



EUROPEAN COMMISSION

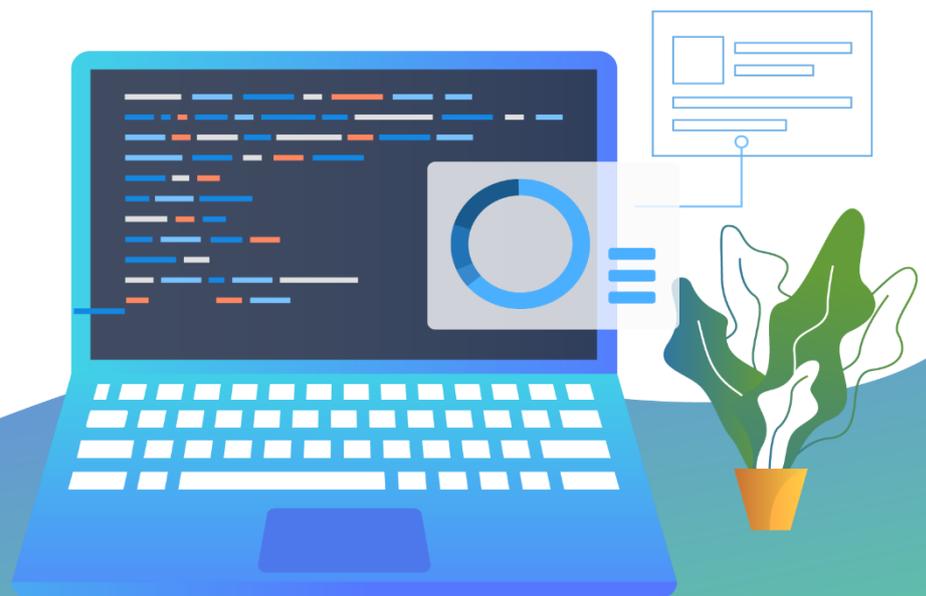
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Health and food audits and analysis

Plants and organics

EUROPHYT OUTBREAKS

Management and Consultation of Notifications



USER GUIDE

VERSION 2.11 – 09/11/2021

TABLE OF CONTENTS

1	INTRODUCTION	1
2	EUROPHYT-OUTBREAKS APPLICATION SUPPORT	1
3	ACCESS RIGHTS FOR USERS	2
3.1	Access roles	2
4	DATA PROTECTION GUIDE.....	4
5	BROWSER.....	4
6	HOW TO ACCESS THE EUROPHYT-OUTBREAKS SYSTEM.....	5
7	EUROPHYT-OUTBREAKS SECTIONS AND MODULES.....	6
8	EUROPHYT- OUTBREAKS MANAGEMENT AND CONSULTATION TABLES.....	8
8.1	Tables available	8
8.2	Managing Table States	9
9	UPDATES PENDING (ART. 32.3 REG 2017/1715).....	18
10	GENERAL PRESENTATION OF THE INPUT FORM	21
10.1	Sections and data fields.....	21
10.2	Use of checkboxes and radio buttons	22
10.3	Drop-down menus.....	22
10.4	The category "Other"	22
10.5	Free text fields.....	22
10.6	Mandatory fields and other fields required by Regulation (EU) 2019/1715	23
10.7	Attachment of documents to notifications.....	23
10.8	Transfer to EPPO.....	24
11	CREATE AN INITIAL NOTIFICATION FROM A BLANK FORM.....	27
11.1	National reference number	28
11.2	Sections of the application form	30
	Section 1 - General Information	30
	Section 2 - Single Authority and Responsible Persons	35
	Section 3 - Location of presence of pest in [country].	36
	Section 4 – Reason for notification, pest status of the area and the Member State concerned.....	42
	Section 5 - Information relating to the finding, sampling, testing and confirmation of the pest.....	45

Section 6 – Information related to the infested area, and the severity and source of the outbreak in that area	50
Section 7 – Official phytosanitary measures	69
Section 8 – Pest Risk Assessment	76
Section 9 – Links to relevant websites, other sources of information	77
Section 10 – Closing note: Termination of phytosanitary measure is decided	77
11.3 Save the draft notification	78
11.4 Modify the draft notification	78
11.5 Validate the draft notification	80
11.6 View the Pdf draft notification	81
11.7 Approval of the draft notification	81
11.8 Alert message	84
12 CREATE A NOTIFICATION FROM A TEMPLATE	85
13 UPDATE A NOTIFICATION	86
14 CLOSE A NOTIFICATION	88
15 SIDE BY SIDE COMPARISON OF NOTIFICATIONS	90
16 ADVANCED SEARCH	92
16.1 Filter information	92
16.2 Advanced query	93
16.3 Export to Excel	96
16.4 Export to a single pdf	96
17 HOW TO GENERATE A COMBINED GIS NUTS MAP	97
17.1 Where to start	97
17.2 Generate a combined GIS NUTS Map	98
17.3 How to use the map	99
18.1 How to combine information on the map	107
19 BUSINESS OBJECTS (BI4)	109

1 INTRODUCTION

This user guide provides practical information for the management of notifications (creation, modification, validation and approval, update and closing) as well as their consultation within the EUROPHYT Outbreaks interface. It concentrates on the technical elements and is available online.

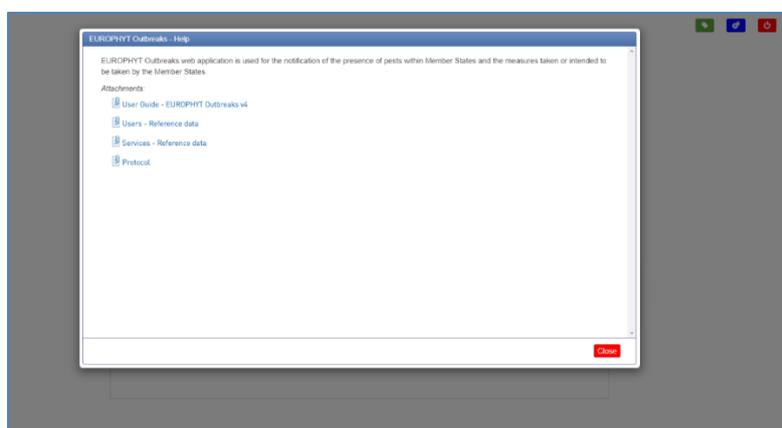
Further guidance on the management and consultation of notifications may also be obtained by sending questions to: SANTE-OUTBREAKS-EUROPHYT-SUPPORT@ec.europa.eu

2 EUROPHYT-OUTBREAKS APPLICATION SUPPORT

Help is available on the website by hovering over the Outbreaks button and then clicking the question mark icon on the bottom right hand corner of the screen.

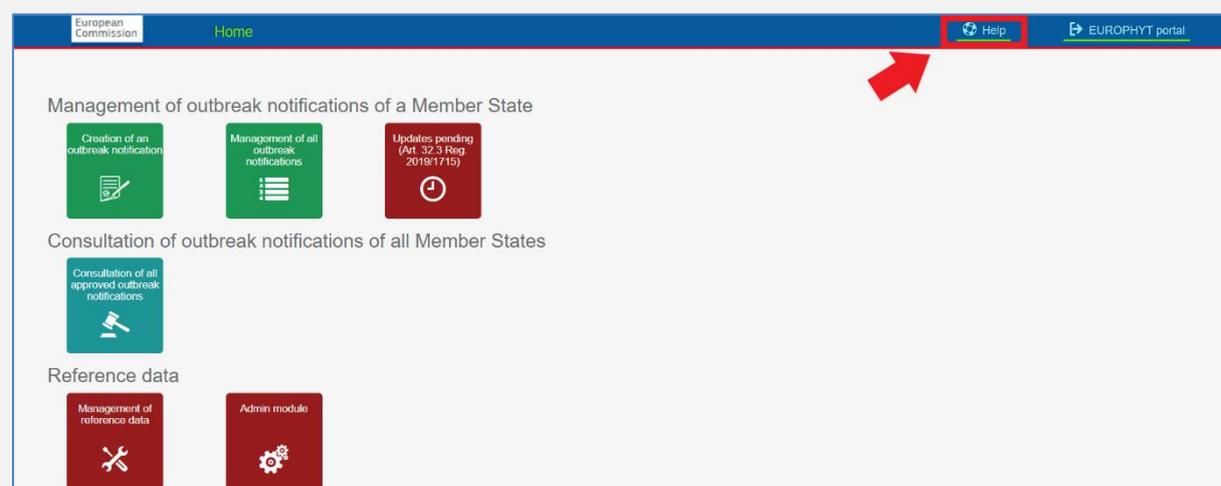


A window will pop up displaying a list of help options:





NOTE: You can access to the help section from every page of the application, by clicking on the "Help" button on the banner:



3 ACCESS RIGHTS FOR USERS

There are four access roles for EUROPHYT Outbreaks users in EU Member States (MS) and Switzerland. The user's role is displayed at the top of the EUROPHYT Outbreaks screen, following login:



3.1 Access roles

HONN_Consultation ¹

Consultation role: the user can consult approved notifications from all Member States and Switzerland.

HONN_Data_Entry

Data entry role: includes the role of consultation and the user can also create a notification, save it as a draft and modify it before sending it for approval. The user can create an update of an approved notification or initiate closing a notification, save it as a draft, modify it, before sending it for approval.

¹ HONN – Harmful Organism Notification Network

HONN_INS_NOTIFY

Notify role: includes the roles of consultation and data entry and the user can receive a draft notification for approval, send it back to the author for modification, modify it, or approve it (notify it). The user has similar rights to update and close notifications.

Process to request access

Each Member State (MS) nominates a core user(s) who (amongst other responsibilities) maintains a list² of users and access roles for the EUROPHYT-Outbreak application. The core user uses this list to liaise with the EUROPHYT-Outbreaks helpdesk to inform which users are permitted to gain access to the application, and which role to attribute.

Each new user can then apply for access via EU Login and SAAS (where users must select just one of the above-mentioned roles). Guidance on how to apply is available via MS' core users.

HONN_MS_Administrator

MS Administrator role: A fourth role is available and can be assigned to one single Notify user per Member State at the request of the Member States' core user, addressed by e-mail to the EUROPHYT-Outbreaks helpdesk. This role is not available in SAAS. The role includes all of the above-mentioned roles and the user can create, modify, approve and close notifications across several Single Authorities of a Member State (where they exist). The user can also update/edit laboratory reference data of own Member State.

² User reference data form – available at help page online

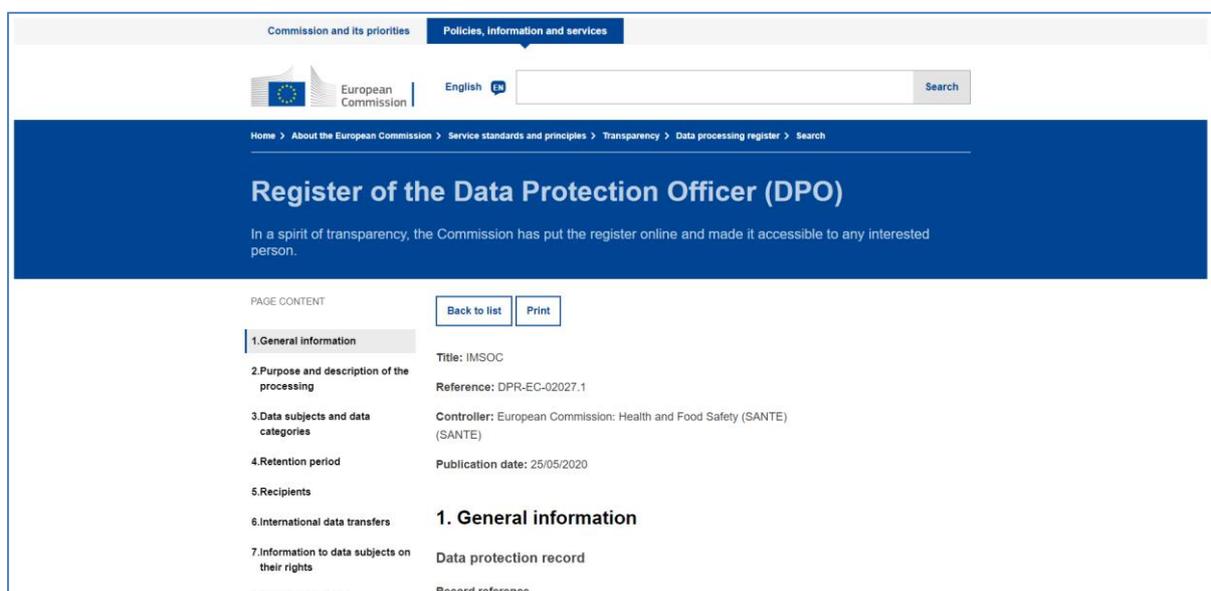
4 DATA PROTECTION GUIDE

From the EUROPHYT Outbreaks screen, you can access the Data Protection Guide.

Click on the button at the top right corner of the page:



A new window will open on the Register of the Data Protection Officer:



5 BROWSER

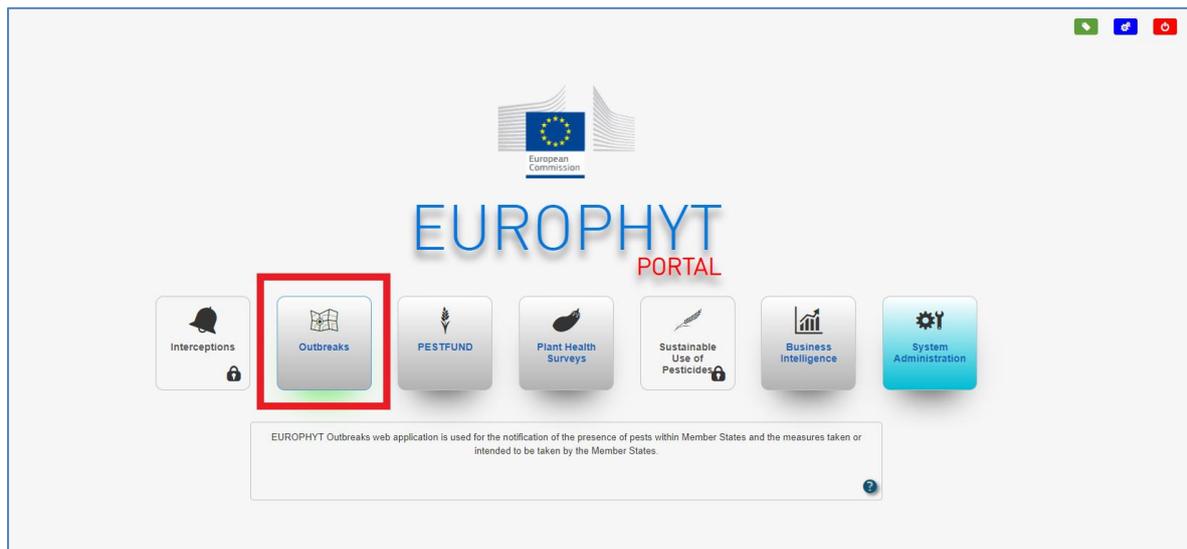
It is recommended to use **Firefox** as preferred browser for the EUROPHYT Outbreaks Application.

6 HOW TO ACCESS THE EUROPHYT-OUTBREAKS SYSTEM

Log into the [EUROPHYT website](#) using your [EU Login](#) and password.

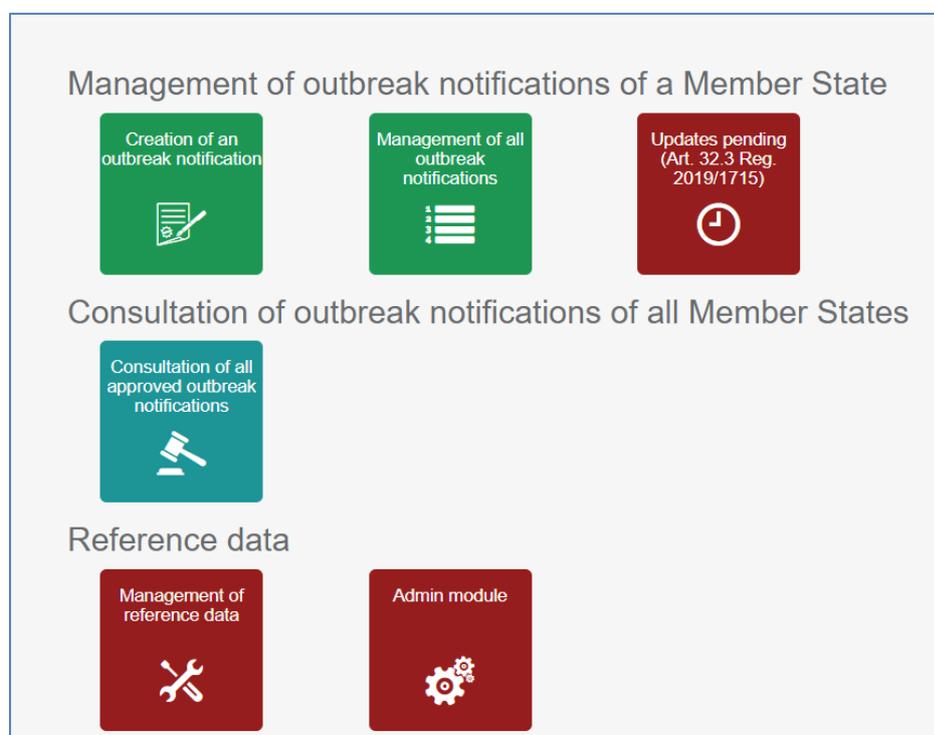
The EUROPHYT portal home page opens, showing all applications hosted on the portal. A lock is displayed on the applications for which the user has no access rights.

Click on the "Outbreaks" icon to access the *EUROPHYT-Outbreaks* home page:



7 EUROPHYT-OUTBREAKS SECTIONS AND MODULES

The *EUROPHYT-Outbreaks* homepage is organised in 3 sections which gives access to different data sets and enables different actions to users with appropriate rights:



- Section "**Management of outbreak notifications of a Member State**" concerns notifications of the user's own country.

In this section:

- The button "*Creation of an outbreak notification*" provides a blank input form for creating a draft notification related to a new outbreak number;
- The button "*Management of all outbreak notifications*" provides access for consultation or management, of all notifications of the user's Member State:
 - all approved notifications in their initial and all subsequent versions;
 - all non-approved notifications including draft, validated and any other statuses of notifications before their approval.

Here, the user, with appropriate rights, can consult and manage notifications as required:

- edit, validate, send for approval or approve draft notifications;
 - update or initiate closing of approved notifications;
 - create a new outbreak notification using any notification, irrespective of its status, as a template.
- The button “*Updates pending (Art. 32.3 Reg 2017/1715)*” provides access for consultation or management, of approved notifications about an EU quarantine pest or pest under emergency measures (those categories of pests based on [specific criteria](#)), whose update is pending. Member States are required to provide a minimum amount of details about the presence of an EU quarantine pest or pest under emergency measures within 30 days of the approval of a notification.

Only notifications related to an EU quarantine pest or pest under emergency measures that have not been updated with all required information will be displayed in this section. These notifications will be displayed 25 days after approval.

For more information, consult the section: “[Updates pending \(Art. 32.3 Reg 2017/1715\)](#)”

- Section “**Consultation of outbreak notifications of all Member States**” provides a list of all approved notifications, in their latest version, from all notifying countries.
- Section “**Reference data**” is only displayed to users with *MS Administrator rights* and gives access to view and modify data related to laboratories of the user's Member State.

8 EUROPHYT- OUTBREAKS MANAGEMENT AND CONSULTATION TABLES

Sections "**Management of outbreak notifications of a Member State**" and "**Consultation of outbreak notifications of all Member States**" provide, in the form of tables, information on notifications.

The information displayed in each table can be amended and sorted by each user depending on their need (see [section 8.2](#)). From each table, a set of functions is available for the user to search, view, export and/or manage notifications.

In these sections, the "*Europhyt Outbreaks*" banner is displayed. To display or hide banner, click on the "Hide/show banner" icon.



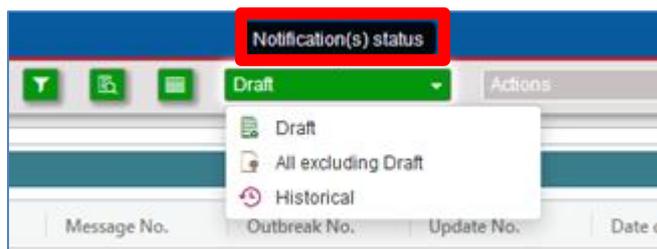
8.1 Tables available

By clicking on the icon "*Management of all outbreak notifications*", three different tables are available for notifications relating to a Member State:

- "*Draft*" table lists all notifications with the notification statuses "Draft" and "Init. Close";
- "*All excluding Draft*" table lists all notifications with the notification status "Validated", "Approved", "Valid. Close" and "Closed";
- "*Historical*" table lists all initial and subsequent versions of outbreak notifications. "Approved" and "Closed" are the two notification statuses that can be found in this table.

On opening the section, the table "Draft" is automatically displayed.

You can change table by clicking on the "Notification(s) status" button showing the value "Draft" on the upper ribbon menu. You can also select another table in the drop down menu:



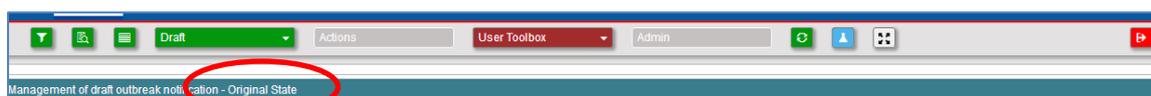
By clicking on the icon "Consultation of all approved outbreak notifications", a single table is available for notifications of all Member States.

The table lists all "Approved" and "Closed" outbreak notifications of all Member States in their latest approved version.

8.2 Managing Table States

8.2.1 Original State

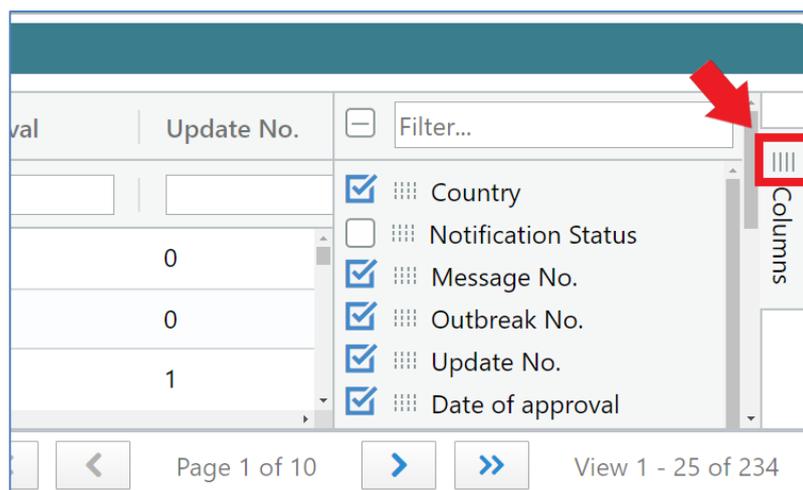
All tables have a default setting called "Original State" as indicated in the title above the table.



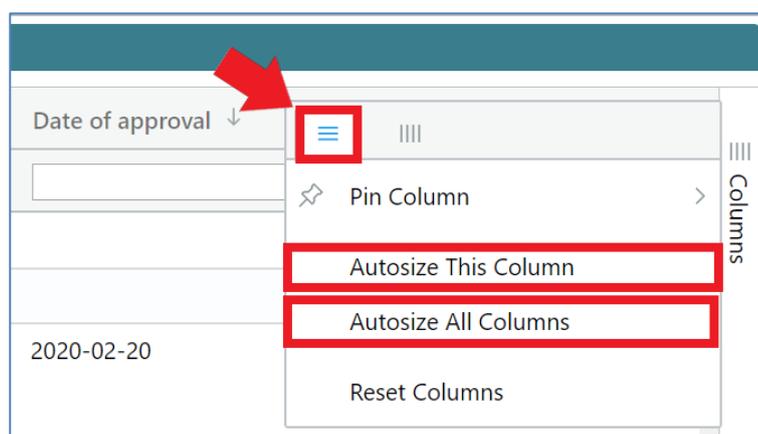
Each table can be amended as follows:

- **Change information (columns) displayed in the table:**

- click on the vertical hamburger  "Columns" icon in the top right hand corner of the table
- a list of 41 values is displayed. Those appearing in the columns of the "Original State" table are pre-selected in the list
- chose those values that you want to display in the table by selecting or de-selecting items
- click on the hamburger icon to hide the list

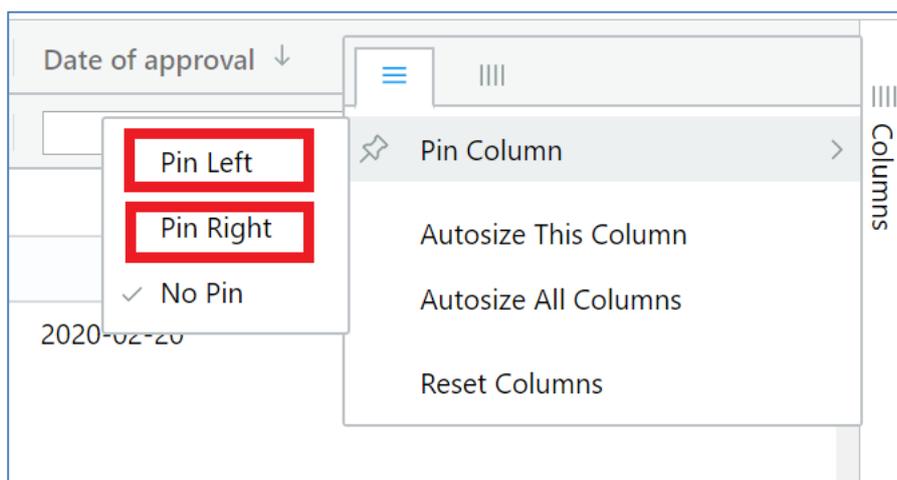


- the columns de-selected have disappeared from the table while values selected appear as a header of columns. The columns are ordered in accordance with the order of the menu list.
- **Change the order of columns in the table:**
 - left-click on the columns header and drag the column to the desired location.
- **Re-size the width of any column:**
 - left click on the right edge of the column header and drag it to the desired width.
- **Undo the re-sizing of one specific column:**
 - move the cursor of the mouse to the right hand side of the column title – a horizontal hamburger will appear
 - click on it to show a drop down list. Click on "Autosize This Column"
 - to undo the re-sizing of all the columns, select "Autosize All Columns"

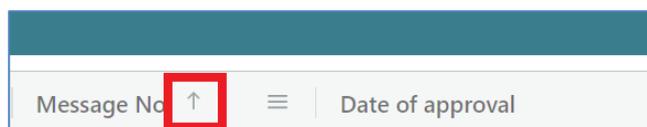


- **"Pin left" or "pin right" a column:**

- move the cursor of the mouse to the right hand side of the column title
- click on the horizontal hamburger, then on "Pin Column" and select the preferred option:
 - "Pin left" will move the column to left of the table and will "freeze" it so it always remains visible. This can be done to several columns
 - click on "No Pin" to undo.

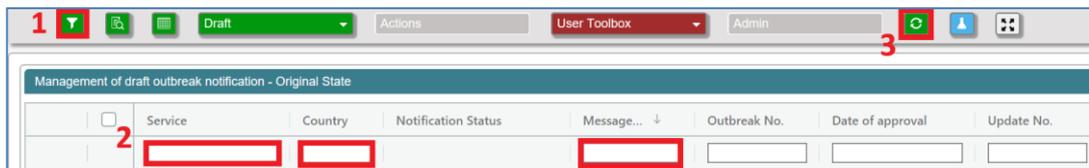


- **Sort the list of notifications according to the values in one column:**
 - move the mouse cursor on the header of the column and click on its title - an ascending or descending arrow will appear next to the title.
 - click on "Refresh page" icon  to sort according to value



○ **Filter data in one or several columns:**

- click on the "toggle filter" button  in the ribbon above the table in order for the filter fields to appear below the table header
- enter in one or more columns, a value for the filter
- click on the "refresh page" button  to implement the filters



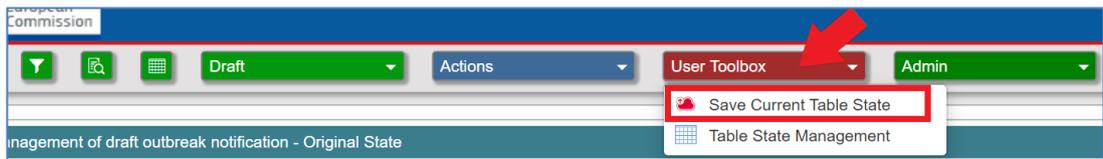
○ **Delete all the filters:**

- use the "reset filters" button  in the ribbon above the table.

