

EssilorLuxottica

IT North

Acapulco Frame and Package Ordering Manual

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ESSILORLUXOTTICA

1. Introduction

Welcome to **Acapulco**, the Essilor Luxottica Frame and Package ordering platform. This web application allows customers to browse products online, place orders, view order history placed via this website and manage their orders conveniently from any device.

2. Objective

This document provides instructions on how to use the release version 1 of the **Acapulco** web based software to order Frames or Packages directly from Essilor Luxottica laboratories.

3. Scope

Currently this frame and package ordering software encompasses the United and Caerphilly laboratories only.

4. Acapulco Web Application

You can either select on the lab ordering web page via a button or access the application directly with one of the following URL addresses, enter into your browser depending on which laboratory you wish to order from.

For the **United Laboratory** enter:

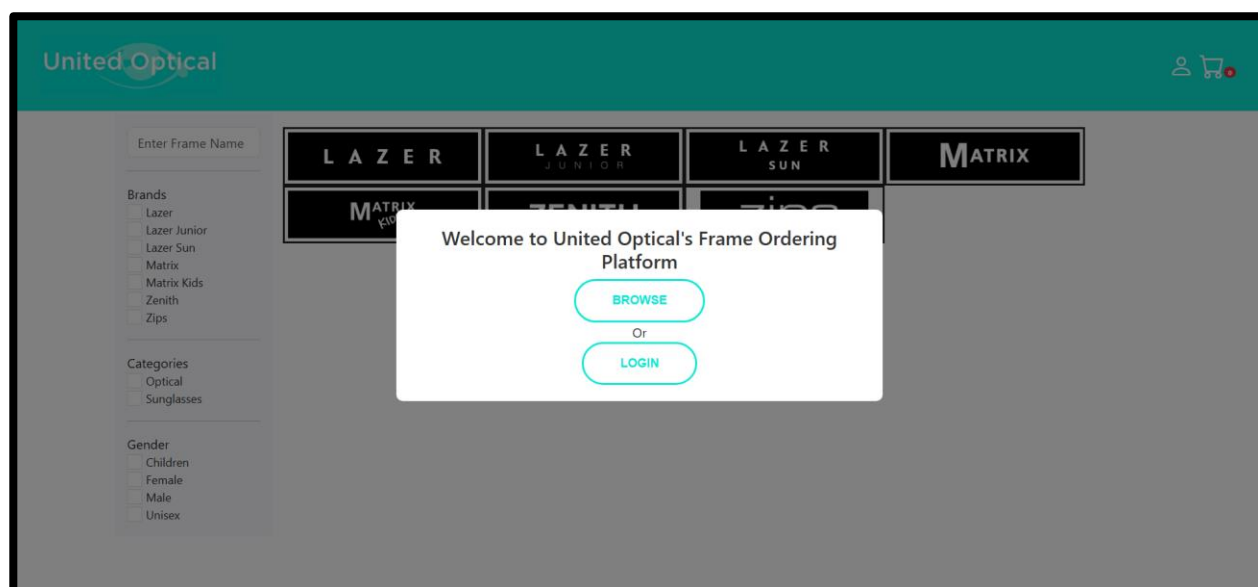
<https://www.solenzara.co.uk/unitedframesstart.html>

For the **Caerphilly** Laboratory enter:

<https://www.solenzara.co.uk/lenstecframesstart.html>

5. Website Page

After selection you will be taken to the website and land on the following page:

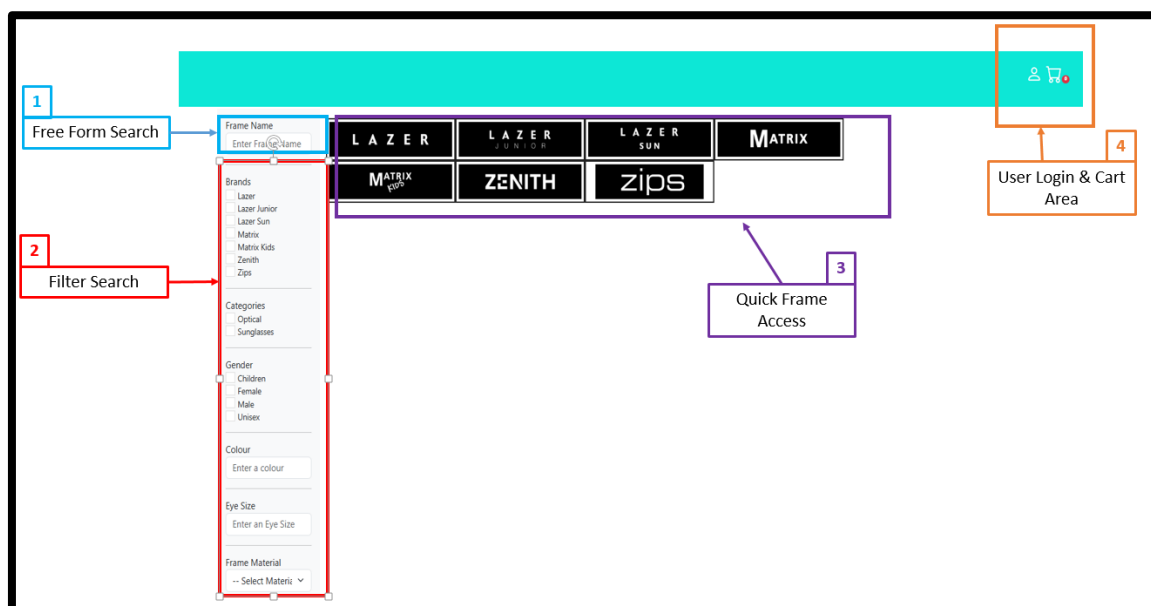


At this step you can either select **BROWSE** to review the frames or **LOGIN** to the application using you Solenzara credentials.

Note: To order any frame or packages you will be required to **Login**.

6. Frame Search Screen

Click on the browse button and you will be taken to the frame search screen.



This frame search screen has is divided into four main sections.

Section 1

This **Free Form Search** field is a user interface element that allows users to enter any query or keywords without predefined constraints.

Section 2

The **Filter Search** tick boxes are interactive elements that allow users to refine or narrow down search results or data views by selecting specific criteria.

Section 3

The **Quick Frame Access** buttons are user interface elements designed to provide fast, one-click access to common frame models. These buttons improve usability by reducing the number of steps needed to search for specific model frames.

Section 4

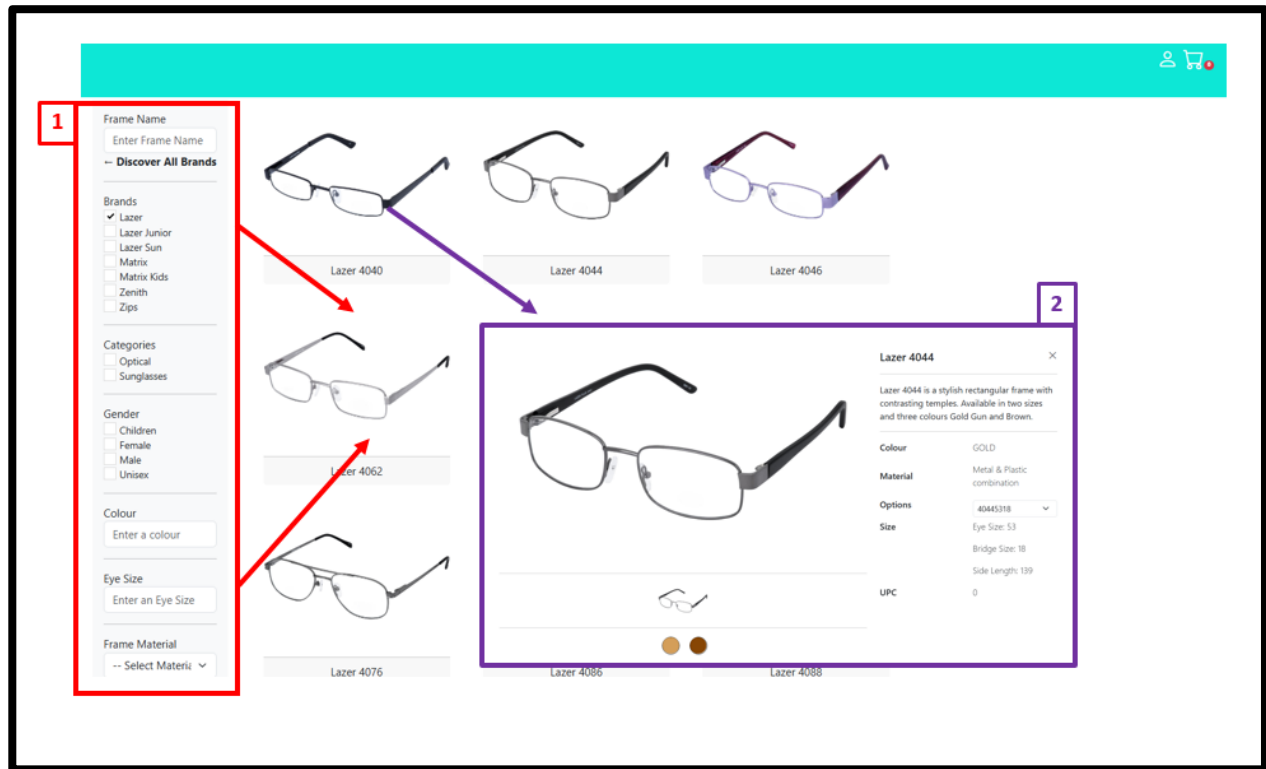
User Login and Cart Area, the user area depicted as a person silhouette provides access to user account settings, order history and profile-related features.

The basket icon represents the user's shopping cart or basket. It displays a badge or number indicating the quantity of items. Clicking it opens a summary of items added for purchase. This area allows the option to view, edit, or proceed to checkout and place order.

7. Frame Browsing / Selection

The search criteria can be used to narrow down the frame selection **Section1**, you can then double click on any frame image to provide more detailed information about the frame **Section 2**.

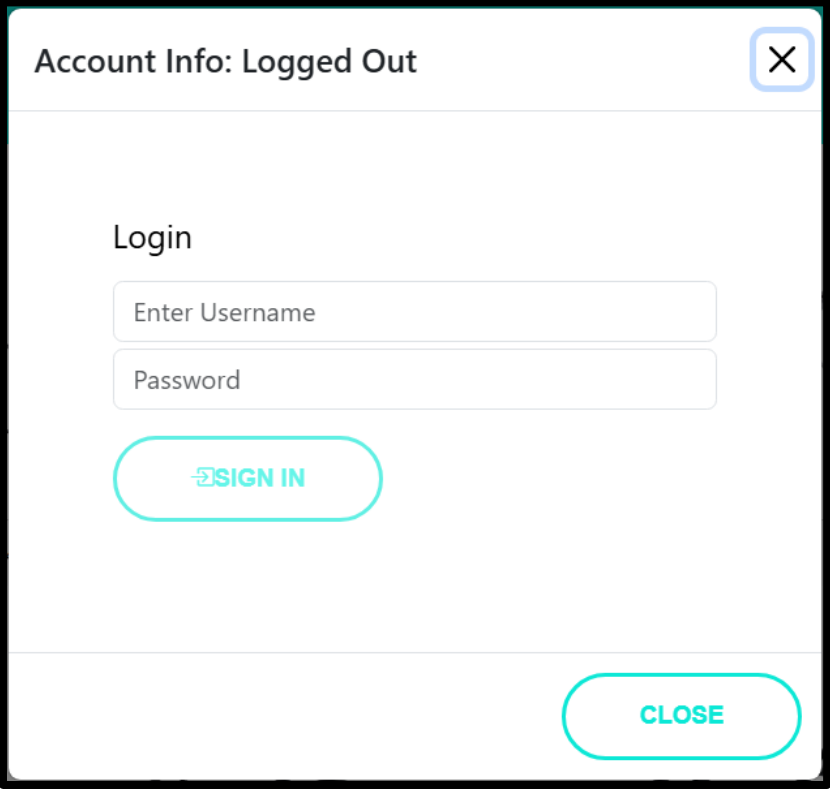
Note: you are not able to order any frames until you have logged in.



8. Logging Onto the Acapulco Web Application

To log into the website click on the person silhouette in the top right corner of the screen and you will be presented with a logon screen.

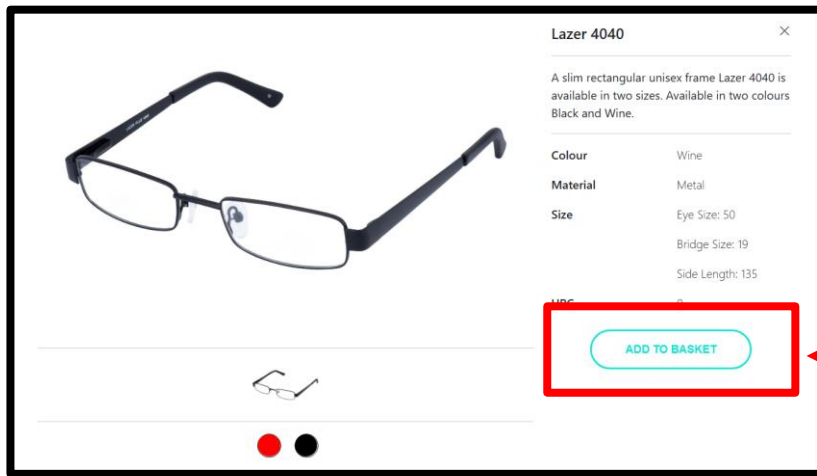
Enter your Solenzara username and password.



