OneSight

System Access

OneSight
IT Operations

System Access

MEEAP Voucher System

User Guide

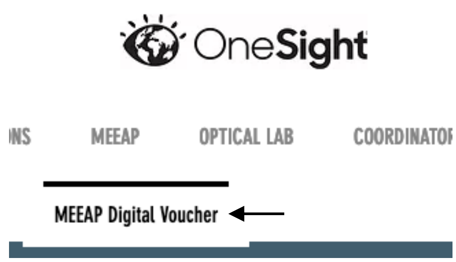
Sep-2020

Overview

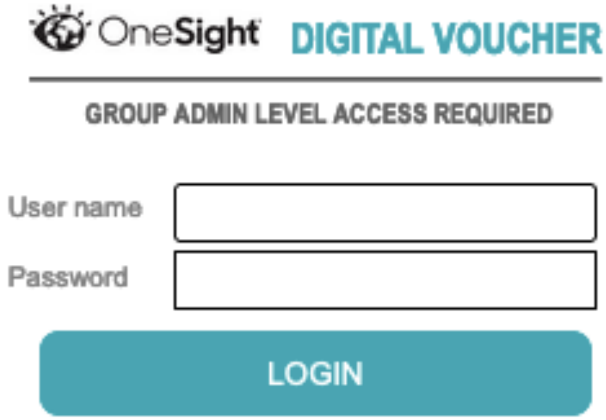
This document will go over the process of the group admin assigning system access.

Access

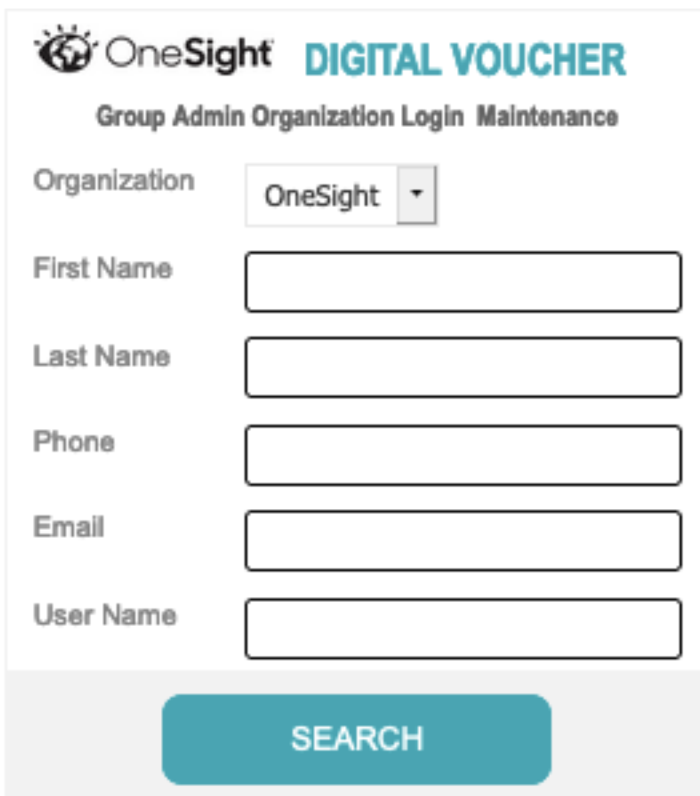
To access, first go to the onesightclinics.org home page.



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".



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.



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,

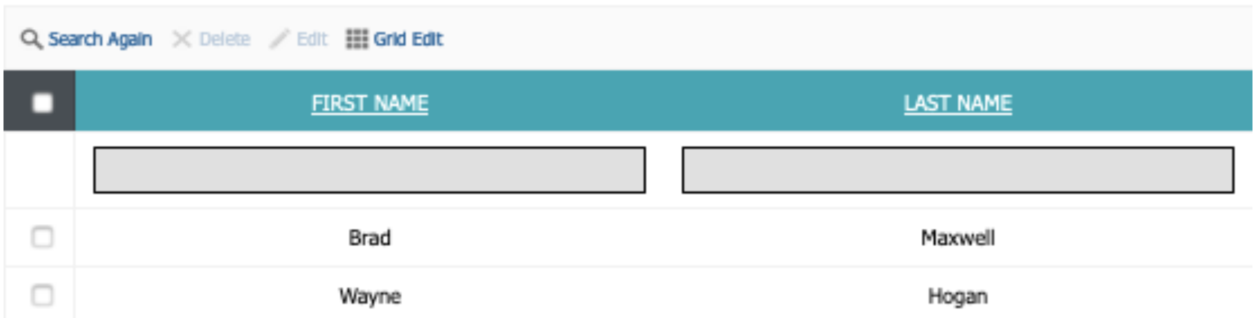
Last Name – The last name of the user.

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”.



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.

