



**theIPregistry.org**

# The IP Registry USER GUIDE

for

# Organisations

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## Introduction

Welcome to the IP Registry User Guide. If you have any questions regarding the guide please contact: [admin@theipregistry.org](mailto: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	GBRASOUNI590132
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?	<input type="button" value="Yes, continue and register"/> <input type="button" value="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.

Create Organisation here.' Below this is a search input field containing '590529' and a 'Search' button. A table below the search field displays search results for the University of Oxford." data-bbox="154 168 905 411"/>

theIPRegistry.org

Sign In Home  

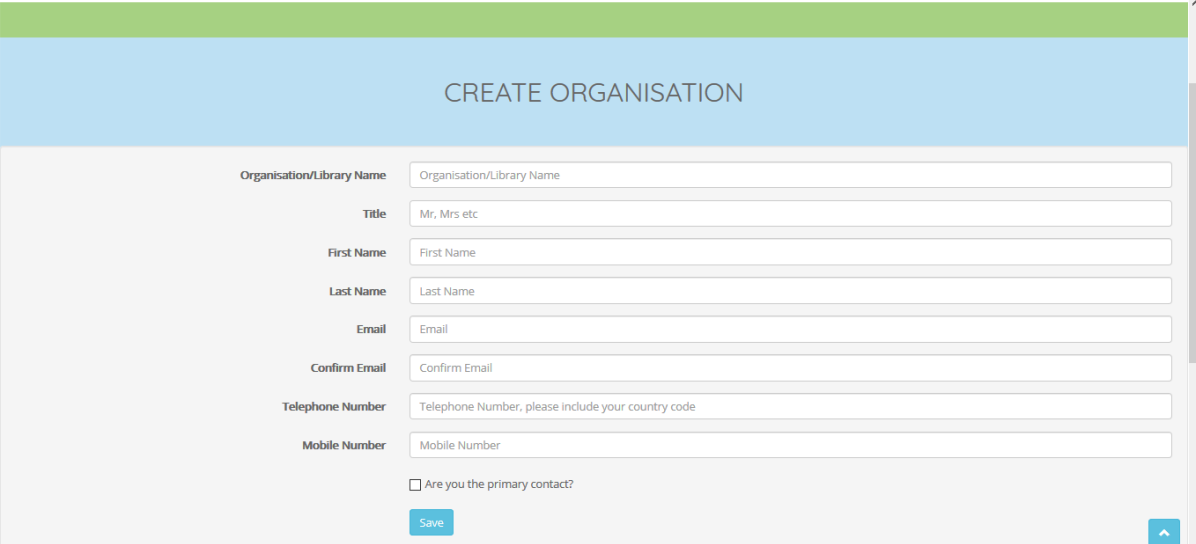
## ORGANISATION SEARCH

Your organisation should appear below. If so, please select. If not, please search in the box provided.  
If your organisation does not appear to be in the Registry you can [Create Organisation](#) here.

590529 [Search](#)

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url	Ringgold Identifier
GBRASOUNI590529	University of Oxford	Univ Of Oxford	Oxford University	GBR	www.ox.ac.uk	

- 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](#).



## CREATE ORGANISATION

Organisation/Library Name

Title

First Name

Last Name

Email

Confirm Email

Telephone Number

Mobile Number

Are you the primary contact?

[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.

University of Auckland	
Details Confirmed UserName	ecommerce4.support@adactus.co.uk
Details Confirmed Date	25/07/2017 12:48:20
IP Details Confirmed UserName	ecommerce4.support@adactus.co.uk
IP Details Confirmed Date	25/07/2017 14:03:50
Standard Name	University of Auckland
PSI Org ID	NZLAS3UNI2025
Category Description	Academic
Size Description	S3
Type Name	UNI
Type Description	University

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.

