



# User Manual

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# 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

[Forgot password?](#)

or

 Continue with GitHub

### Register

Name  
 1

Email  
 2

Password  
 3

Confirm Password  
 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

**Register**

Name

  
  
Email

**LOG IN**

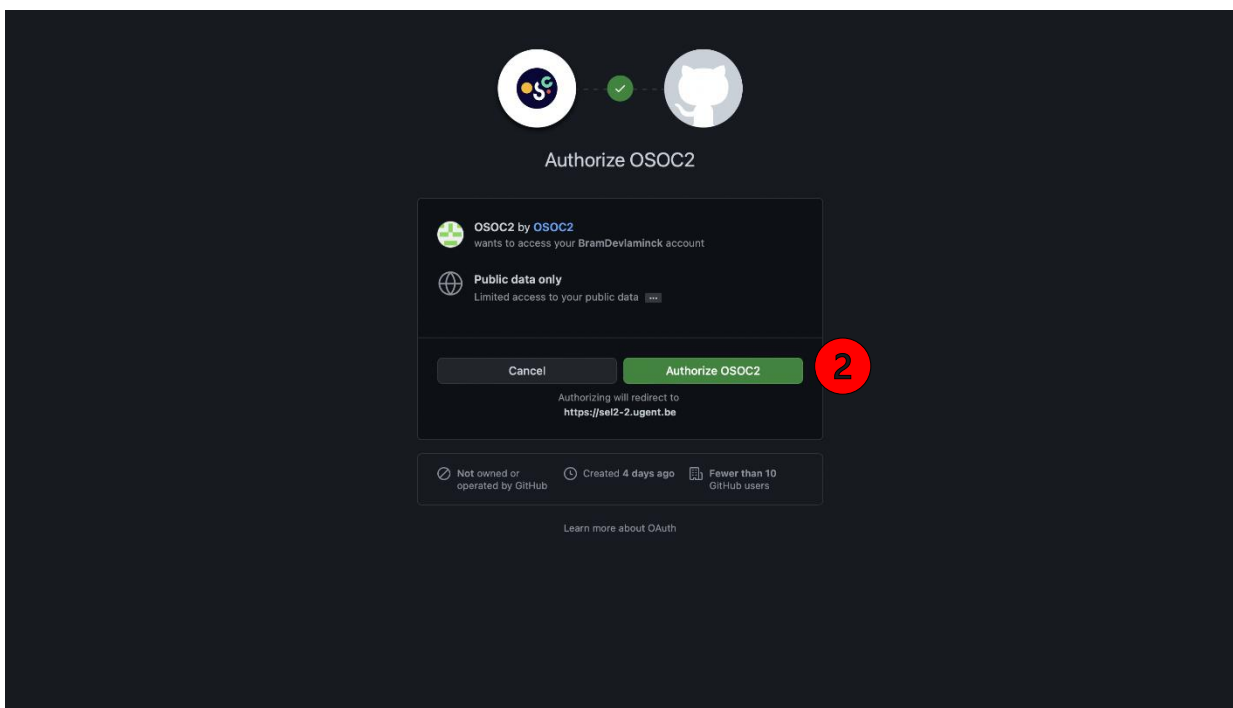
Forgot password?

or

**1** Continue with GitHub

**REGISTER**

### Documentation



# 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

### Login

Email

Password

[Forgot password?](#)

or

### Register

Name

Email

Password

Confirm Password

[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

**LOG IN**

[Forgot password?](#)

or

Continue with GitHub

**Register**

Name

Email

Password

Confirm Password

**REGISTER**

Documentation



**Reset Password**

New Password

Confirm New Password

**RESET PASSWORD**

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:

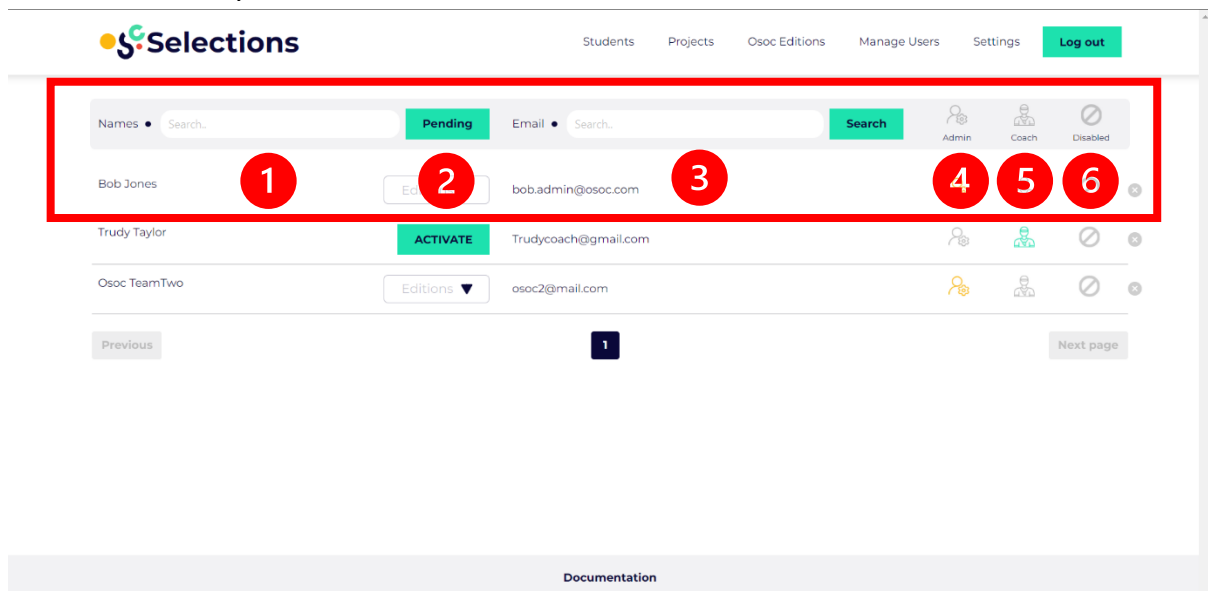
With the filter on top of the page you can search for the desired users. You can combine filters to search on multiple fields. Activating the search is done by clicking the “Search” button or pressing “enter” when typing in an input field.

