

STEPS FOR LOG IN INTO IFHE MEMBERS ONLY AREA

Status: July 2010

INTERNATIONAL FEDERATION
FOR HOME ECONOMICS

Dear IFHE Member,

thank you very much for your interest in our IFHE Member Only Area under www.ifhe.org. The system has submitted to you via e-mail following access data:

E-mail address: e.g. office@ifhe.org

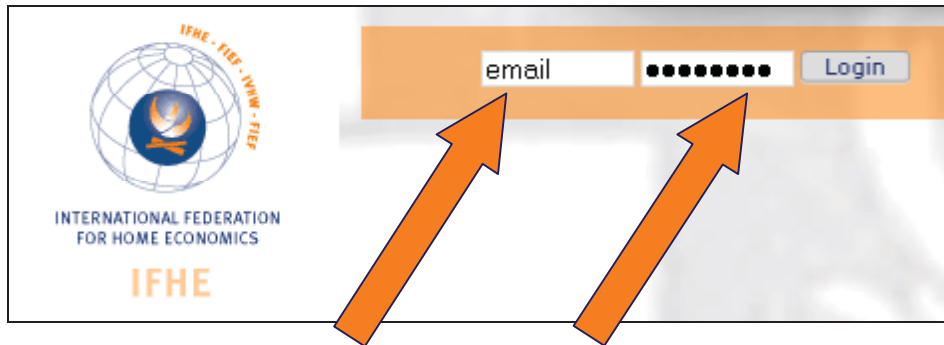
Password: xxxxxxxx (placeholder!)

Neumitglieder ab Sommer 2015: Die LoginAngaben finden Sie in Ihrem Willkommensbrief

Bestehende Mitglieder: Falls Sie Ihre Zugangsdaten nicht mehr wissen: Melden Sie sich direkt bei unseren Kolleginnen in Bonn: office@ifhe.org, falls Sie nur das Passwort nicht mehr haben können Sie auf der Seite ein neues Anfordern.

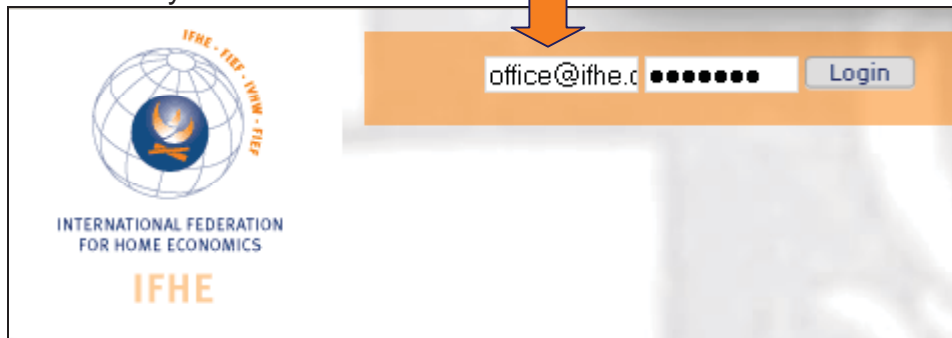
Please note:

You should follow the following steps to get access into the IFHE Member Only Area under www.ifhe.org.



1. Enter your e-mail address and password in the fields/boxes above the IFHE Homepage as follows:

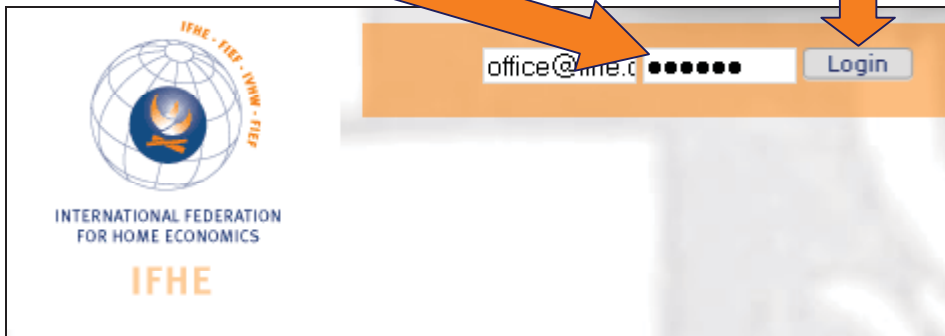
First enter your e-mail address



Second click on the right white field/box, the dots/placeholder will disappear....



