



# Alike Analytica

Alike WA Reports Application

## User Manual

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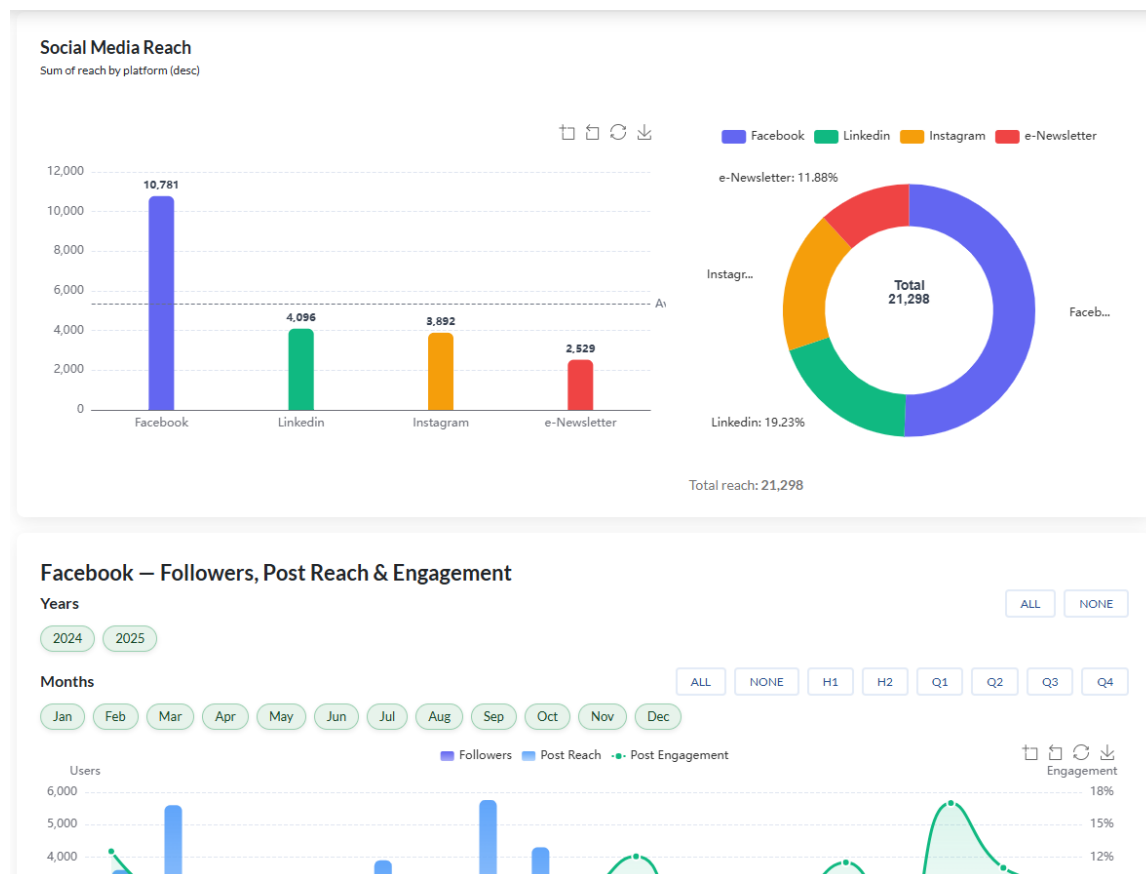
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## 1. Dashboard

The Dashboard provides an overview of key insights generated by the application.

Features:

- Social Media Evaluation – overall summary of social medias including Facebook, Instagram, LinkedIn .
- SOL Comparisons – side-by-side visual comparisons of SOL levels between program types.



## 2. Uploading a Spreadsheet

1. Go to the 'Spreadsheet Upload' page.
2. Select the Program Type – Workshop or Networking Event.
3. Select the Funding Body – DOC or DOH.
4. Click the 'Upload' button and choose your Excel file.
5. The system will auto-detect Program Date, Facilitator, and Included Range.

## Important Notes:

### Required Columns and Conditions

#### For Workshops

Each workshop spreadsheet must include the following columns **in this order**:

1. **Event Date / Program Date**

→ This column identifies when the session was held.

