

# Instructions for IPPC Official Contact Points to share comments with the *IPPC Regional Workshop Asia* account in the IPPC Online Comment System

On 20 June 2011, the IPPC Secretariat invited you to begin using the IPPC Online Comment System (OCS) for submitting your comments on draft ISPMs. These instructions include how to add comments, submit them to the IPPC Secretariat, and to share them with the IPPC Regional Workshop Asia account before the Regional Workshop.

## To Login to the IPP:

1. Go to <http://ocs.ippc.int/index.html>
2. Enter your username and password
3. Click Login
4. If you forgot your username or password, click on the links [Forgot your Password?](#) or [Forgot your Username?](#)

The screenshot shows a web browser window displaying the IPPC OCS dashboard. The address bar shows the URL <http://ocs.ippc.int/index.html>, which is circled in red and labeled with a green circle containing the number 1. The dashboard content includes a 'User Login' section with a 'Username' field, a 'Password' field, and a 'Login' button. The 'Username' and 'Password' fields are circled in red and labeled with a purple circle containing the number 2. The 'Login' button is circled in red and labeled with an orange circle containing the number 3. Below the 'Login' button, there are two links: '> Forgot your Password?' and '> Forgot your Username?'. Both links are circled in red and labeled with a blue circle containing the number 4. The dashboard also features a 'Dashboard' header, a welcome message, and a list of draft amendments to ISPMs. At the bottom of the page, there is a footer with contact information for the webmaster and the IPPC 2011 copyright notice.

## To add new comments

5. Click on the Document tab

6. Click on the Document you would like to add comments to

The screenshot shows the IPPC OCS Document Management interface. The top navigation bar includes the IPPC OCS logo, a 'Document' tab (highlighted with a green circle and the number 5), and other tabs like 'Settings', 'FAQ', and 'NCP OSDSC'. Below the navigation bar, the page title is 'Document Management'. There is a search filter and a status dropdown menu. The main content area displays a table of documents with columns for Document ID, Commenting Ends (GMT +02:00), Assistant, and Status. The first row of the table is highlighted with a red circle and the number 6.

Document ID	Commenting Ends (GMT +02:00)	Assistant	Status
1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-00...)	September 30, 2011 23:59	a4 a4	Commenting (open)
2. Draft revision to ISPM 5: Supplement 1: Not widely distributed (2005-008)	September 30, 2011 23:59	thaia thaia	Commenting (open)
3. Draft Annex 4 to ISPM 11:2004 (2005-001)	September 30, 2011 23:59	Not assigned	Commenting (open)
4. Draft revision to Annex 1: Approved treatments associated with wood packaging...	September 30, 2011 23:59	Not assigned	Commenting (open)
5. Draft Annex: Trogoderma granarium, ISPM 27:2006 (2004-006): ENGLISH ONLY	September 30, 2011 23:59	a3 a3	Commenting (open)
6. Draft Annex: Cucumis melo var. reticulatus for Bactrocera cucurbitae (2006-111), IS...	September 30, 2011 23:59	thaia thaia	Commenting (open)
Heat Treatment of Wood Packaging Material using Dielectric Heat (2007-114)	September 30, 2011 23:59	Not assigned	Commenting (open)

7. Locate the paragraph you would like to comment on
8. Click the Add Comment icon

The screenshot shows the IPPC OCS Comment Management interface. At the top, there are navigation tabs for Home, Document, Settings, and FAQ. Below this is a breadcrumb trail: Document Summary > Comment Management. The main heading is "Comment Management". A toolbar contains icons for Review, Document Summary, Invite Assistant, Invite Reviewer, Reports, Share, Submit All, and Extend. The language is set to English, and there are navigation arrows and a page number "3 of 18". The document title is "5. Draft Annex: Trogoderma granarium, ISPM 27:2006 (2004-006): ENGLISH ONLY". There are buttons for Export, Refresh, Copy All, and Verify All. Below these are expand paragraph buttons and dropdown menus for Select Paragraph, Select Type, Select Author, and Select Status.

Paragraph	Type	Comment	Explanation	Author	Status	Actions
20		<i>Trogodermagranarium</i> ssp. <i>afum</i> Atlia & Kamel, 1965				
21	Common names:	Khapra beetle (English)				
22		Trogoderme (dermeste) du grain, Dermeste des Grains (French)				
23		Trogodermade los granos, Escarabajo Khapra, Gorgojo khapra (Spanish)				

Annotations: A red circle labeled "7" highlights the first column of the table. A red circle labeled "8" highlights the "Add Comment" icon in the first row of the table.

9. Choose the comment type
10. Enter your comment and explanation
11. Click Save
12. Close the editor window

The image shows a screenshot of a web-based 'Add Comment' dialog box. The dialog has a title bar with a close button (marked with a red circle and the number 12). Below the title bar, there are two green arrows pointing left and right. The main content area is titled 'Add Comment' and includes a 'Paragraph number' field set to '21'. Below this is a 'Type' section with four radio button options: 'Editorial', 'Substantive', 'Technical', and 'Translation'. A red circle and the number 9 are placed over the 'Editorial' radio button. Below the 'Type' section is a 'Comment:' label followed by a rich text editor. The rich text editor has a toolbar with various icons and contains the text 'Common names: Khapra beetle (English)'. A red circle and the number 10 are placed to the left of the rich text editor. Below the rich text editor is an 'Explanation:' label followed by a plain text input field. A red circle and the number 11 are placed over the 'Save' button in the top right corner of the dialog. A red circle and the number 12 are placed over the close button in the top right corner of the dialog's title bar.

## To verify your comments

13. Locate the comment you would like to verify







14. There are two ways to verify comments:

a. To verify a single comment, click the verify icon for each comment

b. To verify all pending comments, click the Verify All button and click Yes

Comment Management

1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
2	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY TERMS	Substantive	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY		OSDSC	Pending	
		Translation	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF PHYTOSANITARY	testtest	OSDSC	Pending	
		Technical	1. DRAFT AMENDMENTS TO ISPM 5: GLOSSARY OF	testprocess	OSDSC	Pending	
3	Members are asked to consider the following proposals for additions, revisions and deletions in ISPM 5. Brief explanations are given for each	Substantive	[Click to show table]		OSDSC	Pending	
		Technical	[Click to show table]	test	OSDSC	Pending	
16	For revised terms and definitions, explanations of the changes made to the last approved definition are also given. It is suggested that any member comments should relate only to the changes proposed.	Editorial	For revised terms and definitions, explanations of the changes made to the last approved definition are also given. It is suggested that any member comments should relate only to the	not understood globally	OSDSC	Pending	



To share with the **IPPC Regional Workshop Asia** account  
**17. Click on the share icon**

Comment Management

1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

#	Paragraph	Type	Comment	Explanation	Author	Status	Actions
		Editorial			OSDSC	Submitted (not shared)	
		Translation			OSDSC	Submitted (not shared)	
		Technical			OSDSC	Submitted (not shared)	

**18. Click on the button Add new rule**

Document Rule Sharing  
Contact Point

Define Rule

Document title: 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)

Rule Type	Countries	Status	Action
Global	IPPC Test 1, IPPC Test 2, IPPC Test 3	Activated	

19. Under Members, select the member “IPPC Regional Workshop Asia”
20. Click the arrow button to add them to the Selected List
21. Ensure the radio button next to All submitted comments is selected
22. Click Save

**Add New Rule**

Document title: 1. Draft amendments to ISPM 5: Glossary of phytosanitary terms (1994-001)  
 Status:  Activated

**Members**

Available	Selected
Iceland	
India	
Indonesia	
<b>IPPC Regional Workshop Asia</b>	
IPPC Regional Workshop Fedchc	
IPPC Russian Regional Workshc	
IPPC Test 1	

**Sharing**

All submitted comments  
 Selected submitted comment(s)

**22** Save Back

23. On the Document Rule Sharing screen, click on the Run icon to share with the *IPPC Regional Workshop Asia* account

**Document Rule Sharing**  
Contact Point

**Define Rule**

Document title: 4. Draft revision to Annex 1. Approved treatments associated with wood packaging. (2006-011)

Rule Type	Countries	Status	Action
Document	IPPC Regional Workshop Asia	Activated	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

**You have successfully submitted your comments with the IPPC Regional Workshop Asia account.**



**For further assistance:**

- A.** For Technical Support, click on the link found at the bottom of the webpage
- B.** For a list of Frequently Asked Questions (FAQs), click on the link found at the top of the OCS
- C.** To arrange a training session, please contact **Ms Stephanie Dubon** at **stephanie.dubon@fao.org** or on Skype at **stephanie.dubon.fao**

