



Siemens Healthineers Digital Marketplace

Online Help – Online Guide

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1 Welcome to the Digital Marketplace

The Siemens Healthineers Digital Marketplace supports professional health-care providers in selecting, testing, requesting, and managing digital offerings in agreement with the institutional needs.¹⁾²⁾

You can browse in the Digital Marketplace as an unregistered or as a registered user who is affiliated with your institution. As a *syngo.via* user, you can browse in the Digital Marketplace directly from your *syngo.via* client.

- For unregistered users, the Digital Marketplace provides the following options:
 - (→ Page 6 *Accessing the Digital Marketplace in your Internet browser*)
 - (→ Page 7 *Navigating the Digital Marketplace*)
 - (→ Page 9 *Discovering digital offerings*)
- For registered users that are affiliated with their institution, the Digital Marketplace additionally provides the following options:
 - (→ Page 17 *Utilizing your Siemens Healthineers IDs*)
 - (→ Page 6 *Opening the Digital Marketplace from the main menu*)
 - (→ Page 11 *Requesting a demo for a digital offering*)
 - (→ Page 11 *Requesting a session for a digital offering*)
 - (→ Page 12 *Requesting a trial license for a digital offering*)
 - (→ Page 12 *Requesting a quotation for a digital offering*)
 - (→ Page 13 *Starting a trial for a digital offering as an IT Administrator*)
 - (→ Page 13 *Activating a new digital offering*)
- For *syngo.via* users, the Digital Marketplace provides the same options as for unregistered and registered users. Only the following options are adapted to the *syngo.via* needs:
 - (→ Page 14 *Accessing the Digital Marketplace from your syngo.via client*)
 - (→ Page 15 *Interactions with digital offerings for syngo.via users*)
 - (→ Page 15 *Starting a trial for syngo.via as an IT Administrator*)

1) Please note that Siemens Healthineers is neither the provider nor reseller nor legal manufacturer of most of the digital offerings. Any claims made for a digital offering are under the sole responsibility of the digital offering's legal manufacturer. Digital offerings are provided by partners of the Siemens Healthineers Digital Ecosystem.

2) A digital offering may not be commercially available in all countries. Please contact the digital offering's legal manufacturer for more information.

1 Welcome to the Digital Marketplace

1.1 Accessing the Digital Marketplace

You can access the Digital Marketplace in various ways depending on your current situation and needs.

- If you are interested in digital health offerings, see (→ Page 6 *Accessing the Digital Marketplace in your Internet browser*)
- If you are already working in the Digital Ecosystem, see (→ Page 6 *Opening the Digital Marketplace from the main menu*)
- If you are working with *syngo.via*, see (→ Page 14 *Accessing the Digital Marketplace from your syngo.via client*)

1.1.1 Accessing the Digital Marketplace in your Internet browser

You can access the Digital Marketplace directly in your Internet browser.

- ✓ Your device has Internet access.
- ✓ The most recent versions of Chrome, Firefox, Safari, Microsoft Edge, or Internet Explorer are running on your device.
- ◆ Enter the following URL in the Internet browser:

`https://marketplace.teamplay.siemens.com`

The Digital Marketplace opens in the Internet browser window.

(→ Page 7 *Navigating the Digital Marketplace*)



You can search and filter for digital offerings without any further login or registration.

If you want to request a trial version or a quotation for a digital offering, you need to register and affiliate your account with your institution in the Digital Ecosystem.

1.1.2 Opening the Digital Marketplace from the main menu

If you are already logged on to the Digital Ecosystem, you can access the Digital Marketplace in the main menu in your Digital Ecosystem header.

- ✓ You are logged on to the Digital Ecosystem.



1 Open the Digital Ecosystem main menu in the header.



2 Click the Digital Marketplace icon.

The Digital Marketplace opens in the same Internet browser window.

(→ Page 7 *Navigating the Digital Marketplace*)



If you want to request a trial version or a quotation for a digital offering you need to affiliate your account with an institution at the Digital Ecosystem.

(→ Page 18 *Affiliating with your institution as an individual user*)



To switch back to your initially used cloud-based application, open the main menu in the Digital Ecosystem again and click the icon of the required application.

1.2 Navigating the Digital Marketplace

You can navigate the Digital Marketplace with options that are provided in the Digital Marketplace header. The provided options differ before and after you have logged on to the Digital Ecosystem.

