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IHE
EUROPE

Integrating
the Healthcare
Enterprise

EXPAND - Project IHE-EUROPE

Registration Process

EXPANDathon – 09 to 11 December, Lison

Version : 1.00

Date: 02/11/2015

Author: Abderrazek BOUFAHJA

Function: Engineer

Reference:

KER1-BAS-EXPAND-EXPAND-1.00

Status: draft



EXPAND

Expanding Health Data Interoperability Services

■ Table of content

1	INTRODUCTION	3
2	REGISTRATION CONCEPTS	4
2.1	Organization	4
2.2	Users and Contacts.....	4
2.3	Users Roles	4
2.4	system.....	4
3	REGISTERING AND MANAGING USERS FOR AN ORGANIZATION	6
3.1	User Registration	6
4	REGISTERING AN ORGANIZATION.....	9
5	CONTACTS MANAGEMENT	11
5.1	Contacts management.....	11
6	REGISTER PARTICIPANTS TO TESTING SESSION	12
6.1	Import from Users	13
6.2	Import from Contacts.....	13
6.3	Add Participants.....	13
7	REGISTERING AND MANAGING SYSTEM FOR AN ORGANIZATION.....	14
8	USER PREFERENCES	15
9	FAQ ABOUT CONNECTATHON REGISTRATION IN GAZELLE.....	18

1 Introduction

In this section we present how to register a system into the Gazelle Test Management application. Gazelle calls a system an application to be tested. Others call it an SUT (or system under test).

When registering a system into the Gazelle Test Management Application the user defines the list of Actors / Profile / Profile Options that the system supports and that he/she would like to test.

Registration is required for participating to a test session.

A user may wish to register a single system into the Gazelle Test Management Application, and have this system participate to multiple testing session. If this is the case, the list of Actors / Profile / Profile Options that the system supports are identical in all the session the system is taking part to.

If a user wishes to test different Actors / Profile / Profile Options combination in different testing session then he/she needs to register different systems.

2 Registration concepts

2.1 Organization

In gazelle, an organization is the entity that is presenting test systems at the EXPANDathon -> The NCP participant

The EXPANDathon results are per organization

the name, address, and financial contact you enter in gazelle for your organization matters

2.2 Users and Contacts

A "User" has a login and password to access the gazelle webtool

A "Contact" is a person in your organization who will interact with us in preparation for the connectathon:

- Financial Contact (only 1)
- Marketing Contact (1 or more)
- Technical Contact (1 or more)

A user may, or may not, be a contact

Users and Contacts belong to an Organization

2.3 Users Roles

Two levels of users :

- Vendor admin role
 - Approves new user accounts for your organization
 - Can edit user and contact information
 - Can edit organization info (eg address)
 - Can edit all test system & testing details
- Vendor role
 - Can edit all test system & testing details

2.4 system

In gazelle, a 'system' represents

- a set of IHE profiles, actors and options an organization wants to test.
- Participate in the testing session as the SUT

3 Registering and managing users for an organization

Users are person with a login in the Gazelle Test Management tool.

3.1 User Registration

the user shall go to the home page of Gazelle Test management and click on the link "create an account"

Gazelle

Gazelle TF

Gazelle

Latest News

Next IHE European Connectathon in Bochum April 11-15th 2016

Registration will open on December 1st
More information to come soon

Registration is opened for EXPANDathon (Lisbon 9 to 11 December 2015)

Registration process : <http://gazelle.ihe.net/content/registration-process>
More information : <http://gazelle.ihe.net/content/expandathon-lisbon-december-2015>

Home

Welcome to the Gazelle server for registration

- EXPAND PPT Session ?
- European Connectathon 2015 - Luxemburg ?
- LAW Virtual Connectathon 2015 - Results ?
- European Connectathon 2014 - Vienna - Results ?
- European Connectathon 2013 - Istanbul - Results ?
- Dummy Session for Gazelle Testing Purposes ?
- European Connectathon 2012 - Bern - Results ?
- European Connectathon 2011 - Pisa - results ?
- European Connectathon 2010 - Bordeaux - results ?
- For Demo purpose ?
- IHE Pre-Connectathon Internet Testing ?

