

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

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ADD A : EVENT TO THE CALENDAR

Title REQUIRED	<input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Start date REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
End date REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
Date to expire REQUIRED	Month: <input type="text"/> Year: <input type="text"/>	
Type of event REQUIRED	ICPM <input type="text"/> Other: <input type="text"/>	
Short Description REQUIRED	<input type="text"/>	

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	<input type="text"/> <small>e.g. Paris, France</small>	?
Organizer	<input type="text"/> <small>e.g. Cichlids Society</small>	?
Website	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small>	?
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>	
	<input type="button" value="Add another website"/>	
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/>	?
	<input type="button" value="Add another file"/>	
Additional links	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small>	?
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>	
	<input type="button" value="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 <small>REQUIRED</small>	<p>- Click on button to add new keywords -</p> <p style="text-align: center;"><input type="button" value="Add Keywords"/></p>	?
Commodity keywords	<p>- Click on button to add new keywords -</p> <p style="text-align: center;"><input type="button" value="Add Keywords"/></p>	?
Contact for more information	<p>Contact details of an individual or institution:</p> <p>Name <input type="text"/></p> <p>Address line 1 <input type="text"/></p> <p>Address line 2 <input type="text"/></p> <p>Address line 3 <input type="text"/></p> <p>Address line 4 <input type="text"/></p> <p>Country <input type="text"/></p> <p>E-mail <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/></p>	? ? ? ? ? ?

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 <small>REQUIRED</small>	<input type="text"/>	
Name <small>REQUIRED</small>	First Name <input style="width: 150px;" type="text"/> Last Name <input style="width: 150px;" type="text"/>	
Prefix	<input type="text" value="None"/> <input type="text" value="Mr."/> <input type="text" value="Ms."/>	
Title/Position	<input style="width: 250px;" type="text"/>	
Organization / affiliation	<input style="width: 250px;" type="text"/>	
Address <small>REQUIRED</small>	Address line 1 <input style="width: 200px;" type="text"/>	
	Address line 2 <input style="width: 200px;" type="text"/>	
	Address line 3 <input style="width: 200px;" type="text"/>	
	Address line 4 <input style="width: 200px;" type="text"/>	
	Address line 5 <input style="width: 200px;" type="text"/>	
Country	<input style="width: 150px;" type="text"/>	
Correspondence language(s)	<input type="text" value="English (en)"/> <input type="text" value="French (fr)"/> <input type="text" value="Spanish (es)"/> <small>CTRL+mousedown for more than 1 selection</small>	
Other languages	<input type="text" value="Bulgarian (bg)"/> <input type="text" value="Czech (cs)"/> <input type="text" value="Danish (da)"/> <input style="width: 100px;" type="text" value="Other:"/> <small>CTRL+mousedown for more than 1 selection</small>	
Telephone	<input style="width: 150px;" type="text"/>	
Fax	<input style="width: 150px;" type="text"/>	

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	<input type="text"/>	?
Alternative E-mail	<input type="text"/>	?
Homepage	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?
Date received	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	?
Source of information <small>REQUIRED</small>	<input type="text"/>	?
Description/expertise	<input type="text"/>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="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.

ADD A : NEWS ARTICLE

Headline REQUIRED	<input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Date of publication REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
Date to expire REQUIRED	Month: <input type="text"/> Year: <input type="text"/>	
Text REQUIRED	<input type="text"/>	
Author(s)/editor(s)	<input type="text"/>	
Series Title	<input type="text"/>	
Picture	<input type="text"/> <input type="button" value="Browse..."/> select file type: <input type="text" value="image/gif"/>	
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/>	
	Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/>	
	<input type="button" value="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	<input type="text"/> <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="checkbox"/> Skip Validation	?
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>	?
	<input type="button" value="Add another website"/>	
Issues Keywords <small>REQUIRED</small>	<input type="button" value="- Click on button to add new keywords -"/>	?
	<input type="button" value="Add Keywords"/>	
Commodity keywords	<input type="button" value="- Click on button to add new keywords -"/>	?
	<input type="button" value="Add Keywords"/>	
Contact for more information	Contact details of an individual or institution: Name <input type="text"/> Address line 1 <input type="text"/> Address line 2 <input type="text"/> Address line 3 <input type="text"/> Address line 4 <input type="text"/> Country <input type="text"/> E-mail <input type="text"/>	? ? ? ? ? ?
	<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	<input type="text" value="Non-compliance (Art. VII.2f)"/>	?
Title REQUIRED	<input type="text"/>	?
Date of Publication REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	?
Metadata language REQUIRED	<input type="text" value="English"/> Other: <input type="text"/>	?
Report REQUIRED	<p>Electronic version is on my computer (upload):</p> <input type="text"/> <input type="button" value="Browse..."/> <p>Click the 'Browse' button and select the file from your computer</p> <p style="text-align: center;">OR</p> <p>Electronic version is on a website (URL):</p> <input type="text"/> <input type="checkbox"/> Skip Validation <p>Enter a complete web address (URL) beginning with 'http://'</p> <input type="text"/> <input type="text" value="English (en)"/> <input type="text" value="doc"/> <input type="button" value="Add another"/> <p>Assign a title to the file or link Assign a language to the file or link Assign the type of file or link</p>	?

