

MedPhab community management platform user guide

MedPhab community management platform (for short CMP) is a digital platform bringing together organizations in the field of photonics-based medical devices. The platform showcases a comprehensive catalogue of prototypes/products and services in medical photonics and enables sharing information, announcements, and news to the benefit of the ecosystem. This platform includes the organization registry, marketplace, and community modules, and is available at <https://community.medphab.eu/>

1. Structure of the Community management platform

The main page, Figure 1, shows the different modules that are publicly available to the visitors:

- Organization registry: catalogue of the ecosystem/community organizations
- Community marketplace: MedPhab community marketplace, showcase of the available prototypes/products/services/technologies.
- Community: shared information, e.g. news, announcements on events, trainings, job opportunities, regulations, videos, which are for the benefit of the ecosystem.

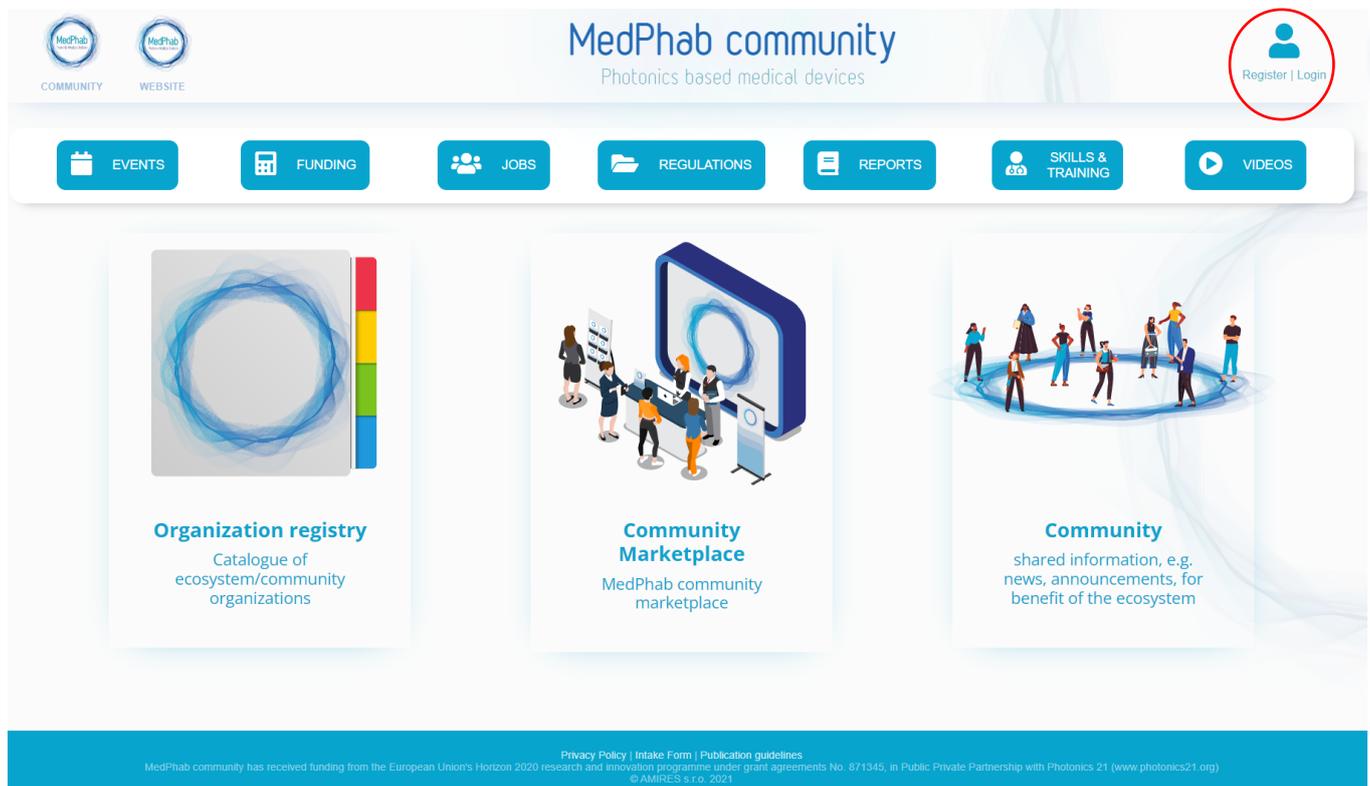


Figure 1. MedPhab CMP front page showing the three public modules: Organization registry, Community Marketplace and Community. Circled in red on the right top right is the button for Registration and Login.

On the same page, visitors can access the MedPhab project website when clicking on the logo in the top left corner. On the right side of this page, visitors find the *Register/Login* button (circled in red). Further information on how to login and register is found in section 2.

2. How to contribute to the CMP

Stakeholders part of the ecosystem of medical devices using photonic technologies, incl. component suppliers, technology providers, investors, etc, can become part of MedPhab community.

2.1. Registration of new users and new organizations

Visitors can register as a user of the platform by selecting *Register/Login* (Figure 2), clicking on *Registration* and filling in the registration form (Figure 3). Data use policy complies with the General Data Protection Regulation (GDPR). The community manager will revise new registrations and approve the user. Users can login with their credentials after registration. Passwords can be changed anytime, and in case of forgotten password, an email to reset the password will be sent to the registered email of the user.

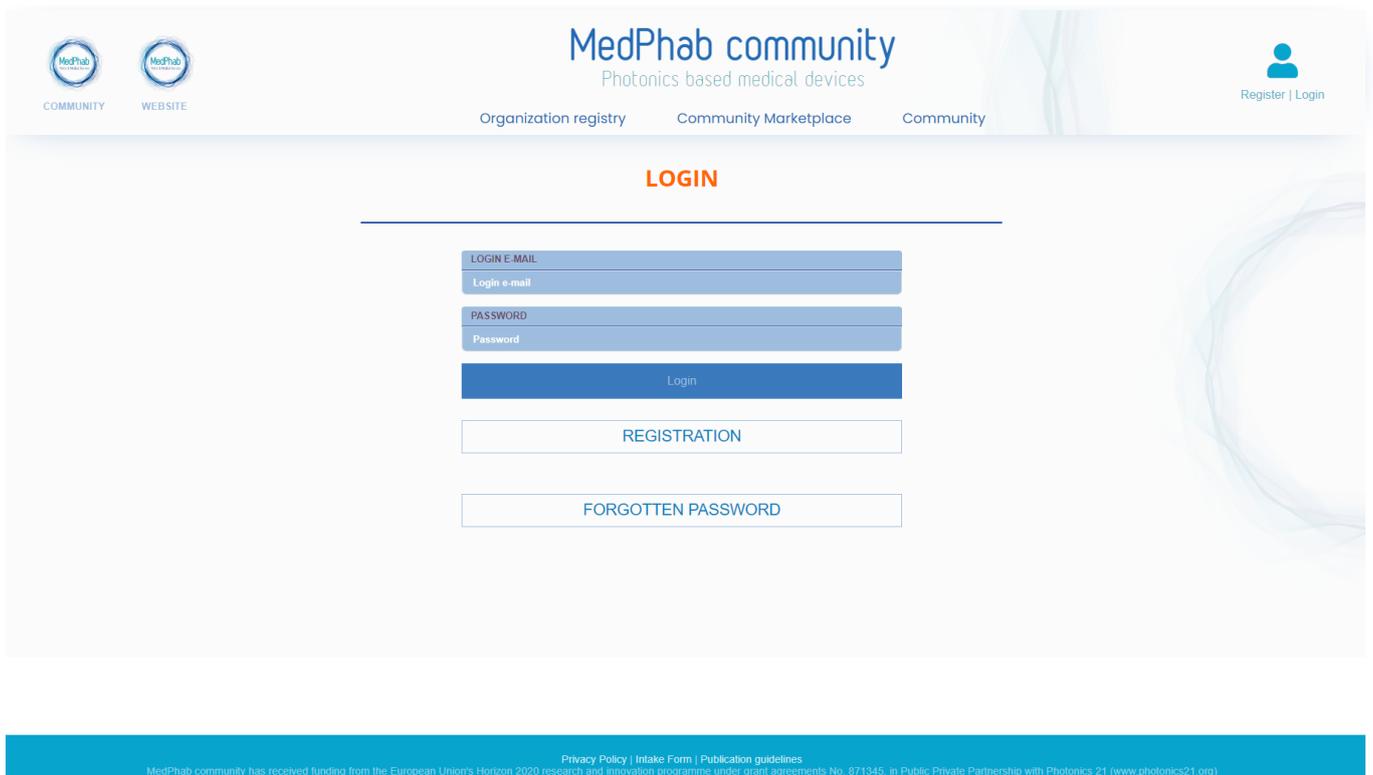


Figure 2. Login view, including the option for registration of a new user.

Figure 3. User Registration.

Users can register a new organization (Figure 4) or be linked to an already registered organization. The new organizations need to be registered by filling a registration form (Figure 5), which should comply with the following criteria:

- Belong to the value/supply chain of photonics-based medical devices
- Contribute actively to the ecosystem, being a Key Opinion Leader (KOL) or stakeholder in the photonics-based medical devices ecosystem

MedPhab Community Manager will revise that all required information is completed in high quality in order to publish the data in the organization registry module (Figure 6). If information is incomplete, the user that registered the organization, will be contacted by the community manager.



Figure 4. Organization registry view as login-user, on the left side *Add New organization* is visible in orange.

