

# Richmond Eyeglass Inventory Matching System USER MANUAL

## Downloading and Installing REIMS

Download **REIMSFIL.zip** and **REIMSPRG.zip** from <http://www.FriendsOfASAPROSAR.org/reims.html>,

Unzip **both** in the **same** new folder -- we suggest naming it **REIMS**.

**To run the program**, double-click **REIMS.EXE**.

REIMS.EXE was written in FoxPro 2.6 for Windows. Although the program responds to mouse clicks, it was designed to operate with the keyboard for most functions. The idea here was that entry of data is keyboard-intensive and should not require a mouse to save or cancel entries.

The program is intended to run on a single computer which is referred to as the Master. Other computers may be used in data entry -- the **Export/Import** section describes how that can be done.

## Running the Program

Running Reims.exe brings up this **menu bar**:



**ALT plus the first letter** in the menu name will execute the function - i.e., **ALT i** will run the Inventory function. Clicking on Inventory of course does the same.

The various database files are discussed in the **Backup/Restore** section. Many spreadsheets including Excel and Quattro Pro can import these files for analysis. It is not advisable to modify or save the files with programs other than FoxPro however.

## Getting Started

Experiment with the basic functions using the sample files provided. These functions are described starting on page 12.

**ALT f** will bring up the screen used to find matches. Enter a prescription and see the results. The field named Philscore ranks the glasses in inventory according to the best match. A score of zero is a perfect match. The minus sign is not needed when entering cylinders -- the program expects negative numbers. The program rounds to quarter diopters so 1.2 achieves the same result as 1.25.

Next, **ALT i** will bring up three choices. Choose **Add new serial numbers**. A screen to add and edit prescriptions will appear. Typing **a** for Add will put the screen in the Add mode. The SKU field allows entry of a code if you wish. Hitting **ENTER** with or without a code will result in a serial number being assigned to the glasses. If this were for real, that number would be written on the bag containing the glasses in question. Enter a prescription. When you are done the Save button will be in focus and hitting **ENTER** will save the entry. Typing **a** will allow you to add another, **c** will close the screen.

After closing the Adding new serial numbers screen, type **ALT i** again and choose **Delete dispensed & junked glasses/Edit Rx's**. That will bring up the Inventory deletion screen. Type **l** (lower-case L) for Locate and a browse screen will appear. Type a serial number to delete. That record should be then highlighted. Hitting **ENTER** will return you to the previous screen with the data for the glasses to be deleted. **d** for Dispense will delete the pair and keep a copy of the dispensed record. **j** for Junk will simply delete the pair.

Experiment with the sample file so you are comfortable searching, adding and deleting (the main program functions). Make sure you know how to back up and restore using the Backup/Restore menu item.

Now, to use the program with your own data, delete the sample data and assign a new beginning serial number. To do that go to **Utilities** and choose **Remove all records in the file**. Next, under **Utilities**, choose **Change next serial number** and assign a new number.

It is recommended that you read **How to perform the basic functions** starting on page 12 before entering your own inventory.

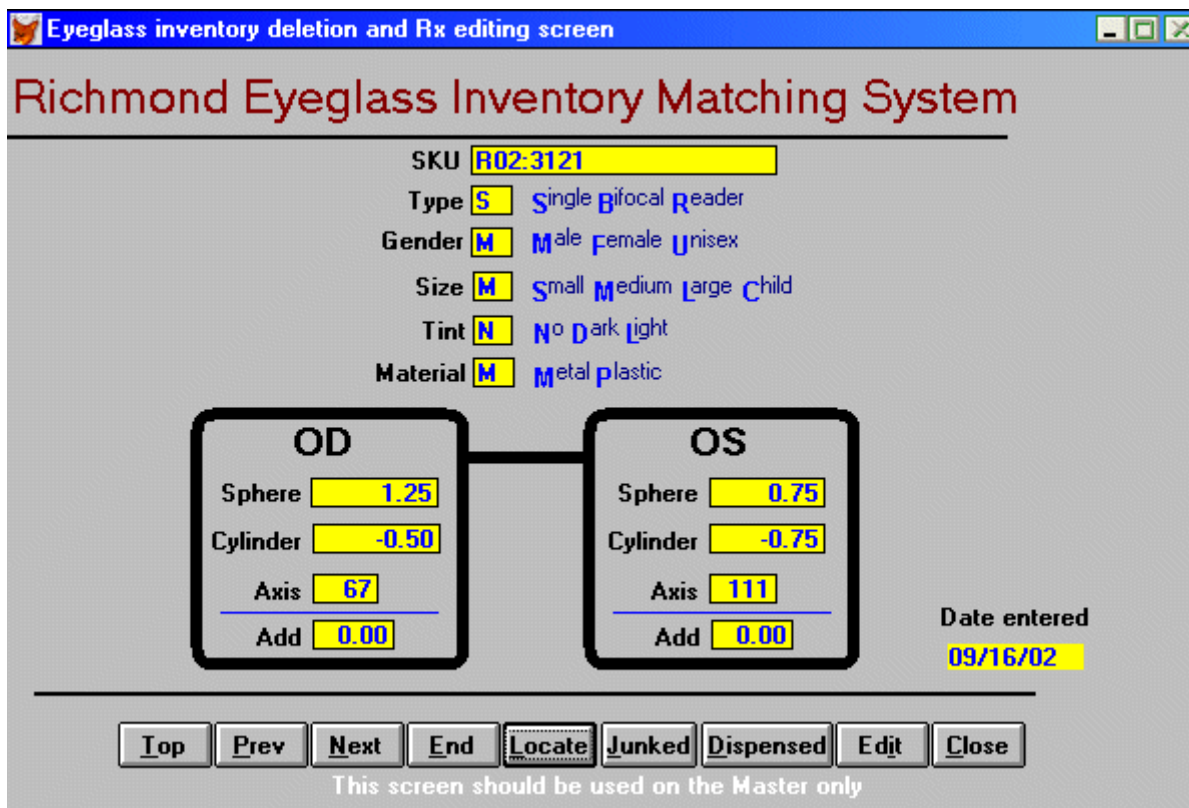
For entering on more than one computer, read about the **Export/Import** menu functions as well as **Change next serial number** under the **Utilities** menu.

**Inventory** (there are three options)



### 1. Delete dispensed & junked glasses/Edit Rx's

A screen (see below) will pop up.



To access the glasses to be deleted, use **Locate**.

and a browse screen will pop up.

