



RA-19/WRC-19 FOCAL POINT APPROVAL

User Guide - Focal Point Page

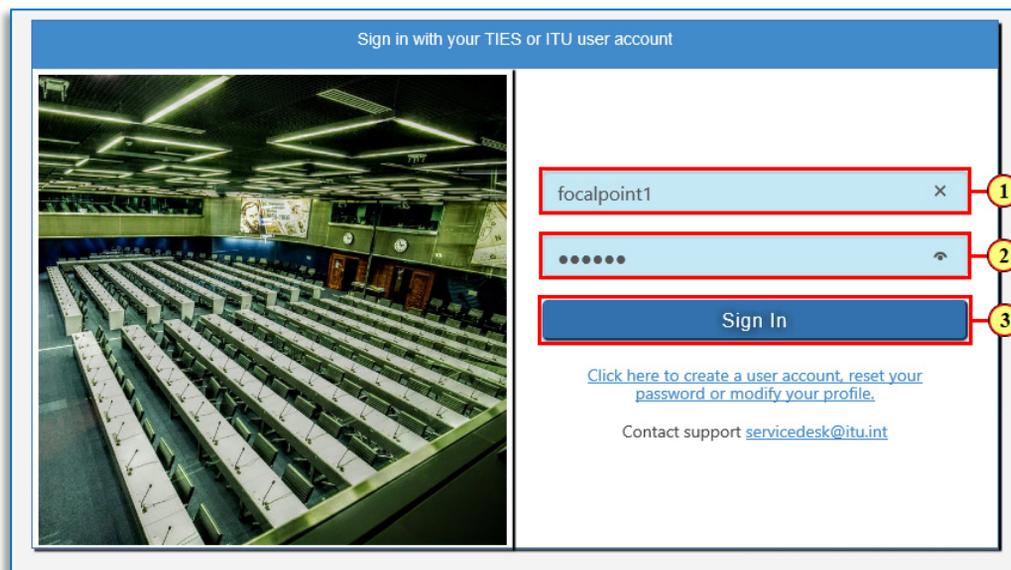
- [Login](#)
- [Manage registrations](#)
- [View registration](#)
- [Approve Registration](#)
- [Filter by Text](#)
- [Reject Registration](#)
- [Sign Out](#)

Focal Point Page: Login

Focal Point Page – Login

 Welcome to the Focal Point page.
If you already have an ITU user account/ TIES* account: please login with your username (or login e-mail address) and password.

* TIES account is an ITU user account with TIES access.



Sign in with your TIES or ITU user account

focalpoint1 × 1

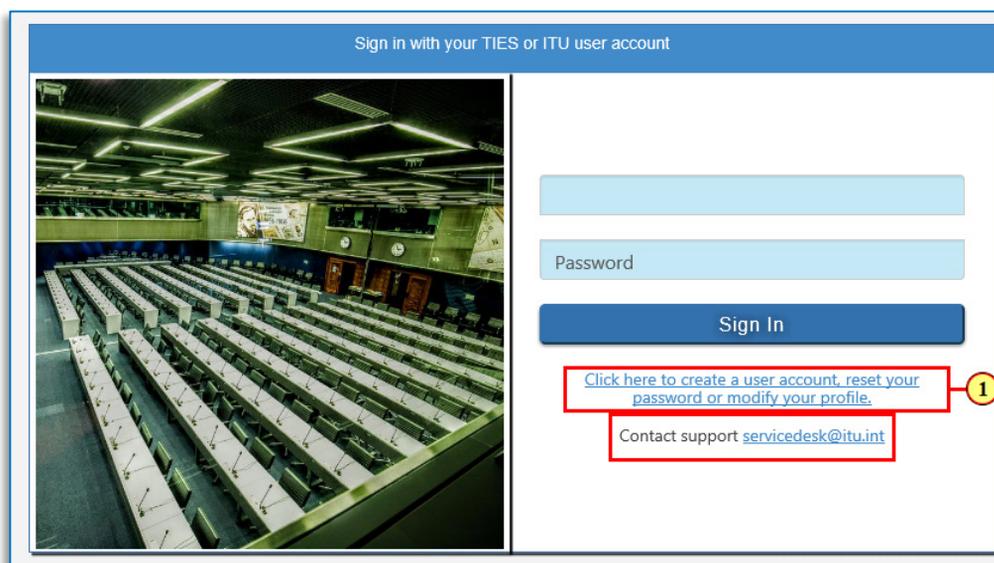
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Sign In 3

