

**IPP help manual for data entry
(National plant protection organizations)**

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ADD A : EVENT TO THE CALENDAR

Title REQUIRED		
Metadata language REQUIRED	English Other:	
Start date REQUIRED	Day: Month: Year:	
End date REQUIRED	Day: Month: Year:	
Date to expire REQUIRED	Month: Year:	
Type of event REQUIRED	ICPM Other:	
Short Description REQUIRED		

REQUIRED FIELDS

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Start date: Enter the date on which the event is scheduled to begin. If the exact date is not known, the Day field can be left blank or entered as the first of the month.

End date: Enter the date on which the event is scheduled to finish. If the exact date is not known, the Day field can be left blank or entered as the first of the month. If the event is only lasting one day, enter the same date in this field as in the Start date field.

Date to expire: Enter the month and year that the item can be archived. After this date, the information will no longer be displayed in the system but can still be found using the Search function.

Type of event: Choose the option that best describes the type of event.

- ICPM - For use by the IPPC Secretariat.
- Standards Committee - For use by the IPPC Secretariat.
- Expert Working Group - For use by the IPPC Secretariat.
- Other Working Group - For working groups on various subjects.
- Regional workshop on draft ISPMs - For use by the IPPC Secretariat.
- Technical consultation of RPPOs - For use by the IPPC Secretariat.
- Conference - Conferences.
- Workshop / seminar - Workshops and seminars.
- WTO meeting - For use by the IPPC Secretariat.
- Other (specify) - If none of the above options apply, select this option and enter in a word or short phrase describing the type of event in the field to the right.

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Location	 e.g. Paris, France	
Organizer	 e.g. Cichlids Society	
Website	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'	
	Title of link: Language of website: English (en)	
	Add another website	
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc	
	Add another file	
Additional links	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'	
	Title of link: Language of website: English (en)	
	Add another website	

OPTIONAL FIELDS

Location: Give the city and country in which the event will take place. For example: Paris, France.

Organizer: Enter the name of the organization or individual organizing the event.

Website:

- Enter a complete website address, beginning with `http://`. It is recommended that cut and paste be used to reduce typographic errors.
- Click the box next to Skip validation if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the Add another website button and repeat the above steps.

When editing a website:

- If an already uploaded website needs to be removed, check the box next to delete link.
- If an already uploaded website needs to be edited, check the box next to delete link and re-enter the website with the correct or updated information following the steps above.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with `http://`. It is recommended that cut and paste be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issues Keywords REQUIRED	- Click on button to add new keywords -	?	
	Add Keywords		
Commodity keywords	- Click on button to add new keywords -	?	
	Add Keywords		
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
E-mail		?	
Cancel Reset Submit			

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A Contact

Type REQUIRED			?
Name REQUIRED	First Name	Last Name	?
Prefix	None Mr. Ms.		?
Title/Position			?
Organization / affiliation			?
Address REQUIRED	Address line 1 Address line 2 Address line 3 Address line 4 Address line 5		?
Country			?
Correspondence language(s)	English (en) French (fr) Spanish (es)		?
Other languages	Bulgarian (bg) Czech (cs) Danish (da)		?
Telephone	 Give country and area codes, such as (+39) 55 1234 5678		?
Fax	 Give country and area codes, such as (+39) 55 1234 5678		?

Type of contact: NPPOs can only enter the contact type *Expert*. These are individuals nominated as an expert for working groups or other bodies.

Note: NPPO contact points can only be added or have their status (official or unofficial) changed by the IPPC Secretariat. If you are unable to edit fields, notify the Secretariat of the changes to be made through the official channels, as stated in the IPPC (1997).

Name: Enter the first name (given name) and last name (surname / family name) of the contact.

Prefix: Choose one of the options from the list. If the prefix of the contact is unknown, choose None. It is recommended that this field be completed as it is very useful in identifying how to address the individual in a letter or e-mail (for example, Dear Ms. Smith).

Title / position: Job title or job position.

Organization / affiliation: Organization or institution with which the contact is affiliated.

Address: Enter the full mailing address, with each line of the address entered into a new field. Only the first line is required so any excess fields not needed for the address can be left blank.

Country: Choose the country (that corresponds with the mailing address) from the list provided.

Correspondence language(s): Indicates the FAO official language(s) the contact may be addressed in. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired.

Other language(s): Language(s), in addition to the FAO languages, in which the contact may be addressed. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired. If the applicable language is not in the list, choose Other (specify) and type in the language in the field to the right.

Telephone: Telephone number should be written with a plus sign (+) and the country code in brackets, followed by the area codes, city code (if applicable) and number. For example, a telephone number in Rome, Italy would be: (+39) 06 1234 5678.

Fax: Fax number should be written with a plus sign (+) and the country code in brackets, followed by the area codes, city code (if applicable) and number. For example, a fax number in Rome, Italy would be: (+39) 06 1234 5678.

E-mail		
Alternative E-mail		
	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'	
Homepage	Title of link: Language of website: English (en) Add another website	
Date received	Day: Month: Year:	
Source of information REQUIRED		
Description/expertise		
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc Add another file	

E-mail: E-mail address to which the contact may be written.

Alternative email: Enter an e-mail address that can be used in addition to or as an alternative to the e-mail address given in the field E-mail.

Homepage:

- Enter a complete website address, beginning with http://. It is recommended that cut and paste be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.
- To edit a website that is already uploaded, check the box next to *delete link* and re-enter the website with the correct or updated information following the steps above.

Date received: Usually used for NPPO contact points. Date the nomination for the contact was received by the IPPC Secretariat.

Source of information: Choose the option that best describes the source of the contact information.

- Government correspondence - Received from a government or NPPO but not on an official level.
- Official correspondence - Received as official correspondence, such as from the Ministry of Foreign Affairs.
- Directory - Information found in a directory or listing.
- NPPO correspondence - Received from a NPPO or NPPO contact point but not entered by one of them.
- Entered by NPPO - Entered by an NPPO or NPPO contact point.

Description / expertise: Enter a short description (maximum 250 words) of the contact or their expertise.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links
Topics Editorship
Sitemap

Enter a complete web address (URL) beginning with 'http://'
☐ Skip Validation

Title of link: Language of website: English (en)

Add another website

e.g. Please add only the ID numbers separated by ";" or "," of topics you want to be edited by this contact.

Cancel Reset Submit

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Topic(s) editorship: Indicates the topic(s) that the contact should have permissions to edit. Click on the *Sitemap* link to find the topic and ID number to relate to. Enter only the ID number of the topic in the text field provided, separating multiple ID numbers with a semicolon (;).

ADD A : NEWS ARTICLE

Headline REQUIRED		?
Metadata language REQUIRED	English v Other:	?
Date of publication REQUIRED	Day: Month: Year:	?
Date to expire REQUIRED	Month: Year:	?
Text REQUIRED		?
Author(s)/editor(s)		?
Series Title		?
Picture	Browse... select file type: image/gif	?
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc Add another file	?

REQUIRED FIELDS

Headline: Enter a short (recommended maximum of 6 words), descriptive title from which it is easily understandable what the item is about. If applicable, include the name of the country that is entering the news item for clarity.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Date to expire: Enter the month and year that the item can be archived. After this date, the information will no longer be displayed in the system but can still be found using the Search function.

Text: Type or cut and paste the text of the news article into the space provided. If the text is long (more than 250 words) scroll down the form to Additional files or Additional links and attach it in electronic form. This function can also be used if you want to add the text in another language.

OPTIONAL FIELDS

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

Series title: Enter the title of the newspaper, name of the news service etc. from which the article comes.

