



IPPC Online Comment System

User Manual

<http://ocs.ippc.int/index.html>

Contents

1. Purpose	5
2. Scope	5
3. Minimum system requirements	5
4. User roles	5
4.1 Contact Point	5
4.2 Lead (optional)	5
4.3 Assistant (optional)	5
4.4 Reviewer (optional)	5
4.5 International organizations	6
5. User roles summary	6
6. The OCS Commenting Flow	6
7. General OCS features	7
7.1 System Login	7
7.2 Dashboard (Welcome screen)	8
8. Contact Point Module	9
8.1 Document Management	9
8.2 Working Language	10
8.3 Invitation	11
8.3.1 Assistant Invitation	11
8.3.2 Reviewer(s) Invitation	12
8.4 Multiple Invitations	13
8.5 Delegate Lead	14
8.6 Comment Management	15
8.6.1 Commenting Status	16
8.6.2 Commenting Actions	17
8.6.3 Adding Comments	18
8.6.4 Accepting Comments	20
8.6.5 Consolidating Comments	23
8.7 Supporting the Document	25
8.8 Comments Review	26
8.9 Comment(s) Submission	28
8.10 Document Summary	29
8.11 Extend	30
8.12 Report	31
8.13 Document Rule Sharing	32
8.13.1 Add New Sharing Rule	33
8.13.2 Document Sharing Rule	34
8.14 Site Statistics	35
8.14.1 Chart Mode	36
8.15 Setting	39
8.15.1 Profile	39
8.15.2 Member Management	40

8.15.3 Application Settings.....	42
8.16 Sharing (Global)	43
8.16.1 Add New Sharing Rule.....	44
9. Assistant Module	46
9.1 Document Management.....	46
9.2 Invitation.....	47
9.2.1 Reviewer(s) Invitation	47
9.3 Multiple Invitations	48
9.4 Comment Management.....	49
9.4.1 Commenting Status.....	50
9.4.2 Commenting Actions	51
9.4.3 Adding Comments	52
9.4.4 Accepting or Clarifying Comments	54
9.4.5 Consolidating Comments.....	56
9.6 Comment(s) Submission.....	58
9.7 Document Summary	59
9.8 Extend.....	60
9.9 Report	61
9.10 Document Rule Sharing.....	62
9.10.1 Add New Sharing Rule.....	63
9.10.2 Document Sharing Rule.....	64
9.11 Setting.....	65
9.11.1 Profile	65
9.11.2 Member Management.....	66
9.11.3 Application Settings.....	68
9.14 Sharing (Global)	69
9.14.1 Add New Sharing Rule.....	70
10. Reviewer Module	72
10.1 Document Management.....	72
10.2 Comment Management.....	73
10.2.1 Commenting Status.....	74
10.2.2 Commenting Actions	75
10.2.3 Adding Comments	76
10.2.4 Accepting Comments.....	78
10.2.5 Consolidating Comments.....	81
10.3 Comment(s) Submission.....	83
10.4 Document Summary	84
10.5 Report	85
10.6 Document Rule Sharing.....	86
10.6.1 Add New Sharing Rule.....	87
10.6.2 Document Sharing Rule.....	88
10.7 Setting.....	89
10.7.1 Profile	89
10.7.2 Application Settings.....	90

10.8 Sharing (Global)	91
10.8.1 Add New Sharing Rule.....	92

1. Purpose

This manual was developed to provide guidance to all users of the IPPC Online Comment System (OCS): a simple, effective, and user-friendly system that allows IPPC stakeholders to submit comments on draft standards and specifications.

2. Scope

The OCS User Manual contains an overview of all functions developed for the OCS users, including the country or organization's Contact Point, the Lead, the Assistant, and the Reviewer(s).

3. Minimum system requirements

- Internet Explorer 6.0
- Google Chrome
- Mozilla Firefox
- Safari
- Adobe Flash 11

4. User roles

4.1 Contact Point

As the official Contact Point for your country or organization, you are the only person in your country or organization recognized by the IPPC as being able to submit comments on draft ISPMs and specifications. You will be able to coordinate the standard review process in your country/organization using the OCS. You will determine who within your country/organization should have access to the OCS to review draft ISPMs and specifications and, for each document open for commenting, you will be able to invite them to comment through the OCS. They will submit comments to you through the OCS and you will be able to edit, review and consolidate them, and add your own comments, before submitting them to the IPPC Secretariat.

Note: The IPPC Secretariat can only see your comments after you have submitted them.

4.2 Lead (optional)

As the Lead for your country/organization, you can perform all the tasks of the Contact Point, that the Lead **CANNOT** submit comments to the IPPC Secretariat. Only the Contact Point can proceed and submit comments to the IPPC Secretariat.

4.3 Assistant (optional)

As the Assistant for your country/organization, you will be able to coordinate the standard review process for your country/organization using the OCS. You will determine who within your country/organization should have access to the OCS to review draft ISPMs and will be able to invite them to comment through the OCS. They will submit their comments to you through the OCS and you will be able to edit, review and consolidate them, and add your own comments.

Note: the Assistant **CANNOT** share comments with other Contact Points from other countries/organizations (they can only share comments with the reviewers, the Lead and the Contact Point from its own country) and **CANNOT** submit comments to the IPPC Secretariat.

4.4 Reviewer (optional)

As a Reviewer for your country/organization, you will be able to add your own comments and submit them to the Contact Point or the Assistant.

4.5 International organizations

The IPPC Secretariat allows partner international organizations to participate in the standard setting process by submitting comments through the OCS.

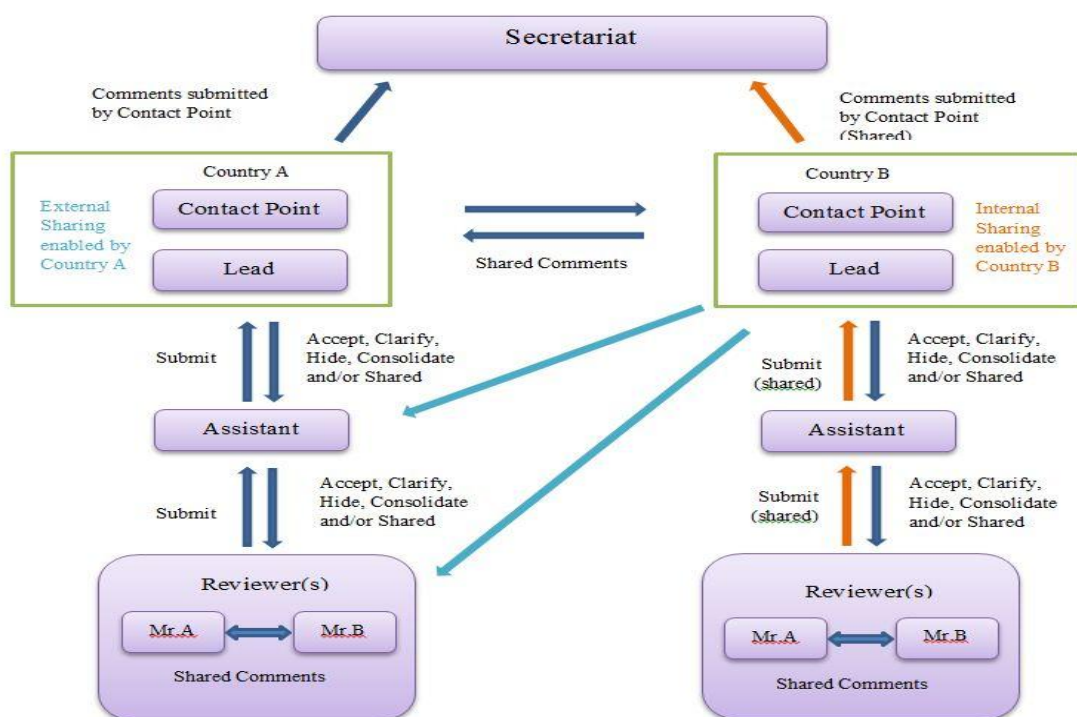
International Organizations operating in areas of interest for the IPPC which are interested in sending comments on draft standards and specifications must request their registration on the International Phytosanitary Portal (IPP), and provide their Contact Point details.

Upon presentation of such request, the IPPC Secretariat provides login details to the respective Contact Points (and relevant Assistant or Reviewers), who are then able to login to the OCS and submit their comments.

5. User roles summary

Role / User	Contact Point	Lead	Assistant	Reviewer
Add new users	X	X	X	
Delegating a Lead	X			
Inviting Assistants	X	X		
Inviting Reviewers	X	X	X	
Adding comments	X	X	X	X
Modify comments	X	X	X	X
Deleting comments	X	X	X	X
Verifying comments	X	X	X	X
Submitting comments	X			
Sharing comments	X	X		
Creating reports	X	X	X	X

6. The OCS Commenting Flow



7. General OCS features

Note: Do not use your internet browser's back button (you would then be logged out of the system). Only navigate using the features inside the system. When logging in, you will be asked to select the role you wish to login to (e.g. Contact point, Assistant, Reviewer, etc.).

7.1 System Login

The screenshot shows the IPPC Online Comment System (OCS) User Login page. The page is titled "Dashboard" and includes a "User Login" section. Numbered callouts (1-4) highlight key features:

- 1. Username and Password input fields.
- 2. "Forgot your Password?" and "Forgot your Username?" links.
- 3. Language selection (English, Español, Français) and font size controls.
- 4. "webmaster" link in the footer for technical support.

1. Enter your username and password.
2. Click on these links in case you forgot your username or password. If you forgot your username or password, click on the **Forgot your Username? Or Forgot your Password?** green tab, and enter the email associated to your account – you will receive a link to retrieve your username or password.
3. You can select the size of characters, and your preferred language in which you want to navigate on the OCS.
4. If you need technical support, you can click on the link to contact the webmaster; if you have content-related questions or you wish to set up a training session, please contact the IPPC Secretariat at IPPC-OCS@fao.org.

7.2 Dashboard (Welcome screen)

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09

Notification Home Document Settings FAQ Site Statistics

You are now logged as Secretariat of IPPC Secretariat

Home

Dashboard

Welcome to Online Commenting!

The OCS User Manual is available [here](#). Other training material is available at www.ippc.int/ocs

To arrange a training session, please send an email to IPPC-OCS@fao.org.

The 2014 Substantial Concerns Commenting Period on draft ISPMs has started on 1st June and it has closed on 30 September 2014 at midnight (CET).

The 2014 member consultation on draft ISPMs has started on 1st July and it will close on 30 November 2014 at midnight (CET).

Please note that a consultation period on the user requirements for the OCS was held from 22 April to 6 May 2014. Thanks for your participation.

Drafts for Review

Multiple file download

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

ALL MC Specs MC ISPMs Other SCCP

Document title	Stage	EN	SP	FR
1994-001: Draft ISPM - Amendments to ISPM 5 (Glossary of	Member consultation for draft ISPMs			
2004-009: Draft Annex to ISPM 27:2006 – <i>Erwinia amylovora</i> (Burrill)	Member consultation for draft ISPMs			
2004-015: Draft annex to ISPM 27:2006 - Genus <i>Anastrepha</i>	Member consultation for draft ISPMs			
2004-017: Draft Annex to ISPM 27:2006 – <i>Ditylenchus dipsaci</i> and	Member consultation for draft ISPMs			
2004-018: Draft Annex to ISPM 27:2006 – <i>Phytoplasmas</i>	Member consultation for draft ISPMs			

If you have any problems opening the documents, please send an email to IPPC-OCS@fao.org

Home Please contact the [webmaster](#) for Technical Support and suggestions for new features and improvements. © FAO 2014

- (1) These five tabs will allow you to navigate and perform the main tasks of the OCS.
 - a. The **Notification** tab includes all notifications, also sent to your email account, on the most recent changes to your drafts (new draft uploaded, comments shared with you, comments submitted, etc.).
 - b. The **Home** tab redirects to the OCS homepage.
 - c. The **Document** page includes all documents that were shared with you. They can be sorted by consultation status (Commenting open/closed) and by Commenting status (to be started, pending, verified, submitted).
 - d. For the **Settings** tab, see details in *Settings* section.
 - e. The **FAQs** tab redirects to a set of questions and answers on the International Phytosanitary Portal (IPP).
- (2) Note that the Dashboard (welcome screen) includes all the drafts that are open for commenting and it is updated on a regular basis by the IPPC Secretariat.

8. Contact Point Module

8.1 Document Management

All the documents that you have been invited to comment on will be listed.

The screenshot displays the 'Document Management' page of the IPPC Online Comment System. The page header includes the IPPC logo, navigation links (Notification, Home, Document, Settings, FAQ, Site Statistics), and a login status message. The main content area features a table of documents with the following columns: Document title, Stage, Commenting Ends (GMT +02:00), Assistant, Status, Commenting Status, and Actions. The table lists four documents, each with a unique ID, title, stage, commenting end date, assistant, status, and commenting status. Numbered callouts (1-7) highlight specific features: 1. Commenting Ends, 2. Assistant, 3. Status, 4. Commenting Status, 5. Actions, 6. Search filters, and 7. Multiple Invitations button.

Document title	Stage	Commenting Ends (GMT +02:00)	Assistant	Status	Commenting Status	Actions
1994-001: Draft ISPM - Amendments to I...	Substantial concerns commenting p...	September 30, 2014 23:59	a1 a1	Commenting (open)	Pending	
2005-004: Draft ISPM - International mov...	Substantial concerns commenting p...	September 30, 2014 23:59	a2 a2	Commenting (open)	To be started	
2005-010: Draft Annex to ISPM 26 - Phyto...	Substantial concerns commenting p...	September 30, 2014 23:59	a1 a1	Commenting (open)	To be started	
2006-029: Draft ISPM - International mov...	Substantial concerns commenting p...	September 30, 2014 23:59	Not assigned	Commenting (open)	To be started	

- Commenting Ends**, indicating the commenting end date of the document.
- Assistant**, to check who is currently assigned as an Assistant role for that document.
- Status**, the consultation status of the document.
 - Commenting(open), the document is opened for commenting.
 - Commenting(closed), the document is closed for commenting.
- Commenting Status**, the latest status of the document commenting activity
 - *To be started*
There are no comments in the document.
 - *Pending*
Some comments have been added, and those are in pending status.
 - *Verified*
Some comments have been verified.
 - *Submitted*
Some comments have been submitted to Secretariat.
- Actions - Review**, to allow the Reviewer(s) and Assistant to review the Contact Point's verified comments (see details in **Comments Review** section).
- Search**, the document(s) can be searched with the following criteria:
 - The **Title** of the document.
 - The **Status** of the document.

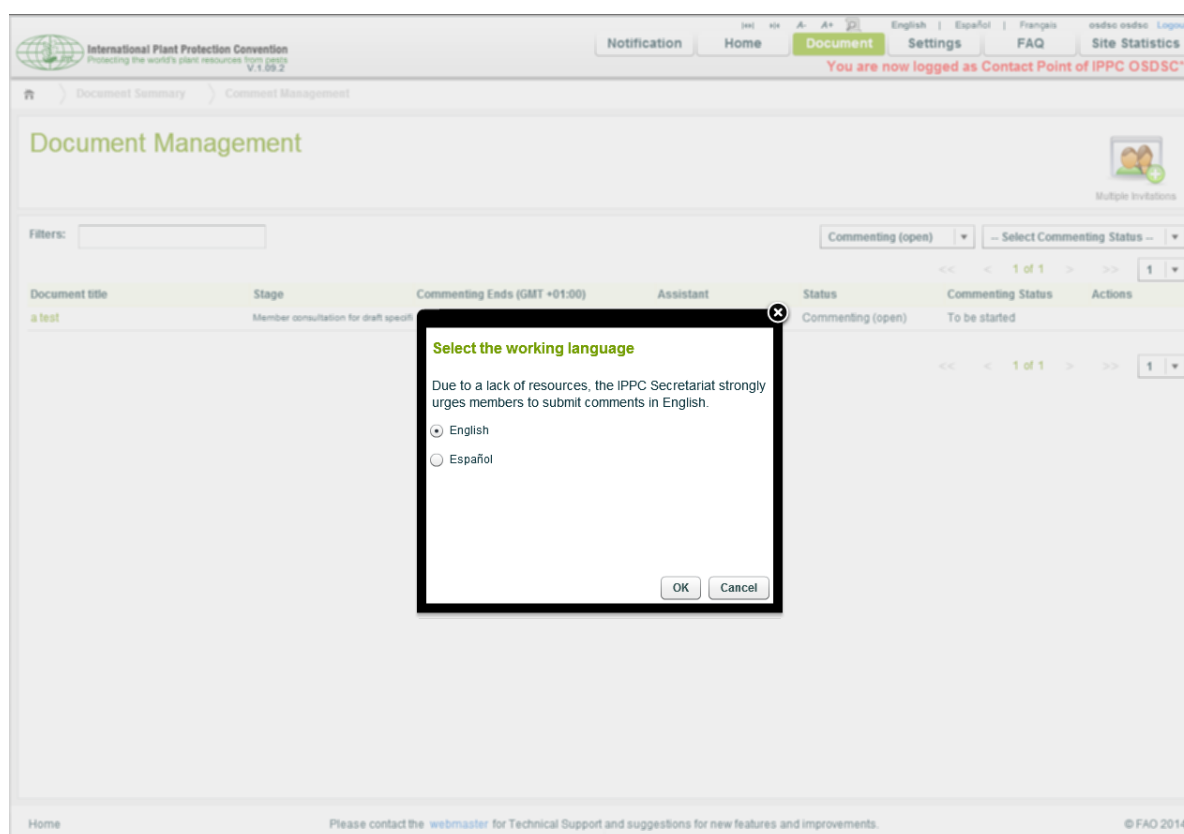
➤ The **Commenting Status** of the document.

