Bulk Dispense

OneSight
IT Operations

Bulk Dispense

Coordinators

User Guide

ONESIGHT

EssilorLuxottica Foundation

Jan-2020

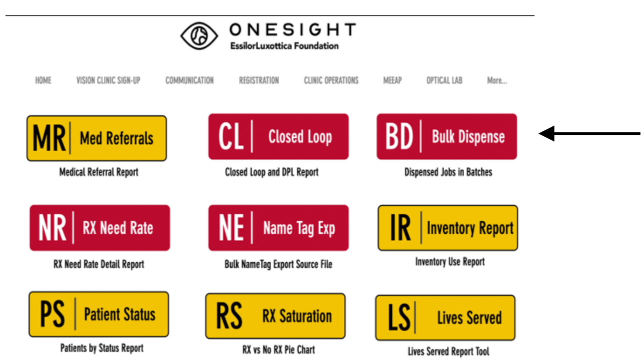
Overview

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.

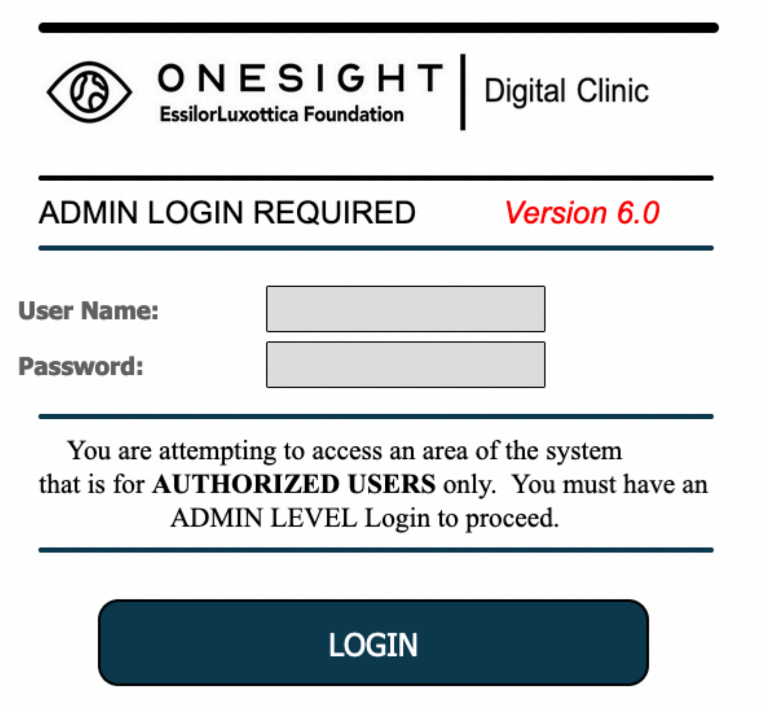
Access

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

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”

