Ministry for Primary Industries Manatū Ahu Matua



Searching

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Growing and Protecting New Zealand

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1 Introduction

To access the search function, put your curser on "Certificate Management", and select "Search".



This will take you to the search page.

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kioma	Home > Certificate Management > Search			
Log Out	Search			
Certificate Management	Action Required Approved Certificate	By Date Submitted Most Recent Out		
Data Management				
	Add new Search Parameter:	Select a Search Parameter	×	Add
	l anti	20.044		
	Last	S0 Days		
How to use this website	Include Archive:			
Links to instructional documentation			Search	Clear All
📆 Would go				
📆 Here if required				
© Ministry of Agriculture and	Forestry 2010, all rights reserved	Terms & conditions Acc	essibility Any other utility links You	would like to include

2 Quick Searches

At the top are three predefined "quick searches". These allow uses to quickly perform several commonly used and useful searches. The quick searches are:

Action Required	Lists certificate requests that need some form of action by the user. It is the same search that is displayed on the main ePhyto page after you have logged on.
Approved Certificates	List certificates request that have been approved
By Date Submitted By	Lists certificate request by the date the request was first submitted. The most recent request submitted will show first.
Most Recent Out	List certificate requests that have been updated in the last 60 days (including status changes). The most recently updated request submitted will show first.

To run a quick search, click the relevant quick search button.



The search results will be displayed below the search set-up screen.

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Home	Home > Certificate Management	nt > S	Search > G	Quick Links							
Log Out	Search										
Certificate Management Data Management	Action Required Appr	ovec	l Certificate	e By I	Date Submit	tted h	fost Recent Out				
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Would go	Cert Number		Cert Type	Status	Status Date	IVA	Exporter	Country of Destination	Organisation ID	Org Cert Ref	~
🔀 Here if required	NZL2011/EXP01/20111 NZL2011/EXP01/20112	H	100 100	Approved	13/05/2011 14/05/2011	IVA01 IVA01	MAF Exp 100 ZESPRI Int	GERMANY GREECE	EXP01 EXP01	- Udo1	
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	NZL2011/EXP01/20116	Н	100	Approved	14/05/2011	AQ	Longview NZ Ltd	TAMVAN, PROVINCE OF CHINA	EXP01	LVA1149	
	NZL2011/EXP01/20117	Н	100	Approved	14/05/2011	IVA01	Te Mata Exports	TAMVAN, PROVINCE OF CHINA	EXP01	11135	
	NZL2011/EXP01/20118	Н	100	Approved	14/05/2011	IVA01	Te Mata Exports	TAMVAN, PROVINCE OF CHINA	EXP01	11134	
	NZL2011/EXP01/20119	<u>н</u> 5 б	100 7 8 9	Approved 10 ▶	14/05/2011 M	AQ	Liner Plants	UNITED KINGDOM	EXP01 Displaying	1046020 tems 1 - 10 of 91	~
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									Export to CSV	Print Results	

3 Custom Searches

To create a custom search, click on the list of search parameters, and select the parameter you wish to search by

Home Log Out	Search						
Certificate Management	Action Required	Approved Certificate	By Date Submitted	Most Recent Out			
Data Management	Add	new Search Parameter.	Select a Search F	arameter	~		Add
L How to use this Include Arch website		Last Include Archive:	Select 3 Search Parameter Botanical Name Certificate Number Certificate Number Certificate Type Certificate Type Class Common Name Container Number Counting O Destination			Search	Clear All
1 Would go			Independent Verifi Org Cert Ref Code Organisation ID Product Volumes Seal Number	cation Agency a			
⊚Ministry of Agriculture and Fo	prestry 2010, all rights re	served	Status Sub Class Submission Date Update Date		pr utility	links You we	and.govt.nz

This will add the parameter to you search.

Home Log Out Certificate Management Data Management	Search Action Required	Approved Certificate	By Dete Submitted Most R Select a Search Parameter	ecert Out]	Add
		Status	Submitted Withdrawn		*	Remove
How to use this website Links to instructional documentation Would go			Provisional Declined Approved Submitted - Replaceme Replaced Revoked Pending Replacement Recommended for MAF Recommendation Decli	nt - Approval ned		
		Last	30 Days 🔛			
		Include Archive:			Search	Clear All

Once the parameter has been added to the search you can define the range you wish to search. The method of defining the range is specific to each parameter, and is appropriate for the aspect being searched. To see a list of all the search parameters and the method of defining the rage for each, please see Appendix I Search Parameters.

To add additional search parameters, simply repeat this process until you have built up your desired search. Each additional search parameter selected will be added below the previously selected parameter.

	Declined Approved Submitted - Replaced Revoked Pending Replacem Recommended for Recommendation [ement ent MAF Approval Declined		
Submission Date	From:	To:	*	Remove
Last	30 Days 💌			
Include Archive:				

To remove a search parameter, click "Remove" next to the parameter you wish to delete from the search.

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		To:	*	Remove
Days	~			

To clear all the search parameters and the search results, click "Clear All" in the lower right-hand corner of the search set-up screen. This will also clear the search results.

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NOTE:

This will not remove any data associated with this parameter in the search results if you have already run a search. You will need to re-run the search to update the search results.

In addition to the search parameters, there are two other variables that can be used to refine search results. The first is "Last", which allows the search to be limited to certificate requests updated within a certain timeframe. These can be limited to ("Anytime"), certificate requests updated within the last 14, 30 or 60 days, or certificates updated in the year to date from 1 January ("Year To").

The default limit is for certificates updated in the last 30 days. To select another option click on the dropdown box next to "Last" and select the relevant option

The second is "Include Archive", which allows the user to search archived certificates in addition to active certificates. To include archived certificates in the search range, tick the box next to Include Archive

Last: Year To 💌			
Include Archive: 🗹	Last:	Year To	~
	Include Archive:		

NOTE:
Certificates are archived automatically 12 months after being last updated,
therefore there will be no archived certificates for at least 12 months after ePhyto is
introduced. If you need to search for a certificate in the Phyto e-cert system, please
contact MPI Plant Exports.
Certificates that have been undated within 12 months' of the day the search is
performed are considered active, and will automatically be picked up by search
performed are considered deave, and will addentationly be plotted up by coursel.

Once you defined the search, slick "Search" in the lower right-hand corner of the search set-up screen

Last:	30 Days	~
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This will run the search query and return the results below the search set-up screen.

To Re-run search, click Search again, and this will update the search results based on any changes to the search parameters.

4 Exporting Search results

With both predefined and custom searches, there is the option to export the results to a CSV (Comma Separated Value) file, which can be opened and modified in a spreadsheet programme such as Excel. There is also the ability to export the results as a PDF, which can then be saved or printed.

To export the search results to a CSV file, click Export to CSV, at the lower righthand corner of the search results



This will bring up a file management box, allowing you to save the CSV file to the most convenient location on your computer

To export the search results to a PDF file, click Print Results, at the lower right-hand corner of the search results



This will create a PDF of the search results that can be either printed or saved to your computer.

5 Appendix I Search parameters

To be completed once layout in finalised