



WORK INSTRUCTION

Logging in to the system and work with instructions

Version 1
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Consultations:

| | |
|---------------|--|
| E-mail: | iplatforma@tsoua.com |
| | |
| Phone number: | (044) 461-20-78 |

Logging in and work with instructions

To log in to the IPlatforma, use the following link in your Internet browser (preferably Google Chrome, Internet-Explorer, etc.)

<https://iplatforma.tsoua.com/start>

the web browser window opens:



ТОВ "Оператор ГТС України"
Інформаційна платформа
Service Desk - iplatforma-
sap@tsoua.com
тел. техн. служби підтримки 0444812078

User *
Password *
Language
English
Log On

Change Password

Firstly, you shall log in to your personal account.

To do this, fill in the following fields:

User – enter your login (Platform user account);

Password – the initial password should be entered at the first login.



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User *
Password *
Language
English
Log On

Change Password

Attention! The password received in the e-mail should be changed within 3 days.

Press “Log on”:



The screenshot shows the SAP Web Application Server Password Authentication page. At the top, there is a banner with the text "SAP WEB APPLICATION SERVER" and "PASSWORD AUTHENTICATION" in large, bold letters. Below this, the SAP logo is visible. The main content area contains a login form with the following elements:

- A "User" field with a red asterisk, containing the text "TEST_EN1".
- A "Password" field with a red asterisk, containing a masked password "*****".
- A "Language" dropdown menu set to "English".
- A yellow "Log On" button.
- A "Change Password" link below the login fields.

On the left side of the page, there is contact information for the service desk:

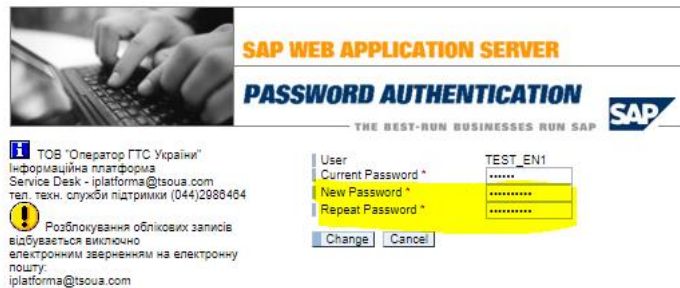
i ТОВ "Оператор ГТС України"
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тел. техн. служби підтримки 0444612078

The system will notify you about the change of the password, then press Continue:
The system will ask you to fill in the current password (the initial password):



The screenshot shows the SAP Password Authentication form. At the top, it says "SAP WEB APPLICATION SERVER" and "PASSWORD AUTHENTICATION" with the SAP logo. Below this, there is a contact information section for "ТОВ 'Оператор ГТС України'" and a warning icon with text in Ukrainian. The main form area has a "User" field with the value "TEST_EN1". Below it are three password fields: "Current Password *", "New Password *", and "Repeat Password *". The "Current Password *" field is highlighted in yellow and contains six dots. At the bottom of the form are "Change" and "Cancel" buttons.

Create a strong password that uses Latin letters (English keyboard layout), a punctuation mark, and numbers, and enter it in the following fields:



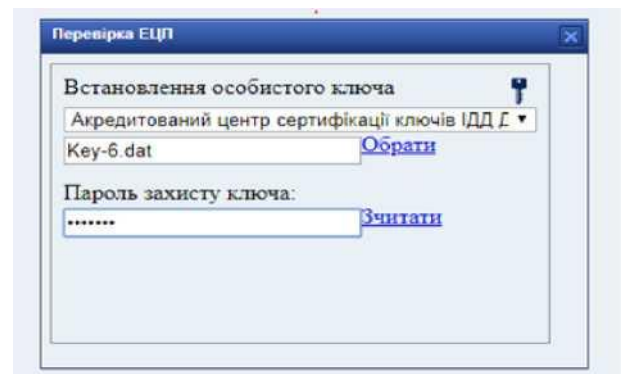
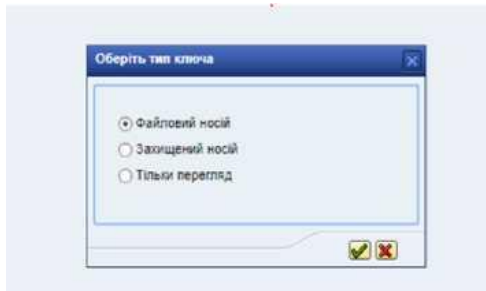
This screenshot is identical to the previous one, but the "New Password *" and "Repeat Password *" fields are also highlighted in yellow. Both fields contain six dots, indicating that a new password has been entered and repeated.

