ICANN Pre-Delegation Testing System

A User's Guide

Version 2.2 2014-01-17

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1   Introduction

The following chapters provide an illustrated step-by-step guide to the ICANN Pre-Delegation Testing System, describing input data formats for the pre-delegation testing and also how to submit the data files for the PDT testing. Detailed information about input data can be found in the document "Specification of input data for pre-delegation testing", available on ICANN's web site for pre-delegation testing (http://newgtlds.icann.org/en/applicants/pdt#resources).
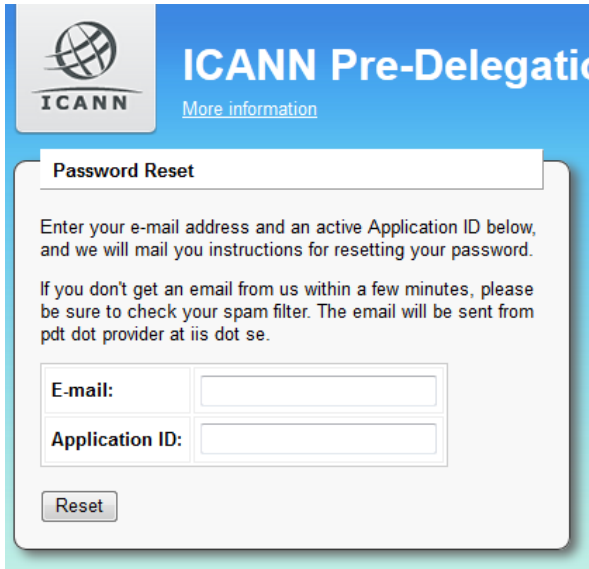
> Please note that information from the PDT Service Provider, all times mentioned are in UTC unless otherwise stated.

The URL to the PDT System is

https://pdt.iis.se/

2   Activate your account and log in

The first step towards pre-delegation testing is to activate your account in the PDT System. The first e-mail from the PDT Service Provider, with subject "Account created", contains a link to a Password Reset page; clicking that takes the applicant to this page:
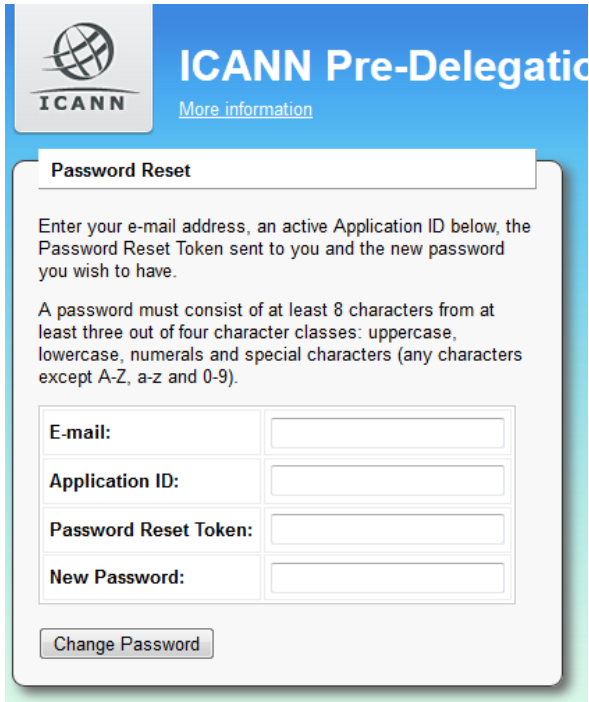
The e-mail address is the one registered with ICANN for this application while the Application ID can be found in the initial e-mail that came from ICANN. (If your screen does not match what you see above, you have probably been sent to the regular login page. In that case, clicking the Password Reset link should bring you to the screen above.)