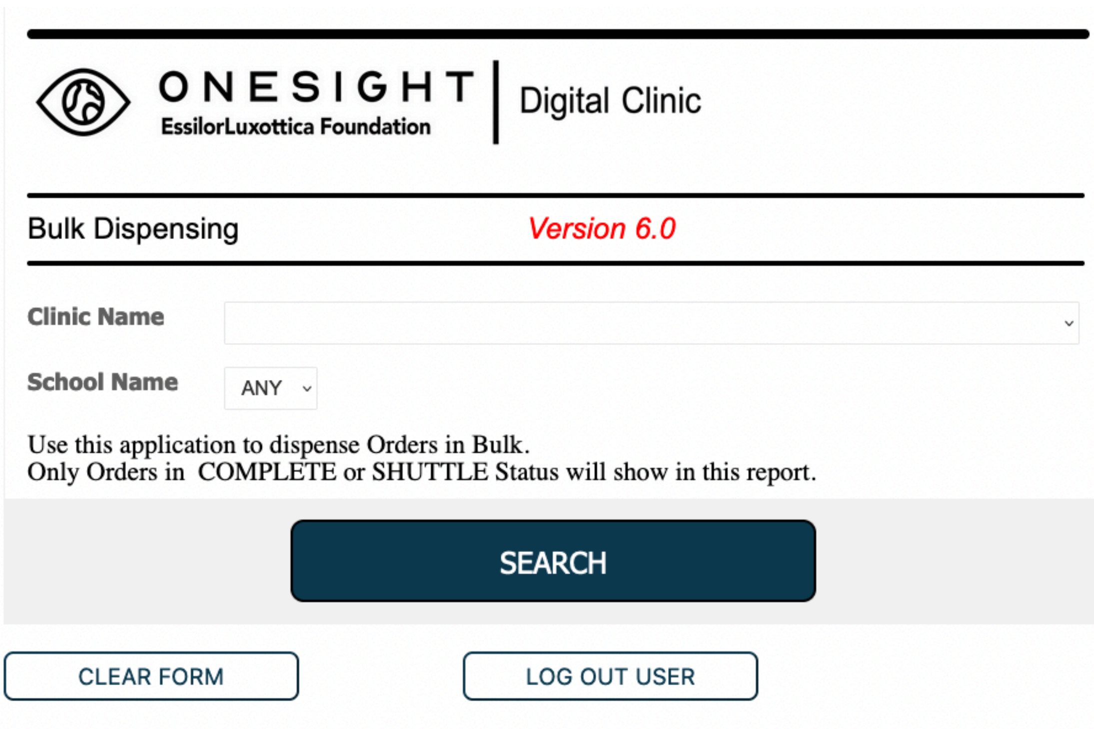


Next, you will be on the “Bulk Dispensing” page. Here you will be able to search for a clinic by the following fields.

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."



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.

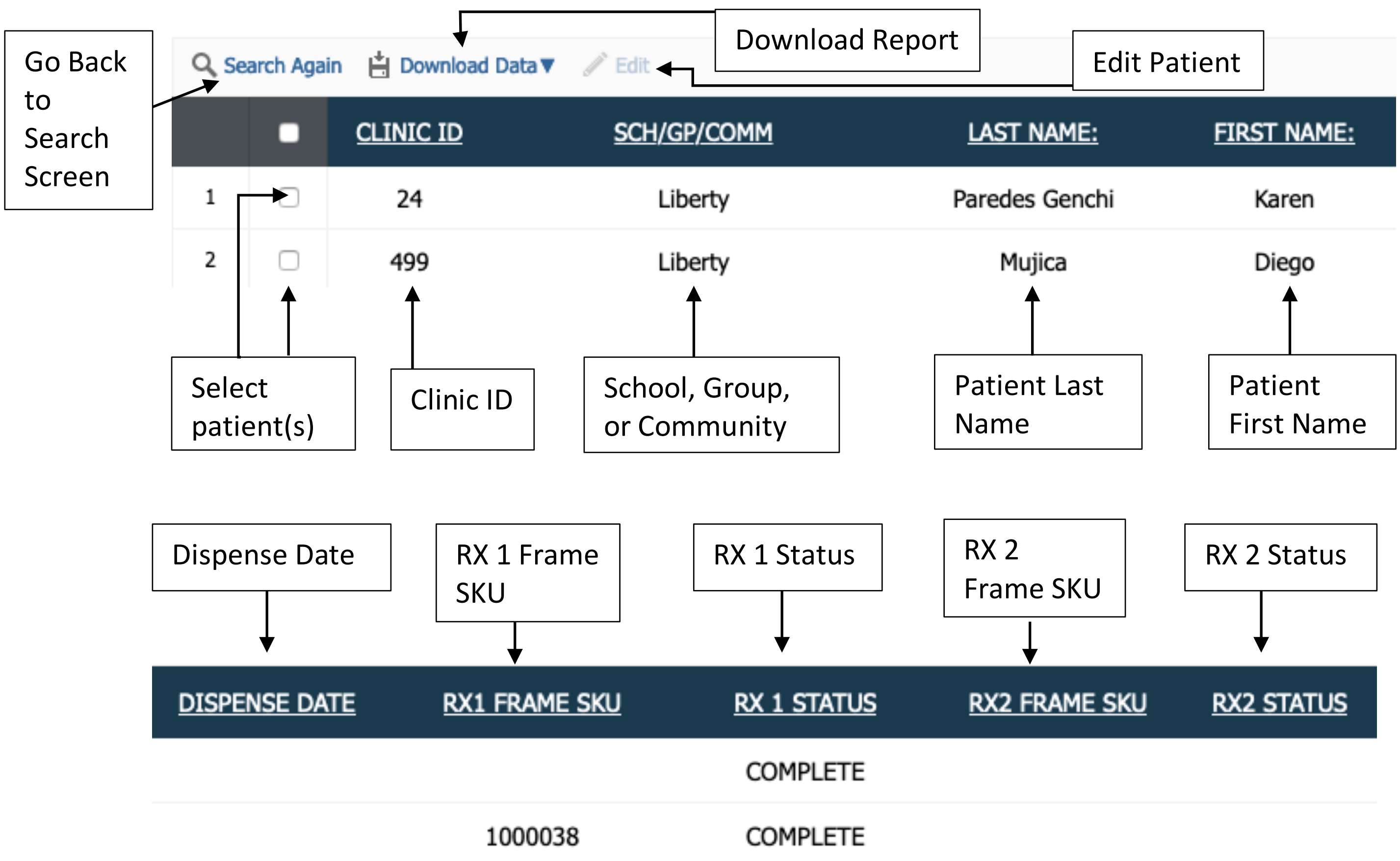
Dispense Date – The date this patient's order was dispensed.

