OneSight
IT Operations

Frame Database

Admin

User Guide

ONESIGHT

EssilorLuxottica Foundation

Overview

This document details the steps required to access and edit the frame database. This process should only be done by clinic managers or those given the task to do so.

Access

To access the Frame Database 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 "Frame Database" 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 "Edit RX Frame Database" page. Here you will be able to search for frames with the following criteria

UPC/OPC #– The SKU of the frame or lens.

Description – The description of the UPC or OPC.

Material – The material of the UPC or OPC.

Color – The color of the UPC or OPC.

After you have filled in the frame information you can click the blue button at the bottom labelled "Search."

You will now be brought to the search results page. This will list every UPC/OPC relative to your search criteria. This list will have the following rows.

UPC/OPC # – The SKU of the frame or lens.

Description – The description of the UPC or OPC.

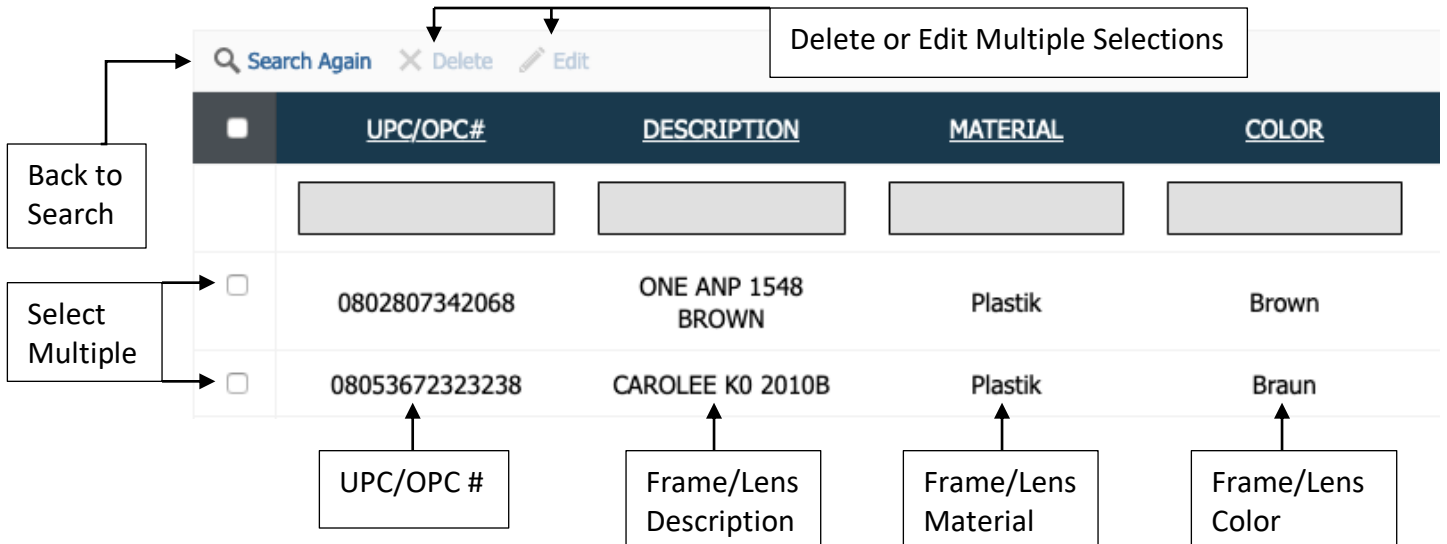**Material** – The material of the UPC or OPC.

