Agenzia Spaziale Italiana

MSI-UGS Users' Accreditation and Service Requests Management

Issue 1.1

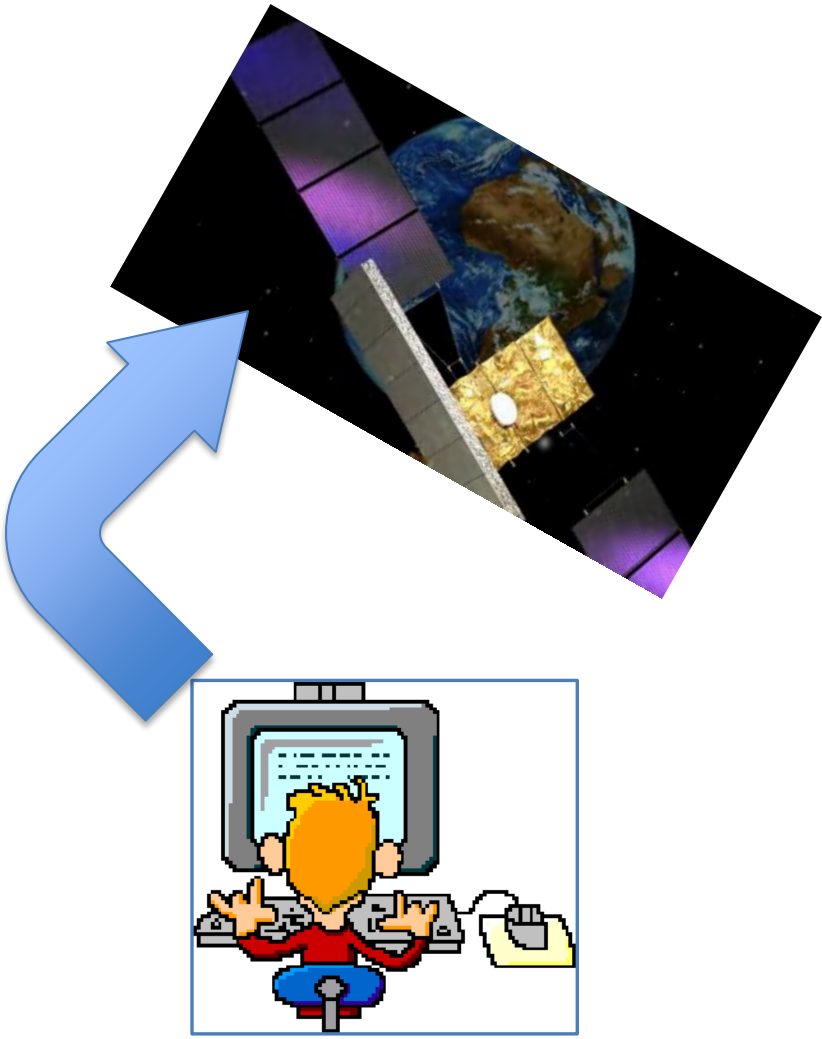
Table of Contents

- Definitions
- Institutional Users vs Commercial Users

- Web access for Institutional Users

- User registration :
  - ✓ Fast registration
    - Access to Catalogue
  - ✓ Standard Registration
- Delivery Information
- Project Card Creation

- Service Request Management :
  - ✓ Catalogue Service request
  - ✓ New Acquisition Request
  - ✓ Order Monitoring



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Definitions: Users

- **User**

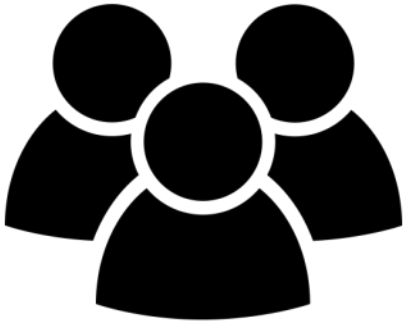
The natural or legal person receiving and using the PRODUCT, in compliance with the terms specified in these General Conditions, and thus becoming the Licence to Use (attached hereto) holder.

- **Use**

The term “Use” includes but it is not limited to: installation, visualization, copying, processing, printing, via web transmitting/receiving, storing of the PRODUCT in computers or in other User devices.

- **Purpose of Use**

PRODUCT utilization activities as specified under the terms and conditions of the agreement signed with ASI and in the Project Form. In case of multiple use of the PRODUCT, they correspond to the specific Joint Project within whose framework the shared use of the PRODUCT by the User and any Affiliated Users has been authorised by ASI.



Definitions

- **Service Request**

A service request is a user commitment thorugh the system in order to :

  - Order definition for a new acquisition
  - Order definition for a historical data
  - Order management

- **Programming Request**

The Programming Request is a user commitment for the system to acquire a specified Area of Interest within a time range (i.e. the validity period of the PR) and according to a set of constraints (e.g. radiometric, geometric,…)

- **Acquisition Request**

The Acquisition Request is a result of the Feasibility Analysis applied to the Programming Request. The Acquisition Request is the portion of the Programming Request Area of Interest, which is fully achieved by a single scan operation of the satellite.

- **Data Take Opportunity**

The Data Take Opportunity is a continuous time range in which the satellite is able to satisfy an Acquisition Request according to:

  - the constraints imposed by the relevant Programming Request
  - the constraints imposed by the satellite platform
  - the constraints imposed by the payload capability

Commercial Users vs Institutional Users

As per MRD requirement, the CSG GGS shall be able to manage the following user classes:

- Institutional Civilian Customer
- Institutional Defence Customer
- Institutional Civilian User
- Institutional Defence User
- Commercial User
- Civilian User Partner
- Defence User Partner

User Class Id	Description
Institutional Defence Customer	Ministero della Difesa Italiana - Program Officer operating at IDUGS and at the Distant Cells
Institutional Defence User	Italian Defence Users operating at IDUGS and at the Distant Cells
Defence User Partner	Foreign Defence Users operating at partner DUGS
Institutional Civilian Customer	ASI - Program Officer operating at ICUGS and/or via Web
Institutional Civilian User	Italian Institutional civilian Users operating at ICUGS
Civilian User Partner	Foreign Civilian Users operating at Partner CUGS
Commercial User	Generic Civilian Commercial User operarting at CUGS and /or via Web

If you are an Institutional User, proceed on clicking on Institutional User Link.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Institutional Users Links

Three options are possible for Institutional Users :

1. **Users' Registration**, for a new registration to COSMO-SkyMed services:
   - Fast registration, with only browsing of catalogue
   - Standard Registration, for *complete* access to CSK services
2. **UM Users,** to :
   - access your personal account information
   - create and manage a project card

3. **CDM Homepage**, to access the Client Deposit Manager online application (only after the approval of registration) for Service Request Management:
   - Deposit a new acquisition request
   - Browsing the COSMO-SkyMed catalogue
   - Deposit a Catalogue Request

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

Users' Registration

Users' Registration

By clicking on Users' registration link, two options are possible :

- **Fast registration**, with only the possibility of browsing of catalogue, without a request of product.
- **Standard Registration**, for *complete* access to CSK services for requesting a product in terms of :
  - ✓ Catalogue Service Request *(from historical data)*
  - ✓ New Acquisition Request

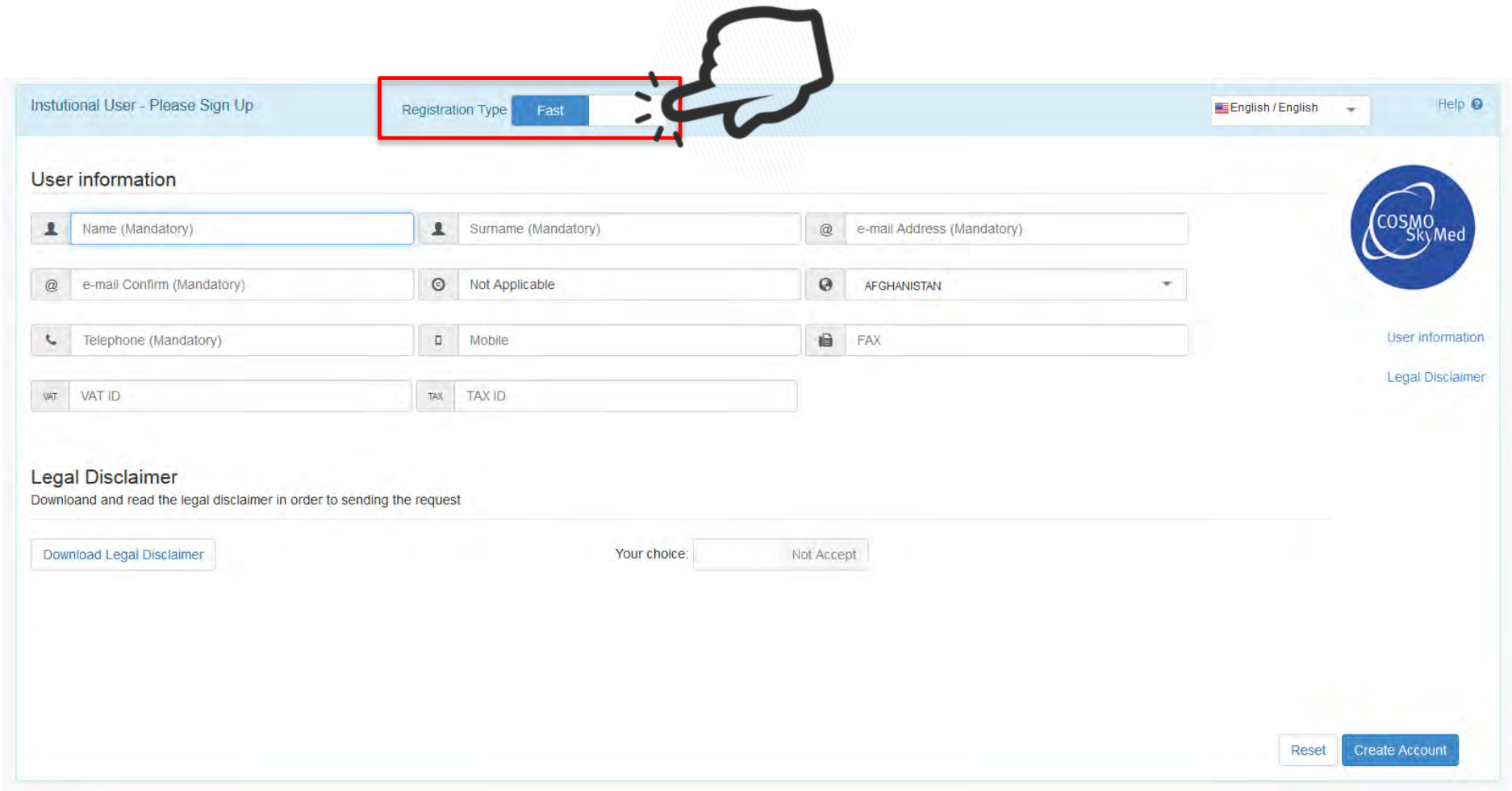
- It is possible to proceed with standard registration, without accessing to fast.
- After the fast registration anyway, it will be possible to complete with standard registration.
- In order to proceed with orders, after the standard registration, it will be necessary to create and receive the activation of a project card.

With the new MSI-UGS system, each account will be related to a person and not to a project.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

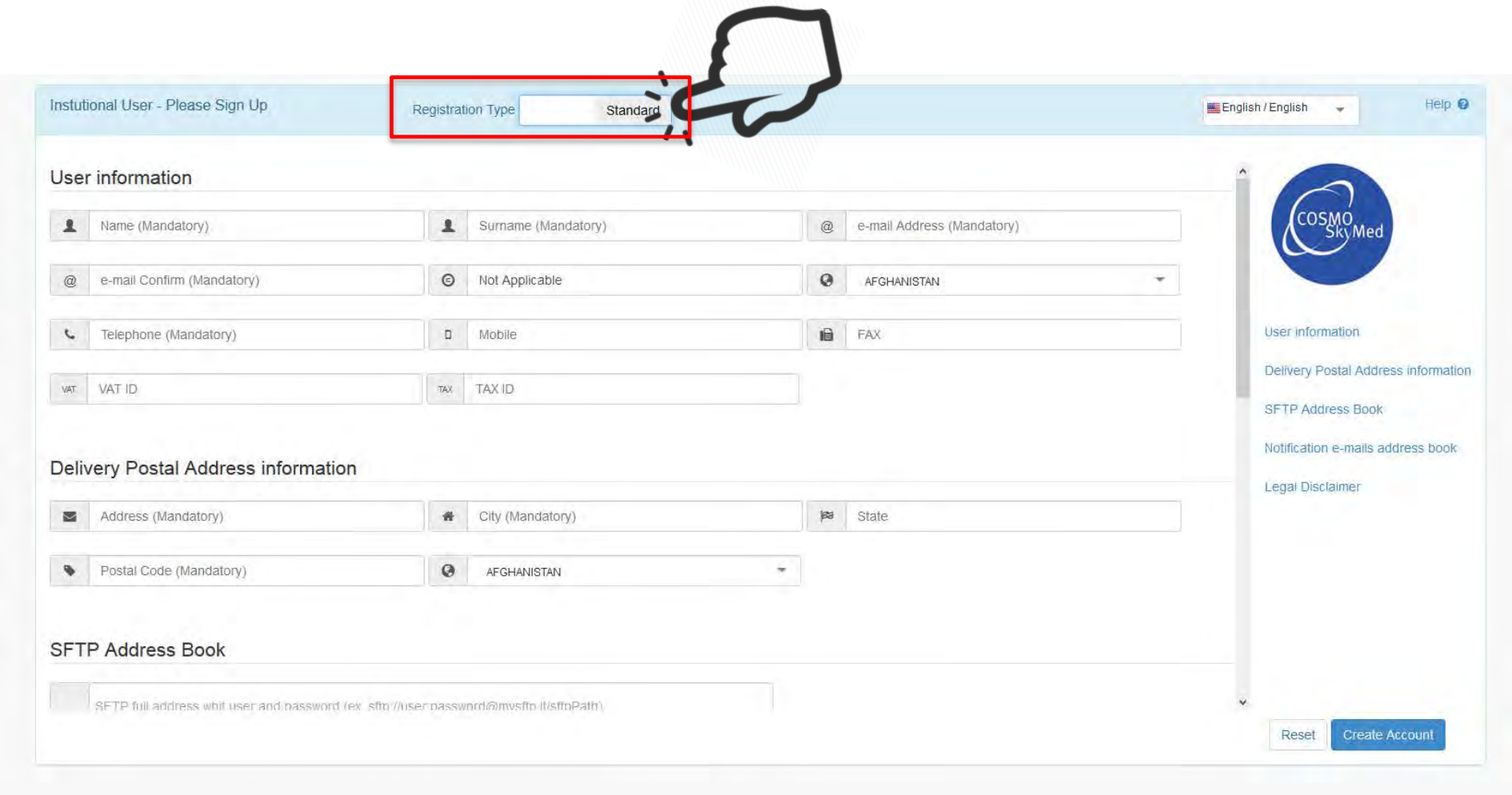
Users' Registration : Fast

The tab «Registration Type» allows choosing between fast and standard registration, by clicking on it.



Users' Registration : Standard

The tab «Registration Type» allows choosing between fast and standard registration, by clicking on it.



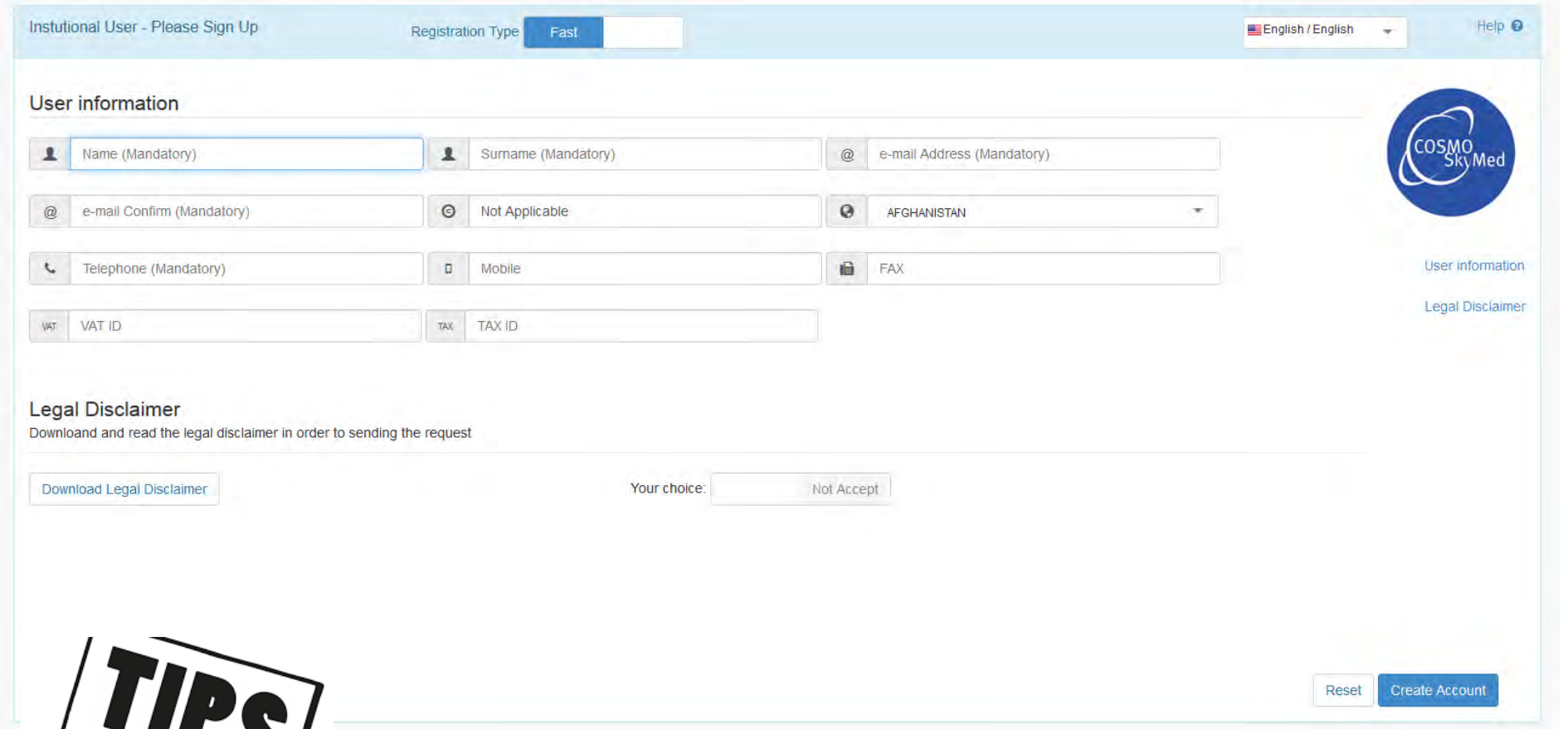
Acknowledgments: TELESPAZIO

Agenzia Spaziale Italiana

Fast Registration

Fast Registration Form

Fill in the fields provided in the fast registration form with your personal information



Use tool tips to know major details on the fields to be filled, by moving the mouse pointer on the icon of each field.

Insert Company or professional information.

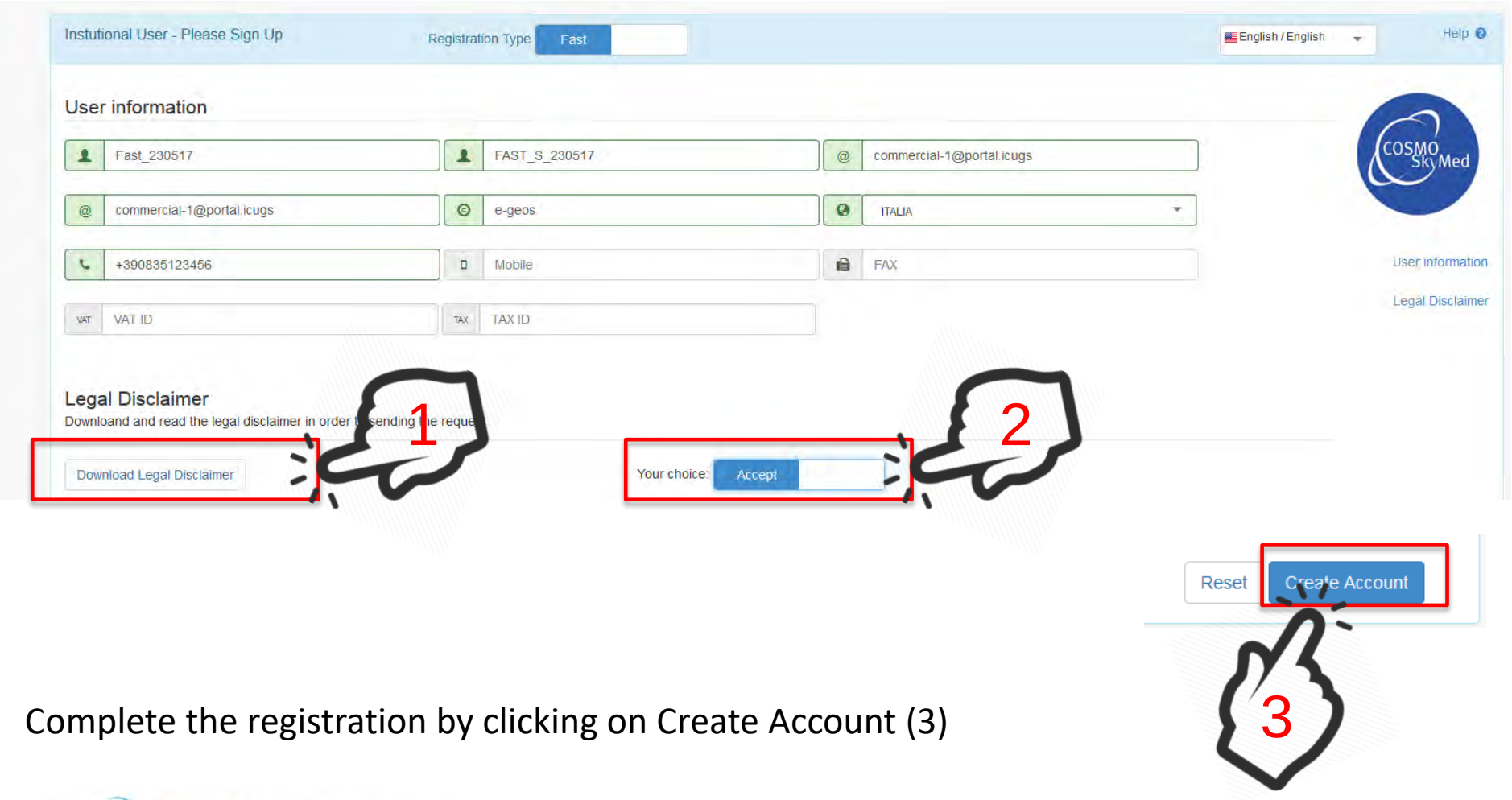
Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO

Fast Registration Form

After filling all the information, download the legal disclaimer by clicking on Download Legal Disclaimer Button (1) and then Accept it by clicking on the tap next to it (2).

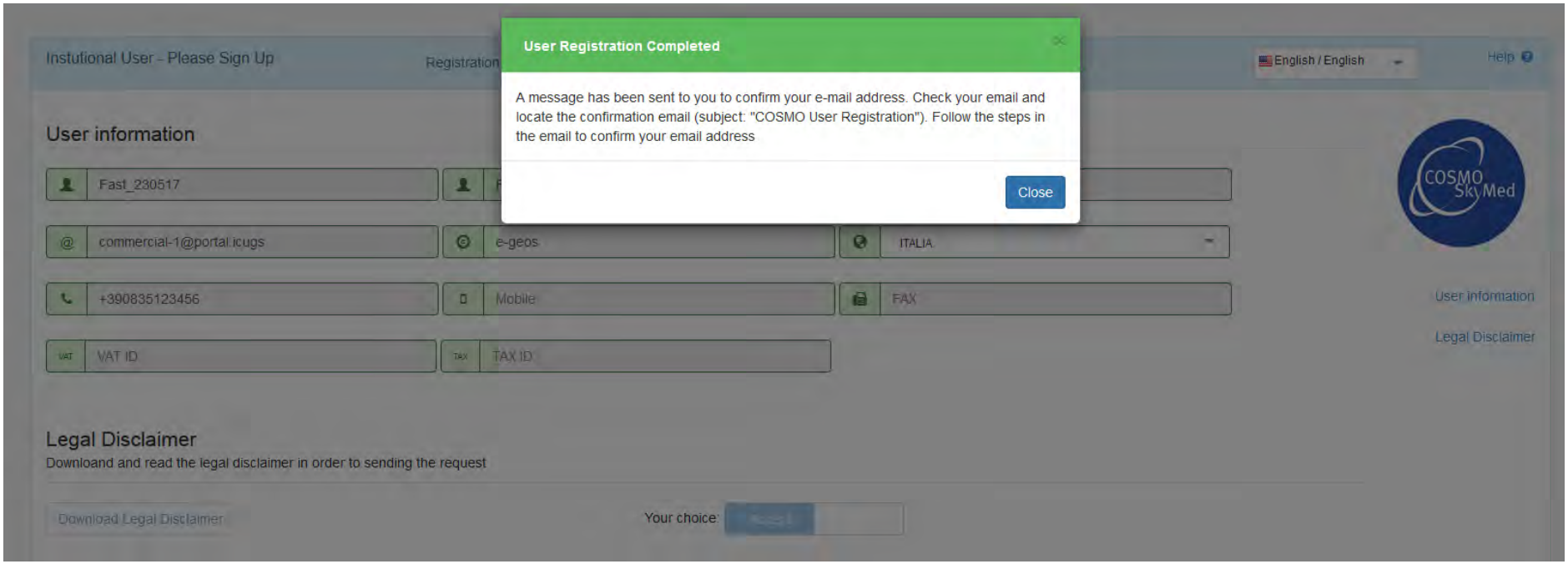
NB: The acceptance of legal disclaimer is MANDATORY



Complete the registration by clicking on Create Account (3)

Fast Registration Form

Check your e-mail and proceed with the confirmation, by clicking on the link received inside the mail text.



The received e-mail will be similar to the one provided here on the right.

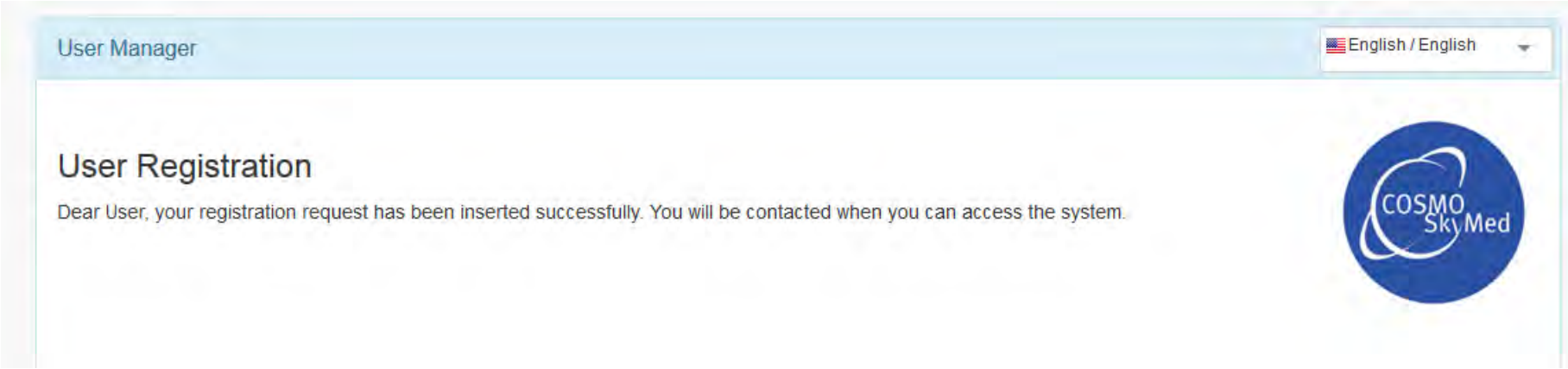
COSMO - User Registration
sim_smtp_account
Sent: 23 May 2017 14:50
To: commercial-1

User Registration
Dear Fast_230517,
Just One more step...
Click the follow URL below to confirm your Account registration request
http://registration:80/UMUsersBackend/rest/public/emailConfirm/d8148af4-eafa-4c08-930e-0f533a83e753

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Fast Registration Confirmation

After clicking the link, the system will respond with the following message.



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Fast Accreditation completion

WAIT for registration activation : if the registration will be ACTIVE, you will receive 2 e-mails:

1. One with your username details
2. One with the password details

In case your request for accreditation will be rejected, your account will be DISABLED and you will receive an e-mail of rejection.

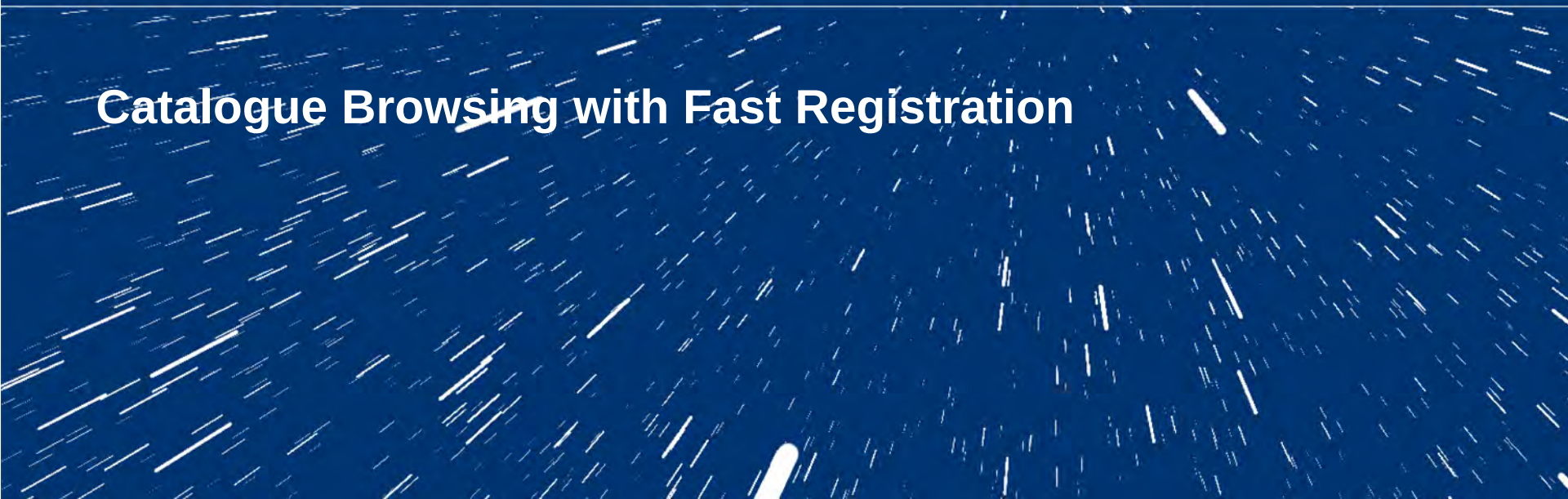
With the new MSI-UGS system, each account will be related to a person and not to a project.

There will not be an account for each project, but there will be an account of a person to which several projects will be related.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

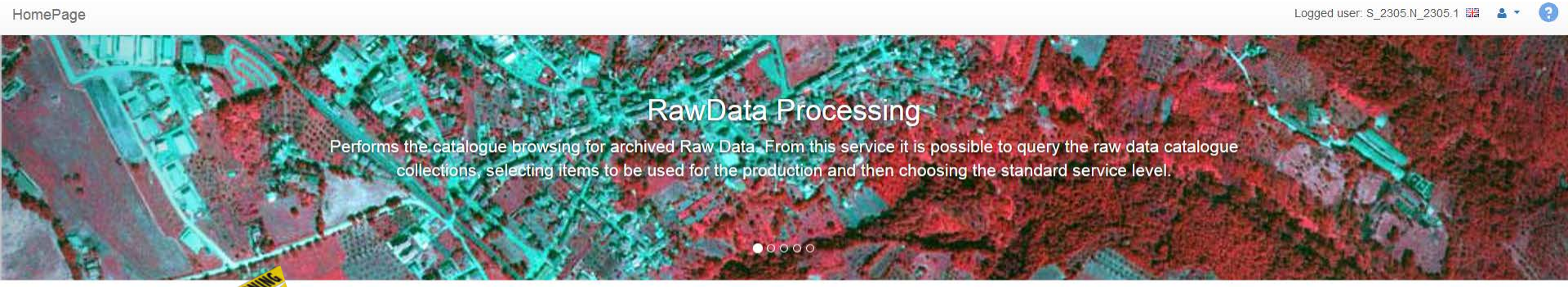
Catalogue Browsing with Fast Registration



CDM Access

1. Click on the link of CDM homepage.
2. A window will appear with fields to be filled concerning username and password received in the previous e-mails
3. Insert username and password
4. Validate by clicking OK.

The homepage of Client Deposit Manager will appear with only the C icon to browse the Catalogue.



Only browse the Catalogue, without ordering

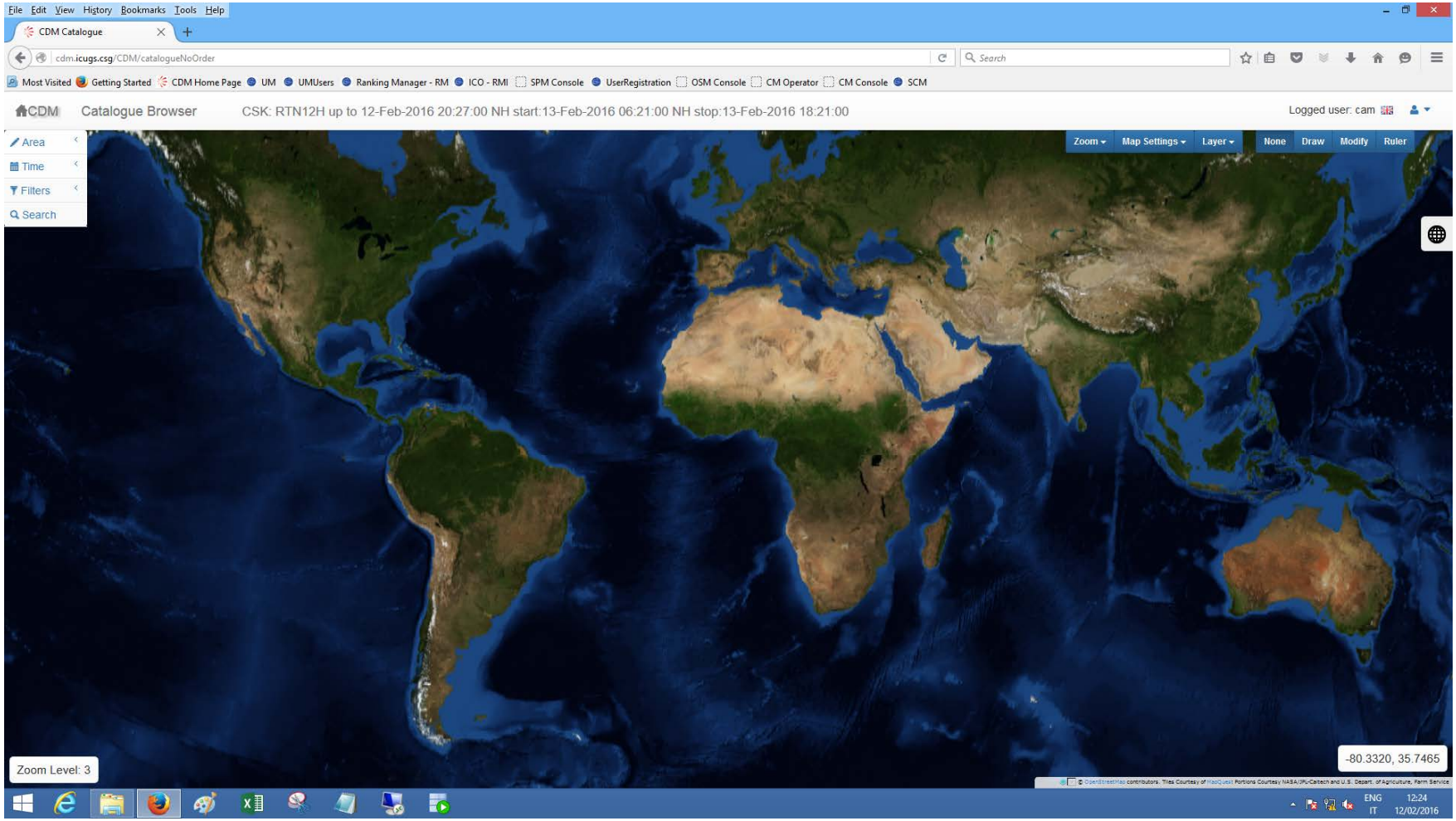
Click Here

Agenzia Spaziale Italiana

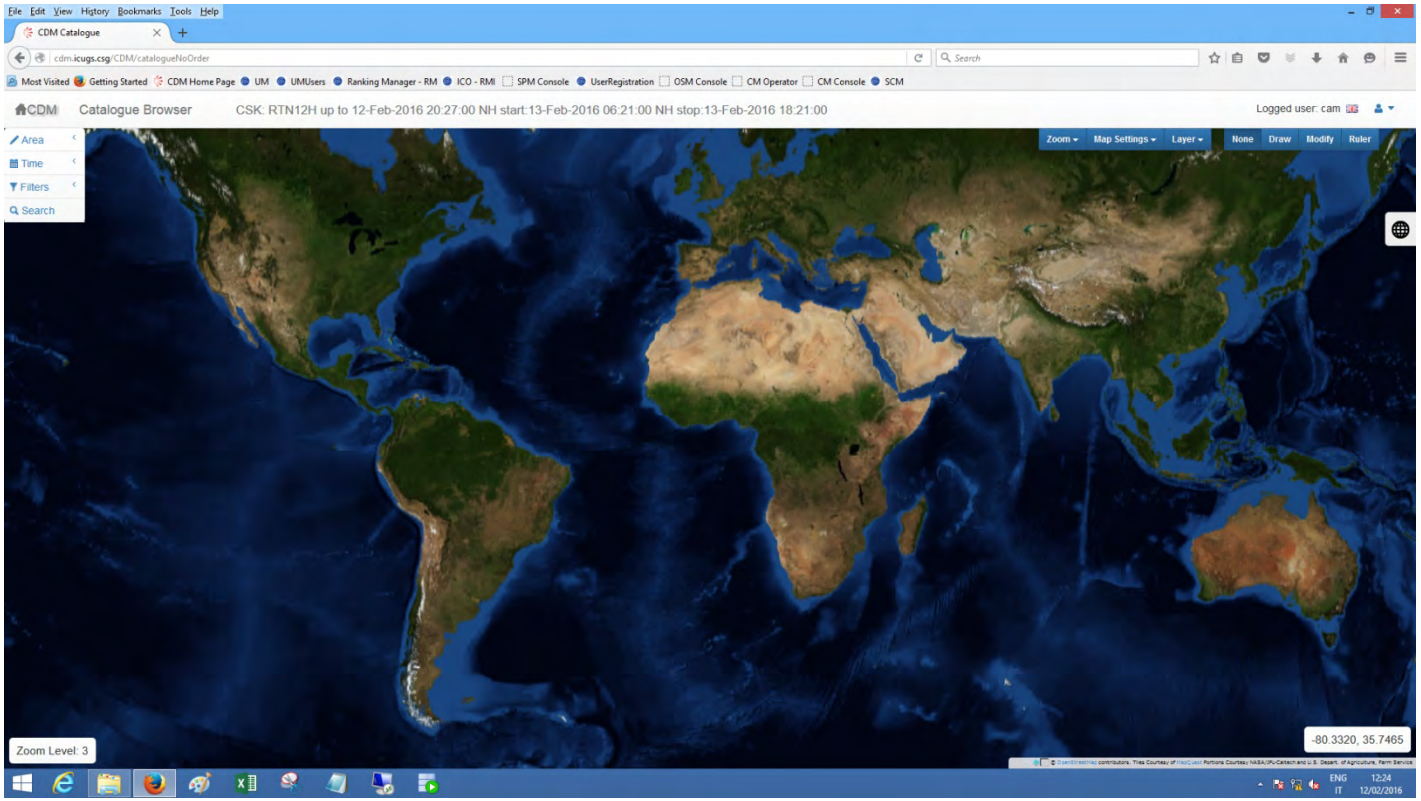
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Catalogue browsing

The Catalogue Browser home page is opened.



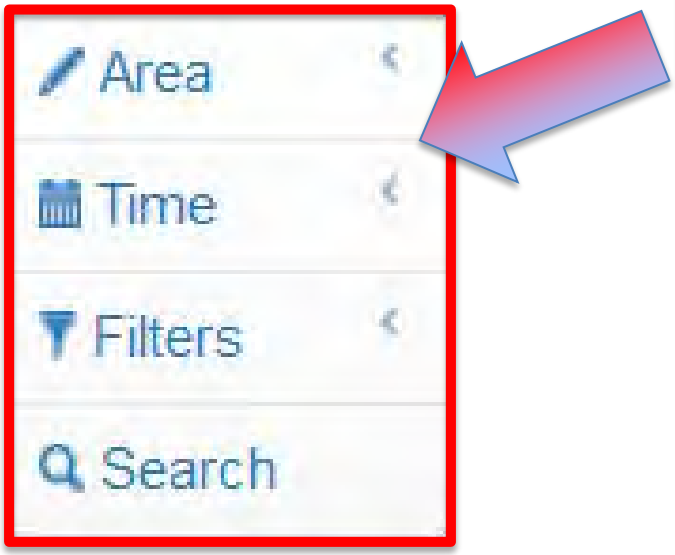
Catalogue browsing

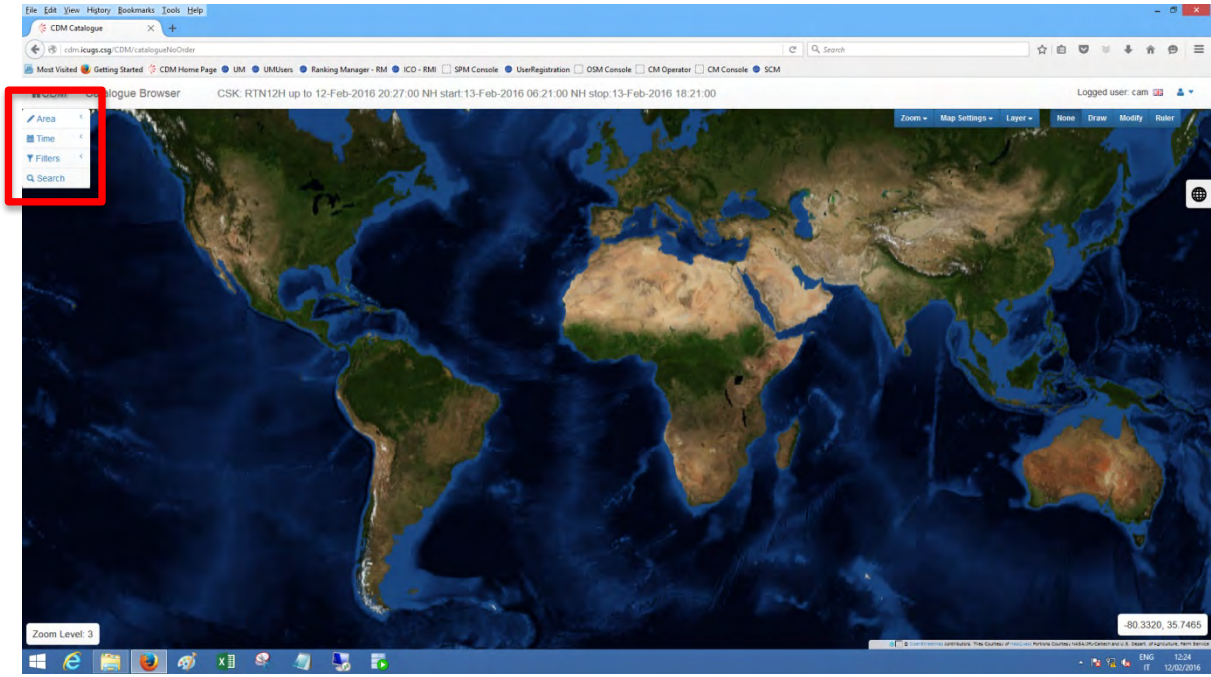


The page has the following main characteristic:

- *a full screen map (with a set of buttons on top-right to manage the interaction with the map);*
- *a menu on the top left of the window to set the filtering criteria and submit catalogue search;*
- *a set of buttons on the right side to manage the order submission;*

Filtering criteria





The filtering criteria menu has the following item:

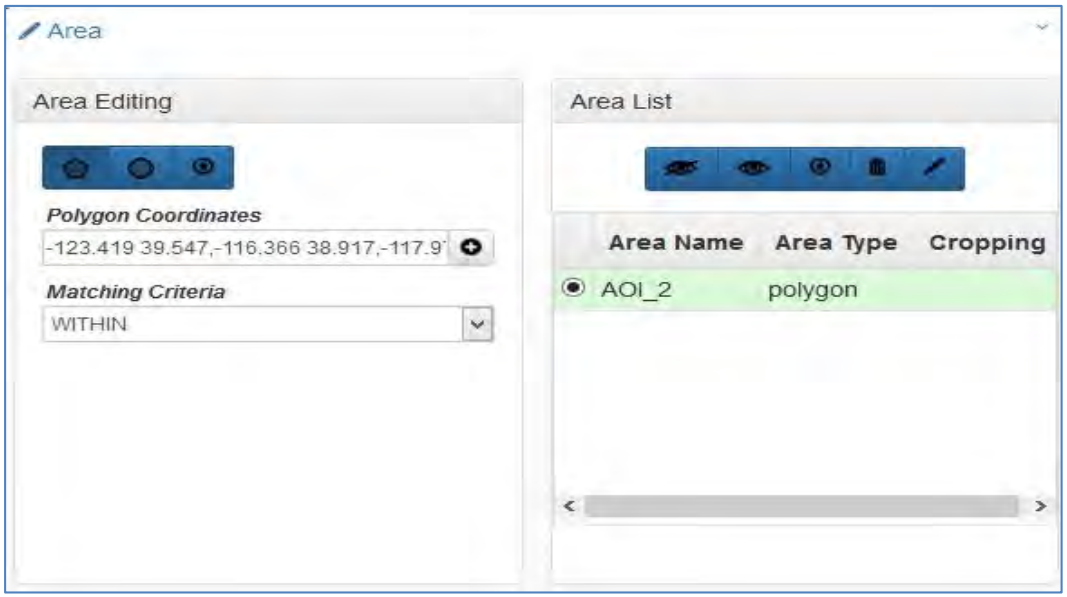
- Area to define the area of searching.
- Time to define the time interval of searching
- Filters to set the collection and the relevant searchable parameters

Historical data can be searched by Area, Time and/or parameters filters

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

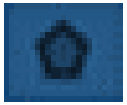
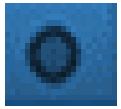
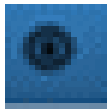
Search by Area Of Interest (AoI)

Clicking on "**Area**" the following window is displayed



In the Area List frame on the right are listed the available AOIs selected

The Area editing can be defined :

- **manually**, typing the coordinates
- **graphically** by drawing the shape of the area
- by importing a **KML/SHP file** by mean the tools available in the Area Editing frame :
  - Polygon  (manually and graphically)
  - Circle  (manually and graphically)
  - KML/SHP file import 

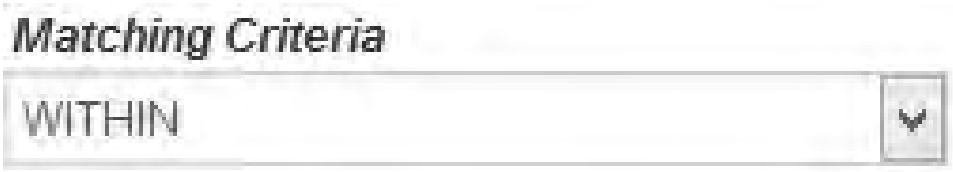
Drawing mode

1. To enter the drawing mode click on Draw button on top-right menu.

2. Select the drawing tool

….. and draws on map the AoI.

