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1. INTRODUCTION

The Plant Protection Products (PPP) Application Management System is designed to support Member States in fulfilling their legal obligations under Regulation (EC) No 1107/2009, notably Article 57(1) and (2).

The objectives of the PPP system are:
- harmonisation of the formal requirements for application of PPPs between Member States, in order to reduce administrative burden;
- streamline mutual recognition of authorisations for PPPs between Member States to speed up time to market;
- improve the management of the evaluation process for authorisation of PPPs, reducing duplication, and to enhance information sharing between the Commission, Member States and third parties.
- Delivering correct and timely information on authorised or withdrawn plant protection products to users and the general public

This document provides a quick start guide for users with the user access profiles: industry, Member State or EU Commission user. For more details on the different users, please refer to chapter User types.

This document gives a detailed explanation for users from Member states, who will manage applications and their related authorisations. It is not intended to be read from beginning to end, but allows the reader to pick and choose which information is needed for themselves.

1.1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS</td>
<td>Concerned Member State, for which the industry submits an application</td>
</tr>
<tr>
<td>EC</td>
<td>European Commission</td>
</tr>
<tr>
<td>GAP</td>
<td>Good Agriculture Practice</td>
</tr>
<tr>
<td>MS</td>
<td>Member state</td>
</tr>
<tr>
<td>PPP</td>
<td>Plant Protection Product</td>
</tr>
<tr>
<td>SAAS</td>
<td>Sanco Authentication and Authorization Service</td>
</tr>
<tr>
<td>ZRMS</td>
<td>Zonal Rapporteur Member State, the Member State which undertakes the task of evaluating an active substance, safener or synergist</td>
</tr>
</tbody>
</table>
1.2. HINTS AND HELP

When entering data, you can obtain help on how to complete each field by clicking on the small information icon that appears next to it. Once clicked upon, a small popup box containing useful information relevant to the field selected will appear. To hide the popup: simply click on the popup box again.

Each small popup contains an example and explanation of the field selected.
If you require further help you can click on **Support** at the top of the screen. Here you find a list of Frequently Asked questions (FAQs) as well as a link to a copy of this User Manual.

If you still have questions remaining, you can either email us or request that we contact you.
2. **SCREEN LAYOUT AND STRUCTURE**

The PPP home page looks like this:

![PPP Home Page](image)

**FIGURE 1 PPP HOME PAGE**

The **Home** page is divided into two mains sections:

- The **Menu** Bar
- The **Welcome** Message
2.1. **USER TYPES**

The PPP administrative site requires users to login to access the application. Users of the system can be granted access based upon their role. The ability to view, edit or create information is then customized based upon the *user access profile* that specific user has been assigned. Currently three user types have been defined:

- **Industry**
  (Industry users can create, edit and delete products and applications, and submit applications)

- **Consultant**
  (Consultants have the same rights as industry users)

- **Member state**
  (Member State users can evaluate and make the follow-up of one or more applications, and can create and update authorisations)

- **European Commission**
  (EC users can consult data)

For a detailed explanation on how to create new users using the European Commission Authentication Service, please refer to these documents:

- **ECAS User Manual**
- **Help for External Users on ECAS**

**Note:** Please bear in mind that when accessing the application, some options may be disabled or enabled based upon your profile.

2.2. **OVERVIEW**

The following diagram gives you a general overview of the process flow for authorising a product.

The shaded area in grey indicates to you where the Member State participation in the workflow begins.

**Note:** Once an Industry user has marked an application as *pre-submitted*, Member state users can also view the application data. A dialogue can then be established to ensure that all necessary data is included within the application before it is marked as *submitted*. 
After the product has been created and an application has been submitted, the ZRMS needs to validate the application (Validity check). If necessary, the ZRMS can request new data from the Industry user who created the application (Request for new data). After the request has been answered, the ZRMS can proceed and assess the application.

Once the application is assessed by the ZRMS, a new request for new data can be sent to the Industry user who created the application (Request for new data). At this point, the ZRMS fills in the Assessment date and the Draft report date and also requests comments from other Member States. This is known as the Commenting period.

After commenting the ZRMS makes a decision (Decision for MS) whether to reject, validate or withdraw the application.
If the ZRMS chooses to validate the application, the status is changed to **Application completed** and an authorisation can now be created based upon the application procedure.

