

# 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 .....15

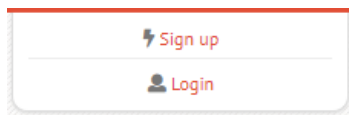
In order to view all PRAs posted and to be able to post your PRAs in the EPPO PRA Platform, the first step is to become a **registered user** of the database. Creation of an account is limited to countries that are members of EPPO, in particular to National Plant Protection Organizations (NPPOs). NPPOs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

**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](mailto: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’.

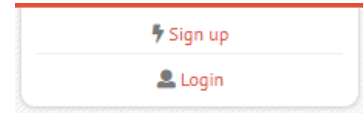
Then fill in the form and click Save. An email will be sent to the email of institute’s administrator, inviting them to create their account on the platform. By creating their account, you authorize them to post PRAs for your country.

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

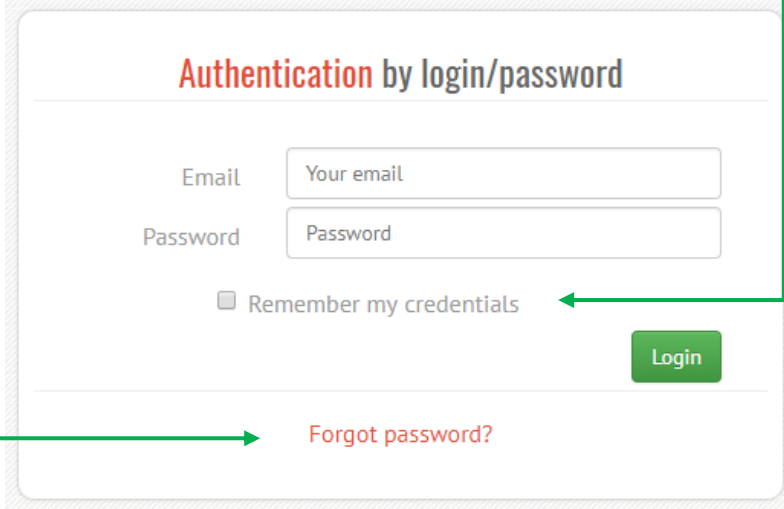
## Logging in (already registered user)

You have already registered on EPP0 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

