



OneSight

Add/Edit Organizations

OneSight

IT Operations

Add/Edit Organizations
MEEAP Voucher System
User Guide

Overview

This document will go over the process of adding and editing organizations for 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 “Admin Only” and click on “Add/Edit Organizations”.

ADD/EDIT ORGANIZATIONS


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**

SEARCH ORGANIZATION DATABASE

Organization Name

Organization Phone

Debtor Number

Address

Main Contact Name

Store/Program Name

Store ID (unit FMS)

ACTIVE USER: **BMAX**

SEARCH

You will now be on the “Search Organization Database”. Here you will be able to search by the following fields.

Organization Name – Drop down of different organization names found in the system.

Organization Phone – The phone number listed for a certain organization.

Debtor Number – The debtor number for a certain organization.

Address – The address of a certain organization.

Main Contact Name – The main contact’s name for a certain organization.

Store/Program Name – The store or program name for a certain organization.

Store ID – The store ID for a certain organization.

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

Search Again

ORGANIZATION NAME	ORGANIZATION PHONE	DEBTOR NUMBER	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Test	17657615752215	98276376	928728797
TEST 1	1	1	1

MAIN CONTACT NAME	STORE/PROGRAM NAME	STORE ID (UNIT FMS)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>
72987837	123	1234	<input type="button" value="View Details"/> <input type="button" value="Delete"/>
1			<input type="button" value="View Details"/> <input type="button" value="Delete"/>

You will now be on the organization search results page. This will list all organizations based on your previous search criteria. If you need to search again, click on “Search Again” found at the top left. This report will be sorted by same fields from the search criteria.

Edit

If you are wanting to edit an organization, find the organization on the search results page and click on “View Details” found on the right side. You are also able to delete this organization by clicking on “Delete”.



OneSight DIGITAL VOUCHER

MEEAP ORGANIZATION VIEW/EDIT

Organization Name	<input type="text" value="Test"/>
Organization Phone	<input type="text" value="17657615752215"/>
Debtor Number	<input type="text" value="98276376"/>
Address	<input type="text" value="928728797"/>
Main Contact Name	<input type="text" value="72987837"/>
Store/Program Name	<input type="text" value="123"/>
Store ID (unit FMS)	<input type="text" value="1234"/>

After you click “View Details” you will be on the “MEEAP Organization View/Edit” page. Here you will be able to make changes or add to any of the fields. These are the same fields that were in the search criteria.

Once you have updated or changed the fields needed, click on the blue button at the bottom labelled “Update” and you are done!

Add

If you are wanting to add an organization, go to the search results page.

Search Again

ORGANIZATION NAME	ORGANIZATION PHONE	DEBTOR NUMBER	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Test	17657615752215	98276376	928728797
TEST 1	1	1	1

MAIN CONTACT NAME	STORE/PROGRAM NAME	STORE ID (UNIT FMS)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>
72987837	123	1234	<input type="button" value="View Details"/> <input type="button" value="Delete"/>
1			<input type="button" value="View Details"/> <input type="button" value="Delete"/>

In the empty boxes found below each field, enter in the appropriate information.

ORGANIZATION NAME	ORGANIZATION PHONE	DEBTOR NUMBER	ADDRESS
<input type="text" value="TEST2020"/>	<input type="text" value="1121234123"/>	<input type="text" value="111"/>	<input type="text" value="123 TEST"/>

MAIN CONTACT NAME	STORE/PROGRAM NAME	STORE ID (UNIT FMS)	
<input type="text" value="TEST"/>	<input type="text" value="TEST"/>	<input type="text" value="1111"/>	<input type="button" value="ADD"/>

Once all of the fields have been completed, click on the yellow button to the right labelled "Add". This will add the new organization to this search result page and you are done!