



The Baltic eHealth Service Portal User Manual

Using the Portal

Portal address: <http://www.worlddehealth.net/>

First time users

You need to login with a valid username and a password to be able to read ehealth service ads, or to post new ads.

To create a username for your self:

1. Click **Create new account** below the **User login** header at web-page's left side.
2. Fill in the details in the **user account** page:
 - a. **Username**. This is the username you will be using for logging on to the portal.
 - b. **E-mail address**. Your password will be mailed to this address after you have finished registering your details.
 - c. **Institution name**. Eg. the name of your hospital/company.
 - d. **Country**. Your company's location.
 - e. **URL**. If you have a homepage, enter its address here.
 - f. **Name**. Your full name.
3. Click **Create new account**. Your username and password will be mailed to your e-mail address.
4. After receiving your e-mail, click to link provided to log on the portal using your new username and password.
5. You might want to change your password to something easier to remember. Click **my account** on the left menu, select the **edit** tab, and enter your new password in the appropriate fields. (The reason you need to enter your new password twice, is to avoid situations where people mistype their new passwords without noticing, and are subsequently unable to log on using the password they thought they entered.) Click **Submit** to save your changes, and your new password will be activated.

Posting new ads

1. Click **Post new ad** on the menu on the left
2. Enter a **title**/heading for your ad.
3. Select which section/subsection this ad will be posted in using the **eHealth services** dropdown list. Currently, the only available category is radiology with the subsections “Buy” and “Sell” for ehealth service consumer and providers respectively. Available categories will be expanded in the future, should other ehealth services be requested.
4. You can upload an image to accompany you ad. Click the **Browse...** button next to the logo textfield, and select an image file from your harddrive.
5. Type the ad text in the obvious textfield. Simple text formatting is possible by placing “tags” around words. Text can be highlighted by surrounding it with pairs of “” and “” (bold), or “<i>” and “</i>” (italic). Example: typing “I’d like to highlight this word and <i>this</i> word.” will output as “I’d like to highlight **this** word and *this* word.” If you type internet addresses (URLs) or e-mail addresses, they will automatically be converted to clickable links.
6. You can “attach” files of your choosing to your ad. Eg. a Word document or a PDF file. In the **Attachments** section, click **Browse**, select your file, click **Attach**. Repeat procedure for each file you would like to attach.
7. Click **Submit** to post your ad.
8. If you have made a mistake, press the **Edit** tab above your ad, to modify its contents.

You can also schedule ads to automatically appear and disappear at a specific date and time. To schedule publication of your ad, mark the **Enabled** checkbox below the **Automatically post document** heading in the scheduling box. In the adjacent dropdown boxes, select the publication *year, month, day, hour* and *minute* you want your ad to be posted. (Note: currently automatic post publication/removal is only performed once per hour, so the minute setting will not have any effect.)

For automatic removal of ads at a specific point in time, repeat the above procedure using the fields below the **Automatically hide document** heading.

Reading posted ads

Clicking **eHealth service ads** on the left menu, will display the posted ads. Clicking **Sell** below **Radiology**, will limit the listed ads to advertisements from people providing radiology services.

The line below each ad has information about who posted it, when it was posted etc. If it says “read more”, it means the post has been cut, due to its size, or if it has an attachment. Clicking the title of the ad, or the “read more” link, will display the ad in its entirety. This will also list attached files. Any comments by other users will be listed below the ad.

You can edit ads posted by yourself by clicking their title, and choosing the edit option displayed above the ad text.

When viewing an ad, you can comment on other peoples ads by typing in the Comment textfield and pressing **Post comment**. This might be used for discussing specifics or asking questions related to an ad, etc.

Can’t find a previously seen ad? Use the search box on the upper right corner. It will search the entire site for content containing the words you specify in the search box.

Presenting yourself (your institution) to the world

A section for posting content about your own institution, is available to every participant. The content is posted in the **Presentation of users** section available on the menu.

To post:

1. Click **Create new page** available below Portal content on the menu.
2. In the title field, type the name of your Institution.
3. Important! Make sure “Presentation of users” is selected in the *Portal information* dropdown list.
4. Type your presentation in the **body** field.
5. Optionally attach a file to the presentation.
6. Press **Submit** to make the presentation available the rest of the users.

Discussion forums

Available as **Forums** on the menu.

The forums are an arena for online discussions for topics regarding ehealth, Baltic eHealth, and the portal. Post by selecting **Post new forum topic**, type a title, select which specific forum you'd like your post to appear in, and type something in the main message body. Simple HTML formatting using tags, and file attachments, are possible here as well.