International Telecommunication Union
Telecommunication Standardization Sector (ITU-D)

20th Meeting of the Telecommunication Development Advisory Group (TDAG)

Geneva, Switzerland, 28 to 30 April 2015

ITU-D TDAG Sync Application - User Guide

The ITU-D TDAG Sync Application* allows you to synchronize TDAG documents** from the ITU server to your local drive. It has been configured to access the ITU server in Geneva and synchronize to the latest published documents.

*The ITU Sync Application v2.0 works in Windows® XP/Vista/7/8. A separate MAC version is also available.
**TDAG published documents include: Agenda, Contributions, Temporary and Information Documents.

I.   SYNC APPLICATION FOR WINDOWS

Step 1: Downloading and Starting the ITU-D TDAG Sync Application

1. Download the ITU-D TDAG Sync Application "ITU-D TDAG Sync 2015.exe", from the ITU-D TDAG homepage, to your Windows Desktop:

    http://www.itu.int/ITU-D/tdag/index.html

2. Once the "ITU-D TDAG Sync 2015.exe" has been downloaded to your Desktop, run the application and accept the ITU License Agreement. Then, enter your TIES Account and choose the default folder where you would like to save the documents to.

Telecommunication Development Sector (ITU-D)
Telecommunication Development Advisory Group (TDAG)

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[I disagree]   [I agree]

Settings:

TIES Account:	
TIES Password:	
Save documents to:	C:\ITU\ITU-D TDAG20 2015-04-28 [...]
Create shortcut in Program Menu:	☐

Delete downloaded files   [Cancel]   [Save settings and connect]

3. Click the button "Save settings and connect". After a successful verification, these settings will be saved and a prompt to synchronize the documents will be shown.

Notes:

- *The Settings window will only be displayed when you run the application for the first time. If you would like to change the settings, just click on the "Settings" button from the main menu.*

- *It is recommended that you save the Sync Application "ITU-D TDAG Sync 2015.exe" into your Windows Desktop for easy access.*

1. To synchronize, click on the first button, "Synchronize ITU-D TDAG Meeting Documents".

2. Select the language(s) of the documents to be synchronized and click Start button.
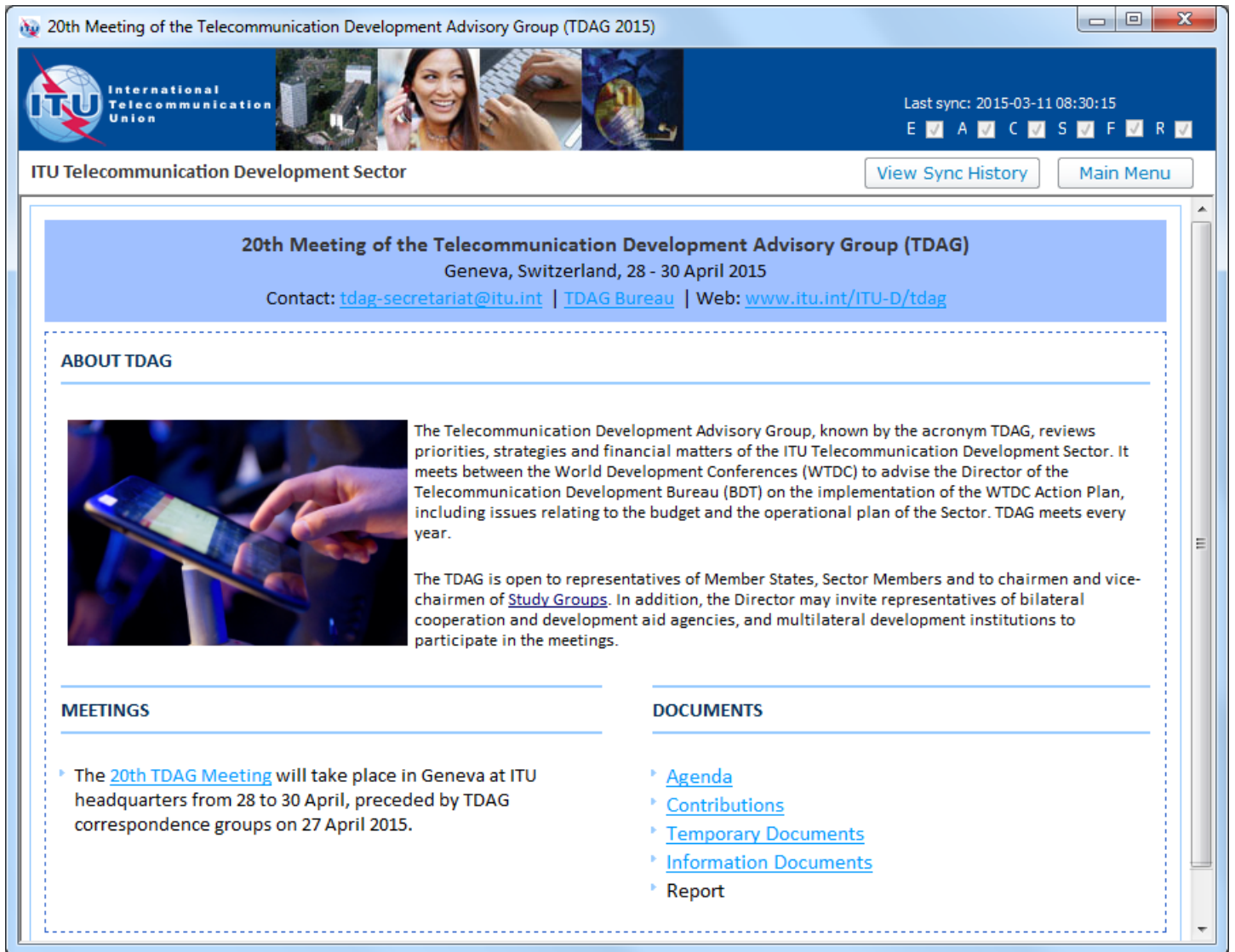
Notes:

- *In the initial synchronization, it may take several minutes to download and synchronize all published documents.*
- *Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the "Synchronize…documents" button.*

Step 3: Accessing ITU-D TDAG Meeting Documents

1. Click on "Access Meeting Documents" to show the Contents page. This page will give you access to the documents that were downloaded and synchronized to your hard drive.

II.   SYNC APPLICATION FOR MAC

Step 1: Downloading and Starting the ITU-D TDAG Sync Application for Mac

1. Download the ITU-D TDAG 19 Sync Application [e.g. itud-tdag-2014-sync.rar], from ITU-D TDAG homepage:

    http://www.itu.int/ITU-D/tdag/index.html

2. Once the Sync Application has been downloaded, run it.

3. To install, drag the ITU Sync icon to Application icon. Then, run the ITU Sync application from your Launchpad/Applications window.
    - Note: Use Safari as the default browser in OS-X.
4. Initially, it will show the ITU License Agreement, read and click the button "I agree".

ITU-D TDAG19 2014 Sync Tool

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[I disagree]   [I agree]

5. Then, on the next window, enter your TIES account and choose the default folder where you would like to save the documents to.
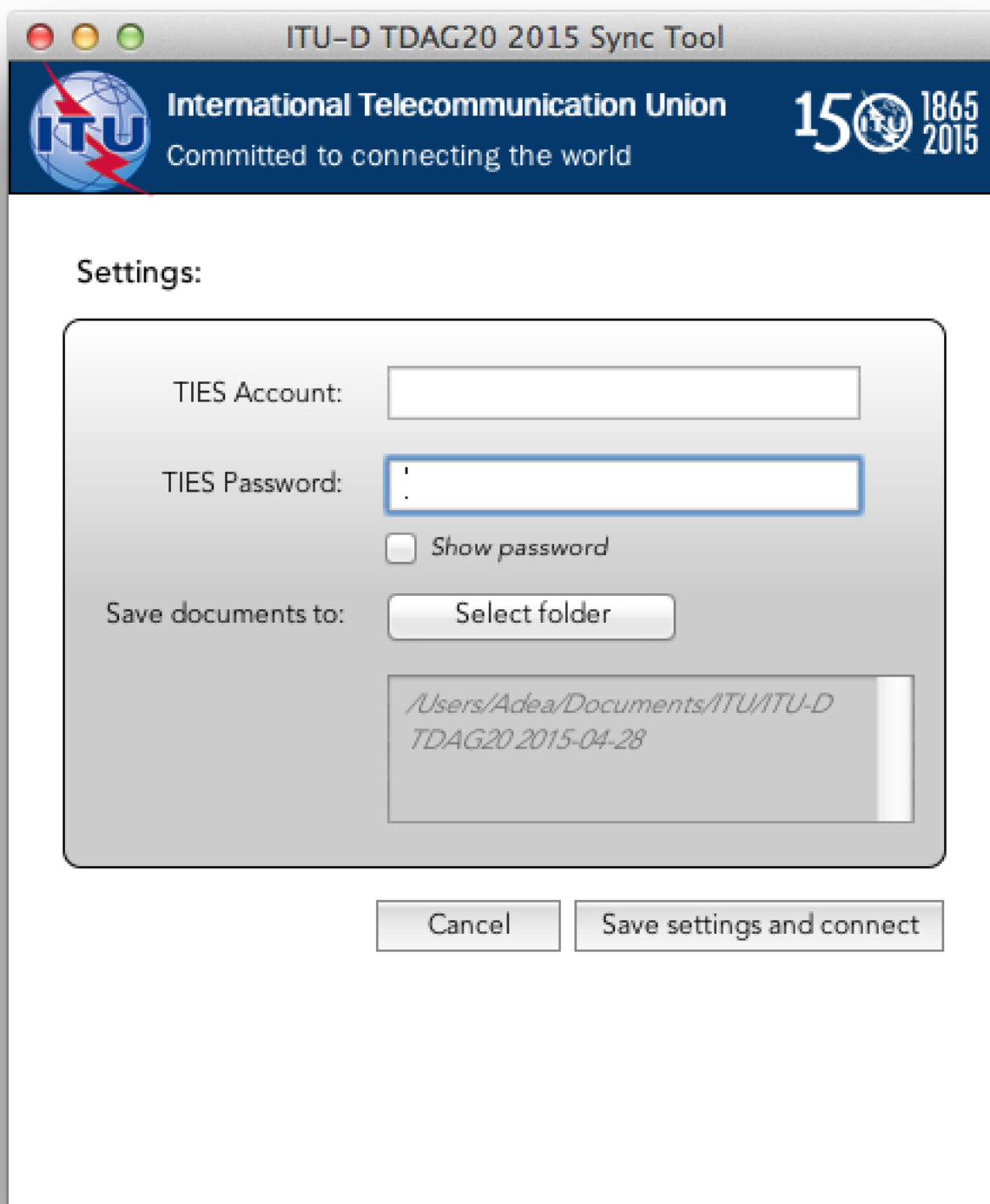
6. Click the button "Save settings and connect". After a successful verification, these settings will be saved and followed by a prompt to synchronize the documents.

