

APT User Manual Guide



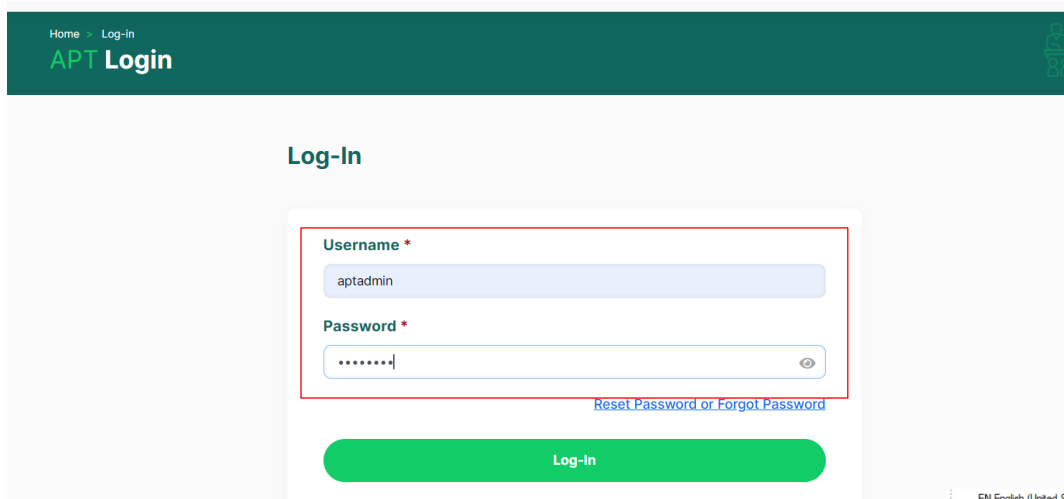
For Super Admin

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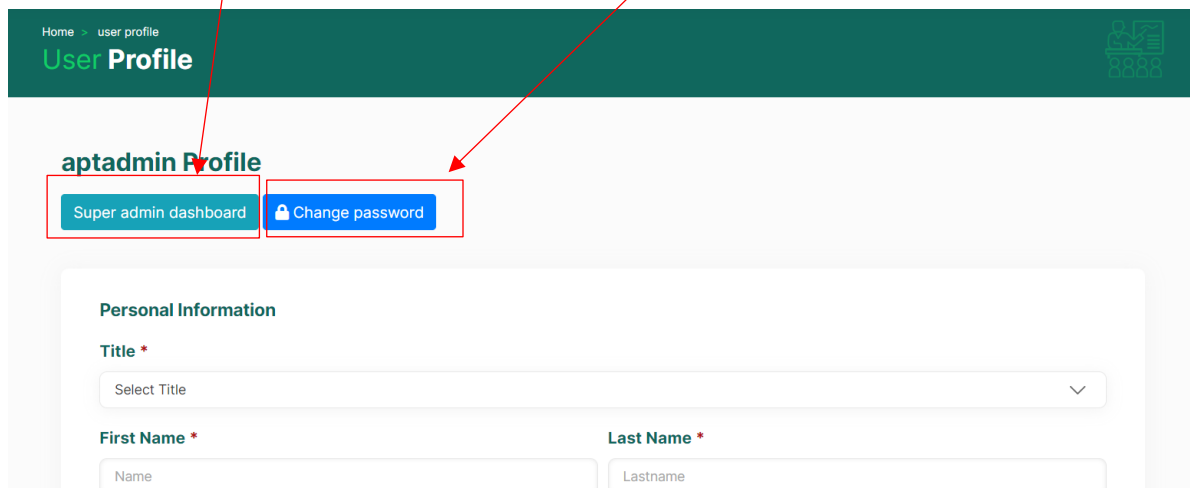
1.Log-in

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



The screenshot shows the APT Login page. At the top, there is a dark green header with the text "Home > Log-In" and "APT Login" in white. Below the header, the page title "Log-In" is centered. The main content area features a login form with two input fields: "Username *" and "Password *". The "Username" field contains the text "aptadmin". The "Password" field contains a series of dots. Below the password field, there is a link that says "Reset Password or Forgot Password". At the bottom of the form, there is a green button labeled "Log-In".

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.



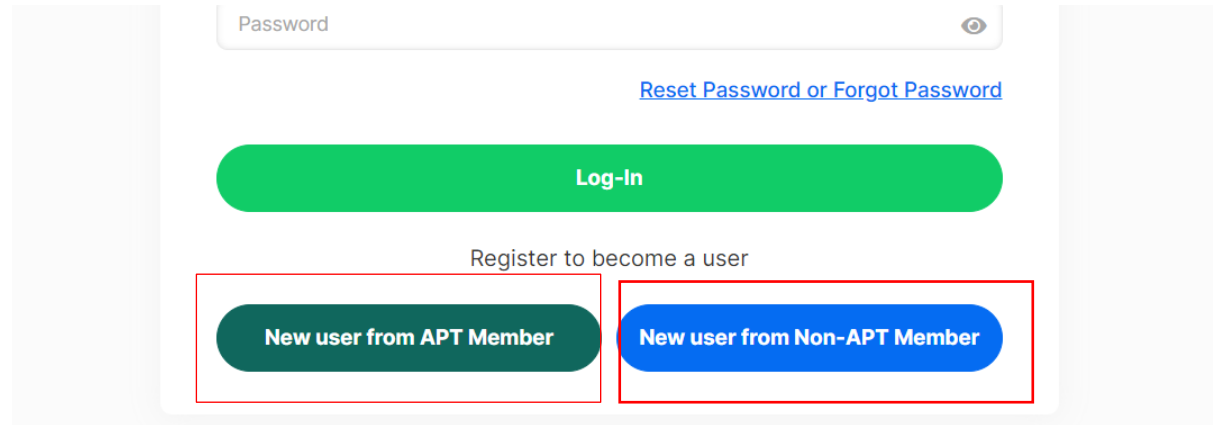
The screenshot shows the APT User Profile page. At the top, there is a dark green header with the text "Home > user profile" and "User Profile" in white. Below the header, the page title "aptadmin Profile" is centered. The main content area features a profile card with two buttons: "Super admin dashboard" and "Change password". Below the profile card, there is a section titled "Personal Information" with three input fields: "Title *" (a dropdown menu with "Select Title" selected), "First Name *" (a text input field with "Name" entered), and "Last Name *" (a text input field with "Lastname" entered).

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



The screenshot displays a user registration interface. At the top, there is a 'Password' input field with a toggle icon. Below it is a link that reads 'Reset Password or Forgot Password'. A large green 'Log-In' button is positioned in the center. Underneath the login button, the text 'Register to become a user' is displayed. Below this text are two buttons: 'New user from APT Member' (dark green) and 'New user from Non-APT Member' (blue). Both buttons are enclosed in red rectangular boxes.

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.appt.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.appt.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. The approval process for these two types of new users will be in the "How to Use Dashboard" section under the heading **3.1 Create/Edit/Delete "All User."**

Country *
Thailand

State/City *
Bangkok

Postal Code *
002356

E-mail *
patiphan.deec@gmail.com

Work Programme of Interest *
☐ Policy and Regulation
☒ Technical Development
☒ Capacity Building
☐ ICT Development
☐ APT Preparatory Activities

Cancel

Submit

A

APT <aptintweb@gmail.com>

← ↶ ↷ ...

ถึง: คุณ aptweb@apt.int; nyanwin@apt.int

พ 22/11/2023 12:36

Dear Admin,

A new user has registered with the following information:

User Title: Mr.

First Name: Patty

Last Name: Jenskin

Email: patiphan.deec@gmail.com

Position: Project Coordinator

Organization: Packetlove

Country: Thailand

City: Bangkok

Postal Code: 002356

Business Address: 77/41

3.How to use Dashboard (Super Admin)

On the Dashboard, there is a header/section where the Super Admin or APT Staff can Create/Edit/Delete contents in each menu. This page includes **Config Email When sending, Config site setting, Documents related to APT, E-news (APT Newsletter Issues), and Sitemap (A-Z Site Index)**.

<https://new.appt.int/dashboard>

-For Config Email When sending: The subtitles can be changed by the Super Admin in each field sent to Users, APT Staff, or Super Admin. The system used is CMS (Summer Note), and it allows the Super Admin to modify the names of the subtitles in each field that is sent directly to Users, APT Staff, or Super Admin. However, adding more subtitles that are already set in each submenu (as screenshot) is not possible.

Config user_register_event

Email title

New user registered for event :

This will show in email title

Email content

B I U S X' X, 1- A - [Rich Text Editor Icons]

Event name Event url User name user title user email user attendance user position user organize user country

user city user postal user business address user published email user subscribe email user work programme

New user registered for event %event_name%

Event url : %event_url%

Title : %user_title%

This is because these sections are directly related to the Front-End page where Users enter information directly. The content in each subtitle will send notifications to the email of the recipient in the following situations:

Adding When	content	Update when
user_register_event	edit content	2023-09-19 15:11:38
set_staff_get_notify	edit content	2023-08-09 16:21:46
reset_password	edit content	2023-11-10 15:04:44
user_register	edit content	2023-09-15 15:09:52
activate_user	edit content	2023-09-19 09:50:09

user_register_event: When users register for a meeting, an email notification will be sent directly to the Super Admin's email.

set_staff_get_notify: When the Super Admin assigns a task to an APT Staff member (only one person), the assigned staff member will receive notifications similar to the Super Admin when users register for a

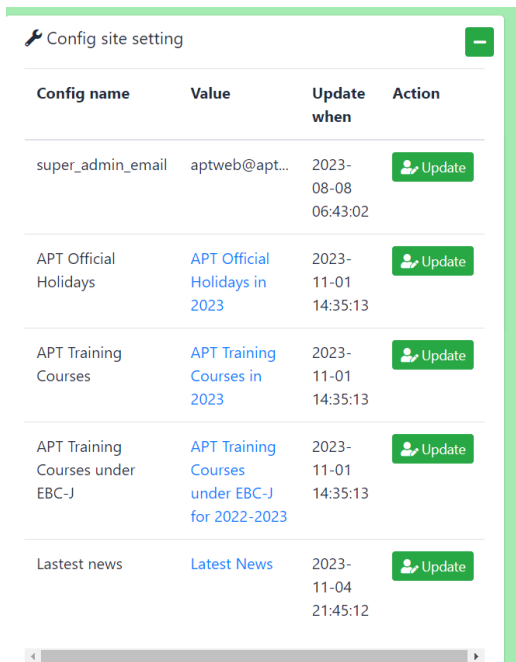
meeting. The content of this email will be sent directly to the assigned Staff member, notifying them that they will receive notifications every time a user registers for a meeting assigned to them.






