

# OneSight IT Operations

Add School, Group or Communities

Admin

User Guide



**ONESIGHT**

EssilorLuxottica Foundation

## Overview

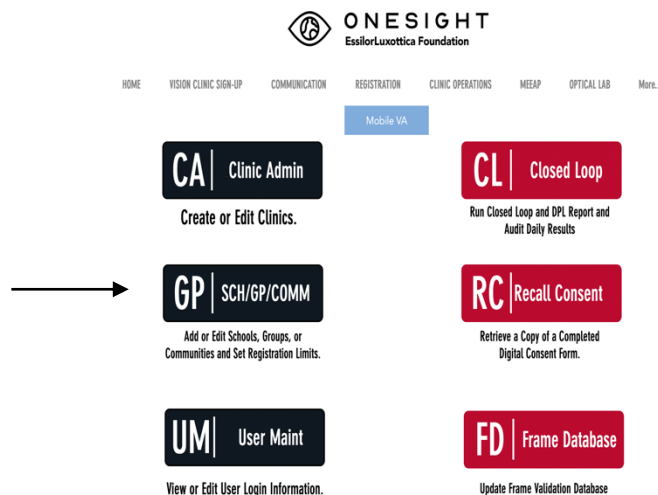
This document details the steps required to access the GP portal. This portal is used to add or edit schools, groups, communities, and set registration limits. This process should only be done by clinic managers or those who are given the task to modify admin user information.

## Access

To access the group page please navigate to [www.onesightclinics.org](http://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 "GP" as seen below.



You will now see the “Event ID” page. You will need to enter the event ID that was generated for this specific clinic. If you are not sure what the ID is, please reference the training for “Clinic Admin.” After you have entered this ID, please click on the blue button at the bottom labelled “Access Event.”

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Add or Edit Sch/Grp/Comm *Version 6.0*

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Enter the Event ID ---->

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This Event ID will expire at the end of the project.  
Contact your program coordinator with any questions.

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**ACCESS EVENT**

Next, you will see the “SCH – GP – COMM ADMIN” page. Please confirm in the drop down that it shows the correct clinic and click the blue button labelled “Access This Clinic.”

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Add or Edit Sch/Grp/Comm *Version 6.0*

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Enter the Event ID ---->

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This Event ID will expire at the end of the project.  
Contact your program coordinator with any questions.

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**ACCESS EVENT**

Now you should be on the School, Group, and Community list. This will show all schools, groups, and communities that are being seen at this specific clinic. This list has 8 columns.

**Clinic Name** – The name of this clinic. This should be the same on all rows.

**S G C** – The name of the school, group, or community.

**Address** – The address of the school, group, or community.

**Primary Contact** – The primary contact for the school, group, or community.

**Phone** – The phone number for the school, group, or community.

**Available Spots** – How many spots are available in clinic for this school, group, or community.

**Filled** – How many spots are filled on clinic for this school, group, or community.

**Access Code** – This is used for online consent forms and to limit the number of registrations by group.

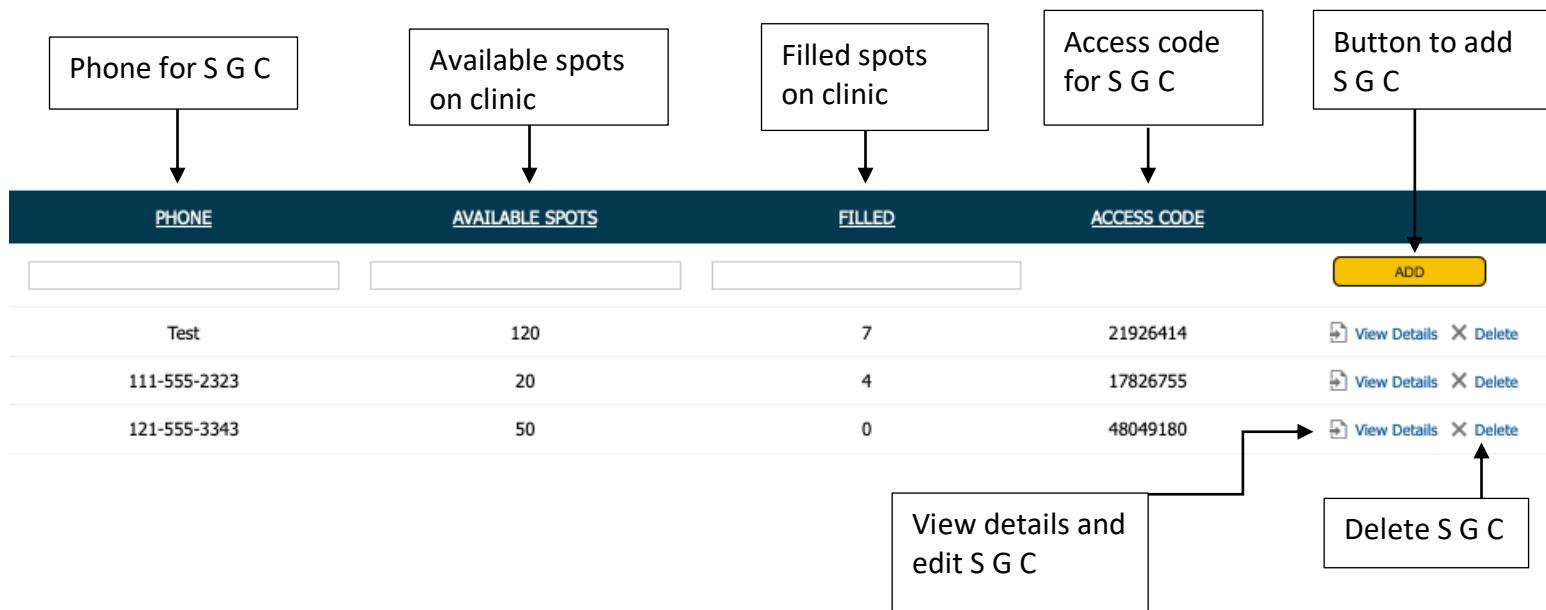
You are also able to click the button at the top labelled “Download Data” to download this list in either CSV or Excel format.

