

How to propose photos to be displayed in the EPPO Global Database?

- A practical guide -

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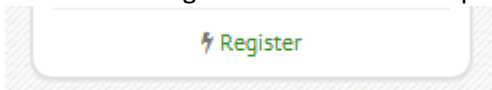
Many thanks to all those who contribute to the EPPO Global Database by providing their photos, we believe that this is greatly helping the international plant health community in the fight against plant pests and invasive alien plants!

Aside from identifying photos of interest for the EPPO database, one of the first steps in becoming a contributor to the EPPO Global Database illustration programme is to become a **registered user** of the database (**free and simple procedure**). Once you have created your account, you will just have to login when returning to Global Database to propose more photos.

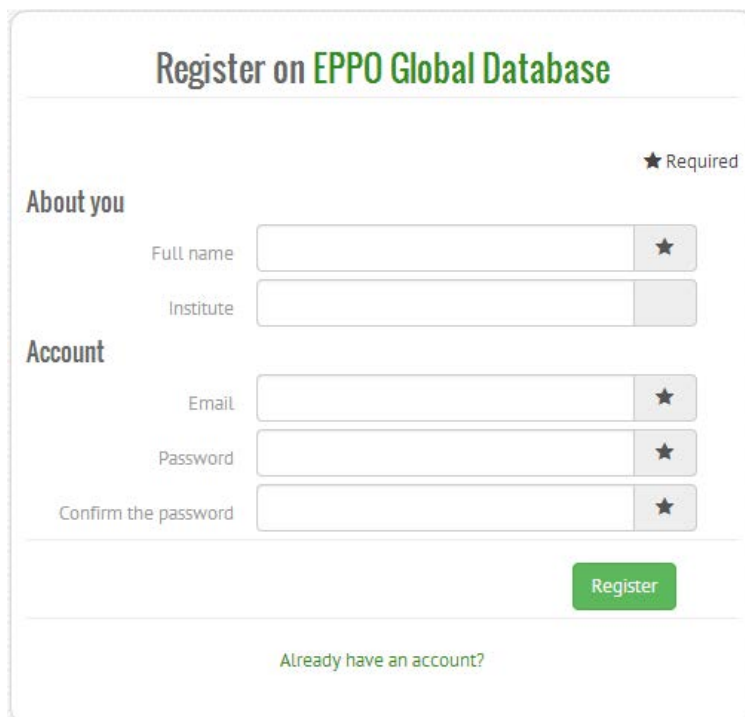
Registering on the EPPO Global Database (new user)

In order to register, please follow the following steps:

- Click on the 'register' button on the top right of the Database home screen.



- In the new page, please enter your details in the relevant fields. This step is necessary so you can organize and manage your photos afterwards.



Register on EPPO Global Database

★ Required

About you

Full name ★

Institute

Account

Email ★

Password ★

Confirm the password ★

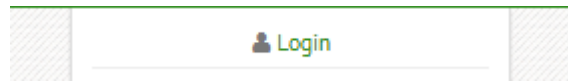
[Already have an account?](#)

- Once you are done entering your personal details and password, simply click on the green 'register' button. You are now registered and will access the homepage associated with your profile (dashboard).

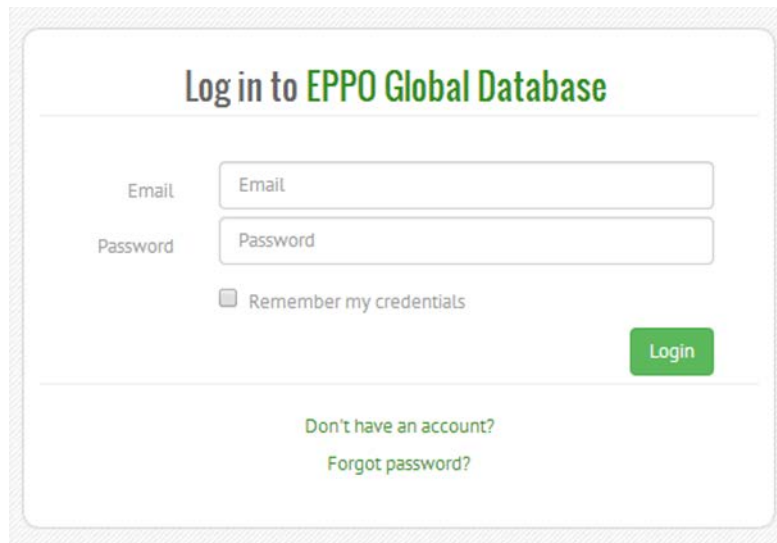
Logging in (already registered user)