### 2.3. BEST PRACTICE FOR PROCESSING AN APPLICATION

The next diagram represents the suggested best practice for processing an application and creating an authorisation. The Industry user starts the process by creating a product and submitting an application. Then the ZRMS processes the application and an authorisation is created.
3. **Getting Started with PPP System**

3.1. **User Preferences**

When you click on your login, displayed in the page header, at the top right of the screen your **profile and personal notifications setting** are displayed.

You can see your active profile, request access for additional profiles, view and modify your personal data in our database, or contact the webmaster for any other requests.
3.2. **MANAGE ACCESS TO PPP**

Under the Organisations panel on your profile page, click the **Name** of your company.

Doing so opens a new screen where you can view your access profile and your organisations’ hierarchy, as depicted in the diagram.

If you click **Manage list of users for this organisation** you can change the user details. Also, if you have **Local Administrator** rights role within SAAS, you are able to manage access to users within your organisation. For more information, please refer to *Setup Guide for PPP users.doc*. 
3.3. PERSONAL NOTIFICATION SETTINGS

The product authorisation process relies upon the interactions between different users. A built-in email notification module informs the users concerned by certain actions, enabling them to take actions when necessary.

You are able to set and control your personal notification settings either in your profile page or in the Notification Settings tab, during the process of creating an application.

On your profile page, the 'Personal notification setting – master switch' panel allows you to control at a high level which emails you want to receive for each application that you create.

It enables you to set your preferences at a system level so that you don't have to complete your preferences for each application that you create. For more information regarding notifications sent during the creation of an application, please refer to chapter Notification Settings.

The following sections provide you with examples of the consequences of selecting the different options available in the 'Personal notification setting – master switch'.

If you don't want to complete the settings in every application's notification settings tab, you can use the master switch settings to set your preferences to:

3.3.1 Turn off information messages (you will still have to confirm the action notification settings in each application)

3.3.2 Turn off action messages (you will still have to confirm the information notification settings in each application - This option is not recommended)

3.3.3 Receive only action messages by default

3.3.4 Receive only messages for action
3.3.1. **Example for turning off information messages**

By selecting the option *’I do not wish to receive any informational email messages’* tick box in the Personal notification setting – master switch.

![Personal notification settings - master switch](image)

Then, all informational notifications will be set to *‘No’* automatically and the messages for action deselected in the **Notifications** tab.

After saving an application for the first time, you will then be expected to complete the options for whether you wish to receive notifications for action about the application.
3.3.2. **EXAMPLE FOR TURNING OFF ACTION MESSAGES (NOT RECOMMENDED)**

If you select the ‘*I do not wish to receive any emails messages to prompt me for action*’ tick box in the Personal notification setting – master switch panel, messages that normally prompt you to perform an action will be automatically deselected and the messages for action set to ‘*No*’ in the **Notifications** tab.

**Note:** This option is strongly unadvised. The system takes no responsibility for you not performing your actions as laid down in the EU regulation based upon not receiving email notifications.
3.3.3. EXAMPLE FOR RECEIVING ONLY ACTION MESSAGES BY DEFAULT

For example, if you select both the options:

(1) ‘I do not wish to receive informational email messages.’ and
(2) ‘By default, automatically activate email notification expect for those listed before’

Every application that you create will have the settings in the notification settings tab prefilled. The notifications for action are set to ‘Yes’ meaning you will receive these messages.

While the messages for information are not editable and are set to ‘No’. None of these emails will be sent to you.
3.3.4. **EXAMPLE OF RECEIVING ALL MESSAGES FOR EACH APPLICATION**

If you wish to receive all messages all the time, select the ‘*By default, automatically activate email notifications except for those listed above*’ tick box.

