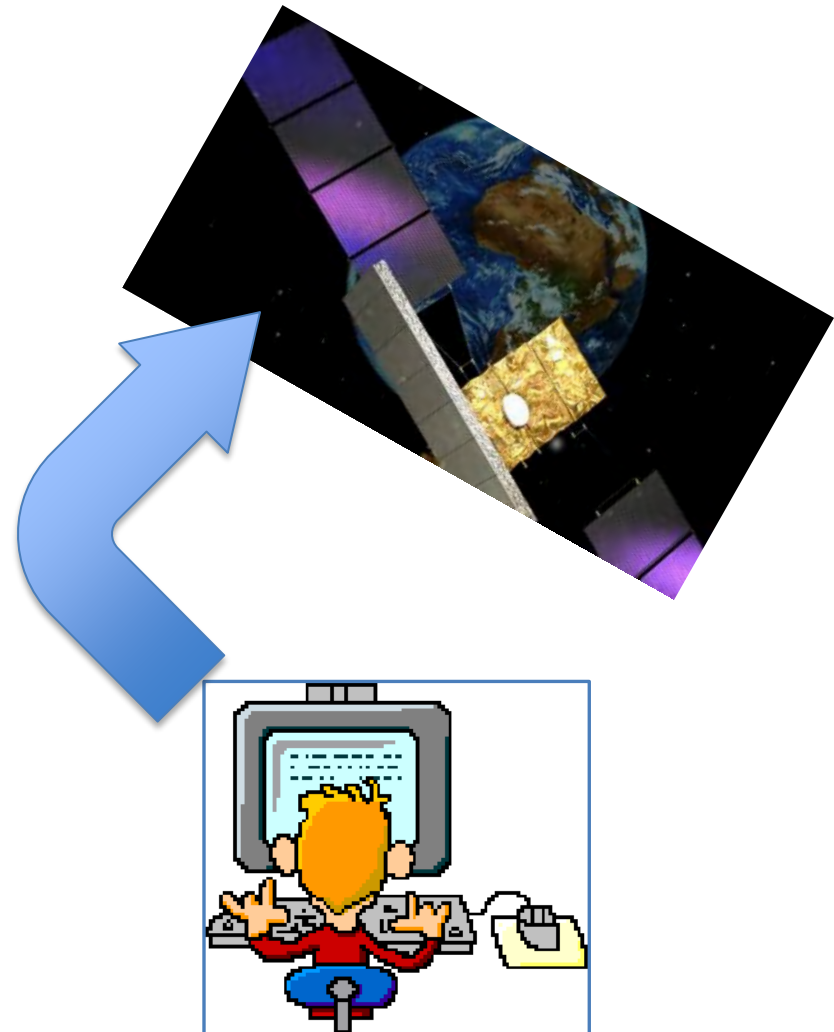


# **MSI-UGS Users' Accreditation and Service Requests Management**

**Issue 1.1**

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- 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



- **User**

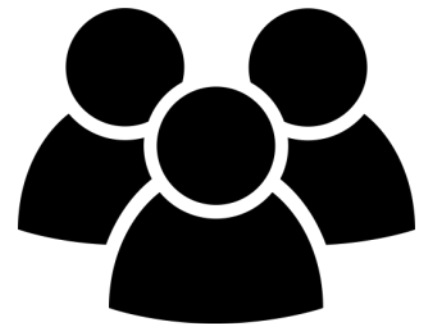
The natural or legal person receiving and using the PRODUCT, in compliance with the terms specified in these General Conditions, and thus becoming the Licence to Use (attached hereto) holder.

- **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.



- **Service Request**

A service request is a user commitment thorough 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 operating at CUGS and /or via Web

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

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



## 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



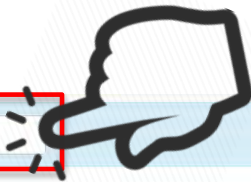
- It is possible to proceed with standard registration, without accessing to fast.
- After the fast registration anyway, it will be possible to complete with standard registration.
- In order to proceed with orders, after the standard registration, it will be necessary to create and receive the activation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

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



# Users' Registration : Fast

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




Instiutional User - Please Sign Up

Registration Type **Fast**

English / English Help

### User information

Name (Mandatory)	Surname (Mandatory)	e-mail Address (Mandatory)
e-mail Confirm (Mandatory)	Not Applicable	AFGHANISTAN
Telephone (Mandatory)	Mobile	FAX
VAT VAT ID	TAX TAX ID	



[User information](#)  
[Legal Disclaimer](#)

### Legal Disclaimer

Download and read the legal disclaimer in order to sending the request

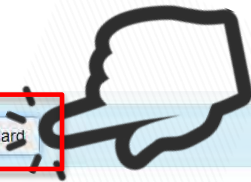
[Download Legal Disclaimer](#)

Your choice:  Not Accept

[Reset](#) [Create Account](#)

# Users' Registration : Standard

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



Insttutional User - Please Sign Up

Registration Type

English / English Help

### User information


<input type="text" value="Name (Mandatory)"/>	<input type="text" value="Surname (Mandatory)"/>	<input type="text" value="e-mail Address (Mandatory)"/>
<input type="text" value="e-mail Confirm (Mandatory)"/>	<input type="text" value="Not Applicable"/>	<input type="text" value="AFGHANISTAN"/>
<input type="text" value="Telephone (Mandatory)"/>	<input type="text" value="Mobile"/>	<input type="text" value="FAX"/>
<input type="text" value="VAT ID"/>	<input type="text" value="TAX ID"/>	

### Delivery Postal Address information

<input type="text" value="Address (Mandatory)"/>	<input type="text" value="City (Mandatory)"/>	<input type="text" value="State"/>
<input type="text" value="Postal Code (Mandatory)"/>	<input type="text" value="AFGHANISTAN"/>	

### SFTP Address Book

Reset Create Account



- User information
- Delivery Postal Address information
- SFTP Address Book
- Notification e-mails address book
- Legal Disclaimer

## Fast Registration

# Fast Registration Form

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

Insttutional User - Please Sign Up

Registration TypeFast

English / English

Help

User information

Name (Mandatory)

Surname (Mandatory)

@ e-mail Address (Mandatory)

@ e-mail Confirm (Mandatory)

Not Applicable

AFGHANISTAN


Telephone (Mandatory)

Mobile

FAX

VAT VAT ID

TAX TAX ID



User information

Legal Disclaimer

Legal Disclaimer

Download and read the legal disclaimer in order to sending the request

Download Legal Disclaimer


Your choice:Not Accept


Reset

Create Account

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

# 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**

The screenshot shows the 'Fast Registration Form' for an 'Institutional User'. The 'Registration Type' is set to 'Fast'. The 'User information' section contains several input fields: 'Fast\_230517', 'FAST\_S\_230517', 'commercial-1@portal.icugs', 'commercial-1@portal.icugs', 'e-geos', 'ITALIA', '+390835123456', 'Mobile', 'FAX', 'VAT ID', and 'TAX ID'. On the right, there is a 'COSMO SkyMed' logo and links for 'User information' and 'Legal Disclaimer'. The 'Legal Disclaimer' section has a 'Download Legal Disclaimer' button (callout 1) and a 'Your choice:' section with an 'Accept' button (callout 2). At the bottom right, there are 'Reset' and 'Create Account' buttons (callout 3). A hand icon with the number 3 is pointing at the 'Create Account' button.

Insttutional User - Please Sign Up

Registration Type: Fast

English / English

Help

User information

Fast\_230517

FAST\_S\_230517

@ commercial-1@portal.icugs

@ commercial-1@portal.icugs

e-geos

ITALIA

+390835123456

Mobile

FAX

VAT ID

TAX ID

COSMO SkyMed

User information

Legal Disclaimer

Legal Disclaimer

Download and read the legal disclaimer in order to sending the request

Download Legal Disclaimer

Your choice: Accept

Reset

Create Account

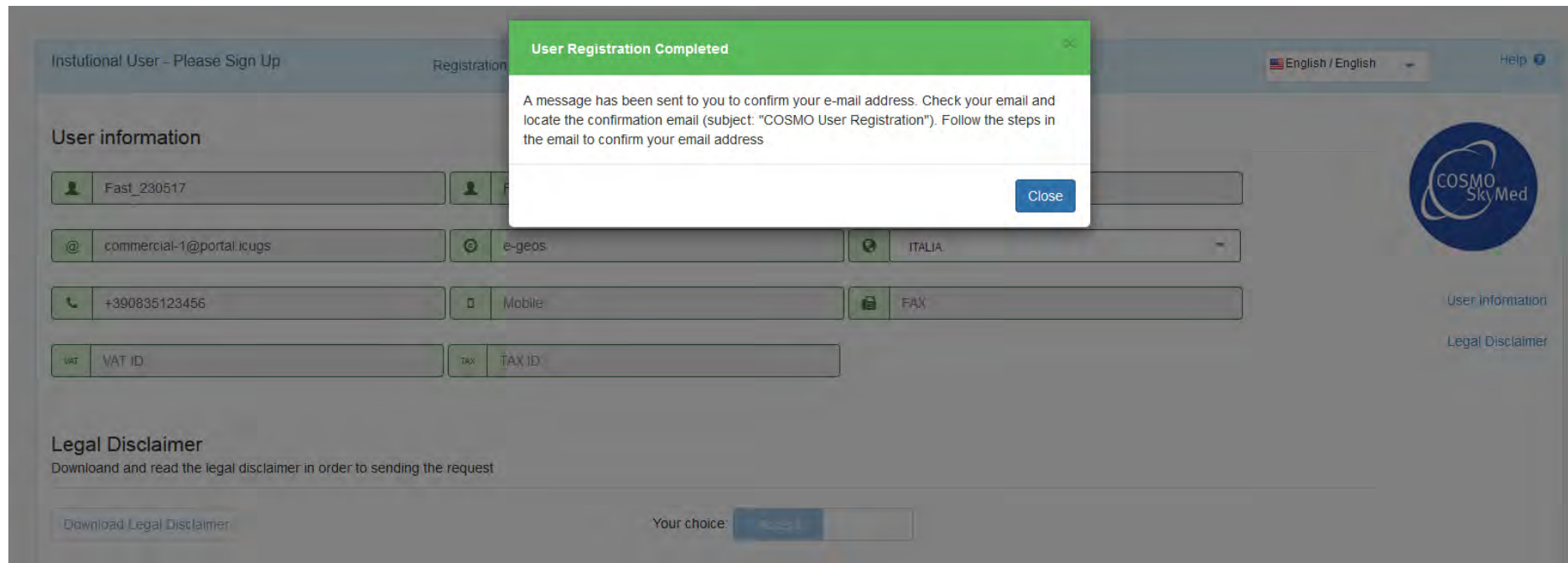
3

Complete the registration by clicking on Create Account (3)



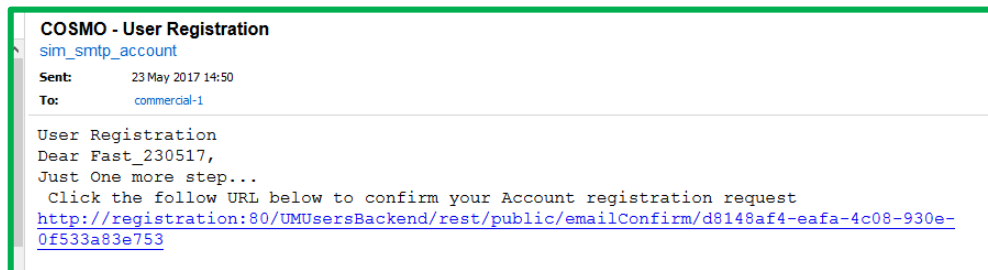
# Fast Registration Form

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



The screenshot shows a web interface for user registration. A green dialog box titled "User Registration Completed" is centered on the screen. The dialog contains the text: "A message has been sent to you to confirm your e-mail address. Check your email and locate the confirmation email (subject: 'COSMO User Registration'). Follow the steps in the email to confirm your email address." and a "Close" button. In the background, the registration form is visible, showing fields for "User information" (Name: Fast\_230517, Email: commercial-1@portal.icugs, Phone: +390835123456, etc.) and a "Legal Disclaimer" section with a "Download Legal Disclaimer" button. The COSMO Sky Med logo is in the top right corner.

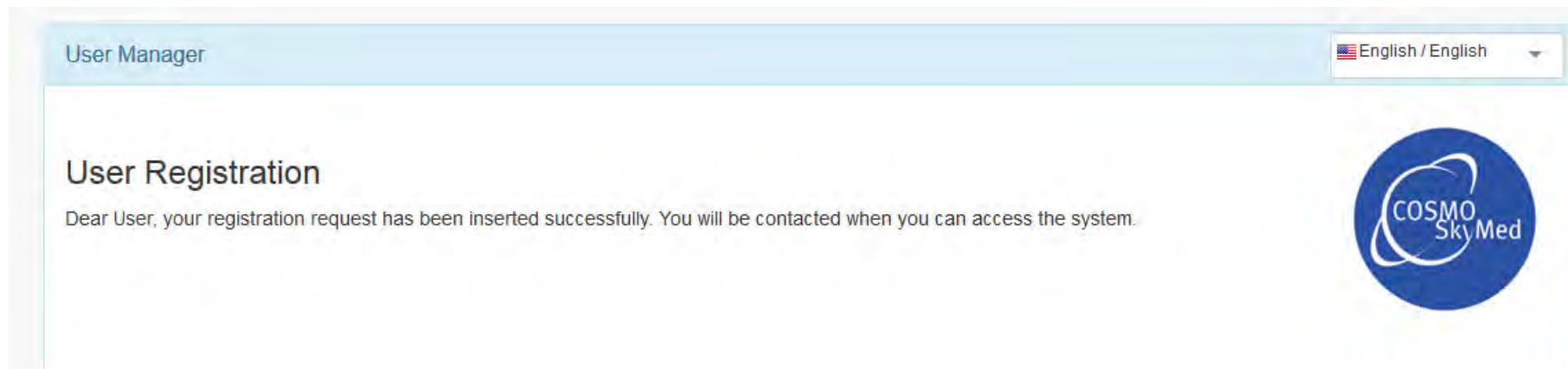
The received e-mail will be similar to the one provided here on the right.





# Fast Registration Confirmation

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



# 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.



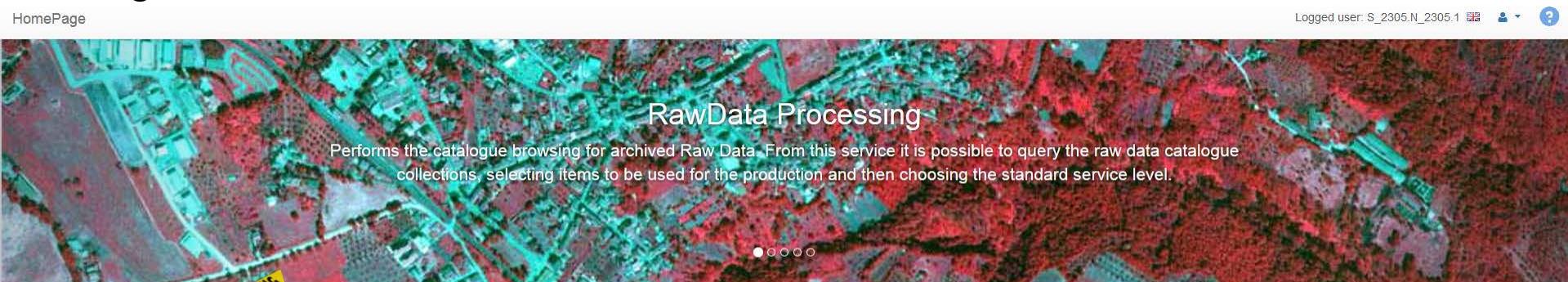
With the new MSI-UGS system, each account will be related to a person and not to a project.

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.

## Catalogue Browsing with Fast Registration

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.



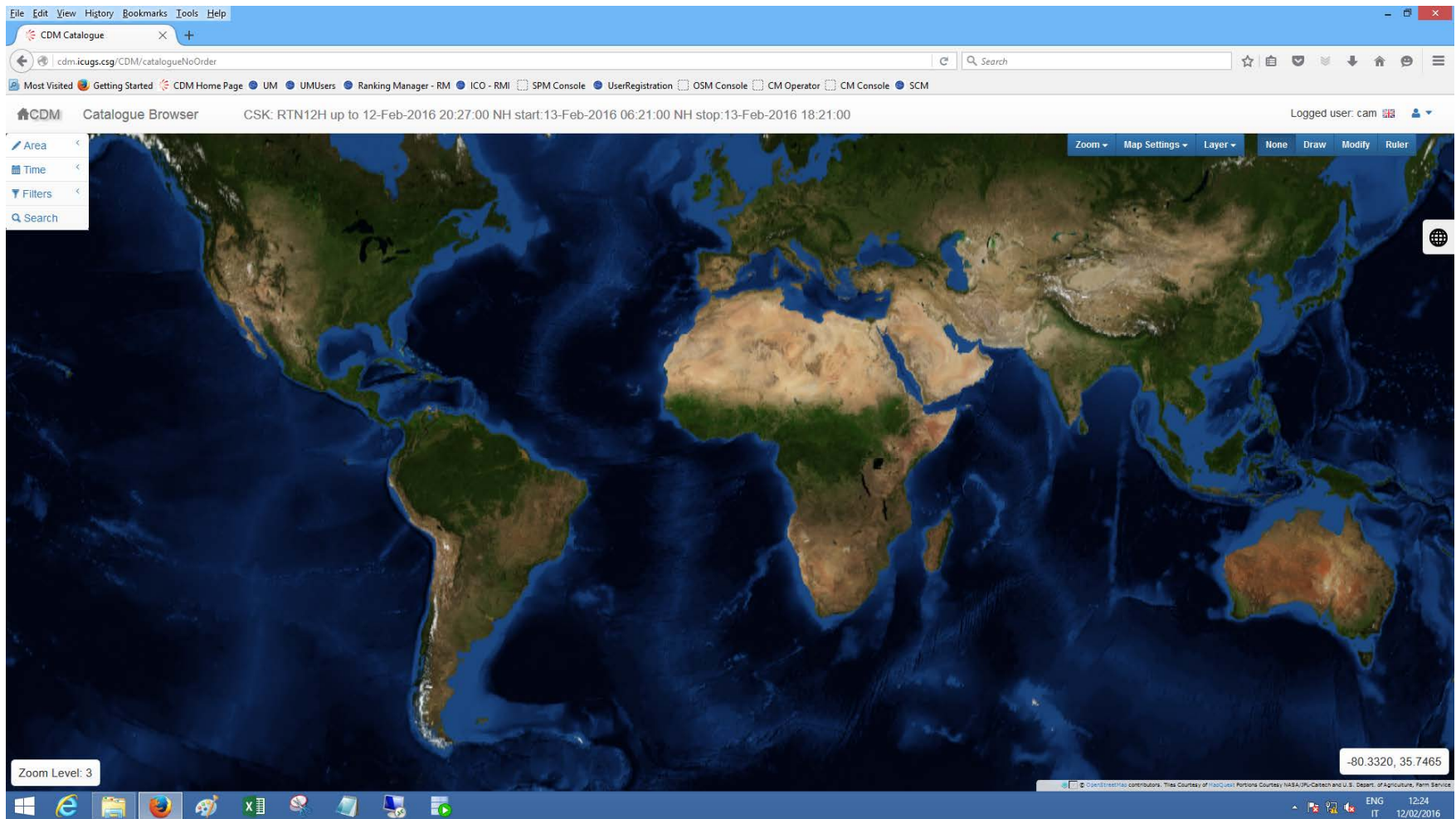
Catalogue



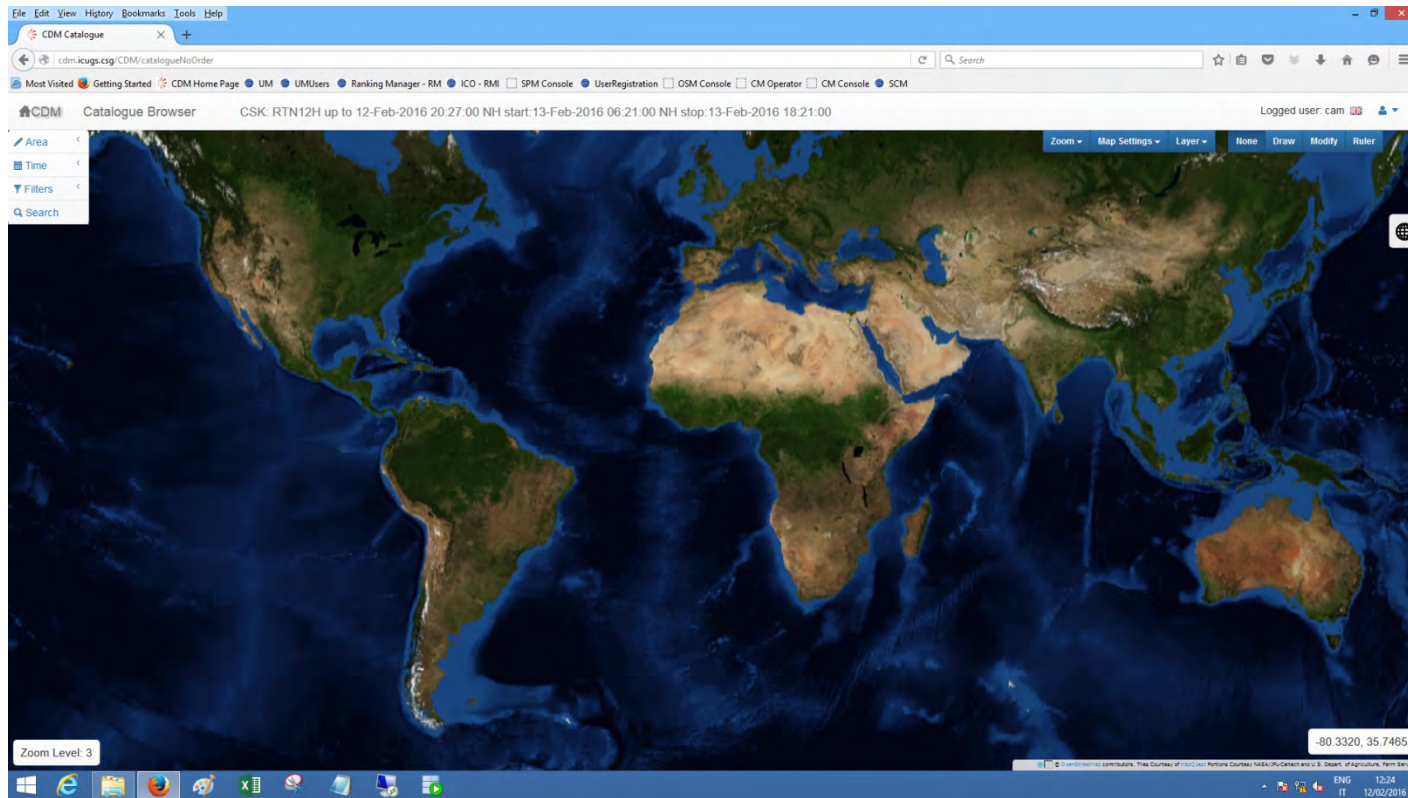
Click  
Here



The Catalogue Browser home page is opened.



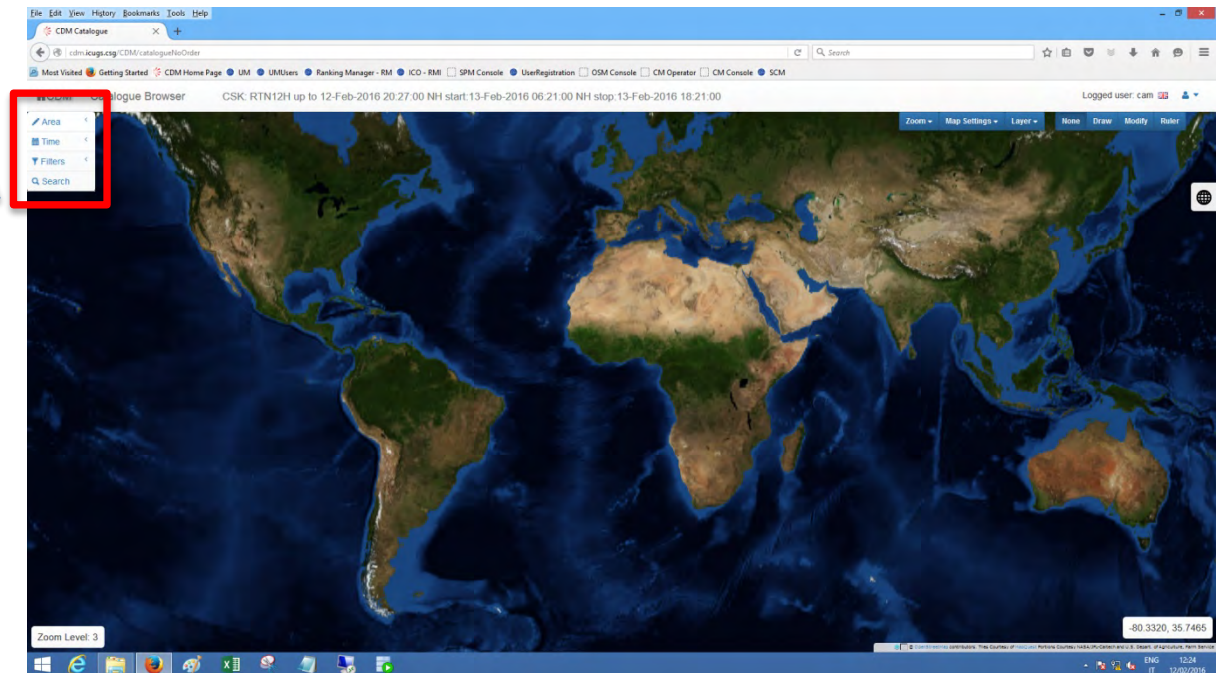
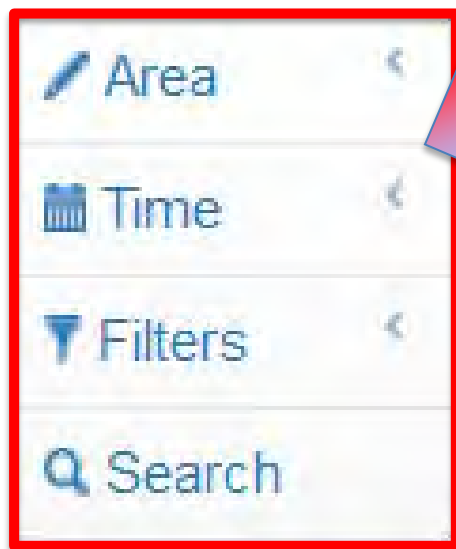




*The page has the following main characteristic:*

- *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



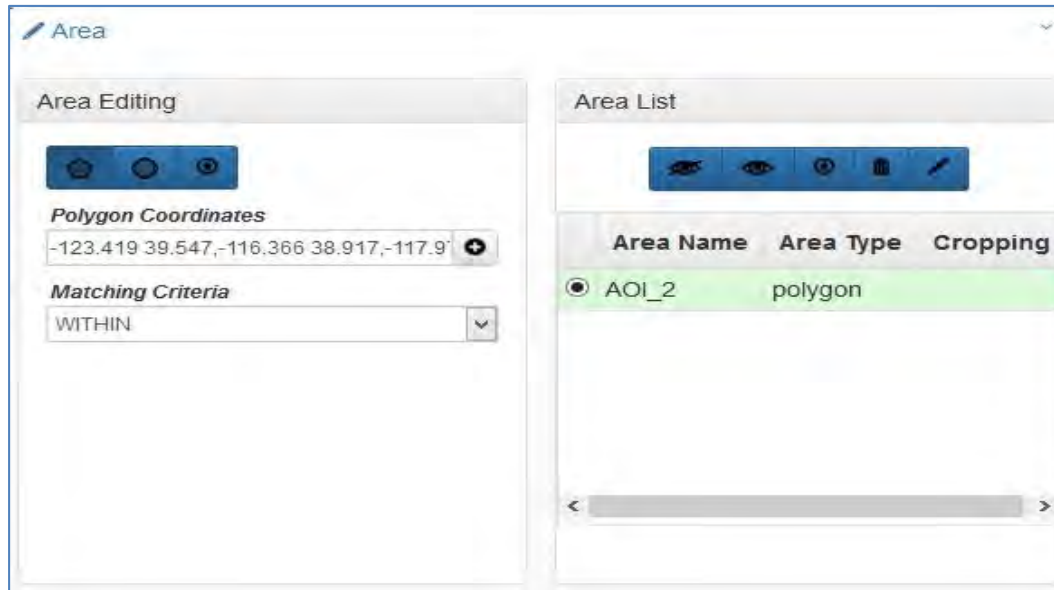
*The filtering criteria menu has the following item:*

- 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

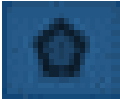
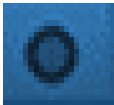
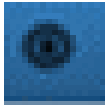
# Search by Area Of Interest (Aoi)

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 

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

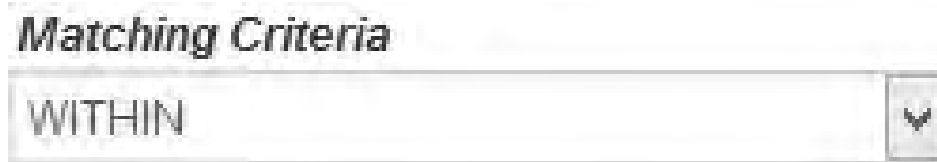


2. Select the drawing tool



..... and draws on map the Aol.

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





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

Area

Area Editing

**Polygon Coordinates**  
-123.419 39.547,-116.366 38.917,-117.9

**Matching Criteria**  
WITHIN

Area List

Area Name	Area Type	Cropping
<input checked="" type="radio"/> AOI_2	polygon	

Area

Area Editing

**Point Coordinates**  
11.588 44.927

**Operator**  
Within

Area List

Area Name	Area Type	Cropped
<input type="radio"/> AOI_1	polygon	
<input type="radio"/> AOI_2	circle	
<input checked="" type="radio"/> AOI_3	marker	
<input type="radio"/> AOI_4	polyline	

Area

Area Editing

**Polygon Coordinates**  
Lon Lat

**Operator**  
OVERLAPS

Area List

Area Name	Area Type	Cropping
No matching records found		

Area

Area Editing

**Centre Coordinates**  
5.603 41.619

**Centre Radius**  
265

**Target Point**  
Lon Lat

Area List

Area Name	Area Type	Cropped
<input type="radio"/> FIX_AOI	polygon	
<input checked="" type="radio"/> PR_1	circle	

# 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...)

## ***Polyline Coordinates***

11.588 44.927,11.588 44.927,11.5



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

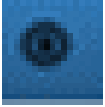

4. Set Matching Criteria .

## ***Matching Criteria***

WITHIN





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

*Matching Criteria*

WITHIN 

# Manage existing Area Of Interest (Aoi)

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

*Click on:*



*to Hide the selected AOI from map viewer;*



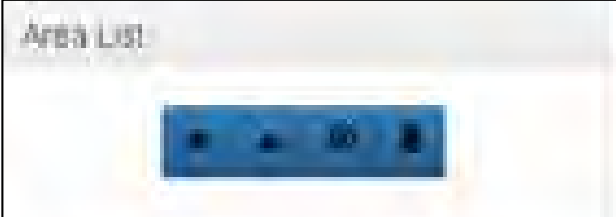
*to Display the selected AOI on map viewer;*



*to Export the AOI in KML file;*



*to Cancel the selected AOI;*



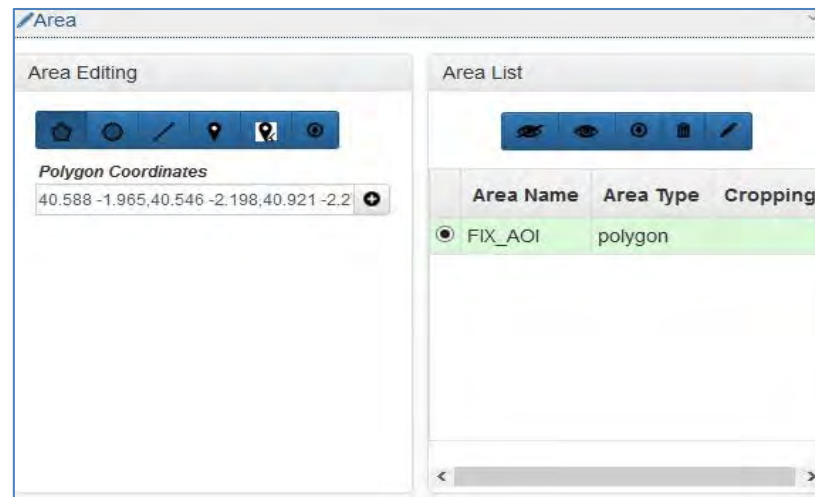
	Area Name	Area Type	Cropped
<input type="checkbox"/>	AOI_1	polygon	
<input type="checkbox"/>	AOI_2	circle	
<input checked="" type="checkbox"/>	AOI_3	marker	
<input type="checkbox"/>	AOI_4	polyline	

# Modify Area Of Interest (Aoi)

- Modify an existing Aoi:



- Select the Area to modify.
- Click the **Modify** 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*

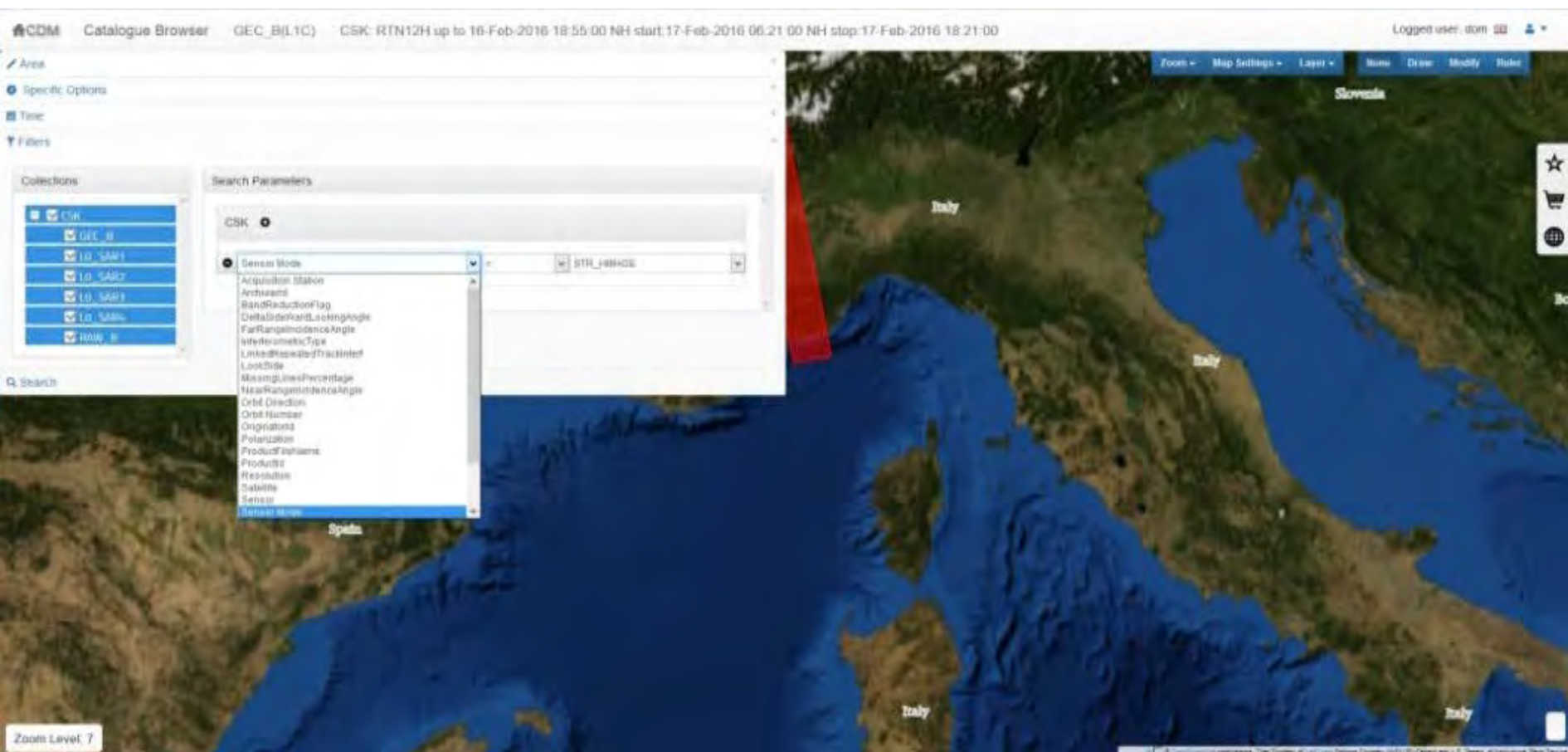
1. Clicking on **Time** the following window is displayed:



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*)

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.

Search Parameters

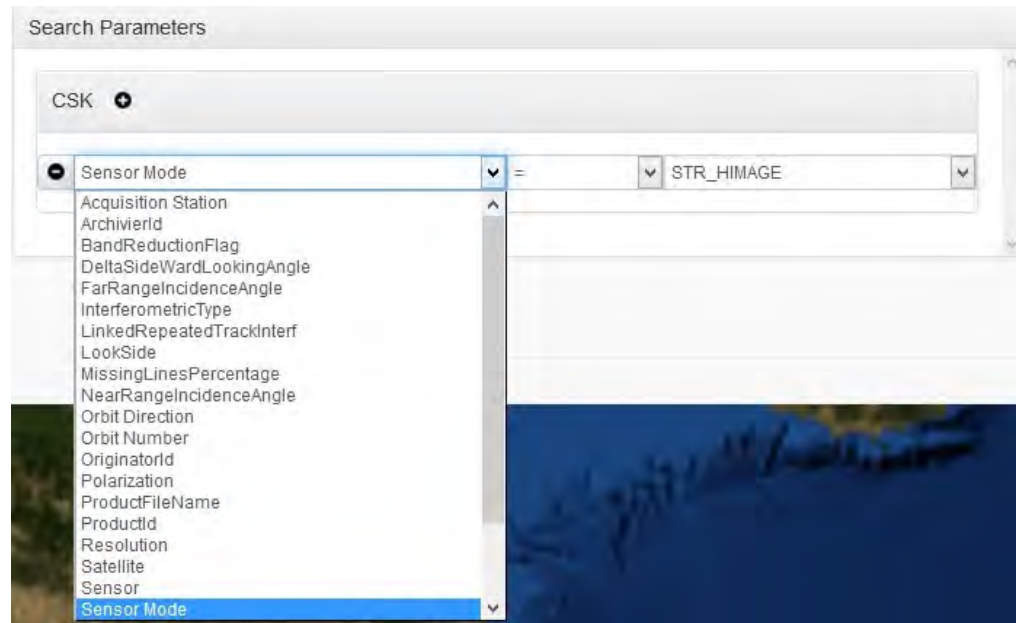
CSK 



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



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



A new entry to define the parameter is added.

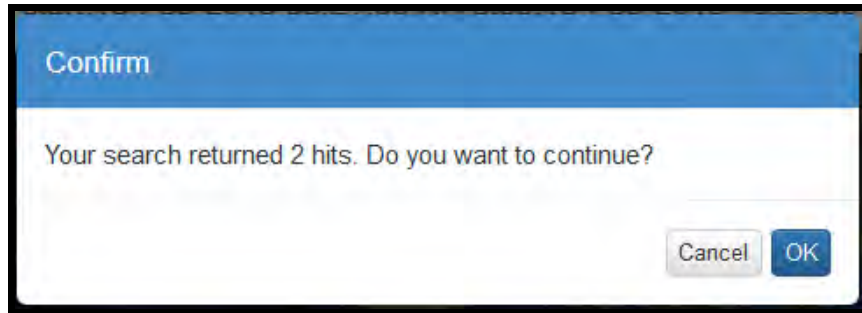
The list of relevant parameters is displayed.

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.



Click on “Search”  button

“Wait while loading data”



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

The catalogue results are displayed in the Search Results List .

Search Results												
CSK												
  Load details Load Quicklook												
Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	Band
CSK	SAR3	SAR	STR_HIMAGE	RADAR	LO_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F
CSK	SAR3	SAR	STR_HIMAGE	RADAR	LO_SAR3	ARCHIVED	70	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F


Showing 1 to 2 of 2 rows

**IMPORTANT**

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

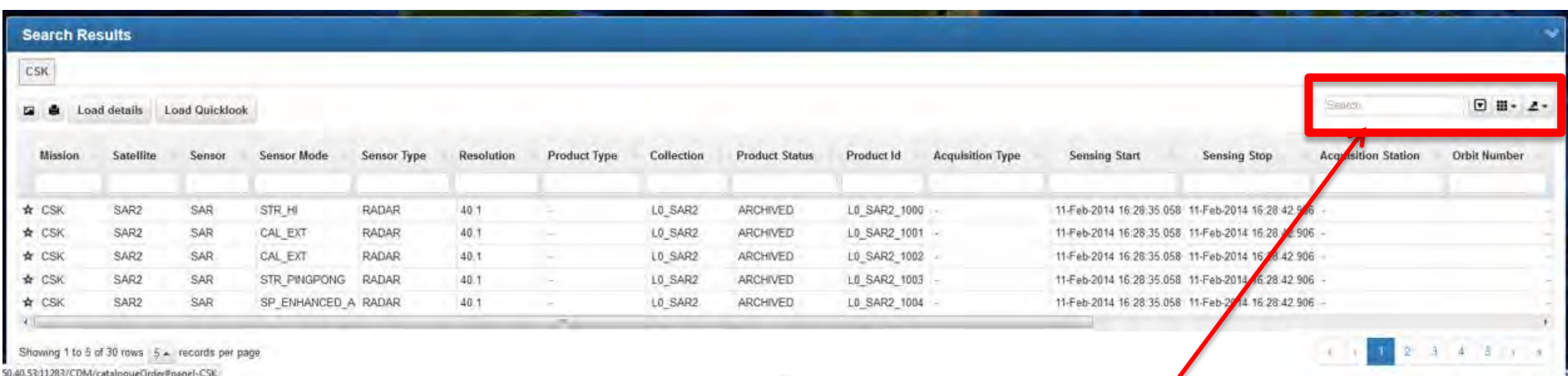
To export the list of results...



To save the details click on  button  
Select the file format  
Save the file.

Results are also provided with additional information concerning >

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



**Search Results**

CSK

Load details Load Quicklook

	Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Resolution	Product Type	Collection	Product Status	Product Id	Acquisition Type	Sensing Start	Sensing Stop	Acquisition Station	Orbit Number
☆	CSK	SAR2	SAR	STR_HI	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1000	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
☆	CSK	SAR2	SAR	CAL_EXT	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1001	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
☆	CSK	SAR2	SAR	CAL_EXT	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1002	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
☆	CSK	SAR2	SAR	STR_PINGPONG	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1003	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
☆	CSK	SAR2	SAR	SP_ENHANCED_A	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1004	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-

Showing 1 to 5 of 30 rows 5 records per page

50.40.53:11283/CDM/catalogueOrder#panel-CSK

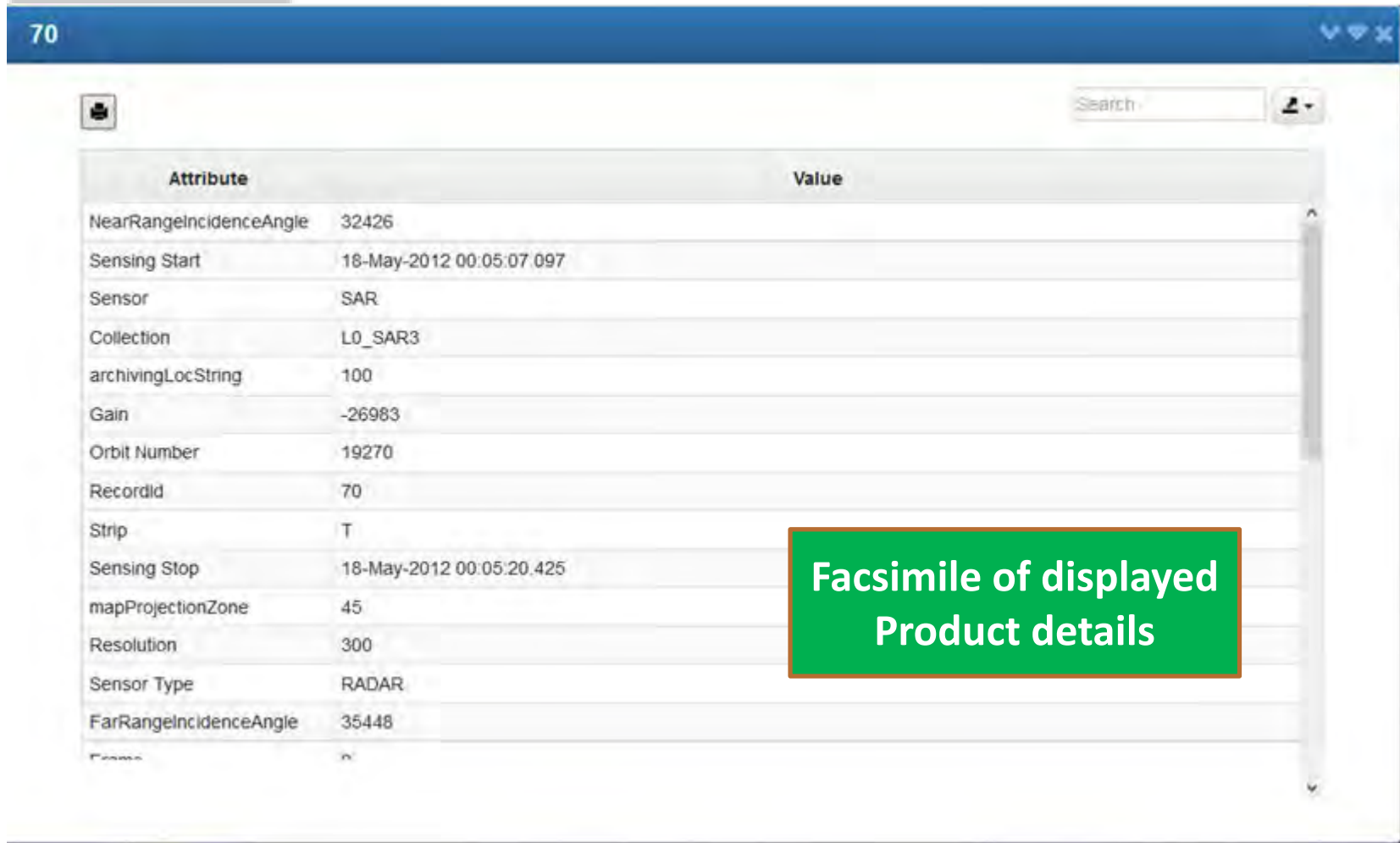


You can use Filters to refine the search results according to the information provided in each column

# 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



70

Search








Attribute	Value
NearRangeIncidenceAngle	32426
Sensing Start	18-May-2012 00:05:07.097
Sensor	SAR
Collection	L0_SAR3
archivingLocString	100
Gain	-26983
Orbit Number	19270
RecordId	70
Strip	T
Sensing Stop	18-May-2012 00:05:20.425
mapProjectionZone	45
Resolution	300
Sensor Type	RADAR
FarRangeIncidenceAngle	35448
Frame	0

Facsimile of displayed Product details




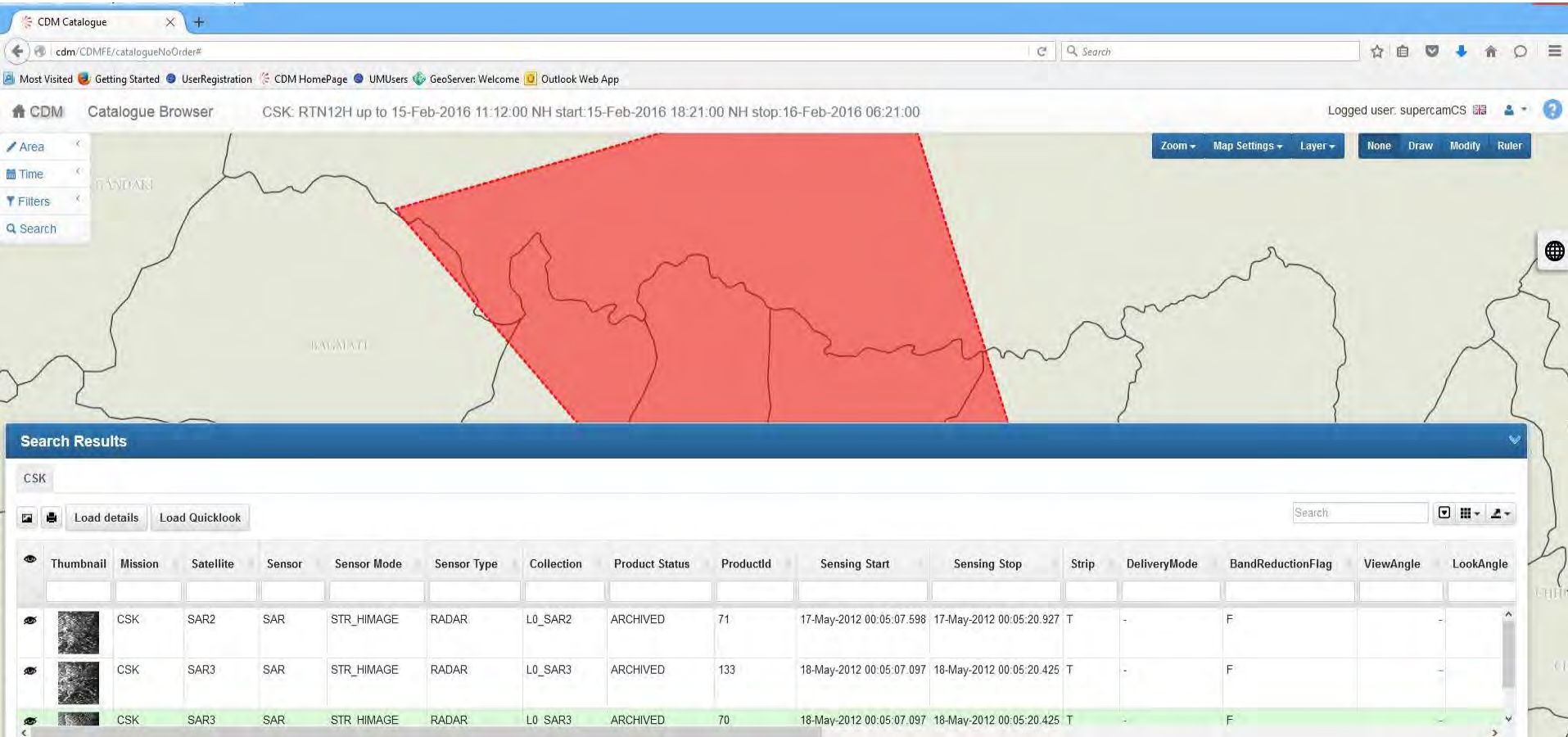
- click on Load Quicklook  button to show it.

Click on  button to visualize the quicklook thumbnail




Search Results															
CSK															
  Load details Load Quicklook <div>Search</div> <div>    </div>															
Thumbnail	Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	BandReductionFlag	ViewAngle	LookAngle
	CSK	SAR2	SAR	STR_HIMAGE	RADAR	L0_SAR2	ARCHIVED	71	17-May-2012 00:05:07.598	17-May-2012 00:05:20.927	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-

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

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



The screenshot shows the CDM Catalogue web application. At the top, there's a browser window with the URL 'cdm/CDMFE/catalogueNoOrder#'. Below the browser window, the application header shows 'CDM Catalogue Browser' and 'Logged user: supercamCS'. The main map area displays a geographical region with a large red polygon indicating the area of interest. To the left of the map is a sidebar with navigation options: Area, Time, Filters, and Search. To the right of the map are map controls: Zoom, Map Settings, Layer, None, Draw, Modify, and Ruler. Below the map is a 'Search Results' section. It includes a search bar with the text 'CSK' and buttons for 'Load details' and 'Load Quicklook'. Below these is a table with search results.

Thumbnail	Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	BandReductionFlag	ViewAngle	LookAngle
	CSK	SAR2	SAR	STR_HIMAGE	RADAR	L0_SAR2	ARCHIVED	71	17-May-2012 00:05:07.598	17-May-2012 00:05:20.927	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	70	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-

# 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.



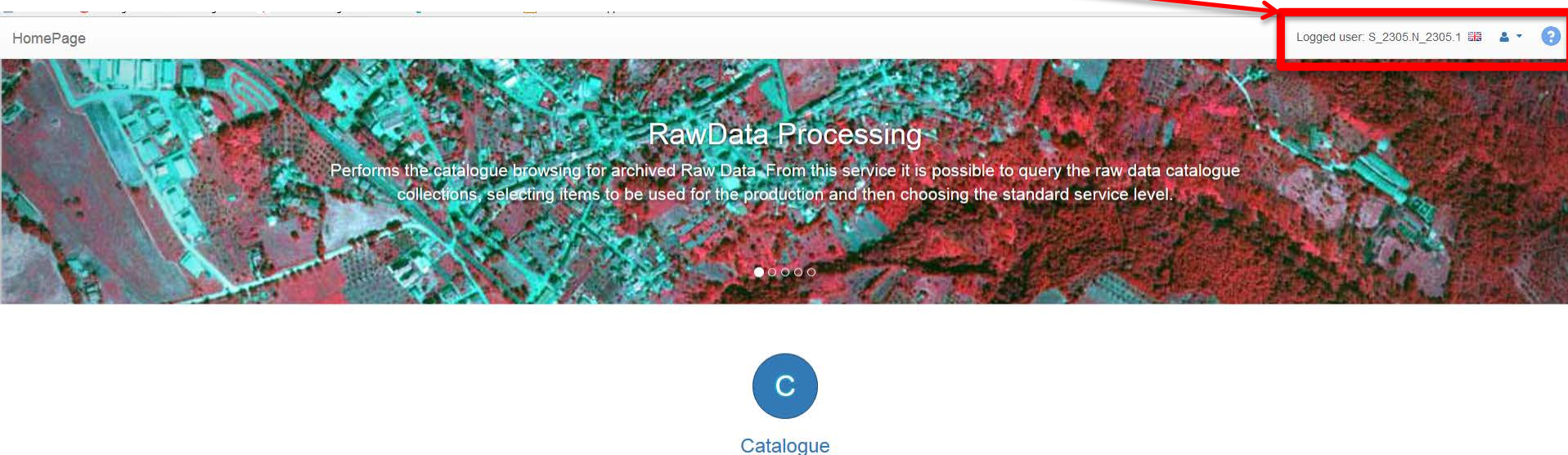
# From Fast to Standard Registration



# From Fast to Standard Registration

Access UM users page by :

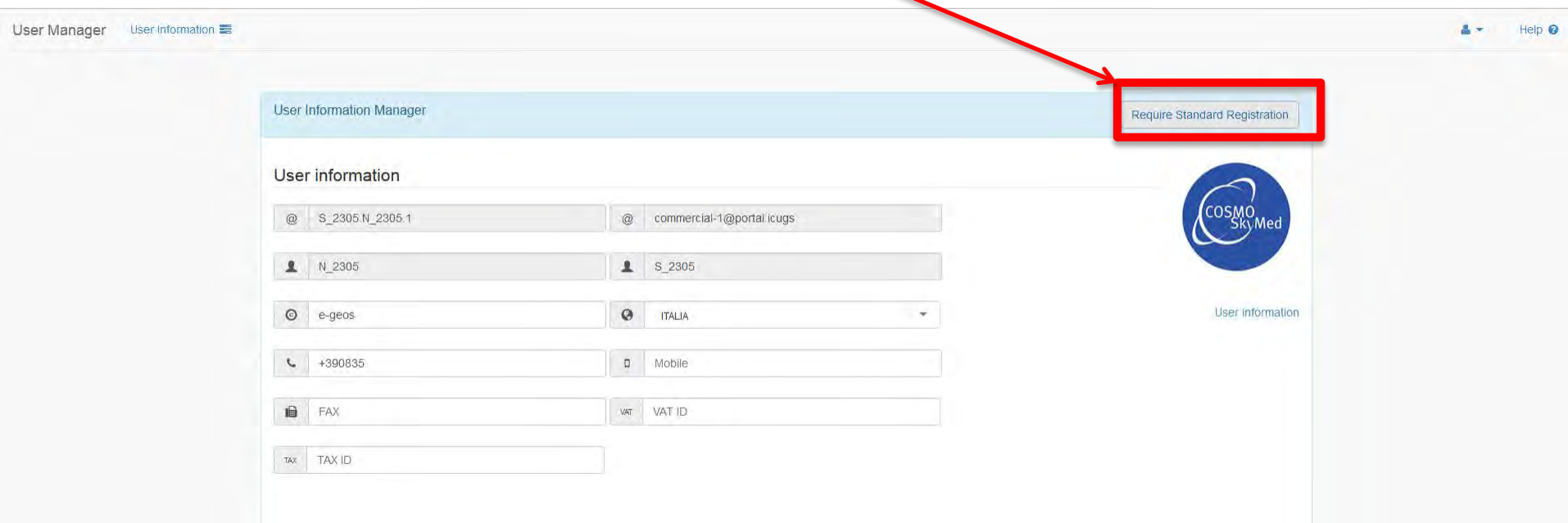
- Using the link provided on CSK website
- Using User icon provided inside CDM homepage at the top right of the page to access your User's details



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 screenshot shows the 'User Manager' interface. At the top, there's a navigation bar with 'User Manager' and 'User information' links. On the right, there are icons for user profile and help. Below the navigation bar, the main content area is titled 'User Information Manager'. On the right side of this area, there is a button labeled 'Require Standard Registration', which is highlighted with a red rectangular box. A red arrow points from the text above to this button. The main content area also contains a 'User information' section with various input fields for user details, including email, phone, and address. On the right side of the main content area, there is a 'COSMO SkyMed' logo and a 'User information' link.

