



World
Organisation
for Animal
Health
Founded as OIE

Organisation
mondiale
de la santé
animale
Fondée en tant qu'OIE

Organización
Mundial
de Sanidad
Animal
Fundada como OIE

Reference Laboratory and Collaborating Centre (RL&CC) User Guide

Ver. 1.2

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APPLICATION PRESENTATION

The reference application for Reference Laboratories (RL) and Collaboration Centers (CC) is an application that allows WOAH laboratories and centers' users to fill out their annual report(s).

The users connect to the platform via their Microsoft account which will identify them. WOAH laboratories and centers have access to the application only if they are present in the CRM.

Video presentation: <https://www.loom.com/share/1c5aa0d708e9410c91796b8196a9f29d>

ADMINISTRATION MODULE

When you log in, if your account is associated with the Admin group, you will be taken to the Administration home page shown below:

Centre

Here you can manage all templates and data concerning the centres

Launch data collection ✓
Import center data with their associated reports from WOAH CRM

Template management ✓
Template management

Email invitation center ✓
Create a generic template for email invitations

Laboratory

Here you can manage all templates and data concerning the laboratories

Launch data collection ✓
Import center data with their associated reports from WOAH CRM

Manage Reference Reagents ✓
Create, edit and delete reagents

Template management ✓
Manage questions for Laboratories's reports

Email invitation ✓
Create a generic template for email invitations

Diseases management ✓
Manage or create disease groups

General

Manage reports ✓
Checking reports who is already registered

Publish PDF ✓
Retrieve pdf reports for the laboratories and centers.

On this page, you can:

- **Launch data collection:** Imports users data and related data from WOAH CRM (bitrix) before sending the invitation to the users to fill in their annual reports

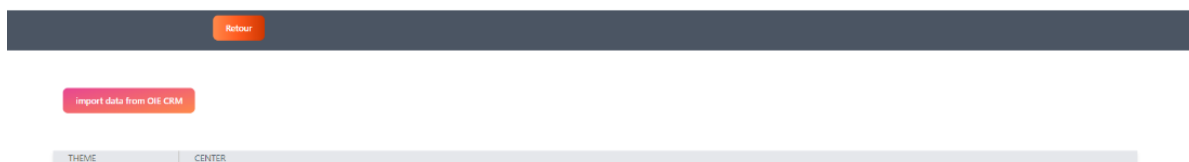
- Email Invitation Center: Update email templates for Reference Laboratories and Collaboration Centres to allow the administrator to send the invitations to the RL&CC in order to fill in their annual reports in their official language and domain of expertise imported from the WOAHRM
- Template Management: Create/delete/update questions for the report forms
- Manage Reports: Manage submitted and ongoing reports
- Manage Reference Reagents: Manage Reagents for laboratories related question in the laboratory report form
- Diseases Management: Manage diseases groups to allow some experts of laboratories to send one report for a group of diseases.
- Publish PDF: Retrieve .pdf reports for Reference Laboratories and Collaboration Centres and generate a CSV file containing all the needed data to publish the annual reports in the WOAHRM website.

LAUNCH DATA COLLECTION PROCESS (COLLABORATION CENTRES)

This launch data collection process allows administrators to import the Collaboration Centres present in the WOAHRM and the linked data to the application database.

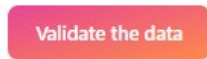
Video presentation: <https://www.loom.com/share/289e1eed8ae44e80b9d93709440f5b7c>

When opening the system, you will only have a button named "import data from CRM".



Once you click on the button, the table will display the data retrieved from the CRM.

The goal is to verify the veracity of the data displayed. Once verified, the button turns into a validation end named "validate data" as below:



THEME	CENTER
Animal Surv Syst. Risk Analysis	<i>Center MASTER : Centers for Epidemiology and Animal Health</i>
Vet. Serv Capacity Building	<i>Center MASTER : Veterinary Public Health and Food Safety Centre for Asia Pacific</i>
Veterinary Services Capacity Building (Americas)	<i>Center MASTER : Center for Animal Health and Food Safety</i>
Dis. Animal/Human Inter.	<i>Center MASTER : Istituto Zooprofilattico Sperimentale delle Venezie (IZSVe)</i>
Epidemiol. etc. Emerg Avian Dis	<i>Center MASTER : Istituto Zooprofilattico Sperimentale delle Venezie</i>
Vet. Serv Capacity Building	<i>Center MASTER : Division of International Livestock Cooperation</i>

Once you click on "**Validate the data**" the center data, center reports, and center reports are saved in the database.

