INN Data Management Integrated System

INN On-line Application User Manual

**Programme on International
Nonproprietary Names (INN)**

Document Title: INN on-line application - User Manual-

Version: **0.1**

Authors: WHO INN Secretariat

Type: Public circulation   **Nature:** Public

Abstract: This document describes only the user interface for the INN on-line application. For more details about the INN process refer to INN web site.

Keyword list: **On-line application, User Manual**

INN Data Management Integrated System

INN On-line Application User Manual

Programme on International Nonproprietary Names (INN)

Table of Contents

Table of Figures

1. Requirements

In order to use the INN on-line application the user needs:
- the INN request PDF file;
- the INN Programme certificate for PDF document;
- Acrobat Reader
- an internet browser (tested on FireFox 3.0 and earlier versions, MS Internet Explorer 6.0);

1.1 How to obtain the INN request PDF file

To obtain the INN request PDF file follow the link below.
https://extranet.who.int/tools/inn_online_application/INN_online_application_files/INNFORM_072010.pdf

---

Please open the INN request PDF file using Acrobat Reader as a stand-alone application.

1.2 How to obtain the INN Programme SSL Certificate

To obtain a INN Programme SSL Certificate follow the link below.
https://extranet.who.int/tools/inn_online_application/INN_online_application_files/INN_Pdf.crt

The steps to install the certificate have been described in chapter 2.1.

1.3 How to obtain the Acrobat Reader

To obtain Acrobat Reader follow the link below.
http://get.adobe.com/reader/

2. Assuring security

The INN online application assures security using digital certificates (integrity and authentication) and strong encryption algorithms (confidentiality).

The following steps are mandatory for your security and to give access to your submitted application to the INN secretariat.

2.1 Install the INN certificate on Acrobat Reader

Due to the sensible contents managed by the INN Programme some security policies have been adopted. To guarantee the source of the document exchanged during the submit process the use of trusted digital certificates is needed.

To install the INN certificate for PDF (See Figure 1) download the certificate from the INN on line application site (See the link in 1.2 or click here).
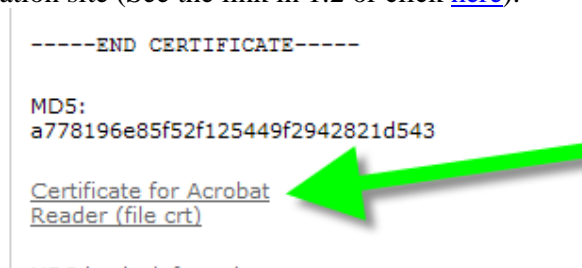

Figure 1 link on the INN site to the certificate

Open Acrobat Reader looking to the menu bar (see Figure 2) select "*Document*" (the red arrow in Figure 2) and the item "*Manage Trusted Identities..*" (the green arrow in Figure 2)
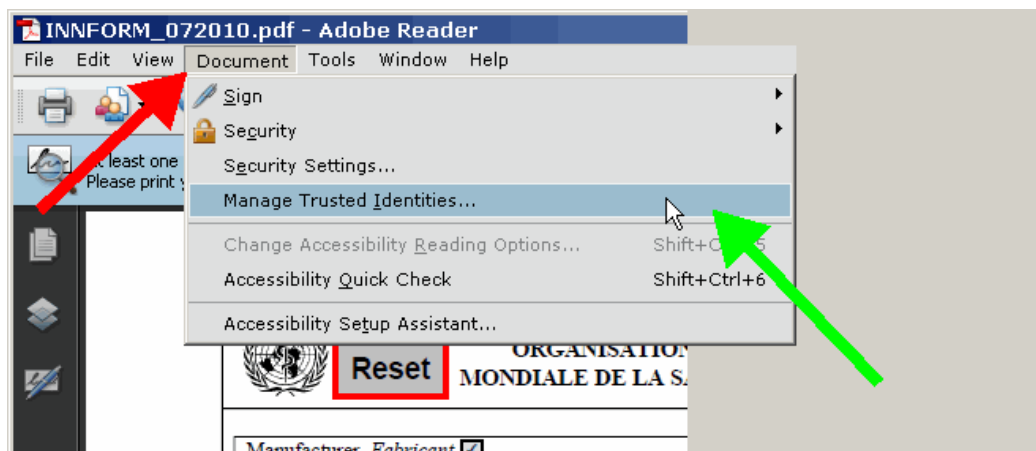

Figure 2 "Manage Trusted Identities…" menu on Acrobat Reader

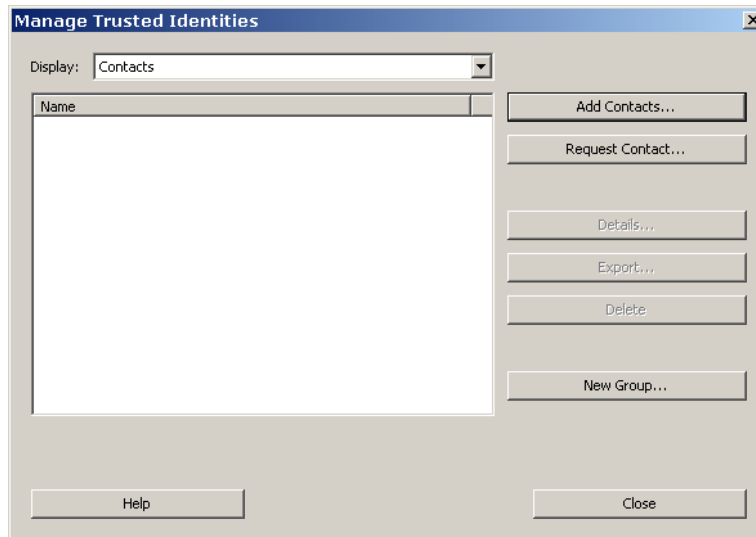Clicking on the "Manage Trusted…." item, the window in Figure 3 appears.

