



User Manual (Operator)

K&O Systems and Consulting Co., Ltd. (Head Office)



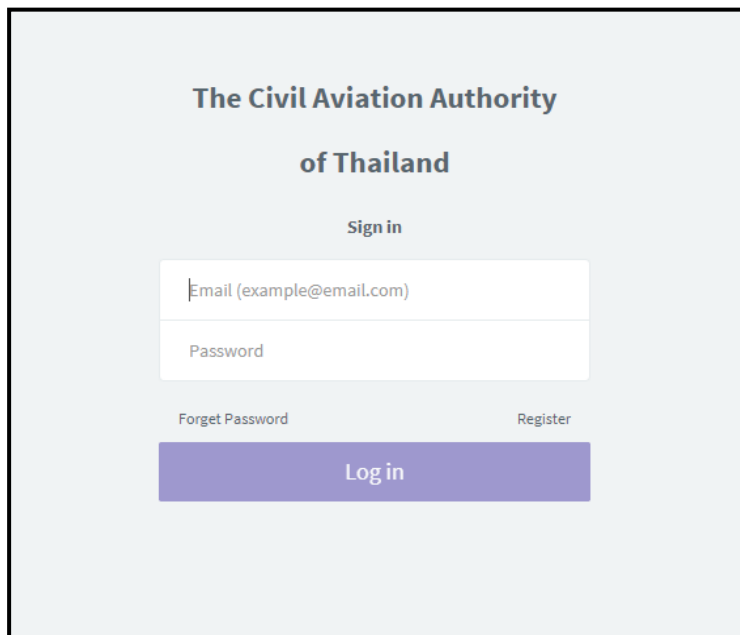
Content

1. The screen Log in. (log in).....	1
2. The menu screen for Personal/Individual. (Individual Registration).....	2
3. The menu screen for Company. (Registering for a juristic person).....	3
4. The menu screen Request form. (Request form)	5
5. The menu screen Profile. (Personal information)	6
6. The screen to change the password for the first time.	8
7. New password request screen.	8

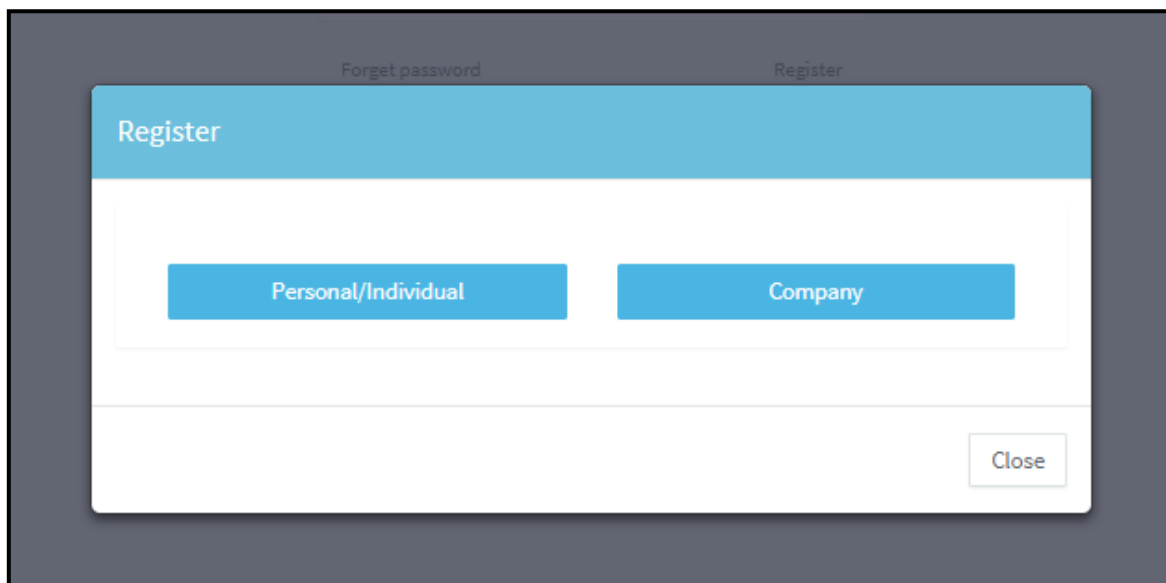
Instruction (for user)

1. The screen Log in. (log in)

User enters your Username and Password, then click Log in, if user does not have a username and password, click “Register” to fill in your information in order to use the system.



When you press “Register” the system will show Pop - up window for you to choose between “Personal/Individual” and “Company”.



2. The menu screen for Personal/Individual. (Individual Registration)

User must complete all detail required and attach the required documents to the system in order for the officer to check and further approve.

Show a form to fill in the details.

Show a form to the attach a document.

2.1. The screen to confirm OTP of individuals.

User can choose to send OTP code to his/her mobile number or by sending E-mail confirmation code by pressing the confirm button.

3. The menu screen for Company. (Registering for a juristic person)

Legal entities can add information with regards to office's address for more than 1 location, as well as granting power to more than 1 person to act on behalf of the Company. Each grantee of the will receive a Username and Password separately.

Show a form to fill in the details.

No Address No	Alley Alley	Street Street	+ Add
Province -- Province --	District -- District --	Subdistrict -- Subdistrict --	
Zipcode Zipcode	Type <input type="radio"/> Shipping address <input type="radio"/> Billing address <input type="radio"/> Both		

Show the form to add the address.

Representative				+ Add
Firstname-Lastname TH	-- ต.า.ท.ท. --	ชื่อ	นามสกุล	
Firstname-Lastname EN	-- Prefix --	Firstname	Lastname	
ID-card	Idcard	Passport	Passport	
Birthdate	-- SelectDate --			
Tel	(XX) XXXX XXX	Celphone	TH +66 (XXX) XXXX XXX	<small>Only phone numbers in Thailand.</small>
Position	Position			
Email	Your E-mail		CheckEmail	

Show the form fill in the details of the grantee.

Attachments			
1.หนังสือรับรองบริษัท มีอายุไม่เกิน 90 วัน(Company Registration Document)	Choose File	No file chosen	x
2.สำเนาบัตรประชาชนผู้มีอำนาจลงนามและผู้รับมอบอำนาจ(Copy Passport for Authorized Director and Representative)	Choose File	No file chosen	x
3.หนังสือมอบอำนาจ(Power of Attorney)	Choose File	No file chosen	x
4.อื่นๆ(Other)	Choose Files	No file chosen	x

Show a form the attach a document.

3.1. The screen to confirm OTP of juristic person.

User can choose to send OTP code to his/her mobile number or by sending E-mail confirmation code by pressing the confirm button.

Confirm OTP
OTP has been sent to your e-mail and SMS.

Mobile phone: TH +66 0920249850
Only phone numbers in Thailand.

E-mail: sunshine@gmail.com Check Email

No	Titlename	Firstname	Lastname	Cellphone	Email
1	นางสาว(MISS)	รศรินทร์(Rodsarin)	สงงาม(Songnam)	0970400548	wwdred121@gmail.com
2	นาย(MR)	เช็งชัย(Cheangchai)	คุนธรรม(Kunatum)		Cheangchai@email.com

หากมีการแก้ไขข้อมูล ต้องคลิกเลือกเพื่อแก้ไขแทนที่ข้อมูลก่อนหน้า

ยืนยันผ่านทาง: SMS Email

รหัส OTP:

Please verify your identity within 300 seconds

Send Email Again Send SMS Again Confirm Close

4. The menu screen Request form. (Request form)

Users access Request form to select the various requests can choose by followings :

