Getting to Know the Features of SMART

Overview

Welcome to SMART (Spectrum Management and Registration Technology). SMART is considered the online legal Register of Radio Frequencies. The information on the register is publicly accessible in real-time.

SMART is used by approved radio engineers, certifiers and examiners to deliver online licensing services to RSM clients. A client too may use SMART to submit a licence application.

Licensing Agencies (LA's), such as Ministry for Culture and Heritage, Te Puni Kokiri OR Maritime NZ, interact with SMART when a licence application requires their consideration.

Using this manual

This manual offers a practical level of assistance to RSM approved users. **Please read it.**

Tip: Helpful tips in this sidebar.

Helpful tips are also displayed in the left-hand sidebar.

What's new

The information below tells you about SMART's new face:

- **SMART Access** - is designed for easy navigation, usability and accessibility.
- **Screen Settings** - Screen resolution should be a minimum 1024 x 768. If you have a wide screen, then change the default setting in "My Settings" to accommodate the width of your screen
- **Font Settings** - If you want to change the font size in Firefox or IE7, then use **Ctrl+** or **Ctrl-** OR **Ctrl and scroll** on your mouse
- **SMART Help** - Each screen tells you what to do.
- **SMART Menu Functions** – SMART web-based menus with dropdown lists assist navigation
- **Buttons, Links and Search Criteria –**
- **Activate your Account** – an activation code is entered before you can Logon to SMART.
- **Logon and Password** – you must activate your account to log on to SMART. You only get one chance to enter your chosen username and password.

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Getting to know the features of SMART

Technical Assistance

There is comprehensive online help and each SMART screen informs you what to do. There is also micro-help when you hover your cursor over a field name. **SMART online help only functions once you log on.**

If you require help beyond the above assistance, please email RSM at info@rsm.govt.nz OR phone our free phone number 0508 RSM INFO (0508 776463).

Finding an error

If you find an error when using this manual please contact the technical writer or licensing manager listed in the front of this manual or email info@rsm.govt.nz.

Disclaimer

The example procedures in this manual were carried out in a test environment and bear no resemblance to any licence held by a licencee mentioned or identified in this user manual.

In this section

Topics in this section describe the following procedures.

Topic	See Page
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SMART menu functions	6
Buttons, Links and Search Criteria	9

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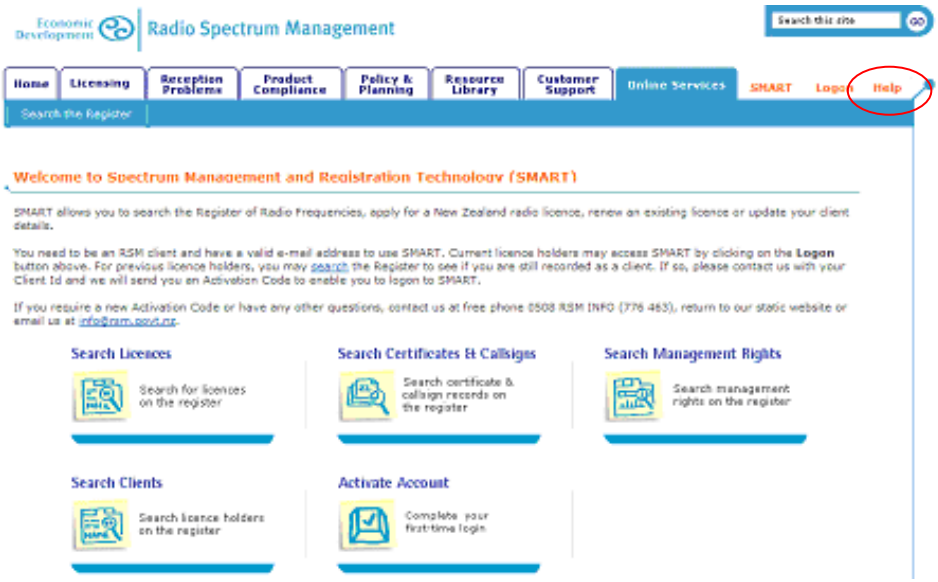
SMART Access

