How to register to and use the EPPO PRA Platform?

https://pra.eppo.int/

- Guidelines -

Contents

In order to view all PRAs posted and to be able to post your PRAs in the EPPO PRA Platform, the first step is to become a **registered user** of the database. Creation of an account is limited to countries that are members of EPPO, in particular to National Plant Protection Organizations (NPPOs). NPPOs may also allow specific institutes/agencies to create an account and post PRAs for their countries.

Registering on the EPPO PRA Platform (new Institute/new user)

Account for the NPPO

Each EPPO country is allowed to create an account for its NPPO, as well as for relevant agencies or institutes dealing with Pest Risk Analysis. Only registered institutions (authorized by the NPPO) can post PRAs on this platform.

Registered users should be affiliated to a registered institution. Once logged in, registered users can also view PRAs with restricted access.

In order to create an account ('Institute'), please follow the following steps:
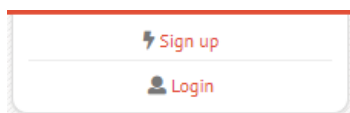
⚡ Sign up
👤 Login

- Click on the 'Sign up' button on the top right of the Platform home page (https://pra.eppo.int/).

Register on EPPO PRA Platform

★ Required

About you

| Full name | | ★ |
| Email | | ★ |

About your organization

Organization name		★
Organization acronym		
Country	-- select -- ▾	★

About your account

| Password | | ★ |
| Confirm the password | | ★ |

Code for registration

| Code | | ★ |

Anti-bots

[ ] Je ne suis pas un robot — reCAPTCHA
Confidentialité - Conditions

Register

- In the new page, please enter your details in the relevant fields. The 'code for registration' has been provided by EPPO to all NPPOs of member countries in a specific letter. Please contact the EPPO Secretariat at pra@eppo.int if you need this code.

- A general account for a user should be created when creating the Institute account.

- Enter a name, email and password, and click on the green 'register' button. The 'Institute' and the administrator of the profile are registered and can access the homepage associated with their profile (**dashboard**).

- You will receive an e-mail confirming your registration.

Account for agencies or institutes other than the NPPO

An institute can only have an account if it is authorized by the NPPO. Once the NPPO has an account, the administrator should click on "My dashboard", and then on 'Manage Institutes"
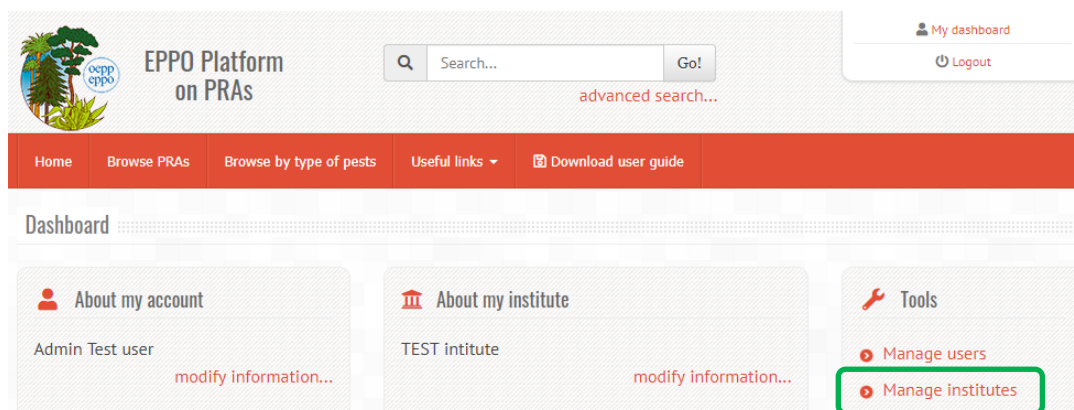
You will see the list of Institutes authorized by your NPPO. To add a new Institute, click on 'Add institute'.


Then fill in the form and click Save. An email will be sent to the email of institute's administrator, inviting them to create their account on the platform. By creating their account, you authorize them to post PRAs for your country.

The administrator of the authorized institute can then also create users, following the same process as described above for the NPPO.

