

Solenzara Web Order user Guide

Solenzara is a program that allows the entry of orders for uncut to shape or diameter, remote edged or supply frame and lens orders. This depends on what the individual lab offers. Access to the Solenzara site can come from within the VCADevice program, via a link on a website or using a link provided by the lab. Some options may advance straight to an in-box feature or directly launch order entry. This is to speed up the order processing element.

Accessing the Site

Certain linking mechanisms have the option to login to the Solenzara automatically and removes this requirement. However, if manual login is required a window similar to the below will appear.

Using the details provided by the lab enter the user name and password into the respective boxes. User name is not case sensitive but password is.

Sample Lab +44 (0) 1608 670053 info@solenzara.co.uk		167 a (xe6)
<div>Login</div> <div>User <input type="text"/></div> <div>Password <input type="password"/></div> <div>Login</div>	<div>Create a Prescription Order</div> <div>Use this to create a new prescription order to be sent to the lab.</div> <div>Enter Order</div> <div>View Drafts</div> <div>Use this to continue with partially entered orders.</div> <div>View Drafts</div> <div>View Job Status</div> <div>Use this to view the status of orders that have been entered.</div> <div>Job Status</div> <div>Remote Edging</div> <div>This application also allows remote edge orders to be placed but you do need to have software installed on your local PC. Please click the button to download and install the tracer communication software on your PC.</div> <div>Download</div> <div>Bulk Lens Ordering</div> <div>Use this to create bulk lens orders</div> <div>Bulk Lens</div> <div>Logout</div> <div>Use this to log out of the system. Please note you will be automatically logged out after 10 minutes of inactivity so please save your work</div> <div>Log out</div>	
Speak with us +44 (0) 1608 670053		
Hawk stone DESIGN		
Cookie Policy		
Log out Suggestions		

Once logged into the site the various options will open to allow the placing of orders, reviewing draft orders, search for order updates, downloading VCATracer software and Wholesale ordering. Offering may differ dependant on the options available from the supplier.

Sample Lab +44 (0) 1608 670053 info@solenzara.co.uk		167 a (xe6)
<div>Your details: guest</div>	<div>Create a Prescription Order</div> <div>Use this to create a new prescription order to be sent to the lab.</div> <div>Enter Order</div> <div>View Drafts</div> <div>Use this to continue with partially entered orders.</div> <div>View Drafts</div> <div>View Job Status</div> <div>Use this to view the status of orders that have been entered.</div> <div>Job Status</div> <div>Remote Edging</div> <div>This application also allows remote edge orders to be placed but you do need to have software installed on your local PC. Please click the button to download and install the tracer communication software on your PC.</div> <div>Download</div> <div>Bulk Lens Ordering</div> <div>Use this to create bulk lens orders</div> <div>Bulk Lens</div> <div>Logout</div> <div>Use this to log out of the system. Please note you will be automatically logged out after 10 minutes of inactivity so please save your work</div> <div>Log out</div>	
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Enter Order into Solenzara

Once logged into Solenzara click on the [Enter Order] button. This can be found under the 'Create a Prescription Order Section'.

RX Order Form

Order/Reference: Order/Reference: needs a value

Call on: +44 (0) 1608 670053

Order Type: -- No Selection -- Order Type: needs to be selected

Rx

Click to enter Prism

Source

-- No Selection --

Diameter

Standard Shape

Trace file

Library frame

Frame

Width (A) Depth (B) DBL

Frame Type

-- No Selection --

☐ Polish

Diameter

Right

Left

P.D. Right Near P.D. Height Direction

Left

Lens

Click here to enter RIGHT Lens

Click here to enter LEFT Lens

Click to enter Special Instructions

Close Reset Save Draft Place Order Thickness Diameter

Once clicked on this button the entry screen will appear. It is recommended that the order is completed from top to bottom ideally using the 'Tab' key as this will guide the user through the entry process, ensure a set does not get missed.

