



RCG's Secretariat
SECWEB

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User Manual: RCG's stakeholder database web app Front Office

Document	User Manual – Front Office Stakeholder Database App		
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General

The RCG's stakeholder database web app has two parts: the Back Office for the secretariat of SecWeb 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/>

Login

Register

Register

First name

Last name

Email

Password

Confirm password

Country

I have read and agree to the [privacy policy](#)

Subscribe to the newsletter

Register

Already have an account? [Log in](#)

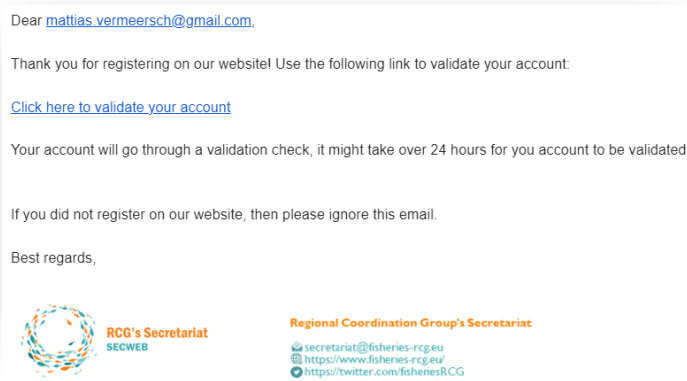
Figure 1 Register screen

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 'Subscribed 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 hit 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.

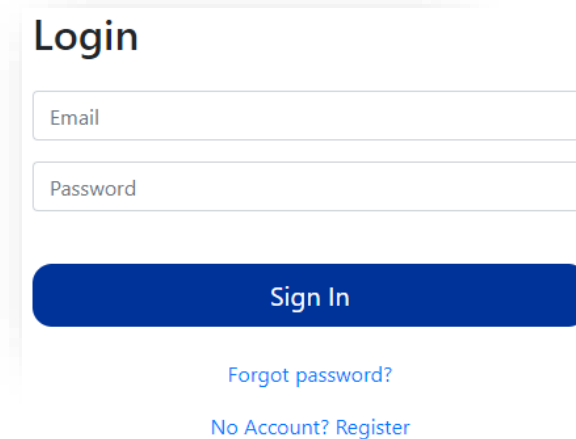


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Figure 3 Example of a mail when registered

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

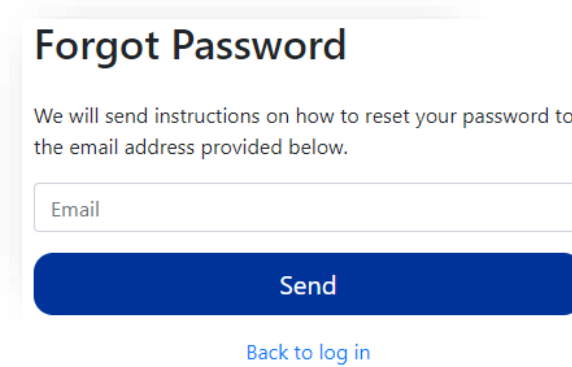


Figure 5 Forgot password screen

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.

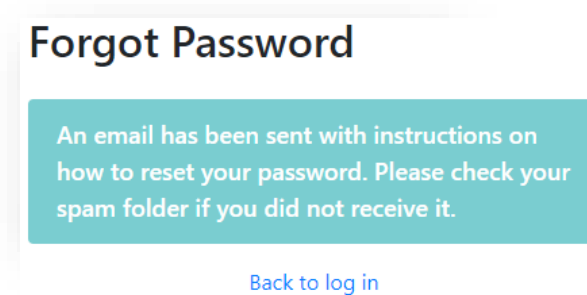
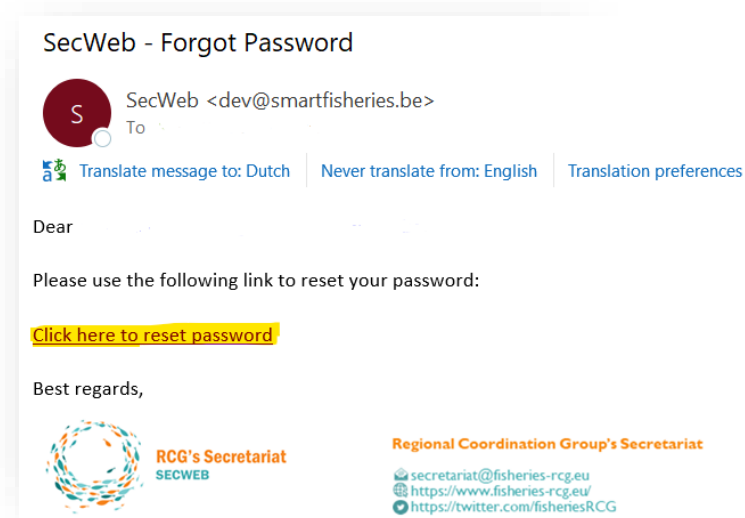


