

ORDER COMPLETION SCREEN IN CIAO!

- 1 Special Processing Type**
- ☐ Notifies You If RxO Has The Frame And Will Be Sending As A Complete Pair Or If You Will Need To Send The Frame
 - ☐ **Note:** Ciao! Assumes All Orders Will Be Processed By RXO, So If Using An Alternative Lab, You May Need To Take Different Action

- 2 Estimated Delivery Date**
- ☐ Provide A Service Promise Estimation Assuming RxO Is Making The Order
 - ☐ **Note:** If Using Alternative Lab, High RX, Or Unique Lens/Frame Combo Add Additional Time (See Service Promise Times in Lab folder in Documents)

- 3 Manufacturing Notes**
- ☐ For All Blue Tags, We Ask You To Put The Model Number, Color, Size, Etc.
 - ☐ These Notes Can Be Reviewed In LPA By Searching The Order

Store	Order #	Customer Name	Tray	Material/Lens Type	AR	Tender Date	Status	Type
T047	10009386329047	Stoddart, Lisa	VSP	1.59 Polycarbonate / Single Vision			Staged	Outside Processing

Stoddart, Lisa - 10009386329047

Date	Associate Name	Store #	Note
6/22/2023	045000	T047	RB 2312, Black Plastic, 52

- 4 Assign Tray ID**
- ☐ Office Preference On How Tray ID Can Be Utilized Based On Your Office's Process
 - ☐ Examples:
 - Designate Manufacturing Lab (I.E.- VSP, Rxo, Etc.)
 - Name Of Optician
 - Patient Name
 - If Using A Physical Tray, Tray # Or Color, Etc.