



**Antarctic Treaty  
Contacts Database  
User Guide**

Updated March 2018

## ***Purpose of the Contacts Database***

This database provides contact information and management of access permissions to the Secretariat's information systems including the EIES and meeting registration, among others.

## ***Contact Administrators and regular users***

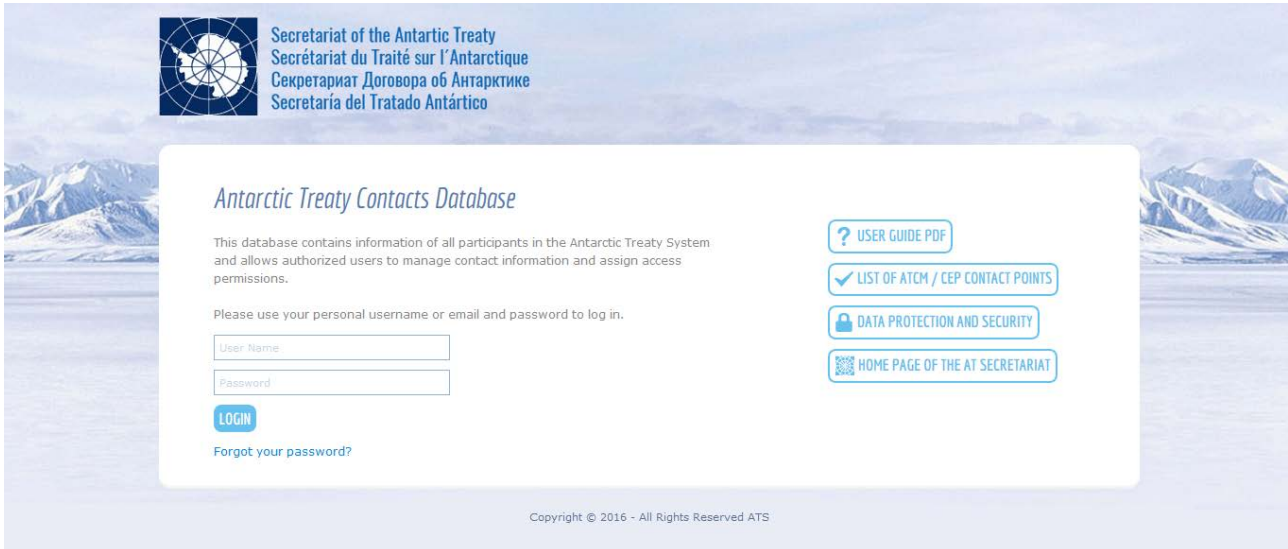
Contact Administrators of a Party have the ability to add, modify, and delete contact and organization data. Contact Administrators can also administer sector/role assignment and access settings of other users within a Party. If Contact Administrators need to delegate their functions to a colleague, they can assign Contact Administrator access level to another user.

On the other hand, regular users are able to browse the information in the database, but cannot make changes to any of the data except their personal information. Contact Administrators can assign regular users permissions to access other Secretariat's information systems.

# How to use the system

## Login Page

To start using the system, point your Internet Browser to <https://contacts.ats.aq>. You will be greeted by the login page:



Secretariat of the Antarctic Treaty  
Secrétariat du Traité sur l'Antarctique  
Секретариат Договора об Антарктике  
Secretaría del Tratado Antártico

### Antarctic Treaty Contacts Database

This database contains information of all participants in the Antarctic Treaty System and allows authorized users to manage contact information and assign access permissions.

Please use your personal username or email and password to log in.

User Name:

Password:

[LOGIN](#)

[Forgot your password?](#)

- [? USER GUIDE PDF](#)
- [✓ LIST OF ATCM / CEP CONTACT POINTS](#)
- [🔒 DATA PROTECTION AND SECURITY](#)
- [🏠 HOME PAGE OF THE AT SECRETARIAT](#)

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Enter your email address or username and password to log in.