SMART new face

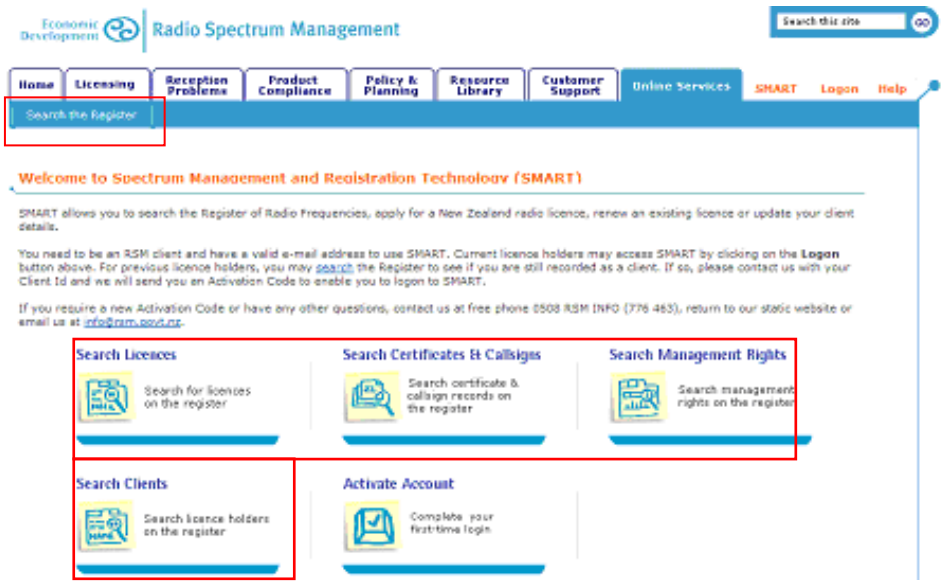
Tip: The new SMART home page is designed for easy navigation and sits inside the RSM website.

Note: the **Help** menu is top right of screen. Previously it sat in the bottom right corner.



Screens visible to casual browsers

Screens visible to casual browsers who are not RSM clients are shown below. The **Search** tools allow casual browsers to access limited information in SMART, such as Search the Register.



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Screens visible to authorised RSM clients

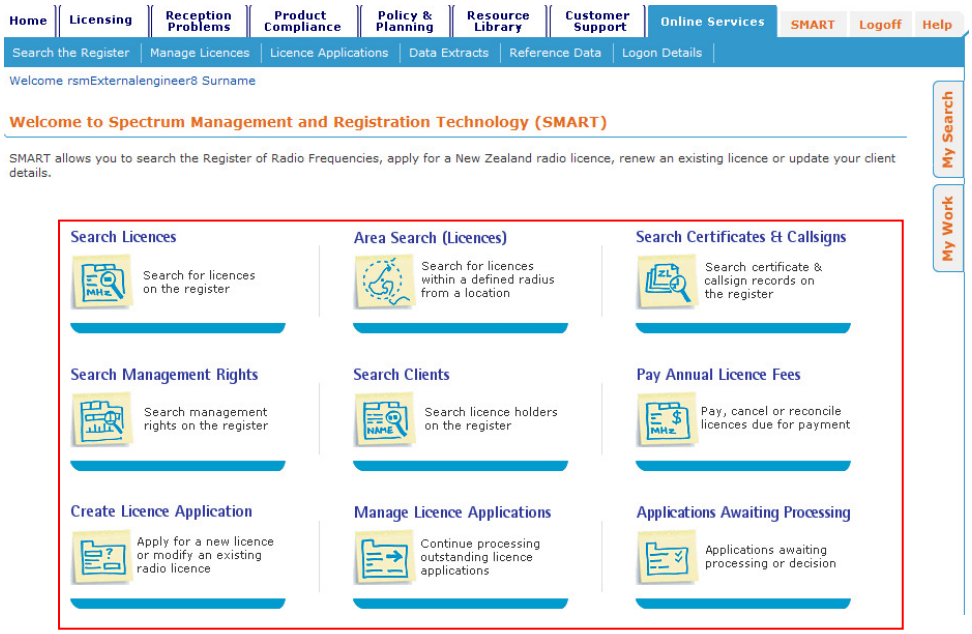
Screens visible to authorised RSM clients are shown below.

- Authorised RSM clients are:
- Approved radio engineers, certifiers and examiners
- Clients of RSM
- RSM staff

Authorised users have two options when they access SMART:

1. Do not **Logon** to SMART then you get limited search options as a casual browser, OR

- **Logon** to SMART and get more licensing options depending on your authorised user privilege.



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End of SMART Access

SMART Help

Online help

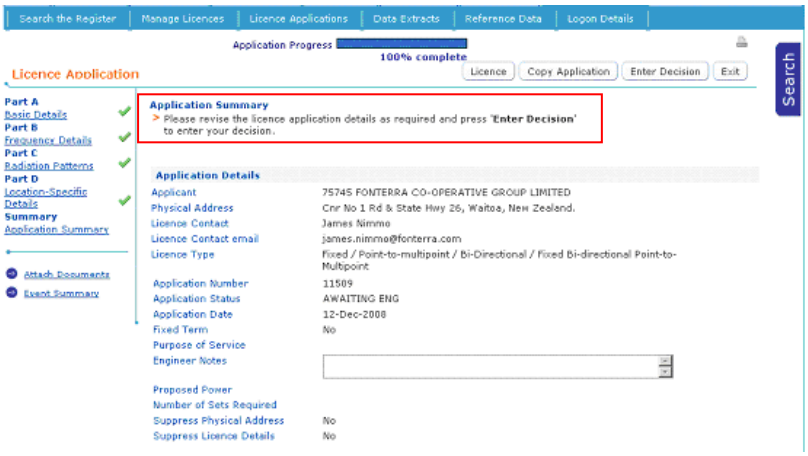
There is comprehensive online help on each SMART screen. There is also micro-help, which is when you move your cursor across a field name.

SMART online help only functions after you log on.

SMART help is also shared by **Licensing Agencies** who interact with SMART when a licence application requires their consideration.

If you require help beyond the above assistance, please email RSM at info@rsm.govt.nz OR phone our freephone number 0508 RSM INFO (0508 776463).

Note: SMART online help only functions if you are logged on.



Technical assistance

Technical assistance for the procedures in this manual are found in Public Information Brochures (PIB's)on RSM's website http://www.rsm.govt.nz/cms/resource-library/publications/public-information-brochures-pib

PIB's are your technical rules. **Please read them**.

As an approved radio engineer or certifier you should be familiar with PIB 21, PIB22, PIB 23, PIB38, PIB39 and PIB40

End of SMART Help

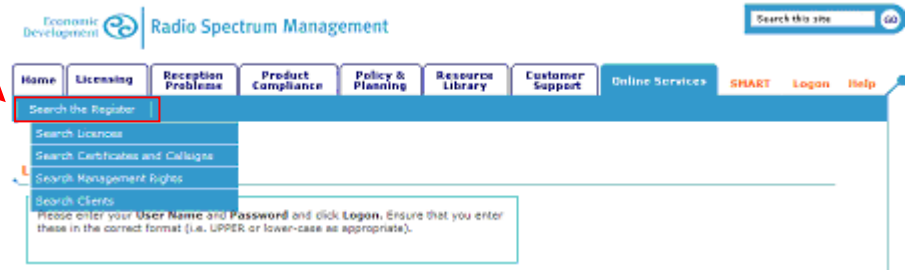
SMART Menu Functions

Find a menu

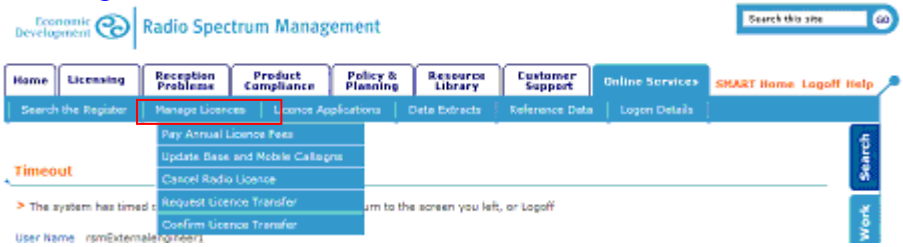
Tip: SMART dropdown lists.