1.2.1 The Digital Marketplace header before logging on

Before you have logged on to the Digital Ecosystem the header displays the following options:



- (1) The **Catalog** gives you an overview of digital offerings available in your country.
To get more information on a digital offering, click the digital offering's tile. (→ Page 8 *The digital offering tile*)
- (2) To see the **Order status**, you have to log on to the Digital Ecosystem.
- (3) The Digital Marketplace only displays digital offerings that are available in your selected country. Select your country from the list.
- (4) Login



The Digital Marketplace only displays digital offerings that are available in the selected country. Visible digital offerings for the selected country might not be available in another country.

After you have chosen your country during registration, you see digital offerings for that country. After you have affiliated your account with your institution, you will see digital offerings available in your institution's country.

1.2.2 The Digital Marketplace header after logging on

The header helps you navigate the Digital Marketplace.



If you have not logged on to the Digital Marketplace, the header offers fewer options than depicted here.

1 Welcome to the Digital Marketplace



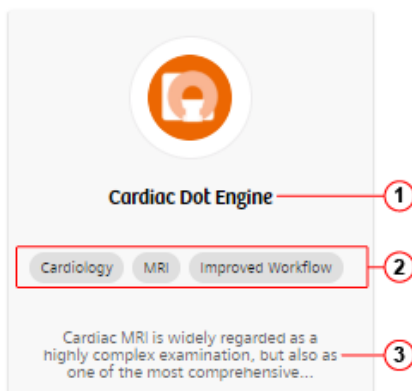
- (1) The **Catalog** gives you an overview of digital offerings available in your country.
To get more information on a digital offering, click the digital offering's tile. (→ Page 8 *The digital offering tile*)
- (2) The **Order status** shows you which digital offerings you and other members of your institution have requested or installed. (→ Page 13 *The Order status page*)
- (3) The name of the institution your account is affiliated with. (→ Page 18 *Affiliating with your institution as an individual user*)
- (4) The main menu button gives you access to the digital offerings that are available at your institution.
- (5) Personal settings (→ Page 27 *Modifying your user profile settings*) and Logoff. (→ Page 9 *Logging off from the Digital Marketplace*)



The Digital Marketplace only displays digital offerings that are available in the selected country. Visible digital offerings for the selected country might not be available in another country.

After you have chosen your country during registration, you see digital offerings for that country. After you have affiliated your account with your institution, you will see digital offerings available in your institution's country.

1.2.3 The digital offering tile



- (1) The name of the digital offering.
- (2) Tags or keywords for a digital offering. The tags include the digital offering's specialization, for example, Brain, Neuro, or Pulmo.
- (3) Short description of the digital offering.

To get more information on a digital offering, click the digital offering's tile.
The information on the digital offering tile is searchable.
(→ Page 10 *Searching for digital offerings in the Catalog*)

1.2.4 The digital offering page

After clicking a digital offering tile, the page of the digital offering opens. The digital offering page gives you detailed information on your selected digital offering.

On the digital offering page, you find the following information:

- A description of the digital offering

- Regulatory information
- Details of the legal manufacturer
- Links to download documentation
- Prerequisites before running the digital offering



On top of the page, next to the digital offering's name, you can click the **Share** button. An email opens with the name and URL of the digital offering you are viewing.



Use the Siemens Healthineers e-Learning platform PEPconnect to get access to education and real-time performance support for the digital offering.

Explore PEPconnect: <https://pep.siemens-info.com/explore/>

1.2.5 Logging off from the Digital Marketplace

When you log off from the Digital Ecosystem, you also log off from the Digital Marketplace. After logging off from the Digital Ecosystem, every open cloud-based application including the Digital Marketplace closes.



To continue your workflow in another cloud-based application after using the Digital Marketplace, open the main menu and switch to the required application.

1.3 Discovering digital offerings

On the **Catalog** page of the Digital Marketplace, you can filter and search for digital offerings that meet your needs.

- You can filter the listed entries according to several criteria like application family, manufacturer, or installation type.

(→ Page 9 *Filtering digital offerings in the Catalog*)

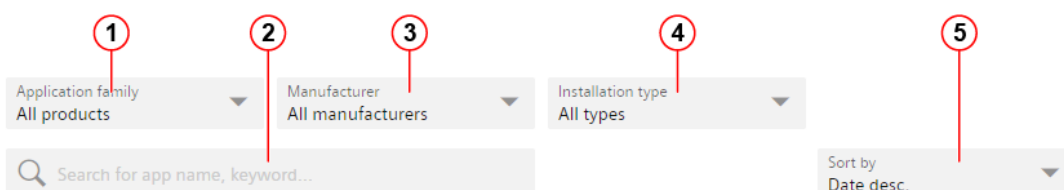
- You can search for the names of digital offering and for keywords.

