



In this section we will discuss the setup process for integrating VisionWeb with the Crystal Practice Management Software. This integration will allow you to order glasses from your VisionWeb approved labs directly from the Crystal Practice Management software. Please make sure you have a VisionWeb account with your lab supplier(s) configured in VisionWeb. If you do not have an account with VisionWeb or need assistance with configuring your Lab supplier(s), please contact VisionWeb at **(800) 874-6601**.

To begin the integration process, you will first need to navigate to the admin (1) section of Crystal then down to VisionWeb (2). Please refer to the example below.

The screenshot shows the Crystal Practice Management software interface. At the top, there is a navigation bar with icons for Patient, Billing, Tasks, Schedule, Inventory, Reports, Records, and Admin. The Admin icon is highlighted with a red box and an arrow labeled '1'. Below the navigation bar is a sidebar menu with various categories. The 'Frame Labs' category is highlighted with a red box and an arrow labeled '2'. The main area displays a table of billing items with columns for Bill C..., Proc C..., Qu, Time, Description, Category, Tax, Opt..., R..., Full..., Fra..., Misc, Pla..., Typ..., and Fee. The table contains several rows of data, including '2nd Pair Frame', '3rd Pair Frame', and various 'Removal FB' and 'Excision/Transposition' items.

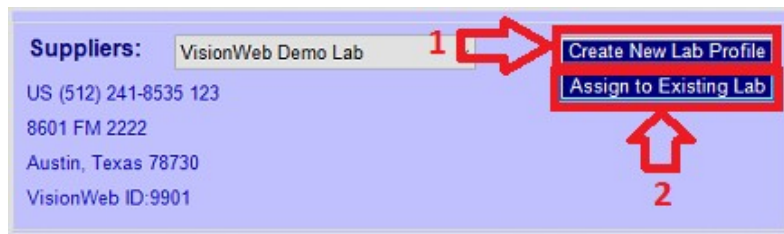
Once you are in the VisionWeb section you will need to enter your VisionWeb Username and Password (1) then press the **Verify Login** button. If the Username and Password were entered correctly you will see a line that says **Assign VisionWeb Suppliers to Lab Profiles**. Please refer to the example below.

The screenshot shows the VisionWeb login screen. At the top, it says 'Successfully Logged into VisionWeb'. Below this, there is a checkbox for 'Use Multiple VisionWeb Accounts (assigned by Primary Provider)'. To the right, there is a section titled 'How to Initialize VisionWeb' with three steps: 1) Enter a valid Username/Password combination, 2) Verify Login, and 3) Assign suppliers to lab profiles. The login form has fields for 'Username:' (containing 'visionweb') and 'Password:' (containing '****'). A red box highlights the 'Verify Login' button, with an arrow labeled '2' pointing to it. Below the 'Verify Login' button, there is a link that says 'Assign VisionWeb Suppliers to Lab Profiles', which is also highlighted with a red box and an arrow labeled '3'. The 'Username' field is also highlighted with a red box and an arrow labeled '1'.



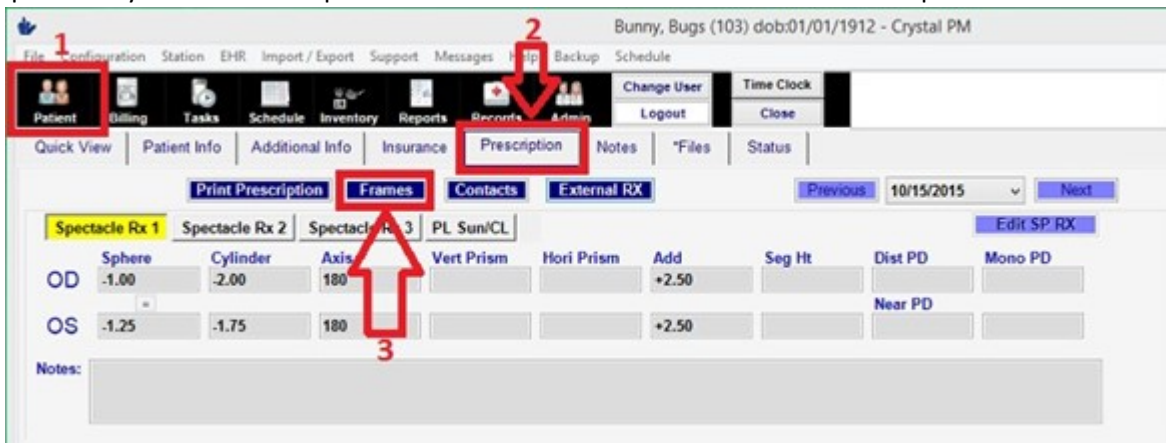
You will need to click on **Assign VisionWeb Suppliers to Lab Profiles**. This will give you a list of your lab suppliers that are setup in Vision Web. If your lab suppliers are not listed in the dropdown then you will need to contact VisionWeb.

Now you want to link the VW suppliers with your labs in Crystal that are configured in Inventory – Optical Labs. If your labs are not set up in Crystal, you can click Create New Lab Profile (1) and this will set up a new lab here. You must leave the VisionWeb tab in Crystal and return for the change to take place. Once this is done, click Assign to Existing Lab (2) and choose the lab that corresponds with the supplier in the dropdown. Please refer to the example below.

