TMCH - TREx manual for the RO and RSP

in the Registration track

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Contents

1. Introduction

This manual provides instructions on the available functionalities for the Registry Operator (RO) and the Registry Service Provider (RSP) for the new TREx service in the registration track.

Please note that this document concerns only the registration track. For the list track, we kindly refer to the "TMCH -TREx Manual for the RO and RSP in the List track" manual.

The following sections are available for the Registry Operator on the Web User Interface:

- Administration
- Lists
- Reporting

Note that the Registry Service Provider only has an account upon request of the Registry Operator and can only access the Lists section with limited functionalities which can be altered by the RO. These functionalities are described under paragraph "2.3. RSP Account Details".

In case of any further questions, do not hesitate to reach out to our support team via the email: trex@clearinghouse.org.

2. Administration section

The following paragraph will provide you with the necessary guidance on the Administration section of the Registry Operator Web User Interface.

Note that the Registry Service Provider does not have an Administration section available.

The Administration section for the RO will provide details on:

- The TLD Details
- RO Account Details
- RSP Account Details
- Support information

Via the Administration section, the Registry Operator will have the ability to activate and change the account rights of the Registry Service Provider.

Note that most of the information that is presented in the Administration section is not directly changeable for the Registry Operator, except for the permissions in the RSP account details. In case other changes are necessary, please contact the TMCH as described in the "Support Information" section described below.

The Administration section looks as follows:
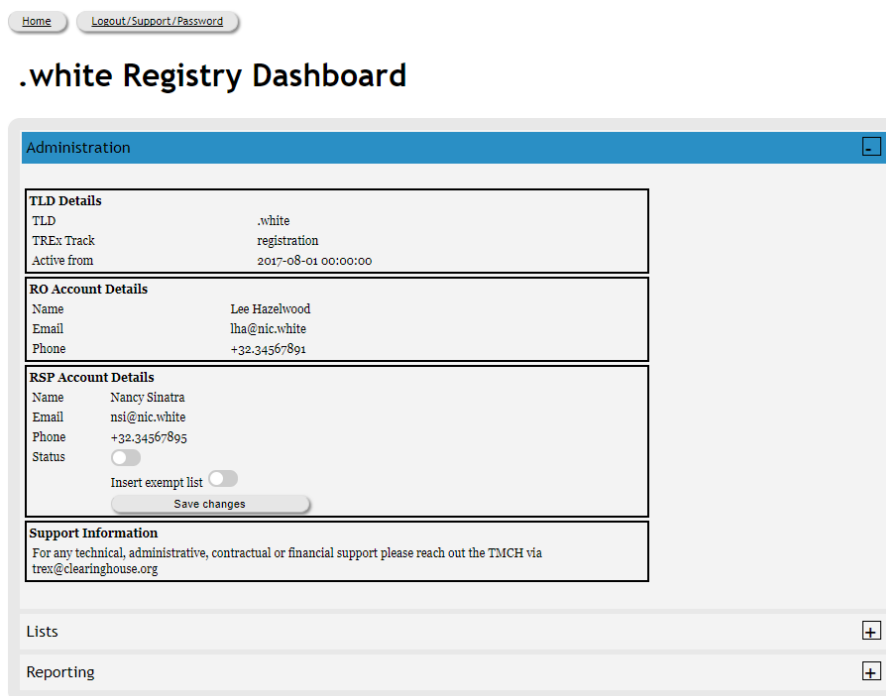
2.1. TLD Details

This overview provides details on the Top Level Domain for the specific account.

TLD Details	
TLD	.white
TREx Track	registration
Active from	2017-08-01 00:00:00

In the TLD details overview, the following is available:

- The applicable TLD
- The TREx Track, either List or Registration.
- The activation date of the account.

2.2. RO Account Details

The RO account details provide further insight on the personal information of the RO account:

RO Account Details	
Name	Lee Hazelwood
Email	lha@nic.white
Phone	+32.34567891

- Name: Name of the person or organization managing the specific TLD.
- Email: The email address related to the account.
- Phone: The phone number related to the person or organization.

2.3. RSP Account Details

This overview provides details on the Registry Service Provider account related to the specific TLD. In addition to the RSP account details, the Registry Operator has the possibility to manage the RSP profile and the available rights.

RSP Account Details	
Name	Nancy Sinatra
Email	nsi@nic.white
Phone	+32.34567895
Status	⬜
Insert exempt list	⬜
Save changes	

The RSP account details provide further insight on the personal information of the RSP account related to the TLD:

- Name: Name of the RSP managing the specific TLD.
- Email: The email address linked to the RSP account.
- Phone: The phone number linked to the RSP account.

Furthermore, the Registry Operator has the possibility to manage the RSP account. The following details can be changed:

- Status: This will activate or deactivate the RSP account. In case the account is deactivated (by default), the RSP is able to log in, but not to download or upload anything. In case the RO toggles the "Status" button to the right, it will activate the RSP account and the RSP will be able to download the Exempt List.
- Insert exempt list: By activating this function, the RSP will be able to insert the exempt list.

Note that the selection button will need to be toggled left or right and the RO will need to click the "Save Changes" button to confirm the changes. Without clicking the "Save Changes" button the adjustments will not apply.

2.4. Support information

The support information provides details on whom to contact in case of technical, administrative, contractual or financial questions or issues.

Support Information
For any technical, administrative, contractual or financial support please reach out the TMCH via trex@clearinghouse.org

3. Lists section

This section will offer the possibility for the Registry Operator and Registry Service Provider (if applicable) to download and insert the Exempt List.

Note that the Registry Service Provider only has access to the above functionalities in case these are enabled by the Registry Operator. For further details, we kindly refer to "2. Administration section".

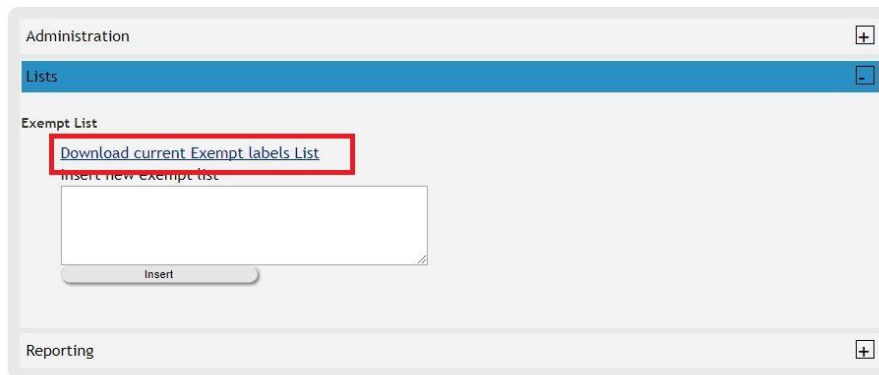The Lists section looks as follows:
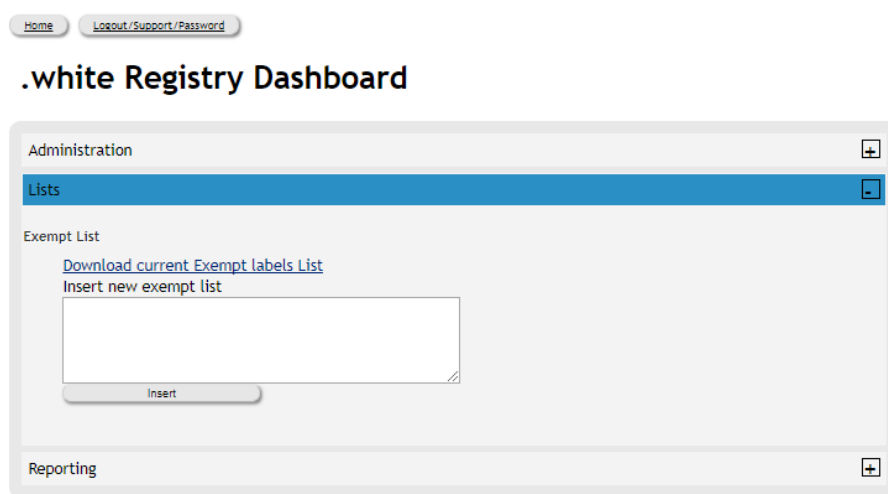
3.1. Exempt List

The exempt list contains all labels for a specific TLD that cannot be TREx protected. The reason for this can be various; for example, in case the label is a premium name.

The RO and RSP can download the current exempt list by clicking on "Download current Exempt labels List".

The exempt list will be presented in a .csv format and can be either opened or stored locally.

The exempt list contains a header that specifies:

- The label that is on the exempt list.
- The TLD for which the specific label will be exempted from TREx protection.

The exempted labels will be listed below the header. One label per line.

The exempt List can be updated an unlimited amount of times and the first exempt List will be uploaded by the TMCH based on the feedback from the Registry Operator or Registry Service Provider, before the go-live of the applicable TLD.

To insert the latest version of the exempt list, the RO or RSP will need to put all exempted labels in the "Exempt List insert" box.

Note that inserting a newer version of the exempt list means that this will replace the previous version. Hence it is not sufficient to only insert the additional labels that need to be exempted from TREx protection. The Registry Operator or RSP will need to insert all labels, including the previously exempted labels.

This will allow the RO or RSP to also remove labels from the exempt list. In case labels need to be excluded from the current exempt list, these labels can be left out of the insertion box when uploading a newer version of the exempt list.

Once the labels are entered into to the "Exempt List box", the RO or RSP will need to click "Insert".

The RO or RSP will be redirected to the "Exempt List Insert" page.

The "Exempt List Insert" page will give an overview on the number of labels that:
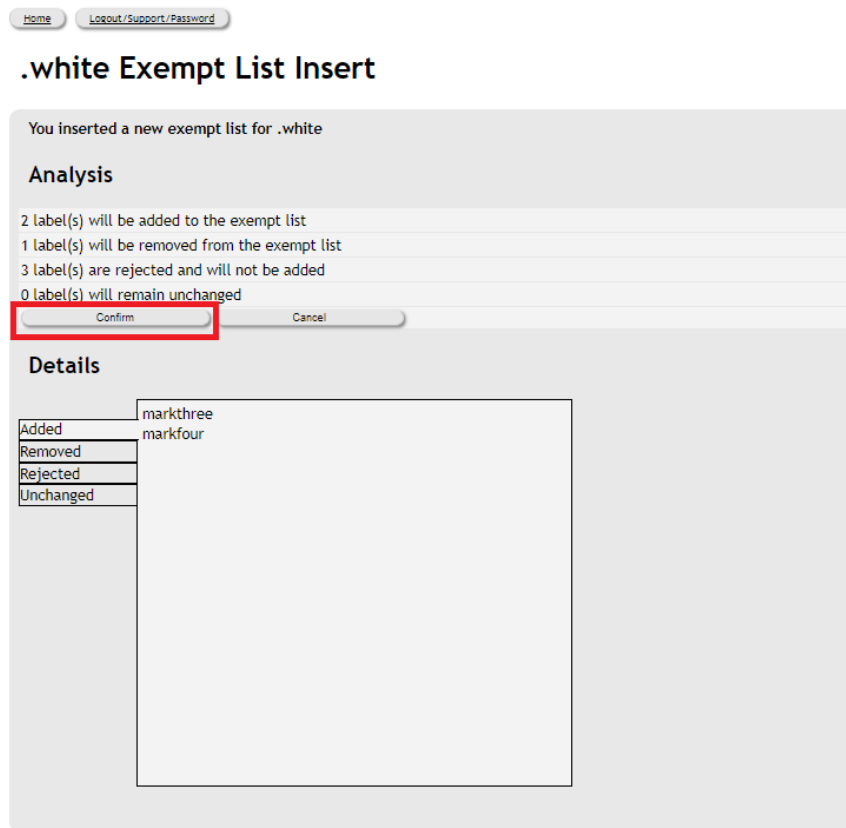
- Will be added to the exempt list.
- Will be removed from the exempt list.
- Are rejected from the exempt list. For example because they are already TREx protected.
- Labels that remain unchanged.

A detailed summary is also available where the RO or RSP can verify each label that is either:

- Added
- Removed
- Rejected
- Unchanged

By clicking each above section, the RO or RSP will be able to see the labels that are either added, removed, rejected or remain unchanged (labels that were already on the exempt list and remain there upon RO or RSP's request).

To confirm the latest exempt list the RO or RSP will need to click "confirm"[1].

The agent/holder will be redirected to the Lists section by clicking either on "confirm" or "cancel".

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[1] *In case the exempt list does not meet the RO or RSP's requirements, you can revoke the changes by clicking on "Cancel".*

4. Reporting section

The Reporting section is only visible for RO accounts. It is collapsed by default. After expanding the section by clicking on the 'plus sign', RO accounts can consult relevant reports with regards to the TREx service.

The following reports are available:

- Label report: Provides the Registry Operator with a list of all labels that requested TREx protection and the protection status of that label.
- Quality Assurance report: Provides details
  - When the exempt list was uploaded.

The reports are available in .csv and excel format.