3. Set Matching Criteria .



Matching criteria can refer to :

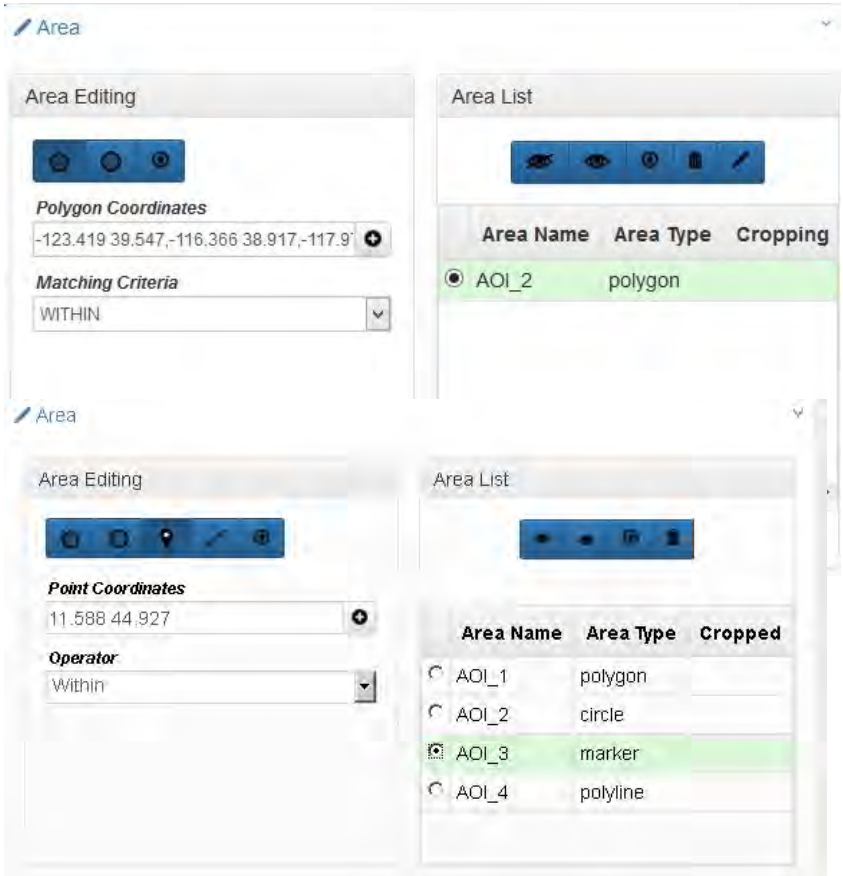
- Products included in the drawn area (WITHIN)
- Products partially included in the drawn area (OVERLAPS)
- Products completely coincident with the drawn area

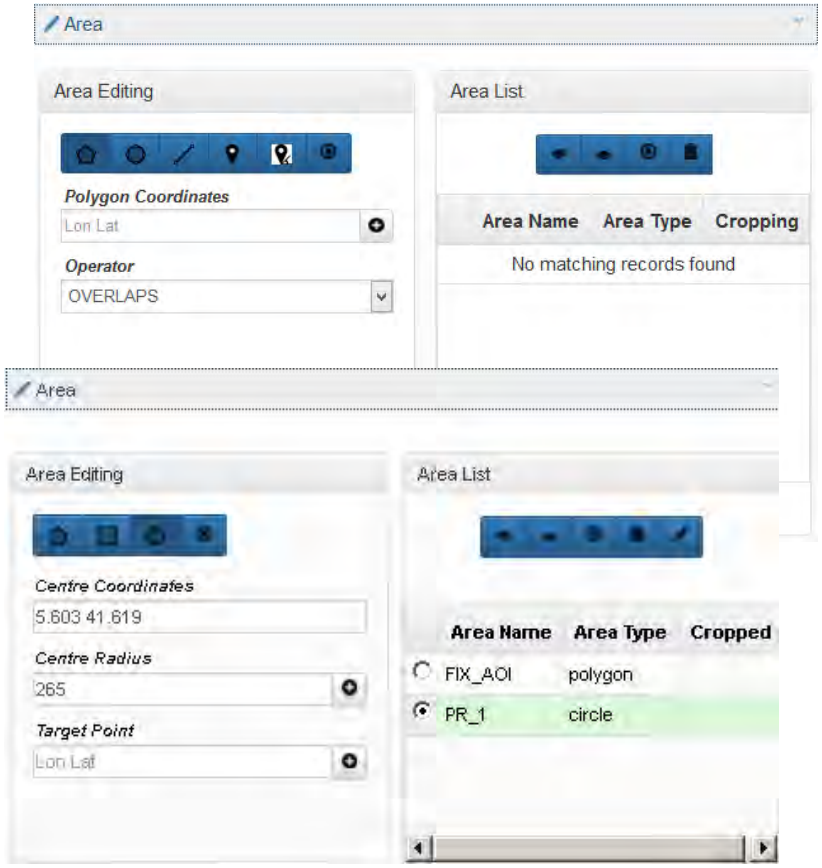
Acknowledgments: TELESPAZIO

Drawing mode

Double click left mouse button to close the polygon with Polygon or Polyline tools

Coordinates and radius (numeric values) are displayed according to the AOI drawn





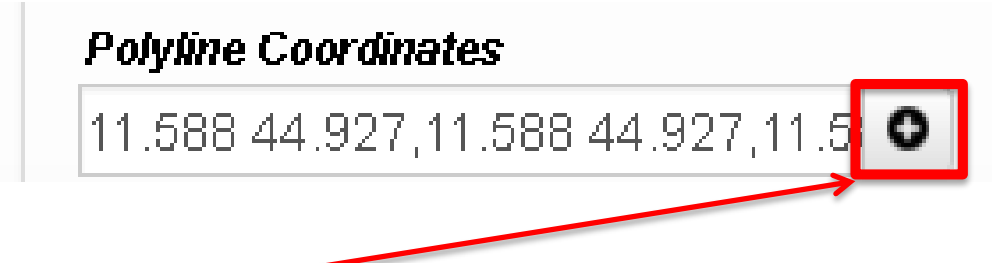
Acknowledgments: TELESPAZIO

Manual Editing of Area of Interest

The area can be defined also manually editing numeric coordinates

1. Select the type of area shape:

2. Type the coordinates according to the selected shape (lat lon, lat lon…)

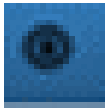


3. Then click on the Black PLUS “+” button to add the defined area.

4. Set Matching Criteria .

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Import KML/SHP file

1. Select  to browse the file.
2. Select the file to be imported (KML file)
3. Click “OPEN”
4. Click button
5. Set Matching Criteria

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Manage existing Area Of Interest (AoI)

The Areas imported or created can be managed an viewed selecting from Area List .

Click on:

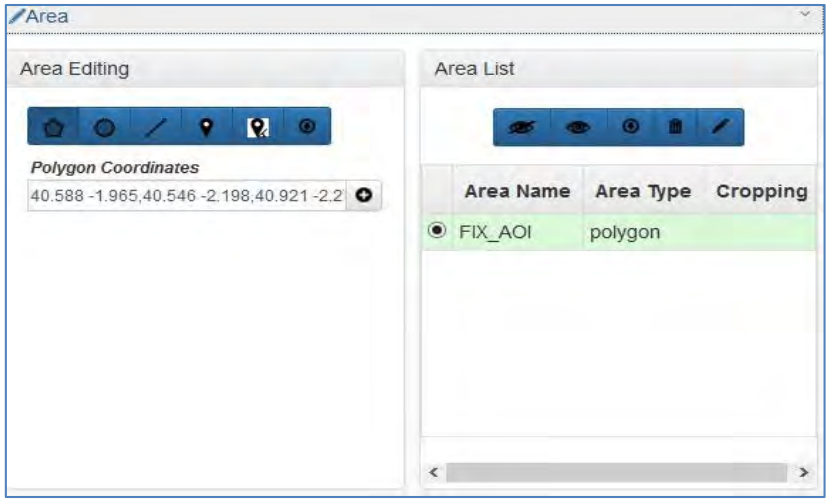
- *to Hide the selected AOI from map viewer;*
- *to Display the selected AOI on map viewer;*
- *to Export the AOI in KML file;*
- *to Cancel the selected AOI;*

Modify Area Of Interest (AoI)

- Modify an existing AoI:
  - Select the Area

to modify.
  - Click the

button on top-right to modify the AOI drawn.
  - Click on the polygon corner to modify and drag it.



Modified AoI have to intersect with the original one

Acknowledgments: TELESPAZIO

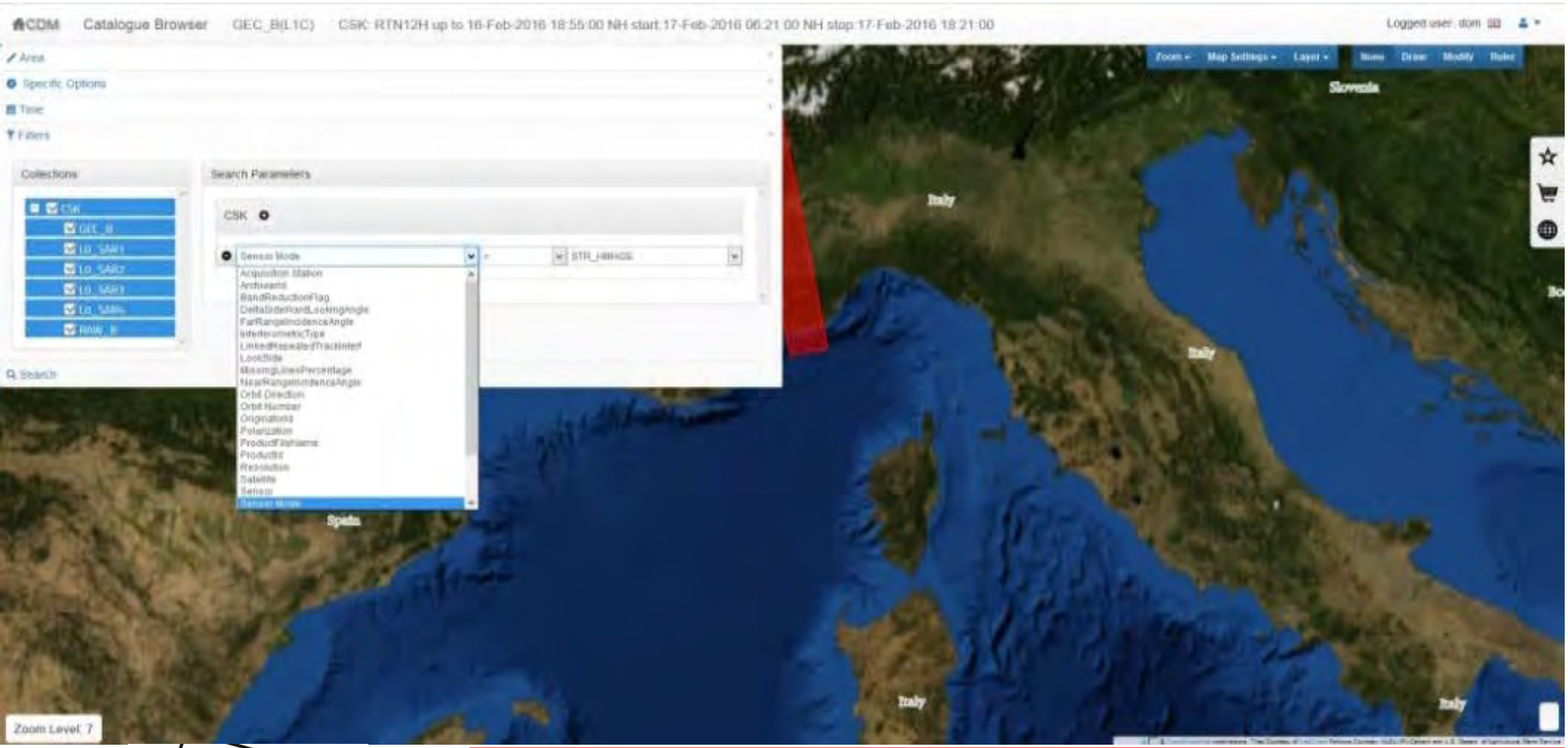
Time filtering

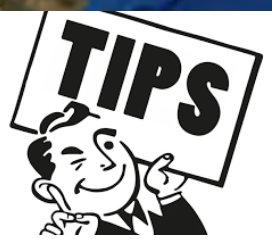
1. Clicking on **Time** the following window is displayed:

2. Clicking on the calendar icon on the right of the Start Time and Stop Time fields, year/month/day can be chosen.

3. Clicking on the clock icon on the bottom of the year/month/day panel the hour/minute/second can be chosen.

Select **Filters**, on the left side of the open panel.





Filters can be selected by :

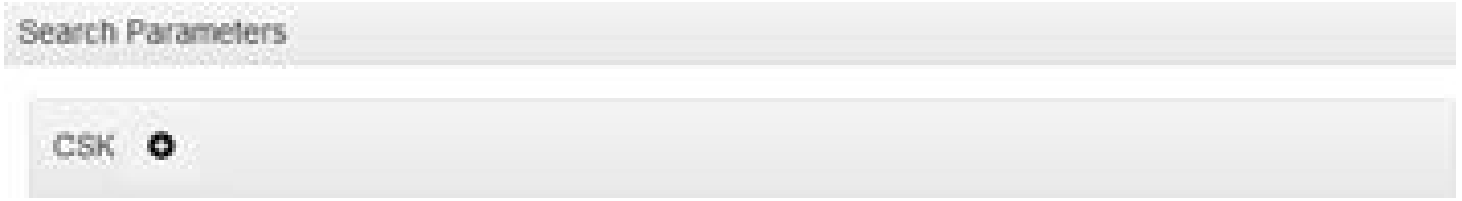
- Collections parameters
- Mission parameters (*Search Parameters)*

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

In the Collections frame, flag the Mission and the relevant collection to be searched (Mandatory).

Collections refer to products divided by processing levels.

The Search Parameters frame is opened.

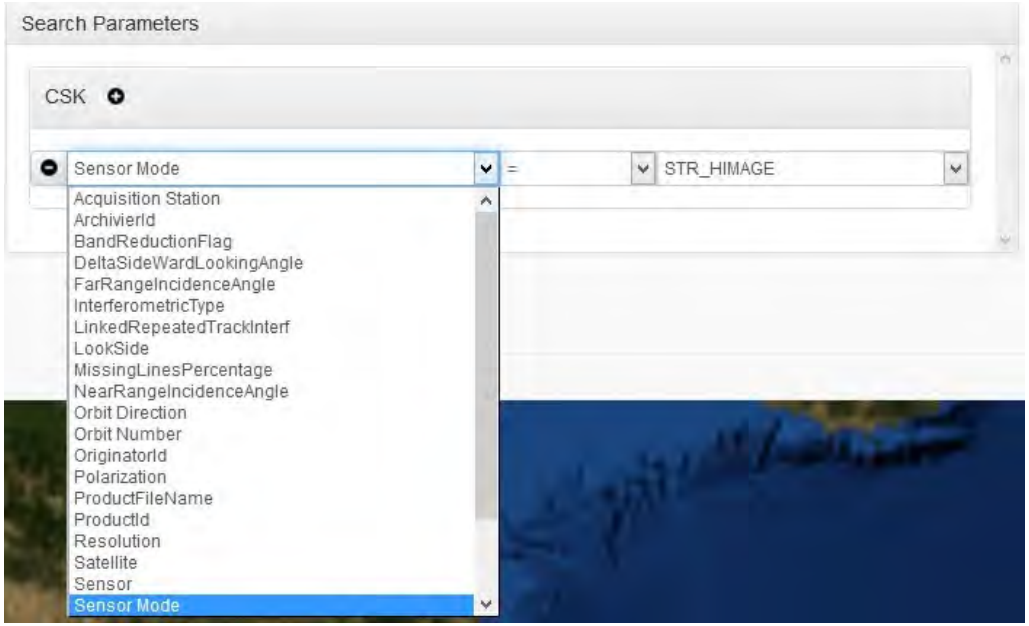


…. You can also then set other search parameters (such as mission parameters) to refine the results.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Mission Parameters Filtering

In the **Searchable Parameters** frame click on the plus icon near the mission name



A new entry to define the parameter is added.

The list of relevant parameters is displayed.

Select the parameter to define :

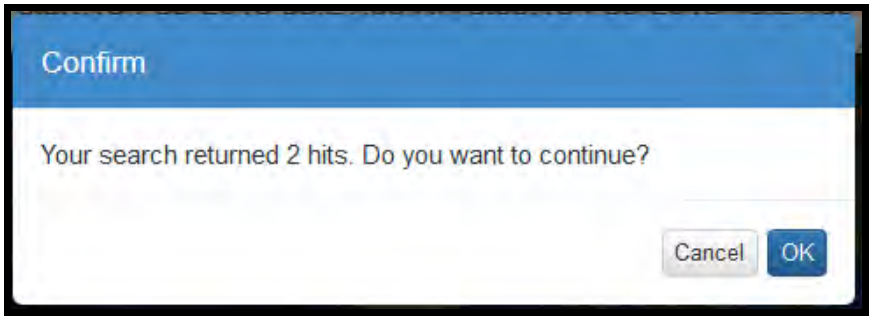
- In the first column select the searchable parameter;
- in the second select the comparator required for the catalogue searching;
- in the third, select the parameter or type the numeric value.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Click on “Search”

button

“Wait while loading data”

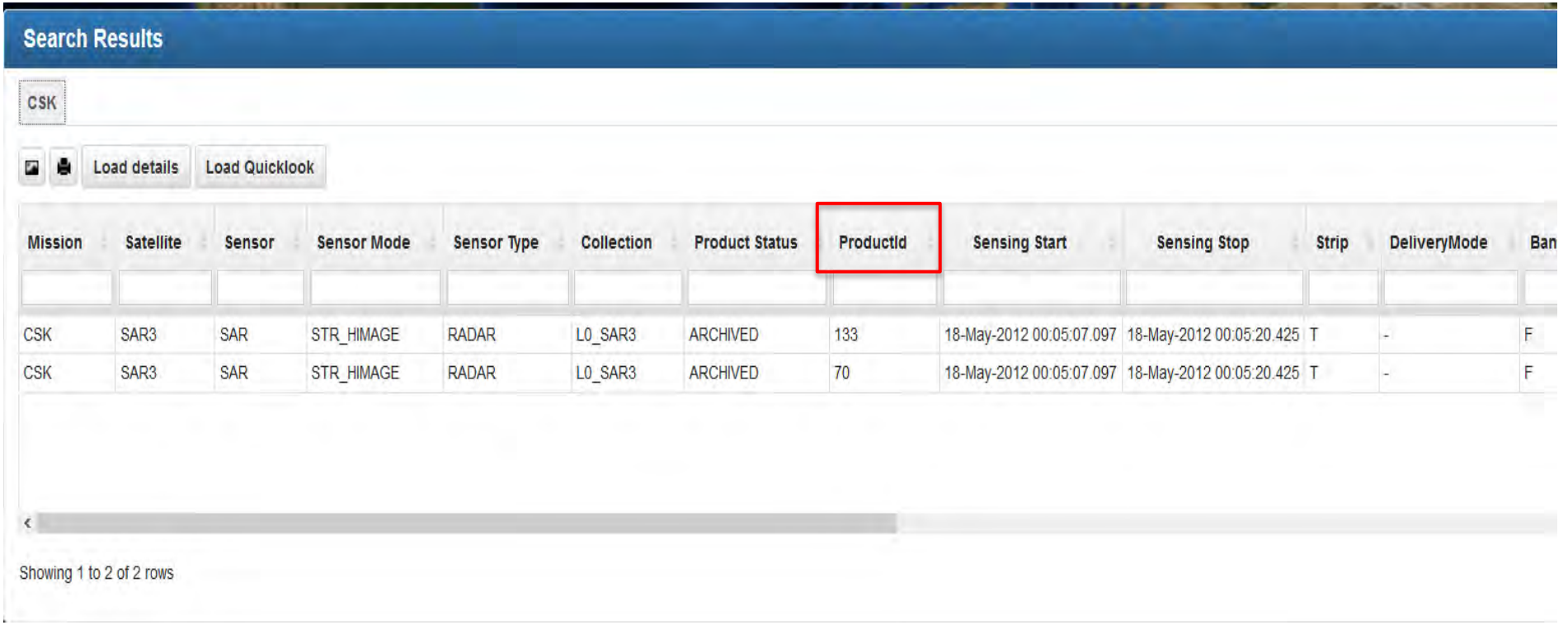


*Press “**OK**” on the “Confirm” message*

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Search Results

The catalogue results are displayed in the Search Results List .



IMPORTANT

For new products, since MSI-UGS start, the Product ID will be the unique identfier of products

To export the list of results…

To save the details click on button

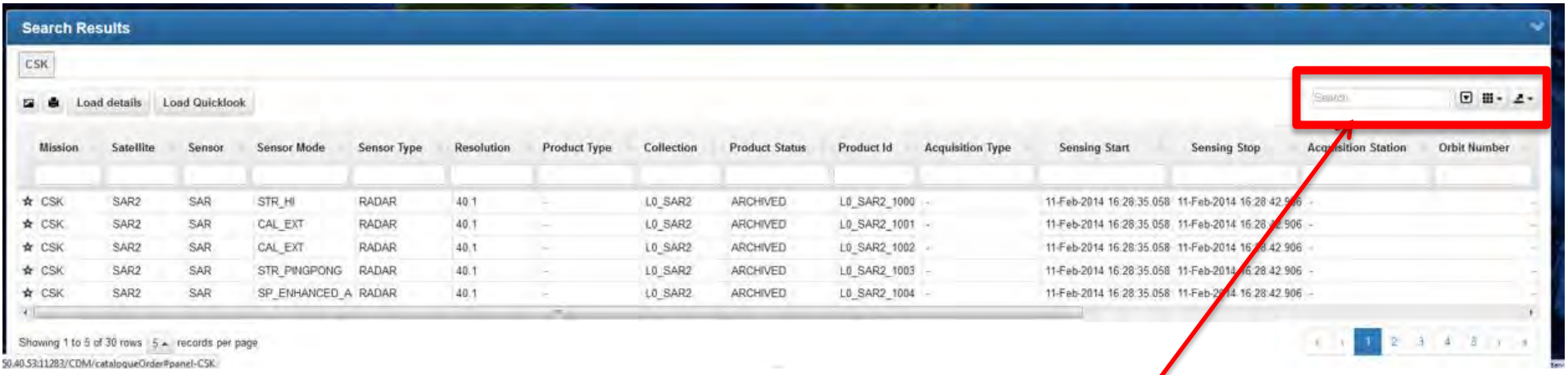
Select the file format

Save the file.

Search Results

Results are also provided with additional information concerning >

- project card
- old record number {*archive Record ID*}
- Sensing time
- ….



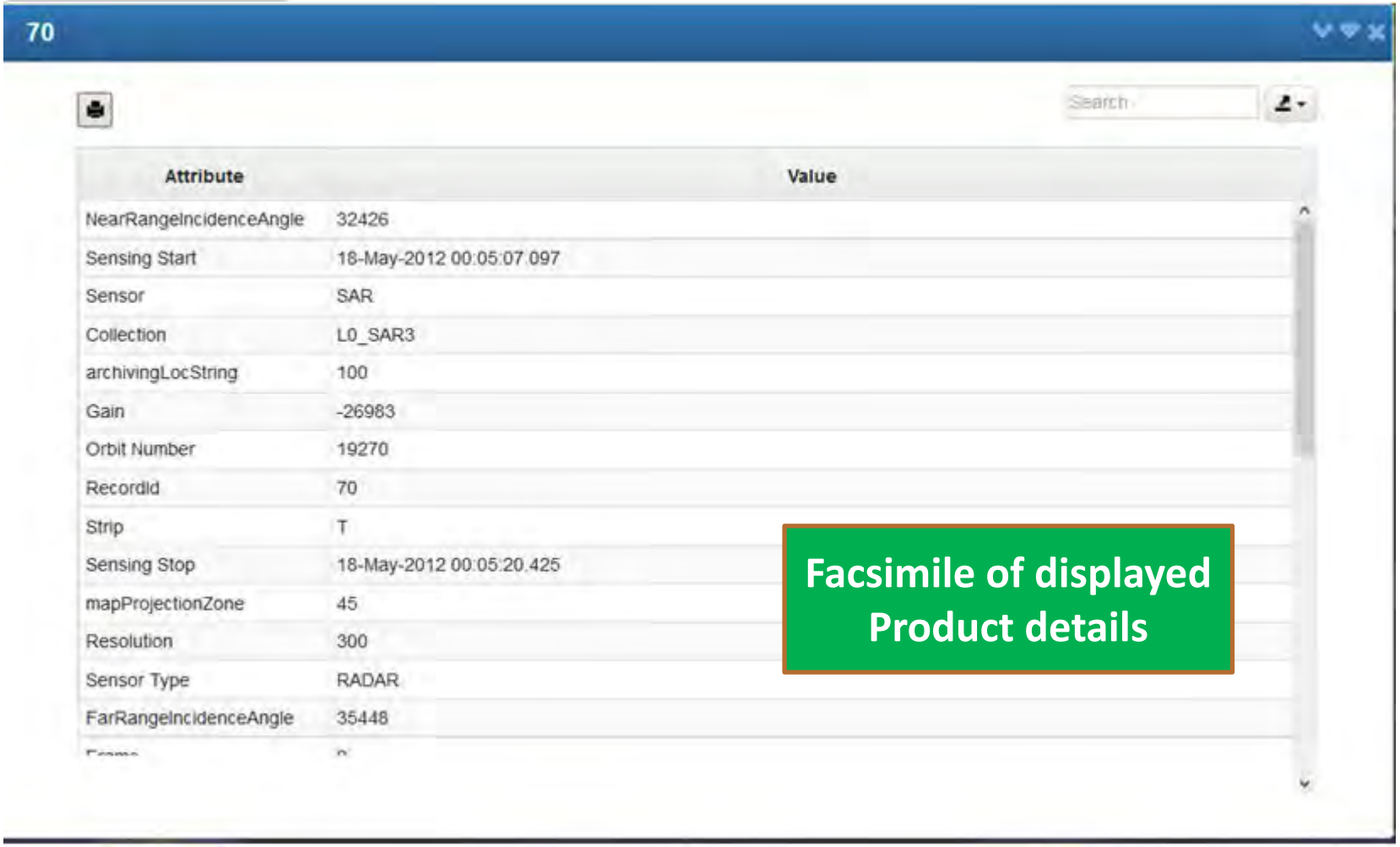
You can use Filters to refine the search results according to the information provided in each column

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Show details and quicklook of catalogued products

In the Search Results Tabular List select one product and click:

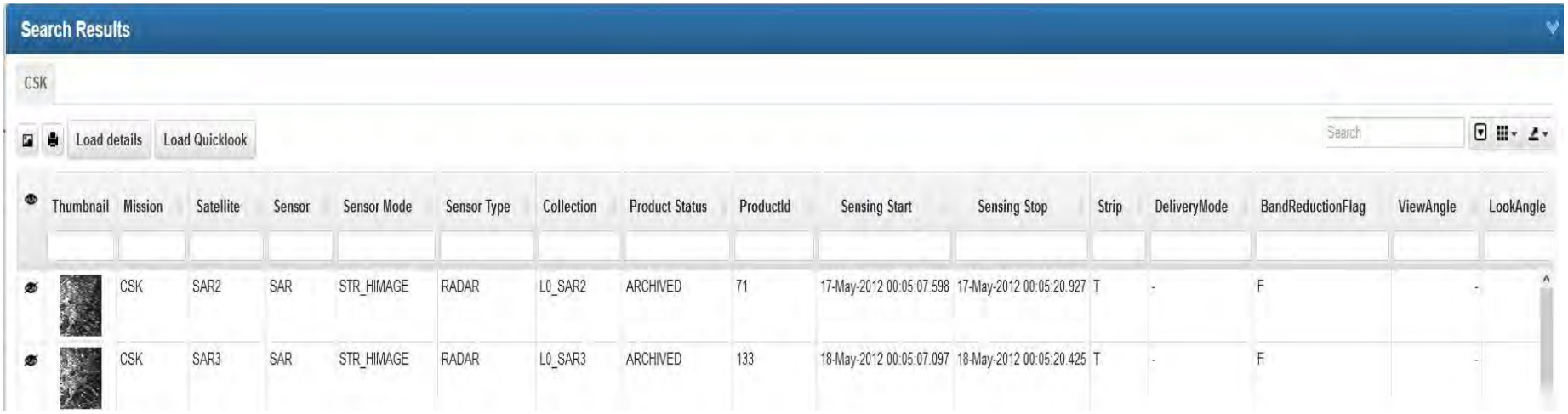
- Load details Load detail button to show the attributes of the product



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

- click on Load Quicklook button to show it.

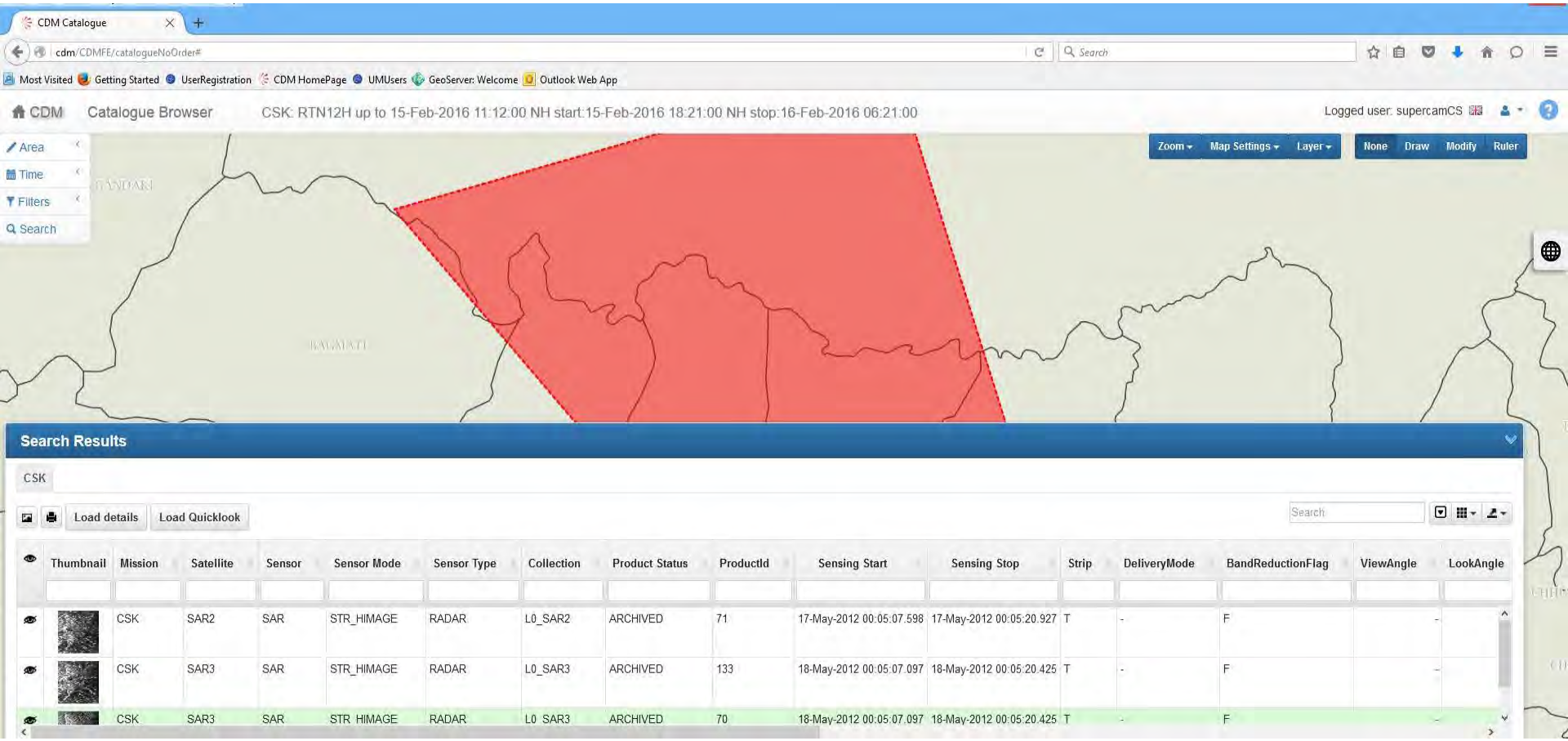
Click on button to visualize the quicklook thumbnail



To save the details, click on *button, select the file format and save the file*

Show area product on map

In the Search Result Tabular list click on thumbnail button to see Area coverage by product on map.



Acknowledgments: TELESPAZIO

Agenzia Spaziale Italiana

Standard Registration Process

Standard Registration, for *complete* access to CSK services for requesting a product in terms of :

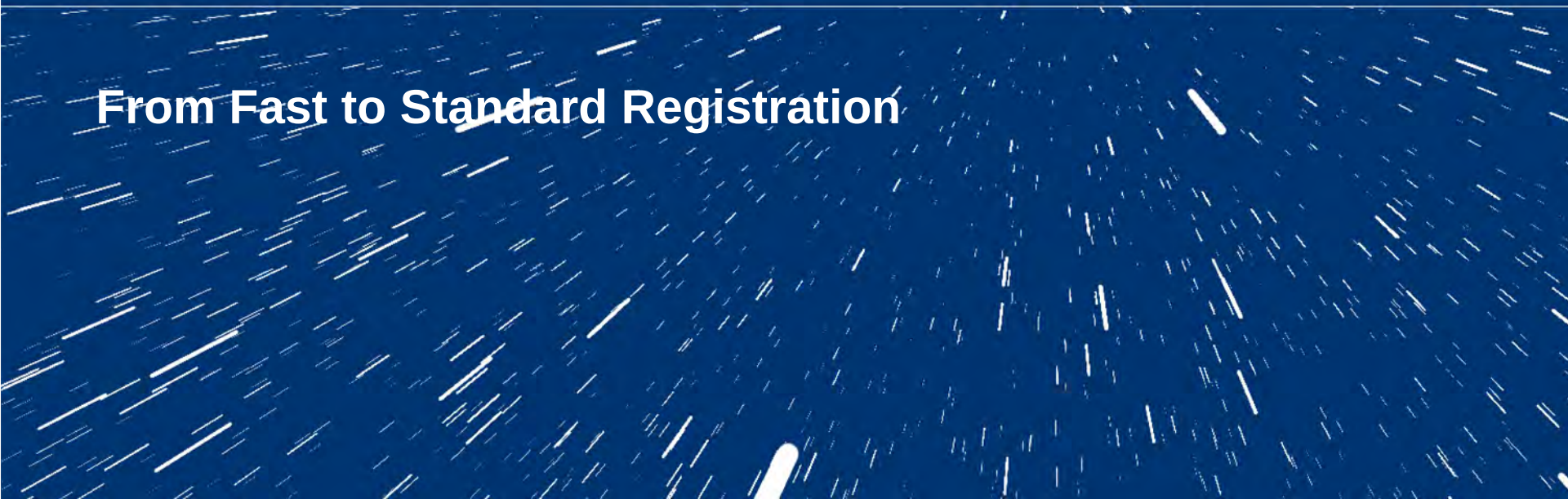
- ✓ Catalogue Service request
- ✓ New Acquisition Request

- It is possible to proceed with standard registration, without accessing to fast.
- After the fast registration anyway, it will be possible to complete with standard registration.
- In order to proceed with orders, after the standard registration, it will be necessary to create and receive the activation of a project card.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

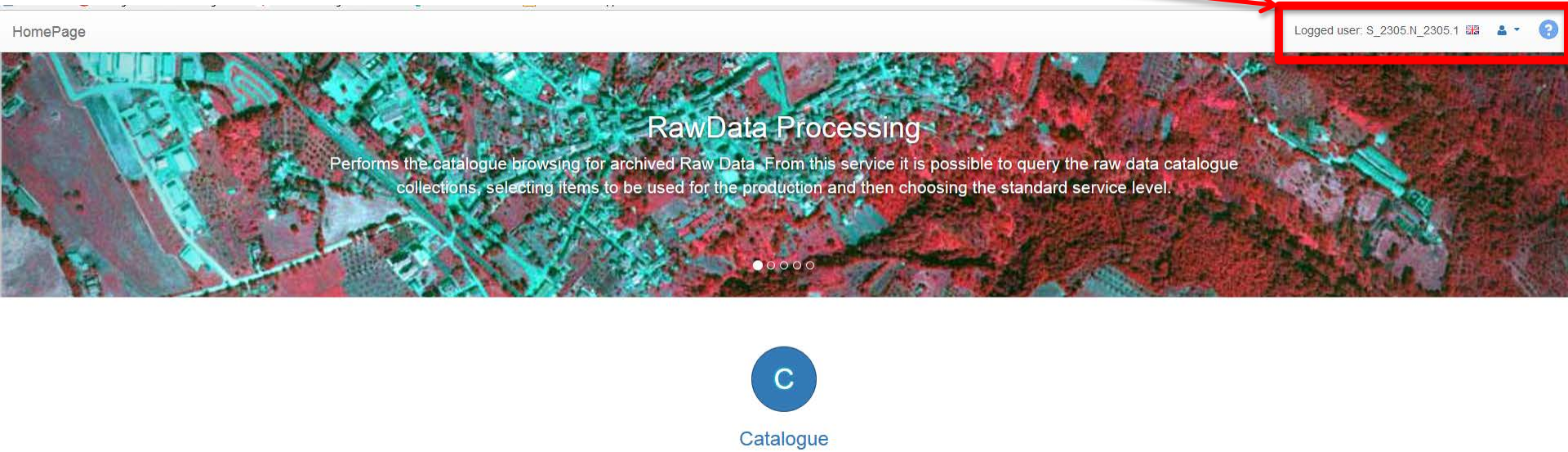
From Fast to Standard Registration



From Fast to Standard Registration

Access UM users page by :

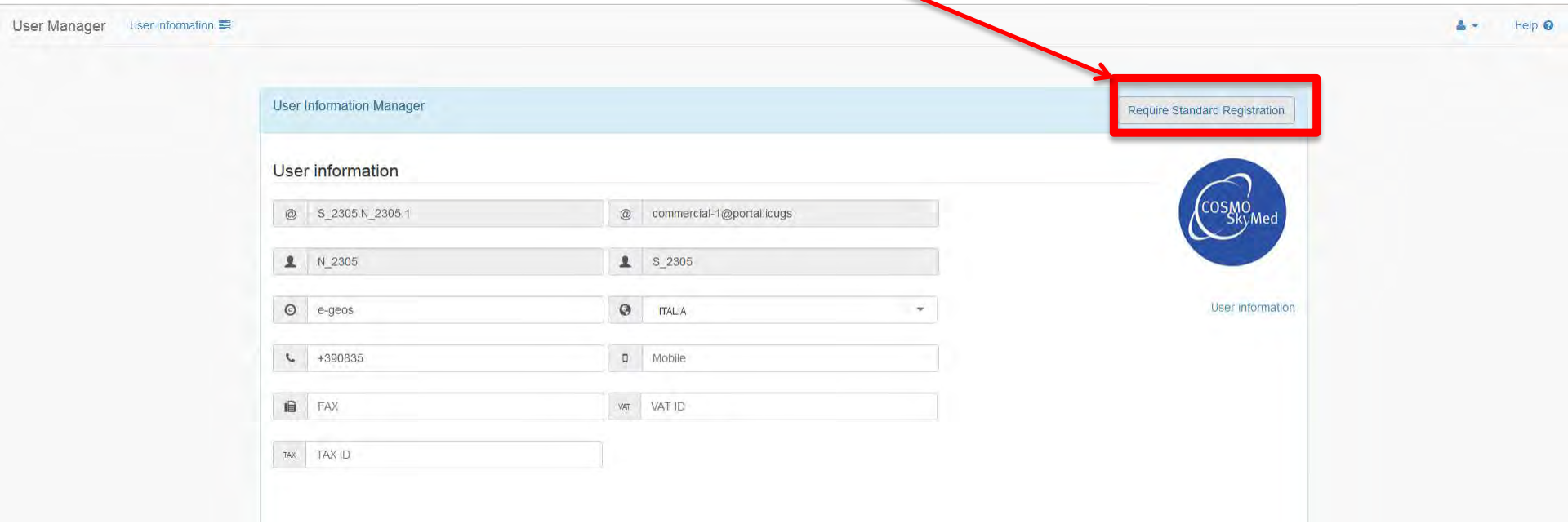
- Using the link provided on CSK website
- Using User icon provided inside CDM homepage at the top right of the page to access your User's details



The homepage of UM users will be displayed with your personal details.

From Fast to Standard Registration

In the UM users homepage select the «Require Standard Registration» button at the top right of the page to perform standard registration.

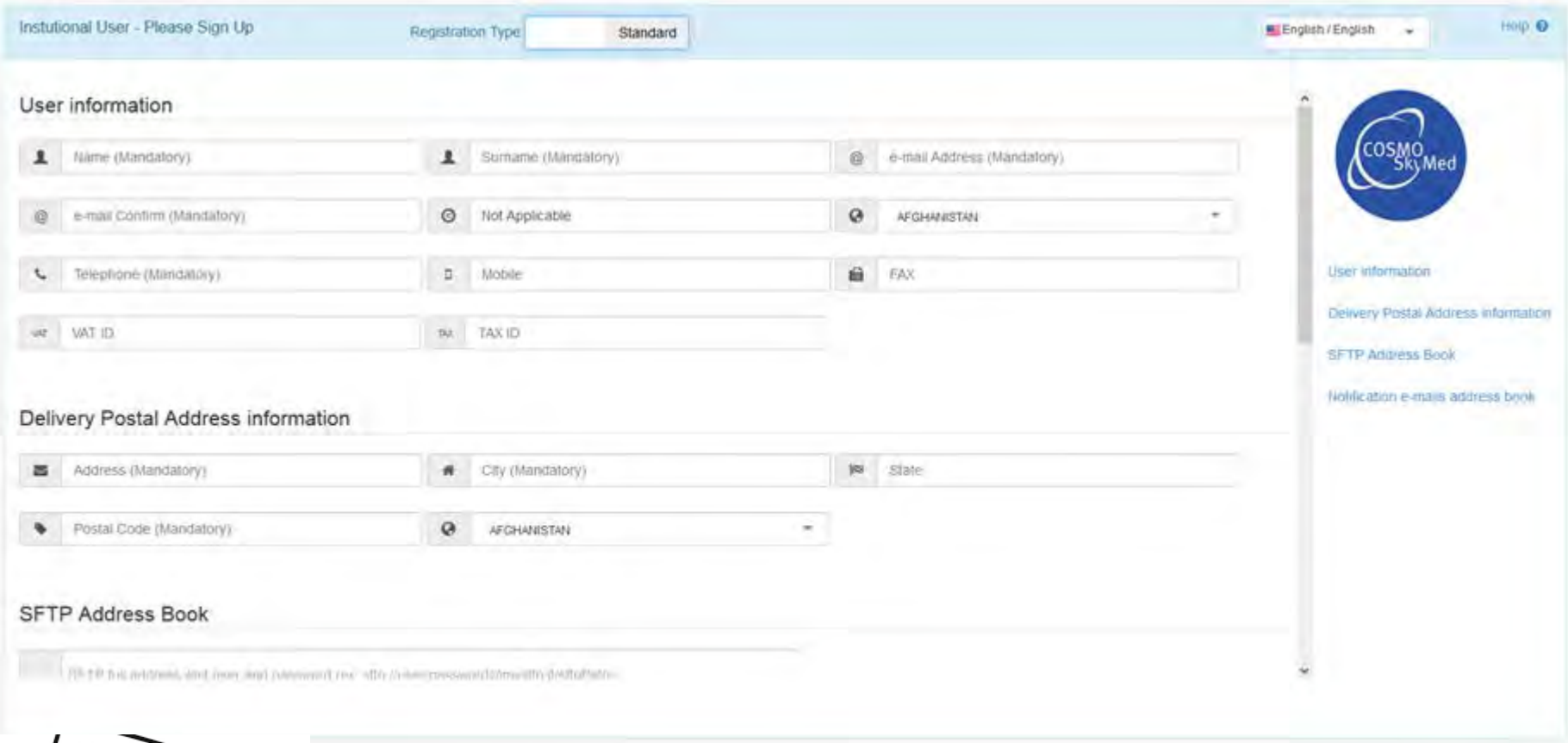


The standard registration form to be filled will be displayed.

Since now, the process of Standard Registration is started.

From Fast to Standard Registration Form

Fill in the fields provided in the standard registration form with your personal information



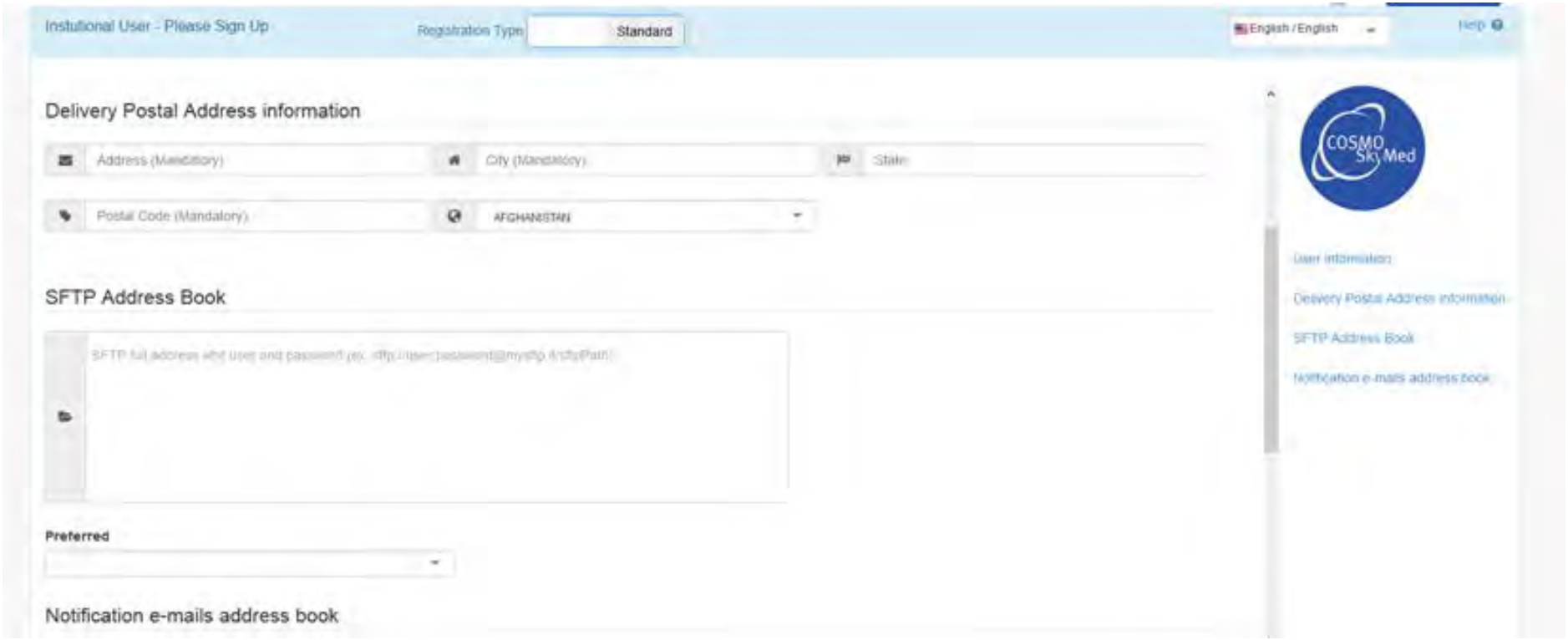
Use tool tips to know major details on the fields to be filled, by moving the mouse pointer on the icon of each field.

Insert Company or professional information.

Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

From Fast to Standard Registration Form



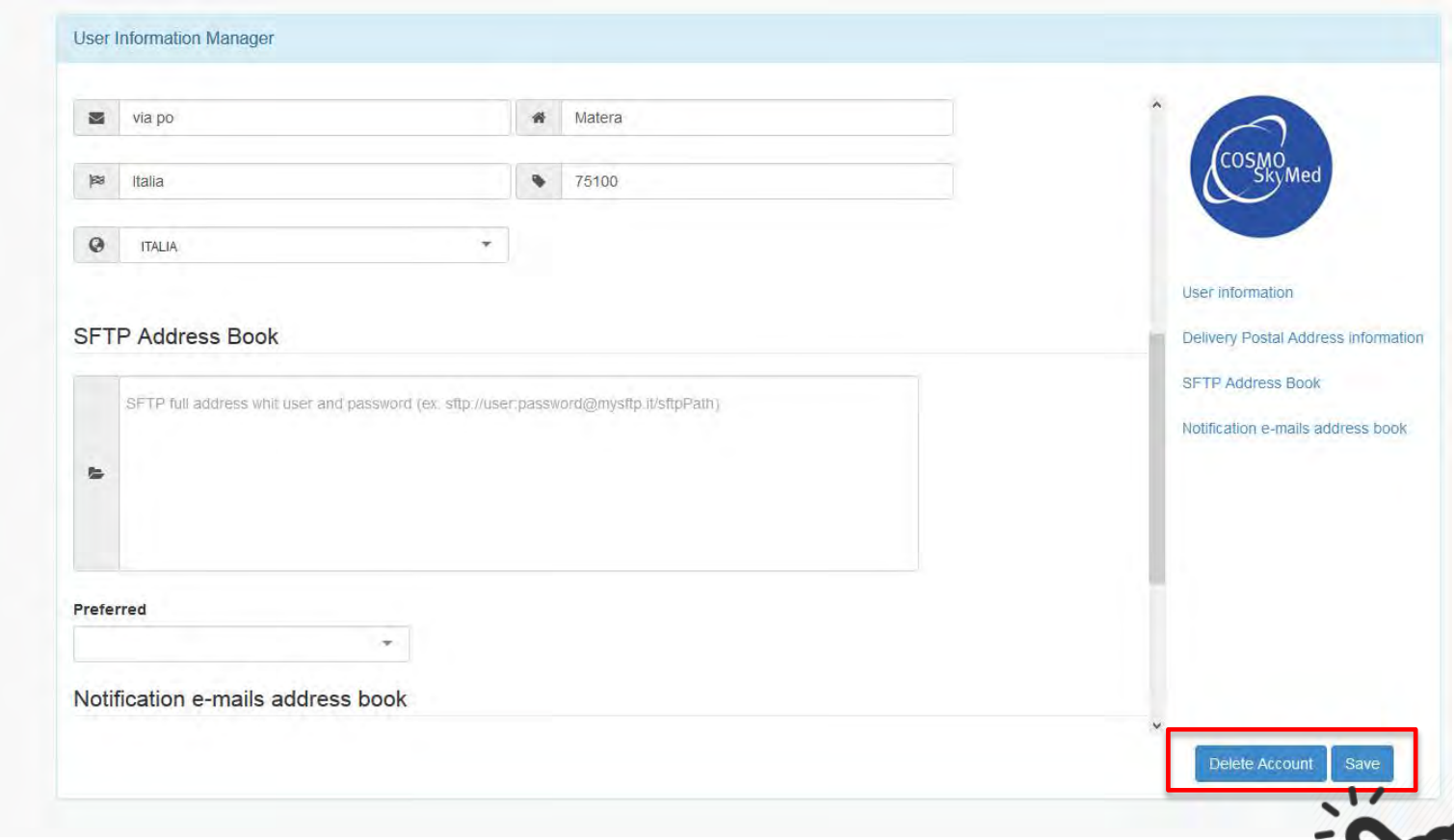
The **delivery postal address** information refer to the Company Address.

The **SFTP** is the secure SFTP link where products will be delivered after processing and it shall be the Company one

(refer to SFTP recommendations on Delivery Information section)

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

From Fast to Standard Registration Form



A. Click on **SAVE** Button (1) to proceed with the registration

OR

B . Click on **DELETE ACCOUNT** Button to delete the account

The **Notification e-mail address book** refer to the list of persons that shall be notified for administration purposes.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Authorized Standard Registration

WAIT for registration activation : if the registration will be AUTHORIZED you will receive a notification that you can access the system to add a Project Card.

During the passage from fast to standard registration approval, the User is not allowed to access the system also for browsing the catalogue.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

Delivery information

SFTP is highly suggested for the delivery of the products.