Figure 6 Forgot password after submit screen

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



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Figure 7 Example of a reset link for password

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

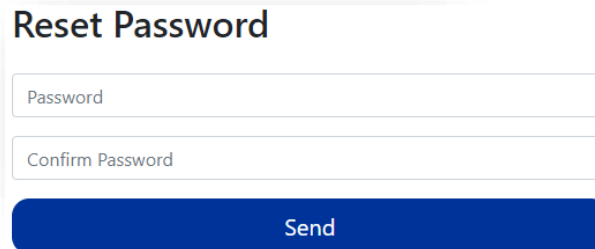


Figure 8 Reset password form

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

Manage profile

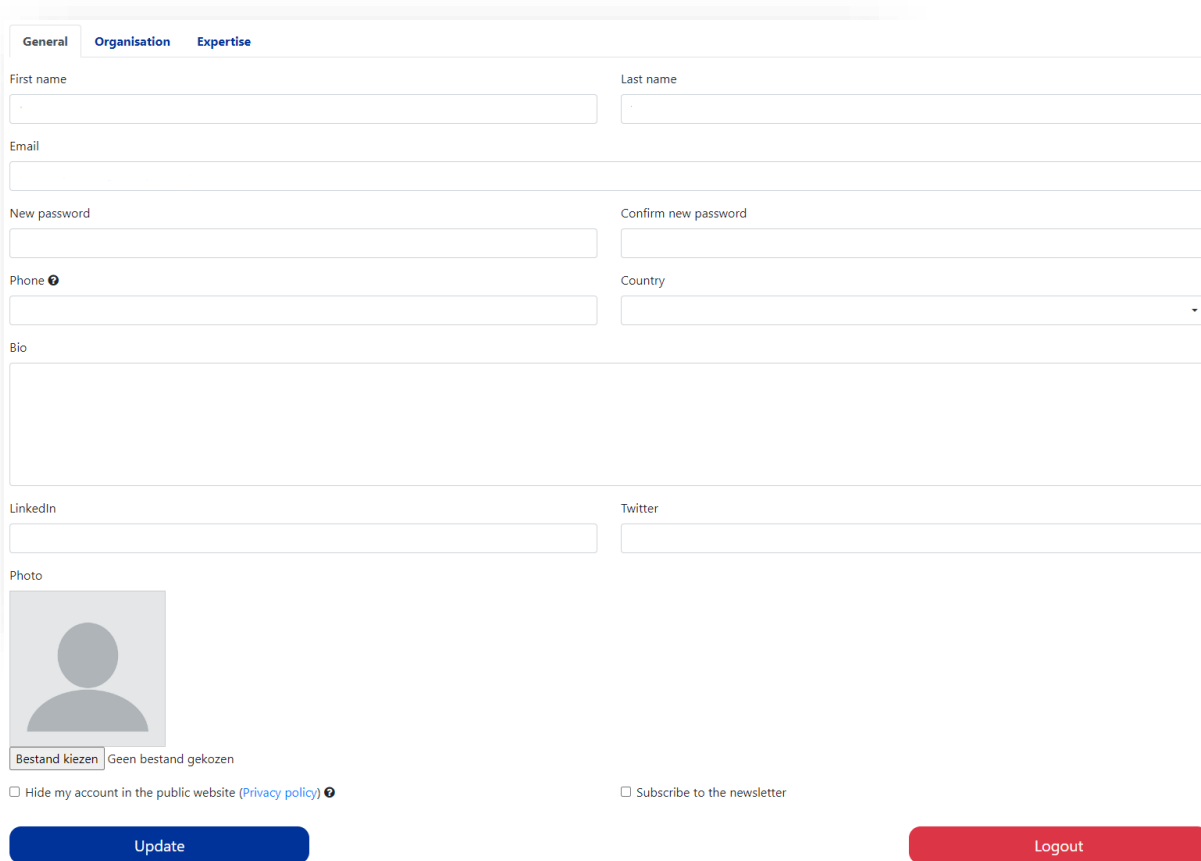


Figure 9 Profile page screen

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

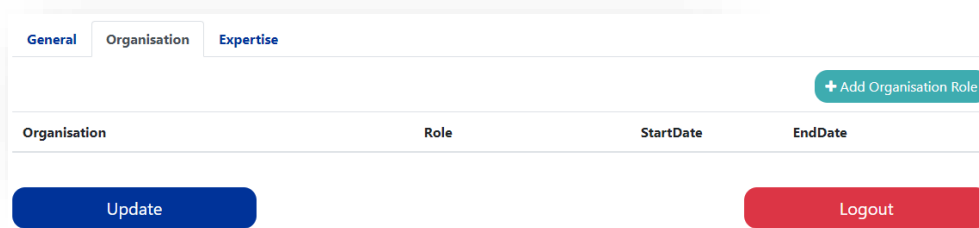
The General tab is used to manage your personal information. You can also change your password, set a profile picture and choose to hide your account in the stakeholder database.

Organisation

The Organisation tab is used to manage your roles within organisations.

Expertise

The Expertise tab is used to manage your expertises.



General Organisation Expertise

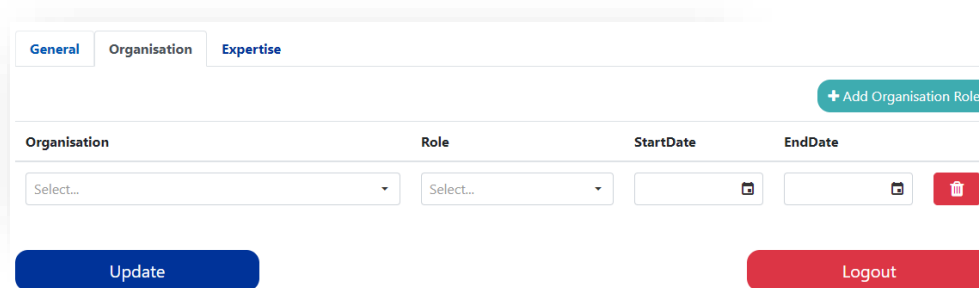
+ Add Organisation Role

Organisation	Role	StartDate	EndDate
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Update Logout

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.



General Organisation Expertise

+ Add Organisation Role

Organisation	Role	StartDate	EndDate
Select...	Select...	<input type="text"/>	<input type="text"/>

Update Logout

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

Search RCG's stakeholder database

Stakeholders

First Name	Last Name	Email	Country
▶ Christoph	Stransky	christoph.stransky@thuener.de	Germany
▶ Els	Torreele	els.torreele@ilvo.vlaanderen.be	Belgium
▶ Harriet	van Overzee	harriet.vanoverzee@wur.nl	Netherlands
▶ Ireck	Wojcik	iwojck@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 #0070C0; padding: 10px;"> <p>General</p> <p>First name Mattias</p> <p>Last name Vermeersch</p> <p>Email mattias.vermeersch@ilvo.vlaanderen.be</p> <div style="text-align: right;"></div> <p>Organisation</p> <p>Flanders research institute for agriculture, fisheries and food (ILVO) Member</p> <p>Expertise</p> <p>Data analysis</p> <p>Data management</p> </div>			
▶ Rosa	Fernández	rfernandez@cetmar.org	Spain

Figure 13 Expanded record of a stakeholder