



OneSight

Issue a Voucher

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IT Operations

Issue a Voucher
MEEAP Voucher System
User Guide

Overview

This document will go over the process of issuing a voucher in 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 “User Apps” and click on “Issue a Voucher”.

ISSUE A VOUCHER





VOUCHER SYSTEM ACCESS

User name

Password

LOGIN

You will now be on the “Voucher System Access” login page. Enter in your user name and password and click the blue button at the bottom labelled “Login”.



ISSUE A DIGITAL VOUCHER

Recipient Details

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
VCHR DATE ISSUED	<input type="text"/>	Birthday	<input type="text"/>
Email	<input type="text"/>	Phone Number	<input type="text"/>
Home Address	<input type="text"/>		

You will now be on the “Issue a Digital Voucher” page. The first section is labelled “Recipient Details” and will have the following fields.

First Name – The first name of the recipient.

Last Name – The last name of the recipient.

VCHR Date Issued – The date this voucher is being issued.

Birthday – The birth date of the recipient.

Email – The email address of the recipient.

Phone Number – The phone number of the recipient.

Home Address – The home address of the recipient.

Issue Details

VCHR ISSUED BY	<input type="text" value="BMAX"/>
VCHR ORGANIZATION	<input type="text" value="OneSight"/>
VCHR PROGRAM NAME	<input type="text" value="12345"/>
VCHR STORE FMS	<input type="text" value="123456"/>
VCHR DEBTOR NUMBER	<input type="text" value="1234"/>

The next section is labelled “Issue Details” and has the following fields.

VCHR Issued By – The associate who is issuing this voucher. This field cannot be changed unless you log out and log back in as the correct user.

VCHR Organization – The organization this voucher is being issued by. This drop down will only show organizations you are assigned to.

VCHR Program Name – The program name this voucher is being issued from. This drop down will only show programs you are assigned to.

VCHR Store FMS – The store number this voucher is being issued from. This drop down will only show store numbers you are assigned to.

VCHR Debtor Number – The debtor number this voucher is being issued from. This drop down will only show debtor numbers you are assigned to.

Once you have filled all of these fields out, click the blue button at the bottom labelled “Submit”.

You have successfully created a voucher for .

The voucher will be delivered electronically to .

Thank you.

You will receive confirmation and the voucher will be sent to the recipient’s email address.