Figure 3 "Manage Trusted Identities…" list of contacts and certificates

Clicking on the "*Add Contacts...*" button the dialog window in Figure 4 will show the list of the contacts and/or certificate. Click on the "*Browse*" button and the classic window dialog box to select files will appear (see Figure 5). Select the INN PDF certificate (see 1.2 and green arrow in Figure 5)
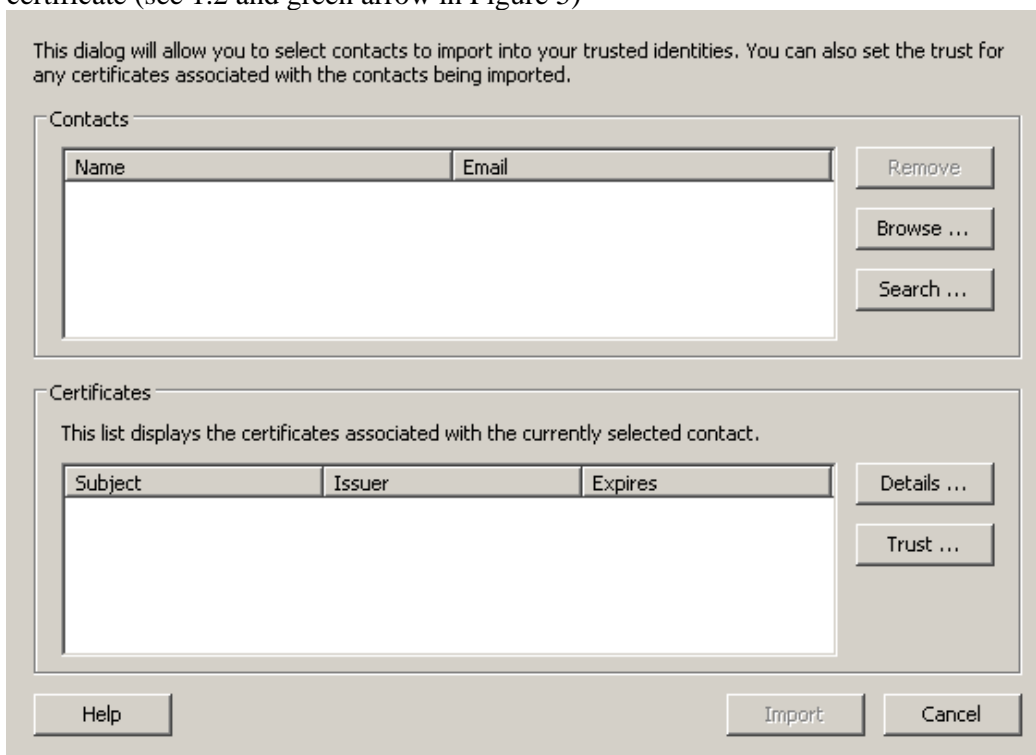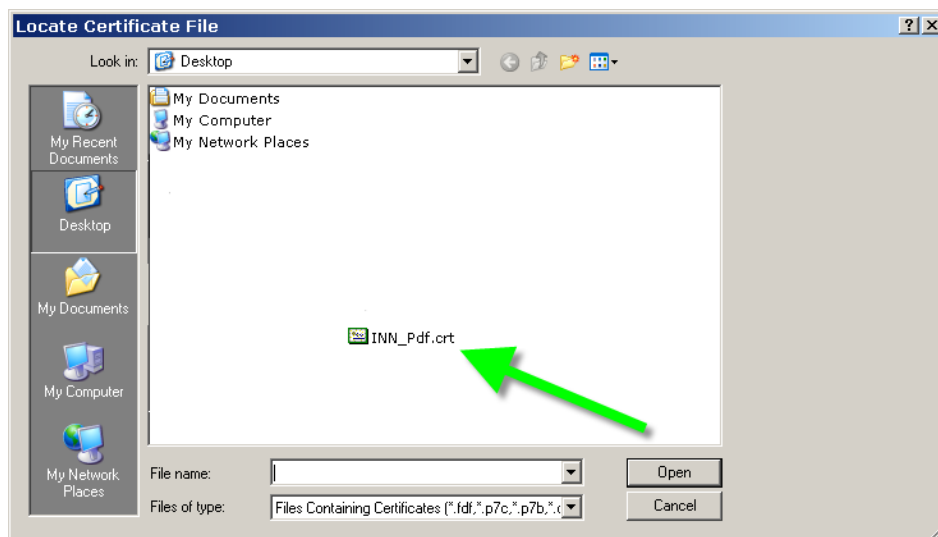

