



## Ready Reference

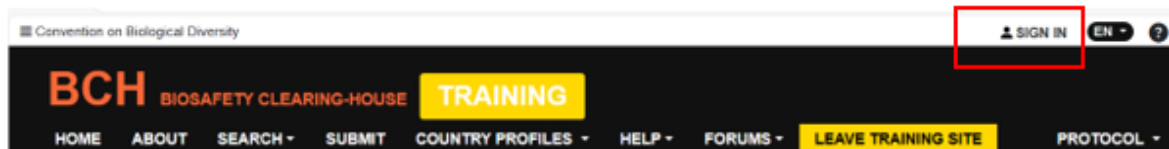
# Dashboard Quick Start

RR06

### 1. Practice with the BCH Training Site

Use your existing BCH account to practice registering record on the BCH Training site.

Web address: <https://bch-training.cbd.int/en/>



#### 1.1. Sign in



1.2 *Sign to your account* Type your registered email and password and click the “sign in to your account” button

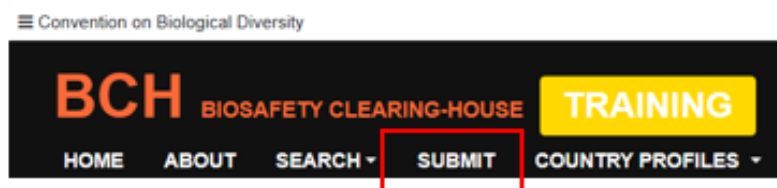
1.3 *Create an account* Sign-up for a BCH account by filling in the online form.

1.4 *Forgotten password* Re-set your password by following the instructions.

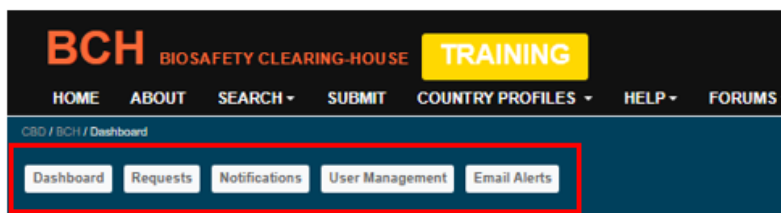
### 2. Navigating the Dashboard page

2.1. Click on ‘Submit’ tab in the horizontal navigation bar to register a new record or access your dashboard page.

Web address: <https://bch-training.cbd.int/en/register>



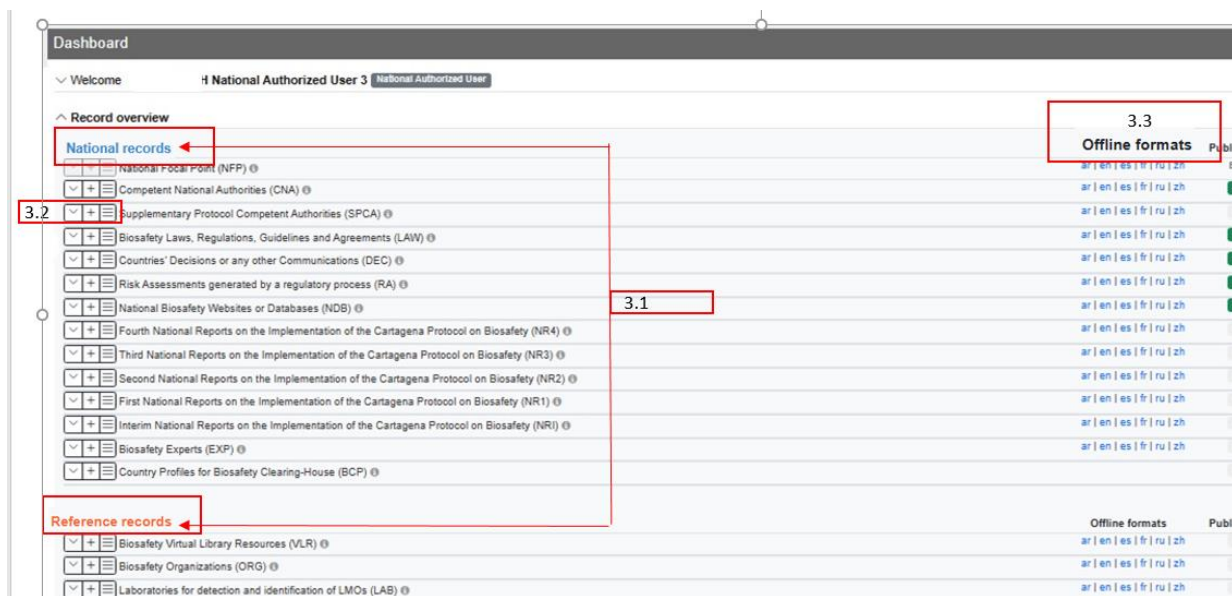
## 2.2. Tabs







Tabs	Description
Dashboard	Personal workspace. Where you can view, submit, review and edit records.
Request	You can access all your requests sent for publishing approval.
Notifications	You will find notifications coming from all CBD Clearing Houses: CBD CHM, BCH and ABS-CH.
User Management	In this section, National Focal Points may designate or update National Authorized Users (NAU) or Publishing Authority (PA).
Email alerts	Set the frequency of the email alerts that you wish to receive from the BCH.

## 3. On the Dashboard, create new record, view or edit existing records

Web address: <https://bch-training.cbd.int/en/register/dashboard>



a)	Choose a record	Choose a record from the list (3.1)
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b)	<i>New record</i>	<i>Click on the 'plus' button  to "add a new record", then fill in the form and submit for publishing. (3.2)</i>
c)	<i>Offline form</i>	<i>Download a copy of the common format for registering information off line. (3.3)</i>
d)	<i>Existing records</i>	<p><i>Examine and modify your records.</i></p> <p><i>To view: Click on the 'down arrow' button  or the 'list' button  (3.2).</i></p> <p><i>Next, click on the 'edit' button  to edit.</i></p>