

Mobile Content Management Portal User Manual



Table of Contents

1.	Doc	zument Configuration3
1	.1	Revision history
1	.2	Distribution and Sign-off
1	.3	Glossary of terms4
Ir	ntrod	luction4
1	.4	Page navigation5
2.	Cor	Ifiguration11
2	.1	System roles11
2	.2	MCMP Statuses12
2	.3	Design and Compatibility13
3.	Log	in Process
4.	Use	er Manual Download Process14
5.	Acc	essing Testing Guide and Feature Guide Process15
6.	Acc	essing a Full Mobile Journey for a Major Feature Set16
Р	DF VI	EW16
Ir	nvisio	n Prototype16
Ir	nvisio	n Web Page17
7.	Pro	gress Report Download Process
8.	Edit	ing Guide for Resource Bundles
9.	Арр	proval Guide for Resource Bundles
10.	Edit	ting Guide for Web Content24
11.	Арр	proval Guide for Web Content

1. Document Configuration

Version	Date of Change	Responsible Person	Description of Change
0.1	11/8/2017	Frich Artificio	Draft
0.2	16/8/2017	Frich Artificio	Updated designs on the MCMP Major Feature Page and Translation Edit Page.
0.3	9/4/2017	Frich Artificio	Changed the format of the instructions and images for clarity.
0.4	9/7/2017	Frich Artificio	Updated to include the Editing Guide for Web Content and the Approval Guide for Web Content. Updated statuses for Web Content. Edited the Translation Edit Page into the modal. Updated the respective images and text for the aforementioned changes.
0.5	1/8/2018	Frich Artificio	Updated the document for UAT purposes
2.0	31/01/2020	Charmaine Dube	Updated features & contents

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Responsible Person	Role and Department	Responsibility (Review / Sign-off)	Date
Charmaine Dube	BA/ Product Owner	Update and Review	
Celeste Sparrow	Business Owner	Sign-off	

Term	Abbr.	Definition
Mobile Content Management Portal	MCMP	A portal used for translating content from one language to another.
Vitality Health Review	VHR	It is a Health Review by Vitality for its members which is an in-depth online assessment which informs members how healthy they are.
Vitality Health Check	VHC	It is a Health Check by Vitality for its members which are several health tests done by licensed professionals that inform its members how healthy they are.
Resource Bundle		Resource Bundle is a content type within MCMP that categorizes specific token IDs found throughout Vitality Mobile Services. These are in the form of strings that can be translated by Reviewers. The elements found within the Resource Bundles can have the following statuses: Created, Edited, Submitted, Approved or Declined.
Web Content		Web Content is a content type within MCMP that categorizes specific strings found throughout Vitality Mobile Services. These strings are often large texts such as Terms & Conditions or Legal documents. When Web Content is edited, it would be stored in Liferay as one of two statuses, Saved as Draft and Published. As such, within MCMP, Web Content would have 3 statuses, either Created (no prior edits have been created), Submitted (Saved as Draft), or Approved (Published).

Introduction

This user manual would provide the user the steps to be done to use the functionalities found within the MCMP application. This document goes through the different pages that the two roles, Reviewer and Approver, may encounter within MCMP. The functionalities of the application would be discussed within the steps of the processes indicated within this document. As such, this document would discuss the MCMP Landing Page, Major Feature Landing Page, Translation Page, and Translation Page Pop-up. Additionally, this user manual would serve as the guide for users to be able to translate the elements found throughout the Vitality mobile services.

The primary output of MCMP would be an updated XML and Strings file which would be sent to the backend when the MCMP admin would undergo the export functionality. The exported files would contain elements that have been approved by the MCMP Approver which would be updated upon the time of exporting. Once the mobile team has retrieved these files and extracted them onto the current implementation of the mobile application, the edits done by MCMP Reviewer would be seen on the newer version of the application.

The table below shows the 3 levels of menu items on the navigation menu and the content type expected for each item.

Please note that carriers will only see items that are relevant to their Carrier Vitality product.