After entering e-mail and Application ID and clicking Reset, applicant will receive a new e-mail from the PDT Service Provider, this time with a Password Reset token and a link leading to the page shown below.
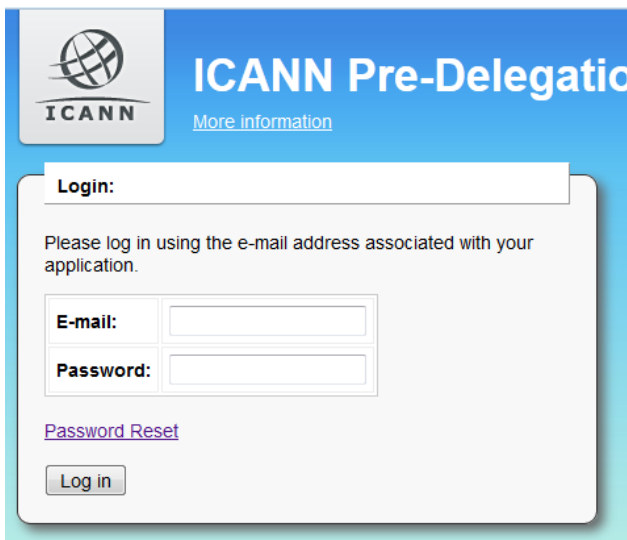
Enter e-mail address and application ID again, copy the token from the second mail and select a new password that follows the specified rules. After clicking "Change Password", a link to the login screen will be displayed and the applicant will be able to log in to the PDT System.
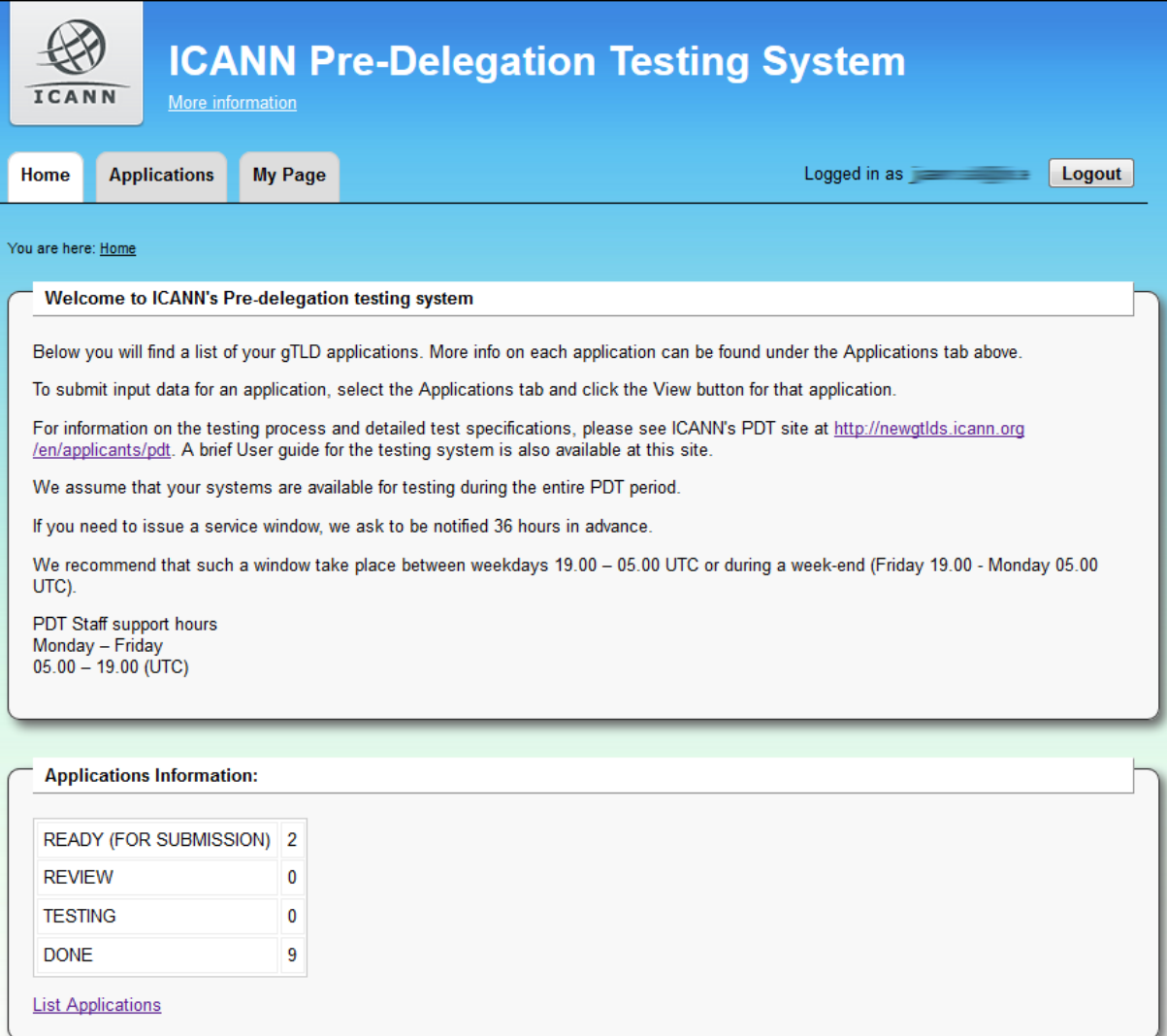