7. **Multiple Invitations**, to invite multiple documents to the Reviewer(s) and Assistant for commenting (see details in **Multiple Invitations** section).

8.2 Working Language

Working Language, the Language of the document selected for commenting.

Note: The Working Language cannot be changed after either Reviewer(s) or Assistant is/are assigned.



8.3 Invitation

8.3.1 Assistant Invitation

1. The **Invite Assistant** icon redirects to the Assistant invitation page.

2. **Select/Change Assistant**, to select the Assistant for the document.

Note: Only one Assistant can be assigned per document and only the member of the group with an Assistant role can be assigned as an Assistant. If you cannot retrieve the person to whom you wish to assign an Assistant role in the list, please contact the IPPC Secretariat.

3. Notifications

➤ *Send email*

An option to allow the system to send the email notifications to the Assistant.

➤ *Commenting End Date*

The date when the commenting period for the document will be closed for Assistant.

➤ *Message*

An option to select the language of the email content, and to edit the email content.

4. **Invite Assistant**, by clicking the button, the selected member will be assigned as Assistant for the document, and the email notification will be sent to the member.

8.3.2 Reviewer(s) Invitation

The screenshot displays the 'New Invitation to Reviewers' form within the IPPC Online Comment System. The form includes the following elements:

- To:** A dropdown menu showing 'i3 i3, i4 i4' and a 'Select Reviewers' button (annotated with circle 2).
- Commenting End Date:** A date field set to 'September 30, 2014' and a time field set to '23:59 (GMT +02:00)'.
- Send email:** A checkbox that is checked.
- Message:** A text area containing a pre-filled email template (annotated with circle 3). The template includes placeholders for {receiver_name}, {document_name}, {languages}, {organization_name}, and {document_endDate}.
- Buttons:** 'Cancel' and 'Invite Reviewers' buttons at the bottom right (annotated with circle 4).

1. The **Invite Reviewer**, icon redirects to the Reviewer invitation page.
2. **Select Reviewers**, to select the Reviewers for the document.
3. **Note:** More than one Reviewer can be assigned to the document and the member of the group with either a Reviewer or an Assistant role can be assigned as a Reviewer. If you cannot retrieve the person to whom you wish to assign a Reviewer role in the list, please contact the IPPC Secretariat.
4. **Notifications**
 - *Send email*
An option to allow the system to send email notifications to the Reviewer(s).
 - *Commenting End Date*
The date when the commenting of the document will be closed for Reviewer(s) – it can be before the official commenting period closing date for contact points.
 - *Message*

An option to select the language of the email content, and to edit the email content.

5. Invite Reviewers,

By clicking this button, the selected member(s) will be assigned as Reviewer(s) for the document, and the email notification will be sent to the member(s).

8.4 Multiple Invitations

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification Home Document Settings FAQ Site Statistics

You are now logged as Contact Point of IPPC OSDSC**

Document Summary Comment Management

Multiple Invitations

Contact Point

Document title

▼ a test

▼ Assistant

Assistant

▼ Reviewer

Reviewer

▼ KHAY_TEST

Assistant

Reviewer

Actions

Duplicate

Commenting Ends

(GMT +01:00)

December 31,2014 23:59

December 31,2014 23:59

December 31,2014 23:59

December 31,2014 23:59

December 31,2014 23:59

Send Message

Send Invitations

Home

Please contact the [webmaster](#) for Technical Support and suggestions for new features and improvements.

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1. Actions

- **Duplicate**, allows application of the recent changes of the document to the target document(s).



- **Select Assistant**, to select an Assistant for the document.
- **Select Reviewer**, to select the Reviewer(s) for the document.

2. **Commenting Ends**

The date when the commenting of the document(s) will be closed for both the Reviewer(s) and the Assistant.

3. **Send Message**

- **Send Mail**, an option to send the notification email to the Assistant and/or Reviewer(s).
- **Edit**, an option to edit the email content, a popup which includes the email content will be showed.

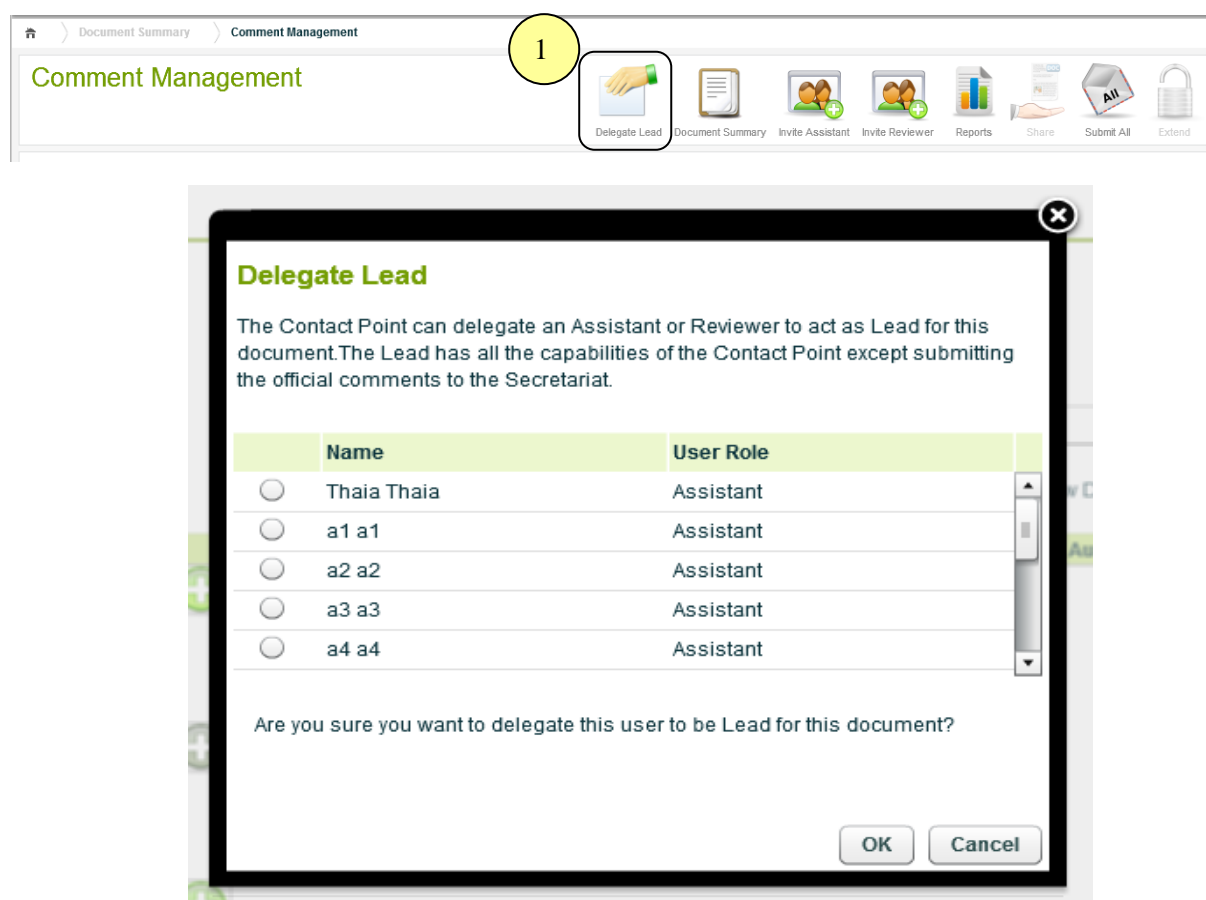
4. **Send Invitations**

By clicking this button, invitations for all the selected documents will be sent and Assistant and/or Reviewer(s) will be assigned to the document(s) accordingly.

8.5 Delegate Lead

The Contact Point can delegate an Assistant or Reviewer to act as Lead for the document.

The Lead has all the capabilities of the Contact Point except submitting the comments to the Secretariat.



1. By clicking the **Delegate Lead** icon, a popup which includes the list of available Reviewer and Assistant to delegate as Lead for the document, will be showed.

8.6 Comment Management

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

☐ I support the document as it is and I have no comments

Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

☐ Show Document Lead Column Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	IPPC OSDSC**	Submitted (not shared)	
2	Click to show table						
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5.	Level 1 (OSDSC) comment	IPPC OSDSC**	Pending	
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Share-Receive	
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013. The following explanatory points may be considered.	Editorial	xxxx Background xxxxx The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013.	Level 1 (OSDSC) comment	IPPC OSDSC**	Verified	
8	Proposed addition Click to show table						
9	2. REVISIONS						

1. **Pagination**, an option to paginate the page, able to select the specific page.
2. **Paragraph per page**, an option to set the number of paragraphs to be listed per page.
3. **Export**, the comments can be exported in either Excel or MS Word format.
4. **Expand**, each paragraph can be expanded vertically to see the whole paragraph text.
5. Options to **filter** the comments by *Paragraph*, *Type*, *Author* and/or *Status*.
6. **Show Document Lead Column**, an option to see the Author of the comment(s) in case the comment(s) has been added by the Lead.

8.6.1 Commenting Status

Comment Status	Descriptions
Pending	Comment(s) that is/are added and can be edited or deleted
Verified	Comment(s) that is/are ready to be submitted to the Secretariat
Verified(Shared)	Comment(s) that is/are ready to be submitted to the Secretariat, is/and being shared with others
Submitted	Comment(s) that is/are submitted to the Secretariat
Submitted(Shared)	Comment(s) that is/are submitted to the Secretariat and is/are being shared with others
Share-Receive	Comment(s) that is/are shared from others, either from the group members ((Assistant and/or Reviewer(s)) or from other countries/groups
Submitted to me	Comment(s) is/are submitted to the Contact Point by the group members
Hidden	Comment(s) is/are hidden, which will not be listed as default

8.6.2 Commenting Actions

The screenshot shows the 'Comment Management' interface for the document '1994-001: Draft ISPM - Amendments to ISPM 5'. The interface includes a top navigation bar with icons for Delegate Lead, Document Summary, Invite Assistant, Invite, Reports, Review, Share, Submit All, and Extend. Below this is a toolbar with buttons for Refresh, Accept All, Verify All, and Withdraw All. A search bar and filters for Paragraph, Type, Author, and Status are present. The main table lists comments with columns for Paragraph, Type, Comment, Explanation, Author, Status, and Actions. Numbered callouts highlight specific features: 1 points to the Refresh button; 2 points to the Add (+) icon in the Actions column; 3 points to the Actions icons (Edit, Delete, Verify, Un-verify); 4 points to the Un-verify icon; 5 points to the Verify icon; and 6 points to the Withdraw All button.

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	IPPC OSDSC**	Submitted (not shared)	[Un-verify] [Verify] [Delete] [Edit]
1	[Click to show table]						
2							
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5.	Level 1 (OSDSC) comment Level 1 (Japan) comment Level 1 (UK) comment	IPPC OSDSC** Japan United Kingdom	Pending Share-Receive Share-Receive	[Un-verify] [Verify] [Delete] [Edit]
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Share-Receive	[Un-verify] [Verify] [Delete] [Edit]
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013. The following explanatory points may be considered: Proposed addition [Click to show table]	Editorial	xxxx Background xxxxx The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the	Level 1 (OSDSC) comment	IPPC OSDSC**	Verified	[Un-verify] [Verify] [Delete] [Edit]
8							
9	2. REVISIONS						

1. **Refresh**, to refresh/reload the page.
2. **Add**, to add the comment(s) to the paragraph.
(See details in **Adding Comments** section)
3. **Actions**
 - **Edit**, to edit the comment(s)
 - **Delete**, to delete the comment(s)
 - **Verify**, to verify the comment(s)
4. **Un-verify**, to go back to Pending status, to be able to edit, delete or verify again.

5. **Withdraw**, to withdraw the comment(s) from submission.

6. Actions for all comments.

➤ *Accept All*

To accept all the comments from particular member or country (see details in **Accepting Comments** section).

➤ *Verify All*

To verify all the pending comments.

➤ *Withdraw All*

To withdraw all the submitted comments.

8.6.3 Adding Comments

The following comment types can be added:

Comment Type	Descriptions
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 class of comments 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. It is that this point is addressed in the revision process in some way.
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. These comments are incorporated unless there is disagreement or some misunderstanding.
Translation	This type of comment corrects points that are considered to be inaccurately translated into another language version of the text.

Note: an Explanation must be provided for all the comments.

Document Summary > Comment Management

Comment Management

[Add/Edit Comment](#)

English

Paragraph number: 5

Expand all Save all Save all [and close] Cancel

Type	Comment	Explanation	Status	Actions
Editor	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Substantive	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Technical	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Translation	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	

1. **Editor**, to add/edit the comment.
2. **Pagination**, to move to the next or previous paragraph.
3. **Actions**
 - Expand all
To expand all the paragraphs vertically.
 - Save all
To save all the recent changes.
 - Save all[and close]
To save all the recent changes and redirect back to Comment Management.
 - Cancel
To cancel all the recent changes and redirect back to Comment Management.
4. **Image**, to upload/insert an image to the comment.

8.6.4 Accepting Comments

The screenshot displays the 'Comment Management' interface for the document '1994-001: Draft ISPM - Amendments to ISPM 5'. The interface includes a toolbar with icons for Delegate Lead, Document Summary, Invite Assistant, Invite Reviewer, Review, Share, Submit All, and Extend. A table lists comments with columns for Paragraph, Type, Comment, Explanation, Author, Status, and Actions. A modal dialog box is open, asking to select an author to copy comments from, with options: a1 a1, Japan, and United Kingdom. A red box highlights the 'Accept All' button in the toolbar. A red circle highlights the 'Accept' button in the Actions column of the table. A red circle highlights the 'Accept' button in the modal dialog box.

1. **Accept All**, to accept all the comments from a particular member or country / organization.
2. A popup which includes the list of author will be showed, allowing to select the author whose comments you wish to accept.
3. **Accept**, to accept a particular comment individually.
4. Once it is accepted, the system will then automatically accept (copy) all the comments from the selected author and create them as your comments.
5. The icon indicates that the comment has linked to original comment (accepted from another author).
6. A popup that includes the acceptance information will be showed by clicking the icon.

Document Summary > Comment Management

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: Refresh Accept All Verify All Withdraw All

☐ I support the document as it is and I have no comments

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

☐ Show Document Lead Column Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G							
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	IPPC OSDSC**	Submitted (not shared)	
2	Click to show table						
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5.	Level 1 (OSDSC) comment	IPPC OSDSC**	Pending	
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	IPPC OSDSC**	Pending	
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013. The following revision proposal may be considered.	Editorial	xxxx Background xxxxx The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the	Level 1 (OSDSC) comment	IPPC OSDSC**	Verified	
8	Click to show table						
9	2. REVISIONS						

Comment has been accepted from

Outside Organizations:

United Kingdom

Original Comment in Hidden Status

Document Summary > Comment Management

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: Refresh Accept All Verify All Withdraw All

☐ I support the document as it is and I have no comments

-- Select Paragraph -- -- Select Type -- Author -- Hidden

Show Document Column Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Hidden	

<< < 1 of 1 > >> 1

1. The original comment (the comment that was accepted) is automatically kept in the “Hidden” status.
2. By clicking **Unhide** icon, the comment will be removed from the Hidden status and will be listed again.
3. Both the original comment and your new own comment will be listed.

5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	IPPC OSDSC**	Pending	
			1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Share-Receive	

8.6.5 Consolidating Comments

Document Summary > Comment Management

Comment Management

English << < 1 of 6 > >> 1

1994-001: Draft ISPM - Amendments to ISPM 5

Export: [PDF] [Excel] [CSV] Refresh Accept All Verify All Withdraw All

☐ I support the document as it is and I have no comments

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

☐ Show Document Lead Column Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G							
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	IPPC OSDSC**	Submitted (not shared)	[Share] [X]
2	Click to show table						
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5.	Level 1 (OSDSC) comment	IPPC OSDSC**	Pending	[Share] [X] [Merge]
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Share-Receive	[Share] [X]
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the SC in May 2013. The following elaboration points may be considered.	Editorial	xxxx Background xxxxxxxx The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the	Level 1 (OSDSC) comment	IPPC OSDSC**	Verified	[Share] [X] [Merge]
8	Proposed addition Click to show table						
9	2. REVISIONS						

<< < 1 of 6 > >> 1

1. Your own comment can be consolidated (merged) with other comments that have been shared with you or submitted to you.

Note: The comments must have the same comment type.

