# Quick Tutorial:
# Cloud Exchange – Activation and Functions

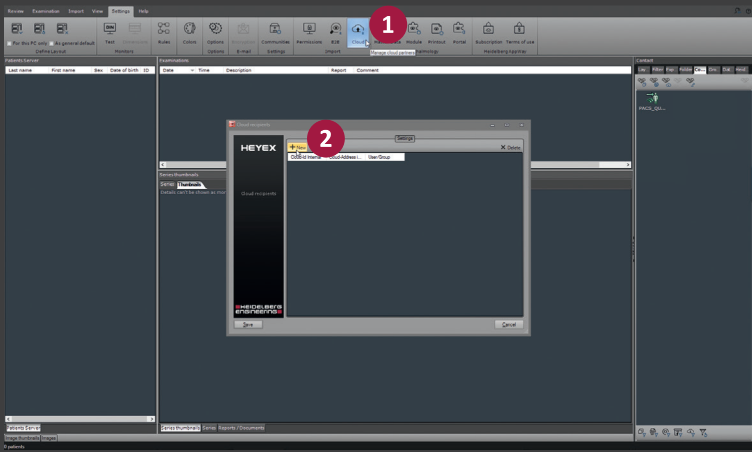
HEIDELBERG EYE EXPLORER
HEYEX 2

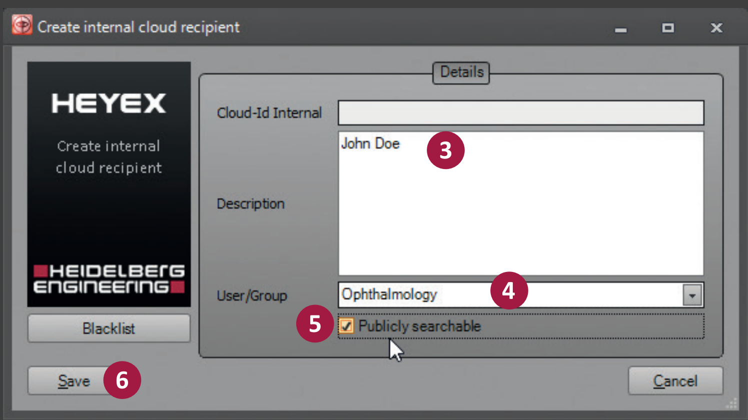
HEIDELBERG ENGINEERING
ACADEMY

# Activating User as Cloud Recipient

Cloud Exchange is a HEYEX 2 feature for secure professional data sharing within and beyond your own organization without a VPN connection.
Cloud Exchange is not activated per default. If there is no **Cloud** icon displayed under **Settings**, contact your local Heidelberg Engineering partner.

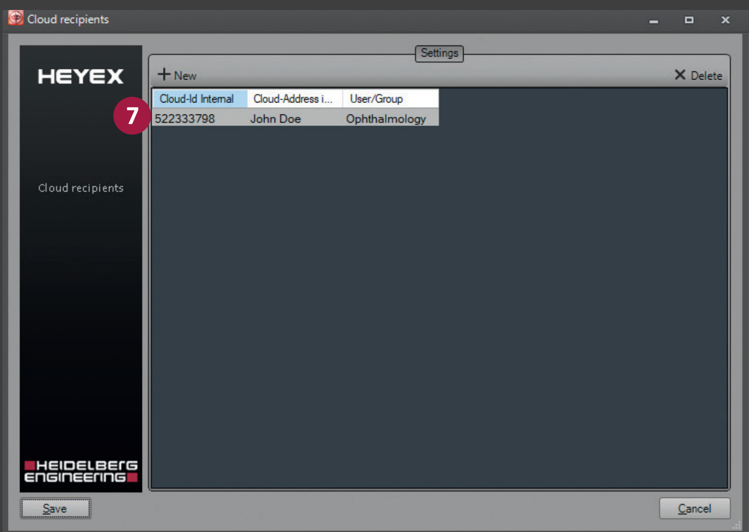
1. Select **Settings** and click **Cloud**.
2. The **Cloud recipients** window opens. Click **New** to add your user as a cloud recipient.



