Online Ordering

To order online please enter the following URL into your internet browser, you can also click directly on the link below to navigate to the Lenstec online ordering page.

http://lenstecopticalgroup.co.uk/online-order-order-tracking/

Tip: copy the above link and create a desktop shortcut.

When the web page has loaded (see fig 1.0), select the **Online Ordering** option from the Lenstec laboratory you wish to place an order with i.e. Lenstec Optical, Tant Labs or Rawdon Optical.
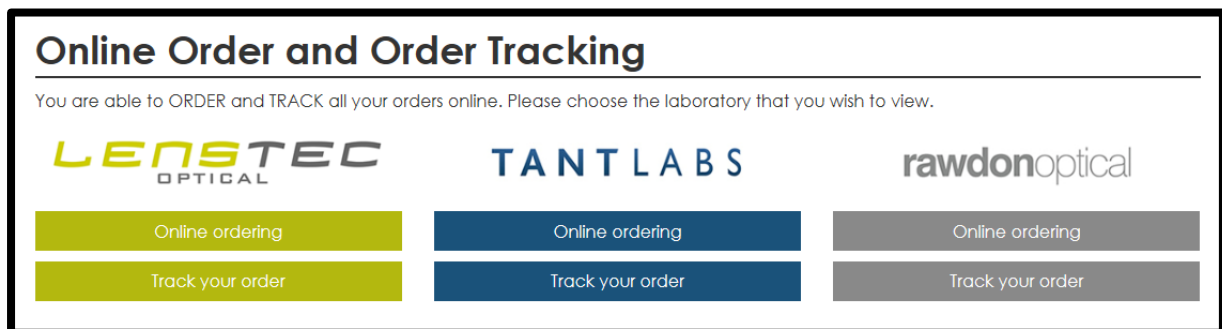
Online Order and Order Tracking

You are able to ORDER and TRACK all your orders online. Please choose the laboratory that you wish to view.

LENSTEC OPTICAL	TANTLABS	rawdonoptical
Online ordering	Online ordering	Online ordering
Track your order	Track your order	Track your order

Fig. 1.0

Upon selection you will be shown the online login screen. On the left side of the screen you will see the user login window pane (see fig 2.0). The username and password to access the site can be entered here.

Please login using the credentials that were provided to you by the lab, these would have been sent to you by email. After entering these credentials you MUST click on the [Login] button to proceed.
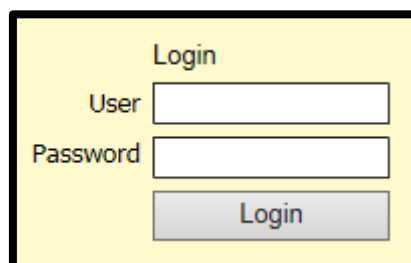
Login

| User | |
| Password | |

Login

Fig. 2.0

After successfully logging onto the Lenstec Online Ordering Portal you will be presented with the following screen to begin the ordering process (see fig 3.0).

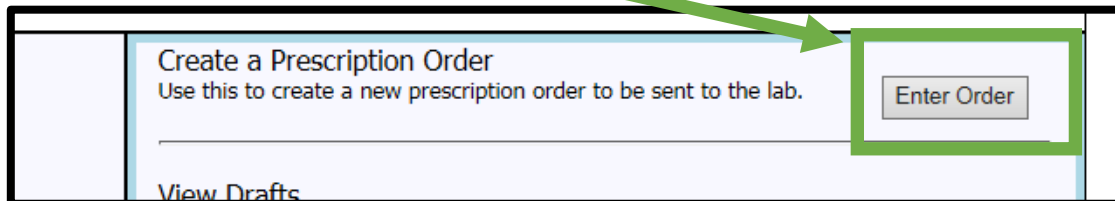1. Click on the [**Enter Order**] button.

Create a Prescription Order
Use this to create a new prescription order to be sent to the lab.