[Click here to create a user account, reset your password or modify your profile.](#)

Contact support servicedesk@itu.int

1. **If you have forgotten your password:** go to the [ITU User Account Management](#) page.
If you do NOT have an ITU user account/ TIES* account: [click here to create a user account.](#)
For any other queries related to your ITU user account: contact the ITU Service Desk at servicedesk@itu.int



Sign in with your TIES or ITU user account

1

[Click here to create a user account, reset your password or modify your profile.](#)

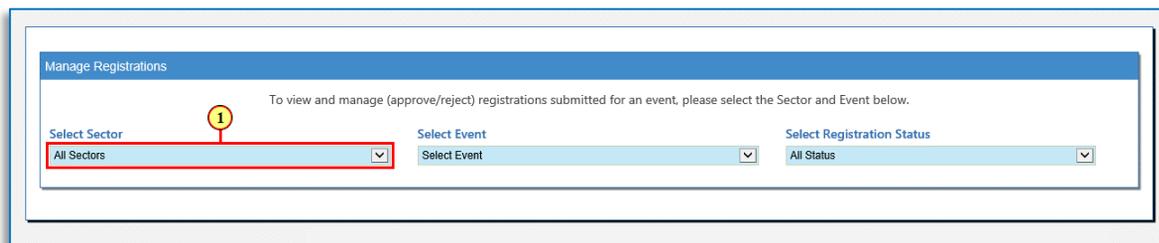
Contact support servicedesk@itu.int

Focal Point Page: Manage Registrations

Manage Registrations - Select Sector

 In the **Manage Registrations** section, select a relevant sector and event to view the list of registrations submitted by delegates.

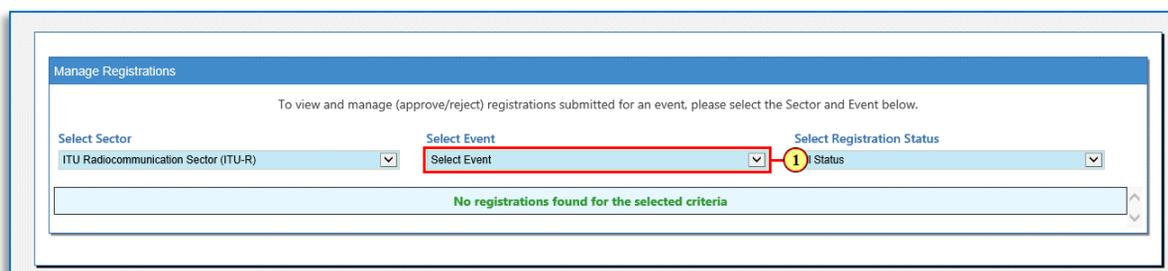
1. For instance here, **ITU Radiocommunication Sector (ITU-R)** is selected in the **Select Sector** field.



The screenshot shows the 'Manage Registrations' interface. At the top, there is a blue header with the text 'Manage Registrations'. Below the header, a light blue box contains the instruction: 'To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.' There are three dropdown menus: 'Select Sector' (with 'All Sectors' selected), 'Select Event' (with 'Select Event' selected), and 'Select Registration Status' (with 'All Status' selected). A red box highlights the 'Select Sector' dropdown, and a yellow callout bubble with the number '1' points to it.

Manage Registrations - Select Event

1. To view registrations under an event, select the Event. For instance here, **RA-19 / WRC-19** is selected in the **Select Event** field.



