Antarctic Treaty Contacts Database User Guide

Updated February 2024

Purpose of the Contacts Database

This database provides contact information and management of access permissions to the Secretariat's information systems including the ATCM and CEP workspaces, the Electronic Information Exchange System (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 permissions settings of all users within their Party. If Contact Administrators need to delegate their functions to a colleague, they can assign Contact Administrator permission 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. Regular users must request their Contact Administrators to assign permissions to access other Secretariat information systems.

How to use the system

Login Page

To start using the system, go to https://contacts.ats.aq. You will be greeted by the login page:
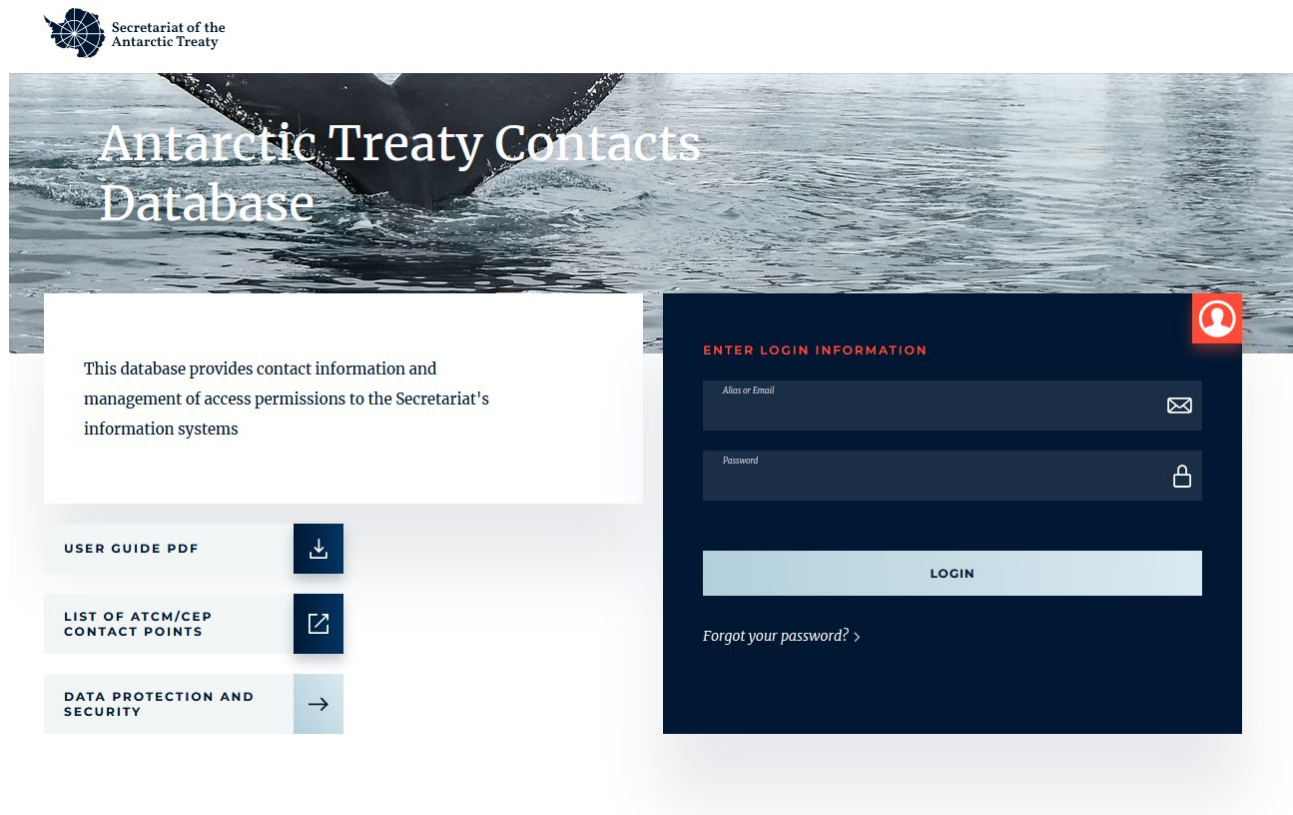
Enter your email address or username and password to log in.

Password Recovery

If you have forgotten your password you can retrieve it clicking the "Forgot your password?" link. You will be prompted to enter your email address, after which you will receive an email containing a link with instructions to reset your password, as long as your contact details already exist in the contact database. Otherwise, you should first contact your authorities to be added to the contact database. If you do not receive the password recovery 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:
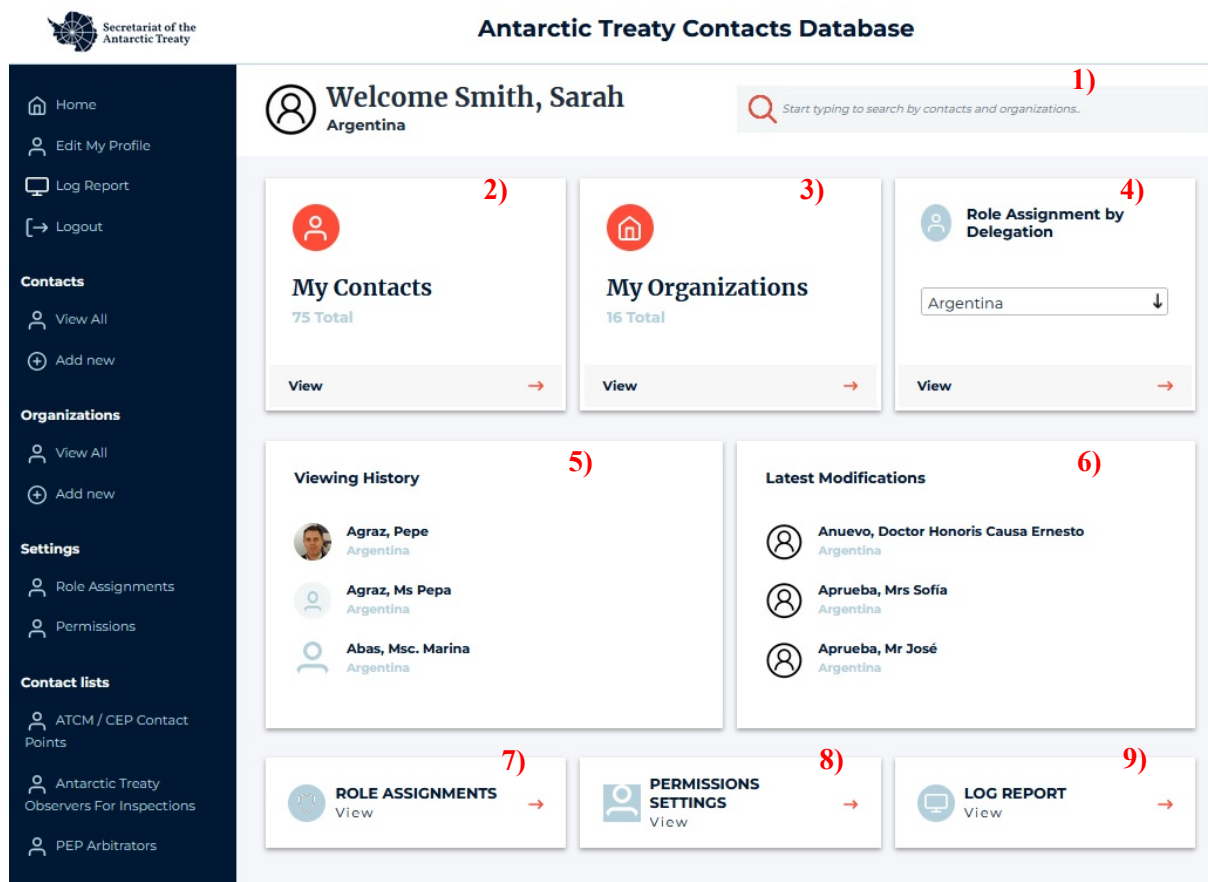
1) Begin typing a name to perform a **Quick Search** for a contact or organization.

2) My Contacts and **3) My Organizations:** These tabs open lists of all contacts and organizations, beginning by default with your own Party, organized by sectors. 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".)

4) Role Assignment by Delegation: Select a Delegation from the drop-down menu to view the role/sector assignment of each contact.

5) Viewing History: This is a private list of your last viewed contacts, for quick access. (Only you can see it.)

6) Latest modifications: This shows you the last three modifications made by users from your Party/organization.

7) Role Assignments: Here you can view – and, if you are a Contact Adminstrator, make changes to – the assigned sectors/roles of your Party's Contacts. (See below under **Role Assignment**.)

8) Permissions Settings: This shows a list of your Party's contacts who have access permissions settings assigned. (See below under **Permissions Settings**.)

9) Log Report: Here you will find a detailed report of all database actions of Contact Administrators of your Party/organization. Select the dates using the calendar icons 📅 and click the red arrow → to view the list.

Viewing and Editing Contact Information

By clicking "My Contacts" from the welcome page or "Contacts" from the side panel you will see a list of contacts, beginning by default with your own delegation. You can search and filter by surname, Party and/or sector. To the right you can also add a new contact for your delegation by clicking **Add New Contact** to the right.

Once you select 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
- Permissions Settings

Adding a New Contact

To add a new contact, click **Add New** from the side panel or **Add New Contact** from the My Contacts page for your Party. Clicking this button will open a form like the one below:

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.)

Under "Organization", you can associate the user with one of your existing Party Organizations or choose "Does not belong to an Organization".

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

Editing existing contacts

To edit the profile of an existing contact, click "Edit profile" from the screen shown on page 6. 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 access permissions to multiple information systems:
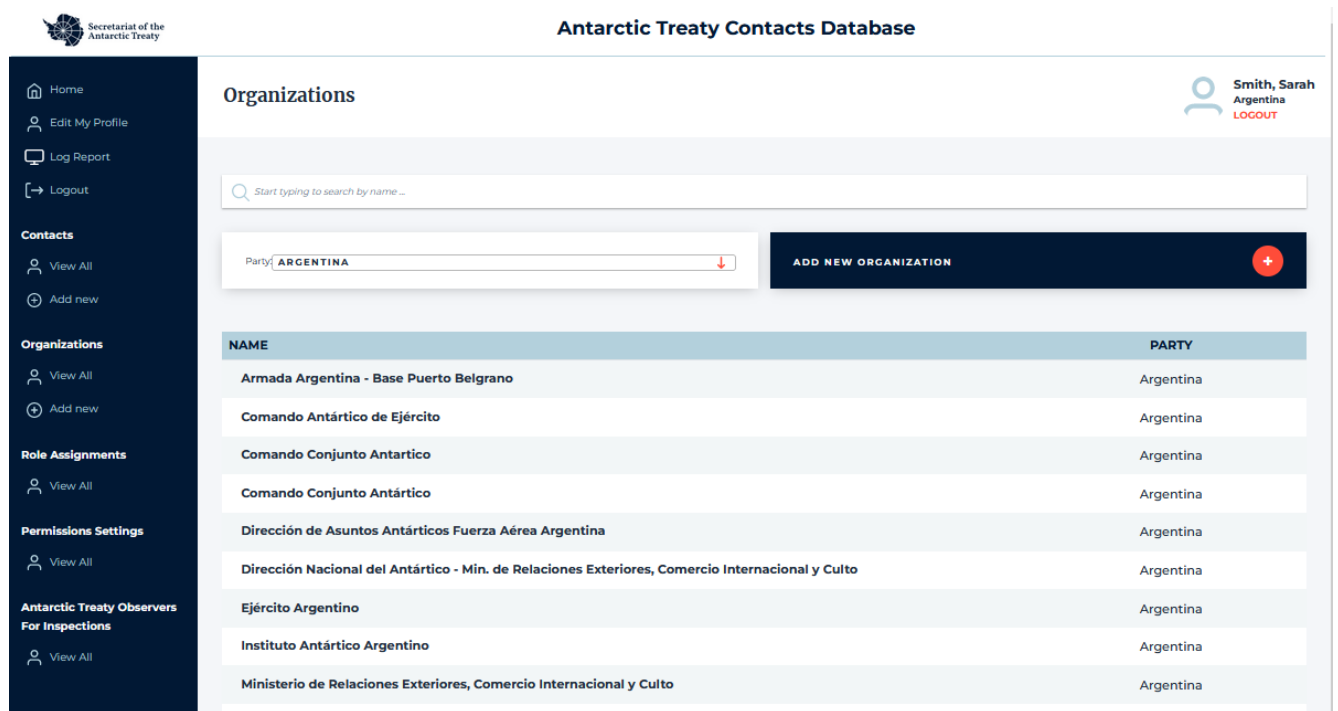

When you are finished working with the contact information, click "Save Profile" at the bottom of the page in order to save changes or "Cancel" to exit without changes.

To reset the password of the user, click "Password reset". You will be asked to confirm that you want to send a password reset email to the contact.

To remove the contact from the system, click "Delete profile".

Organization Information

Under "My Organizations" from the Welcome page you will open a list of your Party's organizations:

Click "Add New Organization" to the right to enter a new organization for your Party.

To view an existing organization's information, click on the name in the list. You will be able to view the entered information and edit it by clicking "Edit Profile" at the top right of the page.

On this page you can also view organzations of other Parties by choosing a different Party in the drop-down menu.

Role Assignment

To view a list of your Party's Contacts with their assigned sectors/roles, select "Role Assignments" from the bottom of the welcome page or the side panel. If you are a Contact Administrator, you will be able to add or replace contacts for each sector/role.

Assigning a Sector/Role

Select a contact from the drop-down list 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 such a 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.

Permissions Settings

Click "Permissions" from the side panel or "Permissions settings" from the welcome page to view and manage the permissions settings of the contacts in your Party.

At the bottom of the page, select a name from the drop-down menu and click "Go" to manage the contact's permissions settings. You will be taken to the user's profile with the permissions settings below the personal data, as shown on page 8.

Remember to click "Save Profile" when you have finished or "Cancel" to exit without making changes.

Support

If you encounter any difficulties in using the Contacts Databsase, please contact the Secretariat's Information Officer, José Luis Agraz, at the following address: pepe.agraz@ats.aq.