



# Mobile Content Management Portal

User Manual

*Vitality*<sup>®</sup>

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# 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	<b>MCMP</b>	A portal used for translating content from one language to another.
Vitality Health Review	<b>VHR</b>	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	<b>VHC</b>	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
<b>Login &amp; Registration</b>	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
<b>VHR</b>			
	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
<b>Non-Smokers Declaration</b>	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
<b>Vitality Health Check</b>	Homescreen	Homescreen Card	Resource Bundle
	Onboarding		Resource Bundle
	Learn More	Learn More VHC	Resource Bundle
		Learn More BMI	Resource Bundle
		Learn More Waist Circumference	Resource Bundle
		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
<b>Points Monitor</b>	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
<b>Wellness Devices</b>	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
		Misfit	Web Content
		Moves app	Web Content
		Runkeeper	Web Content
		Strava	Web Content
		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
<b>Active Rewards (Goals &amp; Rewards)</b>	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 Game)	Resource Bundle
	Onboarding	Active Rewards	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	
		Chosen reward	Resource Bundle
		Data Privacy	Web content
		Partners	Resource Bundle
		Win Rewards – Wheel Spin	Resource Bundle
		Current rewards – Wheel spin	
	Partner Information Screen	Partner 1	Web content
	Partner Content – Company A	Homescreen	Resource bundle
		Participating Partner List	Resource bundle
		Partner Reward Info	Resource bundle
<b>Apple Watch – Earn with Watch Monthly</b>	Homescreen	Homescreen card	Resource Bundle
		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
<b>Apple Watch – Earn with Watch Weekly</b>	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
<b>Status</b>	Homescreen		
	Onboarding		Resource Bundle
	Learn More		Resource Bundle
	Status	Status Information	Resource Bundle
		Status Increase	Resource Bundle
	Rewards	My rewards	Resource Bundle
		Status rewards	Resource Bundle
	Earning points	Product category – get active	Resource Bundle
		Points event detail	Resource Bundle
<b>Screenings and Vaccinations</b>	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>	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
<b>VNA</b>	Homescreen	Homescreen Card	Resource Bundle
		Homescreen Card v2	
	Onboarding	Onboarding	Resource Bundle
	Learn More	Learn More	Resource Bundle
		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
<b>MWB</b>	Homescreen	Homescreen Card	Resource Bundle
		Homescreen Card v2	Resource Bundle
	Onboarding	Onboarding	Resource Bundle
	Learn More	Learn More	Resource Bundle
	Assessment Journey	MWB Summary	Resource Bundle
		Error messages	Resource Bundle
		Completed Screen	Resource Bundle
		Results	Resource Bundle
	Legal Content	Disclaimer	Web Content
		Data Sharing	Web Content
<b>MWB v2</b>		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
<b>My Health - VHR</b>	<b>Vitality Age</b>	<b>VHC only done</b>	<b>Resource Bundle</b>
		VHR done	Resource Bundle
		Outdated	Resource Bundle
	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
	Search		Resource Bundle
	Feedback		Resource Bundle
<b>Profile and Settings</b>	Member profile		Resource Bundle
	Personal details	Landing page	Resource Bundle
		Change email address	Resource Bundle
		Change photo	Resource Bundle
	Membership Details	Membership details	Resource Bundle
		Number descriptions	Resource Bundle
	Events feed	No Events Activity	Resource Bundle
		Events Categories	Resource Bundle
		Events Activity	Resource Bundle
	Settings	Landing page	Resource Bundle
		Logout	Resource Bundle
		Communication preferences	Resource Bundle
		Privacy settings	Resource Bundle
		Privacy statement	Web content
		Security settings	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
<b>Help &amp; FAQ</b>	Suggestions		Resource Bundle
	Help answers		Resource Bundle
	Feedback	Capture Feedback	Resource Bundle
		Error Messages	Resource Bundle
		Questions and Answers	Web Content
<b>Organized Fitness Events</b>	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
<b>Generic Device Cashback</b>	Homescreen	Homescreen Card	
		Homescreen Card v2	
	Onboarding		Resource Bundle
	Learn More		Resource Bundle
	Purchase and Tracking	Device	Resource Bundle
		Earning Cashback	Resource Bundle
		History	Resource Bundle
	Legal Content	Data Sharing	Web Content
	Self-Declare	Homescreen	
		Onboarding	Resource Bundle
		Learn More	Resource Bundle
		Activation landing screen	Resource Bundle
		Proof of Purchase	Resource Bundle
		Qualifying Devices	Resource Bundle
<b>Commons</b>	Buttons for call to action		Resource Bundle
	Buttons for acknowledgement		Resource Bundle
	Learn More		Resource Bundle
	General Text		Resource Bundle
	Legal content		Resource Bundle
	Error messages/titles/Ranges		Resource Bundle
	Points related messaged/titles		Resource Bundle
	Homescreen card new nav		Resource Bundle
	Error Handling		Resource Bundle

Navigation Level 1 (Major Feature Set)	Navigation Level 2 (Feature Set)	Navigation Level 3 (Feature)	Content Type
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	Stressor	Resource Bundle
		Social	Resource Bundle
		Psychological	Resource Bundle
	Learn More	Stressor	Resource Bundle
		Social	Resource Bundle
		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
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

	Admin site where content is managed and associated to a major feature.
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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	<p>Translated content has yet to be created.</p> <p>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.</p>
Edited	Element in English	Recently edited content	<p>This is the status in which the element has recently been edited.</p> <p>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.</p>
Submitted	Element in English	Recently edited content	<p>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.</p> <p>Upon submitting, it would update the Liferay table on the backend and it would be considered as the Recently edited content.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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.



Adobe Acrobat Document

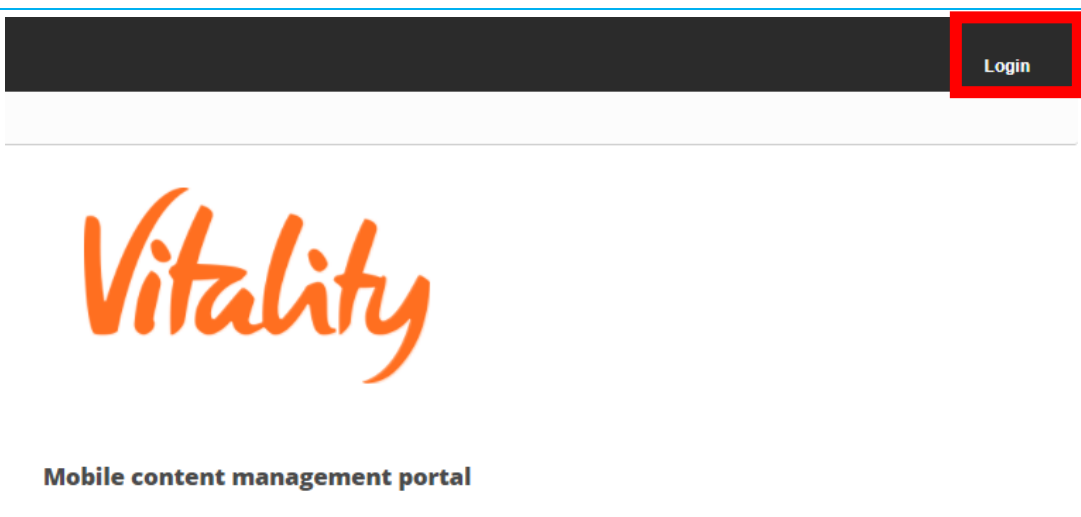
The current version of the Liferay portal is compatible with the following browsers:

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



Adobe Acrobat Document

### 3. Log-in Process

Step	Process and Screen
1	<p>Press the Login button on the upper right-hand corner of the Vitality MCMP landing page.</p>  <p>The screenshot shows the Vitality logo in orange script font. Below it, the text "Mobile content management portal" is displayed in a bold, dark blue font. At the top right of the page, a black navigation bar contains a white "Login" button, which is highlighted with a red rectangular box.</p>
2	<p>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.</p>

Sign In
×

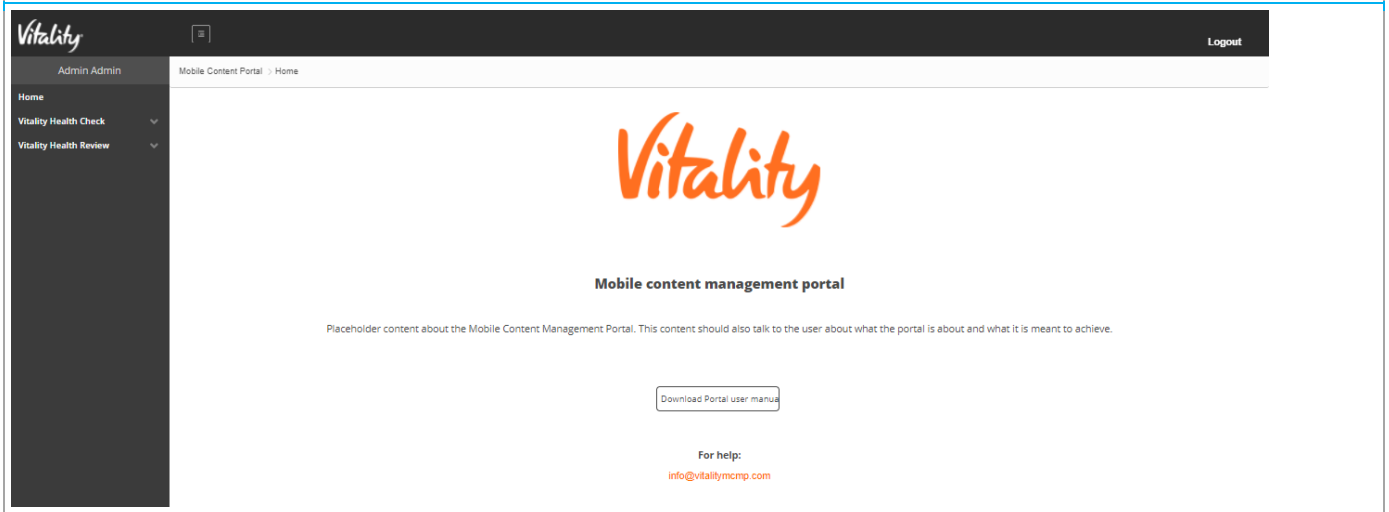
Email Address

Password

Remember Me

Sign In

3 When you have successfully entered your credentials, you would be directed to the MCMP Main Page with access to the Main menu.



## 4. User Manual Download Process

Step	Process and Screen
1	<p>Click on the Home link to proceed to the MCMP Main Page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="background-color: #333; color: white; padding: 5px;"> <span style="background-color: red; border: 2px solid red; padding: 2px;">Home</span> </div> <div style="background-color: #333; color: white; padding: 5px; margin-top: 5px;"> <span>Vitality Health Check</span> <span style="float: right;">▼</span> </div> <div style="background-color: #333; color: white; padding: 5px; margin-top: 5px;"> <span>Vitality Health Review</span> <span style="float: right;">▼</span> </div> </div>
2	<p>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.</p>



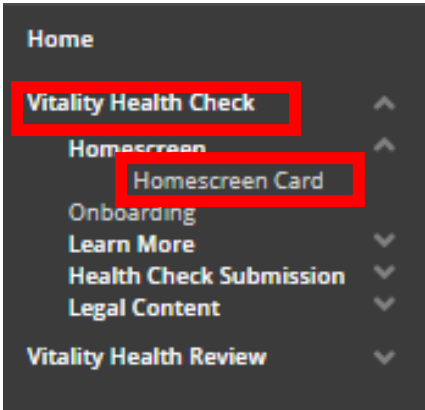

### Mobile content management portal

Placeholder content about the Mobile Content Management Portal. This content should also talk to the user about what the portal is about and what it is meant to achieve.