Picture:

- Click on the Browse button to upload an image file from your computer. It is recommended that images no larger than 50 KB be attached as large images increase the download time of pages.
- Choose the type of image file from the drop-down menu. Only gif and jpg files will be accepted by the system.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links	 Enter a complete web address (URL) beginning with 'http://'	☐ Skip Validation	?
	Title of link: Language of website: English (en)		
	Add another website		
Issues Keywords REQUIRED	- Click on button to add new keywords -		?
	Add Keywords		
Commodity keywords	- Click on button to add new keywords -		?
	Add Keywords		
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
E-mail		?	
Cancel Reset Submit			

OPTIONAL FIELDS (continued)

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A : OPTIONAL REPORTING

Optional reporting type under the IPPC (1997) REQUIRED	Non-compliance (Art. VII.2f)	?
Title REQUIRED		?
Date of Publication REQUIRED	Day: Month: Year:	?
Metadata language REQUIRED	English Other:	?
Report REQUIRED	Electronic version is on my computer (upload): Browse... Click the 'Browse' button and select the file from your computer	
	OR	
	Electronic version is on a website (URL): ☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'	
	Add another Assign a title to the file or link Assign a language to the file or link Assign the type of file or link	

REQUIRED FIELDS

Optional reporting type under the IPPC (1997): Choose from the menu which optional reporting type under the New Revised Text of the IPPC (1997) is being entered.

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Report: Information can be added as a file or a website, or both.

For a file:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file or to add a website, click on the *Add another* button and repeat the above steps.

For a website:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This is the title the link will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. html).
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) that will appear next to the icon for the website. If the applicable language is not in the list, choose *Other*.
- For the type of link, choose the option *html* from the drop-down list.
- To add another website or to add a file, click on the *Add another* button and repeat the above steps.

Short description		
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc Add another file	
Additional links	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://' Title of link: Language of website: English (en) Add another website	
Issues Keywords REQUIRED	- Click on button to add new keywords - Add Keywords	

OPTIONAL FIELDS

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords	- Click on button to add new keywords - Add Keywords	
Contact for more information	Contact details of an individual or institution:	
	Name	
	Address line 1	
	Address line 2	
	Address line 3	
	Address line 4	
	Country	
	E-mail	
		Cancel Reset Submit

OPTIONAL FIELDS (continued)

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A Official Pest Report

Date of entry REQUIRED	25 Oct 2004	
Report number REQUIRED	CA-2/1 	
Title REQUIRED		
Metadata language REQUIRED	English  Other: 	
Status of report REQUIRED	☒ Preliminary ☐ Final 	
Status of pest (under ISPM No.8) REQUIRED	 Other: 	
Identity of pest REQUIRED	 Scientific name (to species level, and below species level, if known and relevant)	

REQUIRED FIELDS

Date of entry: Records the date the pest report is entered into the system. This field is assigned by the system and is not changeable by the user.

Report number: This number is automatically generated by the system. The first two letters are the ISO country code of the country entering the report and the number following is a sequential number of the pest reports entered by that country. Updated pest reports are given a sub-number (e.g. CA-1/2) to denote that they are updated versions of the original pest report.

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Status of report:

When entering a new pest report:

- According to ISPM No. 8 (*Determination of pest status in an area*) if all information on the pest situation is not available a preliminary report should be made. In this case, or if further updates to the report are expected, choose *Preliminary*.
- If all information is available at the time of first posting, choose *Final*.

When an already existing report is being updated:

- If further updates are expected, choose *Update*.
- If no further updates are expected, choose *Final*.

Status of pest (under ISPM No. 8): Choose the option that best describes the pest's status. The options in the drop-down list, along with further explanation, are found in ISPM No. 8 (*Determination of pest status in an area*). If *Unknown* is chosen from the drop-down list, the pest report will automatically be flagged as *Preliminary*.

Identity of pest: Scientific name (where possible, to the species level, and below species level, if known and relevant).

Host(s) or article(s) concerned	Max 250 words	
Geographical distribution	Max 250 words	
Nature of immediate or potential danger, or other reason for reporting	Max 250 words	
Short description or summary	Max 250 words	
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc Add another file	

OPTIONAL FIELDS

Host(s) or article(s) concerned: Enter the name(s) of the affected species or commodity(ies). If the space provided is not sufficient, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Geographical distribution: Enter the geographical distribution of the pest. If the space provided is not sufficient or if a map can be attached, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the geographical distribution information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Nature of immediate or potential danger, or other reason for reporting: Enter the nature of the immediate or potential danger, or any other reason for the pest report. If the space provided is not sufficient, scroll down the form and use the option *Additional files* or *Additional links*. Pest reports with this field left blank will automatically have their status marked as *Preliminary* so if a file or website with the information in it is being added using the *Additional* option, type *See Additional files* or *See Additional links* (whichever is appropriate) in this space.

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links	 Enter a complete web address (URL) beginning with 'http://'	☐ Skip Validation	?
	Title of link: Language of website: English (en)		
Issues Keywords REQUIRED	- Click on button to add new keywords -		?
	Add Keywords		
Commodity keywords	- Click on button to add new keywords -		?
	Add Keywords		
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
	E-mail		?
Cancel Reset Submit			

OPTIONAL FIELDS (continued)

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://*. It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A : TECHNICAL PROJECT

Title REQUIRED		
Metadata language REQUIRED	English v Other:	
Project Summary REQUIRED		
Country / Region REQUIRED		
Start Date REQUIRED	Day: Month: v Year:	
End Date REQUIRED	Day: Month: v Year:	
Content language(s) REQUIRED	v English (en) v French (fr) v Spanish (es) CTRL+mouseclick for more than 1 selection	Other: 
Donor REQUIRED		

REQUIRED FIELDS

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Project summary: Enter a brief phrase, summary, abstract or description. Try to use important or descriptive words. It is recommended this field contain no more than approximately 100 words.

Country / region: Country or region in which the project is held or is intended to affect.

Start date: Enter the date on which the project is scheduled to begin. If the exact date is not known, the Day field can be left blank or entered as the first of the month.

End date: Enter the date on which the project is scheduled to finish. If the exact date is not known, the Day field can be left blank or entered as the first of the month. If the project is only lasting one day, enter the same date in this field as in the Start date field.

Content language(s): Indicates the language(s) used in the project. To select more than one language, press Ctrl on your keyboard and mouse-click on the languages desired. If the language is not in the drop-down list provided, select Other and enter the language in the field to the right.

Donor: Enter the name of the organization or individual that is funding the project.

Project Web Address (URL)	 Enter a complete web address (URL) beginning with 'http://' ☐ Skip Validation	
	Title of link: Language of website: English (en)	
	Add another website	
Project Code		
Database Source		
Project Outputs		
Total Project Cost	 Using figures only, enter the Total Project Cost in US Dollars (\$): e.g. 10000	
Organizer		
Associated Organization(s)		
	Upload file: Browse... Name of file:	
Additional files	Language of file: English (en) Type of file: doc	
	Add another file	

OPTIONAL FIELDS

Project web address:

- Enter a complete website address, beginning with http:// It is recommended that cut and paste be used to reduce typographic errors.
- Click the box next to Skip validation if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose Other.
- To add another website, click on the Add another website button and repeat the above steps.
- To edit a website that is already uploaded, check the box next to delete link and re-enter the website with the correct or updated information following the steps above.

Project code: Project identification code.

Database source: Name of database where project information is located, for example: FAO, WTO, WB.

Project outputs: Expected deliverables, such as: revised legislation, updated national pest list, training, etc.

Project costs: Enter the cost in U.S. dollars using numbers only, such as: 10000. The system will automatically add in commas and the "\$" sign.

Organizer: Enter the name of the organization or individual organizing the project.

Associated organization(s): List the names of any organizations associated with the project. Separate multiple names with a semicolon (;).