The following popup which consists of a list of comment that has the same comment type will be shown for consolidating.

2. **Accept**, by clicking the icon, the system will replace the existing comment with this accepted comment.
3. **Hide**, by clicking the icon, the status of the comment will be changed to “Hidden”, and will be hidden from listing.
4. **Save**, by clicking the button, the recent changes will be saved.

Consolidating comments

Paragraph number: 3 Type: Editorial

Related Comments

Status: Share-Receive Author: Japan	Comment: Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A Explanation: Level 1 (Japan) comment
Status: Share-Receive Author: United Kingdom	Comment: Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A Explanation: Level 1 (UK) comment

My comment

Comment:

Members are asked to consider the following proposals for additions, ~~revisions and deletions to ISPM 5~~, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.

Explanation: Level 1 (OSDSC) comment

4 (Save button)

2 (Accept icon) **3** (Hide icon)

Note: Do not manually type nor copy/paste the comment.

8.7 Supporting the Document

1. An option to support the document as it is and have no comments.

Document Summary > Comment Management

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

☒ I support the document as it is and I have no comments

Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

☐ Show Document Lead Column Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G							
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)						
2	Click to show table						
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.						
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SIC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.						
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013. The following explanation points may be considered.						
8	Proposed addition Click to show table						
9	2. REVISIONS						

1 of 6

2. The system will automatically create the comment of Substantive comment type with verified status - "I support the document as it is and I have no comments"

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Substantive	I support the document as it is and I have no comments		IPPC OSD/SC	Verified	

8.8 Comments Review

Comment Management

English | 1 of 6 | 1

1994-001: Draft ISPM - Amendments to ISPM 5

Export: [PDF] [Excel] [CSV] | Refresh | Accept All | Verify All | Withdraw All

☐ I support the document as it is and I have no comments

-- Select Paragraph -- | -- Select Type -- | -- Select Author -- | -- Select Status --


☐ Show Document Lead Column | Paragraphs per page: 10

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G							
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)		DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	IPPC OSDSC**	Submitted (not shared)	[X] [Y]
2	[Click to show table]						
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5. Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5.	Level 1 (Japan) comment Level 1 (UK) comment	Japan United Kingdom	Share-Receive	[X] [Y]
4	1. ADDITIONS						
5	1.1 EXCLUSION (2010-008) As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Substantive	1.1 EXCLUSION (2010-008) xxxxxxxx As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.	Level 1 (UK) comment	United Kingdom	Share-Receive	[X] [Y]
6	1.2 PRODUCTION SITE (2012-004)						
7	Background The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the SC in May 2013. The following explanatory points may be considered.	Editorial	xxxx Background xxxxxxxx The term production site was added to the List of Topics for IPPC standards by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the	Level 1 (OSDSC) comment	IPPC OSDSC**	Verified	[X] [Y]
8	Proposed addition [Click to show table]						
9	2. REVISIONS						


<< < 1 of 6 > >> | 1

1. **Review**, to allow the invited members (Assistant and Reviewers) to view the verified comments of the document.
2. A confirmation popup will be shown to confirm the comments to be reviewed.
3. The following notification email will be sent to all the invited members.

3

[IPPC-OCS] Comments review
 ippccs@fao.org

Sent: Thu 12/06/2014 13:50

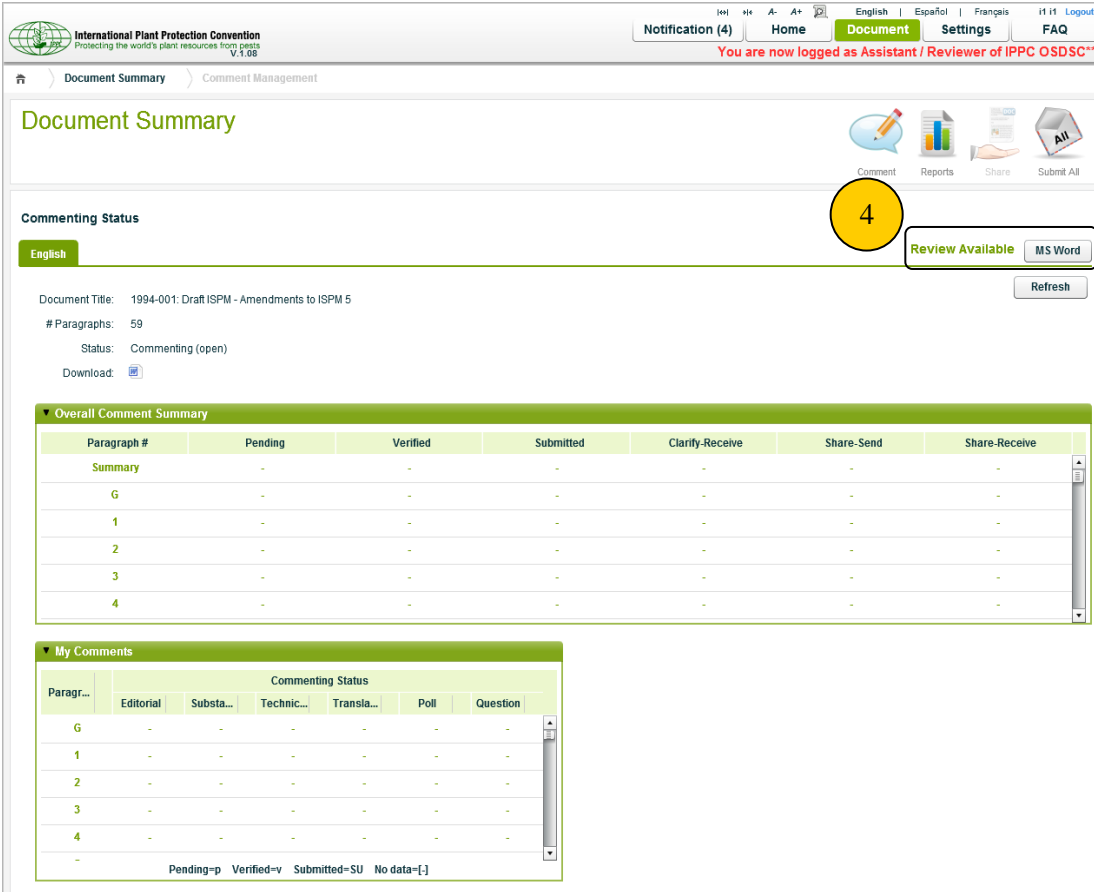
To:  i1.i1@fao.org

Dear i1 i1,

Final comments on **1994-001: Draft ISPM - Amendments to ISPM 5** from your organization are now available for review in the document summary page. For more detailed information, please visit the IPPC Online Comment system at [IPPC-OCS](#)

Regards,
IPPC- Online Comment System

4. The invited members will be able to review the verified comments in MSWord format.

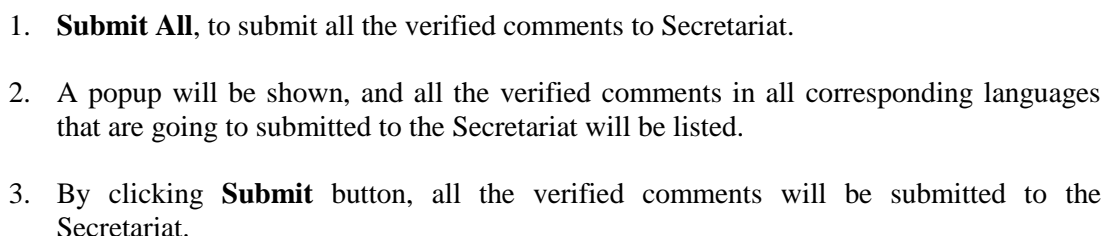


The screenshot displays the IPPC Online Comment System interface. At the top, the header includes the International Plant Protection Convention logo and navigation links: Notification (4), Home, Document, Settings, and FAQ. A red banner indicates the user is logged in as Assistant / Reviewer of IPPC OSDSC. The main content area is titled "Document Summary" and shows the "Commenting Status" for the document "1994-001: Draft ISPM - Amendments to ISPM 5". The status is "Commenting (open)" and the document has 59 paragraphs. A yellow circle with the number "4" highlights the "Review Available" button, which is linked to "MS Word". Below this, the "Overall Comment Summary" table shows the status of comments for each paragraph. The "My Comments" table shows the user's own comments and their status.

Paragraph #	Pending	Verified	Submitted	Clarify-Receive	Share-Send	Share-Receive
Summary	-	-	-	-	-	-
G	-	-	-	-	-	-
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-

Paragr...	Commenting Status					
	Editorial	Substa...	Technic...	Transla...	Poll	Question
G	-	-	-	-	-	-
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-

Pending=p Verified=v Submitted=SU No data=[-]



8.10 Document Summary

The screenshot displays the 'Document Summary' page in the IPPC Online Comment System. The page is titled 'Document Summary' and 'Contact Point'. It features a navigation bar with icons for Delegate Lead, Comment, Invite Assistant, Invite Reviewer, Reports, Review, Share, Submit All, and Extend. Below the navigation bar, there is a 'Language Preference' section with radio buttons for English, Español, and Français. A 'Participants' table lists invited members with columns for Name, User Role, Commenting Ends (GMT +02:00), Submit To, and Actions. The 'Commenting Status' section shows the document title, paragraphs, status, and a download button. The 'Overall Comment Summary' table provides a high-level overview of comment counts. Below this, there are four summary tables: 'My Comments', 'Reviewer's Submitted Comments', 'Assistant's Submitted Comments', and 'Other Countries Sharing Comments'. Each table is annotated with a numbered callout (1-8) explaining its function.

1. Working Language, an option to select the Language of the document for commenting.

2. Participants, a list of invited members (Assistant and/or Reviewers) of the document

3. Change Role, to change the roles of the invited members of the document

4. Download, to download the document in MSWord format (not include comments)

Note: Only available during the commenting period.

5. Comment Summary, the summary of the Contact Point's comments

6. Assistant's Submitted Comments, the summary of the Assistant's submitted comments

7. Sharing Comments, the summary of the comments that share with the Contact Point from other countries

8. Reviewer's Submitted Comments, the summary of the Reviewers' submitted comments

8.11 Extend

1. **Extend**, to extend the commenting period of the invited members (Assistant and/or Reviewers).
2. Select the Assistant/Reviewer(s) who are going to be extended, and set the new commenting end date.
3. **Extend**, by clicking the button, the commenting end date will be extended and the notifications will be sent to the selected members.

8.12 Report



All the comments can be viewed and downloaded in either Excel or MSWord format with the following filter options:

- ✓ Comment Type
- ✓ Status
- ✓ Author
- ✓ Language

Document Summary
Comment Management

Document Report

Delegate Lead
Comment
Document Summary
Invite Assistant
Invite Reviewer
Review
Share
Submit All
Extend

All
English

Download Report
Excel
MS Word
Download
1 of 1

1994-001: Draft ISPM - Amendments to ISPM 5

Comment No.	Paragraph No.	Comment Type	Comment	Explanation	Status	Language	Author
1.	1	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	level 1	Submitted (n...	English	IPPC OSDSC**
2.	3	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5 , as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not receive member comments at member consultation are not open for comment.	Level 1 (OSDSC) co...	Pending	English	IPPC OSDSC**
3.	7	Editorial	xxxx Background xxxx xxxxx The term <i>production site</i> was added to the <i>List of Topics for IPPC standards</i> by the SC in April 2012 based on a TPG proposal. A definition was proposed by the TPG in October 2012 and reviewed by the SC in May 2013. The following explanatory points may be considered: The term <i>production site</i> is often used in standards and therefore a definition would be useful. <i>Pest free production sites</i> was used in ISPM 10:1999 (and is defined in ISPM 5) to cover situations in which such a site is designated within a place of production without at the same time making that place a <i>pest free place of production</i> . The term <i>place of production</i> is already defined. The proposed definition identifies a production site as a separate unit within a place of production. In ISPMs production sites are defined for phytosanitary purposes (and not for other purposes), and this should be stated in the definition. As a consequence of defining <i>production site</i> , the definitions of <i>place of production</i> and <i>pest free production site</i> need to be amended (see section 2.4). A few editorial changes were made at member consultation in order to clarify the definition.	Level 1 (OSDSC) co...	Verified	English	IPPC OSDSC**

Comment Type
Select all
Editorial
Substantive
Technical
Translation
Poll
Question

Status
All
Pending
Verified
Hidden
Submitted

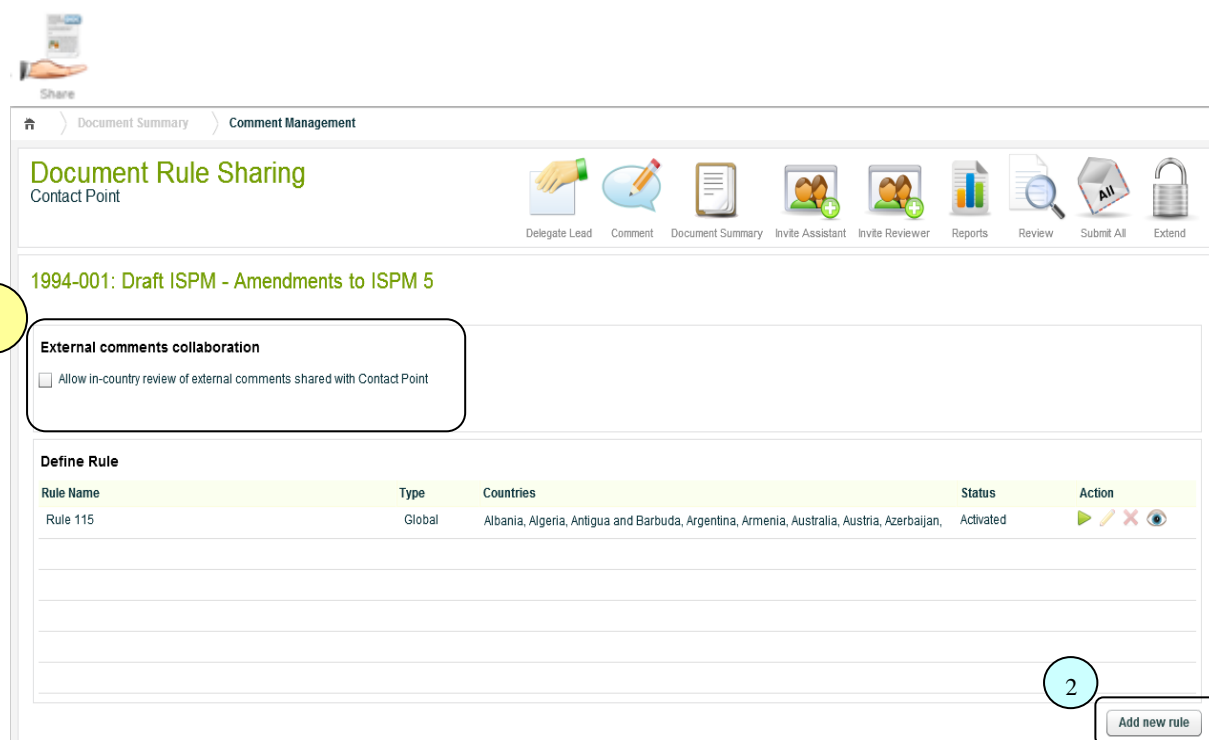
Author
Select all
Japan
United Kingdom
osdsc osdsc

Language
Select all
English

Generate

1 of 1

8.13 Document Rule Sharing







1994-001: Draft ISPM - Amendments to ISPM 5

External comments collaboration

☐ Allow in-country review of external comments shared with Contact Point

Define Rule

Rule Name	Type	Countries	Status	Action
Rule 115	Global	Albania, Algeria, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, ...	Activated	   

2 Add new rule

1. **External comments Collaboration**, when the Contact Point receives shared comments from other contact points, the comments can be shared with everyone in your country that was invited to comment on that document
2. **Add new rule**, to add the new sharing rule (see details in next page).

Note: The rule can only be applied to this document.

8.13.1 Add New Sharing Rule

Document Rule Sharing
Contact Point

Document title: 1994-001: Draft ISPM - Amendments to ISPM 5
Status: ☒ Activated
Rule Name: OSDSC Sharing

Outside Organizations

Available		Selected
Afghanistan	>>	Canada
Albania	>	Korea, Republic of
Algeria	<	Netherlands
Antigua and Barbuda	<<	
Argentina		
Armenia		

Inside Members

Available		Selected
a2 a2	>>	a1 a1
i2 i2	>	i1 i1
	<	
	<<	

Sharing

☒ All verified and submitted comments
☐ Selected verified and submitted comment(s)

Save Back

1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Outside Organizations**, to share the comments with other countries (groups).
3. **Inside Members**, to share the comments with the invited members (Assistant and/or Reviewers).
4. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
5. **Save**, to save the rule.

8.13.2 Document Sharing Rule

Document Rule Sharing
Contact Point

1994-001: Draft ISPM - Amendments to ISPM 5

External comments collaboration

☐ Allow in-country review of external comments shared with Contact Point

Define Rule

Name	Type	Countries	Status	Action
Rule 115	Global	Albania, Algeria, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan,	Activated	
OSDSC Sharing	Document	Canada, Korea, Republic of, Netherlands, a1 a1, i1 i1	Activated	

Add new rule

1. The rule will be created with the type **Document** which means it can only be applied to this document.

2. Actions

➤ *Run*

To execute the rule to share the comments of the document.

➤ *Edit*

To edit the rule.

➤ *Delete*

To delete the rule.

8.14 Site Statistics

Site Statistics Report
Contact Point

Comment Report

Filter Criteria

Document:

- All Documents
- 2. Draft revision to ISPM 5: Supplement 1: Not widely distributed (2005-008)
- 3. Draft Annex 4 to ISPM 11:2004 (2005-001)
- 4. Draft revision to Annex 1: Approved treatments associated with wood packaging... (2006-011)
- 5. Draft Annex: Trogoderma granarium, ISPM 27:2006 (2004-006): ENGLISH ONLY
- 6. Draft Annex: Cucumis melo var. reticulatus for Bactrocera cucurbitae (2006-110), ISPM 28:2007
- 7. Heat Treatment of Wood Packaging Material using Dielectric Heat (2007-114)

Comment Type:

- All Comment Types
- Editorial
- Poll
- Question
- Substantive
- Technical
- Translation

Comment Status:

- All Comment Status
- Hidden
- Pending
- Share-Receive
- Submit (shared)
- Submitted
- Submitted (not shared)

Members:

- All Members
- a 6 a 6
- a1 a1
- a2 a2
- a3 a3
- a4 a4
- a5 a5

Chart Mode:

☐ Comparison View

☒ Calendar Year Period

From: 01/01/2014

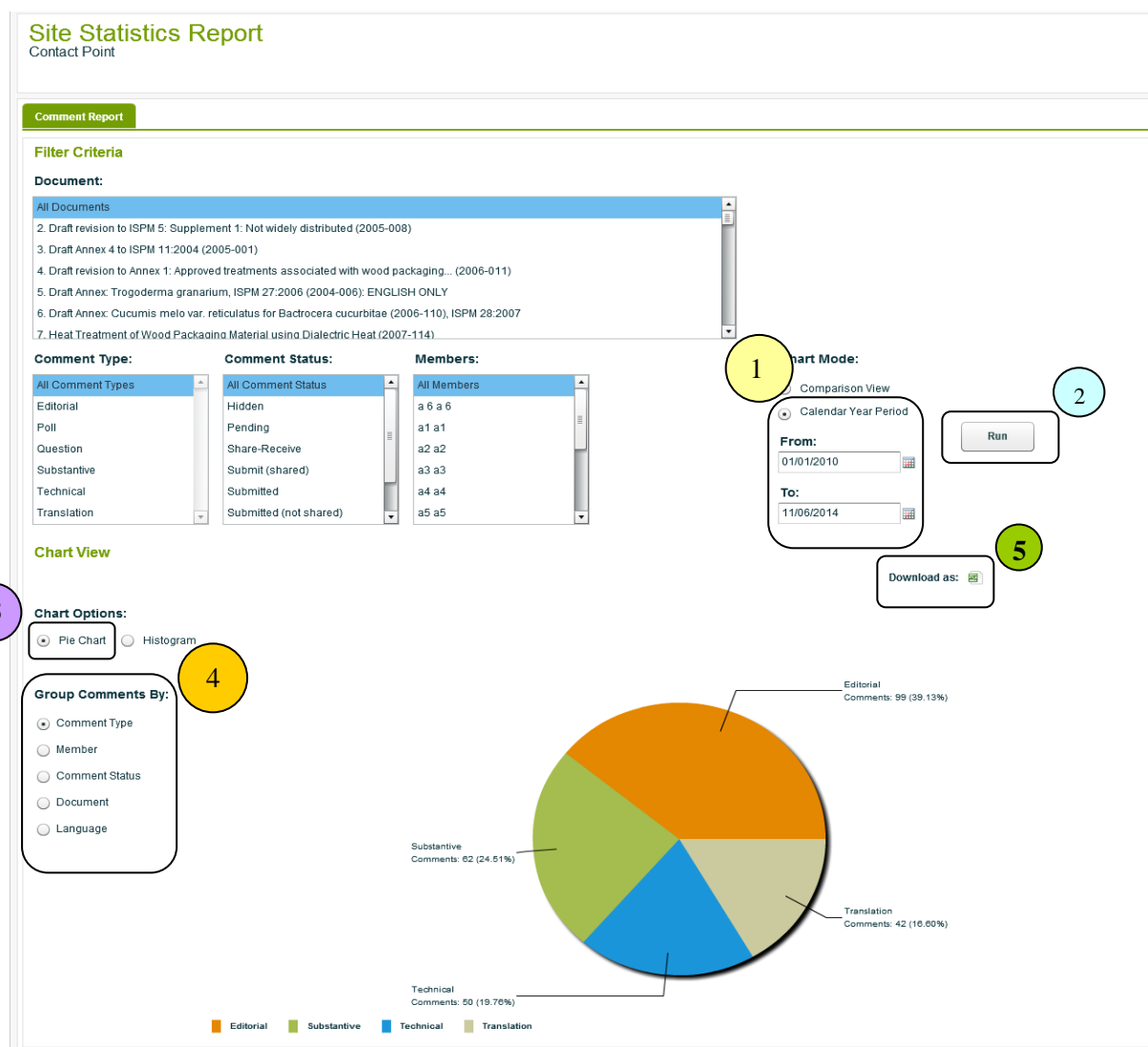
To: 11/06/2014

Run

1. The **Site Statistics** provides the statistics of the comments throughout the group.
2. The statistics report can be generated with the following criteria:
 - Documents
 - Comment Type
 - Comment Status
 - Members

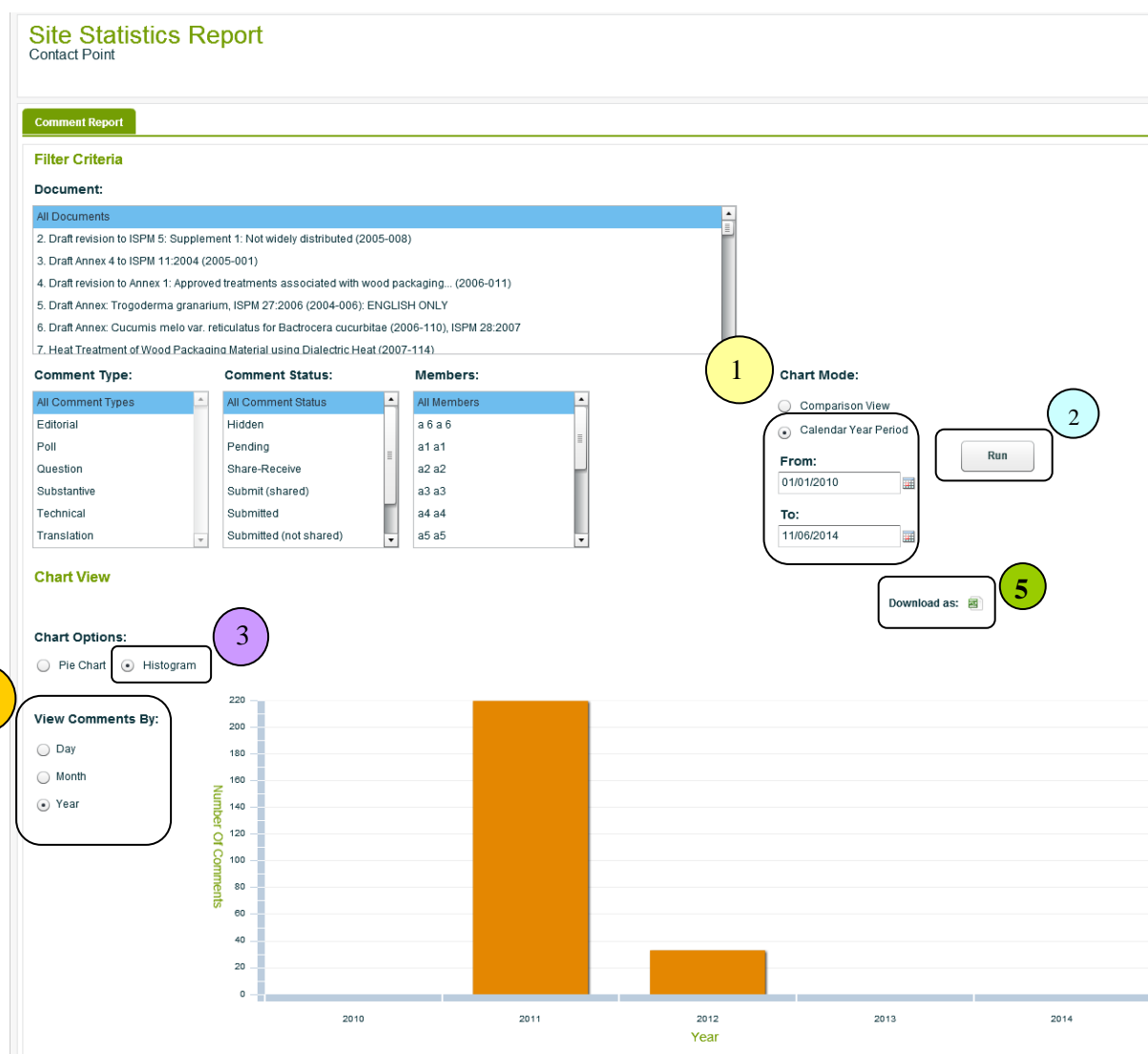
8.14.1 Chart Mode

Calendar Year Period - Pie Chart



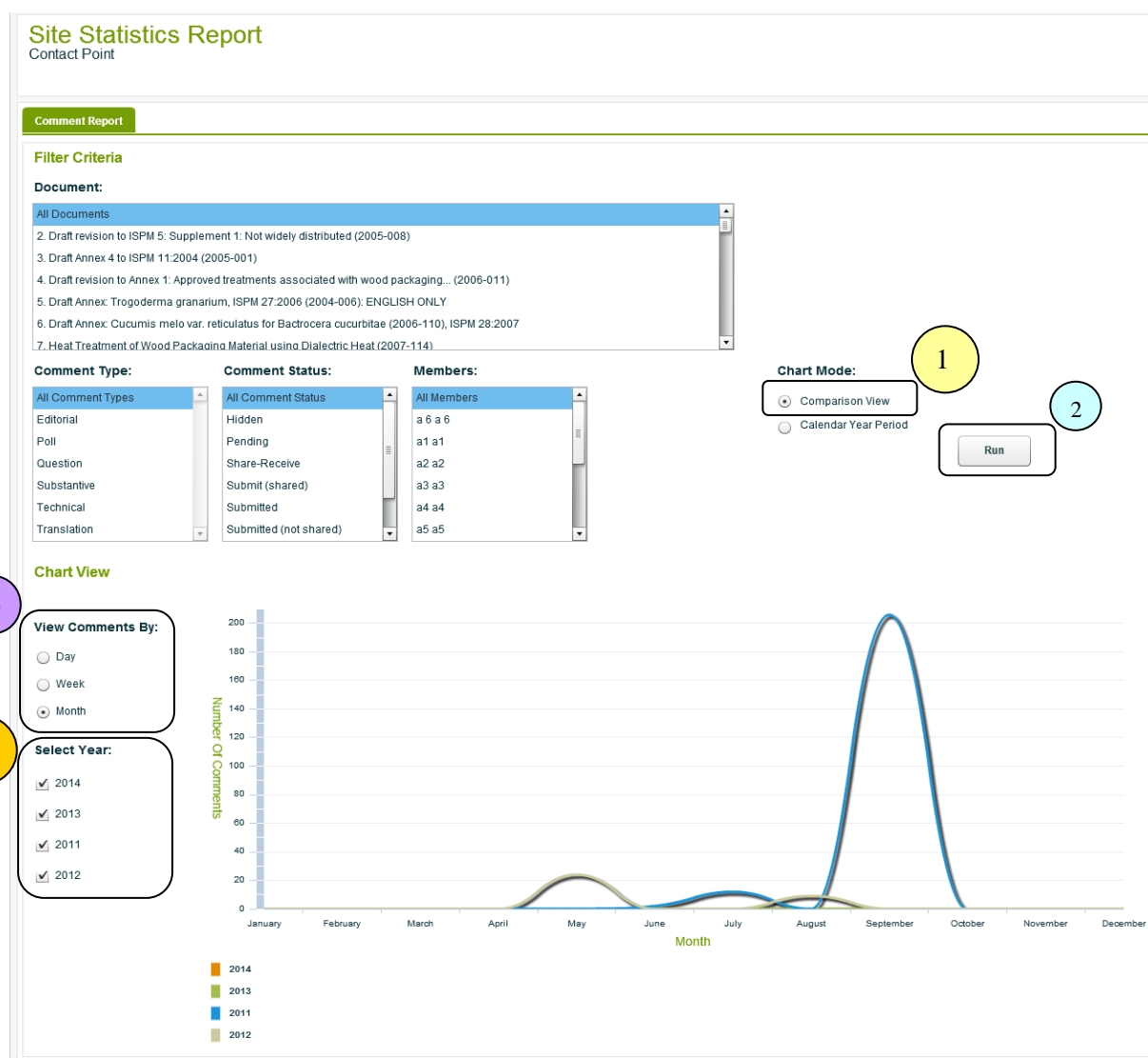
1. Select the period for the statistics report.
2. **Run**, to generate the statistics report.
3. **Chart Options**, an option to select the type of the chart - **Pie Chart**.
4. **Group Comments by**, an option to group the data.
5. **Download**, the statistics report can be downloaded in Excel format.

Calendar Year Period - Histogram



1. Select the period for the statistics report.
2. **Run**, to generate the statistics report.
3. **Chart Options**, an option to select the type of the chart – **Histogram**.
4. **Group Comments by**, an option to group the data.
5. **Download**, the statistics report can be downloaded in Excel format.

Comparison View



1. **Comparison View**, to compare the data for each year.
2. **Run**, to generate the statistics report.
3. **View Comments By**, an option to view the comments by time – Day, Week or Month.
4. **Select Year**, an option to select the year to compare.

8.15 Setting

8.15.1 Profile

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.08

Notification (24) Home Document **Settings** FAQ Site Statistics

English | Español | Français osdsc osdsc Logout

You are now logged as Contact Point of IPPC OSDSC**

Profile Member Management Application Settings Sharing

osdsc osdsc

Member since 0, 2010 00:00

1 Edit Profile

2 Change profile picture

About me

[Edit profile]

Basic information

Name

osdsc osdsc

Contact information

Mobile phone

Land phone

Address

State/Province

City/Town

Country

Website

1. To Edit your Profile.
2. To change/upload your profile picture.

8.15.2 Member Management

- All the members of the group will be listed

The screenshot displays the 'Member Management' interface. At the top, there's a navigation bar with links like 'Notification (24)', 'Home', 'Document', 'Settings', 'FAQ', and 'Site Statistics'. Below this, a sub-navigation bar includes 'Profile', 'Member Management' (active), 'Application Settings', and 'Sharing'. The main content area is titled 'Member Management' and features an 'Add New Member' button (callout 1). A search bar (callout 4) allows filtering by 'Activated' status, 'Role', and 'Name'. A table lists members with columns for Username, Role, Status, and Last login. Each row has 'Edit' (callout 2) and 'Deactivate' (callout 3) buttons. The table shows six members, including 'a 6 a 6' (Reviewer) and 'Thaia Thaia' (Assistant).

1. **Add New Member**, to add a new member to the group (see details in next page)


Note: An email notification will be sent to the newly added member.

2. **Edit**, to edit a member's profile.
3. **Deactivate**, to activate/deactivate the member from the group.
4. **Search**, to search the member(s) by the following criteria:
 - Status of the member
 - Role of the member
 - Name of the member

Add New Members

The member(s) can be selected from the available users list, and added to the group. The role (Assistant or Reviewer) must be assigned to the member.

Note: The role applies to the user account, not to the documents.

**International Plant Protection Convention**
Protecting the world's plant resources from pests
V.1.09.2

NotificationHomeDocument**Settings**FAQSite Statistics

EnglishEspañolFrançaisosdsc osdscLogout

You are now logged as **Contact Point of IPPC OSDSC****

Profile**Member Management**Application SettingsSharing

Add New Members

Available users

- A.Z.M.Momtajul Karim
- AA Amanzholov
- Abdou CHAIBOU
- Abdoulaye Moussa Abderaman
- Abdoulaye Ndiaye
- Abdourahmane Kindy Balde
- Abdul Al-Amir Al-Qallaf
- Abdullah Bin Abdulaziz
- Abdullah H. Al-Sayani
- Adbou Alimatou Douki

Selected members

User Role: ☒ Assistant
Designated by the Contact Point to oversee the commenting process within the organization and to provide comments on the draft document.

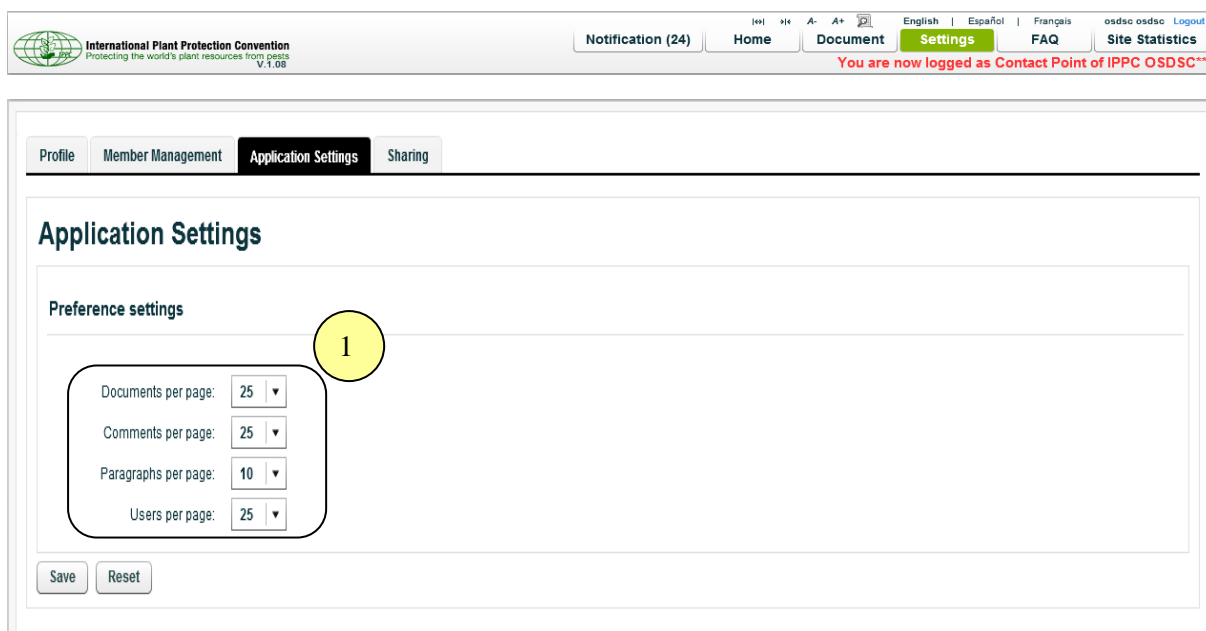
☐ Reviewer
Designated by the Contact Point or Assistant to provide comments on the draft document.

* Required fields

Add Cancel

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8.15.3 Application Settings



International Plant Protection Convention
Protecting the world's plant resources from pests
V:1.00

Notification (24) Home Document **Settings** FAQ Site Statistics

You are now logged as Contact Point of IPPC OSDSC**

Profile Member Management **Application Settings** Sharing

Application Settings

Preference settings

1

Documents per page: 25 ▼

Comments per page: 25 ▼

Paragraphs per page: 10 ▼

Users per page: 25 ▼

Save Reset

1. The following application settings can be changed:
 - Number of *Documents* to be listed per page.
 - Number of *Comments* to be listed per page.
 - Number of *Paragraphs* to be listed per page.
 - Number of *Users* to be listed per page.

8.16 Sharing (Global)

- ✓ To avoid creating/having duplicate rules for each document.
- ✓ Once the rule is activated, the rule can be accessed from all the documents.

1

4

3

2

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.08

Notification (24) Home Document Settings FAQ Site Statistics

You are now logged as Contact Point of IPPC OSDSC**

profile Member Management Application Settings **Sharing**

In-country Collaboration

☐ Allow in-country collaboration of comments

Global Rule Sharing

Rule Name	Members	Status	Action
Rule 115	Albania, Algeria, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh,	Activated	

Add new rule

1. When the Contact Point, Assistant and/or Reviewer submit comments, the comments are automatically shared with everyone in the country who was invited to comment on that document.
2. **Add new rule**, to add the new sharing rule (see details in next page).

8.16.1 Add New Sharing Rule

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification Home Document **Settings** FAQ Site Statistics

You are now logged as Contact Point of IPPC OSDSC**

Profile Member Management Application Settings **Sharing**

Define Rule

Status: ☒ Activated

Rule Name: *

Outside Organizations

Available		Selected
Afghanistan	>>	
Albania	>	
Algeria	<	
Antigua and Barbuda	<<	
APPPC		
Argentina		

Inside Members

Available		Selected
a 6 a 6	>>	
a1 a1	>	
a2 a2	<	
a3 a3	<<	
a4 a4		
a5 a5		

Sharing

☒ All verified and submitted comments

☐ Selected verified and submitted comment(s)

OK Cancel

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1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Outside Organizations**, to share the comments with other countries (groups).
3. **Inside Members**, to share the comments with the invited members (Assistant and/or Reviewers).
4. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
5. **Ok**, to save the rule.

How to apply the global sharing rule to the document

- ✓ For each document, click “Share” icon, and system will redirect to *Document Rule Sharing* page.
- ✓ Global Sharing Rule will be listed under *Define Rule* with Type “Global”.

Document Rule Sharing
Contact Point

1994-001: Draft ISPM - Amendments to ISPM 5

External comments collaboration

☐ Allow in-country review of external comments shared with Contact Point

Define Rule

Rule Name	Type	Countries	Status	Action
Rule 115	Global	Albania, Algeria, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan,	Activated	
OSDSC Sharing	Document	Canada, Korea, Republic of, Netherlands, a1 a1, I1 I1	Activated	

Add new rule

1. Actions

➤ Run

To apply the rule to share the comments of the document.

➤ Hide

To hide the rule.

➤ Edit and Delete

Edit and Delete actions can be done only under Setting >> Sharing.

9. Assistant Module

9.1 Document Management

All the documents that are invited for commenting will be listed.

The screenshot shows the 'Document Management' page of the IPPC Online Comment System. The page header includes the IPPC logo and navigation links: Home, Document, Settings, and FAQ. A user status bar indicates the user is logged in as an Assistant/Reviewer. The main content area displays a table of documents with the following columns: Document title, Stage, Commenting Ends (GMT +02:00), and Status. The table lists three documents, all with a 'Substantial concerns commenting period' stage and a 'Commenting (open)' status. The 'Commenting Ends' column shows the date 'September 30, 2014 23:59' for all documents. The 'Status' column shows 'Commenting (open)' for all documents. A 'Filters' input field is located on the left side of the table. A 'Multiple Invitations' button is located on the right side of the table. Numbered callouts (1-4) highlight specific features: 1 points to the 'Commenting Ends' column, 2 points to the 'Status' column, 3 points to the 'Filters' input field, and 4 points to the 'Multiple Invitations' button.

1. **Commenting Ends**, indicates the commenting end date for the document.
2. **Status**, the consultation status of the document.
 - Commenting(open), the document is opened for commenting.
 - Commenting(closed), the document is closed for commenting.
3. **Search**, the document(s) can be searched with the following criteria:
 - The **Title** of the document.
 - The **Status** of the document.
4. **Multiple Invitations**, to invite Reviewer(s) to comment on multiple documents (see details in **Multiple Invitations** section).

9.2 Invitation

9.2.1 Reviewer(s) Invitation

1. The **Invite Reviewer**, icon redirects to the Reviewer(s) invitation page
2. **Select Reviewers**, to select the Reviewers for the document

Note: More than one Reviewer can be assigned to the document and the member of the group with Reviewer role can be assigned as a Reviewer.

3. **Notifications**

- *Send email*

An option to allow the system to send the email notifications to the Reviewer(s).

- *Commenting End Date*

The date when the commenting of the document will be closed for Reviewer(s).

- *Message*

An option to select the language of the email content, and to edit the email content.

4. **Invite Reviewers**, by clicking the button, the selected member(s) will be assigned as Reviewer(s) for the document, and the email notification will be sent to the member(s).

Note: Reviewers' comments will be submitted back to the Assistant.

9.3 Multiple Invitations

Multiple Invitations Assistant

Document title

▼ 1994-001: Draft ISPM - Amendments to ISPM 5

▼ Reviewer

a2 a2

i1 i1

i2 i2

▼ 2005-010: Draft Annex to ISPM 26 - Phytosanitary Procedures for Fruit Fly (Tephritidae) Management

▼ Reviewer

a4 a4

i2 i2

i3 i3

Actions

Duplicate

Commenting Ends (GMT +02:00)

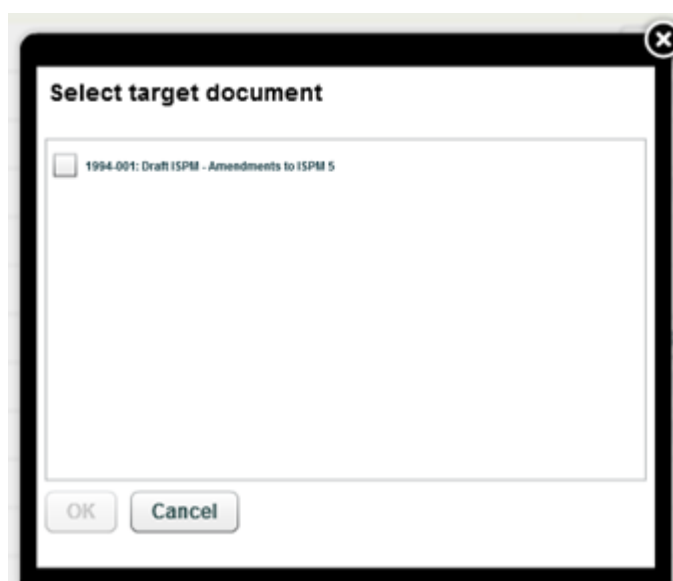
September 30, 2014 23:59

Send Message

Send Invitations

1. Actions

- **Duplicate**, to apply the recent changes of the document to the target document(s).



- **Select Reviewer**, to select the Reviewer(s) of the document.

2. **Commenting Ends**, the date when the commenting period for the document(s) will be closed for Reviewer(s).

3. **Send Message**

- **Send Mail**, an option to send the notification email to the Reviewer(s).

- **Edit**, an option to edit the email content, a popup which includes the email content will be showed.
- 4. **Send Invitations**, by clicking the button, Reviewers will be invited to provide input on all selected documents and Reviewer(s) will be assigned to the document(s) accordingly.

9.4 Comment Management

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: [Excel] [Word] Refresh Accept All Verify All Withdraw All

5 -- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: 5

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Substantive	Level 2 Assistant Comment	xxxx	a1 a1	Verified	[Expand] [Collapse] [Delete]
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) Comment	a1 a1	Pending	[Expand] [Collapse] [Delete]
2	[Click to show table]	Editorial	[Click to show table]	Level 2 (Assistant) comment	a1 a1	Submitted (not shared)	[Expand] [Collapse] [Delete]
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not	Editorial	xxxxx Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and	i1 (Level-3) comment	i1 i1	Submitted to me	[Expand] [Collapse] [Delete]
4	1. ADDITIONS						

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1. **Pagination**, an option to paginate the page, able to select the specific page.
2. **Paragraph per page**, an option to set the number of paragraphs to be listed per page.
3. **Export**, the comments can be exported in either Excel or MS Word format.
4. **Expand**, each paragraph can be expanded vertically to see the whole paragraph text.
5. Options to **filter** the comments by *Paragraph*, *Type*, *Author* and/or *Status*.

9.4.1 Commenting Status

Comment Status	Descriptions
Pending	Comment(s) that is/are added and can be edited or deleted
Verified	Comment(s) that is/are ready to be submitted to the Contact Point
Verified(Shared)	Comment(s) that is/are ready to be submitted to the Contact Point, and is being shared with other group members
Submitted	Comment(s) that is/are submitted to the Contact Point
Share-Receive	Comment(s) that is/are shared by other group members
Submitted to me	Comment(s) is/are submitted to the Assistant by the Reviewers (if applicable)
Hidden	Comment(s) is/are hidden, will not be listed as default

9.4.2 Commenting Actions

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export:

6. Actions for all comments.

➤ *Accept All*

To accept all the comments from particular member or country (see details in **Accepting Comments** section).

➤ *Verify All*

To verify all the pending comments.

➤ *Withdraw All*

To withdraw all the submitted comments.

9.4.3 Adding Comments

The following comment types can be added:

Comment Type	Descriptions
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 class of comments 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. These comments are incorporated unless there is disagreement or some misunderstanding.
Translation	This type of comment corrects points that are considered to be inaccurately translated into another language version of the text.

Note: an Explanation must be provided for all the comments.

Document Summary > Comment Management

Comment Management

Add/Edit Comment

English

Paragraph number: 5

2

3

4

1

Expand all Save all Save all [and close] Cancel

Type	Comment	Explanation	Status	Actions
Editor	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Substantive	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Technical	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Translation	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	

1. **Editor**, to add/edit the comment.
2. **Pagination**, to move to the next or previous paragraph.
3. **Actions**
 - Expand all
To expand all the paragraphs vertically.
 - Save all
To save all the recent changes.
 - Save all[and close]
To save all the recent changes and redirect back to Comment Management.
 - Cancel
To cancel all the recent changes and redirect back to Comment Management.
4. **Image**, to upload/insert image to the comment.

9.4.4 Accepting or Clarifying Comments

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: 5

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Substantive	Level 2 Assistant Comment	xxxx	a1 a1	Verified	
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) Comment	a1 a1	Pending	
2	[Click to show table]	Editorial	[Click to show table]	Level 2 (Assistant) comment	a1 a1	Submitted (not shared)	
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not	Editorial	xxxxx Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and	i1 (Level-3) comment	i1 i1	Submitted to me	
4	1. ADDITIONS						

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1. **Accept All**, to accept all the comments from particular member or country.

A popup, which includes the list of author will be shown, for selecting the author to accept the comments from.

2. Actions

- *Hide*, to hide the comment (not to be listed).
- *Ask for Clarification*, to ask the author for more clarification.
- *Accept*, to accept the particular comment (accept comment individually).

3. Once it's accepted, System will automatically accept (copy) all the comments from the selected author and create as your comments
4. Icon indicates that the comment has linked to original comment (accepted from another author)
5. A popup that includes the acceptance information will be showed by clicking the icon.

Document Summary > Comment Management

Comment Management

English 1 of 12

1994-001: Draft ISPM - Amendments to ISPM 5 Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: 5

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Substantive	Level 2 Assistant Comment	xxxx	a1 a1	Verified	
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) Comment	a1 a1	Pending	
2	[Click to show table]	Editorial	[Click to show table]	Level 2 (Assistant) comment	a1 a1	Submitted (not shared)	
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not	Editorial	xxxxx Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and	i1 (Level-3) comment	i1 i1	Submitted to me	
4	1. ADDITIONS						

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5

Comment has been accepted from

Inside Members:

Ica Thal

Close

Original Comment in Hidden Status

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: [icon] [icon] Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: [dropdown]

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) Comment	ica thal	Hidden	[Unhide icon]

<< < 1 of 12 > >> 1

1. The original comment (the comment originally received) is automatically kept under the “Hidden” status.
2. By clicking **Unhide** icon, the comment will be removed from Hidden status, and will be listed again. Both the original comment and the own comment will be listed.