ORGANISATION HIERARCHY

Oxford Free Public Library / Auckland University of Technology / University of Auckland

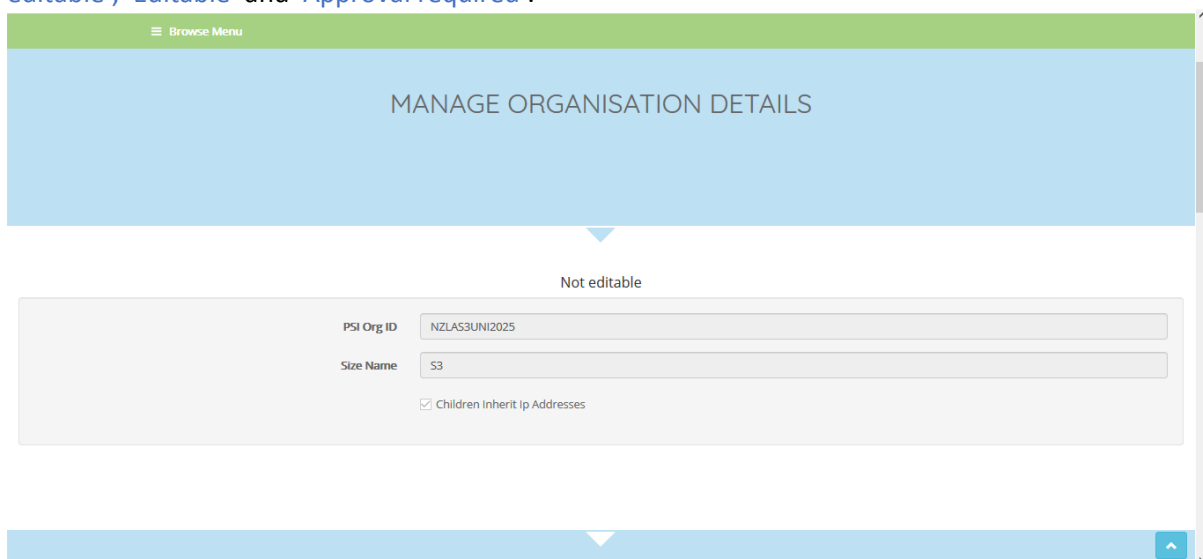
Oxford Free Public Library > Auckland University of Technology > University of Auckland > Auckland Institute of Studies

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'.



The screenshot shows a web interface for managing organisation details. At the top, there is a green header with a 'Browse Menu' icon. Below this is a light blue banner with the text 'MANAGE ORGANISATION DETAILS'. Underneath the banner, the text 'Not editable' is centered. The main content area is a light grey box containing three input fields: 'PSI Org ID' with the value 'NZLAS3UNI2025', 'Size Name' with the value 'S3', and a checkbox labeled 'Children Inherit IP Addresses' which is checked. At the bottom of the page, there is a light blue footer with a small blue button containing an upward-pointing arrow.

- 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.

The screenshot shows the 'Manage IP Address Details' page in a web browser. The browser address bar shows the URL: <https://app.theipregistry.org/Organisation/ManageIPAddresses/590132>. The page header includes the logo for 'theIPRegistry.org' and the name 'PetaThomas@publishersolutionsint.com'. Below the header is a navigation menu with 'Browse Menu'. The main content area has a confirmation checkbox: 'I confirm that the details below are correct:'. Below this is a table titled 'Organisation IP Addresses' with the following data:

Start	End	Status	Delete	Comments
131.231.000.000	131.231.255.255	Verified	Delete	Comments
158.125.000.000	158.125.255.255	Awaiting Verification	Delete	Comments
067.134.210.192	067.134.210.192	Agent/Third party aggregator	Delete	Comments

At the bottom of the page, there is a 'CONTACT US' section with the following information:

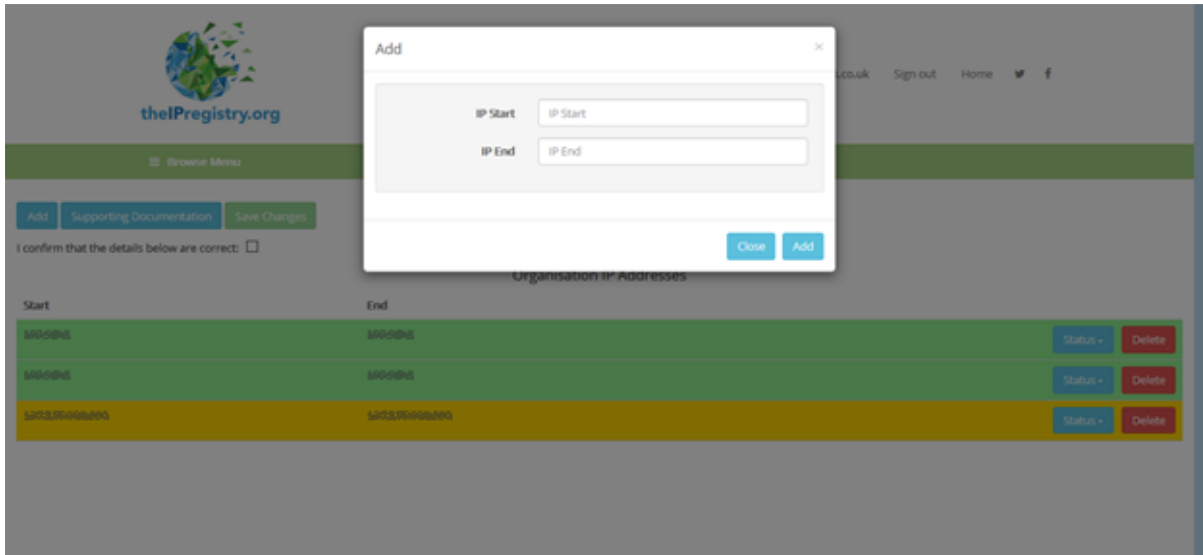
CONTACT US  
 +44 (0)1865 849 514  
 info@theipregistry.org  
 Follow Us on Twitter  
 Find Us on Facebook

There are also links for 'Terms & Conditions' and 'Privacy Statement'.

### Add an IP Address

5.3. To add an IP address to your organisation's IP addresses, click [<Add>](#).

- On the [Add IP address](#) pop-up menu, enter the [start IP address](#) and [end IP address](#), then click [<Add>](#).
- 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'.
- 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

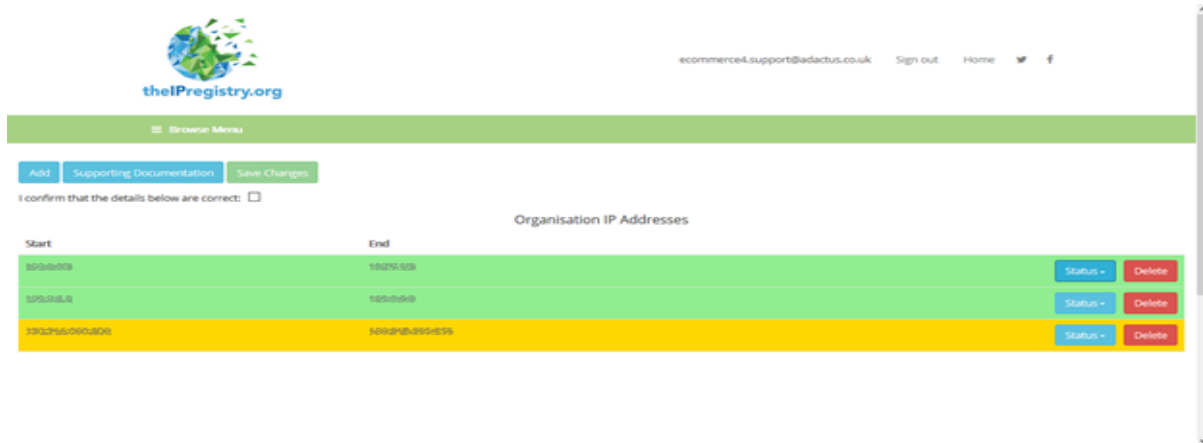
5.4. To delete any of your organisation's IP addresses, click [<Delete>](#) on the IP addresses you wish to delete. (See 5.6. for details on supporting documentation.)





