

QUICK GUIDE ON HOW TO NAVIGATE THE PROSUPPLY WEBSITE

- **Purpose**

These instructions will explain how to quickly Login and navigate through the ProSupply website to find Frames and Sunglasses. The website only contains Frames and Sunglasses from the ProVision Preferred Suppliers.

- **How to Login to ProSupply.**

Once you have registered and received your Welcome email with your Username and Password you will be ready to login to the ProSupply Website.

Important: Each practice will be given a Guest Login and a Full Access Login once they have registered.

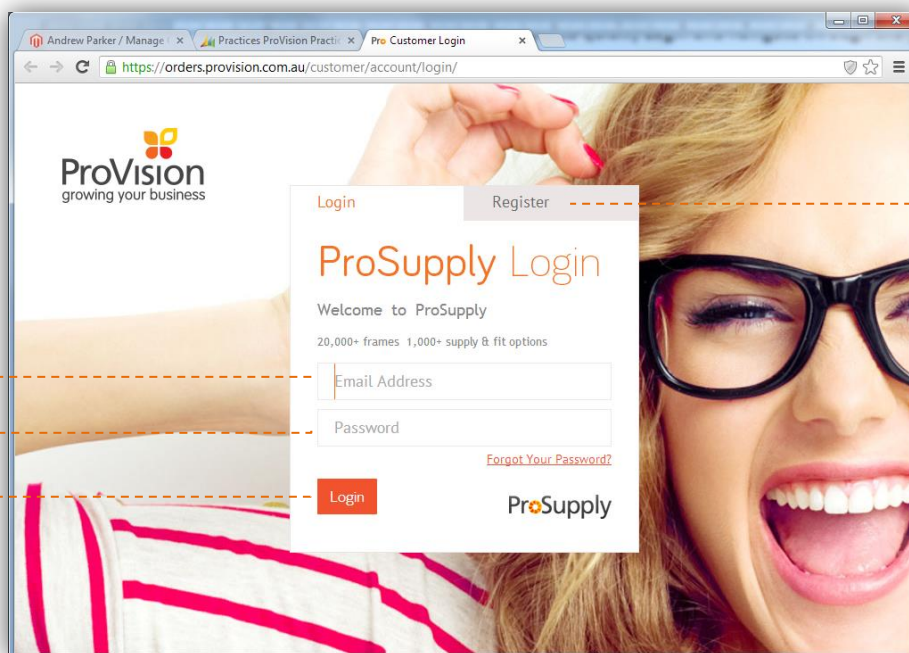
Guest Login: This login is patient friendly. It doesn't show any Costs or Suggest Retail Prices and won't allow any orders. This login can be used by Practice Staff in conjunction with a patient while in the practice. Not to be given to Patients or anyone outside the Practice.

Full Access Login: This login is only for ProVision members as it has all ProVision Cost prices and Suggested Retail Prices. It also has full access to create Purchase Orders to suppliers on behalf of the practice. This needs to be managed securely by the ProVision member.

Note: If you haven't registered, you will need to firstly register your ProVision Practice details via the Register Tab at <https://orders.provision.com.au>

Open your Internet Browser and type <https://orders.provision.com.au> into the address field at the top of the screen. Or click on the link below.

<https://orders.provision.com.au>



Click in the **Email Address** and type in your registered email address as per the Welcome Email.

Click in the **Password** and type in the password as per the Welcome Email.

Click on **Login**.

You will now be taken to the ProSupply Homepage.