Make selection and hit the <Enter> key											
Sku	Type	Odsphere	Odcylinder	Odaxis	Odadd	Ossphere	Oscylinder	Osaxis	Osadd	Gender	Mater
R05:6649	S	-2.25	-0.75	8	0.00	-1.75	-0.75	2	0.00	F	M
R01:6650	B	1.25	-1.75	104	2.25	0.00	-1.25	78	2.25	U	P
R04:6651	B	2.00	-0.50	90	1.50	1.75	-0.25	112	1.50	F	P
R01:6652	B	1.25	-0.25	59	2.50	0.75	-0.25	1	2.50	F	M
R00CHILD:6653	S	-3.00	-0.50	98	0.00	-3.00	-0.75	82	0.00	U	P
R00:6654	B	1.50	-0.50	90	1.75	1.50	-0.50	93	1.75	M	P
R03:6655	B	0.75	0.00	0	2.25	0.50	-0.25	115	2.25	F	P
R01:6656	B	1.25	-1.50	25	2.50	1.00	-1.00	165	2.50	M	M
R03:6657	B	1.25	-0.25	106	2.50	1.00	-0.25	76	2.50	F	M
R04:6658	B	2.00	-1.25	113	1.75	1.75	-1.75	68	1.75	F	P
R00:6659	B	-0.75	-0.75	88	2.00	-2.00	-0.75	86	2.00	M	P
R01:6660	S	3.25	-1.00	91	0.00	3.25	-1.00	90	0.00	U	P
R04:6661	B	2.00	0.00	0	2.00	1.75	-0.50	160	2.00	F	P
R04:6662	B	2.00	-1.75	95	2.00	0.75	-2.00	63	2.00	U	P
R01:6663	S	3.25	-1.50	13	0.00	4.00	-1.25	14	0.00	U	M
R01:6664	B	1.25	-0.75	89	3.00	1.25	-0.50	86	3.00	M	P
R03:6665	B	4.00	-1.00	75	2.25	3.75	-0.75	88	2.25	F	P
R05:6666	B	3.25	-0.50	100	2.75	2.75	0.00	0	2.75	U	P
R01:6667	S	3.50	-2.25	93	0.00	2.75	-2.25	97	0.00	U	P
R01:6668	S	3.50	-0.75	113	0.00	3.50	-0.50	97	0.00	U	M
R01:6669	S	3.00	-0.75	83	0.00	2.75	-0.50	92	0.00	F	P
R03:6670	B	2.25	-0.50	87	2.00	1.75	-0.75	103	2.00	F	P
R01:6671	B	3.00	-1.75	107	2.25	1.75	-0.25	180	2.25	F	P
R01:6672	S	3.25	-1.00	79	0.00	3.00	-0.75	80	0.00	F	P
R05:6673	S	-2.25	0.00	0	0.00	-2.50	-0.25	100	0.00	F	P
R04:6674	B	2.00	-0.75	95	2.75	1.75	-0.75	95	2.75	U	M
R03:6675	S	-1.50	0.00	0	0.00	-2.25	0.00	0	0.00	F	P
R01:6676	S	3.00	-0.25	94	0.00	2.25	-0.25	88	0.00	M	M

Type the serial number in question. The record should then be highlighted, and hitting **ENTER** will return to the data screen with data for that record. For deleting broken and deteriorated glasses, type **j** for **Junked** and for dispensed glasses type **d** for **Dispensed**. The program will maintain a file of dispensed glasses, with the dispensed date for later analysis.

To edit the entry use the **Edit** button.

## 2. Add new serial numbers

A screen (see below) will pop up containing data for the first serial number in the database. (SKU is the stock-keeping unit. The serial number is preceded by a colon. Serial numbers are added automatically by the program when new glasses are added.)

	Sphere	Cylinder	Axis	Add
OD	1.25	-0.50	67	0.00
OS	0.75	-0.75	111	0.00

Date entered: 09/16/02

Buttons: Top, Prev, Next, End, Locate, Add, Edit, Delete, Close,  OS Auto

*Add new serial numbers screen example*

The buttons at the bottom of the screen - **Top**, **Previous**, **Next**, **End**, **Locate**, **Add**, **Edit**, **Delete**, **Close** - are active at this point. The leftmost four buttons are rarely used but allow navigation. **Locate** pops up a browse screen in serial number order.

Typing the serial number while the **Locate** browse is running will highlight the record in question. Hitting **ENTER** will return to the data screen with data for that record. The buttons will then be active so that typing the letter **e** will allow you to edit the data, **c** will close the screen, **d** will display a message that deletions should be made using another screen, **a** will clear the screen for adding a new entry and the **SKU** field will be highlighted.

The **Add** button becomes **Save** and the **Delete** button becomes **Cancel**. All other buttons become inactive.

A colon and serial number will appear after you hit **ENTER**. If you type anything in the SKU field, the colon and number will be added to the end.

The program will force completion of **Type**, **Gender** and **Size** with valid letters. **Tint** and **Material** are optional. The **Rx** entry will skip the **Add** field unless the type is **B** (for bifocal). Cylinders are converted to negative numbers automatically - no positive cylinders are expected. All entries result in quarter increments. Therefore 1.2 results in 1.25, 1.5 in 1.50 and 1.7 in 1.75. The default choice will fill in the **OS Rx** with the **OD Rx** automatically so if they are the same you can tab through them. If that is not desired, the **OS Auto Check** box can be unchecked (here the mouse does that best). The entry date field is filled in automatically.

After all the data is entered, the **Save** button is in focus and hitting **s** or **ENTER** will save the record. **Cancel** will cancel the addition.

Data can be entered on other computers as described in the [Export/Import](#) section.

### 3. Reuse deleted numbers

A screen similar to the **Add New Serial Numbers** screen will pop up. Using the **Add** button will assign a number preceded by “R”, the year number and “:” (i.e. R08:) taken from a file of numbers which have been deleted and therefore available (created initially by **Make file of available numbers** under **Utilities** ). Adding can be performed on the master computer or non-masters – see **Make files for entering re-used numbers** under **Utilities** (This feature was added because ASAPROSAR has 10,000 glasses in SKU serial number sequence stored in bins with preset ranges of numbers. As the bins empty, the open slots are filled with new inventory.)

#### Find match

A screen (see below) will pop up to allow entry of the **Rx**. Radio buttons for **OD**, **OS** or **Both** can be marked with the spacebar to direct the search for either or both eyes. Once the type - **Single vision** or **Bifocal** -- is chosen, the **Rx** can be entered. Half-diopter tolerances are used but can be changed. Once the **Rx** is entered, the **Search** button is active and hitting **Enter** starts a search.

Search for matches

## Richmond Eyeglass Inventory Matching System

OD  OS  Both

Type  Single  Bifocal

OD	OS
Sphere: 2.25 +/- 0.50	Sphere: 2.00 +/- 0.50
Cylinder: -0.75 +/- 0.50	Cylinder: -0.50 +/- 0.50
Axis: 90	Axis: 85
Add: 2.00 +/- 0.50	Add: 2.00 +/- 0.50

Relax axis tolerances by %  Ignore cylinder and axis  Two single vision pairs (use when bifocal search fails)

Find Match screen example

The program will announce if it is unsuccessful; otherwise a browse screen (see below) will pop up with the best candidates at the top. The field to the right of **SKU** is **Philscore**. This is a ranking of the candidates. The search algorithm was developed with the direction of Philip Richmond OD to rank the candidates by recognizing spherical equivalents, sphere and cylinder differences and cylinder-driven axis tolerances. **A Philscore of zero is a perfect match.**

