

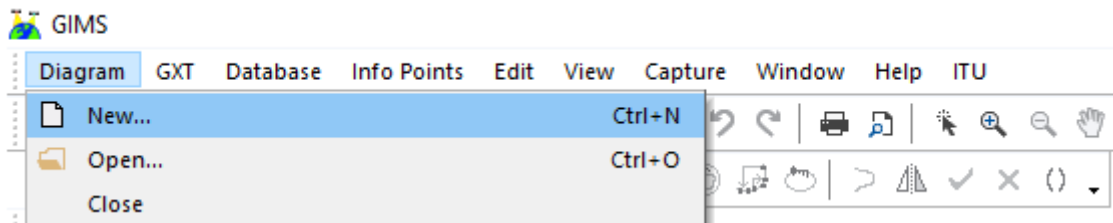
## Simplified Guideline on how to capture (convert) service area (from SRS) in/to GIMS

There are two ways to capture the service area information for notification notice with the purpose to notify a satellite network to ITU for recording in the MIFR as shown below to either capture the service area information directly in GIMS software, or to convert a service area from notice database to GIMS:

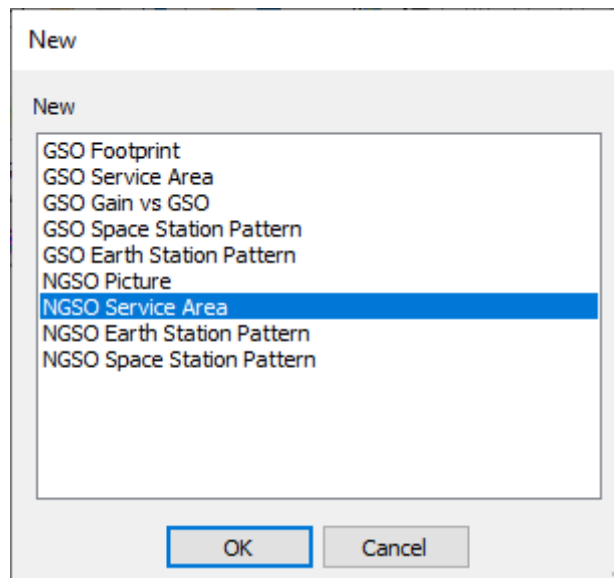
### To Capture the service area in GIMS:

In order to add a geographical area in Service Area (SA) diagram in GIMS, kindly follow steps below:

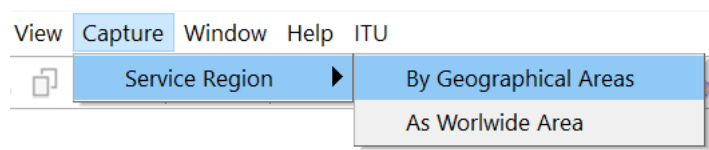
1. Open **GIMS** to create a **New diagram**:



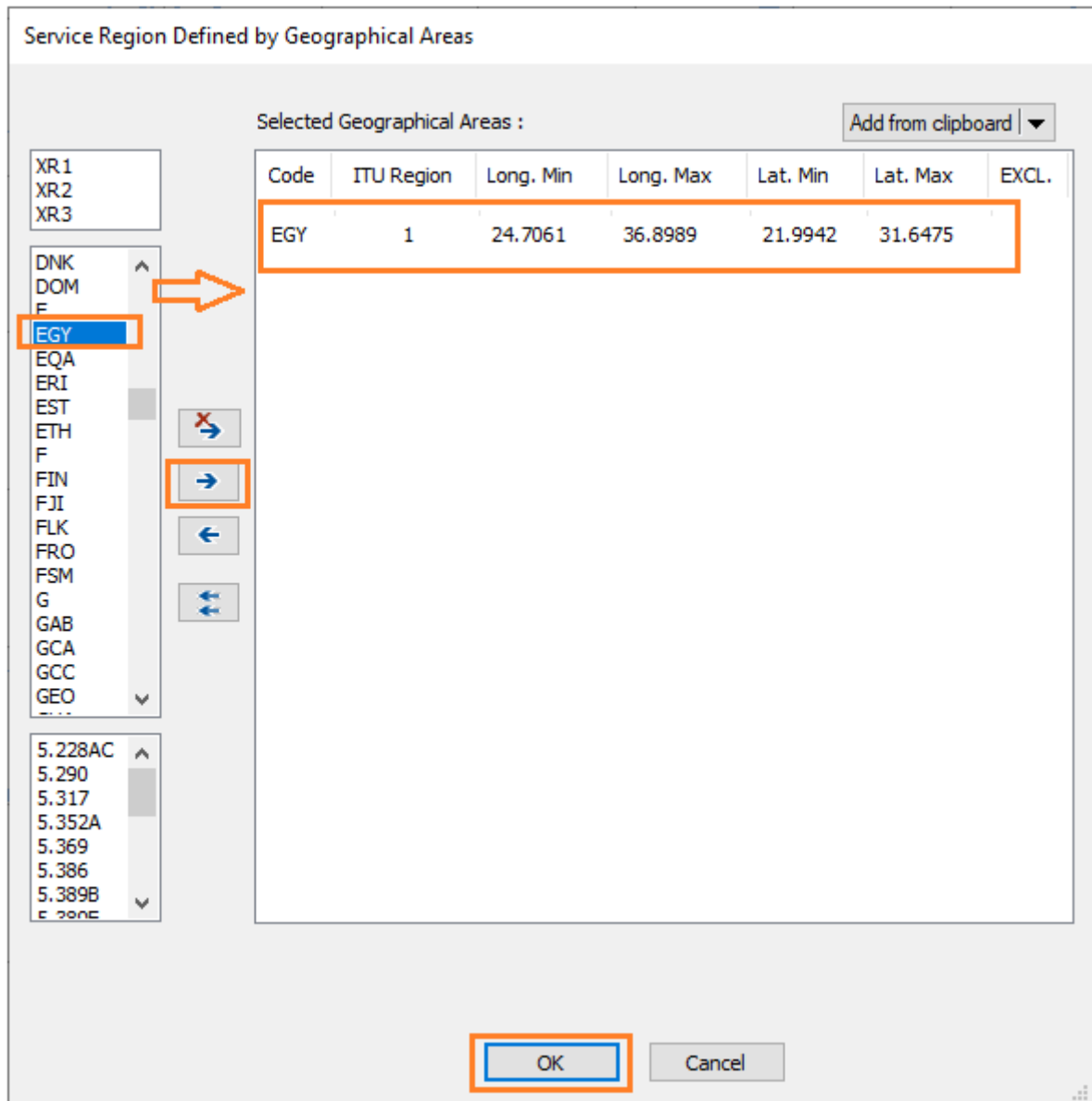
Select **NGSO Service Area**:



2. Go to **Capture – Service Region – By Geographical Areas**:



3. In opened window, please choose areas or countries that you'd like to capture as the service area, then click the **right arrow** in the middle, and click the button "**OK**".



4. Then, the chosen areas will appear as the Service Area diagram as shown below. It should be saved for the satellite network you wanted.

On the map, right click the mouse, select the "Save as", "OK", then capture the information correctly as shown in the screenshot below:

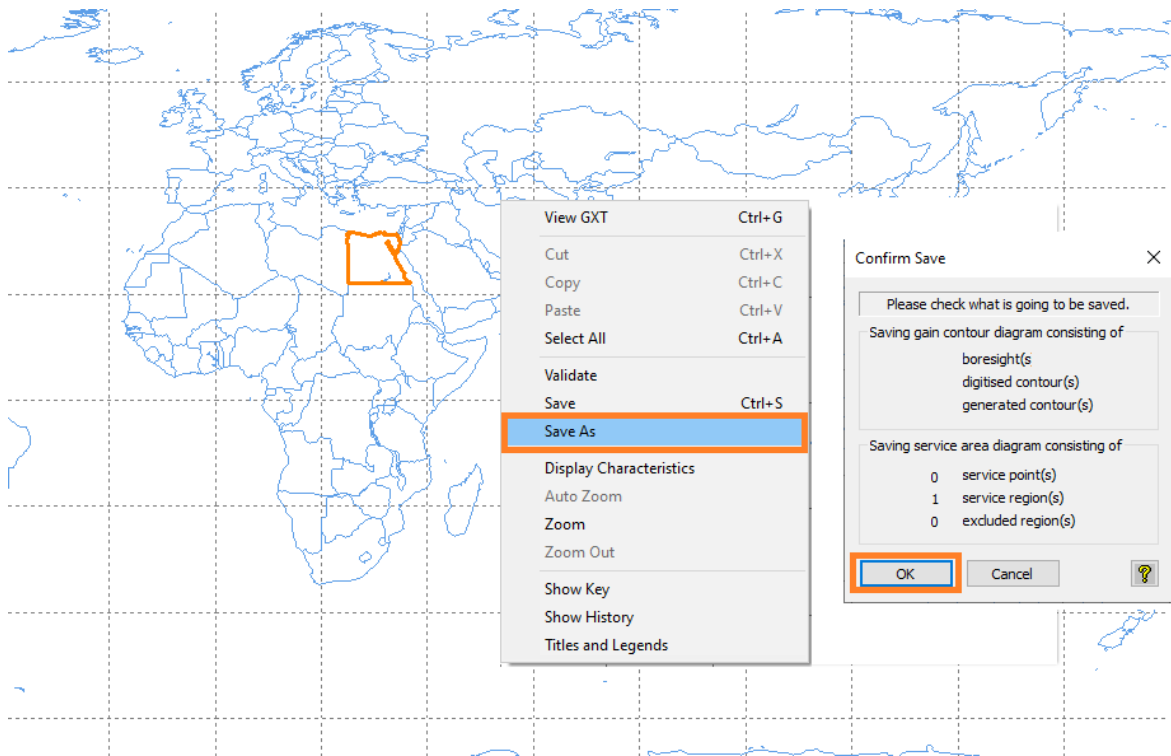


Diagram key - Save to gims test

Enter the key elements and a comment.

Notice ID	1
Notification Reason	C (Coordination)
Administration	?
Satellite Name	?
Beam Name	?
Emission / Reception	E (Emission = Down Link)
Diagram Number	1
Diagram Type	Service Area (C11a)
Comment	

Save

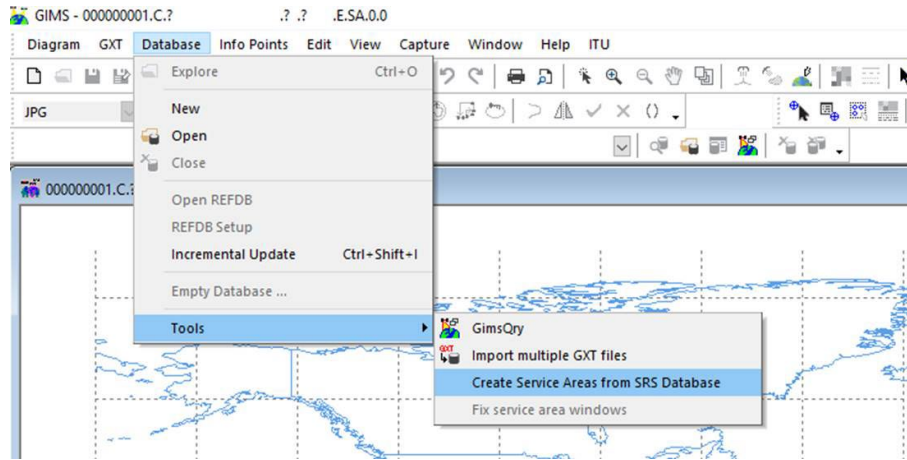
Save & Close

Close

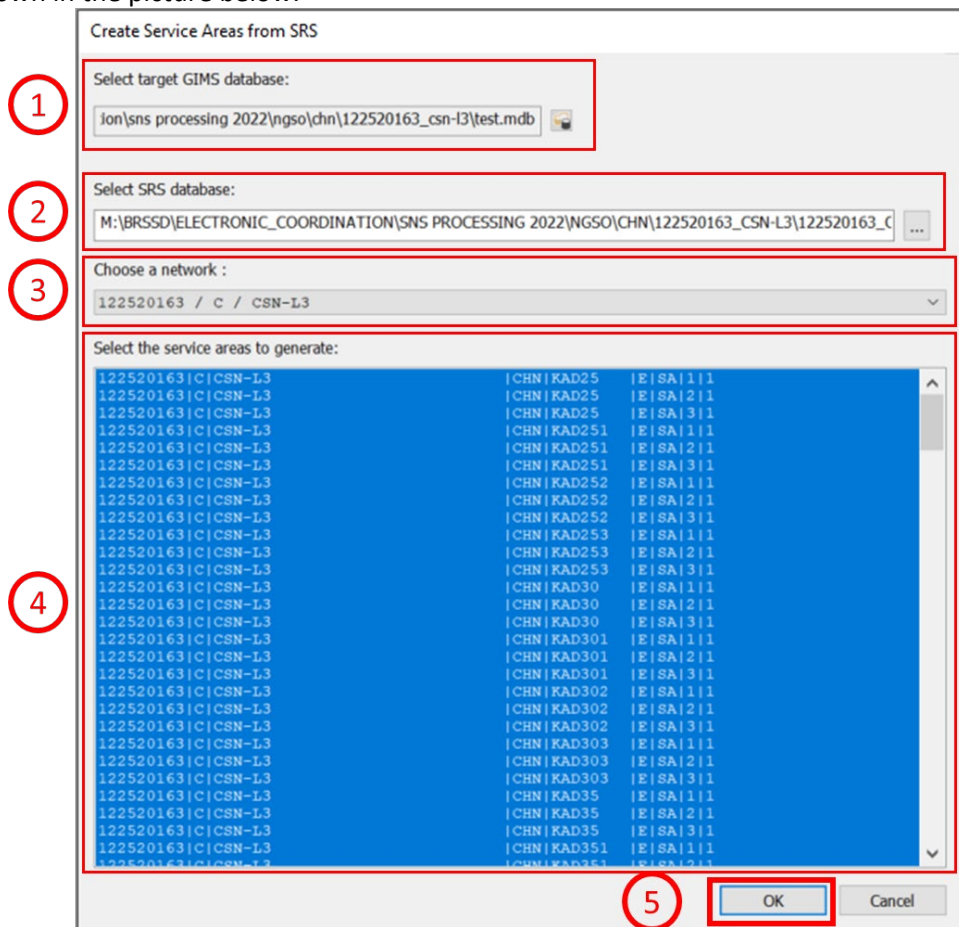
*Note: For those service area codes which are not allowed to be used as SA, for example, XAN, MWM, XWM, XZZ etc., they have been excluded from GIMS, to disallow the capture of some of these codes in new notices since 2021.*

 To convert a service area from SRS to GIMS:

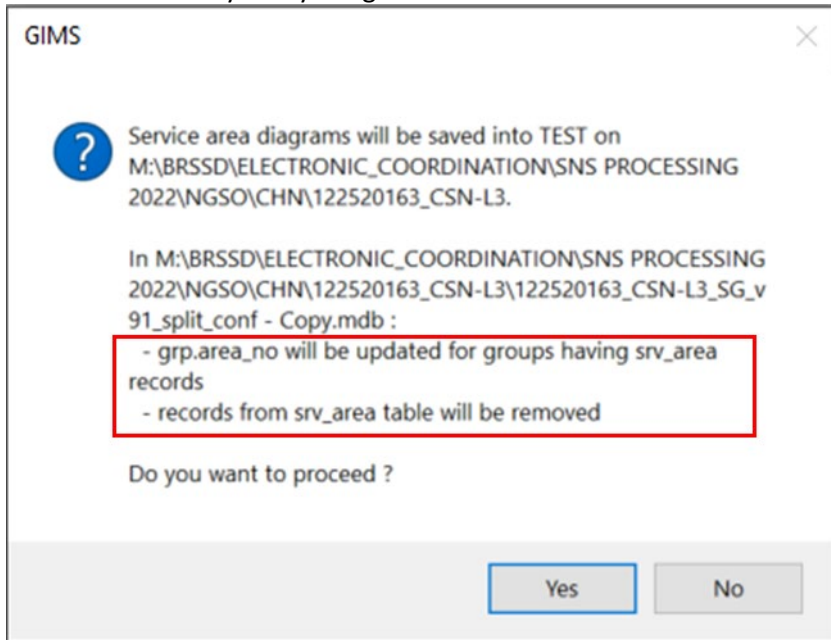
1. In order to convert a service area from SRS notice database to GIMS please open “Database – Tools – Create Service Area from SRS Database” in the upper panel in GIMS as shown in the picture below:



2. In the opened window:
  - choose GIMS database where you’d like to create service area diagrams,
  - choose SRS database that contains network with indicated service area codes,
  - choose this network from the list,
  - select the service area to generate from the list and
  - click “OK”,
 as shown in the picture below:



3. GIMS tool will ask you if you agree with actions will be done:



4. Click "Yes" and conversion will be done automatically.

*In the end, after all information created in GIMS, please double check that the converted service area information indeed matches what is implemented in the actual satellite system for notification.*