



User Guide **Hawkstone Design**

Contents Page

Unit 1 - Getting Started

1. Annapurna - Getting Started and Main Menu Options

Unit 2 - Order Processing Menu

1. Annapurna Order Processing Menu
2. Annapurna Browse Orders

Unit 3 - Purchasing

Unit 4 - Data

1. Updating Product Information via Data Editor
2. Updating Product Information via Annapurna
3. Adding Data to the Kalahari and Inventory Program.

Unit 5 - Commercial

1. Packages
2. Updating Pricing

Unit 6 - Settings

1. Entering Target Delivery Times



Unit 1 Getting Started Annapurna

Unit 1 Getting Started and Main Menu Options

Logging into the System

The system administrator will provide you with a set of login details. These will allow you to have access to the system. On your screen there will be a Shortcut to the program.

Double click on the shortcut.

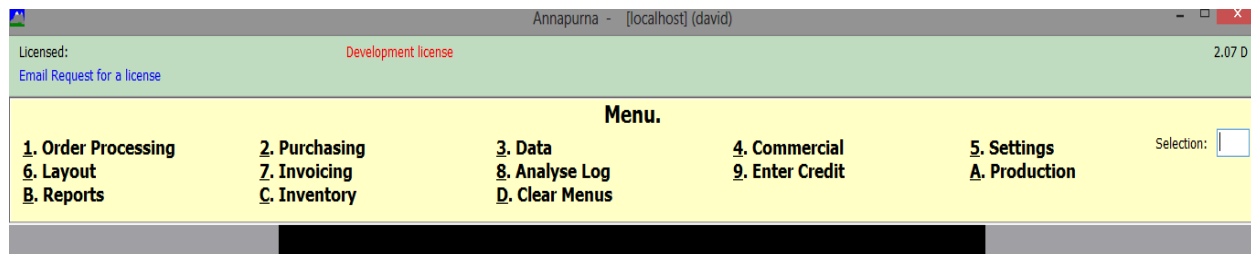


A prompt will appear, enter the login credentials. Place the user name and password in the corresponding box and **Log in**. (Please be advised that this section is case sensitive).

The login prompt window is titled 'Annapurna - [localhost] (david)'. It contains the following elements:

- A 'User' label followed by an empty text input field.
- A 'Password' label followed by an empty text input field.
- A 'Cancel' button on the left and a 'Log in' button on the right.

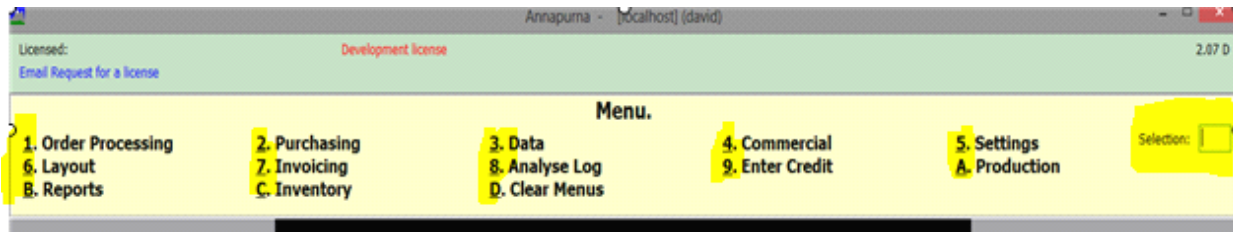
Menu and Option Selection



*****Please note the numbers of these menus are subject to change dependent on user privilege's and system requirements.*****

Once logged into the system then a number of options will be displayed. This may be limited depending on user level access. Each menu allows access to a different process within the program.

Below is a brief explanation of what each menu contains. Each menu option contains a sub menu. A more detailed explanation on the sub menus will be given on the way through this user guide.



****Please note the numbers of these menus are subject to change dependent on user privilege's and system requirements.****

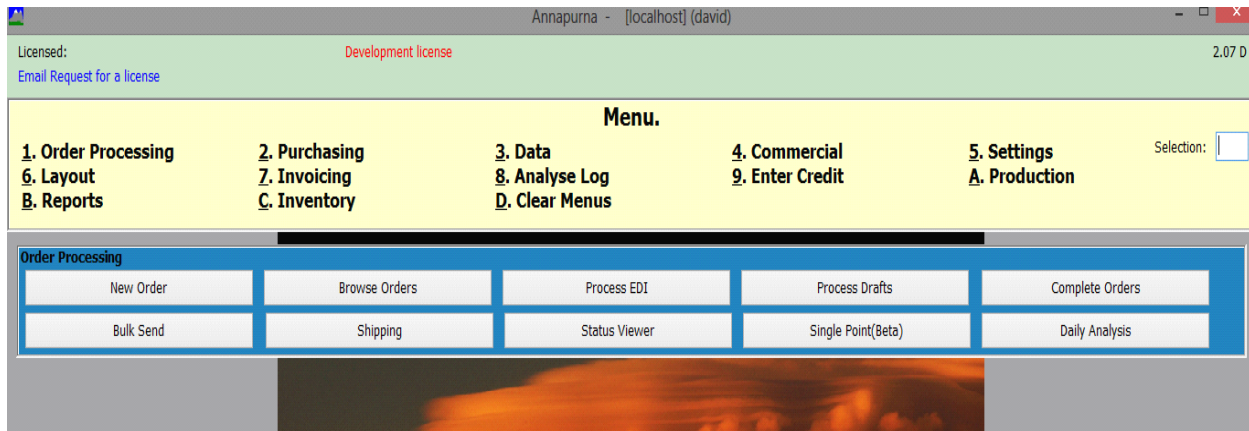
1. [Order Processing](#) – Allows for the entering, order progressing, locating and checking of any orders that are currently being processed.
2. [Purchasing](#) – Allows for the processing of orders to external suppliers and receiving them back from these suppliers
3. [Data](#) – Updating current information held within the system. Lens data, treatments, frames and ranges. Also allows for the uploading and downloading of manufacturers catalogue.
4. [Commercial](#) – Uploading of prices for for al aspects of the system to include lens pricing, discounts etc
5. [Settings](#) – Any setting linked to the system. This includes file storage locations, scheduled backups, transferring of information etc.
6. [Layout](#) – Print layouts for various printed documents within the program.
7. [Invoicing](#) – Invoicing of any completed orders
8. [Analyse Log](#) – View current status of the system
9. [Enter credit](#) – Crediting any orders returned from customers
- A. [Production](#) - Contains links to lens calculation information and the machine interface options that are required to pass information to the optical equipment.
- B. [Reports](#) - This is a link to various reporting features within the Annapurna system.
- C. [Inventory](#) - This option allows the company to keep track of stock levels and usage
- D. [Clear Menus](#) - Clear any open menus so that you just have the main screen visible.

From the main menu an option can be selected by clicking on the name or number of the menu required or typing the menu number in the selection box.



Unit 2 Section 1 **Annapurna Order Processing**

Order Processing Menu



This is the first menu option within the Annapurna system have been opened. Within this menu are a series of sub menus. Each of these relate to different features of the the system. The following will go through each option in detail to guide anyone who uses the system through the following options:

- New Order
- Browse Orders
- Process EDI
- Process Drafts
- Complete Orders
- Bulk Send
- Shipping
- Status Viewer
- Single Point (Beta)
- Daily Analysis

2.1 New Order

When you click on this button a new order form will appear on screen. This should be blank although if a previous order has not been completed then some information maybe stored. This is a feature of the program that tries to limit information being lost for no reason. If this order is not required then click on the <Reset> button which can be found on the bottom left corner of the order screen/window.

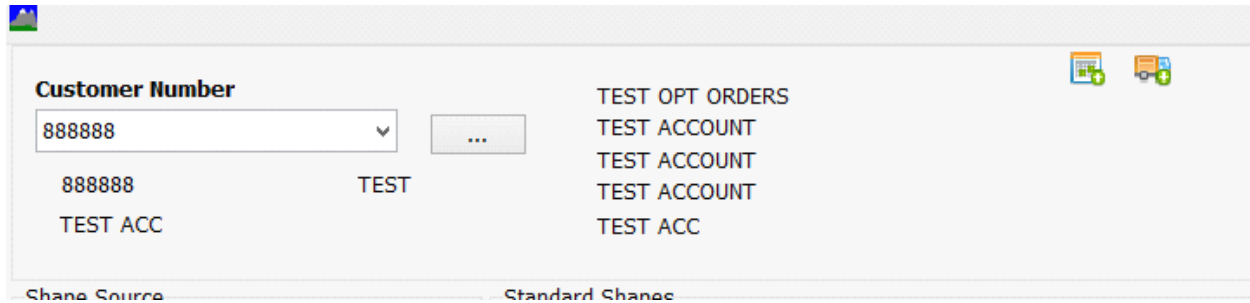
Once there is a clear screen a new order can be processed. This order form works from the top left corner all the way through to the bottom right corner.

The order entry process is done using a combination of the Tab key and the mouse. The design of the program will encourage the use of the keyboard on certain screens as this speeds up the process of placing orders etc.

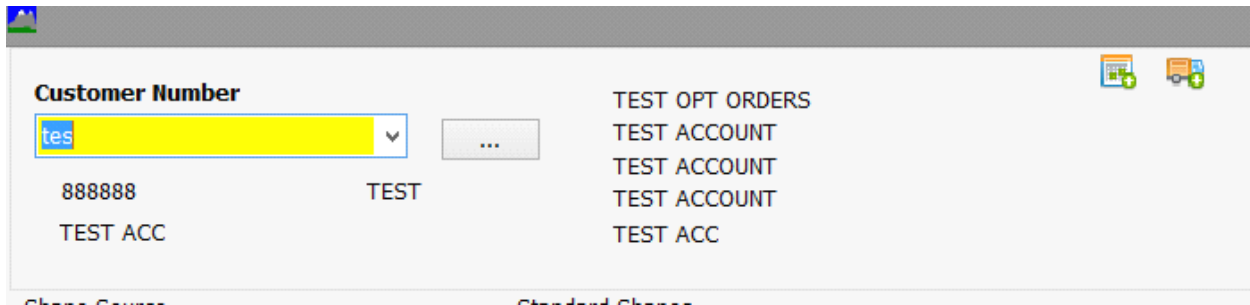
Customer Number

This is the unique record number of the customer, their account number. This can be entered in a number of ways.

- Entering the exact account number
- Using an abbreviation of the customers name
- Using the dedicated search feature

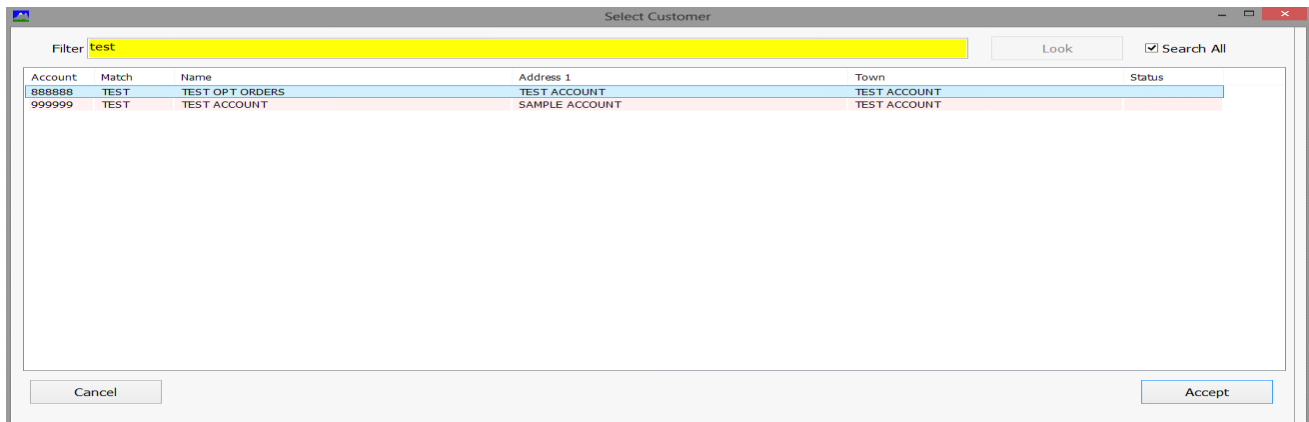


If entering the account number, type this into the the box below **Customer Number** and press tab. The details of the customer should then appear on the screen just to the right hand side of the customer number



If using an abbreviation of the customers name then type this name into the box below **Customer Name** and press tab. The details should appear on the screen just to the right hand side of the customer number.

Launching the Account Search Feature

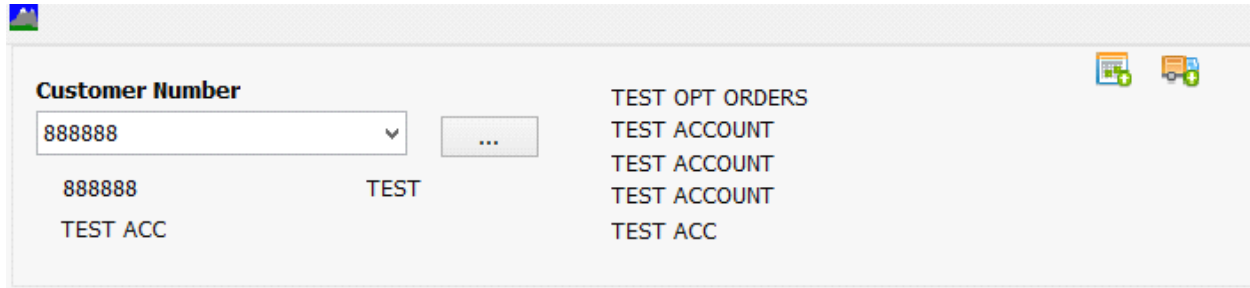


N.B. This feature is the standard way for some customers to select and account and may appear on screen automatically.

If the customer account number is not known and an abbreviation did not work a search can be done to locate this customer. This is done by launching the search feature which can be found next to the account number box. The icon/button is a series of dots **...**. Click on this button and this screen will appear. The search can be run on any information that

you have about this customer. Town, postcode, name should always come back with a result. If no result is found please try another bit of information. If no record is still reported then please contact the system administrator to ensure the customer has a valid account number.

Delivery Address



Customer Number

888888

888888 TEST

TEST ACC

TEST OPT ORDERS


TEST ACCOUNT

TEST ACCOUNT

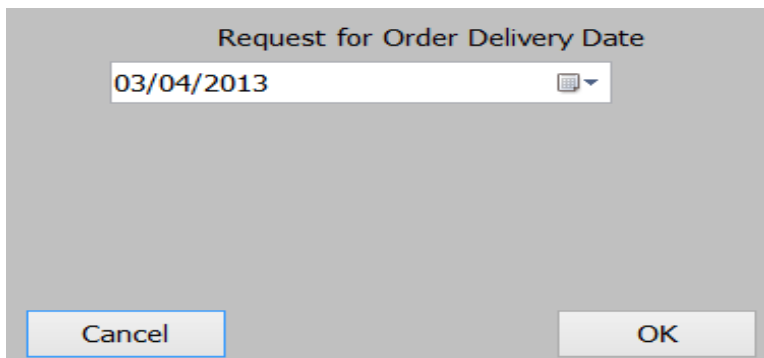
TEST ACCOUNT

TEST ACC

Once the customer details have been entered then the next section is to specify a desired delivery address. If this is the same as the current customer address then you do not have to process this information.

To choose an alternative delivery click on the the icon of the van . This will take you to an account search screen. Enter a search criteria (account number, post code, etc) and select the account you wish to have the goods delivered too. The delivery address will then print out and the dispatch note.


Requested Delivery Date



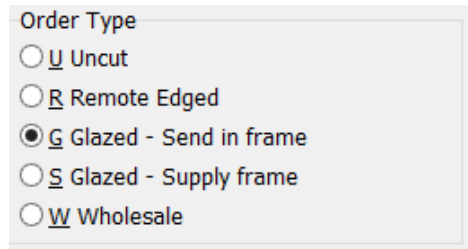
Request for Order Delivery Date

03/04/2013

Cancel OK

Within the system it is possible to select a requested delivery date. This can be placed on the order so that the lab is aware of when the order needs to be sent out by. To populate this information click on the calendar icon . Place the requested date in this box this will allow for the product to be expedited through the system.

Order Type



Order Type

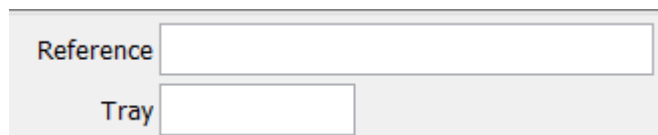
- U Uncut
- R Remote Edged
- G Glazed - Send in frame
- S Glazed - Supply frame
- W Wholesale

N.B. Shortcut Option for selection of the order type enter the corresponding letter next to the order type. **Please note the options in these menus are subject to change dependent on user privilege's and system requirements.**

In this section you will pick how the order is going to be completed. These are the options and some explanation of the meanings:

1. U Uncut - No frame supplied the request is for lenses that do not required glazing but may require special subs. These can still be surfaced to a shape.
2. R Remote Edged - Order normally would have come in from an external source, such as the internet. Lenses will be sent out cut to the shape of the frame but will not be fitted into a frame.
3. G Glazed-Send in Frame - Customer has sent frame to be glazed with the lenses that are being made
4. S Glazed-Supply Frame - Customer wants the worked lenses glazed into a frame that will be supplied from the Lab
5. W Wholesale - Customer would like to by a number of lenses not for individual patients but for the replenishment of their in house stocks. This could be finished or semi finished product.

Reference and Tray



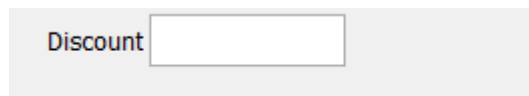
Reference

Tray

A reference is normally unique to an individual order. This can be in the form of a Numerical tray, a patient name or a combination of the both.

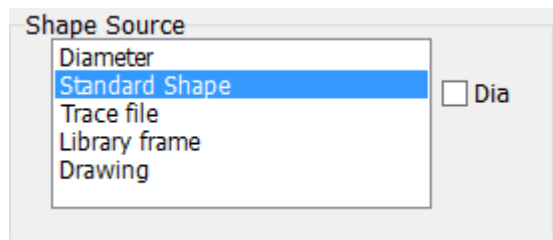
The tray is normally a number that is assigned to the specific job whilst it is in the lab. This number can be reused and recycled over again but whilst this particular order is being processed through the lab then it cannot be allocated to another job. Only when this order has been complete can the tray number be recycled.

Discount

A screenshot of a software interface showing a label 'Discount' followed by an empty rectangular input box.

This is a field that is reserved for giving special discount on the job. One use of this option is for given a discount to staff members on there own specific jobs. This area is password protected to ensure that only select individuals can give this kind of discount to a customer. This means that the system cannot be abused.

Shape Source

A screenshot of a software interface showing a dropdown menu titled 'Shape Source'. The menu is open, displaying five options: 'Diameter', 'Standard Shape' (highlighted in blue), 'Trace file', 'Library frame', and 'Drawing'. To the right of the menu is a checkbox labeled 'Dia'.

These give the options of what type of shape can be used with a particular order type. A set of defaults are in place with the most common selections. This can be changed by selecting a different option.

Diameter

This is where the lenses are worked to a standard sized blank. The lenses are worked to a standard edge substance based on the information given. This will link to the Order type that you specified and a type of frame may be requested

Standard Shape

These are predefined shapes that are held in the system. They allow for the refinement of the edge substance and will allow for a better finish. Lenses that are a plus prescription will come out thinner in most cases.

Trace File

This allows a trace file to be uploaded from an OMA tracer and will give the most accurate of finishes.

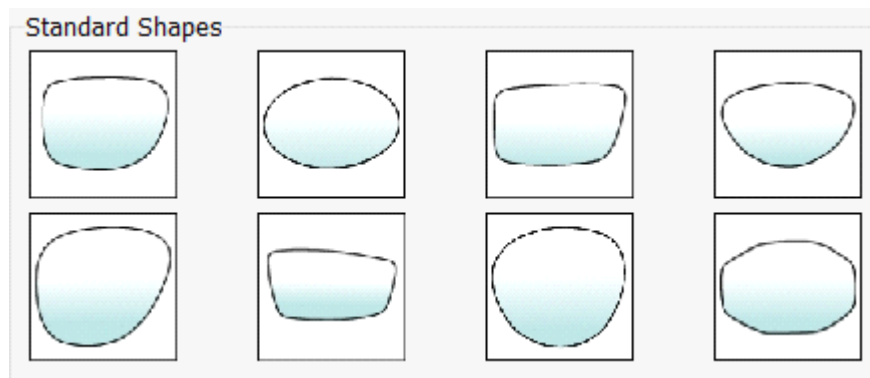
Library Frame

Frames and shapes can be stored in the system for later use. A handy way of being able to select the correct frame and shape. It is a must that these frames are retraced prior to being edged as the shape and size can differ dramatically.

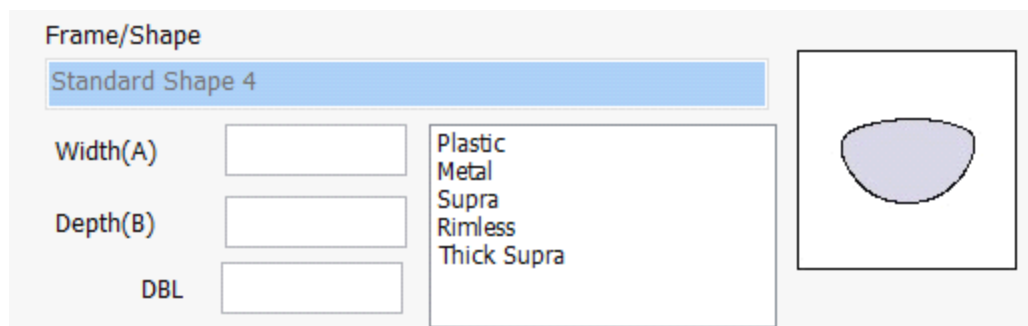
Drawing

If an order has been faxed, a way of getting an accurate representation of the required shape is to draw around or digitize it. This would give you an accurate shape in which to surface the order.

"Standard Shape" Option



Once this option has been selected the operator will need to pick a shape from those displayed on screen. The operator will only be able to choose the closest option. This will give an accurate enough shape in which to process the lenses. Click on the best match. Once this is done you will need to enter the required dimensions.

A screenshot of a software interface titled "Frame/Shape". It features a dropdown menu currently showing "Standard Shape 4". Below the dropdown are three input fields labeled "Width(A)", "Depth(B)", and "DBL". To the right of these fields is a list of material and style options: "Plastic", "Metal", "Supra", "Rimless", and "Thick Supra". On the far right, there is a preview window showing a shaded lens shape within a square frame.

