

# How to register to and use the EPPO PRA Platform?

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

- Guidelines -

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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. The Platform was first intended 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. Since 2022, NPPOs of non-EPPO countries may also create an account.

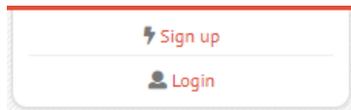
## Registering on the EPPO PRA Platform (new Institute/new user)

### Account for the NPPO of an EPPO country

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 registration form titled 'Register on EPPO PRA Platform'. The form is divided into several sections:
 

- About you**: Includes 'Full name' and 'Email' fields, both marked as required with a star icon.
- About your organization**: Includes 'Organization name', 'Organization acronym', and 'Country' (a dropdown menu) fields, all marked as required with a star icon.
- About your account**: Includes 'Password' and 'Confirm the password' fields, both marked as required with a star icon.
- Code for registration**: Includes a 'Code' field marked as required with a star icon.
- Anti-bots**: Includes a reCAPTCHA widget with the text 'Je ne suis pas un robot' and a 'Register' button 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](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”

The screenshot shows the EPPO Platform on PRAs dashboard. At the top, there is a search bar and a 'Go!' button. Below the search bar is a navigation menu with options: Home, Browse PRAs, Browse by type of pests, Useful links, and Download user guide. The main content area is titled 'Dashboard' and contains three panels: 'About my account' (Admin Test user), 'About my institute' (TEST intitute), and 'Tools' (Manage users, Manage institutes). The 'Manage institutes' link is highlighted with a green box.

You will see the list of Institutes authorized by your NPPO. To add a new Institute, click on ‘Add institute’.

The screenshot shows the 'Manage institutes' page. It features a table with columns for 'Institute', 'Email contact', and 'Action'. A search bar is located below the table. Below the table, a message states 'No institute is attached to yours'. A blue 'Add institute' button is highlighted with a green box.

The screenshot shows the 'New institute' form. The form is divided into sections: 'Main information' (Institute name, acronym, country, website), 'About institute' (Short description), 'About contact points' (How contact this institute?), and 'Email of institute's administrator' (Email). The 'Save' button is highlighted with a green box.

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.

## Account for non-EPPO countries

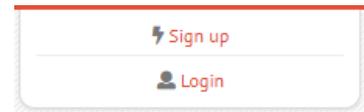
NPPOs of non-EPPO countries can also have an account on the EPPO Platform and share their PRAs. Please send an email to [pra@eppo.int](mailto:pra@eppo.int) to have more details.

Please note that non-EPPO countries do not have access to documents shared in the 'private' part of the Platform where EPPO countries may share their draft PRAs.

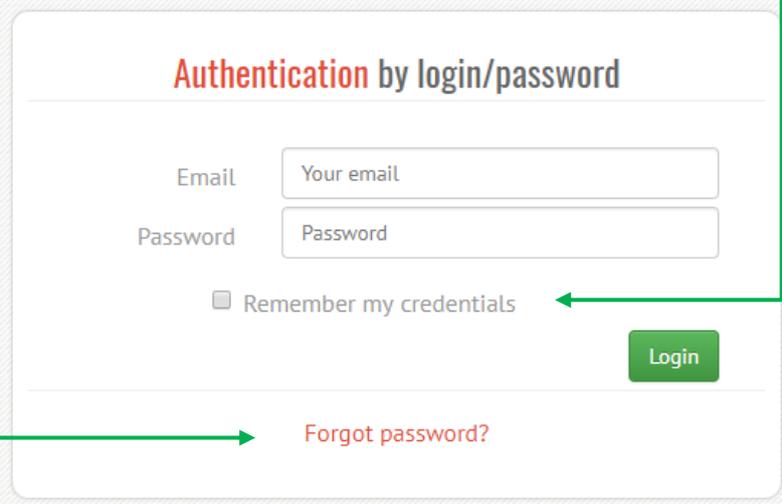
## Logging in (already registered user)

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

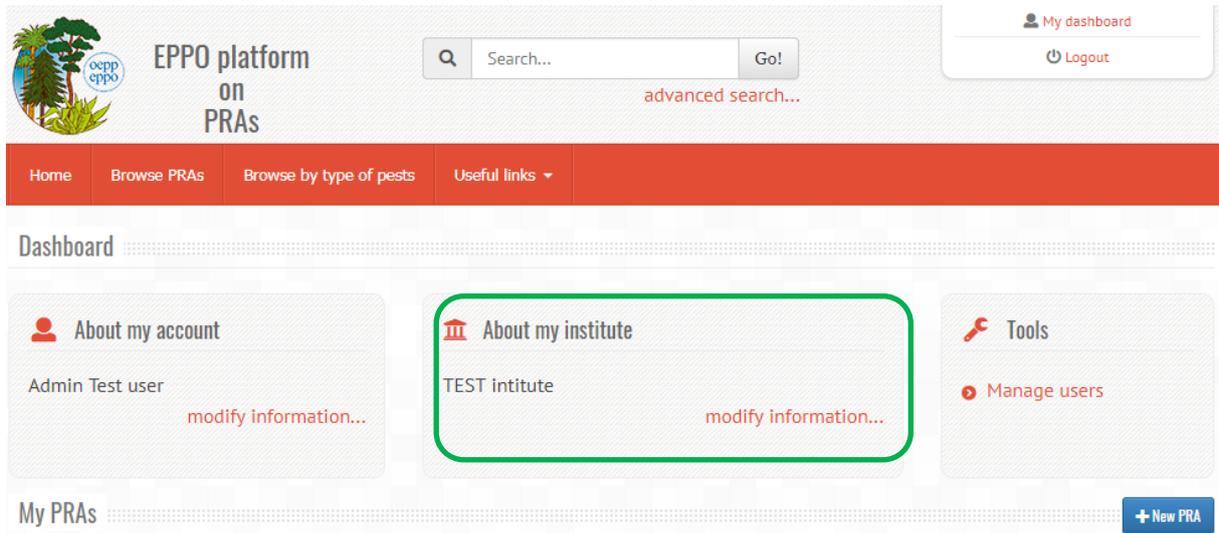


- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

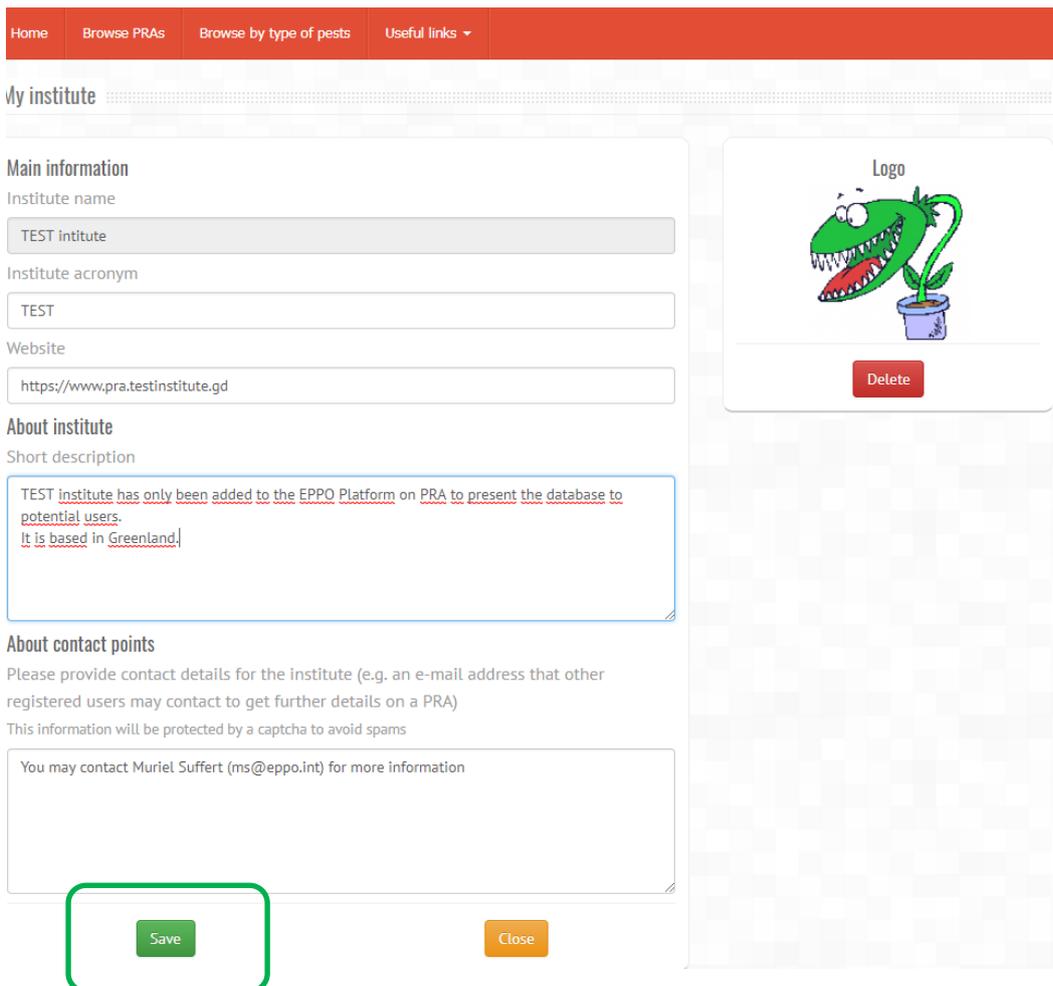
A screenshot of the 'Authentication by login/password' form. The form has a title 'Authentication by login/password' in red and blue. Below the title are two input fields: 'Email' with the placeholder text 'Your email' and 'Password' with the placeholder text 'Password'. Below the input fields is a checkbox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