The screenshot shows the 'Manage Registrations' interface. The 'Select Sector' dropdown is now set to 'ITU Radiocommunication Sector (ITU-R)'. The 'Select Event' dropdown is highlighted with a red box and has a yellow callout bubble with the number '1' pointing to it. The 'Select Registration Status' dropdown is set to 'Status'. Below the dropdowns, a light blue box contains the text: 'No registrations found for the selected criteria'.

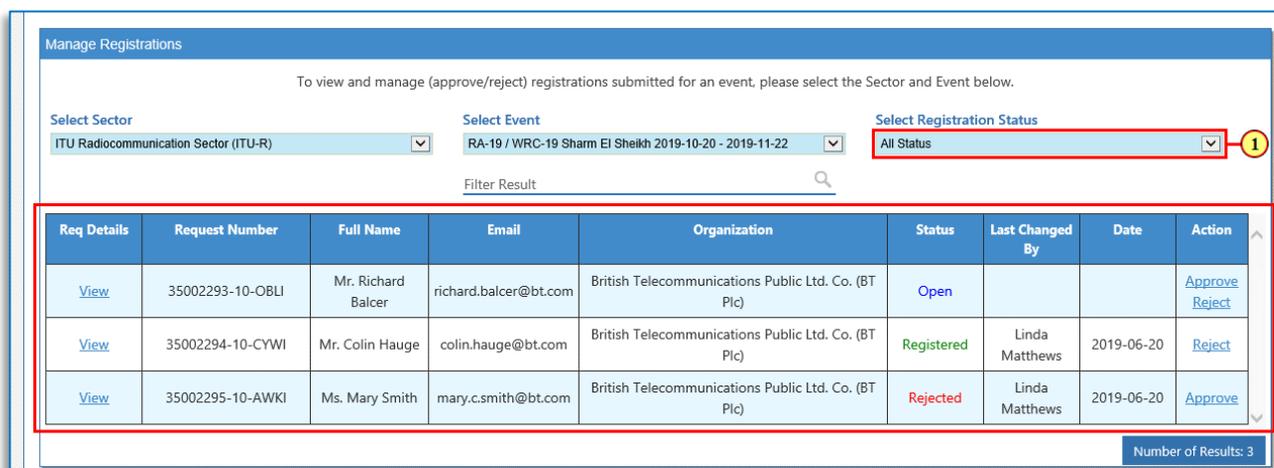
Focal Point Page: Manage Registrations

Manage Registrations - Select Registration Status

 The list of delegate registrations submitted under the selected event for the particular Designated Focal Point (who is logged in) will be displayed in the Manage Registrations section.

The Designated Focal Point can view or perform actions:

- **Req details (hyperlink):** View the full details of the registration form (job title, meeting participation, function selected (eg. Head of Delegation), etc.
- **View Request Number**, delegate's **Full Name**, **Email**, **Organization**
- **View Status:** indicates each registration's current **Status** (open, registered, or rejected)
- **View Last changed by:** view the **Name of the Designated Focal Point** that approved/rejected the request
- **View Date** when the **registration was last approved/rejected**
- **Action (hyperlink) - Approve/Reject** the registration request



Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Radiocommunication Sector (ITU-R) | Select Event: RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22 | Select Registration Status: All Status 1

Filter Result:

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	35002293-10-OBLI	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Open			Approve Reject
View	35002294-10-CYWI	Mr. Colin Hauge	colin.hauge@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	Linda Matthews	2019-06-20	Reject
View	35002295-10-AWKI	Ms. Mary Smith	mary.c.smith@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Rejected	Linda Matthews	2019-06-20	Approve