Third enter your **password** and then click on **Login**



now you are logged in, your e-mail address will appear, here e.g. office@ifhe.org .



2. After Login please click on the **orange** button “**Members**”, the Members Only Area opens now.



3. Choose any subsection you are looking for in the left hand column, e.g. **IFHE Newsletters** or **E-Journal IJHE**.

Please note:

1. Your Browser (e.g. Explorer or Firefox) adjustment/alignment has to **allow** **“Cookies”/enable “Cookies”**.
2. If you will not have access after your first try to log in, please try to “copy and paste” the password out of the received e-mail into the log-in box on the homepage.
3. If you will not have access after your first try to log in using “copy and paste” the password out of the received e-mail please try to enter the password manually into the log-in box on the homepage.

If you have any questions please let us know under office@ifhe.org .

The IFHE Office Team

DESCRIPTION USING THE NEW IFHE MEMBER DATABASE

Status: November 2010

INTERNATIONAL FEDERATION
FOR HOME ECONOMICS

Dear IFHE Member,

thank you very much for your interest in our new IFHE Member Database which you will find under www.ifhe.org/ifhem/ . For working with the new IFHE Member Database you have to use the same access data as to enter into the IFHE Member Only Area. The IT-system has submitted to you via e-mail your password.

Please note:

Follow these steps to get access to the IFHE Member Database under www.ifhe.org/ifhem/ .

INTERNATIONAL FEDERATION FOR HOME ECONOMICS
IFHE

Main Website IFHE
• Login/Logout
Forgot Password?
Create new Account

LOGIN/LOGOUT

Login
Enter your username and password here in order to log in on the website:

Login

Username:
Password:
Login

1. Enter your e-mail address which is named here “Username” and “Password” in the fields/boxes as follows:

INTERNATIONAL FEDERATION FOR HOME ECONOMICS
IFHE

Main Website IFHE
• Login/Logout
Forgot Password?
Create new Account

LOGIN/LOGOUT

Login
Enter your username and password here in order to log in on the website:

Login

Username:
individual.member@ifhe.
Password:
Login

First enter your “Username”

Second enter your “Password”

and then click on **Login**

now you are logged in

INTERNATIONAL FEDERATION FOR HOME ECONOMICS
IFHE

Main Website IFHE
IFHE Member Database
Edit own Dataset
Mail
• Login/Logout

LOGIN/LOGOUT

Login successful
You are now logged in as 'individual.member@ifhe.org'

2. After Login please click on the Subsection “IFHE Member Database”, the IFHE Member Database opens now.

3. Steps to filter a name

Please click on the **arrow of the first box** on the top of the database and select **“Name Individual/Representative”** and type the name of the desired IFHE Member, here e.g. **IFHE Individual Member** in the **second box** and press **“Enter”**.

or click on the **filter symbol with the magnifying glass**: the dataset of the person **“IFHE Individual Member”** will appear.

For having a look at the stored data of the person **“IFHE Individual Member”**, please click on the **magnifying glass**.



IFHE MEMBER DATABASE

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA | PROFESSION | IFHE OFFICER | FIELDS OF EXPERTS

Name Individual/Representative	IFHE Individual Member
Firstname	Test
Gender	female
State	
Country	Germany
Region	Europe

Main Website IFHE
● IFHE Member Database
Edit own Dataset

There are **four** categories of information: **Personal Data, Profession, IFHE Officer and Fields of Experts.**

IFHE MEMBER DATABASE

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA | PROFESSION | IFHE OFFICER | FIELDS OF EXPERTS

Membership	Individual
Organisation/University	IFHE
Profession	IFHE Office Staff
Working Area	
Professional Activity	
Young Professional	No

Main Website IFHE
● IFHE Member Database
Edit own Dataset

IFHE MEMBER DATABASE

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA | PROFESSION | IFHE OFFICER | FIELDS OF EXPERTS

Chair PC	No
Programme Committee	Household technology & Sustainability
Chair CC	No
Council Committee	
Representative at the UN	No

Main Website IFHE
● IFHE Member Database
Edit own Dataset

IFHE MEMBER DATABASE

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA | PROFESSION | IFHE OFFICER | FIELDS OF EXPERTS

Fields of Activity	Association/ NGO
Home Economics & Management	home economics
Home Economic Disciplins	household technologies
General Disciplins	administration
Other	
Publications List (PDF <2MB)	

Main Website IFHE
● IFHE Member Database
Edit own Dataset

4. Steps to update your Personal Data

Please click on the Subsection “Edit own Dataset”, your individual dataset will open.