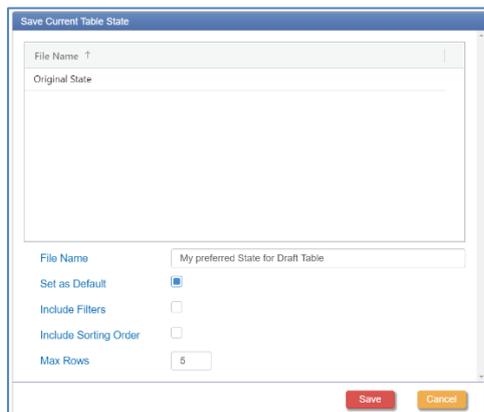
8.2.2 Define a new Table State

Changes introduced to the "Original State" of a table (see previous section) can be saved by the user:

- click on the "User toolbox" button and on "Save Current Table State"



- a pop-up window "Save Current Table State" appears:



- type the name of this new Table State in the "File name" field - four options appear for the State table:
 - *Set as default State*: if this option is left selected, the table will always show in this State
 - *Include filters*: if the table state to be saved includes filters, **then select this option too, otherwise the filters will not be saved** (this should be reflected in the file name given to the state)
 - *Include Sorting Order*: if the table state to be saved includes sorting orders, then **select this option too, otherwise the sorting orders will not be saved** (this should be reflected in the file name given to the state)
 - *Max Rows*: the number of values per record shown in the Table State are 5 by default, but you can modify it in your saved Table State

Country	Notification Status	Outbreak No.	Update No.	Date of appro...	Presence type	Scientific Name of Pest
IE	Approved	797	1	2020-09-22	Presence (suspected)	1) AARSV
PT	Approved	818	0	2020-09-10	Presence (confirmed)	1) Gerbersia 2) Rice black streaked dwarf virus 3) Rice dwarf black point agent 4) Rice dwarf phytoevirus 5) Rice dwarf virus * Full list in notification...
PT	Approved	819	0	2020-09-10	Presence (suspected)	1) Meloid necrotic spot carmovirus

After you have set your preferences, click on "Save":

Save Current Table State

File Name ↑

Original State

File Name

Set as Default

Include Filters

Include Sorting Order

Max Rows

The new State shows in the list of "Table States" accessible with the icon  available in the ribbon above the table.

A star shows the table state set as default.

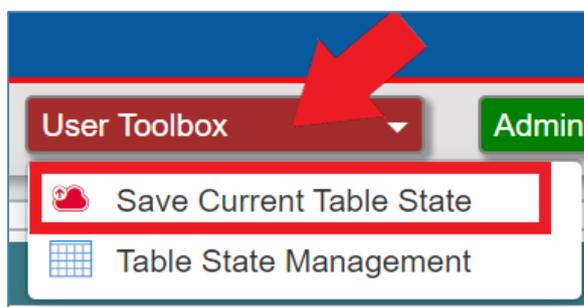
Another State can be implemented by selecting its name in the drop down list.



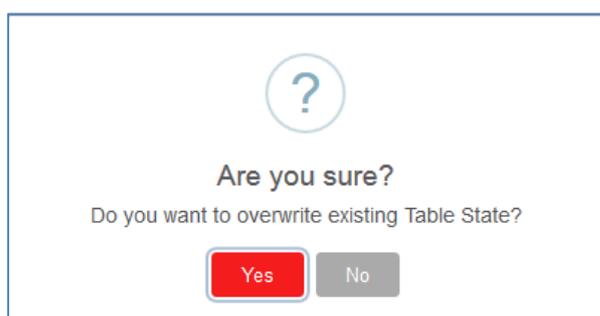
8.2.3 Change the default Table State

To change the default Table State:

- click on the "User Toolbox" button in the ribbon above the table and select "Save Current Table State"



- click on the name of the table state to set as default and unselect the checkbox "Set as Default"
- save - a message appears asking: "Do you want to overwrite existing Table State?"
- click "Yes"



The Original State will automatically become the default Table State.



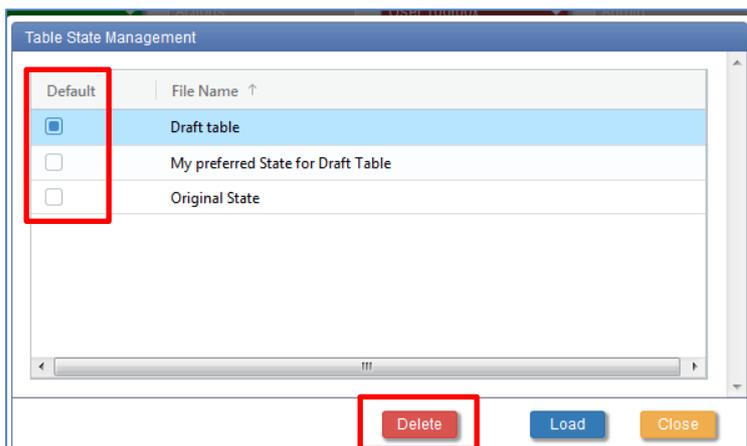
8.2.4 Delete a Table State

To delete a table State:

- click on the "User Toolbox" button in the ribbon above the table, and select "Table State Management"



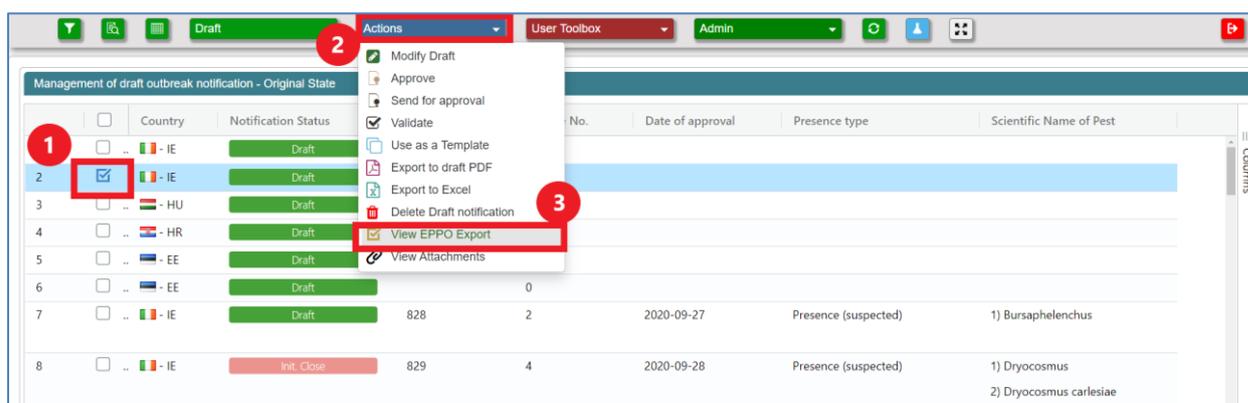
- tick the checkbox corresponding to the Table State to be deleted and click on the delete button



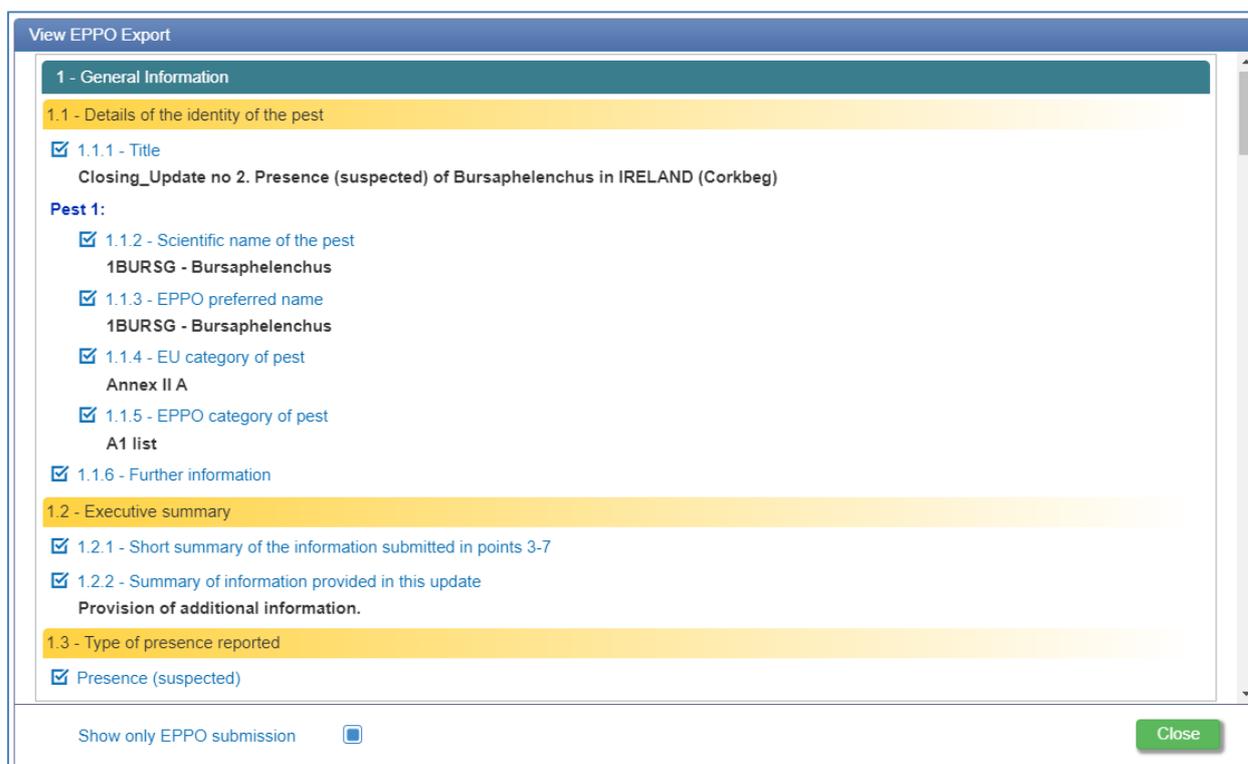
8.2.5 View EPPO Export

From the sections “Management of outbreak notifications of a Member State” and “Consultation of outbreak notifications of all Member States” you can view the notification information to be sent to EPPO:

- select first the notification that you wish consult; this will activate the “Actions” button
- click on “Actions” to open the dropdown menu
- select “View EPPO Export” from the list



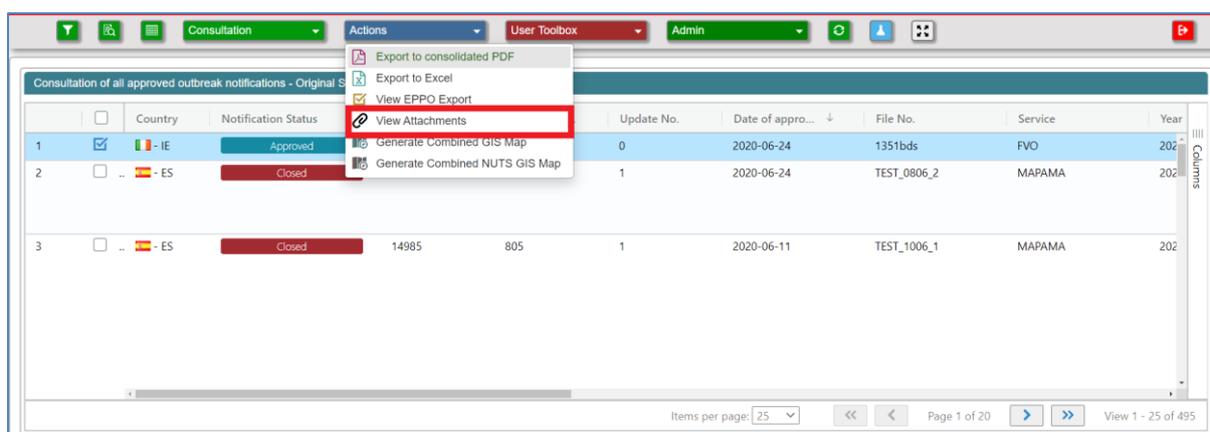
A pop up window will appear showing the information to be sent to EPPO:



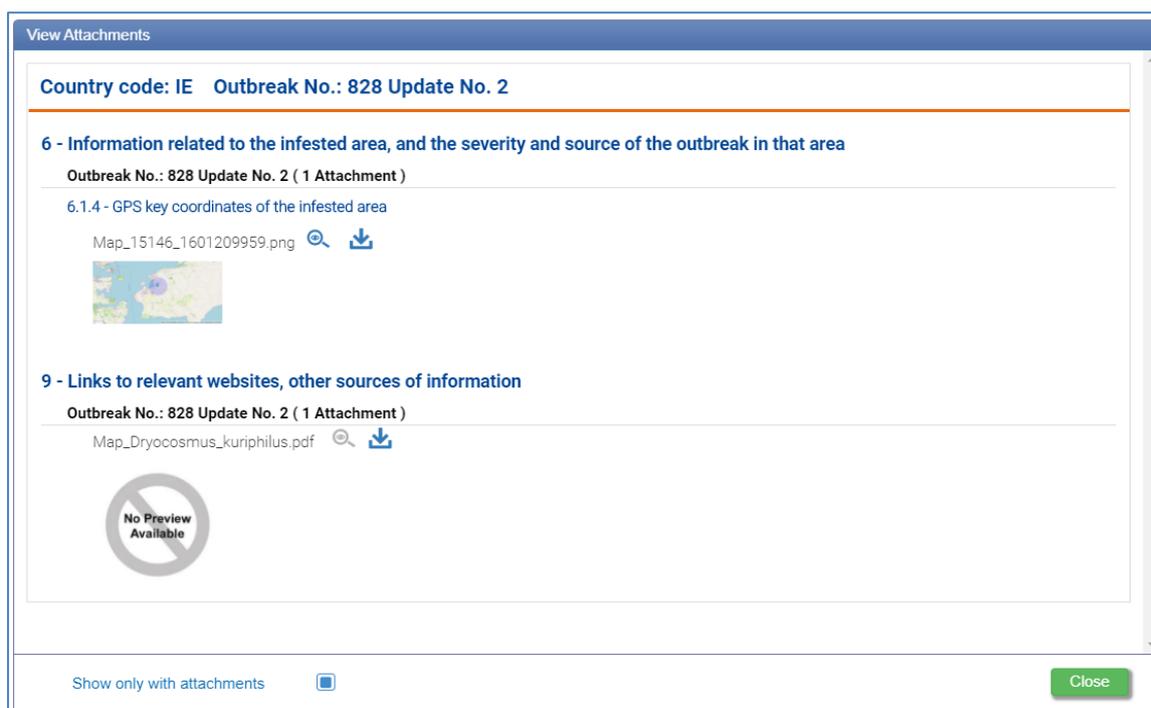
8.2.6 View Attachments

From “Management of outbreak notifications of a Member State” and “Consultation of outbreak notifications of all Member States” you can also view the attachment(s) linked to the notifications. The procedure is similar to one described before:

- select first the notification that you wish to manage or consult; this will activate the “Actions” button
- click on “Actions” to open the dropdown menu
- select “View Attachments” from the list



A pop up window will appear showing the attachments and, from there, you have also the option to download them:



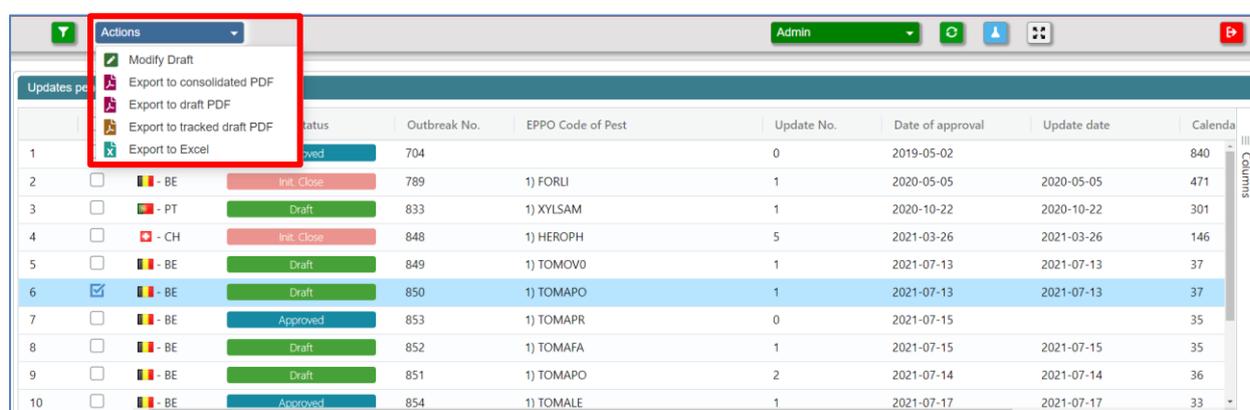
9 UPDATES PENDING (ART. 32.3 REG 2017/1715)

Section **Updates Pending (Art. 32.3 Reg 2017/1715)** provides, in the form of tables, information on approved notifications about an EU quarantine pest or pest under emergency measures (those categories of pests based on [specific criteria](#)), whose update is pending.

From each table, a set of functions is available for you to search, view, export and/or manage the updates.

Based on the status of the notification, you can perform a certain number of operations, by selecting your notification and clicking on the “Action” button.

- If the notification is in “Draft”:



		Status	Outbreak No.	EPPO Code of Pest	Update No.	Date of approval	Update date	Calendar
1		Init. Close	704		0	2019-05-02		840
2	<input type="checkbox"/>	BE - BE	789	1) FORLI	1	2020-05-05	2020-05-05	471
3	<input type="checkbox"/>	PT - PT	833	1) XYLSAM	1	2020-10-22	2020-10-22	301
4	<input type="checkbox"/>	CH - CH	848	1) HEROPH	5	2021-03-26	2021-03-26	146
5	<input type="checkbox"/>	BE - BE	849	1) TOMOVO	1	2021-07-13	2021-07-13	37
6	<input checked="" type="checkbox"/>	BE - BE	850	1) TOMAPO	1	2021-07-13	2021-07-13	37
7	<input type="checkbox"/>	BE - BE	853	1) TOMAPR	0	2021-07-15		35
8	<input type="checkbox"/>	BE - BE	852	1) TOMAFA	1	2021-07-15	2021-07-15	35
9	<input type="checkbox"/>	BE - BE	851	1) TOMAPO	2	2021-07-14	2021-07-14	36
10	<input type="checkbox"/>	BE - BE	854	1) TOMALE	1	2021-07-17	2021-07-17	33

you can

- *Modify draft,*
- *Export to consolidated PDF,*
- *Export to draft PDF,*
- *Export to tracked draft PDF*
- *Export to Excel*

- if the notification is “Approved”:

	Country	Notification Status	Outbreak No.	EPPO Code of Pest	Update No.	Date of approval	Update date	Calendar
1	FR	Approved	704		0	2019-05-02		840
2	BE	Init. Close	789	1) FORLI	1	2020-05-05	2020-05-05	471
3	PT	Draft	833	1) XYLSAM	1	2020-10-22	2020-10-22	301
4	CH	Init. Close	848	1) HEROPH	5	2021-03-26	2021-03-26	146
5	BE	Draft	849	1) TOMOVO	1	2021-07-13	2021-07-13	37
6	BE	Draft	850	1) TOMAPO	1	2021-07-13	2021-07-13	37
7	BE	Approved	853	1) TOMAPR	0	2021-07-15		35
8	BE	Draft	852	1) TOMAFA	1	2021-07-15	2021-07-15	35
9	BE	Draft	851	1) TOMAPO	2	2021-07-14	2021-07-14	36
10	BE	Approved	854	1) TOMALE	1	2021-07-17	2021-07-17	33

you can:

- *Update* – but you will have to indicate the reason for updating the notification:

Update Notification

Please indicate the reason for updating the notification by selecting one or several of the following options. These will automatically be inserted into box 1.2.2 of the executive summary of the notification.

A - Provision of additional information

B - Confirmation of the presence of a harmful organism

C - Change to the pest status of the area/in the Member State concerned

D - Change to the size of the infested area

E - Change to the phytosanitary measures taken

F - Correction

- *Export to consolidated PDF,*
- *Export to Excel*

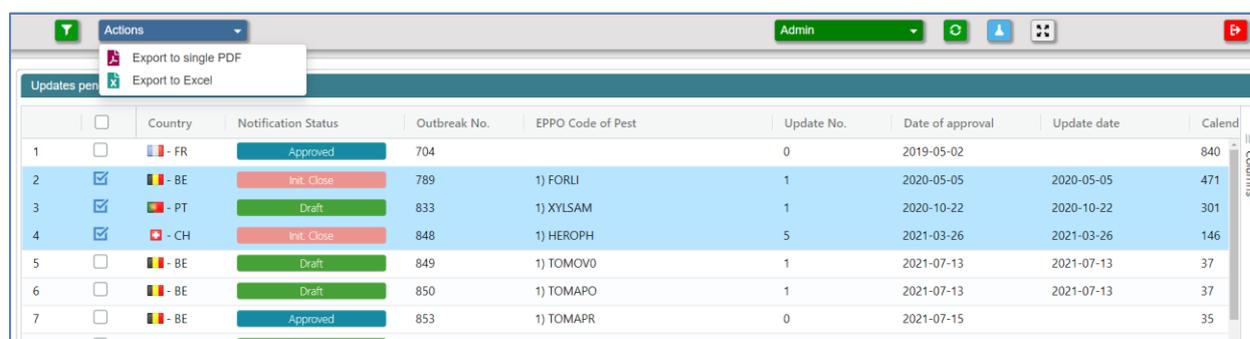
- If the initial notification is closed:

	Country	Status	Outbreak No.	EPPO Code of Pest	Update No.	Date of approval	Update date	Calendar
1	FR	Approved	704		0	2019-05-02		840
2	BE	Init. Close	789	1) FORLI	1	2020-05-05	2020-05-05	471
3	PT	Draft	833	1) XYLSAM	1	2020-10-22	2020-10-22	301
4	CH	Init. Close	848	1) HEROPH	5	2021-03-26	2021-03-26	146
5	BE	Draft	849	1) TOMOVO	1	2021-07-13	2021-07-13	37
6	BE	Draft	850	1) TOMAPO	1	2021-07-13	2021-07-13	37
7	BE	Approved	853	1) TOMAPR	0	2021-07-15		35
8	BE	Draft	852	1) TOMAFA	1	2021-07-15	2021-07-15	35
9	BE	Draft	851	1) TOMAPO	2	2021-07-14	2021-07-14	36
10	BE	Approved	854	1) TOMALE	1	2021-07-17	2021-07-17	33

you can:

- *Export to consolidated PDF,*
- *Export to draft PDF,*
- *Export to tracked draft PDF*
- *Export to Excel*

- by selecting two or more notifications:



	<input type="checkbox"/>	Country	Notification Status	Outbreak No.	Eppo Code of Pest	Update No.	Date of approval	Update date	Calend
1	<input type="checkbox"/>	FR	Approved	704		0	2019-05-02		840
2	<input checked="" type="checkbox"/>	BE	Init. Close	789	1) FORLI	1	2020-05-05	2020-05-05	471
3	<input checked="" type="checkbox"/>	PT	Draft	833	1) XYLSAM	1	2020-10-22	2020-10-22	301
4	<input checked="" type="checkbox"/>	CH	Init. Close	848	1) HEROPH	5	2021-03-26	2021-03-26	146
5	<input type="checkbox"/>	BE	Draft	849	1) TOMOVO	1	2021-07-13	2021-07-13	37
6	<input type="checkbox"/>	BE	Draft	850	1) TOMAPO	1	2021-07-13	2021-07-13	37
7	<input type="checkbox"/>	BE	Approved	853	1) TOMAPR	0	2021-07-15		35
8	<input type="checkbox"/>	BE	Draft	853	1) TOMAPA	1	2021-07-15	2021-07-15	35

you will be able to

- *Export to single PDF*
- *Export to Excel*

You are required to provide a minimum amount of details about the presence of a pest within 30 days of the approval of a notification.

If the required fields are not completed before, you will receive an email reminder to update your approved notification on the 25th and 31st day after approval. In case these deadlines are missed, the notification remains in the list until the requested details are completed.

10 GENERAL PRESENTATION OF THE INPUT FORM

The input form is the users' interface for recording or updating all information and documents that will be part of an initial outbreak notification or its subsequent update and closing.

10.1 Sections and data fields

The structure of the input form mirrors that of the Annex to Regulation (EU) 2019/1715.

It is organised into nine sections numbered from 1 to 9 and identified by headers colored in dark green. Each section contains a range of fields reflecting, to a large extent, points and options detailed in the Annex to the Regulation .

Unfold each or several sections by left clicking on its header.

Hide a section by either left clicking on its header or on the symbol  located on the top right hand corner of each section and its sub-sections.

10.2 Use of checkboxes and radio buttons

Options are either presented in the form of radio buttons  when a single option can be selected, or checkboxes  when multiple options can be combined.

Select the appropriate option by left clicking on either the radio button or checkbox.

Deselect a radio button by selecting another option or left clicking on  located at the top right corner of the field. Deselect a checkbox by clicking on the selected checkbox.

10.3 Drop-down menus

Type at least three characters of the value you want to select for the appropriate part of the drop-down menu to appear. If the first three letters are not sufficient, type as many additional letters as needed to obtain the searched name.

In some data fields with drop-down menus there are both "Code" and "Name" boxes. You may click either into the box "Code" or "Name" and type the first three characters of the code/name (depending on the box).

10.4 The category "Other"



NOTE: The use of category "Other" should be avoided as much as possible, as it prevents data from being included in statistics through queries.

When the drop-down menu contains the option "Other" and this is selected, an extra field for explanation in the form of free text appears. Provision of an explanation is generally compulsory, in line with Regulation (EU) 2019/1715.

10.5 Free text fields

The input form includes a number of free text fields. These allow the user to complement, in the form of written comments, standard values selected from drop down menus and radio buttons.

The size of free text fields has, in most cases, been increased to 5000 bytes corresponding to approximately 2000 characters in English, including spaces and special characters. This is the maximum size supported by the database. A character count and character limit is displayed at the bottom of each free text field in order to improve the user drafting experience.



NOTE: The text recorded in these fields will be notified to other users in the language it has been drafted. Therefore, it is important that the text is drafted in a language commonly understood across the EU competent authorities, in order to ensure effective communication.

10.6 Mandatory fields and other fields required by Regulation (EU) 2019/1715

- Mandatory fields in the input form concern information required within 8 working days by Regulation (EU) 2019/1715. They are marked with a red asterisk when always required or with a green asterisk when only required when certain options are selected.
- Fields concerning information required within 30 days by Regulation (EU) 2019/1715 are not required to approve the notification and are not marked.

When these fields are not populated, the draft notification can be saved but not sent for approval (the form is not valid for approval).

A ribbon placed at the top of the screen indicates whether all mandatory fields have been populated for each of the nine sections of the form.



When mandatory fields in a given section have been completed, the corresponding field, in the ribbon at the top, identified by the number of the section, is greyed out and the word "Invalid" is replaced by "Valid", as shown in the example below:



10.7 Attachment of documents to notifications

The EUROPHYT-Outbreaks user interface allows the attachment of files containing scanned documents and pictures to the notifications. Only jpg, gif and png documents with a file size limit of 2MB can be attached to the notification. The interface cannot render either Word and/or security locked PDF documents in the PDF output file (PDF notification).