Note that the preceding steps are only necessary for the first application from an applicant. Further applications with the same registered e-mail address will be added to the same account in the PDT System and can be accessed through the same e-mail and password combination.

In case of a lost password, the regular login screen as shown above contains a "Password Reset" link that can be used to restart the procedure to obtain a new password. Please keep the application ID available outside the PDT System as it will be required to complete the password reset procedure.

3 Application overview and status

After login, a welcome screen (above) is shown. From here, one can click the Applications tab or the "List Applications" link to proceed to the Applications page – see next section. The My Page tab is presented in section 3.2.

3.1 Applications tab
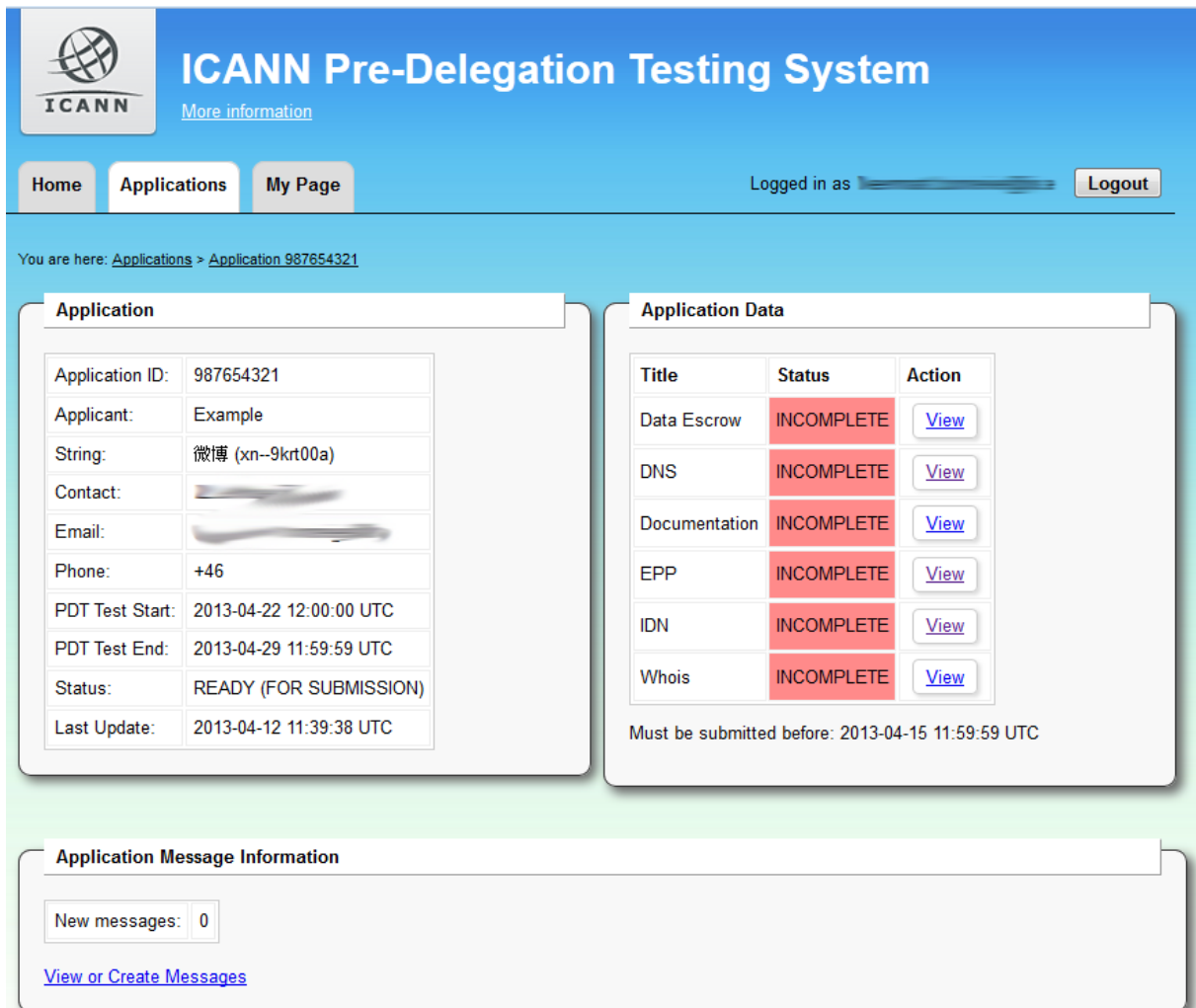
The Applications page lists all applications the logged in applicant has in the pre-delegation testing system. Applications are listed as "Ongoing" until testing is completed and status set to Done, then they move to "Archived".

