

OneSight IT Operations

Inventory Report

Coordinators

User Guide



ONESIGHT

EssilorLuxottica Foundation

Overview

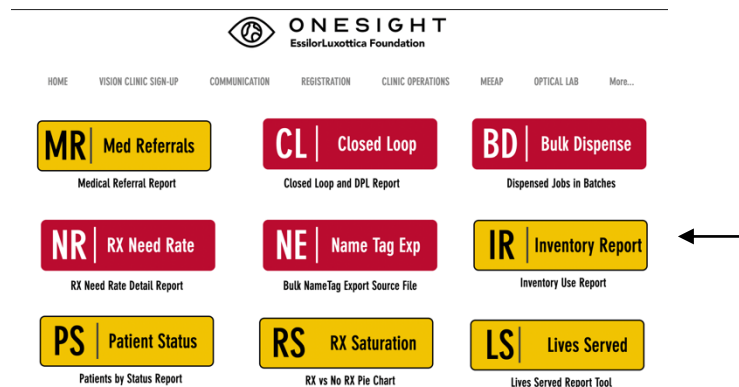
This document details the steps required to access the Inventory report. This report should only be accessed by the Clinic Coordinator or those who are told to do so.

Access


To access the Inventory report page please navigate to www.onsightclinics.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 “Inventory Report” as seen below.



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



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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

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.