In the above fields enter the:

- Width (A) as measured at the widest point of the frame
- Depth (B) as measured at the deepest point of the frame
- DBL as measured at the narrowest point between the left and right lens.

All of these measurements are box measurements.

The chosen shape will appear in the shape box so that you can check what shape has been selected.

"Trace File" selection

Shapes would normally be traced prior to the order being processed. When this has been done the file would be placed in a central location. When you trace the order it will be given a reference this will usually be given a tray reference that will be applied to the order. When you select the "Trace File" option this can then be cross referenced to the order and accurate blanks made to this shape. Trace files also allow the order to be cut on the glazing equipment without the need to trace the frame for a second time.

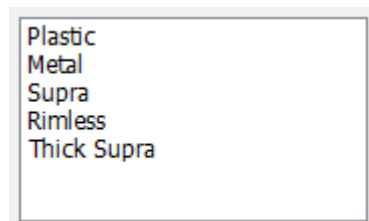
Once the correct tray/frame shape is selected then this will be shown in the diagram and the Tray and dimensions will also be populated.

"Library Frame" selection

These frames are shapes that are stored in a file and would be frames that the customer would either order from the lab or a rimless or supra that do not require tracing each time. These frames would not normally be edited unless they are a rimless or supra in which case you should be able to edit the dimensions. If you are using this system then the frame would need to be retraced prior to edging of the lenses.

Selecting the Material Type

N.B. Shortcut option for edge type press the first letter of the edge type this will select the correct option.



It is important to select the correct material type for the frame that is being glazed. If the incorrect option is selected then this will result in the incorrect substance being worked on the order. The following are the standard thicknesses that will be processed.

Metal and Plastic = 1.2

Supra = 2.0

Rimless = 1.8

Thick Supra = 2.2

Description of Edge Types

Metal



A frame that has a rim all the way around. Normally secured at a box joint with a screw. This frame can be made from Metal, titanium or a combination of different materials. The lenses are mounted into the frame and secured into place by a V bevel that runs around the inside of the rim. The screw would be removed and the lens placed into the rim. The screw would then be secured in place and then the lens would be held in place.

Plastic



A frame that has a rim all the way around. Normally this type of frame will have no joints. The lenses are held in place with a V bevel that runs all the way around the inside of the rim. The frame will be heated and the lens will be pushed in to secure it in place.

Supra



A frame that has a rim made from metal, plastic, or a combination of materials on part of the frame. The other part of the frame has a nylon or metal rim. The lens is secured in place by a metal or nylon cord that runs all around the frame. The lens has a groove cut into it and this then holds the lens in place.

Rimless

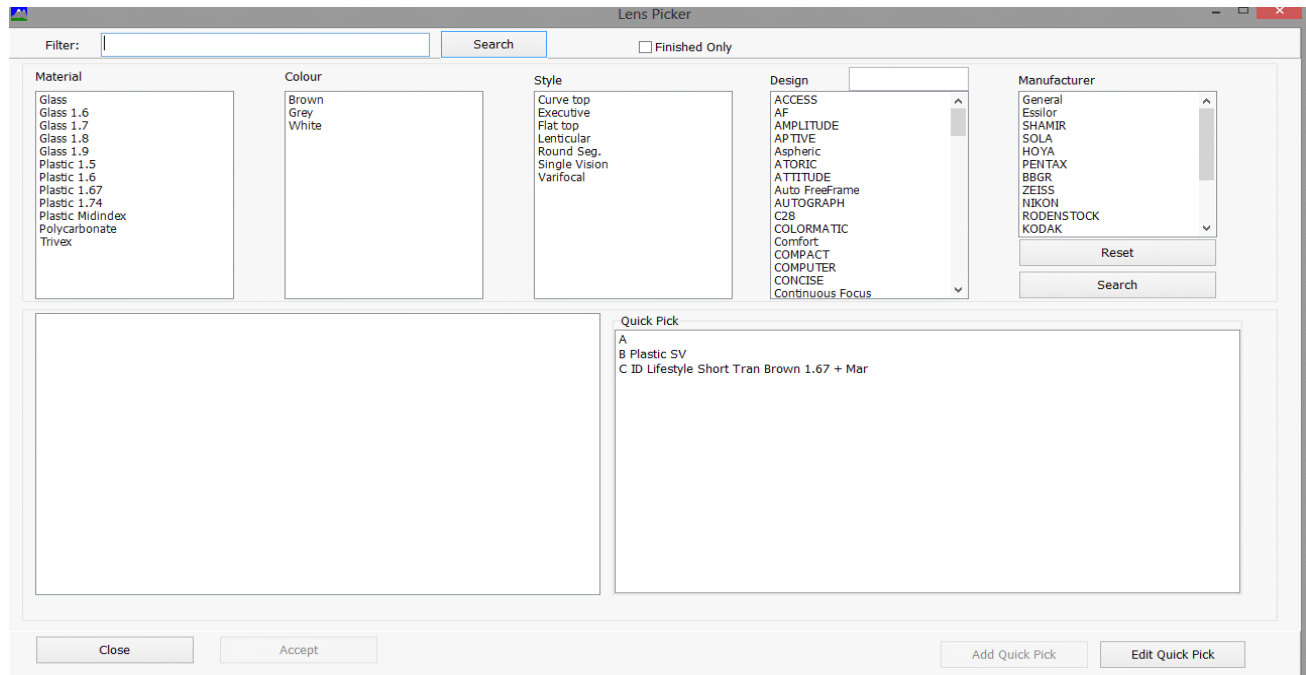


This is a lens that is mounted into place by nuts and bolts, plugs or maybe other means. This does not have a rim that runs around the frame. The most common mount would be in three pieces and consist of a right and left arm/side and a bridge. Holes are drilled

through the lens that correspond with the position on for the mount and then the parts are secured into place.

Note: With fashion dictating the types of frames over functionality. The above are only to be used as a guide. Frames will come in all styles, shapes and mounts. Some will even come in combinations of the above.

"Lens"Selection



When the lens selection is started a pop up screen will appear. This is a screen that will detail all products that are available. The lenses are sorted into various categories to help sort through the possible and required options. Lenses can also be requested by a product code or a "Quick Pick".

Selecting by Product Code

Due to the nature of the system all products are given an individual number. A quick and easy way to select products is by entering this code. Simply place the code in the "Filter" box and click . If the code matches a Lens in the file then it will appear in the lens selection file next the the "Quick Pick" box. The only down side to selecting products by code is the operator needs to memorise the codes.

Finished Only Button

If you only require lenses that do not require surfacing it is possible to select this option. This will display only lenses that are in stock and can be picked straight from the shelf. If

you want to see additional products then you will need to remove the tick from the selection box.

Material	Colour	Style	Design	<input type="checkbox"/>	Manufacturer
----------	--------	-------	--------	--------------------------	--------------

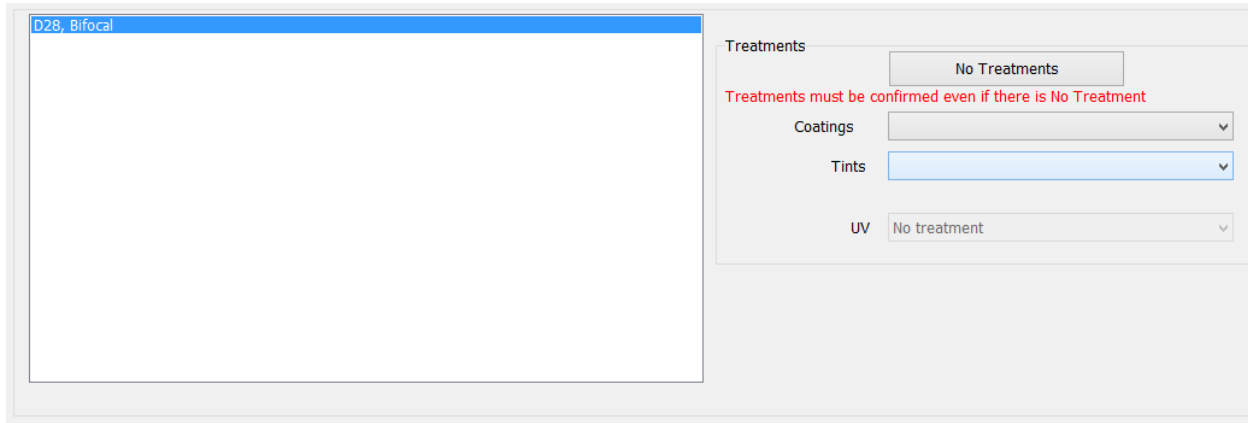
Standard Lens Selection

There are a number of ways in which the lens can be selected. When you choose an option from a field this will alter what is in the rest of the fields. Limiting what you are able to select. Dependent on the customer requirements and the product type, the way in which the products are selected will change when the order is being processed. The different options are listed below with a brief explanation of how you can use these selections.

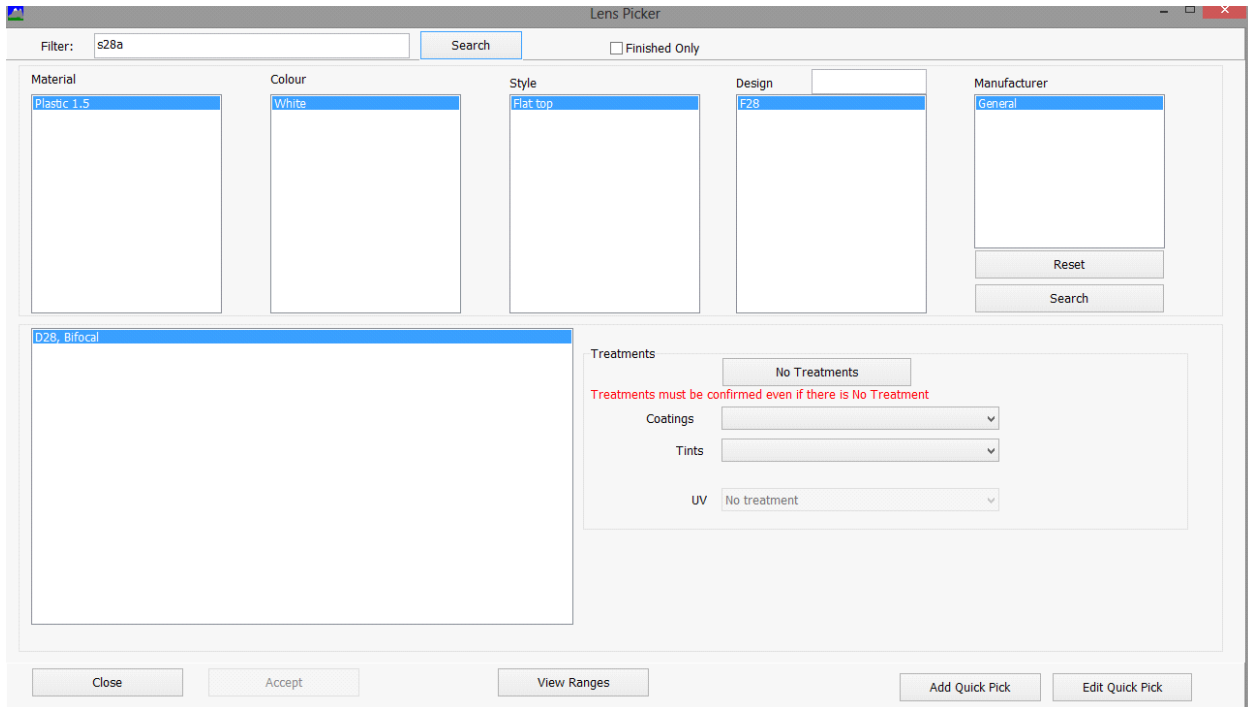
1. Material – This is the base material that the lens is made out of. These are set when the products are placed into the lens catalogue when the system is set up.
2. Colour – This is the colour of the lens. This would normally be linked to transitions, photo-chromic and polarised products. There is also an option for clear.
3. Style – This links in to the form of the lens. The options in this would be a basic idea of the lens type. Information in this box would be bifocal type, Single vision, Progressive or Digital/Freeform.
4. Design – This option links in to the specific lens design. This would be the brand name of the lens. Due to some labs using a large number of suppliers, the operator can type the brand name in to the box. This search facility allows for a quicker selection.
5. Manufacturer – This lists all the manufacturers placed into the lens catalogue. Choosing an option from this list will only allow the lenses from this supplier to be shown.
6. Quick Pick – This is another way in which you can speed up the lens selection process. All suppliers will have a popular range of lenses. By finding out which are the most popular options you can add these to your quick pick.

Adding Lenses to the Quick Pick

This can be done at any time. Select the product as usual. Once you have the option you want click **Add Quick Pick**. The next time you go to into the lens selection screen this will appear in the list.



When individual options are chosen it will limit the options in the next box. The ultimate result will be a lens in the final lens selection box. This should be the lens that you are wanting to place on the order. Dependent on how the catalogue has been set up there may be a possibility of a small number of lenses appearing. This can be refined by checking the way in which the catalogue has been set up.



Selecting the Lens

Once the correct lens appears this can be selected by high lighting it. When the selection has been made a new section appear. This is the lens treatments selection.

Selection of Treatments



Treatments

No Treatments

Treatments must be confirmed even if there is No Treatment

Coatings

Tints

UV No treatment

Treatments are individual to that particular lens type. Treatments come in three sections:

- 1) Coatings - These can be hard coating, AR coating or a combination of both.
- 2) Tints - Any form of colour treatment that needs to be applied to the lens. This would normally be a percentage or a grading dependent on the manufacturer
- 3) UV - This is a UV 400 additional coating

If you do not require a coating simply select no treatments. This will then allow you to continue with the order. If you only need to select one option, for example an AR coating rather than going through the Tint and UV section you can click on no Treatments. This will leave the selection you have made in place and anything that you have not selected will go to 'No Treatments'.

There is a button in the bottom of the screen that allows you to select a lens and check if it is available in a particular range. This is useful when you are unsure if a lens has the required addition available.

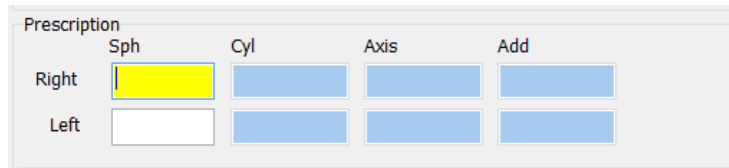
Once the selection is finalised click on the

Accept

button and you will be returned to the main order entry screen.

Entering the Prescription

When entering a prescription it can be done in a number of ways. The recommended way is to enter the correct signs and decimal point as this will limit the possibility of an error. The system will start at the Right Sphere and will take you through to the the cyl, axis then add. Once this has been done for the Right the software will move over to the Left. Enter the Sphere, cyl, axis and add as required.



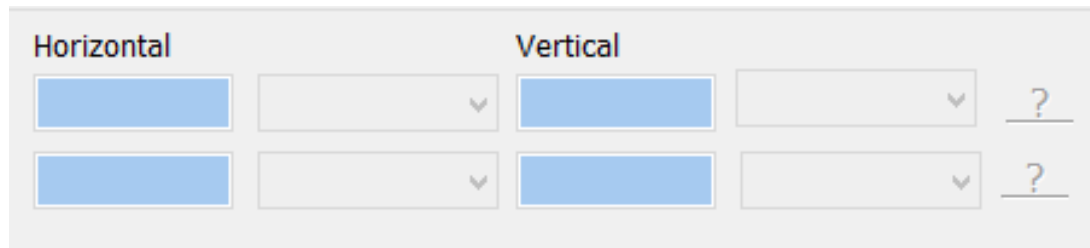
Prescription				
	Sph	Cyl	Axis	Add
Right	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The prescription works in standard 0.25 steps.

Axis works from 1 to 180.

Entering a Prism

Not all orders require a prism so the boxes have been hidden to allow for quicker entry of standard orders. If prism is required activated the prism selection option by clicking on the Prism located between the prescription fields and the field that will contain the PD's and Heights.



Horizontal		Vertical		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	?

Once the prism selection is clicked on, the above fields will appear. Prism selection will go through the right first and then the left.

Corrective Prism (In, Out, Up and Down)

Once Prism has been clicked a series of fields will appear to allow the entry of Horizontal and Vertical prism. To enter horizontal prism select the field in the correct eye and enter the required amount, again in 0.25 steps. Once this information has been entered move to the next field and enter the required direction. The same applies for both Right and Left, Horizontal and Vertical.

Corrective Prism (Axis)

If the prism has been prescribed using an axis then this can be entered in an alternative pop-up window. At the side right hand side of the prism fields you will see a . Click on this option and a pop-up window will appear.



Enter the required amount of prism in the Prism Power section then enter the axis at which this is required in the Prism Base section. If you have 2 sets of prism input the next set in the second field. Click Update. This will then convert the prism into the amount necessary and the required directions on the main screen.



Prism for De-centration (De-centration Amount)

If prism is required to obtain the correct centers from a smaller blank then this can be done by clicking on the and enter the amount of de-centration required. This will then be sent through to allow the correct centers to be obtained.

Prism for De-centration (Max Blank Size)

If the lens that is required is only available in a certain blank diameter or the patient has concerns about thickness it is possible to specify a max blank size to use in order to obtain the centres. This will then work prism to enable the correct centres to be obtained.

To select this option place the maximum blank size required in the <Required Dia.> field. Click the <Update> button. The required amount of prism will be applied to the lenses.

PD's (Far and Near), Centration and Inset

PD	Near
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Centre can be entered in monocular (single eye) or Binocular (Combined). If you are entering monocular PD's the information that is entered in the right eye will be copied into the left. This can be over written when you move onto the left eye centration entry.

Some lenses require an inset or a near centre, such as bifocal and some tailored progressives. If an inset is requested this is done by placing the amount of reading inset into the field. Likewise if a specific near PD is required then a PD will be placed in this field.

Monocular PD example = 32mm

Binocular PD example = 64mm

Inset example = 2mm

Near monocular PD example = 30mm

Near binocular PD example = 60mm

Heights

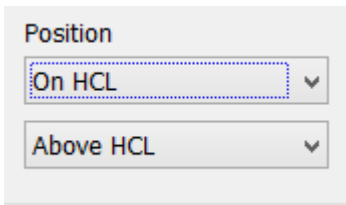
Height
<input type="text"/>
<input type="text"/>

Heights can be entered above or below HCL (Horizontal Centre Line), above lower rim, on HCL or below top rim. (All measurements are box and will be to the lowest point of the shape, to the V of a beveled lens).

If heights are above or below HCL, enter the required amount e.g 4.0mm. If the heights are below HCL then there is no requirement to place a - before the amount. Simply enter 4.0mm.

When entering heights above bottom rim or below top rim enter the required measurement in mm eg 15mm or 25mm. NB This must be measured from the lowest visible point and not from the position of the PD's.

Height Position



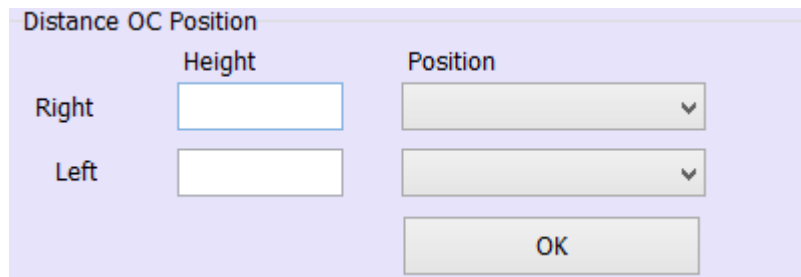
Position
On HCL
Above HCL

After entering the height measurement the correct location of where the heights have been measured from must be selected. This will then plot the height from the correct position on the lens. When entering the heights the height position will default to what it assumes is the correct option. However its is possible to change then according to the options available which are listed below:

- On HCL (Horizontal Centre Line) Centre at the geometrical boxed centre of the frame.
- Above HCL. Above the geometrical boxed centre of the frame.
- Below HCL. Below the geometrical boxed centre of the frame
- Above Rim. Above the boxed bottom of the frame.
- Below Top. Below the boxed top of the frame

All measurements are taken from a standard point on the frame. This is to ensure that all manufacturers within the Hawkstone community can work to a known formula.

Centres Above Seg Top



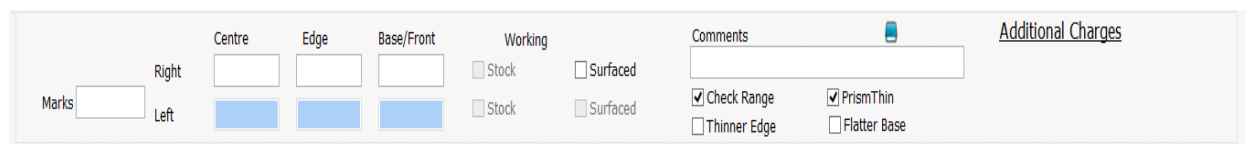
Distance OC Position

	Height	Position
Right	<input type="text"/>	<input type="text"/>
Left	<input type="text"/>	<input type="text"/>

OK

If a distance above this options requested on a bifocal then click on the **Far** button that appears above the heights position to the right hand side. Enter the specified value and position measured from. Then click OK.

Special Instruction or Special requests



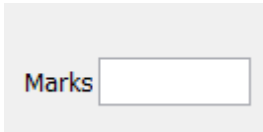
Additional Charges

Centre	Edge	Base/Front	Working	Comments
Right <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Stock <input type="checkbox"/> Surfaced	<input type="text"/>
Left <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Stock <input type="checkbox"/> Surfaced	<input type="text"/>

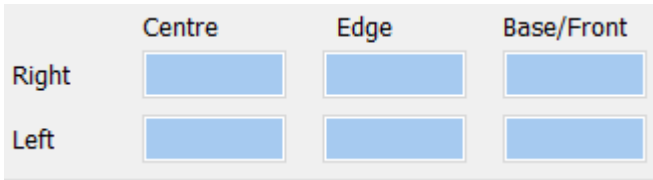
Check Range PrismThin
 Thinner Edge Flatter Base

With certain orders a special request may be made. This would normally fall under the special instructions options.

To access this are click on [Special Instructions](#) this will open up a series of extra fields. Please see below for information on the options within this part of the order entry process.



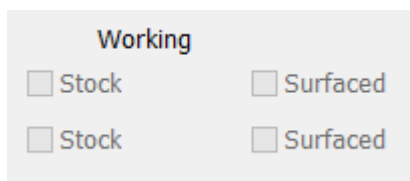
- 1) Marks - If an order is being placed for a freeform design some lenses can have initials placed within the lens. This area allows the entry of such information.



- 2) The boxes are for special thickness options and base/front curve requests.

- a) Centre - Allows the entry of a required centre substance. If a 3mm centre substance is required 3 would be entered into the field. This will edit the thickness at the optical centre. (Normally only used with minus lenses)
- b) Edge - Allows the entry of a required **minimum** edge substance. This would be to the edge of the diameter/blank size requested or to the edge of the shape if one is present on the order (Normally used for positive powered lenses).
- c) Base/Front - This is used to alter the front curve of the lens. If it is possible a new curve can be entered into this box.

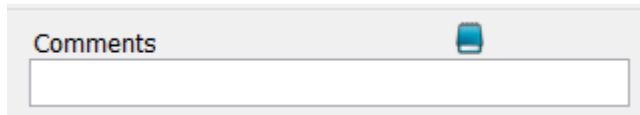
Working



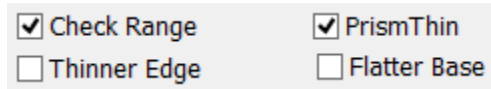
This informs the user as to what type of finish is being applied to the lenses. Be aware that changes like thickness and base can only be applied to surfaced lenses.

- a) Stock - Finished lenses that are held on the shelf will be used to full fill this order
- b) Surfaced - Lenses will be produced in order to full fill this order

Comments

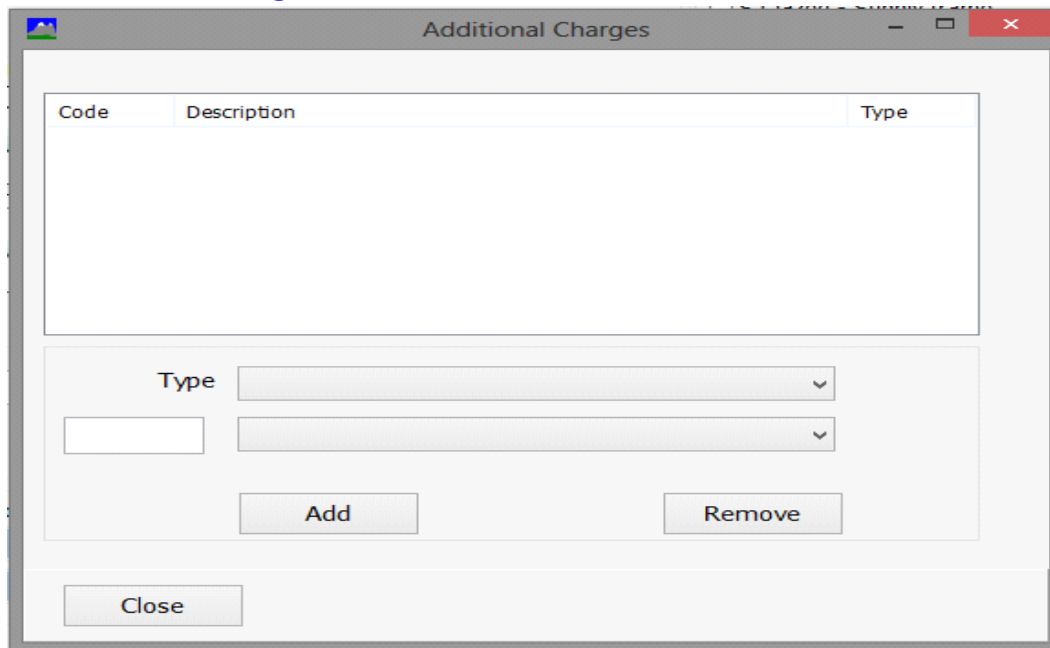
A rectangular input field with a light gray border and a small blue icon in the top right corner. The word "Comments" is written in the top left corner of the field.

This is an area on the order that you can place special comments that the customer has requested e.g. Please Locktite screws.

A set of four checkboxes arranged in a 2x2 grid. The top row contains "Check Range" (checked) and "PrismThin" (checked). The bottom row contains "Thinner Edge" (unchecked) and "Flatter Base" (unchecked).

- a) **Check Range** - This ensures that all orders are in range prior to the order being processed.
- b) **Prism Thin** - This is a feature used on progressive lenses to make them to the optimum thickness. When prescribed prism is requested it can be necessary to turn off this feature.
- c) **Thinner Edge** - This allows the system to work to a thinner edge than the standard available.
- d) **Flatter Base** - This allows the system to choose the flattest base possible for the prescription entered.

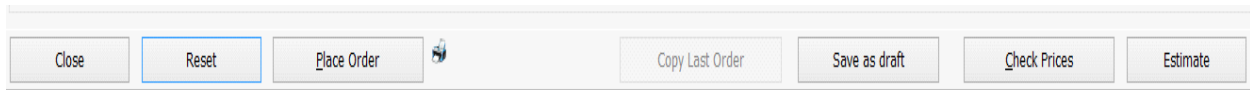
Additional Charges - To access the above menus click on [Additional Charges](#).

A dialog box titled "Additional Charges" with a standard Windows-style title bar. It contains a table with three columns: "Code", "Description", and "Type". Below the table are two dropdown menus, one labeled "Type". At the bottom of the dialog are three buttons: "Add", "Remove", and "Close".

This option allows for additional charges to be placed onto the orders. These can be special charges for the following categories (This is not limited to these categories more can be added):

- a) Frames - Allows for frames to be charged for. This would normally be a frame that is being supplied.
- b) Glazing - Additional charges for extras carried out during the process of glazing the order. E.g. Shape change, change side length
- c) Lens Power, Form, Substance - If any special changes are being made to the substance of orders
- d) Prism - Any extra special charges for prism
- e) Consumable - Extra charge for cloths or sprays etc
- f) Input - Other charges related to the order

Once a type has been selected the next box will display charging options underneath. Select one of the charging options and click <Add>. This will place the extra charge onto the order.

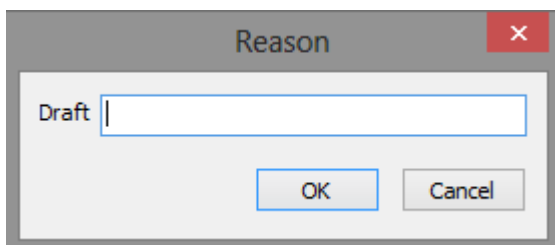


Placing the Order

Once the necessary fields have been completed the order is ready to placed. Click on **Place Order** and continue to the next screen.


Saving as Draft

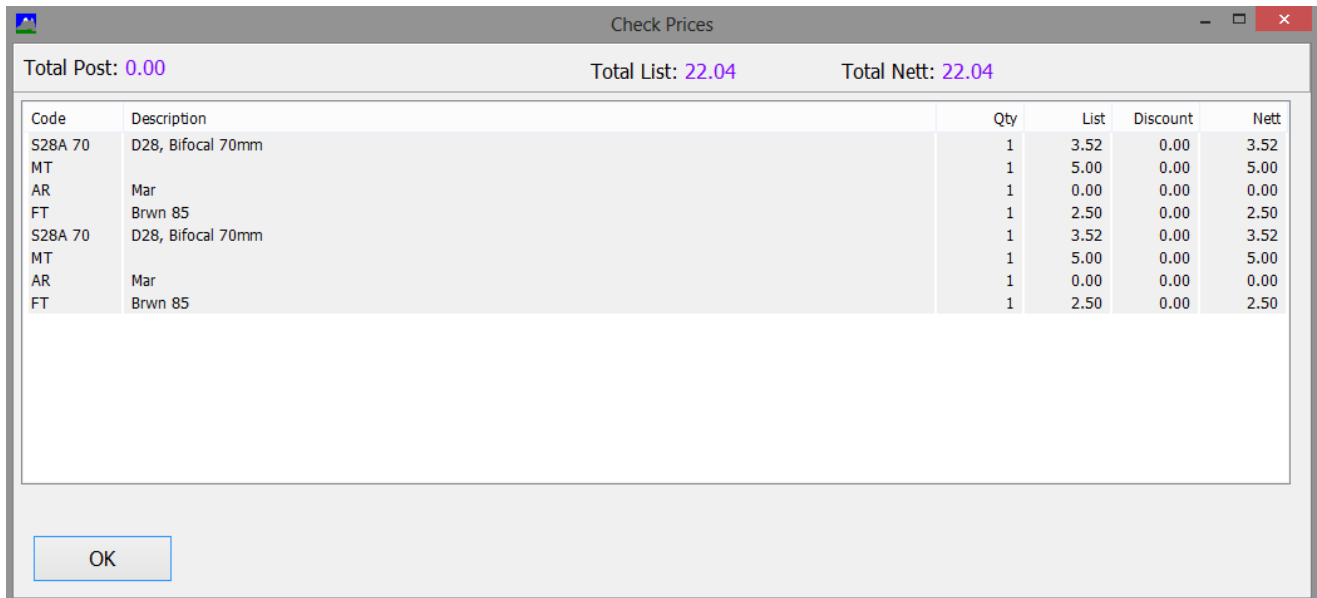
When the **Save as draft** button is selected the order can be saved to a separate area. This is useful if some information is missing from the order.



Enter a reason form saving the order to draft then this will be saved in the drafts area. The order can then be looked up and completed at some point in the future.

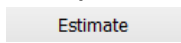
Check Prices

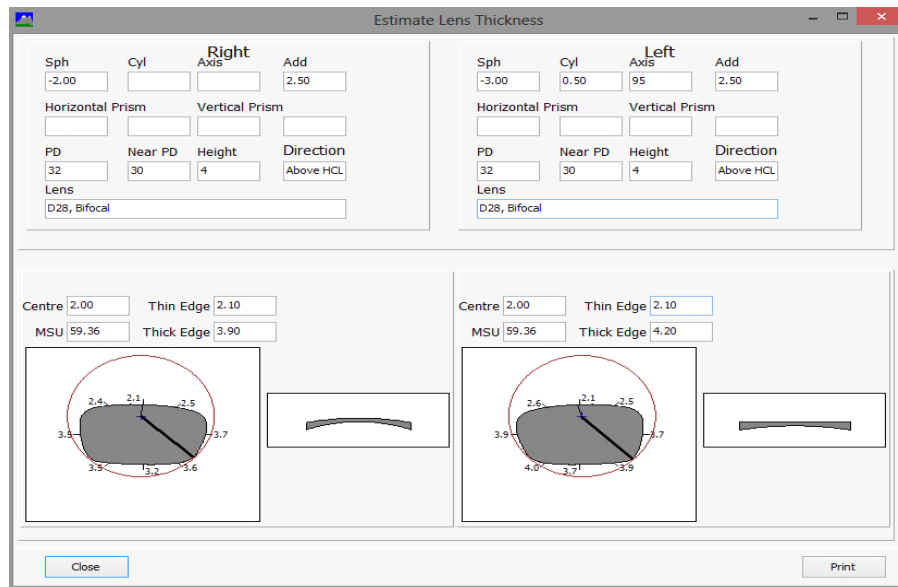
Before placing an order it is possible to check the pricing to ensure that the correct charges have been applied or to make the customer aware of the cost of an order. To check a price on an order go to the  button. An itemised list of the pricing will be displayed.



Code	Description	Qty	List	Discount	Nett
S28A 70	D28, Bifocal 70mm	1	3.52	0.00	3.52
MT		1	5.00	0.00	5.00
AR	Mar	1	0.00	0.00	0.00
FT	Brwn 85	1	2.50	0.00	2.50
S28A 70	D28, Bifocal 70mm	1	3.52	0.00	3.52
MT		1	5.00	0.00	5.00
AR	Mar	1	0.00	0.00	0.00
FT	Brwn 85	1	2.50	0.00	2.50

Estimate

It is possible to view an estimate of what the finished lens will look like. By clicking on  the following screen will appear and this will provide the information about the lenses.



Reset

If you process and order and find that you need to start over. This can be done by clicking on the **Reset** button. This will take the order entry screen back to a blank page so the order can be started from the beginning.

Close

When the window needs to be closed the correct procedure for doing this is to use the **Close** button. This will always allow the system to save relevant information.



Unit 2 Order Processing

Section 2

Browse Orders

Browse Order

This option allows the user to search through placed orders to find the current progress of orders that have been placed through the system. Browse Orders is also a way of amending the order and a number of other key options.

From the Order Processing Menu select **Browse Orders** from the sub menu.

The following screen will then be displayed.

Order	Tray	Account	Name	Reference	Entered	Status	Completion
-------	------	---------	------	-----------	---------	--------	------------

Orders can be browsed in a number of different ways and combinations.

Customer Number

Customer Number

Enter the customer account number into the highlighted box or click on the **...** button to search for the correct account number.

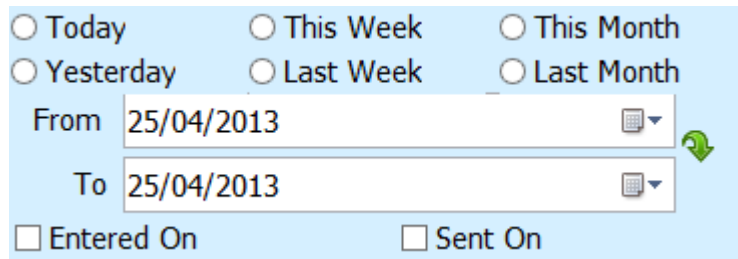
Job or Tray Number

Job



Tray

If the tray or unique job reference is known then enter it into the appropriate box.

Date Criteria



Today This Week This Month
 Yesterday Last Week Last Month

From 
To 

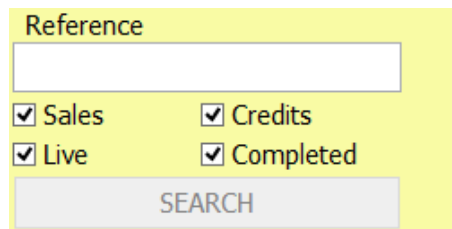
Entered On Sent On

By selecting one of the above you can search by various different ways:

- Today
- This Month
- This Week
- Yesterday
- Last Week
- Last Month
- From a date
- To a date
- Entered
- Sent on

This combined with the customers account number gives a very flexible system in how jobs can be tracked down and located. With the various options above the system will also help to locate an order that may have been placed on an incorrect account by limiting where the order may have entered into the system.

Order Reference



Reference

Sales Credits
 Live Completed

Placing a reference in this section will allow the selection of very specific orders. There are also options to search for:

- Sales - New orders placed into the system
- Credits - Orders that have been credited for a reason
- Live - Orders that are still being processed through the system
- Completed - Orders that have already been finished and sent out

After Selecting an Option(s)

Once the necessary options have been chosen the operator will then select the **SEARCH** button. This will launch a system search and a group of orders will then be displayed.

Selecting an order from the List

Order	Tray	Account	Name	Reference	Entered	Status	Completion
207189	55858	888888	TEST OPT ORDERS	5555-555555	01/01/02	In Production	
198682	9998	888888	TEST OPT ORDERS	9998-	01/03/11	Entered	
258865	9998	888888	TEST OPT ORDERS	9998-0301	01/03/11	Entered	
258876	9999	888888	TEST OPT ORDERS	9999	01/03/11	Entered	
157359891	2021	888888	TEST OPT ORDERS	361602	04/01/13	Invoiced	04/01/13
157359892	5184	888888	TEST OPT ORDERS	361603	04/01/13	Invoiced	04/01/13
157100058	5558	888888	TEST OPT ORDERS	361605	04/01/13	Invoiced	04/01/13
157100059	2010	888888	TEST OPT ORDERS	361607	04/01/13	Invoiced	04/01/13
157359940	2503	888888	TEST OPT ORDERS	Adlens Left	04/01/13	Entered	
157359939	2743	888888	TEST OPT ORDERS	Adlens Right	04/01/13	Entered	
157103264	3901	888888	TEST OPT ORDERS	TEST 1	11/01/13	Cancelled	
157103273	5995	888888	TEST OPT ORDERS	TEST 2	11/01/13	Cancelled	
157103274	3438	888888	TEST OPT ORDERS	TEST 3	11/01/13	Cancelled	
157103266	6040	888888	TEST OPT ORDERS	TEST 4	11/01/13	Cancelled	
157103269	4509	888888	TEST OPT ORDERS	TEST 5	11/01/13	Cancelled	
158113546	3088	888888	TEST OPT ORDERS	SID	01/02/13	Entered	
158116055	5386	888888	TEST OPT ORDERS	095366	06/02/13	Entered	
158116026	3325	888888	TEST OPT ORDERS	095367	06/02/13	Entered	
158116030	2915	888888	TEST OPT ORDERS	095368	06/02/13	Entered	
158116057	6251	888888	TEST OPT ORDERS	095369	06/02/13	Entered	
158125280	3438	888888	TEST OPT ORDERS	206299 366711- P&A	21/02/13	Entered	
206299	5475	888888	TEST OPT ORDERS	366711-	21/02/13	In Production	
206943	0045	888888	TEST OPT ORDERS	2020221221-121212	11/03/13	In Production	
206940	8099	888888	TEST OPT ORDERS	111111111111-11111111	11/03/13	Entered	


When there is a list of displayed orders locate the one that is required by clicking on it and highlighting it. Once the order is highlighted a number of options are available.

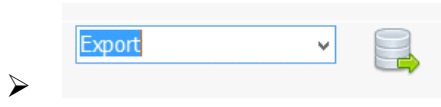
Note: If a double click is used then this will launch into the view job screen automatically.

Browser Options

Order	Tray	Account	Name	Reference	Entered	Status	Completion	Exp.	List	Nett
207292	555888	888888	TEST OPT ORDERS	testtesttesttest:123456	11/04/13	Sent to Su...		25/04	57.00	57.00
207225	8888	888888	TEST OPT ORDERS	my test job-jones	08/04/13	In Production		25/04	17.04	17.04
207226	8889	888888	TEST OPT ORDERS	my test job#-jones	08/04/13	In Production		25/04	17.04	17.04
207228	8881	888888	TEST OPT ORDERS	452345-3425234	08/04/13	In Production		25/04	17.04	17.04
207230	8882	888888	TEST OPT ORDERS	31423-3221	08/04/13	In Production		25/04	18.04	18.04
207199	558855	888888	TEST OPT ORDERS	test123-test	05/04/13	In Production		25/04	17.44	17.44
207198	4545645	888888	TEST OPT ORDERS	test-123465	05/04/13	Entered		25/04	17.04	17.04
207192	2434	888888	TEST OPT ORDERS	371490a-	05/04/13	In Production		25/04	17.04	17.04
207175	85858	888888	TEST OPT ORDERS	132132-Tyron	02/04/13	In Production		25/04	17.04	17.04
207176	886688	888888	TEST OPT ORDERS	5552225-22552	02/04/13	In Production		25/04	13.04	13.04
207164	885588	888888	TEST OPT ORDERS	11225-5555	28/03/13	In Production		25/04	7.04	7.04
207170	8888888	888888	TEST OPT ORDERS	test-51325465	28/03/13	In Production		25/04	7.04	7.04
207169	44545	888888	TEST OPT ORDERS	45546-test2	28/03/13	In Production		25/04	7.04	7.04
207168	998877	888888	TEST OPT ORDERS	45546-test#	28/03/13	In Production		25/04	7.04	7.04
207167	885558	888888	TEST OPT ORDERS	45546-test	28/03/13	Sent to Su...		25/04	7.04	7.04
207171	585588	888888	TEST OPT ORDERS	22222-22222	28/03/13	In Production		25/04	7.04	7.04
207073	0001	888888	TEST OPT ORDERS	1234-Todd	21/03/13	Entered		25/04	121...	121...
207078	0005	888888	TEST OPT ORDERS	4567-Todd	21/03/13	Entered		25/04	98.40	98.40
207079	0006	888888	TEST OPT ORDERS	3456-Todd	21/03/13	Entered		25/04	48.86	48.86
207074	0002	888888	TEST OPT ORDERS	3142-Todd	21/03/13	Entered		22/03	149...	149...
207075	0003	888888	TEST OPT ORDERS	314256-Todd	21/03/13	Entered		25/04	3.36	3.36
0	Draft	888888	TEST OPT ORDERS	114455_david	20/03/13	On Hold			0.00	0.00
206974	555555	888888	TEST OPT ORDERS	TEST-TEST	15/03/13	In Production		25/04	21.44	21.44
206966	0521	888888	TEST OPT ORDERS	1254-	13/03/13	In Production		25/04	10.29	10.29
206963	8351	888888	TEST OPT ORDERS	103311-SMITH	13/03/13	In Production		25/04	7.04	7.04

Once the order is highlighted a number of options become available. The following is a brief explanation of the various options.

- Clear Filters allows the user to start from the beginning
- Status report allows the user to view a report of all the orders currently in progress on the selected account
- Search limit specifies the maximum amount of jobs to search through
- Show prices allows for the pricing to be hidden
- Show Est. Displays an estimated completion date based on the preset processing timings
-  Allow to filter through the orders for a specific lens, power, etc
- Close the browser menu
- Print List will print a list of the orders currently on the browser screen
- Save List will allow the list to be saved. Useful if the customer wants a list of outstanding orders emailed.
- Job Details. Displays an over view of the order in the same format as the new order screen.
- View Job. Enters into the main browser screen for the individual order
- Print Job. Allows you to print a copy of the order.



Allows the user to export a copy of the order from browser.



