



RCG's Secretariat



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# User Manual: RCG's Stakeholder database web app Front Office

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## User Manual: RCG's stakeholder database App – Front Office

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## User Manual: RCG's stakeholder database App – Front Office

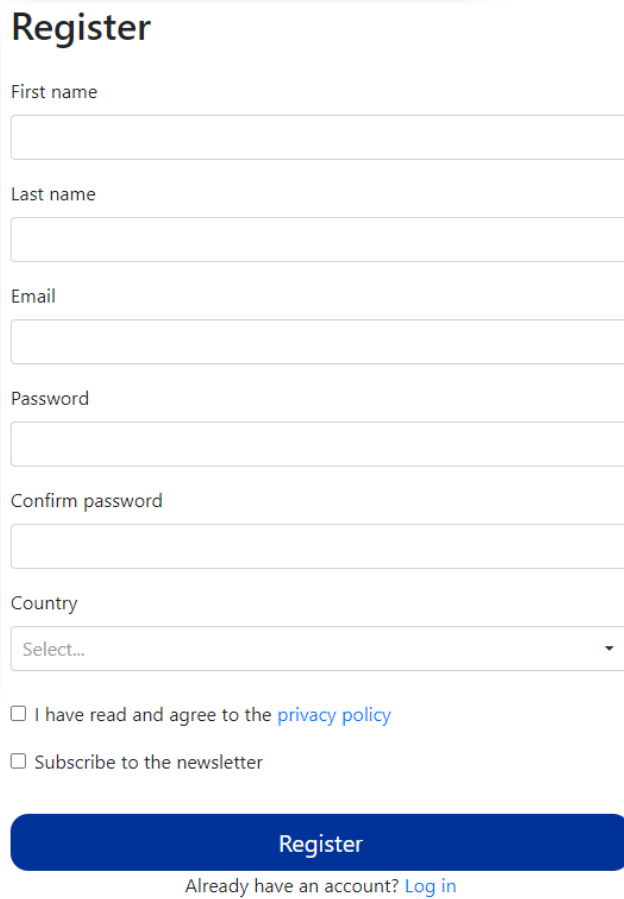
### I. General

The RCG's stakeholder database web app has two parts: the Back Office for the RCG's secretariat and the Front Office for regular stakeholder users.

This manual describes how to use the RCG's stakeholder database web app Front Office.  
Front Office is integrated into the fisheries-rcg.eu website: <https://www.fisheries-rcg.eu/database/>

### 2. Login

#### Register



The screenshot shows a registration form titled "Register". It contains the following fields and elements:

- First name: text input field
- Last name: text input field
- Email: text input field
- Password: text input field
- Confirm password: text input field
- Country: dropdown menu with "Select..." and a downward arrow
- Two checkboxes:
  - I have read and agree to the [privacy policy](#)
  - Subscribe to the newsletter
- A blue "Register" button
- Text below the button: "Already have an account? [Log in](#)"

Figure 1 Register screen

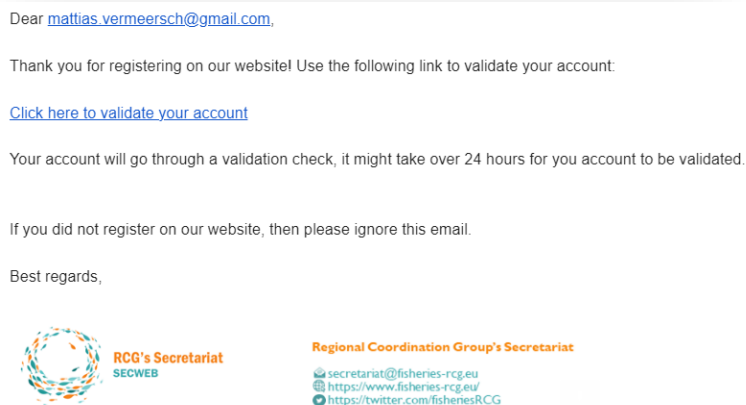
If you don't have an account yet, you can register by clicking on the 'Register' link in the login screen. This will open a form which has to be filled in. All inputs are mandatory, except the 'Subscribe to newsletter' checkbox.