The options on what you can filter are described below.

1. Search by name, the supplied name occurs in the users name. You can also press the dot next to the “Names” tag to sort the users alphabetically on their names.



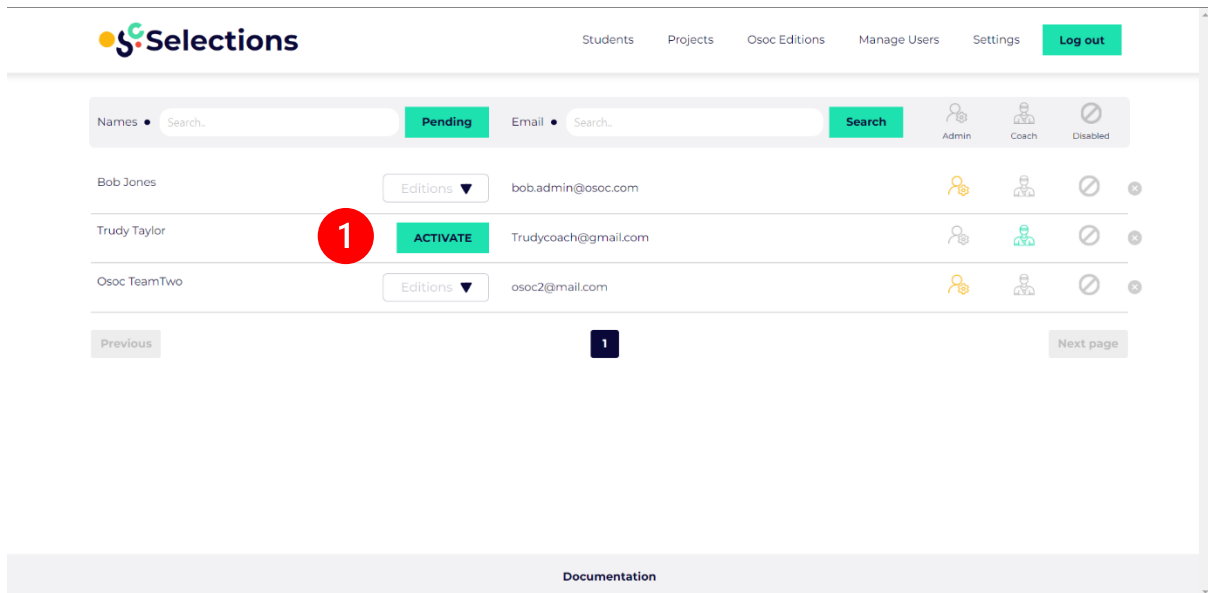
2. Search by pending, shows all accounts that haven't been activated yet
3. Search by email, the supplied email occurs in the users email. You can also press the dot next to the “Email” tag to sort the users alphabetically on their email.
4. Search by admin, the user has an admin status
5. Search by coach, the user has a coach status
6. Search by disabled, the user's account is disabled

A screenshot of the 'Manage Users' page in the 'Selections' application. The page has a navigation bar at the top with links for 'Students', 'Projects', 'Osoc Editions', 'Manage Users', 'Settings', and a 'Log out' button. Below the navigation bar is a search and filter section. This section includes a search input field, a 'Pending' filter button, and an 'Email' search input field. There are also three filter buttons: 'Admin', 'Coach', and 'Disabled'. Below this is a table of users. The first user is 'Bob Jones', with a red circle '1' next to his name, a red circle '2' next to an 'Edit' button, a red circle '3' next to his email 'bob.admin@osoc.com', and three red circles '4', '5', and '6' next to 'Admin', 'Coach', and 'Disabled' status buttons respectively. The second user is 'Trudy Taylor', with a green 'ACTIVATE' button. The third user is 'Osoc TeamTwo', with an 'Editions' dropdown menu. At the bottom of the table are 'Previous' and 'Next page' buttons, and a page number '1'. A 'Documentation' link is at the very bottom of the page.