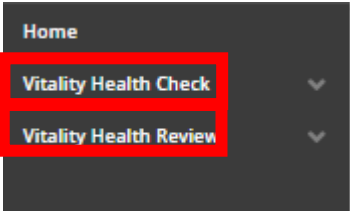
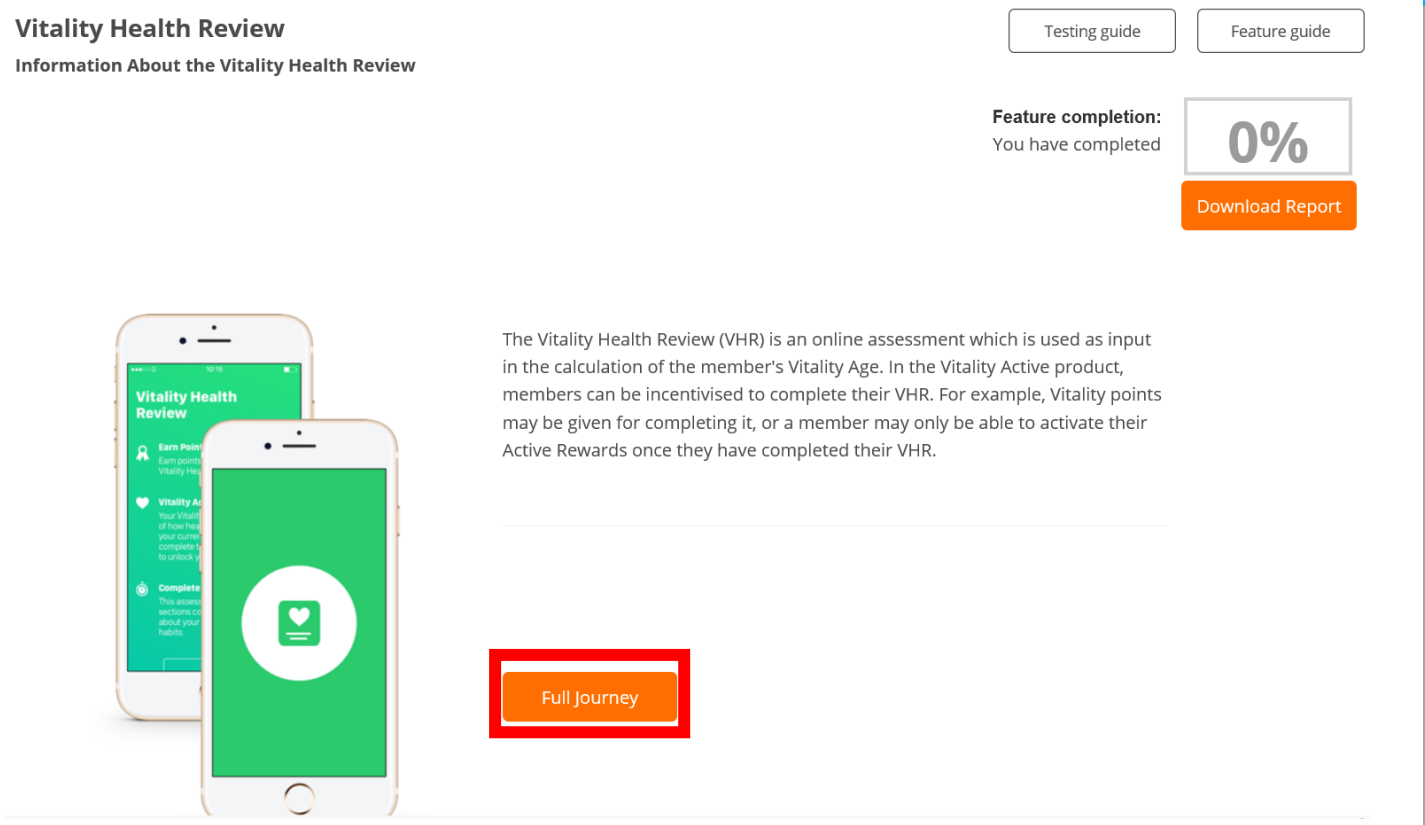


For help:  
[info@vitalitymcmp.com](mailto:info@vitalitymcmp.com)

## 5. Accessing Testing Guide and Feature Guide Process

Step	Process and Screen
1	<p>To access the Testing Guide or Feature Guide, you may click on the either the Major Feature Set (1<sup>st</sup> level navigation) or Feature (3<sup>rd</sup> level navigation) link on the MCMP Main Menu</p> 
2	<p>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.</p> <p>It should be noted that the Testing Guide and Feature Guide buttons can also be found in the following pages:</p> <ul style="list-style-type: none"><li>• Onboarding</li><li>• Commons Translation Page</li></ul> 

## 6. Accessing a Full Mobile Journey for a Major Feature Set

Step	Process and Screen
1	<p>Click on a Major Feature Set link within the Main Menu to proceed to the MCMP Major Feature Set Landing Page. This can be viewed via 2 mechanisms: PDF View (Old Navigation) and Invision Prototype (New Navigation)</p> 
2	<p><b>PDF VIEW</b></p> <p>When you reach the MCMP Major Feature Landing Page, click on the “View Full Journey” button to access the diagram for that Major Feature Set on MCMP. Clicking on the button will download the PDF by opening a new tab in the browser and then download the content.</p> 
3	<p><b>Invision Prototype</b></p> <p>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.</p>



**Login & Registration**

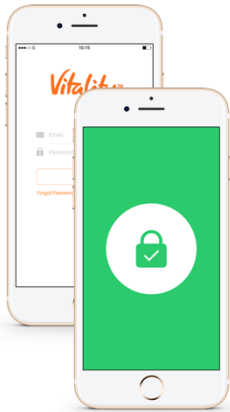
Information About Login &amp; Registration

Testing guide

Feature guide

Feature completion  
You have completed:**44%**

Download Report



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.

After successful registration on the app, users will be required to log in to the app on each subsequent visit.

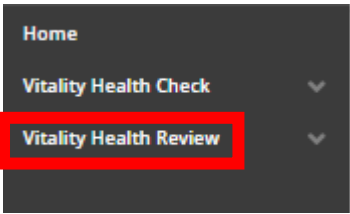
iOS journey

Android journey

**Invision Web Page**

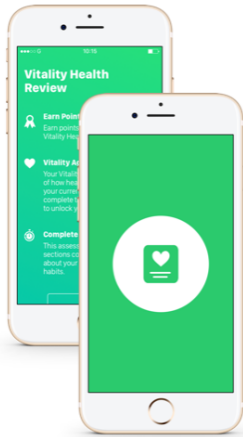
The screen prototype links will open a web page (Open access) where one can navigate between the various mobile app features. Features will be loaded into the MCMP as and when Product completes each journey prototype – hence one may see a *\*mix* of PDF Files and the Invision screens. *\*This is configurable*

## 7. Progress Report Download Process

Step	Process and Screen
1	<p>Click on a Major Feature Set link within the Main Menu to proceed to the MCMP Major Feature Set Landing Page.</p> 
2	<p>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.</p>

## Vitality Health Review

### Information About the Vitality Health Review



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.

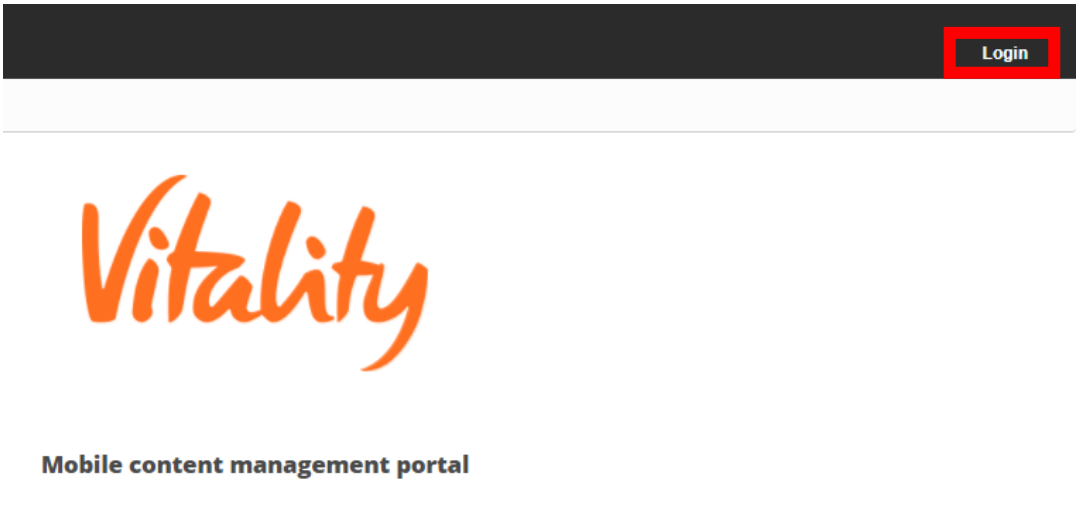
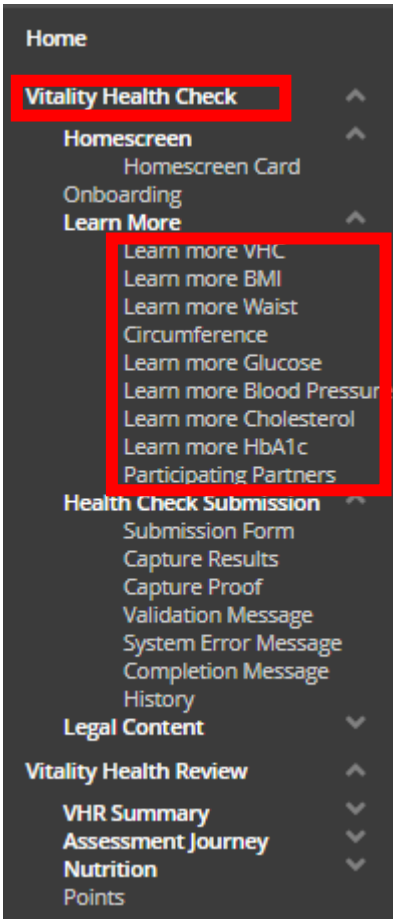


3

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.

MajorFeatureSet	FeatureSet	Feature	BaseLanguage	TranslatedText	Status	LastUpdated	User	Locale
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 lean muscle mass that is more than average, for example, athletes.	Long Desc...	Submitted	9/12/17 1:29 PM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More BMI	What is Body Mass Index?	What is BMI???	Approved	9/12/17 1:30 PM	MCP ApproverDev	en_US
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_US
VHC	Learn More	Learn More Blood Pressure	What is Blood Pressure?	What IZ blood Presoore???	Edited	9/12/17 2:43 PM	MCP ReviewerDev	en_US
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	en_US
VHC	Learn More	Learn More Cholesterol	What is Cholesterol?	What is Cholesterol yes	Submitted	9/13/17 3:57 AM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More Cholesterol	How do I earn points for my Cholesterol?	test	Approved	9/13/17 3:39 AM	MCP ApproverDev	en_US
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_US
VHC	Learn More	Learn More Glucose	What is Glucose?	?????? ?????????? C6H12O6???????	Declined	9/12/17 2:22 PM	MCP ApproverDev	en_US
VHC	Learn More	Learn More HbA1c	Content on why HbA1c is important.	Test 3	Edited	9/13/17 4:10 AM	MCP ReviewerDev	en_US
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_US
VHC	Learn More	Learn More HbA1c	How do I earn points for my HbA1c?	Test 4	Submitted	9/13/17 4:12 AM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More HbA1c	What is HbA1c?	Test 1	Approved	9/13/17 4:14 AM	MCP ApproverDev	en_US
VHC	Learn More	Learn More HbA1c	Content on what HbA1c is. (required)	Test 2	Declined	9/13/17 4:14 AM	MCP ApproverDev	en_US
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_US
VHC	Learn More	Learn More VHC	Waist circumference	Wagstoo Sircumferencsoo	Edited	9/12/17 1:08 PM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	Earn Points	Earnoo Pointsoo	Edited	9/12/17 1:07 PM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	How a Vitality Healthcheck works	testing	Edited	9/13/17 3:05 AM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	Cholesterol	Cholesteroloo	Edited	9/13/17 4:33 AM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	Visit a healthcare professional	sitahin ang isang healthcare profesio	Submitted	9/12/17 5:12 AM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	Body Mass Index	BMI	Submitted	9/12/17 1:12 PM	MCP ReviewerDev	en_US
VHC	Learn More	Learn More VHC	Glucose	glookosoo	Submitted	9/12/17 3:03 PM	MCP ReviewerDev	en_US
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	en_US

## 8. Editing Guide for Resource Bundles

Step	Process and Screen
1	<p>Log-in the MCMP using your credentials</p> 
2	<p>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 <b>2.1.1 Website Navigation</b></p> 
3	<p>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.</p>

	English	Other Language	Status	
<input type="checkbox"/>	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	<a href="#">Edit</a>
<input type="checkbox"/>	Get Assessed	評価される... TEST	Declined	<a href="#">Edit</a>
<input type="checkbox"/>	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	<a href="#">Edit</a>
<input type="checkbox"/>	Earn Points	ポイント獲得 test edited	Approved	<a href="#">Edit</a>
<input type="checkbox"/>	Capture Results	1212412 test 123	Declined	<a href="#">Edit</a>

**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:



**Filter:**

Filter:

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.