(→ Page 10 *Searching for digital offerings in the Catalog*)

The results are listed according to relevance, but can be resorted according to several criteria such as date or name.

1.3.1 Filtering digital offerings in the Catalog

You can filter digital offerings according to their application family, manufacturer, and installation type.



1 Welcome to the Digital Marketplace

- (1) **Application family:** You can choose which platform your digital offering should run on:
Cios: Runs on Cios Alpha, a high-definition 2D mobile C-arm. You can order digital offerings through the Digital Marketplace and integrate them into your mobile C-arm.
syngo.via: Runs in the *syngo.via* server-client system. (→ Page 14 *Digital Marketplace functions for syngo.via users*)
teamploy: Runs in the Digital Ecosystem in your Internet browser. The cloud-based teamploy is a departmental performance management solution connecting medical institutions and their imaging devices.
- (2) The search function helps you to find digital offerings that fit your specialization, for example, Brain, Neuro, or Pulmo. You can also search for other topics of interest. (→ Page 10 *Searching for digital offerings in the Catalog*)
- (3) **Manufacturer:** Divides digital offerings in two categories:
Digital offerings made by **Siemens Healthineers**
Digital offerings made by **Partners** of the Siemens Healthineers Digital Ecosystem
- (4) **Installation type:** You can choose between different forms of digital offerings:
Cloud-based: Digital offerings which are part of the Digital Ecosystem and run in your browser
Locally installed: Digital offerings which have to be downloaded and installed
- (5) You can sort the digital offerings according to their name or date. Search results are displayed according to their relevance.

1.3.2 Searching for digital offerings in the Catalog



You can use the search functionality to find digital offerings that fit your specialization, for example, Brain, Neuro, or Pulmo.

All search results are sorted according to relevance.



The search functionality shows you exact fits and words that include the letters you searched for. To limit the results to exact words, put the words in quotation marks.

- If you search for "**Cardiac Dot Engine**", you are shown the digital offering Cardiac Dot Engine.
- If you search for **Cardiac "Dot Engine"**, you are shown the digital offering Cardiac Dot Engine and all digital offerings that have the letters **Cardiac** or the words **Dot Engine** in their name, tags, or description. The blank works as an OR-operator.

While you type your text into the search bar, the autocomplete functionality provides you with the names and tags of digital offerings that fit the letters you have already typed.

1.4 Interactions with digital offerings

At the top of each digital offering page, you find the following buttons

- **Request demo** (only for dedicated digital offerings)
(→ Page 11 *Requesting a demo for a digital offering*)

- **Request session** (only for dedicated cloud-based digital offerings)
(→ Page 11 *Requesting a session for a digital offering*)
- **Request trial or No trial available**
(→ Page 12 *Requesting a trial license for a digital offering*)
- **Request quotation**
(→ Page 12 *Requesting a quotation for a digital offering*)
- **Start trial** (only for dedicated digital offerings)
(→ Page 13 *Starting a trial for a digital offering as an IT Administrator*)

After clicking one of the buttons, your institution's IT Administrator and the regional sales contact of the digital offering's legal manufacturer will be informed.

Shaded buttons are not available for the selected digital offering or have already been requested.



To interact with digital offerings in the above mentioned way, you need to register and affiliate your account with your institution in the Digital Ecosystem.

1.4.1 Requesting a demo for a digital offering

If you request a demo, different processes are started depending on the digital offering:

- You receive a presentation or a webcast,
- A Siemens Healthineers sales representative or a Siemens Healthineers partner contacts you for a live demonstration of the digital offering.
- ✓ You are registered at the Digital Ecosystem.
- ✓ You are affiliated to your institution. (→ Page 18 *Affiliating with your institution as an individual user*)

- 1 Select a digital offering that meets your needs.
- 2 Click **Request demo**.

Depending on the digital offering, you are either sent a presentation or a webcast or contacted for a live demonstration of the digital offering.

1.4.2 Requesting a session for a digital offering

If you request a session for a digital offering, a Siemens Healthineers consultant contacts you for a consulting session regarding the digital offering.

- ✓ You are registered at the Digital Ecosystem.
- ✓ You are affiliated to your institution. (→ Page 18 *Affiliating with your institution as an individual user*)

- 1 Select a digital offering that meets your needs.
- 2 Click **Request session**.

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Depending on the digital offering, you will be contacted to schedule a consulting session regarding your digital offering.

