The IP Registry USER GUIDE

for

Organisations

Contents

Introduction

Welcome to the IP Registry User Guide. If you have any questions regarding the guide please contact: admin@theipregistry.org

Organisations

Access Details

Access The IP Registry at https://app.theipregistry.org/ or alternatively, via your email invitation link, if you have received one.

Sign In

1.1. If you have received an email invitation from The IP Registry or have already registered, please use your assigned Email and Password to sign in. *Skip to step 2.1 Organisation Profile*.

1.2. If you are not already registered, please click 'Not registered yet? Sign up here!'.

1.3. This leads you on to Sign Up Organisation Search page.

1.4. Please ensure you read the Terms and Conditions pop-up and click <Accept> at the bottom of the page.

1.5. If your organisation is recognised by the IP address you are accessing from, your organisation profile will appear. You then have 2 options 'Yes, continue and register' (*skip to step 2.1 – Organisation Profile*) or 'No, let me search for a different organisation'.

Welcome to the IP Registry, your IP is recognised for:

Standard Name	Loughborough University
Alias 1	Loughborough Univ
PSI Org ID	GBRAS0UNI590132
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	GBR
Country Description	UNITED KINGDOM
Url	lboro.ac.uk
External Reference	
Ringgold Identifier	
Is this you?	Yes, continue and register No, let me search for a different organisation

1.6. If your organisation is not recognised immediately by the IP address you are accessing from, you can search for your organisation using the <Search Bar>, using your PSI Organisation ID or organisation name.
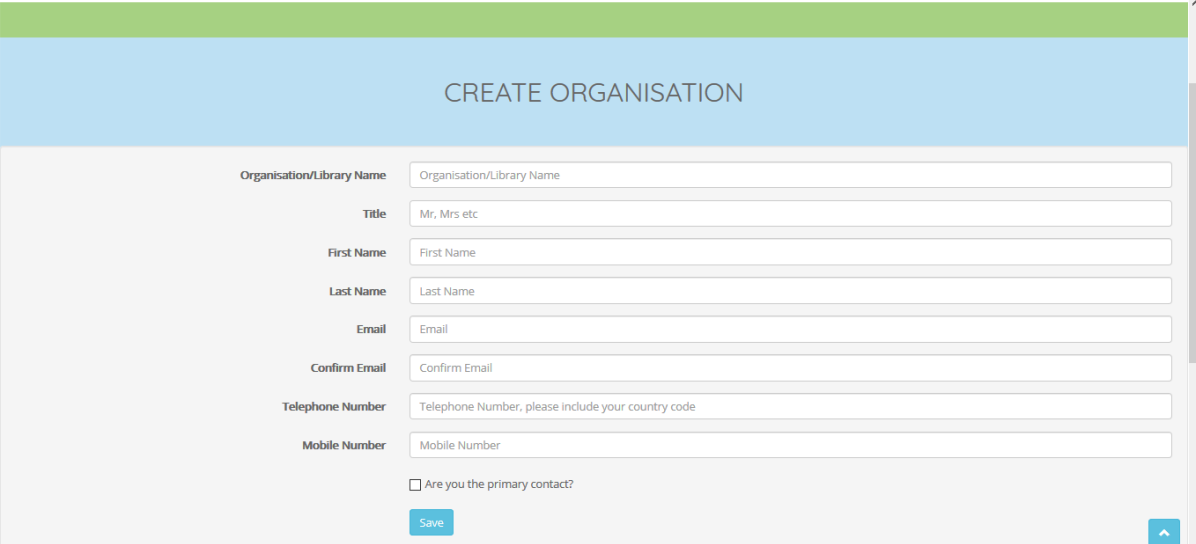
1.7. If your organisation does not appear to be in The IP Registry, click the blue <Create Organisation> button.

1.8. In the Create Organisation page, enter your details and the details of the organisation that you are signing up, then click <Save>.

1.9. Your sign up request will then be sent to The IP Registry for approval.

1.10. Once we have approved your request, you will be sent an email to the email address provided, with an invitation.

Organisation Profile

2.1. Once you have successfully signed in, you will be lead to your Organisation Profile page. This page details your organisation information, IP Addresses, Affiliates, Areas of Interest etc.

2.2. From here you have 3 options: 'View on hierarchy', 'Manage Organisation Details' and 'Manage IP Address Details'.

View on Hierarchy

3.1. To view where your organisation sits within its organisational hierarchy, click <View on hierarchy>. From this view, you can see the immediate parent organisations above your organisation, and all child organisations below.
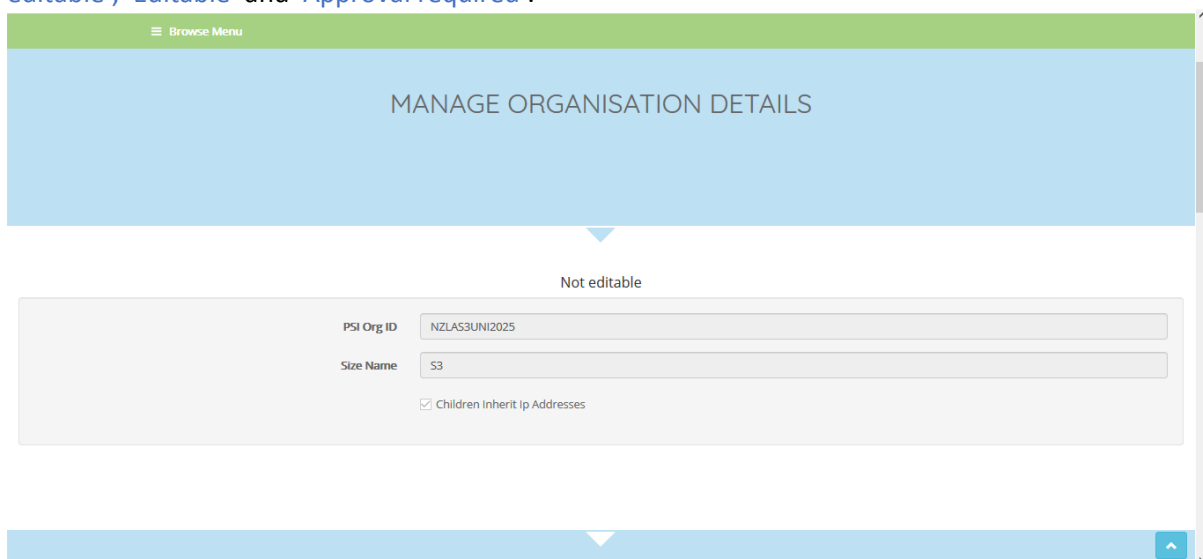
3.2. If you need to be set up as the Organisation Administrator for any of your child organisations, please contact The IP Registry.

3.3. To return to your Organisation Profile, use your browser's <Back> button.

Manage Organisation Details

4.1. To edit any of your organisation's details, on your Organisation Profile, click <Manage Organisation Details>. On this page, there are 3 sections containing your organisation's details: 'Not editable', 'Editable' and 'Approval required'.

a. In the 'Not editable' section, you cannot edit the PSI Org ID, the Size Name or the Children Inherit IP Addresses checkbox.

b. In the 'Editable' section, you can edit any of these details immediately.

c. In the 'Approval Required' section, you can edit any of these details, but they will be sent to The IP Registry for approval.

d. To confirm any changes you have made, tick the 'I verify the details above are correct' checkbox and click <Submit>. You will then return to your organisation profile.

4.2. To return to your Organisation Profile, use your browser's <Back> button

Manage IP Address Details

5.1. To manage your organisation's IP addresses, click <Manage IP Address Details>. This page shows all IP addresses related to your organisation. Those in green are 'Verified', amber are 'Awaiting Verification', red are 'Verified against a Different Organisation', and purple are 'Agent/Third party aggregator'.

Confirm an IP Address

5.2. To confirm an IP Address tick the checkbox next to 'I confirm that the details below are correct:'. <Save Changes> and your confirmation will be accepted.

