# **HOW TO SUBMIT FILINGS**

# **User Manual**



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# Preface

This manual is made available by the ITU in order to provide guidelines for submission of all filings for space services by Administrations to the Bureau and by Operators and Intergovernmental Satellite Organizations to the Administration via the e-Submission of Satellite Network Filings web application.

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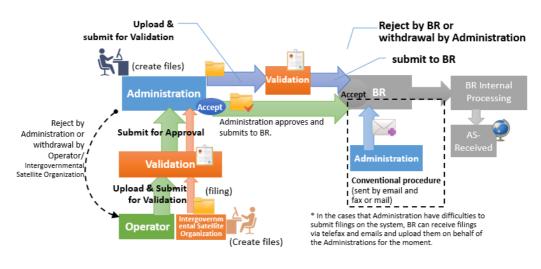
# 1. General procedure to submit filings

The e-Submission of Satellite Network Filings is a secure paperless online application for Administrations, Operators and Intergovernmental Satellite Organizations (IGSO) to submit satellite network filings and comments by using a web browser. The purpose of this system is to implement Resolution 908 (Rev.WRC-15) focusing more specifically on the electronic submission of filings. All filings under Articles 9 and 11, Appendices 30, 30A and 30B and Resolutions 49 (Rev.WRC-15), 552 (Rev.WRC-15) and 553 (Rev.WRC-15) in application of the procedures of the Radio Regulations, or comments related to a BR IFIC, shall be submitted using e-Submission of Satellite Network Filings. The online capture of comments and other practical tools will be developed in future releases.

This new system has all the advantages of a modern, user-friendly web application. It brings efficient control of data prior to sending it to the Bureau (BR) and is available at

#### https://www.itu.int/itu-r/go/space-submission

The overall procedures of filing submissions by Operator managers or users to the Administration; by Administration managers or users to the BR and the acceptances and publications of "As-Received" by the BR are shown in Fig.1.





The general procedures to submit filings are described below.

#### **1. Submission from Administrations to the BR**

- 1) Administration manager or user creates files.
- 2) Administration manager/user uploads files and submits them for validation.
- 3) Administration manager/user checks the validation report.
- 4) Administration manager/user submits files to the BR.
- 5) BR receives the submission and accepts or rejects it after checking the files.

# 2. Submission from an Operator manager or user to the Administration, then submission from an Administration manager or user to the BR

- 1. Operator manager or user creates files.
- 2. Operator manager/user uploads files and submits them for validation.
- 3. Operator manager/user checks the validation report.
- 4. Operator manager/user submits files to the Administration for approval.
- 5. Administration manager/user receives the submission from the Operator.
- 6. Administration manager/user checks the submission and has the following options:
  - accept the submission;
  - reject it;
  - delete the submission; or
  - download the files submitted by the Operator , modify them, create a new filing and run validation.
- 7. Administration manager/user submits files to the BR.
- 8. BR receives the submission and accepts or rejects it after checking the files.

#### <u>3. Submission from an Intergovernmental Satellite Organization (IGSO) user to the Administration,</u> then submission from an Administration manager or user to the BR

- 1. IGSO user creates files.
- 2. IGSO user uploads files and submits them for validation. The notifying Administration must be specified in the mdb file, otherwise the validation process will block the submission.
- 3. IGSO user checks the validation report.
- 4. IGSO user submits files to the Administration for approval.
- 5. Administration manager/user receives the submission from the IGSO.
- 6. Administration manager/user checks the submission and has the following options:
  - accept the submission;
  - reject it;
  - delete the submission; or
  - download the files submitted by the IGNO, modify them, create a new filing and run validation.
- 7. Administration manager/user submits files to the BR.
- 8. BR receives the submission and accepts or rejects it after checking the files.

The submission process for Operator managers/users and Intergovernmental Satellite Organization users is the same: both submit the filing to the notifying Administration for approval.

## 2. Applicable provisions

After users log in to the e-Submission of Satellite Network Filings web application with their user name and password<sup>1</sup> they can submit the following types of space services-related notices:

#### Non-Planned Services

- Advance publication information (API) under No.9.1/IA; •
- Requests for coordination under section II of Article 9; ٠
- Due diligence information under Resolution 49;
- Information under Resolution 552;
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio • Astronomy stations).

#### **Planned Services**

- BSS: AP30/30A Part A;
  - AP30/30A Part B;
  - AP30/30A Resolution 49;

AP30/30A Notification.

- Space Operation Functions:
  - Article 2A of AP30/30A;

Article 2A Notification for Space Operation Functions supporting BSS.

FSS: AP30B (A6A);

AP30B (A6B);

AP30B Resolution 49;

AP30B Notification.

#### SpaceCom Comments files

Online submission of SpaceCom Comments is available only for Administrations. Operator managers/users and IGSO users are not given access to Comments files submission via the system.

For other types of submissions should be used "Other non-standard filings" (so-called "Others"). Please see Section 9.2 for more details.

<sup>&</sup>lt;sup>1</sup> The following descriptions are common for Administration managers/users, Operator managers/users and Intergovernmental Satellite Organization users. The screenshots were mainly captured from the Administration point of view. In case of differences for Operator managers/users and Intergovernmental Satellite Organization users, they will be described respectively.

## 3. How to upload and validate filings

This section explains the following steps of the submission procedure:

- Selection of a submission type and files upload;
- Validation;
- Submission to the Administration or to the BR;
- Fatal errors management (if available in the validation report).

### 3.1 Select a submission type and upload files

All users of the system need to upload files before submitting filings to the Administration or to the BR. The steps for uploading files are the same for Administration managers/users (to submit to the BR), for Operator managers/users and Intergovernmental Satellite Organization users (to submit to the Administration for approval).

e-Submission of Satellite Network Filings	Login name 🗸
Home Submissions As-Received Users	Help
New 2 Al 1 Comments	
Contains text	Q.
Submission of Satellite network filings captured in electronic form Please click on the icon corresponding to your submission.	at (mdb) and all relevant attachments.
API and Coordination	Broadcasting Satellite Service (AP30/30A)
	AP30/30A Part A P30/30A Part B Res43
Notification	Space Operation Functions supporting BSS (AP30/30A)
Space Earth Station	AP30/30A Article 2A Notification
Due Diligence	Fixed Satellite Service (AP30B)
Res43/552	AP30B AP30B AP30B AP30B AP30B Notification
Spacecom Comments	
Space Comments	3 Click on an icon to select the type of filing
Other non-standard filing	
Conternational Conternation	
This page is for the submission of the filings only. To capture the	filing, kindly make use of BR space software available here.
	<b>A</b>

Fig. 2 New submission page

The procedure for uploading is as follows (Fig.2):

- 1. Navigate to the Submissions tab<sup>①</sup>.
- 2. Select New 2.
- 3. Click on the icon of the provision, for which a notice will be submitted (Fig.3). The relevant page for uploading files will be displayed according to the choice (Fig.4).

Please note that the online submission of SpaceCom Comments files is allowed for Administration managers and users only. The icon of SpaceCom Comments is not present in the application for Operator managers/users, and for Intergovernmental Satellite Organization users.

API and Coordination	Broadcasting Satellite Service (AP30/30A)
API CR/C	XX         XX         XX           AP30/30A         AP30/30A         AP30/30A         AP30/30A           Part A         Part B         AP30/30A         AP30/30A           AP30/30A         AP30/30A         Res49 for         Spase Station under           AP30/30A         Part B         AP30/30A         AP30/30A
Notification	Space Operation Functions supporting BSS (AP30/30A)
Space Station Earth Station RA Station under Art.11	AP30/30A Article 2A Article 2A AP30/30A Art.2A AP30/30A AP30/30A BSS under Art.11
Due Diligence	Fixed Satellite Service (AP30B)
Res49/552 for Non-plan Networks	AP30B AF5A AP30A AP30A AP30A AP30A AP30A AP30A AP30AP30A AP30A AP30A AP30AP30A AP30A AP30A AP30AP30
Spacecom Comments	· · · · · · · · · · · · · · · · · · ·
SpaceCom Comments/Objections	-
Other non-standard filing	
Other Non-standard Filing	

Fig. 3 Available types of provisions (Administration view)

- 4. Click "Browse" ④ and select the mandatory SNS (MDB) file from the local file system on the computer (Fig.4). This file should correspond to the selected provision. If it does not correspond or its database schema is incorrect, an error message will be displayed asking for uploading files with a correct database structure. Do the same if a GIMS (MDB) file has to be selected.
- 5. To attach a single file in addition to the selected mdb files, click "Browse" (5).
- 6. Click on the icon 6 to add other files (documents in pdf, Word, Excel, txt, JPEG, PNG, ZIP, RAR, XML format).
- 7. If a mistake is made, use the "Clean" button <sup>(a)</sup> to remove the corresponding file from the selection for upload.
- 8. Click "Upload All" ⑦ to upload all selected files at once (Fig.4). Files can be uploaded one by one by using the corresponding "Upload" buttons.

	A Home	Submissions	As-Received	Users	Help		
	Nev		igs Comment	ts			
	Upload	Advance publ	ication informa	tion for Valida	tion		
		on "Browse" and choo k on "Upload"	ose the files which you w	vant to submit			
		n SNS and GIMS mdb ck on "Submit for Valid	files, if you wish to uploa lation"	ad more files, click on "	+"		
	<ul> <li>Please do</li> </ul>	n't forget uploading file	es before submitting for t	validation.			
	GIMS mdb f	ile is not required for	API, but can be submi	itted as an option.			
	SNS(MDE	3) : MDB file with Notio	e Data .				
4	Brows	e				٥	Upload
	GIMS(MD	B) : MDB with GIMS d	ata.				
	Brows	e				0	Upload
							Û
C	Brows	e				0	Upload
			6 +	Add additional do	cuments or drag files	here 🕖	Upload All
						@ s	ubmit for Validation
Fig	. 4 Up	load files p	age				

9. Click "Submit for Validation" (8) to start the validation process (Fig.5).

A Home Submissions	As-Received	Users	Help			
New All Film	gs Commen	ts				
Upload Advance publicatio - First, click on "Browse" and choose - Then, click on "Upload" - Other than SNS and GMMS mobile - Finally, click on "Submit for Validati - Please don't forget uploading files to	the files which you want t s, if you wish to upload mo on" efore submitting for valida	o submit ore files, click on "+" ttion.				
GIMS mdb file is not required fo		nitted as an option.				
SNS(MDB) : MDB file with Noti	ce Data .					×
GIMS(MDB) : MDB with GIMS	data.					
Browse					0	Upload
Attachement.pdf						tit ×
MEMO(AntennaGain).pc	If					# ×
NOTE.docx						±
	+	Add additional do	ocuments or drag files	here		Upload All
L				(	8) 🛛 🖗 SI	Ibmit for Validation



10. The upload of the mdb file(s) creates a filing structure. If this creation succeeds, the page reloads and displays headers of the filing structure, the list of uploaded files and a "Validation in progress" status until the validation process is complete. Please note that the validation process might take several minutes depending on the complexities and the size of the mdb files. It runs in the background and users may browse to another page to work on other filings while the validation process is running. Note that when files are submitted for validation, this does not submit a filing to the Administration (when launched by

Operator managers/users or IGSO users) or to the BR (when launched by Administration managers/users).

Reference: 2018-0	19		Details	Frequencies	Communications	History
ype of submission: Advance public	cation information					
Report name	State			Actions		
Validation report	In progress					
NTC ID		Administration / Netwo	rk Org.	Act. Code		
1		5000 B		А		$\sim$
Type of Submission		Provision Satellite Name		Provision Satellite Name		
Advance publication information	n	9.1/IA		00000	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
Long Nom. (150 E)						
0.000						
Document Type		File Name	File Size		Actions	
			•			
SNS(MDB)		SNS-API.mdb	2.04 MB			
Other	0	C Attachement.pdf	133.74 KB		Remove	
Other	0 U M	EMO(AntennaGain).pdf	105.74 KB		Remove	
Other		O V NOTE.docx	95.99 KB	Remove		
					Kellove	
	opy ?	SNS-API.mdb	2.04 MB			
SNS(MDB) As Received Co			JWIIIOau All			
SNS(MDB) As Received Co		Add additional	documents or drag files here			

Fig. 6 Validation in progress status.

11. If an error occurs when users submit for validation, they should check the error message and the uploaded files. If they need help, they can contact the helpdesk at spacehelp@itu.int.

Submissions are blocked in the following cases:

- No SNS mdb file uploaded. As an SNS mdb file is mandatory for a filing, choose the "Other non-standard filing" submission type in step 3 above if the submission does not include any.
- No mdb files uploaded in the boxes for SNS or GIMS files on the uploading page.
- The selected provision and the provision specified in the mdb file are not the same.
- The format of the uploaded mdb file is unknown.
- An SNS mdb file is uploaded as a GIMS file (or vise-versa).
- An Administration, an Operator or IGSO submits a notice of another Administration's network.
- The satellite network name and orbital position do not match in the uploaded SNS and GIMS files.
- The SNS mdb file does not contain all required information.
- The registered action code in the SNS file does not correspond to any of the available actions in the system.

A Home	Submissions	As-Received	Users	Help		
New	All Filing	gs Commen	ts			
Upload A	P30/30A Part A	for Validation				
<ul> <li>Then, clic</li> <li>Other that</li> <li>Finally, clip</li> </ul>	k on "Upload" n SNS and GIMS mdb ck on "Submit for Valic		ad more files, click on "·	+"		
SNS(MDE	3) : MDB file with Notic	e Data .				
SNS-A	API.mdb					×
GIMS(ME	B) : MDB with GIMS d	lata.				
Brows	e					C Upload
						ŧ
Attach	ement.pdf					×
MEMO	D(AntennaGain).pdf	f				<u>≞</u> ×
NOTE	.docx					*
		+	Add additional doo	cuments or drag files	here	Upload All
					rect type of submission for your files. If yo dard filing" in the previous submissions p	

Fig. 7 Error messages during the validation process.

- More than one notice is included in the uploaded SNS and/or GIMS mdb file (only mdb files containing a single notice are allowed). If more than one notice is included, please use the export feature of SpaceCap to prepare an mdb containing only one notice.
- The structure of the uploaded mdb file is not in Version 8 format. If it is Version 7 or older, users will be asked to convert to Version 8 using the tool from the provided hyperlink in the error message.

Error: This file contains more than one notice, this system accept only one per submission. Error: File you have been uploaded have obsolete structure version 7. Please convert it to version 8 and upload it again.

#### 3.2 Validation

Validation is a common phase for all filings except "Radio Astronomy Stations" and "Others".

- 1. After validation is complete, the status changes from "Validation in progress" to "Ready to submit to BR" for Administration managers/users (Fig.8) or from "Validation in progress" to "Submit for approval" for Operator managers/users and IGSO users.
  - A popup notification is displayed, indicating that the validation has been finished.
  - The validation results are available for download ① in the validation report. In case of errors, it lists the erroneous fields and the corresponding validation rules.
  - Click "DB Structure" <sup>(2)</sup> to check the database structure report.
  - Navigate to the Frequencies tab ③ to check the uploaded list of unique frequency bands.
  - Click the "Remove" link to remove an attached file if it is unnecessary.
  - Click 🛨 if additional documents have to be attached.
  - Click "Delete" ④ if for some reason this submission has to be cancelled.

A Home	Submissions	As-Received	Users	Help					
Ne		ilings Commer							
Referen			D	etails Frequencies	Acknowledgeme	ents Commun	ications	History	
	lite Name: nission: Advance publ	ication information		3					
R	Report name State Actions								
Validation r	eport	Done	Download (1	)					
			_			6	DB Str	ructuro	
NTC ID			Administration / Networ	k Org.	Act. Code			~	
Type of Sub	mission		Provision		Satellite Na	ma			
	publication informati		9.1/IA		Satemite Na				
Long Nom.									
60.2	21								
	Document Type		File Name	File S	ize	Ac	tions		
				•					
	SNS(MDB)	? SI	IS-API.mdb	2.04 1	MB				
	Other	? 🛡 At	tachement.pdf	133.74	KB	Re	move		
	Other	? 🛡 MEMO	(AntennaGain).pdf	105.74	КВ	Re	move		
	Other	? 🛡	NOTE.docx 95.99 KB		КВ	B Remove			
SNS(	MDB) As Received Co	ру <b>? </b> S	SNS-API.mdb	2.04 1	МВ				
			📥 Dor	wnload All					
		-	Add additional of	documents or drag file	s here	4	5		
						Ø Delete	Submit	to BR	
					Re	ady to su	ıbmit t	o BR	
				A					

Fig. 8 Ready to submit to BR status (Administration view).

- 2. Click "Submit to BR" <sup>(5)</sup> (Administration managers/users) to submit the filing to the Bureau (Fig.8), or click "Submit for approval" (Operator managers/users and IGSO users) to submit the filing to the Administration for approval.
- 3. If there are fatal errors in the validation report or in the database structure report, the Validation message popup opens asking for additional explanatory information about these fatal errors (Fig.9).

A Home	Submissions	As-Received(Res55)	Users	Help	
Validation r	nessage				×
Your uploade Bureau	id notice contains 6	i fatal errors and 2 warning	s after validation a	s follows. The presence	of fatal errors may result in your notice not being receivable by the
Please chec	k the defailed errors	s and warnings by download	ing the validation	report (Download).	
		explanatory files and/or mod ew notice files having no fata		IDB files for this notice: (	(1) click on "Cancel", (2) delete the submission files uploaded in the
		mission process with the sa nit to BR*. (this message will			ditional explanatory information about the fatal errors in the text box the submission.)
Message					
Structure v	alidation results:				
Fatal Errors Warnings 0					
Canc	el				Submit to BR
			§ 1.64		

Fig. 9 Popup window displayed if there are fatal errors in the validation or DB structure reports.

- 4. After clicking on "Submit to BR"/"Submit for approval", the application proceeds with the submission of the filing to the BR/Administration. The page will refresh automatically and display the following (Fig.10):
  - A new popup notification confirms that the filing was successfully submitted to the BR (Administration managers/users) or to the Administration for approval (Operator managers/users and IGSO users).
  - An acknowledgement message is made available for users on the Acknowledgement tab ① about the successfully submitted filing. For Administration managers/users it confirms that the filing is successfully submitted to the BR. At the same time the system informs the BR that a new submission is received from the Administration. In similar way the system makes available for Operator managers/users and IGSO users an acknowledgement message about the successfully submitted filing to the Administration for approval and informs the Administration about the reception of the filing submitted by an Operator or IGSO. The acknowledgements include information about the filing reference number, the satellite name and provision, the date, the time and the timestamp of the submission. Automatic notification e-mails with the same information are sent by the system to the concerned parties in addition.
  - A new status "Submitted to BR" for Administration managers/users or "Submitted for approval" for Operator managers/users and IGSO users.
  - The BR registry date (only for Administration managers/users). Please note that withdrawals received by the Bureau within 15 days of this date remove the obligation to pay the fee but after 15 days they are payable for the cost recovery (Fig.10).

Users are no longer able to modify the attached files (no Remove links and + button available).

