



TWV/50/17

ORIGINAL: English

DATE: May 31, 2016

**INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS**  
Geneva

**TECHNICAL WORKING PARTY FOR VEGETABLES**

**Fiftieth Session**  
**Brno, Czech Republic, June 27 to July 1, 2016**

**GUIDANCE FOR DRAFTERS OF TEST GUIDELINES**

*Document prepared by the Office of the Union*

*Disclaimer: this document does not represent UPOV policies or guidance*

1. The Annex to this document contains a copy of a presentation on the tutorials for the following different user roles of the web-based Test Guidelines template to be made by the Office of the Union at the Technical Working Party (TWP) sessions in 2016:

- Leading Expert drafting tutorial
- Interested Expert comments tutorial
- Leading Expert checking tutorial

2. The tutorials contained in the Annex will be updated according to the comments and questions received during the drafting of Test Guidelines for the TWPs at their sessions in 2016 and the presentations at the TWPs in 2016.

3. The tutorials are available under the following link: [http://upov.int/export/sites/upov/tgp/en/tg\\_template\\_tutorial\\_complete.pdf](http://upov.int/export/sites/upov/tgp/en/tg_template_tutorial_complete.pdf), as well as in the web-based TG Template under the link "Tutorials":

UPOV International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafters Webpage **Tutorials** Feedback Logout

## TG Dashboard

Active TGs (8) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
-------------	--------------	---------	---------------------	-------------------------	-----------------	---------------	--------------	-------------	--------

[Annex follows]

## TG Template

First Step Tutorials

1. [Preparation of LE Draft](#)
2. [IE Comments](#)
3. [LE Checking](#)

## TG Template

First Step Tutorial

1. Preparation of LE Draft

## Login



The screenshot shows the login page of the EPOV (International Union for the Protection of Trade Variables of Plans) system. The page has a green header with the EPOV logo and navigation links: Home, Dashboard, TG Drafts Workflow, Tables, and Feedback. A 'Logout' link is visible in the top right corner. The main content area is titled 'Login' and contains two input fields: 'Login ID' and 'Password'. Below the password field is a link that says 'I have forgotten my username and/or password'. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

## Dashboard

The screenshot shows the UPOV TG Dashboard. At the top, there is a navigation bar with links for Home, Dashboard, TG Drafts Webpage, Tutorial, and Feedback, along with a Logout button. Below the navigation bar, the page title is "TG Dashboard". There is a filter for "Active TG(s)" with a dropdown menu set to "Active". The main content is a table with the following data:

Common Name	UPOV Code(s)	Version	Leading Expert (E.E.)	Interested Experts (E)	Status (Period)	All Deadlines	Last Updated	E. Comments	Action
Birch	HORDE_VAL	TG15(1)grs.1)	Steff Rötter (DE)	Details	LS Start: 20 Feb 2016 - 31 Apr 2016	View	20 Feb 2016	View	Edit

## Dashboard-Interested Experts (IE)

The screenshot shows the "Interested Expert (IE)" dashboard. It features a table with the following data:

Full Name	Office Code	Participation Status
Tanvir Hossain	Australia, AU	Active
Alberto Ballesteros	Argentina, AR	Active
Elizabeth Prentice-Hudson	Canada, CA	Active
Radmila Safarikova	Czech Republic, CZ	Active

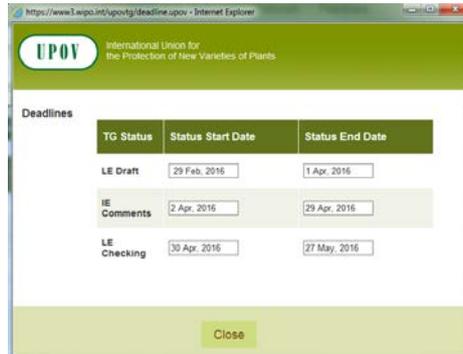
## Dashboard-Current Status

The screenshot shows the UPOV TG Dashboard, similar to the first image. A red circle highlights the "Status (Period)" column in the table, and a red arrow points from the text "Check Period" below the table to this column.

Common Name	UPOV Code(s)	Version	Leading Expert (E.E.)	Interested Experts (E)	Status (Period)	All Deadlines	Last Updated	E. Comments	Action
Birch	HORDE_VAL	TG15(1)grs.1)	Steff Rötter (DE)	Details	LS Start: 20 Feb 2016 - 31 Apr 2016	View	20 Feb 2016	View	Edit

Check Period

## Dashboard-All deadlines



## Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

### 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

## Dashboard-Edit



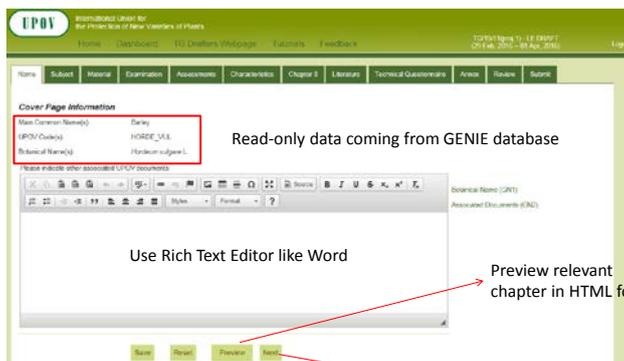
Access TG for drafting

## Dashboard- First access to TG



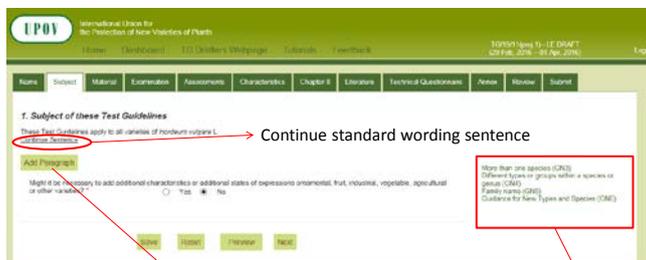
Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

## Edit TG- Action Buttons



Save data entered on screen      Empty all fields in the screen      Save data entered on screen and move to next tab

## Edit TG-Continue Sentence/ Add Paragraph



Add an additional paragraph (a separate paragraph number will be assigned)

Consult Guidance Notes in TGP/7

## Edit TG- Add/Remove Paragraph

**Remove Paragraph** → Remove previously added paragraph

Use Rich Text Editor like Word

Save

## Edit TG- Drop down menus

**Add Paragraph**

In the case of...  
fruit ornamental  
vegetable

Select existing option or add new option

## Edit TG-SW and ASW

**3.1 Method of Examination** → Chapter headings

Two independent growing cycles

Two independent cycles from a single clearing

Select appropriate options: the corresponding ASW will be displayed on screen and included in the TG.

Note: SW is not displayed on screens but is included in HTML Preview and exported Word document.

## Edit TG- Search characteristics

Search for characteristic name or state of expression of adopted TGs

If appropriate, select a characteristic

Access relevant TG

Click on Import characteristics

## Edit TG- Imported characteristics

Name, state of expression and notes are imported

Add More

Enter Characteristics

## Edit TG: Add characteristics from scratch

Before creating characteristics, create master list of example varieties

Add More

Enter Characteristics

### Edit TG- Example Varieties

Add example varieties one by one

Example Variety:  Add

Example Variety	Action
Alaric	Edit / Remove
Chandor	Edit / Remove
Goldor	Edit / Remove

Ok

Edit /Remove example variety : reflects changes throughout characteristics using this example variety

### Edit TG: Add characteristics from scratch

Type name and format, if appropriate

Type state of expression and select notes

Add more state(s) of expression

Click to select example variety(ies) from master list

Uncheck to remove state of expression

Enter Characteristics Name

Add More

Enter Characteristics

### Edit TG: Add characteristics from scratch

Tick if characteristic has an asterisk (\*)

Tick if characteristic is a grouping characteristic

Click to add characteristic to TQ 5

Select type of expression and method(s) of observation (mandatory)

Select type of plot and add growth stages, if appropriate

Enter completed characteristic to list of characteristics

Enter Characteristics Name

Add More

Enter Characteristics

### Edit TG: List of characteristics

List of Characteristics

View all characteristics

Access list of grouping chars. or explanations covering several chars.

