



OneSight

Frame Database

OneSight IT Operations

Frame Database

Admin

User Guide

Overview

This document details the steps required to access and edit the frame database. This process should only be done by clinic managers or those given the task to do so.

Access

To access the Frame Database page please navigate to www.onesightclinics.org. At the top of the page click on the option for “Admin” as seen below.



The image shows a screenshot of the OneSight website. At the top, there is a navigation bar with the OneSight logo and several menu items: HOME, REGISTRATION, CLINIC OPERATIONS, OPTICAL LAB, COORDINATORS, ADMIN, and CLINIC TRAINING. A black arrow points down to the 'ADMIN' link. Below the navigation bar is a large banner with the text 'Charitable Vision Clinics' in white. The background of the banner is a photograph of a group of people, including a young boy in a blue shirt and glasses, smiling. In the bottom left corner of the banner, there is a dark blue box with white text that reads: 'OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.' In the bottom right corner of the banner, there is a link that says 'Learn more at www.onesight.org'.

OneSight

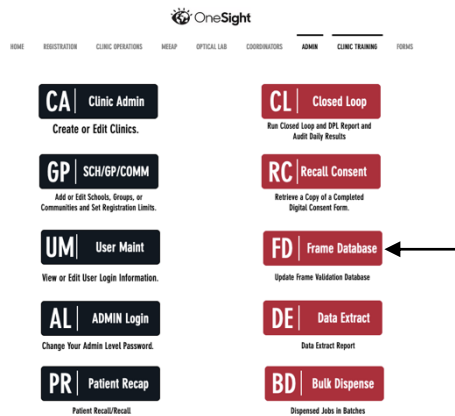
HOME REGISTRATION CLINIC OPERATIONS OPTICAL LAB COORDINATORS ADMIN CLINIC TRAINING

Charitable Vision Clinics


OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.

Learn more at www.onesight.org

On the admin page you will select the option for “Frame Database” 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:

LOGIN

Next, you will be on the “Edit RX Frame Database” page. Here you will be able to search for frames with the following criteria


UPC/OPC #– The SKU of the frame or lens.

Description – The description of the UPC or OPC.

Material – The material of the UPC or OPC.

Color – The color of the UPC or OPC.

After you have filled in the frame information you can click the blue button at the bottom labelled “Search.”



Edit RX Frame Database

Version 6.0

UPC/OPC#	<input type="text"/>
Description	<input type="text"/>
Material	<input type="text"/>
Color	<input type="text"/>

SEARCH

You will now be brought to the search results page. This will list every UPC/OPC relative to your search criteria. This list will have the following rows.

UPC/OPC # – The SKU of the frame or lens.

Description – The description of the UPC or OPC.

Material – The material of the UPC or OPC.

Color – The color of the UPC or OPC.

A – The “A” box frame measurement.

B – The “B” box frame measurement.

ED – The “ED” box frame measurement.

DBL – The “DBL” box frame measurement.

There is also a button at the top left labelled “Search Again” if you would like to go back to the search page.

The screenshot shows a search results interface. At the top, there is a header bar with a search icon, a 'Search Again' button, and 'Delete' and 'Edit' buttons. A callout box labeled 'Delete or Edit Multiple Selections' points to the 'Delete' and 'Edit' buttons. Below the header is a table with four columns: 'UPC/OPC#', 'DESCRIPTION', 'MATERIAL', and 'COLOR'. The first row of the table is empty. The second row contains the values '0802807342068', 'ONE ANP 1548 BROWN', 'Plastik', and 'Brown'. The third row contains the values '08053672323238', 'CAROLEE K0 2010B', 'Plastik', and 'Braun'. To the left of the table, there are two callout boxes: 'Back to Search' pointing to the 'Search Again' button, and 'Select Multiple' pointing to the checkboxes in the first column of the table. Below the table, there are four callout boxes: 'UPC/OPC #' pointing to the first column, 'Frame/Lens Description' pointing to the second column, 'Frame/Lens Material' pointing to the third column, and 'Frame/Lens Color' pointing to the fourth column.

	<u>UPC/OPC#</u>	<u>DESCRIPTION</u>	<u>MATERIAL</u>	<u>COLOR</u>
<input type="checkbox"/>	0802807342068	ONE ANP 1548 BROWN	Plastik	Brown
<input type="checkbox"/>	08053672323238	CAROLEE K0 2010B	Plastik	Braun

The diagram shows a form titled "ADD NEW" with four input fields: A, B, ED, and DBL. Each field has a corresponding callout box: "A" Frame Box Measurement, "B" Frame Box Measurement, "ED" Frame Box Measurement, and "DBL" Frame Box Measurement. There is also a callout for "Add New UPC/OPC" pointing to the "ADD" button, and another for "Edit UPC/OPC" pointing to the "Edit" link in the table below.

A	B	ED ▼	DBL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>
54	39	72	17	Edit
53	34	71	17	Edit

Adding a Frame/Lens

Once you have searched for a UPC/OPC you will see all results based off of your search criteria. If the frame/lens you are looking for is not there you can add it to the database. To do this you will need to fill in the empty grey boxes found along the top for each field.

UPC/OPC#	DESCRIPTION	MATERIAL	COLOR	A	B	ED ▼	DBL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

Once you have filled in all of the information you can, click on the yellow button at the far right labelled "ADD." Now the new UPC/OPC will show on the list! If you need to delete this item, click the empty box to the right of it and click on "Delete" found at the top of the page.

Editing/Removing a Frame/Lens

Once you have searched and found the UPC/OPC you were looking for you are able to edit or delete this item. To edit, you will click the “Edit” button found to the far right of the product. Once this is done, you will be able to edit all of the fields.

<input type="checkbox"/>	0802807342068	ONE ANP 1548 BRO	Plastik	Brown	54	39	72	17	UPDATE	CANCEL
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After you have made all of the changes you need to make you can click the blue button on the right labelled “Update” to update the UPC/OPC record or you can click on “Cancel” to cancel any changes you may have made.

If you would like to delete a UPC/OPC from the system you will start by selecting the white box to the left of the item. Once you have selected this box you will go to the top of the page and click on the button labelled “Delete” to delete the item. You are able to select multiple items at once in order to delete or edit.