Search for OD 2.25 - 0.75 x 90 Add 2.00 OS 2.00 - 0.50 x 85 Add 2.00																
Sku	Philscore	Gen	Size	Tint	Mat	Type	Odsp	Odcy	Odax	Odad	Ossp	Oscy	Osax	Osad	Entered	
R03:2125	0.092	M	L		M	B	2.25	-0.75	82	2.50	2.00	-0.50	83	2.50	12/02/2003	
R04:6787	0.131	U	M	N	P	B	2.25	-0.50	95	2.00	2.00	-0.50	87	2.00	10/29/2004	
R04:7852	0.185	F	M	N	P	B	2.25	-0.75	99	1.75	2.00	-0.75	73	1.75	10/30/2004	
R05:7030	0.223	U	L	N	M	B	2.25	-0.75	103	2.50	2.00	-0.75	85	2.50	10/27/2005	
R05:9944	0.248	U	M	N	M	B	2.00	-0.50	85	2.25	2.00	-0.50	77	2.25	09/30/2005	
R05:9775	0.249	F	M	N	M	B	2.00	-0.50	101	2.25	2.00	-0.50	81	2.25	09/29/2005	
R03:9112	0.253	F	S		M	B	2.25	-0.75	100	2.00	1.75	-0.50	84	2.00	11/19/2003	
R04:6848	0.255	F	M	N	P	B	2.25	-0.75	105	1.75	2.25	-0.75	90	1.75	10/29/2004	
R03:1518	0.255	M	M	N	M	B	2.25	-0.75	106	2.00	2.25	-0.50	90	2.00	02/04/2003	
R04:2194	0.286	U	L	N	P	B	2.00	-0.50	69	1.75	2.00	-0.50	106	1.50	11/12/2004	
R05:7284	0.290	F	M	N	P	B	2.25	-0.75	90	2.50	2.25	-0.75	84	2.50	10/29/2005	
R01:3738	0.296	M	L		P	B	2.00	-0.75	89	2.25	2.00	-0.50	89	2.25	11/27/2001	
R04:53	0.301	F	L	N	P	B	2.50	-0.75	94	2.25	2.00	-0.50	106	2.25	10/27/2004	
R04:278	0.303	U	L	N	P	B	2.50	-0.75	98	2.25	2.00	-0.50	106	2.25	10/27/2004	
R05:828	0.342	F	M	N	M	B	2.00	-0.75	87	2.50	2.00	-0.50	90	2.50	09/29/2005	
R05:382	0.346	M	M	N	M	B	2.25	-0.75	104	2.50	1.75	-0.50	94	2.50	09/29/2005	
R01:500	0.353	F	M	N	P	B	2.25	-0.50	100	2.50	2.00	-0.25	88	2.50	11/15/2001	
R00:2916	0.376	F	M	N	P	B	2.25	-0.50	92	2.25	1.75	0.00	0	2.00	11/13/2000	
R04:9284	0.378	U	M	N	M	B	2.00	-0.25	87	2.25	2.00	-0.25	93	2.25	11/08/2004	
R03:2150	0.380	F	M		P	B	2.25	-0.50	94	2.25	1.75	-0.25	100	2.25	12/02/2003	
R02:3590	0.380	F	M	N	P	B	2.50	-1.00	83	2.25	2.00	-0.25	97	2.25	09/16/2002	
R01:8934	0.382	U	M	N	P	B	2.50	-1.00	83	2.50	2.00	-0.25	105	2.00	12/06/2001	
R04:7016	0.383	F	M	N	P	B	2.25	-0.50	85	2.00	1.75	-0.50	91	2.00	10/29/2004	
R05:9739	0.385	F	L	N	P	B	2.00	-0.75	106	2.00	2.00	-0.75	90	2.00	09/29/2005	
R04:6720	0.386	F	M	N	P	B	2.25	-0.50	87	2.00	2.25	-0.50	106	2.00	10/29/2004	
R05:9756	0.386	F	M	N	P	B	2.00	-0.50	104	1.75	2.00	-0.75	75	1.75	09/29/2005	
R01:6786	0.398	M	L	N	P	B	2.25	-0.50	90	2.25	1.75	0.00	0	2.25	02/06/2001	
R05:716	0.403	F	L	N	M	B	2.00	-0.25	96	2.00	2.25	-0.75	80	2.00	09/29/2005	

Search Results screen example

## Readers

**Richmond Eyeglass Inventory Matching System \*\*\***

Inventory Find match **Readers** Search aids and reports Export/Import Backup/Restore Utilities Quit Help

Dispensed entry  
Add to inventory  
Inventory count input  
Usage report  
Inventory report

This feature allows tracking of readers.

### 1. Dispensed entry

This screen allows input of the sphere of a dispensed reader. The date is automatically added to the stored record.

### 2. Add to inventory

This screen allows input of new quantities of readers. It asks for sphere, quantity and date added.

### 3. Inventory count input

This screen allows input of inventory counts. It asks for sphere, count and date counted.

### 4. Usage report

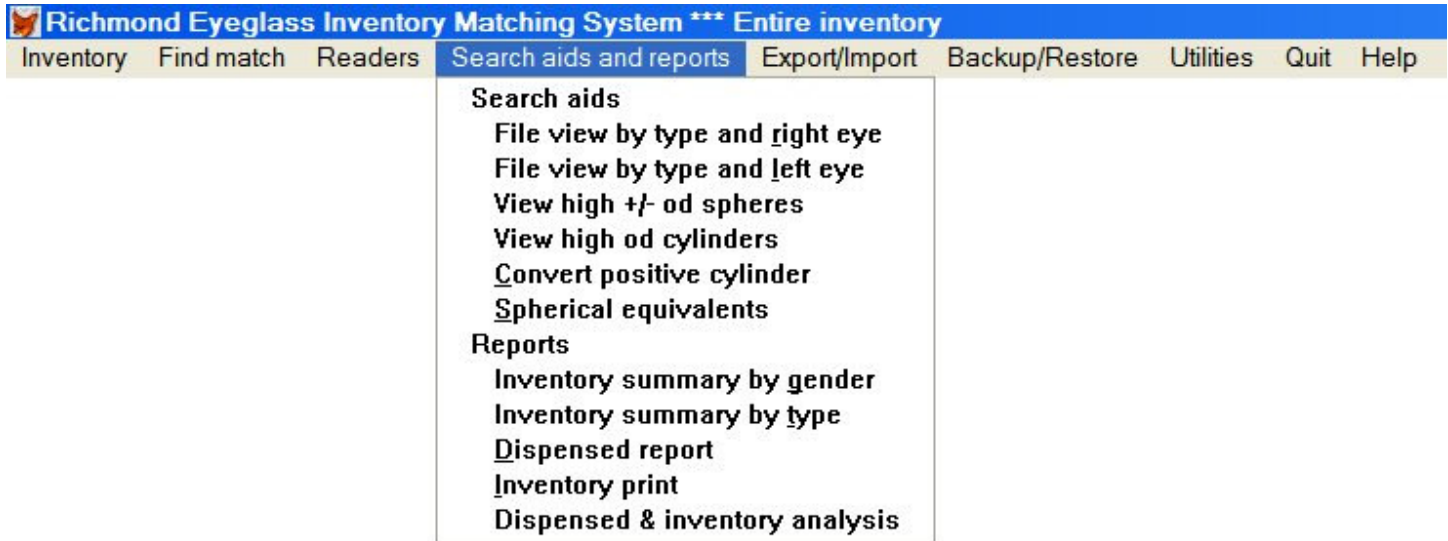
This screen will generate a report on usage.

## 5. Inventory report

This screen will generate an inventory report. The report uses the dates entered in add, count and dispensed to arrive at its numbers.

The reader inventory functions numbers **2**, **3** and **5** are not used by ASAPROSAR but numbers **1** and **4** are used to keep a record of readers dispensed.

### Search aids and reports



The menu items are generally self explanatory. Running a menu function does not affect any file.

#### File view by type and right eye:

Displays browse of inventory ordered by **type**, **OD sphere** and **cylinder**.

#### File view by type and left eye:

Displays browse of inventory ordered by **type**, **OS sphere** and **cylinder**.

#### Spherical equivalents

This screen was included to allow an **Rx** to be entered and the possible spherical equivalents for manual searches. The axis tolerances are shown as well. Entering 5.00 x -5.00 will produce a table which allows one to inspect the axis tolerances being used.