Press - Change:



This screenshot is identical to the previous ones, but the "Change" button at the bottom of the form is highlighted in yellow, indicating it has been pressed.

After entering the login and password, the selection of positions will open in order to select the type of EDS key. When downloading data or making changes – select the first two positions (according to the available EDS key), when viewing data – select the third position that **DOES NOT require EDS key** and press the green “tick”.



Оберіть тип ключа – Choose a key type:

Файловий носій – USB E-signature

Захищений носій – protected host

Тільки перегляд – View only

E-signature verification:

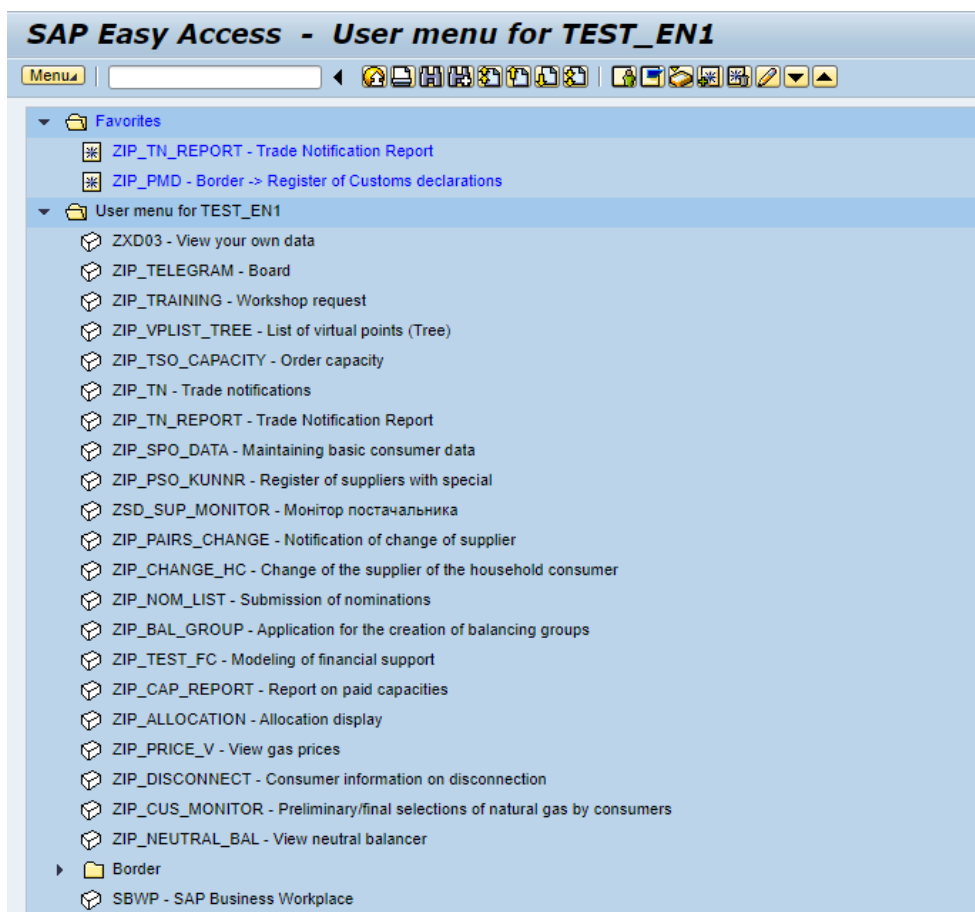
Обрати – select

Пароль захисту ключа – password

Зчитати – read

After fulfilling all the requirements for logging in, the working interface of the information platform user appears in accordance with the given credentials.

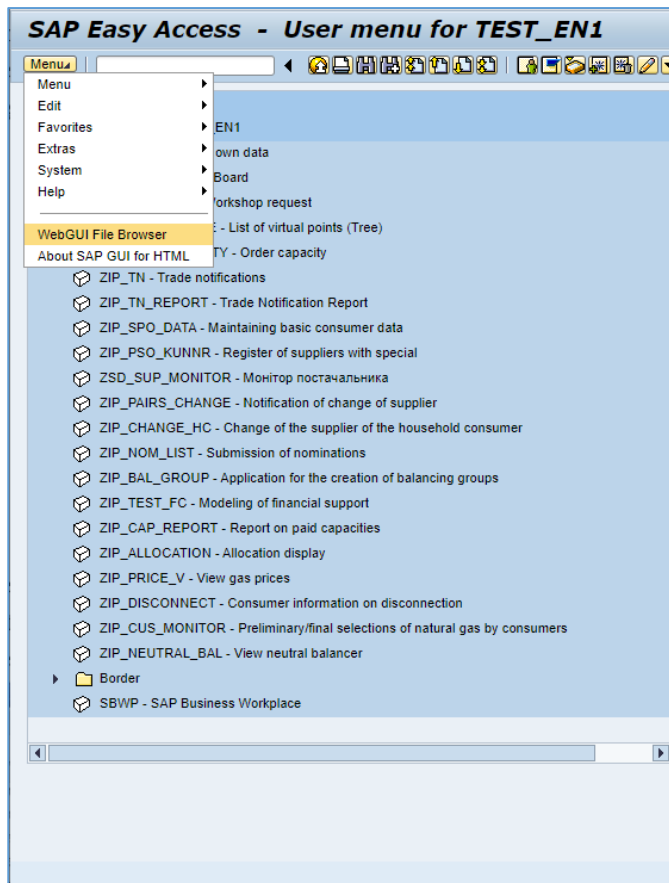
Working interface of the DSO:



Important!!!!

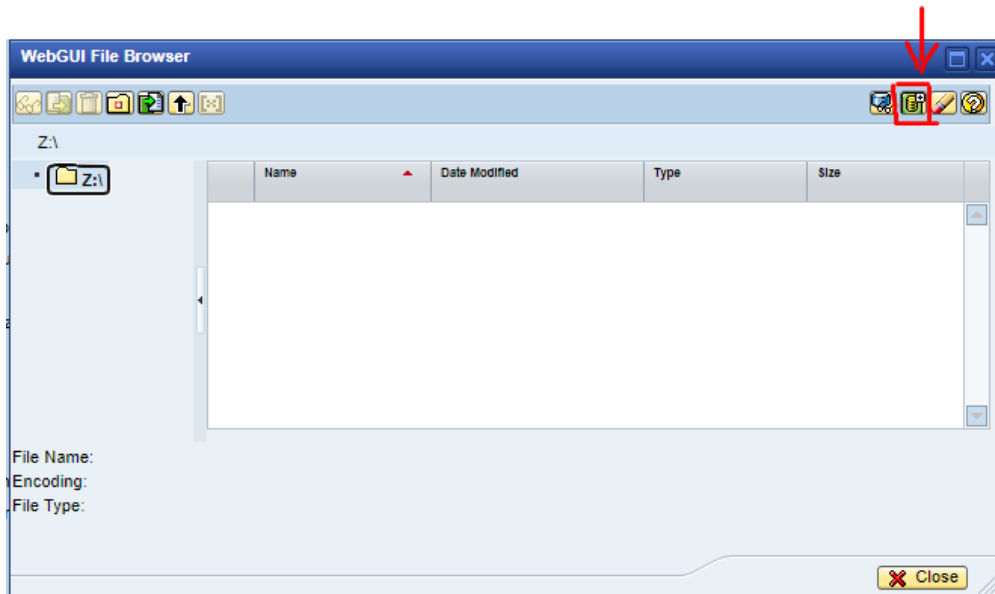
It is necessary to accomplish the right user setting for your system. First of all, you should complete the procedure of expanding the allocated space on the virtual disk Z, where the data will be downloaded from the system (during the process of formation of the download of data from the information platform).

For this purpose, go to the Menu - WebGUI File Browser:

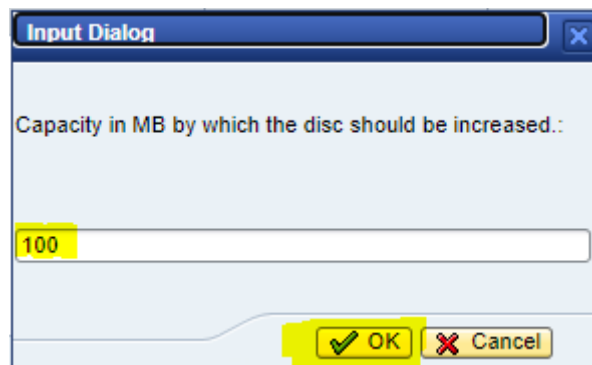


The place of saving of the virtual disk Z will open.

As a next step, it is necessary to set the size of the virtual disk Z. To do that, click the button “Expansion of the space of the browser’s file system”



Then set a new size (for example 100 MB) and click the button «OK»



Afterwards, please agree to save the files on your device.

As a next step, you will receive a message from the system about an increase in space on the virtual disk. Click the button "OK".