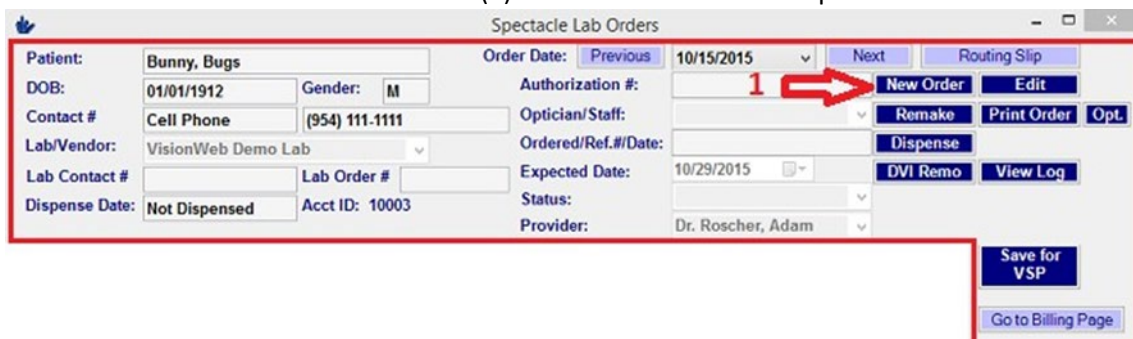


THE ORDERING PROCESS

You will need to navigate to the Patient section (1) of Crystal then to the Prescription tab (2). Once you are in the Prescription tab you will need to press the Frames button. Please refer to the example below.



Once you have pressed the Frames button, the Spectacle Lab Order screen will open. From here you will need to press the New Order button (1). Please refer to the example below.





Under the **Lab/Vendor** dropdown (1), choose one of your VisionWeb labs. You should now see a blue button appear that says **Configure Lens on VisionWeb** (2). You will need to fill in the order information in Crystal **BEFORE** pressing the **Configure Lens on VisionWeb** button.

The screenshot shows the 'Spectacle Lab Orders' form. The 'Lab/Vendor' dropdown menu is open, showing 'Essilor of Dallas' selected, which is highlighted with a red box and labeled '1'. At the bottom right of the form, a blue button labeled 'Configure Lens on VisionWeb' is highlighted with a red box and labeled '2'. Other fields include Patient: Bunny, Bugs; Order Date: 9/09/2021; and various contact and authorization information.

Once you press the **Configure Lens on VisionWeb** button, a VisionWeb screen will open allowing you to configure and order your lenses from your selected lab supplier.

Go through the ordering process, selecting your lenses and lens options. Once you are done entering in the information and submitting the job, a window will open up showing you a list of values that be transferred from VisionWeb into your order inside of Crystal. Please refer to the example below.

Label	Crystal PM Value	VisionWeb Value	Saved Value
VisionWeb Status		PENDING	PENDING
VW Order ID		SP26X390	SP26X390
OD Mono PD		31.50	31.50
OS Mono PD		31.50	31.50
Fr. Material	Plastic	Metal Edge	Metal Edge
B	43.80	44	44
Lens Type	Progressive	Varilux Comfort 2	Varilux Comfort 2
Lens Desc	PAL - Varilux Comfo	Varilux Comfort 2	Varilux Comfort 2
L Material	Polycarbonate	Polycarbonate Clear	Polycarbonate Clear

At the bottom of the window, there are radio buttons for 'Changed Values (ignore blanks)' (selected), 'Show All', and a checkbox for 'Do Not Update Lens Info' (which is circled in red). An 'Update Order' button is located at the bottom right.

Once this window open, you will need to do put a check mark in the check box that says **Do Not Update Lens Info**, then press the **Update Order** button located at the bottom right corner of the window. The small window will close. You will now need to press the Save button on your order. Doing so should open up the routing slip and allow you to proceed with the billing process.



Alternative VisionWeb Setup

If you wish to have the ability to link the VisionWeb vision values so that a routing slip can be created after you create your Spectacle Lab order, then you will need to follow the directions listed below.

You will want to go through an entire VisionWeb order, making notes of EXACTLY how your lab suppliers have the different lens options listed. Once you have the EXACT listings of options from VisionWeb, go back into Crystal and navigate to **Admin – Defaults – Frames Page Defaults**. Here you will go through each section, clicking “Add Item” to add an option from VisionWeb. Be sure your spelling, capitalization and punctuation are EXACTLY the same as in VisionWeb.

When adding your options in Crystal, keep in mind what section you are adding them to. The options in the Lens Design section in VisionWeb should be placed in the Description section of the Frame Page Defaults in Crystal. The options in the Lens Material section of VisionWeb should be placed in the Materials section of the Frame Page Defaults in Crystal and the options in the Available Treatment section of VisionWeb should be placed in Coating 1 in Crystal.

Once you have the item(s) added, you now want to link billing codes to them by clicking “Add Billing Code”. For a further explanation of linking bill codes to values in the Frame Page Defaults Section please refer to our Optical Setup Guide. Once completed, when you configure your lenses on VisionWeb The options will import back in to the into your spectacle lab order screen. This means that when you save the order, and the **Verify Changes** window opens, you **DO NOT** have to put a check mark in the **Do Not Update Lens Info** check box.