

I. **Initial View with Main SEARCH FILTERS.** These filters apply to ALL Types of Records. You *can use a combination* of any of the filters below.

The screenshot shows the search interface for the Clearing-House. At the top, there is a search bar labeled "Search the Clearing-House" and a "HELP USING THE SEARCH" link. Below the search bar, there are several callout boxes with arrows pointing to specific elements:

- Top Left:** "Click here to access more filters in order to search by specific National, Reference, SCBD types (categories) of records." This points to the "SEARCH FILTERS:" dropdown menu.
- Top Center:** "Click here to view a pre-defined list and select a keyword from that list." This points to the "Keywords" filter.
- Top Right:** "Click here to filter by a specific date or date range." This points to the "Date" filter.
- Middle Left:** "Type here free text/keyword." This points to the search bar.
- Middle Center:** "Click here in order to filter by a country or countries." This points to the "Country" filter.
- Middle Right:** "Click here to filter by a region or regions." This points to the "Regions" filter.
- Bottom Right:** "Display filters. View Type: select from drop-down list. Sort By: click, select option(s) from box, and click 'Apply'." This points to the "View Type" and "Sort By" buttons.

Below the filters, there are four tabs for record types: "All records" (8246), "National records" (6525), "Reference records" (1721), and "SCBD records" (0). The "All records" tab is selected. Below the tabs is a pagination bar showing "Page 1 of 343" and "Items per page 25".

At the bottom, there are three record entries:

- MyBiosafety Database:** NATIONAL BIOSAFETY WEB SITE OR DATABASE | MALAYSIA | BCH-NDB-MY-245314-1 | 05 MAR 2020
- test:** COMPETENT NATIONAL AUTHORITY | FINLAND | BCH-CNA-FI-249265-1 | 03 MAR 2020
- Test 101:** SUPPLEMENTARY PROTOCOL COMPETENT AUTHORITY | CANADA | BCH-CNA-CA-249217-1 | 27 FEB 2020

Callout boxes at the bottom explain the record counts and how to view details:

- Bottom Left:** "Click on the record to view full details." This points to the "Test 101" record.
- Bottom Center:** "Total number of records for each type of record. You see 4 tabs - which give you a choice to view 'all records' or records of a specific type (category). 'All records' are displayed by default." This points to the record count tabs.

## II. Additional Filters.

E.g. Search by *Record Types*. **Filters** that have been selected below. Click “x” to cancel a selected filter, or “**Clear filters**” to cancel all filters. Scroll down to view RESULTS.

The screenshot shows the Clearing-House search interface. At the top, a search bar contains the text "Search the Clearing-House". Below it, the "SEARCH FILTERS:" section is active, showing "Record types" selected. Two filters are applied: "Competent National Authority x" and "Party to the Protocol x", both with an "x" icon to cancel them. A "Clear filters" button is also present. To the right of the filters, there are options for "View Type" (Default), "Sort By", "Send", "Print", and "Export".

The main content area is divided into two columns. The left column, titled "National Records", lists various record types with their counts. A red arrow points to the "Competent National Authority (366)" entry. The right column, titled "Party Status", lists "Party to the Protocol" (checked), "Ratified, not yet Party to the Protocol", "Not a Party to the Protocol", and "Signatory to the Protocol". A red circle highlights the "x" icon in the top right corner of the Party Status section, with a blue arrow pointing to it from a text box.

Below the "National Records" section is the "Reference Records" section, which lists various reference records with their counts.

Instead of *scrolling down*, you can also click this button to see results and more filters specific to the record type you have selected.

III. **SUB-FILTERS:** these filters appear *only* when you search by *Record Types*.

You can, if you wish, use a combination of the circled filters below to narrow your search even further. Displayed RESULTS become updated with each filter you select.

**General filters.**

SEARCH FILTERS: Record types Keywords Country Regions Date View Type Default Sort By Send Print Export

**Filters**

- Competent National Authority
- Free Text
- Administrative functions
- Types of organism(s) under its responsibility

**Albania (3)** Party to the Cartagena Protocol on Biosafety Entry into force: 09 May 2005

Competent National Authority (3)

- Ministry of Agriculture and Food
- Ministry of Health
- Ministry of Environment, Forestry and Water Administration

**Antigua and Barbuda (4)** Party to the Cartagena Protocol on Biosafety Entry into force: 09 Dec 2003

Competent National Authority (4)

- Crop Research Unit, Department of Agriculture
- Plant Protection Unit - Department of Agriculture
- Environment Division, Ministry of Health and the Environment
- Central Board of Health

**Sub-Filters:** these sub-filters are *specific* to the type of record you have selected. You can select as many filters as you need in the same search.

Click on the record to view/display full details.

 Ask for HELP: click and type your question.