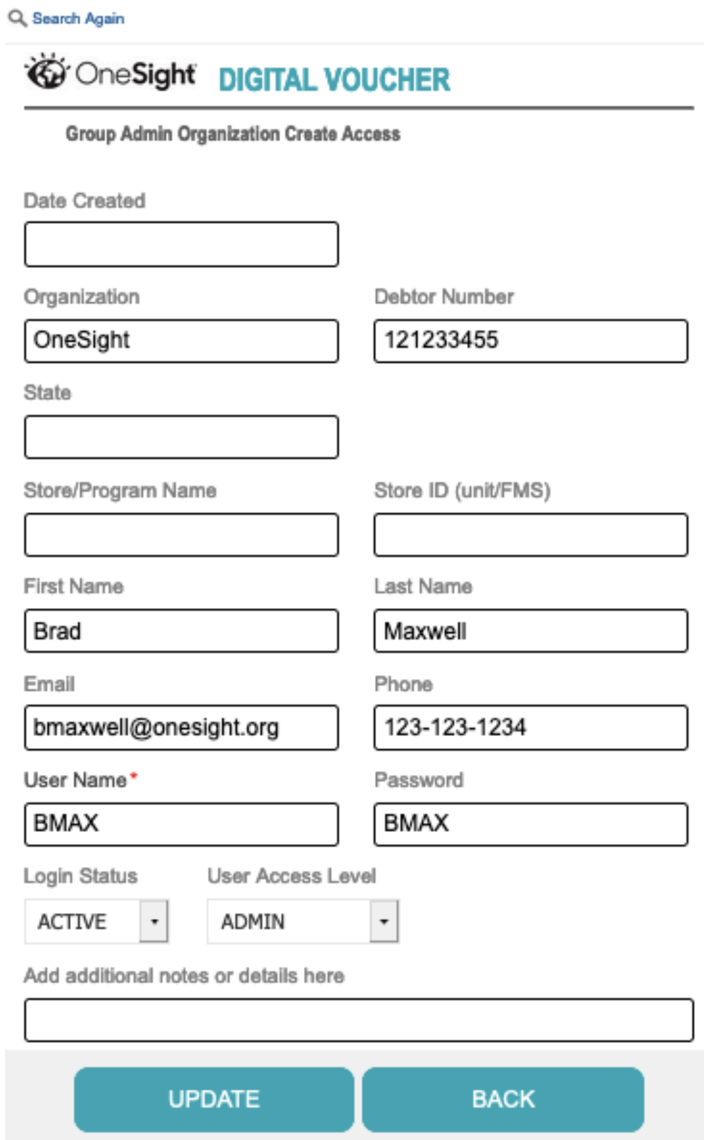
Last Name – The users last name.

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.



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.

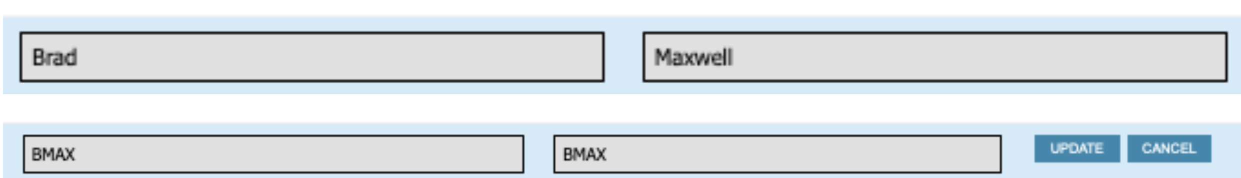
Password – The password for the user name.

Login Status – Drop down of active or inactive.

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

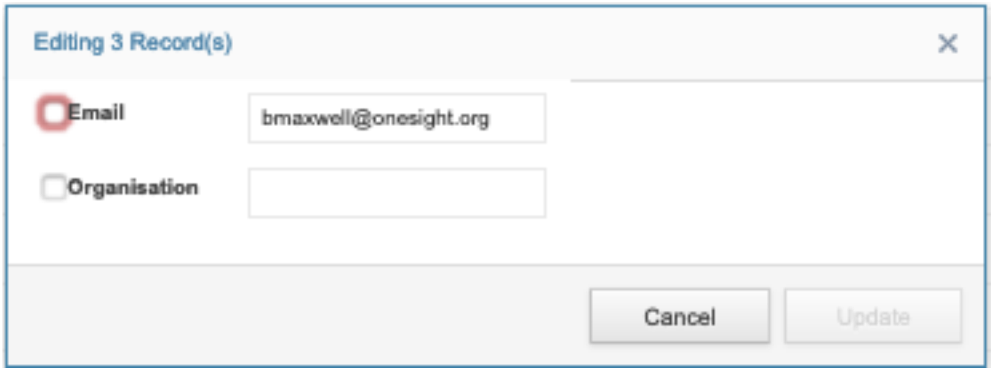
There is a field to add in any additional notes about the user. Once you have made the changes you need to make, click on the blue button at the bottom labelled “Update” or click “Back” to go back to the user list page.

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.



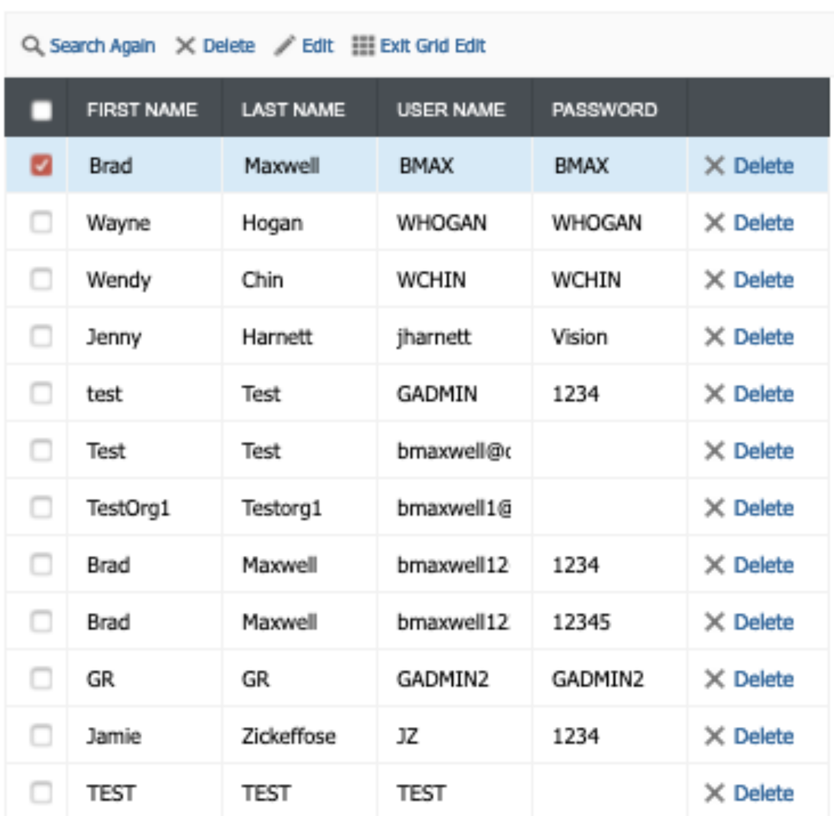
After you click the edit button you will be able to edit any of the fields on this report. Once you have made your changes, click the “Update” button to the right to update or “Cancel” to close out of the edit field.

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.

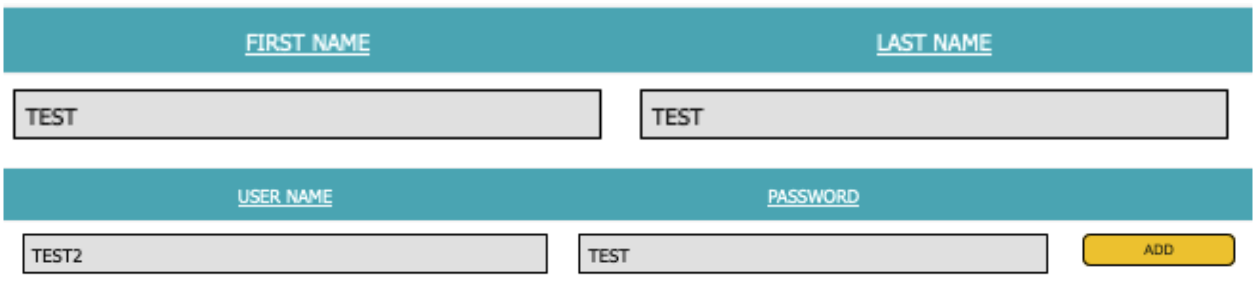


	FIRST NAME	LAST NAME	USER NAME	PASSWORD	
☑	Brad	Maxwell	BMAX	BMAX	Delete
☐	Wayne	Hogan	WHOGAN	WHOGAN	Delete
☐	Wendy	Chin	WCHIN	WCHIN	Delete
☐	Jenny	Harnett	jharnett	Vision	Delete
☐	test	Test	GADMIN	1234	Delete
☐	Test	Test	bmaxwell@c		Delete
☐	TestOrg1	Testorg1	bmaxwell1@		Delete
☐	Brad	Maxwell	bmaxwell12	1234	Delete
☐	Brad	Maxwell	bmaxwell12	12345	Delete
☐	GR	GR	GADMIN2	GADMIN2	Delete
☐	Jamie	Zickeffose	JZ	1234	Delete
☐	TEST	TEST	TEST		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.



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.