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Registration succes! An email has been sent to the email address provided in the registration form. Please open the email and click on the link inside to validate this account.

*Figure 2 Successful registration screen*

When you click Register and all mandatory inputs have been filled in, the above success message will appear and you will receive a link in your registered email address to validate your email.



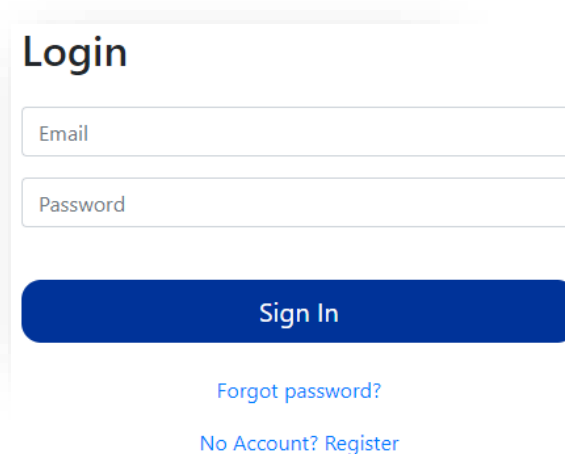
[WEB - JOIN OUR NEWSLETTER - TWITTER](#)

2

*Figure 3 Example of a mail when registered*

Once your email is validated, you can access your profile.

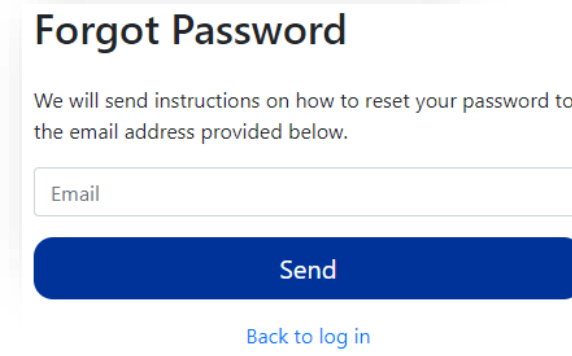
## Logging in



*Figure 4 Login screen*

In the login screen you must provide your **mail** and **password** in order to gain access to your own profile.

## Forgot password



**Forgot Password**

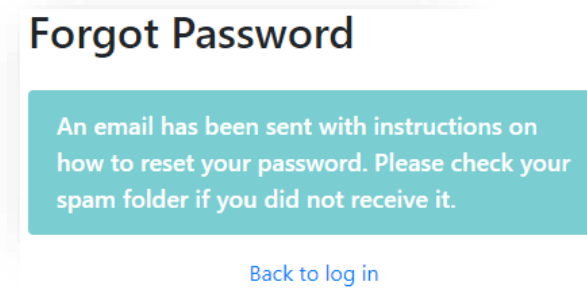
We will send instructions on how to reset your password to the email address provided below.

**Send**

[Back to log in](#)

*Figure 5 Forgot password screen*

When you forget your password, you can click the ‘[Forgot password?](#)’ link in the login screen which will bring you to the above screen. Provide your email address in the input field. You’ll receive an email with a link to reset your password.



**Forgot Password**

An email has been sent with instructions on how to reset your password. Please check your spam folder if you did not receive it.

[Back to log in](#)

*Figure 6 Forgot password after submit screen*

You’ll receive a message if the email with a link has been sent to the email address provided.