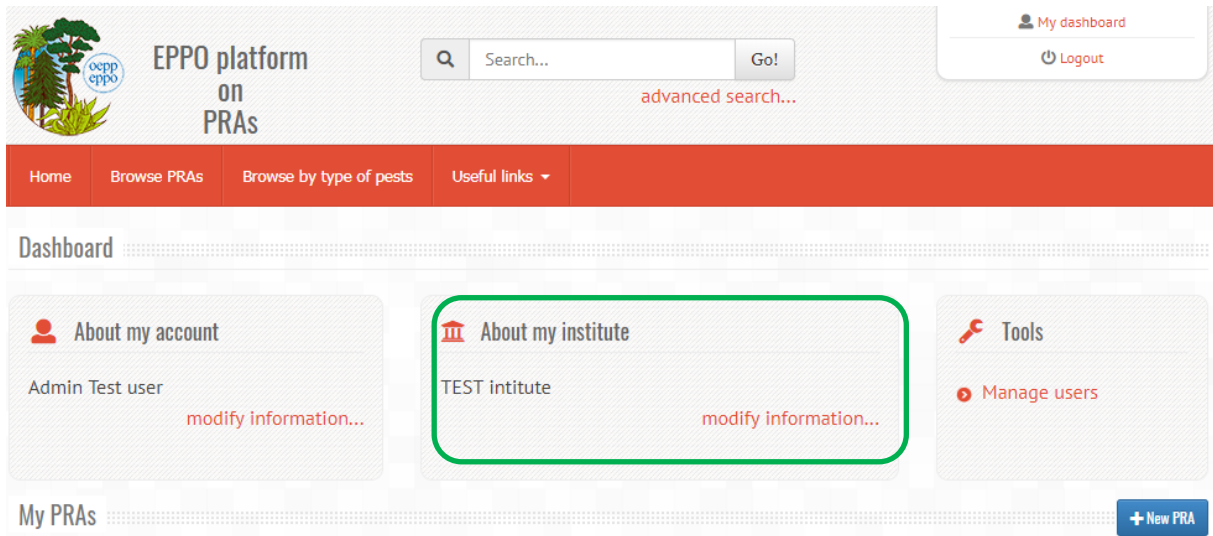


- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

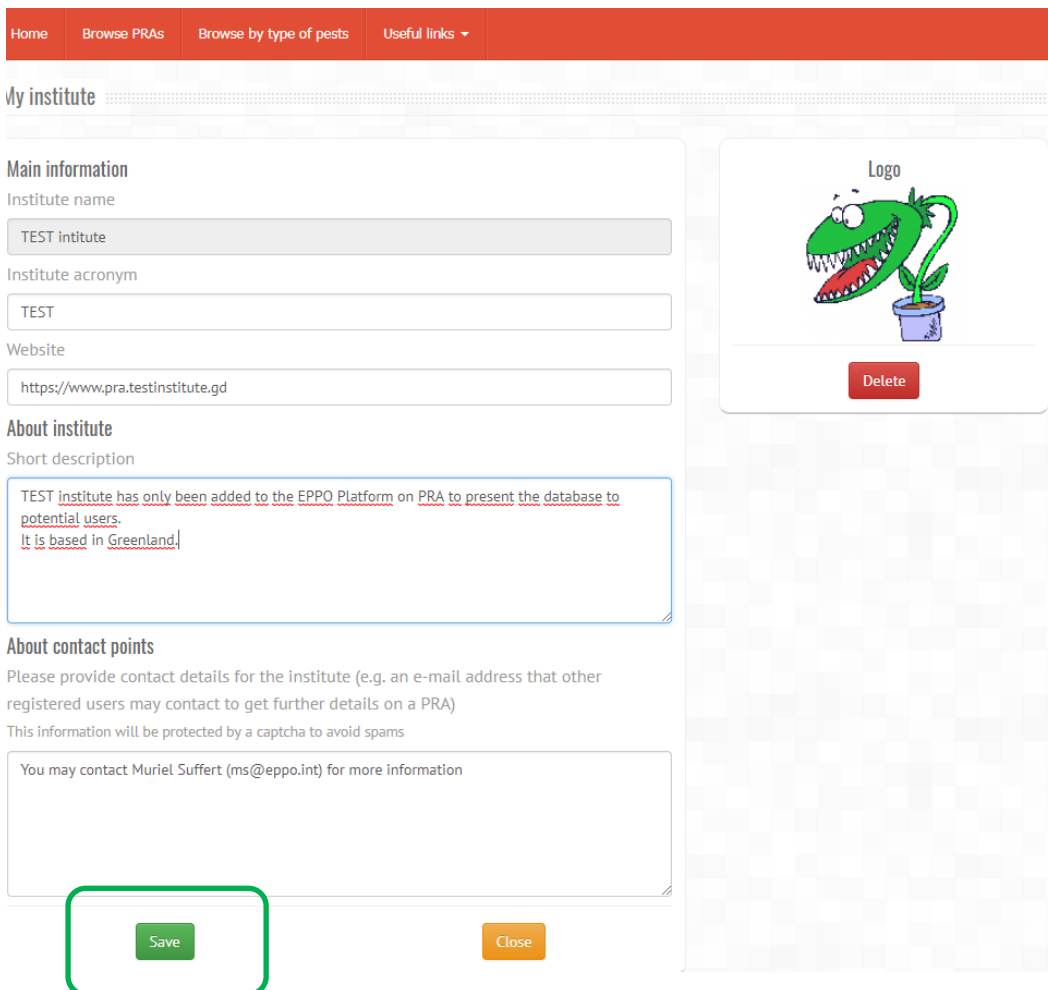
A screenshot of the 'Authentication by login/password' form. The form has a title 'Authentication by login/password' in red and black. Below the title are two input fields: 'Email' with the placeholder text 'Your email' and 'Password' with the placeholder text 'Password'. Below the input fields is a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

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)

