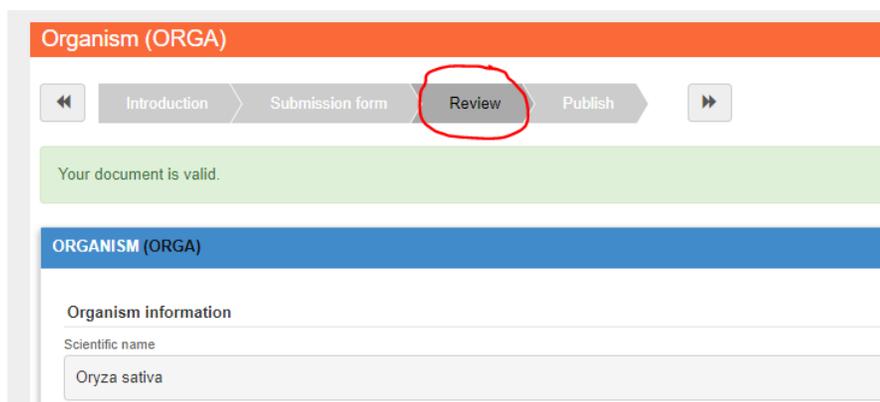


TEST # 1 - FOR EVERYONE: Organism and Workflow of Submitting; Re-submitting; Searching

1. Log in to <https://bch.cbddev.xyz>.
2. Click on **SUBMIT** tab (on the bar on top).
3. In **Reference records**, start creating a new **Organism** record. *Remember, this is a test data and will not affect any current national records of your country and will not appear in the old/current BCH.*
4. Once you entered the data in “Submission form”, click **Review** to review your entry and also to make sure all mandatory fields are completed.



5. Click **Publish**, then **“Request Publication”** button. Type your message if need be. Click **“Send Request”**. As a result, an e-mail will be sent to the Secretariat. Your record will have “Pending approval” status:

Organism (ORGA)

All 1 Requests 1 Published 1 Drafts 0 Keyword

Offline format: ar | en | es | fr | ru | zh Refresh Add New

Title	Last published	Last updated	Status	1 Record(s)
Oryza sativa BCH-ORGA-SCBD-249661-2	Anastasia Beliaeva 14 Apr 2020 18:33	Anastasia Beliaeva 18 Apr 2020 16:47	Pending approval	

- Go back to the Dashboard in SUBMIT. You will see Pending requests in two areas below: 1) underneath your name; 2) see number in “Requests” column for “Organism”:

To view the old BCH, please visit <https://bch.cbd.int>

Dashboard

Welcome **Anastasia Beliaeva**

Pending requests 1 view all requests

PUBLISH - ORGANISM
Oryza sativa A FEW SECONDS AGO
 by Anastasia Beliaeva (anastasiyb46@gmail.com) **PENDING SCBD REVIEW**
 Expires on 09 Jul 2020

Record overview	Offline formats	Published	Drafts	Requests
Contacts (CON)	ar en es fr ru zh	0	0	0
Reference records				
Biosafety Information Resource Centre (BIRC)	ar en es fr ru zh	0	0	0
Biosafety Organization, including Laboratory for detection and identification of LMOs (ORG)	ar en es fr ru zh	0	0	0
Living Modified Organism (LMO)	ar en es fr ru zh	0	0	0
Genetic element (GENE)	ar en es fr ru zh	0	0	0
Organism (ORGA)	ar en es fr ru zh	1	0	1
Risk Assessment generated by an independent or non-regulatory process (IRA)	ar en es fr ru zh	0	0	0
Submissions (SUB)	ar en es fr ru zh	0	0	0
Capacity Building Activities (CBA)	ar en es fr ru zh	0	0	0
Capacity-Building Needs Assessment (CBNA)	ar en es fr ru zh	0	0	0
BCH News (BCHN)	ar en es fr ru zh	0	0	0



6. The Secretariat will REJECT (request changes to) your request. How will you know that and the REASON for rejection? This is how:
- You will receive an **E-mail** to your registered e-mail account. Check your Inbox (if you do not receive the e-mail, check your spam/junk folder):

Primary Social Promotions new
 Change.org, Google P

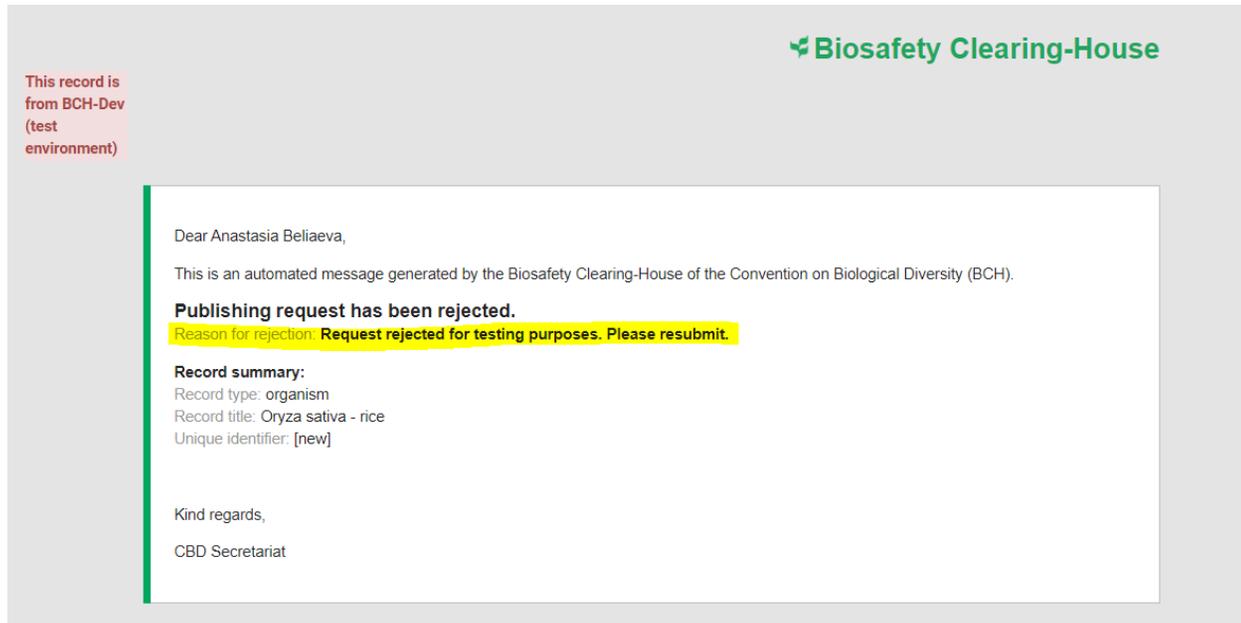
Biosafety Clearing-. BCH-DEV - Request rejected (W1D5-46AB)