View/Edit grouping characteristics

Order explanations covering several characteristics alphabetically

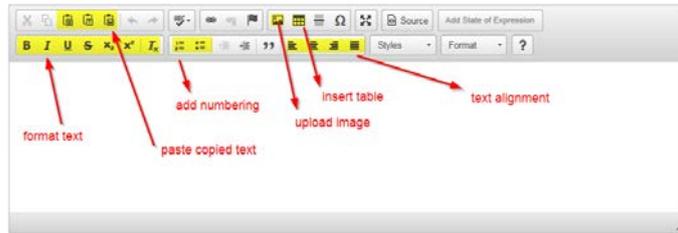
Add/edit explanations

### Edit TG: List of characteristics

### View/Edit grouping characteristics

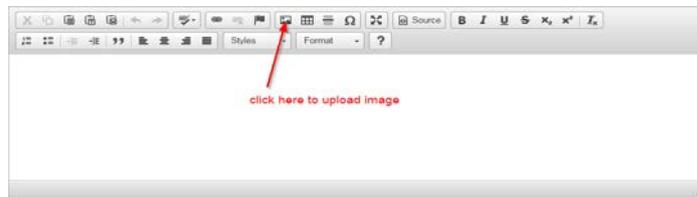
### Edit TG: Add/Edit explanations covering individual characteristics

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document



### Edit TG: Add/Edit explanations covering individual characteristics

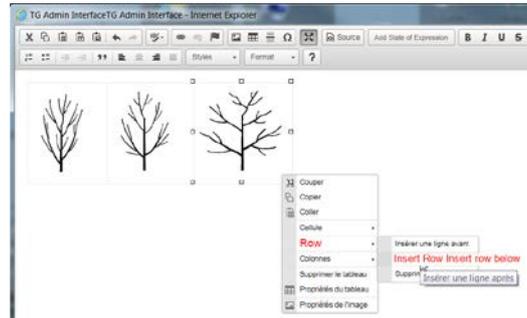
- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- Illustrations can also be uploaded as follows:



### Edit TG: Add/Edit explanations covering individual characteristics

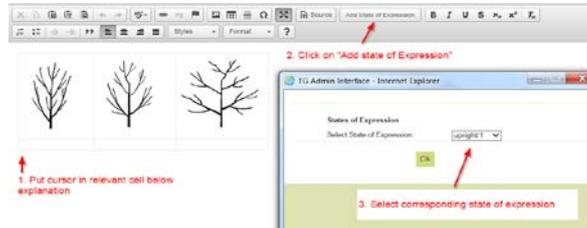
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately.
- Illustrations in tables from existing tables
  - copy and paste row with images from Word into the Rich Text Editor
  - add a row below (right mouse click in the table, select rows, then insert row below)

## Edit TG: Add/Edit explanations covering individual characteristics



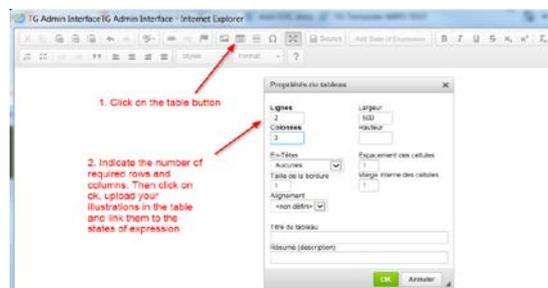
## Edit TG: Add/Edit explanations covering individual characteristics

- Link illustrations to states of expression
  - Put your cursor in the blank cell below each illustration and select the relevant state of expression by clicking on “Add state of expression”



## Edit TG: Add/Edit explanations covering individual characteristics

- Illustrations with tables created in Rich Text Editor



## Edit TG: Add/Edit explanations covering several characteristics

Repeat steps 1 to 3 for as many labels as necessary for a characteristic

The screenshot shows the EP01 interface with the following steps:

1. Select label
2. Add explanation to Rich Text Editor
3. Click to add label to characteristic

At the bottom, a table shows a summary of labels added for a characteristic:

Label	Explanation	Response
1	General definition of food	Service
2	Observations are made on fully ripened berries	Service

## Edit TG-Tab Chapter 8

- If your TG contains a Chapter 8.3 (e.g. growth stages, example variety synonyms, information on grouping types, etc.)

