

User Manual

Register	2
Login	4
Manage Users	6
Osoc Editions	10
Students	11
User settings	13

Register

In order to register, go to the register page:

<https://sel2-2.ugent.be/login>

The Osoc Selection website supports authentication through email or GitHub. When your account is registered, you will have to wait for an admin to approve your account.

Possible options to register are described below.

A. Register a new user with email:

A person can register for an account with email by filling in the form.

1. Fill in your name, as in "Firstname Lastname"
2. Fill in your email, only supply an email address that you own
3. Fill in a strong password, at least 8 characters containing letters and numbers
4. Fill in the same password again
5. Click the "Register" button



Welcome to OSOC Selections!
Please login, or register to proceed

Login

Email

Password

LOG IN

[Forgot password?](#)

or



Continue with GitHub

Register

Name

Email

Password

Confirm Password

REGISTER

1

2

3

4

5

[Documentation](#)

B. Register a new user with GitHub:

A person can register for an account with GitHub by following the GitHub register process.

1. Click the “Continue with GitHub” button
2. You are redirected to the GitHub authorize page
3. Click the “Authorize OSOC2” button
4. You are redirected to the Osoc Selection page, stating your account awaits approval



Welcome to OSOC Selections!
Please login, or register to proceed

Login


Email

Password

[Forgot password?](#)

LOG IN

or

1  **Continue with GitHub**

Register

Name

Email



Password

Confirm Password


REGISTER

Documentation

Authorize OSOC2




 

OSOC2 by OSOC2
wants to access your BramDevlaminc account

 **Public data only**
Limited access to your public data [\[info\]](#)

Cancel **2** **Authorize OSOC2**

Authorizing will redirect to
<https://sel2-2.ugent.be>

 Not owned or operated by GitHub  Created 4 days ago  Fewer than 10 GitHub users

[Learn more about OAuth](#)

Login

In order to login, go to the login page: <https://sel2-2.ugent.be/login>

The Osoc Selection website supports authentication through email or GitHub. You can only login with the same method that you registered.

Both methods to login are described below.

A. Login with email:

A person can login with email if the account is registered in the system.

1. Fill in the email address that you registered with
2. Fill in your password
3. Click the “log in” button

B. Login with GitHub:

A person can login with GitHub if the account is registered in the system.

4. Click the “Continue with GitHub” button
5. You are redirected to the GitHub login page



Welcome to OSOC Selections!
Please login, or register to proceed

<div><div>1</div><div>2</div><div>3</div><div>4</div></div> <div><div>Login</div><div>Email</div><div><input type="text"/></div><div>Password</div><div><input type="password"/></div><div><div>LOG IN</div><div>Forgot password?</div></div><div>or</div><div><div> Continue with GitHub</div></div></div>
--

Register

Name

Email

Password

Confirm Password

REGISTER

[Documentation](#)

C. Reset password

Through the login page you can reset your password. When clicking the password reset button an email with a reset link will be sent. It might take a few minutes before the email arrives. If the email doesn't popup in your inbox, try checking your spam.

1. Click the password reset button on the login page
2. Click on the reset link in the password reset email
3. You are redirected to the Osoc password reset page
4. Enter your new password in the entry box
5. Enter the same password again in the entry box below
6. Click the "Reset Password" button to confirm the new password



Welcome to OSOC Selections!
Please login, or register to proceed

Login
Email

Password

 [Forgot password?](#)
or
 Continue with GitHub

Register
Name

Email

Password

Confirm Password

1

Documentation



Reset Password
New Password

Confirm New Password

4

5

6

Documentation

Manage Users

On the manage users page, admins can see all the registered accounts. On top of the page there is a filter, which filters the users according to the supplied parameters. An admin can activate an account by clicking the “activate” button. On the right side of the screen, an admin can grant user a new function or disable their account. There is also an option to delete accounts.

A. Filter users:

With the filter on top of the page you can search for the desired users. You can combine filters to search on multiple fields. Activating the search is done by clicking the “Search” button or pressing “enter” when typing in an input field.

The options on what you can filter are described below.

