# Huld hub -user guide

## General

By clicking the Hub icon on the top left of the screen, you may always return to front page. If you are logged in, you will go to your profile. If you aren’t logged in, you will go to the login page.



Figure . The hub icon

When logged in, you may navigate to different pages selecting items in the top bar. Settings contains a dropdown menu with the options to change password and log out.

Graphical user interface, text, application

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Figure . Top bar navigation

## Login

When you first open the application, you will be presented with a login page (fig. 3). If you enter your email address and password, and then click log in button, assuming your credentials are correct, you will be logged in. If your credentials are however incorrect, you will receive an error message.

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Figure . Login page

## Register

If you are accessing the application for the first time, you might not have an account. You may create one by clicking the link 'Not registered? Create an account' on the login page (fig. 3. To create an account, fill the input fields with your email, write your password twice, and click register. If there are issues with the information you provided (passwords not matching or email not containing a valid domain), you will receive an error message. If the registering is successful, you will be directed to 'Almost done' page (fig. 5). To continue further, you need to confirm you email address. This can be done through the link that was sent to your email (fig. 6). If you did not receive the email, you may send another one with the 'Resend confirmation email' button (fig. 5). After accessing the link, your account will be confirmed and you may login to the service.

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Figure . Registering page Figure 5. Almost done page

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Figure . Example confirmation email. Content may differ in practice

## Reset password

If you have forgotten your password and are unable to login to your account, you may reset your password by clicking 'Forgot password?' on login page (fig. 3). You will go to Forgot password page (fig. 7). To sent a reset link, entering your account email address and Click 'Send password reset link'. If email has been successfully sent to your email you will receive popup saying 'Email has been sent' (fig. 8). If not, you will receive an error message.

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Figure 7. Forgot password page Figure 8. Email sent popup

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Figure 9. Example password reset email. Content may differ in practice

Ff you use the link in the email (fig. 9), you will go to reset password page (fig. 10). Enter your new password in the 2 input fields and click reset to set new password. If the password has been changed, you will see page saying 'password changed' (fig. 11). If your password do not match, you will receive an error message. If the operation was successful, you can now login using the updated password.

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Figure 10. Reset password page Figure 11. Password changed page

If you are logged in, you may change you password by first selecting from the top bar setting / change password. Enter your new password 2 times and click save. You will receive a message informing if the operation was successful.

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Figure 12. Change password page

## Profile

When you log in, first thing you'll see is your profile (fig. 13). You can print this profile as CV or edit your profile with the buttons on the bottom right corner (fig. 14). If you are not an admin, buttons are only available if you viewing your own profile.

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Figure 13. profile page

A picture containing icon

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Figure 14. Profile page operations

Admins also have the additional options of deleting user (Not visible when viewing own profile). If you click delete, you will receive a confirmation window (fig. 16). You can cancel by clicking 'cancel' or by clicking outside the window. If you choose to delete the account, the account will be deleted from the database. In practice meaning the user cannot access the service anymore and their profile can no longer be found.

A picture containing text, monitor, screen, display

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Figure 15. Profile page admin operations

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Figure 16. Confirm deletion window

## Profile edit

Profile information can be modified in the edit page (fig. 17). Image can be added by hovering over the image in the top left. you can add multiple items in the work history and education history with the 'add a new ...' buttons. You can also remove them by clicking the red minus icon.

A screenshot of a computer

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Figure 17. Edit page

Language proficiencies and keywords are selected from a list. You can view all items in the list or you can write into the list and get recommendations. Selecting an item will add it on top of the select box and those items can be removed by click the red minus icon.

## Graphical user interface, text, application, email Description automatically generated

Figure 17. Language and keywords edit

Changes in the profile are only saved if you click 'save' in bottom right corner. If the wish to revert changes, click cancel.



Figure 18. Profile edit buttons

## search

You can get to search page by clicking the search icon on the top right of your screen (fig. 2). Enter you search term in the input field and press enter or click arrow icon on the side. You can enter multiple search terms by separating the with comma. If any matching users are found, they will be displayed below. By clicking 'profile' on the right side of the search results, you may view their profile.

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Figure 19. Search page

## Admin page

Admin page can be accessed by clicking admin on the top bar (fig. 2). This is only displayed if the user has admin rights. On the admin page there are several lists you can modify. Admins can modify allowed emails domains, languages, and keywords. Changes on this page are applied instantly and do not require clicking save to apply.

Languages and keyword can be added by typing the new item in the window below and clicking 'add' and removed by clicking the red minus icon on the items left side. language proficiencies and keywords dictate what items users can add to their languages and keywords segments in their profiles. Whenever item is removed, it is also removed from everyone’s profiles.

User can give admins rights or right can be removed. Admin rights include modifying configuration on this page, being able to print and edit other user’s profiles, and being able to delete users.

Allowed email domain dictate which emails are allowed to register on the application. Users are only allowed to register if their email contains an allowed domain.

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Figure 20. Admin page