Step 2: Synchronizing (downloading) ITU-T SG documents

1. To synchronize, click the first button "Synchronize Documents" from the menu.

2. Select the languages to synchronize, then click "Sync now" button to start the synchronization.
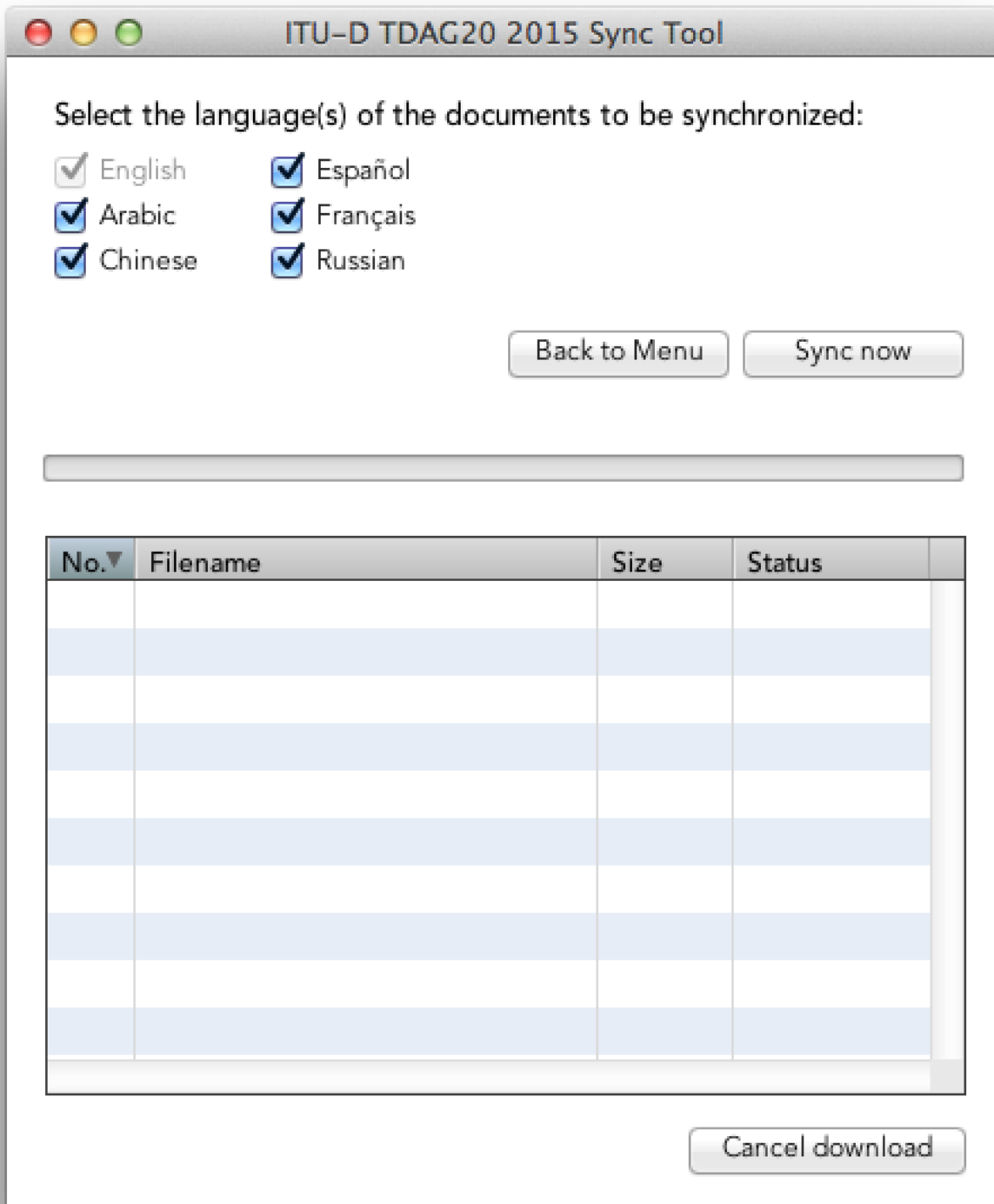
Notes:

1. *The first time you use it, you must run the synchronize option to download the menu and documents.*
2. *Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the synchronize button.*
3. *If you encounter a problem, there is a trouble-shooting page below for your information. For further information, contact the ITU IS Service Desk.*

Step 3: Accessing ITU-T SG Meeting Documents

1. Click on the "Access Meeting Documents" button to show the Documents page. This page will give you access to the meeting documents even if you are not connected to the internet.

   - Note: Use Safari as the default browser in OS-X.

20th Meeting of the Telecommunication Development Advisory Group (TDAG)
Geneva, Switzerland, 28 - 30 April 2015
Contact: tdag-secretariat@itu.int | TDAG Bureau | Web: www.itu.int/ITU-D/tdag

ABOUT TDAG

The Telecommunication Development Advisory Group, known by the acronym TDAG, reviews priorities, strategies and financial matters of the ITU Telecommunication Development Sector. It meets between the World Development Conferences (WTDC) to advise the Director of the Telecommunication Development Bureau (BDT) on the implementation of the WTDC Action Plan, including issues relating to the budget and the operational plan of the Sector. TDAG meets every year.

The TDAG is open to representatives of Member States, Sector Members and to chairmen and vice-chairmen of Study Groups. In addition, the Director may invite representatives of bilateral cooperation and development aid agencies, and multilateral development institutions to participate in the meetings.

MEETINGS

- The 20th TDAG Meeting will take place in Geneva at ITU headquarters from 28 to 30 April, preceded by TDAG correspondence groups on 27 April 2015.