1. Search by name, the supplied name occurs in the users name
2. Search by pending, shows all accounts that haven't been activated yet
3. Search by email, the supplied email occurs in the users email
4. Search by admin, the user has an admin status
5. Search by coach, the user has a coach status
6. Search by disabled, the user's account is disabled

The screenshot shows the 'Manage Users' interface. At the top, there's a navigation bar with 'Students', 'Projects', 'Manage Users', and a 'Log out' button. Below this is a search and filter section. A red box highlights the search area, which includes a 'Names' dropdown, a search input field (labeled 1), a 'Pending' filter button (labeled 2), an 'Email' dropdown, another search input field (labeled 3), and a 'Search' button. To the right of the search box are three status filter icons: 'Admin' (labeled 4), 'Coach' (labeled 5), and 'Disabled' (labeled 6). Below the search box, a table lists users: 'Bob' (with an 'ACTIVATE' button), 'Trudy', and 'Osoc'. Each user row has icons for 'Admin', 'Coach', 'Disabled', and a delete icon.

Name	Status	Email	Actions
Bob	ACTIVE	bob.admin@iosoc.com	Admin Coach Disabled Delete
Trudy	ACTIVE	Trudy@coach@gmail.com	Admin Coach Disabled Delete
Osoc	ACTIVE	osoc2@mail.com	Admin Coach Disabled Delete

Documentation

B. Activate a user:

When a person registers for a new account, the account is added to the users list in a pending state. This means that the new user can not perform any actions on the website until the account is verified and set to active. An admin can activate the account by clicking the “activate” button.

1. Click the “Activate” button to activate a user

The screenshot shows the 'Manage Users' section of the S:Selections application. The top navigation bar includes 'Students', 'Projects', 'Manage Users', and a 'Log out' button. Below the navigation bar, there are search filters for 'Names' and 'Email', a 'Pending' status filter, and a 'Search' button. The main content area displays a table of users in a pending state. The user 'Trudy' is highlighted, and a red circle with the number '1' is placed over the 'ACTIVATE' button next to her name. The table lists three users: Bob, Trudy, and Osoc. Each user row includes icons for 'Admin', 'Coach', and 'Disabled' status, along with a close button (X).

Names	Email	Admin	Coach	Disabled	
Bob	bob.admin@osoc.com				
Trudy	Trudy@coach@gmail.com				
Osoc	osoc2@mail.com				

Documentation

C. Adjust a user status:


A user account can have three statuses, Admin, Coach and Disabled.

Admin accounts have full access to the platform, can create projects or osoc editions and manage users. Coach accounts can only review students and assign them to projects.

A disabled account can login to the platform and will be welcomed by a disabled account message. Disabled users can not see any data nor perform actions.













1. Assign Admin status by clicking the Admin icon
2. Assign Coach status by clicking the Coach icon
3. Assign Disabled status by clicking the Disabled icon



StudentsProjectsManage UsersLog out

Names • Search..PendingEmail • Search..Search

AdminCoachDisabled

Bob	bob.admin@osoc.com				
Trudy	<div>ACTIVATE</div> Trudy@coach@gmail.com				
Osoc	osoc2@mail.com				

