

# OneSight IT Operations

User Maintenance

Admin

User Guide



**ONESIGHT**

EssilorLuxottica Foundation

## Overview

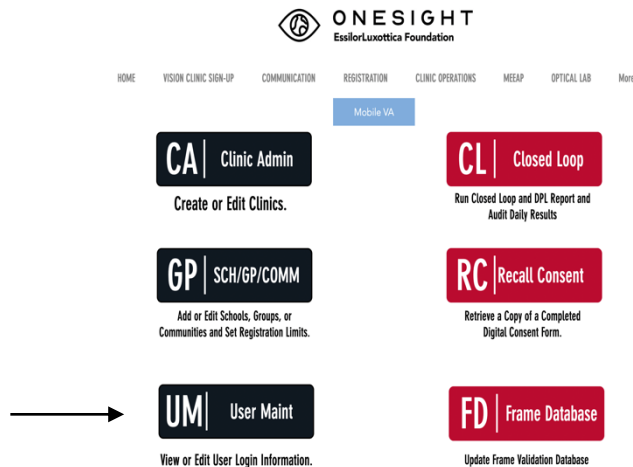
This document details the steps required to access User Maintenance. This portal is used to change the user ID and password for a participant on clinic as well as change the date their login will expire.

## Access

To access the User Maintenance page please navigate to [www.onsightclinics.org](http://www.onsightclinics.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 “User Maintenance” 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”



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ADMIN LOGIN REQUIRED *Version 6.0*

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User Name:

Password:

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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.

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LOGIN

Now you will be on the “Login Maintenance” search page. Here you can search by the following fields.

**User ID** – ID the user set up for the clinic.

**Clinic** – Choose from a list of all clinics. This will display a list of all User IDs found on that specific clinic.

**First Name** – Enter the first name of the user you wish to see.

**Last Name** – Enter the last name of the user you wish to see.

Once you have filled these in you can click on the blue button at the bottom labelled “Search.”



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Digital Clinic

Login Maintenance

*Version 6.0*

User ID

Clinic

FirstName

LastName

SEARCH

CLEAR FORM

LOG OUT USER

## Users List

Now you will be on the list of all users that were found from your search criteria. There are seven different columns.

**Clinic** – The clinic this user is assigned to.

**First Name** – User's first name.

**Last Name** – User's last name.

**User ID** – User's unique ID for clinic.

**Password** – User's unique password for clinic.

**Login Expire Date** – Date the user's login will expire.

**Email** – User’s email address.

At the top left of the screen you will see the option for “Search Again.” Click this to go back to the search screen.

You are also able to click on any of the column titles to sort the order in ascending or descending format. For example, clicking “Login Expire Date,” it will sort by the furthest date in the search and if you click it again it will sort by the newest date.


Now, to edit any of the information for this page you will need to click the button on the far right labelled “Edit.” Once you click on this it will have the same format as the Users List but you can now edit any of the fields.


Search Again

CLINIC	FIRSTNAME	LASTNAME
2019-US-OH-Kent	Brad	Maxwell

Records 1-1 of 1

CLINIC	FIRSTNAME	LASTNAME	USER ID
2019-US-OH-Kent	Brad	Maxwell	TRAIN

PASSWORD	LOGIN EXPIRE DATE	EMAIL
██████████	12/31/2019	 Edit

USER ID	PASSWORD	LOGIN EXPIRE DATE	EMAIL
TRAIN	██████████	12/31/2019 	

UPDATE CANCEL

Once you are done editing the user, click on “Update” found to the far right. This will save the user’s information and you can go back to search for another user or close the screen if you are done.