

EVER HEALTH EMPLOYEE TRAINING



The Employee Training Manual is writing to provide smooth and easy step by step guidance through our application.

LOGIN

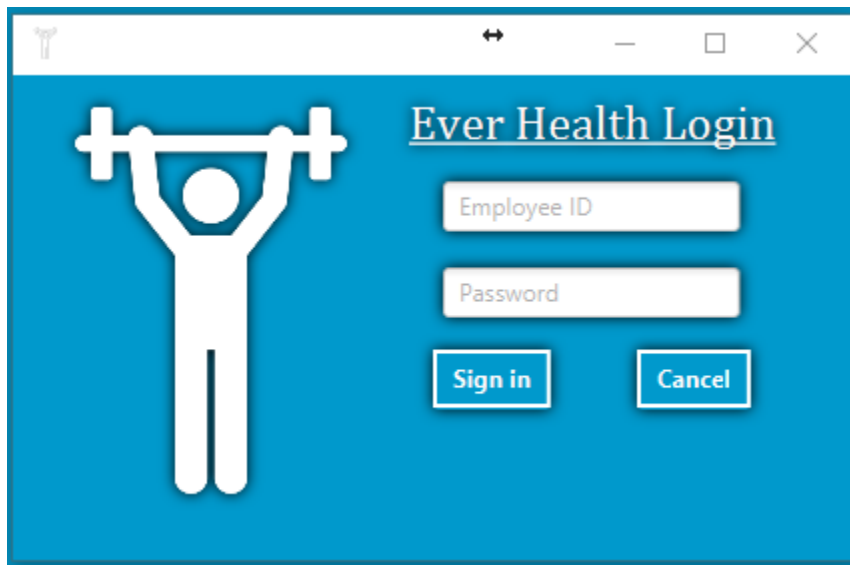
Step 1

All employees should have their login information set up by now, if you don't contact your manager.

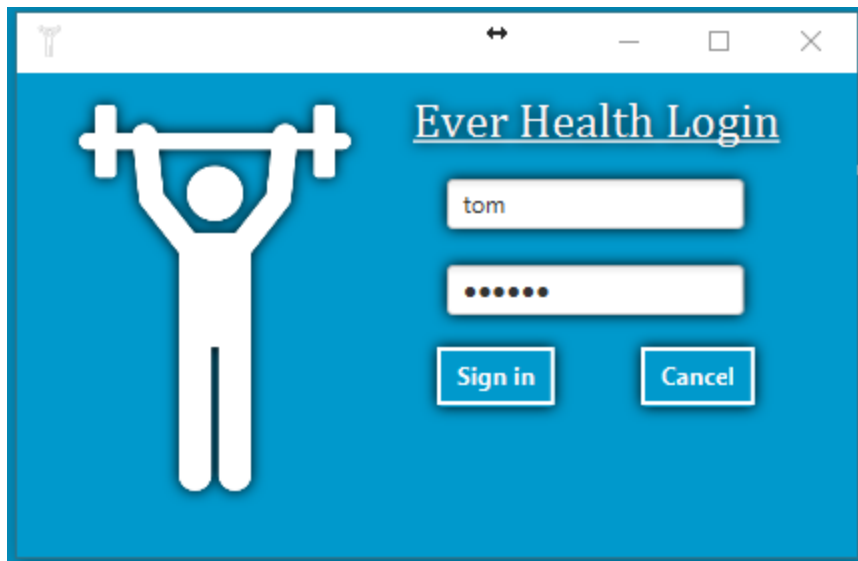



-Located the Ever Health icon on your desktop or on the task bar

-Double click the icon to open the program. The next screen will open.