[reset password](#): This email's content will be sent directly to all users (including Super Admin and APT Staff) when they click "Reset Password" on the Log-in page. The email content will be sent along with a link to reset the password in case forgot their own password.

[user register](#): The content will be sent directly to the Super Admin, informing them that new users (APT members, Non-APT members) have registered an account with APT.

[activate user](#): This content will be sent to users when the Super Admin creates an account for them (Username, password, and User Role). The process of creating an account is outlined in section 3.1 Create/Edit/Delete "All User."

-For Config site setting: There will be a section in the email settings for the Super Admin to receive notifications every time a user registers as a member and also when users register for meetings. As for other subtopics, they will be in the section for managing topics, documents, and links under the News/Announcement menu at homepage. Super Admin can edit each subtopic as follows (press "Update" to edit).



Config name	Value	Update when	Action
super_admin_email	aptweb@apt...	2023-08-08 06:43:02	 Update
APT Official Holidays	APT Official Holidays in 2023	2023-11-01 14:35:13	 Update
APT Training Courses	APT Training Courses in 2023	2023-11-01 14:35:13	 Update
APT Training Courses under EBC-J	APT Training Courses under EBC-J for 2022-2023	2023-11-01 14:35:13	 Update
Lastest news	Latest News	2023-11-04 21:45:12	 Update

[super_admin_email](#): Super Admin can define or assign which emails will receive notifications every time users register to be members or register for a meeting (Online Registration). This is not related to assigning roles to those emails as Super Admins; they will only receive email notifications without having Super Admin privileges to create/edit/delete everything on the APT Website.

Setup admin email

Email :

aptweb@apt.int

nyanwin@apt.int

one_4836@hotmail.com

Submit

delete

delete

delete

Add more email

Close

Super Admin be able to delete other emails in anytime.

No restriction to add more email.

[APT Official Holidays](#), [APT Training Courses](#), [APT Training Courses under EBC-J](#): For all three subtopics, Super Admin will have the ability to edit three parts such as files, topic boxes names, more additional mentions, and enable/disable boxes function.

Edit

Choose File No file chosen

APT Training Courses in 2023

(updated on 20 November 2023)

☒ Show in Home Page?

Submit Cancel

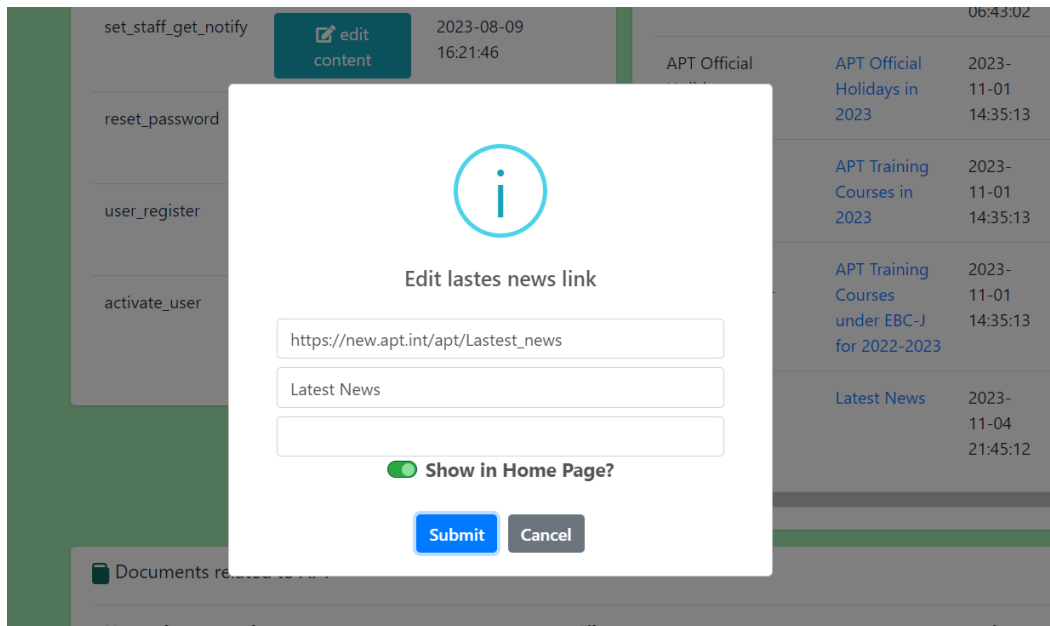
Uploading files/edit

Topic boxes name at homepage.

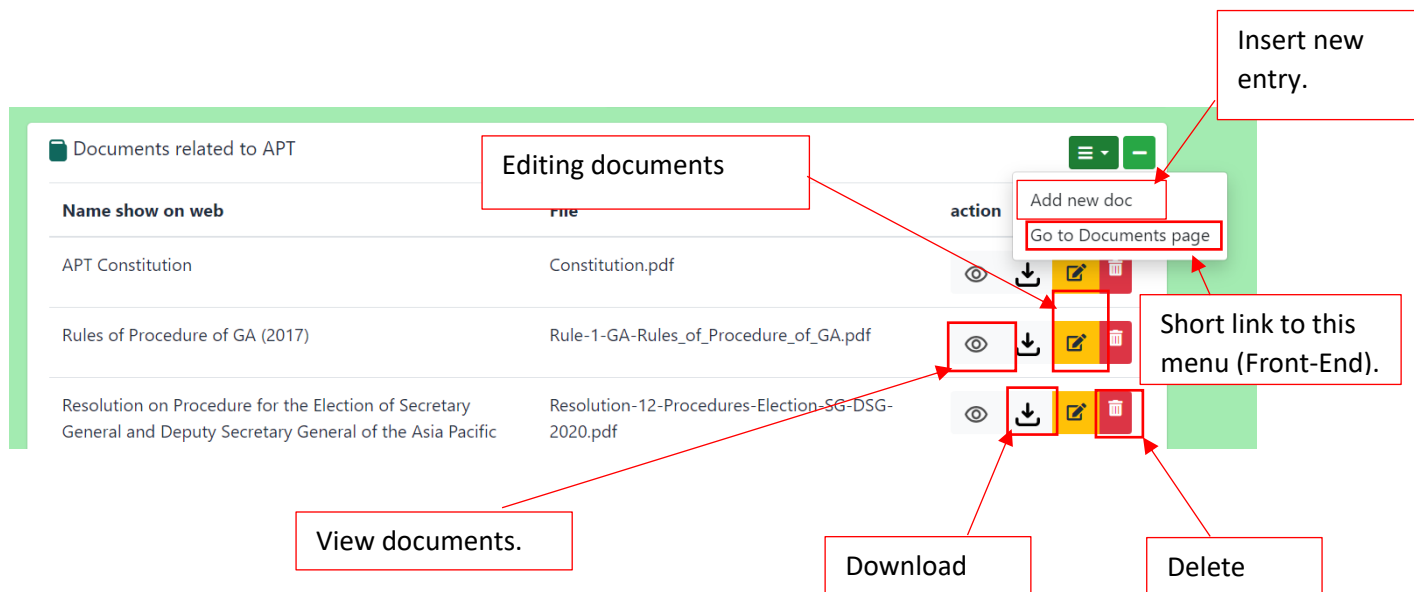
More additional mentions.

Enable/disable box function.

Latest News: For this subtopic, Super Admin can attach internal/external links, edit the topic box name and more additional mentions. Additionally, Super Admin can enable/disable the box, similar to the 3 subtopics mentioned above.



-For Documents related to APT: In this section, Super Admin can upload/view/download/edit/delete all entries of the documents displayed in the "Documents related to APT" menu (sub-menu of About APT). This allows users to view or download the uploaded documents. <https://new.apr.int/APT-Documents>



-For E-news (APT Newsletter Issues): In this section, both Super Admin and 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.appt.int/public-newsletter>

The screenshot shows the 'E-news' management interface. At the top, there's a header with 'E-news' and a green sidebar. Below the header, there are buttons for 'Add new E-news' and 'Filter year'. A search bar is also present. The main content is a table with the following structure:

E-news list	E-news from year	action
December 2023	2023	New Upload Delete
November 2023	2023	New Upload Delete
October 2023	2023	New Upload Delete
September 2023	2023	New Upload Delete

A red box highlights the 'Add new E-news' button in the top right corner.

The screenshot shows the 'Add new E-news' modal form. It contains the following fields and controls:

- E-news list:** A text input field with placeholder text 'This text will show in webpage'.
- E-news month:** A text input field with placeholder text 'This for order enews'.
- E-news for year:** A dropdown menu with the option 'Select year'.
- HTML file:** A file selection button labeled 'Choose File' with the text 'No file chosen'.
- Folder:** A file selection button labeled 'Choose Files' with the text 'No file chosen'.
- Submit:** A green button to submit the form.
- Close:** A red button to close the modal.

A red box highlights the entire form area.

-For Sitemap (A-Z Site Index): In this section, the Super Admin can upload links from every menu to summarize all the menus available on the APT Website. And can add extra sub-menus to main menu, **limited to only two levels (cannot add more inside links under sub-menu)**. The ordering of the main menu will be sorted by alphabetical order, while sub-menu will be positioned at the bottom of main menu that be uploaded. However, there will be additional up/down options to rearrange the position of the links within the sub-menu. https://new.apr.int/a_to_z (Front-End link)

Show/hide to view sub-menu on dashboard.

additional up/down options.

Add new main menu link.

Be able add sub-menu(no restriction).

To upload main menu links: The fields for entering main menu links will include the name of the link to be displayed, the link for each page, and the position of the alphabet selection. It is necessary to fill in all these fields for a successful upload.

To upload sub-menu links: There will be only 2 fields for entering the link name and the link.

3.1 Create/Edit/Delete “All User.”

This menu on the dashboard is for managing the accounts of all users who can log in to the APT Website system, including approving the creation of usernames/passwords for new users who register. In this section, **only the Super Admin can manage**, and it includes the following topics:

-User: In this section, the Super Admin can directly create usernames/passwords for users. The username/password will be sent directly to the email of the users for whom the Super Admin enters the information. Additionally, the Super Admin can edit profiles and delete accounts for all users.

The screenshot shows the 'User' management interface. At the top, there's a 'Filter by role' dropdown set to 'All' and a 'Show 10 entries' option. A search bar is on the right. Below the header is a table with columns: Name, E-mail, role, and action. The table lists two 'APT Member' entries. Annotations with red boxes and arrows point to specific features: 'View/Edit users profile.' points to the 'Full profile' button; 'Create new user account.' points to the 'Add new user' button in the top right; 'Delete user account.' points to the 'Delete' button in the action column; and 'Edit Email Address/Username/password with copy username/password function after modifying completed' points to the 'Edit' button.

Name	E-mail	role	action
APT Member		APT Member	Full profile Edit Delete
APT Member		APT Member	Full profile Edit Delete

-New User Register: In this section, the Super Admin will approve and create usernames/passwords for new users who register. The Super Admin will receive notifications via email, as mentioned in heading 2. New Users Registration.

The screenshot shows the 'New User Register' interface. It has a 'Show 10 entries' option. The table has columns: E-mail, regis from, regis at, and action. It lists three entries with roles 'Non-Apt member', 'Non-Apt member', and 'APT member'. Annotations with red boxes and arrows point to specific features: 'indicate type of new users who register.' points to the 'regis from' column; 'To create username/password for new user including assign role.' points to the 'Active' button in the action column; and 'If Super Admin verifies that which account of new user should not be approved for access to the APT Website with a username/password for logging in, Super Admin can immediately delete in each account.' points to the 'Delete' button.

E-mail	regis from	regis at	action
ummy@mail.com	Non-Apt member	15/09/2023 07:18:47	Active Delete
golfreeze@gmail.com	Non-Apt member	08/11/2023 14:43:33	Active Delete
patiphan.deec@gmail.com	APT member	22/11/2023 05:36:42	Active Delete

Active New user

Name :
patty

Email :
patiphan.deec@gmail.com

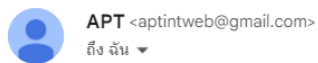
Password :

Set user role :
APT Member

Submit

Close

After Super Admin completed to create username/password for New Users then the notification will be sent to new users email with username/password as below.



Dear Mr. Patty Jenskin,

Thank you for registering with APT.int We're excited to have you on board!

Welcome to APT.int

Here are your account details:

Username: patty

Password: 7256

New users can use username/password to log-in to APT Website immediately.

Please keep your username and password secure. You'll need these credentials to access your APT.int account.

If you have any questions or need assistance, please feel free to contact our support team at aptweb@apt.int.

Best regards,

APT.int
Asia-Pacific Telecommunity

-User roles: In this section, the Super Admin can create a new role for the APT Website, in addition to the existing roles. Once created, this new role will be available as an option for the Super Admin in all access user role section.

User roles

Show 10 entries

Search: Add new role

Id	Name	Need profile	Action
0	Admin	✓ Yes	Edit All users Delete
1	anonymous user	✓ Yes	Edit All users Delete
	authenticated user	✓ Yes	Edit All users Delete

To create new role.

To delete any roles.

***If Super Admin delete any roles, all users in those roles will cannot log-in to APT Website.

To rename old role.

To view the total number/username/email accounts in each role.

Role : Admin

Role name :

Submit

Close

All user from role : APT Staff (19)

Show 10 entries

Search:

Name	Email	Role
first	first@mail.com	APT Staff
jongbong	jongbong@apt.int	APT Staff
K'First	one_4836@hotmail.com	APT Staff
kaneda	kaneda@apt.int	APT Staff
kullasap	kullasap@apt.int	APT Staff
nidup	nidup@apt.int	APT Staff
NTTC	ntt@ntt.com	APT Staff
nyanwin	nyanwin@apt.int	APT Staff
Oldk_staff	oldkthefirst@gmail.com	APT Staff

-User country: This section is for adding countries that new users can register accounts to APT Website (only from APT Members). The Super Admin can create, edit, or delete all countries for APT Members in this section.

The screenshot shows a form titled 'Country *' with a dropdown menu open. The dropdown lists various countries, with 'Afghanistan' selected. To the right, there is a 'State/City *' field and an 'E-mail *' field containing 'user@mail.com'. A green 'Submit' button is at the bottom right. Red arrows point from the text 'create, edit, or delete' in the paragraph above to the 'Add new country' button and the 'Edit' and 'Delete' buttons in the table below.

User country

Show 10 entries

Search:

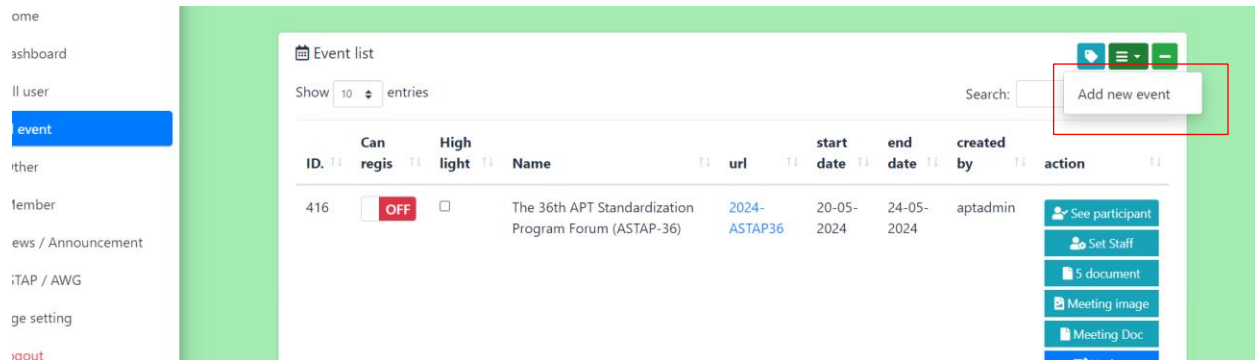
Add new country

Id	Name	Action
2	Afghanistan	Edit Delete
3	Bangladesh	Edit Delete

3.2 Create/Edit/Delete "All Events"

In the "All Event" section, there are two main menus on the dashboard: "**Event List**" and "**Documents Sets**." Each section has instructions on how to create and edit document uploads and contents.

<https://new.apt.int/admin/event>



-Event List: Only the Super Admin can create new events. But APT Staff can edit content or upload/edit/delete event documents created by the Super Admin. Newly created events are displayed on the dashboard in descending order by the latest date.

The fields for creating a new event include:

Open for Online Registration: An additional option that the Super Admin can set when creating or editing an event to determine whether the event should be displayed on the online registration page.

Event Name: The title of the event, a **compulsory field** when creating an event.

Event Description: A content management system (CMS) where text contents, files, and image links can be entered. This field is not compulsory.

Short URL: **Compulsory field**.

Set Staff for This Event: A field for the Super Admin to select a staff member who will receive notifications when users register for this event. Only one staff member can be assigned, and it is not compulsory.

Venue: **Compulsory field**.

Event Date Start: **Compulsory field**.

Event Date End: Not compulsory.

Invitation Letter: Not compulsory.

Provisional Agenda: Not compulsory.

Tentative Programme: Not compulsory.

Information for Participants: Not compulsory.

Concept Note: Not compulsory.

Footer Box: A CMS similar to the Event Description, not compulsory.

Meeting Gallery: Images related to the event. Not mandatory, but events without images cannot be displayed on the homepage.

Tag: An optional tag that can be used to categorize programs under Work Programmes (PRF, PRFP, SATRC, PP, WTDC, WRC, WTSA, AWG, ASTAP, GA, MC). Not compulsory and can be modified or canceled during editing.

Role to Access for Document: A field to restrict user access to meeting documents. **Compulsory** when creating an event but can be changed later.

5 Meeting Documents: Categories include ADM, INP, INF, TMP, OUT. It is not compulsory to fill in or upload documents during the creation of the event. All five categories have the same fields for File, Document No., Description, Source, Date, and Allocation. It is not necessary to fill in information or upload documents for all fields at once during the upload process.

After successfully creating an event, if Super Admin need to edit content or upload/edit/delete additional documents, Super Admin can make the necessary modifications. There will be nine main sub-menus available within each event for these actions.

Additional option On/Off (show/hide) event on Online Registration page.

To view/export/delete participant list.

Upload/Edit/Delete public documents.

View/edit an assigned Staff.

Show/hide event option on Homepage.

Upload/Edit/delete images

Upload/Edit/Delete Meeting Documents including access user roles.

Edit: Event Name, Event Description, Short URL, Venue, Start Date-End Date, Footer box, Tag

404	<input type="checkbox"/> OFF <input checked="" type="checkbox"/>	The 47th Session of the Management Committee of the APT (MC-47)	2023-MC47	08-11-2023	11-11-2023	aptadmir	<div><div>See participant</div><div>Set Staff</div><div>5 document</div><div>Meeting image</div><div>Meeting Doc</div><div>Update</div><div>Delete</div></div>
-----	--	---	-----------	------------	------------	----------	--

-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.

Super Admin can assigned APT Staff to edit in each Documents set.

Create new Documents Set.

Copy link option.

Upload/Edit/Delete files.

To Delete Documents set.

To Edit Title Document sets/access user role/Short Url.

Group Edit

Group name

ASTAP Task Force Documents

Select access roles

× Admin × APT Staff × APT Member × ASTAP OB × APT P Staff

Document URL

2023-ASTAPTF-DOCS

Submit

Close

List private file of Administrative Documents

Table Insert new file

Document No.	Description	Source	Date	Allocation	action
TCPIC-17/ADM-01	Tentative Programme	APT Secretariat	20-03-2017	null	<div> <div> <div>↓</div> <div>↑</div> <div>↻</div> <div>🗑️</div> </div> </div>
TCPIC-17/ADM-02	Group Assignment II	APT Secretariat	20-03-2017	null	<div> <div> <div>↑</div> <div>↓</div> <div>↻</div> <div>🗑️</div> </div> </div>

Edit file.

Up/Down option.

Delete file.