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

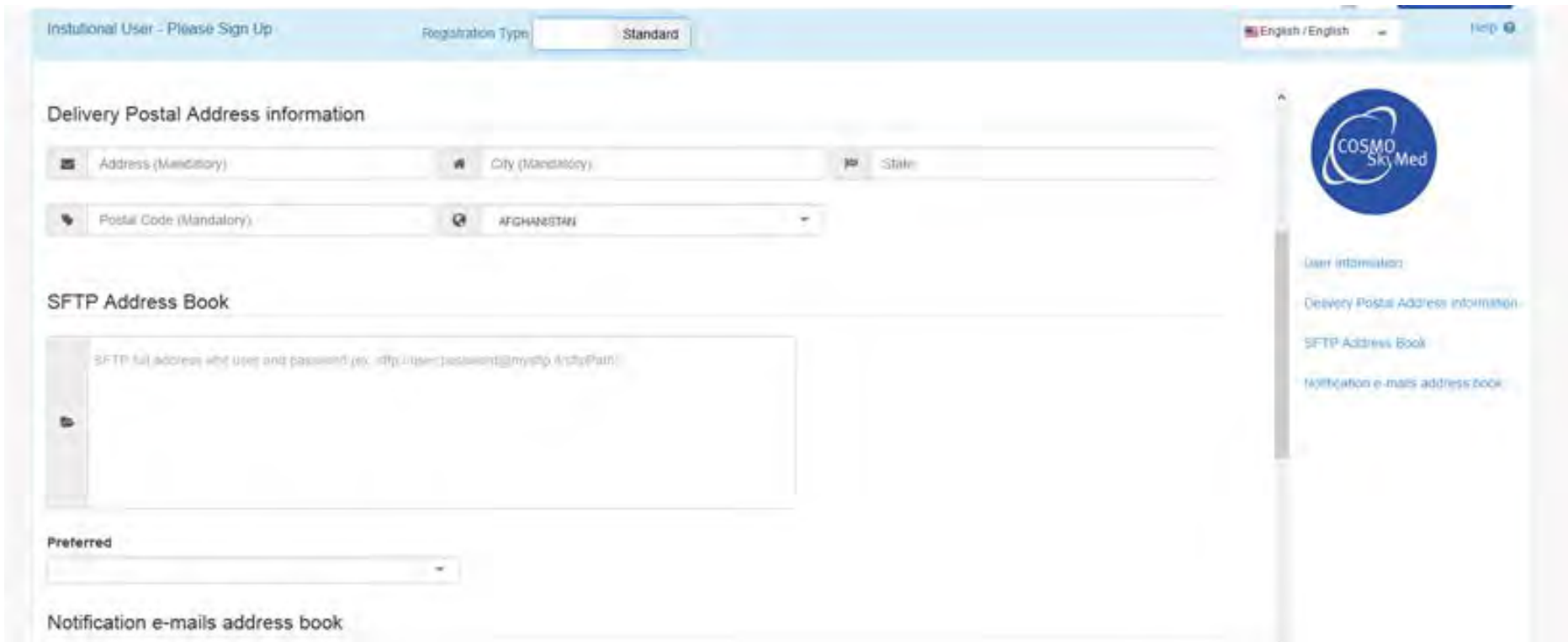
The screenshot shows the 'Standard' registration form for COSMO Sky Med. The form is divided into three main sections: 'User information', 'Delivery Postal Address information', and 'SFTP Address Book'. The 'User information' section includes fields for Name (Mandatory), Surname (Mandatory), e-mail Address (Mandatory), e-mail Confirm (Mandatory), Telephone (Mandatory), VAT ID, Surname (Mandatory), Not Applicable, AFGHANISTAN, Mobile, FAX, and TAX ID. The 'Delivery Postal Address information' section includes fields for Address (Mandatory), City (Mandatory), State, and Postal Code (Mandatory). The 'SFTP Address Book' section is currently empty. On the right side, there is a sidebar with the COSMO Sky Med logo and a list of links: User information, Delivery Postal Address information, SFTP Address Book, and Notification e-mails address book. The top of the form has a header with 'Institutional User - Please Sign Up', 'Registration Type: Standard', 'English / English', and a 'Help' link.



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.**

# From Fast to Standard Registration Form



The screenshot shows the 'Institutional User - Please Sign Up' page. At the top, there's a 'Registration Type' dropdown set to 'Standard'. The main section is 'Delivery Postal Address information', which includes fields for 'Address (Mandatory)', 'City (Mandatory)', 'State', 'Postal Code (Mandatory)', and a country dropdown currently showing 'AFGHANISTAN'. Below this is the 'SFTP Address Book' section, which contains a text area for 'SFTP full address with user and password (ex: sftp:user:password@myftp.it:21)' and a 'Preferred' dropdown menu. At the bottom is the 'Notification e-mails address book' section. On the right side, there's a sidebar with the COSMO Sky Med logo and a list of sections: 'User information', 'Delivery Postal Address information', 'SFTP Address Book', and 'Notification e-mails address book'.



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 )*

# From Fast to Standard Registration Form

The screenshot shows a web form titled "User Information Manager". It contains several input fields for user details: a text field with "via po", a text field with "Matera", a text field with "Italia", a text field with "75100", and a dropdown menu with "ITALIA". Below these is a section titled "SFTP Address Book" with a large text area containing the placeholder text "SFTP full address whit user and password (ex. sftp://user:password@mysftp.it/sftpPath)". At the bottom of the form is a "Preferred" dropdown menu and a "Notification e-mails address book" section. On the right side of the form, there is a sidebar with the COSMO SkyMed logo and a list of navigation links: "User information", "Delivery Postal Address Information", "SFTP Address Book", and "Notification e-mails address book". At the bottom right of the form, there are two buttons: "Delete Account" and "Save". A red rectangle highlights these two buttons, and a hand icon with the number "1" points to the "Save" button.

- 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.



# 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.

## 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:

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

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.

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

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 defined 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 (orderId) 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 orderId only.
  - ❑ *<deliveryItemId>* 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).



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

 CSKS4\_GEC\_B\_S2\_01\_HH\_RD\_SF\_20131004084650\_20131004084657.tgz

 DFAS\_196477\_CSK\_AccompanyingSheet.pdf

 DFAS\_196477\_CSK\_AccompanyingSheet.xml

 DFDN\_CSKS4\_GEC\_B\_S2\_01\_HH\_RD\_SF\_20131004084650\_20131004084657.h5.pdf

 DFDN\_CSKS4\_GEC\_B\_S2\_01\_HH\_RD\_SF\_20131004084650\_20131004084657.h5.xml

 SHA256\_196477\_1-1.sha256.sec

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_CSXS2_RAW_B_HI_05_HH_RA_SF_20120517000511_20120517000518.h5.xml	4.230	Fi
DFDN_CSXS2_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
CSXS2_RAW_B_HI_05_HH_RA_SF_20120517000511_20120517000518.tgz	530.583.289	Fi



## ***PUT (sftp) distribution: the receiver point of view***

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.



## 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.



# Standard Registration

# Standard Registration Form

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

Insttutional User - Please Sign Up      Registration Type Standard      English / English      Help

### User information

Name (Mandatory)	Surname (Mandatory)	e-mail Address (Mandatory)
e-mail Confirm (Mandatory)	Not Applicable	AFGHANISTAN
Telephone (Mandatory)	Mobile	FAX
VAT ID	TAX ID	

### Delivery Postal Address information

Address (Mandatory)	City (Mandatory)	State
Postal Code (Mandatory)	AFGHANISTAN	

### SFTP Address Book

SFTP full address whit user and password (ex. sftp://user:password@mvsftp.it/sftpPath)

[User information](#)  
[Delivery Postal Address information](#)  
[SFTP Address Book](#)  
[Notification e-mails address book](#)  
[Legal Disclaimer](#)

[Reset](#) [Create Account](#)



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.**

# Standard Registration Form

Institutional User - Please Sign Up      Registration Type: Standard      English / English      Help

---

**Delivery Postal Address information**

Address (Mandatory)      City (Mandatory)      State

Postal Code (Mandatory)      AFGHANISTAN


---

**SFTP Address Book**

SFTP full address whit user and password (ex. sftp://user.password@mystftp.it/sftpPath)

Preferred

Notification e-mails address book



- User information
- Delivery Postal Address information
- SFTP Address Book
- Notification e-mails address book
- Legal Disclaimer



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.

# Standard Registration Form

The screenshot shows the 'Standard Registration Form' for 'Institutional User - Please Sign Up'. The 'Registration Type' is set to 'Standard'. The form includes fields for 'Preferred' (two dropdowns), 'Notification e-mails address book' (a text area), and 'Legal Disclaimer' (a text area). Below the 'Legal Disclaimer' field, there is a 'Download Legal Disclaimer' button (callout 1), a 'Your choice:' section with a 'Not Accept' button (callout 2), and a 'Create Account' button (callout 3). The right sidebar contains the 'COSMO SkyMed' logo and links for 'User information', 'Delivery Postal Address information', 'SFTP Address Book', 'Notification e-mails address book', and 'Legal Disclaimer'.

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

**NB:** The acceptance of legal disclaimer is **MANDATORY**

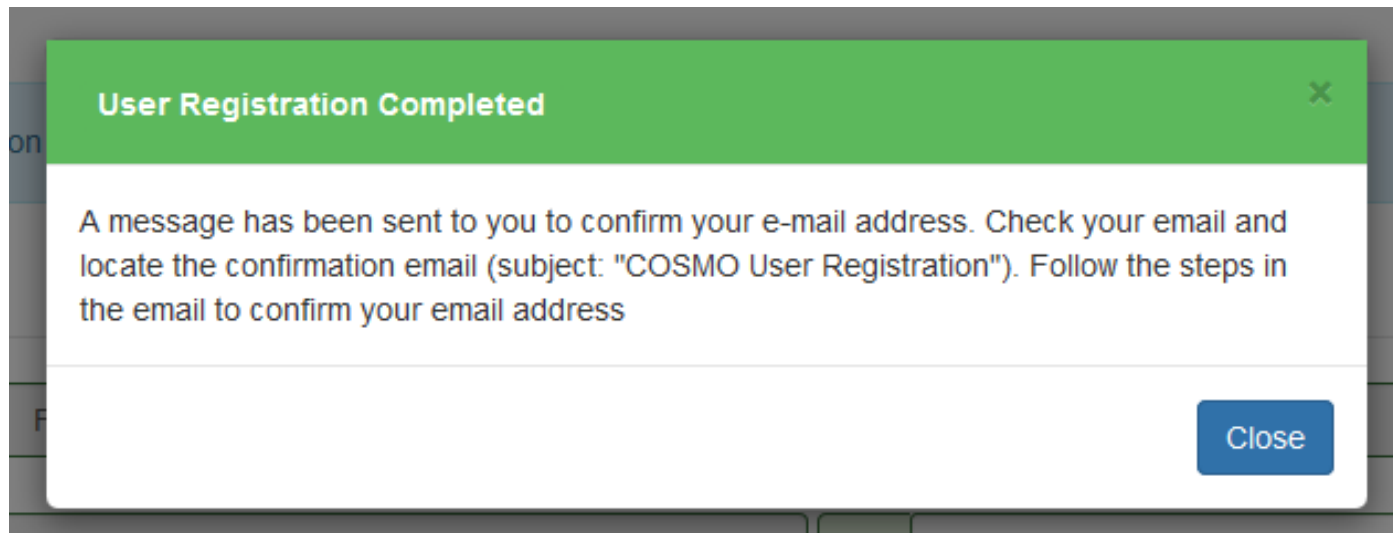
B. Complete the registration by clicking on Create Account (3 )



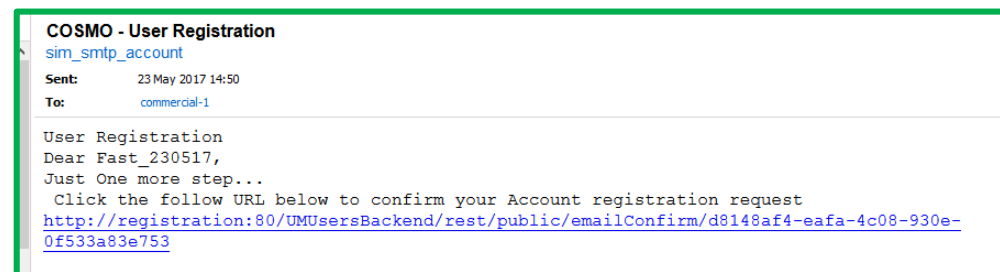
The **Notification e-mail address book** refer to the list of persons that shall be notified for administration purposes.

# Standard Registration Form

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



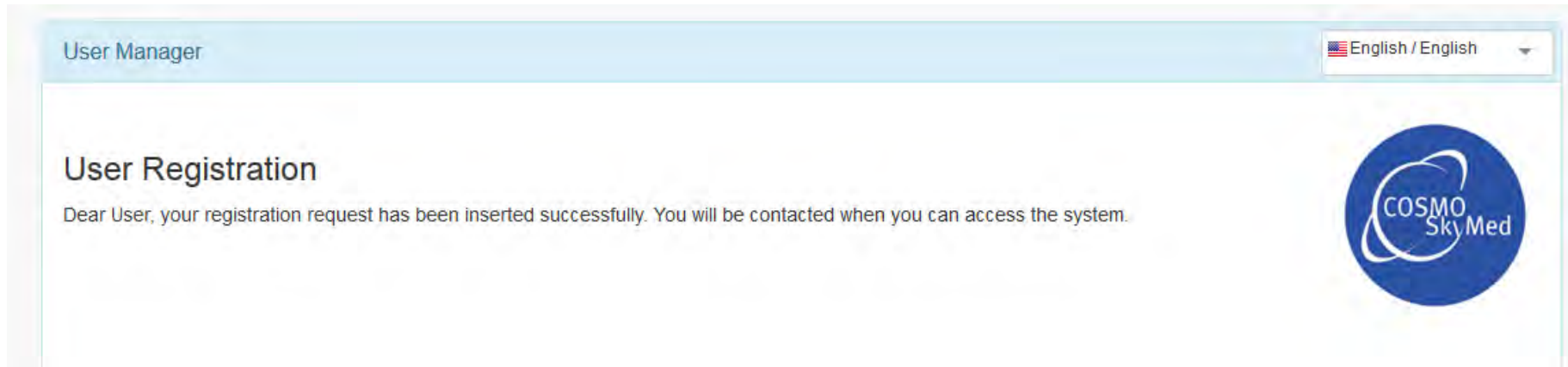
The received e-mail will be similar to the one provided here on the right.





# 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.

# IMPORTANT


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

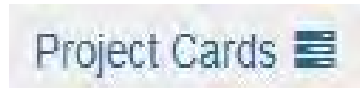
You shall create a new Project Card in case of :

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

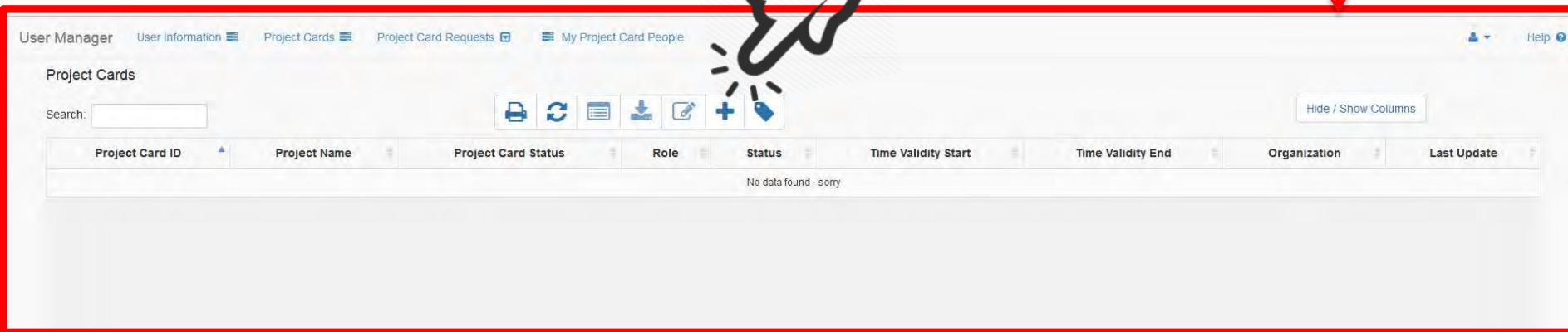
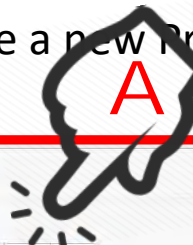


# Create a new Project Card

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  (circled in red in the original image)
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.



# Create a new Project Card : general information

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

Create Project Card

### Project Card Information

Project Name (Mandatory) Project Card Organization (Mandatory) Username: S\_2305.N\_2305.1 UserID: 328

### Project description

Description of the Project in terms of:- Overall objectives of the project;- Details about adopted methodologies (e.g. interferometry, permanent scatterers):- Explanation for requesting a specific amount of COSMO-SkyMed products

### Project card validity

23-May-2017 14:12:37 23-May-2017 14:12:37 ✓

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.

Create Project Card



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

Create Project Card

Principal Investigator (Project Responsible)

Same Owner

First name (Mandatory)

Surname (Mandatory)

Email address (Mandatory)

Not Applicable

AFGHANISTAN

Address (Mandatory)

City (Mandatory)

State

Postal code (Mandatory)

Phone (Mandatory)

Fax

Legal representant

Same Owner

Same Responsible

First name (Mandatory)

Surname (Mandatory)

Email address (Mandatory)

Not Applicable

AFGHANISTAN

Address (Mandatory)

City (Mandatory)

State

Postal code (Mandatory)

Phone (Mandatory)

Fax

COSMO Sky Med

Project Card Information

Legal representant

Project card validity

Project description

Create Project Card

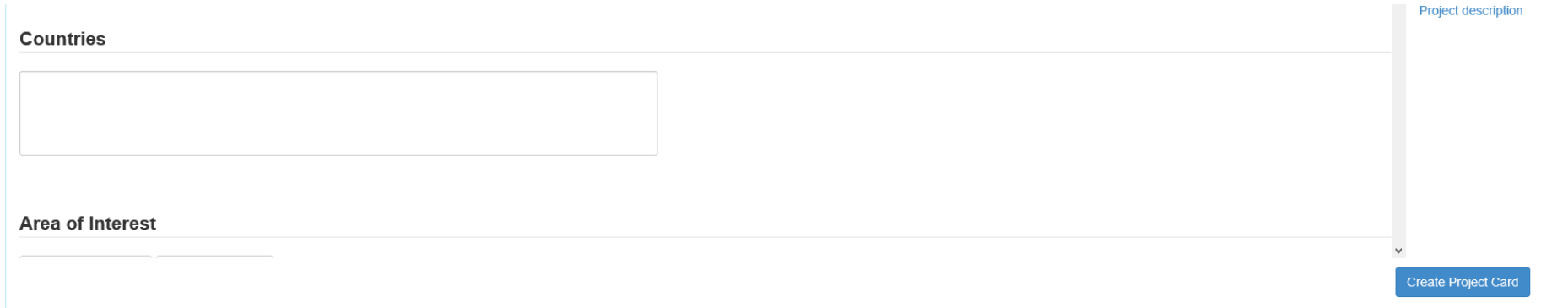


**Insert Company or professional information.**

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

# Create a new Project Card : Aol

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



Countries

Area of Interest

[Project description](#)

Create Project Card

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.

# 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

The screenshot shows the 'Area of Interest' (Aoi) section of a project card form. It includes a world map and two buttons: 'Add polygon by text' and 'Add circle by text'. A red arrow points to the 'Add polygon by text' button. The sidebar on the right contains the COSMO SkyMed logo and a list of sections: 'Project Card Information', 'Legal representant', 'Project card validity', and 'Project description'. A 'Create Project Card' button is at the bottom right.

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.

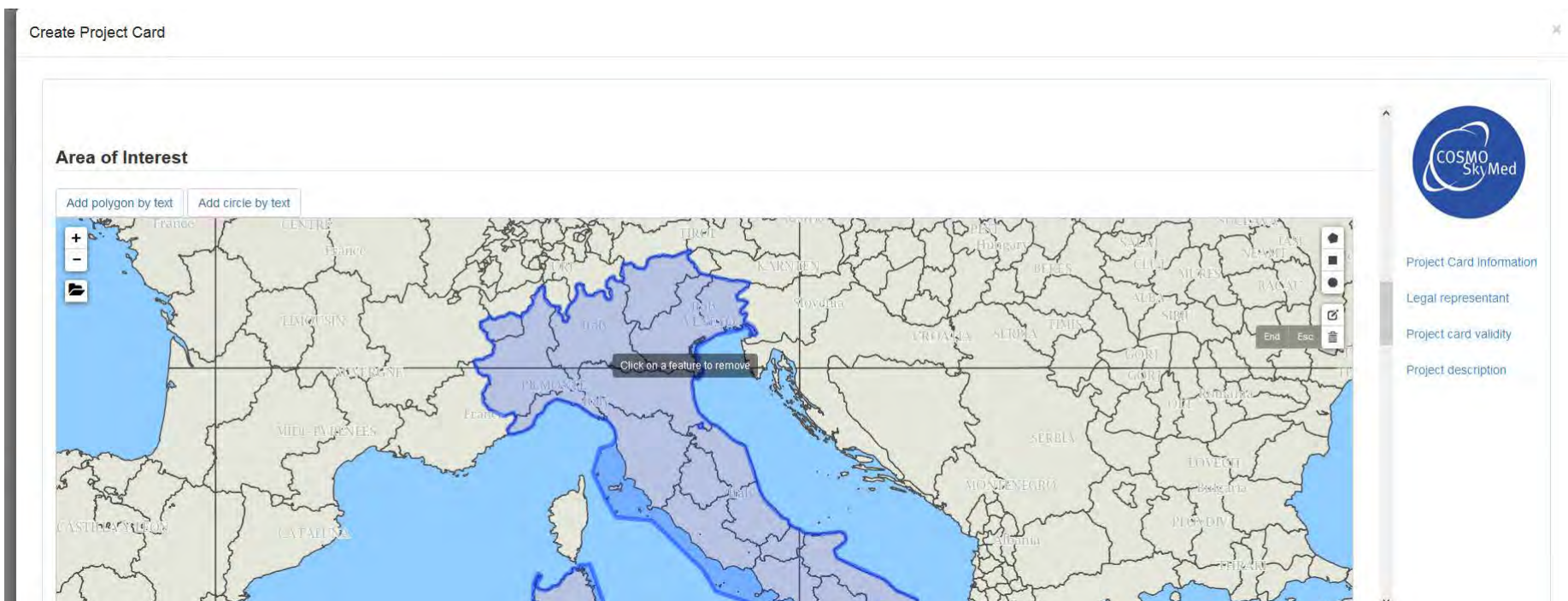
## Area of Interest



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.

# 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

Create Project Card

Max number of acquisitions

CSK

STR\_PINGPONG0

STR\_HIMAGE0

SP\_ENHANCED0

SP\_ENHANCED\_A0


SCN\_HUGE0

SCN\_WIDE0

Max number of products

New Acquisition CSK Approximate number of product

Sensor Mode / Processing Level	MOS_D	GEC - Lev. 1C	GTC - Lev. 1D	CRG_A_from_SCS_U	GEC_B_SF	MOS_H	MOS_	Total
STR_PINGPONG	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
STR_HIMAGE	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
SP_ENHANCED	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)



Project Card Information

Legal representant

Project card validity

Project description

**Spotlight\_A products can be requested only after ASI authorization.**

**CALVAL products are available ONLY for Design Authority Industrial Users**

# Create a new Project Card : Nr. Of Products

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

card

Mission CSK : Edit max number of products for sensor mode "STR\_PINGPONG"

MOS_D	0	GEC - Lev. 1C	0	GTC - Lev. 1D	0
CRG_A_from_SCS_U	0	GEC_B_SF	0	MOS_H	0
MOS_B_from_CRG	0	DTM_H	0	ACQ_ONLY	0
MOS_B	0	CRG_B	0	SCS_U - Lev.1A	0
DGM - Lev. 1B	0	RAW_B - Lev.0	0	GTC_B_SF	0
SCS_B - Lev.1A	0	MOS_C	0	CRG_A_from_SCS_B	0
SPF_B	0	IPH_COH	0		

Update Cancel

**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.**

# Create a new Project Card : Nr. Of Products

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

Create Project Card

Archive CSK Approximate number of product

Sensor Mode / Processing Level	MOS_D	GEC - Lev. 1C	GTC - Lev. 1D	CRG_A_from_SCS_U	GEC_B_SF	MOS_H	MOS_	Total
STR_PINGPONG 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
STR_HIMAGE 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
SP_ENHANCED 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
SP_ENHANCED_A 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
SCN_HUGE 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)
SCN_WIDE 	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)



[Project Card Information](#)

[Legal representant](#)

[Project card validity](#)

[Project description](#)



## 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.

# Create a new Project Card : other involved persons

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

Create Project Card

### Project Persons

#### Users

Add member Delete Selected

First name	Last name	Email	Organization	Organization Country or, in absence, User Country	Phone number	<input type="checkbox"/>
No matching records found						

#### Affiliates


Add affiliate Delete Selected

First name	Last name	Email	Organization	Organization Country or, in absence, User Country	Phone number	<input type="checkbox"/>
No matching records found						

#### Consultants

Add consultant Delete Selected

First name	Last name	Email	Organization	Organization Country or, in absence, User Country	Phone number	<input type="checkbox"/>
No matching records found						



- Project Card Information
- Legal representant
- Project card validity
- Project description

Create Project Card



**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.**

# Create a new Project Card : other involved persons

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

Create Project Card

## Project Persons

### Users

Add member

✕ Delete Selected

First name	Last name	Email	Organization	Organization Country or, in absence, User Country	Phone number	
Maria	<input type="text" value="virelli"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Empty	Not Applicable	Empty	Empty	<input checked="" type="checkbox"/>



**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

## Primary Application Domain and Utilization Scopes

Add Application Domain

Delete Selected

Primary Application Domain

Utilization Scope

No matching records found

- Click on “Add Application Domain” button 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)

## Consultants

Water pollution  
Fires  
Seismology  
Volcanology  
Coastal processes  
Precipitation  
Topographic Mapping  
Land and Cover Mapping  
Soil Moisture  
Agriculture  
Forestry  
Hydrology  
Geology  
Ocean and Ice  
Cryosphere  
Weather  
Archaeology  
Subsidence  
Marine & Coastal Environment  
Other

Delete Selected

Last name

Email

Organization

Organization Country or, in absence, User Country

Phone number

No matching records found

## Primary Application Domain and Utilization Scopes

Delete Selected

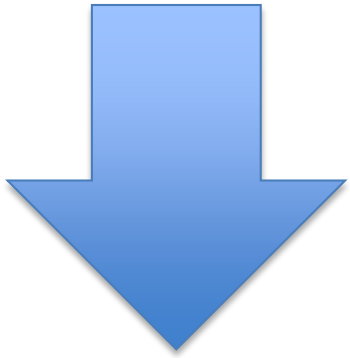
Primary Application Domain

Utilization Scope

*Empty*

# 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 ACCREDITED**

COSMO SkyMed

Project Card Information

Legal representant

Project card validity



Project description

Create Project Card



# Project Card Created

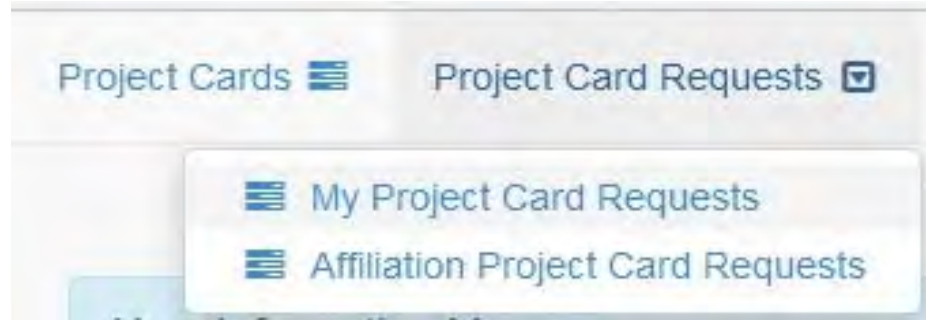
The list of created project cards is displayed in a table.

User Manager	User Information	Project Cards	Project Card Requests	My Project Card People		Help
Project Card Requests						
Search: <input type="text"/>		<div></div>				<div>Hide / Show Columns</div>
Project Card ID	Project Name	Organization	Time Validity Start	Time Validity End	Last Update	Project Card Request Status
101	PC_230517	e-geos	23-May-2017 14:12:37	01-Jun-2017 14:12:37	23-May-2017 14:44:56	CREATE OR UPDATE REQUIRED

# 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**

# 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”



User Manager   User Information   Project Cards   Project Card Requests   My Project Card People   Help

### Project Card Requests

Search:

[Hide / Show Columns](#)

Project Card ID	Project Name	Organization	Download Project Card Agreement Time Validity Start	Time Validity End	Last Update	Project Card Request Status
101	PC_230517	e-geos	23-May-2017 14:12:37	01-Jun-2017 14:12:37	23-May-2017 15:01:44	ACCREDITED



EULA Example for  
Project Card Activation

1. Sign the End User Licence Agreement
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 Aol
- Need of changing the number of requested products
- Need of extending the Project Card Validity





Now according to :

1. The approval of the standard registration
2. The activated Project Card
3. The Aol 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.

