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Optical Plug-In

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1.0 Introduction

The Optical Plugin is a dedicated extension in AutoCount designed specifically for managing optical store operations, including eye examination tracking, quotations, and sales processing.



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2.0 Installing the Plug-In

1. Go to **Tools > Plug-In Manager**
2. Click on the “**Install**” button.
3. Browse for the related **.app file** (Optical Plugin)
4. A new window will prompt with some basic information of this plug-in.
5. Click on the “**Install**” button again to proceed.
6. A confirmation message will be prompted after that.
7. Click “**Yes**” to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.

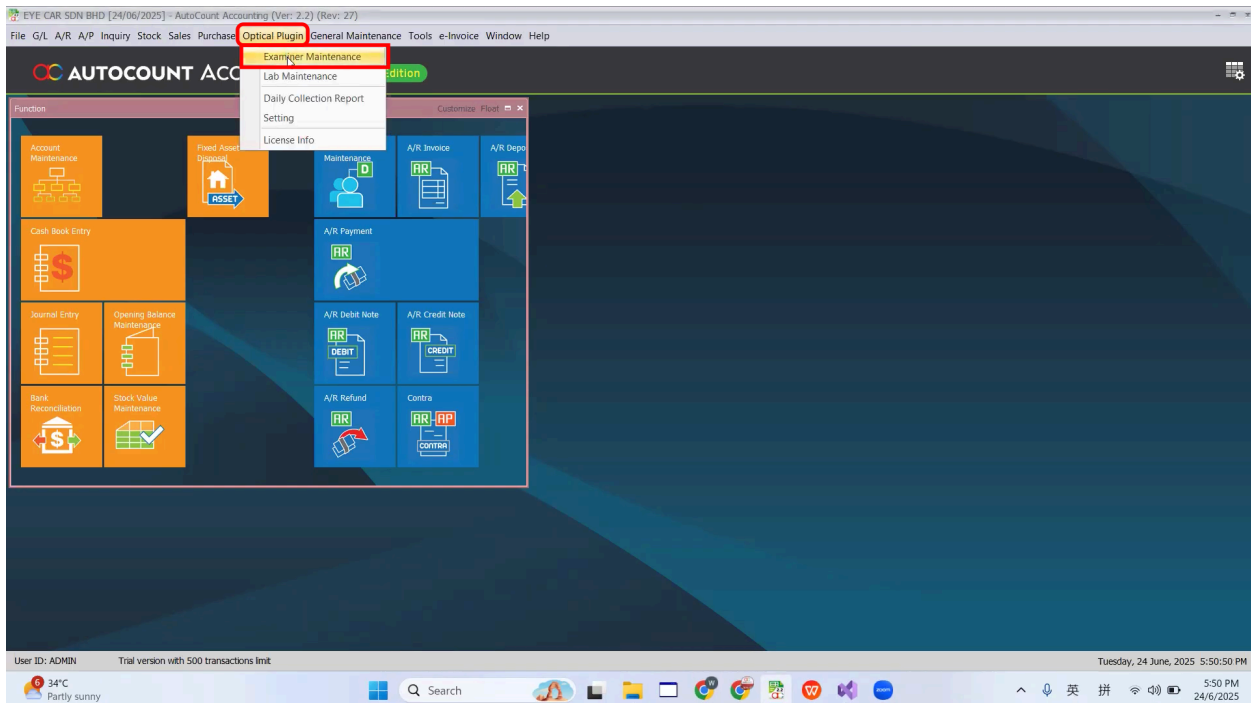


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3.0 Accessing the Optical Plugin

After logging into AutoCount, the Optical Plugin is located on the top menu bar.