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

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

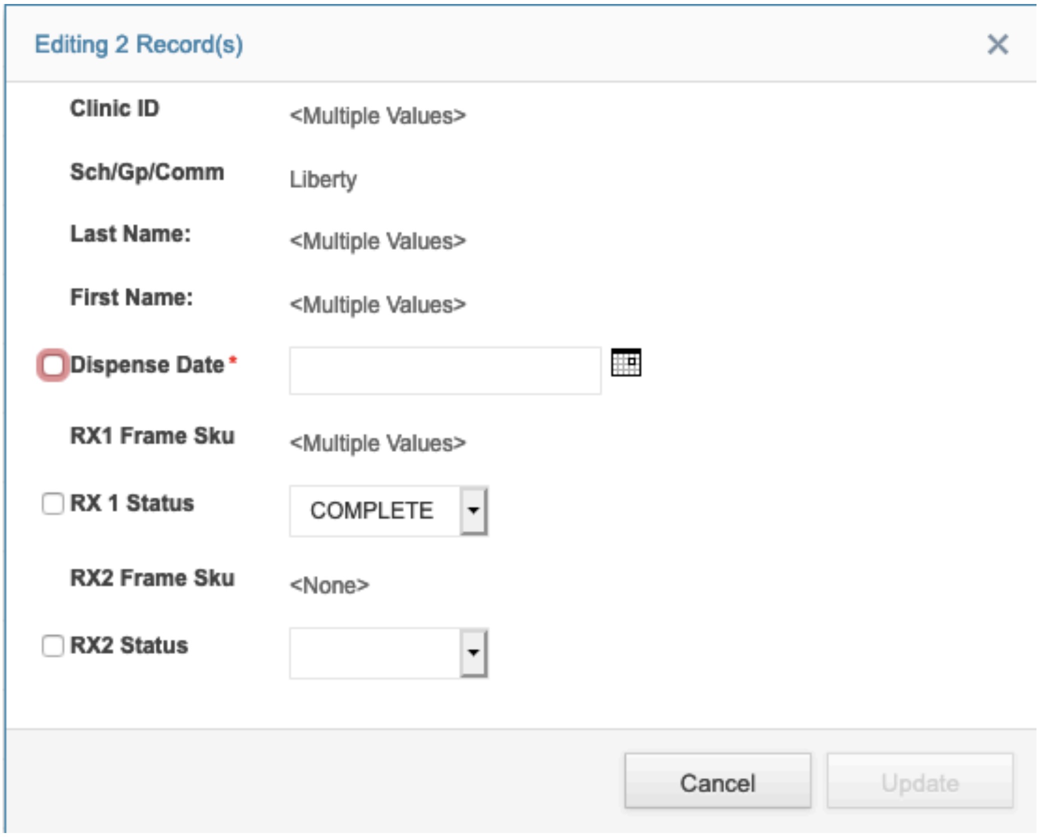
RX 2 Frame SKU – The SKU of RX prescribed pair 2.

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



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.



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.