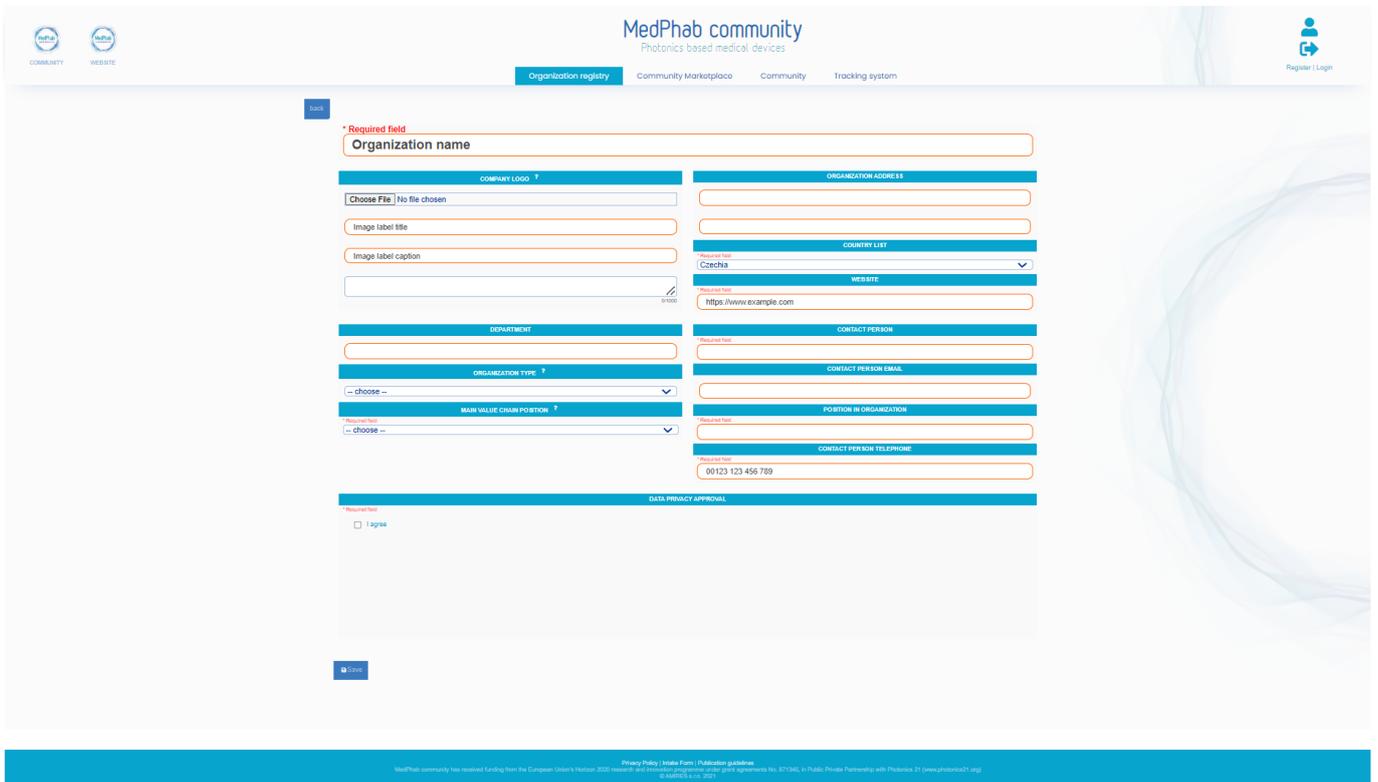


Figure 5. Registration form to add a new organization.



Figure 6. Current public view of the catalogue with the registered organizations (Organization registry).

2.2. Adding new items to the marketplace

After the registration of the organization is approved, the user linked to that organization can log in (Figure 2) and contribute to the *Community Marketplace* with a product, prototype or technical services by clicking **Add new item** under the community marketplace module (Figure 7).

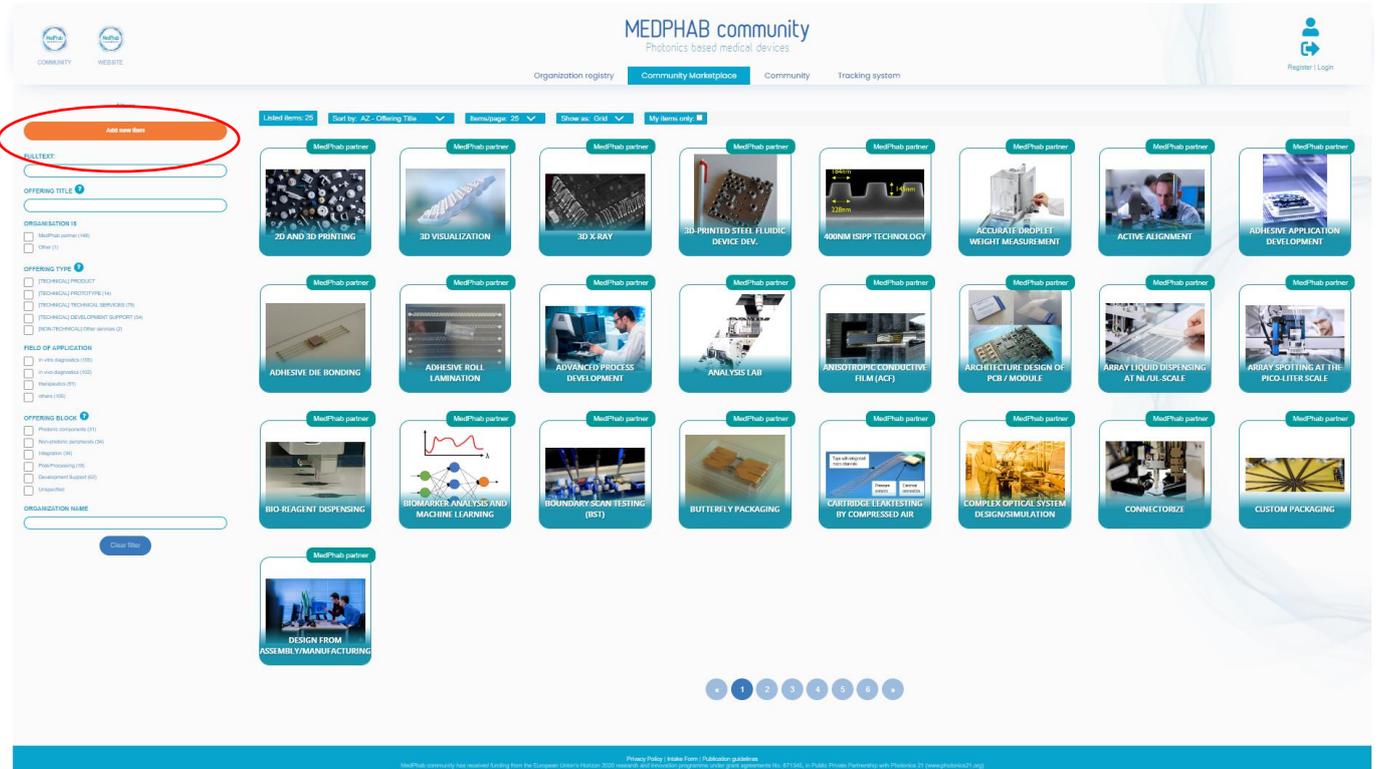


Figure 7. Current view of the first page of the community marketplace module.

In order to contribute to MedPhab Marketplace, the **registered user** fills in an online offering form (Figure 8), with detailed specifications and description of the offered product/prototype or technical service, including a photo or drawing. Every new item is visible on the Marketplace as soon as it goes through the quality content check by **MedPhab Community Manager**. This process normally takes up to 48 hours. If the content of the item is incomplete or does not fulfil the required criteria to be published, the user is contacted individually by the community manager. Users are encouraged to maintain the content of the items up to date.

The screenshot shows a multi-step registration form for a new item on the MedPhab Marketplace. The form is organized into several sections:

- Organization Information:** Includes fields for Organization Name, Offering Contact Email, and Organization ID. There are checkboxes for "MedPhab partner" and "Other".
- Offering Details:** Includes Offering Type (dropdown), Offering Block (checkboxes for Photonics components, Non-photonics peripherals, Integration, Post-Processing, Development Support, Unspecified), and Technology (dropdown).
- Field of Application:** Includes checkboxes for In vivo diagnosis, In vitro diagnosis, Therapeutics, and Others.
- Target Customers / Applications:** Includes checkboxes for Technology provider, Supplier, Manufacturer, Production services, Integrator, R&D, and Clinical.
- Offering Description:** A text area for the main description.