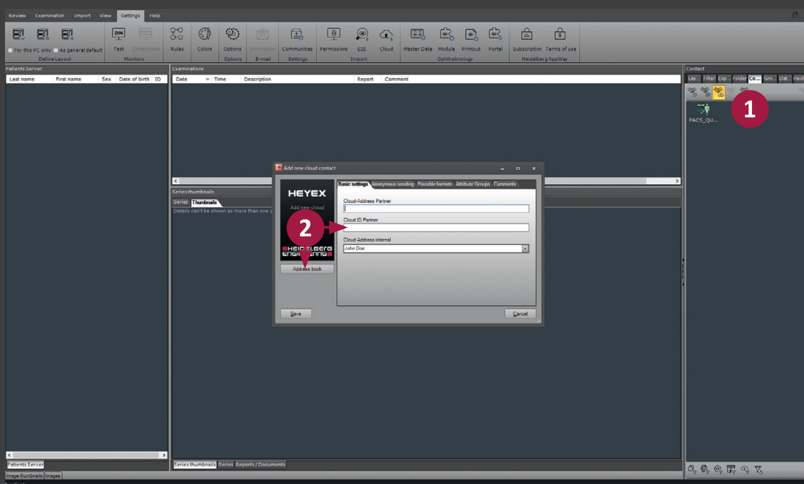




The **Cloud-Id Internal** is assigned automatically.

3. The **Create internal cloud recipient** window opens. Enter the name under which you would like to be displayed for cloud partners.
4. From the drop-down menu, select the user or group allowed to send files via cloud exchange.
5. Select the **Publicly searchable** check box if you want to be found by other cloud partners via address book. If this check box is not selected, a possible contact can only reach you after personal transmission of your cloud ID.
6. Click **Save** to complete.
7. The cloud recipient has been created and automatically assigned an ID that can be passed on to cloud partners.



# Adding a New Cloud Contact

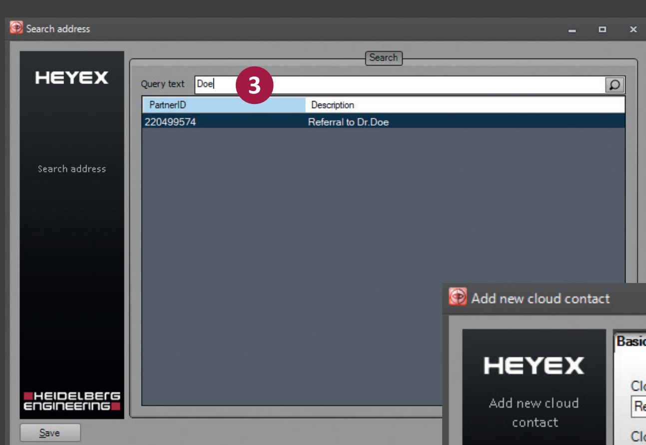



**1** Click the **Add new cloud partner** button in the **Contact** tab.

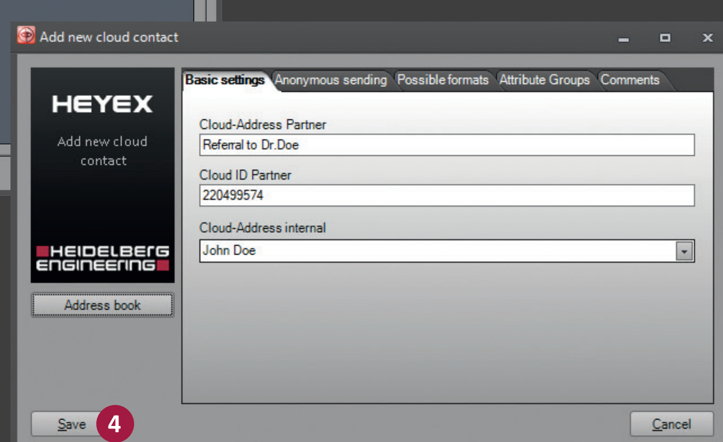
**2** The **Add new cloud contact** window opens.

If known, enter your partner's **Cloud ID**.

Otherwise, open the **Address book**.

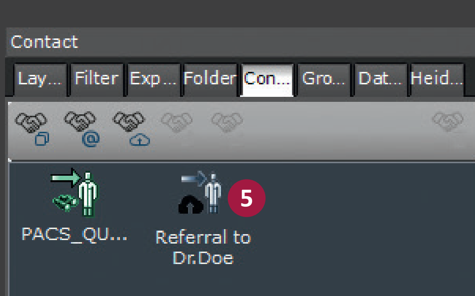



**3** Enter the name of your cloud partner and press ENTER or click the magnifier button. Select the appropriate entry and click **Save** to continue.



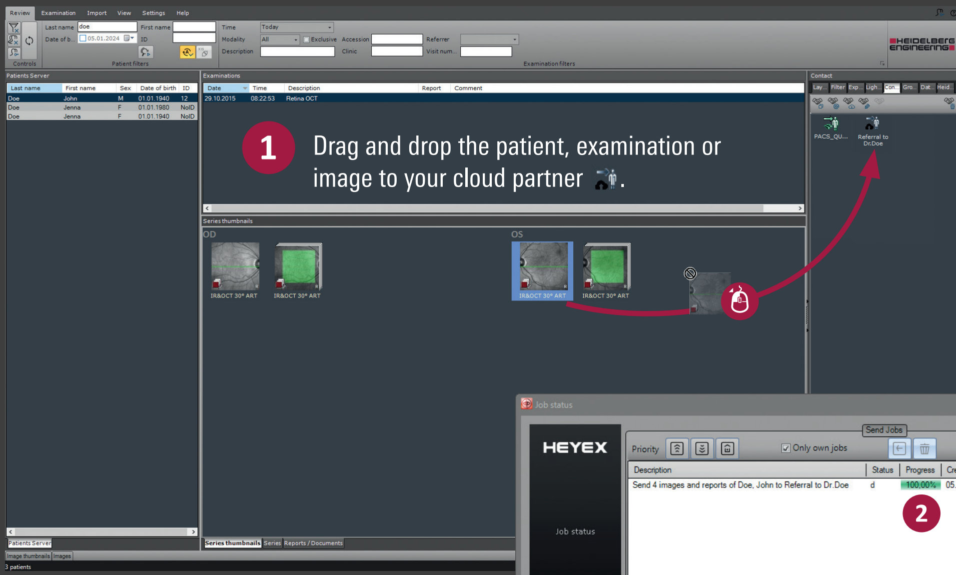

**4** You will automatically return to the **Add new cloud contact** window. Click **Save** to complete or define further settings via the tabs.

A later return and amendment is possible and described later.