The screenshot shows the TG-Tab interface with the 'Chapter 8' tab selected. Below the tabs, the text reads: '8. Additional information' and 'Chapters 8.1 and 8.2 on explanations covering individual and several characteristics will be populated automatically according to the data entered in the tab "Characteristics". Please fill in here any additional information, e.g. growth stages, example variety synonyms, information on grouping types, etc.'

## Edit TG- Literature

- Enter literature references in the Rich Text Editor

The screenshot shows the TG-Tab interface with the 'Literature' tab selected. Below the tabs, the text reads: '9. Literature' and 'Literature References:'. A Rich Text Editor is visible with a toolbar and a text area. Below the editor, there are buttons for 'Save', 'Reset', 'Preview', and 'Next'. A note at the bottom states: 'Literature should be presented as follows: for ex. [Surname 1], [Initials 1], [Surname 2], [Initials 2] etc... [Title], [Title], [Publications], [Town], [City / Region], [Country], [pp. n1 to n2 or n-pp.]'

## Edit TG- Technical Questions

10. Technical Questionnaire [View example](#)

Does this TG also apply to parent lines submitted as a part of the examination of the hybrid variety?  Yes  No

**1. Subject of the Technical Questionnaire** Subject of the TG (ADW 14)

Botanical Name:  → Default according to coverage of TG and GENIE database

Common Name:  → Add other information required in TQ (e.g. Species)

Add other information:

→ Add more sets for botanical and common name and other information

## Edit TG- Technical Questions

Adapt standard breeding scheme in Rich Text Editor, if necessary

**4. Information on the breeding scheme and propagation of the variety**

**4.1 Breeding Scheme**

Please modify the standard wording if necessary.

Variety resulting from:

4.1.1 Crossing

(a)  ×

(b)  (please state parent varieties)

Information on breeding scheme (ADW 15)

## Edit TG- Technical Questions

Select appropriate options with regard to method of observation

**4.2 Method of propagating the variety**

Information on method of propagating the variety

Seed-propagated varieties

- Self-pollination
- Cross-pollination
- Hybrid
- Apomictic Variety
- Non-apomictic variety
- Other

Vegetatively propagated varieties

- tuber
- cuttings
- in vitro propagation
- Other

Other

## Edit TG- Technical Questions

Select Yes if the TQ requires the production scheme for hybrid varieties

Information on method of propagation of hybrid varieties

Does this TQ require production scheme for hybrid varieties?  Yes  No

In the case of hybrid varieties the production scheme for the hybrid should be provided on a separate sheet. This should provide details of all the parent lines required for propagating the hybrid e.g.

\*Single Hybrid

( ) X ( )

female parent                      male parent

Information on method of propagation of hybrid varieties (GN 33)

Adapt standard production scheme for hybrid varieties in Rich Text Editor, if necessary

## Edit TG- Technical Questions

Displays characteristics for which "Add to TQ.5" was checked in the Characteristics tab

Edit/delete data copied from characteristic

5. TQ Characteristics

Seq No	Name	Select	States of Expression	Example Varieties	Notes	Action
1 (1)	Plant: persistence of foliage	<input type="radio"/>	deciduous			1 Edit / Delete
			evergreen	Edward Goucher		2 Edit / Delete
2 (2)	Plant: growth habit	<input type="radio"/>	upright	Edward Goucher		1 Edit / Delete
			semi-upright	Minaud		2 Edit / Delete
			rounded	Golden Parache		3 Edit / Delete
			spreading	Lynn		4 Edit / Delete
			later than broad	Edward Goucher, Sherwood		1 Edit / Delete

