IRIS
Manual

IRIS Manual – International Committee Manager

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Before starting

What is IRIS?

IRIS is a membership database. IRIS is the Salesforce Customer Relationship Management (CRM) tool implemented for the Secretariat, which helps to manage the ICOM members from their application to the payment of their membership, by way of their affiliation to an International Committee and their IRIS account.

What is an ICOM account?

An ICOM account, also called an IRIS account, is the combination of the contact email registered in IRIS of an ICOM member and his/her password.

This ICOM account (or IRIS account) allows to log onto IRIS and ICOM website.

What is an International Committee Manager?

An International Committee Manager is the person designated by the Chair of the International Committee to log onto IRIS and export the lists of members affiliated to the Committee.

An International Committee can have just one Manager.

What is a National Committee Manager?

A National Committee Manager is the person designated by the Chair of the National Committee to log onto IRIS and manage the memberships of the members who joined or wish to join the Committee.

A National Committee can have just one Manager.

What is an Institutional Manager?

An Institutional Manager is the person in contact with the National Committee or the ICOM Secretariat for questions concerning IRIS.

An Institution can have just one Manager.

What is an Institutional Representative?

An Institutional Representative is a person designated by an Institutional Member to represent it on National Committees and International Committees, as well as at the General Conference and General Assembly. This person need not be an Individual Members of ICOM. Institutional Members can designate three (3) Representatives.

ICOM Network

I am an International Committee's manager

I do not have an International Committee's manager ICOM account

How to get one?

- First, you need to have a valid contact email.
- Then you need to ask to the chair of your International Committee to send an email to the Head of the Membership Department demanding the creation of an IRIS International Committee's manager account for yourself.

I have an International Committee's manager ICOM account

Get started

What for?

- To log onto on **IRIS** as an International Committee's manager, at the URL: **https://icom-museum.force.com/InternalSpace** and to:
- Generate reports, listing the members of your International Committee,
- Update your contact email,
- Change your username.

What is my username?

- By default, your username is your contact email registered in IRIS.

What can a member do on IRIS?

- Depending on the functionalities activated by the National Committee to which the member is affiliated, a member can, at least, change his/her email and his/her International Committee.
- When a member changes his/her International Committee, by logging into IRIS at the URL: **https://icom-museum.force.com**, the update is immediately visible by the International Committee's manager who receives, in parallel, an email from IRIS signed by the **ICOM Membership department**, indicating the name and the email of the member who has joined his/her International Committee:

ICOM conseil international des musées

Hello,

[redacted] has chosen your International Committee as main International Committee.

You can contact [redacted] by email, at :
[redacted]

Regards,

The ICOM Membership department

When a member changes his/her International Committee, by logging into the ICOM website at the URL: **https://icom.museum/en/,** the update is NOT visible in IRIS. The International Committee's manager receives an email for information and the National Committee's manager receives an email for action. Indeed, the National Committee's manager has to update this information in IRIS, in order to make it visible by the International Committee's manager.

Membership application to your international committee

[redacted]@gmail.com [redacted]@gmail.com via icom.museum
to me

Firstname

Lastname

ICOM id

Personal address

Business address

Email

Committee
[redacted]

Comment
[redacted]

Committee email (used by website)

How to reset my password?

- To reset your password via email you have to click on the **Forgot Your Password** link on the IRIS or the ICOM website's login page.

How to log onto IRIS?

- Go to IRIS login page: **https://icom-museum.force.com/InternalSpace**
- Enter your ICOM username and password.

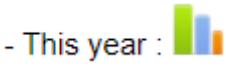
Reports

How to generate a report?

- To generate reports displaying the members affiliated to your Committee, you have to:
  - Log onto IRIS at the URL: **https://icom-museum.force.com/InternalSpace**
  - Click on the **My International Committee** tab:

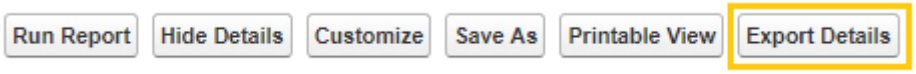
  - Scroll down to the **Reporting** section,
  - Click on the icon of the report you want to generate.

    For example, if you want to view the list of the individual members affiliated to your Committee this year, you have to click on the icon of the report named **This year**:

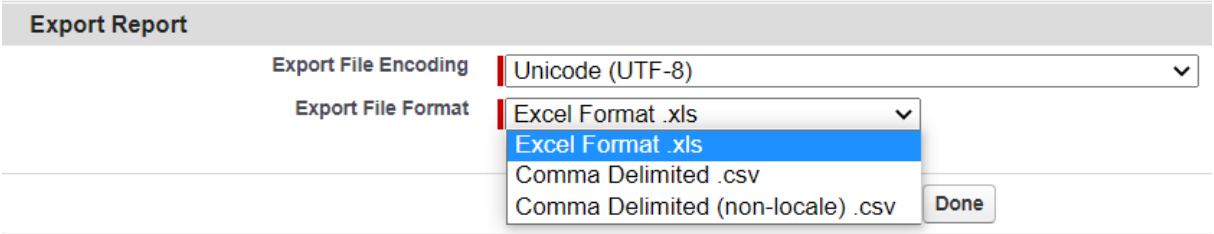


How to export a report?

