

IHFCA Standard Portal

User Manual

V1.0

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1. Introduction

Welcome to the IHFCA Standard Portal User Manual. The Portal is a centralized collaborative platform for discussing, revising, and advancing all IHFCA standardized documents. It streamlines the full lifecycle of IHFCA standards: from new standard proposals and technical discussions to revising existing documents and final review of updates. By connecting global experts digitally, it removes geographical barriers—ensuring all voices in standardization are heard and IHFCA documents align with international best practices, latest industry trends, and evolving hydrogen energy sector needs.

This manual is designed to:

- Provide clear, step-by-step instructions to navigate, use, and collaborate on the website efficiently.
- Explain the core functions and operational details for each page.
- Offer practical tips to resolve common issues.
- Ensure users maximize the benefits of the website.

Exclusively for global experts in IHFCA's standardization initiatives, IHFCA Standard Portal offers all tools for effective contribution—whether commenting on draft standards, leading working groups to revise technical specs, or voting on critical document updates. It streamlines collaborative workflows, keeps you updated on real-time document progress, and ensures seamless, productive participation in shaping IHFCA's standards.

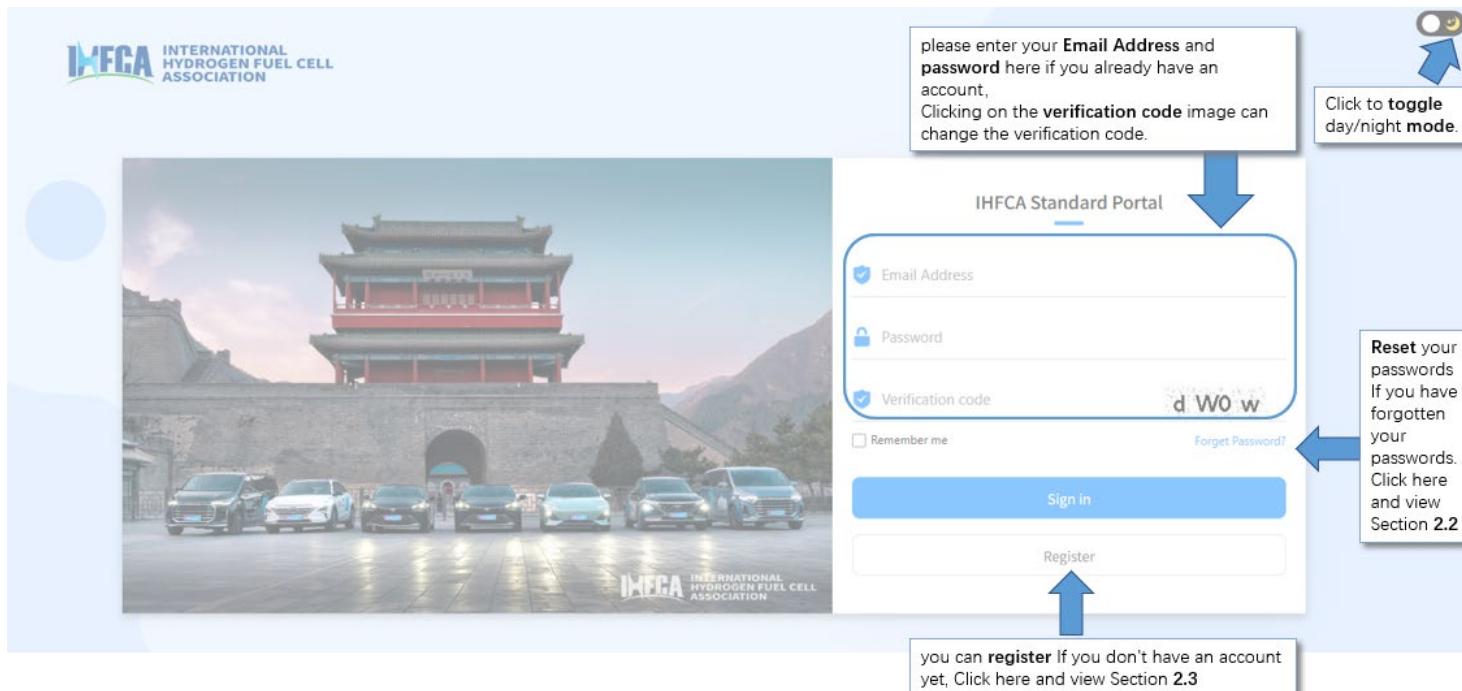
Subsequent chapters guide you from website access and account management to using features like document editing, meeting registration, and task tracking. For unaddressed questions, see the "Support & Contact Information" chapter.

2. Login and Registration

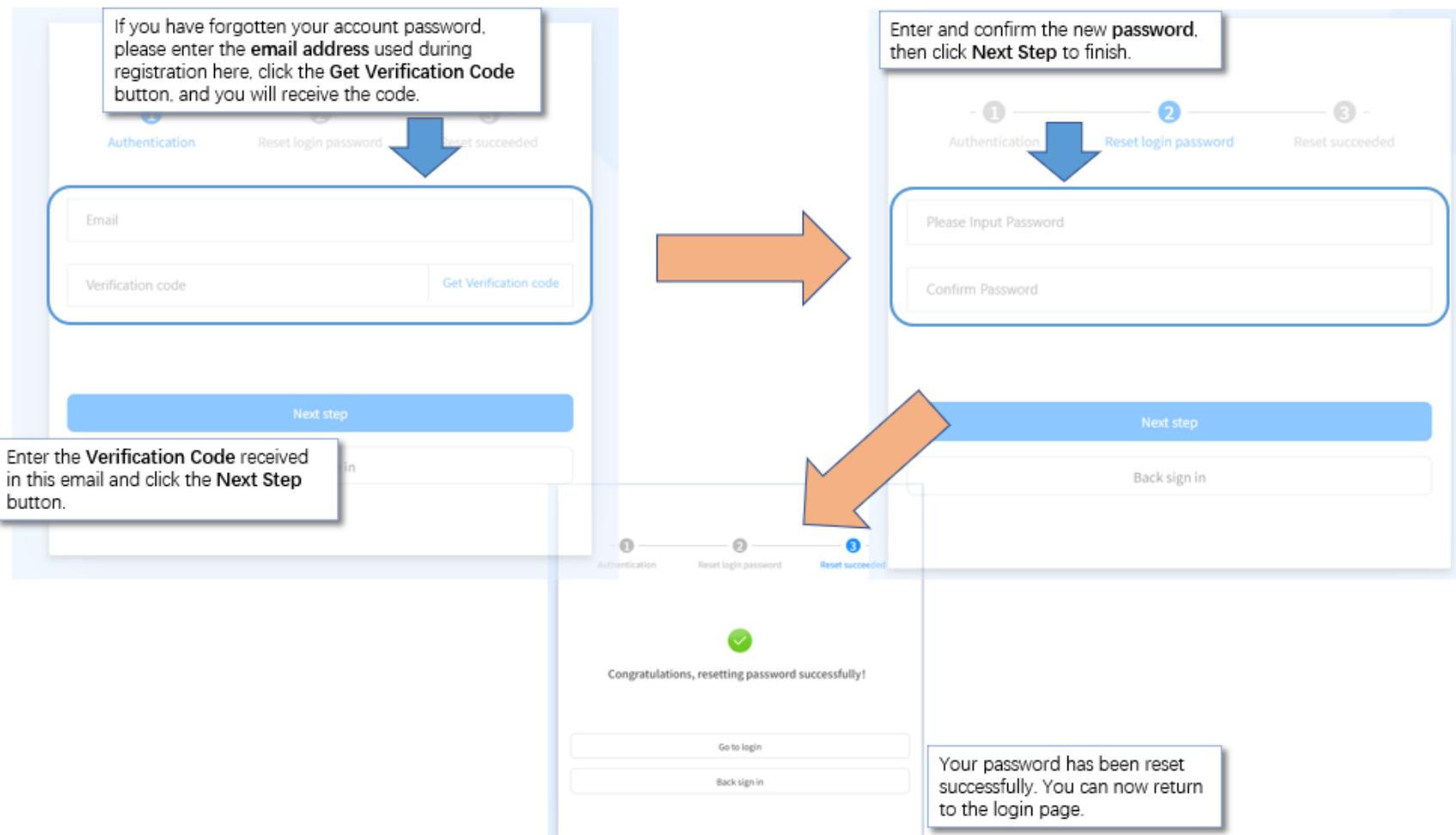
To log in and browse, please enter the following URL:

<http://standard.ihfca.net/>

2.1 Login



2.2 Password Recovery



2.3 Registration

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DN

IHFCA Standard Portal

Statement

The following information is only used for the operation of the IHFCA Standardization Information Portal and related IHFCA standardization procedures and meeting liaison.

Personal Information:

Personal Avatar

+
Upload

* Last Name

Last Name

Salutation

Salutation

* Company

Company

* Password

Password

Gender

Gender

Fill in your basic information. Fields marked with an asterisk (*) are required. Click **Register** at the bottom when finished. Then you can return to the login page to log in, as shown in **Section 2.1**.

* First Name

First Name

Title

Title

Full Name

Full Name

Confirm Password

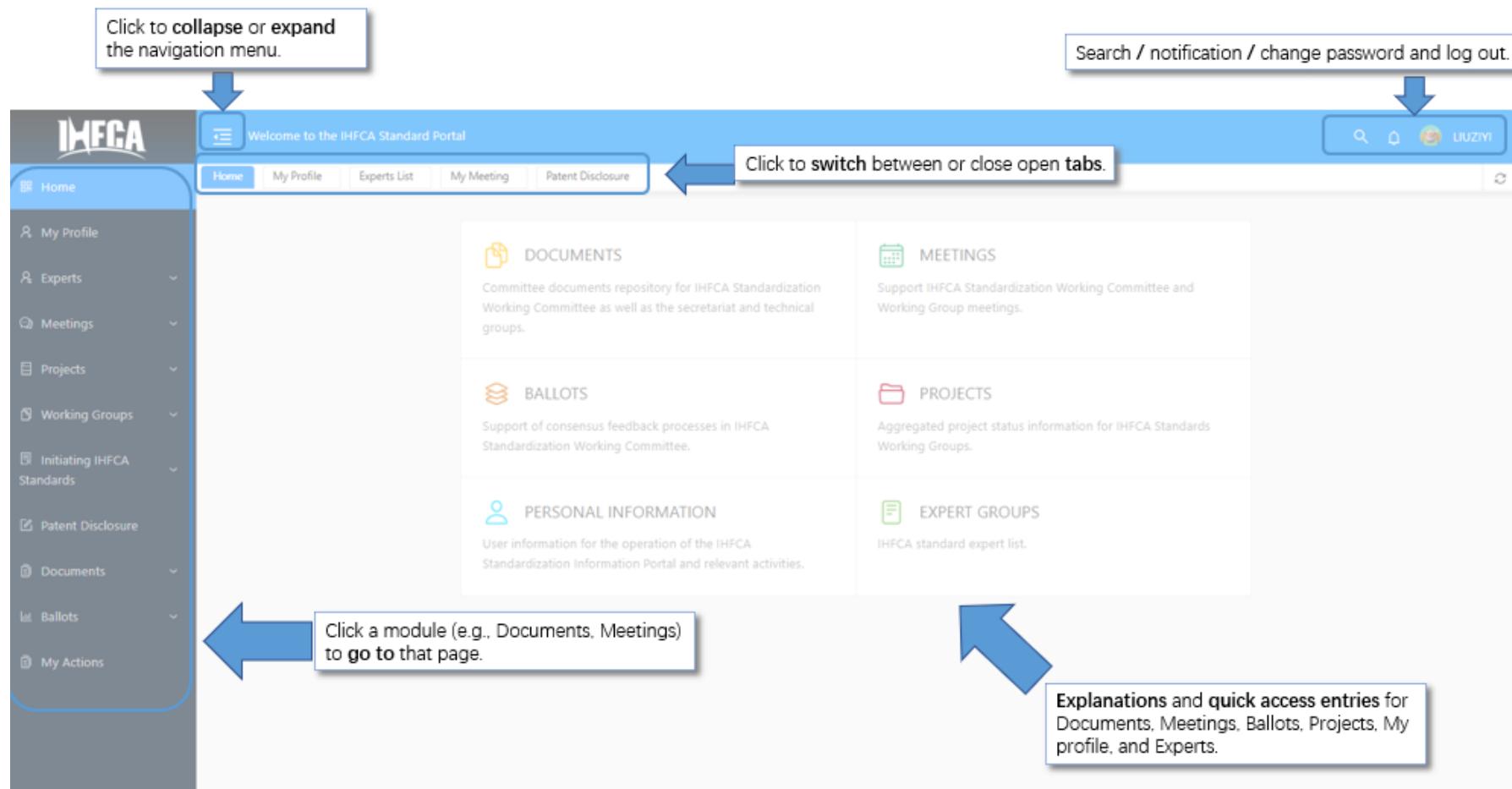
Confirm Password

Year of Birth (YYYY)

Year of Birth (YYYY)



3. Homepage



Click to collapse or expand the navigation menu.

Search / notification / change password and log out.

Click to switch between or close open tabs.

Click a module (e.g., Documents, Meetings) to go to that page.

Explanations and quick access entries for Documents, Meetings, Ballots, Projects, My profile, and Experts.

DOCUMENTS
Committee documents repository for IHFCA Standardization Working Committee as well as the secretariat and technical groups.

BALLOTS
Support of consensus feedback processes in IHFCA Standardization Working Committee.

PERSONAL INFORMATION
User information for the operation of the IHFCA Standardization Information Portal and relevant activities.

MEETINGS
Support IHFCA Standardization Working Committee and Working Group meetings.

PROJECTS
Aggregated project status information for IHFCA Standards Working Groups.

EXPERT GROUPS
IHFCA standard expert list.

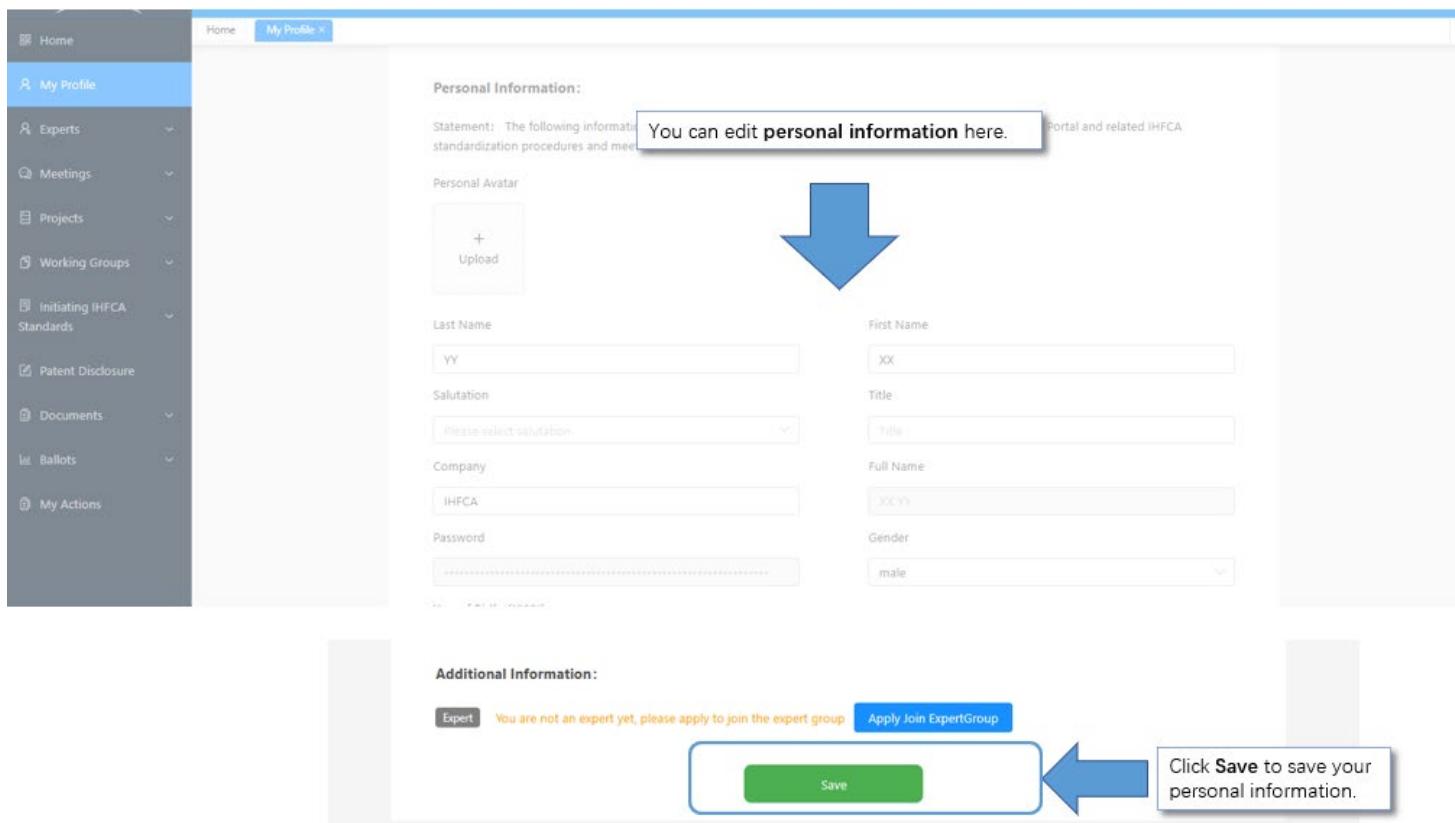
Home My Profile Experts List My Meeting Patent Disclosure

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Home My Profile Experts List My Meeting Patent Disclosure

4. My Profile

4.1 Edit Personal Information



The screenshot shows the IHFC My Profile page. The left sidebar has a 'My Profile' section selected. The main content area has a 'Personal Information:' section with a note: 'You can edit personal information here.' A large blue arrow points down to the 'Personal Avatar' section. Below it are fields for Last Name (YY), First Name (XX), Salutation (Please select salutation), Title (Title), Company (IHFC), Full Name (XXXX), Password (*****), and Gender (male). The 'Additional Information:' section includes a note: 'Expert You are not an expert yet, please apply to join the expert group.' A blue arrow points left to a 'Save' button, with a callout: 'Click Save to save your personal information.'