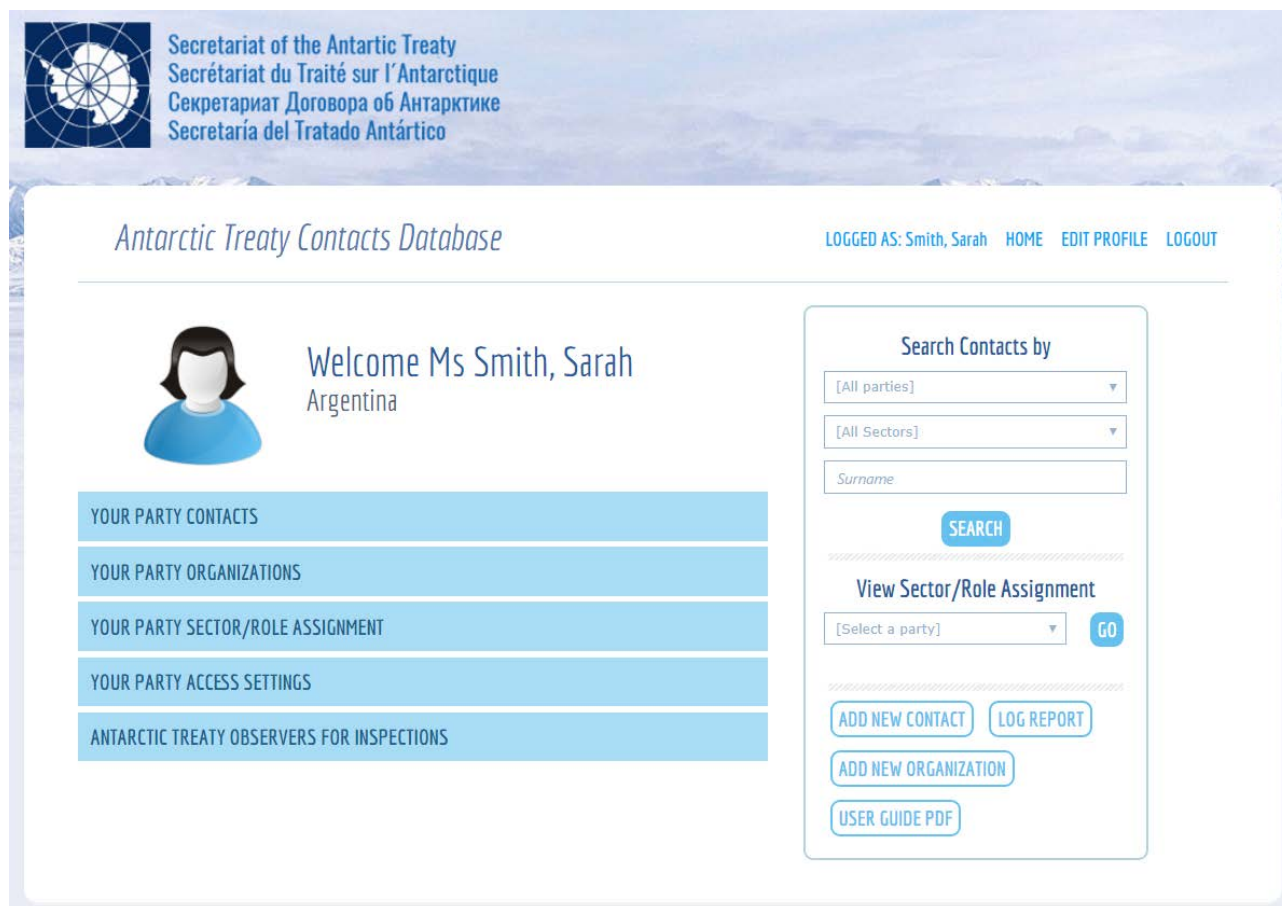
## Password Recovery

If you have forgotten your password you can retrieve it clicking the “Forgot your password?” link. You will then be prompted to enter your email address, then you will be sent an email containing a link with instructions to reset your password. If you do not receive this email within a couple of minutes, check your Spam folder.