## 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.)

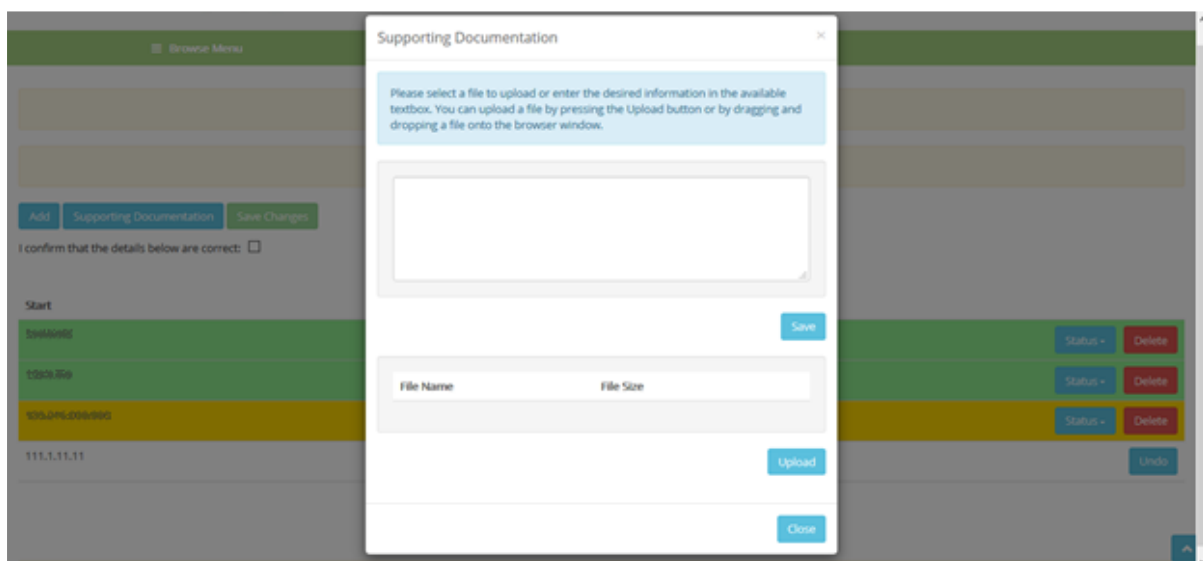


## Supporting Documentation

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:

- License Agreement or document
- Copy of email detailing the change (eg Iana IP Registration document)
- 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.

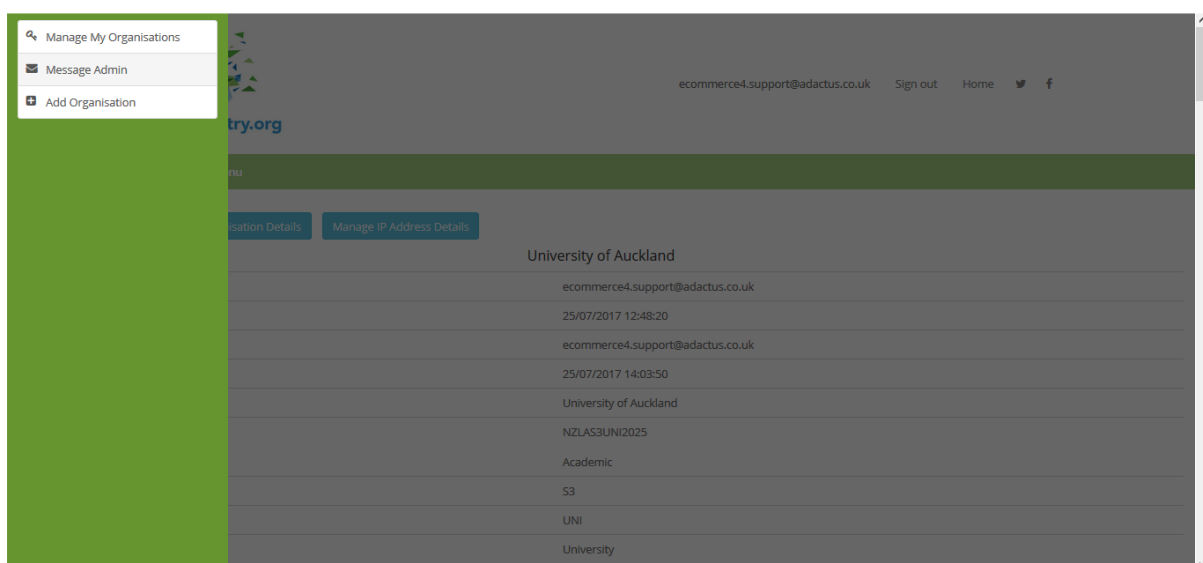
5.9. To confirm any changes you have made on the [Manage IP Address Details](#) page, tick the [‘I confirm that the details below are correct’](#) checkbox, then click [<Save Changes>](#). You will then return to your organisation profile.

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>](#).



The screenshot shows the 'Manage My Organisations' interface. At the top, there is a logo for 'theIPRegistry.org' and a navigation bar with 'eCommerce4.support@adactus.co.uk', 'Sign out', 'Home', and social media icons. Below the navigation bar is a green 'Browse Menu' button. The main content area is titled 'Manage My Organisations' and contains a table with the following data:

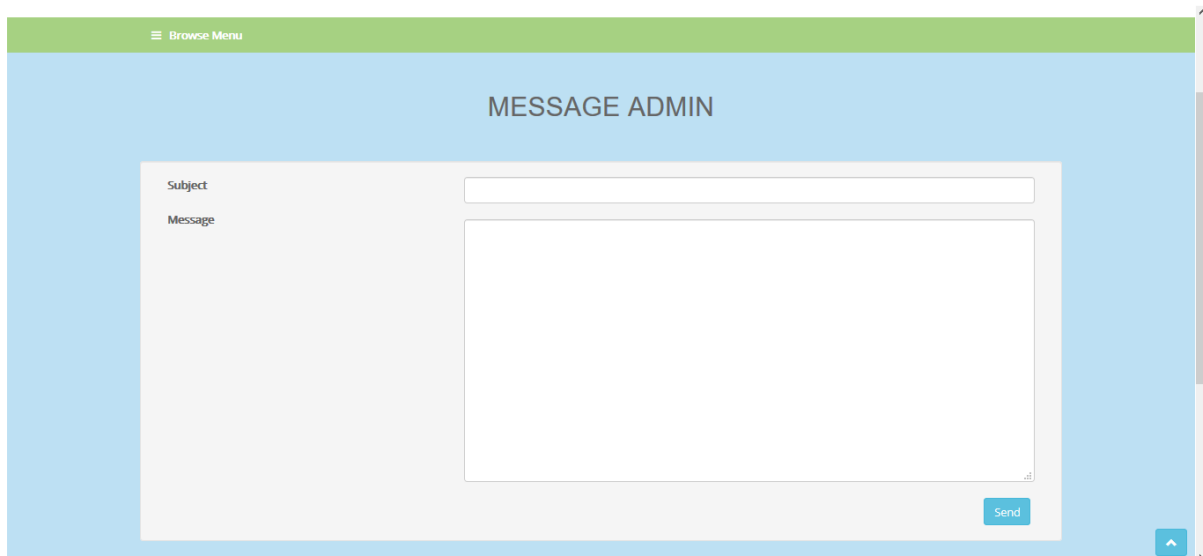
Code	Standard Name	
NZLAS3UNI2025	University of Auckland	<a href="#">Organisation Detail</a>
NZLAS0UNI2005	Christchurch Polytechnic Institute of Technology	<a href="#">Organisation Detail</a>
NZLAS0UNI2001	Auckland University of Technology	<a href="#">Organisation Detail</a>
NZLAS0COL2003	Booth College of Mission	<a href="#">Organisation Detail</a>

