

How to register to and use the EPPO PRA Platform?

<https://pra.eppo.int/>

- Guidelines -

Contents

- Registering on the EPPO PRA Platform (new Institute/new user) 2
- Logging in (already registered user) 3
- Filling in the information on your NPPO / Institute 5
- Managing users for your NPPO / Institute 6
- Adding PRAs to the Platform 7
- Batch upload of numerous PRAs 12
- Manage PRAs via your dashboard 12
- Searching for PRAs in the EPPO PRA Platform 13
- Feedback and comments on this User guide 16

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.

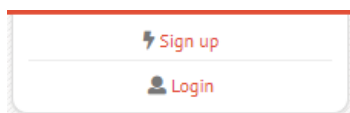
Registering on the EPPO PRA Platform (new Institute/new user)

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:



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

 A screenshot of the 'Register on EPPO PRA Platform' form. The form is titled 'Register on EPPO PRA Platform' and has a '★ Required' indicator. It is divided into several sections: 'About you' with fields for 'Full name' and 'Email'; 'About your organization' with fields for 'Organization name', 'Organization acronym', and 'Country' (a dropdown menu); 'About your account' with fields for 'Password' and 'Confirm the password'; 'Code for registration' with a 'Code' field; and 'Anti-bots' with a checkbox 'Je ne suis pas un robot' and a reCAPTCHA widget. A green 'Register' button is at the bottom.

- 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.

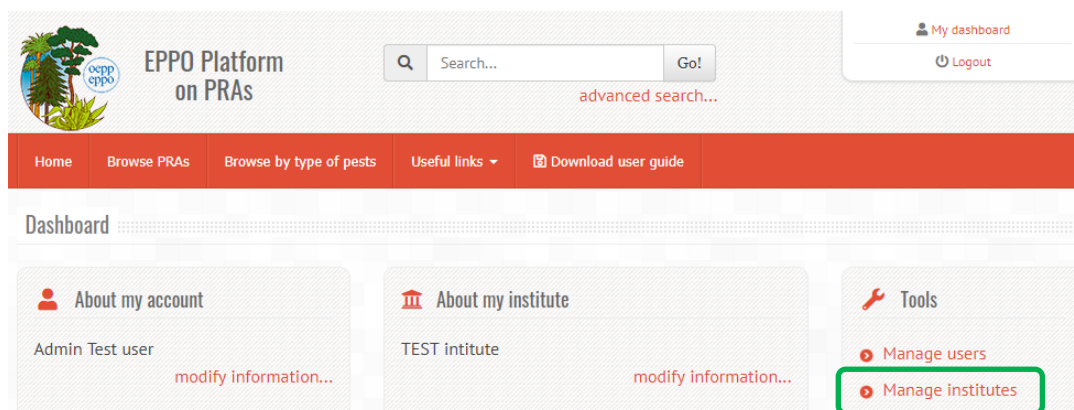
- A general account for a user should be created when creating the Institute account.

- 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’.



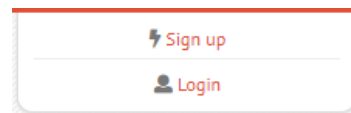
Then fill in the form and click Save. An email will be sent to the email of institute’s administrator, inviting them to create their account on the platform. By creating their account, you authorize them to post PRAs for your country.