Documents Sets

Show 10 entries

Search:

Group	Role can access	Staff edit	Url	action
ASTAP Task Force Documents	Admin APT Staff APT Member ASTAP OB APT P Staff	<input type="checkbox"/>	2023-ASTAPTF-DOCS	<div> <div> <div>📁</div> <div>📄</div> <div>🔗</div> <div>🗑️</div> </div> </div>
Output Documents	APT Staff APT Member APT P Staff Workshop Login	<input checked="" type="checkbox"/>	2019-TCPIC-DOCS-OUT	<div> <div> <div>📁</div> <div>📄</div> <div>🔗</div> <div>🗑️</div> </div> </div>

3.3 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:

Meetings

The 24th Meeting of the South Asian Telecommunication Regulators' Council (SATRC-24)
3 October 2023 - 5 October 2023, Dhaka, Bangladesh

The Meeting of the SATRC Working Group on Spectrum
19 September 2023 - 21 September 2023, Colombo, Sri Lanka

The Meeting of the SATRC Working Group on Policy, Regulation and Services
4 July 2023 - 6 July 2023, Maafushi Island, Maldives

SATRC Workshop on Policy, Regulation and Services
8 May 2023 - 10 May 2023, Islamabad, Pakistan (Hybrid)

SATRC Workshop on Spectrum
31 January 2023 - 2 February 2023, New Delhi, India (Hybrid)

[View More ➔](#)

Related Links

SATRC-SAPIII
SATRC-SAPV
SATRC-SAPVI
SATRC-SAPVII
SATRC-SAPIV

Home > SATRC

APT SATRC

Meetings

Meeting Date	Meeting	Venue
3 October 2023 - 5 October 2023	The 24th Meeting of the South Asian Telecommunication Regulators' Council (SATRC-24)	Dhaka, Bangladesh
19 September 2023 - 21 September 2023	The Meeting of the SATRC Working Group on Spectrum	Colombo, Sri Lanka
4 July 2023 - 6 July 2023	The Meeting of the SATRC Working Group on Policy, Regulation and Services	Maafushi Island, Maldives
8 May 2023 - 10 May 2023	SATRC Workshop on Policy, Regulation and Services	Islamabad, Pakistan (Hybrid)
31 January 2023 -	SATRC Workshop on Spectrum	New Delhi, India (Hybrid)

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, Super Admin can Edit/delete meetings in SATRC just click at green icon.




For editing programme name.

Short link to Front-End.

Event tag

Show 10 entries

Search: SATRC

name	action
SATRC	  

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

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.

Event list

Show 10 entries

Search:

ID.	Can regis	Name	url	start date	end date	created by	action
398	<input type="checkbox"/> OFF	The 24th Meeting of the South Asian Telecommunication Regulators' Council (SATRC-24)	2023-SATRC24	03-10-2023	05-10-2023	aptadmin	 See participant  Set Staff  5 document  Meeting image  Meeting Doc  Update  Delete
406	<input type="checkbox"/> OFF	The Meeting of the SATRC Working Group on Spectrum	2023-SATRC-WG-Spec	19-09-2023	21-09-2023	aptadmin	 See participant  Set Staff  5 document  Meeting image

Event list

Show 10 entries

Search:

Filter by tag

All tag

SATRC

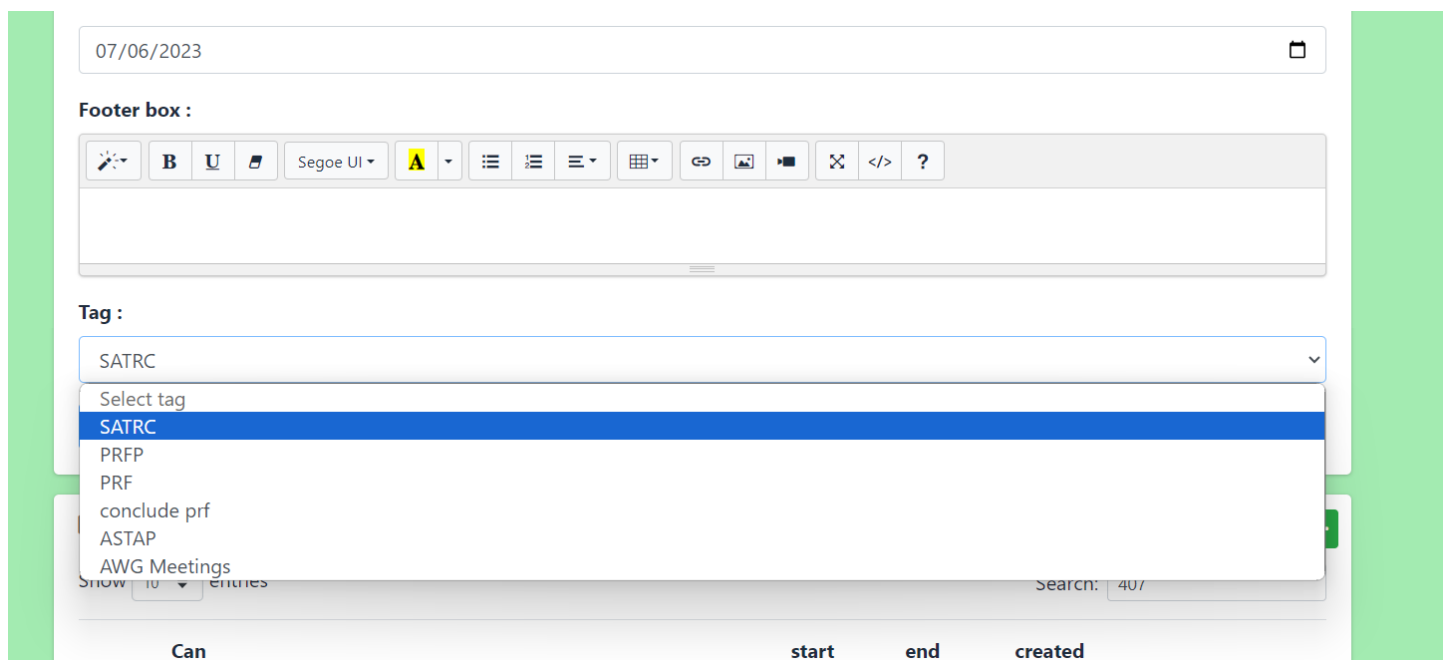
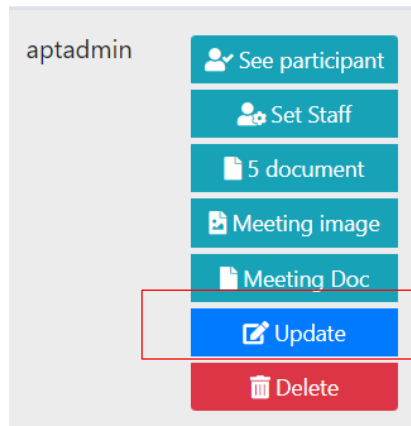
PRFP

PRF

ASTAP

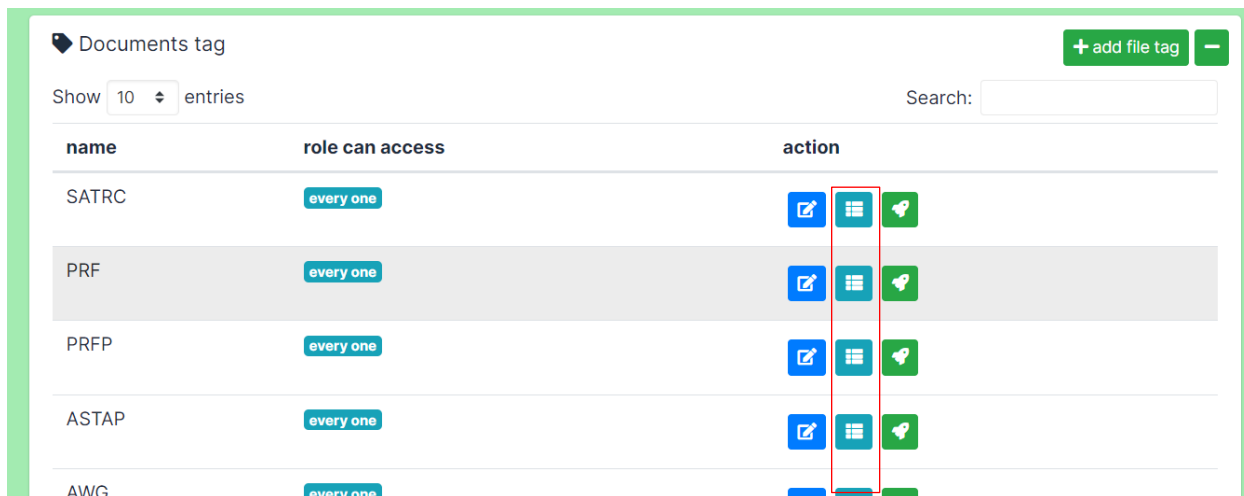
AWG
















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

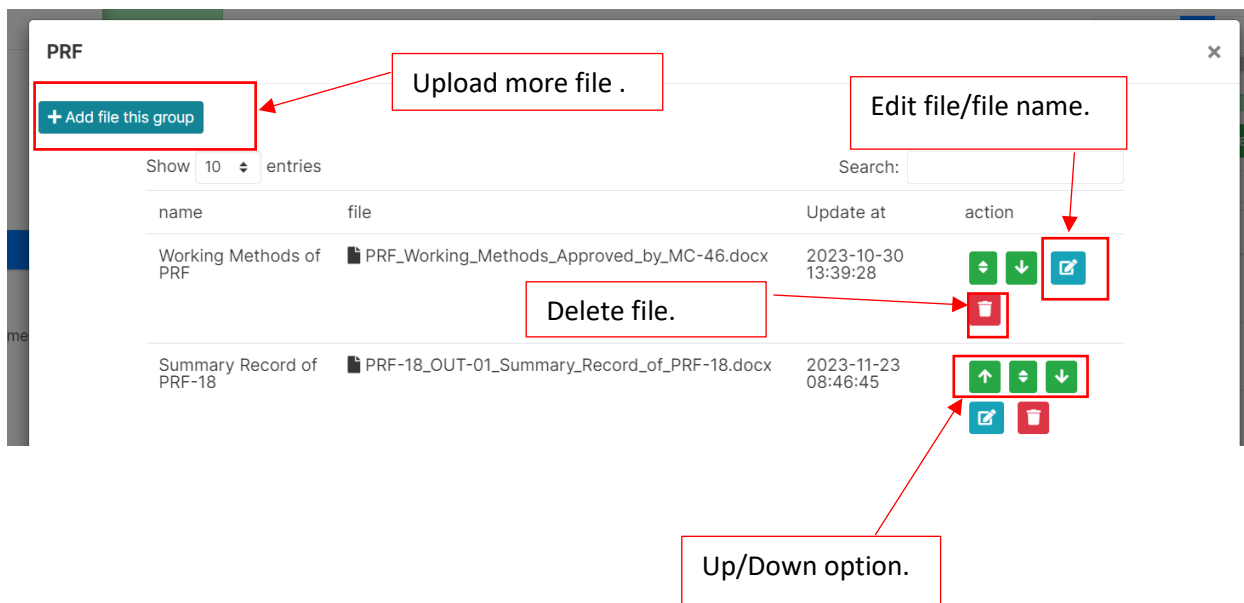









And then scroll down to Tag topic and select programme that require.

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



name	role can access	action
SATRC	every one	  
PRF	every one	  
PRFP	every one	  
ASTAP	every one	  
AWG	every one	  



name	file	Update at	action
Working Methods of PRF	PRF_Working_Methods_Approved_by_MC-46.docx	2023-10-30 13:39:28	  
Summary Record of PRF-18	PRF-18_OUT-01_Summary_Record_of_PRF-18.docx	2023-11-23 08:46:45	   

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

Related Link tag

+ Add Relate link tag

-

Show 10 entries

Search:

tag name	role can access	action
SATRC	every one	<div><div></div><div></div><div></div></div>
PRFP	every one	<div><div></div><div></div><div></div></div>
PRF	every one	<div><div></div><div></div><div></div></div>

SATRC

Add link this group

Show 10 entries

Search:

link	action
<div>Outcomes of SATRC Action Plan Phase VII</div>	<div><div></div><div></div><div></div><div></div></div>
<div>Outcomes of SATRC Action Plan Phase VI</div>	<div><div></div><div></div><div></div><div></div><div></div></div>







Upload links.

Edit/Delete and Up/Down option.

-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).

Office Bearers tag + Add Office Bearers tag





Show 10 entries Search:

tag name	action
SATRC	  
PRF	  

SATRC ×

+ Add office bearer this group

Show 10 entries Search:

position	member	action
SATRC Chair	H.E. Dr. Seyed Mohammad Amin Aghamiri, Deputy Minister of ICT and President of Communication Regulatory Authority (CRA) of Islamic Republic of Iran	   

TRC

Add office bearer

Show 10

position

SATRC Chair

SATRC Vice Chair

WG PRS

(N/A)

i

Add members to tag

Chair

Mr.Patiphan Deecoworpkun

Khun Ittipat Dumrongkiat

Add Cancel

Position field.

CMS field for adding information.













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

Circular Letters tag

+ Add Circular Letters tag

Show 10 entries







Search:

tag name	action		
SATRC			
PRF			
PRFP			
ASTAP			

AWG

+ Add Circular letter this group







Show 10 entries Search:


file	action
 Circulation Letter	 
 Questionnaire on the Status of Implementation of APT700 Band Plan	 

AWG

+ Add Circular letter this group

Show 10 entries

file	action
 Circulation Letter	 
 Questionnaire on the Status of Implementation of APT700 Band Plan	 



Add letter to tag

Choose File No file chosen

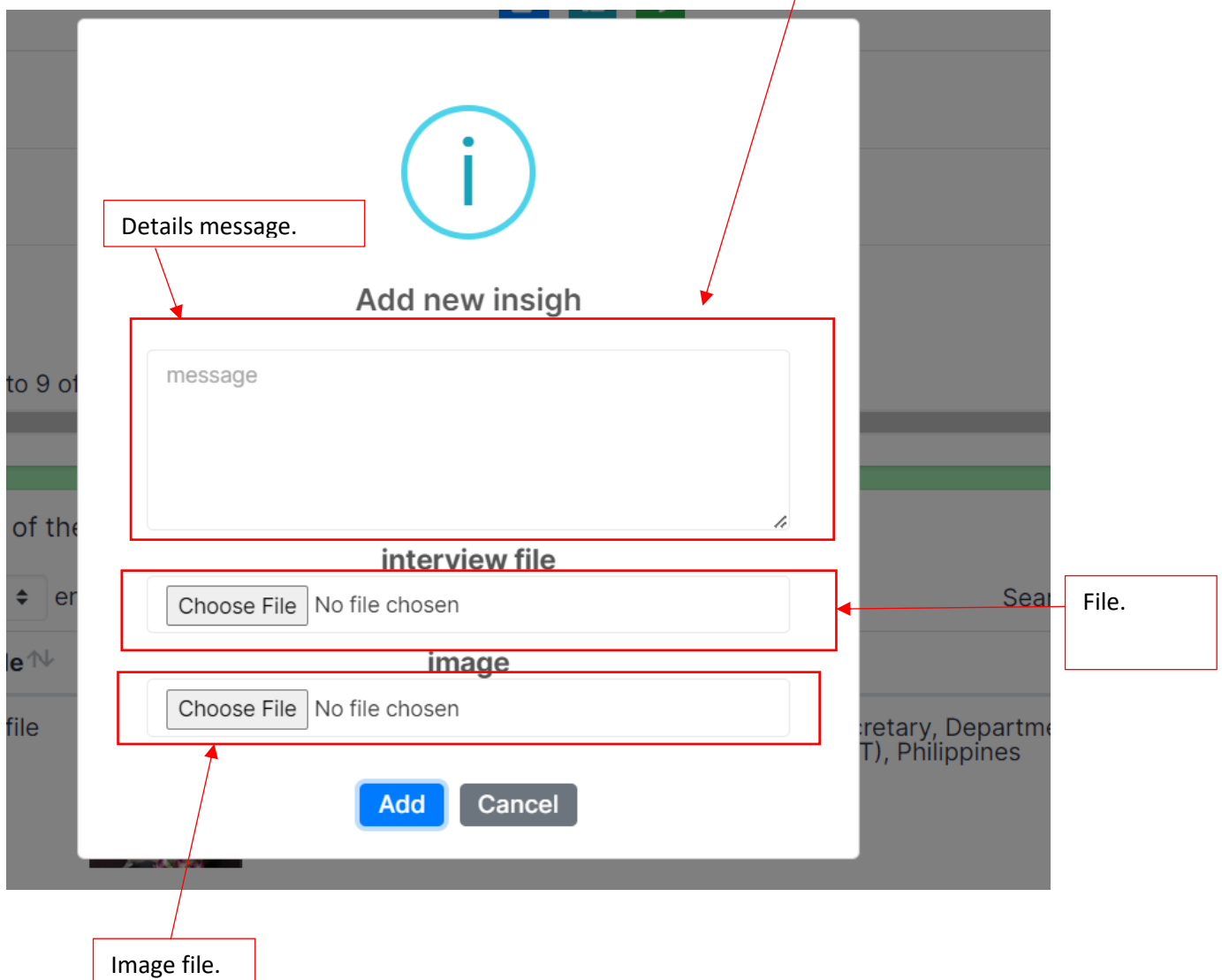
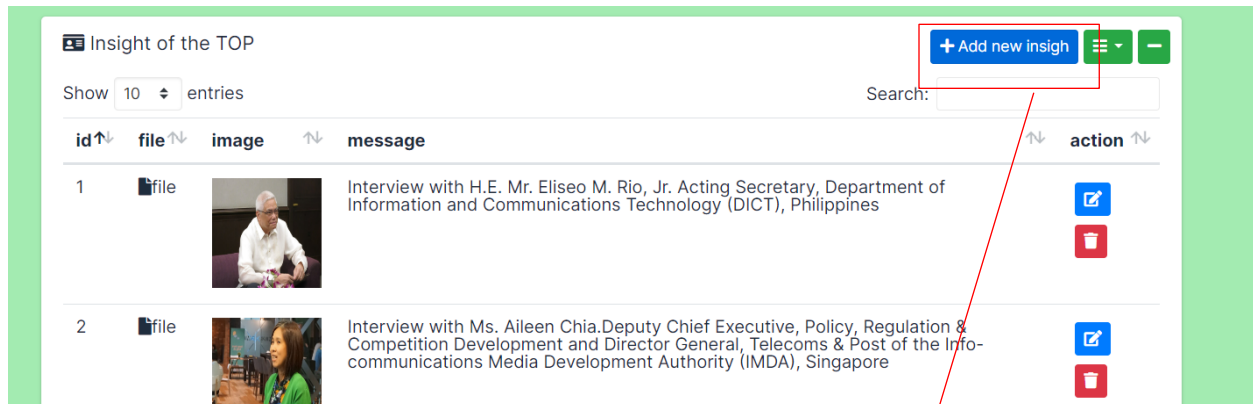
file name

Add

Cancel

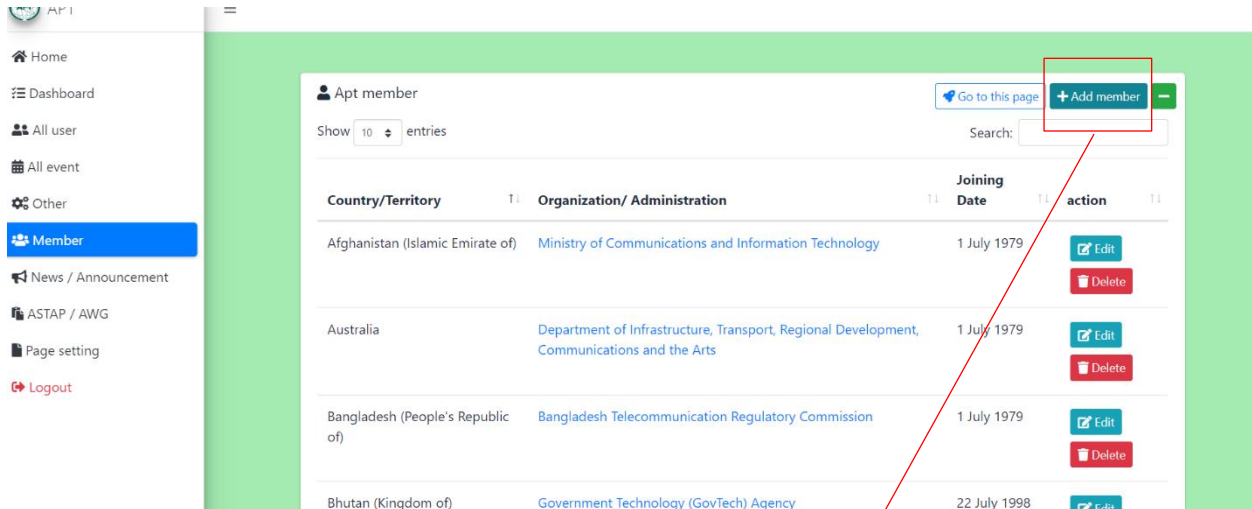
Upload file/add file name.

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



3.4 Create/Edit/Delete “Member”

This menu on the dashboard, where individuals can upload, edit, and delete data, is accessible only to the Super Admin, exclusively. It is divided into three sections: **APT Members**, **APT Associate Members**, and **APT Affiliate Members**. Each of these sections has four identical fields for data entry, which include **Country**, **text (link name)**, **link**, and **join date**. When entering information in the text field (Country, text link name), it will be arranged alphabetically across all three sections.

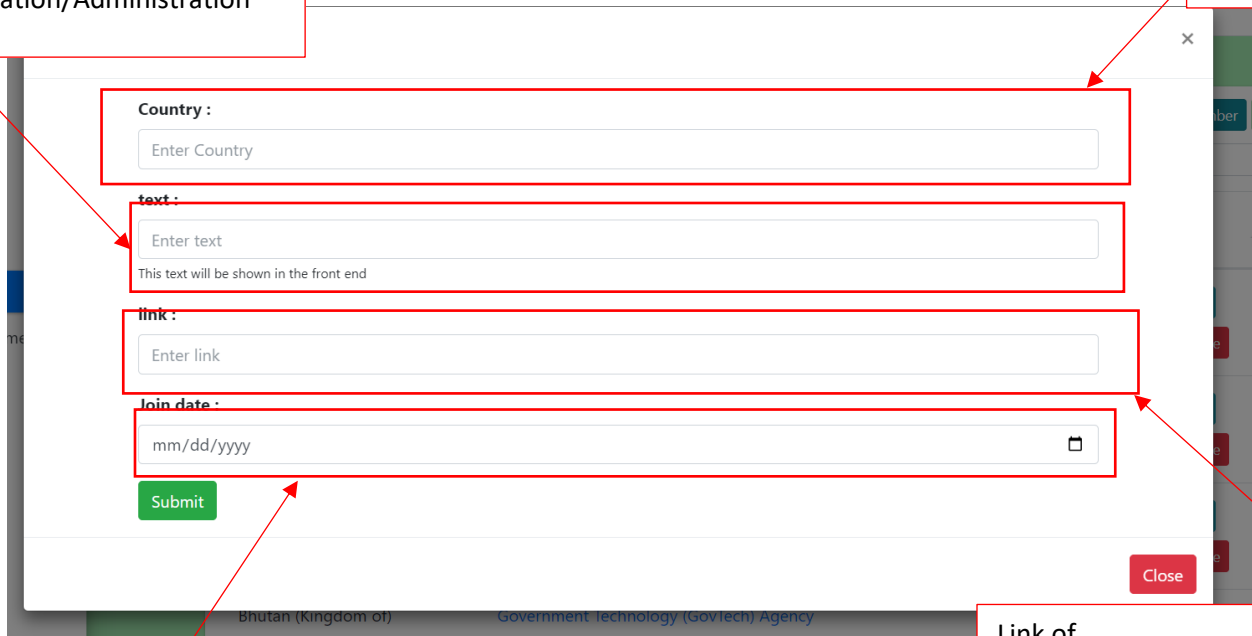


The screenshot shows the 'Apt member' dashboard. On the left is a sidebar with navigation options: Home, Dashboard, All user, All event, Other, Member (highlighted), News / Announcement, ASTAP / AWG, Page setting, and Logout. The main content area has a header with 'Go to this page' and '+ Add member' buttons. Below is a table with columns: Country/Territory, Organization/ Administration, Joining Date, and action. The table lists four members: Afghanistan, Australia, Bangladesh, and Bhutan. Each member row has 'Edit' and 'Delete' buttons.

Country/Territory	Organization/ Administration	Joining Date	action
Afghanistan (Islamic Emirate of)	Ministry of Communications and Information Technology	1 July 1979	Edit Delete
Australia	Department of Infrastructure, Transport, Regional Development, Communications and the Arts	1 July 1979	Edit Delete
Bangladesh (People's Republic of)	Bangladesh Telecommunication Regulatory Commission	1 July 1979	Edit Delete
Bhutan (Kingdom of)	Government Technology (GovTech) Agency	22 July 1998	Edit

For organization/Administration field.

Text field.



The screenshot shows the 'Add member' form. It has four input fields: 'Country', 'text', 'link', and 'Join date'. Each field is labeled with a red box and an arrow pointing to it. The 'Country' field is labeled 'For organization/Administration field.' The 'text' field is labeled 'Text field.' The 'link' field is labeled 'Link of Organization/Administration.' The 'Join date' field is labeled 'Joining date field.' The form also has a 'Submit' button and a 'Close' button.

Country :
Enter Country

text :
Enter text
This text will be shown in the front end

link :
Enter link

Join date :
mm/dd/yyyy

Submit

Close

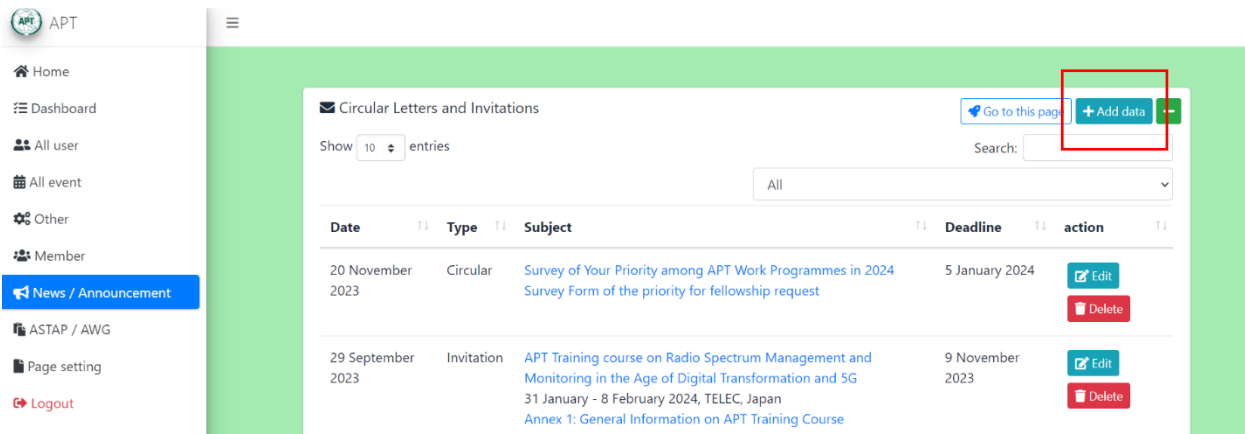
Link of Organization/Administration.

Joining date field.

3.5 Create/Edit/Delete “News/Announcement”

Similar to the Member menu, only the Super Admin has the authority to create, edit, and delete information in this menu. There is a section specifically for Circulars Letters and Invitations that limits access to this page. Users must log in every time to access and view details on this page.

<https://new.appt.int/Letters>



The process of uploading data on this page involves a total of 4 fields that the Super Admin needs to fill in: **Date**, **selecting option** (Circular, Invitation), **CMS field** (able to upload text/files/links), and **deadline**. It is compulsory to always fill in the Date field to successfully create the entry.

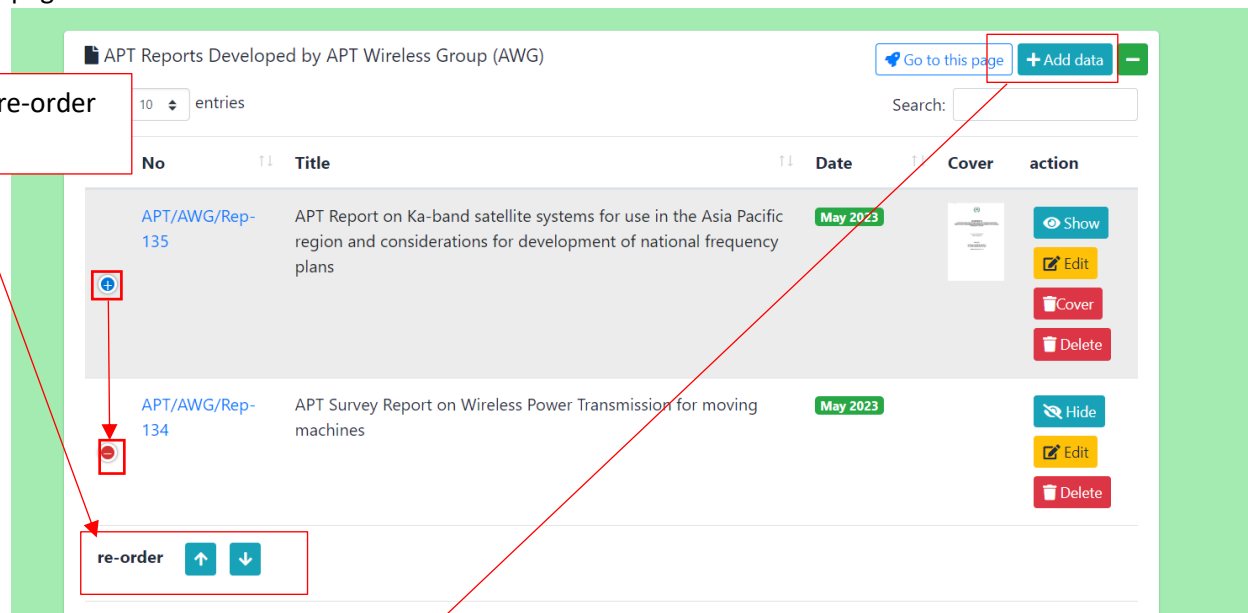
The screenshot shows the 'Insert Circular Letters and Invitations' form. It includes several fields and a rich text editor. Red boxes and arrows highlight specific fields with annotations:

- Date :** A date picker field with the placeholder 'mm/dd/yyyy'. An annotation says 'Compulsory to fill in.'
- Circular :** A radio button labeled 'Circular'. An annotation says 'Selecting Circular or Invitation.'
- CMS field:** A rich text editor with various formatting options. An annotation points to the 'G' icon (link) saying 'To upload link.' Another annotation points to the 'Upload file' button saying 'To upload file.'
- Dead line :** A date picker field with the placeholder 'mm/dd/yyyy'. An annotation says 'Not Compulsory to fill in.'

At the bottom left is a green 'Submit' button.

3.6 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.



insert

Asia-Pacific Telecommunity (16).pdf

Browse

No. :
APT/AWG/Rep-136

Title :

Date :
2023-12

Order :

Cover : Choose File No file chosen

Save

*Compulsory field to fill in.