2. **Facilitator Name**

→ The name of the workshop facilitator.

3. **Feedback Type**

→ Must clearly specify whether the feedback was collected *before* or *after* the workshop.

Examples of accepted column labels or questions:

- *Before or After the Workshop*
- *Please mark whether this feedback is for before or after the workshop.*

4. **Confidence Level Questions**

→ Immediately following the “Feedback Type” column, you must include:

- An equal number of **Pre-Confidence** and **Post-Confidence** questions.
- Example:
  - *Before the workshop, how confident are you...?*
  - *After the workshop, how confident are you...?*

5. **Satisfaction Questions**

→ Should come immediately **after** the confidence-level columns.

- Must use the following response scale:  
*Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable.*

#### For Networking Events

Each networking event spreadsheet must include:

1. **Event Date / Program Date**


2. **Facilitator Name**




### 3. Satisfaction Columns Only

- No confidence-level questions are applicable for networking events.
- At least one satisfaction question is required, using the same response scale as above.

### 3. Spreadsheet Tab

Displays all uploaded spreadsheets in a list. Allows deletion or folder access for review.

 Do not delete files directly from the Upload Folder; use the in-app delete function.

Uploaded Spreadsheets						
<div>OPEN UPLOAD FOLDER</div>						
<div>Search File Name</div> <div>Search 8 records...</div>						
File ID	File Name	Program Type	Program Date	Funding Body	Status	Delete
search (8) ...	search (8) ...	search (8) ...	search (8) ...	search (8) ...	search (8) ...	
SS0023	Grants and Fundraising 2025-26(1-12).xlsx	workshop	2025-04-01	DOC	Active	
SS0022	Incorporation - Info Session and Sundowner(1-12).xlsx	networking_events	2025-04-03	DOC	Active	
SS0021	RGU Program - Accidental Counsellor 24_07_2025(1-33).xlsx	workshop	2025-07-24	DOH	Active	

### 4. Program Evaluation

Allows viewing and generating program-level evaluations.

1. Select a Program Type.
2. System lists related files automatically.
3. Funding Body auto-fills based on data source.
4. Date Range is automatically selected (editable).
5. Click 'Generate Report' to produce results.

Results include an Active/Inactive switch, View () button, and Delete () button for each record.

## Program Evaluation

### Generate Your Program Evaluation Report

Select Program Type

Select Type

Select Program's Spreadsheet

Select the Sheet

Funding Body









Select Funding Body

Select Required Date range to Extract

yyyy-mm-dd to yyyy-mm-dd

Generate

### Generated Program Evaluation Reports

Report ID	Used Spreadsheet Name	Used Sheetsheet ID	Program Type	Funding Body	Evaluated For	Status	View
search	search (7) ...	search (7) ...	search (7) ...	search (7)	search (7)	search (7) .	
R0036	Grants and Fundraising 2025-26(1-12)	SS0023	workshop	DOC	2025-04-01 to 2025-04-09	 Active	
R0035	Incorporation - Info Session and Sundowner(1-12)	SS0010	networking_events	DOC	2025-04-03 to 2025-04-04	 Active	
R0034	RGU Program - Accidental Counsellor 24_07_2025(1-33)	SS0021	workshop	DOH	2025-07-24 to 2025-07-24	 Active	
R0033	How to Facilitate a Support Group 2025(1-44)	SS0019	workshop	DOC	2025-02-18 to 2025-04-30	 Active	

## 5. Annual Evaluation

Generate annual or custom-period evaluations for DOC and DOH reports.

This report includes aggregated confidence and satisfaction data across all uploaded events.

Useful for end-of-year summaries or grant reporting.

