User Manual:

RCG´s Stakeholder database web app

Front Office

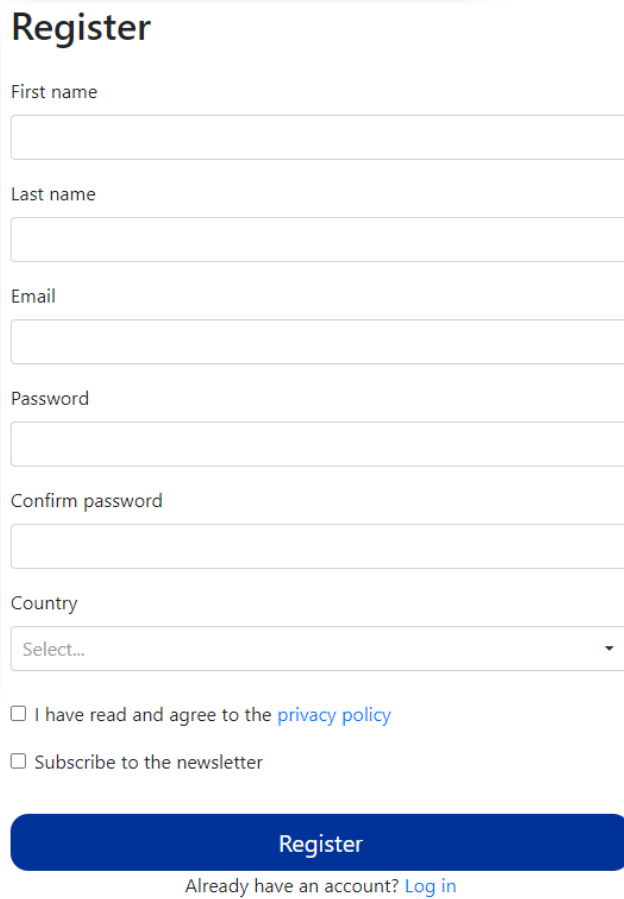| Document	User Manual – Front Office Stakeholder Database App		
Date	22nd November 2023		
Version	02		
Author(s)	Wim Allegaert		
Version n°	Change(s)/ update(s)	Review by	Date
01	Logos and references to SecWeb	Susana Rivero	22/11/2023

Content

1. 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/

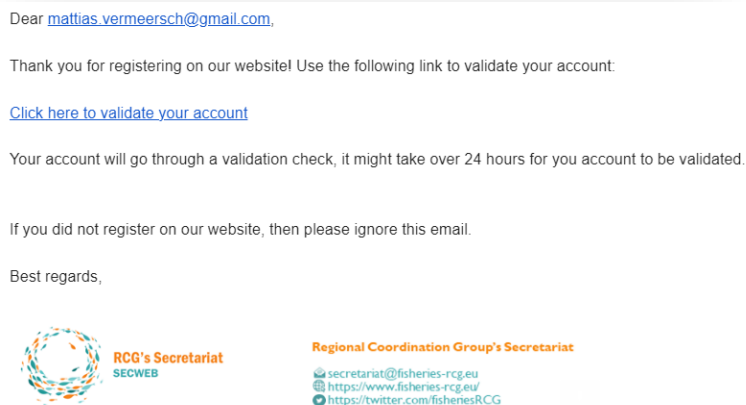# 2. Login

Register

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.

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.
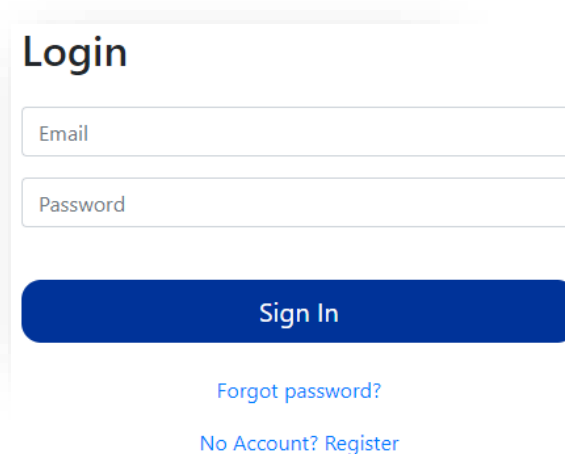
Dear mattias.vermeersch@gmail.com,

Thank you for registering on our website! Use the following link to validate your account:

Click here to validate your account

Your account will go through a validation check, it might take over 24 hours for you account to be validated.

If you did not register on our website, then please ignore this email.

