APT User Manual Guide



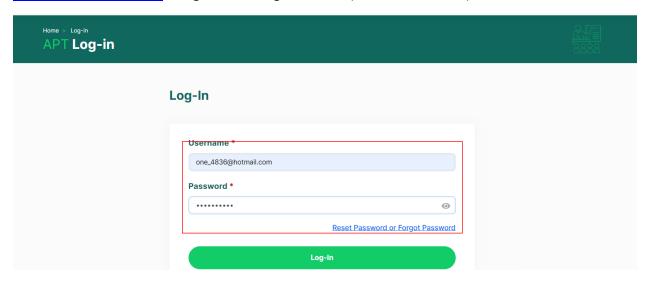
For APT Staff

Contents

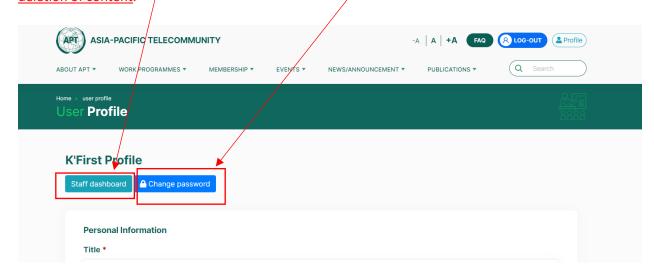
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1.Log-in

1.1 Logging into the APT system, both for members, Admin, and APT staffs, can be done through https://new.apt.int/login to log in both using Username/password or Email/password.



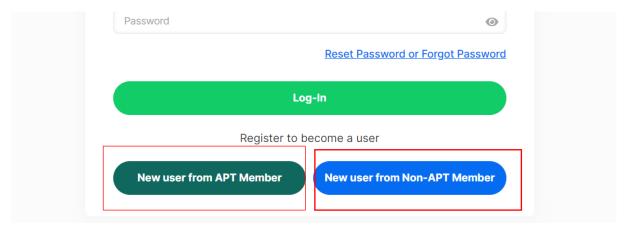
1.2 After logging into the system, Users will be directed to the profile page, where members can input or edit their personal information, including the option to change the password for APT system access. However, for APT Staff and APT Admin, in the dashboard or backend section, there will be additional menu tabs on the profile page specifically for only these two roles, to enable the editing, insertion, and deletion of content.



2. New Users Registration

The registration of new users as members is divided into two categories:

- 2.1 New Users from APT Members
- 2.2 New Users from Non-APT Members



2.1 New Users from APT Members

When accessing the registration page, new users will find fields to enter information for registration. Users are required to fill in all the fields, and each field will have the following headings:

https://new.apt.int/regis/aptmember

- -Title (Dr., Mr., Mrs., Others)
- -First Name
- -Last Name
- -Name of Organization
- -Job/Position Title
- -Business Address
- -Country
- -State/City
- -Postal Code
- -Email
- -Work Programme of Interest (Able to select more than one program.)

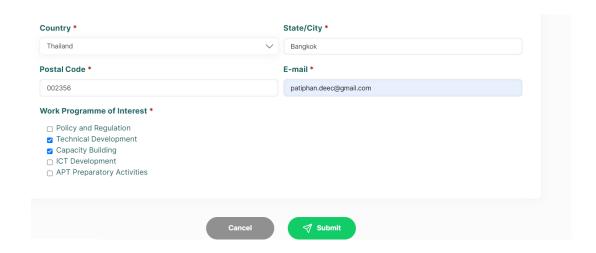
2.2 New Users from Non-APT Members

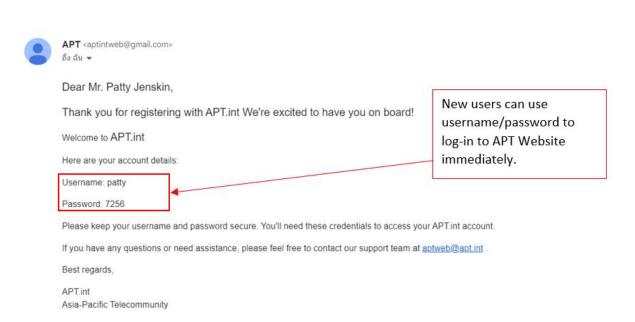
For New Users from Non-APT Members, they will also have to fill in the same required fields as New Users from APT Members. Additionally, they will have to provide the following additional information:

https://new.apt.int/regis/non aptmember

- -Fields of Expertise
- -Short Bio-data
- -Any Other Information (not compulsory to fill in)

After new users, both from APT members and non-APT members, fill in the necessary details and press submit, the Super Admin will receive a notification that new users have registered with APT via the email aptintweb@gmail.com. Both of APT members and non-APT members need to wait approval and creating username/password (will receive in email) from Super Admin first.

