How to use the IPPC Online Comment System (OCS)

IPPC Regional Workshops Training

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Common practices for OCS sessions in IPPC Regional Workshops

- **Read the OCS Training Checklist for Regional Workshop's SOP (text pasted in this presentation).**

- **Make sure that you have a valid Secretariat account with full access to main functionalities.**

- **Modify contacts for Regional Workshop's groups in the OCS (keep the contact point for each Regional Workshop and just change the name of the person who will attend the workshop).**

- **If there are reviewers under that account then delete them or unlink them. They can recreate them if they want at the workshop. It was done like that for training during the workshop so those people present can practice using the system.**

- **The Regional Workshop contact point account should just share with the official contact points of the countries attending at the end of the week when all the comments are in the OCS and finalized. They do not share with the attendees.**

- **Please remind contact points not to submit final comments.**

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IPPC Regional Workshops OCS accounts

OCS requirements and login

System requirements:
- Latest version of Adobe FLASH
- Internet Explorer 6.0 or newer, Mozilla Firefox, Safari and Google Chrome.

The Login Screen
- Go to the website: http://ocs.ippc.int/index.html
- Note the Dashboard, which is updated regularly by the IPPC Secretariat
- Note the link to the user guide in the dashboard
- Note the Languages (English, French and Spanish) in the upper right corner
- If they ask about Russian, Chinese and Arabic, tell them that, due to limited resources, we could not provide them this year
- Note the options to change the text size (A- and A+) in the upper right corner
- Note the User Login and the Forgot Password and Forgot Username links
- Note the contact Webmaster link at the bottom of the page. This link is on the bottom of every page throughout the system.
- Have them login to the system using the test account listed above
- Once they login, they will see a pop-up window that says Information: REMINDER. Remind them to not use their internet browser's back button, but to only navigate using the features inside the system. If they use the internet browser's back button, they will be logged out of the system

The Home Page
- Show them the five tabs on top of the screen – Notification, Home, Document, Settings and FAQ in the order below.
- If they click on the FAQ tab, this will take them to the OCS FAQ page on the IPPC Website, which has instructions on how to retrieve a forgotten password and username, links to user guides, etc.
- Note: sometimes, the access to the IPPC Website can be blocked and they see a pop-up window, which could sometimes kick them out of the OCS Website if they try to allow the pop-up. To be able to access the IPPC Website, they should turn off pop-up blocker.

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OCS homepage after login

OCS settings tab

- Click on the Profile Tab, which is where they can edit their profile information
- Click on the link Edit Profile and explain this is where they can change their password and email address. Tell them to click CANCEL, not save!
- Click on the User Management Tab, which is where they can add new users
- Click on the link Add new user (in blue) and explain how to enter the information for the user. Tell them to click CANCEL, not save!
- Explain the difference between the assistant and reviewer:
- The Assistant oversees the commenting process within the organization. He or she compiles all the comments within the organization and submits them to the Contact Point. They Assistant CANNOT submit comments to the IPPC Secretariat and CANNOT share comments outside the organization
- The Reviewer can only provide comments. Reviewers are usually technical experts within the organization
- Tell them that the IPPC Secretariat manages the accounts for contact points,assistants and reviewers. If the contact point changes, or he/she wishes to add new users (not available in the OCS database), the IPPC Secretariat should be rapidly informed by e-mail so the adjustments can be made to the OCS.
- Click on the Application Settings Tab
- Changing these settings changes the number of documents, comments, paragraphs, and users you can see per page (for example, similar to shopping online)
- Click on the Sharing Tab
- There are two sharing rules – at the global level and at the document level. This is the Global Rule Sharing feature. Using this feature allows you to save a sharing group that will be automatically available to use every time you share a document
- Click the Add new rule button and enter a Rule Name (such as Group 1)
- Under members, click on the user accounts beginning with "IPPC Regional Workshop" and click the arrow to add them to the selected box
- Under sharing, choose all submitted comments or selected submitted comments
- Click ok
- In the future, when you want to share your comments, this rule will be available
- It is also possible for the contact point to allow in-country collaboration on comments by checking the relevant box. By clicking on this box, when the contact point, assistant and/or reviewer submits comments, the comments are automatically shared with everyone in the country that was invited to that document.

