



Finding your way around ePhyto

May 2012

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1 General Use of ePhyto

Home : Plant Exports Certification : Biosecurity New Zealand - Windows Internet Explorer

https://hvyellst01.st-network.maf.govt.nz/MAF.PhytoECert.Web/ Certificate Error

Home : Plant Exports Certification : Biosecurity New Zealand

BIOSECURITY NEW ZEALAND

Plant Exports Certification

Log Out Home

Certificate Management **Action Required**

Cert Number	Cert Type	Status	Status Date	IVA	Exporter	Country of Destination	Organisation ID	Org Cert Ref Code
NZL2011JDO02/20111	H	100	Incomplete	05/05/2011	UD001 ZESPRI INT Ltd	GREECE	UD002	Udo1

Displaying items 1 - 1 of 1

How to use this website

- Links to instructional documentation
- Would go
- Here if required

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Terms & conditions | Accessibility | Any other utility links | You would like to include newzealand.govt.nz

Application Version: 1.0.14.32264

Trusted sites | Protected Mode: Off

EN 2:38 PM 5/5/2011

Log Out Home

[Certificate Management](#)

Search

Standard Phytosanitary Export Certificate

Phytosanitary Certificate for Re-export

OECD Seed Varietal Certificate

Upload Draft Request

Bulk Upload

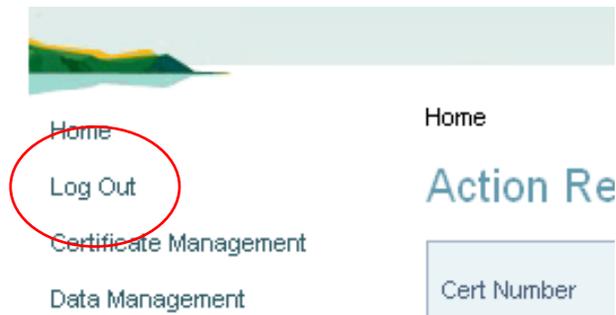
How to use this website

Links to instructional documentation

In the middle left-hand corner of the screen are links to documents related to using ePhyto. These may be added to over time



To log out of ePhyto, click Log Out at the top left-hand corner of the screen

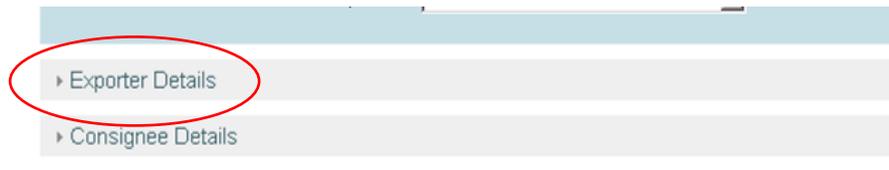


2 User Interface Changes

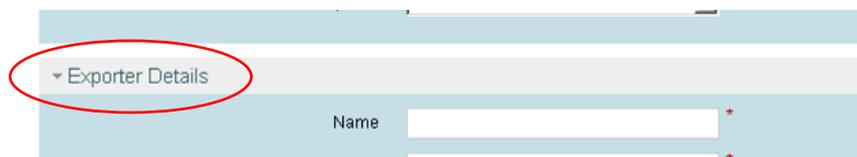
2.1 Expandable and Collapsible sections

The certificate request form is broken into sections (and subsections in some cases) to aid entering the necessary information. These sections and subsections can be collapsed and expanded to make the form easier to read and locate the relevant areas where you need to enter details.

To collapse/expand a subsection click on the upside sideways triangle



To collapse a subsection click on the down triangle



The first section is expanded by default with the rest collapsed for convenience.

2.2 Drop down boxes

In many areas dropdown boxes are used to assist in ensuring the correct data is entered in the relevant field. To use a dropdown box, simply click on the box and choose the appropriate option (see Certificate subtype for an example)

NOTE

For users who prefer to use a keyboard as much as possible for data entry, F4 can be used to open and close a dropdown box, which can then be navigated with the arrow keys and the appropriate option chosen using the enter button.

If you believe an option for a dropdown box needs to be added, deleted or modified, contact your IVA who will in turn pass the suggestion on to MPI.

2.3 Predictive text

A number of fields make use of predictive text entry. Drawing on supporting databases, this will predict the name you wish to enter in the field as you type it. This often makes data entry faster than with dropdown boxes, and predictive text has been used as an alternative where possible.

NOTE

While predictive text fields use freeform text to enter the name, you must select one of the options provided to populate the name in the field.

For users who prefer to use a keyboard as much as possible for data entry, the arrow keys can be used to navigate up and down, and enter used to select the appropriate option.

When using a predictive text field, start typing the name of the relevant entry. After the first few letters of the name, the predictive text function will give you options to choose from.

A screenshot of a form with four fields: 'Certificate Sub Type', 'Country of Destination', 'Independent Verifying Agency', and 'Exporter'. The 'Country of Destination' field contains the text 'aust' and a dropdown menu is open, showing two options: 'Austria' and 'Australia'. Each field has a red asterisk to its right.

Select the name you need by clicking on it

A screenshot of the same form. The 'Country of Destination' field still contains 'aust', but the dropdown menu now has 'Australia' highlighted in blue, indicating it is the selected option.

The name will now appear in the field.

A screenshot of the form where the 'Country of Destination' field now contains the full name 'Australia'. The dropdown menu is closed.

If you need to change the name, delete the text and start again.

NOTE

If the name you are searching for is not predicted it will be due to one of the following reasons

- The name has been entered incorrectly into the field. Check your spelling.
- The name is not a valid option.
- The name may be a valid option but has not been added to the supporting database – Contact your IVA, who will suggest the change to MPI.
- The name has been entered incorrectly into the database – Contact your IVA, who will suggest the change to MPI.

3 Appendix I Standard Phytosanitary Export Certificate

To be completed once layout is finalised

4 Appendix II Phytosanitary Certificate for Re-Export

To be completed once layout is finalised

5 Appendix III OECD Seed Varietal Certificate

To be completed once layout is finalised

6 Appendix IV Class and Sub Classes

To be completed once layout in finalised