



OneSight

Admin Login Maintenance

OneSight IT Operations

Admin Login Maintenance
MEEAP Voucher System
User Guide

Overview

This document will go over the process of accessing and editing admin logins for 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 “Admin Only” and click on “Admin Login Maint”.

ADMIN LOGIN MAINT


ADMIN LEVEL ACCESS REQUIRED

User name

Password

LOGIN

You will now be on the “Digital Voucher” admin login page. You *must* have admin access in order to login here. Enter in your user name and password and click on login.

 OneSight **DIGITAL VOUCHER**

Admin Login Maintenance

Organization

Debtor Number

First Name

Last Name

Phone

Email

User Name

Store/Program Name

Store ID (unit/FMS)

Application Date

Application Number

ACTIVE USER: **BMAX**

SEARCH

You will now be on the “Admin Login Maintenance” search screen. Here you will be able to search for admin accounts by the following fields.

Organization – Drop down of all organizations in the system.

Debtor Number – The debtor number for a specific organization.

First Name – The admin users first name.

Last Name – The admin users last name.

Phone – The phone number for the admin user.

Email – The email address for the admin user.

Store/Program Name – The store or program name the admin user is assigned to.

Store ID – The store ID for a specific organization.

Application Date – Date the admin user applied.

Application Number – The number for the user’s application.

Once you have filled in the search criteria, click the blue button at the bottom labelled “Search”.

Search Again Delete Edit Grid Edit

	ORGANIZATION	FIRST NAME	LAST NAME
	Jamies Vision Foundation		
<input type="checkbox"/>	OneSight	Brad	Maxwell
<input type="checkbox"/>	OneSight	Wayne	Hogan

EMAIL	USER NAME	
	Same as Email	ADD
bmaxwell@onesight.org	BMAX	View Details Edit Delete
bmaxwell@onesight.org	WHOGAN	View Details Edit Delete

You will now be on the admin user results page. This will list all admin users based off of your previous search criteria. You can click “Search Again” to go back to the admin search page. This page will be sorted by the following fields.

Organization – The organization this admin is assigned to.

First Name – The admin users first name.

Last Name – The admin users last name.

Email – The admin users email address.

User Name – The admins user name.

Edit

You may edit any of the users found in this user list in a few different ways.

The first way is by clicking “View Details” found to the right of the patient.

[Search Again](#)

OneSight DIGITAL VOUCHER

Voucher System Login Maintenance

Date Created

Organization Debtor Number

State

Store/Program Name Store ID (unit/FMS)

First Name Last Name

Email Phone

User Name* Password*

Login Status* User Access Level*

Add additional notes or details here

This will take you to the “Voucher System Login Maintenance” page. This is where you will need to go to change passwords, login statuses, and access levels. From here you can edit any of the following fields.

Date Created – The date this admin account was created.

Organization – The organization this user is assigned to.

Debtor Number – The debtor number for the organization.

State – The state this user lives in.

Store/Program Name – The store or program this user is assigned to.

Store ID – The store ID this user is assigned to.

First Name – The admin users first name.

Last Name – The admin users last name.

Email – The admin users email address.

Phone – The admin users phone number.

User Name – The admins user name.

Password – The password for the admin’s user name.

Login Status – Drop down with options to make login Active or Inactive.

User Access Level – Drop down with options of Admin, User, or Group Admin.

There is a field to enter any addition notes about this user. Once you are done, click the blue button at the bottom labelled “Update” to update the user or “Back” to go back to the search results screen.

The second way to edit a user is by clicking the “Edit” button found to the right of the user (you are also able to delete the user by clicking “Delete” found right next to edit).



OneSight ▾ Brad Maxwell

bmaxwell@onesight.org BMAX UPDATE CANCEL

This will cause the line in the report to be edited. This will allow you to edit basic information such as Organization, First Name, Last Name, Email, and User Name. Once you have changed the information needed, you can click on “Update” to update this user record or “Cancel” to cancel the changes.

The third way to edit users is with bulk editing. To do this, click the empty boxes found to the left of each user. This will allow you select multiple users to make bulk edits all at once. Once you have selected multiple users, click the “Edit” button found at the top of the page (you are also able to delete multiple users by clicking “Delete” found next to edit).

Editing 3 Record(s) X

User Name <Multiple Values>

Organisation

First Name

Last Name

Email bmaxwell@onesight.org

Cancel Update

After you click “Edit”, this box will appear in the center of the screen. As you can see in the screenshot above we are editing 3 records at once. From here you are able to change the Organization, First Name, Last Name, or Email for all users selected. Once you are finished, click the “Update” button at the bottom to update or “Cancel” to go back.

The last way to make edits is by clicking on “Grid Edit” found at the top of the page.

<input type="checkbox"/>	ORGANIZATION	FIRST NAME	LAST NAME	EMAIL	USER NAME	
<input checked="" type="checkbox"/>	OneSight	Brad	Maxwell	bmaxwell@	BMAX	X Delete
<input type="checkbox"/>	OneSight	Wayne	Hogan	bmaxwell@	WHOGAN	X Delete
<input type="checkbox"/>	OneSight	Wendy	Chin	bmaxwell@	WCHIN	X Delete
<input type="checkbox"/>	OneSight	Jenny	Harnett	bmaxwell@	jharnett	X Delete
<input type="checkbox"/>	ORG 1	test	Test	bmaxwell@	GADMIN	X Delete
<input type="checkbox"/>	Test	Test	Test	bmaxwell@	bmaxwell@	X Delete
<input type="checkbox"/>	ORG 1	TestOrg1	Testorg1	bmaxwell@	bmaxwell1@	X Delete
<input type="checkbox"/>	ORG 1	Brad	Maxwell	bmaxwell@	bmaxwell12	X Delete
<input type="checkbox"/>	Jamies	Brad	Maxwell	bmaxwell@	bmaxwell12	X Delete
<input type="checkbox"/>	TEST 1	GR	GR	ew	GADMIN2	X Delete
<input type="checkbox"/>	Jamies	Jamie	Zickeffose	jzickeffose@	JZ	X Delete

You will now be on the Grid Edit page. This will allow you to edit any field of multiple users just by clicking in the field you’d like to change. These changes will save automatically. You are also able to delete users from here. Once you are done, you can click on “Exit Grid Edit” found at the top.

Add

To add users, make sure you are on the user results page. Below each field you will see an empty box. Fill out the information for Organization, First Name, Last Name, and User Name and click the yellow button at the right labelled “Add”.

ORGANIZATION	FIRST NAME	LAST NAME
Jamies Vision Foundation ▾	TEST	TEST

EMAIL	USER NAME	
TEST@onesight.org	TEST	ADD

This user will now appear on the admin user list. You will need to add more information and activate the user by going into “View Details” as we went over earlier in this document.