You have already registered on EPPO Global Database and you wish to propose more photos:

- click on the 'login' button on the top right of the Database home screen



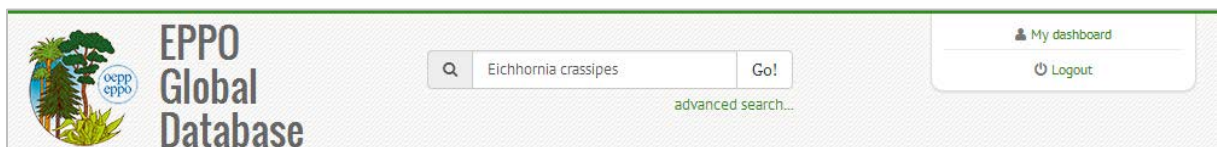
- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

A login form titled 'Log in to EPPO Global Database'. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember my credentials'. A green 'Login' button is positioned to the right of the form. Below the form, there are two links: 'Don't have an account?' and 'Forgot password?'.

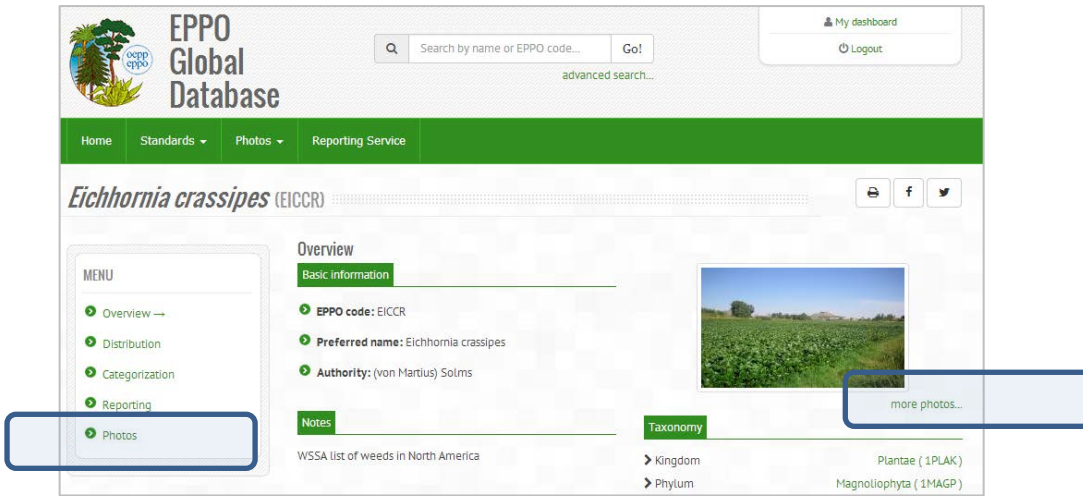
If you have lost your password, click on 'Forgot password?' to receive an email with a link allowing you to reset your password.