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

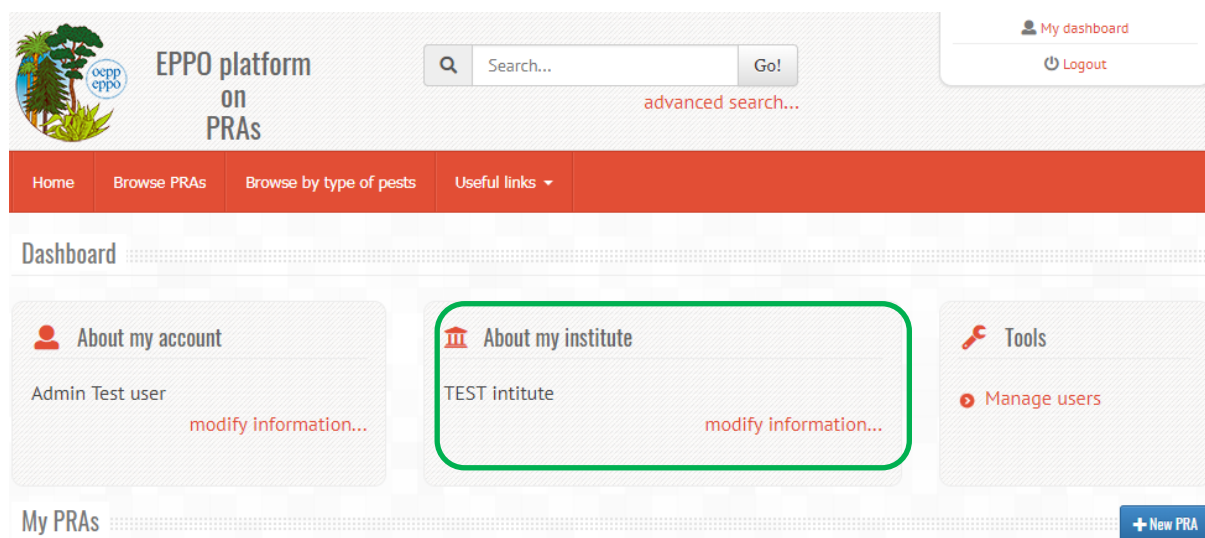


- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

A screenshot of the 'Authentication by login/password' form. The form has a title 'Authentication by login/password' in red and black. Below the title are two input fields: 'Email' with the placeholder text 'Your email' and 'Password' with the placeholder text 'Password'. Below the input fields is a checkbox labeled 'Remember my credentials'. To the right of the checkbox is a green 'Login' button. Below the 'Login' button is a red link labeled 'Forgot password?'. A green arrow points from the 'Remember my credentials' checkbox to the right, and another green arrow points from the 'Forgot password?' link to the left.

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



EPPO platform on PRAs

Search... Go! advanced search...

My dashboard Logout

Home Browse PRAs Browse by type of pests Useful links ▾

Dashboard

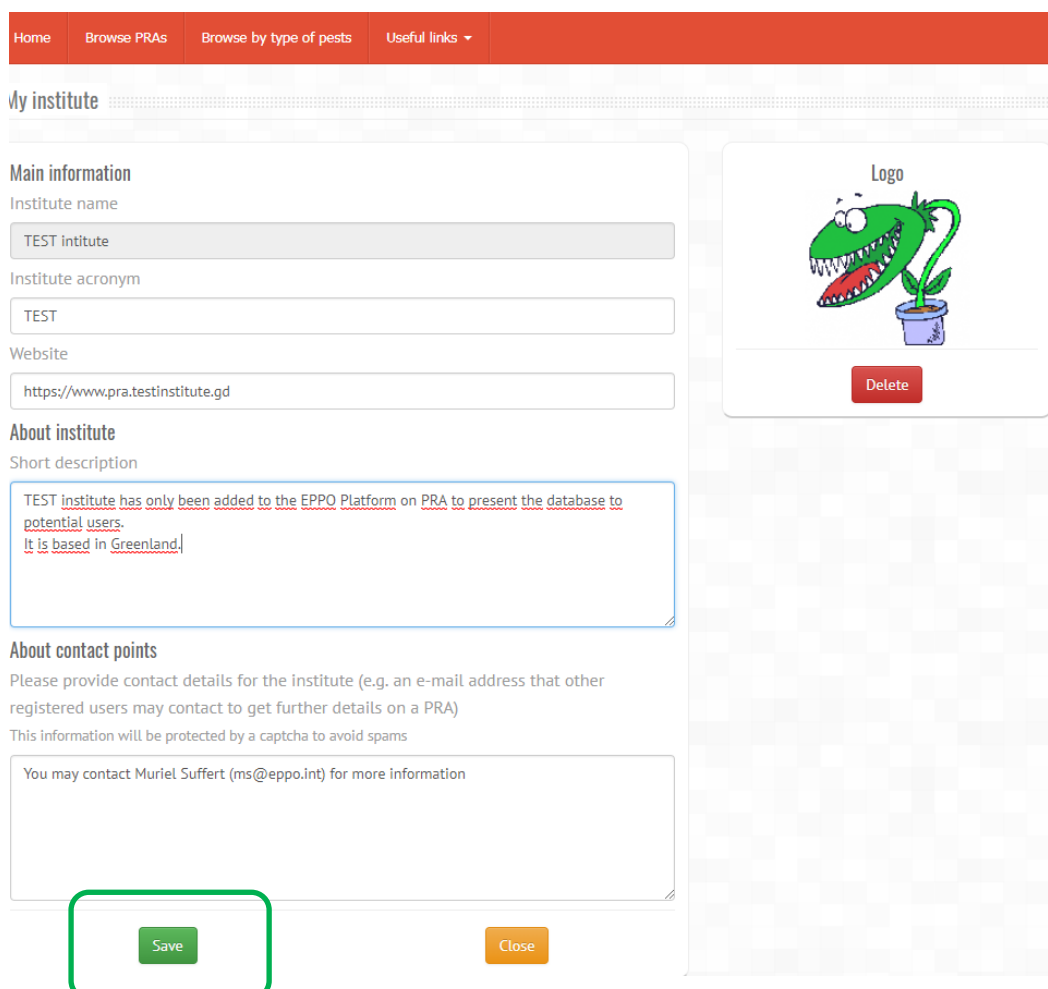
About my account
Admin Test user
modify information...

