



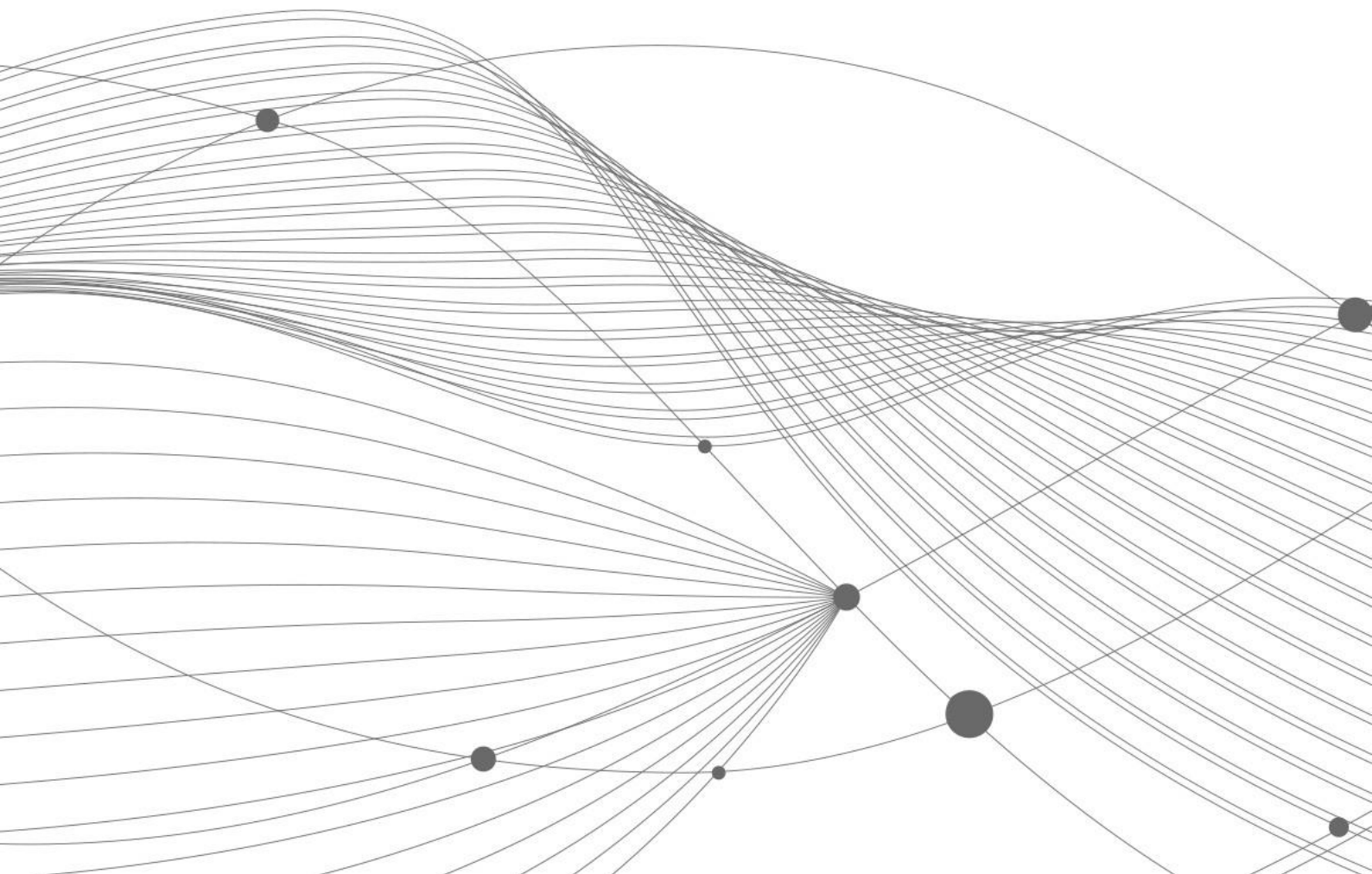
**EETT**

HELLENIC TELECOMMUNICATIONS & POST COMMISSION

# User Guide

## Platform for Electronic Submission of Requests (Online Radio Licensing Portal)

January 2024, Version 1.1



European Union  
European Regional  
Development Fund

Operational Programme "Public Sector Reform"  
Managing Authority "Digital Transformation" Programme

Co-funded by Greece and the European Union





# CONTENTS

|       |   |    |
|-------|---|----|
| 1     | Introduction  | 3  |
| 1.1   | What is Portal?                                     | 3  |
| 1.2   | Why should my Organization / why should I register? | 4  |
| 2     | General Features                                    | 5  |
| 2.1   | Supported Browsers                                  | 5  |
| 2.2   | Supported Languages                                 | 5  |
| 2.3   | Working with the Web Forms                          | 6  |
| 2.3.1 | User Interface                                      | 6  |
| 2.3.2 | Data Entry  | 7  |
| 2.4   | Tables  | 8  |
| 2.4.1 | General Elements                                    | 8  |
| 2.4.2 | Filtering and Searching in Tables                   | 8  |
| 2.5   | Form Wizards  | 10 |
| 3     | Getting Started                                     | 12 |
| 3.1   | Registering as a New User                           | 12 |
| 3.2   | Logging In  | 13 |
| 3.3   | Sub-Accounts  | 14 |
| 4     | Applications  | 15 |
| 4.1   | Available Radio Services                            | 15 |
| 4.2   | Create and Submit a New Application                 | 17 |
| 4.2.1 | Preconditions                                       | 17 |
| 4.2.2 | Processing the New Application                      | 17 |
| 4.2.3 | Special Guidelines regarding the Satellite Service  | 22 |
| 4.2.4 | General features supported by the Portal            | 24 |



|     |                                     |    |
|-----|-------------------------------------|----|
| 4.3 | Drafts                              | 25 |
| 5   | Authorizations / Licensing Overview | 25 |
| 6   | Finance                             | 27 |
| 7   | Master Data Management (Library)    | 28 |
| 7.1 | Sites Library                       | 28 |
| 7.2 | Antennas Library                    | 28 |
| 7.3 | Equipments Library                  | 29 |
| 8   | Reports and Statistics              | 30 |
| 9   | Support                             | 31 |



## 1 Introduction

EETT; Hellenic Telecommunications & Post Commission, updated their Spectrum Management System including an Online Portal for operators with the project “Integrated Spectrum Management Information System with Platform for Electronic Submission of Requests”, MIS code 5029669.

The provisioned online licensing portal (the Platform for Electronic Submission of Requests) allows operators to interact with EETT, electronically. The system was provided by Space Hellas S.A. Telecommunications and LS telcom with the product mySPECTRA.

This User Guide provides an overview of the main features.

