

NF Members and Employees

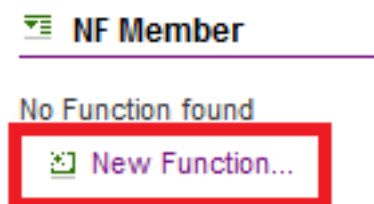
How to add a NF Function to a NF Member's profile

Your NF Member does not have a NF Function on their profile?

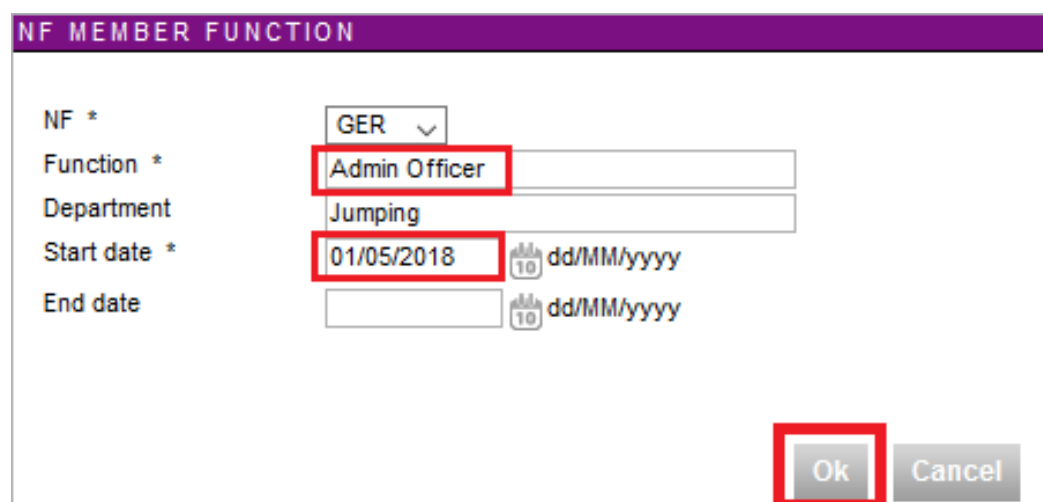
They are on the FEI Database with access to the FEI IT platforms but don't appear on your NF page?

Each active NF Member must have a NF Function on their profile, with a Start Date and function/role.

Step 1: On the Person profile, scroll down to the **NF Member** section and click on **New Function**:



Step 2: Enter the relevant details, such as the Person's function and Start date, then click on **Ok**:

A screenshot of a form titled 'NF MEMBER FUNCTION'. The form has several fields: 'NF *' with a dropdown menu showing 'GER'; 'Function *' with a text input field containing 'Admin Officer'; 'Department' with a text input field containing 'Jumping'; 'Start date *' with a date input field containing '01/05/2018' and a calendar icon; and 'End date' with an empty date input field and a calendar icon. At the bottom right of the form, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red rectangular box.

The function will appear on the Person's profile on the FEI Database:

NF Member			
NF	Function	Department	Start Date
GER	Admin Officer	Jumping	01/05/2018

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Step 3: Make sure your NF Member has the relevant access on their account, click here to see [How to grant access to Nf Members on the FEI Database](#).

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