9.4.5 Consolidating Comments

Comment Management

English

1994-001: Draft ISPM - Amendments to ISPM 5

Export: [icon] [icon] Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: 5

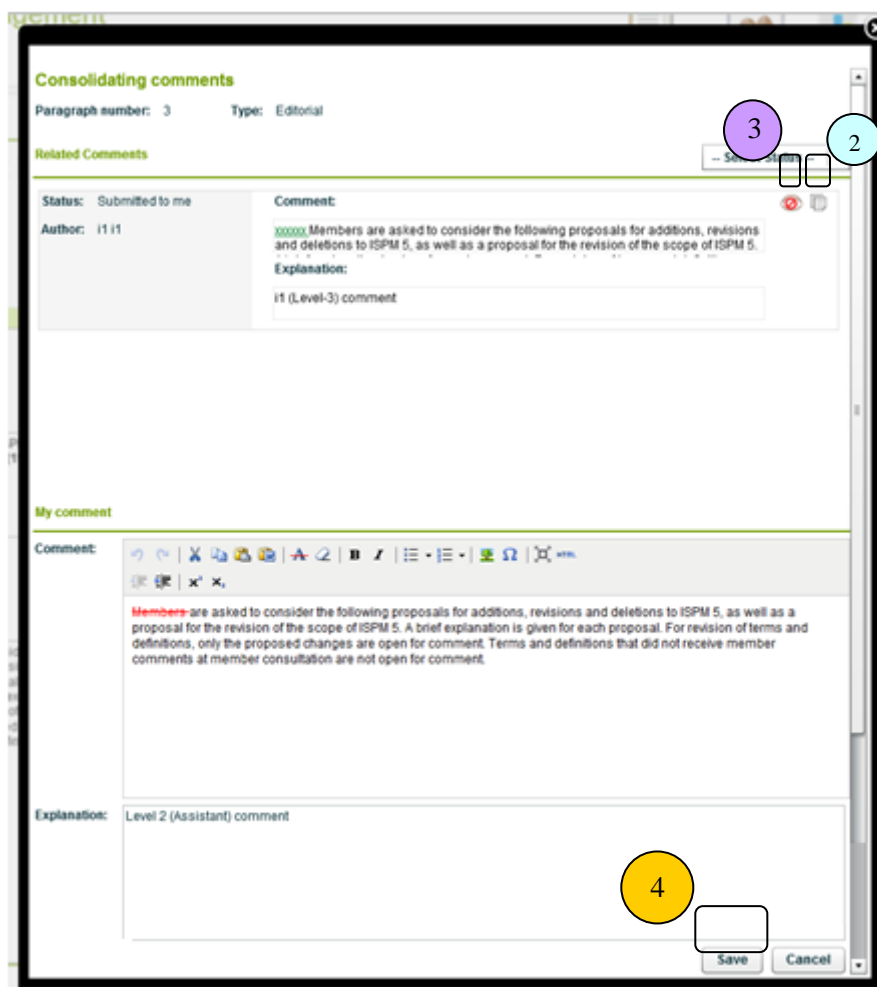
#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Substantive	Level 2 Assistant Comment	xxxx	a1 a1	Verified	[icon]
1	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) Comment	a1 a1	Pending	[icon]
2	[Click to show table]	Editorial	[Click to show table]	Level 2 (Assistant) comment	a1 a1	Submitted (not shared)	[Unhide icon]
3	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not	Editorial	Members are asked to consider the following proposals for additions, revisions and deletions to ISPM 5, as well as a proposal for the revision of the scope of ISPM 5. A brief explanation is given for each proposal. For revision of terms and definitions, only the proposed changes are open for comment. Terms and definitions that did not	Level 2 (Assistant) comment	a1 a1	Pending	[icon]
4	1. ADDITIONS		Members are asked to consider the following proposals for additions, revisions and deletions to	Level 2 (Assistant) comment	a1 a1	Submitted to me	[icon]

<< < 1 of 12 > >> 1

1. Your own comment can be consolidated with other comments that are shared with you or submitted to you.

Note: The comments must have the same comment type.

The following popup including a list of comments with the same comment type will be showed for consolidating.



2. **Accept**, by clicking the icon, the system will replace the existing comment with this accepted comment.
3. **Hide**, by clicking the icon, the status of the comment will be changed to “Hidden”, and will be hidden from listing.
4. **Save**, by clicking the button, the recent changes will be saved.

Note: Do not manually type nor copy/paste the comment.

9.6 Comment(s) Submission

The screenshot displays the 'Comment Management' interface. At the top, there is a navigation bar with 'Document Summary' and 'Comment Management'. Below this, a toolbar contains icons for 'Document Summary', 'Invite Reviewer', 'Reports', 'Share', 'Submit All' (highlighted with a yellow circle '1'), and 'Extend'. A sidebar on the left shows a list of paragraphs, with paragraph 1 selected. The main area displays a 'Submit Comments' popup window (highlighted with a yellow circle '2'). This popup contains a message: 'All of your verified comments in all corresponding languages will be submitted. You can see it in the Document Management table with the status 'submitted''. Below this, it says 'Comments to be submitted' and shows a table with the following data:

Paragraph No.	Comment Type	Comment	Explanation	Author
G	Substantive	Level 2 Assistant Comment	xxxx	a1 a1

The popup also features a 'Cancel' button and a 'Submit' button (highlighted with a purple circle '3'). The bottom of the interface includes a footer with 'Home', 'Please contact the webmaster for Technical Support and suggestions for new features and improvements.', and '© FAO 2013'.

1. **Submit All**, to submit all the verified comments to the Contact Point.
2. A popup will be showed, and all the verified comments in all languages that are going to be submitted to your Contact Point will be listed.
3. By clicking **Submit** button, all the verified comments will be submitted to your Contact Point.

9.7 Document Summary

Document Summary

Commenting Status

English

Document Title: 1994-001: Draft ISPM - Amendments to ISPM 5

Paragraphs: 59

Status: Commenting (open)

Download:

Review Available MS Word Refresh

Overall Comment Summary

Paragraph #	Pending	Verified	Submitted	Clarify-Send	Clarify-Receive	Share-Send	Share-Receive
Summary	1	1	1	-	-	-	-
G	-	1	-	-	-	-	-
1	1	-	-	-	-	-	-
2	-	-	1	-	-	-	-
3	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-

My Comments

Paragr...	Commenting Status					
	Editorial	Substa...	Technic...	Transla...	Poll	Question
G	-	V	-	-	-	-
1	P	-	-	-	-	-
2	SU	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-
-	-	-	-	-	-	-

Pending=p Verified=v Submitted=SU No data=[-]

Reviewer's Submitted Comments

Reviewer	# of Comments	Commenting Ends (GMT +02:00)
a2 a2	0	September 30, 2014 23:59
i1 i1	1	September 30, 2014 23:59
i2 i2	0	September 30, 2014 23:59

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1. **Download**, to download the document in MS Word format (not including comments).
Note: Only available during the commenting period.
2. **Comment Summary**, the summary of the Assistant's comments.
3. **Reviewer's Submitted Comments**, the summary of the Reviewers' submitted comments.
4. **Review**, to view the Contact Point's verified comments, only if the Contact Point enables the reviewing option for the Assistant.

9.8 Extend

The screenshot illustrates the 'Extend' functionality in the IPPC Online Comment System. The interface is divided into a sidebar, a main document area, and a modal window titled 'Changing the commenting period of'.

- Step 1:** The 'Extend' button is located in the top right corner of the main document area, indicated by a yellow circle with the number 1.
- Step 2:** The modal window allows users to select the reviewers to be extended. The 'Users' section includes checkboxes for 'Select all', 'a2 a2', 'i2 i2', and 'i1 i1'. The 'Commenting End Date' is set to 'September 30, 2014' at '23:59 (GMT +02:00)'. The 'Language' is set to 'English'. A message template is provided: 'Please do not modify any data in the curly brackets {} as the system will provide the value automatically.' The modal window also includes 'Extend' and 'Cancel' buttons.
- Step 3:** The 'Extend' button is located at the bottom right of the modal window, indicated by a purple circle with the number 3.

The sidebar on the left shows the 'Comment Management' section with a table of paragraphs. The main document area displays the content of the selected paragraph, including a draft amendment to ISPM 5: GLOS: PHYTOSANITARY TERMS (1994-001).

1. **Extend**, to extend the commenting period for the invited Reviewer(s).
2. Select the Reviewer(s) who are going to be extended, and set the new commenting end date.
3. **Extend**, by clicking the button, the commenting end date will be extended and the notifications will be sent to the selected Reviewers.

9.9 Report



All the comments can be viewed and downloaded in either Excel or MSWord format with the following filter options:

- ✓ Comment Type
- ✓ Status
- ✓ Author
- ✓ Language

Document Summary
Comment Management

Document Report

Comment
Document Summary
Invite Reviewer
Share
Submit All
Extend

All
English

Download Report
Excel
MS Word
Download
1 of 1

1994-001: Draft ISPM - Amendments to ISPM 5

Comment No.	Paragraph No.	Comment Type	Comment	Explanation	Status	Language	Author
1.	G	Substantive	Level 2 Assistant Comment	xxxx	Verified	English	a1 a1
2.	1	Editorial	DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS (1994-001)	Level 2 (Assistant) C...	Pending	English	a1 a1
3.	2	Editorial	Click to show table	Level 2 (Assistant) c...	Submitted (n...	English	a1 a1

Comment Type
Select all
☒ Editorial
☒ Substantive
☒ Technical
☒ Translation
☒ Poll
☒ Question

Status
All
Pending
Verified
Hidden
Submitted

Author
Select all
☒ a1 a1
☐ i1 i1

Language
Select all
☒ English

Generate

1 of 1

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9.10 Document Rule Sharing



International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.08

Notification (5) Home Document Settings FAQ
You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing Assistant

Comment Document Summary Invite Reviewer Reports Submit All Extend

1994-001: Draft ISPM - Amendments to ISPM 5

Define Rule				
Rule Name	Type	Members	Status	Action
Level 2 Sharing Rule 1	Document	IPPC OSDSC**, a2 a2, i1 i1, i2 i2	Activated	

1

Add new rule

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1. **Add new rule**, to add the new sharing rule (see details in next page).

Note: The rule can only be applied to this document.

9.10.1 Add New Sharing Rule

Document Rule Sharing Assistant

Document title: 1994-001: Draft ISPM - Amendments to ISPM 5

Status: ☒ Activated

Rule Name: * Level-2 Sharing Rule 1

Inside Members

Available	Selected
a2 a2 i2 i2 IPPC OSDSC**	i1 i1

Sharing

☐ All verified and submitted comments

☒ Selected verified and submitted comment(s)

English Expand Paragraph Vertically << < 1 of 1 > >>

Select comment type

☐ Editorial ☐ Substantive ☐ Technical ☐ Translation ☐ Poll ☐ Question

☐ Select All

Select Paragraph

#	Type	Comment	Explanation
<input type="checkbox"/> 1	<input type="checkbox"/> Substantive	Level 2 Assistant Comment	xxxx
<input type="checkbox"/> 2	<input type="checkbox"/> Editorial	(Click to show table)	Level 2 (Assistant) comment

<< < 1 of 1 > >>

4 Save Back

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1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Inside Members**, to share the comments with the members of your group (Contact Point and/or Reviewers).
3. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
4. **Save**, to save the rule.

9.10.2 Document Sharing Rule

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.08

Notification (5) Home Document Settings FAQ
You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Rule Sharing
Assistant

1994-001: Draft ISPM - Amendments to ISPM 5

Define Rule

Rule Name	Type	Members	Status	Action
Level 2 Sharing Rule 1	Document IPPC OSDSC**, a2 a2, I1 I1, I2 I2		Activated	

Add new rule

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- The rule will be created with the type **Document** which means it can only be applied to this document.

Actions

➤ *Run*

To execute the rule to share the comments of the document.

➤ *Edit*

To edit the rule.

➤ *Delete*

To delete the rule.

9.11 Setting

9.11.1 Profile

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

English | Español | Français | a1 a1 | Logout

Notification Home Document **Settings** FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Profile Member Management Application Settings Sharing

a1 a1
Member since Jul 1, 2000

[Edit Profile](#) [Change profile picture](#)

About me
[Edit profile]

Basic information
Name
a1 a1

Contact information
Mobile phone
Land phone
Address
State/Province
City/Town
Country
Website

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1. To Edit Profile.
2. To change/upload the profile picture.

9.11.2 Member Management

- All the Reviewers of the group will be listed

The screenshot displays the 'Member Management' page of the IPPC Online Comment System. The page header includes the IPPC logo and navigation links like 'Notification (5)', 'Home', 'Document', 'Settings', and 'FAQ'. A red banner indicates the user is logged in as 'Assistant / Reviewer of IPPC OSDSC'. The main content area has tabs for 'Profile', 'Member Management', 'Application Settings', and 'Sharing'. The 'Member Management' tab is active, showing a list of members. The list has columns for Username, Role, Status, and Last login. There are buttons for 'Add New Member', 'Edit', and 'Deactivate'. Numbered callouts (1-4) highlight specific features: 1 points to the 'Add New Member' button, 2 points to the 'Edit' button, 3 points to the 'Deactivate' button, and 4 points to the search filters (Activated, Select Role, Find Member, Show All).

Username	Role	Status	Last login
a 6 a 6	Reviewer	Activated	
i1 i1	Reviewer	Activated	July 11, 2014 14:35
i1234 i1234	Reviewer	Activated	
i2 i2	Reviewer	Activated	January 17, 2013 05:27
i3 i3	Reviewer	Activated	October 03, 2011 11:31

1. **Add New Member**, to add a new member to the group (see details in next page).


Note: An email notification will be sent to the newly added member.

2. **Edit**, to edit a member's profile.
3. **Deactivate**, to activate/deactivate the member from the group.
4. **Search**, to search the member(s) by the following criteria:
 - Status of the member
 - Role of the member
 - Name of the member

Add New Members

The member(s) can be selected from the available users list, and added to the group. The role of Reviewer must be assigned to the member.

Note: The role applies to the user account, not to the documents.

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V.1.09.2

NotificationHomeDocument**Settings**FAQ

English | Español | Françaisa1 a1Logout

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Profile**Member Management**Application SettingsSharing

Add New Members

Available users

- A.Z.M.Mortajul Karim
- AA Amanzholov
- Abdou CHAIBOU
- Abdoulaye Moussa Abderaman
- Abdoulaye Ndiaye
- Abdourahamane Kindy Balde
- Abdul Al-Amir Al-Qallaf
- Abdullah Bin Abdulaziz
- Abdullah H. Al-Sayani
- Abdou Alimatou Douki

Selected members

><

User Role: * ☐ Reviewer
Designated by the Contact Point or Assistant to provide comments on the draft document.

* Required fields

AddCancel

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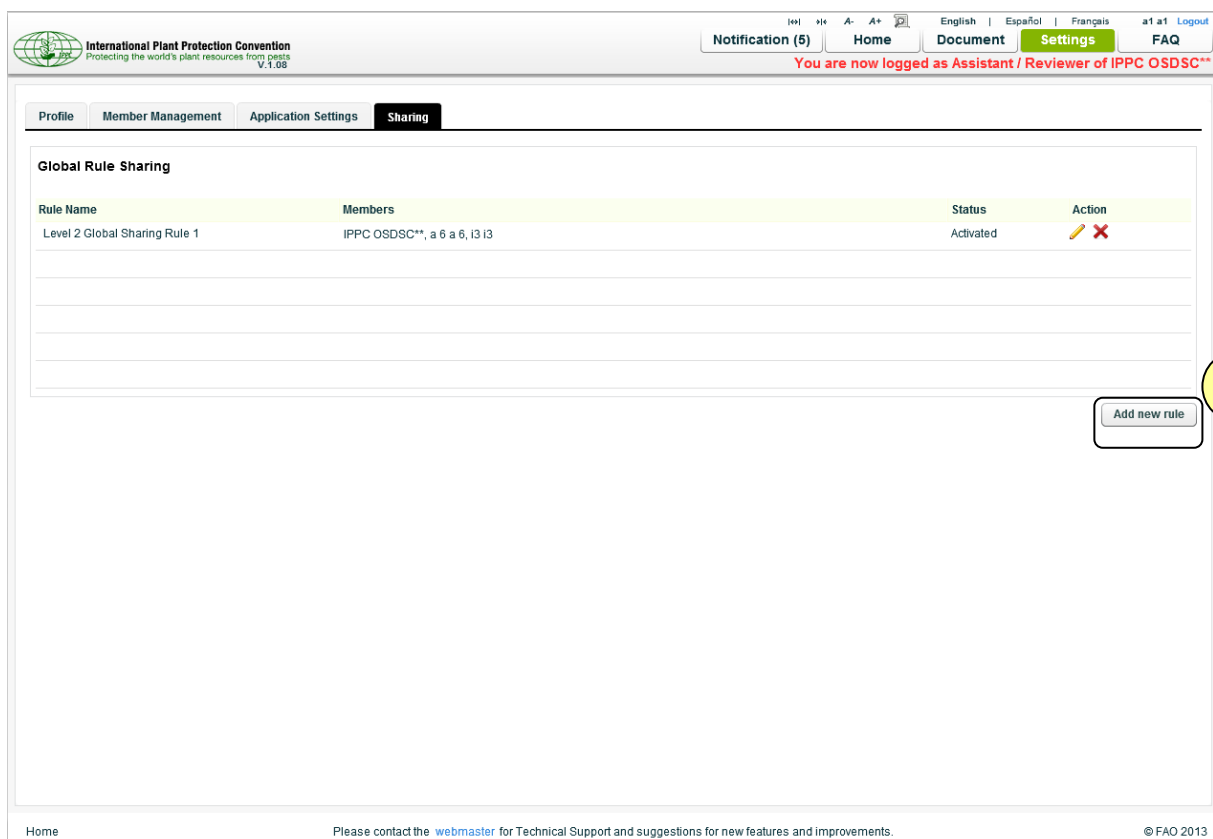
9.11.3 Application Settings

The screenshot displays the 'Application Settings' page of the IPPC Online Comment System. The top navigation bar includes links for 'Notification (24)', 'Home', 'Document', 'Settings' (which is highlighted in green), 'FAQ', and 'Site Statistics'. A red message at the top right states 'You are now logged as Contact Point of IPPC OSDSC**'. Below the navigation bar, the 'Application Settings' section is visible, with a sub-section for 'Preference settings'. This section contains four dropdown menus: 'Documents per page' (set to 10), 'Comments per page' (set to 5), 'Paragraphs per page' (set to 5), and 'Users per page' (set to 5). A yellow circle with the number '1' is placed next to the 'Preference settings' box. At the bottom of the page, there's a footer with 'Home', 'Please contact the webmaster for Technical Support and suggestions for new features and improvements.', and '© FAO 2013'.



1. The following application settings can be changed:
 - Number of *Documents* to be listed per page.
 - Number of *Comments* to be listed per page.
 - Number of *Paragraphs* to be listed per page.
 - Number of *Users* to be listed per page.