### Annual/Period Evaluation

#### Generate Your Annual/Period Report

Select Date Range








Funding Body

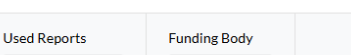

Select Funding Body

▼

Generate

### Generated Period Based Reports

Report ID	Generated date 	Generated Date Range	Used Reports	Funding Body	Contributions	View	Delete
<input type="text" value="search (2) ..."/>	<input type="text" value="search (2) ..."/>	<input type="text" value="search (2) ..."/>	<input type="text" value="search (2) ..."/>	<input type="text" value="search (2) ..."/>			
P20251006-104809-U7YPO	2025-10-06	2025-01-01 to 2025-04-30	R0028, R0033, R0035, R0036	DOC			
P20251006-104420-PH18Y	2025-10-06	2024-01-01 to 2026-01-01	R0028, R0031, R0032, R0033, R0035, R0036	DOC			

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This section is used for **uploading external data sources** that complement the standard w  
networking event evaluations.

The *Additional Evaluations* tab allows users to:

- Upload **Social Media analytics** for engagement tracking.
- Add **SOL Comparison files** (SOL 1, 2, 3, 4 etc.) for benchmarking purposes.
- Input or manage **PIF (Performance Impact Framework)** data for reporting and a

## Additional Evaluations

### Upload Additional Evaluation Data

Select Document Type \*

Select type

Upload Date

10/6/2025

Auto-filled as today

Upload Your CSV/Excel File \*



Click or Drop File

Allowed: .xlsx, .xls, .csv • Max 10 MB

UPLOAD FILE & GENERATE REPORT

### Website Downloads 23/1/23 - 23/3/23







Name

Downloads

Name

Download

ADD

Name	Downloads	Actions
PIF FAQs	68	 
PIF Guidelines	148	 
PIF Stories 2014	20	 

## Social Media Data Upload

This feature lets you import social media performance metrics for further analysis and reporting.

### Supported Format:

Your file must be in **Excel (.xlsx)** format and include the following columns:

Column Name	Description
Platform	e.g., Facebook, Instagram, LinkedIn
Month	Reporting month (e.g., July 2025)
Followers	Number of followers at the end of the month
Reach	Total reach for the period
Engagement	Total engagement count
Impressions	(Optional) Total impressions
Link Clicks	(Optional) Number of link clicks

### Notes:

- Data should be reported monthly or quarterly.
- Ensure consistent column names across uploads for accurate charting.



- Each upload automatically updates the visual dashboard charts under “Social Media Analytics.”


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FACEBOOK												
2		Followers		Posts		Impressions		Post Reach		Content Interactions		Engagement Rate	
3		2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
4	Jan	2442	2607	7	7	11,000	2,400	3600	609	451	28	13%	5%
5	Feb	2483	2615	13	12	16,700	4,800	5,600	909	437	69	8%	8%
6	Mar	2513	2625	22	9	8,800	6,800	3,300	1,400	201	161	6%	12%
7	Apr	2424	2621	13	9	3,900	5,000	1,300	1,600	52	62	4%	4%
8	May	2531	2624	20	11	6,700	8,100	2000	2600	62	463	3%	17%
9	Jun	2535	2624	15	9	8,800	4,800	3,900	963	177	106	5%	11%
10	Jul	2541	2628	14	16	7,000	7,700	2,900	2,700	132	263	5%	10%
11	Aug	2558		14		6,400		5,762		117		2%	
12	Sep	2585		13		4,043		4,300		305		7%	
13	Oct	2585		25		8,998		2,400		203		8%	
14	Nov	2589		12		6,800		1,600		193		12%	
15	Dec	2598		10		4,600		1,200		65		5%	
16	Totals	2598		178		93,741		37,862		2395			
17	AVG	2532.00		14.83				3155.17		199.58		6%	
18													
	<	>	Facebook	Instagram	LinkedIn	e-Newsletter	PodBean	+					
Ready	Accessibility: Investigate												