bch@cbd.int 2 TESTING of new BCH platform - First Phase - A new message

bch@cbd.int 2 TESTING of new BCH platform - First Phase - A new message

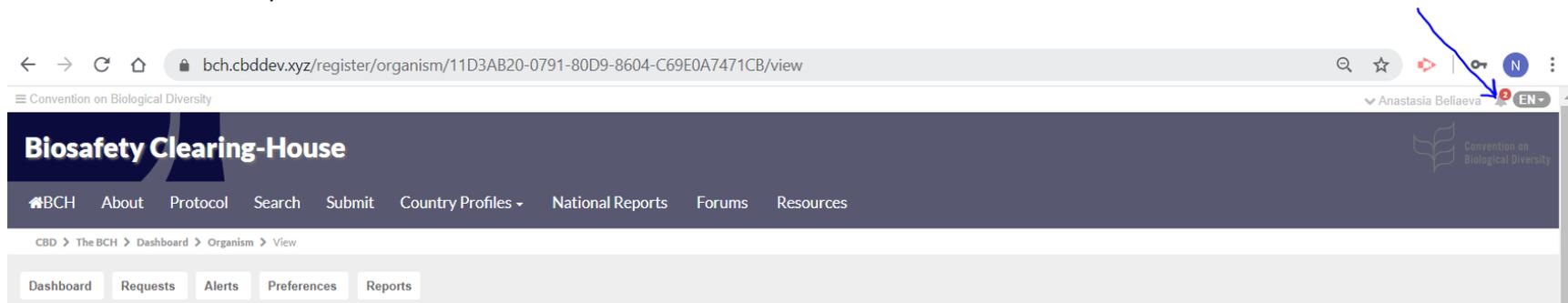


Open the E-mail message and see the reason:



➤ Log in back to <https://bch.cbdddev.xyz/>, there are 4 places where you can also see the reason for rejection:

- 1) **Notification in BCH** in the top right corner: see the little **bell** which turns red when there is a notification. The number shows the number of notifications you have:



Click on the **bell** icon - you will see the notifications. To go to the record directly, just click on the notification.



Notifications mark all read

Unread | All Messages

- ✘ **Request Rejected** 6 minutes ago
 ORGANISM: Oryza sativa - rice
 REJECTED BY: Anastasia Beliaeva ON 14 Apr 2020 18:11 , REASON : Request rejected for testing purposes. Please resubmit.
- ✔ **Request Approved** 5 days ago
 ORGANISM: Oryza sativa - rice
 APPROVED BY: Anastasia Beliaeva ON 09 Apr 2020 21:22

◀ [Progress Bar] ▶

[view all notifications](#)

2) Click on **Requests** tab and then select “Rejected” from the drop-down list.

Dashboard **Requests** Alerts Preferences Reports

Requests

Rejected - Record Type - 1 rejected requests found

Title	Type	Requested	Status
✘ PUBLISH - ORGANISM Oryza sativa - rice	ORGANISM	15 MINUTES AGO by Anastasia Beliaeva (anastasiayb46@gmail.com)	REJECTED (Request rejected for testing purposes. Please resubmit.) 10 MINUTES AGO by Anastasia Beliaeva (anastasia.believa@cbd.int)

To expand: click on the “+” sign or on the record:

Dashboard | **Requests** | Alerts | Preferences | Reports

Requests

Rejected - Record Type - 1 rejected requests found

Title	Type	Requested	Status
PUBLISH - ORGANISM Oryza sativa - rice	ORGANISM	19 MINUTES AGO by Anastasia Beliaeva (anastasiayb46@gmail.com)	REJECTED (Request rejected for testing purposes. Please resubmit.) 14 MINUTES AGO by Anastasia Beliaeva (anastasia.believa@cbd.int)

Publishing Request

Requested by: **Anastasia Beliaeva** (anastasiayb46@gmail.com) on 14 APR 2020 18:06
Message: Please publish asap.
This request expires in: 83 days

- 3) Click on **Alerts** tab and you will see your notification on top. Or you can also select “Rejected Requests” from the drop-down list. To go to the record directly, just click on the record.