Documents that do not meet the above criteria can be uploaded in the input interface but will neither be attached to the notification nor be accessible for consultation in the application. A reminder note to the attention of the data entry user has been placed at all relevant locations of the input form as shown below:

Attachments
Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.



NOTE: unsupported attachments are listed but not returned in the PDF. The unsupported attachment will appear in the PDF but an exclamation mark in brackets (!) next to it will warn you that it doesn't meet the criteria to be uploaded in the input interface.

10.8 Transfer to EPPO

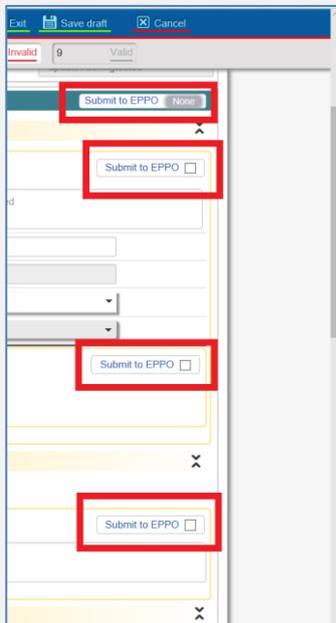
As laid down in point 10 of the Annex to Regulation (EU) 2019/1715, Member States may request the Commission to submit to EPPO the information contained in one or more of the fields of the notification.

Checkboxes "Submit to EPPO" are available at the top of each section and in front of each field in order for users to identify what information notified should be submitted to EPPO.

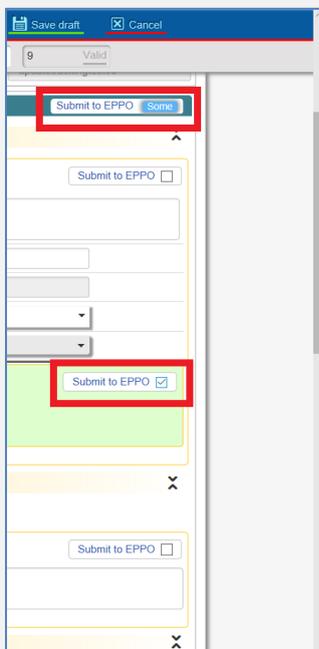


NOTE: All checkboxes are pre-selected by default and can be unticked by the user field by field or section by section for data not to be submitted to EPPO

When checkboxes are unticked at section level, check box "Submit to EPPO - All" will change to "Submit to EPPO-None" and all fields within that section are automatically unticked:



It is still possible to select individual fields for EPPO submission after that, in this case "Submit to EPPO - Some" will appear in the checkbox.



Submission of data to EPPO is done by machine-to-machine transfer. Attachments to the notification form, and notably maps created in the form, are not transferred to EPPO:

The screenshot displays a web form titled "3 - Location of presence of pest in IRELAND". The main section is "3.1 Administrative region of the location of presence of pest". Below this, there is a table with the following data:

NUTS year	(3.1.1) NUTS I	(3.1.2) NUTS II	(3.1.3) NUTS III	(3.1.4) Local Administrative Unit
2016	IRELAND IE0	Northern and Western IE04	West IE042	An Ros

Below the table, there is a checkbox labeled "- Don't submit to EPPO" which is currently checked. To the right of this checkbox is an "Add" button. Below the checkbox is a large text area labeled "Free text" with a "Submit to EPPO" checkbox on the right, which is currently unchecked. At the bottom left of the text area, it says "Characters: (0/2000)".

11 CREATE AN INITIAL NOTIFICATION FROM A BLANK FORM

The workflow described in this section can be used to create an initial notification to the Commission and other Member States of the presence of a harmful organism in a given location of a Member State's territory. As described in section 9, initial notifications can also be created using a previously submitted notification as a template.

Log into the [EUROPHYT website](#) using your EU login and password. When the EUROPHYT portal opens, click on "Outbreaks" module and then on the icon "Creation of an outbreak notification".



The "EUROPHYT-Outbreaks - Creation of an outbreak notification" screen appears. It contains all the fields to be filled with data related to the notification.

11.1 National reference number

The National Reference Number, displayed in the PDF notification, is the concatenation of a range of fields (Country, Service Code, Year and File No) which are part of the upper section of the input form. Most of the fields present in this section are automatically populated, based on the creator's reference data and history of notifications in the Country concerned:

- "Country": Name of the user's Country
- "Service": Code of the official service of the user creating the notification in accordance with the user reference data for EUROPHYT-Outbreaks provided by the Core User of the MS.
- "Year": year of creation of the notification
- "Initial Notification date": it is the date when the notification is approved for the first time. It is automatically generated when the notification is created for the first time and this date does not change with subsequent Updates or Closing.
- "Update No & Date": The number of a creation of a notification is 00 and the date will be the date of creation of the draft notification. The field is populated automatically after saving the draft and will be amended when the notification is approved. These number and dates will change each time the notification is updated (revision number).
- "Previous Number": File number (File No) attributed to the previous notification created in the same MS. It is provided to help the user avoid duplications or gaps in the MS numbering system".

The field "File No." is the last component of the National reference number as assigned by the official service to each notification and "Previous Number" are both national reference numbers assigned by the official service to each notification. They can contain both numbers and letters. The previous reference number is shown in order to help the official service avoid duplications or gaps in the numbering system.

1) Insert the number of the new notification

2) Create the notification

EUROPHYT Outbreaks - Creation of an outbreak notification

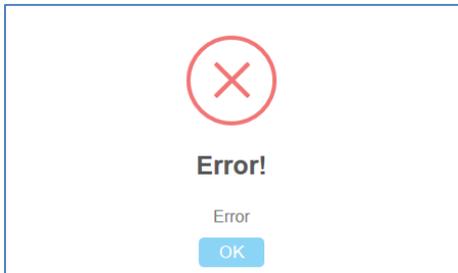
National Reference Number

No. Create

Country IRELAND Service FVO Year 2016

Initial Notification date Update No. & Date Previous Number 9

The appearance of an error message after clicking on “create” indicates that the exact same reference was already attributed to a previous notification. Click "OK" and enter a different reference to enable the creation of the notification.



Click on the title ribbon of a section to have the corresponding fields appearing. Once you have completed the entry of data, the section can be folded again by clicking on the title ribbon.

11.2 Sections of the application form

Section 1 - General Information

11.2.1 Field 1.1: Details of the identity of the pest

11.2.2 Field 1.1.1: Title

<p>Automatically inserted</p>	<p>Combination of information from four boxes:</p> <p>1.1.2 (Scientific name of the pest),</p> <p>1.3 (Type of presence reported),</p> <p>3.1 (Administrative region of the location)</p> <p>4.1 (Reason for the notification)</p>
<p>Editable</p>	<p>The title is automatically generated after section 4.1 is filled in. The title will only include data from fields selected for submission to EPPO.</p> <p>For instance, with regard to section 3.1, the title will refer to the lowest NUTS level populated and selected for transfer to EPPO.</p> <p>To edit the title manually, the above-mentioned four fields should first be populated and the title automatically generated.</p> <p>Subsequent modification of any of the four fields overwrites the manual changes introduced.</p>

11.2.3 Field 1.1.2: Scientific name of the pest

Enter where relevant, the scientific name under which the pest is regulated in the EU.

Enter at least the first three letters of the pest name or its EPPO Code

The screenshot shows a web form titled "1 - General Information" with a "Submit to EPPO" button. A yellow banner at the top reads "Enter at least the first three letters of the pest name or its EPPO Code". Below this, a section titled "1.1 Details of the Identity of the pest" contains several fields:

- 1.1.1 Title: A text box with a tooltip that says "Title will be automatically generated after section 4.1 but can be edited".
- 1.1.2 Scientific name of the pest: A text box with a dropdown menu. A blue tooltip above it says "Enter pest code or name".
- 1.1.3 EPPO preferred name: A text box containing a hyphen "-".
- 1.1.4 EU category of pest: A dropdown menu with "Select" as the current selection.
- 1.1.5 EPPO category of pest: A dropdown menu.

At the bottom of the section, there is a "+ Further information" link and a "Submit to EPPO" button with a checkmark.

A drop down list of names in alphabetical order will appear. If the searched name is not proposed, add as many letters as needed to have the name proposed. Select it by clicking on it with the mouse or directional keys of your keyboard.

Once the name is entered, a button "Add Another Pest" appears below field 1.1.5.

This screenshot shows the same form as above, but with the following updates:

- Field 1.1.2: The dropdown menu is now populated with "REBAL - Aylostera albiflora".
- Field 1.1.3: The text box now contains "REBAL - Rebutia albiflora".
- Field 1.1.5: A red button labeled "Add Another Pest" has appeared below the dropdown menu.

The "Submit to EPPO" button remains at the bottom right of the section.

When clicked, an additional block of fields 1.1.2 to 1.1.5 fields show. These can be hidden by clicking on the delete icon at the top right hand corner of the block.

1.1.1 Title	Title will be automatically generated after section 4.1 but can be edited	<input checked="" type="checkbox"/> Submit to EPPO
1.1.2 Scientific name of the pest	REBAL - Aylostera albiflora	
1.1.3 EPPO preferred name	REBAL - Rebutia albiflora	
1.1.4 EU category of pest	Select	
1.1.5 EPPO category of pest		
1.1.2 Scientific name of the pest	XYLSAM - Amasa amputatus	
1.1.3 EPPO preferred name	XYLSAM - Xylosandrus amputatus	
1.1.4 EU category of pest	Select	
1.1.5 EPPO category of pest		<input type="button" value="Add Another Pest"/>



NOTE: "Add Another Pest" should only be used for reporting the presence of two or more species, subspecies or strains of a regulated pest that has been identified in the same location.

Indeed the logic of the EUROPHYT-Outbreaks system remains "One notification for one pest in one location".

11.2.4 Field 1.1.3: EPPO preferred name

This field will be automatically inserted (reference data: EPPO).

11.2.5 Field 1.1.4: EU category of pest

The EU category can be inserted automatically or manually.

When the EU category is identified in the EPPO database, the field is automatically populated. If this is not the case, select the relevant category from the list of values. If the pest is listed in an annex to Directive 2000/29/EC and is subject to emergency measures, select the category "EU EMERGENCY MEASURES". It is possible to select more than one category. (See also the protocol for notification for further guidance).

11.2.6 Field 1.1.5: EPPO category of pest

This field can be inserted automatically or manually.

11.2.7 Field + Further information

This is a free text field (size 2000 characters).

Left click on the title to show the field. Add any comment to provide additional information on the harmful organism notified.

11.2.8 Field 1.2: Executive summary

11.2.9 Field 1.2.1 Short summary of the information submitted in points 3-7

This is a free text field (size 2000 characters).

The executive summary is an essential part of the notification and the user is invited to draft it with care in a language commonly understood in the EU. In an initial notification, field 1.2 contains a single box numbered 1.2.1.

The executive summary should provide in a nutshell, the full story and current status of the presence reported. It is recommended to start by reporting elements related to the finding of the pest, which may not need to be amended in subsequent updates. For completeness, the seven questions method could be used (What? When? Where? Why? How? Who? So What?). The current status, which will need to be amended in each subsequent update notification, could be presented in a second or last paragraph of the summary (e.g. total number of municipalities in the infested/demarcated area...).

It is advised to refer to specific dates or time periods rather than to use terms like "new" or "recent" which could be misinterpreted.

11.2.10 Field 1.2.2: Summary of information provided in this update

This is a free text field (size 2000 characters) and it only appears in the notification's update.

11.2.11 Field 1.2.3: Reason for exceeding the 8 working day deadline from after official confirmation of the presence of a pest to notification (Article 32.1 of Regulation (EU) 2019/1715)

You are required to approve and distribute a notification of the presence of an EU quarantine pest or pest under emergency measures within 8 working days of the confirmation of the presence (Article 32.1 of Regulation (EU) 2019/1715).

In case you miss this deadline, you can record the reason or justification for not approving the notification within 8 days (based on Commission working days at DG SANTE in Ireland) of the confirmation date of the presence of the pest.

This is a free text field (size 2000 characters) and it is available only for an EU quarantine pest or pest under emergency measures, i.e. notifications where a value selected under [1.1.4 EU category of pest](#) is equal to one of the following:

- Values under Directive 2000/29
 - Annex I/A1
 - Annex I/A2
 - Annex I/B
 - Annex II/A1
 - Annex II/A2
 - Annex II/B
- Values under Regulation 2019/2072
 - Annex II A
 - Annex II B
 - Annex III
- Values under both Directive 2000/29 and Regulation 2019/2072
 - Emergency Measures in the Initial Notification or in under certain conditions.

This is a mandatory field and it prevents the notification from being approved if it has not been completed.



NOTE: The information provided in Field 1.2.3 will be included in the Notification PDFs that are distributed to Member States or available to download from the *Management of all outbreak notifications and Consultation of all approved outbreak notifications* screens.

The information provided in Field 1.2.3 will not be submitted to EPPO.

11.2.12 Field 1.3: Type of presence reported

This is a mandatory field as it forms part of the title of the notification.

Select from the dropdown menu the type of presence to report:

1.3 Type of presence reported

Presence (suspected)

Presence (suspected)

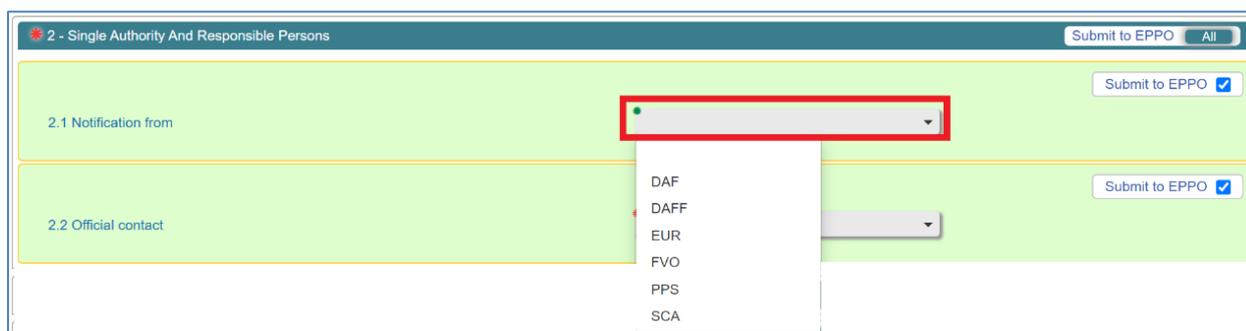
Presence (confirmed)

Section 2 - Single Authority and Responsible Persons

11.2.13 Field 2.1: Notification from

From the drop down list you can insert manually the single authority details. Some Member States may have more than one Authority listed for selection.

Data are based on MS Service reference data



The screenshot shows a web form titled "2 - Single Authority And Responsible Persons". It has two main sections: "2.1 Notification from" and "2.2 Official contact". The "2.1 Notification from" field has a dropdown menu open, showing a list of authority codes: DAF, DAFF, EUR, FVO, PPS, and SCA. The "2.2 Official contact" field also has a dropdown menu, but it is not open. There are "Submit to EPPO" buttons with checkboxes next to each field.

11.2.14 Field 2.2: Official contact point

This field is mandatory field and you can insert the data manually from the drop down list:



The screenshot shows a close-up of the "2.2 Official contact" field. The dropdown menu is open, displaying a list of contact names: "contact name A", "contact name B", "contact name C", "contact name D", "contact name E", and "....".

The List of Values (LOV) is based on User reference data: all users who have been selected by your country to appear as official contact point of the Single Authority in your country. The e-mail address and telephone number of the official contact which appears in box 2.2 is as indicated in the user reference data form (see footnote 2) for EUROPHYT-Outbreaks.

Please note that **to appear in the LOV**, users must first gain access (either consultation, data entry or notify role) to EUROPHYT-Outbreaks.

Section 3 - Location of presence of pest in [country].

11.2.15 Field 3.1: Administrative region of the location of presence of pest

This is a mandatory field (Table or Free text - size 2000 characters).

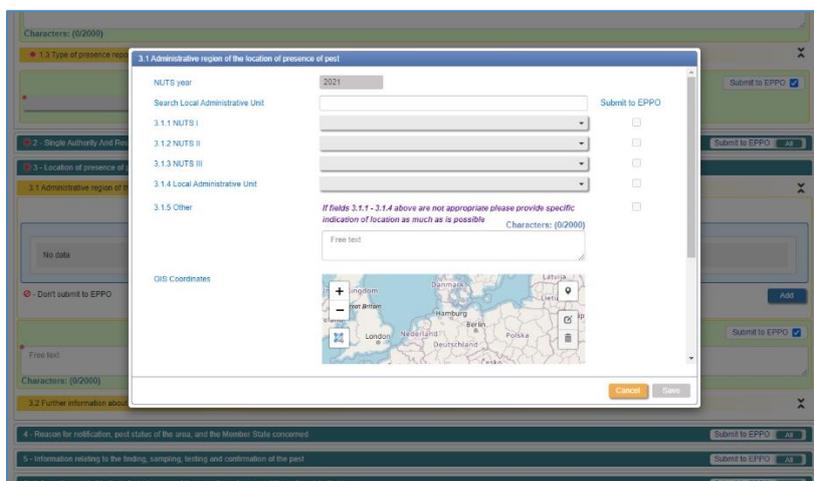
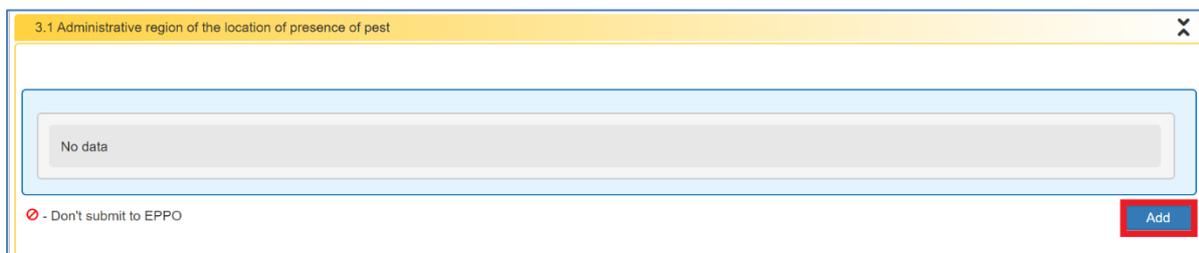
The LOV in the table is based on Nomenclature of Eurostat Territorial Units (NUTS) database.

In accordance with Regulation (EU) 2019/1715, information on the presence location can be provided in different ways. Field 3.1 includes two fields, the first one to declare the location based on NUTS data and the second to provide information on the location in the form of comments. Geo-referenced data can also be reported and/or be used in section 6.1.4 to create a map from the application that can be attached to the PDF notification (see section 9.25).

The 2021 NUTS database is the only one available and set by default in the application.

It is recommended to always provide the location with NUTS data and complement it, if necessary by comments in the free text box. The user can decide the appropriate NUTS level to be reported and to submit to EPPO (these can be different). Reporting the location based on NUTS will enable to produce EU maps for specific harmful organisms by combining data from different notifications.

To provide information based on NUTS click on the button "Add" situated at the bottom right hand side corner of the table to open a pop-up window:



There are multiple ways to enter data in this section:

1. You can use the search function in the top field "Search Local Administrative Unit" or insert your values starting by NUTS I down to Local Administrative Unit.

1) Enter at least the three first letters of a name and select the appropriate value,

or select the appropriate value for each NUTS starting by NUTS I

3) Add any comments related to this location

2) All fields populated are automatically ticked for submission to EPPO. Leave as is or untick as appropriate

3.1 Administrative region of the location of presence of pest

NUTS year: 2021

Search Local Administrative Unit: trim

3.1.1 NUTS I: Trim Rural (Region: Mid-East)

3.1.2 NUTS II: Trim Urban (Region: Mid-East)

3.1.3 NUTS III:

3.1.4 Local Administrative Unit:

3.1.5 Other: *If fields 3.1.1 - 3.1.4 above are not appropriate please provide specific indication of location as much as is possible* Characters: (0/2000)

Free text:

GIS Coordinates:

Submit to EPPO

4) Save

Cancel Save

Once saved, the location is displayed in the summary table, with a mark when values are not selected for submission to EPPO:

NUTS year	(3.1.1) NUTS I	(3.1.2) NUTS II	(3.1.3) NUTS III	(3.1.4) Local Administrative Unit	
2021	Ireland IE0	Eastern and Midland IE06	Mid-East IE062	Trim Rural	🗑️ ⓘ ✎

⊗ - Don't submit to EPPO Add

To enter another location, click again on the "Add" button.

NUTS year	(3.1.1) NUTS I	(3.1.2) NUTS II	(3.1.3) NUTS III	(3.1.4) Local Administrative Unit	
2021	Ireland IE0	Eastern and Midland IE06	Mid-East IE062	Trim Rural	🗑️ ⓘ ✎

⊗ - Don't submit to EPPO Add

2. You can also enter your location using the map:

The screenshot shows a web interface for entering location data. At the top, there is a 'Free text' input field with a character count of 0/2000. Below it is a map of Europe. On the left side of the map, there are zoom controls: a '+' button for zooming in, a '-' button for zooming out, and a square icon with a magnifying glass for zooming in on a drawing. On the right side, there are three icons: a location pin, a square with a pencil, and a trash can. Below the map, there is a 'Coordinates Format' section with two radio buttons: 'WGS 84' (selected) and 'UTM'. Below this are input fields for 'Latitude' and 'Longitude'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Zoom in / zoom out of the map (points to the '+' and '-' buttons)

Zoom in your drawing on the map (points to the magnifying glass icon)

Place a marker on the map (points to the location pin icon)

Edit layers (points to the pencil icon)

Delete (points to the trash can icon)

Select the format of your coordinates that will be displayed here below: (points to the 'WGS 84' and 'UTM' radio buttons)

Start placing a marker on the map. Click on the *marker* icon, drag the marker to your location's area and click on it:

This screenshot shows the same interface as the previous one, but with a blue location pin marker placed on the island of Ireland. A tooltip above the pin says 'Click map to place marker.'. The 'Place Marker' button is now visible below the coordinate input fields. The 'Cancel' button in the top right corner of the map area is highlighted with a red box.

 **NOTE:** The system will allow you to place the marker only on your country of reference.

The latitude and the longitude will automatically show up below:

3.1 Administrative region of the location of presence of pest

Free text

Characters: 0/2000

GIS Coordinates



Coordinates Format

WGS 84 UTM

Latitude: 53.146770

Longitude: -8.011791

Cancel Save

The same is valid for the UTM values:

3.1 Administrative region of the location of presence of pest



Coordinates Format

WGS 84 UTM

Easting: 566093.0419356492

Northing: 5889053.777297886

Zone: 29

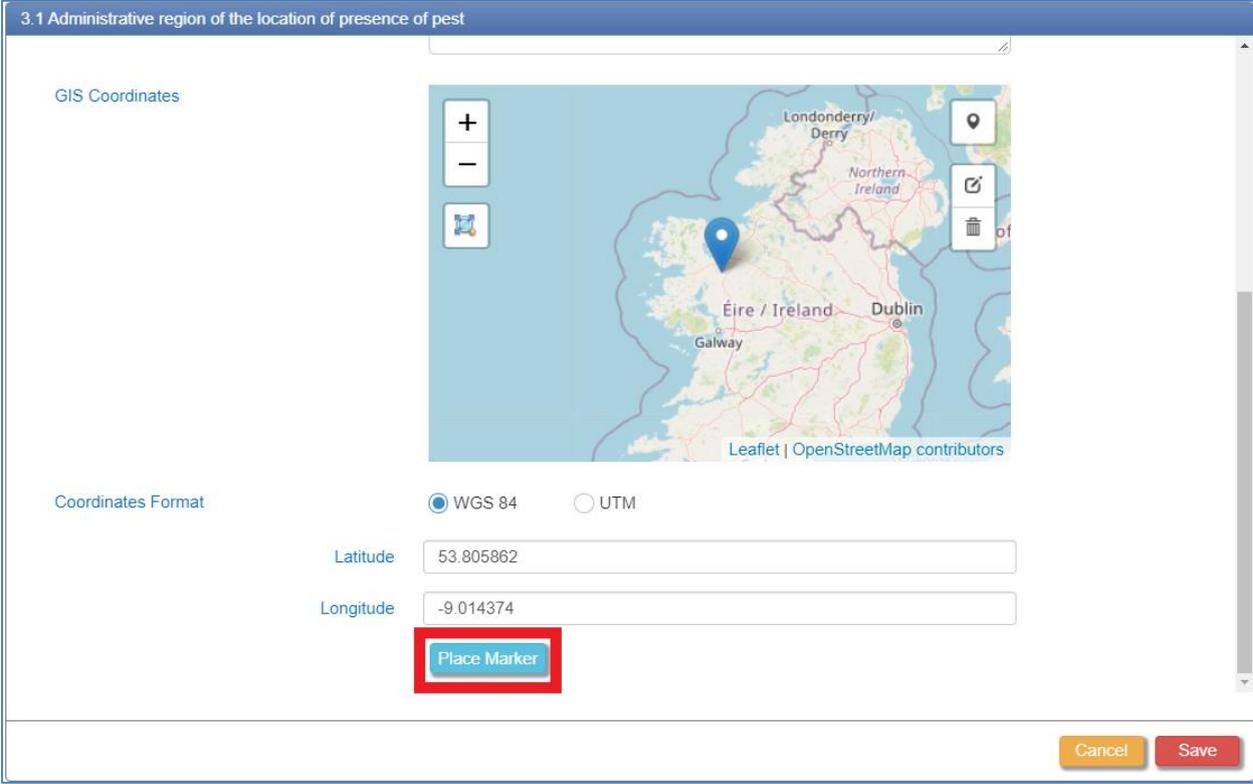
Band: U

Hemisphere: N S

Cancel Save

Consequently, the NUTS values in the fields above the map will be automatically filled in, in case they were not already. At the same time, in case you had previously entered other values in the NUTS fields, these will be updated in accordance with the new position of the marker.

To confirm the change, click on “Place Marker”:



3.1 Administrative region of the location of presence of pest

GIS Coordinates

Coordinates Format

Latitude: 53.805862

Longitude: -9.014374

Place Marker

Cancel Save

- You can directly insert the coordinates of your location's longitude and latitude, either in WGS 84 or UTM. Then click “Place Marker” or hit the *enter* key on your keyboard to update the NUTS values and place a marker on the map.



NOTE: The marker overwrites previous information. If you move the marker on the map, all the information already entered will be updated according to the new position of the marker.

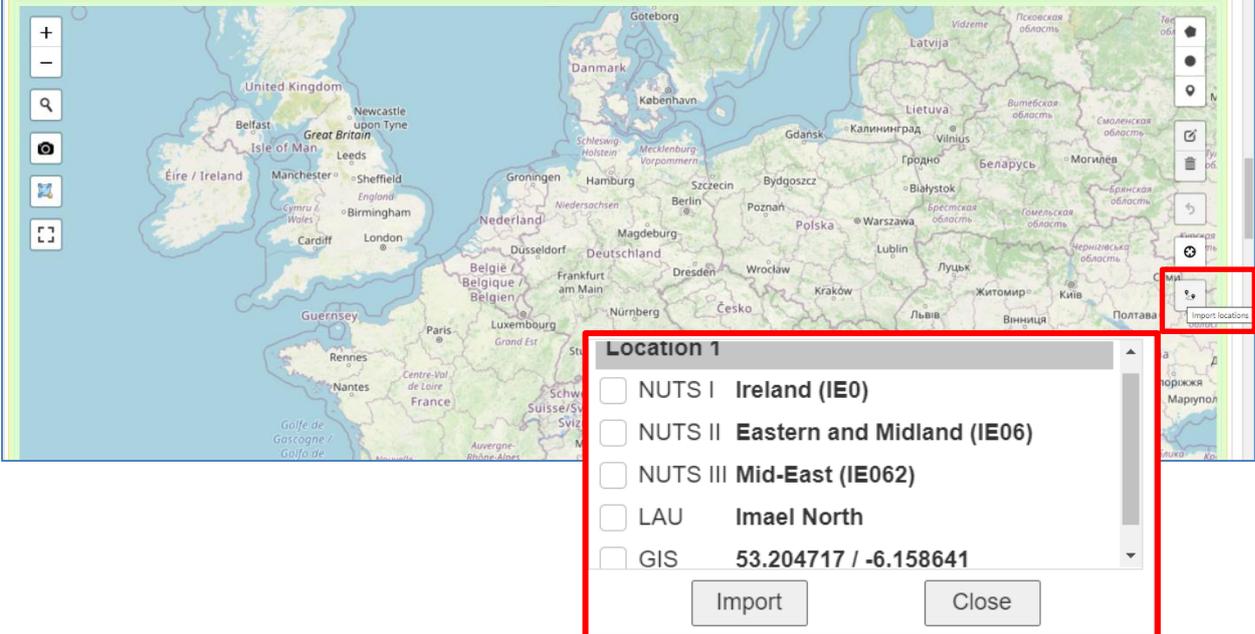
Whatever is the option that you choose to enter your location, to save it and add it to the notification, click on "Save".

Further information about the location can also be added using mapping functions available in fields 6.1.4 and 7.3.2 of the input form.

You can choose to import the coordinates of the locations saved in field 3.1 also in fields 6.1.4 and 7.3.2., using the [Import locations button](#) on the corresponding maps:

6.1.4 GPS key coordinates of the infested area

After adding the infested area to the map, click the screenshot button to attach the map to the notification



The screenshot shows a map of Europe with a red box highlighting the 'Import locations' button in the bottom right corner. A dialog box titled 'Location 1' is open, displaying the following options:

- NUTS I **Ireland (IE0)**
- NUTS II **Eastern and Midland (IE06)**
- NUTS III **Mid-East (IE062)**
- LAU **Imael North**
- GIS **53.204717 / -6.158641**

At the bottom of the dialog box are two buttons: 'Import' and 'Close'.

Section 4 – Reason for notification, pest status of the area and the Member State concerned

11.2.16 Field 4.1: Reason for the notification

This is a mandatory field.

You have three options reflecting point 4.1 of the annex to Regulation (EU) 2019/1715 and a free text field to complement options (size 2000 characters):

11.2.17 Field 4.2: Pest status of the area where the pest has been found present after the official confirmation

You can select manually your options, these reflect point 4.2 of the annex to Regulation (EU) 2019/1715.

There is the possibility to select several options of the same sub-menu and you have a free text field to complement list of values (size 2000 characters).

Values are presented in four sub-menus: “Present”, “Absent”, “Transient” and “Other”:

Select the appropriate sub-menu and choose one or more options of the sub-menu. Use the free text box to be more specific if needed. To indicate that the pest status is still under

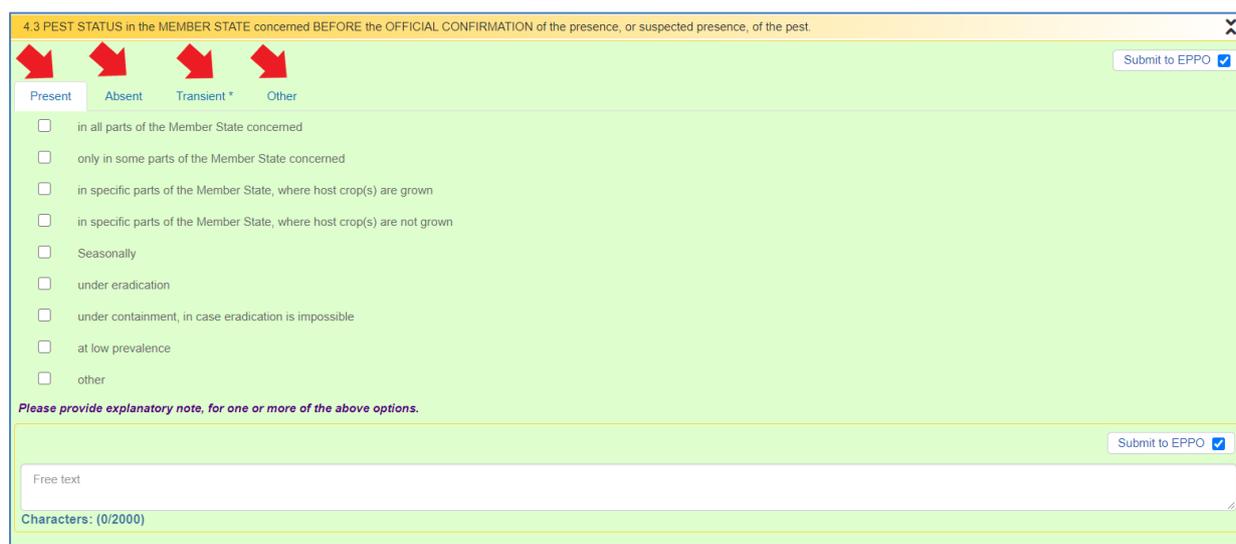
determination or that it will not be determined, use the table "Other" and select the appropriate option, and provide explanatory notes.

11.2.18 *Field 4.3: Pest status in the Member State concerned before the official confirmation of the presence or suspected presence of the pest*

You can select manually your options, these reflect point 4.3 of the annex to Regulation (EU) 2019/1715.

There is the possibility to select several options of the same sub-menu and you have a free text field to complement list of values (size 2000 characters).

Values are presented in four sub-menus: "Present", "Absent", "Transient" and "Other". Select the appropriate sub-menu and choose one or more options of the sub-menu. Use the free text box to be more specific if needed. To indicate that the pest status is still under determination or that it will not be determined, use the table "Other" and select the appropriate option, and provide explanatory notes.



The screenshot shows a web form titled "4.3 PEST STATUS in the MEMBER STATE concerned BEFORE the OFFICIAL CONFIRMATION of the presence, or suspected presence, of the pest." The form has a light green background and a blue border. At the top right, there is a "Submit to EPPO" button with a checkmark. Below the title, there are four sub-menus: "Present", "Absent", "Transient*", and "Other". Each sub-menu has a red arrow pointing to it. The "Present" sub-menu is selected, and it contains a list of options with checkboxes: "in all parts of the Member State concerned", "only in some parts of the Member State concerned", "in specific parts of the Member State, where host crop(s) are grown", "in specific parts of the Member State, where host crop(s) are not grown", "Seasonally", "under eradication", "under containment, in case eradication is impossible", "at low prevalence", and "other". Below the list, there is a text box for "Free text" with a character count of "(0/2000)". At the bottom right, there is another "Submit to EPPO" button with a checkmark.

The status indicated should correspond to the Pest Status in the MS concerned after the confirmation of the presence of the pest declared in box 4.4 of the previous notification submitted by the same MS on the same pest.

11.2.19 Field 4.4: Pest status in the Member State concerned after the official confirmation of the presence of the pest

You can select manually your options; these reflect point 4.4 of the annex to Regulation (EU) 2019/1715.

There is the possibility to select several options of the same sub-menu and you have a free text field to complement list of values (size 2000 characters).

Values are presented in four sub-menus: "Present", "Absent", "Transient" and "Other":

Select the appropriate sub-menu and choose one or more options of the sub-menu. Use the free text box to be more specific if needed. To indicate that the pest status is still under determination or that it will not be determined, use the table "Other" and select the appropriate option, and provide explanatory notes.

4.4 PEST STATUS in the MEMBER STATE concerned AFTER the OFFICIAL CONFIRMATION of the presence of the pest

Submit to EPPO

Present Absent Transient * Other

- in all parts of the Member State concerned
- only in some parts of the Member State concerned
- in specific parts of the Member State, where host crop(s) are grown
- in specific parts of the Member State, where host crop(s) are not grown
- Seasonally
- under eradication
- under containment, in case eradication is impossible
- at low prevalence
- other

Please provide explanatory note, for one or more of the above options.

Submit to EPPO

Free text

Characters: (0/2000)

This field should be filled when a presence is first notified and updated as appropriate each time an update is submitted, in order to reflect the evolution of the pest status in the MS of the pest concerned.

Section 5 - Information relating to the finding, sampling, testing and confirmation of the pest

11.2.20 Field 5.1: How the presence or appearance of the pest was found or the suspicion of the presence arose

This is a mandatory field and the list of options is based on Regulation (EU) 2019/1715

5.1 How the presence or appearance of pest was found or the suspicion of the presence arose

Reset Submit to EPPO

- Pest related official survey
- Survey related to an existing or eradicated outbreak of a pest
- Trace back and forward inspection related to the specific presence of the pest
- Phytosanitary inspection of any type
- Official inspection for purposes other than phytosanitary ones
- Information submitted by professional operators, laboratories or other persons
- Scientific information
- Other

You have the possibility to add details about the methods of inspection in the free text field (size 2000 characters) and add attachment (*only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification*). Other documents uploaded will not be accessible for consultation).

Submit to EPPO

Where applicable, indication of the date of inspection(s), the description of the method of inspection (including details of the visual or other checks as appropriate), and a short description of the site where the inspection took place, the findings of that inspection and picture(s)

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area

Upload

Preview	Name of documents attached	Size

11.2.21 *Field 5.2.1: Date when the responsible official body established the presence of the pest, began to suspect it, or was first informed of its finding*

Use the calendar by clicking on the icon on the right hand side of the field data and select the relevant date. If necessary, the date can be de-selected by clicking on "clear".



5.2.1 Date when the responsible official body established the presence of the pest, began to suspect it, or was first informed of its finding.

Date 

Submit to EPPO

July 2020

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	29	30	01	02	03	04	05
28	06	07	08	09	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31	01	02
32	03	04	05	06	07	08	09

Today Clear Done

11.2.22 *Field 5.2.2: Date of finding of the pest by a person other than the responsible official body*

This field is not mandatory and it only appears when you select the option "Other" in field 5.1:

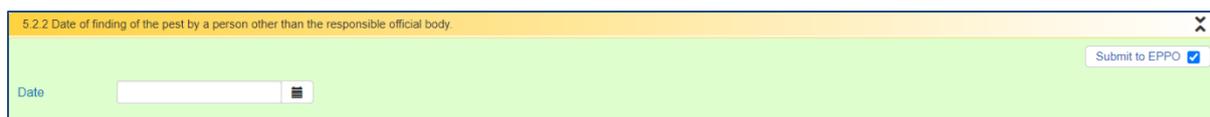


5.1 How the presence or appearance of pest was found or the suspicion of the presence arose

Reset  Submit to EPPO

- Pest related official survey
- Survey related to an existing or eradicated outbreak of a pest
- Trace back and forward inspection related to the specific presence of the pest
- Phytosanitary inspection of any type
- Official inspection for purposes other than phytosanitary ones
- Information submitted by professional operators, laboratories or other persons
- Scientific information
- Other

Use the calendar (click on the icon) to select the date of finding of the pest by a person other than the responsible official body. If necessary, the date can be de-selected by clicking on "Clear":



5.2.2 Date of finding of the pest by a person other than the responsible official body.

Date 

Submit to EPPO

11.2.23 Field 5.3: Sampling for laboratory analysis

Use the calendar by clicking on the icon on the right hand side of the field data and select the date where the first samples which resulted positive were taken.

Use the free text box for further information, in particular concerning the sampling procedure for laboratory analysis including date, method, sample size and picture(s) attachment.

5.3 Sampling for laboratory analysis. Submit to EPPO

Date of sampling

Where applicable please provide information concerning the sampling procedure for laboratory analysis including method, sample size and picture(s) attachment Submit to EPPO

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area

Upload

Preview	Name of documents attached	Size
---------	----------------------------	------

11.2.24 Field 5.4: Laboratory(ies) involved in the identification of the pest concerned

The list of values here is based on the reference data of Member States and Switzerland.

Add one laboratory by clicking on “Add”:

5.4 Laboratory(ies) involved in the identification of the pest Submit to EPPO

No data

Add

Free text

Characters: (0/2000) Submit to EPPO

Type any letter in the search field to see the drop down list and scroll down to select the relevant laboratory from the drop down list and save. Repeat the operation to add other laboratories. Any additional information can be added in the free text box.

5.4 Laboratory(ies) involved in the identification of the pest

Name

Country

City

Post code

Address

11.2.25 Field 5.5: Diagnostic method

Choose your options: "According to peer reviewed protocols" and/or "Other"

5.5 Diagnostic method

According to peer reviewed protocols

Other

The list of values of peer reviewed protocols is based on EPPO list:

5.5 Diagnostic method

According to peer reviewed protocols

Other

PM 7/10 (1) - Cacyreus marshalli

PM 7/100 (1) - Rep-PCR tests for the identification of bacteria

PM 7/101 (1) - ELISA tests for plant pathogenic bacteria

PM 7/102 (1) - Curtobacterium flaccumfaciens pv. flaccumfaciens

PM 7/103 (1) - Meiodogyne enterolobii

PM 7/104 (1) - Ceratitis capitata

PM 7/105 (1) - Ceratitis cosyra

PM 7/106 (1) - Sternochetus mangiferae

PM 7/107 (1) - Rhagoletis completa

PM 7/108 (1) - Paysandisia archon

PM 7/109 (1) - Epitrix spp.

PM 7/109 (2) - Epitrix cucumeris, Epitrix papa, Epitrix subcristata, Epitrix tuberosa

PM 7/11 (1) - Frankliniella occidentalis

Use the search function to select the appropriate peer reviewed protocol.

Left click in the search field and the drop down menu will show.

Scroll down to find the appropriate value or type letters or figures of the code or key word of the title to select the right option

If you select “Other” you are requested to specify the method concerned in the free text field below (size 2000 characters):

5.5 Diagnostic method

According to peer reviewed protocols

Other

Reset Submit to EPPO

Please specify the method concerned

Free text

Submit to EPPO

Characters: (0/2000)

11.2.26 Field 5.6: Date of official confirmation of the pest

This field is mandatory when the type of presence reported is a confirmed finding or outbreak in field 1.3

5.6 Date of official confirmation of the pest

Date

Submit to EPPO

Use the calendar by clicking on the icon on the right hand side of the field data and select the relevant date. If necessary, the date can be de-selected by clicking on "clear".

Section 6 – Information related to the infested area, and the severity and source of the outbreak in that area

11.2.27 Field 6.1 Size and delimitation of infested area

11.2.28 Fields 6.1.1 to 6.1.3: Size of the surface, number of infested plants, volume of infested plant products

Indicate as appropriate the quantity and corresponding unit in the relevant fields.

For the unit, the list of values is based on Regulation (EU) 2019/1715:

The screenshot displays the '6 - Information related to the infested area, and the severity and source of the outbreak in that area' form. The '6.1 Size and delimitation of infested area' section is highlighted in yellow. It contains three sub-sections, each with a 'Quantity' input field and a 'Unit' dropdown menu. Red arrows point to the unit dropdown menus for each sub-section. The first dropdown menu is open, showing the options 'm2', 'ha', and 'km2'. Each sub-section also has a 'Submit to EPPO' button with a checked checkbox.

Field ID	Field Description	Quantity	Unit	Submit to EPPO
6.1.1	Size of infested surface	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
6.1.2	Number of infested plants	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
6.1.3	Volume of infested plant products	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

11.2.29 Field 6.1.4: GPS key coordinates of the infested area

Field 6.1.4 opens by default on a worldwide map and has various functions.

Use the range of buttons on the left hand side of the map to focus on the appropriate area, view the map in full screen and attach the map to the notification. Use the range of buttons on the right hand side of the map in order to draw, edit or delete a shape of one of the three predefined forms (polygon, circle or marker).



Focus on the appropriate map area

🔍

Left click on the search button, type the name of the municipality and click on “enter” on your keyboard.

Select the relevant location in the list of values proposed.

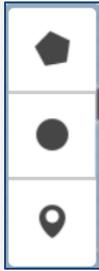
The map will focus on the municipality.

📐

Then, use the full screen button and/or the zoom in/out button, and/or drag the map with the cursor of the mouse as needed to identify the precise location of the infested area.

+

-



Click on the appropriate shape button to draw the shape as appropriate.

Alternatively, place a marker anywhere on the map and adjust its location by amending the latitude and longitude in the markers' characteristics (see below).



"Enter coordinates"

You can enter your coordinates in LatLng or UTM format:

Enter Coordinates:

Format: LatLng UTM

Lat:

Lng:

Place a Marker

Enter Coordinates:

Format: LatLng UTM

x:

y:

Zone:

Band:

Hemisphere: N S

Place a Marker

Enter your coordinates and click **OK** if you want to be redirected to the location on the map and/or select "**Place a Marker**" if you want to add a marker on it.

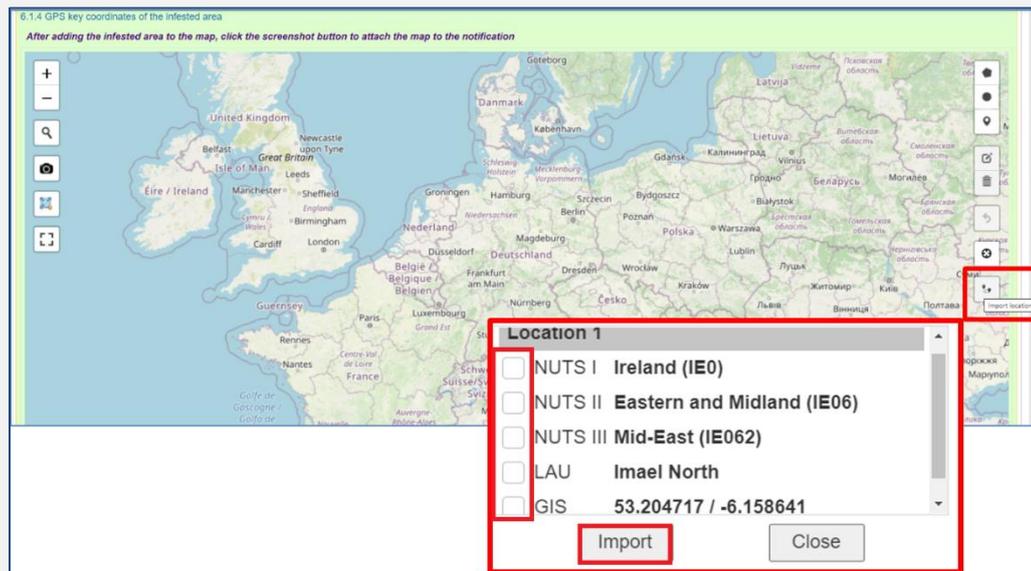


“Import location”

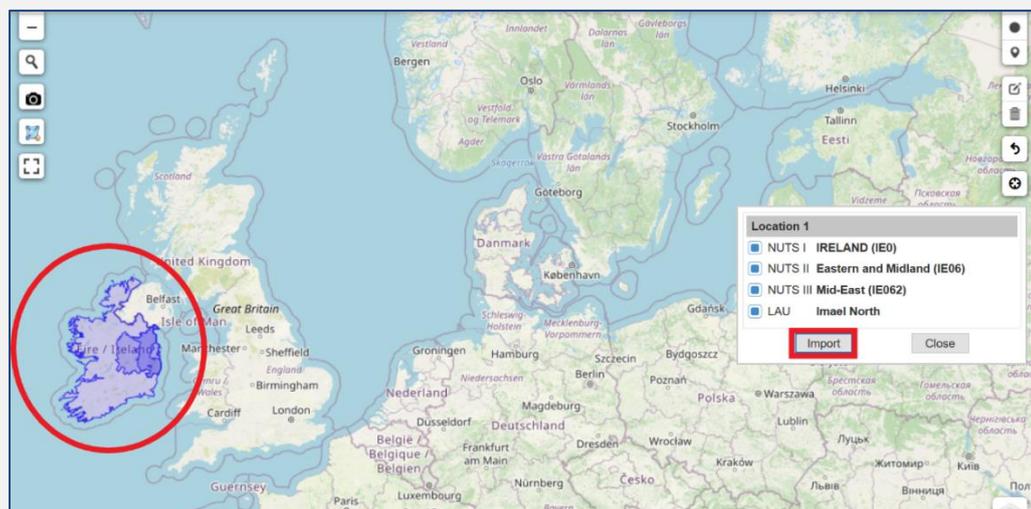
You can import the location inserted in [section 3.1](#) directly in the map using the “Import location” button.

A small window will be displayed below.

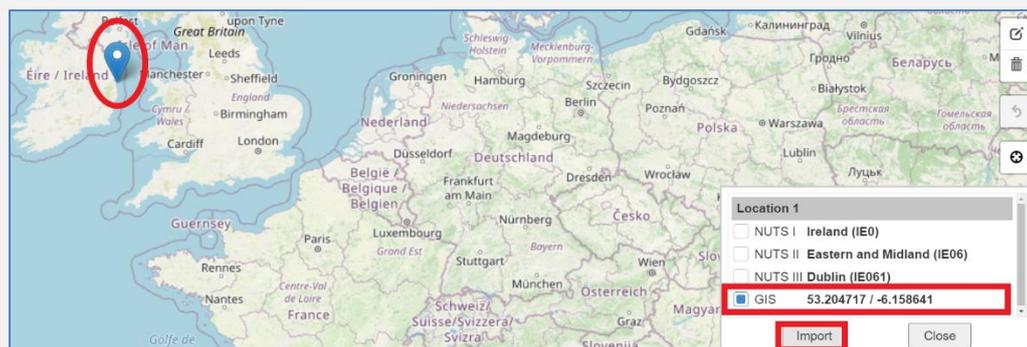
Select the data related to your location (NUTS I, NUTS II, NUTS III, LAU and GIS) that you want to show on the map:



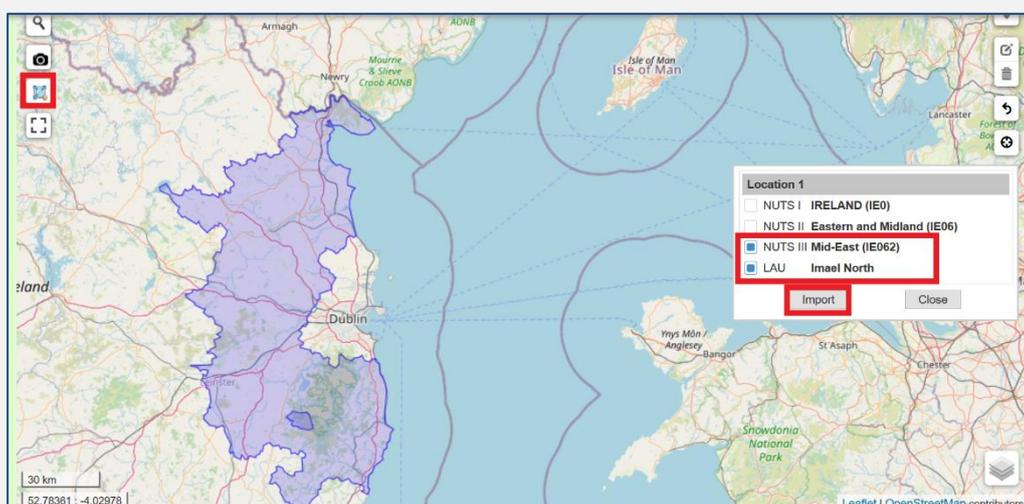
Click on “Import” and your selection will be highlighted on the map:



If you import the GIS value, the system will place a marker on the location:



In the previous example, every region has been selected, but you can narrow your selection and use the zoom drawing icon to zoom in your selection:



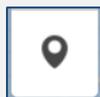
NOTE: The areas that you have highlighted will not disappear unless you use the bin icon.

11.2.30 Represent the location of the infestation:

Draw one of several shapes using the appropriate basic form and specify in its characteristics what it represents as appropriate (infested tree, plot, first element found infested...).

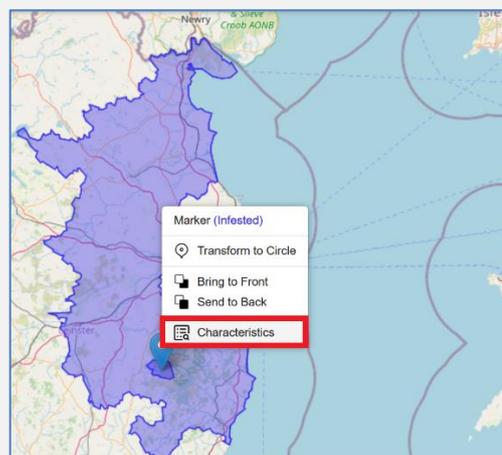
These elements will be reported in the legend of the map attached to the notification.

In field 6.1.4, all shapes drawn are “infested” shapes and will all be represented in the same colour.



Place a marker: Click on the marker button on the right hand side of the map and then on the appropriate location of the map.

To check and/or amend the characteristics of the shape, right click on the shape and select “characteristics” in the communication box.



The latitude and longitude of the marker can be amended and a short comment can be added in the free text field “characteristics of the zone”. Save to record the modification or cancel.

✕

Outbreak message No.: 15016
 Country code: IE
 Scientific code of HO:
 Reporting year: 2020
 Affected location:

Lat: Min: -85.0 / Max: 85.0
 Lng: Min: -180.0 / Max: 180.0

Zone

Characteristics of the zone:

Cancel
Save

Transform a marker into a circle: Right click on the marker and select “Transform to Circle”. Record the radius in metres, choose to delete the marker or not and click on “transform”.

If you untick “delete the marker”, the marker and the circle will be two different shapes in the map.

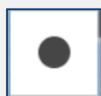
Transform to Circle

✕

Radius (m)

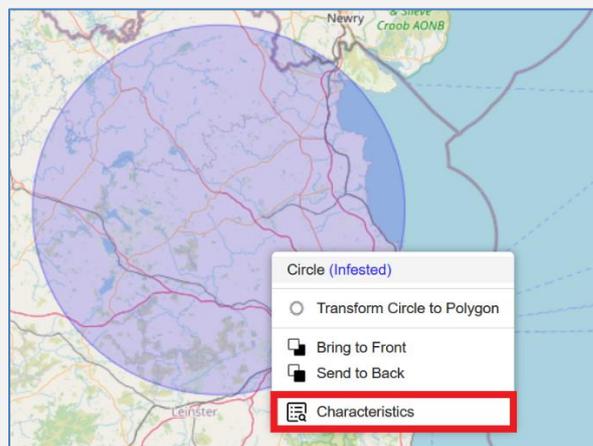
Delete marker

Cancel
Transform



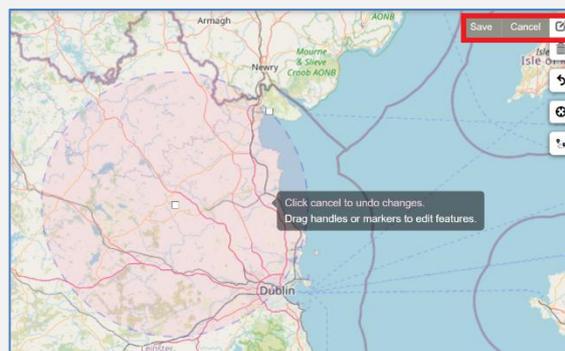
Draw a circle: Click on the circle button on the right hand side of the map and then on the appropriate location of the map, drag and release when the appropriate radius' length showing in metres or kilometres in the circle, has been reached. After release, the central marker disappears.

To check and/or amend the characteristics of the shape, right click on the shape and select "characteristics" in the communication box.



The latitude and longitude of the centre and radius of the circle can be amended. The area will automatically be corrected. A short comment can be added in the free text field "characteristics of the zone". Save to record the modifications or cancel.

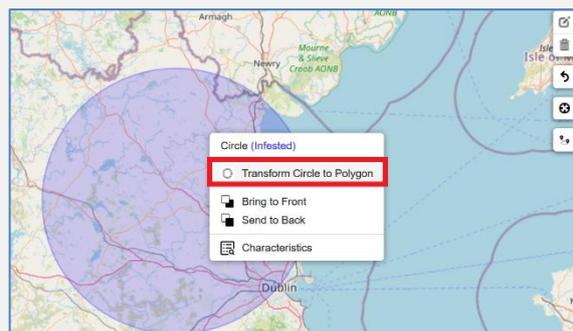
To amend the characteristics of the circle (location and radius), use also the edit button on the right hand side of the map and click and drag on the circle centre to change the position or click on the plot placed on the circle and drag to change the radius. Save to record changes.



Transform a circle into a polygon:

Right click on the marker and select “Transform Circle to Polygon”.

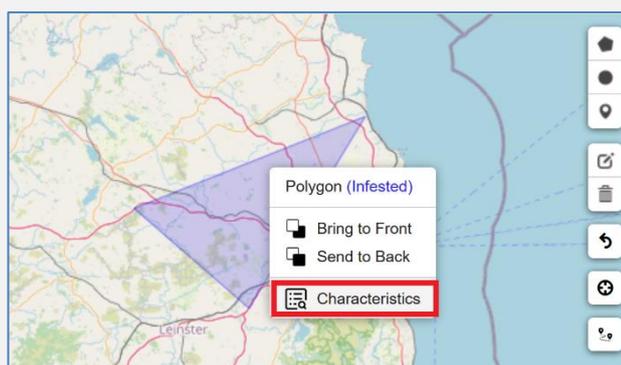
If you untick “delete the marker”, the marker and the circle will be two different shapes in the map.



Follow instructions showing while drawing the polygon. While drawing, the distance to the previous point and to the first point is shown, as well as, after the 3rd point is placed, the area of the polygon. Click on the first point of the polygon to complete the shape.



To check and/or amend the characteristics of the polygon, right click on the shape and select “characteristics” in the communication box.



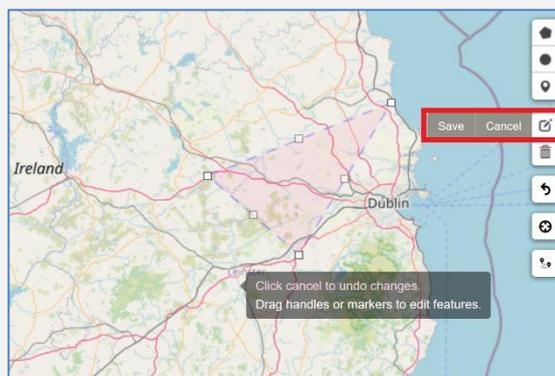
The latitude and longitude of centre of the shape can be amended. A short comment can be added in the free text field “characteristics of the zone”. Save to record the modifications or cancel.

Outbreak message No.: 15141
 Country code: IE
 Scientific code of Pest:
 Reporting year: 2020
 Affected location: Imael North

Lat: 53.430296 Min: -85.0 / Max: 85.0
 Lng: -6.735183 Min: -180.0 / Max: 180.0
 Area (m2): 1321359433.1604855
 Zone: Infested
 Characteristics of the zone:

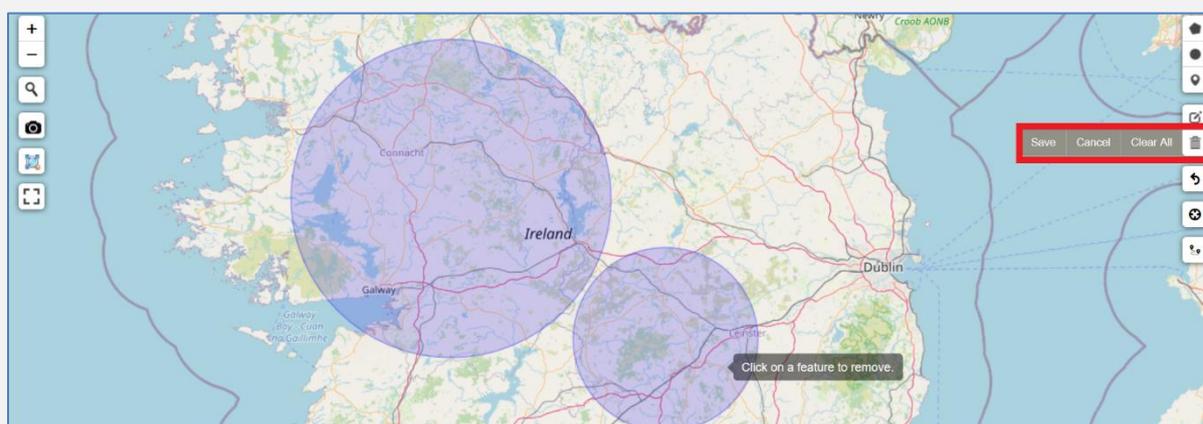
Cancel Save

To amend the drawing of the polygon, use the edit button on the right hand side of the map and click and drag on one of the markers to change its position. While dragging the marker, its distance to the two nearest markers is displayed as well as the area of the polygon. Save to record changes.



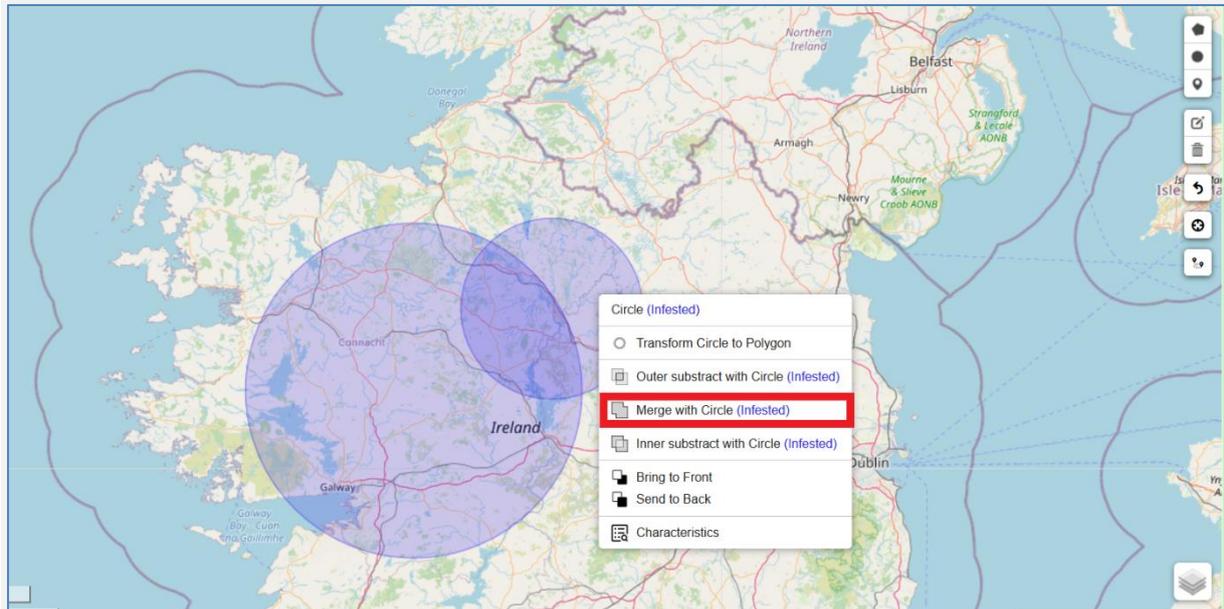
Draw a polygon: Click on the polygon button on the right hand side of the map and then on the appropriate location of the map.

Delete one or all shapes: Left click on the delete button on the right hand side of the map and click on the shapes to be deleted, and click on save. If you want to delete all the shapes, click on “Clear all”.

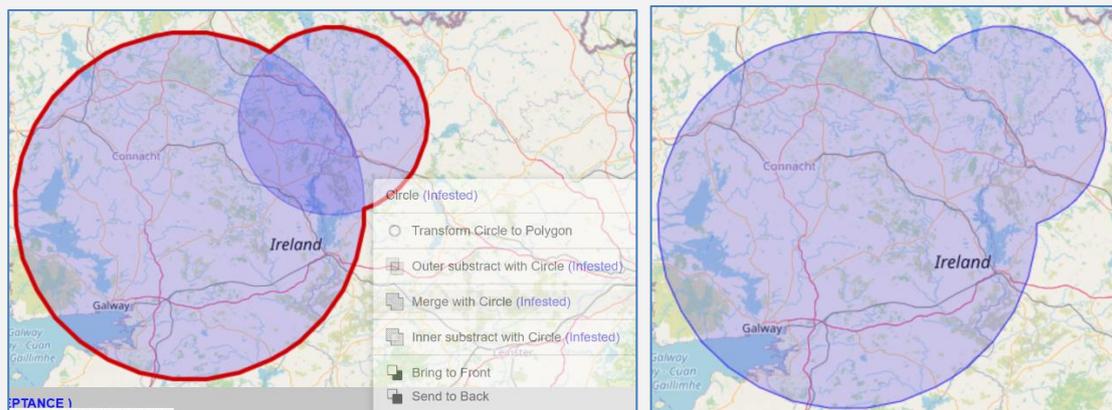


Merge overlapping infested shapes:

Right click on one of the two shapes overlapping and select “Merge with Circle (infested)”:



The two shapes are merged and the resulting shape is the outline of the two previous shapes:

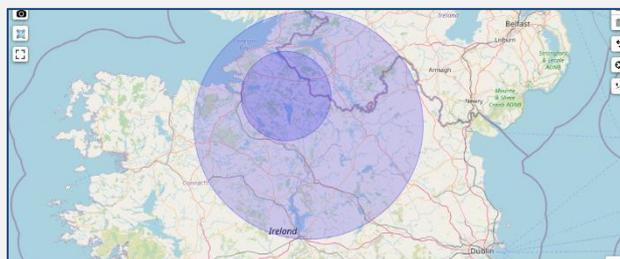


In the label “characteristics”, the area calculated corresponds to the merged shape and the free text field includes the content of the free text fields of the two shapes merged:

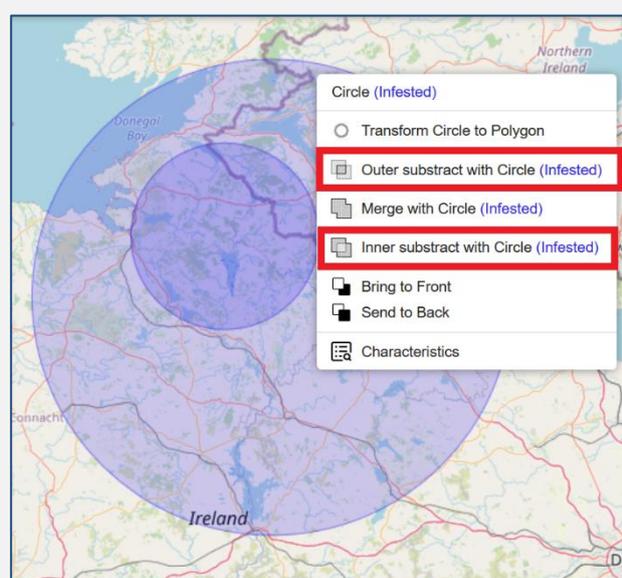


Redefine your infested shape: You can further refine the shape of your infested area by using the functionalities “Inner subtract with Circle/Polygon (Infested)” or “Outer subtract with Circle/Polygon (Infested)”:

1. First select the infested areas with a circle or a polygon.
2. Then add another shape on the previous one, outlining the contour of the infested areas that you want to highlight.



3. Right click on one of the shapes.
 - If you select “Inner subtract with Circle (Infested)”, the inner circle will be deleted, leaving only the shape of the outer contour.
 - If you select “Outer subtract with Circle (Infested)”, the outer circle will be deleted, leaving only the inner one.



Example of “Inner subtract with Circle (Infested)”



Example of “Outer subtract with Circle (Infested)”

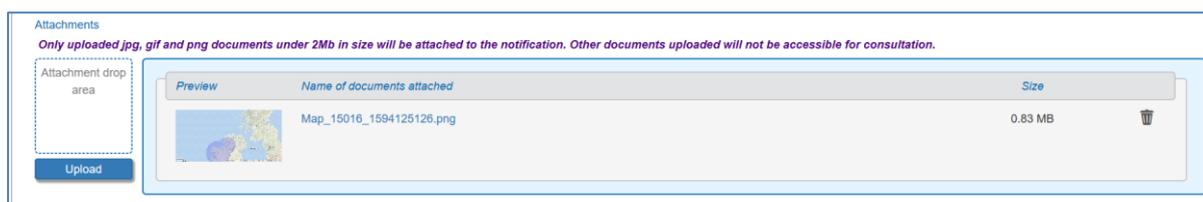


11.2.31 Take a screenshot of the map to attach it to the notification:

Once the drawing and legend are finalised, adjust the scale of the map by using the zoom in and out or zoom drawing buttons on the left hand side of the map.

Click on the screenshot button in order to attach the map to the notification.

A message “Screenshot created successfully” appears briefly. The preview of the map attached appears in the attachment area below:



To amend the map after attachment, click on the delete button in the attachment area.

In the map above, all shapes created and legend are still displayed. Once the necessary adjustments have been made, another screenshot can be taken.

The map, as other attachments, will not be submitted to EPPO.

11.2.32 Legend of the map:

In the input form, the legend table below the map includes, for each zone created, all the information included in the label of the shape.

Pattern/colour on the map	Zone	Latitude	Longitude	Area(m2)	Radius(m)
	Infested	53.741897	-8.155328	43376115890.88334	

In the PDF notification, the legend is restricted to the following elements.

Pattern/colour on the map	Name of the area	Characteristics of the zone
	Infested	The characteristics of the zone are...

This is submitted to EPPO when the checkbox “submit to EPPO” above the map in the input form is selected.

11.2.33 Fields 6.2 to 6.4.: Information related to the infested area and its vicinity

Enter information per type of infested area. The list of values is in line with the Annex to Regulation (EU) 2019/1715

The mandatory fields are limited to information required within 8 working days.

Step 1: Creation of an infested area

Click on the “add” button to create an infested area.

Step 2: Define the characteristics of the infested area and its vicinity

Select the characteristics of the infested area and its vicinity using the two successive drop down menus. Select “Unknown” if the information is not available at the time of creating the notification.

Step 3: Provide information on the element(s) infested or not, present in this infested area

Click on "Add" to create one element present in the infested area

A pop-up window appears when the button “Add” is clicked. Enter only information related to one of the specific elements in the infested area and its vicinity concerned. The window contains fields of both sections 6.3 and 6.4. The different pieces of information entered are all linked and will appear in the same row of the table that will be embedded in the pdf notification.

- **Type of element:** specify the type of element concerned by selecting one of the 10 values proposed:



NOTE: Select “Plant unspecified” if the information on the type of plant found infested is not available at the time of creating the notification.

Select “Unknown” if the information is not available at the time of creating the notification.

6.2/6.3/6.4 Information related to the infested area and its vicinity

6.2 Characteristics of the infested area and its vicinity

Open air - production area orchard/vineyard

6.3/6.4 Element in the infested area and its vicinity

1 Type of element → Plant to be (re) planted or reproduced

Scientific name of the host plant REYBO Fallopia x bohemica

Quantity of element Unit kg

Infested element Yes No

Comments on the element

Free text

Characters: (0/2000)

Cancel Save

- **Scientific name of the host plant** (if the element created is a plant).

When the type of element selected is a plant (one of the four first options in the LOV above), a field appears requiring the user to specify the scientific name of the plant. This field is mandatory in the system, whether the plant is concerned by the infestation or not:

- **Quantity of element**

This field refers to the total quantity of the element present in the infested area, whether infested or not (**this field is optional**). If a quantity is entered, a unit has to be selected.

- **Infested element**

Indicate if the type of element being entered is concerned by the infestation by using the radio buttons Yes/No.

If Yes is selected, a new field appears to enable the user to specify the quantity of this element found infested (**this information is optional**). If no quantity is indicated, the user will have to select a unit "unspecified" in the Unit's LOV.

- **Comments on the element**

Use the free text box available at the bottom of the pop-up window, when narrative information is necessary to complement information already entered on the element added.

When all the information related to this element in this infested area has been entered, click on “Save”. In this way, you save the information entered and close the pop-up window, at the same time.

A screenshot of a pop-up window with a white background and a blue border. At the bottom right, there are two buttons: a yellow 'Cancel' button and a grey 'Save' button with a red border.

After saving the element, the information entered appears in the form of a table.



NOTE: Clicking on cancel will close the pop-up window without saving. All the information entered on the element will be lost.

- Edit or delete an element created in an infested area:
The element saved can be edited or deleted by using the icons displayed at the right hand side of the line in the table.

Element	Scientific name of the host plant	Quantity of element / Unit	Infested	Quantity infested / Comments on the element Unit
Plant unspecified	Olea europaea			

Click this icon to delete the element

Click this icon to edit information on the element

- Create another element present in the infested area:

6.2 Characteristics of the infested area and its vicinity

Physically closed conditions: greenhouse

Plant(s), plant product(s) or object(s) in the infested area

Element	Scientific name of the host plant	Quantity of element / Unit	Infested	Quantity infested / Comments on the element Unit
Plant unspecified	Olea europaea		Yes	unspecified

Add

Use the Add button below the table to describe other elements present in the same infested area. Enter as many elements as needed or relevant. As a minimum, all elements concerned by the infestation should be created.



NOTE: It is possible to edit the characteristics of the infested area. However, the characteristics remain the same for all elements created in the **same** infested area.

- Add comments on the infested area concerned and its vicinity:
If appropriate, use the free text box "Comment on the infested area concerned and its vicinity" in order to complement the information previously entered, in particular where narrative information is necessary to provide a good overview of the situation in this infested area.

Comment on the infested area concerned and its vicinity

Free text

- Save to close the pop-up window related to the infested area

Cancel
Save

Save when the description of the infested area is completed. This will close the pop-up window related to this infested area. The information appears in a form of a table.

- Edit or delete the infested area
The infested area saved and all the elements part of it can be edited or deleted by using the icons displayed at the right hand side of the line in the table. To add a new element to this infested area, use the  button.

Characteristics of infested area

Physically closed conditions: greenhouse

<i>Type of element</i>	<i>Scientific name of the host plant</i>	<i>Quantity of element / Unit</i>	<i>Infested</i>	<i>Quantity infested / Unit</i>
Plant already planted, not to be reproduced or moved	Olea europaea		Yes	unspecified





Add



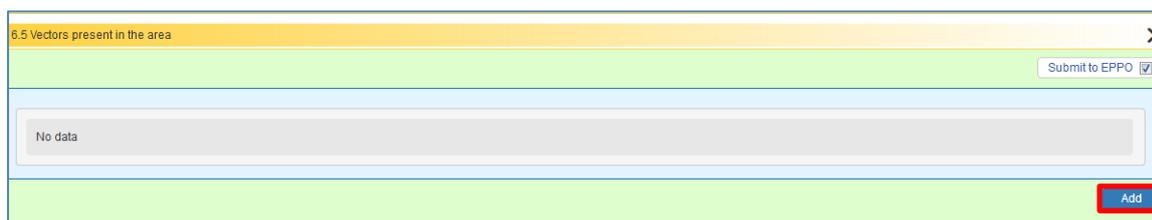
NOTE: Clicking on the delete button will delete the infested area and all the elements it contains.

Step 4: Creating new infested areas

Use the "Add" button below the table to create a new type of infested area. Enter as many infested areas as needed or relevant.

11.2.34 Field 6.5: Vectors present in the area

Step 1: Click on the “Add” button to add information on the vectors present in the area.



Step 2: Add information on the vectors present in the area using the following fields:

- Scientific name of the vector (enter first letter or full name, the list of vectors will appear for selection)
- EPPO preferred name: Automatically inserted
- Free text box (size 2000 characters). Use the free text field to provide details on the vectors



Step 3 Use Delete, Edit or Information buttons to modify information



11.2.35 Field 6.6: Severity of the outbreak

In the free text field add details about the severity of the outbreak (size 2000 characters).

Use the upload button to attach a document to the pdf notification:

6.6 Severity of the outbreak

Submit to EPPO

Description of the current extent of infestation, symptoms and the damage caused, and where appropriate, inclusion of forecasts as soon as the information is available...

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area

Preview	Name of documents attached	Size
---------	----------------------------	------

Upload

11.2.36 Field 6.7: Source of the outbreak

In the free text field indicate the source of the outbreak (size 2000 characters).

Use the upload button to attach a document to the pdf notification:

6.7 Source of the outbreak

Submit to EPPO

Indicate the confirmed pathway of the pest into the area, or the suspected pathway pending confirmation.

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area

Preview	Name of documents attached	Size
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Upload

Section 7 – Official phytosanitary measures

11.2.37 Field 7.1: Adoption of official phytosanitary measures

Indicate the measures taken inside/outside demarcated area. Several options can be combined as relevant, with the exception of the last option (no phytosanitary measures). The list of values here reflects Regulation (EU) 2019/1715

Indicate for each option, whether it concerns or not a demarcated area. In the free text box, provide information on the type of measures taken or to be taken:

11.2.38 Field 7.2: Date of adoption of official phytosanitary measures

If phytosanitary measures were adopted at different dates, indicate the date **when the first measures were adopted**.

In case of temporary measures, indicate their expected duration in the free text field:

11.2.39 Field 7.3.1: Size and delimitation of demarcated area and/or buffer zone

Indicate as appropriate the quantity and corresponding unit in the relevant fields.

The screenshot shows a form titled "7.3.1 Size and delimitation of demarcated area and/or buffer zone". It features a "Quantity" input field and a "Unit" dropdown menu. A "Submit to EPPO" button with a checked checkbox is in the top right corner. Below the form, there is a note: "If approximate figures are submitted, please explain the reason of lacking exact figures." followed by a "Free text" input area and a character count "Characters: (0/2000)". A second "Submit to EPPO" button with a checked checkbox is in the top right corner of this section.

11.2.40 Field 7.3.2: GPS key coordinates of demarcated area and/or buffer zone

In this field, draw shapes to represent zones where phytosanitary measures are implemented.

The system proposes four different types of zones: “**clear-cut zone**”, “**monitoring zone**”, “**buffer zone**” and “**demarcated area**”. They are represented with different colours on the map.

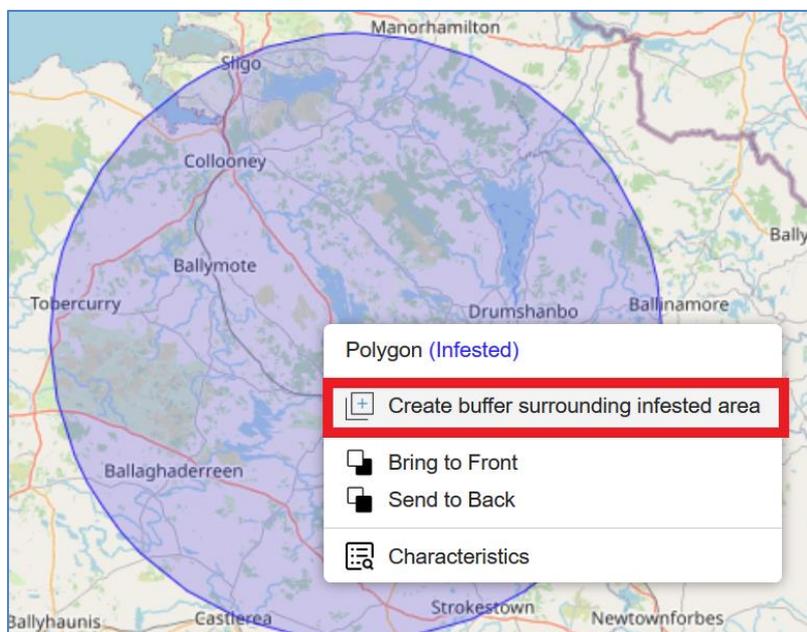
Use the “**zoom drawing button**” on the left hand side of the map to focus the map on the infested element(s) drawn in field 6.1.4. The infested area drawn under section 6.1.4 is visible and included in the legend, but cannot be amended. It can be hidden by unticking the checkbox named “infested area” on the right hand side of the map.

Basic shapes can be created as in [field 6.1.4 \(see section 9.25\)](#).

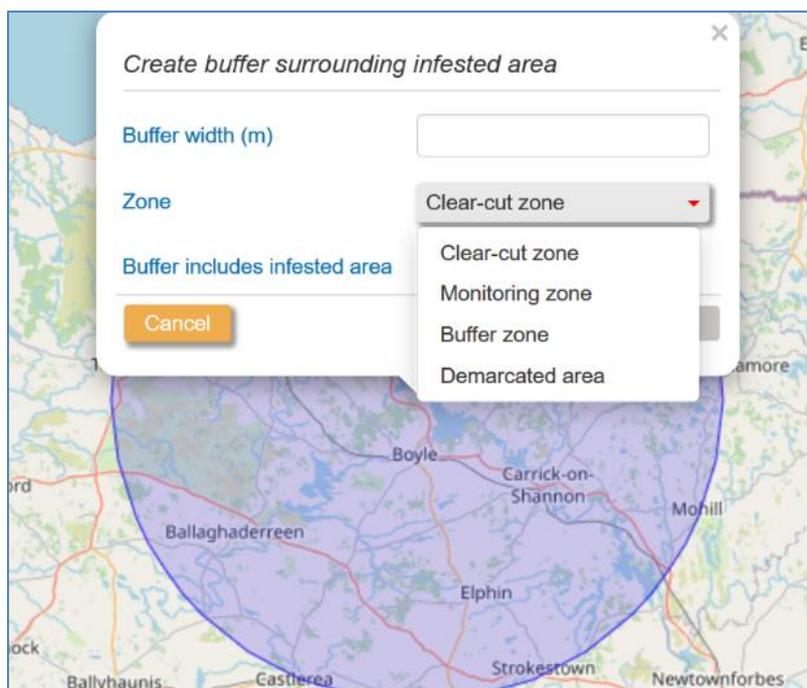
Additional drawing functions are available under this section.

Create zones centred on the infested element

To create zones centred on the infested element drawn in field 6.1.4, right click on the shape (marker, circle or polygon) and select “create buffer surrounding infested area”:

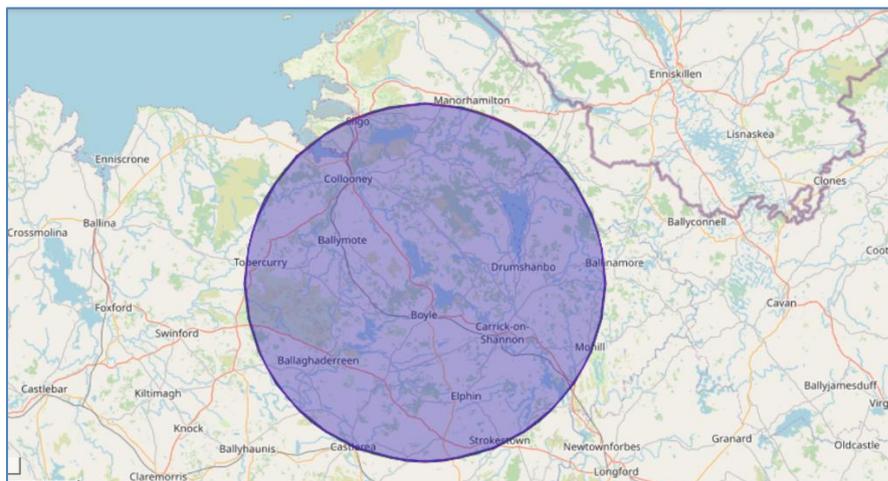


The width entered in the field “buffer width” will be calculated from the edge of the infested area. Choose the type of zone created and indicate whether the zone created will include the infested area or not (donut shape).

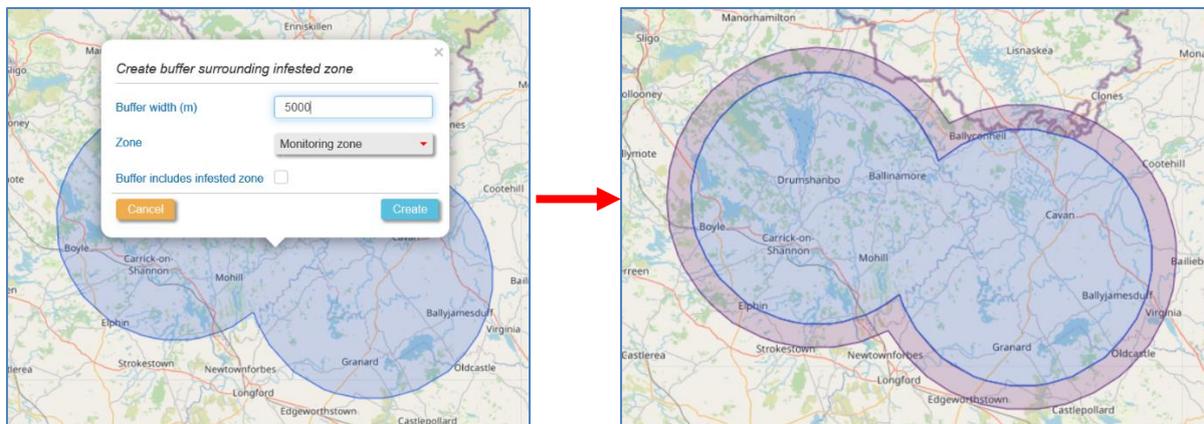


This can be repeated to create zones where different phytosanitary measures are taken. The name and characteristics of each zone can be specified in the label of the shape accessible by right clicking on the shape and selecting “characteristics”.

