

Vision Services Instructions - Contents

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Vision Services Log in

Australia: <https://www.visionservices.com.au/>

New Zealand: <https://www.visionservices.co.nz/>

1. “Log In”



2. Key in your email address and password:

LOGIN

Email

Password

☐ Remember me

LOGIN

[Forgotten your password?](#)

If you do not have a unique login, please contact your company administer or email visionservices@luxottica.com.au

Vision Services raising PO authorisation forms

1. "CREATE AN ORDER"

COMPANY

VIEW COMPANY DETAILS

SAFETY PRODUCT RANGE

ORDERS

CREATE AN ORDER

VIEW PAST ORDERS

QUOTES

REQUEST A QUOTE

MANAGE A QUOTE

Welcome To Vision Services

Thank you for choosing Luxottica to fulfil your businesses eyewear & eye care needs. It's our mission to partner with Pharoah Lane Software to improve productivity by providing your employees with eye care and eyewear solutions that suit their health, work, safety and lifestyle requirements allowing them to reach their full potential.

We have designed this service to be very user friendly, though should you have any questions or requests about any part of the site please call our Vision Services Support Team:

1800 092 763 (Australia)
or
0800 677 669 (New Zealand)
during business hours or e-mail us at visionservices@luxottica.com.au

Thank you,
The Vision Services Team.

2. Key in Employee details:

Create an order

Employee details

Employee first name*

Employee last name*

3. Key in Company and order details:

Company & order details

Unit number*

Only pairs may be purchased on this order

Your phone number*

Company requirements and order notes of this sale for your reference

Order notes

If any field requirements are incorrect or inconsistent with your business requirements, please contact your company administer or email visionservices@luxottica.com.au

- Select a method to receive your PO Authorisation Form and submit the order:

Select a method to receive your order form

☒ View & download

☐ Email to

☐ Send direct to store

select region ...

store - select region first ...

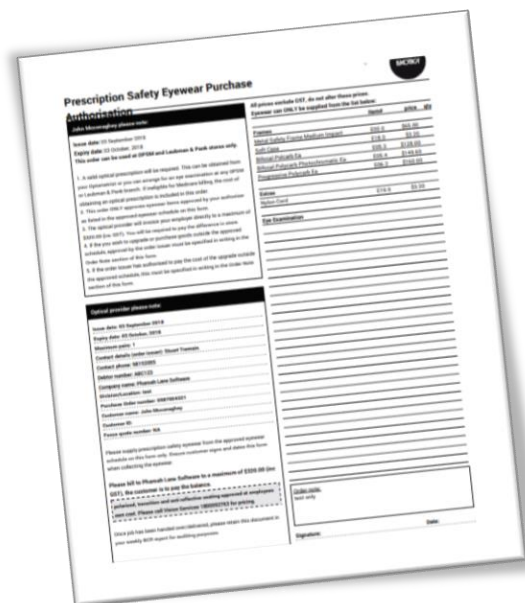
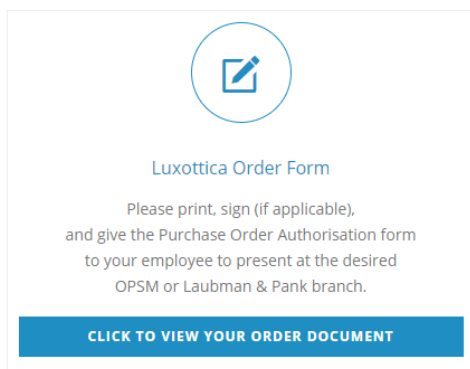
Submit your order

SUBMIT TO CREATE YOUR ORDER

If your business' preferred function is not visible as an option in your portal, please contact your company administer or email visionservices@luxottica.com.au

- If selecting "View & download", a PDF file will be created and appear in a separate window.

Luxottica Order Form Completed



The authorisation form will have instructions printed for you, your employee, and Luxottica staff how to proceed

- Repeat these steps for each employee that requires the service ensuring you click the "create another order" button.

**TO CREATE ANOTHER ORDER CLICK HERE
PLEASE DO NOT USE THE BACK BUTTON**

Please do not use the "back" button in your browser.

Vision Services quote request

If your business' preferred function is not visible as an option in your portal, please contact your company administer or email visionservices@luxottica.com.au

1. "REQUEST A QUOTE"

COMPANY

VIEW COMPANY DETAILS

SAFETY PRODUCT RANGE

ORDERS

CREATE AN ORDER

VIEW PAST ORDERS

QUOTES

REQUEST A QUOTE

MANAGE A QUOTE

Welcome To Vision Services

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or
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during business hours or e-mail us at visionservices@luxottica.com.au

Thank you,
The Vision Services Team.

