

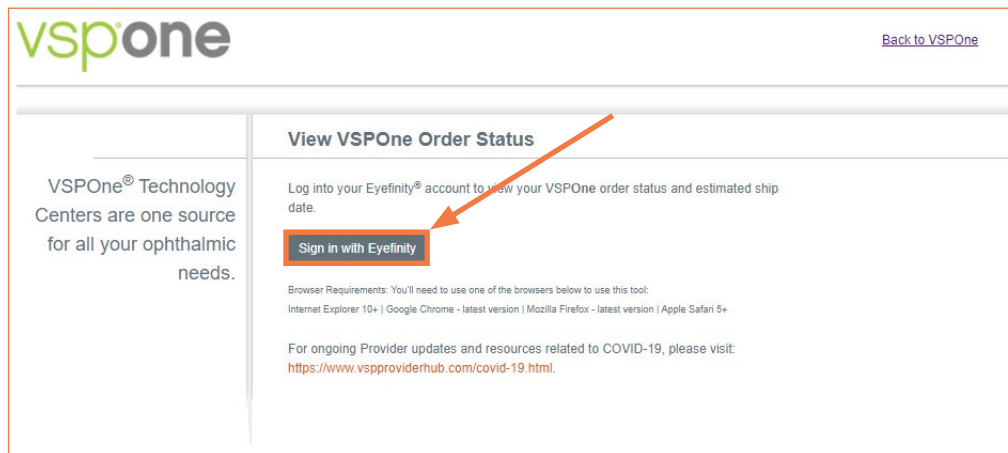
Online Order Status Guide

vspone

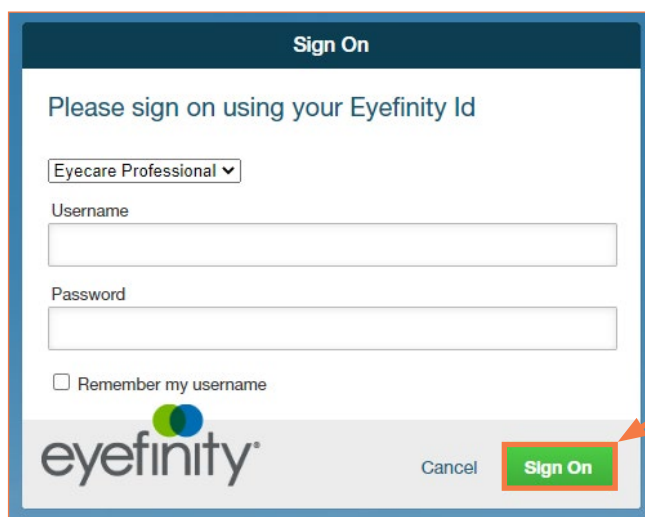
HOW TO USE THE VSPONE ONLINE ORDER STATUS TOOL

Doctors with an Eyefinity® login can check the status of their VSPOne® orders at orderstatus.vspone.com and will be able to view the estimated ship date. Follow these steps to check your orders.

- 1** Go to orderstatus.vspone.com and click the **Sign in with Eyefinity** button.
Be sure to use a modern browser such as Internet Explorer 10+, Google Chrome, Mozilla Firefox or Safari 5+.



- 2** Type your Eyefinity.com username and password in the sign on box. When finished, click the **Sign On** button and you will then be directed to the Order Status page.



3 What to expect on the VSPOne.com Order Status page:

The screenshot shows the VSPOne.com Order Status page. At the top left is the 'vspone' logo. At the top right are links for 'Back to VSPOne' and 'Request a Redo'. Below the logo is a search section with three input fields: 'Patient Name:', 'Rx #:', and 'Invoice #:'. To the right of these fields are 'Search' and 'Clear' buttons. Below the search fields, the patient information is displayed: 'BERT MURPHY OD', '123 ANYTOWN ST.', 'SIM CITY, FL 33825'. Below this is the 'Lab Account #: 333333'. A table of orders follows, with columns: 'Patient Name', 'Rx #', 'Invoice #', 'VSPOne Lab', 'Date Entered', 'Job Status', 'Est. Ship Date', and 'Ship Date'. The table lists six orders. At the bottom right of the table is a 'Next' button. Callouts A through E point to specific features: A points to the search fields, B points to the Lab Account #, C points to the first row of the table, D points to the Job Status column, and E points to the Next button.

A Patient Name: Rx #: Invoice #: Search Clear

B Lab Account #: 333333

C

Patient Name	Rx #	Invoice #	VSPOne Lab	Date Entered	Job Status D	Est. Ship Date	Ship Date
BARN, PATRIC	Z3028576	500934	VSPOne Fort Lauderdale	2015-11-11	FINISH	2015-11-16	
DAVIS, LAINE	99750133	499147	VSPOne Fort Lauderdale	2015-11-09	SHIPPED		2015-11-11
ASH, KELLY	99421738	497960	VSPOne Fort Lauderdale	2015-11-06	SHIPPED		2015-11-12
MASON, AL	98505966	497377	VSPOne Fort Lauderdale	2015-11-05	IN PROCESS	2015-11-12	
DILLON, LINDA	98057073	495203	VSPOne Fort Lauderdale	2015-11-03	IN PROCESS	2015-11-17	
SMITH, RANDY	10390438	493902	VSPOne Fort Lauderdale	2015-11-02	SHIPPED		2015-11-06

E Next

A. Search by Patient Name (Format: Last name, first name), entire Rx # or Invoice #.

B. If the Doctor has multiple DVI accounts, you'll see a dropdown menu where you can select which account you want to see orders for.

The close-up shows two dropdown menus. The first is labeled 'Lab Account #' and has '28006' selected. The second is labeled 'Patient Name' and has '71781' selected.

C. The most recent orders will display at the top of the page.

D. The last 3 columns are important:

- o **Job Status:** Click the info icon for definitions.
- o **Est. Ship Date:** If this field is empty, then the order has already shipped.
- o **Ship Date**

E. If there are more than 20 orders you can click the **Next** button to see more orders.

Have questions? Click the **Back to VSPOne** button.

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[Back to VSPOne](#) [Request a Redo](#)

Patient Name: Rx #: Invoice #:

BERT MURPHY OD
123 ANYTOWN ST.
SIM CITY, FL 33825

Lab Account #: 333333

Patient Name	Rx #	Invoice #	VSPOne Lab	Date Entered	Job Status	Est. Ship Date	Ship Date
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Click the **Locations** tab for a listing of labs near you. Select a lab for Customer Service contact information.