1.4.3 Requesting a trial license for a digital offering

Requesting a trial license lets you test a digital offering for a certain period. The trial will be rolled out institution-wide available for every user of your institution at the same time.

- ✓ You are registered at the Digital Ecosystem.
- ✓ You are affiliated to your institution. (→ Page 18 *Affiliating with your institution as an individual user*)

- 1 Select a digital offering that meets your needs.
- 2 Click **Request trial**.

Depending on the digital offering, the following persons receive an email with your request:

- The IT Administrator of your institution: In this case, the trial can be started immediately by the IT Administrator for your institution.
- The legal manufacturer of the digital offering: The legal manufacturer will start the trial or contact your institution to clarify prerequisites for installing the digital offering.



After the trial version of the digital offering has been enabled for your institution and your institution's IT Administrator has activated the available digital offering for you, the requested digital offering appears in your main menu.



Cloud-based trial versions disappear from the main menu when the trial period is over. If you have downloaded a locally installed digital offering, you get notified that the trial period is over and that you have to uninstall the software.

1.4.4 Requesting a quotation for a digital offering

If you request a quotation for a digital offering, your institution will be contacted with an individual offer through email or phone by the sales representative of the legal manufacturer of the digital offering.

- ✓ You are registered at the Digital Ecosystem
- ✓ You are affiliated to your institution (→ Page 18 *Affiliating with your institution as an individual user*)

- 1 Select a digital offering that meets your needs.
- 2 Click **Request quotation**.

Depending on the digital offering and the amount of request, the preparation of the offer might require several days.

If you purchase an application by accepting the offer, you are entering into a contract directly with Siemens Healthineers or with our partner depending on the offering.



After your institution's IT-Administrator unlocks the available digital offering for you, the requested digital offering appears in your main menu.

1.4.5 Starting a trial for a digital offering as an IT Administrator

As an IT Administrator you can start the download of a trial directly.

If you start a trial, the trial version of the digital offering is rolled out institution-wide and available to every user of your institution.

- ✓ You are registered at the Digital Ecosystem.
- ✓ You are affiliated to your institution. (→ Page 18 *Affiliating with your institution as an individual user*)
- ◆ Click **Start trial** to initiate the download of the digital offering.



The time required for downloading a digital offering varies depending on the size of the digital offering and the bandwidth of your internet connection.



After the trial version of the digital offering has been installed, the icon of the digital offering is available to the other members of your institution in the main menu.

You do not need to activate the digital offering for single members of your institution.



When you start a trial, a sales representative of the digital offering's legal manufacturer is notified. The sales representative sends you a quotation for this digital offering. (→ Page 12 *Requesting a quotation for a digital offering*)



Cloud-based trial versions disappear from the main menu when the trial period is over. If you have downloaded a locally installed digital offering, you get notified that the trial period is over and that you have to uninstall the software.

1.4.6 The Order status page

On the **Order status** page, you can see which digital offerings you and the other members of your institution have requested or installed.



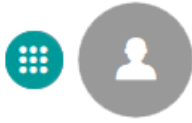
The number after a digital offering's name tells you how often this digital offering has been requested at your institution.

1.4.7 Activating a new digital offering

As an institution's IT Administrator you get a notification from the system as soon as a new digital offering is licensed to your institution.

So that the members of your institution can use the new digital offering, you have to give the members the appropriate rights.

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- 1 Open the main menu and click **Users/Roles/Groups**.
- 2 Create a new user role and give the user role the relevant permissions to use the new digital offering. (→ Page 20 *Creating user roles for your institution*)
- 3 Assign the roles to the users who need the new digital offering. (→ Page 24 *Assigning user roles to user accounts*)

Each user to whom the user role was assigned gets a notification in the Digital Ecosystem as soon as they log on to the Digital Ecosystem.



Additionally, the icon of the new digital offering appears in the main menu of each user.

Digital offerings can be deactivated through a support ticket at your Customer Care Center. Instead, the IT Administrator can revoke the users' permission to use a digital offering.



The **Setup assistant** tool of the Siemens Healthineers Digital Ecosystem supports you in smoothly setting up your digital offerings and enabling users for these digital offerings.



In the main menu, click the **Setup assistant** icon to open the tool.

1.5 Digital Marketplace functions for *syngo.via* users³⁾

If you want to use the Digital Marketplace from your *syngo.via* system, you are offered a few different options than Digital Ecosystem users:

- As a *syngo.via* user, you can access the Digital Marketplace directly in *syngo.via* in addition to a browser. (→ Page 14 *Accessing the Digital Marketplace from your syngo.via client*)
- *syngo.via* Clinical Administrators or IT-Administrators can download and install a digital offering from the Digital Marketplace directly in *syngo.via*. (→ Page 15 *Starting a trial for syngo.via as an IT Administrator*)

For the other functions, there is no difference between the *syngo.via* Marketplace and the Digital Marketplace opened in the Digital Ecosystem in an Internet browser.