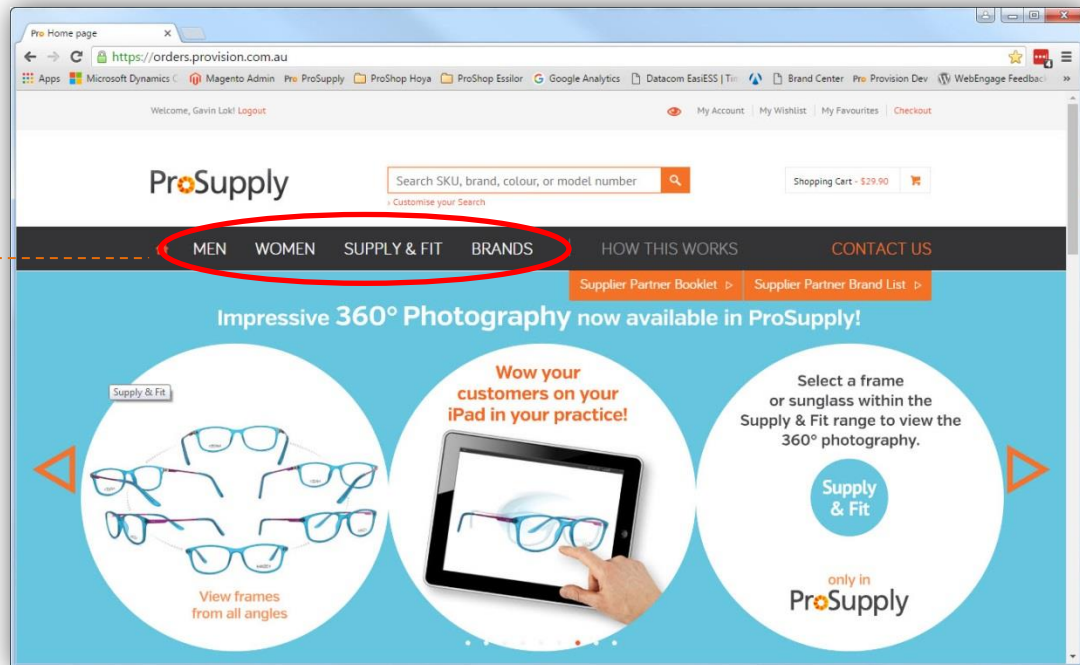
Helpful
Tips

- Make ProSupply a Favourite Site in your Internet Browser. <https://orders.provision.com.au>
- Watch the How To Videos located in How this Works once logged in to ProSupply

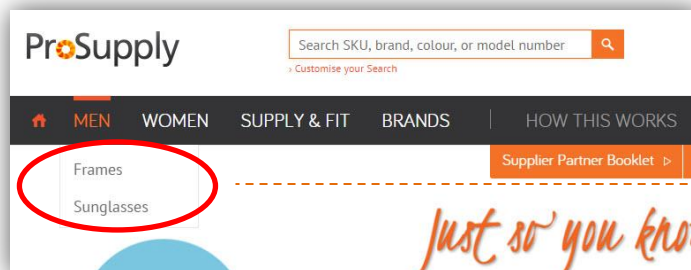
Basic Navigation – Home Page

Initially you will start with at ProSupply Home Page and you will have four main choices at the top –

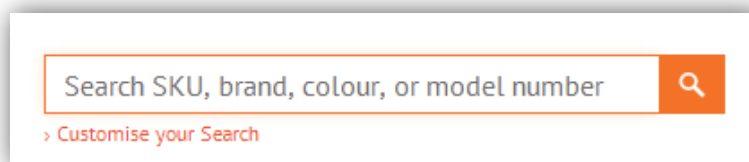
MEN / WOMEN / SUPPLY & FIT / BRANDS /



When you hover your mouse over **Men** or **Women** you will get additional options to select **Frames** or **Sunglass**



In addition to using the menu you can use the **Search Box** to find a frame or sunglass using the barcode, model number, model name or colour.



Helpful Tips

- Use the Search Box to find all Frames/Sun by colour e.g. "Tort" "Red" "Pink" "Yellow"
- Use the Search Box to type in a model number to find all available colours for a particular model. e.g "DJINN2" "ck7723"
- To find all products for a Specific Brand – Click on **BRANDS** from the top of the page.

Basic Navigation - Catalogue Page

Once you have either selected from the Menu or Searched for a particular Frame/Sun, you will be taken to the next page called the Catalogue Page.

This page has a full list of all products that match your selection.

The left hand side of the screen has filtering options that allows you to further refine your search.

Use the page buttons to move through each page.

Use the Sort By to change the way the list is sorted.

Click / Slide the PV Cost bar to find a specific cost bracket. (**Full Access mode only**)

Tick any boxes that match your search criteria. The screen will refresh and only matching products will appear.

Note: You can tick/untick as many boxes within each group. The total number of Search results will update.

