USER MANUAL – HOW TO LOG IN THE SYSTEM

This manual explains how to log in/out e-Submission of Satellite Network Fillings.
This manual is described for the external test users corresponding to the functions as of 15 February 2018. The functions of the system will be modified and updated after the external test.
* The figures of displays in this document were captured from the system under development and they might be different from the test version of the system.

1. How to log in the System

At first, potential users need to request user accounts to BR (for Administration Manager) or your Administration Manager (for other user roles).

After your account is registered, you can log in the system as follows.

(1) Go to the test website: https://www.itu.int/ITU-R/space-submissions/external/beta
(2) Please input your TIES user name and password to log in (Fig.1).
(3) You can log in and use this system (Fig.2). You can see your user name and profile (i.e. your administration/operator name, your user role) on the upper right corner.

Fig. 1 Log in display

Fig.2 Top page of the system

Please note that the user management system of this system is based on TIES services. So your session is closed automatically after 10 minutes (if you choose "a public or shared computer" when logging in) or 240 minutes (if you choose "a private computer" when logging in).

If your session is closed, please log in again. You can restart the system from the page where your session was closed.

2. How to log out the System

You can log out the system as follows.

1) Click on the user name on the upper right corner (Fig.3).
2) Click on "Logout" (Fig.3).
3) You are redirected to the log out page. (Fig.4).
4) Then, close your web browser and you can log out.

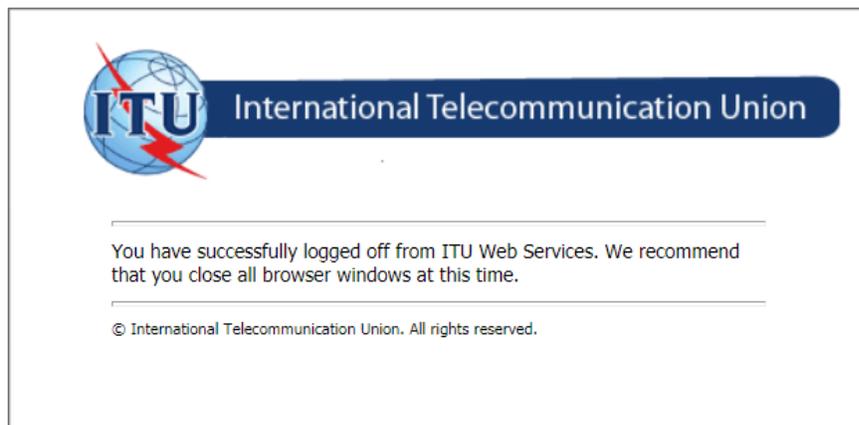As noted in section 1, your session is closed after 10 minutes or 240 minutes and you automatically log out the system.

Fig.3 User profile

Fig.4 Redirected page to log out

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