Figure 4 "Add Contacts…" dialog box

Figure 5 Browse windows

The certificate selected has to be trusted in order to assign the rights (see green arrow in Figure 6).
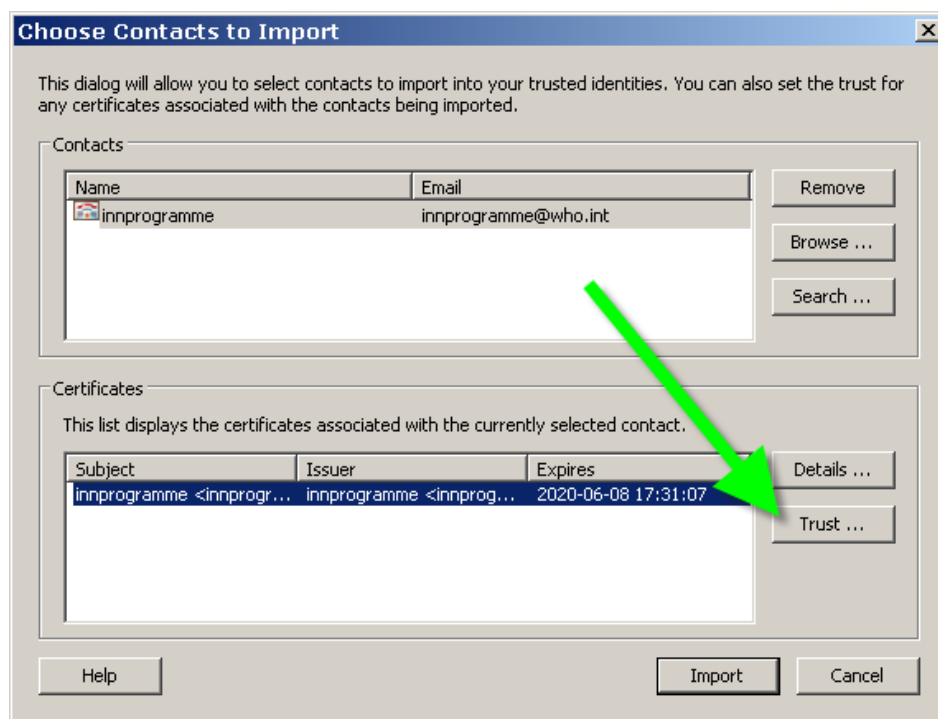

Figure 6 "Add Contacts…" dialog box "Trust…" command

In the *"Import Contact Settings"* window that will be opened, select the box pointed to by the red arrow and the green arrows (see Figure 7) to assign rights.
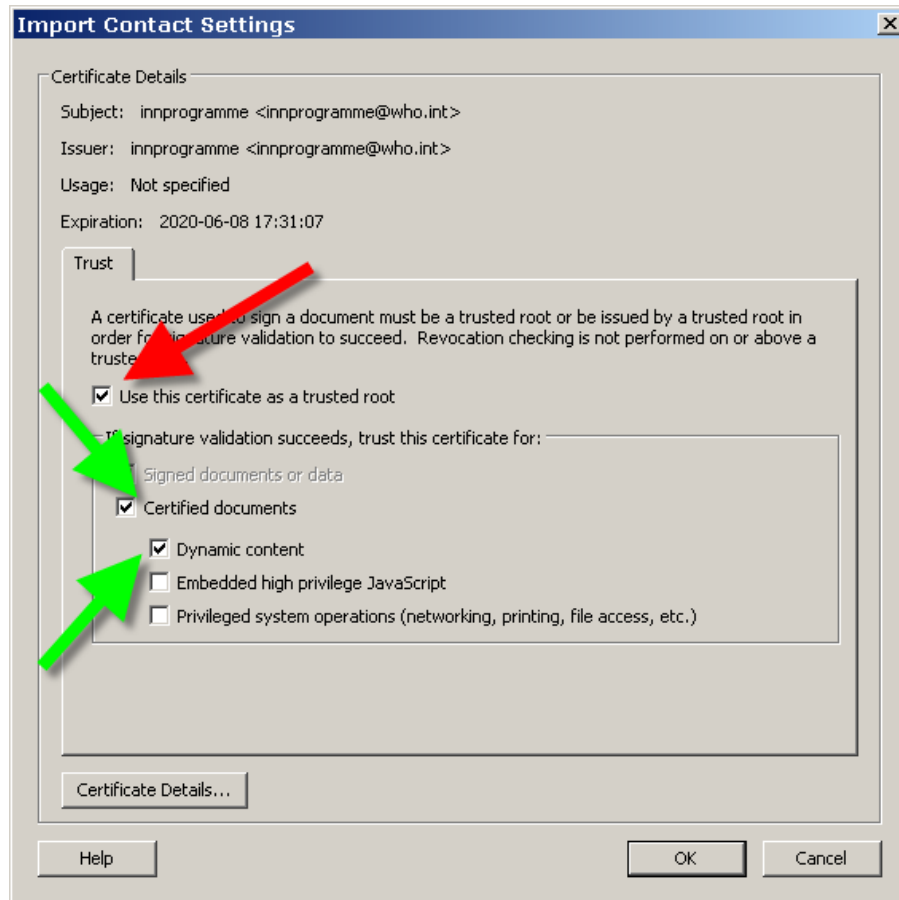
Figure 7 "Import Contact Settings" window

Click on the button "*OK*" and then click on the "*Import*" button in Figure 8. The succeeded operation will be confirmed by the box in Figure 9.
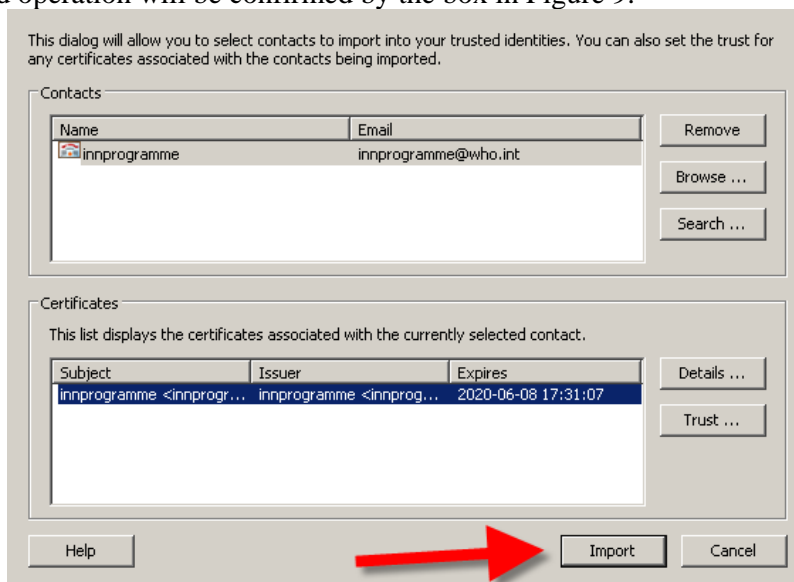

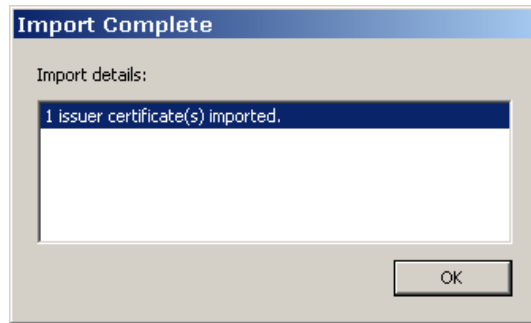**Figure 8 "Add Contacts…" dialog box "Import" command**

Figure 9 INN Certificate imported

2.2 Opening the INN PDF form

Download the PDF file from the INN site (see 1.1 or click [here](#)). For your security, please, do not use other PDF files coming from different sources.

In order to authenticate and to trust the PDF file, after the execution of the steps described in 2.1, click on the icon pointed to by the red arrow in Figure 10

Figure 10 Verify signature on PDF

The icon on the left pointed to by the red arrow in Figure 11 shows if the PDF document has been validate or not.

The validation process allows you to verify if changes have been done on the document and/or if the author of the document is an authorized one.

Clicking on the "*Validate All*" item (green arrow in Figure 11) the Acrobat Reader will verify the integrity and the author identity of the PDF document.
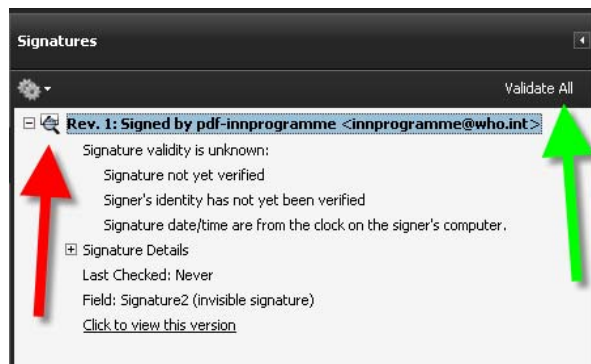

Figure 11Signature status on PDF

If the signature is valid you will see messages on the top bar and on the icon showed in Figure 12 (green arrows).
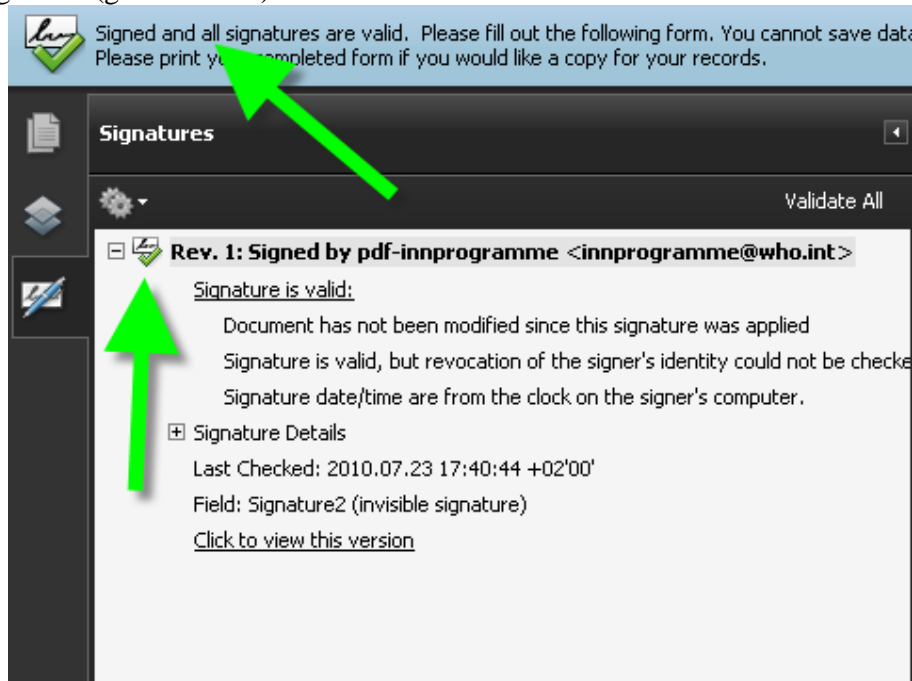