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](mailto: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>](#)



The screenshot shows the 'MESSAGE ADMIN' interface. At the top, there is a green 'Browse Menu' button. The main content area is titled 'MESSAGE ADMIN' and contains a form with the following fields:

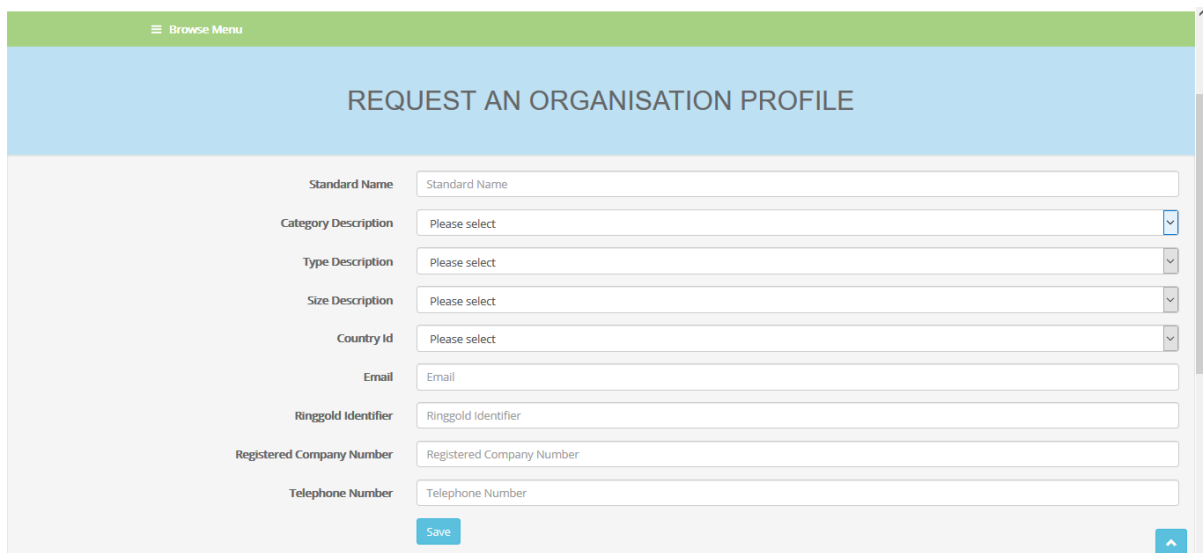
- Subject:** A text input field.
- Message:** A larger text area for entering the message content.
- Send:** A blue button to submit the message.

## 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*).



The screenshot shows a web application interface for requesting an organisation profile. At the top, there is a green navigation bar with a hamburger menu icon and the text "Browse Menu". Below this is a light blue header area with the title "REQUEST AN ORGANISATION PROFILE" in white capital letters. The main content area is a form with the following fields:

- Standard Name:** A text input field containing "Standard Name".
- Category Description:** A dropdown menu with "Please select" and a downward arrow.
- Type Description:** A dropdown menu with "Please select" and a downward arrow.
- Size Description:** A dropdown menu with "Please select" and a downward arrow.
- Country Id:** A dropdown menu with "Please select" and a downward arrow.
- Email:** A text input field containing "Email".
- Ringgold Identifier:** A text input field containing "Ringgold Identifier".
- Registered Company Number:** A text input field containing "Registered Company Number".
- Telephone Number:** A text input field containing "Telephone Number".

At the bottom of the form, there is a blue "Save" button on the left and a small blue square with a white upward-pointing arrow on the right. The form is set against a light grey background.