



OneSight

Registration Report

OneSight IT Operations

Registration Report

Clinic Operations

User Guide

Overview

This document details the steps required to access the registration report. This can be done by anyone with a login and can be useful for school nurses, coordinators, participants, or admins.

Access

To access the “Registration” page, navigate to <https://www.onsightclinics.org/> and click on the “Clinic Operations” tab.

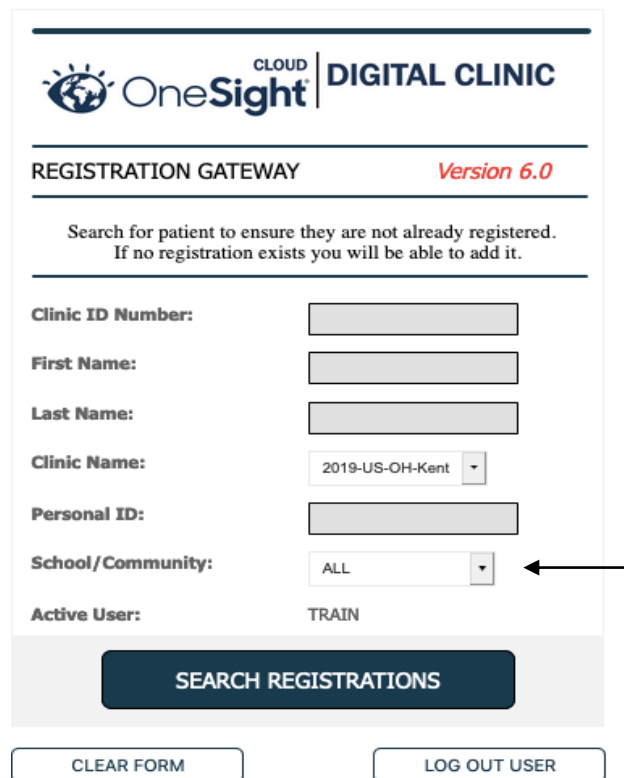


Now, click on the green “Patient Registration” button at the top.



Searching Registration

You will now be on the “Registration Gateway” page. Here you will see multiple fields that we can search by. For reporting you will want to use the school/reporting dropdown to choose the school you want a report for. Once you have chosen the school, group, or community click on the blue button at the bottom labelled “Search Registrations.”



The screenshot shows the 'REGISTRATION GATEWAY' interface for 'OneSight Digital Clinic'. The page title is 'REGISTRATION GATEWAY Version 6.0'. Below the title, there is a search instruction: 'Search for patient to ensure they are not already registered. If no registration exists you will be able to add it.' The form contains several input fields: 'Clinic ID Number', 'First Name', 'Last Name', 'Personal ID', and 'School/Community'. The 'Clinic Name' field is a dropdown menu currently showing '2019-US-OH-Kent'. The 'Active User' field is set to 'TRAIN'. A blue button labeled 'SEARCH REGISTRATIONS' is positioned below the form. At the bottom of the page, there are two buttons: 'CLEAR FORM' and 'LOG OUT USER'. An arrow points to the 'School/Community' dropdown menu.

You will now be brought to the registration report page. This will list every patient that has been registered based on your search criteria. At the top left you will see two options for “Search Again” and “Download Data.” Use the “Search Again” button to go back to the registration search page. Use the “Download Data” button to download this report in either CSV, Excel, or PDF format. You are also able to click on the “View Details” button found to the right of each patient to see their individual registration form and edit if needed.

[Search Again](#)
[Download Data](#)

<u>CLINIC</u>	<u>CLINIC ID</u>	<u>PERSONAL ID</u>
2020-NA-United States-TRAINING	278870	1234
2020-NA-United States-TRAINING	279408	
2020-NA-United States-TRAINING	279443	

<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>GROUP</u>	<u>GRADE</u>	<u>BIRTHDAY</u>	
Test	Test	Test Environment	9th	1/1/2005	View Details
Patient	Test	Test Environment	4th	2/12/2009	View Details
Smith	Jim	Test Environment	3rd	2/9/2009	View Details

Below is a list of all fields from this report.

Clinic – The name of the clinic this patient is on.

Clinic ID – The unique clinic ID for this patient.

Personal ID – The ID generally based off of a patient barcode or school/state ID.

First Name – The patient’s first name.

Last Name – The patient’s last name.

Group – The school, group, or community the patient is a part of.

Grade – The grade the patient is in.

Birthday – The patient’s date of birth.