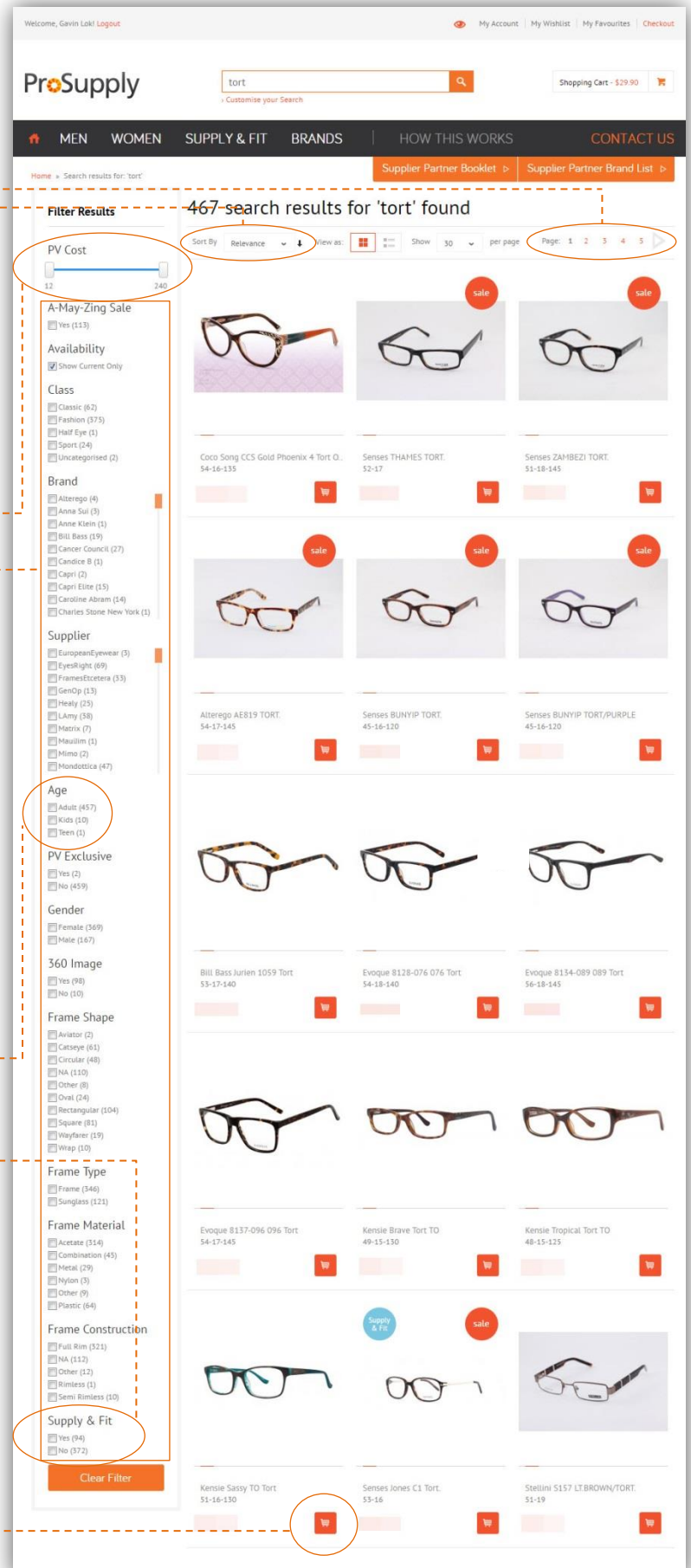
Note: Once you tick a box the filter will take a couple of seconds to refresh the list.

Finally, once you have found a particular frame/sun that matches your criteria, click on the Image or the description to open up this product in its own page.

You can find all Kids by ticking "Kids"

You can find all Supply & Fit items quickly by ticking "Yes".

You can order "Stock" directly from this screen by clicking the orange shopping cart icon. Important: you need to click on a specific product to do a "Supply & Fit" Order. (**Full Access mode Only**)



Helpful
Tips

Basic Navigation - Product Page

This is the Product page that will display all the information about this specific frame/sun.

At the top of the page you will see the **image** (where the supplier has provided it). Hover your mouse over the image to maximise. Or alternatively click on the magnifying glass to open.

Stock Availability is in the top right box. You will not be able to order the product if it is "Out of Stock".

To Order you will need to login to the system using your full access login. You will see the tabs **Stock Order** for all items, and the **Supply & fit** tab only for items that are available through the ProSupply Warehouse.

Important!

The system creates 2 types of orders.

1. **Stock Orders** that will be delivered to the practice.
2. **Supply & Fit Orders** will be delivered to your selected Preferred Supplier Laboratory.

Important!

ProSupply won't send your Lenses Laboratory Order. You must send your Lenses Order separately using your Practice Management System and existing Essilink / Winlinks / Hoyalog systems.

