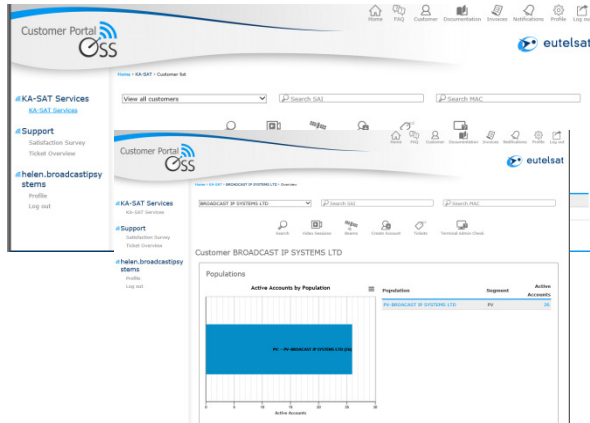


# SKYLOGIC NEW BOOKING PORTAL

Please use Firefox.

Go to the new URL <https://oss.skylogic.com>

1. Login with your existing credentials
2. Click on the light blue underlined KA-Sat Services on the left hand side.

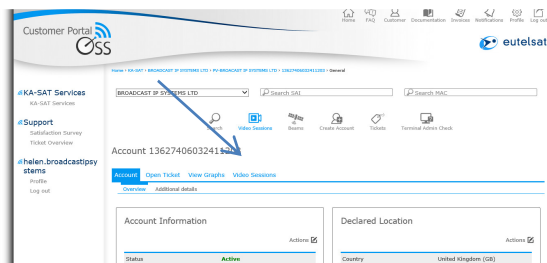


3. Click on the number of terminals on the right hand side

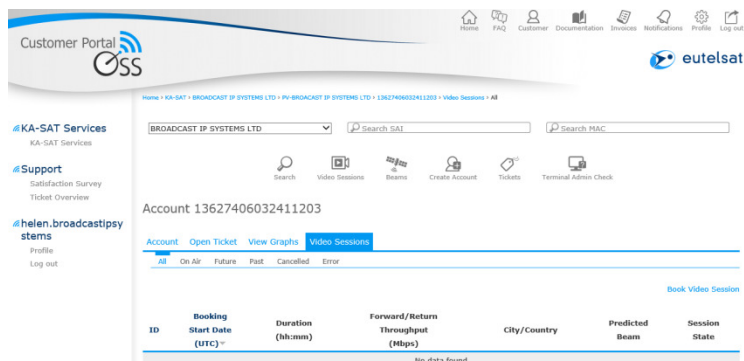
4. Click on the SAI of the terminal you want to use:

SAI	MAC	Activation Key	Account Status	Population	Activation Date	Expiration Date	Beam	Country	Product	FAP Status/Policy
13627406032411203	00A0BC30741E	10125-dead	active	PV-BROADCAST IP SYSTEMS LTD	19/03/2013	-	64	United Kingdom	PV_InternetAccess	Unfapped

5. Click on Video sessions



6. Click on Book Video Session



7. The booking page appears :

- Click on the SAI (each modem has its own 'account' noted as an SAI) that you wish to use
- Click on 'video sessions' then 'Book session' (right hand side)
- Scroll down placing the required information as you go, noting that return/upload is antenna to base and forward/download is base to terminal. Leave the Destination IP Address blank.

PLEASE NOTE:

## BOOKINGS

- Sessions are booked in multiple slots of 15mins
- A new session for the same terminal can be booked if there is a 15min gap in between it and other sessions.

## CHANGES

- Durations can be extended whilst on air
- Sessions can be cancelled up to 24 hours from the beginning of the session without incurring charges. If it is cancelled with less than 24 hours from the beginning of the session but with more than 1 hour to go, a cancellation charge of 50% is applied to the total value of the reservation. Under an hour until the initial start time the customer is charged the full value of the session.
- Sessions can be changed up to 24 hours from the beginning of the session without any charge.
- Sessions can be changed up to 1 hour prior to the start provided that the duration is not reduced.
- Bookings can now be modified to past or future dates... if it is moved forward, the system retains when the original booking was due to start but still allows you to move the session – this is to stop the customer from moving it 24 hours forward and then cancelling it, therefore avoiding charges.

In Summary:

### Changing/deleting session example:

