Varifocal	AMP154	AMPLITUDE CR39 1.50 (1.4mm)	Plastic	1.50	£48.00
Hoya	Varifocal	AMP154+CONHVAHCF	AMPLITUDE CR39 1.50 (1.4mm) (inc. CONHVAHCF)	Plastic	1.50	£86.00
Hoya	Varifocal	AMP154+HC	AMPLITUDE CR39 1.50 (1.4mm) (inc. HC)	Plastic	1.50	£61.00
Hoya	Varifocal	AMP154+HVA	AMPLITUDE CR39 1.50 (1.4mm) (inc. HVA)	Plastic	1.50	£86.00
Hoya	Varifocal	AMP154+HVLL	AMPLITUDE CR39 1.50 (1.4mm) (inc. HVLL)	Plastic	1.50	£107.00

Selected Lenses

Right: Diameter: , Left: Diameter: , Retail Price: £0.00

Coat 1: None, £0.00, Coat 1: None, £0.00, Eyeplan 1: £0.00

Coat 2: None, £0.00, Coat 2: None, £0.00, Eyeplan 2: £0.00

Tint: None, £0.00, Tint: None, £0.00, Eyeplan 3: £0.00

Stock / Surfaced: The option to filter the displayed results

Supplier: Choose to just view lenses from a specific catalogue (customisable under [Setup - How Do I Manage Spec Lenses?](#) - default is ALL)

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:

Flex™

Select New Lens Last Dispense View Shortlist Range Check Is On Cancel

Lens Search

Stock / Surfaced: ALL Lens Code: Vision Type: ALL Material: ALL Index From: 0.00 To: 0.00 Diameter: ALL

Supplier	Form	Lens Code	Description	Material	Index	Max Price
Hoya	Varifocal	AMP1524	AMPLITUDE 1.52	Glass	1.52	£133.00
Hoya	Varifocal	AMP1524+MCST3	AMPLITUDE 1.52 (inc. MCST3)	Glass	1.52	£141.00
Hoya	Varifocal	AMP152SBE4	AMPLITUDE 1.52 SUNBROWN EXTRA	Glass	1.52	£153.00
Hoya	Varifocal	AMP152SBE4+MCST3	AMPLITUDE 1.52 SUNBROWN EXTRA (inc. MCST3)	Glass	1.52	£161.00
Hoya	Varifocal	AMP152SGE4	AMPLITUDE 1.52 SUNGREY EXTRA	Glass	1.52	£153.00
Hoya	Varifocal	AMP152SGE4+MCST3	AMPLITUDE 1.52 SUNGREY EXTRA (inc. MCST3)	Glass	1.52	£161.00
Hoya	Varifocal	AMP154	AMPLITUDE CR39 1.50 (14mm)	Plastic	1.50	£48.00
Hoya	Varifocal	AMP154+CONHVAHCF	AMPLITUDE CR39 1.50 (14mm) (inc. CONHVAHCF)	Plastic	1.50	£86.00
Hoya	Varifocal	AMP154+HC	AMPLITUDE CR39 1.50 (14mm) (inc. HC)	Plastic	1.50	£61.00
Hoya	Varifocal	AMP154+HVA	AMPLITUDE CR39 1.50 (14mm) (inc. HVA)	Plastic	1.50	£86.00
Hoya	Varifocal	AMP154+HVLL	AMPLITUDE CR39 1.50 (14mm) (inc. HVLL)	Plastic	1.50	£107.00

Selected Lenses

Right: Hoya Diameter: 65 Left: Hoya Diameter: 65

Coat 1: MULTICOAT £0.00 Coat 1: MULTICOAT £0.00

Coat 2: None £0.00 Coat 2: None £0.00

Tint: None £0.00 Tint: None £0.00

Retail Price: £80.00

Eyeplan 1: £76.00
Eyeplan 2: £70.00
Eyeplan 3: £60.00

The coloured disc below the Right and Left in **Selected Lenses** shows that these lenses are in range. In our example, **Coat 1** and **Coat 2** have been added automatically from the lens catalogue. A **Tint** could be chosen from the drop-down. The disc options:

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.

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. There is further detail for this under [How Do I Update Lens Data?](#).

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 displays the Flex™ Lens Selector software interface. At the top, there are buttons for 'Select' (with a green checkmark), 'Lens Search' (with a magnifying glass icon), 'Range Check Is On' (with a green checkmark), and 'Cancel' (with a red X icon). The interface is divided into three horizontal sections, each representing a pair of lenses (Right and Left).

Section 1:

- Right:** Hoya, Diameter 70, AMPLITUDE CR39 1.50 (14mm) (inc. HC), £61.00. Coat 1: HARD, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Left:** Hoya, Diameter 70, AMPLITUDE CR39 1.50 (14mm) (inc. HC), £61.00. Coat 1: HARD, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Retail Price:** £122.00. **Eyeplan 1:** £110.00, **Eyeplan 2:** £90.00, **Eyeplan 3:** £78.00.

