## Target

Effectively and traceably collecting, documenting and making available information related to collections.

**EXPLANATION OF PROCESS DIAGRAM**

**1) Provide receipt numbers**

A curator may request a series of receipt numbers from the Documentation Project Manager. The Documentation Project Leader records them on paper to prevent a receipt number from being used more than once (see INS-CGN-PG-008 'Providing Receipt Numbers'). Receipt numbers are then assigned to seed material by the curators.

**2) Passport data collection**

The curators collect passport data on a spreadsheet (template 'CGN Passport data.xls') based on all available sources. These may be the documents accompanying the seed, such as collector's lists or field books, but also variety lists, other literature or information obtained from databases (via the internet). The collection process uses code tables and descriptions of the required formats (GENIS Data Dictionary, see the "KMS\_appendices" folder), made available by the Documentation Project Leader and Documentation Project Officer. A (hard)copy of the completed spreadsheet is archived by the curators, and the spreadsheet is mailed to the Project Officer Documentation.

**3) Registration in GENIS**

The spreadsheet is checked by the Project Officer Documentation for format and coding. If there are any errors, (s)he contacts the filler, and the errors are corrected. If there are no errors, the data is entered in the 'CGN Passport data.xls' template in GENIS. The new material is given the 'R' status of 'received material'. The entered spreadsheet is archived by the Project Officer Documentation. An overview of templates is given in INS-CGN-PG-013 'GENIS Templates and Tools').

**4) Add and change information**

If additional information becomes available, such as additions or corrections to the passport data, parallel numbers, germination data, evaluation data or data relating to management (storage, distribution, etc.), these are entered. Who may enter, correct or discard what depends on the function of the employee and is defined at GENIS level (see INS-CGN-PG-009 'GENIS: Entering and changing information' and INS-CGN-PG-011 'GENIS: Employees and their roles').

**5) Status change**

If the curators decide to change the status of material with 'R' status (see INS-CGN-PG-003 'Status of seed material: assignment and modification'), this is implemented in GENIS by the authorised persons. Status change of material with a status other than 'R' can only be carried out by the project manager and project officer Documentation. Depending on the status change, certain information must be provided to GENIS. (GENIS Data Dictionary, see the "KMS\_attachments" folder.)

**6) Provision of information via the Internet**

Much of the information in GENIS on 'A' status material is also available through the CGN website (www.wur.nl/cgn) on the internet. This information is updated once every two months. There is a 'checklist' for this (PRT-CGN-PG-504 'Checklist for updating GENIS data on the internet') and a detailed instruction (INS-CGN-PG-016 'Instructions for updating GENIS data on GENIS-Web'). There are also protocols for providing information from GENIS to EURISCO (PRT-CGN-PG-502 'Protocol for updating the National Inventory and Phenotypic Data from GENIS to EURISCO') and making passport data from GENIS available via Integrated Publishing Toolkit (IPT) (PRT-CGN-PG-503 'Protocol for Publishing Data via the Integrated Publishing Toolkit (IPT)'). All non-access-related information offered via the website, such as information about the CGN, its collections, research, etc., can be entered into the WCMS (Web Content Management System) by staff with the appropriate rights. This WCMS is managed by the Communication Services (CS) department of Wageningen-UR All information offered via the website is freely accessible. All feedback on the website, is documented in a document 'Website Feedback' see: INS-CGN-PG-014 'Changes to CGN website'. See instruction INS-CGN-PG-010 GENIS: Provision of information to users.

**ADDITIONAL ISSUES**

Technical support for the Oracle application GENIS is provided by an external company. In case of technical problems with GENIS, this company is contacted and will resolve the issues. Backup of GENIS is provided internally. For these matters, see instructions INS\_CGN-PG-015 'Emergency Plan and Backup GENIS'). If changes to the structure or functionality of GENIS prove necessary, these are collected and processed (see INS-CGN-PG-012 'Changes to structure of GENIS').

The quality of service provided by the agencies involved in the documentation is monitored annually as part of the 'management review' using the supplier assessment form (see FOR-CGN-PG-016 'Supplier Assessment').

**MEASURING POINTS PROCESS EFFECTIVENESS & CAUSE ANALYSIS**

10. Reach users. Annual number of page views of CGN-PGR website. Target: 5000 page views per year.

*Measurement point: Google Analytics*

11. User evaluation website. Outcome annual survey of a user panel of at least three (varying) persons to obtain information and feedback on the presentation, structure, content and functionality of the CGN-PGR website: at least 3 average for each item on a scale of 1 - 5.

*Measurement point: survey reporting*