Select the organism for which you want to propose new photos

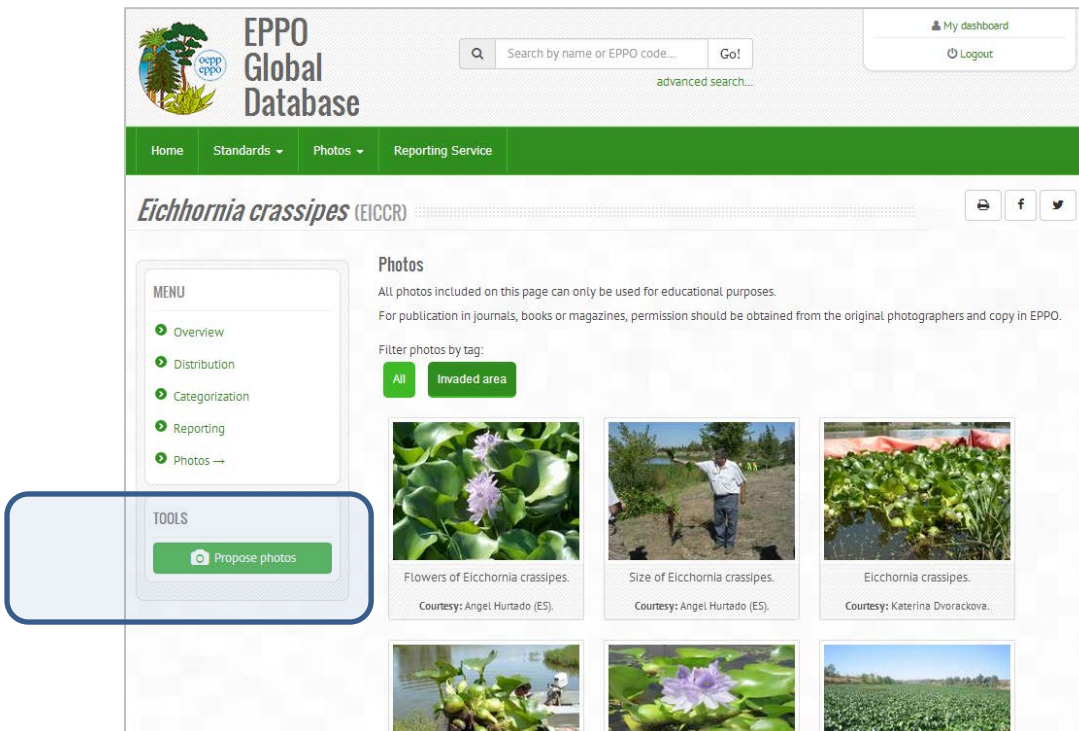
In order to propose new photos on specific pests, diseases or invasive alien plants to be displayed in the EPPO Global Database, log in and go to the organism main page (enter its name into the search tool).



We have taken here the example of *Eichhornia crassipes* for which some photos are already available (but more can be added). Click on 'photos' or 'more photos' to view the already existing ones.



On the page that displays the existing pictures of *E. crassipes*, click on the button 'Propose photos' to upload your photos.



If we take the example of *Bactrocera invadens*, for which no picture is currently available, you could add a photo by clicking on the button 'Propose photo' and upload your photos.

The screenshot shows the EPPO Global Database interface for the pest *Bactrocera invadens* (BCTRIN). The page includes a search bar at the top, a navigation menu with options like Home, Standards, Photos, and Reporting Service, and a main content area. The main content area is divided into sections: Overview (Basic information), Notes, and Taxonomy. The 'Propose photo' button is highlighted with a blue rounded rectangle.