Figure 12 Successful Verify signature

If you see messages like in Figure 13 (red arrows) you missed these steps in the phase before. Please verify all the steps in 2.1. If the warning message persists please contact the INN secretariat. In fact, the document could be corrupted or it could contain links to malicious sites, please, do not use this PDF document to send sensible information.
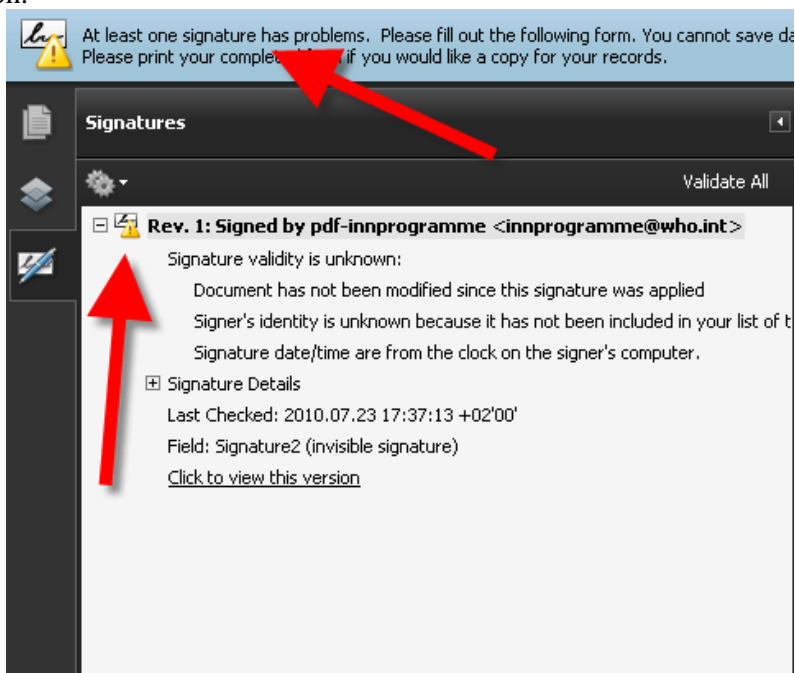

Figure 13 Mistrusted PDF author

Another kind of warning message could be the one shown in Figure 14. The green arrow points to the succeeded trusted process for author, but, on the other hand the red arrow shows that one of the fields has been changed. In this case, please verify the changed field, if it is an update of date (like this case) do not worry. If the changes are related to the java scripts embedded into the PDF, please do not use the PDF document and contact the INN secretariat
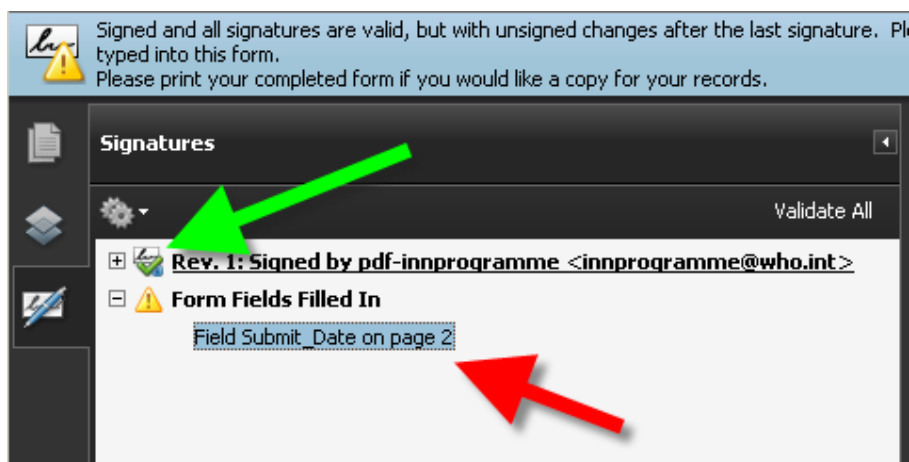

Figure 14 Warning integrity message

3. Filling the INN PDF form

The INN on-line application uses the Adobe Reader software as user interface. Opening the PDF file, the user will see a PDF document in Figure 15.

Figure 15 INN PDF document

The yellow fields are the required information (see Figure 16) in order to start the INN process. For details about the INN process please refer to the INN web site (http://www.who.int/medicines/services/inn/en/).
The fields contain, as default values, information about the content to submit.

