



OneSight

Lookup a Voucher

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IT Operations

Lookup a Voucher
MEEAP Voucher System
User Guide

Overview

This document will go over the process of looking up a voucher in the MEEAP voucher system.

Access

To access, first go to the onesightclinics.org home page.



Once you are on the home page, *scroll* over “MEEAP” and then click “MEEAP Digital Voucher”. This will take you to the MEEAP Digital Voucher System access page. This will have three sections consisting of “User Apps”, “Group Admin”, and “Admin Only”. For this training document, scroll to the bottom under “User Apps” and click on “Lookup a Voucher”.

LOOKUP A VOUCHER



VOUCHER SYSTEM ACCESS

User name

Password

LOGIN

You will now be on the “Voucher System Access” login page. Enter in your user name and password and click the blue button at the bottom labelled “Login”.

DIGITAL VOUCHER LOOKUP / EDIT

First Name:

Last Name:

Contact Email

Birthday

Phone Number

Address

VCHR ISSUED BY

VCHR ORGANIZATION

SEARCH

You will now be on the “Digital Voucher Lookup/Edit” search screen. You are able to search for vouchers by the following fields.

First Name – The first name of the recipient.

Last Name – The last name of the recipient.

Contact Email – The email address of the recipient.

Birthday – The birth date of the recipient.


Phone Number – The phone number of the recipient.



Address – The home address of the recipient.

VCHR Issued By – The user that issued the voucher.

VCHR Organization – The organization that issued the voucher.

Once you have filled out the search criteria, click the blue button at the bottom labelled “Search”.

 Search Again			
<u>VOUCHER NUMBER</u>	<u>FIRST NAME:</u>	<u>LAST NAME:</u>	<u>CONTACT EMAIL</u>
V81374672	Brad	Maxwell	
V89158789	kenneth	Montgomery	

<u>BIRTHDAY</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
2/27/1975	123	123-123-1234	 View Details
9/13/1964	9 bradshaw Rd	843-372-7542	 View Details

You will now be on the voucher lookup results page. At the top left you can click “Search Again” to go back to the search screen. This page will sort by the following fields.

Voucher Number – The number of the voucher issued.

First Name – The first name of the recipient.

Last Name – The last name of the recipient.


Contact Email – The email address of the recipient.

Birthday – The birth date of the recipient.

Address – The home address of the recipient.

Phone Number – The phone number of the recipient.

Once you have found the voucher you want to see more information on or edit, click “View Details” found to the right of the voucher.



Confirm or Update Details Below and Resend if Needed

First Name:	<input type="text" value="Brad"/>
Last Name:	<input type="text" value="Maxwell"/>
Recipient Email	<input type="text"/>
Birthday	<input type="text" value="02/27/1975"/>
Address	<input type="text" value="123"/>
Phone Number	<input type="text" value="123-123-1234"/>
Voucher Number	V81374672
Issued By	
Organization	PBA
Org Contact Name	
Date Issued	
Org Phone	
Debtor Number	
Program Name	
Store FMS	
LAST USER	

You will now be on the “Confirm or Update Details Below and Resend if Needed” page. This will allow you to edit some of the recipient’s voucher information and resend the voucher. You will be able to change the following fields.

First Name – The first name of the recipient.

Last Name – The last name of the recipient.

Recipient Email – The email address of the recipient. This is how they will receive their voucher.

Birthday – The birth date of the recipient.

Address – The home address of the recipient.

Phone Number – The phone number of the recipient.

You will also see some more information about the recipient below the fields that can be edited. Once you have changed or referenced the needed information, click the blue button at the bottom labelled “Resend Voucher” to update and resend the voucher to the recipient or click “Back” to go back to the search results page.