Personal Information:

Statement: The following information is subject to standardization procedures and may be subject to change. Please refer to the IHFC website for the most up-to-date information.

You can edit personal information here.

Personal Avatar

+ Upload

Last Name: YY

First Name: XX

Salutation: Please select salutation

Title: Title

Company: IHFC

Full Name: XXXX

Password: *****

Gender: male

Additional Information:

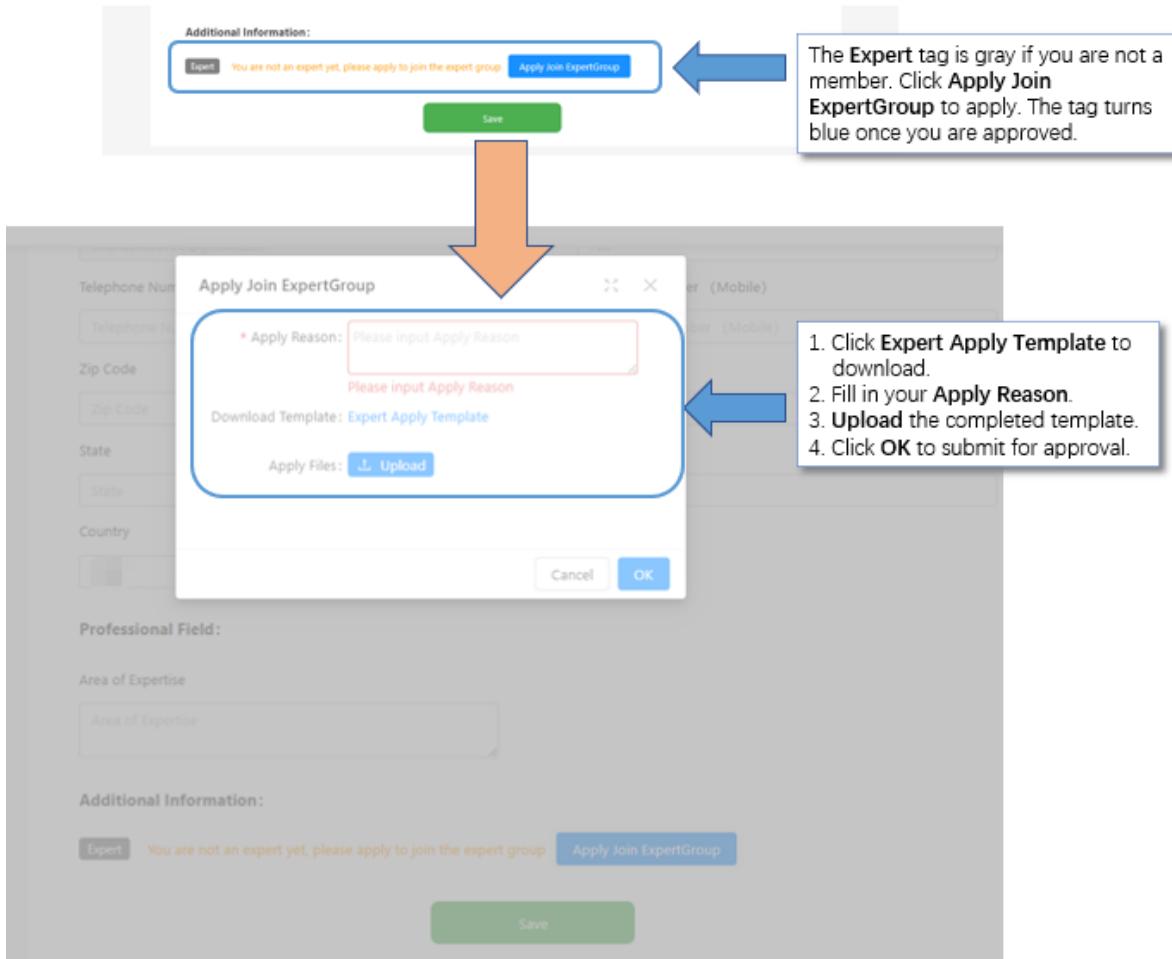
Expert You are not an expert yet, please apply to join the expert group.

Apply Join ExpertGroup

Save

Click Save to save your personal information.

4.2 Applying to Join the Expert Group



Additional Information:

Expert You are not an expert yet, please apply to join the expert group **Apply Join ExpertGroup**

Save

Apply Join ExpertGroup

* Apply Reason: Please input Apply Reason
Please input Apply Reason

Download Template: [Expert Apply Template](#)

Apply Files: Upload

Cancel OK

Professional Field:

Area of Expertise

Area of Expertise

Additional Information:

Expert You are not an expert yet, please apply to join the expert group **Apply Join ExpertGroup**

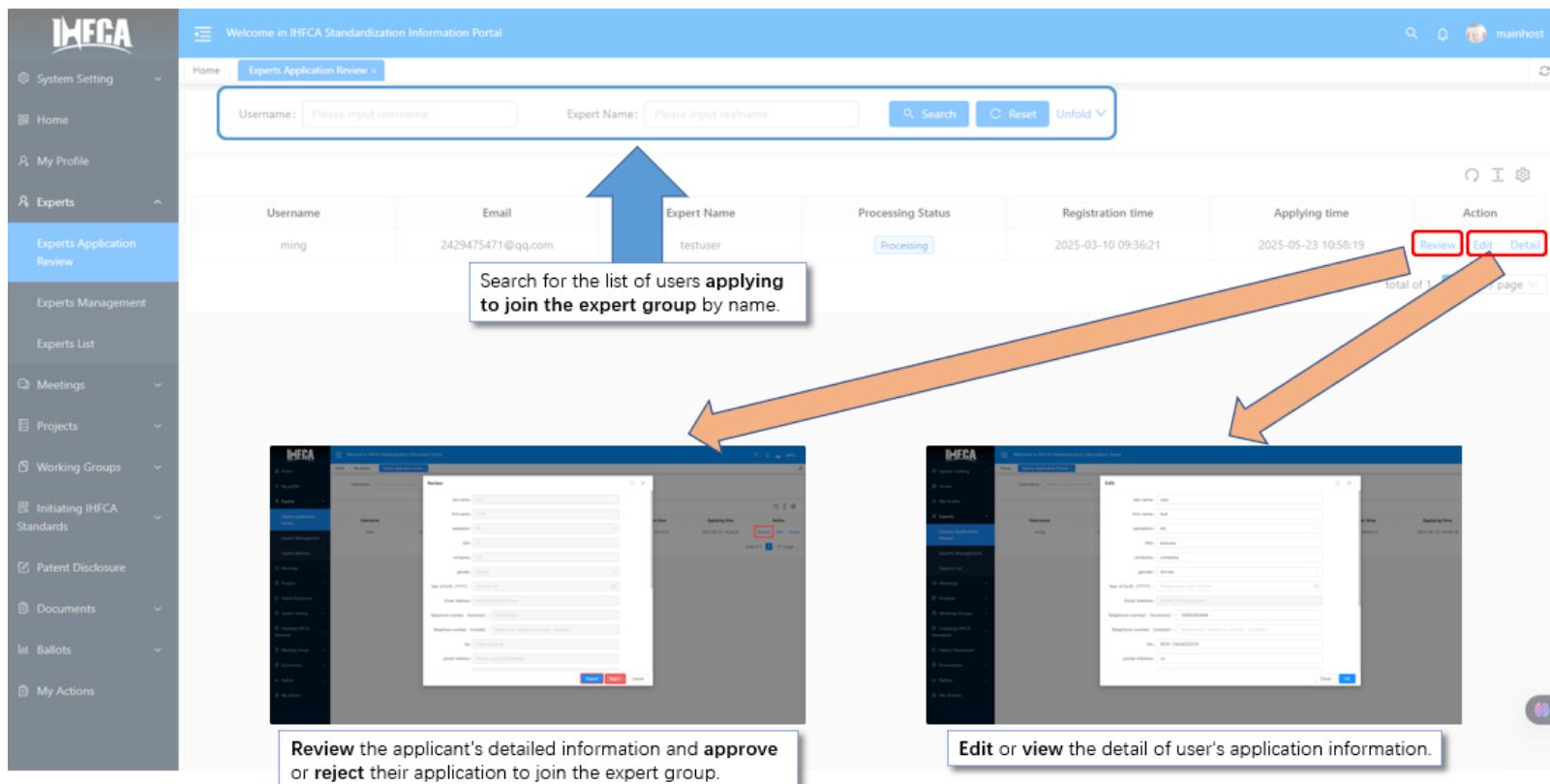
Save

The **Expert** tag is gray if you are not a member. Click **Apply Join ExpertGroup** to apply. The tag turns blue once you are approved.

1. Click **Expert Apply Template** to download.
2. Fill in your **Apply Reason**.
3. **Upload** the completed template.
4. Click **OK** to submit for approval.

5. Experts

5.1 Experts Application Review (For administrators only)



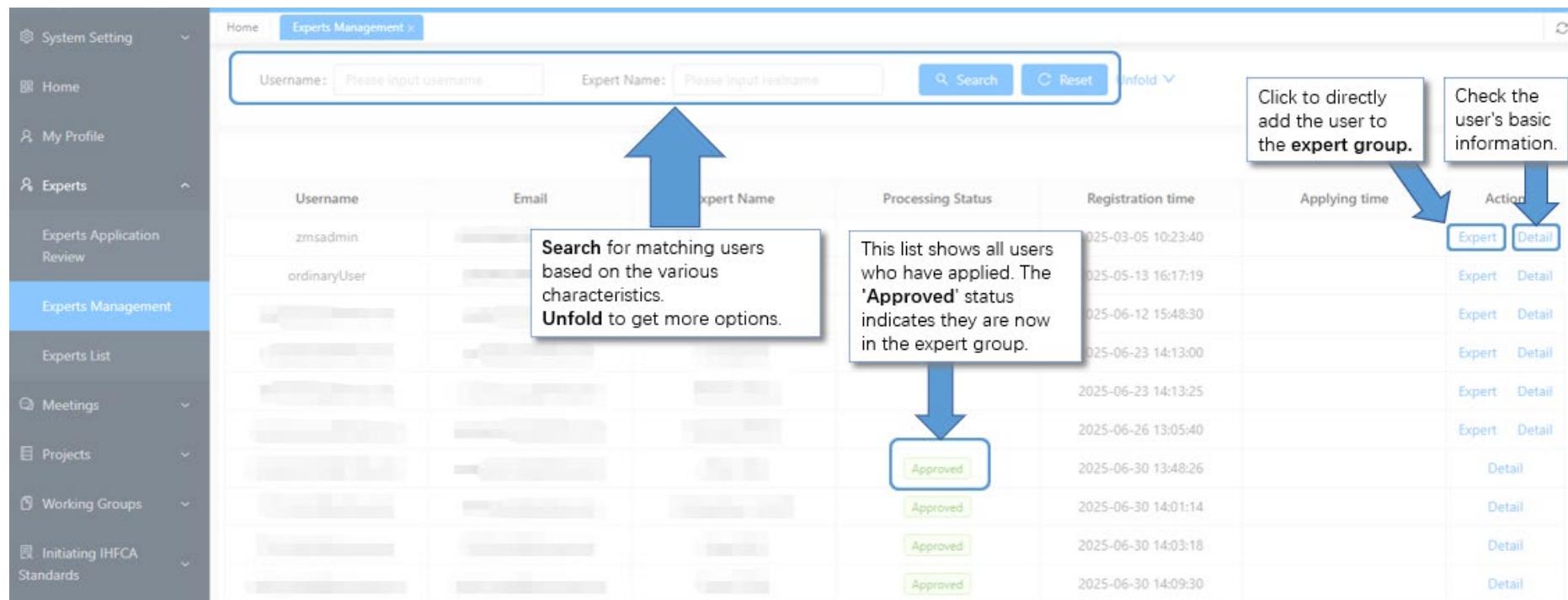
The screenshot illustrates the IHFCA Standardization Information Portal's application review feature for experts. The main interface shows a table of applications with columns for Username, Email, Expert Name, Processing Status, Registration time, Applying time, and Action. A blue arrow points to the Expert Name column, with a callout box stating: "Search for the list of users applying to join the expert group by name." Two orange arrows point from the Action column to two separate detailed view modals. The left modal shows the "Review" screen, which includes fields for Name, Email, and a large "Action" section with "Approve" and "Reject" buttons. The right modal shows the "Edit" screen, which displays the same user information and a "Save" button.

Search for the list of users applying to join the expert group by name.

Review the applicant's detailed information and **approve** or **reject** their application to join the expert group.

Edit or view the detail of user's application information.

5.2 Experts Management (For administrators only)



The screenshot shows the IHFCA Experts Management interface. On the left is a sidebar with navigation links: System Setting, Home, My Profile, Experts (with sub-links: Experts Application Review, Experts Management, Experts List), Meetings, Projects, Working Groups, and Initiating IHFCA Standards. The 'Experts Management' link is currently selected and highlighted in blue.

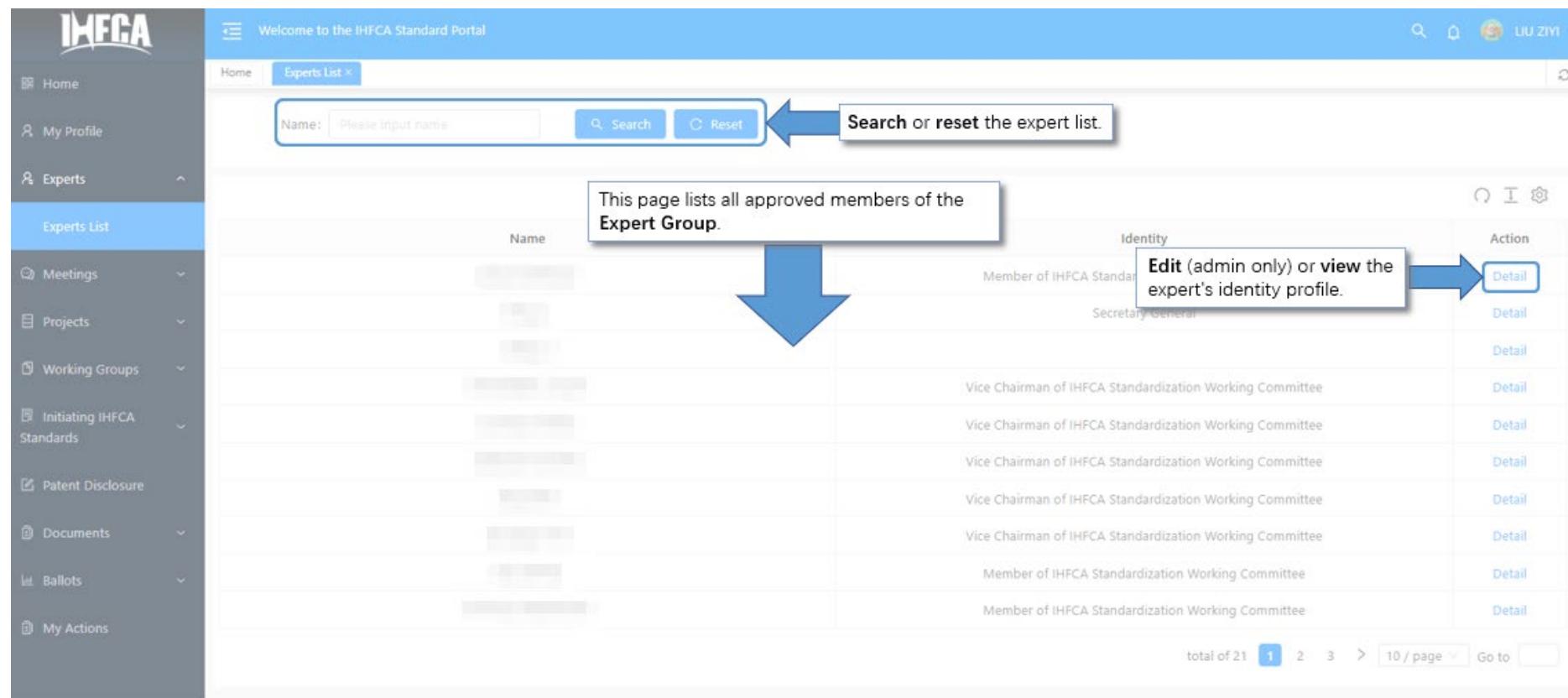
The main content area has a header with 'Home' and 'Experts Management' tabs, and search fields for 'Username' and 'Expert Name' with 'Search' and 'Reset' buttons. Below the header is a table with columns: Username, Email, Expert Name, Processing Status, Registration time, Applying time, and Action (Expert, Detail).

