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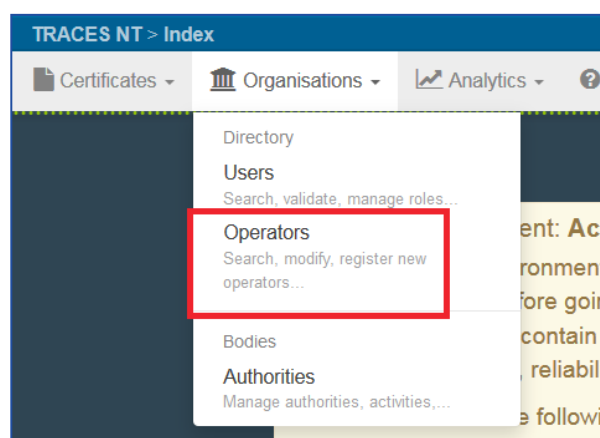
I. AS AN AUTHORITY I WANT TO VALIDATE AN OPERATOR (=ORGANIZATION):

Remarks:

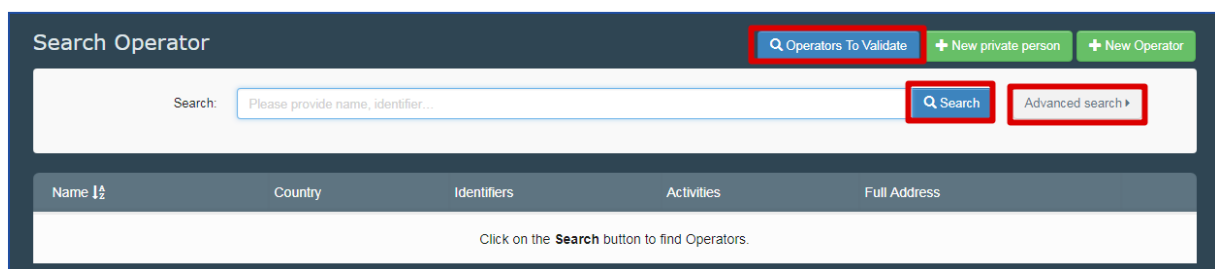
You can only validate Operators in your country (except for Responsible for the load = Transitair).

You can only validate Responsible for the load that are linked to your authority no matter the country of this operator.

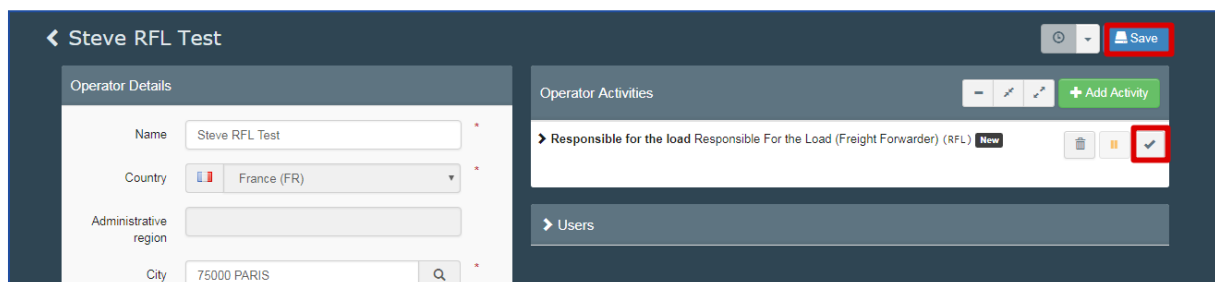
1) Click on Organisations < Operators



2) Use the Search bar or Advanced search option to find the Operator. You can also directly see the list of Operators waiting for your validation by clicking on "Operators To Validate".



3) Click on the Operator to open his details. On the right column click on the check button to validate the Operator's activity. The activity that you have validated has now the status "Valid", but you still need to click the button "Save" to commit to the changes.



II. AS AN AUTHORITY OR AN OPERATOR I WANT TO VALIDATE A USER:

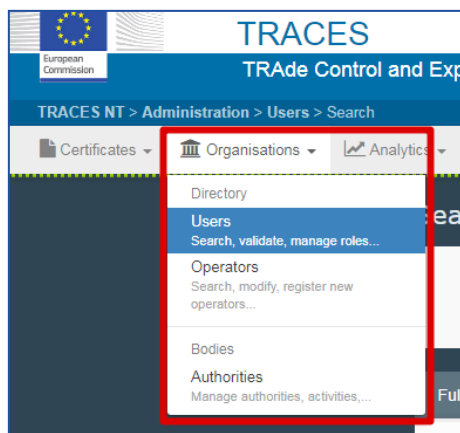
Remarks:

You can only validate Users of an organization for which you are the competent authority.

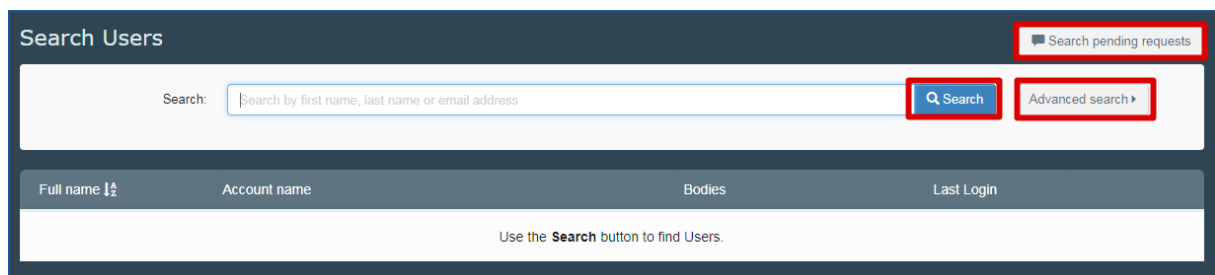
A superior Authority can validate users from a subordinated Authority.

You can only validate users inside your authority / your organization if you are administrator for it.

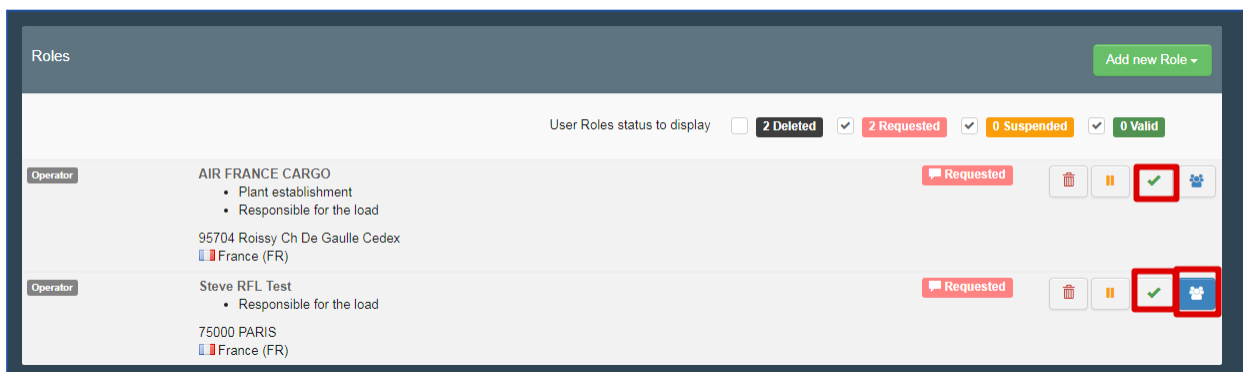
1) Click on Organisations < Users



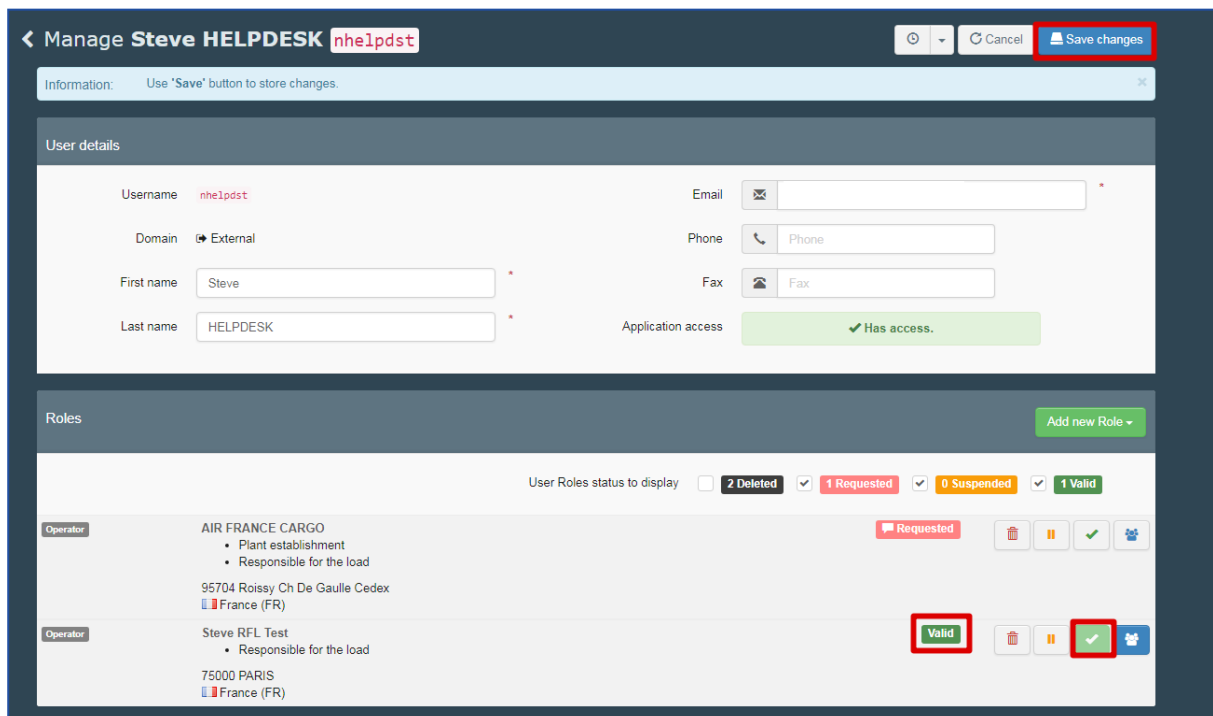
2) Use the Search bar or Advanced search option to find the User. You can also directly see the list of users waiting for your validation by clicking on Search pending requests.



3) Click on the User to open his details. Click on the check button to validate the relevant role requested. If you want this User to be able to validate his colleagues inside his authority / organization, activate the blue icon on the right to give him the administrator for this organization.



4) The role that you have validated has now the status "Valid", but you still need to click the button Save changes to commit to the changes.



T RAde Control and Expert System - New Technologies (TRACES)

TRACES is a multilingual online management tool which notifies, certifies and monitors trade in animals, products of animal origin, feed and food of non-animal origin, plants, seeds, propagating material, goods of organic origin and woods.

TRACES is an e-government system, following the requirements of the EU Digital Agenda towards dematerialisation of health documents.

Dr Didier CARTON
Head of the TRACES Sector

European Commission
Directorate-General Health and Food Safety
Unit G5, TRACES Sector
B232 07/014
B-1049 Brussels
Tel.: +32 22976350



Mail: sante-traces@ec.europa.eu
Application: <https://webgate.ec.europa.eu/sanco/traces>
Website: <https://webgate.ec.europa.eu/tracesnt>
Presentation: <http://prezi.com/user/TRACES/>

TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>
TRACES online help: https://webgate.ec.europa.eu/tracesnt/help/general/content/a_home/home.htm
FLEGT documentation: <https://webgate.ec.europa.eu/tracesnt/user-guide/flegt/index.html>

This information sheet is intended for TRACES users.
You can find this document and download it [here](#).