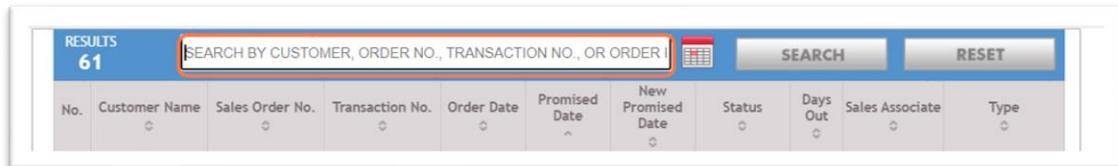


ORDER TRACKER; DISPENSING OUT

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**

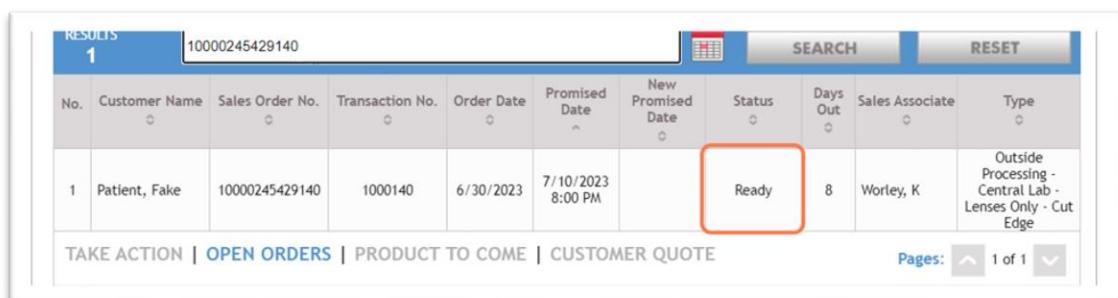


RESULTS
61

SEARCH BY CUSTOMER, ORDER NO., TRANSACTION NO., OR ORDER

No.	Customer Name	Sales Order No.	Transaction No.	Order Date	Promised Date	New Promised Date	Status	Days Out	Sales Associate	Type
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- ❑ Once The Patient Pulls Up, Confirm The Order Is At **READY** Status



RESULTS
1

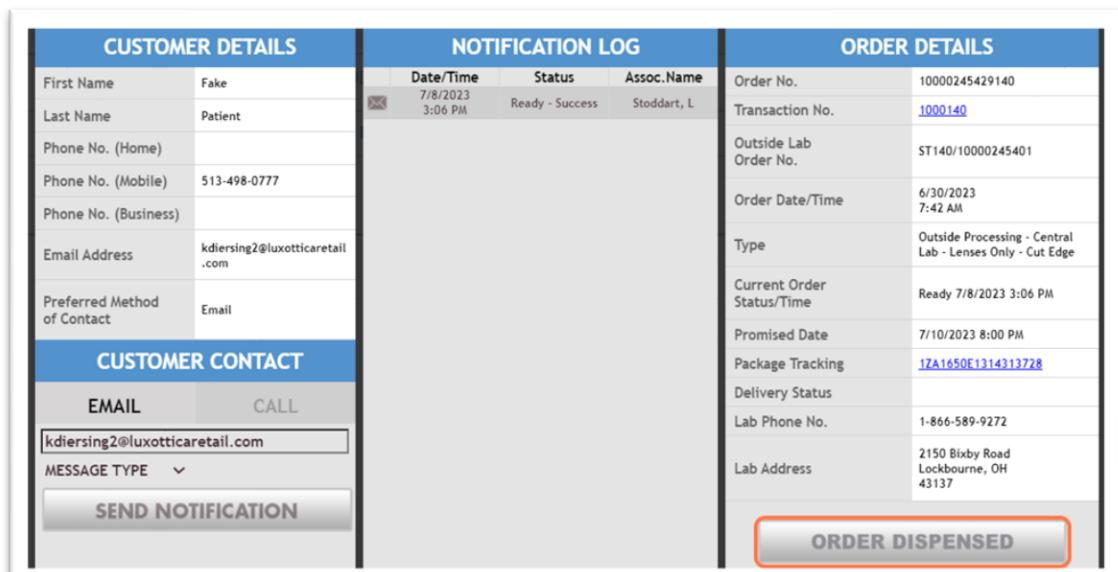
10000245429140

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 [2](#)

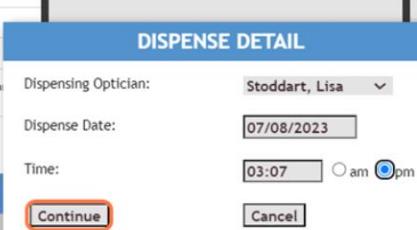
- ❑ Double Click The Order To Open Up The Next Screen
- ❑ Select **ORDER DISPENSED**



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
CUSTOMER CONTACT					Package Tracking	1ZA1650E1314313728
EMAIL	CALL				Delivery Status	
kdiersing2@luxotticaretail.com					Lab Phone No.	1-866-589-9272
MESSAGE TYPE	▼				Lab Address	2150 Bixby Road Lockbourne, OH 43137
SEND NOTIFICATION					ORDER DISPENSED	

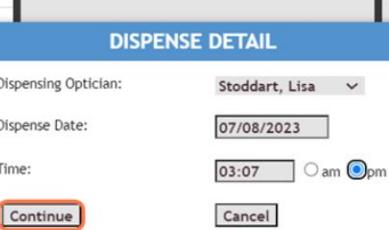
ORDER TRACKER; DISPENSING OUT

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



CUSTOMER DETAILS		NOTIFICATION LOG			ORDER DETAILS			
First Name	Fake	Date/Time	7/8/2023 3:06 PM	Status	Ready - Success	Assoc. Name	Stoddart, L	
Last Name	Patient							
Phone No. (Home)								
Phone No. (Mobile)	513-498-0777							
Phone No. (Business)								
Email Address	kdiersing2@luxotticac						Order No.	10000245429140
Preferred Method of Contact	Email						Transaction No.	1000140
CUSTOMER CONTACT							Outside Lab Order No.	ST140/10000245401
EMAIL							Order Date/Time	6/30/2023 7:42 AM
CALL							Type	Outside Processing - Central Lab - Lenses Only - Cut Edge
kdiersing2@luxotticac							Current Order Status/Time	Ready 7/8/2023 3:06 PM
MESSAGE TYPE							Promised Date	7/10/2023 8:00 PM
SEND NOTIFICATION							Package Tracking	17A1650E1314313728
							Delivery Status	
							Lab Phone No.	1-866-589-9272
							Lab Address	2150 Bixby Road Lockbourne, OH 43137
							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**



CUSTOMER DETAILS		NOTIFICATION LOG			ORDER DETAILS			
First Name	Fake	Date/Time	7/8/2023 3:06 PM	Status	Ready - Success	Assoc. Name	Stoddart, L	
Last Name	Patient							
Phone No. (Home)								
Phone No. (Mobile)	513-498-0777							
Phone No. (Business)								
Email Address	kdiersing2@luxotticac						Order No.	10000245429140
Preferred Method of Contact	Email						Transaction No.	1000140
CUSTOMER CONTACT							Outside Lab Order No.	ST140/10000245401
EMAIL							Order Date/Time	6/30/2023 7:42 AM
CALL							Type	Outside Processing - Central Lab - Lenses Only - Cut Edge
kdiersing2@luxotticac							Current Order Status/Time	Ready 7/8/2023 3:06 PM
MESSAGE TYPE							Promised Date	7/10/2023 8:00 PM
SEND NOTIFICATION							Package Tracking	17A1650E1314313728
							Delivery Status	
							Lab Phone No.	1-866-589-9272
							Lab Address	2150 Bixby Road Lockbourne, OH 43137
							ORDER DISPENSED	