CASE STUDY 4:

Registering Data into the BCH Central Portal:

Contact Information and Competent National Authorities.

Objective:

To understand the process of registering (submitting and approving) information on the BCH, specifically about Contact Information and Competent National Authorities

To have a general knowledge about the different data input screens.

References:

http://bchtraining.cbd.int (Training demonstration website)

Module 6: Using the Management Centre

Module 7: Registering National Information in the BCH Central Portal

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Participants should form Groups by seating rows

Row 1 : Group 1 – Greece

Row 2 : Group 2 - Angola.

Row 3 : Group 3 – Andorra

Row 4 : Group 4 - Comoros.

Row 5 : Group 5 - Benin.

Each user of a group will take the role of a National Authorized User **and** National BCH Focal Point**, in turns**

 You have a username "GROUPE_*x*.NAU_*n*".(e.g. "GROUPE_*3*.NAU_*2*") or ""GROUPE_*x*.NFP" (e.g. "GROUPE_*5*.NFP"

Deploying the lab:

First time, first in row will be BCH-NFP, all the other will be NAUs

Participants would enter the Training website using the following URL http://bchtraining.cbd.int

Use the login / password to enter into the management center – user as explained above, all passwords is "montreal".

Following the assigned role (NAU1, NAU2, etc), each participant should enter some fictitious data about Contact Information and, after that, about Competent Authority National (referencing the previously registered Contact Information). She / he will see it as "pending approval".

BCH-NFP also enters some record (NOTE that in this case it will be automatically validated).

When all group participants have entered at least one record each, the BCH-FP

validates or rejects *one of them*. The NAUs could watch the process on BCH-FP's computer.

Participants exchange roles between them so that each participant can play the role of a BCH-FP.

During this exercise, participants can explore the following functions:

Using the translation button (little grey button labelled SP, FR, RS, etc) to add a translation

Using the Mailbox button. This function has been developed to show the emails exchange between the system and the users (confirmation emails, request for validation email.

Edit or delete metadata

Save a draft to make later changes