Unit 4 Data Menu

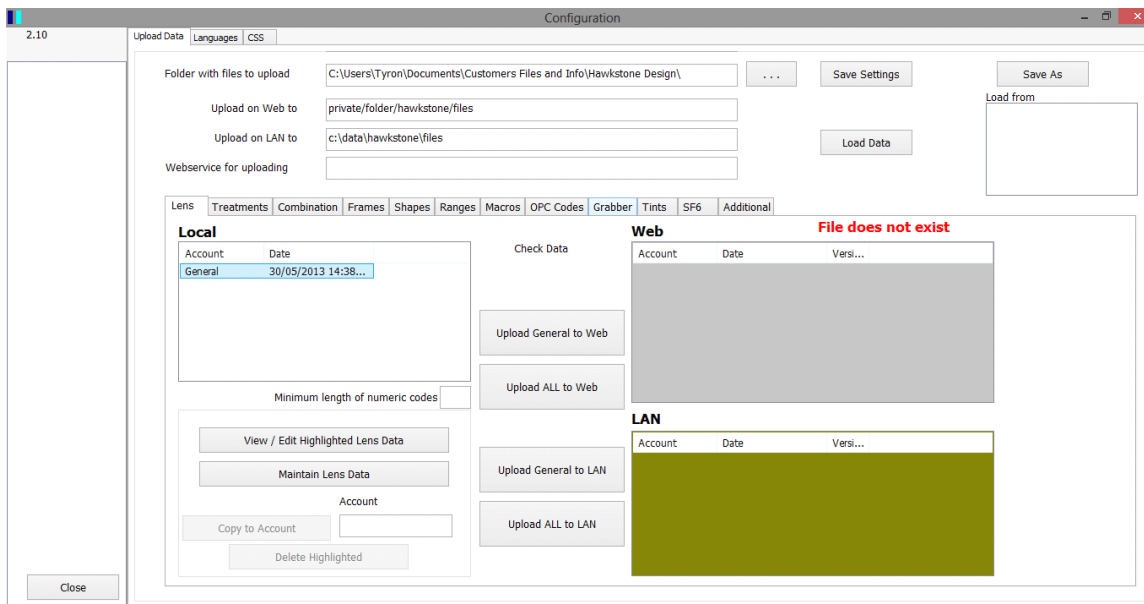
Section 1

Updating Product Information

Using Data Editor to Update Product information

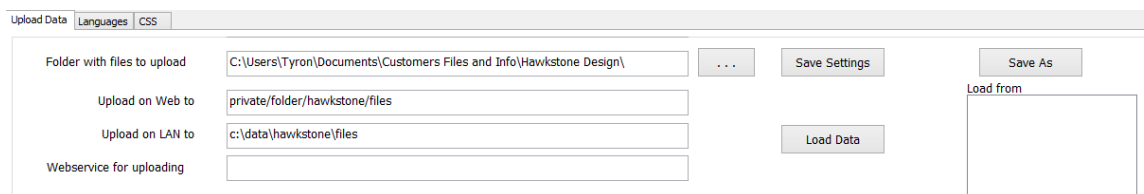
This document is designed to help the user to successfully process information and update information using the Data Editor program. The program is designed to help the user input information into the system with the minimum amount of effort.

The Data Editor program is contained within the progs directory of the installation. An example of the file path would be \labweb\progs .



Above is an overview of the data editor program. This is the main screen that will be displayed when open. There are 2 main section to this screen.

The first section is the file location screen. This displays the location of local files, files kept on the network and files distributed to the web.



It is important that these are correct. If the entries are incorrect then the files will not be updated to the correct sections. When the new information is requested operators will be unable to find it.

Hawkstone Design will help on the setup of this part of the program within the data editor program.

The second section is the data editing options. This is broken into various section or tabs.

The next section goes through each category and details what is updated in each section.

1. Lens

This allows the operator to update lenses in 2 ways.

The screenshot shows the 'Lens' software interface with the 'Local' tab selected. The interface includes a table with the following data:

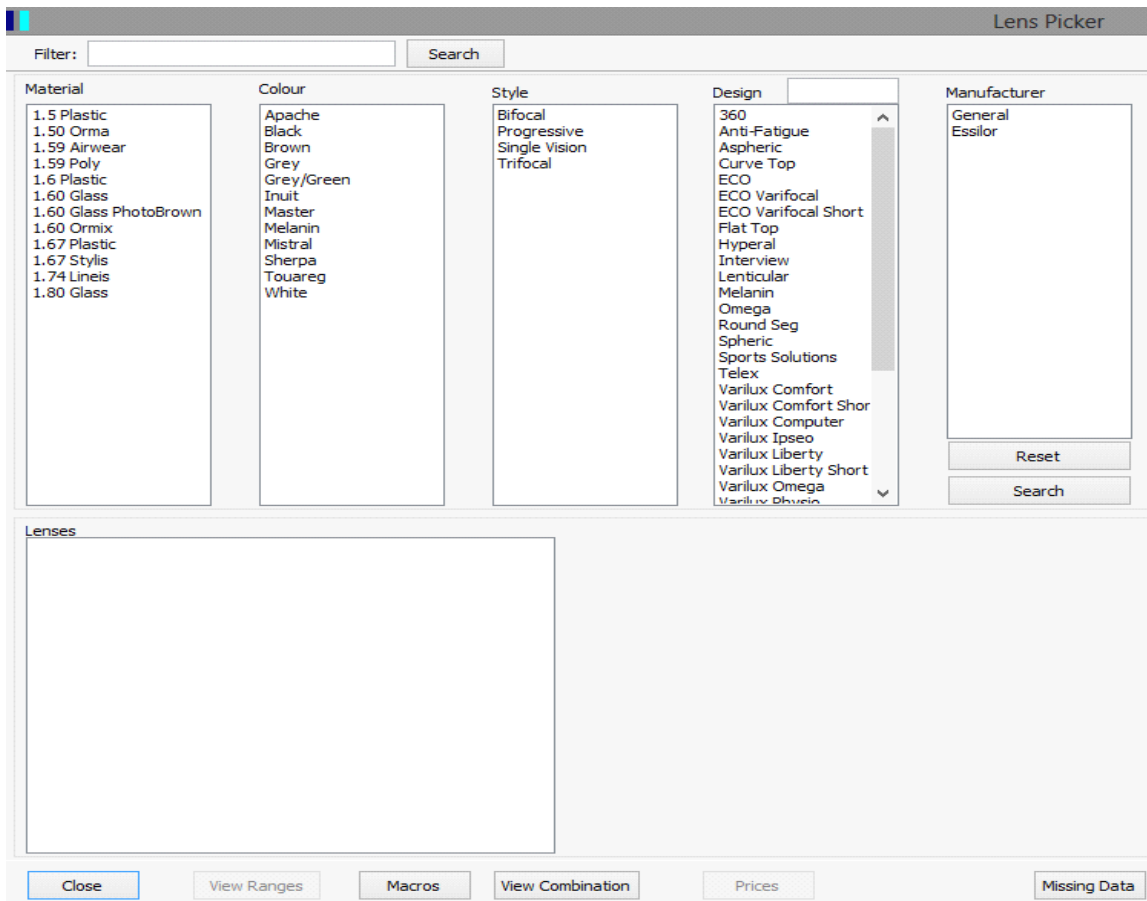
Account	Date
General	30/05/2013 14:38...

Below the table, there is a text input field labeled 'Minimum length of numeric codes'. Further down, there are four buttons: 'View / Edit Highlighted Lens Data', 'Maintain Lens Data', 'Copy to Account', and 'Delete Highlighted'. The 'Copy to Account' button is positioned next to an 'Account' text input field.

A. Via 'View / Edit Highlighted' Lens Data - This will launch a 'CSV/Excel' file of lenses information. This is the most common way of entering or editing information within the program. This is used for the bulk adding or editing of lenses. This allows the operator to add or changes a number of lenses in a group. The operator will also be able to use the filter and sort function within excel. This makes the bulk editing easier.

This data must be saved in 'csv' format. The csv file cells must be delimited/seperated by a ',' or a ';'. It is important that when information is added into the fields they are done so without any punctuation or apostrophes. This can cause the data to become corrupt. The structure of the file columns must be kept the same as this will be called in a specific way by the software.

B. Via 'Maintain Lens Data' - This will launch the lens editing function. This allows the user to search for individual lens using a menu option and can be more user friendly than option A.



When using option B this is the screen that appears. This will allow the user to edit a number a bits of information at once. This is useful if changing ranges on selected products, editing lens names etc.

The user can search for the required lens by code, description, index, etc. This can be entered into the search box or selected from the lists of information shown. Once these selection have been made a short list of lenses will appear on the left-hand section of the screen.

Filter: Search

Material 1.5 Plastic 1.50 Orma 1.59 Airwear 1.60 Ormix 1.67 Stylis	Colour White	Style Bifocal Progressive Single Vision	Design ECO	Manufacturer Essilor
---	-----------------	--	---------------	-------------------------

Reset
Search

Lenses

ECO D28 1.5 ECO R25 1.5	Code: E255100 Description: ECO D28 1.5 Material: 1.5 Plastic Colour: White Style: Bifocal Design: ECO Manuf: Essilor Ref. Index: 1498 Min. Fitt ht.: Lens form: Bifocal	Frame Family: <input type="text"/> AR Coat: EU105 Hard Coat: EU105 Tint: EU105 UV: EU105 <input checked="" type="checkbox"/> A/P <input checked="" type="checkbox"/> SLZ <input checked="" type="checkbox"/> Orinoco <input type="checkbox"/> D/C V: 58 SG: 0 Coating Required <input type="checkbox"/> Default: <input type="text"/> Organic/Plastic <input checked="" type="checkbox"/>
----------------------------	--	--

Update Change Code Delete

Close View Ranges Macros View Combination Prices Missing Data

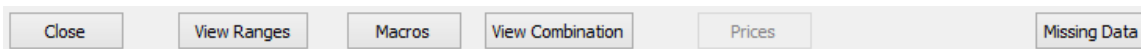
When the short list of lenses appears select one from the list. Specific lens details will then appear in the right-hand bottom section of the screen.

Code: E226339	Frame Family: <input type="text"/>	<input checked="" type="checkbox"/> R/E Allowed
Description: Vx Liberty 1.60 Glass PhotoBrown		
Material: 1.60 Glass PhotoBrown	AR Coat: EU107	
Colour: Brown	Hard Coat: EU107	
Style: Progressive	Tint: EU107	
Design: Varilux Liberty	UV: EU107	
Manuf: Essilor	<input checked="" type="checkbox"/> A/P <input checked="" type="checkbox"/> SLZ <input checked="" type="checkbox"/> Orinoco <input type="checkbox"/> D/C	
Ref. Index: 1600	V: 41 SG: 0	Coating Required <input type="checkbox"/>
Min. Fitt ht.: 18	<input type="checkbox"/> Multiple Corridors	Default: <input type="text"/>
Lens form: Varifocal	Organic/Plastic <input type="checkbox"/>	
Update	Change Code	Delete

The information that appears on the screen are as follows:

1. Code = Unique lens code
2. Frame Family =
3. R/E Allowed = Remote edging allowed
4. Description = Displayed lens description
5. Material = Lens Material and Index
6. AR Coat = Anti Refelection Coating Options
7. Colour = Base lens colour
8. Hard Coat = Hard Coating Options
9. Style = Lens form
10. Tint = Tint Options
11. Design = Lens design
12. UV = UV option
13. Manufaaturer = Lens producer
14. AP/SLZ/Orinoco/DC = Annapurna, Solenzara, Orinoco or discontinued Lenses available in.
15. Ref Index = Refractive lens index
16. V = V value/ABBE Number
17. SG = Specific gravity
18. Coating Required = Lens only available with a coating
19. Min Ft Ht = Minimum fitting height (Progressive)
20. Multiple Corridors = Multiple corridor options available
21. Default = Default Coating
22. Lens Form = Bifocal, Single Vision, Varifocal, Exec
23. Organic/Plastic = Is this a plastic lens

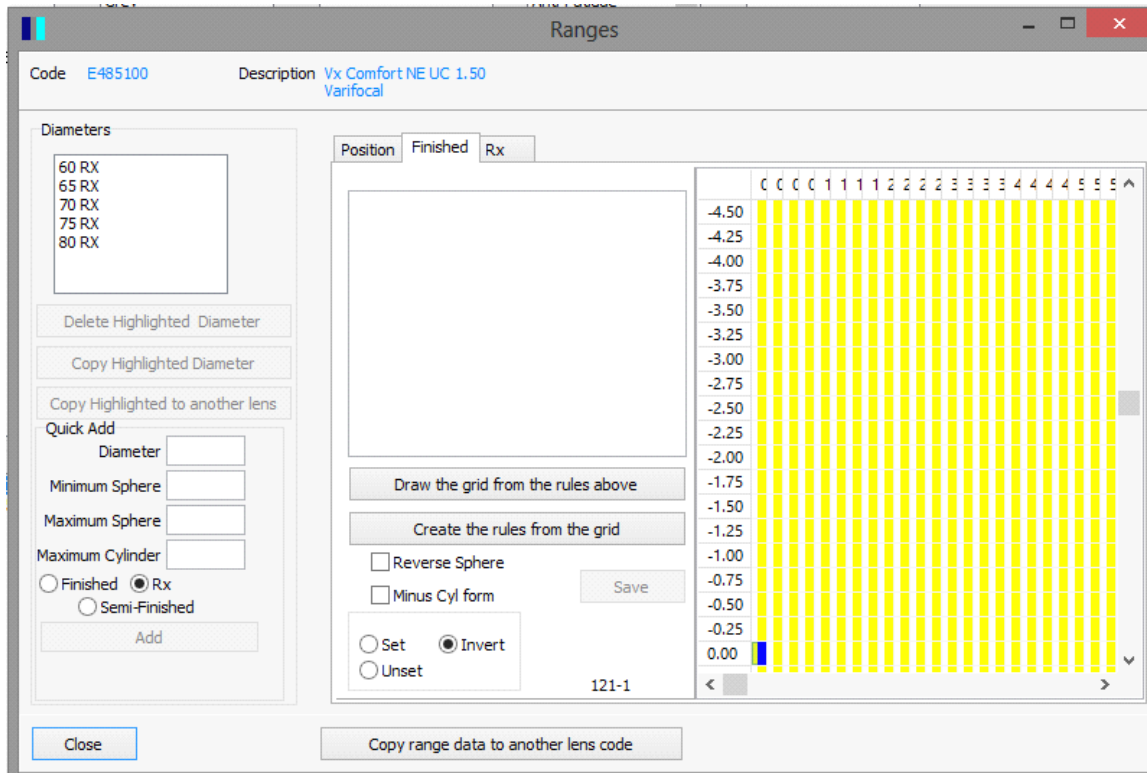
At the bottom of this screen are three buttons. 'Update', which needs to be pressed once the information has been changed. 'Change Code', this option allows for the user to change the code of this product. 'Delete', this option deletes the lens code from the catalogue. Once the options have been updated there are further options that can be processed to further update the products files.



1. Close = Close the window
2. View Ranges = Update the lens ranges
3. Macros = Update the freeform questions
4. View Combinations =
5. Prices = Update the pricing files
6. Missing Data = Check the lens file for missing information.

Updating the Ranges

From the above option, one of the most most commonly used programs is the 'Ranges' option. This allows range information to be set of against the product. This ensures that when the orders are entered against a particular lens the product can be made and will reduce queries etc.



Above is an example of the ranges screen. The tabs that appear depend on the type of lens selected. Some lenses can contain both Finished and RX (Surfaced) range information. Ranges can be set to plus or minus cyl.

The ranges can be entered using the input boxes on the left-hand side of the screen.

Diameters

60 RX
65 RX
70 RX
75 RX
80 RX

Delete Highlighted Diameter

Copy Highlighted Diameter

Copy Highlighted to another lens

Quick Add

Diameter

Minimum Sphere

Maximum Sphere

Maximum Cylinder

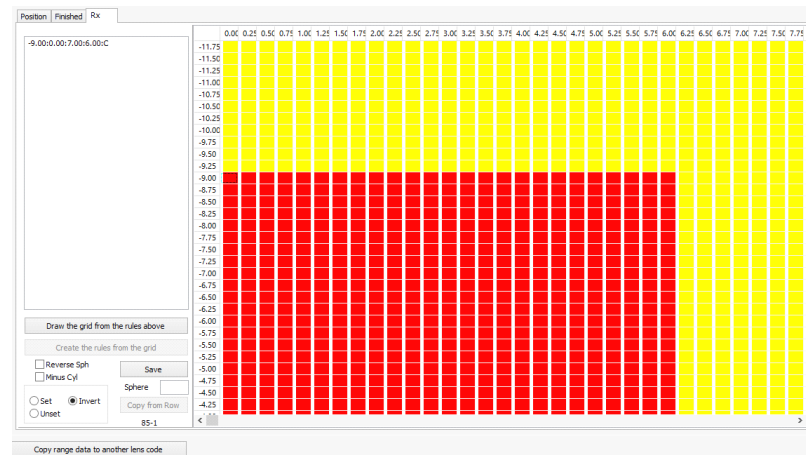
Finished Rx
 Semi-Finished

Add

1. The user enters a 'Diameter', 'Minimum Sphere', 'Maximum Sphere' and 'Maximum' Cylinder'.
2. After the power range is entered a selection needs to be set that relates to the finish of the product. Is the product 'Finished', 'RX' or 'Semi-finished'.
3. The add button will now be available for selection. Once 'Add' is selected the power range entered will appear in the centre of the screen.

[Setting a more Complex Power Range](#)

If the power range of the lens is a little more complex then this can be entered using the grid layout.



The user would select the necessary powers that are required by clicking on the relative boxes within the grid. This can be dragged down, up and across to include the necessary powers. Once the user is happy with the selected range the range rules must be created and saved. This is done by selecting the 'Create rules from Grid' option (this button only appears when the grid range has been selected) and then clicking the 'Save' button will save the ranges.

[Setting Other Range Variables](#)

Additional information is held within the position tab.

Position **Finished** Rx

Add Ranges

From Add To Add V 60

From Add To Add

Position

Fitting Cross In

Fitting Cross Above

Default Inset

Maximum Prism

Work Prism for Decentration

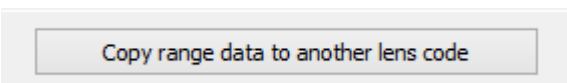
Update ALL Diameters Update THIS diameter Update ALL Lenses with this design

1. Add Range information - This allows for 2 separate ranges to be entered. This normally the standard add range and then an additional add range. Normally only one 'From Add' and 'To Add' section would be filled out.
2. Position - This is the fitting cross and inset positions on a progressive of bifocal lens. Only the option that is relative to the lens needs to be entered.
3. Prism - There are two options in this sections. The 'Maximum Prism' allowed for the lens and the option to 'Work Prism for Decentration'

After the above options have been edited there are 3 options to save the information in place. 'Update ALL Diameters', 'Update THIS Diameter' and 'Update ALL lenses with this design'. Select the relevant option and this will allow the updates to be amended.

[Copying Data to Other Lens codes](#)

If there are other lens within the catalogue that should have the same ranges, it is possible to copy the ranges that have been entered to the other lens code.



Click on the above button.

Copy ranges

Lens code to copy to

OK Cancel

This dialog box will appear. Enter the code of the lens which you want the ranges to be copied to. Click on 'OK' and the ranges will be copied over. This process can be completed for numerous lens codes.

To exit any of the screens click the 'Close' button.

2. Treatments

The screenshot shows the 'Treatments' dialog box with the following components:

- Local (Treat.csv):** A table with columns 'Account' and 'Date'. Row 1: General, 07/08/20... Below the table is a text input field for 'Minimum length of numeric codes'.
- Web:** A table with columns 'Account', 'Date', and 'V...'. The table area is currently greyed out.
- LAN:** A table with columns 'Account', 'Date', and 'V...'. The table area is currently olive green.
- Buttons:** 'Upload General to Web', 'Check Data', 'View /Edit Highlighted Data', 'Copy to Account', 'Delete Highlighted', and 'Upload General to LAN'.

This function allows the operator to add specific treatments into the 'treat.csv' file. It will also allow the operator to match up coating codes with corresponding product groups.

A coating code can be setup that correspond with a group of particular lenses. This can ease the selection process when linking in treatment and lenses. This also means that the customer can only select the correct coating to go with that product.

If you are dealing with multiple suppliers this means that the option to cross match manufacturers becomes virtually impossible.

3. Combination

This option allows the user to specify a lens and frame combination that the customer can order as a complete product.

4. Frame

This allows a frame library to be built. These can then be applied to package frames. With future development the Annapurna system will also keep an inventory log of these frames.

5. Shapes

Once the frames are setup into a library this function will allow a shape to be added to the frame code. This will be stored but we would suggest that the frame to be glazed is retraced as this can cause sizing problems.

6. Ranges

This option allows for the manual editing of the range data. This is the most efficient way to process range changes for a group of products.

7. Macros

These are questions for free form products. This allow the editing and adding of the macro information. Contained within the file will be information relating to the lens codes that are effected by the macro. This will also link into the information placed into the other csv file.

[Adding a New Macro Question](#)

The screenshot shows a window titled "Macros" with three tabs: "Questions", "Macros", and "Lenses". The "Macros" tab is selected. On the left, a list of "Questions" is shown, including items like "1 / Initials", "2 / HE", "3 / ST", "4 / Wrap", "5 / Tilt", "6 / BVD", "7 / Reading2", "8 / Inset", "9 / FWrap", "10 / FTilt", "11 / BVD2", "12 / Reading", "13 / ERCD", "14 / CAPE", "15 / ERCDopt", "16 / CAPEopt", "17 / Progression_Length", "18 / Dominant_Eye", "19 / Manufacture", and "20 / Progression_Length2". The main area contains form fields for "ID", "Field", "OMA Tag", "Prompt", "Description", "Default", "Type" (set to "Text"), and "Applicable" (set to "Each Eye"). There are also fields for "Minimum Value" and "Maximum Value", and checkboxes for "Mandatory" and "Allow Null". On the right, there are two empty boxes labeled "If selected then disallow:" and "If selected then required:". At the bottom, there are "Add", "Update", and "Delete" buttons, and a "Close" button at the very bottom left.

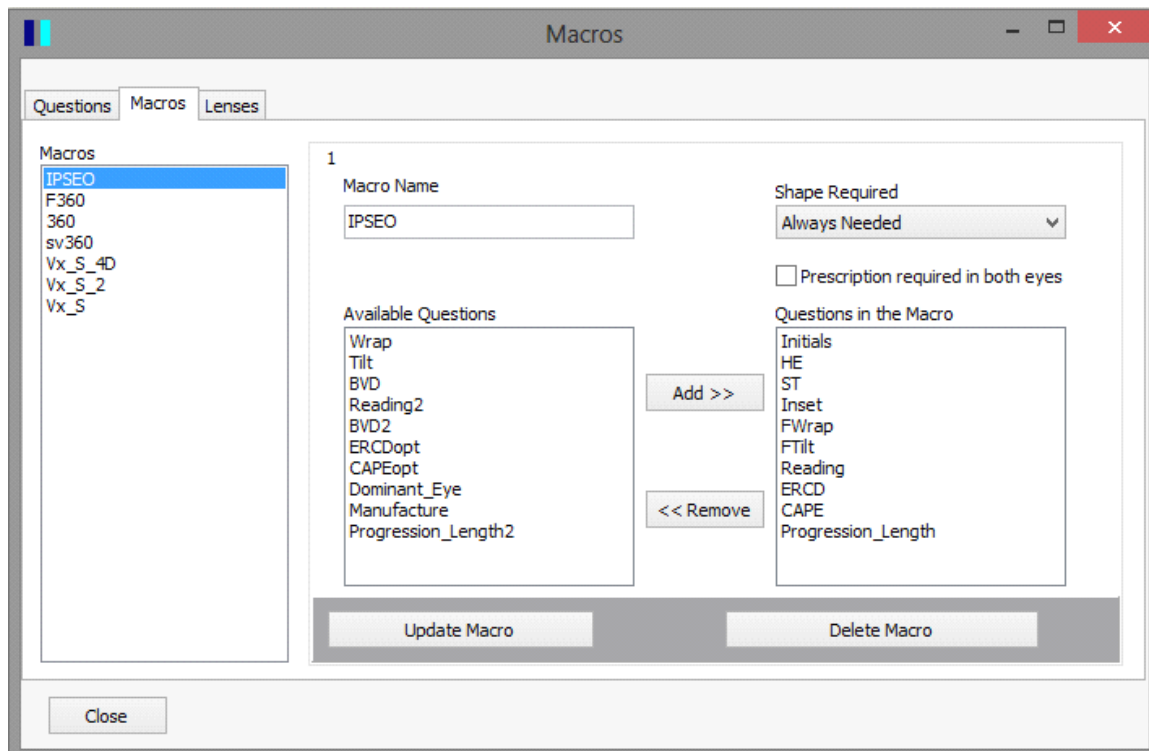
The stating point for the macro is to define a question. To set up an question fill in the following options

1. Set an ID
2. Define a 'Field' name
3. OMA Tag
4. Prompt (This would normally be what needs to be completed eg Initials)

5. Description (Outline what is to be placed, number of character, min/max value etc)
6. Default (If left blank this information would be placed in the field)
7. Type (Field type text, number or list)
8. Applicable (Is this for each eye, Once only or Auto copy)
9. Minimum value
10. Maximum value
11. Steps (Defines the measurement steps 0.1, 0.5 etc)
12. Mandatory (must be completed)
13. Allow null (allow boxes to be blank)
14. Rules Boxes these allow or disallow certain options if another option is filled in.
15. Add
16. Update
17. Delete

Once the questions have been filled in the next step is to define the group that require certain macros to be used. This can be done by a set of lens types, a product group or any means that is required. This may differ from one company to the next but please consult Hawkstone Design if guidance is required.

