

International Plant Protection Convention Protecting the world's plant resources from pests

IPPC ONLINE COMMENT SYSTEM USER MANUAL

Contents

1. Introduction to the IPPC Online Comment System	3
2. Useful resources and contact information for the IPPC Online Comment System	4
3. Homepage and dashboard	5
4. Login, how to retrieve your password, and how to change your password	5
5. Invitation email	7
6. User Types and Roles	7
7. Creating user accounts and assigning users in your organization to a role	7
8. Accessing your profile settings and user preferences	9
9. Quick navigation in the system	. 10
10. Accessing documents for review	. 11
11. Overview of the comment area (document actions toolbar, navigation pane, review pane and comment pane)	. 12
12. How to add comments and proposed changes	. 14
13. Changing and deleting comments	. 17
14. Leaving the review	. 18
15. Review control panel	. 19
16. Reports	. 20
17. Delegation	. 22
18. Optional internal review	. 24
19. Searching for reviews	. 28
20. Accepting and closing comments	. 28
21. Retrieving comments	. 30
22. Workgroup administration	. 31
23. Creating and managing distribution lists	. 32

1. Introduction to the IPPC Online Comment System

The IPPC Online Comment System provides IPPC stakeholders a safe and secure place to insert, share and submit comments on documents; for the IPPC Secretariat to compile comments in a simple and efficient manner and to provide data for analysis.

Background

The IPPC Secretariat developed the first version of the system in 2011, and has been using it for consultation on draft specifications and draft ISPMs.

In 2014, because of the rapid evolution of online technologies and issues with the system's compatibility, performance and user-friendliness, the IPPC Secretariat joined the Codex Alimentarius Secretariat to procure an off-the-shelf product meeting user needs.

What were some of the user requirements for this new system?

The Secretariat launched a survey asking its most frequent users of the previous version of the Online Comment System what their most important needs and challenges with the system were. The Secretariat received the feedback below, including some of its own requirements from FAO:

- multi-tenant license
- multilingual
- compatible with mobile devices and all major internet browsers
- user friendly
- minimal user registration and management can be done within the organization and not by the Secretariat
- customizable
- one user can have multiple roles
- possibility of internal and external reviews
- comment categories
- email notifications
- search capabilities
- data and report exporting

Why do we have a new system?

The Secretariat has decided to implement the new Online Comment System because it:

- is a faster and more reliable system
- has a more simplified layout
- is compatible with all major internet browsers and mobile devices
- provides direct access to organizations to the documents under review, without requiring Secretariat management of accounts and granting access
- provides document navigation more similar to real-world experience of commenting
- provides and improved search function for users

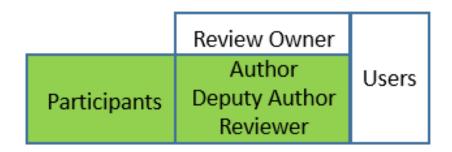
Why is there a difference in terminology in the new system?

To save resources, the Secretariat purchased an already-made, off-the-shelf product. We are also sharing this product with the Codex Alimentarius Secretariat. This means that some parts of the system are customizable, but not all aspects. Table 1 provides a brief overview of the terminology used in the previous system and the terminology you will need to become familiar with in the new system.

Previous version	New system
Consultation	Review
Explanation	Comment
Edit	Proposed change
Submit comments	Publish comments
Compiled comments	Reconciliation report
Sharing (in-country collaborating and global rule sharing)	Distribution lists (personal and shared)
N/A	Workgroups and Sub-workgroups
Roles: Contact Point, Assistant and Reviewer	Roles: Author (Contact Point), OCS Deputy (Assistant), and Reviewer

 Table 1: List of terminology used in the previous Online Comment System and the new system

System roles



- Review Owner \rightarrow IPPC Secretariat.
- Author \rightarrow Contact Point (See section 6).
- Deputy Author \rightarrow Delegated by Contact Point (See section 6).
- Reviewer \rightarrow See section 6.
- Participants (to a review): author, deputy author, reviewer
- User: everyone holding an account.

2. Useful resources and contact information for the IPPC Online Comment System

The IPPC Secretariat has produced several resources to help you when using the Online Comment System. Most of these resources are on the IPPC website, or 'IPP'.

To access the available resources about the system, visit <u>www.ippc.int</u>. From the IPP home page, select Core Activities, then Standard Setting. Once on the Standard Setting Home page, select 'IPPC Online Comment System (OCS)' on the right side. This will bring you to the system's resources page, where you can find training materials, helpful links, and Secretariat contact information. You may want to bookmark this page for future reference.

If you need any assistance with the system, contact the IPPC Secretariat at <u>IPPC-OCS@fao.org</u>. The Secretariat usually returns emails within 24 business hours after receiving requests for assistance. If you have not received a response email within 48 business hours, check the 'junk' or 'spam' folder of your email system for a Secretariat response. If you still have not received a Secretariat response within 72 business hours, resend your email to <u>IPPC-OCS@fao.org</u> and include a telephone number at which we can contact you to resolve your issue.

3. Homepage and dashboard

To access the IPPC Online Comment System, visit <u>https://ocs-new.ippc.int/</u>. The IPPC Online Comment System homepage (see Figure 1) includes the login area, links to training material and documents open for consultation, and how to contact the Secretariat for further assistance. The system is available in English, French and Spanish.

Figure 1: View of the IPPC Online Comment System home page

IPPC - OCS	English Español Français ?
Version 5.2.12	
please review	Welcome to the IPPC Online Comment System (OCS)! The PleaseReview User Manual is available here. Other training material is available here. For any questions on how to use the system or to arrange a training session, please email us here. Draft ISPMs currently under member consultation are available for your download here.
	please enter your username and password
	User name
	Password Remember me
	Reset Password
	IPPC Online Comment System. Contact Us: here.

4. Login, how to retrieve your password, and how to change your password

To access the IPPC Online Comment System, visit <u>https://ocs-new.ippc.int/</u>. To login, enter your user name and password in the login field and select 'login' (Figure 2).

IPPC - OCS	English Español Français ?
Version 5.2.12	1
please review	Welcome to the IPPC Online Comment System (OCS)! The PleaseReview User Manual is available here. Other training material is available here. For any questions on how to use the system or to arrange a training session, please email us here. Draft ISPMs currently under member consultation are available for your download here.
	please enter your username and password
	User name Password Remember me
	Login Reset Password
	IPPC Online Comment System. Contact Us: here.

Figure 2: View of the IPPC Online Comment System home page, with the login area indicated

If you have forgotten your user name or password, select the 'reset password' link on the OCS home page. This will direct you to a screen to enter the email address associated with your account. The system will automatically send an email to you with instructions on how to reset your password. If you have not received a response email within one hour, check the 'junk' or 'spam' folder. If you need any further assistance, contact the IPPC Secretariat at <u>IPPC-OCS@fao.org</u>.

To change your password, login to the system and select the 'user settings' icon (Figure 3). Next, select the 'profile' tab in the user details window (Figure 4). Then, under 'user details', enter your old password, the new password you would like to use, and re-enter the new password again in the 'confirm password' field (Figure 5). Select 'OK' to save your changes.

IPPC - OCS	Admin	Review									Ķ
ersion 5.2.12						Logged in as:	Test Conta	t Point 1	in Workgrou	IPPC	ľ
please review	my review	vs									
review	Reviews I'm	n in (2) Revie	ews I own	Search for	reviews	Recycle bin					
new review my reviews	My status is 🗹	Not started 🗹 I	n progress [Completed		Include:	Closed re	views 🗌	All workgrou	ps	
distribution lists									refresh		
manage lists	Due Date 🖇	Title			Owner	Review Status	My Status	Details	Review		
	30 Sep 2016 12:00 AM		rst Consultati n of ISPM 6	on Draft	IPPC Secretaria	In Progress	In Progress	Select	Enter		
	1 Jul 2016 9 AM	:45 🕒 Draft IS	PM on Fruit f	lies (test)	IPPC Secretaria	In Progress	In Progress	Select	Enter		
	printable view	w									

Figure 3: Indicating the location of the 'user settings icon' after logging into the system

Figure 4: Indicating the location of the 'Profile' tab in the user details window

edit yoyu user details	\$
User emainess	aa@aa.aa
Login name	Test-CP1
User full name	Test Contact Point 1
Language	English (United States) 🗸
User Type	Default 🗸
Old Password	
Confirm Password	
	ters including at least 1 number and 1 letter. Politica de contraseñas: minimo de 8 ero y 1 letra. Politique relative au mot de passe: minimum de 8 caractères dont au

Figure 5: Indicating the where on the 'profile tab' to change your password

specify user details	-
User email address Login name	aa@aa.aa Test-CP1
User full name	Test Contact Point 1
Language	English (United States)
User Type	Default V
Old Password	
New Password	
Confirm Password	

To logout of the system, select the logout icon in the upper right corner of the system (Figure 6). You will receive a message confirming you wish to logout. Select 'yes' to logout.

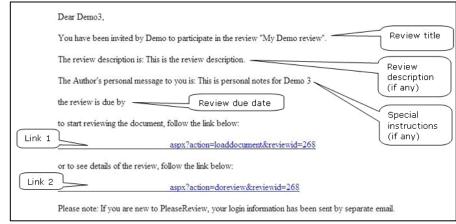
IPPC - OCS	Admin F	Review						*
ersion 5.2.12				Logged in as:	Test Conta	ct Point 1	in Workgroup	IPPC
oplease review	my reviews							
review	Reviews I'm in	(2) Reviews I own Search f	or reviews Re	ecycle bin				
new review my reviews	My status is 🗹 No	My status is ⊠Not started ⊠In progress □Completed Include: □Closed reviews □All workgroups						
distribution lists							refresh	
manage lists	Due Date 🎽	Title	Owner	Review Status	My Status	Details	Review	
	30 Sep 2016 12:00 AM	2016 First Consultation Draft Revision of ISPM 6	IPPC Secretariat	In Progress	In Progress	Select	Enter	
	1 Jul 2016 9:45 AM	Draft ISPM on Fruit flies (test)	IPPC Secretariat	In Progress	In Progress	Select	Enter	
		Draft ISPM on Fruit flies (test)		In Progress		Select	Enter	

Figure 6: Indicating the location of the 'logout icon' to logout of the system

5. Invitation email

Once the Secretariat makes the documents available for review, the Author (IPPC Official Contact Point) will receive an invitation email that you may now begin commenting on the documents. It is the responsibility of the Author to ensure that the email account on the IPPC website is current. Figure 7 shows a sample email that will be automatically generated by the system when documents are available for review.

Figure 7: Sample invitation email when a document is made available for review



6. User Types and Roles

There are two main roles in the Online Comment System:

- Author (IPPC Official Contact Point): The Author is the only user able to publish (submit) the final comments to the Secretariat on behalf of his or her organization. The Author can also authorize a Deputy Author who can perform all the actions of the Author, excluding publishing the final comments to the Secretariat. The Secretariat only manages the Author account.
- **Reviewer:** Reviewers can add comments and propose changes to documents. The system allows up to three reviewers for each organization. The Author or Deputy Author (not the Secretariat) manages the Reviewer accounts.

7. Creating user accounts and assigning users in your organization to a role

The Secretariat manages only the Author (or IPPC Official Contact Point) account for each organization. It is the responsibility of the Author to manage the accounts of the optional Deputy Author and three optional Reviewers.

To create these user accounts, the Author or Deputy Author must first login to the system. In the upper right corner of the system home page, ensure the Author login is displayed as 'Logged in as: "User Full Name" in Workgroup'. You should then see a drop down selection with IPPC and below that another group. Select the group below IPPC (see Figure 8). Next, select the 'Admin' tab, and select the link 'users'. Next, select 'Add new user' (Figure 9). Enter the user details and ensure you assign the user a role, such as reviewer. Select 'OK' to save your changes (Figure 10).

Figure 8: Indicating where the Author or Deputy Author should confirm they are in the correct workgroup

IPPC - OCS	Admin R	eview					Root		
Version 5.2.12				Logged in as	: Test Contact	Point 1 in Workgroup	» Test-IPPC-Country1		
oplease review	my reviews								
review	Reviews I'm in	Reviews I own	Search for reviews	Recycle bin					
new review my reviews	My status is 🗹 Not	started 🗹 In progr	ess 🗆 Completed	Include	: Closed revi	iews 🗌 All workgroup	s		
distribution lists						refresh			
manage lists	Due Date	Title Owner	Review Status	My Status	Details	Review			
		No reviews to display							
	printable view								

Figure 9: Indicating the location of the 'Admin' tab, 'users' link, and 'Add new user' button

IPPC - OCS	Admin	Review	?	€
Version 5.2.12		Logged in as: Test Contact Point 1 in Workgroup Test-IPP	C-Countr	y1 🗸
please review	ad	Iministration		
admin	er deta	ils Find		
users v kgroup management report	Display	r users who are not enabled		
	and pressing	s already known to the system, locate them by entering part of either their user name, email address or full name "go". This will bring back users starting with the value you entered.		
		to search for users containing certain characters, use * as a wildcard. for instance, entering*jones will return users nes; entering *jones* will bring back all users containing jones.		_
		If the user is new to the system, click 'add new user'. Add new user		

Figure 10: Showing a sample of the page of where to enter the user details

IPPC - OCS	Admin	Review	¢? . €
Version 5.2.12			Logged in as: Test Contact Point 1 in Workgroup » Test-IPPC-Country1 🗸
	add use specify us	er ser details	
users workgroup management	User ema	ail address	
usage report	Login na	me	
	Is user e	nabled?	v
	User full	name	
	Home We	orkgroup	» Test-IPPC-Country1 🗸
	Default v	vorkgroup	» Test-IPPC-Country1 V
	Workgro	up Role	Please Select V Monitor Delegator
	Language	e	Set at next login
	User Typ		Default 🗸
	Maximun	n Role	N/A Only change this field if you vish to limit the maximum role a Workgroup Administrator can set for this user. This option is not applicable for most installations.
	Notes		
	New Pas	sword	
	Confirm	Password	
			Don't send a welcome email
	caracteres	policy: minimum of ;, incluyendo al mer hiffre et 1 lettre.	8 characters including at least 1 number and 1 letter. Política de contraseñas: mínimo de 8 nos 1 número y 1 letra. Politique relative au mot de passe: minimum de 8 caractères dont au
Licensee: FAO - IPPC.			OK Apply Back

Each organization is allowed a maximum of five user accounts: one Author, one Deputy Author and three Reviewers. Authors and Deputy Authors can manage the accounts. First, in the upper right corner of the system home page, ensure the Author login is displayed as 'Logged in as: "User Full Name" in Workgroup'. You should then see a drop down selection with IPPC and below that your group. Select the group below IPPC (see Figure 8). To manage how many user accounts you have, select the 'Admin' tab, and select the 'license' link (Figure 11). The number to the right of 'Total Available' will display how many user accounts you can assign (Figure 12).

IPPC - OCS	Admin	Review						4	¢?	Ū.
Version 5.2.12				Log	ged in as: Test Conta	ct Point 1 i	n Workgro	up Nest-I	PPC-Cour	ntry1 🗸
admin users workgroup management	it » IP	oup managem PC » Test-IPPC kgroups	ent -Country1 (ID:1	12)						
usage report	Workgro	up ID V	Norkgroup Nam	Notes		All monitors				
	113	S	Subgrupo de prue	Notas de prueba			Select			
	Review Ty	pes Settings Edit	Copy Emails Licens	se Delete	Add New M	lembers	Bac	k		

Figure 12: Indicating the location of the number of user accounts available to assign, indicating four users are available to assign License management

Root » IPPC » Afghanistan (ID:225)

Current Workgroup				
License Used	Su	ib License (ID: 211))	
Workgroup	Af	ghanistan		
Available License	License Type	Licensed	In Use	Available
Standard	Named	3	0	3
Enhanced	Named	0	0	0
Power	Named	1	0	1
			Total Available	4

Back

8. Accessing your profile settings and user preferences

User details can be accessed by selecting the 'user settings' icon (Figure 3). Next, select the 'profile' tab in the user details window (Figure 4).

To change your password, select the 'user settings' icon (Figure 3). Next, select the 'profile' tab in the user details window (Figure 4). Then, under 'user details', enter your old password, the new password you would like to use, and re-enter the new password again in the 'confirm password' field (Figure 5). Select 'OK' to save your changes.

To change the default language for the entire system, select the 'user settings' icon (Figure 3). Next, select the 'profile' tab in the user details window (Figure 4). Then, under 'user details', select the default language you would like displayed (Figure 13). Select 'OK' to save your changes.

Figure 13: Indicating where on the 'profile tab' to change the default language for the entire IPPC Online Comment System

Profile	Review
edit your own us specify user details	er details
User email address Login name User full name Language User Type	aa@aa.aa Test-CP1 Test Contact Point 1 English (United States) V Default V
	m of 8 characters including at least 1 number and 1 letter. Politica de contraseñas: mínimo de 8 menos 1 número y 1 letra. Politique relative au mot de passe: mínimum de 8 caractères dont au 2.
	OK Apply Close

To change your review preferences, select the 'user settings' icon (Figure 3). Next, select the 'review' tab (Figure 14). Then, under 'user settings', make modifications based on your review preferences (see also Figure 14). Select 'OK' to save your changes.

Figure 14: Indicating the location of the 'Review' tab in the user details window

Profile	Review		
user settings	st Crue Point 1		
user settings for Tes			
daily digest			
Send me a daily diges	st email		
review preference	'S		
Automatic refresh		✓ 60 Interval in second(s)	
Give reason when acc only)?	epting/closing comments (authors	Never V	
Highlight Paragraph			
Location of comments	s panel	Right of document 🗸	
Default view		Normal View 🗸	
Show tracked change	s in document view	Show open changes as tracked	 Image: A set of the set of the
PDF review		Review as image 🗸	
Inline editing and Par	agraph Toolbar settings	Toolbar Off 🗸	
Show page borders fo	or Word documents		
		OK	Apply Close

9. Quick navigation in the system

The top menu allows for quick navigation within the system (Figure 15 and Table 2).

Figure 15: Location and appearance of the to	op menu in the system
--	-----------------------

IPPC - OCS	Admin F	Review							* 1	?
Version 5.2.12				Logged in as:	Test Contac	t Point 1	in Workgro	IPPC		
please review	my reviews									
review	Reviews I'm in	(2) Reviews I own	Search for reviews	Recycle bin						
new review my reviews	My status is 🗹 No	t started 🗹 In progress [Completed	Include:	Closed rev	views 🗆	All workgrou	ıps		
distribution lists							refresh			
manage lists	Due Date 🎽	Title	Owner	Review Status	My Status	Details	Review			
	30 Sep 2016 12:00 AM	2016 First Consultat Revision of ISPM 6	ion Draft IPPC Secretar	In Progress iat	In Progress	Select	Enter			
	1 Jul 2016 9:45 AM	Draft ISPM on Fruit	flies (test) IPPC Secretar	In Progress iat	In Progress	Select	Enter			
	printable view									

Table 2: Provides a view of the icons in the top menu and a brief description of the action taken when the icon is selected

lcon	Description
?	Access to the comprehensive Help website
*	Opens the user settings window
•	Logs the user out of the system or exits the review area

10. Accessing documents for review

To access documents for review, first login to the system. Then select the 'Review tab', then 'my reviews'. Select the 'Reviews I'm in' tab. This will display the table of all the documents available for you to review (Figure 16). You should then see a drop down selection with IPPC and below that another group. Select the group below IPPC (see Figure 8).

Figure 16: Indicating the location of the 'Review' tab, 'my reviews' link, 'Reviews I'm in' tab, and how to enter the document to begin reviewing

IPPC - OCS	Admin	Review						₿?	•
Version 5.2.12			Logge	ed in as: Test	Contact Point	1 in Workgr	oup IPPC		~
	my review Reviews I'm		Search for rev	riews Rec	ycle bin				
my reviews discussional lists	My str	Not started 🗹 In progress	Completed		Include:	Closed re	views 🗌	All workgro refresh	ups
m lists	Due	Title	C	Dwner	Review Status	My Status	Details	Review	
	30 Sep 2016 12:00 AM	2016 First Consultat Revision of ISPM 6		IPPC Secretariat	In Progress	In Progress	Select	Enter	
	1 Jul 2016 9:4 AM	45 Draft ISPM on Fruit		IPPC Secretariat	In Progress	In Progress	Select		
	printable view	,							

Looking in more detail at the 'Reviews I'm in' tab:

- 'Due Date' is the date and time you will no longer be able to comment on the document. If you need more time to comment, contact your organizations Author (IPPC Official Contact Point) or Deputy Author to grant you an extension in the system
- 'Title' is the title of the document available for comment
- 'Owner' is whoever sent the document out for comment, usually the IPPC Secretariat
- 'Review Status' is the overall status of the document, indicating whether the consultation period is in progress or has ended
- 'My Status' is the your status of commenting on this document, indicating whether you have started or finished commenting
- By selecting 'Select' under Details, you will receive a detailed overview of your commenting details on that specific document
- By selecting 'Enter' under Review, you will be taken to the commenting area for that document, where you will be able to begin commenting on the document

The review listing may be sorted by clicking on the column headers. The \land or \checkmark icons indicate which column the list is currently sorted by and the direction of the sort (ascending and descending, respectively).