### 1.1 What is Portal?

The online licensing system, “the Online Portal” is provided by the product mySPECTRA. This is a web-based administrative spectrum management tool to manage radio and equipment licences. It allows operators the following main activities

- Applying for new spectrum authorizations (licences) administered by EETT, Hellenic Telecommunications & Post Commission
  - Standard licence duration
  - Short Term (including radio services for Special Events (PMSE))
- Managing existing authorizations (renew, modify, cancel)
- Importing and validating spectrum data and master data elements (sites, antennas, satellites and equipments)
- Additionally, the following tasks can be carried out:
  - Managing users and (company) addresses
  - Proof payments into the Credit Bucket
  - Administrative tasks

The Online Portal interfaces with the following Systems

- National or general systems
  - Taxis
- EETT systems
  - Finance system
  - Silia
  - Document Management System
  - Electronic Signature Service
  - E-Registry

## 1.2 Why should my Organization / why should I register?

Operators will benefit from the usage of the Online Portal

- Apply for a new spectrum licence online – avoiding paper form application
- Get information about your applications (current status, Email information)
- Manage your existing spectrum licences online supported by standard administrative workflows
- Ensure your equipment and antenna data is available in the system – to ensure efficient spectrum management
- Use up-to-date site information with Silia system
- Benefit from quicker licence application authorizations
- Benefit from batch processing for Fixed Link applications by electronic exchange and upload possibilities

## 2 General Features

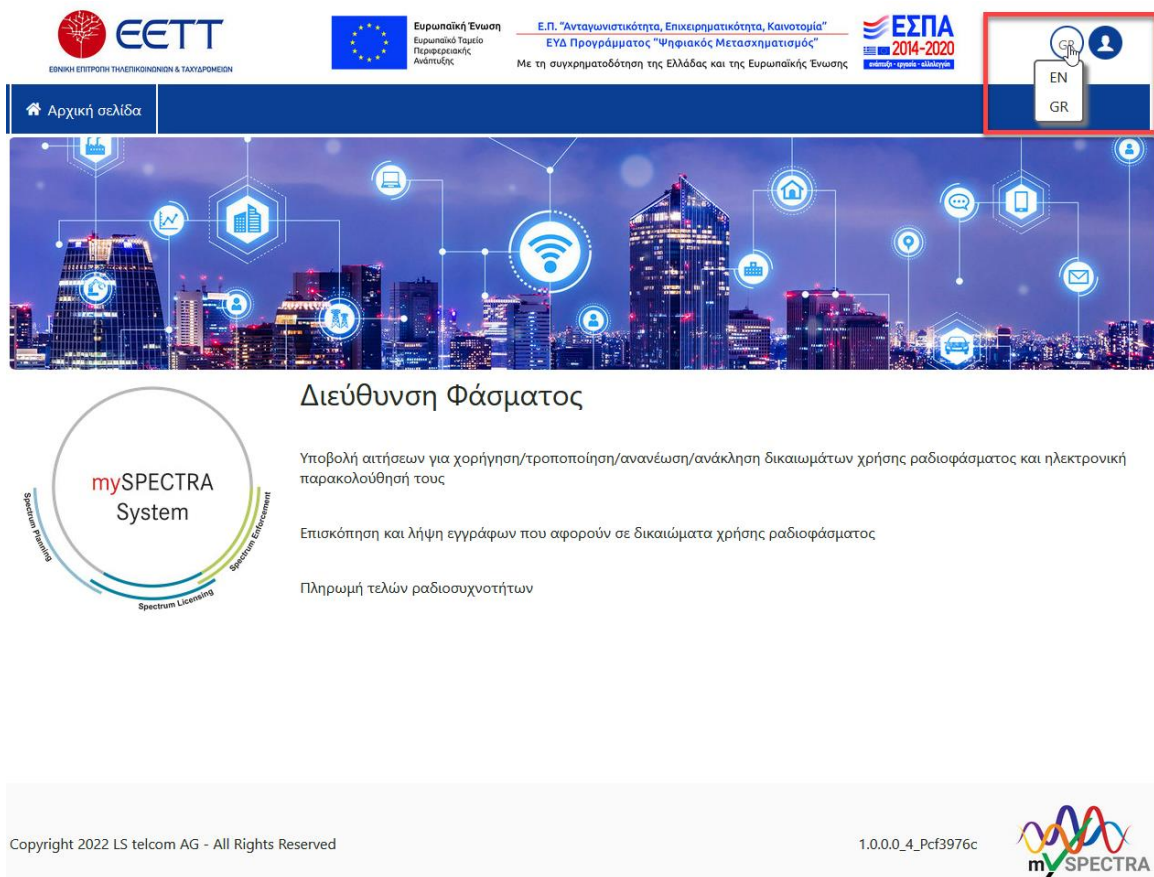
The following paragraphs provide a short introduction to the Online Portal and to the user guide conventions.

### 2.1 Supported Browsers

The Online Portal is built for standard browser. Support for Google Chrome and Mozilla Firefox is enabled. In general standard browser can be used.

### 2.2 Supported Languages

The Online Portal supports Greek (GR) and English (EN). The language can be switched at any time using the corresponding button on the top right section.



Ε.Π. "Ανταγωνιστικότητα, Επιχειρηματικότητα, Καινοτομία"  
ΕΥΔ Προγράμματος "Ψηφιακός Μετασχηματισμός"  
Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης

Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Ταμείο Περιφερειακής Ανάπτυξης

ΕΣΠΑ  
2014-2020  
ανάπτυξη - εργασία - αλληλεγγύη

Εθνική Επιτροπή Τηλεπικοινωνιών & Ταχυδρομείου

Αρχική σελίδα

### Διεύθυνση Φάσματος


Υποβολή αιτήσεων για χορήγηση/τροποποίηση/ανανέωση/ανάκληση δικαιωμάτων χρήσης ραδιοφάσματος και ηλεκτρονική παρακολούθησή τους

Επισκόπηση και λήψη εγγράφων που αφορούν σε δικαιώματα χρήσης ραδιοφάσματος

Πληρωμή τελών ραδιοσυχνότητας

Copyright 2022 LS telcom AG - All Rights Reserved

1.0.0.0\_4\_Pcf3976c



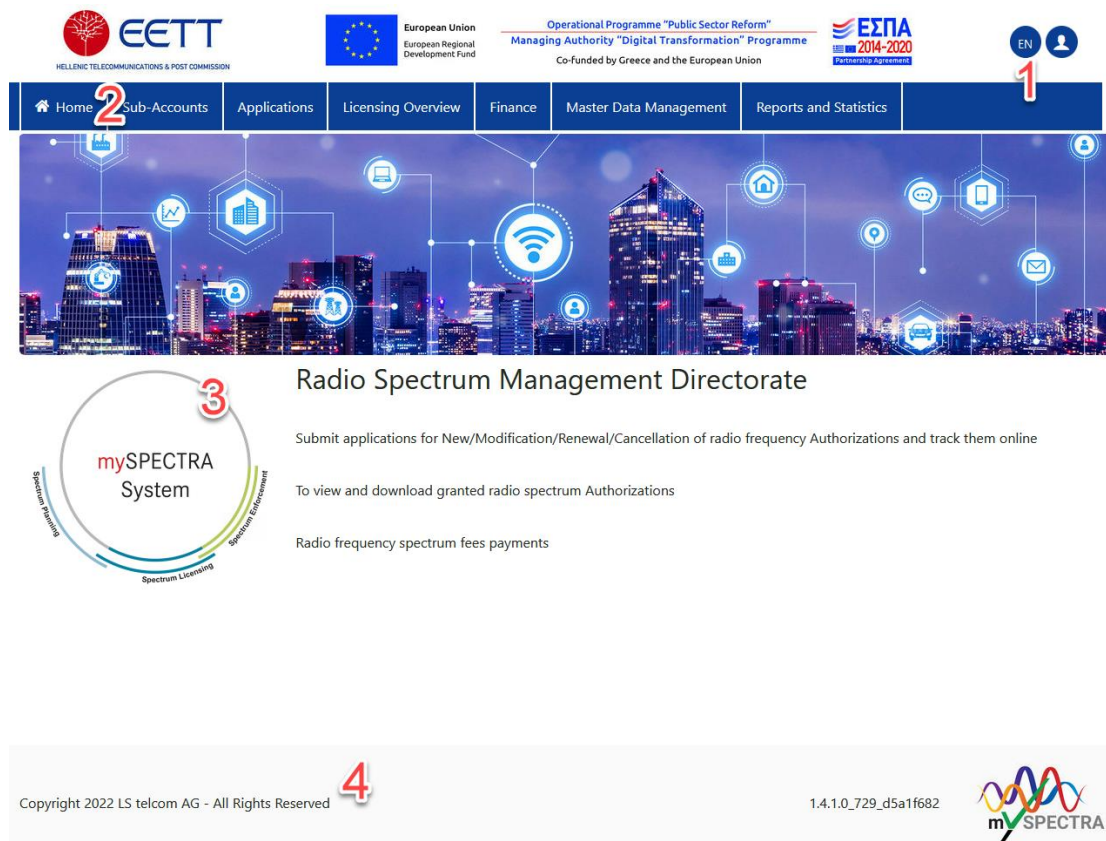


## 2.3 Working with the Web Forms

### 2.3.1 User Interface

The following provides information on the user interface of the Online Portal:

- System Menu (1)
- Menus (2)
- Main area (3)
- Footer (4)



The screenshot shows the EETT Online Portal interface. At the top left is the EETT logo. To its right are logos for the European Union, the Operational Programme "Public Sector Reform", and the Managing Authority "Digital Transformation" Programme. Further right are logos for the European Regional Development Fund (ERDF) and the Partnership Agreement (2014-2020). A language selector (EN) and a user profile icon are in the top right corner, labeled with a red '1'. Below this is a dark blue navigation menu with items: Home (labeled with a red '2'), Sub-Accounts, Applications, Licensing Overview, Finance, Master Data Management, and Reports and Statistics. The main content area (labeled with a red '3') features a cityscape background with various digital icons. The primary heading is "Radio Spectrum Management Directorate". Below it, there are three bullet points: "Submit applications for New/Modification/Renewal/Cancellation of radio frequency Authorizations and track them online", "To view and download granted radio spectrum Authorizations", and "Radio frequency spectrum fees payments". At the bottom left, there is a circular logo for the "mySPECTRA System" with a red '3' and labels for "Spectrum Licensing", "Spectrum Enforcement", and "Spectrum Management". At the bottom right, there is a footer (labeled with a red '4') containing the text "Copyright 2022 LS telcom AG - All Rights Reserved", the version number "1.4.1.0\_729\_d5a1f682", and the mySPECTRA logo.

## 2.3.2 Data Entry

Data can be entered in the portal by the following different techniques

### Data Entry forms

- Text – standard text field (e.g. for Station Names, Comment fields and similar)
- Numbers (e.g. the number terminals in PMR services)
- Numbers with units (e.g. Transmit Power in logarithmic units)
- Selection from Drop Down menus that contain predefined exclusive lists (municipality, polarization)

### File Attachments

- During several data entry processes EETT asks the user to provide supporting information by the upload function of attachments
- Certain rules of attachments can apply (e.g. \*.pdf files only)

Mandatory fields are highlighted by a red Asterisk. Below example informs about the mandatory data entry in the definition of a Point-to-Point link.

#### Link Information

Link Type \*

Low/High Channels preference \*

Polarization \*

Nature of Signal \*

Designation of Emission









## 2.4 Tables


### 2.4.1 General Elements

All tables contain the following general elements:

| Element   | Description   |
|---|---|
| Filter and search options   | Clicking the  filter icon in the column headers displays various filter and search options (see Filtering and Searching in Tables).  |
|  | Icon to open the actions menu for the corresponding record.   |
| Table footer  | The table footer displays how many items per page are displayed and how many pages are available.<br>To change the number of displayed items per page, expand the <b>Items per Page</b> list box and select another number.<br>To navigate to the next or previous page, click  or  .<br>Alternatively, change the page number in the number field. |

### 2.4.2 Filtering and Searching in Tables

To filter and search in a table, for example for a key, proceed as follows:


1. In the corresponding table, go to the column to be filtered and click .  
A list box is opened displaying the available operators. The available operators depend on the value type of the column.
2. Select the required operator. The selected operator is displayed.
3. In the **Filter** field to the right of the displayed operator, enter the value to be filtered by. For the **Date** value type, a date picker is displayed when clicking into the field.  
The table is filtered accordingly.

Alternatively, to filter for **Status**, **Service/Subservice** or **Module** in specific tables, expand the list box in the cell below the column header and select the filter criteria by activating the corresponding check box.

- Optionally, to change the sorting order of a column, click on the corresponding column header.

The sorting order can be changed from ascending to descending and vice versa.

#### Available Value Types and Operators

 To reset the use of a filter, click **Reset Filter**.

| Value Type | Operators   |
|------------|---|
| Dates      | <ul style="list-style-type: none"> <li>• Larger Than (date picker option)</li> <li>• Smaller Than (date picker option)</li> <li>• Between (date picker option)</li> <li>• Equals (date picker option)</li> <li>• Does not Equal (date picker option)</li> </ul> |
| Numbers    | <ul style="list-style-type: none"> <li>• Larger Than</li> <li>• Smaller Than</li> <li>• Between</li> <li>• Equals</li> <li>• Does not Equal</li> </ul>  |
| Strings    | <ul style="list-style-type: none"> <li>• Contains</li> <li>• Does not Contain</li> <li>• Starts with</li> <li>• Ends with</li> <li>• Equals</li> <li>• Does not Equal</li> </ul>  |

## 2.5 Form Wizards

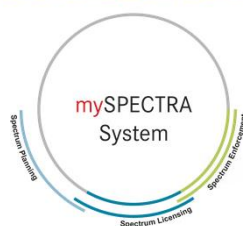
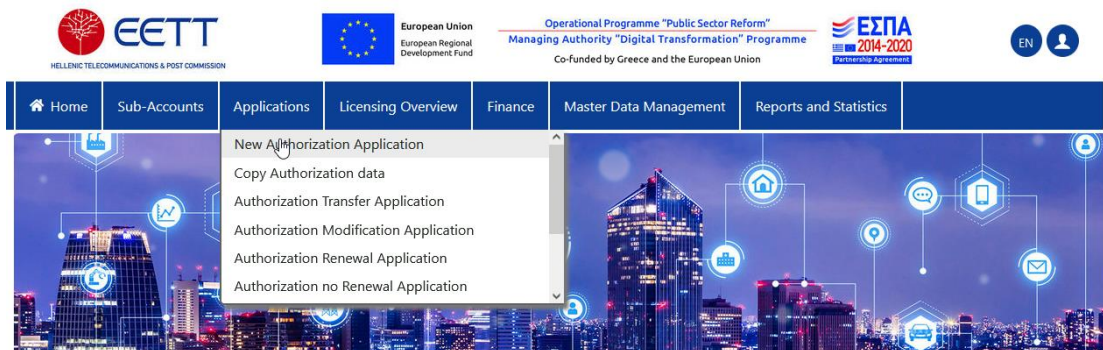
A *form wizard* presents a series of steps or conditions that are required to complete a form. The user can navigate through the single steps by using the **Next** and **Back** buttons or alternatively, by using the navigation buttons at the top. Before submitting the final step, a **Validation** can be started under the submenu **Other Actions**.

In the Online Portal, form wizards are used when doing one of the following:

- Registering as a new user
- creating new applications or drafts
- modifying existing applications, drafts, or licences
- displaying and reviewing existing applications, drafts, or licences

To open a form wizard, for example, when creating a new application, proceed as follows:

1. In the menu bar, click **Applications** → **New Authorization Application**. The available services are displayed.



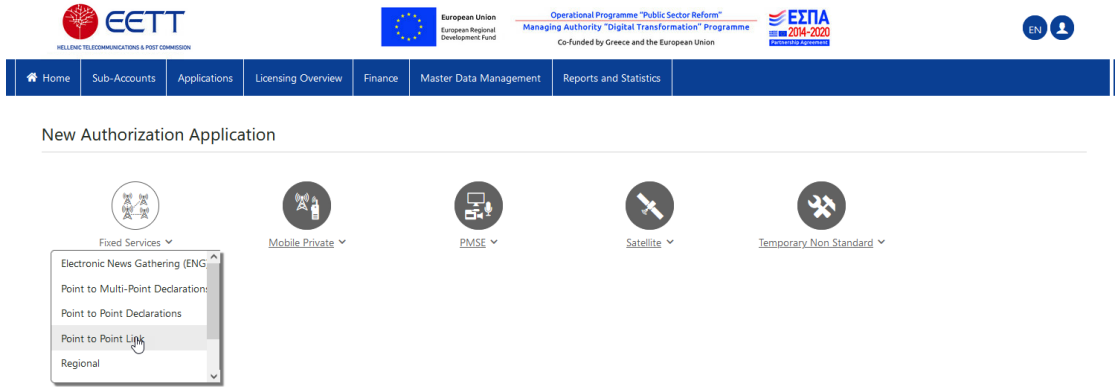
### Radio Spectrum Management Directorate

Submit applications for New/Modification/Renewal/Cancellation of radio frequency Authorizations and track them online

To view and download granted radio spectrum Authorizations

Radio frequency spectrum fees payments

2. Select a service by clicking on the displayed icon or text. The associated subservices are displayed.
3. Select a subservice.




The screenshot shows the EETT web application interface. At the top, there are logos for EETT, the European Union, and the Operational Programme "Public Sector Reform". Below the logos is a navigation menu with items: Home, Sub-Accounts, Applications, Licensing Overview, Finance, Master Data Management, and Reports and Statistics. The main content area is titled "New Authorization Application" and features five service categories: Fixed Services, Mobile Private, PMSE, Satellite, and Temporary Non Standard. The "Fixed Services" category is expanded, showing a dropdown menu with the following options: Electronic News Gathering (ENG), Point to Multi-Point Declaration, Point to Point Declarations, Point to Point Link (which is highlighted with a mouse cursor), and Regional.

The form wizard is started.

## 3 Getting Started

### 3.1 Registering as a New User


New licensees and new users proceed as follows

1. Open the Online Portal
2. In the menu bar of the Online Portal, click the  icon and select Registration.  
The registration window is displayed.
  - Create the Web account
  - Create the Account Holder (Licensee) information
    - Decide whether an Individual or a Non-Governmental organization (e.g. a company) shall be registered
    - Different data need to be entered per case
    - Load company data from EETT`s E-Registry directly from the corresponding button (for registered users)
    - Select the preferred language for Email communication
  - For an organization, Authorized person, Technical Contact and one or many Payment Contact need to be registered
  - Additionally branches can be registered for specific legal entities
3. Ensure the Information is correct before submitting

\* Fields marked as required. Please ensure to not leave them empty

|                                      |      |
|--------------------------------------|------|
| > Web Account Information            | Edit |
| > New Spectrum Applicant Information | Edit |
| > Supporting documents               | Edit |

◀ Back Other Actions ▶ Submit ▶


 Correct Email addresses are crucial information as main means of communication with the Online Portal.


### Existing licensees and new users

- Contact EETT to receive a Shared Secret ID
- Upon reception of this shared secret, follow the instructions to link your existing data in the system with a new Web Account

## 3.2 Logging In

To log in to the Online Portal, proceed as follows:

 You get the login data by means of a registration (see "Registering Online"). In case you encounter login issues, contact EETT.


1. In the menu bar of the portal, click the  icon and select Login. The Login window is displayed.
2. Enter the login credentials.



### 3. Click Log in.

You are logged in to the Online Portal. The Home screen of Online Portal is displayed. The menus available depend on your user role.

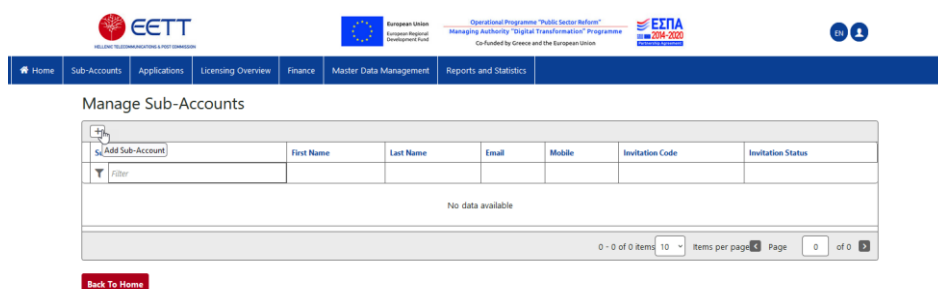
## Logging Out

To log out, in the menu bar, click the  icon and select **Logout**.

You are logged out of the Online Portal. The **Home** screen is displayed.

## 3.3 Sub-Accounts

The web account holder for one licensee can create several sub accounts that can work on behalf of the licensee.



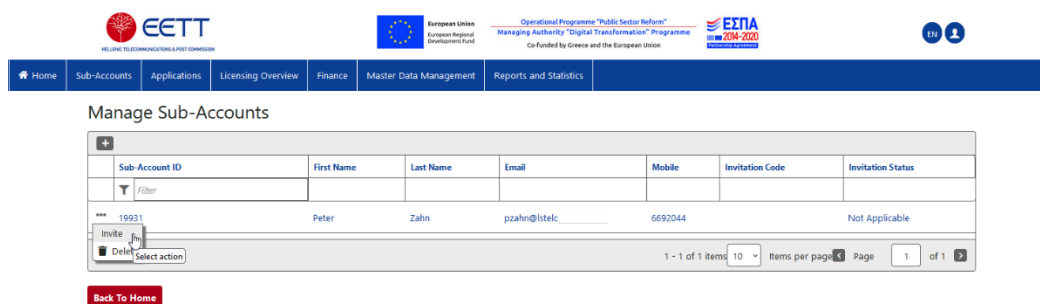
Manage Sub-Accounts

| Sub-Account ID    | First Name | Last Name | Email | Mobile | Invitation Code | Invitation Status |
|-------------------|------------|-----------|-------|--------|-----------------|-------------------|
| No data available |            |           |       |        |                 |                   |

0 - 0 of 0 items | 10 items per page | Page 0 of 0

[Back To Home](#)

After creation, the sub-account can be invited via the registered Email.



Manage Sub-Accounts

| Sub-Account ID | First Name | Last Name | Email        | Mobile  | Invitation Code | Invitation Status |
|----------------|------------|-----------|--------------|---------|-----------------|-------------------|
| 19931          | Peter      | Zahn      | pzahn@lstelc | 6692044 |                 | Not Applicable    |

1 - 1 of 1 items | 10 items per page | Page 1 of 1

[Back To Home](#)



After confirmation, the sub-account can work on behalf of the licensee holder.




## 4 Applications

*Application* stands for license application which are requests for a license to set up a station or a link for a specific service. Applications are submitted from the operator to the regulatory authority. A *draft* is an application not yet submitted to the regulatory authority. A draft can be modified before its submission.

### 4.1 Available Radio Services

Operators can apply for a new radio licence or manage their existing radio licences for one of the following radio services and subservices.

| Service   | Subservice                        |
|---|-----------------------------------|
| Fixed Services<br>        | Electronic News Gathering (ENG)   |
|   | Point to Multi-Point Declarations |
|   | Point to Point Declarations       |
|   | Point to Point Link               |
|   | Regional                          |
|   | SAP/SAB                           |
|   | Telemetry                         |
| Private Mobile Radio<br> | Global                            |
|   | Local                             |

|  |                                 |
|--|---------------------------------|
| PMSE Program Making and Special Events<br><br>                        | Electronic News Gathering (ENG) |
|  | Microphones and Cameras         |
|  | Point to Point Link             |
|  | Local (Mobile Private)          |
|  | Satellite News Gathering (SNG)  |
| Satellite<br><br>  | Earth Exploration               |
|  | Fixed                           |
|  | Satellite News Gathering (SNG)  |
|  | 2 GHz MSS                       |
| Temporary Non-Standard (for trial or experimental purposes)<br><br> | Individual Stations             |
|  | Point to Point                  |

## 4.2 Create and Submit a New Application

### 4.2.1 Preconditions

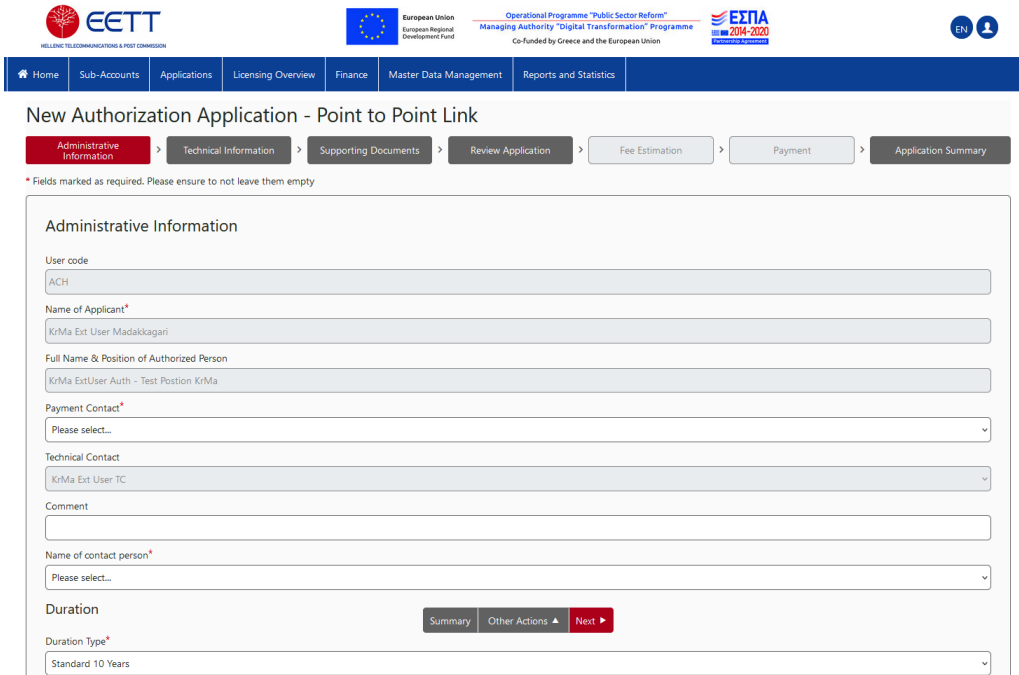
Before submitting a new application, the following pre-conditions must be considered

- The licensee must have sufficient credit in his credit bucket (the administrative fee will be deducted automatically). Alternatively, the licensee shall deposit the administrative fees in EETT bank accounts and have the proof of payment available.
- Sites, Equipments and Antennas to be selected need to be available in the data library of the online system (see further information in [Master Data Library](#))

### 4.2.2 Processing the New Application

To submit a new application for spectrum authorization in Greece, the user proceeds as follows

1. After Login, select the radio service and subservice for the application under the Menu **Applications** → **New Authorization Application**
2. The Form Wizard will start (refer to [Form Wizards](#))
3. Enter **Administrative Information** such as necessary contacts (technical, payment office, branches for SAP/SAB) and the licence duration (standard 10years or Short term with 2months max. duration)



**New Authorization Application - Point to Point Link**

Administrative Information > Technical Information > Supporting Documents > Review Application > Fee Estimation > Payment > Application Summary

\* Fields marked as required. Please ensure to not leave them empty

**Administrative Information**

User code  
ACH

Name of Applicant\*  
KrMa Ext User Madakkagari

Full Name & Position of Authorized Person  
KrMa ExtUser Auth - Test Position KrMa

Payment Contact\*  
Please select...

Technical Contact  
KrMa Ext User TC

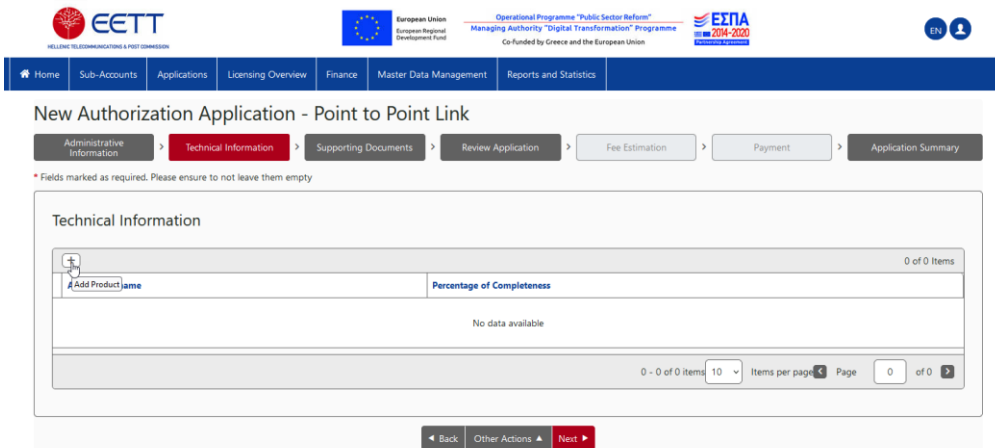
Comment

Name of contact person\*  
Please select...

Duration  
Summary Other Actions Next

Duration Type\*  
Standard 10 Years

#### 4. Add the **Technical Information** group to the form



**New Authorization Application - Point to Point Link**

Administrative Information > **Technical Information** > Supporting Documents > Review Application > Fee Estimation > Payment > Application Summary

\* Fields marked as required. Please ensure to not leave them empty

**Technical Information**

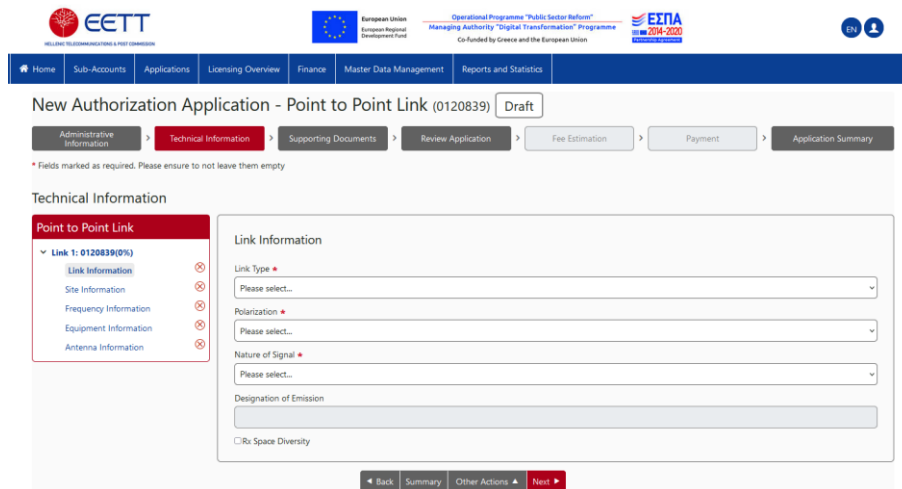
| Add Product name  | Percentage of Completeness |
|-------------------|----------------------------|
| No data available |                            |

0 - 0 of 0 items 10 Items per page Page 0 of 0

Back Other Actions Next

#### 5. Enter the **Technical Information** to the application. In the example below, Point to Point link that requires the following information:

18



New Authorization Application - Point to Point Link (0120839) Draft

Administrative Information > **Technical Information** > Supporting Documents > Review Application > Fee Estimation > Payment > Application Summary

\* Fields marked as required. Please ensure to not leave them empty

Technical Information

Point to Point Link

- Link 1: 0120839(0/0)
  - Link Information
  - Site Information
  - Frequency Information
  - Equipment Information
  - Antenna Information

Link Information

Link Type \*  
Please select...

Polarization \*  
Please select...

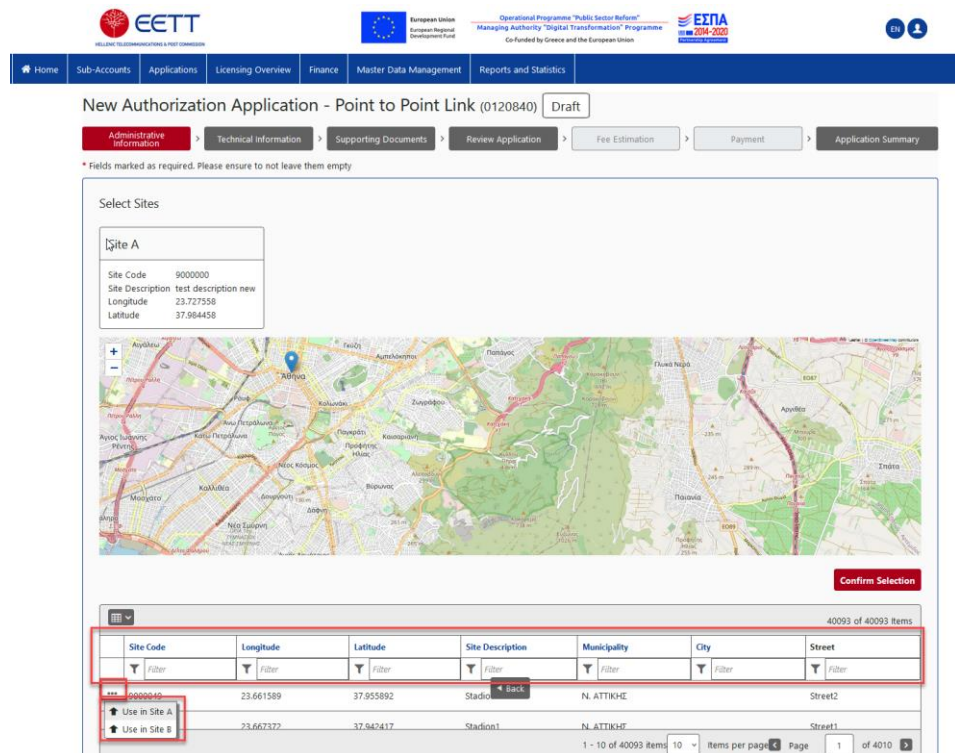
Nature of Signal \*  
Please select...

Designation of Emission

Rx Space Diversity

Back Summary Other Actions Next

- Link Information (see picture from above)
- Site Information (select from existing sites from the site data database. To create sites, please see [Sites](#)). See selection from site list for Site A and Site B from below before **Confirm Selection**.



New Authorization Application - Point to Point Link (0120840) Draft

Administrative Information > **Technical Information** > Supporting Documents > Review Application > Fee Estimation > Payment > Application Summary

\* Fields marked as required. Please ensure to not leave them empty

Select Sites

Site A

Site Code 9000000  
Site Description test description new  
Longitude 23.727558  
Latitude 37.984458

Confirm Selection

| Site Code | Longitude | Latitude  | Site Description | Municipality | City | Street  |
|-----------|-----------|-----------|------------------|--------------|------|---------|
| 9000000   | 23.661589 | 37.955892 | Stadion          | N. ATTIKHS   |      | Street2 |
| 9000000   | 23.667377 | 37.947417 | Stadion1         | N. ATTIKHS   |      | Street1 |

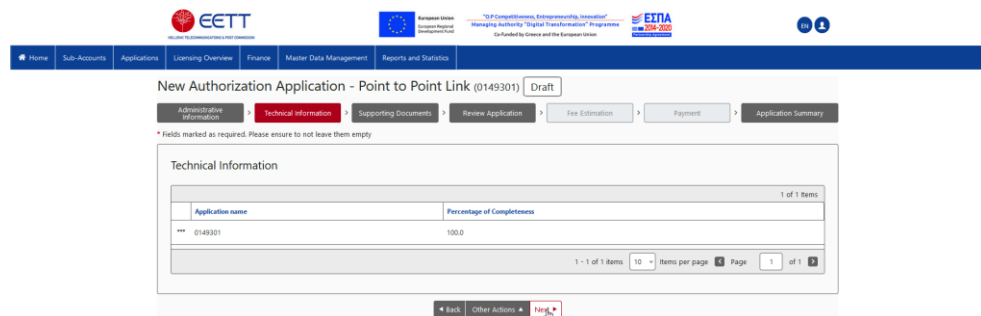
1 - 10 of 40093 items 10 items per page Page 1 of 4010

19



- Frequency Information (select an allocation from the available list provided by EETT, as per National Frequency Plan. Either chose a dedicated channel that will be checked by EETT or select an entire allocation so that EETT will assign an available channel for you)
- Equipment Information (select from the list of approved Equipments. To register an equipment, please see [Equipment](#))
- Antenna Information (select from the available antenna catalogue. To add an antenna, please see [Antennas](#))

## 6. Complete the **Technical Information** and Select **Next** for adding **Supporting Documents**



Technical Information

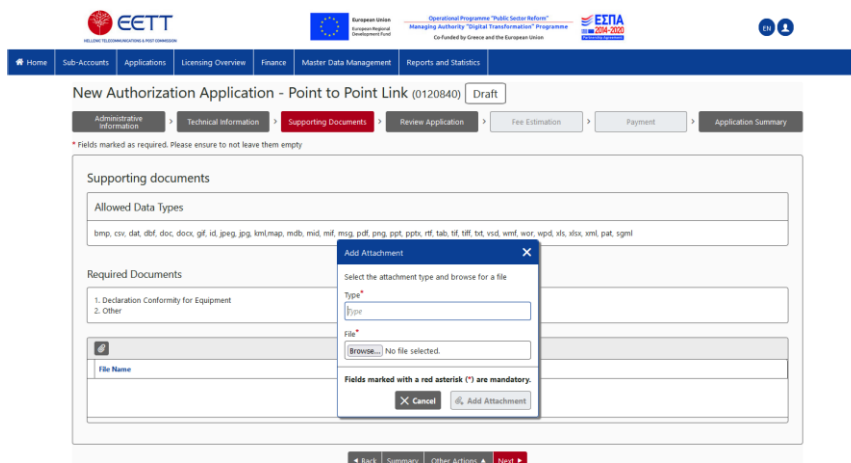
| Application name | Percentage of Completion |
|------------------|--------------------------|
| 0149301          | 100.0                    |

1 - 1 of 1 items

10 items per page Page 1 of 1

Back Other Actions Next

## 7. **Required Documents** as listed in the web form **Supporting Documents** need to be attached using the **Allowed Data Types**



Supporting documents

Allowed Data Types

bmp, csv, dat, dbf, doc, docx, gif, id, jpeg, jpg, kmz, map, mds, mid, mif, msg, png, ppt, pptx, rtf, tab, tif, tiff, txt, vsd, wmf, wsrc, wpd, xls, xlsx, xml, pat, sgml

Required Documents

1. Declaration Conformity for Equipment
2. Other

File Name

Add Attachment

Select the attachment type and browse for a file

Type\*

File\*

Browse... No file selected.

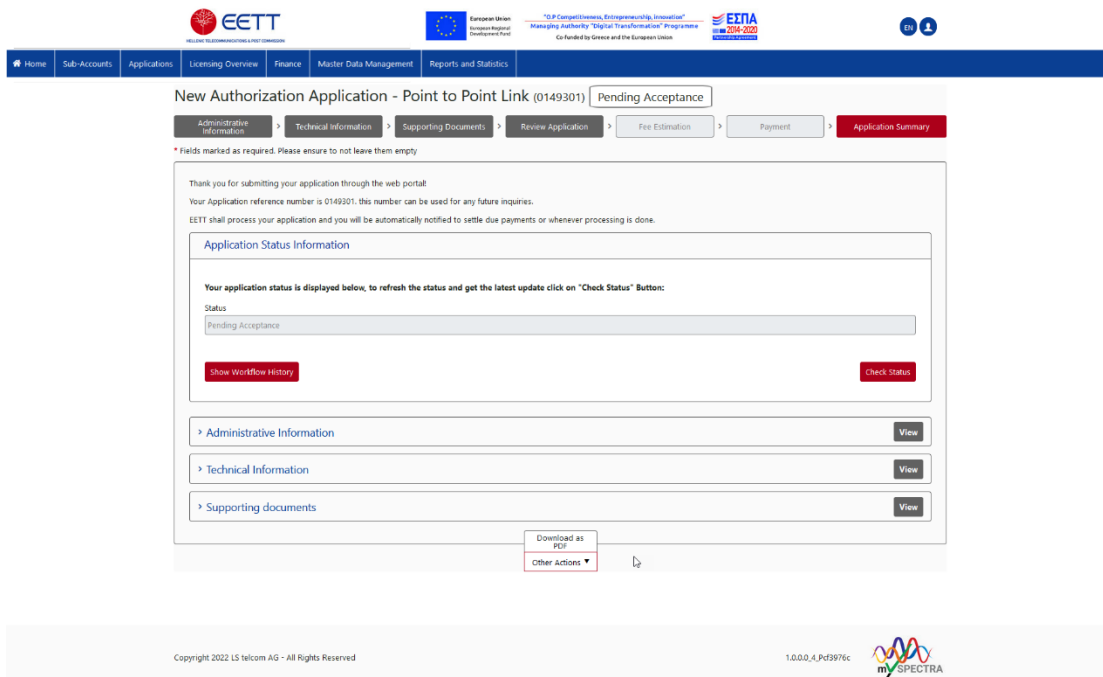
Fields marked with a red asterisk (\*) are mandatory.

Cancel Add Attachment

Back Summary Other Actions Next


20

8. Optionally the User can Review the Application under **Review Application**
9. Under the menu **Fee Estimation** the expected Admin fee and Frequency Usage Fee for the new application are listed – based on the current Fee Decree
10. Under the Option **Payment** the user confirms the deduction of the administrative fee from the credit bucket or attaches the proof of individual payment.
11. Finally the Application is submitted to EETT (see below picture)
  - A pdf is created on submission as snapshot of the application data. This is available the option **Other Actions** → **Download as PDF**
  - During the process the Application Number can be used to track the progress of the application until it is granted (or rejected) by EETT
  - Subsequently the application gets a new Authorization number



Copyright 2022 LS telecom AG - All Rights Reserved

1.0.0.4\_Pd3976c



## 4.2.3 Special Guidelines regarding the Satellite Service

### 4.2.3.1 Fixed Satellite Service

When submitting applications for Fixed Satellite Service, the following should be considered.

- In the case of an Array of Earth Stations in the Fixed Satellite Service communicating with non-geostationary satellites, select one earth station of the array as active and the rest as backup. Select the same Location for all earth stations in the array. Also, the technical characteristics of all earth stations should be identical.

**Select Site**

Station Name \*

Station Mode \*

Please select... ▼

Please select...

Active

Backup

Street Name/Number

- In the case of an Earth Station with frequencies in different frequency bands (e.g. Ku and Q/V), transmitted from the same antenna, two different applications have to be submitted. Select the same Station Location in both applications.
- For the determination of the Block Edge mask (BEM), of the emission and reception of the earth station which will be used in the interference studies with terrestrial networks, follow the instructions given in the file below and attach the appropriate filter to be used:



BEM en.docx

- Attach in electronic format the files described in point e, following steps a to d:
  - a. Enter the details of the Earth Station in the ITU software (SpaceCap) and the details of the associated satellite or constellation of satellites according to the satellite filing in ITU.
  - b. The mdb file (MS Access) created by SpaceCap is validated through ITU SpaceVal (Space Filings Validation Software).
  - c. The validated mdb file is uploaded to the ITU SpacePub (Space Publication System) software and the APS4/III form is produced in rtf (Rich Text Format) file format.
  - d. The validated mdb file is uploaded to ITU GIBC (Graphical Interface for Batch Calculations) software and the coordination diagrams are produced.
  - e. The APS4/III form in rtf file format, the validated mdb file and the coordination diagrams from the ITU GIBC software are sent electronically to EETT via attachment to the application.

The above ITU software is available at:

<https://www.itu.int/ITU-R/go/space-software/en>

#### *4.2.3.1 Other Satellite Services*

In this category, applications are submitted for the following radio services:

- Earth Exploration Satellite Service (EESS),
- Space Research Service (SRS),
- Space Operation Service (SOS),
- Radio Astronomy Service (RAS),

23



European Union  
European Regional  
Development Fund

Operational Programme "Public Sector Reform"  
Managing Authority "Digital Transformation" Programme

Co-funded by Greece and the European Union



- Meteorological Satellite Service (MetSat).

#### 4.2.3.1 Temporary Licensing in Fixed Satellite Service

For cases of temporary use of radio frequencies in SNG/ FlyAway stations, applications are submitted from the Program Making Special Events (PMSE) category to the SNG subcategory.

### 4.2.4 General features supported by the Portal

- Sites
  - A map view helps to ubicate the sites and the link (in case of PP link selected)
- Equipments and Antennas
  - Only those elements enabled for the pre-selected frequency are listed for selection
  - Antennas and Equipments master data are managed and enabled for selection by EETT
  - By default, for PP links the same equipment and antenna is selected for both stations. Nevertheless a different equipment or antenna can be selected for the second site
- Completion of data entry
  - Checkboxes will help you to identify the already completed forms
  - At any time the user can validate the entire form completion under the option **Other Actions** → **Validate**
  - At any time the user can stop the data entry under the option **Other Actions** → **Save**. The application is stored under the Menu Drafts (see [Drafts](#)). (Entered data is stored in the background when moving from one webform to the next within the Form Wizards automatically)
- Application Status
  - The user can select the application under the Menu **Licensing Overview** → **Track Applications**. Searching by application number will enable the user to review the licence statis and workflow history
  - The user will receive several Emails as per process step within EETT
  - The authorization will be sent to the user, before the Spectrum Fee

invoice is issued .

### 4.3 Drafts

Under the Menu Applications My Drafts, the user can see his submitted applications as well as the applications that were not yet submitted and were saved at an earlier point in time.

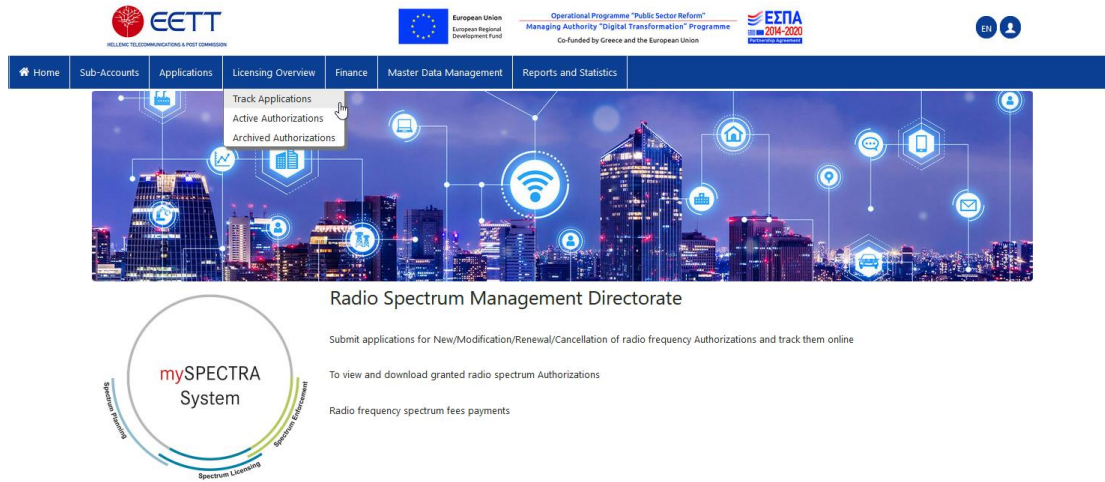
Filtering by Application Number or service / subservice type will help the user to identify the application of interest.

## 5 Authorizations / Licensing Overview

An *Authorization* or *Licence* stands for spectrum licence granted by EETT. They typically result from a successful processing of a licence application.

- Track Applications
  - This list provides an overview of all Applications that had been submitted to EETT
- Active Authorizations
  - This list provides an overview of all active spectrum licences (Authorizations) for the corresponding user and their linked licensee / organization
- Archived Authorizations
  - This list provides an overview of all spectrum licences (Authorizations) that ended due to non-renewal, cancellation, rejection, or revocation.

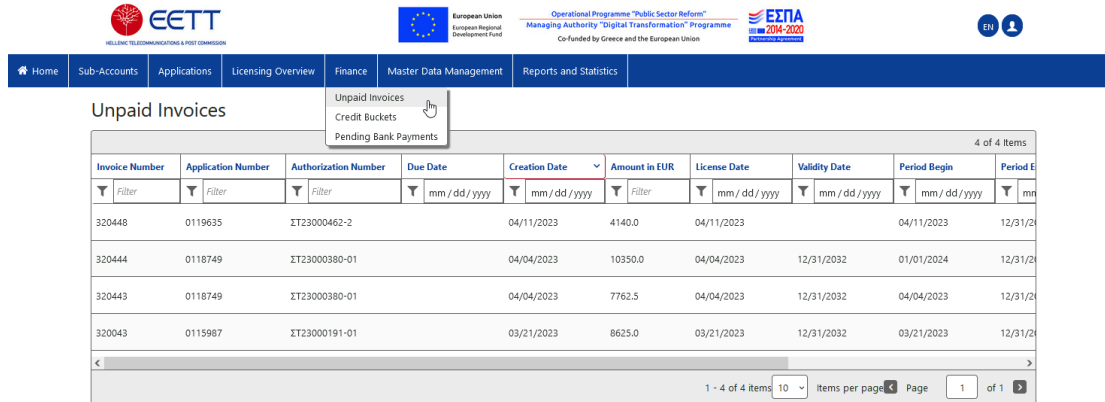




The screenshot shows the EETT website header with navigation tabs: Home, Sub-Accounts, Applications, Licensing Overview, Finance, Master Data Management, and Reports and Statistics. The main content area features a cityscape background with various icons representing telecommunications services. A dropdown menu is open under 'Applications', listing 'Track Applications', 'Active Authorizations', and 'Archived Authorizations'. Below this, the 'Radio Spectrum Management Directorate' section is highlighted, featuring the 'mySPECTRA System' logo and three key services: submitting applications for radio frequency authorizations, viewing and downloading granted authorizations, and radio frequency spectrum fees payments.

## 6 Finance

This menu Finance provides the user with the necessary actions to review unpaid invoices, manage the credit bucket (history and top-up) and review all invoices.



The screenshot shows the EETT web interface. At the top, there are logos for EETT, the European Union, and the Operational Programme "Public Sector Reform". Below the logos is a navigation menu with options: Home, Sub-Accounts, Applications, Licensing Overview, Finance, Master Data Management, and Reports and Statistics. The "Finance" menu is expanded, showing a dropdown with "Unpaid invoices", "Credit Buckets", and "Pending Bank Payments". The "Unpaid Invoices" table is displayed with the following data:

| Invoice Number | Application Number | Authorization Number | Due Date | Creation Date | Amount in EUR | License Date | Validity Date | Period Begin | Period End |
|----------------|--------------------|----------------------|----------|---------------|---------------|--------------|---------------|--------------|------------|
| 320448         | 0119635            | ΣΤ23000462-2         |          | 04/11/2023    | 4140.0        | 04/11/2023   |               | 04/11/2023   | 12/31/23   |
| 320444         | 0118749            | ΣΤ23000380-01        |          | 04/04/2023    | 10350.0       | 04/04/2023   | 12/31/2032    | 01/01/2024   | 12/31/23   |
| 320443         | 0118749            | ΣΤ23000380-01        |          | 04/04/2023    | 7762.5        | 04/04/2023   | 12/31/2032    | 04/04/2023   | 12/31/23   |
| 320043         | 0115987            | ΣΤ23000191-01        |          | 03/21/2023    | 8625.0        | 03/21/2023   | 12/31/2032    | 03/21/2023   | 12/31/23   |

At the bottom of the table, there is a pagination control showing "1 - 4 of 4 Items", "10" items per page, and "Page 1 of 1".

## 7 Master Data Management (Library)

The usage of Master Data is a standard component in the Online Portal System.

The change of antennas and equipments already linked for licences is not allowed for an applicant. Sites and contact changes are handled by specific workflows within EETT and at highest care.

Before a master data item can be utilized in an application for a new or modified spectrum licence, it shall be uploaded to the Data libraries.

### 7.1 Sites Library

Use the Site library to create new sites or maintain sites (site Modification). Depending on the site status in Silia several operations are not allowed from the Online Portal.



Any Site created in the Online Portal will be automatically available in the EETT Silia database.

Each new site gets a Side ID specific to the licensee and Site Owner. The Site Owner can decide whether his site shall be Hidden or Visible (for selection) for further licensees in Greece.

Sites can be created directly on the graphical map interface.

The User can switch between two Coordinate Systems (EGSA87 and WGS84).

### 7.2 Antennas Library

Master data handling for antennas is used across most of the services and subservices where antennas can be selected. Use the Antenna library to display, edit and create antennas that shall be available for selection for the corresponding service/subservice.

New antenna master data can be applied for in the Online Portal. Data of created antennas is checked by EETT before it is available for selection for portal users.

### 7.3 Equipments Library

Master data handling for equipments is used across most of the services and subservices where equipments can be selected from the list. Use the Equipment library to display, edit and create equipments that shall be available for selection for the corresponding service/subservice.

New equipment master data can be applied for in the Online Portal. Data of created equipment is verified by EETT before it is available for selection for portal users.

## 8 Reports and Statistics

Use this menu to review, download any document or attachment of an existing authorization.





# EETT

HELLENIC TELECOMMUNICATIONS & POST COMMISSION

---

## 9 Support

If you have questions or need for support, contact the EETT, Hellenic Telecommunications & Post Commission.

Hellenic Telecommunications and Post Commission (EETT)

60 Kifissias Avenue 151 25 Maroussi - Greece

T: +30 210 615 1000 (09:00-15:00)

E: [sms@eett.gr](mailto:sms@eett.gr)

