EAHIL website and other technology in use

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EAHIL membership database is nowadays hosted by Formdesk in the Netherlands. This system is designed for questionnaires and all sorts of forms. My experience with the system ranges from registration forms for meetings and courses, from complicated questionnaires to a ticket ordering system for the concerts in the village church.

By the end of 2012 the data were transferred from the former membership database to Formdesk and 2/3 of the members confirmed and upgraded their records. Although Formdesk is suitable to implement workflow procedures, the feature that enables Council members to validate membership applications is not yet implemented. Some programming has still to be done in order to tailor the system more to the needs and wishes of EAHIL.

Fig. 1 . *EAHIL membership database entry for members: http://www.formdesk.com/EAHIL/membership Please note that the term "visitors" in Formdesk is equivalent to "members".*

Formdesk database can be accessed:
- as a member (Formdesk uses the name "visitor"), to apply and update membership record
- as an authorized person (in Formdesk terminology this is a "user")
● with only reading rights
● with the right to create forms
● with the rights to amend existing forms
● with the rights to edit data in the corresponding database
- as an account holder (Formdesk terminology is "Supervisor") with full authority on all forms and users

Figure 1 shows the entry page on the Formdesk system. Registered members will have a user name and password to enter the system and their record. In the footer of the membership record you will see "the button "edit personal data".

Figure 2 shows the entry page for new visitors (=new member application). The Name and email address as well as the user name and password are the personal data to which the button in the footer of the membership record refers.

Figure 3 shows the membership record in Formdesk. Please remember your personal details (user name and password) that you can use to access the database to update your record if necessary.

Fig. 2 . *Formdesk entry for membership applications (new members):*

Fig. 3 . *Membership record, mandatory fields are indicated with an asteriks.*
Please check the details for receiving print copies of the journal and joining Special Interest Groups. Home address is optional; EAHIL will use these data only to contact you.

EAHIL members have access to their own record for amendments and updates. As a registered "visitor" (Formdesk term for members) you can login with your user name and password *(see Figure 1)*; if in doubt you can make use of the "forgot password" option. The Honorary Secretary and the Secretariat Supervisor will keep an eye on new registrations, and will take action if duplicates or dubious entries are found.

Board members and others who will get authorization to manage databases, forms or read registered data in any of the EAHIL databases (for example, IPC chairs to access submitted abstracts) have to log in on a different URL:

http://www.formdesk.com/EAHIL

Login name and password for authorized access can be different from the personal access codes, but preferentially we will synchronize these for ease of use.
Authorized users will only see the listing of the forms they have access to.
Forms presently in use except from the membership database and the databases of complimentary membership are:
- the forms for Board elections
- scholarship applications
- questionnaire (unde rconstruction by the JEAHIL editorial board)

Authorizations are set by user, per form and also by specific actions. For instance a member of the election committee will be authorized to consult (but not to edit or to delete) the data in the voting system.

In general the EAHIL President will have all rights to access all forms and databases. For all other authorized persons to access filters will be activated that restrict access to some fields and data (such as the personal data).

EAHIL Discussion lists make use of the ListServ server hosted by E-compass (http://www.ecompass.nl) in the Netherlands. The history of EAHIL's discussion lists goes back to December 1996 when this service was made available thanks to the hospitality of the SPRI-library in Stockholm. ListServ is widely used, especially in academia and higher education. Also lists run by the National Library of Medicine (USA) use the ListServ technology (see e.g. http://www.nlm.nih.gov/listserv/emaillists.html).

When the SPRI-library was closed down, the data could easily be transferred to the ListServ server of SURF, the national server for IT services operated by and for the cooperation of Dutch Universities. When SURF decided to close their ListServ operations, EAHIL's lists moved to the UK where MailTalk provided the same service. After a couple of some very happy years in the UK, with several very promising new features being developed by MailTalk, we had to face again the closure of the service by academia. The last move was back to the Netherlands where a small company started a ListServ operation that EAHIL could sign up for. Notwithstanding the many moves and transfers the archives of the lists have moved along and for those of you who are interested to read what we were talking about as a ten year old association: the archives are still there, just sign in.

To access the archives of the lists:

> http://list.ecompass.nl/listserv/archives/eahil-list.html

or

> http://list.ecompass.nl/listserv/cgi-bin/wa?A0=EAHIL-LIST

Of course you need a listserv password to be able to acces the archives. It is easy enough to create. The ListServ login name (your email address) and password are valid for all lists on E-compass you are a member of. This means that you can read the archives of the PubHealth or the Pharma Special Interest Group if you are a member of that SIG. At the same time this login name and password will allow you to set some preferences in the system or to easily change your settings to NOMAIL if you do not want to receive messages for a period of time.

To create a password for ListServ on E-compass:

> http://list.ecompass.nl/listserv/cgi-bin/wa?GETPW1

The listserv password is necessary to use the web interface.
Without a listserv password you can use a command language by mail.
A few very helpful commands:

Email message to listserv@list.ecompass.nl

with one of the following commands in the body of the message (no other text, do remove your signature!!):

> SET EAHIL-LIST NOMAIL
> SET EAHIL-LIST MAIL
> REVIEW EAHIL-PHARMA
> UNSUBSCRIBE EAHIL-PUBH

An overview of the EAHIL discussion lists in use can be found on the website: http://www.eahil.eu/ICT/discussion_lists.htm

EAHIL website is hosted on our own server and hosted in the Netherlands (by Internet Access Facilities – IAF in Enschede http://www.iaf.nl/).

The registered domain name is **EAHIL.EU** reflecting that EAHIL is a European organization. The former domain name (.net) is forwarded to the .eu domain

On the EAHIL website you will find lots of documents and information about EAHIL, e.g. the archive of all journal issues and the newsletters

Not only the EAHIL website, but several other EAHIL pages exist on the web:
- the EAHIL conference and workshop sites that are not yet transferred to EAHIL's webserver
  - http://www.eahil2012.be (Brussel conference)
  - http://eahil2011.ku.edu.tr (Istanbul workshop)
- the JEAHIL weblog (http://jeahil.wordpress.com)
- the EVLG website (http://vetlib.wordpress.com).
- http://p23eahil.wordpress.com
- https://www.facebook.com/EAHIL
- http://eahil.ourtoolbar.com
- and many postings on Facebook, Twitter, Google, Flickr, YouTube etc.

Please do not hesitate to contact me if you need assistance or further explanation on the features and options of EAHIL's webtechnology.

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