OneSight IT Operations

Upload Patient File

Canada

User Guide

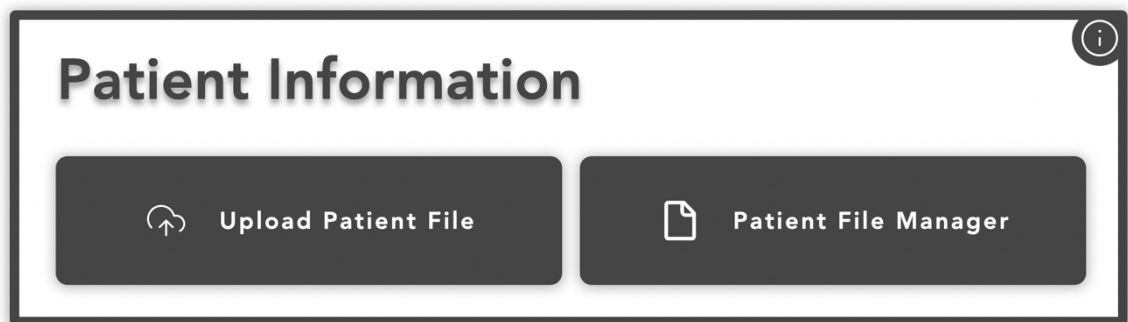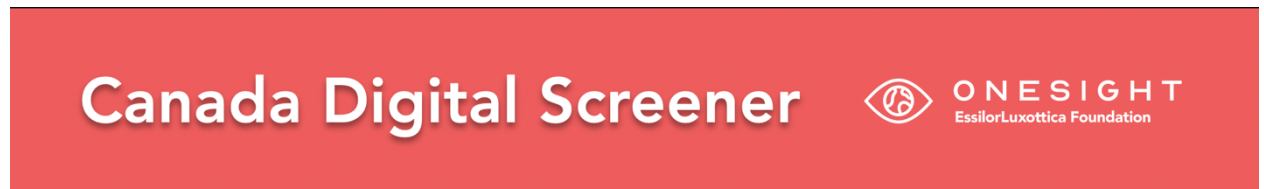ONESIGHT
EssilorLuxottica Foundation

Overview

This document will go over the process of using the Upload Patient File application in the Canada system.
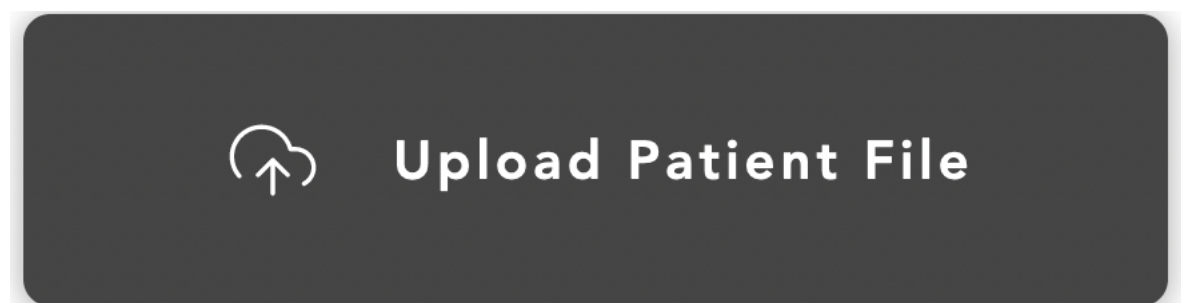
Access

To access the Canada system, navigate to https://www.onesightclinics.org/canada-screener.

Once the page loads you will be brought to the "Canada Digital Screener" home page. Here you will see all of the applications for the Canada system.

For the training we will be looking at "Upload Patient File" under the "Patient Information" section. Click the button to launch.

You will now be on the "File Uploader" page. Here you will complete the following fields:

Your Name – The name of the person filling out this form.

Today's Date – Enter the current date.

Your Organization – Enter the name of the organization you are part of.

Your Position or Title – Enter the position or title you currently hold.

Your Email – Enter your email address.

Your Contact Phone – Enter your phone number.

Event Start Date – Enter the start date of the event.

Attach File for Upload – Use the browse button the browse your device for a excel or.csv file to upload. Please ensure to only upload *excel or .csv* files.

Once you have completed all of the required fields and uploaded your file, click the "Submit" button at the bottom and you are done!