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links	 Enter a complete web address (URL) beginning with 'http://'	☐ Skip Validation	?
	Title of link: Language of website: English (en)		
Issues Keywords REQUIRED	- Click on button to add new keywords -		?
	Add Keywords		
Commodity keywords	- Click on button to add new keywords -		?
	Add Keywords		
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
E-mail		?	
Cancel Reset Submit			

OPTIONAL FIELDS (continued)

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://*. It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A : PUBLICATION

Title REQUIRED		
Date of Publication REQUIRED	Day: Month: Year:	
Metadata language REQUIRED	English Other:	
Status of publication REQUIRED	☐ Draft ☐ Final ☐ Country consultation ☐ Discussion document	
Type of publication REQUIRED	Conference papers and presentations Other:	

REQUIRED FIELDS

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Status of publication: Choose the option that best describes the status of the publication.

- Draft: Documents not yet finalized or approved.
- Final: Documents that have been finalized or approved. Most documents fall into this category.
- Country consultation: Documents posted for comment by countries. This option is mostly used by the IPPC Secretariat for draft ISPMs.
- Discussion document: Documents to be discussed or used in discussions.

Type of publication: Choose the option that best describes the type of publication.

- Conference papers and presentations - Documents for a conference such as papers or presentations.
- ISPM: approved - For use by the IPPC Secretariat to post ISPMs that have been approved by the ICPM.
- ISPM: draft - For use by the IPPC Secretariat to post draft ISPMs (not yet approved).
- ISPM: specification - For use by the IPPC Secretariat to post specifications for future ISPMs.
- ISPM: supporting documentation - For use by the IPPC Secretariat to post supporting or explanatory documents related to individual ISPMs.
- Manuals, training material - Documents for reference, training, or that are instructive in nature.
- Meeting documents: ICPM - For use by the IPPC Secretariat to post ICPM meeting documents.
- Meeting documents: general - Working papers for meetings.
- Newsletter - A periodically published work giving news or announcements.
- PRA - Reports of Pest Risk Analysis or information necessary for PRA.
- Report: technical - Such as a report of a project.
- Report: meeting - Meeting reports.
- RSPMs - For use by RPPOs to post regional standards for phytosanitary measures.
- Technical: data sheet - Such as a technical data sheet on a specific pest.
- Technical: database of commodities - Such as pests associated with a commodity or lists of commodities imported or exported by a country.
- Technical: database of experts - Such as a roster of experts for dispute settlement or PRA.
- Technical: database of pests - Including commodity pest lists or pests present in a country.
- Technical: diagnostic - Such as diagnostic protocol.

Type of publication REQUIRED	Conference papers and presentations ▾ Other: ? Electronic version is on my computer (upload): Browse... Click the 'Browse' button and select the file from your computer OR Electronic version is on a website (URL): ☐ Skip Validation ? Enter a complete web address (URL) beginning with 'http://' English (en) ▾ doc ▾ Add another Assign a title to the file or link Assign a language to the file or link Assign the type of file or link
Short description	?
Author(s)/editor(s)	? e.g. Green, A.C.; Romano, M.; Brown - Clarke, P.H.; (ed); FAO

REQUIRED FIELDS (continued)

Type of publication (continued)

- Technical: paper - Such as a scientific paper.
- Technical: pest distribution map - Map showing the distribution of a pest or pests.
- Technical: post-entry quarantine facilities - Such as descriptions, locations etc.
- Technical: scientific journal article - Article from a scientific publication.
- Technical: treatments - Such as quarantine treatments.
- Other (specify) - If none of the above options apply, select this option and enter in a word or short phrase describing the type of publication in the field to the right.

Publication: Information can be added as a file or a website, or both.

For a file:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file or to add a website, click on the *Add another* button and repeat the above steps.