Dashboard | Requests | **Alerts** | Preferences | Reports

Notifications

All - All Types - search by keyword Manage your email notifications | Mark all read

Message	Read
REQUEST REJECTED Request Rejected : Publishing Authority has reject as request for publishing ORGANISM: Oryza sativa - rice REJECTED BY: Anastasia Beliaeva ON 14 Apr 2020 18:11 REASON: Request rejected for testing purposes. Please resubmit.	<input checked="" type="checkbox"/> 12 MINUTES AGO
REQUEST APPROVED Request Approved : Publishing Authority has approved a request and published the record ORGANISM: Oryza sativa - rice APPROVED BY: Anastasia Beliaeva ON 09 Apr 2020 21:22	<input checked="" type="checkbox"/> 5 DAYS AGO
REQUEST APPROVED Request Approved : Publishing Authority has approved a request and published the record ORGANISM: Oryza sativa - rice APPROVED BY: Anastasia Beliaeva ON 09 Apr 2020 20:42	<input checked="" type="checkbox"/> 5 DAYS AGO
PUBLISHING REQUEST Publishing request COMPETENT NATIONAL AUTHORITY: BCH Test REQUESTED BY: BCH Anastasia Beliaeva ON 24 Feb 2020 16:31	<input checked="" type="checkbox"/> 2 MONTHS AGO

4) You rejected record is also in the *Draft* status when you open it SUBMIT. Look at the Dashboard.

The screenshot shows the BCH Dashboard with the 'Submit' button circled in red. Below the navigation bar, there are tabs for 'Dashboard', 'Requests', 'Alerts', 'Preferences', and 'Reports'. The main content area features a 'BCH preview release' section with a welcome message and a link to the old BCH. Below this is a 'Record overview' table with columns for 'Offline formats', 'Published', 'Drafts', and 'Requests'. A blue arrow points to the 'Drafts' column. The 'Organism (ORGA)' record is highlighted in yellow, and a small yellow box with the number '1' is visible in the 'Drafts' column for this record.

Click on “Organism”, and then click on the record or on the Edit button:

The screenshot shows the 'Organism (ORGA)' record page. At the top, there are tabs for 'Dashboard', 'Requests', 'Alerts', 'Preferences', and 'Reports'. Below the tabs, there is a search bar and a filter section with buttons for 'All 1', 'Requests 0', 'Published 0', and 'Drafts 1'. A 'Keyword' input field is also present. The main content area is a table with columns for 'Title', 'Last published', 'Last updated', 'Status', and '1 Record(s)'. The first row of the table is 'Oryza sativa - rice', which is circled in red. The 'Status' column for this record is 'Draft'. The 'Last updated' column shows 'Anastasia Beliaeva' and '14 Apr 2020 13:06'. The '1 Record(s)' column contains an edit icon (pencil) and a delete icon (trash), with the edit icon circled in red.



You will see the details:

Dashboard Requests Alerts Preferences Reports

Organism (ORGA) ✕

◀ Introduction Submission form Review Publish ▶

Offline format: ar | en | es | fr | ru | zh Save Draft

Information!
This draft version request for publishing was rejected by Anastasia Beliaeva on 14 Apr 2020 18:11
Reason : Request rejected for testing purposes. Please resubmit.

General information

Please select in which language(s) you wish to submit this record: *

English ▾

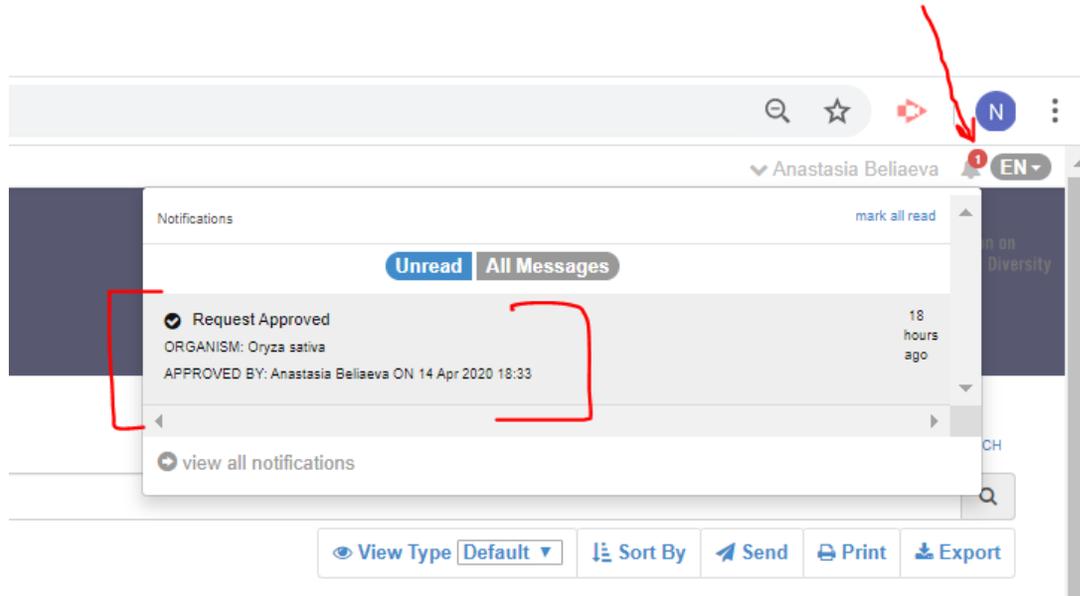
7. Edit your record as per the request from the Secretariat and resubmit it for publishing again.
8. Secretariat will APPROVE your records. You can see whether it was approved the same way:
 - You will receive an **E-mail** to your registered e-mail account (if you do not receive the e-mail, check the spam/junk folder):

Primary Social Promotions **7 new**
Change.org, Google Photos

<input type="checkbox"/>	★ Biosafety Clearing-	BCH-DEV - Request approved W1D5-46B3)
<input type="checkbox"/>	★ Biosafety Clearing-	BCH-DEV - Request rejected (W1D5-46AB)
<input type="checkbox"/>	★ bch@cbd.int 2	TESTING of new BCH platform - First Phase - A new message has been posted to the forum
<input type="checkbox"/>	★ bch@cbd.int 2	TESTING of new BCH platform - First Phase - A new message has been posted to the forum

➤ When you log in back to <https://bch.cbddev.xyz/>, there are 4 places where you can see the status of your request (same as above in Step 6):

1) **Notification in BCH** in the top right corner.