Go to **Optical Plugin > Examiner Maintenance**





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4.0 Creating Examiner Profile

Steps:

Add the following information:

1. Click on **"New"**
2. Fill in examiner information.
3. Click on **"Save"** to Create New Debtor

The screenshot displays the 'Examiner Maintenance' window in the AutoCount software. The window title is 'Examiner Maintenance - LERANING - AUTOCOUNT 2 SDN BHD [Chapter 4] - AutoCount Accounting (Ver: 2.2) (Rev: 29)'. The menu bar includes 'File', 'G/L', 'A/R', 'A/P', 'Inquiry', 'Stock', 'Sales', 'Purchase', 'Optical Plugin', 'General Maintenance', 'Tools', 'e-Invoice', 'Window', and 'Help'. The main area is titled 'Examiner Maintenance' and contains a toolbar with 'New', 'Edit', 'View', 'Delete', and 'Refresh' buttons. Below the toolbar is a table with columns: 'Examiner Code', 'Name', 'Address1', 'Address2', 'Address3', 'IC Number', 'Address4', 'License Number', 'Contact Number', 'Email Address', 'Branch', 'IsActive', 'Qualification', 'Availability Schedule', and 'Remarks'. A 'New Examiner' dialog box is open, containing the following fields: 'Examiner Code', 'Name', 'ID Number', 'License Number', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'Contact Number', 'Email Address', 'Qualification', 'Availability Schedule', 'Remark', and 'IsActive' (checked). The 'Save' and 'Cancel' buttons are at the bottom right of the dialog box. The Windows taskbar at the bottom shows the date and time as 2:59 PM on 8/7/2025, along with system icons for weather, search, and network.



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5.0 Lab Maintenance

Manage your eye examination rooms here.

Steps:

Go to **Optical Plugin > Lab Maintenance**

Enter lab details (name, location, etc.)

Click **Save**

The screenshot displays the 'Lab Maintenance' software interface. At the top, there is a menu bar with options: File, G/L, A/R, A/P, Inquiry, Stock, Sales, Purchase, Optical Plugin, General Maintenance, Tools, e-Invoice, Window, and Help. Below the menu is a green header bar with the title 'Lab Maintenance' and a help icon. A hint below the header reads: 'Hint: In this window, you can manage labs.' The main area contains a toolbar with buttons for 'New', 'Edit', 'View', 'Delete', and 'Refresh'. The 'New' button is highlighted with a red box. Below the toolbar is a table with columns: Lab Code, Lab Name, Contact Person, Contact N, Processing Time, IsActive, and IsFrameFitting. A 'New Lab' dialog box is open, showing a form with the following fields: Lab Code, Lab Name, Address 1, Address 2, Address 3, Address 4, Processing Time, Contact Person, Contact Number, Email Address, IsActive (checked), and FrameFittingService (unchecked). The 'Save' button at the bottom of the dialog is also highlighted with a red box.



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6.0 Creating a Quotation (QO)

Use this to record a customer's order with prescription details.

Steps:

Go to **Sales > Quotation**

Click on **"New"**

Select the Customer

The screenshot shows a 'Debtor Info' form with a red border. It contains a dropdown menu for 'Debtor' with a search icon, and text input fields for 'Name', 'Address', and 'Phone'.

Fill in Prescription value

The screenshot shows a 'Prescription' form with a red border. It has a table with columns for SPH, CYL, AXIS, PRISM, BASE, ADD, PD, BC, and DIA. The rows are labeled 'OD (Right)' and 'OS (Left)'. Each cell contains a dropdown menu.

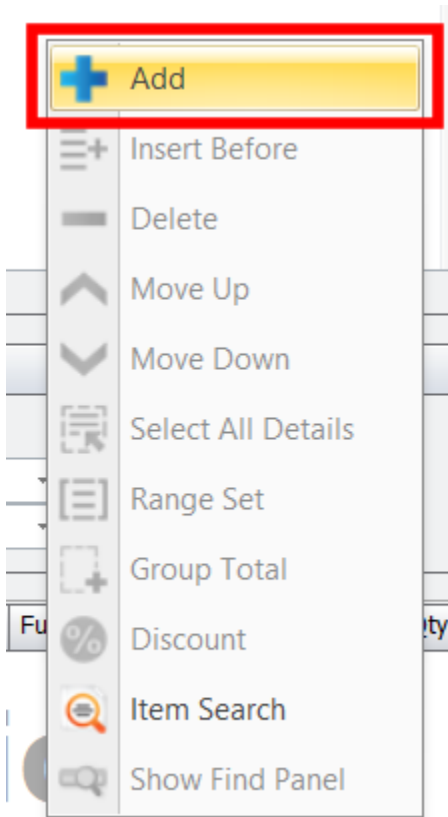
	SPH	CYL	AXIS	PRISM	BASE	ADD	PD	BC	DIA
OD (Right)	-	-	-	-	-	-	-	-	-
OS (Left)	-	-	-	-	-	-	-	-	-