- Offering Specifications:** A rich text editor for detailed specifications.
- Offering Reports:** Includes a "Choose File" button for reports and a "File label title" field.
- Offering Reports Description:** A text area for describing the reports.
- Image Uploads:** Three "Choose File" buttons for images, each with an "Image label title" and "Image label caption" field.
- Version and ISO Certifications:** Fields for Version and ISO Certifications.
- MedPhab Private:** A section with a disclaimer: "to be completed by partners willing to be involved in cases supported by MedPhab pilot line". It includes a checkbox for "I AM WILLING TO BE INVOLVED IN CASES SUPPORTED BY MEDPHAB PILOT LINE".
- Production Volume:** A field for Production Volume.

Figure 8. Registration of a new item on the marketplace.

In order benefit from the MedPhab community management platform, users must complete the spaces marked "compulsory" (denoted by '*'). If they do not complete the required personal data or only partially provide them, this could mean that the community manager - ABIMI (AMIRES, The Business Innovation Management Institute)- is unable to deal with their requests and therefore, ABIMI will be exonerated from all liability for not rendering or not fully rendering the requested services.

2.3. Adding new items on the community module

The **registered user** can also share posts related to events, job advertisements, reports, trainings, videos or more with the whole community by clicking **New Item** under the community module (Figure 9), and filling the registration form. Each item will enrich the interaction of the community and networks formation.