Logging in (already registered user)

You have already registered on EPPO PRA Platform and you want to start posting or searching PRAs:

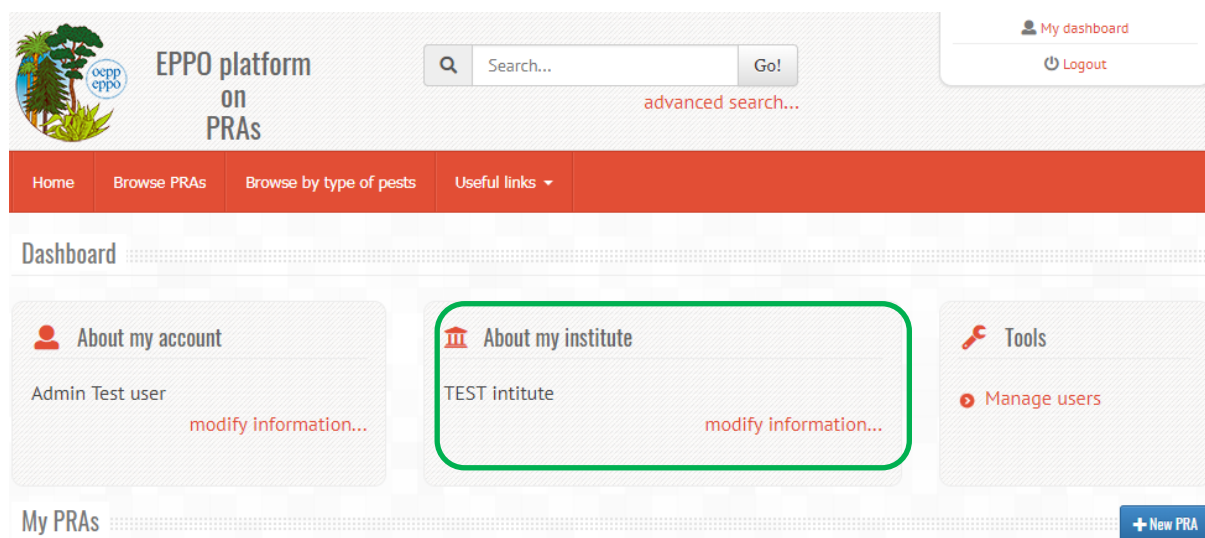- click on the 'login' button on the top right of the Database home screen
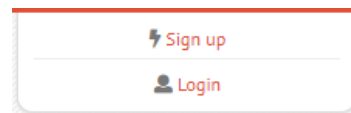
- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

If you have lost your password, click on 'Forgot password?' to receive an email with a link allowing you to reset your password.

Filling in the information on your NPPO / Institute
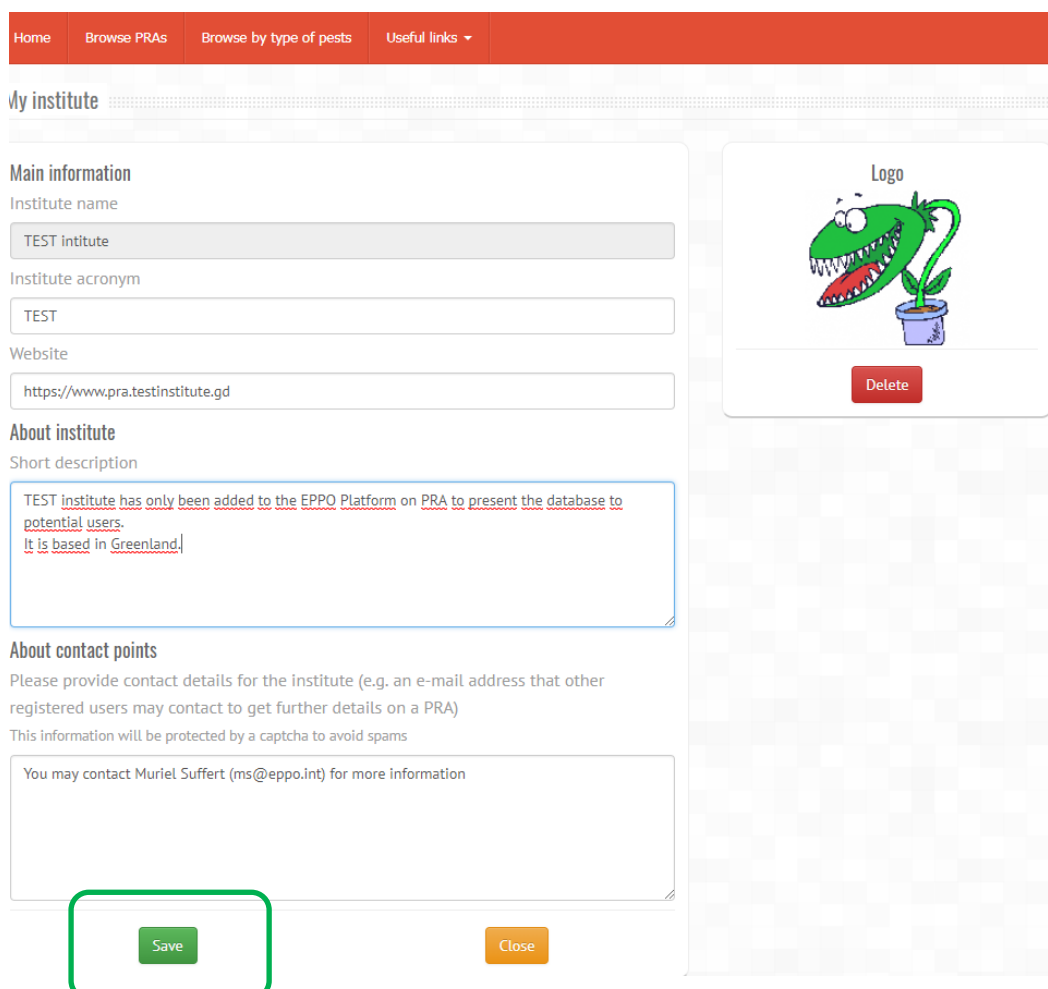
Once you are logged in, click on Modify information in the section About my institute.

Fill in the different fields (name, a short description of the institute, logo, website, contact points)

Press Save when it is done

Managing users for your NPPO / Institute

The first user for each 'Institute' has administrator rights. This means that she/he can edit information of the institute, post and delete PRAs.

An administrator can create (and deactivate) new users, with different rights on the platform by clicking on 'Manage users'. You can therefore decide who can post or delete PRAs for your institute. Note that all registered users have access to all PRAs posted as public and 'private' on the Platform.

To create a new user, click on Add user, and fill in the form. Use the drop-down list to select the rights of each user.

Adding PRAs to the Platform

On your dashboard, click on New PRA.

This will open a dialogue box where you should enter the name of the PRA (this is the only mandatory field). Once the title is given, you will access a webpage dedicated to your PRA:

Notes:

- you can change the title of the PRA if needed via this page.

- the title has a maximum length of 500 characters.

Main information

Description

Main information

Title

A pest risk analysis with a very very long title on plenty of extremely strange commodities from

Description

B   I   U   S   x₂   x²

This is a pest risk analysis with a very very long title on plenty of extremely strange commodities from a range of far away countries with indication of many pests and invasive plants, and an evaluation of different climate change scenario with modelling and an very extensive review of management measures for worst case scenario and best case also because you never know what you need, and also we like when the title is very precise although when it is too long nobody want to read it any longer, so really what is the point of such very long title

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Lang

English

Description is free text. You may use formatting tools such as bold, italics; etc.

Please describe shortly the PRA (for example: reasons for preparing it, main conclusions, authors). You may also state if an English abstract is available (if the PRA is another language).

If you post a draft PRA or a plan to perform a PRA in the future, state this clearly (e.g. "This pest has been identified as a priority for a PRA, a draft should be available by 2021-04"). This may be helpful if other users are also planning a PRA on the same pest.

Press Save when you have finished writing your text.

Indicate the language of the PRA in the box 'Lang'

Date of the PRA

Date of the PRA

2018-05-02   ▦   Select in the calendar or type the date in the following format
yyyy-mm-dd

Indicate the date when the PRA was finalized (and press Save).

If you post a plan to perform a PRA, you can indicate the date when you expect to perform it.

You can select a date in the calendar of type the date in the following format YYYY-MM-DD.

Files or url links

You can associate files or links to your PRA. Select a either File or URL, the type of file and the place when you can find it, and click 'Add'. You should select if the file (or URL) correspond to the PRA, an Appendix to the PRA or another type of information. Any types of files may be associated (e.g. Word, Excel files, pictures, models, etc.)

For URL, the system will automatically save the file associated so that it can be accessed later if the link becomes inactive.

If you want to remove a file, click on [🗑].

Organisms and Hosts

The field 'Hosts' is optional for a pest-specific PRA. For commodity PRA, please enter the name of the plant both under 'Host' and 'Organisms'.

You can select the scientific name of the pest from the list extracted from EPPO GD. You may choose to select either a species or a higher taxonomic rank (e.g. Genus, Family). You may paste the name in the dialog box. Alternatively, you may type a few letters of the name: a list of names of organisms starting with these letters will be displayed and you may select the relevant one from this list. Then click [Add]. You can repeat this procedure to add as many organisms/hosts as you wish.

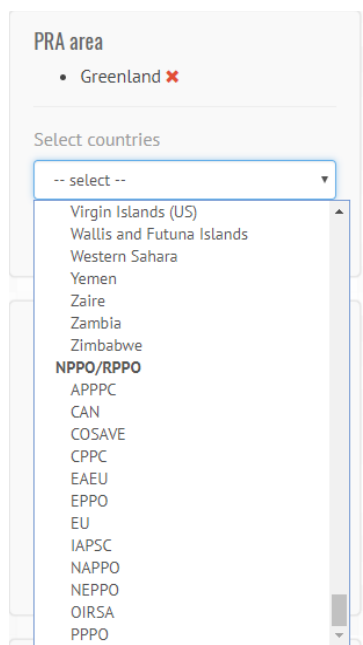If you want to delete an organism or a host, click on ✖

Please note that if you select a scientific name which is not the preferred name in EPPO GD, both names will be associated with your PRA.

If the pest species does not appear in the list, this means it is not yet in EPPO GD (and does not have an EPPO Code). In such a case, please select a higher taxonomic level available (e.g. Genus) and send an email to pra@eppo.int. The EPPO Secretariat will consider the request and create a new entry and an EPPO Code if relevant.

The list of hosts does not need to be exhaustive. You may focus on the main hosts and/or on the hosts for which the PRA provides the most details (e.g. distribution maps, mode of production), which may be relevant to conduct a PRA for another pest of this host.

PRA area

The PRA area is the 'area in relation to which a Pest Risk Analysis is conducted'

By default, the PRA area is selected to be the country/area of the Institute posting the PRA. You may remove it by clicking on ✖ , and select new countries/area in the list. You may select a Regional Plant Protection Organization, the EU or the EAEU at the end of the list.

Click **Add** after each country selected.

Keywords

Keywords are optional. You can add as many keywords as you want. Keywords are intended to help users retrieve PRAs dealing with specific issues. Useful keywords may be type of PRA (e.g. 'pathway PRA'), status of the PRA (e.g. 'draft', 'plan for a PRA'), descriptors of pathways (e.g. 'plants for planting,' 'wood', 'seed', 'soil', 'wood packaging'), type of pests (e.g. fruit fly, bark beetle), country/area of origin of the pest; type of habitat for invasive plants (e.g. aquatic). Please do not include scientific names of pests or hosts in the keywords. They should be entered in the dedicated fields

The list of keywords used so far is provided by clicking on ⑦ but you may add others if you wish (simply type your new keyword in the box).

The EPPO Secretariat will review this list of keywords in the future when more users have posted PRAs in order to build a relevant consolidated list.

Publication

This is to decide on the audience for your PRA.

In the drop-down list, select to which users the PRA will be available, and then and press [Save] .

-Draft: it will be available only to you and other registered users of your Institute/NPPO

-'Visible for registered users only' will make the PRA available to all users that log into the Platform.

-'Visible for public' will be made available to all on the Internet.

Publish you PRA on the Platform

Once you have finished entering the different information, you may view how this will be made available to other users by clicking on 'Preview', or 'Close' if you are satisfied.

If you are not satisfied when you check the preview, click on 'modify…' to change it.

Batch upload of numerous PRAs

It is possible to upload numerous PRAs in the Platform by entering metadata in an Excel file. Please contact the EPPO Secretariat (pra@eppo.int) to have further details.

Manage PRAs via your dashboard

Once you are logged in, click on My dashboard at the top right on the home page.
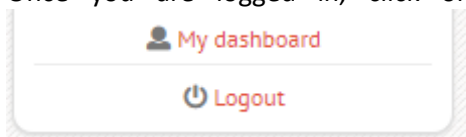
You will access the list of your PRAs and will be able to view, modify or delete them.

You can sort or filter the PRAs according to each column (use small arrows and boxes). This allows you to quickly check the status (public/private/draft) of all documents, sort them by date and check which user of your institute posted them of the platform.

Searching for PRAs in the EPPO PRA Platform

You may search for PRAs in different ways. Remember that you should log in to access both PRAs that are publicly available and PRAs whose access is limited to registered users.
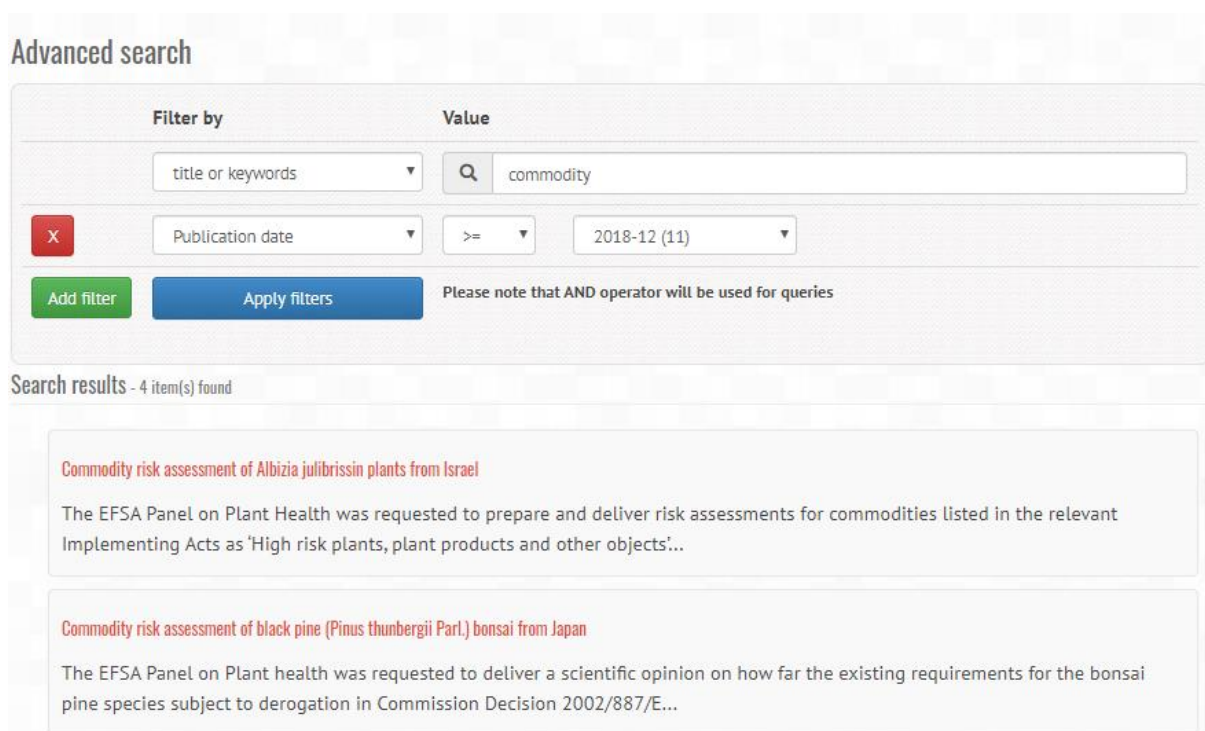
Search box

The easiest is to search for a PRA by using the Search box at the top of the page. This will search in the title of the PRA, as well as in indexed fields.

You may use scientific names, synonyms or common names. This means that you will find a PRA on *Aromia bungii* if you search for *Cerambyx bungii* or for 'redneck' (as the common name is redneck longhorned beetle).

If you search for a plant, you will retrieve all PRAs dealing with this plant (if this is an invasive plant, or if a commodity PRA is available), and well as with pests that have this plant as a host (if this has been indexed).

Advanced search

By selecting 'Advanced search', you can combine different criteria. Click on 'Add filter' to select a new criterion. Click on 'Apply filter' to search according to all your criteria.

Page 'Browse PRAs'

Access this page by clicking on 'Browse PRAs' at the top of the page
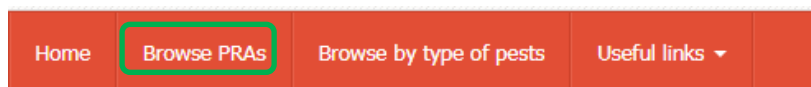
By clicking on 'Browse PRAs' you will access a page where you can search for a PRA by organism, host plant but also by PRA area, institute which posted the PRA, by country, by date when it was made available on the platform, by date when it was written, or by keyword.
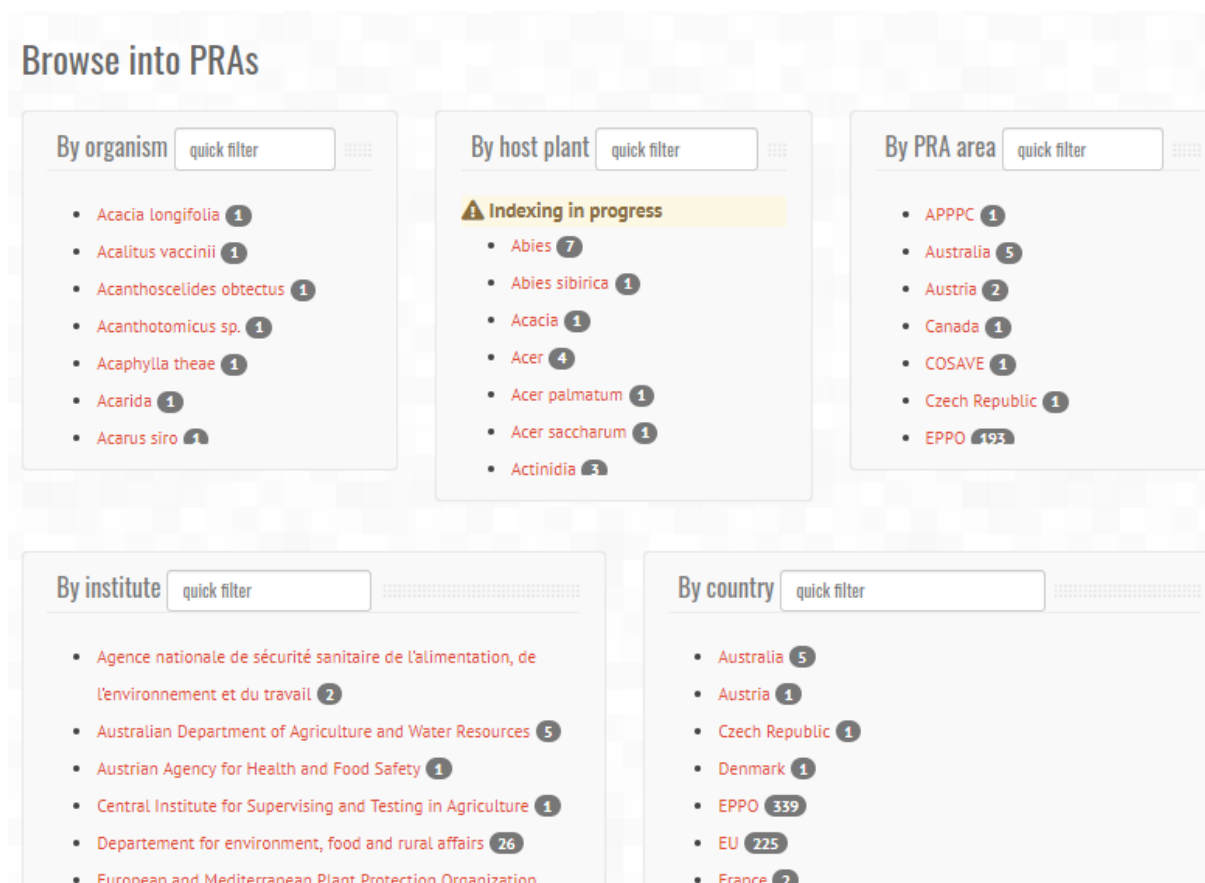
You may filter results in each category by typing the first letters in the 'quick filter' box.

*Please note that indexing is in progress and is not yet available for all PRAs.*

Please note that in 'Institute' the EPPO Secretariat has also created a category called 'Other PRAs - Scientific articles and research projects' which provide PRAs produced in such framework. If you wish to submit a PRA for this category, please contact us (pra@eppo.int)

Page 'Browse by type of pests'

Access this page by clicking on 'Browse by type of pests' at the top of the page
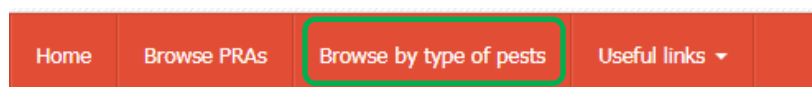
You can select the category of pests in the drop-down list, or search an organism by typing a few letter in the 'search' box under Organism. You can also rank them in alphabetical order.

Feedback and comments on this User guide

We hope that this User guide answers any questions you may have.

If you have suggestions to improve it, please contact us (pra@eppo.int).