

## TSDSI – Communication through Email

In order to make the process simple, our auto response system will process your request and will do the things for you instantaneously. All you need to do is send an email with valid content; rest all will be taken care.

Each and every purpose like creation of study group, working group and approval of NIP require a special format of email so that the request will be attained by the system else the process will take more time than the regular process.

Below are the things that can be accomplished through Email:

1. Create/Update/Delete Study Group
2. Create/Update/Delete Working Group
3. Create/Update/Delete Joint Interworking Group
4. Update the status of NIP
5. Update the status of SWIP
6. Create/Delete Study Item
7. Create/Delete Work Item
8. Update the status of RECO
9. Send Report to a Meeting
10. How to report a bug
11. How to block Arkadin Conference

### Points to Remember:

1. Don't use HTML email templates.
2. Don't use your signature and disclaimer in the email.
3. All the members are not allowed to update. Only Chair or Vice Chair of the Group or TSDSI Secretariat can update.

### 1 To Create/Update/Delete Study Group:

#### Format of Subject:

SG <Action Type> <SG Name>

Create:

SG Create Study Group for SG

Update:

SG Update SG1

Delete:

SG Delete SG1

**Format of Body:**

If we want to update a particular NIP then we have to update in the message body.

**NIPS:** NIP Version, NIP Version2

**Description:** Describe about the Study Group.

**Example 1:**

**Subject:** SG Create Study Group for 5G

**Body:**

NIPS: TSDSI-SG0-NIP1-V1.0.0-20141117, TSDSI-SG0-NIP1-V1.0.0-20141115

Description: Something about 5G Group

**Example 2:**

**Subject:** SG Update SG1

**Body:**

NIPS: TSDSI-SG0-NIP1-V1.0.0-20141117, TSDSI-SG0-NIP1-V1.0.0-20141115

Description: Something about 5G Group

**2 To Create/Update/Delete Working Group:**

**Format of Subject:**

WG <Action Type> <SG Name> <WG Name>

Create:

WG Create SG1 Working Group for SG

Update:

WG Update SG1 WG1 <Status>

Delete:

WG Delete SG1 WG1

**Format of Body: (Don't use signatures and disclaimers).**

Describe about the Study Group.

**Example 1:**

**Subject:** WG Create SG1 Working Group for 5G

**Body:**

Something about 5G Group

**Example 2:**

**Subject:** WG Update SG1 WG1 Terminated

**Body:**

Something about 5G Group

### 3 To Create/Update/Delete Joint Interworking Group:

**Format of Subject:**

JIG <Action Type> <JIG-Name >

Create:

JIG Create JIG for SG

Update:

JIG Update JIG1 <Status>

Delete:

JIG Delete JIG1

**Format of Body: (Don't use signatures and disclaimers).**

**Study Groups: SG1, SG2**

**Working Groups: SG1-WG1, SG2-WG2**

**Description:** Describe about the Joint Interworking Group.

\*\*\* Don't use Study Groups and Working Groups together.

**Example 1:**

**Subject:** JIG Create JIG Group for 5G

**Body:**

Study Groups: SG1, SG2

Description: Something about 5G Group

**Example 2:**

**Subject:** JIG Update JIG1 Terminated

**Body:**

Study Groups: SG1, SG2

Description: Something about 5G Group

4. **To Update the Status of the NIP:**

Format of the Subject:

NIP <NIP Version> <Status>

Available Status:

Approved, Rejected, Invalid, Closed.

**Example:**

**Subject:** NIP TSDSI-SG1-NIP1-V1.0.0-YYYYMMDD Approved

5. **To Update the Status of the SWIP:**

Format of the Subject:

SWIP <SWIP Version> <Status>

Available Status:

Approved, Rejected, Invalid, Closed.

**Example:**

**Subject:** SWIP TSDSI-SI1-SWIP1-V1.0.0-YYYYMMDD Approved

**6. To Update the Status of the RECO:**

Format of the Subject:

RECO <RECO Version> <Status>

Available Status:

Approved, Rejected, Invalid, Closed.

**Example:**

**Subject:** RECO TSDSI-STD-RECO1-V1.0.0-YYYYMMDD Approved

**7. To Create/Delete Study Item:**

**Format of Subject:**

SI <Action Type> <SG Name> <Item Name>

Create:

SI Create SG1 Study Item for SG

Delete:

SI Delete SI1

**Format of Body:**

Email Body will be the description of the Study Item

**Example:**

**Subject:** SI Create SG1 Study Item for 5G

**Email Body:**

Description: Email Body

**8. To Create/Delete Work Item:**

**Format of Subject:**

WI <Action Type> <SG Name> <WG Name> <SI Name> <Item Name>

Create:

WI Create SG1 WG1 SI1 Work Item for SG

Delete:

WI Delete SI1 WI1

**Format of Body:**

Email Body will be the description of the Work Item

**Example:**

**Subject:** WI SG1 WG1 SI1 Work Item for 5G

**Body:**

Description: Email Body

**9. How to send report to a Meeting: Format of the Subject: Meeting <Meeting Version>**

Attachment will be sent to the meeting.

**Example:**

**Subject:** Meeting TSDSI-Meeting-1-V1.0.0-201412104

**10. How to report a Bug:**

**Format of Subject:**

BUG Create <Bug Name>

Create:

Bug Create <Name>

**Format of Body:**

Email Body will be the description of the Bug

**Example:**

**Subject:** Bug Create Page is not loading

**Email Body:**

Description: Email Body

**11. How to book Arkadin**

**Conference: Format**

**of Subject:**

BLOCK <Start Time>

<End Time> Create:

BLOCK 10:30-23/04/2015 11:30-24/04/2015

**Format of Body:**

Email Body will be the description of the Conference

**Example:**

**Subject:** BLOCK 10:30-23/04/2015 11:30-24/04/2015

**Email Body:**

Description: Email Body

12. To send SI or WI report against a particular SI or WI please use:  
Report <SI-version> <meeting-version> <document-version>

e.g.

**Report TSDSI-SG1-SI10-V1.0.0-20150807 TSDSI-SG1-MTG1-[WG1]-V1.0.0-20150906 0.1.0**

**13. How to Open 'docx' in Microsoft Office 2010 and 2013.**

Please read carefully: the solution for Word 2010 Starter is different from the solution for Word 2010 and other versions.

**Word 2010 Starter only:**

- In Windows Explorer, right-click on a Word file.
- Choose Open With, then Choose Default Program.
- If you see "Microsoft Office Client Virtualization Handler," choose that.
- Making sure that the box for "Always use the selected program to open this kind of file" is checked, click OK.

If you don't see "Microsoft Office Client Virtualization Handler," do nothing and wait for a fix. You should still be able to open Word Starter and open the files from within it.

**Word 2010 (local install) and other versions :**

- WinKey + R to open the Run box.
- Type "winword /r" or "winword.exe /r" without the quotation marks. Note the space before the /r switch.
- Press Enter.
- You will probably get a message about Windows or Office reconfiguring the application. When it finishes, try again to open a Word file from Windows Explorer.

Alternatively, you can use this method:

- In Windows Explorer, right-click on a Word file.
- Choose Open With, then Choose Default Program.
- If you see “Microsoft Word,” choose that.
- Making sure that the box for “Always use the selected program to open this kind of file” is checked, click OK.

tsodsi