Supported Browsers
Use of gazelle is supported on the following browsers:

- Firefox
- Chrome
- Safari
- IE7

Support & Communication from Connectathon Managers
SUPPORT: We maintain this [website](#) as our home for support material for organizations preparing to participate in the 2015 European Connectathon. We will continue to add technical and logistical details in the coming months. Please bookmark this page.
COMMUNICATION: We have set up a google group specific to the Luxemburg 2015 connectathon : [Visit group](#).

Please email questions to the IHE Europe Connectathon Manager ([Eric Poiseau](#)), and he will guide you through the process.

To access the tool, you need an account.
You don't have an account... [Create an account](#)
You have an account... [Log in](#)

Then you need to fulfill the form with the valid information.

If your organization is already registered, select it for your new user, otherwise select "New company" as "Organization Name"

Register a user

Register User Information

Please use this form in order to edit user information.

First name *	<input type="text" value="usergiven"/>
Last name *	<input type="text" value="userfamily"/>
Email *	<input type="text" value="email@ihe-europe.net"/>
Username (e.g., msmith) *	<input type="text" value="username"/>
Password *	<input type="password" value="*****"/>
Password confirmation *	<input type="password" value="*****"/>
Organization Name *	<input type="text" value="New company - Create your company (NULL)"/> ?
Organization Name *	<input type="text" value="IHE-EUROPE"/>
Organization Keyword (eg. 'BMC' for Big Medical organization) *	<input type="text" value="IHEEU"/>
Type of organization *	<input type="text" value="Company"/> ?
organization URL *	<input type="text" value="http://ihe-eruope.net"/>

* required fields

An email is send to you to confirm your registration.

Your account is not activated until the administrator activate your account.

The admin provide you default roles in your organization, and the vendor admin of your organization can promote you as a vendor admin also.

If you are registered as vendor admin, you are able to :

- manage users related to your organization
- manage contacts to your organization
- manage the testing session participants
- manage contracts and invoice

If you are registered as vendor, you can manage the tests and configurations of the organization

From The menu Registration -> Manage users; you can manage the users of your company as a vendor admin.



Users management

Register User Information

Please use this form in order to edit user information.

First name *	<input type="text" value="ihe_vendor_admin"/>
Last name *	<input type="text" value="ihe_vendor_admin"/>
Email *	<input type="text" value="abderrazek.boufahja@gmail.com"/>
Username (e.g., msmith)	ivadmin
Blocked?	<input type="checkbox"/>
Account activated	true

Roles to attribute

vendor_admin_role	<input checked="" type="checkbox"/>	
vendor_role	<input type="checkbox"/>	

* required fields

4 Registering an organization

The registration of organization is done during the creation of a new user.

You can edit the information of your organization through the menu registration -> [Manage organization information](#)

Edit organization

Abbott Labs

Organization Name * [input field]

Organization Keyword (eg. 'BMC' for Big Medical organization) * [input field]

Type of organization * [Company]

organization URL * [input field]

Integration Statements Repository URL [input field]

* required fields

Mailing address

Mailing address selected and used for your organization :

ID	Address	City	State	Zip Code	Country
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[Select] [Edit] [Delete]

+ Click here to add a new address

[Remove address used](#)

Billing address

This form allows you to enter new or edit financial contact information. Financial contact is one of your staff members that might receive all billing mails and financial calls from IHE.

Contact in this section is not active user and have no login rights. To create a login account, select "Manage Users" under Registration.

It is allowed that a person listed below as a financial contact has a user account for login.

Organization Name

First name

Last name

Email

Phone

Title

Cell Phone

Fax

ID

Address

City


State

Zip Code

Country

[Remove address used](#)



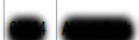



Purchase Order


VAT information : 

Member State

VAT number

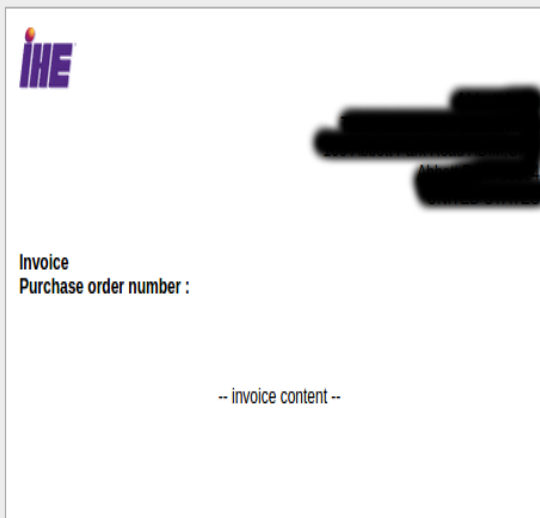
[Check validity of VAT number](#)

						Select Edit Delete
---	---	--	---	---	---	------------------------------------

 [Click here to add a new address](#)

Billing preview

The preview below shows the billing header that will be sent to the financial contact. Please make sure that your demographics are written correctly.



Invoice
Purchase order number :

-- invoice content --

[Refresh](#)

5 Contacts Management

As a vendor admin, you can manage the contact of your organization through menu -> registration -> [Manage contacts](#)

5.1 Contacts management

The main page looks like this:

The screenshot shows the 'Contacts management' page in the Gazelle application. The page title is 'Gazelle - IHE Pre-Connectathon Internet Testing'. The navigation menu includes 'Gazelle', 'Registration', 'TF', 'Tests List', 'Configurations', and 'Connectathon'. The main content area has a heading 'Contacts management' and a sub-heading 'IHE may need to contact your organization for questions concerning financial, technical or commercial purposes. In order to help us contacting the right person, you are asked to provide us some extra contacts. Please provide us with the information to contact one or many technical and marketing managers. If some persons have both functions you can give them the both. Finally, keep in mind that creating a contact does not create an account for the given person.' There is an 'Add a contact' button in the top right corner. Below the text is a table with the following columns: Last name, First name, Email, Phone, Cell, Fax, Marketing, Billing, Technical, and Action. The table contains three rows of contact information. At the bottom of the table, there is an 'Export as Excel file' link and a 'Results per page: 20' dropdown menu. The footer includes 'About', 'Contact us', 'Issue Tracker', 'Copyright 2015 IHE International', and 'English'.

Last name	First name	Email	Phone	Cell	Fax	Marketing	Billing	Technical	Action
aaa	aaa					false	false	True	
ddd	ddd					true	false	Primary contact	
Last	First					false	false		

The button "Add a contact" allows to add a new contact.

The table describes the information related to contacts registered to the current organization.

6 Register Participants to Testing Session

This page describes how to register the participants to a Testing Session. Participants to the testing session are the person who will get a badge and will be able to enter the floor where the testing is taking place.

Registration of the participants to the Testing Session can only take place when the registration of the systems is over.

Only the users with the role "vendor_admin" can register participants to the testing session.

One accesses the participants registration page through the menu **Registration -> Testing Session Participants**

See the illustration below :



There are 3 means to register a participant to a testing session :

1. import from users
2. import from contacts
3. add participant

6.1 Import from Users

By selecting the button **import from users**, one can select the participants to add in the list of registered users for the organization.

6.2 Import from Contacts

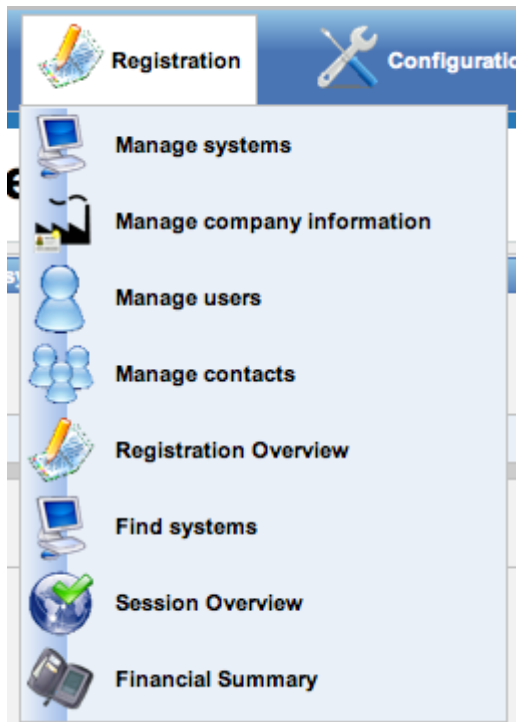
By selecting the button **import from contacts**, one can select the participants to add in the list of contacts already declared in Gazelle Test Management tool. Contacts do not need to have a login.

6.3 Add Participants

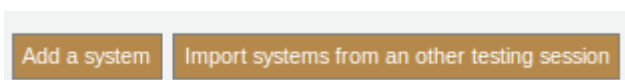
When selecting the button **add participants**, the users can enter manually all the information about the participant to register.

7 Registering and managing system for an organization

The system registration page is accessed through the menu : **Registration -> Manage Systems.**



In that page you can :



- **Add a system** : This will create a new system in the gazelle tool.
- **Imports systems from another testing session** : A click on that button will create a new system, initialising it with the information of the selected system. The name and the keyword of the system are appended with the string "_COPY" in order to distinguish the new system from the old one.

8 User Preferences

User preferences are mainly used by Test Management application to customize some views according to the user's wishes. The main preferences you may want to update are

- The number of results (rows) in table
- Whether or not you want the diagram sequence of a test to be displayed on the Test Instance page. If not, you may save some space in the page, the one will be lighter to load.

User preferences can also be used to communicate some useful pieces of information to monitors and other connectathon participants, such as your photo, the languages you speak...

To configure your own preferences, you have first to be logged in. Then, on the top right corner of Test Management, hit the link User Preferences (shown below).



This link leads you to your preferences management page. If you never change anything, the page may look something like this.

As you can see in the screen capture above, this page also enables you to change your password. Some fields have been recently added as

Skype account During the connectathon week, it can be useful to communicate using Skype. Such a field already exists for the system but a monitor for example, who does not own systems may want to "publish" his/her Skype name to speak with other monitors or participants.

Table Label During the connectathon week, you will sit at a table, the one will be localized by everybody thanks to a table label, typically A1, J10... When you sit the first day of the connectathon, fill this value so that other attendees will find you more easily.

Spoken languages The languages you are able to speak.

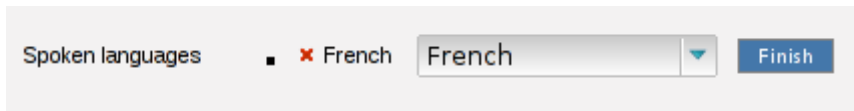
Hit the Edit button to update those fields. The following panel will be displayed.

The screenshot shows the 'User Preferences' page with the following fields and annotations:

- Username:** [text input]
- First name:** [text input]
- Last name:** [text input]
- Email:** [text input]
- Company:** [text input]
- Skype Account:** [text input]
- Table label:** [text input]
- Show Sequence Diagram ?** [checkbox] - Annotation: Check this box if you wan the diagram sequence to be displayed in the test instance page. Uncheck it otherwise
- Results per page:** [dropdown menu, value: 20]
- Spoken languages** [plus icon] - Annotation: Hit the "plus" icon to select the list of languages you speak
- Buttons:** Save (circled in red), Change password, Cancel
- Annotation:** Hit this button to display the file upload section and choose the photo you want to show to other attendees (recommended if you are a monitor) - points to the 'Add/Change photo' button.