## Edit translate

English

Achieve your weekly targets with Active Rewards and earn great rewards from our partners.

ja\_JP

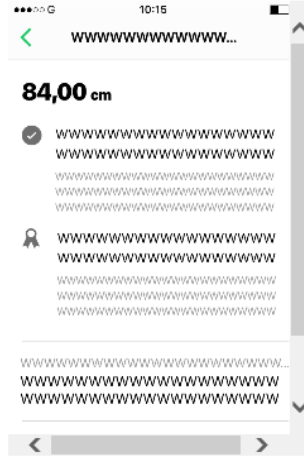
毎週の目標を達成し、パートナーから大きな報酬を獲得しましょう。

Cancel

Save

IOS

ANDROID



5

When an edit has been saved [This status will show as "Edited"] you can now proceed to submit the translations for approval. It should be noted that only the elements that are ticked through a checkbox would be considered for submission. Once an element has been submitted for submission, its status would be updated to *Submitted*. Further details on the status can be found on section 3.2 MCMP Statuses.

### Checkbox

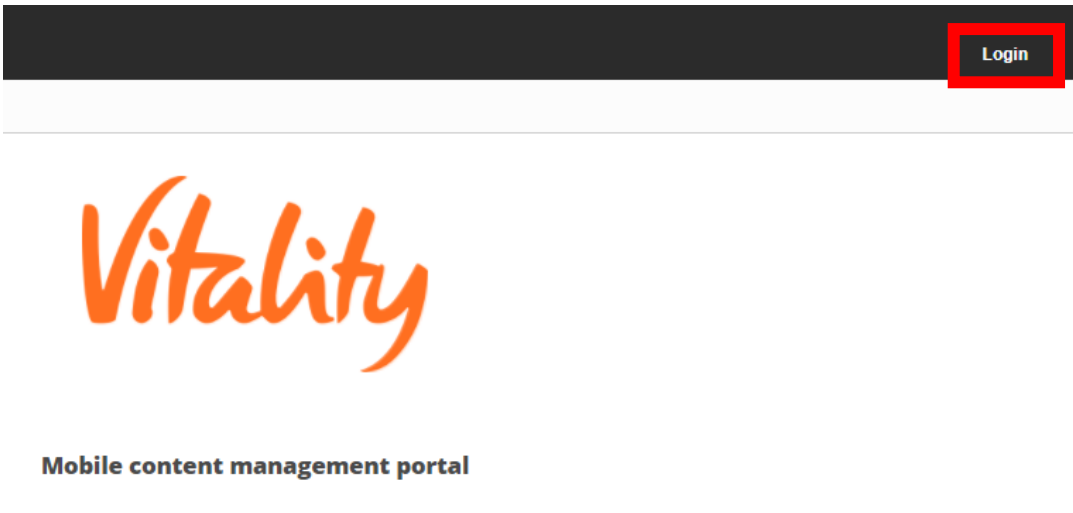
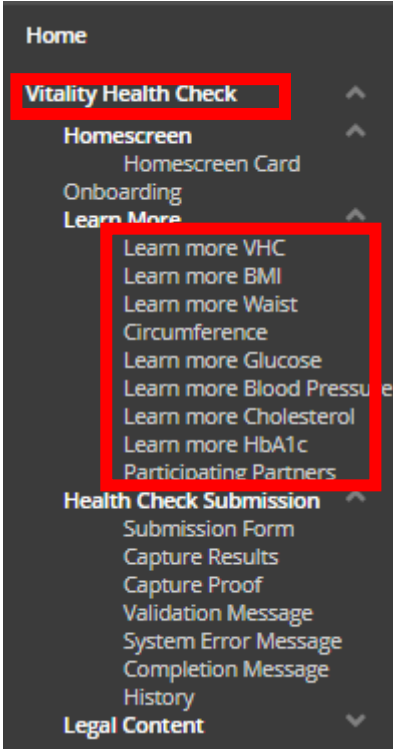
English	Translation	Status	
<input type="checkbox"/> IMPROVE YOUR HEALTH	Improve you health	Approved	<a href="#">Edit</a>
<input type="checkbox"/> Achieve your weekly targets with Active Rewards and earn great rewards from our partners.	毎週の目標を達成し、パートナーから大きな報酬を獲得しましょう。test	Submitted	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Activate Vitality Active Rewards and track your exercise to meet your weekly target.	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	<a href="#">Edit</a>

### Final Submission Button

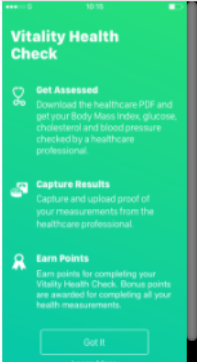
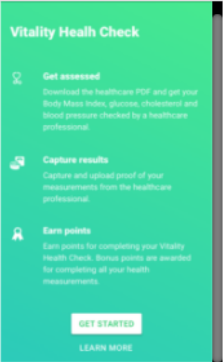


Final Submission

# 9. Approval Guide for Resource Bundles

Step	Process and Screen
1	<p data-bbox="113 174 579 208">Log-in to the MCMP using your credentials</p> 
2	<p data-bbox="113 761 1182 824">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 <b>2.1.1 Website Navigation</b></p> 
3	<p data-bbox="113 1998 1505 2092">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</p>

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	
		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	<div style="border: 2px solid red; padding: 2px;">Approve</div> <div style="border: 2px solid red; padding: 2px;">Decline</div>	⋮
<span>&lt;</span> <span>1</span> <span>&gt;</span>					

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

**Pagination:**



**Carousel:**

**Find a screen easily**

Information on how the image slide works in relation to the big images displayed above for the translation table.



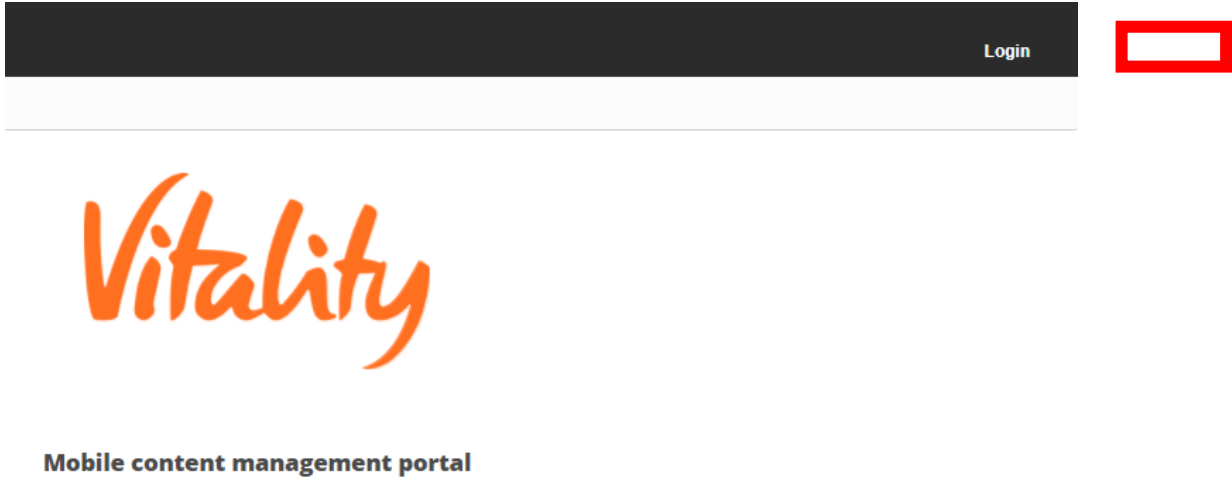
**Filter:**

Filter:

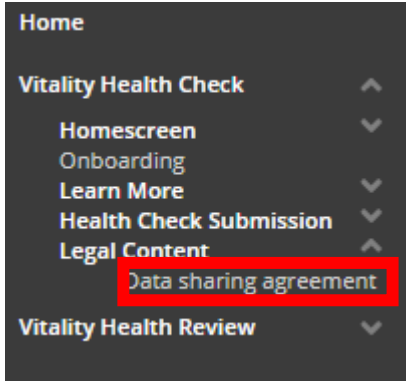
# 10. Editing Guide for Web Content

**Step** Process and Screen

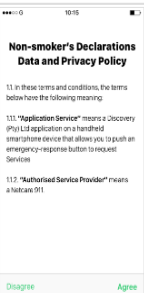

1 Log-in to the MCMP using your credentials




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**



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**.

IOS	Android	Translated Text	Status
		<input type="checkbox"/> I accept that the Vitality ("Insurer Vitality Operator") company collects and uses my personal data which I may communicate within the framework of 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 ... <a href="#">Read more</a>	approved <input type="button" value="Edit"/>



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



- You may filter the contents you can view with the filter box 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.

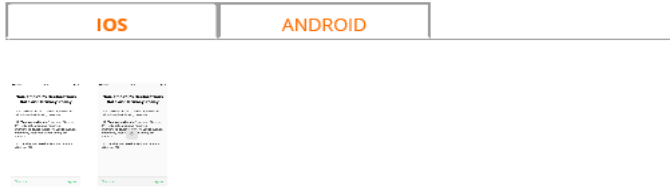
**Pagination:**



**Carousel:**

**Find a screen easily**

The screens below are included in this journey:



**Filter:**

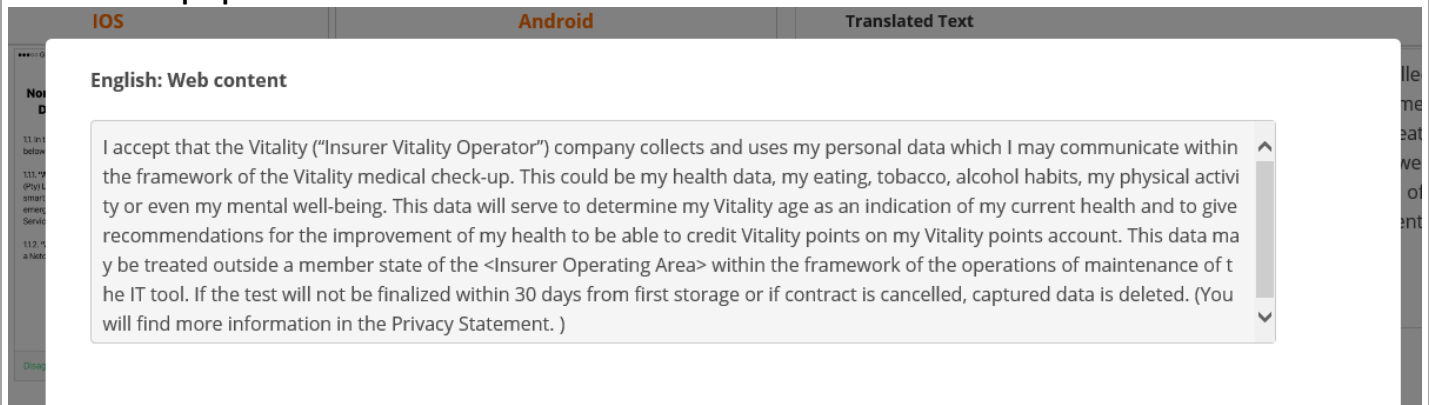
**Filter:**

**Read More**

health to be able to credit Vitality points on my Vitality ...