Under the 'Review status' column, the status options in Table 3 may be displayed. Under the 'My status' column 5, the status options in Table 4 may be displayed.

accomption o	
Status	Description
In Progress	The review is in progress and the scheduled due date has not passed
Overdue	The review is still open for comment, but the scheduled due date has passed
Closed	The review has been closed by the Secretariat
Completed	The review has been marked as completed by the Secretariat and is read-only for all participants

 Table 3: Provides status options for each document review managed by the Secretariat and a brief description of each status

 Table 4: Provides status options for your comment review for each document (managed within your organization) and a brief description of each status

Status	Description
Not Started	Reviews that you have not started. Note that other users in your organization may have not started reviewing that document.
In Progress	Reviews that you have started reviewing (i.e. entered the review to view the documents) but which you have not set your status to 'Completed'
Completed	Reviews that you have set to 'Completed', but are still open for review by you and others in your organization

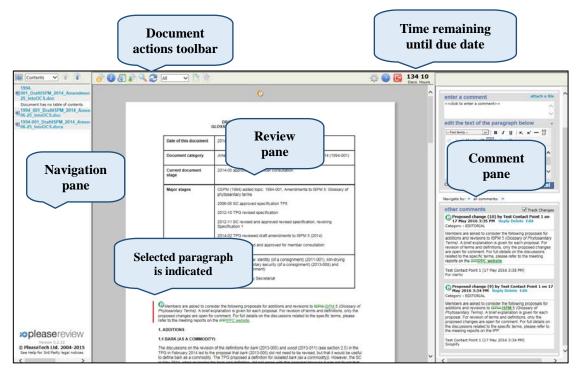
11. Overview of the comment area (document actions toolbar, navigation pane, review pane and comment pane)

To navigate to the comment area, login to the system, then select the 'review tab', then 'my reviews'. Select the 'Reviews I'm in' tab (Figure 16). This will display the table of all the documents available for you to review. Locate the document you want to comment on, then select 'Enter' to the far right (Figure 16). Next, you will be taken to the commenting area for that document.

In the commenting area, you will see the document actions toolbar, navigation pane, review pane, and comment pane (Figure 17):

- The document actions toolbar, located across the top of your screen, allows you to perform specific actions, such as searching for specific words in the document. It also displays the amount of time remaining to comment on the document.
- The navigation pane, located on the left side of your screen, allows you to choose between the different languages of the document. For example, if you started commenting in English, and want to also make comments in Spanish or French, select the different language version from the navigation pane.
- The review pane, in the center of your screen, displays any proposed changes in tracked change form: text deletions are shown as a strikethrough and additions are shown as an underline. For a quick view of your comments for each paragraph, select the 'P' in the green circle at the beginning of the paragraph.
- The comment pane, located on the right side of your screen, is where you will enter your comments and proposed changes for each paragraph.

Figure 17: Indicating the location of the 'Navigation pane', 'Review pane', 'Comment pane' and 'Document actions toolbar'. Also indicates the selected paragraph and the time remaining until the due date



Document actions toolbar

The document actions toolbar is displayed and described in Table 5.

Table 5: Provides the icons in the Document actions toolbar and a brief description of the action taken when the icon is selected

lcon	Description
0	Opens the comment window to allow a reviewer to make a general comment or view the general comments of others.
i	Opens the review control panel in a new window. This is a read-only version of the review control panel and displays the information associated with the review. No actions are available from this view.
Ö	Opens the reconciliation report in a new window.
	Opens a copy of the original document. This is the same as downloading a copy of the document from the IPPC website, and the standard web dialog will appear. By default the document will be 'read only'.
	Opens 'Find' in a new window. This allows the reviewer to search for specific words or phrases. All instances are displayed with their paragraph ID. Clicking on the paragraph ID takes the reviewer to that instance within the open review window.
2	Refreshes the document. This will re-load the document and all comments from the server.
All 🗸	The drop-down box allows you to display a selection of comments. Options are 'All, 'Open Comments' or 'Custom'.

lcon	Description
ŝ	Opens the user settings dialog where users can set their review preferences.
2	Opens the online help site in a new window, which a comprehensive user manual.
Đ	Leave the review.
Days Hours	This displays the remaining time until the end of the review.

12. How to add comments and proposed changes

It is important to note that IF NO INTERNAL REVIEW IS AVAILABLE all comments inserted by, or shared with and later accepted by, the Author (IPPC Contact Point) are automatically sent to the IPPC Secretariat when the commenting period is over. The Author does not need to manually publish (submit) the comments to the Secretariat.

If an internal review is available, the Author must manually select the "Publish" icon at the top of the screen in the Document actions toolbar. Otherwise, the comments WILL NOT BE PUBLISHED (submitted) to the IPPC Secretariat.

General comments

To enter a general comment (broad in scope and not based on a specific paragraph), go to the document actions toolbar and select the 'general comments' icon (Figure 18). In the comment pane, under 'enter a comment', provide your comment, or justification, for your proposed change. Next, select the category for your comment: editorial, substantive, technical, or translation from the drop down menu. Select 'Apply' to save your changes (Figure 19). You will now see your general comment at the top of the review pane. For a quick view of your general comment, select the 'G' in the orange circle at the top of the review pane.

🔚 Contents 🗸 👔 👩 🕡 👸	🕼 🔍 🎜 🔝 👻	🗈 🖻 🎄 🖓 🖪	134 10 Days Hours	
1994- 1001_DraftISPM_2014_Amen 25_IntoOCS.doc		O	^	comments on 1994- 001_DraftISPM_2014_AmendmentsTo 06-25 IntoOCS.doc
Document has no table of conte 1994_001_DraftISPM_2014_ 06-25_IntoOCS.doc 1994-001_DraftISPM_2014 06-25_IntoOCS.docx	G	DRAFT AMENDMENTS TO ISPM 5 (2014): LOSSARY OF PHYTOSANITARY TERMS (1994-001)	- 1	Paragraph Id 2 Comments Bookmarks refresh
	Date of this document	2014-05-12		enter a comment atta < <click a="" comment="" enter="" to="">></click>
	Document category	Amendments to ISPM 5 (Glossary of phytosanitary terms) 2014 (1994-001)		edit the text of the paragraph below
	Current document stage	2014-05 approved for member consultation		- Font family- V Β Ζ <u>U</u> X ₆ X ³
	Major stages	CEPM (1994) added topic: 1994-001, Amendments to ISPM 5: Glossary of phytosanitary terms		DRAFT AMENDMENTS TO ISPM 5 (2014 GLOSSARY OF PHYTOSANITARY TERMS (* 001)
		2008-05 SC approved specification TP5 2012-10 TPG revised specification		
		2012-11 SC revised and approved revised specification, revoking Specification 1		Category: <8lank> Y Apply Ca
		2014-02 TPG reviewed draft amendments to ISPM 5 (2014) 2014-05 SC reviewed and approved for member consultation		Navigate by: « all comments: »
	Notes	2014-05 SC withdrew: identity (of a consignment) (2011-001), kiln-drying		other comments Track Changes
	notes	(2013-006) phytosanitary security (of a consignment) (2013-008) and integrity (of a consignment)		
		2014-05-19 edited by Secretariat		
version 5.2.12				
© PleaseTech Ltd. 2004- 2015 See Help for 3rd Party lenal actives	Members are asked to consi Phytosanitary Terms). A brief ex	ser the following proposals for additions and revisions to ISPM <u>ISPM 5</u> (Glossar) planation is given for each proposal. For revision of terms and definitions, only th	or 🗸	
	,		\rightarrow	$\langle \rangle$

Figure 18: Indicating the location of the 'General Comments' icon on the Document actions toolbar

Contents V		🖇 🙆 🔂 134 10	
1994- 1901_DraftISPM_2014_Amen 25_IntoOCS.doc Document has no table of conter 1994_001_DraftISPM_2014_ 1994-001_DraftISPM_2014 06-25_IntoOCS.docx		Days Hours	comments on 199 001_DraftISPM_2 06-25_IntoOCS.dc
	Date of this document	2014-05-12	enter a comment attach a file < <cli><<cli>k to enter a comment>></cli></cli>
	Document category	Amendments to ISPM 5 (G	paragraph text
	Current document stage	2014-05 appr	Category: <blank> Apply Cancel</blank>
	Major stages	CEPM (1994) added topic phytosanitary terms 2006-05 SC approved spec 2012-10 TPG revised spec 2012-11 SC revised and as Specification 1 2014-02 TPG reviewed dra 2014-05 SC reviewed and	Navigate by: « all comments: » other general comments:
	Notes	2014-05 SC withdrew: iden (2013-006) phytosanitary s integrity (of a consignment) 2014-05-19 edited by Secn	
©pleasereview Version 5.2.12 © PleaseTech Ltd. 2004- 2015	Members are asked to cor Phytosanitary Terms) A brief	isider the following proposals ft v	

Figure 19: Indicating where to enter a general comment, select a comment category (editorial, substantive, technical, or translation), and apply the general comment in the system

Specific comments

To enter a comment, go to the review pane in the centre of your screen, locate the paragraph you want to comment on, and select the paragraph. The paragraph text will be shown in the comment pane on the right side of your screen (Figure 20).

Figure 20: Indicating where to select a paragraph in the review pane (selected text indicated by the vertical bar to the left of the paragraph in the review pane), and view the text in the comment pane

