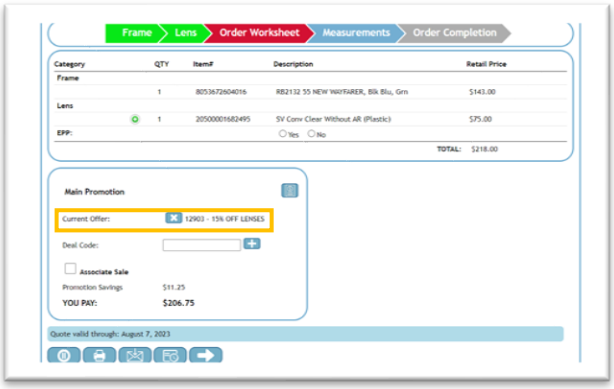
ADD DISCOUNTS; CIAO! ORDER VS. XSTORE

TeamVision
Eye care, together.

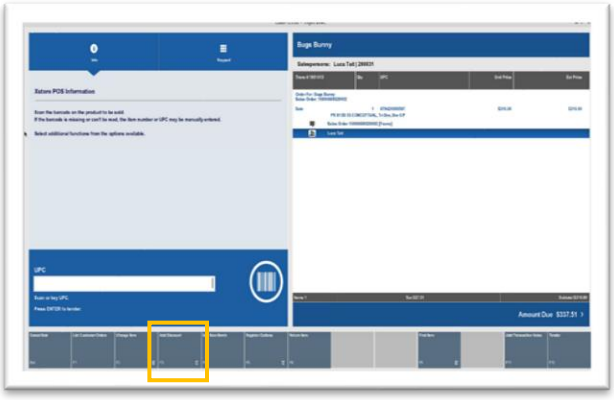
Applying Promotional Discounts:

- ❑ To Enter A Promotional Discount Code, You Will Add The Discount In The Patients Order
- ❑ Ciao! Will Autofire Some Discounts And You Will Use A Manual Discount Code For Others
- ❑ To Locate The Discount Codes, Refer To **Promotional Card** Found In Toolkit



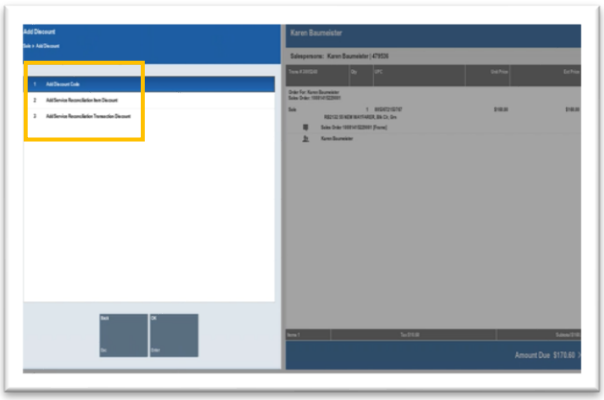
Applying Service Or Transactional Discounts:

- ❑ To Discount An Item, Transaction, Or Service Without A Discount Code, You Will Discount In XStore
- ❑ OD, PM, APM Must Approve The Discount Prior To Discounting
- ❑ Always Leave A Note In The Patient Demographics Section Of Ciao! \
- ❑ When In XStore, Select The **Discount (F3)** Button

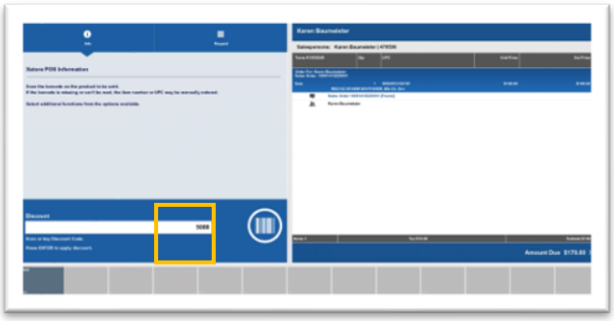
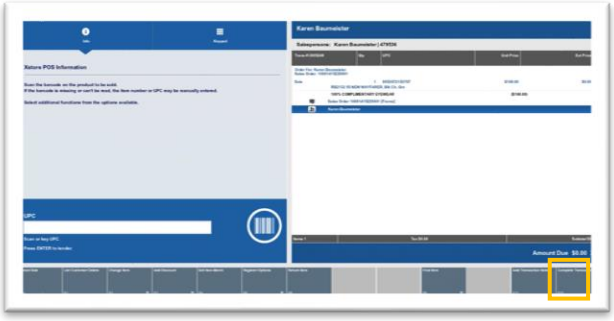


- ❑ You Will Be Prompted To Select One Of Three Options:
  - A Discount Code From Pricing Card Or Coupon (I.E.- Annual Certificate)
  - A Service Reconciliation Item Discount (I.E.- The Frame But Not The Lens)
  - A Service Reconciliation Transaction Discount (I.E.- Entire Transaction)
  - **Highlight Your Choice And Select Enter**

ADD DISCOUNTS;
CIAO! ORDER VS. XSTORE



- ❑ If Using A Discount Code, Enter The Discount Code And Hit Enter



- ❑ When Using An Service Reconciliation Item Or Transaction Discount Ciao! Will Prompt You To Select One Of Two Options:
    - Dollar
    - % Discount
- ❑ If Discounting An Item, Make Sure You Have Selected (Highlighted) The Item (If You Need To Discount A Second Item, You Will Need To Do It Twice)
- ❑ Select Accordingly And **Enter The Dollar Amount Or %** You'd Like To Discount
- ❑ Hit **Enter**
- ❑ **Confirm** The Discount Has Been Properly Applied
- ❑ Continue To Tender, Or If Discounted In It's Entirety **Complete Transaction**
- ❑ As Needed, Make Appropriate Notes In Patient's Profile
- ❑ **Note: If Practicing, Do Not Complete The Transaction And Tender The Sale!**