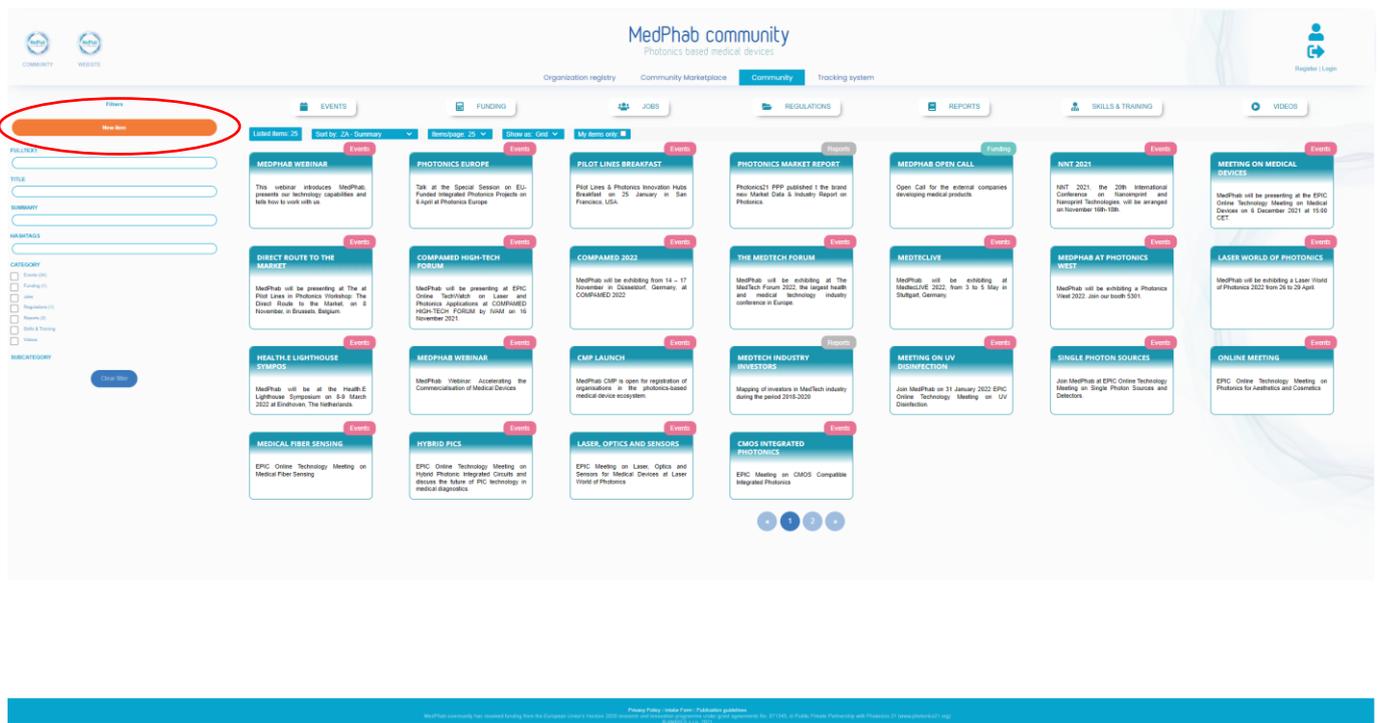


Figure 9. Community module.

The form contains the following sections:

- TITLE ?**: A required text input field.
- SUMMARY ?**: A required text input field.
- DESCRIPTION ?**: A rich text editor with a toolbar and a character count of 0/150.
- HASHTAGS ?**: A required text input field.
- ARE YOU AUTHORIZED TO SHARE THIS INFORMATION**: A checkbox with the text "Yes I am authorized to share this information and I agree the community manager may adapt or delete my input in case it is not complete not relevant or outdated information."
- CATEGORY**: A dropdown menu with "-- choose --" selected.
- DOCUMENTS ?**: A file upload section with a "Choose File" button, "No file chosen" text, and a "File label title" input field.
- BANNER ?**: A file upload section with a "Choose File" button, "No file chosen" text, and two input fields for "Image label title" and "Image label caption".

A "back" button is located at the top left, and a "Save" button is at the bottom left.

Figure 10. Community module item registration form.

3. Contact

Please contact helpdesk@medphab.eu for any technical difficulties on the platform or if you have questions.