Outcome Name Note of the second secon	0		34 10 Days Hours		
<text><list-item></list-item></text>		© Members are asked to control Phytosatery Termal, A built of put proposed changes are open for co news to be meeting resorts on the Descent of the specific terms, passes		001_DraftISPM_2014 25_IntoOCS.doc	pane B+
The discussion do the weeken of the definitions for a wet (2013-008) and wead (2013-011) (bee section 2.5). The discussion do the weeken of the definitions for a wet (2013-008) and wead (2013-011) (bee section 2.5). The discussion do the weeken of the definitions for a wet (2013-008) and wead (2013-011) (bee section 2.5). Section 2.5 and 2.		1.1 BARK (AS A COMMODITY)			~
Proposed addition Mark (as a commodity) Bark separated from wood Link (as a commodity) Bark separated from wood Additional declaration (2016-006) Bark separated from (2016-006) There was an inconsistency between the definition is ISPL & and ISPL 12:2011 (Phytosanitry certificated), which provides the definition is ISPL & and ISPL 12:2011 (Phytosanitry certificated), which provides the definition is ISPL & and ISPL 12:2011 (Phytosanitry certificated), which provides the definition is ISPL & and ISPL 12:2011 (Phytosanitry certificated), which provides the definition is ISPL & and ISPL 12:2011 (Phytosanitry certificated).		TPG in February 2014 wido the proposal that barr (2013-005) dan nch need to be revised, but that it would be useful to define barris as a commonly. The TPG proceeds a definition for advantational and the second barries and the s		 < cdik to enter a comment>> edit the text of the paragrap restang. B ≠ g C ↓ 4a ≤ [B] < 2 ↓ Ω The discussions on the revision of the discussion of the revision of the discussion of the revision of the common of the discussion of the revision of the most of the discussion of	At below At x x ² = ³ / ₂ At x x x x ² = ³ / ₂ At x x x x x x x x x x x x x x x x x
Implementation Implementation Implementation Implement			- 11		Apply California
2.1 additional declaration (2010-006) The term additional declaration uses addot to the List of tapics for HPO disordered by the SD in November 2010, as there was an incremissery chement the definition in ISPM 5 and ISPM 12-2011 (Phytosandary certificates), which provides that so in may be the subject of addottional declarations. The issue was discussed by the TPG in Foreiany 2013 and the SO November 2013 is consider whitten addottional declarations of the TPG in Foreiany 2013 and the SO November 2013 is consider whitten addottional declarations. The issue was discussed by the TPG in Foreiany 2013 and the SO November 2013 is consider whitten addottional declarations. A definition was propaged by the TPG in Foreiany 2014 and the MB 2014. The following expansion provides by the TPG in Foreiany 2014 and the MB 2014. The following expansion provides that was invested when reviewing the definition. - ISPM 12-2011 provides that sol may also be the subject of additional declarations. Freedom from soil is a common requirement for additional declarations, such as growing media or the parkinging in which the commodity is held. In order to cover such cases, the definition was broadened to requilated ancides.				-	Track Changes
there was an inconsistency between the definition in ISPME 3 and ISPM 12;2011 (Phytosanatory certificates) which provides that so may be the valued of additional declarations. The insule was decusated by the TPG is February 2013 and the Sc Newman's 2013 to consider whether all of or regulated ancols the addect to the sole to the sole of the Sc Newman's 2014 The Sch New 2014. The following explanatory points may be considered TPG is February 2014 and reviewed by the SC in May 2014. The following explanatory points may be considered when reviewing the definition. If we subject to additional declarations. Freedom from soil is a common requirement for additional declarations, such as growing media of the packaging in which the commonly is held, in coder to cover such cases, the definition was broaded to requirement.		2.1 additional declaration (2010-005)			
requirement for additional declarations. - Other team may be subject to additional declarations, such as growing media or the parkaging in which the commodity is held. In order to cover such cases, the definition was broadened to regulated ancides.		There was an inconsistency between the definition in ISPM 3 and ISPM 12.2011 (Physical and ar control could be provided that load may be undued and address decisations. The states was discussed by the TPG in February 2013 and the SC Networkser 2013 to consider whether and only or regulated and/os should be added to the TPG in February 2014 and reversely by the SC Networkser and the state of the state of the TPG in February 2014 and reversely by the SC Networkser and the state of the state of the TPG in February 2014 and reversely by the SC Networkser and the state of the state of the TPG in February 2014 and reversely by the SC Networkser and the state of the state of the tPG in February 2014 and reversely by the SC Networkser and the state of the state of the tPG in February 2014 and reversely by the SC Networkser and the state of the tPG in February 2014 and reversely by the SC Networkser and the tPG in February 2014 and reversely by the SC Networkser and the tPG in February 2014 and the terms of the tPG in February 2014 and the terms SC Networkser and the terms of the terms of the terms of the terms of the terms of the terms of terms of			
commodity is held. In order to cover such cases, the definition was broadened to regulated articles.					
Original definition					
		Onginal definition	~		

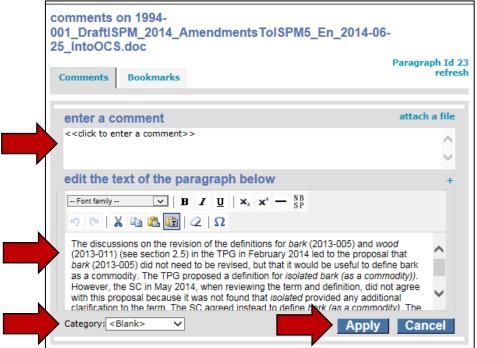
In the comment pane, under 'enter a comment' provide your comment, or justification, for your proposed change. Under 'edit the text of the paragraph below', modify the text based on your proposed change. Next, select the category for your comment: editorial, substantive,

technical, or translation (elaborated below) from the drop down menu. Select 'Apply' to save your changes (Figure 21). You will now see your comments in tracked changes in the review pane and in the comment pane (Figure 22).

Four comment categories are available:

- **Editorial:** This type of comment clarifies or simplifies the text without changing the meaning. This includes spelling or grammatical corrections, suggestions of different but equivalent words and simplification of sentence structure.
- **Substantive:** This type of comment takes into account conceptual changes and the addition of new aspects or ideas. This type of comment contains additions or extensions as well as changes, reorganization of the text or deletions resulting in alteration of the content of a sentence / paragraph / section of the draft.
- **Technical:** This type of comment takes into account scientific corrections and technical adjustments. It aims at further clarification and improvement of the standard and sometimes at conformity with other standards from the technical viewpoint.
- **Translation:** This type of comment corrects points that are considered to be inaccurately translated into another language version of the text.

Figure 21: Comment pane indicating where to enter your comment, propose your change to the text, select a comment category (editorial, substantive, technical, or translation), and apply the change in the system



		134 10	,	>
Characteristic are asked to come Phytoconstructive Terms(). A benefic processes charappear are coren for refer to the medering reports on 1. ADDITIONS	of terms and definitions, only the	Davs Hours Comments of 001_DraftSP 25_IntoOCS.c Comments	M 20 Comment	-06- Paragraph 1d 23 refrest
1.1 BARK (AS A COMMODITY)			\sim	attach a file
The discussions on the revision of the definitions for bar the 2014 PTO an 4-forcury 2014-mergenzy let to the proposal theoretic bars is a commonly. The PTo's However, the SD in May 2014, when reviewing the form and was not found that solution critical a commotify. The following explanatory points may be con- section 2.5).	I that bark (2013-005) did not need to be revised, but that proposed a definition for isolated bark (as a commodity)), d definition, did not agree with this proposal because it toon to the term. The SC agreed insitiad to define bark (as		to f the paragraph below $ \mathbf{B} \neq \mathbf{f} \ge \mathbf{x}, \mathbf{x}' - \sum_{sp}^{sp} $	attach a the
- Bark is currently defined in the Glossary in its biological se		2 1 2 1 2 1 X	4 2 B 2 2 2	
IPPC context. Such a definition is needed, in particular, with package prainteriar in maniformational radio in matication to dela definition of the second second second second second second this term extensively. Also, a definition for park as a commotity would be useful. 2.8.2, a definition for bark as a commotity would be useful. 2.8.3, these produced to describe the commotity in a sufficiency once in that draft ISPM, because it may not be appropriate to once in that draft ISPM, because it may not be appropriate to 	urking definitions in ISPA 5 that mention bark; and the fernational movement of wood (2006-029), which uses 	(2013-011) (s bark (2013-00) as a commod However, the with this prop	one on the revision of the definitions for bark (2013- ee section 2,9) in the TPG in February 2014 edit 0 25) do not need to be revised, but that it would be a tig. The TPG proceeds a definition for anolated bark SC in May 2014, when reviewing the term and defi- cal because it was not forund that avoiled provide the term. The SC anneed instead to define bark (a nikz	the proposal that useful to define bark k (as a commodity)) inition, did not agree d any additional
		Navigate by: **	all comments: »	
Proposed addition		other com		Track Changes
bark (as a commodity) Bark separated from we	500	Category : EDI		lay 2016 2:55 PM Reply
2. REVISIONS 2.1 additional declaration (2010.006) The term additional declaration was added to the Lot of the there was all reconsistency to because if a decision (SPAR 2013 and the SC November 2013 is considered wither sort	5 and ISPM 12.2011 (Phytosanitary certificates), which ons. The issue was discussed by the TPG in February only or regulated articles should be added to the	(see section 2) (2013-005) did commodily, Th SC in May 201 because it was SC agreed inst considered who	s on the revision of the definitions for Jakk (2013-0.0) is and the 2014 THPS are February 2014-meetings to 50 and the 2014 for the	In the proposal that bark to define bark as a commotity)). However, the agree with this proposal infection to the term. The explanatory points may be
definition. The SC requested the definition be modified to co TPG in February 2014 and reviewed by the SC in May 2014 when reviewing the definition.	ver repulated articles. A definition was proposed by the 1. The following explanatory points may be considered	to carry on c	ATTENDED.	
 ISPM 12:2011 provides that soil may also be the subject o requirement for additional declarations. 	f additional declarations. Freedom from soil is a common			
 Other items may be subject to additional declarations, suc commodity is held. In order to cover such cases, the definition 	h as growing media or the packaging in which the on was broadened to regulated articles.			

Figure 22: Review pane indicating the proposed change in tracked changes

13. Changing and deleting comments

First, login to the system, then select the 'review tab', then 'my reviews'. Select the 'Reviews I'm in' tab (Figure 16). This will display the table of all the documents available for you to review. Locate the document you want to comment on, then select 'Enter' to the far right (Figure 16). Next, you will be taken to the commenting area for that document.

To change a comment, go to the review pane, locate the paragraph that contains the comment you want to change, and select the paragraph. All of the comments for that paragraph will open in the comment pane. Locate the comment you want to change and select the 'Edit' link for that comment (Figure 23). The comment will be opened for you to modify. You can modify the comment, the proposed changes, and the comment category. Select 'Apply' to save your changes. Select 'Cancel' to not make any changes. (Figure 24)

Figure 23: Indicating how to select a paragraph in the Review pane to view the comments in that paragraph, and how to select 'Edit' on a comment in the comment pane

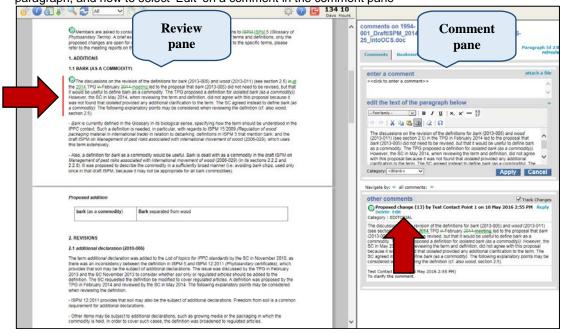


Figure 24: Edit comment pane indicating where to edit your comment, edit your proposed change to the text, change your comment category (editorial, substantive, technical, or translation), and save your change in the system

00 25	omments (1_DraftIS _IntoOCS	PM_2014_A	mendmer	nts Tol SPM	5_En_2014-0		raph Id 23 refresh
	edit the to	ext of the co	mment:			attac	:h a file
	To clarify the	e comment.					0
	edit the t	ext of the pa	ragraph I	below:			+
	Font family	/ 🗸 📘		$\mathbf{x}_{2} \mathbf{x}^{2} - \frac{N}{S}$	B P		
	(2013-01) proposal to useful to o bark (as a and defini	 (see section 2.1) (at bark (2013-0) (at bark as a commodity) (b) (c) (c)	5) at the 2014 05) did not ne ommodity. T owever, the S e with this pro	4 TPG February eed to be revise he TPG propos C in May 2014, oposal because	rrk (2013-005) and meeting led to the d, but that it would ed a definition for when reviewing it was not found The NC agreed	he Id be <i>isolated</i> the term that	^
	Category: ED					K Ca	ncel

To delete a comment, go to the review pane in the centre of your screen, locate the paragraph that contains the comment you want to delete, and select the paragraph. All of the comments for that paragraph will open in the comment pane on the right side of your screen. Locate the comment you want to delete and select the 'Delete' link for that comment (Figure 25). The system will ask you to confirm whether you want to delete the comment. Select 'yes' to delete the comment.

Figure 25: Indicating how to select a paragraph in the Review pane to view the comments in that paragraph, and how to select 'Delete' on a comment in the comment pane

🎯 🕖 🚰 🦊 📿 🖾 🗸 🖉		 Image: A state of the state of	134 10 Days Hours			
Members are asked to cons Phytocantry Terrid). A bird e proposed charges are open for refer to the meeting reports on t	Review pane	ions to HEPALISPILS (Glossary of of terms and definitions, only the id to the specific terms, please	0	comments on 199 101_DraftiSPM_20 5_IntoOCS.doc	Comment pane	I-06- Paragraph 1d 23 refresh
1. ADDITIONS	$\overline{}$				\sim	
1.1 BARK (AS A COMMODITY)				enter a comment		attach a file
the 2014 TPG in-February 2014- it would be useful to define bark i However, the SC in May 2014, w	on of the definitions for bark (2013-005) and meeting led to the proposal that bark (2013- day a commodity. The TPG proposed a defini- then reviewing the term and definition, did no ded any additional clarification to the term. T	105) did not need to be revised, but that ion for isolated bark (as a commodity)). It agree with this proposal because it		< <dick a="" comment="" enter="" to=""> edit the text of the pa</dick>		0
	lanatory points may be considered when revi			and a state of the second s	u / u ∣ ×. ×' − 55	
•	Glossary in its biological sense, specifying h	aw the term should be understood in the		2 C X 4 2 3	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
IPPC context. Such a definition in packaging material in internation draft ISPM on Management of particle this term extensively. - Also, a definition for park as a Management of pest risks assoc. 2.2.8.1 twas proposed to descrit.	s needed, in particular, with regards to ISPM ial frade) in relation to debarking; definitions i set risks associated with international movier commotity would be useful. Bark is dealt with valed with international moviement of vicool (2 be the commodity in a sufficiently broad man	15 2006 (Regulation of wood In ISPM 5 that mention bark; and the ent of wood (2005-029), which uses as a commodity in the draft ISPM on 006-029) (on Rs sections 2.2.2 and net (i.e. avaiding bark chips, used only		The discussions on the revit (2013-011) (see sector 2.5 bark (2013-005) did not nee as a commodity. The TPG p However, the SC in May 20 with this proposal because i	sion of the definitions for bark (2013-0 in the TPG in February 2014 led to t of to be revised, but that it would be u rooposed a definition for isolated bark 14, when reviewing the term and defi- t was not found that isolated provided S.G. aurend isolated to infine bark for	he proposal that seful to define bark (as a commodity)), htton, did not agree
once in that draft ISPM, because	It may not be appropriate for all bark commo	odities).		Category: <blank> V</blank>		Apply Cancel
				Navigate by: . all comments		
Proposed addition			1	other comments		Track Changes
bark (as a commodity)	Bark separated from wood			Proposed change (13) Delete Edit Catego EDITORIAL	by Test Contact Point 1 on 18 Ma	y 2016 2:55 PM Reply
2. REVISIONS 2.1 additional declaration (201	0.0051			L2U I not need to be con he TPG proposi SC 14, when review	on of the definitions for bark (2013-00 14 TPG is February 2014 meeting let h revised, but that it would be useful it ed a definition for isolated bark (as a ving the term and definition, did not ar	d to the proposal that bark o define bark as a commodity(). However, the
	was added to the List of topics for IPPC stand	tants but the S/C in November 2010 as		SC stead to define a	t isolated provided any additional clari bark (as a commodity). The following	explanatory points may be
there was an inconsistency betw provides that soil may be the sub 2013 and the SIC November 201 definition. The SIC requested the	was alcound to the control of rights and the control of the even the definition in ISPM 5 and ISPM 12.20 spect of additional declarations. The issue was to consider whether soil conty or regulated at definition be modified to cover regulated at wed by the SC in May 2014. The following ex-	11 (Phytosanitary certificates), which s discussed by the TPG in February incres should be added to the cise. A definition was proposed by the		con hen reviewing the Test Contact Point 3 (18 May To clarify the comment.	re definition (cf. also wood, section 2. / 2016 2:55 PM)	5).
- ISPM 12:2011 provides that so requirement for additional declar	il may also be the subject of additional declar ations.	rations. Freedom from soil is a common				
	additional declarations, such as growing med wer such cases, the definition was broadener		~			

14. Leaving the review

When you have finished commenting on a review, select the 'leave the review' icon (see Table 5). The 'finish review' window will appear where you can update your participant

status (Figure 26) and have it recorded in the control panel. Select your status (see Table 6) using one of the radio buttons provided. You can also enter summary comments in the space provided and choose to set up email notifications when there is activity during the review. When you are done, select 'OK'. (Figure 26)

Figure 26: Indicating how to update your participant status when you have finished your review, including selecting your participant status, entering a summary comment, and setting email notifications



Table 6: Participant status	options for the 'finish revie	<i>w</i> ' window
-----------------------------	-------------------------------	-------------------

Review Status	Description
In progress	The Reviewer has started reviewing the document. This status is set automatically by the system once you enter the review for the first time. On leaving the review you have the option to leave your status as 'In progress' or to indicate that you have completed your review by selecting 'Completed'.
Completed	The Reviewer has indicated that they have completed their review of the document. The Reviewer can return to the review and comment at any time (regardless of this setting) until the Secretariat has 'Closed' the review.

The summary comments are displayed in the review control panel and in the comment reconciliation report. Note that the Author's participant status remains 'In progress' when the review is open and 'Completed' when the review is closed.

15. Review control panel

The review control panel summarizes the review for a document, including the participants involved in that review, and your status within the review, and an overview of your comments. You can also take certain actions from the review control panel, such as:

- viewing reports
- entering the review
- creating a sub-review
- updating your participant status
- downloading a copy of the draft document (original with or without your comments)
- delegating
- and a feature to access the email address of all workgroup participants in your review

To access the review control panel, login to the system, then select the 'Review tab', then 'my reviews'. Select the 'Reviews I'm in' tab. This will display the table of all the documents available (Figure 16). Next, locate the document you want to access the review control panel, then select then choose 'Select' in the Details column for that document (Figure 27). This will open the review control panel (Figure 28).

Figure 27: Indicating the location of the 'Details' link, which will open the review control panel

IPPC - OCS	Admin R	eview							₽.	?	
ersion 5.2.12				Logged in a	is: Test Conta	ct Point 1	L in Workgrou	JPPC			
pleasereview	my reviews Reviews I'm in (3) Reviews I own	Search for reviews	Recycle bin							
new review my reviews	My status is 🗹 Not	started 🗹 In progress 🗌	Completed	Include	: Closed re	views 🗆	All workgroup	ps			
distribution lists manage lists	Due Date 🗧	Title	Owner	Review Status	My Status	Details	Review				
	30 Sep 2016 12:00 AM	2016 First Consultatio Revision of ISPM 6	on Draft IPPC Secretar	In Progress iat	In Progress	Select	Enter				
	1 Jul 2016 9:45 AM	Draft ISPM on Fruit fli	ies (test) IPPC Secretar	In Progress iat	In Progress		Enter				
	27 May 2016 11:45 PM	Test review 10	IPPC Secretar	In Progress iat	Not Started		Enter				
	printable view										

Figure 28: Showing the Review control panel, and indicating where to download quick Microsoft Word and Excel reports

IPPC - OCS	Admin	Review								4	?	ų.
/ersion 5.2.12					Logged in	as: Test Co	ntact Po	int 1 in Workgrou	p IPPC			<
please review	review c	ontrol panel	- 2016 First Co	onsultation	Draft Re	vision o	of ISPI	VI 6				
review	2016 Firs	t Consultation	Draft Revision o	f ISPM 6 (id f	141)							
new review my reviews	Review Sta	atus In Progre	ss (Due: 30 Sep 2016	12:00 AM; Starte	ed: 19 Apr 20	16 10:42 AM	1)					
distribution lists	participa	nts										
manage lists	Name		Status	Role	Summa	iry	Comme	nts				
	Test Contac	t Point 1	In Progress	Reviewer			4					
	your com Document				Open	Accepted	Closed	Withdrawn				
	1994-00 25_Into		AmendmentsToISPM5_E	En_2014-06-	4	0	0	0				
	1994_00 25_Into		AmendmentsToISPM5_6	Fr_2014-06-	6	Î	0	0				
		1_DraftISPM_2014 DCS.docx	AmendmentsToISPM5_E	Es_2014-06-	d		0	0				
	Edit Details	Create Sub-Rev	iew			7						
	Status Dow	nload copy Dele	gate Copy Emails									
				View Re	port 🚇	Ente	er Revi	ew Back				

16. Reports

The IPPC Online Comment System allows you to download various types of reports, which contain summary information on the review and all comments for the document.

To produce reports, login to the system, select the 'Review tab', then 'my reviews'. Next, select the 'Reviews I'm in' tab. This will display the table of all the documents available (Figure 16). Next, locate the document you want to access the review control panel, then select then choose 'Select' in the Details column for that document (Figure 27). This will open the review control panel (Figure 28).

To run a quick, complete report in Microsoft Word or Excel, go to the review control panel (Figure 28), and select the Excel icon it to download the report as an Excel document or the Word icon icon icon to download the report as a Word document and follow the prompts on your screen.

To run more customized reports, login to the system, select the 'Review tab', then 'my reviews'. Next, select the 'Reviews I'm in' tab. This will display the table of all the documents available (Figure 16). Next, locate the document you want to access the review control panel,

then select then choose 'Select' in the Details column for that document (Figure 27). This will open the review control panel (Figure 28). Select 'View Report' (Figure 28) to open the report window. The first table in the report window (Figure 29) shows the summary of the document under review, including the end date of the review and the user's current review status. The second table in the report window lists the participants in the review, including their status, role, and number of comments entered to date. The third table in the report window lists the comments on the draft, indicating the paragraph number, the original paragraph text, the comment type, the comment with proposed change, the comment status, and the Author (Contact Point) comment.