2. Key in Employee details:

Request a quote

Employee details

Employee's first name*

Employee's last name*

Employee's phone*

Select a method to receive your quote form

☒ View & download

☐ Email to

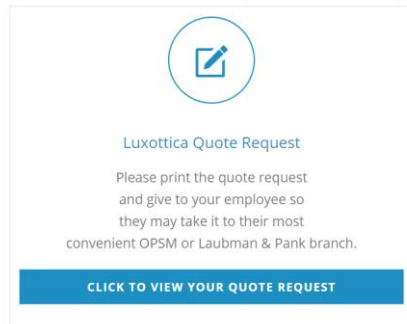
Delivery email address

Submit your request

SUBMIT TO REQUEST YOUR QUOTE

3. If selecting “View & Download”, a PDF file will be created and appear in a separate window.

Luxottica Quote Request Completed




The quote form will have instructions printed for you, your employee, and Luxottica staff how to proceed

4. Repeat steps for each employee that requires the service.

**TO CREATE ANOTHER QUOTE REQUEST CLICK HERE
PLEASE DO NOT USE THE BACK BUTTON**

Please do not use the “back” button in your browser.

Vision Services quote approval

If your business' preferred function is not visible as an option in your portal, please contact your company administer or email visionservices@luxottica.com.au

1. "MANAGE A QUOTE"

COMPANY

VIEW COMPANY DETAILS

SAFETY PRODUCT RANGE

ORDERS

CREATE AN ORDER

VIEW PAST ORDERS

QUOTES

REQUEST A QUOTE

MANAGE A QUOTE

Welcome To Vision Services

Thank you for choosing Luxottica to fulfil your businesses eyewear & eye care needs. It's our mission to partner with Pharoah Lane Software to improve productivity by providing your employees with eye care and eyewear solutions that suit their health, work, safety and lifestyle requirements allowing them to reach their full potential.

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during business hours or e-mail us at visionservices@luxottica.com.au

Thank you,
The Vision Services Team.



2. Search for your previous quote request in the drop down and click the "Approve" icon:

Manage Quotes

Show 10 entries

COPY PRINT EXCEL PDF

Search:

Date	Employee	Created by	Authorised by	Your PO	Order #	Quote #	Approve
06/09/2018	John Mcconaghey	Stuart Tremain				153621711214058	✍
06/09/2018	John Mcconaghey	Stuart Tremain				153621733114203	✍
10/01/2017	Stuart Tremain	Test Plsoftware	Test Plsoftware	BKT66666			✍
10/01/2017	Stuart Tremain	Test Plsoftware	ssssssss	BKT66666			✍
10/01/2017	Stuart Tremain	Test Plsoftware					✍

3. Key in all required fields and "AUTHORISE"

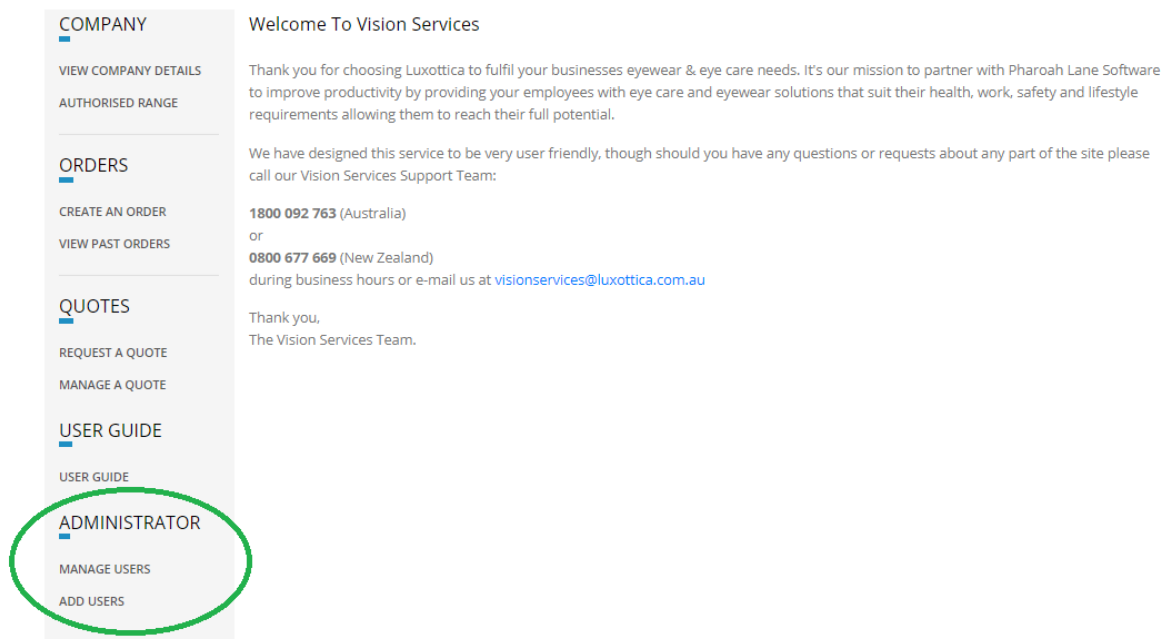
By clicking "AUTHROISE" a confirmation email will be sent to both the Luxottica store you selected, and the email of the authoriser. The PO authorisation form will be attached to said email reflecting the details specified.

4. Repeat these steps for each employee that requires the service.

Adding new users (administrators only)

If you have administrator access, you have the ability to add new users and raise orders on your company's behalf

1. In the bottom left of your dashboard, you the Administrator section will appear.



2. Click "ADD USERS" and fill in the relevant fields

Create a user

Employee details

*Employee first name

*Employee last name

*Employee job title

*Employee phone number

*Employee site/location

*User type

select ...

Login details

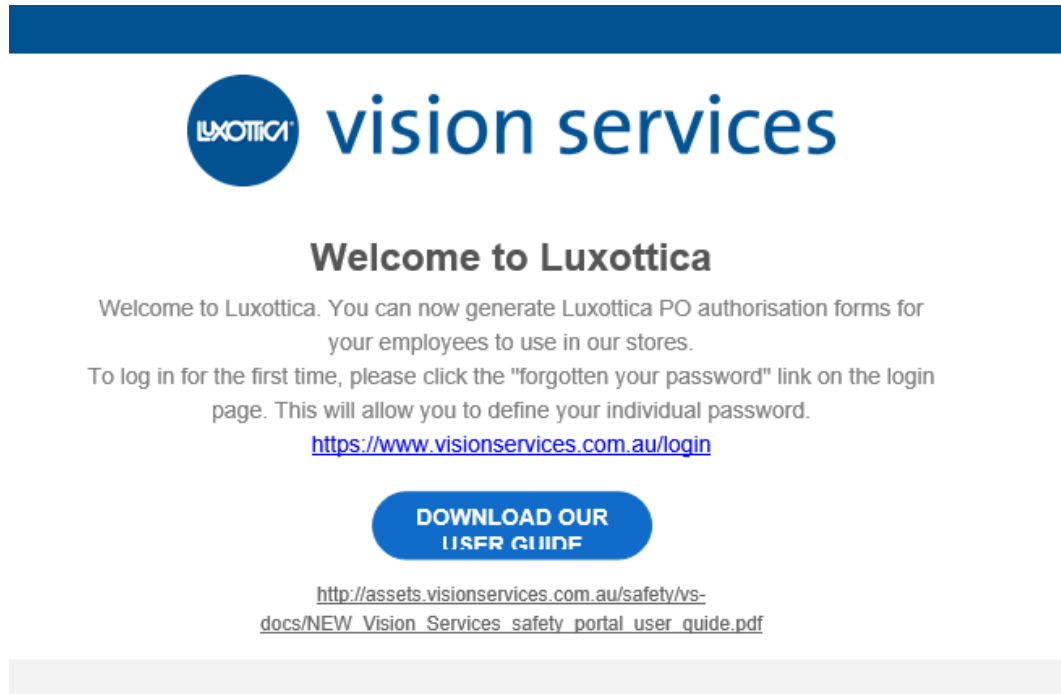
*Employee email

*Employee password

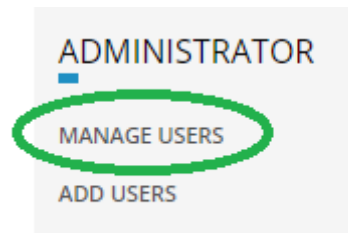
SUBMIT TO SAVE USER

*Compulsory fields

3. A welcome email will be sent automatically to the new users with instructions on how to order.



4. You can check and delete users by clicking the MANAGE USERS button



Company Users

User's Name	Email	Last Login	Site/Location	User Level	Created by	Action
Test Test	test@plsoftwqare.com	Never		USER	Stuart Tremain	 
Test Test	test@plsoftware.com.au	Never	test	USER	Stuart Tremain	 
John Mcconaghey	test@visionsservices.com.au	16/05/2019		ADMIN	John Mcconaghey	 