USER GUIDE – HOW TO ADD USER ACCOUNTS AND USER MANAGEMENT

This guide explains how the user management is implemented in the e-Submission of Satellite Network Filings. The user management functions include adding a user account, removing an existing account, changing a user role, etc. It is dedicated for the users of the system and reflects the functionality of the first release as on 1 August 2018.
* The included images in this document were captured from the system under development and they might be slightly different from the system under test.

1. User Accounts

1.1 Abstract of User Accounts

Users need a user name and password to log in to e-Submission of Satellite Network Filings what we call also 'the system'.

There are 6 categories of user accounts:

    (1) Administration Manager
    (2) Administration User
    (3) Operator Manager
    (4) Operator User
    (5) Intergovernmental Satellite Organization Manager
    (6) Intergovernmental Satellite Organization User

* TIES account is necessary to create a user account for the system.

* Intergovernmental Satellite Organization is called in short "IGSO" in this guide.

The Bureau is responsible for registering the accounts of Administration Managers and Intergovernmental Satellite Organization Managers. In this respect, Administrations and IGSOs are invited to communicate the initial Managers list of one or more persons (or entities) to the Bureau by fax: +41 22 730 5785 to whom will be assigned Administration Manager or the IGSO Manager roles. The mandatory information to be provided includes: the person's name, title, email address, telephone number and TIES user name.

The person, who has been assigned with Administration Manager or IGSO Manager role by BR, can manage the access rights of other member(s) of the Administration or IGSOs via the system. This person can add new accounts of Administrator users, Operator Manager or Operator users, can remove existing accounts, and can change the user rights by assigning new roles.

For their own security, Administrations and IGSOs are kindly requested to keep the Bureau informed of any updates related to the accounts of Administration Manager or IGSO Manager registered in the Bureau's database.

1.2   User permissions.

The detailed permissions of each category of user accounts are listed below.

1. Administration Manager

- Have the full set of privileges needed to upload databases and associated documents, validate and submit them to the Bureau.
- Can manage the access right(s) of other member(s) of his/her administration, as well as to add and to remove accounts of Administrator user, of Operator Manager and of Operator user at the Administration.

   * The Bureau is responsible for registering accounts for Administration Manager role.

2. Administration User

- Held by members of the Administration having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the Bureau.
- Can add and remove accounts of Operator Manager and Operator user at the Administration.

3. Operator Manager

- Held by a member of an operating agency having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration.
- Can add and remove accounts of Operator Users.

4. Operator User

- Held by a member of an operating agency having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration.

5. Intergovernmental Satellite Organization Manager

- Held by a member of an intergovernmental satellite organization having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration.
- Can add and remove accounts of Intergovernmental Satellite Organization Users at Intergovernmental Satellite Organization.

6. Intergovernmental Satellite Organization User

- Held by a member of an operating agency having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration.

Please note that

- Only those from the operating agencies listed in the TABLE 12A/12B of the preface can be given Operator accounts.
- Operator can only submit to Administrations listed in the TABLE 12A/12B of the preface.

- Only those from the Intergovernmental Satellite Organizations listed in the TABLE 2 of the preface can be given the IGSOs accounts.
- IGSOs can submit to the Administrations in the TABLE 2 of the preface.
- Administrations, Operators and IGSOs can hold multiple managers.
- <u>Administrations and IGSOs are kindly request to contact BR if there is a request for adding, removing or changing the accounts of their Managers.</u>
- The users in Operators and IGSOs can view the detailed submissions which they were submitted and they can track the status of the submissions after they submitted filings for approval to the Administration.
- Administration can request for a new operating agency to be registered by sending a telefax to the Bureau.

2. How to add/remove user accounts in the system

2.1 ADD Administration user role

Administration Managers are permitted to add Administration Users accounts.

1) Administration Manager logs in the system entering the user name and password.
2) Go to Users tab and click on "+ ADD User" (Fig. 1), then go to Add User page (Fig. 2).
3) Enter the TIES user name of a new user into "User name" (Fig. 3).
    a. The candidate user names are shown as "itu_ersc\username" in the drop-down list when some characters of TIES user name are input (Fig. 3).
    b. Choose the appropriate user name in the candidate list.
    Please note that "itu_ersc\" is the necessary prefix for the user management function though users can log in without "itu_ersc\".
4) Click on "+Add Role", then choose "Administration" from drop-down list (Fig. 4).
5) "Administration field" is filled in automatically with the administration of Administration Manager. At last, click on "Save" (Fig. 5). The user account for the system is added. The new added user can be listed in the user list as shown in Section 2.4.
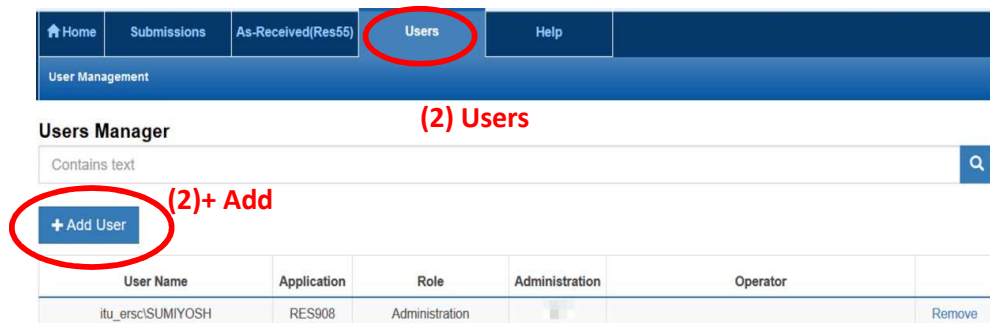
Fig. 1 User Management page
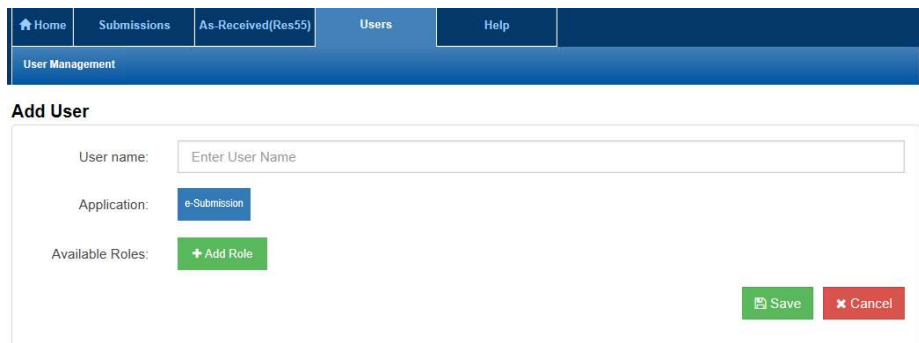
Fig. 2 Add User page

Fig. 3 Add User page (2)

Fig. 4 Add User page (3)

Fig. 5 Add User page (4)

2.2   Add Operator Manager and Operator user roles

Administration Managers and Administration users can add user accounts of Operator Manager and Operator user.

Operator Managers can also add the user accounts of Operator user.

1) Administration Manager, Administration user or Operator Manager (*) logs in the system entering the user name and password.
   - Operator Manager can add user accounts of Operator users.
   - The steps and images from step 2) and 3) are as same as described previously for Administration users in section 2.1.
2) Go to "Users" and click on "+ Add User" (Fig. 1), then go to Add User page (Fig. 2).
3) Enter the TIES user name of the new user into "User name" field (Fig. 3).
   - The matching user names are shown as "itu_ersc\username" in the drop-down list when the first characters of TIES user name were typed (Fig. 3).
   - Choose the user name from the displayed list.
   - <u>Please note that "itu_ersc\" is the obligatory prefix though users can log in without it.</u>
4) Click "+Add Role" and select <u>"Operator"</u> from the drop-down list (Fig. 6).
5) "Administration field" displays automatically with the Administration of the user.
6) <u>If an Administration user adds an Operator Manager/Operator user</u>, click "Operator:" and choose the Operator company from the drop-down list (Fig. 6).
   - If Operator Manager is added, select "Manager" check box. (Fig. 7)
   - Click Save to register the user. (Fig. 7)
7) <u>If an Operator Manager add an Operator User</u>, "Operator:" field is preselected and displays the Operator's company name of the Operator Manager. Click Save to register the user (Fig. 8)
   8) The newly added user is displayed into the user list as shown in Section 2.4.