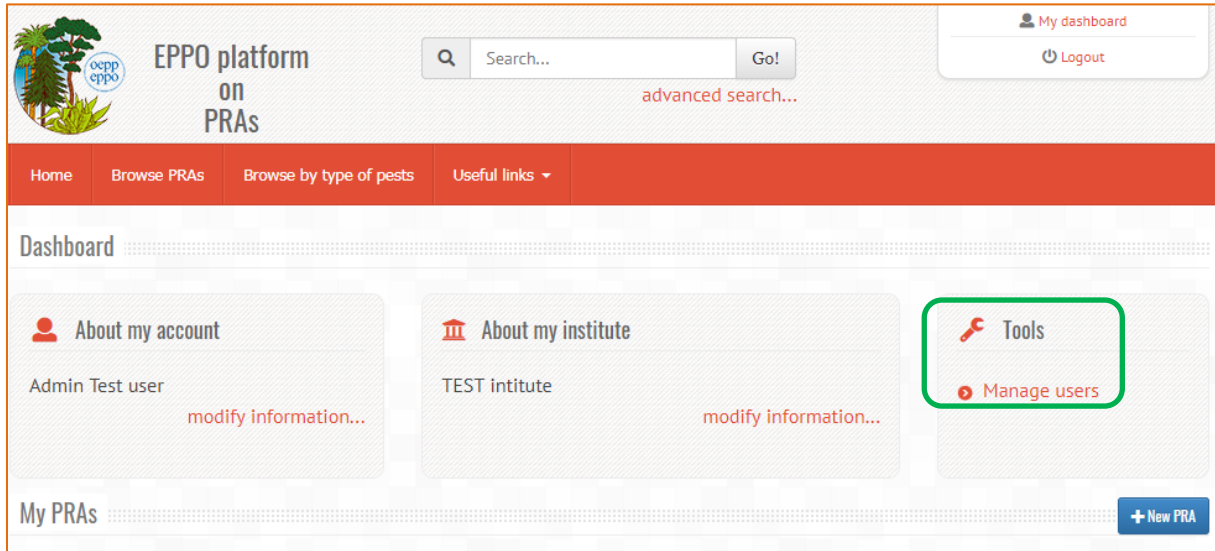


Press Save when it is done

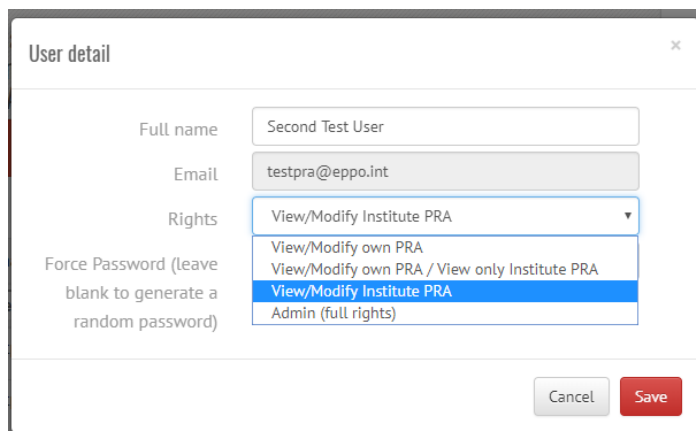
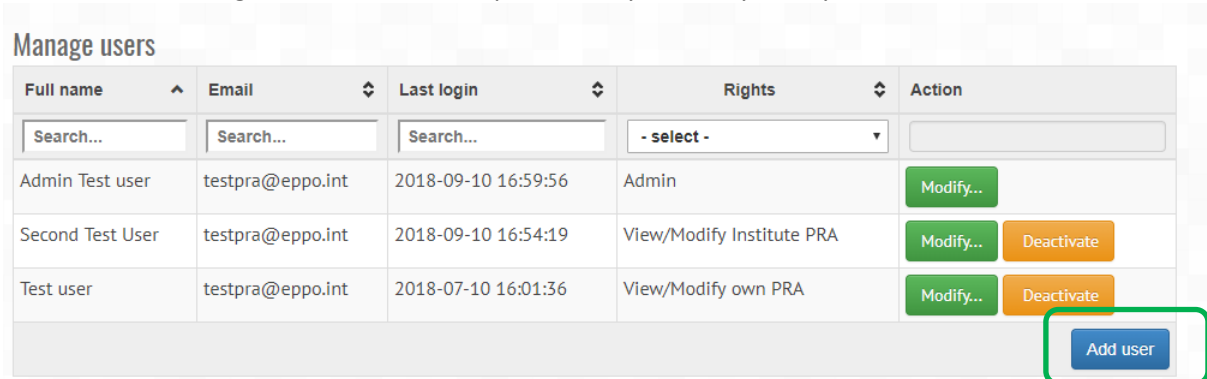
## Managing users for your NPPO / Institute