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.

The dashboard includes a search bar, navigation menu (Home, Browse PRAs, Browse by type of pests, Useful links), and several informational cards: 'About my account' (Admin Test user), 'About my institute' (TEST institute), 'Tools' (containing 'Manage users'), and 'My PRAs' (+ New PRA).

### Manage users

| Full name                              | Email                                  | Last login                             | Rights                    | Action   |
|--|--|--|---------------------------|--|
| <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | - 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"/> |

### User detail

Full name

Email

Rights

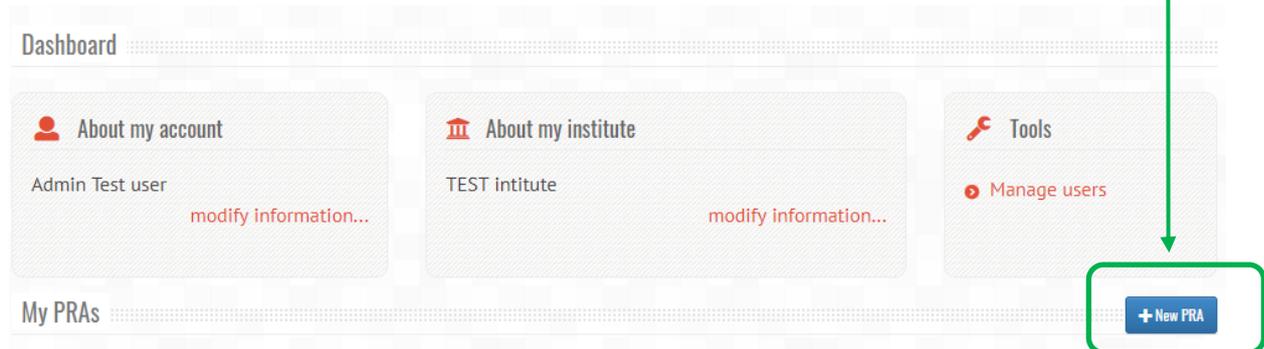
Force Password (leave blank to generate a random password)

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

Description

**B** *I* U ~~S~~ <sup>x<sub>2</sub></sup> <sup>x<sup>2</sup></sup>

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

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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           | <input type="button" value="🗑️"/> |
| Other              | link                                   | <input type="button" value="🗑️"/> |
| Pest Risk Analysis | Test PRA on a very dangerous pest.docx | <input type="button" value="🗑️"/> |
| Other              | Tropidosteptes pacificus.jpg           | <input type="button" value="🗑️"/> |

### PRA area

- Greenland ✖

Select countries

### Keywords

- plantsforplanting ✖
- wood ✖

Keyword

### Publication

PRA visibility?

### 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

The screenshot shows a form titled 'Main information'. It has two main sections: 'Title' and 'Description'. The 'Title' field contains the text 'A pest risk analysis with a very very long title on plenty of extremely strange commodities from'. The 'Description' field has a rich text editor with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x<sub>2</sub>), and Superscript (x<sup>2</sup>). The description text is: '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'. Below the description is a 'Lang' dropdown menu set to 'English'. A green arrow points from the description text to the explanatory text below.

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 2023-04”). 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

The screenshot shows a form field titled 'Date of the PRA'. It contains a date input box with the value '2018-05-02' and a calendar icon. To the right of the input box, there is text that says '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 **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  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), 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 (i.e. ‘Organisms’ and “Hosts”).

