



OneSight

Voucher Reports

# OneSight IT Operations

Voucher Reports  
MEEAP Voucher System  
User Guide

## Overview

This document will go over the process of accessing the voucher report in 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 “Group Admin” and click on “Voucher Reports”.

**VOUCHER REPORTS**


**GROUP ADMIN LEVEL ACCESS REQUIRED**

User name

Password

**LOGIN**

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

 OneSight **DIGITAL VOUCHER**

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**Group Admin Vouchers Issued Report**

Organisation

Issued By

Date Voucher Issued From

Date Voucher Issued To

**SEARCH**

You will now be on the “Group Admin Vouchers Issued Report” search page. Here you will be able to search by the following fields.


**Organization** – Drop down of all organizations in the system.

**Issued By** – Drop down of associates who could have issued a voucher.

**Date Voucher Issued From** – Enter in the starting date range for your search.

**Date Voucher Issued To** – Enter in the ending date range for your search.

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

 Download Data ▼			
<u>DATE VOUCHER ISSUED</u>	<u>VOUCHER NUMBER</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>
3/3/2020	42253602	Luke	Maxwell
11/3/2020	09415698	LUKE	MAXWELL

<u>EMAIL</u>	<u>PHONE NUMBER</u>	<u>ISSUED BY</u>
bmaxwell@onesight.org	11	BMAX
BMAXWELL@ONESIGHT.ORG	123-123-1234	BMAX

You will now be on the voucher reports page. At the top left you are able to click “Download Data” to download this report in either CSV, XML, or PDF format. This will list all vouchers issued by the following fields.

**Date Voucher Issued** – The date this voucher was issued.

**Voucher Number** – The number for this specific voucher.

**First Name** – The first name of who received this voucher.

**Last Name** – The last name of who received this voucher.

**Email** – The email of who received this voucher.

**Phone Number** – The phone number of who received this voucher.

**Issued By** – The name of the associate who issued this voucher.