Annotations with arrows and callouts explain various parts of the interface:

- An arrow points to the 'Expert Name' search field with the text: "Search for matching users based on the various characteristics. Unfold to get more options."
- An arrow points to the 'Approved' status in the 'Processing Status' column with the text: "This list shows all users who have applied. The 'Approved' status indicates they are now in the expert group."
- An arrow points to the 'Expert' and 'Detail' buttons in the 'Action' column with the text: "Click to directly add the user to the expert group. Check the user's basic information."

Username	Email	Expert Name	Processing Status	Registration time	Applying time	Action
zmsadmin			Approved	2025-03-05 10:23:40		Expert Detail
ordinaryUser			Approved	2025-05-13 16:17:19		Expert Detail
			Approved	2025-06-12 15:48:30		Expert Detail
			Approved	2025-06-23 14:13:00		Expert Detail
			Approved	2025-06-23 14:13:25		Expert Detail
			Approved	2025-06-26 13:05:40		Expert Detail
			Approved	2025-06-30 13:48:26		Detail
			Approved	2025-06-30 14:01:14		Detail
			Approved	2025-06-30 14:03:18		Detail
			Approved	2025-06-30 14:09:30		Detail

5.3 Experts List



Welcome to the IHFCA Standard Portal

Home Experts List

Name: Please input name

Search or reset the expert list.

This page lists all approved members of the **Expert Group**.

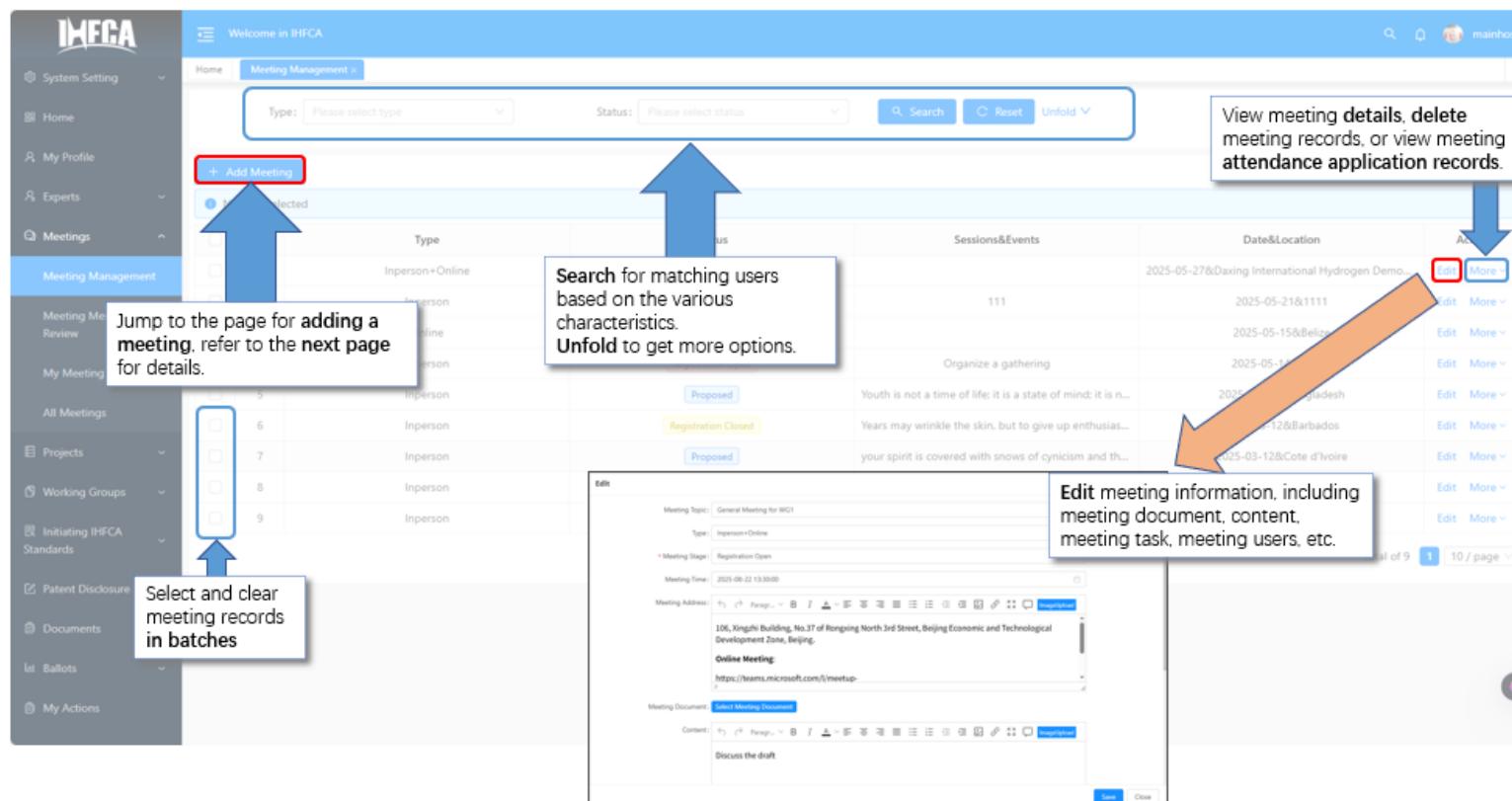
Name	Identity	Action
...	Member of IHFCA Standard	<input type="button" value="Detail"/>
...	Secretary General	<input type="button" value="Detail"/>
...	Vice Chairman of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Vice Chairman of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Vice Chairman of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Vice Chairman of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Vice Chairman of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Member of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>
...	Member of IHFCA Standardization Working Committee	<input type="button" value="Detail"/>

total of 21 >

Edit (admin only) or view the expert's identity profile.

6. Meetings

6.1 Meeting Management (For administrators only)



The screenshot shows the IHFC Meeting Management interface. On the left, a sidebar menu includes 'Meeting Management' under 'Meetings'. The main area displays a list of meetings with columns for 'Type', 'Sessions&Events', and 'Date&Location'. A modal window is open, showing fields for 'Meeting Topic' (General Meeting for WG1), 'Type' (Inperson+Online), 'Meeting Stage' (Registration Open), 'Meeting Time' (2025-08-22 13:00:00), 'Meeting Address' (106, Xinghu Building, No.37 of Rongping North 3rd Street, Beijing Economic and Technological Development Zone, Beijing), 'Online Meeting' (https://teams.microsoft.com/l/meetup-join/19%3a91440404%40thread.skype/1590240139841?context=%7b%7d), 'Meeting Document' (Select Meeting Document), and 'Content' (Discuss the draft). Several callout boxes with arrows point to specific features:

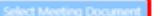
- A blue arrow points to the '+ Add Meeting' button in the top-left of the main area, with the text: "Jump to the page for adding a meeting, refer to the next page for details."
- A blue arrow points to the 'Search' bar at the top, with the text: "Search for matching users based on the various characteristics. Unfold to get more options."
- A blue arrow points to the 'Edit' and 'More' buttons for a meeting in the list, with the text: "View meeting details, delete meeting records, or view meeting attendance application records."
- A blue arrow points to the 'Edit' and 'More' buttons for a meeting in the list, with the text: "Edit meeting information, including meeting document, content, meeting task, meeting users, etc."
- A blue arrow points to the 'Select and clear meeting records in batches' button in the sidebar, with the text: "Select and clear meeting records in batches".

Meeting Topic: Please input meeting title

Type: Please select type

* Meeting Stage: Please select the meeting stage

Meeting Address: 

Meeting Document: 

Content: 

Meeting Task: 

Meeting Users: Please select meeting users 

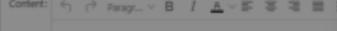
After clicking Add Meeting, you can edit the new meeting's details and select participants on this page.

Save **Close**

Portal

Meetings Meeting Member Review

Document: 

Content: 

Meeting Task: 

Meeting Users: Please select meeting users

Meeting Document

Add Document Exit Document

No data selected

Indx	Title	Upload Time	Link
1	Meeting_Minutes_0604	2025-07-03 11:00:00	Unlinked
2	20250604_InternationalForumonKeyTechnologiesforHydrogenEnergyStorageTransportationandUtilization	2025-07-01 11:00:00	Unlinked
3	MeetingMinutesofthe2ndSessionoftheFirstIHFCASstandardizationWorkingCommittee	2025-07-01 11:00:00	Unlinked
4	IHFCIA_SWC_AnnualReport2025	2025-07-01 11:00:00	Unlinked

total of 4 

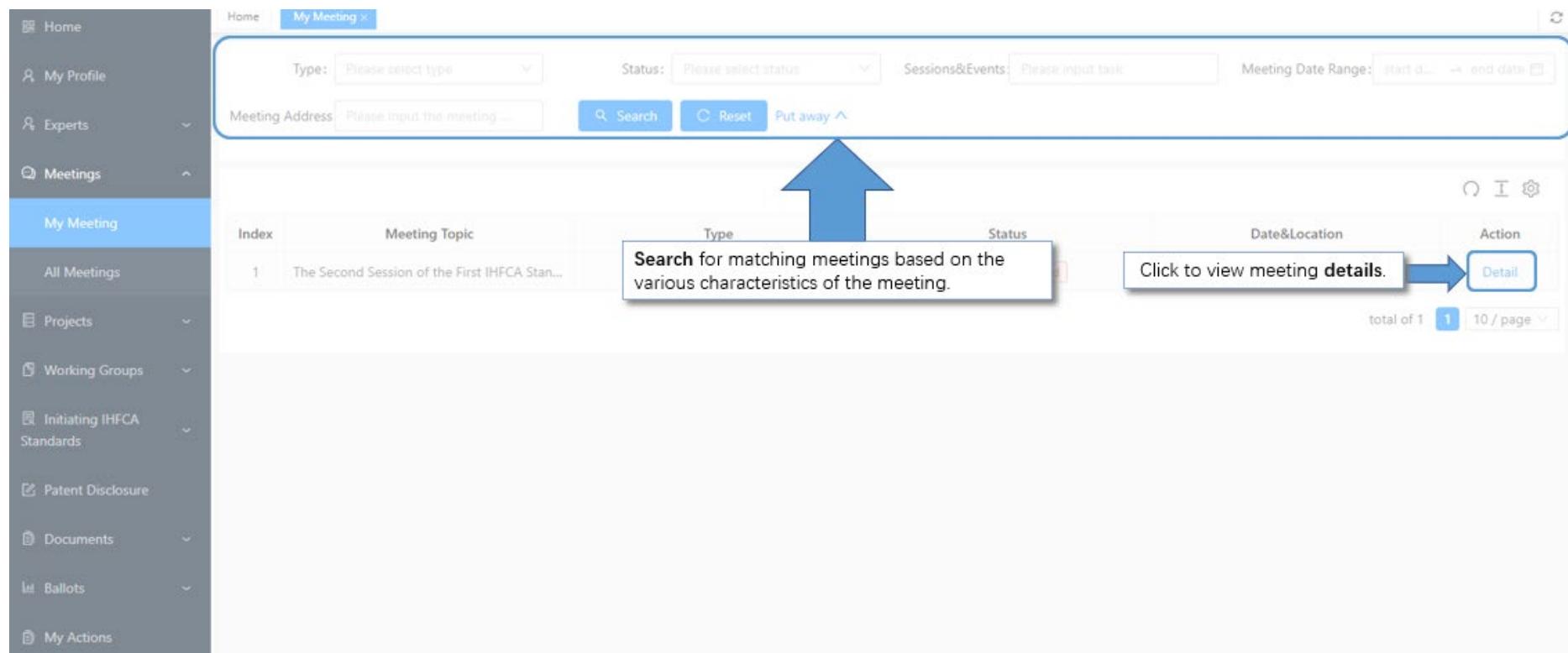
Add a new meeting document or select an existing document on the website.



Click **Unlinked** to remove the document from this meeting. This will not delete the original file.



6.2 My Meeting



Home My Meeting

Type: Please select type Status: Please select status Sessions&Events: Please input task Meeting Date Range: start date end date

Meeting Address: Please input the meeting Search Reset Put away

Index Meeting Topic Type Status Date&Location Action

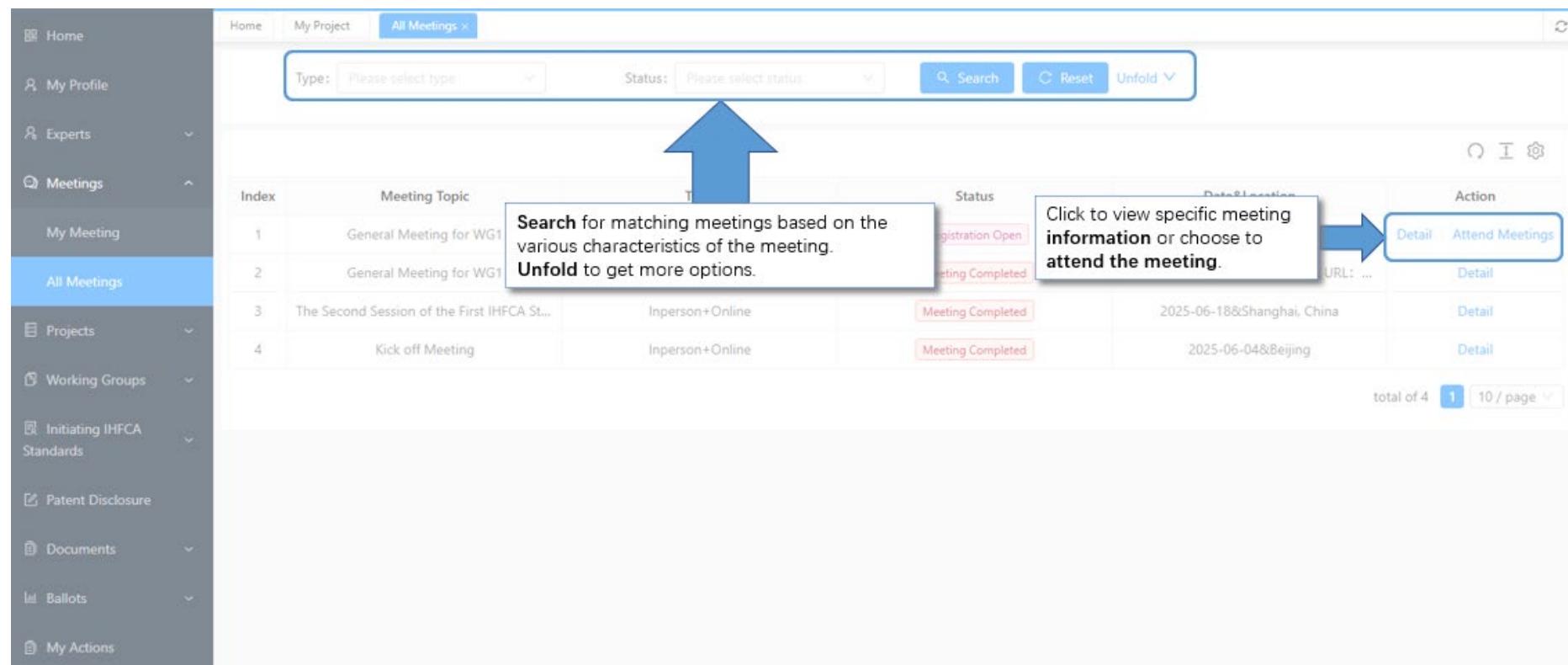
1 The Second Session of the First IHFCA Stan... Click to view meeting details. Detail

total of 1 1 10 / page

Search for matching meetings based on the various characteristics of the meeting.

Click to view meeting details.

