Work Instructions

Number: **014**

Name: **Dictionary management**

Title: Instructions for the management of classes and their definition in the standardisation process by the process manager

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1 Document history

1.1 Release

1.1.1 Drafted

Submitted on 2023-10-16 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-11-17 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2023-11-20 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instructions

3 Introduction

This documents contains instructions for the management of classes and their definition in the standardisation process by process manager.

4 Validity

4.1 Area

The of validity of this document is limited to the management of classes and their definition in the standardisation process by the process manager.

4.2 Time

The period of validity of this WI begins on 2023-11-17 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	007	Citation management
WI	015	Translation management

5 Procedure

5.1 Notifications

5.1.1 Manage notifications related to discussions

5.1.1.1 Read notifications

- Select the **Notification icon** in the administration bar of the application.
- Select **View** in individual notifications with a message title "***A new definition has been proposed***" to proceed to a notified action related to the definition process.
- Continue in section 5.4.

5.1.1.2 Edit notifications

- Select the **Delete icon** of individual notifications to remove them.
- Select the **Delete icon** in the top section of the notification windown or **Clear** to remove all notifications.

5.2 Class dashboard

5.2.1 Find a class

5.2.1.1 Find a class

- Enter the **Dictionary** application.
- Enter **List View.**
- Enter the name of the class in the **Search** field.
- Enter the class dashboard of the desired class, either by selecting the class description in the list or from the menu or by selecting **Edit** from the menu icon on the right-hand side of the row.

5.3 Class

5.3.1 Propose a new class

5.3.1.1 Propose a class

- Enter the **Dictionary** application.
- Enter **List View** or **Tree View**.
- Select **Propose a class** to enter the class dashboard.

5.3.1.2 Enter information

- Continue in section 5.3.2.

5.3.2 Update an existing class

5.3.2.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.2.2 Update information

- Select **Edit** to update the information.
- Continue in section 5.3.2.

5.3.2.3 Delete a class

- Select **Delete** to remove the class.

5.3.3 Edit a class

5.3.3.1 Dataset

- If a class is created that should only be valid within an existing dataset, then select this **Dataset** from the list.

5.3.3.2 Class description

- Enter a unique **Class description**. Use single words (e.g. nouns, verbs, adjectives/adverbs), groups of verbs (e.g. compound nouns, compound verbs) or phrases in English language that describe a real world entity.

5.3.3.3 Parents

- Enter the descriptions of one or more higher level classes to which this class should be associated.

5.3.3.4 Save

- **Save** the infomation and return to the class dashboard or **Cancel** and return to the class dashboard without saving.

5.3.4 Approve a class

5.3.4.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.4.2 Approve

- Select **Approve** to approve a class.

5.3.5 Update an approved class

5.3.5.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.5.2 Revert to draft

- Select **Refert to draft** to make an approved class editable.

5.3.5.3 Update information

- Update the information as described in section 5.3.2.

5.3.5.4 Reassess downstream processes

- Update a definition as described in section 5.4.2.
- Approve a definition as described in section 5.4.5.
- Refer to WI-015 for updating and approving translations.

5.4 Definition

5.4.1 Propose a new definition

5.4.1.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.4.1.2 Propose a new definition

- To propose a new definition for a class select **Propose New Definition**.

5.4.1.3 Enter information

- Continue in section 5.4.3.

5.4.2 Update an existing definition

5.4.2.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.4.2.2 Update information

- To update the definition of an existing class select **Edit**.
- Continue in section 5.4.3.

5.4.2.3 Delete a class definition

- Select **Delete** to remove an existing definition.

5.4.3 Edit a definition

5.4.3.1 Description

- Provide a precise and accurate definition in English language.
- Use the buttons of the markdown editor to format your text. When quoting something word for word (verbatim quotations) please mark it with the **blockquote button** of the markdown editor.

5.4.3.2 References

- Refer to WI-007 for further instructions.

5.4.3.3 Attachments

- Either **Drag & Drop** a file to the dedicated area or **Browse** for a file on your computer.
- After the upload has finished, confirm the checkbox.

5.4.3.4 Save

- Select **Create** to save the information you have provided and return to the class dashboard.
- Select **Cancel** to return to the class dashboard without saving.

5.4.4 Update an approved definition

5.4.4.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.4.4.2 Revert to draft

- Select **Revert to draft** to make an approved class definition editable.

5.4.4.3 Update information

- Update the information as described in section 5.3.2.

5.4.4.4 Reassess downstream processes

- Refer to WI-015 for updating and approving translations.

5.4.5 Approve a definition

5.4.5.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.4.5.2 Approve

- Select **Approve** to approve a definition.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.