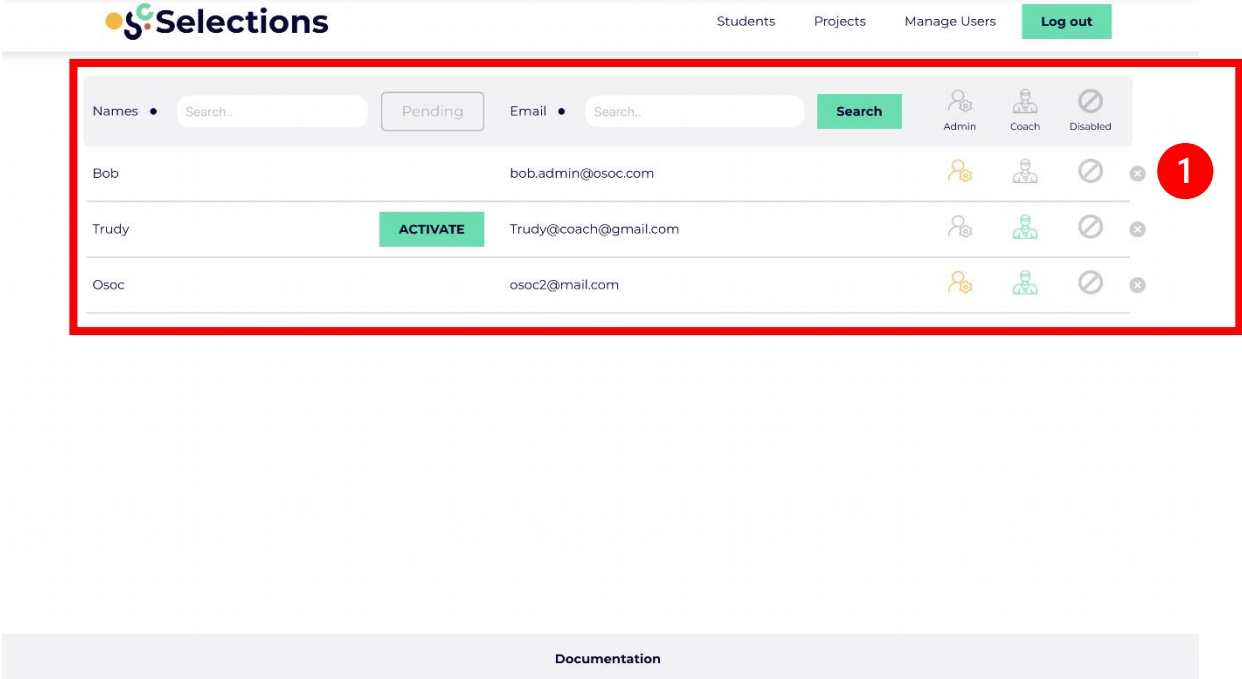
123

Documentation










D. Delete a user:

When a user is deleted from the platform all the personal userdata is wiped from the database. All the projects, evaluations, osoc editions and so on that the user created remain in the database. The link to that specific user is in that case non existing.

1. Delete a user by clicking the delete icon 



The screenshot shows the 'Manage Users' page of the S-Selections platform. The page has a header with the logo and navigation links: 'Students', 'Projects', 'Manage Users', and a 'Log out' button. Below the header is a search bar with 'Names' and 'Email' filters, a 'Pending' status filter, and a 'Search' button. The main content area is a table with three rows of users: 'Bob', 'Trudy', and 'Osoc'. Each row has columns for the user's name, email, a status button (e.g., 'ACTIVATE' for Trudy), and three icons: 'Admin', 'Coach', and 'Disabled'. A red box highlights the entire table area. A red circle with the number '1' points to the delete icon (a circle with an 'x') in the first row of the table.

Names	Pending	Email	Search	Admin	Coach	Disabled
Bob		bob.admin@osoc.com				
Trudy	ACTIVATE	Trudy@coach@gmail.com				
Osoc		osoc2@mail.com				

[Documentation](#)

Osoc Editions

On the osoc edition page, you can create and manage the osoc editions. In the list you can see all the osoc editions in the database aswell as its project count.

A. Searching an Osoc edition

With the sort button you can change the order of the list based on the year. You can search for a specific osoc edition by entering a year in the input field.

1. Click the sort button to change the sort order
2. Enter a year in the input field as in "2022"
3. Click the search button or press enter to search for the specific edition

B. Creating an Osoc Edition

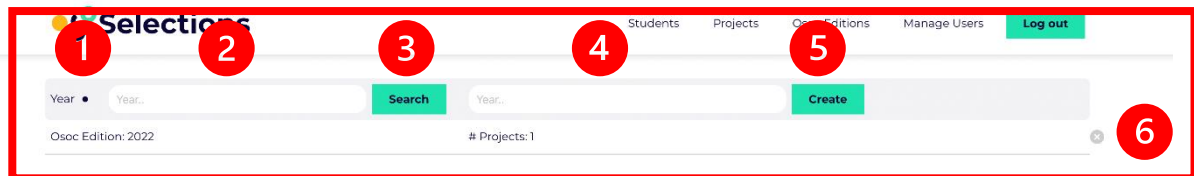
You can create a new osoc edition by entering the year in the input field.

4. Enter year in the input field, as in "2023"
5. Click the create button or press enter

C. Deleting an Osoc Edition

When an osoc edition is deleted, all its data in the database is deleted aswell. This means that all projects, evaluations and job applications linked to the edition are deleted.

6. Delete an Osoc edition by clicking the delete icon 



Students

On the student page you can view all the students registered in the database. These students are automatically added to the database through the Osoc forms. On top of the page there is a filter box that allows you to filter students on a lot of different parameters. The list of students show a lot of information about the students in so called student cards. These cards show the name, skills & languages, the roles, the diploma's, the studies, the email and the phone number. When clicking on a student card, you are redirected to the student overview page.

A. Searching for students

The filter box contains input fields to search on values aswell as sort buttons and selection boxes. You can combine multiple of these options to optimize your search. A few of the filter options are listed below.