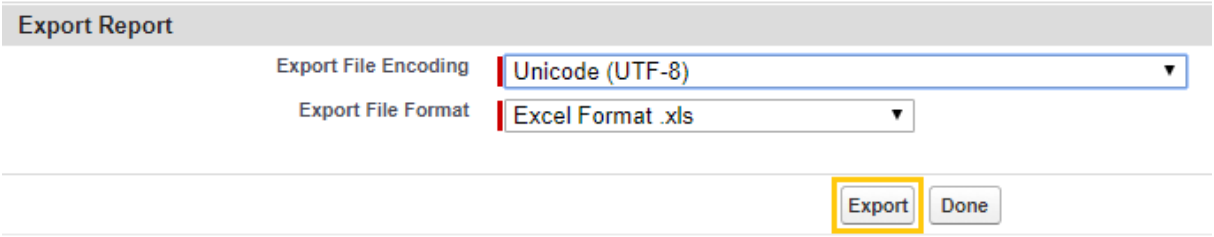
- To export a report, you first have to generate it (see paragraph **How to generate a report?**).
- Then, you have to click on the **Export Details** button:



- Choose the export format: you can choose between **Excel** and **CSV**.



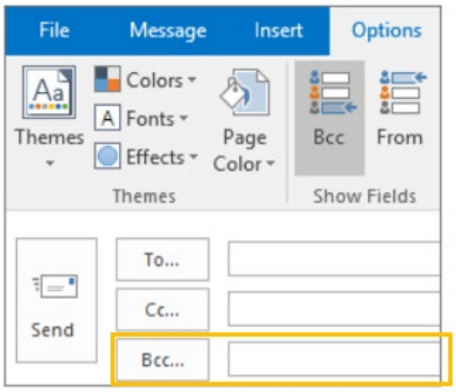
- And click on the **Export** button:



- The report will then be downloaded on your computer.
- When the report has been downloaded, click on the **Done** button to close the window, and go back to the file of the Committee.

How to send emails to the members of my Committee?

- IRIS is not an emailing tool. Therefore, to send an email to a specific group of members of your Committee, you have to export a report (see paragraph **How to export a report?**), copy the emails displayed on this report and paste them on your emailing tool.
- For GDPR reasons, if you use Outlook as an emailing tool, please turn on the **Bcc** field and paste the emails in the Bcc box.



What are the different reports?

Individual members

- The report **Evolution per year** displays the evolution of the number of individual ICOM members affiliated to your Committee over the past 10 years:

- Evolution per year :

- The report **New this year** displays the new individual ICOM members who are affiliated to your Committee. The transfer of the fees from the National Committee to the Secretariat may not has been made:

- New this year :

- The report **This year** displays the individual ICOM members who are affiliated to your Committee this year. The transfer of the fees from the National Committee to the Secretariat may not has been made:

- This year :

Note that a member is considered affiliated to an International Committee only when the fees of his/her membership have been sent to the Secretariat. For administrative reasons, this rule cannot be applied to the current year. Please also note that during the current year, a member can change his/her affiliation to an International Committee. Therefore, the report **This year** can change from day to day. Due to this "volatility", each time you need to send an email to the members affiliated this year to your Committee, you should export the report to have an updated list of your members.

- The report **Last year** displays the individual ICOM members who were affiliated to your Committee last year. The transfer of the fees from the National Committee to the Secretariat has been made:

- Last year :

- The report **Penultimate year** displays the individual ICOM members who were affiliated to your Committee the penultimate year. The transfer of the fees from the National Committee to the Secretariat has been made:

- Penultimate year :

Institutional members

- The report **Evolution per year** displays the evolution of the number of institutional ICOM members affiliated to your Committee over the past 10 years:

- Evolution per year :

- The report **New this year** displays the new institutional ICOM members who are affiliated to your Committee. The transfer of the fees from the National Committee to the Secretariat may not has been made:

- New this year :

- The report **This year** displays the institutional ICOM members who are affiliated to your Committee this year. The transfer of the fees from the National Committee to the Secretariat may not has been made:

- This year :

- The report **Last year** displays the institutional ICOM members who were affiliated to your Committee last year. The transfer of the fees from the National Committee to the Secretariat has been made:

- Last year :

- The report **Penultimate year** displays the institutional ICOM members who were affiliated to your Committee the penultimate year. The transfer of the fees from the National Committee to the Secretariat has been made:

- Penultimate year :