[Defining a Group of Macro Questions](#)



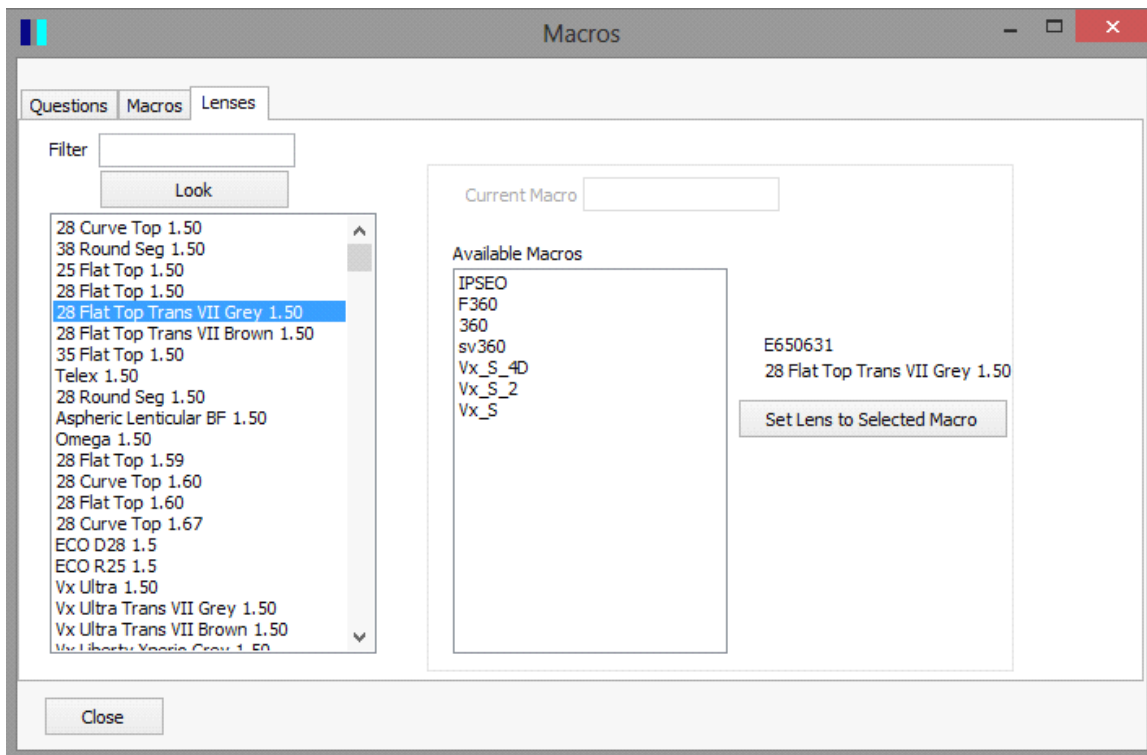
To define a group of products it is necessary to select a name that will represent a group. Select the name and then define if a shape is required. Some lenses may require the prescription for both eyes. If this is require then select the tick box. On the left side of the screen will be the option for the different question available. Select the option on the right

side of the screen and select the 'Add' button. This will now appear on the right side of the screen. Continue to populate with all the necessary options. Once complete click the 'Update Macro' button.

[Removing a Question from a Macro Group](#)

If a selection is made in error highlight the incorrect option on the right side of the screen and click on the remove button. Then click on the 'Update Macro' button.

[Adding a lens to a Macro Group](#)



Click on the lenses tab. This will display a list of all the products on the left hand side of the screen. There is an option to filter out the lens types by placing some information into the 'Filter' box. This will then display only lenses that correspond with the chosen filter. Click on the required lens this will be displayed above the select the 'Set lens to the Selected Macro' button. Choose the macro from the 'Available Macros' section in the centre of the window. Then click on the 'Set Lens to Selected Macro' button.

Once the Macro is set the 'Current Macro' box will be populated.



Unit 4 Data Menu

Section 3

Updating Product Information in Kalahari

Adding Data to the Kalahari and Inventory Program.

This section is designed as an aid to help inputting information into the Kalahari program. When processing information into Kalahari log on to the system using an account with full user rights or administration privilege's.

When calculating an order it is possible that the data relating to the semi-finished lenses is not present in the database. There are a number of different ways in which this information can be loaded into the system. The following sections will go through the steps and explain how this can be done.

The options of entering this information are:

1. [Importing Data Using OPC Codes \(Lens Bar Codes\)](#)
2. [Importing from an external data source](#)
3. [Manual entry of lens data](#)
4. [Merging Suppliers](#)

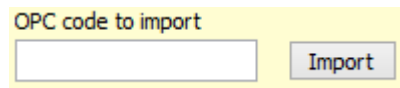
[Calling the order to Kalahari](#)

From the main menu of Kalahari select the **Calculate** option. Enter the job number or tray number (remember to select the search by tray tick box when using the tray number). Click on the **Read Job** button. When the order appears on screen it will have no semi finished lenses to select on the bottom section of the screen. At this point it is necessary to add the lens information to the data base in order to continue.

[1. Importing Data Using OPC Codes](#)

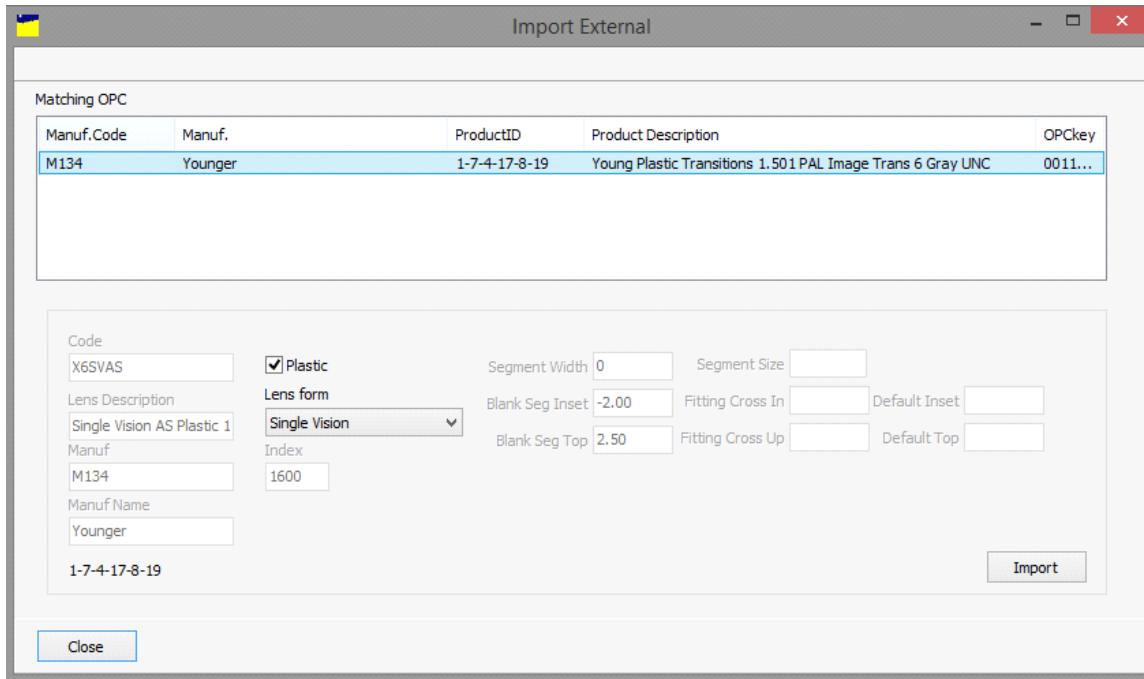
Select the lens required to process the order. This lens will need to be from a main supplier of semi finished lenses. Some white label products may not be available to import.

Using a bar code scanner or the keyboard enter the bar code number into the 'OPC Code to Import' box.



The screenshot shows a light yellow rectangular area containing a text input field with the placeholder text "OPC code to import" and a grey button labeled "Import" to its right.

Once the code is entered correctly click on the 'Import' button. If the Record is available to import the following screen will appear.



It is necessary that the information contained in the screen above is verified. If the information is correct click on the **Import** button. This option imports the entire Semi Finished range into the data base.

Once the import is complete click on 'OK' then click the 'Close' button to return to the order. Click on the 'Read Job' button and continue to process the order by clicking on the 'Calculate' button.

If this option did not return a positive result please move on to option 2.

[2. Importing from an external data source](#)

Hawkstone Design can provide a copy of semi finished files ready to be imported into the Kalahari program. Prior to starting this process download the necessary files and place it in a known location. This will help later in the process.

To add a lens from an external source use the **Import** function. Once the option has been selected the following screen will appear.

Select the **Import** option. A prompt will appear asking where the necessary file is located. Locate the local 'SFdata' folder. Browse through the various manufacturers and select the file that is required and click on the 'Open' button.

The information will be imported into the system. Once the necessary information appears on screen click on the 'Save' and then click 'Close'. Click on the 'Read Job' button to recalculate the order then. Then 'Calculate' the order as normal.

[3. Manual entry of lens data](#)

Before proceeding through this option ensure the information on the lenses that need to be added are available. Please refer to the information at the end of this section that contains information required for the main semi finished lens types.

To add a lens from an external source use the **Add Semi** function. Once the option has been selected the following screen will appear.

Add Lens Semi-finished Data

Lens

Code: XOD28 Manufacturer: International 052

Description: D28 1.50

Index: 1498 Rotate Seg Plastic

Segment Width: 28 Segment Size: 0

Blank Seg Inset: 5.00 Fitting Cross In: 0.00 Default Inset: 2.00

Blank Seg Top: 5.00 Fitting Cross Up: 0.00 Default Top: 5.00

Min. Centre: 0.00 Min. Edge: 0.00 Base Chart: View

Add Constant: 0.00 Thin %: 0

Update

Semi-finished

Diameter	Nominal	Actual	Centre	Edge	Adds from	Adds to	Adds from	Adds to
70	0.50	0.51	10.00	16.00	0.50	4.00	0.00	0.00
70	2.00	1.88	11.60	16.00	0.50	5.00	0.00	0.00
70	4.00	3.70	6.80	9.00	0.50	5.00	0.00	0.00
70	6.00	5.64	9.50	9.00	0.50	5.00	0.00	0.00
70	8.00	7.52	10.00	7.00	0.50	5.00	0.00	0.00
70	10.00	9.48	13.00	7.00	0.50	4.00	0.00	0.00
75	0.50	0.51	10.00	16.00	0.50	4.00	0.00	0.00

Diameter: Adds from: to: Adds from: to: Remove

Nominal: Actual: Sag: Radius: Save

Centre Thickness: Edge Thickness: Save

Close Export Import Clone Copy Semi-finished

When entering the lens manually the process falls into 2 sections. The first is **Lens** information that each lens has in common. The second is the **Semi Finished** properties that the individual semi finished lens holds.

a. Lens Information

Lens

Code: XOD28 Manufacturer: International 052

Description: D28 1.50

Index: 1498 Rotate Seg Plastic

Segment Width: 28 Segment Size: 0

Blank Seg Inset: 5.00 Fitting Cross In: 0.00 Default Inset: 2.00

Blank Seg Top: 5.00 Fitting Cross Up: 0.00 Default Top: 5.00

Min. Centre: 0.00 Min. Edge: 0.00 Base Chart: View

Add Constant: 0.00 Thin %: 0

Update

When entering the lens information start at the top and work from left to right. The type of lens will determine the amount of information that needs to be entered. Single Vision will have the least amount of information and Multifocal lenses will require more information.

Code = Unique lens code shared between Kalahari and Annapurna

Manufacturer = Company who makes the semi finished lens
 Description = A brief description of hat the lens is
 Lens Form = What lens design is this
 Index = Lens index
 Rotate Seg = Option to rotate the seg for blocking
 Plastic = Differential between organic and mineral products
 Segment Width = Bifocal seg width
 Segment Size = Size of the seg
 Blank Inset = Amount the lens is pre decentred by.
 Fitting Cross In = Amount by which the fitting cross is inset
 Default Inset = Standardised minimum inset
 Blank Seg Top = Geometric centre to the Seg Top
 Fitting Cross Up = Geometric centre to the fitting cross
 Default Top = Default amount by which the OC is above the Seg
 Min Centre = Lowest centre that can be worked
 Min Edge = Lowest edge that can be worked
 Base Chart = Base selection chart to work to
 Add Constant =
 Thin % =

Once the information has been added click on the ~Update~ button to add this to the database.

When the general lens information has been added the Semi-fished data can be added.

b. Semi-Finished information

Diameter	Nominal	Actual	Centre	Edge	Adds from	Adds to	Adds from	Adds to
70	0.50	0.51	10.00	16.00	0.50	4.00	0.00	0.00
70	2.00	1.88	11.60	16.00	0.50	5.00	0.00	0.00
70	4.00	3.70	6.80	9.00	0.50	5.00	0.00	0.00
70	6.00	5.64	9.50	9.00	0.50	5.00	0.00	0.00
70	8.00	7.52	10.00	7.00	0.50	5.00	0.00	0.00
70	10.00	9.48	13.00	7.00	0.50	4.00	0.00	0.00
75	0.50	0.51	10.00	16.00	0.50	4.00	0.00	0.00

Diameter Adds from to Adds from to
 Nominal Actual Sag Radius
 Centre Thickness Edge Thickness

In the lower section of the screen work from left to right and fill the necessary boxes in.

Diameter = The Diameter of the Semifinished lens
 Adds From/To = Lowest add/highest add
 Adds From/To = Lowest add/highest add (Secondary add option)
 Nominal = Rounded front curve
 Actual = Measured front curve
 Sag = Thickness in mm from the front to the back surface of the lens
 Radius = From the geometric centre to the edge
 Centre Thickness = Substance of the semi finished lens at the centre
 Edge Thickness = Substance of the semi finished lens at the edge

When one semi finished lens has been entered click the button and then enter the next lens.

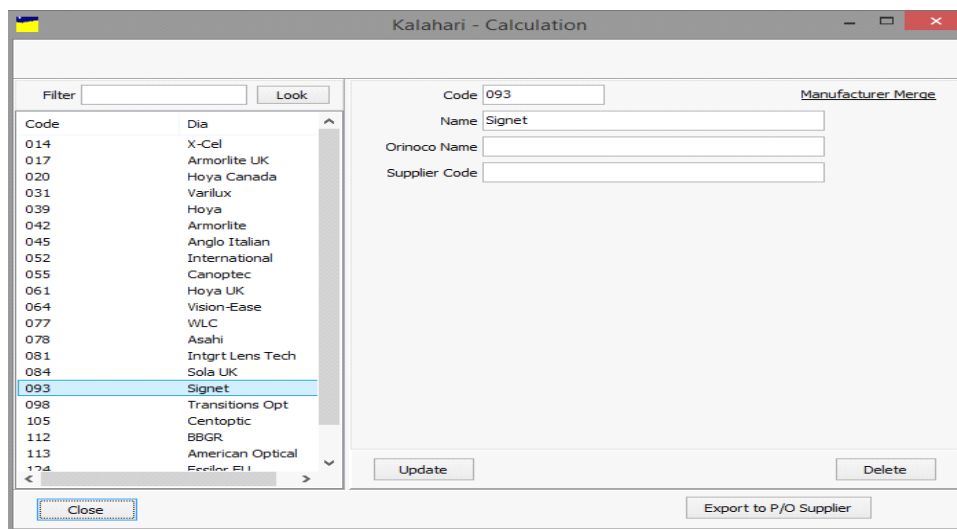
After all the lenses have been added and saved click on the close option and process the required order.

If there are any question relating to this process please call Hawkstone Design for assistance.

Merging Suppliers

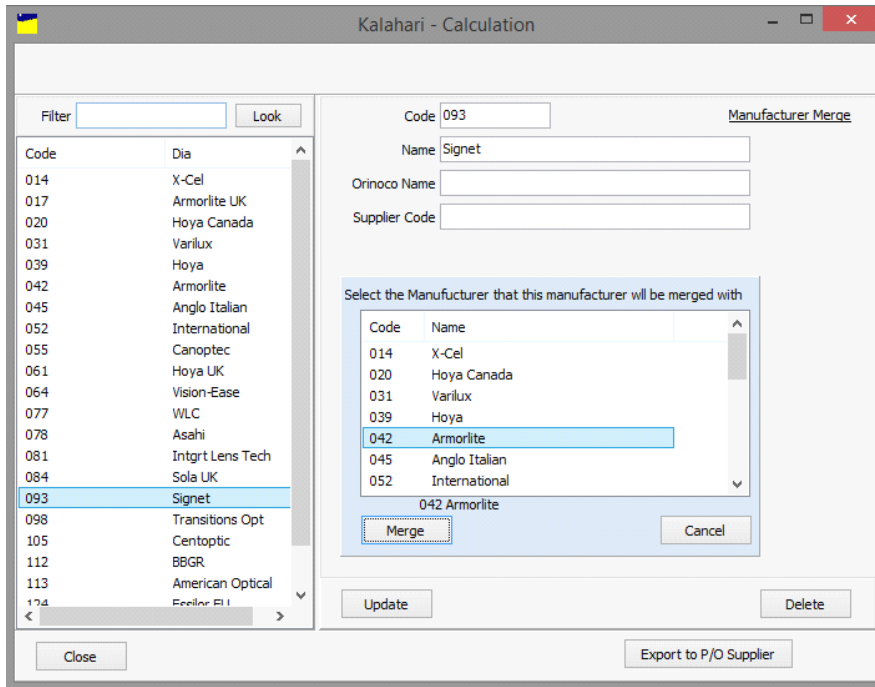
Due to the way in which the import process works, it may be necessary to merge some manufacturers into one. This function allows the users to process this information and ensure that only one record for each manufacturer exists. Before this process is started, it is a good practice to make a note of which manufacturers need to be merged. Once this is done select which manufacturer will become the main one. This will ensure that the process is not repeated for the incorrect record.

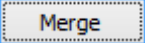
To start the process from the front screen of Kalahari, click on the Manufacturer Data button in the centre section of the screen. The following window will then be displayed.



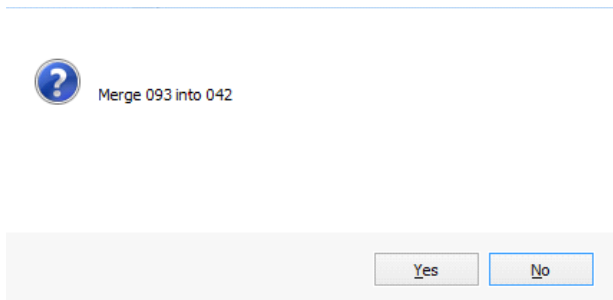
Click on the Look button, this will display the list of all Manufacturers. To merge a supplier with an alternative one select the supplier from the list by clicking and highlighting the supplier. **The selected supplier will be merged with a new one from the list. This supplier will become redundant.** The information relating to the selected supplier will be displayed in the main section of the screen.

On the main screen section, select the Manufacturer Merge option. This will display a list of supplier that can be selected to merge the chosen manufacturer too.



Click on the manufacturer that you wish to become the main supplier and then select the  button.

A confirmation message will be displayed on the screen.



Click 'Yes' to confirm the Merge. This will update all records with the selected manufacturer.

[Removing Duplicate Lens Information](#)

Once the manufacturers have been merged it is necessary to check for any duplicate lenses still under the old manufacturer code. The merging process will only remove lenses that do not exist under the new code. Any that remain must be deleted manually.

From the main screen of Kalahari go to the **Lens Data** option. The following screen will appear.

Place the old supplier code in the 'Filter' section and click on the 'Look' button. This will display any lenses that remain for this manufacturer.

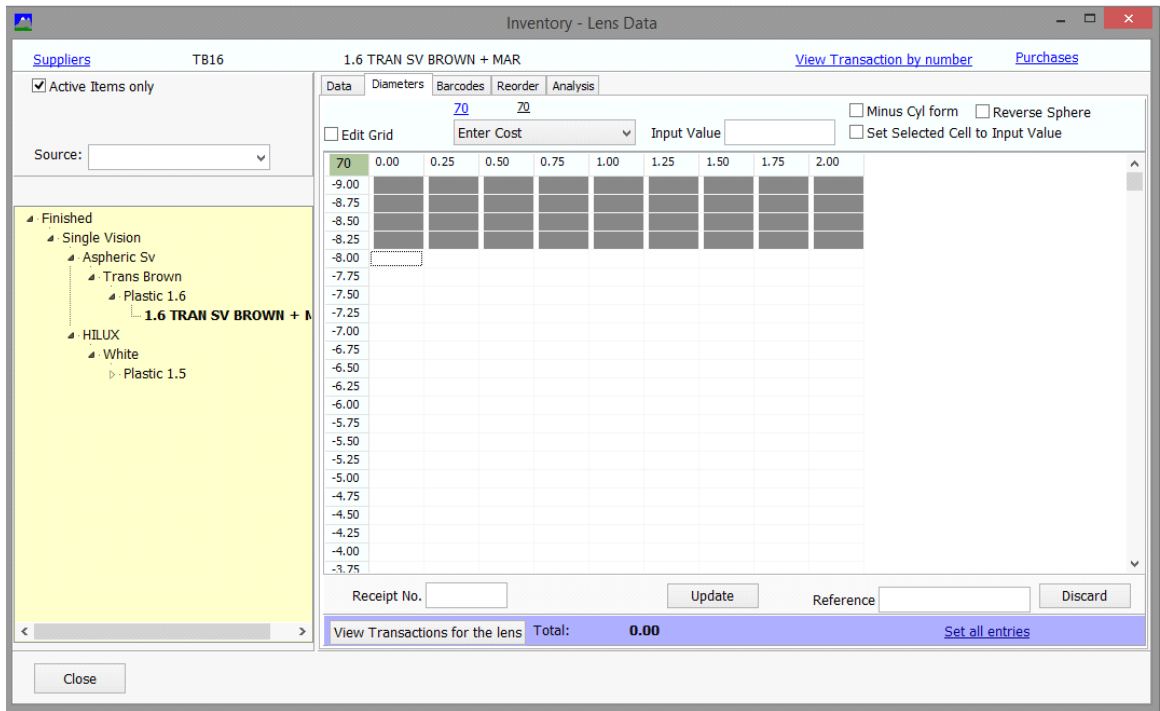
Click on the remaining lens(es) to select them and then click on the 'Delete' button. Repeat for all lenses in the list. Once the last lens has been deleted, click on the 'Look' button to ensure that all lenses have been removed.

After all the lenses have been removed the merging process can be repeated for the next manufacturer. **Only selecting the suppliers that need to be amended.**

[Applying Buy in/Cost Pricing](#)

Within the Inventory section of Annapurna or Kalahari it is possible to set the current Buy-in price of a product. This can differ by diameter and lens power range.

From the main screen of Kalahari or the Inventory menu of Annapurna select the Inventory or Finished lens option. A list of all active lenses will be displayed. Locate the required product and click on it. This will then open to the Diameter menu.



From this menu it is then possible to enter the product cost price.

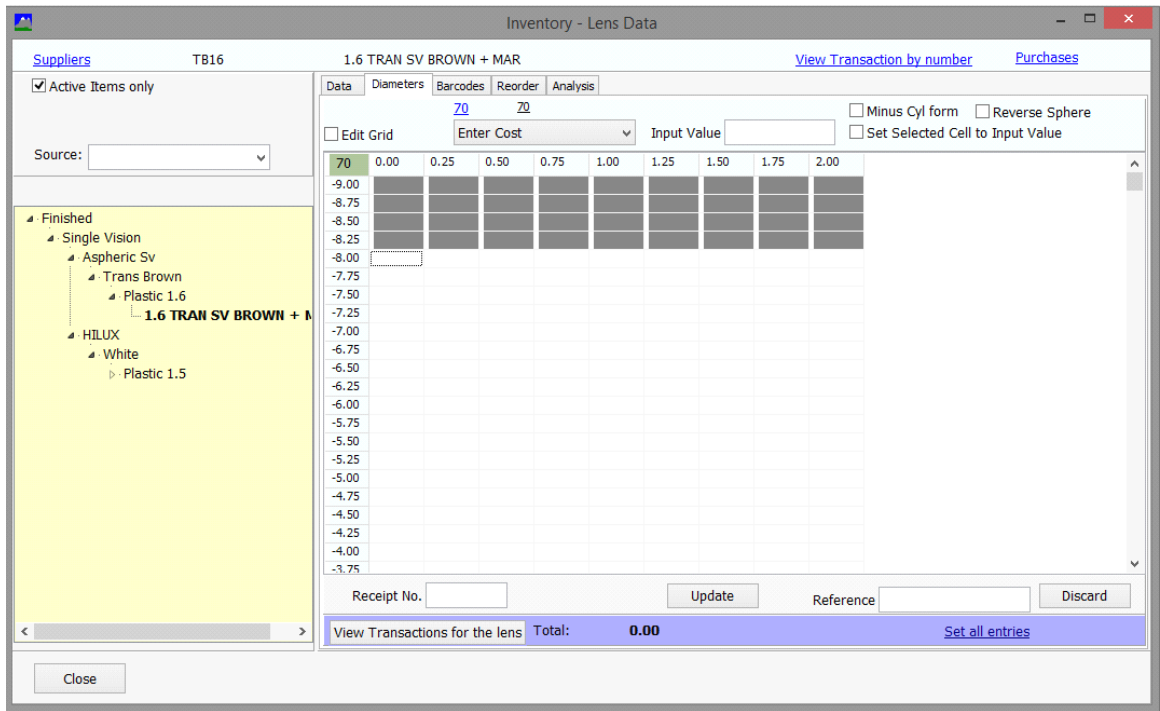
From the drop down menu select the 'Enter Cost' option. Place the value that is to be applied against the lens in the 'Input Value' box. Tick the option for **Set Selected Cell to Input Value**. Select the columns and rows that the prices apply to. The prices will then be displayed in these rows and cells. Click on 'Update' this will then update the product data for this lens and diameter.

Select the next diameter and repeat the above steps.

[Applying Lens Counts](#)

Within the Inventory section of Annapurna or Kalahari it is possible to set the current Stock Level of a product.

From the main screen of Kalahari or the Inventory menu of Annapurna select the 'Inventory'/'Finished' option. A list of all active lenses will be displayed. Locate the required product and click on it. This will then open to the Diameter menu.



From this menu it is then possible to enter the product stock level.

From the drop down menu select the 'Enter Level' option. Place the value that is to be applied against the lens in the 'Input Value' box. Tick the option for Set Selected Cell to Input Value. Select the columns and rows that the level is to apply to. The level will then be displayed in these rows and cells. Click on 'Update' this will then update the product data for this lens and diameter.

Select the next diameter and repeat the above steps.



Unit 5 Purchasing

Section 1

Adding Frame Packages

Setting Up Frame Packages

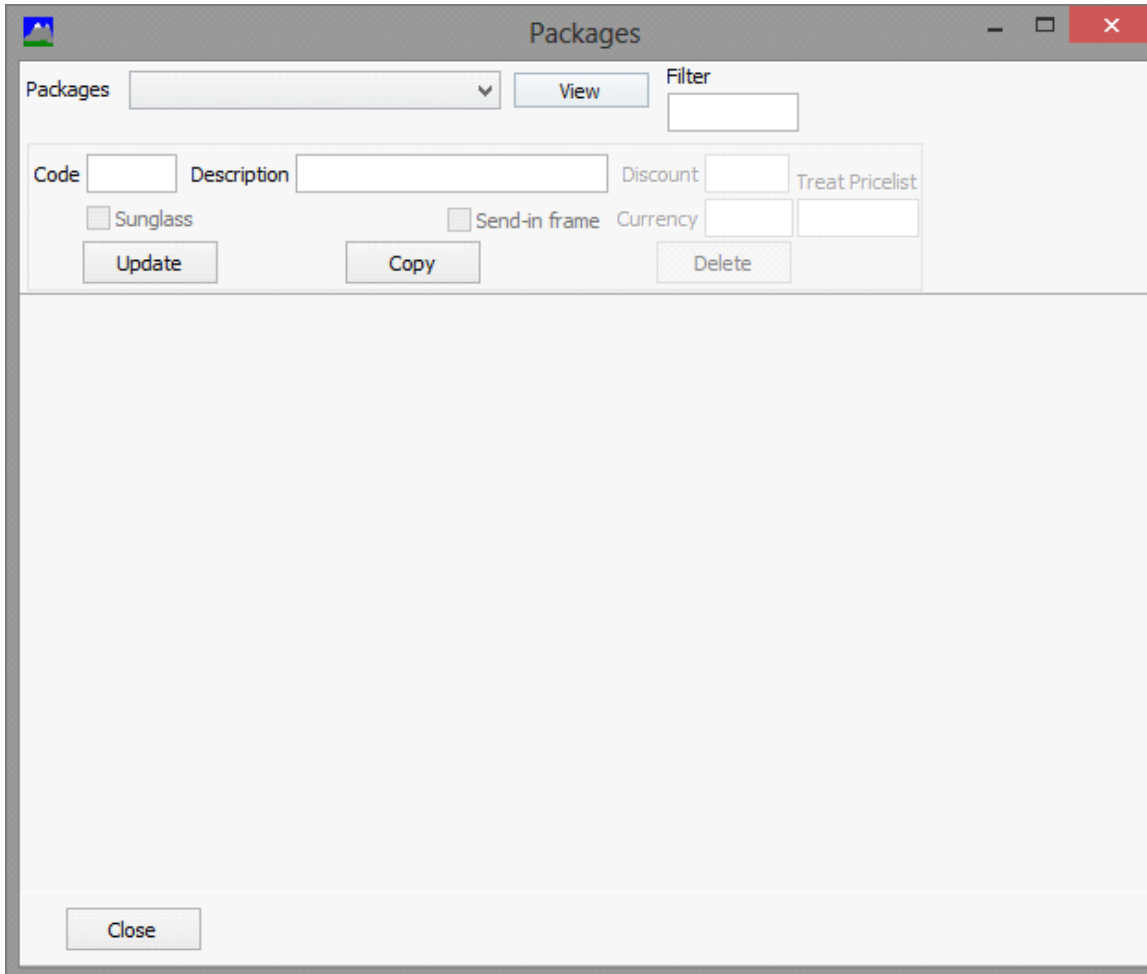
Prior to setting up a frame package please ensure that you have all the information relating to the frames that you want to add to a new package stored within the 'Frame Library'. Please see section on 'Frame Library' in order to find out how to do this.

With regards to pricing it is also advisable that you have a price list setup that contains optional extras (Treatments, Prism charges etc).

Setting up a new Package


From the 'Commercial' menu go to the **Packages** option.

This will open the package setup screen.



The screenshot shows a software window titled "Packages". At the top left, there is a "Packages" dropdown menu and a "View" button. To the right is a "Filter" input field. Below these are several input fields: "Code", "Description", "Discount", and "Treat Pricelist". There are also two checkboxes: "Sunglass" and "Send-in frame". At the bottom of the input section are three buttons: "Update", "Copy", and "Delete". A "Close" button is located at the bottom left of the window.

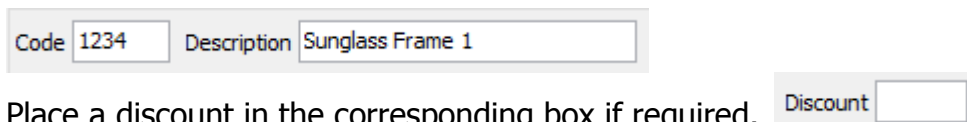
The options in the first section are:



1. Code = Package Code
2. Description = Package Description
3. Discount = Percentage of discount to be applied to the package
4. Sunglass = Selection for Sunglass only products
5. Send in frame = Option to be selected if the customer is to supply the frames
6. Currency = What currency is the package in?
7. Treat Pricelist = Where are the treatment prices held?
8. Update = Updates information that has been entered
9. Copy = To copy package details to a new package
10. Delete = This function will remove all information relating to the currently selected package

Adding the Package Details

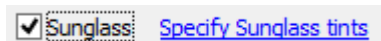
In the code section place a 4 digit code and enter a description.



Place a discount in the corresponding box if required.

If no discount is required then leave this information blank.

If this is a 'Sunglass Only' package then select the sunglass tick box. Once this is selected a new option will appear. This option relates to tints and UV treatments that you wish to apply to the lenses.



If the link is clicked this will open to the Tint/UV selection window.



To add new or remove a selected tint click on the appropriate button.

If this is not for a sunglass product then this can be left un ticked.

If frames are not to be supplied for this package the select the Send-in frame option. This means that the Optician will send a frame into the Lab to be glazed.

If there are multiple currencies setup on the system then the currency will need to be set.

The last step in this part of the process is to specify the Price List that associated with treatments options. Place the corresponding treatment price code into

Press the update button to save the settings that have been made.

Adding Frames

The frame selection screen is on the left side of the package window. This allows the frame to be added in 2 different ways.

Code	Description	Price ID
------	-------------	----------

Brands
[Dropdown Menu] [Add brand to package]

Frames
[Add frame to package]

[Remove Highlighted]

Frames with same Price ID are priced identically

A frame can be added by brand or by singular frame options.

Add Brand to Package

To add a frame by brand click on the drop down menu.

Brands

- 303*Metal
- 3040*Plastic
- 3045*Plastic
- 307*Metal
- 308*Metal
- 309*Metal
- 311*Metal
- 312*Metal

Select the corresponding brand and edge type. So in this example 307 Metal frame will be added.

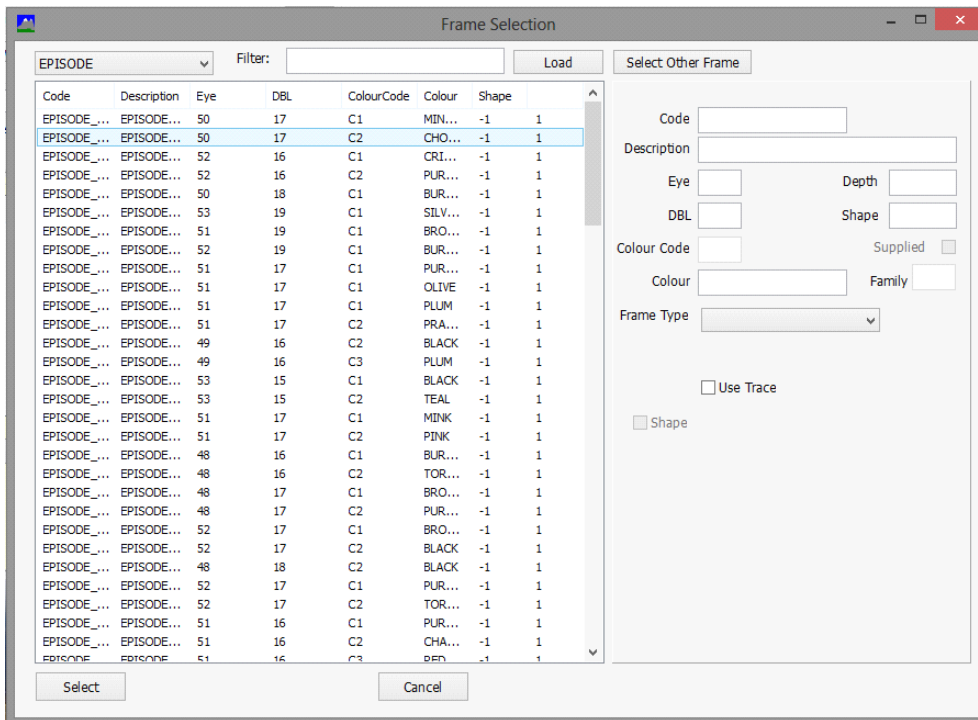
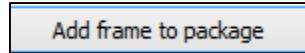
Within each brand a different option will be available for differing edge types.


To add this to the list of packages click the button .

The selected brand will be added to the list of frames above. Repeat this process until all the required frame brands are in the list.

Add Single frame to package

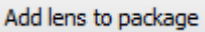
When adding in a single frame to the package select the

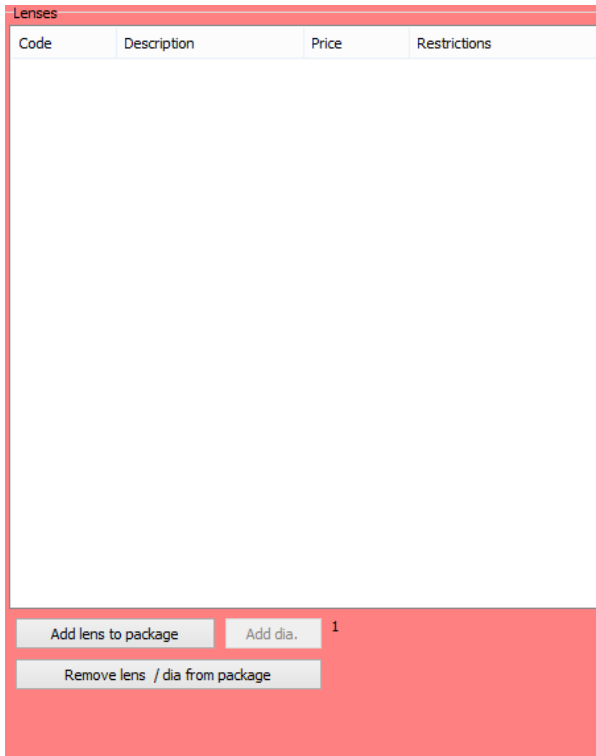


The above window will appear. There are a number of ways in which the frame information can be displayed. The drop down menu on the top left will allow the frames to be selected by brand, a filter can be done on a selected name or part of the information or all frame can be displayed in a list. Select the frame that is required and press .

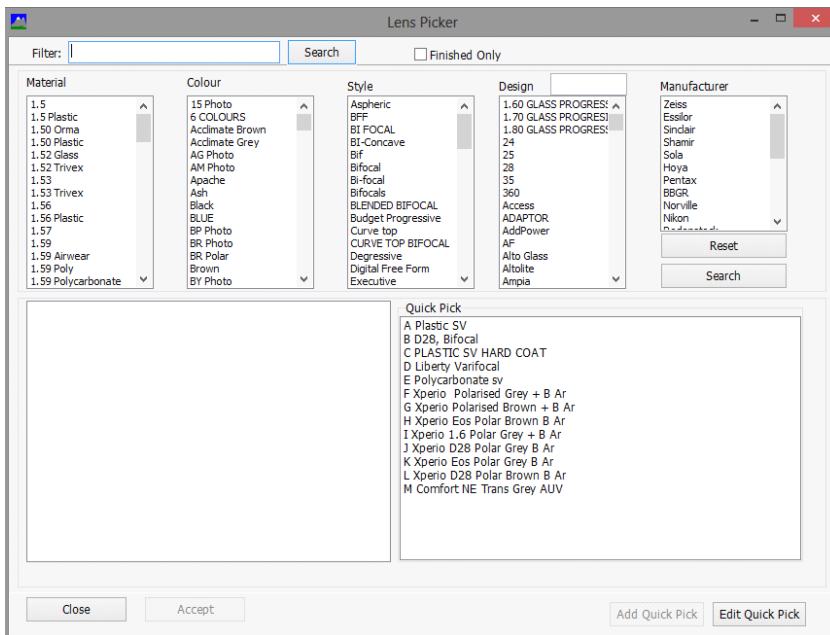
This frame will now be added to the package.

Adding a Lens to the Package

To add a specific lens to the package select the  button on the bottom of the lenses section of the screen.



This button will open a new window which is the lens selection screen.



Select the required lens and click the accept button. This will add the lens to the list on the previous screen.

Code	Description	Price	Restrictions
C28A	C28 Bifocal		

1

Once the lens appears on this screen restriction and pricing information can be added. Select the lens in the list and then add the information that appears at the bottom of the screen.

1

Dia.	Min.Power	Max.Power	Cyl	Prism
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the following information this combined information make up the rules as to whether the lens and frame combination will fall into the package pricing option.

1. Package Price = the inclusive package price
2. Dia = Diameter the package is applied to
3. Min Power = Usually the maximum minus sphere power available
4. Max Power = Usually the maximum plus sphere power available
5. Cyl = Maximum cyl power
6. Prism = Maximum prism available

Whilst entering this information this will be added to the selected lens. To added alternative diameters click on the button. This will allow alternative blank sizes to be added. The information relating to ranges and pricing can then be amended.

Price Differences

When allocating pricing for the frames selected it is possible to have different price bands. If there are budget frames and designer or Metal and Rimless frames in the same package it is possible that the package price will be different.

This is done by giving the frames a 'Price ID'. The 'Price ID' allows the grouping of frames together to allow for higher priced based goods. Once the frames have been imported select what 'Price ID' each should belong to. Once this is set it will be possible to allocate pricing to each of the bands.

The screenshot shows the 'Packages' interface with the following sections:

- Packages:** Includes a dropdown for 'Sunglass Frame Pack 1', a 'View' button, a 'Filter' input, and a 'Customers' text box.
- Code:** Displays '1234' and 'Sunglass Frame Pack 1' with fields for 'Discount', 'Treat Pricelist', 'Sunglass', 'Send-in frame', and 'Currency'.
- Buttons:** 'Update', 'Copy', 'Delete', and 'Save'.
- Frames Table:**

Code	Description	Price ID
EPISODE_127	EPISODE 127	0
EPISODE_137	EPISODE 137	2
- Lenses Table:**

Code	Description	Price	Restrictions
C28A	C28 Bifocal	65	-6.00:6.00:3.00:5.00
C28A	C28 Bifocal	70	-6.00:6.00:3.00:5.00
YD28	D28 Bifocal Pgx	70	-3.00:7.00:5.00:6.00
- Bottom Controls:** Includes 'Add brand to package', 'Add frame to package', 'Price ID' (set to 2), 'Remove Highlighted', 'Add lens to package', 'Add dia.', 'Remove lens / dia from package', and a lens specification table.
- Lens Specification Table:**

Dia.	Min.Power	Max.Power	Cyl.	Prism
70	-3.00	7.00	5.00	6.00

To set pricing for a specific ID batch of frames select a frame or group of frames with the relevant ID. If lens have already been entered for other ID's then this should display them without pricing. Add in the relevant prices.

Repeat this process for other price ID's.

Customer Specific Packages

There is an option to make a package available for only specific customers. To activate this option simply place the customers account number in the 'Customers' box and select the 'Save' button.

The screenshot shows the 'Customers' section with a text input field containing the number '888888' and a 'Save' button to its right.



Unit 5 Commercial

Section 2

Updating Pricing

Updating Pricing

When updating prices in Annapurna it is necessary to choose the correct category. From the main menu select 'Commercial' Option. Within this menu there are a series of Sub Menu's.

- a) Customer - customer pricing files, account records, invoice frequency, price lists etc.
- b) Lenses - Lens pricing records
- c) Extra - Glazing and supplementary pricing
- d) Treatmets - Coating, tints, UV etc
- e) Frame - Frame prices
- f) Prices - All prices various categories
- g) Pricelists - Price lists currently available
- h) Discount - Discount structures
- i) Packages - Frame and lens package pricing

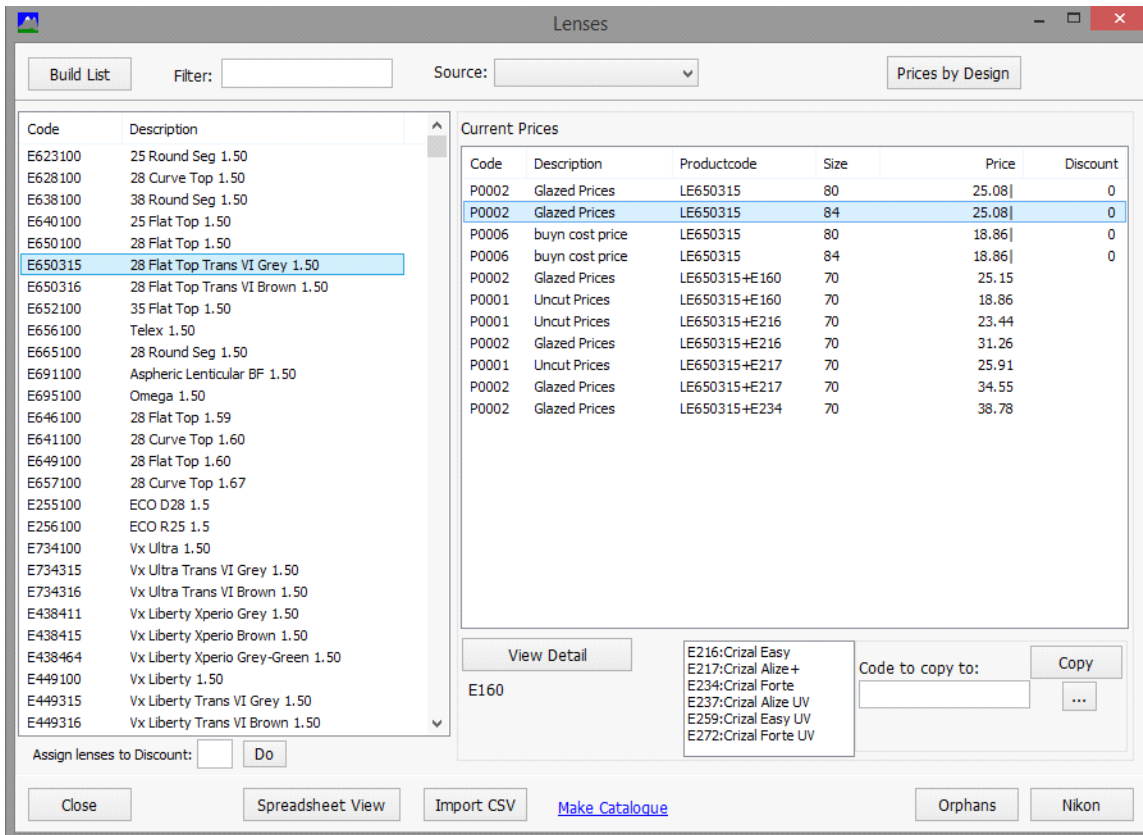
Customer

This is where the details of individual accounts are updated. This ranges from the company name and address to setting price lists and discounts.

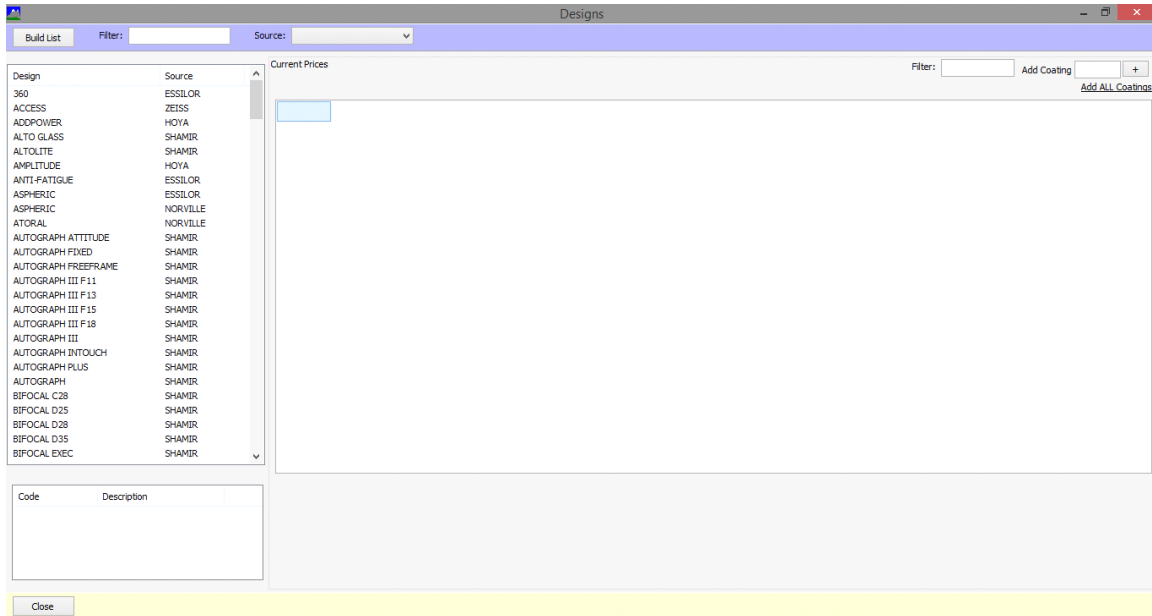
Updating Lens Pricing

If a lens price needs to be updated then from the main menu go to 'Commercial' and then select the 'Lenses' options.

A new window will appear.



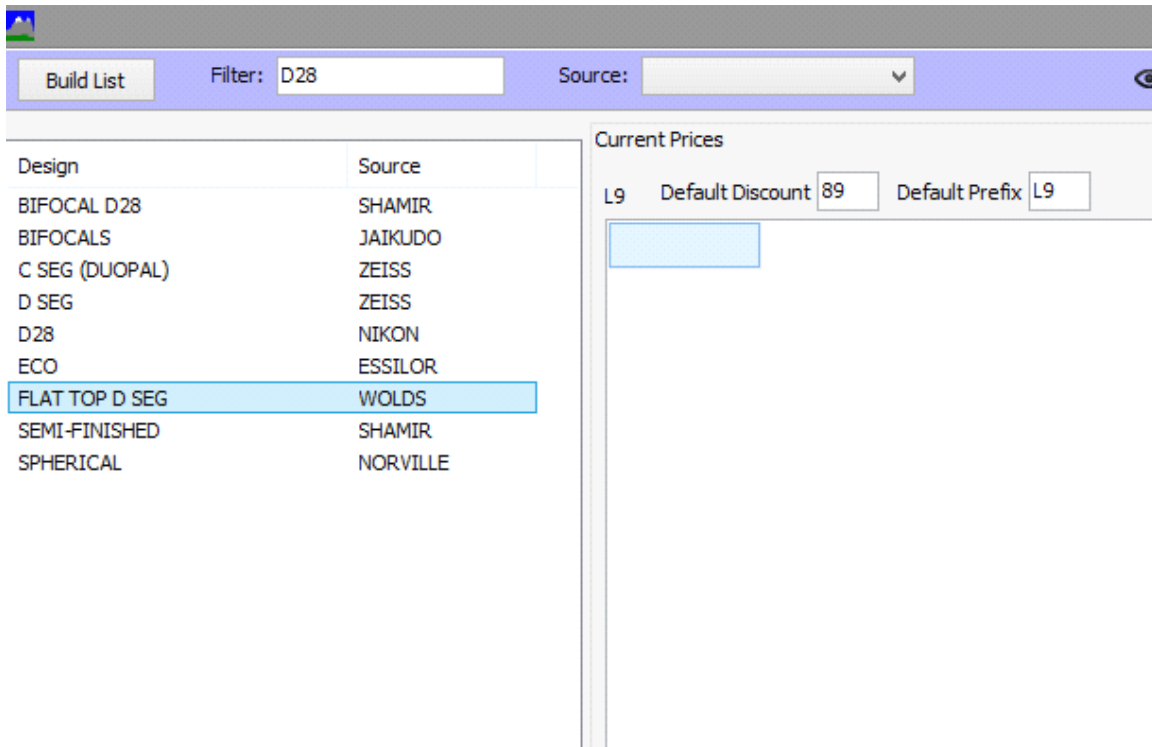
This window will display a list of all available product on the Left side of the screen, whilst on the right are the various prices setup for those products. The prices can be edited from here but this is not the easiest way. Instead select the 'Prices by Design' option at the top right hand side of the window.



This window will now be displayed. To update a products pricing it is possible to filter by the lens type or by manufacturer.

[Filtering out the products](#)

1. To search by lens type place a part of the description in the 'Filter' box and then click on **Build List**. This will then display all lenses products that conform to that filter. The example shown below is a search for D28.



To update a particular Category/Supplier select the option by clicking on it. Once the selection has been made then a series of available price lists will appear at the bottom of the window.

2. Products can also be filtered by the Source/Supplier.

On the Designs screen go to the **Source:** option and select a source supplier from the list.

On the left of the window a list of products by design will be shown as below.

Build List Filter: Source: Essilor

Design	Source
360	ESSILOR
ANTI-FATIGUE	ESSILOR
ASPHERIC	ESSILOR
CURVE TOP	ESSILOR
ECO VARIFOCAL SHORT	ESSILOR
ECO VARIFOCAL	ESSILOR
ECO	ESSILOR
FLAT TOP	ESSILOR
HYPERAL	ESSILOR
INTERVIEW	ESSILOR
LENTICULAR	ESSILOR
MELANIN	ESSILOR
OMEGA	ESSILOR
ROUND SEG	ESSILOR
SPHERIC	ESSILOR
SPORTS SOLUTIONS	ESSILOR
TELEX	ESSILOR
VARILUX COMFORT SHORT	ESSILOR
VARILUX COMFORT	ESSILOR
VARILUX COMPUTER	ESSILOR
VARILUX IPSEO	ESSILOR
VARILUX LIBERTY SHORT	ESSILOR
VARILUX LIBERTY	ESSILOR
VARILUX OMEGA	ESSILOR
VARILUX PHYSIO F-360	ESSILOR
VARILUX PHYSIO SHORT	ESSILOR

Current Prices

Code	Description

Select the lens design that you want to update by clicking on it. A series of price lists will then be displayed underneath.

[Applying Prices](#)

Once the search has been completed then a price list would be selected from the list that appears below the lens.

D28	NIRXN
ECO	ESSILOR
FLAT TOP D SEG	WOLDS
SEMI-FINISHED	SHAMIR
SPHERICAL	NORVILLE

Code	Description
P0001	Uncut Prices
P0002	Glazed Prices
P0004	Stock Uncut Prices
P0005	Stock Glazed Prices
P0006	buyn cost price

Once the price list is highlighted a selection of lenses and columns will appear in the main section of the screen. This list will show the Code, Description, Dia and Base. Base is the starting price of the product or the lowest price available.

Current Prices Uncut Prices
P0001

SH Default Discount 55 Default Prefix SH Apply Defaults Filter: Add Coating + Add ALL Coatings

Code	Description	Dia	Base
SH0020	Altolite D28 1.50	70	
SH0090	Altolite D28 1.50 Transitions brown	70	
SH0100	Altolite D28 1.50 Transitions grey	70	
SH0060	Altolite D28 1.60	70	
SH0130	Altolite D28 1.67	70	
SH0180	AltoGlass D28 1.50	70	

If additional coating are available it is possible to add them at this point and apply a coated price. On the right side of the central window is an option to [Add ALL Coatings](#). If there are a set of default coatings this will add columns to the list.

Current Prices Uncut Prices
P0001

Filter: Add Coating +

SH Default Discount: 55 Default Prefix: SH [Apply Defaults](#) [Add All Coatings](#)

Code	Description	Dia	Base	SHGLACR	SHGLACRPL	SHHC	SHHMC	SHMC
SH0020	Altolite D28 1.50	70						
SH0090	Altolite D28 1.50 Transitions brown	70						
SH0100	Altolite D28 1.50 Transitions grey	70						
SH0060	Altolite D28 1.60	70						
SH0130	Altolite D28 1.67	70						
SH0180	AltoGlass D28 1.50	70						

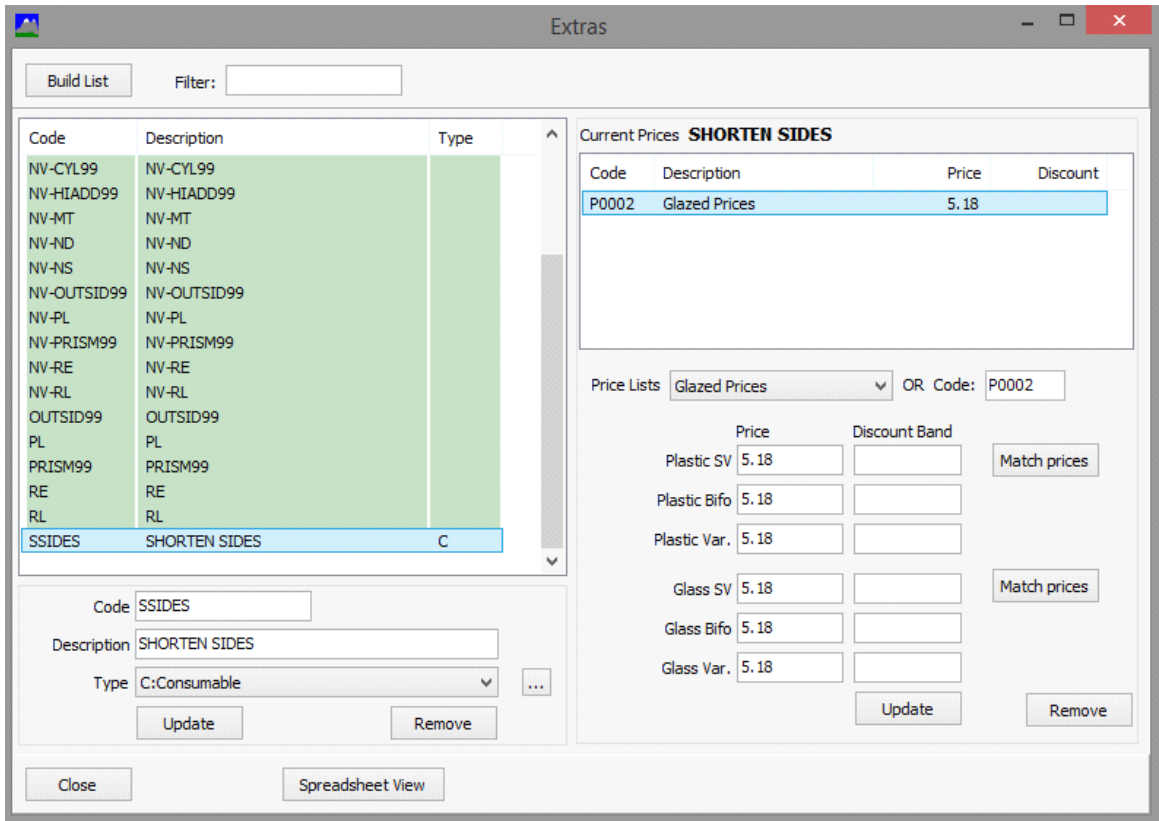
To add or update pricing type the relevant price in the corresponding column. Note: There is no need to fill in all columns next to a lens. If a product is only available with a hard coat then there is no need to place a price in the AR or uncoated columns.

Once complete click on the update button at the bottom of the window. Once all required prices have been updated, restart Annapurna and enter an order to check that the changes have taken place.

[Updating Extras, Treatments and Frames](#)

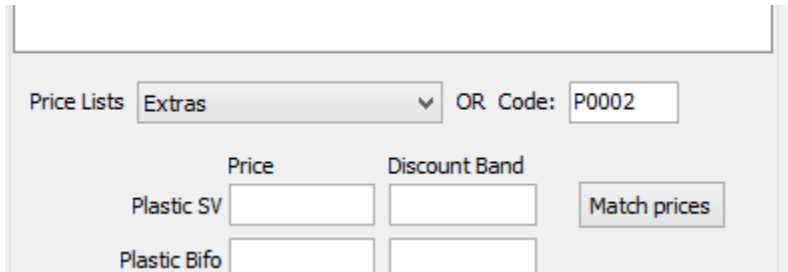
From the 'Commercial' menu select **Extras** or **Treatments**. A list of all available options will be displayed in window. The list can be refined by placing a search term in the **Filter:** section and clicking on **Build List**.

Locate the required option in the list and click on it. If any charges are currently set against a price list they will be displayed on the right side of the window.



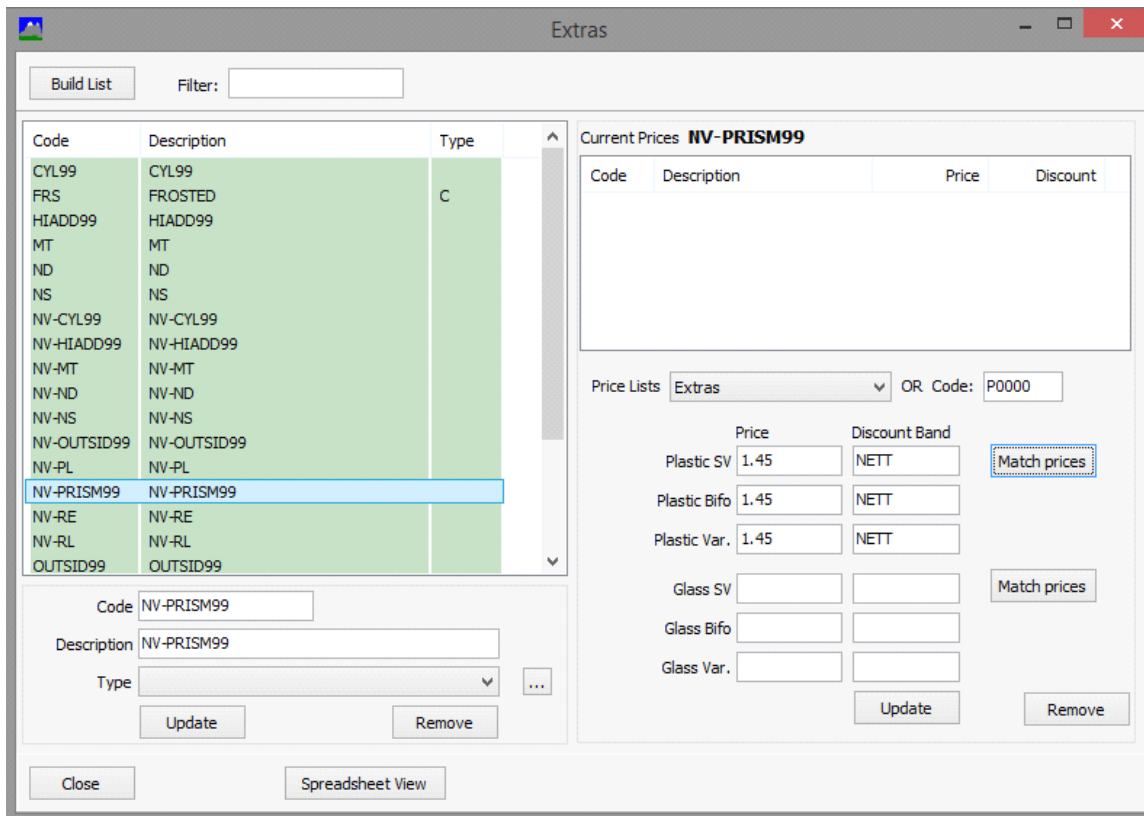
To update the price for the currently selected price list click into the price field and update for the necessary lens form(s). Once the pricing is correct then click on the 'Update' button.

To update a different price list select the required price list from the drop down menu or enter the Price list number in the 'Code' section.



Place the price in next to the Plastic and Glass sections as requires. If no price then leave blank. If no discount is to apply to these charges then place 'NETT' in the discount band.

If the same price applies for all plastic or glass lens forms, place the price in the top fields of each section then click on the 'Match Prices' button. This will copy the prices to all fields.



Once the price editing is complete. Click on the 'Update' button. This will apply the necessary prices into the catalogue. Repeat for any other Extras/Treatments/Frames.

Once all required prices have been updated, restart Annapurna and enter an order to check that the changes have taken place.

[Prices](#)

This combines all pricing fields into a single interface. All pricing can be viewed through this option.

[Price Lists](#)

This menu shows the price lists that are currently setup and allows the adding of new price lists.

[Discounts](#)

Manage the discounts on products and accounts.

[Packages](#)

Set up and manage frame packages and pricing.

Updating Product Information

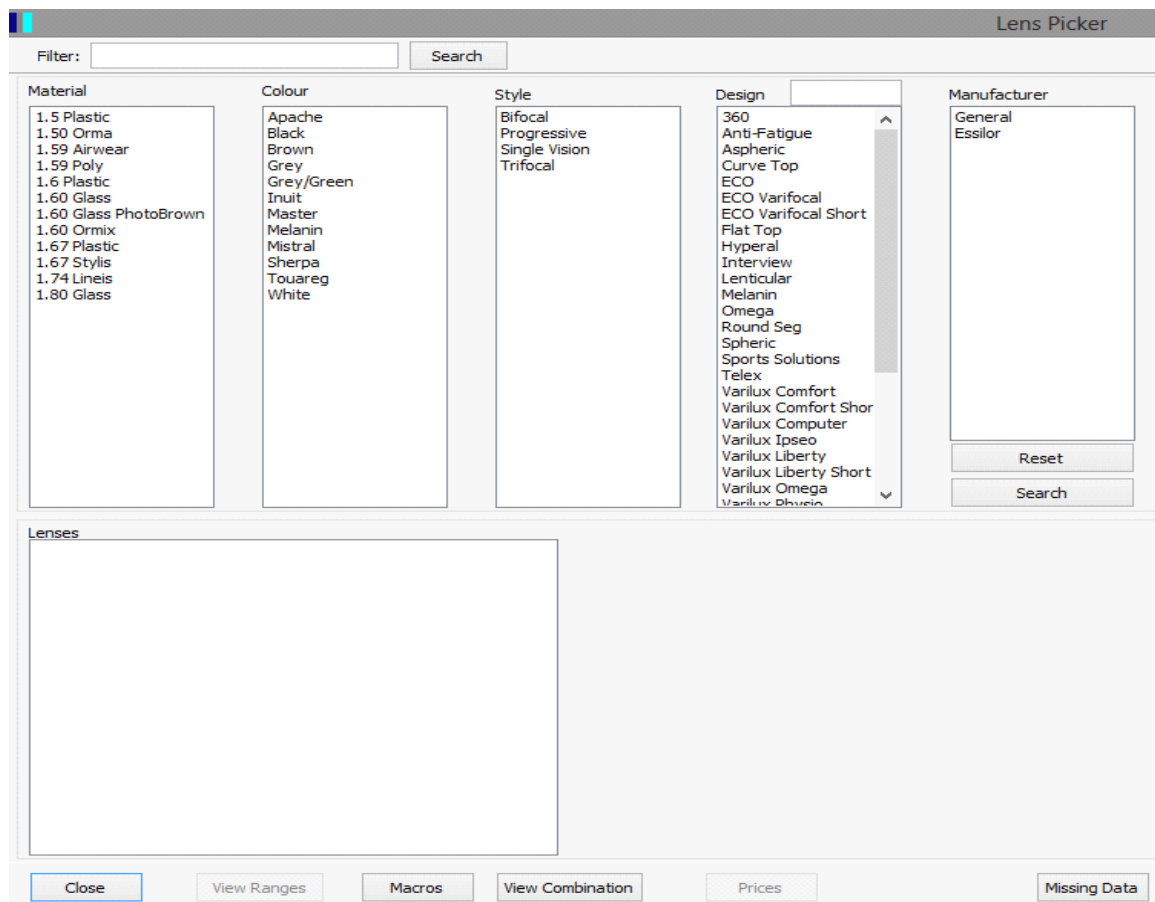
When updating product information there are a number of option that can be updated. From the main Annapurna menu select the 'Data' option. The following sub menus will be displayed.

- a) Lens Data - Information relating to product codes and specifications
- b) Lenses - CSV (Spreadsheet style) format to update product information
- c) Treatments - Coating, Tints and UV available on products
- d) Ranges - Powers available on a product
- e) Frames - Library frames on the system
- f) Deploy Latest Data - Once information has been added this need to be selected in order to continue
- g) Import Catalogue - Download the latest manufacturer catalogue
- h) Deploy to Web - Sends catalogue information up to a Solenzara website
- i) Check for Updates - Search for software upgrades

Note: Once any updates have been done in the 'Data' menu it is necessary to click on the 'Deploy Latest Product Data'. This will then make the information live. Annapurna users will need to restart to pick up the new products.

[Adding 'Lens Data'](#)

Frame the Data menu select the 'Lens Data' sub menu. This will launch the lens editing function. This allows the user to search for individual lens using a menu option and can be more user friendly than option A.



When using option B this is the screen that appears. This will allow the user to edit a number a bits of information at once. This is useful if changing ranges on selected products, editing lens names etc.

The user can search for the required lens by code, description, index, etc. This can be entered into the search box or selected from the lists of information shown. Once these selection have been made a short list of lenses will appear on the left-hand section of the screen.

The interface consists of several sections:

- Search:** A 'Filter:' text box and a 'Search' button.
- Filters:** Five vertical columns:
 - Material:** 1.5 Plastic, 1.50 Orma, 1.59 Airwear, 1.60 Ormix, 1.67 Stylis
 - Colour:** White
 - Style:** Bifocal, Progressive, Single Vision
 - Design:** ECO
 - Manufacturer:** Essilor
- Buttons:** 'Reset' and 'Search' buttons are located below the filter columns.
- Lenses List:** A list on the left showing 'ECO D28 1.5' and 'ECO R25 1.5', with 'ECO D28 1.5' selected.
- Configuration Panel:** A detailed view for the selected lens:
 - Code:** E255100
 - Frame Family:** [Empty]
 - R/E Allowed:**
 - Description:** ECO D28 1.5
 - Material:** 1.5 Plastic
 - Colour:** White
 - Style:** Bifocal
 - Design:** ECO
 - Manuf:** Essilor
 - AR Coat:** EU105
 - Hard Coat:** EU105
 - Tint:** EU105
 - UV:** EU105
 - A/P:** **SLZ:** **Orinoco:** **D/C:**
 - Ref. Index:** 1498
 - v:** 58
 - SG:** 0
 - Coating Required:**
 - Min. Fitt ht.:** [Empty] Multiple Corridors
 - Default:** [Empty]
 - Lens form:** Bifocal
 - Organic/Plastic:**
- Buttons:** 'Update', 'Change Code', and 'Delete' buttons are located below the configuration panel.
- Footer:** A row of buttons: 'Close', 'View Ranges', 'Macros', 'View Combination', 'Prices', and 'Missing Data'.

When the short list of lenses appears select one from the list. Specific lens details will then appear in the right-hand bottom section of the screen.

Code	E226339	Frame Family		<input checked="" type="checkbox"/> R/E Allowed
Description	Vx Liberty 1.60 Glass PhotoBrown			
Material	1.60 Glass PhotoBrown	AR Coat	EU107	
Colour	Brown	Hard Coat	EU107	
Style	Progressive	Tint	EU107	
Design	Varilux Liberty	UV	EU107	
Manuf	Essilor	<input checked="" type="checkbox"/> A/P	<input checked="" type="checkbox"/> SLZ	<input checked="" type="checkbox"/> Orinoco <input type="checkbox"/> D/C
Ref. Index	1600	V: 41	SG: 0	Coating Required <input type="checkbox"/>
Min. Fitt ht.	18	<input type="checkbox"/> Multiple Corridors	Default	
Lens form	Varifocal	Organic/Plastic <input type="checkbox"/>		
Update		Change Code		Delete

The information that appears on the screen are as follows:

1. Code = Unique lens code
2. Frame Family =
3. R/E Allowed = Remote edging allowed
4. Description = Displayed lens description
5. Material = Lens Material and Index
6. AR Coat = Anti Refelection Coating Options
7. Colour = Base lens colour
8. Hard Coat = Hard Coating Options
9. Style = Lens form
10. Tint = Tint Options
11. Design = Lens design
12. UV = UV option
13. Manufaaturer = Lens producer
14. AP/SLZ/Orinoco/DC = Annapurna, Solenzara, Orinoco or discontinued Lenses available in.
15. Ref Index = Refractive lens index
16. V = V value/ABBE Number
17. SG = Specific gravity
18. Coating Required = Lens only available with a coating
19. Min Ft Ht = Minimum fitting height (Progressive)
20. Multiple Corridors = Multiple corridor options available
21. Default = Default Coating
22. Lens Form = Bifocal, Single Vision, Varifocal, Exec
23. Organic/Plastic = Is this a plastic lens

At the bottom of this screen are three buttons. 'Update', which needs to be pressed once the information has been changed. 'Change Code', this option allows for the user to change the code of this product. 'Delete', this option deletes the lens code from the catalogue.

Once the options have been updated there are further options that can be processed to further update the products files.

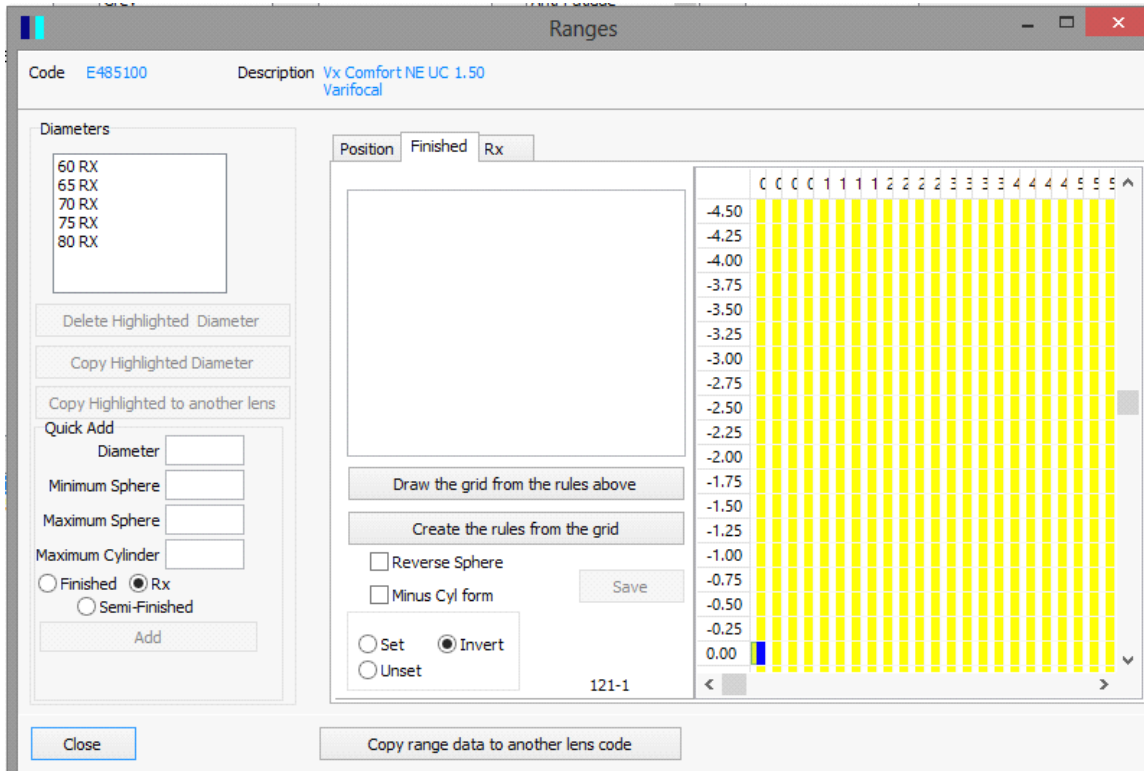
Close	View Ranges	Macros	View Combination	Prices	Missing Data
-------	-------------	--------	------------------	--------	--------------

1. Close = Close the window
2. View Ranges = Update the lens ranges

- 3. Macros = Update the freeform questions
- 4. View Combinations =
- 5. Prices = Update the pricing files
- 6. Missing Data = Check the lens file for missing information.

Updating the Ranges

From the above option, one of the most most commonly used programs is the 'Ranges' option. This allows range information to be set of against the product. This ensures that when the orders are entered against a particular lens the product can be made and will reduce queries etc.



Above is an example of the ranges screen. The tabs that appear depend on the type of lens selected. Some lenses can contain both Finished and RX (Surfaced) range information. Ranges can be set to plus or minus cyl.

The ranges can be entered using the input boxes on the left-hand side of the screen.

Diameters

60 RX
65 RX
70 RX
75 RX
80 RX

Delete Highlighted Diameter

Copy Highlighted Diameter

Copy Highlighted to another lens

Quick Add

Diameter

Minimum Sphere

Maximum Sphere

Maximum Cylinder

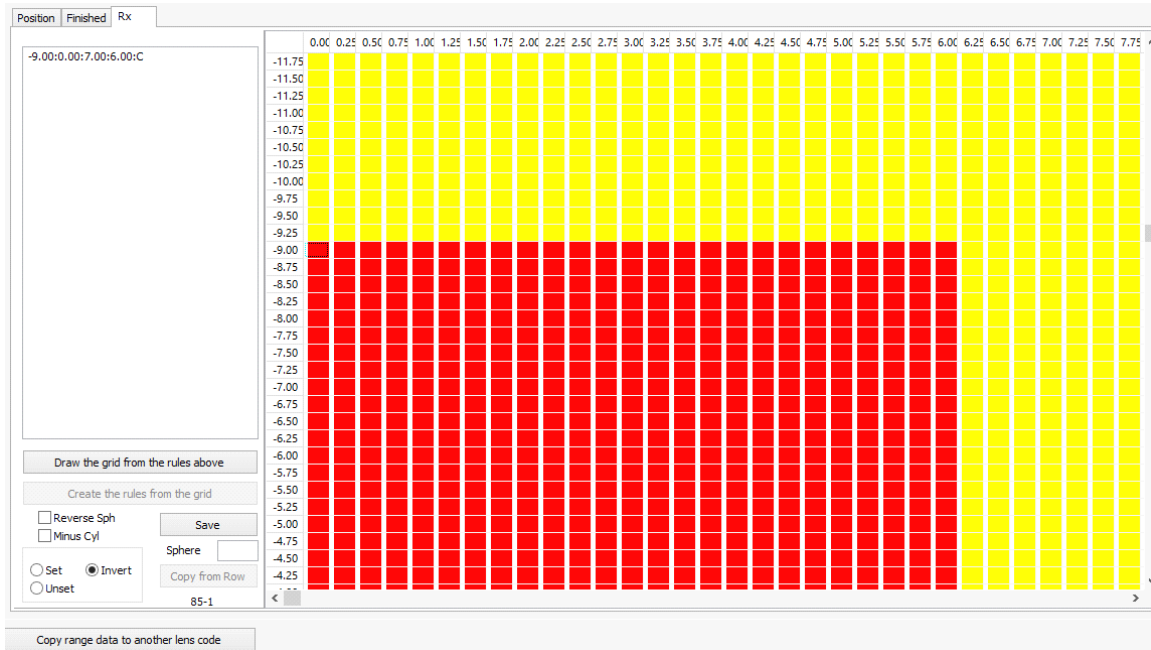
Finished Rx
 Semi-Finished

Add

1. The user enters a 'Diameter', 'Minimum Sphere', 'Maximum Sphere' and 'Maximum' Cylinder'.
2. After the power range is entered a selection needs to be set that relates to the finish of the product. Is the product 'Finished', 'RX' or 'Semi-finished'.
3. The add button will now be available for selection. Once 'Add' is selected the power range entered will appear in the centre of the screen.

[Setting a more Complex Power Range](#)

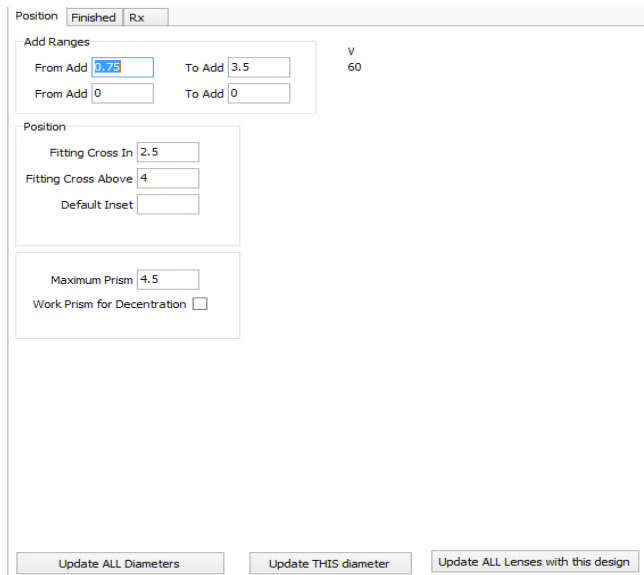
If the power range of the lens is a little more complex then this can be entered using the grid layout.



The user would select the necessary powers that are required by clicking on the relative boxes within the grid. This can be dragged down, up and across to include the necessary powers. Once the user is happy with the selected range the range rules must be created and saved. This is done by selecting the 'Create rules from Grid' option (this button only appears when the grid range has been selected) and then clicking the 'Save' button will save the ranges.

[Setting Other Range Variables](#)

Additional information is held within the position tab.



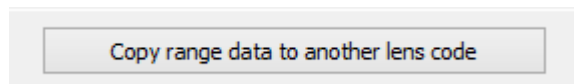
1. Add Range information - This allows for 2 separate ranges to be entered. This normally the standard add range and then an additional add range. Normally only one 'From Add' and 'To Add' section would be filled out.

2. Position - This is the fitting cross and inset positions on a progressive of bifocal lens. Only the option that is relative to the lens needs to be entered.
3. Prism - There are two options in this sections. The 'Maximum Prism' allowed for the lens and the option to 'Work Prism for Decentration'

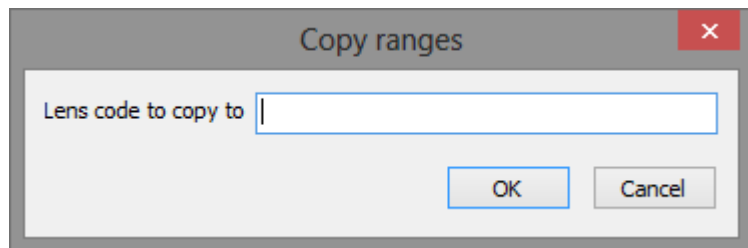
After the above options have been edited there are 3 options to save the information in place. 'Update ALL Diameters', 'Update THIS Diameter' and 'Update ALL lenses with this design'. Select the relevant option and this will allow the updates to be amended.

[Copying Data to Other Lens codes](#)

If there are other lens within the catalogue that should have the same ranges, it is possible to copy the ranges that have been entered to the other lens code.



Click on the above button.



This dialog box will appear. Enter the code of the lens which you want the ranges to be copied to. Click on 'OK' and the ranges will be copied over. This process can be completed for numerous lens codes.

To exit any of the screens click the 'Close' button.

[Editing Lenses.csv Spreadsheet format](#)

From the Data menu select the 'Lenses' sub menu. This will launch a 'CSV/Excel' file of lenses information. This is the most common way of entering or editing information within the program. This is used for the bulk adding or editing of lenses. This allows the operator to add or changes a number of lenses in a group. The operator will also be able to use the filter and sort function within the spreadsheet. This makes the bulk editing easier.

The csv file cells must be delimited/seperated by a ',' or a ';'. It is important that when information is added into the fields they are done so without any punctuation or apostrophes. This can cause the data to become corrupt. **The structure of the file columns must be kept the same as this will be called in a specific way by the software.**

This file **must** be saved in 'csv' format. If it is not then the information contained in it will not be accessible from the Annapurna program.

[Adding or Amending Treatments](#)

From the Data option select the 'Treatments' sub menu. This function allows the operator to add specific treatments into the 'treat.csv' file. It will also allow the operator to match up coating codes with

corresponding product groups.

A coating code can be setup that correspond with a group or family of lenses. This can ease the selection process when linking in treatment and lenses. This also means that the customer can only select the correct coating to go with that product. It is also possible to place in own coating codes if the Lab supplies there own coating on another suppliers lens.

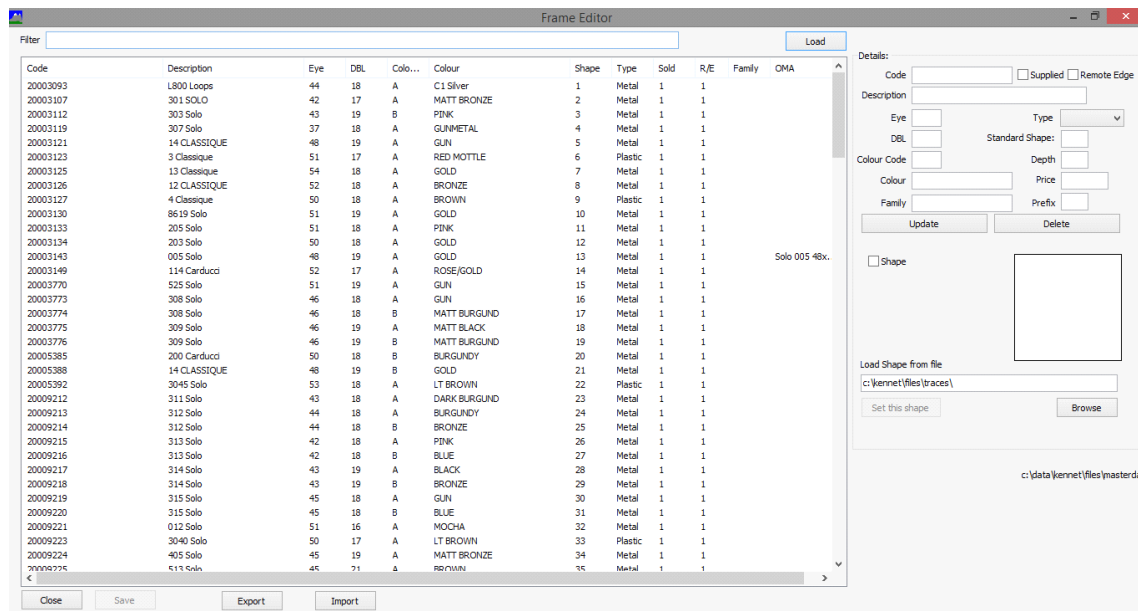
If you are dealing with multiple suppliers this means that the option to cross match manufacturers becomes virtually impossible.

[Amending Ranges](#)

The 'Ranges' Sub menu opens the ranges.csv file. This allows the user to amend and edit ranges. This is an easy way to amend a group of products. If there is only 1 or 2 ranges that need to be amended the easier way can be through the 'Lens Data' sub Menu.

[Frames](#)

From the Data menu select the 'Frames' sub menu. This allows the user to edit and add new frames to the frame library. Frames can be searched using the filter option at the top of the screen.



To add a new shape fill in the following field on the 'Frame Editor' screen:

Details:

Code Supplied Remote Edge

Description

Eye Type

DBL Standard Shape:

Colour Code Depth

Colour Price

Family Prefix

Shape

Load Shape from file

c:\data\kennet\files\masterdata

Once all the information is up to date click on 'Update'. The frame will then be added to the list.

It is possible to add a shape to the library. When the frame is traced give the shape/file a meaningful name. Save to the traces location or a sub folder within the traces folder. To apply the shape to a selected frame click on the browse button. Locate the file and then click the open/save button. Once the location is selected click on set this shape. Repeat the process for other frames.



Unit 6 Settings

Section 1

Delivery Times

Entering Target Delivery Times

Target delivery time are made up of individual section/processes. Each process must be set in order for the correct times to be applied. To access the targets menu go to the 'Settings' menu in Annapurna and then select the 'Target' option.

From here the 'Target Days Settings' will be displayed.

	Stock	Rx - Std	Rx - High	Outsource
Lens	0.5	0.5	1.5	5.0
Full Rim	1	1	1	1
Supra	1	1	1	1
Rimless	1	1	1	1
Hard Coat	1.5	1.5	1.5	1.5
AR Coat	1.5	1.5	1.5	1.5
Tint	1.50	1.5	1.5	1.5

Outsource list:

- Anglo
- AO
- BBGR
- Essilor
- Hoya
- Jai Kudo
- Jaikudo
- Kodak
- Nikon
- Norville
- Omega
- Pentax
- Rodenstock
- Seiko
- Shamir

Working Days:

Year: 2013

Public Holidays: 01/01/2013

Buttons: Add Holiday, Remove, Make Working Day, Close

All targets are based on days or part days.

- 1 = full day
- 0.5 = 1/2 day etc

Based on the information above a glazed full rim stock lens will take 1.5 days to reach dispatch.

To start the process decide how long each process will take for each product category.

- Stock - Finished lenses held in stock
- RX Std - Standard index surfaced lenses
- RX High - High index surfaced lenses
- Outsource - Lenses which are bought in

Place a number in each of the sections to represent the maximum time taken in each department. Once all the options have been added then this will represent the time for each category/combination.

The next section is for the "Outsource" suppliers. All these suppliers are the lenses that are not made or stocked in house. These will therefore always be sent out for supply and

normally take a little longer. Place a tick in the box if the lenses will be sent out.

The final section is working days. This will allow the setup of the working days for a year. To start this process select the year and add in any public holidays that the company will be closed on. Click the "Add Holiday" button this will then appear in the box below. Continue this until all holidays are added. Specify if a Saturday or Sunday is worked then click "Make Working Day".

Once all the information is added then Close down and restart Annapurna. When new orders are entered the information on Target dates will be displayed. Repeat the process if any new holidays need to be added.

For more information or assistance please contact Hawkstone Design.