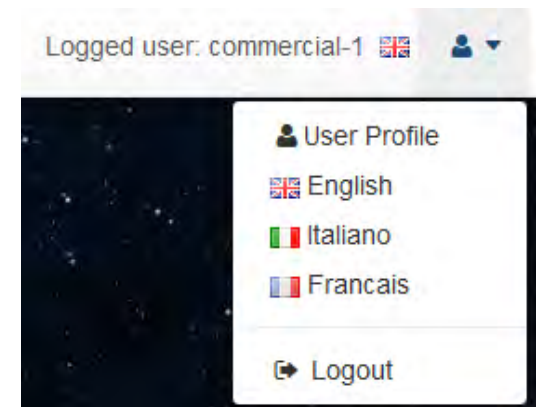
## Project Card Affiliation

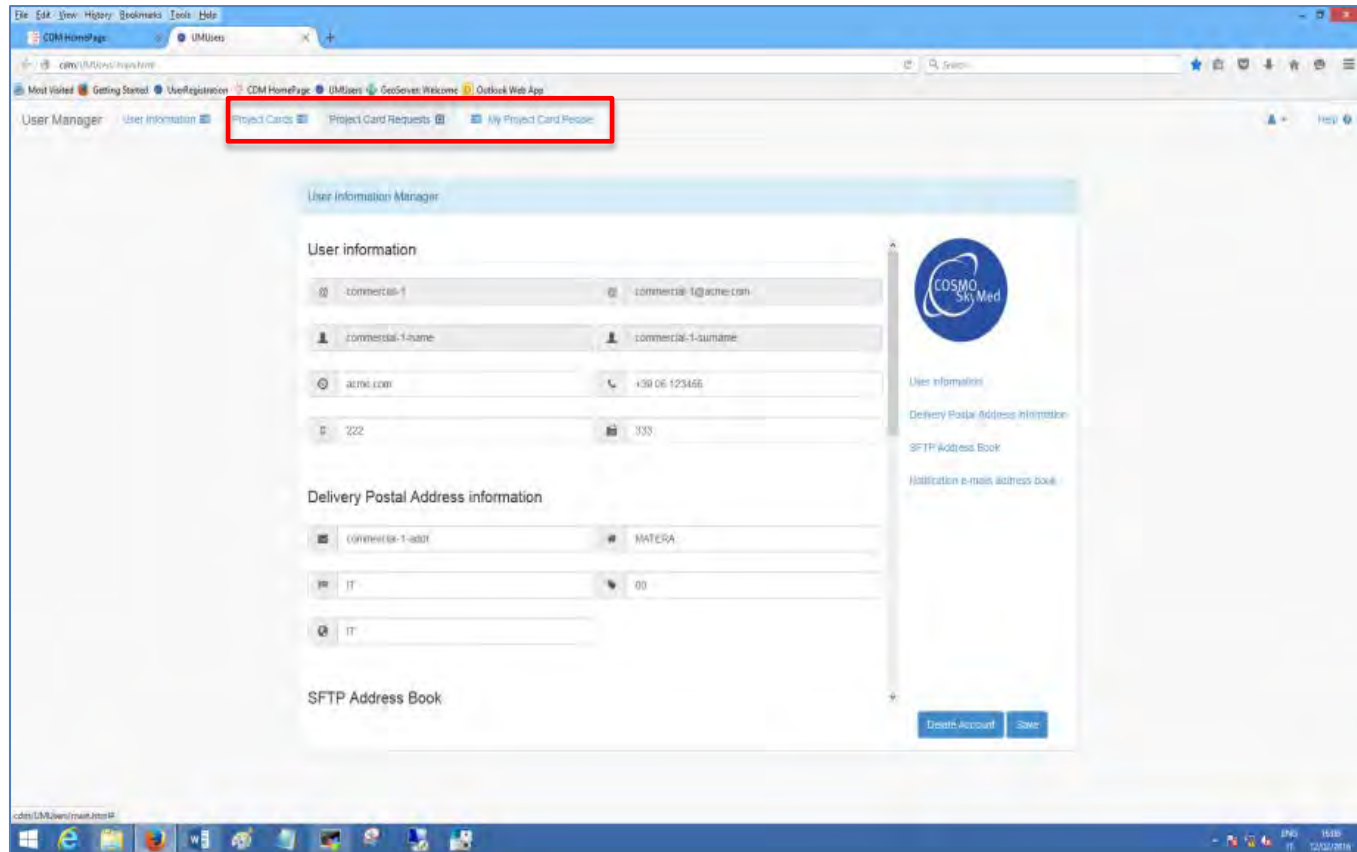
1. Click on the link of CDM homepage.
2. A window will appear with fields to be filled concerning username and password received in the previous e-mails (affiliate account)
3. Insert username and password
4. Validate by clicking OK.



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

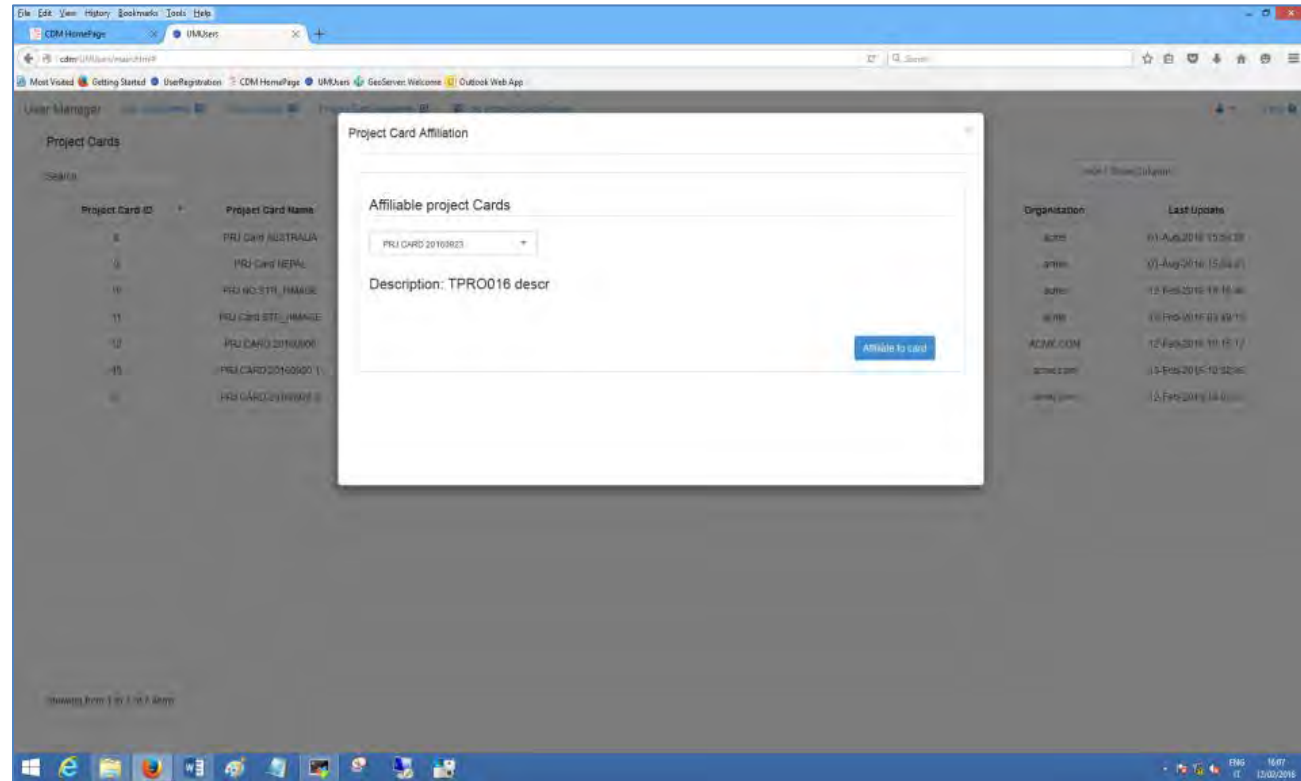




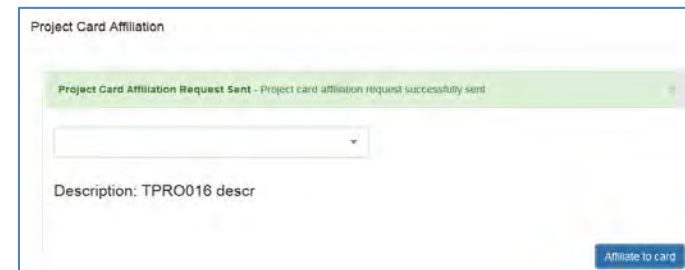
Select  then 

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

# 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.



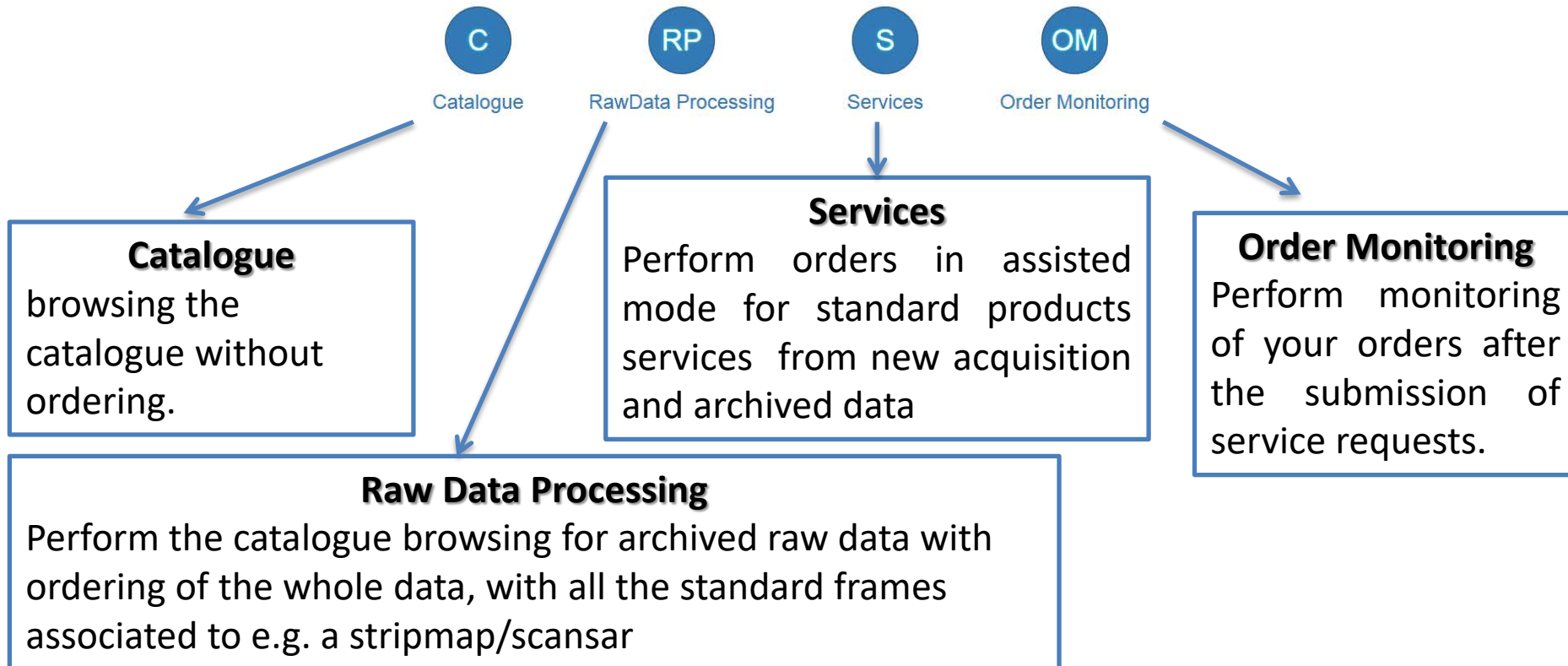
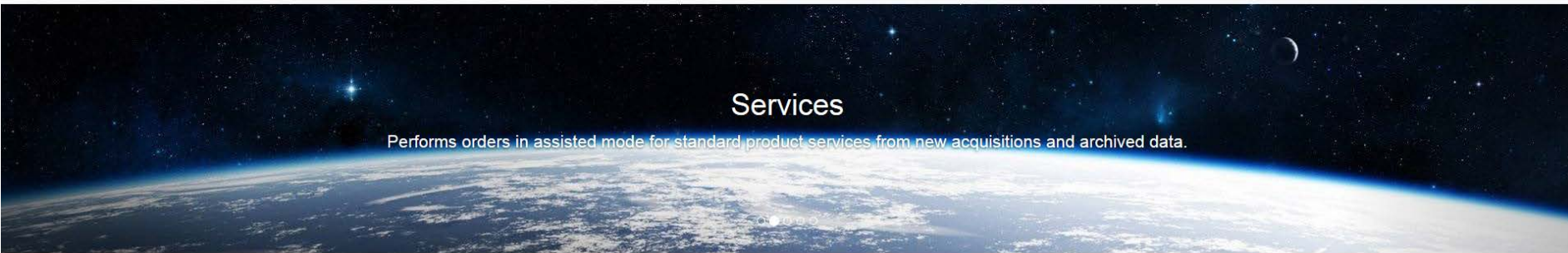
# CDM Access for Standard Users

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

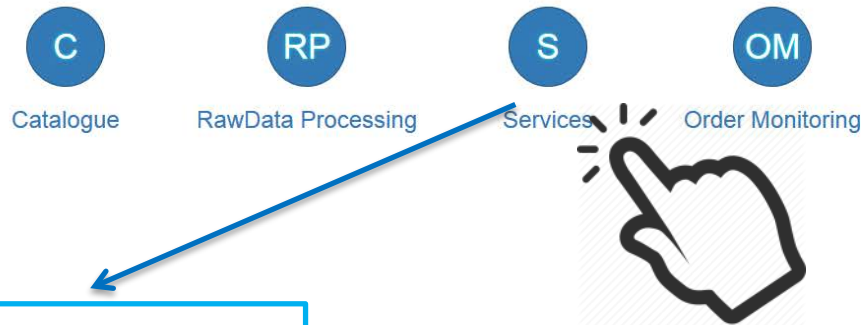
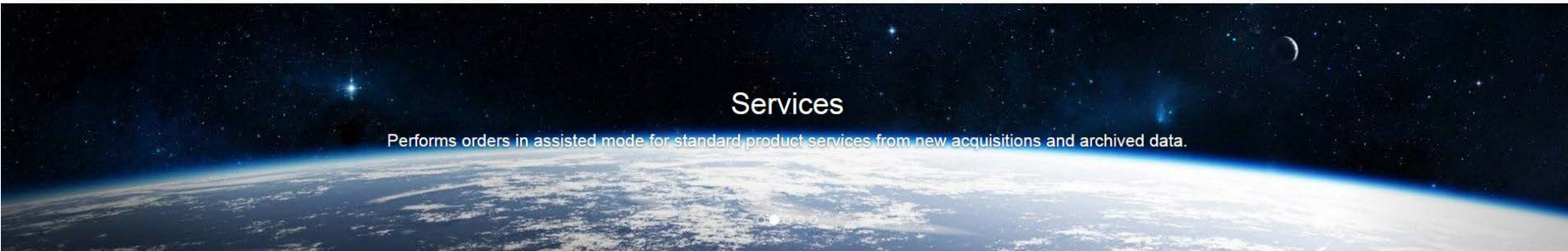
The following functions are available for standard registered Users in Client Deposit Manager.



# Catalogue Service Request



# Service Request from archived data

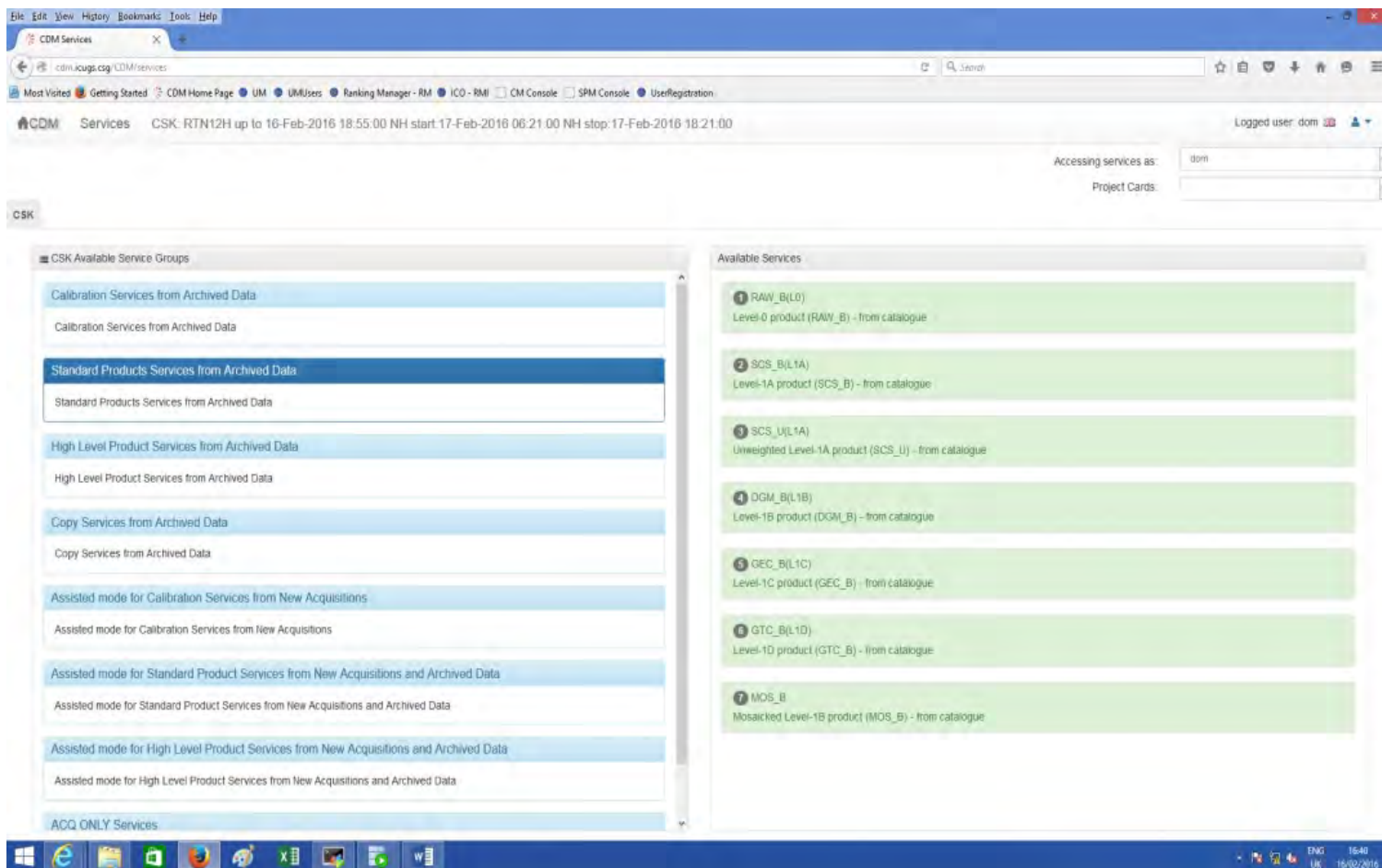


## Services

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

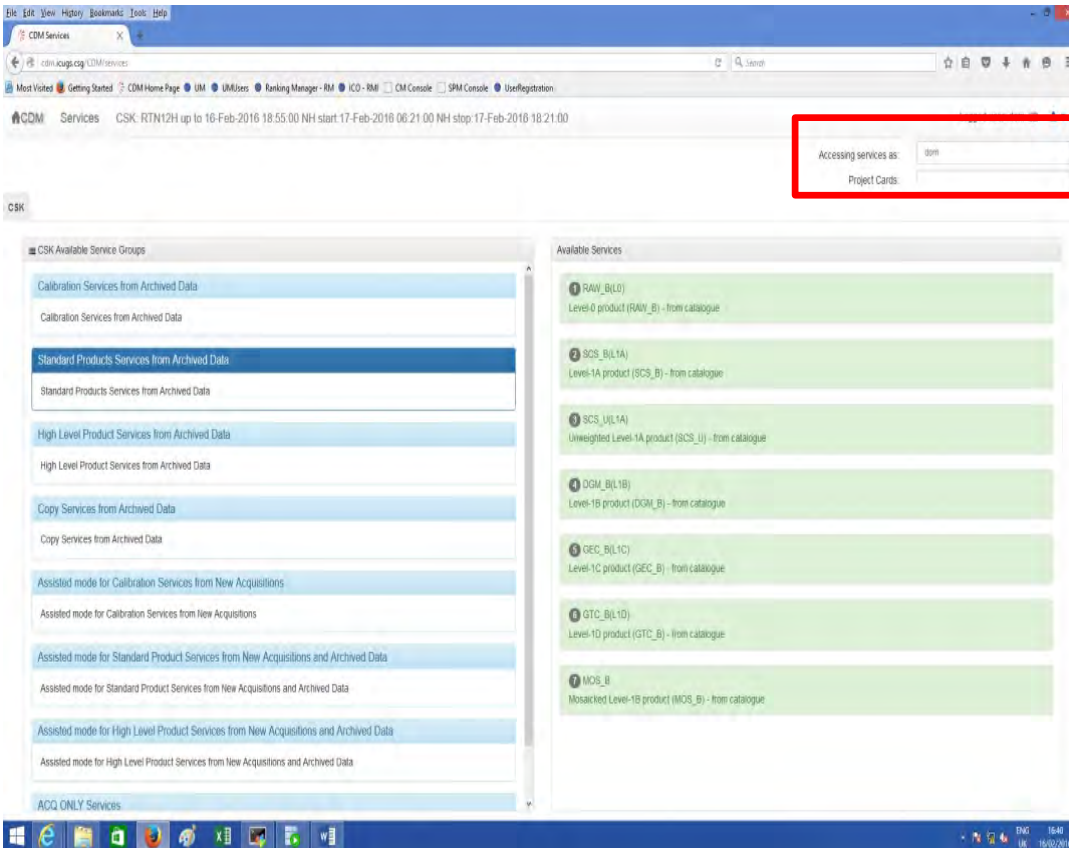
**Click on Service icon to perform orders from archived data**

The CDM services home page is opened.





# CDM Accessing services



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

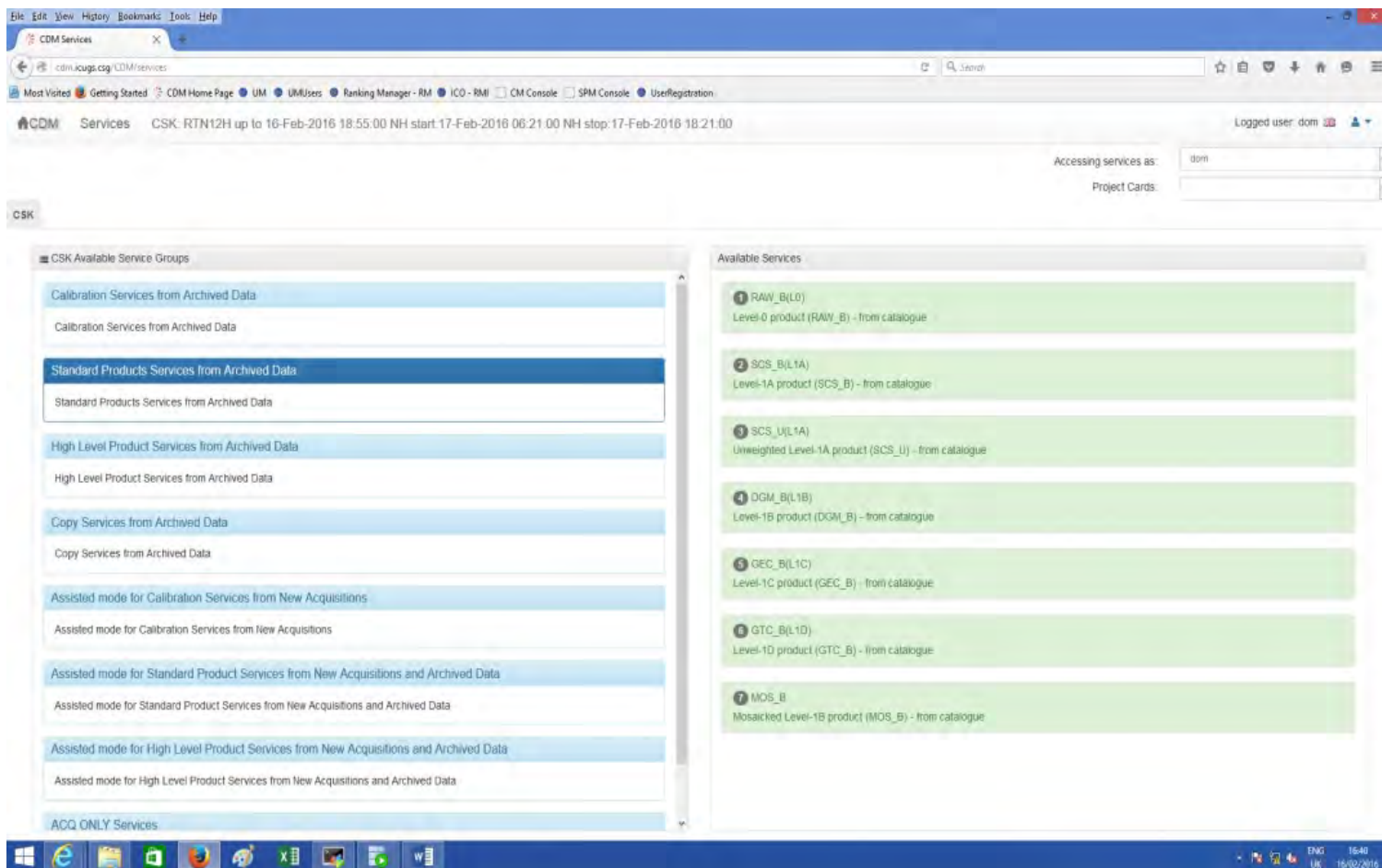
**Accessing services as** select user.

**Project Cards** select Project Card

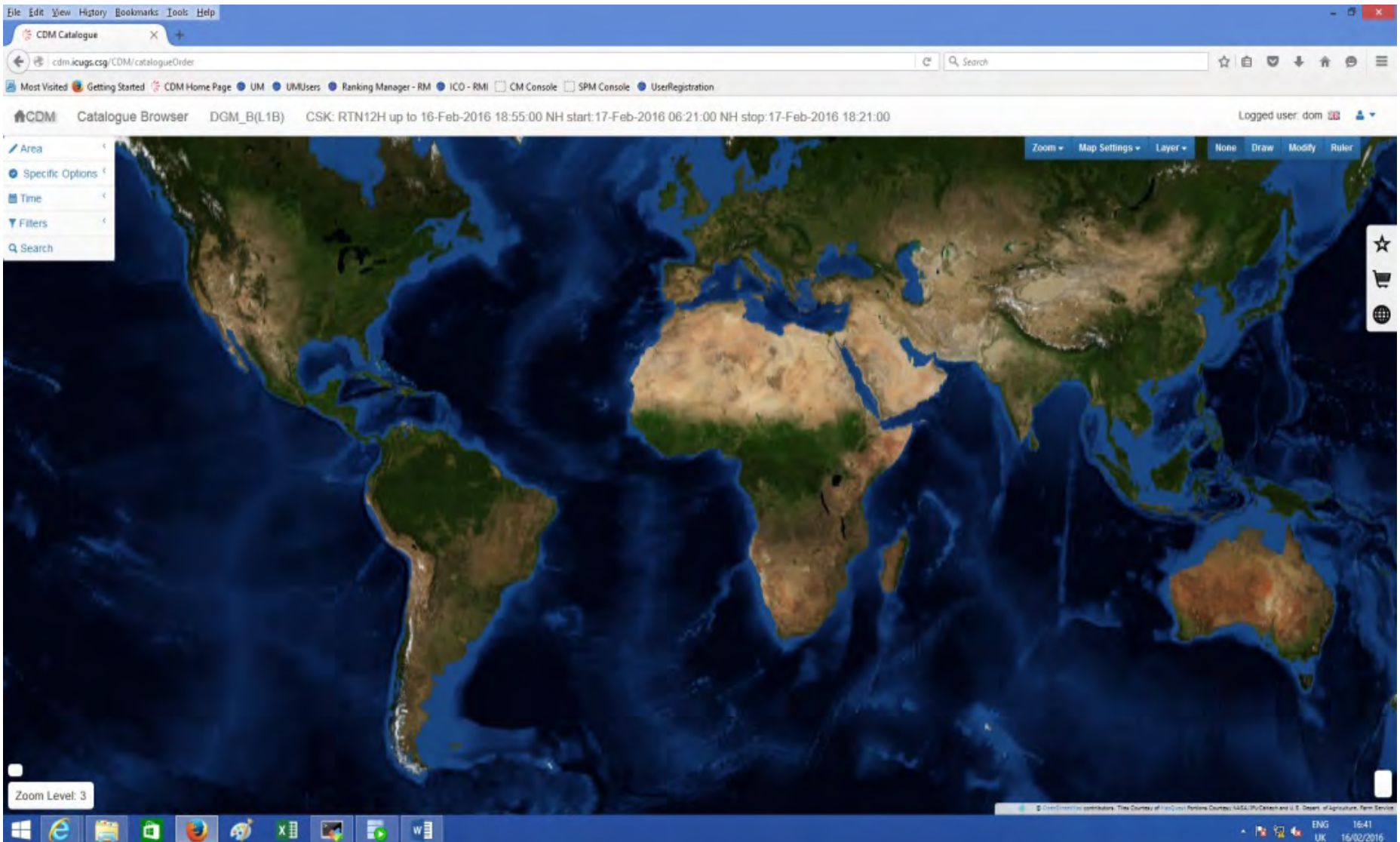
You can not perform an order without having an active Project Card



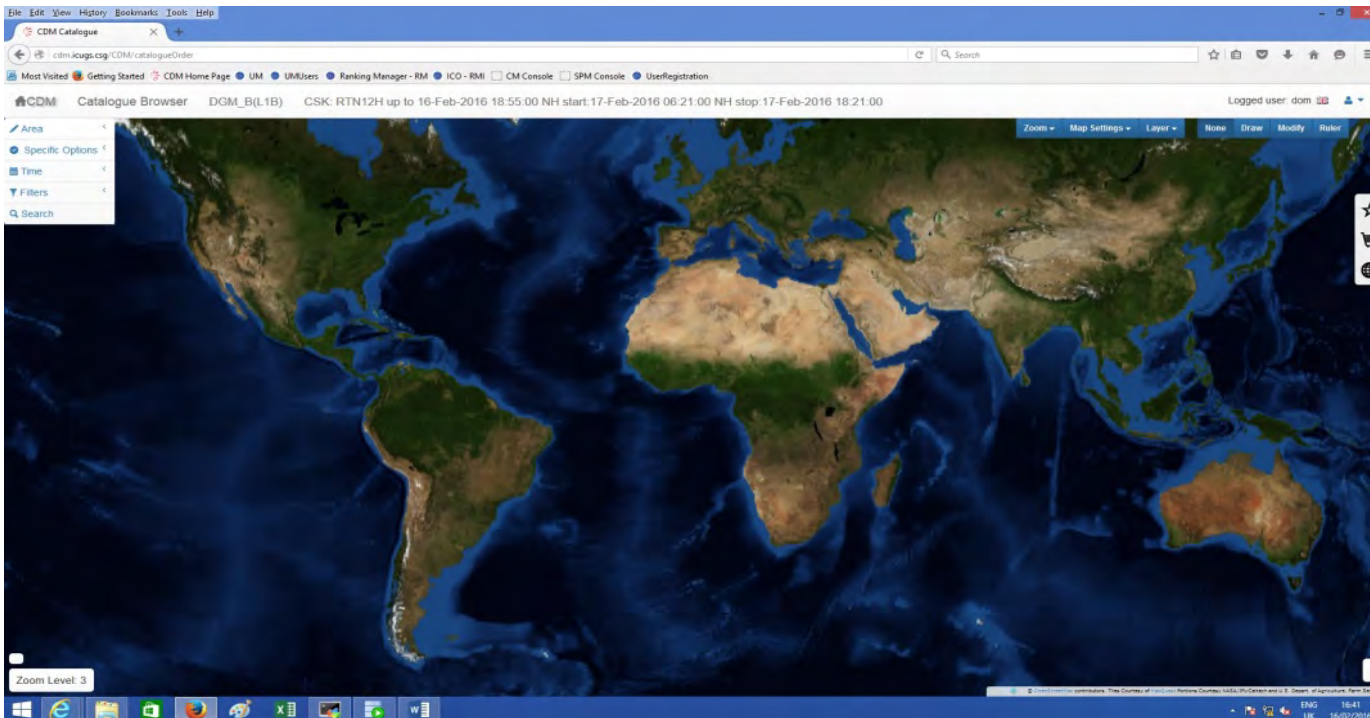
Select one of the available services from archived data, listed on the right side



The Catalogue Browser home page is opened.