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'



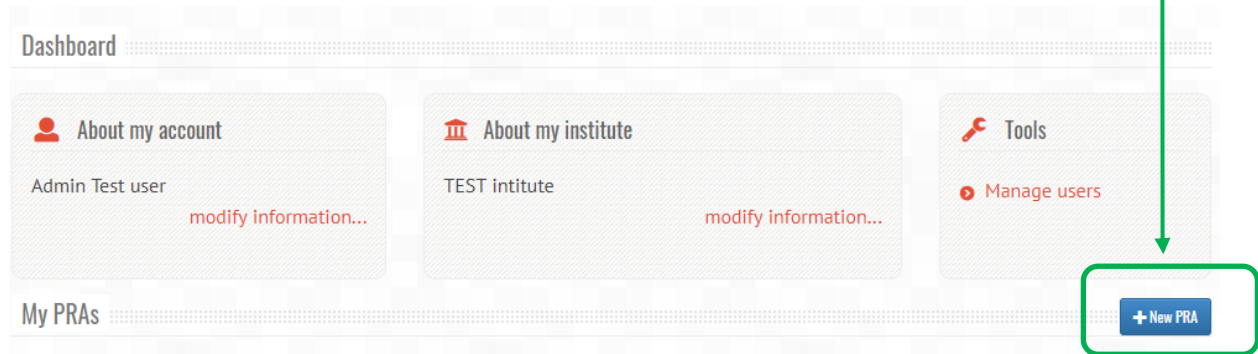
\*Note that user's rights are under development, they are not yet fully functional.



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 (note that you may edit it later if needed), you will access a webpage dedicated to your PRA:

### Main information

Title

Description

**B** *I* U ~~ABC~~  $x_2$   $x^2$

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

Date of the PRA

 Select in the calendar or type the date in the following format yyyy-mm-dd

### 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           |  |

### PRA area

- Greenland

Select countries



### Keywords

- plantsforplanting
- wood

Keyword



### Publication

PRA visibility?

## Main information

### Description

Description

**B** *I* U ~~✕~~  $x_2$   $x^2$


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

92

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 it is in English or in 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 2018-12”). This may be helpful if other users are also planning a PRA on the same pest.

Press  when you have finished writing your text.

### 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

Type

File

File

URL

File Type

Pest Risk Analysis

Choose a file...





Browse


Add

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 'Organisms' is optional for a commodity PRA, and the field 'Hosts' is optional for a pest-specific PRA)

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 **X**, 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 **?** 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 and press .

- Draft: it will be available only to you and other registered users of the 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**      **Hosts**

• Insecta

• woody plants

**Files**

| Type               | File   | Size    |
|--------------------|--|---------|
| Appendix           | <a href="#">appendix_dangerous_pest.xlsx</a>           | 8,32kB  |
| Other              | <a href="#">link</a>                                   | 0,00B   |
| Pest Risk Analysis | <a href="#">Test PRA on a very dangerous pest.docx</a> | 17,74kB |
| Other              | <a href="#">Tropidosteptes pacificus.jpg</a>           | 93,02kB |

**KEYWORDS**

[plantsforplanting](#) [wood](#)

**ADDITIONAL INFORMATIONS**

- 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**

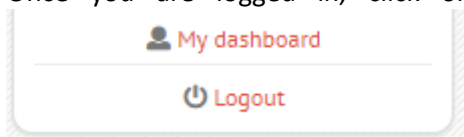
[modify...](#) ←

## 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.

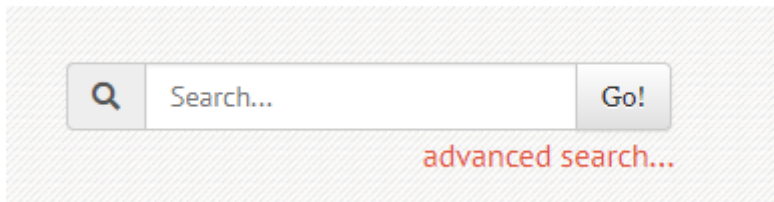
| My PRAs   |                                      |  | + New PRA |  |  |
|---|--------------------------------------|--|-----------|--|--|
| Title   | Date PRA                             | Date publication                       |           |  |  |
| <input type="text" value="Search..."/>  | <input type="text" value="Search."/> | <input type="text" value="Search..."/> |           |  |  |
| EPPO PRA for <i>Aulacaspis yasumatsui</i>   | 2008-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Agilus anxius</i>   | 2011-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Apriona cinerea</i> , <i>Apriona germari</i> , <i>Apriona rugicollis (japonica)</i> | 2013-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Aromia bungii</i>   | 2014-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Baccharis halimifolia</i>   | 2013-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Bactericera cockerelli</i>  | 2012-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for <i>Bursaphelenchus xylophilus</i>  | 2009-09-30                           | 2018-02-13                             |           |  |  |
| EPPO PRA for ' <i>Candidatus Liberibacter solanacearum</i> ' in Solanaceae                          | 2012-09-30                           | 2018-02-13                             |           |  |  |

## 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.

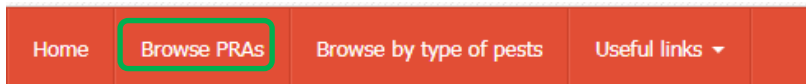


You may use scientific names, synonyms or common names. This means that you will find a PRA on *Aromia bungii* if you search for *Cerambyx bungii* or for 'redneck' (as the common name is redneck longhorned beetle).

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).

### 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.

## Browse into PRAs

The screenshot displays the 'Browse into PRAs' interface with the following categories and data:

- By organism:**
  - Acacia longifolia (1)
  - Acalitus vaccinii (1)
  - Acanthoscelides obtectus (1)
  - Acanthotomicus sp. (1)
  - Acaphylla theae (1)
  - Acarida (1)
  - Acarus siro (1)
- By host plant:**
  - Indexing in progress**
  - Abies (7)
  - Abies sibirica (1)
  - Acacia (1)
  - Acer (4)
  - Acer palmatum (1)
  - Acer saccharum (1)
  - Actinidia (3)
- By PRA area:**
  - APPC (1)
  - Australia (5)
  - Austria (2)
  - Canada (1)
  - COSAVE (1)
  - Czech Republic (1)
  - EPPO (193)
- By institute:**
  - Agence nationale de sécurité sanitaire de l'alimentation, de l'environnement et du travail (2)
  - Australian Department of Agriculture and Water Resources (5)
  - Austrian Agency for Health and Food Safety (1)
  - Central Institute for Supervising and Testing in Agriculture (1)
  - Departement for environment, food and rural affairs (26)
  - European and Mediterranean Plant Protection Organization
- By country:**
  - Australia (5)
  - Austria (1)
  - Czech Republic (1)
  - Denmark (1)
  - EPPO (339)
  - EU (225)
  - France (7)

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.*

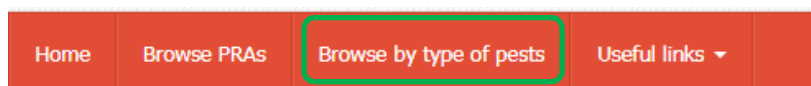
The screenshot shows the 'By host plant' filter with 'Prunus' entered in the quick filter box. The results are as follows:

- 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 -          | Alstroemeria necrotic streak virus     | 1                    |
| Acari               | Apple stem grooving virus              | 1                    |
| Bacteria            | Arabis mosaic virus                    | 2                    |
| Chromista           | Banana bract mosaic virus              | 1                    |
| Fungi               | Banana mild mosaic virus               | 1                    |
| Gastropoda          | Banana streak virus                    | 1                    |
| Insecta             | Bean necrotic mosaic virus             | 1                    |
| Nematoda            | Beet curly top virus                   | 1                    |
| Plantae             | Beet leaf curl virus                   | 1                    |
| Platyhelminthes     | 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@epo.int](mailto:pra@epo.int))