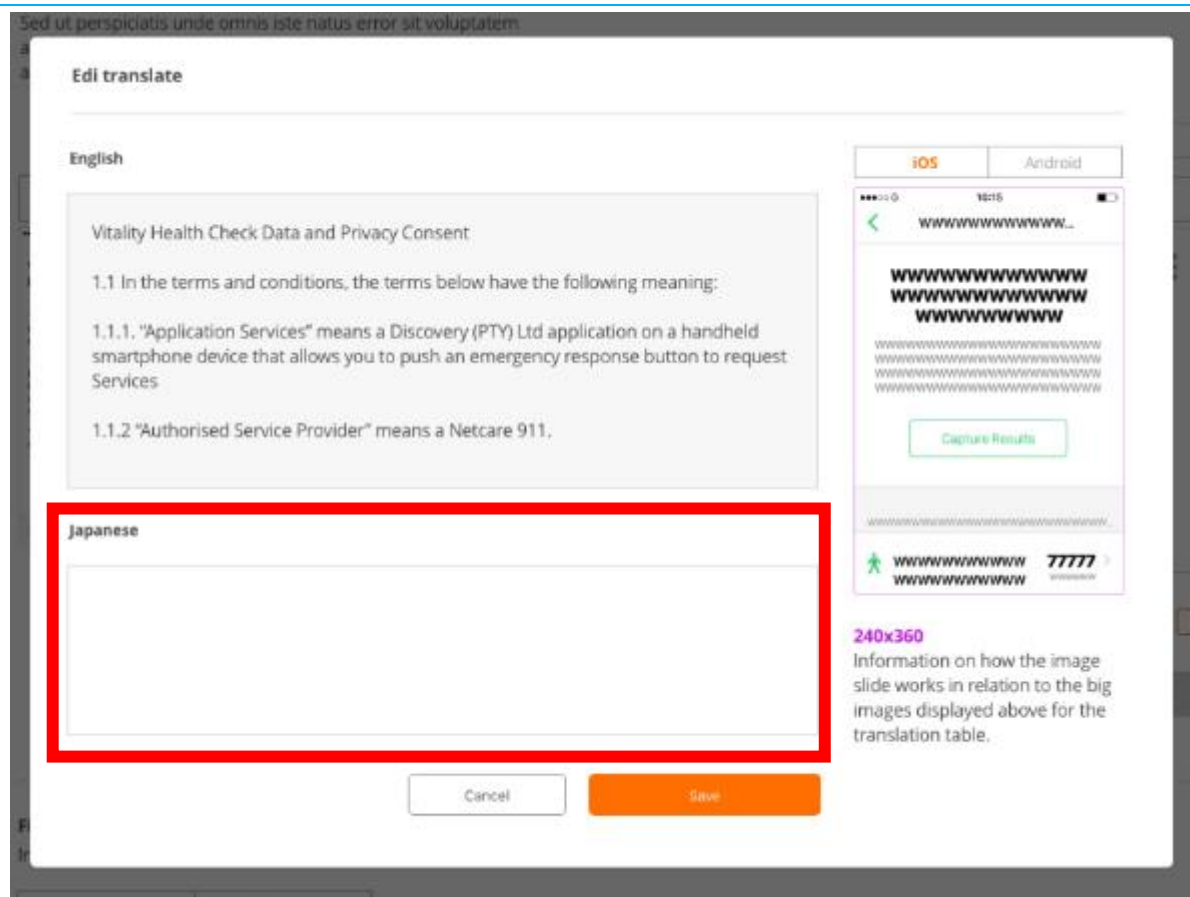
[Read more](#)

**Read More Pop-up**

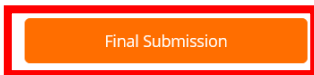


4

Upon clicking the Edit Option, you would be redirected to the Web Content Translation Pop-up. In this pop-up, you may the add the translation for the content. 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. Further details on the status can be found on section **1.3 Glossary of Terms.**



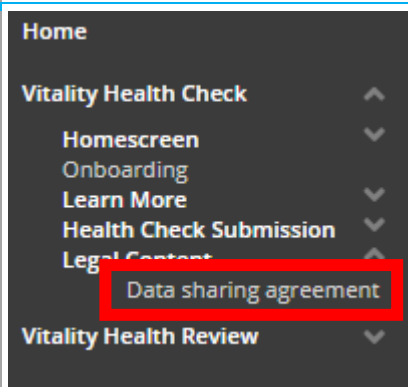
- 5 When an edit has been saved, you can now proceed to submit the translations for approval. It should be noted that only the elements that are checked through a checkbox would be considered for submission. The submission of an element would update the status to Submitted. Further details on the status can be found on section **3.2 MCMP Statuses**



## 11. Approval Guide for Web Content

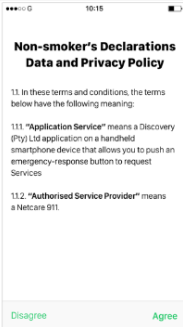
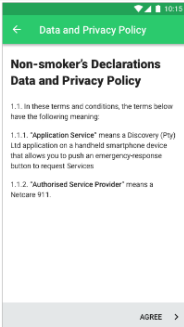

Step	Process and Screen
1	<p>Log-in the MCMP using your credentials</p>

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**



3 You will be directed to the Web Content Translation View page wherein you will be able to view the translation you can approve. To approve/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 or declined elements, these elements would already be sent for publishing. An approved element would have its status updated to Approved.

Choose language to translate into: **en\_US**

IOS	Android	Translated Text	Status
		I accept that the Vitality ("Insu... <a href="#">Read more</a>	<a href="#">Approve</a> 

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
- You may filter the contents you can view with the filter box 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

Information on how the image slide works in relation to the big images displayed above for the translation table.



#### Filter:

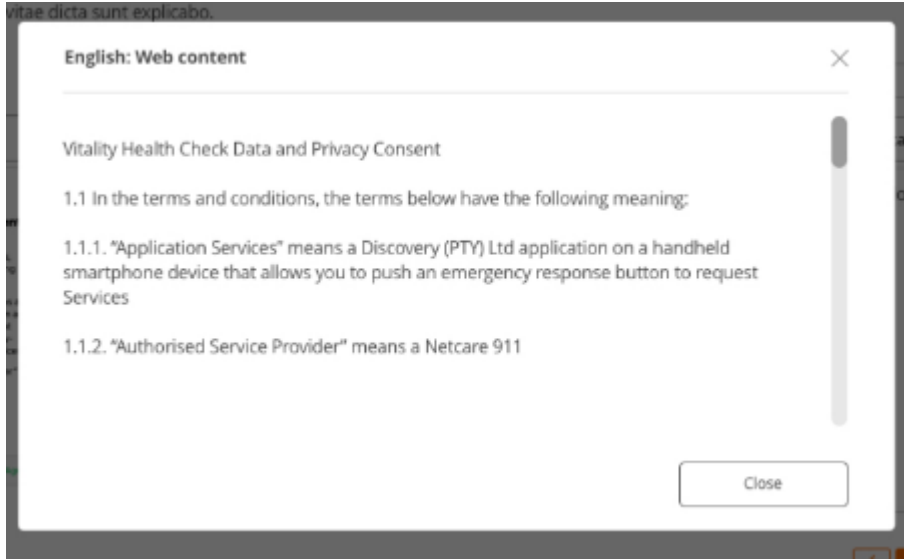
Filter:

## Read More

health to be able to credit Vitality points on my Vitality ...

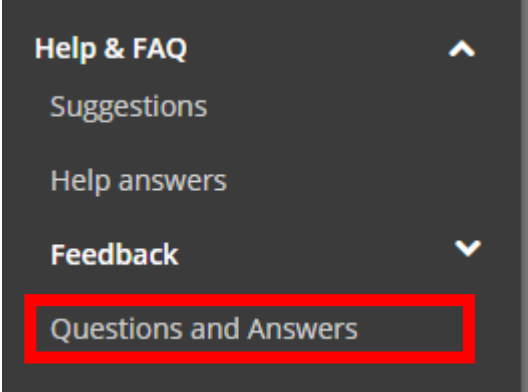
[Read more](#)

## Read More Pop-up



## 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	Process and Screen
1	<p>Navigate to Help &amp; FAQ &gt; Questions and Answers</p>  <p>The screenshot shows a dark navigation menu with the following items: 'Help &amp; FAQ' (with an upward arrow), 'Suggestions', 'Help answers', 'Feedback' (with a downward arrow), and 'Questions and Answers' (highlighted with a red rectangular box).</p>
2	<p>The FAQ page will open. Displaying the <b>Title</b> of the Question in bold, thereafter the <b>editable question</b> is below and the corresponding <b>answer</b> in normal text.</p>

### I 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 your workout data. Remember it can take up to 24 hours for points to update.

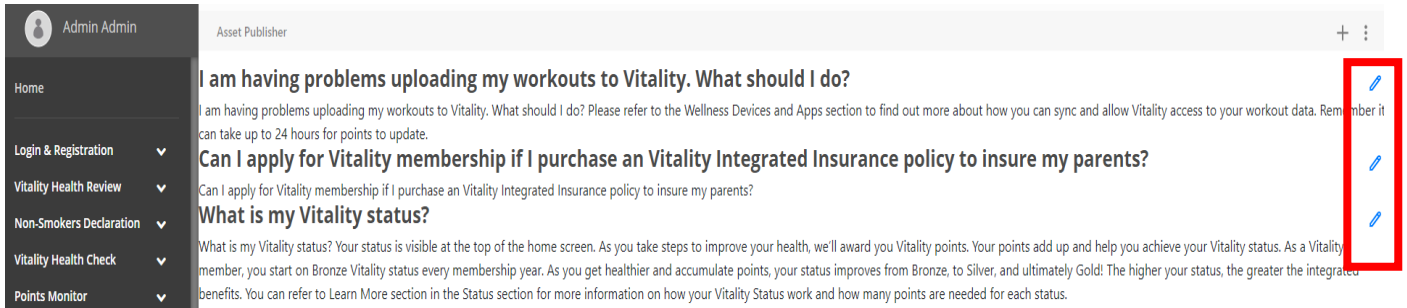
### Can I apply for Vitality membership if I purchase an Vitality Integrated Insurance policy to insure my parents?

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 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 integrated 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.

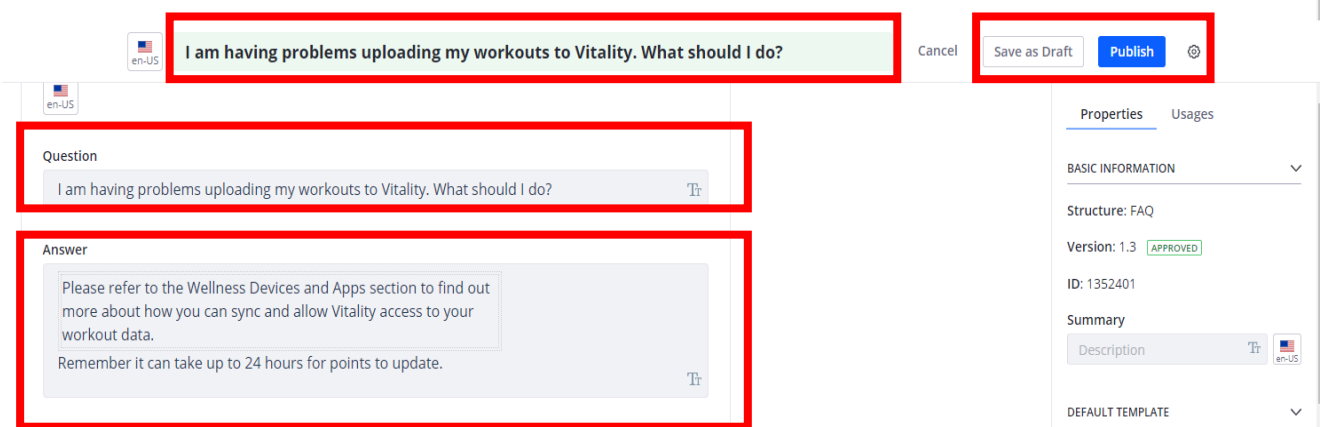
3 To edit, Select the blue pen at the end of the question row.