<table>
<thead>
<tr>
<th>Personal notification settings - master switch</th>
</tr>
</thead>
<tbody>
<tr>
<td>This application relies upon the input of different users to complete a workflow or process. There are times when the system would like to prompt you to take action based upon these processes and workflows. There are also times when the system can inform you of the actions that other parties take within a particular workflow. You can set your preferences for notifications at application level, however if you do not wish to receive any emails, you can override the settings at application level by selecting an option below:</td>
</tr>
<tr>
<td><img src="image.png" alt="Image of personal notification settings" /></td>
</tr>
</tbody>
</table>

When you create an application, both personal settings question applicable to the application will be completed for you meaning that you will receive all notifications for this specific application.
4. **CREATE AN APPLICATION**

As it is the Industry user who normally creates products and applications, the Member State’s core assignment is to process and manage submitted applications and create authorisations. However, there are two scenarios where a Member State may need to create an application:

a) when an *application for zonal rapporteur* has already been created by the Industry
   
   > Application for concerned Member State (CMS)

b) when an authorisation already exists for a specific application
   
   > Application for mutual recognition

Applicants will normally create applications even for the above situations; however, there remains the possibility for Member States to create applications in some cases.
4.1. **APPLICATION FOR CONCERNED MEMBER STATE (CMS)**

When an Industry user creates an application for zonal rapporteur (ZRMS) you are informed about it by email.

At that point, if you wish to follow the same legislation and create an application for the same product for your member state, you can create an application for the Concerned Member State (CMS).

To create an application, do the following:

1. On the menu bar, select **Applications > Create an application**

   ![Create an application](image)

   The system redirects you to the **Search products** page, so you can start to create the application.

2. In the Search products results pane, select the relevant product for which you want to create the application.

   ![Search results](image)

   For a detailed explanation on how to use the Search option, please refer to chapter **Search**.
3. Click the Create application button.

The Create application page is displayed allowing you to fill in the general details of your application.

You can enter the information for the following fields: Application date, Application type and Application level, Product trade name(s), Zonal Rapporteur Member State (ZRMS), and Concerned Member State (CMS).
4. Choose the **Application date** from the pop-up calendar.

5. The **Application status** is automatically filled in and can only be changed in the final step of the application creation procedure.

6. Choose the **Application type** from the available drop down list.

   **Note:** Since an application for zonal rapporteur already exists but no authorisation has been yet granted the application type is ‘**application for concerned Member State**’.

7. The **Application level** is automatically set as ‘**national**’.

8. Because an application for ZRMS should already exist in the system, you can choose the existing application you want to copy from the drop-down list.

   The system then populates the rest of the information to automatically match the original application for ZRMS.
9. The **Trade name(s)** field containing the trade name of the product is already filled in.

However, it is still possible to edit the existing Product trade name(s) or to fill in more than one trade name. Just type the new Product trade name(s) and click **add** button.

To delete a Trade name, just click the **remove** button.

10. The **Zonal Rapporteur Member State** is also automatically selected and not editable.

11. You can select the **Concerned Member State** but the system only allows you to select your own Member State.
12. Since all other fields are not editable anymore, click **Save** to keep your information and exit.

The **General details** of your application have been created.
4.1.1. Updating Application Details

Since you are creating an application for concerned member state based on an existing application for zonal rapporteur, some details cannot be edited by you and are automatically copied from the original application for zonal rapporteur.

For example, the Classification and Labelling and GAP tabs can be consulted but are not enabled for editing.

You can only add Documents that support the application, change the Notification settings and consult the Workflow History.
4.1.2. Adding Documents to an Application

To add documents to the application:

1. Click the Documents tab > Add document.

The Add document pop-up opens.

2. Click Browse to search your computer for the document you want to add.

3. Select the document and click Ok in the pop up window. Please consult the list of accepted file types in the Annex I.

Note: Only documents less than or equal to 10MB can be uploaded.
4. Choose the **Document date** from the pop-up calendar.

5. Choose the **document type** from the drop down list.

6. Add **Additional information**, providing any further information if necessary.
If you do not complete a mandatory field, an error message is displayed, highlighting the missing field and requesting you to appropriately update it.

7. Complete the required information, and click **Save**.

The Document is added to the application and the following information is displayed:

You can edit, or delete each document. To edit, click the **Edit use** button. To delete, click the **Delete** button.

You can add more than one document for the same application. To do so, just click **Add document** and perform the previous steps once again.
4.1.3. **Notification Settings Tab**

If you have not set your own default settings for receiving email notifications as previously mentioned in the chapter **User Preferences**, the system immediately redirects you to the **Notifications Settings** tab after saving an application.

The tab displayed allows you to select which notifications you wish to receive for the particular application on screen. For example, you can choose to receive between the notification for actions (strongly recommended) and notification for information messages, receive both, or neither.

![Edit application](image)

The yellow box displayed by the system is a warning to advise you to enable, at least, the **action** notification as the application procedure workflow depends on your performed actions.

![Edit application](image)

Choose your option and click **Save** to keep your changes.

![Edit application](image)

This list of questions depends on your user profile and the type of application.
4.1.4. **Workflow History**

The Workflow History provides you with a quick view of who did what, when. Allowing you to keep track on when the last important change was made for an application.
4.2. APPLICATION FOR MUTUAL RECOGNITION

Even after an authorisation has been granted for a specific product, if you need to create an application for the product/process, you can do it.

If you need to create an application in this case, do the following:

1. On the menu bar, select Applications > Create an application

![Create application button](image)

2. In the Search results pane, select the relevant product which you want to create the application for.

![Search results](image)

For a detailed explanation on how to use the Search option, please refer to chapter Search.

3. Click the Create application button.

![Create application button](image)
The Create application page is displayed allowing you to fill in the general details of your application.

You can enter the information for the following fields: Application date, Application type and Application level, Product trade name(s), Zonal Rapporteur Member State (ZRMS), and Concerned Member State (CMS).

4. Choose the Application date from the pop-up calendar.
5. The **Application status** is automatically filled in and can only be changed in the final step of the application creation procedure.

6. Choose the **Application type** from the available drop down list. 

   ![Application type dropdown](image)

   **Note:** Being an application created by a Member State, the only possible options are ‘application for concerned Member State’ or ‘for mutual recognition’, in case an authorisation has already been granted.

7. The **Application level** is automatically set as national when you choose an application type ‘for mutual recognition’.

   ![Application level](image)

8. In order to create an application for concerned Member States, an application for ZRMS should already exist in the system. So, choose the existing application you want to copy from the drop-down list.

   ![Original authorisation](image)

   The system then populates the rest of the information to automatically match the original application for ZRMS.

9. The **Trade name(s)** field containing the trade name of the product is already filled in.

   ![Trade name(s)](image)
However, it is still possible to edit the existing Product trade name(s) or to fill in more than one trade name. Just type the new Product trade name(s) and click **add** button.

To delete a Trade name, just click the **remove** button.

10. The **Zonal Rapporteur Member State** is also automatically selected and not editable.

11. Select the **Concerned Member State** from the list. *The system only allows you to select your own Member State.*

12. Since all other fields are not editable anymore, click **Save** to keep your information and exit.
The **General details** of your application have been created.
The **Classification and Labelling**, **Uses of Product** and **Documents** tabs are populated to match the original authorisation. These fields are not enabled for editing.
4.3. **SUBMIT AN APPLICATION**

To submit an application, you have to change its status.

To do so:

1. Click the **Applications** tab > **Search Applications**

   ![Search applications](image)

   For a detailed explanation on how to use the Search option, please refer to chapter **Search**.

   Select the application from the search results pane and click the **Edit** button.

   ![Search results](image)
The **Edit application** page opens and you can see the current status of the application.

2. Click **change status**.

![Image of Edit application page](image)

**Note:** If you do not select your Personal notifications settings beforehand, the system always redirects you to the **Notifications Settings** tab of the Edit application page.
The **Change status** details pop-up opens, displaying the current status of the application.

3. Select **application submitted** from the drop down list in the **New status** field.

4. Include **Additional information** on the relevant box.

5. Click **Save**.
The application is now submitted and its status ‘application submitted’ is visible in the **Edit application** page.
5. **MANAGE A SUBMITTED APPLICATION**

Once an application has been created in the system by someone from Industry or by a consultant acting on their behalf, you are informed via email. When your Member State has been selected as the concerned Member State (CMS) by the creator of the application, an action from your part is required.

You need to complete and finalise an application, before a new authorisation can be granted.

The following steps also apply in case you as the Member State created a new application for CMS or a new application for mutual recognition.

5.1. **VALIDATE AND CHECK**

As a Member State user, to validate and check an application, you have to change the application status to ‘validity check’.

Login in the system as a member state user and the application status is ‘application submitted’.

To change the status of the application, do the following:

1. Click the **Applications** tab > **Search Applications**

<table>
<thead>
<tr>
<th>Home</th>
<th>Products</th>
<th>Applications</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Search</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create an application</td>
<td></td>
</tr>
</tbody>
</table>

For a detailed explanation on how to use the Search option, please refer to chapter **Search**.
2. Select the chosen application ensuring that it has the status ‘application submitted’ from the search results pane and click the **Edit** button.

The **Edit application** page opens.
3. Enter the **Application number**.

4. You can also change the **Zonal Rapporteur Member State**, if necessary.

**Note:** This field is disabled for editing when the application type is ‘application for concerned Member State’.
All other fields are intentionally disabled for editing. You can also view the Classification and Labelling information, view or download the list of GAP, consult the attached Documents or view the Workflow History, but you cannot change or edit any of this information.

You can only define your personal Notification Settings.

5. Finally click change status.
The **Change status** pop-up opens, displaying the current status of the application.

6. If there is no reason for rejection, select **validity check** from the drop down list in the **New status** field. You can also enter **Additional information** in the relevant box.

In case you wish to reject an application, please consult the chapter [Reject an Application](#) of this manual.

7. Click **Save** on the pop-up page.
Your changes have been saved and the system shows you the **Edit application**, including the **Application number** in the page name.

![Edit application 657841](image)

<table>
<thead>
<tr>
<th>Product details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application number</strong></td>
</tr>
<tr>
<td><strong>Application date</strong></td>
</tr>
<tr>
<td><strong>Application status</strong></td>
</tr>
<tr>
<td><strong>Application type</strong></td>
</tr>
<tr>
<td><strong>Application level</strong></td>
</tr>
<tr>
<td><strong>SANOC PRODUCT FOR TEST</strong></td>
</tr>
<tr>
<td><strong>Zonal Rapporteur Member State</strong></td>
</tr>
<tr>
<td><strong>Concerned Member State</strong></td>
</tr>
<tr>
<td><strong>Equivalence check date</strong></td>
</tr>
<tr>
<td><strong>Assessment date</strong></td>
</tr>
<tr>
<td><strong>Draft report date</strong></td>
</tr>
<tr>
<td><strong>Stop the clock date</strong></td>
</tr>
<tr>
<td><strong>Restart the clock date</strong></td>
</tr>
<tr>
<td><strong>Comparative assessment report URL</strong></td>
</tr>
<tr>
<td><strong>Label document link</strong></td>
</tr>
<tr>
<td><strong>Registration report</strong></td>
</tr>
</tbody>
</table>

**List of test and study reports** |
8. At this point, you have to enter the **Validity Check Date** in the **Edit application** page.

![Edit application 657841](image)

9. Click **Save**.

The application has been updated successfully. If you search this application you will see that its status is set to ‘validity check’ now.

![Search results](image)
5.2. REQUEST FOR NEW DATA

When acting as the Zonal Rapporteur Member State, you can request further information from the application creator in order to process the application. To do so, you need to change the application status to ‘request for new data’.

To do so:

1. Click the Applications tab > Search Applications

For a detailed explanation on how to use the Search option, please refer to chapter Search.

2. Select the application from the search results pane and click the Edit button.

The Edit application details page opens.
3. **Click change status.**

The **Change status** details pop-up opens, displaying the current status of the application, which is disabled for editing.

4. **Select request for new data** from the drop down list in the **New status** field.
5. Select the **Stop the clock date** and give time to the applicant (industry or other) to respond to your request.

![Change status](change_status.png)

**Note:** It is possible to send more than one request for new data. Each time the system stops and restarts the clock accordingly.

6. Using the field **Additional information**: describe what information is missing or what information you want the industry user to provide you with. You can also use this field to specify any deadlines that the user has to respond in. (Please note the dates are not enforced by the system).

7. Click **Save**.
The application status is set to ‘request for new data’. A notification is sent to the Industry user informing them that an action is required by them.

The application becomes locked while waiting for the industry user to respond.

Once the user has responded, the status is changed back to the previous one, triggering an email that is sent to you if appropriate, based on your notification preferences.