#### Dispensed report:

This screen will generate a report of glasses dispensed for any date range.

#### Inventory print:

Displays browse of **inventory** ordered by **type**, **OD sphere** and **cylinder**. **Ctrl+P** will print the inventory and **Ctrl+F** will print to a file.

#### Inventory summary:

Displays browse of inventory ordered by **type**, **OD sphere** and **cylinder** and **quantity** in inventory for each combination.

#### Dispensed & inventory analysis

Brings up the following screen which reports dispensed data (number of bifocals, single vision and breakdown of OD plus, minus and plano for each) and the same data for current inventory. After entering the campaign begin and end dates, the **Find data** button will be in focus. Hitting **Enter** will collect the data.

### REIMS Statistics

Campaign begin date  End date

Bifocals dispensed  Percent bifocals   
Spheres Plus  Minus  Plano

Bifocal inventory  Percent bifocals   
Spheres Plus  Minus  Plano

Single vision dispensed  Percent single vision   
Spheres Plus  Minus  Plano

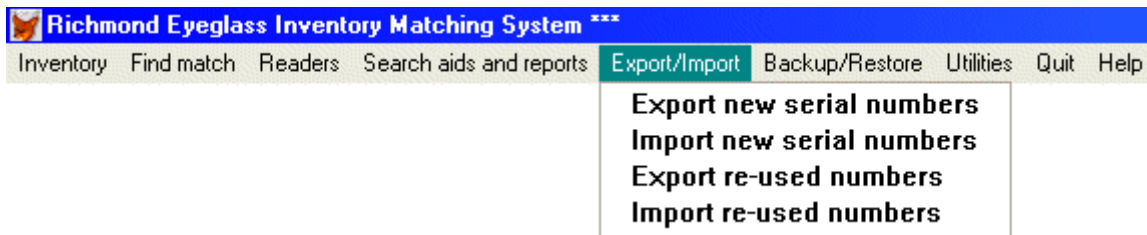
Single vision inventory  Percent single vision   
Spheres Plus  Minus  Plano

Readers dispensed

Open slots



## Export/Import (four options)



These functions were developed to allow entry of data on different computers from the Master. Basically the non-master computers can export records of new serial numbers entered from a chosen date onward. The master can then import these records. It imports only records with serial numbers higher than its highest and resets its next serial number file to the number beyond the highest imported number.

For entering on multiple computers, see the discussion in the [Utility](#) section under **Change Next Serial Number**.

### 1. Export new serial numbers

Creates a file on a non-master computer with new records from a specific date onward.

### 2. Import new serial numbers

Looks for the file created above and adds the data with serial numbers higher than the Master to the master file.

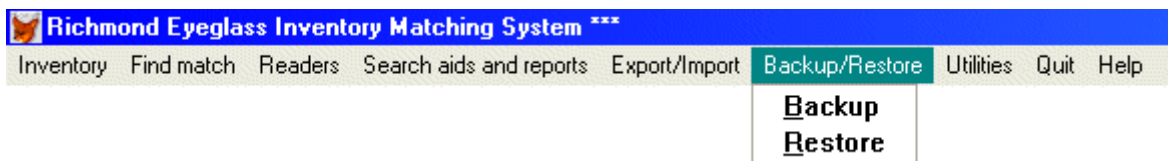
### 3. Export re-used numbers

Creates a file with re-used serial numbers made by [Inventory – Re-use Deleted Numbers](#) option on a non-master computer.

### 4. Import re-used numbers

If the [Inventory - Reuse Deleted Numbers](#) option has been used on the master computer, the program will recognize that and update the master file with the re-used numbers and make a new file of available numbers. If there is no re-used number data on the master, the program will look for a file with re-used number data and update the master. It will then make a new file of available numbers, remove all old re-used number data and do a backup.

## Backup/Restore (two options)



1. **Backup** will zip the data files to a chosen drive allowing the operator to name the zipped file.

2. **Restore** will look for a file chosen by the operator and restore the files. Restoring will obviously overwrite all the data so it is not to be done lightly. **Restore** will be done frequently on a non-master computer adding re-used numbers to be exported to the master. The restore provides the available numbers and a fresh empty file to be used for new glasses. The restoration process will ask before overwriting each file -- thus individual files can be restored.

The files backed up are:

**Bulog.dbf** -- a log of backups – also contains the location of the clinic to appear in the window title if desired

**Deleted.dbf** -- a file of available numbers to be reused created by the [Utilities - Make file of available numbers](#) or by [Export/Import - Import re-used numbers](#)

**Dispense.dbf** -- a file containing a record of dispensed glasses

**Glnxtno.dbf** -- a file containing the next serial number to be used

**Glsku.dbf** -- the eyeglass inventory database

**Glsku.cdx** -- the accompanying index file that allows the data to be displayed in the correct order

**Notfound.dbf** -- a file containing the Rx's of unsuccessful searches

**Rdadd.dbf** -- a file for recording additions to reader inventory

**Rdinv.dbf** -- the reader inventory database

**Rdinv.cdx** -- the accompanying index

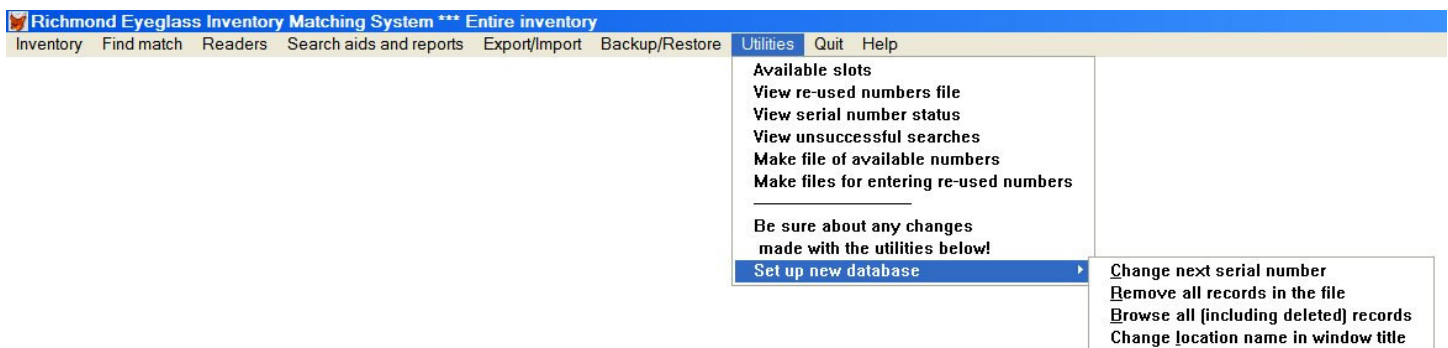
**Rdtrak.dbf** -- a file containing a record of dispensed readers

**Readd.dbf** -- a file with data entered to replace used numbers

**Readd.cdx** -- the accompanying index

**Reimshlp.dbf** -- the help file

## Utilities



### 1. Available slots

Shows the number of deleted numbers which can be re-used.