For a website:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This is the title the link will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. html).
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) that will appear next to the icon for the website. If the applicable language is not in the list, choose *Other*.
- For the type of link, choose the option *html* from the drop-down list.
- To add another website or to add a file, click on the *Add another* button and repeat the above steps.

OPTIONAL FIELDS

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

Agenda item number		
Document number		
Additional files	Upload file: Browse... Name of file:	
	Language of file: English (en) Type of file: doc	
	Add another file	
Additional links	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'	
	Title of link: Language of website: English (en)	
	Add another website	
Issues Keywords REQUIRED	- Click on button to add new keywords -	
	Add Keywords	

OPTIONAL FIELDS (continued)

Agenda item number: For formal meeting documents. Enter the agenda item number with which the document corresponds. Completing this field ensures that documents will be displayed in numerical order.

Document number: For documents in a series. Enter a number with which the document corresponds.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords	- Click on button to add new keywords -		?
	Add Keywords		
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
E-mail		?	
Cancel		Reset	Submit

OPTIONAL FIELDS (continued)

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A : REPORTING OBLIGATION

Reporting obligation under the IPPC (1997) REQUIRED	Description of the NPPO (Art. IV.4)			?
Title REQUIRED				?
Date of Publication REQUIRED	Day:	Month:	Year:	?
Metadata language REQUIRED	English Other:			?
Report REQUIRED	Electronic version is on my computer (upload): Browse... Click the 'Browse' button and select the file from your computer			
	OR			
	Electronic version is on a website (URL): ☐ Skip Validation Enter a complete web address (URL) beginning with 'http://'			
		English (en)	doc	Add another
	Assign a title to the file or link Assign a language to the file or link Assign the type of file or link			

REQUIRED FIELDS

Reporting obligation under the IPPC (1997): Choose from the menu which reporting obligation under the New Revised Text of the IPPC (1997) is being entered.

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Date of publication: Date the information was published (either print or electronically), posted, or entered into the IPP. If the exact date is not known, the *Day* field can be left blank or entered as the first of the month.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Report: Information can be added as a file or a website, or both.

For a file:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file or to add a website, click on the *Add another* button and repeat the above steps.

For a website:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This is the title the link will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. html).
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) that will appear next to the icon for the website. If the applicable language is not in the list, choose *Other*.
- For the type of link, choose the option *html* from the drop-down list.
- To add another website or to add a file, click on the *Add another* button and repeat the above steps.

Short description	 Help
Additional files	Upload file: Browse... Name of file: Language of file: English (en) Type of file: doc Add another file
Additional links	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://' Title of link: Language of website: English (en) Add another website
Issues Keywords REQUIRED	- Click on button to add new keywords - Add Keywords

OPTIONAL FIELDS

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords	- Click on button to add new keywords - Add Keywords	
Contact for more information	Contact details of an individual or institution:	
	Name	
	Address line 1	
	Address line 2	
	Address line 3	
	Address line 4	
	Country	
	E-mail	
		Cancel Reset Submit

OPTIONAL FIELDS (continued)

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.

ADD A : WEBSITE

Title REQUIRED		
Metadata language REQUIRED	English Other:	
Type of website REQUIRED	NPPO Other:	
Website REQUIRED	☐ Skip Validation Enter a complete web address (URL) beginning with 'http://' Title of link: Language of website: English (en) Add another website	
Short description		
Author(s)/editor(s)		

REQUIRED FIELDS

Title: Enter a short, descriptive title from which it is easily understandable what the item is about.

Metadata language: Language in which data is being entered into fields such as *Title* and *Short description*. This may or may not be the same as the file or website that may be attached (i.e. data fields may be completed in English but the attached file is in French). If the language is not in the drop-down list provided, select *Other* and enter the language in the field to the right.

Type of website: Choose the option that best describes the type of website.

