

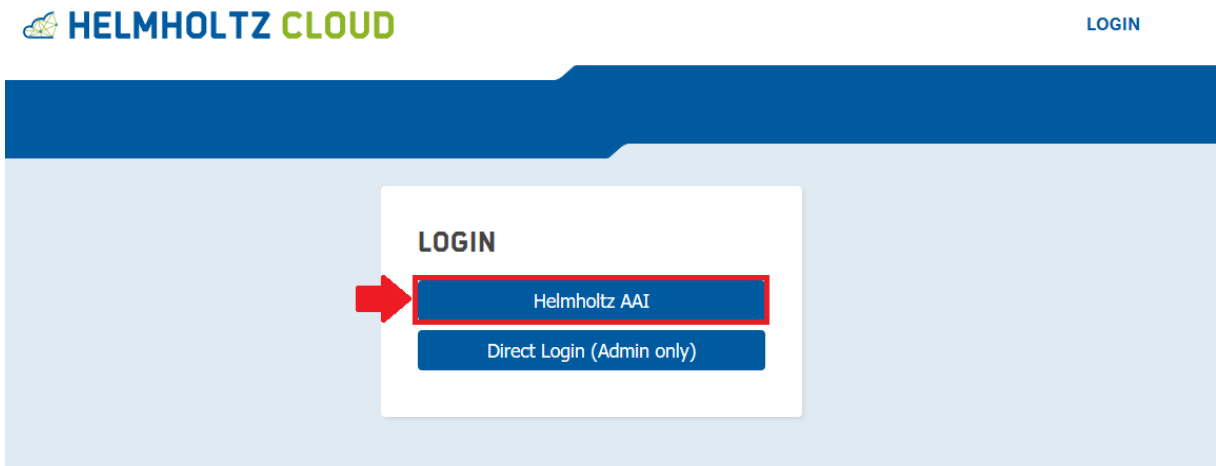
Plony – Add a new Service Application – Instruction

Login to Plony

1. Go to: <https://plony.helmholtz-berlin.de>
2. Click on “Login” in the top right-hand corner of the website:



3. Select “Helmholtz AAI” as Login Provider:



4. Choose your institution and login with the corresponding credentials. Allow Plony to use the data displayed after Login.
5. You are now logged in and directed to the start page of Plony. When sliding over “Service Catalogue” in the top right hand corner, you can either add a new application by clicking on “**New Application**” (marked in red) or view the status of services already handed in by clicking on “**My Services**” (marked in blue):



New Application


6. When clicking on “New Application” you get to the ready-to-fill Application Form. Please note the information given in the green box before you start filling the Application Form:

- To save your Application draft, you at least need to fill the field “Service name”.
- To send your Application to HIFIS, you need to fill out all fields and pass the validation defined for each field

Welcome

NEW SERVICE APPLICATION

To **save** your application it is only required to fill out the **Service Name field**.
To **send** in the application later on it is necessary to fill out the **remaining fields** and **pass the validation**.

Service name 

Please indicate the name of the service you would like to offer in Helmholtz Cloud. Feel free to also indicate the software behind the service, if your service name does not imply that (e.g. Service name = nubes, Software behind the service = Nextcloud)


Description


Please describe the main functionalities and benefits of the service you would like to offer in Helmholtz Cloud. Please note the maximum length of your description must not exceed 250 characters.

Contact Person - Lastname


Please name a contact person (name + mail address) we can get back to in case of questions about this application.

7. The fields in the Application Form are structured as follows:

Provision Level in Helmholtz Cloud 

Select ... 

Select ...
Pilot Service
Fully Integrated Service

Please indicate whether you want to provide your service in Helmholtz Cloud on a pilot or Fully integrated basis. **Read more** 

- Each field has a **field name** (marked in red)
- Next to the field name there is the **input field** (marked in blue). This field might be free text or a list one answer has to be selected from.
- Below the field name and input field there is a **short explanation** of what the field means (marked in green). The explanation is usually phrased as a question that you can simply answer in the input field.
- For fields which require some more information/where a set of requirements is defined in more detail, there is a “**Read more**” button on the right side next to the explanation (marked in orange). When clicking on the button, a pop up with more information opens up.

Contact Person - Lastname

Please name a contact person (name + mail address) we can get back to in case of questions about this application.

PILOT SERVICE

A service that does not (yet) fulfill all exclusion criteria defined in the process framework for Helmholtz Cloud service portfolio and therefore did not (yet) complete the onboarding process for Helmholtz Cloud. A pilot service is not yet mature enough in regards of organizational and/or technical frame conditions to be provided in Helmholtz Cloud. In order to gain experience in offering the service while observing the potential benefits of a service (and for which user group it might be interesting) it can be offered as pilot service. This enables the service provider to offer the pilot service following a slim onboarding process (with less exclusion criteria) to a limited bunch of users and for a limited time for both users and service provider to experiment on the service. Nevertheless, the long-term target of a pilot service should be to fulfill the requirements to become a fully integrated service, and therefore, to complete the onboarding process for Helmholtz Cloud. Pilot services are limited in provision to one year. Service Providers will be continuously supported to refine their service towards a fully integrated service and will at least be notified about the remaining time after 6 and 9 months of pilot service provision. If a service is not able (and will not be able in foreseeable future) to fulfill the requirements to become a fully integrated service, it may be degraded from pilot to associated service. This is only true if the reason for not becoming a fully integrated service is on the service provider side.

FULLY INTEGRATED SERVICE

A service that fulfills (and continues to fulfill) the exclusion criteria defined in the process framework for Helmholtz Cloud service portfolio and completed the onboarding process for Helmholtz Cloud. A fully integrated service is mature enough to be provided in Helmholtz Cloud and the technical (e.g. backup, support structures, architecture) and organizational (e.g. data protection concerns) frame conditions of service provision are well established, including the ability to give the corresponding information. A fully integrated service may derive from a pilot service, now fulfilling all requirements to become a fully integrated service. Fully integrated services are reviewed regularly as part of Service Portfolio reviews.

OK

Service Readiness Select ...

8. At the end of the Application Form, there are three buttons:

- **“Save changes”** button leaves application in status **“Application in Draft”** (marked in red) – you can continue to fill out the Application Form at another point of time
- **“Validate Input”** button verifies whether your service passes all exclusion criteria integrated into the form (marked in blue) – this button is only active after the form was once saved via button **“Save changes”**
- **“Cancel”** button leads to cancellation of your Application (or cancellation of changes made if you already saved your application once)

User Deprovisioning Select ...

Please state to which extent your service supports user deprovisioning.

Backup Strategy

Please state whether you have a backup strategy for the service established. If yes, please give us a brief overview of what your backup strategy covers.



9. When clicking on “Save changes”, the Application Form switches from edit to view mode:

HELMHOLTZ CLOUD SERVICE CATALOGUE LOGOUT

Welcome

DEMO SERVICE

State
Application in draft

Service ID
4

Description
Please describe the main functionalities and benefits of the service you would like to offer in Helmholtz Cloud. Please note the maximum length of your description must not exceed 250 characters.
no value

Contact Person - Lastname
Please name a contact person (name + mail address) we can get back to in case of questions about this application.
no value

10. Scrolling down to the end of the Application Form in view mode, you find the following buttons:

User Deprovisioning
Please state to which extent your service supports user deprovisioning.
no value

Backup Strategy
Please state whether you have a backup strategy for the service established. If yes, please give us a brief overview of what your backup strategy covers.
no value

Edit Validate Send application Withdraw application Show comments

- “**Edit**” button to get back to edit mode (marked in red) – you can edit all field inputs here and validate your answers
- “**Validate**” button to validate your field’s input (marked in blue) – if validation is not passed, a pop-up will tell you how many errors occurred, and the corresponding fields are marked with red background (see screenshot below)
 - If validation fails, you need to go back to edit mode via the “Edit” button and correct all errors before you can send your Application to HIFIS.
- “**Send application**” button to send Application Form for review to HIFIS (marked in green) – you can only send Application Forms that passed the validation
- “**Withdraw application**” button to withdraw your Application (marked in orange) – you can use this option if you cannot fulfill all exclusion criteria required and the validation of your service therefore continues to fail.

- “**Show comments**” button to view comments made e.g. by Service Portfolio Management (marked in violet)

11. The text above the field name indicates why the error occurred/ which value is required to pass the validation:

Field cannot be empty. Select 'Provis

Validation not passed
Some fields not passing criteria

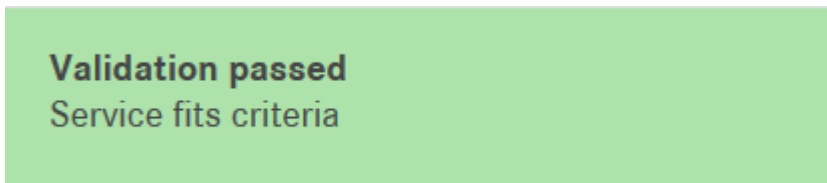
Ensured Support Statement
Please state whether you ensure the support for your service. This includes: 1) The processing of service disruptions as well as the correction of errors in the service (or underlying software); and 2) A clear definition of the support interface (end point of support) with the HIFIS Helpdesk interface.
no value

Field cannot be empty. Select 'Provision Level in Helmholtz Cloud' for more validation info

Cloud Capability
Please state whether your service fulfills the cloud capability requirements. [Read more](#)
no value

Please note: whether validation passes or fails depends on the value given in field “Service Maturity at Provider” for a bunch of fields. This is due to the fact that pilot services underlay a slimer onboarding process with slightly less exclusion criteria than fully integrated services do.

12. As soon as validation is okay, a green pop-up comes up when clicking on “Validate Input” in edit or view mode:



It is then possible to send the Application to HIFIS via the button “Send” in view mode.

13. When having sent the Application to HIFIS, a green pop up comes up stating that the status of your Application Form was successfully changed to “Application received” (marked in red):

Service Provider
Helmholtz-Zentrum Berlin für Mater

Provision Level in Heln
Please indicate whether
Pilot Service

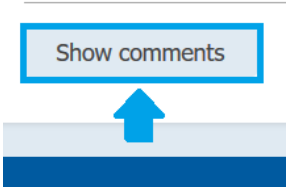
Planned Provision time
Please indicate for how l
Less than 2 years

Service state changed
New state: Application sent

SERVICE APPLICATION SENT
A Service Portfolio Manager will take care of your Application and come back to you.
You may receive a review for your application beforehand.

OK

You cannot edit your Application anymore (unless HIFIS gives the application back to you) – but you can add a comment (marked in blue) if you want to add any information/question/remark to your Application:



Free of Advertisement Statement
Please state whether you are willing to offer your service free of advertisement and that the use of the service is independent from the display or content of advertisements.

Yes

Ensure
Please ensure that your service is free of errors and that the use of the service is independent from the display or content of advertisements.

Yes

Cloud
Please ensure that your service is free of errors and that the use of the service is independent from the display or content of advertisements.

Yes

Helmholtz AI Capability

COMMENTS X

No comments to display

Write a comment

My Services

14. Clicking on “**My Services**” in the top right-hand corner (marked in red), you will get an overview of the Applications you or anyone assigned to your Helmholtz Center sent to HIFIS (marked in green), sorted by their current status (marked in blue). You can also see your personal Applications in draft (marked in orange):

HELMHOLTZ CLOUD SERVICE CATALOGUE LOGOUT

Welcome

New Application

My Services

MY SERVICES

APPLICATION DRAFT ←
no entries

APPLICATION RECEIVED ←
Demo Service
Demo Description ←

SERVICE PLANNED
no entries

APPLICATION WITHDRAWN
no entries

OTHER APPLICATIONS FROM MY HELMHOLTZ CENTER
no entries

You can click in each service to view the corresponding Application Form.

If you need help or have questions regarding the Application Form, please do not hesitate to contact us via the “Helpdesk” button in the footer on bottom of the website:

