Clinic Admin

OneSight IT Operations

Clinic Admin

Admin

User Guide

ONESIGHT

EssilorLuxottica Foundation

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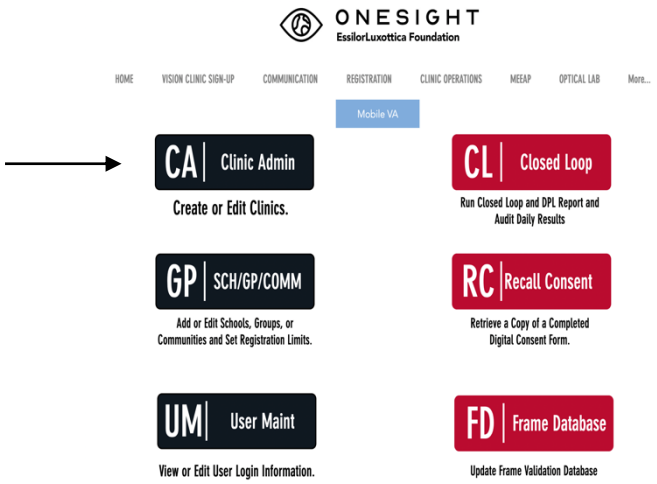
Overview

This document details the steps required to add or edit clinics. This process should only be done by clinic managers or those who are given the task to modify clinic details.

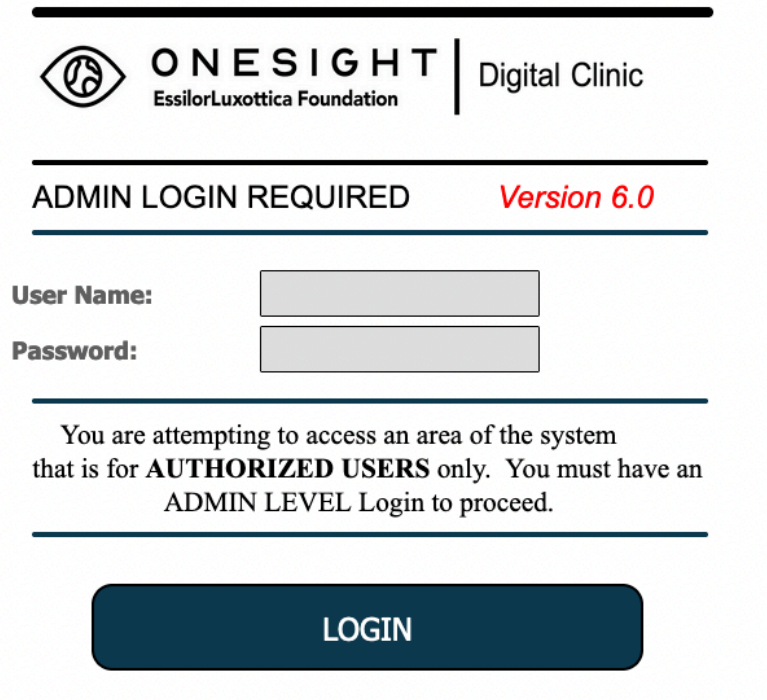
Access

To access the Admin Login Update page please navigate to www.onesightclinics.org. At the top of the page click on the option for “Admin”. It will be under the “More” section as seen below:

On the admin page you will select the option for “Clinic Admin” 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”



