

Volume

1

MY VITALITY

Alternative Healthcare Solutions

System User Manual

MY VITALITY: ALTERNATIVE HEALTHCARE SOLUTIONS

System User Manual: Customer

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Table of Content

How do I navigate the site?	2
How do I search for your products?	4
How do I see more information about a product?	6
How do I add an item to my shopping cart?	8
How do I alter my shopping cart?	9
How do I purchase items in my shopping cart?	10
How do I make a payment?	12

How do I navigate the site?

To navigate My Vitality, there are several options:

- 1) Navigate to the menu at the top of the page and click one of the menu options.



Figure 1

Hover over one of the menu options circled in red (see Figure 1). Once the option you require changes from black to orange, you may click it, to take you to your desired location.

- 2) Navigate to the cart icon in the top right-hand corner of the page, to quickly take you to your shopping cart.

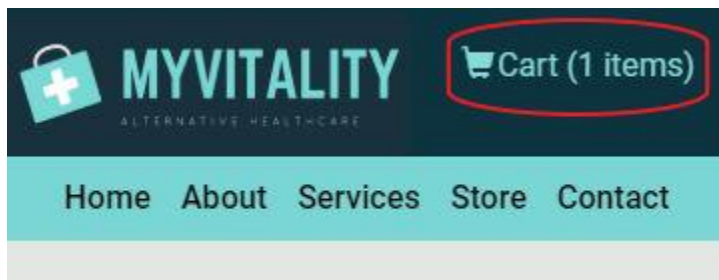


Figure 2

Hover over the cart icon circled in red (see Figure 2). Once the icon changes to orange, you can click it to take you to your cart.

- 3) A variety of pages throughout the site contain icons that may be clicked to take you to each selected section. If the icon changes color when you hover over it, it will take you to that section.

Hover over an icon circled in red (see Figure 3), to see if it changes from light blue to orange. If it does, you may click the icon to be taken to that part of the site. If it does not change color, you are at the end of the navigation tree and cannot go any deeper into that section.

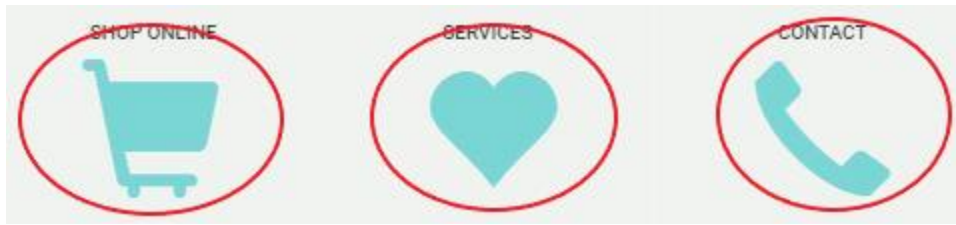


Figure 3

4) Navigate to the bottom of the web page and you will find the sections titled, ‘Get to know us’ and ‘Let us help you’. You may click on the links in these sections to take you to different sections of the site.

Hover over any of the light blue icon options circled in red (see Figure 4) and when the text changes to orange it may be clicked.



Figure 4

5) Navigate to the bottom of the web page and you will find the section titled ‘Follow us’. From here you can click on one of the icons and it will take you from our site to one of our social media platforms.

Hover over any of the icons in this section, circled in red (see Figure 5) and when the center of the icon changes from white to orange, it can be clicked to take you to the social media site



Figure 5

How do I search for your products?

To search our products, you must navigate to our online store. To get there, click on the Store menu option at the top of the page. Alternatively, if you already know the supplier of the product you desire, you may choose one of the drop-down menu options, to see only their products.

Hover over any of the items circled in red (see Figure 6) and when they change to orange, you may click it to take you to that part of our online store.



Figure 6

When you have arrived in the online store, you may use our search functions to show the products in a different order, or you may limit the amount of results in your search. The search functions are in the upper left corner of the page (see Figure 7 below).

To sort the products by different parameters, click on the drop-down menu shown in green, choose your parameter and then click on the Search button circled in red (see Figure 8 below).

To limit the number of products, click on the drop-down menu shown in purple, choose your parameter and then click on the Search button circled in red (see Figure 8 below).

You may select both drop-down menus before you press the search button.

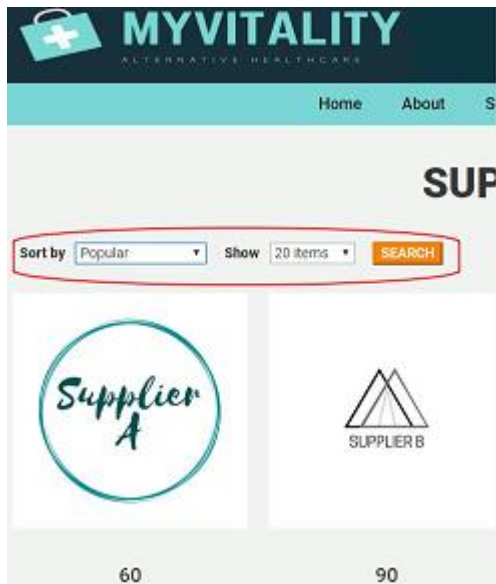


Figure 7: Search function location

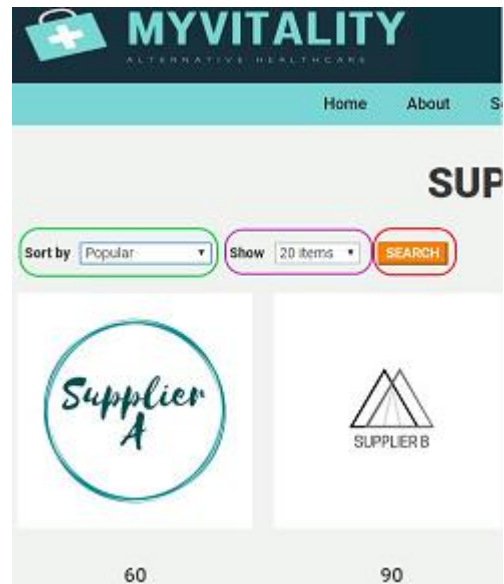


Figure 8: Search function capabilities

How do I see more information about a product?

The online store home pages provide you with basic information about a product. The basic information about each product that is displayed:

- Product image (marked in red, see Figure 9)
- Product description (marked in green, see Figure 9)
- Product ID (marked in yellow, see Figure 9)
- Quantity available to purchase (marked in blue, see Figure 9)




Figure 9: Basic information about a product

To see the specific product page, you click on the product image. From here you can see more information about the product, choose how many items you would like to purchase and add an item to the shopping cart. The page is split into 3 sections. The two sections marked in purple (see Figure 10) describe the product and the section marked in green (see Figure 10) is where you will add the item to your shopping cart.

PRODUCT

SUPPLIER E



DESCRIPTION

Cost: **R219.64**

Supplement ID: **52**

Description: 500ml glass

NAPPI code:

BUY NOW

Quantity
(31)

Subtotal

R219.64

ADD TO CART

Figure 10: Product page

How do I add an item to my shopping cart?

To add an item to your shopping cart, you must first navigate to the specific page for that product (see the section titled 'How do I see more information about a product?').

Once you have arrived at this page you can:

- view the quantity available to purchase (marked in blue, see Figure 11)
- select the quantity you would like to purchase (marked in red, see Figure 11). To change the quantity:
 - enter a number in the text box or
 - click on the up or down arrows in the text box
- review the subtotal (marked in green, see Figure 11)
- add the items to your cart by pressing the ADD TO CART button (marked in purple, see Figure 11)

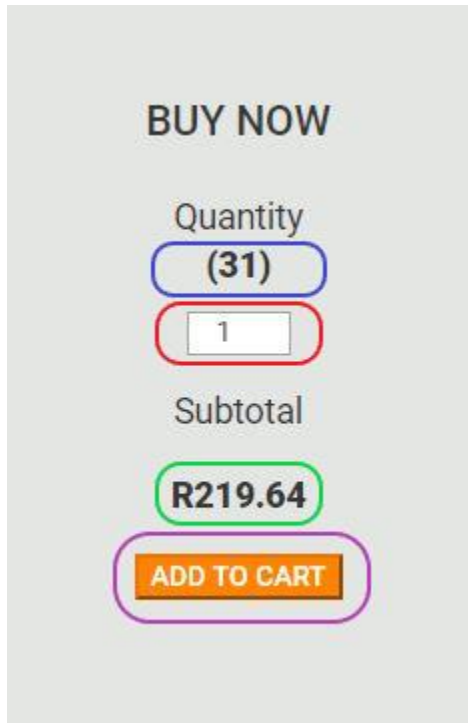


Figure 11: Add to cart

How do I alter my shopping cart?

First navigate to the shopping cart page. The shopping cart is accessed by clicking on the shopping cart icon. The icon is in the top-right corner of the page. For further instruction see the section titled 'How do I navigate the site', subsection 2.

Once you have navigated to the page you can view your shopping cart. At the top of the cart are headings which describe to content of the table below (marked in red, see Figure 12).

Each row in the table represents one shopping cart item (marked in blue, see Figure 12).

To update the quantity in the shopping cart you alter the numeric text box (marked in pink, see Figure 12) and press the update button (marked in green, see Figure 12).

To remove an item from the shopping cart, set the numeric text box quantity (marked in pink, see Figure 12) to 0 (zero) (marked in yellow, see Figure 12) and press the update button (marked in green, see Figure 12). Note: the line item will remain in the cart but will not appear on the invoice. See subtotal is R0.00 (marked in purple, see Figure 12).

To view the individual price of each line item, see the column titled 'Price' (marked in black, see Figure 12).

To view the subtotal of a line item, see the column titled 'Subtotal' (marked in purple, see Figure 12).

To clear the contents of the shopping cart, press the CLEAR CART button (marked in orange, see Figure 12).



