

TRAINING CHECKLIST

CIAO! OPTICAL; OPENING & CLOSING

OPEN CIAO! OPTICAL:

- ☐ Log Into Xstore Back Office
- ☐ Show How To Open Store And Register
- ☐ Review Where Cash Is Kept And To Count/Enter Actual Quantities Into Ciao
- ☐ Review What To Do If The Date Is Incorrect In Ciao At Opening (Call SSS)

ECLIPS:

- ☐ Confirm All Patients Have Been Scheduled Their NEE In The Scheduler (TAB)
- ☐ Confirm All Patients Have Posted Invoices

LPA & ORDER TRACKER:

- ☐ Confirm Transmission Of Tendered Orders And Deletion Of Staged Orders
- ☐ Run, Audit, And Acknowledge Lab Reconciliation Report
- ☐ Ship All Frames To Appropriate Labs
- ☐ Place All Lab Tickets That Were "Completed" (Inspected) And Your Reconciliation Report In Your Daily Closing Envelope
- ☐ Order Tracker: Ensure All Tray Tickets For Patients That Picked Up Today Are Dispensed Out
- ☐ Place All Tray Tickets In Your Daily Closing Envelope

CLOSING CIAO! OPTICAL:

- ☐ Review That System Not Integrated And What Information Will Be Entered In Ciao
- ☐ Review What To Do With Closing Paperwork (Receipts, Lab, And Dispense)
- ☐ Review Bank Log And Bank Deposit Completed Per Guidelines
- ☐ Review How To Print Batch Report On Staxx Credit Card Machine
- ☐ Review Bank Deposit Policy And How To Order More Deposit Slips
- ☐ Review Who To Call If All Registers Won't Close
- ☐ Complete End Of Day And Close Ciao:
 - Close Out Systems – TAB/NEE, LPA, Order Tracker
 - Close Store And Registers
 - Fill In Closing Count
 - Complete A Deposit
 - Fill Out Bank Log