6.3 All Meetings



Home My Project All Meetings

Type: Please select type Status: Please select status Search Reset Unfold

Index Meeting Topic Status Date & Location Action

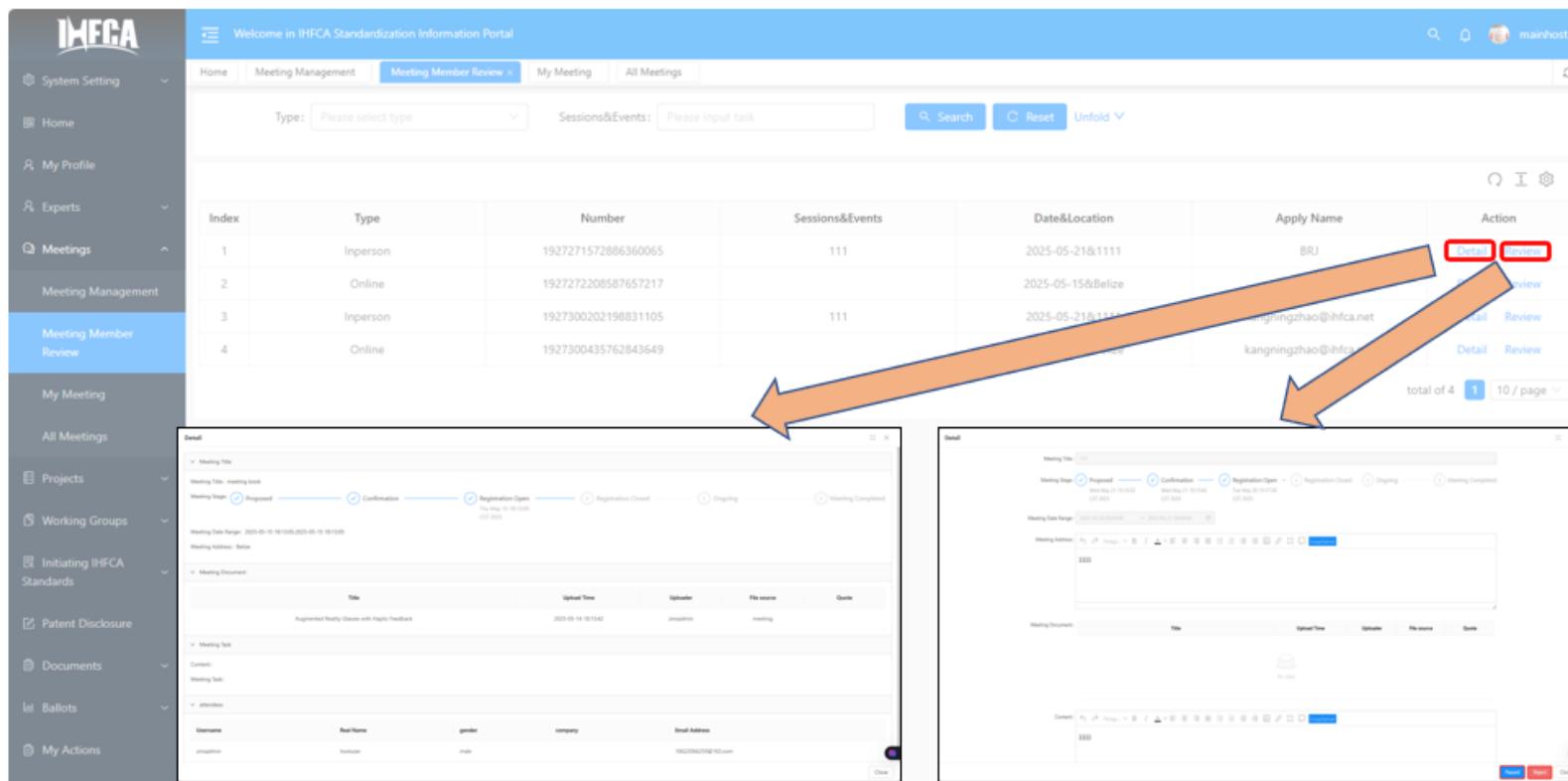
1	General Meeting for WG1	Meeting Open	2025-06-18&Shanghai, China	Detail
2	General Meeting for WG1	Meeting Completed	2025-06-04&Beijing	Detail
3	The Second Session of the First IHFCA St...	Inperson+Online	Meeting Completed	Detail
4	Kick off Meeting	Inperson+Online	Meeting Completed	Detail

total of 4 1 10 / page

Search for matching meetings based on the various characteristics of the meeting. Unfold to get more options.

Click to view specific meeting information or choose to attend the meeting.

6.4 Meeting Member Review (For administrators only)



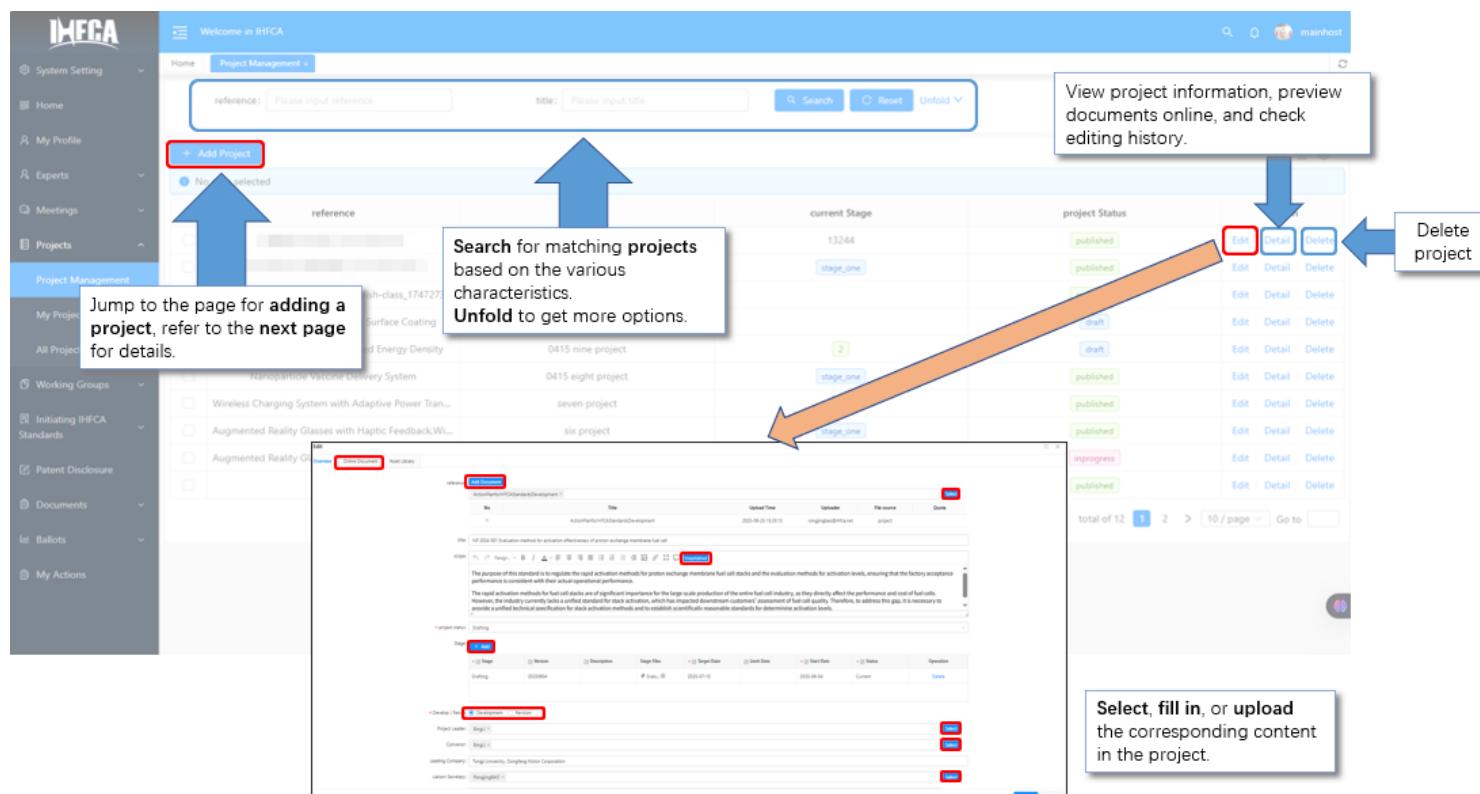
Index	Type	Number	Sessions&Events	Date&Location	Apply Name	Action
1	Inperson	1927271572886360065	111	2025-05-21&1111	BRJ	Detail Review
2	Online	1927272208587657217		2025-05-15&Belize		Detail Review
3	Inperson	1927300202198831105	111	2025-05-21&1111	ligningzhao@ihfc.net	Detail Review
4	Online	1927300435762843649		2025-05-15&Belize	kangningzhao@ihfc.net	Detail Review

Check the meeting details and participant information.

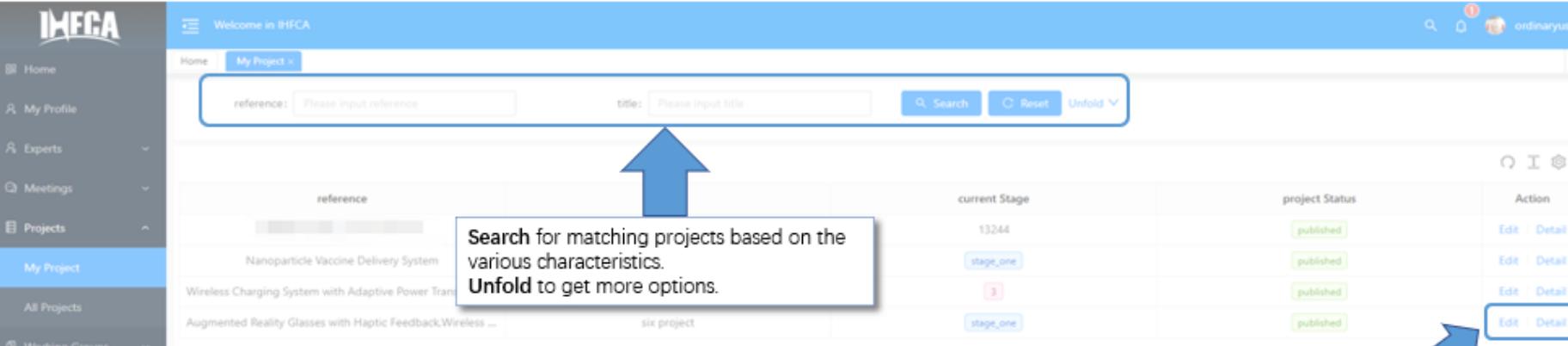
Review the meeting and the information of applicants for attending the meeting, and **approve** or **reject** their applications to attend.

7. Projects

7.1 Project Management (For administrators only)



7.2 My Project



reference: Please input reference title: Please input title

reference current Stage project Status Action

reference	current Stage	project Status	Action
Nanoparticle Vaccine Delivery System	13244	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Wireless Charging System with Adaptive Power Trans...	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Augmented Reality Glasses with Haptic Feedback	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Wireless ...	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>

All Projects Working Groups

- Initiating IHFCA Standards
- Patent Disclosure
- Documents
- Ballots
- My Actions

reference: Please input reference title: Please input title

reference current Stage project Status Action

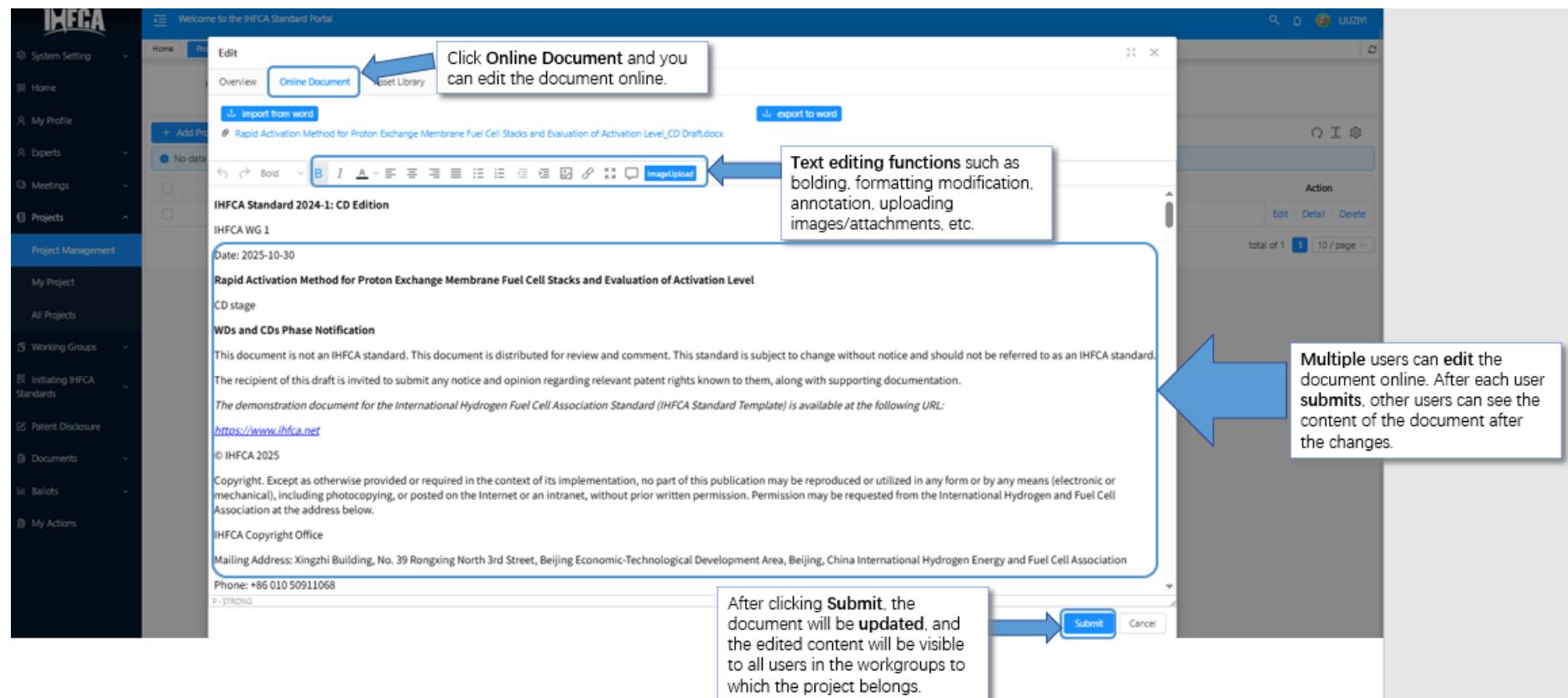
reference	current Stage	project Status	Action
Nanoparticle Vaccine Delivery System	13244	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Wireless Charging System with Adaptive Power Trans...	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Augmented Reality Glasses with Haptic Feedback	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
Wireless ...	stage_one	published	<input type="button" value="Edit"/> <input type="button" value="Detail"/>

1 10 / page

Search for matching projects based on the various characteristics. Unfold to get more options.

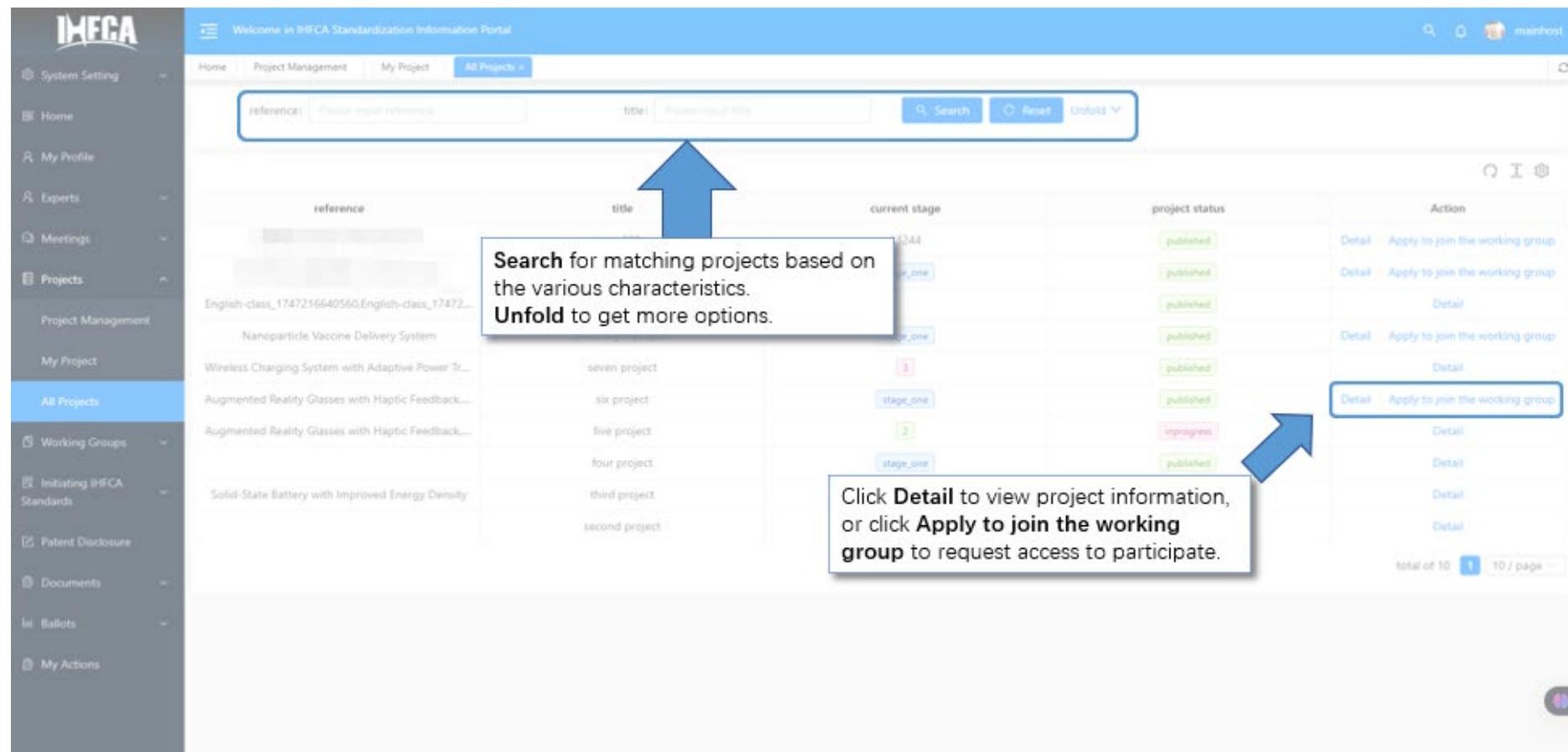
Edit project documents or view specific project information. Supports simultaneous online editing by multiple users. The features of the document editing function are explained in Section 7.3.