9.14 Sharing (Global)

- ✓ To avoid creating/having duplicate rules for each document.
- ✓ Once the rule is activated, the rule can be accessed from and applied to all the documents.



The screenshot displays the 'Global Rule Sharing' section of the IPPC Online Comment System. The header includes the IPPC logo and navigation links: Notification (5), Home, Document, Settings, and FAQ. A message indicates the user is logged in as 'Assistant / Reviewer of IPPC OSDSC**'. The sidebar shows tabs for Profile, Member Management, Application Settings, and Sharing. The main content area features a table with the following data:

Rule Name	Members	Status	Action
Level 2 Global Sharing Rule 1	IPPC OSDSC**, a 6 a 6, i3 i3	Activated	 

At the bottom right of the table, there is a button labeled 'Add new rule', which is highlighted by a yellow circle with the number 1.

1. **Add new rule**, to add the new sharing rule (see details in next page).

9.14.1 Add New Sharing Rule

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V.1.08

English | Español | Français | a1 a1 Logout

Notification (5) Home Document **Settings** FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Profile Member Management Application Settings **Sharing**

Define Rule

Status: ☒ Activated

Rule Name: * Level 2 Global Sharing Rule 1

Inside Members

Available		Selected
a2 a2	>>	a 6 a 6
a3 a3	>	i3 i3
a4 a4	<	IPPC OSDSC**
a5 a5	<<	
i1 i1		
i1234 i1234		

Sharing

☐ All verified and submitted comments

☒ Selected verified and submitted comment(s)

Select language

☐ English ☐ Chinese

☐ Français ☐ Russian

☐ Español ☐ Arabic

☐ Select All

Select comment type

☐ Editorial ☐ Translation

☐ Substantive ☐ Poll

☐ Technical ☐ Question

☐ Select All

OK Cancel

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1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Inside Members**, to share the comments with any members of the group.
3. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
4. **Ok**, to save the rule.

How to apply the global sharing rule to the document

- ✓ For each document, click “Share” icon, and system will redirect to *Document Rule Sharing* page.
- ✓ Global Sharing Rule will be listed under *Define Rule* with Type “Global”.

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V.1.08

Notification (5) Home Document Settings FAQ
You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing Assistant

Comment Document Summary Invite Reviewer Reports Submit All Extend

1994-001: Draft ISPM - Amendments to ISPM 5

Define Rule

Rule Name	Type	Members	Status	Action
Level 2 Global Sharing Rule 1	Global	IPPC OSDSC**, a 5 a 6, 13 13	Activated	Run Hide Edit Delete
Level 2 Sharing Rule 1	Document	IPPC OSDSC **, a2 a2, 11 11, 12 12	Activated	Run Hide Edit Delete

Add new rule

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1. Actions

➤ Run

To apply the rule to share the comments of the document.

➤ Hide

To hide the rule.

➤ Edit and Delete

Edit and Delete actions can be done only under Setting >> Sharing.

10. Reviewer Module

10.1 Document Management

All the documents on which you are invited to comment will be listed.

The screenshot shows the 'Document Management' page of the IPPC Online Comment System. The page header includes the IPPC logo, navigation links (Notification, Home, Document, Settings, FAQ), and a language selector. A red banner indicates the user is logged in as 'Assistant / Reviewer of IPPC OSDSC**'. The main content area is titled 'Document Management' and contains a table of documents. A search filter is located at the top left. The table has columns for Document title, Stage, Commenting Ends (GMT +01:00), Status, and Commenting Status. A single document is listed with the title 'a test', stage 'Member consultation for draft sp...', and a commenting end date of 'December 31, 2014 23:59'. The status is 'Commenting (open)' and the commenting status is 'To be started'. Numbered callouts (1-4) highlight specific features: 1 points to the 'Commenting Ends' column, 2 points to the 'Status' column, 3 points to the 'Commenting Status' column, and 4 points to the search filter and the top right navigation area.

1. **Commenting Ends**, indicates the commenting period end date for the document.
2. **Status**, the commenting status of the document.
 - Commenting(open), the document is opened for commenting.
 - Contact Point Compilation(locked), the document is closed for commenting.
3. **Commenting Status**, the latest status of the commenting activity of the document.
 - *To be started*
There are no comments in the document.
 - *Pending*
Some comments have been added, and those are in pending status.
 - *Verified*
Some comments have been verified.
 - *Submitted*

Some comments have been submitted to Secretariat.

4. **Search**, the document(s) can be searched with the following criteria:

- The **Title** of the document.
- The **Status** of the document.
- The **Commenting Status** of the document.

10.2 Comment Management

The screenshot displays the 'Comment Management' interface. At the top, there is a header with the IPPC logo and navigation links: Notification, Home, Document, Settings, and FAQ. Below the header, the main content area is titled 'Comment Management'. It features a search bar with the text 'a test' and a language selector (English, Español, Compare). To the right of the search bar are buttons for 'Export', 'Refresh', 'Accept All', 'Verify All', and 'Withdraw All'. Below these buttons are filter dropdowns for 'Select Paragraph', 'Select Type', 'Select Author', and 'Select Status'. A 'Paragraphs per page' dropdown is set to 5. The main table lists comments with columns: #, Paragraph, Type, Comment, Explanation, Author, Status, and Actions. The table contains four rows of comments. Callout 1 points to the pagination controls at the bottom right. Callout 2 points to the 'Paragraphs per page' dropdown. Callout 3 points to the 'Export' buttons. Callout 4 points to the expandable paragraph rows. Callout 5 points to the filter dropdowns.

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Editorial	reviewer comment	zzzzz	i111	Pending	
1	Mjhas;dlf' qsdijt						
2	Wetgfwhawr	Editorial	Wetgfwhawr.test	xxxxx	i111	Verified	
3	Wikehafiqr						
4	Asetkijhl	Editorial	Aseddddtkijhl	sssss	i111	Submitted (not shared)	

1. **Pagination**, an option to paginate the page, able to select the specific page.
2. **Paragraph per page**, an option to set the number of paragraphs to be listed per page.
3. **Export**, the comments can be exported in either Excel or MS Word format.
4. **Expand**, each paragraph can be expanded vertically to see the whole paragraph text.
5. Options to **filter** the comments by *Paragraph*, *Type*, *Author* and/or *Status*.

10.2.1 Commenting Status

Comment Status	Descriptions
Pending	Comment(s) that is/are added and can be edited or deleted
Verified	Comment(s) that is/are ready to be submitted to the Assistant or Contact Point
Verified(Shared)	Comment(s) that is/are ready to be submitted to the Assistant or Contact Point and is/are being shared with others
Submitted	Comment(s) that is/are submitted to the Assistant or Contact Point
Submitted(Shared)	Comment(s) that is/are submitted to the Assistant or Contact Point and being shared with other Reviewers
Share-Receive	Comment(s) that is/are shared from other Reviewers
Hidden	Comment(s) is/are hidden, will not be listed as default

10.2.2 Commenting Actions

The screenshot displays the 'Comment Management' interface. At the top, there's a header with the IPPC logo and navigation links. Below it, a sidebar shows language options (English, Español, Compare). The main content area features a table of comments with columns: #, Paragraph, Type, Comment, Explanation, Author, Status, and Actions. The table contains four rows of comments. Callouts 1 through 6 highlight specific actions: 1. Refresh button, 2. Add comment button, 3. Actions column, 4. Un-verify button, 5. Withdraw button, 6. Bulk actions buttons (Accept All, Verify All, Withdraw All).

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Editorial	reviewer comment	zzzzz	i1 i1	Pending	[Edit] [Delete] [Verify] [Withdraw]
1	Mjhas;dlf'qsdjlt						
2	Wetglwhawr	Editorial	Wetglwhawr test	xxxxx	i1 i1	Verified	[Un-verify]
3	Wlkehafjgr						
4	Asetkjhl	Editorial	Aseddddddtkjhl	sssss	i1 i1	Submitted (not shared)	[Withdraw]

1. **Refresh**, to refresh/reload the page.
2. **Add**, to add the comment(s) to the paragraph (see details in **Adding Comments** section).
3. **Actions**
 - **Edit**, to edit the comment(s).
 - **Delete**, to delete the comment(s).
 - **Verify**, to verify the comment(s).
4. **Un-verify**, to go back to Pending status, to be able to edit, delete or verify again.
5. **Withdraw**, to withdraw the comment(s) from submission.
6. Actions for all comments.
 - **Accept All**
To accept all the comments from particular member or country (see details in **Accepting Comments** section).
 - **Verify All**
To verify all the pending comments.
 - **Withdraw All**
To withdraw all the submitted comments.

10.2.3 Adding Comments

The following comment types can be added:

Comment Type	Descriptions
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 class of comments 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. These comments are incorporated unless there is disagreement or some misunderstanding.
Translation	This type of comment corrects points that are considered to be inaccurately translated into another language version of the text.

Note: an Explanation must be provided for all the comments.

Document Summary > Comment Management

Comment Management

[Add/Edit Comment](#)

English

Paragraph number: 5

Expand all Save all Save all [and close] Cancel

Type	Comment	Explanation	Status	Actions
Editor	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Substantive	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Technical	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	
Translation	<p>1.1 EXCLUSION (2010-008)</p> <p>As a result of SC May 2014 discussions, this term was withdrawn from the Amendments to the Glossary (2013) to be further discussed in the SC.</p>		New	

1. **Editor**, to add/edit the comment.
2. **Pagination**, to move to the next or previous paragraph.
3. **Actions**
 - Expand all
To expand all the paragraphs vertically.
 - Save all
To save all the recent changes.
 - Save all[and close]
To save all the recent changes and redirect back to Comment Management.
 - Cancel
To cancel all the recent changes and redirect back to Comment Management.
4. **Image**, to upload/insert image to the comment.

10.2.4 Accepting Comments

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V.1.09.2

Notification (1) Home Document Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Comment Management

English Español Compare

a test

Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- -- Select Author -- -- Select Status --

Paragraphs per page: 5

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Editorial	reviewer comment test	zzzz ssssss	i1 i1 i4 i4	Pending Share-Receive	2
1	Mjhas,dll' qsdjlt						
2	Wetgtwhawr	Editorial	Wetgtwhawr.test	xxxxx	i1 i1	Verified	
3	Wikehahfjkr						
4	Asetgtjhl	Editorial	Aseddddddtjhl	sssss	i1 i1	Submitted (not shared)	


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1. **Accept All**, to accept all the comments from a particular member or country.

A popup which includes the list of authors will be showed, for selecting the author to accept the comments from.

2. Actions

- *Hide*, to hide the comment (not to be listed)
 - *Accept*, to accept the particular comment (accept comment individually)
3. Once it is accepted, the system will automatically accept (copy) all the comments from the selected author and list them as your comments.
 4. The icon indicates that the comment has linked to the original comment (accepted from another author).
 5. A popup that includes the acceptance information will be shown by clicking on the icon.



International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification (1)
Home
Document
Settings
FAQ

English | Español | Français | i1 i1 Logout

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary
Comment Management

Comment Management

Document Summary
Reports
Share
Submit All

English
Español
Compare

1 of 1

a test

Export:
Refresh
Accept All
Verify All
Withdraw All

-- Select Paragraph --
-- Select Type --
-- Select Author --
-- Select Status --

Paragraphs per page: 5

#	Paragraph	Type	Comment	Explanation	Author	Status	Act
G		Editorial	test	ssssss	i1 i1	Pending	4
1	Mjhas;dlf'qsdijt						
2	Wetgfwhawr	Editorial	Wetgfwhawr test	xxxxx	i1 i1	Verified	
3	Wlkehafkjr						
4	Asetkjhl	Editorial	Asedddddtkjhl	ssssss	i1 i1	Submitted (not shared)	

1 of 1

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5

Comment has been accepted from
Close

Inside Members:

i4 i4

Original Comment in Hidden Status

International Plant Protection Convention
Protecting the world's plant resources from pests
v.1.09.2

English | Español | Français | i1 i1 Logout

Notification (1) Home Document Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Comment Management

Document Summary Reports Share Submit All

English Español Compare

<< < 1 of 1 > >> 1

a test

Export: Refresh Accept All Verify All Withdraw All

-- Select Paragraph -- -- Select Type -- Select Author -- Hidden

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Editorial	test	ssssss	i4 i4	Hidden	Unhide

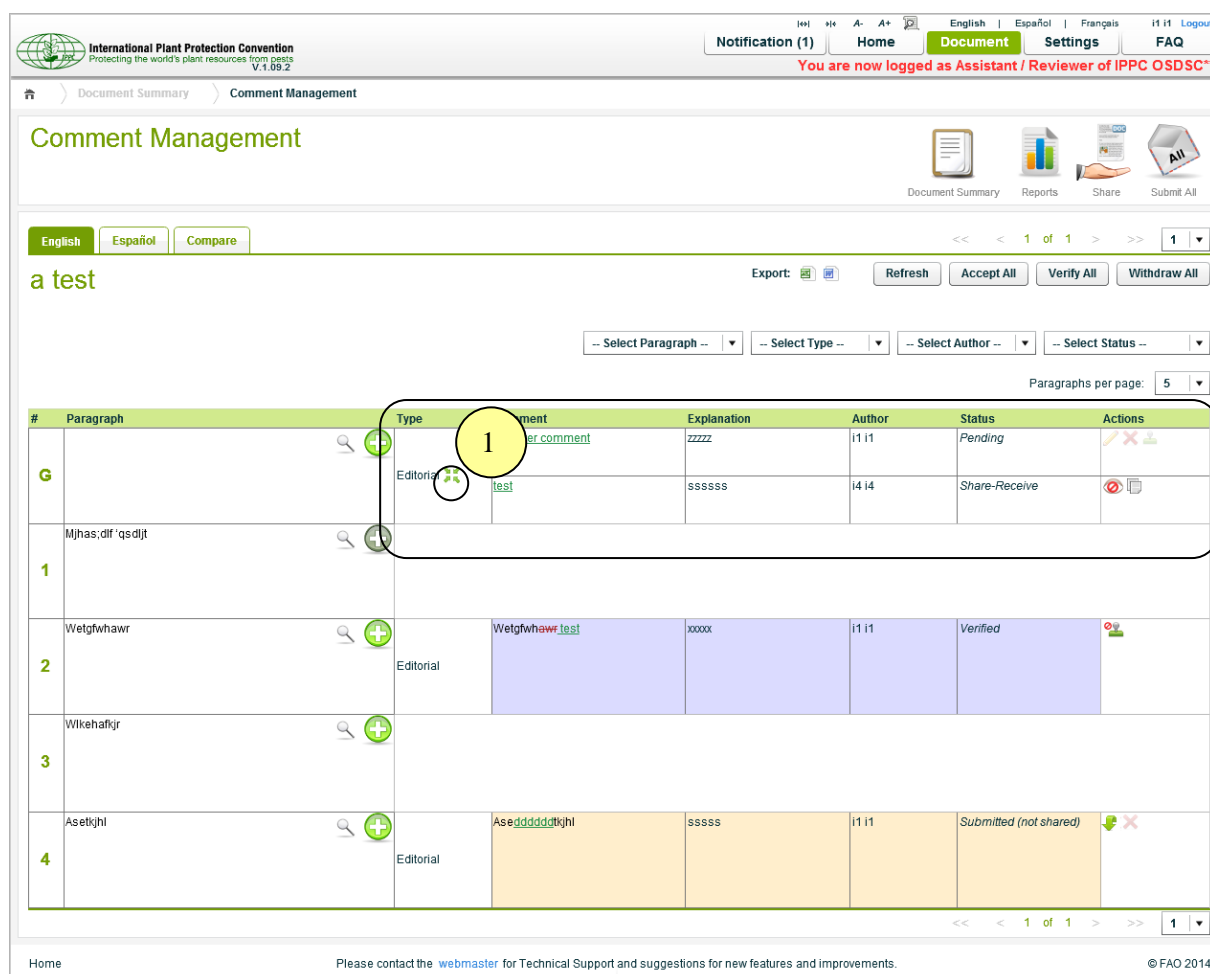
<< < 1 of 1 > >> 1

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1. The original comment (the comment that you accepted) is automatically kept under the “Hidden” status.
2. By clicking **Unhide** icon, the comment will be removed from the Hidden status, and will be listed again.
3. Both the original comment and your new own comment will be listed.

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
G		Editorial	test	ssssss	i1 i1	Pending	Unhide
			test	ssssss	i4 i4	Share-Receive	Unhide

10.2.5 Consolidating Comments



The screenshot shows the 'Comment Management' interface. At the top, there's a header with the IPPC logo and navigation links. Below the header, there's a 'Comment Management' section with a search bar and filters. A table lists comments with columns: #, Paragraph, Type, Comment, Explanation, Author, Status, and Actions. The first row is highlighted, and a yellow circle with the number '1' is placed over the 'Paragraph' column of the first row.