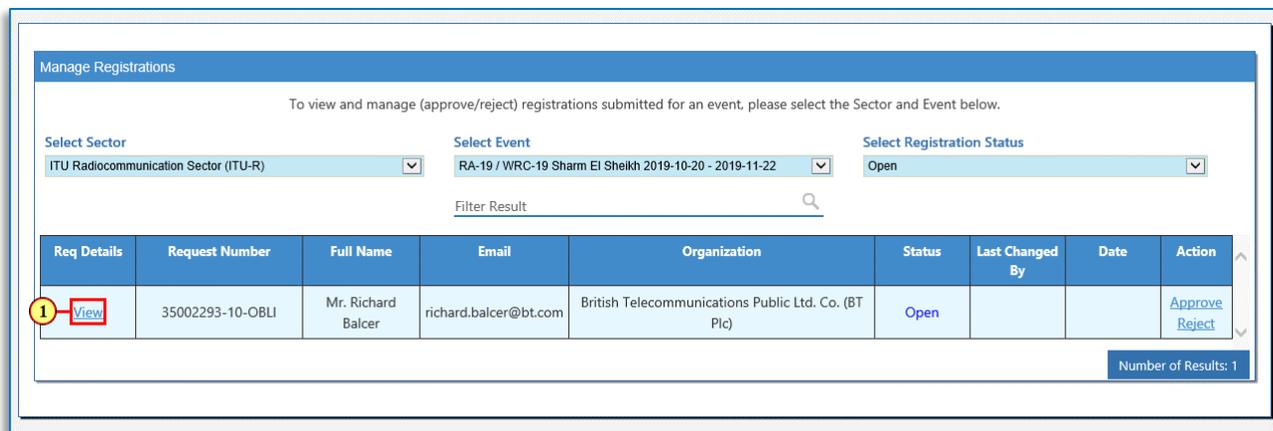
Number of Results: 3

1. Focal Point can filter the registration list by Status, for instance here, **Open** is selected in the **Select Registration Status** field.

Focal Point Page: View Registration

Manage Registrations - View Registration Details

1. Click on the [View](#) hyperlink to view the details of a selected registration.



Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Radiocommunication Sector (ITU-R) | Select Event: RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22 | Select Registration Status: Open

Filter Result:

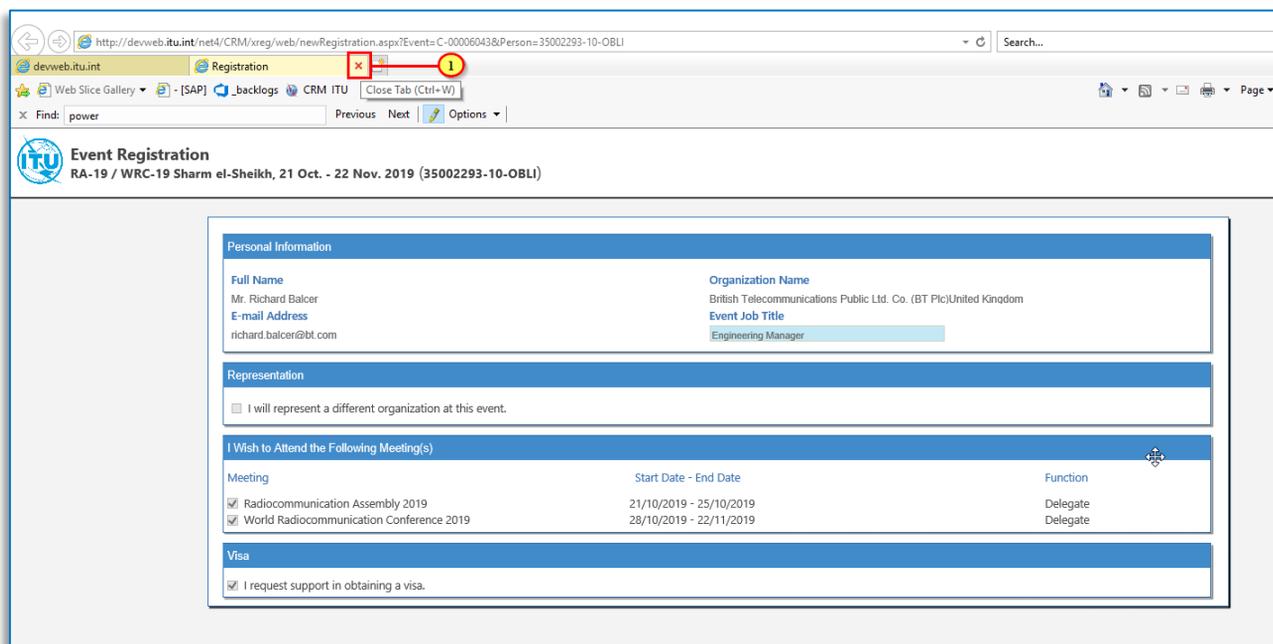
Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
1 View	35002293-10-OBLI	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Open			Approve Reject

Number of Results: 1

Registration Request Details

1. The details of the registration request, as submitted by the delegate can be viewed in a new browser tab.

1. Click on the  button to close this browser tab.



Browser Address Bar: http://devweb.itu.int/net4/CRM/xreg/web/newRegistration.aspx?Event=C-0006043&Person=35002293-10-OBLI

Browser Tab: Registration  **1**

Page Title: Event Registration

Event: RA-19 / WRC-19 Sharm el-Sheikh, 21 Oct. - 22 Nov. 2019 (35002293-10-OBLI)

Personal Information

Full Name: Mr. Richard Balcer	Organization Name: British Telecommunications Public Ltd. Co. (BT Plc)/United Kingdom
E-mail Address: richard.balcer@bt.com	Event Job Title: Engineering Manager

I will represent a different organization at this event.

I Wish to Attend the Following Meeting(s)

Meeting	Start Date - End Date	Function
<input checked="" type="checkbox"/> Radiocommunication Assembly 2019	21/10/2019 - 25/10/2019	Delegate
<input checked="" type="checkbox"/> World Radiocommunication Conference 2019	28/10/2019 - 22/11/2019	Delegate

Visa

I request support in obtaining a visa.

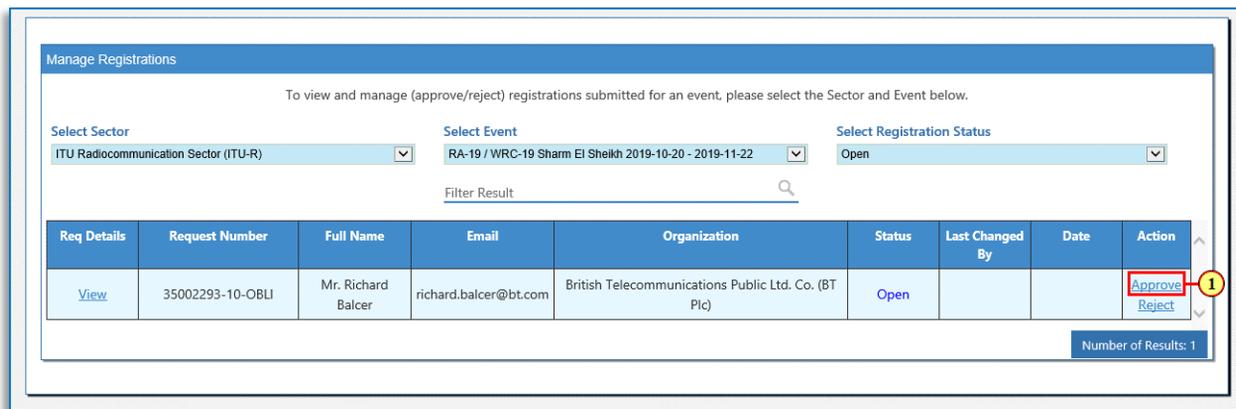


Focal Point Page: Approve Registration

Manage Registrations - Approve Registration

 Note that registrations with Status: Open can be Approved/Rejected

1. Click on the [Approve](#) link in the **Actions** column to approve a registration request.



Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Radiocommunication Sector (ITU-R) | Select Event: RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22 | Select Registration Status: Open

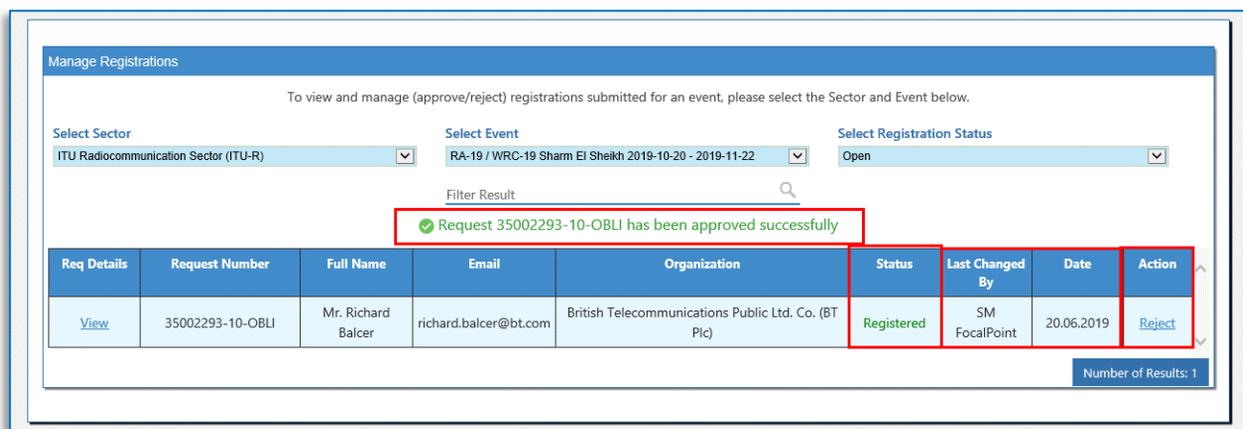
Filter Result

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	35002293-10-OBLI	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Open			Approve Reject

Number of Results: 1

Registration Request Approved

- A message confirming the registration approval is displayed.
- The **Status** column displays the new status: [Registered](#).
- The **Last Changed By** column displays the name of the Focal Point that approved the registration.
- The **Date** column displays the date on which the registration was approved.
- The **Action** column now displays [Reject](#).



Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Radiocommunication Sector (ITU-R) | Select Event: RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22 | Select Registration Status: Open

Filter Result

Request 35002293-10-OBLI has been approved successfully

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	35002293-10-OBLI	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	SM FocalPoint	20.06.2019	Reject

Number of Results: 1

 **The concerned delegate will receive a registration confirmation e-mail, once the registration is approved.**



Focal Point Page: Approve Registration

Manage Registrations - Filter by Registration Status

1. To view all registrations, select the value **All Status** in the **Select Registration Status** filed.

The screenshot shows the 'Manage Registrations' interface. At the top, there are three dropdown menus: 'Select Sector' (ITU Radiocommunication Sector (ITU-R)), 'Select Event' (RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22), and 'Select Registration Status' (Open). A red box highlights the 'Open' selection in the 'Select Registration Status' dropdown, with a yellow circle containing the number '1' next to it. Below the filters is a search bar labeled 'Filter Result' and a green notification: 'Request 35002293-10-OBLI has been approved successfully'. A table with 9 columns (Req Details, Request Number, Full Name, Email, Organization, Status, Last Changed By, Date, Action) is displayed. The first row shows a 'Registered' status for request 35002293-10-OBLI. The 'Action' column for this row has a 'Reject' link. At the bottom right, a button indicates 'Number of Results: 1'.

Manage Registrations – Change Registration Status (Approve Registration)

 Note that, previously **Rejected** registrations can be **Approved** and vice-versa.

1. For instance here, the focal point approves a registration previously rejected by another Focal Point.

The screenshot shows the 'Manage Registrations' interface with 'All Status' selected in the 'Select Registration Status' dropdown. A green notification states: 'Request 35002293-10-OBLI has been approved successfully'. The table now displays three rows. The first row is 'Registered'. The second row is 'Registered'. The third row is 'Rejected' and has an 'Approve' link in the 'Action' column, which is highlighted with a red box and a yellow circle containing the number '1'. The 'Number of Results: 3' button is visible at the bottom right.

Focal Point Page: Filter by Text

Manage Registrations - Filter by Text

 List of registrations can be further filtered by text.

1. For instance, here “**hauge**” is entered in the **Filter Result** box.
2. Click the magnifier to filter.

Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Radiocommunication Sector (ITU-R) | Select Event: RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22 | Select Registration Status: All Status

1. 2. 

✔ Request 35002295-10-AWKI has been approved successfully

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	35002293-10-OBLI	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	SM FocalPoint	2019-06-20	Reject
View	35002294-10-CYWI	Mr. Colin Hauge	colin.hauge@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	Linda Matthews	2019-06-20	Reject
View	35002295-10-AWKI	Ms. Mary Smith	mary.c.smith@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	SM FocalPoint	20.06.2019	Reject

Number of Results: 3

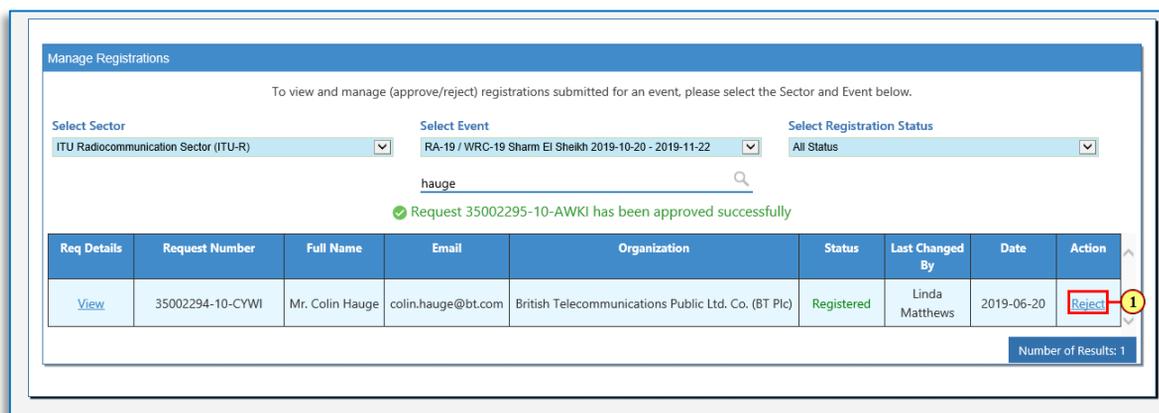


Focal Point Page: Reject Registration

Manage Registrations - Change Registration Status (Reject)

 Previously **Rejected** registrations can be **Approved** and vice-versa.

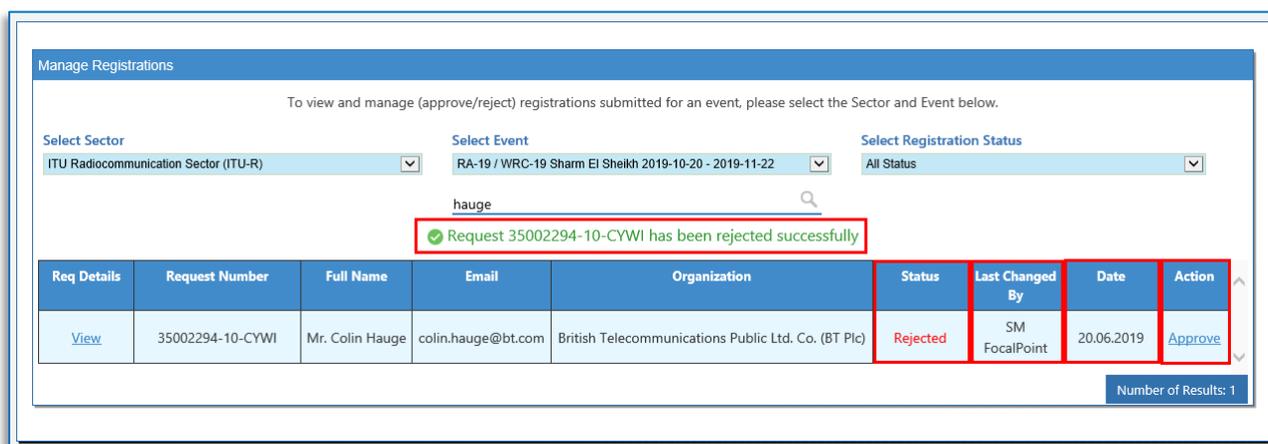
1. For instance here, the focal point rejects a registration previously approved by another Focal Point.



The screenshot shows the 'Manage Registrations' interface. At the top, there are three dropdown menus: 'Select Sector' (ITU Radiocommunication Sector (ITU-R)), 'Select Event' (RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22), and 'Select Registration Status' (All Status). Below these is a search bar with the text 'hauge' and a magnifying glass icon. A green message states: 'Request 35002295-10-AWKI has been approved successfully'. Below this is a table with the following columns: Req Details, Request Number, Full Name, Email, Organization, Status, Last Changed By, Date, and Action. The table contains one row for request 35002294-10-CYWI, with status 'Registered' and a red 'Reject' button in the Action column. A red circle with the number '1' is around the 'Reject' button. At the bottom right, it says 'Number of Results: 1'.

Registration Request Rejected

- A message confirming the registration rejection is displayed.
- The **Status** column displays .
- The **Last Changed By** column displays the name of the Focal Point ("SM Focal Point" in this example) that rejected the registration.
- The **Date** column displays the date on which the registration was rejected.
- The **Action** column displays .



The screenshot shows the 'Manage Registrations' interface after a rejection. The search bar still has 'hauge'. A red box highlights the green message: 'Request 35002294-10-CYWI has been rejected successfully'. Below this is a table with the following columns: Req Details, Request Number, Full Name, Email, Organization, Status, Last Changed By, Date, and Action. The table contains one row for request 35002294-10-CYWI, with status 'Rejected', 'SM FocalPoint' in the Last Changed By column, and 'Approve' in the Action column. A red box highlights the 'Rejected' status, 'SM FocalPoint', and 'Approve' button. At the bottom right, it says 'Number of Results: 1'.

 **The concerned delegate will receive a registration rejection e-mail, once the registration is rejected.**



Focal Point Page: Sign-Out

Focal Point Page - Sign Out

1. Click on the **Sign Out** button to log out of the Focal Point page..

The screenshot shows the 'Registration Management' interface. At the top right, there is a 'Welcome SM FocalPoint' message and a 'Sign Out' button. The main area is titled 'Manage Registrations' and contains a form with three dropdown menus: 'Select Sector' (ITU Radiocommunication Sector (ITU-R)), 'Select Event' (RA-19 / WRC-19 Sharm El Sheikh 2019-10-20 - 2019-11-22), and 'Select Registration Status' (All Status). Below the form is a 'Filter Result' search bar and a green notification: 'Request 35002294-10-CYWI has been rejected successfully'. A table with 10 columns (Req Details, Request Number, Full Name, Email, Organization, Status, Last Changed By, Date, Action) displays three rows of registration data. The 'Number of Results: 3' is shown at the bottom right of the table area.

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	35002293-10-OBLL	Mr. Richard Balcer	richard.balcer@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	SM FocalPoint	2019-06-20	Reject
View	35002294-10-CYWI	Mr. Colin Hauge	colin.hauge@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Registered	Linda Matthews	2019-06-20	Reject
View	35002295-10-AWKI	Ms. Mary Smith	mary.c.smith@bt.com	British Telecommunications Public Ltd. Co. (BT Plc)	Rejected	Linda Matthews	2019-06-20	Approve

Logout

-  Messaging confirming successful log out is displayed on the screen

You are now logged out. Thank you for using ITU services.