Figure 16 INN PDF fields

If the content is correct the field becomes green, if there are some format problems the field becomes red (see Figure 17).

Figure 17 INN PDF correct fields(green) and wrong field (red)

In order to obtain information about the field move the mouse over the field and wait few seconds until the field label appears (see "First Name" label in Figure 17). Therefore, yellow fields are for the default values, green fields are for correct content and red fields are for wrong content or format (see arrows in Figure 18)

Figure 18 Correct fields(green), wrong fields (red) and default values (yellow)

In order to see the mandatory fields for the INN process click on the button on the top right corner on Acrobat Reader (see red arrow in Figure 19)
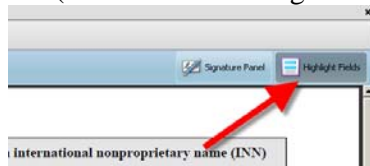
Figure 19 INN PDF show mandatory fields

The fields with the red border are mandatory (see Figure 20) the fields without the red border are optional but encouraged (green arrows in Figure 20).

Figure 20 INN PDF mandatory fields (red border)

Some of the fields are hidden, they will appear only if selected. For instance fields for authority details will appear after the selection of the box pointed to by the green arrow in Figure 21.

Figure 21 Hidden fields (e.g. Authority details)

3.1 Submit files using INN PDF form

There are also fields to submit files (chemical structure and annex files).
The chemical structures files are <u>mandatory</u>.
Clicking on the button showed in Figure 22 (green arrow) a "Browse" window will be opened enabling you to select the BMP image of the chemical structure. After this an optional button will appear for CDX file (Chemdraw file format).

Figure 22 INN Chemical Structure Files

The same behaviour for biological. MS World file or a txt file is mandatory (see Figure 23)

Figure 23 INN Chemical Structure Files (MS word doc or txt)for biological

Moreover, the user can add until four annex files (see red arrow in Figure 23) putting also information about the content of the files (see green arrow in Figure 23).
Clicking on the "Add" button the standard dialog box to browse file should appear.
If you need to add more the four files please, compress them using software compressor (e.g. zip)

Figure 24 INN Annex Files

3.2 INN PDF form advance editing functions

Some of the fields require some advance editing capabilities.

Chemical name, molecular formula and additional comment can contain formatted text. The "copy and paste" command works according the Acrobat capabilities. Problems rise for sub script and super script numbers or letters.

To open the advance editing dialog box, select the field and press "CTRL+E", the bar in Figure 25 will be showed.
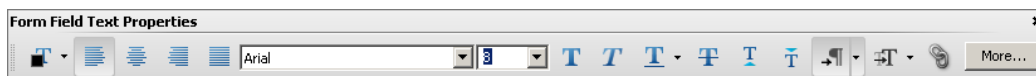
Figure 25 Acrobat advance editing dialog box

To write chars as super script you have to click on the button pointed to by the red arrow in Figure 26. For sub script click on the button pointed to by the green arrow.

Figure 26 Super script and sub script on Acrobat advance editing

Some chemical names need chars written as small caps.

The function small caps does not exist on acrobat. For this reason the user has to select the chars and to click on the font menu (see red arrow in Figure 27). Selecting the Arno Pro SC font the chars will be transformed as small caps.

Figure 27 Small-caps on acrobat advance editing

If you need to add Greek chars use the char map of your system. Please, use chars encoded UTF-8.

3.3 INN PDF form submit data

In order to submit the data the user has to click on the "Verify" button (see red arrow in Figure 28) on the top of the PDF document.

Figure 28 Verify data

If the verification process is right the "Submit" button will appear (see green arrow in Figure 29).
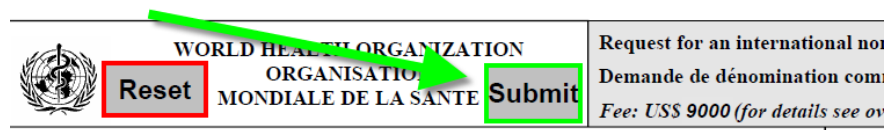
Figure 29 Submit data

Clicking it, the window message in Figure 30 will warn you about an internet connection to the *https://extranet.who.int/inn_online_application* domain. In this case click on "Allow" (see green arrow in Figure 30).

The submit process status will be display through the status bar showed in Figure 31.

If the warning message shows a different internet domain (e.g. http://182.0.24.23/xxx) please, click on "Block" and contact the INN secretariat

Figure 30 Warning submit window

Figure 31 Submit process bar

4. The INN PDF receipt

The submit process will end with a new PDF document (the INN PDF receipt) containing the submitted data.

The receipt contains hyperlinks, for this reason as first step, verify the integrity of the document.