1. Choose by Department
2. Choose from the category.
3. Select from “Search” menu

Customer

- Profile
- Register
- Status
- Request Form**

Staff

- Report


REQUEST FORM

Browse by Department

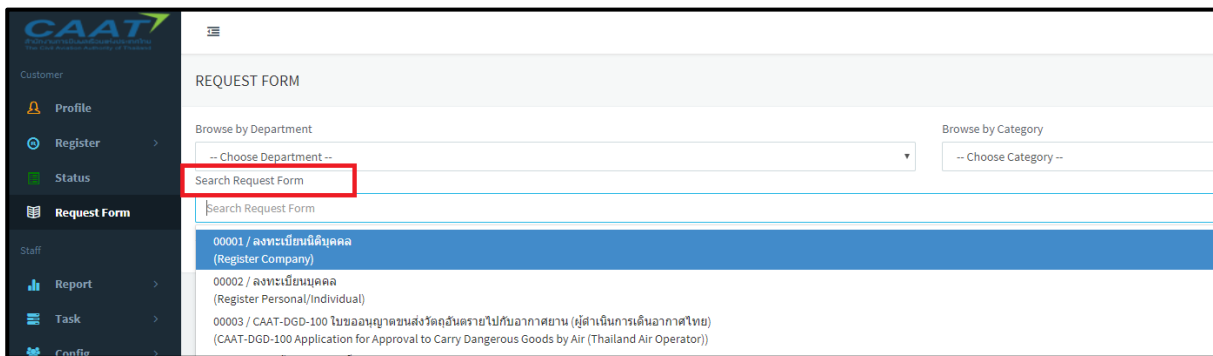
-- Choose Department --

- ฝ่ายมาตรฐานผู้ประจำหน้าที่ (Personnal Licensing) | PEL
- ฝ่ายมาตรฐานการขนส่งสินค้าอันตราย (Dangerous Goods Standards) | DGD
- ฝ่ายมาตรฐานสนามบิน (Aerodrome Standards) | AGA
- ฝ่ายสมตรวจเดินอากาศและวิศวกรรมการบิน (Airworthiness and Aircraft Engineering) | AIR
- ฝ่ายบริหารกลาง (Central Administration) | ADM

Choose by Department



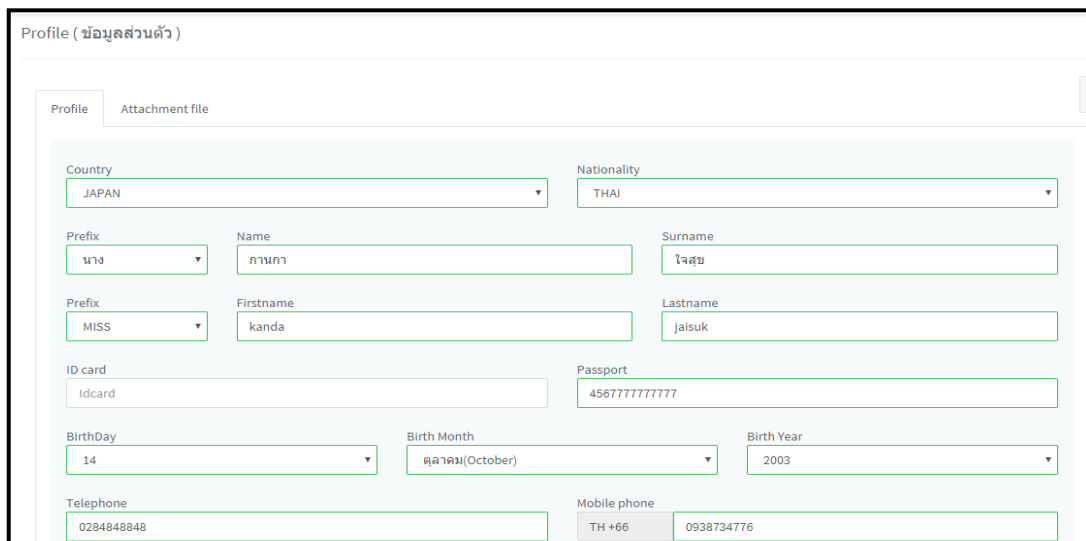
Choose from the category.