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
1	Mjhas;dlf'qsdijt	Editorial	test	zzzz	i1 i1	Pending	  
2	Wetgfhawr	Editorial	Wetgfhawr test	xxxx	i1 i1	Verified	  
3	Wikehafiqr						
4	Asetkjhl	Editorial	Aseggdddtijhl	sssss	i1 i1	Submitted (not shared)	  

1. Your own comment can be consolidated with other comments that were shared with you or submitted to you.

Note: The comments must have the same comment type.

The following popup including a list of comments with the same comment type will be showed for consolidating.

Consolidating comments

Paragraph number: G Type: Editorial

Related Comments

Status: Share-Receive Comment:

Author: i4 i4 Explanation:

My comment

Comment:

testssssssss

Explanation:

3 **2** **4**

Save Cancel

2. **Accept**, by clicking the icon, the system will replace the existing comment with this accepted comment.
3. **Hide**, by clicking this icon, the status of the comment will be changed to “Hidden”, and will be hidden from listing.
4. **Save**, by clicking the button, the recent changes will be saved.

Note: Do not manually type nor copy/paste the comment.

10.3 Comment(s) Submission

The screenshot shows the IPPC Online Comment System interface. The top navigation bar includes links for Home, Document, Settings, and FAQ. A sidebar on the left shows a list of paragraphs. The main content area displays a 'Submit Comments' popup window. Three numbered callouts highlight key actions:

- 1**: 'Submit All' button in the top right corner of the interface.
- 2**: 'Submit' button in the 'Submit Comments' popup window.
- 3**: 'Submit' button in the main content area of the interface.

1. **Submit All**, to submit all the verified comments to the user who invited the Reviewer (either the Contact Point or Assistant).
2. A popup will be shown with all the verified comments in all languages that are going to be submitted to the Contact Point/Assistant.
3. By clicking **Submit** button, all the verified comments will be submitted to the Contact Point/Assistant.

10.4 Document Summary

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification (1) Home **Document** Settings FAQ
You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Summary

Commenting Status
English Español

Document Title: a test
Paragraphs: 5
Status: Commenting (open)
Download:

Refresh

Overall Comment Summary

Paragraph #	Pending	Verified	Submitted	Clarify-Receive	Share-Send	Share-Receive
Summary	1	1	1	-	-	1
G	1	-	-	-	-	1
1	-	-	-	-	-	-
2	-	1	-	-	-	-
3	-	-	-	-	-	-
4	-	-	1	-	-	-

My Comments

Paragraph...	Commenting Status					
	Editorial	Substan...	Technical	Translat...	Poll	Question
G	p	-	-	-	-	-
1	-	-	-	-	-	-
2	v	-	-	-	-	-
3	-	-	-	-	-	-
4	SU	-	-	-	-	-

Pending=p Verified=v Submitted=SU No data=[-]

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1. **Download**, to download the document in MS Word format (not including comments).

Note: Only available during the commenting period.

2. **Comment Summary**, the summary of the Reviewer's comments.

10.5 Report



All the comments can be viewed and downloaded in either Excel or MS Word format with the following filter options:

- ✓ Comment Type
- ✓ Status
- ✓ Author
- ✓ Language

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V.1.09.2

[Notification \(1\)](#) | [Home](#) | [Document](#) | [Settings](#) | [FAQ](#) | [Logout](#)

[You are now logged as Assistant / Reviewer of IPPC OSDSC**](#)

[Document Summary](#) > [Comment Management](#)

Document Report

[Comment](#) | [Document Summary](#) | [Share](#) | [Submit All](#)

[All](#) | [English](#) | [Español](#)

Download Report ☐ Excel ☐ MS Word
<< < 1 of 1 > >>

a test

Comment No.	Paragraph No.	Comment Type	Comment	Explanation	Status	Language	Author
1.	0	Editorial	test	ssssss	Pending	English	i1 i1
2.	2	Editorial	Wetghwew test	xxxxx	Verified	English	i1 i1
3.	4	Editorial	Asedddddkjhl	sssss	Submitted (n...	English	i1 i1

Comment Type ☐ Select all

- ☒ Editorial
- ☒ Substantive
- ☒ Technical
- ☒ Translation
- ☒ Poll
- ☒ Question

Status

- ☒ All
- ☐ Pending
- ☐ Verified
- ☐ Hidden
- ☐ Submitted

Author ☐ Select all

- ☒ i1 i1
- ☐ i4 i4

Language ☐ Select all

- ☒ English
- ☒ Español

<< < 1 of 1 > >>

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10.6 Document Rule Sharing



International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.05.2

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Notification (1) Home Document Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing

Reviewer

Comment Document Summary Reports Submit All

a test

Define Rule

Rule Name	Type	Members	Status	Action

1

Add new rule

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1. **Add new rule**, to add a new sharing rule (see details in the next page).

Note: The rule can only be applied to this document.

10.6.1 Add New Sharing Rule

International Plant Protection Convention
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V.1.09.2

Notification (1) Home **Document** Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing
Reviewer

Comment Document Summary Reports Submit All

Add New Rule

Document title: a test

Status: ☒ Activated

Rule Name: * Reviewer Share Rule

Inside Members

Available		Selected
i4 i4 IPPC OSDSC**	>> > < <<	

Sharing

☒ All verified and submitted comments

☐ Selected verified and submitted comment(s)

Save Back

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1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Inside Members**, to share the comments with your group members (Contact Point, Assistant and/or Reviewers).
3. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
4. **Save**, to save the rule.

10.6.2 Document Sharing Rule

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification (1) Home **Document** Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing
Reviewer

Comment Document Summary Reports Submit All

a test

Define Rule

Rule Name	Type	Members	Status	Action
Reviewer Share Rule	Document i4 i4		Activated	

Add new rule

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1. The rule will be created with the type **Document** which means it can only be applied to this document.

Actions

➤ *Run*

To execute the rule to share the comments of the document.

➤ *Edit*

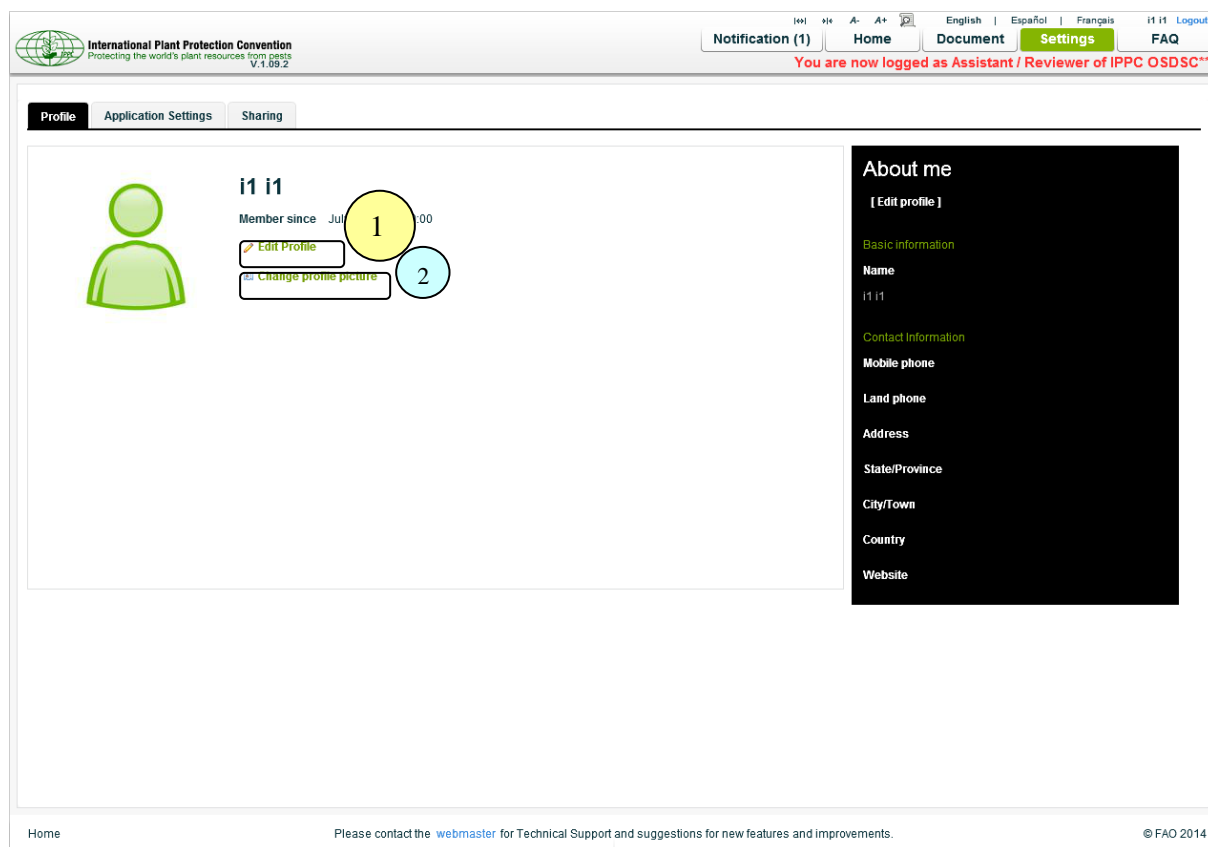
To edit the rule.

➤ *Delete*

To delete the rule.

10.7 Setting

10.7.1 Profile



The screenshot displays the user profile interface of the IPPC Online Comment System. At the top, the header includes the IPPC logo, the text 'International Plant Protection Convention', and the tagline 'Protecting the world's plant resources from pests'. Navigation links for 'Notification (1)', 'Home', 'Document', 'Settings', and 'FAQ' are present, along with language options (English, Español, Français) and a 'Logout' link. A red banner indicates the user is logged in as 'Assistant / Reviewer of IPPC OSDSC**'.

The main content area features a profile card for user 'i1 i1'. It includes a green silhouette icon, the username 'i1 i1', and the membership date 'Member since Jul 1, 2000'. Two callouts are present: a yellow circle with the number '1' pointing to the 'Edit Profile' button, and a blue circle with the number '2' pointing to the 'Change profile picture' button. Below the profile card are tabs for 'Profile', 'Application Settings', and 'Sharing'.

On the right, a dark sidebar titled 'About me' contains a '[Edit profile]' link and a list of fields for user information: Basic information, Name, Contact information, Mobile phone, Land phone, Address, State/Province, City/Town, Country, and Website.

The footer contains a 'Home' link, a note to contact the 'webmaster' for technical support, and a copyright notice '© FAO 2014'.

1. To Edit Profile.
2. To change/upload the profile picture.

10.7.2 Application Settings

International Plant Protection Convention
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V.1.08

Notification (24) Home Document **Settings** FAQ Site Statistics

You are now logged as Contact Point of IPPC OSDSC**

English | Español | Français | osdsc osdsc Logout

International Plant Protection Convention
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V.1.08

Notification (5) Home Document **Settings** FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

English | Español | Français | a1 a1 Logout

Profile Member Management **Application Settings** Sharing

Application Settings

Preference settings

1

Documents per page: 10

Comments per page: 5

Paragraphs per page: 5

Users per page: 5

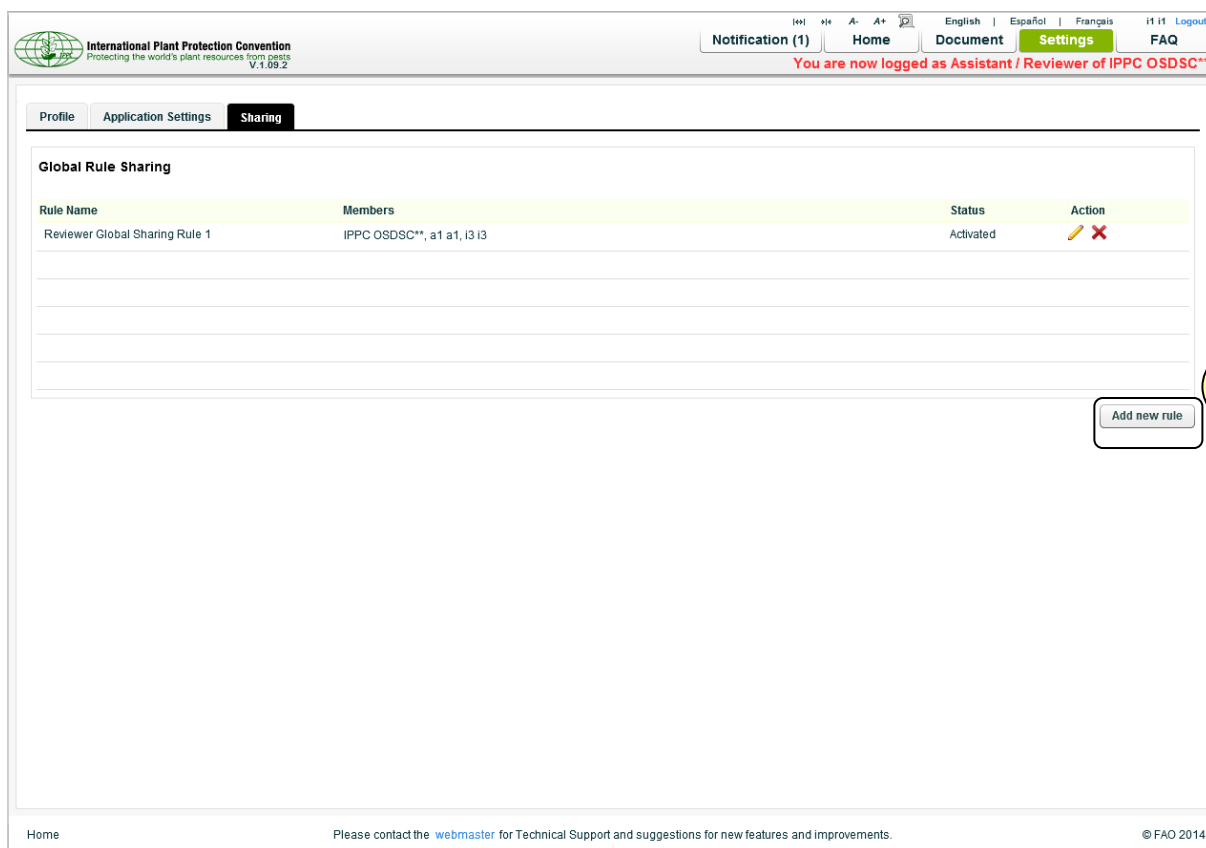
Save Reset

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1. The following application settings can be changed:
 - Number of **Documents** to be listed per page.
 - Number of **Comments** to be listed per page.
 - Number of **Paragraphs** to be listed per page.
 - Number of **Users** to be listed per page.

10.8 Sharing (Global)

- ✓ To avoid creating/having duplicate rules for each document.
- ✓ Once the rule is activated, the rule can be accessed from all the documents.



The screenshot displays the 'Global Rule Sharing' section of the IPPC Online Comment System. The header includes the IPPC logo and navigation links: Notification (1), Home, Document, Settings, and FAQ. A red message indicates the user is logged in as 'Assistant / Reviewer of IPPC OSDSC**'. The sidebar shows tabs for Profile, Application Settings, and Sharing. The main content area features a table with the following data:

Rule Name	Members	Status	Action
Reviewer Global Sharing Rule 1	IPPC OSDSC**, a1 a1, l3 l3	Activated	 

At the bottom right of the table, there is a button labeled 'Add new rule', which is highlighted by a yellow circle with the number 1.

1. **Add new rule**, to add the new sharing rule (see details in the next page).

10.8.1 Add New Sharing Rule

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

English | Español | Français | i1 i1 Logout

Notification (1) Home Document **Settings** FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Profile Application Settings **Sharing**

Define Rule

Status: ☒ Activated

Rule Name:

Inside Members

Available		Selected
a 6 a 6	>>	a1 a1
a2 a2	>	i3 i3
a3 a3	<	IPPC OSDSC**
a4 a4	<<	
a5 a5		
i1234 i1234		

Sharing

☒ All verified and submitted comments

☐ Selected verified and submitted comment(s)

OK Cancel

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1. The **Rule Name** must be given, and the **Status** of the rule must be set.
2. **Inside Members**, to share the comments with any members of your group.
3. **Sharing**, an option to select the specific comment type, paragraph and/or comment status to share.
4. **Ok**, to save the rule.

How to apply the global sharing rule to the document

- ✓ For each document, click “Share” icon, and the system will redirect you to *Document Rule Sharing* page.
- ✓ The Global Sharing Rule will be listed under *Define Rule* with Type “Global”.

International Plant Protection Convention
Protecting the world's plant resources from pests
V.1.09.2

Notification (1) Home Document Settings FAQ

You are now logged as Assistant / Reviewer of IPPC OSDSC**

Document Summary Comment Management

Document Rule Sharing

Reviewer

a test

Rule Name	Type	Members	Status	Action
Reviewer Global Sharing Rule 1	Global	IPPC OSDSC**, a1 a1, 13 13	Activated	
Reviewer Share Rule	Document 14 14		Activated	

Add new rule

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1. Actions

➤ Run

To apply the rule to share the comments of the document.

➤ Hide

To hide the rule.

➤ Edit and Delete

Edit and Delete actions can be done only under Setting >> Sharing.