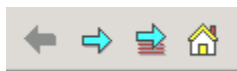


Go Forward with OD Professional

As with your practice, you should always Go Forward when using OD Professional.

The first rule of ODPro is that we never manually close any windows, while working in ODPro. Instead, we close windows by using the Go Forward button.

The Go Forward button is used to complete a task and save entered data as you move forward in OD Professional. It's the middle arrow on the right side of the icons toolbar, pointing to the right and teal in color. When you move your cursor over this arrow a popup help appears, indicating Go Forward.



Go Forward with the ActionManager – Scheduled Patients

- When you are working in the ActionManager, you should always use the Go Forward button after completing each task for each scheduled patient. Using the Go Forward button will change the task box to green indicating that the task is completed.

Go Forward at Check In and Check Out – Unscheduled Patients

- When you open an unscheduled patient's insurance view window, you should always Go Forward after entering or editing the patient's insurance plans.
- When you open an unscheduled patient's account, you should always Go Forward, after posting the invoice and printing a walk out statement.
- Doing this, will close the Insurance Information View window and Transactions View window for you.

Go Forward with Spectacles and Contact Lenses

- When you complete a spectacle or contact lens order and Autobill to the patient's account, always Go Forward after printing the walk out statement and Go Forward will close the spectacle or contact lens order window for you.

You will not use the Go Forward button to close all windows, but for situations noted above, using the Go Forward button will:

- keep the number of windows open to a minimum
- allow you to effectively use ODPro in your practice and save you time

With ODPro, you are always going forward, but just remember to use the Go Forward button!

Please refer to the **OD Professional – Select Handler and Go Forward** job aid for additional information on using the Go Forward button and Handlers.