

OneSight IT Operations

Bulk Dispense

Admin

User Guide

Overview

This document details the steps required to access the Bulk Dispense report. This process should only be done by clinic managers or those given the task to do so.

Access

To access the Patient Recap page please navigate to www.onesightclinics.org. At the top of the page click on the option for “Admin” as seen below.



The image shows a screenshot of the OneSight website. At the top, there is a navigation bar with the OneSight logo and several menu items: HOME, REGISTRATION, CLINIC OPERATIONS, OPTICAL LAB, COORDINATORS, ADMIN, and CLINIC TRAINING. A black arrow points down to the 'ADMIN' link. Below the navigation bar is a large hero section with a background image of a group of people, including a young boy wearing glasses and a blue shirt. Overlaid on the hero section is a dark blue banner with the text 'Charitable Vision Clinics' in white. In the bottom left corner of the hero section, there is a dark blue box with white text that reads: 'OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.' In the bottom right corner of the hero section, there is a link that says 'Learn more at www.onesight.org'.

OneSight

HOME REGISTRATION CLINIC OPERATIONS OPTICAL LAB COORDINATORS ADMIN CLINIC TRAINING

Charitable Vision Clinics


OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.

Learn more at www.onesight.org

On the admin page you will select the option for “Bulk Dispense” as seen below.



You will now see the admin login page. You will only be able to login here using admin credentials. Please enter in your admin username and password and click on “Login”



ADMIN LOGIN REQUIRED *Version 6.0*

User Name:

Password:

LOGIN

Next, you will be on the “Bulk Dispensing” page. Here you will be able to search for a clinic by the following fields.

Clinic Name - Dropdown with a list of all OneSight clinics.

School Name – Dropdown with a list of all school, groups, or communities from this clinic.

There will be text below these fields saying “Use this application to dispense Orders in Bulk. Only Orders in COMPLETE or SHUTTLE Status will show in this report.” Once you are done with your search criteria click on the blue button at the bottom labelled “Search.”



Bulk Dispensing *Version 6.0*

Clinic Name

School Name

Use this application to dispense Orders in Bulk.
Only Orders in COMPLETE or SHUTTLE Status will show in this report.

SEARCH

Now, you will be brought to the Bulk Dispense list. Here you will see results based off of your search criteria. At the top left you will see an option to “Search Again” which will take you back to the search screen. You will also see an option for “Download Data” which will download this report in either Excel, CSV or PDF format. There is another option for “Edit” but will be grayed out unless you choose patients from the list. To select patients, you can click on the empty check box found to the left of the patient’s name. The report will display the following information.

Clinic ID – The unique ID for this specific patient.

SCH/GP/COMM – School, group, or community this patient is a part of.

Last Name – The patient’s last name.

First Name – The patient’s first name.

Dispense Date – The date this patient’s order was dispensed.

RX 1 Frame SKU – The SKU of RX prescribed pair 1.

RX 1 Status – The status of RX prescribed pair 1.

RX 2 Frame SKU – The SKU of RX prescribed pair 2.

RX 2 Status – The status of RX prescribed pair 2.

Go Back to Search Screen

Search Again

Download Data

Edit

Download Report

Edit Patient

		CLINIC ID	SCH/GP/COMM	LAST NAME:	FIRST NAME:
1	<input checked="" type="checkbox"/>	24	Liberty	Paredes Genchi	Karen
2	<input type="checkbox"/>	499	Liberty	Mujica	Diego

Select patient(s)

Clinic ID

School, Group, or Community

Patient Last Name

Patient First Name

Dispense Date

RX 1 Frame SKU

RX 1 Status

RX 2 Frame SKU

RX 2 Status

DISPENSE DATE	RX1 FRAME SKU	RX 1 STATUS	RX2 FRAME SKU	RX2 STATUS
		COMPLETE		
	1000038	COMPLETE		

Editing

Once you have found the patient(s) you are wanting to edit, click the empty boxes next to them and then click the “Edit” button at the top.

Editing 2 Record(s) [X]

Clinic ID	<Multiple Values>
Sch/Gp/Comm	Liberty
Last Name:	<Multiple Values>
First Name:	<Multiple Values>
<input type="checkbox"/> Dispense Date *	<input type="text"/>
RX1 Frame Sku	<Multiple Values>
<input type="checkbox"/> RX 1 Status	COMPLETE ▾
RX2 Frame Sku	<None>
<input type="checkbox"/> RX2 Status	<input type="text"/> ▾

Cancel Update

Now, a box will pop up in the center of the screen allowing you to do bulk edits. This box will only allow you to edit the following fields.

Dispense Date – The date this order(s) was dispensed.

RX 1 Status – Dropdown with options of Complete or Dispensed.

RX 2 Status – Dropdown with options of Complete or Dispensed.

Once you have made the edits that you need to make, click on “Update” at the bottom of the page and it will save your changes.