Plant Health Surveys

Eradication Funds

Intermediate Report 2016

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@ ropa.eu or access the help menu

2016 Initial Application Data

- Data is provided in three stages:

  - Stage 1: Initial Application

  - Stage 2: Intermediate Report

  - Stage 3: Final Report

2016 Stage 1 Data

- 2016 Stage 1 (Initial Application) data was provided using the old pdf forms.

- This data was migrated into the new system.

- Stage 1 data not required in the old pdf forms does not have to be completed in the new system (these fields are locked).

General Tips

- Click the 'Save' button anytime to save your draft.

- Click 'Save and exit' to save a draft and complete later.

- Use the pencil icon to edit or add information.

- Locked fields mean data has already been completed in Stage 1 or is not required.

Navigation Intermediate Report

- From Manage my applications you can sort and manage your applications
  - Click on one of the headings to sort
  - See colour-coded status (Submitted, Draft, Draft Inter., Intermediate)
  - Use Actions menu to modify, validate, reset or submit.

- Move from tab to tab at the top of the data entry module to consult or complete your data
  - Tab 2,3,4. Financial Information contains optional fields
  - Tab 6. Intermediate Report contains mandatory fields.

Actions menu

- Create Intermediate Report
- Modify Intermediate Report
- Reset Intermediate Report
  - This removes any added Intermediate Report data if you want a blank canvas to start again
- Validate
  - This checks that all mandatory fields are completed and identifies where missing data is
- Submit Intermediate Report

Mandatory or optional

- Fields marked with a red star are mandatory.

- When the red star disappears a valid entry has been added to a field.

- In tab '6. Intermediate Report' the Comments field is mandatory if there is +/- 20 % difference between the financial information entered at Stage 1 (Initial Application) and Stage 2 (Intermediate Report).

Change the financial data

- Click on tab '2.Pest, 3.Technical, 4.Financial'
  - any data provided in the Initial Application is visible as Read Only (Initial €) and is duplicated as modifiable for intermediate data (Intermediate €)
  - to add new activities (e.g. contract or official), click on the € icon on the right hand side of the pest window and complete the fields as necessary
  - to amend/remove or add measures (tests/samples/other), click on the € in the title bar of the activity
  - amend or enter the financial data, edit using pencil to modify

If there is no change in my data?

- If there is no change in data provided at Stage 1 (Initial Application):
  - proceed immediately to tab '6. Intermediate Report'
  - complete the two mandatory fields
  - click Save and Exit
  - from the Actions menu in the 'Manage my applications' window select 'Submit Intermediate'