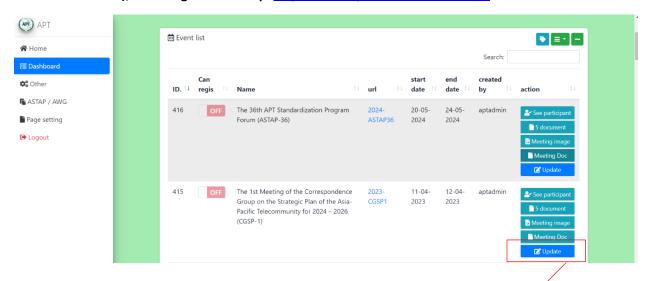




3. How to use Dashboard (APT Staff)

3.1 Edit "Dashboard"

On the Dashboard, there is a header/section where APT Staff can Create/Edit contents in each menu(some menu only can edit). This page includes **Event list, Documents Sets, E-news (APT Newsletter Issues), and Insight of the Top**. https://new.apt.int/staff/dashboard



-For Event list: All APT Staff members have the ability to edit contents, upload files in meeting documents, and make additions, including modifications in various sections for all events. However, there are certain fields that cannot be edited. The fields that APT Staff can edit are as follows:

Short URL:			
2024-ASTAP36			
Venue:			
Thailand (Hybrid)	,		
Event Date start:			
05/20/2024			
Event Date end:			
05/24/2024			
Footer box :			
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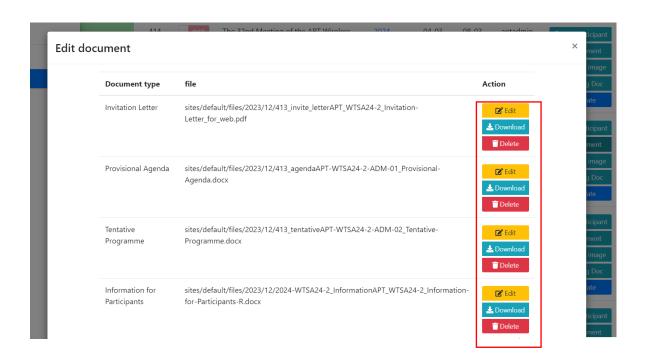
<u>Event Description</u>: A content management system (CMS) where text contents, files, and image links can be entered.

Footer Box: A CMS similar to the Event Description.

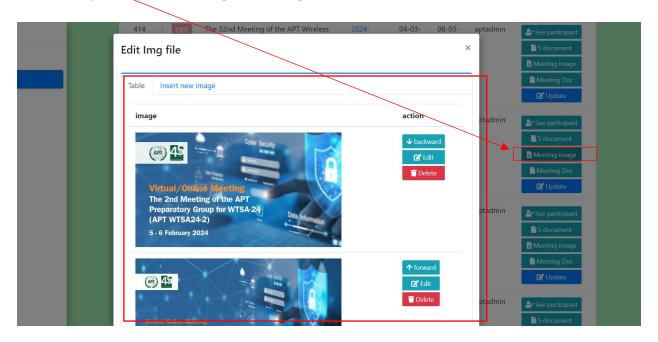
<u>Tag</u>: An optional tag that can be used to categorize programs under Work Programmes(PRF,PRFP,SATRC,PP,WTDC,WRC,WTSA,AWG,ASTAP,GA,MC).



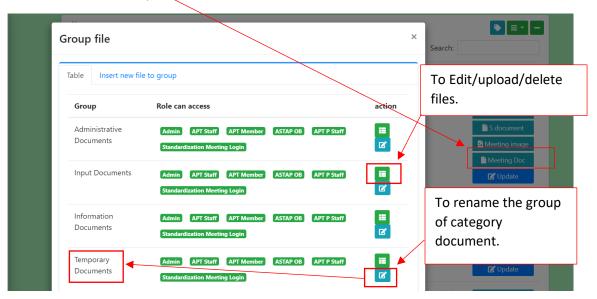
<u>5 document</u>: In the section for uploading/defeting files, such as Invitation Letters, Provisional Agenda, Tentative Programme, Information for Participants, and Concept Note, APT Staff can perform these actions by clicking on the <u>5 documents</u> in each event to edit the files.



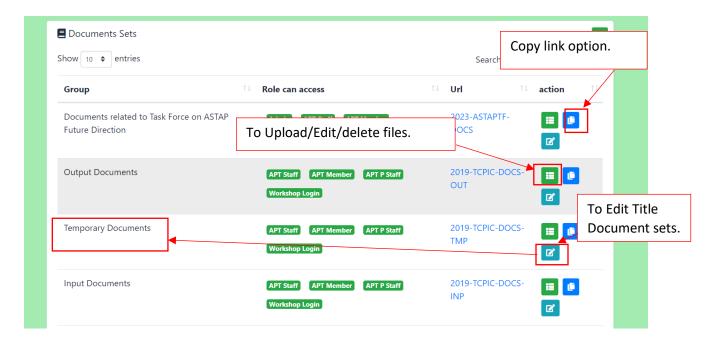
meeting image: This section is for editing/uploading/deleting images in each meeting that the Super Admin has uploaded when creating the meeting.

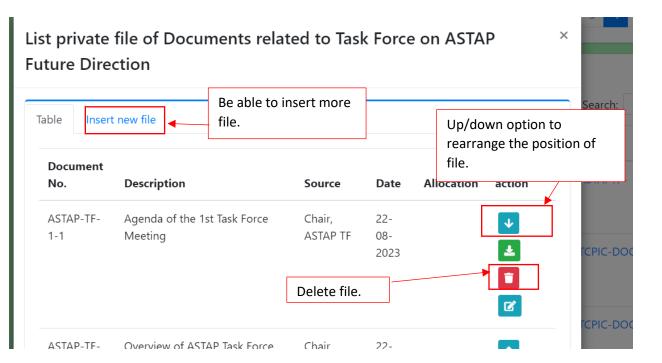


<u>Meeting Documents</u>: To edit/upload/delete documents in five categories: ADM, INP, INF, TMP, and OUT. When uploading a new entry, there are various fields available for entering information, including File, Document No., Description, Source, Date, and Allocation.

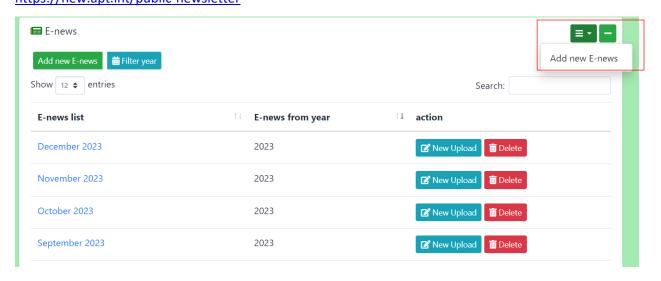


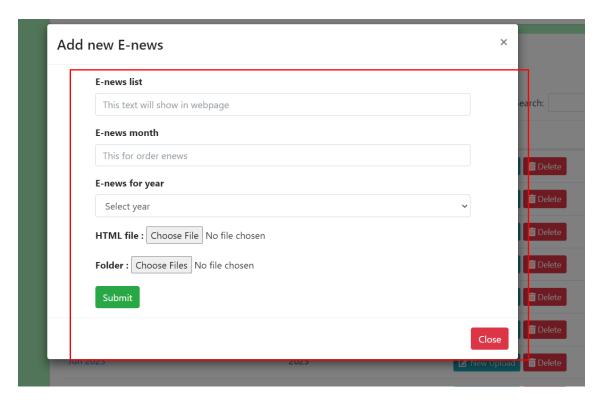
-Documents Sets: In this section, it involves creating documents set similar to uploading in Meeting Documents, but it will not be published in any events. However, Super Admin, as well as APT Staff, can share links to these documents set with users who need access.



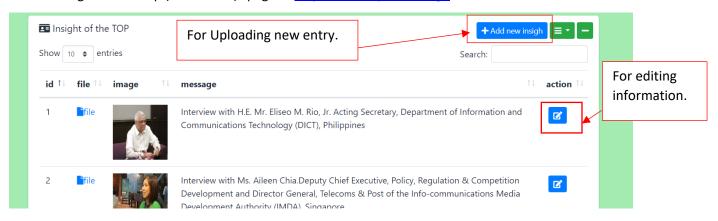


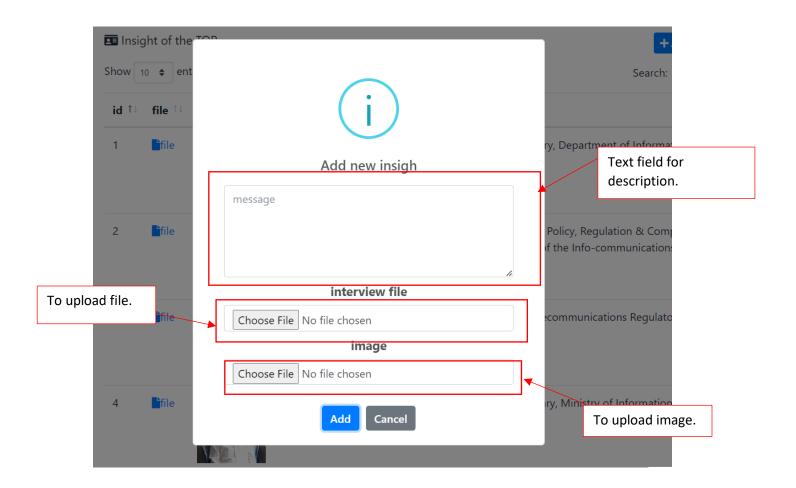
-For E-news (APT Newsletter Issues): In this section, APT Staff can upload/edit/delete all entries that will be displayed in the "APT Newsletter" menu (HTML files). The latest entry will be automatically presented on the APT Newsletter menu page every time a new upload is made. For uploading new issues, there are 4 fields that must be filled in: E-News list (name of the issues), E-News month (month position of the issue), E-News year (year of the issue), HTML file, and HTML Folder. https://new.apt.int/public-newsletter





-Insight of the Top: This section will be responsible for uploading/editing, information, files, and images on the "Insight of the Top (2015-2018)" page at https://new.apt.int/insigh

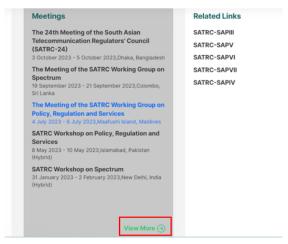




3.2 Create/Edit/Delete "Other"

In this section, it will be about managing and editing various boxes under the Work Programmes menu (PP, WRC, WTSA, WTDC, PRF, PRFP, SATRC, AWG, ASTAP), including GA/MC as well. On the front-end side, each program in the menu will have sections with these boxes: **Office Bearers, Documents,**Meetings, Related Links, Circular Letters. Each of the boxes will have different functionalities, such as Upload/Edit/Delete or other specific actions.

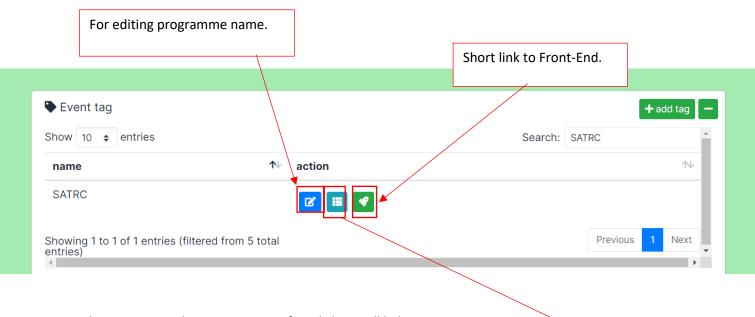
-Meetings tag:





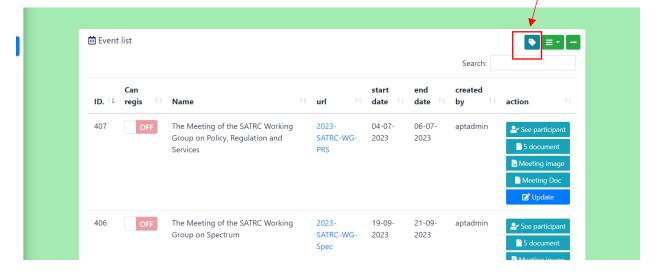
After clicking on "view more," it will take you to the page that displays the remaining details of the Meetings that be tagged in SATRC.

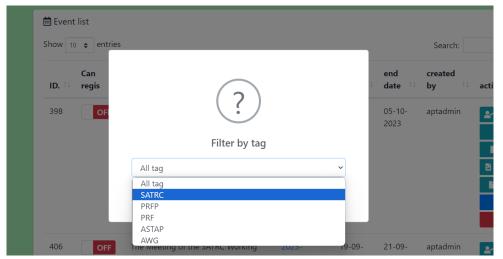
For this page will display information similar as Meeting Website menu and be able to click in each meeting to view more information. And certainly, APT Staff can Edit/delete meetings in SATRC just click at green icon.



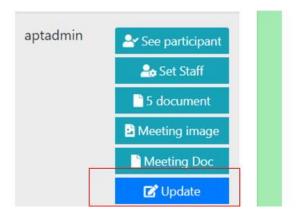
To edit meetings in this programme. After clicking will link to events menu.

But they still not show meetings that be tagged in this programmes, you have to click at blue icon to filter first.

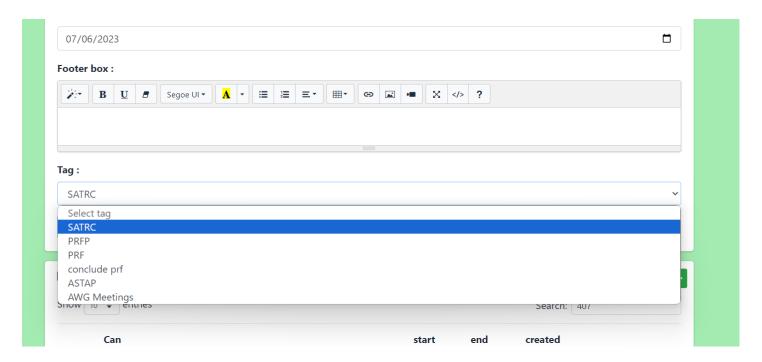




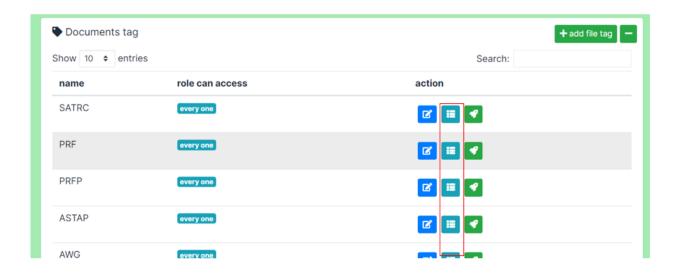
After filtering, they will display meetings that be tagged in this programme. APT Staff can edit/delete/upload more files or change each meeting to display in other programmes just click at "update".

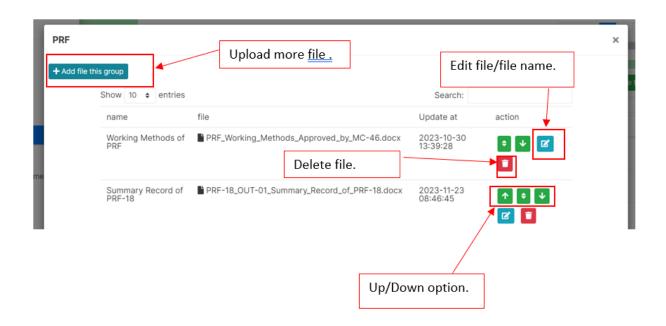


And then scroll down to Tag topic and select programme that require.

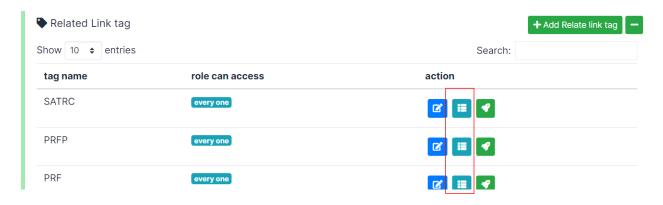


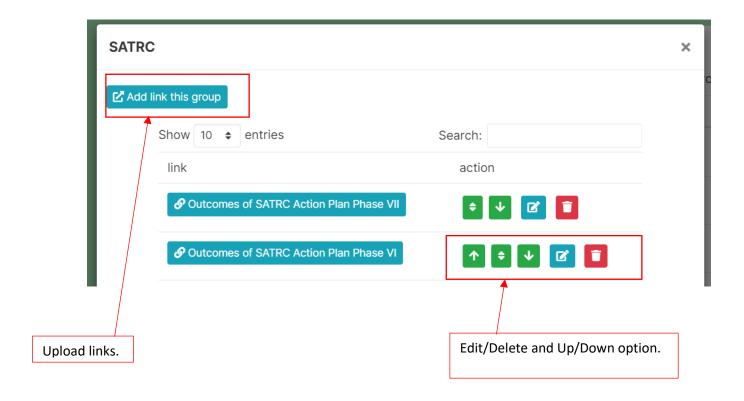
-Documents tag: In this section, you will be able to upload various documents that are displayed in the boxes of each program. APT Staff can directly upload/edit/delete documents using the blue icon.





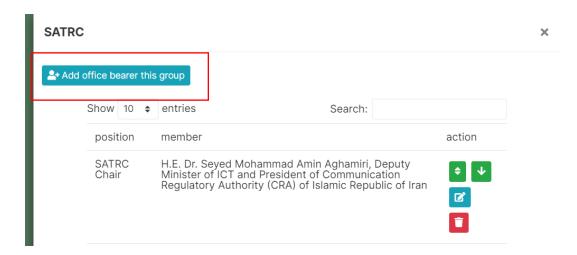
-Related Link tag: In this section, APT Staff can add internal/external links and be able to perform upload/edit/delete actions similar to the documents tag.