### 2. View re-used numbers file

Shows numbers that will appear when using the **Re-use deleted numbers** option under **Inventory**

### 3. View serial number status

Shows all serial numbers with deletes noted

### 4. View unsuccessful searches

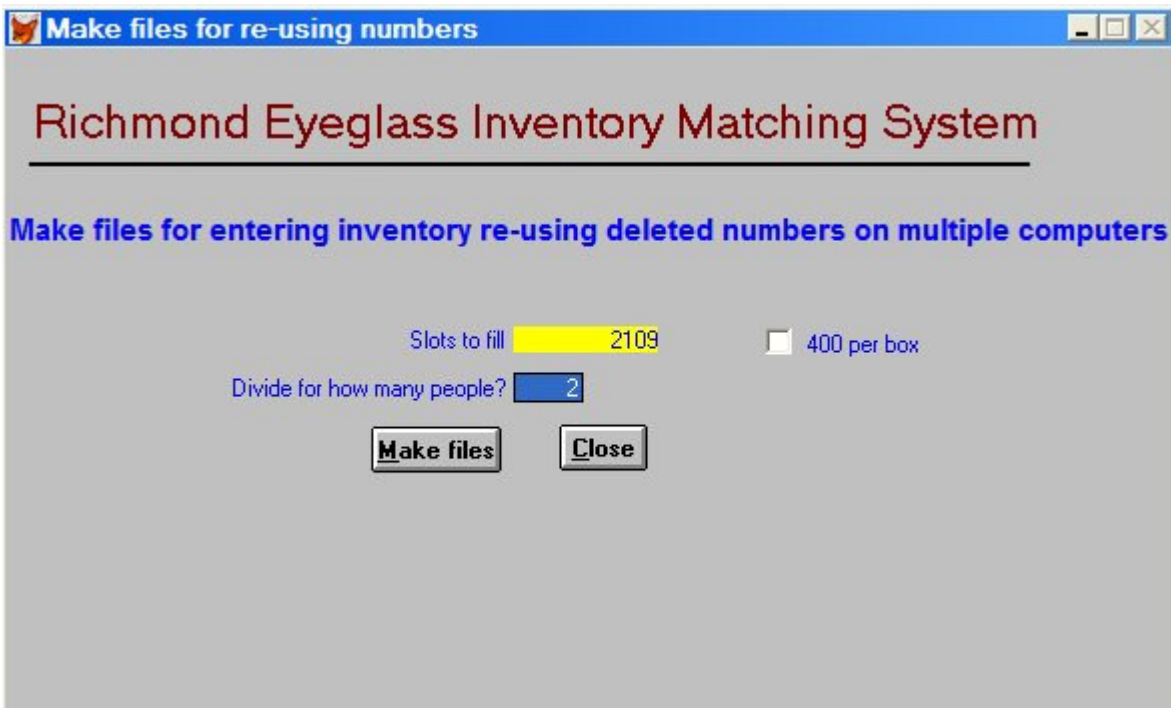
The Rx's of unsuccessful searches are saved. This browses the file

### 5. Make file of available numbers

Creates a file of re-used numbers for use by **Inventory - Re-use deleted numbers**

### 6. Make files for entering re-used numbers

Brings up the following screen to divide up the re-used number for entry on multiple computers. It creates files to be used to restore on each with unique numbers. After each non-master computer operator has completed entry, he/she must use **Export/Import – Export re-used numbers**. The exported files must be imported by the Master by using **Export/Import – Import re-used numbers**.



Friends of ASAPROSAR has found that large egg cartons will hold 400 glasses so we ask each entry person to fill a box. If **400 per box** is checked, the program will assign the number of people to fill egg cartons.

## 5. Set up new database

### a. Change Next Serial Number

This utility allows the operator to change the serial number to be assigned to the next pair of glasses added. This will be used when a new inventory file is started. It also can be used to allow one or more non-Master computers to be used in data entry. Since the system relies on unique serial numbers, all computers must be assigning different series of numbers. Since the import of new serial numbers (see **Export/Import**) adds only records with serial numbers higher than those already on the Master, care must be taken in adding records exported from more than one computer.

### b. Remove all records in the file

This utility removes all the records in the file. When the program is downloaded, the files included are ASAPROSAR data files. It is intended that new users experiment with those files. When it is decided to use the program and new data is to be entered, this utility will remove the ASAPROSAR data. Usually the serial number utility will be used in conjunction with removing the data so a new number series can be started.

### c. Browse all

This allows one to browse the database including the deleted records. (When records are deleted, they are actually marked so the program does not use or show them.). Records which have been deleted in error can be recovered this way. (There is a box at the extreme left of the record which is blacked in if has been deleted. A mouse click can remove the black and restore the record.)

### d. Change location in window title

Allows a name to be entered to appear in the window title – useful when dealing with multiple clinics

## How to perform the basic functions

### How to find a match

1. Type **ALT f** to run the **Find match** menu item (or click on **Find match**; however, the program rarely needs the mouse).

The screenshot shows a window titled "Search for matches" with the following content:

**Richmond Eyeglass Inventory Matching System**

OD    OS    Both

Type **B** single **B**ifocal

OD		OS	
Sphere	2.25 +/- 0.50	Sphere	2.00 +/- 0.50
Cylinder	-0.75 +/- 0.50	Cylinder	-0.50 +/- 0.50
Axis	90	Axis	85
Add	2.00 +/- 0.50	Add	2.00 +/- 0.50

Relax axis tolerances by %    Ignore cylinder and axis    Two single vision pairs (use when bifocal search fails)

2. The **Search for matches** screen will pop up to allow entry of a prescription. The buttons on the top -- OD, OS and Both - allow a search for either or both eyes. Use the right arrow key and hit the space bar to mark your choice and hit **TAB** to move to **Type**. Hit **ENTER** three times to choose **Both**.

3. In **Type**, use **s** for single vision or **b** for bifocal.

4. Enter the prescription. The program rounds everything to ¼ diopters. Thus, 1.2 results in 1.25 and -2.7 in -2.75. The program converts any cylinder entry to a negative number. It also puts the OD prescription in the OS fields. When OU prescriptions are encountered, simply tab through the OS side. Otherwise overwrite the differences.