Fig. 6 Add Operator roles (1)

Fig. 7 Adding Operator roles (2)

Fig. 8 Adding an Operator user by an Operator Manager.

2.3   Add user accounts for Intergovernmental Satellite Organization user

Intergovernmental Satellite Organization (IGSO) Manager can add accounts of IGSO users.

1) IGSO Manager logs in the system entering the user name and password.
   - The steps and images of steps (2) and (3) are as same as described for the administration user in section 2.1.
2) Go to Users tab and click on "+ Add User" (Fig. 1), then go to Add User page (Fig. 2).
3) Enter the TIES user name of the new user into "User name" input field (Fig. 3).
   a. The matching user names are displayed as "itu_ersc\username" in the drop-down list when the first characters of TIES user name are typed (Fig. 3).
   b. Choose the desired user name from the list.
      Please note that "itu_ersc\" is the obligatory prefix when adding a new account to the system, though users can log in without "itu_ersc\".
4) Click "+Add Role", then select "Intergovernmental" from drop-down list. In the field "Intergovernmental:" is displayed the name of the Intergovernmental Satellite Organization of IGSO Manager (Fig. 9).
5) Click Save to register the new IGSO user.

Fig. 9 Adding Intergovernmental Satellite Organization user.

2.4   List of user accounts

The user accounts are listed into the grid of the User Management page (Fig. 10)

- Administration Managers and Administration users can view the list of user accounts at the Administration and at the Operator companies(s).
- Operator Managers can view the list of user accounts at own Operator company.
- IGSO Managers can view the list of user accounts at own IGSO organization.
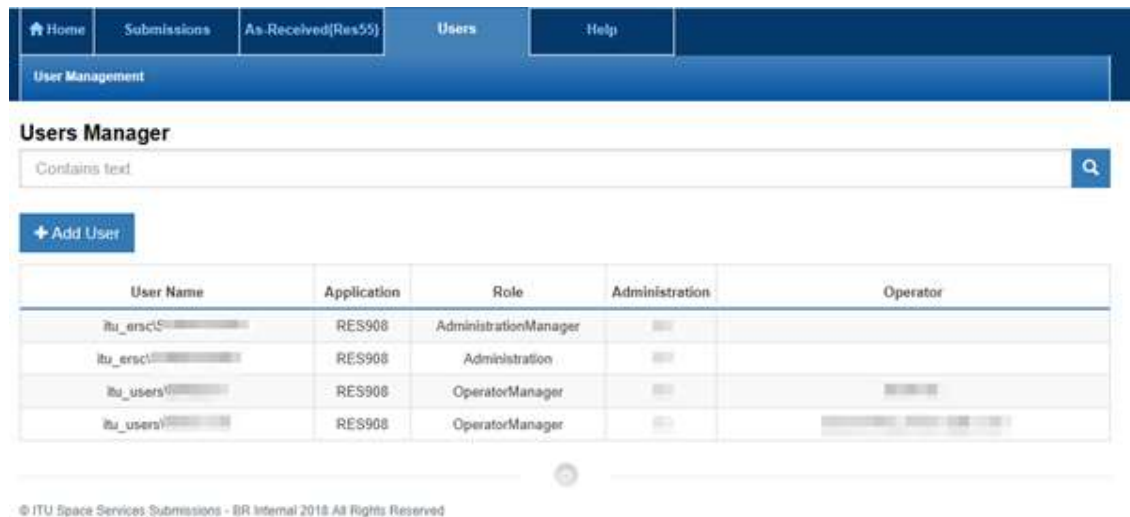

Fig.10 User list

2.5   Removal of user accounts

A User account can be removed by users having permissions for user management (Fig. 10):

- Administration Managers can remove the user accounts of Administration user, Operator Manager and Operator user roles.
- Administration User can remove the user accounts of Operator Manager and Operator user.
- Operator Manager can remove accounts of Operator user.
- IGSO Manager can remove the user accounts of IGSO user.

To remove a user account from the system follow the steps:
1) Click on [x] button of the selected role, listed under "Available Roles:"
2) A confirmation message saying "Are you sure want to remove role "Administration" for "RES908"?" is displayed. Click "Remove" to confirm the removal.
3) Then the removed role disappeared. (Fig. 11)
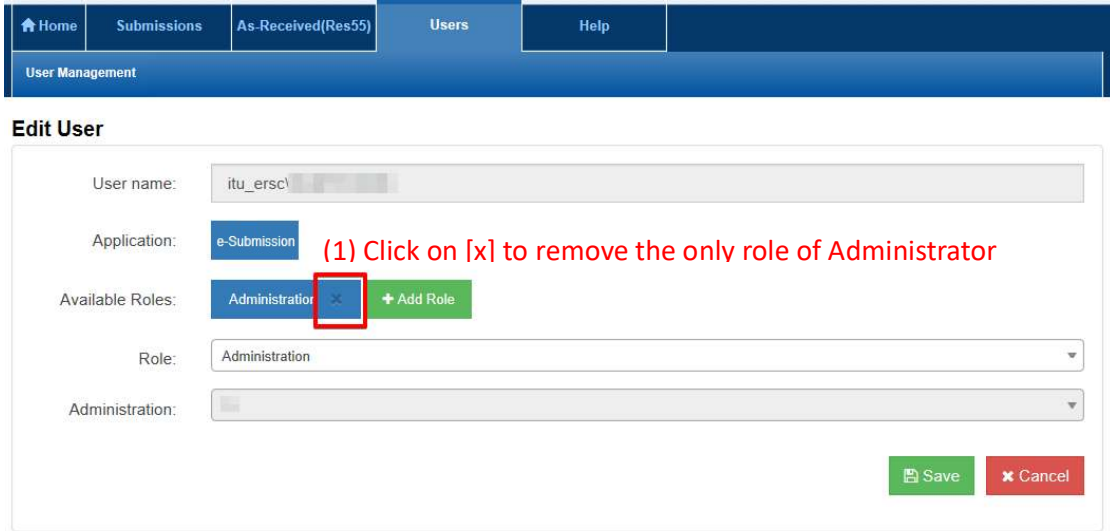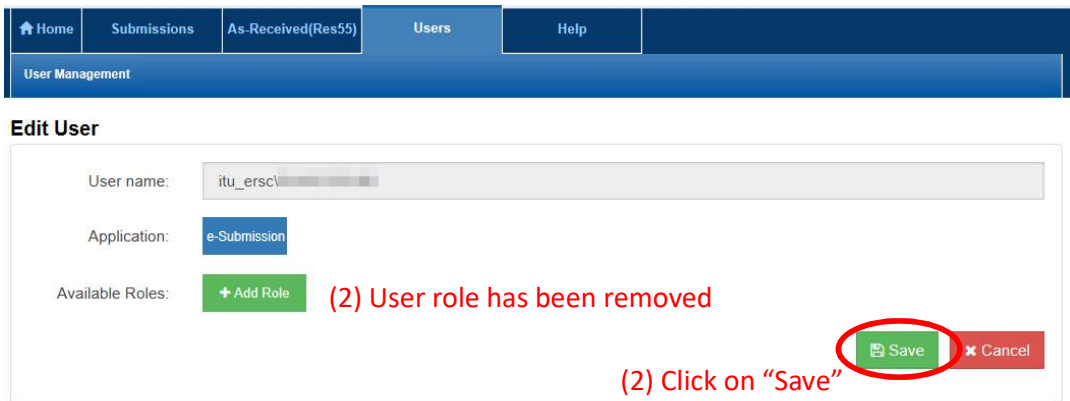4) Click on "Save" (Fig. 11), then the user account has been removed.

Fig. 10 Edit User page

Fig.11 Removal of User account

2.6   Change the role of user accounts

Administration Manager and Administration user can change the roles of Operator accounts selecting or deselecting "Manager:" check box (Fig. 12):

   o   from Operator Manager to Operator User – when "Manager:" is deselected;
   o   from Operator user to Operator Manager – when "Manager:" is selected.

Fig. 12 Change User accounts

3. Other functions of user management

- Users can view own profile (Username, name of Administration/Operator and user role) by clicking the upper right corner (Fig.13).
- Users can search user accounts by filling in the search box (Fig.13).

Fig.13 User profile and Search box

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