



New User Supplier Training

Welcome

Welcome to the “OpenText CoreShare Registration” training.

This learning material was created in order to provide a process overview of the registration for New Supplier Users on the OpenText CoreShare Platform.

This training will take you through registration to OpenText CoreShare Platform, the process of accessing it, why it is important, and the key areas.

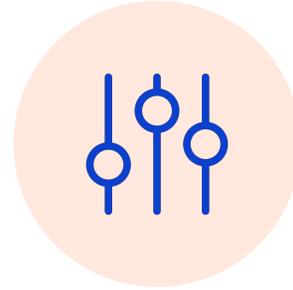
Thank you for joining our learning journey!





Who

Suppliers who need to register on and access the OpenText CoreShare Platform for the New Users.



What

Essential understanding of accessing OpenText CoreShare, Supplier profile registration.



Why

Understanding processes is fundamental to successfully executing business processes, ensuring optimal process outcomes, and identifying opportunities for continuous improvement.

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1. Definitions
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1 Definitions

Definitions

Our Terminology



Term	Definition
Supplier	Suppliers who register and access the OpenText CoreShare Platform
Buyer	Roche
OpenText CoreShare	OpenText CoreShare is a simple, secure, and smart way to connect collaborators with the files and information they need as part of the purchase order and invoicing process
Primary contact	The one point of contact that receives all OpenText CoreShare email notifications from Roche

2 OpenText CoreShare Registration/Access

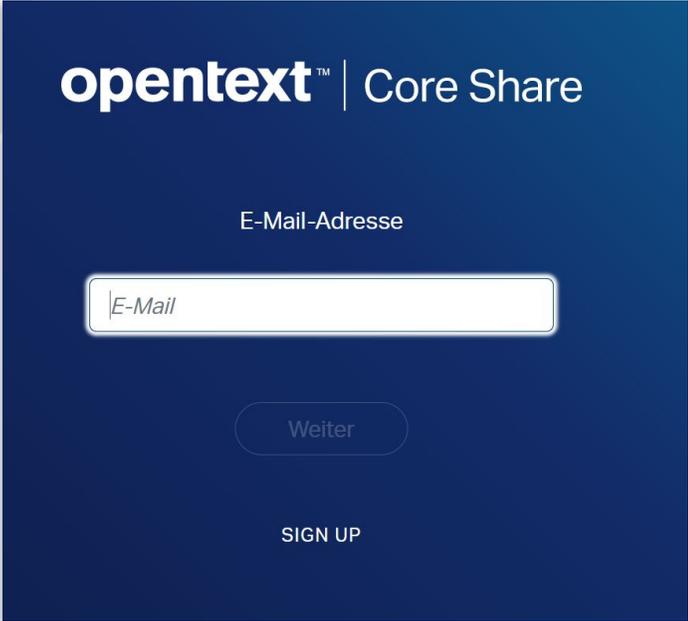
OpenText CoreShare Supplier Registration/Access

OpenText CoreShare landing page for registration and access:

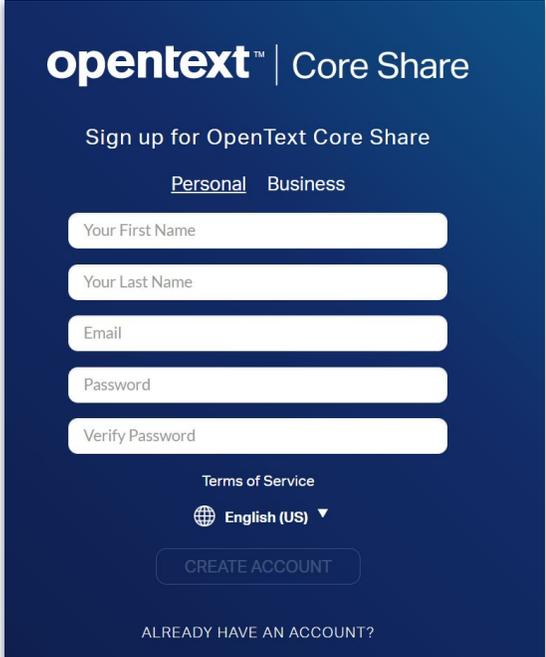
Log in to OpenText CoreShare

[download the app](#)

1



OpenText Registration



Note:

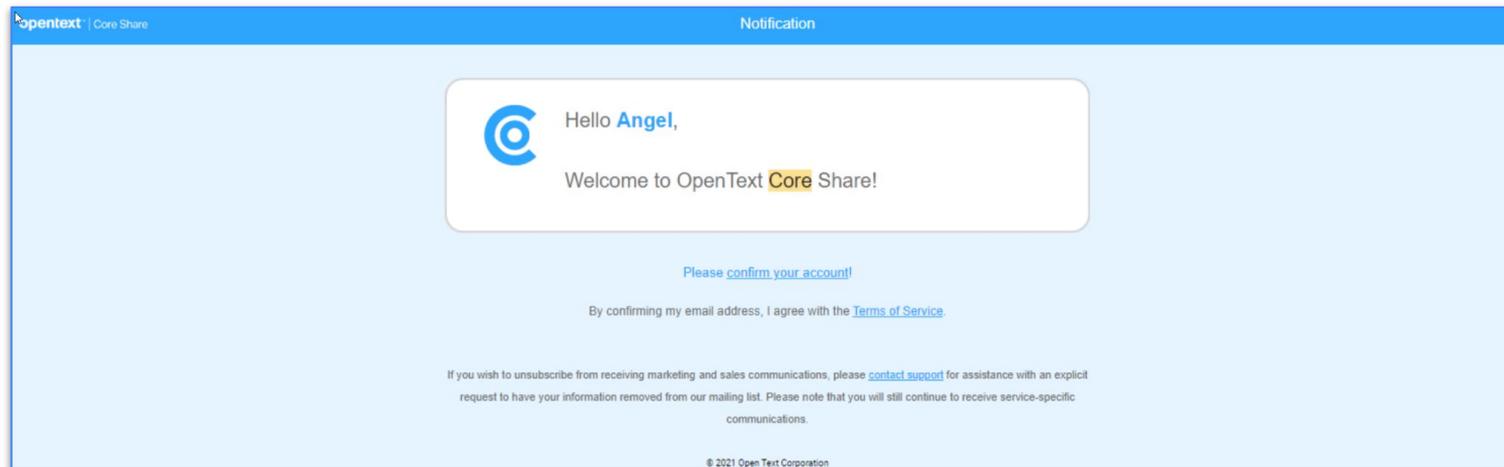
Use the same Email address as the Primary Email address for the registration process in GEP.

OpenText CoreShare Supplier Registration/Access

A New User receives a confirmation email after successful registration.

The New User using OpenText CoreShare Platform will have to complete the following steps:

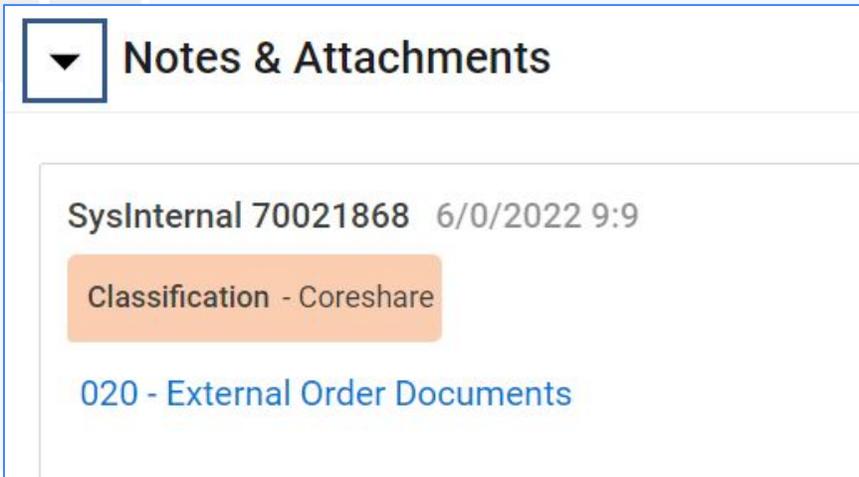
1. Open the email
2. Click the Confirm Account to Verify the account