Click the icon to see **Instructions** for Users of the Information Platform

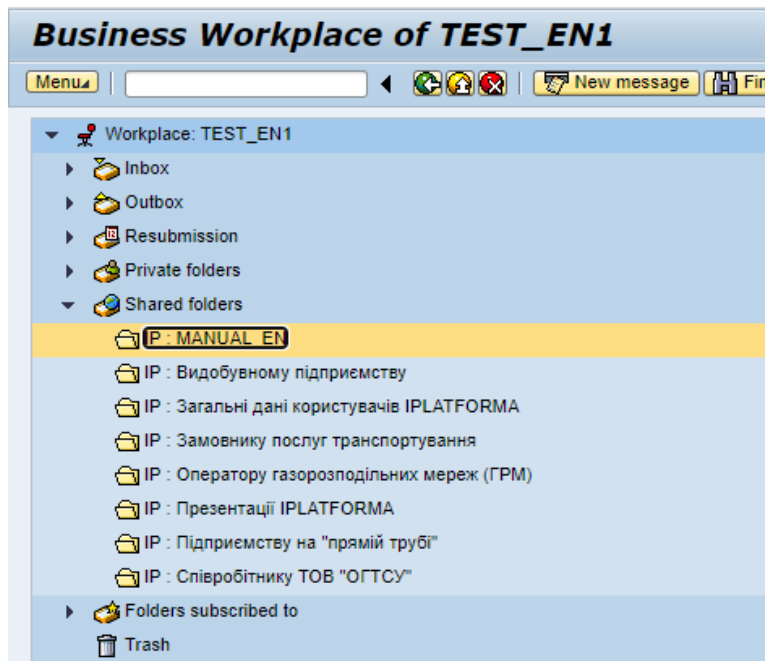


Or to select transaction SAP Workplace in the user menu:



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Instructions can be found in the directory folder: Shared folders – MANUAL_EN.




Afterwards, open the necessary Instruction and double-click on it:

The Internet browser requires a permission to download this PDF file, please allow:

Then the system will inform about saving the chosen file in its own file system:

To download instructions to your personal computer, please select the menu in the upper left corner - WebGUI File Browser.

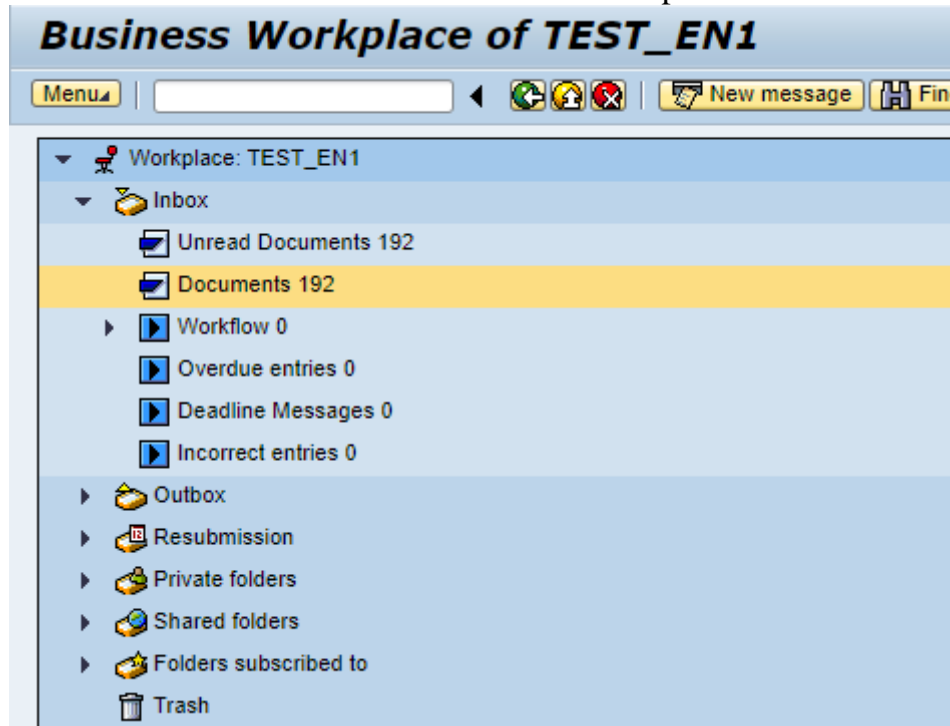
As a next step, click with the left mouse button on the needed and click the icon  "Export to your own file system".

The downloaded file can be seen in the Downloaded files folder of the Internet browser.

After clicking the left mouse button, the instruction will be available for reading and, if necessary, for printing and download.

Reception of the internal SAP mail.

An express message will be sent to the User when a new e-mail appears, so in order to read the message, click Menu in the left upper corner – menu – Business workplace. Choose the Inbox folder and there will be the list of correspondence:



Open the selected message by clicking the left mouse button twice:

Similarly works the process of reading messages in other shared folders related to the Business Workplace of Information Platform Users.