Select from "Search" menu

5. The menu screen Profile. (Personal information)

Upon entering this menu will display the user's personal information. Users can edit their own information.



Individual personal information.

Profile (ข้อมูลส่วนตัว)

Organization Attorney Attachment file

* Country
THAILAND

* TaxID: 9090990950909 Telephone: 027774488 Mobile phone: Thai +66 0998050793
Only phone numbers in Thailand.

IATA Code: IKO ICAO Code: IKO
** Only Airline please fill in IATA Code and ICAO Code*

* Company/Organization name: aaa * Acronym: aaa

Doing Business As (DBA): aaa Website: aa

Private legal entity information.

Profile (ข้อมูลส่วนตัว)

Organization Attorney Attachment file

	-- Prefix --	Name	Surname	ID-card	Passport	Your E-mail
☑	นาง	หม่อมราชวงศ์	aaa	a	4354666666666	kotest352@gmail.com
	นาง	นาง	www	ww	65gg467777777	aapfv@email.com

information of the grantee.

Profile (ข้อมูลส่วนตัว)

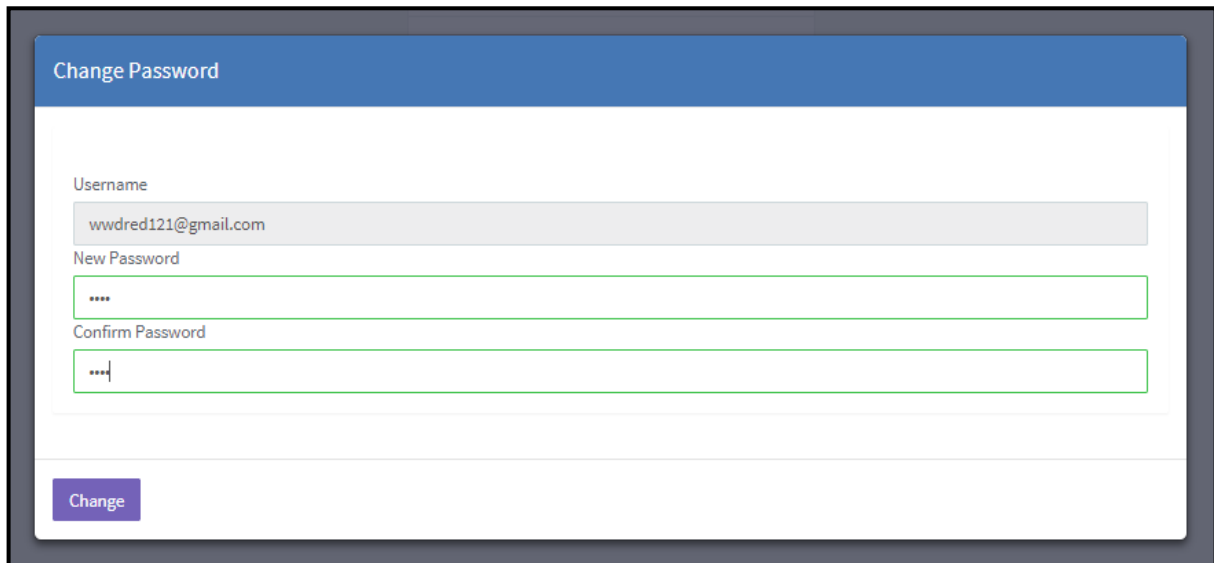
Organization Attorney Attachment file

No	Filename	Check Status	Download File
1	หนังสือมอบอำนาจ	☑	📄
2	หนังสือรับรองบริษัท มีอายุไม่เกิน 90 วัน	☑	📄

The various attachment information.

6. The screen to change the password for the first time.

When in first use. The user will be forced to change the password for security.



7. New password request screen.

The user can request for a new password in case of forgot or for security purpose. By clicking the link Forget Password, the screen Log in will link to this page, the systems will request user to fill in his/her email or mobile number to confirm. Press the “Send” button, the system will send a new OTP code to the user phone or email immediately.