Best regards,

RCG's Secretariat
SECWEB

Regional Coordination Group's Secretariat
✉ secretariat@fisheries-rcg.eu
🌐 https://www.fisheries-rcg.eu/
◉ https://twitter.com/fisheriesRCG

WEB - JOIN OUR NEWSLETTER - TWITTER

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Figure 3 Example of a mail when registered

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

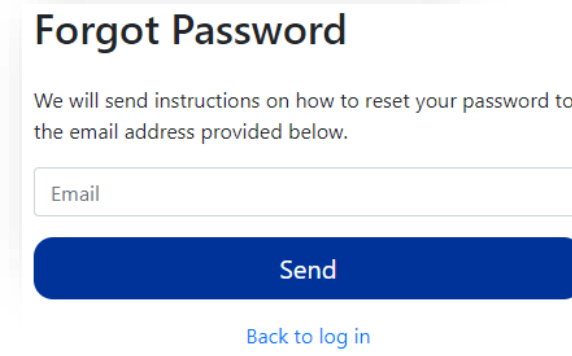## Logging in

Login

Email

Password

Sign In

Forgot password?

No Account? Register

Figure 4 Login screen

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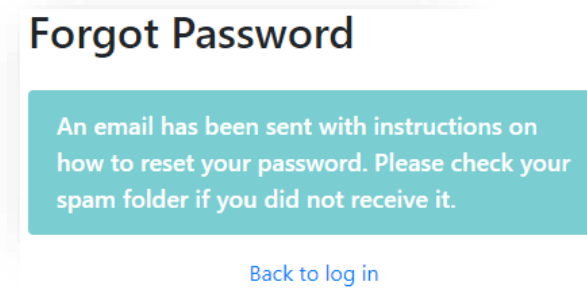
Forgot password

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.

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.
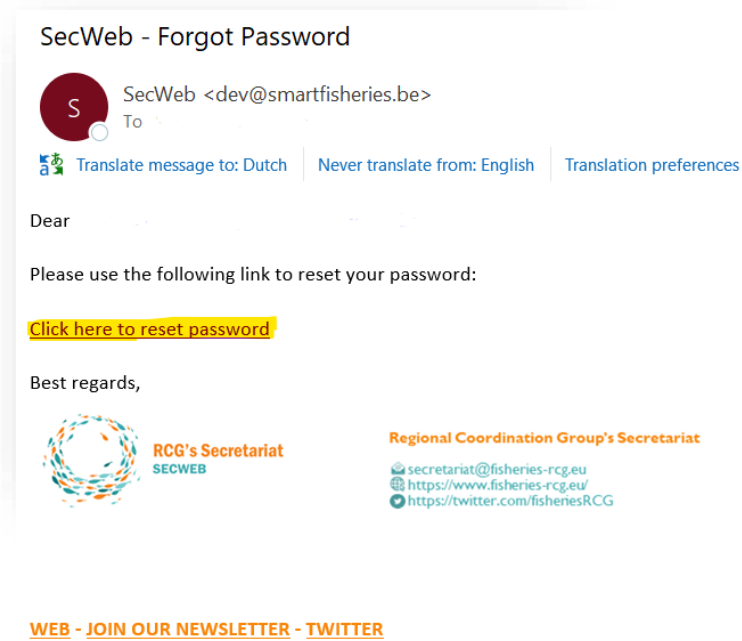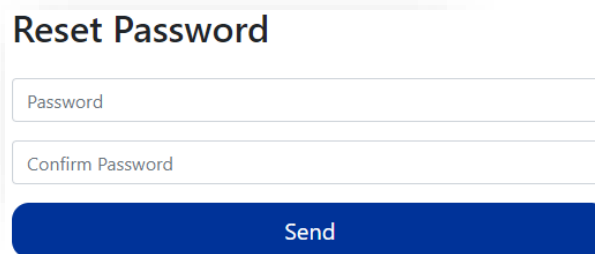
Figure 7 Example of a reset link for password

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

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Figure 8 Reset password form

