OneSight IT Operations

Inventory Report Coordinators User Guide





Mar-2020

Overview

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

<u>Access</u>

To access the Inventory report page please navigate to <u>www.onesightclinics.org</u>. 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 "Inventory Report" as seen below.



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

ONESIGHT EssilorLuxottica Foundation	Digital Clinic						
System Access	Version 6.0						
User Name: Password:							
Enter your project specific login and password. Logins expire at the end of the project.							
LOGIN							

Inventory Report

You will now be brought to the "Inventory Report" search page. Here you will see a few different fields/dropdowns.

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

Exam From Date – Enter the date for the start of the range you want to search.

Exam To Date – Enter the date for the end of the range you want to search

ONESIGHT EssilorLuxottica Foundation	Digital Clinic			
Inventory Report	Version 6.0			
Clinic Name				
2020-NA-United States-TRAINING ~				
Exam Date From:				
Exam Date To:				
SEARCH				
CLEAR FORM	LOG OUT USER			

Once you have selected your search criteria, click on the blue button at the bottom labelled "Search."

Q Search Again 📋 Download Data													
CLINIC ID	EXAM DATE	RX1 FRAME	RX1 OD LENS	RX1 OS LENS	RX1 BREAKAG	<u>e rxi bre</u>	EAKAGE	RX2 FRAME	RX2 OD LENS	RX2 OS LENS	RX2 BREAKAGE	RX2 BREAM	KAGE
278870	2/14/2020												
279408	2/14/2020												
279443	2/17/2020												
SUN GIVEN	RMP 1 RMP 2	2 R2C FRAME	UPC OD R2C LEN	IS UPC OS R2C I	ENS UPC R2C F	RAME DESC	R2C FRAM	ME 2 UPC R	2C OD LENS 2 UPC	R2C OS LENS 2 UPO	C PRODUCT RECOMENDATION		LAB:
											yuwfuys		
											RX Distance		
											RX Distance		

You will now be on the Inventory report results page. At the top right you will see two buttons. The first one is for "Search Again," which allows you to go back to the search page. The other button is for "Download Data" and allows you to download this report in XML format. This report cannot be changed from this page and is simply for reference and records.