



CASE STUDY 16:

An organization registers a contact person

Objective:

- To learn how to register a reference record containing contact information using the BCH Management Centre.

References:

- BCH Training Site (Go to <http://bch.cbd.int> > Help (or Resources) > Training Site of the BCH)
- Training Manual 06: Registering Information in the BCH Central Portal
- Training Manual 08: Registering Reference Information in the BCH Central Portal
- Common format "Contact Details" (Go to <http://bch.cbd.int> > Resources > Common Formats)

Scenario:

As the information officer for a biosafety organization, you are likely to be using the BCH to register several records where you will be the contact person for further information. In order to avoid having to type in this information several times, you want to create a record containing your contact details for later reference. Your business card is attached below¹.



Important note:

Please be sure that you are using the ***BCH Training Site*** for this exercise!

¹ The international dialing code for Jamaica is +1-876.



CASE STUDY 16:

An organization registers a contact person

TRAINER NOTES

Training Objective:

To learn how to use the BCH Management Centre to create a new reference record.

Requirements:

A BCH account and access to the BCH.

Notes:

- Users can work singly or in small groups for this exercise.
- Participants need to have their own BCH account ready. They will login the **BCH Training Site** using their own BCH account. Refer to MO06 Training Manual for details on how to create a BCH account.
- It is recommended for you to setup your own Training Space for your workshop before you start this exercise. Otherwise, the participants can select the “Public BCH Training” training space.
- If you are unable to access the BCH, users could fill out the details on a hard or electronic copy of the common format.
- At the end of the exercise, the instructor (logged in with the role “Administrator: BCH Training Site”) will need to validate completed records so that participants can access them through the “Finding Information” section of the BCH Training Site (search by ID number).
- Users can then observe the “record status” – link in the left-hand menu.