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

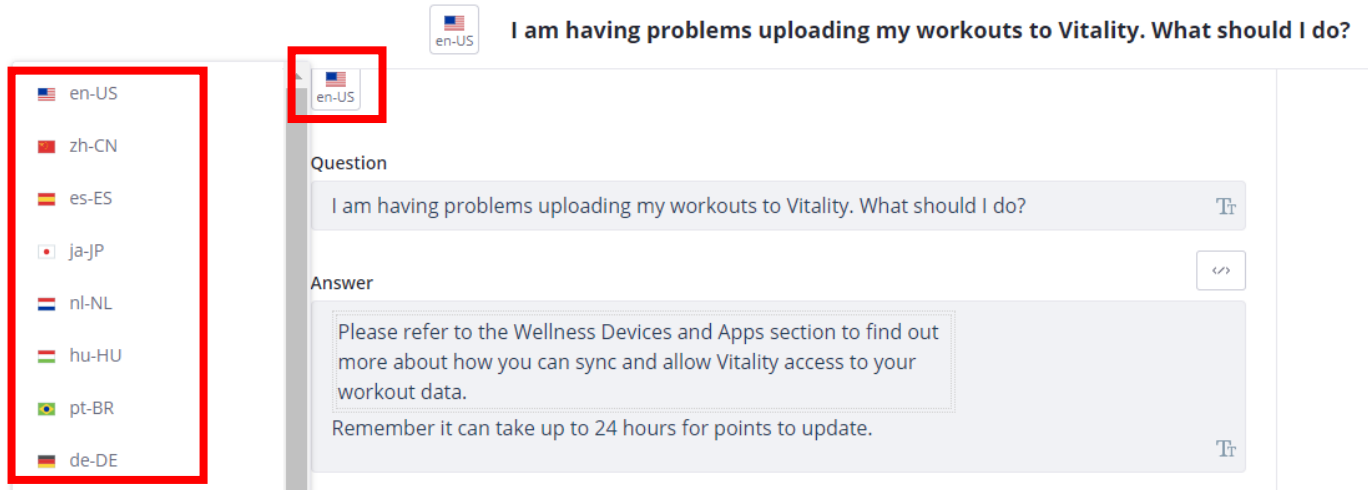
- Edit the title (this is just the name of the question and does not affect the changes to the app)
- Edit the question
- Edit the answer (please ignore product answer/key)
- Edit in a different language (the translation)
- Save As Draft (saves the changes made but does not publish to the app)
- Publish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

### Editing Fields:



## Changing Locales

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

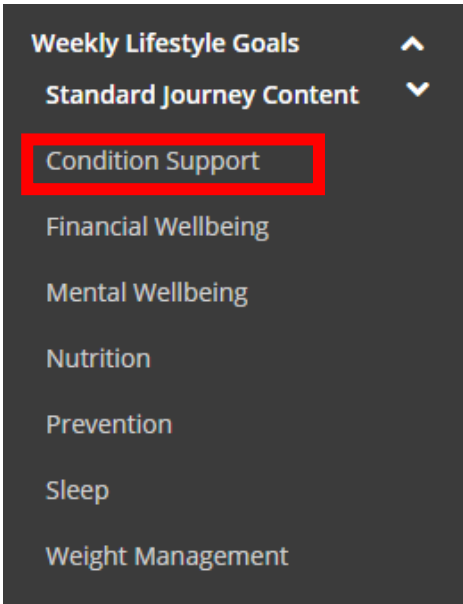


The screenshot shows a user interface with a locale selection menu on the left and a question/answer section on the right. The locale selection menu is a vertical list of flags and locale codes: en-US, zh-CN, es-ES, ja-JP, nl-NL, hu-HU, pt-BR, and de-DE. The 'en-US' option is highlighted with a red box. To the right, there is a question: "I am having problems uploading my workouts to Vitality. What should I do?" and an answer: "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. Remember it can take up to 24 hours for points to update." The 'en-US' locale button is also highlighted with a red box.

Once your changes have been published they will appear on your UI. These changes are live and do not need 'approval'. They should now reflect on your app.

## 13. Editing Guide for WLG Web Content.

### 13.1 Edit Using the UI

Step	Process and Screen
1	<p>Navigate to Weekly Lifestyle Goals &gt; Select a module. I.e.: Condition Support</p>  <p>The screenshot shows a dark navigation menu with the following items: Weekly Lifestyle Goals (with an up arrow), Standard Journey Content (with a down arrow), Condition Support (highlighted with a red box), Financial Wellbeing, Mental Wellbeing, Nutrition, Prevention, Sleep, and Weight Management.</p>
2	<p>Upon accessing the page, you will notice an unpopulated page. This is because you need to select the following to see content:</p> <ul style="list-style-type: none"><li>• Locale</li><li>• Pathway</li><li>• Goal</li></ul> <p>Select all the above fields and choose the applicable option.</p>

### Condition Support

Enter Sub Heading Here

Paragraph

Enter Paragraph content

Choose language to translate into: en\_US

Pathway

Select

Goal

Select

Base Language	Translated Text	Status	Action
No data available in table			

3

Once fields are selected you should see the goal content displayed. Provided the gal has been correctly configured by your dev and cache has been refreshed to pull in new goals.

Choose language to translate into: en\_US

Pathway

Manage cholesterol

Goal

Weekly Lifestyle Goal for Hyperlipidemia (Cholesterol) for the Quiz

	Base Language	Translated Text	Status	Action
Quiz Fact Sheet	<p><b>The Facts about Cholesterol</b></p> <p><b>What is cholesterol and why should I care?</b></p> <ul style="list-style-type: none"> <li>Cholesterol is a waxy substance that can form plaque in blood vessels and block proper blood flow throughout the body. Having these blockages causes heart disease and may cause a heart attack, stroke or other heart and blood vessel (cardiovascular) conditions.</li> <li>All adults should be regularly tested for cholesterol proble...</li> </ul> <p>Read more</p>	<p><b>The Facts about Cholesterol</b></p> <p><b>What is cholesterol and why should I care?</b></p> <ul style="list-style-type: none"> <li>Cholesterol is a waxy substance that can form plaque in blood vessels and block proper blood flow throughout the body. Having these blockages causes heart disease and may cause a heart attack, stroke or other heart and blood vessel (cardiovascular) conditions.</li> <li>All adults should be regularly tested for cholesterol proble...</li> </ul> <p>Read more</p>	approved	<a href="#">Edit</a>
Why is this Important	<p><b>Why this is important</b></p> <p>The purpose of this quiz is to educate the member on clinical recommendations for managing cholesterol, the health implications if cholesterol is not managed, and to inform the member of lifestyle habits that can improve the management of cholesterol and health outcomes. The questions and feedback to answers aim to help the member understand the connection between managing cholesterol and preventing heart disease ...</p>	<p><b>Why this is important</b></p> <p>The purpose of this quiz is to educate the member on clinical recommendations for managing cholesterol, the health implications if cholesterol is not managed, and to inform the member of lifestyle habits that can improve the management of cholesterol and health outcomes. The questions and feedback to answers aim to help the member understand the connection between managing cholesterol and preventing heart disease ...</p> <p>Read more</p>	approved	<a href="#">Edit</a>

- Select the edit button > edit your translation > save

**The Facts about Cholesterol**

**What is cholesterol and why should I care?**

- Cholesterol is a waxy substance that can form plaque in blood vessels and block proper blood flow

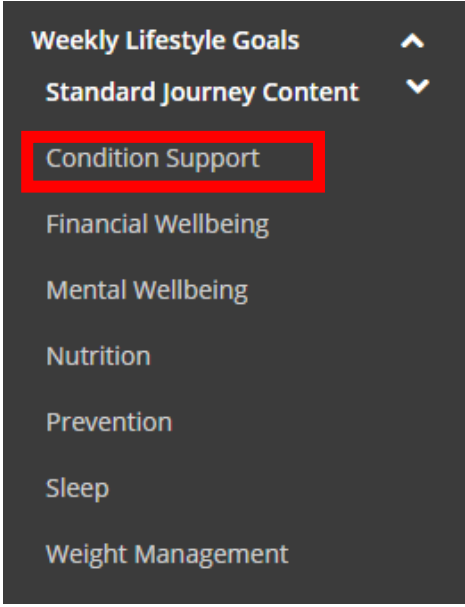
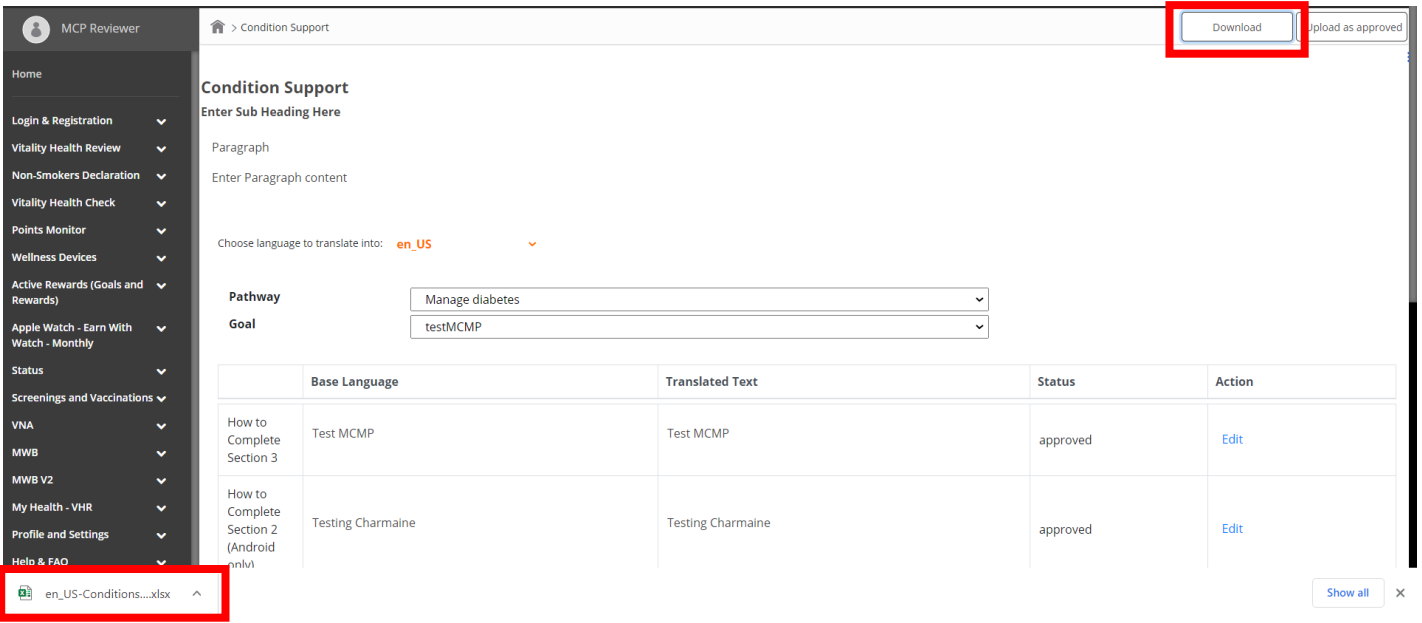
en\_US

testing testing

Cancel

Save

## 13.1 Edit Using Excel Sheet

Step	Process and Screen
1	<p>Navigate to Weekly Lifestyle Goals &gt; Select a module. I.e.: Condition Support</p> 
2	<p>Upon accessing the page, you will notice an unpopulated page.</p> <ul style="list-style-type: none"> <li>Select a locale (It is not necessary to make any other selections for the download as it download all the content for the module)</li> <li>Select the “Download” button. An excel file for the selected locale will download onto your machine</li> </ul> 
3	<p>Open the excel &gt; Edits are only made to the fields labelled “Translation” under each subsection i.e. Rewards</p> <ul style="list-style-type: none"> <li>Columns are expandable</li> <li>You cannot edit config content i.e., goal key and goal codes and type</li> <li>Ensure that you are editing in the write category i.e. – How to complete section 1</li> <li>The excel sheet contains all the pathways and goals that belong to module.</li> </ul>



