


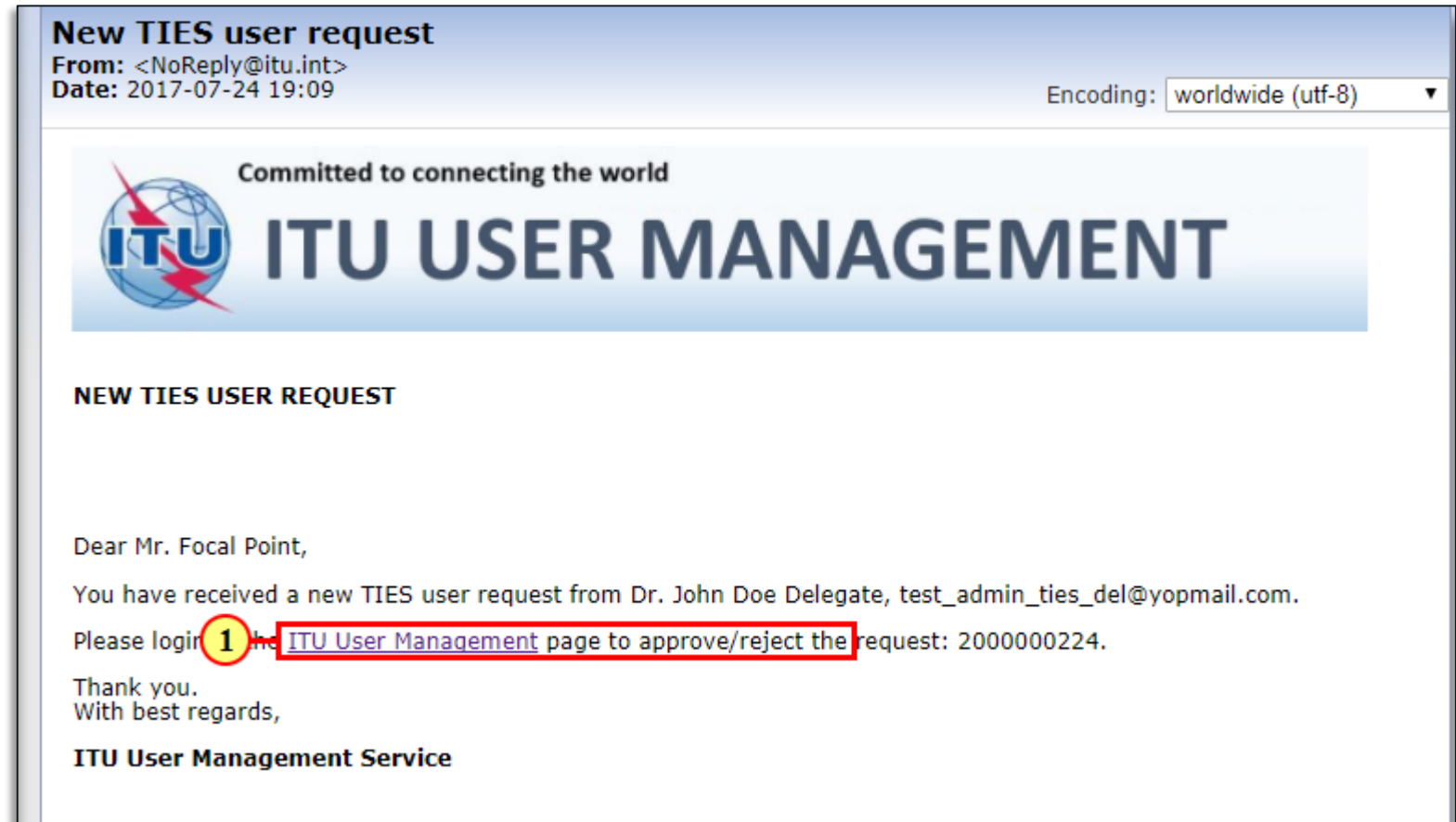
TIES FOCAL POINT FUNCTIONS: APPROVE OR REJECT TIES USER REQUESTS

As Focal Point: Approve/Reject TIES Request


TIES Request E-mail Notification

 For every TIES user request submitted by a user, the TIES Focal Point will receive an e-mail notification.

1. The Focal Point can click on the link for the page to login and approve/reject the request.




New TIES user request
From: <NoReply@itu.int>
Date: 2017-07-24 19:09
Encoding: worldwide (utf-8)

 Committed to connecting the world
ITU USER MANAGEMENT

NEW TIES USER REQUEST

Dear Mr. Focal Point,

You have received a new TIES user request from Dr. John Doe Delegate, test_admin_ties_del@yopmail.com.


Please login  to the [ITU User Management](#) page to approve/reject the request: 2000000224.

Thank you.
With best regards,

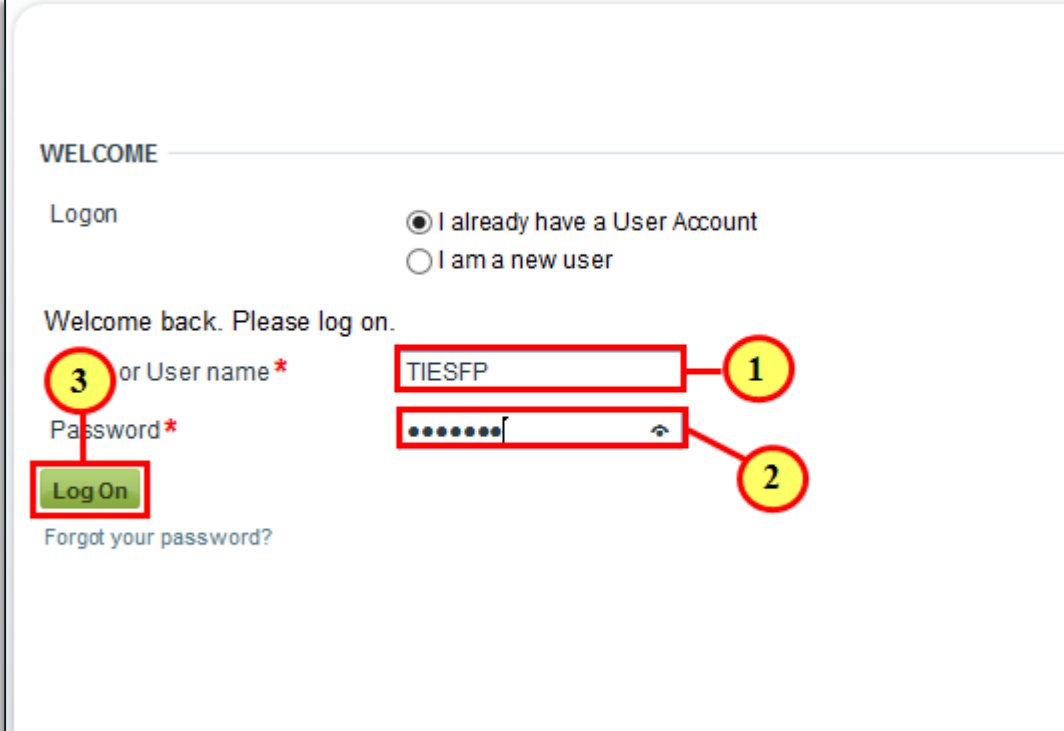
ITU User Management Service

As Focal Point: Approve/Reject TIES Request

Login To ITU User Management Page

 This is the ITU User Management login page.

1. Enter your login **Email or User name** in this field, such as here: <**TIESFP**> is entered.
2. Type a relevant password in the **Password** box.
3. Click on the **Log On** button.



WELCOME

Logon I already have a User Account
 I am a new user

Welcome back. Please log on.

3 or User name* **1**

Password* **2**

Log On

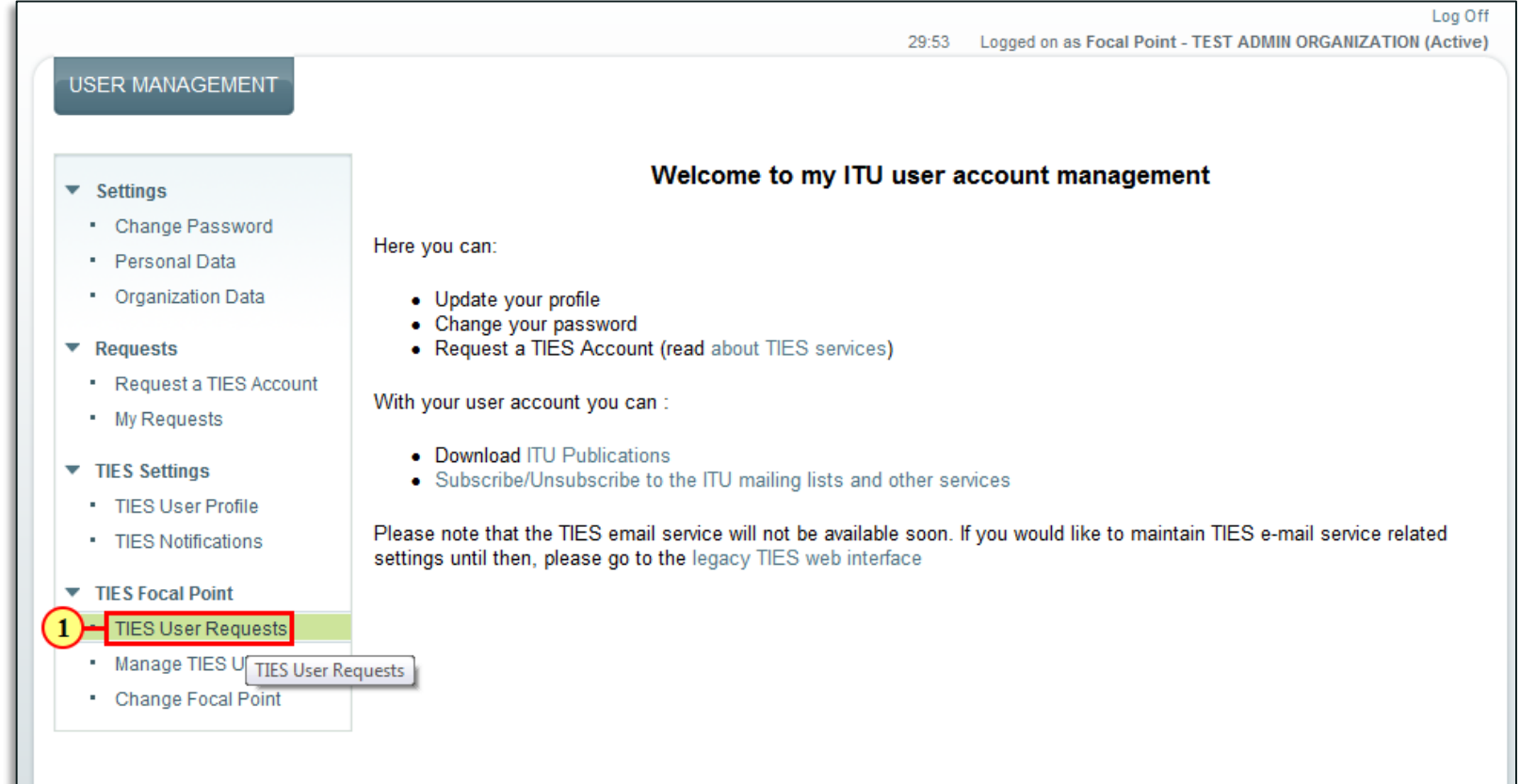
[Forgot your password?](#)

The screenshot shows the ITU User Management login page. It features a 'WELCOME' header, a 'Logon' section with radio buttons for 'I already have a User Account' (selected) and 'I am a new user'. Below this is a message 'Welcome back. Please log on.' followed by two input fields: 'or User name*' containing 'TIESFP' and 'Password*' containing masked characters. A green 'Log On' button is positioned below the password field. A 'Forgot your password?' link is at the bottom. Red boxes and yellow circles with numbers 1, 2, and 3 highlight the user name field, the password field, and the 'Log On' button, respectively.

As Focal Point: Approve/Reject TIES Request

Go To TIES User Requests

1. Click on **TIES User Requests** in the **Navigation Menu**.



29:53 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

- ▼ Settings
 - Change Password
 - Personal Data
 - Organization Data
- ▼ Requests
 - Request a TIES Account
 - My Requests
- ▼ TIES Settings
 - TIES User Profile
 - TIES Notifications
- ▼ TIES Focal Point
 - 1 TIES User Requests**
 - Manage TIES User Requests
 - Change Focal Point

Welcome to my ITU user account management

Here you can:

- Update your profile
- Change your password
- Request a TIES Account (read about TIES services)

With your user account you can :

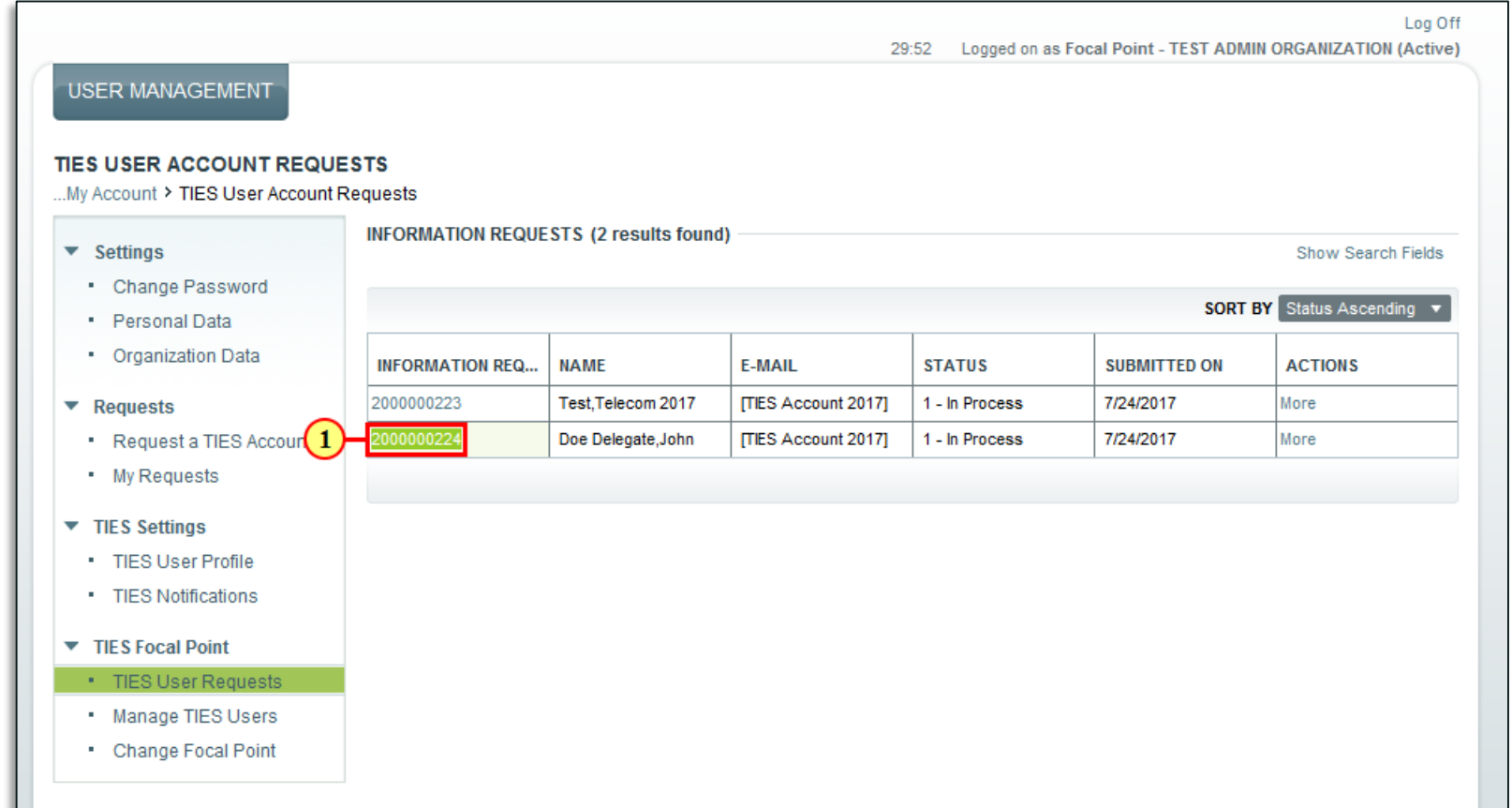
- Download ITU Publications
- Subscribe/Unsubscribe to the ITU mailing lists and other services

Please note that the TIES email service will not be available soon. If you would like to maintain TIES e-mail service related settings until then, please go to the legacy TIES web interface

As Focal Point: Approve/Reject TIES Request

View TIES User Request (Optional Step)

1. Click on the hyperlinked ID: [2000000224](#) of a TIES user request to view its details.



29:52 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

TIES USER ACCOUNT REQUESTS

...My Account > TIES User Account Requests

INFORMATION REQUESTS (2 results found) Show Search Fields

SORT BY Status Ascending

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	1 - In Process	7/24/2017	More

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account **1**
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users
- Change Focal Point

As Focal Point: Approve/Reject TIES Request

Add Comments To TIES User Request (Optional Step)

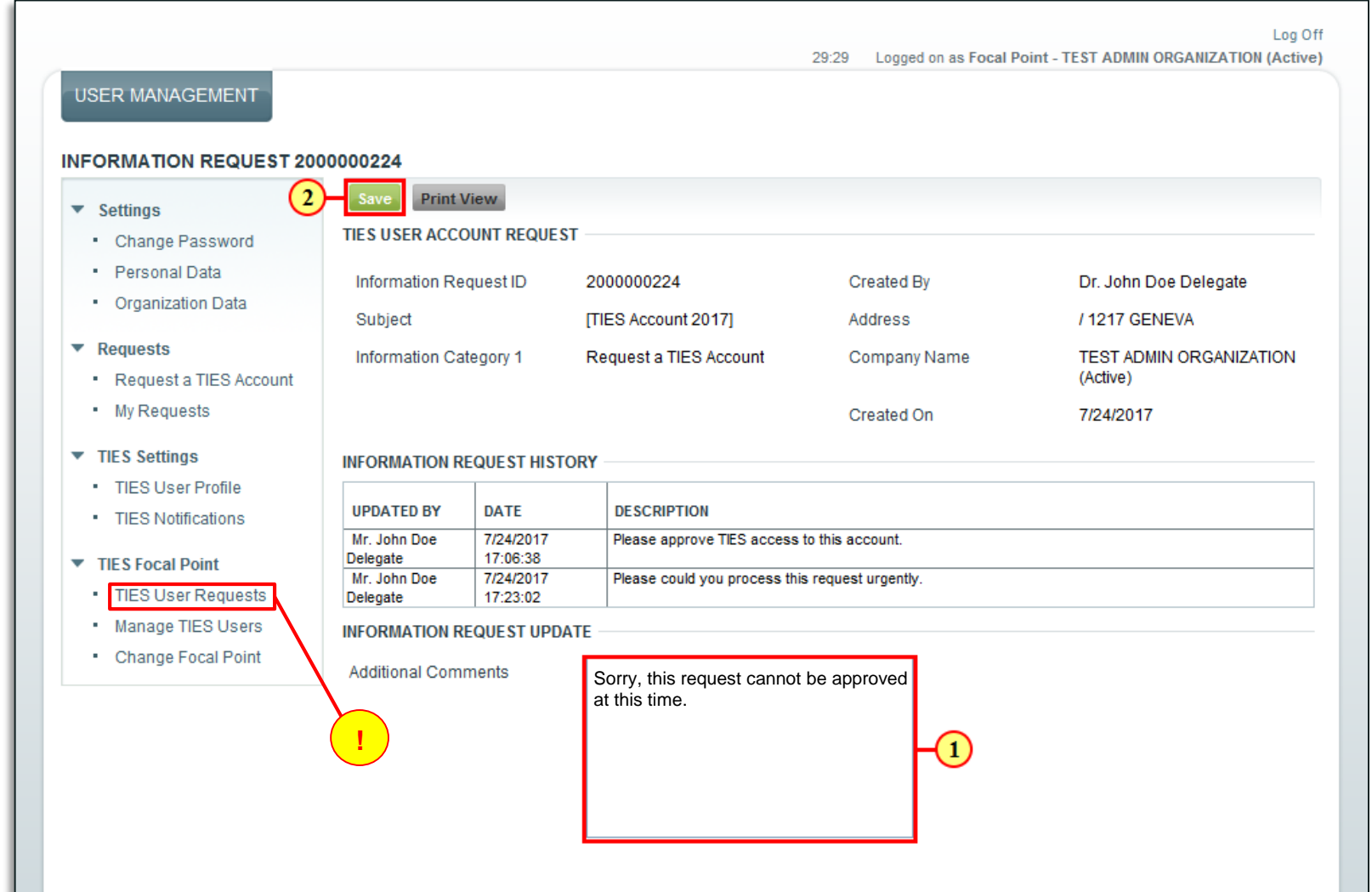
 Details of the TIES User Request can be viewed here.

1. **Additional Comments** may be entered in this field, such as here **<Sorry, this request cannot be approved at this time.>** is entered.

Note: This is an optional step.

2. Click on the **Save** button to save any additional comments added.

Important! If no comments have been added, do not click the Save button; simply click on **TIES User Requests** in the Navigation menu to go back.



29:29 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

INFORMATION REQUEST 2000000224

Save Print View

2

TIES USER ACCOUNT REQUEST

Information Request ID	2000000224	Created By	Dr. John Doe Delegate
Subject	[TIES Account 2017]	Address	/ 1217 GENEVA
Information Category 1	Request a TIES Account	Company Name	TEST ADMIN ORGANIZATION (Active)
		Created On	7/24/2017

INFORMATION REQUEST HISTORY

UPDATED BY	DATE	DESCRIPTION
Mr. John Doe Delegate	7/24/2017 17:06:38	Please approve TIES access to this account.
Mr. John Doe Delegate	7/24/2017 17:23:02	Please could you process this request urgently.

INFORMATION REQUEST UPDATE

Additional Comments

1

Sorry, this request cannot be approved at this time.

1

1

TIES User Requests

As Focal Point: Approve/Reject TIES Request

Go Back To TIES User Requests

1. Click on **TIES User Requests** in the **Navigation Menu** to go back to the TIES User Requests overview page.

The screenshot shows the 'USER MANAGEMENT' interface. At the top right, it displays '29:51' and 'Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)'. A yellow notification bar at the top states: 'The following information request was updated: 2000000224'. Below this, the 'INFORMATION REQUEST 2000000224' is detailed. The left sidebar contains a 'Navigation Menu' with categories: Settings, Requests, TIES Settings, and TIES Focal Point. The 'TIES Focal Point' category is expanded, and 'TIES User Requests' is highlighted with a red box and a yellow circle containing the number '1'. The main content area shows the 'TIES USER ACCOUNT REQUEST' details in a table format, followed by an 'INFORMATION REQUEST HISTORY' table. The 'INFORMATION REQUEST UPDATE' section at the bottom has an 'Additional Comments' field.

USER MANAGEMENT

29:51 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

✓ The following information request was updated: 2000000224

INFORMATION REQUEST 2000000224

Save Print View

TIES USER ACCOUNT REQUEST

Information Request ID	2000000224	Created By	Dr. John Doe Delegate
Subject	[TIES Account 2017]	Address	/ 1217 GENEVA
Information Category 1	Request a TIES Account	Company Name	TEST ADMIN ORGANIZATION (Active)
		Created On	7/24/2017

INFORMATION REQUEST HISTORY

UPDATED BY	DATE	DESCRIPTION
Mr. John Doe Delegate	7/24/2017 17:06:38	Please approve TIES access to this account.
Mr. John Doe Delegate	7/24/2017 17:23:02	Please could you process this request urgently.
Mr. Focal Point	7/24/2017 17:26:58	Sorry, this request cannot be approved at this time.

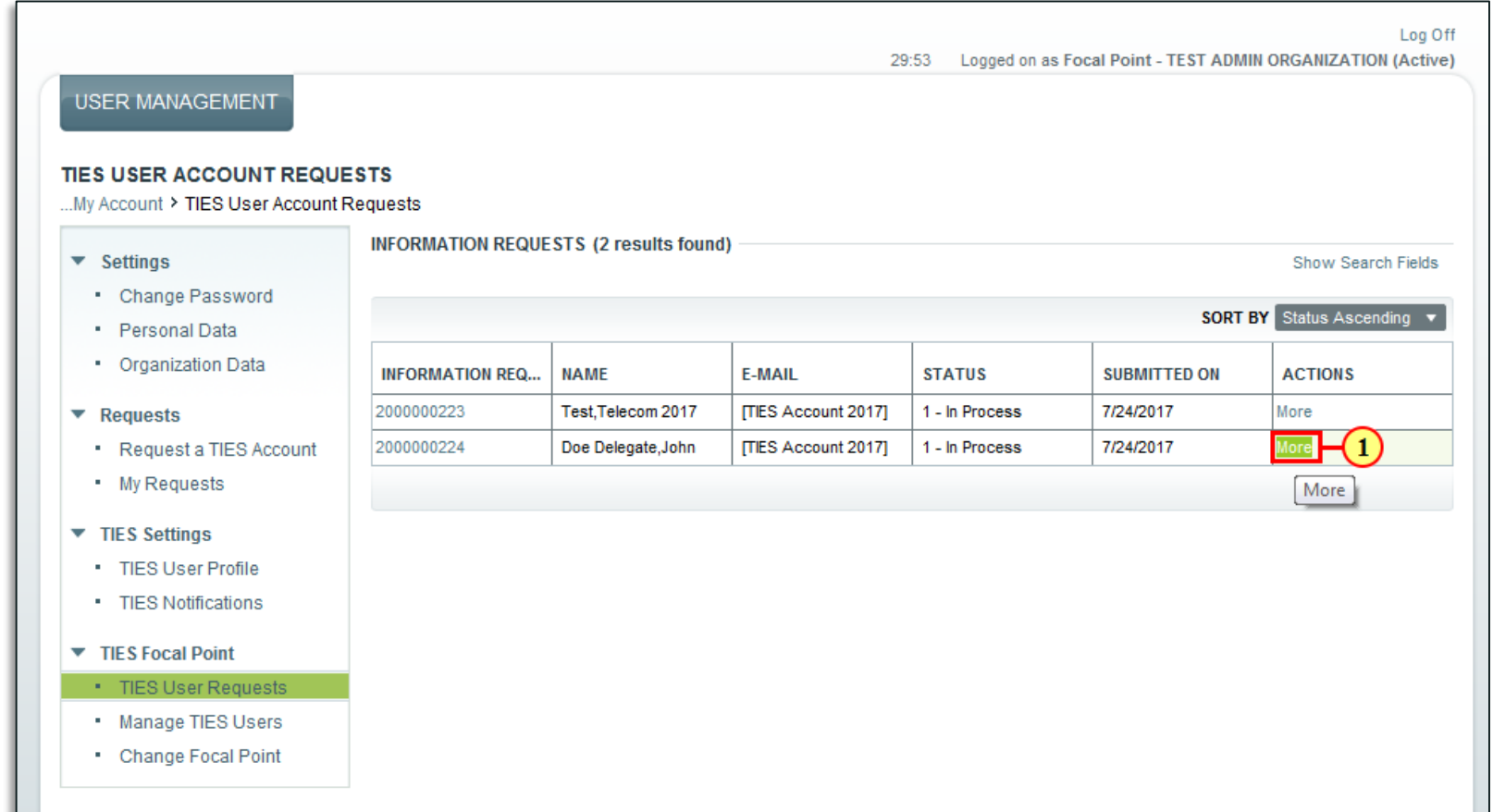
INFORMATION REQUEST UPDATE

Additional Comments

As Focal Point: Approve/Reject TIES Request

Select TIES User Request To Reject

1. Click on **More** in the **ACTIONS** column for a particular TIES User Request.



The screenshot displays the 'TIES USER ACCOUNT REQUESTS' page. At the top right, it shows the time '29:53' and the user 'Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)'. The page has a 'USER MANAGEMENT' header. Below it, the title 'TIES USER ACCOUNT REQUESTS' is followed by a breadcrumb trail: '...My Account > TIES User Account Requests'. A sidebar on the left contains a menu with categories: 'Settings' (Change Password, Personal Data, Organization Data), 'Requests' (Request a TIES Account, My Requests), 'TIES Settings' (TIES User Profile, TIES Notifications), and 'TIES Focal Point' (TIES User Requests, Manage TIES Users, Change Focal Point). The 'TIES User Requests' item is highlighted. The main content area shows 'INFORMATION REQUESTS (2 results found)' with a 'Show Search Fields' link. A 'SORT BY' dropdown is set to 'Status Ascending'. A table lists two requests:

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	1 - In Process	7/24/2017	More 1

A red box highlights the 'More' link in the second row, and a red circle with the number '1' is placed next to it. A 'More' button is also visible below the table.

As Focal Point: Approve/Reject TIES Request

Reject TIES User Request

1. Click **Reject** to reject a TIES User Request.


The screenshot shows the 'USER MANAGEMENT' section of a web application. The main heading is 'TIES USER ACCOUNT REQUESTS' with a breadcrumb trail: '...My Account > TIES User Account Requests'. On the left is a navigation menu with categories: Settings (Change Password, Personal Data, Organization Data), Requests (Request a TIES Account, My Requests), TIES Settings (TIES User Profile, TIES Notifications), and TIES Focal Point (TIES User Requests, Manage TIES Users, Change Focal Point). The 'TIES User Requests' item is highlighted. The main content area shows 'INFORMATION REQUESTS (2 results found)' with a 'Show Search Fields' link and a 'SORT BY Status Ascending' dropdown. A table lists two requests:


INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	1 - In Process	7/24/2017	More

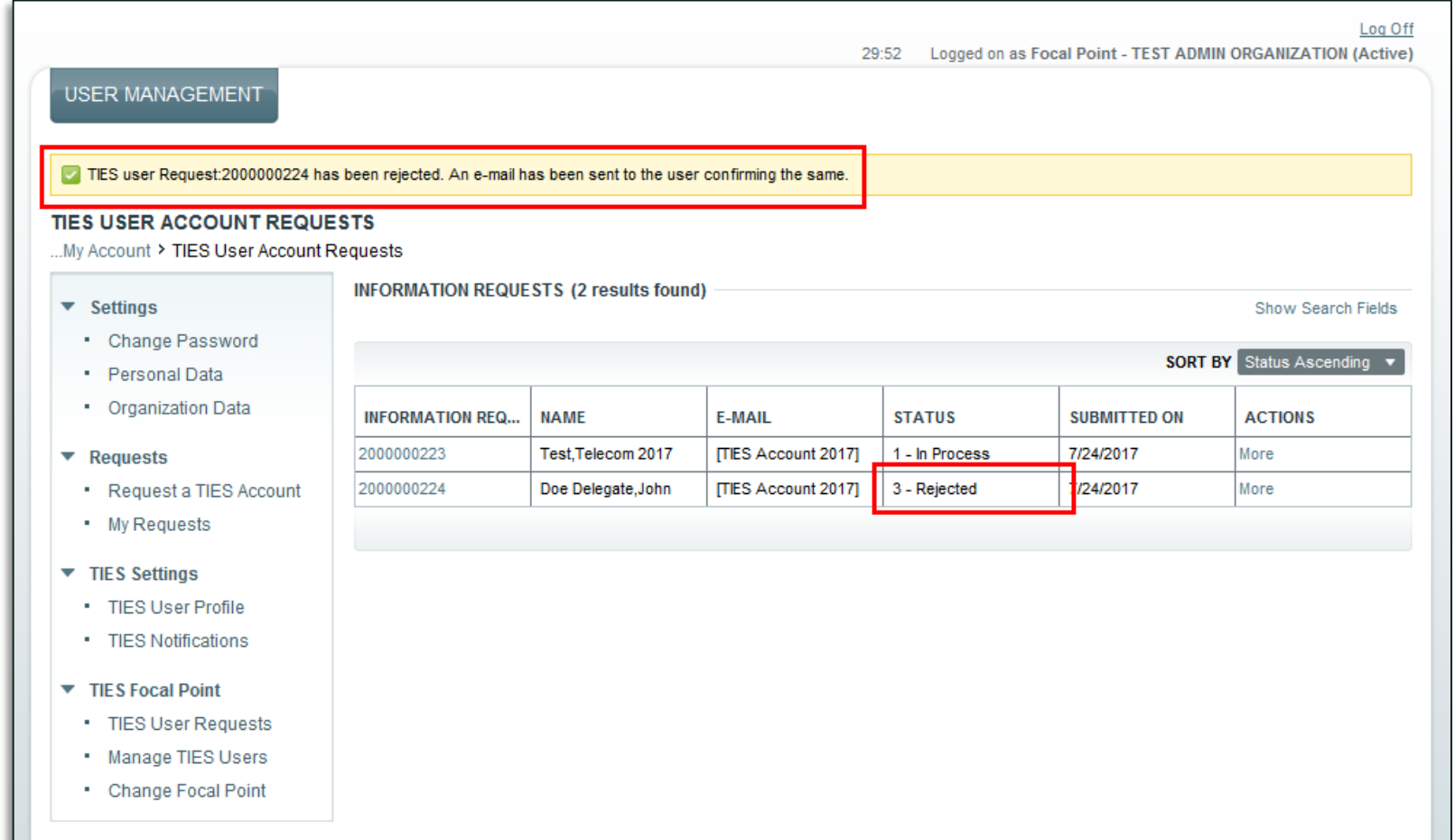
For the second request, a context menu is open, showing 'Approve' and 'Reject' options. The 'Reject' option is highlighted with a red box, and a yellow circle with the number '1' points to it.

As Focal Point: Approve/Reject TIES Request

Confirmation Of TIES User Request Rejection

 A message confirming the rejection of the TIES User Request will be displayed on the screen.

 The Status of the TIES User Request will change from: **In Process** to **Rejected**.



29:52 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

TIES user Request:2000000224 has been rejected. An e-mail has been sent to the user confirming the same.

TIES USER ACCOUNT REQUESTS
...My Account > TIES User Account Requests

INFORMATION REQUESTS (2 results found) [Show Search Fields](#)

SORT BY Status Ascending

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test, Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000224	Doe Delegate, John	[TIES Account 2017]	3 - Rejected	/24/2017	More

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users
- Change Focal Point

As Focal Point: Approve/Reject TIES Request

E-mail Confirmation Of Rejection

 An e-mail confirming the rejection of the TIES User Request will be sent to the requester.

TIES User Request [2000000224] Rejected

From: <NoReply@itu.int>
Date: 2017-07-24 19:28

Encoding: worldwide (utf-8) ▼



Committed to connecting the world

ITU USER MANAGEMENT

TIES USER REQUEST REJECTED

Dear Dr. John Doe Delegate,

Your TIES user request number: 2000000224 has been rejected by the TIES Focal Point: Mr. Focal Point of your organization.

Please contact your TIES Focal Point at test_admin_ties_fp@yopmail.com for any queries or clarifications regarding this.

Thank you.
With best regards,

ITU User Management Service

As Focal Point: Approve/Reject TIES Request

Select TIES User Request To Approve

1. Click on **More** in the **ACTIONS** column for a particular TIES User Request.

29:54 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

TIES USER ACCOUNT REQUESTS

...My Account > TIES User Account Requests

INFORMATION REQUESTS (3 results found) Show Search Fields

SORT BY Status Ascending

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000225	Doe Delegate,John	[TIES Account 2017]	1 - In Process	7/24/2017	More 1
2000000224	Doe Delegate,John	[TIES Account 2017]	3 - Rejected	7/24/2017	More

- Settings
 - Change Password
 - Personal Data
 - Organization Data
- Requests
 - Request a TIES Account
 - My Requests
- TIES Settings
 - TIES User Profile
 - TIES Notifications
- TIES Focal Point
 - TIES User Requests
 - Manage TIES Users
 - Change Focal Point

As Focal Point: Approve/Reject TIES Request

Approve TIES User Request

1. Click **Approve** to approve a TIES User Request.

29:44 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

TIES USER ACCOUNT REQUESTS
...My Account > TIES User Account Requests

INFORMATION REQUESTS (3 results found) Show Search Fields

SORT BY Status Ascending

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000225	Doe Delegate,John	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	3 - Rejected	7/24/2017	Approve Reject

1

As Focal Point: Approve/Reject TIES Request

Confirmation Of TIES User Request Approval

i A message confirming the approval of the TIES User Request will be displayed on the screen.


i The Status of the TIES User Request will change from: **In Process** to **Approved**.

The screenshot displays the 'USER MANAGEMENT' section of a web application. At the top right, it shows the time '29:41' and the user is logged on as 'Focal Point - TEST ADMIN ORGANIZATION (Active)'. A notification message is highlighted with a red border: 'TIES user Request:2000000225 has been approved. An e-mail has been sent to the user confirming the same.' Below this, the 'TIES USER ACCOUNT REQUESTS' section is visible, with a breadcrumb trail: '...My Account > TIES User Account Requests'. A sidebar on the left contains a navigation menu with categories: 'Settings' (Change Password, Personal Data, Organization Data), 'Requests' (Request a TIES Account, My Requests), 'TIES Settings' (TIES User Profile, TIES Notifications), and 'TIES Focal Point' (TIES User Requests, Manage TIES Users, Change Focal Point). The main content area shows 'INFORMATION REQUESTS (3 results found)' with a 'Show Search Fields' link and a 'SORT BY Status Ascending' dropdown. A table lists the requests:

INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000225	Doe Delegate,John	[TIES Account 2017]	2 - Approved	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	3 - Rejected	7/24/2017	More


As Focal Point: Approve/Reject TIES Request

E-mail Confirmation Of Approval

 An e-mail confirming the approval of the TIES User Request will be sent to the requester.

ITU TIES user request approved
From: <NoReply@itu.int>
Date: 2017-07-24 19:38

Encoding: worldwide (utf-8)

 **Committed to connecting the world**
ITU USER MANAGEMENT

ITU TIES USER REQUEST APPROVED

Dear Dr. John Doe Delegate,

Your TIES request has been approved by your TIES Focal Point.

When you now login to the [ITU User Management](#) page with your e-mail: test_admin_ties_del@yopmail.com, or user name: DOEDELEGATE, you will have TIES access.

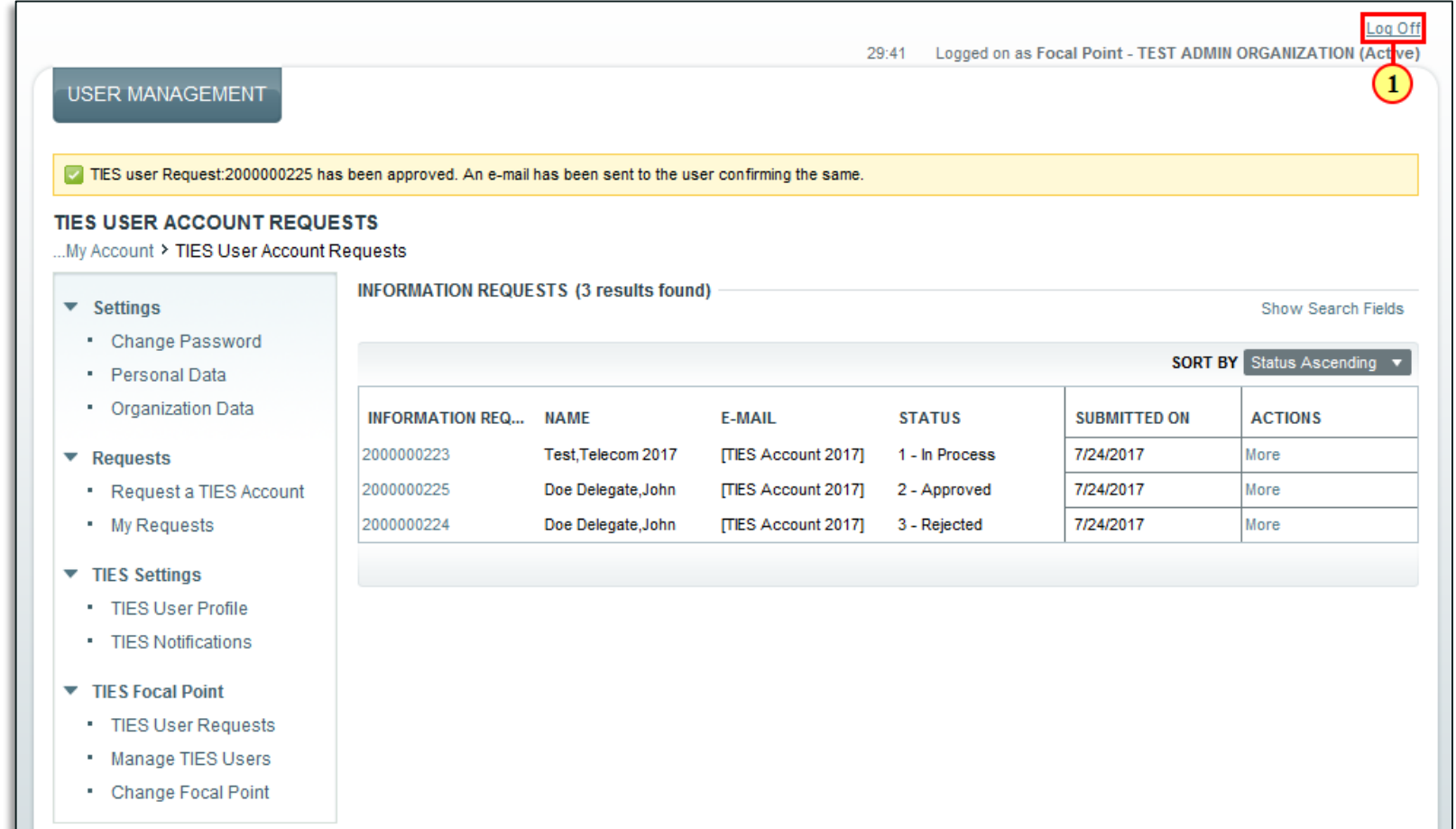
Thank you.
With best regards,

ITU User Management Service

As Focal Point: Approve/Reject TIES Request

Log Off

1. Click on the [Log Off](#) button to log out of the ITU User Management page.



The screenshot displays the ITU User Management interface. At the top right, there is a "Log Off" button highlighted with a red box and a circled "1". The user is logged in as "Focal Point - TEST ADMIN ORGANIZATION (Active)". A notification bar indicates that a TIES user request (ID: 2000000225) has been approved. Below this, the "TIES USER ACCOUNT REQUESTS" section shows a list of 3 results. A sidebar on the left contains navigation options for Settings, Requests, TIES Settings, and TIES Focal Point. The table below lists the requests with columns for ID, Name, E-Mail, Status, Submitted On, and Actions.

29:41 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

✓ TIES user Request:2000000225 has been approved. An e-mail has been sent to the user confirming the same.

TIES USER ACCOUNT REQUESTS
...My Account > TIES User Account Requests

INFORMATION REQUESTS (3 results found) Show Search Fields


SORT BY Status Ascending

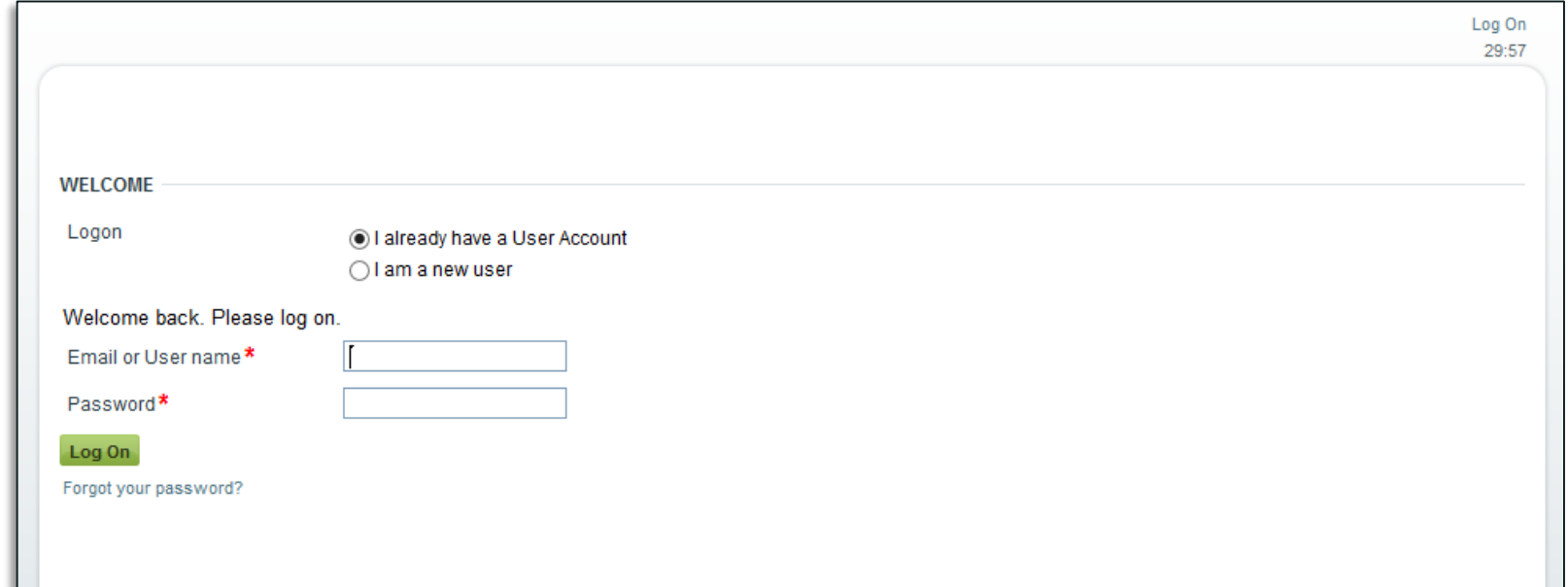
INFORMATION REQ...	NAME	E-MAIL	STATUS	SUBMITTED ON	ACTIONS
2000000223	Test,Telecom 2017	[TIES Account 2017]	1 - In Process	7/24/2017	More
2000000225	Doe Delegate,John	[TIES Account 2017]	2 - Approved	7/24/2017	More
2000000224	Doe Delegate,John	[TIES Account 2017]	3 - Rejected	7/24/2017	More

- Settings
 - Change Password
 - Personal Data
 - Organization Data
- Requests
 - Request a TIES Account
 - My Requests
- TIES Settings
 - TIES User Profile
 - TIES Notifications
- TIES Focal Point
 - TIES User Requests
 - Manage TIES Users
 - Change Focal Point

As Focal Point: Approve/Reject TIES Request

ITU User Management Page

 User will be taken back to the ITU User Management login page, after logging out.



The screenshot shows the ITU User Management login page. In the top right corner, it displays "Log On" and the time "29:57". The main content area is titled "WELCOME" and includes a "Logon" section with two radio buttons: "I already have a User Account" (selected) and "I am a new user". Below this, it says "Welcome back. Please log on." and provides two input fields: "Email or User name*" and "Password*", both with red asterisks indicating required fields. A green "Log On" button is positioned below the password field, and a link for "Forgot your password?" is located at the bottom left of the form area.