

ASEAN Rapid Alert System for Food and Feed

USER GUIDE

This user guide is designed to assist the users in general to understand the working concept and all necessary steps to successfully work with ARASFF: ASEAN Rapid Alert System for Food and Feed. It is not meant to be the reference book or dictionary that explains every word in details. On the contrary, it emphasizes on explaining in details of how this version of ARASFF application works and how to follow each step of works properly.

The development team has employed PHP technology in developing this web application in conjunction MySQL which has finally resulted in this application tool. This is version 4.0.2 of the application which contains ever more features than the former version. They have been added to the system to address the different needs or variations in data gathering protocols of different involved agencies. The additional features have contributed to the complexity of the system, however. In the past the main problem the team has encountered was lack of good understanding by some users of the various features the system has to offer. This user guide is therefore developed in direct response to this problem.

The development team sincerely hope that this user guide would be of some benefit to users of this program as well as to other interested parties. It must be noted that users can also download the updated materials or other relevant information from time to time from the web site <http://www.arasff.net>. They will be provided under the training menu. Users or other interested parties can also direct comments or queries to the team at the following email or postal addresses.

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PART I. Terms and Definitions

Terms and Definitions

ARASFF Administrator : Central service provider of the system.

ARASFF Notification : A notification transmitted through ARASFF network by an authorized National Contact Point (NCP) of ARASFF network members.

Commercially Sensitive Information : Information that has the potential to harm the reputation or commercial interests of a company should this information be made public.

Counter Analysis : The second analysis performed on the same sample requested by the company responsible for the consignment (importer/exporter). Results of analysis could be similar or dissimilar to results of the first analysis

Country of Origin : The country where the product was manufactured / produced / processed / transformed or in absence of this information, country from which the product was dispatched

Edit notification : The act of correcting or changing the notification content at verification or submission stage, editing a notification is no longer possible after submission¹.

General Information

Information that is not commercially sensitive related to public health, i.e., product category, product name, notifying country, country of origin, nature of the hazard, reference number, date of the notification.

Information earmarked as potentially commercially sensitive include:

- Brand name
- Product aspect
- Identification of the consignment
- List of recipients
- Consignee
- Container number(s)
- (Other information block)
- Documents such as health or phytosanitary certificate, analytical report, bills and delivery documents, etc.

Inspector : Officials who carry out inspection, including Border Inspector and Processing Plant/Establishment Inspector.

¹ The authority to edit a notification is restricted to only the notification creator because the creator has most if not all essential information. At verification stage if unsatisfied with notification content, notification is sent back to creator for editing. Details of how to edit a notification are already provided in the ARASFF user guide

Internal Reference : Reference number given to a notification by the agency which creates it. This number is and remains the working number of this particular notification within the agency itself.

Measures Taken and Legal Basis : Measures taken to protect the consumers from the risk associated with non-compliant product and the legal basis for doing so. Possible measures are:

- **Voluntary measure**: decision on the measure taken by the company in relation to the product
- **Compulsory measure**: decision on the measure taken by the competent authority in relation to the product
- **Public Recall Information**: in case of a recall of the product (from the consumer): detailed information made available by the company or by the authority
- **Legislation in breach**: national legislation for which the violation has occurred
 - **Scope**: two options - national or international standard
 - **Maximum Permitted Level**: refers to the regulatory limit in the notifying country

National Contact Point (NCP) : Authorized person or agency to submit notifications to ARASFF which also acts as the contact point of the Network.

Network : ASEAN Rapid Alert System for Food and Feed.

Network Member : ASEAN Member State participating as member of the ARASFF.

Notification : A medium for transmitting or exchanging of information on risk to human health derived from food or feed and measures already taken.

Notification Classification : Classifying the status of a notification, by considering the urgency of the situation such as the distribution status of the incriminated product on the market together with the possible risk it poses on human health.

Notification Template : ARASFF standard template for creating a notification, indicating required and other relevant information to be used by concerned network members/authorities.

Notification Type : Type of notification which is categorized according to the final utilization of the product, whether for human (food) or animal consumption (feed).

Notifying Country : The country that submits an ARASFF notification.

Point of Entry: The border post where the product is presented for import.

Product:

- **Product Category**: Category to which the notified product belongs, such as alcoholic beverages, meat, confectionaries, details of product category are already provided in the system database and listed in Annex I.

- **Product Name (on label)**: The precise product name, characterizing the product, without using any commercial name; often the product name can be found on the label

- **Product Aspect:** The description of visual or other aspect of the product, with the aim of improving its identification

Distribution Status : Status of the distribution of the product, useful for assessing the risk level and necessary management measures.

React to notification : Providing further or new information on a particular notification already posted to the network. This function is restricted to National Contact Point.

Sampling and Analysis

- **Sampling place:** type of establishment where the sample is taken (sampling location).
- **Sample preparation:** what preparation has the sample undergone prior to analysis, or on which part of the sample the analysis was carried out, especially if this preparation could be relevant to the interpretation of the result e.g. washing, drying, fat extraction etc.
- **Method of analysis:** laboratory procedure used in analyzing the sample.

Subject: the title of a notification

Submitting a notification: the act of posting a validated and verified notification on ARASFF network by an ARASFF National Contact Point.

Test results: (quantified) result of the analysis of the official sample

Third country: a country not member of the ASEAN

Verifying a notification: confirming that the information put in the notification by the inspector are correct and complete are and are in the right places. In addition, assessing and giving the status of that particular notification, based on the set criteria for notification classification, into one of the following classes: **Alert** or **Information** or **News**.

PART II. Operating ARASFF

ARASFF User Guide

Chapter 1: Introduction

ASEAN Rapid Alert System for Food and Feed (ARASFF) is the tool for exchange of information on identified risks found in food or feed being traded among ASEAN Member States and measures taken to alleviate or eliminate them. It has many functions similar to those of European Union Rapid Alert System for Food and Feed (EURASFF) particularly the information structure and content, but the application concept is different. Most important is the manner all notifications are issued. The EURASFF notifications are mostly initiated by Member States and sent to the European Commission (Health and Consumer Protection) for assessment. Once all criteria are met the notification would be officially issued to the rest of the Member States and certain involved bodies and organizations. This is done in the form of email attachment (email based). ARASFF notifications on the other hand are initiated, assessed and issued directly by National Contact Points of concerned network members. They will appear on ARASFF website as soon as notifications are submitted to the website (real time, web-based).

These information exchanges are limited to take place among involved competent agencies which represent the Member States and are Members of the ARASFF Network. ARASFF application has been gradually developed from its prototype in 2006 to the current version 4.02 in 2013. It will certainly need some improvement from time to time which will be dictated by changes in situations and its operation environment.

This user guide is developed with one and only objective which is to assist all users to effectively and efficiently work on ARASFF.

Chapter 2: Home page

Home page is the first and the main page of the system. It could be reached when visiting ARASFF website at <http://www.arasff.net>

In addition to displays of main menu bar and important information, there are also information on the last ten notifications posted on the website by various network members together with some useful links. (Figure 2.1).

ASEAN RAPID ALERT SYSTEM FOR FOOD AND FEED

Home | About us | Support | National Contact Point | Steering Committee | News & Events | Login

Download

- > User Guide
- > Notification Form
- > Case Study

Tutorial

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Link

- > European Commission
- > WTO
- > ASEAN Food Safety Network
- > RASFF Portal

Welcome to ASEAN Rapid Alert System for Food and Feed

This web-based application of regional scope enables Competent Authorities in Food Safety and Public Health of all ASEAN Member States to rapidly notify and exchange information on direct or indirect risks to human deriving from food or feed being traded in ASEAN and measures taken to prevent them entering the food chain. ARASFF also collects and compiles essential data exchanged on the website and make them available to ASEAN Competent Authorities in Food Safety and Public Health.

ASEAN Notification

2018-01-13	TH-20180113-00056	Alert	Information	News
2017-05-19	MY-20170519-00055	Alert	Information	News
2017-05-18	MY-20170518-00054	Alert	Information	News
2017-04-25	MY-20170425-00052	Alert	Information	News
2017-04-25	MY-20170425-00051	Alert	Information	News
2017-04-25	MY-20170425-00053			
2017-04-25	MY-20170425-00050	Alert		
2017-02-24	IN-20170224-00049			
2017-01-26	MY-20170126-00042			
2017-01-26	MY-20170126-00043			

Alert Information News

Visitors

237	25
70	19
65	17
64	15
55	14

Pageviews: 2,064

FLAG counter

Figure 2.1: ARASFF Home page

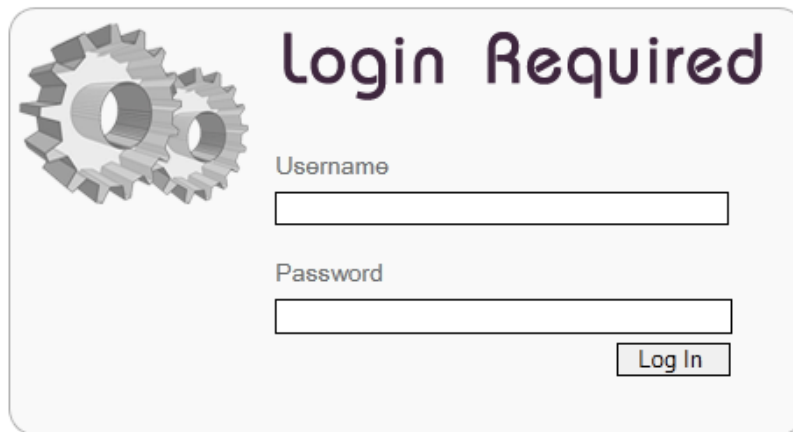
Chapter 3: User Log in

As already mentioned in the previous chapters, ARASFF allows only network members to access certain information and functions in the website. The network members once login, can access full information of all notifications. They can also work with different functions of the system such as creating the notification, validating, verifying and submitting notifications etc.

1. How to login (Figure 3.1)

Steps for logging in are as followed:

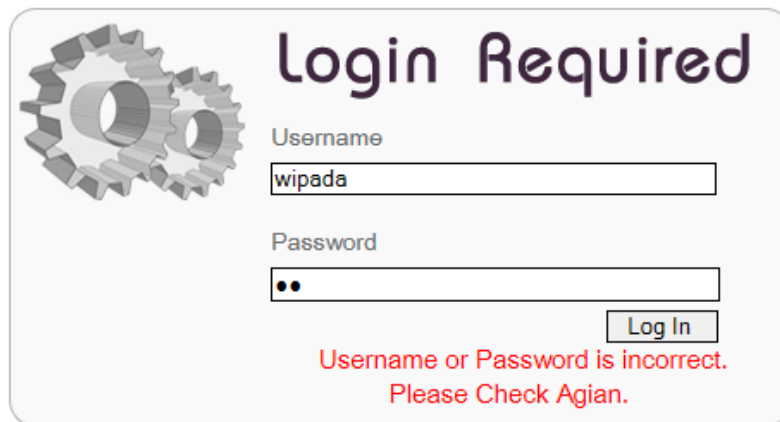
- 1) **User name:** User enters the designated name.
- 2) **Password:** User enters the registered secret code.



The image shows a login form titled "Login Required" with a gear icon. It contains two input fields: "Username" and "Password". A "Log In" button is located at the bottom right of the form.

Figure 3.1 ARASFF Login

2. Error Message : The warning message will show when there is an error in logging in. The user should retype the Username and Password box to start the login process again. The system will compare the entered username and password with those already registered in the system if found inconsistent will show the following warning message. (Figure 3.2)



The image shows the same login form as Figure 3.1, but with an error message displayed in red text below the "Log In" button: "Username or Password is incorrect. Please Check Agian." The "Username" field contains the text "wipada" and the "Password" field contains two dots.

Figure 3.2 Login error warning message

If login username and password are proven correct by the system the following main page of that particular user will appear. (Figure 3.3)

Download

- > User Guide
- > Notification Form
- > Case Study

Tutorial

- > Online Training

Link

- > European Commission
- > WTO
- > ASEAN Food Safety Network
- > RASFF Portal

Visitors

	237		25
	70		19
	65		17
	64		15
	55		14

Pageviews: 2,045
FLAG counter

Welcome to ASEAN Rapid Alert System for Food and Feed (ARASFF)

This web-based application of regional scope enables Competent Authorities in Food Safety and Public Health of all ASEAN Member States to rapidly notify and exchange information on direct or indirect risks to human deriving from food or feed being traded in ASEAN and measures taken to prevent them entering the food chain. ARASFF also collects and compiles essential data exchanged on the website and make them available to ASEAN Competent Authorities in Food Safety and Public Health.

ASEAN Notification

2017-12-22	TH-20171222-00096			
2017-12-22	TH-20171222-00097			
2017-11-07	MY-20171107-00094			
2017-11-07	MY-20171107-00095			
2017-10-09	MY-20171009-00091			
2017-10-09	MY-20171009-00092			
2017-10-09	MY-20171009-00093			
2017-10-09	MY-20171009-00090			
2017-09-18	MY-20170918-00089			
2017-09-18	MY-20170918-00088			

Alert Information News

Figure 3.3 Main page of the logged in user

Details of the page will be explained in the next Chapter.

Chapter 4: User main page

After successfully logged in, the logged in user will be allowed to work with the system. All users are welcome to the main page. User main page contains the main menu bar but not all users are allowed to work on all menus. This depends on the privilege assigned to him or her by respective National Contact Point. There are some useful links and also information on the last ten notifications posted. (Figure 4.1)

ASEAN RAPID ALERT SYSTEM FOR FOOD AND FEED

Home | Notification | Verify | Submit | News & Event | Admin | Report | Logout

wipada Contact Point

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Welcome to ASEAN Rapid Alert System for Food and Feed (ARASFF)

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ASEAN Notification

2017-12-22	TH-20171222-00096	■ ■ ■	
2017-12-22	TH-20171222-00097	■ ■	
2017-11-07	MY-20171107-00094	■ ■	
2017-11-07	MY-20171107-00095	■ ■	
2017-10-09	MY-20171009-00091	■ ■	
2017-10-09	MY-20171009-00092	■ ■	
2017-10-09	MY-20171009-00093	■ ■	
2017-10-09	MY-20171009-00090	■ ■	
2017-09-18	MY-20170918-00089	■ ■	
2017-09-18	MY-20170918-00088	■ ■	

■ Alert ■ Information ■ News

Visitors

237	25
70	19
65	17
64	15
55	14

Pageviews: 2,045

Figure 4.1 Main page of the logged in user

Chapter 5: Creating a new notification

After the successful login and user wants to create a new notification, simply click the **Create Notification** under the notification menu on the main menu bar. In the notification menu, there are 5 submenus for user to choose namely Create Notification, All Notifications, ASEAN Notifications and Reaction ASEAN Notifications. (Figure 5.1)

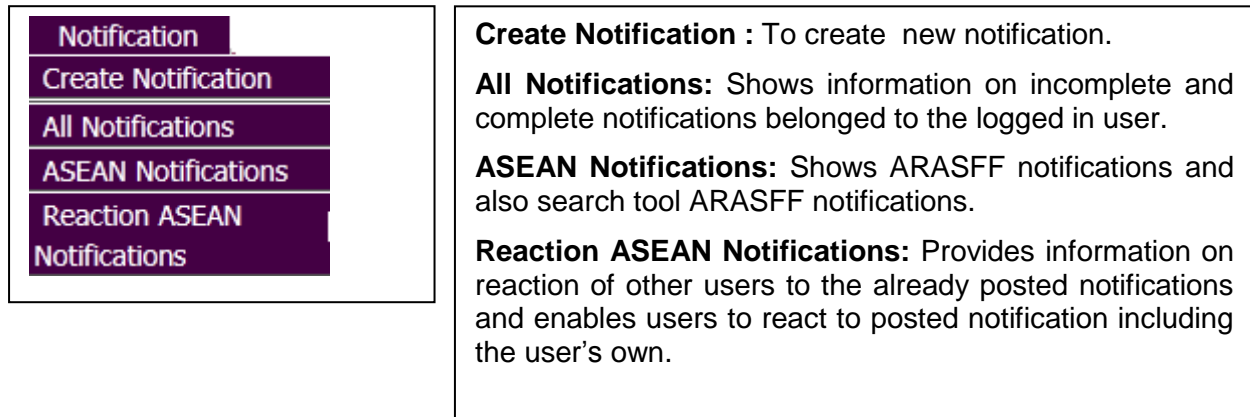


Figure 5.1 Main page of the logged in user

Steps in Creating a notification

Click **Create Notification** on the notification menu on the main menu bar. The notification page will be displayed and the system will automatically generate the temporary number for this new notification. (Figure 5.2) The temporary number will be used in different steps of notification creation until the process is completed. While working on creating notification, user has to complete in each step before going to the next tab.

The screenshot shows the 'Create Notification' page with the following fields and values:

- Temp No.* : Temp_No.20180113-1-235
- Notification Type* : Select Notification Type
- Control Type* : Select Control Type
- Territory : ASEAN
- Notifying Country : THAILAND
- Created By : wipada wipada
- Department : National Bureau of Agricultural Commod
- Internal Reference :
- Notification Date : 13/01/2018
- Border Post : Select Border Post
- Location of the Border Post :
- Subject* :
- Counter Analysis : Select Counter Analysis

A 'Save' button is located at the bottom right of the form.

Figure 5.2 Notification page

As an example in Figure 5.2, the pink tab means user is working on General Information and the grey tabs mean user cannot work on them, yet.

Notification page contains 9 groups of information to be filled in, thus 9 working steps are needed to create a complete notification, details are as followed.

1.) General Information: As the name indicates, it gives overall information of the notification. (Figure 5.3)


The screenshot shows a web form titled 'Create Notification' with a user profile 'wipada Contact Point'. The 'General Information' tab is active. The form includes the following fields:

- Temp No.* : Temp_No.20180113-1-235
- Notification Type* : Select Notification Type
- Control Type* : Select Control Type
- Territory : ASEAN
- Notifying Country : THAILAND
- Created By : wipada wipada
- Department : National Bureau of Agricultural Commod
- Internal Reference :
- Notification Date : 13/01/2018
- Border Post : Select Border Post
- Location of the Border Post :
- Subject* :
- Counter Analysis : Select Counter Analysis


A 'Save' button is located at the bottom center of the form.

Figure 5.3 General Information page


Fill required information in to the blank boxes: Especially important are those boxes with red asterisk*, if the boxes with red asterisk are not filled the process will not continue. When all required information is filled in, click **Save** button, then next tab will appear. After completion color of General Information will change from pink to purple.

User can add names of new border posts if they are not provided in the system by clicking  then small box will appear. After filling new border post names click **Save** button, new border post names will appear afterward in the border post list. Figure 5.4

The screenshot shows a 'Border Post' management interface. At the top, there is a 'Border Post :' input field and a 'SAVE' button. Below this is a table with the following data:

ID	Border Post Name	Delete
10	lad kabung	-
8	Ladkabung	

At the bottom of the table, there is a 'Page 1' dropdown menu and 'Total Records 2'.

Note: User can delete border post name created by clicking the  sign. Then the message asking for confirmation will appear, user clicks **OK** button for confirmation to delete, or **Cancel** button to cancel that deletion. (Figure 5.5)

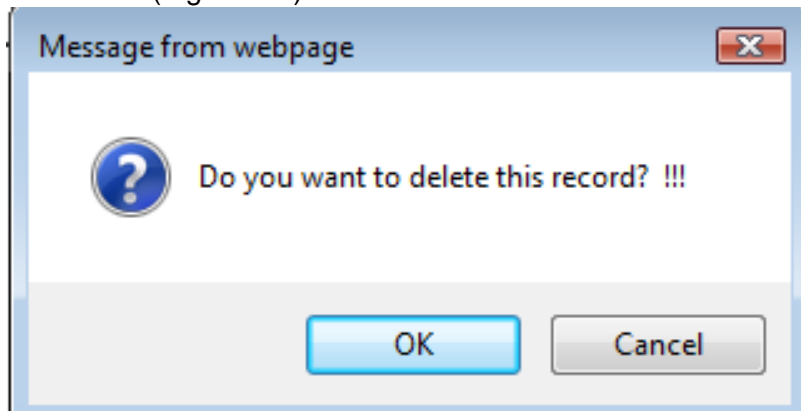


Figure 5.5 Message for confirmation to delete

2) Product : Provides detail information about the product in question, for examples category, name, brand or trade name, packing, net weight (Figure 5.6)

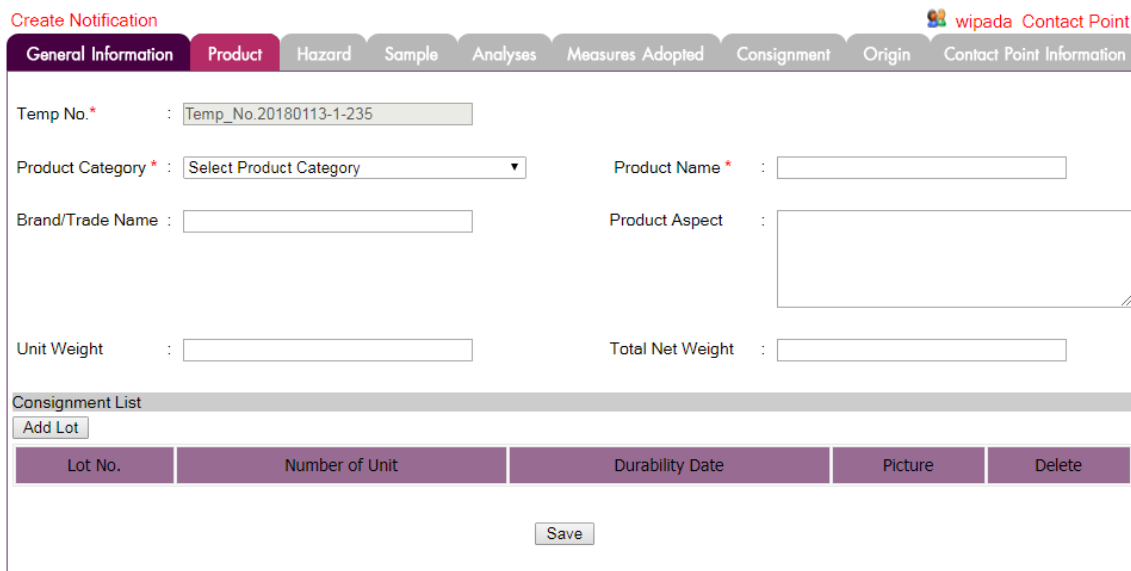
A screenshot of a web application interface for creating a notification. The top navigation bar includes "Create Notification" and "wipada Contact Point". Below this is a tabbed interface with "Product" selected. The form contains several input fields: "Temp No.*" (text box with "Temp_No.20180113-1-235"), "Product Category*" (dropdown menu), "Brand/Trade Name" (text box), "Unit Weight" (text box), "Product Name*" (text box), "Product Aspect" (text area), and "Total Net Weight" (text box). Below the form is a "Consignment List" section with an "Add Lot" button and a table with columns: "Lot No.", "Number of Unit", "Durability Date", "Picture", and "Delete". A "Save" button is located at the bottom center of the form area.

Figure 5.6 Product page

In addition the system also allows for the storage of information of individual lots, by clicking **Add Lot** button the system will display the pop up window for creating details of individual lot. (Figure 5.7)

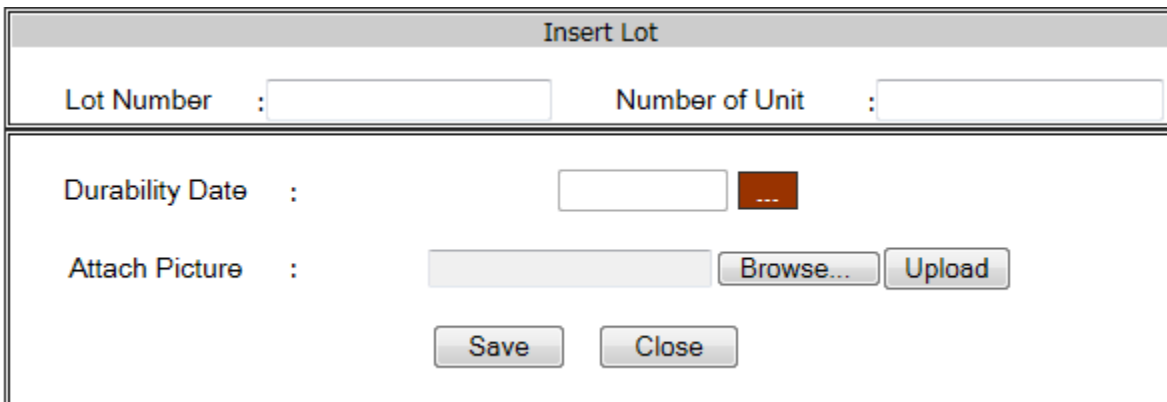


Figure 5.7 Insert lot page

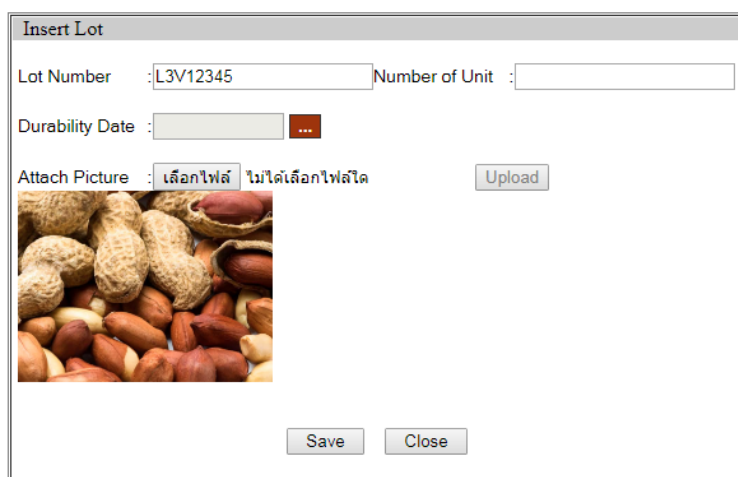


Figure 5.8 Uploaded image in the insert lot page

User can also upload picture of product by clicking **Browse** button to search for image in user's computer then click **Upload** button and image will be shown in the space area under the box. (Figure 5.8)

Click **Save** button after complete filling information. Details of lot will be shown on the product page in consignment list section. (Figure 5.9)

Create Notification wipada Contact Point

General Information **Product** Hazard Sample Analyses Measures Adopted Consignment Origin Contact Point Information

Temp No.* :

Product Category* : Product Name* :

Brand/Trade Name : Product Aspect :

Unit Weight : Total Net Weight :

Consignment List




Lot No.	Number of Unit	Durability Date	Picture	Delete
L3V12345		00/00/0000		


Figure 5.9 Product page with consignment list section showing added lot details

User can also delete the stored information by clicking  sign and the information will be erased from the system.

After completing the product information click **Save** button, the next tab (Hazard) will be displayed in pink.

3) Hazard : This page is concerned with detail information on hazard found in different lots of product. It contains lot number, hazard category, hazard name and results of the tests. User can add hazard found by clicking **Add** button after complete filling information. The system will support the addition of more than one hazard found in each lot. The information will be shown in the hazard found section. (Figure 5.10)

Figure 5.10 Hazard page

User can also delete the stored information by clicking  sign and the information will be erased from the system.

After completing the hazard information click **Next** button, the next tab will be displayed.

4) Sample : This page is concerned with detail information on sample and sampling of the product in the inspected consignment, for examples what, when and where the samples are taken to be further analyzed for hazard. (Figure 5.11)

Figure 5.11 Sample page

In addition the system can record multiple sampling information, by clicking **Add Sample** button then the system will display the pop up window for creating details of sample. (Figure 5.12)

Figure 5.12 Insert Sample page

Click **Save** button after information filling is completed. Details of sample will appear on the sample page in sample list section. (Figure 5.13)

Lot Number	No. of Samples	No. of non compliant	Sample ID	Delete
L3V12345	10	5	Ac12345	

Figure 5.13 Sample page

User can also delete the stored information by clicking sign and the information will be erased from the system.

After completing the sample information click **Save** button, the next tab will be displayed.


5) **Analyses** : This page is concerned with detail information on analysis, for examples sampling method, sample preparation, analytical method and Laboratory name. (Figure 5.13)

Figure 5.13 Analysis page

The system allows user to attach document of analytical report by clicking **Browse** button to search for document in user's computer. Select the required document and click **Upload** button and it will be shown in the box. (Figure 5.14) User can upload only one document.

Figure 5.14 Upload document page

The file name can be changed for easy viewing / recognition.

User can also delete the stored information by clicking  sign and the information will be erased from the system.

After completing the analysis information click **Save** button, the next tab will be displayed.


6) Measures Adopted : Contains information on distribution status, measures taken voluntarily by private sector or mandatorily by concerned authority as authorized by law in order to minimize risks that might be associated with the products in question, or prevent them from reaching the consumers and legislation in breach.(Figure 5.15)

Figure 5.15 : Measures Adopted page

The system allows user to attach **one** key document through **Browse** button to search for the document in user's computer. Select the required document and click **Upload** button and the document will be shown in the box. (Figure 5.16) User can upload only one document.

Figure 5.16 Upload document page

The file name can be changed for easy viewing / recognition.

User can also delete the stored information by clicking  sign and the information will be erased from the system.

After completing the measures adopted information click **Save** button, the next tab will be displayed.

7) Consignment : Show details of the product to be delivered. (Figure 5.17)

Temp No.*: Temp_No.20180113-1-235

Country of Dispatch: INDIA Country of Destination*: THAILAND

CA: Number CA Date:

OED: Number Container No.*: 111111

Importer: Name

Importer: Address

Means of Transport*: container ship

Name of Transport Company

Address of Transport Company

Other Information

Document: Type Select Document Type Commercially Sensitive:

Attach: Document Type เลือกไฟล์ ไม่ได้อัปโหลดไฟล์ File Name

Figure 5.17 : Consignment page

Working process of this page is the same as the above page with one additional function added. It is the document type box which allows user to choose the type of document listed in the drop down items. (Figure 5.18)

Document Type: bill

- Select Document Type
- bill
- CVED
- health certificate
- phytosanitary certificate
- analytical report
- other

Figure 5.18 Document type list

The system allows user to attach **one** key document through **Browse** button to search for the document in user's computer. Select the required document and click **Upload** button and the document will be shown in the box. (Figure 5.19) User can upload only **one** document in this case.

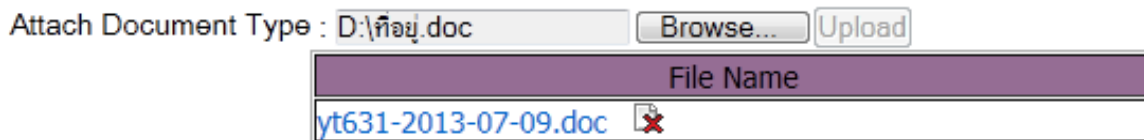



Figure 5.19 Upload document page

The file name can be changed for easy viewing / recognition.

User can also delete the stored information by clicking  sign and the information will be erased from the system.

After completing the consignment information click **Save** button, the next tab will be displayed.

8) Origin : This page is provided for filling in the information on the country of origin, the distribution status of the product or consignment, the consigner and its role in this consignment, transportation route of the consignment could also be recorded through the functions of the **Via Country** and **Distribution Country** (Figure 5.20)

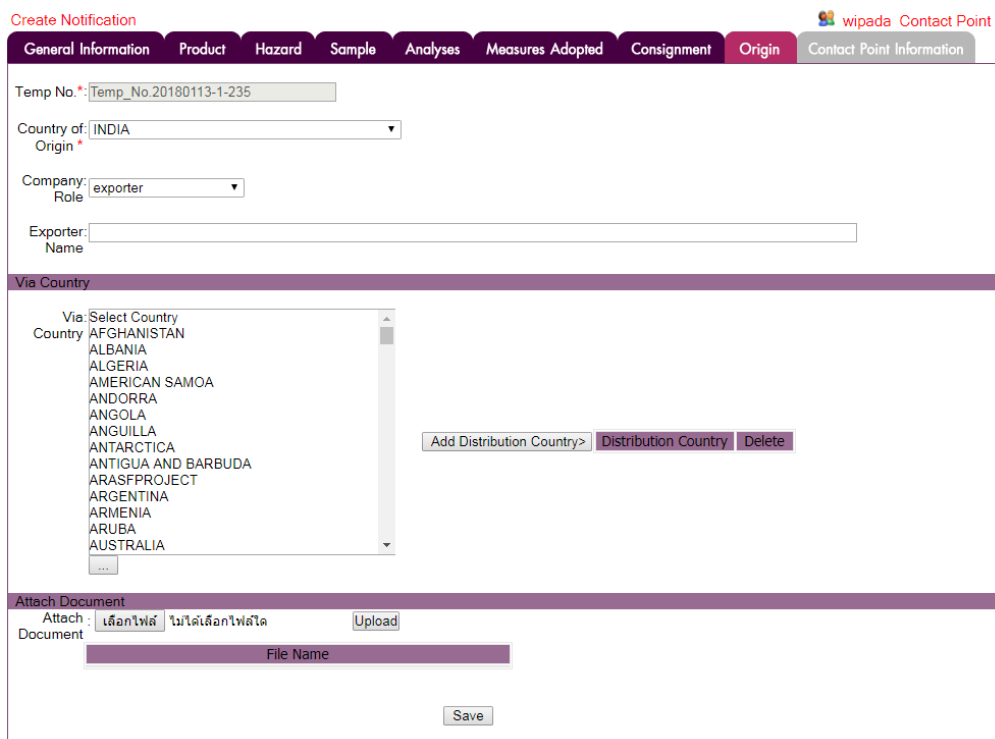


Figure 5.20 Origin page

After completing the origin information click **Save** button, the next tab will be displayed.

9) Contact Point Information : Shows detail profile including contact address of the National Contact Point of the country where the notification is created. (Figure 5.21)

The screenshot shows the 'Contact Point Information' form with the following data:

- Temp No.* : Temp_No.20180113-1-235
- Organization : Ministry of Agriculture
- Department : National Bureau of Agricultural Commodity and Food Standards
- Contact Person : Mr. Sutthipong Rodgomill
- Address : [Empty field]
- Email : [Empty field]
- Tel : [Empty field]

A 'Save' button is positioned at the bottom center of the form.

Figure 5.21 Contact Point Information page

After completing the Consignment page then click **Save** button. List of notification created by this user will be displayed. (Figure 5.22) User can click **All Notifications** menu under Notification menu on the main menu bar. Details about All Notifications will be explained in the next chapter.

The screenshot shows the 'All Notifications' page with a search bar and a table of notifications. The table contains one record:

Temp No.	Notification Date	Subject	Complete notification	Edit	Verify	Delete	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal	Complete notification		Send to Verify		-

Page navigation: Page 1 of 1, Total 1 Record



Figure 5.22 Notification list


Chapter 6: All Notifications

List of completed notification created by the current logged in user will be displayed. By clicking the **All Notifications** under the notification menu on the main menu bar. The system also provide search tool for finding all notifications that include complete and incomplete notification. User can type only subject of notification for searching. (Figure 6.1)

Temp No.	Notification Date	Subject	Edit	Verify	Delete	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal		<input type="button" value="Send to Verify"/>		-

Figure 6.1 All Notifications page

User can modify and delete notifications by clicking  and  respectively.

