



CIGRE-AORC Technical Meeting 2020 - Japan Web-Library Event Guidance for KMS Registration

Ver. 5.0 (9th September 2020)

CIGRE – AORC Technical Meeting 2020 - Japan Web-Library Event

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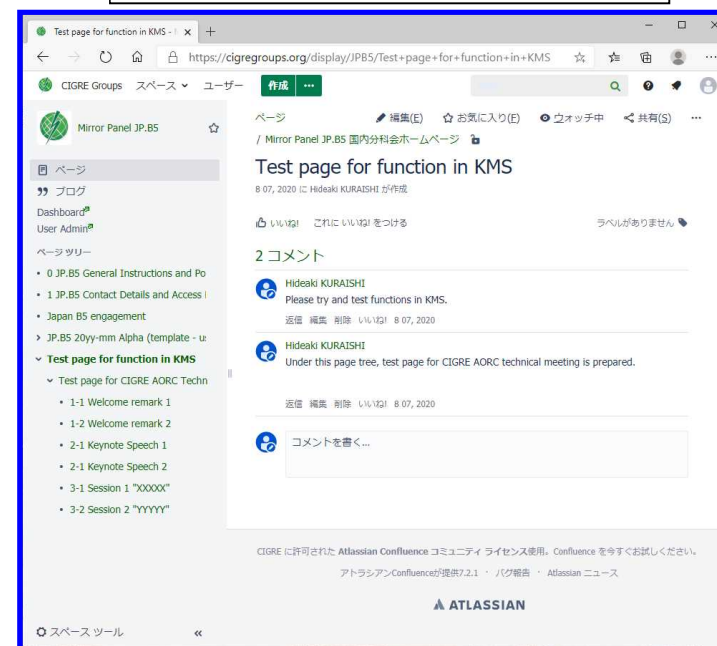
1. Introduction – Registration to the KMS is required to participate in this event
2. How to register to the KMS
3. How to log in to the KMS
4. How to view of contents and contents Q&A (TBA in the next version).

1. Introduction - Registration to the KMS is required to participate in this event

Overview

- All events of the CIGRE-AORC Technical Meeting 2020-Japan Web-Library Event will be posted on CIGRE KMS as mp4 format:
 - ✓ Opening ceremony,
 - ✓ Paper presentations
 - ✓ Young Member & WIE Forum.
- All participants can download and view the contents by accessing KMS during the event.
- Additionally, Q&A will be conducted on KMS.

Example of contents on KMS



1. Introduction - Registration to the KMS is required to participate in this event

Schedule for registration, events and Q&A

- Registration period for KMS
 - ✓ From September 7, 2020 (Mon.) to November 30, 2020 (Mon.)
- The period of the events (Publication period of materials)
 - ✓ From November 9, 2020 (Mon.) to November 20, 2020 (Fri.)
- The period of Q&A
 - ✓ From November 9, 2020 (Mon.) to November 30, 2020 (Mon.)

2. How to register to the KMS

For new users only:

- The page owner or secretary will send an invitation letter to the e-mail address you have registered for participation in the event, and you are required to register as a new user of the KMS from the URL (User Management System) shown in the letter, if it is first time for you to use KMS.
- This procedure is not required for those who have already completed the KMS user registration.
- Please be aware that the URL is valid for 72 hours.
- After accessing the site of User Management System, please register as a "new-user" and proceed to the next page by pushing "Save/Next" after entering the required information such as name and organization.