7.3 Online Standards Development (OSD)



The screenshot shows the IHFCA Standard Portal interface. On the left is a sidebar with navigation links for System Setting, Home, My Profile, Experts, Meetings, Projects, and Project Management. The Project Management section is currently selected. The main content area is titled 'Edit' and shows an 'Online Document' tab selected. A tooltip says: 'Click Online Document and you can edit the document online.' Below this is a toolbar with 'Import from word' and 'Export to word' buttons. The main content area displays the 'IHFCA Standard 2024-1: CD Edition' document, specifically 'IHFCA WG 1'. The document content includes a date (2025-10-30), a title ('Rapid activation Method for Proton Exchange Membrane Fuel Cell Stacks and Evaluation of Activation Level'), and a CD stage. It also contains sections for 'WDs and CDs Phase Notification' and 'Copyright'. At the bottom right of the document area is a 'Submit' button. A large blue arrow points from the 'Submit' button to a callout box that says: 'After clicking Submit, the document will be updated, and the edited content will be visible to all users in the workgroups to which the project belongs.' Another blue arrow points from the 'Edit' tab to a callout box that says: 'Text editing functions such as bolding, formatting modification, annotation, uploading images/attachments, etc.' A third blue arrow points from the 'Online Document' tab to a callout box that says: 'Click Online Document and you can edit the document online.' On the right side of the interface, there is a list of users with 'Edit', 'Detail', and 'Delete' buttons, and a message stating 'Multiple users can edit the document online. After each user submits, other users can see the content of the document after the changes.'

7.4 All Projects



reference: title: [Search](#) [Reset](#) [Unfold](#)

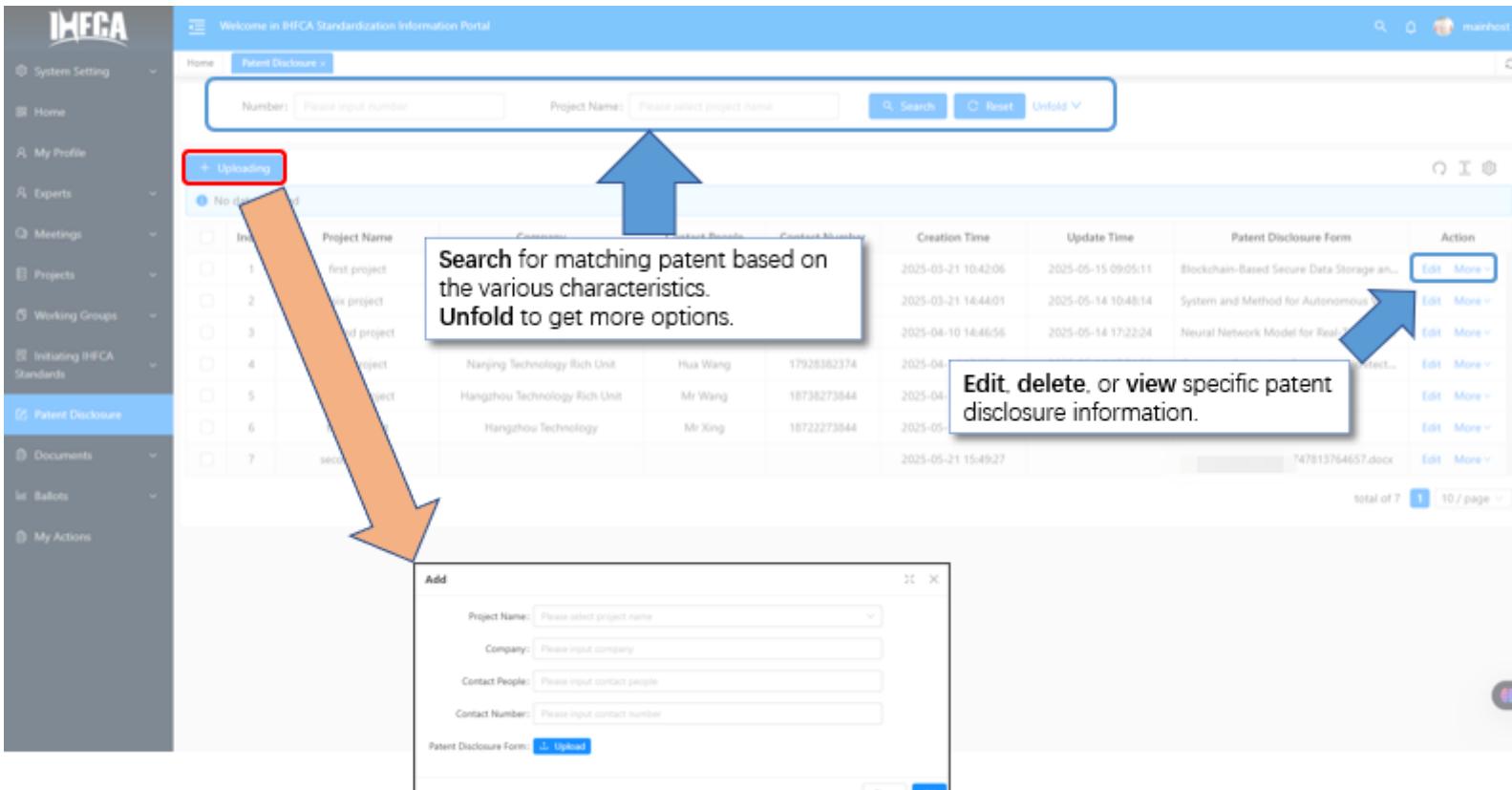
reference	title	current stage	project status	Action
English-class_17472316640560	Nanoparticle Vaccine Delivery System	stage_one	published	Detail Apply to join the working group
English-class_17472316640560	Wireless Charging System with Adaptive Power Tr...	seven project	published	Detail Apply to join the working group
English-class_17472316640560	Augmented Reality Glasses with Haptic Feedback...	six project	published	Detail
English-class_17472316640560	Augmented Reality Glasses with Haptic Feedback...	five project	published	Detail Apply to join the working group
English-class_17472316640560	Solid-State Battery with Improved Energy Density	four project	published	Detail
English-class_17472316640560		third project	published	Detail
English-class_17472316640560		second project	published	Detail

total of 10 [1](#) 10 / page

Search for matching projects based on the various characteristics. Unfold to get more options.

Click Detail to view project information, or click Apply to join the working group to request access to participate.

8. Patent Disclosure



Welcome in IHFCIA Standardization Information Portal

System Setting

- Home
- My Profile
- Experts
- Meetings
- Projects
- Working Groups
- Initiating IHFCIA Standards
- Patent Disclosure** (selected)
- Documents
- BalLOTS
- My Actions

Patent Disclosure

Number: Project Name:

+ Unfolding

Search for matching patent based on the various characteristics. Unfold to get more options.

Edit, delete, or view specific patent disclosure information.

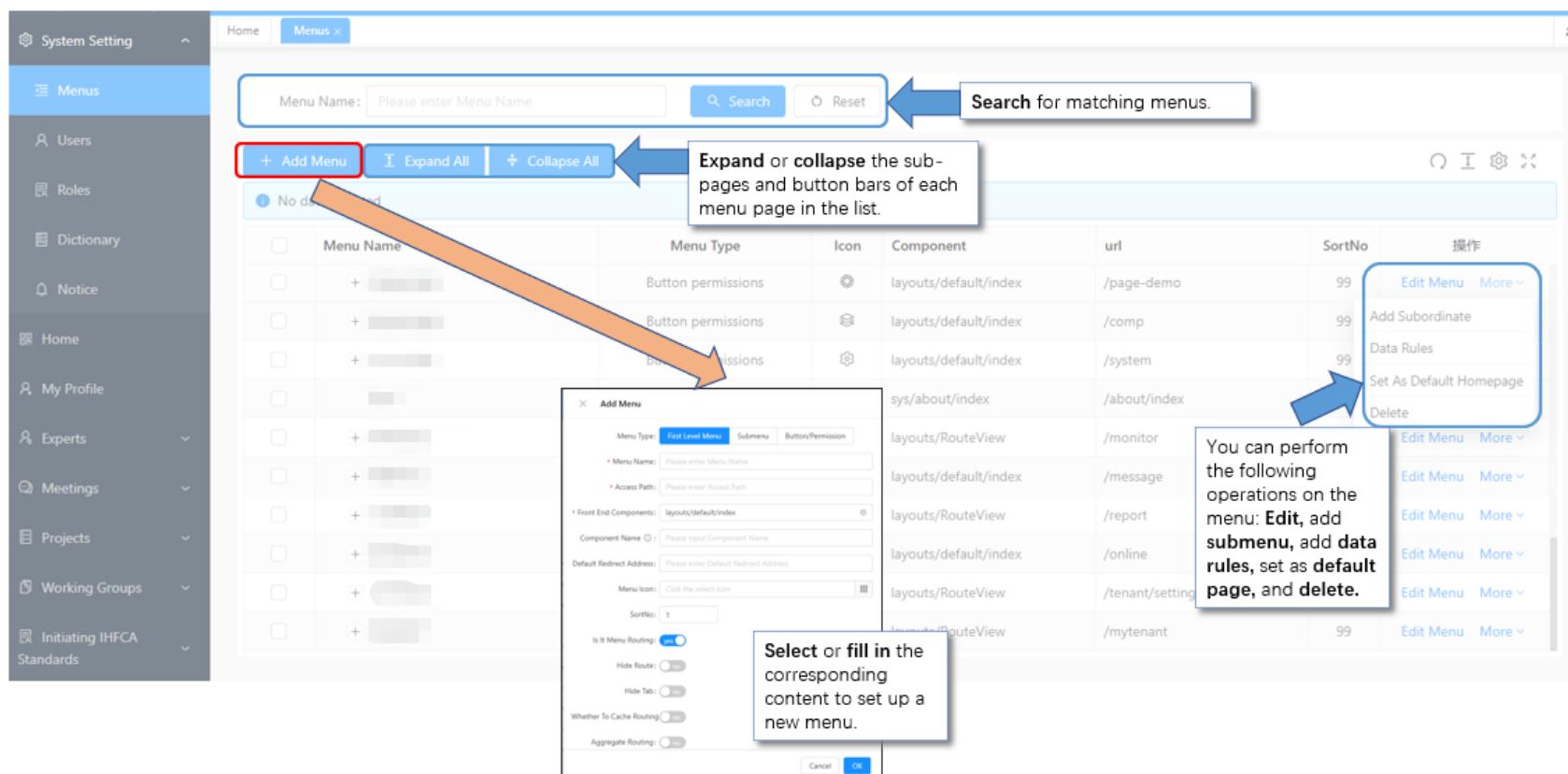
Add

Project Name: Company: Contact People: Contact Number: Patent Disclosure Form:

Upload the patent and fill in the relevant information.

9. System Setting (For administrators only)

9.1 Menus



Search for matching menus.

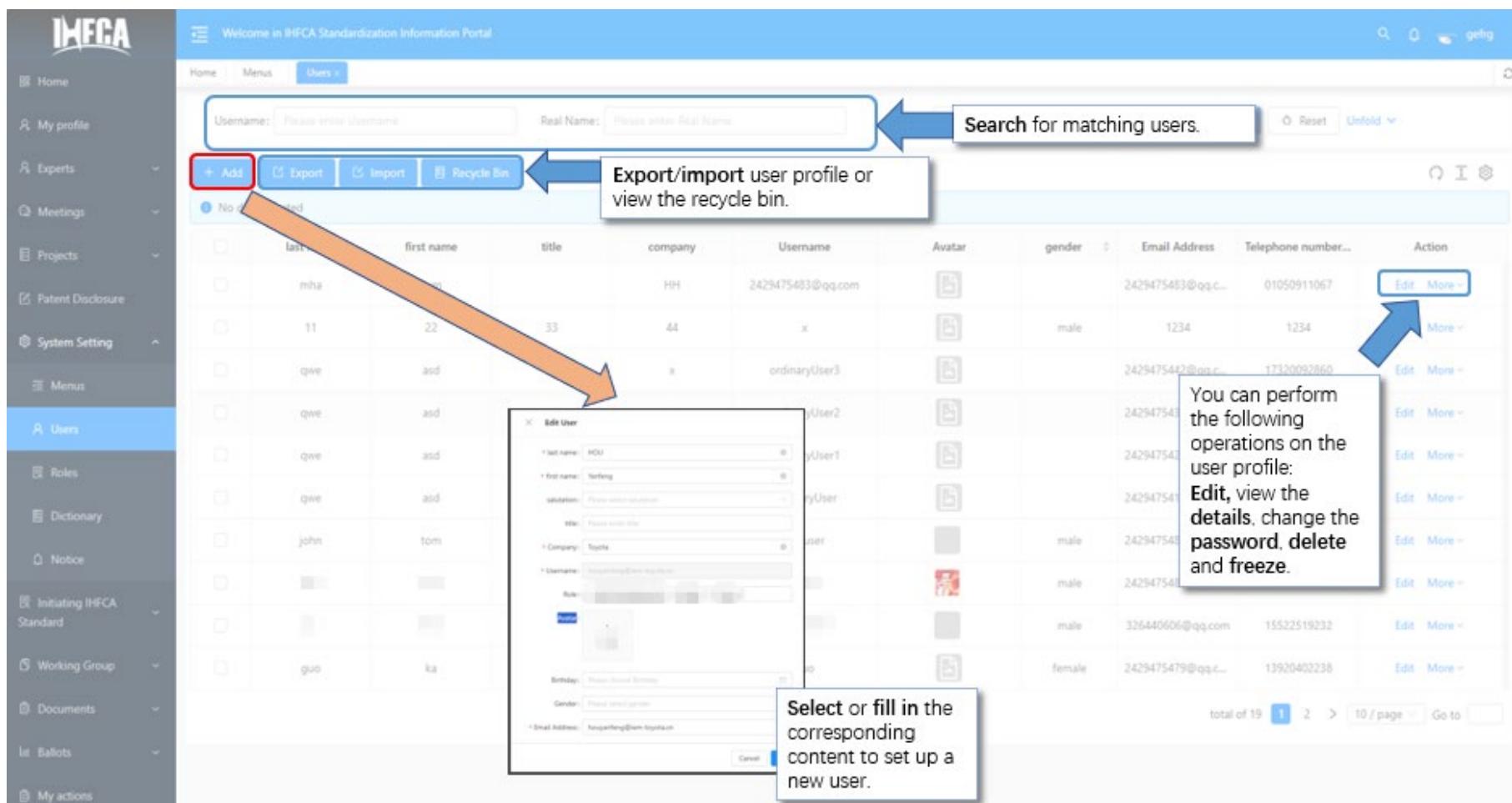
Expand or collapse the sub-pages and button bars of each menu page in the list.

You can perform the following operations on the menu: Edit, add submenu, add data rules, set as default page, and delete.

Select or fill in the corresponding content to set up a new menu.

SortNo	操作
99	Edit Menu More
99	Add Subordinate
99	Data Rules
99	Set As Default Homepage
99	Delete
99	Edit Menu More

9.2 Users



Search for matching users.

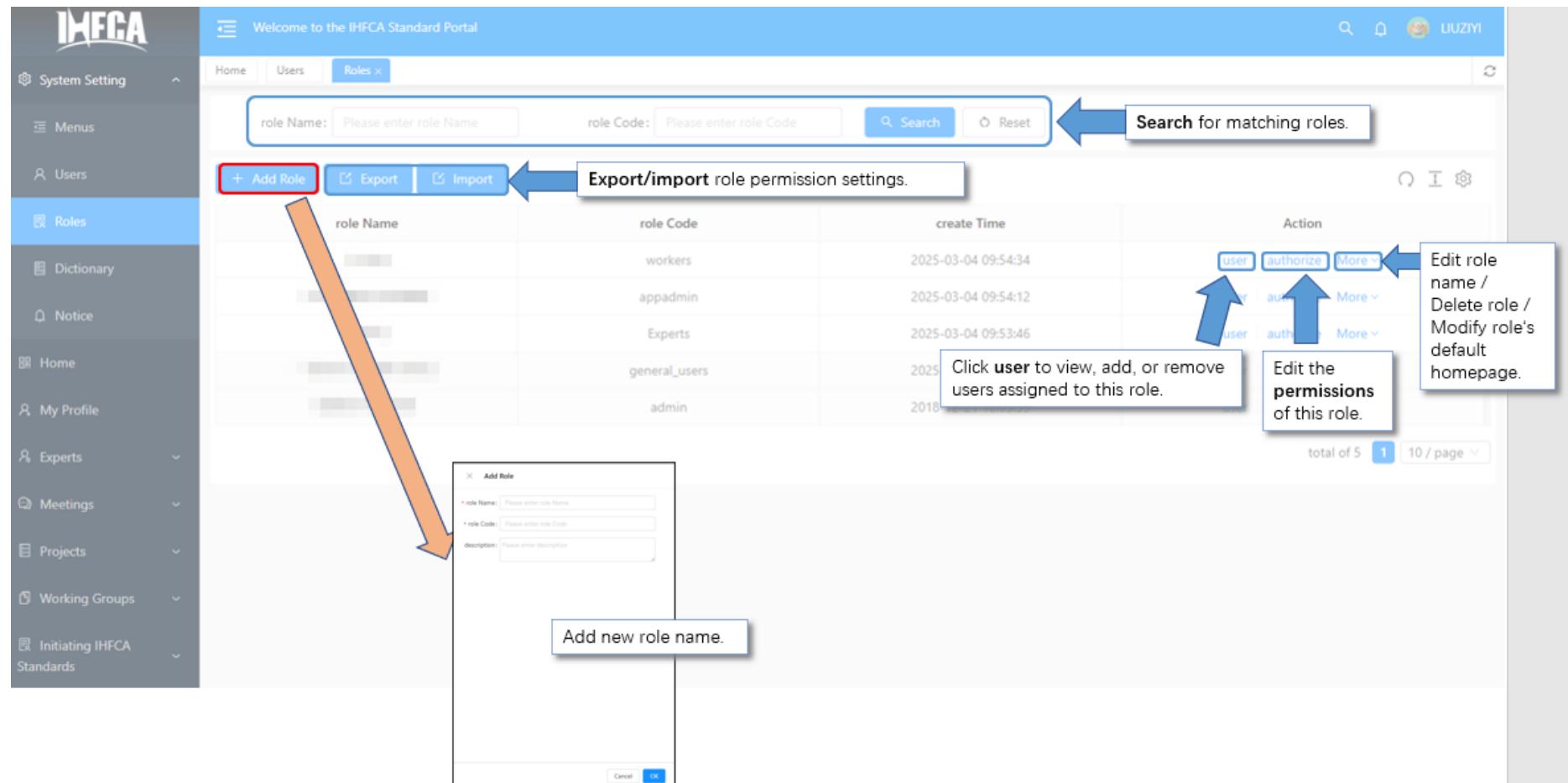
Export/import user profile or view the recycle bin.

