

# USER MANUAL

1<sup>st</sup> Version

## **EAEEIE Web Portal** European Association for Education in Electrical and Information Engineering 2009

Please consider as working version of the document for internal use only



**M-D-J**  
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## 1. The EAEEIE Portal Accessing

Testing version of the portal is accessible on the reference <http://eaeeie.feit.tuke.sk> (the portal is tested for IE7, IE8, Mozilla Firefox 3.0.10 and Opera 9.64)

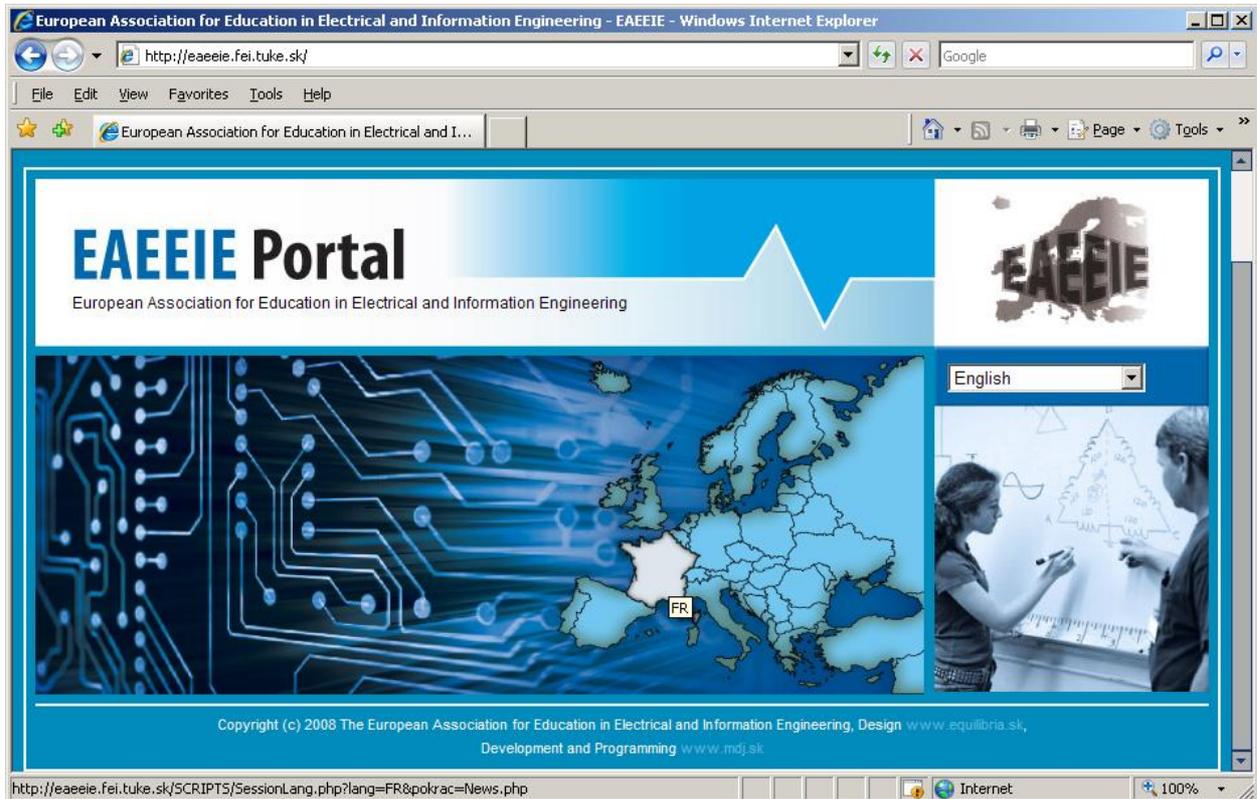


Fig. 1: Start page of the EAEEIE portal

You can access the main page of the EAEEIE Association after the language selection (Fig. 1), either by clicking on the dynamic map of Europe or by choosing the language from the language combo box. The portal static data are delivered in user selected language. If the concrete language is not filled in the language matrix, default language is English.

Database data filled in application forms are provided just in English language (with one exception of the native institution name in the registration form). Please consider this constraint within the form data inputs to prevent data noises.

After language selection the page with association News will be displayed (Fig.2). It is possible to view full text of the concrete News by clicking on the **more** button.