To get back to the overview page of the Digital Marketplace as a *syngo.via* user, click **Catalog** in the upper left corner of the Digital Marketplace.

1.5.1 Accessing the Digital Marketplace from your *syngo.via* client

You can access the Digital Marketplace directly from your *syngo.via* client.

³⁾ Only available as of *syngo.via* VB30A or higher.

- ✓ Your workplace has Internet access.
- ✓ You are logged on to *syngo.via*.
- ✓ You and your institution are registered at the Digital Ecosystem.
(→ Page 19 *Registering your institution as an IT Administrator*)



- ◆ On the access bar of *syngo.via*, click the shopping basket icon.
The Digital Marketplace opens in *syngo.via*.
Digital offerings that are available for *syngo.via* are listed.

1.5.2 Interactions with digital offerings for *syngo.via* users

If you are not a *syngo.via* Clinical Administrator or IT Administrator but a *syngo.via* user, you have the same request options as a Digital Ecosystem user:

- You can only request a trial.
- The *syngo.via* IT Administrator has to start the trial after receiving the request notification. (→ Page 10 *Interactions with digital offerings*)

Additionally to the **Order status** page, you can see the installation status of *syngo.via* digital offerings in two places:

- The digital offering's tile is marked with a check mark.
- The button **Request trial** on the digital offering page becomes a **Trial installed** button.

1.5.3 Starting a trial for *syngo.via* as an IT Administrator

As a *syngo.via* Clinical Administrators or IT Administrator you can start the download of a trial directly.

- 1 Open the Digital Marketplace in *syngo.via* and select your digital offering.
- 2 Click **Start trial** to initiate the download of the digital offering.



The time required for downloading a digital offering varies depending on the size of the digital offering and the bandwidth of your internet connection.

After the download, the digital offering appears in the *syngo.via* **Patient Browser** for *syngo.via* users at your institution and in the *syngo.via* Quick Start area next to the integrated Digital Marketplace icon.

You do not need to activate the digital offering for single users.

At any time, only one user can work with a digital offering.



After the installation, you can uninstall the digital offering by clicking **Remove trial**. For *syngo.via* OpenApps, after the 90-day trial period, the digital offering disappears from your *syngo.via* system.

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When you install a trial, a sales representative of the digital offering's legal manufacturer is notified. The sales representative will send you a quotation for this digital offering. (→ Page 12 *Requesting a quotation for a digital offering*)

2 Utilizing your Siemens Healthineers IDs

The Siemens Healthineers Digital Ecosystem provides functionalities to ensure secured access to digital offerings that are used by your institution in the Digital Ecosystem:

- At one single place, you can register yourself and your institution, independent of how many digital offerings are available for your institution in the Digital Ecosystem.
- At one single place, you can manage user accounts and user roles for digital offerings that are available for your institution in the Digital Ecosystem.

You as the institution's **IT Administrator** must perform the following steps so that users can work with the digital offerings of your institution in the Digital Ecosystem:

- Register yourself as an individual user at the Digital Ecosystem (→ Page 17 *Registering yourself as an individual user from the Digital Marketplace*)
- Register your institution at the Digital Ecosystem (→ Page 19 *Registering your institution as an IT Administrator*)
- Create user roles and assign these roles to the institution's user accounts (→ Page 20 *Creating user roles for your institution*) (→ Page 24 *Assigning user roles to user accounts*)
- Activate users whose affiliation request is pending (→ Page 23 *Activating users*)



You can also invite new users, who have assigned user roles, to use the Digital Ecosystem of your institution.

See (→ Page 25 *Inviting users to the Siemens Healthineers Digital Ecosystem*)

You as the institution's **user** must perform the following steps to work with the digital offerings of your institution in the Digital Ecosystem:

- Register yourself as an individual user at the Digital Ecosystem (→ Page 17 *Registering yourself as an individual user from the Digital Marketplace*)
- Affiliate your individual user account with your institution (→ Page 18 *Affiliating with your institution as an individual user*)

2.1 Registering yourself as an individual user from the Digital Marketplace

To request a digital offering in the Digital Marketplace, you must register yourself at the Digital Ecosystem.

