

# ORDER TRACKER; DISPENSING OUT

## Note:

- You Can Only Dispense Out An Order After It's **COMPLETED** In **LPA**
- You Will Know It's Not Closed Out In **LPA**, When You Are Not Able To Click **DISPENSE**

- ❑ Search The Patient In **OT** By Searching The Patients Name Or Entering The Order Number In The Search Bar Across The Top
- ❑ Hit Enter On The Keyboard Or **SEARCH** In **OT**

No.	Customer Name	Sales Order No.	Transaction No.	Order Date	Promised Date	New Promised Date	Status	Days Out	Sales Associate	Type

- ❑ Once The Patient Pulls Up, Confirm The Order Is At **READY** Status

No.	Customer Name	Sales Order No.	Transaction No.	Order Date	Promised Date	New Promised Date	Status	Days Out	Sales Associate	Type
1	Patient, Fake	10000245429140	1000140	6/30/2023	7/10/2023 8:00 PM		Ready	8	Worley, K	Outside Processing - Central Lab - Lenses Only - Cut Edge

TAKE ACTION | [OPEN ORDERS](#) | [PRODUCT TO COME](#) | [CUSTOMER QUOTE](#)

Pages: 1 of 1

- ❑ Double Click The Order To Open Up The Next Screen
- ❑ Select **ORDER DISPENSED**

### CUSTOMER DETAILS

First Name: Fake

Last Name: Patient

Phone No. (Home):

Phone No. (Mobile): 513-498-0777

Phone No. (Business):

Email Address: kdiersing2@luxotticaretail.com

Preferred Method of Contact: Email

### CUSTOMER CONTACT

EMAIL CALL

MESSAGE TYPE

**SEND NOTIFICATION**

### NOTIFICATION LOG

Date/Time	Status	Assoc. Name
7/8/2023 3:06 PM	Ready - Success	Stoddart, L

### ORDER DETAILS

Order No.: 10000245429140

Transaction No.: [1000140](#)

Outside Lab Order No.: ST140/10000245401

Order Date/Time: 6/30/2023 7:42 AM

Type: Outside Processing - Central Lab - Lenses Only - Cut Edge

Current Order Status/Time: Ready 7/8/2023 3:06 PM

Promised Date: 7/10/2023 8:00 PM

Package Tracking: [1ZA1650E1314313728](#)

Delivery Status:

Lab Phone No.: 1-866-589-9272

Lab Address: 2150 Bixby Road Lockbourne, OH 43137

**ORDER DISPENSED**

# ORDER TRACKER; DISPENSING OUT

- ❑ Fill Out **DISPENSE DETAILS**
- ❑ Click **CONTINUE**

The screenshot shows the 'ORDER TRACKER' interface with three main sections: CUSTOMER DETAILS, NOTIFICATION LOG, and ORDER DETAILS. A 'DISPENSE DETAIL' modal is open in the center, allowing the user to enter dispensing information.

CUSTOMER DETAILS		NOTIFICATION LOG			ORDER DETAILS	
First Name	Fake	Date/Time	Status	Assoc. Name	Order No.	10000245429140
Last Name	Patient	7/8/2023 3:06 PM	Ready - Success	Stoddart, L	Transaction No.	1000140
Phone No. (Home)					Outside Lab Order No.	ST140/10000245401
Phone No. (Mobile)	513-498-0777				Order Date/Time	6/30/2023 7:42 AM
Phone No. (Business)					Type	Outside Processing - Central Lab - Lenses Only - Cut Edge
Email Address	kdiersing2@luxotticaretail.com				Current Order Status/Time	Ready 7/8/2023 3:06 PM
Preferred Method of Contact	Email				Promised Date	7/10/2023 8:00 PM
					Package Tracking	1ZA1650E1314313728
					Delivery Status	
					Lab Phone No.	1-866-589-9272
					Lab Address	2150 Bixby Road Lockbourne, OH 43137

**DISPENSE DETAIL**

Dispensing Optician: Stoddart, Lisa

Dispense Date: 07/08/2023

Time: 03:07 ☐ am ☒ pm

**Continue** **Cancel**

**ORDER DISPENSED**

- ❑ As Soon As You Complete This Process, OT Will Show As Dispensed And Time Stamp In The Patient History In Ciao!
- ❑ The Order Will Drop Off OT The Next Business Day
- ❑ Spot Check Glasses In Your Dispense Drawer Monthly
- ❑ Re-Send Notification If The Glasses Have Been Sitting In Your Office For More Than 10 Days
- ❑ Confirm **NOTIFICATION SUCCESS**

The screenshot shows the 'ORDER TRACKER' interface with three main sections: CUSTOMER DETAILS, NOTIFICATION LOG, and ORDER DETAILS. The 'NOTIFICATION LOG' section is highlighted with an orange border, indicating it is the next step in the process.

CUSTOMER DETAILS		NOTIFICATION LOG			ORDER DETAILS	
First Name	Fake	Date/Time	Status	Assoc. Name	Order No.	10000245429140
Last Name	Patient	7/8/2023 3:06 PM	Ready - Success	Stoddart, L	Transaction No.	1000140
Phone No. (Home)					Outside Lab Order No.	ST140/10000245401
Phone No. (Mobile)	513-498-0777				Order Date/Time	6/30/2023 7:42 AM
Phone No. (Business)					Type	Outside Processing - Central Lab - Lenses Only - Cut Edge
Email Address	kdiersing2@luxotticaretail.com				Current Order Status/Time	Ready 7/8/2023 3:06 PM
Preferred Method of Contact	Email				Promised Date	7/10/2023 8:00 PM
					Package Tracking	1ZA1650E1314313728
					Delivery Status	
					Lab Phone No.	1-866-589-9272
					Lab Address	2150 Bixby Road Lockbourne, OH 43137

**ORDER DISPENSED**