Editing a notification : In case user wants to edit the information within a selected notification simply click the  sign which is present within the same box. The system will then lead user to the editing of the whole notification. (Figure 6.2)

Temp No.* : Temp_No.20180113-1-235

Notification Type* : Food

Control Type* : Border control- consignment released

Territory : ASEAN

Notifying Country : THAILAND

Created By : wipada wipada

Department : National Bureau of Agricultural Commod

Internal Reference :

Notification Date : 2018-01-13

Border Post : lad krabang

Location of the Border Post :

Subject* : Aflatoxins in Peanut Kernal


Counter Analysis : None

Figure 6.2 Editing a notification

When user works with Edit function the system will not impose step by step work flow condition on user like when working with Create Notification menu. On the contrary it allows user to select the part to be corrected at will but at the same time user is still able to edit all pages of the notification that may need correction including and/or uploading new files. Similar to other correction or addition of information, after completing the work at each step user needs to save this newly added or corrected information to the system by clicking the **Save** button. The system will then inform user of the result. (Figure 6.3)



Figure 6.3 New data is successfully saved to the system

Deleting a notification : In case user wants to delete a notification simply click the  sign which is present within the same box. The system will then ask a question to confirm the user's command, if confirmed by clicking **OK** button it will proceed to delete that particular notification from the database (Figure 6.4)

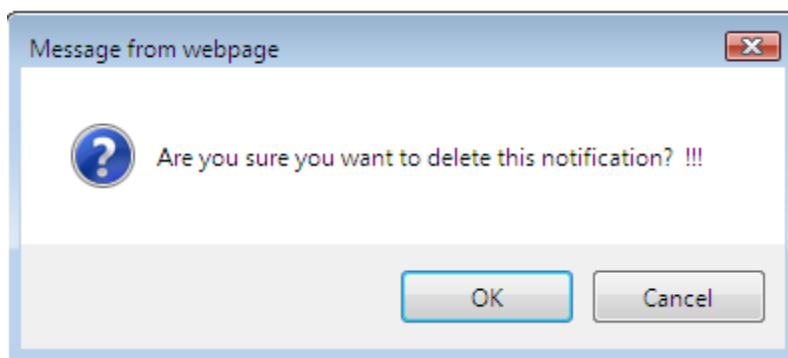


Figure 6.4 Confirming deletion command

Chapter 7: Verify a notification

ARASFF notification process is consisted of 3 main steps which are 1) creating a notification, 2) verifying a notification and 3) submitting a notification to ARASFF website so that the information becomes available to other network members. From **Chapter 5**, a responsible person (usually border inspector or market controller) detects a noncompliant product and takes action in accordance with standard operating procedure of the agency which is to notify other responsible authorities. Assuming that all required information are available and the notification is completed, the next step is to send it to the authority to verify. It is done by the inspector who creates the notification by clicking the **Send to Verify** button. The main purpose of verification is to check that the right type of information is presented in the right place and also assess and give status of particular notification. This step is provided for different authority from the same agency to cross-check the work done by the inspector. (Figure 7.1)

All Notifications wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject		Edit	Verify	Delete	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal	Complete notificaion		<input type="button" value="Send to Verify"/>		-

Page Total 1 Record

After the **“Send to Verify”** button is clicked there will be the following message displayed asking user to confirm his or her intention. (Figure 7.2)

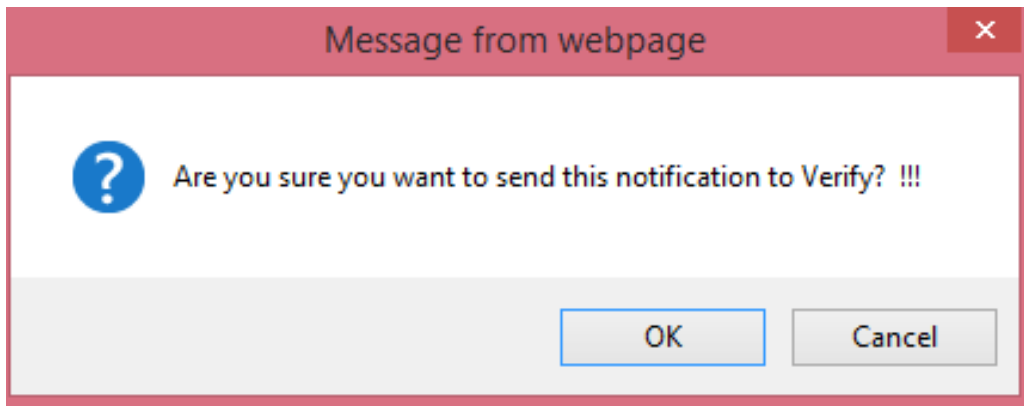


Figure 7.2 Message asking for user's confirmation

After user confirms to send notification to Verify step, the sent notification will disappear from the page.

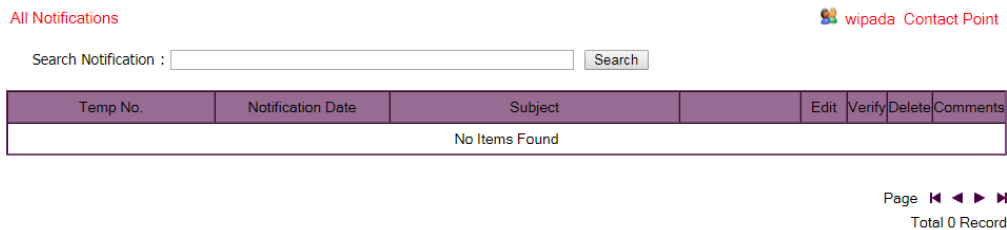


Figure 7.3 Notification not yet sent to verify step

Please also note that depending upon the policy and /or organization of the responsible agency the duties of creating, verifying and submitting the notification could be all assigned to a single person or separately assigned to different persons. The system will accommodate for both choices of policy. In case the agency chooses to delegate all duties to a single person, the system will allow that person to perform all duties. On the other hand, if the agency assigns different duties to different persons the system will restrict that person to performing the duty assigned only.

Steps in Verification

1. Click the verify menu on the main menu bar. (Figure 7.4)

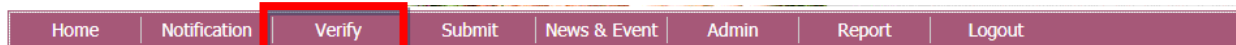


Figure 7.4 Validate menu

2. The system will display the notifications sent from creating notification and their status. (Figure 7.5)

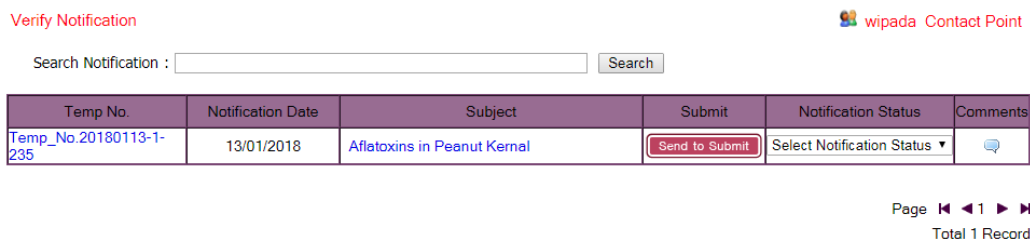





Figure 7.5 Notifications sent from creating notification

- Note :**  : Add some comments to send to creating notifications
 : View details comment

Wait for editing : inform user about status of notification

3. The verifier examines the correctness of the information provides in the notification along with assessing and giving status of particular notification. (Figure 7.6)

Verify Notification  wipada Contact Point

Search Notification :


Temp No.	Notification Date	Subject	Submit	Notification Status	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernel	<input type="button" value="Send to Submit"/>	Select Notification Status ▾	


Figure 7.6 Verify Notification page

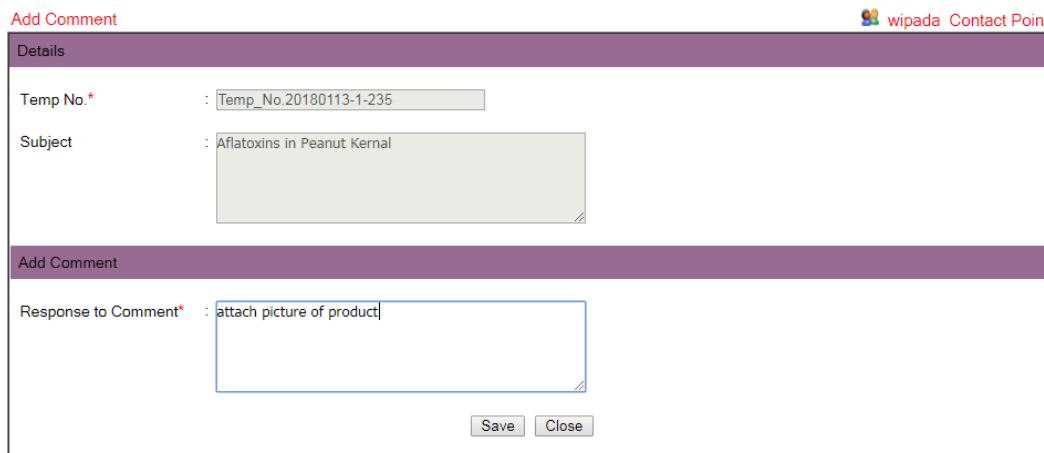
The status to the notification according to the following criteria:

- **Alert:** A notification deserves the Alert status when the product is still on the market, the risk to public health has been clearly identified and immediate action to eliminate the said risk is required.
- **Information:** A notification is given the Information status when the product has not reached the market (consignment rejected or destroyed), or the product is no longer on the market (product removal or already consumed) and the risk has been clearly identified, but there is no need for immediate action.
- **News:** A News notification contains information which does not fall into the Alert or Information categories but may be of interest or beneficial to other network members.

4. After the verifier is satisfied with the notification content and has given the notification the appropriate status the verifier sends it to the next and final step, Submit , after this the notification will disappear from the list.

Steps in Adding Comment

1. If verifier is not satisfied with information appeared in the notification or think that the information is not complete, the verifier can send it back to the creator of the notification and ask for further information or clarification. This could be done by clicking the sign  in the comment box then the page for adding comment will appear. (Figure 7.7) If the verifier Fill the comment in the box provided then click **Save** button.



Temp No.* : Temp_No.20180113-1-235

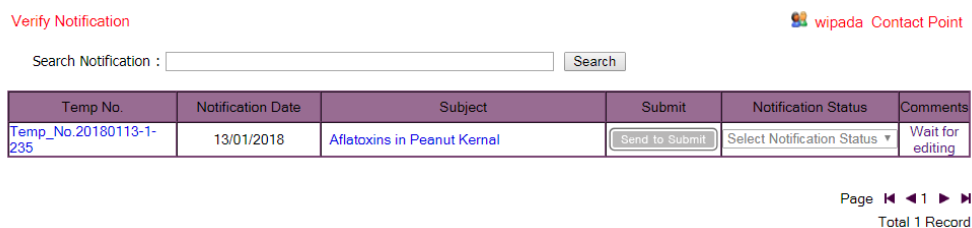
Subject : Aflatoxins in Peanut Kernal

Response to Comment* : attach picture of product

Save Close

Figure 7.7 Page for adding comment

2. After this click **Close** button the system will return to the validate notification page and the “Wait for editing” phrase will be displayed. (Figure 7.8)



Search Notification : Search

Temp No.	Notification Date	Subject	Submit	Notification Status	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal	Send to Submit	Select Notification Status	Wait for editing



Page  Total 1 Record

Figure 7.8 Verify Notification Page

3. The comment will be sent back to the creator of the notification and will be available to the creator of that notification only. Once the creator logs into the system it would be displayed in **All Notification** on the **Notification menu** on the main menu bar. (Figure 7.8) The system will show the sign  on the notification that have some comments and creator clicks this sign to view details of comment. (Figure 7.9)

All Notifications wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject		Edit	Verify	Delete	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal	Complete notificaition		<input type="button" value="Send to Verify"/>		

Figure 7.9 All Notification Page showing that one temporary notification needs further clarification or information

4. Notification creator responses to comment of the validating person by clicking the sign . The page reply comment will be displayed. Fill in response to comment in the box provided and click **Save** button. (Figure 7.10)

Add Comment wipada Contact Point

Details

Temp No.* :

Subject :

Comments

Comment :

Record by : wipada wipada Date : 2018-01-13

Add Comment

Response to Comment* :

Figure 7.10 Reply comment Page

5. After saving response to comment, then click **Close** button. The system will go back to All notification page and **Send to Verify** button will appear in pink colour. The creator click **Send to Verify** button to send the notification back to verifier. (Figure 7.11)

All Notifications wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject		Edit	Verify	Delete	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal	Complete notificaiton		<input type="button" value="Send to Verify"/>		

Figure 7.11 All Notification Page

6. After clicking **Send to Verify** button the information on that particular notification will disappear from this page. (Figure 7.12)

All Notifications wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject		Edit	Verify	Delete	Comments
No Items Found							

Figure 7.12 Information already sent to verification

Chapter 8: Submit a notification

Submitting a notification is the act of posting a validated and verified notification on ARASFF website. This task is usually assigned to the **ARASFF National Contact Point** of the country that creates the notification. As already mentioned this is the last step of notification process and also the last step of information examination before releasing it to the other network members. In the last chapter the notification verifier send the verified notification to submit step. That notification will disappear from the Verify page and will appear on the Submit page as soon as the National Contact Point clicks the Submit menu on the main menu bar. (Figure 8.1)

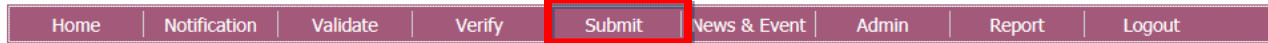


Figure 8.1 Submit Page

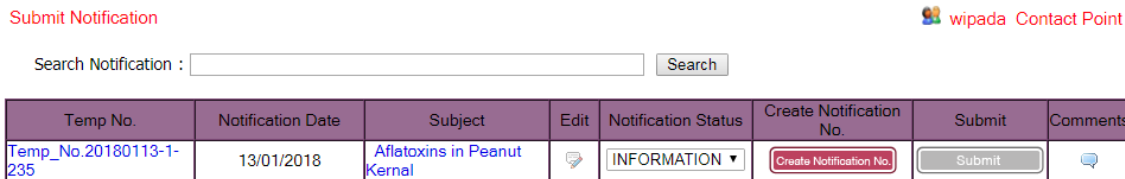


Figure 8.2 List of notifications awaited for examination and submission

Steps in Submitting

1. Similar to the Verify steps the submitter (National Contact Point) can review details of the notification content and if not satisfied can send it back to the creator of the notification and ask for further information or clarification. The notification will go back to creator of the notification for correction or addition of information. If satisfied the National Contact Point can generate the number for the notification and submit it to the ARASFF website. Figure 8.3 shows details of the Submit page.