1. Filter on alumni students by clicking the "Alumni Only" button
2. Filter on student coaches by clicking the "Student Coach only" button
3. Filter on the roles by selecting roles in the drop down box
4. Filter on the email status by selecting statuses in the drop down box
5. Filter students on the evaluation status by clicking the icons

B. Student Overview

On the student overview page, you can see some extra details like volunteer, responsibilities and so on. On the right side of the page there is a filter box to filter the student list on the right. On this page you can review students and place suggestions.

1. Place a suggestion by clicking one of the three suggest buttons
2. Enter a motivation in the popup
3. Click the "Submit" button to finalize the suggestion
4. Click the "Status" button to assign a final status to the student

gSelections Students Projects Osoc Editions Manage Users Settings Log out

Firstname • Search
Lastname • Search
Email • Search...
Osoc edition Search...
Alumni Only
Student Coach Only
No role selected
No email selected
YES MAYBE NO
Search

Bram Devlaminck
SKILLS AND LANGUAGES: Dutch, English, backend development
DIPLOMA: Academic Bachelor (3 / 3 yr.)
STUDIES: Computer Sciences, baking
EMAIL: thisisatestmail@gmail.com
PHONE NUMBER: +32 477 47 47 47

Set Status (4)
MAYBE Osoc TeamTwo: We just don't know

Suggestions Suggest yes Suggest maybe Suggest no (1)

Job Application
Curriculum
<https://www.youtube.com/watch?v=dQw4w9WgXcQ>
<https://storage.googleapis.com/tally-response-assets/repXzN/3de274d0-98ef-4a6c-983b-8ba54a584a81/testfile.txt>
Portfolio
<https://github.com/BramDevlaminck>
https://storage.googleapis.com/tally-response-assets/repXzN/6bb09701-f317-4499-88b2-a186663165f3/database_backup.sh
Motivation
<https://www.wow4u.com/page6.html>
<https://storage.googleapis.com/tally-response-assets/repXzN/e8244fc4-8045-4ec8-bdfd-dabe37d76fd6/Screenshot-2022-04-12-at-15.0314.png>
this is a test textform about motivation
Fun fact
I like running and baking

gSelections Students Projects Osoc Editions Manage Users Settings Log out

Firstname • Search
Lastname • Search
Email • Search...
Osoc edition Search...
Alumni Only
Student Coach Only
No role selected
No email selected
YES MAYBE NO
Search

Bram Devlaminck
SKILLS AND LANGUAGES: Dutch, English, backend development
DIPLOMA: Academic Bachelor (3 / 3 yr.)
STUDIES: Computer Sciences, baking
EMAIL: thisisatestmail@gmail.com
PHONE NUMBER: +32 477 47 47 47

Set Status
MAYBE Osoc TeamTwo: We just don't know

Suggestions Suggest yes Suggest maybe Suggest no

Job Application
Curriculum
<https://www.youtube.com/watch?v=dQw4w9WgXcQ>
<https://storage.googleapis.com/tally-response-assets/repXzN/3de274d0-98ef-4a6c-983b-8ba54a584a81/testfile.txt>
Portfolio
<https://github.com/BramDevlaminck>
https://storage.googleapis.com/tally-response-assets/repXzN/6bb09701-f317-4499-88b2-a186663165f3/database_backup.sh
Motivation
<https://www.wow4u.com/page6.html>
<https://storage.googleapis.com/tally-response-assets/repXzN/e8244fc4-8045-4ec8-bdfd-dabe37d76fd6/Screenshot-2022-04-12-at-15.0314.png>
this is a test textform about motivation
Fun fact
I like running and baking

Please fill in your motivation (optional) (2)
type your motivation... (3)
Close
CONFIRM

User settings

On the user settings page, every user can change their username or set a new password.

A. Set a new user name

1. Enter your new username in the entry box
2. Click the “Apply Changes” button to submit the new username

B. Set a new password

3. Enter your current password in the entry box
4. Enter your new password in the entry box below
5. Click the “Apply Changes” button to submit the new password

The screenshot shows the SSelections user settings page. The header includes the SSelections logo and navigation links: Students, Projects, Osoc Editions, Manage Users, Settings, and a Log out button. The main content area is a form for updating user information. A red box highlights the form fields and the 'Apply Changes' button. The form contains the following elements:

- Current Name: Osoc
- New Name: (Callout 1)
- Current Password: (Callout 3)
- New Password: (Callout 4)
- Apply Changes button (Callout 2)
- Callout 5 points to the 'Apply Changes' button.

At the bottom of the page, there is a link to Documentation.