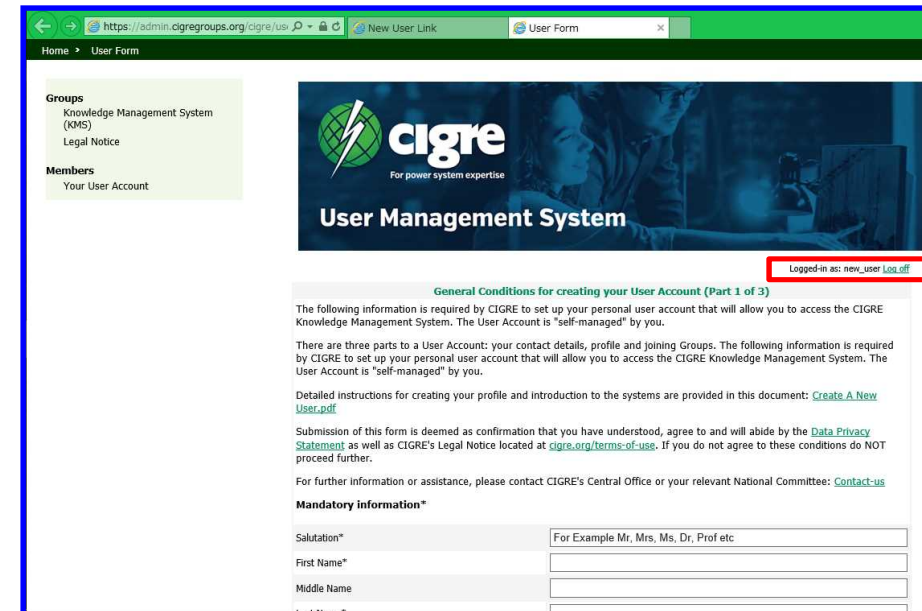
These input values are required.

Part 1 of 3

- Name
- Set password
- Telephone number
- Occupation
- Email address
- Country

Part 2 of 3

- Gender
- Field of expertise (B3 etc.)
- Reason for access (career)
- Type of CIGRE member



2. How to register to the KMS

For both new and registered users

- If you have already registered KMS and use it, please add Mirror Panel JP.B5.
- In order to display groups for registration and application (Mirror Panel JP.B5), please set filter as follows.
 - ① B5 Protection & Automation
 - ② Select All Committee/Groups
 - ③ JAPAN
- When Mirror Panel JP.B5 is displayed, please select “Representative” and click “Save/Next”.
- The registration procedure has been completed. Approval will be made once the Organization Committee has checked the contents of application.

Filter 3
 Show Groups by International, Central Office or Specific National Committee.
The default is set to select nothing!
 For Central office or International Groups select Central Office or International from the drop down list, they are located at the top of the list.

JAPAN

**Requested Space Permissions
(based on filter selections)**

Definitions

- **Owner:** Unique overall responsibility for the Group with full management of the Group as well as receiving User's requests for and granting/revoking of access. Owners have the following permissions: *View/Create/Edit/Attach/Delete/Comment/Blog*
- **Secretary(s):** Have the following permissions to the Group: *View/Create/Edit/Attach/Delete/Comment/Blog*
- **Representatives:** Official nominated National or CIGRE Member representatives of the Group. Permissions are: *View/Create/Edit/Attach/Comment/Blog*
- **Specialist:** A person active in a technical domain but not an official representative of the Group. Permissions are: *View/Comment*
- **External:** Neither Individual Member or staff of a collective Member, but authorised by CIGRE to participate in Group activities. Permissions are: *View/Create/Edit/Attach/Comment*
- **Observer:** has *View* only

Note:

1. Only apply for access to Groups where you have a genuine and legitimate reason for access - refusals will block further access requests.
2. Access to some Groups may require additional Membership fees being charged - please contact your CIGRE National Committee for further [advice](#)
3. No Access is the default for all Groups
4. Access to any Group is at the sole discretion of the Group Owner, and may be revoked at any time under the same discretion.
5. A Pending Request means you have submitted a request to join a Group, but to date it has not been approved.
6. If a request is Pending for more than 45 days, the system will automatically refuse the request and block further access requests for a period of 3months. You will be notified about a refusal. If you believe your request was valid, please contact the National Committee, Study Committee or the group Chairman/Convener directly. If appropriate they may arrange for the system administrator to remove the lock.

Space	Owner	Secretary	Representative	Specialist	External	Observer	Pending Request	Access Denied
Mirror Panel JP.B5	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. How to log in to the KMS

- Access page for KMS → <https://admin.cigre.org/cigre/start/>
- Upon clicking “Knowledge Management System”, please enter the ID and password.