Add an IP Address

5.3. To add an IP address to your organisation's IP addresses, click <Add>.

   a. On the Add IP address pop-up menu, enter the start IP address and end IP address, then click <Add>.
   b. If the IP address you have added is already verified in The IP Registry against a different organisation, you will see the following message 'IP address(es) already exists in another organisation'.
   c. You must then submit Supporting Documentation to save any new IP addresses to your organisation. *(See 5.6. for details on supporting documentation.)*
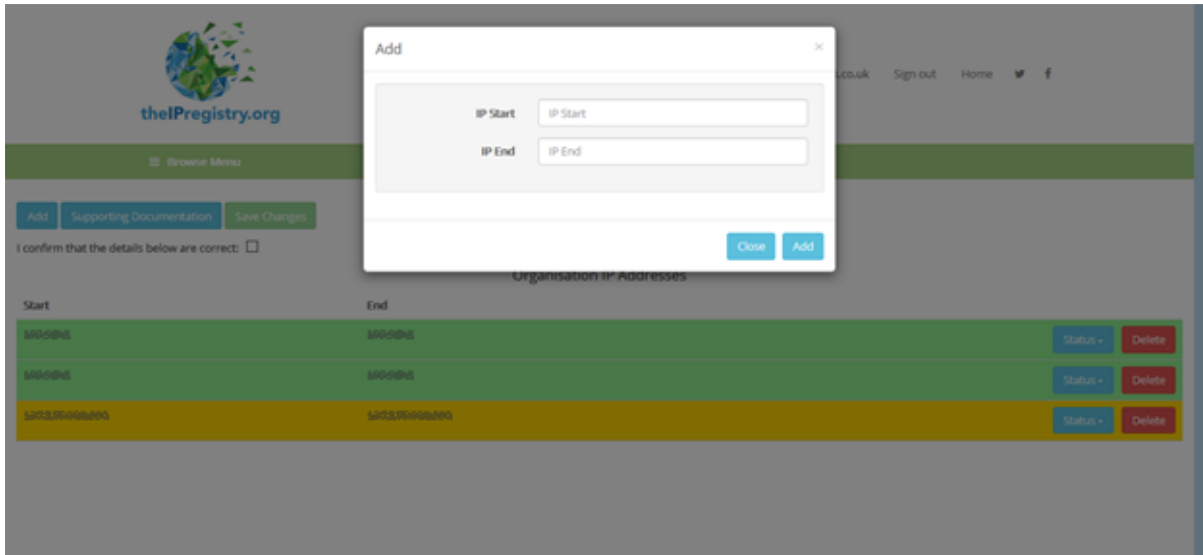
Delete an IP Address

5.4. To delete any of your organisation's IP addresses, click <Delete> on the IP addresses you wish to delete. *(See 5.6. for details on supporting documentation.)*

Change the Status of an IP Address

5.5. To change the status any of your IP addresses, click the dropdown menu <Status> displayed against the IP address, then choose from the selection – Green, Amber, Red, Purple. (*See 5.6. for details on supporting documentation.*)
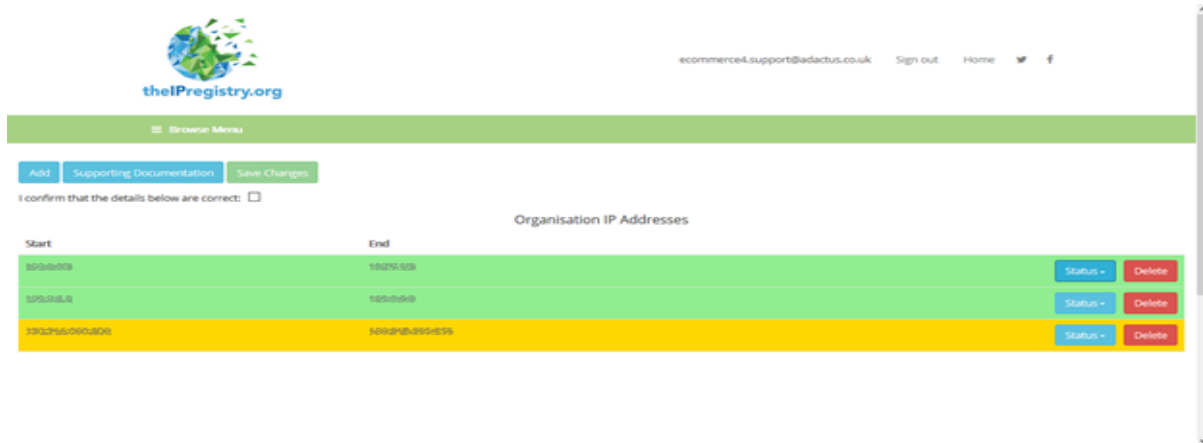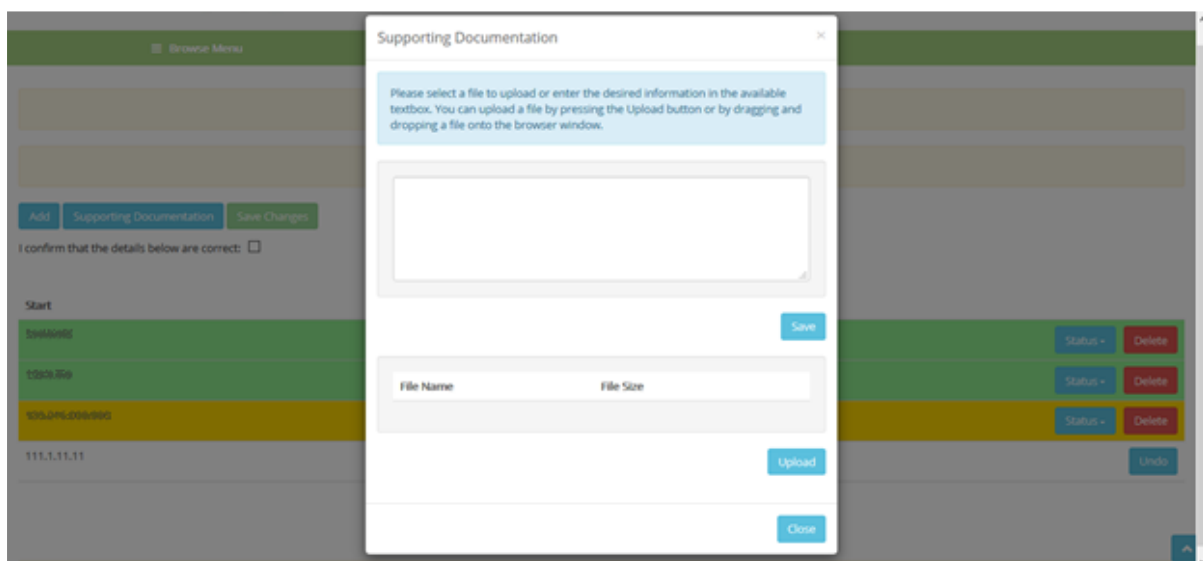

Supporting Documentation

5.6. Before saving your changes to any Adding, Changing the status of, or Deleting any IP addresses; you must submit Supporting Documentation.

5.7. This is primarily required as evidence against IP address changes. We accept the following forms of Supporting Documentation:

   a. License Agreement or document
   b. Copy of email detailing the change (eg Iana IP Registration document)
   c. Free text explanation to support your change (e.g. *"I "Joe Bloggs, administrator for "Loughborough University" confirm that this is an old IP and no longer used so it has been deleted". JoeBloggs@lboro.ac.uk. 7.12.2017"*

5.8. To submit supporting documentation, click 'Supporting Documentation'.

    a. On the Supporting Documentation pop-up menu, enter free text into the text box to support your changes, then click <Save>; or you can upload your supporting documentation file(s) by clicking <Upload> and selecting the relevant files.

    b. If you are submitting documentation to support the addition of an IP Address for your organisation that is already verified against a different organisation in The IP Registry, then we will assess your documentation, investigate why the two IP Addresses overlap and then contact you if there are any issues.

    c. Click <Close> when you have finished and you will return to the Manage IP Address Details page.

5.9. To confirm any changes you have made on the Manage IP Address Details page, tick the 'I confirm that the details below are correct' checkbox, then click <Save Changes>. You will then return to your organisation profile.

5.10. We will review any IP address status changes, additions or deletions that have been submitted. Once they are approved, the changes will appear in your Organisation Profile. We will contact you directly if, for any reason, any changes are rejected.