2) Click on **Requests** tab and then select "Approved" from the drop-down list.

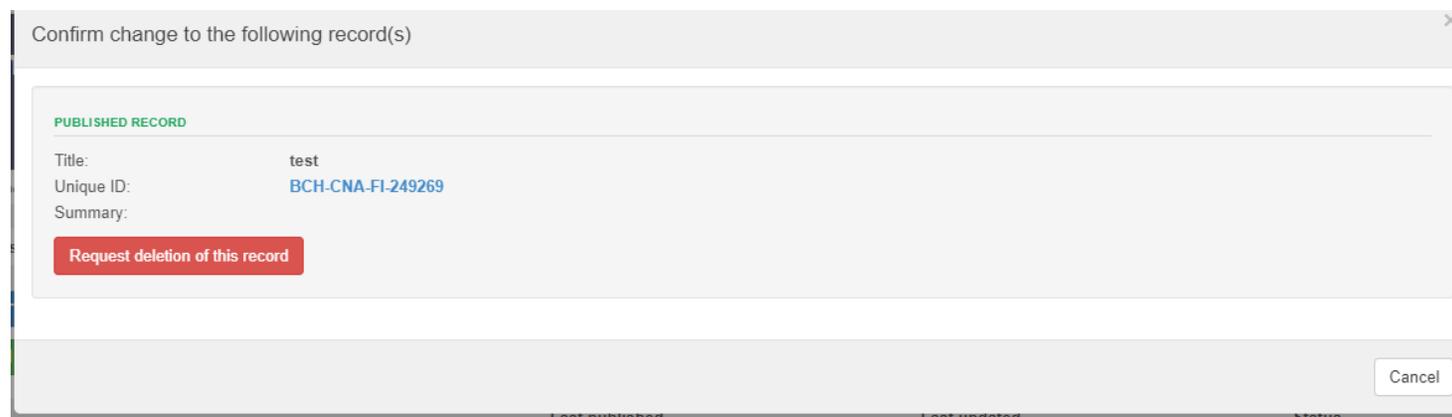
3) Click on **Alerts** tab and select "Approved Requests" from the drop-down list.

4) Your record in SUBMIT on the Dashboard and when you open it has "Published" status.

The screenshot shows the SUBMIT dashboard with the "Organism (ORGA)" tab selected. The dashboard has tabs for "Dashboard", "Requests", "Alerts", "Preferences", and "Reports". The "Organism (ORGA)" section has a search bar and filters for "All", "Requests", "Published", and "Drafts". The "Published" filter is selected, showing 1 record. The table below shows the record for "Oryza sativa" with a status of "Published".

Title	Last published	Last updated	Status	1 Record(s)
Oryza sativa BCH-ORGA-SCBD-249661-1	Anastasia Beliaeva 14 Apr 2020 18:33	Anastasia Beliaeva 14 Apr 2020 18:33	Published	

9. Go to **SEARCH** and find your published Organism record. Look at the display of the information created.
10. **Optional: Edit** your record. The process is the same as described above. **Editing of a record** also has to be approved by the Secretariat.
11. **Optional: Delete** your record. **Deletion** also has to be approved by the Secretariat. When you click Delete, you will see the box below, follow the instructions.



Once your request (to edit or delete) has been approved by the Secretariat, you will be notified by e-mail and you can also check its status in all the places described above.

TEST # 2 - FOR EVERYONE:

Genetic Element and Workflow of Submitting; Re-submitting; Searching

The procedure for submission and the whole workflow are exactly the same as above for the "Organism". Follow the steps above. Except for in Step 3: In **Reference records**, create a new **Genetic element** record.

NOTE: If you do not want the Secretariat to "reject" your request (you have already tested it with "Organisms"), just indicate so in your message. We can skip the "Rejection" process and approve your record from the first try.

TEST # 3 - For BCH, CPB Focal Points and NAUs only:

Workflow - REJECTION/APPROVAL/DELETION of National Records

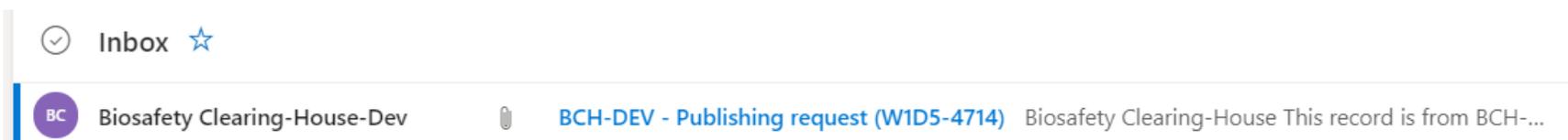
When it comes to **National Records**, it is the BCH Focal Points who can REJECT (request changes) or APPROVE records and NOT the Secretariat. Both NAUs and CPB Focal Points can create and submit records for publishing. The Rejection and Approval process works exactly the same as described above.

Assignment for BCH FP: 1) ask an NAU or CPB focal point to create a National Record (e.g. Competent National Authority (CNA) or Supplementary Protocol Competent Authority (SPCA) or National Biosafety Website or Database (NDB); 2) then *Reject* it (ask for changes); 3) once changes are made, *Approve* it; 4) ask them to Delete a record and then Approve or Reject deletion.