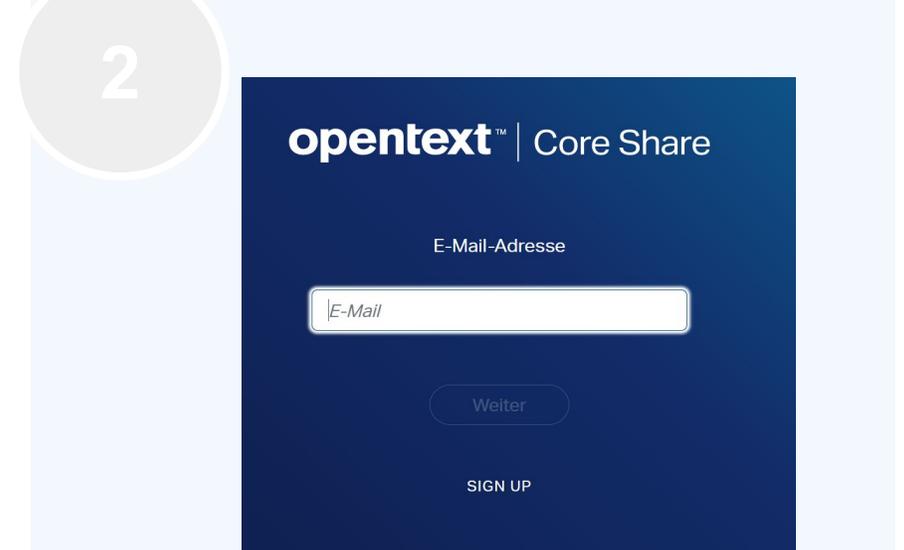
3 Accessing OpenText CoreShare after Registration

OpenText CoreShare Supplier Access and Document Sharing

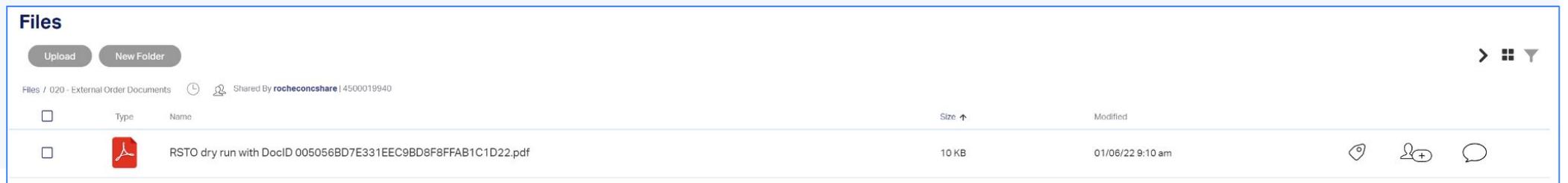
1. When in the GEP Nexxe Purchase Order click on the link to redirect to CoreShare



