EVER HEALTH EMPLOYEE TRAINING

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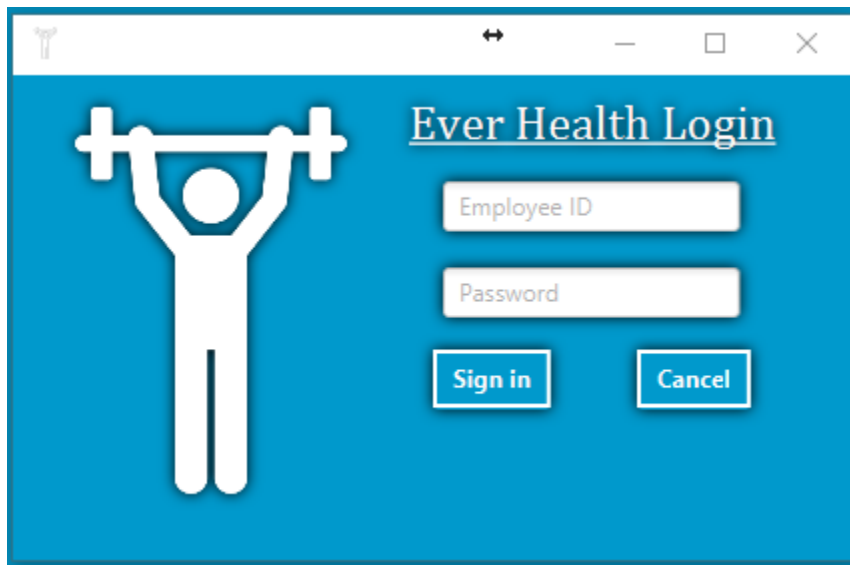
LOGIN

Step I

All employees should have their login information set up by now, if you don't contact your manager.
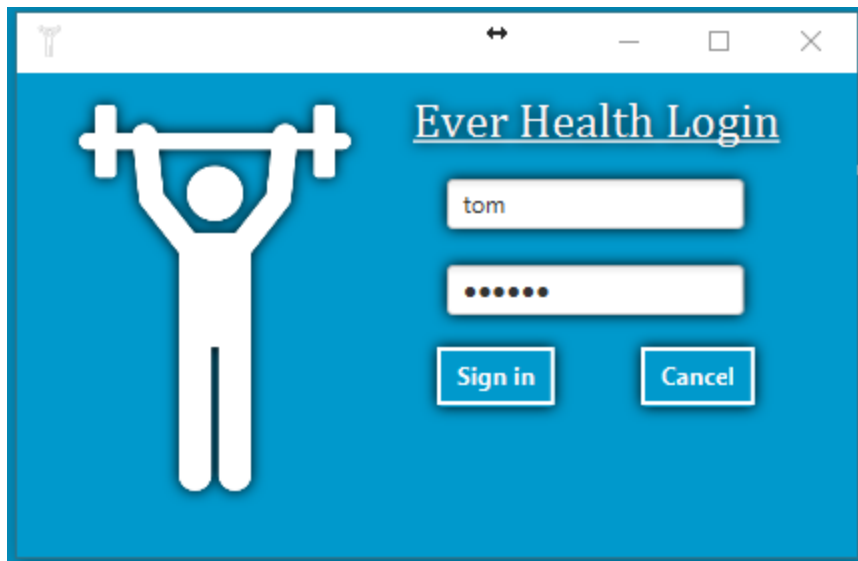
-Located the Ever Health icon on your desktop or on the task bar

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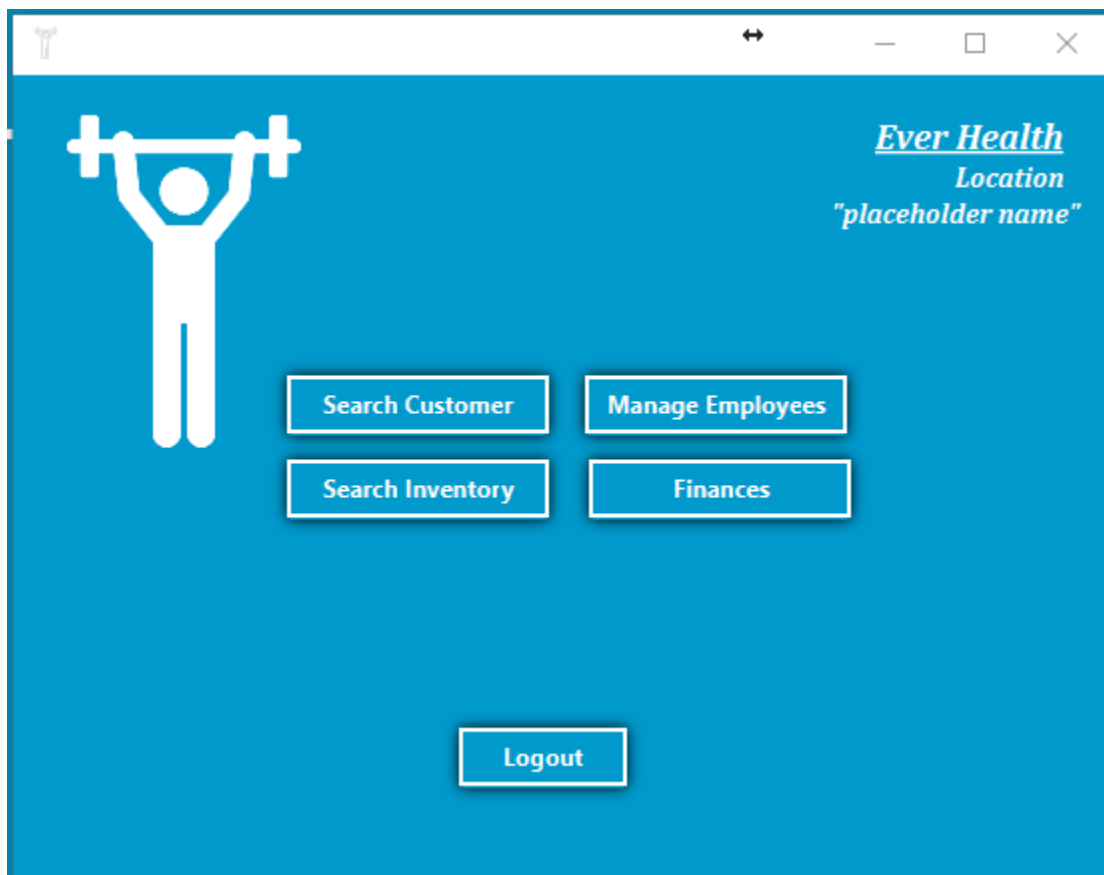

-Enter your employee ID and your Password

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**

| | | | | | ↔ | — | □ | × |

Search Customer | Add Customer | Edit Customer

Customer ID: [   ]   Last Name: [   ]

Username: [   ]   Phone: [   ]

First Name: [   ]   E-mail: [   ]

Search   Clear

ID	Username	First Name	Last Name	Phone	E-mail

No content in table

Return

If the customer does not exist yet into the Database

-Click **Add Customer**

-Fill in the customer's info and submit

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: [   ] *

Additional Information

Title: [▼] *

First Name: [   ] *

Last Name: [   ] *

Gender [▼] *

Phone: [   ] *

E-mail: [   ] *

Location: [▼] *

Submit

Address Information

Address: [   ] *

[   ]

City: [   ] *

State: [▼] *

Return