## Recovering a Username or Password with RxWizard

DVI's RxWizard<sup>™</sup> offers the eyecare practitioner a convenient way to recover account information by entering basic lab-supplied information. This method is *fast, easy*, and *secure*.

First, it is important to check that the latest version of the RxWizard<sup>M</sup> is installed. The current version being run on the RxWizard<sup>M</sup> is displayed under Help  $\rightarrow$ About RxWizard.

🞇 Digital Vision RxWizard	Sectors and the life sector and the						<del></del>		×
File Reports and Bulletins Setup	Help Import OMA Tracing	g File							
Lab	Help Topics About RxWizard		•	New Job Edit Job	Save Can	cel Hold	Order	Lool	kup
Acct			•	Package	Status	< <prev< td=""><td>Next&gt;&gt;</td><td>Со</td><td>ру</td></prev<>	Next>>	Со	ру
Patient		Rx#		Type Rx	- Edge	•			
Sphere Cylind	er Axis Dist	Near	Forn	n Enc I/O Prism	U/D Prism				
				•         •         •           •         •         •         •					

Make sure that the program is running version 6.18.

About DVI RxWiz	zard		×
DIGITAL	DVI RxWizard 6.18.00	ОК	
	Copyright (C) 1999-2004		
	S/N 000000125		

If the program is not running the latest version, the download can be accessed at the dvi.com  $\rightarrow$  customers  $\rightarrow$  RxWizard<sup>TM</sup>.

	RxWizard™ Download Page				
	Click <b>here</b> to install the latest release of RxWizard <sup>™</sup> (version 6.x).				
*{ <b>a.</b> a. <b>y</b> . <b>y</b>	To preview RxWizard™ 6.18 (BETA), click <b>here</b> .	DVI Tutorial - RxWizard Setup			
About DVI	RxWizard 6.18 Release Hilights				
Contact		DVI RXWIZard'			
Customers	<ul> <li>Password and username recovery</li> </ul>	Setup Overview			
Employment					
Gallery	RXWIZARD 6.15 Release Hilights				

After successfully launching the RxWizard<sup>m</sup>, navigate to Setup  $\rightarrow$  Accounts. Press the "Add" button at the bottom of the page, and then click "Fetch or Change Password".

Set Default Add Modify Delete	OK
Setup Account X	
Account Name	
Rec#   <sup>o</sup> Username	
Fetch or Change Password	
OK Cancel	

Fill out the "Lab #1" fields with your account number with a lab, a recent invoice number, and the lab's zip code. If you have recently sent work to more than one lab group, fill out the "Lab #2" fields using information from one of the other labs.

Recover Username a	nd Password		Х
Enter your account If you've recently se filled out for a diffe	number with a lab, the ent work to multiple lab rent lab	lab's zipcode and a recent invoice groups the second form must also	1
Account#	Invoice#	Zipcode	
Lab #2 Account#	Invoice#	Zipcode	
Account Info:			
	New		
	<u> </u>		
Cancel	et Username/Password	Change Password	

Once the information is adequately filled out, if you want to retrieve a username or password, click "Get Username/Password."

Cancel	Cat Username/Dagsuard	Change Decruerd

Otherwise, if you want to change the existing password, make sure the lab fields are adequately filled out (Lab #1, and Lab #2 only if applicable), then fill out the "New" field (2) with a new password and click "Change Password" (3) to set the new password.

ecover Usernan	ne and Password		
Enter your acco	ount number with a lab, the	lab's zipcode and a recent invoice	
filled out for a	different lab	groups the second form must also	,
Lab #1			
Account#	Invoice#	Zipcode	
1			
ľ			
Lap #2			
Account#	Invoice#	Zipcode	
Account Info:			
	New		
	2		
		0	
Grand	Cat Userman /Dramo	Change Descend	
Cancel	Get Username/Passwor	Change Password	

**IMPORTANT**: After resetting an account's password on one computer, it may be necessary to update the password on all other machines running the RxWizard<sup>M</sup>. To do this, navigate to Setup  $\rightarrow$  Accounts, double-click an account name, type in the updated password into the password field, and hit "OK." (See Below)

Account Maintena	ince		×
Web#	Account	UserName	
		Setup Account     X       Account Name	
		Fetch or Change Password OK Cancel	
	Set Defau	t Add Modify Delete	OK