		Rewards		How to Complete Section 1		How to Complete Section 2		How to Complete Section 3									
Goal key	Goal Code	Goal Name	CMS Key	CMS Type Code	Original Content	Translation	CMS Key	IS Type	Coginal Conti	Translation	CMS Key	IS Type	Coginal Conti	Translator	CMS Key	IS Type	Coginal Conti
8987	TWLGtest	TWLGtest	wlg-twlgte	C_Key_Rewards	<p><p></p></p>	<p><p></p></p>	wlg-twlgte	C_Key_Ho	<p><p></p></p>								
18	NU007	Snack with wlg-nu007	C_Key_Rewards		<h2>Rewards</h2><h2>Rewards</h2>	<h2>Rewards</h2><h2>Rewards</h2>	wlg-nu007	C_Key_Ho	<h2>How to complete</h2><ol><li><strong>Eat snacks that don't have sugar</strong></li></ol>								
-7.4E+08	CMBNUTO	Check the	wlg-cmbnu	C_Key_Rewards			wlg-cmbnu	C_Key_Ho	How to Complete								
-7.4E+08	testFuncit	testFuncit	wlg-testfui	C_Key_Rewards			wlg-testfui	C_Key_Ho	How to Complete								
-7.4E+08	testSaving	testSaving	wlg-testsa	C_Key_Rewards			wlg-testsa	C_Key_Ho	How to Complete		wlg-testsa	C_Key_Ho	How to Complete2		wlg-testsa	C_Key_Ho	How to Complete2
-7.4E+08	KBAS1	Track your wlg-kbas1	C_Key_Rewards				wlg-kbas1	C_Key_Ho	How to Complete		wlg-kbas1	C_Key_Ho	How to Complete2		wlg-kbas1	C_Key_Ho	How to Complete2
-7.4E+08	Goal2821	Goal2821	wlg-goal2f	C_Key_Rewards			wlg-goal2f	C_Key_Ho	How to Complete		wlg-goal2f	C_Key_Ho	How to Complete2		wlg-goal2f	C_Key_Ho	How to Complete2
-7.4E+08	DemoYaut	DemoYaut	wlg-demoi	C_Key_Rewards			wlg-demoi	C_Key_Ho	How to Complete								
-7.4E+08	AUTOftuj1	AUTOftuj1	wlg-autoft	C_Key_Rewards			wlg-autoft	C_Key_Ho	How to Complete								
-7.4E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards			wlg-yauhe	C_Key_Ho	How to Complete								
-7.4E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards	<p><p>YauheniTest9	<p><p>YauheniTest	wlg-yauhe	C_Key_Ho	<p><p>Yai	<p><p>YauheniTest91		wlg-yauhe	C_Key_Ho	<p><p>Yai	<p><p>Yai	wlg-yauhe	C_Key_Ho
-7.4E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards	<p><p>YauheniTest9	<p><p>YauheniTest	wlg-yauhe	C_Key_Ho	<p><p>Yai	<p><p>YauheniTest92							
-7.4E+08	testFuncit	testFuncit	wlg-testfui	C_Key_Rewards			wlg-testfui	C_Key_Ho	How to Complete								
-7.4E+08	content	content	wlg-conte	C_Key_Rewards			wlg-conte	C_Key_Ho	How to Complete								
-7.4E+08	testMCPM	testMCPM	wlg-testmi	C_Key_Rewards	<p><p>Test WLG for	<p><p>Test WLG f	wlg-testmi	C_Key_Ho	<p>Testing	<p>Testing 123		wlg-testmi	C_Key_Ho	<p><p>tes	<p><p>tes	wlg-testmi	C_Key_Ho
-7.4E+08	QuizTest	QuizTest	wlg-quizte	C_Key_Rewards	<p><p>QuizTest	<p><p>QuizTest	wlg-quizte	C_Key_Ho	<p><p>Qu	<p><p>QuizTest ios							
-7.4E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards	test	test	wlg-yauhe	C_Key_Ho	test	test							
-7.4E+08	YauheniDe	YauheniDe	wlg-yauhe	C_Key_Rewards	<p><p>YauheniDemc	<p><p>YauheniDer	wlg-yauhe	C_Key_Ho	<p><p>Yai	<p><p>YauheniDemoTest93 ios							
1.11E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards	<p><p>YauheniTest1	<p><p>YauheniTest	wlg-yauhe	C_Key_Ho	<p><p>Yai	<p><p>YauheniTest100							
1.11E+08	NastiaTest	NastiaTest	wlg-nastia	C_Key_Rewards	<p><p>test	<p><p>test	wlg-nastia	C_Key_Ho	<p><p>tes	<p><p>test							
1.11E+08	YauheniTe	YauheniTe	wlg-yauhe	C_Key_Rewards			wlg-yauhe	C_Key_Ho	How to Complete								
1.11E+08	TESTNasti	TESTNasti	wlg-testna	C_Key_Rewards			wlg-testna	C_Key_Ho	How to Complete								

uneditable config data

1.11E+08 YauheniDe YauheniDe wlg-yauhe C\_Key\_Rewards <p><p>YauheniDemc <p><p>YauheniDer wlg-yauhe C\_Key\_Ho <p><p>  
**Manage diabetes** | Manage hypertension | Manage heart health | Manage your medicines | Manage cholesterol |

4.

Proceed to editing your content.

- Ensure that you only edit inside the formatting tags :<p><p> content <p><p>, as pictured above.

Navigate to the end of the excel sheet to a column titled "Action required"

- You will select the dropdown option "update" for content that requires an update, this is applicable for every row where a change has been made.
- Should you make a change and fail to indicate "update" the upload will return an error and not update your content.

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
1																							
2																							
3																							
4																							
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17																							
18																							

5.

Save the excel sheet as is **DO NOT** change the file name as the system uses this name to reconcile the uploads to the module. Regardless of the number of files you have downloaded previously. i.e. en\_US-ConditionSupport(13).xlsx

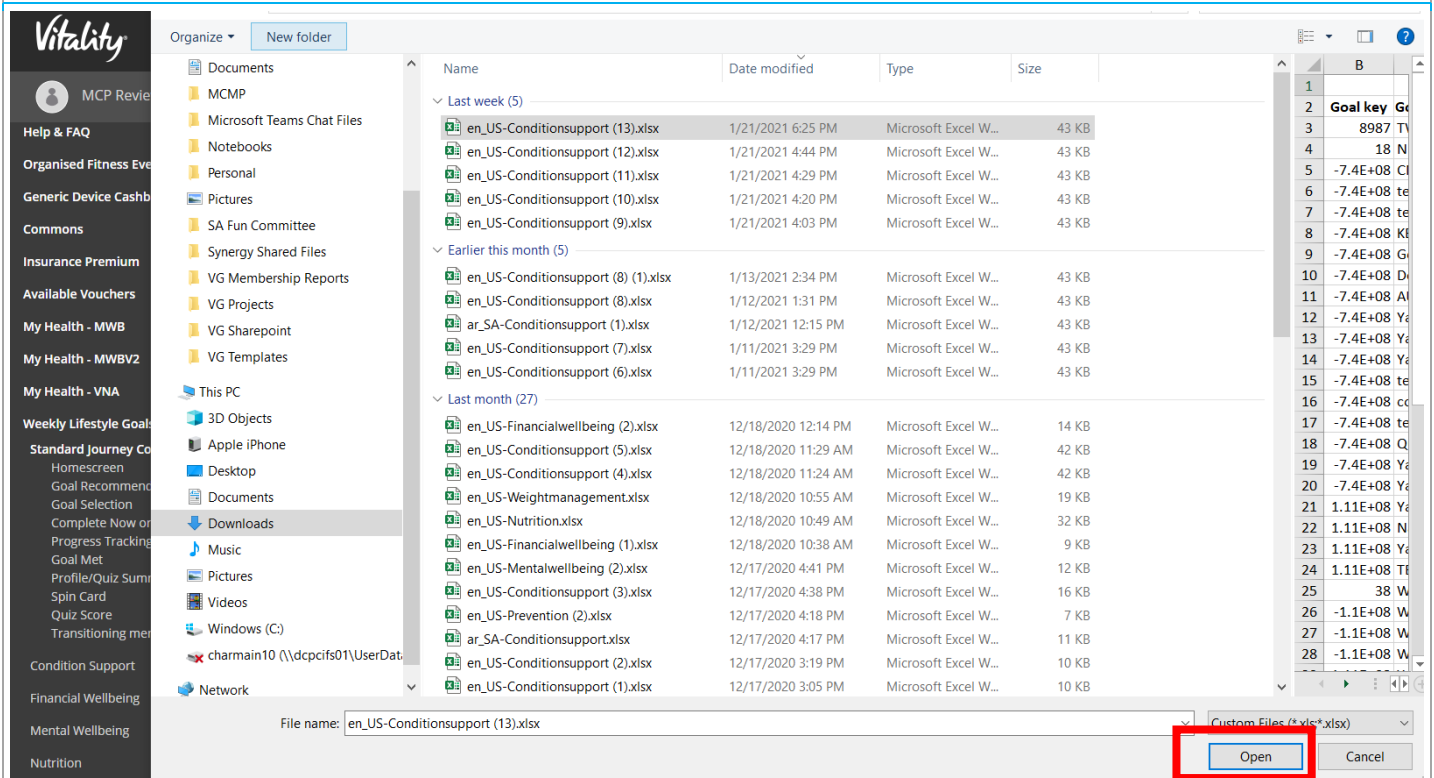
### 13.2 Upload Excel Sheet

Step	Process and Screen
1	<p>Navigate back to Weekly Lifestyle Goals &gt; Select a module. I.e.: Condition Support</p> <ul style="list-style-type: none"> <li>Select the "upload as approved" button</li> <li>It is not necessary to make any dropdown selections ( the file name will be used to reconcile this information)</li> </ul>



2

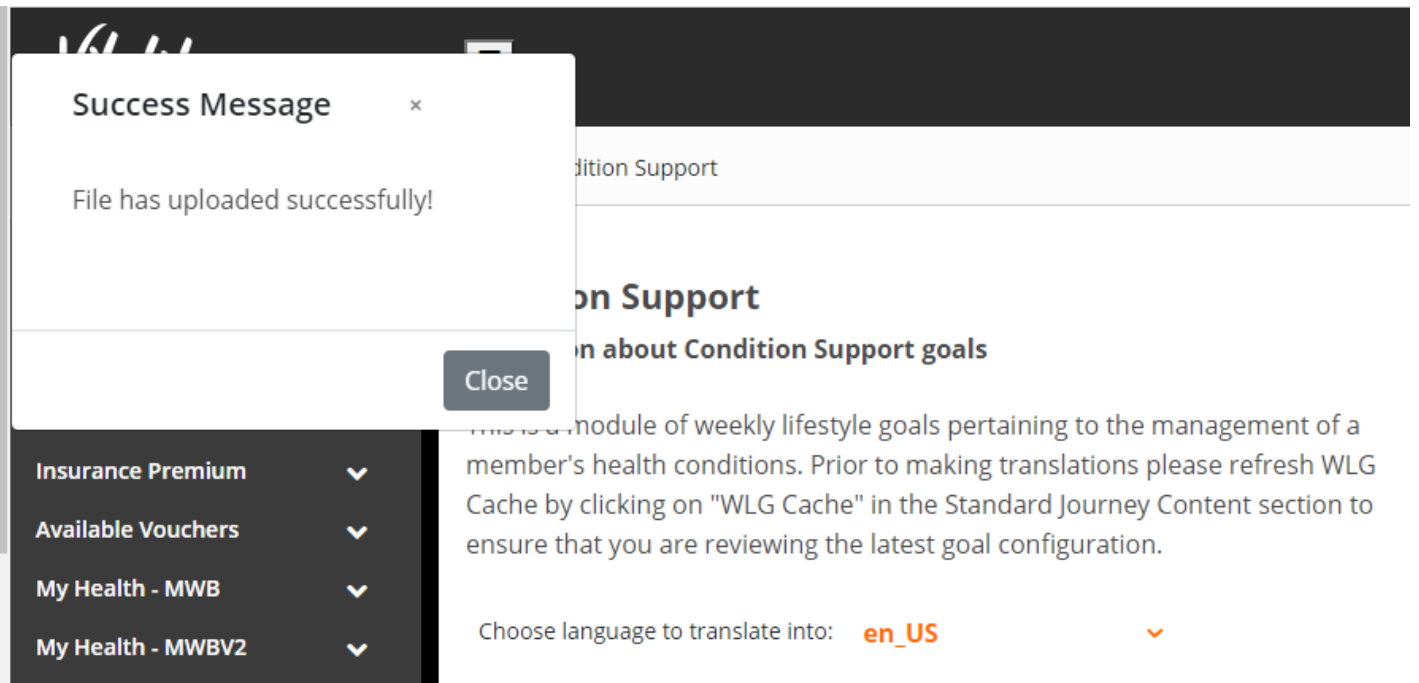
- A file upload window will open where you will be prompted to upload your excel sheet
- Select the relevant file and click “open”
- The upload is triggered immediatly



3

Once the upload is triggered, you will return to the module page.