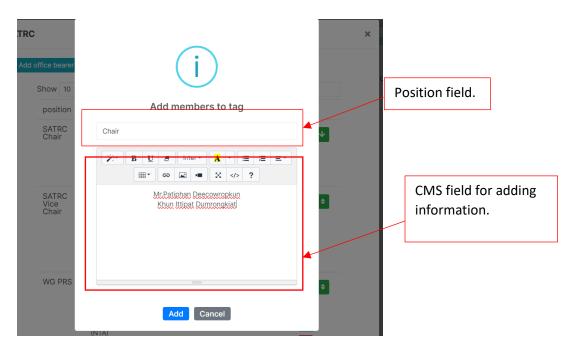




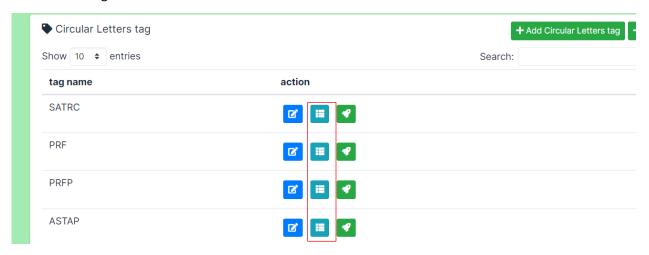
-Office Bearers tag: This section has a slightly different method for uploading information compared to documents and Related Links tags. During the upload, there will be two fields to fill in: position and CMS field (in case there is more than one person for this position).

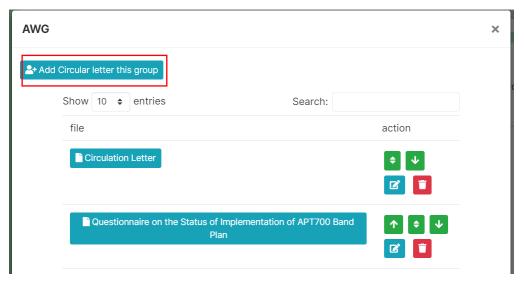


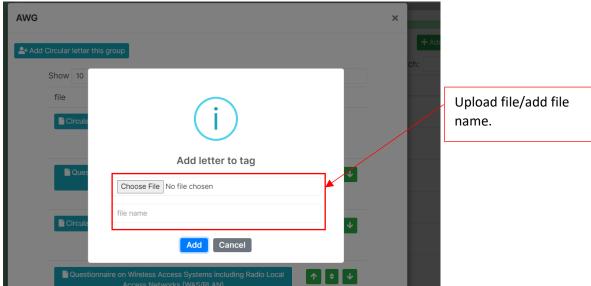




-Circular Letters tag: In this section, the upload/edit/delete process will be the same as in the documents tag section.

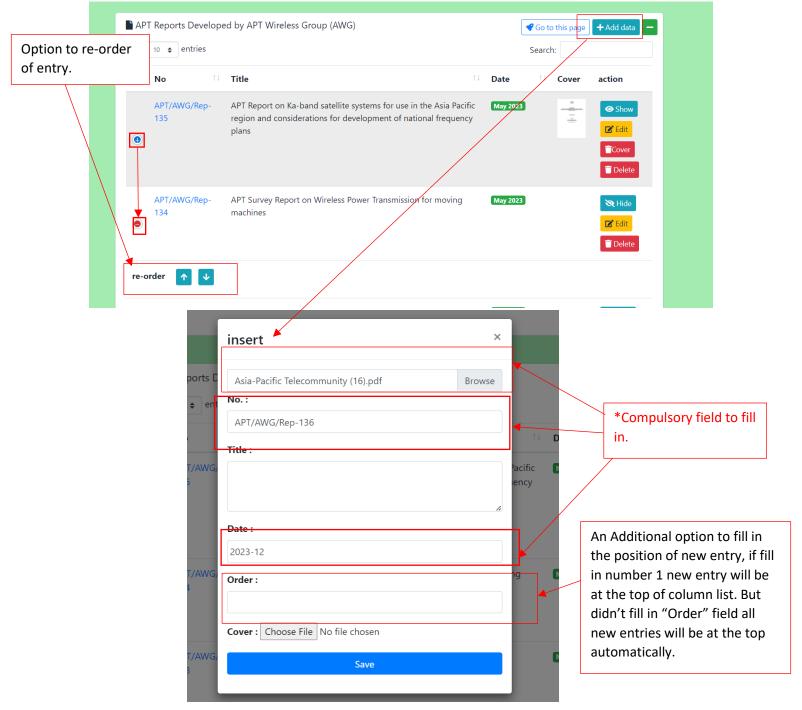






3.3 Create/Edit/Delete "ASTAP/AWG"

This menu is for uploading, editing, and deleting documents and cover images for the APT Technical Publications menu, including ASTAP/AWG Reports and Recommendations. Both Super Admin and APT Staff can edit the information. There are six fields available for data entry: **file, number of files, title, date, document order (additional option), and the cover image** that will be displayed on the home page.



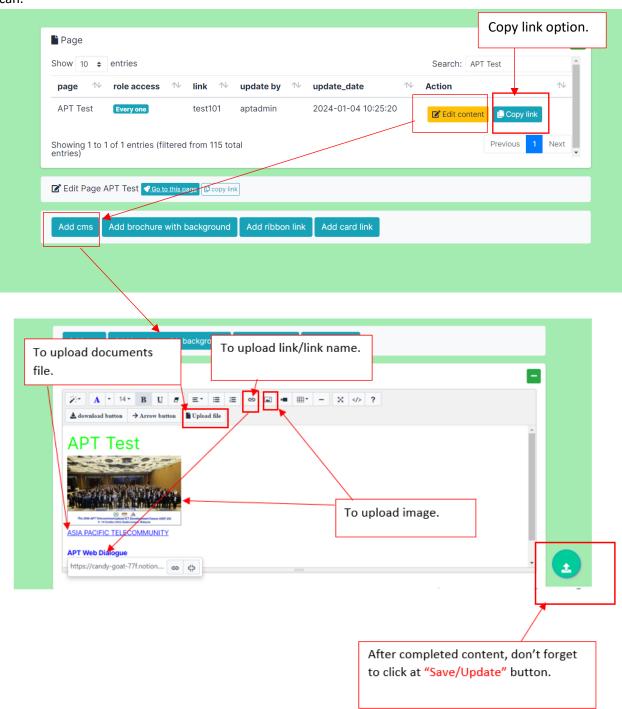
APT Reports Developed by APT Wireless Group (AWG) **♂** Go to this page Show 10 ♦ entries Search: ↑↓ Title ↑↓ Cover Date action No APT/AWG/Rep-**☑** Edit Title : Click at edit to upload cover image. Date: Cover: Choose File Istockphoto-...170667a.jpg Be Able to change Hide to Show cover image at Homepage. APT Reports Developed by APT Wireless Group (AWG) + Add data **♂** Go to this page Show 10 ♦ entries Search: ↑↓ Title Date Cover action APT/AWG/Rep-**⋈** Hide 136 🕜 Edit Other APT Reports

Show/Hide cover image of document at Homepage

but necessary to upload cover image first.

3.4 Edit "Page Setting" (CMS)

APT Staff can manage and edit the content of pages as contents in each page with a CMS management page. However, APT Staff will not be able to create new pages or access user roles like the Super Admin can.



4. Online Registration

For registering events on the Online Registration page for users who have an account with APT, the list of events available for registration depends on whether the Super Admin has selected any events to display on the Online Registration page. Each time a user registers for an event, both the Super Admin and APT Staff (only 1 person selected by the Super Admin for each event) will receive email notifications informing them of the users who have registered for each event.

After users have successfully filled out the information to register for events and clicked Submit, APT Staff (only 1 person selected by the Super Admin for each event) will receive a notification via email. The email will display details and information that the users entered on the Online Registration page. In this section, APT Staff is not required to approve any user registrations for the event; the registration is considered successful upon submission by the users.

APT <aptintweb@gmail.com>

(APT WTSA24-2)

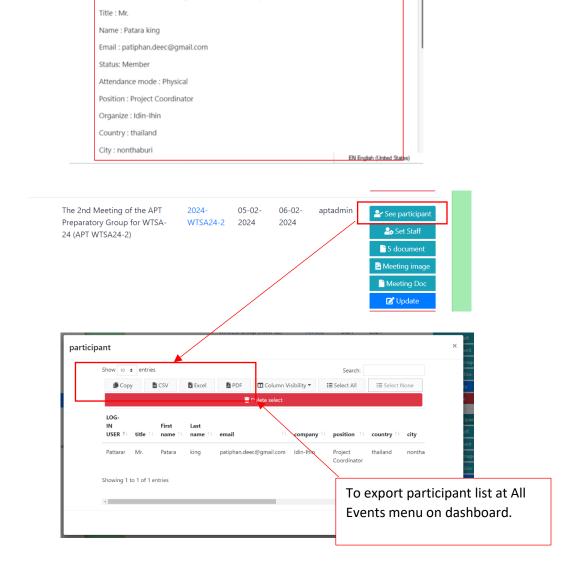
ถึง: คุณ; patiphan.deec@gmail.com; aptweb@apt.int; และจัก 2 คน

New user registered for event The 2nd Meeting of the APT Preparatory Group for WTSA-24

Event url: The 2nd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-2)

6 6 0 ...

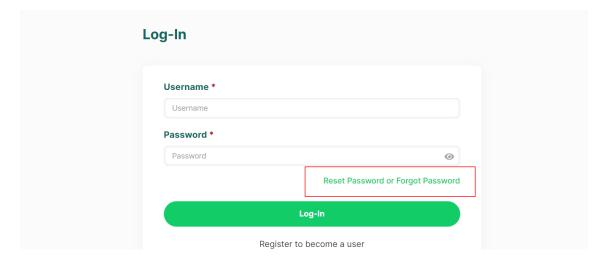
w 3/1/2024 11:10

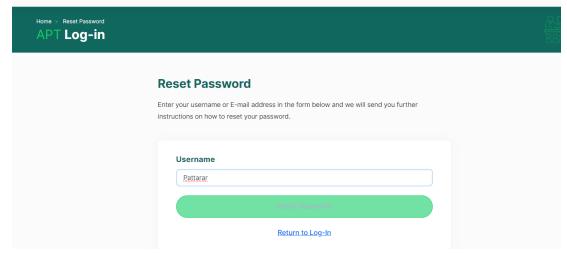


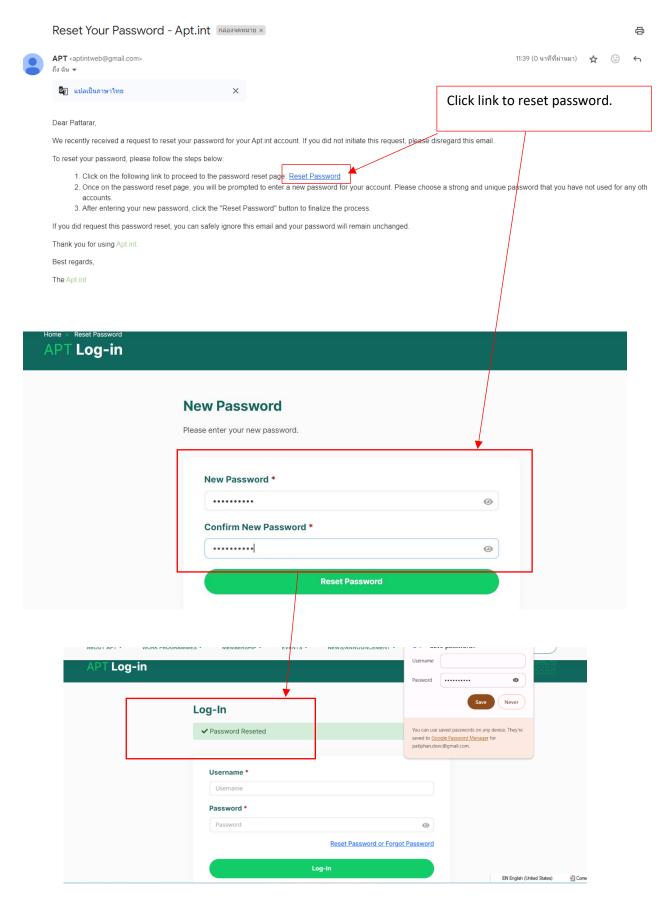
5. Reset & Change password

The process of changing passwords can be done by users, and it is not necessary for the Super Admin to initiate the change. There are two types of password changes:

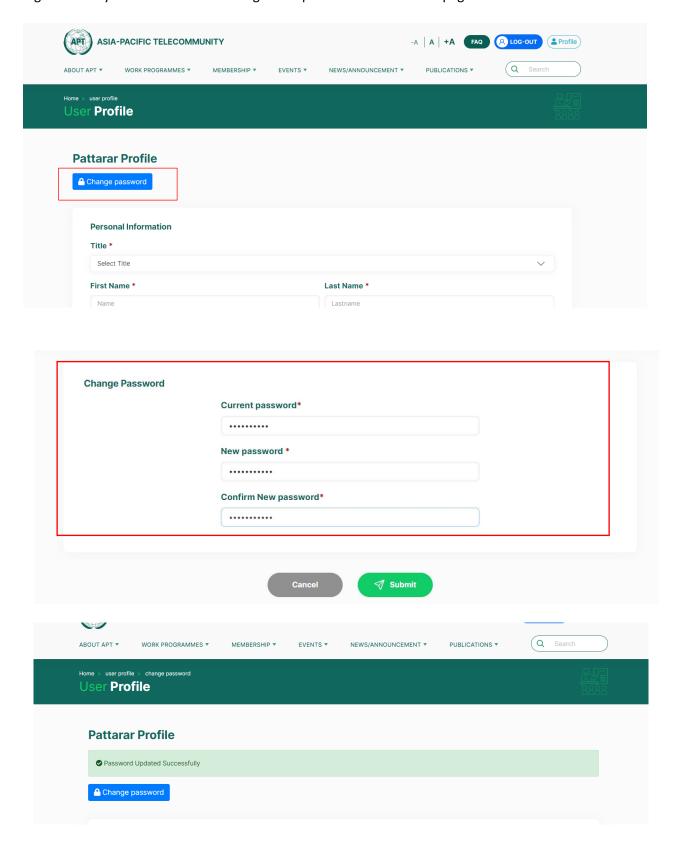
-Reset Password: In cases where users cannot remember their current password, they can initiate a password reset by going to the login page and clicking on "Reset Password" or "Forgot Password." They need to enter the email or username associated with their APT registration. Users will then receive a link for password reset sent to their email.







-Change Password: In this case, users remember their current password and can still log in. Users must log in to the system and can then change their password in the Profile page.



THANK YOU

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