## Welcome Screen

(The following screenshots displayed are as viewed by Contact Administrators)

After you have entered your credentials, you will be directed to the Welcome Screen as shown below:



The screenshot shows the 'Antarctic Treaty Contacts Database' interface. At the top left is the logo of the Secretariat of the Antarctic Treaty, with text in four languages: English, French, Russian, and Spanish. The main header area includes the title 'Antarctic Treaty Contacts Database' and a user status bar showing 'LOGGED AS: Smith, Sarah' with links for 'HOME', 'EDIT PROFILE', and 'LOGOUT'. The central part of the screen features a user profile for 'Ms Smith, Sarah' from 'Argentina', accompanied by a placeholder icon. Below the profile are five blue navigation tabs: 'YOUR PARTY CONTACTS', 'YOUR PARTY ORGANIZATIONS', 'YOUR PARTY SECTOR/ROLE ASSIGNMENT', 'YOUR PARTY ACCESS SETTINGS', and 'ANTARCTIC TREATY OBSERVERS FOR INSPECTIONS'. On the right side, there is a search and action panel. It includes a 'Search Contacts by' section with dropdown menus for '[All parties]' and '[All Sectors]', a text input for 'Surname', and a 'SEARCH' button. Below this is a 'View Sector/Role Assignment' section with a '[Select a party]' dropdown and a 'GO' button. At the bottom of the panel are four buttons: 'ADD NEW CONTACT', 'LOG REPORT', 'ADD NEW ORGANIZATION', and 'USER GUIDE PDF'.

**Your Party Contacts** and **Your Party Organizations**: These tabs open lists of your Party’s contacts and organizations. You can view the detailed data of any contact or organization by clicking the name in the list. (See below under sections “Viewing and Editing Contact Information” and “Organization Information”.)

**Your Party Sector / Role Assignment**: Under this item you will be shown a list of contacts within your Party, organized by sectors. (See below under section “Sector/Role Assignment”.)

**Your Party Access Settings**: This tab shows a list of your Party’s contacts that have access settings assigned.

**Antarctic Treaty Observers for Inspections**: Under this item you will be shown a list of the Antarctic Treaty Observers for Inspections designated by all Parties.

On the right side of the Welcome Screen you can **Search Contacts by** Party, Sector, or Surname. From this box you can also **View Sector/Role Assignments** of any Party, **Add New Contact** (see below for more information on these two tabs) or **Add New Organization**. Finally, to view a detailed report of all database actions of Contact Administrators of your Party, press **Log Report**.

You will notice that at the top right side of the screen you will be shown that you are logged in to the database and have available the links to **Edit Profile** (your own) and **Logout**. **Be sure to use the logout button if you are using a shared profile in any device**. We recommend that you take a moment to read our **Data Protection and Security [webpage](#)**.

## Viewing and Editing Contact Information

Once you click on a contact name, a new window will open with detailed contact data. This window is divided into four sections:

- Personal Data
- Organization Information
- Sectors /Roles Assigned
- Access Settings



**Ms Smith, Sarah**  
Argentina

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**PERSONAL DATA** EDIT

Party	Argentina
Title	Ms
Name	Sarah
Surname	Smith
Gender	Female
Telephone	54 11 8888 8888
Cellphone	54 11 8888 8887
Email	sarahsmith@organization.net
Alternate Email	sarahsmith@gmail.com
Position/Department	Environmental Officer

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**ORGANIZATION INFORMATION** EDIT

Organization	Instituto Antártico Argentino
Address 1	Cerrito 1248
City	Buenos Aires (ARGENTINA)
Postal Code	1010
Telephone 1	+54 11 4813-7807

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**SECTORS/ROLES ASSIGNED**

CEP Representative

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**ACCESS SETTINGS**

Contact Administrator  
EIES - Administrator

[BACK TO HOME](#) [EDIT PROFILE](#)

**Search Contacts by**

[SEARCH](#)

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**View Sector/Role Assignment**

[GO](#)

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[ADD NEW CONTACT](#) [LOG REPORT](#)

[ADD NEW ORGANIZATION](#)

[USER GUIDE PDF](#)

## Adding a New Contact

You will find **Add New Contact** buttons both at the bottom on the right side search box on most pages in the Contacts Database or at the bottom of the list of contacts from your party.

Clicking on this button will open a form like the one below:

The screenshot shows a web form titled "Personal Information" with the following fields and options:

- PARTY:** A dropdown menu with "Argentina" selected.
- TITLE:** An empty text input field.
- NAME:** An empty text input field.
- SURNAME:** An empty text input field.
- GENDER:** A dropdown menu with "[Select]" selected.
- TELEPHONE:** A text input field with the placeholder "Include Country and Area Codes".
- CELLPHONE:** A text input field with the placeholder "Include Country and Area Codes".
- EMAIL:** An empty text input field.
- EMAIL CONFIRMATION:** An empty text input field.
- ALTERNATE EMAIL:** An empty text input field.
- REMARKS:** A larger empty text input area.
- POSITION / DEPARTMENT:** An empty text input field.
- PHOTO:** A placeholder image of a person with a camera icon and an "ADD" button next to it.

Below the "Personal Information" section is the "Organization Information" section:

- ORGANIZATION:** A dropdown menu with "[Does not belong to an Organization]" selected.
- A button labeled "ADD NEW ORGANIZATION" is located below the dropdown.

At the bottom of the form are two buttons: "SAVE CONTACT" and "CANCEL".

In the AT Contacts Database email addresses are used to identify users. Therefore, if you enter an email that already exists in the system, you will be alerted to this. You can also add an alternate e-mail address to be used in any of the public contact lists in the Secretariat's website. (You will be able to configure which email address to use for each of those listings when editing contact information later.)

At the bottom of the page, you can associate the user with one of your existing Party Organizations or choose "Does not belong to an Organization". You can also add a new organization (see "Organization information" below) at this time.

After filling in this information, be sure to click "Save Contact" at the bottom of the screen.

## Contact Information

Once a contact exists, it will appear in the list of contacts. Click on the name to view the contact information.

Contact Administrators can edit the personal information, access settings, and permissions of any contact in his/her Party. Regular users can edit their own personal information using the **Edit Profile** button at the top right corner.



Mr Smith, John  
Argentina

Personal Data		EDIT
Party	Argentina	
Title	Mr	
Name	John	
Surname	Smith	
Gender	Male	
Telephone	123	
Cellphone	111	
Email	johnsmith@ats.aq	

Organization Information		EDIT
Organization	Instituto Antártico Argentino	
Address 1	Cerrito 1248	
City	Buenos Aires (ARGENTINA)	
Postal Code	1010	
Telephone 1	+54 11 4813-7807	


Sectors (not provided)

[BACK TO HOME](#)


[EDIT PROFILE](#)

### Editing existing contacts

To edit the profile of an existing contact, click “Edit” from the screen shown on the previous page. You will be taken to the following page, where you can edit the personal information of a contact, assign or change their password, and assign or change permissions to multiple information systems.



**Mr Smith, John**  
Argentina

 [CHANGE](#)

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TITLE	<input type="text" value="Mr"/>
NAME	<input type="text" value="John"/>
SURNAME	<input type="text" value="Smith"/>
GENDER	<input type="text" value="Male"/>
TELEPHONE	<input type="text" value="114657893"/>
CELLPHONE	<input type="text" value="115491159"/>
EMAIL	<input type="text" value="johnsmith@ats.aq"/>
CONFIRM EMAIL	<input type="text" value="johnsmith@ats.aq"/>
ALTERNATE EMAIL	<input type="text" value="contactus@ats.aq"/>
REMARKS	<input type="text"/>
POSITION	<input type="text" value="Director of Operations"/>
ORGANIZATION	<input type="text" value="Instituto Antártico Argentino"/>

"Show Organizations from all parties"

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#### Access Settings

ASSIGN / CHANGE PASSWORD:

VERIFY PASSWORD:

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#### Assign / Change Permissions

- Contact Administrator
- EIES - Administrator
- EIES - Environmental Information Operator
- EIES - Operational Information Operator
- EIES - Other Information Operator
- EIES - Scientific Information Operator
- Meeting Report Contributor

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#### Roles Assigned

ATCM Intersessional Representative Main  
Showing main e-mail - [Show Alternate](#)

ATCM Liability  
Showing main e-mail - [Show Alternate](#)

National Competent Authority  
Showing alternate e-mail - [Show main](#)

[EDIT ROLE / SECTOR ASSIGNMENT](#)

[SAVE PROFILE](#) [CANCEL](#)


When you are finished working with the contact information, click “Save” at the bottom of the page in order to save changes or “Cancel” to exit without changes.

To remove the contact from the system, press “Delete”.



## Organization Information

Pressing “Your Party Organizations” will open a list of your Party organizations:

YOUR PARTY ORGANIZATIONS 	
NAME	PARTY
<a href="#">Armada Argentina - Base Puerto Belgrano</a>	Argentina
<a href="#">Asociación para las Naciones Unidas de la República Argentina ANU-AR</a>	Argentina
<a href="#">ATCM XXXIV Host Country Secretariat</a>	Argentina
<a href="#">Certisur SA</a>	Argentina
<a href="#">Comando Antártico de Ejército</a>	Argentina
<a href="#">Comando Conjunto Antártico</a>	Argentina
<a href="#">Comisión Nacional de Energía Atómica</a>	Argentina
<a href="#">Dirección de Asuntos Antárticos Fuerza Aérea Argentina</a>	Argentina
<a href="#">Dirección Nacional del Antártico - Ministerio de Relaciones Exteriores y Culto</a>	Argentina
<a href="#">Instituto Antártico Argentino</a>	Argentina
<a href="#">Legislatura de la Ciudad Autónoma de Buenos Aires</a>	Argentina
<a href="#">Ministerio de Relaciones Exteriores y Culto</a>	Argentina
<a href="#">Ministry of Labour, Employment and Social Security</a>	Argentina
<a href="#">Secretaría de Turismo</a>	Argentina
<a href="#">Servicio de Hidrografía Naval</a>	Argentina

[ORGANIZATION REPORT](#) [ADD NEW](#)

By clicking on the name of an organization in blue from the list, you will be able to view the organization’s entered information. To edit this information, click the “Edit Organization” at the bottom of the page.

Press “Add New” to enter a new organization.

## View Sector/Role Assignment of other Parties

On the Welcome Screen you will see the option to “View Sector/Role Assignment” on the right-hand side of the page. Choose a Party from the drop-down menu and click “Go” to view the sector and role assignments of that Party.

## Manage Sector/Role Assignment of your Party

From the Welcome Screen, click **Your Party Sector/Role Assignment** to view a list of Contacts with their assigned sectors. If you are a Contact Administrator, to manage the sectors/roles, click “Edit” under the list and you will be taken to this page:

Sector / Role Assignment: Argentina		
SECTOR	CONTACT NAME	ADD / REPLACE
ATCM Par 3 Main	Gowland, Min. Máximo	[ Select ] +
ATCM Par 3 Alternate	Sartor, Sec. Jorge -	[ Select ] +
ATCM Par 5 Main	Millicay, Min. Fernanda	[ Select ] +
ATCM Par 5 Alternate		[ Select ] +
ATCM Intersessional Representative Main	Gowland, Min. Máximo	[ Select ] +
ATCM Intersessional Representative Alternate	Barreto, Cons. Juan -	[ Select ] +
CEP Representative	Ortúzar, Lic. Patricia	[ Select ] +
CEP Alternate	Capurro, Ms Andrea -	[ Select ] +
CEP Mailing	Sánchez, Mr. Rodolfo -	[ Select ] +
ATCM Liability	Gowland, Min. Máximo -	[ Select ] +
ATCM Tourism	Gowland, Min. Máximo -	[ Select ] +
ATCM Rec review	Gowland, Min. Máximo -	[ Select ] +
National Competent Authority	Gowland, Min. Máximo (Ministerio de Relaciones Exteriores y Culto) -	[ Select ] +

### Sector/role Assignment

Select a contact from the drop-down lists on the right and click the + button. To remove a contact from a particular sector, press the - button next to the contact’s name.

For certain roles, there is a mandatory minimum of one contact; therefore, if you only have one contact listed in that role, the - button will not be displayed. In order to remove the role assignment from this contact, you must first add a replacement for this role using the + button to the right.

## **Access Settings**

At the bottom of the same page, choose a contact from the drop-down menu to access his or her access settings (Contact Administrators, EIES Administrators, EIES Operators (various sections), and Meeting Contributors).

Another way to manage this information is from the Welcome Screen. Click “Your Party Access Settings” to release a list of Contacts in your Party and their access settings. Next to the name of each contact you will find an “Edit” button which will take you to the Contact’s profile and the Permission Assignment box on the right.

## **Support**

If you encounter any difficulty in using this application, please contact the Secretariat’s Information officer Jose Luis Agraz at the following address: [pepe.agraz@ats.aq](mailto:pepe.agraz@ats.aq).