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	<input style="width: 100%; height: 40px;" type="text"/>	?
Additional files	Upload file: <input style="width: 80px;" type="text"/> <input type="button" value="Browse..."/> Name of file: <input style="width: 100px;" type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	?
Additional links	<input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input style="width: 100px;" type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?
Issues Keywords <small>REQUIRED</small>	<input style="width: 100%; height: 20px;" type="text" value="- Click on button to add new keywords -"/> <input type="button" value="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 -	?
	<input type="button" value="Add Keywords"/>	?
Contact for more information	Contact details of an individual or institution:	
	Name <input style="width: 90%;" type="text"/>	?
	Address line 1 <input style="width: 90%;" type="text"/>	?
	Address line 2 <input style="width: 90%;" type="text"/>	?
	Address line 3 <input style="width: 90%;" type="text"/>	?
	Address line 4 <input style="width: 90%;" type="text"/>	?
	Country <input style="width: 40%;" type="text"/>	?
E-mail <input style="width: 90%;" type="text"/>	?	
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	<input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Status of report REQUIRED	<input checked="" type="radio"/> Preliminary <input type="radio"/> Final	
Status of pest (under ISPM No.8) REQUIRED	<input type="text"/> Other: <input type="text"/>	
Identity of pest REQUIRED	<input type="text"/> 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	<input type="text"/> Max 250 words	?
Geographical distribution	<input type="text"/> Max 250 words	?
Nature of immediate or potential danger, or other reason for reporting	<input type="text"/> Max 250 words	?
Short description or summary	<input type="text"/> Max 250 words	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="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	<input type="text"/> <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="checkbox"/> Skip Validation
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>
	<input type="button" value="Add another website"/>
Issues Keywords REQUIRED	<input type="text" value="- Click on button to add new keywords -"/> <input type="button" value="Add Keywords"/>
Commodity keywords	<input type="text" value="- Click on button to add new keywords -"/> <input type="button" value="Add Keywords"/>
Contact for more information	Contact details of an individual or institution: Name <input type="text"/> Address line 1 <input type="text"/> Address line 2 <input type="text"/> Address line 3 <input type="text"/> Address line 4 <input type="text"/> Country <input type="text"/> E-mail <input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	<input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Project Summary REQUIRED	<input type="text"/>	
Country / Region REQUIRED	<input type="text"/>	
Start Date REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
End Date REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
Content language (s) REQUIRED	English (en) <input type="text"/> French (fr) <input type="text"/> Spanish (es) <input type="text"/> Other: <input type="text"/> <small>CTRL+mousedick for more than 1 selection</small>	
Donor REQUIRED	<input type="text"/>	

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)	<input type="text"/>	<input type="checkbox"/> Skip Validation
	Enter a complete web address (URL) beginning with 'http://'	
	Title of link: <input type="text"/>	Language of website: English (en) <input ><="" td="" type="button" value="?"/>
	<input type="button" value="Add another website"/>	
Project Code	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
Database Source	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
Project Outputs	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
Total Project Cost	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
	Using figures only, enter the Total Project Cost in US Dollars (\$): e.g. 10000	
Organizer	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
Associated Organization(s)	<input type="text"/>	<input ><="" td="" type="button" value="?"/>
Additional files	Upload file: <input type="text"/>	<input type="button" value="Browse..."/> Name of file: <input type="text"/>
	Language of file: English (en) <input ><="" td="" type="button" value="?"/> <td>Type of file: doc <input ><="" td="" type="button" value="?"/> </td>	Type of file: doc <input ><="" td="" type="button" value="?"/>
	<input type="button" value="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	<input type="text"/> <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="checkbox"/> Skip Validation
	Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/>
	<input type="button" value="Add another website"/>
Issues Keywords REQUIRED	<input type="text" value="- Click on button to add new keywords -"/> <input type="button" value="Add Keywords"/>
Commodity keywords	<input type="text" value="- Click on button to add new keywords -"/> <input type="button" value="Add Keywords"/>
Contact for more information	Contact details of an individual or institution: Name <input type="text"/> Address line 1 <input type="text"/> Address line 2 <input type="text"/> Address line 3 <input type="text"/> Address line 4 <input type="text"/> Country <input type="text"/> E-mail <input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	<input type="text"/>	
Date of Publication REQUIRED	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Status of publication REQUIRED	<input type="radio"/> Draft <input type="radio"/> Final <input type="radio"/> Country consultation <input type="radio"/> Discussion document	
Type of publication REQUIRED	Conference papers and presentations <input type="text"/> Other: <input type="text"/>	