[Enter Order]

View Drafts

Fig. 3.0

2. This will take you to the Rx order form screen.

3. Enter your specific **Order / Reference** number which is meaningful to you.

Order/Reference: [ ]

Order Type: [Uncut - Lenses only ▼]

4. Move down to the **Order Type** field and select the order type required from the drop down list e.g. [1]Uncut – Lenses Only, [2]Glazed – Send in Frame, [3]Supply Lenses and Frame, [4]Remote Edged Lenses

5. Now enter the powers required for the left and right lens (see fig 4.0)

Rx   Click to enter Prism
        Sph   Cyl   Axis   Add
Right [   ]   [   ]   [   ]   [   ]

Left [   ]   [   ]   [   ]   [   ]

Fig. 4.0

6. Next select the shape or diameter source from the options listed (see fig 5.0)
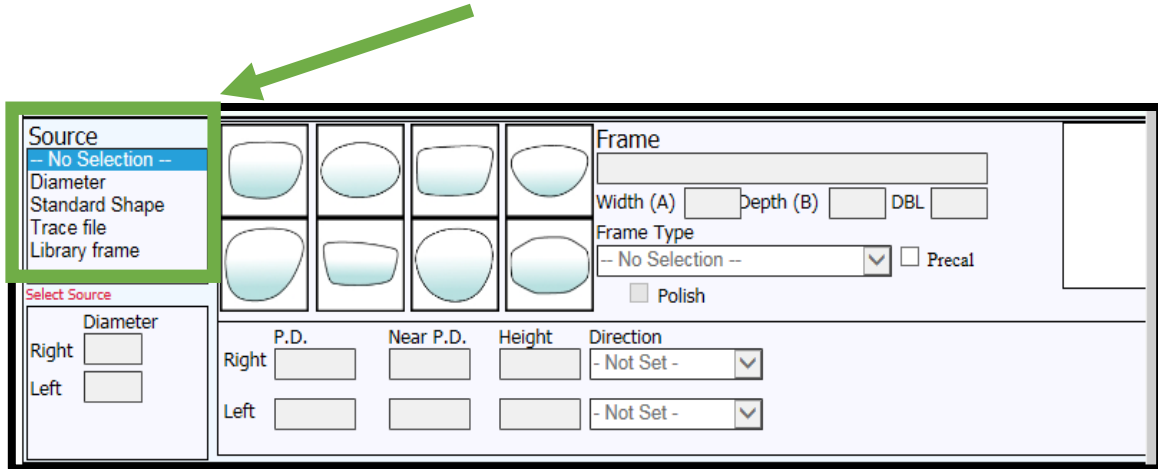

Fig. 5.0

7. If you are not ordering a SUPPLY FRAME then go to point 12.

8. If you are ordering a SUPPLY FRAME, click on the Library frame option in the source selection pane and you will be taken to the frame selection screen (see fig 6.0).
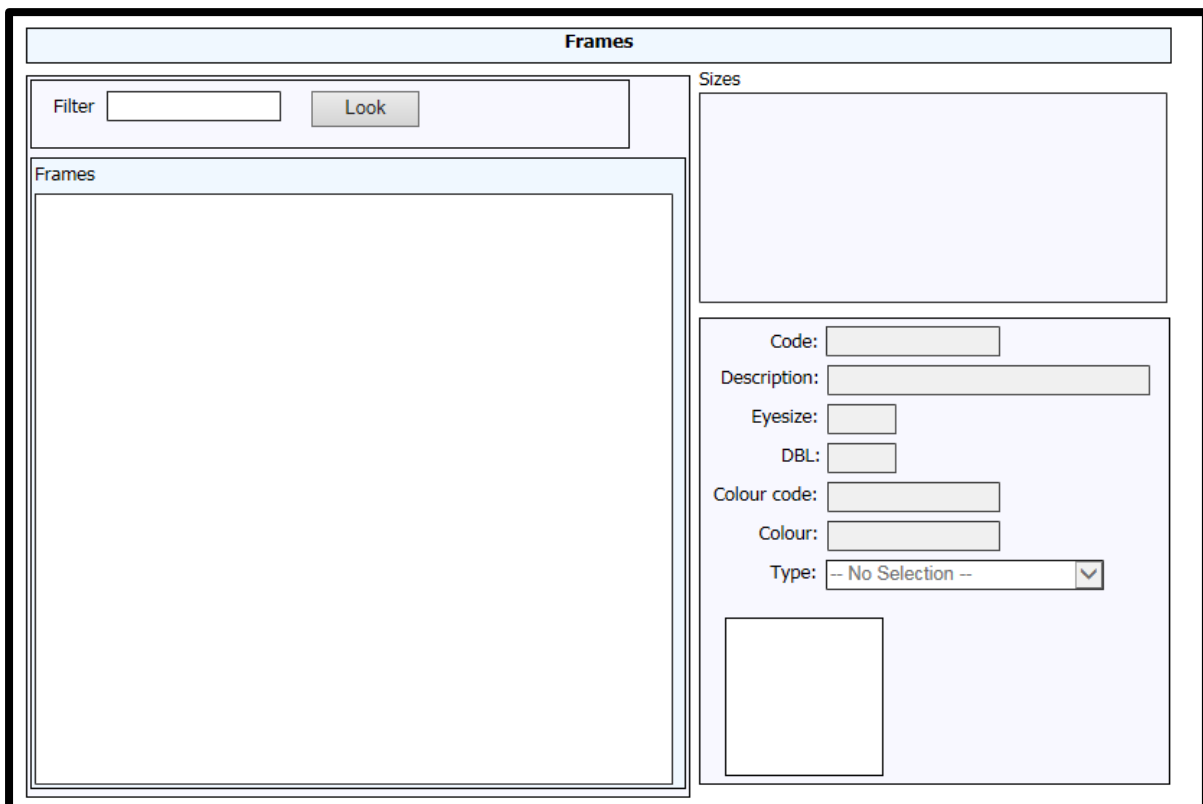

Fig. 6.0

9. Type in your frame choice in the filter box and click on the [LOOK] button (see fig 7.0)
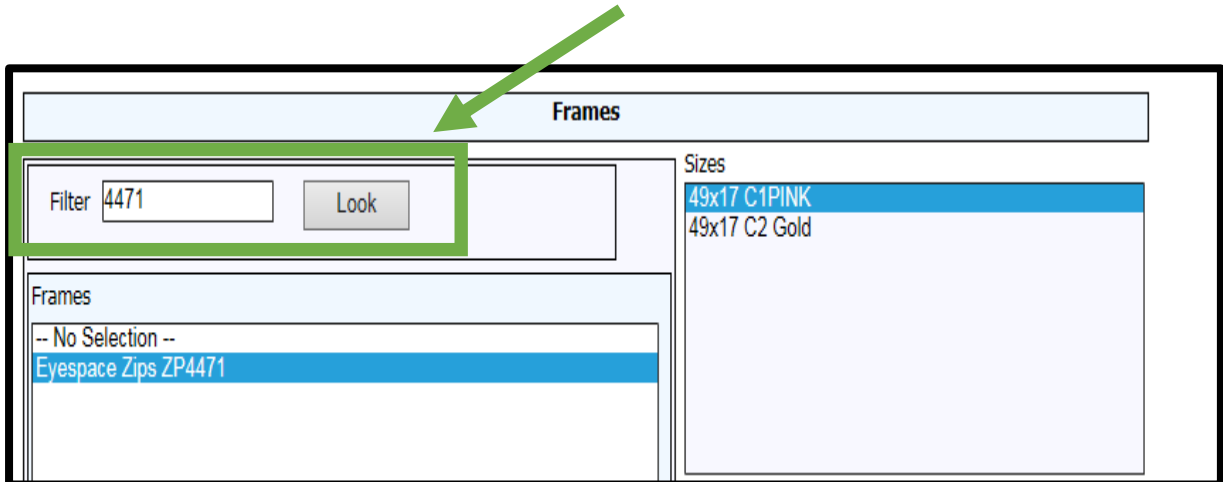