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
Login & Registration	Onboarding		Resource Bundle
	WLG-Onboarding	Program Overview - Spin	Resource Bundle
		Earn Rewards - Spin	Resource Bundle
		Successful Registration	Resource Bundle
		Connect for Data Sharing	Resource Bundle
		Error Screens	Resource Bundle
		Assessment Journey	Resource Bundle
	Login	Login	Resource Bundle
		Forgot Password	Resource Bundle
		Reset Password	Resource Bundle
	Settings		Resource Bundle
	Legal Content	Registration Terms and Conditions	Web Content
		Terms and Conditions Functions	Resource Bundle
		Privacy Statement	Web Content
	Registration		Resource Bundle
	Biometrics	Errors	Resource Bundle
		Face ID	Resource Bundle
		Touch ID	Resource Bundle
VHR			
	Onboarding	Onboarding	Resource Bundle
	Learn More	Learn More	Resource Bundle
	Assessment Journey	VHR Summary	Resource Bundle
		Error Messages	Resource Bundle
		Completed Screen	Resource Bundle
	Legal Content	Disclaimer	Web Content
		Data Sharing	Web Content
Non-Smokers Declaration	Homescreen	Homescreen Card	Resource Bundle
	Onboarding	Onboarding	Resource Bundle
	Learn More	Learn More	Resource Bundle
	Declaration	Declaration	Resource Bundle
		Error Messages	Resource Bundle
		Completion Message	Resource Bundle
		Declaration (Mobile)	Resource Bundle
	Legal Content	Data sharing agreement	Web Content
Vitality Health Check	Homescreen	Homescreen Card	Resource Bundle
-	Onboarding		Resource Bundle
	Learn More	Learn More VHC	Resource Bundle
		Learn More BMI	Resource Bundle
		Learn More Waist	Resource Bundle
		Circumference	
		Learn More Glucose	Resource Bundle
		Learn More Blood Pressure	Resource Bundle
		Learn More Cholesterol	Resource Bundle
		Learn More HbA1c	Resource Bundle
		Participating Partners	Resource Bundle
	Health Check Submission	Submission Form	Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
		Capture Results	Resource Bundle
		Capture Proof	Resource Bundle
		Validation Messages	Resource Bundle
		System Error Messages	Resource Bundle
		Completion Message	Resource Bundle
		History	Resource Bundle
	Legal Content	Data sharing agreement	Web Content
Points Monitor	Filter by Category	Category Names	Resource Bundle
		Category Messages	Resource Bundle
	Points Detail		Resource Bundle
	Points Monitor Messages	General Messages	Resource Bundle
		Error Messages	Resource Bundle
Wellness Devices	Navigation Screen		
	Homescreen	Homescreen Card	Resource Bundle
	Onboarding		Resource Bundle
	Learn More	Learn More	Resource Bundle
	Devices Summary	Landing screen	Resource Bundle
	Device and App Linking	Device Information screen	Resource Bundle
		Link	Resource Bundle
		Delink	Resource Bundle
		Error Messages	Resource Bundle
		Syncing (app to app)	Resource Bundle
	Steps to Link	Garmin	Web Content
		Fitbit	Web Content
		Jawbone	Web Content Web Content
		Misfit	Web Content
			Web Content
		Moves app	Web Content
		Runkeeper	Web Content
		Strava	
		Suunto	Web Content
		TomTom	Web Content
		Withings	Web Content
		Polar	Web Content
		iHealth	Web Content
		Apple Health	Web Content
		Samsung S Health	Web Content
		Google Fit	Web Content
		Technogym	Web Content
	About devices and apps	About Garmin	Web Content
		About Suunto	Web Content
		About Garmin	Web Content
		About Polar	Web Content
		About Fitbit	Web Content
		About Jawbone	Web Content
		About Moves app	Web Content
		About Runkeeper	Web Content
		About Strava	Web Content
		About TomTom	Web Content
		About Withings	Web Content
		About iHealth	Web Content
		About Apple Health	Web Content
		About Samsung S Health	Web Content
		About Google Fit	Web Content
		About Technogym	Web Content
	How to earn points	Heart Rate	Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
		Speed	Resource Bundle
		Steps	Resource Bundle
		Calories Burned	Resource Bundle
	Legal Content	Data sharing agreement	Web Content
Active Rewards (Goals & Rewards)	Homescreen	Active Rewards	Resource Bundle
		Get Rewarded	Resource Bundle
		Get Active	Resource Bundle
		Active Rewards Choice	Resource Bundle
		Active Rewards Wheel Spin	Resource Bundle
		Active Rewards – Coins (no Game)	Resource Bundle
		Get Rewarded Choice	Resource Bundle
		Get Rewarded Wheel Spin	Resource Bundle
		Get Rewarded – Coins (No	Resource Bundle
	O a la seradia a	Game) Active Rewards	
	Onboarding		Resource Bundle
		Wellness devices	Resource Bundle
		Link a device	Resource Bundle
		Link a device – Coins (No Game)	Resource Bundle
		Active Rewards – Wheel Spin	Resource bundle
	Legal Content	Medically fit agreement	Web content
		Partner 1 - Data sharing agreement	Web content
	Learn More	Learn More – Coins (No Game)	Resource Bundle
		Learn More	Resource Bundle
		Participating Partners	Resource Bundle
		Learn More – Wheel Spin	Resource Bundle
	Activation	Complete VHR	Resource Bundle
		Activated	Resource Bundle
	Weekly Target	Summary	Resource Bundle
		Summary – Coins (No Game)	Resource Bundle
		Summary – Wheel Spin	Resource Bundle
	Activity	No Activity	Resource Bundle
		Summary	Resource Bundle
		Activity detail	Resource Bundle
		Event detail	Resource Bundle
	Rewards	Current rewards	Resource Bundle
		Current rewards – Coins (No Game)	Resource Bundle
		History	Resource Bundle
		Win reward	Resource Bundle
		Select reward	Resource Bundle
		Swap reward	Resource buridie
		Chosen reward	Resource Bundle
		Data Privacy	Web content
		Partners	Resource Bundle
		Win Rewards – Wheel Spin	Resource Bundle
		Current rewards – Wheel spin	Resource buildle
	Partner Information	Partner 1	Web content
	Screen Partner Content – Company A	Homescreen	Resource bundle
		Participating Partner List	Resource bundle
		Partner Reward Info	Resource bundle
Apple Watch – Earn with Watch Monthly	Homescreen	Homescreen card	Resource Bundle
Apple Watch - Latti With Watch Wohthly	TIOMESCIEELI		
		Homescreen card V2	Resource Bundle
	Onboarding		Resource Bundle
	Learn more		Resource Bundle
	Purchase and Tracking	Landing	Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
		Manage Permissions	Resource Bundle
		My Device	Resource Bundle
		Activity History	Resource Bundle
		Cashback Earned	Resource Bundle
	Legal Content	Data Sharing	Web Content
Apple Watch – Earn with Watch Weekly	Homescreen		Resource Bundle
	Onboarding		Resource Bundle
	Learn more		Resource Bundle
	Purchase and Tracking	AW Landing Screen	Resource Bundle
		Purchase	Resource Bundle
		Finance agreement detail	Web Content
		AR Landing Screen	Resource Bundle
		Payment history	Resource Bundle
		Activity history	Resource Bundle
		Manage permissions	Resource Bundle
		My Apple Watch benefit	Resource Bundle
		Payment details	Web Content
		Settle balance overview	Resource Bundle
		Settle balance detail	Web Content
	Legal Content	Data Sharing	Web Content
Status	Homescreen		
5443	Onboarding		Resource Bundle
	Learn More		Resource Bundle
	Status	Status Information	Resource Bundle
	Status	Status Increase	Resource Bundle
	Rewards	My rewards	Resource Bundle
	Rewarus	Status rewards	Resource Bundle
	Earning points		
	Earning points	Product category – get active Points event detail	Resource Bundle
			Resource Bundle
Screenings and Vaccinations	Homescreen	Homescreen card	Resource Bundle
		Homescreen card V2	Resource Bundle
	Onboarding		Resource Bundle
	Screenings and Vaccinations Summary	Landing screen	Resource Bundle
		Screenings List	Resource Bundle
		Vaccinations List	Resource Bundle
		History	Resource Bundle
	Learn More	Learn more screenings and vaccinations	Resource Bundle
		Screenings List	Resource Bundle
		Vaccinations List	Resource Bundle
		About <test vaccination=""></test>	Resource Bundle
		Participating Partners	Resource Bundle
	Legal Content	Data Sharing Agreement	Web content
	Screenings and Vaccinations Submission	Submission Form	Resource Bundle
		Capture Proof	Resource Bundle
		Error messages	Resource Bundle
		Completion Message	Resource Bundle
VNA	Homescreen	Homescreen Card	Resource Bundle
		Homescreen Card v2	
	Onboarding	Onboarding	Resource Bundle
	Learn More	Learn More	Resource Bundle
	Econtimore	Help	Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
	Assessment Journey	VNA Summary	Resource Bundle
		Error Messages	Resource Bundle
		Completed Screen	Resource Bundle
	Legal Content	Disclaimer	Web Content
		Data Sharing	Web Content
MWB	Homescreen	Homescreen Card	Resource Bundle
	Ophoarding	Homescreen Card v2 Onboarding	Resource Bundle Resource Bundle
	Onboarding Learn More	Learn More	Resource Bundle
	Assessment Journey	MWB Summary	Resource Bundle
	/ usessment journey	Error messages	Resource Bundle
		Completed Screen	Resource Bundle
		Results	Resource Bundle
	Legal Content	Disclaimer	Web Content
		Data Sharing	Web Content
MWB v2		Completed Screen	Resource Bundle
	Mental Health	Homescreen	Resource Bundle
		Onboarding	Resource Bundle
		Learn more	Resource Bundle
	Resilience	Homescreen	Resource Bundle
		Onboarding	Resource Bundle
		Learn more	Resource Bundle
	Sleep Disturbance	Homescreen	Resource Bundle
		Onboarding	Resource Bundle
		Learn more	Resource Bundle
	Data Sharing	Data Privacy	Web content
			Deservice Dundle
My Health - VHR	Vitality Age	VHC only done	Resource Bundle
		VHR done Outdated	Resource Bundle Resource Bundle
	O sha sadia s	Outdated	
	Onboarding		Resource Bundle
	Learn More		Resource Bundle
	My Health	No assessments done	Resource Bundle
		VHC only done	Resource Bundle
		VHR done	Resource Bundle
		Outdated	Resource Bundle
	Legal Content	Disclaimer	Web Content
	Tips		Resource Bundle
			Resource Bundle
	Search		
	Search		Resource Bundle
Profile and Settings	Search Feedback Member profile		Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile	Landing page	Resource Bundle
Profile and Settings	Feedback	Landing page	Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile	Change email address	Resource Bundle Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile Personal details	Change email address Change photo	Resource Bundle Resource Bundle Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile	Change email address Change photo Membership details	Resource Bundle Resource Bundle Resource Bundle Resource Bundle Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details	Change email addressChange photoMembership detailsNumber descriptions	Resource Bundle
Profile and Settings	Feedback Member profile Personal details	 Change email address Change photo Membership details Number descriptions No Events Activity 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details	 Change email address Change photo Membership details Number descriptions No Events Activity 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details Events feed	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories Events Activity 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details Events feed	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories Events Activity Landing page Logout 	Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details Events feed	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories Events Activity Landing page Logout Communication preferences 	Resource Bundle Resource Bundle
Profile and Settings	Feedback Member profile Personal details Membership Details Events feed	 Change email address Change photo Membership details Number descriptions No Events Activity Events Categories Events Activity Landing page Logout 	Resource Bundle Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
		Touch ID	Resource Bundle
		Change password	Resource Bundle
		Terms and conditions	Web content
		Feedback	Resource Bundle
	Cuggostions		Resource Bundle
Help & FAQ	Suggestions		
	Help answers		Resource Bundle
	Feedback	Capture Feedback	Resource Bundle
		Error Messages Questions and Answers	Resource Bundle Web Content
Organized Fitness Events	Homescreen	Homescreen Card	Resource Bundle
		Homescreen Card v2	Resource Bundle
	Onboarding		Resource Bundle
	OFE Summary	Landing screen	Resource Bundle
	Learn More		Resource Bundle
	Events and Points	Events List	Resource Bundle
		Event Detail	Resource Bundle
		Suggest Event Type	Resource Bundle
	Claim points	Submit Event	Resource Bundle
		Search Event Type	Resource Bundle
		Capture Proof	Resource Bundle
		Summary	Resource Bundle
		Error Messages	Resource Bundle
		Completed Screen	Resource Bundle
	History		Resource Bundle
	Legal Content	Data Sharing	Web Content
Generic Device Cashback	Homescreen	Homescreen Card	
Generic Device Casriback	Homescreen	Homescreen Card v2	
	Ophoarding	HOITIESCI EELI Calu VZ	Resource Bundle
	Onboarding		Resource Bundle
	Learn More	Daviaa	Resource Bundle
	Purchase and Tracking	Device	Resource Bundle
		Earning Cashback	Resource Bundle
		History	
	Legal Content	Data Sharing	Web Content
	Self-Declare	Homescreen	Resource Bundle
		Onboarding	Resource Bundle
		Learn More	Resource Bundle
		Activation landing screen	Resource Bundle
		Proof of Purchase	Resource Bundle
		Qualifying Devices	Resource buridie
Commons	Buttons for call to		Resource Bundle
Commons	action		Deces D. "
	Buttons for acknowledgement		Resource Bundle
	Learn More		Resource Bundle
	General Text		Resource Bundle
	Legal content		Resource Bundle
	Error		Resource Bundle
	messages/titles/Ranges		Deces D. "
	Points related messaged/titles		Resource Bundle
	Homescreen card new		Resource Bundle
	nav Error Handling		Resource Bundle