2 Utilizing your Siemens Healthineers IDs

- ✓ Your workplace has Internet access.
- ✓ The most recent versions of Chrome, Firefox, Safari, Microsoft Edge, or Internet Explorer are running on your device.



- 1 In the Digital Marketplace, click the **Login / Register** icon in the header and select **Register**.
- 2 In the registration dialog box, enter the required data and click **Register**.
You will be informed by the Digital Ecosystem through a confirmation email.
- 3 Use the link in the confirmation email to return to the Digital Ecosystem **Login** page.
- 4 Log on with your new Siemens Healthineers ID.
The Digital Ecosystem opens.



If you, as an IT Administrator of your institution, log on to the Digital Ecosystem for the first time, you must register your institution as part of next step (→ Page 19 *Registering your institution as an IT Administrator*).

If you, as a user, log on to the Digital Ecosystem for the first time, affiliate your Siemens Healthineers ID with your institution as part of next step (→ Page 18 *Affiliating with your institution as an individual user*).

2.2 Affiliating with your institution as an individual user

You have to affiliate your individual account with your already registered institution, to use the full functionality of the Digital Ecosystem.

- If only one registered institution exists in your Digital Ecosystem and you as the IT Administrator are the first registered user for this institution, your account is automatically affiliated with this institution.
- If you are an additional user for an institution, you have to affiliate your account with this institution.
- If several registered institutions exist in your Digital Ecosystem, you can affiliate with several institutions and chose the one needed for your current session.

Perform the following steps to affiliate with your institution:

- ✓ You are logged on to the Digital Ecosystem.
 - ✓ At least one institution is registered.
- 1 In the upper right corner of your Digital Ecosystem Internet window, click **No Institution** or the institution's name.
 - 2 Click **Affiliate with institution**.
The **User Profile Settings** page opens.
 - 3 In the **User Profile Settings** page, click **Institutions**.
 - 4 To affiliate with an institution, click **Affiliate with institution**.
 - 5 Search for an institution and select it from the list.



If you do not find your institution in the list, ask your institution's IT Administrator to register your institution.

(→ Page 19 *Registering your institution as an IT Administrator*)

6 Enter your job title and a comment for the institution's IT Administrator, informing them why you need to access the institution.

7 Click **Affiliate now** to submit your request.

Your institution's IT Administrator has to accept your affiliation request. As soon as your request has been confirmed, you are informed through email and affiliated with your institution.

You can now open the main menu and start the applications that are available for your institution in the Digital Ecosystem. The available applications may differ depending on your user access rights.



If you are affiliated with several institutions, you have to choose the one you want to join for your current session.

- In the upper right corner of the Digital Ecosystem window, click the institution name and select the required institution in the list.



You can withdraw an institution affiliation if necessary.

- Open the **User Profile Settings**, select **Institutions**, and click **Withdraw**.

(→ Page 27 *Modifying your user profile settings*)

Please note that you are not able to withdraw an affiliation if you are the only IT Administrator of this institution.

2.3 Registering your institution as an IT Administrator

You as the IT Administrator of your institution need to register your institution before the institution's user can start working in the Digital Ecosystem in full scope.



If you cooperate with several institutions, you can register more than one institution.

The **Registration Assistant** will lead you through the registration process.

- ✓ You are registered as IT Administrator at the Digital Ecosystem (→ Page 17 *Registering yourself as an individual user from the Digital Marketplace*).

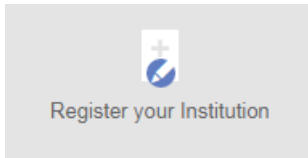
- ✓ You are logged on to the Digital Ecosystem as IT Administrator.

1 In the upper right corner of your Digital Ecosystem Internet window, click **No Institution** if you have not already registered an institution.

2 Utilizing your Siemens Healthineers IDs

– or –

Click the institution's name.



2 Click **Register your Institution**.

The **Registration Assistant** opens.

3 Click **Start registration** and enter your institution details.

4 Accept the Terms and Conditions.

5 If your institution will use teamplay applications, accept the teamplay Master Service Agreement.

The teamplay Master Service Agreement governs the contractual relationship between your institution and Siemens Healthineers with respect to teamplay and the teamplay Receiver.

6 Click **Register**.

Your local Siemens Healthineers representative will approve your institution registration request. As soon as your institution has been accepted, you will be informed through email.



You can close the **Registration Assistant** while waiting for the registration email.



7 Use the link in the registration email to come back to the Digital Ecosystem and to finalize the registration process.

Your institution is accepted!



- For registering your institution, it is neither necessary to set the privacy level nor to install the teamplay Receiver. You can skip these steps.
- However, both steps are required, if you want to use teamplay applications like teamplay Dose, teamplay Usage, or teamplay Protocols. In this case, the teamplay Receiver is necessary to exchange data with your PACS.

2.4 Creating user roles for your institution

You as the IT Administrator of your institution manage the user's access to digital offerings in the Digital Ecosystem. You can create user roles and assign permissions to these roles so a user is able to access only the functionality that is necessary to fulfill the respective job role in your institution.

Your Digital Ecosystem comes by default with two user roles:

- **Admin**

This user role owns the permissions that allow to administrate the Digital Ecosystem.

The user who registered the institution is automatically assigned with the **Admin** role.

- **User**

This user role owns some standard permissions that allow to start working with the Digital Ecosystem to a limited extend.

Users are automatically assigned with that user role as soon as you as the IT Administrator have activated their user accounts (→ Page 23 *Activating users*).

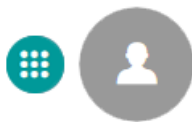


User roles are always valid for the respective institution only.

A user who is affiliated to multiple institutions can have different role assignments in different institutions.


To create or edit a role, perform the following steps:

- ✓ You are logged on to the Digital Ecosystem as IT Administrator.
- ✓ You are affiliated to the required institution (→ Page 18 *Affiliating with your institution as an individual user*)




1 Open the main menu and click **Users/Roles/Groups**.

2 Click **User Roles** to open the **Role Management** page.

3 To clone or delete an existing user role, click  and select the corresponding entry.

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- 4 To add a new user role, click **+ Add new role** and define the settings for the new role.

- 5 To edit an existing user role, click  and change the settings for the user role.

Confirm with **Apply**.



To assign the new or changed user role to a specific user of your institution, see ([→ Page 24 Assigning user roles to user accounts](#)).

Permissions such as the following are available for your institution.

The permissions assigned by default to the **Admin** role and the **User** role are marked.

2.4.1 Digital Marketplace specific permissions

Name	Description	Admin	User
General access to the Digital Marketplace	Enables access to the Digital Marketplace	x	x
Install Apps	Allows to install digital offerings	x	

2.4.2 General permissions to administrate your Digital Ecosystem

Name	Description	Admin	User
General access to teamply Settings	Enables access to the institution's settings	x	

Name	Description	Admin	User
License	Enables access to the settings of existing licenses	x	
User Management	Enables access to the user management and user role management	x	
Fleet Management	Enables access to the fleet management and categories management	x	
Access to Privacy settings	Enables access to the privacy settings of your institution	x	

2.5 Managing user accounts of your institution

You as the IT Administrator of your institution manage the user accounts for users that are related to the Digital Ecosystem of your institution.

Perform the following actions so a user is able to access only the functionality that is necessary to fulfill the respective job role in your institution:

- Activate users whose affiliation request is pending (→ Page 23 *Activating users*)
- Assign user roles to the activated user (→ Page 24 *Assigning user roles to user accounts*)
- Cancel the affiliation of users that are no longer members of your institution (→ Page 25 *Canceling user affiliations to your institution*)



You can also invite new users, who have assigned user roles, to use the Digital Ecosystem of your institution.

See (→ Page 25 *Inviting users to the Siemens Healthineers Digital Ecosystem*)

2.5.1 Activating users

You as the IT Administrator of your institution must activate users that made a request for an affiliation with your institution. After activation, users can access the digital offerings of your institution in the Digital Ecosystem.

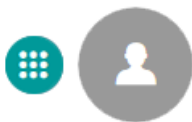


The digital offerings provided by the Digital Ecosystem may differ depending on the role that is assigned to a user.


(→ Page 24 *Assigning user roles to user accounts*)

To activate a user account, perform the following steps:

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- ✓ You are logged on to the Digital Ecosystem as IT Administrator.
- ✓ You are affiliated with the required institution (→ Page 18 *Affiliating with your institution as an individual user*).
- ✓ A user requested an affiliation with your institution.

- 1 Open the main menu and click **Users/Roles/Groups**.
- 2 Click **Users** to open the **User Management** page.
- 3 Click **Pending**.
- 4 To activate a user, click  and confirm the message.

The list entry of the activated user moves from the **Pending** page to the **Active** page.

The activated user gets an email notification about the affiliation with your institution.



You can activate more than one user with a bulk action:

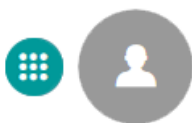
- Select the check boxes in front of the user names and click **Activate users** at the bottom of the list.



