



YOU ON-LINE BOOKINGS GUIDE V1.4

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The online tool is accessed at <https://stars.ses.com> where you will see the logon screen which is based on ScheduAll's web scheduler product.



SES[^] Web Scheduler
Version 4.080

User Name:

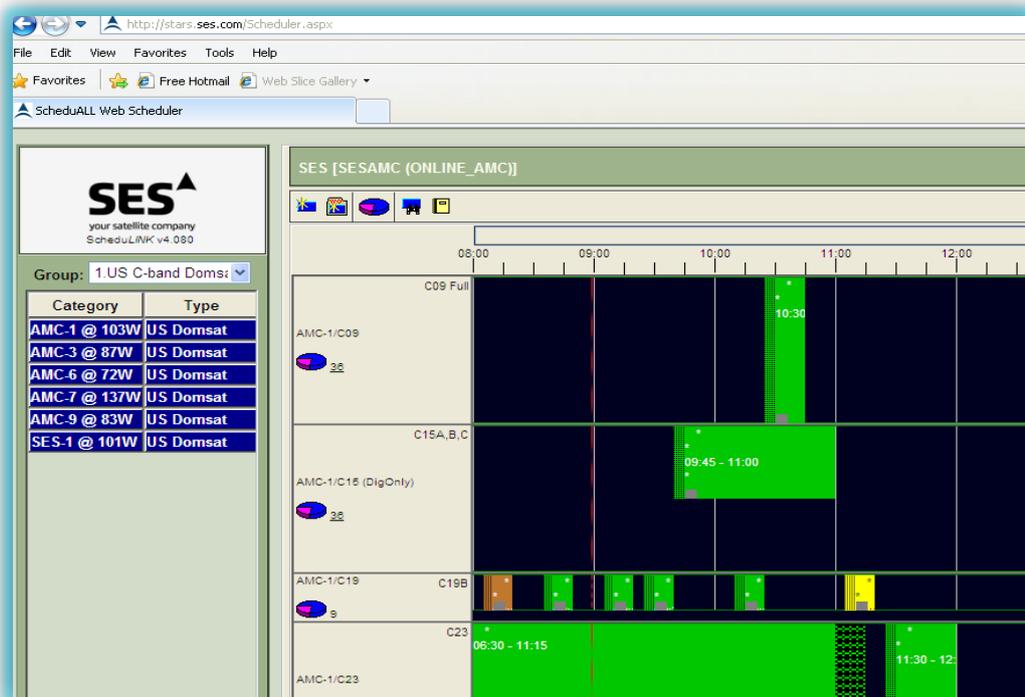
Password:

Login

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Log on with your unique user name and password. If you do not have a user name or would like to sign up for this service you can contact usbookings@ses.com or intlbookings@ses.com

Once authenticated, you will see the standard plan board. This will open up showing on the current day looking about two hours into the future.



Times are either in GMT OR EST as per your profile.

Overview

Once an active group is selected, the major part of the screen on the right will display a graphical representation of the transponders, the channels within those transponders and the availability.

Each transponder or bandwidth segment within a transponder has its own section. For example, the top transponder in figure 2 above is AMC1/K18 and it is displaying the default bandwidth of 36MHz. Click on the pie chart and other available bandwidths are shown. For example if you select 9MHz you will see channels named CH 9/A to 9/D. Hovering a mouse over this channel name gives you the uplink and downlink frequencies. Hovering over the transponder name will give other transponder related details such as the polarization.

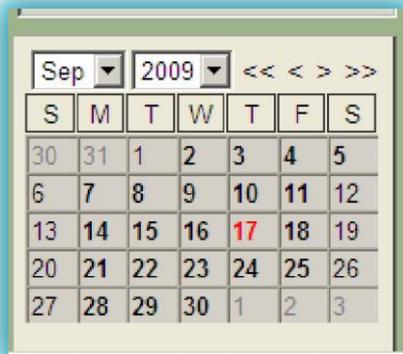
To select other bandwidths, click on the pie chart – it will show you what other bandwidths are available for sale within this transponder.

To make a booking

1. Logon to <http://stars.ses.com> with your given credentials.
2. Select the correct Group from the top left pull down menu that contains your desired satellite.



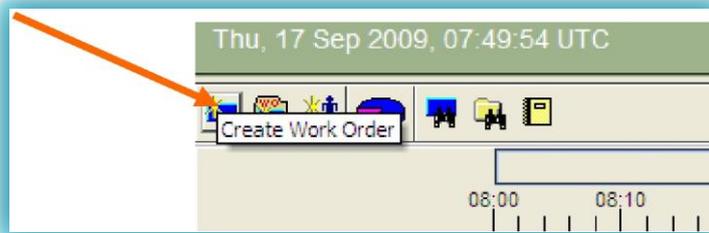
3. Select the start date of your booking by using the calendar in the bottom left of the screen. The current date is always shown in red.



4. Scroll the screen and adjust the span of the screen using the navigation tools on the top of the plan board to display your desired booking window. Hovering the mouse over the controls provides a pop-up with a tool explanation.



- Once the plan board displays the correct date and approximate span of your desired booking, you can click **once** on the 'Create Work Order' icon in the top left of the screen.



- Move the mouse pointer to the desired bandwidth segment and start time. Note you will see a pop up window showing the start time as you move the mouse. Once you have the correct start time, click the mouse **once only** then drag to the right (forward in time) to get to the desired end time and click **once** again. Wait for the booking screen to load, then complete the required fields especially those that are marked mandatory. **Do not yet press Save.**
- Before pressing Save (which will commit the booking to our system) check that the date and time is correct. If not, you can amend your booking times by clicking on the Amend box and re-entering the times.
- Check also the desired status of the booking. By default your booking will be set to **Inquiry** (sometimes also known as a pencil booking). This will inquire the space only and reserve it in your name. If you wish to make a firm booking change the status to Firm then press save.

Your booking is now in our system in the booking office, and instantly available in the Payload Operations Center.

You will receive a confirmation email within a few moments confirming all the details of your booking. Please check this as soon as possible paying special attention to the date and time. In the event of an error you may amend or calls the booking center and we will correct your booking.

- Please use the **Logout** button to exit the program. At this stage this service is only compatible with Internet Explorer. However, cross browser functionality will be available in a later release.