Navigation Level 1	Navigation Level 2	Navigation Level 3	Content Type
(Major Feature Set)	(Feature Set)	(Feature)	
Insurance Premium	Homescreen	Homescreen Card	
		Homescreen Card v2	
	Landing Screen	Engaged members	Resource Bundle
		Unengaged members	Resource Bundle
	My Rewards		Resource Bundle
My Health – MWB	Cards	Ctroccor	Resource Bundle
My Health - MWB	Carus	Stressor	Resource Bundle
		Social	Resource Bundle
		Psychological	Resource Bundle
	Learn More	Stressor	Resource Bundle
		Social	
		Psychological	Resource Bundle
	My Health Results	Stressor	Resource Bundle
		Social	Resource Bundle
		Psychological	Resource Bundle
	Legal Content	Disclaimer	Web Content
My Health – MWB v2	Sleep	Feedback	Resource bundle
	Resilience	Feedback	Resource bundle
	Mental Wellbeing	Feedback	Resource bundle
			Daga urga Durgella
My Health – VNA	Learn More	Nutrition Results	Resource Bundle
	My Health Results	Unknown	Resource Bundle
		View Your Results	Resource Bundle
		Outdated	Resource Bundle
	Legal Content	Disclaimer	Web Content
Ratings Prompt	Initial Prompt	Initial Prompt	Resource Bundle
	Positive Prompt	Positive Prompt	Resource Bundle
	Negative Prompt	Negative Prompt	Resource Bundle

2. Configuration

For the generic MCMP solution there will be two system roles available for given carriers i.e. Review and Approver. It will be possible to grant the user one role, either Reviewer or Approver. These roles are differentiated by the capabilities each is allowed:

System role	Access description
Reviewer	Will have the capability and task to do translations from one language to another in the portal. The options available to the Reviewer within the Translation page would only be Edit and Submit.
Approver	Will have the capability and task to review the translations done by the Reviewer and to approve the translations done. The options available to the approver within the Translation page would be Approve and Decline. Upon approval, these elements would be placed onto the imported files as only approved elements would be considered for the files to be exported.
Admin	The role tasked to manage and control the portal functions itself. It has the capability to create, add, and edit web contents within MCMP. The user also has access to the

Given that the primary function of MCMP would be to provide translations for the various content found across the different features of the mobile application, the translation tables contain different statuses to describe the progress of each element within the translation process. The different statuses are the following:

Status	English Column contains:	Other Language Column contains:	Description
Created	Element in English	None	Translated content has yet to be created. Clicking Edit would open the Translation Edit modal. In the Translation Edit Page, the editor can input the translation and submit it using the Save button. Pressing the Save button would transport the user back to the Translation page with the updated Other Column content. As such, the user's input from the Translation Edit page would be placed in the Other Language column and its status would be updated to Edited.
Edited	Element in English	Recently edited content	This is the status in which the element has recently been edited. Clicking Edit would open the Translation Edit modal. In the Translation Edit modal, the editor can input the translation and submit it using the Save button. Pressing the Save button would transport the user back to the Translation page with the updated Other Column content. As such, the user's input from the Translation Edit page would be placed in the Other Language column and its status would be updated to Edited.
Submitted	Element in English	Recently edited content	Submitting would only be enabled if there is at least one element has the status Edited. This is the content that has been edited and submitted through the submit button. These are the only elements that can be seen by the Approver. Upon submitting, it would update the Liferay table on the backend and it would be considered as the Recently edited content. Upon approving the recently submitted content, it would update the Liferay table on the backend and it would be considered as the Approved content. However, the Approved content would only be published if the Approver clicked the Approve submission button. Upon declining, the status would be declined but it would still display the declined translated content. It would only be changed if a translator would edit it again. However, the declined content would have a status of declined. Regardless of the status, the previously edited content would be displayed on the table. As such, it may be completely different from the published content.

Draft	Element in English	Recently edited web content	Draft is the status of a submitted item that belongs to the Web Content type. Eg; Legal Content: Terms and Conditions. Both reviewer and approver will see this status type for web content until approved. Where the status will change to approved.
Approved	Element in English	Recently edited content	These elements have been approved by the Approver and as such, these would be the elements that would be found on the updated files upon exporting. These elements can still be edited.
Declined	Element in English	Recently edited content	These elements have been declined by the Approver as these may have been deemed as incorrect by the Approver. These elements can still be edited.

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The pages detailed in this document will be developed using the Liferay portal and are subjected to certain style and design standards. For more information please see the Style guides and designs.



The current version of the Liferay portal is compatible with the following browsers:

- o Firefox ESR45,
- o Internet Explorer 11
- o Safari 9



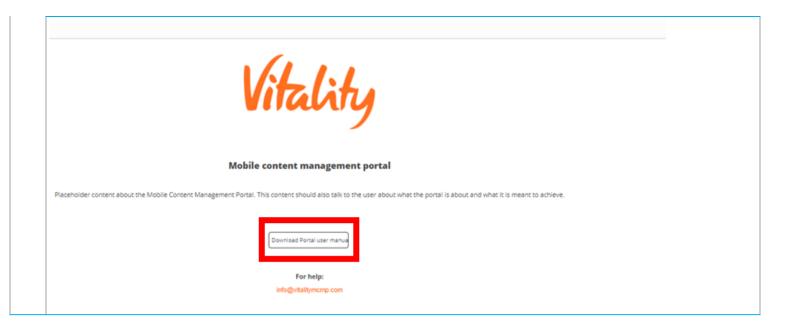
3. Log-in Process

Step	Process and Screen
1	Press the Login button on the upper right-hand corner of the Vitality MCMP landing page.
	Login
	Vitality
	Mobile content management portal
2	Enter your credentials within the appropriate text boxes (Email and Password). Press "Sign In" to enter the portal. You may opt to tick the "Remember Me" checkbox so that you do not have to enter your credentials again upon your next
	visit.

	Sign In	×				
Email Address						
test@liferay.com						
Password						
••••						
🔲 Remember Me						
Sign In						
	accfully optored your	aradantiala yay	would be directed		ain Daga with	
Main menu.	essfully entered your	credentials, you	would be directed	to the MCMP Ma	ain Page with	access to th
Main menu.	essfully entered your	credentials, you	would be directed	to the MCMP Ma	ain Page with	
Main menu.			would be directed	to the MCMP Ma	ain Page with	
Main menu.		l		to the MCMP Ma	ain Page with	
Main menu.	nt Portal > Home	Mobile	litality			
Main menu.	nt Portal > Home	Mobile	(itality)			

4. User Manual Download Process

Step	Process and Screen
1	Click on the Home link to proceed to the MCMP Main Page.
	Home
	Vitality Health Check
	Vitality Health Review
2	When you reach the MCMP Main Page, click on the "Download User Manual" button to access the User Manual. Clicking on the button will download the PDF by opening a new tab in the browser and then download the content.



5. Accessing Testing Guide and Feature Guide Process

Step	Process and Screen
1	To access the Testing Guide or Feature Guide, you may click on the either the Major Feature Set (1 st level navigation) or Feature (3 rd level navigation) link on the MCMP Main Menu
	Home
	Vitality Health Check
	Homescreen
	Homescreen Card Onboarding
	Learn More
	Health Check Submission Legal Content
	Vitality Health Review 🗸
2	The Testing Guide and Feature Guide link buttons are found in the upper right-hand corner of the page, below the Logout link. Upon clicking these guides, it would prompt a new tab in your current browser which would contain the PDF for the said files. It should be noted that the Testing Guide and Feature Guide buttons can also be found in the following pages: Onboarding Commons Translation Page
	Logout
	Testing Guide Feature Guide

6. Accessing a Full Mobile Journey for a Major Feature

	Set		
Step	Process and Screen		
1		Main Menu to proceed to the MCMP Major Feature Set Landing P vigation) and Invision Prototype (New Navigation)	age. This can be
	Home Vitality Health Check		
	Vitality Health Review		
2		anding Page, click on the "View Full Journey" button to access the button will download the PDF by opening a new tab in the brows	
	Vitality Health Review Information About the Vitality Health Review	Testing guide	Feature guide
		Feature completion: You have completed	0% Download Report
	Vitality Health Review Eam Point Thur Vitality Ar Thur Vitality Ar	The Vitality Health Review (VHR) is an online assessment which is used as input in the calculation of the member's Vitality Age. In the Vitality Active product, members can be incentivised to complete their VHR. For example, Vitality points may be given for completing it, or a member may only be able to activate their Active Rewards once they have completed their VHR.	
		Full Journey	

Invision Prototype

The Invision prototype feature allows the users to access up-to-date iOS and Android journeys / individual screens in real-time, as opposed to a static image like PDF. Invision prototypes are only available for new navigation. Click on the relevant platform, the browser will open anew window where the prototype will be displayed.

ogin & Registration Iformation About Login & Registration		Testing guide Feature guide
		Feature completion You have completed:
Vitalita a	When initially accessing the Vitality app from the app store, users will be required to register their account on the app. During the registration process, users need to set their communication preferences, security and privacy settings, as well as accept the programme terms and conditions.	Download Re
	After successful registration on the app, users will be required to log in to the app on each subsequent visit.	
	iOS journey Android journey	

The screen prototype links will open a web page (Open access) where one can navigate between the various mobile app features. Features will be loaded into the MCMP as and when Product completes each journey prototype – hence one may see a **mix* of PDF Files and the Invision screens. **This is configurable*

7. Progress Report Download Process

Step	Process and Screen
1	Click on a Major Feature Set link within the Main Menu to proceed to the MCMP Major Feature Set Landing Page.
	Home
	Vitality Health Check
	Vitality Health Review
2	When you reach the MCMP Major Feature Landing Page, click on the "Download Report" button to access the diagram for that Major Feature Set on MCMP. Clicking on the button will download the CSV file containing the report.