Supplier	Supplement	Price	Quantity	Change	Subtotal
	ID: 127 Description 90	R234.94	<input type="text" value="2"/>	<input type="button" value="UPDATE"/>	R469.88
	ID: 52 Description 500ml glass	R219.64	<input type="text" value="0"/>	<input type="button" value="UPDATE"/>	R0.00
<input type="button" value="CLEAR CART"/>					<input type="button" value="CHECKOUT"/>

Figure 12: Update Cart

How do I purchase items in my shopping cart?

First navigate to the shopping cart page. The shopping cart is accessed by clicking on the shopping cart icon. The icon is in the top-right corner of the page. For further instruction see the section titled 'How do I navigate the site', subsection 2.



Supplier	Supplement	Price	Quantity	Change	Subtotal
	ID: 127 Description 90	R234.94	<input type="text" value="2"/>	<input type="button" value="UPDATE"/>	R469.88
	ID: 52 Description 500ml glass	R219.64	<input type="text" value="0"/>	<input type="button" value="UPDATE"/>	R0.00
				<input type="button" value="CLEAR CART"/>	<input type="button" value="CHECKOUT"/>

Figure 13: Checkout

Once you have reviewed your shopping cart (for further information see the section titled 'How do I alter my shopping cart') and are happy with your purchase, press the CHECKOUT button, in the lower right side of the page (marked in red, see Figure 13)

You will now be directed to the checkout page. Here you are required to fill in your personal information (marked in red, see Figure 14) and your delivery address information (marked in green, see Figure 14).

Take care to review your order (marked in purple, see Figure 14) before you submit your order by pressing the BUY NOW button (marked in blue, see Figure 14).

CHECKOUT

PERSONAL DETAILS

Name

Surname

Email

Home Phone

Work Phone

Cell Phone

Who referred you to us

ADDRESS

Line One

Line Two

Line Three

Line Four

Postal Code

ORDER SUMMARY

Total R469.88
(2 Items)

All items are in stock

Payment via EFT

Figure 14: Complete purchase

PERSONAL DETAILS		ADDRESS	
Name	\$	Line One	6 WOODLEA*****
	Only letter, space, and apostrophe allowed		Only letters, numbers and white space allowed
Surname	99	Line Two	FIRWOOD PARK
	Only letter, space, and apostrophe allowed		
Email	lee@email.com	Line Three	OLDHAM
Home Phone	721733939	Line Four	ENGLAND
	Invalid Format, use (###)-(###)-(###)		
Work Phone	(000)-(000)-(0000)	Postal Code	000000
			4 digits. 0000 for outside SA
Cell Phone	(000)-(000)-(0000)		
Who referred you to us	ADVERT		

Figure 15: Checkout errors

Once you press the BUY NOW button, if you are not directed to the 'Order Complete' page, you must first fix any errors in the forms that were completed. The errors for each form item will be displayed to the right of the item, in red text. It will contain a short description of what is required (marked in blue, see Figure 15).

Once all errors are rectified, your order will be processed and directed to the 'Order Complete' page. From here you will be able to see your online invoice. The invoice sections display:

- Your personal details (marked in blue, see Figure 16)
- Invoice overview (marked in red, see Figure 16)
- Payment details (marked in green, see Figure 16)
- A summary of the items that you ordered (marked in orange, see Figure 16)

Your details	Order details	Payment
01 MIDDLE ROAD	An overview of your order was sent to leondet@yahoo.co.uk	Make payment to Mrs Casey Milan
LEWISHAM	Client ID: 9911090794131	Bank name: ABSA
LUTON	Invoice Number: INV1556	Account number: 45124561254
BUCKS	Date: 2018-09-12 15:39:19	SMS proof of payment to: 0824712929 (use the invoice number as reference) : INV1556
0000	Amount Payable: 2761.12	


Item Summary				
Supplier	Supplement ID	Price	Quantity	Total
	112	R2761.12	Qty: 1	R2761.12

Figure 16: Online Invoice

How do I make a payment?

Payments are made via EFT to the person and bank that are listed on the 'Payment' section of your online invoice (marked in green, see Figure 17). Here you will find the:

- person's name to make payment to (marked in red, see Figure 17)
- bank's name (marked in purple, see Figure 17)
- account number (marked in yellow, see Figure 17)
- phone number to SMS the proof of payment, and the invoice number to use as a reference (marked in blue, see Figure 17)

Your details	Order details	Payment
01 MIDDLE ROAD	An overview of your order was sent to leeondet@yahoo.co.uk	Make payment to Mrs Casey Milan
LEWISHAM	Client ID: 9911090794131	Bank name: ABSA
LUTON	Invoice Number: INV1556	Account number: 45124561254
BUCKS	Date: 2018-09-12 15:39:19	SMS proof of payment to: 0824712929 (use the invoice number as reference) : INV1556
0000	Amount Payable: 2761.12	


Item Summary				
Supplier	Supplement ID	Price	Quantity	Total
	112	R2761.12	Qty: 1	R2761.12

Figure 17: How to make a payment