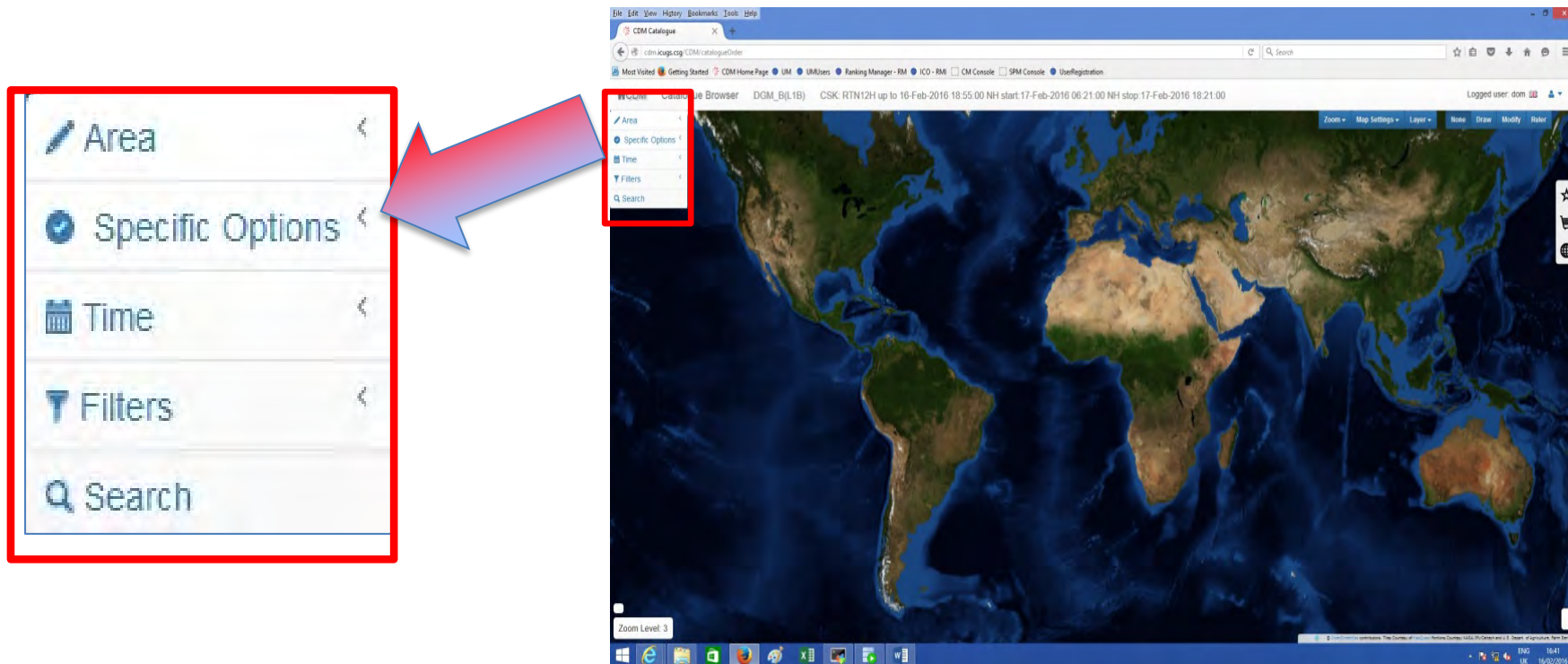






*The page has the following main characteristic:*

- *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;*



*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

# Define Area Of Interest (Aoi)


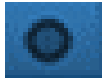


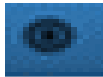
Clicking on “**Area**” the following window is displayed

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 



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

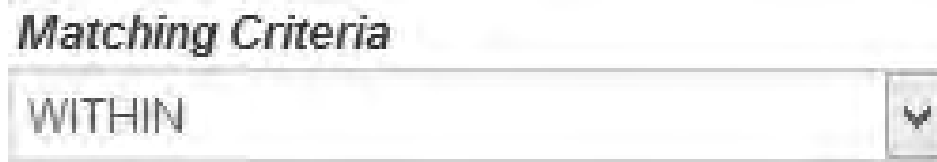


2. Select the drawing tool



..... and draws on map the Aol.

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



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

Area

Area Editing

Polygon Coordinates

4.846,10.64 44.776,10.498 44.877

Operator

Within

Area List

Area Name	Area Type	Cropped
<input checked="" type="radio"/> AOI_1	polygon	
<input type="radio"/> AOI_2	circle	
<input type="radio"/> AOI_3	marker	
<input type="radio"/> AOI_4	polyline	

Area

Area Editing

Centre Coordinates

11.427 44.918

Centre Radius

11

Operator

Within

Area List

Area Name	Area Type	Cropped
<input type="radio"/> AOI_1	polygon	
<input checked="" type="radio"/> AOI_2	circle	
<input type="radio"/> AOI_3	marker	
<input type="radio"/> AOI_4	noMline	

Area

Area Editing

Point Coordinates

11.588 44.927

Operator

Within

Area List

Area Name	Area Type	Cropped
<input type="radio"/> AOI_1	polygon	
<input type="radio"/> AOI_2	circle	
<input checked="" type="radio"/> AOI_3	marker	
<input type="radio"/> AOI_4	polyline	

Area

Area Editing

Polyline Coordinates

11.588 44.927,11.588 44.927,11.588 44.927

Operator

Intersect

Area List

Area Name	Area Type	Cropped
<input type="radio"/> AOI_1	polygon	
<input type="radio"/> AOI_2	circle	
<input type="radio"/> AOI_3	marker	
<input checked="" type="radio"/> AOI_4	polyline	

# 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...)

## ***Polyline Coordinates***

11.588 44.927,11.588 44.927,11.5



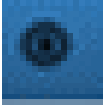

3. Then click on the Black PLUS “+” button to add the defined area.

4. Set Matching Criteria .

## ***Matching Criteria***

WITHIN



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

*Matching Criteria*

WITHIN 

# Manage existing Area Of Interest (Aoi)

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

*Click on:*



*to Hide the selected AOI from map viewer;*



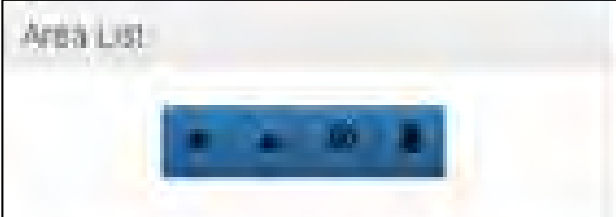
*to Display the selected AOI on map viewer;*



*to Export the AOI in KML file;*



*to Cancel the selected AOI;*

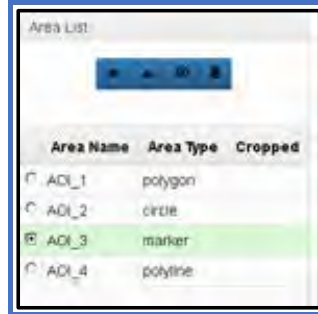


	Area Name	Area Type	Cropped
<input type="checkbox"/>	AOI_1	polygon	
<input type="checkbox"/>	AOI_2	circle	
<input checked="" type="checkbox"/>	AOI_3	marker	
<input type="checkbox"/>	AOI_4	polyline	

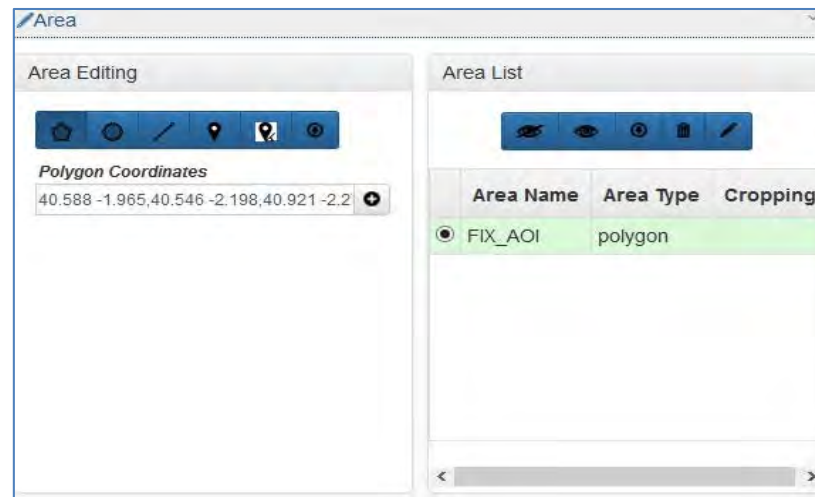


# Modify Area Of Interest (Aoi)

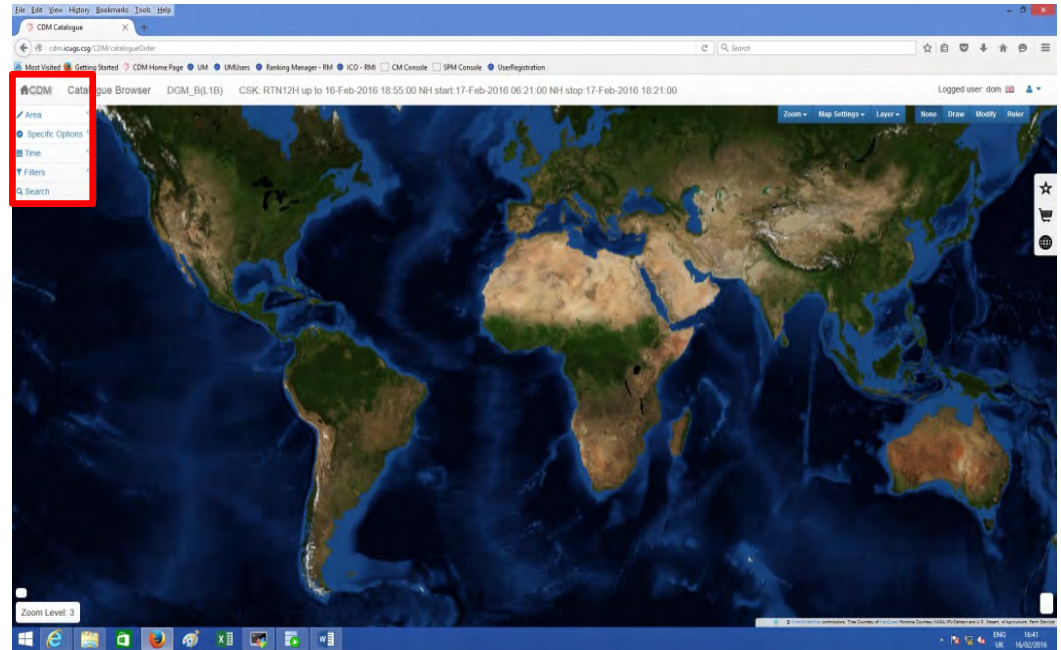
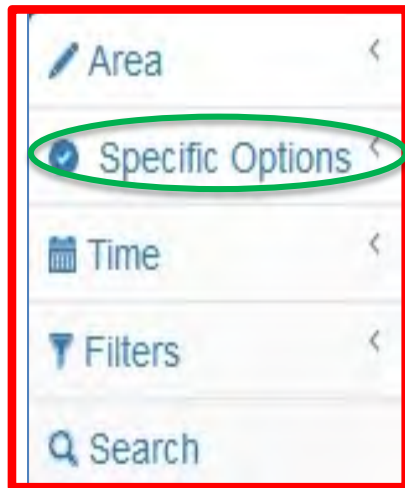
- Modify an existing Aoi:



- Select the Area to modify.
- Click the **Modify** 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*

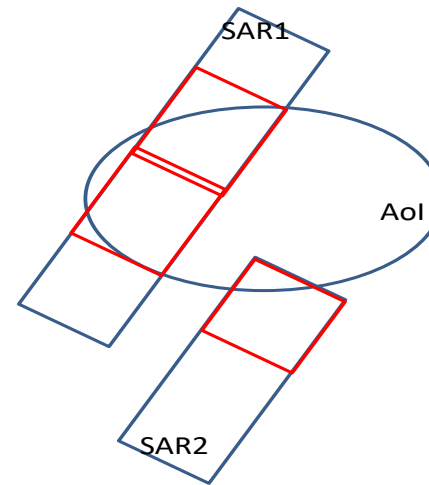


On Specific Option parameters you can define the cropping parameters  
Four different kinds of cropping can be addressed:

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

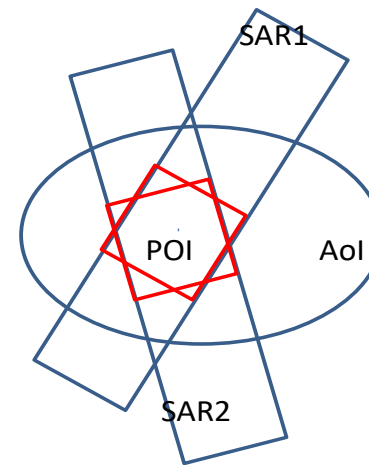
## 1) Standard Scene Cropping (Multiple Scenes)

*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.*



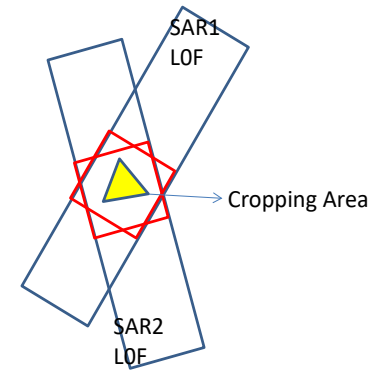
## 2) Standard Scene Cropping (one point and one scene for each product)

*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).*



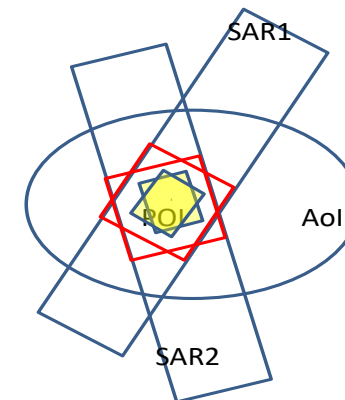
## 3) Pure Cropping

*The S-IM for each product involved shall evaluate the sensing start and stop time corresponding to a standard scene around the Aol. 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 Aol but extern to it.*



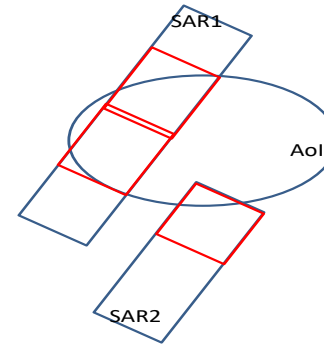
## 4) Pure Cropping (center point and Range x Azimuth)

*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)*



# Cropping parameters- Standard Scene

## 1) *Standard Scene Cropping*



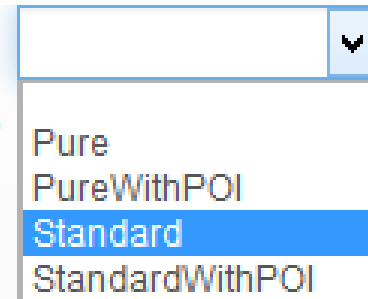
Click on Specific Options.

Select Standard in the cropping dropdown list.

### Specific Options

*Cropping*

*DegradationType*

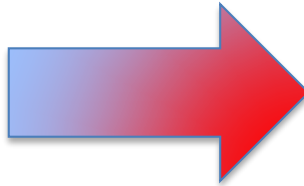


In the Standard Scene Cropping, the operator has to define the AOI for which S-IM shall evaluate the polygons resulting from the intersection among the AoI and the footprint of the selected records List frame.

# Cropping parameters- Standard Scene

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

Select Cropping in Area List



Area List			
Area Name	Area Type	Cropping	
<input checked="" type="radio"/> AOI_2	polygon		

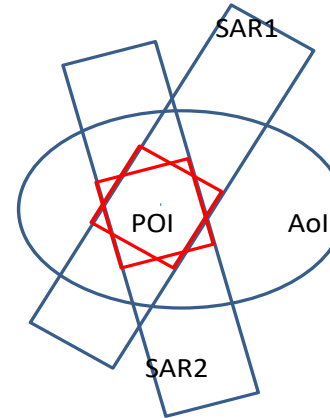


The Area inserted must intersect the archived data otherwise S-PM will not performs cropping.



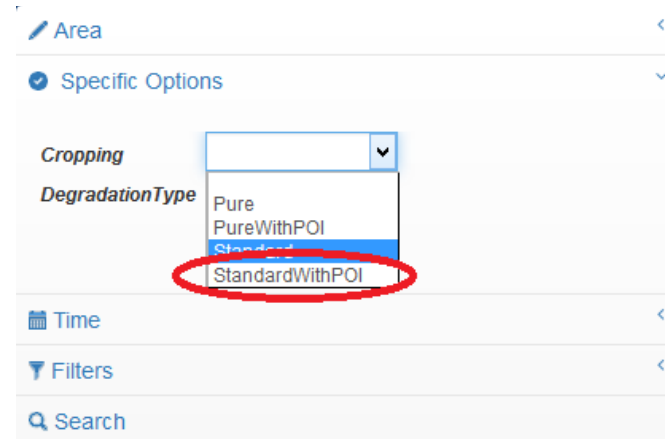
# Cropping parameters- Standard Scene with POI

## 2) Standard Scene Cropping with POI




Click on Specific Options.


Select StandardWithPOI in the cropping dropdown list.

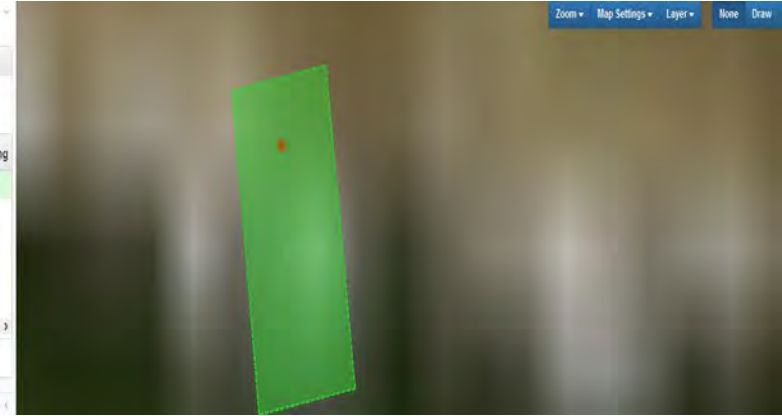
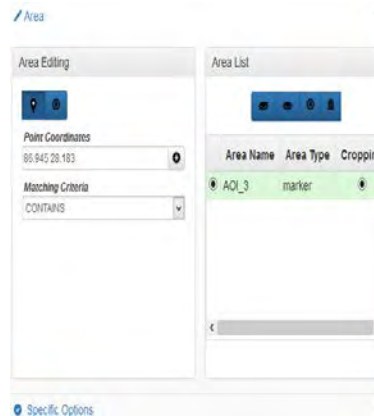


**In the Standard Scene Cropping with POI, the operator has to define the AOI and a point of interest inside the AOI.**

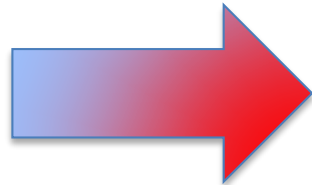
# Cropping parameters- Standard Scene with POI







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



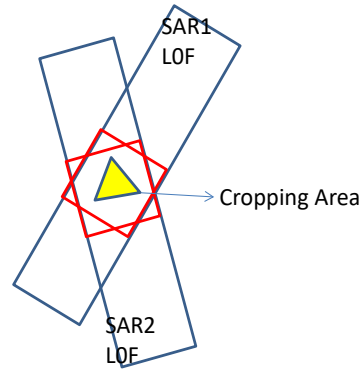
Area List		
    		
Area Name	Area Type	Cropping
<input checked="" type="radio"/> AOI_2	polygon	

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



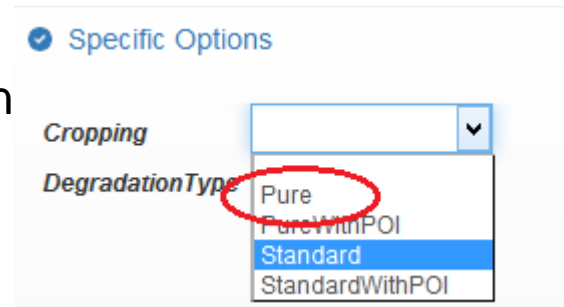
# Cropping parameters- Pure Cropping

## 3) Pure Cropping



Click on Specific Options.

Select Pure in the cropping dropdown list.

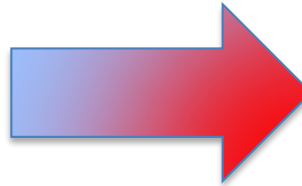


In the Pure Cropping it will be used only the LOF that fit with the search parameters and that include totally the cropping AOI.

# Cropping parameters- Pure Cropping

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

Select Cropping in Area List



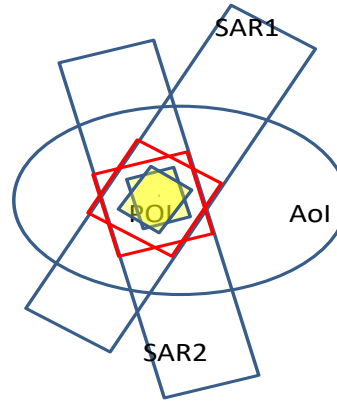
Area List		
Area Name	Area Type	Cropping
<input checked="" type="radio"/> AOI_2	polygon	



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

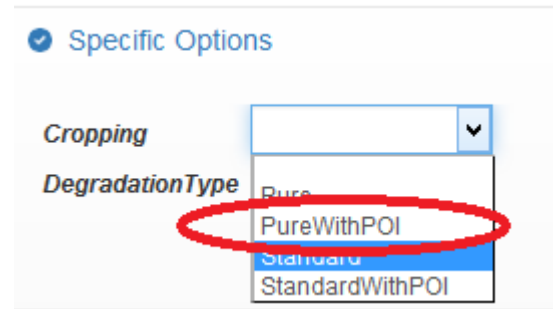
# Cropping parameters- Pure Cropping with POI

## 4) Pure Cropping with POI



Click on Specific Options.

Select Pure With POI in the cropping dropdown list.



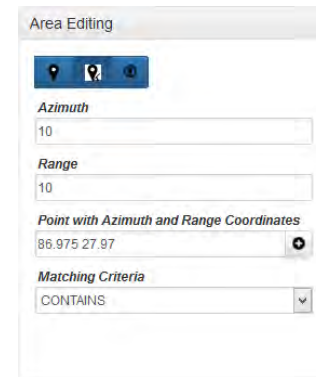
In the Pure Cropping with POI, the operator has to define an AOI, a point of interest inside the AOI and range and azimuth of cropping area

# 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...)

*Point with Azimuth and Range Coordinates*

86.975 27.97

Insert distance in KMs of Azimuth

*Azimuth*

10

Insert Range

*Range*

10

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.

Please, specify an Azimuth (positive number of Km)

OK Cancel

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

Please, specify a Range (positive number of Km))

☐ Prevent this page from creating additional dialogues

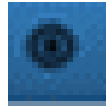
OK Cancel

Then click on the  button to add the defined point.

# 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

Please, specify an Azimuth (positive number of Km)

OK

Cancel

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

Please, specify a Range (positive number of Km))

☐ Prevent this page from creating additional dialogues

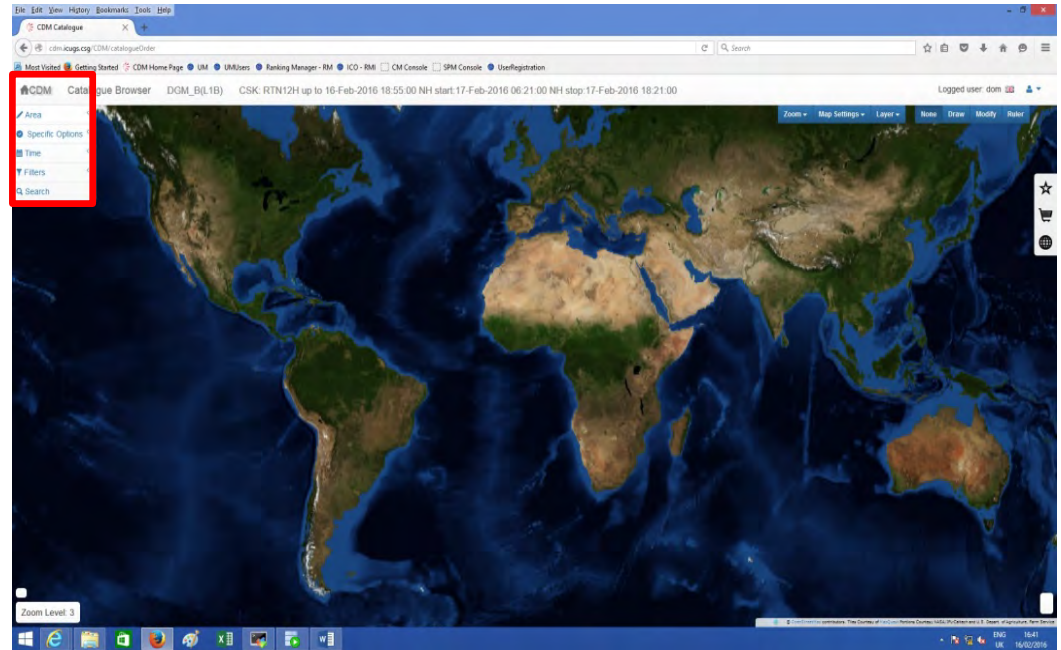
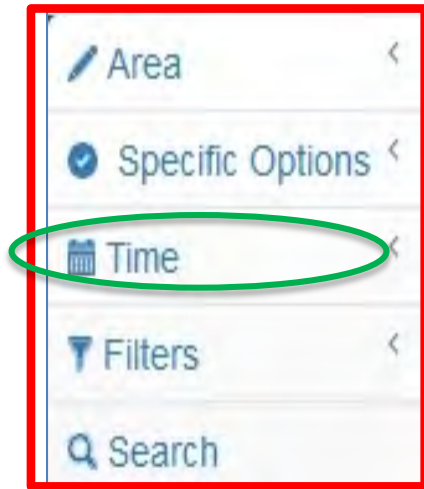
OK

Cancel

Then click on the



button to add the defined point.



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

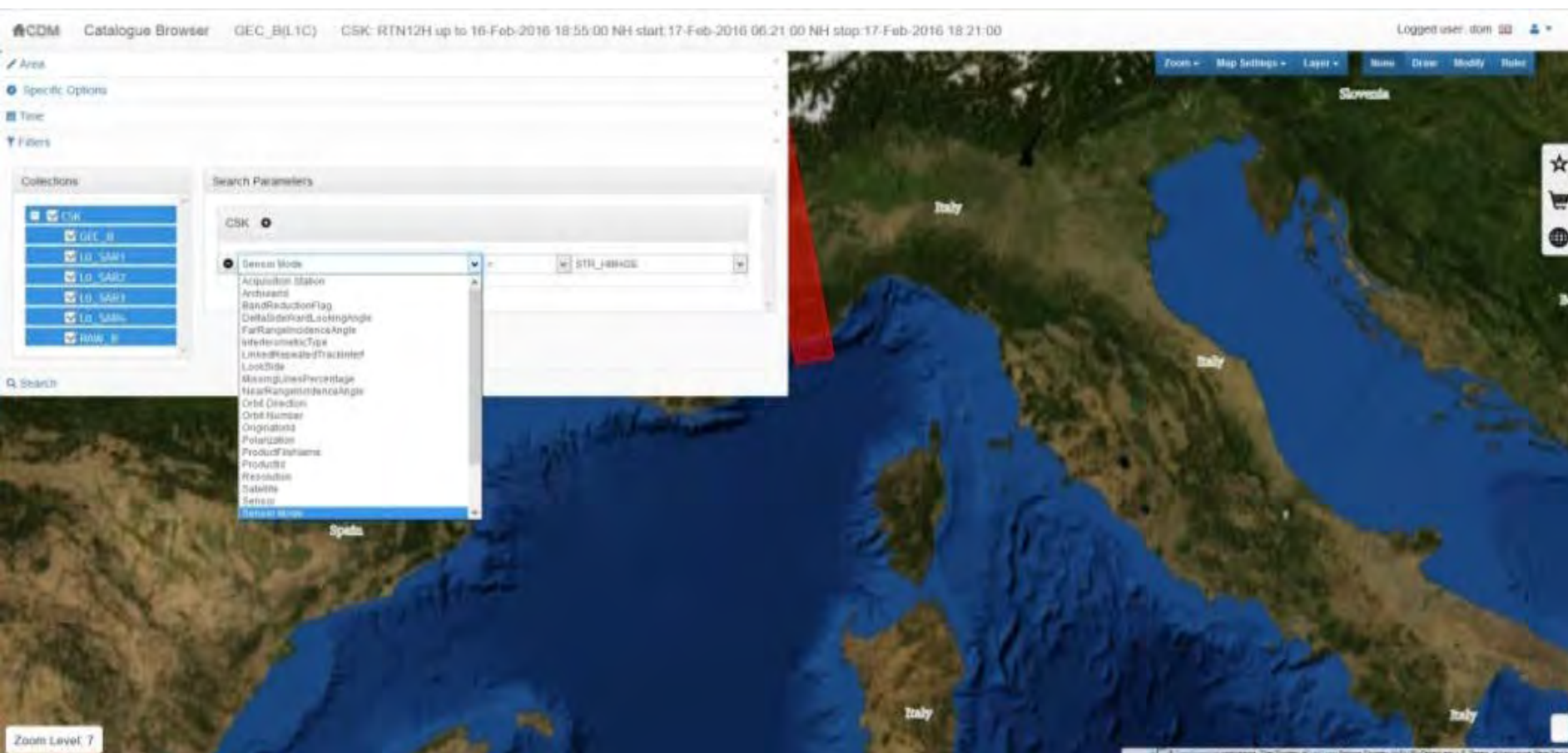
1. Clicking on **Time** the following window is displayed:



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*)

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.

Search Parameters

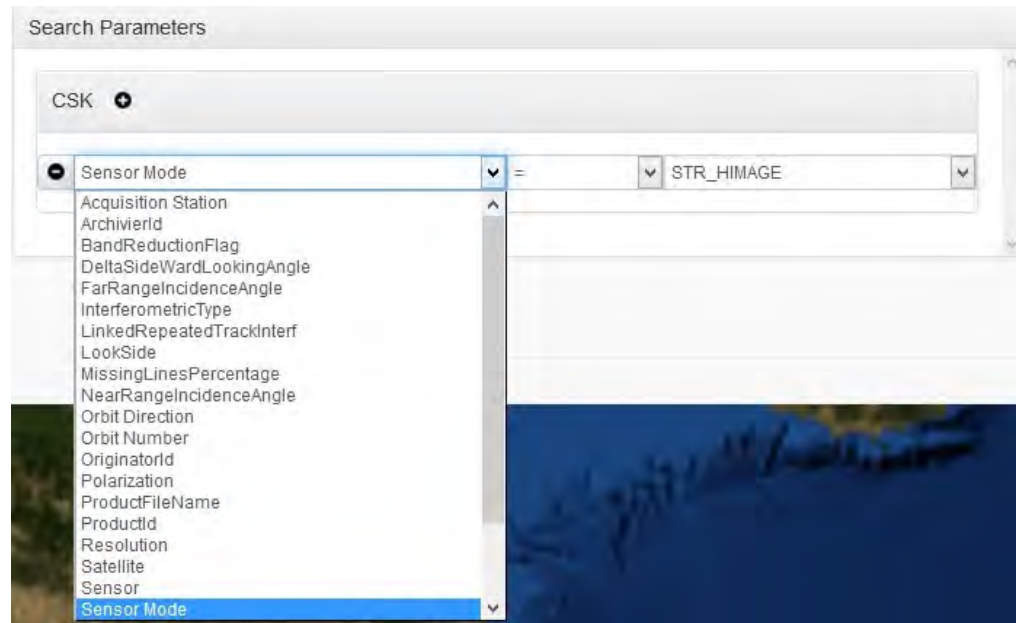
CSK 



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



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



A new entry to define the parameter is added.

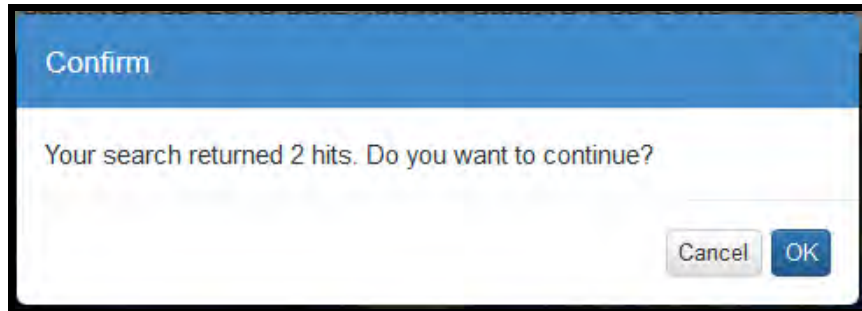
The list of relevant parameters is displayed.

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.



Click on “Search”  button

“Wait while loading data”



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


The catalogue results are displayed in the Search Results List .

Search Results												
CSK												
  Load details Load Quicklook												
Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	Ban
CSK	SAR3	SAR	STR_HIMAGE	RADAR	LO_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F
CSK	SAR3	SAR	STR_HIMAGE	RADAR	LO_SAR3	ARCHIVED	70	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F

Showing 1 to 2 of 2 rows

To export the list of results...

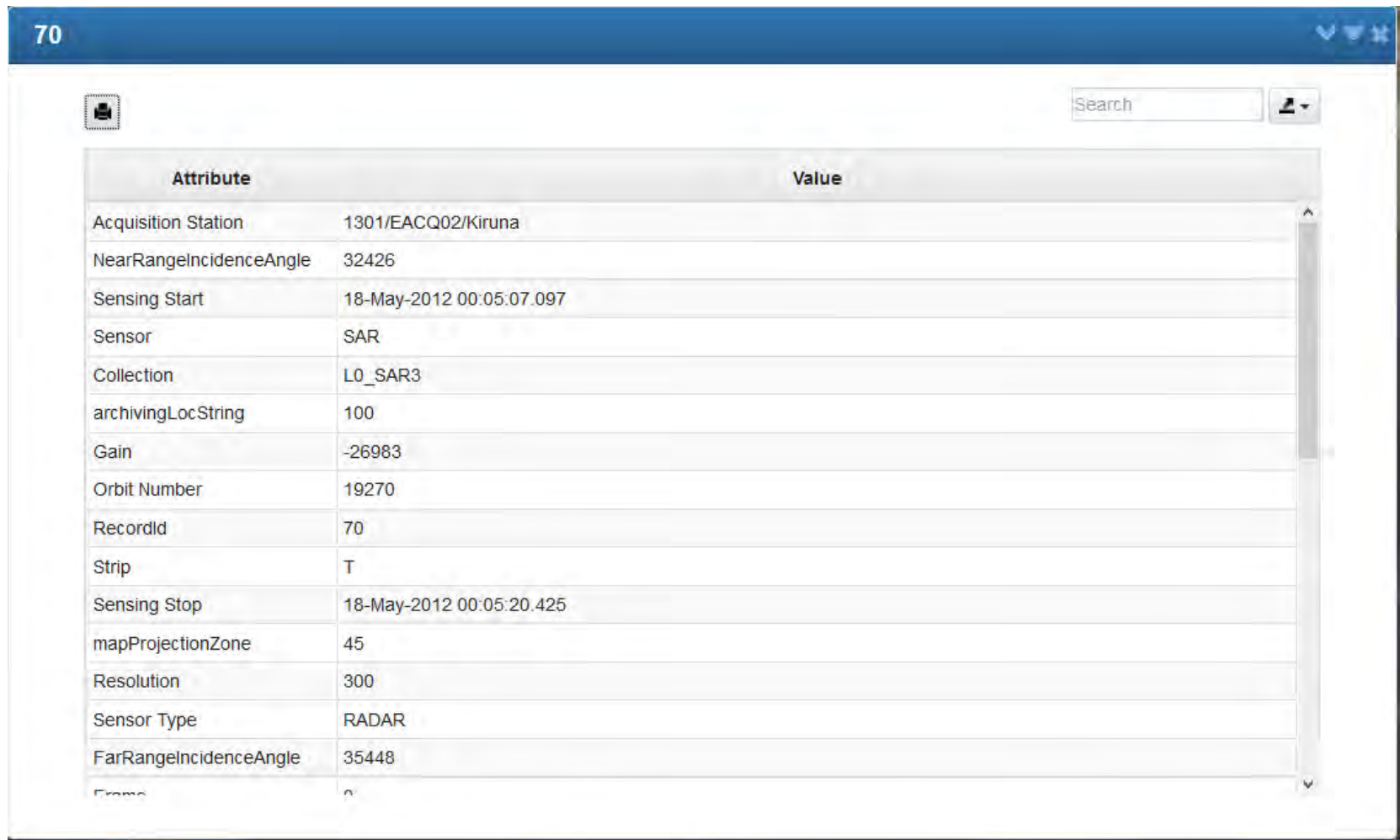


To save the details click on  button  
 Select the file format  
 Save the file.

# 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










70


Search

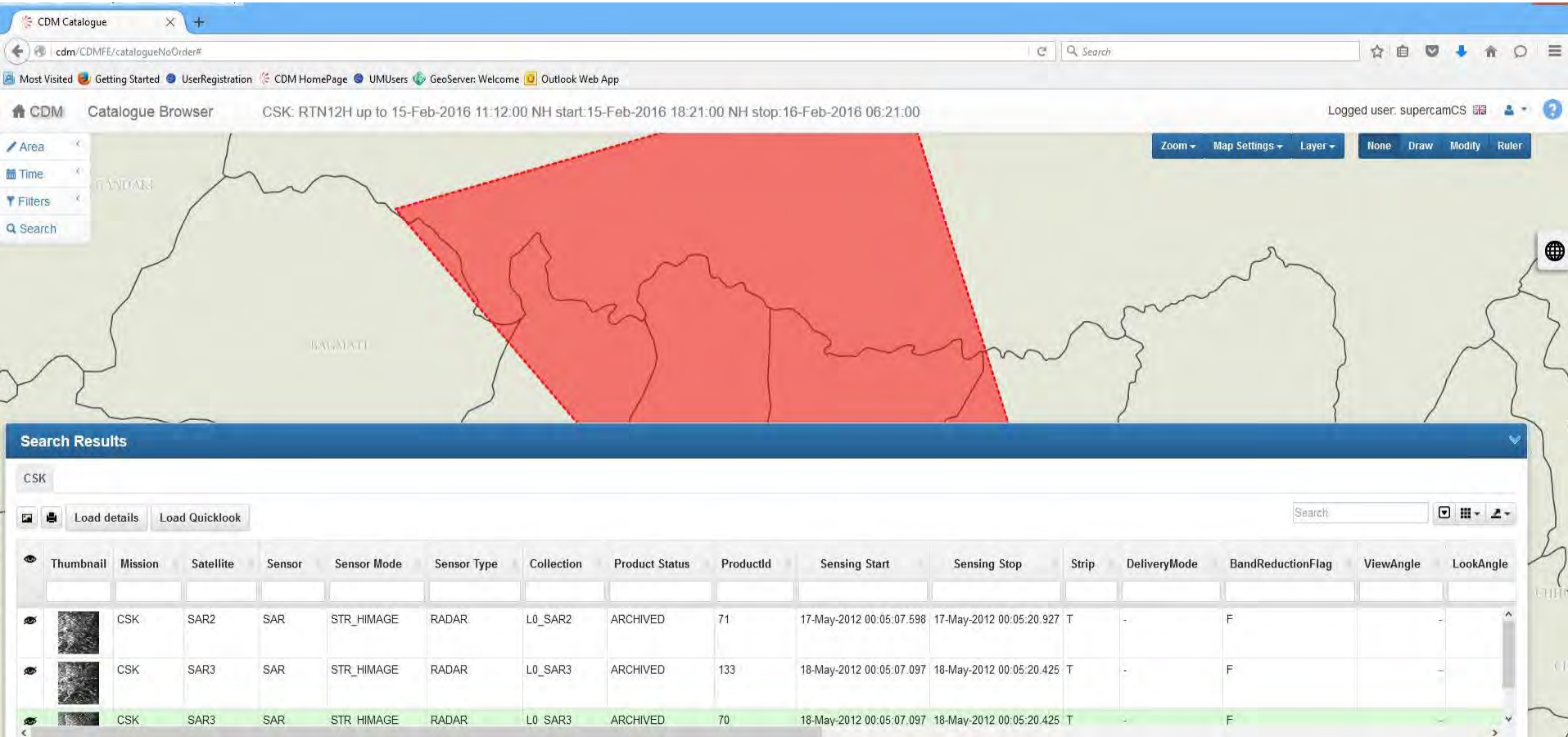
Attribute	Value
Acquisition Station	1301/EACQ02/Kiruna
NearRangeIncidenceAngle	32426
Sensing Start	18-May-2012 00:05:07.097
Sensor	SAR
Collection	L0_SAR3
archivingLocString	100
Gain	-26983
Orbit Number	19270
RecordId	70
Strip	T
Sensing Stop	18-May-2012 00:05:20.425
mapProjectionZone	45
Resolution	300
Sensor Type	RADAR
FarRangeIncidenceAngle	35448
Frame	0

- click on Load Quicklook  button to show it.




Click on  button to visualize the quicklook thumbnail

Search Results															
CSK															
 		Load details		Load Quicklook		Search   									
Thumbnail	Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	BandReductionFlag	ViewAngle	LookAngle
	CSK	SAR2	SAR	STR_HIMAGE	RADAR	L0_SAR2	ARCHIVED	71	17-May-2012 00:05:07.598	17-May-2012 00:05:20.927	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-


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

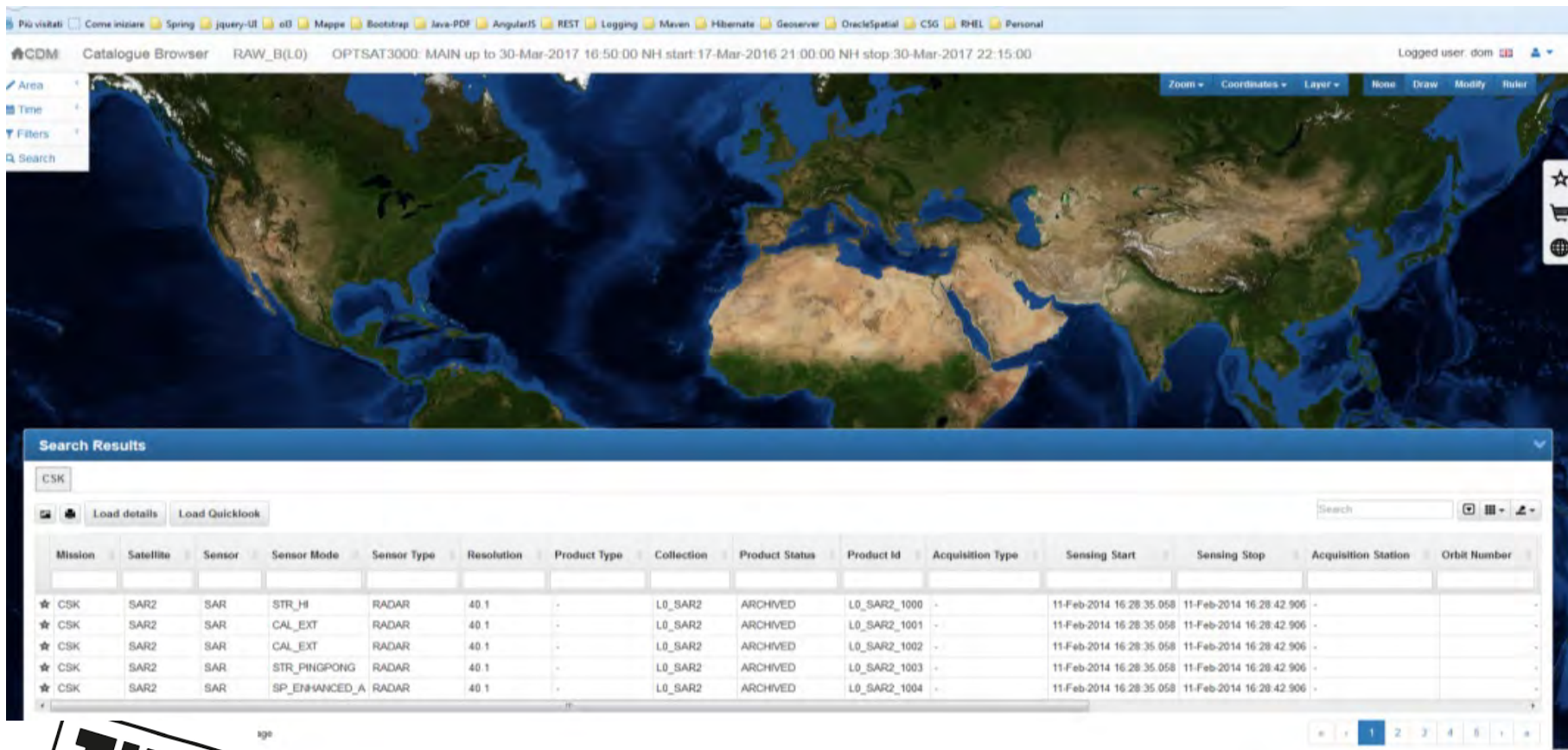


The screenshot shows the CDM Catalogue web application. At the top, there's a browser window with the URL 'cdm/CDMFE/catalogueNoOrder#'. Below the browser window, the application header shows 'CDM Catalogue Browser' and 'Logged user: supercamCS'. The main map area displays a geographical region with a large red polygon indicating an area of interest. To the left of the map is a sidebar with navigation options: Area, Time, Filters, and Search. Below the map, there's a 'Search Results' section. It includes a search bar with the text 'CSK' and buttons for 'Load details' and 'Load Quicklook'. Below this is a table with search results.

Thumbnail	Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	BandReductionFlag	ViewAngle	LookAngle
	CSK	SAR2	SAR	STR_HIMAGE	RADAR	L0_SAR2	ARCHIVED	71	17-May-2012 00:05:07.598	17-May-2012 00:05:20.927	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	133	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-
	CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	70	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-	-



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



The screenshot shows the CDM Catalogue Browser interface. At the top, there's a navigation bar with 'Catalogue Browser' and 'RAW\_B(L0)'. Below the map, the 'Search Results' section is visible, showing a table of search results. The table has columns for Mission, Satellite, Sensor, Sensor Mode, Sensor Type, Resolution, Product Type, Collection, Product Status, Product Id, Acquisition Type, Sensing Start, Sensing Stop, Acquisition Station, and Orbit Number. The first five rows of the table are highlighted, indicating they are selected. Each row starts with a star icon, which is black filled, indicating it is a favorite.

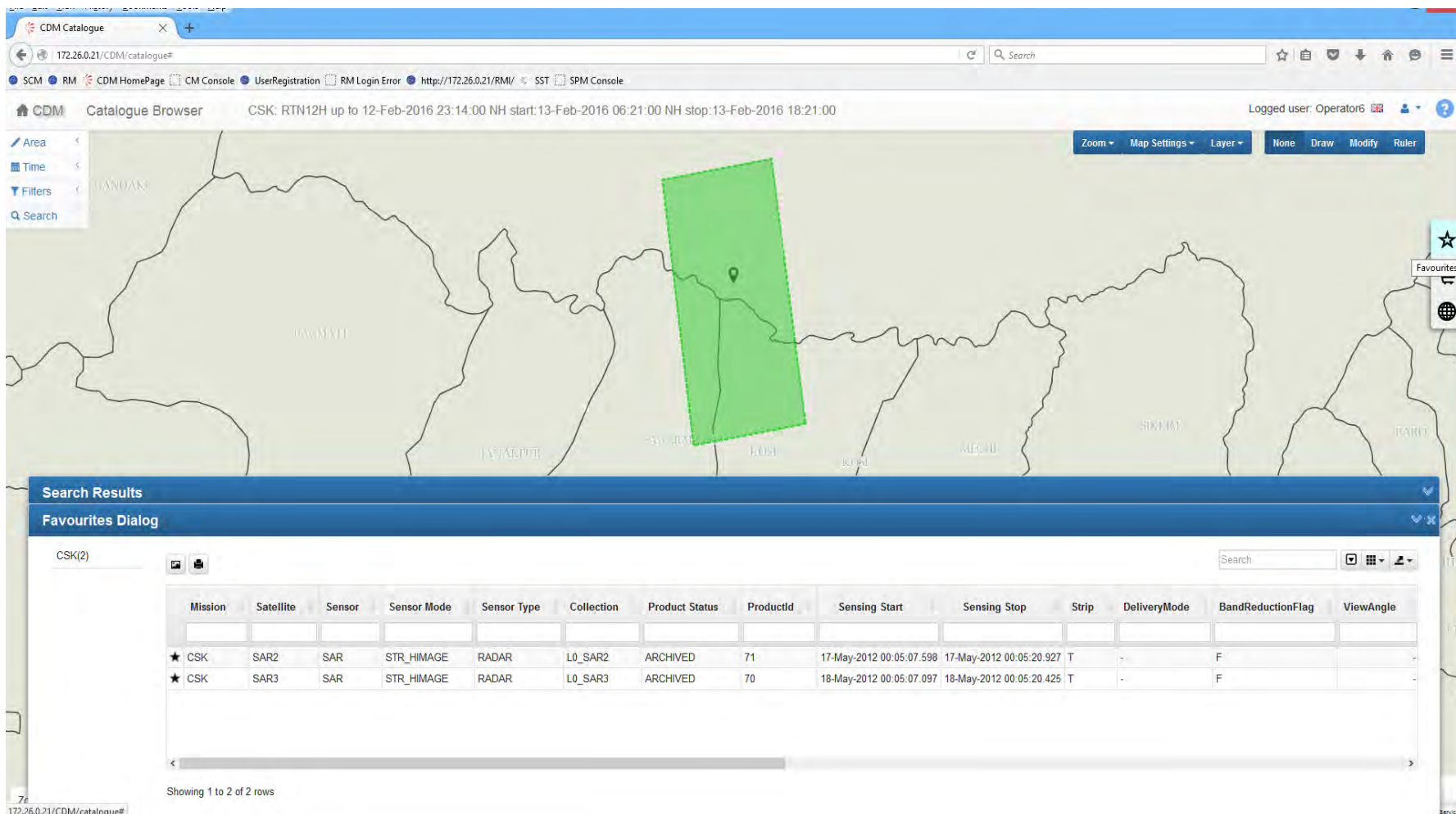
Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Resolution	Product Type	Collection	Product Status	Product Id	Acquisition Type	Sensing Start	Sensing Stop	Acquisition Station	Orbit Number
★ CSK	SAR2	SAR	STR_HI	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1000	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
★ CSK	SAR2	SAR	CAL_EXT	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1001	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
★ CSK	SAR2	SAR	CAL_EXT	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1002	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
★ CSK	SAR2	SAR	STR_PINGPONG	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1003	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-
★ CSK	SAR2	SAR	SP_ENHANCED_A	RADAR	40.1	-	L0_SAR2	ARCHIVED	L0_SAR2_1004	-	11-Feb-2014 16:28:35.058	11-Feb-2014 16:28:42.906	-	-



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

On the right side of the page click on the star 


The list of favorites records is displayed



The screenshot shows the CDM Catalogue web application. The top navigation bar includes links for SCM, RM, CDM Home, CM Console, UserRegistration, RM Login Error, and SPM Console. The main area displays a map of a region with a green rectangular selection. On the right side, there is a 'Favourites' button with a star icon. Below the map, the 'Search Results' and 'Favourites Dialog' are visible. The 'Favourites Dialog' shows a table of records for the selected area (CSK(2)).

Mission	Satellite	Sensor	Sensor Mode	Sensor Type	Collection	Product Status	ProductId	Sensing Start	Sensing Stop	Strip	DeliveryMode	BandReductionFlag	ViewAngle
★ CSK	SAR2	SAR	STR_HIMAGE	RADAR	L0_SAR2	ARCHIVED	71	17-May-2012 00:05:07.598	17-May-2012 00:05:20.927	T	-	F	-
★ CSK	SAR3	SAR	STR_HIMAGE	RADAR	L0_SAR3	ARCHIVED	70	18-May-2012 00:05:07.097	18-May-2012 00:05:20.425	T	-	F	-

Showing 1 to 2 of 2 rows

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”  to open the Service request wizard and complete the order

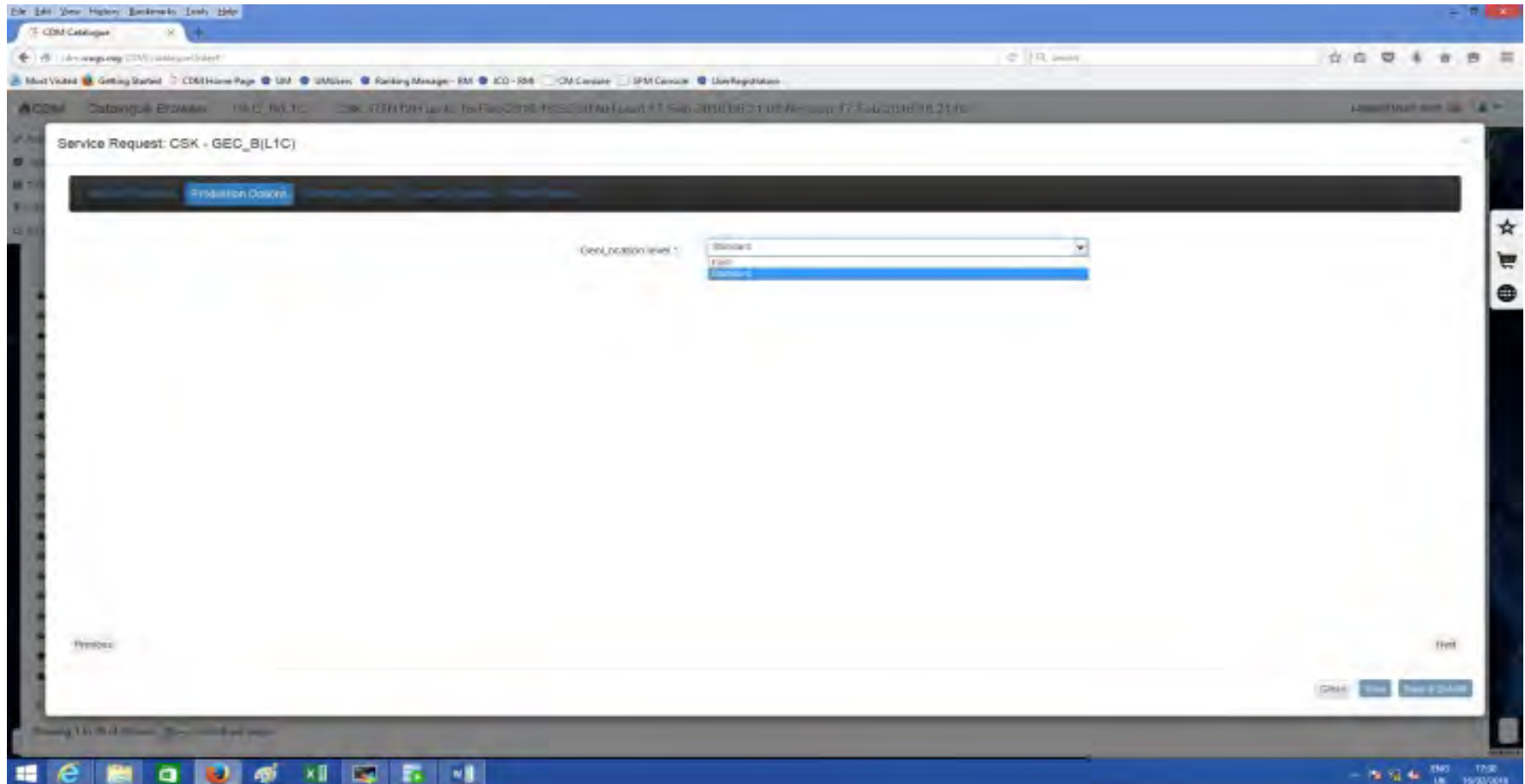


To complete the Service Request from archive the following parameters are defined:

- **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..)

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

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



## Set the appropriate product format

Service Request: CSK - SCS\_B(L1A)

Area & Time Sensing Parameter Mission Functions Pre-Feasibility Production Options **Formatting Options** Delivery Options Other Options

Product Format \* :

HDF5	▼
GEOTIFF	
HDF5	
JPEG	
STANAG	

Previous Next

Close Save Save & Submit



The formats proposed depend on the mission and on the service

Service Request: CSK - SCS\_B(L1A)

Area & Time / Selected Parameters / Mission Parameters / File Availability / Product and Options / **Formatting Options** / Delivery Delivery / Other Options

Product Format \*

- HDF5
- GEOTIFF
- HDF5
- HDF5**
- STRING

Previous Next

Close Save Save & Submit

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



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

The screenshot shows a web browser window titled "CDM Catalogue" with the URL "172.26.0.21/CDM/catalogue#". The browser's address bar and tabs are visible. The main content area displays a "Service Request: CSK - RAW\_B(L0)" window. This window has a dark header with several tabs: "Mission Functions", "Production Options", "Formatting Options", "Delivery Options" (which is selected), and "Other Options". Below the tabs, the "Delivery Type" field is shown with a dropdown menu. The dropdown is open, displaying the following options: "NONE", "FTPPUT", "HTTPSGET", "MEDIA", and "NONE" (highlighted in blue). At the bottom of the window, there are navigation buttons: "Previous", "Next", "Close", "Save", and "Save & Submit".