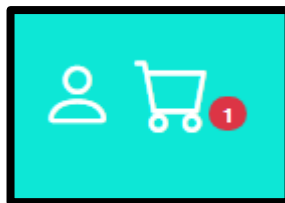
The image shows a login dialog box titled "Account Info: Logged Out" with a close button (X) in the top right corner. The dialog contains a "Login" section with two input fields: "Enter Username" and "Password". Below these fields is a teal "SIGN IN" button. At the bottom right of the dialog is a teal "CLOSE" button.

9. Ordering Frames

Once logged on, choose the frame you require and double click on the image. You will be shown the frame detail screen. You will now see an option to add the frame to the basket.



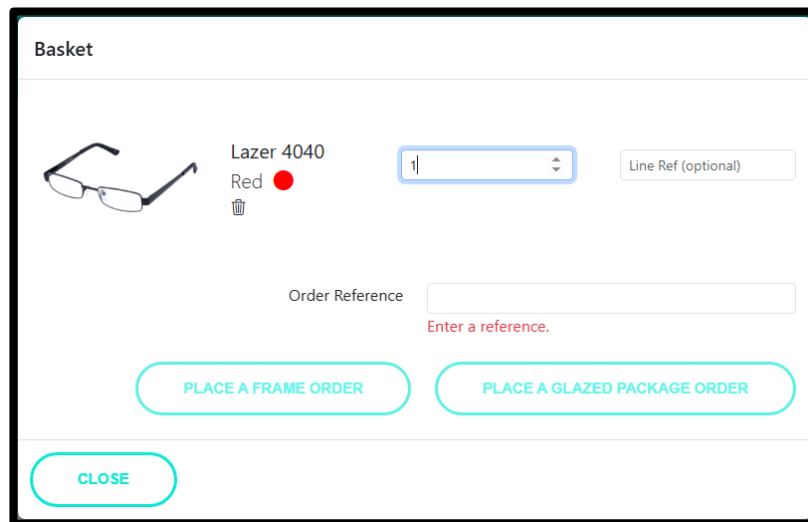
When a frame is added to the basket, the cart icon updates to show the new count.



Note: Multiple frames can ordered at the same time using this method.

10. Submitting the Frame / Package Order

Once the order is ready to be submitted you can click on the basket icon and you will be presented with the following screen.



Basket

 Lazer 4040
Red   1  Line Ref (optional)

Order Reference
Enter a reference.

PLACE A FRAME ORDER **PLACE A GLAZED PACKAGE ORDER**

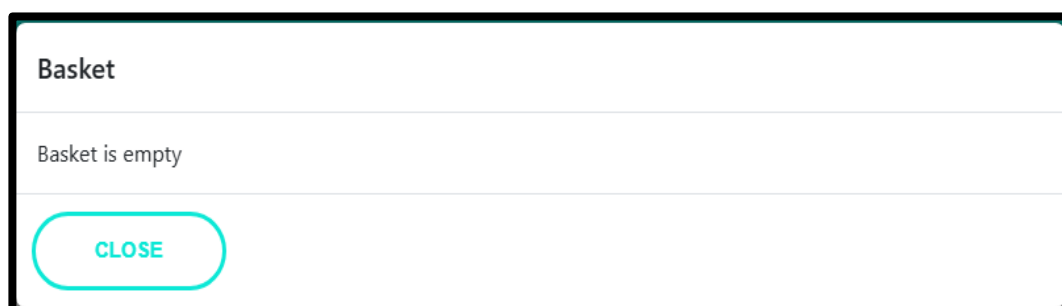
CLOSE

From this screen you can:

- Edit the frame information – add/remove frames.
- Enter information relevant to the frame order – frame / order reference details.
- **Place A Frame Order.**
- Continue and add lenses to the selected frame – create a **Glazed Package Order.**
- **Close** the window and return to the frame overview screen.