Add states of expression, example varieties and notes (e.g. to complete condensed scale with complete scale)

later than broad                      Edward Goucher, Sherwood                      None Add

## Edit TG- Technical Questions

Complete TQ 6 to TQ 9

6. Similar varieties and differences from these varieties Similar varieties (GN 33)

Characteristic for which there is a difference:

Expression of similar variety:

Expression of candidate variety:

7. Additional information which may help in the examination of the variety Variety use (GN 34)

Should a representative color image of the variety accompany the TQ?  Yes  No

Add Paragraph

8. Information on plant material

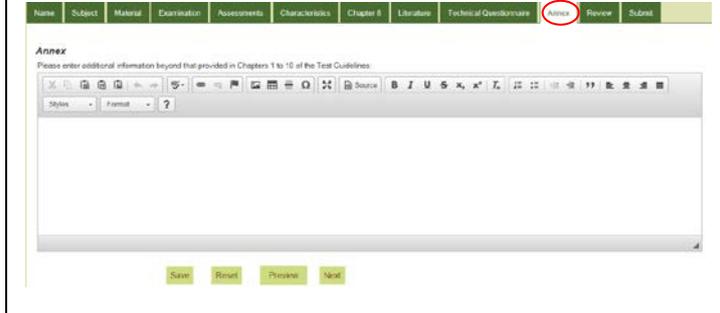
Should information on testing for the presence of virus or other pathogens be provided?  Yes  No

Add Paragraph

Save    Reset    Preview    Next

## Edit TG- Annex

- If your TG contains an Annex, please enter the information in the Rich Text Editor

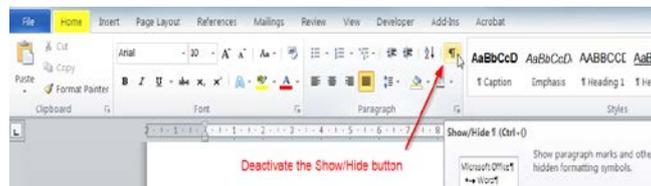


## Review TG



## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

- After having finalized your draft, click on Submit:



The screenshot shows a navigation bar with the following tabs: Home, Subject, Material, Examination, Assessment, Characteristics, Chapter 3, Librarian, Technical Questionnaire, Annex, Review, and Submit. The 'Submit' tab is circled in red. Below the navigation bar, there is a text box that reads: "Clicking on 'Submit' means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes." Below this text box is a yellow 'Submit' button.

- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to edit the draft Test Guidelines after this date.

## TG Template

First Step Tutorial  
2. IE Comments

## Login



The screenshot shows the UPOV online system login page. The header includes the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below the header, there is a navigation bar with the following links: Home, Guidelines, TG Drafts/Examinations, Tutorials, and Feedback. The main content area is titled "Login" and contains two input fields for "Login ID" and "Password". Below the input fields, there is a checkbox labeled "I have forgotten my username and/or password" and two buttons: "Login" and "Cancel".

## Dashboard-Current Status

The screenshot shows the UPOV TG Dashboard for an active TG. The table below represents the data shown in the image:

Common Name	UPOV Code(s)	Version	Leading Expert (LX)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Pelona	PETCH-RETURN	TSG2(2009)3	Andreas Menn (LX)	Details	IE Comments (22 Mar, 2016 – 15 Apr, 2016)	View	21 Mar, 2016	View	IEB

## Dashboard-All deadlines

The screenshot shows the UPOV Deadlines dashboard. The table below represents the data shown in the image:

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar, 2016	21 Mar, 2016
IE Comments	22 Mar, 2016	15 Apr, 2016
LE Checking	16 Apr, 2016	9 May, 2016

## Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

### 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

## Dashboard-View all IE Comments

Common Name	IPOV Code(s)	Version	Leading Expert (L)	Interested Experts (IE)	Status (Period)	All Drafts	Last Updated	IE Comments	Action
Helios	RETCH-RETURN	TG02(2)grn(3)	Andrea Menna (IE)	Details	IE Comments (22 Mar, 2016 – 19 Apr, 2016)	View	21 Mar, 2016	<b>View</b>	IE