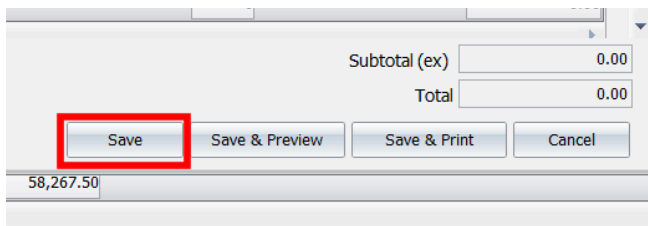
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Right click "**Add**"

Choose **Items** based on customer requirements



Click on "**save**"





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7.0 Transferring to Sales Order (SO)

Once the quotation is ready, it can be transferred to a Sales Order.

Steps:

Go to **Sales > Sales Order**

Right-click the Quotation and select **Transfer to new SO**

The screenshot shows the 'Quotation' window in the AutoCount Accounting software. The window title is 'Quotation - LERANING - AUTOCOUNT 2 SDN BHD [Chapter 4] - AutoCount Accounting (Ver: 2.2) (Rev: 29)'. The menu bar includes 'File', 'G/L', 'A/R', 'A/P', 'Inquiry', 'Stock', 'Sales', 'Purchase', 'Optical Plugin', 'General Maintenance', 'Tools', 'e-Invoice', 'Window', 'Help', 'Report', and 'Others'. A green header bar contains the word 'Quotation' and a help icon. Below the header, a hint reads: 'Hint: In this Quotation window, you can create, modify, or delete quotation for your customer.' A toolbar with icons for 'New', 'Edit', 'View', 'Find', 'Preview', 'Print', 'Print Listing', 'Delete', 'Refresh', and 'View Flow' is present. A checkbox 'Show this grid at startup' is checked. The main area is a grid with columns: 'Doc. No.', 'Date', 'Debtor Code', 'Debtor Name', 'Agent', 'Total', 'Cancelled', 'Multi Pricing', 'Examiner', and 'Lab'. The grid contains four rows of data. A context menu is open over the first row (QT-000004), with the option 'Partial/Full Transfer to new Sales Order' highlighted in yellow. Other options in the menu include 'New', 'Edit', 'View', 'Preview', 'Print', 'Delete', 'Refresh', 'View Flow', 'Copy to a new Quotation', 'Partial/Full Transfer to new Delivery Order', 'Partial/Full Transfer to new Invoice', 'Partial/Full Transfer to new Cash Sales', and 'View Document Status Change Log'. The status bar at the bottom shows 'Record 1 of 4' and '59,767.50'.

Doc. No.	Date	Debtor Code	Debtor Name	Agent	Total	Cancelled	Multi Pricing	Examiner	Lab
QT-000004	08/07/2024		SLM CUSTOMER		1,500.00		Price 1		
QT-000003	06/05/2024		STOMER 1	NORA	45,647.50		Price 1		
QT-000002	05/05/2024		STOMER 2	PT	9,500.00		Price 1		
QT-000001	05/05/2024		STOMER 1	NORA	3,120.00		Price 1		