Select FTP-PUT on Delivery type

Select ftp as ftp-put protocol

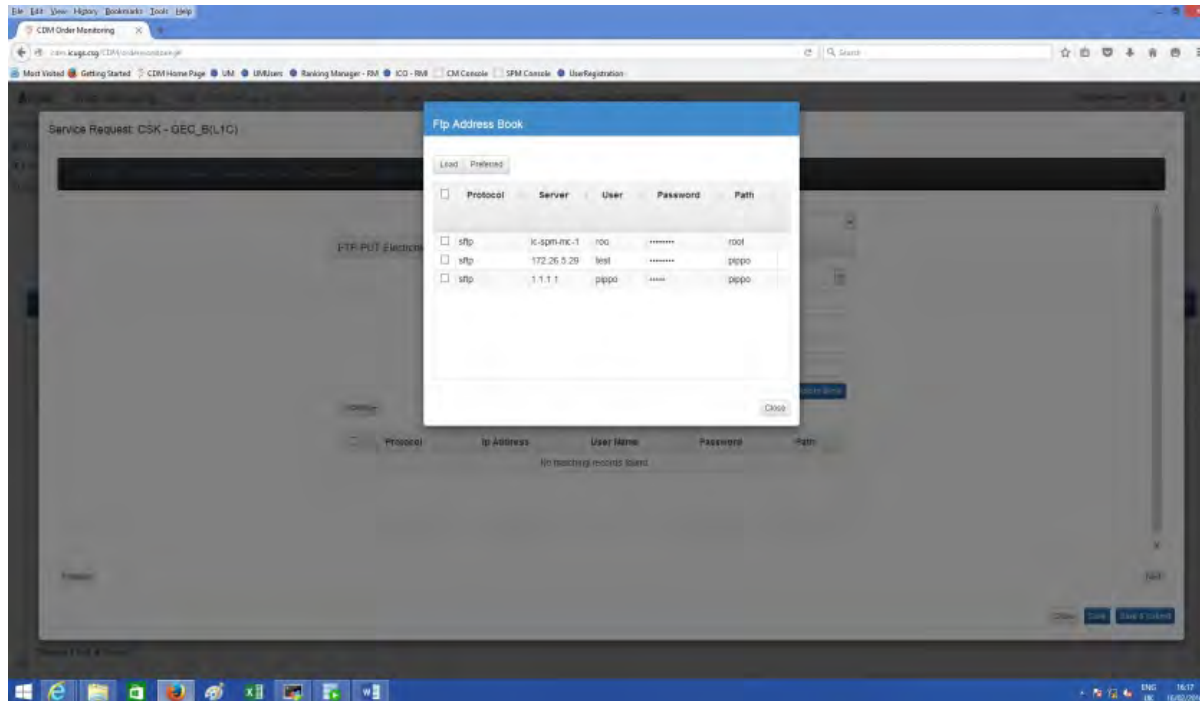
The screenshot shows a web browser window with the address bar displaying "cdm.icugis.org/CDM/ViewCommonForm.asp". The page title is "CDM Order Monitoring". The main content area shows a "Service Request: CSK - GEC\_B(L1C)" and a "Delivery Options" tab. The "Delivery Type" is set to "FTP-PUT". Below this, the "FTP-PUT Electronic Delivery" section contains the following fields:

- FTP-PUT protocol \* (dropdown menu showing "ftp")
- Destination IP Address \*
- FTP account username \*
- FTP account password \*
- Destination path \*

An "Add to items" button is located to the right of the "Destination path" field. Below the fields, there is a table with the following columns: "Protocol", "IP Address", "User Name", "Password", and "Path". The table is currently empty, and a message "No matching records found" is displayed below it. At the bottom of the page, there are buttons for "Previous", "Next", "Close", "Save", and "Save & Submit".

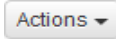
It is possible to load a FTP-PUT saved or to add a new one

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  and select “+Create a new Item” from the Address book.

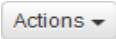
1) Fill the values of the following fields:

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



**The asterisk \* indicates that fill this field is mandatory.**

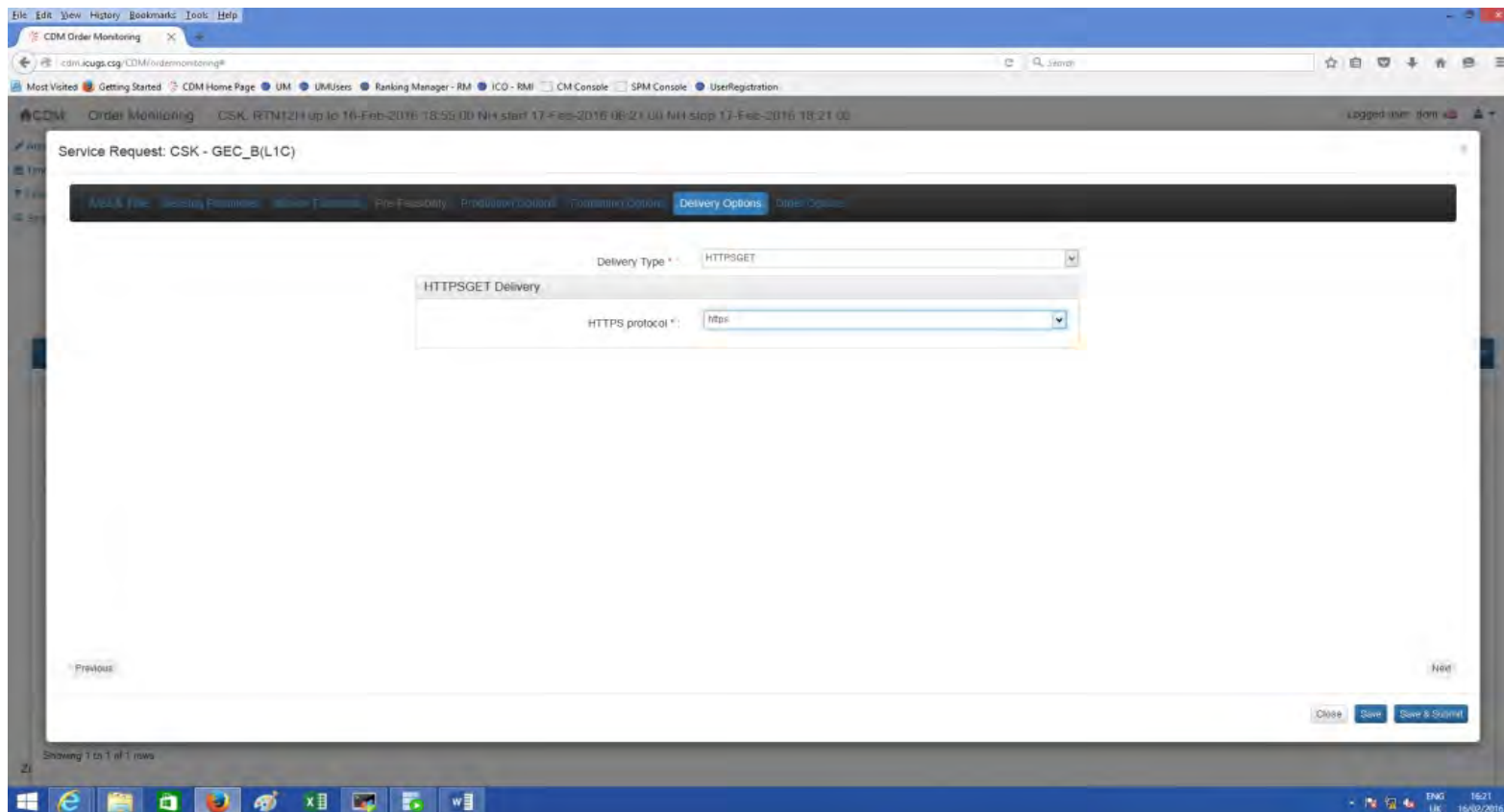
2) Click on 

3) Click on Action button  and choose the option “Save selected items the Address Book”

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

Select HTTPS on Delivery type

Select https as HTTPS protocol



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

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

The screenshot shows a web browser window with the URL `cdm.icugs.csg/CDM/ordermonitoring*`. The page title is "Service Request: CSK - GEC\_B(L1C)". A navigation bar at the top includes links: "Add New", "Selecting Parameters", "View Comments", "Pre-Fee Only", "Production Monitor", "Parameter Options", "Delivery points", and "Other Options" (which is highlighted). The "Other Options" section contains two main form areas:

- Generic Options:**
  - Comment \*:
  - Additional Notes:
  - E-mail notification address:
- Priority Options:**
  - Relative Programming Priority \*:
  - Relative Processing Priority \*:

At the bottom of the form, there are buttons: "Previous", "Next", "Close", "Save", and "Save & Submit". The status bar at the bottom indicates "Showing 1 of 1 rows".





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

The screenshot shows a web browser window with the URL `cdm.kscg.csp/CDM/ordermonitoring`. The page title is "Service Request: CSK - GEC\_B(L1C)". The "Other Options" tab is selected, showing two sections: "Generic Options" and "Priority Options".

**Generic Options:**

- Comment \*:
- Additional Notes:
- E-mail notification address:

**Priority Options:**

- Relative Programming Priority \*:
- Relative Processing Priority \*:

At the bottom right of the form are buttons for "Cancel", "Save", and "Save & Submit".

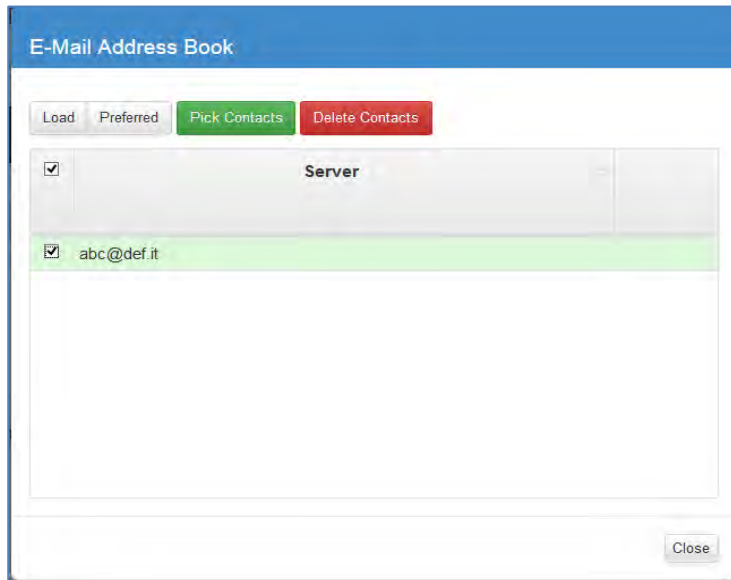


On the priority option the values are in descending order.  
The value "1" is the top priority.

## 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 

Then click on “Close”  button

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

E-mail notification address :

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

E-mail notification address :

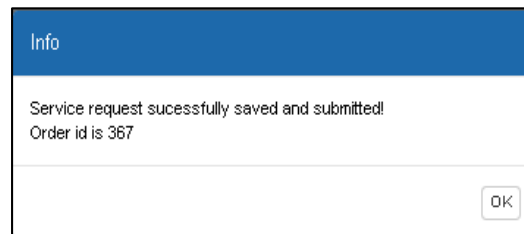


↑ Save

✓ Load

Click on **Save & Submit** to save and submit the order

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



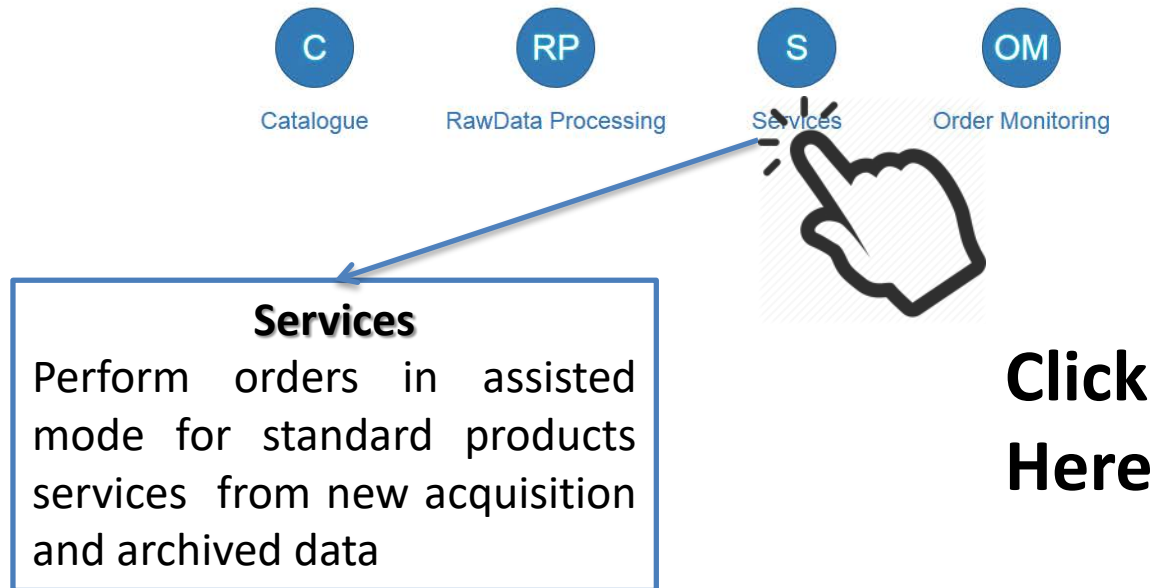
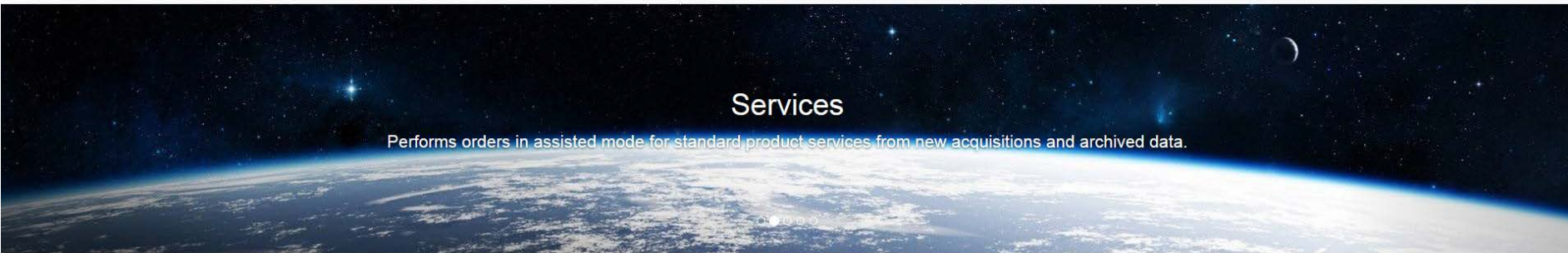
When the order is saved and submitted to the system, it cannot be edited again.  
Click on **Save** button to save the order and edit it again before the final submission



Agenzia  
Spaziale  
Italiana

# New Acquisition Request

# CDM access for Standard Registration

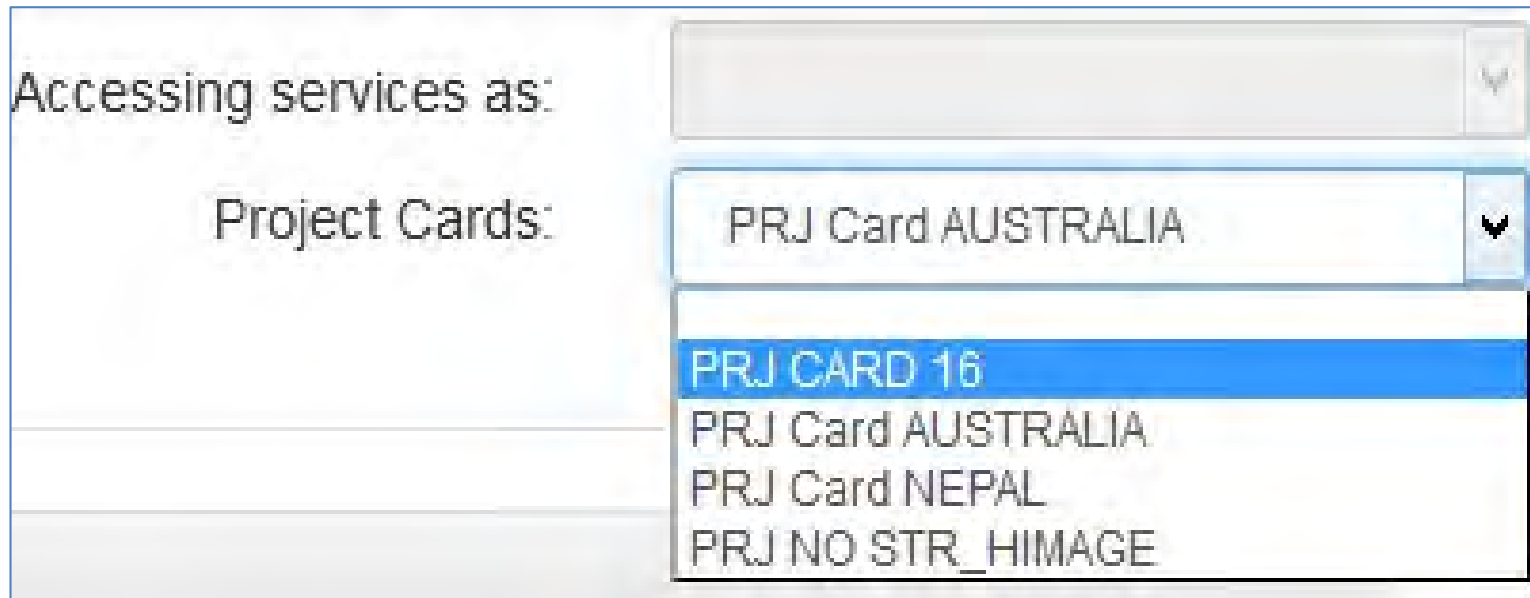


Click on SERVICES icon to open the window for available services.



## Select a Project Card

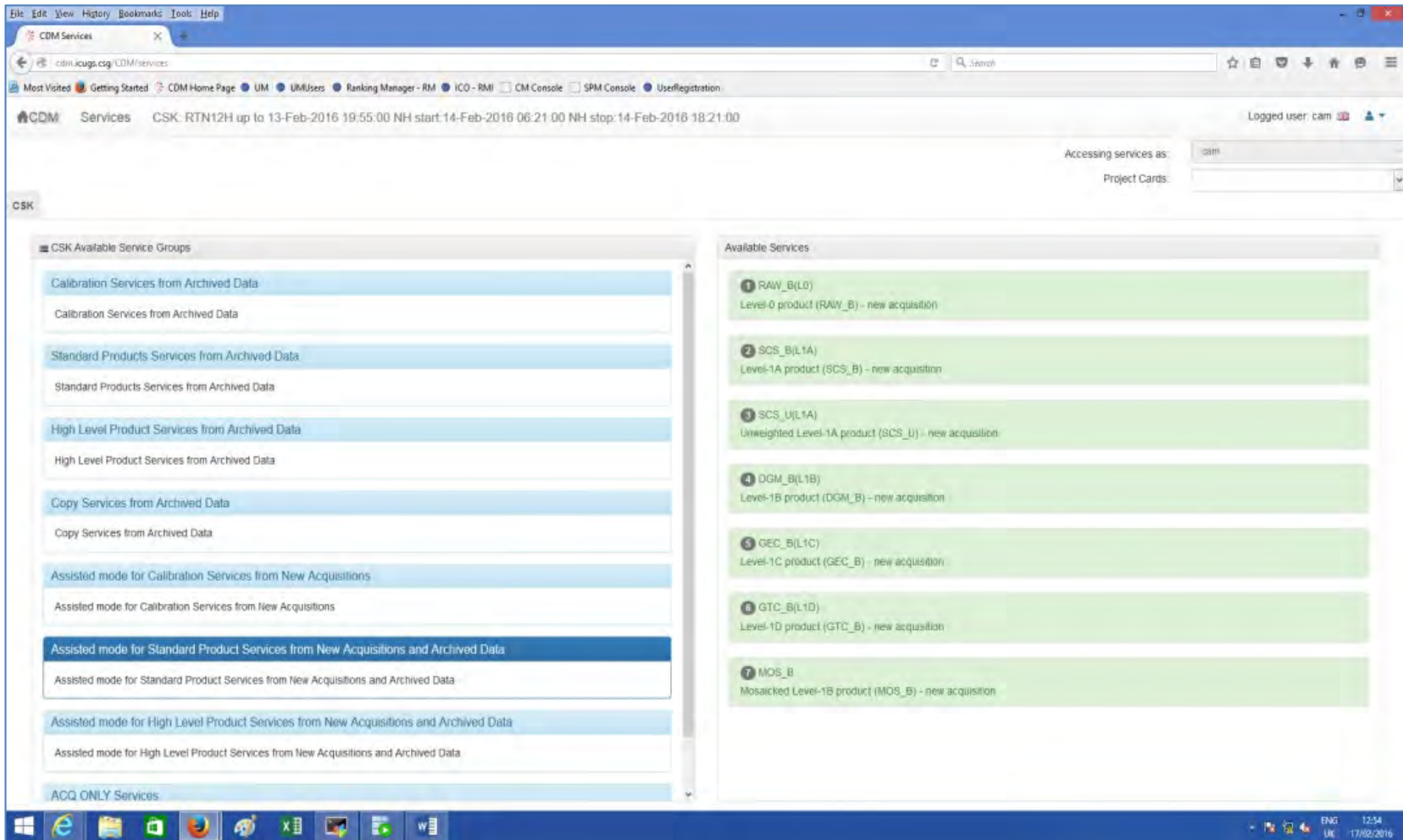
From the **Project Cards** dropdown list (top right menu) select a Project Card, associated to your User Profile.



**You cannot perform ordering without having an active Project Card**

# 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

Service Request: CSK - SCS\_B(L1A)

Area & Time | Setting Parameters | Mission Functions | Pre-Feasibility | Production Options | Formatting Options | Delivery Options | Other Options

Area | Time | Spec. Opt.

Area Editing

Polygon Coordinates


Lon Lat

Target Point

Lon Lat

Area List

Area Name	Area Type
No matching records found	



Zoom Level: 3

-31.5557, 19.7812

Previous

Next

Close Save Save & Submit

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.

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**

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

Area Editing

Polygon Coordinates

Lon Lat

Target Point

Lon Lat

Area List

Area Name	Area Type
No matching records found	








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

.

*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

•



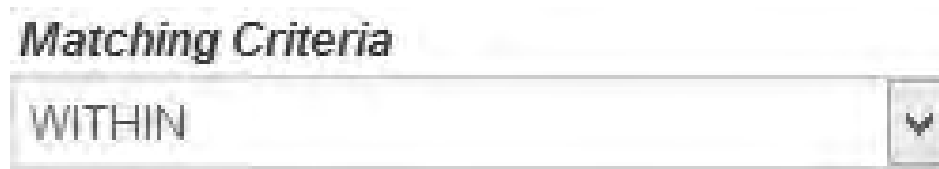
1. To enter the drawing mode click on Draw button on top-right menu.



2. Select the drawing tool

..... and draws on map the Aol.

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**



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

**Area**

**Area Editing**

Polygon Coordinates  
-123.419 39.547,-116.366 38.917,-117.9

Matching Criteria  
WITHIN

**Area List**

Area Name	Area Type	Cropping
AOI_2	polygon	

**Area**

**Area Editing**

Point Coordinates  
11.588 44.927

Operator  
Within

**Area List**

Area Name	Area Type	Cropped
AOI_1	polygon	
AOI_2	circle	
AOI_3	marker	
AOI_4	polyline	

**Area**

**Area Editing**

Polygon Coordinates  
Lon Lat

Operator  
OVERLAPS

**Area List**

Area Name	Area Type	Cropping
No matching records found		

**Area**

**Area Editing**

Centre Coordinates  
5.603 41.619

Centre Radius  
265

Target Point  
Lon Lat

**Area List**

Area Name	Area Type	Cropped
FIX_AOI	polygon	
PR_1	circle	

# 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...)

## ***Polyline Coordinates***

11.588 44.927,11.588 44.927,11.5



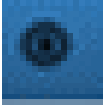

3. Then click on the Black PLUS “+” button to add the defined area.

4. Set Matching Criteria .

## ***Matching Criteria***

WITHIN



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

*Matching Criteria*

WITHIN 

# Manage existing Area Of Interest (Aoi)

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

*Click on:*



*to Hide the selected AOI from map viewer;*



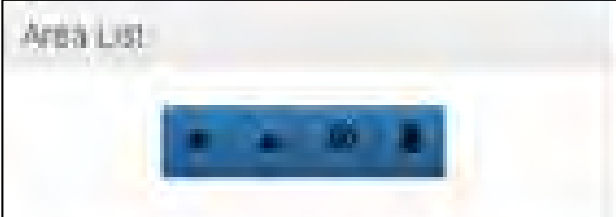
*to Display the selected AOI on map viewer;*



*to Export the AOI in KML file;*



*to Cancel the selected AOI;*



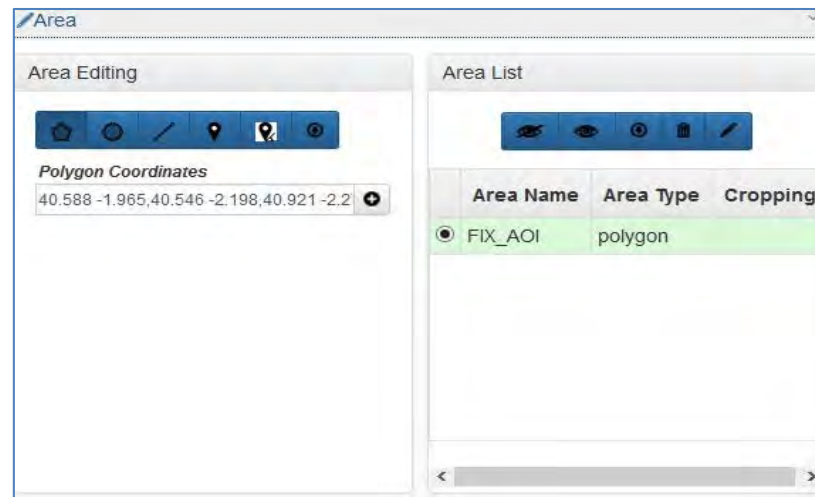
	Area Name	Area Type	Cropped
<input type="checkbox"/>	AOI_1	polygon	
<input type="checkbox"/>	AOI_2	circle	
<input checked="" type="checkbox"/>	AOI_3	marker	
<input type="checkbox"/>	AOI_4	polyline	

# Modify Area Of Interest (Aoi)

- Modify an existing Aoi:



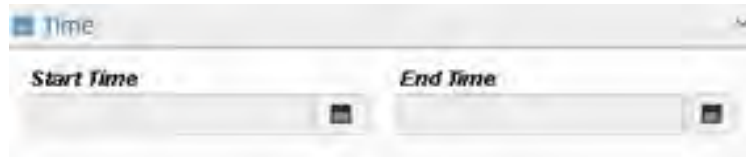
- Select the Area to modify.
- Click the **Modify** button on top-right to modify the AOI drawn.
- Click on the polygon corner to modify and drag it.



*Modified Aoi have to intersect with the original one*



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**

Time

Type  
Single

Start Time  
07-Oct-2016 14:38:43

End Time  
15-Oct-2016 14:38:43

- 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

Time

Type  
Periodic

Start Time  
12-Feb-2016 14:46:29

End Time  
20-Feb-2016 14:46:29

Periodic Granularity  
- 1 +

Periodic Iterations  
- 2 +



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**

# Mission Functions Settings

Service Request: CSK - ACQ\_ONLY

Navigation: [Home](#) [Mission Functions](#) [Mission Functions](#) [Pre-Feasibility](#) [Mission Functions](#)

Visibility:

Subscription: ☐

Enable automatic feasibility: ☒

Automatic feasibility type:

Enable pre-feasibility: ☐

Priority:

Crisis Request: ☐

Sentinel: ☐

Background: ☐

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.

# Enable Pre-feasibility

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

The screenshot shows a configuration interface for Mission Functions. The 'Enable pre-feasibility' checkbox is checked and highlighted with a red circle. The other settings are as follows:

Setting	Value
Visibility	National
Subscription	<input type="checkbox"/>
Enable automatic feasibility	<input type="checkbox"/>
Automatic feasibility type	With PP submission
Enable pre-feasibility	<input checked="" type="checkbox"/>
Priority	PP
Crisis Request	<input type="checkbox"/>
Sentinel	<input type="checkbox"/>
Background	<input type="checkbox"/>

Click on **Next**



Click on **Feasibility Analysis** button

Area & Time   Sensing Parameter   Mission Functions   **Pre-Feasibility**   Production Options   Formatting Options   Delivery Options   Other Options

PR List   AR DTO

**Feasibility Analysis**   Refresh Data

<input type="checkbox"/>	Info	PR	UGS	Owner Id	Status	Satellite	Sensor	Sensor Mode	PR Validity Start
No matching records found									

Modify parameters before the analysis?

**NO**

Go to slide 156 and  
modify  
area/time/parameters

**YES**

Proceed with  
next slide

# Create Programming Request



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

CDM Services CDM Feasibility Analysis

172.26.0.21:CDM/Feasibility#

SCM RM CDM HomePage CM Console UserRegistration RM Login Error http://172.26.0.21/RM/ SSI SPM Console

CDM Feasibility Analysis CSK: RTN12H up to 12-Feb-2016 11:12:00 NH start 12-Feb-2016 18:21:00 NH stop 13-Feb-2016 06:21:00

Logged user: Operator1

Area Time Sensing

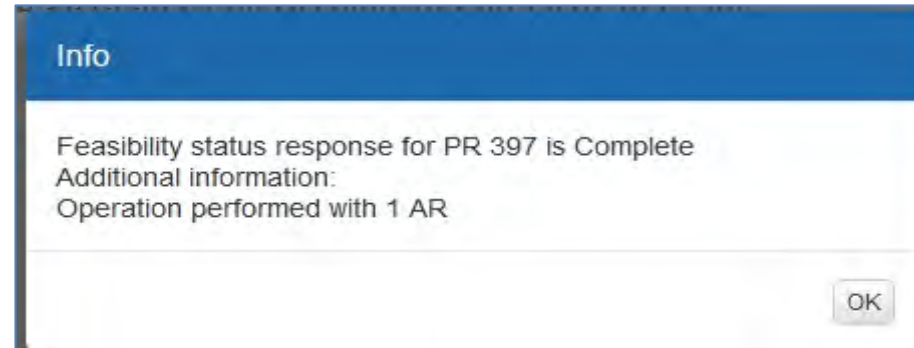
Zoom Map Settings Layer Home Draw Modify Ruler

Programming Requests for Order Id 74 UGS Id 100 Proc. Plan Id 61

PR List AR DTO

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
<input checked="" type="checkbox"/>	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  to perform feasibility analysis  
Click **OK** to close the Info box.