Note: Please refer to the Quick Reference guide for Stock orders and Supply & Fit orders for more detailed instructions.

Specifications are listed down the bottom of the screen. All information is provided by the respective Supplier of the Frame/Sun.

Recently Viewed will keep a list of the last 5 product that were viewed. This allows you to quickly navigate back to a previously viewed item.

Specifications

Specifications	Description	Reviews
Brand	Charlie Brown	SKU
Frame Type	Frame	Barcode
Gender	Female	Stock Code
Age	Adult	Model
Colour	Black	Model Name
PV Exclusive	No	Class
Frame Material	Acetate	Supplier
Frame Construction	Full Rim	Effective Diameter
Frame Shape	Rectangular	Box Height
Sunglass Lens Type		Box Width
Sunglass Lens Colour		High Rx
Sunglass Lens Material		Low Rx
Polarised	No	Hoya Maker
UV Rating	No	Hoya Model
Prescriptable	Yes	Hoya Eye
Special Features		Hoya DBL

RECENTLY VIEWED

- HAZE - 80 Matt Dark Brown
- Pierre Cardin P.C. 8823 Htpnk ...
- Kate Spade JONNIE Pink
- Kate Spade ANDRA Brwngy Pette...

Helpful
Tips

- Use the Back button on your Internet Browser to go back to a previous Filter Results page. This will be extremely helpful if you have used an extensive filter to find a specific group of products that you want to go back to.

Basic Navigation – Customise your Search Page

From the top of the screen you can click on the link for Customise your Search.

[Customise your Search](#)

Customise your search allows you to find frames/sunglasses by multiple criteria.

For example you could search for a specific Eye Size 49 AND Female AND Frames AND Tort in Colour. This will show all Female Tortoise Shell Frames with an eye size of 49.

Another example is *Sunglasses AND Female AND Yes* in Prescriptable to find all Prescriptable Female Sunglasses.

The filter criterion is very extensive and allows you to find specific frames using a multiple criteria.

Customise your Search

Model	<input type="text"/>
Colour	<input type="text"/>
Frame Type	<input type="button" value="All"/>
Frame Construction	<input type="button" value="Full Rim"/> <input type="button" value="Inline"/> <input type="button" value="NA"/> <input type="button" value="Other"/>
Class	<input type="button" value="Classic"/> <input type="button" value="Fashion"/> <input type="button" value="Half Eye"/> <input type="button" value="Safety"/>
Frame Material	<input type="button" value="Acetate"/> <input type="button" value="Carbon Fibre"/> <input type="button" value="Combination"/> <input type="button" value="Metal"/>
Frame Shape	<input type="button" value="Aviator"/> <input type="button" value="Catseye"/> <input type="button" value="Circular"/> <input type="button" value="NA"/>
Prescriptable	<input type="button" value="All"/>
Model Name	<input type="text"/>
Supply & Fit	<input type="button" value="All"/>
PV Exclusive	<input type="button" value="All"/>
360 Image	<input type="button" value="All"/>
Brand	<input type="button" value="4 Contra 1"/> <input type="button" value="Adidas"/> <input type="button" value="Airlight"/> <input type="button" value="Airlock"/>
A-May-Zing Sale	<input type="button" value="All"/>
SKU	<input type="text"/>
PV Cost	<input type="text"/> - <input type="text"/> (AUD)
Colour Code	<input type="text"/>
Gender	<input type="button" value="All"/>
Age	<input type="button" value="Adult"/> <input type="button" value="Kids"/> <input type="button" value="Teen"/>
Supplier	<input type="button" value="Domani"/> <input type="button" value="EuropeanEyewear"/> <input type="button" value="EyesRight"/> <input type="button" value="FramesEtcetera"/>
Eye Size	<input type="text"/>
Bridge	<input type="text"/>
Temple Length	<input type="text"/>
Show Current Only	<input type="button" value="Yes"/>

Search

Helpful
Tips

- To multi-select multiple criteria in one list – hold down your CTRL button and then with your mouse, left click on all the selections you want.
- For example if you wanted to find all frames/sunglasses that are Stainless Steel and Titanium then you would need to scroll down the list of materials until you found Stainless Steel and left click to highlight Stainless Steel and then hold down your CTRL button on the keyboard and left click on Titanium. This will highlight both and now you can click Search.

Frame Material