For baseline sftp service availability, CSG system assumes that on server side (i.e. at customer premises):

1. The sftp server is correctly dimensioned according to the average data volume expected daily on that server. A proper dimensioning can be calculated as follows:

$$Server\ sftp\ Dim. \geq \left[\sum_{i=1}^{n} V \times N_i\right] \times D$$

Where:

- n is the number of customers referring that specific sftp server for their deliveries
- V is the average volume of a product (for CSK mission 1 GB can be considered as average volume)
- N_i is the average daily products requested from the i^{th} customer
- D is the number of days for which the server is dimensioned

2. Is available a band width of **40 Mbps**, the same value as System's bandwidth.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

The CSG delivery server (i.e.: S-PM S/S) shall be able to support delivery via:

- sftp (put)
- https (get)
- media (DVD, BD, D1 this latter meaning “USB”)

This section aims to describe the following three points:

- Path to be generated on the target server in case of sftp delivery
- Files included in the delivery
- sftp mechanism

Path

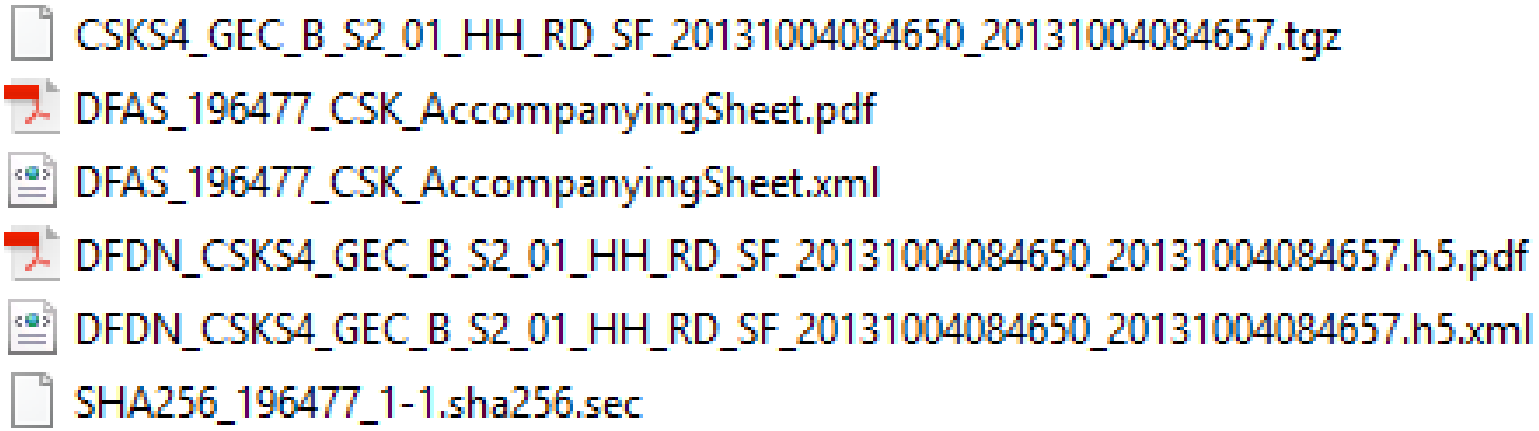
In order to group all files related to the same production, CSG UGS applies the following approach:

- It is verified that the *path* defined in the delivery information of the request (it is the path, starting from the assigned home dir for the given account, on the target server where the product shall be put) already exists on the target server at least up to the second-last. If this condition is not verified the sftp delivery will fail.
- In case the last folder does not exist on the target server, the CSG UGS delivery server is able to generate it. If it already exists the CSG UGS delivery server is able to browse it.
- Under(appended to) the path definied in the request, the delivery server create a folder named:
- **<serviceRequestId>[-<productionItemId>]-<deliveryItemId>** where
  - *<serviceRequestId>* is the identifier of the ServiceRequest in ordering system (S-IM S/S);
  - *<productionItemId>* is optional in CSG phase C3 and is always included in phase C4. It is the identifier of the production request (orderItemId) that the ordering system (S-IM S/S) has submitted to the production server. This identifier allows to to group all the products becoming from a single production: It is the case of production from a strip when *n* products of standard duration are generated from one production orderItem only.
  - *<deliverytemId>* is the identifier of the delivery request that that the ordering system (S-IM S/S) has submitted to the delivery server (S-PM S/S).

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

In the folder <serviceRequestId>[-<productionItemId>]-<deliveryItemId> are deposited the following files:

- DFAS_<ServiceRequestId>[_<ProductionItemId>]_<Mission>_AccompanyingSheet.pdf
- DFAS_<ServiceRequestId>[_<ProductionItemId>]_<Mission>_AccompanyingSheet.xml
- DFDN_<original product name>.pdf
- DFDN_<original product name>.xml
- File of the product
- SHA256_<ServiceRequestId>[_<ProductionItemId>]_1-1.sha256.sec



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Where:

- **DFAS means DisseminationFacilityAccompanySheet**. The accompany sheet is related to the whole delivery. The DFASxxx file is generated both in pdf and xml format. This latter is compliant with the dtd schema located in ..\CSG_Schemas\Delivery\DeliveryAccompanyingSheet.dtd;
- **DFDN means DisseminationFacilityDeliveryNote**. There is a delivery note for each product delivered: It is clarified that the delivery with more than one product is foreseen only for delivery on media and in this case there will be a delivery note both in xml and pdf for each product. The DFDNxxx file is generated both in pdf and xml format. This latter is compliant with the dtd schema located ..\CSG_Schemas\Delivery\DeliveryNote.dtd;
  This file contains a quicklook of the product; in case the requested product is a stripmap , it contains only the first standard frame of the stripmap
- **File of the product**: The naming convention depends on mission. In particular for CSK in case the productFormat required is jpeg, stanag, geotiff, the output of the formatting is more than one file that are compressed in a archive file (i.e.: tar.gz);
- **SHA256_<ServiceRequestId>[_<ProductionItemId>]_1-1.sha256.sec** contains the checksum of the previous files. In case of sftp or https delivery it is always "*1-1.sha256.sec" but it is clarified that "1-1" is needed to distinguish different sha file in case of delivery to be split on more than one physical media (delivery via media).

sftp delivery in case of geotiff productFormat (the DN maintains the same name of the original product).

Nome file	Dimensione file	Ti
..		
SHA256_1004_1-1.sha256.sec	601	Fi
DFDN_CSKS2_RAW_B_HI_05_HH_RA_SF_20120517000511_20120517000518.h5.xml	4.230	Fi
DFDN_CSKS2_RAW_B_HI_05_HH_RA_SF_20120517000511_20120517000518.h5.pdf	937.910	A
DFAS_1004_CSK_AccompanyingSheet.xml	2.577	Fi
DFAS_1004_CSK_AccompanyingSheet.pdf	3.008	A
CSKS2_RAW_B_HI_05_HH_RA_SF_20120517000511_20120517000518.tgz	530.583.289	Fi

Once the delivery workflow has been completed, the S-IM receives from S-PM the completion information and on its turn can inform via mail (or publishing on a dedicated web page) the customer/user requesting the data. If the customer/user waits for this kind of notification, he/she can be sure the delivery has been correctly completed, including the transmission toward its sftp server.

On the other way, the integrity of the delivered files can be checked only by the receiver, as the check can't be invoked by the remote transmitter. The *.sec* file contains the sha256 checksum of the delivered files computed at their origin, so the receiver can re-compute the values on its site and match the original values to verify the integrity.

There is also a second way for the receiver to understand if the delivery is completed without waiting for the above electronic notification (email). This way is overall dedicated to receivers where an automatic tool is polling in the target sftp server to check for new delivered products; however, the same checks may be done manually, if needed.
As this operation is carried out by polling into the product folders created for the deliveries, the poller (human or automatic) must take care of the synchronisation: the file(s) can be still in transmission or the delivery could appear as failed on CSG side, independently of the status of files on target site.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

How can the receiver understand the status of the delivery through polling ?

To be sure of the delivery completion, the receiver must verify these conditions are contemporary verified:

- The *.sec* file must be present in the product folder
- All the files listed in the *.sec* file must be present in the product folder.
- The checksum control must match those in the *.sec* file

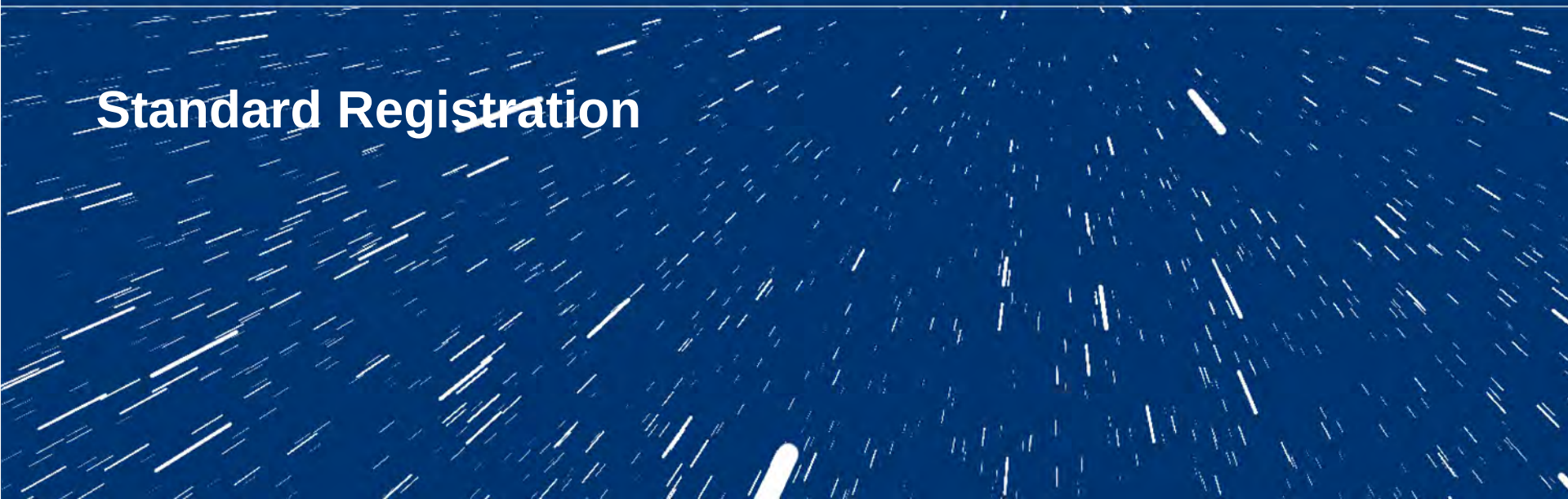
In general, the presence of a *.part* file in the product folder means the transmission is still running.

In case of errors noticed by the sending client during transmissions, a second attempt of transmission by S-PM client will skip retransmission of files already present in the folder destination. On one hand this is an optimisation, on the other hand if the file is present but corrupted, it must be deleted on the destination folder to be retransmitted again, as the client is unaware of the corruption.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

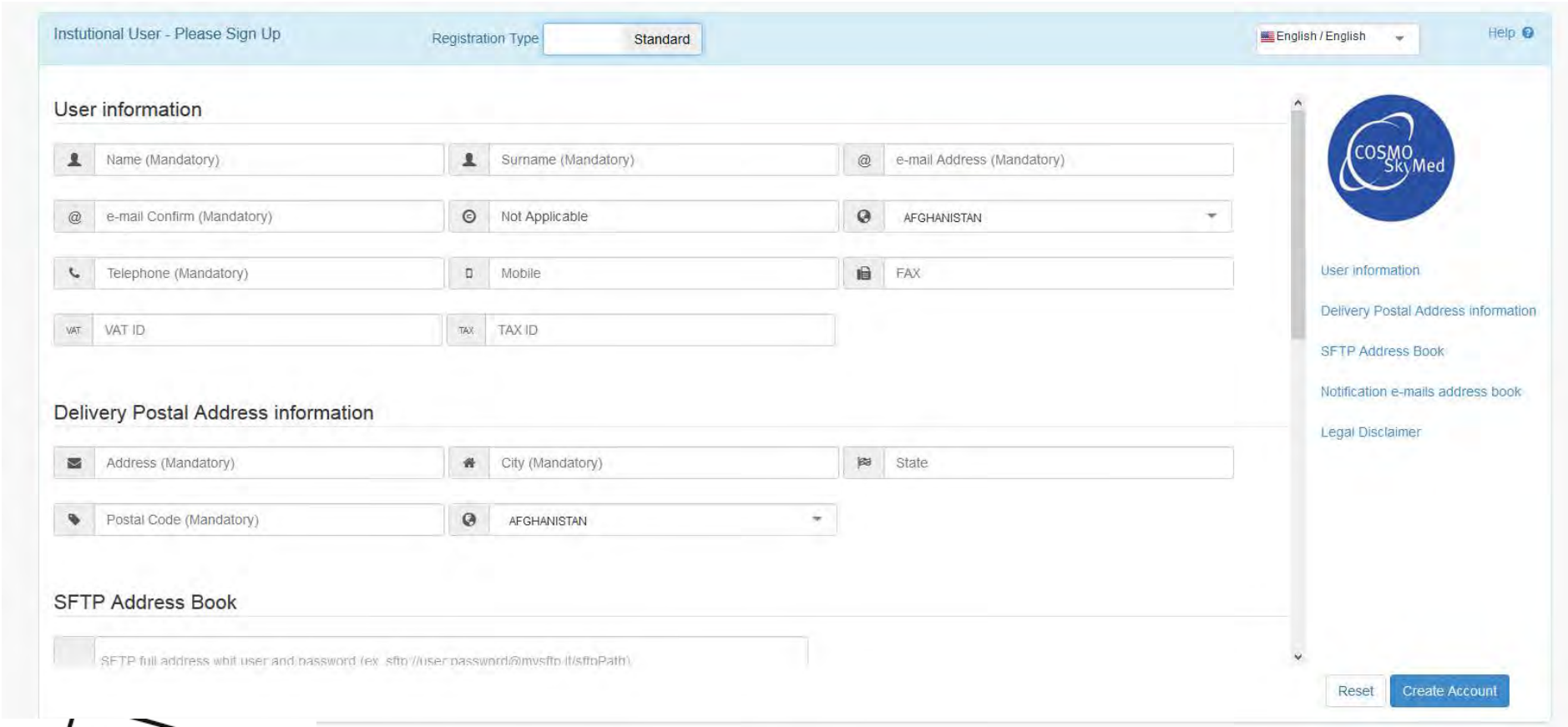
Agenzia Spaziale Italiana

Standard Registration



Standard Registration Form

Fill in the fields provided in the standard registration form with your personal information

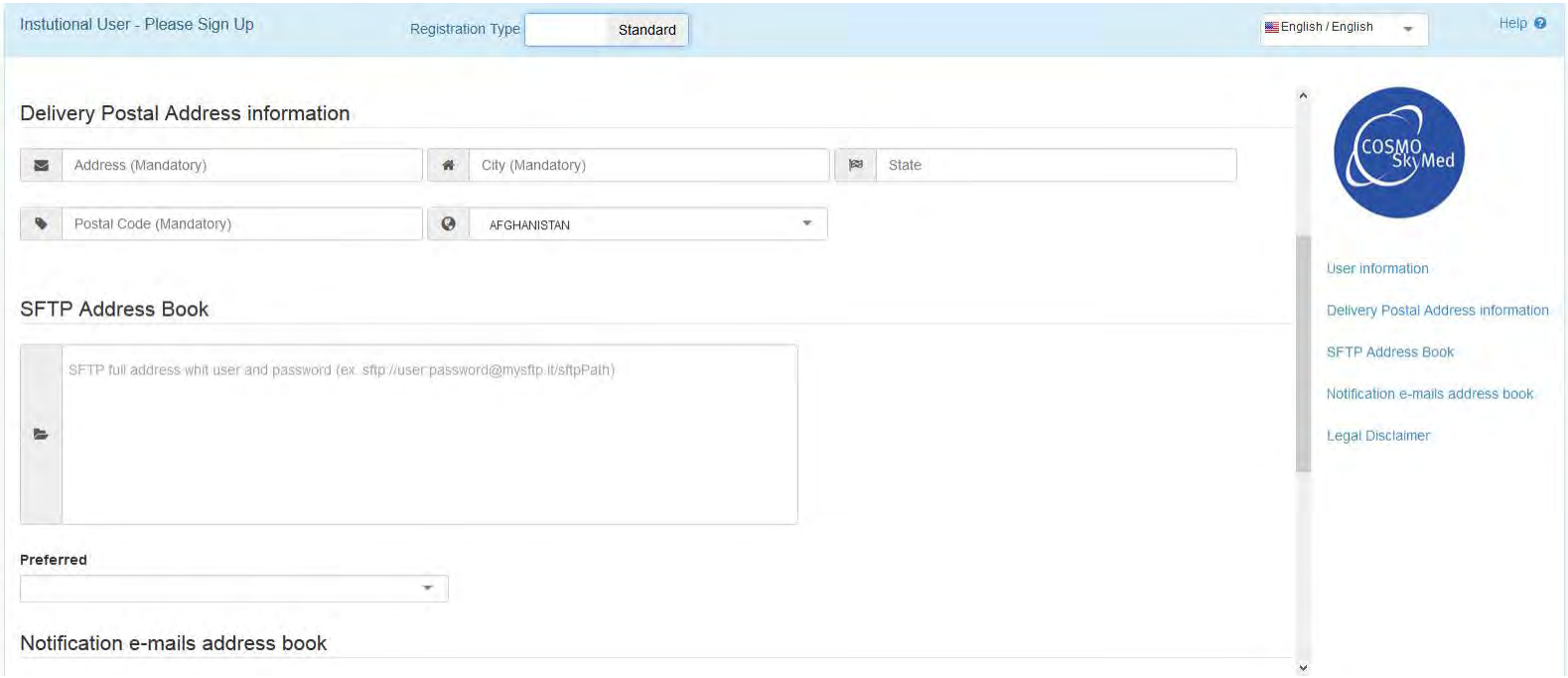


Use tool tips to know major details on the fields to be filled, by moving the mouse pointer on the icon of each field

Insert Company or professional information.

Acknowledgments: TELESPAZIO

Standard Registration Form

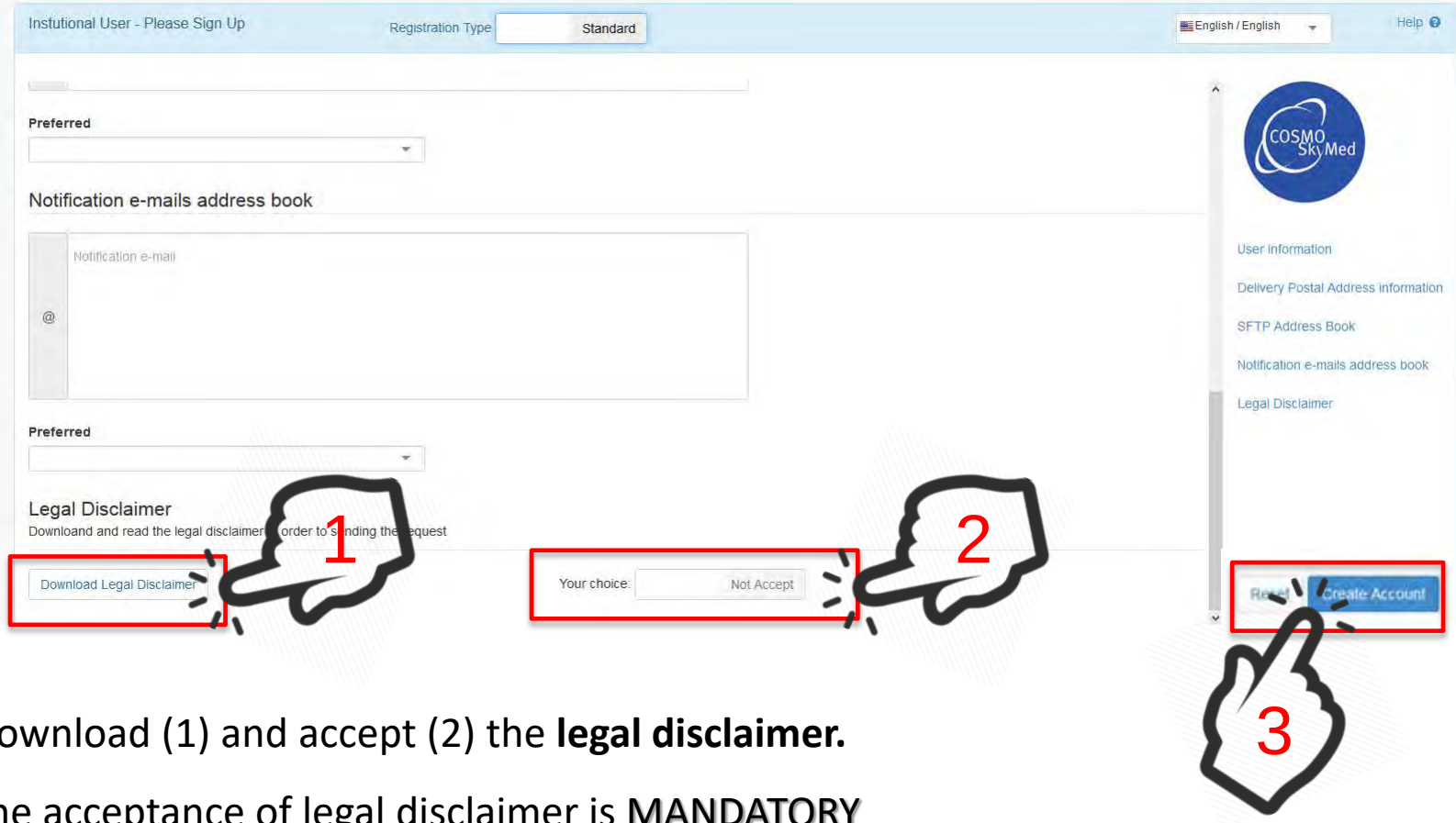


The **delivery postal address** information refer to the Company Address.

The **SFTP** is the secure SFTP link where products will be delivered after processing and it shall be the Company one.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Standard Registration Form



A. Download (1) and accept (2) the **legal disclaimer.**

NB: The acceptance of legal disclaimer is MANDATORY

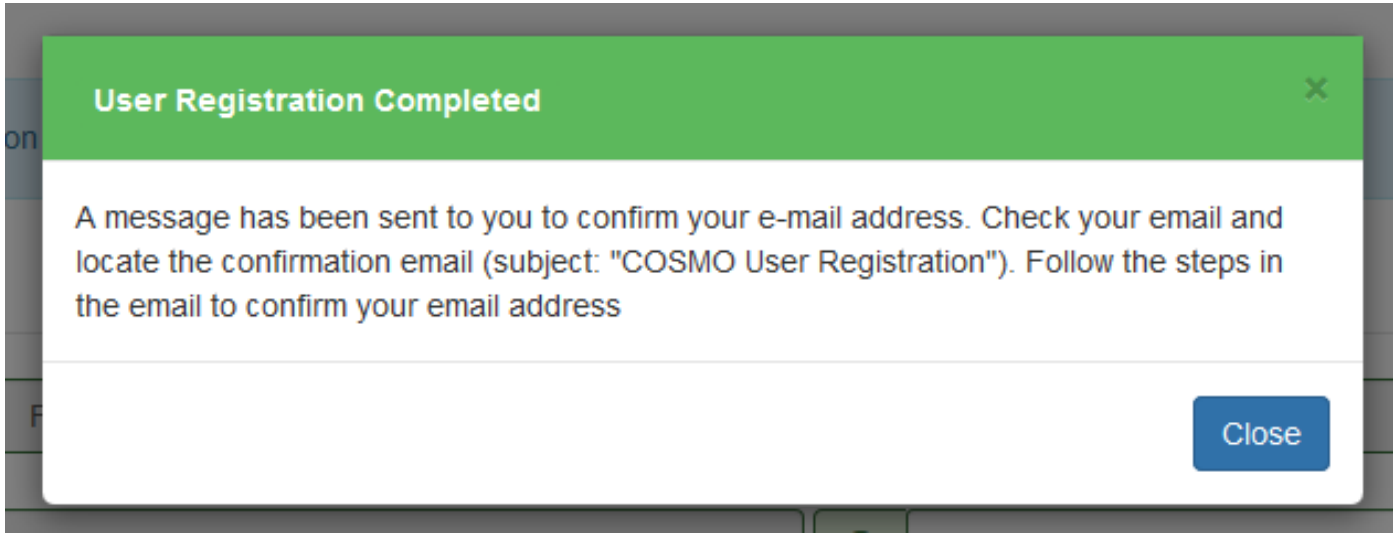
B. Complete the registration by clicking on Create Account (3)

The **Notification e-mail address book** refer to the list of persons that shall be notified for administration purposes.

Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Check your e-mail and proceed with the confirmation, by clicking on the link received inside the mail text.



The received e-mail will be similar to the one provided here on the right.

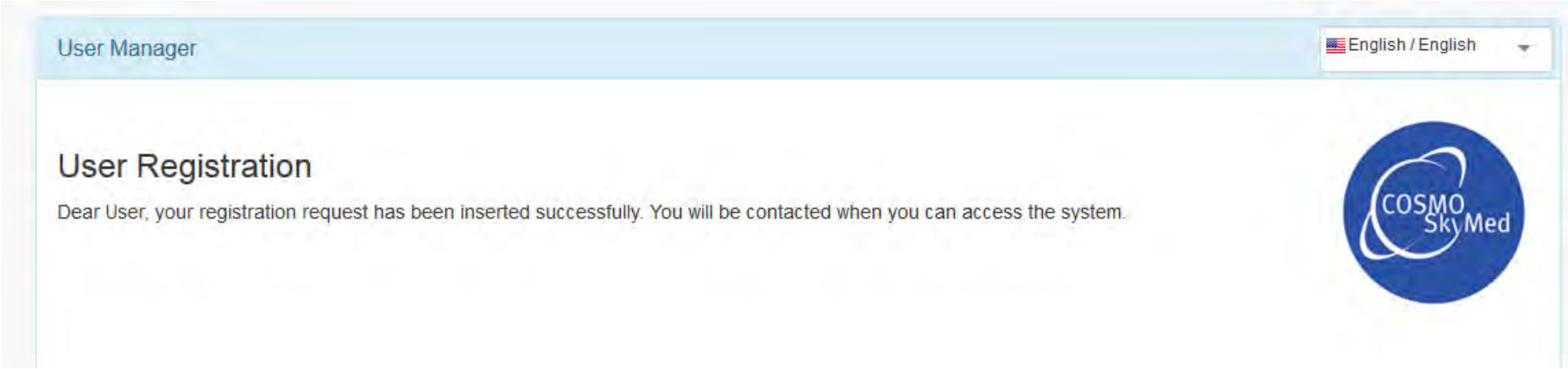
COSMO - User Registration
sim_smtp_account
Sent: 23 May 2017 14:50
To: commercial-1

User Registration
Dear Fast_230517,
Just One more step...
Click the follow URL below to confirm your Account registration request
http://registration:80/UMUsersBackend/rest/public/emailConfirm/d8148af4-eafa-4c08-930e-0f533a83e753

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Standard Registration Confirmation

After clicking the link, the system will respond with the following message.



Standard Registration completion

WAIT for registration activation : if the registration will be authorized , you will receive 2 e-mails:

1. One with your username details
2. One with the password details

In case your request for accreditation will be rejected, your account will be DISABLED and you will receive an e-mail of rejection.

Agenzia Spaziale Italiana

Project Card Creation

It is not possible to order products without having inserted an active Project Card, that shall be approved first by ASI.

Therefore the first step after the approval of standard registration is to

CREATE and FILL a PROJECT CARD

An accredited standard User can have several Project Cards associated to its unique user account.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Since the activation of the project card, this cannot be modified no more.

You shall create a new Project Card in case of :

- Need of adding new users not added in the project card creation
- Need of changing the AoI
- Need of changing the number of requested products
- Need of extending the Project card validity

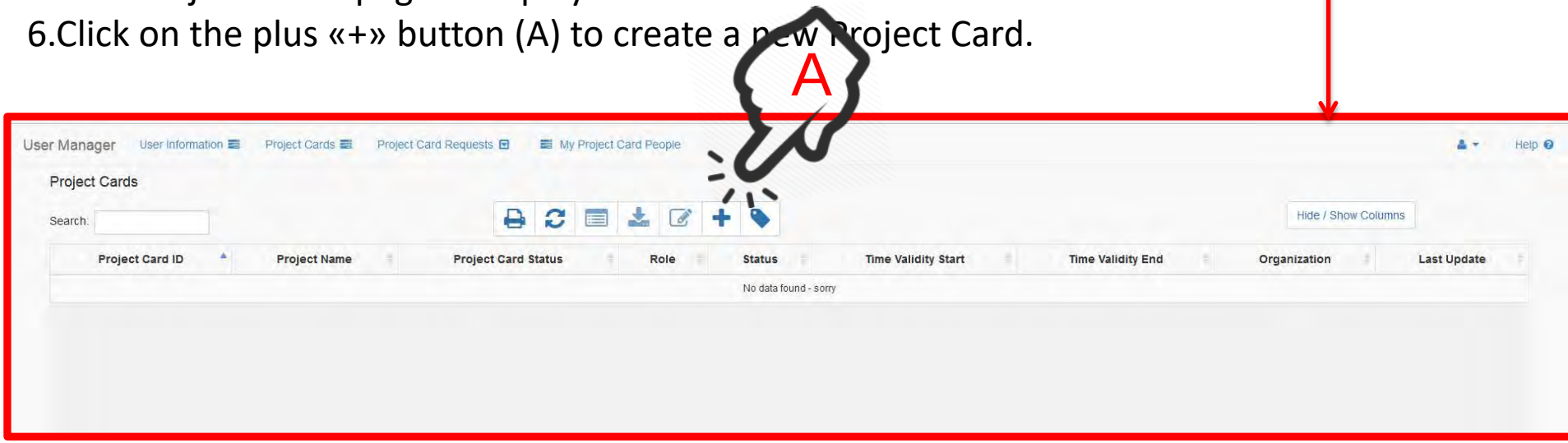
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card

1. Access UM users page by using the link provided on CSK website
2. Insert username and password of your account in the pop-up window.
3. The UM users homepage is displayed with your personal details (standard registration).
4. Click in the bar menu of the page on

5. Select *User Profile*
6. Click on *Project Card* Tab in the top bar menu of the page

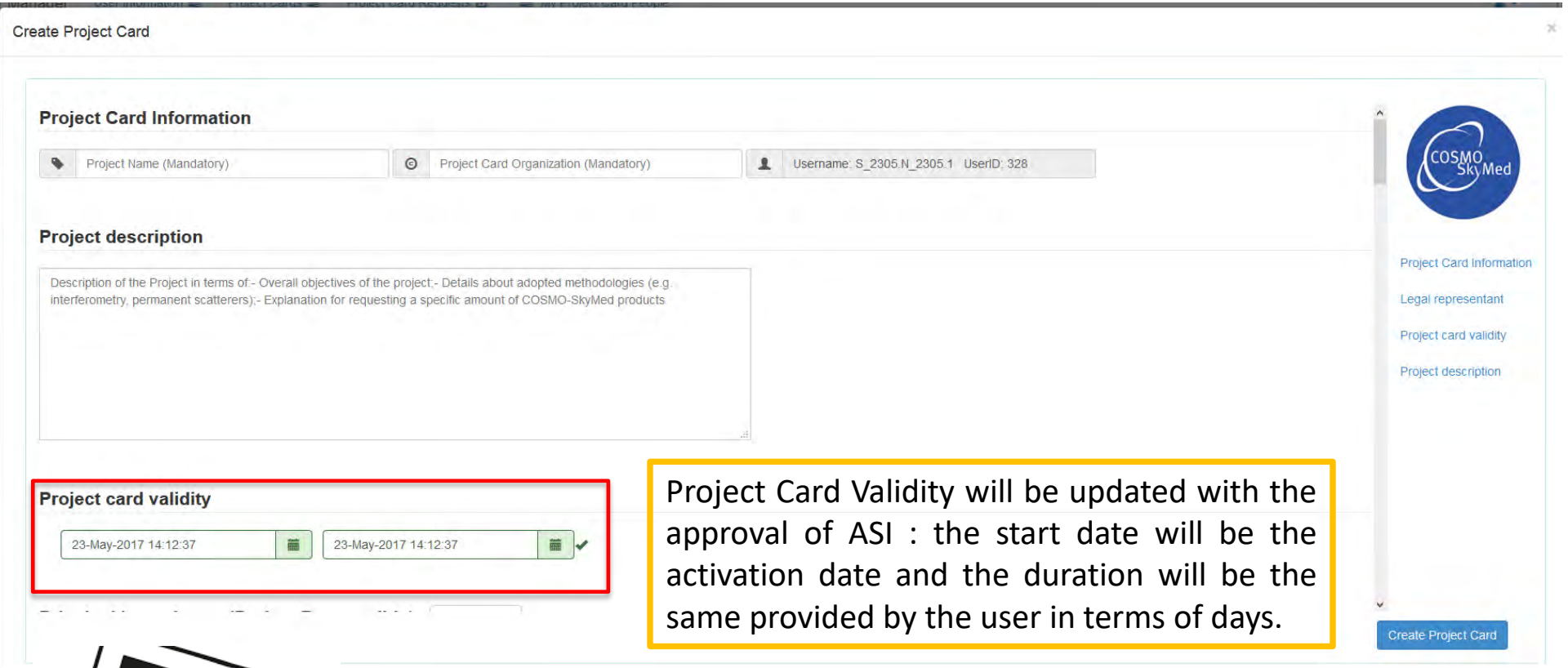
5. The Project Cards page is displayed
6. Click on the plus «+» button (A) to create a new Project Card.



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : general information

Fill in the fields provided in the project card form with required information

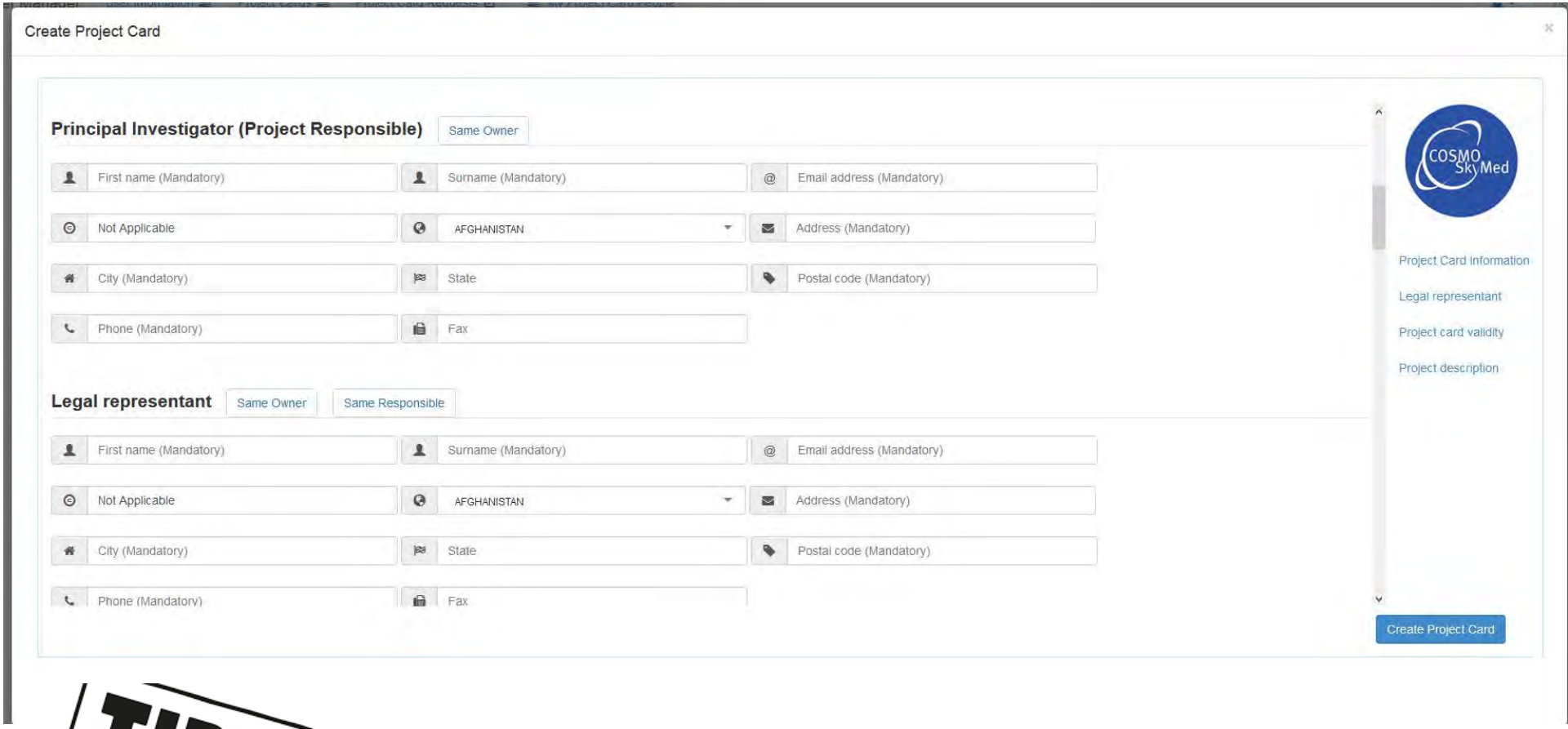


Project Card Validity will be updated with the approval of ASI : the start date will be the activation date and the duration will be the same provided by the user in terms of days.

Use tool tips to know major details on the fields to be filled, by moving the mouse pointer on the icon of each field.

Create a new Project Card : Key persons

Fill in the fields provided in the project card form with required information

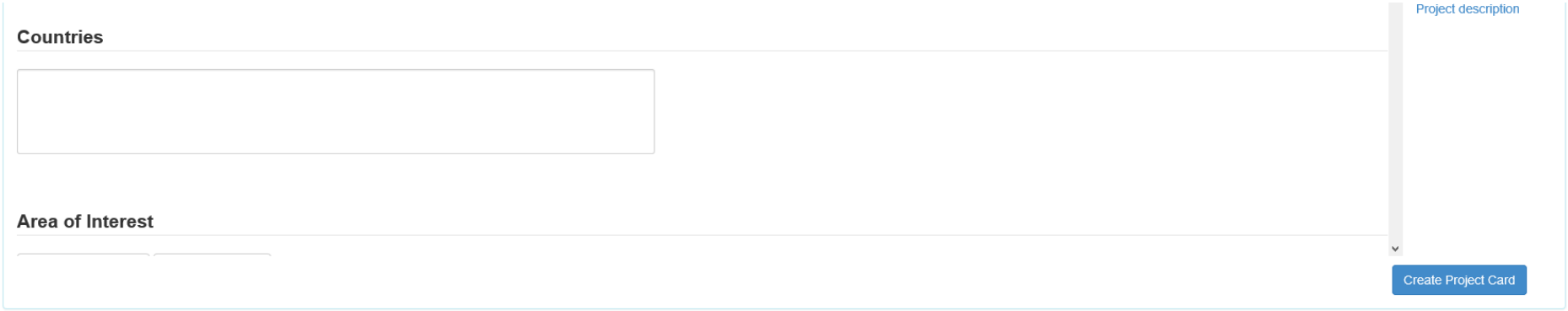


Insert Company or professional information.

→ Click on Same Owner or Same Responsible to inherit previous input info

Create a new Project Card : AoI

Fill in the fields provided in the project card form with required information



Insert in Countries Field the names of the nations where the requests will be inserted.

There will be coherency between input countries (based on STANAG standard) and the drawn Area of Interest, otherwise the Project Card will be REJECTED.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

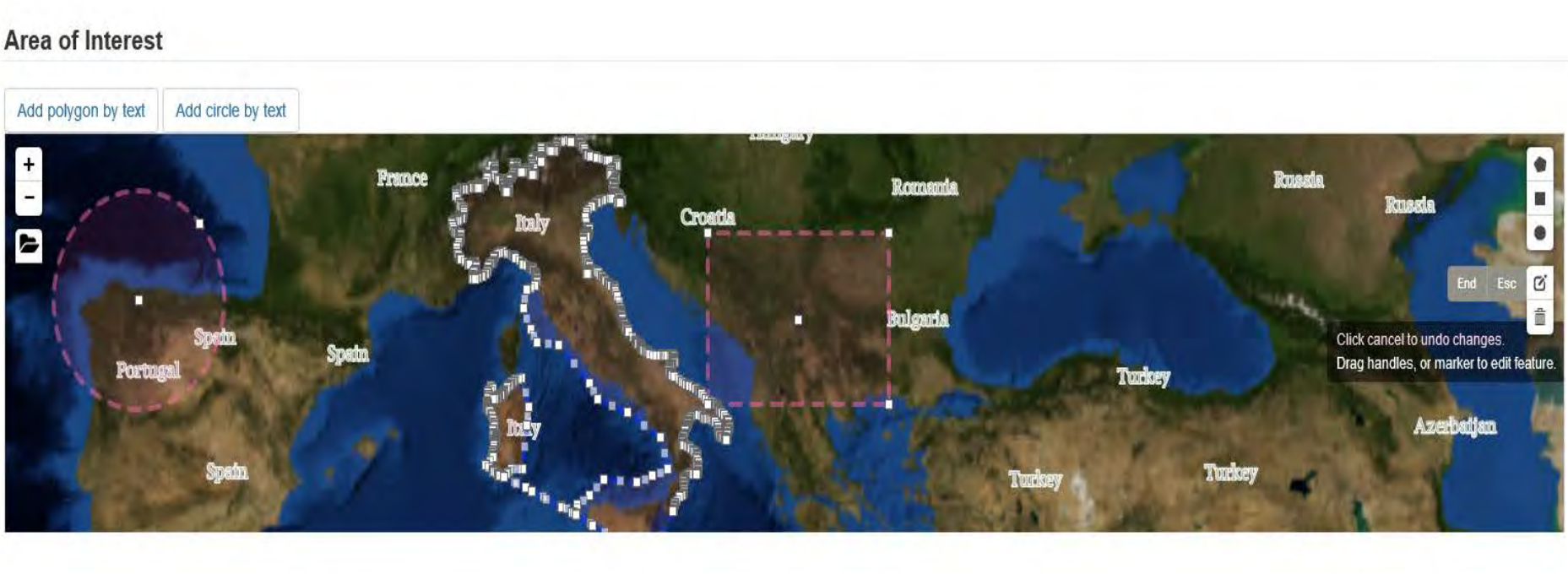
Create a new Project Card : AoI

Fill in the fields provided in the project card form with required information

To insert a KML file, click on

Draw the Area of Interest (AoI) of your Project Card in accordance with the countries you've inserted in the COUNTRIES field as similarly described in the Catalogue Browsing section.

Different area of interests can be drawn or imported.

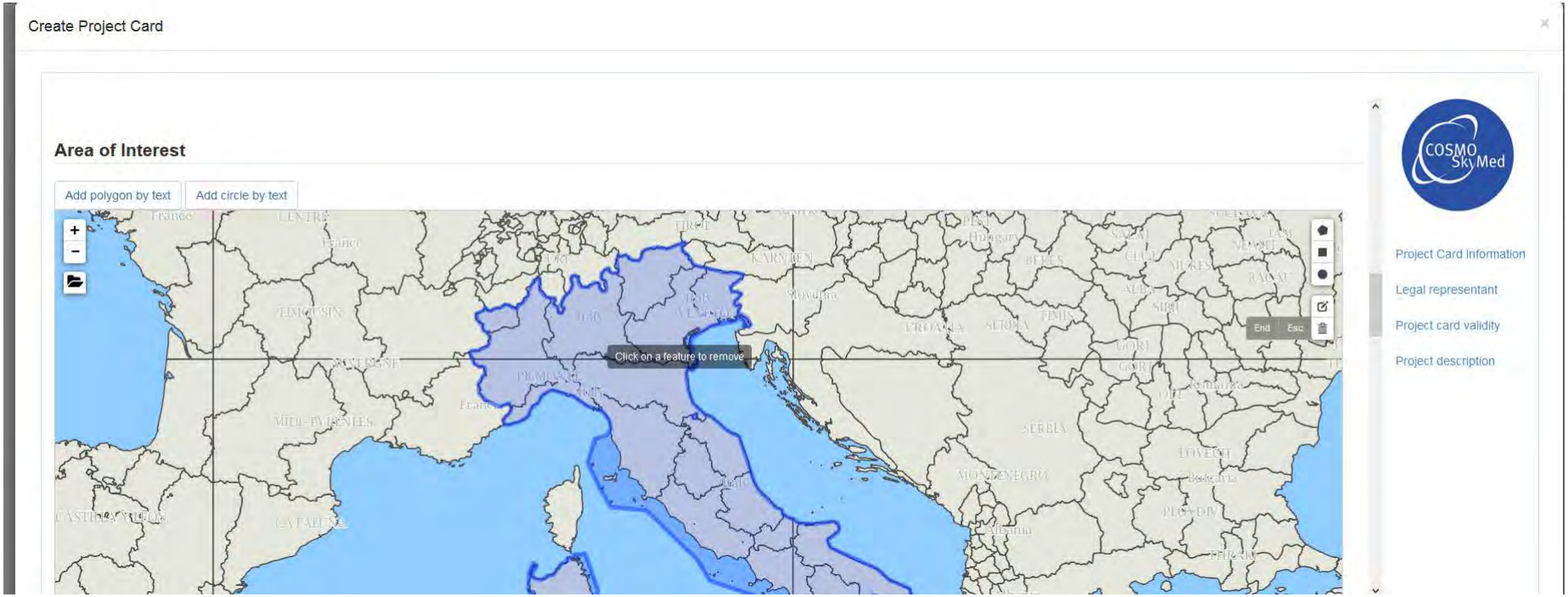


Draw the Area of Interest (AoI) of your Project Card in accordance with the countries you've inserted in the COUNTRIES field as similarly described in the Catalogue Browsing section.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

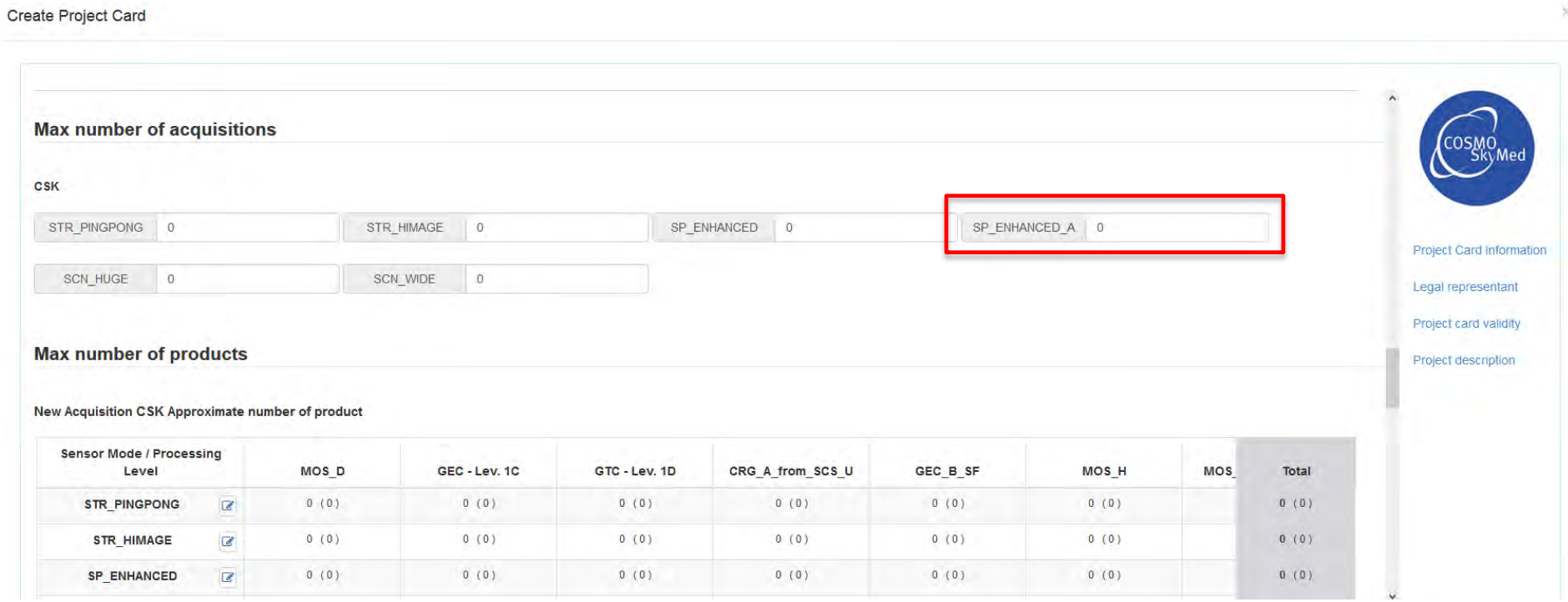
Create a new Project Card

The results of imported KML/SHP file are shown below (e.g. Italy map file).



Create a new Project Card : Nr. Of Products

Fill in the fields provided in the project card form with required information



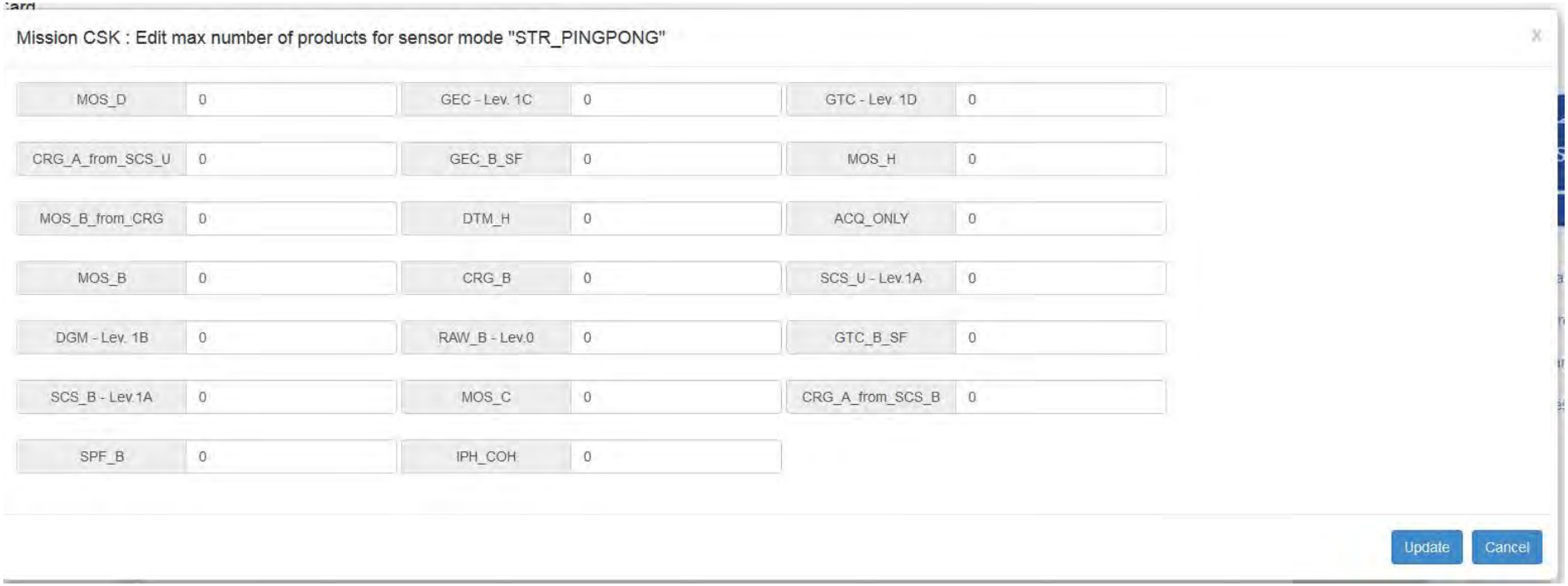
Spotlight_A products can be requested only after ASI authorization.