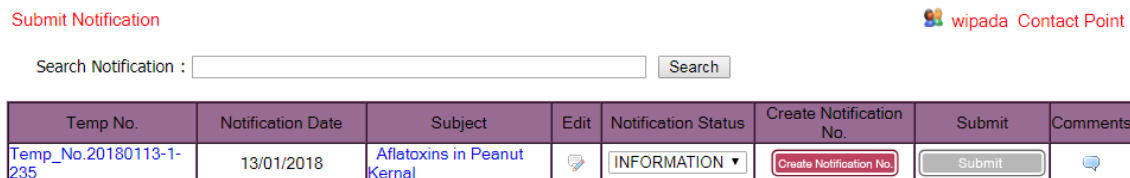


Figure 8.3 List of notifications awaited for examination and submission

2. The National Contact Point first clicks **Temp No. 20180113-1-235** to view details of the notification. If not satisfied or need further information the NCP clicks sign and add the comment to send back to the creator of the notification as already mentioned.

3. If the National Contact Point is not in agreement with the status given to the notification the system allows NCP to change status of the notification.

4. If the National Contact Point is satisfied with the notification content and its status the next step is to give permanent number to the notification which so far has only Temporary Notification number for internal use. The National Contact Point could give permanent number for the notification by clicking the **Create Notification No.** button and the system will automatically generate the permanent number for it. This permanent number will be the notification number that appears on ARASFF website. (Figure 8.4)

Submit Notification wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject	Edit	Notification Status	Create Notification No.	Submit	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal		INFORMATION ▾	TH-20180113-00056	<input type="button" value="Submit"/>	

Figure 8.4 Permanent number for the notification (in red box)

5. This number will indicate which country submits the notification and when the notification is submitted to ARASFF website. The system will not allow submission of a notification before the number is given. The final step of work for NCP is to click the **Submit** button to send it to ARASFF website. After clicking **Submit** button the word submitted will be displayed in the submit box. (Figure 8.5)

Submit Notification wipada Contact Point

Search Notification :

Temp No.	Notification Date	Subject	Edit	Notification Status	Create Notification No.	Submit	Comments
Temp_No.20180113-1-235	13/01/2018	Aflatoxins in Peanut Kernal		INFORMATION ▾	TH-20180113-00056	Submitted	

Figure 8.5 Submitted notification

Please note that after the notification is submitted all information contained in the notification is no longer changeable. Addition or correction of information to any notification is done through the Reaction to a notification function which is also provided in the system as already mentioned.

Chapter 9: ASEAN Notifications

This function is provided for displaying all notifications submitted to ARASFF by all network members. The system also provides search tools for notifications and print function. (Figure 9.1)

All ASEAN Notification wipada Contact Point

Search Notification

Notification Type: Notifying Country:

Subject: Notification Status:

Year:




Notification No.	Notification Type	Subject	Notification Date	Notifying Country	Notification Type	No. of React Notification	Print
TH-20180113-00056	Food	Aflatoxins in Peanut Kernel	13/01/2018	THAILAND	■	-	
MY-20170425-00050	Food	sfgsf	25/04/2017	MALAYSIA	■	-	
MY-20170425-00053	Food	vxxzx	24/04/2017	MALAYSIA		-	

Figure 9.1 ASEAN Notifications

Search by key words

- Notification Type : The type of notification for example food or feed
- Notifying Country : Country that creates or issues the notification
- Subject : Title or purpose of the notification
- Notification Status
- Year

When using the searching function, simply select one or more key words then click **Search** button, and search results will be displayed. (Figure 9.2)

All ASEAN Notification wipada Contact Point

Search Notification

Notification Type: Notifying Country:

Subject: Notification Status:

Year:




Notification No.	Notification Type	Subject	Notification Date	Notifying Country	Notification Type	No. of React Notification	Print
TH-20180113-00056	Food	Aflatoxins in Peanut Kernel	13/01/2018	THAILAND	■	-	
MY-20170425-00050	Food	sfgsf	25/04/2017	MALAYSIA	■	-	
MY-20170425-00053	Food	vxxzx	24/04/2017	MALAYSIA		-	

Figure 9.2 Searching notification by using key words

When user wants to see details of a notification, simply click on **Notification No.** or **Subject** within the same box. (Figure 9.3)

Notification Details wipada Contact Point


General Information

Notification No.*	: TH-20180113-00056	Control Type*	: Border control- consignment released
Notification Type*	: Food	Notifying Country	: THAILAND
Territory	: ASEAN	Department	: National Bureau of Agricultural Commod
Created By	: wipada wipada	Notification Date	: 13/01/2018
Internal Reference	:	Location of the Border Post	:
Border Post	: lad krabang	Counter Analysis	: None
Subject	: Aflatoxins in Peanut Kernal		

Product

Product Category*	: nuts and nut products	Product Name*	: Peanuts
Brand/Trade Name	:	Product Aspect	:

Figure 9.3 Notification detail page

The system also provides print function. To print user clicks the printer sign  within the same box. The system will show the list of printers. Click on the chosen printer and click **Print** button. (Figure 9.4)

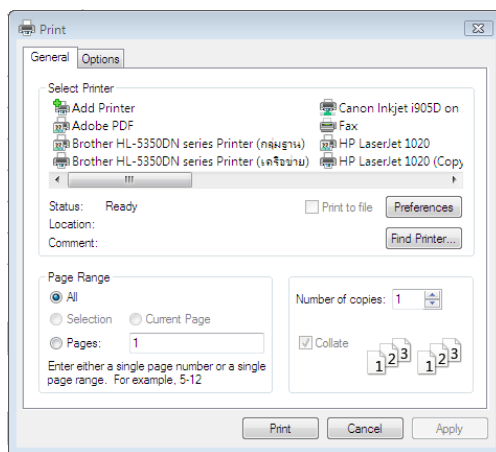


Figure 9.4 List of printers

Chapter 10: Reaction ASEAN Notification

As the name indicates Reacting ASEAN Notification contains additional information to a particular notification already submitted to the website. This reaction information could come from the user who creates the notification or from some other network members who encounters similar or different problems on the same product. The system also provides searching notifications function by choosing key words (steps for searching are the same as searching for ASEAN Notification in the pervious chapter). **The system allows only the National Contact Point or equivalent to carry out this function.**

Steps in creating the Reaction to an ASEAN Notification:

1. Click **Reaction button** on the notification that is to be reacted (Figure 10.1)

Reaction Notification wipada Contact Point

Search Notification

Notification Type: Notifying Country:

Subject: Notification Status:

Notification No.	Notification Type	Subject	Notification Date	Notifying Country	Notification Status	Reaction
TH-20180113-00056	Food	Aflatoxins in Peanut Kernal	13/01/2018	THAILAND	■	<input type="button" value="Reaction"/>
MY-20170425-00050	Food	sfgsf	25/04/2017	MALAYSIA	■	<input type="button" value="Reaction"/>

Figure 10.1 Reaction Notification

2. The system will then display the list of reaction notification that were posted. If user wants to create reaction, click **Create Reaction** button on the list of reaction table. (Figure 10.2)

Reaction Notification wipada Contact Point

React Date	Reaction No.	Reference No.	Product Desc	Reaction Country

Figure 10.2 List of reaction notification were posted

3. After clicking **Create Reaction** button then the create reaction page will be displayed. (Figure 10.3)

Reaction Notification wipada Contact Point

Reaction Details

Reaction No.:

Notification No.: Subject:

React Country: Reaction Date:

Notifying Country: Created By:

Product Name: Public Recall:

Voluntary Measures:

Compulsory Measures:

Contact Person:

Additional Information:

Figure 10.3 Create Reaction Page

The system will automatically generate the Reaction No. which contains information relevant to reaction purpose from the original notification. The system provides blank boxes for the reacting user to add more information to what has already been recorded in the original notifications. When reaction is completed, click **Save** button, the system returns to the reaction notification page which shows all reaction notification. (Figure 10.4)

Reaction Notification wipada Contact Point

React Date	Reaction No.	Reference No.	Product Desc	Reaction Country
13/01/2018	RTH-20180113-00016	TH-20180113-00056	Peanuts	THAILAND

Figure 10.4 Reaction Notification

Click on **Reaction No.** or **Reference No.** for seeing more details, the system will show the reaction details. (Figure 10.5)

Reaction Notification Details wipada Contact Point

Reaction Details

Reaction No.:	<input type="text" value="RTH-20180113-00016"/>	Subject:	<input type="text" value="Aflatoxins in Peanut Kernal"/>
Notification No.:	<input type="text" value="TH-20180113-00056"/>		
React Country:	<input type="text" value="THAILAND"/>	Reaction Date:	<input type="text" value="13/01/2018"/>
Notifying Country:	<input type="text" value="THAILAND"/>	Created By:	<input type="text" value="wipada wipada"/>
Product Name:	<input type="text" value="Peanuts"/>	Public Recall:	<input type="text"/>
Voluntary Measures:	<input type="text"/>	Compulsory Measures:	<input type="text"/>

Figure 10.5 Reaction notification details

Chapter 11: News & Event

ARASFF also provides all users with another information exchange feature under News and Events menu. Under this menu users can inform others on useful or interesting news, situation or development which is not categorized as notification. Click the News & Event on the main menu bar. (Figure 11.1)

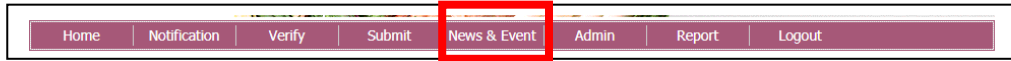


Figure 11.1 News & Event menu

The system will display the list of News & Event in the system and also provide the search tool for finding the News & Event. (Figure 11.2)

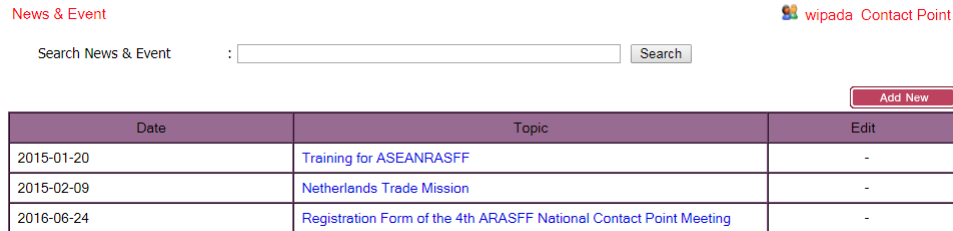


Figure 11.2 List of News & Event

User can add News & Event by clicking **Add new** button then the page for adding news and event will appear. User can input the topic and detail of the News & Event including insert more pictures into the detail. (Figure 11.3) After filling the detail then click **Save** button then the new topic will appear in the News & Event list.

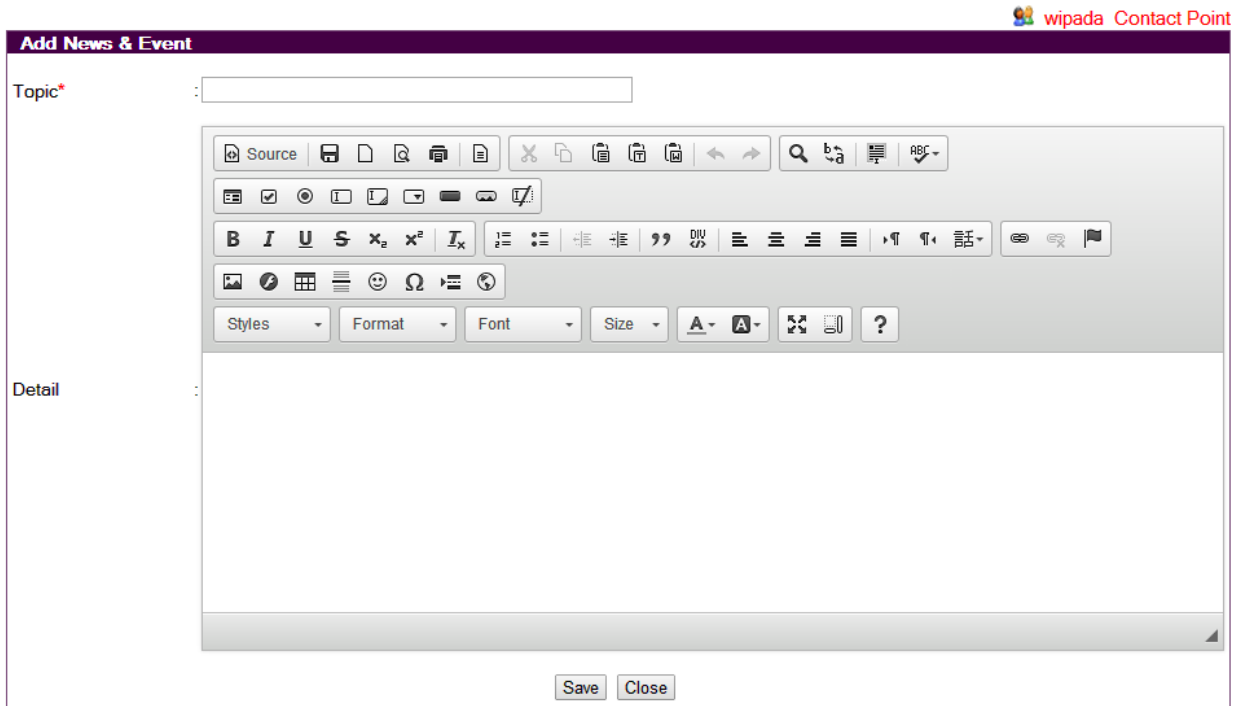



Figure 11.3 Add News & Event Page

User can edit News & Event created by clicking the  sign then the page will appear. (Figure 11.4)

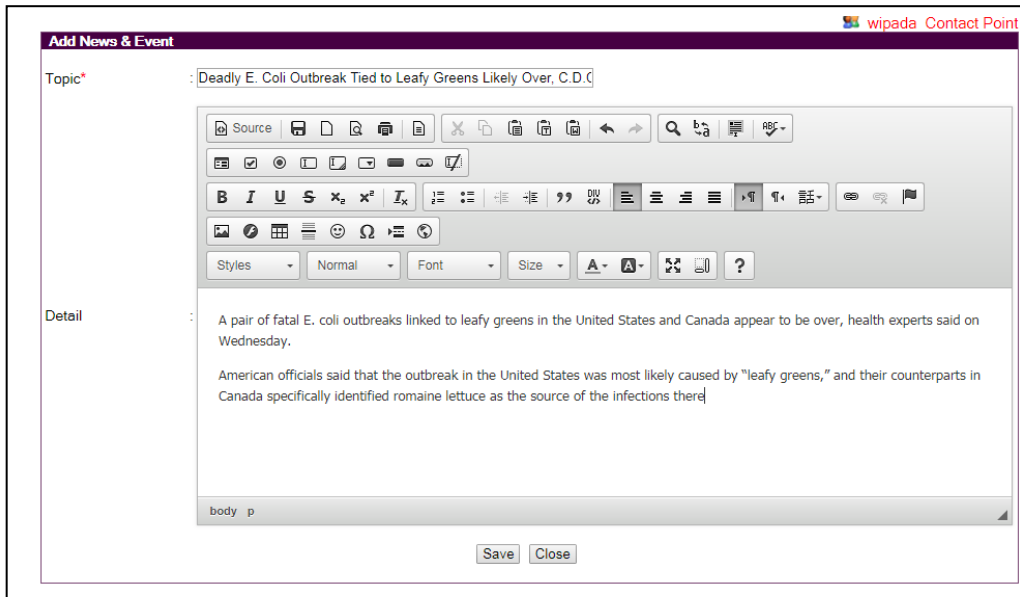


Figure 11.4 Edit News & Event Page

Chapter 12: Report

The system also provides the report function to give user the quick overview of number and nature of notifications posted on the website. (Figure 12.1) There are three categories for user to choose namely by notifying country, by Product Category and by Hazard Category.

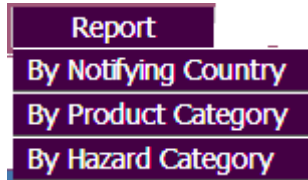



Figure 12.1 Report submenus

12.1 Report by Notifying Country

Click by notifying country submenu on the report menu on the main menu bar. The page will be displayed. The system also provides search tool for finding notifications during a period time and notified country. (Figure 12.2)

Notifying Country Report

 wipada Contact Point

Search Criteria

Notified between: and Notified Country:

Figure 12.2 Notifying Country Report

The system will display the number of notifications issued by each member country. The system also allows user to print out this list by clicking **Print button**. (Figure 12.3)

Notifying Country Report wipada Contact Point

Search Criteria

Notified between: and Notified Country:

Notified Country Report between 20/03/2009 and 13/01/2018	
Notified Country	Amount
Indonesia	4
MALAYSIA	44
PHILIPPINES	1
THAILAND	3

Figure 12.3 Notifications list

User can drill down to see more details of notification by clicking the name of notifying country in this case **Indonesia** to view the details of notifications issued by **Indonesia** then the system will show the details. (Figure 12.4) The system also allows user to print out this list by clicking **Print button**.

Details of Notification by Notifying Country --> Indonesia wipada Contact Point

Notification Date	Notification No.	Subject	Product Name	Product Category	Notification Type
22/12/2014	IN-20141222-00016	Benzoate (274.3 ppm) in dried plum fruit from China	dried plum fruit	fruits and vegetables	NEWS
22/12/2014	IN-20141222-00015	Benzoate (357.8 ppm) in dried plum fruit from China	dried plum	fruits and vegetables	NEWS
30/12/2014	IN-20141230-00017	Cyclamate (1279.20 ppm) in preserved olives from China	preserved olives	fruits and vegetables	noti_status1
24/02/2017	IN-20170224-00049	Cyclamate (2850 mg/kg) and benzoate (250.71 mg/kg) in preserved olive from China	preserved olive	fruits and vegetables	noti_status1

Figure 12.4 Notifications listed by notifying country

12.2 Report by Product Category

Click by product category submenu on the report menu on the main menu bar. The page will be displayed. The system also provides search tool for finding notifications during a given time period and product category. (Figure 12.5)

Report By Product Category wipada Contact Point

Search Criteria

Notified between: and Product Category:

Figure 12.5 Product Category Report

The system will display the information on the notifications on each product category. (Figure 12.6)

Report By Product Category wipada Contact Point

Search Criteria

Notified between: and Product Category:

Product Category	Amount
meat (other)	20
food additives	1
herbs and spices	1
confectionery	1
feed for food producing animals	1
fish	53
crustaceans	1
poultry	1

Figure 12.6 Product Category list

User can drill down to obtain more details of notification by clicking the name of product category in this case **meat (other)** to view the details of product category by **meat (other)** then the system will show the details. (Figure 12.7) The system also allows user to print out this list by clicking **Print button**.

Notification Date	Notification No.	Subject	Product Name	Country Name	Notification Type
26/07/2013	TH-20130726-00004	Salmonella type B in frozen pork back skins	frozen pork back skins	THAILAND	INFORMATION
30/07/2013	MM-20130731-00068	Frozen pork back skin	frozen pork back skin	MYANMAR	INFORMATION
30/07/2013	BN-20130731-00059	pork	Frozen Pork Back skins	BRUNEI DARUSSALAM	INFORMATION
30/07/2013	TH-20130731-00049	Salmonella Type B detected in frozen pork back skin from Belgium (DOF)	Frozen pork back skin	THAILAND	ALERT
30/07/2013	BN-20130731-00086	Salmonella Type B in Imported Pork Back Skins from Belgium	Frozen Pork Back Skins	BRUNEI DARUSSALAM	NEWS
29/07/2013	TH-20130731-00107	testee	horse	THAILAND	noti_status1
30/07/2013	SG-20130731-00047	Salmonella type B in frozen pork back skins	Frozen pork back skins	SINGAPORE	INFORMATION
30/07/2013	IN-20130731-00099	Salmonella Type B in Frozen pork back skins	Pork Back Skins	Indonesia	INFORMATION
30/07/2013	TH-20130731-00080	Frozen pork back skins	Frozen Pork Back Skins	THAILAND	INFORMATION
30/07/2013	MY-20130731-00078	Salmonella Type B in Frozen Pork Back Skin	Frozen Pork Back Skins	MALAYSIA	ALERT
30/07/2013	KH-20130731-00102	Frozen Pork Back Skins	Frozen Pork Back Skins	CAMBODIA	INFORMATION
30/07/2013	TH-20130731-00053	Salmonella type B in Frozen Pork Back	Pork back skins frozen	THAILAND	ALERT
30/07/2013	IN-20130731-00066	Salmonella type B in Frozen Pork Back Skin from Belgium	Frozen Pork Back Skin	Indonesia	INFORMATION
30/07/2013	TH-20130731-00100	Salmonella type B in frozen pork back skins	frozen pork back skins	THAILAND	INFORMATION
30/07/2013	VN-20130731-00092	Salmonella type B in frozen pork back skins from Belgium	Frozen pork	VIET NAM	INFORMATION
31/07/2013	TH-20130731-00089	salmonella type B in frozen pork imported from denmark (user_14)	Frozen pork back skin	THAILAND	ALERT
30/07/2013	SG-20130731-00058	detection of Salmonella type B in frozen pork back skins (Li Lu Case 2)	frozen pork back skins	SINGAPORE	INFORMATION
30/07/2013	TH-20130731-00075	Frozen Pork back skins	Frozen Pork Back Skins	THAILAND	INFORMATION
30/07/2013	PH-20130731-00056	Salmonella type B in pork back skin (marph2)	pork back skin, frozen	PHILIPPINES	INFORMATION
30/07/2013	TH-20130806-00112	Salmonella type B in Imported pork back skins From BELGIUM	Pork back skins Frozen	THAILAND	ALERT

Figure 12.7 Notifications listed by Product Category

12.3 Report by Hazard Category

Click by hazard category submenu on the report menu on the main menu bar. The page will be displayed. The system also provides search tool for finding notifications during a period time and hazard category. (Figure 12.8)

Report By Hazard Category wipada Contact Point

Search Criteria

Notified between: and Hazard Category :

Figure 12.8 Hazard Category Report

The system will then display the number notifications under each hazard category. (Figure 12.9)

Report By Hazard Category wipada Contact Point

Search Criteria

Notified between: and Hazard Category :

Hazard Category Report between 20/03/2009 and 13/01/2018	
Hazard Name	Amount
pesticide residues	1
residues of veterinary medicinal products	6
heavy metals	6
mycotoxins	17
adulteration	11
GMO / novel food	1

Figure 12.9 Hazard Category list

User can drill down to obtain further details of notification by clicking the name of hazard category, in this case **heavy metals** to view the details of product category by **heavy metals** then the system will show the details. (Figure 12.10) The system also allows user to print out this list by clicking **Print button**.

Notification Date	Notification No.	Subject	Hazard Name	Country Name	Notification Type
29/07/2013	TH-20130729-00005	cadmium in shrimp from india	cadmium	THAILAND	INFORMATION
29/07/2013	MY-20130731-00084	ball naka	migration of iron	MALAYSIA	ALERT
29/07/2013	TH-20130731-00107	testee	iron	THAILAND	noti_status1

Figure 12.10 Notifications listed by Hazard Category

Chapter 13: System Administration (Admin)

Admin is the menu which contains list of preinstalled data/information. This function is reserved for only National Contact Point and system administrator to add new or edit the information. (Figure 13.1)

Admin	Rep
User Profile	
Notification Type	
Control Type	
Product Category	
Hazard Category	
Hazard	
Distribution Status	
Country of Dispatch	
Country of Destination	
Country of Origin	
Means of Transport	
Document Type	
Company Role	
Organization	
Department	

Figure 13.1 Admin menus

The admin submenu contains the following 13 items:

1. User Profile : create or details of all user.
2. Notification Type
3. Control Type
4. Production Category
5. Hazard Category
6. Hazard
7. Distribution Status
8. Means of Transport
9. Document Type
10. Company Role
11. Organization
12. Department
13. Reset Password

How to modify information in the Admin list

1. **User Profile** : ARASFF is the closed system and will allow only registered user to enter. New user can be added to the registration list. Details of user can also be edited using the different functions provided. Click User Profile on the admin submenu, the system will show the details of users in the ARASFF. (Figure 13.2)

List of User Profile wipada Contact Point

Search User :

Name	Department	Level	Country	Edit	Delete
wipadawipada	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND		
sanchaisanchai	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND		

Page 1
Total 2 Records

Figure 13.2 List of Users

1) To add new user click **Add New** button the system will display the adding user profile page and assigning different responsibility to different person in accordance with the governing policy. (Figure 13.3)

wipada Contact Point

Add User Profile

First Name * : Last Name * :

Sex : Male Female Job Desc :

Department * :

Organization * :

Address : City :

Phone : Email :

Country * :

Username * : Password * :

User Level * : Data Group * :

Set Access Menu

Create Notification
 Validate
 Verify
 Submit
 Master File

Figure 13.3 Add User Profile page

The system will allow to create password using at least 8 characters. After completing the user profile then click **Save** button and click **Close** button to go back to the List of User Profile. (Figure 13.4)

List of User Profile wipada Contact Point

Search User :

Name	Department	Level	Country	Edit	Delete
nongkookkainongkookkai	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND		
wipadawipada	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND		
sanchaisanchai	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND		

Page
Total 3 Records

Figure 13.4 List of Users

2) To edit click the system will display the editing page. (Figure 14.5) After complete editing the information the click **Save** button and click **Close** button to go back to the List of User Profile.

Edit User Profile

First Name * : Last Name* :

Sex : Male Female Job Desc :

Department * :

Organization * :

Address : City :

Phone : Email :

Country* :

User Level * : Data Group* :

Set Access Menu

Create Notification
 Valdate
 Verify
 Submit

Figure 13.5 Edit User Profile Page

2. Notification Type : This function is for assigning the type to a given notification. There are only two types of notification in the system , Food or Feed. Click Notification type on the admin submenu, the system will show the details of notification type. (Figure 14.6) This function provides search tool for finding the notification type by keying some word of the notification type.

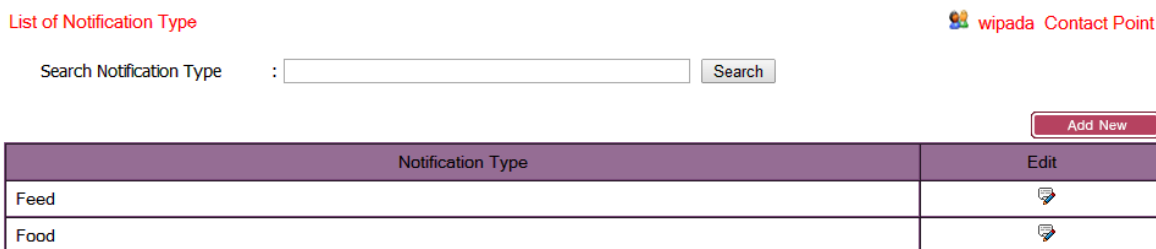


Figure 13.6 List of Notification Type

1) To add new notification type click **Add New** button the system will display the adding notification type page. (Figure 13.7)



Figure 13.7 Add Notification Type Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of notification type. (Figure 13.8)

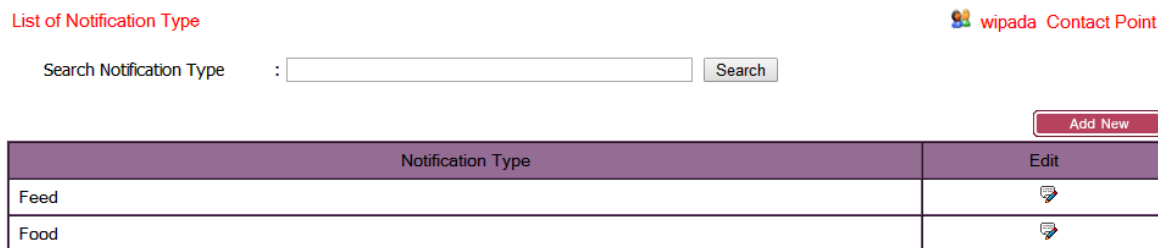

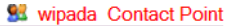


Figure 13.8 List of Notification Type

- 3) To edit click  the system will display the editing page. (Figure 14.9) After complete editing the information the click **Save** button and click **Close** button to go back to the List of notification type.




Edit Notification Type

Notification Type * :

Figure 13.9 Edit Notification Type Page

3. Control Type : This function allows for addition or change of control type information. Click Control type on the admin submenu, the system will show the details of control type. (Figure 13.10) This function provides search tool for finding the control type by keying some word of the control type.



List of Control Type

Search Control Type :










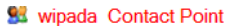
Control Type	Edit
Border control - consignment rejected	
Border control - screening sample	
Border control- consignment released	
Export control - monitoring programme	
Export Control - screening sample	
Market control - company own-check	
Market control - consumer complaint	
Market control - food poisoning outbreak	
Market control - official control on the market	

Figure 13.10 List of Control Type Page

1) To add new control type click **Add New** button the system will display the adding control type page. (Figure 13.11)



Add Control Type

Control Type * :

Figure 13.11 Add Control Type Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of control type. (Figure 13.12)

List of Control Type wipada Contact Point

Search Control Type :











Control Type	Edit
Border control - consignment rejected	
Border control - screening sample	
Border control- consignment released	
Export control - monitoring programme	
Export Control - screening sample	
Market control - company own-check	
Market control - consumer complaint	
Market control - food poisoning outbreak	
Market control - official control on the market	

Figure 13.12 List of Control Type

3) To edit click  the system will display the editing page. (Figure 14.13) After complete editing the information then click **Save** button and click **Close** button to go back to the List of control type.

wipada Contact Point

Edit Control Type

Control Type * :

Figure 13.13 Edit Control Type Page

4. Product Category : This function allows for addition or change of product category. Click Product Category on the admin submenu, the system will show the details of product of category. (Figure 13.14) This function provides search tool for finding the product category by keying some word of the product category.

List of Product Category

 wipada Contact Point

Search Product Category :
















Product Category	Edit
alcoholic beverages	
bivalve molluscs	
bottled water	
cephalopods	
cereals and cereal products	
confectionery	
crustaceans	
dietetic foods, baby foods, food supplements	
eggs and egg products	
fats and oils	
feed additives	
feed for food producing animals	
fish	
food additives	

Figure 13.14 List of Product Category Page

1) To add new product category click **Add New** button the system will display the adding product category page. (Figure 13.15)

 wipada Contact Point

Add Product Category

Product Category* :

Figure 13.15 Add Product Category Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of product category. (Figure 13.16)

List of Product Category wipada Contact Point

Search Product Category :

Product Category	Edit
alcoholic beverages	
bivalve molluscs	
bottled water	
cephalopods	
cereals and cereal products	
confectionery	
crustaceans	
dietetic foods, baby foods, food supplements	
eggs and egg products	
fats and oils	
feed additives	
feed for food producing animals	
fish	
food additives	

Figure 13.16 List of Product Category

3) To edit click the system will display the editing page. (Figure 13.17) After complete editing the information then click **Save** button and click **Close** button to go back to the List of product category.

wipada Contact Point

Edit Product Category

Product Category* :

Figure 13.17 Edit Product Category Page

5. Hazard Category : This function allows for addition or change of hazard category. Click Hazard Category on the admin submenu, the system will show the details of product of category. (Figure 13.18) This function provides search tool for finding the hazard of category by keying some word of the hazard of category.

List of Hazard Category

wipada Contact Point

Search Hazard Category :

Hazard Category	Edit
(potentially) pathogenic micro-organisms	
5858	
adulteration	
adverse effect / allergic reaction	
bad or insufficient controls	
biocontaminants (other)	
biotoxins (other)	
chemical contamination (other)	
composition	
feed additives	
food additives	
foreign bodies	
GMO / novel food	
heavy metals	
industrial contaminants (other)	
labelling absent/incomplete/incorrect	
microbiological contamination	
migration	

Figure 13.18 List of Hazard Category Page

1) To add new hazard category click **Add New** button the system will display the adding hazard category page. (Figure 13.19)

wipada Contact Point

Add Hazard Category

Hazard Category* :

Figure 13.19 Add Hazard Category Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of hazard category. (Figure 13.20)

List of Hazard Category

 wipada Contact Point

Search Hazard Category :





















Hazard Category	Edit
(potentially) pathogenic micro-organisms	
5858	
adulteration	
adverse effect / allergic reaction	
bad or insufficient controls	
biocontaminants (other)	
biotoxins (other)	
chemical contamination (other)	
composition	
feed additives	
food additives	
foreign bodies	
GMO / novel food	
heavy metals	
industrial contaminants (other)	
labelling absent/incomplete/incorrect	
microbiological contamination	
migration	

Figure 13.20 List of Hazard Category

3) To edit click  the system will display the editing page. (Figure 13.21) After complete editing the information then click **Save** button and click **Close** button to go back to the List of hazard category.

 admin Administrator

Edit Hazard Category

Hazard Category* :

Figure 13.21 Edit Hazard Category Page

6. Hazard: This function allows for addition or change of hazard. Click Hazard on the admin submenu, the system will show the details of hazard. (Figure 13.22) This function provides search tool for finding the hazard by keying some word of the hazard 's name.

List of Hazard

 wipada Contact Point

Search Hazard :

















<input type="button" value="Add New"/>		
Hazard Name	Hazard Category	Edit
anaerobes	(potentially) pathogenic micro-organisms	
Bacillus	(potentially) pathogenic micro-organisms	
Bacillus cereus	(potentially) pathogenic micro-organisms	
Bacillus cereus enterotoxigenic	(potentially) pathogenic micro-organisms	
Bacillus spp.	(potentially) pathogenic micro-organisms	
bacterial contamination	(potentially) pathogenic micro-organisms	
Brucella	(potentially) pathogenic micro-organisms	
calicivirus	(potentially) pathogenic micro-organisms	
Campylobacter	(potentially) pathogenic micro-organisms	
Campylobacter coli	(potentially) pathogenic micro-organisms	
Campylobacter jejuni	(potentially) pathogenic micro-organisms	
Campylobacter lari	(potentially) pathogenic micro-organisms	
Citrobacter freundii	(potentially) pathogenic micro-organisms	
Clostridium	(potentially) pathogenic micro-organisms	
Clostridium argentinense	(potentially) pathogenic micro-organisms	

Figure 13.22 List of Hazard Page

1) To add new hazard click **Add New** button the system will display the adding hazard page. User has to choose the hazard category and input the name of hazard. (Figure 13.23)

 wipada Contact Point

Add Hazard

Hazard Category* :

Hazard Name* :

Figure 13.23 Add Hazard Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of hazard. (Figure 13.23)

List of Hazard

 wipada Contact Point

Search Hazard :


















<input type="button" value="Add New"/>		
Hazard Name	Hazard Category	Edit
anaerobes	(potentially) pathogenic micro-organisms	
Bacillus	(potentially) pathogenic micro-organisms	
Bacillus cereus	(potentially) pathogenic micro-organisms	
Bacillus cereus enterotoxigenic	(potentially) pathogenic micro-organisms	
Bacillus spp.	(potentially) pathogenic micro-organisms	
bacterial contamination	(potentially) pathogenic micro-organisms	
Brucella	(potentially) pathogenic micro-organisms	
calicivirus	(potentially) pathogenic micro-organisms	
Campylobacter	(potentially) pathogenic micro-organisms	
Campylobacter coli	(potentially) pathogenic micro-organisms	
Campylobacter jejuni	(potentially) pathogenic micro-organisms	
Campylobacter lari	(potentially) pathogenic micro-organisms	
Citrobacter freundii	(potentially) pathogenic micro-organisms	
Clostridium	(potentially) pathogenic micro-organisms	
Clostridium argentinense	(potentially) pathogenic micro-organisms	

Figure 13.23 List of Hazards

3) To edit click  the system will display the editing page. (Figure 13.24) After complete editing the information then click **Save** button and click **Close** button to go back to the List of hazard.

 wipada Contact Point

Edit Hazard

Hazard Category* :

Hazard Name* :

Figure 13.24 Edit Hazard Page

7. Distribution Status: This function allows for addition or change of distribution status of consignment/product. Click Distribution Status on the admin submenu, the system will show the details of distribution status. (Figure 13.25) This function provides search tool for finding the distribution status by keying some word of the distribution status.

List of Distribution Status

 wipada Contact Point

Search Distribution Status :











Distribution Status	Edit
85968962321	
distribution on the market (possible)	
distribution restricted to notifying country	
exported	
information on distribution not yet available	
no distribution	
no stock left	
product already consumed	
product expired	

Figure 13.25 List of Distribution Status

1) To add new distribution status click **Add New** button the system will display the adding distribution status page. (Figure 13.26)

 admin Administrator

Add Distribution Status

Distribution Status* :

Figure 13.26 Add Distribution Status Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of distribution status. (Figure 13.27)

List of Distribution Status wipada Contact Point

Search Distribution Status :

Distribution Status	Edit
85968962321	
distribution on the market (possible)	
distribution restricted to notifying country	
exported	
information on distribution not yet available	
no distribution	
no stock left	
product already consumed	
product expired	

Figure 13.27 List of Distribution Status

3) To edit click the system will display the editing page. (Figure 13.28) After complete editing the information then click **Save** button and click **Close** button to go back to the List of distribution status.

admin Administrator

Edit Distribution Status

Distribution Status * :

Figure 13.28 Edit Distribution Status Page

8. Mean of Transport: This function allows for addition or change of mean of transport. Click Mean of Transport on the admin submenu, the system will show the details of mean of transport. (Figure 13.29) This function provides search tool for finding the mean of transport by keying some word of the mean of transport.

List of Mean of Transport

wipada Contact Point

Search Mean of Transport :

Mean of Transport	Edit
air cargo	
bulk ship	
container feeder	
container ship	
truck	
www111	

Figure 13.29 List of Mean of Transport

1) To add new mean of transport click **Add New** button the system will display the adding mean of transport page. (Figure 13.30)

wipada Contact Point

Add Mean of Transport

Mean of Transport* :

Figure 13.30 Add Mean of Transport Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of mean of transport. (Figure 13.31)

List of Mean of Transport

wipada Contact Point

Search Mean of Transport :

Mean of Transport	Edit
air cargo	
bulk ship	
container feeder	
container ship	
truck	
www111	

Figure 13.31 List of Mean of Transport


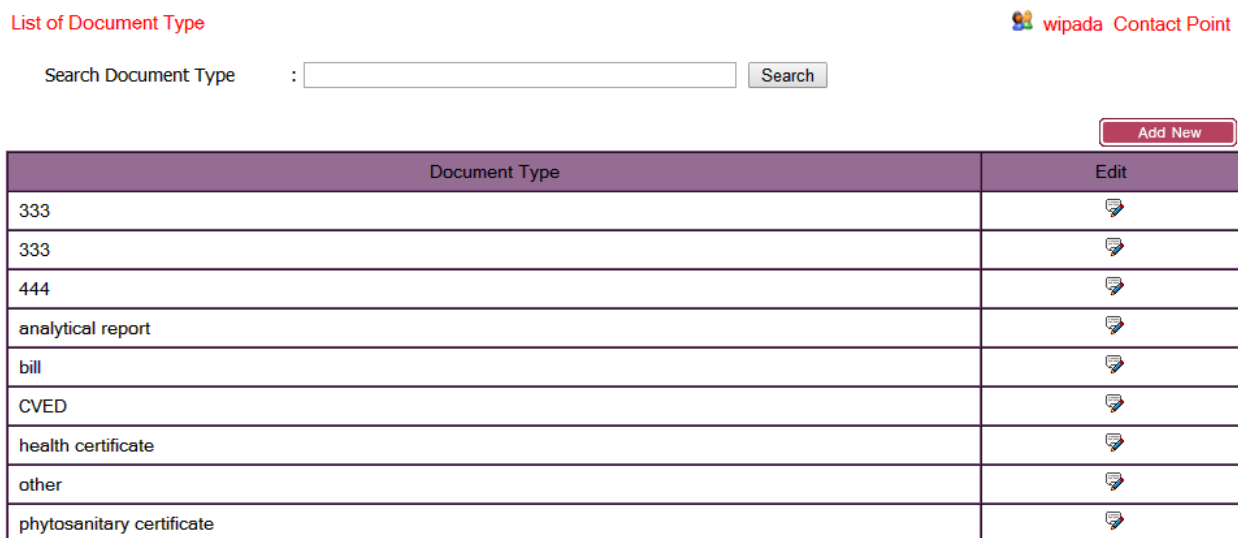
3) To edit click  the system will display the editing page. (Figure 14.32) After complete editing the information then click **Save** button and click **Close** button to go back to the List of mean of transport.



Figure 13.32 Edit Mean of Transport Page

9. Document Type: The system has already preinstalled a few document types that often found accompanied with consignment. Some of these documents are oftentimes very helpful in identifying the product and consignment. Document type assists the inspector in classifying and monitoring these documents. (Figure 13.33)












Document Type	Edit
333	
333	
444	
analytical report	
bill	
CVED	
health certificate	
other	
phytosanitary certificate	

Figure 13.33 List of Document type

1) To add new document type click **Add New** button the system will display the adding document type page. (Figure 13.34)

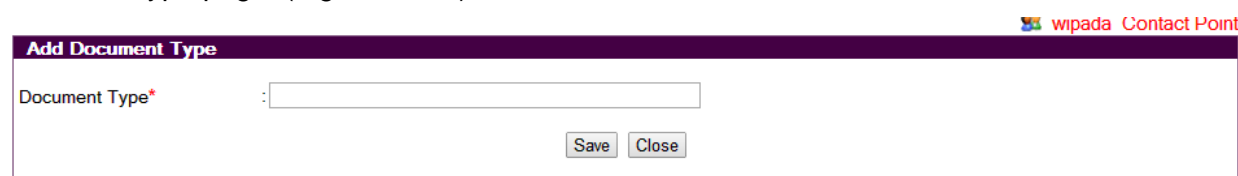


Figure 13.34 Add Document Type Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of document type. (Figure 13.35)

List of Document Type

wipada Contact Point

Search Document Type :











Document Type	Edit
333	
333	
444	
analytical report	
bill	
CVED	
health certificate	
other	
phytosanitary certificate	

Figure 13.35 List of Document Type

3) To edit click  the system will display the editing page. (Figure 13.36) After complete editing the information then click **Save** button and click **Close** button to go back to the List of document type.

wipada Contact Point

Edit Document Type

Document Type * :

Figure 13.36 Edit Document Type Page

10. Company Role: This function allows for addition or change of company role. Click Company Role on the admin submenu, the system will show the details of company role. (Figure 13.37) This function provides search tool for finding the company role by keying some word of the company role.

List of Company Role wipada Contact Point

Search Company Role :

Company Role	Edit
dispatcher	
exporter	
grower	
importer	
manufacturer	
retailer	
wholesaler	

Figure 13.37 List of Company Role

1) To add new company role click **Add New** button the system will display the adding company role page. (Figure 13.38)

wipada Contact Point

Add Company Role

Company Role* :

Figure 13.38 Add Company Role Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of company role. (Figure 13.39)

List of Company Role wipada Contact Point

Search Company Role :









Company Role	Edit
dispatcher	
exporter	
grower	
importer	
manufacturer	
retailer	
wholesaler	

Figure 13.39 List of Company Role

3) To edit click  the system will display the editing page. (Figure 13.40) After complete editing the information then click **Save** button and click **Close** button to go back to the List of company role.

wipada Contact Point

Edit Company Role

Company Role* :

Figure 13.40 Edit Company Role Page

11. Organization: This function allows for addition or change of organization of national contact point. Click Organization on the admin submenu, the system will show the details of organization. (Figure 13.41) This function provides search tool for finding the organization by keying some word of the organization 's name.

List of Organization wipada Contact Point

Search Organization :

Organization	Edit
Agri-Food & Veterinary Authority of Singapore AVA	
Department of Agriculture	
fsfsf15216	
Ministry of Fisheries	
Ministry of Agriculture	
Ministry of Commerce	
Ministry of Health	
Ministry of Health	
Ministry of Livestock and Fisheries	
Ministry of of Industry and Primary Resources	
NADFC Indonesia, National Agency of Drug and Food Contro	
oyoyooyoy	
sgsgsyete	

Figure 13.41 List of Organization

1) To add new organization name click **Add New** button the system will display the adding organization page. (Figure 13.42)

wipada Contact Point

Add Organization

Organization* :

Figure 13.42 Add Organization Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of organization. (Figure 13.43)

List of Organization wipada Contact Point

Search Organization :

Organization	Edit
Agri-Food & Veterinary Authority of Singapore AVA	
Department of Agriculture	
fsfsf15216	
Ministry of Fisheries	
Ministry of Agriculture	
Ministry of Commerce	
Ministry of Health	
Ministry of Health	
Ministry of Livestock and Fisheries	
Ministry of of Industry and Primary Resources	
NADFC Indonesia, National Agency of Drug and Food Contro	
oyoyooyoy	
sgsgsyeeete	

Figure 13.43 List of Organization

3) To edit click the system will display the editing page. (Figure 13.44) After complete editing the information then click **Save** button and click **Close** button to go back to the List of organization.

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Edit Company Role

Company Role* :

Figure 13.44 Edit Organization Page

12. Department: This function allows for addition or change of department of national contact point. Click Department on the admin submenu, the system will show the details of department. (Figure 13.45) This function provides search tool for finding the department by keying some word of the department 's name.

List of Department

wipada Contact Point

Search Department :

Department	Edit
ada777	
Agri-Food & Veterinary Authority of Singapore AVA	
BUREAU OF FISHERIES AND AQUATIC RESOURCES	
Bureau of Food and Drug Inspection	
Cambodia Import Export Inspection and Fraud Repression Department. Camcontrol	
Department of Agriculture	
Department of Agriculture and Agrifood	
Department of Fisheries	
Food Poisoning Vietnam Food administrator	
Food Safety And Quality Division	
NADFC Indonesia, National Agency of Drug and Food Control	
National Bureau of Agricultural Commodity and Food Standards	

Figure 13.45 List of Department

1) To add new department name click **Add New** button the system will display the adding department page. (Figure 13.46)

wipada Contact Point

Add Department

Department* :

Figure 13.46 Add Department Page

2) After completing the information then click **Save** button and click **Close** button to go back to the List of department. (Figure 13.47)

List of Department

wipada Contact Point

Search Department :

Department	Edit
ada777	
Agri-Food & Veterinary Authority of Singapore AVA	
BUREAU OF FISHERIES AND AQUATIC RESOURCES	
Bureau of Food and Drug Inspection	
Cambodia Import Export Inspection and Fraud Repression Department. Camcontrol	
Department of Agriculture	
Department of Agriculture and Agrifood	
Department of Fisheries	
Food Poisoning Vietnam Food administrator	
Food Safety And Quality Division	
NADFC Indonesia, National Agency of Drug and Food Control	
National Bureau of Agricultural Commodity and Food Standards	

Figure 13.47 List of Department

3) To edit click the system will display the editing page. (Figure 13.48) After complete editing the information then click **Save** button and click **Close** button to go back to the List of department.

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Edit Department

Department* :

Figure 13.48 Edit Department Page

13. Reset Password: This function allows for national contact point to reset password for his/her users when they forget their password. Click Reset Password on the admin submenu, the system will show the details of user profile. (Figure 13.49) This function provides search tool for finding the name of user by keying some word of the name of user.

List of User Profile to Reset Password

 wipada Contact Point

Search User :



















Name	Department	Level	Country	Reset Password
border_post border_post	National Bureau of Agricultural Commodity and Food Standards	Border Post	THAILAND	
userthailand25 userthailand25	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand24 userthailand24	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand23 userthailand23	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand22 userthailand22	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand21 userthailand21	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand20 userthailand20	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand19 userthailand19	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand18 userthailand18	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand17 userthailand17	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand16 userthailand16	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand15 userthailand15	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand14 userthailand14	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand13 userthailand13	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand12 userthailand12	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand11 userthailand11	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	

Figure 13.49 List of User Profile

1) To reset password click  the system will display the reset password page. (Figure 13.50) The system will show the First Name , Last Name and Username for each user but the system will allow to reset the password only.

 wipada Contact Point

Reset Password

First Name * : Last Name* :

Username * : Password* :

Figure 13.50 Reset Password Page

2) After completing reset password then click **Save** button and click **Close** button to go back to the List of User Profile to reset password. (Figure 13.51)

List of User Profile to Reset Password

 wipada Contact Point

Search User :

















Name	Department	Level	Country	Reset Password
border_post border_post	National Bureau of Agricultural Commodity and Food Standards	Border Post	THAILAND	
userthailand25 userthailand25	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand24 userthailand24	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand23 userthailand23	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand22 userthailand22	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand21 userthailand21	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand20 userthailand20	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand19 userthailand19	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand18 userthailand18	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand17 userthailand17	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand16 userthailand16	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand15 userthailand15	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand14 userthailand14	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand13 userthailand13	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand12 userthailand12	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	
userthailand11 userthailand11	National Bureau of Agricultural Commodity and Food Standards	Contact Point	THAILAND	

Figure 13.51 List of User Profile