Section 2:

- Right:** Hoya, Diameter 65, AMPLITUDE 1.52 SUNGREY EXTRA, £40.00. Coat 1: None, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Left:** Hoya, Diameter 65, AMPLITUDE 1.52 SUNGREY EXTRA, £40.00. Coat 1: None, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Retail Price:** £80.00. **Eyeplan 1:** £76.00, **Eyeplan 2:** £70.00, **Eyeplan 3:** £60.00.

Section 3:

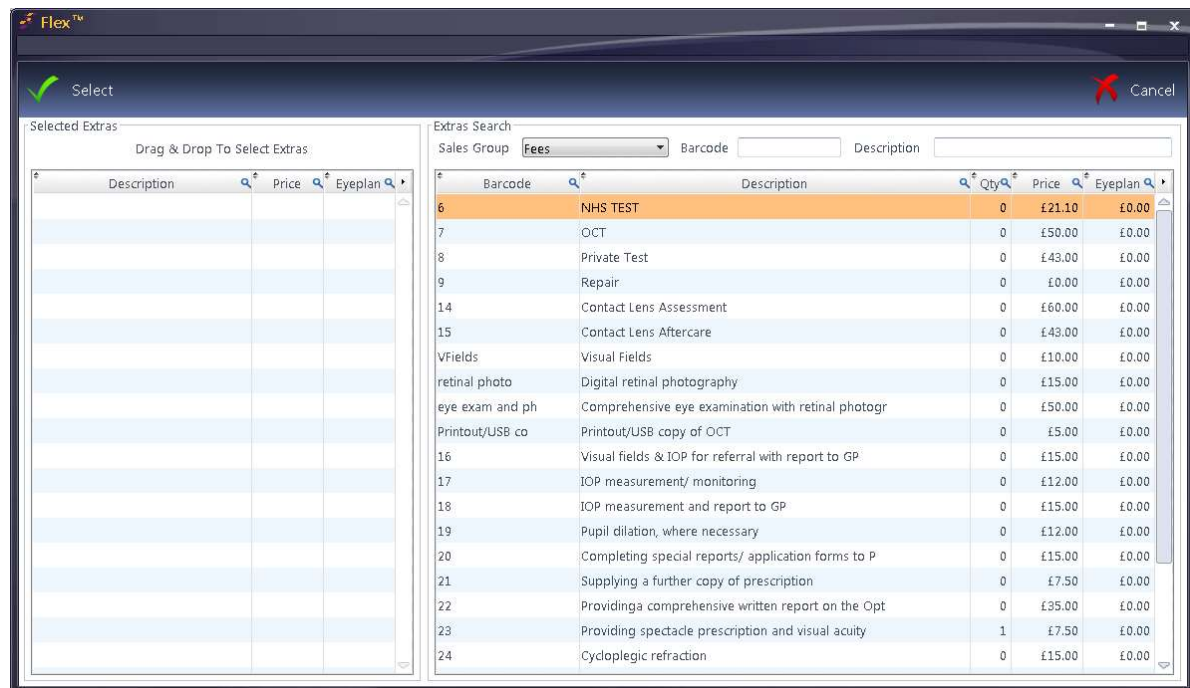
- Right:** Hoya, Diameter 65, AMPLITUDE 1.52, £40.00. Coat 1: None, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Left:** Hoya, Diameter 65, AMPLITUDE 1.52, £40.00. Coat 1: None, £0.00. Coat 2: None, £0.00. Tint: None, £0.00.
- Retail Price:** £80.00. **Eyeplan 1:** £76.00, **Eyeplan 2:** £70.00, **Eyeplan 3:** £60.00.

Press **Lens Search** 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 or not is available under [Setup - Branch - Data](#)

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** (of which the default view is selectable under [Setup - How Do I Modify my Orders Screen?](#)), 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 - please see [How Do I Apply A Discount?](#)

Add Vouchers

Vouchers can now be added at the point of Dispense. This works the same as Vouchers on the Till - please see [How Do I Add NHS Vouchers?](#)

This completes this section of the Dispense. We are now ready to check our measurements and then save.

Add Deposit

Adding a Deposit allows a deposit to be left. This will be deducted from the balance.

The screenshot shows the 'Account Top-up' dialog box. It has a title bar with 'Save' (green checkmark) and 'Cancel' (red X) buttons. Below the title bar, there are two fields: 'Amount' with a value of '£25.00' and 'Payment Method' with a dropdown menu set to 'Card'.

