How to create and manage user’s accounts
EPPO Pest Reporting computerized system

STEP 1: create administrator and user accounts

1. Create a unique ADMINISTRATOR account
2. Once designated, the ADMINISTRATOR will create 1 or more USER’s accounts.

The administrator is ONLY in charge of creating/ modifying/deleting user’s accounts.

Pest reports are prepared by the ‘USERS’ (as this is a virtual world, a ‘real person’ can be at the same time an administrator and a user but he/she will have to use different identities corresponding to different logins and passwords).
Example of an Administrator account
Country: EPPOLand

You are the administrator of the EPPO Pest Reporting computerized system. By clicking on the button below, you have the possibility to create (modify/delete) user’s accounts for your NPPO.

For each user, you have to:

- enter a username, full name, and e-mail. The password will be automatically generated and sent to the user by e-mail with a copy to the administrator (in case of problem, please also check your junk-mail box).
- assign various combinations of user’s rights.

The following 3 levels of rights are available:

- creation: users can create draft pest reports
- validation: users can create and validate draft pest reports
- publication: users can create, validate and publish final pest reports (=send them to EPPO)

Note: the right to create draft pest reports also implicitly include the right to modify or delete these drafts.

Click here to create/modify/delete user’s accounts
EPPO Pest Reporting computerized system
STEP 2: assign rights to each user

3 different types of RIGHTS can be assigned to USERS
CREATION < VALIDATION < PUBLICATION

<table>
<thead>
<tr>
<th>USERS</th>
<th>CREATION</th>
<th>VALIDATION</th>
<th>PUBLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>author</td>
<td>Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>validator</td>
<td>Draft</td>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>publisher</td>
<td>Draft</td>
<td>OK</td>
<td>Pest report for EPPO</td>
</tr>
</tbody>
</table>

This user can only **create** (modify/delete) draft pest reports

This user can **create** (modify/delete) + **validate** draft pest reports

This user can **create** (modify/delete) + **validate** + **publish** (send) final pest reports to EPPO
Example of a team of users (country EPPOLand)

In EPPOLand, the administrator has created the following team:
- 2 author accounts
- 1 validator account
- 1 publisher account
because in EPPOLand the chain of command includes 2 sub-units.

However, each NPPO has to decide on its own chain of command which can be simpler or more complex (see ‘different scenarios’).
Workflow

1. Draft pest report
2. Submit for validation
3. Review for validation
4. Submit for publication
5. Review for publication
6. Publish and send the final report to EPPO

A short cut may be used (see different scenarios)

Send back for modification
Different scenarios

**Scenario 1**

Ms X is the only person responsible for preparing pest reports within her NPPO.

The administrator creates 1 account for Ms X with PUBLICATION rights.

Ms X creates draft pest reports and can modify them until they are ready. She publishes and sends them to EPPO.

In this scenario, it is easier to use this short cut (i.e. skip the validation step and submit directly for publication).
Scenario 2

Ms X has a boss (Mr Y) who is officially ‘signing’ pest reports before they are sent to EPPO.

The administrator creates:
- 1 account with CREATION rights for Ms X
- 1 account with PUBLICATION rights for Mr Y

Ms X creates draft pest reports and can modify them until she considers that they are ready. Mr Y publishes and sends final reports to EPPO.

In this scenario, it is easier to use this short cut (i.e. skip the validation step and submit drafts directly to Mr Y for publication).


**Scenario 3**

Pest reports are prepared by 2 teams composed of 2 persons, and each team is headed by a ‘manager’ who validates draft pest reports before they are officially ‘signed’ by Mr Y.

The administrator creates:
- 4 accounts with CREATION rights
- 2 accounts with VALIDATION rights
- 1 account with PUBLICATION rights for Mr Y

Note: for simplification, return paths (reports sent back for modification) are not included in the diagram but they remain possible.
Many other scenarios are possible and they will follow the same rules ...

There is no limit in the number of users within a team.

There is no limit in the number of ‘teams’ within a country.

… but it is probably wise to limit the number of users to what is strictly necessary.
Who are the users?

NPPOs are free to create user’s accounts for:

• Individual persons (‘real humans’): individual names and e-mail addresses

or

• Administrative entities: generic names and e-mail addresses

Rose Author1
rose@eppoland.int

Woody Author2
woody@eppoland.int

Petunia Validator 1
petunia@eppoland.int

Zinnia Publisher
zinnia@eppoland.int

Author_region01
author_reg01@eppoland.int

Author_region02
author_reg02@eppoland.int

Validator_region01
validator_reg01@eppoland.int

Head
head@eppoland.int