



BIG DATA VALUE

BDVe Innovation Marketplace Quick user guide

06/05/2019



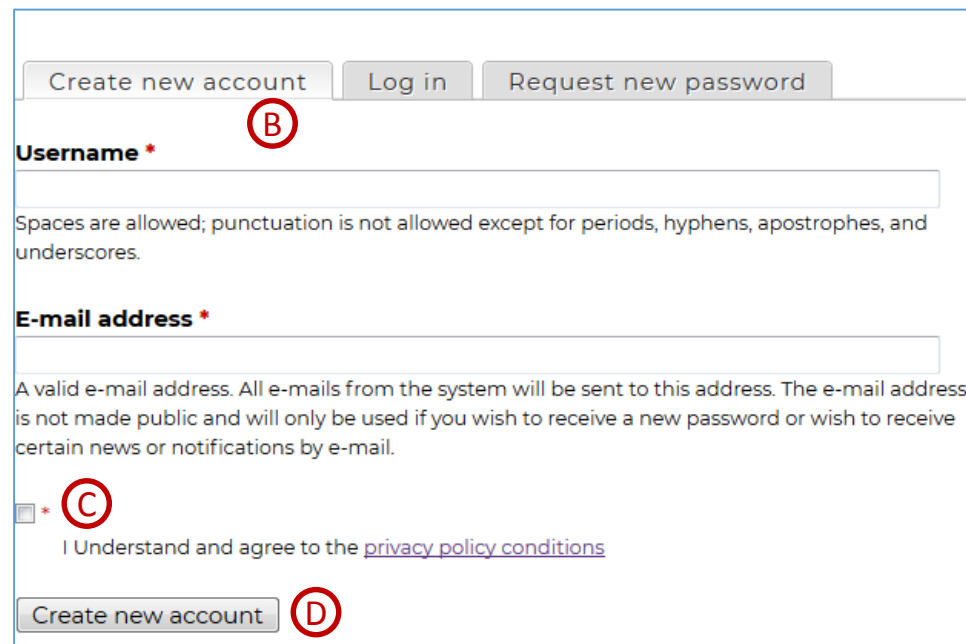
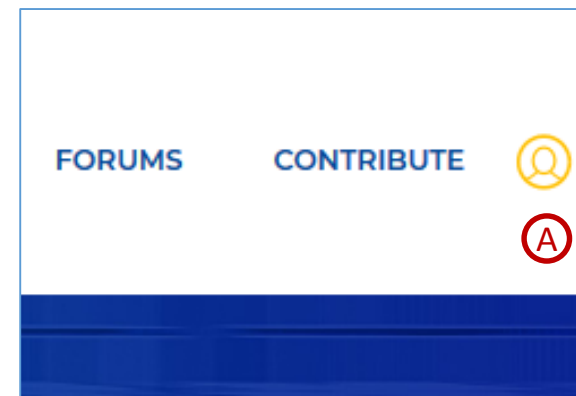
Contents

1. How to register
2. Content submission process
3. Create new content
4. Content draft editing and sending to review
5. Updating content after review
6. Removing content



1. How to register (1/2)

1. Go to BDVe site: <http://www.big-data-value.eu/>
2. Select Ecosystem>Marketplace in the option menu
3. The Marketplace page is opened:
<http://marketplace.big-data-value.eu/>
4. Click on the user icon (A).
5. Click on **Create new account** tab (B).
6. Fill in the registration form. Do not forget to mark the checkbox for the privacy policy conditions (C).
7. Finally, click on the **Create new account** button (D).



Create new account Log in Request new password

Username * (B)

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

* (C) I Understand and agree to the [privacy policy conditions](#)