An Additional option to fill in the position of new entry, if fill in number 1 new entry will be at the top of column list. But didn't fill in "Order" field all new entries will be at the top automatically.

Show/Hide cover image of document at Homepage but necessary to upload cover image first.

APT Reports Developed by APT Wireless Group (AWG)

Go to this page + Add data -

Show 10 entries Search:

No	Title	Date	Cover	action
APT/AWG/Rep-136		December 2023		Hide Edit Delete

Click at edit to upload cover image.

Title :

Date :

Cover : Choose File | istockphoto-...170667a.jpg


Save

Be Able to change Hide to Show cover image at Homepage.

APT Reports Developed by APT Wireless Group (AWG)

Go to this page + Add data -

Show 10 entries Search:

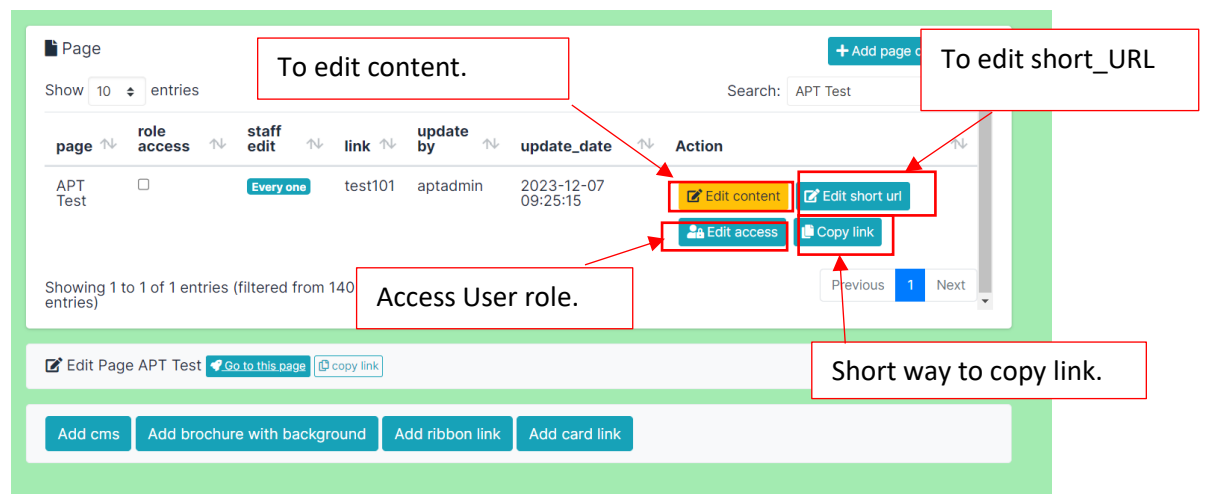
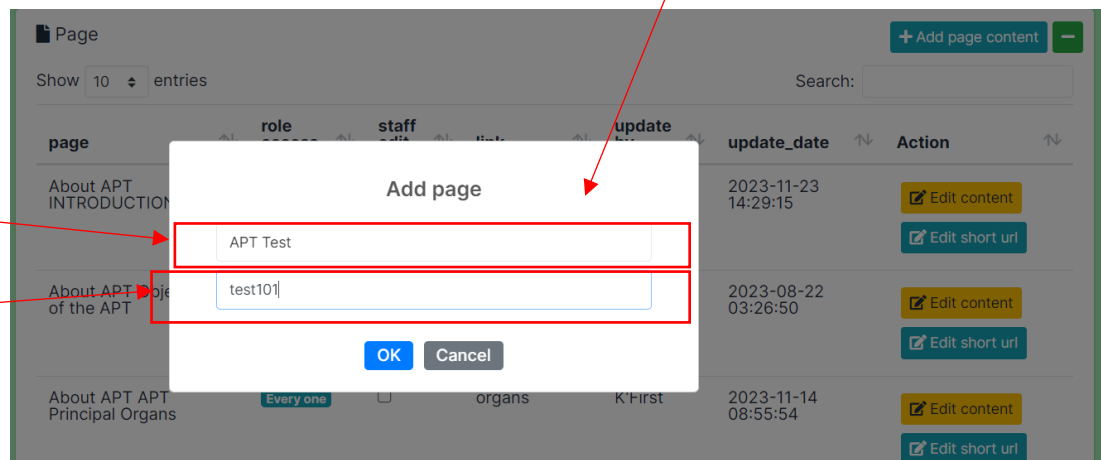
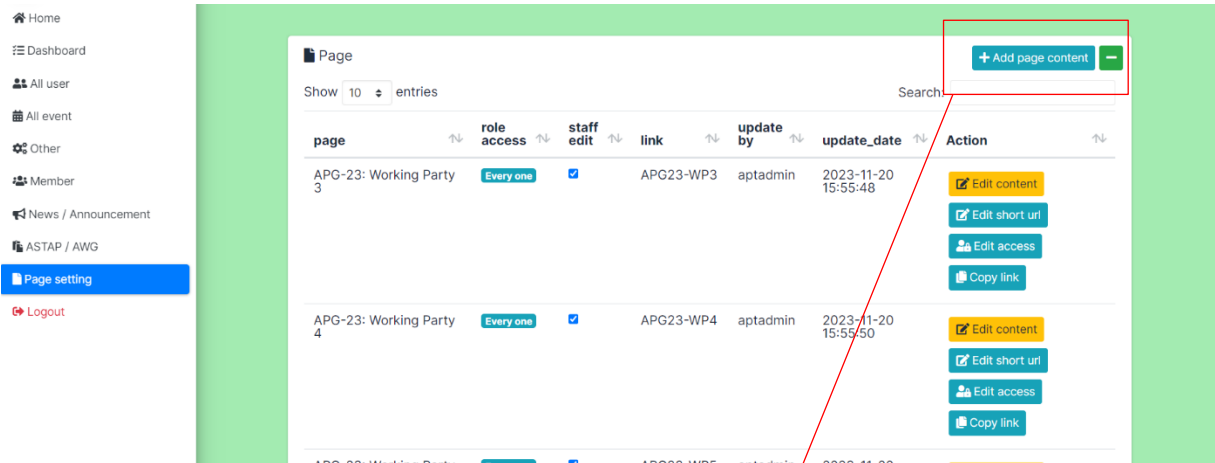
No	Title	Date	Cover	action
APT/AWG/Rep-136		December 2023		Hide Edit Cover Delete

APT Technical Publication APT Reports Other APT Reports APT Newsletters

APT REPORT 136

3.7 Create/Edit “Page Setting” (CMS)

In this menu on the dashboard, both the Super Admin and 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.



page	role access	start edit	link	update by	update_date	Action
APT Test	<input type="checkbox"/>	Every one	test101	aptadmin	2023-12-07 09:25:15	Edit content Edit short url Edit access Copy link

Showing 1 to 1 of 1 entries (filtered from 140 total entries)

[Edit Page APT Test](#)
[Go to this page](#)
[copy link](#)

[Add cms](#)
[Add brochure with background](#)
[Add ribbon link](#)
[Add card link](#)

To upload documents file.

To upload link/link name.

To upload image.

After completed content, don't forget to click at "Save/Update" button.

The screenshot shows the APT Test page editor. The top toolbar includes buttons for 'download button', 'Arrow button', and 'Upload file'. The main content area displays 'APT Test' with a group photo, the text 'ASIA PACIFIC TELCOMMUNITY', and a link 'APT Web Dialogue' with a URL. A red box highlights the 'Upload file' button, and another red box highlights the 'Save/Update' button. Arrows point from the text boxes to the corresponding elements in the interface.

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.

The screenshot displays the APT Admin Dashboard and the Online Registration page. The dashboard lists events with a toggle switch for event 413 set to 'ON'. A red arrow points from this toggle to the 'Meeting Name' field on the Online Registration page.

ID	Status	Event Name	Year	Start Date	End Date	Admin	Actions
414	OFF	The 32nd Meeting of the APT Wireless Group (AWG-32)	2024-AWG32	04-03-2024	08-03-2024	aptadmin	See participant, Set Staff, 5 document, Meeting image, Meeting Doc, Update, Delete
413	ON	The 2nd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-2)	2024-WTSA24-2	05-02-2024	06-02-2024	aptadmin	See participant, Set Staff, 5 document, Meeting image, Meeting Doc, Update, Delete

Online Registration

Meeting Name *

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

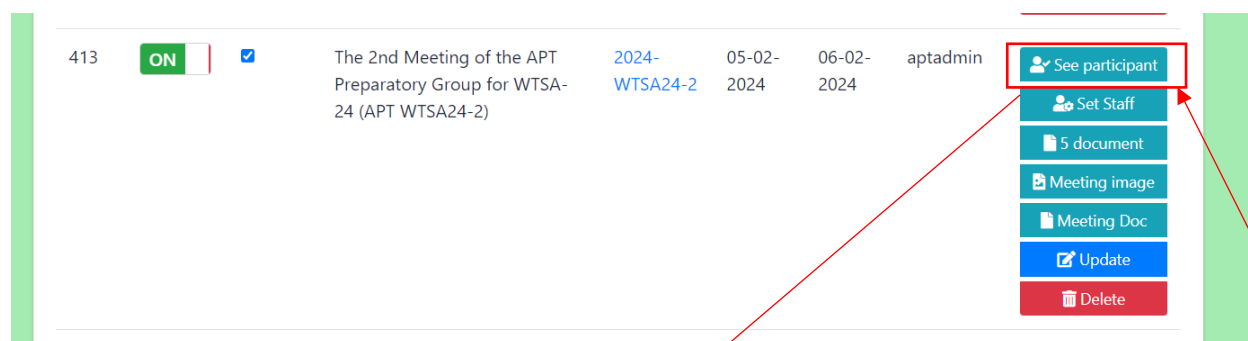
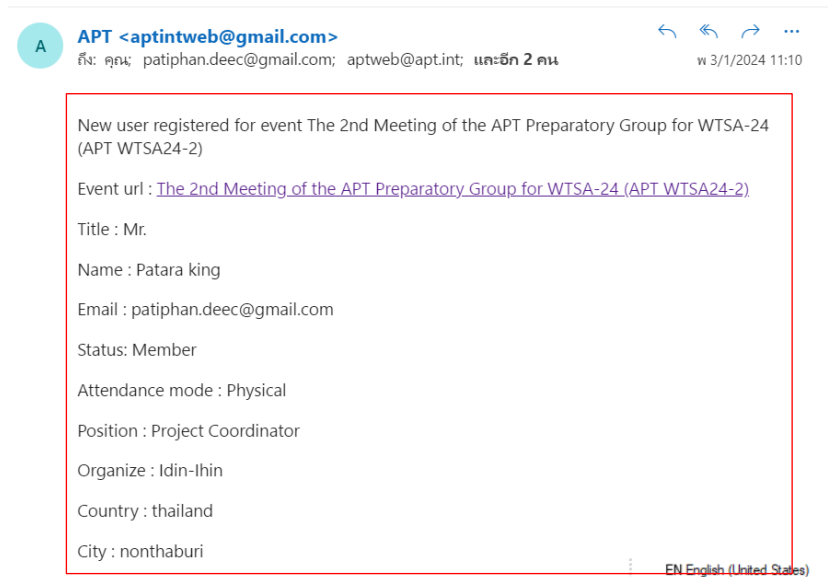
Attendance Mode *

☒ Physical

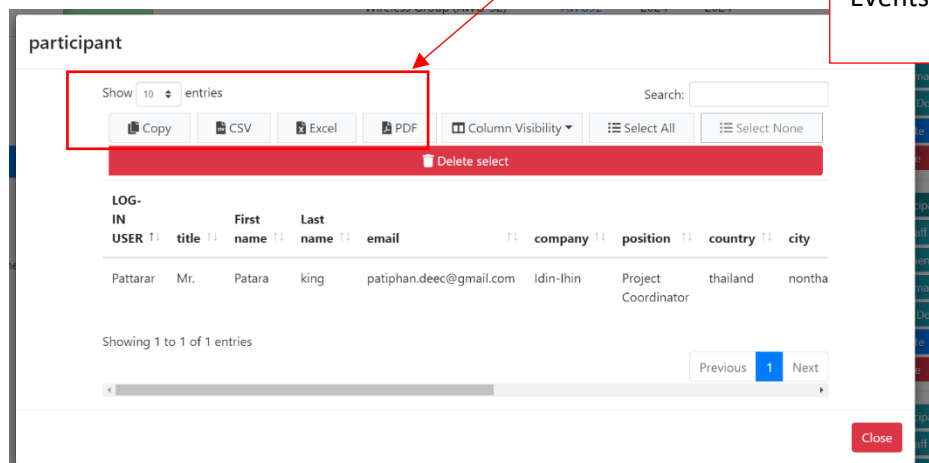
☐ Virtual

Title *

After users have successfully filled out the information to register for events and clicked Submit, the Super Admin 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, the Super Admin or APT Staff is not required to approve any user registrations for the event; the registration is considered successful upon submission by the users.



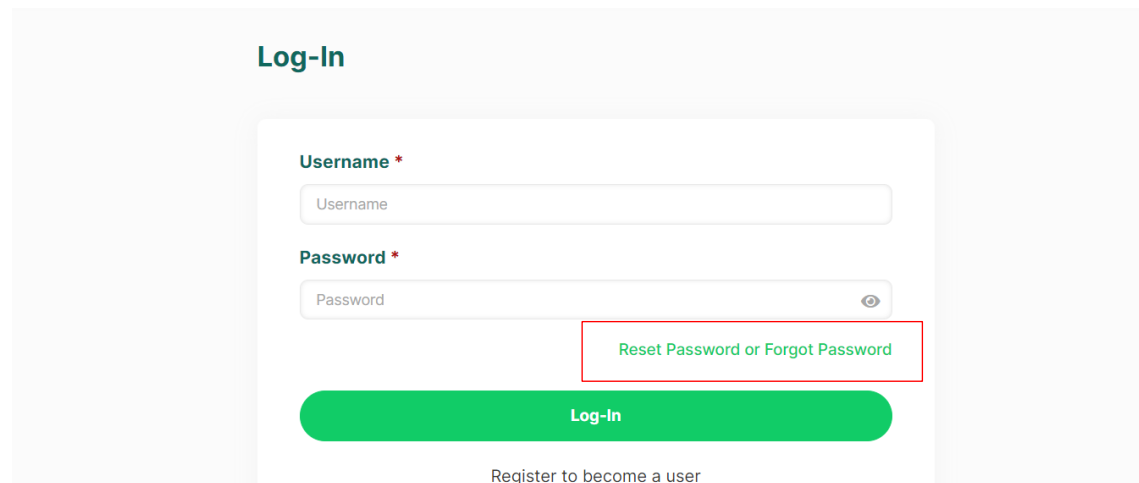
To export participant list at All Events menu on dashboard.



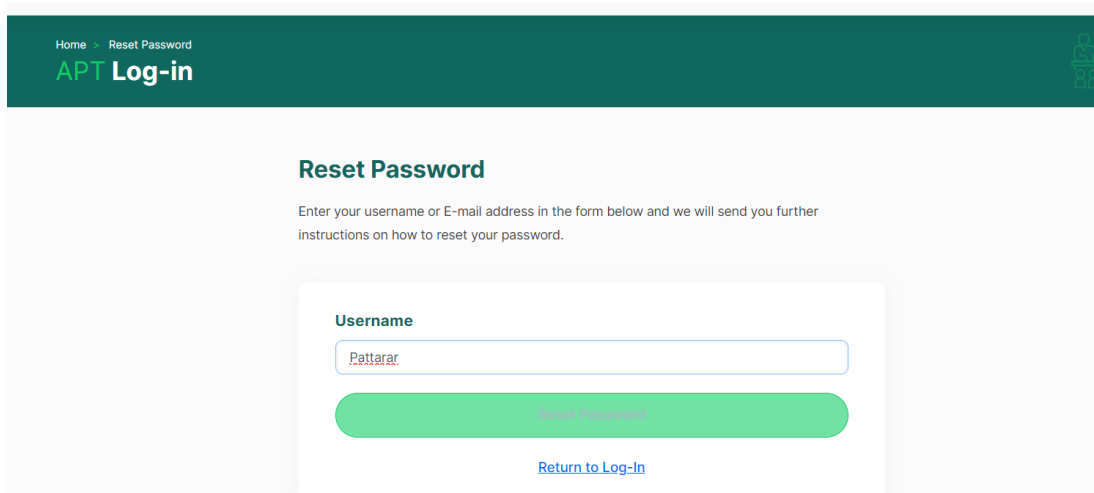
5. Reset & Change password

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.



The screenshot shows the 'Log-In' page. It features a white form with two input fields: 'Username *' and 'Password *'. The 'Password' field has a toggle icon (an eye) to the right. Below the password field is a red-bordered button labeled 'Reset Password or Forgot Password'. At the bottom of the form is a large green button labeled 'Log-In'. Below the form, there is a link that says 'Register to become a user'.



The screenshot shows the 'Reset Password' page. At the top, there is a dark green header with the text 'Home > Reset Password' and 'APT Log-in' on the left, and a small icon on the right. Below the header, the title 'Reset Password' is displayed. Underneath the title, there is a message: 'Enter your username or E-mail address in the form below and we will send you further instructions on how to reset your password.' Below this message is a white form with a single input field labeled 'Username'. The field contains the text 'Pattara'. Below the input field is a large green button labeled 'Reset Password'. At the bottom of the form, there is a link that says 'Return to Log-In'.

Reset Your Password - Apt.int



APT <aptintweb@gmail.com>

ถึง ดัน

11:39 (0 นาทีที่ผ่านมา)



🇹🇭 แปลเป็นภาษาไทย



Click link to reset password.

Dear Pattarar,

We recently received a request to reset your password for your Apt.int account. If you did not initiate this request, please disregard this email.

To reset your password, please follow the steps below:

1. Click on the following link to proceed to the password reset page: [Reset Password](#)
2. Once on the password reset page, you will be prompted to enter a new password for your account. Please choose a strong and unique password that you have not used for any other accounts.
3. After entering your new password, click the "Reset Password" button to finalize the process.

If you did request this password reset, you can safely ignore this email and your password will remain unchanged.

Thank you for using [Apt.int](#).

Best regards,

The [Apt.int](#)

Home > Reset Password

APT Log-in

New Password

Please enter your new password.

New Password *

.....



Confirm New Password *

.....



Reset Password

APT Log-in

Log-In

✓ Password Reseted

Username *

Username

Password *

Password

Username

Password

Save

Never

You can use saved passwords on any device. They're saved to [Google Password Manager](#) for patiphan.deec@gmail.com.

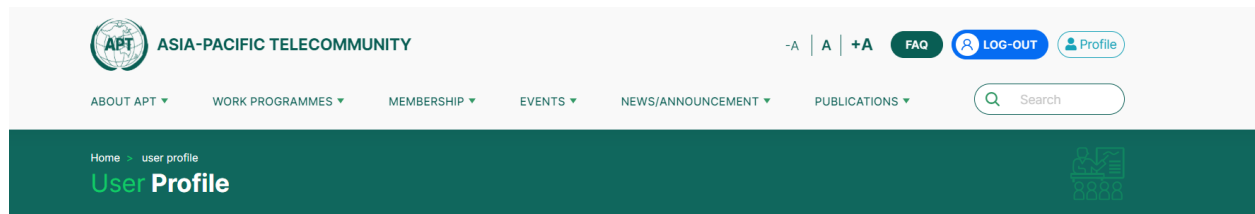
[Reset Password or Forgot Password](#)

Log-In

EN English (United States)



-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.



Pattarar Profile

[Change password](#)

Personal Information

Title *

Select Title

First Name *

Name

Last Name *

Lastname

Change Password

Current password *

.....

New password *

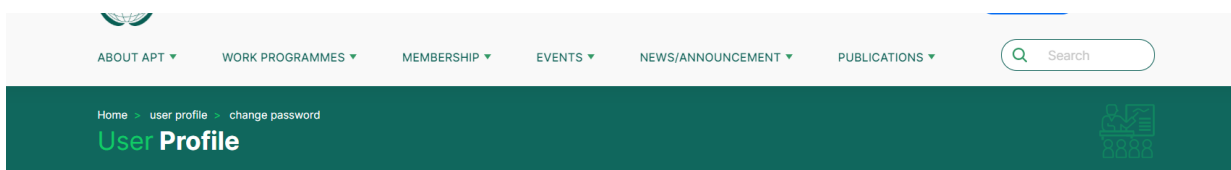
.....

Confirm New password *

.....

Cancel

Submit



Pattarar Profile

✓ Password Updated Successfully

[Change password](#)

THANK YOU



Packetlove IT Service and Consulting Co.,Ltd