

Below are instructions for entering technical data most efficiently, especially for applications that have several locations with similar or identical frequencies and emissions. On most screens there is a "View Filing" button that can be used to easily identify missing data. Common mistakes are entering frequencies on only one of several antennas and emissions on only one of many frequencies. It is highly suggested that the first-time or infrequent filer print these instructions prior to attempting to enter technical data.

1. All the data for the first location (antenna) should be entered prior to starting a second location (antenna). This includes location information and antenna characteristics, frequency, power, frequency tolerance, emission and bandwidth data.
2. All the data for the first frequency (frequency, power, frequency tolerance, emission and bandwidth) on the first antenna should be entered prior to starting another frequency or antenna. After entering the first frequency and all others entered after, the user must click "Add More Frequencies" and then click the resultant link in the frequency list at the bottom of the screen in order to add emissions. All emissions that are common to other frequencies should be entered at this time. Emissions that are unique to a particular frequency can be added using the system's editing features after common emissions are added to other frequencies. The "Add More Emissions" button must be clicked after each emission, even the last one to be entered in order for the database to save the emission.
3. Click "Proceed" after entering the last emission to view a summary of the data submitted to this point. The "Accept" button on the bottom of this data summary screen should only be used if all the technical data is complete. Otherwise, click the "Add Data/Make Changes" button to continue adding technical data. On the next screen with "OET Amend/Complete" followed by the file number in the title bar, the next logical step is to click the link representing the first frequency for the first antenna. This will bring the user to the Frequency Registration screen for that frequency, where the user may use the "Copy Frequency" button to copy all data, including emissions, from that frequency. The user should then click the resultant frequency link at the bottom of the screen to pre-fill frequency data and then change the relevant data to represent the next frequency. This can be repeated for all frequencies that use the same emissions.
4. After the user has entered the last frequency for the first location (antenna), he must step through the emissions screens, click the "Proceed" button and then click the "Add Data/Make Changes" button to add more locations (antennas). The user may click the "Add New Antenna" button if the frequencies for that antenna are different from the first antenna. If the next antenna has similar or identical frequencies and emissions to the first antenna, then the user should click the location link of the first antenna, click "Copy the current antenna," edit any data that needs to be changed for the second antenna and click "Proceed."
5. If an applicant finishes submitting technical data by using a "Copy the current antenna" or "Copy Frequency" procedure, he must step through the frequency and emission screens, or the emissions screen, respectively, and click the "Proceed" button on the bottom of the emission entry screen. The user should make a final review of the data, use the "Add Data/Make Changes" button if any edits are necessary, and then click the "Accept" button if the technical data is complete. If the user later decides that technical data changes are necessary, he may use the "Amend/Complete Application" link in the filing options.

6. If the user chooses "Administrative Section" from the main technical data editing screen (the one with "OET Amend/Complete" followed by the file number in the title bar), he will need to step through the technical data sections to complete the application if he is completing the application for the first time, rather than amending an already submitted application. The filer should only choose the "Attachment Submission" button if there are no other data to be submitted.