Figure 29: Showing the report window, and indicating the select comments button, summary, participants, and comment summary tables

- C.			2016 First Test Contact				Revision (of ISPM 6			
umn	nary										
Title		2016 Firs	2016 First Consultation Draft Revision of ISPM 6 (Id 141)								
Desci	ription										
End D	Date	30 Sep 2	016 12:00 AM								
levie	w Status	In Progre	255								
Name	-		Status	Role	S	ummary	Comments	Last Activity	/	1	
est C	Contact Poi	nt 1	In Progress	Reviewer			4	20 May 2016 11:59 AM			
epo	oad all re rt for 199	ports 94-001_[c = Closed, 0 = 0	open, w = Wit 014_Amen	íhdr dm	nentsToISF		4-06-25_IntoOCS.doc	(19)94-	
epo 01_ own	oad all re rt for 199 DraftISF	ports 94-001_[PM_2014	c = Closed, 0 = 0	open, w = wit 014_Amen ntsToISPM	dm 5_	rawn nentsToISF)6-25_IntoO((19 s	Author	
epoi 001_ Iown Para	oad all re rt for 199 DraftISF load docu Text	ports 94-001_[PM_2014 ment with	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM m bers dov	hdr dm 5_1 νnl	nentsToISF En_2014-(oad report a Comment)6-25_IntoO(s word	CS.doc)	s		
epoi 01_ own Para	oad all re rt for 199 DraftISF load docu Text	ports 94-001_[PM_2014	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM m bers dov	hdr dm 5_ νnl τ	rawn nentsToISF En_2014-(oad report a Comment Comment (1	06-25_IntoO(s word 2) by Test Cont			Author	
epoi 001_ Iown Para	oad all re rt for 199 DraftISF load docu Text	ports 94-001_[PM_2014 ment with	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM m bers dov	hdr dm 5_1 νnl τ	nentsToISF En_2014-(oad report a Comment	06-25_IntoO(s word 2) by Test Cont	CS.doc)	s	Author	
ownl epoi)01_ lown Para	oad all re rt for 199 DraftISF load docu Text	ports 94-001_[PM_2014 ment with	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM m bers dov	hdr dm 5_ vnl T C	nentsToISF En_2014-(oad report a Comment 2016 2:43 P Category : TE Test Contact	06-25_IntoO(s word 2) by Test Cont M <i>CHNICAL</i> Point 1 (18 Ma	tact Point 1 on 18 May	s	Author	
ownl epoi)01_ lown Para	oad all re rt for 199 DraftISF load docu Text	ports 94-001_[PM_2014 ment with	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM m bers dov	dm 5_ vnl c	rawn nentsToISF En_2014-(oad report a Comment 2016 2:43 PI Category : TE Test Contact The Country of	06-25_IntoO(s word 2) by Test Cont M <i>CHNICAL</i> Point 1 (18 Ma	tact Point 1 on 18 May	s	Author	
ownl epo 001_ lown Para	oad all re rt for 199 DraftISF load docu Text (General 0	ports 94-001_[PM_2014 ment with Comment)	c = Closed, 0 = 0 DraftISPM_20 I_Amendmer	open, W = Wit 014_Amen ntsToISPM mbers dov	dm 5_ vnl T (2 ()	nentsToISF En_2014-(oad report a Comment Comment (1 2016 2:43 PI Category : TE Test Contact The Country of these terms	2) by Test Cont M CHNICAL Foint 1 (18 Ma of ABC thinks the	tact Point 1 on 18 May Py 2016 2:43 PM) TPPT should review some of	s	Author	
ownl epoi 001_ lown Para G	oad all re rt for 199 DraftISF load docu Text (General Members proposals	ports 94-001_[PM_2014 ment with Comment) are asked t for addition	c = Closed, 0 = C CraftISPM_2(Amendmer paragraph nur o consider the fo	Dipen, W = Wit 014_Amen ntsToISPM mbers dov mbers dov	(hdr dm 5_ vnl T C C C C C C C C C C C C C C C C C C	rawn nentsToISF En_2014-(ood report a Comment 2016 2:43 Pf Category : TE Test Contact The Country of these terms Proposed Ch May 2016 3:	2) by Test Cont M CHNICAL Point 1 (18 Ma of ABC thinks the ange (10) by T 35 PM	tact Point 1 on 18 May	s	Author	
ownl epoi 001_ lown Para G	oad all re rt for 199 DraftISF load docu Text (General of Members proposals (Glossary	ports 94-001_[PM_2014 ment with Comment) are asked t for addition of Phytosa	c consider the for s and revisions the initary Terms). A l	Dipen, W = Wit 014_Amen ntsToISPM mbers dov mbers dov lospM 5 brief	c (nentsToISF En_2014-(oad report a Comment Comment (1 2016 2:43 PI Category : TE Test Contact The Country of these terms Proposed Ch May 2016 3: Category : ED	2) by Test Cont M CHNICAL Point 1 (18 Ma ABC thinks the ange (10) by T 35 PM DITORIAL	tact Point 1 on 18 May ay 2016 2:43 PM) TPPT should review some of est Contact Point 1 on 17	s	Author	
ownl epoi 001_ lown Para G	oad all re rt for 199 DraftISF load docu Text (General of Members proposals (Glossar) explanatic	ports 94-001_[PM_2014 ment with Comment) are asked t for addition of Phytosa on is given fi	c) = Closed, 0 = C DraftISPM_2(Amendmer paragraph nur paragraph nur o consider the fo is and revisions t nitary Terms). A l or each proposal	Dipen, W = Wit 014_Amen ntsToISPM mbers dow mbers dow llowing o ISPM 5 brief . For	(hdr dm 5_1 vnl 7 (2 (2 (2 (2 (2 (2 (2 (2 (2 (rawn hentsToISF En_2014-(oad report a Comment (1 2016 2:43 PI Category : TE Test Contact The Country of these terms Proposed Ch May 2016 3: Category : ED Members are	2) by Test Cont M CHVICAL Foint 1 (18 Ma of ABC thinks the ange (10) by T 35 PM DITORIAL asked to conside	tact Point 1 on 18 May Py 2016 2:43 PM) TPPT should review some of	s	Author	
ownl epoi 001_ lown Para G	Members proposals (General of Content of the second Members proposals (Clossary explanation revision of the second provide of the second content of the se	ports 94-001_[PM_2014 ment with Comment) are asked t for addition of Phytosa on is given fi f terms and	c consider the for s and revisions the initary Terms). A l	Dipen, W = Wit 014_Amen ntsToISPM mbers dov mbers dov o ISPM 5 brief . For the	indr dm 5_1 vnl C (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	nentsToISF En_2014-(oad report a Comment Comment (1 2016 2:43 Pl Category : TE Test Contact The Country of these terms Proposed Ch May 2016 3: Category : ED Members are additions and Cottinos and Cot	2) by Test Cont M CHNICAL Foint 1 (18 Ma of ABC thinks the ange (10) by T 35 PM DITORIAL asked to conside revisions to ISPN if explanation is g	tact Point 1 on 18 May ay 2016 2:43 PM) TPPT should review some of est Contact Point 1 on 17 r the following proposals for A 5 (Glossary of Phytosanitary piven for each proposal. For	s	Author	
ownl epoi 001_ lown Para G	oad all re rt for 199 DraftISF load docu Text (General of Members proposals (Glossary (Glossary) ceplanatic revision of proposed details on	ports 94-001_[PM_2014 ment with Comment) are asked t for addition of <i>Phytosa</i> , on is given f f terms and changes ar the discuss	c = closed, 0 = c DraftISPM_2(_Amendmer paragraph nur paragraph nur o consider the fo is and revisions t initary Terms). A I or each proposal definitions, only 1	lowing o ISPM 5 brief For the ent. For full the specific	indr dm 5_1 vnl C (2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	rawn nentsToISF En_2014-(oad report a Comment (1 2016 2:43 PI Category : TE Test Contact These terms Proposed Ch May 2016 3: Category : ED Members are additions and rems). A brie revision of terr	2) by Test Cont M CHNICAL Point 1 (18 Ma of ABC thinks the ange (10) by T 35 PM 9/TORIAL asked to conside revisions to ISPN of explanation is g ms and definition	tact Point 1 on 18 May ay 2016 2:43 PM) TPPT should review some of est Contact Point 1 on 17 r the following proposals for A 5 (Glossary of Phytosanitary	s	Author	

To customize the report, choose 'Select Comments' (Figure 29), which will open a new window (Figure 30). This will allow you to customize the report to include and exclude various comments. Note that all comments are shown by default. After you have customized your report, select 'OK'.

ing the thirde	win which yea ean easternize year repert				
Select comments	by:				
Document	☑ All ☑ TestForNewIPPCOCS-2_EN.doc				
Status	All Closed Accepted Open				
Type of comment	All 🗹 General 🗹 Comment 🗹 Proposed Change				
Comment category	All C <blank> EDITORIAL SUBSTANTIVE TECHNICAL TRANSLATION</blank>				
Participant	Image: All Image: AppC Image: AppC <tr< td=""></tr<>				
Date	● All ● Since: I viewed the reconciliation report 27 May 2016 6:11 PM ↓ ● Since: date : time : 00 ↓ 00 ↓ 1 2 3 4 5 6 7 8 9 10 11 12 3 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4				
Show Track Changes	Show Proposed Changes as tracked				
Return to default	Ok Cancel				

Figure 30: Showing the window in which you can customize your report

To download the document as a Microsoft Word file, select the link 'download report as word' and follow the prompts on your screen.

You can also download the document with paragraph numbers. In this version, the paragraphs each have a paragraph number added in square brackets to and coloured blue - for example [1], [2]. This allows you to match the comment paragraph in the report to its exact location in the document. To download the paragraph numbers document, select the link 'download document with paragraph numbers' and follow the prompts on your screen (Figure 29).

17. Delegation

Authors (IPPC Official Contact Points) can delegate their role on the review to a Deputy Author. Note that the Deputy Author can do all of the actions of the Author, excluding submitting the final comments to the IPPC Secretariat.

To delegate, the Author must login, then select the 'Review tab', then 'my reviews'. Select the 'Reviews I'm in' tab. This will display the table of all the documents available (Figure 16). Next, locate the document you want to choose a Delegate, then select then choose 'Select' in the Details column for that document (Figure 27). This will open the review control panel. To delegate a Deputy Author for this document, select the 'Delegate' link (Figure 31).

IPPC - OCS	Admin	Review								₩?	Ŀ
ersion 5.2.12		-			Logged in	as: Test Co	ntact Po	int 1 in Workgr	oup IPPC		
oplease review	review	control panel -	2016 First Co	nsultation I	Draft Re	vision o	of ISPI	VI 6			
review new review my reviews		2016 First Consultation Draft Revision of ISPM 6 (id 141) Review Status In Progress (Due: 30 Sep 2016 12:00 AM; Started: 19 Apr 2016 10:42 AM)									
distribution lists	particip	ants									
manage lists	Name		Status	Role	Summa	Summary Comments					
	Test Cont	act Point 1	In Progress Reviewer 4								
	your co	mments nt			Open	Accepted	Closed	Withdrawn			
		1994-001_DraftISPM_2014_AmendmentsToISPM5_En_2014-06- 25_IntoOCS.doc						0			
		001_DraftISPM_20 oOCS.doc	endmentsToISPM5_F	Fr_2014-06-	0	0	0	0			
		001_DraftISPM_20 oOCS.docx	endmentsToISPM5_E	s_2014-06-	0	0	0	0			
	Edit Deta	ils Create Sub-R									
	Status De	ownload copy Deleg	ate Copy Emails								
				View Rep	ort 🖲 🤅	Ente	er Revi	ew Back			

Figure 31: Indicating the location of the 'Delegate' link, which will open the Delegate page

In the Delegate screen, you can search for users individually or display all available users in your Workgroup. The user you are delegating must already be in the current workgroup. To find users to delegate, you can use the dropdown menu or use the search field (Figure 32). When using the search field, locate users by entering part of either their user name, email address or full name and select 'Go'. This will list the users starting with the value you entered. If you want to search for users containing certain characters, use (*) as a wildcard. For example, entering (*jones) will return users ending in 'jones'; entering (*jones*) will bring back all users containing 'jones'.

