

# How to use the IPPC Online Comment System (OCS)

IPPC Regional Workshops Training



# 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.



# IPPC Regional Workshops OCS accounts

The screenshot shows a web browser window with the URL `ocs.ippc.int/#`. The browser's address bar and tabs are visible at the top. The main content area is titled "Group Management" and contains a list of workshop accounts. The accounts are as follows:

Group Name	Created on	Contact point	Type	Region	Actions
IPPC Regional Workshop TEST ACCOUNT	July 05, 2011 17:23	IPPC Regional Workshop Test...		Test	Edit Deactivate
IPPC Regional Workshop Russian Language	February 19, 2013 10:07	Craig Fedchock		Test	Edit Deactivate
IPPC Regional Workshop Asia	February 19, 2013 10:07	Yongfan Plao		Test	Edit Deactivate
IPPC Regional Workshop Africa English	February 19, 2013 10:07	Washington Otieno		Test	Edit Deactivate
IPPC Regional Workshop Africa French	February 19, 2013 10:07	Brent Larson		Test	Edit Deactivate
IPPC Regional Workshop Southwest Pacific	February 19, 2013 10:07	Stephanie Dubon		Test	Edit Deactivate
IPPC Regional Workshop Latin America Spanish	February 19, 2013 10:07	Lourdes Fonalleras		Test	Edit Deactivate
IPPC Regional Workshop Near East	February 19, 2013 10:07	Jane Chard		Test	Edit Deactivate
IPPC Regional Workshop Caribbean English	February 19, 2013 10:07	Carol Thomas		Test	Edit Deactivate
IPPC Regional Workshop Caribbean Spanish	February 19, 2013 10:07	Orlando Sosa		Test	Edit Deactivate



# 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.



# OCS homepage after login

ocs.ippc.int/ippcOCS.html#

International Plant Protection Convention  
Protecting the world's plant resources from pests  
V.1.05.22

Notification Home Document Settings FAQ Switch Accounts

You are now in Contact Point of Test Country Account

## Home

### Dashboard

Welcome to Online Commenting!

The Quick Start Guide is available [here](#)

To arrange a training session, please send an email to [IPPC-OCS@fao.org](mailto:IPPC-OCS@fao.org).

The 2013 substantial concerns commenting period (SCCP) lasts 120 days, it starts on 1 June and ends on 30 September. For more information, visit the SCCP page on the [International Phytosanitary Portal \(IPP\)](#).

The 2013 member consultation on draft specifications lasts 60 days, it starts on 1 June and ends on 31 July. For more information, visit the [specifications page on the International Phytosanitary Portal \(IPP\)](#).

The 2013 member consultation on draft ISPMs lasts 150 days, it starts on 1 July and ends on 1 December. For more information, visit the [member consultation page on the International Phytosanitary Portal \(IPP\)](#).

### Drafts for Review

Multiple file download

-- Select Year -- -- Select Stage -- Active

Document title	Stage	EN	SP	FR
2008-008: Draft Specification on Wood products and handicrafts	Member consultation for draft specifications			
2009-002: Revision of ISPM 4:1995 Requirements for the	Member consultation for draft specifications			
2009-005: Revision of ISPM 8:1998 Determination of pest status in	Member consultation for draft specifications			
1994-001: Draft Amendments to ISPM 5: Glossary of Phytosanitary	Member consultation for draft ISPMs			
2004-011: Draft Annex to ISPM 27:2006 – Xanthomonas citri subsp.	Member consultation for draft ISPMs			

If you have any problems opening the documents, please send an email to [IPPC-OCS@fao.org](mailto:IPPC-OCS@fao.org)

### User Login

Test Country

Logout

# 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

The screenshot shows a web browser window with the URL `ocs.ippc.int/ippcOCS.html#`. The browser's address bar and tabs are visible. The page header includes the IPPC logo and navigation links: Notification, Home, Document, Settings (highlighted), and FAQ. A red message states: "You are now in Contact Point of Test Country Account". Below the header, there are tabs for Profile, Member Management, Application Settings, and Sharing. The main content area displays the profile for "Test Country", including a green silhouette icon, the text "Test Country", and "Member since May 15, 2013 00:00". There are links for "Edit Profile" and "Change profile picture". On the right side, there is a dark sidebar titled "About me" with a "[ Edit profile ]" link and a list of fields: Basic information, Name, Test Country, Contact information, Mobile phone, Land phone, Address, State/Province, City/Town, Country, and Website. The footer contains the text "Home", "Please contact the webmaster for Technical Support and suggestions for new features and improvements.", and "© FAO 2012".

# 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.

# OCS figure – add and verify comments

ocs.ippc.int/ippcOCS.html#

International Plant Protection Convention  
Protecting the world's plant resources from pests  
V.1.08.22

Notification Home Document Settings FAQ

You are now in Contact Point of Test Account

Document Summary Comment Management

## Comment Management

Add/Edit Comment

English

Paragraph number: 2

Expand all Save all Save all [and close] Cancel

Type	Comment	Explanation	Status	Actions
Editorial	Vous pouvez consulter l'ordre du jour et les documents sur le site:		New	
Substantive	Vous pouvez consulter l'ordre du jour et les documents sur le site:		New	
Technical	Vous pouvez consulter l'ordre du jour et les documents sur le site:		New	
Translation	Vous pouvez consulter l'ordre du jour et les documents sur le site:		New	

# 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.



# OCS figure – summary and reports

The screenshot shows the IPPC OCS interface for a document titled 'Test 3'. The interface includes a navigation menu with 'Notification', 'Home', 'Document', 'Settings', and 'FAQ'. Below the menu, there are icons for 'Delegate Lead', 'Document Summary', 'Invite Assistant', 'Invite Reviewer', 'Reports', 'Share', 'Submit All', and 'Extend'. The document title 'Test 3' is displayed, along with 'Export' and 'Refresh' buttons. There are two checkboxes for user feedback: 'I support the document as it is and I have no comments' and 'I am neutral concerning this document and I have no comments'. Below these are dropdown menus for 'Select Paragraph', 'Select Type', 'Select Author', and 'Select Status'. A 'Show Document Lead Column' checkbox and a 'Paragraphs per page' dropdown (set to 5) are also visible. The main content is a table with the following columns: #, Paragraph, Type, Comment, Explanation, Author, Status, and Actions.

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G							
1	Palais des congrès Le Corum Montpellier, Juillet 3-4, 2012 L'enregistrement sera ouvert dès 08 :30.						
2	Vous pouvez consulter l'ordre du jour et les documents sur le site:						
3	L'ouverture de la Table ronde mondiale sur le riz aura lieu à 09:30 le 3 juillet 2012 au centre Le Corum, Esplanade Charles de Gaulle, Montpellier. Les participants qui quitteront Montpellier le vendredi 6 et qui souhaitent rendre visite à Agronomis, et y rencontrer les scientifiques de notre						

# More info and contacts

For more information on the OCS:

- [OCS page on the IPP](#)
- [OCS Secretariat Manual \(SOP\)](#)
- [OCS User Manual](#)

Contacts:

- [IPPC-OCS@fao.org](mailto:IPPC-OCS@fao.org)
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