Color – The color of the UPC or OPC.
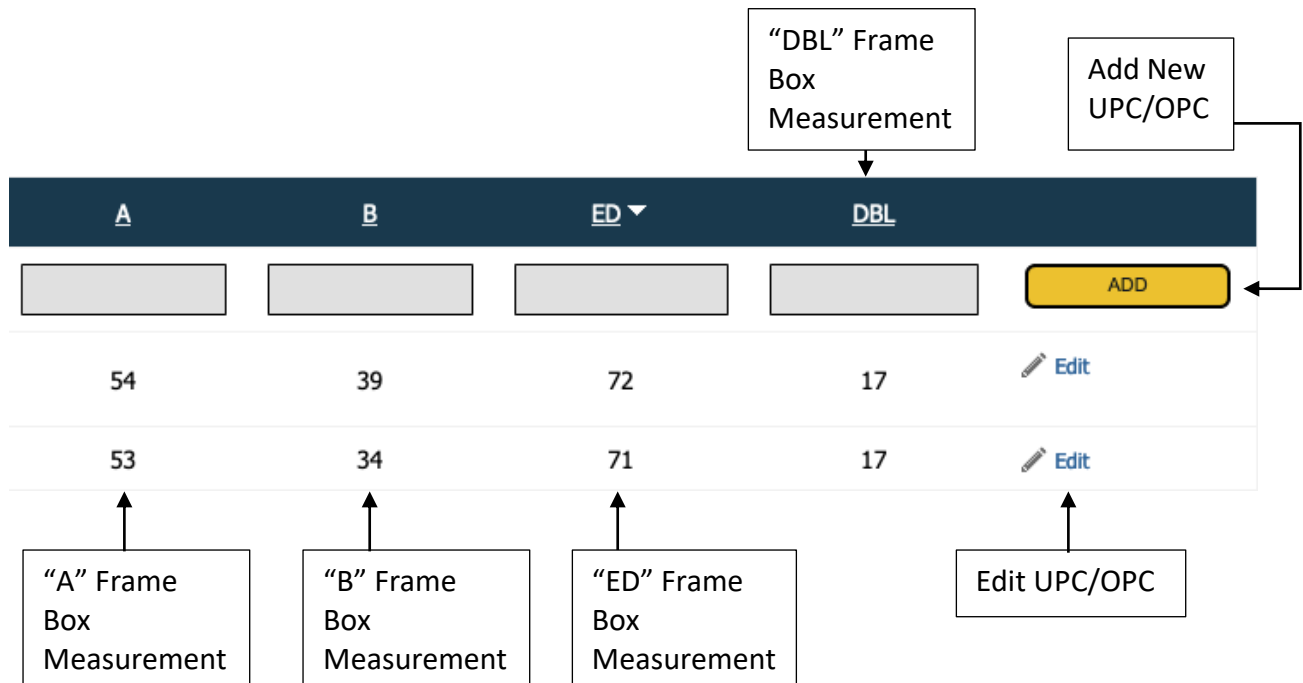
A – The "A" box frame measurement.

B – The "B" box frame measurement.

ED – The "ED" box frame measurement.

DBL – The "DBL" box frame measurement.

There is also a button at the top left labelled "Search Again" if you would like to go back to the search page.

Delete or Edit Multiple Selections

Back to Search

Select Multiple

	UPC/OPC#	DESCRIPTION	MATERIAL	COLOR
☐	0802807342068	ONE ANP 1548 BROWN	Plastik	Brown
☐	08053672323238	CAROLEE K0 2010B	Plastik	Braun

Q Search Again   ✕ Delete   ✏ Edit

UPC/OPC #

Frame/Lens Description

Frame/Lens Material

Frame/Lens Color

"DBL" Frame Box Measurement		Add New UPC/OPC

A	B	ED ▼	DBL	
				ADD
54	39	72	17	✏ Edit
53	34	71	17	✏ Edit

"A" Frame Box Measurement

"B" Frame Box Measurement

"ED" Frame Box Measurement

Edit UPC/OPC

Adding a Frame/Lens

Once you have searched for a UPC/OPC you will see all results based off of your search criteria. If the frame/lens you are looking for is not there you can add it to the database. To do this you will need to fill in the empty grey boxes found along the top for each field.

UPC/OPC#	DESCRIPTION	MATERIAL	COLOR	A	B	ED ▼	DBL	
								ADD

Once you have filled in all of the information you can, click on the yellow button at the far right labelled "ADD." Now the new UPC/OPC will show on the list! If you need to delete this item, click the empty box to the right of it and click on "Delete" found at the top of the page.

Editing/Removing a Frame/Lens

Once you have searched and found the UPC/OPC you were looking for you are able to edit or delete this item. To edit, you will click the "Edit" button found to the far right of the product. Once this is done, you will be able to edit all of the fields.

| 0802807342068 | ONE ANP 1548 BRO | Plastik | Brown | 54 | 39 | 72 | 17 | UPDATE CANCEL |

After you have made all of the changes you need to make you can click the blue button on the right labelled "Update" to update the UPC/OPC record or you can click on "Cancel" to cancel any changes you may have made.

If you would like to delete a UPC/OPC from the system you will start by selecting the white box to the left of the item. Once you have selected this box you will go to the top of the page and click on the button labelled "Delete" to delete the item. You are able to select multiple items at once in order to delete or edit.