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



Programming Requests for Order Id 74 UGS Id 100 Proc. Plan Id 61

PR ListAR DTO

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

JSON  
XML  
CSV  
TXT  
SQL  
Ms-Excel

## Check the PR

<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/>	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 AR DTO tab for the AR and DTO details

Programming Requests for Order Id 74 UGS Id 100 Proc. Plan Id 61

PR List

AR DTO

Set preferred

Unset preferred

<input type="checkbox"/>	AR	PR	UGS	Status	AR Counter	Unique
<input checked="" type="checkbox"/>	2	168	100	NEW	363100	100.7
<input checked="" type="checkbox"/>	1	168	100	NEW	362100	100.7
<input type="checkbox"/>	3	168	100	NEW	364100	100.7

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

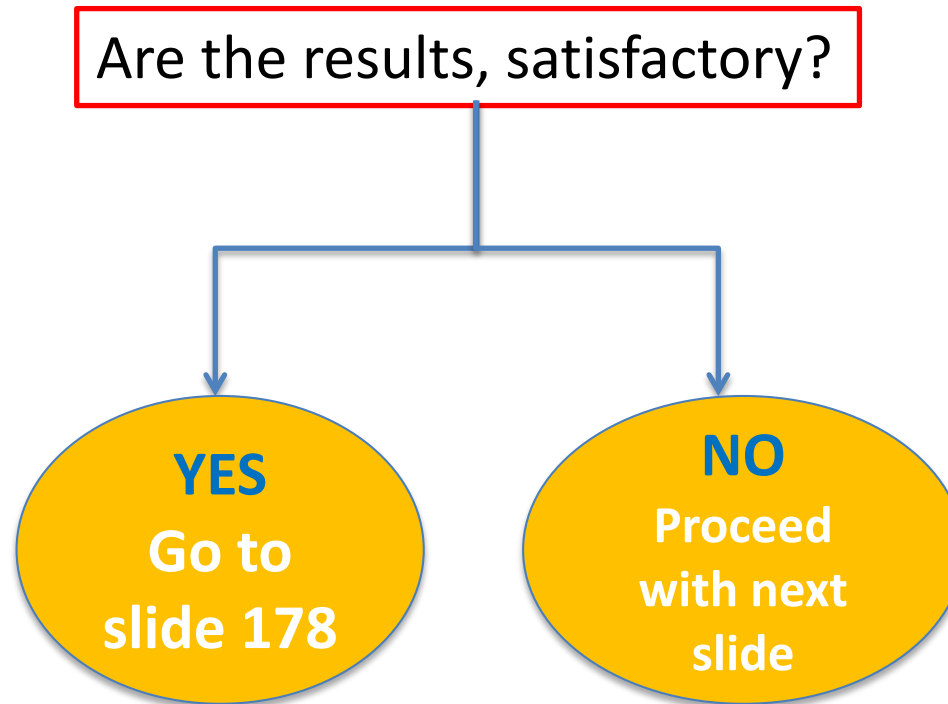
Click on  to visualize the DTO on the map.



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

JSON  
XML  
CSV  
TXT  
SQL  
Ms-Excel

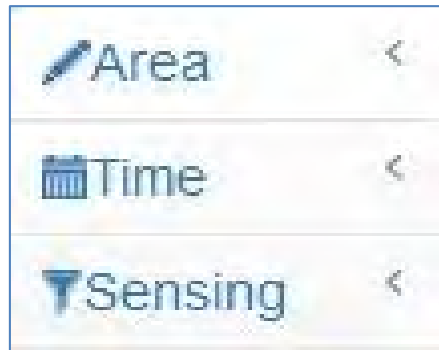
Select **Open file**  
Click on **OK** button





# Re-define Programming Request

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



A. Define new Aol:

- Using drawing tools:
- by manually editing
- by importing KML/SHP file

B. Modify an existing Aol

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

Modify the sensing settings

**Sensing**

Satellite \*: All selected (4) ▾

Sensor \*: SAR ▾

Sensor Mode \*: STR\_HIMAGE ▾

Required Coverage Percentage: - 100.0 +

Polarization \*: HH ▾

IncidenceVsLookAngle: LookAngle ▾

LookSide \*: Right ▾

Orbit Direction \*: Descending ▾

**Look Angle**

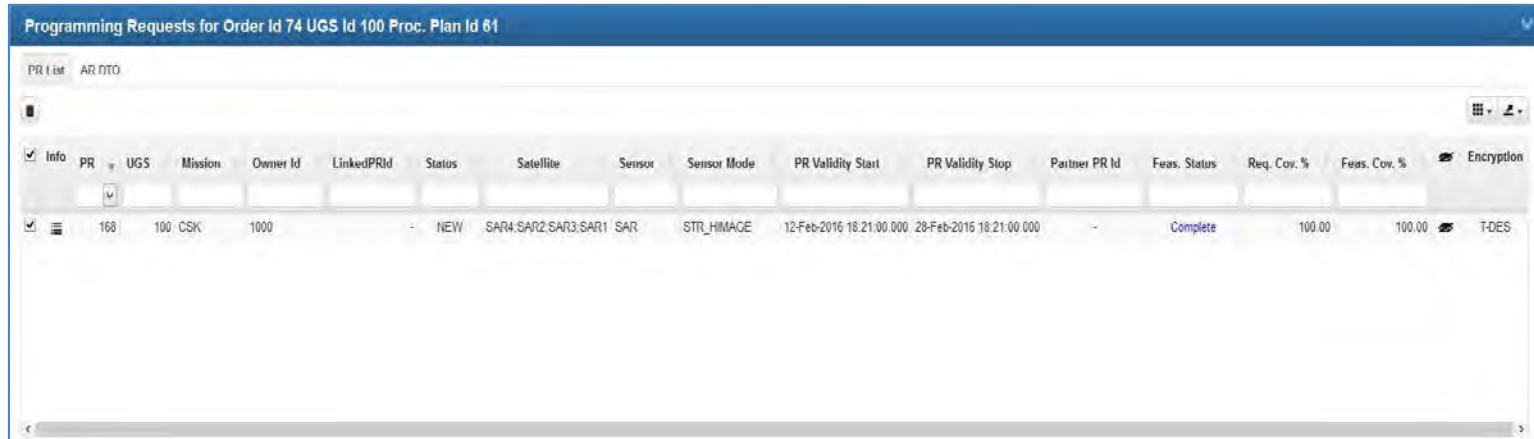
Beam \*: ALL ▾

Near Look Angle: - 18.2 +

Far Look Angle: - 51.7 +

# Editing a saved Pre-feasibility results?

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



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
<input checked="" type="checkbox"/>	168	100	CSK	1000	-	NEW	SAR4:SAR12:SAR13: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

Check the PR to delete

Click on  button and confirm

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

# Close Feasibility Analysis Window

Take note of Order\_Id created from Programming List Result **Order Id 475** and close CDM Feasibility Analysis tab

CDM Services CDM Feasibility Analysis

cdm.icugs.csg/CDM/feasibility#

Most Visited Getting Started CDM UM UMUsers CM Console SPM Console OSM Console RM SCM

CDM Feasibility Analysis CSK: RTN12H up to 13-Feb-2016 10:42:00 NH start:13-Feb-2016 18:21:00 NH stop:14-Feb-2016 06:21:00

Area Time Sensing

Programming Requests for Order Id 475 UGS Id 100 Proc. Plan Id 282

PR List AR DTO

<input checked="" type="checkbox"/>	Info	PR	UGS	Mission	Owner Id	LinkedPRId	Status	Satellite	Sensor	Sensor Mode	PR Validity St
-------------------------------------	------	----	-----	---------	----------	------------	--------	-----------	--------	-------------	----------------

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

Service Request: CSK - GEC\_B(L1C)

Production Options

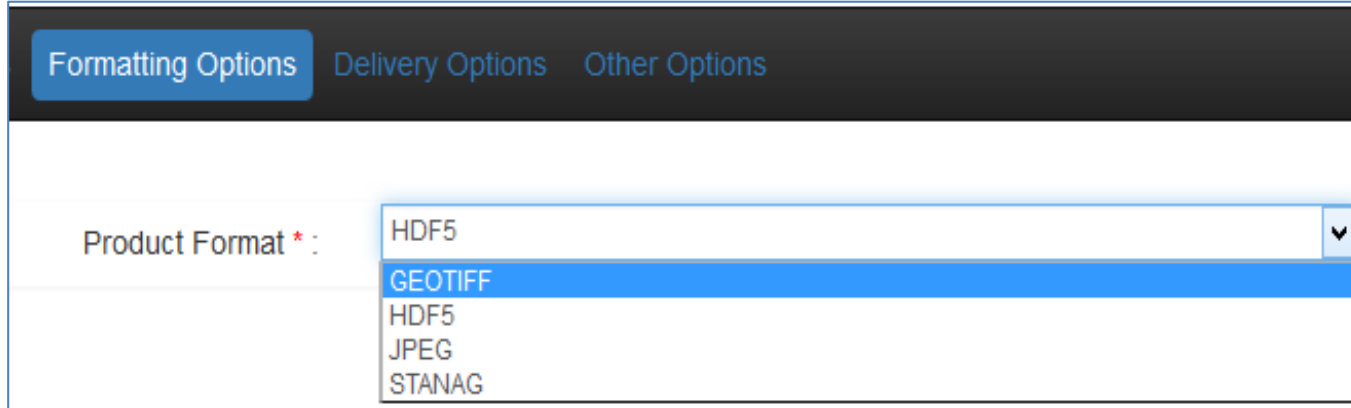
GeoLocation level \*

Standard  
Fast  
Standard

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

# Formatting Options Settings

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



The screenshot shows a software interface with three tabs: "Formatting Options" (selected), "Delivery Options", and "Other Options". Below the tabs, there is a label "Product Format \* :" followed by a dropdown menu. The dropdown menu is open, showing a list of product formats: "HDF5", "GEOTIFF" (highlighted in blue), "HDF5", "JPEG", and "STANAG".

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

# 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

Service Request: CSK - GEC\_B(L1C)

Delivery Options

Delivery Type: **FTPPUT**

FTP-PUT Electronic Delivery

FTP-PUT protocol: **ftp**

Destination IP Address \*

FTP account username \*

FTP account password \*

Destination path \*

Add to name

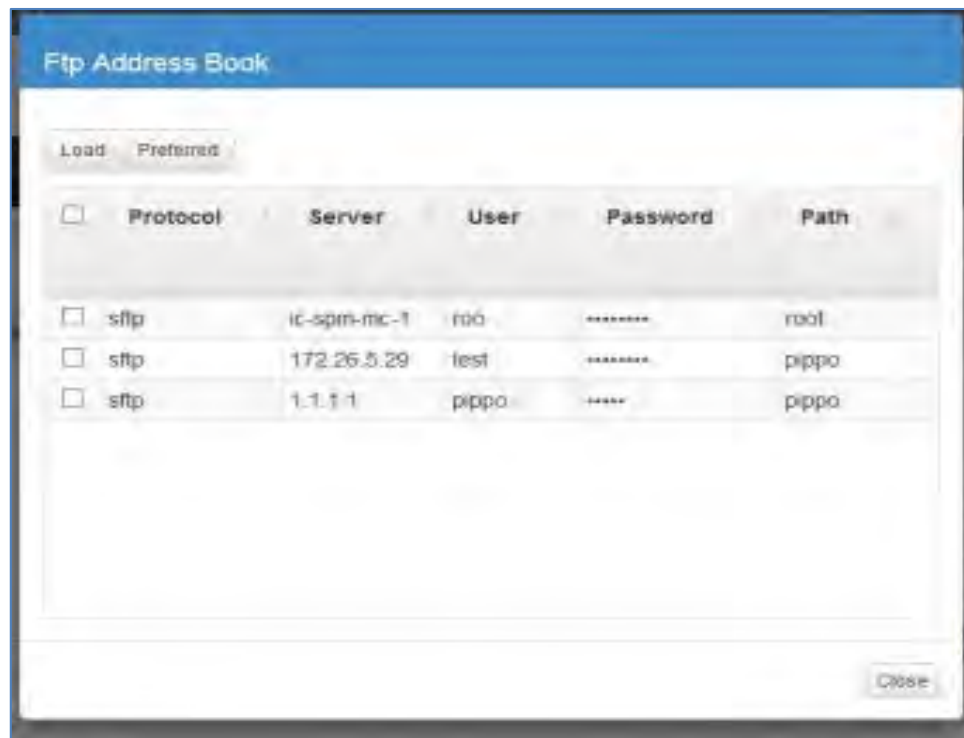
Actions

Protocol	Ip Address	User Name	Password	Path
No matching records found				

Close Save Save & Publish

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





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.

# 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**

Service Request: CSK - GEC\_B(L1C)

Navigation tabs: Back & Forward, Delivery Parameters, Delivery Resources, Professional, Professional Options, Delivery Options, Delivery Options

Delivery Type \*

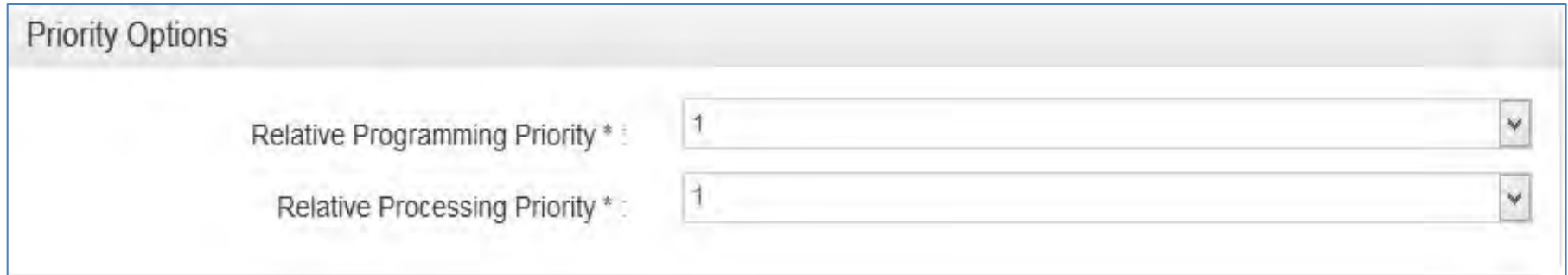
HTTPSGET Delivery

HTTPS protocol \*

Previous Next

Close Save Save & Submit

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



The screenshot shows a dialog box titled "Priority Options". It contains two input fields. The first field is labeled "Relative Programming Priority \*" and has a value of "1". The second field is labeled "Relative Processing Priority \*" and also has a value of "1". Both fields have a small downward arrow icon on the right side, indicating they are dropdown menus.

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.


Generic Options


Comment \*:


Additional Notes :

E-mail notification address :  

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

E-mail notification address :  

 Save

 Load

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

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

**IMPORTANT**

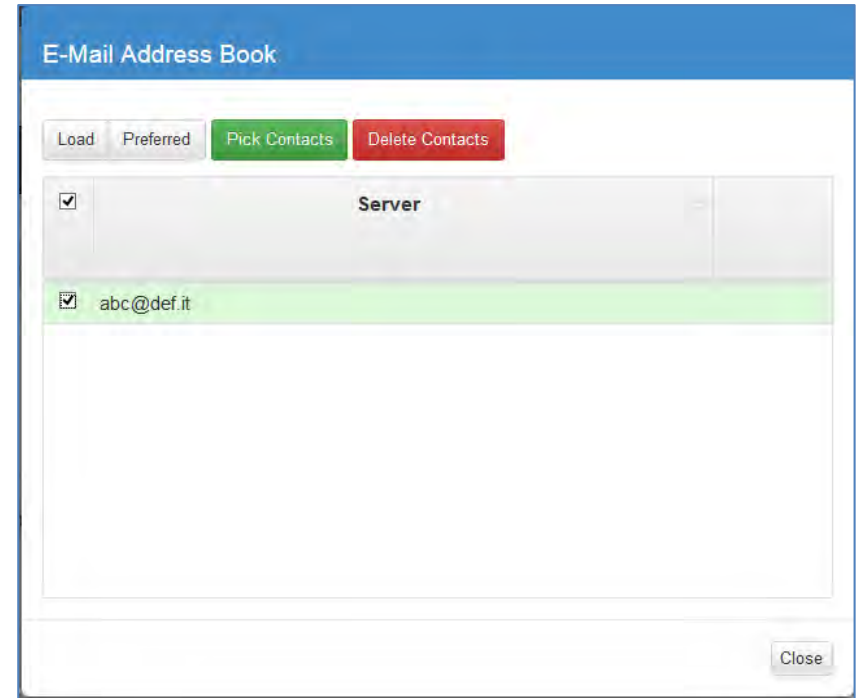
The inserted e-mail addresses shall correspond to the ones inserted in the project card and they cannot be modified after the submission of the request.

# 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  button

Close by clicking on  button.

# Service Request submission

Close

Save

Save & Submit

## A. To save only the request :

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

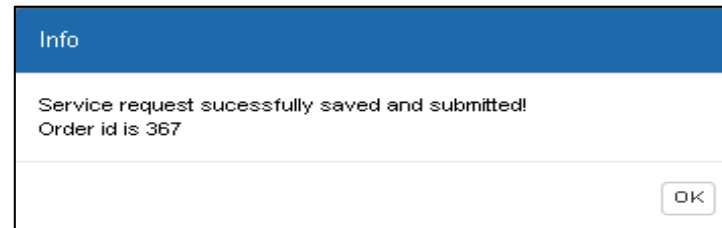
*The order can be edited again before the final submission.*

## 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





Agenzia  
Spaziale  
Italiana

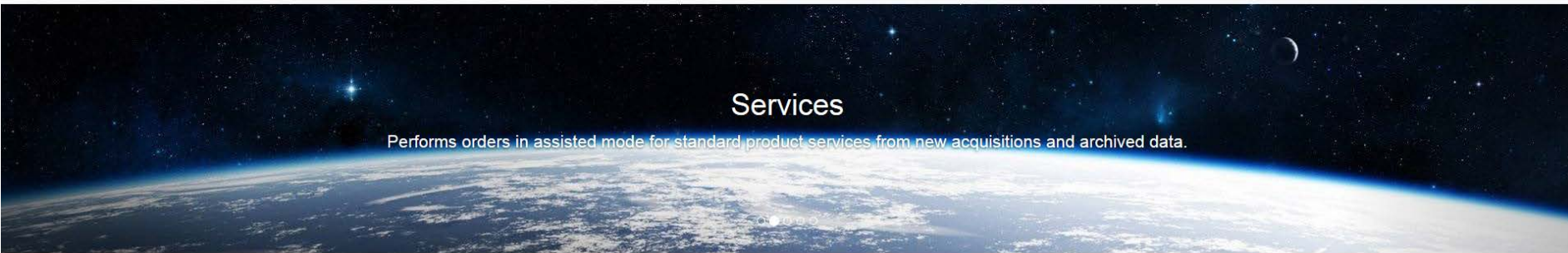
# Order Monitoring

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.



Catalogue



RawData Processing



Services



Order Monitoring

**Click  
Here**

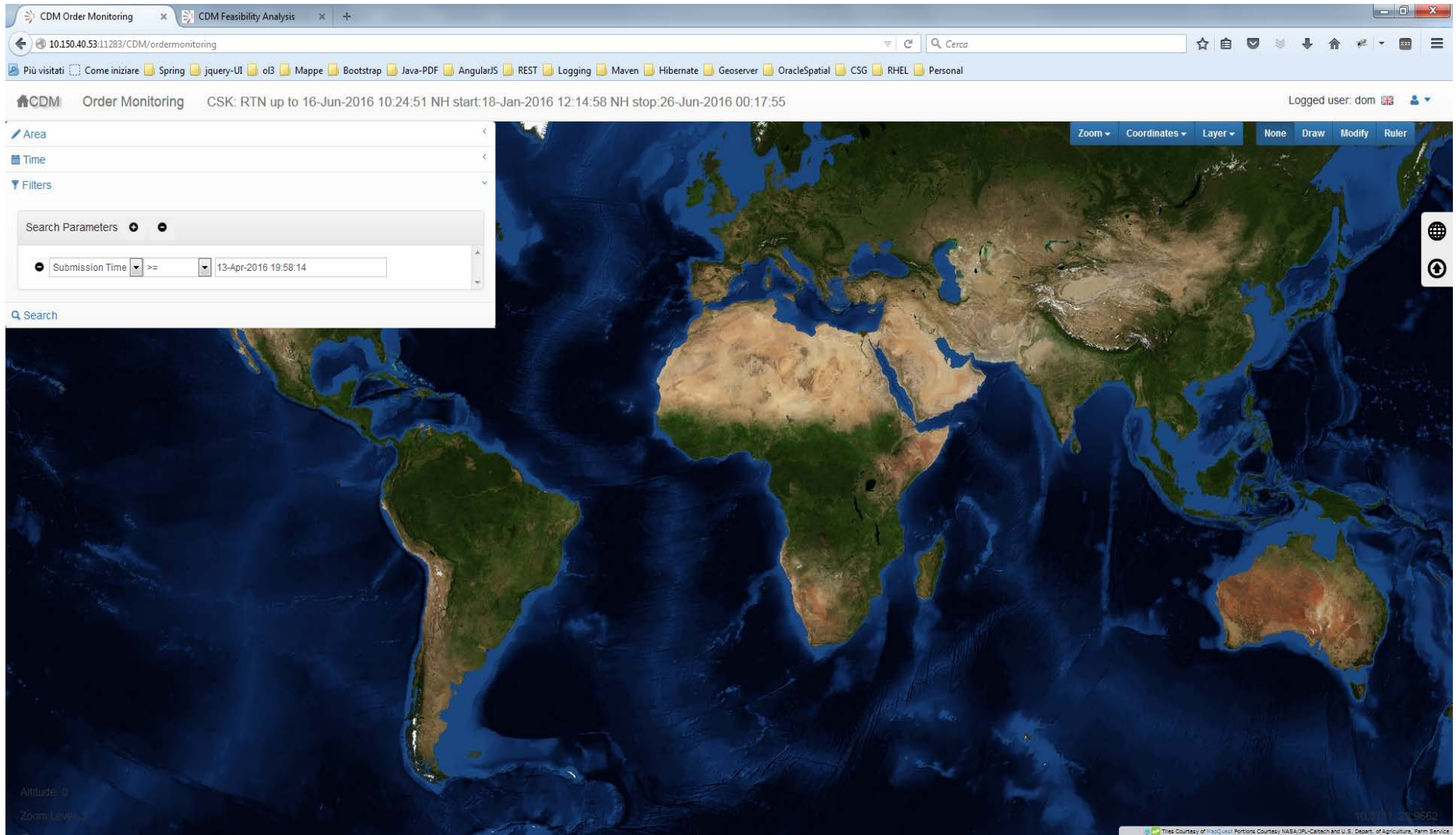
## **Order Monitoring**

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

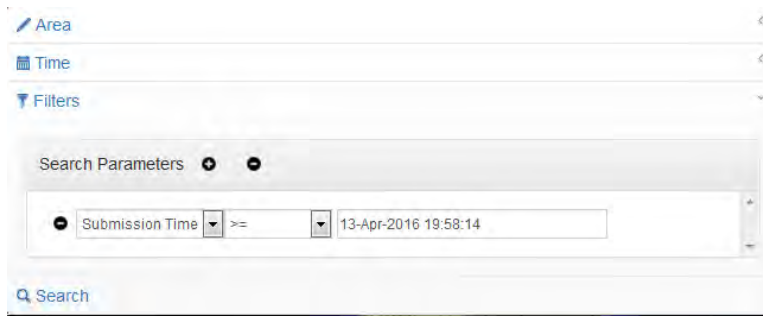
Click on **Order Monitoring icon** to open the window monitor the submitted orders.

# CDM access – Order Monitoring

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







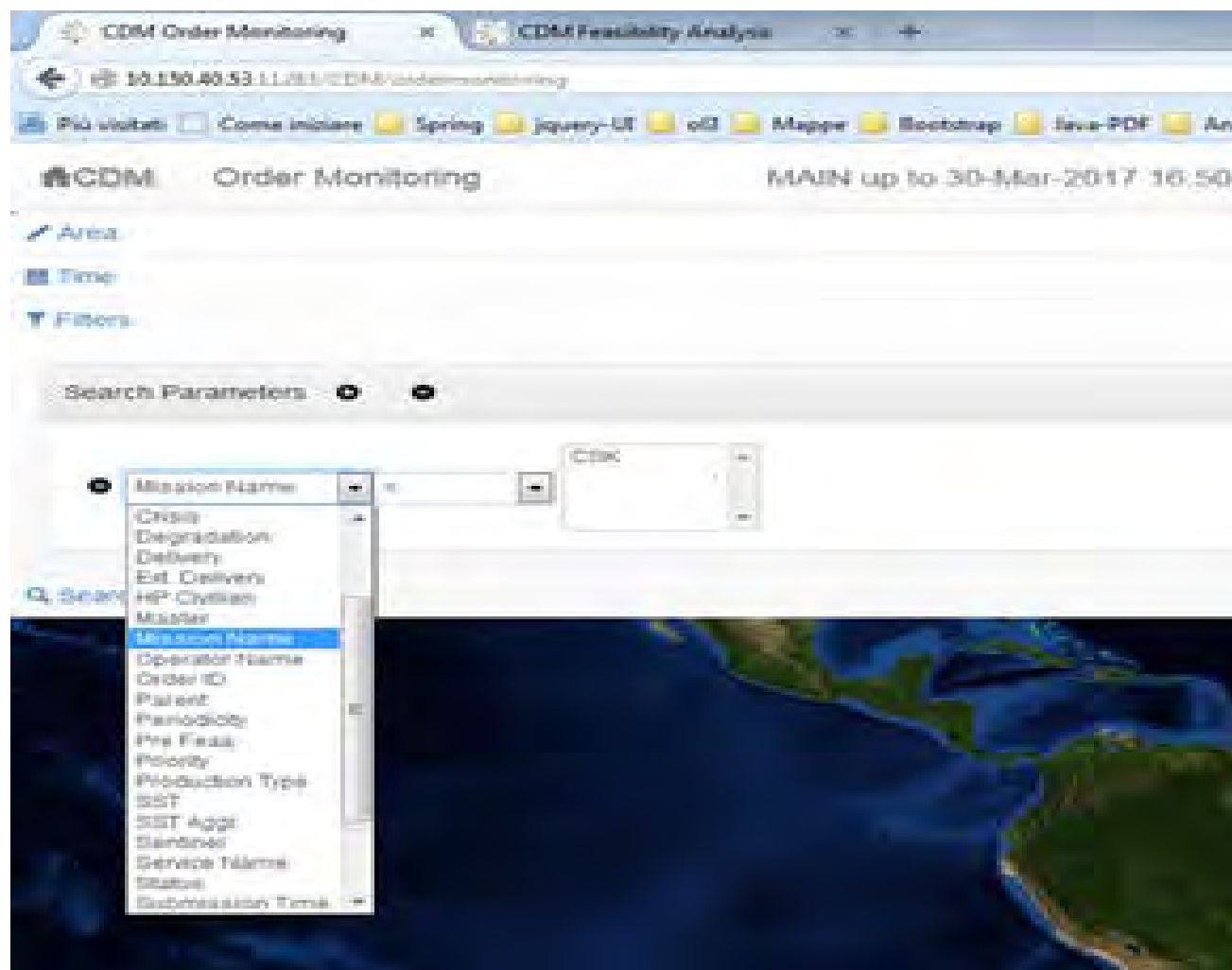
The panel on the top-left of the page allows browsing the database of the submitted orders.

*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

# Set filter criteria

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



Click on Search button



All orders filtered hits are visualized:

Orders List

Refresh

Details

Edit

Submit

Delete





Actions




Search


Order Id	Mission	Service Name	User Name	Oper. Name	Status	Aut. Fes. Res.	Comment	Visibility	Priority	Progr. Priority	Proc. Priority	TW Start	TW Stop	Submission Time	Area	Delivery Type	
<input type="checkbox"/>	581	CSK	COPY	dom	dom	COMPLETED	-	<a href="#">Prova_Http ...</a>	National	ROUTINE	1	1	-	-	03-Oct-2016 14:39:08.008	-	HTTPSGET
<input type="checkbox"/>	579	CSK	COPY	dom	dom	COMPLETED	-	Jpeg_USB	National	ROUTINE	1	1	-	-	03-Oct-2016 14:45:20.446	-	MEDIA
<input type="checkbox"/>	567	CSK	COPY	dom	dom	COMPLETED	-	<a href="#">prova_http ...</a>	National	ROUTINE	1	1	-	-	30-Sep-2016 08:33:01.672	-	HTTPSGET
<input type="checkbox"/>	341	CSK	RAW_B(L0)	dom	dom	COMPLETED	-	-	National	ROUTINE	1	1	-	-	13-Feb-2016 21:07:43.154	-	HTTPSGET
<input type="checkbox"/>	288	CSK	SCS_B(L1A)	dom	dom	COMPLETED	-	<a href="#">prova-crop ...</a>	National	ROUTINE	1	1	-	-	12-Feb-2016 22:12:29.012	-	NONE

Showing 1 to 5 of 5 rows

Showing 1 to 5 of 5 rows

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.