

# OneSight IT Operations

Name Tag Export  
Coordinators  
User Guide



**ONESIGHT**

EssilorLuxottica Foundation

## Overview

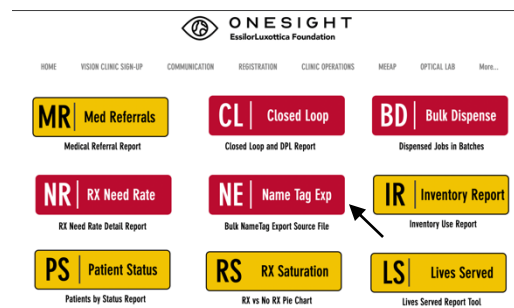
This document details the steps required to access the Name Tag Export application. This report should only be accessed by the Clinic Coordinator or those who are told to do so.

## Access

To access the Name Tag Export page please navigate to [www.onesightclinics.org](http://www.onesightclinics.org). At the top of the page click on the option for “Coordinators”. It will be under the “More” section as seen below:



On the admin page you will select the option for “Name Tag Exp” as seen below.



You will now see the system access login page. Enter your login credentials and click on “Login.”



System Access

*Version 6.0*

User Name:

Password:

Enter your project specific login and password.  
Logins expire at the end of the project.

**LOGIN**

### **Name Tag Export**

You will now be brought to the “Patient Name Tag Export” search page. Here you will see a few different fields/dropdowns.

**Clinic Name** – The clinic you are assigned to. This cannot be changed.

**School Name** – Dropdown of school, group, and communities for this clinic.

**Grade** – The grade the patient is in.



Patient Name Tag Export Version 6.0

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**Clinic Name**

**School Name**  **Grade**

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**SEARCH**

When you are done filling out the search criteria, click on the blue button at the bottom labelled “Search.”

[Search Again](#)
[Download Data](#)

ID	RECORD NUMBER	SCHOOL	APPOINTMENT DAY	LAST NAME: ▼	FIRST NAME:	BIRTHDAY	GENDER
20BAN5252	288869			zuma	Raz		Female
20BAN5448	288864			Zohan	Ali		Male

DILATE CONSENT?	PICTURE CONSENT?	GLACOMA?	DIABETES?	HYPERTENSION?	MEDICATIONS :	ALLERGIES:	RESEARCH CONSENT?	USED FOR FISHKILL ONLY
			No	Yes (Patient)				
			No	No				

You will now be brought to the patient name tag search results. You will see two buttons at the top right for “Search Again” which will take you back to the search screen. The other button for “Download Data” will start downloading a CSV copy of this report. This report can be used in the Dymo print application to download bulk name tags for the clinic. If you are unsure how to do this, please reference the Dymo bulk print training document.

This report will list different information about the patient that cannot be changed from this report. Please confirm this information looks correct before exporting the CSV file.