NOTE: If more than one frame is ordered you will not be able to order lenses. Lenses can only be ordered for a single frame order.

If you press the **PLACE A FRAME ORDER** button, you will receive a message **Order Successful**. And the basket will be emptied – this message will be shown.



Basket

Basket is empty

CLOSE

The order will be placed directly with the laboratory and will be shipped with the relevant courier. Press the close button to return to the main screen.

If you press the **PLACE A GLAZED PACKAGE ORDER** button, you will be taken to the following screen, the frame model and order references are populated from the frame selection screen.

RX Order Form Close

Order/Reference:
 Order Type:
 Show Prism

Source:
 Diameter: Right , Left

Frame:
 Width (A): Depth (B): DBL:
 Frame Type: ☐ Polish

P.D.: N.P.D.: Height: Direction:
 Right: Left:

Right: ➔
 Left: ➔

Special Instructions Reset Place Order Thickness Save Draft Diameter

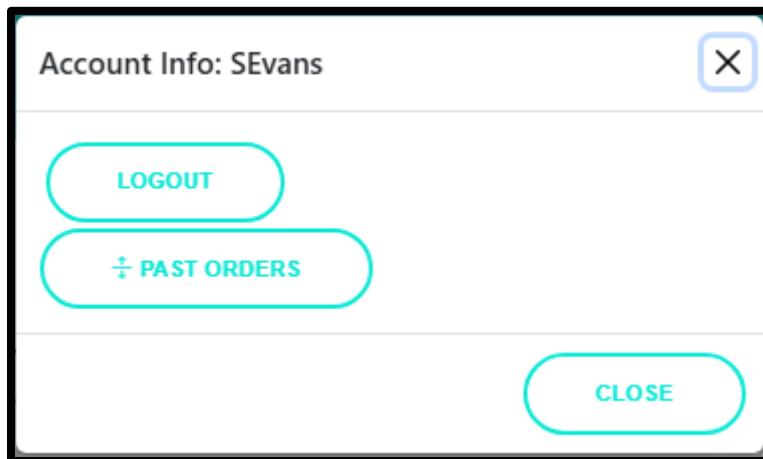
On this screen enter the lens prescription and any special requirements, once satisfied all the data entered is correct. Press the **Place Order** button.

Once the **Place Order** button is pressed the order will be placed directly with the laboratory.

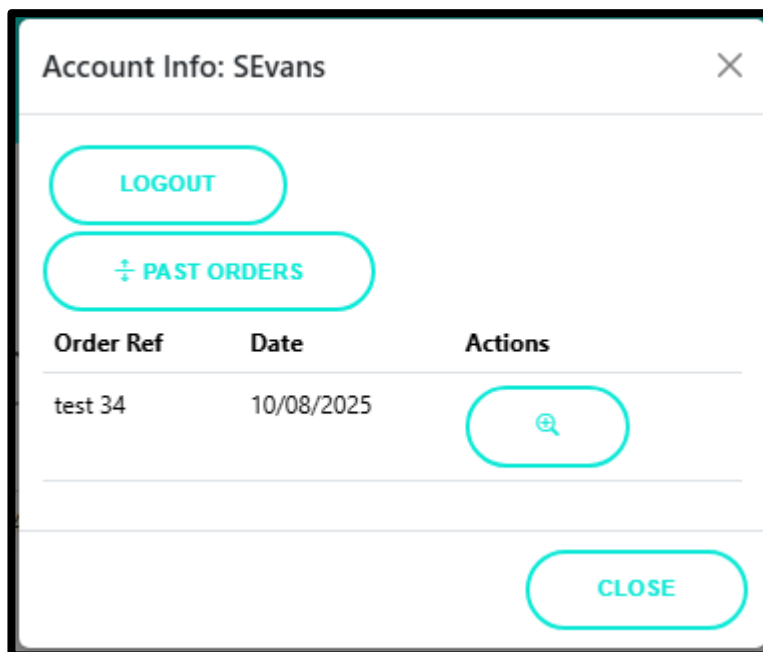
11. Past Orders

To review order history click on the person silhouette in the top right corner of the screen and you will be presented with a logon screen.