The shapes created using the function “create buffer surrounding infested area”, whether created from a circle or a polygon, are all polygons. To change the width of a surrounding shape, it is easier to delete the surrounding shape and create another one with the appropriate dimension.



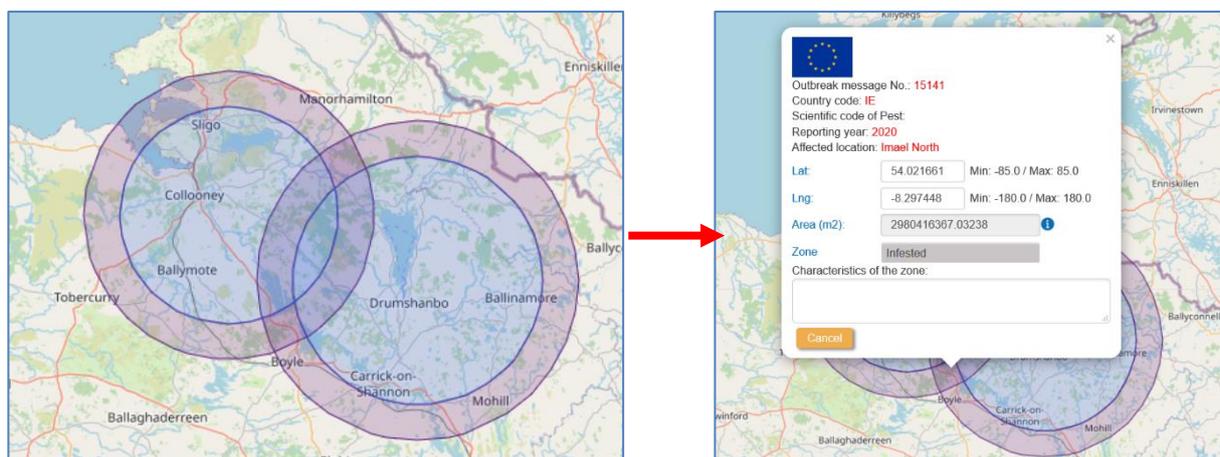
This function also applies to infested shapes resulting from the merging of two shapes infested shapes created in 6.1.4.



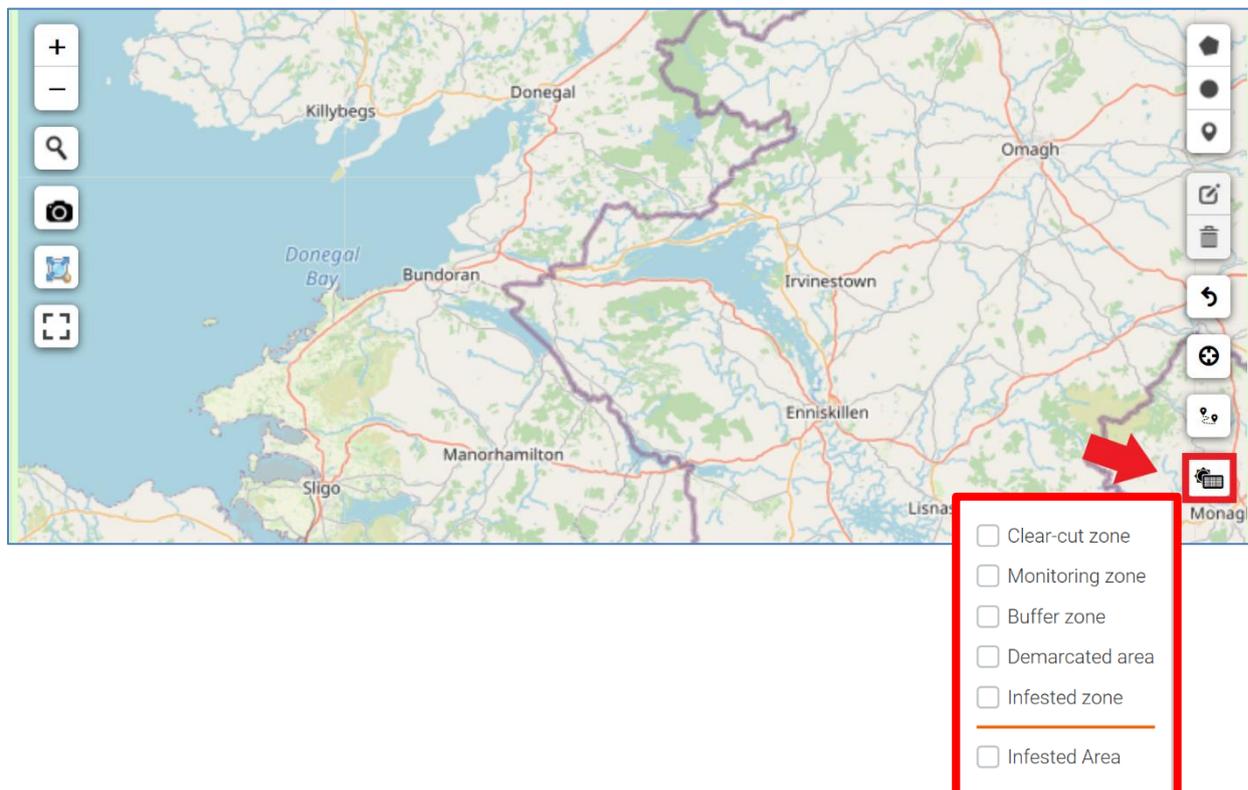
11.2.41 Merge overlapping shapes

This function can be used to draw more complex shapes, in particular a single zone (e.g. demarcated area) resulting from the combination of several zones of the same type that overlap.

Right click on one of the two shapes overlapping and select “Merge with polygon (zone type)”. The two shapes are merged and the resulting shape is the outline of the two previous shapes. In the label “characteristics” the area calculated corresponds to the merged shape and the free text field include the content of the free text fields of the two shapes merged.



Hovering your mouse over the last icon on the right corner of the map, you will be able to select and display on the map the zones that you have created:



Attach the map to the notification

Please note that the map will only be attached to the notification if a screenshot of the map is taken and saved.

After adding the infested area to the map, click the screenshot button to attach the map to the notification

11.2.42 Field 7.4: Objective of the official phytosanitary measures

In this field the list of options reflects Regulation (EU) 2019/1715.

Choose your option and add more details in the free text field (size 2000 characters):

The screenshot shows a form titled "7.4 Objective of the official phytosanitary measures". It has two radio button options: "Eradication" and "Containment". The "Containment" option is selected. Below the options is a "Free text" field with a "Submit to EPPO" button and a character count of "(0/2000)".

11.2.43 Field 7.5: Measures affecting the movement of goods

In this field the list of options reflects Regulation (EU) 2019/1715.

Choose your option and add more details in the free text field (size 2000 characters):

7.5 Measures affecting the movement of goods

Measures affect import into or movement within the Union of goods

Reset Submit to EPPO

Description of the measures...

Free text

Submit to EPPO

Characters: (0/2000)

Measures do not affect import into or movement within the Union of goods

11.2.44 Field 7.6: Specific surveys

In this field the list of options reflects Regulation (EU) 2019/1715.

Choose your option and add more details in the free text field (size 2000 characters):

7.6 Specific surveys

No

Yes

Reset Submit to EPPO

If surveys are carried out as part of official phytosanitary measures, please indicate their methodology, duration and scope...

Free text

Submit to EPPO

Characters: (0/2000)

Section 8 – Pest Risk Assessment

In section 8 the list of options reflects the Regulation (EU) 2019/1715

Select the one that suits your case (multiple choice option is available):

8 - Pest risk assessment Submit to EPPO

Submit to EPPO

Pest risk assessment is not required (for those pests referred to in points (a) and (b) of the first paragraph of Article 11, or subject to measures referred to in the second subparagraph of Article 30(1) of Regulation (EU) 2016/2031)

Pest risk assessment, or preliminary pest risk assessment, under development

Preliminary pest risk assessment exists

Pest risk assessment exists

Assessment of the risk presented by non-regulated pest was done by means other than a (preliminary) pest risk assessment

For the options:

- Preliminary pest risk assessment exists
- Pest risk assessment exists
- Assessment of the risk presented by non-regulated pest was done by means other than a (preliminary) pest risk assessment

you have the possibility to add a description and also attachments:

Preliminary pest risk assessment exists Submit to EPPO

Description of the major findings, and attachment of the respective pest risk assessment or indication of the source where assessment can be found...

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area	Preview	Name of documents attached	Size

Pest risk assessment exists Submit to EPPO

Description of the major findings, and attachment of the pest risk assessment or indication where it can be found...

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area	Preview	Name of documents attached	Size

Assessment of the risk presented by non-regulated pest was done by means other than a (preliminary) pest risk assessment Submit to EPPO

Description of the major findings, and attachment of the respective pest risk assessment or indication of the source where that assessment can be found...

Free text

Characters: (0/2000)

Attachments

Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area	Preview	Name of documents attached	Size

Section 9 – Links to relevant websites, other sources of information

In section 9 you can add links to relevant website or other source of information.

You can add a description in the free text field (size 2000 characters) and upload attachments is also possible:

Attachments
Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

9 - Links to relevant websites, other sources of information Submit to EPPO All

Free text Submit to EPPO

Characters: (0/2000)

Attachments
Only uploaded jpg, gif and png documents under 2Mb in size will be attached to the notification. Other documents uploaded will not be accessible for consultation.

Attachment drop area Upload

Preview	Name of documents attached	Size
---------	----------------------------	------

Submit to EPPO

Section 10 – Closing note: Termination of phytosanitary measure is decided

Section 10 only appears when you start the [process of closing an application](#) and it is possible to close an application only after it has been approved.

To learn how to approve and close a notification go to: "[Approval of a draft notification](#)" and "[Close a notification](#)".

Once your application has been approved and you have started the closing process, section 10 will be automatically added to the form:

10 - Closing note: Termination of phytosanitary measure is decided Submit to EPPO All

10.1 Reason for deciding termination of phytosanitary measures Submit to EPPO

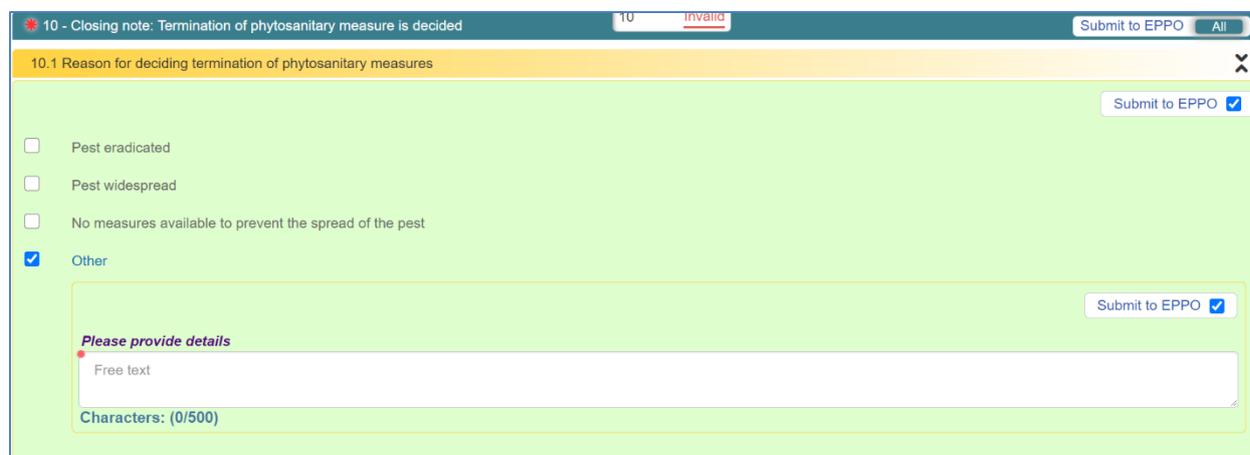
Pest eradicated

Pest widespread

No measures available to prevent the spread of the pest

Other

Select the reason for deciding termination of phytosanitary measures (if you select "Other" you will be required to provide more details in the free text box below):

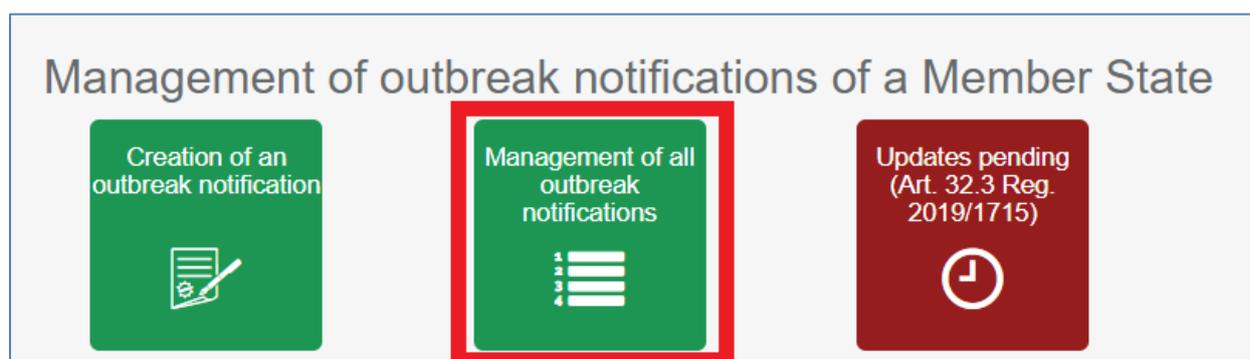


11.3 Save the draft notification

The created notification can be saved or the option "save draft & exit" used by clicking on the relevant icons at the top row of the page. This can be done whether the form is valid (contains all the mandatory fields) or not.

11.4 Modify the draft notification

Once saved, the draft notification can be found by clicking in the button "Management of all outbreak notifications" present in the home page of EUROPHYT-Outbreaks.



- Find the draft to be modified
- Scroll down the list in order to identify the file or use the filter or the advanced query interface, using the icons available above the list.

To Filter data in one or several columns:

- click on the "toggle filter" button  in the ribbon above the table in order for the filter fields to appear below the table header
- enter in one or more columns, value for the filter
- click on the "refresh page" button  for implementing the filters.

To use the [advanced query interface](#):

- click the icon as shown which is available above the list  and use any of the available criteria to find the draft to be modified
- click on search.



NOTE: To cancel an advanced query, click the icon advanced query, click the reset button and then the search button at the bottom of the pop-up window.

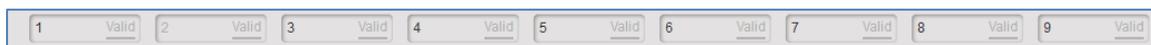
11.4.1 Modify the draft

Once the draft notification has been found, select it by ticking the relevant cell situated in the left hand side column, then click on the "Action" icon situated above the list and select "modify draft" in the menu. The form opens and can be amended as needed.

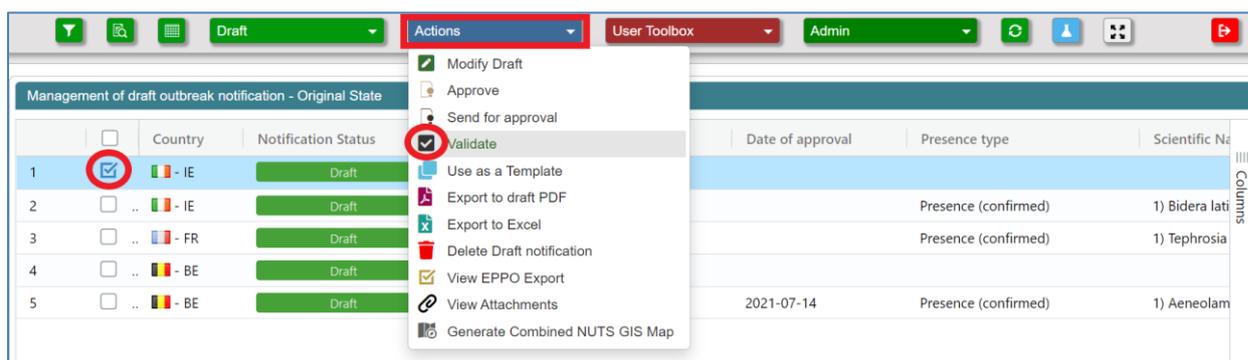
11.5 Validate the draft notification

There are two ways of verifying that the form is valid (contains all mandatory field).

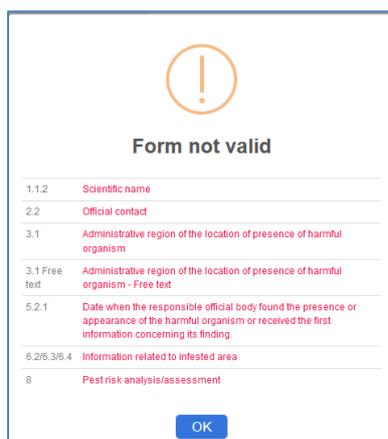
- 1) When the form is open, check the specific ribbon on the top of the screen to see if all mandatory fields are marked "valid".



- 2) When the draft notification is closed, enter into the menu item "Management of all outbreak notifications" screen. By default, it shows the list of draft notifications. Select the draft then click on "Actions" and select "Validate" in the menu appearing.



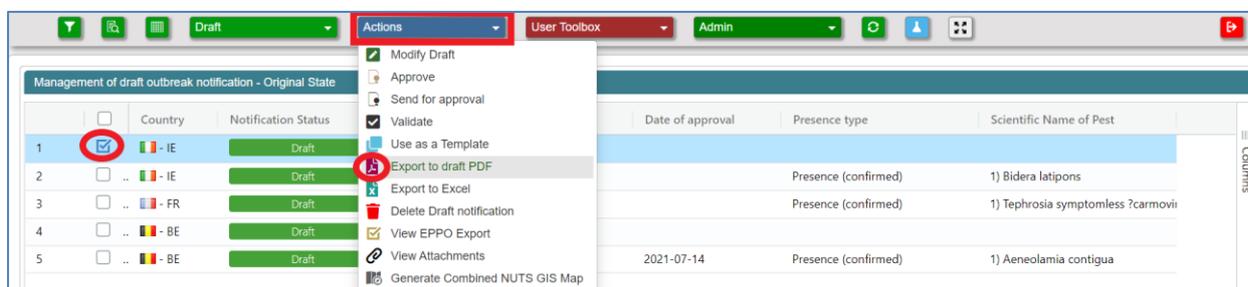
If the form is not valid, a pop-up window will appear with the list of missing fields.



If the form is valid, a pop-up window appears stating "Form is valid – OK". This will not affect the "Draft" status of the notification.

11.6 View the Pdf draft notification

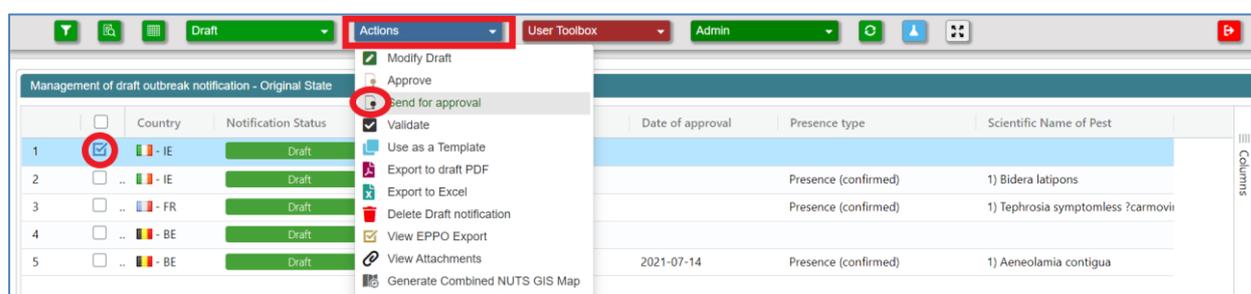
The user can verify the information entered in the form by viewing the pdf form of the draft notification:



11.7 Approval of the draft notification

When the form is valid and is correctly filled in, it can be sent for approval to a user with appropriate rights:

- click on the "Management of all outbreak notifications" screen
- select the notification
- click on "Actions" and select "send for approval" in the menu appearing, as shown:



This will generate a pop-up window listing all users of the Member State with notify rights. The user sending the draft for approval does not appear on the list.

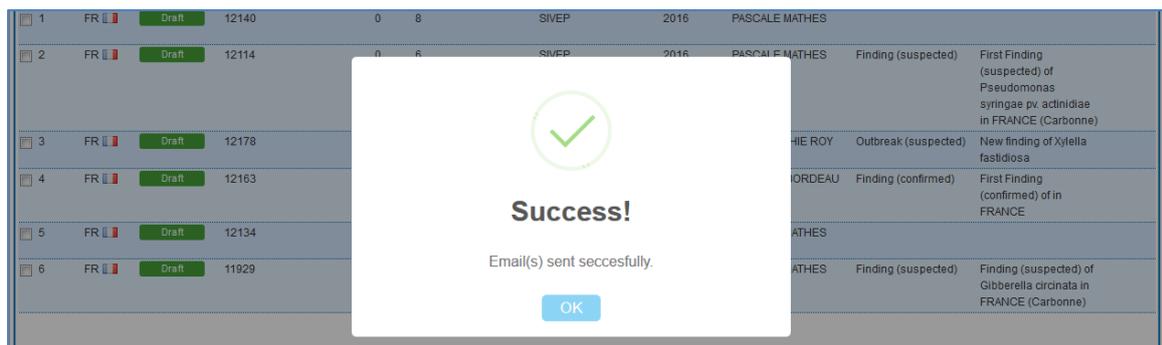


NOTE: If you have "notify rights" and want to approve the notification, select "Approve" instead of "send for approval" in the "Actions" menu.

Only one name can be selected from the list of Notify users:

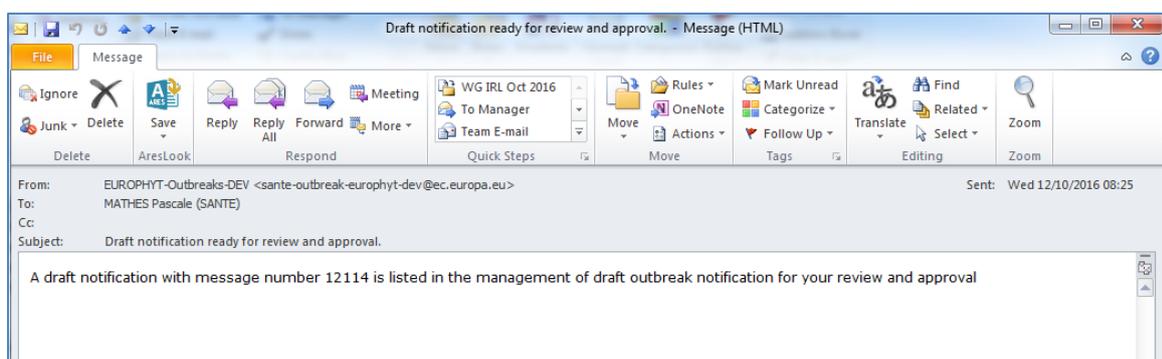
- Click OK.

A pop-up message appears confirming the success of the operation:



An e-mail is automatically sent to the notify user selected indicating that a draft notification is waiting for approval.

The e-mail address used for this is the one indicated in the user reference data form:

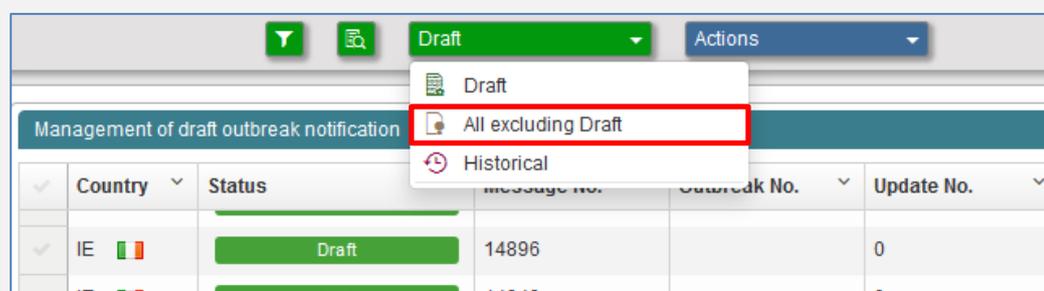


Once this step is completed, the status of the notification changes from "Draft" to "Validated".



NOTE: The notification therefore disappears from the list of drafts and now shows in the list of all notifications excluding draft ("All excluding draft").

This can be accessed as shown below:

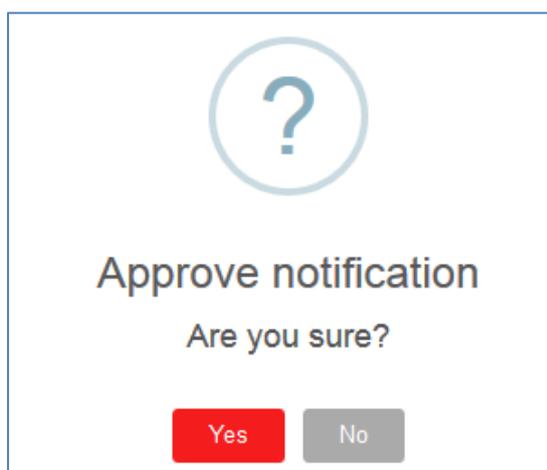


Once validated, the notification cannot be modified anymore by its author or any other "Data Entry" user. It can be modified and/or approved and/or "returned" for modification to the author by any "Notify" user of the Member State. However, in Member States where there are

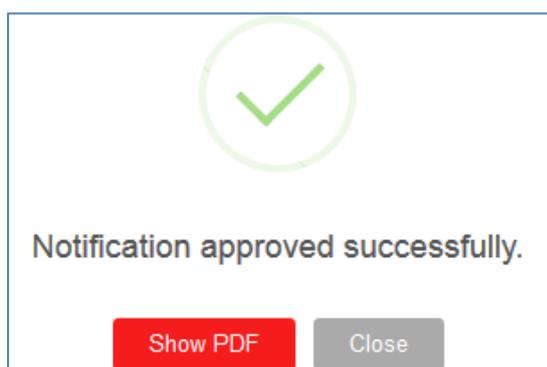
several services in the Single Authority, if the Author of the notification is in one of these services, then the validated notification must be modified/approved/returned by a "Notify" user of the same service of the Single Authority or user with MS Administrator role.

If changes are required, the user with notify rights can send back the notification for amendment to the author of the draft notification. The status of the notification changes from "validated" to "draft" and the notification re-appears in the "Draft" list.