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The Vitality Health Review (VHR) is an online assessment which is used as input in the calculation of the member's Vitality Age. In the Vitality Active product, members can be incentivised to complete their VHR. For example, Vitality points may be given for completing it, or a member may only be able to activate their Active Rewards once they have completed their VHR.



The CSV file for the report would contain the updated details for the elements of the Major Feature Set. These details include its Date, Major Feature Set, Feature Set, Feature, English content, translation, status, last time updated, last user who updated, and its locale.

italityMCP_MajorFeature	?							
Sumitomo								
9/13/2017								
MajorFeatureSet	FeatureSet	Feature	BaseLanguage	TranslatedText	Status	LastUpdated	User	Loca
VHC	Learn More	Learn More BMI	Your Body Mass Index is a calculation that takes into account both your height and your weight. It is more accurate than simply considering your weight. Yet it may inaccurately indicate body composition in populations with earn muscle mass that is more than average, for example, athletes.	Long Desc	Submitted	9/12/17 1:29 PM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More BMI	What is Body Mass Index?	What is BMI???	Approved	9/12/17 1:30 PM	MCP ApproverDev	en l
VHC	Learn More	Learn More BMI	How do I earn points for my Body Mass	Points for BMI	Declined	9/12/17 1:28 PM	MCP ApproverDev	en l
VHC	Learn More		What is Blood Pressure?	What IZ blood Presoore??	Edited	9/12/17 2:43 PM	MCP ReviewerDev	
VHC	Learn More	Learn More Blood Pressure	High blood pressure or hypertension (140/90 mmHg or higher) can weaken blood vessels and damage organs. Untreated high blood pressure can lead to	sels and damage organs. Untreated hig	Submitted	9/12/17 2:33 PM	MCP ReviewerDev	_
VHC	Learn More	Learn More Cholesterol	What is Cholesterol?	What is Cholesterol yes	Submitted	9/13/17 3:57 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More Cholesterol	How do Learn points for my Cholesterol?	test	Approved	9/13/17 3:39 AM	MCP ApproverDev	en_L
VHC	Learn More	Learn More Glucose	How do I earn points for my Glucose?	Glucose pointsooo how to earnoo	Approved	9/12/17 2:22 PM	MCP ApproverDev	en_L
VHC	Learn More	Learn More Glucose	What is Glucose?	?????? ????????? C6H12O6???????	Declined	9/12/17 2:22 PM	MCP ApproverDev	en_l
VHC	Learn More	Learn More HbA1c	Content on why HbA1c is important.	Test 3	Edited	9/13/17 4:10 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More HbA1c	Content on how you earn points for	Test translation	Edited	9/13/17 4:21 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More HbA1c	How do Learn points for my HbA1c?	Test 4	Submitted	9/13/17 4:12 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More HbA1c	What is HbA1c?	Test 1	Approved	9/13/17 4:14 AM	MCP ApproverDev	en_l
VHC	Learn More	Learn More HbA1c	Content on what HbA1c is. (required)	Test 2	Declined	9/13/17 4:14 AM	MCP ApproverDev	en_l
VHC	Learn More	Learn More VHC	Get our verified health measurements for Body Mass Index, waist circumference,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Edited	9/12/17 5:14 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More VHC	Waist circumference	Waystoo Sircumferencsoo	Edited	9/12/17 1:06 PM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More VHC	Earn Points	Earnoo Pointsoo	Edited	9/12/17 1:07 PM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More VHC	How a Vitality Healthcheck works	testing	Edited	9/13/17 3:05 AM	MCP ReviewerDev	en_l
VHC	Learn More	Learn More VHC	Cholesterol	Cholesteroloo	Edited	9/13/17 4:33 AM	MCP ReviewerDev	en l
VHC	Learn More	Learn More VHC	Visit a healthcare professional	sitahin ang isang healthcare professior	Submitted	9/12/17 5:12 AM	MCP ReviewerDev	
VHC	Learn More	Learn More VHC	Body Mass Index	BMI	Submitted	9/12/17 1:12 PM	MCP ReviewerDev	
VHC	Learn More	Learn More VHC	Glucose	glookosoo	Submitted	9/12/17 3:03 PM	MCP ReviewerDev	
VHC	Learn More	Learn More VHC	Enter your verified results from a healthcare professional manually or have	testing only version 2	Submitted	9/13/17 3:29 AM	MCP ReviewerDev	_

8. Editing Guide for Resource Bundles

Step	Process and Screen
1 Lon 2 Ac res	Log-in the MCMP using your credentials
	Login 👷
	Vitality
	Mobile content management portal
2	Access the Main Menu and choose a level 3 Navigation which has elements to be edited. To identify which level 3 navigation is a resource Bundle, please refer to 2.1.1 Website Navigation
	Home Vitality Health Check Homescreen Homescreen Card Onboarding Learn More Learn more VHC Learn more VHC Learn more BMI Learn more Glucose Learn more Glucose Learn more Glucose Learn more Glucose Learn more HoA1c Participating Partners Health Check submission Submission Form Capture Results Capture Results Capture Resage System Error Message Fistory Legal Content Vitality Health Review VHR Summary Assessment Journey Wutrition Vitality Health Review VHR Summary Vitality Health Review
3	You will be directed to a Translation View page wherein you will be able to view the elements you can translate. To edit a

You will be directed to a Translation View page wherein you will be able to view the elements you can translate. To edit a element, click on the Edit option on the corresponding row of the element. If an element has not yet been edited, its status would be Created, and the Other language column would be empty.

English	Other Language	Status	
Visit a healthcare professional near you and get your Body Mass Index, glucose, cholesterol and blood pressure checked.	ポイント獲得 test edited v2	Submitted	Ed
Get Assessed	評価される… TEST	Declined	Ed
Capture and upload proof of your measurements from the healthcare professional.	ヘルスケアプロフェッショナルから測定結果を取得して アップロードします TEST edited again	Declined	Ed
Earn Points	ポイント獲得 test edited	Approved	Ed
Capture Results	1212412 test 123	Declined	Ed

Here are the navigation elements you may find within a translation page:

- Pagination: To navigate across the list of Bundles, use the pagination found in the lower left-hand corner of the table
- **Carousel:** You can view a reference screen of the element by clicking an image within the carousel.
- Filter: You may filter text for the Bundles you want to view with the filter function upper right-hand corner of the table

Pagination:



Carousel:

Find a screen easily

The screens below are included in this journey:

	IOS	ANDROID	
	a a b constraint constraint a	¥ yana generational ta	
Filter:			
Filter:			
-	-	Option, it would o	

4

Upon clicking the Edit Option, it would open a pop-up within the Translation View Page. In this pop-up, you may add the translation for the chosen element. When you are satisfied with the translation done, you may click save to store your edit. However, you may also cancel an edit by clicking on the cancel button to close the pop-up and direct you back to the Translation page. Upon saving an edit, you would be directed back to the Translation page.

dit translate	
inglish	IOS ANDROID
Achieve your weekly targets with Active Rewards and earn great rewards from our partners.	••••• G 10:15 C
	84,00 cm
a_JP で毎週の目標を達成し、パートナーから大きな報酬を獲得しましょう。	
Cancel Save Save	an now proceed to submit the translations for approval
nould be noted that only the elements that are ticked through a check as been submitted for submission, its status would be updated to <i>Sub</i> action 3.2 MCMP Statuses.	ckbox would be considered for submission. Once an elem
heckbox	
heckbox English Translation	Status

		inprove you nearen	, ippi orea	Luit
	Achieve your weekly targets with Active Rewards and earn great rewards from our partners.	で毎週の目標を達成し、パートナーから大き な報酬を獲得しましょう。test	Submitted	Edit
	Activate Vitality Active Rewards and track your exercise to meet your weekly target.	で毎週の目標を達成し、パートナーから大き な報酬を獲得しましょう	Edited	Edit

Final Submission Button

5



3h

9. Approval Guide for Resource Bundles

Step	Process and Screen
1	Log-in to the MCMP using your credentials
	Login
	Mobile content management portal
2	Access the Main Menu and choose a level 3 Navigation which has elements to be edited. To identify which level 3 navigation is a resource Bundle, please refer to 2.1.1 Website Navigation Home Vitality Health Check Homescreen Homescreen Homescreen Card Orboarding Legen More Learn more BMI Learn more BMI Learn more Cholesterol Learn more Cholesterol Realth Check Submission Capture Resoults Capture Resoults Completion Message System Frore Message Completion Message History Legal Content
3	You will be directed to a Translation View page wherein you will be able to view the translation you can approve. To approve or decline a submitted translation, click on the Approve or Decline option (by clicking on the ellipsis on the last column) on the corresponding row of the element. When you have already approved the elements, these elements would already be sent for

publishing. For declined elements, their statuses would be updated to inform the Reviewer on the mistake. Furthermore, the statuses would be updated to the respective action, an approved element would have an Approved status while a declined status would have a Declined status. Further details on the status can be found on section **3.2 MCMP Statuses**

