



OneSight

Admin Reports

OneSight IT Operations

Admin Reports
MEEAP Voucher System
User Guide

Overview

This document will go over the process of accessing admin reports for the MEEAP vouchers 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 “Admin Only” and click on “Admin Reports”.

ADMIN REPORTS

ADMIN LEVEL ACCESS REQUIRED

User name

Password

LOGIN

You will now be on the “Digital Voucher” admin login page. You *must* have admin access in order to login here. Enter in your user name and password and click on login.

OneSight DIGITAL VOUCHER

Voucher Admin Report

VCHR ORGANIZATION

Date Issued From

Date Issued To

ACTIVE USER: **BMAX**

SEARCH

You will now be on the “Voucher Admin Report” search page. You will be able to search here by the following fields.

VCHR Organization – Drop down of all organizations in the system.

Date Issued From – Start date of when the voucher could have been issued.

Date Issued To – End date of when the voucher could have been issued.

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

| <u>VCHR ORGANIZATION</u> | <u>VCHR DATE ISSUED</u> | <u>VCHR ISSUED BY</u> | <u>VCHR NUMBER</u> |
|--------------------------|-------------------------|-----------------------|--------------------|
| OneSight | 5/28/2020 | BMAX | V84697489 |
| Jamies Vision Foundation | 8/27/2020 | JZ | V58650108 |

| <u>CLINIC NAME</u> | <u>FIRST NAME:</u> | <u>LAST NAME:</u> | <u>CONTACT EMAIL</u> |
|--------------------|--------------------|-------------------|--------------------------|
| | Bradley | Maxwell | bmaxwell@onesight.org |
| | Mike | Smith | jzickefoose@onesight.org |

You will now be on the voucher admin report page. Above this report you will see a chart showing vouchers issued by each organization. At the top left of the report you can click “Search Again” to go back to the search screen or “Download Data” to download this report in either CSV, XML, or PDF format. The report will have the following fields.

VCHR Organization – The organization that issued this voucher.

VCHR Date Issued – The date this voucher was issued.

VCHR Issued By – The user who issued this voucher.

VCHR Number – The number assigned to this voucher.

Clinic Name – The clinic this voucher is assigned to.

First Name – The first name of who received the voucher.

Last Name – The last name of who received the voucher.

Contact Email – The email address of who received the voucher.