About my institute
TEST institute
modify information...

Tools
Manage users

My PRAs + New PRA

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)



Home Browse PRAs Browse by type of pests Useful links ▾

My institute

Main information

Institute name
TEST institute

Institute acronym
TEST

Website
https://www.pra.testinstitute.gd

About institute

Short description
TEST institute has only been added to the EPPO Platform on PRA to present the database to potential users.
It is based in Greenland.

About contact points

Please provide contact details for the institute (e.g. an e-mail address that other registered users may contact to get further details on a PRA)
This information will be protected by a captcha to avoid spams

You may contact Muriel Suffert (ms@epo.int) for more information

Logo
Delete

Save Close

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.

The screenshot shows the EPPO platform dashboard. At the top, there is a search bar and a navigation menu with links: Home, Browse PRAs, Browse by type of pests, and Useful links. The dashboard includes sections for 'About my account' (Admin Test user), 'About my institute' (TEST institute), and 'Tools' (Manage users). The 'Manage users' link is highlighted with a green box. Below the dashboard, there is a 'My PRAs' section with a '+ New PRA' button.

Manage users

Full name	Email	Last login	Rights	Action
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="- select -"/>	<input type="text"/>
Admin Test user	testpra@epo.int	2018-09-10 16:59:56	Admin	<input type="button" value="Modify..."/>
Second Test User	testpra@epo.int	2018-09-10 16:54:19	View/Modify Institute PRA	<input type="button" value="Modify..."/> <input type="button" value="Deactivate"/>
Test user	testpra@epo.int	2018-07-10 16:01:36	View/Modify own PRA	<input type="button" value="Modify..."/> <input type="button" value="Deactivate"/>
<input type="button" value="Add user"/>				

User detail

Full name

Email

Rights

Force Password (leave blank to generate a random password)

An automatic email will be send to the added user with login/password.

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:

Main information

Title
PRA on a very dangerous pest

Description
 B I U
 This is a draft PRA on a very dangerous pest that I want to share only with registered users

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

Save

PRA area

- Greenland

Select countries
 -- select --

Add

Keywords

- plantsforplanting
- wood

Keyword

Add

Publication

PRA visibility?
 Visible for registered users only

Save

Preview

Close

Files

Type	File	
Appendix	appendix_dangerous_pest.xlsx	
Other	link	
Pest Risk Analysis	Test PRA on a very dangerous pest.docx	
Other	Tropidosteptes pacificus.jpg	

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 ABC 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

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  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 ).

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 or type the date in the following format YYYY-MM-DD.

Files or url links

You can associate files or links to your PRA. Select 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) corresponds 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.

Files		
Type	File	
Appendix	appendix_dangerous_pest.xlsx	
Other	link	
Pest Risk Analysis	Test PRA on a very dangerous pest.docx	
Other	Tropidosteptes pacificus.jpg	



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 . 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

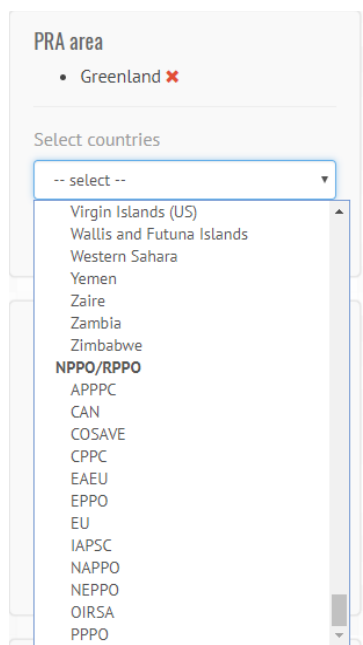
Please note that if you select a scientific name which is not the preferred name in EPPO GD, both names will be associated with your PRA.