To input data or use the message channel for an application, click "View" to go to the application status page.

3.2 Application status page

On the application status page there are three sub-windows. The window on the left, "Application", shows the basic information on the application, the window on the right, "Application Data", shows the status for each area where the applicant has to supply input data. The window in the bottom, "Application Message Information", is the link to the built-in messeging function (more about the messaging function in next section).

The Application data window shows the status for each area where the applicant has to supply input data. The status value changes to Uploaded when the PDT Service Provider has received data from the applicant and validated that it is supplied in the correct format.

Input data for the different areas can be submitted in any order. All input data must be submitted no later than the due date and time shown below the status information.

To submit data for e.g. DNS, click the corresponding "View" button. This brings up a specific input page for that area – see chapter 4 for more detailed info.

Technical testing is scheduled to begin at the time specified as "PDT Test Start" and end at "PDT Test End". Applicant's technical systems must therefore be open to the PDT Service Provider at least during this period.
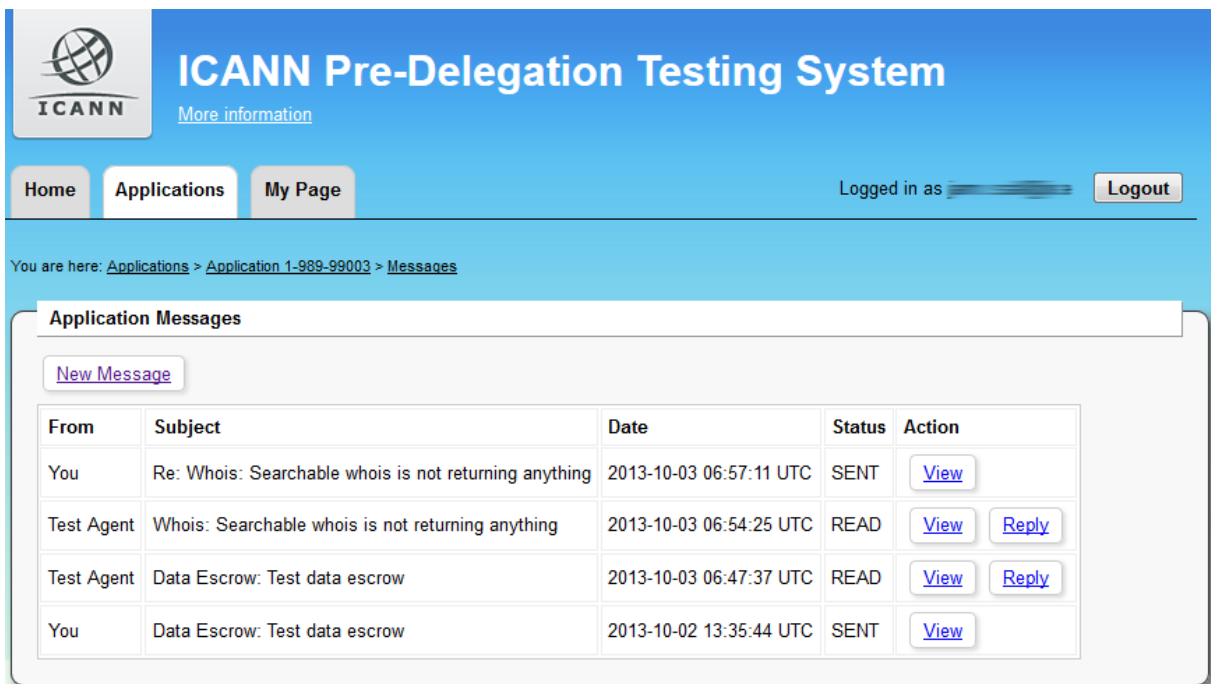
4 Message function