Access list of all comments made by all IEs

## List of IE comments

Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

Interested Expert (IE) Comments

Default Order (by Chapter Name)
  Order by IE Name
 SAVE AS

Chapter Name	IE Name	Comments Detail	Update Date
Material_Materials_Scoped	Chris Barnaby	Suggest 15 plants	26 Jun, 2015 05:49
Assessment_Uniformity	Takayuki Mizuno	Could you indicate criteria of uniformity for hybrid varieties?	05 Jul, 2015 07:25
Characteristics_1_Plant_growth_habit	Jung Nam Suh	I suggest the inclusion of "Plant growth habit/Char 13" rather than "Plant height/Char 22" in Grouping characteristics, as plant heights will depend heavily on environmental conditions	09 Jul, 2015 09:21
Characteristics_18_Cover_lobes	Chris Barnaby	Consider fewer stories. There is difficulty in separating 3, 4, 5	26 Jun, 2015 04:55
Characteristics_19_Flower_depth_of_inclusion_of_messag	Michel Comier	Are the depth of the sinuata between the corolla lobes to be included in the assessment? If not, it may be better to either indicate that the depth of the sinuata should not be assessed in an explanation or change this characteristic from a flower to a corolla characteristic	02 Jul, 2015 13:45

## Dashboard-Edit

Common Name	IPOV Code(s)	Version	Leading Expert (L)	Interested Experts (IE)	Status (Period)	All Drafts	Last Updated	IE Comments	Action
Helios	RETCH-RETURN	TG02(2)grn(3)	Andrea Menna (IE)	Details	IE Comments (22 Mar, 2016 – 19 Apr, 2016)	View	21 Mar, 2016	View	<b>IE</b>

Access for making IE comments

## Adding IE Comments

**f. Subject of these Test Guidelines**

These Test Guidelines apply to all varieties of *XPeetoea* J. M. H. Shaw, *Peetoea* Juss.

Additional information on the subject of these Test guidelines:

These Test Guidelines do not apply to varieties of the genus *Calceathea*, which are covered by the Test Guidelines for *Calceathea* (TG-2012).

More than one species (GND)  
Different types or groups within a species or genus (GND)  
Family name (GND)  
Guidance for New Types and Species (GND)

Is a satisfactory error of that required?  Yes  No

IE Comment

Throughout all screens, see the data entered by the LE (not editable for IEs)

Below each section, throughout all screens, make your comments in the Rich Text Editor fields

## Add IE comments-Rich Text Editors

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document

format text

paste copied text

add numbering

upload image

insert table

text alignment

## Add IE comments-Rich Text Editors

- In the Rich Text Editors, IEs can now also provide illustrations
  - In order to add illustrations, you can copy and paste text and illustrations from a Word document
  - Illustrations can also be uploaded as follows:

click here to upload image

## Adding IE Comments-Characteristics tab

View and make comments on individual characteristics

View and make comments on explanations covering several and individual characteristics

7. Table of Characteristics  
List of Characteristics

Seq.No	Name	Status of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Units of Prod type of Prod	Growth Stages	Add IE TGT	Explanation covering individual characteristic	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	short1 sem-sprng2 spreading3			<input type="checkbox"/>	GN	VG		<input checked="" type="checkbox"/>	View Extension	(0)	Add Comments
2	Plant height	short3 medium5 tall7	Kaparfish KUMIYAMA 1 SOU PEKH 2011		<input checked="" type="checkbox"/>	GN	MS VG		<input type="checkbox"/>			Add Comments
3	Shoot length	short5 medium5 long7	PEKH 2010 Kaparfish Sunamsons		<input checked="" type="checkbox"/>	GN	MS VG		<input checked="" type="checkbox"/>	View Extension		Add Comments
4	Leaf length	short3 medium5 long7	KUMIYAMA 1 SOU Keroul Dierlique		<input checked="" type="checkbox"/>	GN	MS VG		<input type="checkbox"/>	View Extension	(0) (0)	Add Comments

