2023 IHE Connectathon in Rennes - Registration workflow

32 Steps  View on Tango

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STEP 1
Go to Gazelle - Connectathon Registration

STEP 2
Click on Sign-in
STEP 3

Enter your Gazelle username and password

STEP 4

Click on Sign-in

If you have lost your password, "Retrieve lost password" link will send you an email with a link to set a new password. If your account is blocked:

- Contact the owner of your organisation
- Alternatively, send an email to technical.manager@ihe-europe.net
STEP 5

If you are not yet connected to "2023 IHE Connectathon, Rennes, France" testing session, click on "Join another session" (orange button)

If "Join another session" button appears in blue, you are already connected to this year's testing session. You can skip next step.

![Join another session button](image)

STEP 6

Make sure to select this year's testing session. Confirm by clicking the blue check.

![Select testing session](image)
Add your first system under test into the testing session

From the home page, click
- "Import a SUT" if you want to reuse a system you have already registered in the past;
- "Add a SUT" if you want to register a system from scratch.
STEP 8

Enter the details to identify your system under test

System under test can be a released product, a product under development or even a prototype.
STEP 9

The owner is the person from your company who is the main point of contact if the IHE Connectathon technical project manager needs to ask about technical details about your SUT. It will also be used during the testing week as the main point of contact for your test partners.

![Image of system creation form]

STEP 10

Finally, click on "Save" to confirm the registration of the system.

![Image of owner field with 'Save' button highlighted]
STEP 11

Move to the Profiles/Actors tab to select the profile/actor/option combinations you want to test during the IHE Connectathon.

STEP 12

Click on the green button to display the pop-up where to select the profile/actor/option combinations.
STEP 13

You can use the Search Criteria panel to filter your search

Start typing the keyword or name to select the desired entry.

STEP 14

Select the Profile/Actor/Profile option combinations you want to add to your system.
STEP 15

When you are done. Click the "Close" button.

STEP 16

Check the buttons above the table.

If the orange button "Missing Dependencies check results" appear, it means that one or several of the combinations you have chosen have actor grouping requirements that are not fulfilled by the list of combinations you have selected. Click on the orange button.
**Fulfil the unmet actor grouping requirements**

For each rule implemented in the tool, you will see the content of the rule and a list of combinations you shall choose from to complete your registration.

NB. Evaluation from the domain technical project managers takes those actor grouping rules into account. If you do not pass an actor which is required by another, the latter actor cannot obtain a PASS.
STEP 18

The pop-up to select profile/actor/option combinations is displayed and filtered for you to select the appropriate entry to add to your system.

STEP 19

Repeat steps 15 to 17 until the orange button disappears.

"There are no missing dependencies for this system" message appears.
STEP 20

Go back to the "System Summary tab" when you are done with the registration of your system under test.

![System Summary Tab Image]

STEP 21

Then, change the status into "Completed"

- It informs the IHE Connectathon technical project manager that your registration is complete.
- Only SUT with status "Completed" will be printed on the contract and invoiced.

![System Information Summary Image]
STEP 22

Click on "Update" to save your changes.

STEP 23

Next steps are about registration of attendees.
STEP 24
Access again the "Registration page"

STEP 25
Scroll down to the "Event attendees" section and click on "Manage attendees"
**STEP 26**

**On that page, you are expected to list all the people who will attend in-person in Rennes. Registration fees are for the full week.**

This list is used for printing the badges. Access control will be performed in the venue.

You can either select attendees

- from the list of users registered in your organisation in Gazelle (Import users)
- from the list of contacts of your organisation (Import contacts)

For each attendee, select the days when the person will have lunch and whether a vegetarian option is preferred.

**NB.** This is for catering organisation.
### STEP 27

When the pop-up appears, select the people to add

![Add a user](image)

<table>
<thead>
<tr>
<th>Import?</th>
<th>Username</th>
<th>Firstname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manny</td>
<td>Manny</td>
</tr>
<tr>
<td></td>
<td>NicolasBailliet</td>
<td>Nicolas</td>
</tr>
<tr>
<td></td>
<td>Saboorsa</td>
<td>Samrend</td>
</tr>
<tr>
<td></td>
<td>aberge</td>
<td>Anne-Gaelle</td>
</tr>
<tr>
<td></td>
<td>aberier</td>
<td>Alexander</td>
</tr>
</tbody>
</table>

### STEP 28

You can select as many people as you want at once

![Add a user](image)

<table>
<thead>
<tr>
<th></th>
<th>Manny</th>
<th>Manny</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
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<tr>
<td></td>
<td>aberier</td>
<td>Alexander</td>
</tr>
<tr>
<td></td>
<td>alexa</td>
<td>Alexandre</td>
</tr>
<tr>
<td></td>
<td>amagdelijns</td>
<td>Axel</td>
</tr>
</tbody>
</table>
STEP 29

Confirm the selection by clicking on the "Import" button.

STEP 30

Go back to the Registration page
STEP 31

When you are ready, click on the Manage Contract button in the "Contract" section.

"In progress" and "Dropped" systems under test will not appear on the contract. If more Completed systems under test are added to your organisation later on, you can download a new version of the contract and send an ERRATUM to secretariat@ihe-europe.net and technical.manager@ihe-europe.net.
STEP 32

You can review the summary and click on "Download contract"

The PDF file is generated and available for you to download. Review the terms carefully, input your name where needed and send the document to secretariat@ihe-europe.net and technical.manager@ihe-europe.net.
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