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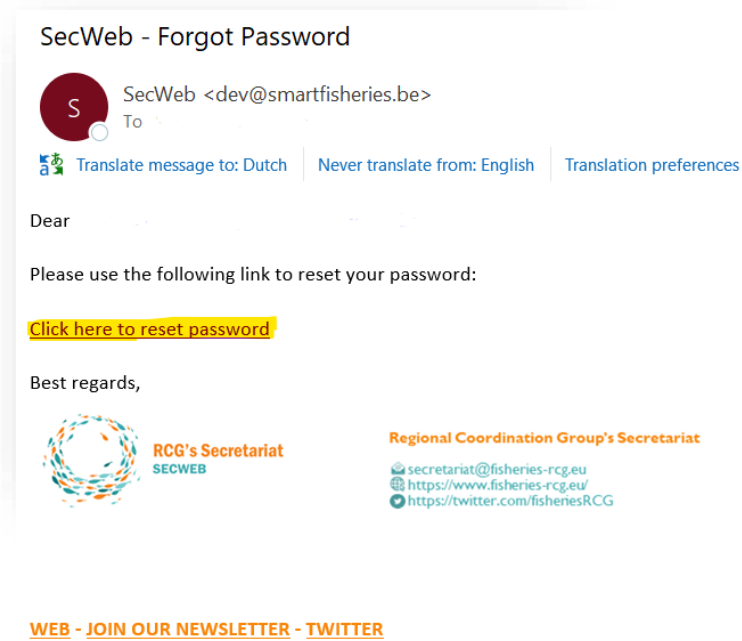
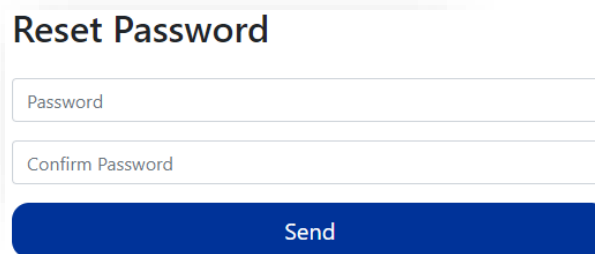


Figure 7 Example of a reset link for password

Clicking this link will open the browser with an input field.



### Reset Password

Figure 8 Reset password form

Fill in your new password and click **send**. Your password is now reset.

