

Molo kwaye Wamkelekile

Xa ukulungo lwezonyango, kuza kufuneka ugqibe imisebenzi emininzi. Kolu lingo, uza kusebenzisa i-app ye-MyVeeva for Patients ukuyigqiba. Le misebenzi inokuquka:

- Ukutyikitya iifomu zemvume
- Ukuphendula uphando
- Ukujonga izihlandlo zotyalelo ezizayo kunye nokujoyina izihlandlo zotyalelo zevidiyo

Zonke iinkcukacha esiziqokelelayo zigcinwa ziyimfihlo kwaye zinokubonwa kuphela liqela lakho lophononongo.

Unokusebenzisa i-app yethu esebenza 24/7 ukuzikhumbuza ngezihlandlo zotyalelo ezizayo kunye nemisebenzi egqityiweyo.

IZinto Ezinokwenziwa



Ukulawula imisebenzi yakho yophononongo kunokuba nzima, ngoko sibeka yonke into ekufuneka uyenzile kwindawo enye. IThebhu yeZinto Ezinokwenziwa inamacandelo amathathu:

- **Namhlanje:** Zonke iifomu, uphando, kunye nezihlandlo zotyalelo ziyafumaneka ukuba zenziwe okanye ezifunekayo namhlanje. Uphando Olunganyanzelekanga Njengoko Kufuneka lukwakweli candelo.
- **Ngomso:** Zonke iifomu, uphando, kunye nezihlandlo zotyalelo ziza kufuneka ukuba zenziwe ngomso.
- **Izihlandlo zoTyelelo Ezizayo:** Izihlandlo zotyalelo zevidiyo ezizayo okanye ezobuqu.

Ukubona oko sele kugqityiwe, khetha u-[Jonga Okuqityiweyo](#).

Ayikwazi ukukhetha into enokwenziwa?



Ukuba awukwazi ukukhetha into enokwenziwa, isenokungafumaneki okwangoku. Jonga umhla kunye nexesha phantsi kwesihloko ukubona ukuba iza kufumaneka nini.

IZaziso



Ukuba unikezele ngedilesi ye-imeyili, sithumela izaziso ze-imeyili xa izinto ezinokwenziwa zabelwe kwaye xa zifuneka.

Efowunini okanye kwithabhlethi?

Sicebisa ukuba ulayite izaziso ezingena naphi ukuze isixhobo sakho sikukhumbuze xa kufuneka izinto ezinokwenziwa.

Nantsi indlela yokuzilayita:

1. **Vula ithebhu ye-Akhawunti**
2. **Khetha iiSethingi.**
3. **Khetha i-ayikhon yokuvula**  **esecaleni kweZaziso.**
4. **Layita izaziso ezingena naphi.** Sebenzisa iisethingi zesixhobo sakho.

Tyikitya IiFomu zeMvume



Phambi kokuba uthathe inxaxheba kuphononongo, kufuneka utyikitye ifomu yemvume enye ubuncinane.

Ukuba iqela lakho lophononongo lenze iifomu zabo zibe zezekhompuyutha, ungazityikitya usebenzisa le app. Nantsi indlela ongazityikitya ngayo:

1. **Vula ithebhu yeZinto Ezinokwenziwa** ✓.
2. **Khetha ifomu.**

Ifomu etshixiweyo?



Oko kuthetha ukuba unokuhlola uxwebhu, kodwa awukwazi ukufikelela ekulutyikityeni okwangoku. Kusenokufuneka utyikitye amanye amaxwebhu kuqala, okanye iqela lakho lophononongo liza kukunika ikhowudi xa unokulutyikitya.

3. **Funda ifomu.**
4. **Tyikitya ifomu.** Ungatyikitya ifomu ngenye yezi ndlela:
 - Klika okanye ucofe ibhloko yotyikityo ukuze utyikitye.
 - Bhala utyikityo lwakho kwindawo yotyikityo, uze ukhethe u-**Faka isicelo**.
5. **Thumela ifomu kwiqela lakho lophononongo.** Khetha u-**Ngenisa**.

Joyina uTyelelo lweVidiyo



Ukuba iqela lakho lophononongo likucwangcisele izihlandlo zotypelelo lwevidiyo, ungajoyina izihlandlo zotypelelo kwisixhobo sakho endaweni ye-ofisi yeqela lophononongo.

Ukuba unotypelelo lwevidiyo olucwangcisiweyo, nantsi indlela onokuthi uyijoyine:

1. Vula **ithebhu yeZinto Ezinokwenziwa** ✓.
2. Khetha utyelelo lwevidiyo ofuna ukulujoyina.
3. Khetha u-**Joyina iNtlanganiso**.

Phendula uPhando



Njengenxalenye yophononongo, unokubuzwa imibuzo malunga nomgangatho wobomi okanye impilo yakho. Ungaphendula olu phando kule app naphi na. Iimpendulo zakho ziyimfihlo kwaye ziza kubonwa kuphela liqela lakho lophononongo.

Xa uphando olutsha lufuna ukuphendulwa, uza kufumana isaziso ngalo kwi-imeyili okanye kwi-app yakho.

Nantsi indlela onokuphendula ngayo uphando:

1. **Vula ithebhu yeZinto Ezinokwenziwa** ✓.
2. **Khetha uPhando.**
3. **Khetha u-Kulungile.** Uphando luyavula.
4. **Phendula imibuzo yophando.** Ungaskrolela phezulu ukuze ubone imibuzo osele uyiphendulile.
5. **Khetha u-Ngenisa.** Iimpendulo zakho zophando zithunyelwa kwiqela lakho lophononongo.

Ngophando olukhudlwana, ukuba uluqala ngaphambi kokuba lufuneke, unokuthatha ikhefu kwaye ubuye kamva ukuze ulugqibezele ngaphambi komhla kunye nexesha olufuneka ngalo.

Ukuba uthatha ikhefu ngelixa uphendula uphando, xa ubuya, luza kuhlala lukhona kwithebhu yeZinto Ezinokwenziwa kwaye ilua kuba **no-Qhubeka** kwakhona odweliswe nalo. Xa ukhethe uphando, uza kuqhubeka ukusuka apho ubume khona.

Ingaba uDinga uNcedo?



Ukuba unombuzo - ungakhathazeki! Ungacela uncedo kwiqela lakho lophononongo nangaliphi na ixesha.

Khetha **iqhosha elithi** Cela uNcedo kwithebhu yoPhononongo .