The page footer includes: About | Contact us | Issue Tracker | Copyright 2010 IHE International | English [dropdown]

When you hit the "plus" icon, a menu is displayed and you can pick up your language(s). If need, hit the "red cross" button in front of a language to remove it from the list. When finish, hit the "finish" button.



The screenshot shows a user interface for selecting spoken languages. On the left, the text "Spoken languages" is followed by a small square icon and a red "X" next to the word "French". To the right of this is a dropdown menu with "French" selected and a small downward arrow. Further right is a blue button with the word "Finish" in white text.

When you hit the "add/change photo" button, a panel like the one below is displayed. Clicking on "add" will open your file repository. Select your photo, only PNG and JPG files are allowed. Be careful to do not choose a too large image, all images with a height greater than 150px will be proportionately resized up to 150px (height).



The screenshot shows a panel for uploading a photo. At the top, it says "Please upload a JPG or PNG file. The photo will be resized to 150px height." Below this text is a light blue button with a plus sign and the text "Add...". Underneath the button is a large, empty white rectangular area intended for the photo preview.

Do not forget to save your changes before leaving this page.

9 FAQ about connectathon registration in gazelle

9.1 Account Management

9.1.1 My company does not have an account yet, how do I create a login ?

Click on "Sign-in" on the top right corner of the page and then click on the link "Create an account". Enter the information relative to your person. Then select "New company - Create your company" in order to enter the information relative to your company within Gazelle. Note that the first person to create the company within Gazelle becomes the "administrator" of the company (within Gazelle).

9.1.2 My company already has an account, how do I create a login ?

You have 2 possibilities: You can ask your company administrator within Gazelle (do not ask your company IT manager !) to create an account for you. Or even better, click on the link "Sign-in" on the top right corner of the page and then click on the link "Create an account". In the account creation page, please select your company in the list of available companies. Your account will need to be approved by the administrator of your company within Gazelle. Upon the creation of the account the company administrator will receive an email to inform him/her that he/she needs to approve the account.

9.1.3 I am managing the company account in Gazelle, how do I create an account for my colleague ?

You first need to login into Gazelle. Then select the "Registration" menu, and the submenu : "Manage Users". There you can manage all the users associated to your company. You can create, edit, delete users.

9.1.4 I have lost my password, how do I get a new one ?

Click on "Sign-in" on the top right corner of the page and then click on the link "Retrieve lost password". Then on the modal panel enter either the email associated to your account or the login used for your account. An email will be send to with a link to a page that will allow you to change your password.

9.1.5 What information do I need to provide about my company ?

In order to correctly manage your registration to a testing session, we need to know whos is your company and who to contact. This is the purpose of the forms about the company. Information will be used to send the invoice, but also for results publication.

9.2 System Registration

9.2.1 I have participated to a previous connectathon and my system is already known by Gazelle, can I re-import it for the next connectathon ?

Yes, that is one of the bonus brought by Gazelle over Kudu. You can import a system that participated to a previous connectathon. In order to do so, login into Gazelle, select the menu "Registration->Manage Systems", then click on the button "Import a system from a previous testing session" Please note that you can also import a system from the current testing session. Thus if you'd like to register 2 copies of the same system. This is possible.

9.2.2 When I edit a system, there is a field "Owner", what is the purpose of that field ? "

In Kudu, there was a single login per company. Gazelle allows multiple logins per company. The system owner is the user that gets all requests concerning a system. This makes sense during the testing session. If **Marco** is the owner of the modality, **John** the owner of the PACS and **Phil** the administrator for the company, then Marco will see the list of task relative to the Modality, John the one relatives to the PACS and Phil will be able to manage all of them.