When the notify user approves the draft notification, a pop-up message appears on the screen of the notify user:

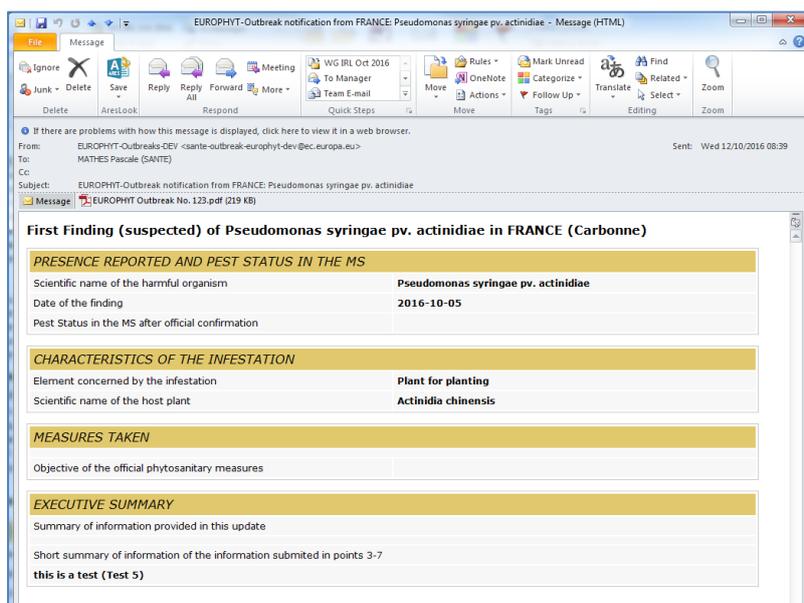


If "Yes" is selected, the approval is then confirmed:



11.8 Alert message

Following approval, an alert message (e-mail) is generated and sent to the Commission, Member States and Switzerland at the e-mail address(es) indicated in the Service reference data form for EUROPHYT-Outbreaks (maximum 5 e-mail addresses per service of the Single Authority of each MS). The body of the e-mail contains key information extracted from the notification. The pdf notification and attached documents³ are attached to the alert message.



³ See section 8.7 of this guide

12 CREATE A NOTIFICATION FROM A TEMPLATE

The creation of a notification can also be done by using a notification, which has been previously created, in either draft or approved format.

In the menu "Management of all outbreak notifications", "Draft" or "All excluding draft" list, select the notification to be used as a template and select "Use as a Template" from the list of "Actions" as shown below:

	Country	Status	Message No.	Date C
1	IE	Approved	14410	2017-
	IE	Closed	14754	2017-

A pop-up window appears requesting a "File No" to be entered. Enter the appropriate file number in accordance with MS own instructions for National reference numbers (see section 9.1) and click on "Create" to complete the creation of a new notification using a template

Use as a Template

File No.

Country IRELAND

Service DAF

Year 2017

Previous Number testPM9

Cancel Create

When created, the form of the new draft notification opens and all fields can be edited in order to reflect the situation of the new presence reported.

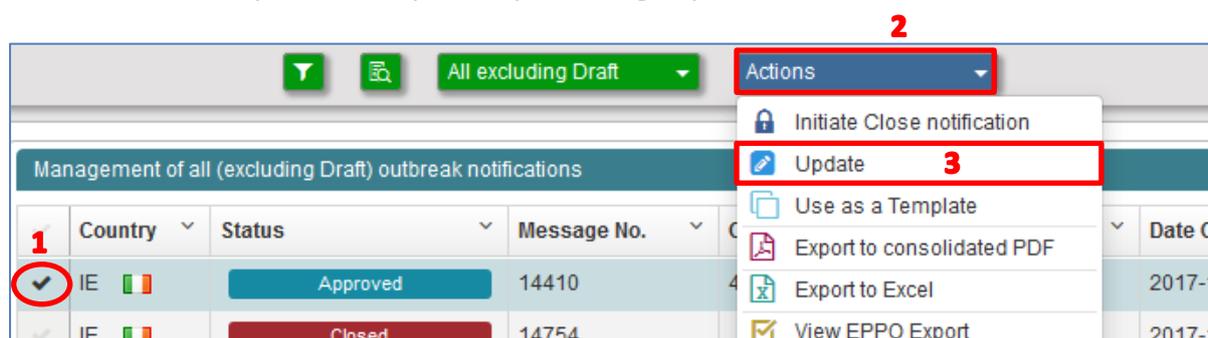


NOTE: All fields of a draft are populated with the information of the notification used as a template. It is therefore essential to review and update all information of the draft before approving it.

13 UPDATE A NOTIFICATION

This workflow has to be used in order to notify complementary or new information concerning a finding or outbreak of a harmful organism, when this is not the first report related to this specific finding or outbreak sent in EUROPHYT-Outbreaks.

- go to "Management of all outbreak notifications"
- in the table, identify the notification to be updated and select it
- initiate the process of update by selecting "Update" from the "Actions" list.



A pop-up window appears which presents a list of reasons for updating the notification.

- Select one or several of these options as appropriate.
These will be entered into the executive summary of the update:

The 'Update Notification' window contains the following text and options:

Please select the nature of the update to the notification from the following fields. These will be automatically inserted into the executive summary of the notification.

- A - The confirmation of the presence of a harmful organism
- B - The inclusion of additional data
- C - The changes to pest status in an area
- D - The changes to size of an infested area
- E - The changes to the measures taken
- F - Correction

Buttons: Cancel, Save

- Save to create the update notification.

The form of the update notification appears. It is pre-filled with all the information contained in the notification as last amended. All fields can be amended as necessary.

In section 1.2 of the executive summary, field 1.2.1 "Short summary of the information submitted in points 3-7) is present with the text of the previous version of the notification.

- Please update so that the text still provides in a nutshell the full story until this update

(see also [section 9.8](#) of this guide).

Field 1.2.2: A new field 1.2.2 "reason for the update" is added, prefilled with the reason selected on opening the update.

- In this field, highlight what is new in the notification (e.g. No of additional plants infested found during the 20xx survey, No of additional municipalities part of the infested/demarcated area, new Host plant species...)
- Once completed/amended as appropriate, save the draft.

It appears in the list of draft notifications, in the menu "Management of all outbreak notifications".



NOTE: For the reason of the update to be clear, it is recommended to complement the reasons for the update selected in the pop-up window at the start of the update process, in box 1.2.2 "Summary of information provided in this update".



NOTE: It is recommended to keep the status of the harmful organism at Member State level (field 4.4) updated as appropriate each time an update to the outbreak is submitted, in order to reflect the evolution of the pest status in the MS of the HO concerned.

The process for modifying, validating and approving the update is the same as for the creation of a notification.

14 CLOSE A NOTIFICATION

In accordance with Regulation (EU) 2019/1715, it is appropriate to send a closing notification in order to communicate the termination of phytosanitary measures concerning a given finding or outbreak of a harmful organism. The reason for such a termination needs to be justified.

To close a notification:

- go to "Management of all outbreak notifications", "All excluding draft" list
- in the table, select the notification to be closed by clicking on it
- initiate the process by clicking on the "Actions" menu:

Country	Status	Message No.	Date Of
IE	Approved	14410	2017-12
IE	Closed	14754	2017-11

- select "Initiate Close notification"
- the notification form opens and **all sections (1 to 9) are available for editing**. Update fields as necessary to complete the relevant information.

Section 10 – "Closing note: Termination of phytosanitary measure is decided" is now included on the form, and is mandatory to complete with the the reason for closing the notification.



NOTE: When closing, it is also recommended to update:

- the two fields of the executive summary (Free text boxes 1.2.1 and 1.2.2)
- the pest status in the area (field 4.2) and at Member State level (field 4.4).

To complete the process:

- Users with "Notify" rights can click on 'Submit' from the top right hand corner of the page;
- Other users must "Save" the closing notification and "send for closing" (approval). The notification then appears in the list of drafts in the menu "Management of all outbreak notifications" with the status "Init. Close".

Init. Close

- For this notification to be approved, select it, and in the "Actions" menu, select "send for closing":

Country	Status	Message No.	Date Of
IE	Draft	14948	
IE	Draft	14947	
IE	Draft	14922	
IE	Init. Close	14916	2017-04
IE	Draft	14905	

The process for approving the closing note is the same as for the creation of a notification.

Once approved, the notification appears with the status "Closed" in the list of notifications "All excluding Draft", in the menu "Management of all outbreak notifications".

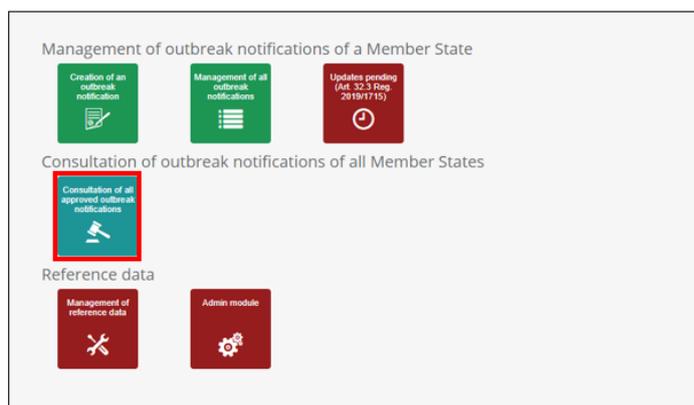
The contents of Box 10 also appears on the distributed alert message.

Country	Status	Message No.	Outbreak No.	Update No.	Date
IE	Approved	14410	488	0	2017
IE	Closed	14754		0	2017

15 SIDE BY SIDE COMPARISON OF NOTIFICATIONS

You have the option of selecting previous updates of notifications and have a side-by-side comparison between the current version and the old ones, all on the same screen.

To access that option, click on "Consultation of All Approved Outbreak Notifications" screen:



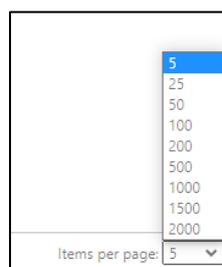
NOTE: You can only compare version of notifications that were modified at least once.

In the new screen, click on one of the notifications to select it:

	<input type="checkbox"/>	Country	Notification Status	Outbreak No.	Update No.	Date of appro... ↓	Presence type	Scientific Name of Pest
Notifications Stack	<input type="checkbox"/>	- AT	Approved	940	0	2021-12-14	Presence (suspected)	1) Feretia
	<input type="checkbox"/>	- AT	Closed	934	1	2021-12-06	Presence (confirmed)	1) Amblycephalus dubiosus
	<input type="checkbox"/>	- AT	Closed	939	1	2021-12-06	Presence (confirmed)	1) Amblycephalus dubiosus
	<input type="checkbox"/>	- AT	Approved	938	0	2021-12-06	Presence (confirmed)	1) Amblycephalus dubiosus
	<input checked="" type="checkbox"/>	- AT	Closed	935	2	2021-12-06	Presence (confirmed)	1) Amblycephalus dubiosus



NOTE: If you want to view more results, click on the number at the bottom of the screen to show more results:

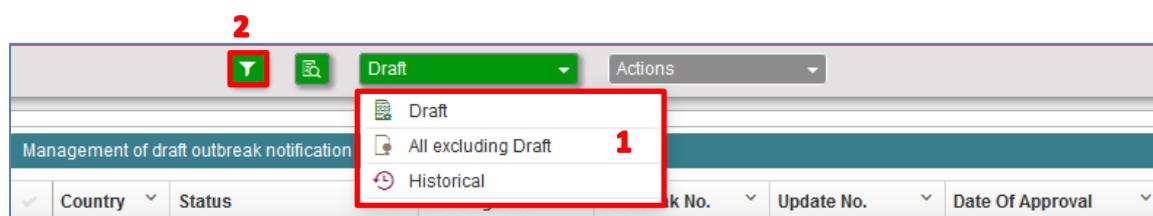


16 ADVANCED SEARCH

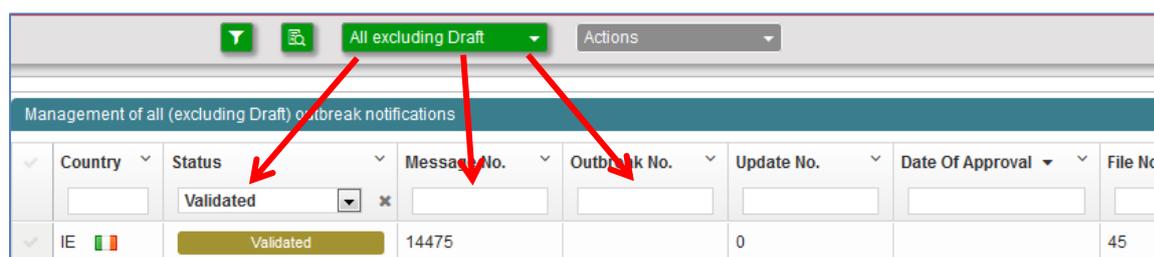
Searching for notifications can be done by using filters or the advanced query, using the icons available above the list.

16.1 Filter information

In the menu "Management of all outbreak notifications", select the appropriate list of notifications and click on the icon "Filter":

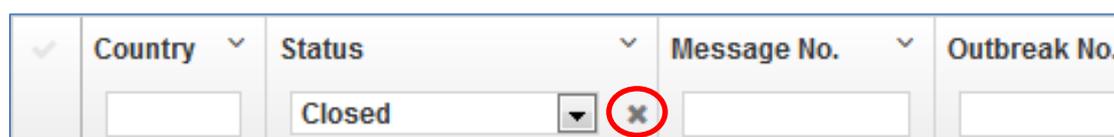


Filter fields appear at the top of each column. Enter the appropriate value in one or several fields in order to get the list of the notifications of interest.



To export the search result to Excel, see section [14.3](#).

In order to cancel the filter, values entered in the different filters need to be deleted using the "x" at the right hand side of each of them.



16.2 Advanced query

In the menu "Management of all outbreak notifications", click on the icon  "advanced query". A pop-up window appears with 22 advanced query criteria that can be combined:

Left click on the appropriate criteria:

A field appears at the right hand side of the list for selecting value(s) for the different criteria selected.

Once this is completed, click on Search:

The "Pest risk assessment" query includes an option to filter whether attachments are included:

- select "Pest risk assessment" from the panel on the left and then select the search criteria from the dropdown menu:

- for each criteria, tick its checkbox if you want to include the related attachment:



NOTE: To remove a criteria related to a query, click on the bin icon next to it in the right panel:

To remove a criteria selected from the left panel, just click again on it:

The number on the top right corner of the screen shows the total results found applying the selected criteria:

The screenshot shows the 'Advanced query' interface. On the left, a list of search criteria is visible, with 'Pest risk assessment' selected and a count of 3. The main area displays the selected criteria: 'Pest risk assessment' (3 results), 'Preliminary pest risk assessment exists' (checkbox checked), 'Pest risk assessment, or preliminary pest risk assessment, under development' (checkbox unchecked), and 'Pest risk assessment exists' (checkbox checked). A red arrow points to a box containing the number '18' in the top right corner, indicating the total number of results.

Once your selection is completed, click on Search:

The screenshot shows the 'Advanced query' interface with search criteria filled in: 'Notification Status' (text input), 'Country' (dropdown menu showing 'IE - IRELAND'), and 'Service' (dropdown menu showing 'FVO'). The result count in the top right corner is now '47'. At the bottom, there are 'Search', 'Cancel', and 'Reset' buttons.

A list of notifications appears as the result of the search. The icon "Advanced query" appears in red to remind the user that this function was used:

The screenshot shows the search results table. The top left corner features a red icon with the letters 'RQ' inside a circle, indicating that the search was performed using the 'Advanced query' function. The table has the following columns: Co., Notification Status, Message No., Outbreak No., Update No., Date of approval, File No., and Service. The results are as follows:

	Co...	Notification Status	Message No.	Outbreak No.	Update No.	Date of approval	File No.	Service
	IE							
1	IE	Draft	14164		0		14875	FVO
2	IE	Draft	14177		0		1584	FVO
3	IE	Draft	14178		0		4747	FVO
4	IE	Draft	14190		0		PM04122018	FVO
5	IE	Draft	14228		0		101010	FVO
6	IF	Draft	14232		0		PM3101	FVO

At the bottom of the table, there is a pagination bar showing 'Items per page: 25', 'Page 1 of 2', and 'View 1 - 25 of 47'.

To export the search result to Excel, see section [14.3](#).

To cancel an advanced query, click the icon advanced query, click the reset button and untick values selected.



NOTE: Use the same approach for advance query when selecting in the menu "Consultation of approved outbreak notifications"

16.3 Export to Excel

Select multiple notifications by clicking the check box of each notification to be selected, or by using the checkbox in the header (to select the search result of an advanced query).

Select the action "Export to Excel"



A pop-up window appears, allowing the user to open the file with Excel or save it. Select the appropriate option and click OK.

The table excel reflects the information contained in the table with the list of notifications selected.

Country	Notification Status	Message No.	Outbreak No.	Update No.	Date of approval	File No.	Service	Year	Official contact	Presence type
IE	Draft	14164		0	2018-11-29	14875	FVO	2018		
IE	Draft	14207		0	2018-12-04	1	DAF	2018		
IE	Draft	14228		0	2019-04-27	101010	FVO	2019		Presence (susp)

16.4 Export to a single pdf

Select multiple notifications by clicking the check box of each notification to be selected, or by using the checkbox in the header (to select the search result of an advanced query).

Select the action "Export to a single pdf".



The file combines the PDF notifications of the different notifications selected into a single PDF document.

17 HOW TO GENERATE A COMBINED GIS NUTS MAP

This chapter provides practical information about how to generate combined GIS NUTS Maps in the EUROPHYT Outbreaks Application.

This feature is available in the section “**Consultation of all approved outbreak notifications**”, in which users have the possibility to select multiple notifications and combine their information in a single map.

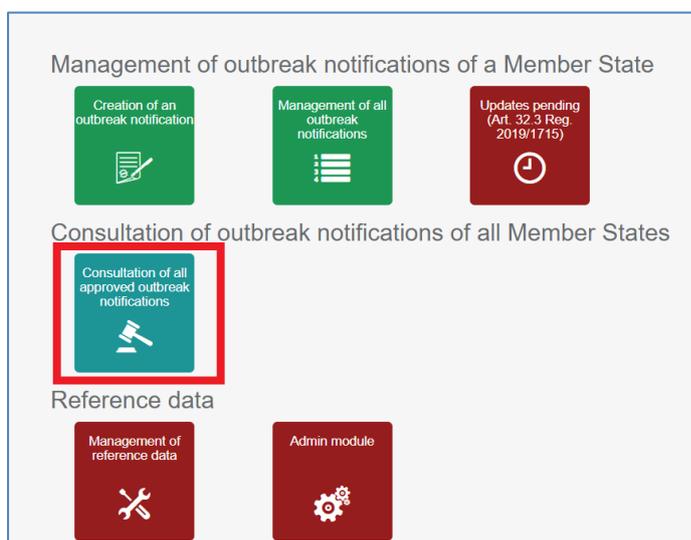
17.1 Where to start

4. Log into the [EUROPHYT website](#)

➔ Click on “**Outbreaks**” to access the *EUROPHYT-Outbreaks* home page



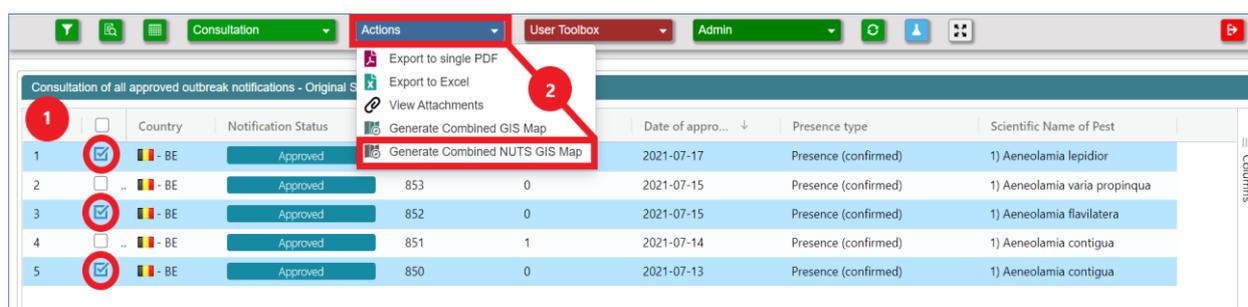
➔ Click on “**Consultation of all approved outbreak notifications**”:



17.2 Generate a combined GIS NUTS Map

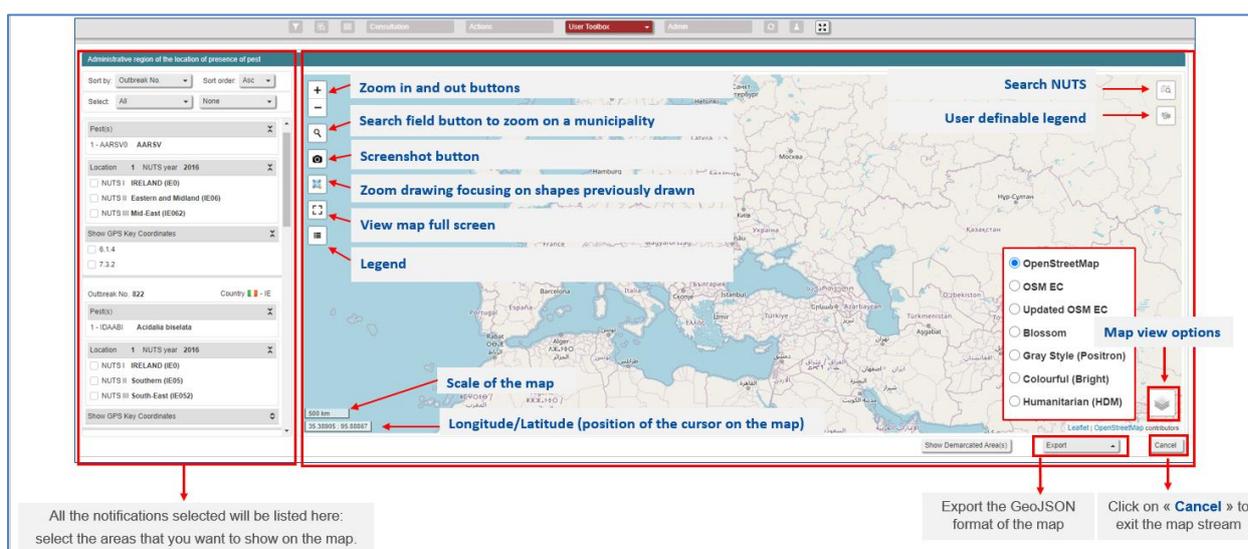
You are redirected to the list of notifications of all Member States:

- ➔ Select the notifications that you wish to display on the map **1**
- ➔ Click on « **Actions** »* and select « **Generate Combined NUTS GIS Map** » from the dropdown menu **2**



* you have to select the notifications first, in order to activate the « **Actions** » button.

A new window with a map stream opens up:



- ➔ Use the left panel to combine information corresponding to the notifications selected and show it on the map:

The screenshot shows a list of notifications with the following annotated features:

- Administrative region of the location of presence of pest:** A text field for editing the map title.
- Sort by:** A dropdown menu to sort notifications by **number**, **country**, or **locations**.
- Sort order:** A dropdown menu to sort by **ascending** or **descending order**.
- Expand/Collapse:** Buttons (marked with 'x') to expand or collapse each field.
- Notification Details:** Each notification includes:
 - Outbreak Number and Country**
 - Scientific name of the pest(s)**
 - Location:** Checkboxes to highlight different locations on the map.
 - Show GPS Key Coordinates:** Checkboxes to display shapes on the map.
 - 6.1.4 will display the *infested areas*
 - 7.3.2 will display the *demarcated area/buffer zone*
- Scrolling:** A vertical bar to scroll through the list of notifications.

17.3 How to use the map

Using the left panel you can combine information corresponding to the notifications selected and show it on the map.

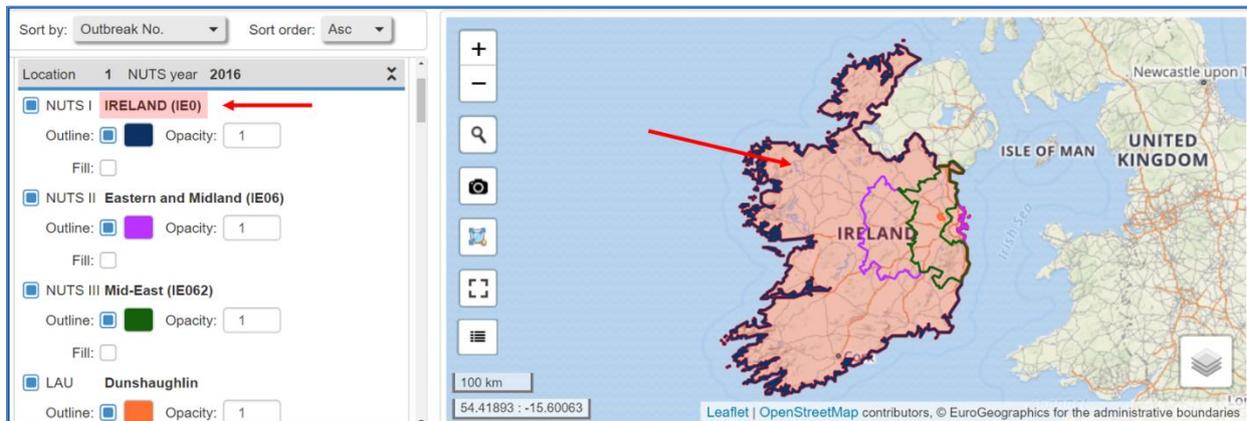
- ➔ Select the checkboxes related to each area to display the shape of different location(s) on the map:

The screenshot shows a map of Ireland with a location selection panel on the right. The panel is titled "Location 1 NUTS year 2016" and contains the following options:

- NUTS I IRELAND (IE0)**
Outline: Opacity: 1
Fill:
- NUTS II Eastern and Midland (IE06)**
Outline: Opacity: 1
Fill:
- NUTS III Mid-East (IE062)**
Outline: Opacity: 1
Fill:
- LAU Dunshaughlin**
Outline: Opacity: 1
Fill:

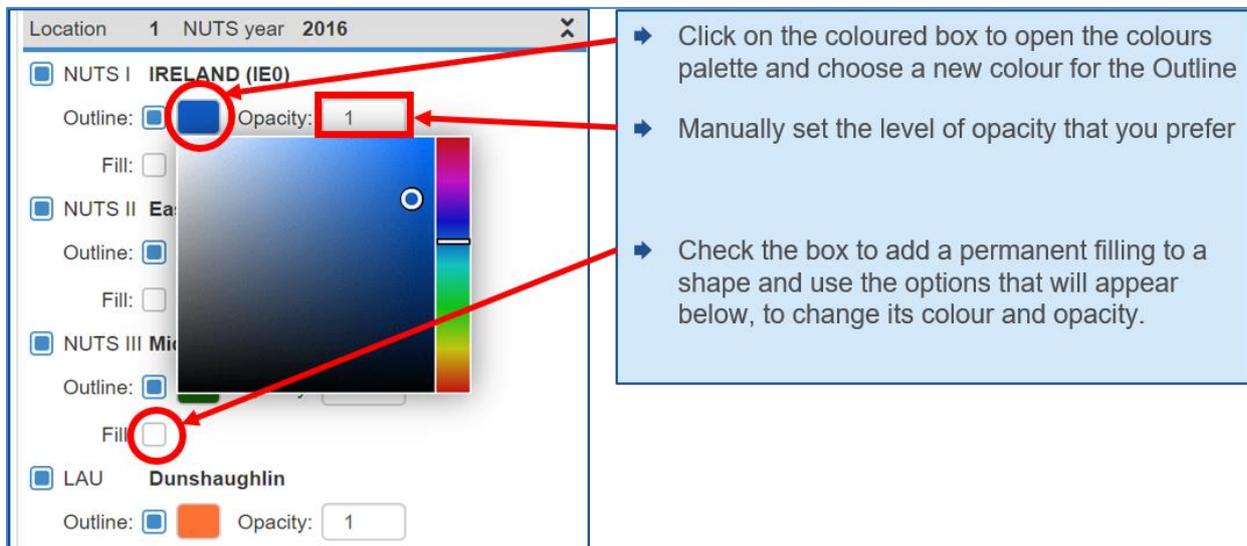
Colored lines connect the checked checkboxes in the panel to their corresponding colored outlines on the map of Ireland.