## Adding IE Comments-Characteristics tab

View and make comments on grouping characteristics

View and make comments on all explanations covering several characteristics

7. Table of Characteristics  
List of Characteristics

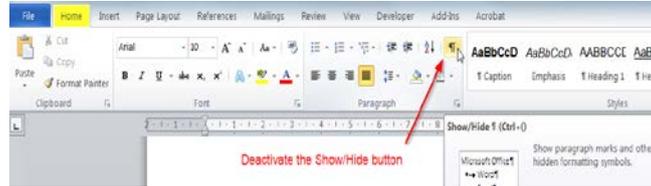
Seq.No	Name	Status of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Units of Prod type of Prod	Growth Stages	Add IE TGT	Explanation covering individual characteristic	Explanation covering several characteristics	Add IE Comments
1	Plant growth habit	short1 sem-sprng2 spreading3			<input type="checkbox"/>	GN	VG		<input checked="" type="checkbox"/>	View Extension	(0)	Add Comments
2	Plant height	short3 medium5 tall7	Kaparfish KUMIYAMA 1 SOU PEKH 2011		<input checked="" type="checkbox"/>	GN	MS VG		<input type="checkbox"/>			Add Comments
3	Shoot length	short5 medium5 long7	PEKH 2010 Kaparfish Sunamsons		<input checked="" type="checkbox"/>	GN	MS VG		<input checked="" type="checkbox"/>	View Extension		Add Comments
4	Leaf length	short3 medium5 long7	KUMIYAMA 1 SOU Keroul Dierlique		<input checked="" type="checkbox"/>	GN	MS VG		<input type="checkbox"/>	View Extension	(0) (0)	Add Comments

## Review TG

Click on the Review tab in order to export the Word document of a TG

## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

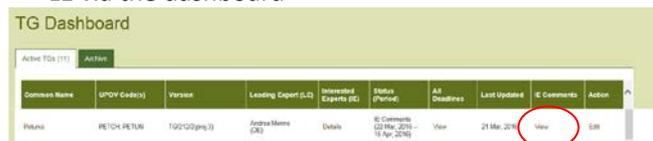
- After having made your comments, click on Submit:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to make comments on the draft Test Guidelines after this date.

## IE Comments–LE Reply

- LEs can now reply on IE comments during the LE checking period, when the LEs finalizes his draft after the IE comment period and before submission to the Office
- The list of IE comments can be accessed by IEs also after the IE comment period in order to check whether replies on IE comments were made by the LE via the dashboard



TG Dashboard

Comment Name	UPOV Code(s)	Version	Leading Expert (LE)	Invited Experts (IE)	Status (Period)	All Deadlines	Last Update	IE Comments	Action
Helena	PE/CH/PE/UR	16/02/2016	Annex Memorandum (AM)	Details	IE Comments (23 Mar 2016 - 15 Apr 2016)	View	23 Mar 2016	View	108

## IE Comments–LE Reply

View LE replies in IE comment list on screen and in exported Word document

Interested Expert (IE) Comments  
\* Default Order by Chapter Name | Order by IE Name

Chapter Name	IE Name	Comments Detail	Update Date
Subject	Lab Sabiers	First comment Subject	14 Mar, 2016 12:13
		LE REPLY LE Reply Subject	14 Mar, 2016 12:29

## TG Template

First Step Tutorial  
3. LE Checking

## Login

**EPOV** International Union for the Protection of New Varieties of Plants  
Home | Dashboard | My Dashboard | My Profile | My Account | Feedback | Logout

### Login

Login ID:

Password:  [I have forgotten my username and/or password](#)

## Dashboard-Current Status

UPOV International Union for the Protection of New Varieties of Plants

TG Dashboard

Active TGs (11)

Common Name	UPOV Code(s)	Version	Leading Expert (LX)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Pistone	PETCH-RETURN	TG2/G2(gm) 3	Andrea Menna (IE)	Details	LE Checking (16 Mar 2016 - 30 Apr 2016)	View	21 Mar 2016	View	IE