2. Login to CoreShare with your credentials

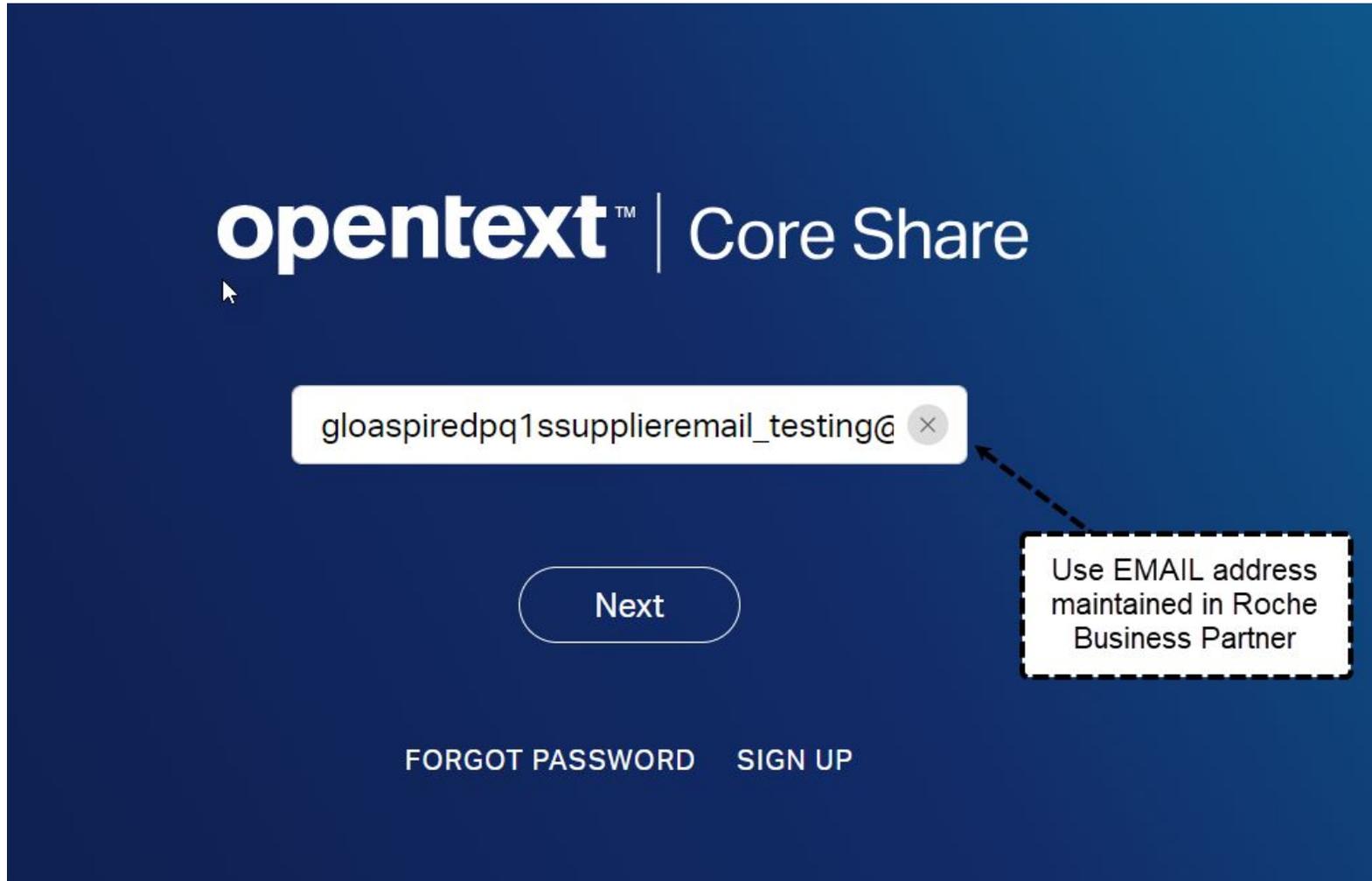


3. After successfully completing the login you will be redirected to the fileshare for the purchase order



4 Notification Setting

CoreShare Notification Settings - Login to [Opentext | CoreShare](#)

A screenshot of the Opentext Core Share login page. The background is dark blue. At the top left, the text "opentext™ | Core Share" is displayed in white. Below this is a white input field containing the email address "gloaspiredpq1ssupplieremail_testing@" followed by a small grey circle with an "x" icon. A dashed black arrow points from a callout box to the input field. The callout box is white with a dashed black border and contains the text "Use EMAIL address maintained in Roche Business Partner". Below the input field is a white rounded rectangular button with the text "Next". At the bottom of the page, the text "FORGOT PASSWORD" and "SIGN UP" is displayed in white, separated by a vertical line.

opentext™ | Core Share

gloaspiredpq1ssupplieremail_testing@ ×

Next

FORGOT PASSWORD SIGN UP

Use EMAIL address maintained in Roche Business Partner

CoreShare Notification Settings

1. Open Settings (from your Profile)
2. Find Notifications

The screenshot shows the OpenText Core Share user interface. At the top, there is a navigation bar with the OpenText logo, 'Core Share' text, a search bar, and user profile icons. Below this is a settings menu with tabs for 'User Info', 'Preferences', 'Notifications' (which is highlighted with a black box), 'Security', and 'Account'. The main content area is titled 'Notifications' and includes a sub-header 'Choose notifications you want to receive, whether you need it in email or in real time and how frequently you want email notifications to be delivered.' There are two columns of notification settings: 'Email Notifications' and 'Real Time Notifications'. Each column has a summary row and several specific notification types, each with a checked checkbox. A dropdown menu is open on the right side of the page, showing options like 'Settings' (highlighted with a black box), 'Help', 'About', 'Desktop Client', 'Terms', 'Log Out', and 'Current Version 24.3.1'. A 'GLOASPIREDPQ1S Supplier...' notification is visible at the top right of the page.

Notification Type	Checked
All Email Notifications	<input checked="" type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
Shares	<input checked="" type="checkbox"/>
Quota	<input checked="" type="checkbox"/>
All Real Time Notifications	<input checked="" type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
Shares	<input checked="" type="checkbox"/>
Document Added	<input checked="" type="checkbox"/>

CoreShare Notification Settings - shares

You can turn on/off email notifications when a new document is shared with you (see screenshot of email notification)

The screenshot shows the OpenText Core Share settings page. The left sidebar contains navigation options: Dashboard, Files, Favorites, Collections, Activity, Shared, and Trash. The main content area is titled 'Settings' and has tabs for User Info, Preferences, Notifications (selected), Security, and Account. Under 'Notifications', there is a section for 'Email Notifications' with a list of items: All Email Notifications, Comments, Shares (highlighted with a red box), Quota, Drafts/Versions, and Document Added. Each item has a checked checkbox. Below this is the 'Email Frequency' section with radio buttons for 'Notify Instantly' (selected) and 'Notify as an Email Digest', and a dropdown menu for 'Frequency of Email Digest' set to 'Weekly'. A note at the bottom states: 'Note: Notify instantly-frequency selection is not applicable to the Document added email notification setting.' To the right of the settings is a 'Real Time Notifications' section with a list of items: All Real Time Notifications, Comments, Shares (highlighted with a red box), Document Added, Version Added, Folders or Documents Deleted, and Quota. Each item has a checked checkbox.

The screenshot shows an email notification from 'rocheconshare'. The header includes 'opentext Core Share' and 'Notification'. The main body of the email contains the OpenText logo, the text 'rocheconshare has shared 020 - External Order Documents with you.', and a link 'Click here to view'. The footer includes '© 2024 Open Text Corporation'.

CoreShare Notification Settings - document added

You can turn on/off email notifications when a new document is added

The screenshot shows the OpenText Core Share Settings page. The 'Notifications' tab is selected, displaying options for Email and Real Time notifications. The 'Document Added' notification is highlighted with a red box in both the Email and Real Time sections. The 'Email Frequency' section shows 'Notify Instantly' selected.

opentext | Core Share shares 36 GS

Settings

User Info | Preferences | **Notifications** | Security | Account

Notifications

Choose notifications you want to receive, whether you need it in email or in real time and how frequently you want email notifications to be delivered.

Notification Type	Notification Category	Status
Email Notifications	All Email Notifications	<input checked="" type="checkbox"/>
	Comments	<input checked="" type="checkbox"/>
	Shares	<input checked="" type="checkbox"/>
	Quota	<input checked="" type="checkbox"/>
	Drafts/Versions	<input checked="" type="checkbox"/>
	Document Added	<input checked="" type="checkbox"/>
Real Time Notifications	All Real Time Notifications	<input checked="" type="checkbox"/>
	Comments	<input checked="" type="checkbox"/>
	Shares	<input checked="" type="checkbox"/>
	Document Added	<input checked="" type="checkbox"/>
	Version Added	<input checked="" type="checkbox"/>
	Folders or Documents Deleted	<input checked="" type="checkbox"/>
	Quota	<input checked="" type="checkbox"/>

Email Frequency

Notify Instantly

Notify as an Email Digest

Frequency of Email Digest: Weekly

Note: Notify instantly-frequency selection is not applicable to the Document added email notification setting.

Rethink Sync
Precise control over all of your files
DOWNLOAD
For Mac and PC

CoreShare Notification Settings - email frequency

You can customise the frequency of the emails as follows:

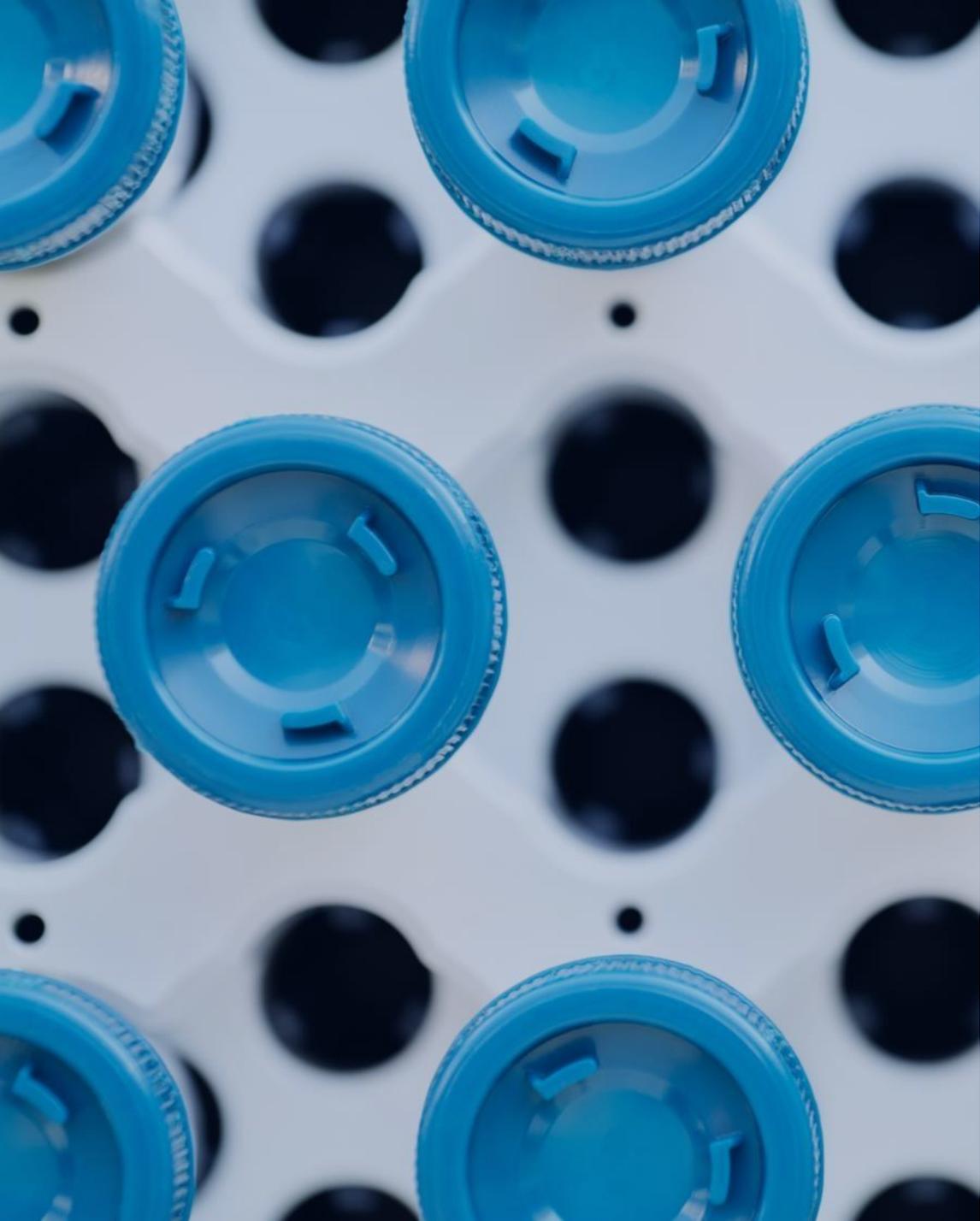
The screenshot shows the 'Settings' page for 'opentext Core Share'. The 'Notifications' tab is selected. Under 'Email Notifications', several items are checked, including 'All Email Notifications', 'Comments', 'Shares', 'Quota', 'Drafts/Versions', and 'Document Added'. Under 'Real Time Notifications', 'All Real Time Notifications' and several other items are checked. The 'Email Frequency' section shows 'Notify Instantly' is unselected and 'Notify as an Email Digest' is selected. A dropdown menu for 'Frequency of Email Digest' is open, showing options: 'Daily' (selected), 'Hourly', and 'Weekly'. A note states: 'Note: Notify instantly-frequency selection is not applicable to the Document added email notification'.

Summary

In this training we have covered the following:

- Overview of OpenText CoreShare New Users registration
- Overview of OpenText CoreShare New Users access
- How to adjust notification settings



A close-up photograph of a white microplate with a grid of wells. Several wells are filled with a blue liquid, and the blue caps of the wells are visible. The image is positioned on the left side of the slide.

Thank you!

Doing now what patients need next