The small window at the bottom of the Application Status Page (see previous section) is the link to the built-in messaging function. Click on "View or Create Messages" to come to the messaging page (as seen below).

This system is the primary means of communication between the applicant and the PDT Service Provider about an application. Important messages from the PDT Service Provider, such as follow-up questions and/or requests for additional input, will be sent through this channel.

The applicant will be notified of incoming messages through an e-mail to the registered contact address, but the actual message is only accessible from within the Message function.

> The PDT Service Provider can also be contacted by e-mailing pdt@iis.se, but this channel should only be used for critical messages outside the normal flow of events – for instance if the applicant is unable to log in to the PDT System.

> Note: for applicants who have several applications in the PDT System, each application has its own Message function. Please make sure you have selected the correct application before sending a message!

In order to facilitate secure case management, all communication between the applicant and the PDT Service Provider concerning an application should go through the Message function in the PDT System. All messages exchanged in this manner are archived together with the application.
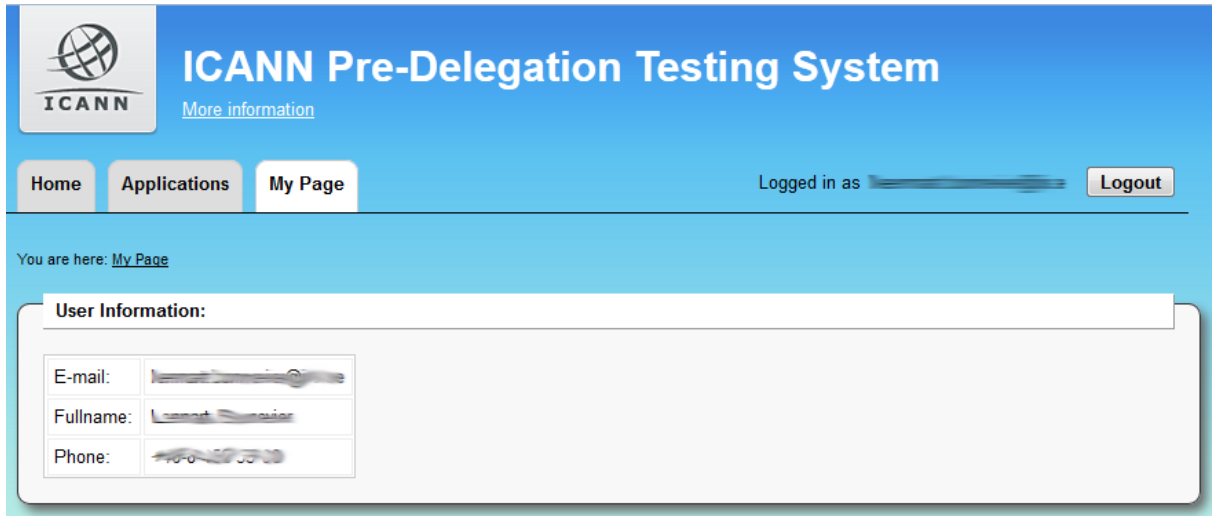
Applicants will be notified by e-mail to the registered contact address when a message from the PDT Service Provider appears in the system. The registered contact address should be closely monitored during the testing process, as the PDT Service Provider expects messages to be answered within two business days.

The PDT Service Provider will respond to questions from the applicant within one business day.
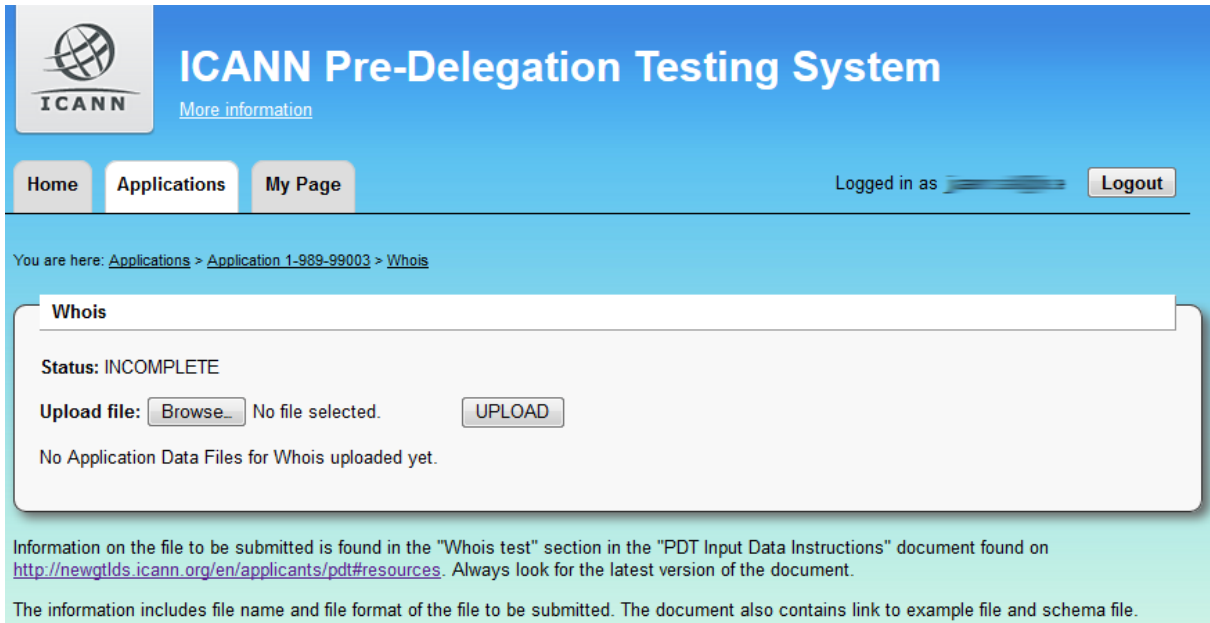
5   My Page tab

User information is listed under the My Page tab. The email address associated with the account cannot be changed. To correct name and/or phone number, please contact the PDT Service Provider through the Message function (see chapter 5).
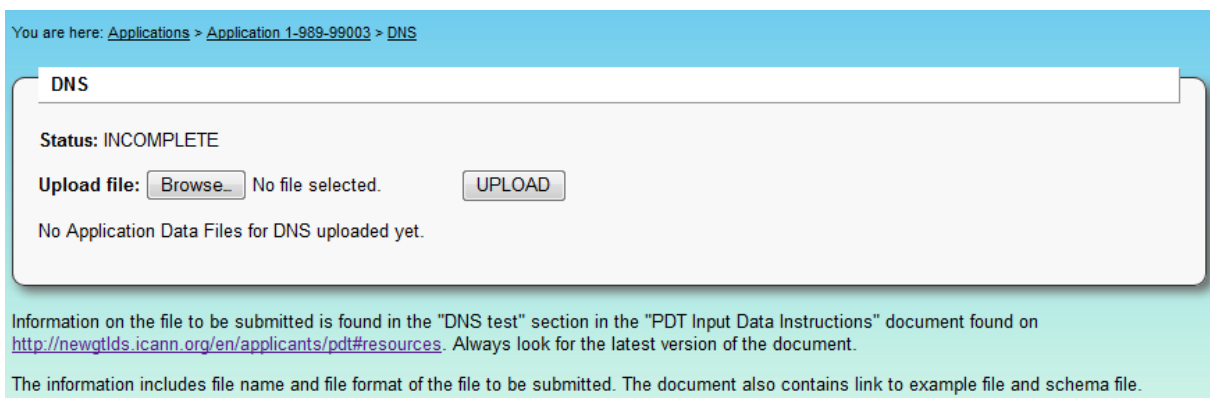
6   Submitting data

6.1   DNS, EPP and Whois

The data input pages for the DNS, EPP and Whois (above) areas share a common structure and describe an identical procedure. The applicant shall upload a single XML file per service, containing all data the PDT Service Provider needs to perform the test. The XML content is validated against the published XML schema for the relevant test and, if no errors are found, accepted. Any XML error will cause the file to be rejected; the applicant must then correct the errors and upload again.

The PDT System is not able to provide specific information about XML errors, beyond the fact that validation failed. The applicant is therefore encouraged to validate all files before uploading.

The input pages for DNS and EPP, shown in part above, are structured in the same way as the Whois input page and also require all test data be submitted in a single XML file.

6.2   IDN

All IDN documentation must be manually inspected by the PDT Service Provider and can therefore not be validated at the time of submission. The PDT Service Provider will notify the applicant via the Message function if additional information is required.

> Note that no IDN documents need to be supplied if the application does not state support for IDN. Just leave the area blank in that case.

6.3   Data Escrow

For the Data Escrow test the applicant shall supply a full and optionally also a differential deposit. The deposit file(s) shall be encrypted with the PDT Service Provider's public test key and signed with applicant's private key.

6.4   Documentation

The submitted documentation must be manually inspected by the PDT Service Provider and can therefore not be validated at the time of submission. The PDT Service Provider will notify the applicant via the Message function if additional information is required.

6.5   Uploaded files

DNS

Status: UPLOADED

Please review all uploaded documents, using the "View" or "Download" features, before submitting them to the PDT Service Provider's system. Once submitted, documents will not be available for modification nor will you be able to upload additional documents.

SUBMIT DATA

Reached the maximum number of allowed uploaded files. If you need to upload more files, first review the list of uploaded files to see if any can be removed. Otherwise contact the PDT Service Provider via the Message function.

File	Size	Type	Upload Date	Action
pdtdns.xml	2031	application/xml	2013-04-15 08:36:24 UTC	View Download Delete

Uploaded files remain in the system until they are submitted or the due date for the application expires.