Check Period

## Dashboard-All deadlines

UPOV International Union for the Protection of New Varieties of Plants

Deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar 2016	21 Mar 2016
IE Comments	22 Mar 2016	15 Apr 2016
LE Checking	16 Apr 2016	9 May 2016

## Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

### 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

## Dashboard-View all IE Comments

Common Name	IPOV Code(s)	Version	Leading Expert (L)	Interested Experts (IE)	Status (Period)	All Chapters	Last Updated	IE Comments	Action
Helena	PETCH RETURN	TSG2(G2gny 3)	Andrea Menna (IE)	Details	LE Checking (14 Mar, 2016 -- 30 Apr, 2016)	View	21 Mar, 2016	<a href="#">View</a>	0/0

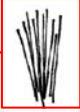
Access list of all comments made by all IEs

## List of IE comments

Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Saldares	Test comment: Subject <b>LE REPLY</b> LE Reply Subject	0/0	14 Mar, 2016 12:13 14 Mar, 2016 12:29
Material - Material_Supplied	Peter Butson	Test comment: Material Required 	Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Saldares	Test comment: Test Design	Reply	14 Mar, 2016 12:13

IEs can now also upload illustrations

## List of IE comments-LE reply

During the LE checking period, LEs can reply to IE comments

See the LE reply directly below the relevant comment

Chapter Name	IE Name	Comments Detail	Reply	Update Date
Subject	Luis Saldares	Test comment: Subject <b>LE REPLY</b> LE Reply Subject	0/0	14 Mar, 2016 12:13 14 Mar, 2016 12:29
Material - Material_Supplied	Peter Butson	Test comment: Material Required 	Reply	14 Mar, 2016 12:24
Examination - Test Design	Luis Saldares	Test comment: Test Design	Reply	14 Mar, 2016 12:13

## LE checking period-Edit TG

- During the LE checking period you can work on your draft as during the LE drafting period

Access TG for editing



The screenshot shows the IPOV TG Dashboard. At the top, there is a navigation bar with links for Home, Dashboard, TG Drafting Workspace, Tutorials, and Feedback. Below this is the 'TG Dashboard' section with a sub-tab for 'Active TGs (0)'. A table lists TGs with columns: Creation Name, IPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), TG Deadlines, Last Updated, IE Comments, and Action. The 'LE Checking' TG is highlighted, and its 'Action' column contains an 'Edit' button, which is circled in red. A red arrow points from the text 'Access TG for editing' to this button.

Creation Name	IPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	TG Deadlines	Last Updated	IE Comments	Action
None	HOKOL_VIA	101911870_1	Stella Nkuruzi (SN)	(None)	LE Checking (14 Mar, 2016 – 30 Apr, 2016)	None	29 Feb, 2016	None	<a href="#">Edit</a>

## LE checking period-Edit TG

- For guidance on editing TGs, please consult the LE drafting tutorial by clicking on the link below:

[LE drafting tutorial](#)

## Review TG



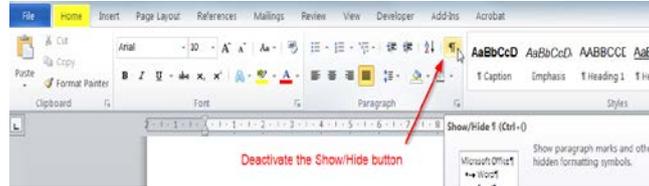
The screenshot shows a horizontal navigation menu with tabs for: Name, Subject, Material, Examination, Assessments, Characteristics, Chapter 1, Literature, Technical Questionnaire, Annex, Review, and Submit. The 'Review' tab is highlighted with a red border, and a red arrow points from the text below to it.

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 1	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

Click on the Review tab in order to export the Word document of a TG

## Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



## Submit

- After having finalized the TG, click on Submit:



- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP report, and you will not be able to work on the draft Test Guidelines after this date.

[End of Annex and of document]