1. Order Reference and Order type

Order/Reference - Enter a reference into the box that will help with the matching of the order to a job once this arrive back after production.

Order Type - Select a relevant order type to ensure the lenses are received back in the correct format

Order/Reference: Order/Reference: needs a value

Order Type: -- No Selection -- Order Type: needs to be selected

Axis Add

Uncut - Lenses only

Glazed - Send in frame

Supply lenses and frame

Remote Edged Lenses

(Uncut - Lenses ready to be glazed, Remote Edged - Lenses cut to the shape of the frame, Send in Frame - Frame sent to lab for glazing, Supply Lenses and Frame - Order for complete spectacles supplied and fitted at the Lab)

2. RX - Customer Prescription

Enter the customer prescriptions based on the lenses that you will be purchasing. Single Vision, Bifocal, Progressive or Degressive. These should be entered as per the specifications of the supplier. Only enter the prescription of the required item.

Rx

Sph Cyl Axis Add

Right

Left

3. Prism - This is for corrective prism and may require a click to open the entry boxes

Enter the prism required and then the direction in which the prism should be placed.

Prism			
Right	Horizontal	Direction	Vertical
		- Not Set -	- Not Set -
Left		- Not Set -	- Not Set -

4. Source - This is shape source as per the order requires

Diameter - Uncut lenses to a specified blank

Standard Shape - Lenses optimised to a selected shape

Trace File - Lenses optimised or cut to a specified shape

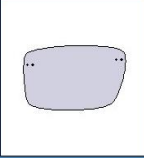
Library Frame - Lenses made to a library frame format

A/B/ED - Allow basic frame dimensions to be entered



Source
-- No Selection --
Diameter
Standard Shape
Trace file
Library frame

For 'Diameter', 'Standard Shape' or 'A/B/ED' select/enter the desired information into this section of the ordering form. For the 'Trace File' or 'Library Frame' options a new window will be opened for the selection of the correct trace or frame model.

Using **Trace Files**, all uploaded traces will be visible in the list. A filter can be applied by typing a reference into the 'Filter:' box and then clicking on the [Look] button. This will then narrow down the results. Also visible on this window are the externally sourced shapes. These are normally supplied by the manufacturer and can contain shapes with drill data. It is also possible to locate these by using the system filters. Once the correct shape is located, select it, clicking on it and then click [Use Selected Trace]. This will then return to the main order entry menu.

Uploaded Traces		
Silhouette	Filter: 5371	
Carbon T1	<input type="button" value="Look"/> <input type="button" value="Clear"/>	
	References	
	5371_55_19_ASIEN_Carbon+T1	
		Trace 5371_55_19_ASIEN_Carbon+T1 Uploaded 22/03/2023 16:18:03 Width (A) 54.99 Depth (B) 32.68 DBL 19.00
Back		
<input type="button" value="Use Selected Trace"/> <input type="button" value="Do NOT use a trace"/>		

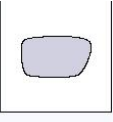
Using a **Library Frame** will display the items that the supplier can provide with lens orders. A filter can be applied on this window to help search for the correct frame. Enter the frame name into the 'Filter' options and click [Look]. This will display items that match the information entered. Select the relevant model using the description, shape or image displayed on the screen. Click on the [Use Selected Items] to continue with order entry. This will return to the main order entry menu.

Frames	
Filter: Bolt	<input type="button" value="Look"/>
Frames	
-- No Selection --	
Nova Sport Bolt NV6317 F01	
Nova Sport Bolt NV6317 F03	
	Sizes 68x16 Matte Black with F1
	Code: NV6317F0368 Description: Nova Sport Bolt NV6317 F03 Eyesize: 68 DBL: 16 Colour code: F03 Colour: Matte Black with Flu Type: Plastic
	 
<input type="button" value="Close"/> <input type="button" value="Use Selected Item"/>	

5. Confirmation of Frame Details

Occasionally the information for the frame may be incomplete. It is necessary to review the section before proceeding.

Frame			
A003_50_16			
Width (A)	50	Depth (B)	29 DBL 16
Frame Type			
Metal			
<input type="checkbox"/> Polish			



6. Patient Fitting Details

This is the section that requires the patient centration details. These are entered in millimetres and can be in 0.5 or 0.1 steps depending on the manufacturer.

	P.D.	Near P.D.	Height	Direction
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	- Not Set -
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	- Not Set -

7. Choose the Lens

Once the lens option is selected the lens picker will be displayed. If only a left lens is required, cancel the lens selection from the right and continue with the left. Lenses can be chosen based on the filter options within the picker. Select any of the following, in any order to view a restrict list of lenses.

Material

Style

Colour

Design

Manufacturer (may not be visible if only one supplier)

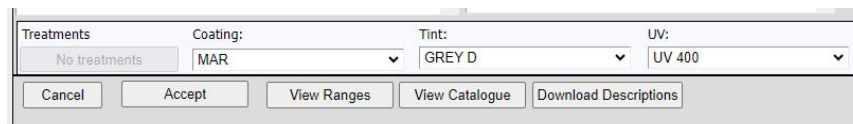
It is also possible to enter a code or information in the search box.

Material -- No Selection -- Glass Plastic 1.5	Style BIF	Colour Clear Brown Grey	Design ROUND SEGS FLAT TOP D SEGS	Manufacturers Generic
<input type="checkbox"/> Finished Lens Only				
<input type="button" value="Reset"/>				
<input type="button" value="Search"/>				

Lenses -- No Selection -- R22 1.50 R22 1.50 High Adds R40 1.50 R45 1.50	Quickpick
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8. Selecting Additional Options

Once the lens has been selected the available treatments will also become



available. Utilising the drop down menus will allow the selection of a Treatment, Tint and/or UV. It is also possible to [View Ranges] and [View Catalogue]. If a treatment is not required click on [No Treatments]. Once all the options have been selected click on the [Accept] button to continue with the order.

9. Additional Information

Prior to completing the order there are some additional options that are available between sites and lenses.

Special Instructions - Additional information can be added for Centre, Edge, Base, Form, Prism Thin, comments, vouchers and express delivery

Freeform - If a lens option requires additional information, this will be displayed after the lens type has been added. These are dependant on the manufacturer requirements.

Diameter calculation - The site can calculate a diameter especially when the order is being made to a shape. This can assist in choosing a stock alternative. Click on the [Diameter] button for the system to process this calculation

Availability Checking - To ensure an item is within range or available as entered simply click on the [Availability] button to check this

Save for Later - Using the [Save Draft] button will allow an order to be saved for processing later.

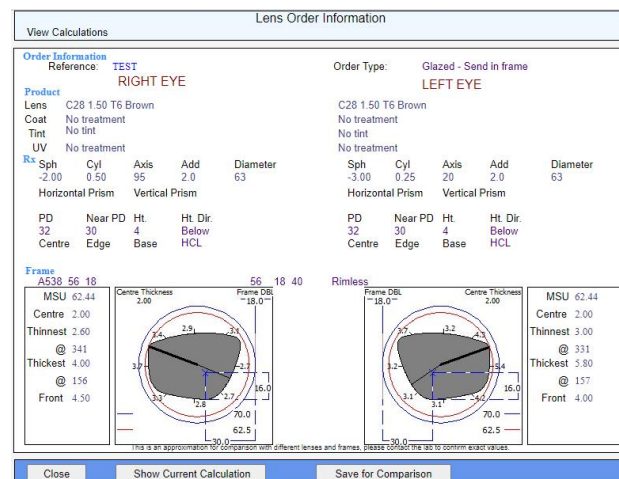
Starting Over - If the order entry screen needs to be cleared clicking on the [Reset] button will clear this screen.

Diameter and Availability are checked during the sending process.

10. Reviewing Lens Thickness

It is possible to review the estimated substance of a job. This is based on standard calculations and will be less accurate on Free-form orders but this gives a visual representation of what the lenses will look like once complete. There is the additional option to make a comparison with a second material option.

Click [Close] to return to the order entry menu.



11. Send the Order

Once the details of the order has been checked the order can then be sent to the supplier. This process is done by clicking on the [Place Order] button. Once this is done, a reference will be displayed. This will be unique to the order and will allow the tracking of the products.

12. Continue to a new order or copy last

A function to copy last has been built in this reduces double entry. Alternatively a new order can be started.

Tracking an Order Solenzara

This option offers the ability to check the progress of an order within the lab. From the main menu select [Job Status]. This will then display the following window:

Search Orders

Reference:
Job Num:

Sort by:

☐ Reference
☒ Entered
☐ Job Number

Look

Number:
Reference:
Entered:
Status:
Account:

Reference	Entered	Number	Status	Completion
325-1406	14/06/2023 14:21:00	586494	Sent	16/06/2023
7-1306	13/06/2023 14:19:00	586168	In Production	19/06/2023
10-1306	13/06/2023 14:17:00	586167	Sent	15/06/2023
315-1206	12/06/2023 15:23:00	585915	Customer Services	27/06/2023
324	12/06/2023 15:20:00	585913	In Production	27/06/2023
346-1206	12/06/2023 15:19:00	585912	In Production	27/06/2023
321	12/06/2023 15:17:00	585911	In Production	22/06/2023
368	12/06/2023 15:10:00	585910	In Production	22/06/2023
414-1206	12/06/2023 15:07:00	585904	In Production	16/06/2023
479-1206	12/06/2023 15:05:00	585902	Sent	14/06/2023
44-1206	12/06/2023 15:04:00	585900	In Production	22/06/2023
412	12/06/2023 15:02:00	585899	In Production	16/06/2023
67	12/06/2023 14:55:00	585895	In Production	27/06/2023
4	12/06/2023 14:46:00	585890	In Production	16/06/2023
65-120623	12/06/2023 14:44:00	585887	In Production	16/06/2023
55-1206	12/06/2023 14:42:00	585884	Sent	15/06/2023
58-1206	12/06/2023 14:31:00	585875	In Production	21/06/2023
319	09/06/2023 15:58:00	585456	Sent	16/06/2023

First Next Previous Last

Close

View Order

Copy this Order

Print this Order(PDF)

Report as CSV

Within this there is the ability search for orders via 'Reference' or the Solenzara 'Job Num'. Once this information is entered then clicking on the [Look] button will display only orders matching all or part of the information entered.

Selecting the required order will then allow the user to view, copy or print a PDF of the order. Simply click on the option required and follow the on screen instruction. If copying an order the placing function is similar to the information in this guide.

View Order

Copy this Order

Print this Order(PDF)

There is also a report function on this screen and this allows the user to download an excel document that allow information to be downloaded for a specified period. Click on the [Report as CSV] this will display a filter option:

Specify the date range required and then click the [Create] button this will then offer a report for download once it has been created.

Create CSV Report on Orders

Select Date for the report

☒ Today
☐ Yesterday
☐ This Week
☐ Last Week
☐ Last 7 days
☐ Last 14 days
☐ This Month
☐ Last Month
☐ WIP
☐ Entered
☐ Current

Create

Cancel Report

Drafts on Solenzara

As part of the automated functions within Solenzara there is an Auto Save function to place partially created orders to drafts. This can be useful if the user is interrupted part way through placing an order or if the required an operator can click on the [Save to Draft] button. At this point the order will be saved with the relevant information saved. Selecting the [View Drafts] button will open a window that will display the saved drafts. Choose the draft from the list and select the relevant option on the window to continue with the order etc.