The next step is to send official WOAHA invitations to all centres and laboratories. But before that you need to check several steps including:

- The email template to be filled in
- The grouping of diseases
- The reagents

TEMPLATE MANAGEMENT

This function allows the Administrator to create/update questions that will be displayed in the form reports. The Template Management option is available for centres in the "Center" section and for laboratories in the "Laboratories" section

Video presentation: <https://www.loom.com/share/5c91276a2e2549c589bb57a6048c699f>

Centre

Here you can manage all templates and data concerning the centres

Launch data collection ✓

Import center data with their associated reports from WOAHR CRM

Template management ✓

Template management

Email invitation center ✓

Create a generic template for email invitations

Laboratory

Here you can manage all templates and data concerning the laboratories

Launch data collection ✓

Import center data with their associated reports from WOAHR CRM

Manage Reference Reagents ✓

Create, edit and delete reagents

Template management ✓

Manage questions for Laboratories's reports

Email invitation ✓

Create a generic template for email invitations

Diseases management ✓

Manage or create disease groups

Here are the contents of the page:

Retour
Add Question

Template Management for Centers

NUMBER	QUESTIONS	TYPE	TOR	ACTIONS
1	Activities as a centre of research, expertise, standardisation and dissemination of techniques within the remit of the mandate given by WOAHR	checkbox	TOR1&2	
2	Proposal or development of any procedure that will facilitate harmonisation of international regulations applicable to the main focus area for which you were designated	table	TOR3	
3	In exercising your activities, have you identified any regulatory research needs" relevant for WOAHR?	link	TOR3	
4	Did your Collaborating Centre maintain a network with other WOAHR Collaborating Centres (CC), Reference Laboratories (RL), or organisations designated for the same speciality, to coordinate scientific and technical studies?	radio	TOR3	
5	Did your Collaborating Centre maintain a network with other WOAHR Collaborating Centres, Reference laboratories, or organisations in other disciplines, to coordinate scientific and technical studies?	radio	TOR4&5	
6	Did your Collaborating Centre place expert consultants at the disposal of WOAHR?	radio	TOR6	
7	Did your Collaborating Centre provide advice/services to requests from Members in your main focus area?	area	TOR7	
8	Did your Collaborating Centre provide scientific and technical training, within the remit of the mandate given by WOAHR, to personnel from WOAHR Members?	radio	TOR7	
9	Did your Collaborating Centre organise or participate in the organisation of scientific meetings related to your main focus area?	radio	TOR8	

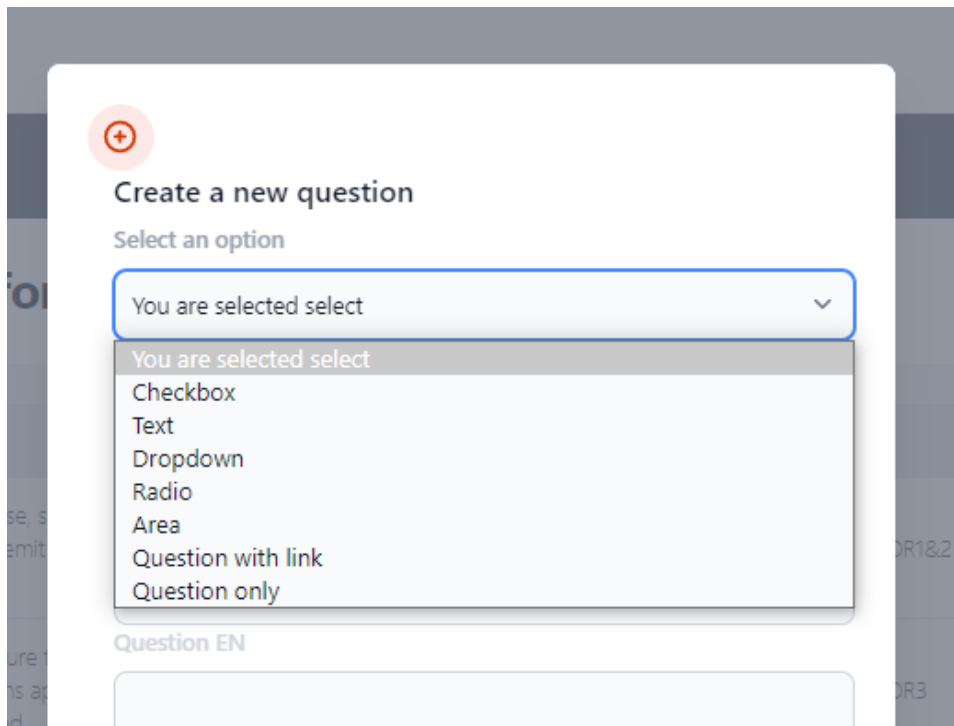
You have a table of the questions present on the report (center or laboratory) indicating the information filled in.