CALVAL products are available ONLY for Design Authority Industrial Users

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : Nr. Of Products

Fill in the fields provided in the project card form with required information



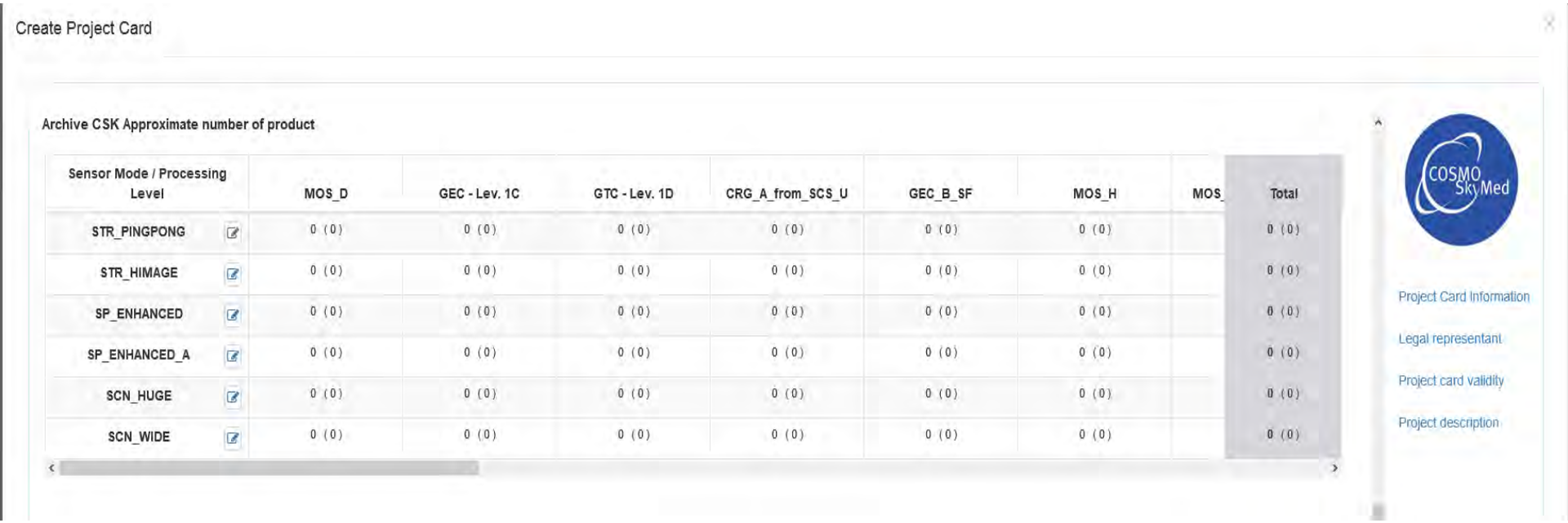
ACQ only shall be subjected to approval by ASI and it shall be considered as a product deriving from new acquisition.

RAW_B – Lev 0 products can be requested only after ASI authorization.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : Nr. Of Products

Fill in the fields provided in the project card form with required information



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : Other info

Fill in the fields provided in the project card form with required information

Planned activities refer to activities that will be developed with the obtained products (e.g conferences, degree thesis, academic papers) in terms of type, number of planned products in a fixed period,…

Monthly requests is the maximum number of requests per month.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : other involved persons

Fill in the fields provided in the project card form with required information

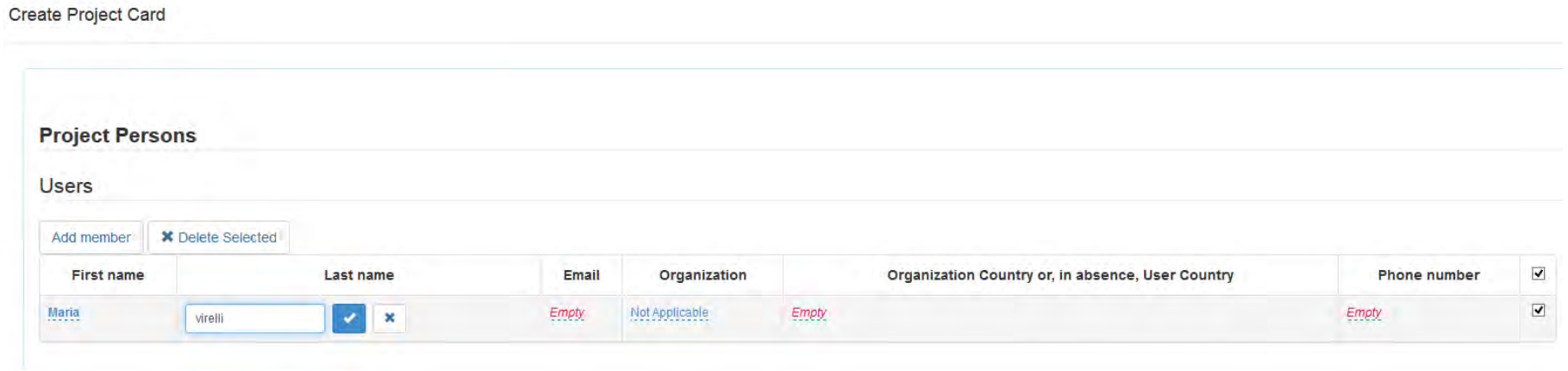
The Project Persons are the ones that will USE the products for the different institutional purposes.

The provided information are the professional and academic ones.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create a new Project Card : other involved persons

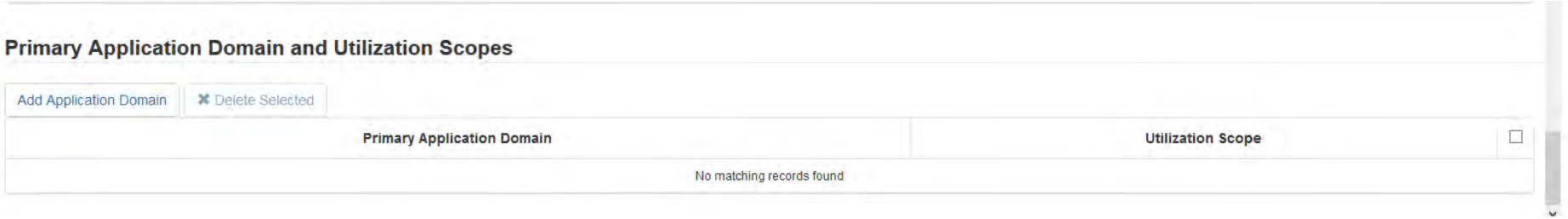
Fill in the fields provided in the project card form with required information



ALL the information fields shall be filled for project persons, if input.

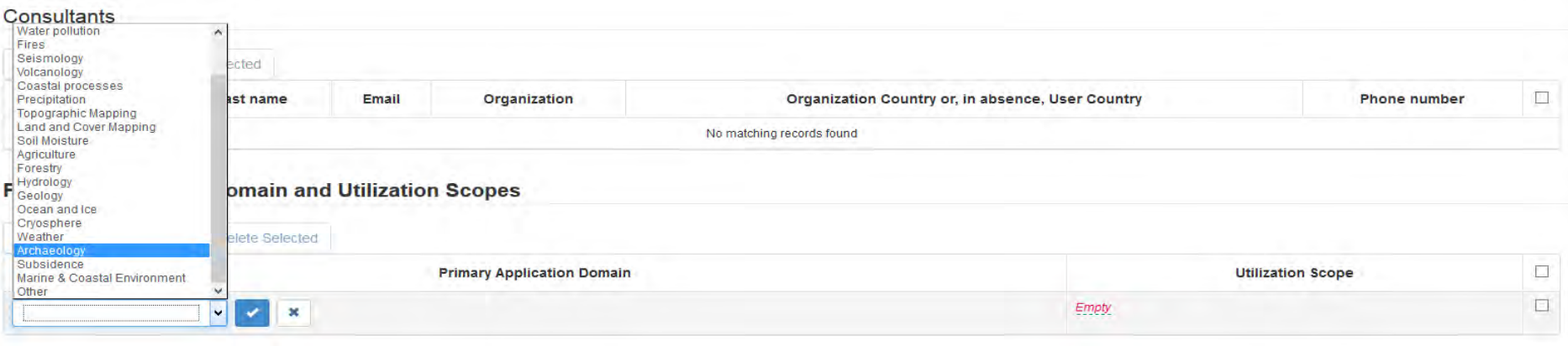
Create a new Project Card : Other info

Fill in the fields provided in the project card form with required information



- Click on “Add Application Domain” botton and click on *Empty* link in Primary Application Domain section. Then select one of the possible options (e.g Volcanology).

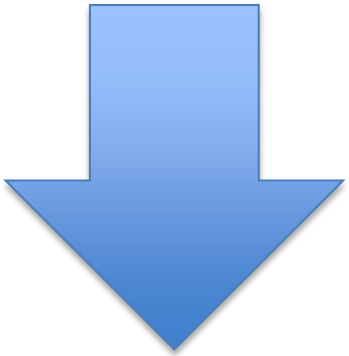
- Click on *Empty* link in “Utilization Scope” and type a scope (e.g Volcanology)



Acknowledgments: TELESPAZIO

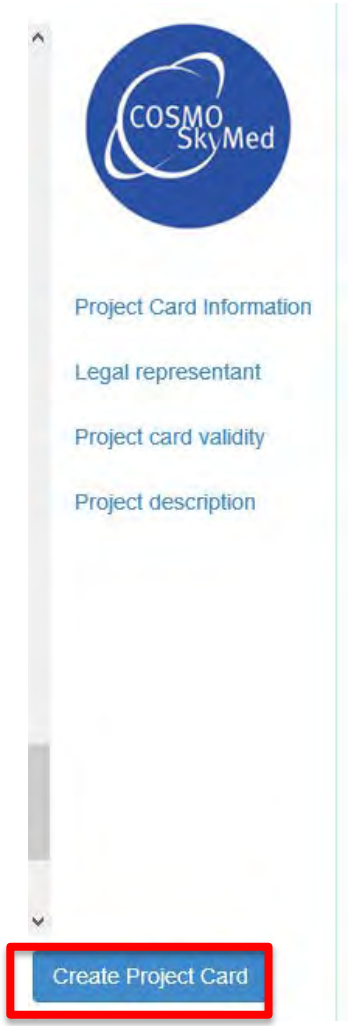
Complete the Project Card Creation

To complete the project card creation,
Click on **Create Project Card button.**



WAIT for ASI notification for completion of the accreditation.

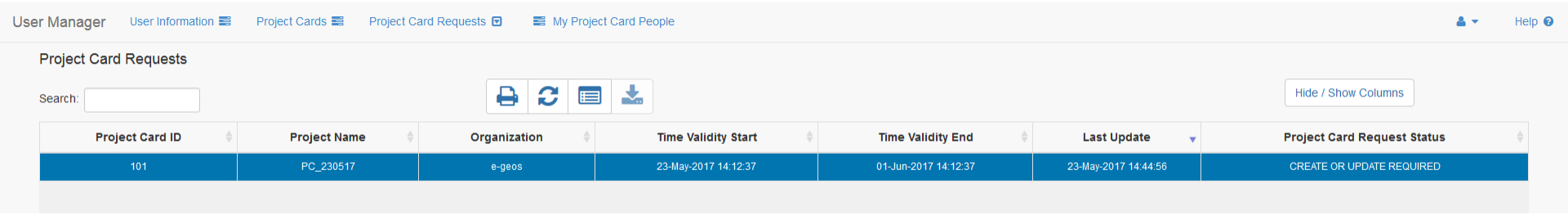
USER ACCREDITATED



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Project Card Created

The list of created project cards is displayed in a table.



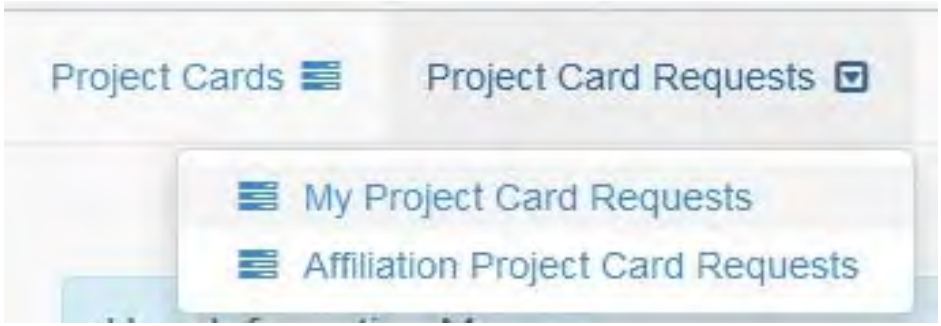
Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Project Card Activation Request

After receiving the approval of accreditation by ASI, access UM Users…

1. Access UM users page by using the link provided on CSK website
2. Insert username and password of your account in the pop-up window.
3. The UM users homepage is displayed with your personal details (standard registration).
4. Click on Project Card Requests Tab in the top bar menu of the page



…then select **My Project Card Requests**

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Search for Project Card and EULA management

Insert in the Search field

“NAME” of ProjectCard.

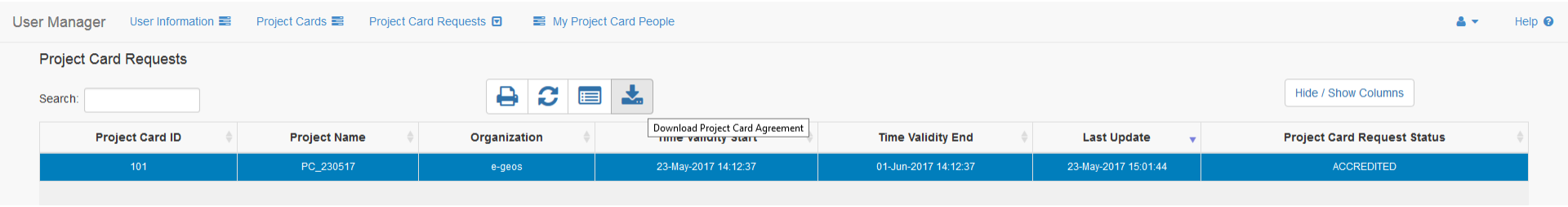
The list is filtered and the <NAME> project card is displayed

Click on Project Card Details in order to verify the updated Project Card

Click on button “Download Project Card Agreement”

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

EULA management



EULA Example for
oject Card Activati

1. Sign the End User Licence Agreeement
2. Send it back to ASI for activation request and related approval.

Complete the Activation Request

WAIT for final notification by e-mail for completion of the accreditation and activation of project card to be ready for ordering.

ACTIVATION REQUEST APPROVED

Since the activation of the project card, this cannot be modified no more.

You shall create a new Project Card in case of :

- Need of adding new users not added in the project card creation
- Need of changing the AoI
- Need of changing the number of requested products
- Need of extending the Project Card Validity

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Now according to :

1. The approval of the standard registration
2. The activated Project Card
3. The AoI you've defined inside the Project Card
4. The number and type of products you've requested inside the Project Card,

YOU ARE READY TO ORDER in terms of ….

- New acquisition request
- Catalogue request

You shall always select the Project Card in the CDM top right dropdown menu, where you want to take the requested products.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

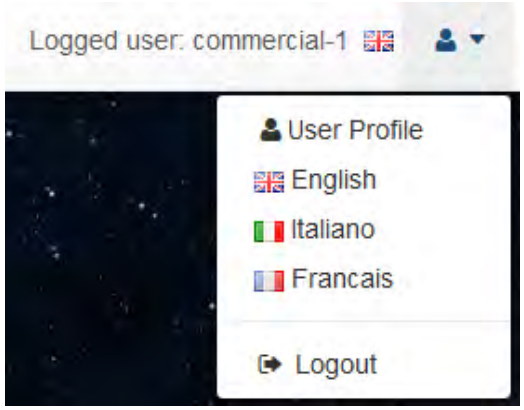
Agenzia Spaziale Italiana

Project Card Affiliation

1. Click on the link of CDM homepage.
2. A window will appear with fields to be filled concerning username and password received in the previous e-mails (affiliate account)
3. Insert username and password
4. Validate by clicking OK.

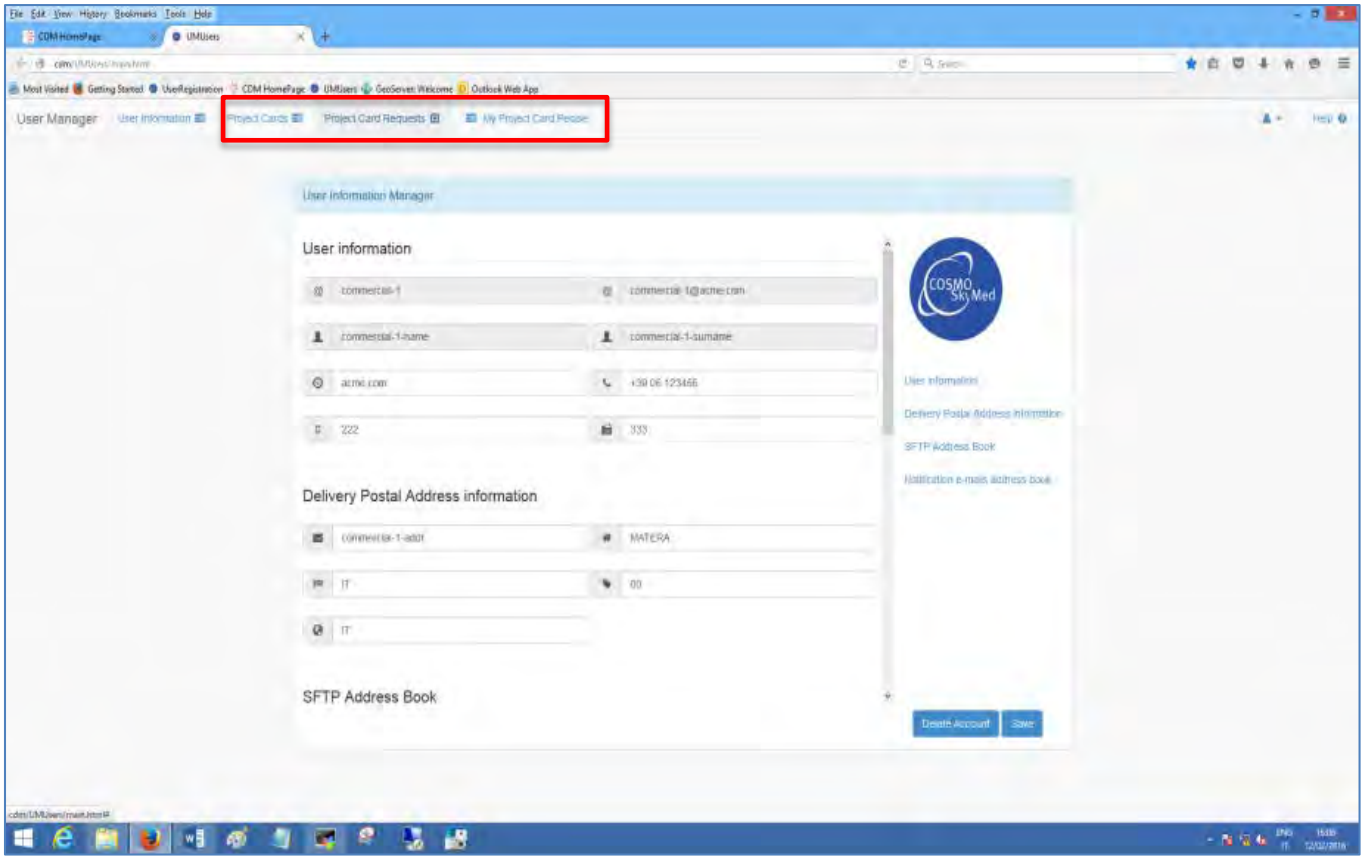
You can affiliate to an existing Project Card, only if you are registered inside the list of affiliates in the project card creation

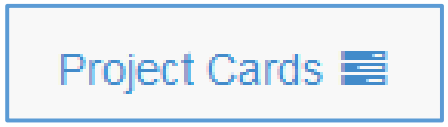
5. Select User Profile at the top right of the Page

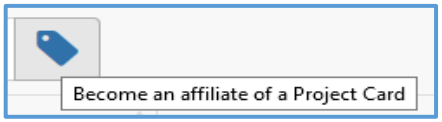


Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Affiliation



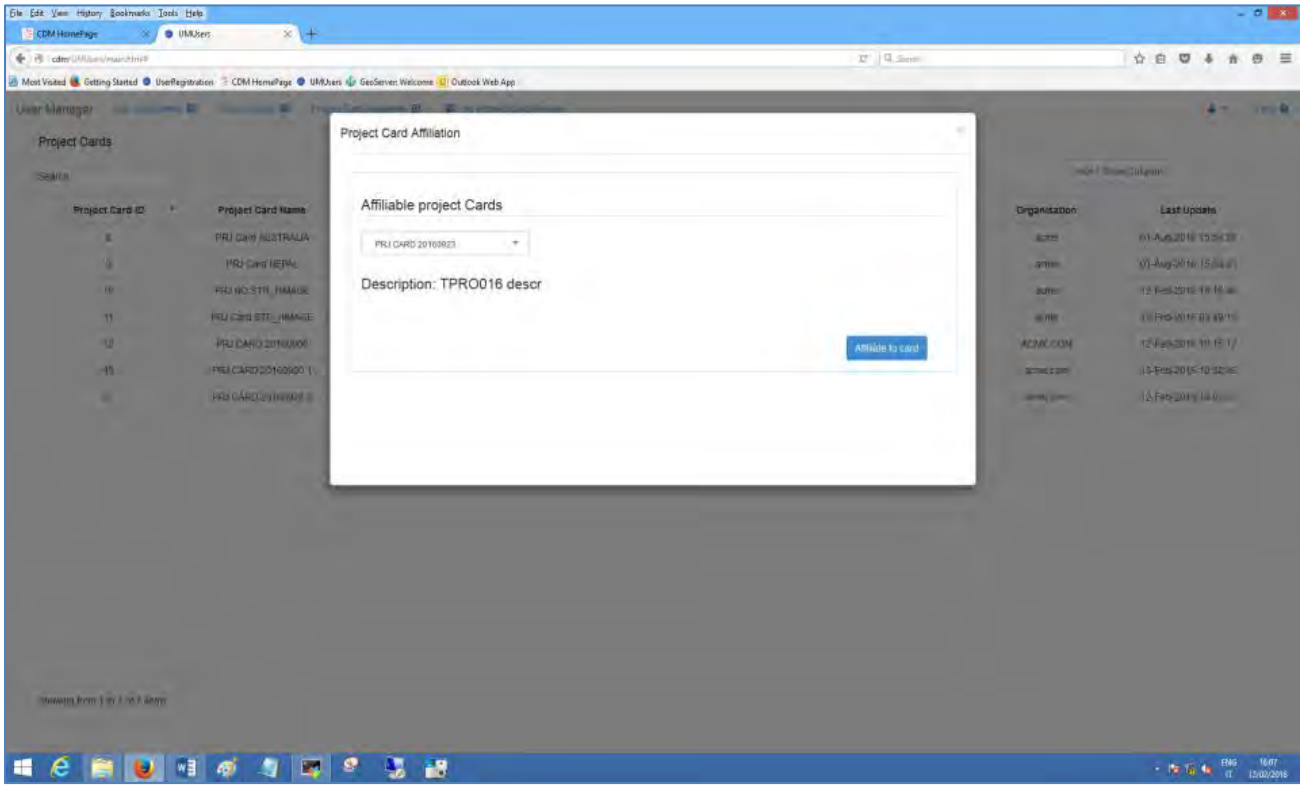
Select 

then 

In the new window, select the Project Card to be affiliated.

Acknowledgments: TELESPAZIO

Project Card Affiliation



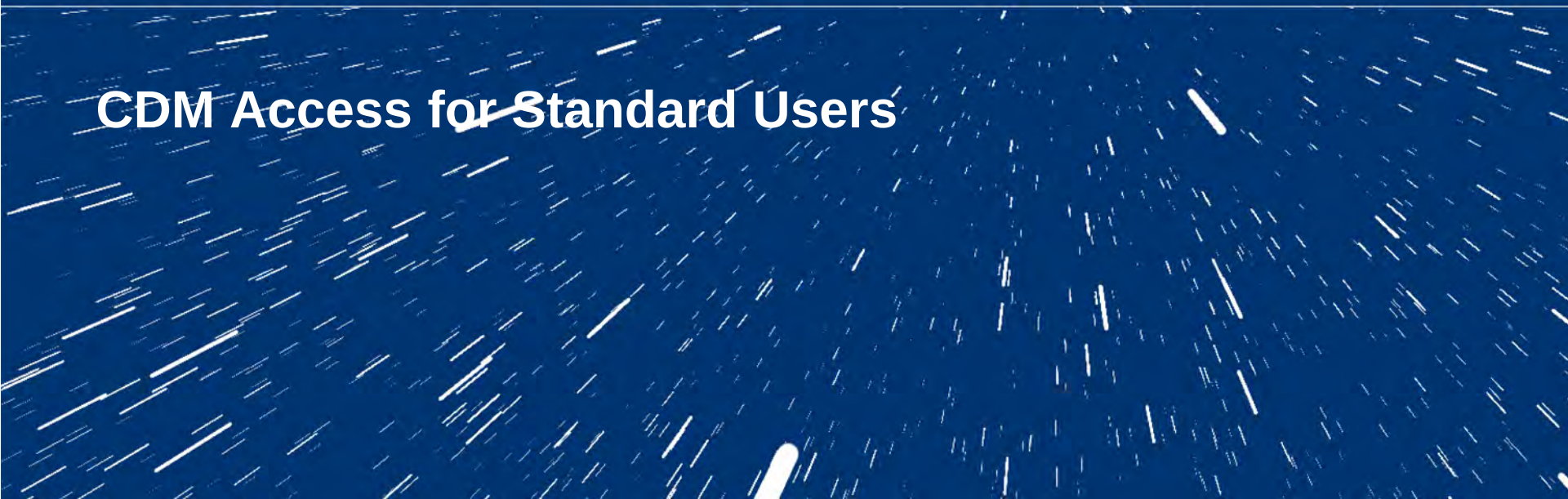
1. Select the card you want to be affiliated to
2. Click on **Affiliate to Card.**
3. An affiliation Request will be sent to User Manager.

Wait for the approval.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

CDM Access for Standard Users



1. Click on the link of CDM homepage.
2. A window will appear with fields to be filled concerning username and password received in the previous e-mails
3. Insert username and password
4. Validate by clicking OK.

The homepage of Client Deposit Manager will appear with the following available icons….

CDM access for Standard Registration

The following functions are available for standard registered Users in Client Deposit Manager.

C Catalogue

RP RawData Processing

S Services

OM Order Monitoring

Catalogue
browsing the catalogue without ordering.

Services
Perform orders in assisted mode for standard products services from new acquisition and archived data

Order Monitoring
Perform monitoring of your orders after the submission of service requests.

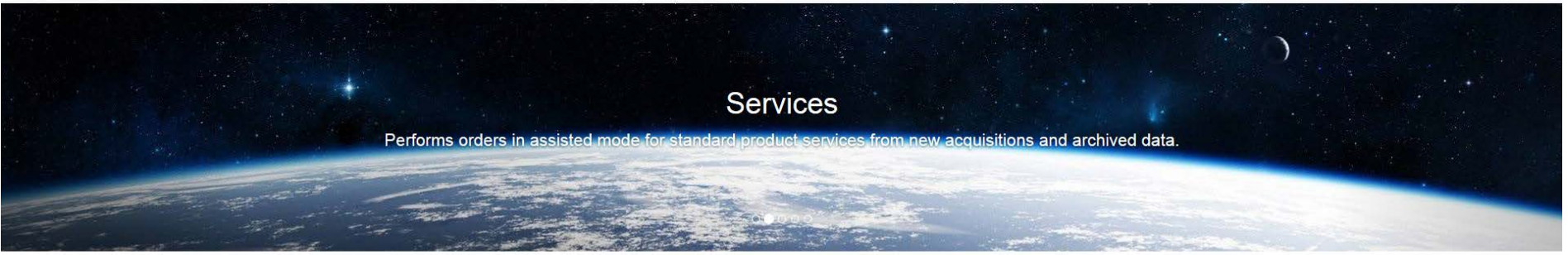
Raw Data Processing
Perform the catalogue browsing for archived raw data with ordering of the whole data, with all the standard frames associated to e.g. a stripmap/scansar

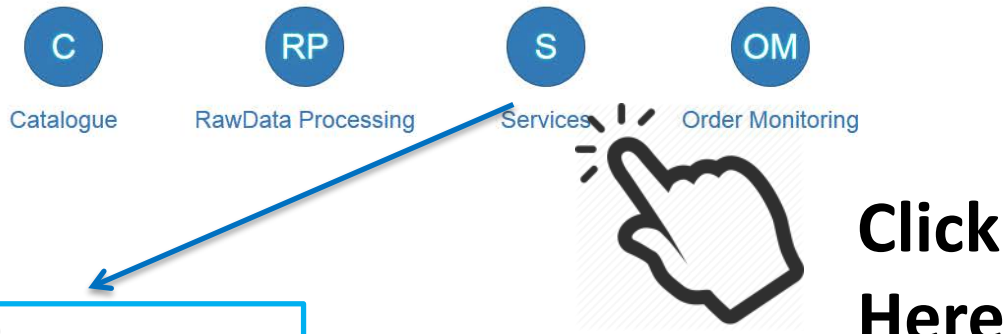
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

Catalogue Service Request

Service Request from archived data





Click Here

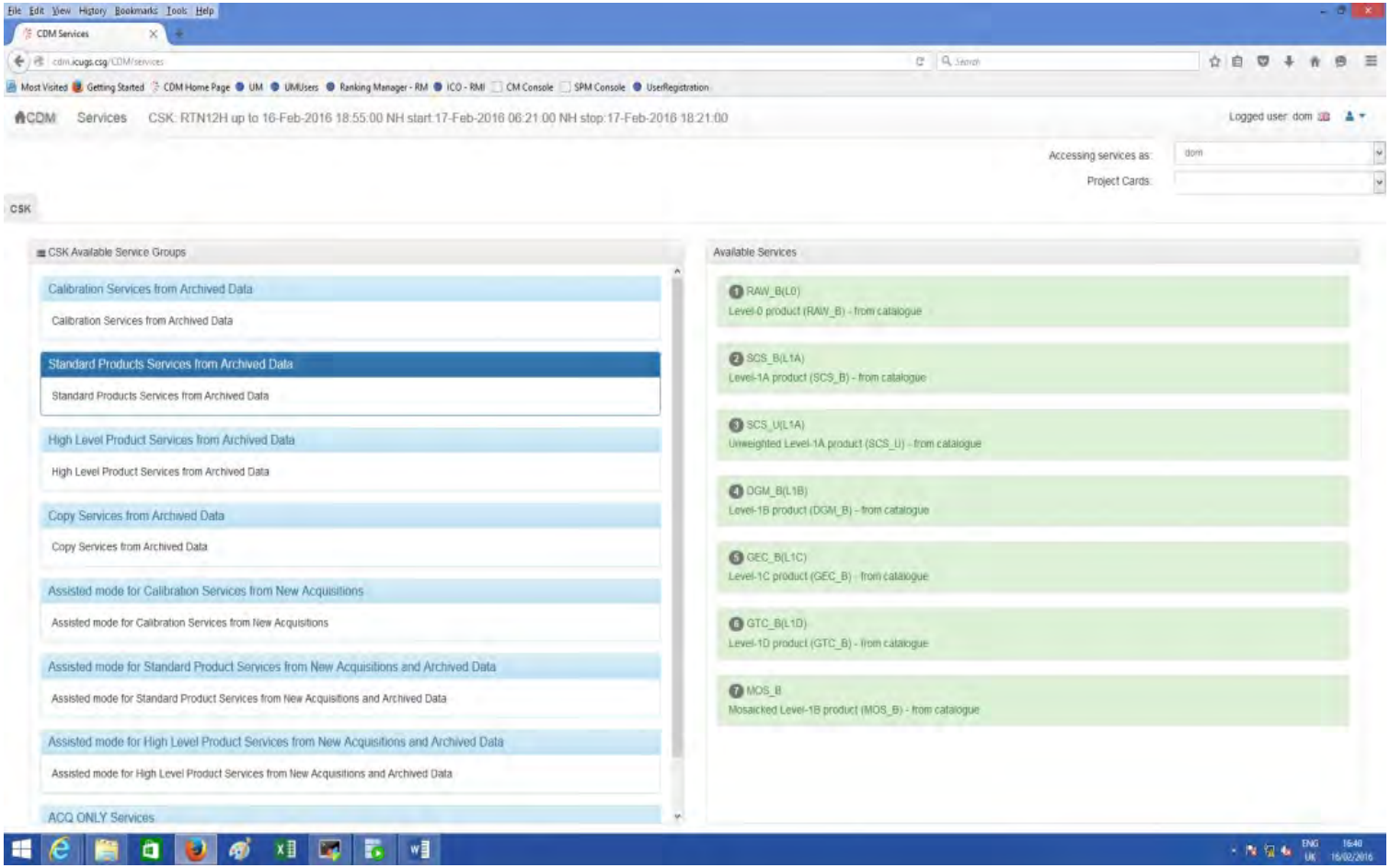
Services

Perform orders in assisted mode for standard products services from new acquisition and archived data

Click on Service icon to perform orders from archived data

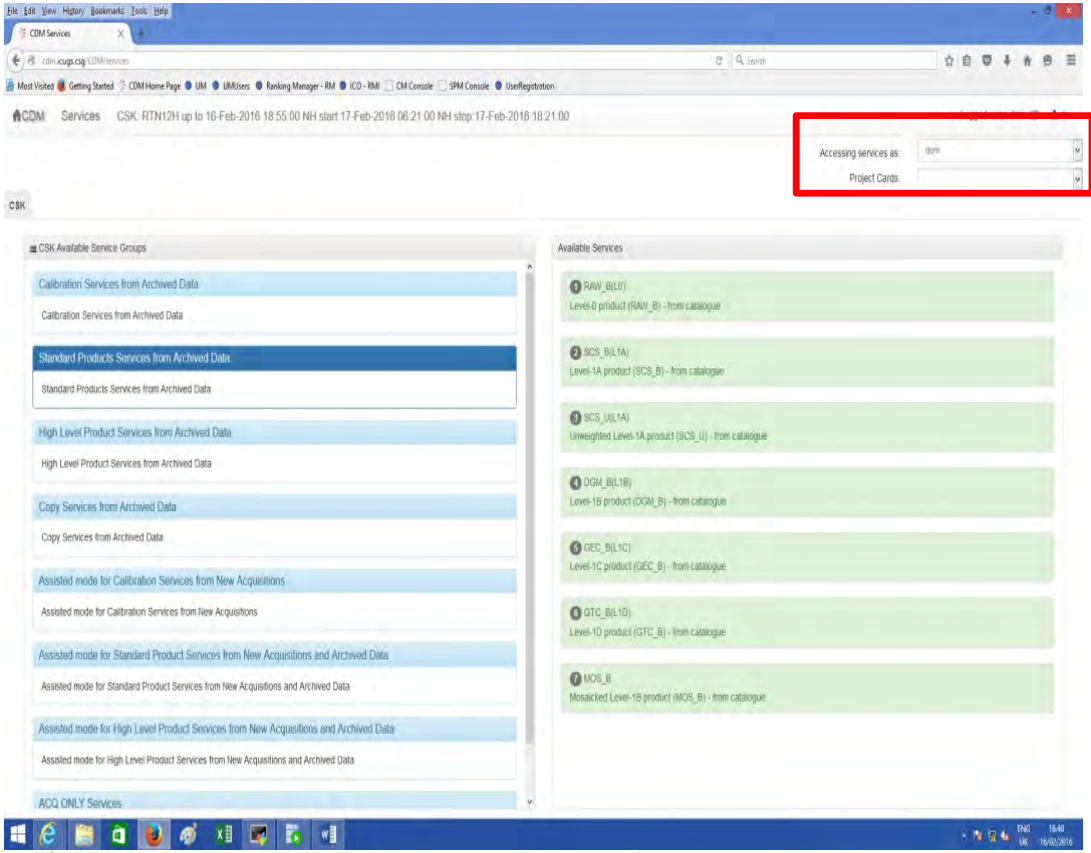
CDM services

The CDM services home page is opened.



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

CDM Accessing services



On the top right insert the credentials associated to your user's Profile:

Accessing services as select user.

Project Cards select Project Card

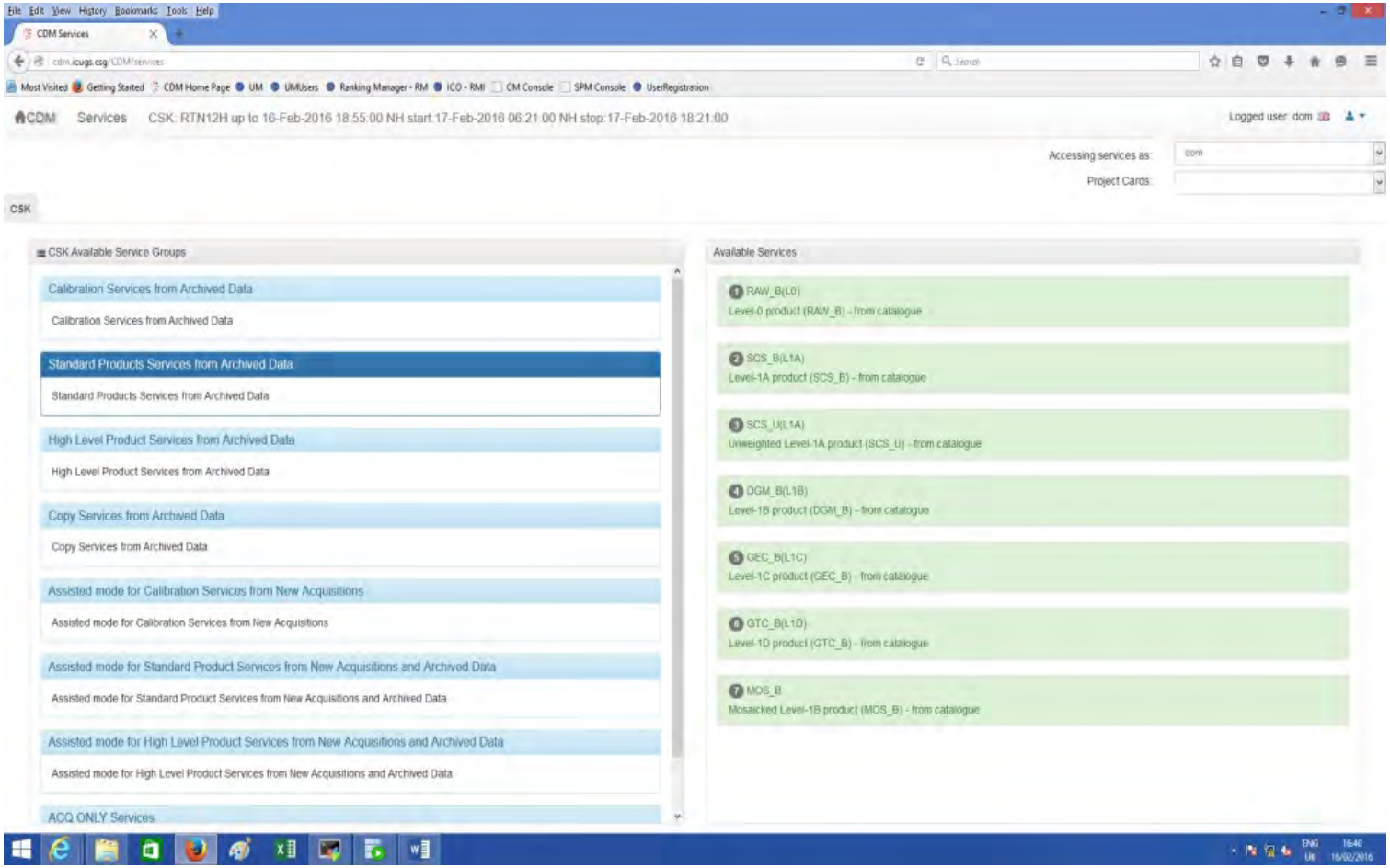
You can not perform an order without having an active Project Card

Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

CDM services

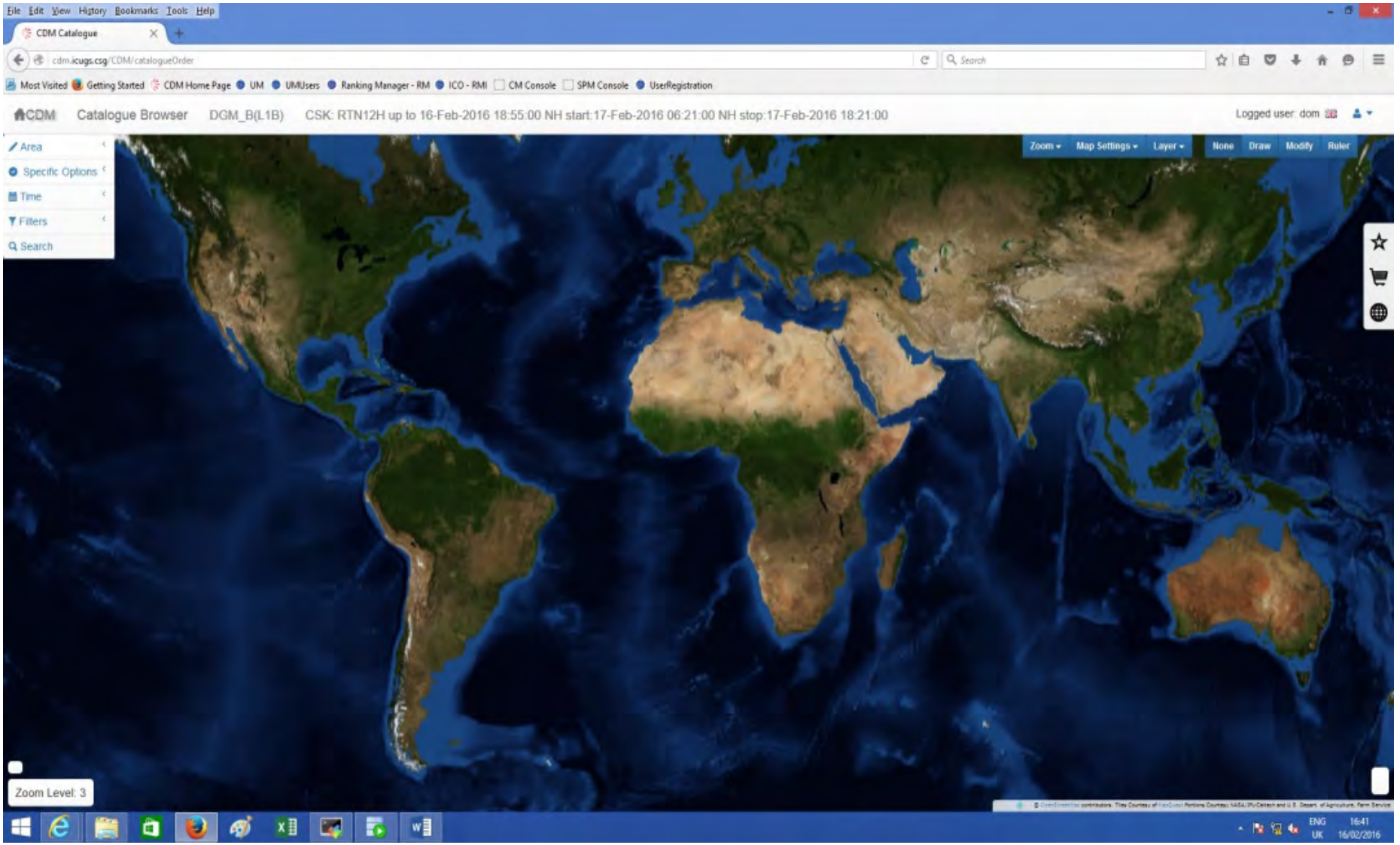
Select one of the available services from archived data, listed on the right side



Acknowledgments: TELESPAZIO

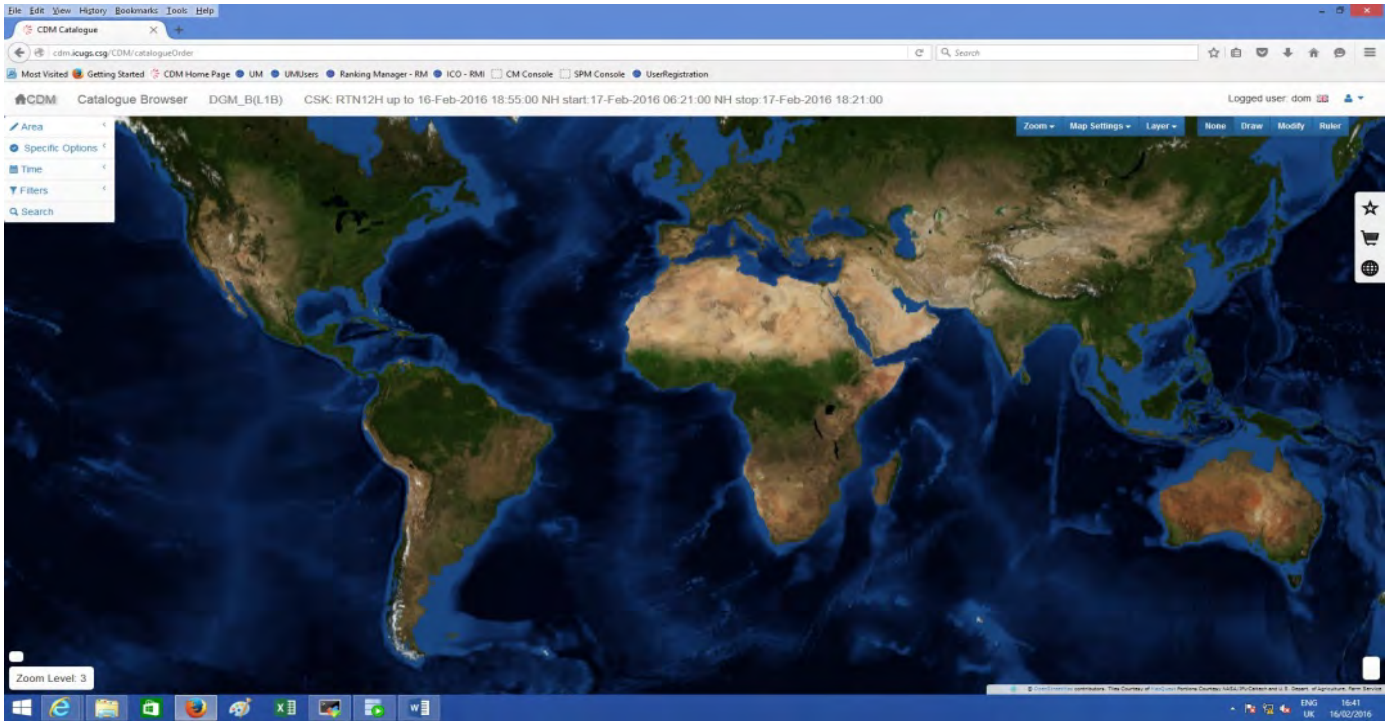
Catalogue browser

The Catalogue Browser home page is opened.



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Catalogue browser

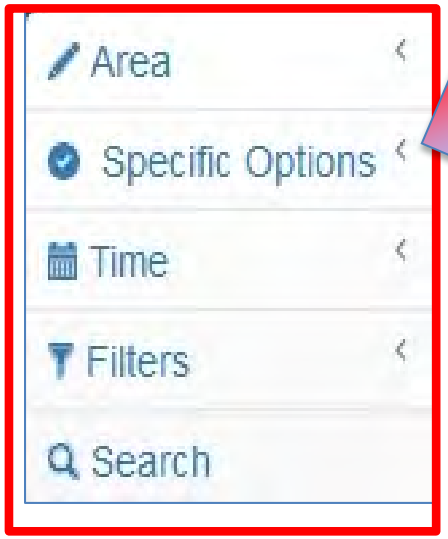


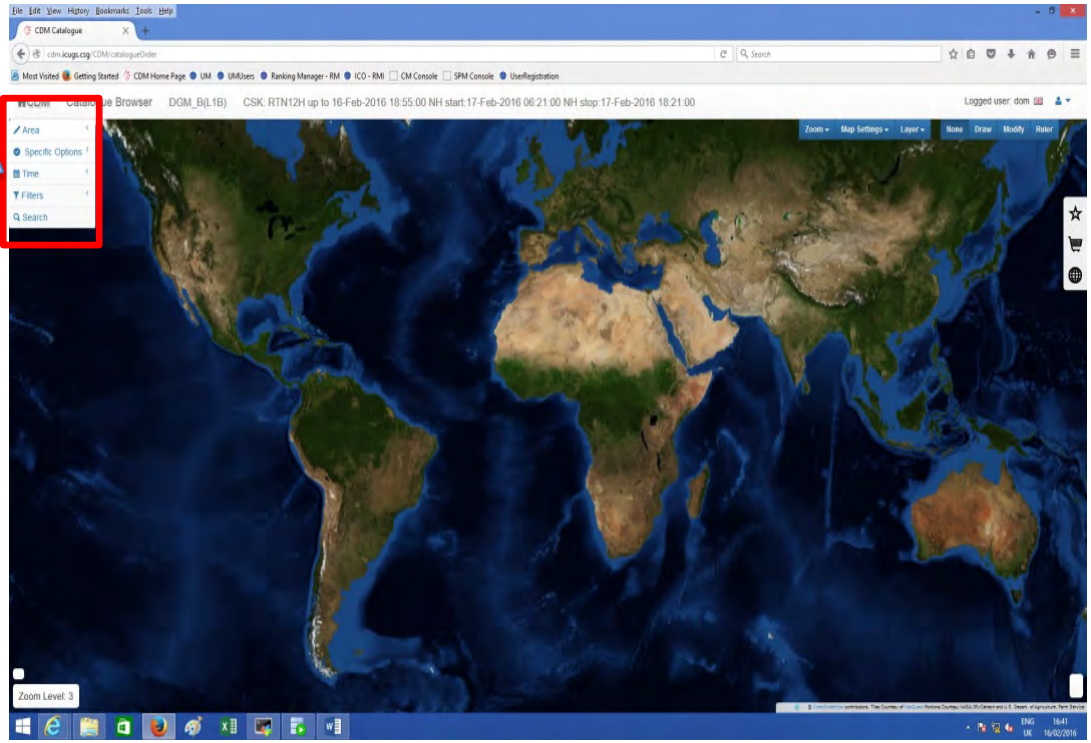
The page has the following main characteristic:

- *a full screen map (with a set of buttons on top-right to manage the interaction with the map);*
- *a menu on the top left of the window to set the filtering criteria and submit catalogue search;*
- *a set of buttons on the right side to manage the order submission;*

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Filtering criteria





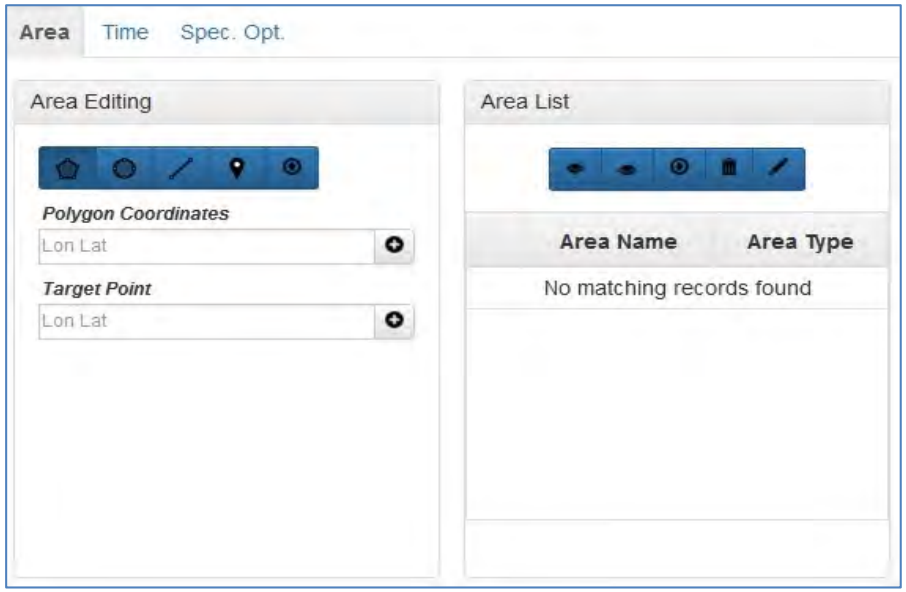
The filtering criteria menu has the following item:

- **Area** to define the area of searching.
- **Specific Options** to define cropping parameters
- **Time** to define the time interval of searching
- **Filters** to set the collection and the relevant searchable parameters

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Define Area Of Interest (AoI)

Clicking on "**Area**" the following window is displayed



The Area editing can be defined :

- **graphically** by drawing the shape of the area
- **manually**, typing the coordinates
- by importing a **KML/SHP file** by mean the tools available in the Area Editing frame :

In the area editing frame you can choose among different shapes

- Polygon (manually and graphically)
- Circle (manually and graphically)
- Polyline (manually and graphically)
- Point (manually and graphically)
- KML/SHP file import

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

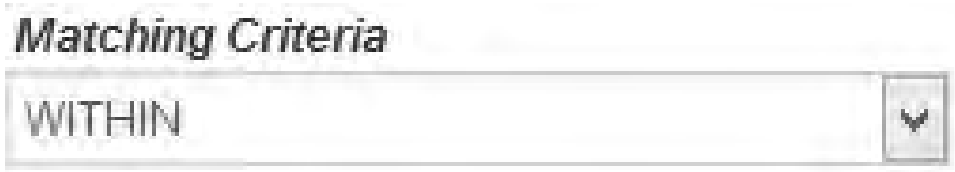
Drawing mode

1. To enter the drawing mode click on Draw button on top-right menu.

2. Select the drawing tool

….. and draws on map the AoI.

3. Set Matching Criteria .



Matching criteria can refer to :

- Products included in the drawn area (**WITHIN**)
- Products partially included in the drawn area (**OVERLAPS**)
- Products completely coincident with the drawn area

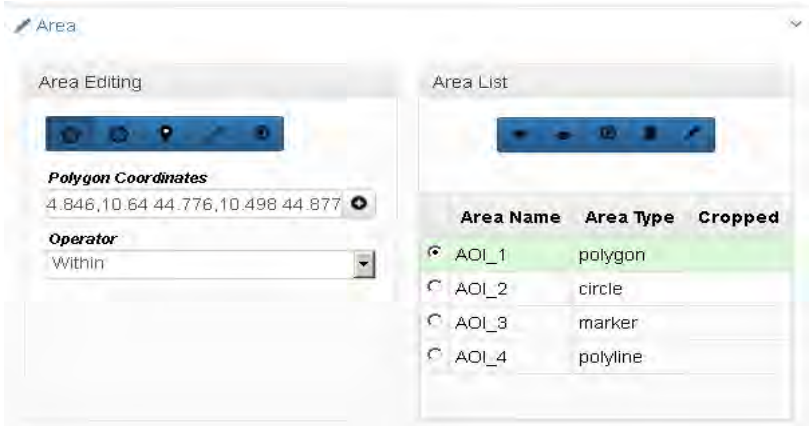
Acknowledgments: TELESPAZIO

Drawing mode

.

Double click left mouse button to close the polygon with Polygon or Polyline tools

Coordinates and radius (numeric values) are displayed according to the AOI drawn



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

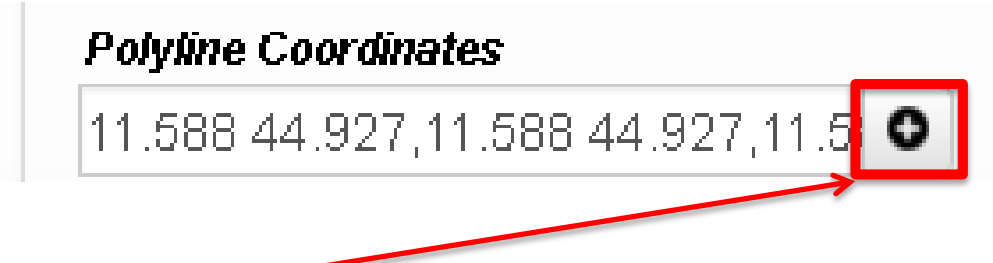
Manual Editing of Area of Interest

The area can be defined also manually editing numeric coordinates

.

1. Select the type of area shape:

2. Type the coordinates according to the selected shape (lat lon, lat lon…)

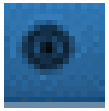


3. Then click on the Black PLUS “+” button to add the defined area.

4. Set Matching Criteria .

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Import KML/SHP file

1. Select  to browse the file.
2. Select the file to be imported (KML file)
3. Click “OPEN”
4. Click button
5. Set Matching Criteria

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Manage existing Area Of Interest (AoI)

The Areas imported or created can be managed an viewed selecting from Area List .

Click on:

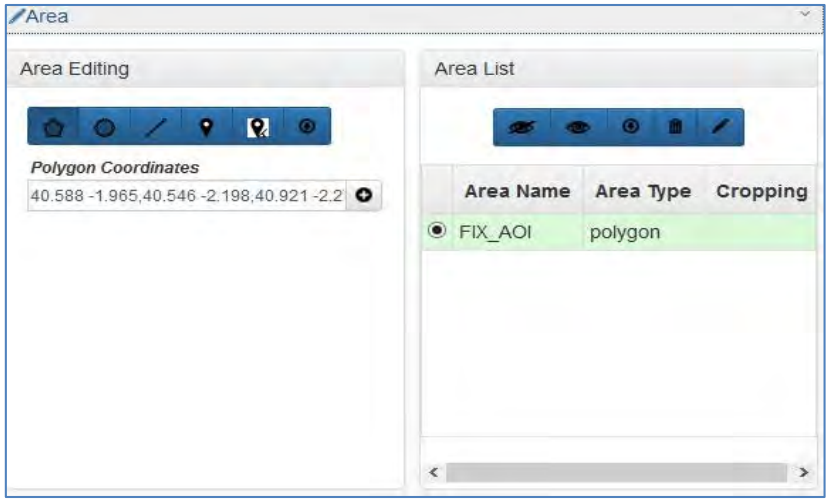
- *to Hide the selected AOI from map viewer;*
- *to Display the selected AOI on map viewer;*
- *to Export the AOI in KML file;*
- *to Cancel the selected AOI;*

Modify Area Of Interest (AoI)

- Modify an existing AoI:
  - Select the Area

to modify.
  - Click the

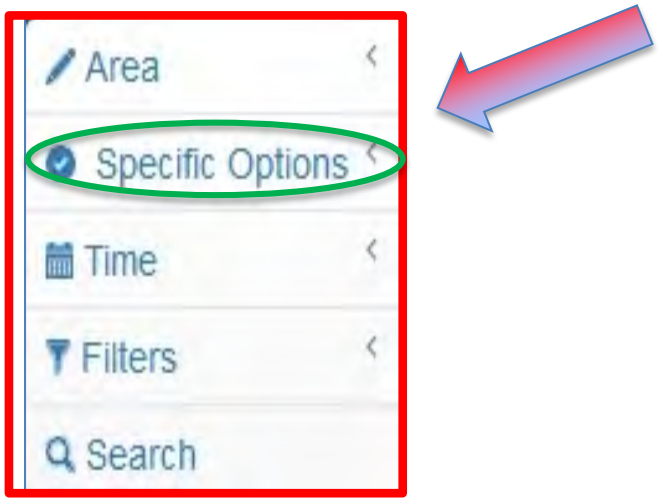
button on top-right to modify the AOI drawn.
  - Click on the polygon corner to modify and drag it.

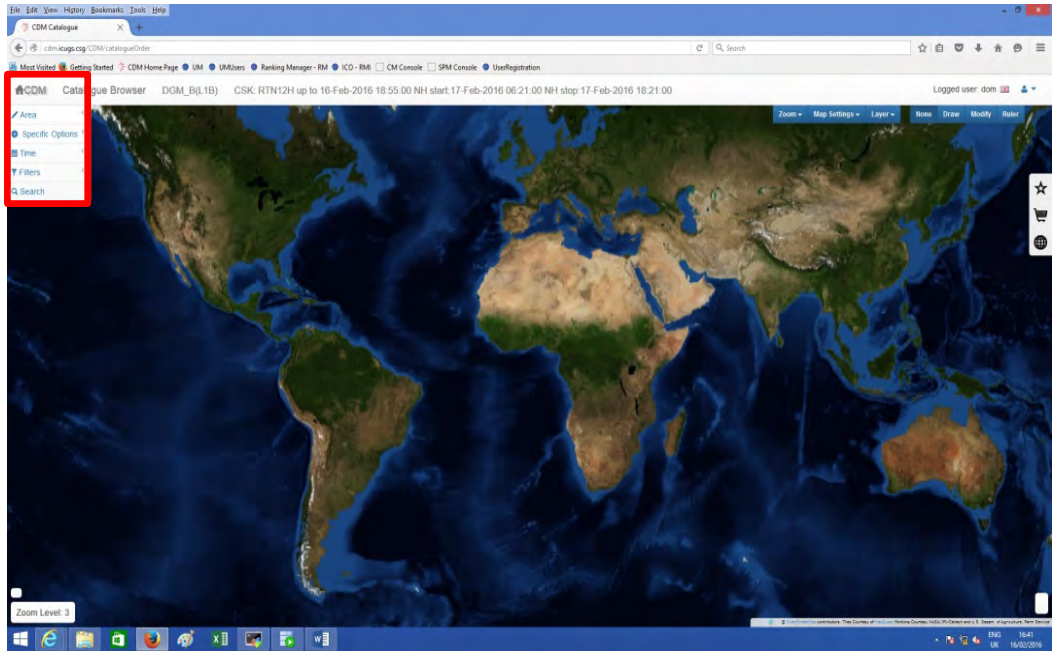


Modified AoI have to intersect with the original one

Acknowledgments: TELESPAZIO

Specific Option





On Specific Option parameters you can define the cropping parameters
Four different kinds of cropping can be addressed:

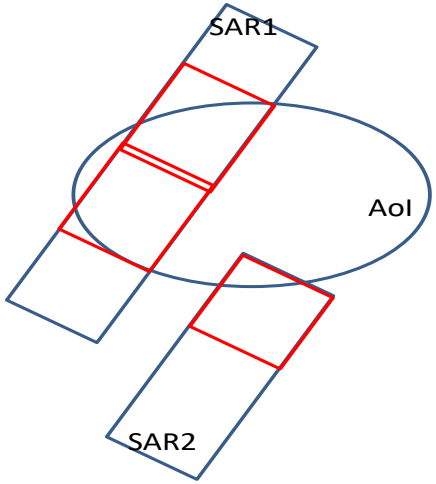
- Standard Cropping
- Standard Cropping with Point of Interest (POI)
- Pure Cropping
- Pure Cropping (center point and Range x Azimuth)

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Cropping parameters

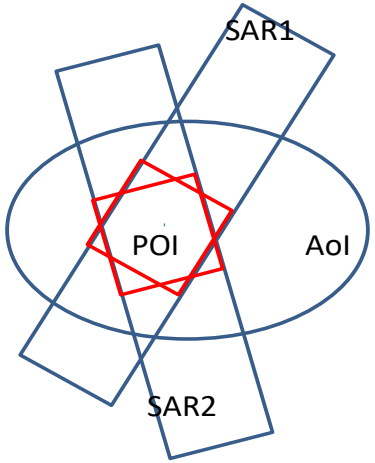
1) Standard Scene Cropping (Multiple Scenes)

The S-IM shall evaluate the polygons resulting from the intersection among the AoI and the footprint of the selected records. For each of these intersecting polygons shall be evaluated the start sensing time and the stop sensing time (cutting time) to be split in a number of standard scenes up to cover all the cutting time.



2) Standard Scene Cropping (one point and one scene for each product)

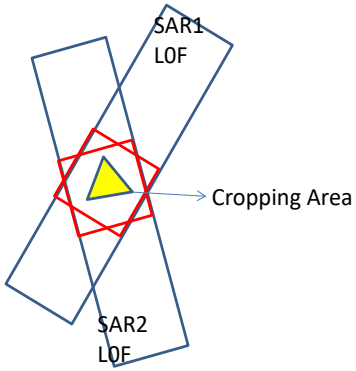
The S-IM for each catalogue records involved, shall automatically evaluate and pass to S-PM, the sensing start and stop time corresponding to a standard scene around the given point of interest (POI).



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

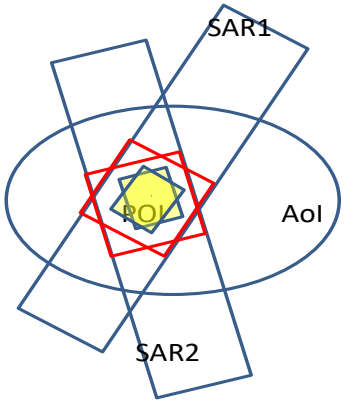
3) Pure Cropping

The S-IM for each product involved shall evaluate the sensing start and stop time corresponding to a standard scene around the AoI. The coordinates of the cropping area shall be passed by S-IM to S-PM for the production and the darkening of the pixels in the bounding box enclosing the AoI but extern to it.



4) Pure Cropping (center point and Range x Azimuth)

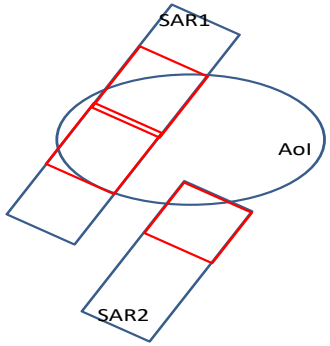
The S-IM, for each catalogue records involved, shall automatically evaluate the sensing start and stop time corresponding to a standard scene around the given point (POI)



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

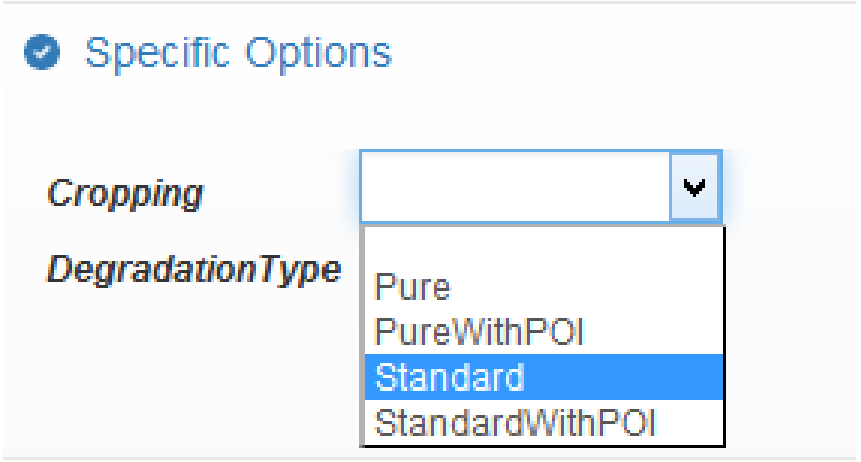
Cropping parameters- Standard Scene

1) *Standard Scene Cropping*



Click on Specific Options.

Select Standard in the cropping dropdown list.



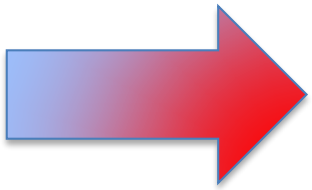
In the Standard Scene Cropping, the operator has to define the AOI for which S-IM shall evaluate the polygons resulting from the intersection among the AoI and the footprint of the selected records List frame.

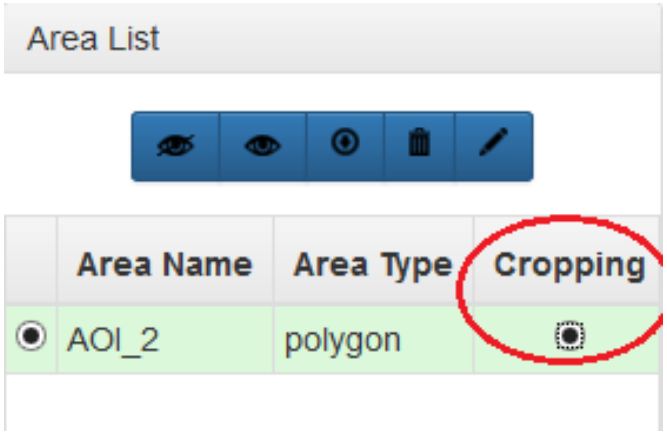
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Cropping parameters- Standard Scene

Select an AOI manually, drawing or importing a KML/SHP file

Select Cropping in Area List



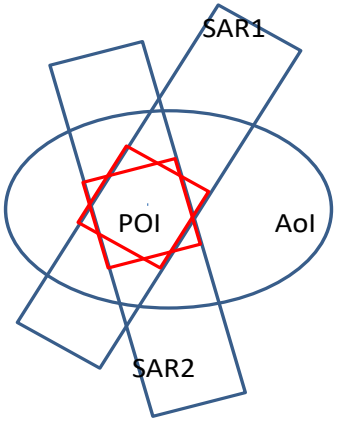


The Area inserted must intersect the archived data otherwise S-PM will not performs cropping.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

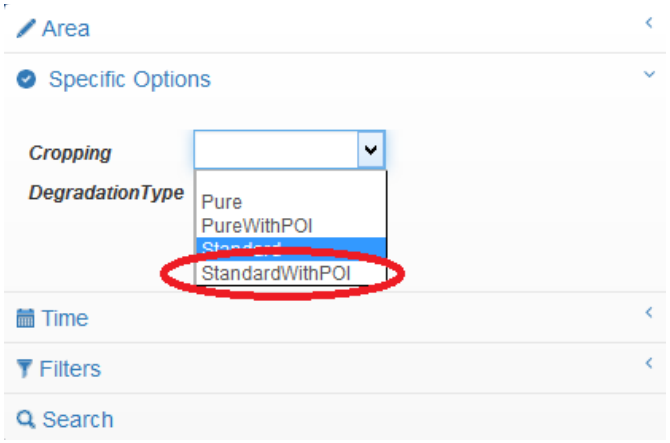
Cropping parameters- Standard Scene with POI

2) Standard Scene Cropping with POI



Click on Specific Options.

Select StandardWithPOI in the cropping dropdown list.

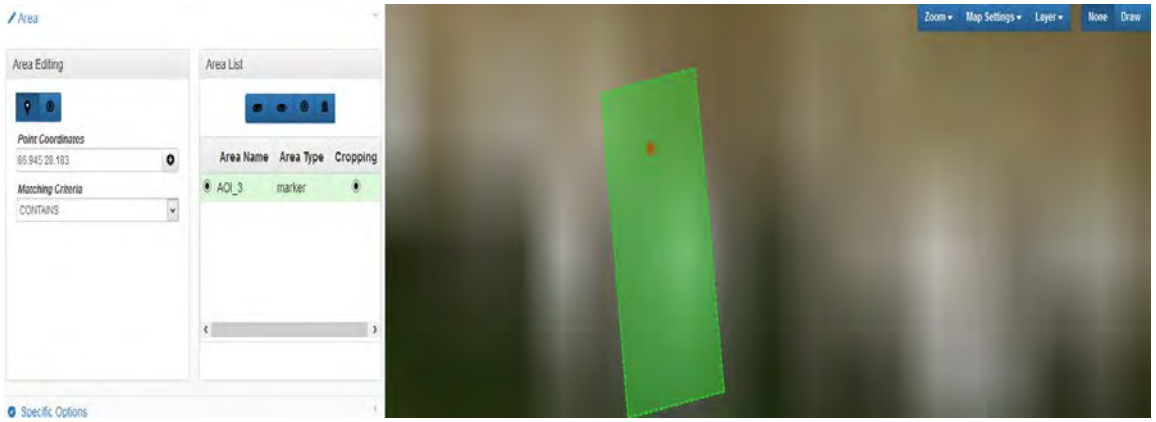


In the Standard Scene Cropping with POI, the operator has to define the AOI and a point of interest inside the AOI.

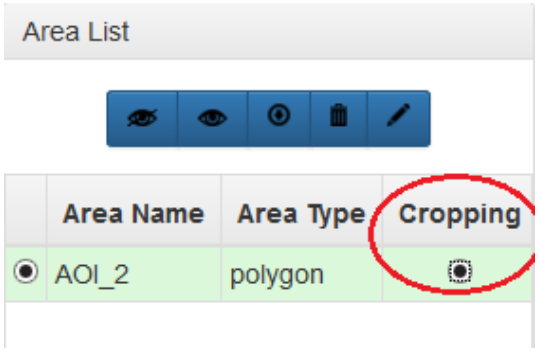
Cropping parameters- Standard Scene with POI

In Area Editing select to insert the point coordinates in drawing or manual mode.

Select to import the point coordinates by KML/SHP file



Select Cropping in Area List

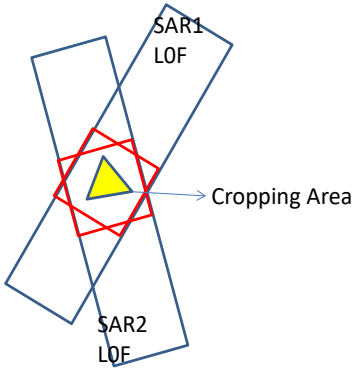


The point (POI) inserted must intersect the archive data otherwise S-PM will not performs cropping.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

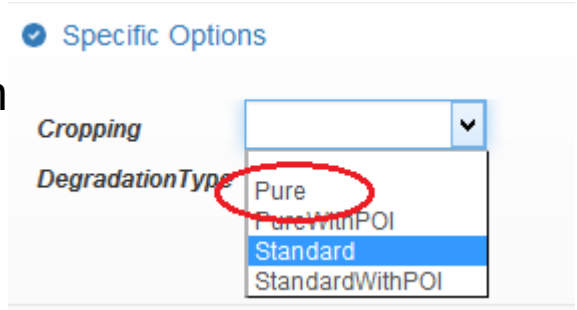
Cropping parameters- Pure Cropping

3) Pure Cropping



Click on Specific Options.

Select Pure in the cropping dropdown list.



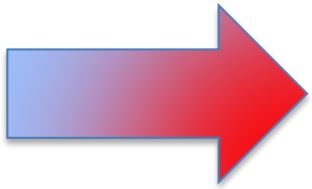
In the Pure Cropping it will be used only the LOF that fit with the search parameters and that include totally the cropping AOI.

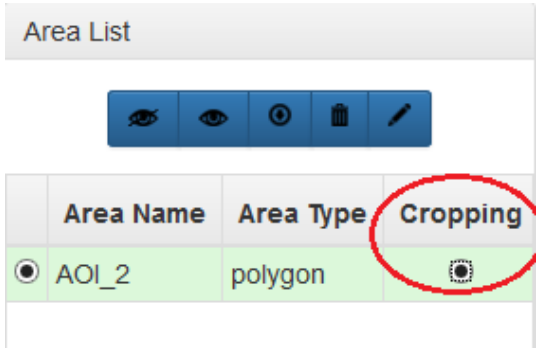
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Cropping parameters- Pure Cropping

Select an AOI manually, drawing or importing a KML/SHP file

Select Cropping in Area List

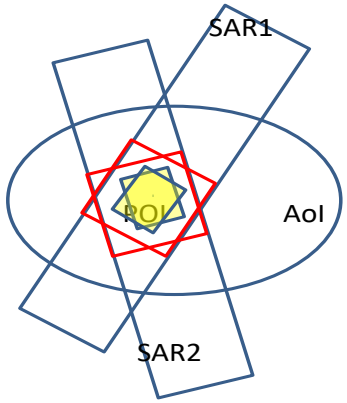




The Area inserted must intersect the archive data otherwise S-PM will not performs cropping.

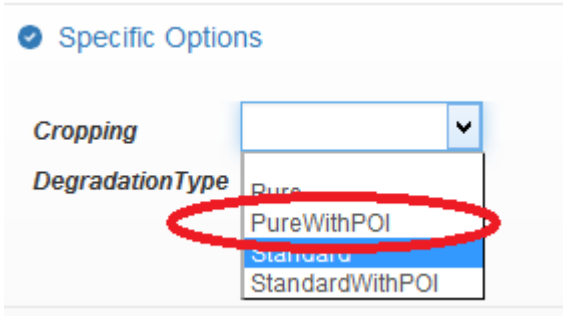
Cropping parameters- Pure Cropping with POI

4) Pure Cropping with POI



Click on Specific Options.

Select Pure With POI in the cropping dropdown list.

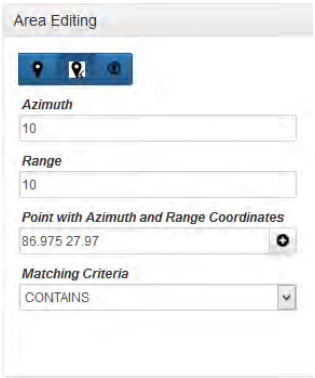


In the Pure Cropping with POI, the operator has to define an AOI, a point of interest inside the AOI and range and azimuth of cropping area

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

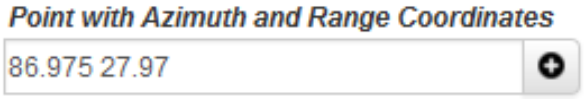
Cropping parameters- Pure Cropping with POI

There are three different mode to set a Point with Azimuth and Range coordinates



1) First Mode:
In the Area Editing select

Type the coordinates according to the selected shape (lat lon, lat lon…)



Insert distance in KMs of Azimuth

Insert Range

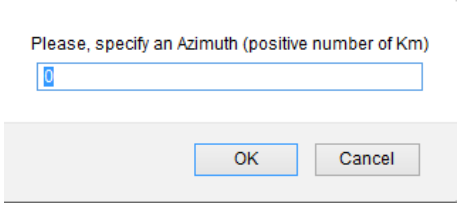
Then click on the button to add the defined point.

Cropping parameters- Pure Cropping with POI

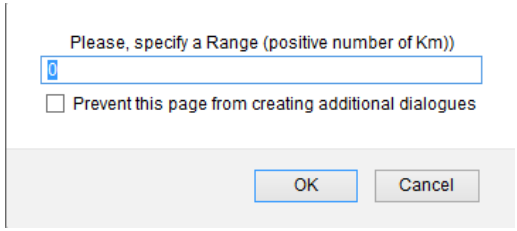
2) Second Mode:
In the Area Editing select

Using drawing tool enter the drawing mode click on Draw button

Draw the POI on map.
Insert Azimuth value in following window and clicking on " OK" button.



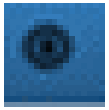
Insert Range value in following window and clicking on " OK" button.



Then click on the button to add the defined point.

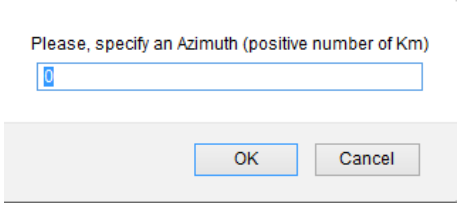
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Cropping parameters- Pure Cropping with POI

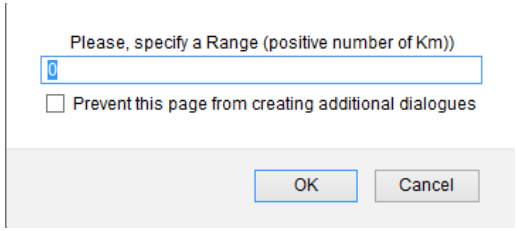
2) Third Mode:
In the Area Editing select  to browse the file

Select the file to be imported (KML file) and click “Ok” button

Insert Azimuth value in the following window and click on “OK” button

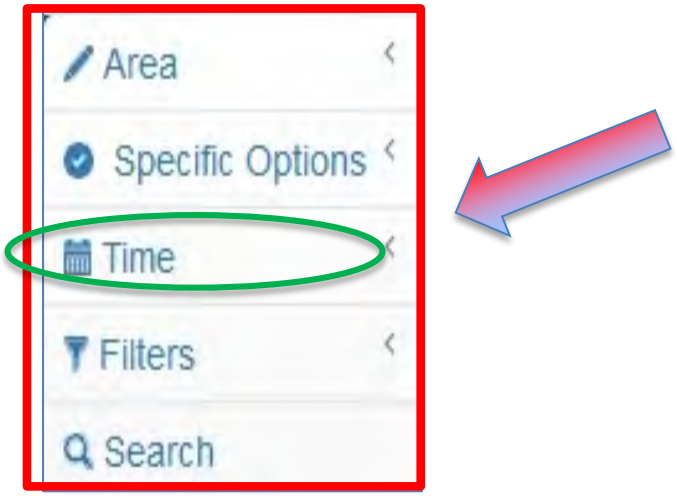


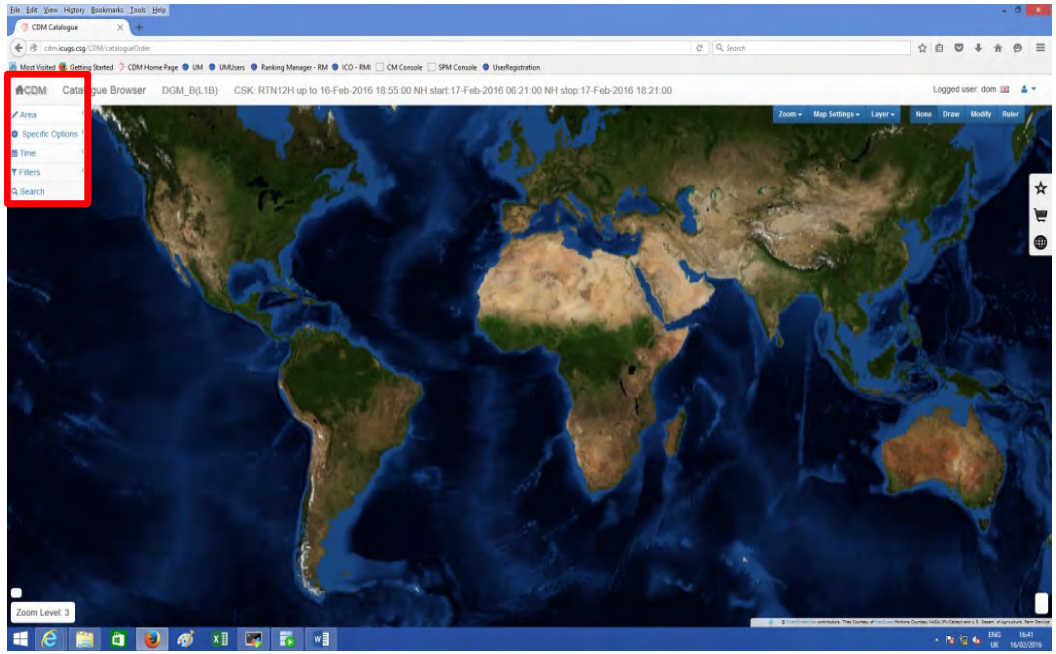
Insert Range value in following window and clicking on “ OK” button.



Then click on the button to add the defined point.

Specific Option





On Time Option setting you can refine the query by time parameters:

- Set the Start validity of the request
- Set the Stop Validity of the request

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

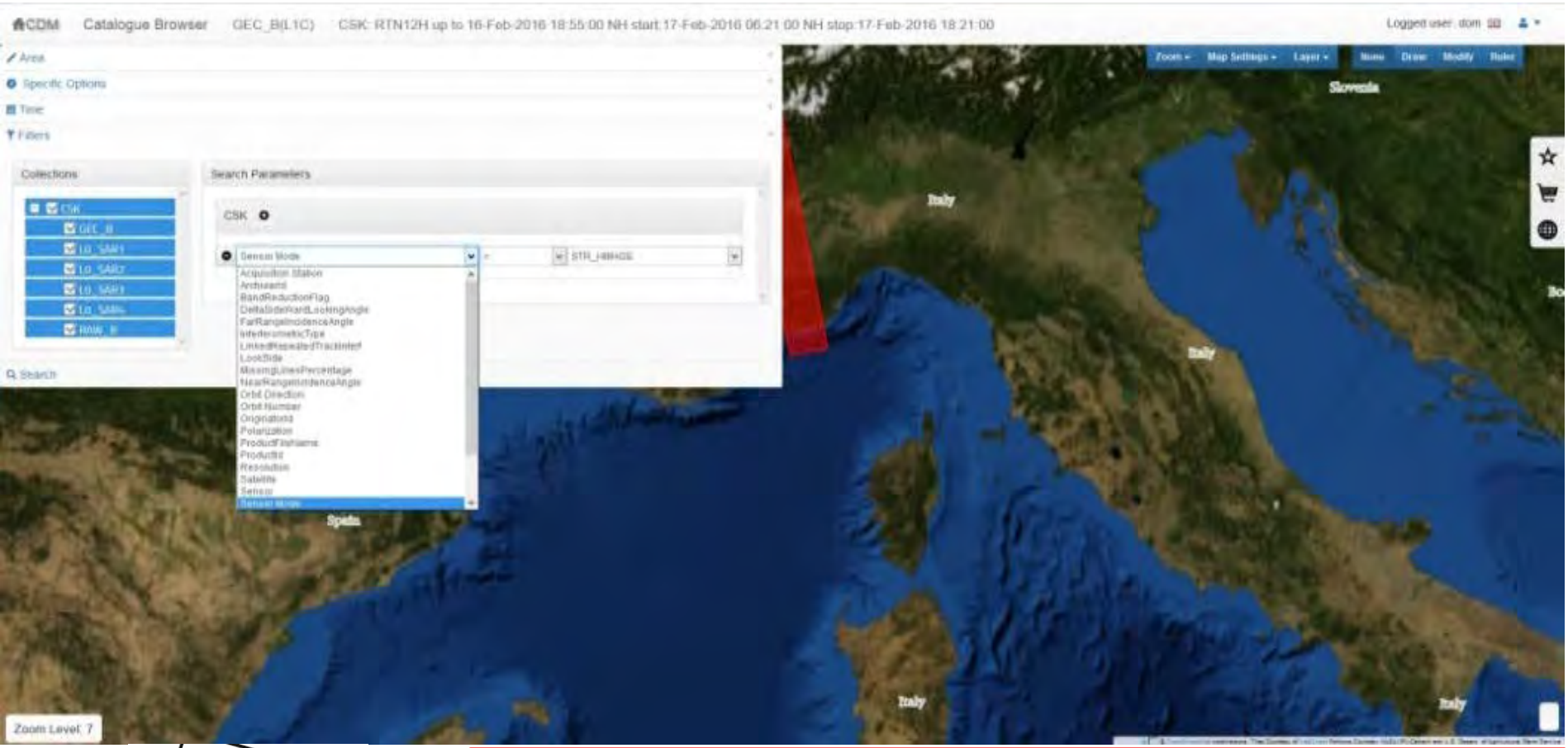
Time filtering

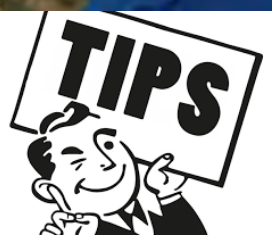
1. Clicking on **Time** the following window is displayed:

2. Clicking on the calendar icon on the right of the Start Time and Stop Time fields, year/month/day can be chosen.

3. Clicking on the clock icon on the bottom of the year/month/day panel the hour/minute/second can be chosen.

Select **Filters**, on the left side of the open panel.





Filters can be selected by :

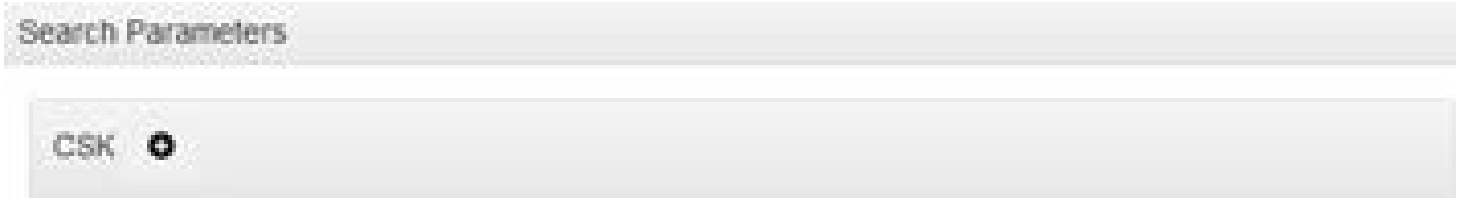
- Collections parameters
- Mission parameters (*Search Parameters)*

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

In the Collections frame, flag the Mission and the relevant collection to be searched (Mandatory).

Collections refer to products divided by processing levels.

The Search Parameters frame is opened.

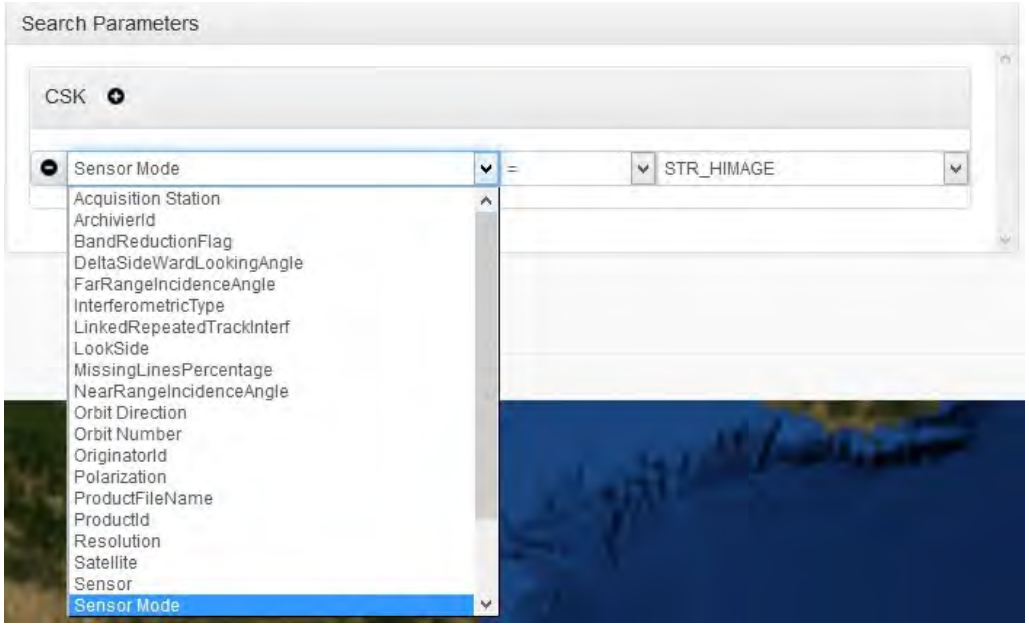


…. You can also then set other search parameters (such as mission parameters) to refine the results.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Mission Parameters Filtering

In the **Searchable Parameters** frame click on the plus icon near the mission name



A new entry to define the parameter is added.

The list of relevant parameters is displayed.

Select the parameter to define :

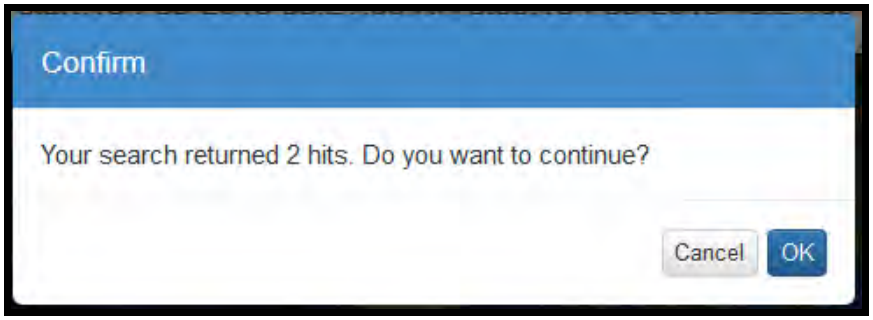
- In the first column select the searchable parameter;
- in the second select the comparator required for the catalogue searching;
- in the third, select the parameter or type the numeric value.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Click on “Search”

button

“Wait while loading data”

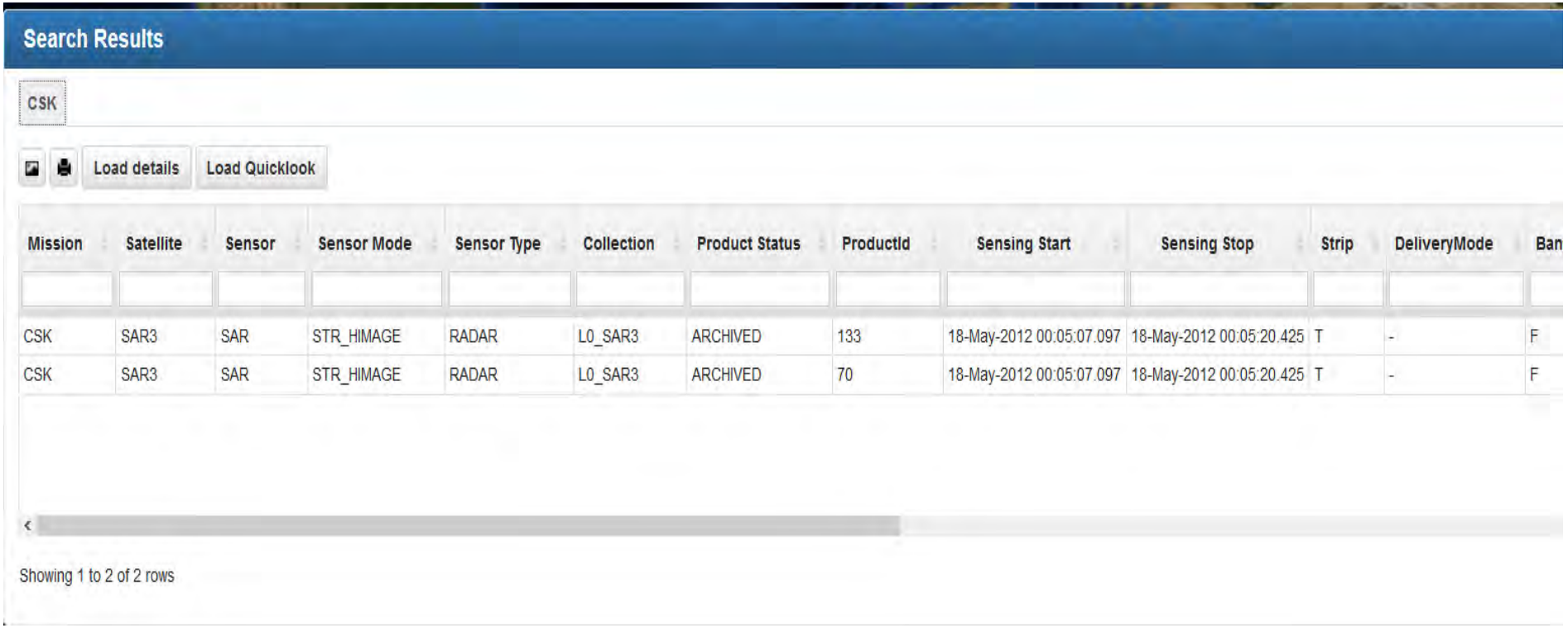


*Press “**OK**” on the “Confirm” message*

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Search Results

The catalogue results are displayed in the Search Results List .



To export the list of results…

To save the details click on button

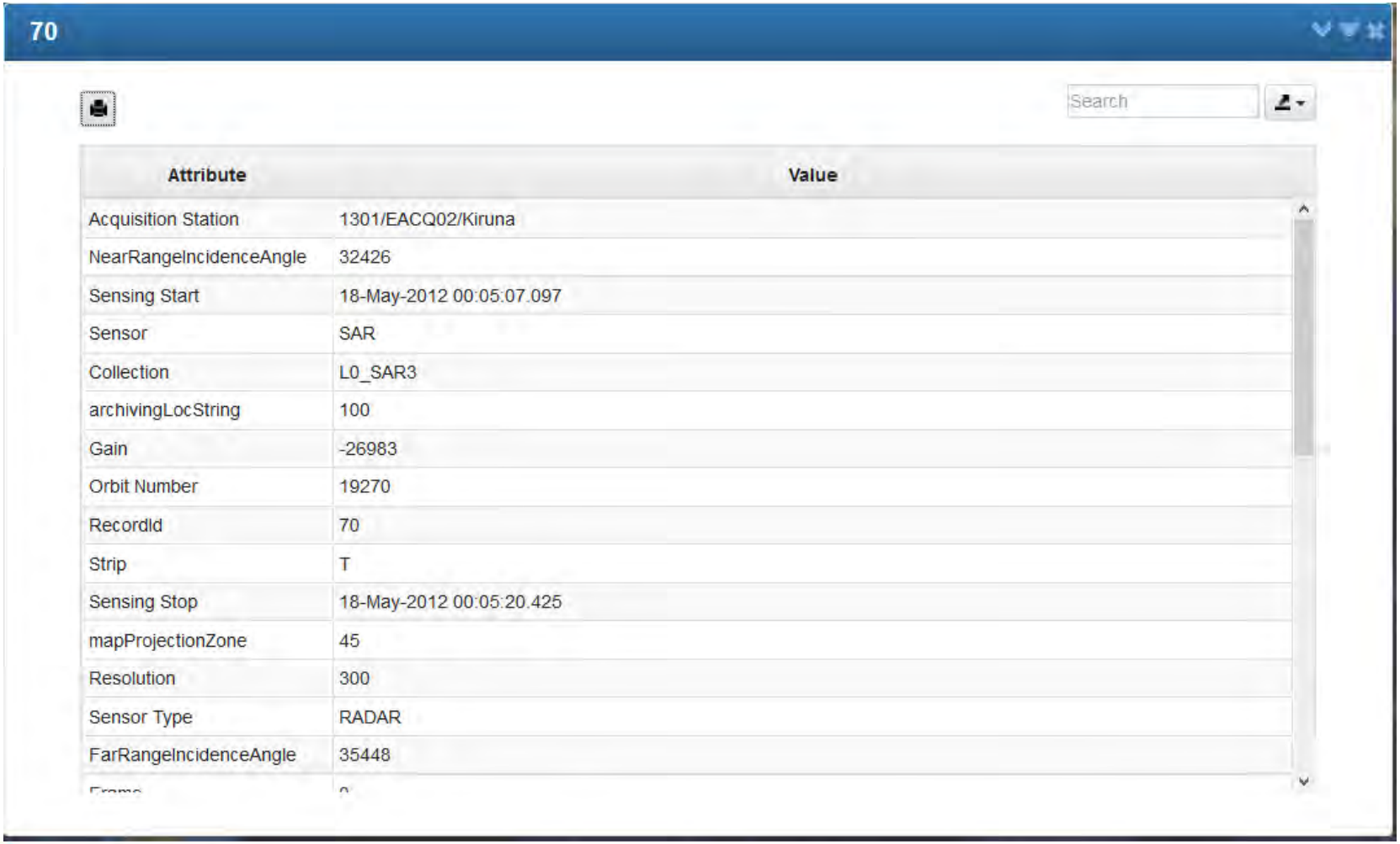
Select the file format

Save the file.

Show details and quicklook of catalogued products

In the Search Results Tabular List select one product and click:

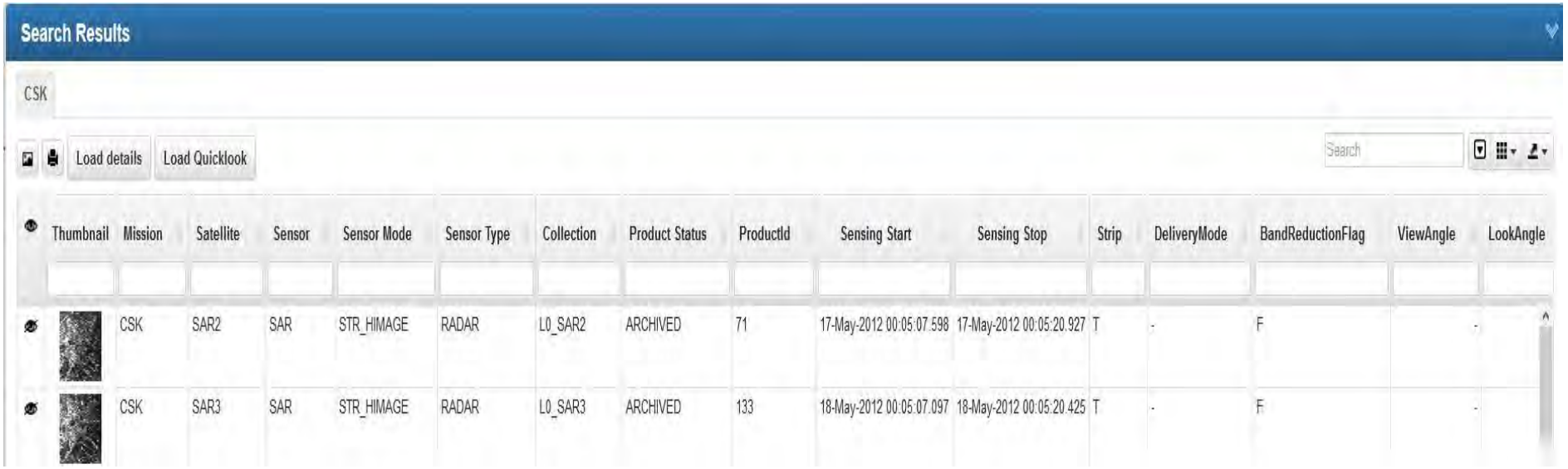
- Load details Load detail button to show the attributes of the product



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

- click on Load Quicklook button to show it.

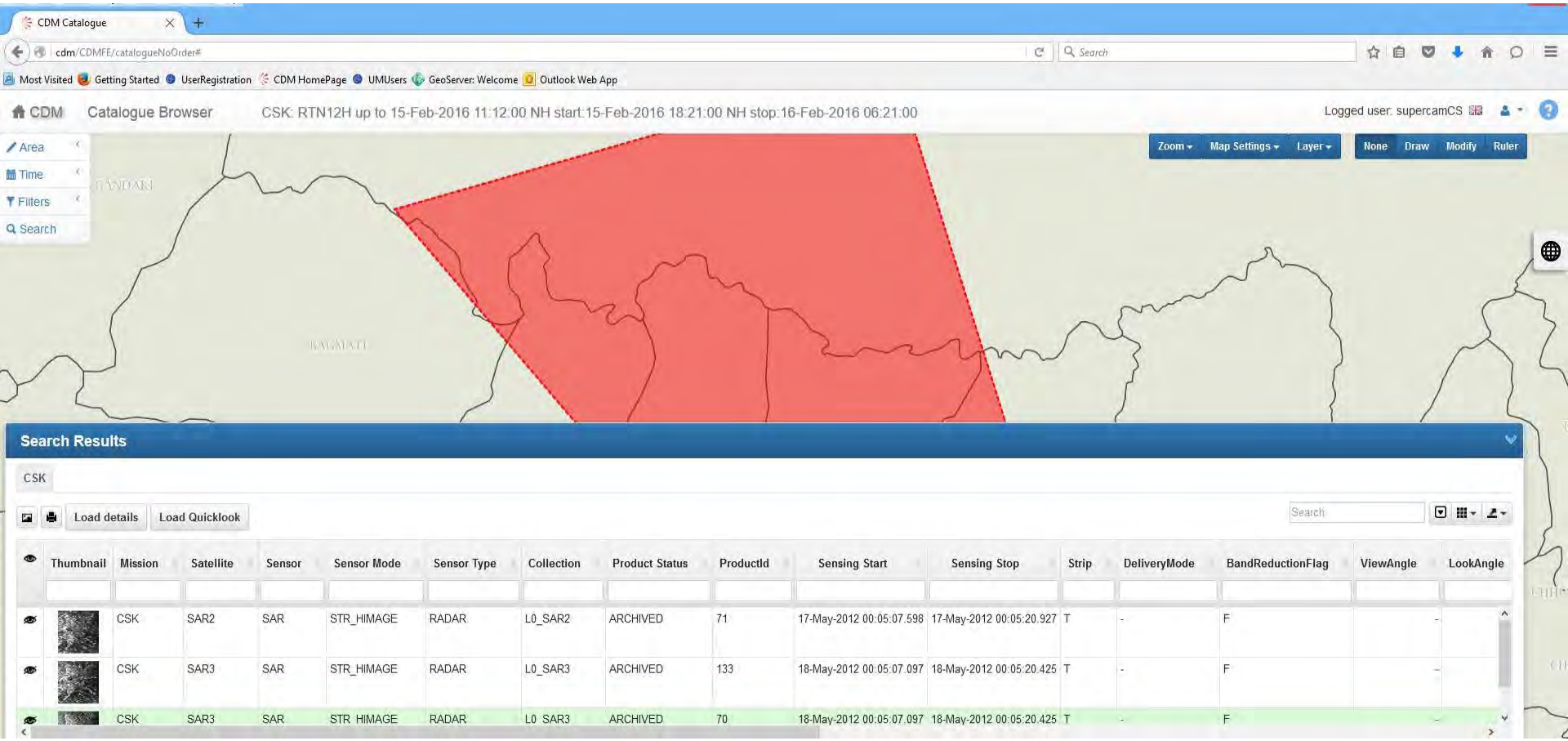
Click on button to visualize the quicklook thumbnail



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

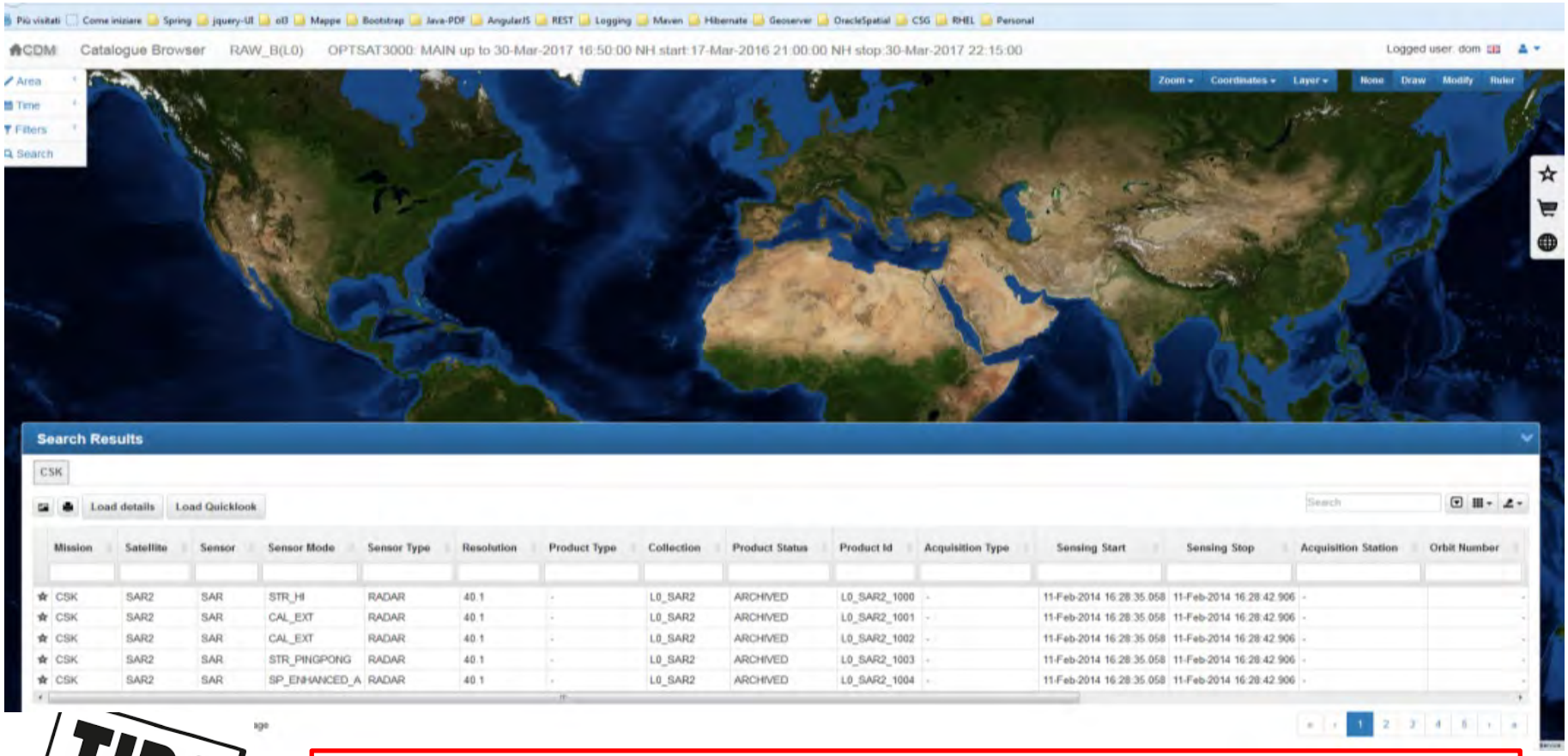
Show area product on map

In the Search Result Tabular list click on thumbnail button to see Area coverage by product on map.



Acknowledgments: TELESPAZIO

In the catalogue search results select the records by clicking to the star ☆



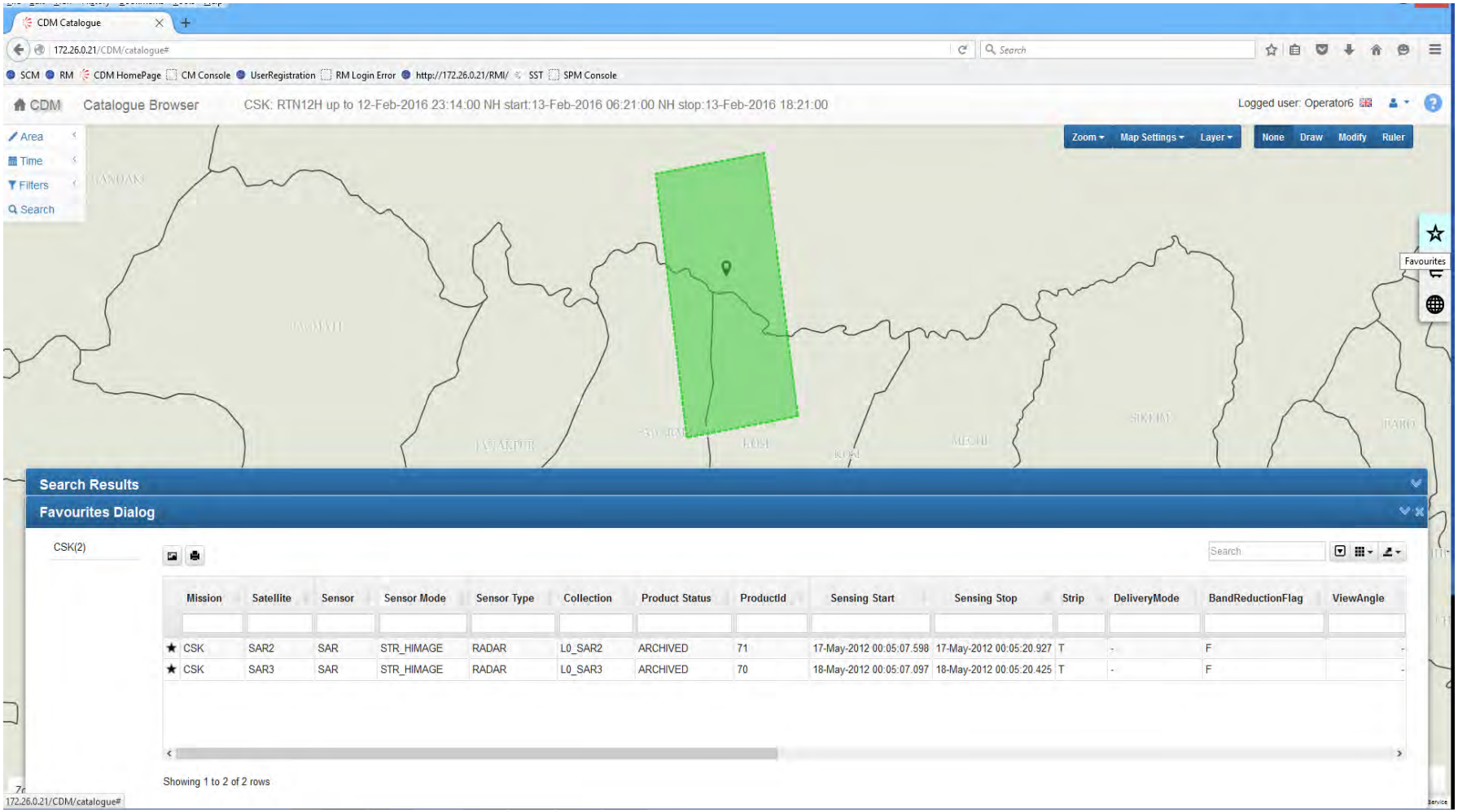
The selected records have the Star icon black filled and are stored in the Favourite list

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Record selection

On the right side of the page click on the star

The list of favorites records is displayed



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

On the list of buttons, on the right side of the page, click the Orders button.

A pop up window will appear

Click on “Next Button” Next to open the Service request wizard and complete the order

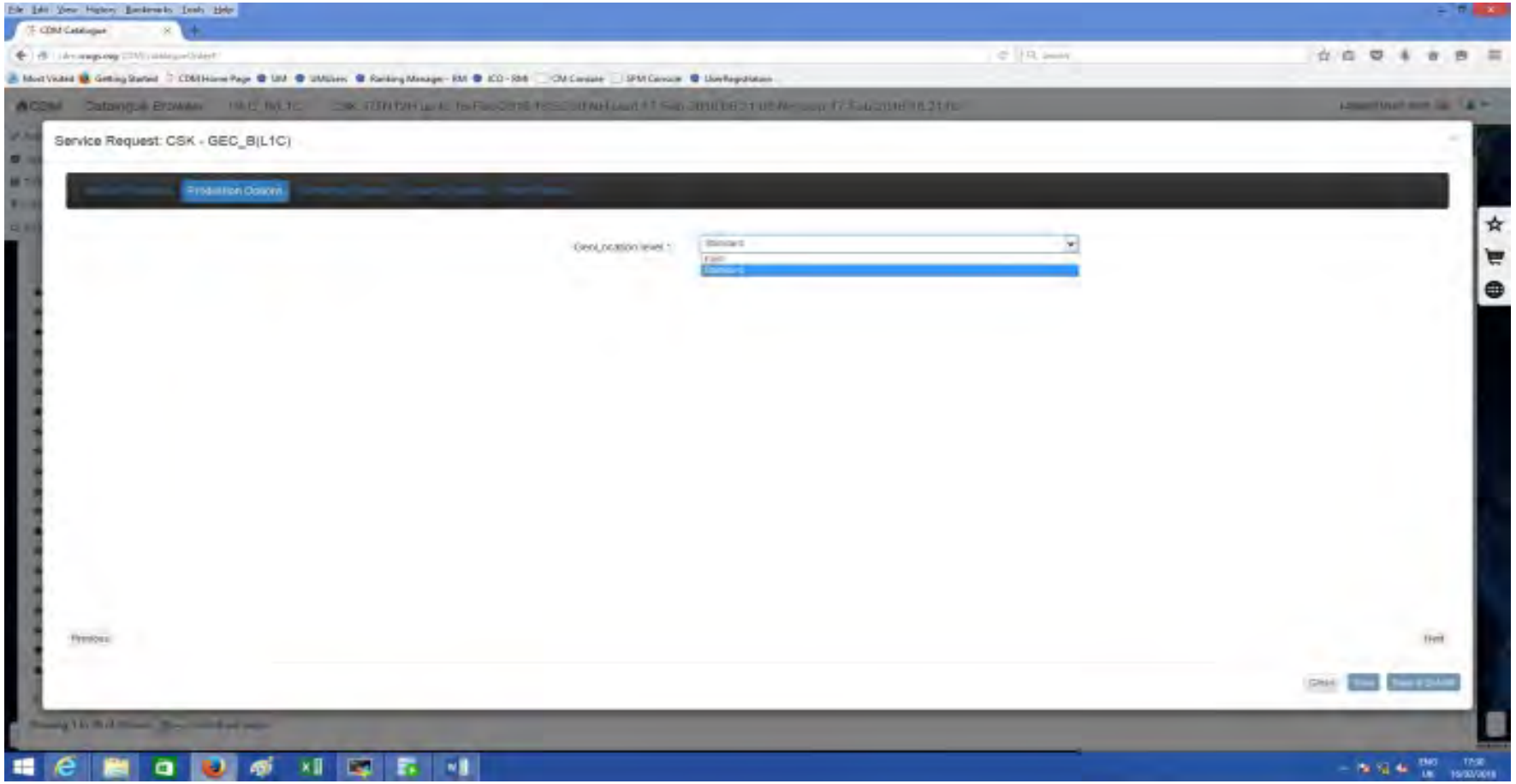
To complete the Service Request from archive the following parameters are defined:

- **Mission Function**: to set visibility (generally military related)
- **Production Option**: to select the processing options
- **Formatting Option**: to select the product format
- **Delivery Option**: to select the delivery option
- **Other Option**: to select options applicable to the whole request and inherited by each item composing the order(e.g.: classification, priority, etc..)

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

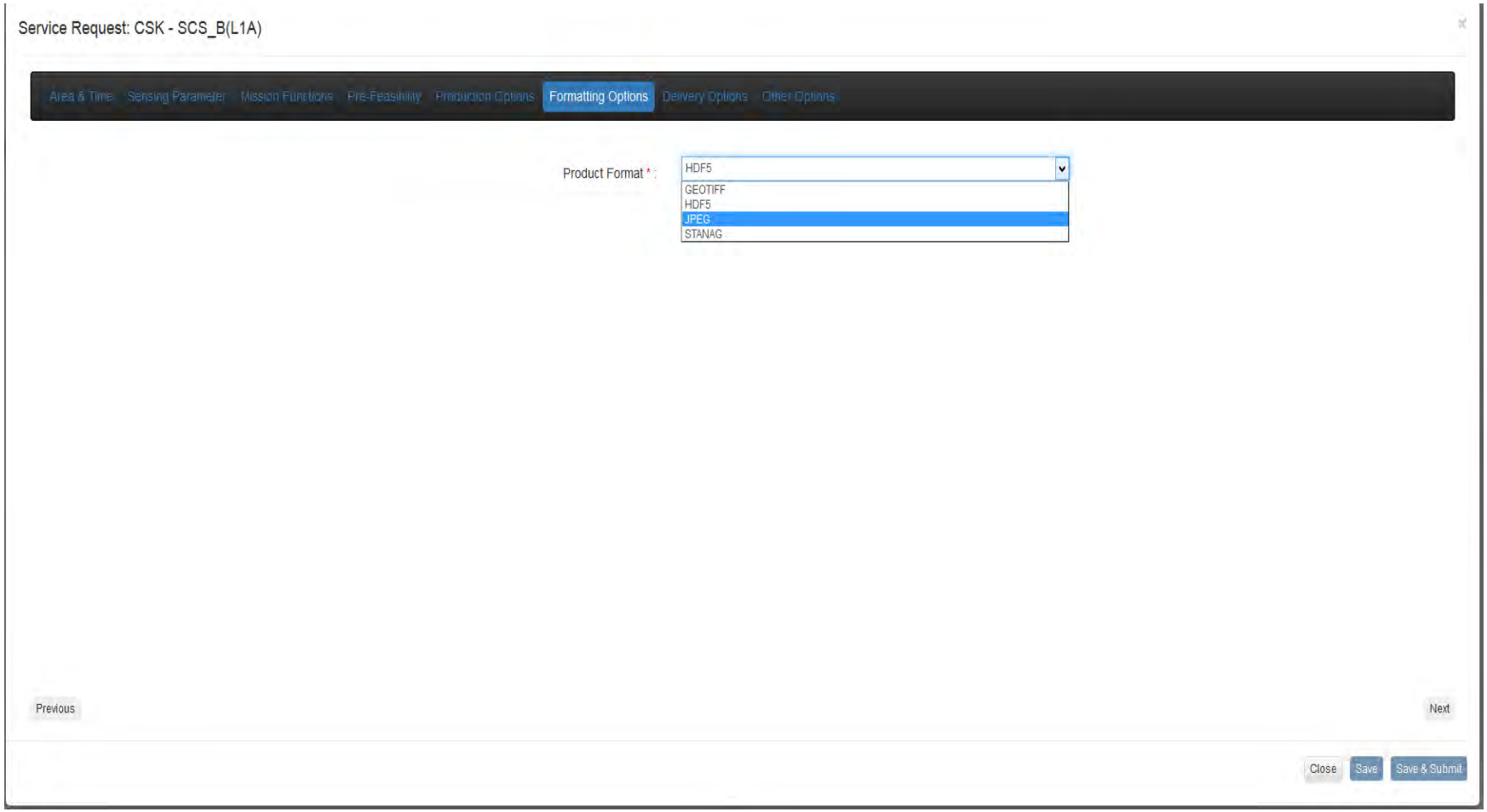
Select the appropriate Production Option “Fast” or “Standard”

Click on “Next” button Next to continue the parameters setting of your request



Formatting Option

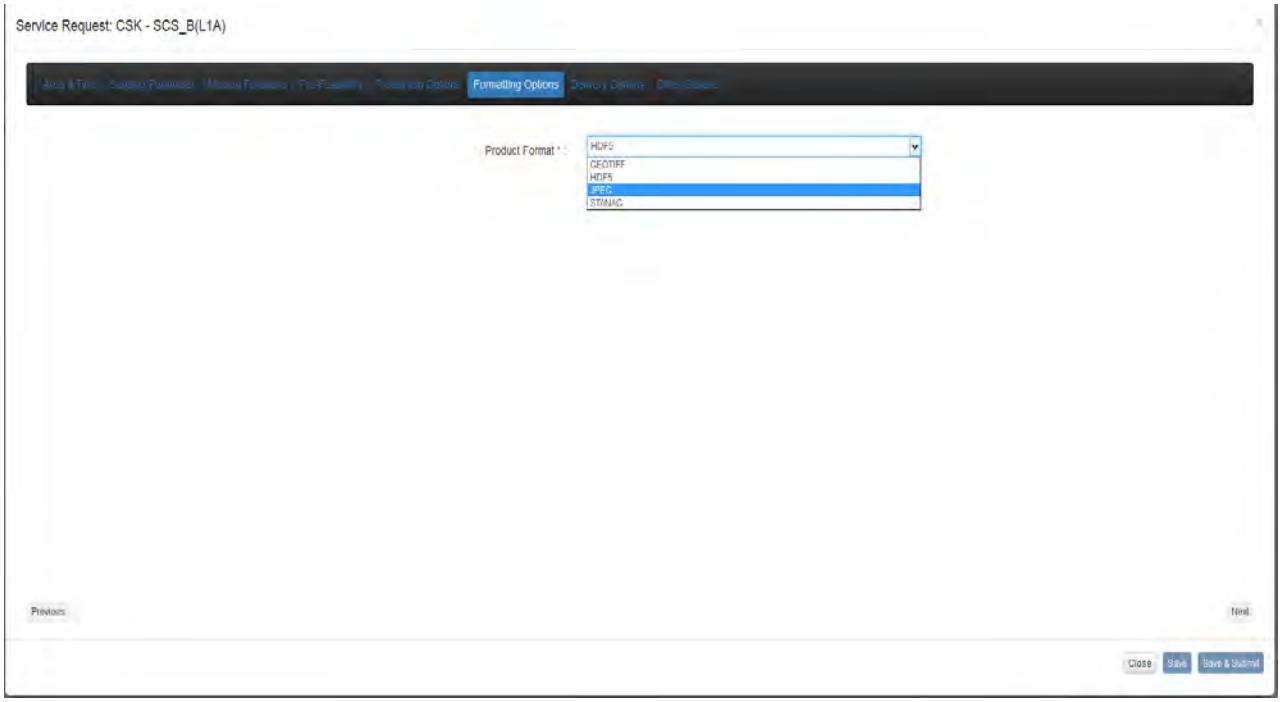
Set the appropriate product format



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Formatting Option

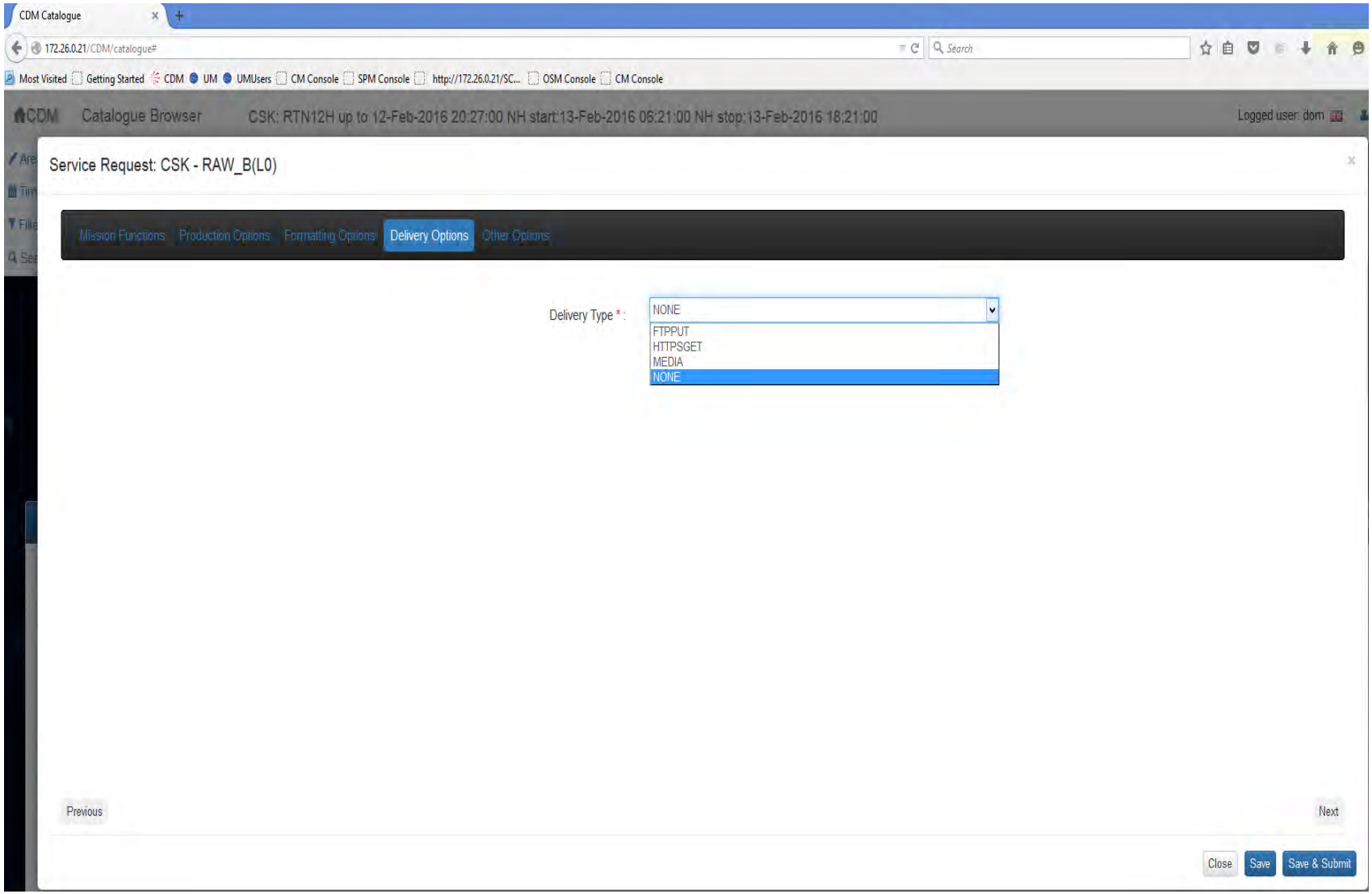
The formats proposed depend on the mission and on the service



Click on “Next” button Next to continue the parameters setting of your request

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Select the appropriate Delivery type (refer also to the Delivery information section)

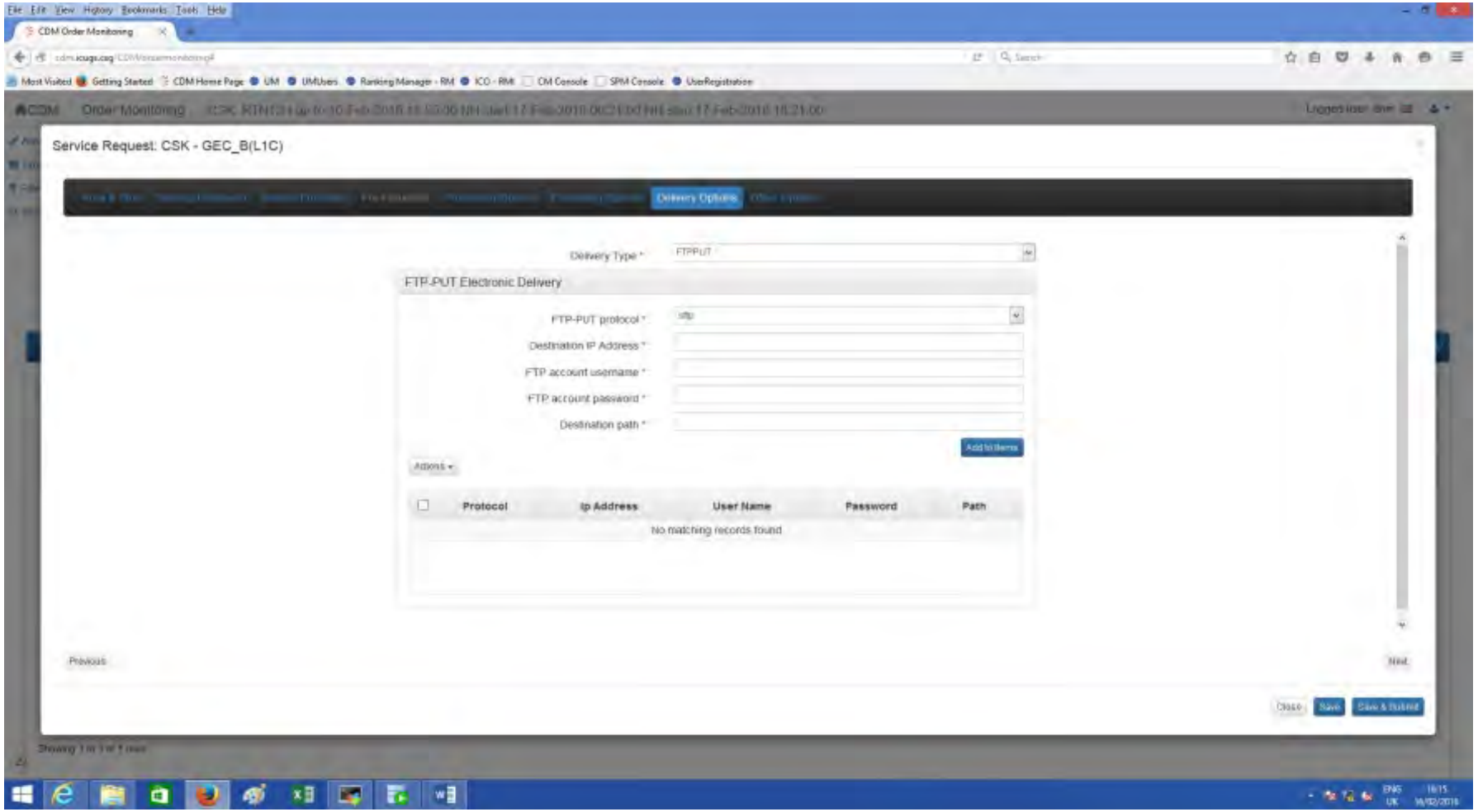


Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Delivery Option-FTP-PUT

Select FTP-PUT on Delivery type

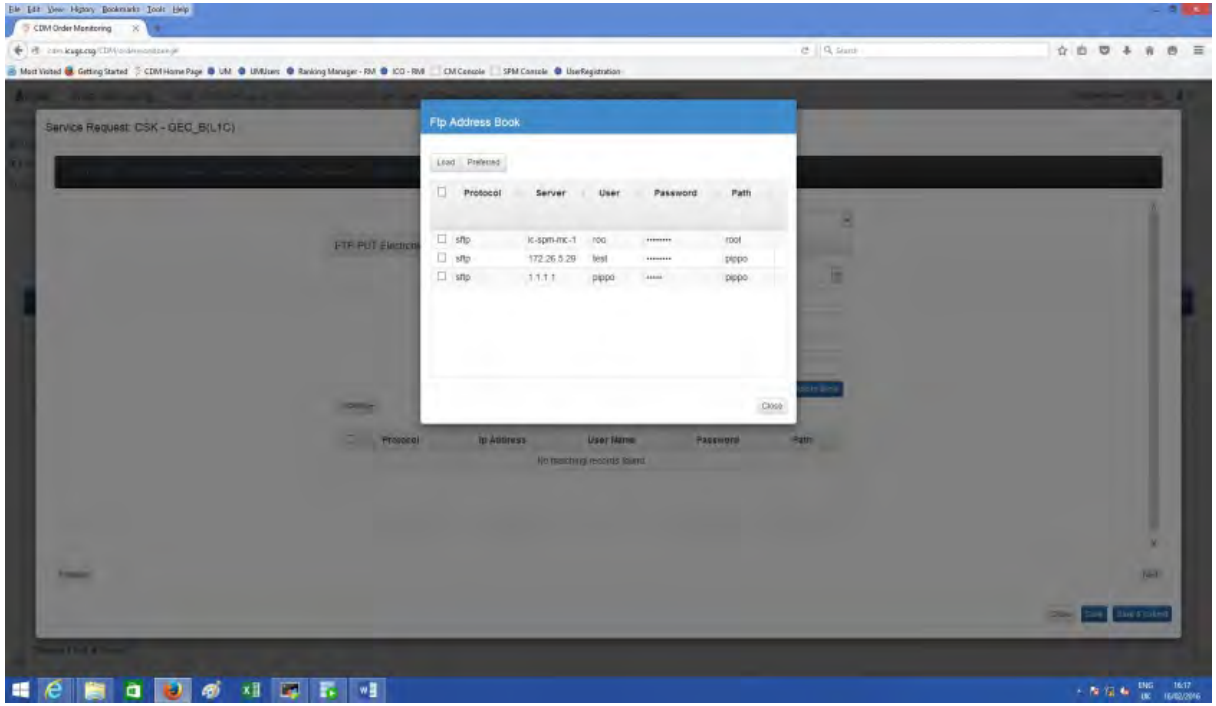
Select ftp as ftp-put protocol



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

It is possible to load a FTP-PUT saved or to add a new one

To load a FTP-PUT saved, click on Action button Actions and load the saved ftp address



- Flag the mail from list
- Click on “Pick Contact”
- Click “Close” ftp address book

Click on “Next” button Next to continue the parameters setting of your request

To create a new FTP-PUT, click on Action button Actions and select "+Create a new Item" from the Address book.

1) Fill the values of the following fields:

- FTP-PUT protocol *
- Destination IP Address *
- FTP account username *
- FTP account password *
- Destination path *

The asterisk * indicates that fill this field is mandatory.

2) Click on Add to Items

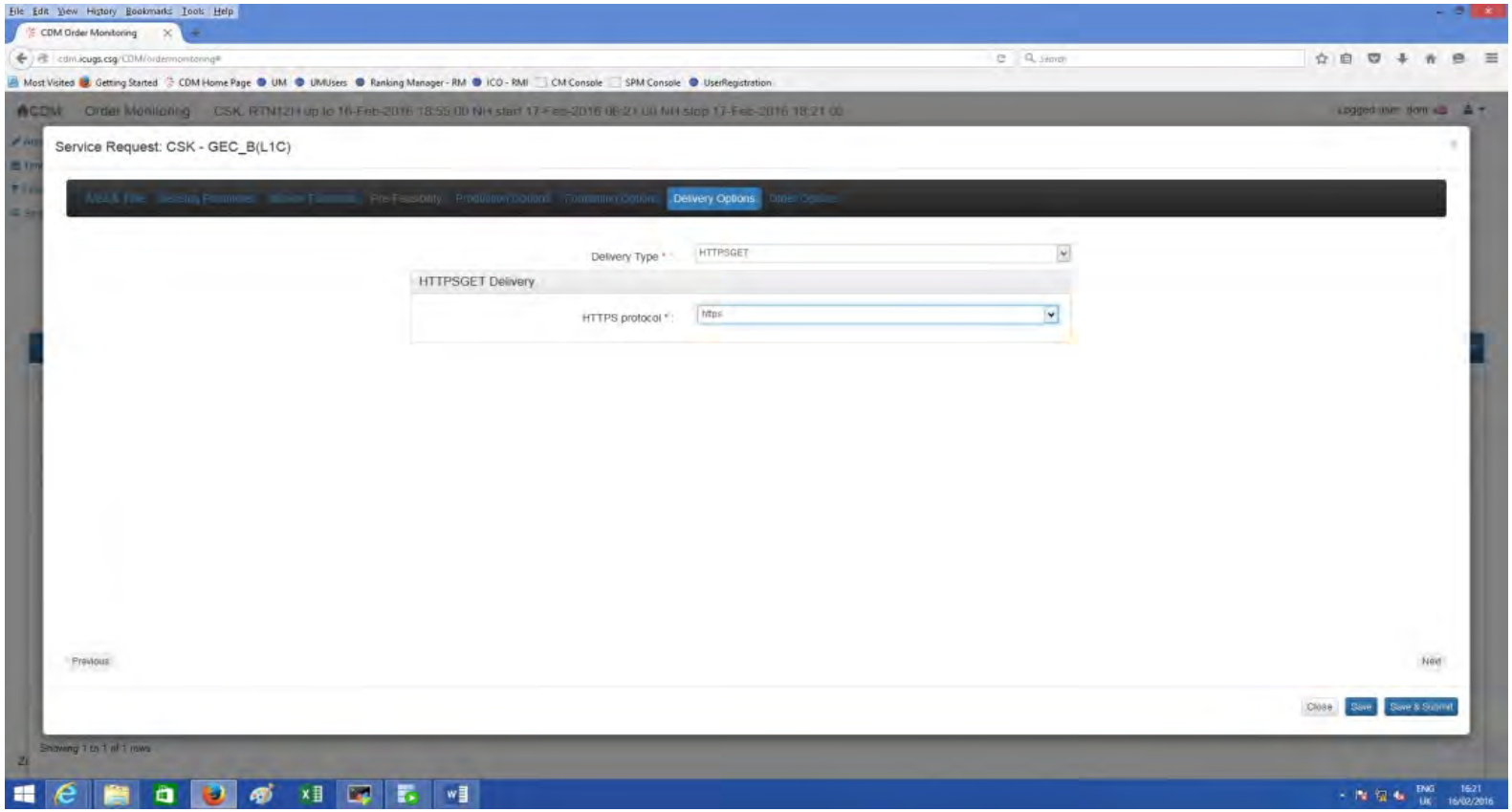
3) Click on Action button Actions and choose the option "Save selected items the Address Book"

Click on "Next" button Next to continue the parameters setting of your request

Delivery Option-HTTPSGET

Select HTTPS on Delivery type

Select https as HTTPS protocol

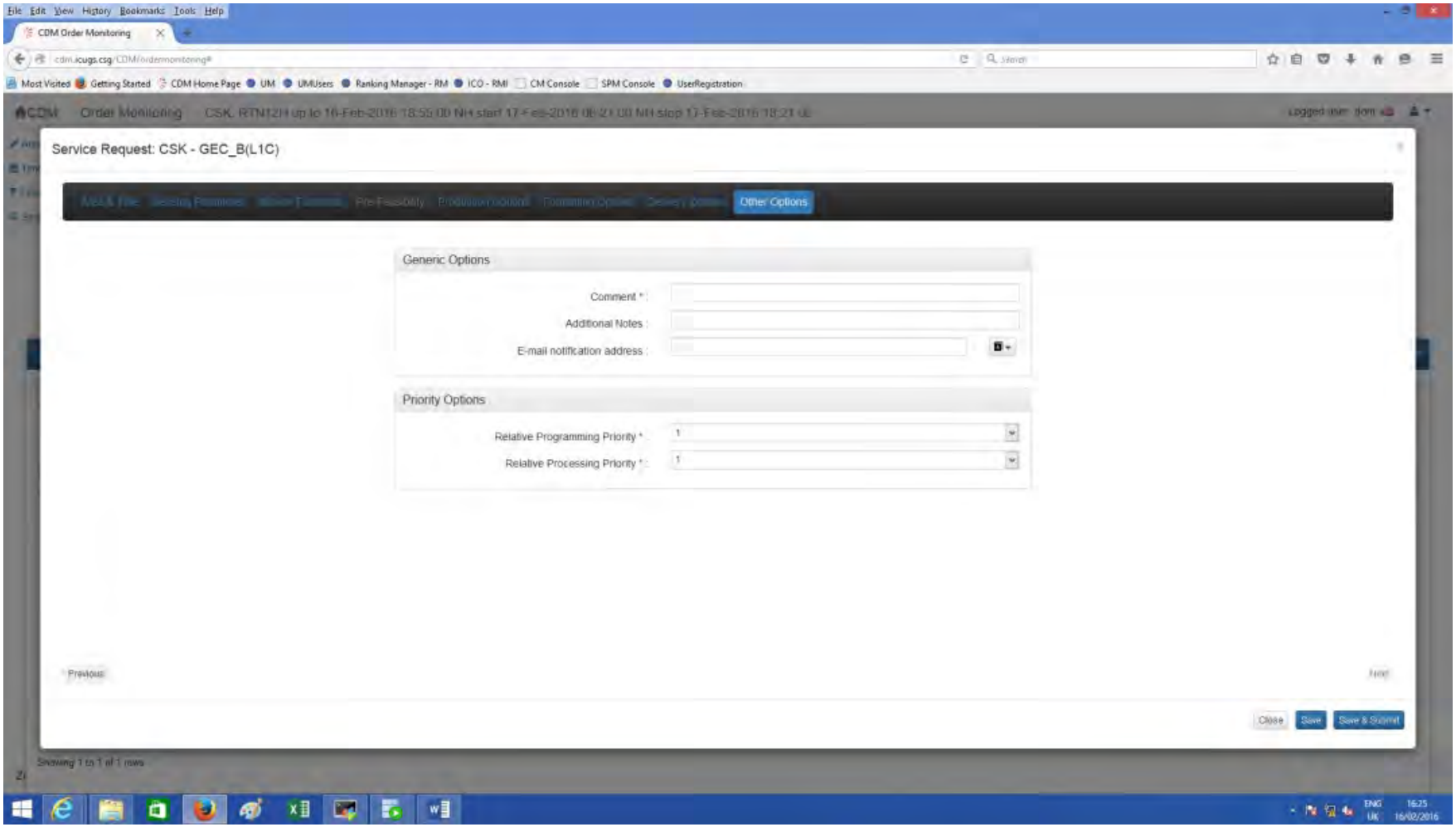


Click on “Next” button Next to continue the parameters setting of your request

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

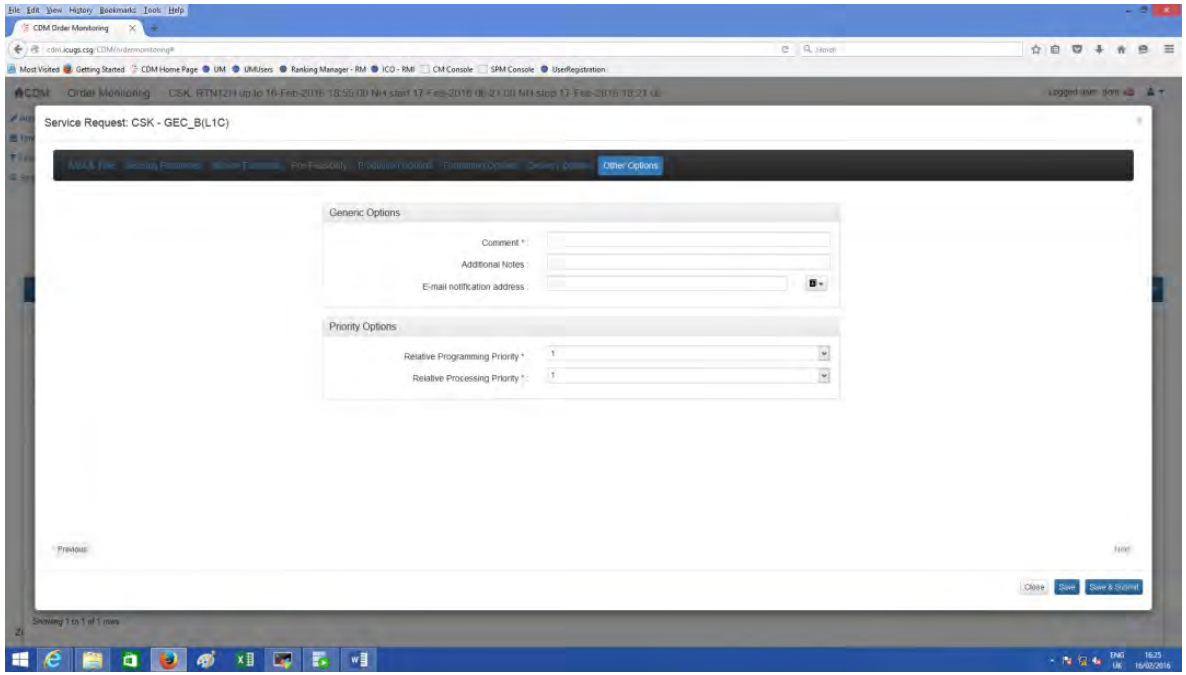
Other Options

The “Other Options” page allows to fill generic option as comments and e-mail notification address and to set priority option



Other Options

The fields with the red asterisk * have to be mandatorilly filled



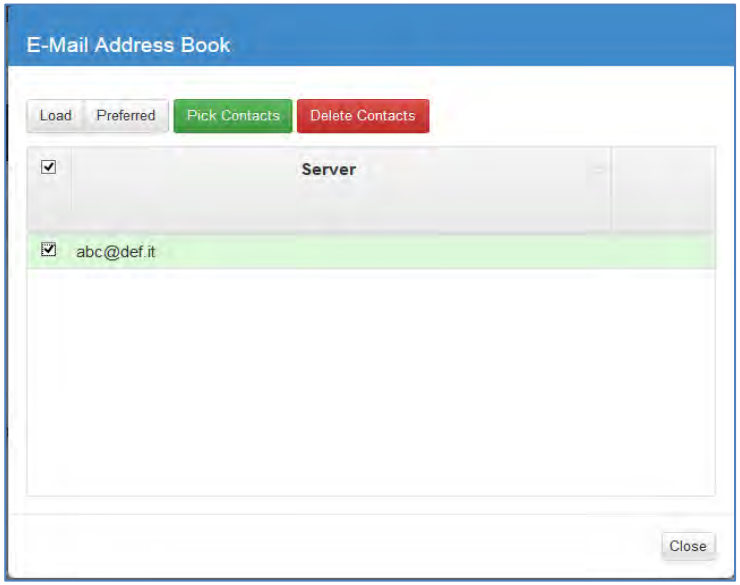
On the priority option the values are in descending order.
The value "1" is the top priority.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Other Options- e-mail notification

To insert an e-mail notification address it is possible to select a saved e-mail from address book or insert a new one

To load a saved e-mail notification address, press the icon and click on “Load”



Select e-mail address from list, and then press Pick Contacts

Then click on “Close” Close button

Agenzia Spaziale Italiana

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Other Options- Generic Options

To insert a new e-mail notification address, write the e-mail address in the field

To save it in the address book for the next times press and click on “Save” option

Click on Save & Submit to save and submit the order

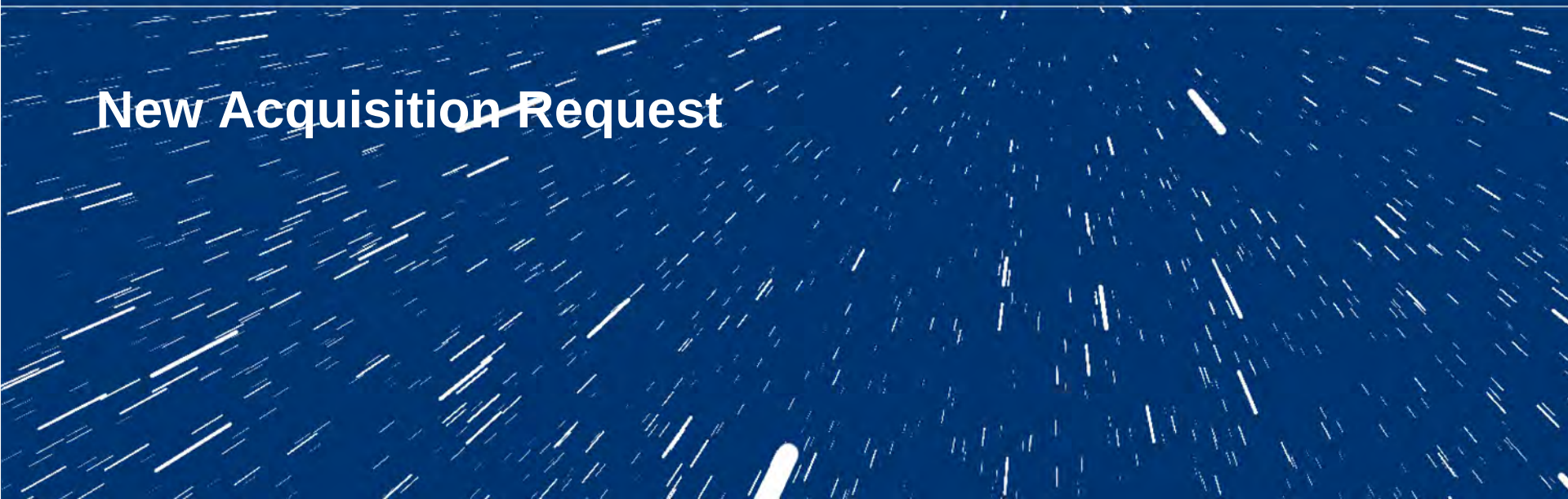
A pop-up, including the identifier of the submitted order, is displayed

When the order is saved and submitted to the system, it cannot be edited again.
Click on Save button to save the order and edit it again before the final submission

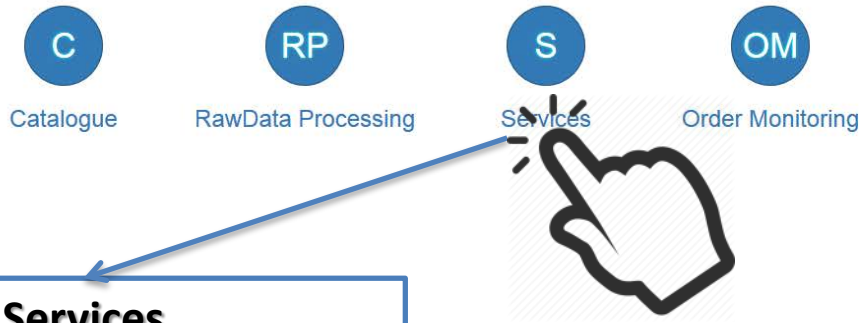
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

New Acquisition Request



CDM access for Standard Registration



Services

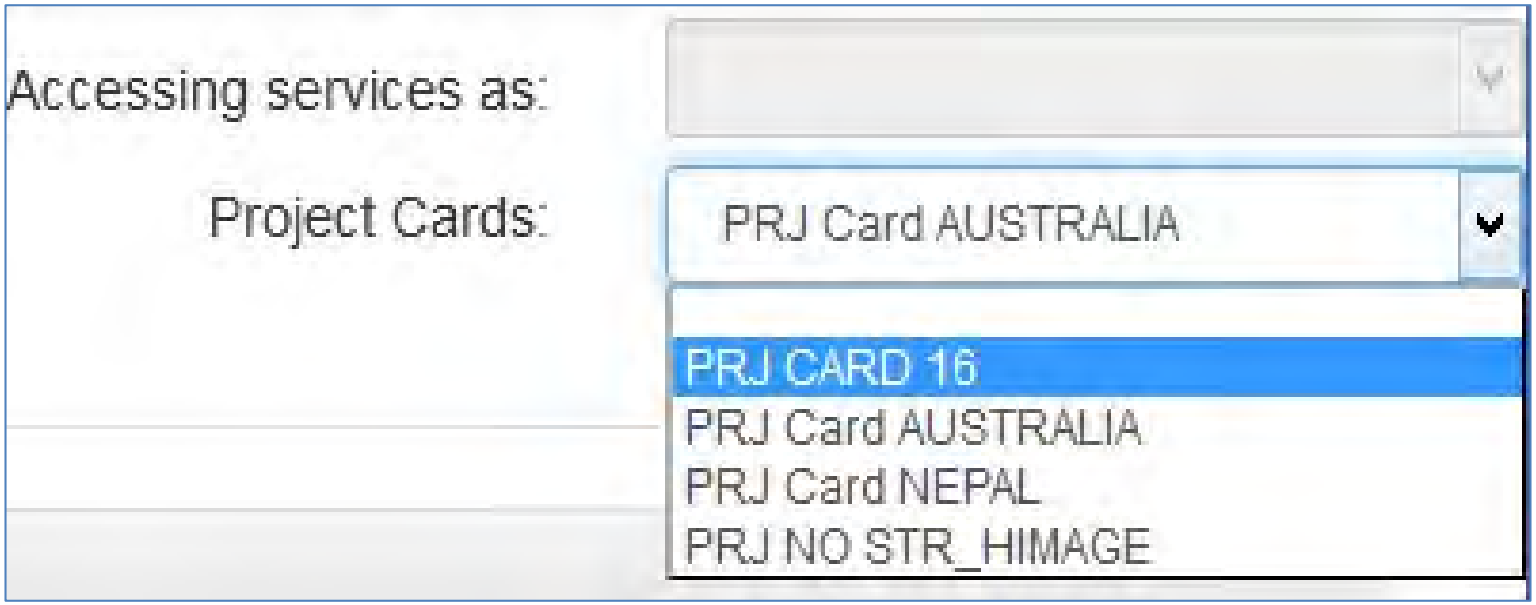
Perform orders in assisted mode for standard products services from new acquisition and archived data

Click Here

Click on SERVICES icon to open the window for available services.

Select a Project Card

From the **Project Cards** dropdown list (top right menuselect a Project Card, associated to your User Profile.

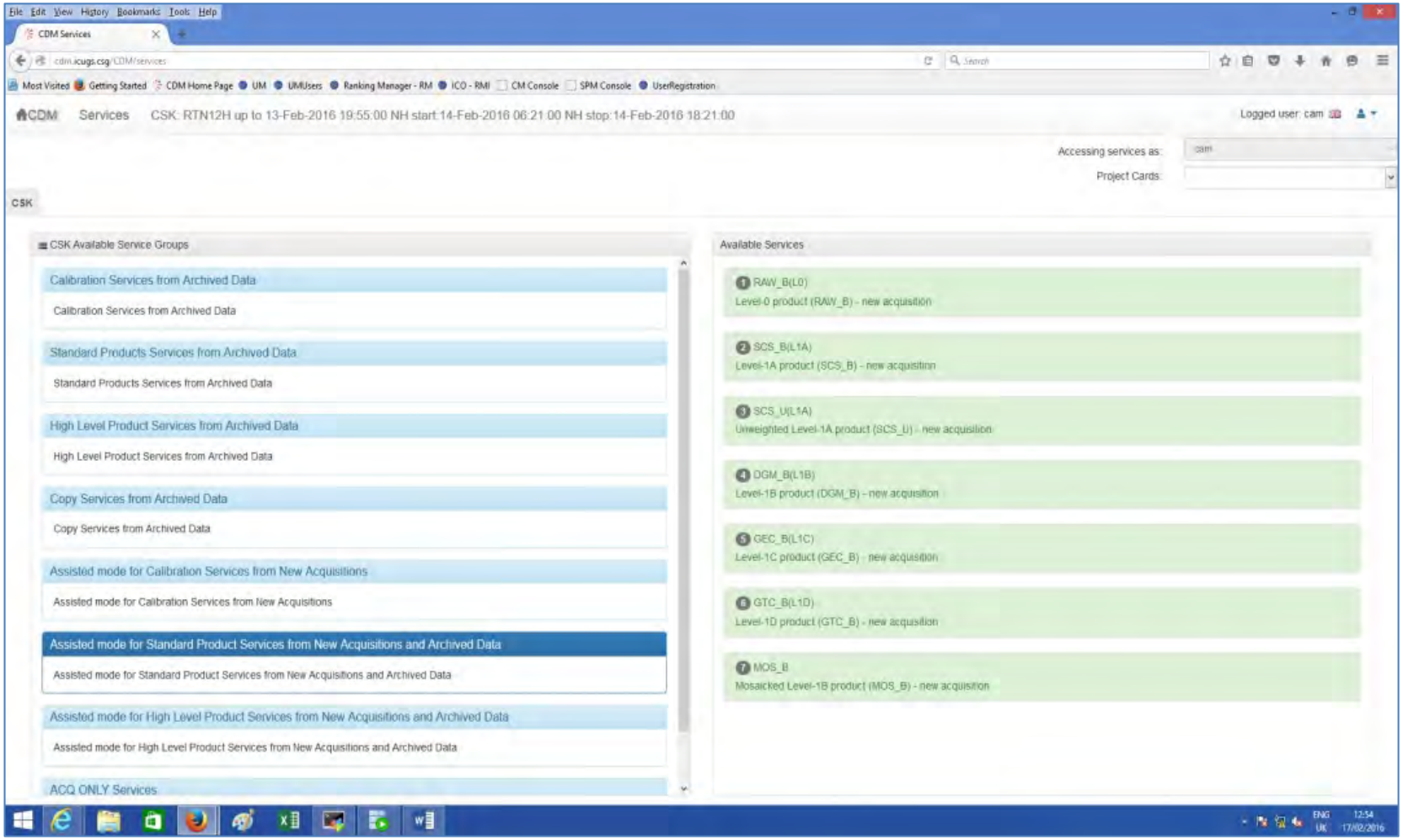


You cannot perform ordering without having an active Project Card

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

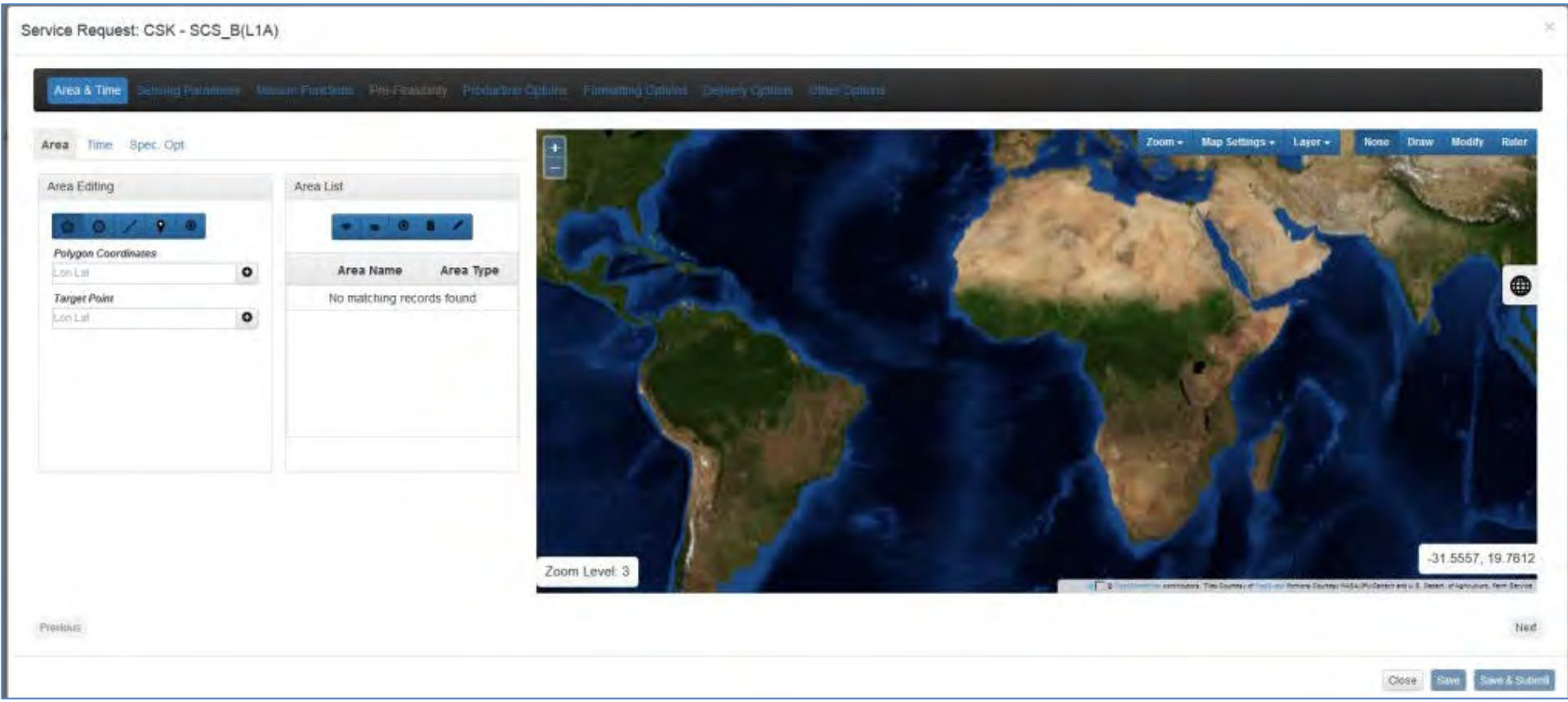
Select available services

1. Select one of the available services Groups on the left side.
2. Select one of the available services listed on the right side



The service request page is opened.

Service Request Homepage



This page is the first of a set of pages allowing defining a Service Request from new acquisition. In the top bar of the page it is always shown which is the currently displayed wizard.

The button “Previous” and “Next” respectively in the bottom left and bottom right of the page allow browsing the wizards listed before.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

This page is the first of a set of pages allowing defining a Service Request from new acquisition. In the top bar of the page it is always shown which is the currently displayed wizard.
The following wizards are available:

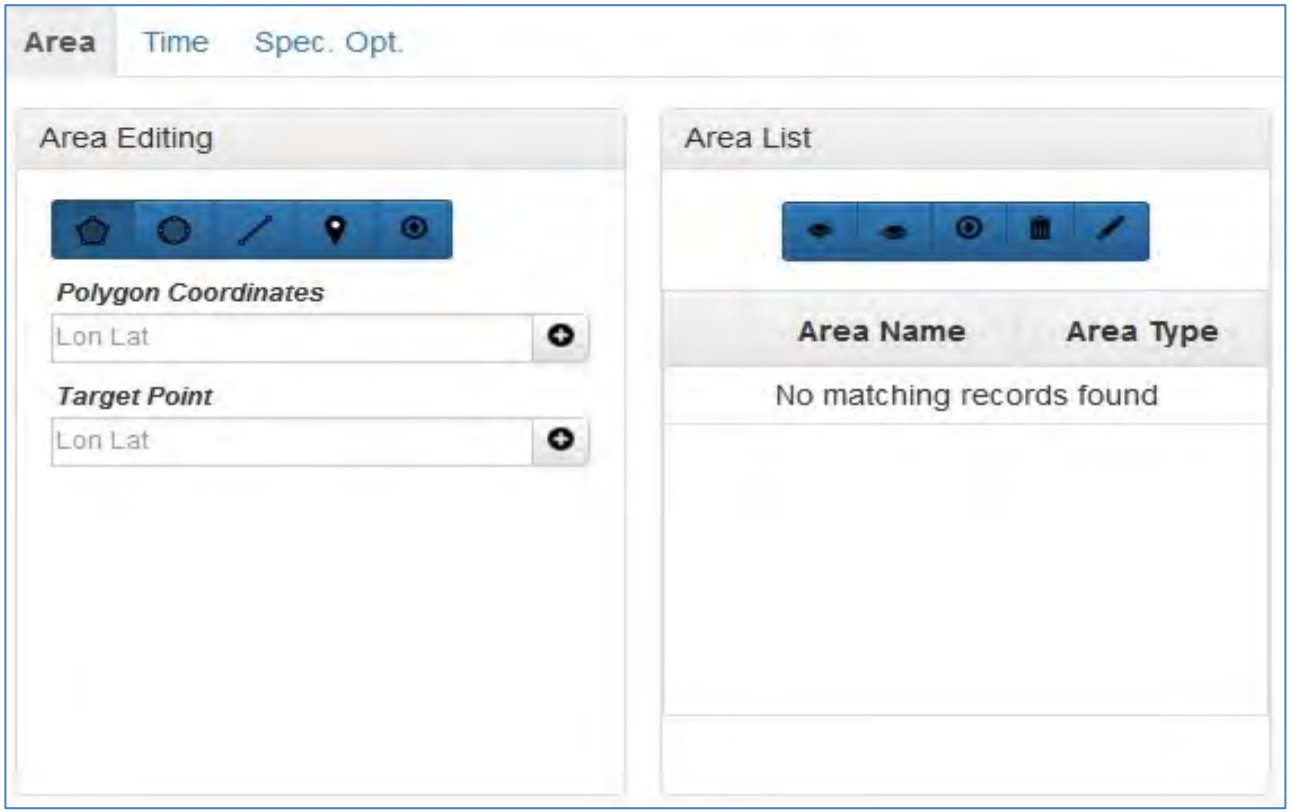
- **Area & Time**: to select the AOI and the Service Request Time Window;
- **Sensor Parameter**: to select the sensing parameters;
- **Mission Function:** to select National/International mode
- **Pre-Feasibility:** to enable Pre-Feasibility analysis
- **Production Option**: to select the processing options;
- **Formatting Option**: to select the product format;
- **Delivery Option**: to select the delivery option;
- **Other Option**: to select options applicable to the whole request and inherited by each item composing the order(e.g.: classification, priority, etc..).

The button “Previous” and “Next” respectively in the bottom left and bottom right of the page allow browsing the wizards listed before.

The red star * identifies a mandatory parameter

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

1. Select the Tab **Area & Time**
2. Select the tab **Area**, the following window is displayed.



In the Area List frame on the right are listed the available AOIs selected

The Area can be defined manually, typing the coordinates, graphically by drawing the shape of the area or by importing a KML/SHP file

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

AoI setting – Drawing modes

In the Area Editing frame the user/operator can choose the type of Area of Interest (AOI) to be drawn. The following types are available:

- *Polygon*
- *Circle*
- *Point*
- *Polyline*
- *KML/SHP File import (browse the file system to look for kml or shp file to import)*

In the Area List frame are listed the available AOIs

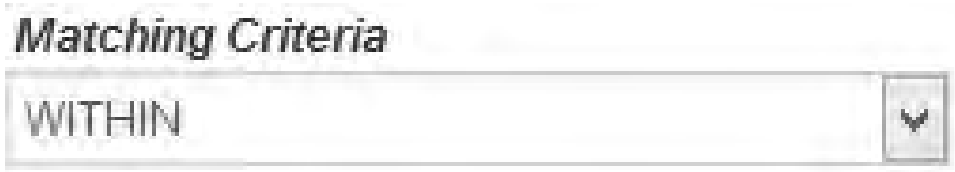
Drawing mode

1. To enter the drawing mode click on Draw button on top-right menu.

2. Select the drawing tool

….. and draws on map the AoI.

3. Set Matching Criteria .



Matching criteria can refer to :

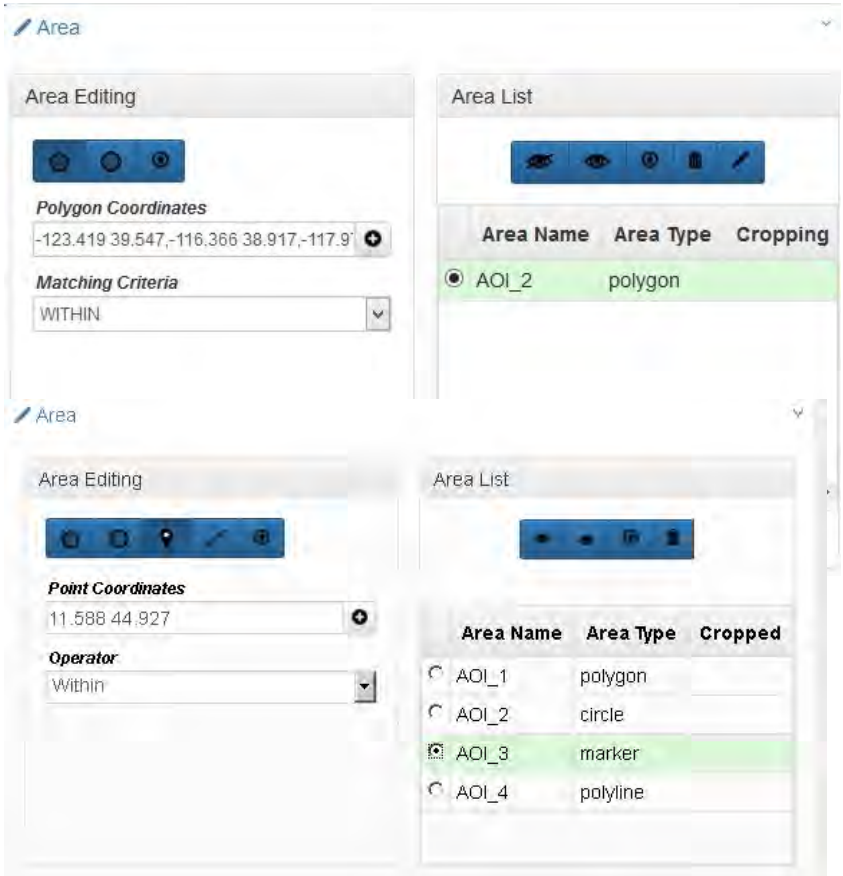
- **Products included in the drawn area (WITHIN)**
- **Products partially included in the drawn area (OVERLAPS)**
- **Products completely coincident with the drawn area**

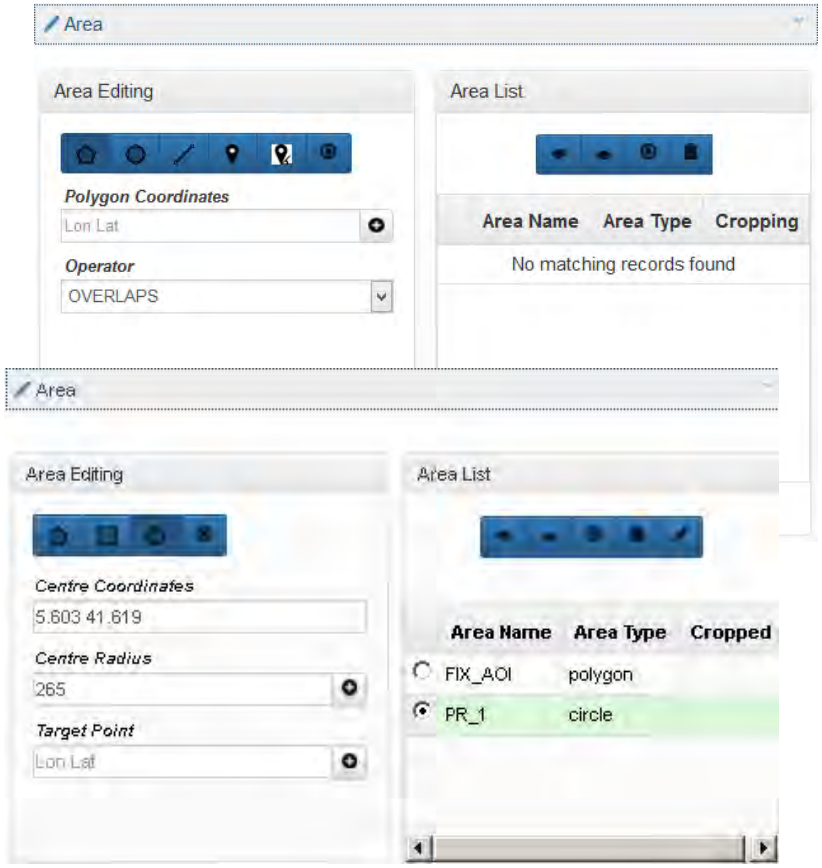
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Drawing mode

Double click left mouse button to close the polygon with Polygon or Polyline tools

Coordinates and radius (numeric values) are displayed according to the AOI drawn





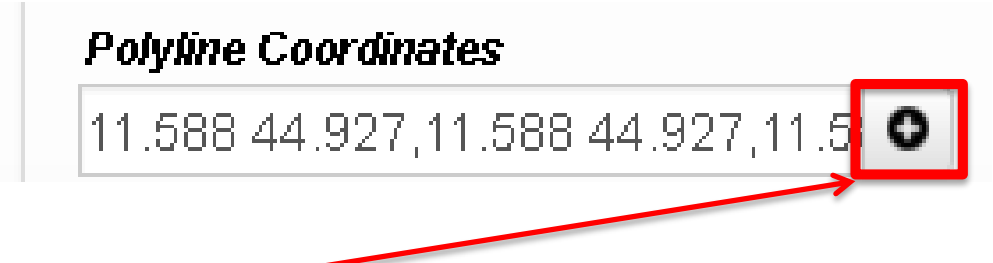
Acknowledgments: TELESPAZIO

Manual Editing of Area of Interest

The area can be defined also manually editing numeric coordinates

1. Select the type of area shape:

2. Type the coordinates according to the selected shape (lat lon, lat lon…)

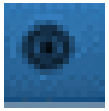


3. Then click on the Black PLUS “+” button to add the defined area.

4. Set Matching Criteria .

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Import KML/SHP file

1. Select  to browse the file.
2. Select the file to be imported (KML file)
3. Click “OPEN”
4. Click button
5. Set Matching Criteria

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Manage existing Area Of Interest (AoI)

The Areas imported or created can be managed an viewed selecting from Area List .

Click on:

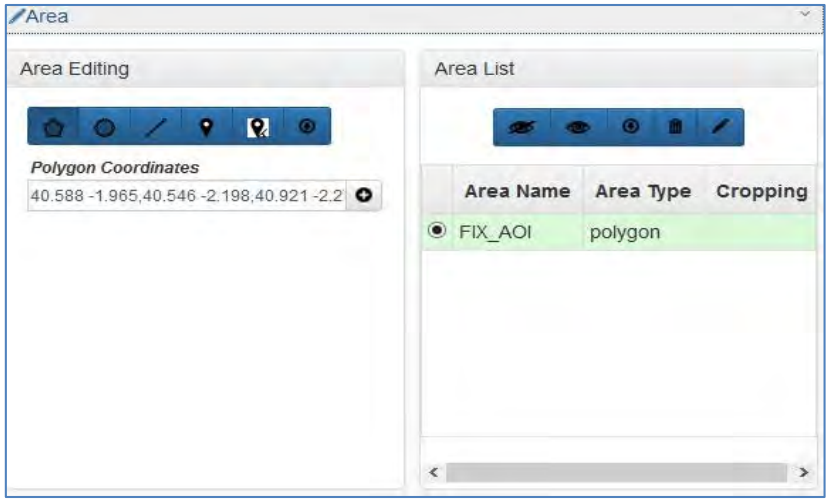
- *to Hide the selected AOI from map viewer;*
- *to Display the selected AOI on map viewer;*
- *to Export the AOI in KML file;*
- *to Cancel the selected AOI;*

Modify Area Of Interest (AoI)

- Modify an existing AoI:
  - Select the Area

to modify.
  - Click the

button on top-right to modify the AOI drawn.
  - Click on the polygon corner to modify and drag it.



Modified AoI have to intersect with the original one

Acknowledgments: TELESPAZIO

Time setting

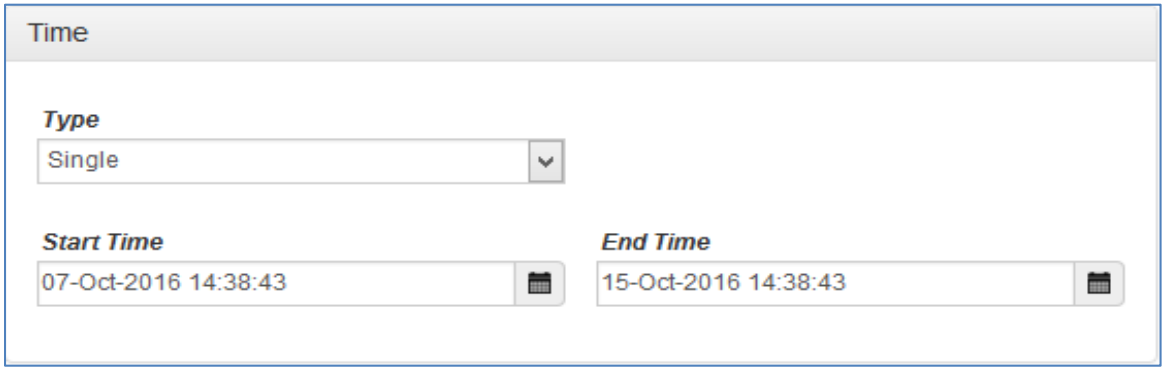
1. Clicking on **Time** the following window is displayed: Select the tab **Time**

   Set the **Start Validity** and the **Stop Validity** of the request by clicking on the calendar icon on the right of the Start Time and Stop Time fields, year/month/day

2. Clicking on the calendar icon on the right of the Start Time and Stop Time fields, year/month/day can be chosen.

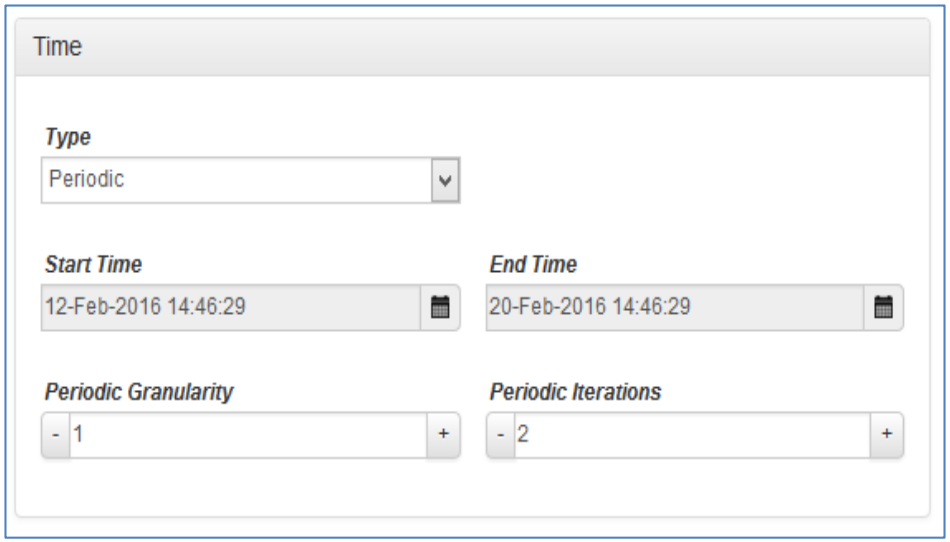
3. Clicking on the clock icon on the bottom of the year/month/day panel the hour/minute/second can be chosen.

Set Type as **Single**



- Set Type as **Periodic**
- Set the days of **Granularity** *(distance between two following requests; it is related to the revisit of the constellation)*
- Set the number of **Iterations**

Start and Stop Time refer to the first iteration



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

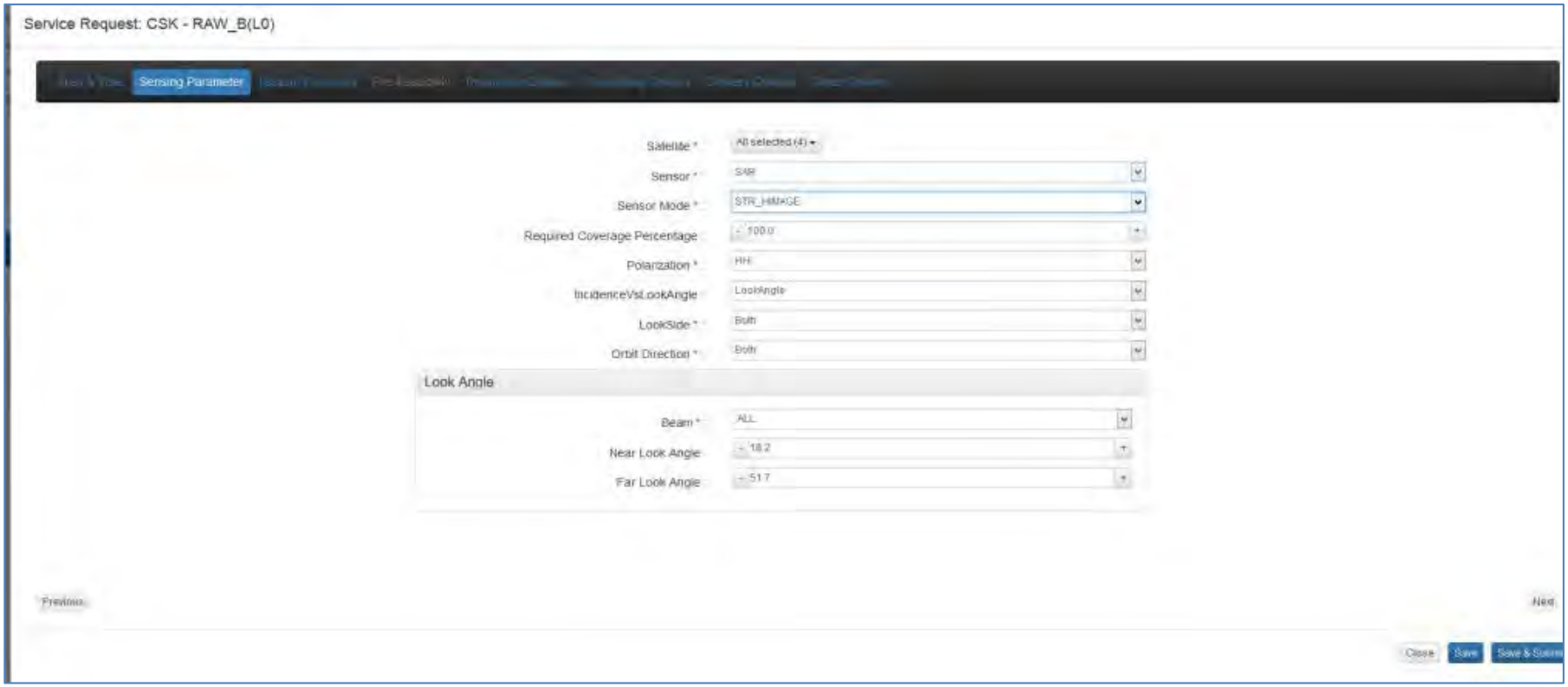
Sensor Parameters Settings

Click on next to go on **Sensor Parameters** Tab using next or previous.

In the Sensor Parameters page select and insert at least the mandatory parameters:

- Satellite (mandatory)
- Sensor (mandatory)
- Sensor mode (mandatory)

…… and any other sensing constraint (optional)



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

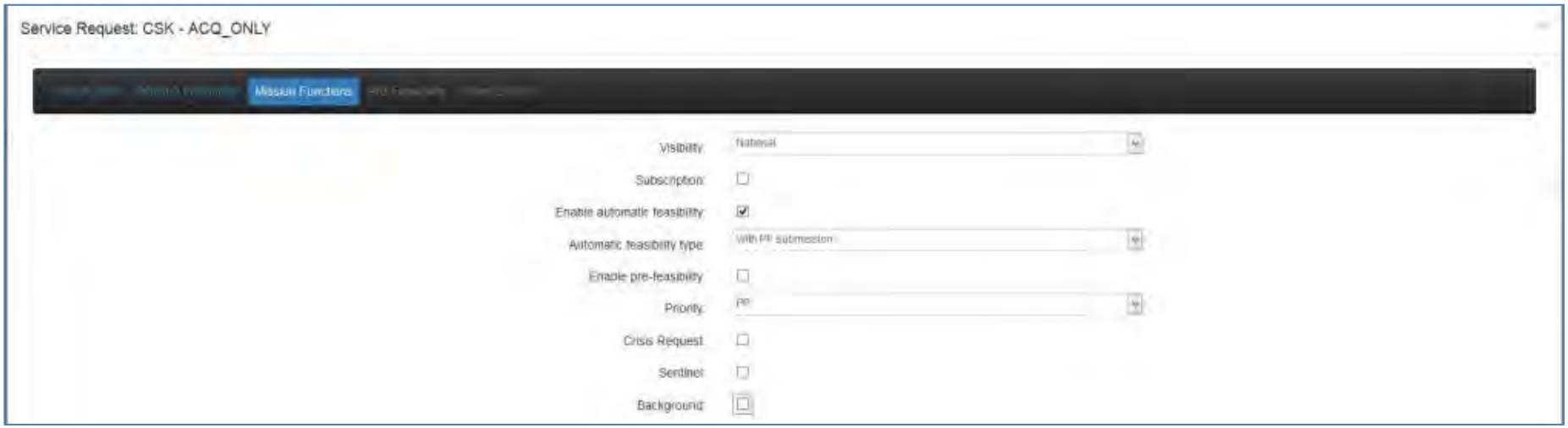
The operator can define the following parameters:

- **Subscription**: It is a checkbox that allows setting the Service Request as available both to be subscribed and to be satisfied by subscribing other requests.
- **Enable automatic feasibility (if available for user):** It is a checkbox indicating that for the Service Request it is expected the system perform the feasibility automatically.
- **Automatic feasibility type:** In case the automatic feasibility is enabled, it indicates if the user asks for automatic procurement plan submission in case of successful automatic feasibility.
- **Enable pre-feasibility (generally default property for all the users)**: It enables in the following step the Pre-Feasibility analysis panel, by which the enabled user/operator can perform a feasibility before submitting the order.
- **Priority**: It is the request priority (to be set on *PP* or *routine*)

Other Parameters can be available according to the User profile assigned

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Mission Functions Settings



Set the type of feasibility analysis:

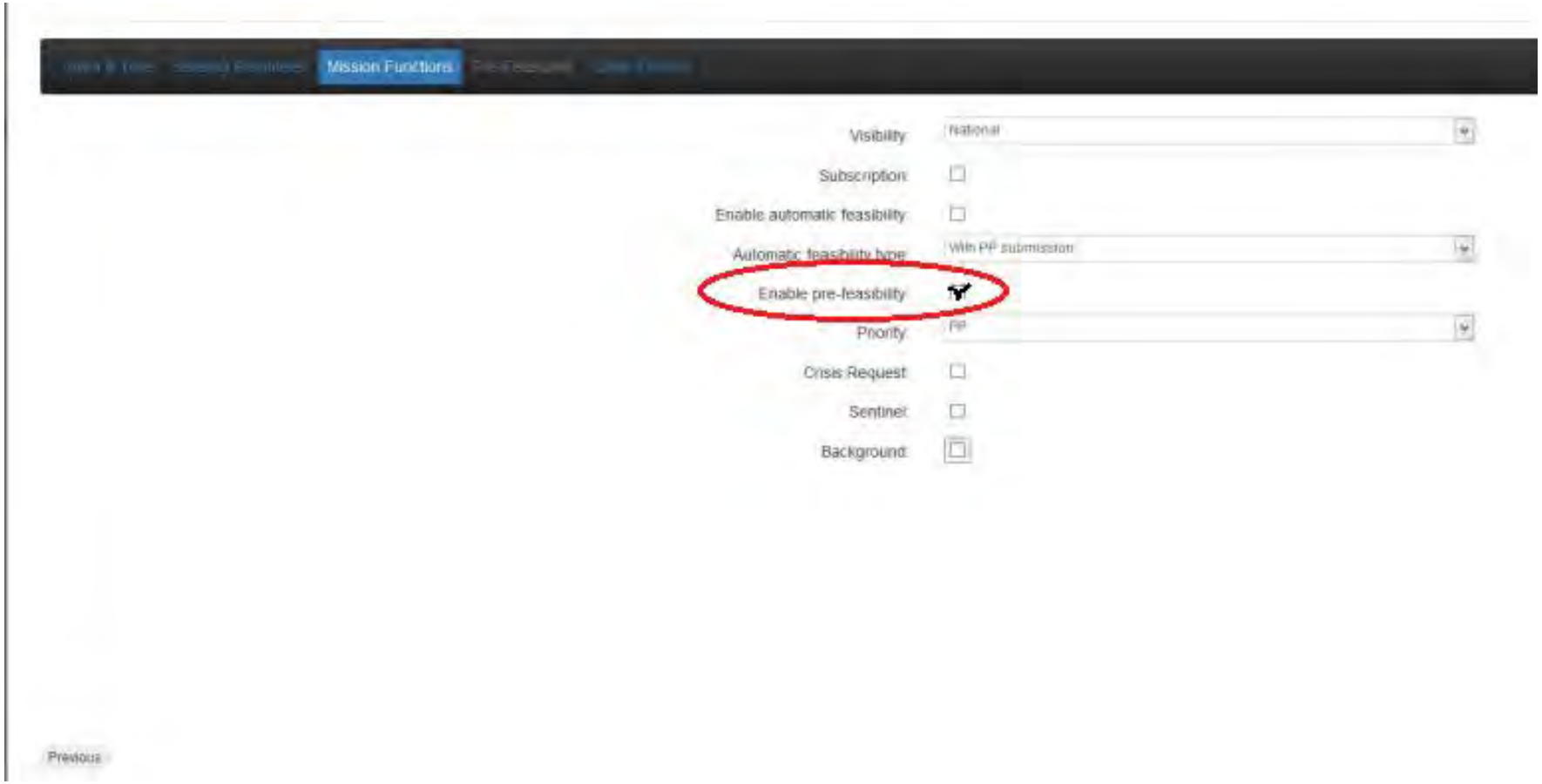
- **With PP Submission** for the submission of the Procurement Plan
- **Without PP Submission, in this case the request will be further elaborated**

In case the feasibility will not be completed (set area coverage not reached), the service request will be elaborated before by the deposit operator even if the user has set the direct PP submission.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

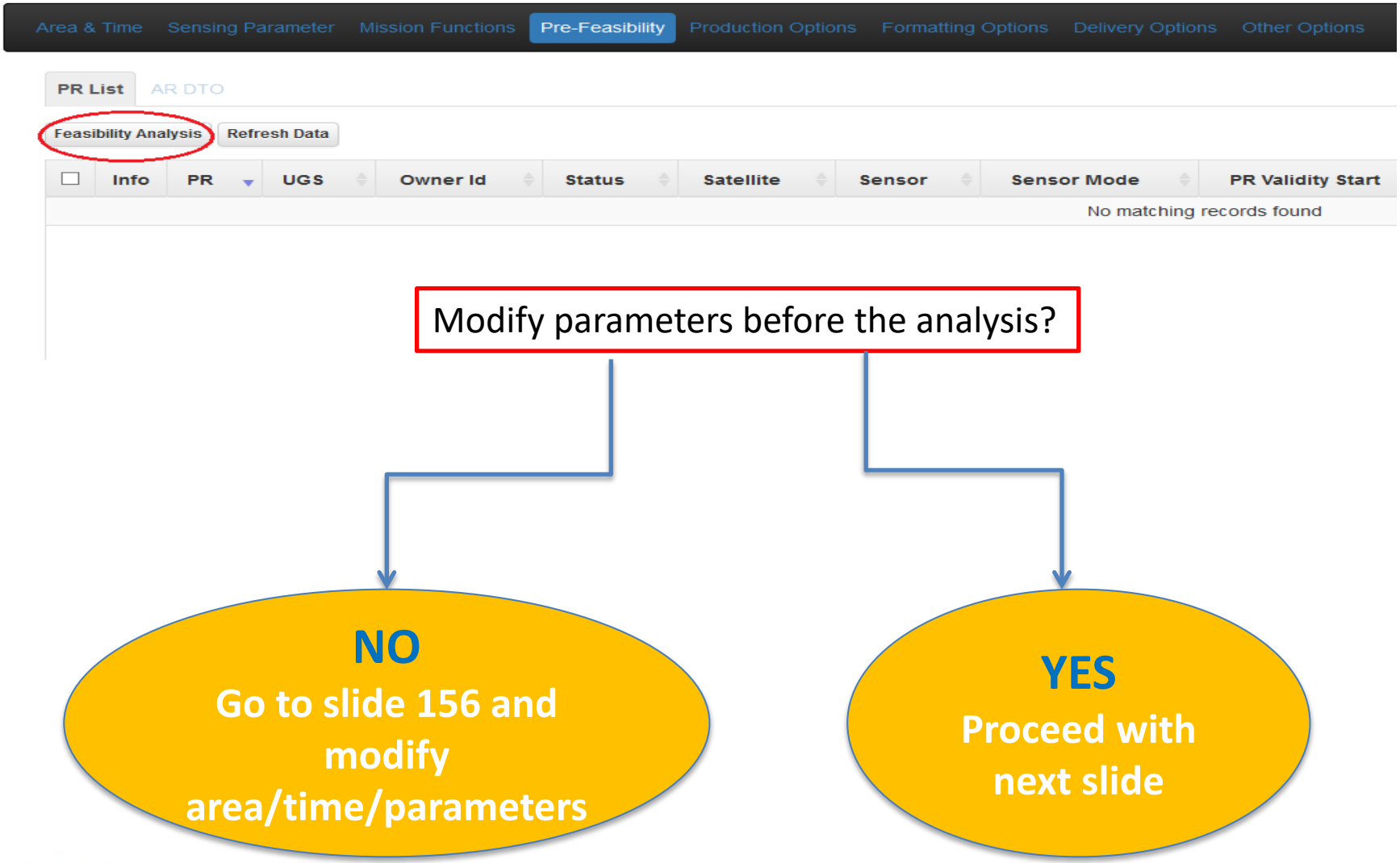
Enable Pre-feasibility

If you have checked the **Enable pre-feasibility** checkbox, proceed with pre-feasibility :



Click on **Next**

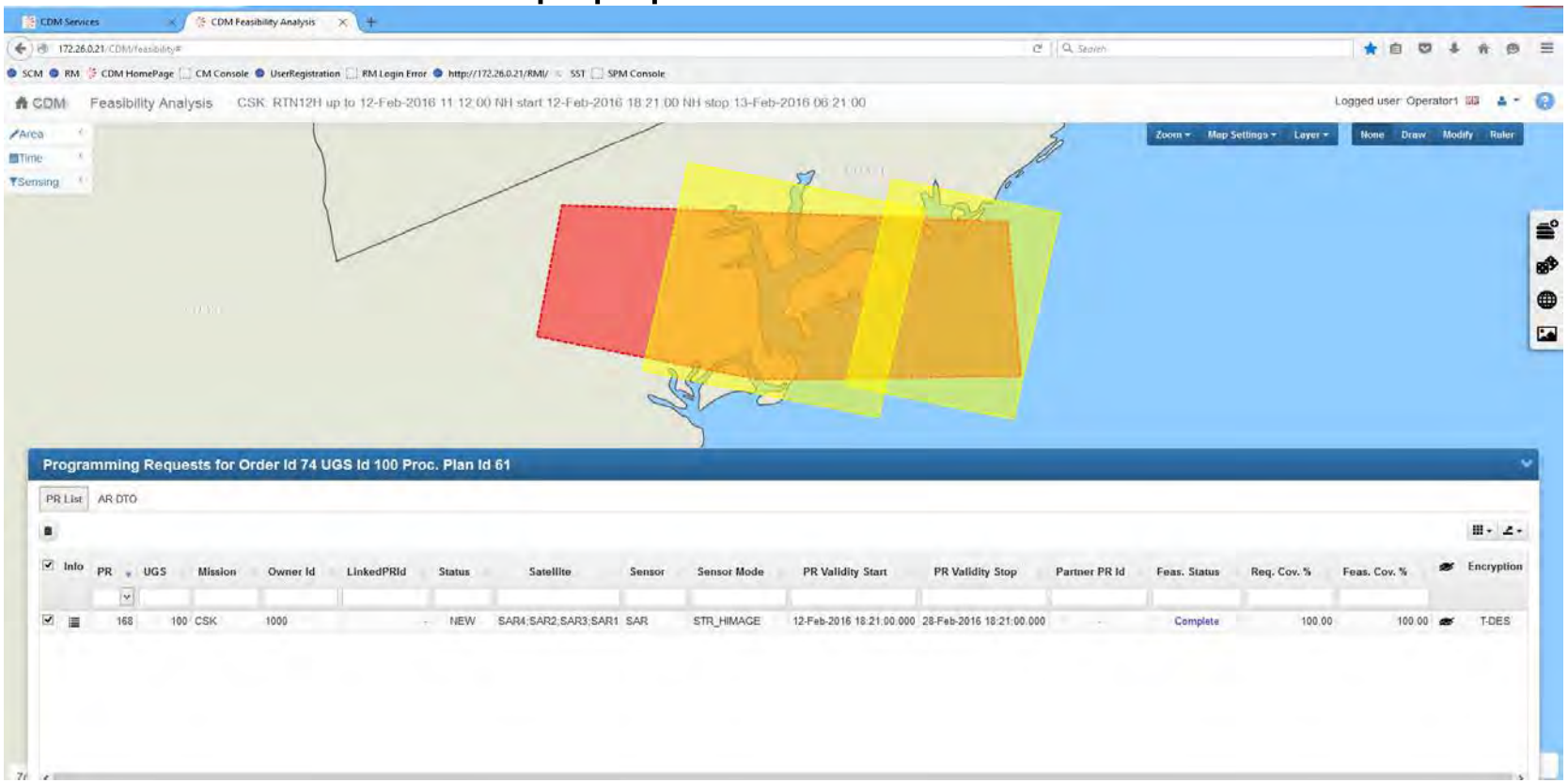
Click on **Feasibility Analysis** button



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Create Programming Request

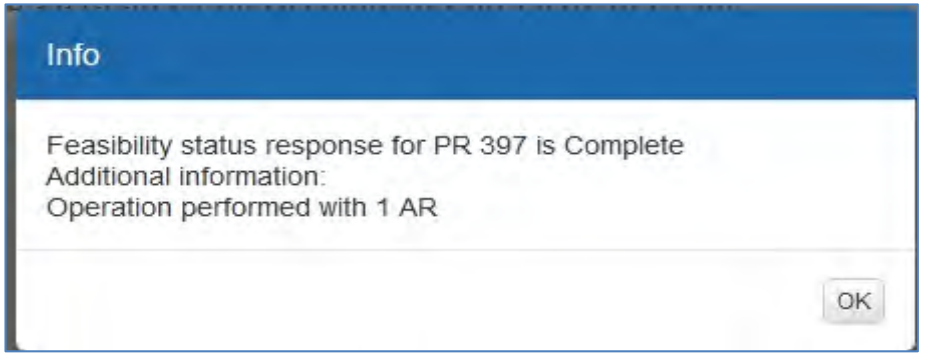
Click on (menu bar on the left) to create a new Programming Request
Click **OK** on confirmation popup.



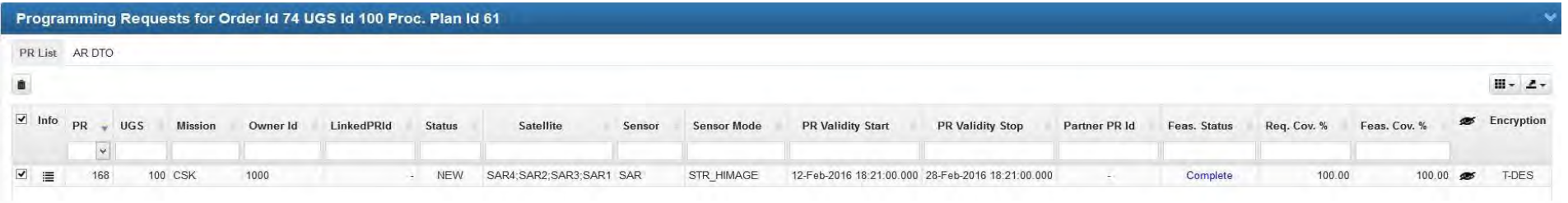
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Click on to perform feasibility analysis

Click **OK** to close the Info box.



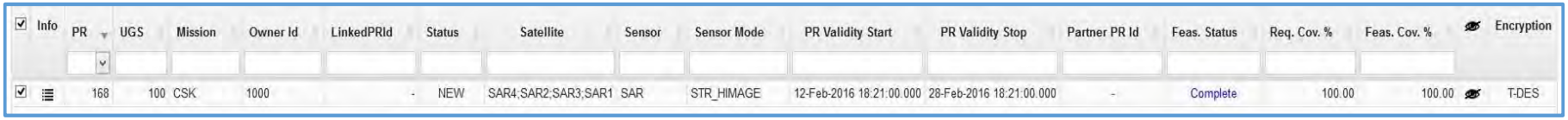
Click on **PR List** tab for the details of the Programming Requests.



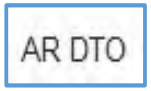
To export the results of the PR List details click on *icon and select the file format*

AR/DTO details

Check the PR



Info	PR	UGS	Mission	Owner Id	LinkedPRId	Status	Satellite	Sensor	Sensor Mode	PR Validity Start	PR Validity Stop	Partner PR Id	Feas. Status	Req. Cov. %	Feas. Cov. %	Encryption
	168	100	CSK	1000	-	NEW	SAR4;SAR2;SAR3;SAR1	SAR	STR_HIMAGE	12-Feb-2016 18:21:00.000	28-Feb-2016 18:21:00.000	-	Complete	100.00	100.00	T-DES

Click on AR/DTO 

tab for the AR and DTO details

AR	PR	UGS	Status	AR Counter	Unique
2	168	100	NEW	363100	100.7
1	168	100	NEW	362100	100.7
3	168	100	NEW	364100	100.7

Info	Preferred	DTO	AR	PR	UGS	Status	Mission	Satellite	Sensor Name	Sensor Mode	Beam Id	Polarization	Look Side	Orbit Dir.	Ser
	F	1	2	168	100	-	CSK	SAR4	SAR	STR_HIMAGE	H4-21	HH	Right	Descending	13-Feb-
	F	1	1	168	100	-	CSK	SAR4	SAR	STR_HIMAGE	H4-03	HH	Right	Descending	14-Feb-

Click on to visualize the DTO on the map.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Select/Unselect preferred DTO(s), AR(s)

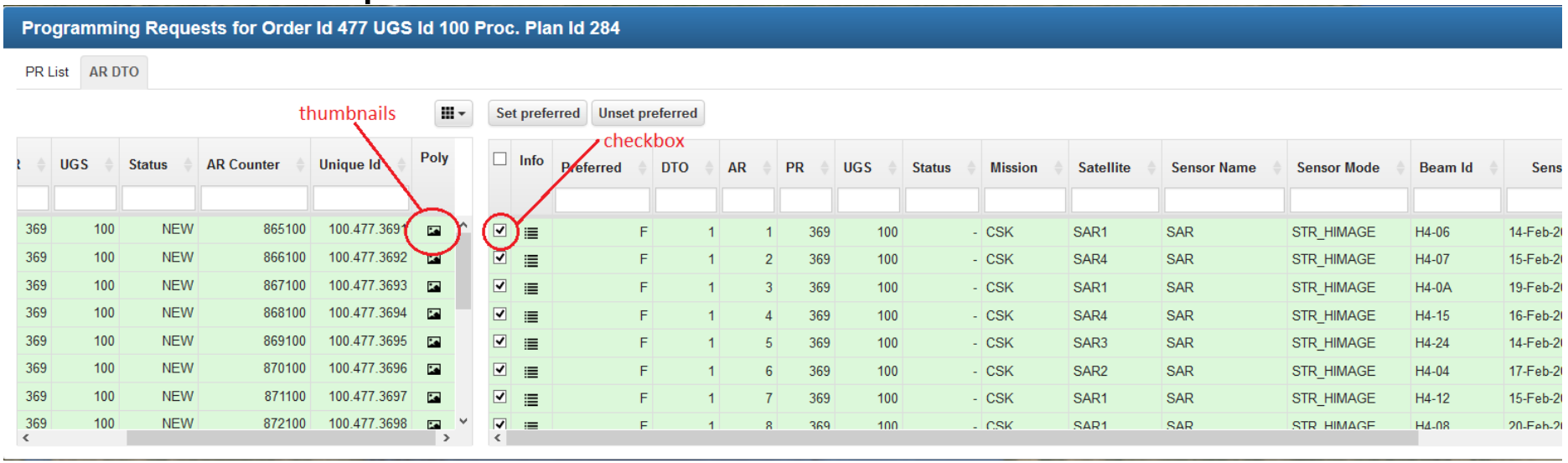
Select the DTO(s) by checking the checkbox and:

- click on **Set preferred**

for wanted DTO
- click **Unset preferred**

for unwanted DTO

To show on map the PR/AR/DTO click on thumbnail icon



Note: the preferred DTOs are marked as T (column preferred

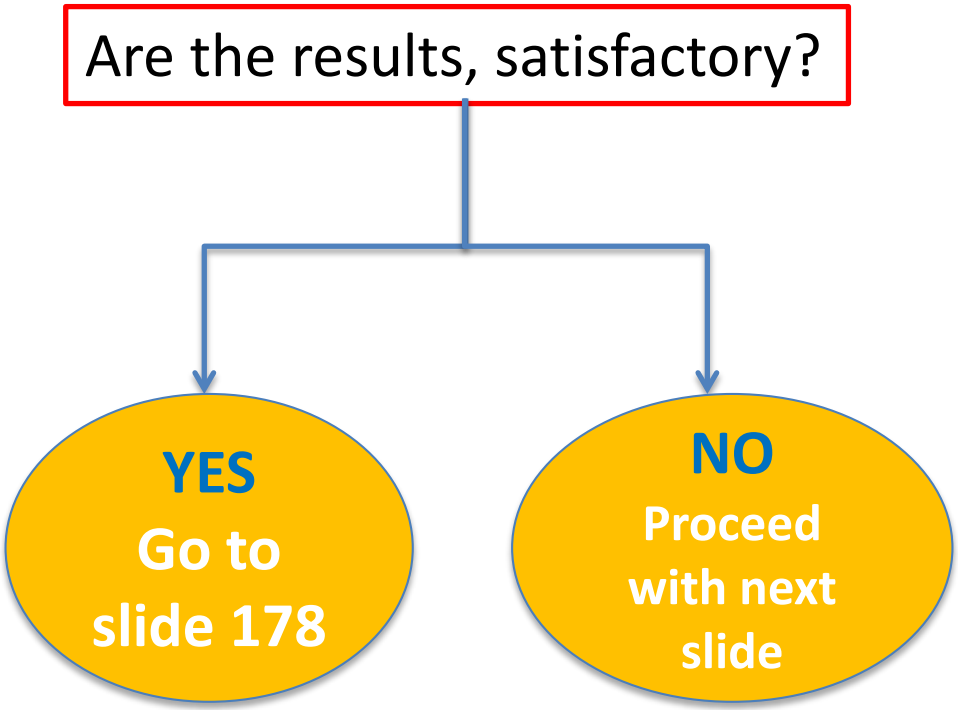
), or as F for not-preferred ones

Acknowledgments: TELESPAZIO

Extract AR/DTO details

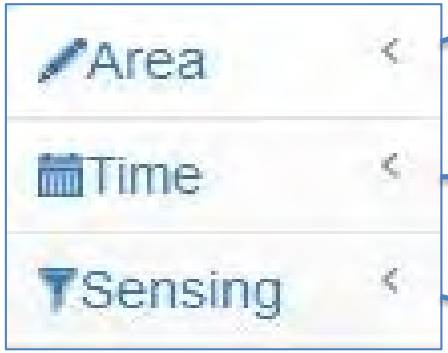
To export the AR(s) or DTO details click on icon and select the file format

Select **Open file**
Click on **OK** button



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Select **Area, Time** or **Sensing** to modify the related parameters

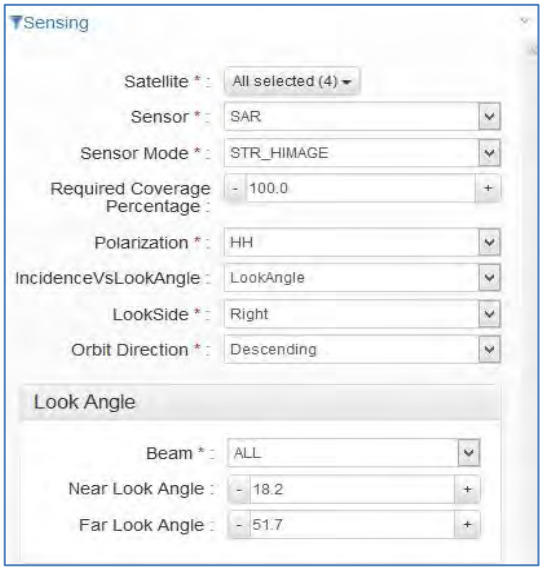


A. Define new AoI:
- Using drawing tools:
- by manually editing
- by importing KML/SHP file

B. Modify an existing AoI

Modify the Start and/or Stop Time by editing the new date and time

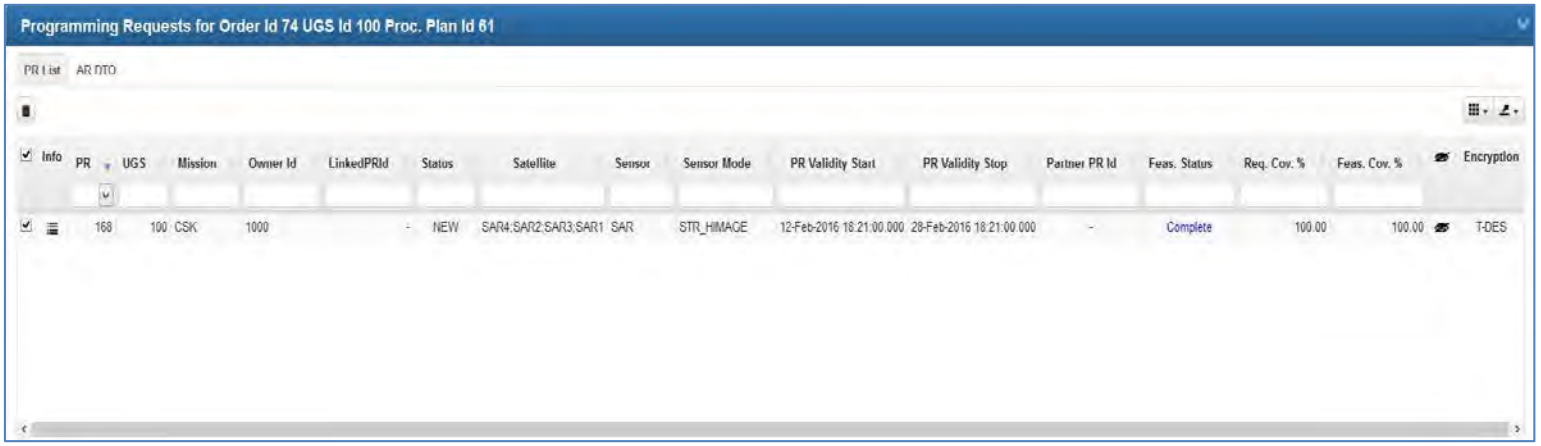
Modify the sensing settings



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Editing a saved Pre-feasibility results?

To delete a PR list, click on **PR List tab** for the details of the Programming Requests.



Check the PR to delete

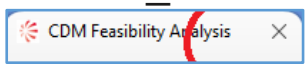
Click on button and confirm

Note: by deleting the PR will be also deleted the related ARs and DTOs

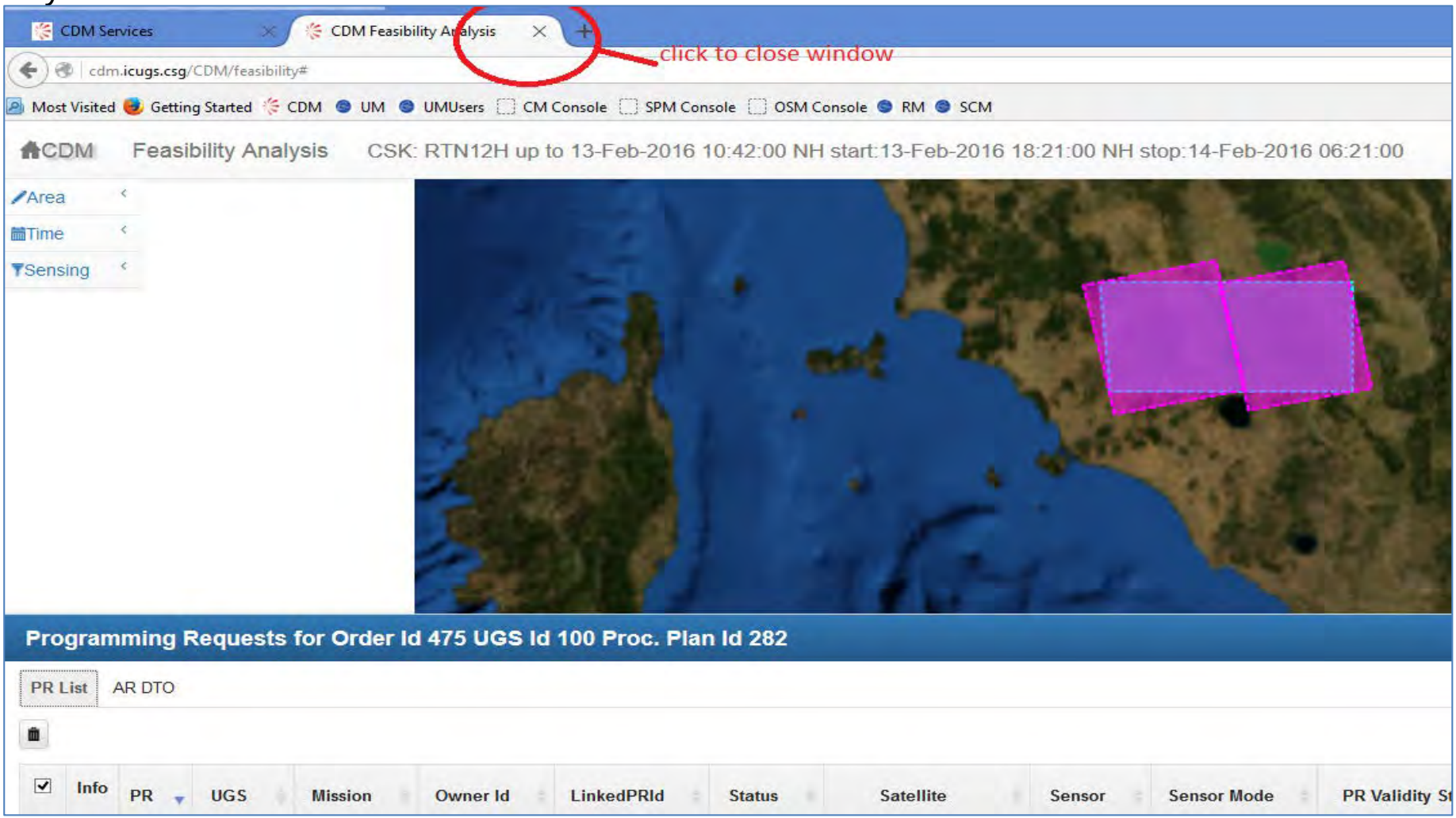
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Close Feasibility Analysis Window

Take note of Order_Id created from Programming List Result

and close CDM Feasibilty Analysis tab 

.



Production Options Settings

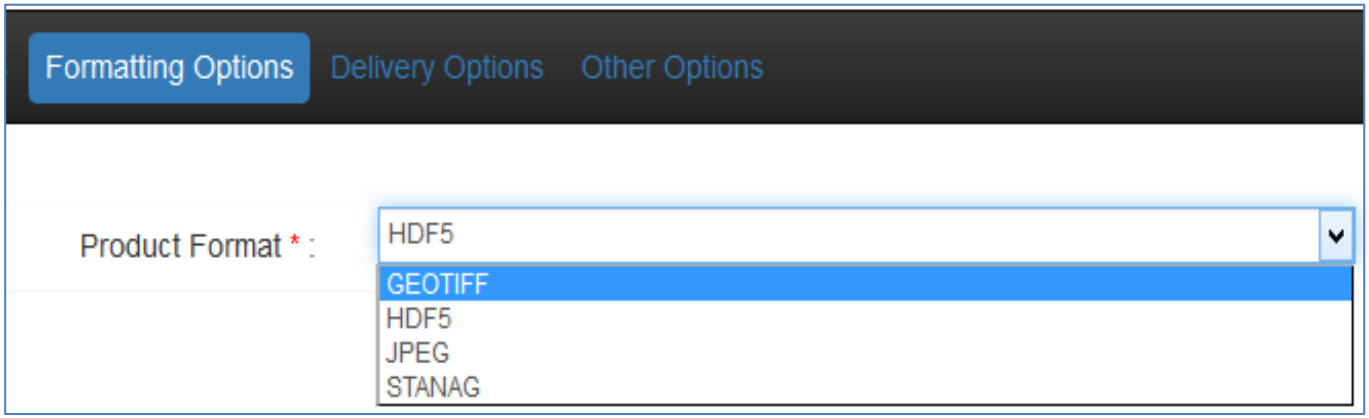
1. Click on next to go on Production Options Tab.
2. Set Geolocation Level

- STANDARD for standard Processing
- FAST for near real time processing, without orbital data for processing

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Formatting Options Settings

1. Click on next to go on Formatting Options Tab.
2. Set the appropriate product format.

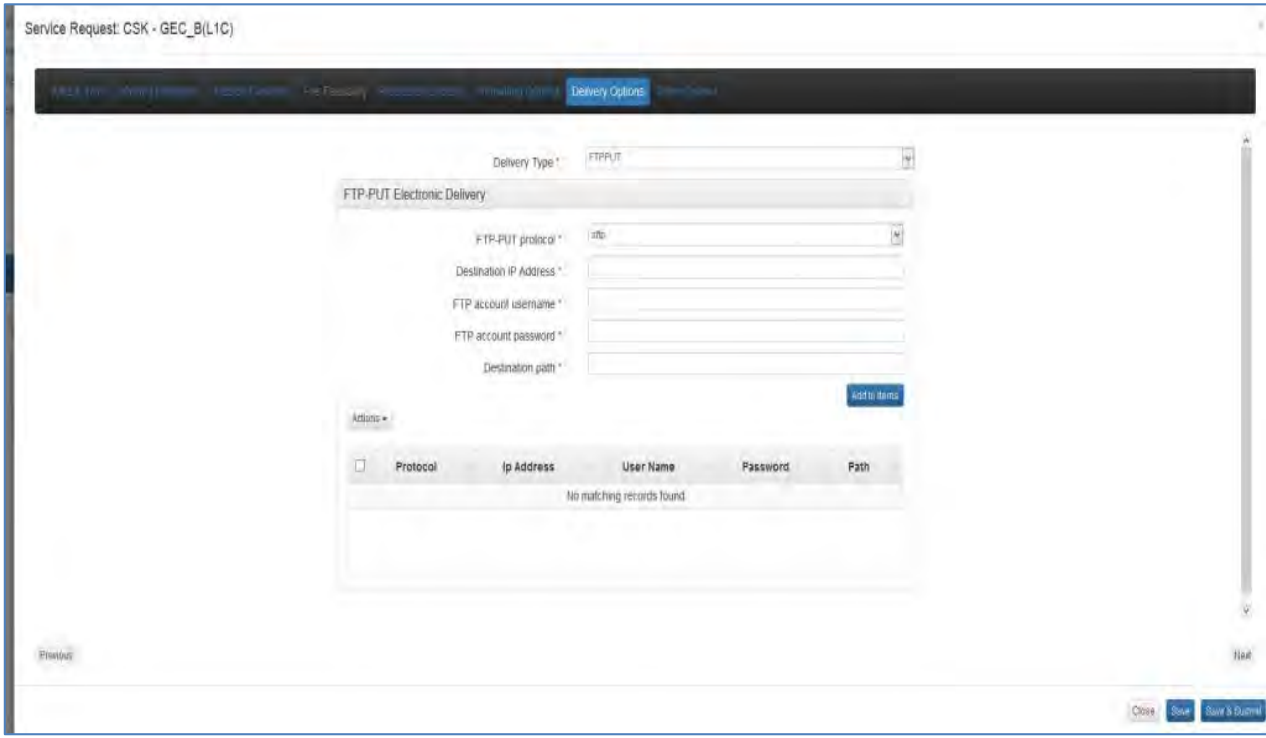


The formats proposed depend on the mission and on the service.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Delivery Mode Settings : FTP

1. Click on next to go on Delivery Mode Tab
2. Select the Delivery Type: **FTPPUT**
3. Select the Ftp-Put Protocol: **ftp**



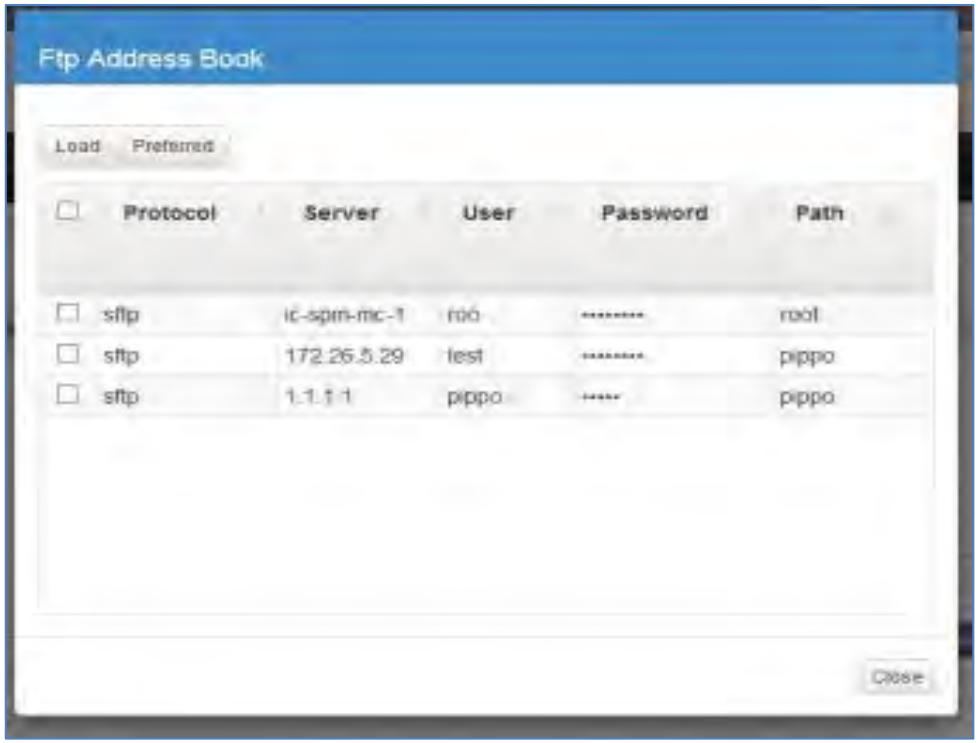
Type:

- Destination IP Address
- Username
- Password
- Destination path

or

Click on **Action** button and load the saved sftp address

FTP address book

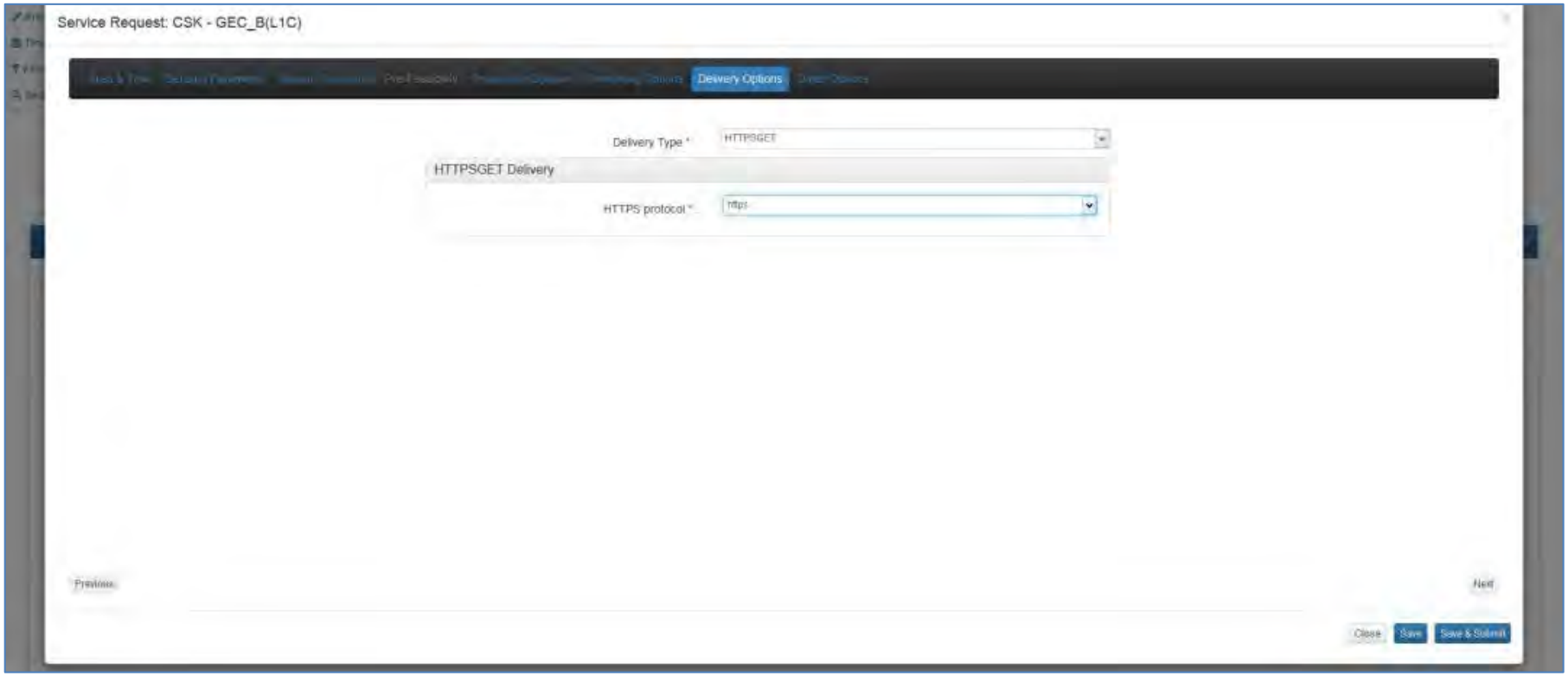


FTPs can be added coherently with the ones added in the Project Creation and they shall be written correctly and they cannot be modified after the submission of the request.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Delivery Mode Settings: HTTPS get delivery mode

1. Click on next to go on Delivery Mode Tab
2. Select the Delivery mode: **HTTPSGET**
3. Set the HTTPS protocol: **https**



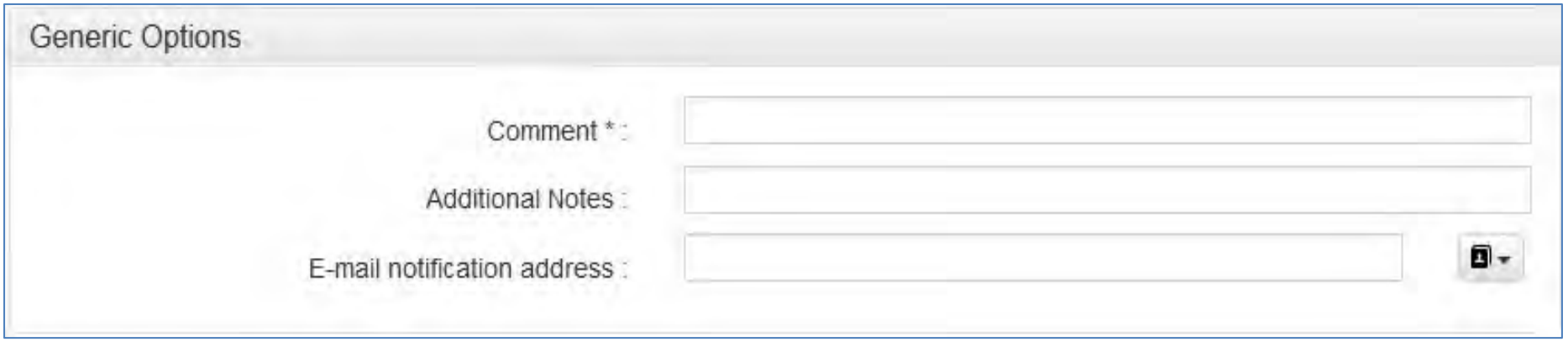
1. Click on next to go on **Other Options** Tab

2. Set the **Relative Programming Priority** value.
3. Set the **Relative Processing Priority** value

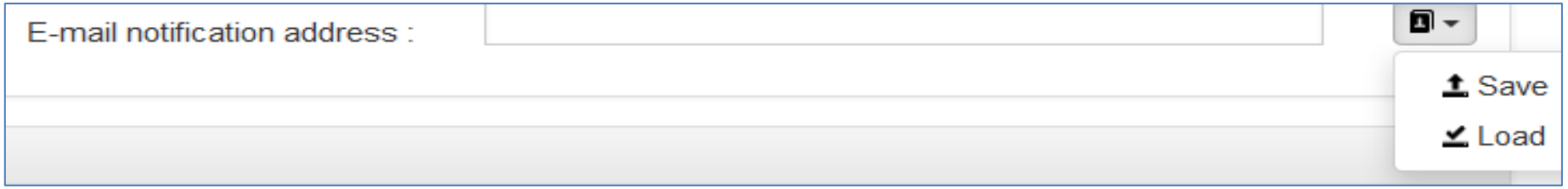
In case of several PRs associated to the same user, it is suggested to assign a relative priority value among these requests, to manage the possible conflicts.

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Generic Options



1. Type the **Comment** (mandatory)
2. Type **Additional Notes**



3. Type the **E-mail notification address**

   In order to save the e-mail address click on and Save .

The inserted e-mail addresses shall correspond to the ones inserted in the project card and they cannot be modified after the submission of the request.

Agenzia Spaziale Italiana

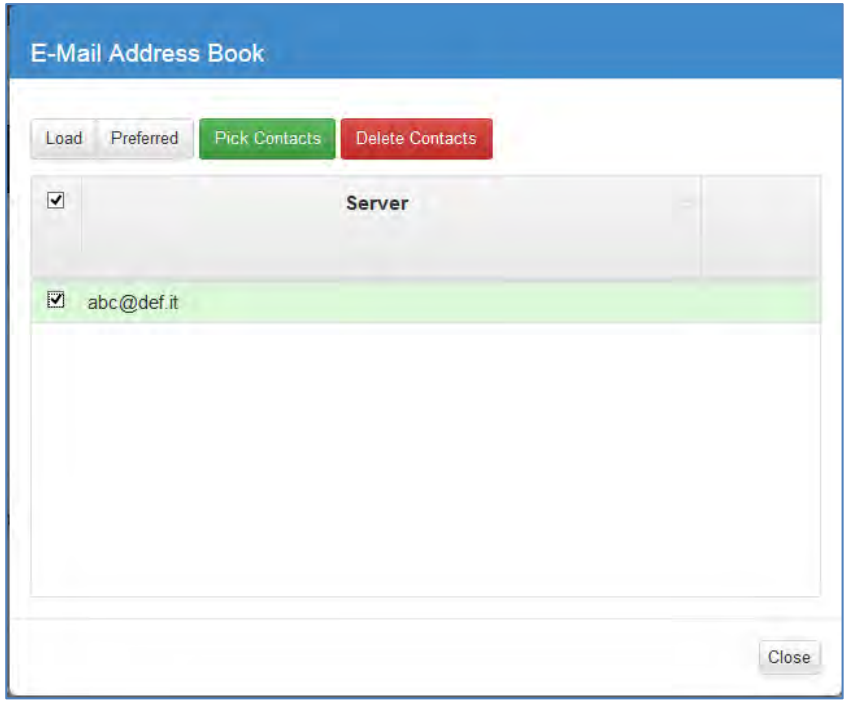
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Select saved e-mail from address book

Press icon.

Click on Load

The E-mail Address Book is open:



Select e-mail address from list.

Select e-mail address and then press Pick Contacts button

Close by clicking on Close button.

Service Request submission

A. To save only the request :

- Click on **SAVE** button to save the order.

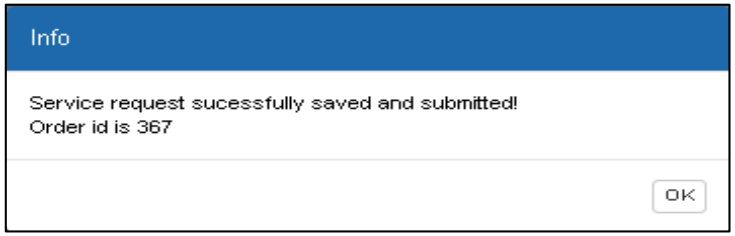
The order can be edited again before the final submission.

B. To save and submit the request :

- Click on **SAVE & SUBMIT** button to submit the order

The order is saved and submitted to the system and it cannot be edited again.

When the Service Request is submitted the following pop-up, including the identifier of the submitted order, is displayed



C. To close the request without saving :

Click on **CLOSE** button to close the Service request wizard without saving the order

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Agenzia Spaziale Italiana

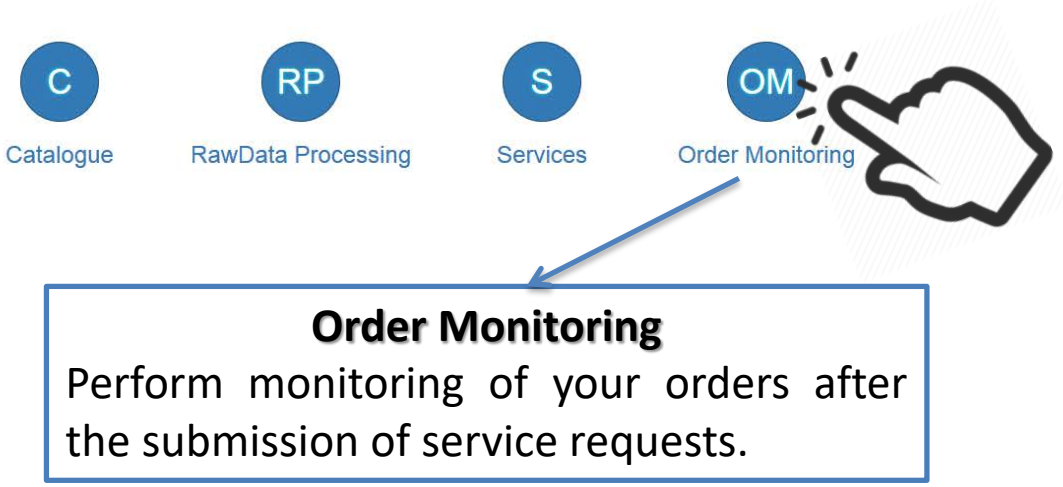
Order Monitoring

1. Click on the link of CDM homepage.
2. A window will appear with fields to be filled concerning username and password received in the previous e-mails
3. Insert username and password
4. Validate by clicking OK.

The homepage of Client Deposit Manager will appear with the following available icons….

CDM access – Order Monitoring

The following functions are available for standard registered Users in Client Deposit Manager.



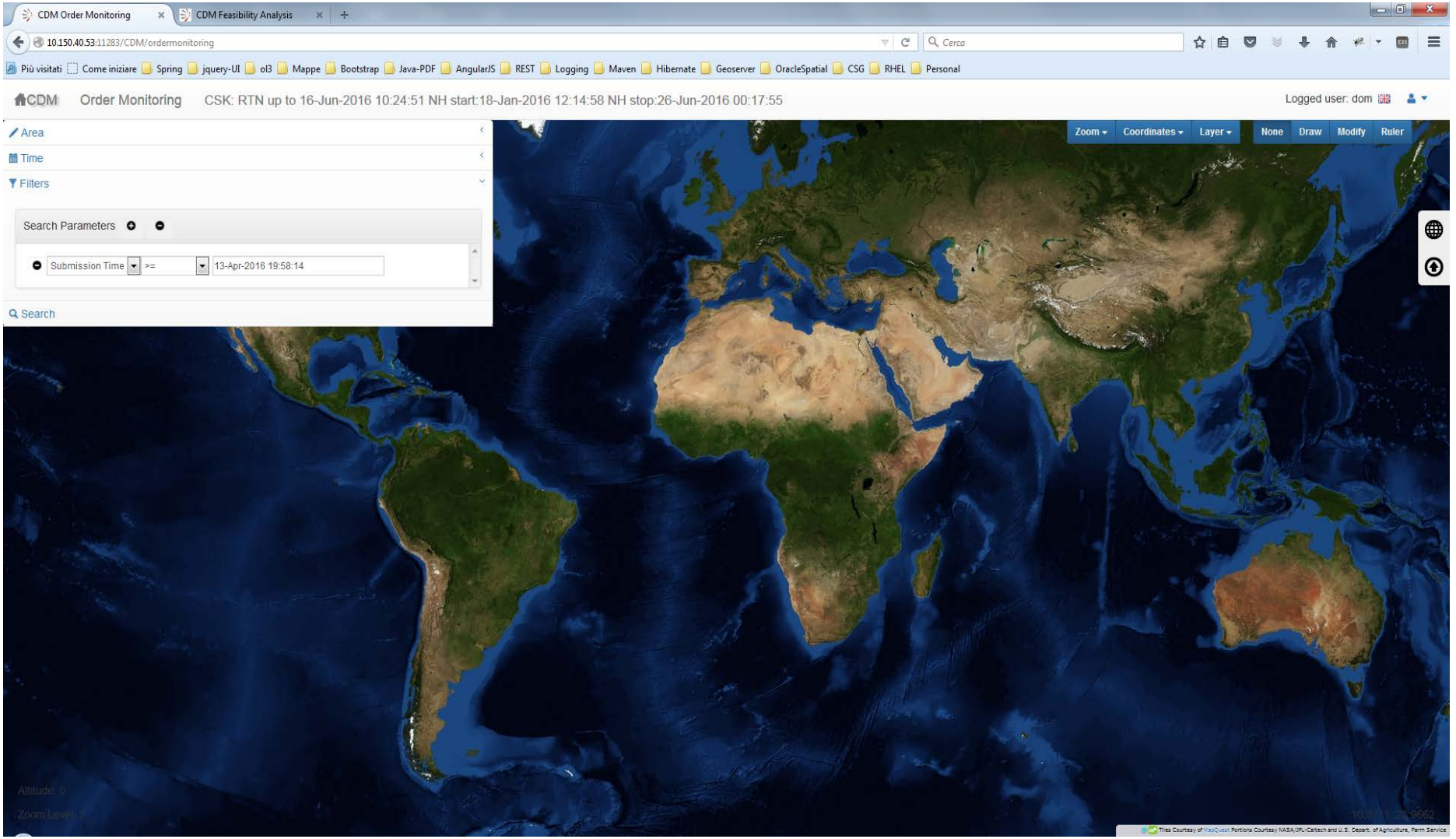
Click Here

Click on **Order Monitoring icon** to open the window monitor the submitted orders.

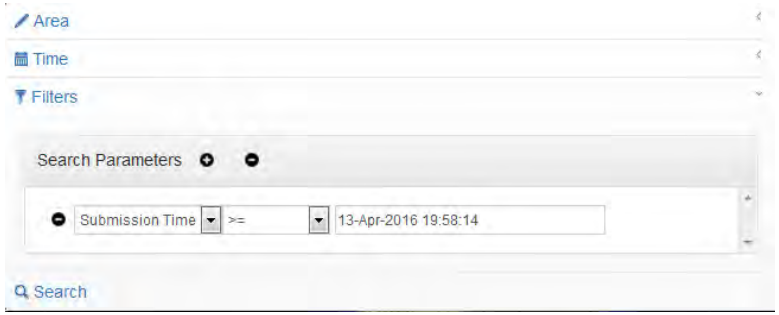
Acknowledgments: TELESPAZIO a LEONARDO and THALES company

CDM access – Order Monitoring

The following functions are available for standard registered Users in Client Deposit Manager.



Order Filtering

The panel 

on the top-left of the page allows browsing the database of the submitted orders.

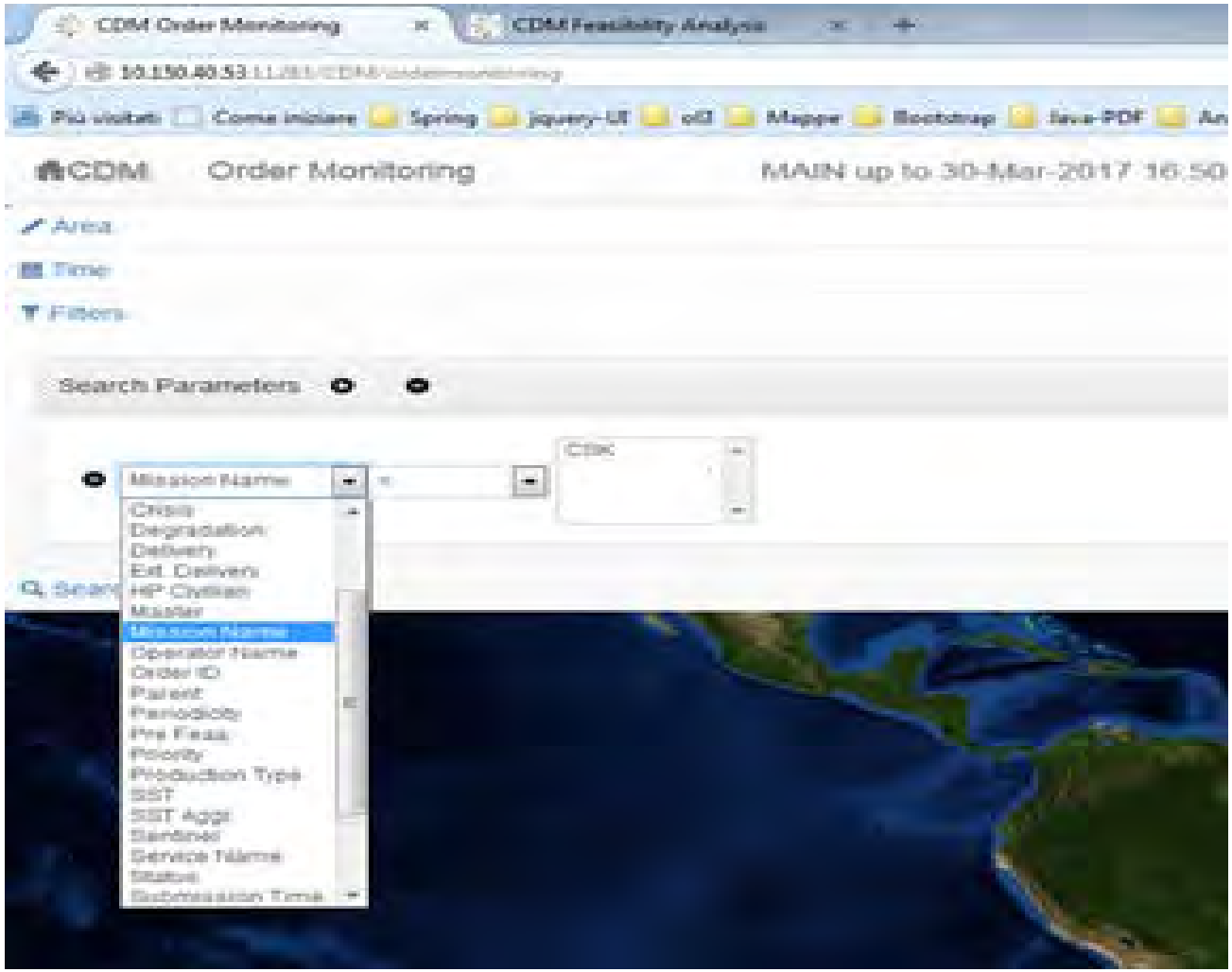
The filtering criteria are:

- **Area:** The “Area Editing” and the “Area List”
- **Time:** The “Start” and “Stop Time”
- **Filters:** Through this panel it is possible to choose, in a set of filtering criteria, the ones needed for the search, their values and the comparator to be used to query the database of the submitted orders

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Set filter criteria

Set a filtering criteria in order to visualize a set among the whole set of submitted order.

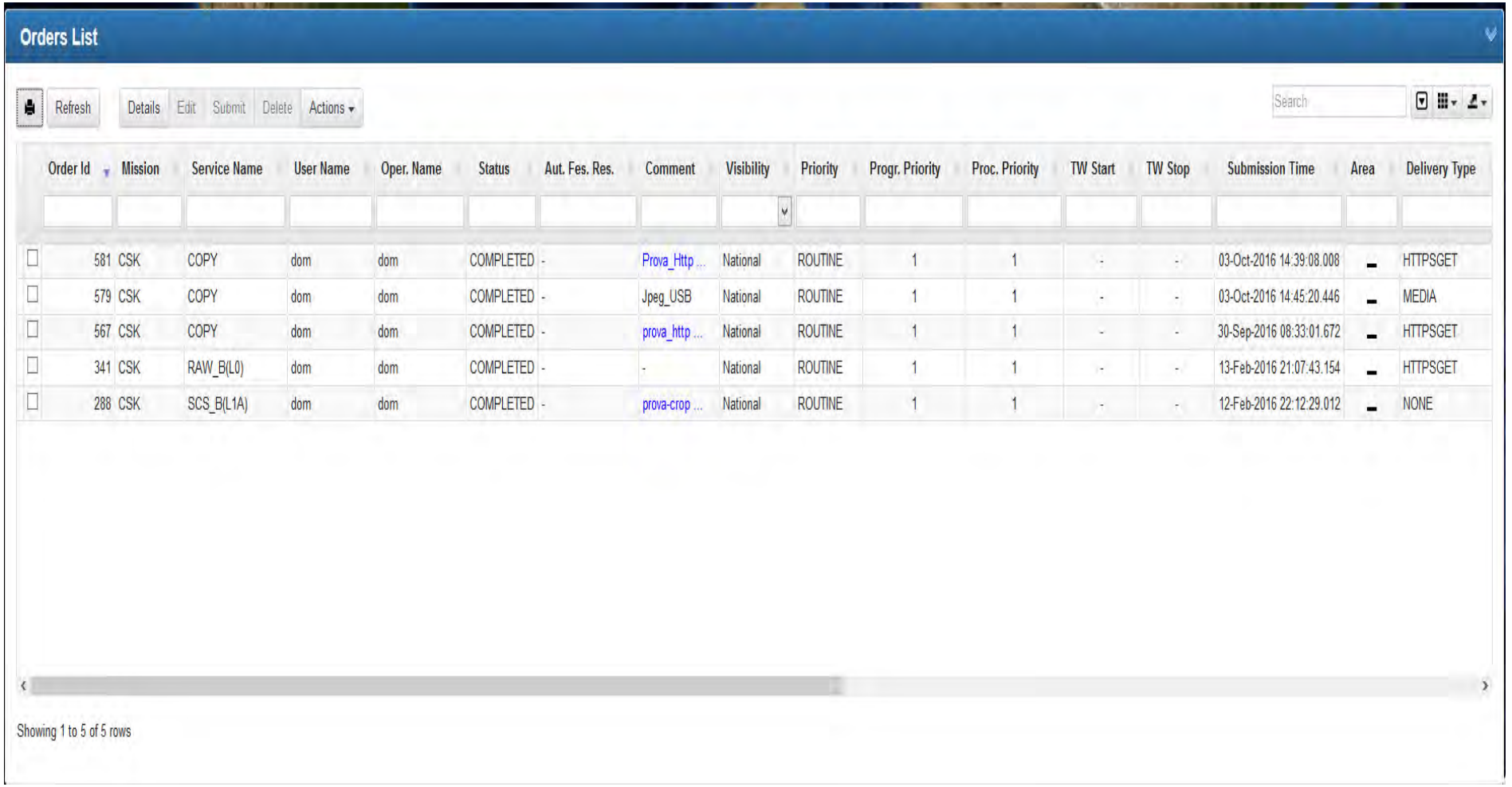


Click on Search button

Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Set filter criteria

All orders filtered hits are visualized:



Acknowledgments: TELESPAZIO a LEONARDO and THALES company

Set filter criteria

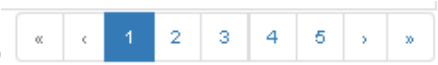
The

, in the top-right of the Order List window, allow respectively:

-

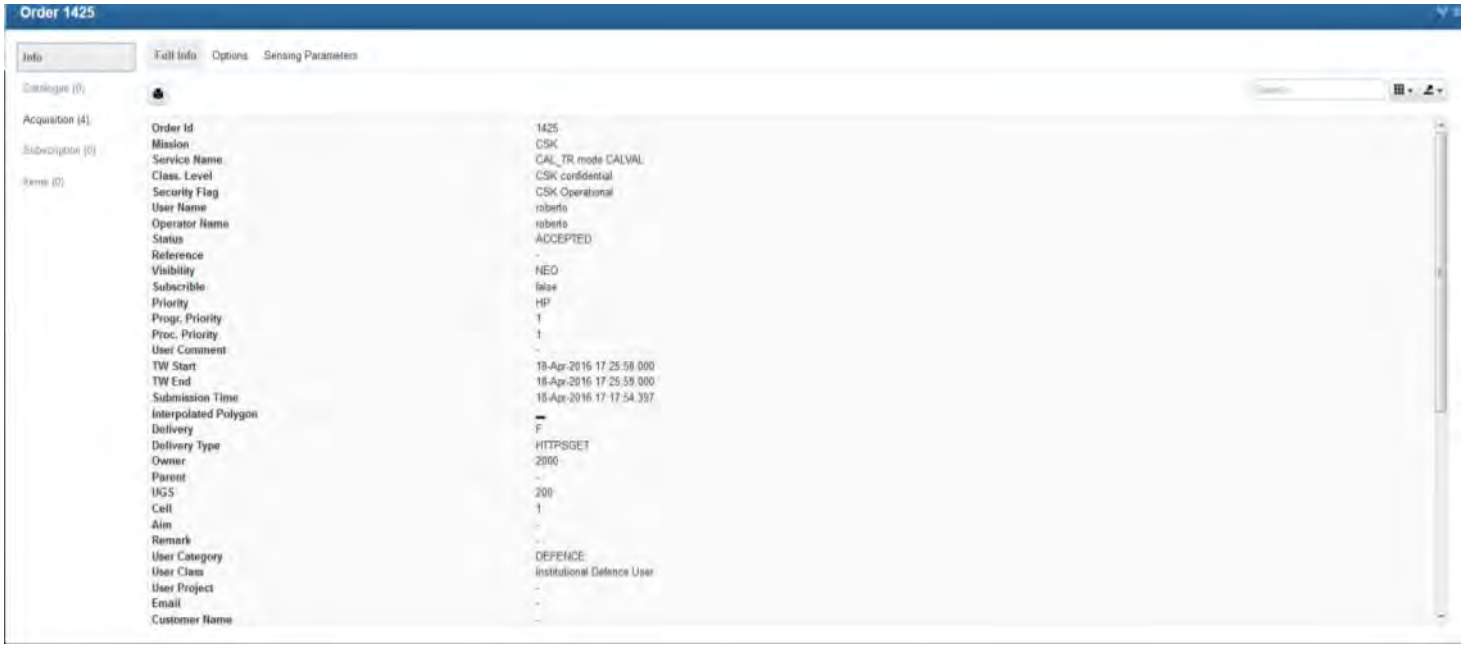
applying a textual searching on each record and on each field of the Order List window;
- *hiding/showing the pagination;*
- *selecting the columns to be show in the tabular list;*

The *button, in the bottom-left of the Order List results window, shows how many hits have been found and allows deciding how many Order shall be included in the tabular view at the same time;*

The 

, in the bottom-right of the Order List results window, allows browsing the pages of the results.

Select a row, clicking on checkbox.
Click on the *Details* button the following pop-up is displayed:



The vertical menu (Info, Catalogue, Acquisition, Subscription, Items) allows browsing the different level of the order.
From “Info” select the “Full info” tab in order to display the information at order level.
Select the “Option” tab in order to display all the production, formatting, delivery and other options of the order.
Select the “Sensing Parameters” tab in order to display the sensing parameters in case of production from new acquisition.