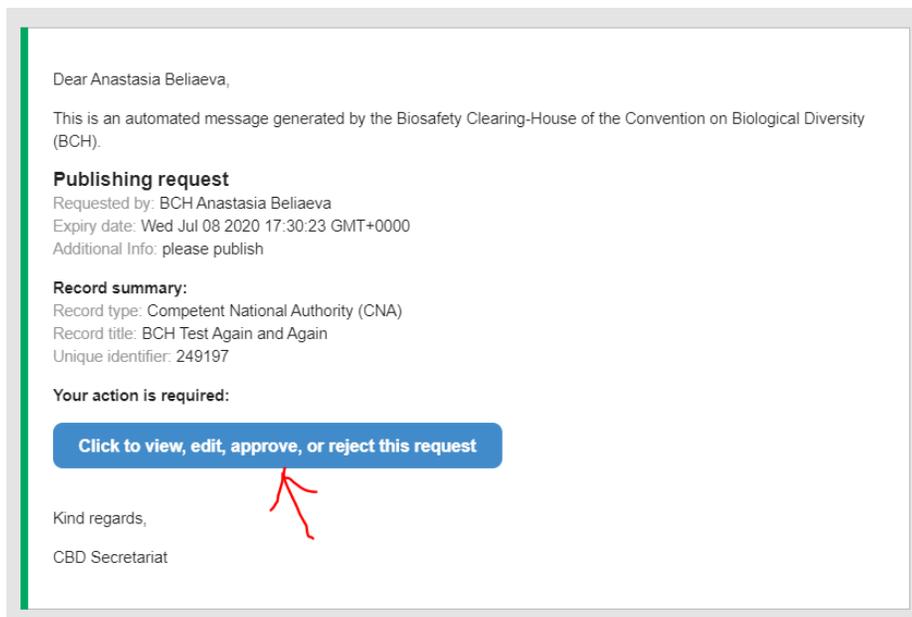
Attention BCH Focal Points: HOW TO REJECT (request changes) and then APPROVE a record:

1. Once the record is created and submitted by an NAU or CPB FP, you will be notified, and you can see the request in several places:

➤ You will receive an **E-mail** at your registered e-mail account. Go to your Inbox (if you do not see the e-mail, check your spam/junk folder):

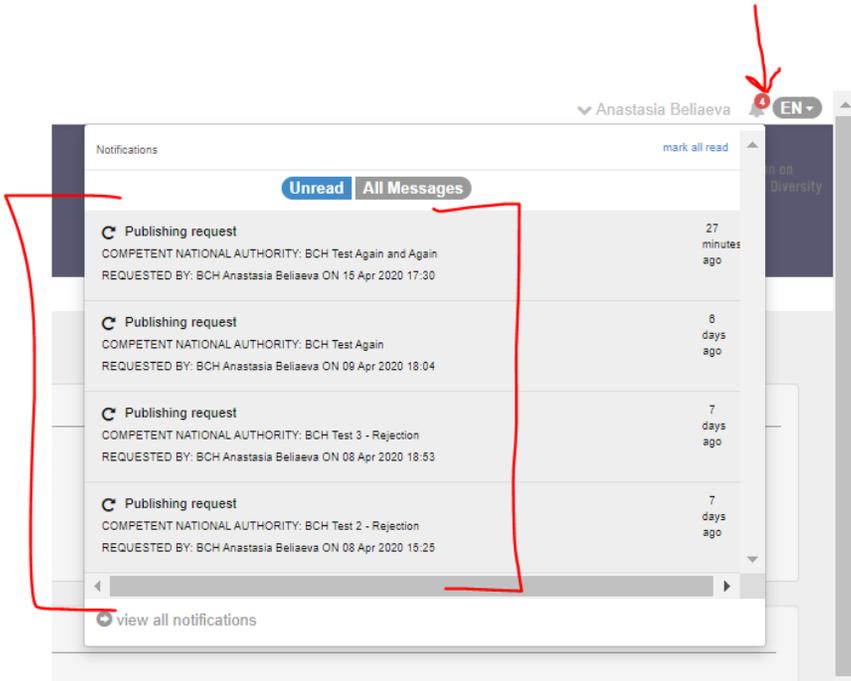


Open the e-mail and click on the link in it (you will need to log in to to <https://bch.cbddev.xyz/>):



Once you log in, you will see the record that requests publication. Go to Step 2. But before you do that, try below other ways to view publishing requests.

- **Notification in BCH** in top right corner: see the little **bell** icon which turns read when there is a notification. The number shows the number of notifications you have (to go to the record directly, just click on the notification):



- You can click on **Requests** tab. You can select “Pending Approval” from the drop-down list. Click on “+” sign to expand the record:



The record opens. You can review and then Approve, Edit or Reject records from this page by clicking the respective button:

Dashboard Requests Alerts User Management Preferences Reports

Requests

Pending Approval - Record Type - 1 pending requests found

Title	Type	Requested	Status
PUBLISH - COMPETENT NATIONAL AUTHORITY BCH Test Again and Again	COMPETENT NATIONAL AUTHORITY	30 MINUTES AGO by BCH Anastasia Beliaeva (anastasiyb46+@gmail.com)	★ PENDING YOUR APPROVAL Expires on 08 Jul 2020

Publishing Request

Requested by: **BCH Anastasia Beliaeva** (anastasiyb46+@gmail.com) on 15 APR 2020 17:30
Message: please publish
This request expires in: 83 days

[Approve](#) [Edit](#) [Reject](#)

COMPETENT NATIONAL AUTHORITY (CNA) [PDF](#) [PRINT](#)

➤ You can click on **Alerts** tab and you will see all your notifications. Use drop-down lists to filter your alerts. Click on the required record and then Approve, Edit or Reject it:

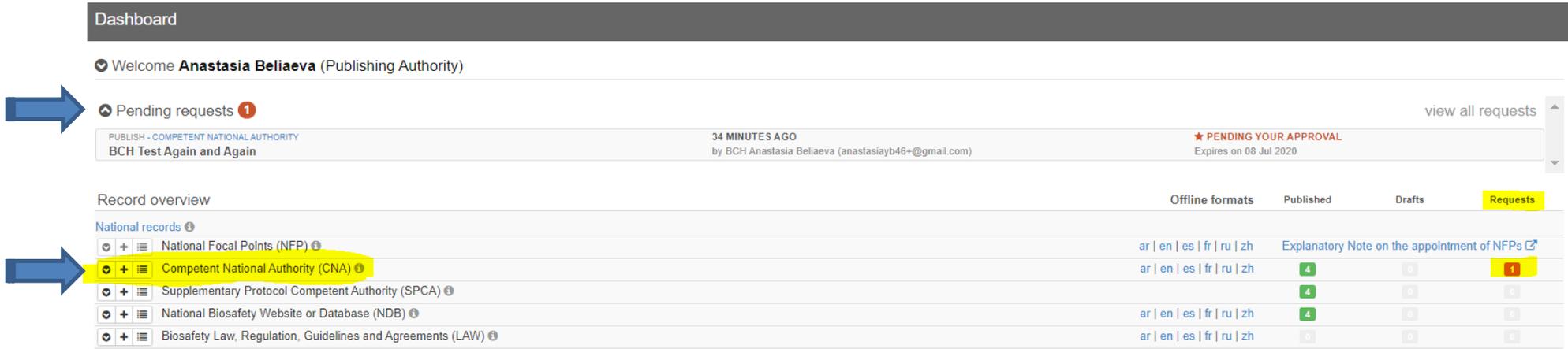
Dashboard Requests Alerts User Management Preferences Reports

Notifications

All - All Types - search by keyword Manage your email notifications | Mark all read

Message	Read
PUBLISHING REQUEST Publishing request COMPETENT NATIONAL AUTHORITY: BCH Test Again and Again REQUESTED BY: BCH Anastasia Beliaeva ON 15 Apr 2020 17:30	<input checked="" type="checkbox"/> 33 MINUTES AGO
PUBLISHING REQUEST Publishing request COMPETENT NATIONAL AUTHORITY: BCH Test Again REQUESTED BY: BCH Anastasia Beliaeva ON 09 Apr 2020 18:04	<input type="checkbox"/> 6 DAYS AGO
PUBLISHING REQUEST Publishing request COMPETENT NATIONAL AUTHORITY: BCH Test 3 - Rejection REQUESTED BY: BCH Anastasia Beliaeva ON 08 Apr 2020 18:53	<input type="checkbox"/> 7 DAYS AGO

- Once logged in to <https://bch.cbddev.xyz/>, go to your Dashboard in **SUBMIT**. You will see Pending requests in two areas below: 1) underneath your name (click on “down” arrow - ); 2) see number in “Requests” column for specific record:



Dashboard

Welcome **Anastasia Beliaeva** (Publishing Authority)

Pending requests 1 view all requests

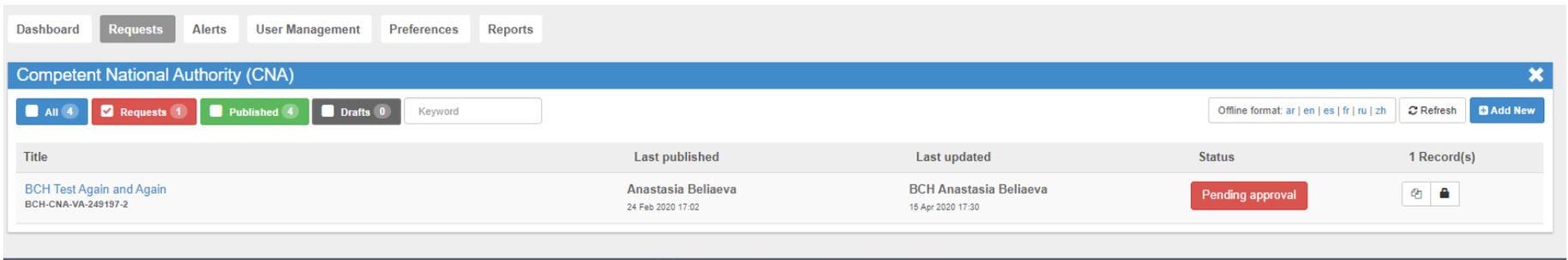
PUBLISH - COMPETENT NATIONAL AUTHORITY
BCH Test Again and Again 34 MINUTES AGO ★ PENDING YOUR APPROVAL
 by BCH Anastasia Beliaeva (anastasiayb46+@gmail.com) Expires on 08 Jul 2020

Record overview Offline formats Published Drafts **Requests**

National records Explanatory Note on the appointment of NFPs

	Offline formats	Published	Drafts	Requests
National Focal Points (NFP)	ar en es fr ru zh			
Competent National Authority (CNA)	ar en es fr ru zh	4	0	1
Supplementary Protocol Competent Authority (SPCA)		4	0	0
National Biosafety Website or Database (NDB)	ar en es fr ru zh	4	0	0
Biosafety Law, Regulation, Guidelines and Agreements (LAW)	ar en es fr ru zh	0	0	0

Open the record and click on **“Pending approval”** or on the record.



