

USER GUIDE - HOW TO ADD USERS

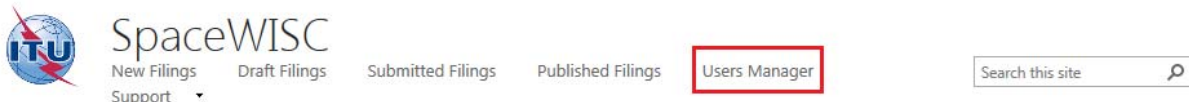
Please note that, there are three categories of user roles in SpaceWISC: Manager role, Administration role and Operator role (see [CR/376](#) for more details). The Bureau will be responsible for registering accounts for the Manager role. In this regard, administrations are invited to communicate to the Bureau by fax: **+41 22 730 5785** the initial list of one or more person (or entity) assigned for the Manager role, indicating the person's name, title, email address, telephone number and **TIES user name**.

The person who has assigned with the Manager role can manage the access right(s) of other member(s) of his/her administration, as well as to add and/or to remove the accounts for administration role(s) or operator role(s) in his/her administration.

- **To ADD Administration Role:**

Administration Role: held by members of the Administration who will be authorized to create and/or submit API notices to the Bureau. They can also add or remove operator role accounts.

1. On the main window click on “Users Manager”.



Home

Welcome to SpaceWISC for API

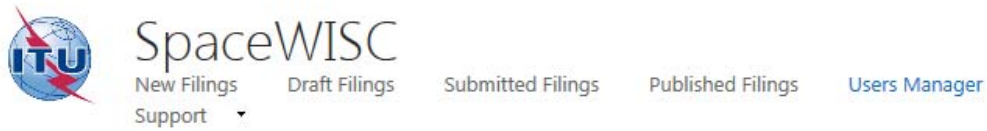
Welcome to SpaceWISC (Space web based interface for secure communication) , the online submission system to the Bureau for Advance Publication Information (API) subject to coordination procedure under Section II of Article 9 of the Radio Regulations, in accordance with **Resolution 908 (WRC-12)**.

For more information see ITU-R Circular Letter CR/376 or the Bureau support page at: <http://www.itu.int/go/spacewisc>

Help hotline telephone number: **+41 22 730 6777**

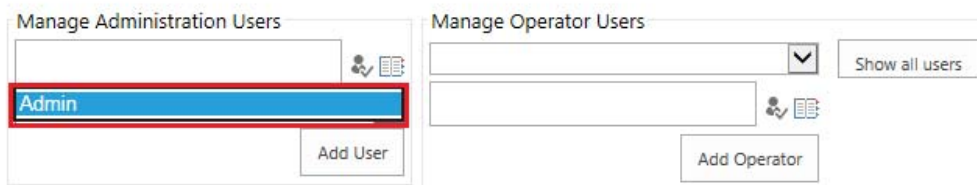
Email: spacewisc@itu.int

- The following window will appear. On the “Manage users” box, select “Admin” from the drop-down list.

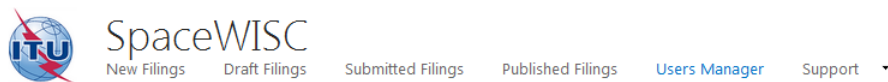
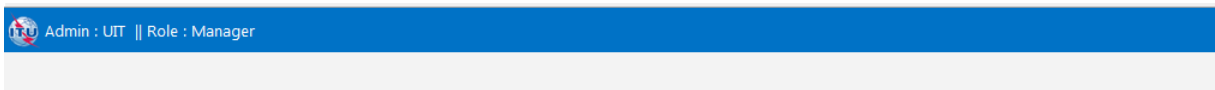


Users Manager

For more help please [click here](#).

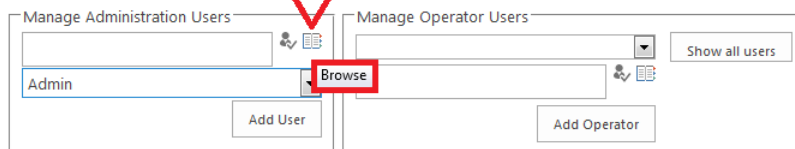


- Click on the browse button to find the TIES user whom you wish to assign this role.



Users Manager

For more help please [click here](#).



Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager	UIT	Delete

USER ADDED BY BUREAU WITH MANAGER ROLE

4. Type the last name or TIES username to add and click on the search button.

The screenshot shows the SpaceWISC Users Manager interface. The top navigation bar includes 'Admin : UIT | Role : Manager'. The main header features the ITU logo and 'SpaceWISC' with sub-links for 'New Filings', 'Draft Filings', 'Submitted Filings', 'Published Filings', 'Users Manager', and 'Support'. The 'Users Manager' section has a sub-header and a link for help. Below this are two panels: 'Manage Administration Users' with a dropdown menu showing 'Admin' and an 'Add User' button, and 'Manage Operators'. A table below these panels lists users with columns for 'Name' and 'Login'. The 'Name' column contains 'itu_ersc\marinram' and the 'Login' column contains '0#wjtu_ersc\marinram'. A 'Select People' dialog box is overlaid on the right. It has a search bar containing 'paredes' and a search button highlighted with a red box. The dialog also shows a 'List View' dropdown, a list of search sources (Organizations, All Users, Active Directory), and a table with columns 'Display Name', 'E-mail Address', 'Title', and 'Department'. The table contains the instruction 'Type into the search box above then press "Enter"'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Name	Login
itu_ersc\marinram	0#wjtu_ersc\marinram

5. Select the person and click "OK".

The screenshot shows the SpaceWISC Users Manager interface. A 'Select People' dialog box is open, displaying search results for the name 'paredes'. The dialog has a search bar containing 'paredes' and a 'List View' dropdown. The search results are listed in a table with columns for 'Display Name' and 'E-mail Address'. The entry 'Paredes del Corro, Carolina (paredesc)' is highlighted with a red box. Below the list, the 'OK' button is also highlighted with a red box.

SpaceWISC Users Manager

For more help please [click here](#).

Manage Administration Users

Admin [Add User]

Name	Login
itu_ersc\marinram	0#w\itu_ersc\marinram

Select People

Find List View

All Search Results (4)

Display Name	E-mail Address
PAREDES DAVILA, JOSE LUIS (paredesd)	joseluis.pa
Paredes del Corro, Carolina (paredesc)	carolina.p
Paredes Del Corro, Carolina	Carolina.P
Paredes Plasencia, Felix Enrique (paredesp)	felixenriq

OK Cancel

6. Check if the selection is correct and click “Add User”, this process will take several seconds.



SpaceWISC

New Filings Draft Filings Submitted Filings Published Filings **Users Manager** Support ▾

Users Manager

For more help please [click here](#).

Manage Administration Users

Paredes del Corro, Carolina
(paredesc)

Admin (desc)

Add User

Manage Operator Users

Show all users

Add Operator

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager	UIT	Delete

7. Please wait until the process has finished.

The screenshot shows the SpaceWISC Users Manager interface. At the top, a blue header bar contains the ITU logo and the text 'Admin : UIT || Role : Manager'. Below this, the SpaceWISC logo is followed by navigation links: 'New Filings', 'Draft Filings', 'Submitted Filings', 'Published Filings', 'Users Manager', and 'Support'. The main heading is 'Users Manager', with a link to 'click here' for help. There are two panels: 'Manage Administration Users' and 'Manage Operator Users'. The 'Manage Administration Users' panel has a search box containing 'Paradez del Corro, Carolina' and 'Admin' in a dropdown, with an 'Add User' button. The 'Manage Operator Users' panel has a search box and a 'Show all users' button, with an 'Add Operator' button. Below these panels is a table with columns: Name, Login, Adm, Internal role, and a partially visible column. The table contains one row: 'itu_ersc\marinram', '0#.w\itu_ersc\marinram', 'UIT', 'Manager'. A white dialog box with a loading spinner is overlaid on the right side, containing the text 'Please Wait..' and 'Creating user and permissions...'.

Name	Login	Adm	Internal role	
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager	

8. After the user has been added, it will be shown in the table below.



Users Manager

For more help please [click here](#).

Manage Administration Users

Manage Operator Users

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager	UIT	Delete
itu_ersc\paredesc	0#.w\itu_ersc\paredesc	UIT	adm		Delete

- **To ADD Operator Role:**

Operator Role: authorized to capture, edit and update their own API notices only and to submit them to their administration for approval. They cannot submit directly to the Bureau.

1. On Manager Operator, click the down arrow to open the drop-down list.



SpaceWISC

New Filings Draft Filings Submitted Filings Published Filings [Users Manager](#) Support ▾

Users Manager

For more help please [click here](#).

Manage Administration Users

Admin ▾

Add User

Manage Operator Users

▾ ←

Add Operator

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	O#.w\itu_ersc\marinram	UIT	Manager	UIT	Delete
itu_ersc\paredesc	O#.w\itu_ersc\paredesc	UIT	adm		Delete

2. Make a selection from the list.



SpaceWISC

[New Filings](#) | [Draft Filings](#) | [Submitted Filings](#) | [Published Filings](#) | [Users Manager](#) | [API Query](#) | [Support](#)

SRL-015-MINISTRY OF EXTERNAL AFFAIRS
SRL-016-TAYLORWOODROW
SRL-017-CHRISTIAN RADIO NETWORK
SRL-018-SOLAR COMM
STP-001-SERVICOS T. AEREOS
STP-002-POSTES, TELEGRAPHES ET TELEPHONES
STP-003-RADIO CLUBE DE S. TOME, S. TOME
STP-004-MINISTERIO DA MARINHA
STP-005-SERVICO DE AERONAUTICA CIVIL
STP-001-SERVICOS T. AEREOS
STP-002-POSTES, TELEGRAPHES ET TELEPHONES
STP-003-RADIO CLUBE DE S. TOME, S. TOME
STP-004-MINISTERIO DA MARINHA
STP-005-SERVICO DE AERONAUTICA CIVIL
SUI-001-RADIO-SUISSE S.A.
SUI-002-OFFICE FEDERAL DE LA COMMUNICATION
SUI-003-OFFICE FEDERAL DE L'AIR
SUI-004-SERVICE RADIOPOLICE
SUI-005-UNITED NATIONS
SUI-009-SUEDWESTFUNK, BADEN-BADEN
SUI-010-MISSION DES ETATS-UNIS
SUI-011-INSTITUTE OF ASTRONOMY
SUI-012-EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE
SUI-013-UNIVERSITY OF APPLIED SCIENCES OF SOUTHERN SWITZERLAND (SUPSI)
SUI-001-RADIO-SUISSE S.A.
SUI-002-OFFICE FEDERAL DE LA COMMUNICATION
SUI-003-OFFICE FEDERAL DE L'AIR
SUI-004-SERVICE RADIOPOLICE
SUI-005-UNITED NATIONS
SUI-009-SUEDWESTFUNK, BADEN-BADEN

3. Click on the browse button to find the TIES user whom you wish to assign this role.



Users Manager

For more help please [click here](#).

Manage Administration Users

Manage Operator Users

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w itu_ersc\marinram	UIT	Manager	UIT	Delete
itu_ersc\paredesc	0#.w itu_ersc\paredesc	UIT	adm		Delete

4. Type the last name or TIES username to add and click on the search button.

The screenshot shows the SpaceWISC Users Manager interface. A modal dialog box titled "Select People" is open in the foreground. The dialog has a search input field containing the text "narcy". To the right of the input field is a search button (magnifying glass icon) and a "List View" dropdown menu. A red arrow points to the search button. Below the search input, there are three search categories: "Organizations", "All Users", and "Active Directory". To the right of these categories is a table with columns: "Display Name", "E-mail Address", "Title", and "Department". The table contains the text "Type into the search box above then press 'Enter'". At the bottom of the dialog are "OK" and "Cancel" buttons.

Name	Login
itu_ersc\marinram	0#w\itu_ersc\marinram
itu_ersc\paredesc	0#w\itu_ersc\paredesc

5. Select the person and click "OK".

The screenshot shows the SpaceWISC Users Manager interface. A 'Select People' dialog box is open, displaying search results for the name 'narcy'. The search results table is as follows:

Display Name	E-mail Address
Narcy, Jean Marc	jean-marc.narcy@itu.int
Narcy, Jean-Marc (narcy)	jeanmarc.narcy@ties.itu.int

The row containing 'Narcy, Jean-Marc (narcy)' is highlighted with a red border. The 'OK' button at the bottom of the dialog is also highlighted with a red border.

6. Check if the selection is correct and click “Add Operator”, this process will take several seconds.



Users Manager

For more help please [click here](#).

Manage Administration Users

Admin

Add User

Manage Operator Users

UIT-005-UNITED NATIONS

Narcy, Jean-Marc (narcy):

Add Operator

Show all users

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager	UIT	Delete
itu_ersc\paredesc	0#.w\itu_ersc\paredesc	UIT	adm		Delete

7. Please wait until the process has finished.

The screenshot shows the SpaceWISC Users Manager interface. At the top, there is a blue header with the ITU logo and the text 'Admin : UIT || Role : Manager'. Below the header, the SpaceWISC logo is displayed, followed by navigation links: 'New Filings', 'Draft Filings', 'Submitted Filings', 'Published Filings', 'Users Manager', and 'Support'. The main heading is 'Users Manager', with a link to 'click here' for more help.

There are two main sections for user management:

- Manage Administration Users:** Includes a search box, a dropdown menu with 'Admin' selected, and an 'Add User' button.
- Manage Operator Users:** Includes a search box, a dropdown menu with 'Narcy, Jean-Marc (narcy):' selected, a 'Show all users' button, and an 'Add Operator' button.

Below these sections is a table with the following data:

Name	Login	Adm	Internal role
itu_ersc\marinram	0#.w\itu_ersc\marinram	UIT	Manager
itu_ersc\paredesc	0#.w\itu_ersc\paredesc	UIT	adm

A white dialog box with a loading spinner and the text 'Please Wait..' and 'Creating user and permissions...' is overlaid on the right side of the interface.

8. After the user has been added, it will be shown in the table below.



Users Manager

For more help please [click here](#).

Manage Administration Users

Manage Operator Users

Name	Login	Adm	Internal role	Operator ref	
itu_ersc\marinram	0#.w itu_ersc\marinram	UIT	Manager	UIT	Delete
itu_ersc\paredesc	0#.w itu_ersc\paredesc	UIT	adm		Delete
itu_ersc\narcy	0#.w itu_ersc\narcy	UIT	ope	UIT-001	Delete