## 4. Manage profile

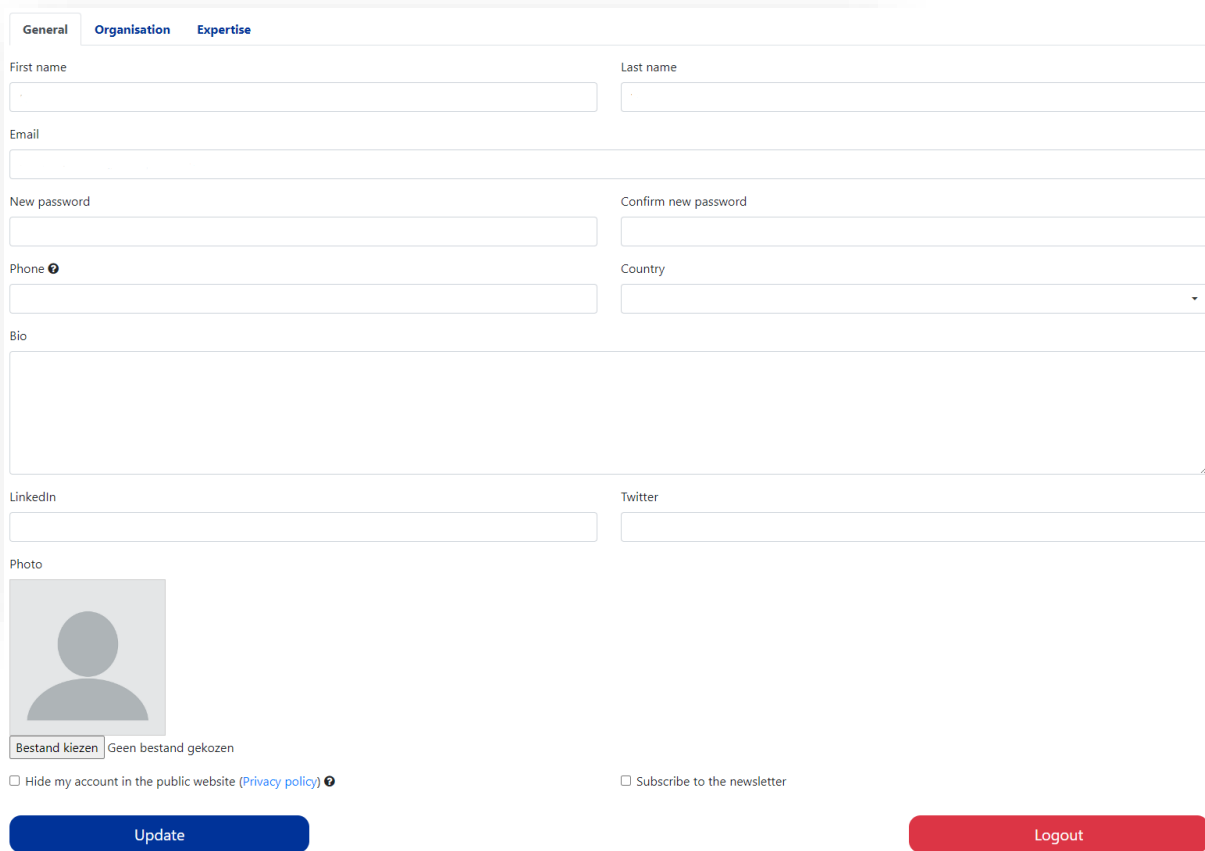


Figure 9 Profile page screen

The profile page has three tabs: **General**, **Organisation**, **Expertise**.

When first landing on the profile page the General tab is shown. Your profile information can be edited here. Clicking the **Update** button will update all altered information on the profile page. You can choose to first update all your information in all tabs and then click **Update**. When the update is successful, a green success message will appear at the top of the screen, if not then a red message will appear, explaining the errors.

Clicking the **Logout** button will log you out of your account.

### General

The General tab is used to manage your personal information. You can also change your password, set a profile picture and choose to hide your account in the stakeholder database.

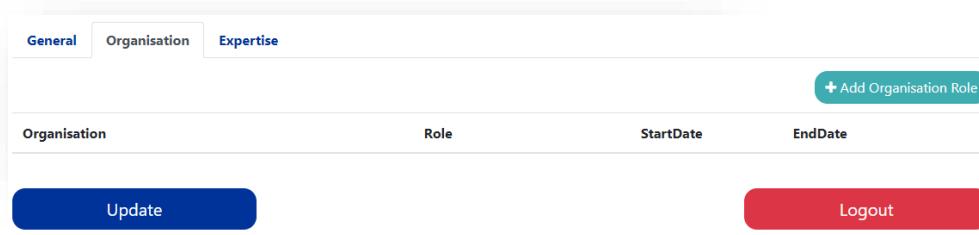
### Organisation

The Organisation tab is used to manage your roles within organisations. You can select more than one organisations and ISSGs depending on the different roles you have on the RCGs network. If you cannot find your group or organization within the list, please contact [secretariat@fisheries-rcg.eu](mailto:secretariat@fisheries-rcg.eu)

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### Expertise

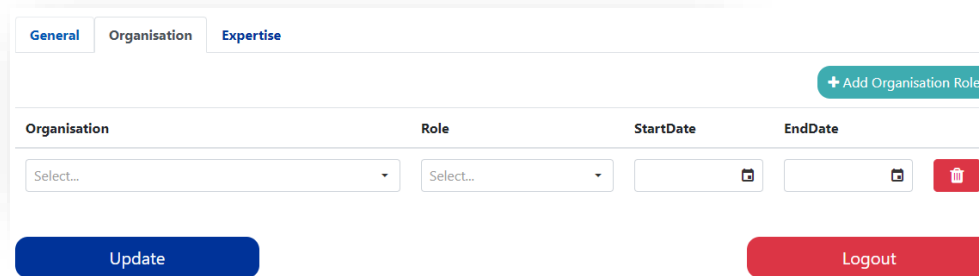
The Expertise tab is used to manage your expertise. Similarly, you can choose different expertise, if a particular field of expertise is not on the list please contact [secretariat@fisheries-rcg.eu](mailto:secretariat@fisheries-rcg.eu)



The screenshot shows the 'Organisation' tab in the profile page. At the top right, there is a green button labeled '+ Add Organisation Role'. Below it is a table with the following columns: 'Organisation', 'Role', 'StartDate', and 'EndDate'. The table is currently empty. At the bottom left, there is a blue 'Update' button, and at the bottom right, there is a red 'Logout' button.

Figure 10 Profile page: organisation tab empty

The Organisation and Expertise tab work in the same way. In the top right corner, you can add an organization role in the organization tab or an expertise in the expertise tab. A line is added to the table which you can fill in.



The screenshot shows the 'Organisation' tab after clicking the '+ Add Organisation Role' button. The table now has one row. The 'Organisation' column contains a dropdown menu with 'Select...' as the placeholder. The 'Role' column contains a dropdown menu with 'Select...' as the placeholder. The 'StartDate' column contains a date picker with a calendar icon. The 'EndDate' column contains a date picker with a calendar icon and a red delete button (trash icon) to its right. The 'Update' and 'Logout' buttons remain at the bottom.

Figure 11 Profile page: organisation tab after clicking Add Organisation Role



## 5. Search RCG's stakeholder database

# Stakeholders

First Name	Last Name	Email	Country
▶ Christoph	Stransky	christoph.stransky@thuener.de	Germany
▶ Els	Torrelee	els.torrelee@ilvo.vlaanderen.be	Belgium
▶ Harriet	van Overzee	harriet.vanoverzee@wur.nl	Netherlands
▶ Ireck	Wojcik	iwojcik@mir.gdynia.pl	Poland
▶ Joël	Vigneau	Joel.Vigneau@ifremer.fr	France
▶ Kevin	De Coster	kevin.decoester@ilvo.vlaanderen.be	Belgium
▶ Mattias	Vermeersch	mattias.vermeersch@ilvo.vlaanderen.be	Belgium
▶ Rosa	Fernández	rfernandez@cetmar.org	Spain
▶ Susana	Rivero	srivero@cetmar.org	Spain

10 15 **20** 25 30 50 100
Page 1 of 1 (9 items) **1**

[Privacy policy](#)

Figure 12 Stakeholders database

Stakeholders can be searched in the stakeholder database, which can be accessed using the following link: <https://www.fisheries-rcg.eu/stakeholders/>

In the top right there is a search bar where users can type text to filter the database. The table can also be sorted by clicking on the columns the user wants sorted.

At the left of each record there is a small arrow users can click to expand that record, showing more information of that particular stakeholder.

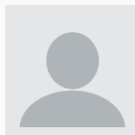
▶ Kevin	De Coster	kevin.decoester@ilvo.vlaanderen.be	Belgium
▼ Mattias	Vermeersch	mattias.vermeersch@ilvo.vlaanderen.be	Belgium
<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>General</b></p> <p><b>First name</b> Mattias</p> <p><b>Last name</b> Vermeersch</p> <p><b>Email</b> <a href="mailto:mattias.vermeersch@ilvo.vlaanderen.be">mattias.vermeersch@ilvo.vlaanderen.be</a></p> <div style="text-align: right;"></div> <p><b>Organisation</b></p> <p>Flanders research institute for agriculture, fisheries and food (ILVO) <span style="float: right;">Member</span></p> <p><b>Expertise</b></p> <p>Data analysis</p> <p>Data management</p> </div>			
▶ Rosa	Fernández	rfernandez@cetmar.org	Spain

Figure 13 Expanded record of a stakeholder