Figure 32: Indicating the location of the drop down menu and the search field where you can find users to delegate

IPPC - OCS	Admin	Review		₽.	?	₽
/ersion 5.2.12			Logged in as: Test Contact Point 1 in Workgroup IPPC			~
<pre>pleasereview review new review</pre>	Delegate Find Users Everyone Distribu Distribution	tion lists	Go Delegate User			
my reviews distribution lists manage lists		are delegating to r r full name and carch for users ; entering *jon	go will bring back users starting with the value you entered.			

Locate the user you want to delegate the role of Deputy Author and choose 'Select' next to his or her name (Figure 33). Next, confirm the user you selected and provide special instructions (optional). Selection 'OK' to confirm the selection of the Delegate (Figure 34). It is important to note that once you have completed the delegation, you will not be able to reverse it and will no longer be active in the review for this document. Your status in this review will be set to 'Completed'.

ersion 5.2.12			tact Point 1 in Workgroup	 _
please review	Delegate Everyone			
new review	Name 😩	Email	Delegate User	
my reviews	Argentine Republic	dquiroga@senasa.gov.ar	Select	
	Asia and Pacific Plant Protection Commission	yongfan.piao@fao.org	Select	
distribution lists	Canada	marie-claude.forest@inspection.gc.ca	Select	
manage lists	European Plant Protection Organization	lucchesi@eppo.int	Select	
	Islamic Republic of Iran	director@ppo.ir	Select	
	Jamaica	syharvey@moa.gov.jm	Select	
	Japan	ippc_contact@maff.go.jp	Select	
	Mirko Test	mirko.montuori@fao.org	Select	
	New Zealand	John.Hedley@mpi.govt.nz	Select	
	People's Democratic Republic of Algeria	hadjeres.nadia@minagri.dz	Select	
	Republic of Yemen	plant-protection@yemen.net.ye	Select	
	South Africa	nppoza@daff.gov.za	Select	
	United Kingdom of Great Britain and Northern Ireland	sam.bishop@defra.gsi.gov.uk	Select	
	United States of America	Stephanie.M.Dubon@aphis.usda.gov	Select	

Figure 33: Indicating how to select a user to delegate in the Delegate window

Figure 34: Indicating where to enter special instructions and to confirm the delegate

IPPC - OCS	Admin	Review		\$?	€
Version 5.2.12			Logged in as: Test Contact Point 1 in Workgroup IPPC		<
∞please review	delegat	e to participa	nt		
review	Name		United States of America		
new review	Email		Stephanie.M.Dubon@aphis.usda.gov		
my reviews distribution lists manage lists	Warning		ve completed the delegation, you will not be able to reverse it and we in this review. Your status in this review will be set to 'Completed'.		

18. Optional internal review

Authors or Deputy Authors have the option to coordinate the internal review of documents, which the system calls a 'sub-review'.

To create a sub-review, first login to the system. Then select the 'Review tab', then 'my reviews'. Select the 'Reviews I own' tab (Figure 35). You should then see a drop down selection with IPPC and below that another group. Select the group below IPPC (see Figure 8). Locate the document in which you want to create a sub-review. Under the 'Details' column to the far right of that document, choose the link 'Select' (Figure 35). You will be taken to the review control panel, where you will select the 'Create Sub-Review' link' (Figure 36). Next, you will be asked to confirm whether you want to create a sub-review. Select 'OK' to continue.

You will be asked to follow a series of steps to set up the review (Figure 37). Step 1 is to specify the review details, such as the title, type and dates for the review:

- Title: The system will automatically fill in the document title with '[Sub-review]' at the end. You can modify the title as you wish
- Description: You can add any description you wish
- Review Type: The options are None, Default, Poll, and Question. If you want to simply gather comments on a document, set the review type as 'Default'
- Review Flow: Leave unchecked
- End Date: Set this as the date you want your reviewers to provide comments to you. Make sure you leave enough time to review their comments and submit your organizations final comments to the IPPC Secretariat

When you completed the review details, select 'Next' (Figure 37).

Step 2 is to upload documents (optional, Figure 38). If you do not want to upload any documents, select 'Next' to go to the next step. The first table will indicate documents already uploaded for the review (such as the draft standard). You can upload additional documents here for your reviewers to consider, such as journal articles. To upload a document, select 'Browse...', and locate the file on your computer. You can change the title of the file as displayed in the table by modifying it to the right of the 'Title' field. If you want the system to recognize the Table of Contents (TOC) levels in your Word document, indicate whether you have 'None' or 'All'. Finally, indicate whether your document is a reference or feedback document. When finished, select 'Upload'. Repeat for each document. When you are finished uploading documents, select 'Next' to go to the next step.

Step 3 is to specify the participants you want for your sub-review (Figure 39). The first table will indicate users already involved in the review (such as the Author and Deputy Author). The second table is where you can search for users. Use the drop-down menu to search for reviewers. For example, to search for a specific user, select 'Find Users' from the drop-down menu and search using their name, then select 'Go'. Or, you can select 'Everyone' from the drop-down menu, then select 'Go' to see a list of all users available to you. Once you have identified the user you want to add to the sub-review, select the check-box next to their name, and identify whether you want them to be a 'reviewer' or 'viewer' on the draft (Figure 40), then select 'Add' to add them to the list of reviewers for your sub-review. Note that a 'viewer' cannot enter comments on the documents. Now you will see these newly added reviewers and viewers added to the first table on the Step 3 window. After you have added all your users, select 'Next'.

Step 4 provides you with options for the review (Figure 41). Carefully review each option and determine which options you want to incorporate into your review. When you have finished selecting your options, select 'Next'.

Step 5 of the review is to verify the details of your sub-review and either start the sub-review or put it on hold (Figure 42). Review the details of the sub-review. You can edit the details of the sub-review by selecting 'Edit' next to each of the elements. If you are ready to begin the sub-review, select 'Start Review'. If you want to start the sub-review later, select 'Place Review on Hold'.

Figure 35: Indicating the location of the 'Reviews I own' tab, and the location of the 'Selec	' link to
create the sub-review	

y reviews	7				
Reviews I'm in Rev	iews I own Search for reviews	Recycle bin			
view status is 🗹 Not sta	rted 🗹 In progress 🗹 Closed 🕑 Com	pleted	Include:	🗹 All workgroups	
				refresh	
Due Date 🔻	Review Title	Status	Details	Review	
5 Jul 2016 11:45 PM	IPPC OCS Review Test 5	In Progress	Select	Enter	
1 Jul 2016 11:45 PM	IPPC OCS Review Test 4	In Progress	Select	Enter	
29 Jun 2016 11:45 PM	IPPC OCS Review Test 2	In Progress	Select	Enter	
7 Apr 2016 11:45 PM	IPPC OCS Review Test 1	In Progress	Select	nter	
4 Apr 2016 11:45 PM	Test review 6	In Progress	Select		
3 Apr 2016 11:45 PM	Test review 6 [Sub-review] aaa	Not Started	Select		

Figure 36: View of the Review control panel, indicating the location of the 'Create Sub-Review' link

Test review C	(14 427)							
Test review 6								
Review Status	In Progress (Due: 4 Apr 2016	11:45 P	M; Started: 23	Mar 2016 10:54	4 AM)	Extend deadline	
participants								
Name		Status		Role	Summary		Comments	
Cook Islands		Not Started		Reviewer			0	
IPPC Secretariat $\boldsymbol{\Sigma}$		Review Owner		Owner			0	
comment sun	nmary							
Document		Open	Ac	cepted	Closed	w	ithdrawn	
Test review 6 E	In	0	0		0	0		
Test review 6 E	s	0	0		0	0		
Test review 6 F	Fr	0	0		0	0		

Figure 37: Creating a Sub-Review Step 1: Specifying review details

IPPC - OCS	Admin	Review		후 ?	' ⊵
Version 5.2.12		_	Logged in as: IPPC Secretariat in Workgroup IPPC		~
please review	new rev	iew step 1:	specify review details		
review	Title	IPPO	COCS Review Test 2 [Sub-review] 1		
new review my reviews	Description	on	^		
distribution lists manage lists			~		
	Review T	ype Def	ault V		
	ReviewFl	ow 🗌 d	Creates a multi-phase review		
	End Date		 ≥ 23 June 2016 > Sun Mon Tue Wed Thu Fri Sat 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 3 24 25 26 27 22 9 30 1 2 3 4 5 6 7 8 9 		
				ext	

Figure 38: Creating a Sub-Review Step 2: Uploading documents

IPPC - OCS	Admin	Review					*	?	•
Version 5.2.12			I	Logged in as: IPPO	C Secretariat i	n Workgroup II	PC		<
∞please review	new rev	view step 2: upl	oad documents						
review	documents already attached to this review:								
new review my reviews	File nam	e	Title	TOC Levels (Word only)	Uploaded	Preparation			
distribution lists	TestForNewIPPCOCS-2_EN.doc		TestForNewIPPCOCS-2_EN.doc	All	1 Mar 2016	Successful	Delete		
manage lists	File		Browse						
	Title								
	TOC Lev	els (Word only)	○ None ● All ○ Limit t	to: 1					
	Docume	nt use in review	Reference document 🗸			Uploa	d		
						Previous	Next	I	

IPPC - OCS	Admin	Review					☆	?	•
Version 5.2.12		-		Logge	d in as: IPPC Secr	etariat in Workgroup IPPC			~
please review	new rev	iew step 3:	specify participa	nts					
review	particip	ants already i	ncluded on this revi	ew:					
my reviews	Name		Email	Role	Details	Participant			
-	IPPC Secre	etariat	IPPC-OCS@fao.org	Owne	r Edit	Remove			
distribution lists manage lists	add new Find Users	v participant ✓		Go					
	Name		Email	:	Selected				
					Select A	II Deselect All Add	ł		
	Change wo	rkgroup Distrib	ution lists Add Users			Previous N	lext		

Figure 39: Creating a Sub-Review Step 3: Specifying participants

Figure 40: Creating a Sub-Review Step 3: Specifying participants, selecting reviewers

IPPC - OCS	Admin	Review						*	?	E
Version 5.2.12					Logged in a	s: IPPC Secr	etariat in Workgroup	IPPC		_
∞please review	new rev	view step 3:	specify	y participants						
review	particip	ants already i	ncluded	I on this review:						
my reviews	Name E		Email	il Role		Details	Participant			
	IPPC Secr	cretariat IPPC-OC		S@fao.org	Owner	Edit	Remove			
distribution lists										
manage lists	add new Everyone	w participant ∽								
	Name 🛠			Email			Selected	+P?		
	Algeria			moumenekhaled63@gma	ail.com		Viewer 🗸			
	Antigua a	nd Barbuda		janil.gore-francis@ab.go	v.ag		Reviewer V			
	APPPC			yongfan.piao@fao.org			Reviewer V			