Home Submissions	As	-Received	Users		Help				
New All	Filings	Comments							
eference: 2018 ation/Satellite Name:	-08131			Details	Frequencies	Acknowledgem	ents Communications	History	
ation/Satellite Name: ype of submission: Advance p	ublication in	formation				0_			
Report name		State				Actions			
alidation report	Done		Downloa	d					
TC ID			inistration / Ne	twork Org.		Act. Code	DB	Structure	
1						A ~		$\sim$	
pe of Submission Advance publication informa	ation						Satellite Name		
ng Nom.			BR registry date			Date of Receipt			
Kant			18.07.2018						
Document Type		File	Name		File Si	ze	Actions		
				<b>A</b>					
SNS(MDB)		? SNS-A			2.04 MB				
Other			Attachement.pdf		133.74 KB				
Other			ntennaGain).pdf 105.74 KB						
Other		? 🛡 NO		La Download	95.99	KB			
			•	Lownload	All				

The Withdraw button<sup>2</sup>.

Fig. 10 Submitted to BR status.

# 3.3 Managing fatal errors

This section explains what to do if fatal validation errors cannot be fixed and the filing is submitted for approval 'as-is' to the Administration by Operator managers/users and IGSO users or submitted to the BR by Administration managers/users. The Validation message popup will be displayed after users click on the Submit button. In general, users have to correct all identified fatal errors, including cross-validation if a GIMS file exists. The fatal errors may result in the notice becoming not receivable by the Bureau. Nevertheless, there might be cases when the data is correct and the filing has to be submitted despite of the encountered errors.

To examine the fatal errors and warnings (Fig.11):

- Check displayed numbers of fatal errors and warnings<sup>①</sup>.
- Click "Download" <sup>(2)</sup> to open the validation report in which are listed the erroneous fields and are indicated the corresponding validation rules.

- Enter explanatory information ③ if fatal errors cannot be fixed and the filing will be submitted 'as-is'. Provide details in the attached files to clarify the errors.
- Check errors related to database structure report ④ and explain them (if any).
- Click "Cancel" ⑤ to cancel the submission. The page of the previous step (Fig.8) will be displayed and users can delete the submission. If the fatal errors can be corrected in the mdb file(s), a new filing can be created by selecting Submissions→New and uploading the corrected files.

Click "Cancel" (5) to modify the set of attached files (pdf, word, txt, etc.). The page of the previous step (Fig.8) will be displayed and users can remove an attached document, modify it and attach it again to the filing. They can upload additional documents if necessary. After that, click "Submit to BR" (Administration managers/users) or "Submit for approval" (Operator managers/users and IGSO users) to submit the filing.

Validation mes	sage	×						
Your uploaded notice contains 3 fatal errors and 40 warnings after validation as follows. The presence of fatal errors may result in your notice not being receivable by the Bureau.								
Please check the	detailed errors and warnings by downloading the validation report (Download).							
	1 If you wish to attach additional explanatory files and/or modify the uploaded MDB files for this notice: (1) click on "Cancel", (2) delete the submission files uploaded in the previous page and (3) upload new notice files having no fatal errors.							
	2 If you wish to continue the submission process with the same uploaded notice files, please input additional explanatory information about the fatal errors in the text box below before you click on "Submit to BR". (this message will be converted to a text file and attached to the submission.)							
Message 3	Enter additional explanatory information about the fatal validation errors or DB structure fatal errors here.							
Structure valida	tion results:							
Fatal Errors 0 ④ Warnings 0								
Cancel	5	6 Submit to BR						

Fig. 11 Validation message window.

OR click "Submit to BR" <sup>(6)</sup> (Administration managers/users)/"Submit for approval" (Operator managers/users and IGSO users) to continue the submission process. The entered explanatory information in the Message text field is converted to a text file named <code>Explanation\_Fatal\_Errors\_Administration.txt</code> for Administration managers/users or <code>Explanation\_Fatal\_Errors\_Operator.txt</code> for Operator managers/users and IGSO users. This text file is automatically added to the list of files.

Document Type	File Name	File Size	Actions					
		•						
SNS(MDB)	? SNS-API.mdb	2.04 MB						
Other	? D Attachement.pdf	133.74 KB						
Other	? Ø MEMO(AntennaGain).pdf	105.74 KB						
Other	? V NOTE.docx	95.99 KB						
Other	? D Explanation_Fatal_Errors_Admi	25 Bytes						
	📥 Dow	nload All						
	Control of the Market     Control of th							

Fig. 12 The explanation about fatal errors text file automatically added to the list of files.

## 4. How Administrations receive submissions and submit to the BR

This section describes how Administrations receive submissions from Operator managers/users and IGSO users, accept them and submit them further to the Bureau.

## 4.1 Where to find submissions from Operators and IGSO

There are several alerts sent to Administration managers/users when filings have been submitted for approval by Operator managers/users and IGSO users (Fig.13). These alerts are displayed in different ways on the screen.

- A popup notification ① informs Administration managers/users that a new submission has been received from an Operator or IGSO.
- The same information is available in the list of popup notifications ② with the date and time of reception, the unique reference number of the filing, and the Operator or IGSO name. The text of the notification is displayed as a hyperlink by the system for an easy access. Click on it to open the Details page of the corresponding submission.



Fig. 13 Notification alerts about a filing submitted for approval.

- After being submitted for approval, the filing is registered in the list of All Filings ① (Fig.14). It has a status "Submitted for approval" ③.
  - Click Submissions→All Filings to navigate to the list of all submissions.
  - Select Submitted for approval <sup>(2)</sup> from the submission statuses list to display the list of all Operator and IGSO filings waiting for the Administration approval.

🕈 Home	Submissions	4	As-Received	eceived Users		Help					
New	All	Filings	Con	nments							
Contains te		D-			۹	Selec	t submission type	•	Sele	ct submission :	status 🔺
								144	Valida	tion in progress	
Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	-	r to Submit itted for Approval	2
2018-10450	1			$b_{\rm R}$ , $b_{\rm R}$			Advance publication information			itted to BR hed As-Received	
2018-10448	5				E		Coordination Request		Reject	ted by BR	
2018-10442	1					31.10.2018	Advance publication information		A	Submitted for Approval	OP.
2018-10440	118580009				E	31.10.2018	AP30/30A - Res49		A	Accepted by BR	OP.
2018-10437	0					30.10.2018	Others		3	Submitted for Approval	OP.
2018-10436	1				W	31.10.2018	Coordination Request		A	Submitted to BR	O ADM.

Fig. 14 List of All Filings

• Click on the relevant row of the filing having the status "Submitted for approval" ③ to open the submission Details page. Review the filing and click "Reject" if a problem was found or "Accept" if everything is fine.

e-Submission	of Satellite Net	work Filings			
A Home Submissions	As-Received gs Comment	Users	Help		
Reference: 2018-082 Station/Satellite Name: Type of submission: Notification of E			Details Frequen		agements Communications History
Report name	State			Actions	
Validation report	Done	Downl	oad		
					DB Structure
NTC ID		Administration / N	letwork Org.	Act. C	ode
Type of Submission		Provision			te Name
Notification of Earth Station		11.2		Satem	
Station Name					
No. 1997					
Document Type		File Name	F	ile Size	Actions
			<b>*</b>		
SNS(MDB)	0 U	.mdb	1	.86 MB	
Other	0	) s.pdf	3	8.18 KB	Remove
Other	0	U I.pdf	5	7.13 KB	Remove
Other	O U	.pdf	23	4.59 KB	Remove
			🛓 Download All		
		+ Add addi	tional documents or drag	g files here	
				ş	Reject Accept Status: Submitted for Approval

Fig. 15 Details page of a submitted for approval filing to the Administration.

• Administration managers/users receive an acknowledgement message. It is available on the Acknowledgements tab<sup>4</sup>. Emails with the same information are sent to all registered Administration managers/users. For more details on acknowledgements and timestamps please refer to Section 6.

	e-Submission		•				
A Home	Submissions	As-Received	Users	Help			
Nev	r All Filinç	gs Comment	5				
Station/Sate	ce: 2018-0959 Ilite Name: mission: Advance put			Details Frequer	Acknowledgements	Communications	History
	ibmission of Satellite ings (automatic	(1) You receive	ed a new Submissio	n (No. 018-09592) f	rom	24.09.2018 21:13:43	

Fig. 16 Acknowledgement summary of received for approval filing.

iew message		
🖄 Subject:	You received a new Submission (No 2018-08211) from	♥ 18/07/2018 17:
Erom:	e-Submission of Satellite Network Filings (automatic notice)	
Recipient(s):	[Administration]	
Network(s):		
Messagw tags:		
This is inform you	that you received a new submission (No. 2018-08211 [Satellite name] / 11.2) from [Oper	ator company]
This is inform you on 18/07/2018 17		
This is inform you on 18/07/2018 17: Further details ma	:29:01.	
on 18/07/2018 17	:29:01. In y be found under Submission No. 2018-08211 on e-Submissions for satellite network film	

Click on the acknowledgement summary to see its content.

Fig. 17 Acknowledgement about the reception of the submitted filing

A Home	Submissions	As-Received	Users	з Н	lelp							
New		igs Commen	ts									
Reference Station/Satell Type of subm				Details	Freque 3	ncies	Acknowledgeme	cknowledgements Communications His				
R	eport name	State					Actions					
Validation r	report	Done	Download 1									
NTC ID			Administrat	ion / Network Org.			Act. Code		2 DB \$	Structure		
				ion ristneric erg.			A			~		
Type of Subi	mission		Provision			Satellite Nar	Satellite Name					
Notificati	on of Earth Station		11.2									
Station Nam												
	Document Type		File Name		File Size				Actions			
				<b>^</b>								
	SNS(MDB)	¢ 0	.mdb			1.86 MB						
	Other	0	Contours.pd	f		38.18 KE	3	Remove				
	Other	0	D.pdf			57.13 KE	3		Remove			
	Other	o U	.pd	f	2	234.59 KI	В	Remove (5)				
		_ 6		📥 Download	i All 🌀							
		Ø	+ Add	additional docum	nents or dra	ag files I	here	(8		9		
								Ø R	eject	Accept		
							Sub	mitted	for Ap			

Fig. 18 Submitted for approval page (Administration view)

#### 4.2 How to review a filing

Administration managers/users can review a filing submitted for approval as follows (Fig.18):

- 1. Download <sup>①</sup> the validation report and check it for fatal errors.
- 2. Check the DB structure report<sup>2</sup> of submitted mdb files.
- 3. Click Frequencies ③ to view the unique frequency bands included in the filing.
- 4. The Acknowledgement page ④ provides information about the submission date and timestamp, what an Operator or IGSO submitted it.
- 5. Click "Remove" (5) to remove an attached document if it is not necessary and should not be in the filing.
- 6. All mdb and attached files can be downloaded on a local computer via "Download All"<sup>(6)</sup>, if necessary.
- 7. Click the 🚹 icon if additional documents have to be attached and upload them 🕖.
- 8. Click "Accept" <sup>(8)</sup> if no problem is found with the submitted filing. Its status will change from "Submitted to Approval" to "Ready to submit to BR". See Section 4.3 for the next steps.
- 9. If necessary, the Administration can add documents to the filing or remove unnecessary ones before submitting the filing to the Bureau. See Section 6 about how to modify attachment files.
- 10. Click "Reject" (9) if there is a problem with the filing submitted by the Operator or IGSO. The reason behind the rejection might be:
  - If mdb files need to be modified
    - Ask the Operator or IGSO to withdraw and delete the filing; to fix errors in mdb files and to create a new submission using the correct files.
    - Or "Download All"<sup>6</sup>, fix errors in mdb and create a new submission by uploading the corrected files. Submit for validation and check the validation report and DB structure report before processing further.
  - If additional documents have to be added, ask the Operator or IGSO to withdraw the filing, to upload missing or to replace attached files, and to submit the filing for approval again.
  - If some of the attached files are not necessary, ask the Operator or IGSO to withdraw the filing, to remove unnecessary files and to submit the filing for approval again.

Operators and IGSO cannot withdraw the filing after the Administration has accepted it.

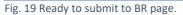
#### 4.3 How to submit to the BR

This section describes how the Administration submits accepted filings to the Bureau.

After the Administration managers/users accept the submission (point 8 above), the page is refreshed (Fig.19). The submission status is "Ready to submit to BR" and there are two action buttons: "Reject" and "Submit to BR".

- 1. Administration managers/users can add/remove attachments using 🛨 to upload additional documents and "Remove" ① to remove already attached ones.
- 2. Click "Reject" <sup>(2)</sup> if for some reason this filing is not ready to be sent and additional modifications of mdb files or attached documents are required.
- 3. Click "Submit to BR" <sup>3</sup> if no problem is found after the filing was checked and accepted.

♠ Home Submissions	As-Rece	ived	Users	He	lp						
New All Fili	ngs	Comments									
Reference: 2018-08 Station/Satellite Name: Type of submission: Notification of				Details	Frequencies	Acknowledger	ments Communications H	listory			
Report name		State				Actions					
Validation report	Done		Downl	oad							
NTC ID			Administration / N	letwork Org.		Act. Code	DB Struc	cture			
Realization						A	А				
Type of Submission			Provision			Satellite N	ame				
Notification of Earth Station	1		11.2			POINTS.					
Station Name											
Document Type			File Name		File S	Size	Actions				
				-							
SNS(MDB)		00	mdb		1.86	MB					
Other		0	Contours.pdf		38.18	3 KB	Remove				
Other		۰ 🛡	pdf		57.13	3 KB	Remove 🕦				
Other		o U	pdf		234.5	9 KB	Remove				
				📥 Download /	All						
		F	Add addi	tional docume	ents or drag file	es here	2 3				
							Reject     Submit to				
						R	eady to submit to	Statur			



4. After submitting to the Bureau, an acknowledgement message is made available on the Acknowledgement tab and an automatic email is sent to all users at the Administration notifying them when the filing was submitted to the Bureau. Both include a timestamp with the date and hour of the submission to the BR.

Please refer to Section 7 for more details on acknowledgements and timestamps.

(TV)	e-Submission	of Satellite Net	work Filings			<b>, 2</b>	×
🕈 Home	Submissions	As-Received	Users	Help			
New	All Filing	gs Comment	S				
		arth Station	2018.08211 wa	Details Frequen		Communications	History
Network Fil notice) To:	ngs (automatic	(1) 50001135101					
	bmission of Satellite ngs (automatic	(1) You receive	ed a new Submission	n (No. 2018-08211	from	18/07/2018 17:29	

Fig. 20 Acknowledgement page after submission to the Bureau (Administration view).

- 5. After submitting to the Bureau, the status changes to "Submitted to BR" (Fig.21).
- 6. The BR registry date ② is displayed in the header of the filing. Please note that withdrawals received by the Bureau within 15 days of this date remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.
- 7. It is no longer possible to remove attached files or to add additional documents.
- 8. The only permitted action is to withdraw the submission via the "Withdraw" button **3**.

e-Submissio	n of Satellite Net	work Fili	ngs							~		
A Home Submissions	As-Received	Use	ers	Hel	)	_						
New All Fili	ings Commen											
Reference: 2018-08 Station/Satellite Name: Type of submission: Notification of				Details	Frequer	ncies	Ackn	owledgements	Communications	History		
Report name	State		Actions									
Validation report	Done		Download									
NTC ID Type of Submission		Administration / Network Org.					Act. Code A Satellite Name					
Notification of Earth Station	١	11.2										
Station Name		BR registry date						Date of Receipt				
Document Type		File Name	•			File Size	ze Actions					
SNS(MDB)	¢ U	m	db	•		1.86 MB						
Other	00	Contours.	pdf			38.18 KE	3					
Other	0	D. b	df		ł	57.13 KE	3					
Other	0 U		doc.pdf		2	34.59 KI	в					
			4	La Download Al					3 C Submitte	Withdraw Status d to BR		

Fig. 21 Details page with status Submitted to BR.

#### 5. After submission

This section describes what happens after a filing is submitted by an Administration to the BR and by an Operator or Intergovernmental Satellite Organization to an Administration.

### 5.1 What happens after Administrations submit to the BR

The process is the same regardless of whether the submission was initiated by an Operator, IGSO or Administration. It includes the following steps:

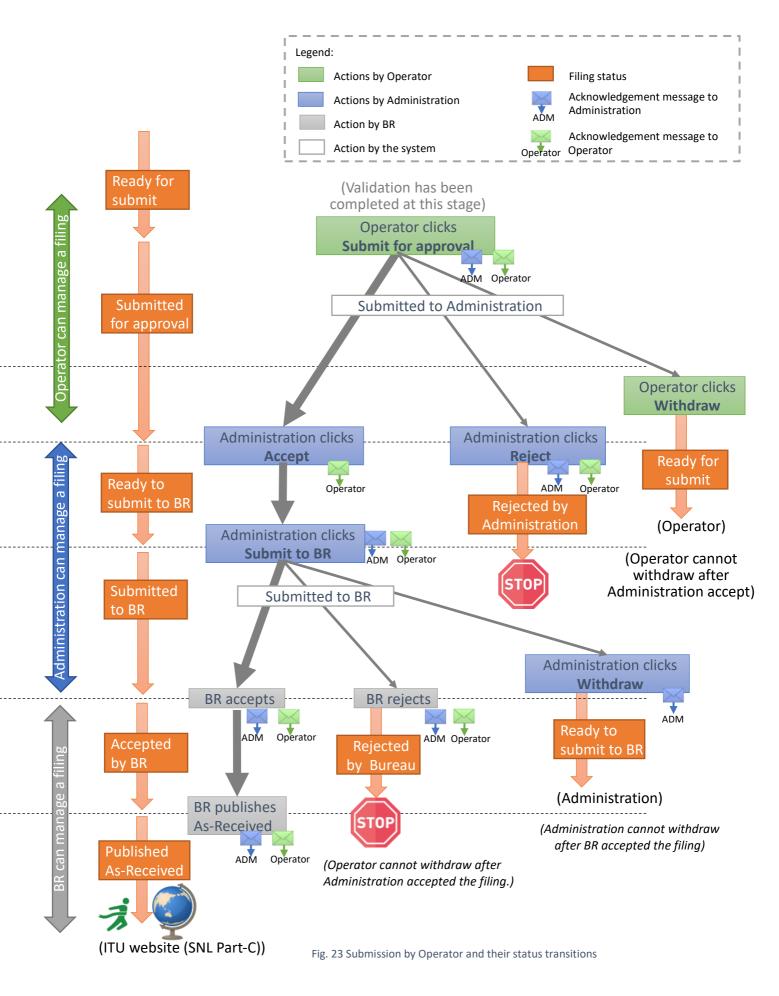
- 1) The BR receives a filing from an Administration.
- 2) The BR examines the submitted filing and accepts or rejects it. In the meantime, Administrations may withdraw and resubmit a filing with additional attached files.
- 3) The BR publishes as "As-Received" the following provisions:

#### Non-Planned Services

- Advance publication information (API) under No.9.1/IA;
- Requests for coordination under section II of Article 9;
- Due diligence information under Resolution 49;
- Information under Resolution 552;
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio Astronomy stations).
- Planned Services
  - BSS: AP30/30A Part A, AP30/30A Part B, AP30/30A Resolution 49, AP30/30A Notification;
  - Space Operation Functions: Article 2A of AP30/30A, Article 2A Notification for Space Operation Functions supporting BSS.
  - FSS: AP30B (A6A), AP30B (A6B), AP30B Resolution 49, AP30B Notification.
- 4) After it is published as "As-Received" the filing is:
  - Uploaded on the ITU website (SNL Part-C) and becomes public.
  - Listed under the "As-Received" tab (Fig.22).

e-S	ubmission of	f Satellite Net	work Filings				<b>f</b> ilian	•				
A Home Su	bmissions	As-Received	Users	Help								
Published												
<ol> <li>Space station co</li> <li>Notification of sp</li> <li>Submissions rec</li> <li>Submissions rec</li> <li>Submissions rec</li> <li>In addition, the information</li> </ol>	es received (but no bordination request bace station. seived under § 4.1.: seived under § 6.1 a mation "as-received formation has no re	t yet published) by t s, including those re 3 or § 4.2.6 of Article 2 A of Appendices 3 and § 7.2 of Append d" for API and Notifie		n received between and 30A. ns are also made ar	01.07.2016 and 31. vailable in this list.	12.2016 for which th	tere are no corres	ponding APIs.				
Contains text		Q	Select admini	stration	•	Select subm	ission type	•				
	M « 1 2 3 » M											
NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code				
	F			E	24.10.2018	Notification of Space Station		A				
	F 24.10.2018 Coordination A A											

Fig. 22 As-received page.



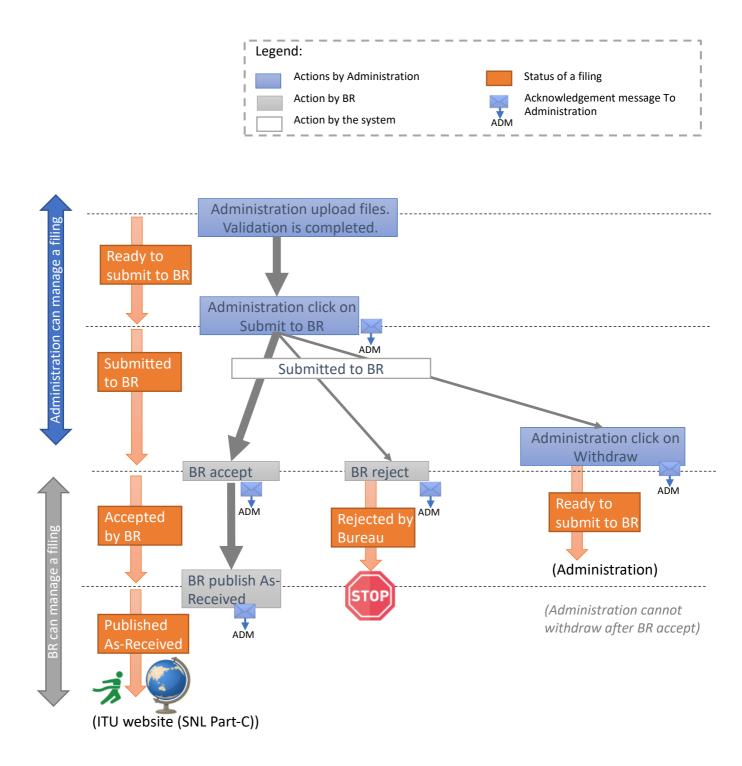


Fig. 24 Submissions by Administration and their status transitions

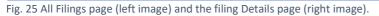
Fig.23 presents the detailed workflow and submission status transitions when a filing is created by Operator managers/users or IGSO users. It shows when automatic acknowledgements messages and emails are sent in the process.

Fig.24 presents the detailed workflow and submission status transitions when a filing is created by Administration managers/users. It also indicates when automatic acknowledgements messages and emails are sent in the process.

Through the processes described above, the following features are available for Administrations managers/users:

- 1) Administration managers/users can track the status of a submitted filing via the All Filings page (Fig.25).
- 2) Automatic acknowledgement messages are delivered to Administration managers/users via the system when the status of the filing changes (for example, from "Submitted to BR" to "Accepted by BR", to "Rejected by BR", "Published As-Received", "Withdrawn", etc.). Administration managers/users also receive acknowledgement messages when a filing was submitted or withdrawn by an Operator or IGSO. Please refer Section 7 for more detailed information about acknowledgements.
- 3) Administration managers/users can withdraw submissions already submitted to the BR.

A Home	Submissions	,	ls-Received	Users		Help			<b>_</b>	BASBA2975.6	68.295.66 ¥		Station/Satellite Name: Type of submission: AP30/30A -	Res49					
New	All	Filings	Conr	ients								/	Report name		State			Actions	
Contains tex	t				۹	Select si	ubmission type		Select s	submission :	status 👻	/	Validation report	Done		Download			
									1	2 3			0101101011.eso	15.5x					DB Stru
Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code	Status	Submitted by		Notice ID			tration / Network Or	g.	Act. Code	
2018- 10420	118580006	1785			18 E	25.10.2018	AP30/30A - Res49		A	Archived	O OP.		1 Type of Submission		Provisio			A Satellite Name	
2018-	4	1222			₩E.	10.10.2018	AP30/30A Notification		A	Submitted to BR	e ADV.		AP30/30A - Res49		RS49			Zirii.deiled.	
2018-09935	4	1783		TELEVISION	)∉E	10.10.2018	AP30/30A Notification		٨	Submitted to BR	OOP.		Long Nom. (95 E)						
2018- 09577	1	1799		25545569463	)(E		AP30/30A - Res49		A	Ready to submit to BR	© 0P.		Document Type		File Nan		File Size		Actions
2018- 09575	118580004	1285		255.655.000	ΝE	24.09.2018	AP30/30A - Res49		A	Accepted by BR	ð adm.		Other		PU NOTE d	×	95.99 KB		Remove
2018- 09571	1	1788		201403-010	∭E.		AP30/30A - Res49		A	Ready to submit to BR	O ADM.		SNS(MDB) As Received Co	py	? 🛡 RS49_ si	VS.mdb 🕹 Downk	2 MB		
2018-09176	4	1785		2014/03/2014	)() E		AP30/30A Notification		A	Ready to submit to BR	© ADM.				+ 4	Add additional doc	uments or drag files here		
2018-	4	12115		2014/03/2014	)∦E	25.10.2018	AP30/30A Notification		A	Submitted to BR	© OP.							•	Delete Q Submit



# 5.2 What happens after a filing is submitted to the Administration

After Operators or IGSO submit a filing to the Administration for approval, the following steps take place:

- 1) The Administration receives a filing submitted for approval by an Operator or IGSO. The Administration is alerted about its reception.
- 2) The Administration examines the filing and accepts or, in some circumstances, rejects it.
  - The Operator or IGSO may be asked to withdraw the filing and submit it again with additional attached documents before the Administration agrees to accept it. Please refer to Section 4 for more details.
- 3) The Administration submits the filing to the BR.
- 4) The BR receives the filing from the Administration.

- 5) The BR examines the filing and accepts or, in some cases, rejects it.
  - The Administration may be asked to withdraw the filing and submit it again with additional attached documents before the BR agrees to accept it. In that case, the Administration may in turn ask the Operator or IGSO to upload additional documents.
- 6) The BR publishes the filing as "As-Received".
  - This step applies for all types of provisions except "SpaceCom Comments" and "Other non-standard filing" (so-called "Others").
- 7) Once published as "As-Received", the filing is uploaded on the ITU website (SNL Part-C) and becomes public. Users have access to the list of filings published as "As-Received" (Fig.22) and can filter it using different criteria (satellite name, Administration, type of submission).

Through the processes described above, the following features are available for Operators and IGSO:

- 1) Operator managers/users and IGSO users can track the status after the filing was submitted to the Administration for approval using the All Filings page (Fig.25). The filing statuses available in the system are listed below:
  - Validation in Progress validation has started for the uploaded files.
  - **Ready to Submit** validation is complete and the filing can be processed further.
  - **Ready to Submit [Validation failed]** the cause of the validation failure cannot be found and the filing can be processed further.
  - **Submitted for Approval** the filing was submitted for approval by the Operator or IGSO to the Administration.
  - **Rejected by Administration** the filing was rejected by the Administration.
  - **Deleted** the filing is deleted. It could be deleted by the Operator, by the IGSO, by the Administration or by the BR.
  - **Ready to submit to BR** the filing was received from an Operator or IGSO and was accepted by the Administration **OR** the validation of a filing uploaded by the Administration is complete.
  - Submitted to BR the filing is submitted to the BR by the Administration.
  - Accepted by BR the filing is accepted by the BR.
  - **Published As-Received** the filing is published as "As-Received" by the BR.
  - **Rejected by BR** the filing is rejected by the BR.
- 2) Automatic acknowledgement messages and emails are delivered to Operator managers/users and IGSO users via the system when the status of the filing changes (i.e. accepted by the Administration, submitted to the BR, accepted by the BR, rejected by the BR, published as "As-Received", etc.).

Please refer to Section 7 for more detailed information about the acknowledgements.

3) Operator managers/users and IGSO users can withdraw the submission before the Administration accepts it. After the acceptance, the withdrawal of the filing by Operator managers/users and IGSO users is no longer possible.

# 6. How to add, modify or remove attached documents after validation

This section describes how to add documents to a filing, how to modify an already uploaded document and how to remove an unnecessary attached document.

These steps might be necessary in the following cases:

- The validation report contains fatal errors and additional documents have to be added to explain them. Please refer to Section 3.3 about how to manage fatal errors.
- When the Administration needs to add additional documents or modify some of the attached files after receiving and examining a filing submitted by an Operator or IGSO. Please refer to Section 4.3 about the filing submission to the Bureau.
- When Operator managers/users and IGSO users discover that information is missing from the filing and want to add additional documents before submitting it to the Administration for approval.
- When Administration managers/users discover that information is missing from the filing and want to add additional documents before submitting it to the BR.
- When users discover unnecessary attached documents in the filing and want to remove them before submitting it to the Administration or to the BR.

Note that mdb files cannot be modified after validation. If users want to modify them, they have to cancel the created filing, create a new one by uploading the correct mdb files and submit them for validation again.

### 6.1 How to add complementary documents to a filing

Anytime when the **t** button is available for use in the application, users are allowed to add documents to the filing (for example, before submitting a filing to the Administration, or to the BR).

Intainorisatile Name: Spee of submission: Advance publication information           Report name         State           Report name         Download           Validation report         Dore         Download           Advance publication information         Administration / Netw         Image: Comparison of the state           Attract D         Provision         Provision           Advance publication information         9.1/IA         Image: Comparison of the state           Obcument Type         File Name         File Name           SNS(MDB)         ? SNS-API mdb         Other           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state           Other         ? Untertext of the state         Image: Comparison of the state	Details Frequencies	Acknowledgements Communications Hist Actions DB Structu Act. Code A
tation/Satellite Name:		Actions DB Structu Act. Code
Validation report     Done     Download       Attrinistration / Network     Attrinistration / Network       1	rk Org.	DB Structu Act. Code
TC ID Administration / Network 1 yre of Submission Advance publication information Advance publication information 9.1/IA	rk Org.	Act. Code
1     Provision       Advance publication information     9.1/A       ong Nom.     9.1/A       Document Type     File Name       SNS(MDB)     ?SNS.API.mdb       Other     ?U Atlachement.pdf       Other     ?U MOTE docx       SNS(MDB) & Received Copy     ?U SNS.API.mdb	rk Org.	Act. Code
1     Provision       Advance publication information     9.1/A       .ong Nom.     9.1/A       Document Type     File Name       SNS(MDB)     ?SNS.API.mdb       Other     ?Ü MEMO(AntennaGan) pdf       Other     ?Ü MEMO(AntennaGan) pdf       Other     ?Ü NOTE docx       SNS(MDB) As Received Copy     ?Ü SNS.API.mdb	ork Org.	
type of Submission         Provision           Advance publication information         9.1/IA           ong Nom.         9.1/IA           Document Type         File Name           SNS(MDB)         ?SNS.API.mdb           Other         ?U Attachement pdf           Other         ?U MEMO(AntennaGan) pdf           Other         ?U NOTE docx           SNS(MDB) & Received Copy         ?U SNS.API.mdb		٨
Advance publication information Long Nom.  Document Type  File Name  Document Type  File Name  SNS(MDB)  SNS(MDB)  SNS(MDB)  Cher  COther  COt		^
Long Kon.  Document Type File Name File Name SNS(MDB) SNS(MDB) SNS(MDB) SNS(MDB)AR Received Copy SNS(MDB)AR Received Copy		Satellite Name
Document Type     File Name       SNS(MDB)     ?SNS-API.mdb       Other     ?Ū Atlachement pdf       Other     ?Ū MEMO(AntennaGah) pdf       Other     ?Ū NOTE docx       SNS(MDB) As Received Copy     ?Ū SNS-API.mdb		
Other     ? U Atlachement pdf       Other     ? U MEMO(AntennaGain) pdf       Other     ? U NOTE docx       SNS(MDB) As Received Copy     ? U SNS-API.mdb	File Si	Size Actions
Other     ? U Atlachement pdf       Other     ? U MEMO(AntennaGain) pdf       Other     ? U NOTE docx       SNS(MDB) As Received Copy     ? U SNS-API mdb	•	
Other ? UMEMO(AntennaGain) pdf Other ? UNOTE docx SNS(MDB) As Received Copy ? USNS-APLindb	2.04 M	MB
Other ? 0 NOTE docx SNS(MDB) As Received Copy ? 0 SNS-API mdb	133.74	4 KB Remove
SNS(MDB) As Received Copy ? U SNS-API mdb	105.74	4 KB Remove
<b>A</b> 1	95.99 H	KB Remove
	2.04 M	MB
+ Add additiona	ownload All	
		as here
	l documents or drag files	
	l documents or drag files	O Delete     O Submit to B

Fig. 26 Ready to submit to BR filing.

- 1. Click 🚹 under the list of uploaded files to add new ones.
- 2. Select additional file(s) via the displayed "File Upload" window.
- 3. The selected files are available for upload (Fig.27).
- 4. Click "Browse" ① if the file Attachement2.pdf was chosen by mistake. The newly selected file will replace its name in the field ②.
- 5. Click 3 to remove the displayed file name from the field 2 and to prevent uploading it.
- 6. Click "Upload" ④ to upload the file whose name is displayed in the field②.
- 7. Click "Upload All" (5) to upload all selected files at once.
- 8. The button <sup>6</sup> will remove the corresponding interface section if for some reason there is no need for uploading additional documents.

Document Type	File Name	File Size	Actions	
		▲		
SNS(MDB)	? SNS-API.mdb	2.04 MB		
Other	<b>?</b> ♥ Attachement.pdf	133.74 KB	Remove	
Other	? D MEMO(AntennaGain).pdf	105.74 KB	Remove	
Other	? V NOTE.docx	95.99 KB	Remove	
	📥 Download	All		
Image: Description         Image: Description           Browse         Attachement2.pdf			3 4 OUploa	∎ 6
Browse NOTE - Additional	Explanation.docx		O Uploa	t d
-	Add additional documents or drag	g files here	5 Upload All	
		R	© Delete © Submit to E seady to submit to I	tatus

Fig. 27 Interface for adding documents to a filing.

Document Type	Document Type File Name		Actions			
SNS(MDB)	? SNS-API.mdb	? SNS-API.mdb 2.04 MB				
Other	? 🛡 Attachement.pdf	133.74 KB	Remove			
Other	? V MEMO(AntennaGain).pdf	105.74 KB	Remove			
Other	? V NOTE.docx	95.99 KB	Remove			
Other	O ♥ NOTE - Additional Explanation.d	105.74 KB	Remove			
Other	• Attachement2.pdf	95.99 KB	Remove			
	🕹 Download	All				
+	Add additional documents or drag	g files here				
O Delete     O Submit to BR  Status  Ready to submit to BR						

Fig. 28 Additional documents attached to the filing.

## 6.2 How to remove attached documents

When the removal of an attached document is allowed by the system, the action "Remove" is listed in the Actions column of the filing.

Document Type File Name		File Size	Actions				
SNS(MDB)							
Other	<b>?</b> ♥ Attachement.pdf	133.74 KB	Remove				
Other	<b>?</b> ♥ MEMO(AntennaGain).pdf	105.74 KB	Remove				
Other	? V NOTE.docx	95.99 KB	Remove				
	& Download	I All					
+ Add additional documents or drag files here							
			Oelete Osubmit to BR				
Staus							
		R	eady to submit to BR				
			·				

Fig. 29 Document removal from a filing.

- 1) Click on the "Remove" link for the file whose name is displayed on the same row under the File Name column (for example Attachement.pdf).
- 2) Confirm the removal by clicking the button "Delete" in the displayed confirmation popup.

Confirm remove			
Are you sure want to remove file 'Attachement.pdf?			
Delete	Cancel		

3) Click "Cancel" to abandon the removal of Attachement.pdf.

As mentioned before, the mdb files such as SNS(MDB) and possibly GIMS(MDB) cannot be removed from a filing. If for some reason they have to be modified or replaced with new ones, the filing has to be deleted. A new filing needs to be created and submitted for validation.

#### 6.3 How to modify attached files

If a document attached to a filing has to be modified, follow these steps:

- 1) Prepare the document that has to replace the already attached file.
- 2) Remove the file from the filing, which needs to be replaced.
- 3) Use 🛨 to add the modified document (it can have the same name as the removed file).
- 4) Upload the modified file to the filing.

# 7. Acknowledgements and timestamp

Acknowledgement messages are implemented in e-Submission of Satellite Network Filings to deliver targeted notifications for important changes that affect filings. They are created upon the submission of filings and respond to user actions completed within the application.

Users can track the acknowledgement messages of important filing events by opening the Details page of the filing and navigating to the Acknowledgements tab.

	e-Submission of	of Satellite Netw	ork Filings			<b>, 66</b>	
🕇 Home	Submissions	As-Received	Users	Help			
Nev	v All Filing	js Comment:	S				
Station/Satel	e: 2018-07828 ite Name: ission: Advance publica	tion information			Details Frequencies	Acknowledgements History	
	omission of Satellite Igs (automatic	(1) Submission	No. 2018-07828 v	was successfully sub	mitted to the Bureau.	10/07/2018 12:14	
© ITU Space Se	© ITU Space Services Submissions - BR Internal 2018 All Rights Reserved						

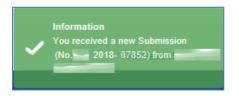
Fig. 30 Acknowledgements page (Operators view)

The application keeps acknowledgement information available and provides a simple web-based access for users respecting the hierarchical structure. This feature aims to reduce e-mail flow. All users of the system can track the acknowledgements of important filing events.

Automatic generation of emails is also implemented in the system. Notification emails are sent as an alternative delivery mechanism to the registered TIES accounts of all concerned users who need to be alerted for specific filing events (submissions of new filings, rejection or withdrawal of already submitted ones, etc.).

The acknowledgement messages and notification e-mails include a timestamp and users are able to check the exact time of the filing event.

In addition, popup notifications are displayed on the upper-right corner of the screen to inform users in real-time.



## 7.1 How to view acknowledgement messages

The application keeps acknowledgement information available on the Acknowledgements tab. Users can track the acknowledgement messages by opening the Details page of a filing and navigating to the Acknowledgements tab.

- 1) Select a filing and navigate to its Details page.
- 2) Click on the Acknowledgements tab to see registered acknowledgements about the filing.
- 3) Click on one of them to see the detailed acknowledgement message and to whom it was sent.

e-Submission of Satellite Network Filings	/	Acknowledgments ×
P		View message
As-Received Users Help		
New All Filings Comments		🖸 Subject: New Submission 📰 2018-07828 was successfully submitted to your Administration 🛛 010.07/2018 11:33
Reference: 2018-07828 Details Frequencies Acknowledgements History		From: e-Submission of Satellite Network: Filings (automatic notice)
Station/Satelite Name: Type of submission: Advance publication information		22 Recipient(s):
From: e-Submission of Satellite (1) Submission No. 2018.67828 was successfully submitted to the Bureau. 10/07/2018 12:14 Network Filings (automatic		Network(s):
notice)		Messagw tags:
To: International Action		
From: e-Submission of Satellite (1) Submission No		Dear User,
To:		This is to inform you that your submission No. 2018-07828 ( / 9.1/IA) was successfully submitted to your Administration on 10/07/2018 11:33:53.
From: e-Submission of Satellite (1) New Submission 2018.07828 was successfully submitted to your Admin 1007/2018 11:33 Intertonet Rillings (automatic autoca)		Best Regards, e-Suomason of Satellite Helwork Filings
Te: Infoliation of the state state		Radiocommunication Bureau – ITU
©		
FTU Space Services Submissions - BR Internal 2018 AI Rights Reserved		

Fig. 31 Acknowledgement page (Operator view) – list of acknowledgements (left image) and one detailed view (right image).

Note that the Acknowledgement tab is different for Operator managers/users and IGSO users, and Administration managers/users.

e-Submission of Satellite Network Filings	Acknowledgments 3
<u> </u>	View message
Home Submissions As:Received Users Help     Help     Home Submissions     As:Received Users Help     H	
New All Flings Comments	Subject: Submission 2018-07910 was successfully submitted to the Bureau 010/07/2018 16:17
Reference: 2018-07910 Details Frequencies Acknowledgements Communications History	Frem: e-Submission of Statelite Network Filings (automatic notice)
Station/Satellite Name: Type of submission: RES49:552	Recipient(s): 00002
From: e-Submission of Satellite (1) Submission No. 118.07910 was accepted by the Bureau 10/07/2018 16:21	Network(s):
notice)	tilessagw tags:
To: ////	
From: e-Submission of Satellite (1) Submission 300/8-07910 was successfully submitted to the Bareau 1007/2018 19:17 Interview Kings (automatic notice)	Dear User,
To: Zeniel	This is to inform you that your Submission No. 2018-07910 ( / RS49) was successfully submitted to the Bureau on
Form: 6-submission of Satellite (1) You received a new Submission (No. 1918-07510) from 1007/2018 16:14 Intervork Arings (automatic notice)	10/07/2018 16:17:31.
To: ////	Best Regards, e-Submission of Satellite Network Filings
	Radiocommunication Bureau – ITU
© ITU Space Services Submissions - BR Internal 2018 All Rights Reserved	

Fig. 32 Acknowledgement page (Administration view) - list of acknowledgements (left image) and one detailed view (right image).

# 7.2 What events create acknowledgements

# 7.2.1 Acknowledgements available for Operators and IGSO

Acknowledgement messages of important filing events available for Operator managers/users and IGSO users are listed below:

- 1) Operator or IGSO submits a filing to the Administration for approval.
- 2) The filing was accepted by the Administration.
- 3) The filing was rejected by the Administration.
- 4) The filing was submitted further from the Administration to the BR.
- 5) The filing was accepted by the BR.
- 6) The filing was published as "As-Received" by the BR.
- 7) The filing was rejected by the BR.

# 7.2.2 Acknowledgements available for Administrations

Acknowledgement messages of important filing events available for Administration managers/users are the following:

1) Administration received a new filing from an Operator or IGSO.

Reply Reply II Convard Fri 27-Jul-18 3:06 PM You received a new Submission (No. 2018-08640) from	
To Cc BR e-submissions help, ITU	^
Dear User, This is inform you that you received a new submission (No. 2018-08640, / 9.6) from Further details may be found under Submission No. 2018-08640 on e-Submissions for satellite network filings. Best Regards, e-Submission of Satellite Network Filings Radiocommunications Bureau – ITU	on 27/07/2018 15:06:21.
See more about Test, Wiscitu1.	

Fig. 33 Example of an email sent to the Administration after a filing submission by an Operator.

- 2) Administration rejected the filing.
- 3) Administration submitted the filing further to the BR. (\*)
- 4) The filing was accepted by the BR. (\*)
- 5) The filing was rejected by the BR. (\*)
- 6) The filing was withdrawn by the Administration. The acknowledgement messages are different when the withdrawal is within 15 days of the BR registry date (with no obligation to pay the fee) or after 15 days (the withdrawal is payable for the cost recovery).
- 7) The filing was published as "As-Received" by the BR. (\*)

The acknowledgement messages marked with (\*) are made available for submissions of filings created by Operators, by IGSO and by Administrations.

# 7.3 Timestamp

The acknowledgement messages about important filing events include timestamps, i.e. the exact date and time of the event. Please note that the time shown in the application (notification popup messages, acknowledgement messages, the history of events) is in Geneva time (UTC + 01:00).

Acknowledgments		
View message		
Subject:	New Submission 🔤 2018-07910 was successfully submitted to your Administration	0/07/2018 16:14
From:	e-Submission of Satellite Network Filings (automatic notice)	
Recipient(s):	NEARINA ANNA ANNA ANNA ANNA ANNA ANNA ANNA	
Network(s):		
Messagw tags:		
Dear User, This is to inform you to Administration on 10, Best Regards, e-Submission of Satellite Radiocommunication	Network Filings	9 your

Fig. 34 Acknowledgement message with timestamp.

Click on the **P** icon beside the date and time in the upper right corner of the acknowledgement message to display the timestamp information.

Timestamp is:	valid
Time:	10/07/2018 14:14:29
Hash algorithm:	MD5
Message Imprint:	9F-77-8A-15-61-9C-A3-95-7D-68-66-53-EF-9D-17-CA
TSA Issuer:	CN=timestamping.itu.int,O=International Telecommunication Union,OU=Radiocommunication Bureau,C=CH

Fig. 35 Timestamp detailed view.

There is a difference of two hours between the hour displayed in the timestamp information (Fig.35) and the hour on the acknowledgement message (Fig.34). This is because the hour on the Timestamp information is in UTC (Coordinated Universal Time), the hour on the acknowledgement message is Geneva time (UTC + 01:00). Both register the same hour but with a one-hour difference in winter and a two-hour difference in summer, when daylight saving time applies.

#### 8. Withdrawal

A withdrawal of a submitted filing is allowed in the systems for Administration managers/users, Operator managers/users and IGSO users.

#### 8.1 Withdrawal by Administration

Administrations can withdraw the filing submitted to the BR. Withdrawals received by the Bureau within 15 days of the BR registry date of the filing remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.

### 8.1.1 Withdrawal within 15 days of the BR registry date

If the withdrawal is within 15 days of the BR registry date, the action button is displayed by the system as "Withdraw". To withdraw the filing follow the steps:

1) Navigate to the Details page of the filing and click "Withdraw".

A Home Submissions	As-Received	Users	Help	_			
New All F	ilings Commen	ts					
Reference: 2018-103 Station/Satellite Name: Type of submission: Advance			Details Freque	ncies Ac	cknowledgements	Communications	History
Report name	State				Actions		
Validation report	Done	Download	1				
Notice ID 118545083 Fype of Submission Advance publication inform Orbital Position NGSO 3R registry date	nation	Administration / Net Provision 9.1/IA Reference Body T Date of Receipt	twork Org.		Act. Code A Satellite Name Number of Plan 156	1527	Structure ~
24.10.2018							
Document Type		File Name	•	File Size		Actions	
Other	?	D .pdf		40.29 KB			
Other	?	D pdf		63.42 KB			
Other	? 0	.doc		25.5 KB			
SNS(MDB) As Received 0	Copy ?	.mdb		3.29 MB			
		ف	Download All			Øv	Vithdraw
					(	Submitted	Status to BR

Fig. 36 Withdrawal within 15 days of the submission date to the BR.

2) Confirm the withdrawal by clicking "Withdraw" on the confirmation popup.



3) A popup notification is displayed about the withdrawal; the filing is withdrawn and its status changes to "Ready to submit to BR".



4) An acknowledgement message of the withdrawal without the cost recovery fee is sent to the Administration.

A	cknowledgments		
1	/iew message		
	🖆 Subject:	Submission No. 2018-08939 was withdrawn	18 09:35
	From:	e-Submission of Satellite Network Filings (automatic notice)	
	Recipient(s):	[Administration]	
	Network(s):		
	🥙 Messagw tags:		
	Dear User,		
	This is to inform you t	that you withdrew Submission No. 2018-08939 ( 9.6). There will be <u>No Cost Recovery F</u>	ee.
	Best Regards,		
	e-Submission of Satellite N	letwork Filings	
	Radiocommunication	Bureau – ITU	

Fig. 37 Acknowledgement message about withdrawal.

## 8.1.2 Withdrawal after 15 days of the BR registry date

If the withdrawal is after 15 days of the BR registry date, a "Recovery fee warning" is displayed by the system to alert users about the obligation of payment. To withdraw the filing follow the steps:

1. Navigate to the Details page of the filing and click "Withdraw".

Document Type	File Name	File Size	Actions			
SNS(MDB)	? SNS-API.mdb	2.04 MB				
Other	? D Attachement.pdf	133.74 KB				
Other	<b>?</b> ♥ MEMO(AntennaGain).pdf	105.74 KB				
Other	Other ? V NOTE.docx					
	📥 Dowr	nload All				
	Withdraw					
Submitted to BR						

Fig. 38 Withdrawal with fee (Administration view).

2. Click "Withdraw" to confirm the withdrawal on the confirmation popup "Recovery fee warning".



3. A popup notification is displayed about the withdrawal with cost recovery fee; the filing is withdrawn and its status changes to "Ready to submit to BR".



4. An acknowledgement message of the withdrawal with cost recovery fee is sent to the Administration. The filing is withdrawn and its status changes to "Ready to submit to BR". Please note that Administrations can withdraw filings even after they are published as "As-Received".

Acknowledgments	
View message	
Subject: Subject: Submission No. 2018-10030 was withdrawn with fee	30.10.2018 15:14:00
From: e-Submission of Satellite Network Filings (automatic notice)	
Recipient(s):	
Network(s):	
Message tags:	
Dear User, This is to inform you that you withdrew Submission No. 018-10030 (: / 11.2). There will be a <u>Cost Recove</u>	erv Fee.
Best Regards, e-Submission of Satellite Network Filings Radiocommunication Bureau – ITU	

#### 8.2 Withdrawal by an Operator or IGSO

Operators and IGSO can withdraw a filing submitted to the Administration for approval before it has been approved. After the approval, the "Withdraw" button is not available anymore.

The status of a withdrawn filing by Operator managers/users or IGSO users changes from "Submitted for Approval" to "Ready for submit".

#### 9. Other main functions

This section describes some additional features in e-Submission of Satellite Network Filings.

### 9.1 Filing deletion

Users of the system can delete a filing in the following situations:

- 1) Administration managers/users before submitting to the BR when the filing status is "Ready to submit to BR".
- 2) Operator managers/users and IGSO users before submitting to the Administration for approval when the filing status is "Ready to submit".

After the deletion the filing status changes to "Deleted" and the system navigates users to the All Filings page where the filing is displayed as Deleted.

#### 9.2 Other non-standard filings

The notices, which are not applicable for any of the specific provisions, included on Submissions→ New page, can be submitted by selecting the "Other non-standard filing" (so-called "Others").

Select "Others" if:

1. A notice does not include an mdb file in the SNS format.

Please note the requirements for electronic filings specified in Resolution 55 and the Rules of Procedure on receivability.

- 2. An error message blocks the validation process but the files are correct according to the user.
- 3. There are large files with the size exceeding 100 MB (e.g. XML file for EIRP/PFD masks required for EPFD examinations).

The steps for "Other non-standard filing" submission are the following:

- 1. Click the "Other non-standard filing" icon on the Submissions→New page.
- 2. Enter the satellite name on the "Upload Others for Validation" page.
- 3. Click "Browse", select a file, and then click "Upload".
- 4. If several files have to be submitted, click , select the files and upload them.
- 5. Click "Submit for validation" (Fig.39).
- 6. Process further the filing (Fig.40).

	e-Submission	of Satellite Net	work Filings			<b>•</b> •	
<b>↑</b> Home	Submissions	As-Received	Users	Help			
New	All Filin	gs Commen	its				
<ul> <li>First, click of</li> <li>Then, click</li> <li>Other than</li> <li>Finally, clic</li> </ul>	on "Upload" SNS and GIMS mdb k on "Submit for Valid	ose the files which you v files, if you wish to uplo	ad more files, click on "-				
Satellite Name	•						
NAME-OF	-SATELLITE						
SNS-A	ner relevant documen Pl.mdb ner relevant documen						11 ×
Attache	ment.pdf						×
	er relevant documen ment2.pdf	ts					± ×
Other : Oth	ner relevant documen	ts					ŧ
NOTE.	docx						×
		+	Add additional doc	uments or drag files	here		Upload All
						Submit for	Validation

Fig. 39 Upload via the "Others" page.

e-Submission of S	atellite Net	work Filings			<b>,</b>	•	
A Home Submissions A	s-Received	Users	Help				
New All Filings	Comment	IS					
Reference: 2018-10437 Station/Satellite Name: NAME-OF-SATI Type of submission: Others	ELUTE			Details Acknowledge	ments Communications	History	
Type of Submission		Satellite Name					
Others		NAME-OF-SATE	ELLITE				
Document Type		File Name		File Size	Actions		
			•				
Other	~0	SNS-API.mdb		2.04 MB	Remove		
Other	~0	Attachement.pdf		133.74 KB	Remove		
Other	~0	✓ ♥ Attachement2.pdf		133.74 KB	74 KB Remove		
Other	?	NOTE.docx		95.99 KB	Remove		
Add additional documents or drag files here							
					Ø Delete	nit to BR	
				R	leady to submit	Status: to BR	

Fig. 40 Ready to submit to the BR of "Others" (non-standard filing).

### 9.3 Virus Scan

All uploaded files are scanned for viruses with up-to-date anti-virus software (Fig.41).

The result of virus scan can be seen by clicking on the " " icon on the left side of the file name.

Document Type	File Name	File Size	Result of	virus scan
Scanning file	4		Type of Submission	VII US SCUIT
SNS(MDB)	SNS XXX.mdb		✓ File is clean	
GIMS(MDB)	EIMS YYY.mdb	File:	NOT	E CRC.docx
Cimo(mbb)		Status:	Scan finished,	information embedded
Other	✓ ♥ AntennaPattern.PDF	Total/Positives:		61 / 0
Other			<u>View online</u>	
	🕹 Dowr	піс		
Timestamp	4	-		*
·····p		SNS(MDB)	¢€ SNS XXX.mdb	4.12 MB

Fig. 41 Scan for viruses.

#### 9.4 Communications

This function will facilitate the correspondence between Administrations and the BR. Current functionality is only to show the list of official communications of submissions through e-Submission and copies of correspondences which was sent through telefaxes from the Bureau. Another functionalities are under development for a future release.

	e-Submission o	of Satellite Net	work Filings					×
A Home	Submissions	As-Received	Users	Help				
New	All Filings	Comment	5					
Station/Satel	e: 2018-10437 lite Name: NAME-OF- nission: Others				Details	Acknowledgements	Communications	History
	omission of Satellite ngs (automatic	(1) OthersN	AME-OF-SATELLITI	E			30.10.2018 16:08:11	
To:		Documentum N	o. : I-2018-001253				<i>(</i> 4)	
other administ and a copy is the submissio	rations. These commun included here just for inf	ications (other than th formation, and does n note that they have b	e original submission on ot replace the official c een uploaded by the Bl	of filings and comm ommunication. Alth	ents) have b lough some f	formation only for your adn een sent officially by fax, er ilings received by the Burea of publication in "as-receive	mail or post to your admi au before 01. 08. 2018 a	inistration, ire visible in
© ITU Space S	ervices Submissions - BR	Internal 2018 All Rights	Reserved	© —				

#### 10. Users Support

### 10.1 User guide page

User manuals, FAQ (Frequently asked questions) and other useful materials and links to webpages are available at <u>https://www.itu.int/itu-r/go/space-submission</u> page. Users of the system are navigated to that page via the link available on Help->User Guide (Fig.42). The uploaded materials describe and correspond to the provided functionality of e-Submission of Satellite Network Filings Release 1.

Home	Submissions	As-Received	Users	Log	Email template	Help	
User Gui	de						
		Il information	and other useful mate	rials for your help, plea	ise go to https://www.itu.ii	t/itu-r/go/space-subm	nission .
For user Help Desk Pleas	guides, FAQ, the intr e contact the helpde:	roduction of this system	or the hotline (telephon	ie +41 22 730 6777, fro	m 09:00 to 17:00 hours,		

Fig. 42 User Guide page.

-Submission of Satellite Network Filings - ITU	com Members' Zone Join ITU
About Events Databases & e-Services Publications Space Terrestrial Study Groups -Submission of Satellite Network Filings - ITU NU ARE HERE HOME > ITU-R > SPACE SERVICES > E-SUBMISSION	com Members' Zone Join ITU
-Submission of Satellite Network Filings - ITU	
U ARE HERE HOME > ITU-R > SPACE SERVICES > E-SUBMISSION	Regional Presence Join ITU-R
e-Submissionof Satellite Network Filings	
(Now Opened!)	
Access to e-Submission of Satellite Network Filings:	
https://www.itu.int/ITU-R/space/e-submission	What's New / NEWS
That is e-Submission of Satellite Network Filings? The e-Submission of Satellite Network Filings is a secure paperless electronic approach for administrations and Operators to submit all satellite network filings and comments with any tachment files.	Implementation of Resolution 908 (Rev. WRC-15) (CR/434) was published!(01.08.2018)     Rule of Procedure was revised and submissions via e-Submission becomed resolution (CR/4010 000)
his system has been developed under Resolution 908 (Rev.WRC-15): Electronic submission and ublication of satellite network filings.	mandatory! (CR/433) (01.08. 2018)
Upload & Reject by BR or withdrawal by submit for Validation	Production site opened! (01.08.2018)     Production site opened! (01.08.2018)

Fig. 43 e-Submission portal and help information page.

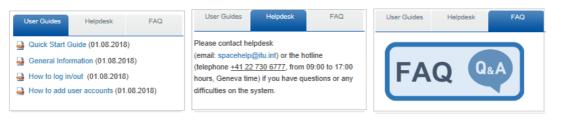
## 10.2 Helpdesk and Hotline

The helpdesk and the hotline for the system are provided for users.

Please contact the helpdesk (<u>spacehelp@itu.int</u>) or the hotline (telephone +41 22 730 6777, between **9 am** and **5 pm CET**, Geneva time) if there are of questions or difficulties using the system. The Bureau also welcomes any suggestions for improvements of the system.

When sending e-mail, please include the name the organization, the email address and detailed information about the faced difficulties.

Please refer to FAQ and User Manuals before sending questions to the helpdesk.



If a defect is encountered in e-Submission of Satellite Network Filings, please send an e-mail to the support team at ITU with the information listed below. Make sure to include a very brief summary of the problem in the e-mail Subject line. Whenever possible, attach screen shots illustrating the case.

Your name:
Your e-mail:
Your phone:
Defect description
Summary:
Steps to reproduce
1.
2.
3.
Expected results:
Actual results:

**Browser in use:** (Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox, etc.)