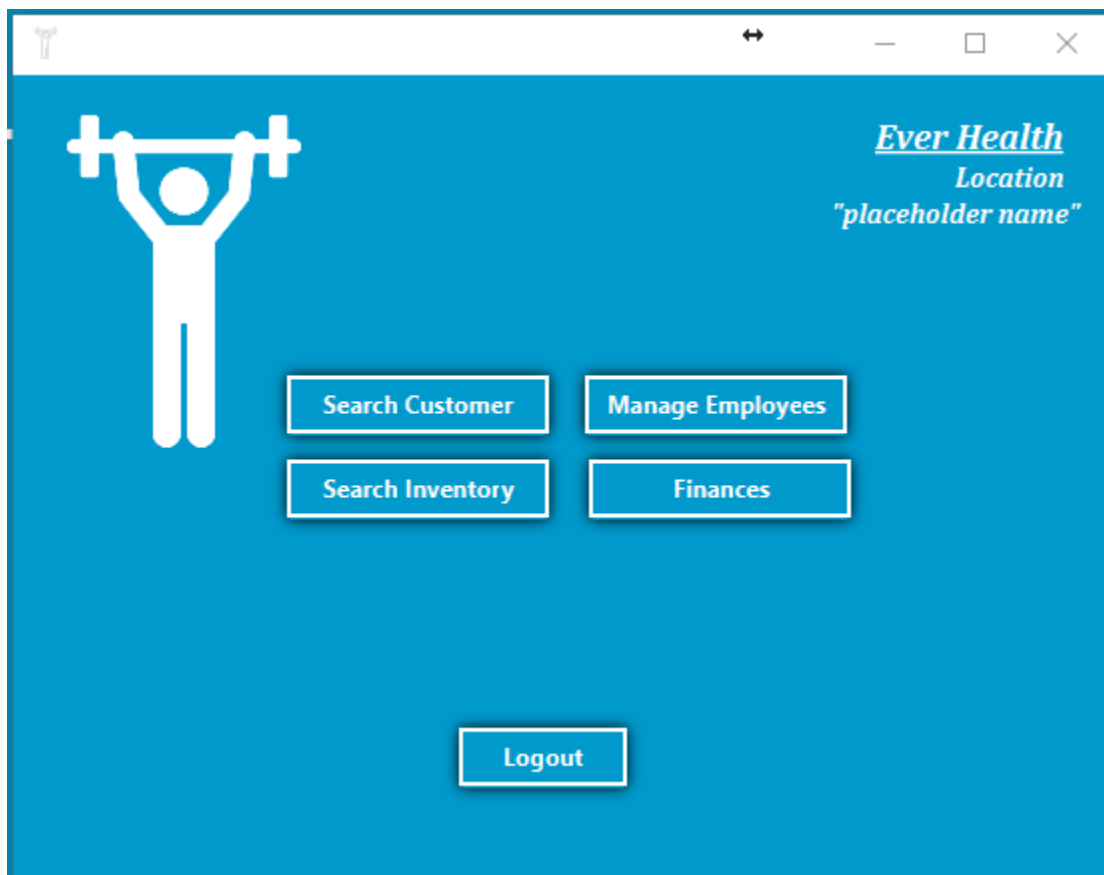


-Enter your employee ID and your Password



Click  or press the Enter key on your Keyboard.

-The home page of the program opens



Feel free to maximize the page.

-Click on **Search Customer**

The screenshot shows a web application window with a title bar containing a maximize button, a close button, and a search icon. The main content area has a header with three tabs: "Search Customer" (active), "Add Customer", and "Edit Customer". Below the tabs, there are six input fields arranged in two columns: "Customer ID:", "Last Name:", "Username:", "Phone:", "First Name:", and "E-mail:". Below these fields are two buttons: "Search" and "Clear". At the bottom of the form area is a "Return" button. Below the form area is a table with the following headers: "ID", "Username", "First Name", "Last Name", "Phone", and "E-mail". The table body is empty, and the text "No content in table" is displayed in the center. The footer of the application contains a "Return" button.

ID	Username	First Name	Last Name	Phone	E-mail
No content in table					

If the customer does not exist yet into the Database

-Click **Add Customer**

-Fill in the customer's info and submit

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Search Customer

Add Customer

Edit Customer

Create Customer Account

Username:

*

Password:

*

Verify Password:

*

Submit

Membership Information

Membership Type:

*

Submit

Payment Information

Payment Type:

*

Card Number:

*

Expiration Date:

*

cvv:

*

Return

Additional Information

Title:

*

First Name:

*

Last Name:

*

Gender:

*

Phone:

*

E-mail:

*

Location:

*

Submit

Address Information

Address:

*

City:

*

State:

*