Browse Menu

6.1. As well as the 'Home', 'Sign Out' and Social Media links, you can also access the <Browse> menu from the top of every page in The IP Registry. At the bottom of every page you can find our contact details, Terms & Conditions and Privacy Statement.

6.2. On the <Browse> Menu you have 3 options, 'Manage My Organisations', 'Message Admin' and 'Add Organisation'.
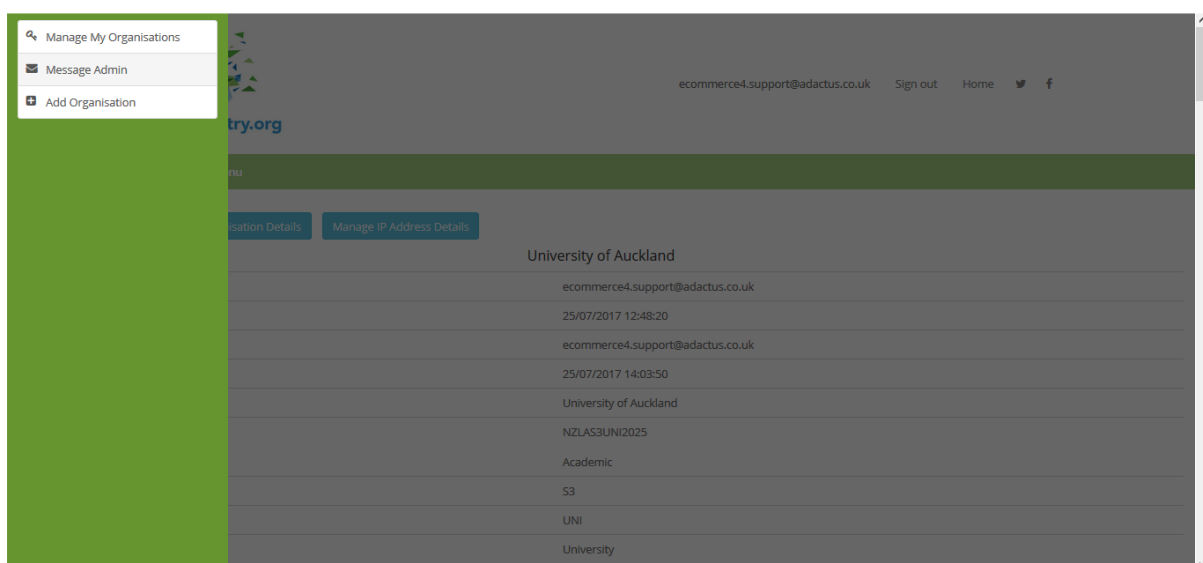
Manage My Organisations

6.3. For users who have access to multiple organisations' profiles in The IP Registry, they are able to switch between them by clicking <Manage My Organisations>.
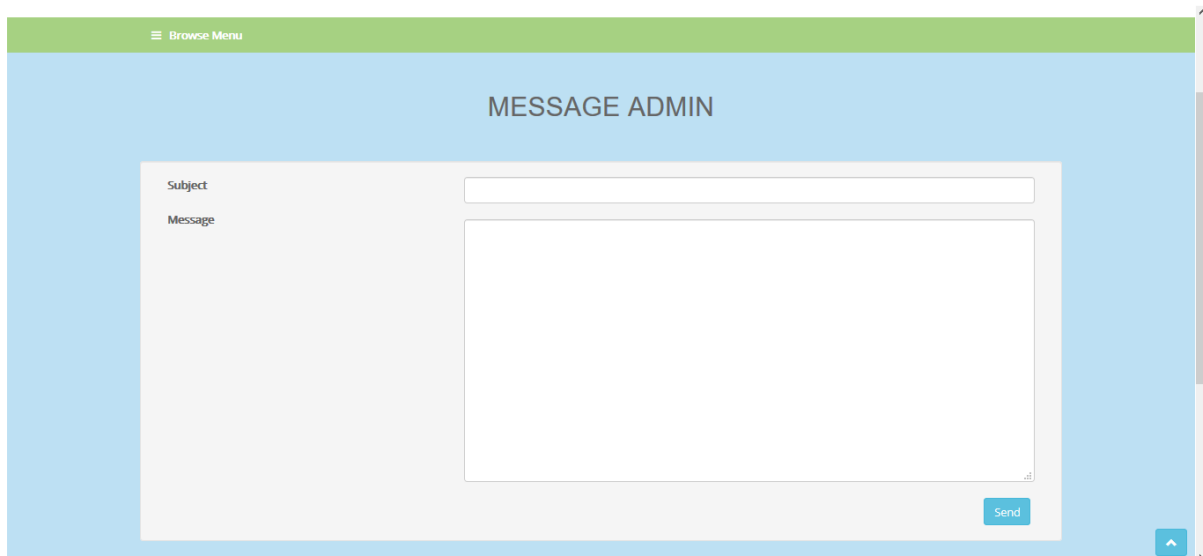
6.4. From this screen you can open the Organisation Profile of the organisations that you manage.

6.5. If you are not currently setup to manage one or more of your organisations, please contact The IP Registry *(admin@theipregistry.org)*

Message Admin

6.6. To message The IP Registry directly, for any questions or problems, click <Message Admin> from the Browse Menu. Once you have entered your Subject and Message to The IP Registry, click <Send>
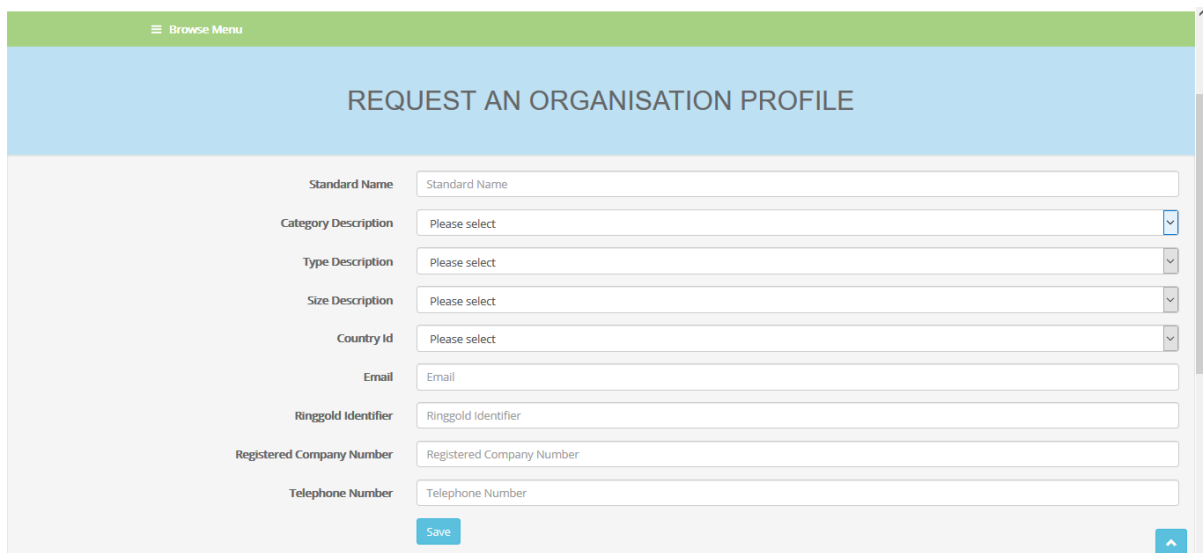
Add Organisation

6.7. When viewing your organisational hierarchy *(see section 3 – View on Hierarchy)*, you may wish to add further organisations to your hierarchy (if they do not already exist) – such as; a new subsidiary, campus, site, office or institute. If you wish to be the Administrator for any of your newly created organisations, please contact The IP Registry after creating the organisation profile.

6.8. To add an organisation that does not already exist within The IP Registry, click <Add Organisation> from the Browse Menu. Once you have entered the correct details on the Request an Organisation Profile page, click <Save>.

6.9. Your Add Organisation request will then be sent to The IP Registry for approval. Once we have approved your request, the organisation will be added to The IP Registry. To attach the newly created organisation to an existing organisation hierarchy, please do so in the Manage Organisation Details screen *(see section 4.1. Manage Organisation Details).*