



# School Committee Management Application

<https://dev.med.uoc.gr/epitropes>

# User Guide

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## 1) purpose of the application

this application aims to organize the operation of the school committees by offering a central point for the overall management and promotion of their work

the application therefore allows the overall management of the committees and ensures the continuity of their work over time

for each committee the required online space is offered for hosting and maintaining the minutes, files and final results produced

## 2) access

the application responds to the URL: <https://dev.med.uoc.gr/epitropes>

also, it is available from the official school page in the e-services category

## 3) the list of committees in which I participate



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[list of committees](#)  
[list of workgroups](#)  
[committee work](#)

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my committees / work groups

- [WHO CC \(2025 - 2026\)](#)
- [Demo \(2024 - 2025\)](#)

the committees in which the user participates appears in the function menu located on the left part of the page (fig. 1)

the user can select the committee in which they participate in order to manage his work

the user can navigate to the overall list of committees to read details about each one

the user can navigate to the project page of the committees that publishes the reports and the results that have been produced

fig. 1: the list of committees in which the user participates

## 4) committee content management interface

the management page for all committees is structured in the following elements (fig. 2)

- function menu: selects the type of operation that the user desires
- upload form: selects file/files to upload
- main body of the page: presents the committee files and offers functions of upload or delete

from the function menu the user can select the type of function it will perform, specifically

- files: for internal use within the committee
- minutes: can be in ZIP or PDF format
- reports and results: published on the committee work board
- legal documents: the online operation of the committee starts after uploading the decision on its establishment

the main body of the page displays the file name, the date of upload and allows the following actions

- download:
- delete: X

WHO CC (2025) / files



[files](#) | [minutes](#) | [reports & results](#) | [legalizing documents](#)

#	name	date	actions

upload file

upload files in order to share them for this committee or work group

allowed file types (pdf, zip, doc, xls, ppt)

No file chosen

use only files with names containing Latin or Greek (UTF8) characters and numbers, avoid using symbols

- bad practice: My\ slides"50%.ppt

- good practice: my\_slides.ppt

maximum file size: 20MB

fig. 2: the structure of a committee or work group management page

## 5) uploading legal documents

in order to ensure the standard registration of committees, the functions menu initially presents only the link for uploading legal documents

if a file is successfully uploaded to this category, the menu takes on its full form which is presented in fig. 2

## 6) change user information

🏠 / my account

full name  
Ντέμης Ντέμος

position  
As. Professor

email  
kalohr@gmail.com

Submit

the user can change the position in which he is registered in the system by selecting the link of his name which is located at the top and right in the navigation bar of the application pages

in the image fig. 3 the form for changing the type of the account is presented

fig. 3: changing the type of an account

## 7) user login

the application supports authentication through institutional accounts it also supports local accounts created with administrative means

## 8) quality

the application has been written as a simple web code text of 7,943 lines (fig. 4, see the link “development statistics” within the application for more details)

the application was written from scratch, using the basic programming languages that are taught by the best universities in the world and that are developed by international organizations on technology and the internet. Therefore, its lifespan is expected to be maximum while its features and responsiveness are not expected to decrease over time.

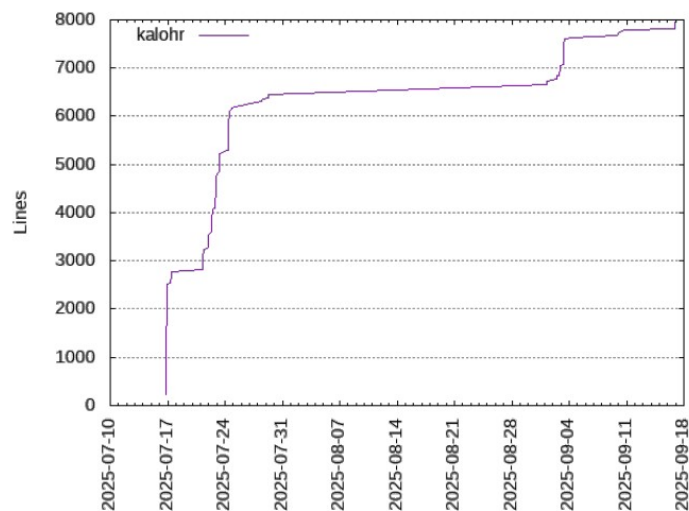


figure 4: Evolution of the codebase size over time.

## **9) Support**

the application has been designed with simplicity and efficiency in mind so that it can be used from the start even by inexperienced (naive) users, without the need for significant support.

for any issue related to problems with its functionality and not its use, please contact us