Fig. 7.0

10. From the list of frames in the left hand window pane created by the filter selection, click on the frame required (see fig 8.0).
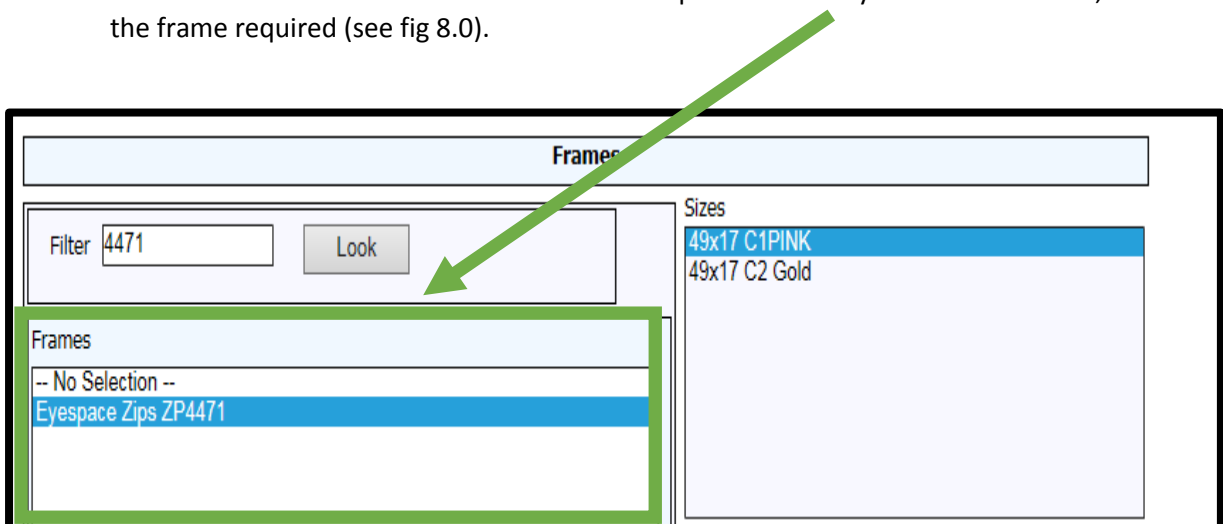

Fig. 8.0

11. In the right window pane, the available frame sizes and colours are displayed (see fig 9.0)
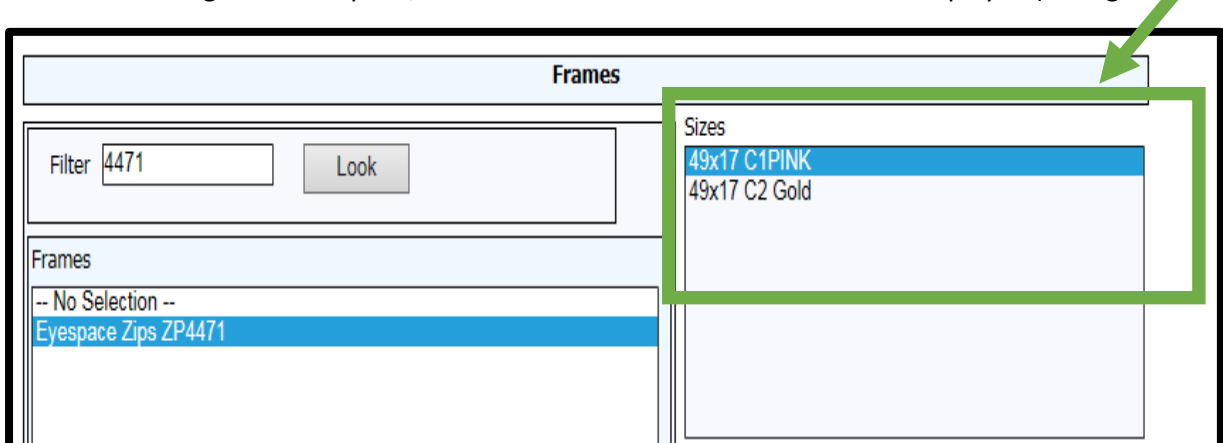

Fig. 9.0

12. You now need to order the lens (see fig 10).

13. Click on the Right lens field.

Fig. 10

14. When you click on the Right Lens field you will be shown the lens selection screen (see fig 11.0)

15. On this screen select the Manufacturer ^A, Material ^B, Style ^C, Design ^D and Colour ^E from the individual list boxes.
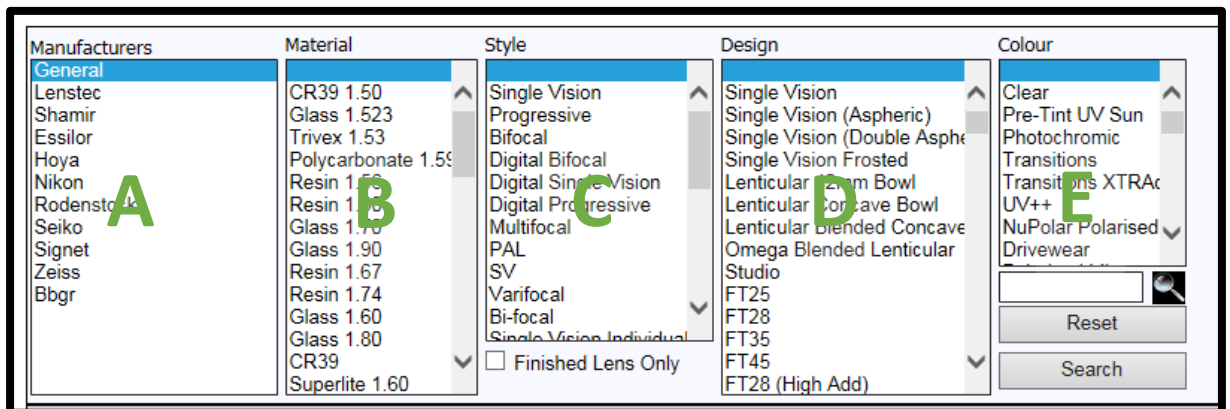

Fig 11.0

16. After selecting the lens criteria the system will show you a list of available lenses that match your selection in the lower left of the screen (see fig 12.0)

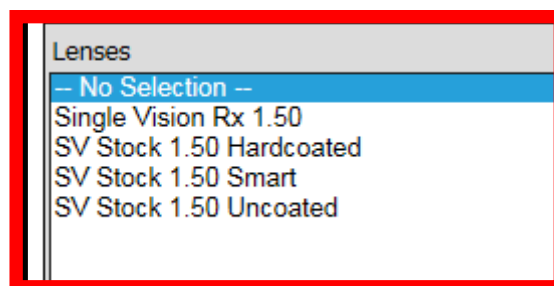17. From the generated list, select the lens required.

Fig 12.0

18. **It is important that you make the correct choice and select either STOCK or Rx lens, the lens you select will be automatically manufactured and cannot be changed – please refer to Lenstecs Terms and Conditions page 21**

19. When you have chosen the type of lens you require, the available treatments and tints specific to the selected lens will be shown.

20. If you do require any treatments you MUST select No treatments (see fig 13.0)
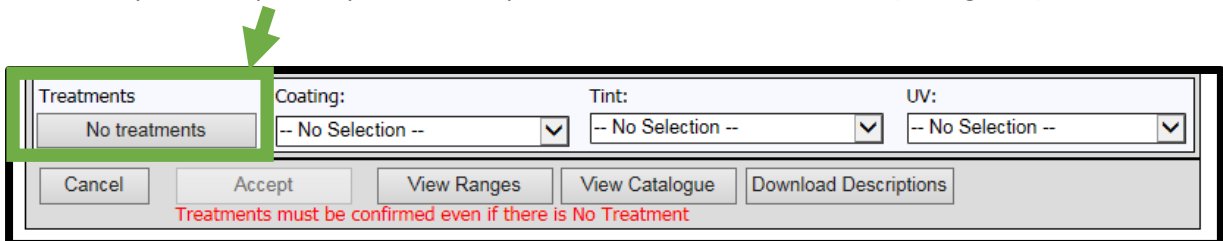

Fig 13.0

21. Note: Some lenses will have a minimum required coating and this will populate automatically when you select No treatment, please make sure this is the coating you require if not please select from the dropdown list.

22. When this selection is complete the [Accept] button will become available.

23. When you press the [Accept] button you will be taken back to the order screen (see fig 14.0)
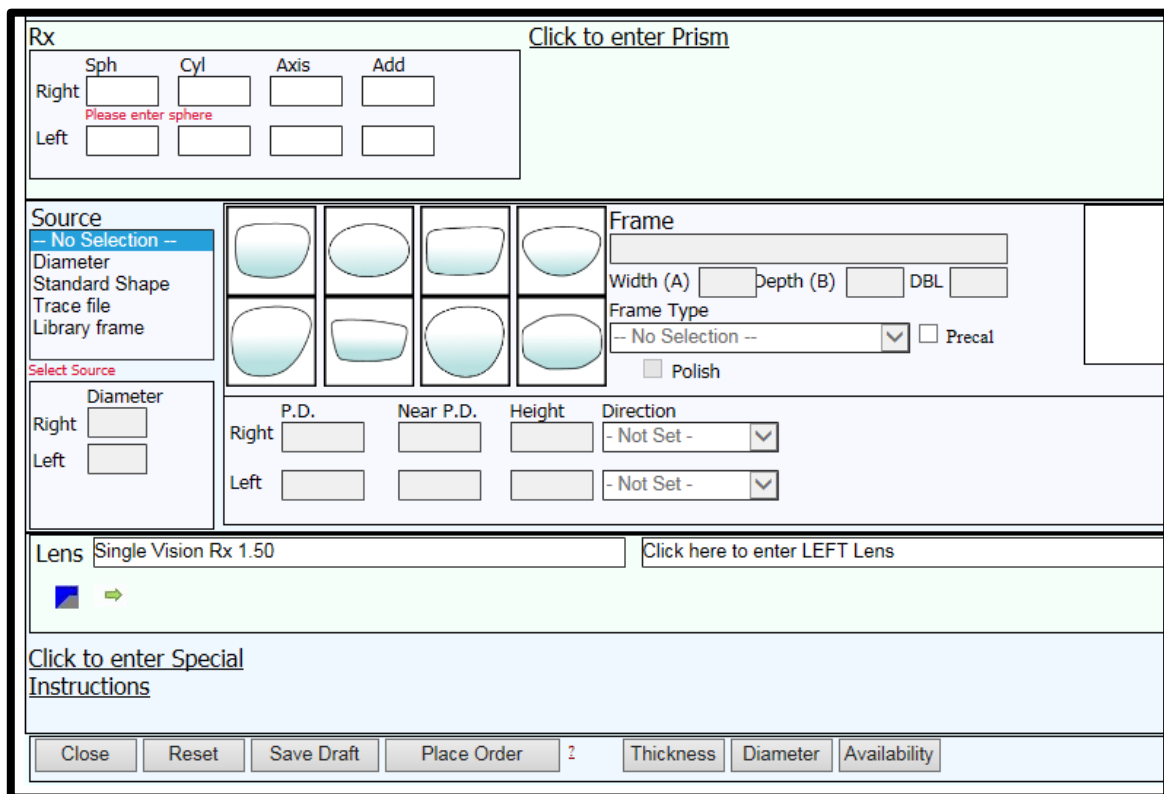

Fig 14.0

24. Take a moment to review the order and ensure the details are correct.

25. **Once you have confirmed that all details are correct and have ensured that the correct lens type i.e. either STOCK or Rx has been selected as required you can confirm the order.**

26. To confirm the order press the [Place Order] button (see fig 15.0)

Fig 15.0

27. The system will then provide you with a unique order number.

28. You can now click on [Close] button.