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@epo.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  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  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.

Publication


PRA visibility?

Visible for registered users only ▼

Draft (Not published)

Visible for registered users only

Visible for public (published)

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

-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 your 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.

Preview

Close

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

Visible only for registered users

PRA on a very dangerous pest

TEST USER

Description

This is a draft PRA on a very dangerous pest that I want to share only with registered users

Organisms

Insecta

Hosts

woody plants

Files

Type	File	Size
Appendix	appendix_dangerous_pest.xlsx	8,32kB
Other	link	0,00B
Pest Risk Analysis	Test PRA on a very dangerous pest.docx	17,74kB
Other	Tropidosteptes pacificus.jpg	93,02kB

KEYWORDS

plantsforplanting wood

ADDITIONAL INFORMATION

- Country: Greenland
- Date PRA: 2018-05-02
- Visible for: Registered users only
- Publication: 2018-06-20
- Last update: 2018-09-13 11:01:51
- Published by: Test user

TOOLS

Download XML

ADMIN

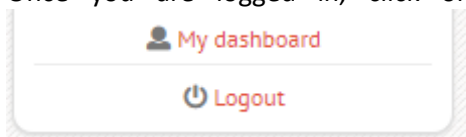
modify...

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@epo.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.

My PRAs (32)

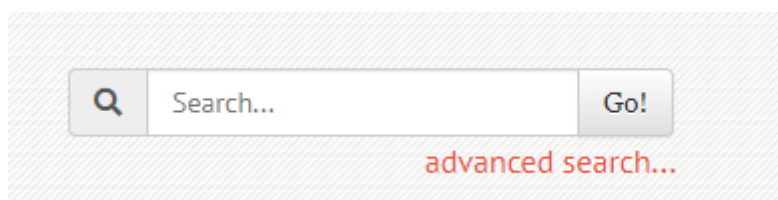
Created by	Title	Date PRA	Date publication	Visibility			
Search...	Search...	Search...	Search...	- select -			
EPPO Secretariat	EPPO Pest categorization for <i>Phytophthora pinifolia</i>	2010-03-01	2018-07-25	Public			
EPPO Secretariat	EPPO PRA for <i>Malacosoma parallela</i>	2003-04-04	2018-07-24	Public			
EPPO Secretariat	EPPO PRA report for <i>Acidovorax citrulli</i>	2012-01-01	2018-07-25	Public			
EPPO Secretariat	Pest Risk Assessment for <i>Diabrotica virgifera</i> prepared by the French Plant Protection Service	1997-01-01	2018-07-24	Public			
EPPO Secretariat	PRA for <i>Aeolesthes sarta</i>	2001-03-01	2018-08-02	Public			
EPPO Secretariat	PRA for <i>Ambrosia artemisiifolia</i> and other species	1999-07-01	2018-07-27	Public			
EPPO Secretariat	PRA for <i>Aphelenchoides besseyi</i>	2003-05-05	2018-07-25	Public			
EPPO Secretariat	PRA for Blueberry scorch virus	2007-05-21	2018-07-26	Public			
EPPO Secretariat	PRA for <i>Chrysanthemum stem necrosis virus</i>	2003-01-01	2018-07-26	Public			