Measurements

Right	Balance <input type="checkbox"/>	+1.00	-1.00	100.0	0.00		/	0.00		1.00	0.00
Left	Balance <input type="checkbox"/>	+2.00	-2.00	10.0	0.00		/	0.00		1.00	0.00

Frame Measurements	
Patient's Own Frame <input type="checkbox"/>	OK2053 C3
Type <input type="text" value="Plastic"/>	Eye Size <input type="text" value="0"/> Dihedral (°) <input type="text" value="0.00"/> Box Hoz <input type="text" value="0.00"/>
Model <input type="text" value="OK2053 C3"/>	DBL <input type="text" value="0"/> P Tilt (°) <input type="text" value="0.00"/> Box Vert <input type="text" value="0.00"/>
Colour <input type="text" value="C3"/>	Side <input type="text" value="0"/> P Tilt (mm) <input type="text" value="0.00"/> Box Bridge <input type="text" value="0.00"/>
Status <input type="text" value="Frame Enclosed"/>	LTB <input type="text" value="0"/> FFV <input type="text" value="0.0"/> Head W <input type="text" value="0"/>

Lens Measurements	
Right	BVD <input type="text" value="0.0"/> Dist PD <input type="text" value="0.0"/> Dir <input type="text" value="Above Rim"/> Edge Tk. <input type="text" value="0.0"/>
	Diam <input type="text" value="65"/> Int PD <input type="text" value="0.0"/> Height <input type="text" value="0.0"/> Centre Tk. <input type="text" value="0.0"/>
	Near PD <input type="text" value="0.0"/> Seg. Inset <input type="text" value="0.0"/> Front Curve <input type="text" value="0"/>
Left	BVD <input type="text" value="0.0"/> Dist PD <input type="text" value="0.0"/> Dir <input type="text" value="Above Rim"/> Edge Tk. <input type="text" value="0.0"/>
	Diam <input type="text" value="65"/> Int PD <input type="text" value="0.0"/> Height <input type="text" value="0.0"/> Centre Tk. <input type="text" value="0.0"/>
	Near PD <input type="text" value="0.0"/> Seg. Inset <input type="text" value="0.0"/> Front Curve <input type="text" value="0"/>

Pair Notes :

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 you press this button at the top of the screen, 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, 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.

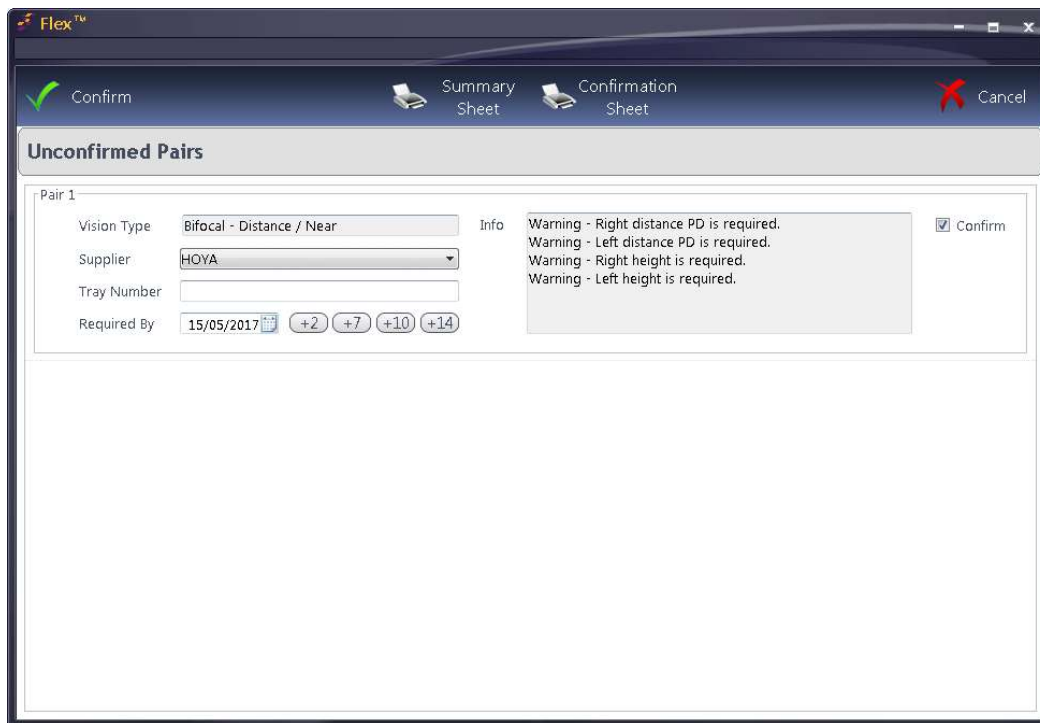
Enter the relevant detail and the red figures will turn to black. Tips:

- The default direction can be set under [Setup - How Do I Modify my Orders Screen?](#)
- Entering a Binocular PD in the **Right PD** boxes will split the values, although you can update the **Left Rx PD** if needed. Values over 40.0 are split automatically. Monocular PDs can also be entered, but nothing will copy into the other eye if this is entered.

Ready to confirm? Press



Once the DO is happy, they can press **Confirm** and the confirmation screen will appear. 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. *This is most common for practices who use [Clinical Billing](#)*

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.

All of the content within this paper guide is lifted from our online resources. There are several of these online, available by clicking on the blue question mark in the top-right of FLEX.

If you would like to be sent further resources or to discuss training materials and visits, please call 0800 310 2400 or access our training portal at www.optinetuk.com/support