

Getting started with the EISfOM member network

The EISfOM member network is a restricted access website for communication between agencies involved in collecting and processing data on the organic market within the EISfOM project.

The website offers a number of facilities for members of the network including access to:

- project working papers
- country reports
- meeting programmes
- contact details for other members and project participants
- an e-mail discussion list for data collection and processing

The website is very easy to use and most of the functions are self-explanatory. However, this document gives an overview of how the site works. If you have any questions or suggestions, please send them to clausbo.andreasen@agrsci.dk.

Login/logout

The member network section of www.eisfom.org is open only to members of the EISfOM project network. Members will receive a username and password by e-mail.

If you forget your username or password just select [Forgot password?](#) at the log in page. An e-mail with your username and password will then be sent to your mailbox.

News

When you log into the member network you are directed to the news page. If you have news which you would like to have posted in this section, please send it to clausbo.andreasen@agrsci.dk

Events

Seminars and other meetings will be listed in the calendar. If you have questions or additional information please contact clausbo.andreasen@agrsci.dk.

Upload files

It is possible to upload any kind of file (documents, PowerPoint presentations, pictures, etc.) to the EISfOM intranet. Uploaded files will be available to all members of the EISfOM member network after login. Before you upload, please add a brief description of the file contents under **Description**. Then **Browse** to find the file on your computer (the file name should not contain any spaces [use_an_underscore_between_words] and hyphens and some other characters cannot be used). The file should then be associated with a particular category from the drop-down list and also, if required, with keywords from the list provided. If you find you need a different keyword from the ones available, please e-mail clausbo.andreasen@agrsci.dk with your suggestion(s).

Download files


To open or read a file: left click with the mouse on the file name. If you try to open a file in pdf format you will need to have Acrobat reader on your computer.

To download a file: right click with the mouse on the file name.

NB: there may be some variations between different browsers in reading/downloading files.

At present the list of filenames is quite short. When the list of files has become longer, you may prefer to select the category; owner and/or keywords to narrow your search and help you find the files you are looking for.

My documents

'My documents' shows the list of documents you have uploaded to EISfOM under  [Upload](#). You can delete any of your uploaded documents at any time by selecting [Delete](#) for the one you want to remove.

Institution list

When you are logged into the EISfOM member network you can find contact details for the participating institutions, including address, phone number, e-mail and web-link. To access this information, select the icon: [More...](#)

Members

When you are logged into the network you can also obtain contact information on other members and project participants by selecting **Members**. E-mail addresses etc. should be kept up to date by the individual members via the **My profile** menu.

My profile

Contains your personal data. Once you are logged into the site you can change your password and edit your personal data. It is your own responsibility to ensure that this information is correct. Please note that if you change your e-mail address, you will also need to change it in the "List archives".

List archives

When you become a member of EISfOM you also become a member of the EISfOM discussion list and you will receive any e-mails, which are sent to the list.

By selecting **List archives** you access the archive of e-mails, which have been sent to the discussion list. You can also make changes to your personal settings: for example, you can choose to receive mails once a day, once a week or just an index of the mail sent to the discussion list. You can also change your email address or un-subscribe from the list.

Mail to list

By selecting **Mail to list** you can send a message to the whole discussion list. If you wish to select recipients, you can choose **Members**.

Log out

Log out takes you out of the restricted part of the site.