

# 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