5. After the prescription is entered the **Search** button is in focus. Hit **ENTER** or type **s** to start the search.

Search for OD 2.25 - 0.75 x 90 Add 2.00 OS 2.00 - 0.50 x 85 Add 2.00																
Sku	Philscore	Gen	Size	Tint	Mat	Type	Odsp	Odcy	Odax	Odad	Ossp	Oscy	Osax	Osad	Entered	
R03:2125	0.092	M	L		M	B	2.25	-0.75	82	2.50	2.00	-0.50	83	2.50	12/02/2003	
R04:6787	0.131	U	M	N	P	B	2.25	-0.50	95	2.00	2.00	-0.50	87	2.00	10/29/2004	
R04:7852	0.185	F	M	N	P	B	2.25	-0.75	99	1.75	2.00	-0.75	73	1.75	10/30/2004	
R05:7030	0.223	U	L	N	M	B	2.25	-0.75	103	2.50	2.00	-0.75	85	2.50	10/27/2005	
R05:9944	0.248	U	M	N	M	B	2.00	-0.50	85	2.25	2.00	-0.50	77	2.25	09/30/2005	
R05:9775	0.249	F	M	N	M	B	2.00	-0.50	101	2.25	2.00	-0.50	81	2.25	09/29/2005	
R03:9112	0.253	F	S		M	B	2.25	-0.75	100	2.00	1.75	-0.50	84	2.00	11/19/2003	
R04:6848	0.255	F	M	N	P	B	2.25	-0.75	105	1.75	2.25	-0.75	90	1.75	10/29/2004	
R03:1518	0.255	M	M	N	M	B	2.25	-0.75	106	2.00	2.25	-0.50	90	2.00	02/04/2003	
R04:2194	0.286	U	L	N	P	B	2.00	-0.50	69	1.75	2.00	-0.50	106	1.50	11/12/2004	
R05:7284	0.290	F	M	N	P	B	2.25	-0.75	90	2.50	2.25	-0.75	84	2.50	10/29/2005	
R01:3738	0.296	M	L		P	B	2.00	-0.75	89	2.25	2.00	-0.50	89	2.25	11/27/2001	
R04:53	0.301	F	L	N	P	B	2.50	-0.75	94	2.25	2.00	-0.50	106	2.25	10/27/2004	
R04:278	0.303	U	L	N	P	B	2.50	-0.75	98	2.25	2.00	-0.50	106	2.25	10/27/2004	
R05:828	0.342	F	M	N	M	B	2.00	-0.75	87	2.50	2.00	-0.50	90	2.50	09/29/2005	
R05:382	0.346	M	M	N	M	B	2.25	-0.75	104	2.50	1.75	-0.50	94	2.50	09/29/2005	
R01:500	0.353	F	M	N	P	B	2.25	-0.50	100	2.50	2.00	-0.25	88	2.50	11/15/2001	
R00:2916	0.376	F	M	N	P	B	2.25	-0.50	92	2.25	1.75	0.00	0	2.00	11/13/2000	
R04:9284	0.378	U	M	N	M	B	2.00	-0.25	87	2.25	2.00	-0.25	93	2.25	11/08/2004	
R03:2150	0.380	F	M		P	B	2.25	-0.50	94	2.25	1.75	-0.25	100	2.25	12/02/2003	
R02:3590	0.380	F	M	N	P	B	2.50	-1.00	83	2.25	2.00	-0.25	97	2.25	09/16/2002	
R01:8934	0.382	U	M	N	P	B	2.50	-1.00	83	2.50	2.00	-0.25	105	2.00	12/06/2001	
R04:7016	0.383	F	M	N	P	B	2.25	-0.50	85	2.00	1.75	-0.50	91	2.00	10/29/2004	
R05:9739	0.385	F	L	N	P	B	2.00	-0.75	106	2.00	2.00	-0.75	90	2.00	09/29/2005	
R04:6720	0.386	F	M	N	P	B	2.25	-0.50	87	2.00	2.25	-0.50	106	2.00	10/29/2004	
R05:9756	0.386	F	M	N	P	B	2.00	-0.50	104	1.75	2.00	-0.75	75	1.75	09/29/2005	
R01:6786	0.398	M	L	N	P	B	2.25	-0.50	90	2.25	1.75	0.00	0	2.25	02/06/2001	
R05:716	0.403	F	L	N	M	B	2.00	-0.25	96	2.00	2.25	-0.75	80	2.00	09/29/2005	

A browse screen like the one above will appear unless the search is unsuccessful in which case a message box will appear. The browse screen will show the possible candidates in order of the best match. The field named **Philscore** shows a relative ranking with zero being perfect.

6. Hit **ESC** to return to the Search for matches screen

When finished searching, type **c** for **Close** or hit **TAB** to mark the **Close** button and then hit **ENTER**.

### Special problems

There are three check boxes at the bottom of the screen that are used rarely and do need a mouse to select. First -- the tolerance can be relaxed. Second -- cylinder and axis can be ignored in the search (with high spheres, cylinder and axis can sometimes be ignored). Third - when a bifocal search is unsuccessful, the program will search for two single vision pairs.

### How to delete dispensed and junked glasses

Always delete on the Master **only**. A search can be done on a non Master but unless it has just been restored to match the Master it can find glasses already dispensed.

1. Type **ALT i** to pull down the **Inventory** menu item. Choose **Delete dispensed and junked glasses/Edit Rx's** by hitting **ENTER** or **d**. That will bring up the **Eyeglass inventory deletion and Rx editing** screen.

**Eyeglass inventory deletion and Rx editing screen**

## Richmond Eyeglass Inventory Matching System

SKU **R02:3121**

Type **S** Single Bifocal Reader

Gender **M** Male Female Unisex

Size **M** Small Medium Large Child

Tint **N** No Dark Light

Material **M** Metal Plastic

OD	OS
Sphere <b>1.25</b>	Sphere <b>0.75</b>
Cylinder <b>-0.50</b>	Cylinder <b>-0.75</b>
Axis <b>67</b>	Axis <b>111</b>
Add <b>0.00</b>	Add <b>0.00</b>

Date entered **09/16/02**

**Top** **Prev** **Next** **End** **Locate** **Junked** **Dispensed** **Edit** **Close**

This screen should be used on the Master only

2. Type Enter or I (lower-case L) for **Locate** and a browse screen will appear.

Make selection and hit the <Enter> key											
Sku	Type	Odsphere	Odcylinder	Odaxis	Odadd	Ossphere	Oscylinder	Osaxis	Osadd	Gender	Mater
R05:6649	S	-2.25	-0.75	8	0.00	-1.75	-0.75	2	0.00	F	M
R01:6650	B	1.25	-1.75	104	2.25	0.00	-1.25	78	2.25	U	P
R04:6651	B	2.00	-0.50	90	1.50	1.75	-0.25	112	1.50	F	P
R01:6652	B	1.25	-0.25	59	2.50	0.75	-0.25	1	2.50	F	M
R00CHILD:6653	S	-3.00	-0.50	98	0.00	-3.00	-0.75	82	0.00	U	P
R00:6654	B	1.50	-0.50	90	1.75	1.50	-0.50	93	1.75	M	P
R03:6655	B	0.75	0.00	0	2.25	0.50	-0.25	115	2.25	F	P
R01:6656	B	1.25	-1.50	25	2.50	1.00	-1.00	165	2.50	M	M
R03:6657	B	1.25	-0.25	106	2.50	1.00	-0.25	76	2.50	F	M
R04:6658	B	2.00	-1.25	113	1.75	1.75	-1.75	68	1.75	F	P
R00:6659	B	-0.75	-0.75	88	2.00	-2.00	-0.75	86	2.00	M	P
R01:6660	S	3.25	-1.00	91	0.00	3.25	-1.00	90	0.00	U	P
R04:6661	B	2.00	0.00	0	2.00	1.75	-0.50	160	2.00	F	P
R04:6662	B	2.00	-1.75	95	2.00	0.75	-2.00	63	2.00	U	P
R01:6663	S	3.25	-1.50	13	0.00	4.00	-1.25	14	0.00	U	M
R01:6664	B	1.25	-0.75	89	3.00	1.25	-0.50	86	3.00	M	P
R03:6665	B	4.00	-1.00	75	2.25	3.75	-0.75	88	2.25	F	P
R05:6666	B	3.25	-0.50	100	2.75	2.75	0.00	0	2.75	U	P
R01:6667	S	3.50	-2.25	93	0.00	2.75	-2.25	97	0.00	U	P
R01:6668	S	3.50	-0.75	113	0.00	3.50	-0.50	97	0.00	U	M
R01:6669	S	3.00	-0.75	83	0.00	2.75	-0.50	92	0.00	F	P
R03:6670	B	2.25	-0.50	87	2.00	1.75	-0.75	103	2.00	F	P
R01:6671	B	3.00	-1.75	107	2.25	1.75	-0.25	180	2.25	F	P
R01:6672	S	3.25	-1.00	79	0.00	3.00	-0.75	80	0.00	F	P
R05:6673	S	-2.25	0.00	0	0.00	-2.50	-0.25	100	0.00	F	P
R04:6674	B	2.00	-0.75	95	2.75	1.75	-0.75	95	2.75	U	M
R03:6675	S	-1.50	0.00	0	0.00	-2.25	0.00	0	0.00	F	P
R01:6676	S	3.00	-0.25	94	0.00	2.25	-0.25	88	0.00	M	M

3.Type in the serial number of the glasses to be deleted (the number must be typed quickly without pauses between the digits). The record should then be highlighted.