2.5.2 Assigning user roles to user accounts

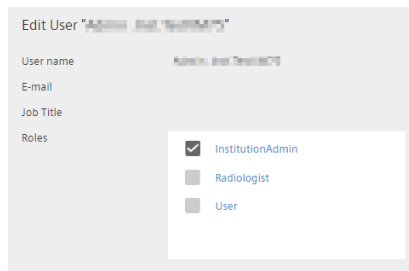
You as the IT Administrator of your institution have to assign user roles to user accounts so that these users can access the functionality necessary for their job role in the Digital Ecosystem of your institution.

To assign a user role to a user account, perform the following steps:

- ✓ You are logged on to the Digital Ecosystem as IT Administrator.
- ✓ You are affiliated with the required institution (→ Page 18 *Affiliating with your institution as an individual user*).
- ✓ The respective user is affiliated with your institution.



- 1 Open the main menu and click **Users/Roles/Groups**.
- 2 Click **Users** to open the **User Management** page.
- 3 Click **Active**.
- 4 To view the permissions of a user role that is already assigned to a user, click the user role below the user name.
- 5 To view the permissions that are already assigned to a user, click  and select **See permissions**.
- 6 To assign one or more user roles to a user, click .



7 Select the necessary roles, and click **Apply**.



- To filter for users with specific roles, select the roles from the **All Roles** list in the upper left corner of the page and click **Apply**.
- To search for users with specific keywords, enter the keywords in the search field in the upper left corner of the page and click the magnifying glass icon.



You can assign a user role to more than one user with a bulk action:

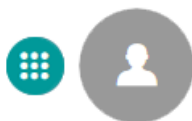
- Select the check boxes in front of the user names and select **Assign Roles** from the **Select Action** list at the bottom of the page.

2.5.3 Canceling user affiliations to your institution

You as the IT Administrator of your institution can cancel the affiliation of a user with your institution. After canceling, the user no longer has access to the digital offerings of your institution in the Digital Ecosystem.

To cancel the affiliation of a user, perform the following steps:

- ✓ You are logged on to the Digital Ecosystem as IT Administrator.
- ✓ You are affiliated with the required institution (→ Page 18 *Affiliating with your institution as an individual user*)



- 1 Open the main menu and click **Users/Roles/Groups**.
- 2 Click **Users** to open the **User Management** page.
- 3 Click **Active**.
- 4 In the list entry of the respective user, click and select **Cancel affiliation**.

The list entry of the respective user is deleted.

2.6 Inviting users to the Siemens Healthineers Digital Ecosystem

You, as the IT Administrator of your institution, can invite new users, who have assigned user roles, to use the Siemens Healthineers Digital Ecosystem of your institution.

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Each invited user gets an email with a registration link to the Digital Ecosystem. After registration, the invited user is automatically affiliated with your institution and can use digital offerings according to the assigned user role.

To invite a user, perform the following steps:

- ✓ You are logged on to the Digital Ecosystem as IT Administrator.
- ✓ You are affiliated with the required institution.

- 1 Open the main menu and click **Users/Roles/Groups**.
- 2 Click **Users** to open the **User Management** page.
- 3 Click **Invite new user**.



- 4 In the **Invite users** dialog box, enter the email address of the invited user.
- 5 Select the required user role.
- 6 Click **Write email** to write a personal email to the invited user, informing that the invitation link will be sent out in an automated email from the Siemens Healthineers Support Team.
- 7 Select the language of the automated email from the list.
- 8 Click **Send invitation**.

The automated email is sent to the invited user.

The email address of the invited user and the assigned user role is displayed on the **Invitation** page.



You can also cancel an invitation of a dedicated user:

- Click **Invitation** to open the **Invitation** page.
- In the list entry of the respective user, click **Cancel**.



For detailed information about user roles, see (→ Page 20 *Creating user roles for your institution*).

2.7 Modifying your user profile settings

In the Digital Ecosystem, you can modify various settings of your user profile:

- Your **Profile** data such as the following:
 - Name
 - Email account
 - Address
- Your **Preferences** such as the following:
 - Language of the Digital Ecosystem user interface
 - Interval for getting email notifications
 - Date and time format used in the Digital Ecosystem
- Your **Security** setting
 - Password

We recommend changing your password at regular intervals.

To modify your user profile settings, perform the following steps:

✓ You are logged on to the Digital Ecosystem

1 In the upper right corner of the Digital Ecosystem window, click your user name and click **Edit profile**.

The **User Profile Settings** page opens.

2 Click the respective subpage to modify and save your settings.

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