Submitting files through the PDT System is a two-step process. First, all required input data files are uploaded for a certain test area. Status for that area then changes to Uploaded and the applicant is given a chance to review the uploaded files. Clicking "Submit data" then notifies the PDT Service Provider that the applicant has completed the input data phase for the test area. As a result, status changes to Submitted and the files are transferred to the PDT Service Provider's internal system.
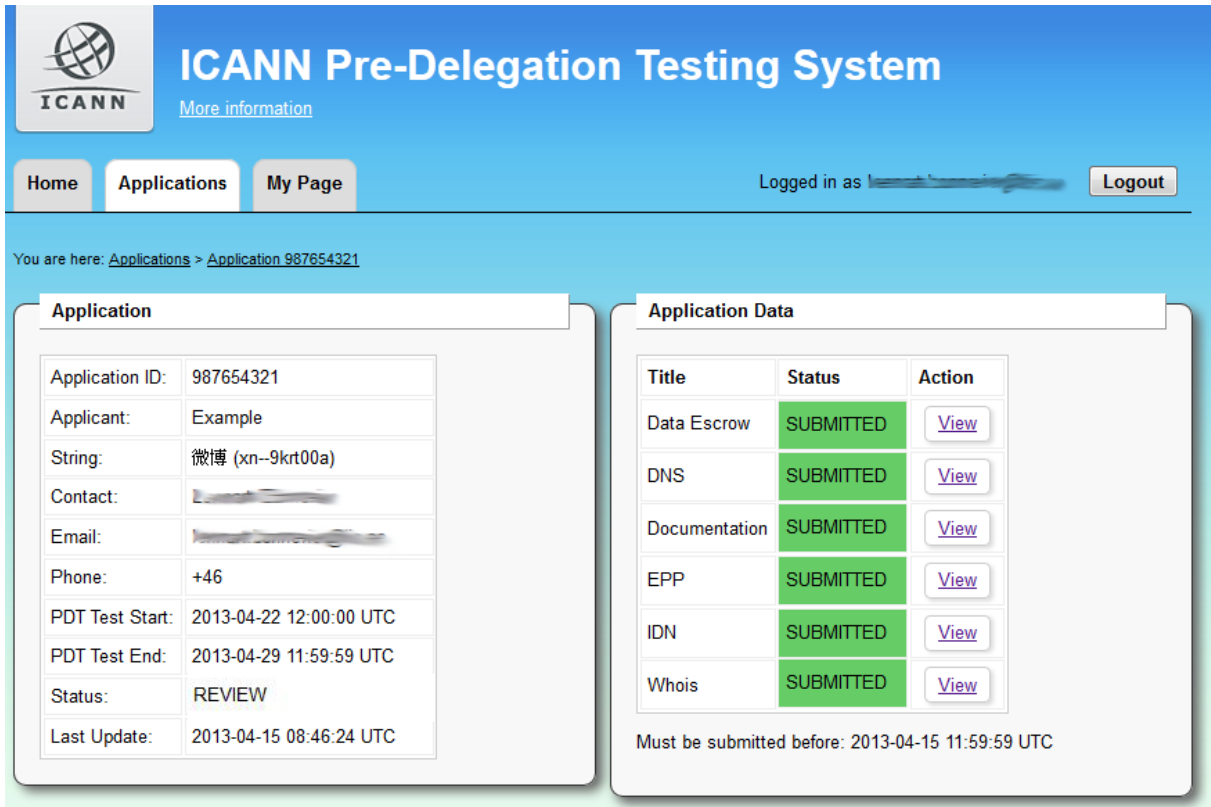
After submission, it is no longer possible for the applicant to modify submitted files or upload additional files for that area.

> Please note that it is not possible to upload a file which has the same name as a previously uploaded file. If a file must be replaced by a newer version, this can be achieved by first deleting the old file and then uploading the new file.

7   Submitted – what happens now?

When the applicant has submitted all data for an application, the application status will change to Review and the PDT Service Provider will begin to review the data. In case the PDT Service Provider needs more information or updated data files, the applicant will be notified of this through the Message function.

A due date for completing input data will be communicated to the applicant together with the request and is also visible on the application status page.

Once the PDT Service Provider has approved all data, the applicant will be notified of this and the application status will change to Testing. During testing, the PDT Service Provider may again decide to request additional input, following the same procedure as outlined above.

When all tests have been executed, the application status changes to Done. The PDT Service Provider compiles a test report and sends it to ICANN, and ICANN then communicates to the applicant whether the application has passed or failed pre-delegation testing.

8 Application status explained

Within the pre-delegation testing system, an application can be in one of four possible states.

Ready for submission	The applicant can upload input data to the PDT System. Once all required data has been submitted, the application is locked and moves to the Review state.
Review	The PDT Service Provider reviews input data. The applicant can no longer edit data or submit new data, unless the PDT Service Provider requests updated files via a follow-up question.
Testing	Input data has been accepted and testing begins. Follow-up questions may be sent during this period also. Applicants are advised to monitor the registered email address closely during testing, as urgent actions – such as adjusting firewall settings – may be required to complete the tests.
Done	Testing is complete and a test report is being compiled and sent to ICANN. An application that cannot be processed due to incorrect or incomplete input data is also moved to the Done state. At this stage, the Message function in the PDT System is closed and further communication from the applicant should be directed to ICANN.

Applicants will be notified by an automated email message when their application moves to a new state.