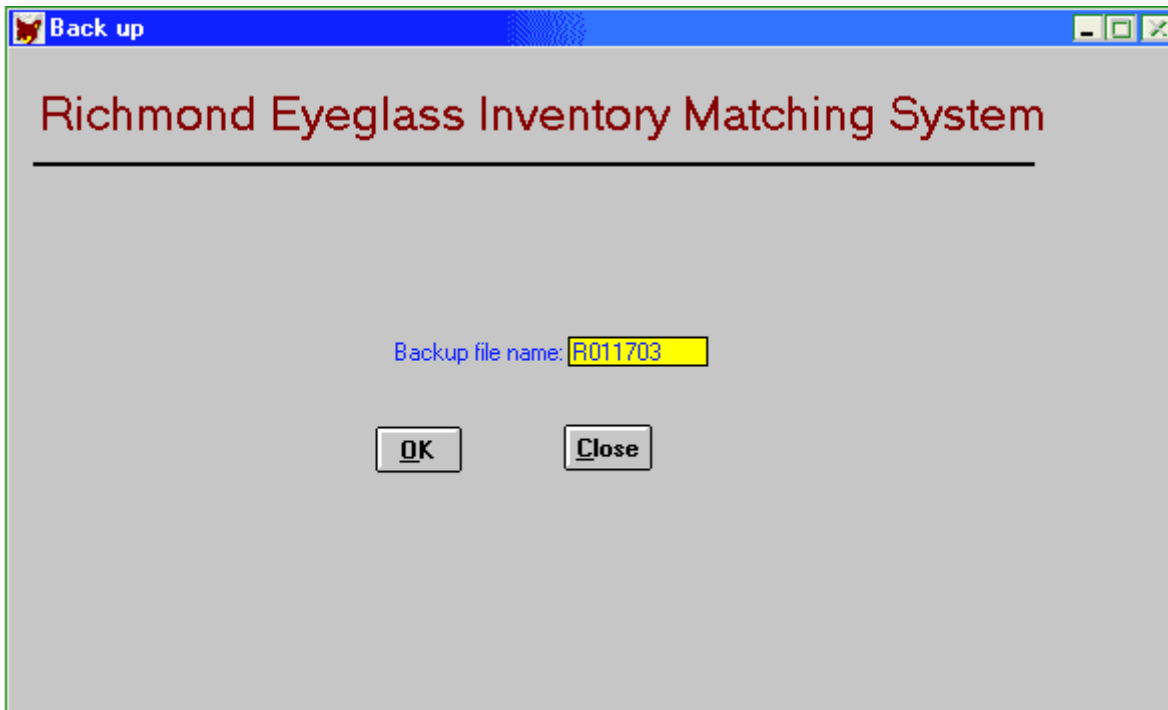
4. Hit **ENTER** to bring back the screen with the data for the glasses to delete.

5.To dispense, type **d** for **Dispensed** and the program will keep a copy of that record with the date for later analysis. To junk, type **j** for **Junked**. In each case a confirmation message will appear with the **OK** button in focus. To cancel the delete, type **c** for **Cancel**. To delete, hit **ENTER** or type **o** (lower-case letter O) for **OK**.

When finished deleting, type **c** for **Close** or **TAB** to the **Close** button and then hit **ENTER**.

## How to backup

1. Type **ALT b** for **Backup/Restore** and then hit **ENTER** or type **b** for **Backup**.  
That brings up the **Back up** screen with the cursor blinking at the beginning of the Backup name field.



2. Enter the backup file name. The field will have a default name starting with an "R" and then the current date. If the date is Jan. 17, 2003 the field will read "R011703". Change the name if you wish. 3 1/2 disks can hold more than one backup, an "a" could be added to the first backup name and "b" to the next. It is best to be using several disks in rotation as well. Flash drives (which have become ubiquitous since the basic program was written in 1996) are used often now.
3. Once the name is complete, hit **ENTER**. The **OK** button will be in focus.
4. Hit **ENTER** or **o** (lower-case letter O) to start the backup.
5. A box will ask **OK to backup now?** with the **Cancel** button in focus. To cancel hit **ENTER**. To continue backing up, type **o** (lower-case letter O) for **OK**.
6. A **Save as** message box will appear for choosing the file destination and saving the file.

## How to restore

1. Type **ALT b** for **Backup/Restore** and **r** for **Restore**.
2. A Windows navigation box will appear. Find the restore file and click on **Open**.
3. **OK to restore now?** with the **Cancel** button in focus will appear. To cancel hit **ENTER**. To continue restoring, type **o** (lower-case letter O) for **OK**.  
A black screen will appear and the message "Warning! \*\*\*\*\*.DBF already exists. Overwrite (y/n/a/r)?" Type **a** for all and the restore should proceed. Watch the black screen for other messages. They are rare but usually let you know if the restore has problems. If only some files need to be restored, type **n** for the ones you don't want and **y** for the ones you do want.



## How to enter new serial numbers

1. Type **ALT i** for **Inventory** menu and type **a** for **Add new serial numbers**.  
The **Adding new serial numbers** screen will appear.

**Richmond Eyeglass Inventory Matching System**

SKU **R02:3121**

Type **S** Single Bifocal

Gender **M** Male female Unisex

Size **M** Small Medium Large Child

Tint **N** No Dark light

Material **M** Metal plastic

	Sphere	Cylinder	Axis	Add
OD	<b>1.25</b>	<b>-0.50</b>	<b>67</b>	<b>0.00</b>
OS	<b>0.75</b>	<b>-0.75</b>	<b>111</b>	<b>0.00</b>