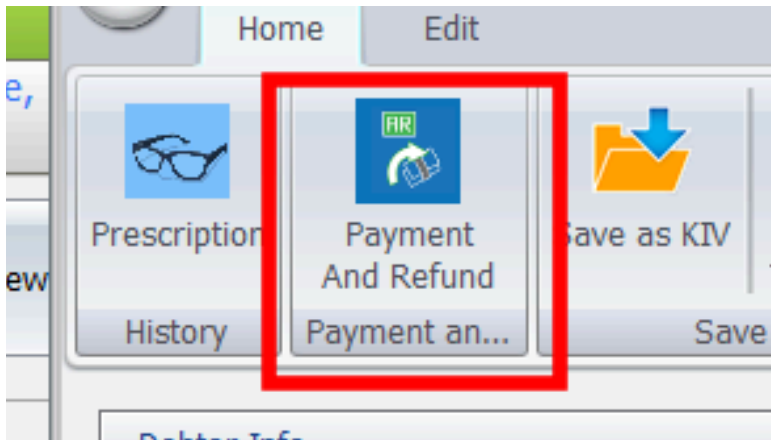


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Select the examiner

A screenshot of a software form. The 'Examiner' field is highlighted with a red rectangle. To the left of the 'Examiner' field are two other dropdown menus, one labeled 'DIA'. The 'Examiner' field is currently empty.

Click the **Payment and Refund**





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Click the “+” to add a new deposit.
Select the payment method
Fill the payment amount
Then click the **close** button

Payment And Refund

Total SO 1,500.00
Total Payment 0.00
Total Balance 1,500.00

Payment Refund

+ -

OR Date	Payment Method	Description	Sales Agent	Cheque/Credit ...	Payment Amount
> 08/07/2025					0.00

Click on "**save**" and the deposit payment will record.

AutoCount Accounting

Official Receipt : OR-000019 is created.

OK

+0.50 50.0



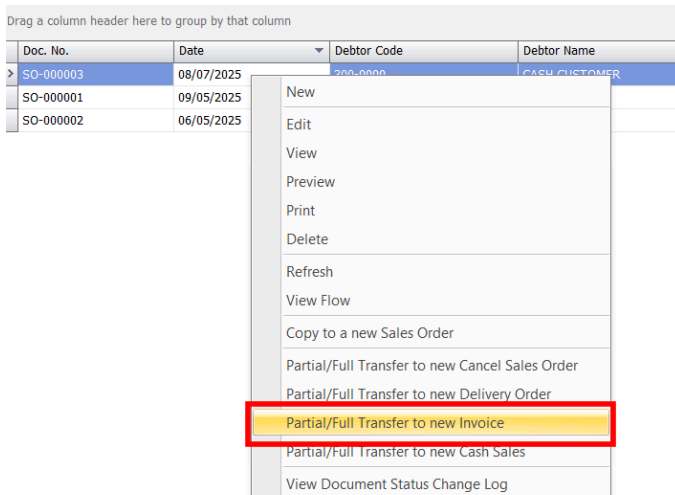
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8.0 Transferring to Invoice (IV)

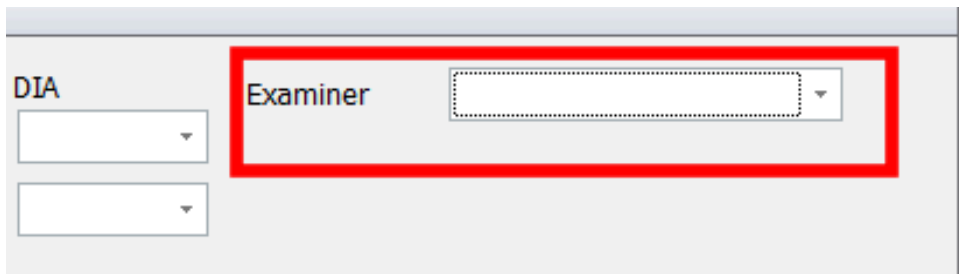
Steps:

Go to **Sales > Sales Order**

Right-click the Quotation and Select **Partial/Full Transfer to New Invoice**



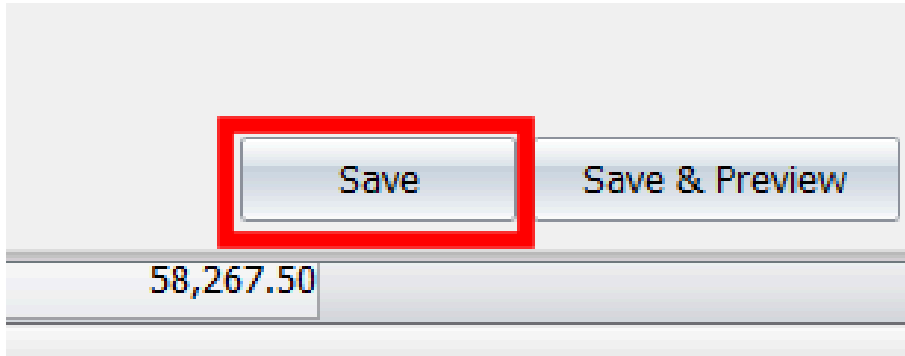
Select the Examiner



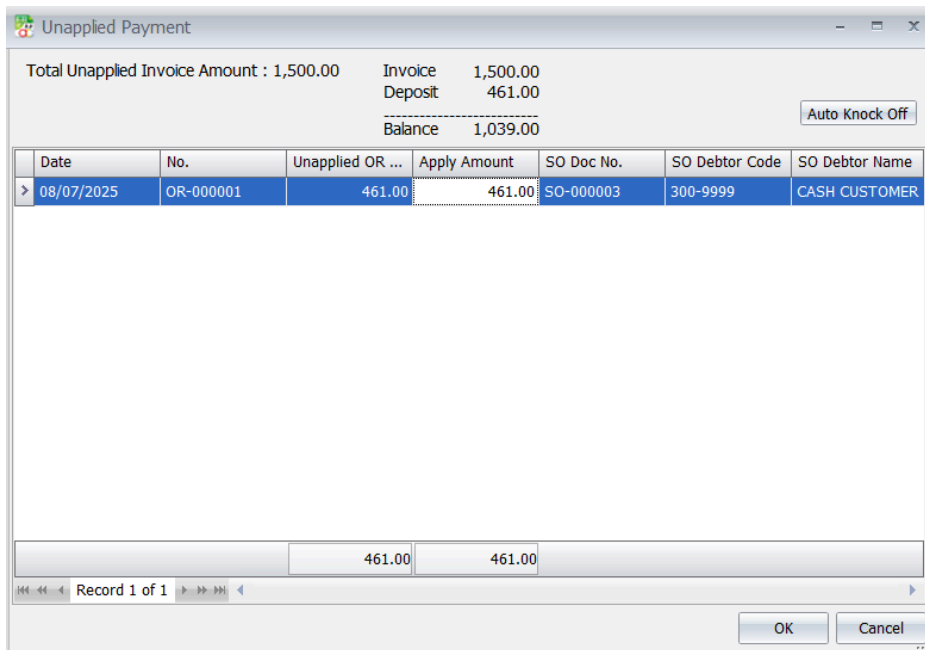


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Click **Save**



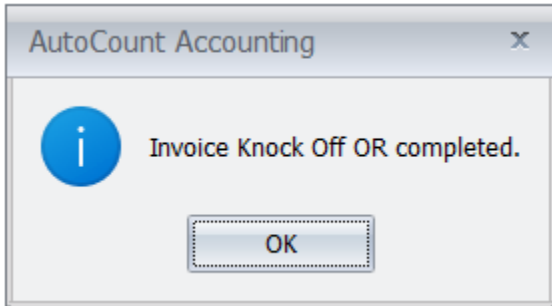
An **Unapplied Payment** dialog box will appear





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Click **OK** to auto **knock off** the payment





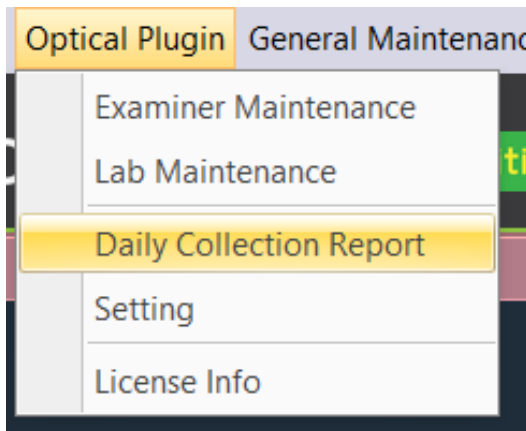
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9.0 Daily Collection Report

Use this feature to view and monitor daily sales performance.

Steps:

Go to **Optical plugin > Daily Collection Report**



Select the **Date Range** and **Choose the Branch**
Click **OK** to view the report preview