Figure 41: Creating a Sub-Review Step 4: Review options

IPPC - OCS	Admin	Review					4	?	ų
Version 5.2.12		6			Logged in as: IPPC Secret	ariat in Workgroup IPPC			~
new review mew review	new review Review Options	Email C	reviev Options	w options ReviewZone Options			_		
	offline settin								
distribution lists manage lists	and the second sec			by of the document		2			
initiality is is a	Allow reviewer		docume	nts offline		2			
	independent					1.544			
	Reviewers do r			comments		2			
	allow propos								
	Allow proposed		2						
	allow sub-re								
	Allow review p	s review	1						
	delegation								
	Allow review p	articipants I	to delega	ate?		¥.			
	mandatory c	ategoriza	ition						
	Force review p	articipants (to select	a comment category		2			
	auto-update	accepted	i chang	jes					
	automatically	pdate with	accepter	d changes from the mas	ster review				
						Save			
						Previous N	ext		

IPPC - OCS	Admin	Review					\$?	₽
Version 5.2.12		-		Logged in as: IP	PC Secretariat in W	orkgroup IPPC			~
please review	new rev	iew step 5: v	verify de	etails and start review or p	put it on hold	I			
review	review	letails				Edit			
new review	Title		IPPC OCS	Review Test 2 [Sub-review] 1			1		
my reviews	Descriptio	on							
distribution lists	Status	Status N		d					
manage lists	End Date	End Date 28 Jun 2		16 11:45 PM					
	particip	ants				Edit	1		
	Name			Email		tole			
	Algeria Antigua and Barbuda			moumenekhaled63@gmail.com		/iewer			
				janil.gore-francis@ab.gov.ag		leviewer			
	IPPC Secre	etariat		IPPC-OCS@fao.org	C)wner			
	docume	nts				Edit	J		
File n		b		Title	Preparation				
	TestForNewIPPCOCS-2_EN.		.doc	TestForNewIPPCOCS-2_EN.doc	Successful	Preview			
	Delete Rev	iew Review Opti	ons	Put Re	view on Hold	Start Revie	ew		

Figure 42: Creating a sub-review Step 5: Verify details and start review, or put it on hold

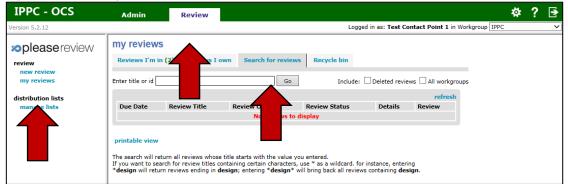
19. Searching for reviews

The 'Search for reviews' tab allows you to search for a specific document that is or was open for review (consultation).

To search all reviews available to you, first login to the system. Then select the 'Review tab', then 'my reviews'. Select the 'Search for reviews' tab (Figure 38). You should then see a drop down selection with IPPC and below that another group. Select the group below IPPC (see Figure 8).

Enter a word or phrase in the search field and select 'Go' to begin searching. The search will return all reviews whose title starts with the value you entered. If you want to search for review titles containing certain characters, use * as a wildcard. For example, entering *design will return reviews ending in design; entering *design* will bring back all reviews containing design. Enter an asterisk (*) in the field to return the list of ALL reviews.

Figure 43: Indicating the location of the 'Review' tab, 'my reviews' link and 'Search for reviews' tab



20. Accepting and closing comments

It is important to note that IF NO INTERNAL REVIEW IS AVAILABLE all comments inserted by, or shared with and later accepted by, the Author (IPPC Contact Point) are automatically sent to the IPPC Secretariat when the commenting period is over. The Author does not need to manually publish (submit) the comments to the Secretariat.

If an internal review is available, the Author must manually select the "Publish" icon at the top of the screen in the Document actions toolbar. Otherwise, the comments WILL NOT BE PUBLISHED (submitted) to the IPPC Secretariat.

To accept or close comments, the Author or Deputy Author must login to the system, then select the 'review tab', then 'my reviews'. Select the 'Reviews I'm in' tab (Figure 16). This will display the table of all the documents available for you to review. Locate the document you want to comment on, then select 'Enter' to the far right (Figure 16).

To accept or close a comment, go to the review pane, locate the paragraph that contains the comment you want to accept or close, and select the paragraph. All of the comments for that paragraph will open in the comment pane. Locate the comment you want to accept or close and select the 'Accept' or 'Close' link for that comment (Figure 44). The comment will be opened for you to reply, accept, revise, close, or merge with another comment. Select 'Apply' to save your changes. Select 'Cancel' to not make any changes.

The Author or Deputy Author next locates the comment in the review pane (Figure 17) the comments window as if making or viewing a comment. In addition to standard functionality available to Reviewers, the Author will have 'Accept' and 'Close' options for each comment and proposed change.

Figure 44: Indicating the location of the 'Accept' and 'Close' link



Figure 45: Indicating the location of the 'Accept', 'Revise', 'Close' and 'Merge' links Proposed Change (7) by Demo Reviewer 3 on 19 May 2009 15:09 Reply Accept Revise Close Merge Category : Minor

Before these documents are locked in as policies, they must be researched to verify that they will be compliant with all federal, state, and local laws. These documents should also elearly state what<u>this is my change</u> is expected from employees and what the result of noncompliance will be.

Once accepted or closed, the Author receives the option to enter a reconciliation comment (i.e. reason).

Figure 46: Optional reconciliation comment explaining why comments were accepted, closed, revised or merged.

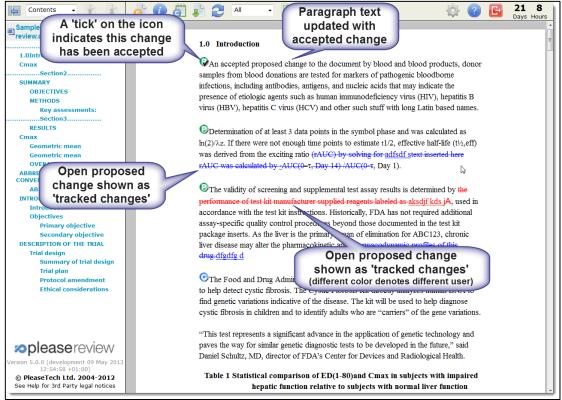
🕒 Comment (4) by Dem	no Reviewer 1 on 18 May 2009 13:16
Category : Minor Last Up	dated: 18 May 2009 16:37
Enter a reconciliation co	mment (reason):
Closed 🗸	
Closed	~
Rejected Revised	
Superseded	
Noted	E an
No Action Required	sgory below:
<blank></blank>	
	Close Cancel
	Close Cancel

If an Author makes a new comment, proposes a new change or revises as existing change they have the additional option of 'Apply+Accept'. This means that the comment or change will automatically be accepted as soon as it is applied.

Figure 47: Apply+Accept option



Figure 48: Document page look after accepting a comment made by a reviewer



21. Retrieving comments

First, login to the system, then select the 'review tab', then 'my reviews'. Select the 'Reviews I'm in' tab. This will display the table of all the documents available for you to review. Locate the document you want to comment on, then select 'Enter' to the far right. Next, you will be taken to the commenting area for that document.

To see all the comments for this document, select the 'view report' icon. This will open a new window where you can view all the comments (general, editorial, substantive, technical, and translation) for this document.

To see a selection of comments, for example only substantial and technical comments, select the 'view report' icon. Next, choose 'select comments', which will open a new window where you can select which type of comments you want to display in your report. Select 'OK' to run the new report.

To save or print a report of the comments, select the 'view report' icon. Next, select 'print', where you will be able to print the file into PDF and save it for your records.

The review closeout screen allows the review Owner to download reviewed documents, complete with aggregated comments and proposed changes, and access a report for other formats.

Select Commo				
File name	Title	Details		
Sample policy document.doc	Sample policy document.doc	Download		
🔁 sample Is.pdf	sample ls.pdf	Display		
🖲 Intro to pleasereview (demo short).ppt	Intro to pleasereview (demo short).ppt	Display		
E Folder 3 Image Docs only.zip	Folder 3 Image Docs only.zip	Display		

Figure 49: Download documents with comments

The document/report is retrieved by selecting the 'Download' or 'Display' link. Selecting the 'Download All' option will download a zip file containing all documents available in the system which have the download option.

It is possible to define which comments, etc. appear in the document/report using the 'Select Comments' link, as shown below:

Select comments by:					
Status	All Closed Accepted Open				
Type of comment	All 🗹 General 🗹 Comment 🗹 Proposed Change				
Comment category	♥ All ♥ Minor ♥ Major ♥ Cosmetic ♥ <blank></blank>				
Participant	Y All Y Demo Author 1				
Date	 All Since I entered the review 2 Jun 2009 10:46 ▼ Since: date : time : 00 ▼ 00 ▼ Mon Tue Wed Thu Fri Sat Sun 25 26 27 28 29 30 31 1 2 3 4 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 				

Figure 50: Select comments (to sort comments inserted in the system)

The default position is shown above. So, by default, the downloaded document/displayed report <u>does not</u> contain closed comments, but does include all open and accepted comments from all participants.

22. Workgroup administration

Authors manage the Workgroup in each country. These Workgroup Administrator manage the participants in a Workgroup. Select 'Workgroup management' and this will list the Workgroups of which you have administration permissions. If you are an official IPPC contact point, you will be able to add up to one OCS Deputy and three OCS reviewers.

Figure #	51:	Workgroup	management
----------	-----	-----------	------------

workgroup management							
Root » Sales (ID:100)							
sub workgroups							
Workgroup ID	Workgroup Name	Notes	Public	All monitors			
177	sub-sales				Select		
178	Xray-1				Select		
Review Types Settings Edit Copy Emails License Delete Add New Members Back							

Selecting 'Members' will list all members of the Workgroup and from that list you are able to edit (including Workgroup role) or remove the members.

23. Creating and managing distribution lists

Review Owners (by default those with Author permissions) have the ability to create and manage personal distribution lists as do users with a Workgroup role of Delegator. Shared distribution lists are created and managed by Workgroup Administrators.

Select 'manage lists' under 'distributions lists' from the left hand menu when not in a review.

Figure 52: Distribution lists

distribution lists			
Editing workgroup demo 💌			
personal distribution lists			
Title			
my personal list	Edit	Delete	

Select 'Add New List' then enter the list title (do not call a list 'Everyone' as the system automatically creates a list with this title). You can search for users individually or select the 'Everyone' list from the drop down:

Figure 53: New personal distribution list

new personal distribution list						
distribution list	Enter title					
Title: another list						
distribution list memb	pers:					
	h for individual Role		+P ?			
		lect default	Save List	Back		
workgroup met wer:		eview role				
Find Users Everyone	Email	Selected		+P ?		
Bob Contributor	contrib2@demo.com	Contributor]			
Clare Reviewer	reviewer2@demo.com	Reviewer 👻				
Dave Reviewer	reviewer1@demo.com	Reviewer -				
Jason Contributor	contrib1@demo.com	Author				
Sue Author	auth Users with Workgrou					
Tim Reviewer	Rev role of Delegator can allowed to add other participants to review	newer -	elect All Deselect All	Add		

Select the participants to be included on the list, and their default list roles. Then click 'Add'. Once you have all the required participants with their appropriate roles shown in the top half of the screen under 'distribution list members', select 'Save List'.

Once the list is saved it will appear under 'personal distribution lists'. Selecting 'Edit' will permit you to edit the list, and selecting 'Delete' will delete the list.

Note: It is also possible for Authors to create and maintain personal distribution lists from a list of review participants created while setting up a review.