You can perform the following operations on the user profile: Edit, view the details, change the password, delete and freeze.

Select or fill in the corresponding content to set up a new user.

No.	last	first name	title	company	Username	Avatar	gender	Email Address	Telephone number...	Action
1	mha	20	33	HH	2429475483@qq.com		male	2429475483@qq.c...	01050911067	Edit More
2	11	22	44	x	ordinaryUser3		male	1234	1234	Edit More
3	qwe	asd	x		242947542@qq.c...		male	242947542@qq.c...	17120092860	Edit More
4	qwe	asd			242947543		male	242947543		Edit More
5	qwe	asd			242947544		male	242947544		Edit More
6	john	tom			242947545		male	242947545		Edit More
7	guo	ka			242947546		male	326440606@qq.com	15522519232	Edit More
8					242947547		male	2429475479@qq.c...	13920402238	Edit More
9					242947548		female	242947548		Edit More

9.3 Roles

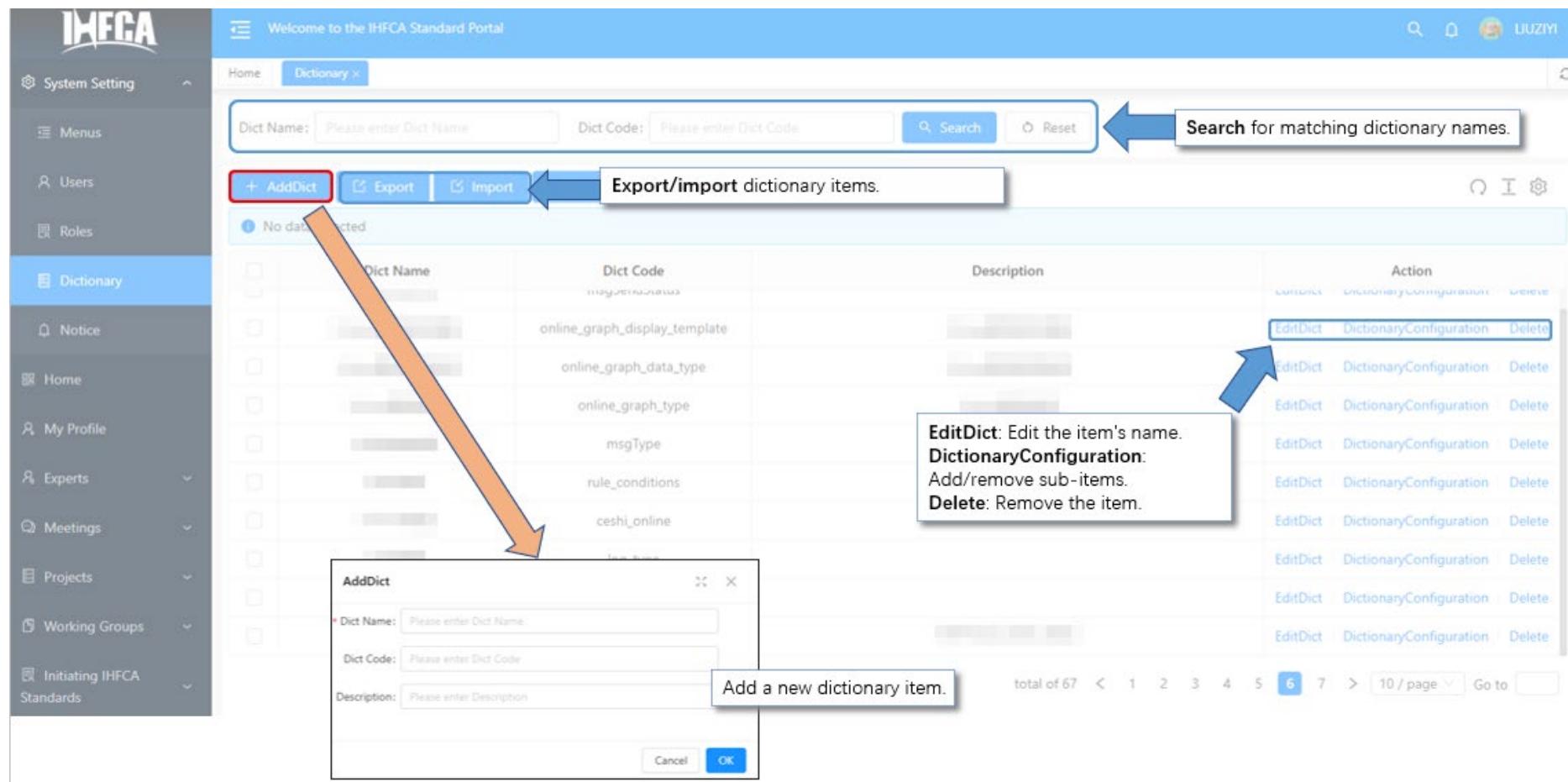


The screenshot shows the IHFCA Standard Portal's Roles management interface. The left sidebar has a 'Roles' item selected. The main content area displays a table of existing roles with columns for role Name, role Code, create Time, and Action. A modal window for 'Add Role' is open in the bottom-left corner. Callout boxes provide the following information:

- Search for matching roles.** (points to the search bar)
- Export/import role permission settings.** (points to the Export and Import buttons)
- Add new role name.** (points to the 'Add Role' button in the modal)
- Click user to view, add, or remove users assigned to this role.** (points to the 'user' link in the Action column)
- Edit the permissions of this role.** (points to the 'More' dropdown in the Action column)
- Edit role name / Delete role / Modify role's default homepage.** (points to the 'More' dropdown in the Action column)

role Name	role Code	create Time	Action
workers		2025-03-04 09:54:34	
appadmin		2025-03-04 09:54:12	
Experts		2025-03-04 09:53:46	
general_users		2025-03-04 09:53:46	
admin		2018-03-04 09:53:46	

9.4 Dictionary



Search for matching dictionary names.

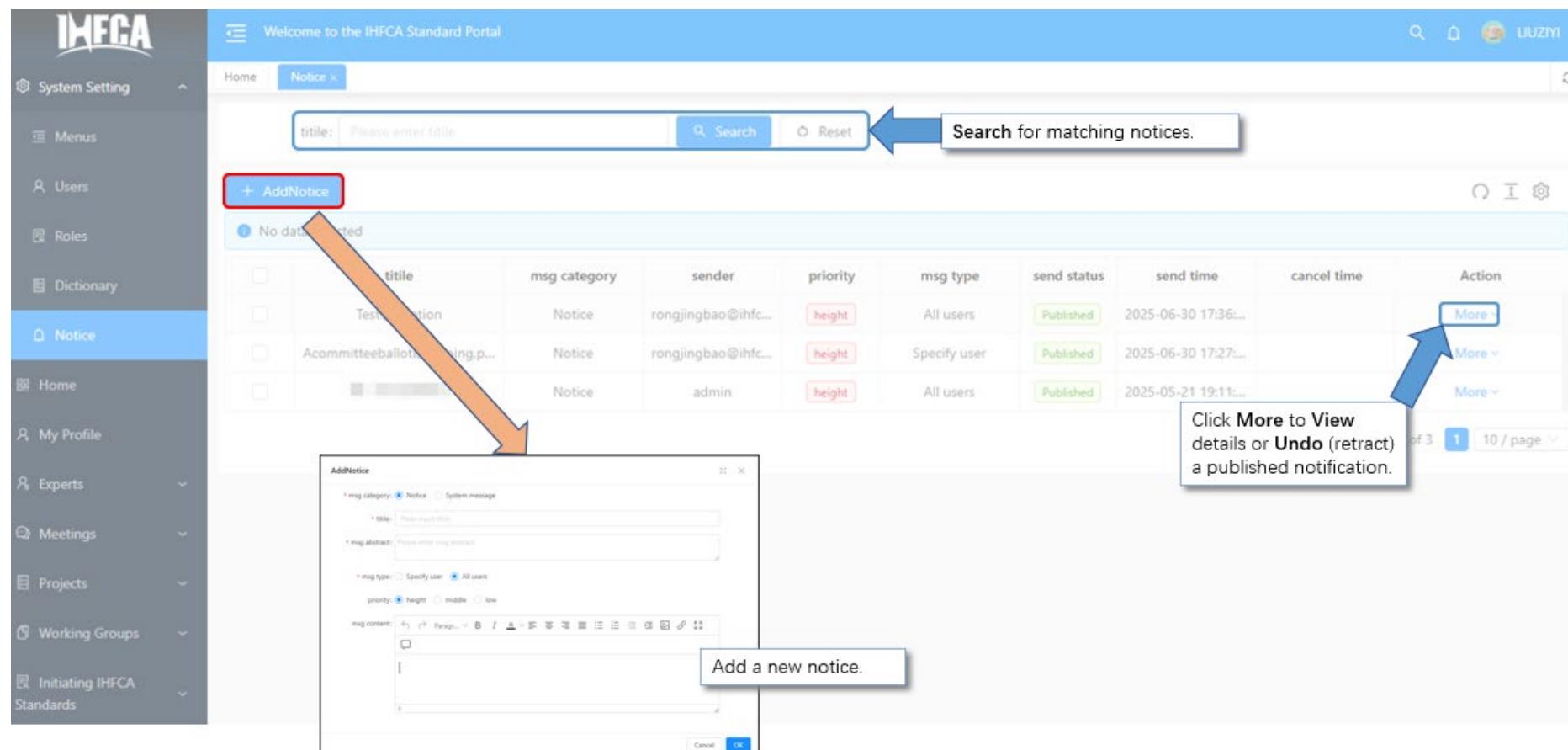
Export/import dictionary items.

**EditDict: Edit the item's name.
DictionaryConfiguration: Add/remove sub-items.
Delete: Remove the item.**

Add a new dictionary item.

Dict Name	Dict Code	Description	Action
online_graph_display_template			EditDict DictionaryConfiguration Delete
online_graph_data_type			EditDict DictionaryConfiguration Delete
online_graph_type			EditDict DictionaryConfiguration Delete
msgType			EditDict DictionaryConfiguration Delete
rule_conditions			EditDict DictionaryConfiguration Delete
ceshi_online			EditDict DictionaryConfiguration Delete

9.5 Notice



Welcome to the IHFCA Standard Portal

System Setting

Menus

Users

Roles

Dictionary

Notice

Home

My Profile

Experts

Meetings

Projects

Working Groups

Initiating IHFCA Standards

Notice

title: Please enter title

Search Reset

Search for matching notices.

+ AddNotice

No data selected

	title	msg category	sender	priority	msg type	send status	send time	cancel time	Action
<input type="checkbox"/>	Test notice	Notice	rongjingbao@ihfc...	height	All users	Published	2025-06-30 17:36:...		More
<input type="checkbox"/>	A committee ballot meeting.p...	Notice	rongjingbao@ihfc...	height	Specify user	Published	2025-06-30 17:27:...		More
<input type="checkbox"/>		Notice	admin	height	All users	Published	2025-05-21 19:11:...		More

Click **More** to View details or Undo (retract) a published notification.

Add a new notice.

10. Initiating IHFCA Standards

10.1 IHFCA Standard Initiation



Fill in, select, and upload the required information and documents.



Save the draft or **submit** it, and a newly added project approval application entry will appear in the **Application Record**. This content can be viewed in Section 10.2. After submission, it will be **reviewed** by the administrator. If the administrator approves it, a **vote** will be created; if not, the information will be **returned** to the applicant, who will need to **revise** the information and **resubmit** the application.

You can download the project application template here.