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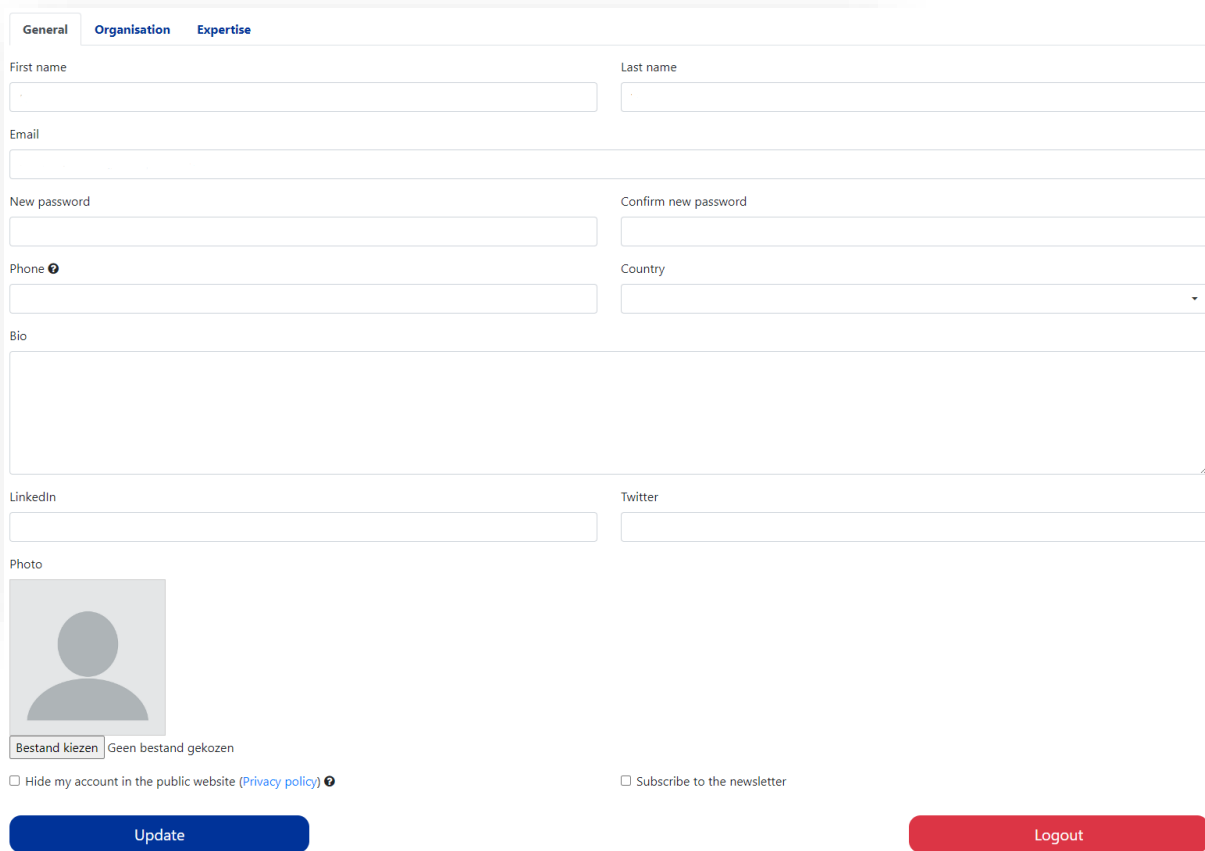
4. Manage profile

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.
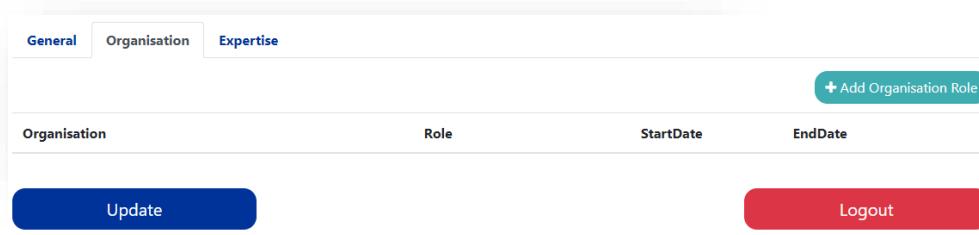
Organisation

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
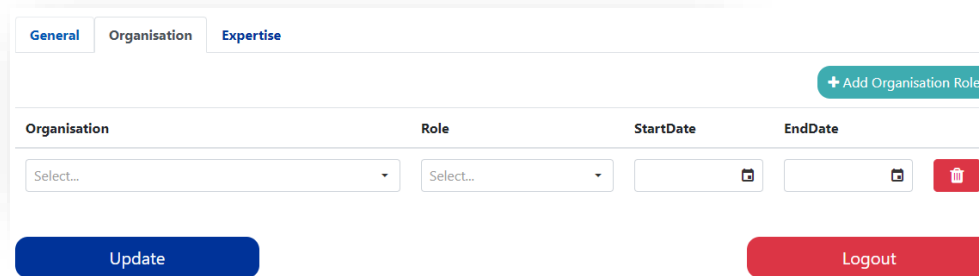
Expertise

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

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.

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

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5. Search RCG's stakeholder database

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.
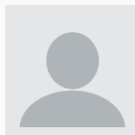

Figure 13 Expanded record of a stakeholder