EDIT OWN DATASET

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA PROFESSION IFHE OFFICER FIELDS OF EXPERTS MEMBERSHIP

Member Organisation Name
 Title
 Name Individual/Representative IFHE Individual Member
 Firstname Test
 Gender female
 Birth name
 Date of Birth
 Address 1 Kaiser-Friedrich-Straße 13
 Address 2
 ZIP Code 53113
 City Bonn
 State
 Country Germany
 Region Europe
 Phone +49 228 921 25 90
 Fax +49 228 921 25 91
 Email-Address individual.member@ifhe.org
 Wants to receive Emails Yes
 Website www.ifhe.org
 Dispatching Liaison

EDIT OWN DATASET

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA PROFESSION IFHE OFFICER FIELDS OF EXPERTS MEMBERSHIP

Changes can be made in the menue “Personal Data”, “Profession”, “Fields of Experts” and “Membership”.

Please note: You are allowed to edit those lines which are framed, here e.g. in the menue “Personal Data”.

5. Special and new Feature: Upload your own “List of Publications”

Based on the proposal of the Council Committee Research all IFHE Members are asked to post their own publications to improve networking options and for better exchange of expert knowledge.

Please click on the Subsection “Edit own Dataset” and there on the menue “Fields of Experts”.

EDIT OWN DATASET

MEMBER: IFHE INDIVIDUAL MEMBER

PERSONAL DATA PROFESSION IFHE OFFICER FIELDS OF EXPERTS MEMBERSHIP

Fields of Activity Association/ NGO
 Home Economics & Management home economics
 Home Economic Disciplines household technologies
 General Disciplines administration
 Other
 Publications List (PDF <2MB) Browse...

Click on the button **Browse** to select your individual pdf-file (< 2MB) and upload your “List of Publications” as a pdf-file.

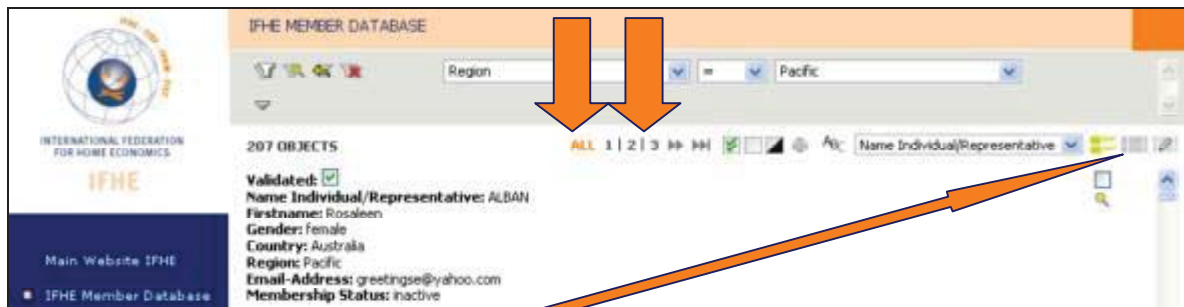
6. Use of Filter Function – Compiling of Membership Data

If you want to compile e.g. a list of all IFHE Members in the Region of Pacific:

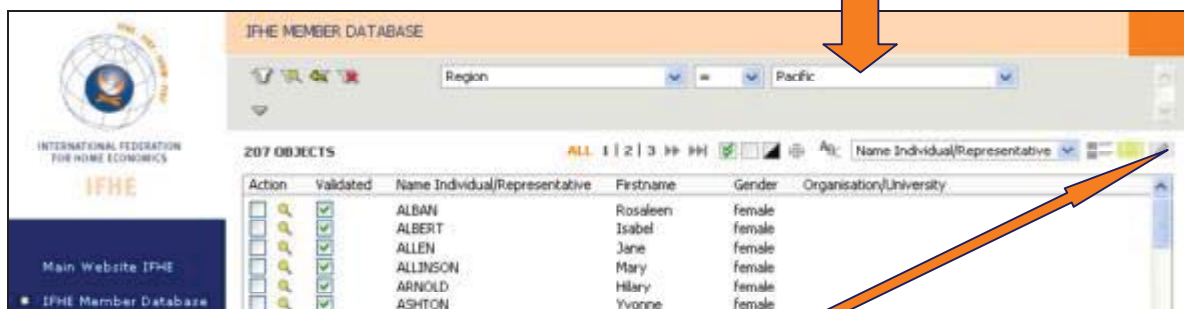


Please use the filter “**Region**”, select “**Pacific**” and choose the **criteria** you want. You will have now access to the list of all IFHE Members in the **Pacific Region**, here **207 Members**.

Each page of the list includes 100 IFHE Members (marked in **orange**). If you want to see – **during all requests!!** – the data of all **207 IFHE Members** please click on “**ALL**”.



If you click on the button “**Table**”, you will achieve an overview regarding **all data of all members (active as inactive members)** in a **tabular form**.



If you click on the button “**Configure visible columns**” - symbol **Table** added with a **pen**, you can configure your own table which will include the data you need....

Name Individual/Representative
 Firstname
 Gender
 State
 Country
 Region
 Programme Committee
 Council Committee

When the selection will start, all categories are marked, please select those you want to see, e.g. **Name Individual / Representative, Firstname, Gender and Programme Committee.**

IFHE MEMBER DATABASE

Region = Pacific

207 OBJECTS

Action	Name Individual/Representative	Firstname	Gender	Programme Committee
	ALBAN	Rosaleen	female	
	ALBERT	Isabel	female	
	ALLEN	Jane	female	
	ALLINSON	Mary	female	
	ARNOLD	Hilary	female	
	ASHTON	Yvonne	female	

7. Use of Filter Function – Use of Twin Filter Function

If you want to compile “special/detailed information” of IFHE Members, e.g. who are listed as a Member of the **Programme Committee Household Technology & Sustainability in Germany**:

IFHE MEMBER DATABASE

2737 OBJECTS

Name Individual/Representative: Weber
Firstname: Jens
Gender: male
Country: Germany
Region: Europe
Programme Committee: International Business Group
Council Committee: Archive

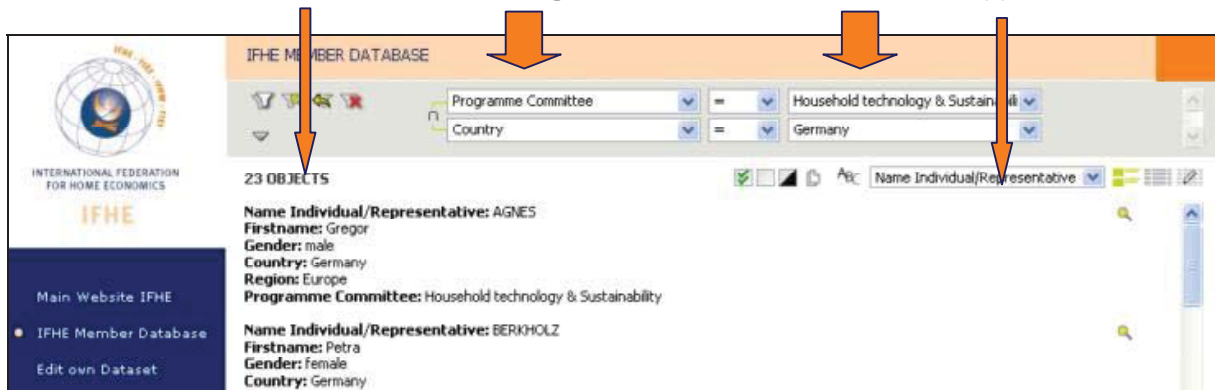
Please click on the button/symbol for adding a new filter line, a **second** filter line will appear.

IFHE MEMBER DATABASE

2737 OBJECTS

Name Individual/Representative: Weber
Firstname: Jens
Gender: male
Country: Germany
Region: Europe
Programme Committee: International Business Group
Council Committee: Archive

You can choose now the filters you need for achieving e.g. the Members of the **Programme Committee Household Technology & Sustainability in Germany**. The list of German members of the Programme Committee HT&S will appear.

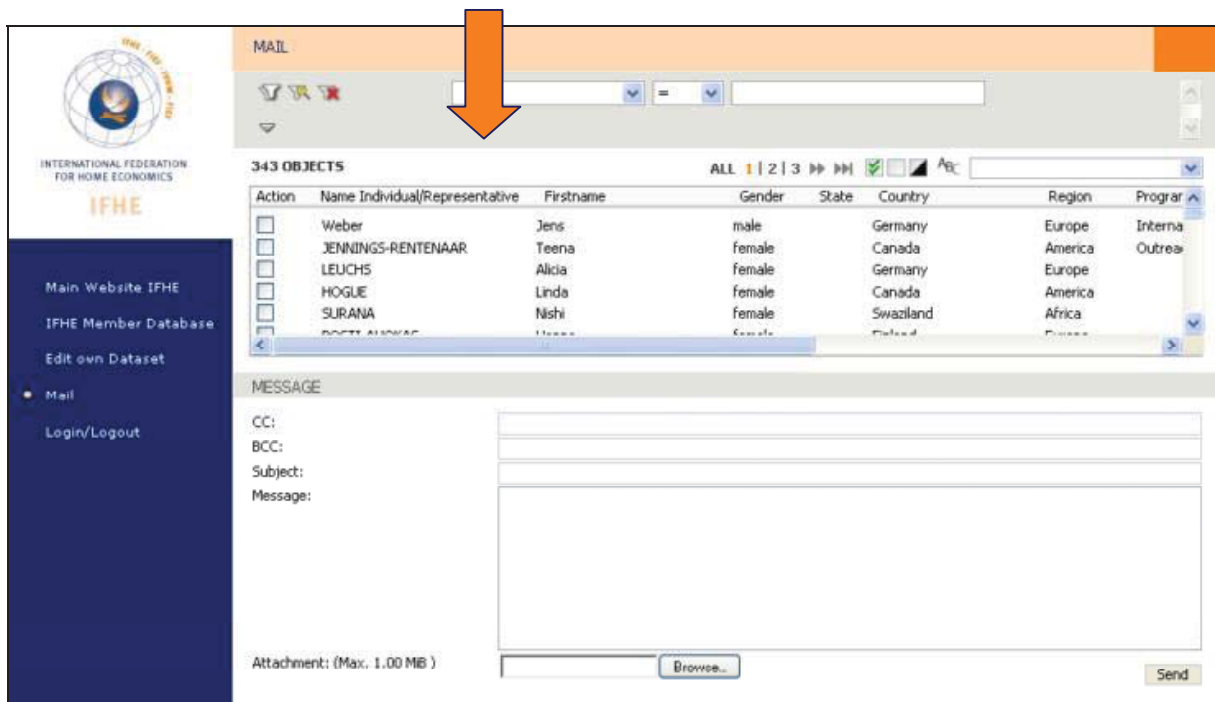


The further courses of actions are as per description under 6..

8. Use of Mail Function



After Login please click on the **Subsection "Mail"**, the Mail Tool opens now.



If you want to send an e-mail to a **single/individual IFHE Member**, e.g. “**IFHE Individual Member**”, please select the category “**Name Individual/ Representative**” and type the name of the desired person in the right box and click on “**Enter**”.

MAIL

Name Individual/Representative = IFHE Individual Member

1 OBJECTS

Action	Name Individual/Representative	Firstname	Gender	State	Country	Region	Programme Committee
<input type="checkbox"/>	IFHE Individual Member	Test	female		Germany	Europe	Household technology & Sustainab

MESSAGE

CC:
BCC:
Subject:
Message:

Attachment (Max. 1.00 MB)

Please “**Select all**”, the box “**Action**” will be marked/ticked and fill in the e-mail form as usual.

MAIL

Name Individual/Representative = IFHE Individual Member

1 OBJECTS

Action	Name Individual/Representative	Firstname	Gender	State	Country	Region	Programme Committee
<input checked="" type="checkbox"/>	IFHE Individual Member	Test	female		Germany	Europe	Household technology & Sustainab

MESSAGE

CC:
BCC:
Subject: New IFHE Member Database
Message: Dear IFHE Individual Member ,
please find attached.....

Attachment (Max. 1.00 MB)

You have the possibility to attach a file with max. 1,0 MB, please browse and upload the file you need from your computer and click on “**Send**”.

If you have any questions please let us know under office@ifhe.org .
The IFHE Office Team