IOS	Android	English	Other Language	Status	
····-© 10% ■⊃ Vitality Health Check	Vitality Healh Check	Visit a healthcare professional near you and get your Body Mass Index, glucose, cholesterol and blood pressure checked.	ポイント獲得 test edited v2 Appro Declin		:
 Control the healthcare PDF and perform Body Mean Index (duction, thereare index of body prevention of the dynamic mean index of the dynamic mean index of the dynamic mean index of the dynamic means the first the healthcare professional. Content and uplicad professional. Enclosed the completion performance index of the dynamic means them the healthcare professional. Enclosed to completing alyses health mean remeases the means and alyses health means the means and the dynamic means the means	 Cetasesed Besides the address FGI and get you boot preserve these these these these boot preserve these these these boot preserve these these boot preserve these			<]1 ≥

Here are the options you may also do within the table:

- To navigate across the list of elements, use the pagination found in the lower left-hand corner of the table
- You can view a reference screen of the element by clicking an image within the carousel
- You may filter the elements you can view with the filter box found on the upper right-hand corner of the table

Pagin	ation:			
<	12>			
Carou	sel:			
Fine	d a screen easily			
Info	ormation on how the ima	age slide works in relatio	n to the big images displayed above for the translation table.	
	105	ANDROID		
	105	ANDROID		
•	Alexandrom Control Con			
Filter				
Filter:				

10. Editing Guide for Web Content

Step

Process and Screen 1 Log-in to the MCMP using your credentials Login Vitality Mobile content management portal 2 Access the Main Menu and choose a level 3 Navigation which has Web Content to be edited. To identify which level 3 navigation is a Web Content, please refer to 2.1.1 Website Navigation Home Vitality Health Check Homescreen Onboarding Learn More Health Check Submission Legal Content Data sharing agreement Vitality Health Review 3 You will be directed to the Web Content Translation View page wherein you will be able to view the Web Content you can translate. To edit a translation, click on the Edit option on the corresponding column for the options. Further details on the status can be found on section 3.2 MCMP Statuses. Status IOS Android Translated Text 10:15 741 I accept that the Vitality ("Insurer Vitality Operator") company collects and approved Edit moker's Declarations uses my personal data which I may communicate within the framework of Data and Privacy Policy ker's Declarat Data and Privacy Policy the Vitality medical check-up. This could be my health data, my eating, tobacco, alcohol habits, my physical activity or even my mental well-being. This data will serve to determine my Vitality age as an indication of my current health and to give recommendations for the improvement of my health to be able to credit Vitality points on my Vitality ... Read more AGREE > < 1 > Here are the options you may also do within the table: To navigate across the web content, use the pagination found in the lower left-hand corner of the table

You can view a reference screen of the content by clicking an image within the carousel

•)	ou may filter the contents you ca	view with the filter be	ox found on the upper	right-hand corner of the table
-----	-----------------------------------	-------------------------	-----------------------	--------------------------------

• You may also click on the Read More option to view the entire Web Content on a pop-up.

Pagination:	
Carousel:	
Find a screen easily	
The screens below are included in this journey:	
IOS ANDROID	
ALC	
Filter:	
Filter:	
Read More	
health to be able to credit Vitality points on my Vitality	
Read more	
Read More Pop-up	
IOS Android Translated Text	
English: Web content	lle
I accept that the Vitality ("Insurer Vitality Operator") company collects and uses my personal data which I may communicate within	ne eat
the framework of the Vitality medical check-up. This could be my health data, my eating, tobacco, alcohol habits, my physical activi	ve of
recommendations for the improvement of my health to be able to credit Vitality points on my Vitality points account. This data ma	ent
y be treated outside a member state of the <insurer area="" operating=""> within the framework of the operations of maintenance of t he IT tool. If the test will not be finalized within 30 days from first storage or if contract is cancelled, captured data is deleted. (You</insurer>	
will find more information in the Privacy Statement.)	~
Upon clicking the Edit Option, you would be redirected to the Web Content Translation Pop-up. In this pop-up, you	
the translation for the content. When you are satisfied with the translation done, you may click save to store your o you may also cancel an edit by clicking on the cancel button to close the pop-up and direct you back to the Translation done.	
saving an edit, you would be directed back to the Translation page. Further details on the status can be found on se	
Glossary of Terms.	

4

Vitality Health Check Data and Privacy Consent 1.1 In the terms and conditions, the terms below have the following meaning: 1.1.1. "Application Services" means a Discovery (PTY) Ltd application on a handheld smartphone device that allows you to push an emergency response button to request Services 1.1.2 "Authorised Service Provider" means a Netcare 911. Japanese Cancel Cancel	English	ios Android
 1.1.1 "Application Services" means a Discovery (PTY) Ltd application on a handheld smartphone device that allows you to push an emergency response button to request. Services 1.1.2 "Authorised Service Provider" means a Netcare 911. Japanese Caphae Heads WWWWWWWWW ZTTT WWWWWWWWW ZTTT Martine Caphae Heads Marti	Vitality Health Check Data and Privacy Consent	
Cancel Save	1.1.1. "Application Services" means a Discovery (PTY) Ltd application on a handheld smartphone device that allows you to push an emergency response button to request Services	
Cancel Save	Japanese	
Cancel Save		Information on how the image slide works in relation to the big
	Cancel Save	translation table.
	•	
ents that are checked through a checkbox would be considered for submission. The submission of an element wou atus to Submitted. Further details on the status can be found on section 3.2 MCMP Statuses		

11. Approval Guide for Web Content

Step	Process and Screen
1	Log-in the MCMP using your credentials
	Login
	Vitality
	Mobile content management portal

is a We	the Main Menu and c b Content, please refe		•	Web Content to be edited. To iden	tify which level 3 navigation
Home	1				
Min - Ka					
	y Health Check	- Û			
	omescreen nboarding				
	arn More	ž			
	ealth Check Submissio				
	Data sharing agree	ement			
Vitality	y Health Review	~			
To appr on the o	rove/decline a submit corresponding row of	ted translation, click the element. When	on the Approve you have alread	herein you will be able to view the or Decline option (by clicking on the y approved or declined elements, th s updated to Approved.	e ellipsis on the last colum
Choose la	anguage to translate into: en	1_US ⊻			Filter:
	10S		Android	Translated Text	Status
	Non-smoker's Declarations		ta and Privacy Policy	l accept that the Vitality ("Insu	Approve
	Data and Privacy Policy		oker's Declarations d Privacy Policy	Read more	
	below have the following meaning: 111. "Application Service" means a Discovery (Pty) Ltd application on a handheld	have the folio 1.1.1. "Applic	erms and conditions, the terms below wing meaning: ation Service* means a Discovery (Pty)		
	smartphone device that allows you to push an emergency-response button to request Services	that allows yo button to requ			
	11.2. "Authorised Service Provider" means a Netcare 911.	1.1.2. Suthor Netcare 911.	ised Service Provider' means a		
	Disagree Agree		AGREE >		
Pagina	You can view a refer You may filter the co You may also click o ntion: 12> sel: a screen easily	he web content, use rence screen of the c ontents you can viev n the Read More op	the pagination f content by clickin v with the filter b tion to view the o	ound in the lower left-hand corner og an image within the carousel oox found on the upper right-hand o entire Web Content on a pop-up.	corner of the table
Infor					
Info	105	ANDROID			
		ANDROID			

d More	
health to be able to credit Vitality points on my Vitality Read more	
d More Pop-up icta sunt explicabo. English: Web content	×
Vitality Health Check Data and Privacy Consent 1.1 In the terms and conditions, the terms below have the following meaning: 1.1.1. "Application Services" means a Discovery (PTY) Ltd application on a handheld smartphone device that allows you to push an emergency response button to reques Services	st
1.1.2. "Authorised Service Provider" means a Netcare 911	

12. Editing Guide for FAQ Content

FAQ content is currently under revamp. The UI for this is subject to change to fit the standard UI view of other web content. The below is a guide for updating content in the interim view.

Step	rocess and Screen
1	lavigate to Help & FAQ > Questions and Answers
	Help & FAQ
	Suggestions
	Help answers
	Feedback 💙
	Questions and Answers
2	he FAQ page will open. Displaying the <mark>Title</mark> of the Question in bold, thereafter the <mark>editable question</mark> is below and the orresponding answer in normal text.

3

l am having problems uploading my workouts to Vitality. What should I do?

I am having problems uploading my workouts to Vitality. What should I do? Please refer to the Wellness Devices and Apps section to find out more about how you can sync and allow Vitality access to y can take up to 24 hours for points to update.

Can I apply for Vitality membership if I purchase an Vitality Integrated Insurance policy to insure my parents?

Can I apply for Vitality membership if I purchase an Vitality Integrated Insurance policy to insure my parents?

What is my Vitality status?

What is my Vitality status? Your status is visible at the top of the home screen. As you take steps to improve your health, we'll award you Vitality points. Your points add up and help you achieve your Vit member, you start on Bronze Vitality status every membership year. As you get healthier and accumulate points, your status improves from Bronze, to Silver, and ultimately Gold! The higher your status, benefits. You can refer to Learn More section in the Status section for more information on how your Vitality Status work and how many points are needed for each status.

To edit, Select the blue pen at the end of the question row.

8 Admin Admin		Asset Publisher	- :
Home		l am having problems uploading my workouts to Vitality. What should I do?	1
		I am having problems uploading my workouts to Vitality. What should I do? Please refer to the Wellness Devices and Apps section to find out more about how you can sync and allow Vitality access to your workout data. Rem	mber it
Login & Registration	•	can take up to 24 hours for points to update. Can I apply for Vitality membership if I purchase an Vitality Integrated Insurance policy to insure my parents?	1
Vitality Health Review	•	Can I apply for Vitality membership if I purchase an Vitality Integrated Insurance policy to insure my parents?	
Non-Smokers Declaration	•	What is my Vitality status?	1
Vitality Health Check	•	What is my Vitality status? Your status is visible at the top of the home screen. As you take steps to improve your health, we'll award you Vitality points. Your points add up and help you achieve your Vitality status. As a Vitality member, you start on Bronze Vitality status every membership year. As you get healthier and accumulate points, your status improves from Bronze, to Silver, and ultimately Gold! The higher your status, the greater the integra	
Points Monitor	•	benefits. You can refer to Learn More section in the Status section for more information on how your Vitality Status work and how many points are needed for each status.	

Here are the editing options you may also do within web contents view:

- Edit the title (this is just the name of the question and does not affect the changes to the app)
- Edit the question
- Edit the answer (please ignore product answer/key)
- Edit in a different language (the translation)
- Save As Draft (saves the changes made but does not publish to the app)
- Publish (which approves content immediately and pushes to the app)

Editing Fields:

I am having problems uploading my workouts to V	/itality. What should I do?	Cancel	Save as Draft Publish ③	
-JS			Properties Usages	
uestion			BASIC INFORMATION	
I am having problems uploading my workouts to Vitality. What should I do?	Tr			
			Structure: FAQ	
nswer			Structure: FAQ Version: 1.3 [APPROVED]	
Please refer to the Wellness Devices and Apps section to find out				
			Version: 1.3 [APPROVED] ID: 1352401 Summary	
Please refer to the Wellness Devices and Apps section to find out more about how you can sync and allow Vitality access to your	Tr		Version: 1.3 [APPROVED] ID: 1352401 Summary	Tr

Changing Locales

Select the locale button with a flag and select the desired locale> edit as per normal.

en-US	en-US	
zh-CN	Question	
es-ES	I am having problems uploading my workouts to Vitality. What should I do?	\mathbf{Tr}
• ja-JP		4/5
nl-NL	Answer	
🗖 hu-HU	Please refer to the Wellness Devices and Apps section to find out more about how you can sync and allow Vitality access to your workout data.	
■ pt-BR	Remember it can take up to 24 hours for points to update.	
de-DE		\mathbf{Tr}

13. Editing Guide for WLG Web Content.

13.1 Edit Using the UI

Step	Process and Screen
1	Navigate to Weekly Lifestyle Goals > Select a module. I.e.: Condition Support
	Weekly Lifestyle Goals
	Standard Journey Content 💙
	Condition Support
	Financial Wellbeing
	Mental Wellbeing
	Nutrition
	Prevention
	Sleep
	Weight Management
2	 Upon accessing the page, you will notice an unpopulated page. This is because you need to select the following to see content: Locale Pathway Goal Select all the above fields and choose the appliable option.

1	> Condition :	Support				Download Upload a					
	ondition S										
	ter Sub Head	ing Here									
	Paragraph	h contant									
'	Enter Paragraph content										
	Choose languag	ge to translate into: er									
	Pathway		Select	↓							
	Goal	L	Select	~							
	Bas	e Language	Trai	nslated Text	Status	Action					
	No data ava	ailable in table									
I											
				ontent displayed. Provided the gal has l	been correctly	configured by your d					
ar	nd cache	has been re	freshed to pull in new goals								
	Choose languag	e to translate into: el	n_US v								
	Pathway		Manage shele-t-u-1	~							
	Goal		Manage cholesterol Weekly Lifestyle Goal for Hyperlipidemia (C								
		Base Language		Translated Text	Status	Action					
		T	he Facts about Cholesterol	The Facts about Cholesterol							
		What is cholester	ol and why should I care?	What is cholesterol and why should I care?							
			a waxy substance that can form plaque in	Cholesterol is a waxy substance that can form plaque in							
	Quiz Fact	body. Having	and block proper blood flow throughout the these blockages causes heart disease and	blood vessels and block proper blood flow throughout the body. Having these blockages causes heart disease and m		Edit					
	Sheet		heart attack, stroke or other heart and blood wascular) conditions.	cause a heart attack, stroke or other heart and blood vess							
			uld be regularly tested for cholesterol	(cardiovascular) conditions.All adults should be regularly tested for cholesterol problematical problematical structures and the structure of the structure of	e						
		Read more		Read more							
		Why this is imp The purpose of this	portant s quiz is to educate the member on clinical	Why this is important							
		recommendations	for managing cholesterol, the health	The purpose of this quiz is to educate the member on clinical recommendations for managing cholesterol, the health							
	Why is		esterol is not managed, and to inform the e habits that can improve the management	implications if cholesterol is not managed, and to inform the member of lifestyle habits that can improve the management of	of						
	this Important		health outcomes. The questions and rs aim to help the member understand the	cholesterol and health outcomes. The questions and feedback		Edit					
	important	connection betwee	en managing cholesterol and preventing	answers aim to help the member understand the connection between managing cholesterol and preventing heart disease							
		heart disease		Read more							
	• S	elect the edi	t button > edit your translat	tion > save							
1											
			The Facts about Chol	lesterol							
	<u>What is</u>	cholesterol and	why should I care?								
	• Ch	olesterol is a waxy	y substance that can form plaque in blo	od vessels and block proper blood flow							
	en_US										
	testing t	esting									
		J									

Step	Process and Screen
1	Navigate to Weekly Lifestyle Goals > Select a module. I.e.: Condition Support
	Weekly Lifestyle Goals
	Standard Journey Content 💙
	Condition Support
	Financial Wellbeing
	Mental Wellbeing
	Nutrition
	Prevention
	Sleep
	Weight Management
2	 Upon accessing the page, you will notice an unpopulated page. Select a locale (It is not necessary to make any other selections for the download as it download all the content for the module) Select the "Download" button. An excel file for the selected locale will download onto your machine

lome		Condition S	upport						
		Condition S Enter Sub Headi							
itality Health Review	n & Registration V								
Ion-Smokers Declaration		Enter Paragrap	h content						
tality Health Check	~	Enter Faragrap	in content						
pints Monitor	~								
ellness Devices	•	Choose languag	e to translate into: el	n_US v					
ctive Rewards (Goals and ewards)	~	Pathway		Manage diabetes		~			
pple Watch - Earn With latch - Monthly	•	Goal		testMCMP		~			
tatus	•		Base Language		Translated Text	Status	Action		
reenings and Vaccination	s 🗸		0.0						
NA	*	How to Complete	Test MCMP		Test MCMP	approved	Edit		
WB	*	Section 3							
WB V2 ly Health - VHR	`	How to							
ofile and Settings	ž	Complete Section 2	Testing Charmain	e	Testing Charmaine	approved	Edit		
elp & FAO	Ū.	(Android							
								Show	

• Columns are expandable

3

- You cannot edit config content i.e., goal key and goal codes and type
- Ensure that you are editing in the write category i.e. How to complete section 1
- The excel sheet contains all the pathways and goals that belong to module.

Goal key Goal Code Goal Name CMS Key CMS Type Code Original Content Translation CMS Key Stype Coginal Content Translation CMS Key CMS Key Stype Coginal Content					Rew	rards				How to C	omplete Sect	ion 1	н	ow to Comple	ete Section 2	How to Co
If Model Second wild grant (Second wild second wild wild wild wild wild wild wild wil	Goal key Go	al CodeGoal Nar	ne CMS Key	CMS Type O			Transl	lation (CMS Key 1S Typ							
2-46 Status wijstatu (wijstatu (wijstatu <td< td=""><td></td><td></td><td>-</td><td></td><td></td><td>Rewards</td><td>× <h2>Rewa</h2></td><td></td><td></td><td></td><td></td><td>omplete</td><td><pre>strong>Eat snacks</pre></td><td>that don&rso</td><td>uo;t have sugar<!--</td--><td>/strong> When y</td></td></td<>			-			Rewards	× <h2>Rewa</h2>					omplete 	<pre>strong>Eat snacks</pre>	that don&rso	uo;t have sugar </td <td>/strong> When y</td>	/strong> When y
-24-00 Hult			•													
2-49-4843. In two only details (for, books) we have: 2-49-4864. The two only details (for, books) we have: 2-49-4864. The two only details (for, books) we have: 2-49-4864. The two only details (for, books) we have: 2-49-4864. The two only details (for, books) we have: for the two only details (for, books) 2-49-4864. The two only details (for, books) we have: for the two only details (for, books) 2-49-4864. The two only details (for, books) we have: for the two only details (for, books) we have: 2-49-4864. The two only details (for, books) we have: for the two only details (for, books) we have: for the two only details (for, books) we have: for the two only details (for, books) we have: for the two only details (for			-							-			wig tosts	C Koy How	ToComplete2	wig testes C. Koy
2-84-86 social control of the control of the social contenon tread control of the social control of t		-							-	-			_			wig-testsa C_Key wig-kbas1-C Key
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It is not neccesary to make any dropdown selections (the file name will be used to reconcile this information)

Download

Upload as approve

Condition Support

•

Condition Support Information about Condition Support goals • A file upload window will open where you will be promted to upload your excel sheet

- Select the relevant file and click "open"
- The upload is triggered immediatly

_	Documents ^	Name	Date modified	Туре	Size	^
MCP Revie	MCMP	✓ Last week (5)				1 2 Goa
lelp & FAQ	Microsoft Teams Chat Files	en_US-Conditionsupport (13).xlsx	1/21/2021 6:25 PM	Microsoft Excel W	43 KB	3
leip & FAQ	Notebooks	en US-Conditionsupport (12).xlsx	1/21/2021 4:44 PM	Microsoft Excel W	43 KB	4
Organised Fitness Eve	Personal	en_US-Conditionsupport (11).xlsx	1/21/2021 4:29 PM	Microsoft Excel W	43 KB	5 -7.4
Generic Device Cashb	E Pictures	en_US-Conditionsupport (10).xlsx	1/21/2021 4:20 PM	Microsoft Excel W	43 KB	6 -7.4
Commons	SA Fun Committee	en_US-Conditionsupport (9).xlsx	1/21/2021 4:03 PM	Microsoft Excel W	43 KB	7 -7.4
ommons	Synergy Shared Files	 Earlier this month (5) 				8 -7.4
nsurance Premium	VG Membership Reports	en_US-Conditionsupport (8) (1).xlsx	1/13/2021 2:34 PM	Microsoft Excel W	43 KB	10 -7.
vailable Vouchers	VG Projects	en_US-Conditionsupport (8).xlsx	1/12/2021 1:31 PM	Microsoft Excel W	43 KB	11 -7.4
/ly Health - MWB		ar SA-Conditionsupport (1).xlsx	1/12/2021 12:15 PM	Microsoft Excel W	43 KB	12 -7.4
	VG Sharepoint	en_US-Conditionsupport (7).xlsx	1/11/2021 3:29 PM	Microsoft Excel W	43 KB	13 -7.4
/ly Health - MWBV2	VG Templates	en_US-Conditionsupport (6).xlsx	1/11/2021 3:29 PM	Microsoft Excel W	43 KB	14 -7.4
/ly Health - VNA	툣 This PC	 Last month (27) 				15 -7 16 -7
Veekly Lifestyle Goal:	3D Objects	en_US-Financialwellbeing (2).xlsx	12/18/2020 12:14 PM	Microsoft Excel W	14 KB	10 7.
Standard Journey Co	Apple iPhone	en_US-Conditionsupport (5).xlsx	12/18/2020 12:14 PM	Microsoft Excel W	42 KB	18 -7.4
Homescreen	Desktop	en_US-Conditionsupport (4).xlsx	12/18/2020 11:24 AM	Microsoft Excel W	42 KB	19 -7.4
Goal Recommend	Documents	en_US-Weightmanagement.xlsx	12/18/2020 10:55 AM	Microsoft Excel W	19 KB	20 -7.4
Goal Selection Complete Now or	Downloads	en_US-Nutrition.xlsx	12/18/2020 10:49 AM	Microsoft Excel W	32 KB	21 1.1
Progress Tracking	Music	en_US-Financialwellbeing (1).xlsx	12/18/2020 10:38 AM	Microsoft Excel W	9 KB	22 1.1 23 1.1
Goal Met	Pictures	en_US-Mentalwellbeing (2).xlsx	12/17/2020 4:41 PM	Microsoft Excel W	12 KB	23 1.1
Profile/Quiz Sumr Spin Card		en_US-Conditionsupport (3).xlsx	12/17/2020 4:38 PM	Microsoft Excel W	16 KB	25
Quiz Score	Videos	en_US-Prevention (2).xlsx	12/17/2020 4:18 PM	Microsoft Excel W	7 KB	26 -1.
Transitioning mer	📞 Windows (C:)	ar_SA-Conditionsupport.xlsx	12/17/2020 4:17 PM	Microsoft Excel W	11 KB	27 -1.
Condition Support	🗙 charmain10 (\\dcpcifs01\UserDat	💀 en_US-Conditionsupport (2).xlsx	12/17/2020 3:19 PM	Microsoft Excel W	10 KB	28 -1.
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• A successful upload will return a success message

Success Message ×	
File has uploaded successfully!	Jition Support
	on Support
Close	n about Condition Support goals
Insurance Premium 🗸 membe	hodule of weekly lifestyle goals pertaining to the management of a r's health conditions. Prior to making translations please refresh WLG y clicking on "WLG Cache" in the Standard Journey Content section to
Available Vouchers	that you are reviewing the latest goal configuration.
My Health - MWB My Health - MWBV2 Choose	language to translate into: en_US

2

3

Condition So Information abo This is a modulo member's healt Cache by clickir	upport out Condition Support e of weekly lifestyle g th conditions. Prior to ng on "WLG Cache" in	anges reflect in the conte or goals goals pertaining to the management of a o making translations please refresh WLG the Standard Journey Content section to ttest goal configuration.	nt table.			
Choose languag	e to translate into: er	n_Us ↔				
Pathway		Manage diabetes		~		
Goal		testMCMP		~		
	Base Language		Translated Text		Status	Action
How to Complete Section 2 (Android only)	testMCMP androi	id 2	testMCMP android 2		approved	Edit
Why is this Important	testMCMP		testMCMP		approved	Edit
Rewards	Test WLG for Demo		Test WLG for Demo		approved	Edit
						<1 <mark>2</mark> >

14. Upload Errors/ Messaging These are the common upload errors.

4.

Message	Reason
File has uploaded successfully!	The changes marked as "update" have been
	successfully applied.
Nothing to Update!	The excel sheet has no changes marked as
	"update" OR
	You have already uploaded the exact same
	sheet previously and therefore no additional
	changes have been updated.
failed upload for these titles –	Content associated with the CMS key could not
[CMS key]	update:
	• Because content is blank [this happens if
	you have content on the same row where
	some content is blank (i.e.; How to
	Complete) whereas a user has updated
	only the Rewards section of the same row
	labelled as "update".

15. Approval Guide for WLG Web Content

NB: it is important to note that WLG deviates from the regular approval flow. All saved changes made in the UI are automatially pushed to the approver for approval. There is no "final submission" button.

Step	Process and Screen	
1	 Login as an approver: Navigate to Weekly Lifestyle Goals > Select a module. I.e.: Condition Support 	
	Weekly Lifestyle Goals Standard Journey Content Standard Journey Content Condition Support Financial Wellbeing Mental Wellbeing Nutrition Prevention Sleep Weight Management	
2	 Upon accessing the page, you will notice an unpopulated page. This is because you need to select the for Locale Pathway Goal Select all the above fields and choose the appliable option. 	Ilowing to see content:
		Download Upload as approved
	Condition Support Enter Sub Heading Here Paragraph Enter Paragraph content	
	Choose language to translate into: en_US Pathway Goal Select Select V	
	Base Language Translated Text Status	Action
	No data available in table	
3	 Once fields are selected you should see the goal content displayed for approval. You will not see any other content then that which has been edited via the UI Select Approve under the "Action" column. 	

ondition S	upport				
formation abo	out Condition Su	ipport goals			
nember's heal Cache by clicki	lth conditions. Pr ng on "WLG Cach	yle goals pertaining to the i ior to making translations p ie" in the Standard Journey he latest goal configuration	lease refresh WLG Content section to		
Choose languag	ge to translate into:	en_US			
Pathway		Manage diabetes		~	
Goal		testMCMP		~	
	Base Languag	ge	Translated Text	Status	Action
How to Complete Section 3	Testing testing	g approval	Testing testing approval	draft	Approve
					< 1

16. Using the Approval Notifications Dashboard

Approval Notifications are used indicate in-progress translations and visibility is provided by means of a dashboard and an emailed notification for both the reviewer and approver on the varring status of translations.

Pending Translations = Translations that are in edited, draft, submit, decline status and not "approved"

As a reviewer

Step	Process and Screen
1	Login as a reviewer. The Pop-Up: Upon Login, you will receive a pop-up notification should there be any pending translations present. <i>Cancel</i> : will exit the pop-up box <i>View Items:</i> will direct you to the dashboard
	There are items that require attention.
2	View items > Dashboard This page will display all pending translations divided by content type, Web Content and Resource Bundle Content with the ffg fields: Date assigned: date the translation was performed Major Feature Set: Feature Element Content: The edited translation User: The user that performed the translation action

ecently assigned items - Web	content:					
Date Assigned 1	Major Feature Set	Element Content	User	Locale	Translation Status ↓	
07/04/2022	Vitality Health Review	I accept that the Vitality ("	Vg Admin	en_US	Edited	Action
07/04/2022	Non-Smokers Declaration	MV DEMO - I accept that	Michael Veiga	en_US	Edited	Action
07/04/2022	Non-Smokers Declaration	これは非喫煙者のプライ	Michael Veiga	ja_JP	Draft	Action
12/04/2022	Wellness Devices	email from translation pa	Rosheel Vallabh	en_US	Draft	Action
12/04/2022	VHC	これはVHCのプライバシ	Vg Admin	ja_JP	Draft	Action
12/04/2022	VHC	VHC Draft Content - test S	Vg Admin	en_US	Draft	Action
13/04/2022	Login and Registration	1. Governing Documentati	micah garcia	en_US	Draft	Action
14/04/2022	Login and Registration	Ri-Test Web 1 - edited: Vit	Vg Admin	en_US	Draft	Action
14/04/2022	Login and Registration	שלום עולם.	Vg Admin	ja_JP	Draft	Action
19/04/2022	VHR	I accept that the Vitality ("	Vg Admin	en_US	Draft	Action
10 items 🔻			Showing 1 to 10 c	of 10 entries		۲ (۱
Recently assigned items - Reso	ource bundle:					
Date Assigned 1	Major Feature Set	Element Content	User	Locale	Translation Status \downarrow	
07/04/2022				115	Edited	Action
07/04/2022	Login and Registration	MV DEMO - Terms and Co	Michael Veiga	en_US	Edited	Accord
erform translation elect "Action" - You will no - Content wi - Cancel and content is in "edit	Login and Registration Is as per normal to popul tice an edit window with ill be displayed on your lef Submit/Resubmit button red" status the button will	sterew ate the dashboard the feature and transa ft is	Michael Veiga	es_EC	Edited	Action
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4.