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. The Secretariat may edit the keywords that you have chosen to ensure consistency in the database.

### 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 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**      **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**

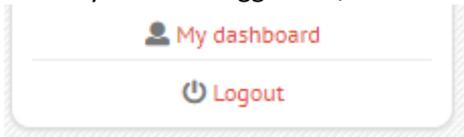
[modify...](#) ←

## 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](mailto: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 (22)

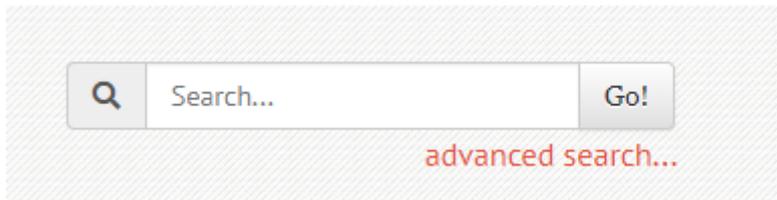
| Created by       | Title  | Date PRA   | Date publication | Visibility |  |  |  |
|------------------|--|------------|------------------|------------|--|--|--|
| EPPO Secretariat | EPPO Pest categorization for <i>Phytophthora pinifolia</i>   | 2010-03-01 | 2018-07-25       | Public     |  |  |  |
| EPPO Secretariat | EPPO PRA for <i>Malacosoma parallelata</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>  | 2001-05-01 | 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

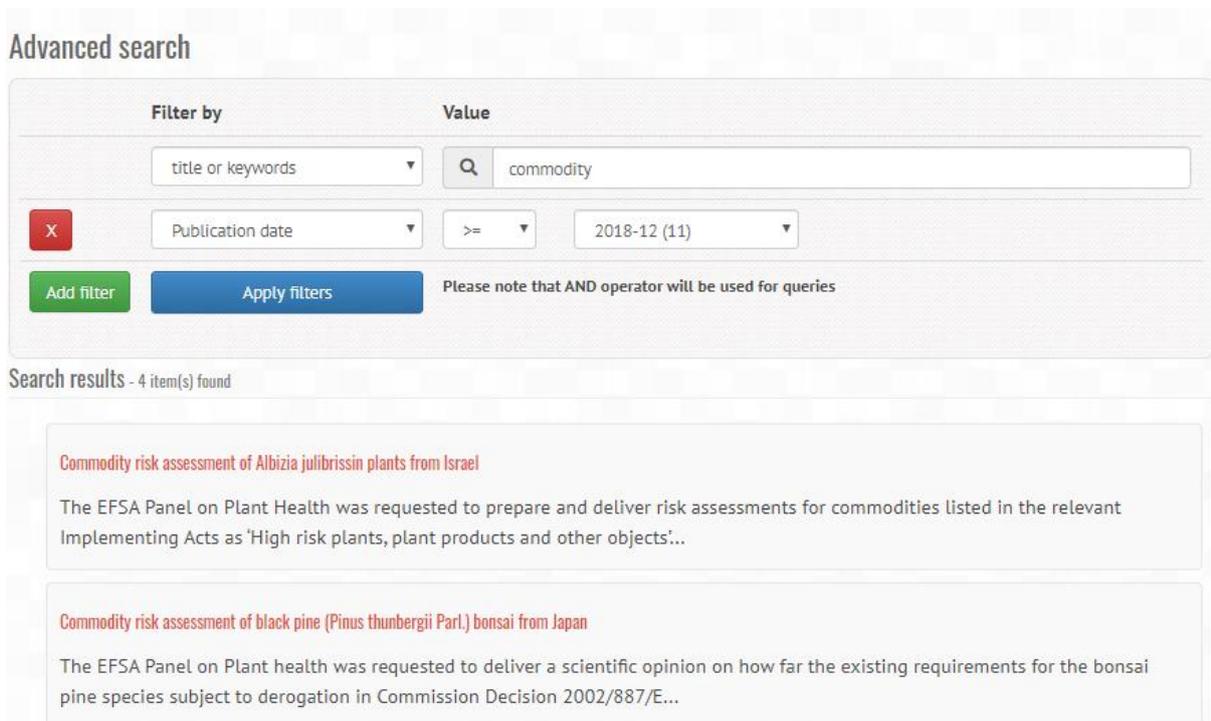
The easiest is to search for a PRA by using the Search box at the top of the page. This will search in the title of the PRA, as well as indexed organisms and keywords.



