

# Plant Health Surveys

Eradication Funds 2017

How to use & screen tips

# Access and help

- Click on the link and log in:  
<https://webgate.ec.europa.eu/europhyt/>
- For help email [SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu](mailto:SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu) or access the help menu 
- Consult the data dictionary

# Saving data

- Complete the initial mandatory fields and 'Save a draft' application.
- Click the 'Save' button anytime to save your draft.
- Click 'Save and exit' to save a draft and complete later.

# Navigation

- Hover over a field with your mouse to display a screen tip (if available).
- Move from tab to tab at the top of the data entry module to complete all your data.
- Click on the area outside a field to get to the next field or elsewhere.

# Mandatory, optional, default or repeated

- Fields marked with a red star are mandatory.
- When the red star disappears a valid entry has been added to a field.
- Fields without a red star are optional.
- Some fields contain default values but are editable.
- Some fields contain repeated/copied values and are editable.

# Drop-down lists

- Some drop-down lists allow selection of a single value and some allow the selection of multiple values.
- To select multiple values from drop-down lists use the tick mark to select all values, then click on individual values to deselect.
- Use the X to deselect all values and click on single values to select.

# Adding blocks of information

- To add a block of information (e.g. Location, Organisation, Pest, Incidence) click the + icon.
- To add technical information click the speech bubble.
- To add financial information click the Euro symbol.

# Add, edit, erase or delete

- Use the pencil icon to edit or add information.
- Use the eraser icon to erase information.
- To deselect initial values selected, edit the block and deselect values.



# Edit, submit or consult

- Click on 'Manage my applications' to edit, submit or consult draft or completed.
- To edit, click on the pencil icon to the right of a draft.
- To submit check the radio-button to the left of a draft and click 'Submit' (at the top right).