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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
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.
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** mode. Just click on the **Edit** tab, and it will be possible to update the content. Click **Save** at the bottom when finished.

- In the **Workflow** tab the following actions are possible:
  - **Workflow comment**, 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**, allows adding a workflow comment without changing the content state.
  - **Review action**, 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**, 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. Reviewer comments, will be visible in the **Workflow** tab. The content can be reopened for updating by clicking on the **Draft** action button in the **Workflow** tab. The state will then be changed to **Draft** and you can proceed following the same steps as when the content was initially added.
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 state.
  2. Click on the Workflow tab for the solution.
  3. Click on the Removed action button 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.