## 7. Maintenance

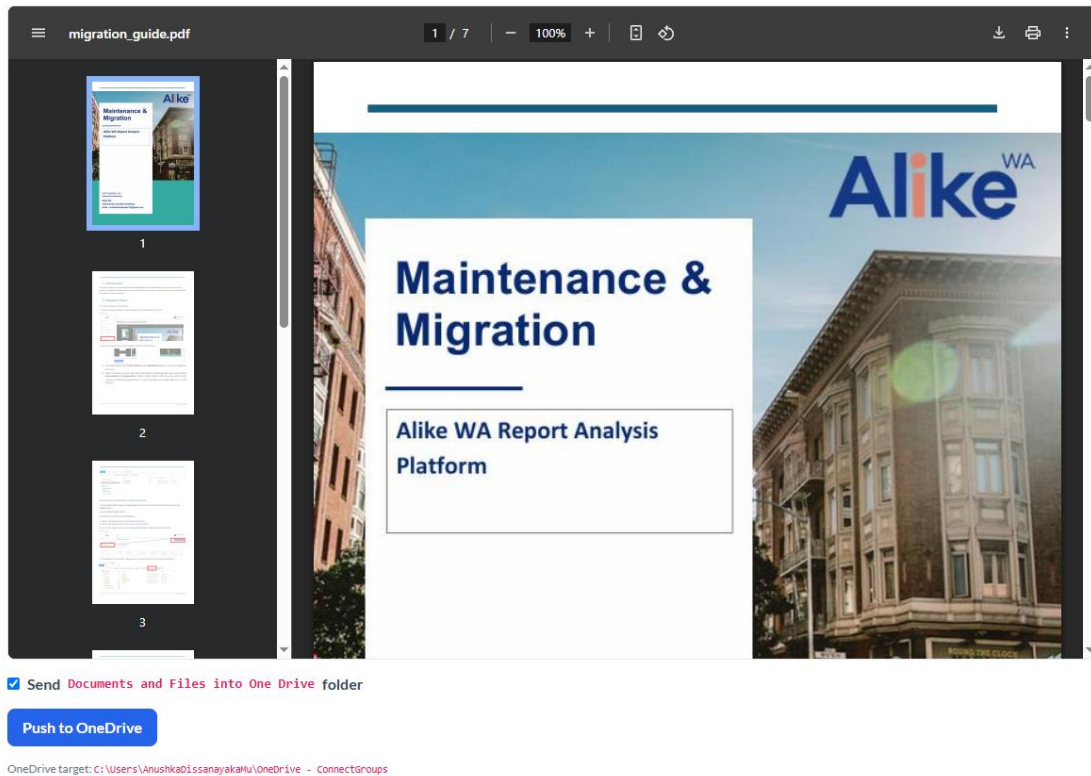
Used when migrating the application to a new computer or OneDrive account.

Steps:

- Go to the 'Maintenance' tab.
- Click 'Push to OneDrive' to back up Documents and UploadFile folders.
- Install the application on the new computer.
- Open OneDrive and ensure both folders are synced.
- Upload files into the new system through the Spreadsheet tab.

 Only use this feature when transferring or backing up the application.

## Maintenance & Migration Guide



## 8. Limitations & Troubleshooting

- Excel files must follow the correct format; inconsistent columns can cause parsing errors.
- Ensure Python and Node environments are properly installed when running the system.
- If reports fail to generate, verify that your confidence\_data\_db.json and report scripts exist.
- Avoid renaming system folders manually.
- For issues, contact system administrator or developer support.

## 9. Installation & Setup Guide

### 1. System Requirements

To install and run the **Alike Reports Application**, ensure your device meets the following minimum specifications:

Requirement	Description
Operating System	Windows 10 or Windows 11 (64-bit)
Processor	Intel Core i3 / Ryzen 3 or higher

Requirement	Description
Memory (RAM)	8 GB minimum (16 GB recommended)
Storage	At least 2 GB free disk space for program and data files
Software Dependencies	Python 3.11 or later • Node.js 20 or later • OneDrive Desktop App (for migration)
Recommended Display	1080p resolution or higher

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## 2. Required Software Components

Before launching the app for the first time, install these dependencies:

### a. Python and Libraries

1. Download and install **Python 3.11+** from <https://www.python.org/downloads>  
☒ During installation, tick “*Add Python to PATH*”
2. Open **Command Prompt (CMD)** and run:

```
py -m pip install --upgrade pip
py -m pip install pandas openpyxl xlrd==1.2.0
```

3. Verify installation:

```
py --version
```

----- END -----

Technical support: [anushka.sandeepa111@gmail.com](mailto:anushka.sandeepa111@gmail.com)

Organisation: *Alike WA*