Samples of software procedures for end users
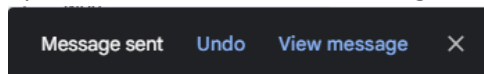
Contents
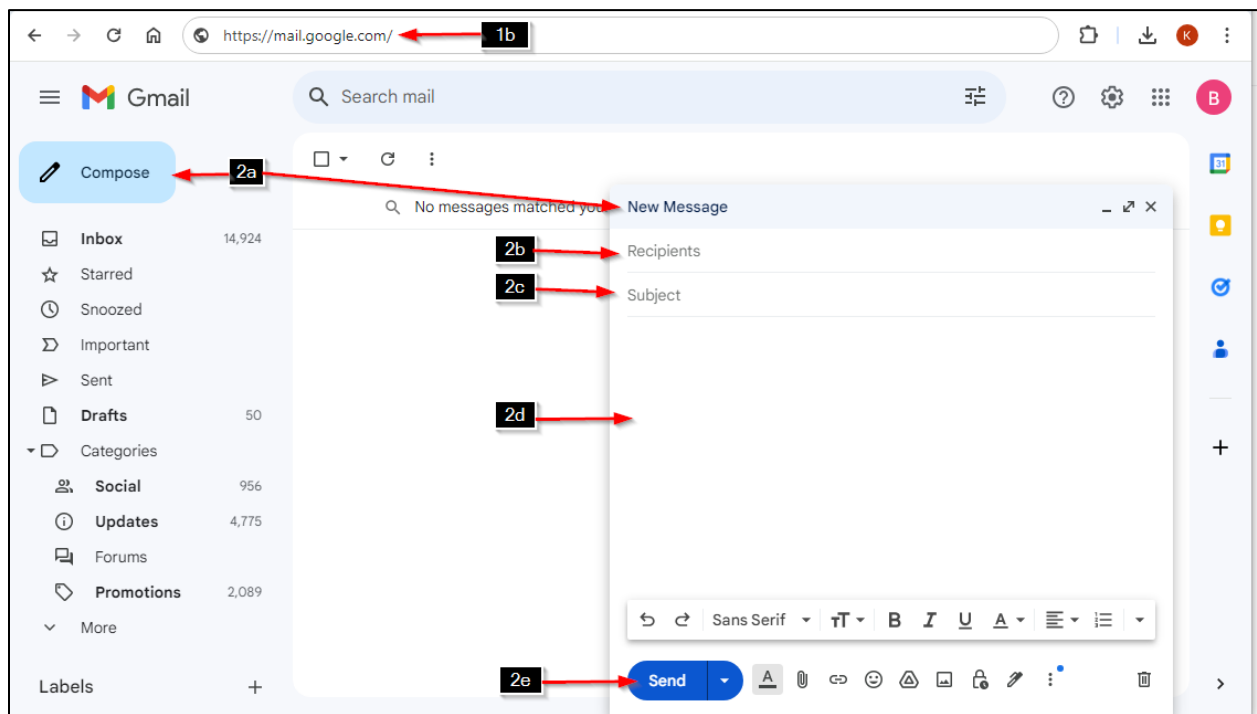
Sample 1: Send an email using Gmail in a web browser

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".

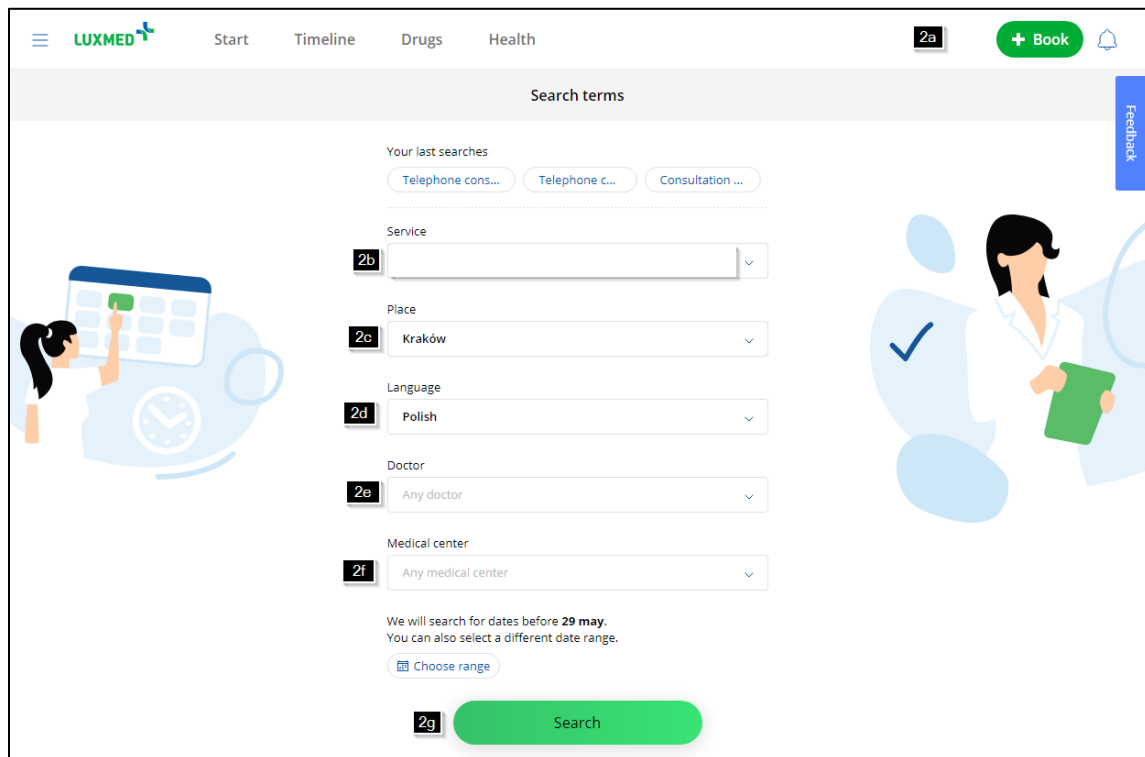 | Message sent   Undo   View message   ✕ |

       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.

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 ⏱ .