Logon to SMART http://www.rsm.govt.nz/smart/, and click the blue menu buttons across the page to find submenus for the following:

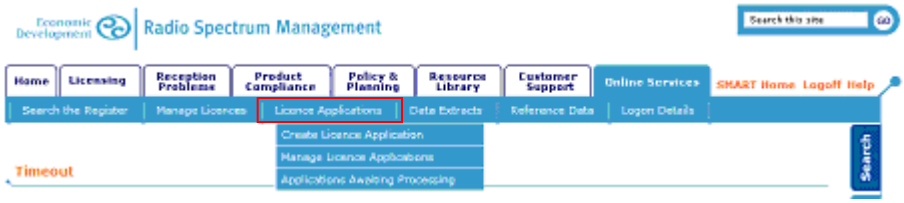
- Search the Register



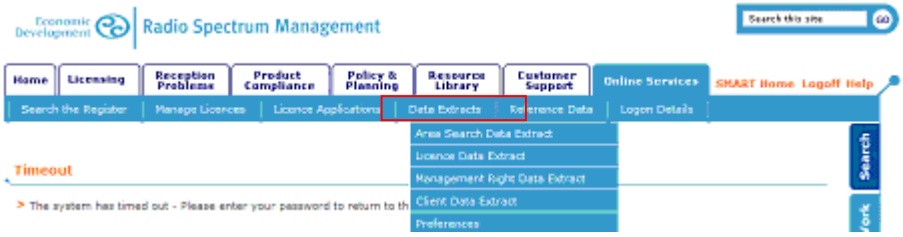
- Manage Licences



- Licence Applications



- Data Extracts



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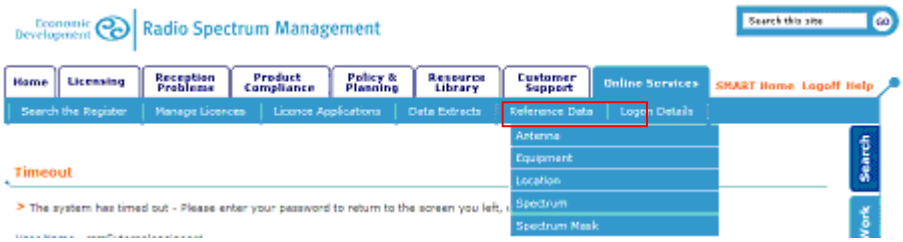
SMART Menu Functions

Find a menu

Click the blue menu buttons across the page to find submenus for:

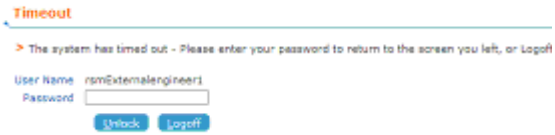
- Reference Data



- Logon Details. Note the extra submenu to add and update clients.

Timeout function

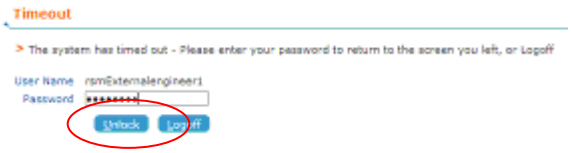
SMART has a **Timeout** function if there is no activity for 20 minutes. A warning is given before timeout occurs. **Your work will be saved**.



Unlock Logon

If you have been timed-out you are prompted to re-enter your password to resume work in SMART:

- click **Logon**
- enter your password and then click **Unlock**



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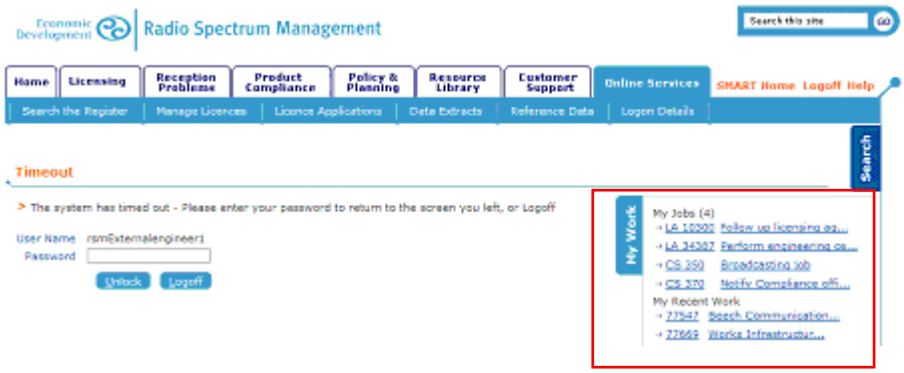
SMART Menu Functions, Continued

