




Samples of software  
procedures for end users

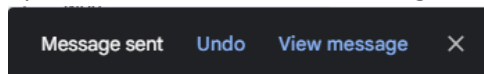


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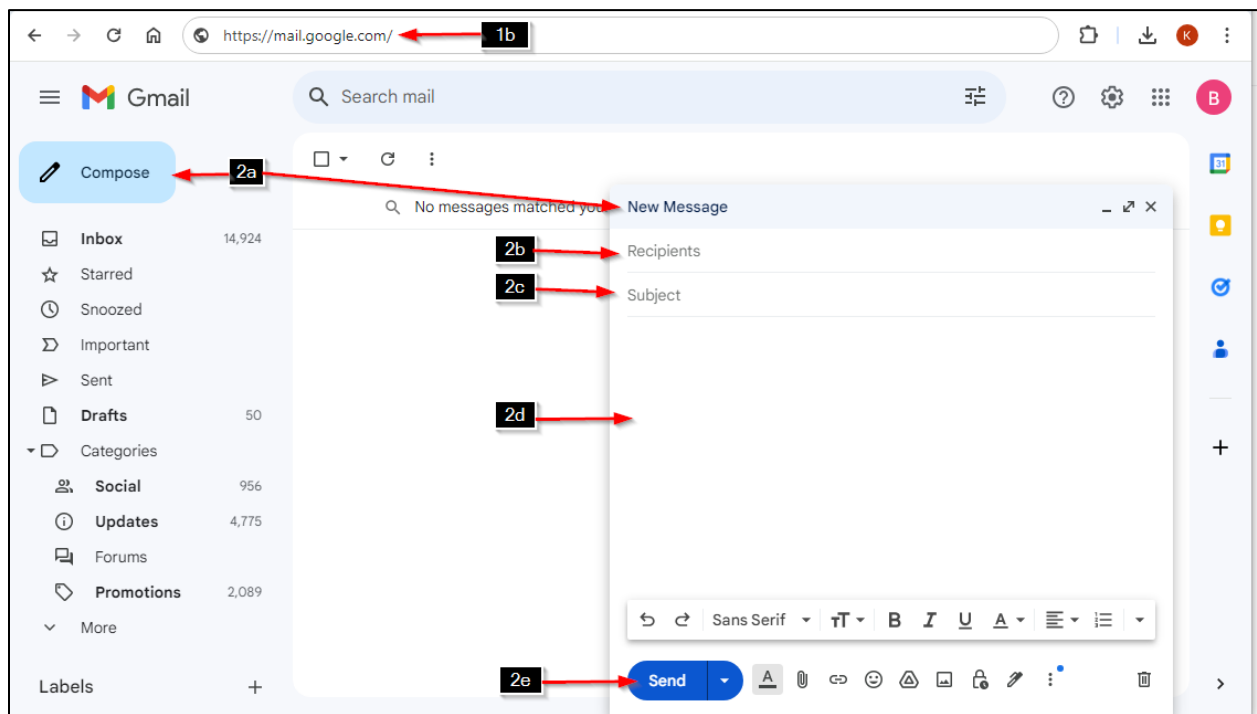
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## Sample 1: Send an email using Gmail in a web browser

1. Open Gmail page
  - a. Open any web browser.
  - b. In the web browser, go to <https://mail.google.com/>
2. Write and send an email
  - a. At the top left, click the “Compose” button.  
**Note:** At the bottom right, a new window appears with the “New Message” title.
  - b. In the “Recipients” field, add the recipient(s).
  - c. In the “Subject” field, type the subject of the message.
  - d. In the text area below “Subject”, write your message.  
**Tip:** To change window size to full screen, click  at the top right of the window.
  - e. At the bottom of the window, click the “Send” button.  
**Note:** At the bottom left of the page, a toast “Message sent” is displayed with two options: “Undo” and “View message”.