- A successful upload will return a success message



4.

You should see your changes reflect in the content table.

**Condition Support**

**Information about Condition Support goals**

This is a module of weekly lifestyle goals pertaining to the management of a member's health conditions. Prior to making translations please refresh WLG Cache by clicking on "WLG Cache" in the Standard Journey Content section to ensure that you are reviewing the latest goal configuration.

Choose language to translate into: **en\_US** ▾

**Pathway**  ▾  
**Goal**  ▾

	Base Language	Translated Text	Status	Action
How to Complete Section 2 (Android only)	testMCMP android 2	testMCMP android 2	approved	<a href="#">Edit</a>
Why is this Important	testMCMP	testMCMP	approved	<a href="#">Edit</a>
Rewards	Test WLG for Demo	Test WLG for Demo	approved	<a href="#">Edit</a>

## 14. Upload Errors/ Messaging

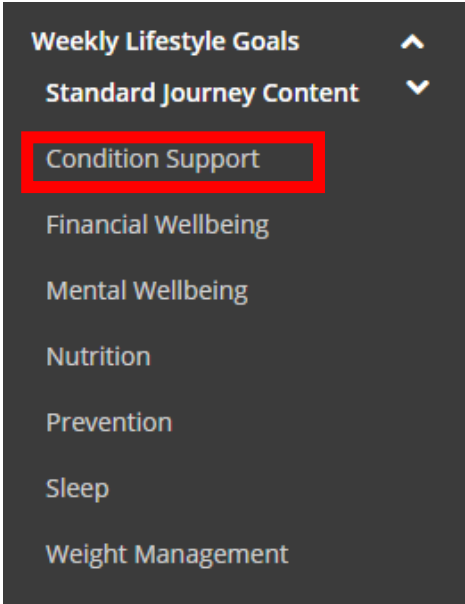
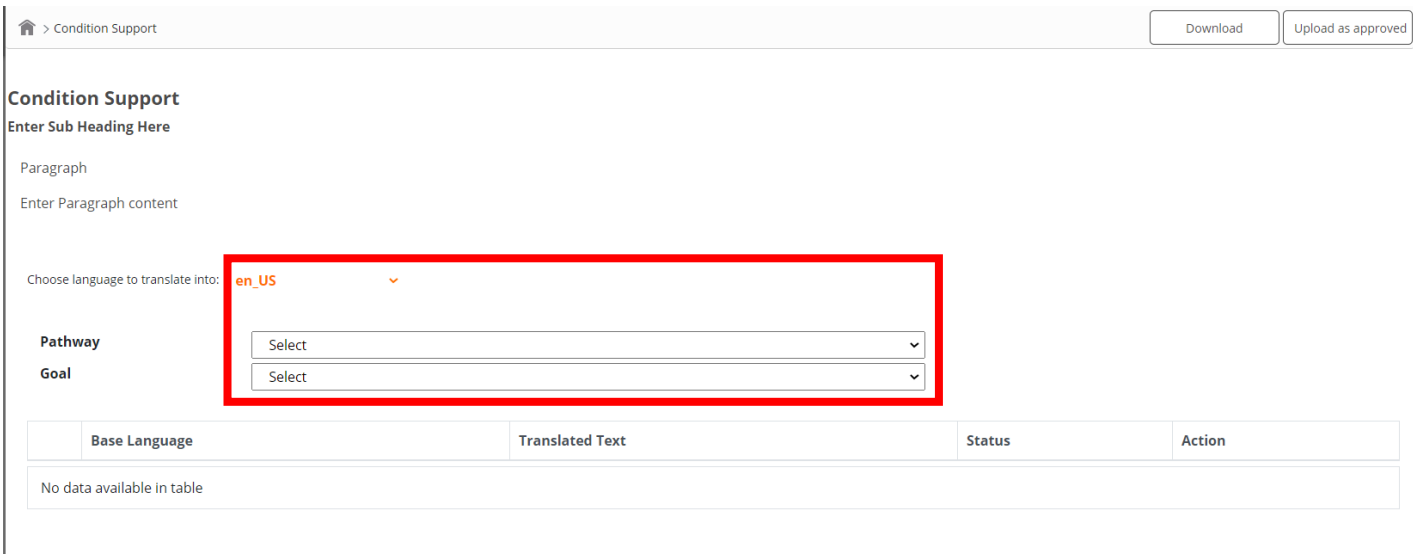
These are the common upload errors.

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" <b>OR</b>
	You have already uploaded the exact same sheet previously and therefore no additional changes have been updated.
failed upload for these titles – [CMS key]	Content associated with the CMS key could not update: <ul style="list-style-type: none"> <li>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".</li> </ul>

# 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 automatically pushed to the approver for approval. There is no “final submission” button.

Step	Process and Screen
1	<p>Login as an approver:</p> <ul style="list-style-type: none"><li>Navigate to Weekly Lifestyle Goals &gt; Select a module. I.e.: Condition Support</li></ul> 
2	<p>Upon accessing the page, you will notice an unpopulated page. This is because you need to select the following to see content:</p> <ul style="list-style-type: none"><li>Locale</li><li>Pathway</li><li>Goal</li></ul> <p>Select all the above fields and choose the applicable option.</p> 
3	<p>Once fields are selected you should see the goal content displayed for approval.</p> <ul style="list-style-type: none"><li>You will not see any other content then that which has been edited via the UI</li><li>Select Approve under the “Action” column.</li></ul>

## Condition Support

### Information about Condition Support goals

This is a module of weekly lifestyle goals pertaining to the management of a member's health conditions. Prior to making translations please refresh WLG Cache by clicking on "WLG Cache" in the Standard Journey Content section to ensure that you are reviewing the latest goal configuration.

Choose language to translate into: **en\_US** ▼

**Pathway** Manage diabetes ▼  
**Goal** testMCMP ▼

	Base Language	Translated Text	Status	Action
How to Complete Section 3	Testing testing approval	Testing testing approval	draft	<a href="#">Approve</a>



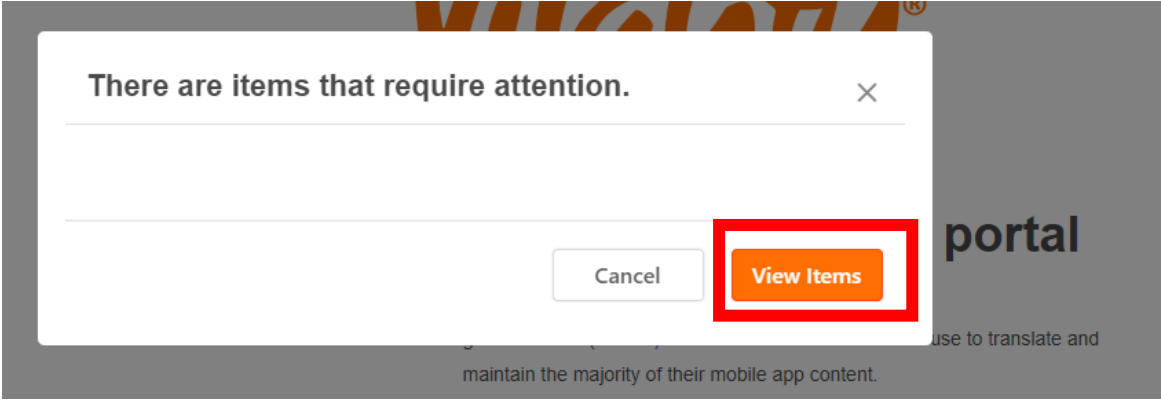
- Once approved the content will disappear from the Approvers view.
- Repeat steps 1-3 for all goals until complete.

## 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 varying 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	<p><b>Login as a reviewer.</b></p> <p>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</p> 
2	<p><b>View items &gt; Dashboard</b></p> <p>This page will display all pending translations divided by content type, Web Content and Resource Bundle Content with the ffg fields: <b>Date assigned:</b> date the translation was performed <b>Major Feature Set:</b> Feature <b>Element Content:</b> The edited translation <b>User:</b> The user that performed the translation action</p>

**Locale:** Translation language

**Translation Status:** Status of translated content

Recently assigned items - Web content:

Date Assigned ↑	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のプライバシー...	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 of 10 entries

< 1 >

Recently assigned items - Resource bundle:

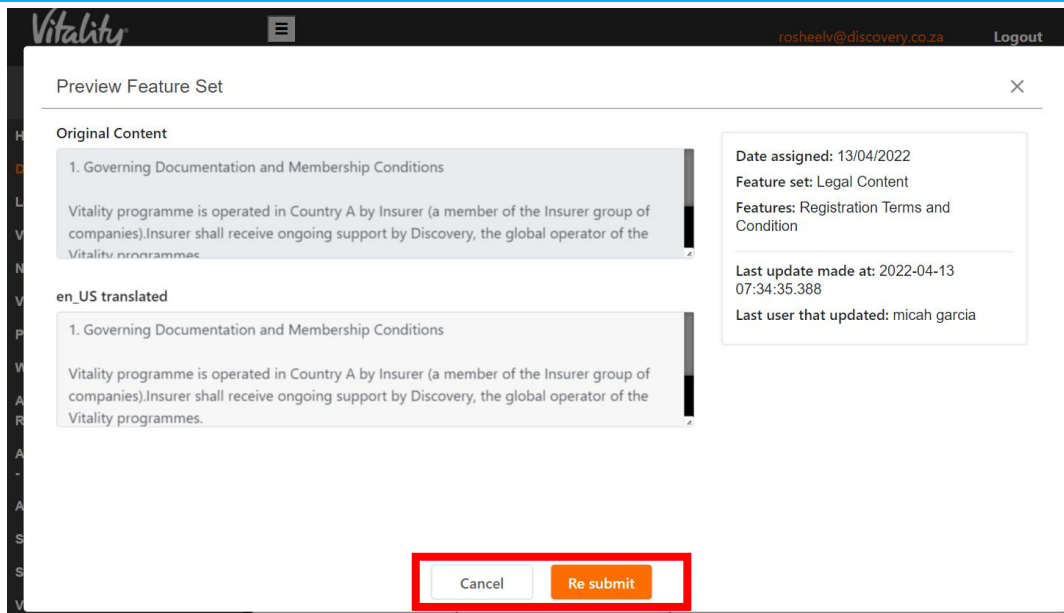
Date Assigned ↑	Major Feature Set	Element Content	User	Locale	Translation Status ↓	
07/04/2022	Login and Registration	MV DEMO - Terms and Co...	Michael Veiga	en_US	Edited	Action
07/04/2022	Login and Registration	srew	Michael Veiga	es_EC	Edited	Action

3 **Perform translations as per normal to populate the dashboard**

Select "Action"

- You will notice an edit window with the feature and transaction details on the right-hand side
- Content will be displayed on your left
- Cancel and Submit/Resubmit buttons

If content is in "edited" status the button will appear as "submit" vs if the content has already been submitted/declined, the button will appear as "resubmit".