- ➔ If you hover your mouse over the location's name on the left, the corresponding area will be highlighted in red (by default) on the map:



- ➔ Use the options below each location's name to:
- ➔ Change the colour and opacity of the shapes outline
- ➔ Fill the shapes and change their colour and opacity

All these actions are reversible and can be undone by unchecking the related boxes:



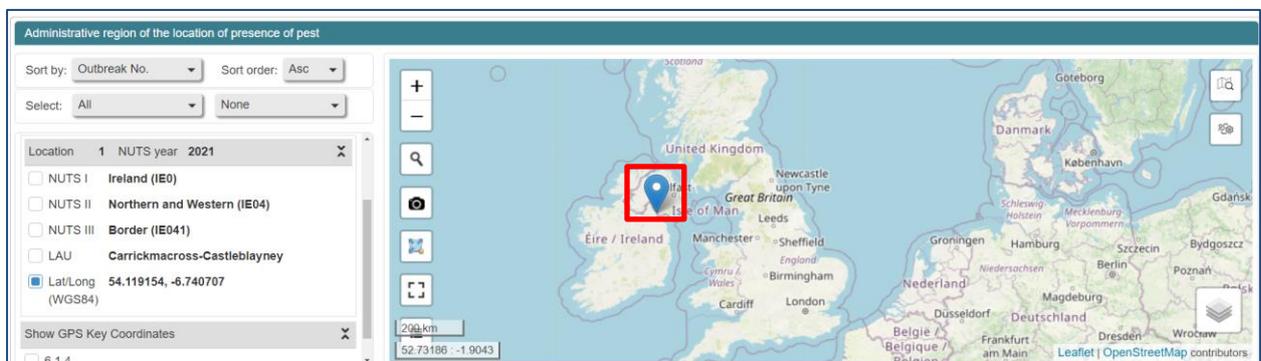
- To narrow your view to the area of the outbreak, select the **LAU location** and click on the zoom drawing button. The map will zoom on the selected area:



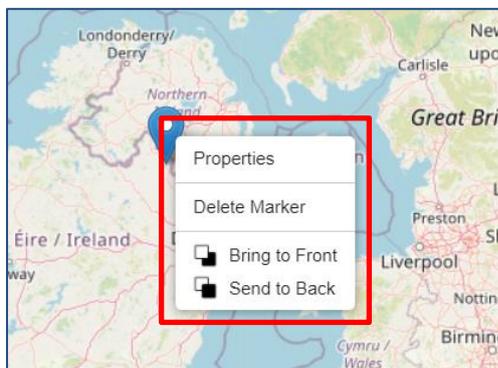
You are also able to import your GIS coordinates in the map. They will be retrieved from your notification:



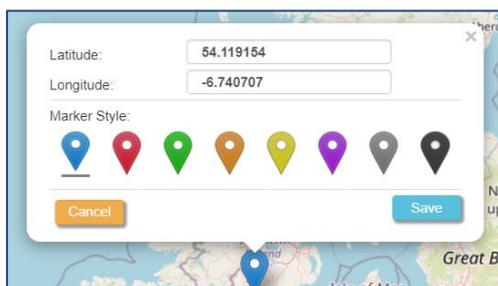
Select it, to place a marker on the map and identify your location:



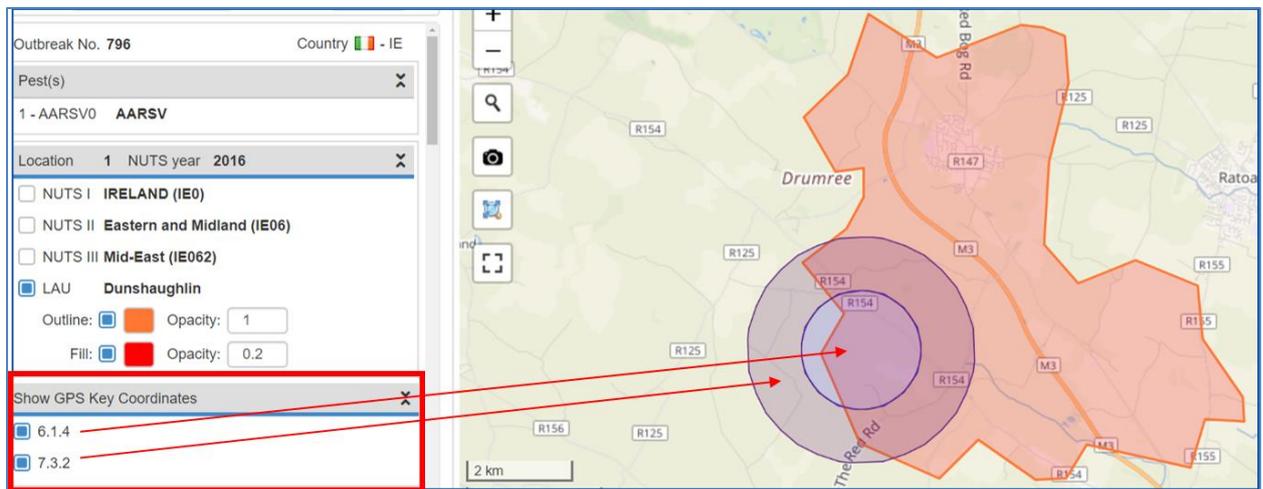
Right click on it to modify its settings:



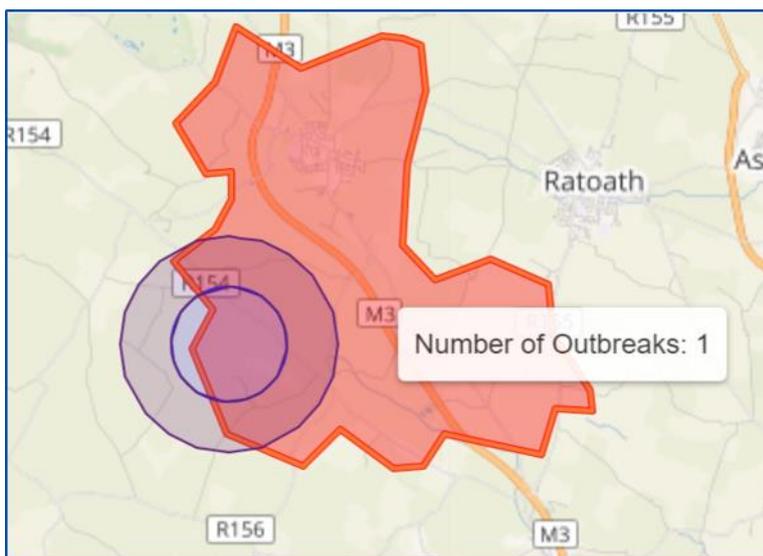
From here, you can delete it, bring it to back or to front and change its properties. Click on "Properties" to modify your coordinates or change the marker's colour:



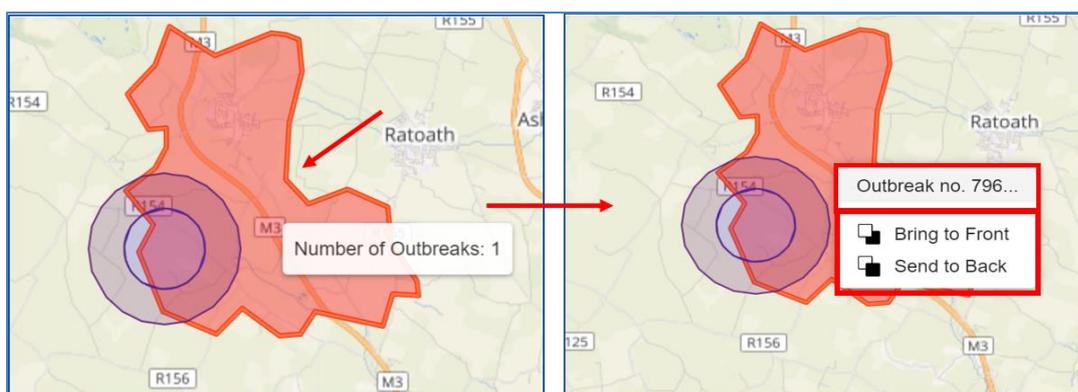
- ➔ Select the **GPS Key Coordinates** to add the shapes of the infested area and the buffer zone that the user drew in the notification:



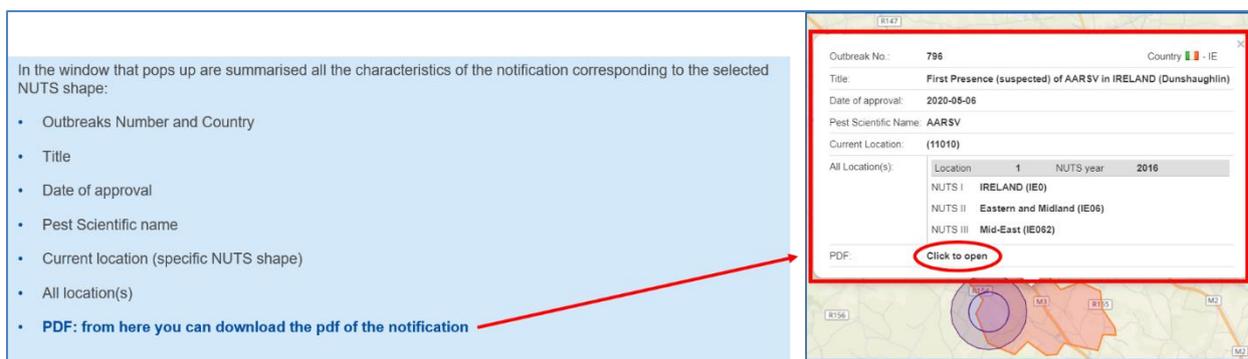
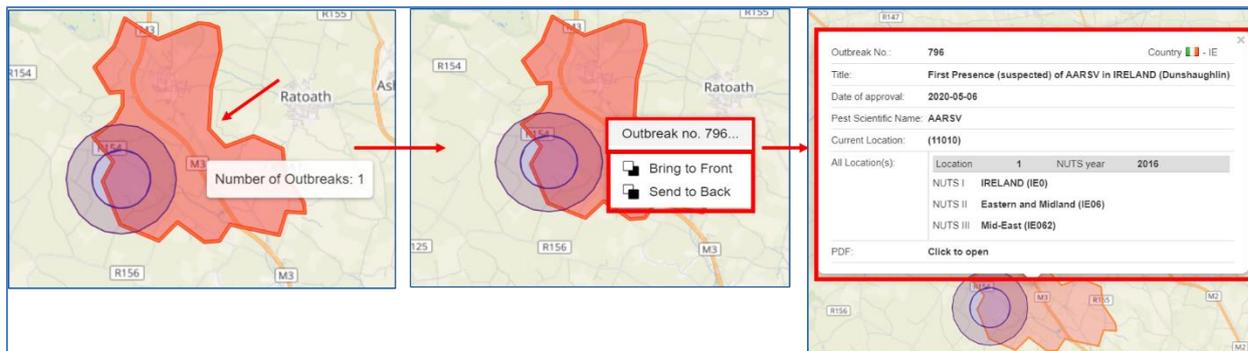
- ➔ If you hover your mouse over the shape on the map, the area will be highlighted and the number of outbreaks present in that area will pop up:



- ➔ Right click on the shape to open an information box:



➔ Click on the notification number to show the characteristics of the selected NUTS shape:

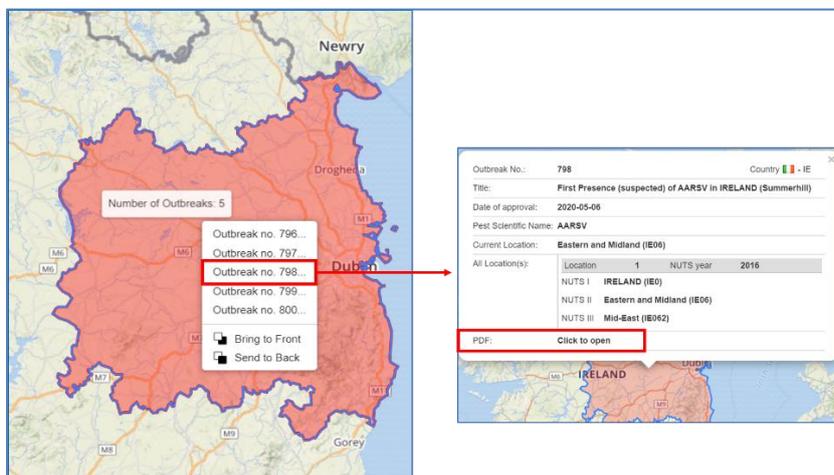


The previous example was based on the selection of a LAU location (the narrowest area) but the same search can be done also for the other locations.

In case of a broader region, like a NUTS II, you may find the presence of an higher number of outbreaks in the same area.

Here, the outbreaks present in that specific NUTS location are 5 and if you right-click on the shape, you will have the list of the outbreaks.

As explained before, just click on the one that you are interested in, to display its characteristics and, if needed, also download the PDF of the notification:



You can further search for locations and mark them directly on the map using the buttons on the map's top right corner, as shown in the instructions here below:

Administrative region of the location of presence of pest

Click on the « Search NUTS » button
A dialogue box will open up:

Enter at least the three first letters of a location and select the appropriate value:

The corresponding NUTS and LAU values will be populated automatically, but you can also select them individually:

Once you have your location set, you can use the icons at the end of each row to highlight and mark the respective position on the map.

Search Administrative Unit: Trim

Country: Eire/Ireland (IE)

NUTS I: Ireland

NUTS II: Eastern and Midland

NUTS III: Mid-East

LAU: Trim

Search Administrative Unit: Trim

Region: Mid-East

Region: Solothurn

Region: Bas-Rhin

Region: Mayer-Koblentz

Region: Ile-et-Vienne

Region: Graubünden

Region: Trinitaville

Country: Eire/Ireland (IE)

NUTS I: Ireland

NUTS II: Eastern and Midland

NUTS III: Mid-East

LAU: Trim

Close

The first icon will highlight the area and the second icon will place a mark on it:

You can change the color of both the shapes and the markers:

Right click on the shape/marker that you want to change, this will open an action window.

Select « Properties »

To change the color of a marker:

Click on the marker whose color is the one that you wish to apply

Click « Save »

Latitude: 53.341616

Longitude: -8.887194

Marker Style: [Color palette]

Cancel Save

NOTE: you can move the marker by changing the coordinates for latitude and longitude.

TIP: There's an alternative way to place a marker on the map:

Right click on the map

On the dialogue box that opens up select: « Add Marker »

Center map here

Add Marker

Zoom in

Zoom out

In case of a shape, you have more options:

- You can choose the color of the fill and of the outline
 - Click on the color to open the color palette
 - Select the color and go back to the pop up window
- You can set the level of opacity for both the fill and/or the outline
 - Enter the value in the corresponding *Opacity* field
- You can remove either the color of the fill or the color of the outline:
 - Untick the small blue square next to them

Click « Save » to apply the changes

Outline: [Color palette] Opacity: 1

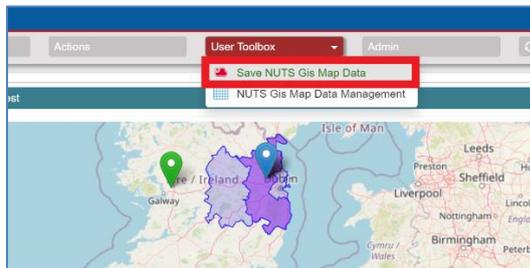
Fill: [Color palette] Opacity: 0.2

Cancel Save

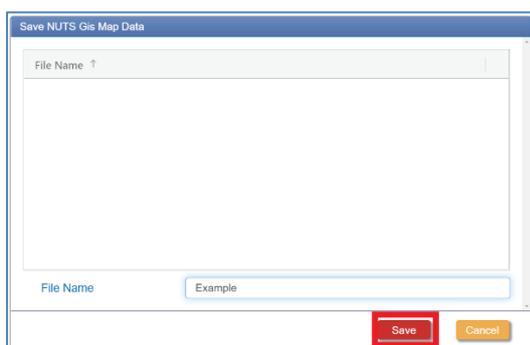
Color palette: R G B F

17.3.1 How to save your map

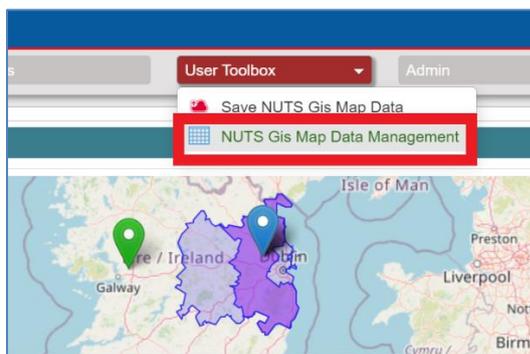
18 Open the « User Toolbox » dropdown menu and select « Save NUTS Gis Map Data »:



➔ In the dialogue box, type the name of the file and click « Save »



Once your map is saved you can have access to it from the « User Toolbox », by selecting « NUTS Gis Map Data Management »:

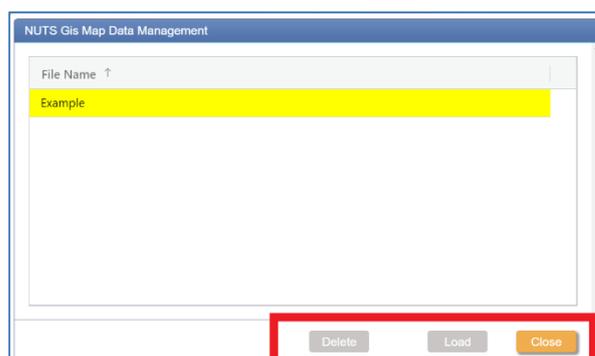


From the window that pops up you have the option to:

➔ load your map stream

or

- delete the file

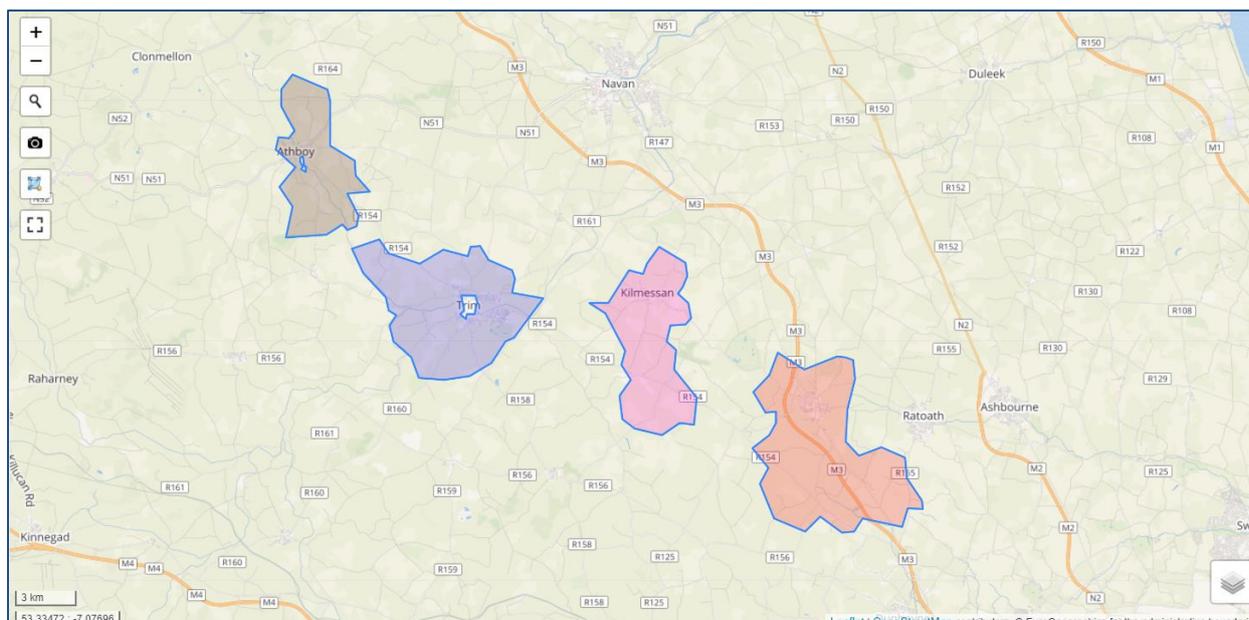


18.1 How to combine information on the map

You can generate a map that combines information corresponding to different locations.

The procedure is the same as explained before:

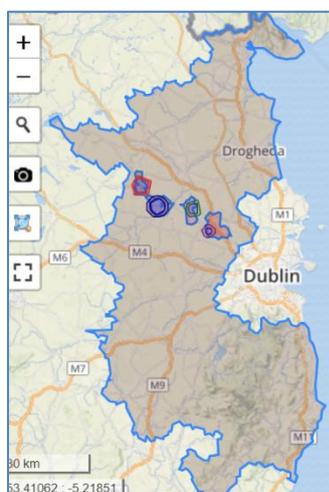
- Select the LAU for two or more notifications in the list:



The areas selected will appear on the map.

You can change the shapes' outline and/or the filling colours, and add the infested and buffer zones (see "[How to use the map](#)").

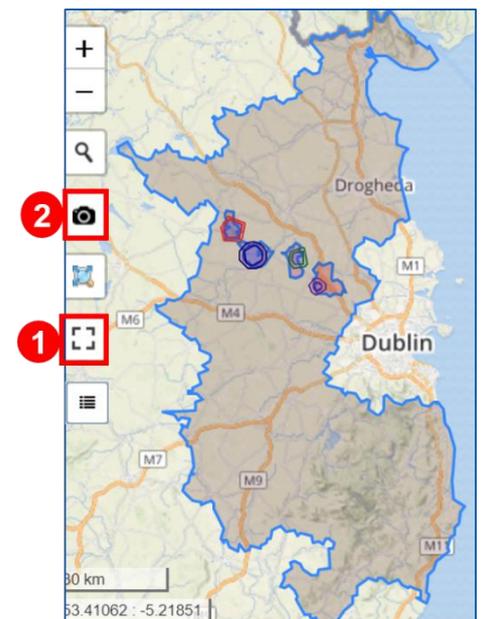
In the picture below, the areas highlighted are NUTS III and LAU of four different locations, together with corresponding infested areas and buffer zones:



- ➔ Use the map functionalities to:
- ➔ **Zoom in/out** the locations
- ➔ **Search** within the selected locations
- ➔ **Take a screenshot** of the map and **export it** for different uses

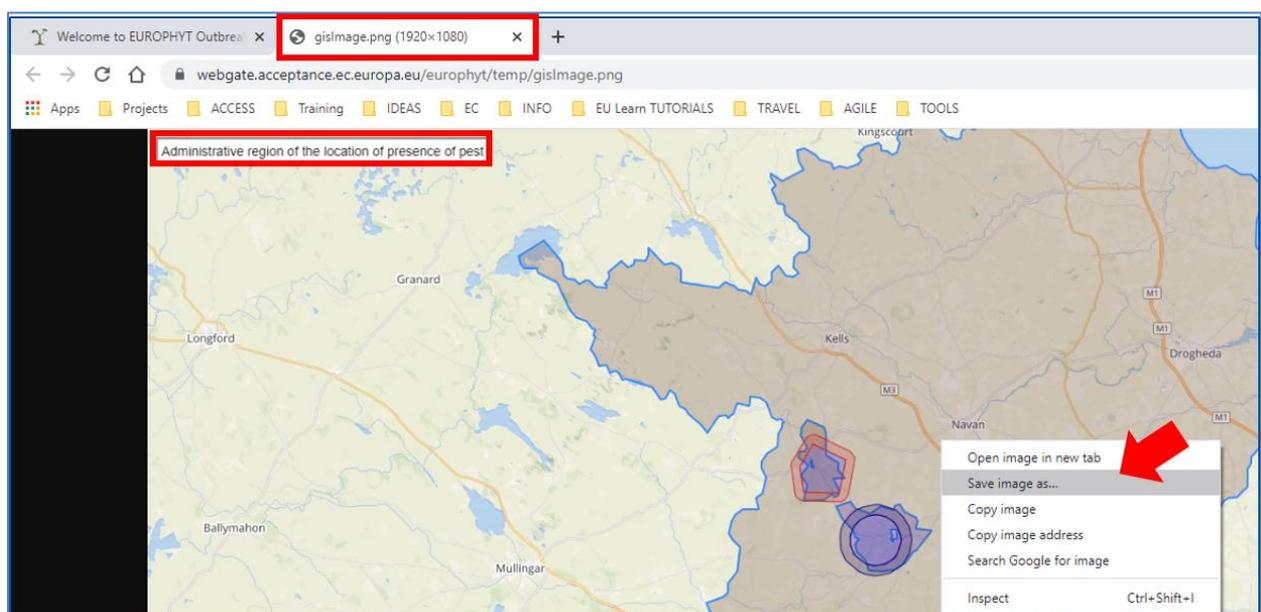
18.1.1 How to take a screenshot of the map

- Click on the « View Fullscreen » button **1**
- ➔ Click on the « Screenshot » button **2**
- ➔ Click on ESC or on the « Exit Fullscreen » button **1**
(same button of « View Fullscreen »)



The screenshot will be displayed in a new tab, with its title on the top.

- ➔ Right click on the map and select « Save image as » to export it on your device:



19 BUSINESS OBJECTS (BI4)

Log into: <https://webgate.ec.europa.eu/europhyt/>.

You are brought to the EUROPHYT Portal. Click on:



and then click on the icon



Please note that there is no longer a need to log in separately to Business Objects. Single sign on is now available once the user has logged in directly to the EUROPHYT portal.

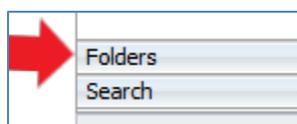
You may be asked if you want to logout. Click on the option "No stay logged in".

The BI4 Plant Health reporting tool is called "Launch pad". When you first launch BI4 your home page will be empty.

As you use reports, the home page fills up under "*My recently viewed documents*".



Click on the "Documents" tab and click on Folders at the bottom left of the screen.



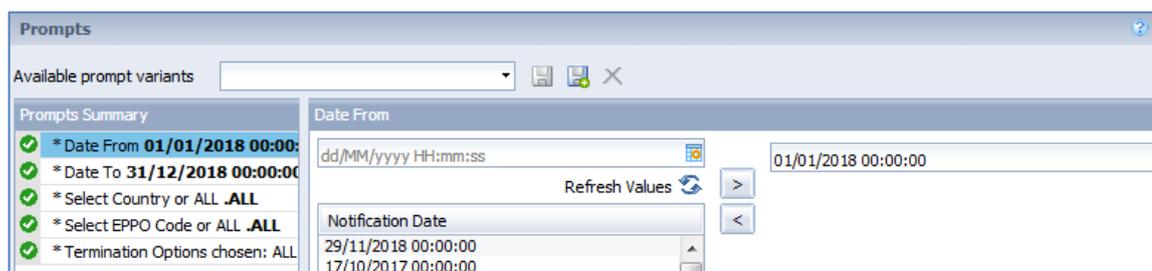
Click on Public Folders and on HO Outbreaks folder to view the reports. There are currently two reports available to run:



- Notifications Received – extracts a list of notifications received in a given period.
- Outbreak Export – extracts data fields from a range of notifications

To run a report:

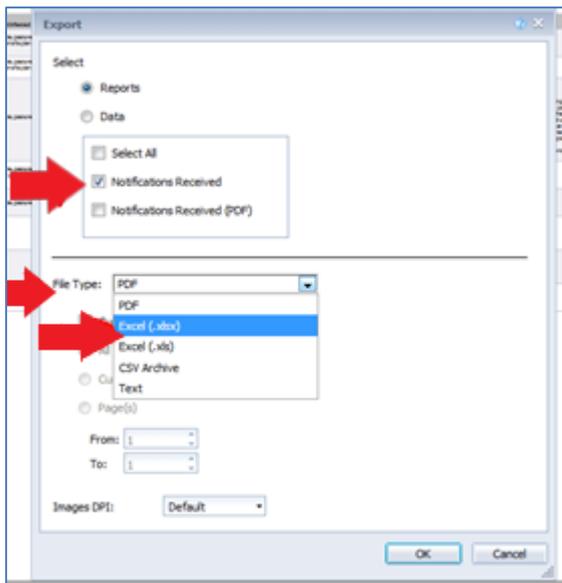
- Double click on the report name and complete the various prompts as relevant:



NOTE: Do not change the time. Despite the time being 00:00:00, the report will include all the notifications approved on the end date.

- Click on "OK" to generate the report.
- Click on the Export icon to export a report, or to save a report to your computer as another type of file i.e excel or .pdf document.





- click on ok to open the report and save at required location
- log out by clicking on the option in the top right hand corner of the screen:

