Filing Process for Broadcast Engineering Consultants

This document describes the steps required to submit broadcasting applications on-line. If you have any questions regarding the electronic application process please do not hesitate to contact us:

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1. Obtaining a Web Profile

A Web Profile must be created for a Broadcast Engineering Consultant for them to access any of Spectrum Direct's features.

This is accomplished by sending an email in to DBCE-APPS@ic.gc.ca and requesting a username and password. These will be sent by email to the consultant once the Web Profile has been created.

Please send the request email from the address you wish to receive application status notifications.

2. Logging in to Spectrum Direct

Consultants must log in to Spectrum Direct (SD) using their Web Profile username/password. Clicking on the "Broadcasting Application" link on the SD homepage will bring up the log-in screen.
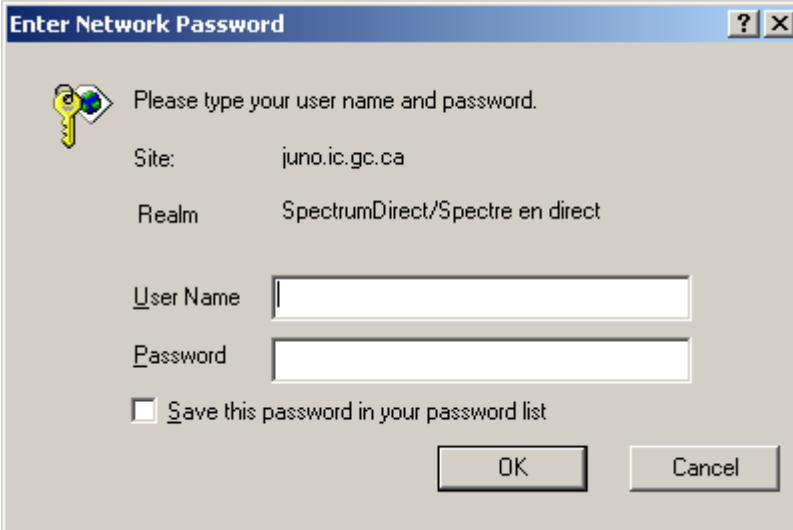
Figure 1 - SD homepage link

Figure 2 - SD log in screen

3. Creating a new application

A successful log in will bring the consultant to the Application List page. This page lists the current applications being processed. If this is a new account the list will be empty.

To create a new application, click on the "Create New Application" link at the top of the page[1].

4. Filling out the Project Details

Fill out the required information for the form and save it by clicking the 'Insert' button at the bottom of the form. If the form has been fully completed a success message will appear at the top of the screen.

If there was an error an error message will appear and you will have to review your information to make sure it is correct.
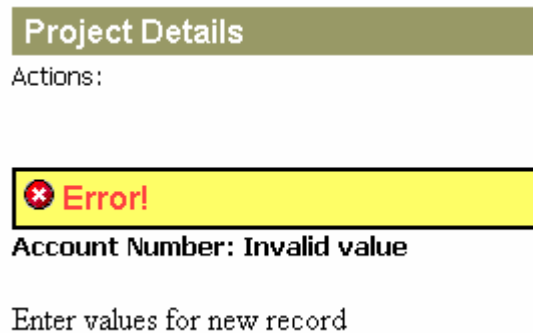
5. Submitting the Application

Once you are certain all the information in the Project Details is correct click the "Verify and Submit Application" link at the top of the application page.

You will be prompted to make sure you want to submit, click "Submit Application", or "Cancel" if you wish to continue reviewing the application.

6. Emailing the Documents

After you submit the application, you will be taken to a page with links to download the XML schema, XML data, and the commitment form. To save these on your computer, right-click on the link and choose save as. (If you left-click the XML data link the data will appear in your browser rather than being saved to your hard drive).

Once the application has been submitted you will receive an email informing you of where to send the supporting documentation. The supporting documentation will include:

- the electronic brief (PDF)
- the contour maps (MapInfo - *.DAT/*.ID/*.MAP/*.TAB, or GIS – *.MIF/*.MID)
- the commitment letter (PDF)
- the *.xml file that you filled out in Authentic

The electronic brief along with a copy of the notification letters (if required) and any other required forms or documents should be scanned into a PDF file. The contour maps should be in MapInfo/GIS format. It is the responsibility of the consultant to ensure that the applicant has signed the commitment letter. This letter can then be scanned into a PDF file and attached to the email. The XML file that you filled out in Authentic will also have to be attached.

When all the documents are ready, create an email and attach them all. Send the email to the specified address (DBCE-APPS@ic.gc.ca).

Note: At time of writing, only the regular power FM XML is available for use. This requires you to download Altova's Authentic.

7. Reviewing the Status of your application

No more steps are required from the consultant. If you wish to see where your application is in the process go to SD and see the status in the column

HOW TO DOWNLOAD AND USE ALTOVA'S AUTHENTIC

Altova's Authentic is a software program used for viewing and filling out electronic forms.

1. How to Download Authentic

The Altova Authentic website is located at http://www.altova.com/download_authentic.html

Navigate to this page and scroll down until you see a link that says:

"Download Authentic® 2005 Desktop Edition Setup now"

Click this link to download the installation file. Save this file to your computer.

When the file has finished downloading double click on it to begin the installation. Follow the instructions using the default options.

Once the installation has completed, double-click the Authentic icon on your desktop:

 Or choose the program from the Start menu.

You will be asked to provide a key. Click on the link button that says:

"Request a FREE permanent key…"

You will be taken to a web page form that you will have to fill out to receive your key. Fill out all the required information and click the button that says

"Accept Authentic EULA and request license key-code"

An email should be sent the address you provide containing the information you will need to register Authentic.

Enter this key-code and click the "Save" button.

Now Altova Authentic will be installed and registered for use on your computer.

2. How to use Authentic

There are two separate files that are required to open a XML file in Authentic. One file is the electronic form (called the schema), the other is the XML data. The XML data is the file you want to open first, and then you can choose the schema you wish to use it with.

After the product has been installed and registered double-click the Authentic icon on your desktop or choose the program from your Start menu
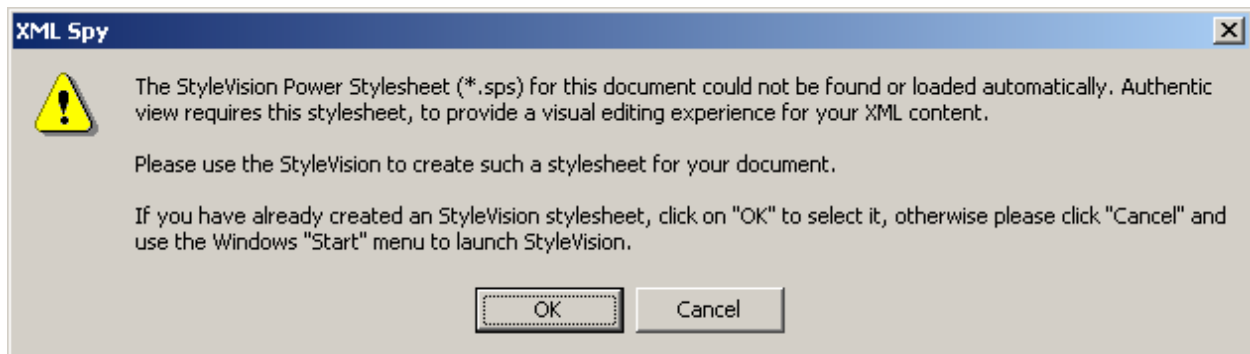 (Start Menu -> Programs -> Altova Authentic 2005 Desktop Edition -> Altova Authentic)

To open an XML file go to the File menu and click open. Navigate to the file you would like to open (it should have the extension *.xml).

After you click the Open button this window may appear.
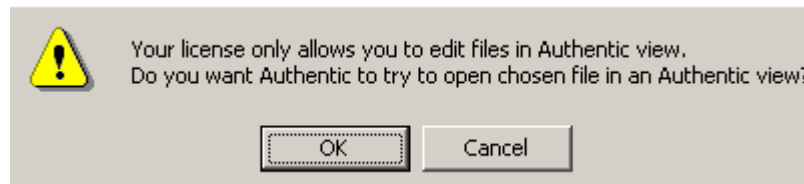
Just click OK

This window may appear next.

Click OK. You will then be prompted to choose the "schema" to go along with the XML.

Click the "browse" button and select the schema to use with the XML data (it should have a *.sps extension. If you are doing an FM application the file will probably be named FMStation.sps).

Click OK after you have chosen the schema and the form should open. Some fields on the form may have entries already in them. This comes from the XML data file.

Enter all the necessary fields on the form. If the text you enter is red then you have entered an invalid entry and you will want to check format (ex. Phone numbers need 7 digits).

You can save the XML data at any time by going to the File menu. Saving in Authentic will save all the fields you have entered into the XML data file so when you open it again with the same schema the fields will remain filled.

The "Revalidate" button at the bottom of the screen can be clicked to check if all the required fields on the form are entered correctly. If an error occurs, the form should select the first incorrect field and inform you the problem.
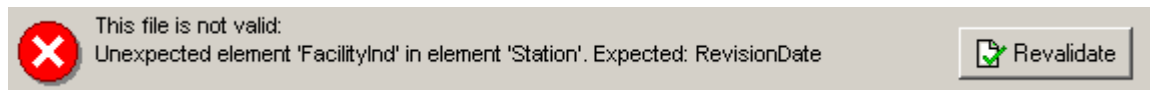
When you are sending the email to DBCE-APPS@ic.gc.ca you will attach the XML data file (*.xml) along with the engineering brief, contours and commitment form.