

GEP Certificate Database System - User Manual

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Introduction

The GEP Certificate Database (Certibase) System is designed to be as simple to use as possible. However, there may be times when you require more detail regarding how to use the system or how the system works.

Purpose

The GEP Certificate Database System is designed to meet several objectives, but overall they are all aimed at making the writing and review of Biological Assessment Dossiers (BAD) easier - for the applicant and the reviewer (Regulatory Authority). It does this through three main functions:

1) Storage

It provides a single central place for the storage of current and historical GEP Certificates for Official Testing Organisations throughout the EU.

2) Retrieval

It provides a single source of GEP certificates - saving time for anyone writing a BAD, as they do not have to request copies from testing organisations or find a copy in their own company system. Copies of the certificates can either be downloaded from the GEP Certibase as individual pdf files, or the system can create a text table that lists the organisations and certificates with a hyperlink to each individual certificate.

3) Reference

Anyone reading a BAD or other document that contains a text table created by the GEP Certibase can click on the hyperlink and immediately view a copy of the certificate - providing immediate assurance that a valid GEP certificate for the testing organisation exists.

Users

There are 3 types of users of the system:

1) Standard Users

These are users who wish to:

- a) submit certificates for storage in the system
- b) retrieve a copy of a certificate (as a **pdf** file)
- c) create a text table compatible with MS Word, listing all of the GEP certificates applicable to the Testing Organisations in a Biological Assessment Dossier

Standard users are typically employees of Official Testing Organisations, Contract Research Organisations, manufacturers etc.

They must be registered to use the system but their company does not have to be a member of ECPA.

2) Administrators

These are users who review requests for new users and new organisations. They check Certificates when they are submitted to the system to ensure the reference information is correct and 'approve' the entry of the certificate into the system. They also ensure the system is operational and that any errors identified e.g. duplicate certificates are dealt with.

3) Viewers

These users do not use the system directly. Their only contact with the system is when they receive a document e.g. a Biological Assessment Dossier that contains a text table listing GEP certificates. The table contains hyperlinks to each of the certificates - a pdf file of each certificate. **They do not need to be registered users.**

System integrity

It is clear that all users need to be confident regarding the integrity of the GEP Certibase system. It is therefore worth explaining some of the background to the way the system operates and is administered.

Removing a certificate

Certificates are **never deleted** or removed from the system. This is to ensure that any hyperlink created to a specific certificate will always remain functional and always connect to the certificate it was originally created for. Certificates may be 'archived' or marked as duplicates, which means that they will no longer be found if users search for them – but any hyperlink to them will always remain functional.

Removing 'old' organisations

Organisations may no longer exist, change their name or be taken over by another organisation. However, the original organisation will remain in the list of organisations. This is to allow certificates for the organisation to be searched for and referenced in a BAD. The organisation and/or certificate may be historic but may still be relevant to a trial included in a BAD. It is therefore important that users can still find the organisation and associated certificates in the system.

Correcting errors

No system is perfect. Although the actual pdf certificate files cannot be altered or edited in any way, the detail associated with any organisation or certificate (the 'metadata') can sometimes have errors. Users are encouraged to point these out by contacting the Certibase administrators and, if valid, they will correct the error. In some cases perceived errors are not corrected. This most commonly occurs with 'valid to' dates. If no specific date, or a period of validity, is given on the **actual** certificate then the 'valid to' date is set at a default value of 31-Dec-2100. It risks undermining the integrity of the system if it is just assumed that all certificates in a particular country are valid for a certain number of years as there is no way of verifying this and it may change over time.

Missing metadata

Whilst GEP certificates from some countries are very comprehensive, others contain very little detail. As a result there are very few metadata fields that are consistently found on **all** certificates from across the EU. In fact the only information that is common to all certificates currently in the database is; organisation name, country, valid from date, authority issuing the certificate. Of these, the first three are all options when searching for certificates in the system. The database search criteria and the results users obtain when searching for certificates reflect the lack of detailed and consistent information on many certificates.

It is hoped that in future a more standardised GEP certificate content can be agreed between EU Member States.

Hyperlinks

If a user creates a MS Word table containing a list of organisations and certificates it will also include hyperlinks to the certificates - which have an 11 digit alphanumeric format. Users should be aware that the hyperlink text may differ from one day to the next. This can seem confusing but is because the hyperlinks are created dynamically by the system each time a MS Word table is created. Once a hyperlink is created it will always link to the same certificate pdf file. However, other hyperlinks created by different users at different times may also link to the same certificate pdf file. The system automatically ensures a hyperlink never links to more than one certificate pdf file.