- NPPO - Website of a national plant protection organization.
- RPPO - Website of a regional plant protection organization.
- International organization - Website of an international organization, such as the WTO or the IPPC.
- Research institute - Website of an institute for research, such as
- Other (specify) - If none of the above options apply, select this option and enter in a word or short phrase describing the type of website in the field to the right.

Website:

- Enter a complete website address, beginning with http:// It is recommended that cut and paste be used to reduce typographic errors.
- Click the box next to Skip validation if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose Other.
- To add another website, click on the Add another website button and repeat the above steps.

When editing:

- If an already uploaded website needs to be removed, check the box next to delete link.
- If an already uploaded website needs to be edited, check the box next to delete link and re-enter the website with the correct or updated information following the steps above.

OPTIONAL FIELDS

Short description: The information in this field will appear as a mouse-over on the file or website. Enter a brief phrase or description of the file or website using important and descriptive words. It is recommended this field contain no more than approximately 15 words.

Author(s) / editor(s): Enter the name of the author(s) and/or editor(s). For example: Smith, Robert or Jones, P. Separate multiple names with a semicolon (;).

Additional files	Upload file: Browse... Name of file:	?
	Language of file: English (en) Type of file: doc	
	Add another file	
Additional links	 Enter a complete web address (URL) beginning with 'http://'	?
	☐ Skip Validation	
	Title of link: Language of website: English (en)	
	Add another website	
Issues Keywords REQUIRED	- Click on button to add new keywords -	?
	Add Keywords	

OPTIONAL FIELDS (continued)

Additional files: Enter a file that relates to the information added in the upper portion of this form. Upload the file following these steps:

- Click on the *Browse* button to locate the file to be added on your computer.
- Assign a title to the file. This is the title the file will be given when it is being saved by a user. It is not necessary to include the file extension (e.g. pdf, doc etc.).
- Choose the language of the file from the drop-down list. The option chosen defines which language link (e.g. en, es, fr etc.) appears next to the icon for the file. If the applicable language is not in the list, choose *Other*.
- Choose the type of file from the drop-down list. The option chosen defines which icon appears to users indicating the type of file. If the applicable type of file is not in the list, choose *Other*.
- To add another file, click on the *Add another file* button and repeat the above steps.

Additional links: Enter a website address that relates to the information added in the upper portion of this form. Follow these steps:

- Enter a complete website address, beginning with *http://* It is recommended that *cut and paste* be used to reduce typographic errors.
- Click the box next to *Skip validation* if you do not want the IPP to confirm the validity of the website address. It is recommended to leave this box unchecked unless there are problems submitting the form due to the website address.
- Assign a title to the website link. This title is what will appear to users.
- Choose the language of the website from the drop-down list. The option chosen defines which language link (e.g. en, es, fr, etc.) will appear next to the link title. If the applicable language is not in the list, choose *Other*.
- To add another website, click on the *Add another website* button and repeat the above steps.

Issue keywords (required): Keywords are a way of tagging information so users can easily relate it to other relevant information. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Commodity keywords	- Click on button to add new keywords - Add Keywords		?
Contact for more information	Contact details of an individual or institution:		
	Name		?
	Address line 1		?
	Address line 2		?
	Address line 3		?
	Address line 4		?
	Country		?
E-mail		?	
Cancel Reset Submit			

OPTIONAL FIELDS (continued)

Commodity keywords: Keywords are a way of tagging information so users can easily relate it to other relevant information. Commodity keywords are associated with Customs codes for commodities. To add keywords:

- Click on the *Add keywords* button. A new window will open listing the keywords that can be chosen.
- Click the check boxes of the keyword(s) that describe the information being added. It is recommended that no more than a total of six keywords be chosen.
- To un-check a keyword, click on the check box a second time.
- To search for a keyword, enter a word or phrase in the search field located at the top left of the keywords window.
- Once all desired keywords are selected, click the *Save and close* button.
- To close the window without saving the keywords selected, click the *Close* button.

Contact for more information: Enter the contact details of an individual who can be contacted for additional information on the subject.