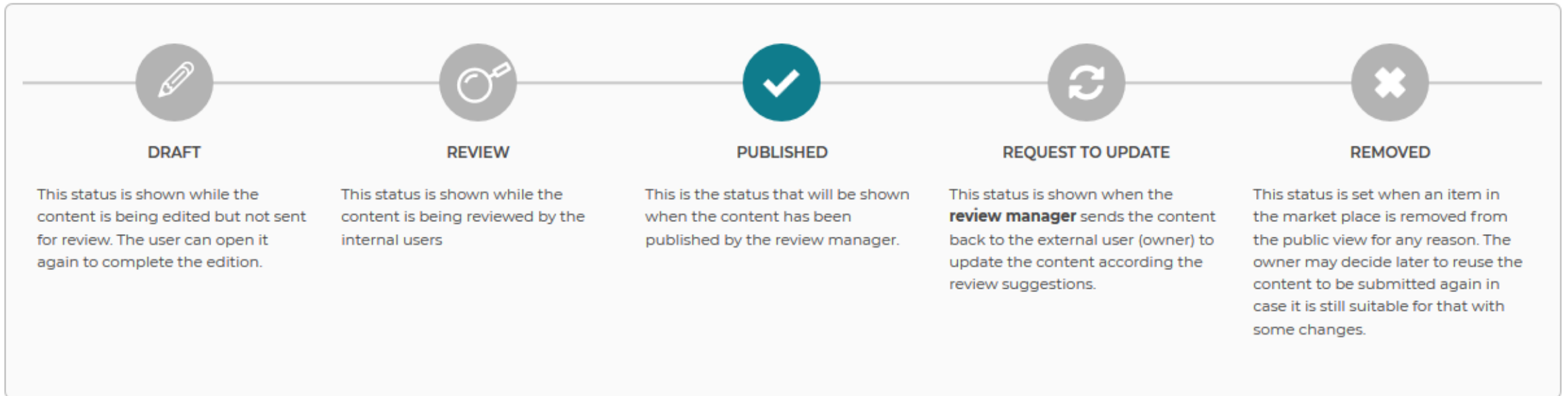
Create new account (D)

1. How to register (2/2)

8. You will receive a confirmation email from **BDVe Innovation Marketplace**. The email will be sent from **admin-marketplace@atosresearch.eu**. It will be informing that your application for an account is pending approval.
9. Approvals will occur typically during working hours, Monday to Friday, and may be delayed a few hours.
10. After your account has been approved you will receive another confirmation email, with further details on how to log in for the first time and a link to set your user password.
11. From now on you will be able to log in through the user icon menu and the Log in tab as shown in previous steps.



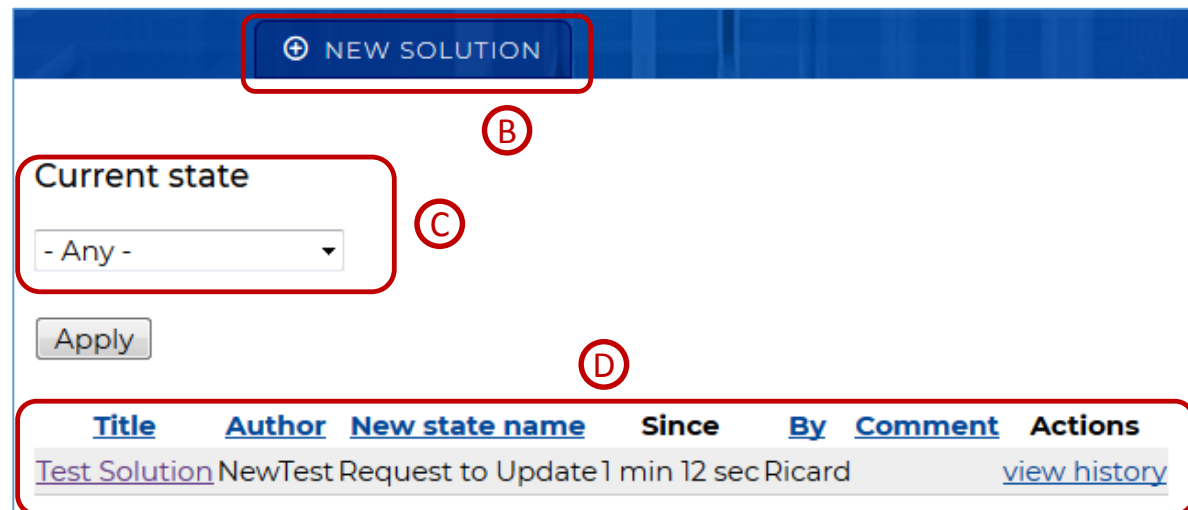
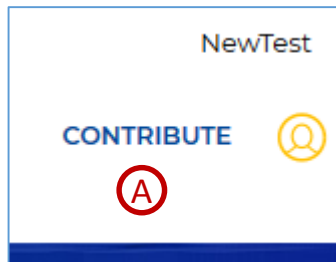
2. Content submission process



- The graph above shows the different states in which a content can be. This graph is shown at the top of the Workflow tab for each content submitted by the users in the marketplace, with the current state highlighted.
- A description of each state is found below each state icon.
- When accessing any content added by the user, in the Workflow tab it is shown a Workflow history showing the different states the content has gone through.

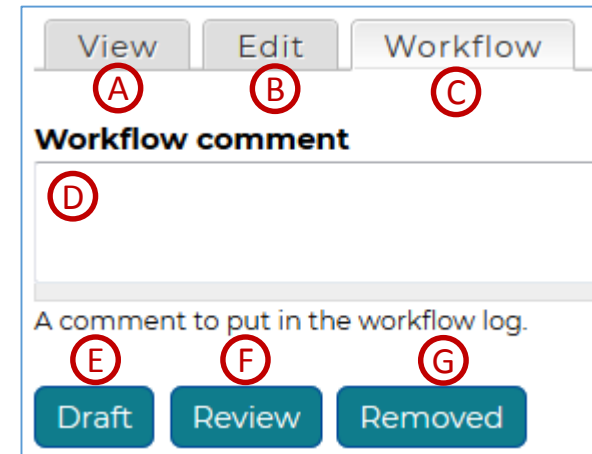
3. Create new content

1. In the user menu select the **CONTRIBUTE** option (A).
2. The page with the user content will be shown with the following elements:
 - A button to create a **NEW SOLUTION** (B).
 - Filter by content state (C).
 - List of content added by the user (D).
3. After creating the new content and saving it (**Save** button at the bottom) the new content will be in **Draft** status and you will receive an email notifying the change of state.



4. Content draft editing and sending to review

- When a content in **Draft** state is open it will be by default in **View** **(A)** mode. Just click on the **Edit** tab **(B)**, and it will be possible to update the content. Click **Save** at the bottom when finished.
- In the **Workflow** tab **(C)** the following actions are possible:
 - **Workflow comment** **(D)**, allows adding a comment that will be shown in the workflow history. The comment is added when any of the action buttons below is clicked.
 - **Draft** action **(E)**, allows adding a workflow comment without changing the content state.
 - **Review** action **(F)**, sends the content to be reviewed by the internal team. You and the reviewers will receive an email notifying the change to **Review** state.
 - **Removed** action **(G)**, sets the content in Removed state.



5. Updating content after review

- Once your content is submitted for review an internal reviewer will check the content. Decision may be to publish your content, or to send it back to you requesting some updates. In both cases you will receive a notification email.
- In the case of requesting further updates the content will be changed to **Request to Update** state (A). Reviewer comments, will be visible in the **Workflow** tab. The content can be reopened for updating by clicking on the **Draft** action button (B) in the **Workflow** tab (C). The state will then be changed to **Draft** and you can proceed following the same steps as when the content was initially added.

View Workflow

Workflow comment

A comment to put in the workflow log.

Request to Update Draft Removed

Workflow History

| Date | Old State | (A) New State |
|-------------------------|-----------|-------------------|
| Fri, 05/03/2019 - 14:10 | Published | Request to Update |

6. Removing content

- Once your content is published you are still able to remove it, either because you are going to publish a new version, because the solution is no longer available or for any other reason. The content can be later reopened in Draft state to be reused for any purpose.
 1. Go to the **CONTRIBUTE** option in the main menu and select the solution you want to remove from the **Published** **(A)** state.
 2. Click on the **Workflow** **(B)** tab for the solution.
 3. Click on the **Removed** action button **(C)** and the content will be changed to this new state, and no longer visible to the Marketplace visitors.
- The **Removed** action is available in the other states as well, so any content can be removed at any stage.

The screenshot shows a user interface with two tabs: 'View' and 'Workflow'. The 'Workflow' tab is selected and marked with a red circle 'B'. Below the tabs is a 'Workflow comment' section with a text input field. Below that is a prompt: 'A comment to put in the workflow log.' Below the prompt are three buttons: 'Published', 'Draft', and 'Removed'. The 'Removed' button is highlighted and marked with a red circle 'C'. Below the buttons is a 'Workflow History' table with columns for 'Date', 'Old State', and 'New State'. The first row of the table shows the date 'Mon, 05/06/2019 - 16:43', the 'Old State' as 'Review', and the 'New State' as 'Published'. A red circle 'A' is placed at the bottom right of the table.

| Date | Old State | New State |
|-------------------------|-----------|-----------|
| Mon, 05/06/2019 - 16:43 | Review | Published |