



Sawubona futhi Siyakwamukela

Lapho usocwaningweni lokwelapha, kuzodingeka ugcwalise imisebenzi eminingana. Kulolu cwaningo, uzosebenzisa i-app i-MyVeeva for Patients ukuze uyigcwalise. Le misebenzi ingase ihlanganise:

- Ukusayina amafomu emvume
- Ukuphendula izinhlobo
- Ukubheka ukuvakasha okuzayo nokujoyina ukuvakasha kwevidiyo

Lonke ulwazi esiluqoqayo lugcinwa luyimfihlo futhi lungabonwa kuphela ithimba lakho locwaningo.

Ungasebenzisa futhi i-app 24/7 yethu ukuze ulandelele ukuvakasha okuzayo kanye nemisebenzi egediwe.

Okumele Ukwenze



Ukusingatha imisebenzi yakho yocwaningo kungaba nzima, ngakho sibeka yonke into okudingeka uyenze endaweni eyodwa. Ithebhu ethi Okumele Ukwenze inezigaba ezintathu:

- **Namhlanje:** Wonke amafomu, izinhlobo, nokuvakasha okutholakala ukuba kugcwaliswe noma okumele kugcwaliswe namuhla. Okungaphoqebele Njengoba Kudingeka kuzinhlobo naku kukulesi sigaba.
- **Kusasa:** Wonke amafomu, izinhlobo, nokuvakasha okuzodingeka ukuba kugcwaliswe kusasa.
- **Ukuvakasha Okuseza:** Ukuvakasha ngevidiyo okuzayo noma kwamathupha.

Ukuze ubone lokho osuvele ukuqedile, khetha okuthi **Bheka Okugcwalisiwe**.

Awukwazi ukukhetha ongakwenza?



Uma ungakwazi ukukhetha ongakwenza, kungase kungatholakali okwamanje. Bheka usuku nesikhathi ngaphansi kwesihloko ukuze ubone ukuthi izotholakala nini.

Izaziso



Uma usinike ikheli le-imeyili, sithumela izaziso ze-imeyili zezinto ozabelwe okumele uzenze nokuthi zidingeka nini.

Ocingweni noma kuthebhu lethi?

Sincoma ukuba uvule izaziso ze-app ukuze idivayisi yakho ikukhumbuze ukuthi izinto okumele uzenze zidingeka nini.

Nansi indlela yokuwavula:

1. **Vula ithebhu ye-Akhawunti.**
2. **Khetha Amasethingi.**
3. **Khetha isithonjana esivulekile**  **eduze kwelithi Izaziso.**
4. **Vula izaziso ze-app.** Sebenzisa amasethingi edivayisi yakho.

Sayina Amafomu Emvume



Ngaphambi kokuba ubambe iqhaza ocwaningweni, kufanele usayine okungenani ifomu elilodwa lemvume.

Uma ithimba lakho locwaningo lenze amafomu alo ezobuchwepheshe, ungawasayina usebenzisa le app. Nansi indlela ongawasayina ngayo:

1. **Vula ithebhu ethi Okumele Ukwenze** ✓.
2. **Khetha ifomu.**

Ifomu elikhiyiwe?



Lokho kusho ukuthi ungakwazi ukuhlola le dokhumenti, kodwa awukwazi ukufinyelela ukuyisayina okwamanje. Kungase kudingeke usayine amanye amadokhumenti kuqala, noma ithimba lakho locwaningo lizokunikeza ikhodi uma usukwazi ukuyisayina.

3. **Funda ifomu.**
4. **Sayina ifomu.** Ungasayina ifomu ngenye yalezi zindlela:
 - Chofoza noma thepha ibhulokhi yesiginesha ukuze usayine.
 - Dweba isiginesha yakho endaweni yesiginesha, bese ukhetha okuthi **Faka Isicelo**.
5. **Thumela ifomu ethimbeni lakho locwaningo.** Khetha elithi **Thumela**.

Joyina Ukuvakashelwa Ngevidiyo



Uma ithimba lakho locwaningo likuhlelele ukukuvakashela ngevidiyo, ungajoyina lokhu kuvakasha ngedivayisi yakho esikhundleni sokuya ehhovisi lethimba locwaningo.

Uma unokuvakasha ngevidiyo okuhleliwe, nansi indlela ongakujoyina ngayo:

1. Vula **ithebhu ethi Okumele Ukwenze** ✓.
2. Khetha ukuvakasha ngevidiyo ofuna ukukujoyina.
3. Khetha ethi **Joyina Umhlangano**.

Phendula Izinhlobo



Njengengxenywe yocwaningo, ungase ubuzwe imibuzo ngezina lokuphila noma lempilo yakho. Ungakwazi ukuphendula lezi zinhlobo kule app unoma ukuphi. Izimpendulo zakho ziyimfihlo futhi zizobonwa ithimba lakho locwaningo kuphela.

Uma inhlobo entsha idinga ukuphendulwa, uzothola isaziso sayo ku-imeyili noma kuyi-app yakho.

Nansi indlela ongaphendula ngayo inhlobo:

1. **Vula ithebhu ethi Okumele Ukwenze** ✓.
2. **Khetha inhlobo.**
3. **Khetha elithi OK.** Inhlobo iyavula.
4. **Phendula imibuzo yenhlobo.** Ungaskrolela phezu ukuze ubheke imibuzo osuvele uyiphendulile.
5. **Khetha elithi Thumela.** Izimpendulo zakho zenhlobo zithunyelwa ethimbeni lakho locwaningo.

Kuzinhlobo ezinkulu, uma uziqala ngaphambi kwesikhathi esinqunyiwe, ungathatha ikhefu bese ubuya kamva ukuze uziqedele ngaphambi kosuku nesikhathi esinqunyiwe.

Uma uthatha ikhefu ngenkathi uphendula inhlobo, uma ubuya, isazotholakala kuthebhu ethi **Okumele Ukwenze** futhi izoba nokuthi **Phinde Uqale Kabusha** ohlwini lwayo. Lapho ukhetha le nhlobo, uzoqhubeka kusukela lapho ugcine khona.

Udinga Usizo?



Uma unombuzo - ungakhathazeki! Ungacela usizo lwethimba lakho locwaningo nganoma yisiphi isikhathi.

Khetha **inkinobho ethi** Cela Usizo Locwaningo kuthebhu Yocwaningo