Date entered  
**09/16/02**

**Top** **Prev** **Next** **End** **Locate** **Add** **Edit** **Delete** **Close**  **OS Auto**

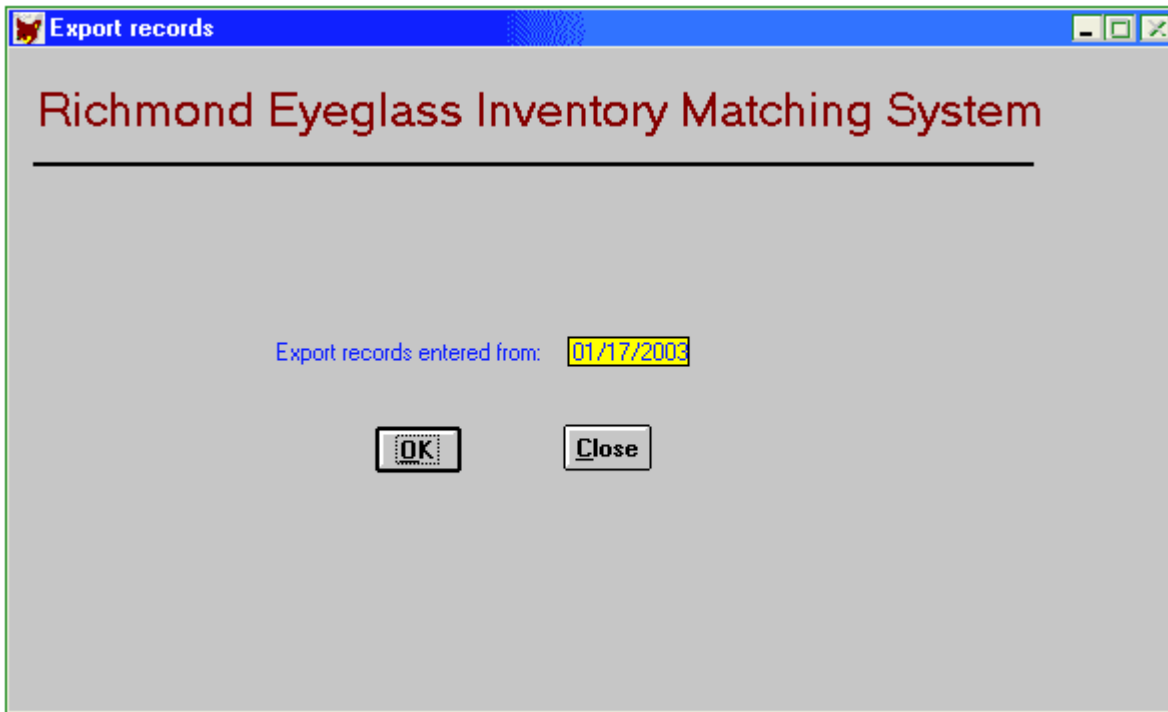
2. Type **a** for **Add**. The program will allow data to be inserted in the SKU but will assign a serial number preceded by a colon when Enter is typed. The program will force completion of **Type**, **Gender** and **Size** with valid letters. **Tint** and **Material** are optional. The **Rx** entry will skip the **Add** field unless the type is **B** (for bifocal). Cylinders are converted to negative numbers automatically - no positive cylinders are expected. All entries result in quarter increments. Therefore 1.2 results in 1.25, 1.5 in 1.50 and 1.7 in 1.75. The program will fill in the **OS Rx** with the **OD Rx** automatically, so if they are the same you can tab through them. If that is not desired, the **OS Auto** check box can be unchecked (here the mouse does that best). The entry date is filled in automatically. Enter the Rx.

3. When the prescription has been entered the **Save** button is in focus. Hitting **ENTER** will save the record. Type **a** to start a new add.

If the new numbers are added on a non Master, the records must be exported from the non Master and then imported on the Master

## How to Export new serial numbers from a non Master

1. Type **ALT e** for **Export/Import** and choose **Export new serial numbers**.



2. A screen will appear asking for a beginning date of entry. Choose a date so the records to be exported will be included and **o** (lower-case letter O) for OK. \*See note following import instructions.

3. A **Save as** box will appear allowing the export file to be named. The default name is **Export**. Usually that file is renamed to avoid confusion when importing.

4. Choosing **Save** will result in the records to be exported. Generally the records will be copied to a disk or a flash drive

## How to import new serial numbers to the Master

1. Type **ALT e** for **Export/Import** and choose **Import new serial numbers**.

2. An **Open** window will appear allowing the import file to be found.

3. Choose the file to be imported and then **Import**. The number of imported records will be reported.

\*The import process will not add any record with a serial number lower than the highest number on file. Therefore records already exported in the date range and imported on the Master will be ignored.

## How to add new inventory using deleted numbers

### Overview

If re-used numbers are entered on the Master, before entering for the first time, make a file of available numbers using the **Make file of available numbers** option under **Utilities**. Then use **Re-use deleted numbers** under **Inventory** described on page 19

Entering re-used numbers on several non-Masters

The system in brief:

- Files are made for restoring non-Master computers entering by choosing **Make files for entering re-used numbers** under **Utilities** to provide a unique set of re-used numbers for each.
- Restore is performed on the non- Masters using the files.
- Glasses are entered by using the **Re-use deleted numbers** option under **Inventory** (The new records are added to a file named **READD.DBF**)
- The reused numbers are exported using the **Export re-used numbers** option under **Export/Import**. The file has a default name of **READD.DBF** but is generally renamed to avoid confusion.
- The newly made and renamed **READD.DBF** is then imported by the Master using the **Import re-used numbers** option under **Export/Import**. The records are then updated on the Master.
- Once the inventory file is updated, all the records in **READD.DBF** are deleted on the Master, a new file of available numbers is created and the backup process is automatically started.

The backup and creation of a new file of available numbers happens for each import. The order of import does not matter.

### How to enter re-used numbers

- Type **ALT i** for **Inventory** menu and choose **Re-use deleted numbers**. The **Re-used serial numbers** screen will appear.

**Eyeglass inventory update screen for re-used serial numbers**

## Richmond Eyeglass Inventory Matching System

SKU

Type  Single Bifocal

Gender  Male female Unisex

Size  Small Medium Large Child

Tint  No Dark Light

Material  Metal plastic

	Sphere	Cylinder	Axis	Add
OD	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0	<input type="text"/> 0.00
OS	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0	<input type="text"/> 0.00

Date entered  / /

OS Auto

- Type **a** for **Add**. The program will insert the next available number in the SKU field preceded by "R" and the last two digits of the year. "R04" would appear during 2004. The program will force completion of **Type**, **Gender** and **Size** with valid letters. **Tint** and **Material** are optional. The **Rx** entry will skip the **Add** field unless the type is **B** (for bifocal). Cylinders are converted to negative numbers automatically - no positive cylinders are expected. All entries result in quarter increments. Therefore 1.2 results in 1.25, 1.5 in 1.50 and 1.7 in 1.75. The default choice will fill in the **OS Rx** with the **OD Rx** automatically, so if they are the same you can tab through them. If that is not desired, the **OS Auto** check box can be unchecked (here the mouse does that best). The entry date is filled in automatically. Enter the Rx.

- When the prescription has been entered the "Save" button is in focus. Hitting **ENTER** will save the record.

Type **a** to start a new add.

When returning to **Re-use deleted numbers** after entering new glasses and leaving the screen and/or shutting down the computer, the program will announce the number you have added to that point.

### How to Export reused numbers from a non Master

1. Type **ALT e** for **Export/Import** and choose **Export re-used numbers**.
2. A confirmation box will ask **Ok to export now?** with the **Cancel** button in focus. To cancel hit **ENTER**. To continue exporting, type **o** (lower-case letter O) for **OK**.
3. A **Save as** box will appear. The default file name will be **READD.DBF** but it is advisable to rename the file to avoid confusion. Choose a destination
4. Choose **Save** to export the file. Hit **ENTER** and the file will be exported and a message confirming the number of exported records will appear.

### How to import reused numbers to the Master

1. Type **ALT e** for **Export/Import** and choose **Import re-used numbers**.
2. A confirmation box will ask **Ok to import now?** with the **Cancel** button in focus. To cancel hit **ENTER**. To continue importing, type **o** (lower-case letter O) for **OK**. An **"Open"** box will appear. Select the file to be imported.. The program will import the file and proceed to update the master file. A message confirming the number of records updated will appear. The program will then delete all records on **READD.DBF** and create a file of available numbers\*.
3. The backup procedure will be started automatically at this point. Follow the instructions above under How to backup.

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Contact **Skip Charles** (Email: [hjcharles@post.harvard.edu](mailto:hjcharles@post.harvard.edu)) with questions, comments, suggestions.

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Rev 9.2