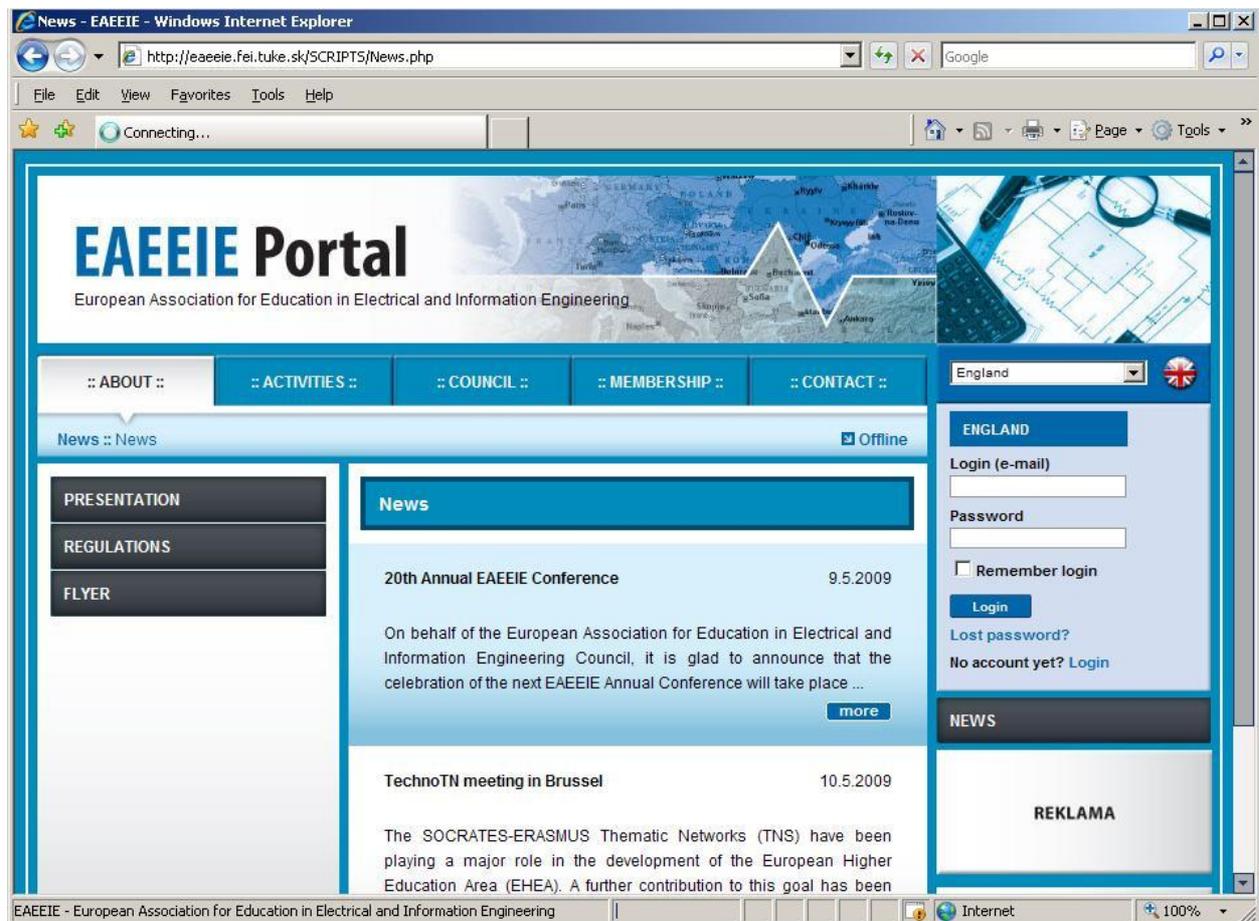


Fig.2: Page NEWS shown for unregistered users

The login area, located in the right side of the page is assigned to user login. Most association users are already registered with some limited data profile, so follow please the following procedure:

1. Try to login using your *e-mail address* as **Login** and your *surname* (small letters) as **Password**, e.g. **Login (e-mail):** [jan.ligus@tuke.sk](mailto:jan.ligus@tuke.sk), **Password:** ligus. After successful login you will see your first name and surname in the horizontal bar, under the horizontal menu (Fig. 3).
2. If there are some problems to log in, the reasons are as follows:
  - a. *You are not registered yet.* If a user is registered, his name and user profile has to be displayed in the Review of users list. Review of users is accessible by clicking on the **Membership** reference in the horizontal menu. The **Review of users** is the last reference of the vertical menu. If you are not registered, (your name is not in the Review of users list), please see the procedure described in the subchapter 2.1 *Registration of a new user*.
  - b. *The authentication data are not correct.* Authentication data, you are typing, do not match with strings entered in the database (your name is in the Review of users list). In this case, please contact [jan.ligus@tuke.sk](mailto:jan.ligus@tuke.sk)

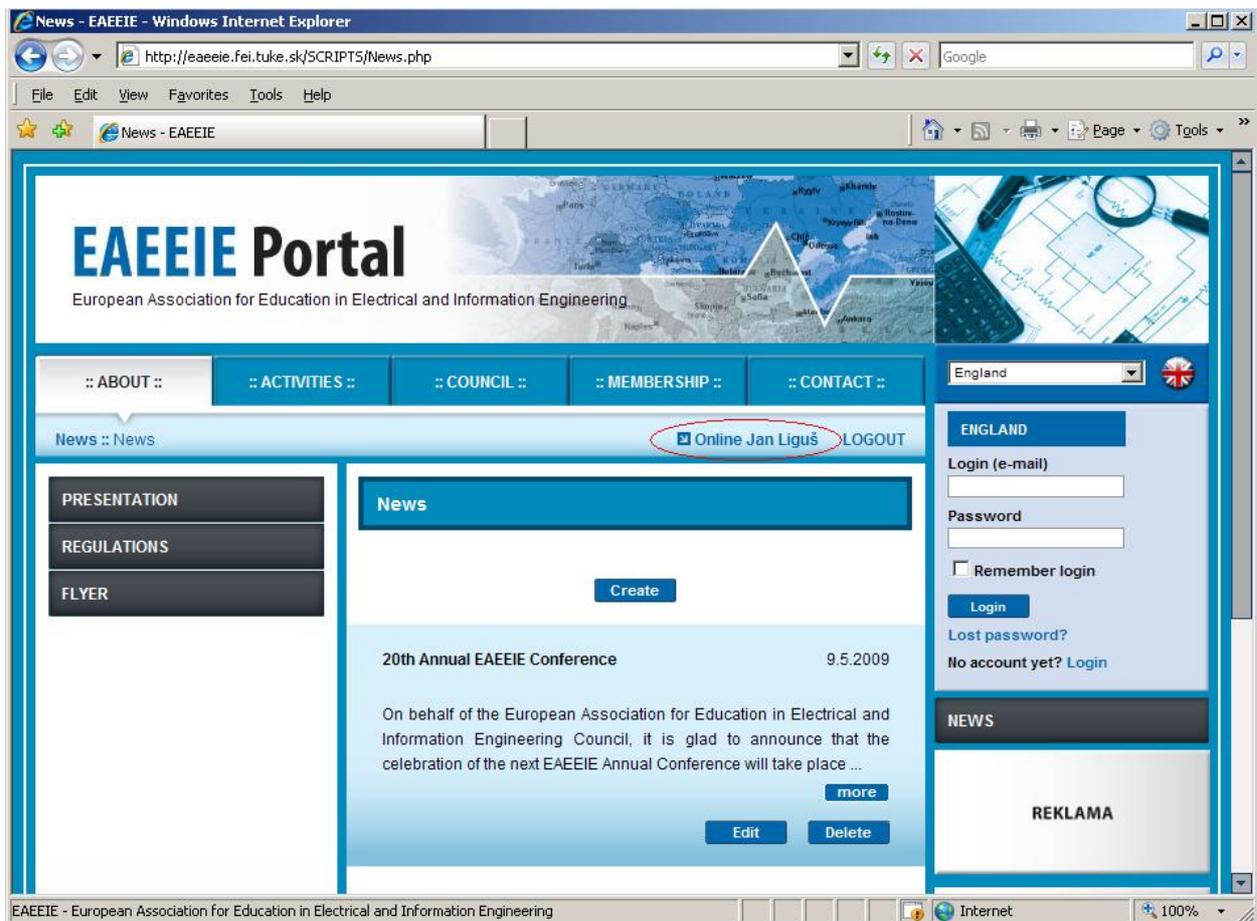


Fig.3: Page NEWS after successful authentication

## 2. Registration and Membership

### 2.1 Registration of a new user

Registration of a new user is accessible by clicking on the **Membership** reference in the horizontal menu. The **Registration form** is the second reference of the vertical menu, as marked on Fig.4. To register does not mean to become a member. It is just registration of a user, necessary for portal authentication and also required for membership. There are three possible user states on the portal: (1) guest (unauthenticated user), (2) registered user (not a member) and (3) member (registered user with paid annual membership).

To register on the EAEEIE portal, please fill the items of the Registration form shown on Fig. 4 (required items of the registration form are marked with red star):

1. **Degree**: please choose the higher reached education degree from the set {*PhD.*, *Eng./MSc.*, *Assoc. Prof.*, *Prof.*} or specify other by choosing *Other* option (after *Other* selection the *Other degree* text field appears dynamically).
2. **First name**: type your first name please.
3. **Surname**: type your surname, please.
4. **Gender**: choose from two possible options {Male, Female}.

5. **Date of birth:** is not required, but it should be useful for portal statistics.
6. **e-mail:** is necessary item, it will be user login.
7. **Tel:** type your phone number, please (we recommend not to use spaces between digits and to start country code with two zeros or with + character). Maximum length of the phone number is 14 characters.
8. **Fax:** type your fax number, please (we recommend not to use spaces between digits and to start country code with two zeros or with + character). Maximum length of the fax number is 14 characters.
9. **Employer type:** choose from the following options, please:
  - a. **Individual without employer** (Fig. 5): user who wants to register like unemployed person, we do not recommend this option if you are employee of an institution or of a company.
    - i. **Choose password/repeat password:** type two times the same password, please. The password is after successful typing stored in the database using theMD5 Message-Digest Algorithm.
    - ii. **Insert your photo:** not required option.
    - iii. Click **Register** to finish registration process.
  - b. **Individual with employer** (Fig. 6): user who is employed in an institution or in a company. Recommended option, next you will be prompted to provide information about your employer, or to choose your employer from the list, if the employer is already registered.
    - i. **Employer Type:** choose the employer type from the set {Institution, Company, Institution and Company}. The *Institution* option means you are employee of the academic institution, university or some other academic field. The *Company* means you work for an enterprise company. The *Institution and Company* means special employee state, where employee works both in an institution and in a company.
    - ii. **Speciality:** choose from the list, or specify *Other*, please.
    - iii. **Prof. qualification:** is position you are working on. Choose from the list, or specify *Other*, please.
    - iv. **Choose password/repeat password:** type two times the same password, please. The password is after successful typing stored in the database using theMD5 Message-Digest Algorithm.
    - v. **Institution/Company:** Choose from registered list of institutions/companies or specify new using the *Other* option.
    - vi. **Faculty:** specify the name (English) of your faculty, the string has limited size 200 characters.
    - vii. **Department:** specify the name (English) of your department, the string has limited size 200 characters.
    - viii. **Insert your photo:** not required option.
    - ix. Click **Register** to finish registration process.
  - c. **Student:** (Fig. 7): if you are presently student, please choose this option. It is necessary to connect student to the institution, where he/she studies.
    - i. **Speciality:** choose from the list, or specify *Other*, please.
    - ii. **Prof. qualification:** choose *Student*, please.
    - iii. **Choose password/repeat password:** type two times the same password, please. The password is after successful typing stored in the database using theMD5 Message-Digest Algorithm.
    - iv. **Institution/Company:** Choose from registered list of institutions/companies or specify new using the *Other* option.

- v. **Faculty:** specify the name (English) of your faculty, the string has limited size 200 characters.
  - vi. **Department:** specify the name (English) of your department, the string has limited size 200 characters.
  - vii. **Insert your photo:** not required option.
  - viii. Click **Register** to finish registration process.
10. After successful registration you will see the page shown on Fig. 8. click **Home** button please.

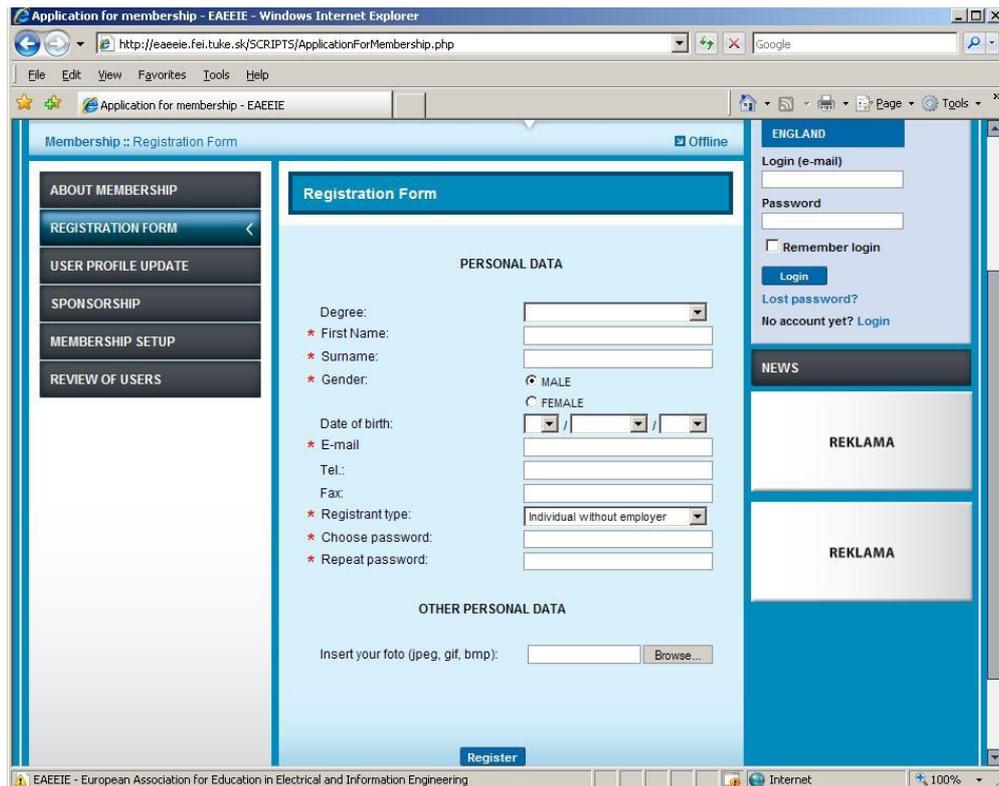
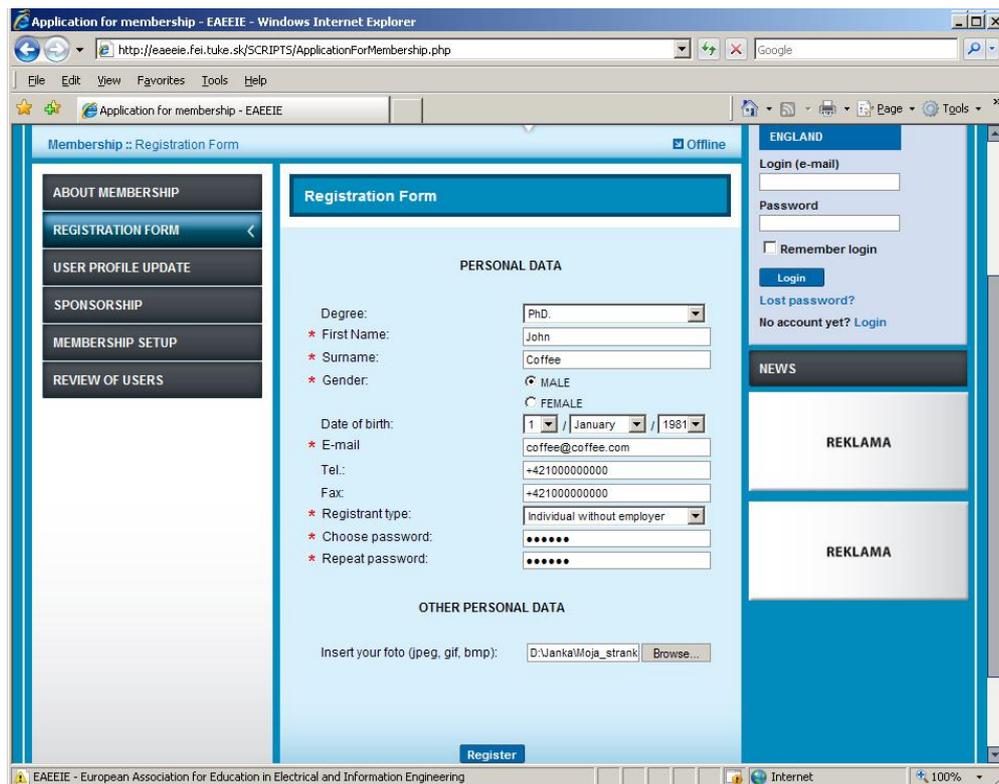


Fig.4: Page REGISTRATION FORM



Application for membership - EAEEIE - Windows Internet Explorer  
http://eaeeie.fei.tuke.sk/SCRIPTS/ApplicationForMembership.php

Membership :: Registration Form

Registration Form

PERSONAL DATA

Degree: PhD

\* First Name: John

\* Surname: Coffee

\* Gender:  MALE  FEMALE

Date of birth: 1 / January / 1981

\* E-mail: coffee@coffee.com

Tel.: +421000000000

Fax: +421000000000

\* Registrant type: Individual without employer

\* Choose password: \*\*\*\*\*

\* Repeat password: \*\*\*\*\*

OTHER PERSONAL DATA

Insert your foto (jpeg, gif, bmp): D:\Janka\Moja\_strank Browse...

Register

ENGLAND

Login (e-mail)

Password

Remember login

Login

Lost password?

No account yet? Login

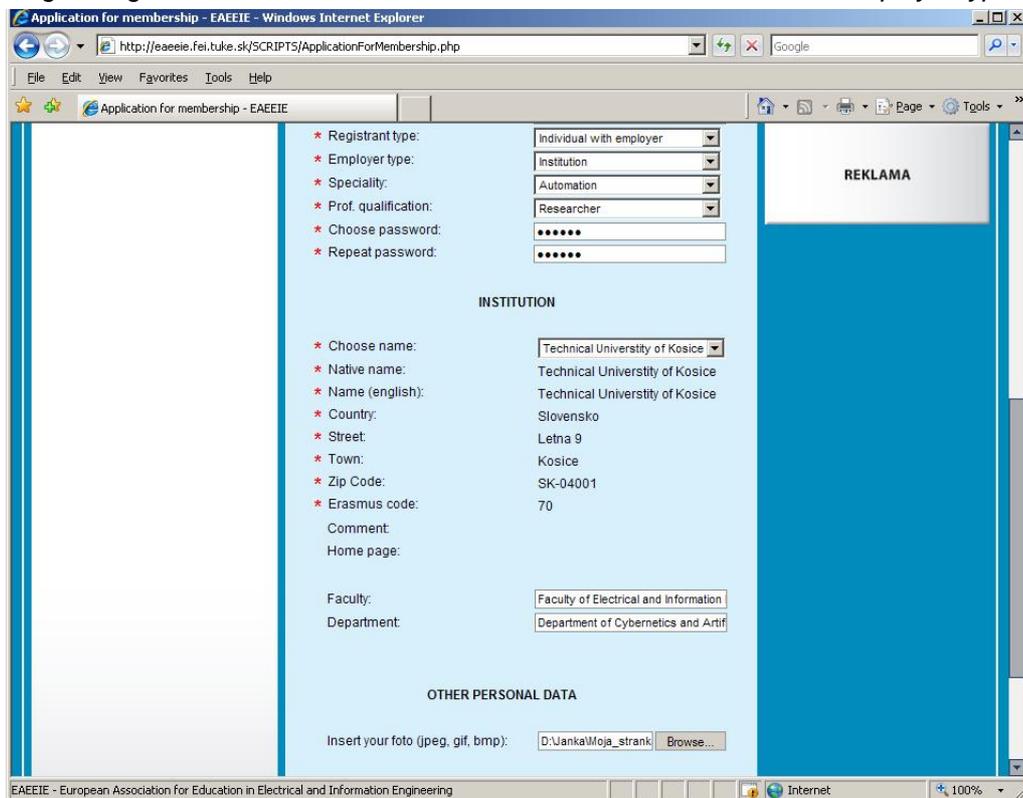
NEWS

REKLAMA

REKLAMA

EAEEIE - European Association for Education in Electrical and Information Engineering

Fig.5: Page REGISTRATION FORM filled for user of Individual without employer type.