Home Page

The system can be accessed at www.gepcertibase.eu. The first page you see is the Home (Welcome) Page and will look similar to this:

Welcome to the GEP Certificate Database System (Certibase)

The system is designed to store and make available, all the current and historic GEP certificates for Officially Recognised Testing Organisations throughout the EU.

This enables those writing or reviewing Biological Assessment Dossiers (BAD) to access the certificates from a central source. More importantly, it means that applicants do not have to copy every certificate into each and every dossier - the system enables the applicant to generate a table that contains details of the testing organisation and hyperlinks to the relevant GEP certificates. This table can then be copied and pasted into the relevant part of any BAD.

It is anticipated that Officially Recognised Testing Organisations will upload their certificates to the system as this will avoid applicants making repeated requests to them for copies of GEP certificates.

If you want to upload or search for certificates, you must be a registered user. If a certificate is missing - please upload it to the system. You do not need to be a member of ECPA to use the system.

If you are reviewing a dossier that contains a table with hyperlinks to certificates, you do not need to be a registered user to view the certificate - just click on the hyperlink to view the certificate.

Any questions regarding the system - please [Contact Us](#).

European Crop Protection

Username

Password

[Sign in...](#)

[Register](#)
[Forgotten Password](#)
[User manual](#)

Crop protection R&D declining in Europe, new study shows

Research and development for new crop protection products needed by European farmers is in decline, according to a new analysis of market trends in the EU and around the world. The study, from agribusiness consultants PhillipsMcDougall, reveals that the number of active ingredients being developed and introduced in the EU is steadily decreasing – even as global expenditure on agricultural R&D is on the rise.

[View details »](#)

Safe & Sustainable Initiative in gardens and small food production farms

[View details »](#)

The system has been sponsored by [ECPA](#) who funded the original set up, and continue to pay for the maintenance and administration of the system. If you have any comments or suggestions for improving future versions of the system - please let us know.

Site administered by [Agreport Ltd](#) on behalf of ECPA.

Registered users can sign in on this page. Enter your **Username** (usually your email address) and **Password** (sent to you when you first registered) and then click the '**Sign in...**' button.

There are also links for new users to **Register** and to retrieve a **Forgotten Password**. Users should **not try to re-register** if they have forgotten their password

or to contact the GEP Certibase administration team

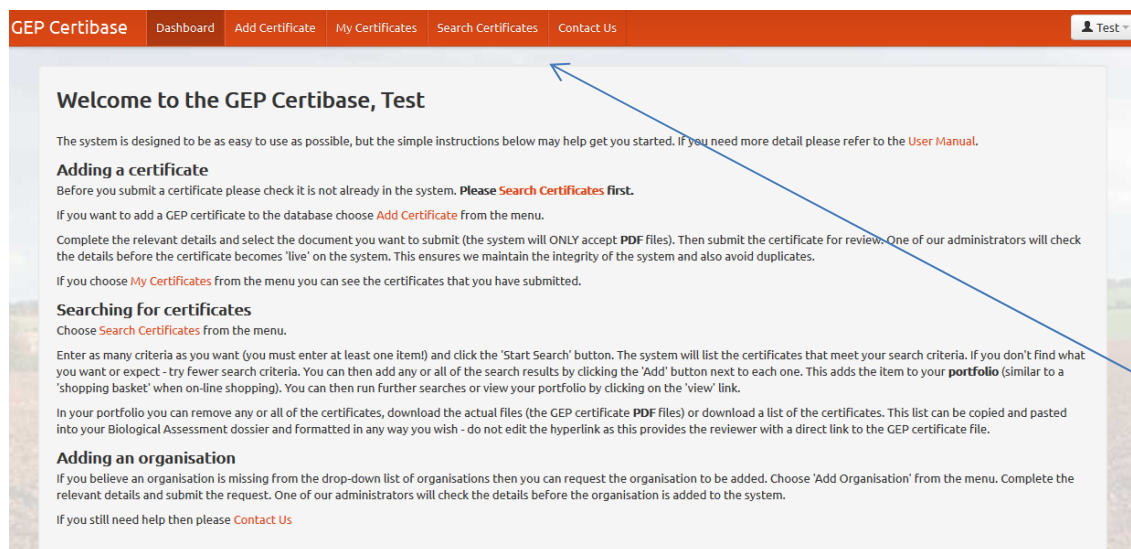
The content of these boxes change and are News feeds from the ECPA web site at www.ecpa.eu.

[ECPA](#) funded the original set up of the system and fund the continued maintenance and administration. The system is administered by [ADC GmbH](#) on behalf of ECPA.

Once you sign in you will be taken to the **Dashboard**.

Dashboard

The dashboard is the main navigation page for users. The menu at the top of the page provides links to each individual function.



To **Sign Out** - click on the drop down next to your name at the top right of the page and then click '**Sign Out**'.

To change your **Password** or any of your other user details - click on the drop down arrow next to your name at the top right of the page and then click '**Profile**'. See next page.

To navigate to any of the other user functions, click on the menu item at the top of the page:

- Add Organisation
- Add Certificate
- My Certificates
- Search Certificates
- Contact Us

User Profile

If a user has clicked on their name and then **Profile** they will see the following screen where they can change their personal details and password.

GEP Certibase | Dashboard | Add Certificate | My Certificates | Search Certificates | Contact Us

User Contact

First Name

Surname

Description

Email Address

Telephone

Fax

Country

User Details

Preferred Contact

Notes

New Password

Amend User »

Change your password or other details and then click the '**Amend User**' button.

Add Organisation

If at any time you want a new organisation to be added to the system click '**Add Organisation**' on the menu. You will see the following page:

GEP Certibase | Dashboard | Add Certificate | **Add Organisation** | My Certificates | Search Certificates | Contact Us

Add Organisation

Organisation Location Details
Name

Address 1

Address 2

Address 3

Town / City

Zip Code

Country

Organisation Contact Details
Email

Telephone

Fax

Notes

Add Organisation »

Please note: the added organisation must be approved by ourselves before it becomes active. Please allow five working days for this.

Complete the details about the organisation and then click the '**Add Organization »**' button. A GEP Certibase administrator will review the request before adding the organisation to the system.

In some countries it may be necessary to register multiple sites for an individual organisation. If each location receives a separate GEP certificate then register each site as a separate organisation.

Add Certificate

Before adding a new certificate to the system - please check that it is not already in the system by using the '**Search Certificates**' menu option.

To add a certificate click on the '**Add Certificate**' menu option at the top of the Dashboard.

GEP Certibase Dashboard Add Certificate Add Organisation My Certificates Search Certificates Contact Us

Add Certificate (*) denote required fields.

Certificate Location Details

Organisation (*) A&W FieldScreen GmbH

Address 1

Address 2

Address 3

Town / City

Zip Code

Country (*) Austria

Authority

Certificate Details

Certificate Number

Valid From No date

Valid To No date

Field of Use
—
Acaricide
Bactericide
Bio-stimulant

Crop Group
—
Agriculture
Animal fodder & forage
Berries

Application Method
—
Aerial
Bait
Drip

Keywords (comma separated) (*)

Select Document (*)
Please ensure this is a PDF file.
Browse... No file selected.

Submit Certificate for review >

NOTE - certificates can only be added as **pdf** files. If the certificate you have is not in a pdf format use the original software programme to save it as a pdf file or use a pdf convertor programmer. Do **not** attempt to just change the file extension to pdf from jpg etc. - it will NOT work and the file will be rejected. The system will **not** accept file names that contain non-Latin characters e.g. Greek letters.

Complete as many of the fields as possible. Those marked * are mandatory.

The date fields use a calendar system - click in the field and then choose the year month and day in turn. If the certificate has no date then click the '**No date**' field.

The Field of Use, Crop Group and Application Method options only apply to some countries. If you want to choose multiple fields hold down the Ctrl key and click all of the items you want to select.

When you have completed all the fields click the '**Browse**' button to navigate to the relevant certificate file (pdf files only). Once you have selected the file you will be returned to this screen.



Then click the button to '**Submit Certificate for review**'.

A GEP Certibase administrator will review the request before adding the certificate to the system.

My Certificates

If you click on this menu option on the dashboard you will see a list of all the certificates you have submitted to the GEP Certibase system. This is for information only - you cannot change or delete certificates that are already in the system. The only exception is if you have submitted a certificate but it has not yet been reviewed by a GEP Certibase administrator - you can still delete it before it is reviewed.

However, if you know of an error with any certificate then please let us know - click the '**Contact us**' menu option and provide as much detail as possible.

GEP Certibase					
Dashboard Add Certificate Add Organisation My Certificates Search Certificates Contact Us					
My Certificates					
Certificate Organisation	Town	Country	Status	Action	
Aegisto	Horts-Meterik	Netherlands	Awaiting Approval	 View	

1 to 1 of 1 rows

When viewing your list of certificates you can click on the waste bin symbol next to the certificate to delete it – this option is **only** available if you recently submitted the certificate and it has not been reviewed by an administrator.

Search Certificates

Click on this menu option on the dashboard to search the database for certificates.

GEP Certibase | Dashboard | Add Certificate | Add Organisation | My Certificates | **Search Certificates** | Contact Us

Search Certificates

0 in portfolio. [view](#)

Please enter Search Parameters

Organisation

Country

Field of Use

Crop Group

Application Method

Valid From

Valid To

Keywords

[Start Search »](#) [Reset](#)

Search Results

Please enter your search criteria on the left.

To search for certificates you can use any number of the fields. It is usually easier to keep your searches simple e.g. by country or by organisation only.

Be careful if you use the '**Valid From**' or '**Valid To**' dates - if you set a very narrow date range you may not retrieve any certificates.

Once you have entered the selection criterion click '**Start Search**'.

To quickly remove **all** of the selections you have made - click '**Reset**'.

You will then be taken to a screen that lists all of the certificates that meet your selection criteria.

GEP Certibase
Dashboard
Add Certificate
Add Organisation
My Certificates
Search Certificates
Contact Us

Search Certificates

Please enter Search Parameters

Organisation
Any

Country
France

Field of Use
Any

Crop Group
Any

Application Method
Any

Valid From
Valid To

Keywords
Enter Keywords or partial file name, authority, etc.

Start Search »
Reset

0 in portfolio. [view](#)

Search Results

Organisation	Town	Country	Keywords	Validity	Action
ACPEL - Association Charantes-Poitou d' experimentation legumiere	Saintes	France		25-Jul-2012 24-Jul-2017	Add
ACTA (Association de Coordination Technique Agricole)	Paris	France		30-Oct-2009 30-Oct-2014	Add
AGPM (Association Generale de Producteurs de Mais)	Montardon	France		12-Feb-1998 12-Feb-2003	Add
Agriphyto	Alenya	France		26-Mar-2003 26-Mar-2008	Add
Agrisearch France SARL	Meauzac	France		13-Jun-2001 13-Jun-2006	Add
Agrisearch France SARL	Meauzac	France		13-Jun-2001 13-Jun-2006	Add
Agrolis Consulting	Isle Sur la Sorgue	France		02-Dec-2005 02-Dec-2010	Add
Agrolis Consulting	Isle-sur-la-Sorgue	France		25-Oct-2010 24-Oct-2015	Add
Airel	Sainte Livrade sur Lot	France		06-Oct-2003 06-Oct-2008	Add
Anadiag France	Ruy	France		09-Oct-2012 09-Oct-2017	Add
Anadiag France	Haguenau	France		28-Feb-2012 28-Feb-2017	Add

If you wish to select a certificate - either to download it or to create a text table with a hyperlink to it - click the '**Add**' button.





This will add the certificate to your **portfolio**. This is like a shopping basket/cart when you buy items on-line. The number of certificates you have in your portfolio is shown at the top of the screen.




You can then conduct further searches and continue to add certificates to your portfolio.

At any time, if you want to view the list of certificates in your portfolio click the '**view**' link. You will see a list of the certificates as shown on the next page.

GEP Certibase Dashboard Add Certificate Add Organisation My Certificates Search Certificates Contact Us

My Portfolio


Certificate Organisation	Town	Country	Validity	Status	Action
Agrolis Consulting	Isle-sur-la-Sorgue	France	25-Oct-2010 24-Oct-2015	Live Searchable	 Remove
ACPEL - Association Charantes-Poitou d'experimentation legumiere	Saintes	France	25-Jul-2012 24-Jul-2017	Live Searchable	 Remove
Agrisearch France SARL	Meauzac	France	13-Jun-2001 13-Jun-2006	Live Searchable	 Remove
Airel	Sainte Livrade sur Lot	France	06-Oct-2003 06-Oct-2008	Live Searchable	 Remove

 Download Files
  Download List
  Remove All


When viewing your portfolio you then have several options:


- Remove individual certificates from your portfolio - click the '**Remove**' button next to the certificate.
- Remove all of the certificates - click the '**Remove All**' button.
- Add further certificates to your portfolio - click '**Search Certificates**' on the dashboard menu.

- Download files - click the '**Download Files**' button. This will provide a download of all the certificates in your portfolio.

Success! 

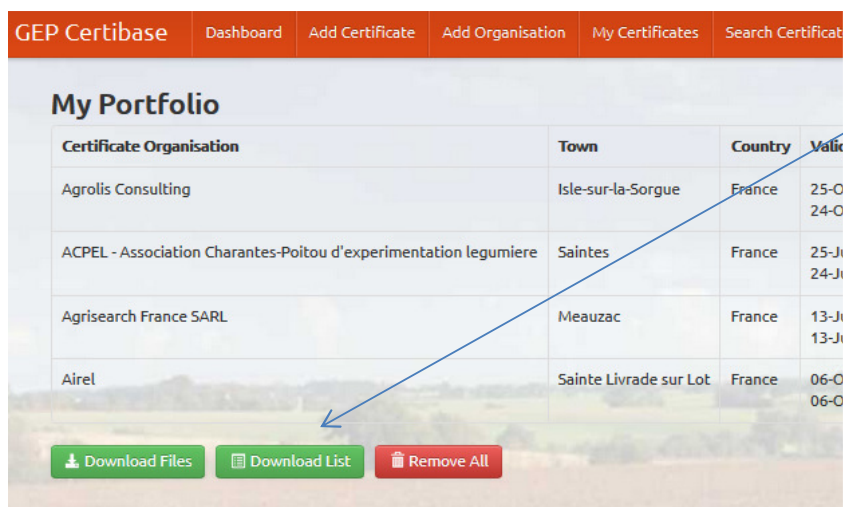
Your portfolio archive is ready.

Please click **HERE** to download. 

 Close

Click on the link to download the certificates in a zip file

Once you have saved the zip file close this dialogue box.



Finally, you can download a list of the certificates.
This will download a MS Word document that contains details of the certificates.

Click the '**Download List**' button and then save the file.

Organisation	Town	Country	Valid From	Valid To	Link
Anadiag France	Ruy	France	9-Oct-2012	8-Oct-2017	1d4ec7d0547
Airl	Sainte Livrade sur Lot	France	6-Oct-2003	6-Oct-2008	1d4ec7d0238
Agrisearch France SARL	Meauzac	France	13-Jun-2001	13-Jun-2006	1d4ec7d0236
AGPM (Association Generale de Producteurs de Mais)	Montardon	France	12-Feb-1998	12-Feb-2003	1d4ec7d0233

When you open the file it looks like the table opposite. You can amend the table layout, add or delete rows or columns etc.

Do not change the text in the 'Link' column - this is a hyperlink that takes the user directly to the GEP certificate (they need to be connected to the internet but do **not** need to be a registered Certibase user).

The table can be copied and pasted into a Biological Assessment Dossier and provides the regulatory authority with a direct link to check the validity of the GEP certificate.

NOTE - if the file containing the table is saved or converted to an alternative format such as pdf, ensure that the hyperlinks are preserved.

Frequently Asked Questions

Q. I have found an error in the system - the certificate does not match the search criteria - what should I do?

A. Please contact us immediately providing as much detail as possible of the error. A GEP Certibase administrator will check the error as soon as possible and if necessary correct it.

Q. Do you delete certificates from the system?

A. Never. We can only 'archive' a certificate. This means it will no longer be found if a user searches for it but any hyperlink to it that already exists will continue to work.

Q. I have a certificate in English and the local language - which should I submit?

A. If they are two separate files then submit both. Enter the language in the keywords field on the 'Add Certificate' screen. Alternatively, merge the files into one pdf file and submit as a single certificate - enter the languages in the keywords field.

Q. Do you have a programme to convert images to pdf.

A. We use the Free PDF Tools programme available at www.pdffill.com. It's free and can be used to merge, split or reorder the pages of pdf files as well as convert image files to pdf.

Q. How secure is the system and is it backed up?

A. The system uses 256-bit security encryption and only registered users can access the system. The only exception are Viewers who can view a certificate when they click on a hyperlink to a certificate in a document - however this does not allow access to the system - only a copy of the certificate. The system is backed up every day and is located on twin servers at different locations to ensure maximum availability.