## 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 cannot 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 'Selections' user management interface. At the top, there are navigation links for 'Students', 'Projects', 'Osoc Editions', 'Manage Users', 'Settings', and a 'Log out' button. Below the navigation is a search bar with 'Names' and 'Email' filters, and a 'Pending' status filter. The main content area displays a table of users in a pending state:

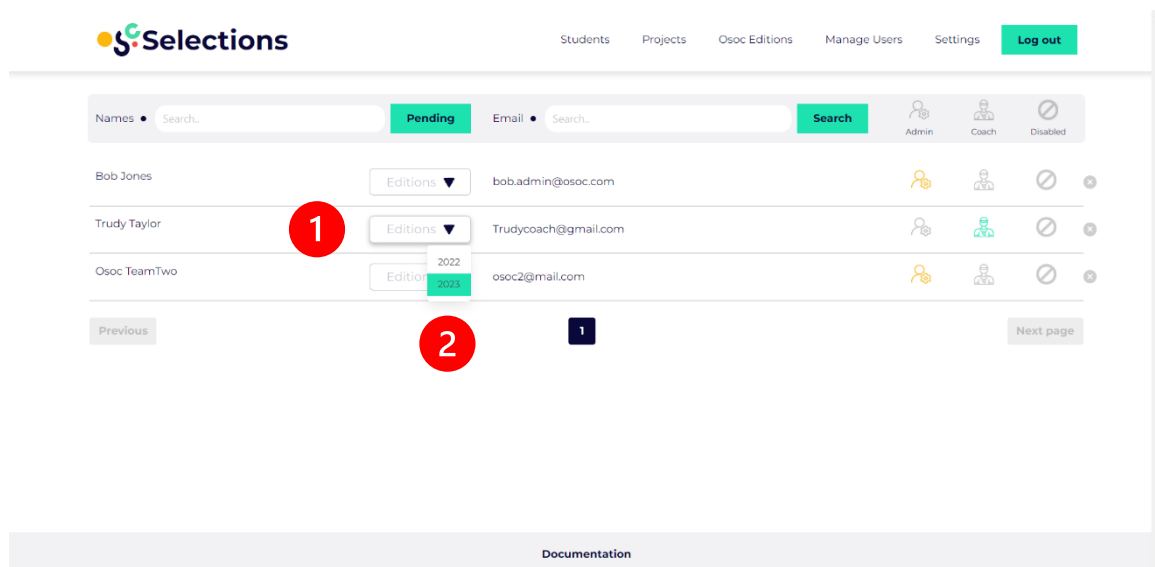
Name	Editions	Email	Admin	Coach	Disabled
Bob Jones	Editions ▼	bob.admin@osoc.com			
Trudy Taylor	<b>1</b> ACTIVATE	Trudycoach@gmail.com			
Osoc TeamTwo	Editions ▼	osoc2@mail.com			

At the bottom of the table, there are 'Previous' and 'Next page' buttons, with a page indicator showing '1'.

## C. Adding a user to an osoc edition:

When a user has been activated, he then has to be added to an osoc edition in order to be able to use the tool for that osoc edition. The osoc editions are protected by year, so every user has to be added to the edition in question.

1. Hover the mouse over the Editions dropdown menu to see all the editions
2. Click on the right edition in order to add or remove the user to or from this osoc edition.



The screenshot shows the 'Selections' user management interface with the 'Editions' dropdown menu open for the 'Trudy Taylor' user. The dropdown menu shows two options: '2022' and '2023'. A red circle with the number '1' is next to the dropdown, and another red circle with the number '2' is next to the '2023' option.

Name	Editions	Email	Admin	Coach	Disabled
Bob Jones	Editions ▼	bob.admin@osoc.com			
Trudy Taylor	<b>1</b> Editions ▼	Trudycoach@gmail.com			
Osoc TeamTwo	Editions ▼	osoc2@mail.com			

At the bottom of the table, there are 'Previous' and 'Next page' buttons, with a page indicator showing '1'.

## D. 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



The screenshot shows the 'Manage Users' interface. At the top, there are navigation links: Students, Projects, Osoc Editions, Manage Users, Settings, and Log out. Below the navigation, there are search fields for 'Names' and 'Email', and a 'Pending' filter button. The main table lists three users: Bob Jones (bob.admin@osoc.com), Trudy Taylor (Trudycoach@gmail.com), and Osoc TeamTwo (osoc2@mail.com). Each user row has an 'Editions' dropdown and three status icons: Admin (yellow), Coach (green), and Disabled (grey with a slash). Three red circles with numbers 1, 2, and 3 are overlaid on the Admin, Coach, and Disabled icons respectively. A 'Previous' button and a page number '1' are also visible.

## E. Delete a user:

When a user is deleted from the platform all the personal user data 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

This screenshot is identical to the one above, showing the 'Manage Users' interface. A red circle with the number '1' is overlaid on the delete icon (a circle with an X) at the end of the first user row (Bob Jones), indicating the step to delete a user.



# 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

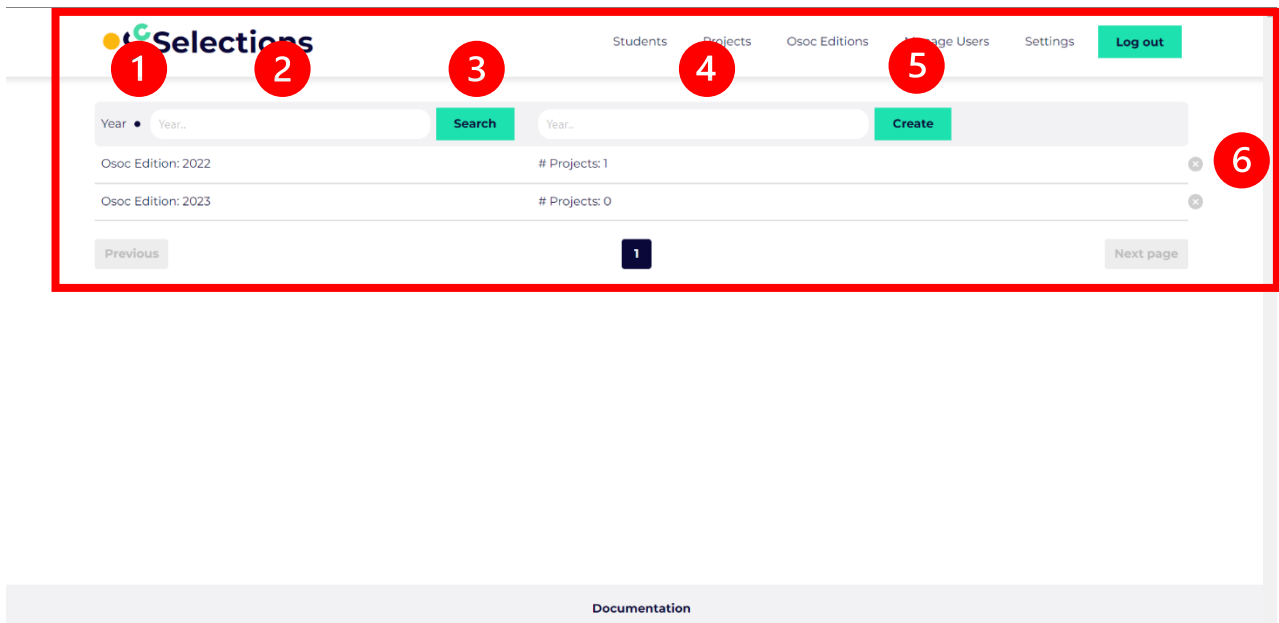
You can create a new osoc edition by entering the year in the input field.

4. Enter year in the input field, as in "2024"
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 



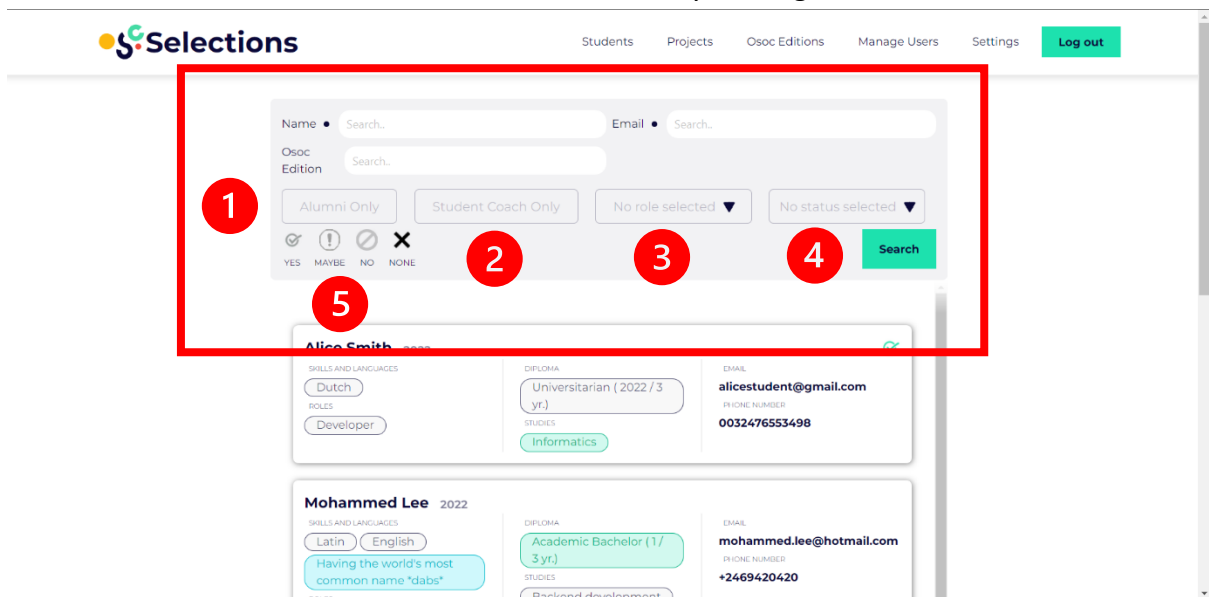
# Students

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.

## 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

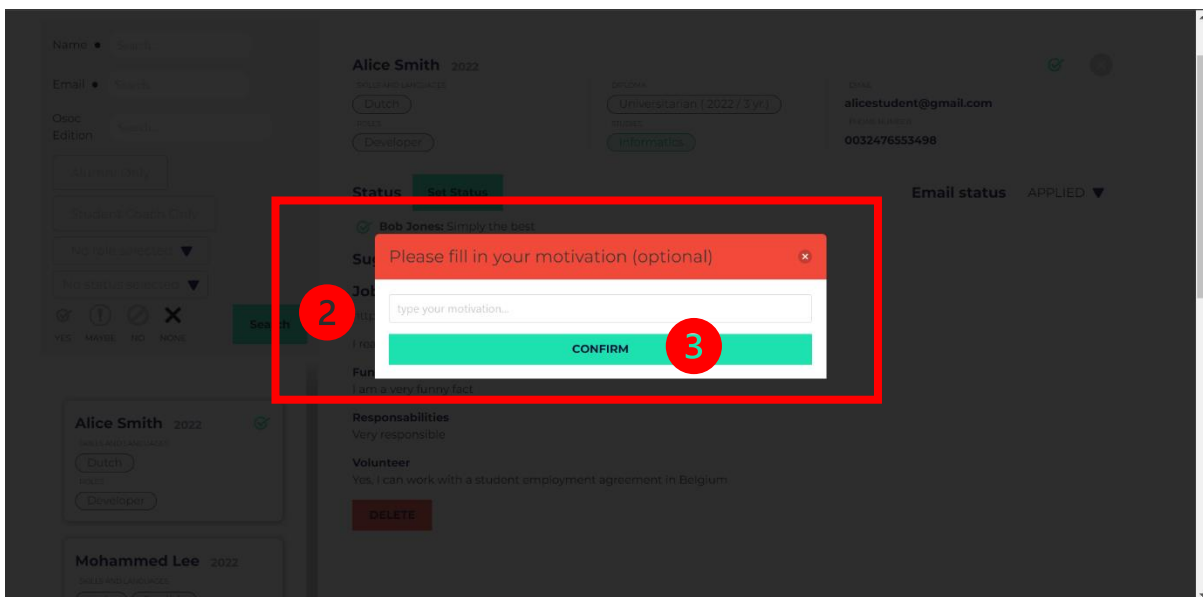
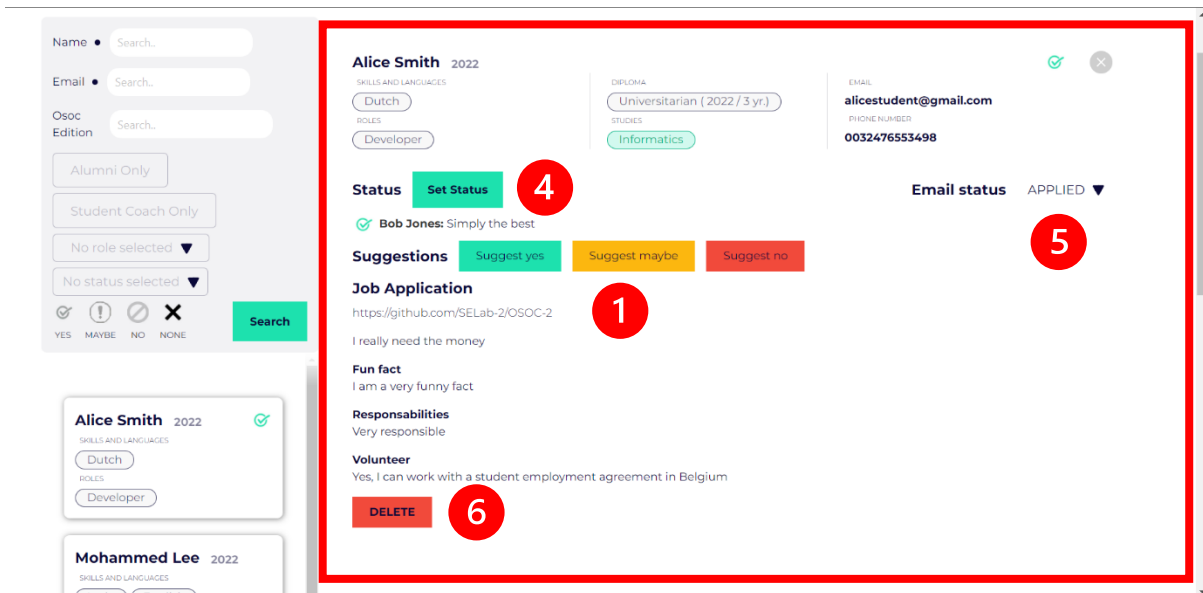


## B. Student Overview

In order to open the student overview of a student, simply click the student's card. You can also use ctrl + click or alt + click to open the student's overview on a different tab. On the student overview page, you can firstly see some extra details like volunteer, responsibilities and so on, and secondly, you can add a suggestion to a student and place a final decision on a student as well. You can also manage the email status of a student to hold track of who received an email and who didn't. Deleting a student is also done from the student overview. The complete list of students stays on the left side on the screen together with the filter.

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. Hover over the “Set Status” button to open the final suggestion menu, and then click on the right status to set the final status of a student.
5. Hover over the “Email Status” menu in order to open the email status menu, and click on the right email status to change the email status of a student.
6. Click on the delete button in order to delete a student.



## User settings

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

### A. Set a new user name

- A. Enter your new username in the entry box
- B. 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, and retype it in the next field.
5. Click the “Apply Changes” button to submit the new password

The screenshot displays the user settings interface. At the top, the 'Selections' logo is on the left, and navigation links for 'Students', 'Projects', 'Osoc Editions', 'Manage Users', 'Settings', and 'Log out' are on the right. The main content area is a form for updating user information, highlighted with a red border. The form includes the following elements:

- 1**: A text input field for 'New Name'.
- 2**: A green 'Apply Changes' button.
- 3**: A text input field for 'Current Password'.
- 4**: A text input field for 'New Password'.
- 5**: A second green 'Apply Changes' button.

Below the form, there is a 'Documentation' link in the footer.

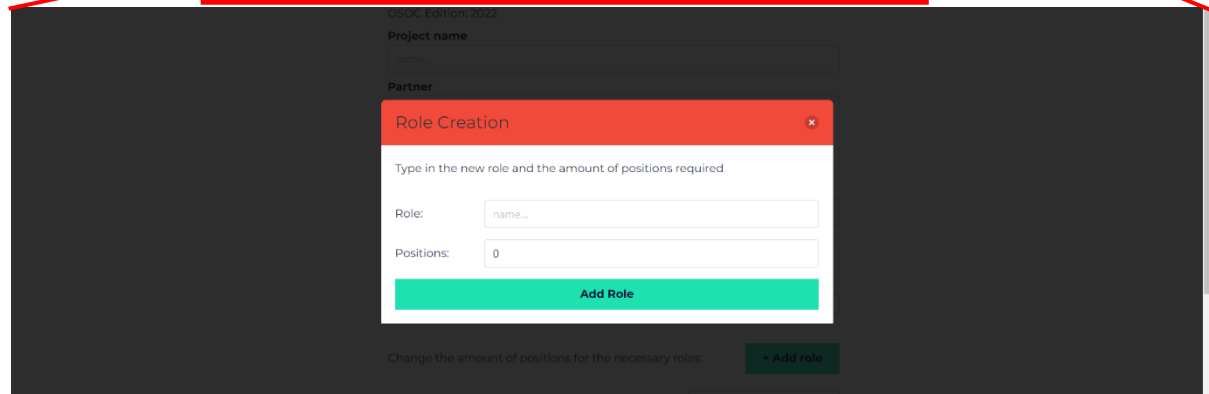
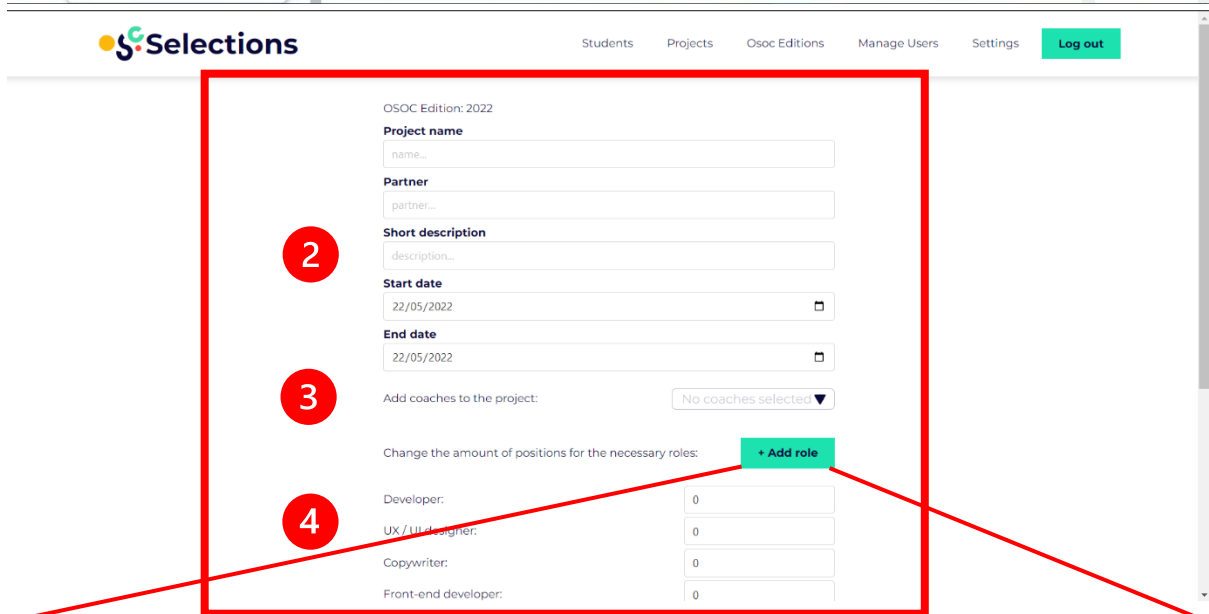
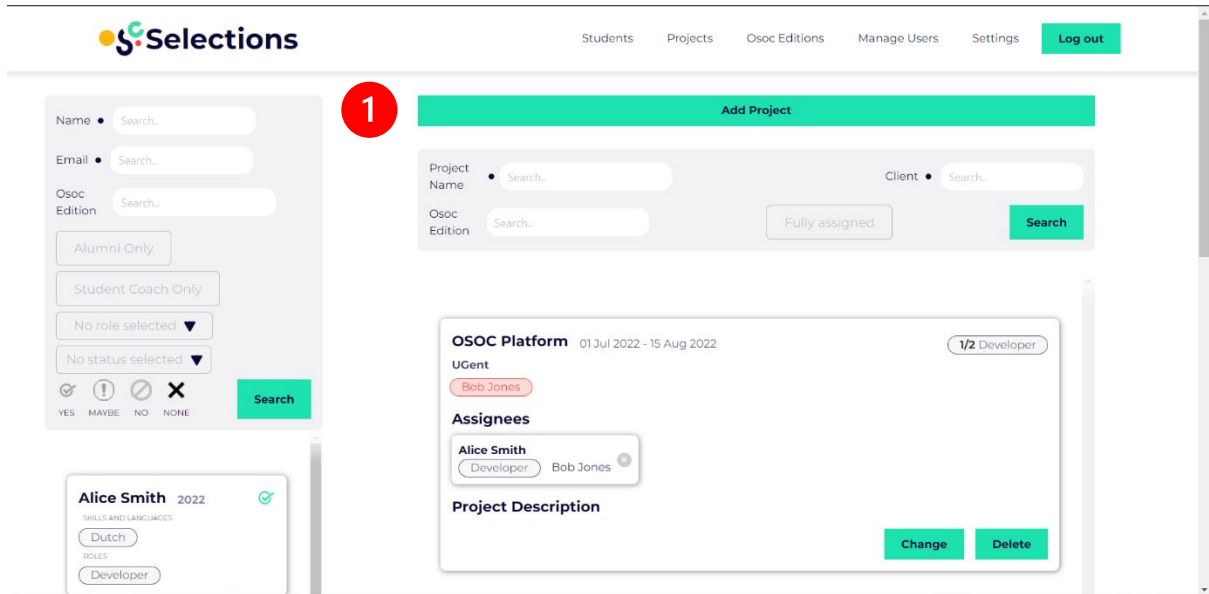
## Projects

This page is all about assigning the right students to the right project. First of all, you add all the projects that the current edition is participating in. Then you can filter the right students for the right projects by selecting the right criteria in the filter, and finally you can just drag the student to the project in order to assign to student to the right role in the project. The page itself has a few more options which we will put in the list below.

### A. Creating a project.

1. Click on the add project button at the top of the screen. This takes you to the project create page.
2. Fill in the project name, the partner, a short description, the startdate of the project and also the end date.
3. Add the coaches responsible for the project by opening the coach select dropdown menu and clicking on the right coaches to add to the project. Click again on the menu to close.

4. Add roles to the project by changing the required number of positions for the right roles. You can even create a new project by clicking on the “Add project”. Just fill in the roles name and the required amount of positions and the role will be added to the list.
5. Finally click the confirm button in order to create the project.



Gamer: 0  
Marketer: 0  
Video editor: 0

5

CONFIRM

Documentation

## B. Filtering the projects

1. Search by project name, the supplied name occurs in the project's name. You can also press the dot next to the "Project Name" tag to sort the projects alphabetically on their names.
2. Search by client, the supplied name occurs in the project's partner's name. You can also press the dot next to the "Client tag to sort the projects alphabetically on their client names.
3. Search by osoc edition, the supplied year filters all the projects that occurred during this year. You have to have the permission to be able to do this. Permission is given in Manage Users.
4. Search by Fully assigned. When this filter option is toggled, only the projects where all the positions of all the roles are filled are shown.

The screenshot shows the 'Add Project' form in the 'Selections' application. The form is highlighted with a red box and contains four numbered callouts: 1 points to the 'Project Name' search field, 2 points to the 'Client' search field, 3 points to the 'Osoc Edition' search field, and 4 points to the 'Fully assigned' toggle button. Below the form, a project card for 'OSOC Platform' is visible, showing the date '01 Jul 2022 - 15 Aug 2022', the user 'Bob Jones', and assignees 'Alice Smith' and 'Mohammed Lee'. The card also has 'Change' and 'Delete' buttons.

## C. Changing and deleting a project

1. Click on the "Change" button to go to the change project page. (Different page then the Create Project page.)
2. Change all the fields that needs changes. You can even add a new role.
3. Click the confirm button to change the project. You can cancel the changes just by going to the project page again.
4. Click on the "Delete" button in order to delete the entire project, together with all the applications of the students.

The screenshot displays the OSOC Selections web application interface. At the top, there is a navigation bar with the logo and menu items: Students, Projects, Osoc Editions, Manage Users, Settings, and a Log out button. The main content area is divided into two sections.

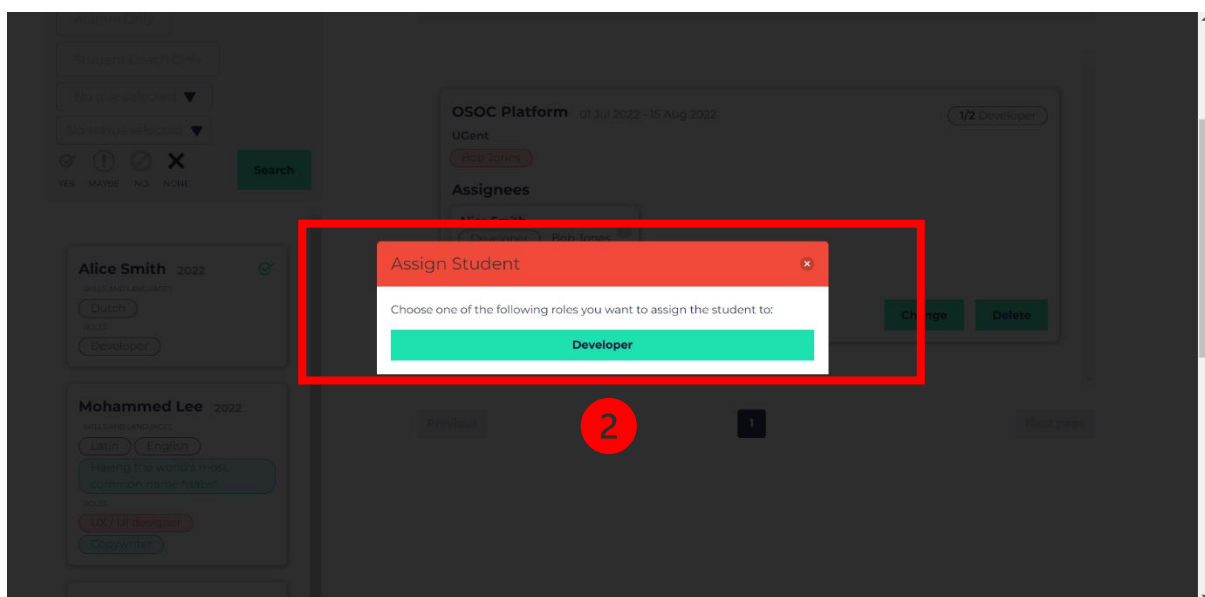
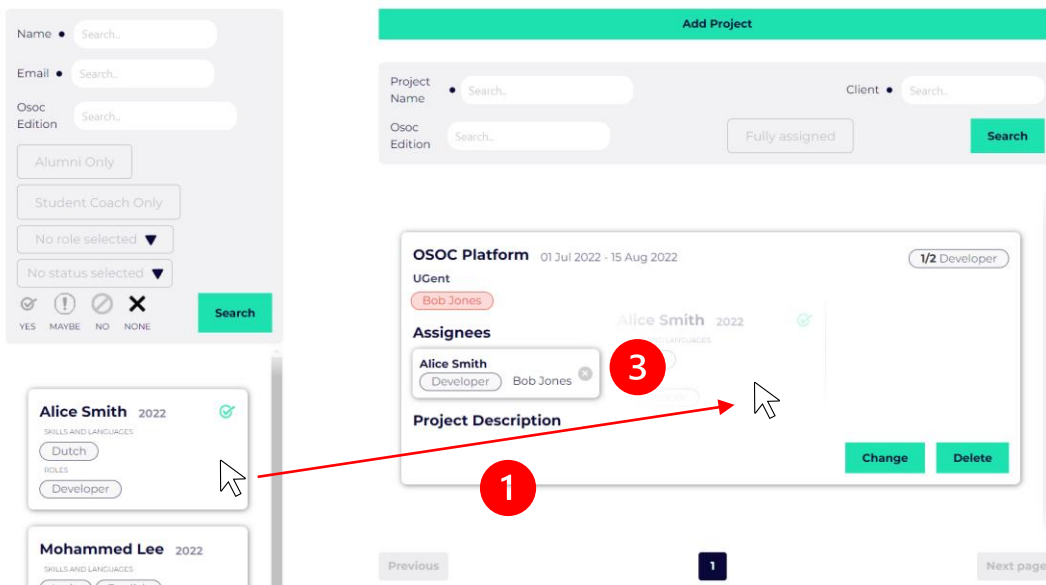
The top section, titled "Add Project", features a search sidebar on the left with fields for Name, Email, and Osoc Edition, along with filters for "Alumni Only" and "Student Coach Only". The main area shows a project card for "OSOC Platform" (01 Jul 2022 - 15 Aug 2022) with 2/2 Developer roles. Assignees listed include Alice Smith and Mohammed Lee. A red circle labeled "1" highlights the "Change" button at the bottom right of the project card.

The bottom section shows the "Assign Roles" form for the "OSOC Platform" project. A red box labeled "2" encompasses the form fields for Project name, Partner, Start date, End date, and role counts (Developer: 2, UX/UI designer: 0, Copywriter: 0, Front-end developer: 0, Back-end developer: 0). A red circle labeled "3" highlights the "CONFIRM" button at the bottom of the form.

A red circle labeled "4" highlights the "Delete" button on the project card in the top section.

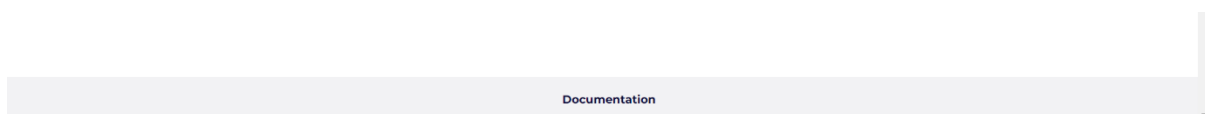
#### D. Assigning and unassign students to projects.

1. Drag a small student card to the right project to assign this student to the project.
2. Select the right role for the student.
3. Click on the little 'x' at the right of an assigned student's card on the project in order to unassign the student from the project.



## Documentation

At the bottom of every page, there is a link to the full documentation of the website. Just click the link in order to go to the documentation.





### Software Engineering Lab 2 - 2021-2022: Team 2

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#### Introduction

This repo is the osoc selection solution team 2 made for [Open Knowledge Belgium](#). In order to create a selection tool, we created an [online platform](#) where coaches can assign students to projects.

The tool is made with a variety of technologies, the main ones being PostGres, Prisma.js, Next.js and Express.js. An extensive list of all the documentations can be found [here](#).

#### Team 2:

- Norick Beterams
- Koen Desplenter
- Bram Devlaminck
- Jonas Sys
- Huan Tan
- Jonathan Vanbrabant
- Maurice Van Wassenhove

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This site is open source. [Improve this page](#).