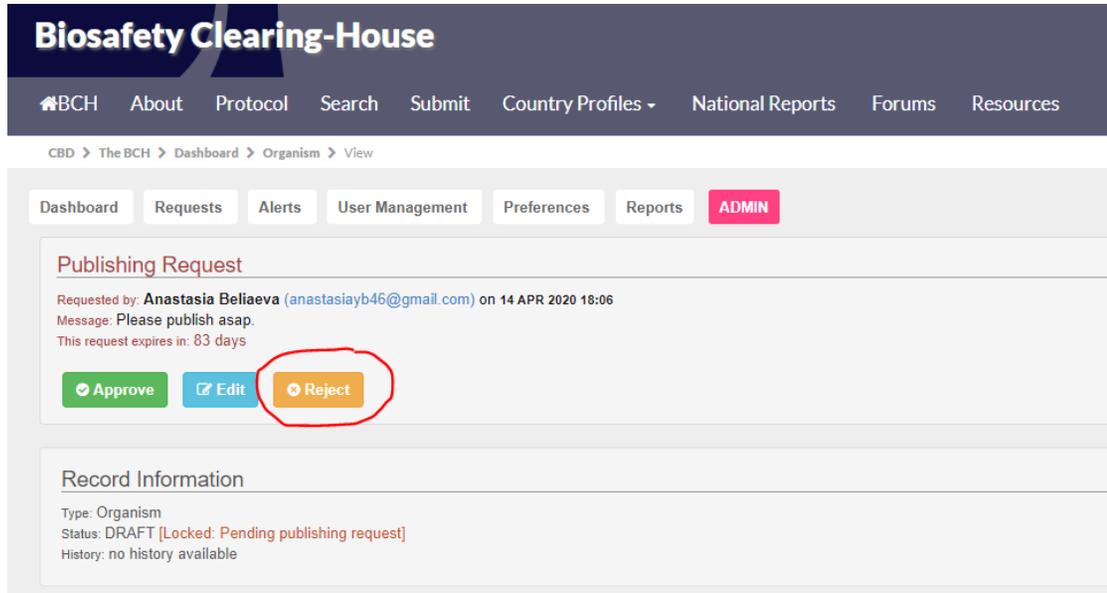
Dashboard **Requests** Alerts User Management Preferences Reports

Competent National Authority (CNA)

All 4 **Requests 1** Published 4 Drafts 0 Offline format: ar | en | es | fr | ru | zh Refresh Add New

Title	Last published	Last updated	Status	1 Record(s)
BCH Test Again and Again BCH-CNA-VA-249197-2	Anastasia Beliaeva 24 Feb 2020 17:02	BCH Anastasia Beliaeva 15 Apr 2020 17:30	Pending approval	 

2. Once your record is open, click on “Reject” button:

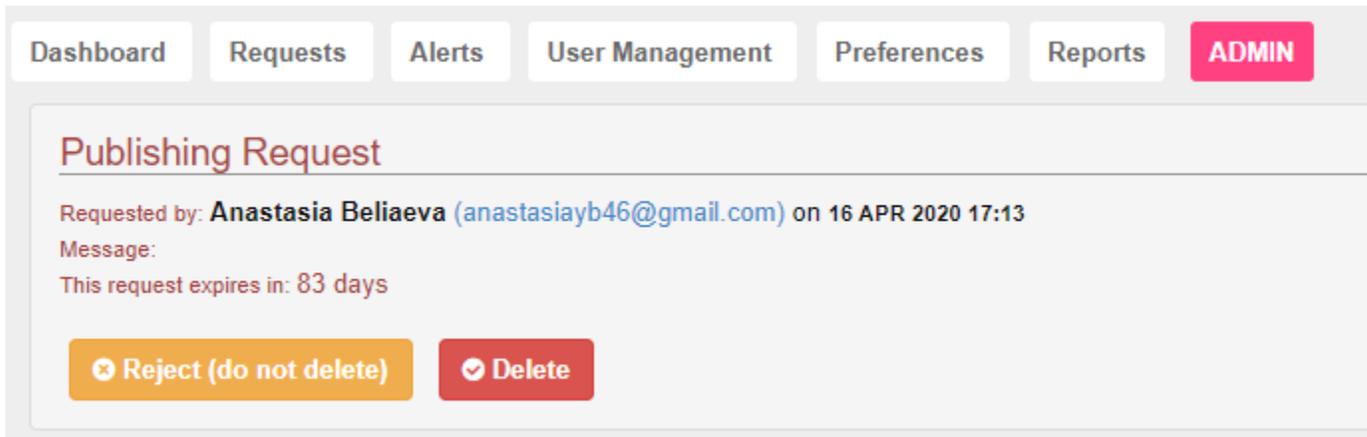


Write your reason in the box that opens and click “Reject”.



An e-mail will be sent to the NAU or CPB focal point.

3. Once the NAU or CPB focal point implements your changes and re-submits the record for publishing, you will receive an e-mail with new request for publication which you can Approve, Edit yourself or Reject (request changes) again. The process is the same.
4. EDITING and DELETION of a record also has to be approved by you. You can ask your NAU or CPB FP to try to edit or delete a record. In the case of editing and deletion, you will also be notified by e-mail and you can check the request everywhere as described above To approve Deletion, just open the record and click the self-explanatory button below and follow instructions:



5. If an NAU cancels her/his request, you will also be notified by e-mail and you can also check recalled request in all the spaces described above.

Dear National Authorized Users/ CPB Focal Points

Your BCH FP will ask you to create and submit for publishing a National Record (or do it yourself and alert the BCH FP of this test 😊). He will then reject it and request changes, later might ask you to edit again or delete a record.

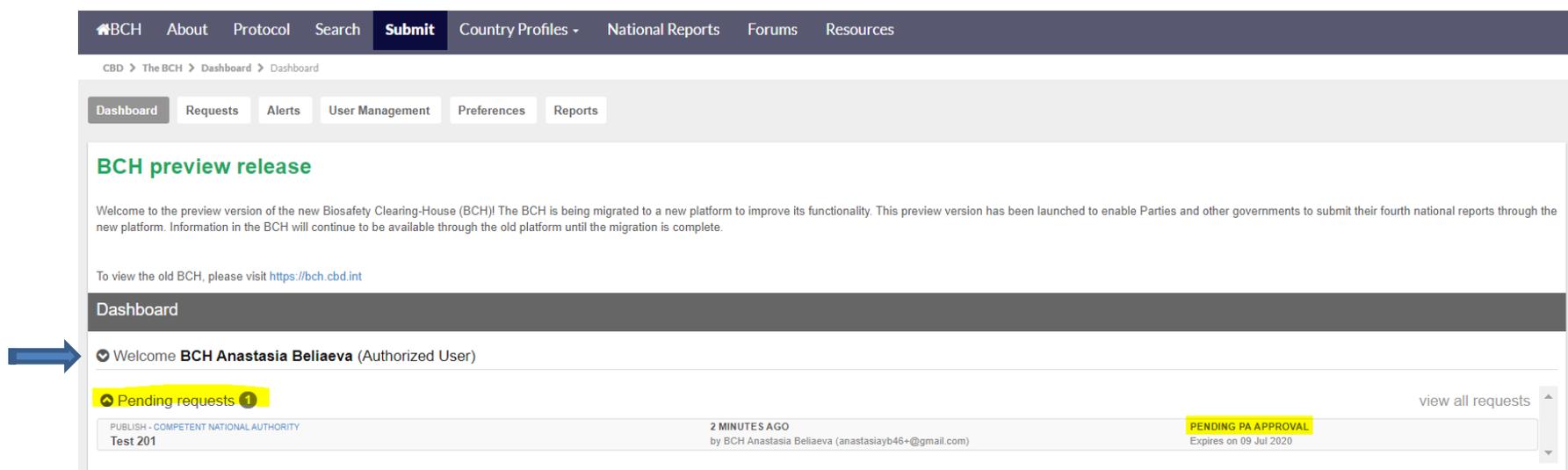
Please note that once you create a record and send it for publishing, it will assume **“Pending approval”** status:



The screenshot shows the 'Competent National Authority (CNA)' dashboard. At the top, there are navigation tabs: Dashboard, Requests, Alerts, User Management, Preferences, and Reports. Below the tabs, there's a header for 'Competent National Authority (CNA)' with a close button. Underneath, there are filters for 'All' (7), 'Requests' (1), 'Published' (6), and 'Drafts' (0), along with a 'Keyword' search box. On the right, there are options for 'Offline format: ar | en | es | fr | ru | zh', a 'Refresh' button, and an 'Add New' button. The main content area is a table with columns: Title, Last published, Last updated, Status, and 7 Record(s). The table contains one row with the following data:

Title	Last published	Last updated	Status	7 Record(s)
Test 201		BCH Anastasia Beliaeva 10 Apr 2020 16:30	Pending approval	  

Also, you can see it on your Dashboard (click on “down” arrow sign next to “Welcome ...”) to expand:



The screenshot shows the BCH dashboard. At the top, there are navigation tabs: BCH, About, Protocol, Search, Submit, Country Profiles, National Reports, Forums, and Resources. Below the tabs, there's a breadcrumb trail: CBD > The BCH > Dashboard > Dashboard. Underneath, there are navigation tabs: Dashboard, Requests, Alerts, User Management, Preferences, and Reports. The main content area has a heading 'BCH preview release' and a paragraph of text. Below that, there's a link to view the old BCH. The dashboard content is titled 'Dashboard' and includes a 'Welcome BCH Anastasia Beliaeva (Authorized User)' message. Below the welcome message, there's a 'Pending requests' notification with a yellow background and a '1' in a circle. To the right of the notification is a 'view all requests' link. Below the notification, there's a table with the following data:

PUBLISH - COMPETENT NATIONAL AUTHORITY	2 MINUTES AGO	PENDING PA APPROVAL
Test 201	by BCH Anastasia Beliaeva (anastasiyb46+@gmail.com)	Expires on 09 Jul 2020

Please see test #1 above on how to learn whether your request has been approved or rejected. The procedure and features are the same.

Tip: If you change your mind and want to cancel you request for publishing after you have sent it, you can do so:

The screenshot shows the Biosafety Clearing-House (BCH) website interface. At the top, the logo 'Biosafety Clearing-House' is displayed. Below the logo is a navigation bar with links for 'BCH', 'About', 'Protocol', 'Search', 'Submit', 'Country Profiles', 'National Reports', 'Forums', and 'Resources'. The main content area shows a breadcrumb trail: 'CBD > The BCH > Dashboard > Organism > View'. Below this, there are tabs for 'Dashboard', 'Requests', 'Alerts', 'Preferences', and 'Reports'. The 'Publishing Request' section is highlighted, showing details for a request by 'Anastasia Believa (anastasiyb46@gmail.com)' on '14 APR 2020 18:06'. The message is 'Please publish asap.' and the request expires in '83 days'. A red circle highlights the 'Cancel request' button. Below this is the 'Record Information' section, which shows 'Type: Organism', 'Status: DRAFT [Locked: Pending publishing request]', and 'History: no history available'. The 'ORGANISM (ORGA)' section is also visible, with 'Organism information' and 'Scientific name' set to 'Oryza sativa'.

DEADLINE to finish testing: Wednesday – 6 May. Please provide feedback on:

- 1. Submission and Search process with respect to “Organisms” and “Genetic Elements”.**
- 2. Workflow: REJECTION/APPROVAL process.**

Thank you!