



OneSight

System Access

OneSight IT Operations

System Access
MEEAP Voucher System
User Guide

Overview

This document will go over the process of the group admin assigning system access.

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 “System Access”.

SYSTEM ACCESS


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**

Group Admin Organization Login Maintenance

Organization

First Name

Last Name

Phone

Email

User Name

SEARCH

You will now be on the “Group Admin Organization Login Maintenance” search page. Here you will be able to search by the following fields.

Organization – Drop down of all organizations in the system.

First Name – The first name of the user,

Last Name – The last name of the user.

Phone – The phone number of the user.

Email – The email address of the user.

User Name – The user name of the user.

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

A screenshot of a search results interface. At the top, there are navigation links: "Search Again" (with a magnifying glass icon), "Delete" (with an 'X' icon), "Edit" (with a pencil icon), and "Grid Edit" (with a grid icon). Below this is a table with a teal header. The header has a small square icon on the left, followed by two columns: "FIRST NAME" and "LAST NAME". Below the header are two rows of data. The first row has a checkbox on the left, "Brad" in the first column, and "Maxwell" in the second column. The second row has a checkbox on the left, "Wayne" in the first column, and "Hogan" in the second column.

A screenshot of a user list interface. At the top, there are two columns: "USER NAME" and "PASSWORD". Below this is a table with a teal header. The header has a "Use Email" button on the left, followed by a "PASSWORD" field, and an "ADD" button on the right. Below the header are two rows of data. The first row has "BMAX" in the first column, "BMAX" in the second column, and "View Details" (with a magnifying glass icon), "Edit" (with a pencil icon), and "Delete" (with an 'X' icon) in the third column. The second row has "WHOGAN" in the first column, "WHOGAN" in the second column, and "View Details" (with a magnifying glass icon), "Edit" (with a pencil icon), and "Delete" (with an 'X' icon) in the third column.

You will now be on the user list page. At the top left you can click “Search Again” to go back to the search screen. This report will have the following fields.

First Name – The users first name.

Last Name – The users last name.

User Name – The users user name.

Password – The user’s password.

Edit

On this page you are able to edit users in a few ways. The first way is by clicking on “View Details” found to the right of the user.

[Search Again](#)

 **OneSight** **DIGITAL VOUCHER**

Group Admin Organization Create Access

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

You will now be on the “Group Admin Organization Create Access” page. This page will allow you to edit everything for a specific user. This page will have the following fields.

Date Created – The date this user 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 name the user is assigned to.

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

First Name – The users first name.

Last Name – the users last name.

Email – The users email address.

Phone – The users phone number.

User Name – The users user name.

Password – The password for the user name.

Login Status – Drop down of active or inactive.

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

There is a field to add in any additional notes about the user. Once you have made the changes you need to make, click on the blue button at the bottom labelled “Update” or click “Back” to go back to the user list page.

The second way you can edit a user is by clicking the “Edit” button found on the user list (to the right there is a “Delete” button that allows you to delete the user.



Brad	Maxwell		
BMAX	BMAX	UPDATE	CANCEL

After you click the edit button you will be able to edit any of the fields on this report. Once you have made your changes, click the “Update” button to the right to update or “Cancel” to close out of the edit field.

The third way of making edits is by doing a bulk edit. You can do this by clicking the empty boxes found to the left of each user. Once you have selected the users you would like to edit, click the “Edit” button found at the top of the page.

This will now bring up a new box in the center of the screen. As you can see in the screenshot above I am editing 3 records all at once. You are able to change the email or organization for all of these records. Once you have made changes click on the “Update” button to update all records or “Cancel” to go back to the reports page.

The last way to make edits is by using the grid editor. To do this, click on “Grid Edit” found at the top of the user list page.

<input type="checkbox"/>	FIRST NAME	LAST NAME	USER NAME	PASSWORD	
<input checked="" type="checkbox"/>	Brad	Maxwell	BMAX	BMAX	X Delete
<input type="checkbox"/>	Wayne	Hogan	WHOGAN	WHOGAN	X Delete
<input type="checkbox"/>	Wendy	Chin	WCHIN	WCHIN	X Delete
<input type="checkbox"/>	Jenny	Harnett	jharnett	Vision	X Delete
<input type="checkbox"/>	test	Test	GADMIN	1234	X Delete
<input type="checkbox"/>	Test	Test	bmaxwell@c		X Delete
<input type="checkbox"/>	TestOrg1	Testorg1	bmaxwell1@		X Delete
<input type="checkbox"/>	Brad	Maxwell	bmaxwell12	1234	X Delete
<input type="checkbox"/>	Brad	Maxwell	bmaxwell12	12345	X Delete
<input type="checkbox"/>	GR	GR	GADMIN2	GADMIN2	X Delete
<input type="checkbox"/>	Jamie	Zickeffose	JZ	1234	X Delete
<input type="checkbox"/>	TEST	TEST	TEST		X Delete

This will take you to the grid edit page. Here you are able to edit any of the fields for any of the users just by clicking in the field you want to change. All changes made here will save automatically. You are also able to delete users from here. Once you are done making changes, click “Exit Grid Edit” found at the top of the page.

Add

To add a user, go to the user list.

<u>FIRST NAME</u>	<u>LAST NAME</u>
TEST	TEST

<u>USER NAME</u>	<u>PASSWORD</u>	ADD
TEST2	TEST	

Under each field there is an empty box where you can fill in the information for First Name, Last Name, User Name, and Password. Once you have filled in these fields, click the yellow button on the right labelled “Add”. This will add the user to the list and you are then able to click “View Details” to add more information for the user. Please reference the view details section found earlier in this document for more information.