Application for membership - EAEEIE - Windows Internet Explorer  
http://eaeeie.fei.tuke.sk/SCRIPTS/ApplicationForMembership.php

Registration Form

\* Registrant type: Individual with employer

\* Employer type: Institution

\* Speciality: Automation

\* Prof. qualification: Researcher

\* Choose password: \*\*\*\*\*

\* Repeat password: \*\*\*\*\*

INSTITUTION

\* Choose name: Technical University of Kosice

\* Native name: Technical University of Kosice

\* Name (english): Technical University of Kosice

\* Country: Slovensko

\* Street: Letna 9

\* Town: Kosice

\* Zip Code: SK-04001

\* Erasmus code: 70

Comment

Home page:

Faculty: Faculty of Electrical and Information

Department: Department of Cybernetics and Artif

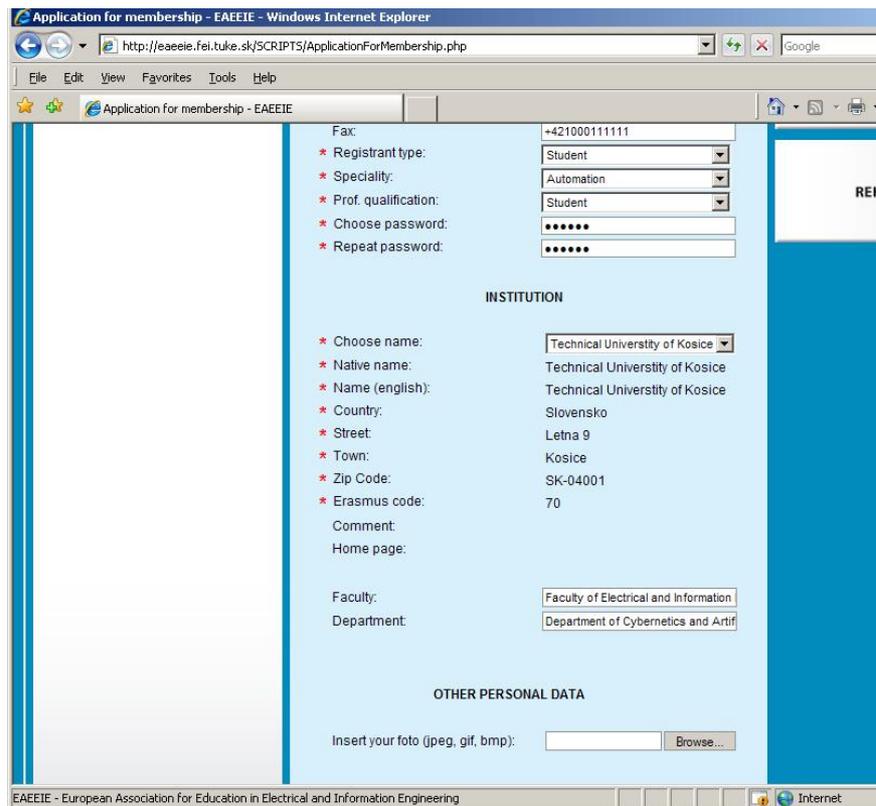
OTHER PERSONAL DATA

Insert your foto (jpeg, gif, bmp): D:\Janka\Moja\_strank Browse...

REKLAMA

EAEEIE - European Association for Education in Electrical and Information Engineering

Fig.6: Page REGISTRATION FORM filled for user of Individual with employer (institution) type.



Application for membership - EAEIE - Windows Internet Explorer

http://eaeie.feit.tuke.sk/SCRIPTS/ApplicationForMembership.php

Application for membership - EAEIE

Fax: +421000111111

\* Registrant type: Student

\* Speciality: Automation

\* Prof. qualification: Student

\* Choose password: \*\*\*\*\*

\* Repeat password: \*\*\*\*\*

INSTITUTION

\* Choose name: Technical University of Kosice

\* Native name: Technical University of Kosice

\* Name (english): Technical University of Kosice

\* Country: Slovensko

\* Street: Letna 9

\* Town: Kosice

\* Zip Code: SK-04001

\* Erasmus code: 70

Comment:

Home page:

Faculty: Faculty of Electrical and Information

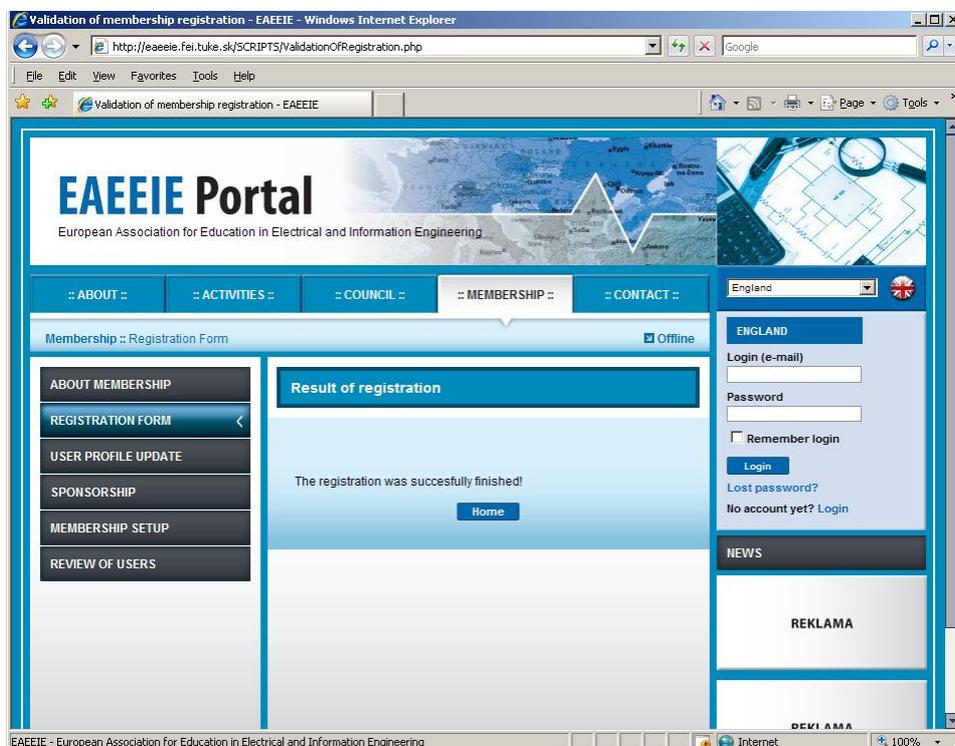
Department: Department of Cybernetics and Artif

OTHER PERSONAL DATA

Insert your foto (jpeg, gif, bmp):  Browse...

EAEIE - European Association for Education in Electrical and Information Engineering

Fig.7 Page REGISTRATION FORM filled for Student.



Validation of membership registration - EAEIE - Windows Internet Explorer

http://eaeie.feit.tuke.sk/SCRIPTS/ValidationOfRegistration.php

Validation of membership registration - EAEIE

EAEIE Portal  
European Association for Education in Electrical and Information Engineering

Navigation: :: ABOUT :: :: ACTIVITIES :: :: COUNCIL :: :: MEMBERSHIP :: :: CONTACT ::

Membership :: Registration Form

Result of registration

The registration was successfully finished!

Home

ENGLAND

Login (e-mail)

Password

Remember login

Login

Lost password?

No account yet? Login

NEWS

REKLAMA

EAEIE - European Association for Education in Electrical and Information Engineering

Fig.8: Page RESULT OF REGISTRATION.

## 2.2 Update of user registration data / User profile update

Each EAEEIE Registered user can modify his/her registration information. User Update Profile page is accessible by clicking on the **Membership** reference in the horizontal menu. The **User Profile Update** is the third reference of the vertical menu (bellow the **Registration Form** reference), as marked on Fig.9 and Fig. 10. User has to be logged in to modify his/her user profile.

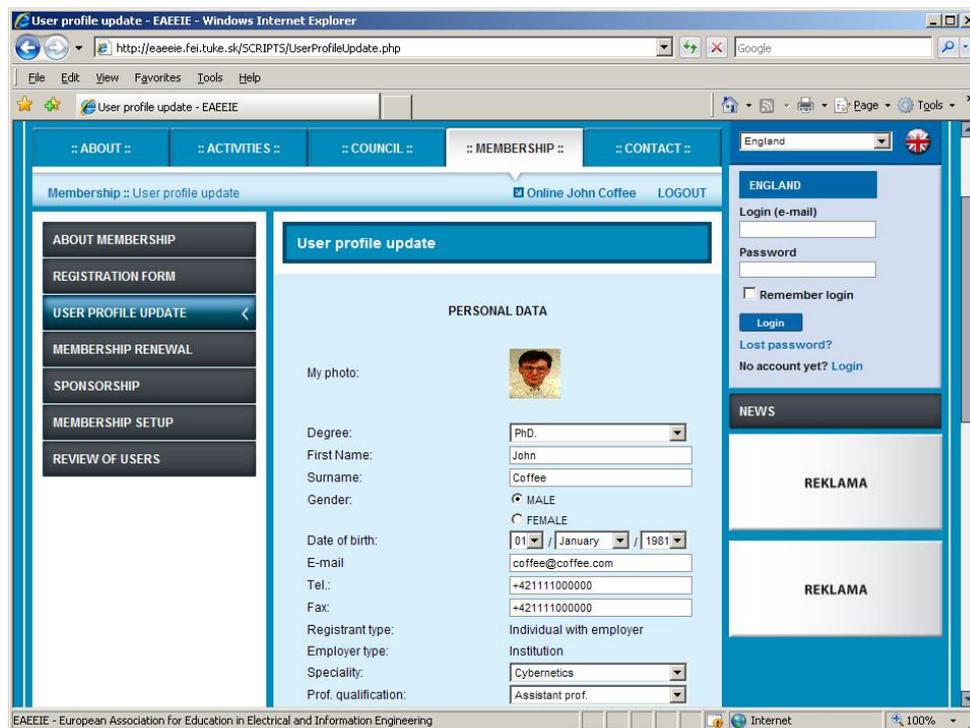


Fig.9: Page USER PROFILE UPDATE (part PERSONAL DATA).

User can modify all his/her editable fields, change his/her password, change the photo, as well as his/her institution, or company data.

Alter user profile modifications, click on the **Update** button, please. If all changes were updated successfully, the result *Update of the data was successfully finished!* will appear (Fig. 11). Finally, click **Home** button please.

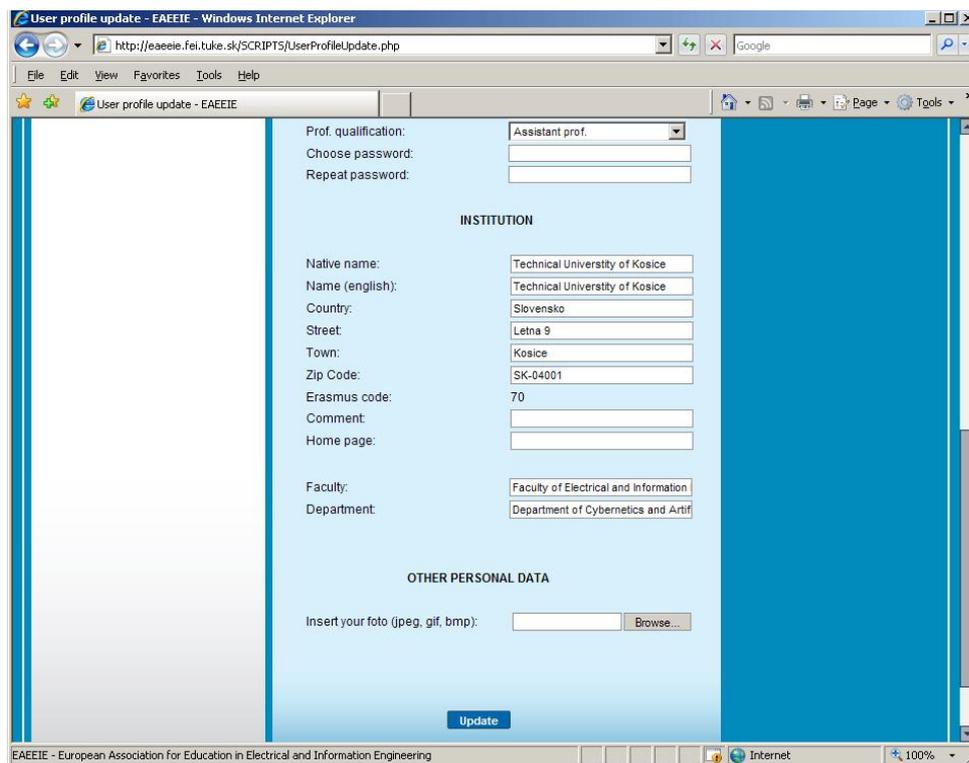


Fig. 10: Page USER PROFILE UPDATE (part EMPLOYER).

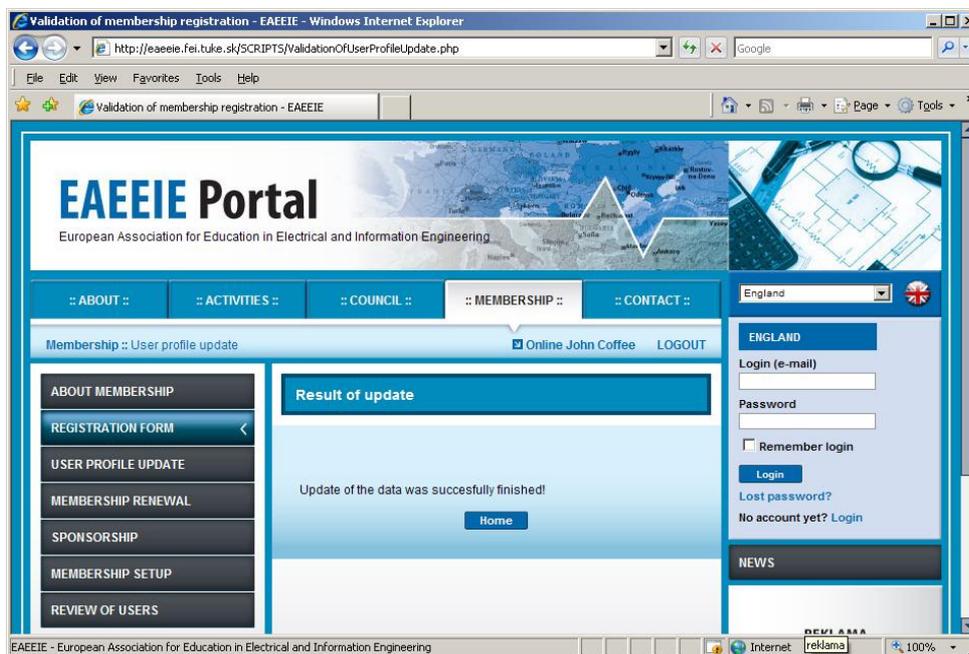


Fig. 11: Page RESULT OF USER PROFILE UPDATE.