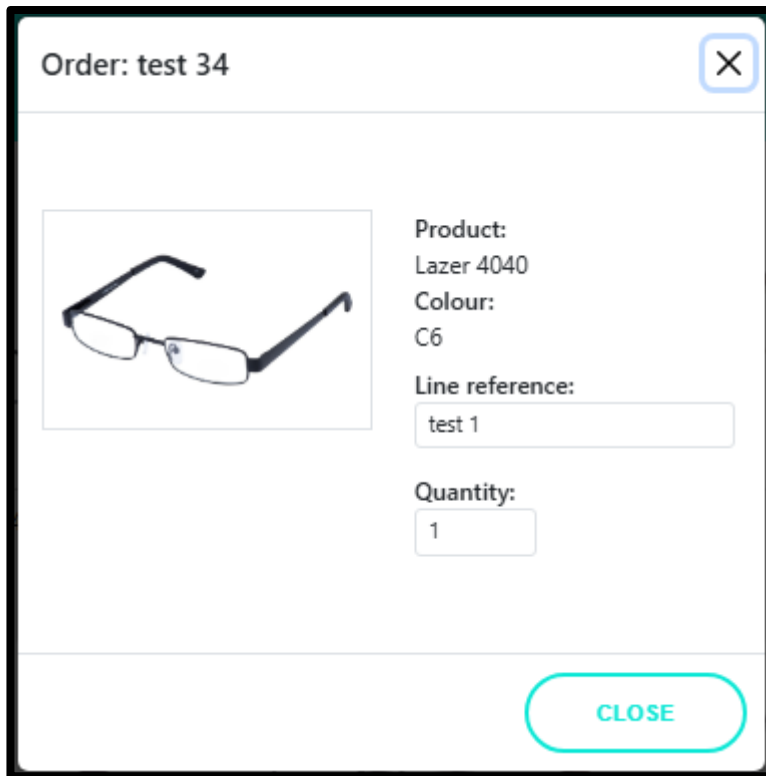
NOTE: You must be logged in to view **PAST ORDERS**.



When you click on the **PAST ORDERS** button, you will be presented with a list of previous orders placed.



Clicking on the eyeglass icon next to the order will show the order detail.

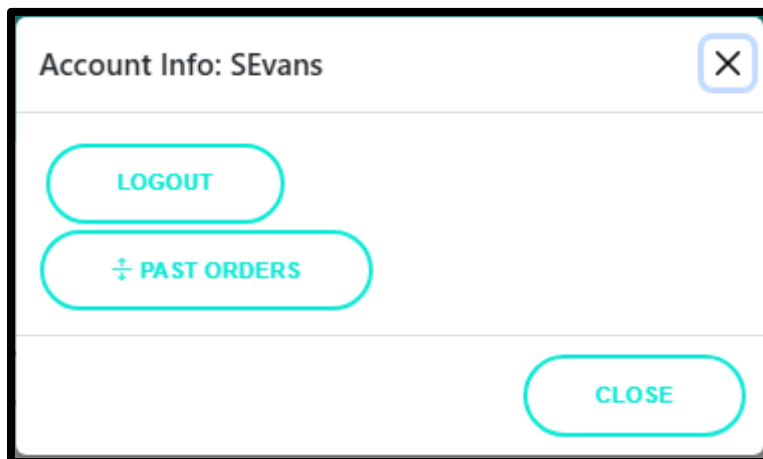


The screenshot shows a modal window titled "Order: test 34" with a close button (X) in the top right corner. Inside the modal, on the left, is an image of a pair of black-rimmed eyeglasses. To the right of the image, the following information is displayed: "Product: Lazer 4040", "Colour: C6", "Line reference:" followed by a text input field containing "test 1", and "Quantity:" followed by a text input field containing "1". At the bottom right of the modal is a large, rounded "CLOSE" button.

Press the **CLOSE** button to return to the main screen.

12. Log Out Of Acapulco Web Application

To log out of the Acapulco web application, click on the person silhouette in the top right corner of the screen and you will be presented with a logout screen.



The screenshot shows a modal window titled "Account Info: SEvans" with a close button (X) in the top right corner. Inside the modal, there are two large, rounded buttons: "LOGOUT" and "÷ PAST ORDERS". At the bottom right of the modal is a large, rounded "CLOSE" button.

Press **LOGOUT** to exit Acapulco.

13. Version Control

Document Type	Frame & Glazed Packages User Manual
Locations	United & Caerphilly Laboratories
Area	Frame & Glazed Packages
Version	1.0
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Prepared By	S. Evans

Modification	Date	Number	Changed by
Version 0.5 – Candidate Release	28/07/2025	N/A	N/A
Version 0.6 – Candidate Release	13/08/2025	6 & 7 – Search Options	S Evans
Version 1.0 – Go Live	30/10/2025		S Evans