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 <small>REQUIRED</small>	Conference papers and presentations ▾ Other: <input type="text"/> ?
Publication <small>REQUIRED</small>	Electronic version is on my computer (upload): <input type="text"/> <input type="button" value="Browse..."/> <small>Click the 'Browse' button and select the file from your computer</small>
	OR Electronic version is on a website (URL): <input type="text"/> <input type="checkbox"/> Skip Validation ? <small>Enter a complete web address (URL) beginning with 'http://'</small>
Short description	<input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Add another"/> ? <small>Assign a title to the file or link Assign a language to the file or link Assign the type of file or link</small>
	<input type="text"/> ? <small>e.g. Green, A.C.; Romano, M.; Brown - Clarke, P.H.; (ed); FAO</small>

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	<input type="text"/>	?
Document number	<input type="text"/>	?
Additional files	Upload file: <input type="text"/> <input type="button" value="Browse..."/> Name of file: <input type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	?
Additional links	<input type="text"/> <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="checkbox"/> Skip Validation Title of link: <input type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?
Issues Keywords <small>REQUIRED</small>	<input type="text" value="- Click on button to add new keywords -"/> <input type="button" value="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		?	
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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) <input type="text"/>		?
Title REQUIRED	<input type="text"/>		?
Date of Publication REQUIRED	Day: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>
Metadata language REQUIRED	English <input type="text"/>	Other: <input type="text"/>	?
Report REQUIRED	Electronic version is on my computer (upload): <input type="text"/> <input type="button" value="Browse..."/> <small>Click the 'Browse' button and select the file from your computer</small> OR Electronic version is on a website (URL): <input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> <input type="text"/> <input type="text" value="English (en)"/> <input type="text" value="doc"/> <input type="button" value="Add another"/> <small>Assign a title to the file or link. Assign a language to the file or link. Assign the type of file or link.</small>		

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	<input style="width: 100%; height: 40px;" type="text"/>	?
Additional files	Upload file: <input style="width: 80px;" type="text"/> <input type="button" value="Browse..."/> Name of file: <input style="width: 100px;" type="text"/> Language of file: <input type="text" value="English (en)"/> Type of file: <input type="text" value="doc"/> <input type="button" value="Add another file"/>	?
Additional links	<input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input style="width: 100px;" type="text"/> Language of website: <input type="text" value="English (en)"/> <input type="button" value="Add another website"/>	?
Issues Keywords <small>REQUIRED</small>	<input style="width: 100%; height: 20px;" type="text" value="- Click on button to add new keywords -"/> <input type="button" value="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 <input style="width: 90%;" type="text"/>	?
	Address line 1 <input style="width: 90%;" type="text"/>	?
	Address line 2 <input style="width: 90%;" type="text"/>	?
	Address line 3 <input style="width: 90%;" type="text"/>	?
	Address line 4 <input style="width: 90%;" type="text"/>	?
	Country <input style="width: 60%;" type="text"/>	?
E-mail <input style="width: 90%;" type="text"/>	?	
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	<input type="text"/>	
Metadata language REQUIRED	English <input type="text"/> Other: <input type="text"/>	
Type of website REQUIRED	NPPO <input type="text"/> Other: <input type="text"/>	
Website REQUIRED	<input type="text"/> <input type="checkbox"/> Skip Validation <small>Enter a complete web address (URL) beginning with 'http://'</small> Title of link: <input type="text"/> Language of website: English (en) <input type="text"/> <input type="button" value="Add another website"/>	
Short description	<input type="text"/>	
Author(s)/editor(s)	<input type="text"/>	

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 (;).

OPTIONAL FIELDS (continued)

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

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 <input style="width: 100%;" type="text"/>	?
	Address line 1 <input style="width: 100%;" type="text"/>	?
	Address line 2 <input style="width: 100%;" type="text"/>	?
	Address line 3 <input style="width: 100%;" type="text"/>	?
	Address line 4 <input style="width: 100%;" type="text"/>	?
	Country <input style="width: 80%;" type="text"/>	?
E-mail <input style="width: 100%;" type="text"/>	?	
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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.