DOCUMENTS

- Agenda
- Contributions
- Temporary Documents
- Information Documents
- Report

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Contact for this page : TDAG Secretariat
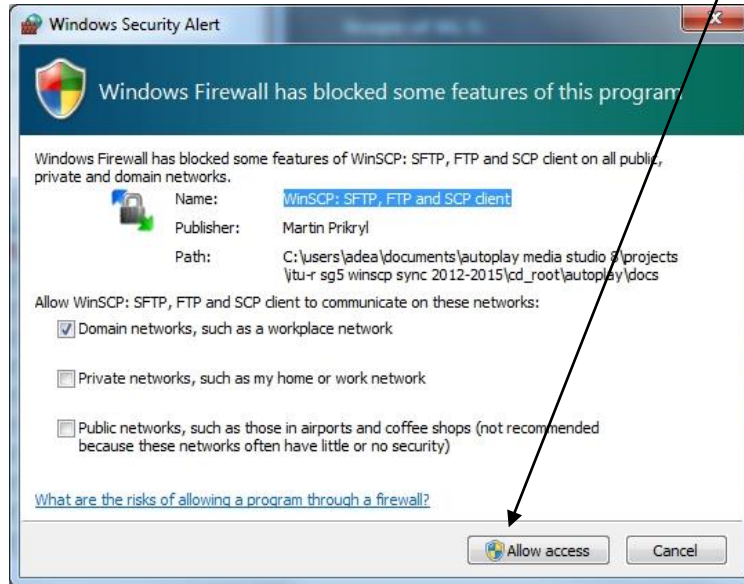
Note:

In case the Synchronize tool is not running or syncing, try to run it as Administrator (command: right-click on the program and select "Run as Administrator").
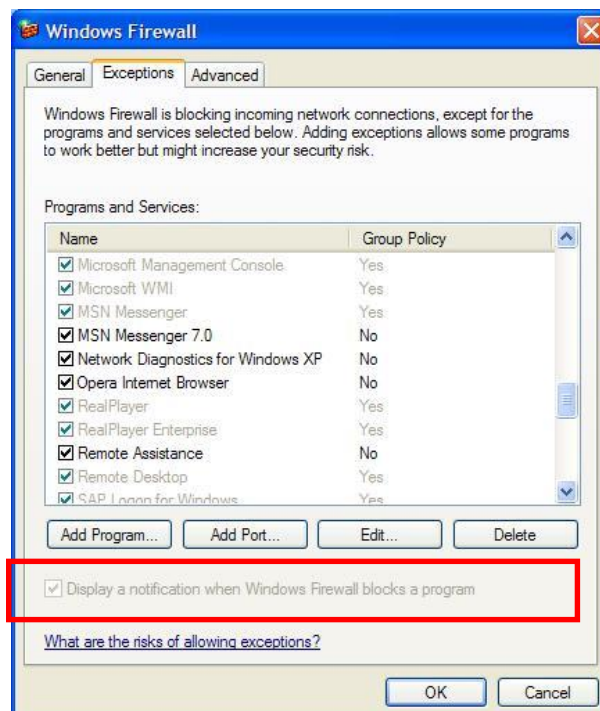
Troubleshooting: First-time use

1.   This window may appear while you use the program. Click on the "Allow access" button to continue. Synchronization is then resumed.

If synchronization of documents does not start

2.   Go to "Control Panel".

3.   Run Windows Firewall.

4.   Select the "Exception" tab and enable "Display notification when Windows Firewall blocks a program".

5. Click the "OK" button to close.

6. Run "Synchronize Documents" from the menu.

7. The Windows Security Alert (see below) may appear if the Windows Firewall is blocking the program. Click the "Unblock" button to continue. This will probably solve the problem.

8. Check if synchronization begins. If it doesn't, check if other factors, such as antivirus programs or the server, are blocking the program. One way to check is to run the sync program outside your organization.

Antivirus or Internet Security Programs

Some Antivirus or Internet Security Programs block the Sync application program. For this reason, the antivirus or internet security programs need to allow autorun.exe, as indicated below, to be run:

For Windows 7:

- C:\users*[login name]*\appdata\local\temp\ir_ext_temp_*[last number]*\autorun.exe

For Windows XP:

- C:\Documents and Settings*[login name]*\Local Settings\Temp\ir_ext_temp_*[last number]*\autorun.exe

If you experience problems in accessing or synchronizing documents, please contact our IT assistance and support service by calling the ITU IS Service Desk:

Room: V 29 (Varembé building)

Phone: +41 22 730 6666

Fax: +41 22 730 5337

Internet e-mail: servicedesk@itu.int

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               Place des Nations
               CH-1211 Geneva 20
               Switzerland