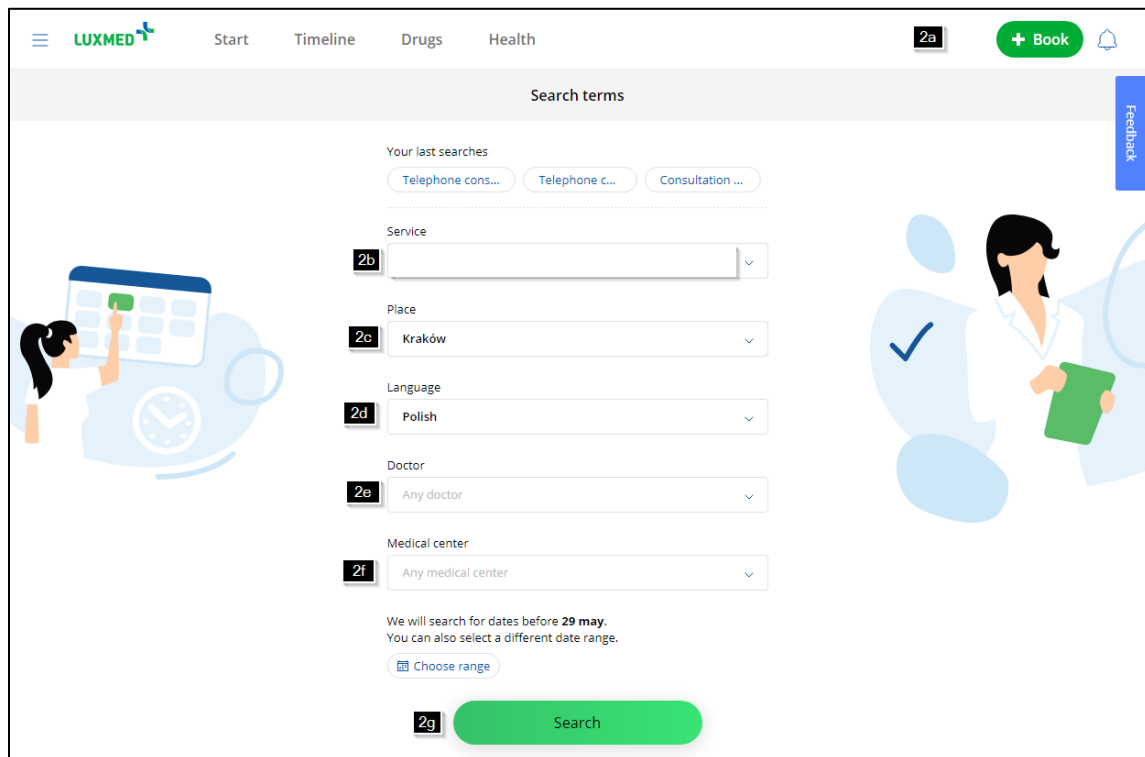


**Important:** You have only a few seconds to click “Undo”.



## Sample 2: Book a medical appointment in the "Patient Portal"

1. Open "Patient Portal" page
  - a. Open any web browser.
  - b. In the web browser, go to <https://portalpacjenta.luxmed.pl/>
2. Search for an appointment
  - a. At the top right, click the "Book" button.  
**Tip:** At the top, there is a list with your last 3 search criteria.
  - b. In the "Service" field, select the desired medical service.  
**Note:** A list of matching services appears as you type.
  - c. In the "Place" field, type the desired location.  
**Note:** A list of matching places appears as you type.
  - d. In the "Language" field, select your language.
  - e. (Optional) In the "Doctor" field, select the doctor(s).  
**Note:** A list of matching doctors appears as you type. You can select up to 5 doctors.
  - f. (Optional) In the "Medical center" field, select the medical center(s) for the place selected in the previous step.  
**Note:** A list of matching medical centers appears as you type. You can select up to 5 medical centers.
  - g. At the bottom, click the "Search" button.  
**Note:** Available medical appointments are displayed as rows grouped by dates.
3. Book an appointment
  - a. Put the mouse on a row with the desired medical appointment.
  - b. On the right side of the row, click the "Book a visit" button.
  - c. Review the booking details and click the "Confirm your visit" button.



The screenshot shows the LUXMED Patient Portal search interface. At the top, there is a navigation bar with the LUXMED logo, a menu icon, and links for Start, Timeline, Drugs, and Health. On the right, there is a '2a' status indicator, a green '+ Book' button, and a bell icon. Below the navigation bar is a 'Search terms' section. Under 'Your last searches', there are three buttons: 'Telephone cons...', 'Telephone c...', and 'Consultation ...'. The main search area contains several dropdown menus: 'Service' (labeled 2b), 'Place' (labeled 2c, with 'Kraków' selected), 'Language' (labeled 2d, with 'Polish' selected), 'Doctor' (labeled 2e, with 'Any doctor' selected), and 'Medical center' (labeled 2f, with 'Any medical center' selected). Below these is a message: 'We will search for dates before 29 may. You can also select a different date range.' with a 'Choose range' button. At the bottom, there is a green 'Search' button (labeled 2g). On the left side of the search area, there is an illustration of a person using a calendar. On the right side, there is an illustration of a doctor holding a clipboard. A vertical 'Feedback' button is on the far right.

## Sample 3: Check business hours for a place in Google Maps on a mobile device

1. On your mobile device, open Google Maps app
2. At the top, click the “Search” box and type the name of a place.  
**Note:** A list of matching places appears as you type.
3. Click the place you want from the list.
4. To check business hours for the whole week, at the top of the panel, click the name of the place.
5. In the “Overview” section at the bottom, click second row marked with clock icon.