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

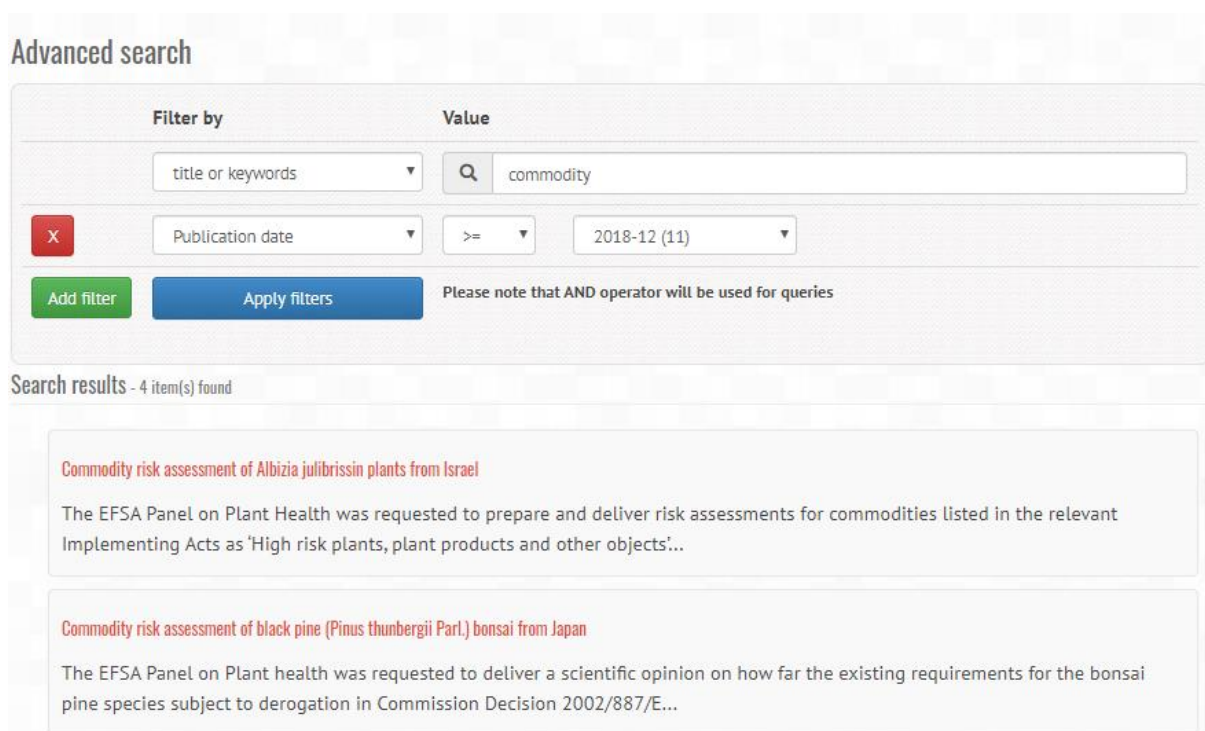
The easiest is to search for a PRA by using the Search box at the top of the page. This will search in the title of the PRA, as well as in indexed fields.



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



Advanced search

Filter by	Value
title or keywords	commodity
X Publication date	>= 2018-12 (11)

[Add filter](#) [Apply filters](#) Please note that AND operator will be used for queries

Search results - 4 item(s) found

Commodity risk assessment of Albizia julibrissin plants from Israel

The EFSA Panel on Plant Health was requested to prepare and deliver risk assessments for commodities listed in the relevant Implementing Acts as 'High risk plants, plant products and other objects'...

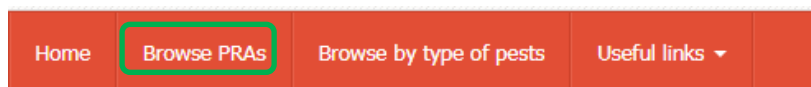
Commodity risk assessment of black pine (Pinus thunbergii Parl.) bonsai from Japan

The EFSA Panel on Plant health was requested to deliver a scientific opinion on how far the existing requirements for the bonsai pine species subject to derogation in Commission Decision 2002/887/E...

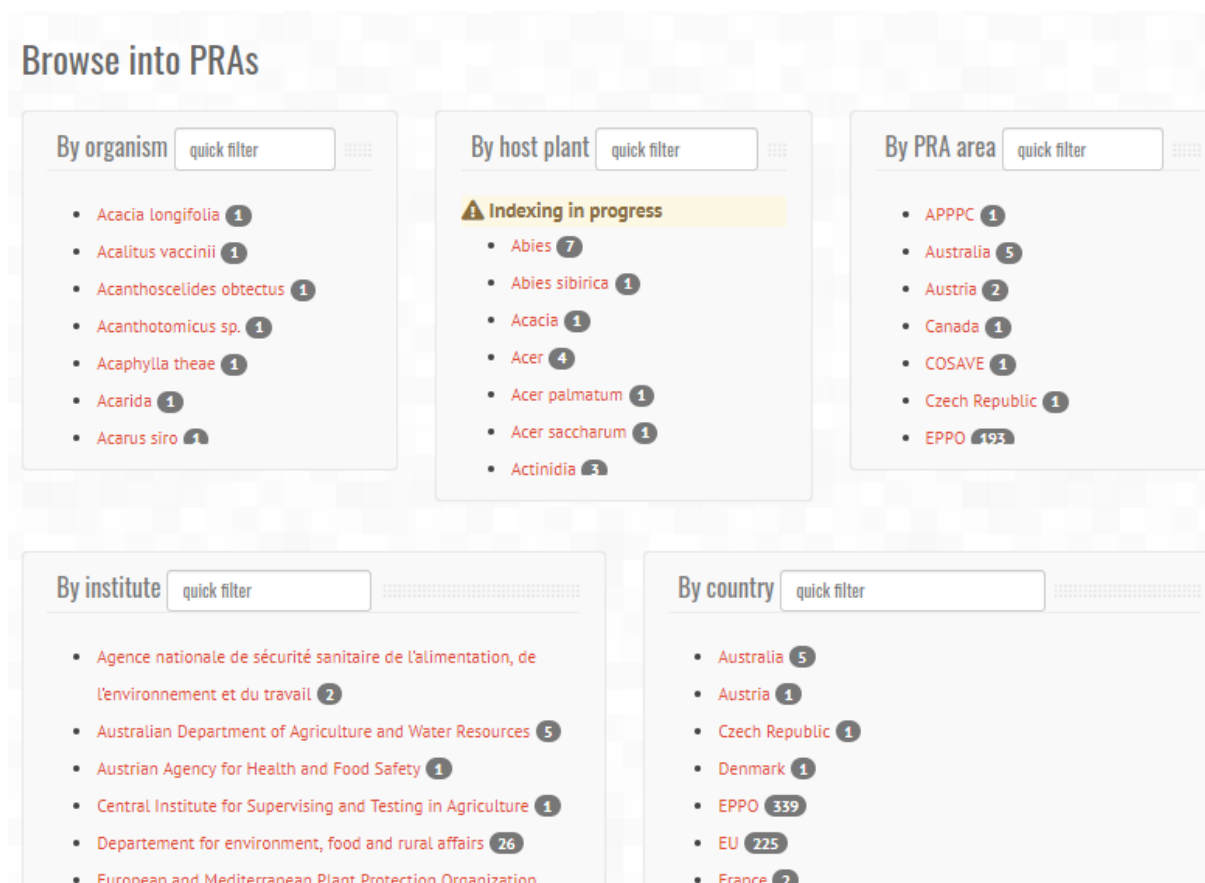
By selecting 'Advanced search', you can combine different criteria. Click on 'Add filter' to select a new criterion. Click on 'Apply filter' to search according to all your criteria.

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.

By host plant

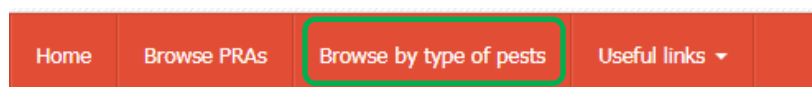
⚠ Indexing in progress

- **Prunus** 6
- **Prunus armeniaca** 1
- **Prunus avium** 1
- **Prunus cerasus** 2
- **Prunus domestica** 1
- **Prunus persica** 1
- **Prunus salicina** 1

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@epo.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.

Browse by type of pests

Main category	Organism	Nb PRA
Viruses and viroids	<input type="text" value="Search..."/>	<input type="text"/>
- select -		
Acari	Alstroemeria necrotic streak virus	1
Bacteria	Apple stem grooving virus	1
Chromista		
Fungi	Arabis mosaic virus	2
Gastropoda		
Insecta	Banana bract mosaic virus	1
Nematoda	Banana mild mosaic virus	1
Plantae	Banana streak virus	1
Platyhelminthes		
Viruses and viroids	Bean necrotic mosaic virus	1
Viruses and viroids	Beet curly top virus	1
Viruses and viroids	Beet leaf curl virus	1
Viruses and viroids	Blueberry red ringspot virus	1
Viruses and viroids	Blueberry scorch virus	1
Viruses and viroids	Blueberry shoestring virus	1

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).