By clicking on "Add question" a pop-up appears!

To add a question, you must indicate the type of question.

You can add several types of questions like:

- Single answer question: Yes / No
- Multiple choice question: checkbox
- Dropdown menu: Dropdown
- Text to complete: Text and Area (for long paragraphs)
- Question with link



Depending on your choice, you must fill in the options!

The options: **VERY IMPORTANT**

If you select the following question types:

- checkbox
- dropdown
- radio

An input will be added as below:

Number question

Options list

FRENCH	ENGLISH	SPANISH	ACTIONS
option1 FR	option1 EN	option1 ES	

Add option

Create Cancel

It is imperative to add at least 2 options to avoid any problem with recording or displaying questions.

To do this, you must:

- Fill in the Option EN fields in English
- Fill in the Option FR fields in French
- Fill in the Option ES in Spanish

Once you have filled in these 3 fields, click on **"ADD OPTION"**.

Your information will be added in a table like below:

In this example, we have added 2 options, "yes" and "no" under the 3 languages

Options list

FRENCH	ENGLISH	SPANISH	VALUE	ACTIONS
oui	yes	si	true	
non	No	no	false	

option1 EN

Once you have selected the type of question, you need to fill in:

- The title of the question in the 3 official languages of WOA (French, English, Spanish)

- The description of the question if needed in the 3 official languages of WHOA (French, English, Spanish)
- The question number (this number will determine the order of the question in the form report)

When you have finished filling out the form, you can click on "Create". A new line has been added to the table.

MODIFY/DELETE

You can change or delete a question directly by selecting the right icon in the "actions" column of the table.

Modify a question

Select an option

Radio Required

TOR

TOR1

Question FR
Votre laboratoire a-t-il employé des tests de diagnostic pour la maladie/le domaine spécifique à des fins de diagnostic de la maladie, de dépistage chez les animaux destinés à l'exportation ?

Question EN
Do you laboratory perform diagnostic tests for the specified disease/topic for purposes such as disease diagnosis, screening of animals for export, surveillance, etc.? (Not for a specific purpose)

Question ES
¿Su laboratorio realiza pruebas de diagnóstico sobre la enfermedad o el tema específico para fines tales como el diagnóstico de enfermedades, control de animales destinados a la exportación, vigilancia, etc.?

Description FR
Inclure tous les tests de diagnostic utilisés dans votre laboratoire pour la maladie/le sujet spécifique à des fins de diagnostic de la maladie, de dépistage chez les animaux destinés à l'exportation, surveillance, etc.

Description EN
Include all diagnostic tests performed for the specified disease/topic at your laboratory for purposes such as disease diagnosis, screening of animals for export, surveillance, etc.

Description ES
Incluye todos los pruebas de diagnóstico realizadas sobre la enfermedad o el tema específico en su laboratorio, con fines tales como el diagnóstico de enfermedades, el diagnóstico de animales destinados a la exportación, vigilancia, etc.

Number question

1

Options list

FR	EN	ES	Actions
Oui	Yes	Si	
Non	No	No	

Option FR

Option EN

Option ES

[Add option](#)

[Agree](#) [Close](#)

SECTION	ACTIONS
TOR1	
TOR2	
TOR2	
TOR2	

DELETE: This will remove the question

g to WHO Standards for the designated pathogen or disease? radio TOR3

Delete this question : Dans le cadre de vos activités, avez-vous identifié des besoins de recherche normative* pertinents pour l'OMSA ?

Are you sure you want to delete this account? All of your data will be permanently removed. This action cannot be undone.

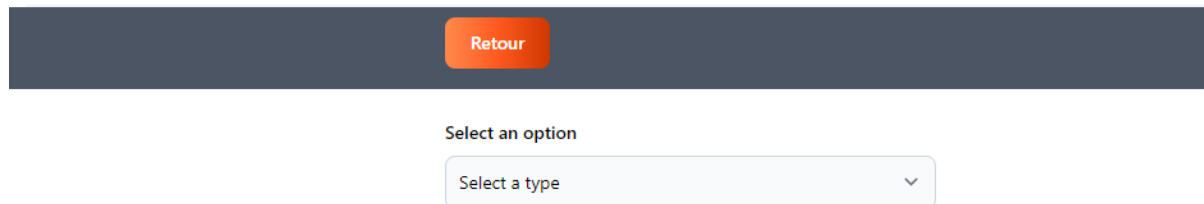
[Cancel](#) [Delete](#)

EMAIL INVITATION

This option allows the administrator to create an email template to send official invitations when launching the data collection.

Video presentation: <https://www.loom.com/share/f631f96110e94445add3f0cb7b24ccaf>

Firstly, you need to select a type of user: **AQUATIC** or **TERRESTRE**

A screenshot of a web interface. At the top, there is a dark grey horizontal bar containing an orange button labeled "Retour". Below this bar, the text "Select an option" is displayed above a light grey dropdown menu. The dropdown menu currently shows the text "Select a type" and a small downward-pointing arrow on the right side.

For example, we will select “**Aquatic**”

The page is divided into 3 parts according to the 3 official WOAH languages.

For each language, you have to indicate the title of the mail, the content of the mail and the attachments if needed like below:

Retour

Select an option

Aquatic

English

Your message for Email

Dear Experts,
Please find attached a letter from Dr Monserrat Arroyo,
WAOH Deputy Director General, International

Title

2022 Annual Report: WAOH Collaborating Centres

Select file

Choisir un fichier

Aucun fichier choisi

Fichier soumis : A_EN_DEMAND_CC_REPORT_2022.pdf

Francais

Your message for Email

Chers expert,
Veuillez trouver ci-jointe une lettre du Dre Monserrat
Arroyo, Directrice générale adjointe de l'OMSA, Noms

Title

Rapport annuel 2022 : Centres collaborateurs de l'OMSA

Select file

Choisir un fichier

Aucun fichier choisi

Fichier soumis : A_EN_DEMAND_CC_REPORT_2022.pdf

Spanish

Your message for Email

Estimados expertos,
Se adjunta una carta del Dra. Monserrat Arroyo,
Directora general adjunta de la OMSA, Nombres

Title

Informe anual de 2022: Centros Colaboradores de la OMSA

Select file

Choisir un fichier

Aucun fichier choisi

Fichier soumis : A_EN_DEMAND_CC_REPORT_2022.pdf

Update






When you are done, click on "UPDATE". Click on refresh button in your browser to verify if the data was updated.

MANAGE REFERENCES REAGENTS

This function allows administrators to manage the list of agents presented in a question of the laboratory report form. They can modify the contact information or add new ones.

Video presentation: <https://www.loom.com/share/23862d9100224ae99e08008067c6d524>

Here you could see a table with all reagents and actions button for each line.


TITLE	ACTIONS
African horse sickness	 
Aujeszky's disease	 
Bluetongue	 
Bovine brucellosis	 
Brucella abortus	 
Brucella ovis	 
Classical swine fever	 
Contagious bovine pleuropneumonia	 
Contagious bovine pleuropneumonia	 
Enzootic bovine leukosis	 

Add reagent:

To add a reagent, you have to click on button **“add reagent”**, a pop-up will appear, and you need to:

- Select a disease (list of all subjects table)
- Add a description in 3 languages
- Available from: Information of contact

You can also modify each reagent in the table by clicking on the edit button. A popup with information about specify reagent appears

 **Add a reagent**

choose your disease ▼

Test English
Your message...


Test french
Your message...

Test Espagnol
Your message...

Availablefrom
Your message...

Cancel Validate

Fermer

 **Modify reagent**

Test English
 Indirect and Competitive enzyme-linked immunosorbent assay; Complement fixation; Agglutination; Buffered Brucella antigen tests; Fluorescence polarisation assay

Test french
 Indirect and Competitive enzyme-linked immunosorbent assay; Fixation du complément; Epreuve d'agglutination; Epreuve à l'antigène tamponné pour Brucella; Epreuve de polarisation de fluorescence

Test Espagnol
 Método inmunoenzimático indirecto o competitivo; Fijación del complemento; Prueba de aglutinación; Prueba del antígeno tamponado de Brucella; Ensayo de polarización de fluorescencia

Available from
 Dr Adrian Whatmore
 Animal and Plant Health Agency
More info: Add reference

Cancel **Validate**

Fermer

DISEASE MANAGEMENT

This page is intended to group several diseases into one in order to send one annual report. Locate the form where you have to indicate the new name of the disease. In the reference input, the English, French and Spanish name, and the diseases who you want to associate as below:

Reference

Reference

English

French

Spanish

Select family

- Bacterial kidney disease (Renibacterium salmoninarum)
- Bluetongue
- Bovine babesiosis
- Bovine genital campylobacteriosis

Show Experts **Validate**

NEW DISEASE GROUP	GROUPED DISEASES	PARTICIPANTS
1.1. Brucella canis, Brucella melitensis 1.2. Brucella canis, Brucella melitensis 1.3. Brucella canis, Brucella melitensis	Brucellosis (Brucella canis) Brucellosis (Brucella abortus) Brucellosis (Brucella melitensis)	Ulrich Wemery

Once the form is completed, click on "**Show experts**", a pop-up window appears as below:

