Work Instructions

Number: **022**

Short title: **Discussion management**

Long title: Management of the discussion process within the standardisation process by a process manager

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1 Document history

1.1 Release

1.1.1 Drafted

Submitted on 2023-10-17 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 the discussion process within the standardisation process by a process manager.

4 Validity

4.1 Area

The of validity of this document is limited to the management of the discussion process within the standardisation process by a 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

n.a.

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 message has been posted***" to proceed to a notified discussion process and continue in section 5.3.1.1.

5.1.1.2 Edit notifications

- Select the **Delete icon** of individual notifications to remove them.
- Select the **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 Discussion

5.3.1 Manage the discussion process

5.3.1.1 Notified discussions

- Access a notified discussion as described in section 5.1.1.
- Continue in section 5.3.1.4.

5.3.1.2 Find a class

- Find a class as described in section 5.2.1.

5.3.1.3 Start a new discussion process

- Start a discussion process by selecting **Start discussion** in the *Class Definition* area of the class dashboard.
- Start a discussion process by selecting the **Discussion icon** in the *Class Translations* area of the class dashboard.

5.3.1.4 Enter an existing discussion process

- Enter an existing discussion process by selecting **See discussion** in the *Class Definition* area of the class dashboard.
- Enter an existing discussion process by selecting the **Discussion icon** in the *Class Translations* area of the class dashboard.

5.3.1.5 Contribute to a discussion

- Write your contribution into the text field.
- Select **Post comment** to submit your contribution.
- Select **Close Discussion** to close the window.

5.3.1.6 Edit a comment

- Select **Edit** to update your contribution.
- Select **Delete** to remove your contribution.
- Update your contribution.
- Select **Edit Comment** to save the updated information.

5.3.1.7 Reply to a comment

- Select the **Thumb up** icon to express your consent.
- Select **Reply** to comment on the related contribution.

- Enter your comment on the related contribution.
- Select **Post Reply** to save your comment.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.