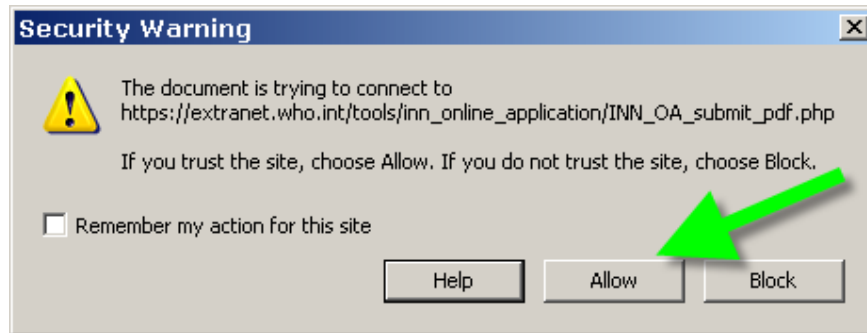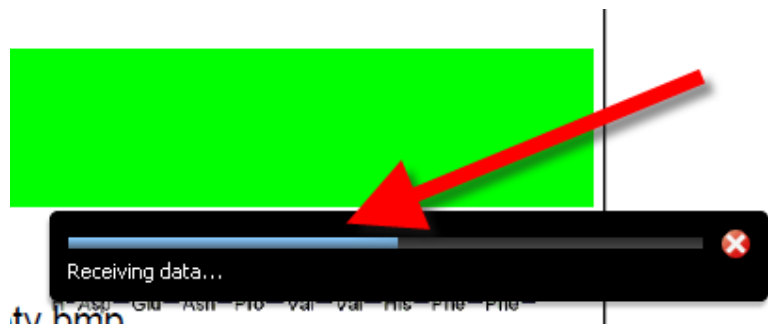In an authenticated INN PDF receipt on the top of the PDF document you will see the icon pointed to by the green arrow in Figure 32.
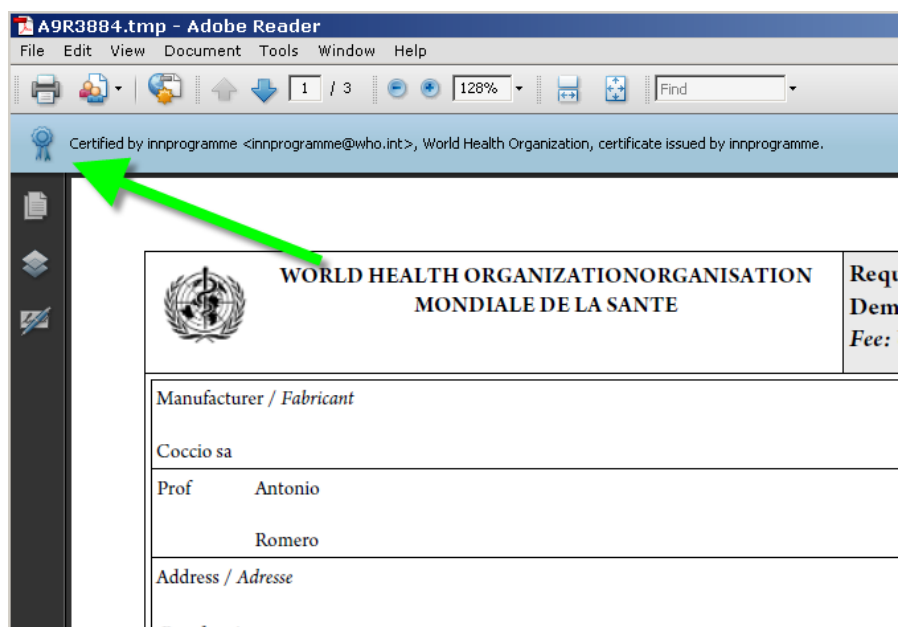

Figure 32 INN PDF receipt

<u>After this first step, you MUST verify the correctness of the content.</u>

On the right of each files (chemical structure and/or annex files) an hash code will be readable (see red arrow in Figure 33).

The hash code is used to verify the integrity of files or data (see for more information and tools http://en.wikipedia.org/wiki/Md5sum)

For chemical structure submitted as BMP file, the image will be present. On the other hand for the Chemdraw file, the name and the hash code will be visible.
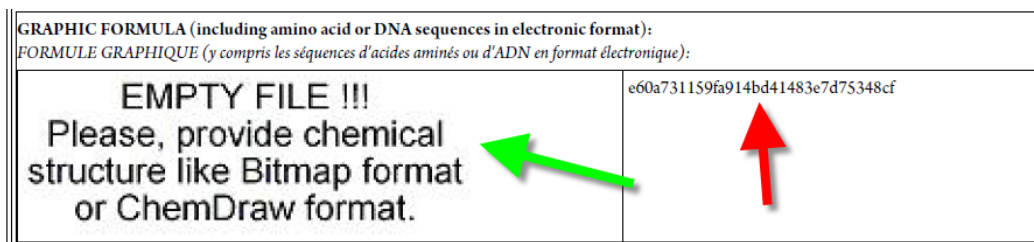

Figure 33 Chemical structure details on the INN PDF receipt

The same will be showed for the annex files, but the added information will be visible (see Figure 34, yellow arrow for the file name, red arrow for added information, green arrow for the hash verification code)

Additional Files:

| 9256_fa...doc | comment... | 7fc14a1db4e41f527caaae7592c936dd |

Figure 34 Annex files details on the INN PDF receipt

At the end of the INN PDF receipt a summary of the previous needed steps and two links (see Figure 35) are readable.

If you agree to the data in this receipt please save (see Figure 38) and click on the "Approve" link in Figure 35 (green arrow).

An Acrobat message will warn you that you are connecting to an external internet site (see Figure 36). Please verify the domain before clicking the "Allow" button.