My Search function

Search is a toggle sidebar at the right side of your screen. Click to view your favourites and settings. You must be logged onto SMART to use the **Search** function

My Work function

My Work is a toggle sidebar at the right side of your screen. Click to view jobs in your work queue. You must be logged onto SMART to use **My Work** function.



SMART navigation

Tip: open two SMART sessions. Use one for licensing and the other to browse for RSM website information

You can browse the RSM website to get more information such as PIB's or policy documents while working in SMART. SMART will ask you to save your work first.

To resume work in SMART simply **Logon** back on again. Click **My Work** and find the application you were working on.

End of SMART Menu Functions

Buttons, Links and Search Criteria

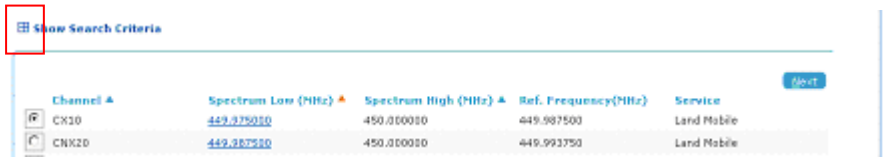
Accessibility

SMART navigation differs considerably from the previous version.

The functions below define the navigation action. Become familiar with them

Show and hide search criteria

Show and **Hide Search Criteria** are indicated by **+** and **–** signs left of screen. Click to expand or minimise search criteria or Help information



Column arrows

The arrows beside each column allow you to sort ascending and descending by column. The orange arrow indicates the sorted column and the direction of the sort.

Click an arrow to sort.

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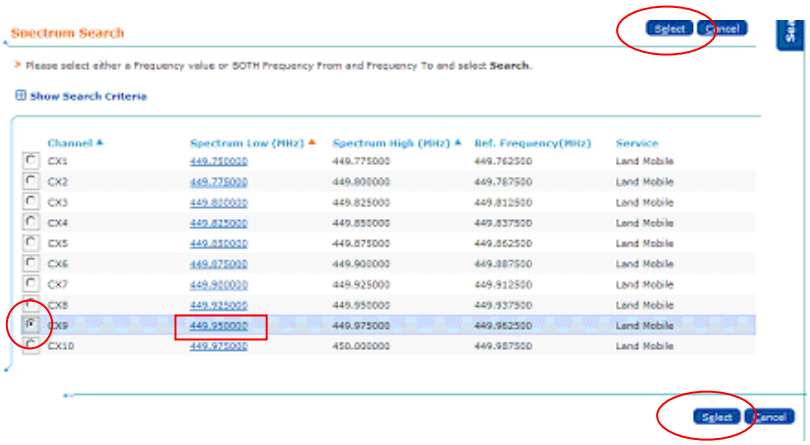
Buttons, Links and Search Criteria

Radio buttons and links

The table below explains different functions between a radio button and a link



If you click a ...	Then ...
Radio Button	Click **Select** to navigate to the next screen.
Link	You will view information associated with the link. In some cases more information can be found by clicking the menu option inside the viewing screen.

Application and Client links

The table below explains different link functions between a **Application** and **Client.**

If you click a link for...	Then ...
Application	You will navigate to the **Application Summary** screen from there you can craft a licence.
Client	You will navigate to the **Client Summary** screen from there you can update client details.

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Other activity functions

Other activity functions include the following:

Buttons	Function
Next	Moves to the next results screen
Previous	Moves to the previous results screen
Continue	Moves to the next screen in the current process
Back	Moves back to the previous screen in the current process
Select	Use to select criteria
Cancel	Returns to the previous screen OR may abandon current activity
Exit	Exits current process
Search	Offers a search criteria function
Clear	Clears all fields
Add	Use to add channels, locations etc
Save	Save changes dialog box asks users whether they want to save data or cancel from the current process

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End of Buttons, Links and Search Criteria