The screenshot shows a data table with a header row and three data rows. Annotations with arrows point to various elements:

- Download the list data**: Points to the "Download Data" button in the top toolbar.
- Used to edit multiple selections or to make a quick edit**: Points to the "Edit" button in the top toolbar.
- Select multiple rows**: Points to the checkboxes in the first column of the data rows.
- Clinic Name**: Points to the "CLINIC NAME" column header.
- School, group, or community**: Points to the "S G C" column header.
- Address of S G C**: Points to the "ADDRESS" column header.
- Primary contact for S G C**: Points to the "PRIMARY CONTACT" column header.

	CLINIC NAME	S G C	ADDRESS	PRIMARY CONTACT
	2019-US-OH-Kent			
<input type="checkbox"/>	2019-US-OH-Kent	TEst	Test	Test
<input type="checkbox"/>	2019-US-OH-Kent	Lints Middle School	1234 Anywhere St	Pricipal Nobody
<input type="checkbox"/>	2019-US-OH-Kent	Jamie Elementary	123 anywhere st	Bob

Records 1-3 of 3



## **Editing a School, Group, or Community**

There are two ways to edit a school, group, or community when you are on this list. You can either select the empty box in the first column related to the group you wish to edit. This allows you to select multiple groups at once. Once you have selected the group you want to edit, click the button labeled “Edit” at the top. This will open a window giving you the ability to edit the fields found on the page.

Once you have made an edit you will need to select the empty box to the left of that field and then click “Update” at the bottom right.

Editing 1 Record(s) X


<input checked="" type="checkbox"/> <b>Clinic Name</b>	2019-US-OH-Kent ▾
<input type="checkbox"/> <b>S G C</b>	TEst
<input type="checkbox"/> <b>Address</b>	Test
<input type="checkbox"/> <b>PrimaryContact</b>	Test
<input type="checkbox"/> <b>Phone</b>	Test
<input type="checkbox"/> <b>Available Spots *</b>	120
<input type="checkbox"/> <b>Filled *</b>	7
<b>Access Code</b>	21926414

You can edit any of these fields

Select the square of the field you changed and hit update when you are ready to save your changes.

You can also edit a single group by clicking the “View Details” button found at the far right. This process allows you to edit more detailed information of the group.

# School - Group - Community

Year ?	
Clinic Name: ?	2019-US-OH-Kent
End Date ?	<input type="text"/> 
School/Group/Community: ?	<input type="text" value="TEst"/>
Access Code: ?	21926414
Address ?	<input type="text" value="Test"/>
Primary Contact ?	<input type="text" value="Test"/>
Phone	<input type="text" value="Test"/>
Hours of Operation	<input type="text"/>
Available Spots ?	<input type="text" value="120"/>
Filled ?	7
Registered	<input type="text" value="6"/>

UPDATE

BACK

On this page you are able to change everything besides the “Filled,” “Access Code,” and “Clinic Name” fields as these are computer generated and tied to reporting. Below is a list of everything else you are able to change.

**Year** – The year of the clinic.

**End Date** – The end date of the clinic.

**School/Group/Community** – The name of the school, group, or community.

**Address** – The address of the school, group, or community.

**Primary Contact** – The primary contact of the school, group, or community.

**Phone** – The phone for school, group, or community.

**Hours of Operation** – The hours of operation for the school, group, or community.

**Available Spots** – The available spots on clinic for this school, group, or community.

**Registered** – How many patients are registered from this school, group, or community.

Once you have changed the fields you wish to edit, click the blue button at the bottom labelled “Update” and you have successfully edited a school, group, or community.

## **Adding a School, Group, or Community**

To add a school, group, or community go to the list as seen before. You will see empty fields below S G C, Address, Primary Contact, Phone, Available Spots, and Filled. Fill in these fields and when you are finished, click the yellow button on the right labelled “Add.”

Download Data ▾ Edit

CLINIC NAME	S G C	ADDRESS	PRIMARY CONTACT
2019-US-OH-Kent ▾	TEST	TEST123	TEST

PHONE	AVAILABLE SPOTS	FILLED	ACCESS CODE
TEST	100	10	<a href="#">ADD</a>

Once you click add, the new school, group, or community will show in an additional row. Click on “View Details” to the far right of this group and you will be brought to a detailed page where you will add in more information.



# School - Group - Community

Year ?

Clinic Name: ?

2019-US-OH-Kent

End Date ?

School/Group/Community: ?

Access Code: ?

34468737

Address ?

Primary Contact ?

Phone

Hours of Operation

Available Spots ?

Filled ?

10

Registered

UPDATE

BACK

On this page you will need to fill out every field that is blank. The only fields you are not able to fill out are "Clinic Name," "Access Code," and "Filled" as these are computer generated and used for reporting. Below is a list of all of the other fields you can add/edit.

**Year** – The year of the clinic.

**End Date** – The end date of the clinic.

**School/Group/Community** – The name of the school, group, or community.

**Address** – The address of the school, group, or community.

**Primary Contact** – The primary contact of the school, group, or community.

**Phone** – The phone for school, group, or community.

**Hours of Operation** – The hours of operation for the school, group, or community.

**Available Spots** – The available spots on clinic for this school, group, or community.

**Registered** – How many patients are registered from this school, group, or community.

Once you have added or changed the fields, click the blue button at the bottom labelled “Update” and you have successfully added a school, group, or community.