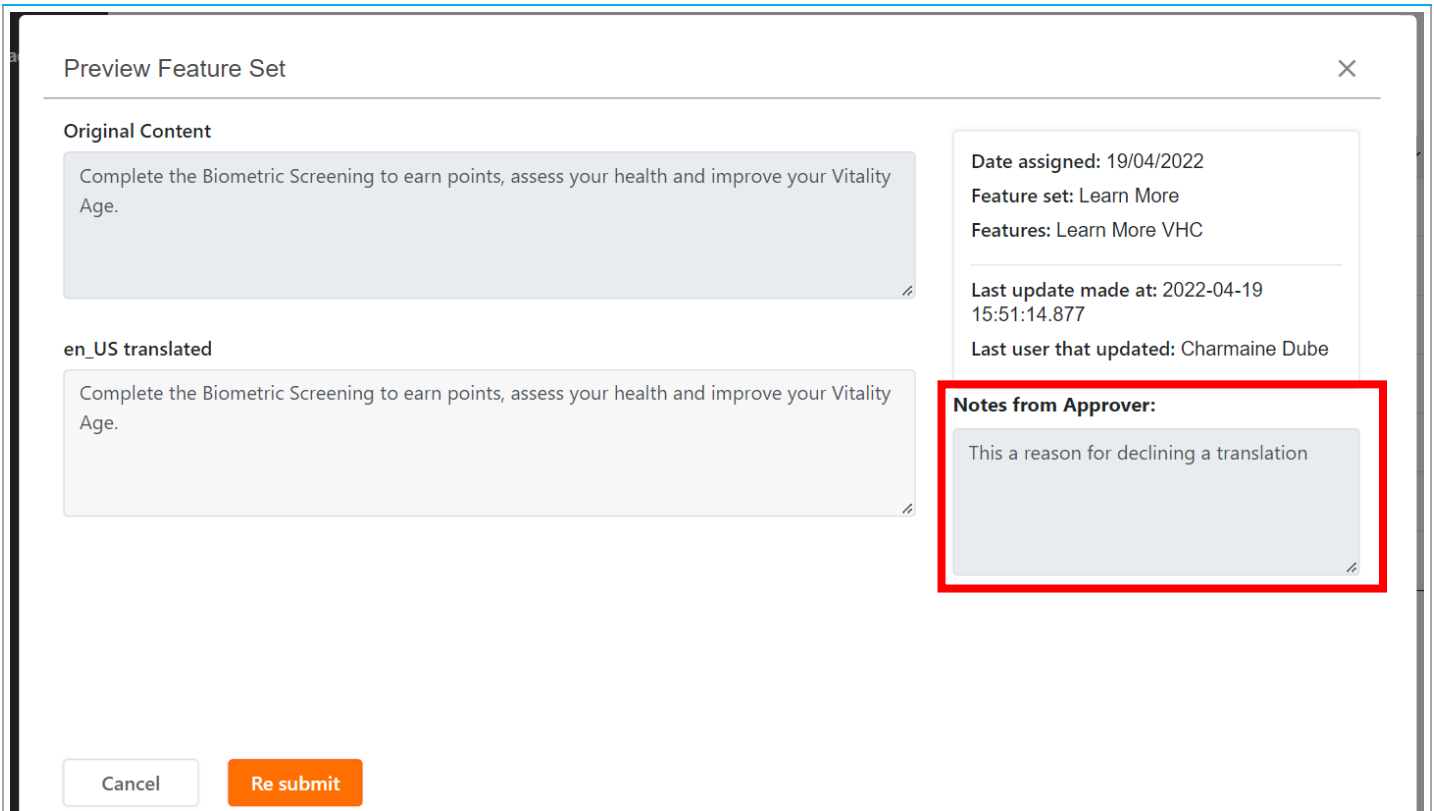


- Reviewers have the ability to view all content that is still pending until "approval"
- Once approved all translations are removed from the dashboard
- Upon submission an email is triggered to the approvers that content has been submitted to review.

4. **Reviewing declined content**

Once an approver has reviewed and declined

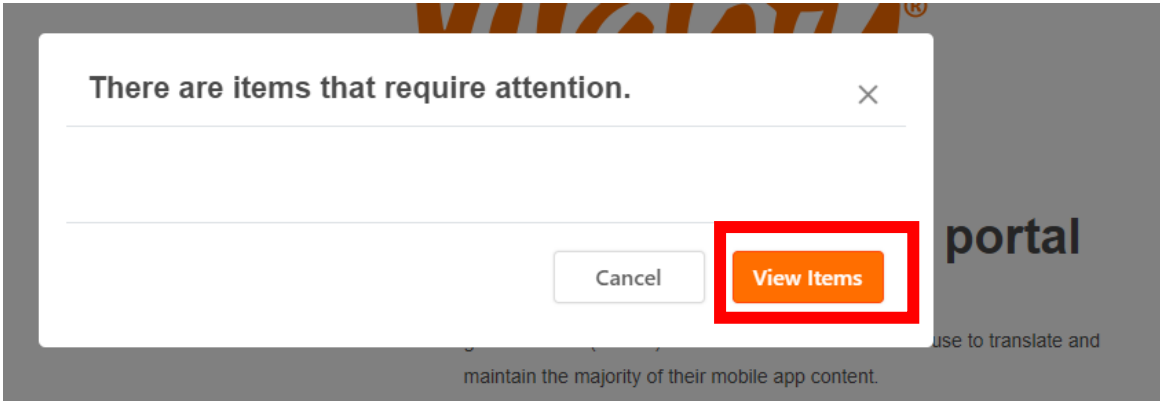
- An email will be sent back to the reviewers to notify them of the change
- The edit box will display a note from the approver for the user to action/rectify.



- The reviewer is then able to action the changes appropriately from within the window and not have to navigate back to the feature page and resubmit until approval is complete.

### As an approver

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

Step	Process and Screen
1	<p><b>Login as an approver.</b></p> <p>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</p> 
2	<p><b>View items &gt; Dashboard</b></p> <p>This page will display all pending translations divided by content type, Web Content and Resource Bundle Content with the ffg fields:</p> <p><b>Date assigned:</b> date the translation was performed  <b>Major Feature Set:</b> Feature  <b>Element Content:</b> The edited translation  <b>User:</b> The user that performed the translation action  <b>Locale:</b> Translation language  <b>Translation Status:</b> Status of translated content</p>

### Pending items - Web content:

Date Assigned ↑	Major Feature Set	Element Content	User	Locale	Translation Status ↓	
19/04/2022	VHC	これはVHCのブラ...	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

10 items ▾ Showing 1 to 6 of 6 entries < 1 >

### Pending items - Resource bundle:

Date Assigned ↑	Major Feature Set	Element Content	User	Locale	Translation Status ↓	
12/04/2022	Non Smokers Declaration	Non-smoker's Dec...	Vg Admin	en_US	Submitted	Action
12/04/2022	Non Smokers Declaration	If you have not sm...	Vg Admin	en_US	Submitted	Action

3

### Approve/Decline Translations

Select "Action"

- You will notice an edit window with the feature and transaction details on the right-hand side
- Content will be displayed on your left

Web Content:

- An approve button will be displayed

Resource Bundle Content:

- An approve or decline button will be displayed
- A space for the decline note


The image shows two side-by-side screenshots of a 'Preview Feature Set' dialog box. The left screenshot shows the 'Original Content' and 'en\_US translated' sections. Below the content, there is a 'Decline' button and an 'Approve' button. The right screenshot shows the same dialog box but with a 'Cancel' button and an 'Approve' button. Both screenshots have red boxes highlighting the buttons.


- Upon approval/decline an email is triggered to the approvers that content has been submitted to review.
- Should the approver opt to decline
- Translation record is removed from the dashboard




# 17. Approvals Notification Emails

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

1	<b>Reviewer Submits to Approver/ Reviewer resubmits (after a decline) to approve</b>
<p><b>MCMP Approve Changes</b></p> <p> NoReply_LifeRay noreply@vitalitygroup.com To: <a href="#">mcmp.approver@discovery.co.za</a>; <a href="#">mcp_approver@discovery.co.za</a>; <a href="#">sugeshen.approver@discovery.co.za</a>; <a href="#">mcp_tester_approver@discovery.co.za</a>; <a href="#">mcmpwso2@discovery.co.za</a>; <a href="#">charmained5@discovery.co.za</a>; <a href="#">veena.maurya</a>; +10 others Wed 4/20/2022 6:46 PM</p> <p><a href="#">Reply</a> <a href="#">Reply All</a> <a href="#">Forward</a> <a href="#">Share</a> <a href="#">More</a></p> <p><b>Email from external sender. Proceed with caution!</b></p> <p>Hi Approver,</p> <p>micah garcia has submitted changes to "Learn More VHC". Please review them on MCMP</p> <p><b>Original</b></p> <p>Enter your verified results from a healthcare professional manually or have them updated automatically by linking an approved device.</p> <p><b>Translated</b></p> <p>Enter your verified results from a healthcare professional manually or have them updated automatically by linking an approved device.</p> <p><a href="#">Review the translation changes</a></p>	

2	<b>Approver approves translation</b>
<p><b>MCMP Changes Approved</b></p> <p> NoReply_LifeRay To: <a href="#">mcp_reviewer@base.mcmp.test.vitalitydeveloper.com</a>; <a href="#">Franz Pedraja</a>; <a href="#">Rosheel Vallabh</a>; <a href="#">Heather Glahn</a>; <a href="#">Madeline Hasbrouck</a>; <a href="#">Carlo Ruste</a>; <a href="#">Michelle Muller</a>; <a href="#">Mark Daprosa</a>; <a href="#">reviewer_pentest1@vitalitypentest.co.za</a>; <a href="#">sugeshenreviewer@discovery.co.za</a>; <a href="#">testreviewer@liferay.com</a>; <a href="#">Danya Hreben</a>; <a href="#">aviarbila@productiveedge.com</a>; <a href="#">Maurine Dzin</a></p> <p><b>Email from external sender. Proceed with caution!</b></p> <p>Hi Reviewer,</p> <p>Charmaine dube has approved changes to "InsPrem-My Rewards". Please review them on MCMP</p> <p><b>Original</b></p> <p>Insurance Premium Reward</p> <p><b>Translated</b></p> <p>Insurance Premium Reward -app</p>	

3	<b>Approver declines translation</b>
<p><b>MCMP Changes Declined</b></p> <p> NoReply_LifeRay To: <a href="#">mcp_reviewer@base.mcmp.test.vitalitydeveloper.com</a>; <a href="#">Franz Pedraja</a>; <a href="#">Rosheel Vallabh</a>; <a href="#">Heather Glahn</a>; <a href="#">Madeline Hasbrouck</a>; <a href="#">Carlo Ruste</a>; <a href="#">Michelle Muller</a>; <a href="#">Mark Daprosa</a>; <a href="#">reviewer_pentest1@vitalitypentest.co.za</a>; <a href="#">sugeshenreviewer@discovery.co.za</a>; <a href="#">testreviewer@liferay.com</a>; <a href="#">Danya Hreben</a>; <a href="#">aviarbila@productiveedge.com</a>; <a href="#">Maurine Dzinoreva</a>; +18 others Wed 4/20/2022 6:46 PM</p> <p><b>Email from external sender. Proceed with caution!</b></p> <p>Hi Reviewer,</p> <p>Charmaine dube has declined changes to "InsPrem-My Rewards". Please review them on MCMP and action the comment.</p> <p><b>Original</b></p> <p>How Insurance Premium Rewards work</p> <p><b>Translated</b></p> <p>How Insurance Premium Rewards work - decline</p> <p><a href="#">Review the translation changes</a></p>	

4	<b>Approval Reminder</b>
<p>Identical to the original approval email. Frequency: After 3 days of no approval, and every day thereafter until approval is completed.</p>	

<End of Document>