<table>
<thead>
<tr>
<th>Application number</th>
<th>Application date</th>
<th>Application type</th>
<th>Application level</th>
<th>Copy from application for zonal rapporteur</th>
</tr>
</thead>
<tbody>
<tr>
<td>654789</td>
<td>25/08/2014</td>
<td>application for concerned member state</td>
<td>empty</td>
<td>25/08/2014 - Trade name xxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product trade name(s)</th>
<th>Zonal Rapporteur Member State</th>
<th>Concerned Member State</th>
<th>Validity check date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade name xxxrsdf</td>
<td>UK - United Kingdom</td>
<td>BE - Belgium</td>
<td>22/09/2014</td>
</tr>
</tbody>
</table>
5.3. **ASSESSMENT BY RMS**

After the application has been given the status ‘validity check’, it can be assessed by the Member State.

To change the status:

1. Click the **Applications** tab > **Search Applications**

For a detailed explanation on how to use the Search option, please refer to chapter **Search**.

2. Select the application from the search results pane and click the **Edit** button.

---

![Search results](image)
The Edit application page is displayed, showing the Application status.

3. Click Change status.

The Change status details pop-up opens, displaying the current status of the application.

4. Select assessment by RMS from the drop down list in the New status field.
5. Enter the **Equivalence check date** and the **Assessment date**. This is mandatory at this point.

![Calendar for Equivalence check date and Assessment date]

6. You can also add the **Comparative assessment report URL**, the **List of test and study reports**, the **Label document link** and the **Registration report**. Do not forget you can click the icon 🔄 that shows you advice on how to populate the correspondent field.

![Form fields for Comparative assessment report URL and List of test and study reports]

7. The, click **Save**.

The application status was successfully changed to ‘**assessment by RMS**’ and this is visible in the **Edit application** page, as well as in the search results.

![Edit application page showing successful save and assessment status]
5.4. **COMMENTING PERIOD**

When an application has the status ‘commenting period’ other Member States are given the opportunity to comment on the application.

To start the commenting period, allowing other MS to see the application and enter their comments, do the following:

1. Click the **Applications** tab > **Search Applications**

For a detailed explanation on how to use the Search option, please refer to chapter *Search*.

2. Select the application from the search results pane and click the **Edit** button.
The **Edit application** page opens.

3. Click **Change status**.

The **Change status** details pop-up opens, displaying the current status of the application.

4. Select **commenting period** from the drop down list in the **New status** field. You may wish to enter details of how long the commenting period will last in the Additional information field, or any other information that you feel is appropriate.
5. Click **Save**.

The application status has been changed to ‘*commenting period*’ visible in the Application status field.

**5.4.1. Commenting on an Application**

You will be frequently invited to make comments on applications made by other Member States. Once an application has the status ‘commenting period’, it becomes visible within the application search screen.

During the commenting period, you may add documents to the application, as well as enter small comments directly in the comments tab. Please refer to chapter *Adding documents to an application*.

To do so:

1. Click the **Applications** tab > **Search Applications**

For a detailed explanation on how to use the Search option, please refer to chapter **Search**.

2. Select the application from the search results pane and click the **Edit** button.
The **Edit application** details page opens.

3. Click the **Comments** tab > **Add comment**.
The Comments details pop-up opens.

4. Complete the comment box.

5. And click Save.

The Document is added to the application and the following information is displayed:

You can edit your comment, just click the Edit button.

You can add more than one comment to the application. To do so, just click Add comment.

**Note:** After the ZRMS changes the status of an application to ‘decision for MS’, comments are no longer available to other Member States.
5.5. **REJECT AN APPLICATION**

As a Member State user, you can *reject applications for which your country has been selected as ZRMS*.

To reject an application, you have to change its status. Note that application can only be rejected by ZRMS when its status is ‘application submitted’.

To reject an ‘application submitted’ do the following:

1. Click the **Applications** tab > **Search Applications**

   ![Search applications](image)

   For a detailed explanation on how to use the Search option, please refer to chapter *Search*.

2. Select the application from the search results pane and click the **Edit** button.

   ![Search results](image)
The **Edit application** details page opens.

3. Enter the **Application number**.

4. Click **Change status**.

   **Notes:** When editing or creating a new application, it is mandatory to **enter the Application number**. You need to do it, even if your objective is to reject the application.
The **Change status** details page opens, displaying the current status of the application.

5. Choose **application rejected** from the drop down list in the **New status** field.

6. Enter the **reason** for the rejection in the text box.

7. Click **Save**.
The application is now rejected. This is reflected in the general details tab on the application page.

An information message at the top of the page shows the reason for withdrawn/rejection.

The **details** of this application cannot be edited anymore.
5.6. COMPLETE THE APPLICATION

To complete and finalise an application, before a new authorisation is requested, do the following:

1. Click the Applications tab > Search Applications

For a detailed explanation on how to use the Search option, please refer to chapter Search.

2. Select the application from the search results pane and click the Edit button.
The **Edit application** details page opens.

3. Click **Change status**.

The **Change status** details pop-up opens, displaying the current status of the application.

4. Select first **decision for MS** from the drop down list in the **New status** field.

**Note:** For an ‘application for concerned Member State’ type, it is only possible to select ‘decision by MS’ when the application for zonal rapporteur who originated it has the same status: ‘decision by MS’.
5. Insert **Additional information**, if you may find it necessary, in the relevant text box. Make the final modifications to the application, if necessary because you are not able to change it anymore from this point onwards.

6. Add the **Draft report date**.

![Draft report date](image)

7. Click **Change status** once again in the **General details** page.

8. Select then **application completed** from the drop down list in the **New status** field.

![Change status](image)

9. Click **Save**.
The application is now completed and not editable anymore. Now an authorisation can be created.
5.7. CREATE A NEW AUTHORISATION

Authorisations can be created using PPP only by member states. To create a new authorisation, the application status has to be ‘application completed’.

1. On the Menu Bar, select Authorisations > Create an authorisation

The Search page is displayed. For a detailed explanation on how to use the Search option, please refer to chapter Search.

2. Select the application you want to create an authorisation for and click the Create application button.
The **Create authorisation** page is displayed allowing you to fill in the general details of your authorisation.

3. Fill in the **Authorisation number**, a number given at national Member State level to identify the authorisation.
4. Choose the **Authorisation date** from the pop-up calendar.

5. The **Authorisation type** is automatically filled in and not enabled for editing. In this case, it is an *application for zonal rapporteur* type.

6. The **Trade name(s)** field is already populated in with the name that appears in the product details’ screen.
But, it is possible to change the existing name, or add others. Just click the **add** button to add a new trade name.

To delete a Trade name, just click the **remove** button.

7. The **Authorising Member State** is automatically defined matching the user profile.

8. Select if the **Authorisation** is *granted, not granted or suspended* from the drop down list.

9. Choose the **Entry into force date**, **Expiration date**, **Last renewal date** from the pop up calendars.
10. Select the **Authorisation holder** form the drop-down list.
11. Fill in the Authorisation certificate link, the URL for the certificate of the authorisation.

12. Click Save to keep your information and exit. Or Reload trade names if you want to reload the original Trade name(s), given when creating the Product.

Upon saving the authorisation, the Classification and Labelling and GAP tabs are available and populated with the information from the application.
As Authorising Member State you can still change the **General details** of the Authorisation. However, the authorisation is not visible yet for other users, at this time.

13. If the authorisation details are correct and completed, click the **Publish** button and confirm that you are sure to publish this authorisation.

Now the new authorisation is made public and available to other users.
6. **SEARCH**

You can search for products, applications, or authorisations using the **Search** option.

1. To start a **Search** just click the **Search** button in each one of the menu option **Products**, **Applications**, and **Authorisation**.

The Search page displays.

2. **Fill in one or more fields of the Search form.**

3. **And click Search.**

4. To delete the entered data in order to provide new one, click **Reset**. The form is blank again.
The Search results pane is always visible displaying the newest products, applications or authorisations based upon your search criteria.

On the right side of the search results pane, you can type entire words or only letters in the search box. The system filters the searched outcome data even more by displaying the entries filtered among the search results.
If you click the Authorisation No., you can View its details, such as General details, Classification and labelling and GAP, as well as the Product details.

If you are the Member State user who created the authorisation, you can also click Edit to modify this authorisation.

Otherwise, it is not enabled for editing anymore.
## ANNEX I

Supported file types when adding a document.

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<th>.pdf</th>
<th>.sldx</th>
<th>.xps</th>
<th>.odm</th>
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