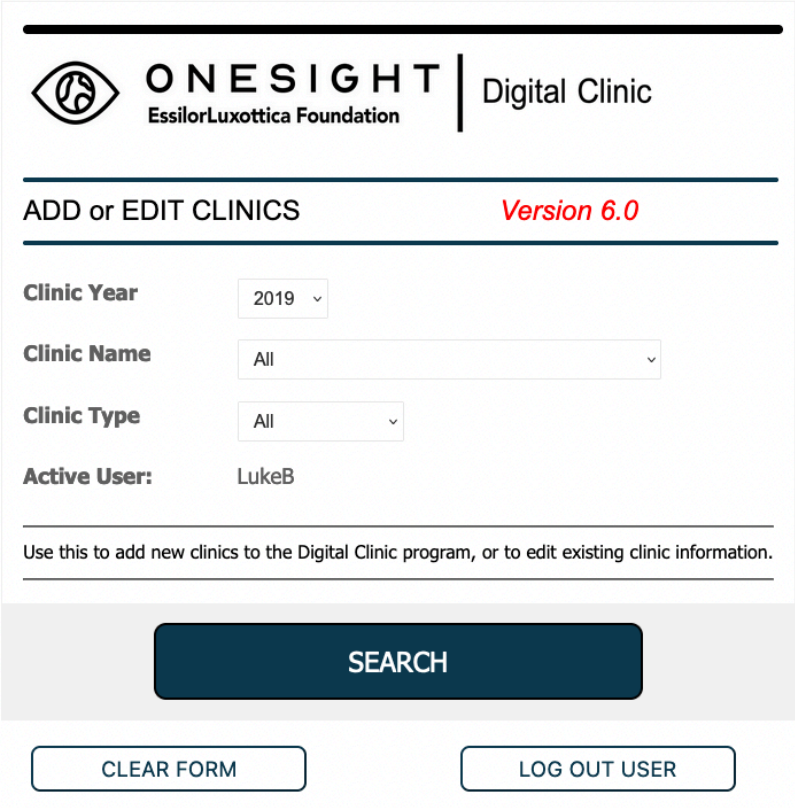
Next, you will be on the “Add or Edit Clinics” page. Here you will be able to search for a clinic by the following fields.

Clinic Year – The year the clinic is being done.

Clinic Name – The name of the clinic.

Clinic Type – Global, Regional, Sustainable, Vision Van, etc.

Choose all of your options for the search and click on the blue button labelled “Search.”



Clinic List

Now, you will be on the "Clinic List" page. Here you will see the results based off of the variables you chose on the search screen. There are 6 different columns for the following.

Clinic Year – The year of the clinic.

Clinic Type – The type of clinic (Regional, Global, Sustainable, Vision Van, etc.)

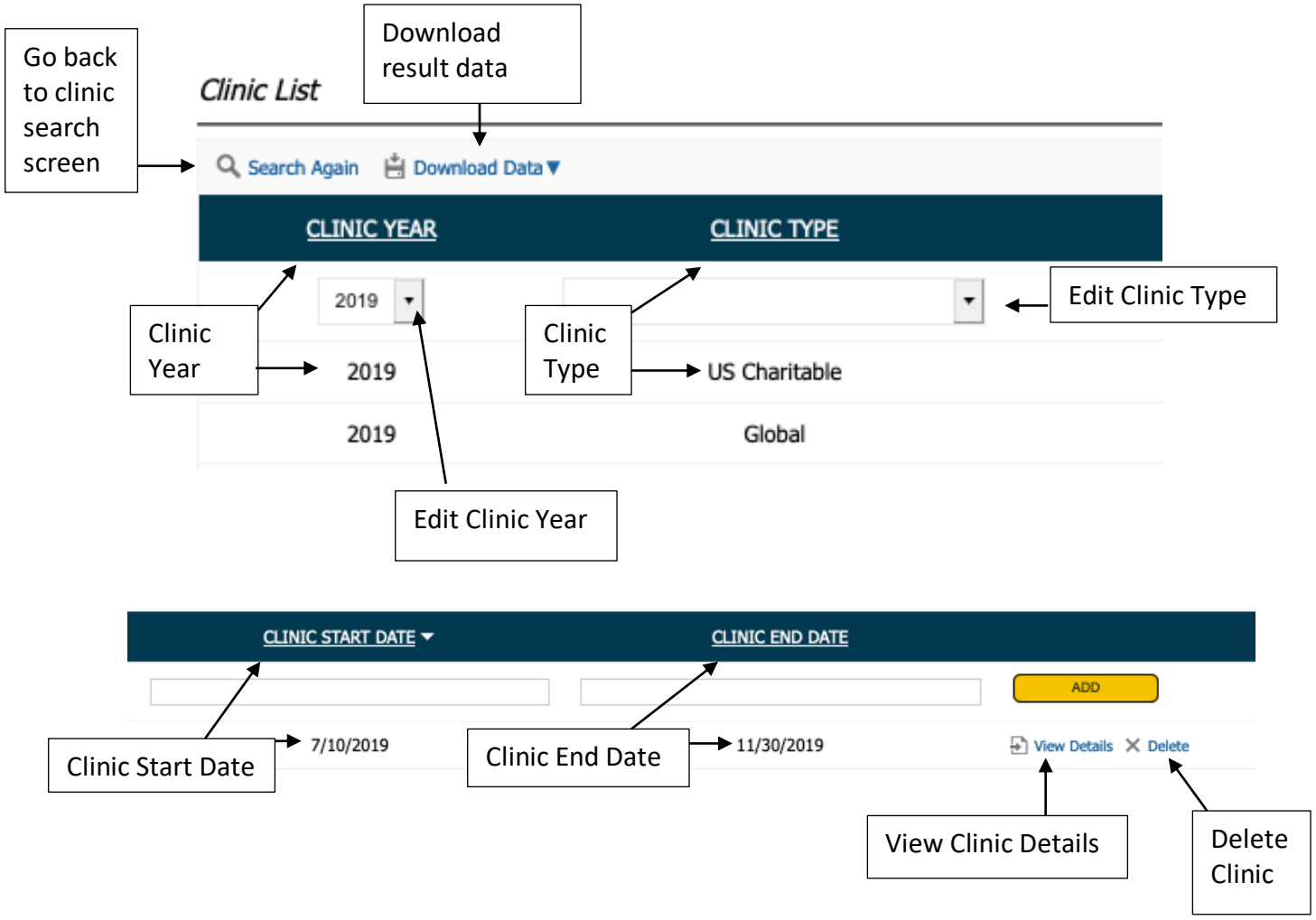
Clinic – The name of the clinic.

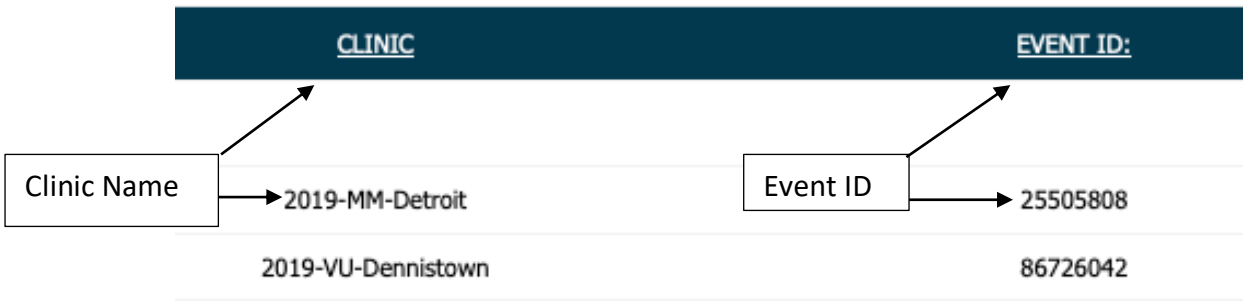
Clinic Start Date – The day the clinic starts.

Clinic End Date – The day the clinic ends.

You are able to use the dropdown under "Clinic Year" to change the year of the clinic you are trying to find. This will contain current and future years. You are also able to use the dropdown under "Clinic Type" to choose a specific type of clinic you are looking for. Under "Clinic Start Date" and "Clinic End Date" you are able to type in the start or end date of a clinic as well. All of these options help you narrow down your search results on the clinic list page rather than having to go back and change your search variables.

However, if you will like to go back to the search page simply click on the “Search Again” button found at the top left.





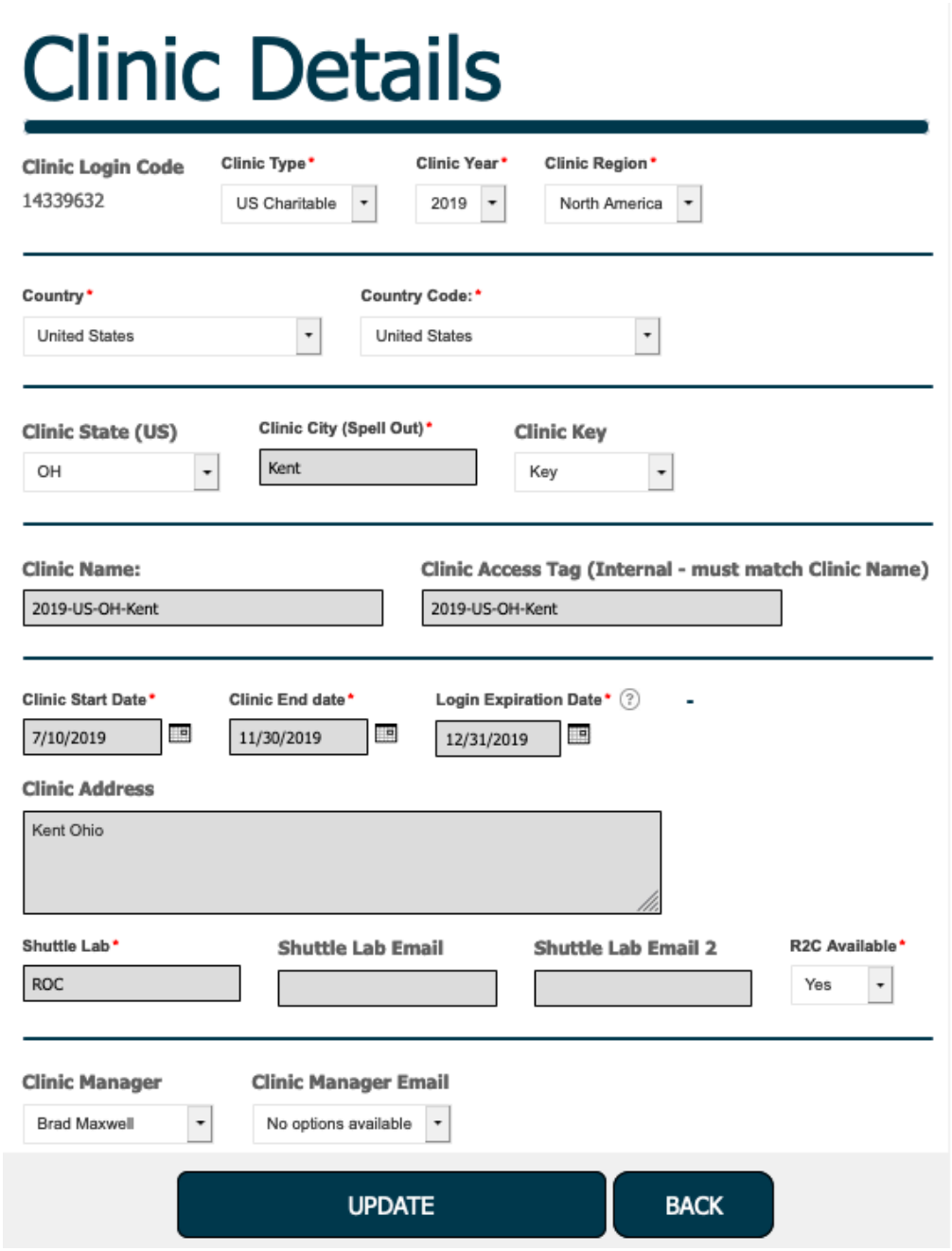
You may also sort a specific column by clicking on its title. This will cycle between ascending and descending order. For example, click on “Event ID” and it will sort the event ID’s in ascending order and if you click it again it will sort in descending order.

At the top right next to search again there is another option for “Download Data.” This will allow you to export the clinic list in either XML, CSC, or PDF format.

On the far right there are the options for “View Details” or “Delete.”
Select the “Delete” option and it will allow you to delete the clinic. ***Please*** be careful of which clinic you are choosing when doing this option.
Select the option for “View Details” and you will be forwarded to a new screen where you can see more information about the clinic as well as edit them.

Editing a Clinic

Once you have found the clinic you wish to edit on the “Clinic List” page and choose “View Details,” you will be brought to the “Clinic Details” page.



Here you are able to change all of the details of a clinic that has already been created.

Clinic Login Code – This code is uniquely generated for each clinic created and cannot be changed.

Clinic Type – Choose if the clinic is US Charitable, Global, Regional, Vision Van, Manufacturing, or Sustainable.

Clinic Year – Choose the year the clinic is taking place.

Clinic Region – Choose the region in which the clinic is taking place.

Country – Choose the country in which the clinic is taking place.

Country Code – Choose the country again. This is used to help generate the clinic code we will see later on this page.

Clinic State (US) – Choose the state if this is a US clinic.

Clinic City (Spell Out) – Type out the city that the clinic will be in.

Clinic Key – Choose if the clinic is Walking Shield, Smart Focus, Pearl Vision, Oakley, Lenscrafters, School Based, Indigenous, Refugee, Outreach, Key, or Mini.

Clinic Name – This is generated based off of the year, region, country, and city selected from above.

Clinic Access Tag – This is an internal code and will match the "Clinic Name"

Clinic Start Date – Choose the start date of the clinic.

Clinic End Date – Choose the end date of the clinic

Login Expiration Date – Choose the date that the logins for clinic will expire. This should be on or slightly after the clinic end date.

Clinic Address – Type in the address of where the clinic will take place.

Shuttle Lab – Enter in where the lab jobs will go to if they cannot be made on clinic.

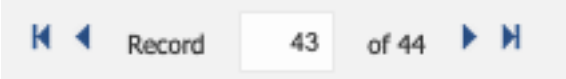
Shuttle Lab Email + Email 2 – It is not required but you can enter in up to two email addresses related to where the Shuttle Lab will be.

R2C Available – Select "Yes" if ready to clip is available at this clinic. Select "No" if ready to clip is not available at this clinic.

Clinic Manager – Select the clinic manager for this clinic.

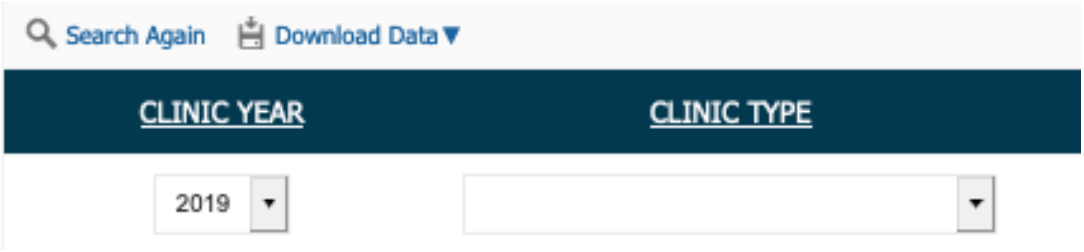
Clinic Manager Email – This field will auto-generate based off of the clinic manager selected.

Once you have made the edits you needed, please click on the blue “Update” button at the bottom to save changes or select the blue “Back” button if you wish to go back to the clinic list. It is also important to note that below these two buttons there are arrows that let you click to cycle through all of the clinics on the clinic list without actually going back.

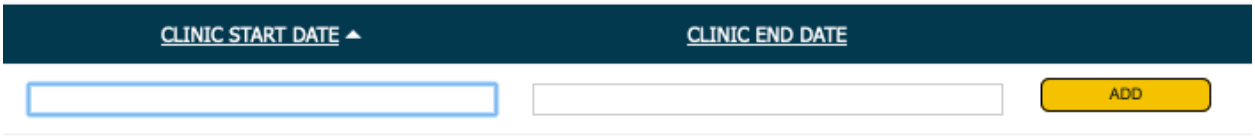


Creating a Clinic

To create a clinic, go to the “Clinic List” page and on the top line you will see a dropdown for “Clinic Year” and “Clinic Type.” Click on the dropdown for each to choose the year and type of clinic you are creating.



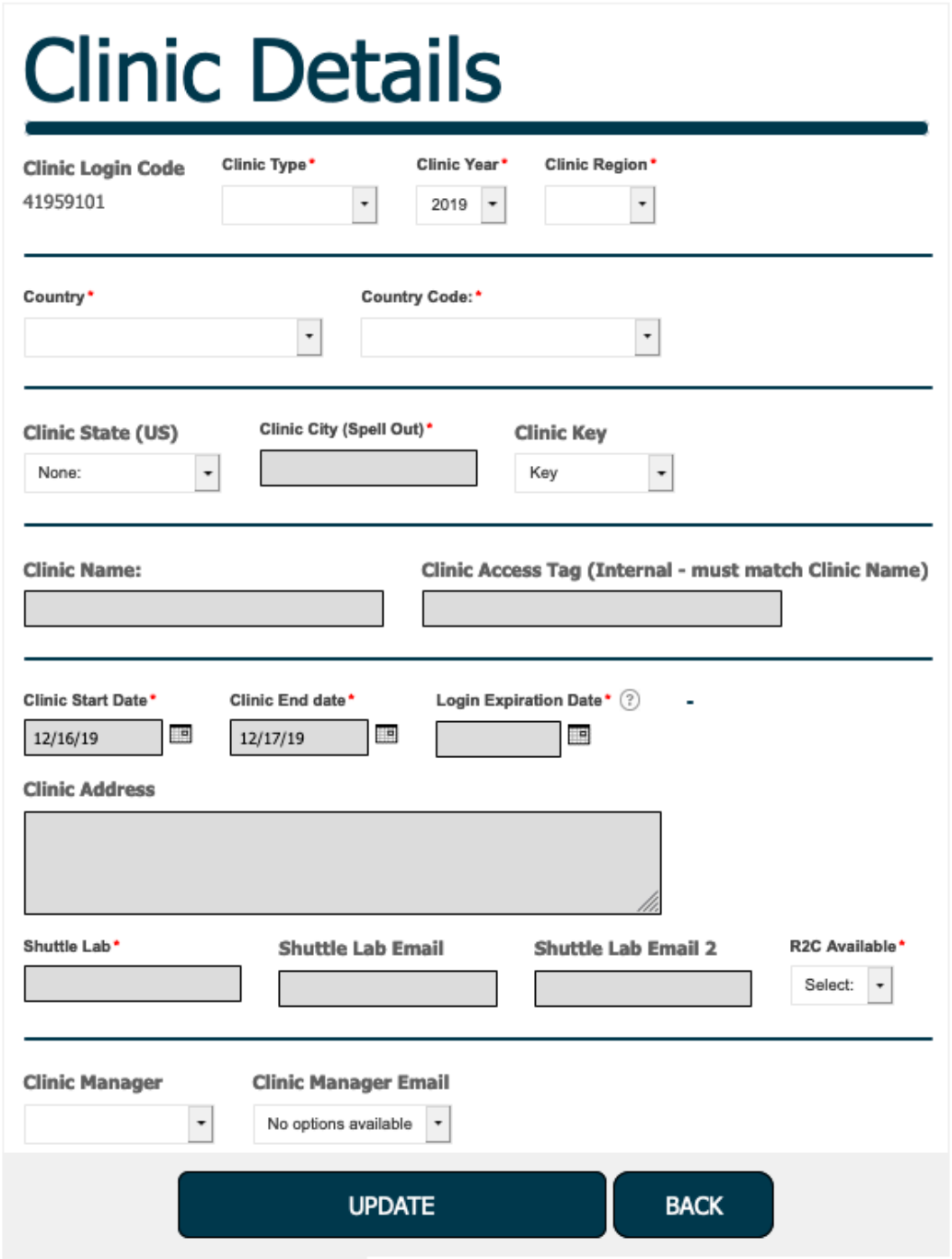
Next, you will type in a clinic start date and end date in the empty field found to the right.



After you enter this information, click on the yellow button that says “Add.”

The clinic will now be added to the clinic list. Please look through the list and find the clinic you created and then click on the “View Details” button on the far right.

You will now be on the “Clinic Details” page and will have to fill out all information for the clinic you created.



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R2C Available – Select "Yes" if ready to clip is available at this clinic. Select "No" if ready to clip is not available at this clinic.

Clinic Manager – Select the clinic manager for this clinic.

Clinic Manager Email – This field will auto-generate based off of the clinic manager selected.

Once you have completed all of the fields, click on “Update” and your clinic will now be saved.