Original Content	
Complete the Biometric Screening to earn points, assess your health and improve your Vitality Age.	Date assigned: 19/04/2022 Feature set: Learn More Features: Learn More VHC
A	Last update made at: 2022-04-19 15:51:14.877
en_US translated	Last user that updated: Charmaine Dube
Age.	Notes from Approver: This a reason for declining a translation
Cancel Re submit	

As an approver

In context of the approver "pending translations" = content that has been "submitted" or "draft"

Step	Process and Screen
1	Login as an approver. The Pop-Up: Upon Login, you will receive a pop-up notification should there be any pending translations present. <i>Cancel</i> : will exit the pop-up box <i>View Items:</i> will direct you to the dashboard
	There are items that require attention. \times
	Cancel View Items portal use to translate and maintain the majority of their mobile app content.
2	View items > Dashboard This page will display all pending translations divided by content type, Web Content and Resource Bundle Content with the ffg fields: Date assigned: date the translation was performed Major Feature Set: Feature Element Content: The edited translation User: The user that performed the translation action Locale: Translation language Translation Status: Status of translated content

Date Assigned 1	Major Feature Set	Element Content	User	Locale	Translation Statu	s↓
19/04/2022	VHC	これはVHCのプラ	Vg Admin	ja_JP	Draft	Action
19/04/2022	VHC	VHC Draft Content	Vg Admin	en_US	Draft	Action
19/04/2022	VHR	I accept that the Vit	Vg Admin	en_US	Draft	Action
20/04/2022	Login and Registration	1. Governing Docu	micah garcia	en_US	Draft	Action
20/04/2022	Login and Registration	Placeholder for Jap	Vg Admin	ja_JP	Draft	Action
20/04/2022	Login and Registration	Test Brazil issue	Vg Admin	en_US	Draft	Action
0 items 🔻			Showing 1 to 6	of 6 entries		٢ 1
ending items - Resource I Date Assigned 1	Major Feature Set	Element Content	User	Locale	Translation Sta	tus ↓
12/04/2022	Non Smokers Declaration	Non-smoker's Dec	Vg Admin	en_US	Submitted	Action
12/04/2022 prove/Decline Tran lect "Action" - You will notice	Non Smokers Declaration slations e an edit window with	If you have not sm the feature and trans	Vg Admin	en_US	Submitted	Action
 Content will b eb Content: An approve b source Bundle Conte An approve o 	Non Smokers Declaration slations e an edit window with be displayed on your let utton will be displayed	If you have not sm the feature and trans ft	Vg Admin	en_US	Submitted	
12/04/2022 prove/Decline Tran lect "Action" - You will notice - Content will b eb Content: - An approve b source Bundle Conte - An approve o	Non Smokers Declaration slations e an edit window with be displayed on your lef utton will be displayed ent: r decline button will be	If you have not sm the feature and trans ft displayed	Vg Admin	en_US	Submitted	Action
12/04/2022 prove/Decline Tran lect "Action" - You will notice - Content will b eb Content: - An approve b source Bundle Conter - An approve of - An approve of - A space for th	Non Smokers Declaration slations e an edit window with be displayed on your lef utton will be displayed ent: r decline button will be	If you have not sm the feature and trans ft e displayed	Vg Admin	en_US	Submitted	Action
12/04/2022 prove/Decline Tran lect "Action" - You will notice - Content will b eb Content: - An approve b source Bundle Conte - An approve o - A space for th	Non Smokers Declaration slations e an edit window with be displayed on your lef utton will be displayed ent: r decline button will be re decline note	If you have not sm the feature and trans ft e displayed te assigned: 12/04/2022 thure set Onboarding	Vg Admin Saction detai Preview Feature Set Diginal Content Laccept that the Vitality (Inse data which I may communica could be my health data, my)	en_US	Submitted ht-hand side ny collects and uses my personal e Vtality medical check-up. This r, my physical activity or even my alify age as an indication of my	Action Dete assigned: 19/04/2022 Features set: Data Sharing Features: Data Sharing
12/04/2022 prove/Decline Tran lect "Action" - You will notice - Content will b eb Content: - An approve b resource Bundle Conte - An approve of - An approve of - A space for th Preview Feature Set Vorginal Content Nor-smoker's Declaration	Non Smokers Declaration slations e an edit window with be displayed on your lef utton will be displayed ent: r decline button will be the decline note	If you have not sm the feature and trans ft e displayed te asigned: 12/04/2022 three set: Onboarding trues: NBD-Onboarding trues ta: 2002-04-12 t tabo 974	Vg Admin Saction detai Preview Feature Set Diginal Content Laccept that the Vitality (Inse data which I may communica could be my health data, my)	en_US	Submitted ht-hand side ny collects and uses my personal e Vitality medical check-up. This s, my physical activity or even my	Action Date assigned: 19/04/2022 Feature set: Data Sharing
12/04/2022 prove/Decline Tran lect "Action" - You will notice - Content will b eb Content: - An approve b source Bundle Conter - An approve o - A space for th Preview Feature Set Original Content	Non Smokers Declaration slations e an edit window with be displayed on your lef utton will be displayed ent: r decline button will be the decline note	If you have not sm the feature and trans ft e displayed te assigned: 12/04/2022 three set: Onboarding trugster made at: 2022-04-12 th:05.074 tugster made at: 2022-04-12 th:05.074 tugster made at: 2022-04-12 tugster made at	Vg Admin Saction detai Saction	en_US	Submitted ht-hand side ny collects and uses my personal e Vtality medical check-up. This r, my physical activity or even my alify age as an indication of my	Action Date assigned: 19/04/2022 Feature set: Data Sharing Features: Data Sharing Last update made at: 2022-04-19 11/42-18.409

• Translation record is removed from the dashboard

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17. Approvals Notification Emails

For every translation transaction between reviewer and approver, an email notification is sent. The following scenarios apply.

MCMP Approve Changes	
Noreply@vitalitygroup.com ← Reply ≪ Reply All → Forward Image: Comparison of the state of the s	
[Email from external sender. Proceed with caution]	
Hi Approver, micah garcia has submitted changes to "Learn More VHC". Please review them on MCMP	
Original	
Enter your verified results from a healthcare professional manually or have them updated automatically by linking an approved device.	
Translated	

Approver approves translation
MCMP Changes Approved NoReply_LifeRay To mcp.pre/iewer@base.mcmp.test.vitalitydeveloper.com; Franz Pedraja; Rosheel Vallabh; Meather Glahn; Madeline Hasbrouck; Carlo Ruste; Michelle Muller; Mark D reviewer_pentest1@vitalitypentest.co.za; sugeshen.reviewer@discovery.co.za; testreviewer@liferay.com; Danya Hreber; aviarbila@productiveedge.com; Maurine Dzin [mail from external sender. Proceed with caution]
Hi Reviewer, Charmaine dube has approved changes to "InsPrem-My Rewards". Please review them on MCMP
Original
Insurance Premium Reward
Translated Insurance Premium Reward -app

Approver declines translation	prover declines translation
MCMP Changes Declined Image: Source of the second	NoReply_LifeRay To cncp_reviewer@base.mcmp.test.vitalitydeveloper.com; C Franz Pedrają; C Rosheel Vallabh; O Heather Glahn; O Madeline Hasbrouck; C Carlo Ruste; Michelle Muller, Mark Dapro reviewer_pentest!@vitalitypentest.co.zz; Sugeshenzeviewer@discovery.co.zz; C testreviewer@liferay.com; D anya Hreben; aviarbila@productiveedge.com; Maurine Dzinoreva if there are problems with how this message is diplayed, dick here to view it in a web browser.
Hi Reviewer, Charmaine dube has declined changes to "InsPrem-My Rewards". Please review them on MCMP and action the comment.	- maine dube has declined changes to "InsPrem-My Rewards". Please review them on MCMP and action the comment.
How Insurance Premium Rewards work	
Translated How Insurance Premium Rewards work - decline Review the translation changes	w Insurance Premium Rewards work - decline