You may use scientific names, synonyms or EPPO codes. This means that you will find a PRA on *Aromia bungii* if you search for *Cerambyx bungii* or for AROMBU.

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.

Note that, on this page, it is not possible to combine different criteria.

### Browse into PRAs

**By organism** quick filter

- Abelmoschus esculentus 2
- Abies 3
- Acacia longifolia 1
- Acacia saligna 1
- Acalitus vaccinii 1
- Acalolepta sejuncta 1
- Acanthocereus 1

**By host plant** quick filter

**⚠ Indexing in progress**

- Abelmoschus esculentus 12
- Abies 21
- Abies alba 1
- Abies amabilis 3
- Abies balsamea 4
- Abies concolor 3
- Abies firma 2

**By PRA area** quick filter

- Argentina 2
- Australia 68
- Austria 2
- Bangladesh 1
- Belgium 1
- Belize 1
- Brazil 3

**By institute** quick filter

- Agence nationale de sécurité sanitaire de l'alimentation, de l'environnement et du travail 69
- Australian Department of Agriculture and Water Resources 64
- Austrian Agency for Health and Food Safety 1
- Central Institute for Supervising and Testing in Agriculture 2
- Departement for environment, food and rural affairs 137
- Department of Agriculture, Food and the Marine 2

**By country** quick filter

- Australia 64
- Austria 1
- Czech Republic 2
- Denmark 1
- EPPO 467
- EU 376
- France 69

**By date when published in this platform**

**By PRA date**

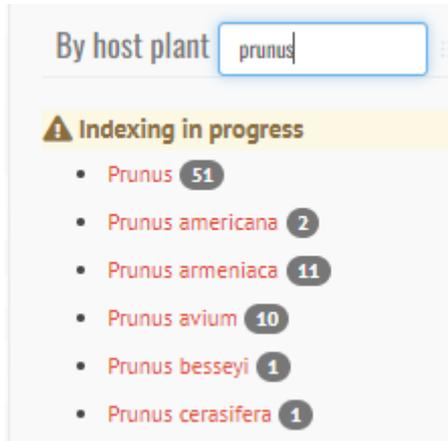
- 0000-00 5

**By keyword** quick filter

**⚠ Indexing in progress**

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@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                            | Parent                 |
|---------------------|-------------------------------------|------------------------|
| Viruses and viroi   | Search...                           | Search...              |
| Viruses and viroids | Actinidia virus A                   | Vitivirus              |
| Viruses and viroids | Actinidia virus B                   | Vitivirus              |
| Viruses and viroids | Alfalfa mosaic virus                | Alfamovirus            |
| Viruses and viroids | Alphanucleorhabdovirus melongenae   | Alphanucleorhabdovirus |
| Viruses and viroids | Alphanucleorhabdovirus physostegiae | Alphanucleorhabdovirus |
| Viruses and viroids | Alphanucleorhabdovirus tuberosum    | Alphanucleorhabdovirus |
| Viruses and viroids | Alstroemeria necrotic streak virus  | Orthotospovirus        |
| Viruses and viroids | American plum line pattern virus    | Ilarvirus              |
| Viruses and viroids | Andean potato latent virus          | Tymovirus              |
| Viruses and viroids | Andean potato mild mosaic virus     | Tymovirus              |
| Viruses and viroids | Andean potato mottle virus          | Comovirus              |
| Viruses and viroids | Apium virus Y                       | Potyvirus              |

## Newsletter of the EPPO Platform on PRAs

The EPPO Secretariat maintains a newsletter to which any interested person can subscribe (free of charge). This newsletter is sent on the first day of every month and lists all the pest risk analysis and relevant documents that have been published on the EPPO Platform on PRAs in the previous month.

To register, go to <https://pra.eppo.int/newsletter> and enter your email address.

You may unsubscribe by clicking in the link provided in the newsletter itself or by clicking on the link in the following webpage: <https://pra.eppo.int/newsletter>

### EPPO newsletter on PRAs

The EPPO Secretariat maintains a newsletter to which any interested person can subscribe (free of charge). This newsletter is sent on the first day of every month and lists all the pest risk analysis and relevant documents that have been published on the EPPO Platform on PRAs in the previous month.

Email

Je ne suis pas un robot



reCAPTCHA

Confidentialité \* Conditions

Submit

Your email address will only be used by the EPPO Secretariat to send you the newsletter on PRAs.

[Please click here if you wish to unsubscribe.](#)

## 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](mailto:pra@eppo.int)).