OCS settings tab

How to add and verify comments

The Document Tab
- To see the drafts open for commenting, click on the document tab
- You will see a list of documents, the commenting end date, the assistant assigned to the document, and the status (open, closed, etc.)
- Above the status (open, closed, etc.) is a drop down box with "Commenting (open)" or "Commenting (closed)". To view documents closed for commenting, choose "Commenting (closed)"
- Under "Commenting (open)", click on document Regional Workshop Training English
- At the pop-up for selecting the working language, note that, due to a lack of resources, the IPPC Secretariat strongly urges members to submit comments in English. Click OK
- This is the comment management screen. It shows the document in the template style you are familiar with from previous years.

Adding Comments
- To add a comment, locate a paragraph you would like to comment on and click the green circle to add your comment.
- In the Add/Edit Comment screen, locate the type of comment you would like to add (editorial, substantive, technical, and translation)
- In the comment box, you see the original paragraph content. To modify the text, simply click anywhere inside the box. Then, delete or add text, which will show as red strikethroughs for deletions and green underlines for additions, similar to Microsoft Word Tracked Changes.
- In the explanation box, enter your explanation for the comment.
- Click the "Save all" button to save the comment. To go back to the Comment management screen, click the "Save all [and close]" or "Cancel" button
- Now, locate your comment in the Comment management screen. You can see it has a comment type, the comment in tracked changes, the explanation, the author, the status, and the actions you can take on the comment (modify, delete or verify).

Verifying Comments
- Your comment has the pending status, which means the comment is still in its draft stage. To verify the comment, in the far right column you see three small icons: a pencil, a red X and a green stamp. To edit the comment, click the pencil. To delete the comment, click the red X and to verify the comment click the green stamp. Click the green stamp.
- You may also see comments that have been shared with you from the contact point of one of the organizations present in your region. To accept the comments and verify them, click on the accept icon and then the verify icon.
- The status of your comment is now Verified and ready to submit to the IPPC Secretariat.

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OCS figure – add and verify comments

Sharing, summary and reports

Sharing Comments

- To share your submitted comments, click the "Share" icon at the top of the screen. It is a hand holding a document. You may recognize the global rule that we created earlier. You can also create a rule for this document only, for example if you want to share a specific comment. To do this, click on Add new rule, and follow the process as before: select the countries and, under sharing, choose All verified and submitted comments or Selected verified and submitted comments. If you choose Selected verified and submitted comments, you can further filter the comments by type or paragraph.

- At the bottom of the screen, click Save. You will then see all the available sharing options, and can run them by clicking on the green arrow. Tell them not to click!

- If another contact point has shared his/her comments with you and if you agree with some of his/her comments, you can accept these comments by clicking on the Accept this comment icon (appearing on the right of the shared comment). You should indeed use this tool Accept this comment rather than typing the exact same comment as you own comment. You can also hide a shared comment from another contact point by clicking on the Hide icon (appearing on the right of the shared comment): the comment will not be deleted, but hidden from your screen.

- If several contact points have shared with you different comments for the same paragraph and for the same type of comments (for instance if three contact points have shared with you three technical comments for paragraph 4), you can consolidate these comments by clicking on the Consolidate icon (four small green arrows appearing next to the comment type). If you drafted a comment or accepted a comment of your own, your comment will appear under My comments. All other comments for that paragraph and comment type will appear under Related Comments. You can modify the comment under My Comments and then click Save. Note: to be consolidated, none of the comments in the paragraph can be verified or submitted.

Editing a summary

- For a Summary screen of the document, click on the document summary icon; this appears as a clipboard with papers. This shows the document statistics.

Creating a report

There are two ways to run reports.

- o To create a report of the comments (submitted or not). In the comment management screen, there are two icons next to the Export button: one for Excel and another for Word. By clicking on these buttons, you can download the current view of your comments. To change the view of your comments you can filter by using the drop down menus above the comments template. Filter as desired, then click the Excel or Word icon.

- o To create a report of your submitted comments, click on the Reports icon on the top of your screen. This shows only comments submitted to the Secretariat. Filter using the filter options on the left, then press the Download button above the template view.

Finally, ask the users if they have any questions.

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OCS figure – summary and reports

More info and contacts

For more information on the OCS:

- [OCS page on the IPP](#)

- [OCS Secretariat Manual (SOP)](#)

- [OCS User Manual](#)

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