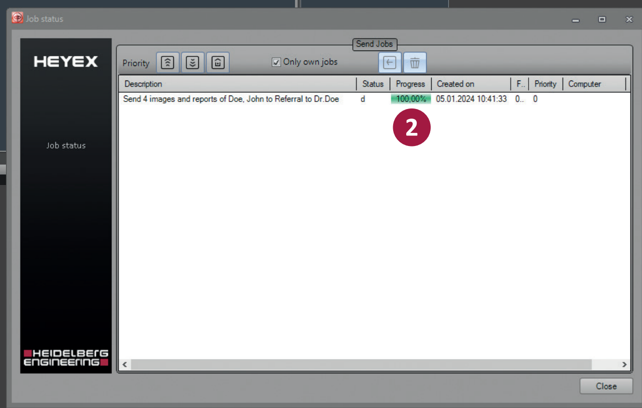



**5** Your cloud partner appears in the **Contact** tab.

# Sending Data



**1** Drag and drop the patient, examination or image to your cloud partner.




**2** The **Job status** window opens. The **Progress** column shows the current status of the data transfer.

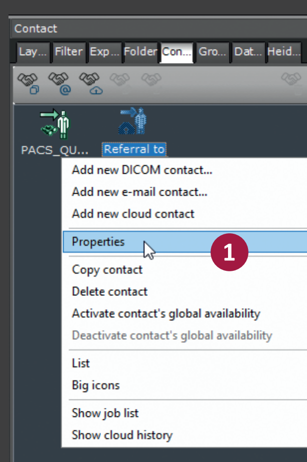
# Sending Pseudoanonymized Data

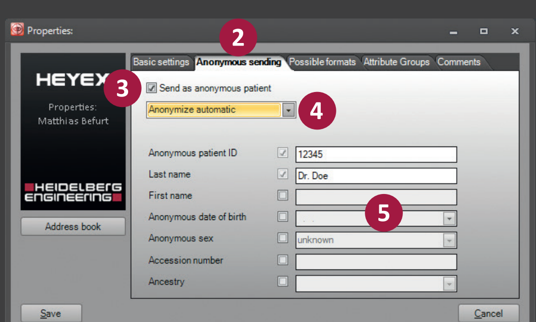
*i* The pseudoanonymization can be defined individually for each cloud partner.

**1** Right-click your cloud partner and select **Properties.**

**2** The **Properties** window opens. Select the **Anonymous sending** tab and select the **Send as anonymous patient** check box.

**4** Select **Anonymize automatic** from the drop-down menu. Click **Save**.



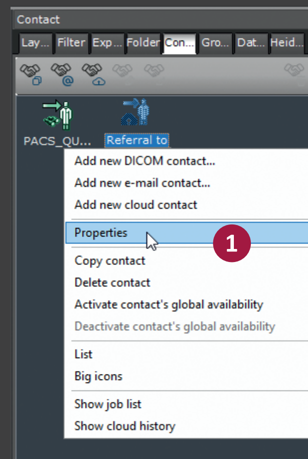




**5** Entering an **Anonymous patient ID** and a **Last name** is required. Check other patient master data that should be pseudoanonymized. All unchecked items will be transmitted non-pseudoanonymized. Click **Save** to complete.

# Cloud Exchange

## Sending Anonymized Data

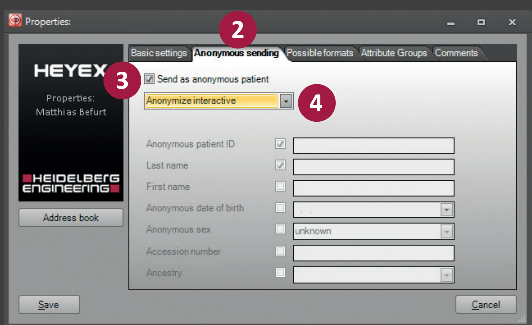
*i* The anonymization can be defined individually for each cloud partner.




1 Right-click your cloud partner and select **Properties**.

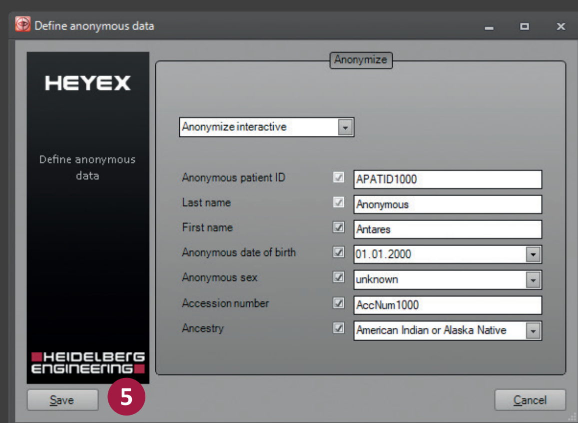
2 The **Properties** window opens. Select the **Anonymous sending** tab and select the **Send as anonymous patient** check box.

4 Select **Anonymize interactive** from the drop-down menu. Click **Save**.



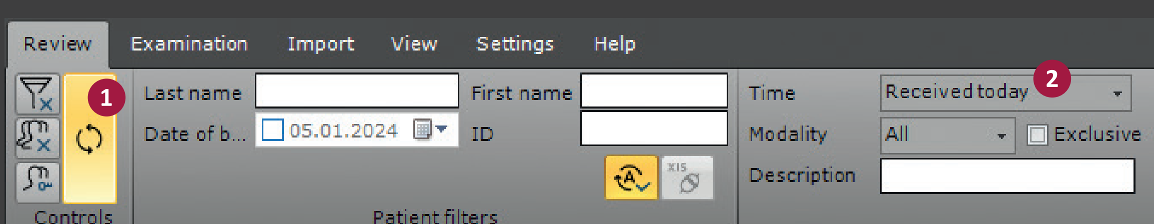

5 Drag and drop the patient, examination or image to your cloud partner . After dropping data, the **Define anonymous data** window opens. Patient data is automatically anonymized.

Click **Save** to send data.




## Receiving Data

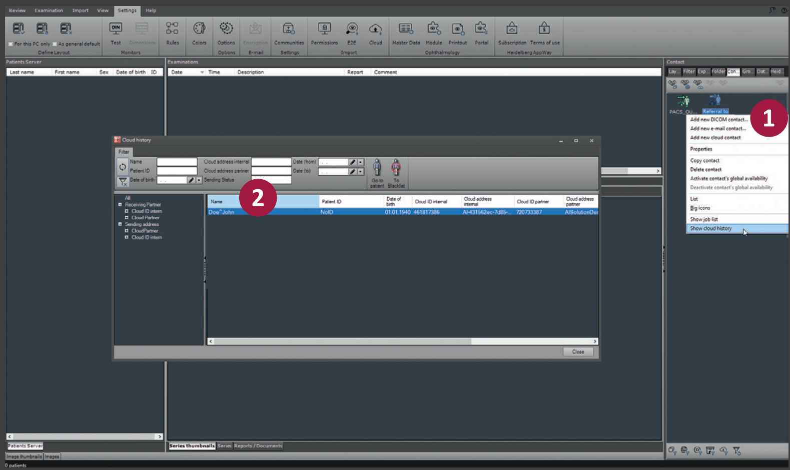
*i* If your cloud partner sends you data, you automatically receive the data without any notification.




1 Click **Refresh** to check whether the patient data has arrived.

2 If you are expecting images from a cloud partner today, select **Received today** as a time filter.

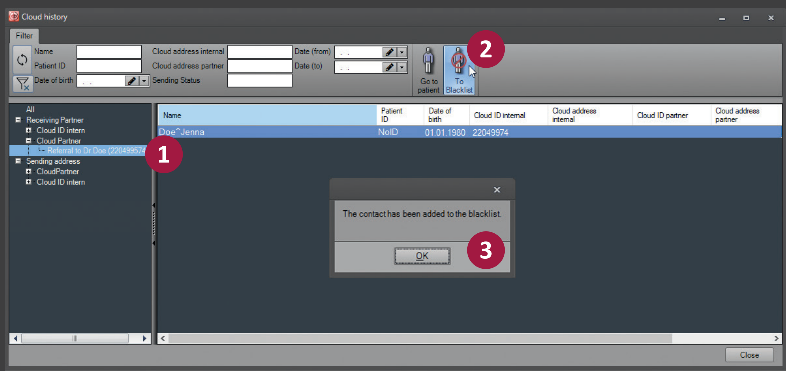
## Checking the Cloud History



1. Right-click your cloud partner and select **Show cloud history.**
2. The **Cloud history** window opens. It shows all patients received or sent via cloud exchange.

## Working with the Blacklist

Adding a cloud partner to the blacklist blocks the unwanted receipt of data from this partner.




1. From the treeview in the **Cloud history** window, select the cloud partner you received unwanted data from.
2. Click **To Blacklist**.
3. A message appears stating that the contact has been added to the blacklist.

4. Viewing the blacklist:
   - Select **Settings > Cloud.**
   - Double-click your cloud recipient in the **Cloud recipients** window.
   - Select **Blacklist** in the **Edit Recipient** window.
   - The **Cloud-Blacklist** window displays a list of all blocked contacts. Choose the desired cloud partner and click **Delete** to remove the contact from the blacklist.