Upload your photos

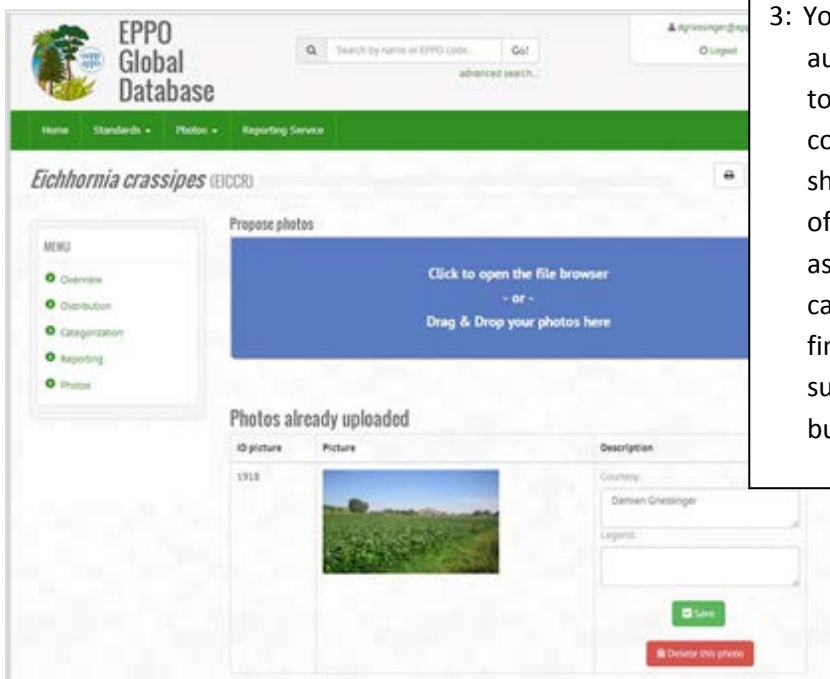
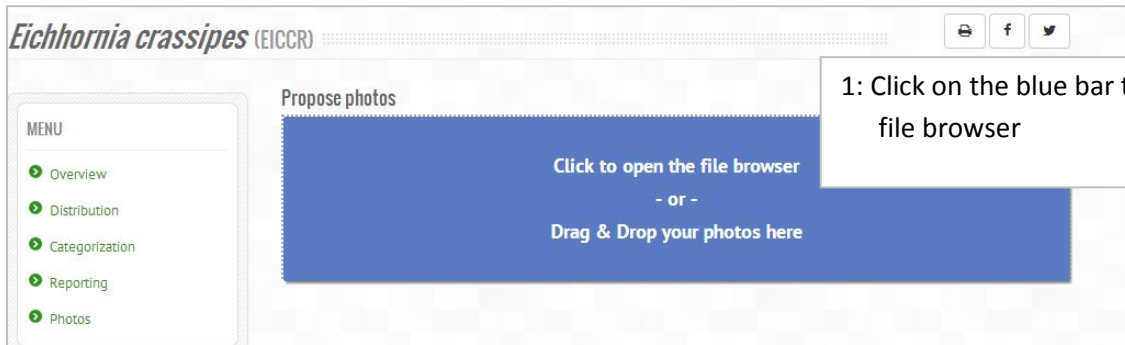
There are two methods to propose new photos on specific pests, diseases or invasive alien plants to be displayed in the EPPO Global Database, both methods are extremely quick and simple:

- ① Open your file browser to select files, or
- ② Use the 'drag and drop' tool.

Propose photos

The instructions are presented in a blue box with a dashed border. The first step is 'Click to open the file browser' and the second step is 'Drag & Drop your photos here', separated by '- or -'.

Method 1 - Open the file browser to select files



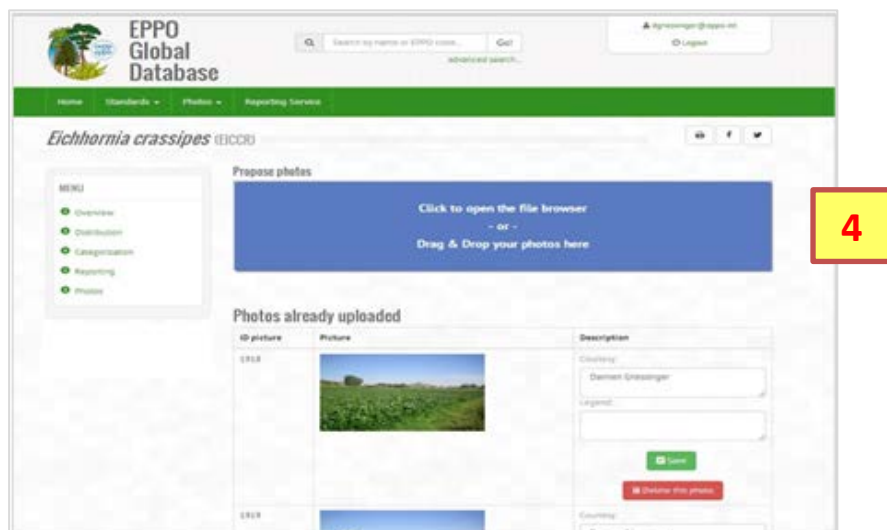
Method 2 - Drag and drop



In order to use this method, you will need to be able to open two windows, or to switch between two windows while dragging a photo with your mouse cursor.

- 1** Select the icon photo you want to contribute in your file browser, and click once on your mouse while keeping the button pressed.
- 2** While keeping the button pressed, drag the icon of the photo to the Drag & Drop field on the EPPO Global Database website.
- 3** Release your mouse button over the blue rectangular field (which will turn into grey at this point).
- 4** You will see that the photo is automatically uploaded, allowing you to enter text indicating who contributed the photo, and include a short legend of the photo. By default, the name of the contributor given is the one associated with your account, but it can be modified.

Once you are finished entering this information, be sure to click on the green 'Save' button so your photo is not lost. Should you wish to delete the picture, simply click on the 'delete this photo' button.

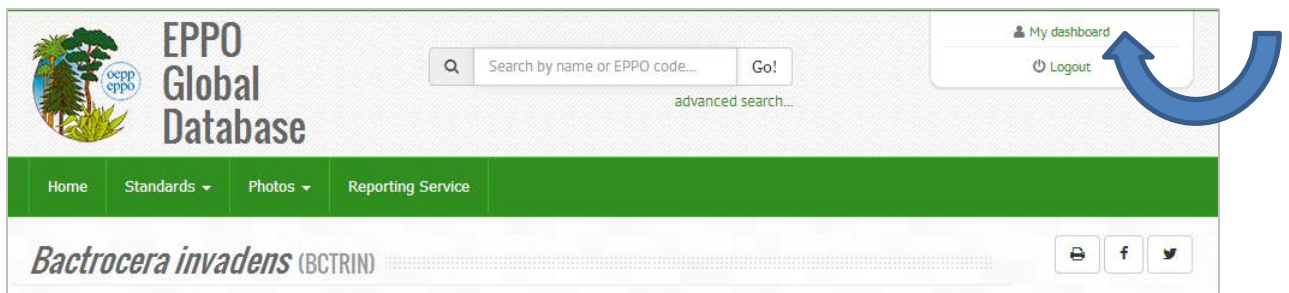


Multiple selections

For both methods above, multiple image files can be selected at the same time and uploaded together, either by keeping the [shift] or [ctrl] keys pressed while single-clicking on separate files, or by dragging the selection around the files. Information will then have to be entered separately for each of the photos.

Visualizing uploaded photos

Once you have finalized the uploading process for your photos, the EPPO Secretariat is informed that you have submitted photos. The final validation will be done by the EPPO Secretariat (final moderation which may take a few days). However, you can still visualize all the photos you have submitted (with their accompanying legends and photographer names). Go to your dashboard (click on the link 'My dashboard' appearing at the top of your screen) and in your dashboard on the button 'View my submitted photos'.



All your pictures are displayed with their status:

Validated: your photo has been accepted by the EPPO Secretariat and is now viewable by all users of the EPPO Global Database. At this stage, you can no longer modify it (i.e. delete photo, modify legend or photographer's name). If you wish to do so, please contact the EPPO Secretariat who will do it for you (globaldatabase@epo.int).

Waiting for validation: EPPO Secretariat has not yet validated your photo. At this stage, you can still modify it. Once you are satisfied with your modifications, do not forget to save them (click on the green button 'Save').

If for some reason, submitted photos could not be accepted by the EPPO Secretariat, you will be informed by e-mail.

A few general questions

- **Am I transferring ownership of the photos?**

No! The EPPO disclaimer clearly states that the pictures on the database are made available only for educational purposes (e.g. presentations, non-commercial datasheets). For publication in journals, books or magazines, permission should be obtained from the original photographers (please copy in EPPO when this is done).

- **Can I ask EPPO not to use the photos if I change my mind?**

Yes! Although EPPO prefers the pictures to stay online, we will remove them upon simple email (globaldatabase@epo.int) request by the contributors.