

OneSight IT Operations

Bulk Dispense
Coordinators
User Guide



ONESIGHT
EssilorLuxottica Foundation

Overview

This document details the steps required to access the Bulk Dispense report. This process should only be done by clinic managers or those given the task to do so.

Access

To access the Patient Recap page please navigate to www.onsightclinics.org. At the top of the page click on the option for “Coodinators”. It will be under the “More” section as seen below:



HOME

VISION CLINIC SIGN-UP

COMMUNICATION

REGISTRATION

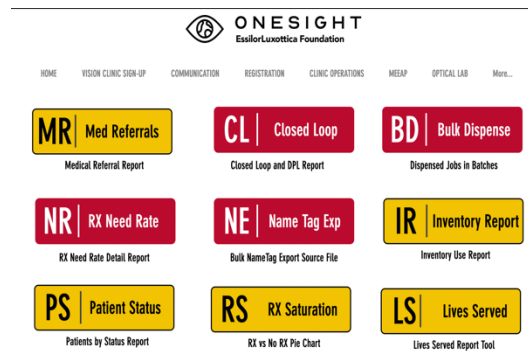
CLINIC OPERATIONS

MEEAP

OPTICAL LAB

More...

On the coodinators page you will select the option for “Bulk Dispense” 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”



ADMIN LOGIN REQUIRED *Version 6.0*

User Name:

Password:

You are attempting to access an area of the system that is for **AUTHORIZED USERS** only. You must have an ADMIN LEVEL Login to proceed.

LOGIN

Next, you will be on the “Bulk Dispensing” page. Here you will be able to search for a clinic by the following fields.

Clinic Name - Dropdown with a list of all OneSight clinics.

School Name – Dropdown with a list of all school, groups, or communities from this clinic.

There will be text below these fields saying “Use this application to dispense Orders in Bulk. Only Orders in COMPLETE or SHUTTLE Status will show in this report.” Once you are done with your search criteria click on the blue button at the bottom labelled “Search.”



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Bulk Dispensing *Version 6.0*

Clinic Name

School Name

Use this application to dispense Orders in Bulk.
Only Orders in COMPLETE or SHUTTLE Status will show in this report.

SEARCH

Now, you will be brought to the Bulk Dispense list. Here you will see results based off of your search criteria. At the top left you will see an option to “Search Again” which will take you back to the search screen. You will also see an option for “Download Data” which will download this report in either Excel, CSV or PDF format. There is another option for “Edit” but will be grayed out unless you choose patients from the list. To select patients, you can click on the empty check box found to the left of the patient’s name. The report will display the following information.

Clinic ID – The unique ID for this specific patient.

SCH/GP/COMM – School, group, or community this patient is a part of.

Last Name – The patient’s last name.

First Name – The patient’s first name.

Dispense Date – The date this patient’s order was dispensed.

RX 1 Frame SKU – The SKU of RX prescribed pair 1.

RX 1 Status – The status of RX prescribed pair 1.

RX 2 Frame SKU – The SKU of RX prescribed pair 2.

RX 2 Status – The status of RX prescribed pair 2.

The screenshot shows a web interface for patient search and editing. At the top, there are buttons for 'Search Again', 'Download Data', 'Edit', 'Download Report', and 'Edit Patient'. Below these is a table with columns for 'CLINIC ID', 'SCH/GP/COMM', 'LAST NAME:', and 'FIRST NAME:'. Two rows of patient data are visible. Below the table, there are callout boxes for 'Select patient(s)', 'Clinic ID', 'School, Group, or Community', 'Patient Last Name', and 'Patient First Name'. At the bottom, there are callout boxes for 'Dispense Date', 'RX 1 Frame SKU', 'RX 1 Status', 'RX 2 Frame SKU', and 'RX 2 Status', which point to a table with columns for 'DISPENSE DATE', 'RX1 FRAME SKU', 'RX 1 STATUS', 'RX2 FRAME SKU', and 'RX2 STATUS'. The table shows two rows of data, with the second row containing '100038' and 'COMPLETE'.




	CLINIC ID	SCH/GP/COMM	LAST NAME:	FIRST NAME:
1	24	Liberty	Paredes Genchi	Karen
2	499	Liberty	Mujica	Diego

DISPENSE DATE	RX1 FRAME SKU	RX 1 STATUS	RX2 FRAME SKU	RX2 STATUS
		COMPLETE		
	100038	COMPLETE		

Editing

Once you have found the patient(s) you are wanting to edit, click the empty boxes next to them and then click the “Edit” button at the top.

Editing 2 Record(s) ✕

Clinic ID	<Multiple Values>
Sch/Gp/Comm	Liberty
Last Name:	<Multiple Values>
First Name:	<Multiple Values>
<input checked="" type="checkbox"/> Dispense Date *	<input type="text"/> 
RX1 Frame Sku	<Multiple Values>
<input type="checkbox"/> RX 1 Status	COMPLETE 
RX2 Frame Sku	<None>
<input type="checkbox"/> RX2 Status	<input type="text"/> 

Now, a box will pop up in the center of the screen allowing you to do bulk edits. This box will only allow you to edit the following fields.

Dispense Date – The date this order(s) was dispensed.

RX 1 Status – Dropdown with options of Complete or Dispensed.

RX 2 Status – Dropdown with options of Complete or Dispensed.

Once you have made the edits that you need to make, click on “Update” at the bottom of the page and it will save your changes.