NewgTLDs

Batching System User Guide

7 June 2012

Disclaimer

This User Guide is for information purposes and might not exactly match the functionality and display of the Batching System (which is subject to change). This Guide is not intended to modify the Applicant Guidebook or any other aspect of the ICANN New gTLD program. If any information provided here appears to be inconsistent with any information published elsewhere by ICANN, please do not rely on this information without confirmation or clarification from ICANN.

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1. Overview

About the Batching System User Guide

This Batching System User Guide defines the features and functionality of the Batching System. It provides step-by-step guidance for accessing and using the system.

About Batching

Per the Applicant Guidebook Module 1 Section 1.1.2.5, if the volume of applications received significantly exceeds 500, applications will be processed in batches. If batching is required, a secondary time-stamp process, in conjunction with other processes, will be employed to establish the batches. It is important to note that the order of applications received during the application window has no bearing on the batching process.

The batching process involves two steps for each application:

Step 1. Accepting the batching rules, indicating a batching preference and selecting target date/time

Step 2. Generating a timestamp (that is, recording a date/time to be used to calculate the time variance between the target date/time and the recorded date/time)

In Step 1, the user must indicate their batching preference for the application by choosing one of two options:

- **Opt In** – Selecting the Opt In option means that the user's preference is to be placed in the earliest possible batch.
- **Opt Out** – Selecting the Opt Out option means that the user does not have any preference for the timing of their application evaluation. Accordingly, Opt Out applicants will be placed in batches after all Opt In applications have been allocated, unless otherwise specified.

NOTE: Opt Out applicants should generate a secondary timestamp for their application(s) to facilitate the ordering of applications into batches. For more information on batching, including a review of the rules, please see the *Batching Details* document at http://newgtlds.icann.org/en/applicants/tas/batching.

After indicating batching preference, the user is then required to select a future target date/time for the application. This is the target date/time that the user will aim for to complete the secondary timestamp process.

In Step 2, the user logs into the system some time before their target date/time and will click on the **Generate** button to create a secondary timestamp for the respective application.

The time difference between the target date/time and the time the system records the action from clicking the **Generate** button is the time variance or secondary timestamp for that particular application. This secondary timestamp, along with the batching preference and geographic location of the applicant, will be used to determine the application

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placement within a batch. Applications with the smaller secondary timestamp will be placed ahead of applications with a larger secondary timestamp.
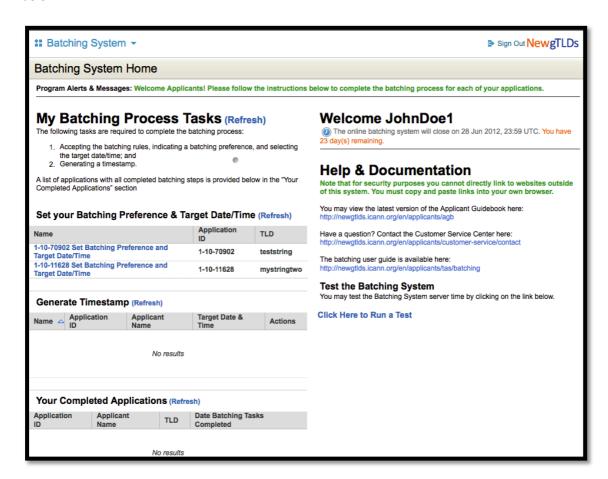
2. Accessing the Batching System

Only previously registered users of TAS who have successfully submitted at least one application will be able to participate in the batching process. Users will access the batching system in exactly the same way as they access TAS, using the same Citrix and TAS credentials. See the guidance previously posted and available here: http://newgtlds.icann.org/en/applicants/tas#resources

Logging into TAS

To access the batching system, applicants must first log into TAS at https://gtldapp.icann.org/

Accessing the Batching System

Upon logging into TAS, users will be directed to the batching system home page shown below:

If the Batching System is not displayed by default, it can be accessed by clicking the icon in the upper left corner of the screen and selecting Batching System as shown below.

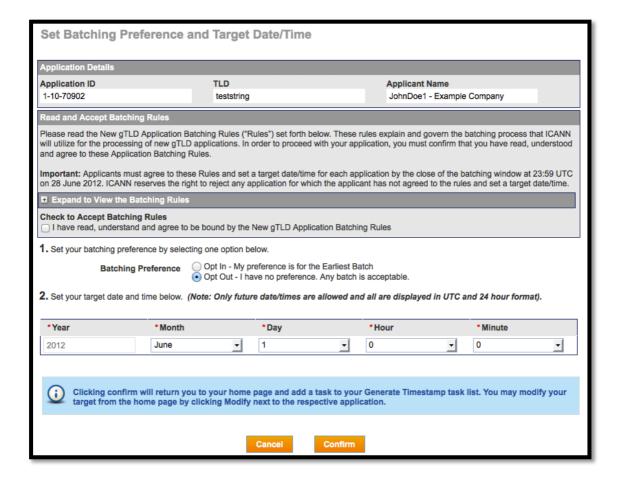## 3. Batching Rules, Preferences, and Target Date/Time

For each application, you will be required to read and accept the batching rules, indicate your batching preferences, and set a target date/time. After batching has opened and upon logging into the batching system for the first time, users will be presented with a task list under the "Set your Batching Preference & Target Date/Time" section as show below:

To begin the batching process for any of your applications, click the respective **Set Batching Preference and Target Date/Time** task link. You will be presented with the following form:
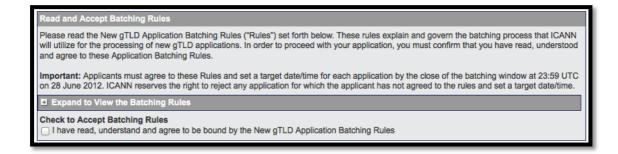

You must complete three items on this form:
1. Read and indicate your acceptance of the batching rules;
2. Set your batching preference; and
3. Set a target date and time to perform your timestamp.

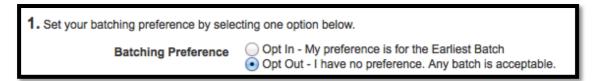If you would like to return to the home screen, click the **Cancel** button.

Read and Accept the Batching Rules

Click the ⊞ box to expand and view the batching rules. After reading the rules, check the box to indicate your understanding and acceptance of the rules. You will not be able to proceed until this box is checked.

Set Your Batching Preference

> **1.** Set your batching preference by selecting one option below.
>
> **Batching Preference**   ◯ Opt In - My preference is for the Earliest Batch
>   ◉ Opt Out - I have no preference. Any batch is acceptable.

The screen will allow you to indicate your batching preference for the selected application. Select either the **Opt In** or **Opt Out** button.

Note	*Even if you select Opt Out, you are still required to set a target date/time. You are not opting out of the batching process, only out of the earliest batch.*

Set Your Target Date & Time

> **2.** Set your target date and time below. *(Note: Only future date/times are allowed and all are displayed in UTC and 24 hour format).*
>
> | *Year | *Month | *Day | *Hour | *Minute |
> |---|---|---|---|---|
> | 2012 | June | 1 | 0 | 0 |

After indicating a batching preference, you must then select day, hour, and minute from the drop-down menus to set your future target date/time. Depending on the timing of the batching window, some of these dropdowns may default to a specific value.

Warning	*Ensure the target date/time you select is not within one of ICANN's published system maintenance windows. If you miss generating your timestamp, you may modify your target time (See the Modifying your Target Date & Time section below.)*

> ⓘ **Clicking confirm will return you to your home page and add a task to your Generate Timestamp task list. You may modify your target from the home page by clicking Modify next to the respective application.**
>
> [Cancel]   [Confirm]

Click on the **Confirm** button to continue or click on the **Cancel** button to exit this screen and return to your home page. If you click **Cancel**, this task will remain on your home page.
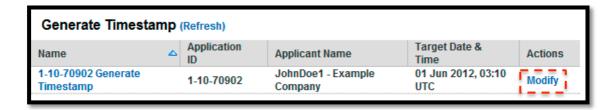
Tip	*Make a note on your calendar of your selected target date/time. You will receive only one reminder 24 hours before your selected target date/time.*

Applications where the Batching Preference and Target Date/Time has been set will be displayed in the Generate Timestamp grid on your homepage. *If the application does not appear after setting your target and clicking Confirm, click the Refresh button on your home page.*
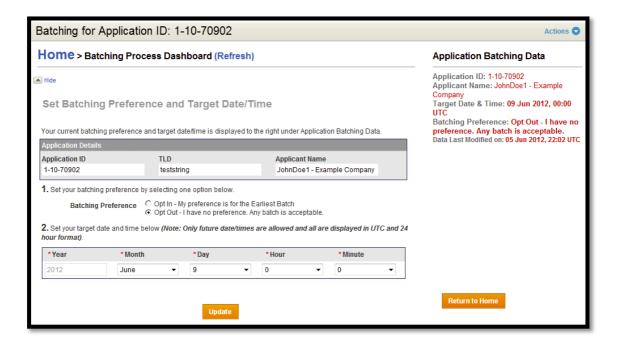
Modifying Your Target Date & Time

For any application in which you want to update the target date/time, click on the **Modify** link next to the relevant application in the Generate Timestamp task list.

Generate Timestamp (Refresh)

Name	Application ID	Applicant Name	Target Date & Time	Actions
1-10-70902 Generate Timestamp	1-10-70902	JohnDoe1 - Example Company	01 Jun 2012, 03:10 UTC	Modify

You will be presented with a sceen allowing you to update your target date/time. You are not required to review the batching rules on this form.

Make any desired changes and click the **Update** button. You should see a message at the top indicating the form was successfully submitted. To go back to the home page click the **Return to Home** button.

Batching for Application ID: 1-10-70902   Actions ⌄

Home > Batching Process Dashboard (Refresh)

▲ Hide

Set Batching Preference and Target Date/Time

Your current batching preference and target date/time is displayed to the right under Application Batching Data.

Application Details

Application ID	TLD	Applicant Name
1-10-70902	teststring	JohnDoe1 - Example Company

1. Set your batching preference by selecting one option below.

Batching Preference   ○ Opt In - My preference is for the Earliest Batch
                          ◉ Opt Out - I have no preference. Any batch is acceptable.

2. Set your target date and time below *(Note: Only future date/times are allowed and all are displayed in UTC and 24 hour format)*.

*Year	*Month	*Day	*Hour	*Minute
2012	June	9	0	0

Application Batching Data

Application ID: 1-10-70902
Applicant Name: JohnDoe1 - Example Company
Target Date & Time: **09 Jun 2012, 00:00 UTC**
Batching Preference: **Opt Out - I have no preference. Any batch is acceptable.**
Data Last Modified on: **05 Jun 2012, 22:02 UTC**

Update   Return to Home
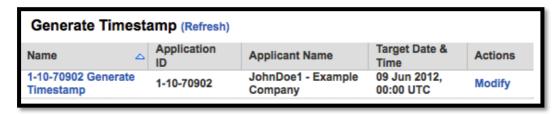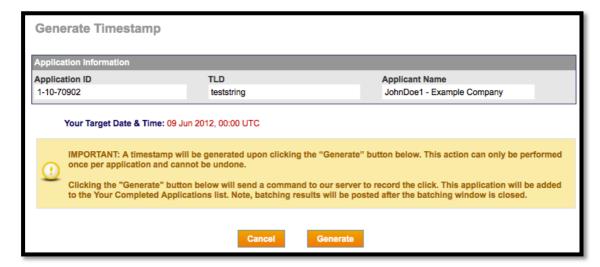
4. Generating a Timestamp

For Opt In applications, this step should be completed as close to the target date/time as possible. For Opt Out applications the applicant can complete this step at anytime after the target date/time has been set.

To complete this step log into the system prior to your target date/time. You will receive an email alert one day prior to their target time as a reminder.

Generating the Timestamp

Click on an application from the "Generate Timestamp" task list on your homepage. You will be presented with the following screen:

At the moment of your target time, click on the **Generate** button to generate a timestamp.

NOTE: This action may only be performed once. Click on the **Cancel** button to exit this screen and return to your home page.

Tip	*Be sure to practice the secondary timestamp process and calibrate your computer's time by testing the batching system. See the **Test the Batching System** section below.*

Tip	*The batching system is set to UTC time. We recommend you set your computer's clock to UTC time. This will allow you to monitor your desktop clock and ensure you generate the time stamp at the appropriate UTC time.*

Tip	*Log into the system several minutes in advance of your target date/time and access the appropriate task so you are prepared to click the **Generate** button exactly at your target.*

Warning	*The batching system will timeout after 30 minutes of inactivity. Users should not to sit idle on the system for longer than 30 minutes.*

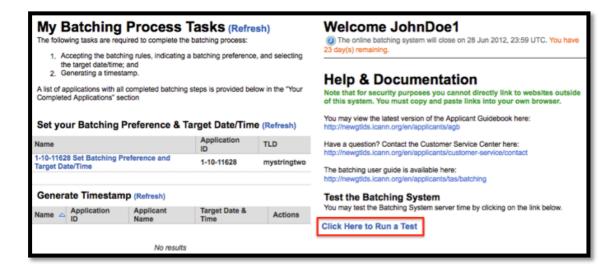|	
Note	*It is important to understand that you may only click the **Generate** button once and this action cannot be undone. Your time stamp will be logged the moment the batching system recognizes the click.*

Timestamp Confirmation

Applications for which the batching process is complete will appear in the "Your Completed Applications" grid at the bottom of the batching home page.

Your Completed Applications (Refresh)

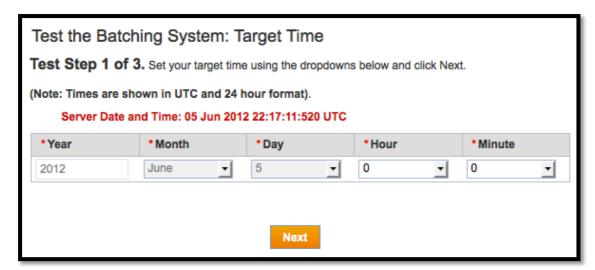| Application ID	Applicant Name	TLD	Date Batching Tasks Completed
1-10-70902	JohnDoe1 - Example Company	teststring	05 Jun 2012

5. Test the Batching System

All users will be able to test the batching system. On the right-hand side of the Batching System Home Page, you will see a "Test the Batching System" section.

When performing these tests, we recommend the following:
- Set your computer time to UTC to match the time zone of the batching server
- When you click on the **Generate** button during the test, make note of the exact time you clicked the button. You can compare that time to the time that appears on the subsequent confirmation screen to identify any time variances.

Click on the **Click Here to Run a Test** link. A screen will appear that will ask you to set your target time using the dropdowns below.

Select a target time a minute or two after the current server time, then click the **Next** button.

Test the Batching System: Generate Timestamp

Test Step 2 of 3. Click the Generate button to generate a timestamp. Try to click as close to your selected target date and time as possible.

✓ **User selected Target Date and Time: 07 Jun 2012, 17:13:00 UTC**

*Verification Code Please enter the verification code from the image at right.

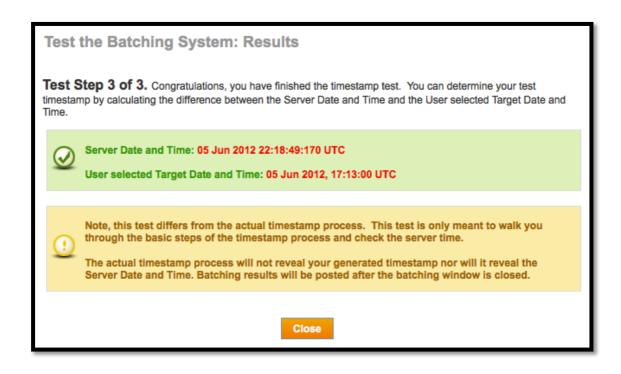Captcha Image

fn434

Generate

Enter the verification code from the CAPTCHA image show on the screen. Then monitor the time and click **Generate** button at the moment of your "User Selected Date and Time". By clicking on the **Generate** button, you will send a message to ICANN's server to record the moment of your click. The same process will be used when you generate timestamps for your applications.

Upon clicking the **Generate** button, a confirmation screen will appear with the date and time that your click was received by the batching system.

NOTE: The date and time are presented only during this test of the server time. Users will not see the time recorded when actually completing the timestamp for their applications.

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If the time recorded by the server is different than the time displayed by your computer at the moment of the click, adjust the moment of your click accordingly to most closely match the batching system time. Users should consider several factors when making adjustments:

- The batching system server clock will be synched to an atomic clock time at the opening of the batching system
- Latency - Geography, bandwidth, your computer speed, and other characteristics of your network affect the recording of the click.

Performing these tests in advance of completing your timestamp will provide you with better information to help ensure the most accurate timestamp possible.

6. Useful Information

The form for this task is no longer available

In some cases, you may be presented with a message similar to the following.

If this happens, close the popup containing the message and click **Refresh** on your homepage.