If there are some errors, "Reject" the document (red arrow in Figure 35) and then please, fill the PDF document with the right data.

"Approve" and "Reject" command will be confirmed opening on your browser one of the two pages showed in Figure 37.

If editing errors persist please contact the INN secretariat.

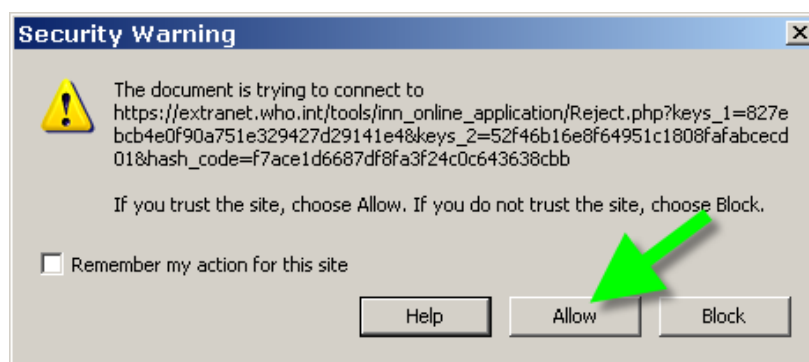**Figure 35 INN PDF receipt (Approve or Reject)**

Figure 36 Warning message for external links in INN PDF receipt

Reject command OK   Approve command OK

Figure 37 Reject and Approve browser pages

In case of successful verification process, you <u>must</u> save the receipt (see green arrow in Figure 40) and send it by email to innprogramme@who.int.
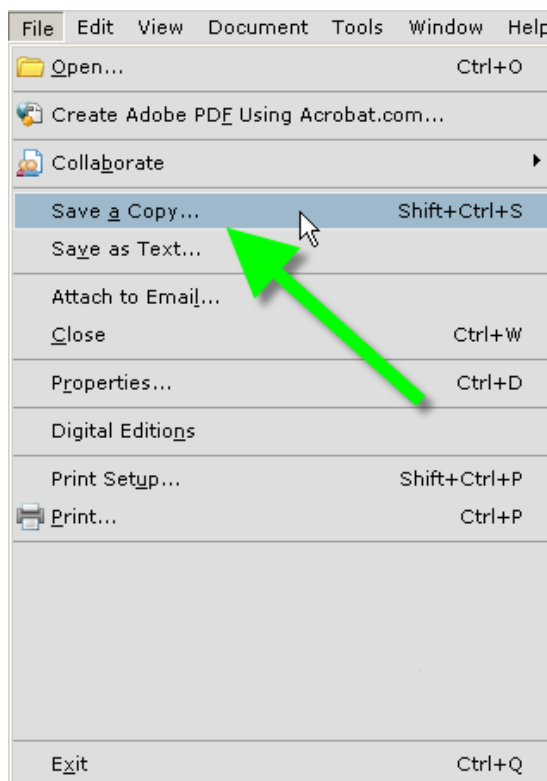

Figure 38 Save and send the INN PDF receipt

Do not worry about the warning message showed in Figure 39 and click on the button aimed by the green arrow.
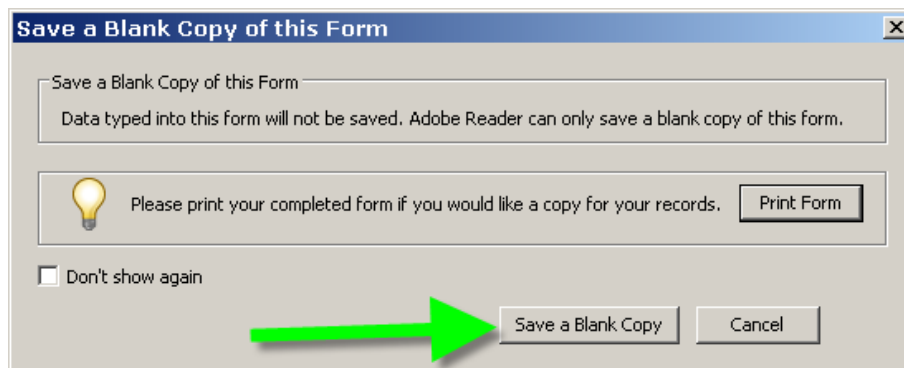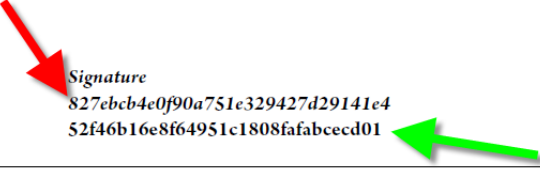

Figure 39 Save a Blank Copy

Moreover, print the INN PDF receipt and sign it by hand on the zone in Figure 40 and sent it, with a proof of payment, to:

> World Health Organization
> International Nonproprietary Names
> (HSS/EMP/INN)
> 20 Avenue Appia
> 1211, Geneva 27
> Switzerland

Figure 40 Signature in the INN PDF receipt

5. Conclusions

In order to finalize the INN application process three documents are mandatory:
1. the signed (by hand) hard copy of the INN PDF receipt,
2. the electronic copy of the INN PDF receipt sent by email,
3. the proof of payment

Without these documents the process **cannot** be finalized.