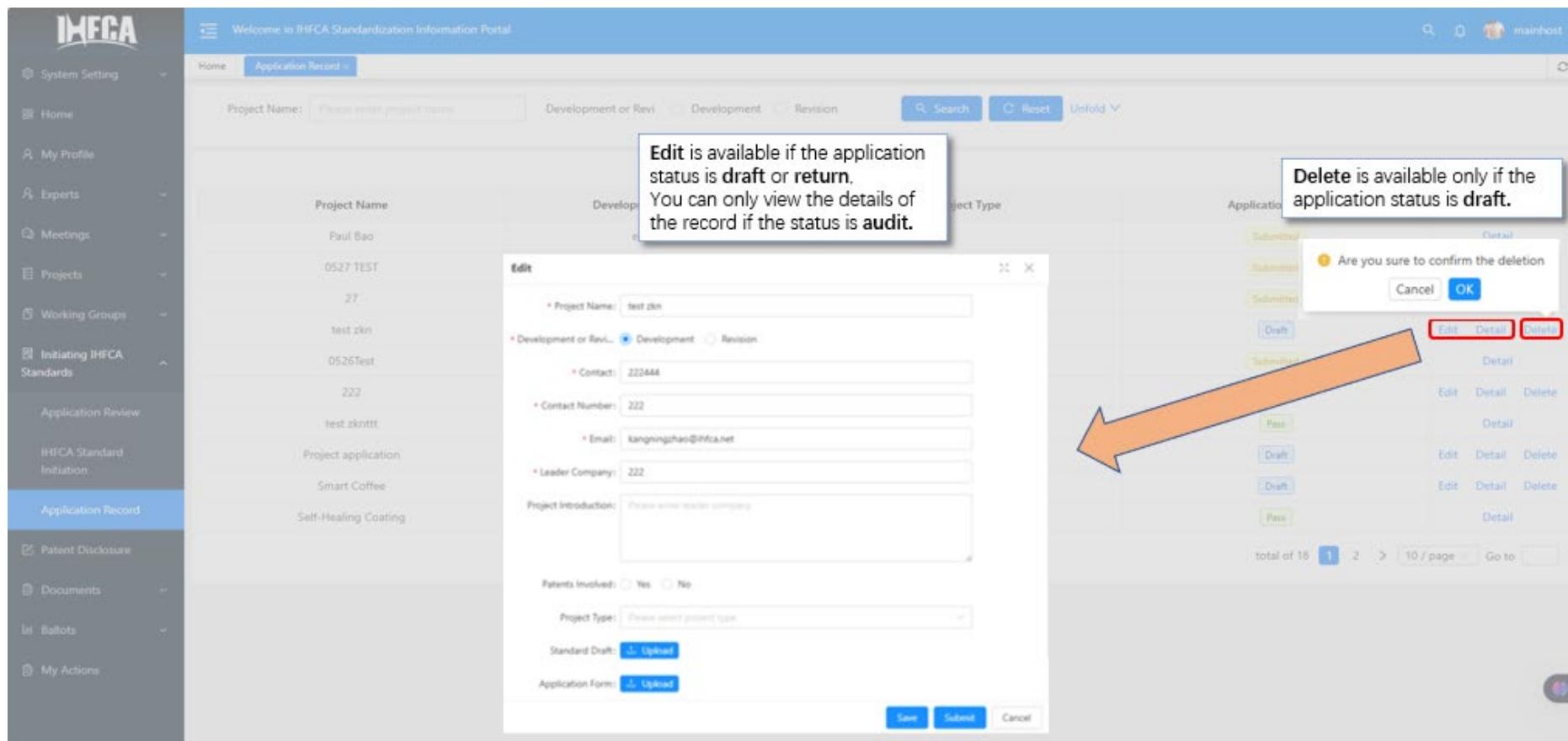


Caution: Clicking **Cancel** will clear all unsaved changes





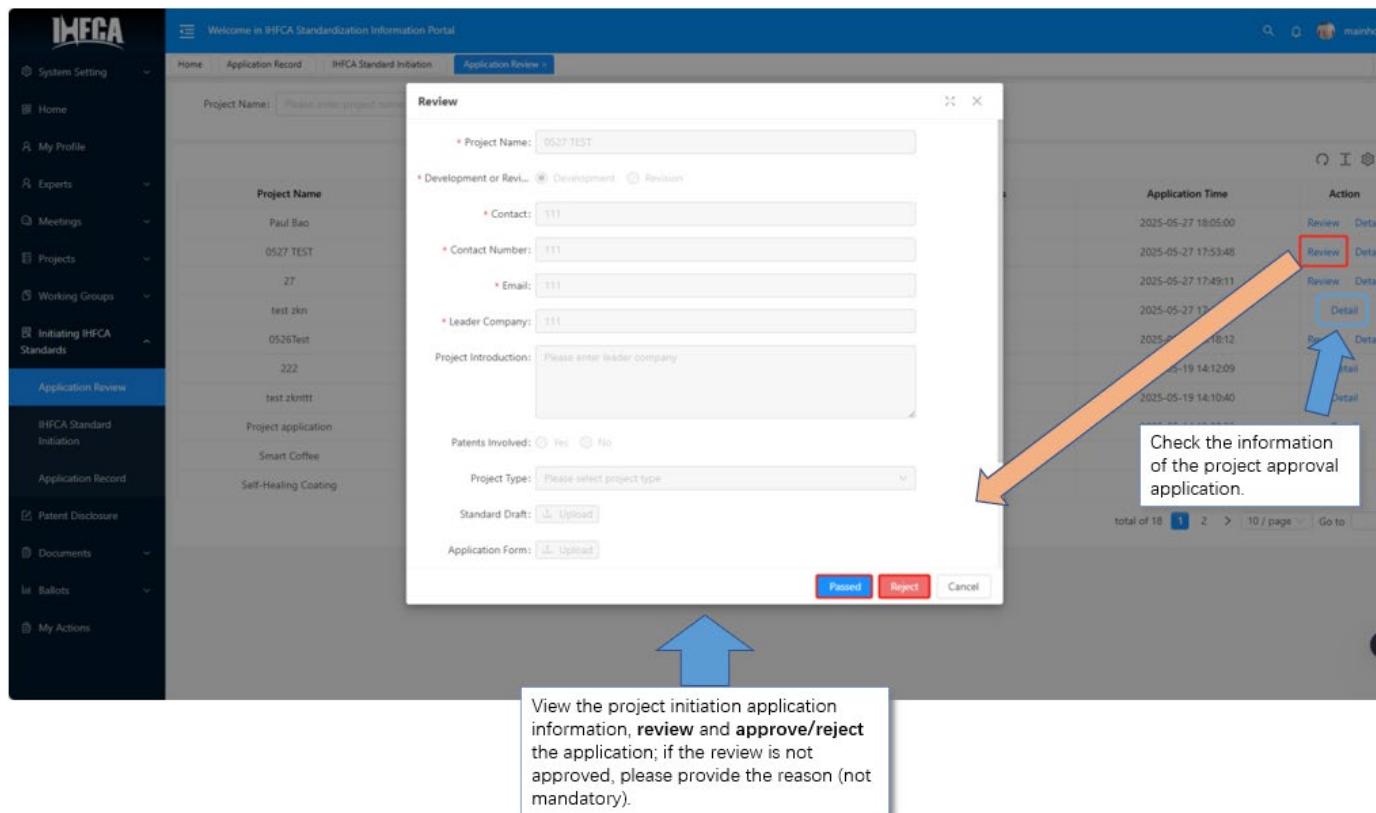
10.2 Application Record



Edit is available if the application status is draft or return.
 You can only view the details of the record if the status is audit.

Delete is available only if the application status is draft.

10.3 Application Review (For administrators only)



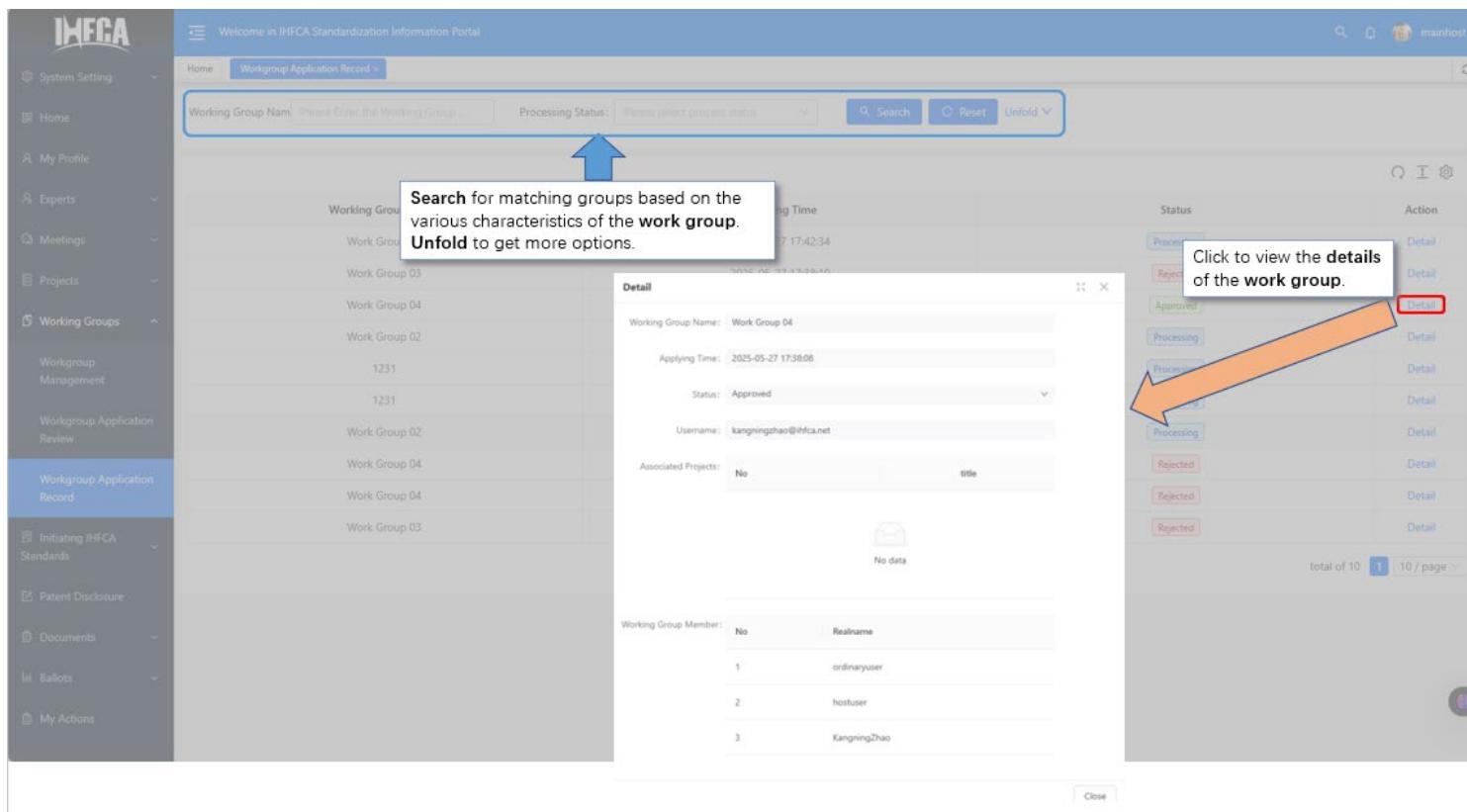
View the project initiation application information, **review and **approve/reject** the application; if the review is not approved, please provide the reason (not mandatory).**

Check the information of the project approval application.

Once the project application is **approved**, the administrator **initiates a vote**. If the vote **passes**, the administrator can **create a new project**. The administrator must then **upload** the relevant documents in **Document Management** to make them visible to project members.

11. Working Groups

11.1 Workgroup Application Record



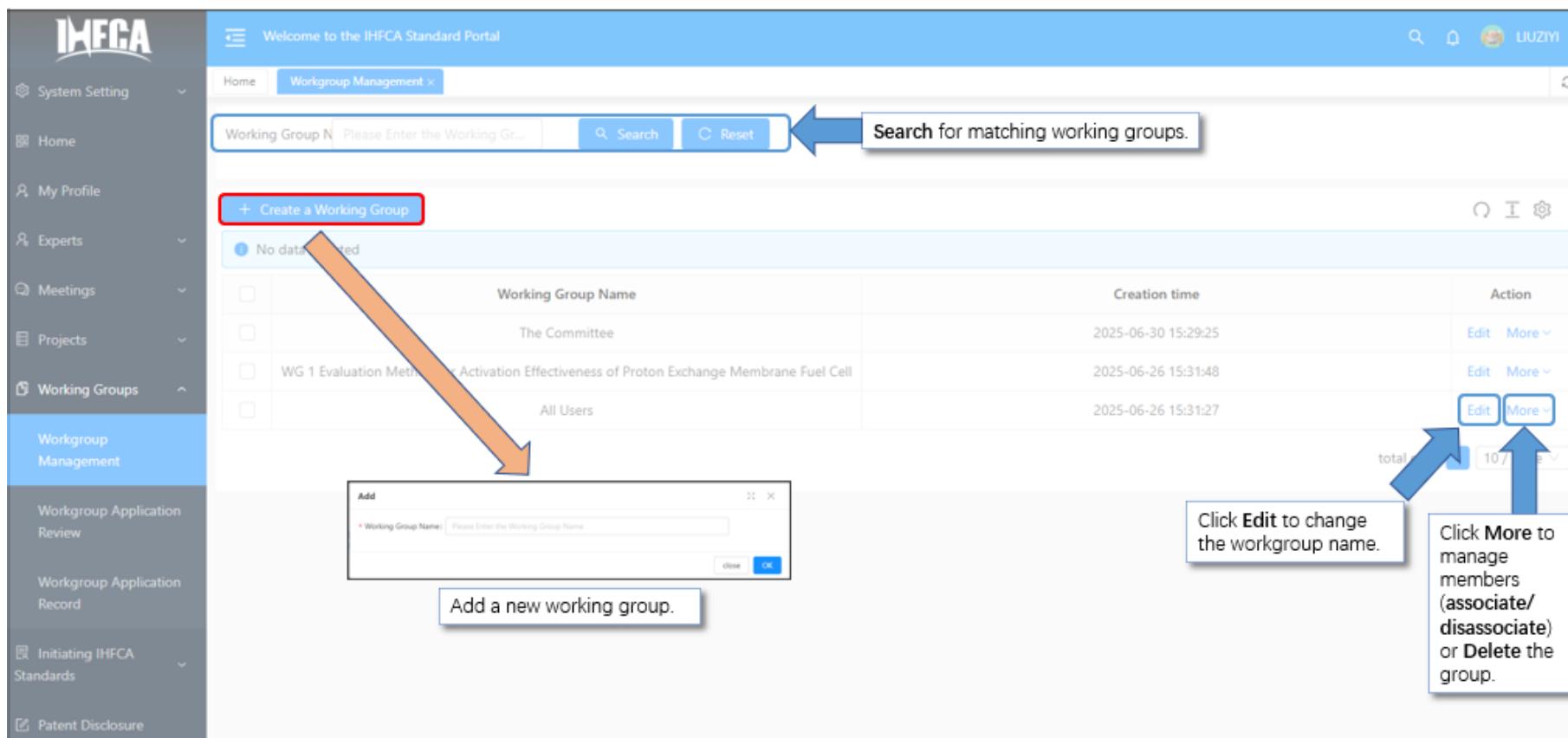
Search for matching groups based on the various characteristics of the **work group**. **Unfold** to get more options.

Click to view the **details** of the **work group**.

Working Group Name	Applying Time	Status	Action
Work Group 03	2025-05-27 17:42:34	Approved	Detail
Work Group 04	2025-05-27 17:38:08	Approved	Detail
Work Group 02	2025-05-27 17:38:08	Approved	Detail
1231	2025-05-27 17:38:08	Approved	Detail
1231	2025-05-27 17:38:08	Approved	Detail
Work Group 02	2025-05-27 17:38:08	Approved	Detail
Work Group 04	2025-05-27 17:38:08	Approved	Detail
Work Group 04	2025-05-27 17:38:08	Approved	Detail
Work Group 03	2025-05-27 17:38:08	Approved	Detail

11.2 Workgroup Management (For administrators only)

Administrators can create **multiple workgroups** to **manage project assignments, file access, and user roles**. Each workgroup functions as a **document directory**, restricting members to viewing only their group's files. While all members within a workgroup share a single, uniform role, an individual user can belong to multiple workgroups.



Welcome to the IHFCA Standard Portal

Working Group Name: Please Enter the Working Gr...

Search for matching working groups.

+ Create a Working Group

No data is listed

Working Group Name	Creation time	Action
The Committee	2025-06-30 15:29:25	Edit More
WG 1 Evaluation Method for Activation Effectiveness of Proton Exchange Membrane Fuel Cell	2025-06-26 15:31:48	Edit More
All Users	2025-06-26 15:31:27	

total 3 107

Add

Working Group Name: Please Enter the Working Group Name

Add a new working group.

Click Edit to change the workgroup name.

Click More to manage members (associate/disassociate) or Delete the group.

11.3 Workgroup Application Review (For administrators only)

Welcome in IHFCA Standardization Information Portal

System Setting

Home My Profile Experts Meetings Projects Working Groups Workgroup Management Workgroup Application Review Workgroup Application Record Initiating IHFCA Standards Patent Disclosure Documents Ballots My Actions

Workgroup Application Record

Workgroup Application Review

Workgroup Management

Review

Username: Zhao

last name: Kangning

salutation: Mr.

title: Research Fellow

company: INTERNATIONAL HYDROGEN FUEL CELL

notification email: kangningzhao@ihfca.net

gender: male

Year of birth (YYYY): Please select year of birth

BR: rongjingba

Email Address: kangningzhao@ihfca.net

Telephone number (business): 01050911067

Telephone number (mobile): Please input Telephone number...

fax: Please input fax

postal Address: Level 20,Xingzhi Building,No.39, Rongji

state: Beijing

zip code: town:

Passed Reject Cancel

Registration time	Applying time	Action
05-27 17:33:54	2025-05-27 17:42:34	Detail Review
05-27 17:33:54	2025-05-27 17:38:10	Detail
05-27 17:33:54	2025-05-27 17:38:08	Detail
05-27 17:33:54	2025-05-27 17:38:01	Detail Review
05-27 17:33:54	2025-05-27 17:37:55	Detail Review
05-13 16:17:19	2025-05-23 10:33:05	Detail Review
05-13 16:17:19	2025-05-14 10:44:54	Detail
05-13 16:17:19	2025-05-14 10:38:16	Detail
05-13 16:17:19	2025-05-13 17:03:06	Detail

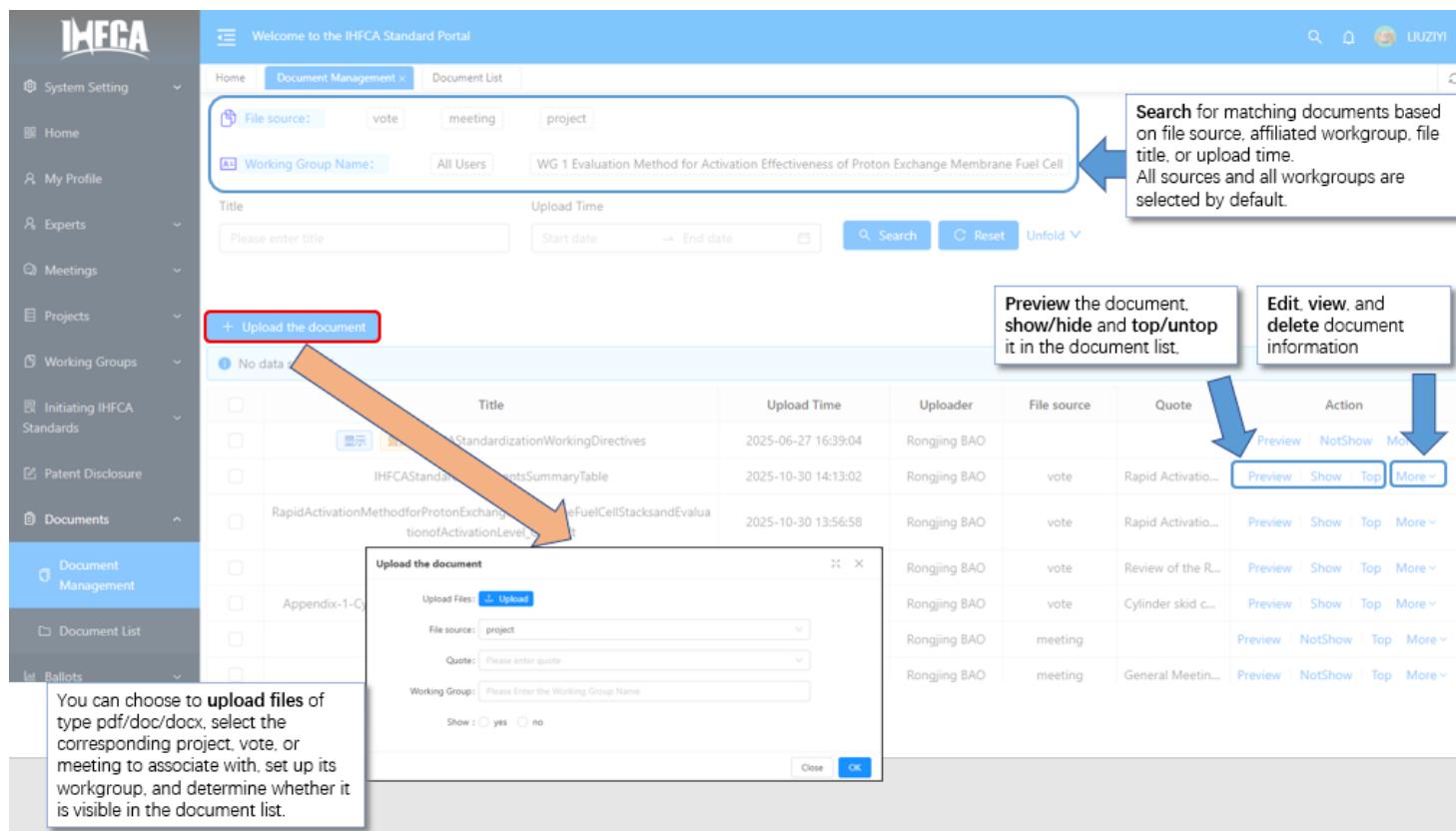
total of 10 10 / page

Click Detail to see the user's application details.

Click Review to check users' workgroup application records, and approve or reject their applications.

12. Documents

12.1 Document Management (For administrators only)



Search for matching documents based on file source, affiliated workgroup, file title, or upload time. All sources and all workgroups are selected by default.

Preview the document, show/hide and top/untop it in the document list.

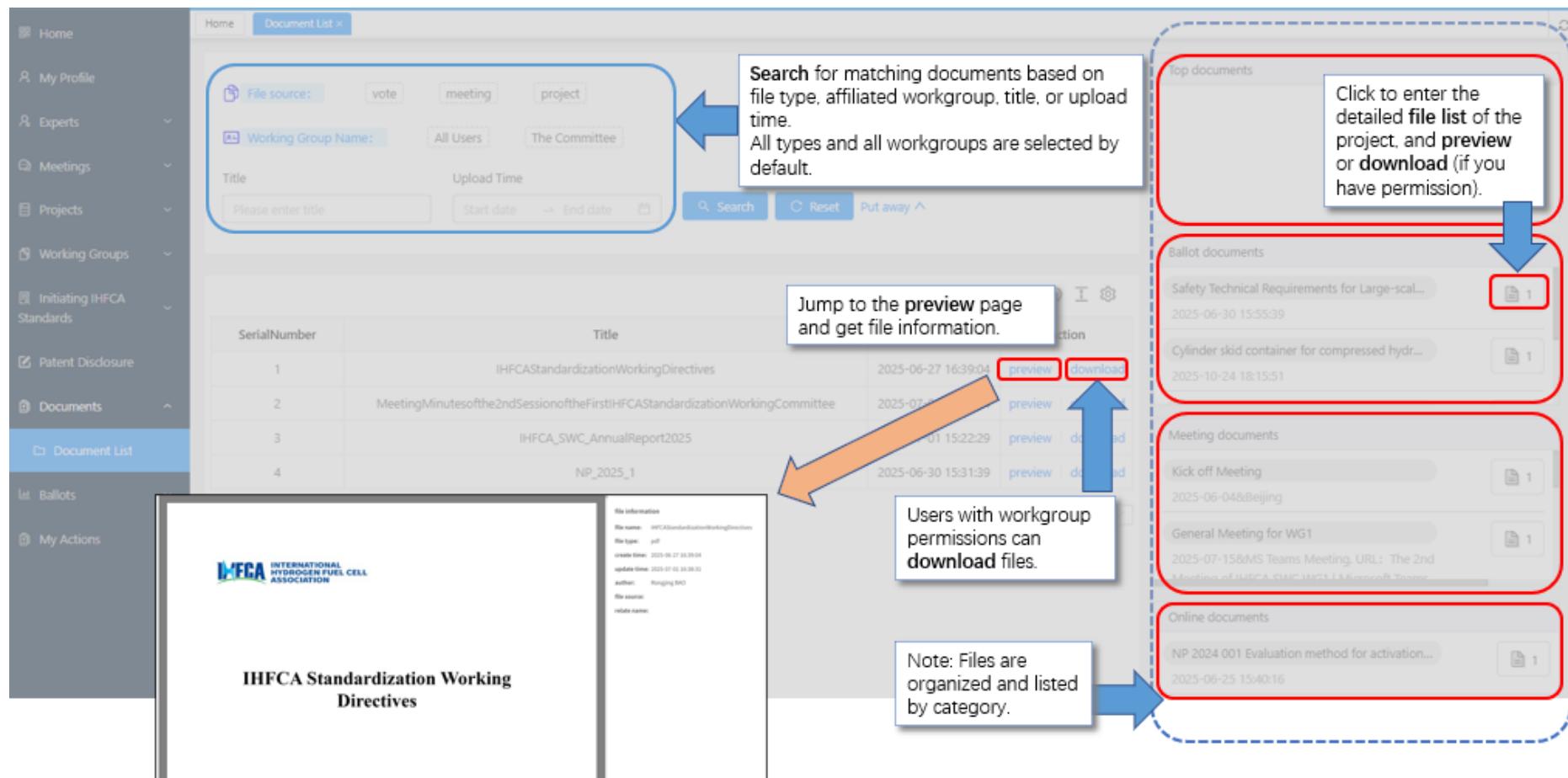
Edit, view, and delete document information

+ Upload the document

You can choose to upload files of type pdf/doc/docx, select the corresponding project, vote, or meeting to associate with, set up its workgroup, and determine whether it is visible in the document list.

Title	Upload Time	Uploader	File source	Quote	Action
StandardizationWorkingDirectives	2025-06-27 16:39:04	Rongjing BAO	vote	Rapid Activatio...	Preview Show Top More
IHFCAStanardDocumentsSummaryTable	2025-10-30 14:13:02	Rongjing BAO	vote	Rapid Activatio...	Preview Show Top More
RapidActivationMethodforProtonExchangeMembraneFuelCellStacksandEvaluationofActivationLevel	2025-10-30 13:56:58	Rongjing BAO	vote	Rapid Activatio...	Preview Show Top More
Appendix-1-C		Rongjing BAO	vote	Review of the R...	Preview Show Top More
		Rongjing BAO	vote	Cylinder skid c...	Preview Show Top More
		Rongjing BAO	meeting	General Meetin...	Preview NotShow Top More

12.2 Document List



The screenshot shows the IHFCA Document List interface. On the left is a sidebar with navigation links: Home, My Profile, Experts, Meetings, Projects, Working Groups, Initiating IHFCA Standards, Patent Disclosure, Documents (selected), Document List (sub-item), Ballots, and My Actions. The main area has a header "Document List" with a search bar and filters for "File source" (vote, meeting, project), "Working Group Name" (All Users, The Committee), "Title" (input field "Please enter title"), "Upload Time" (Start date, End date), and buttons for "Search", "Reset", and "Put away". Below is a table with columns "SerialNumber", "Title", and "File Information". The table contains four rows:

SerialNumber	Title	File Information
1	IHFCAStandardizationWorkingDirectives	File name: IHFCAStandardizationWorkingDirectives File type: pdf create time: 2023-06-27 16:39:04 update time: 2023-07-01 15:22:29 author: Hongqiang BAO file source: vote
2	MeetingMinutesofthe2ndSessionoftheFirstIHFCAStandardizationWorkingCommittee	File name: MeetingMinutesofthe2ndSessionoftheFirstIHFCAStandardizationWorkingCommittee File type: pdf create time: 2023-06-27 16:39:04 update time: 2023-07-01 15:22:29 author: Hongqiang BAO file source: vote
3	IHFCA_SWC_AnnualReport2025	File name: IHFCA_SWC_AnnualReport2025 File type: pdf create time: 2023-06-27 16:39:04 update time: 2023-07-01 15:22:29 author: Hongqiang BAO file source: vote
4	NP_2025_1	File name: NP_2025_1 File type: pdf create time: 2023-06-27 16:39:04 update time: 2023-07-01 15:22:29 author: Hongqiang BAO file source: vote

On the right, a sidebar shows "Top documents" with a red box around the "Safety Technical Requirements for Large-scal..." entry, and "Ballot documents" with a red box around the "Cylinder skid container for compressed hydr..." entry. Below these are sections for "Meeting documents" (Kick off Meeting, General Meeting for WG1) and "Online documents" (NP 2024 001 Evaluation method for activation...).

Annotations with arrows and boxes:

- A blue arrow points from the "Working Group Name" filter to a callout: "Search for matching documents based on file type, affiliated workgroup, title, or upload time. All types and all workgroups are selected by default."
- A blue arrow points from the "File Information" table to a callout: "Jump to the preview page and get file information."
- A blue arrow points from the "File Information" table to a callout: "Users with workgroup permissions can download files."
- A blue arrow points from the "File Information" table to a callout: "Note: Files are organized and listed by category."
- A red box highlights the "Safety Technical Requirements for Large-scal..." entry in the "Top documents" list.
- A red box highlights the "Cylinder skid container for compressed hydr..." entry in the "Ballot documents" list.

13. Ballots

13.1 Ballots Management (For administrators only)

Add

Basic Information

Title *

Working Group *

Start date *

Start time *

Quote *

Add Document *

Category *

Type *

End date *

Poll attachment settings

Download Preview

Note

Rich Text Editor

Voting person

User Account

Voting Status

State

Reference Document

Save **Publish** **Cancel**

Voting options

Add question

Click to set the voting question and options. refer to the next page for details

**Click Save, and the vote will show a status of Draft in the list.
Click Publish, and the vote will show a status of Release in the list.
Click Cancel, and the vote will not appear in the list.**

Fill in or choose the title, category, type, participating working group, start and end dates, and remarks of the vote. Upload the reference document of the vote and set its permissions: downloadable / preview only

You can also choose documents uploaded by other modules as reference documents.

Add a question.

Voting options: **Add question**

Fill in the question description.

Set the options for the question.

Set whether voting users can add descriptions or upload documents to the answers to questions.

Add/remove options for questions or delete questions.

question: 1. Do you approve, disapprove or abstain on the new IHFC Standard Project?

approval/approval
disapproval
abstention

Is the option description enabled Is the option supporting document enabled
 Is the option description enabled Is the option supporting document enabled
 Is the option description enabled Is the option supporting document enabled

question: 2. Did you consult with the range of relevant stakeholders identified in the proposal in the development of this voting position and related comments?

yes
no
abstention

Is the option description enabled Is the option supporting document enabled
 Is the option description enabled Is the option supporting document enabled
 Is the option description enabled Is the option supporting document enabled

Add options **Delete question**

Delete options

Delete options

Voting through settings: 1. Do you ... approval/approval %

Select the primary question that will be used to calculate the final statistical result (Pass/Fail).

save **publish** **cancel**

13.2 My Ballots

The screenshot shows the IHFCA Standards application's 'My Ballots' section. The left sidebar has a dark grey background with white text for 'Home', 'My Profile', 'Experts', 'Meetings', 'Projects', 'Working Groups', 'Initiating IHFCA Standards', 'Patent Disclosure', 'Documents', and 'Ballots'. The 'Ballots' item is highlighted with a blue background. The 'My Actions' item is also highlighted with a blue background. The main content area has a white background with a blue header bar containing 'Home', 'My Actions', and 'My Ballots'. The header bar is highlighted with a blue rounded rectangle. Below the header is a search bar with 'Voting category' dropdowns for 'Committee Internal Balloting' and 'IHFCA Standards Draft Balloting', and a 'Working Group Name' dropdown for 'All Users' and 'The Committee'. The search bar also includes 'Type' dropdowns for 'Please Select Type' and 'Please select search category', and date pickers for 'Start time' and 'End date'. Below the search bar are buttons for 'Search', 'Reset', and 'Put away'. The main table has columns for 'Title', 'Quote', 'Working Group', 'Type', 'Start date', 'End date', and 'Start time'. It lists three entries: 'Rapid Activation Meth...', 'Review of the Revised ...', and 'Cylinder skid container ...'. The 'Rapid Activation' entry has a yellow arrow pointing up to it with the text 'A simple preview of various voting information'. The 'Review' and 'Cylinder' entries have blue arrows pointing up to them. To the right of the table is a large blue arrow pointing left to a callout box: 'Search for matching ballots based on voting category, affiliated workgroup, file type, or start time. All types and all workgroups are selected by default.' Below the table is a callout box: 'Click to jump to the voting page. Please refer to the next page for details. Users who fail to vote within the time limit will be treated as abstaining.' To the right of the table is a callout box: 'Click to view the detailed information page of a specific vote, reference documents and links, and your voting status.' The detailed view shows a 'Detail' section with 'Voting Information', 'Meeting', 'Note', 'Reference documents and links', 'Questions and answers', and 'Possible Answers'.

You can view users who participated in the vote, and check the **voting results** after all users have voted.

Participate in voting
 Voting Information **Voting results** Voting person

Basic information and remarks of the ballot.

Metadata

Quote: RapidActivationMethodforProtonExchangeMembraneFuelCellStacksandEvaluationofActivationLevel_ Type: file
 CDDraft,IHFCAStructureCommentsSummaryTable

Start date: 2025-10-30

End date: 2025-11-14 Start time: 2025-10-30 00:00:00 Status: Release

Note: Dear Committee Members, According to the IHFCIA Standardization Working Directives, you are informed of the following ballot-related event. Committee Draft version of NP 2024 001: Rapid Activation Method for Proton Exchange Membrane Fuel Cell Stacks and Evaluation of Activation Level in the attachment. Please return your feedback by 14th November 2025.

Reference documents and links

[IHFCAStructureCommentsSummaryTable](#) [RapidActivationMethodforProtonExchangeMembraneFuelCellStacksandEvaluationofActivationLevel_CDDraft](#)

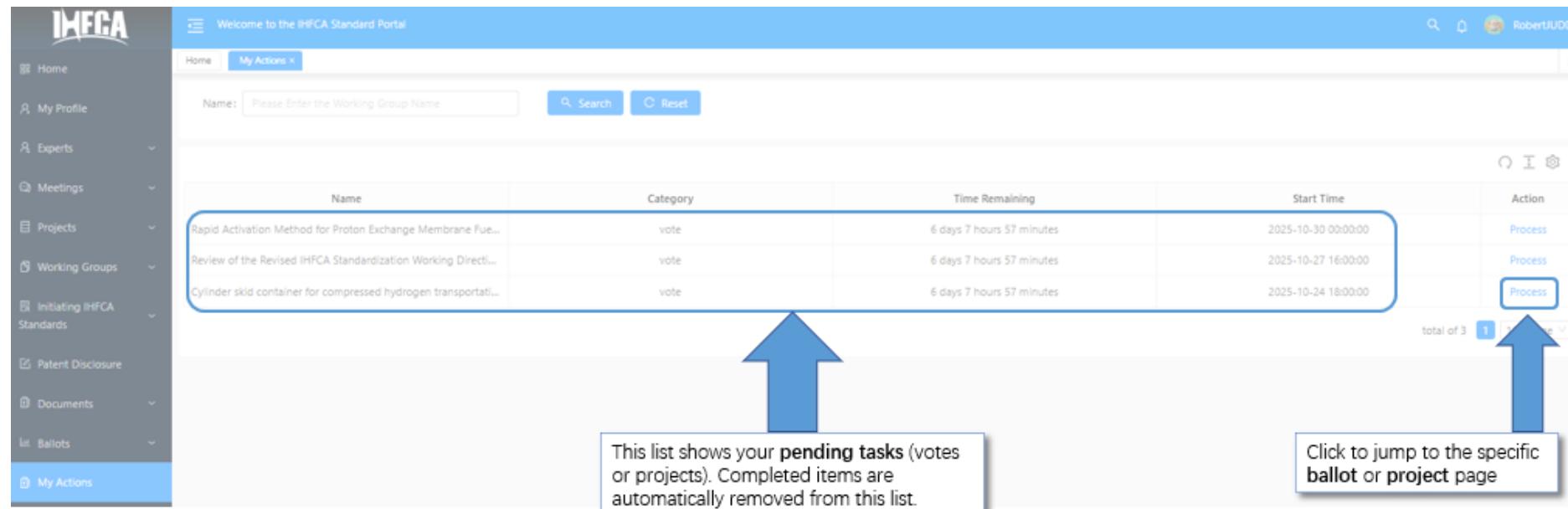
You can download **reference documents** here.

Questions and answers

NO	Questions	Possible Answers	OptionDescription	SupportingDoc
1	1. Do you have comments for the CD of NP 2024 001? (The comment can be uploaded by filling in the IHFCIA Standards Comments Summary Table.)	yes	Please enter option description	<input type="button" value="Upload"/>
2	2. Do you approve of, disapprove of or abstain from publishing the NP 2024 001?	approval	Please enter option description	
3	3. Do you have any additional comments or suggestions?	approval disapproval abstention		

View the question, select the answer option, and add a description or upload relevant attachments (if necessary).

14. My Actions



Welcome to the IHFC Standard Portal

Home | My Actions

Name: Please Enter the Working Group Name

Search | Reset

Name	Category	Time Remaining	Start Time	Action
Rapid Activation Method for Proton Exchange Membrane Fue...	vote	6 days 7 hours 57 minutes	2025-10-30 00:00:00	Process
Review of the Revised IHFC Standardization Working Direct...	vote	6 days 7 hours 57 minutes	2025-10-27 16:00:00	Process
Cylinder skid container for compressed hydrogen transportati...	vote	6 days 7 hours 57 minutes	2025-10-24 18:00:00	Process

total of 3 1

This list shows your **pending tasks** (votes or projects). Completed items are automatically removed from this list.

Click to jump to the specific ballot or project page

15. Support & Contact Information

For additional help, contact our support team:

- Email: rongjingbao@ihfca.net
- Phone: +86 152 1094 1409