PrismViz User Manual
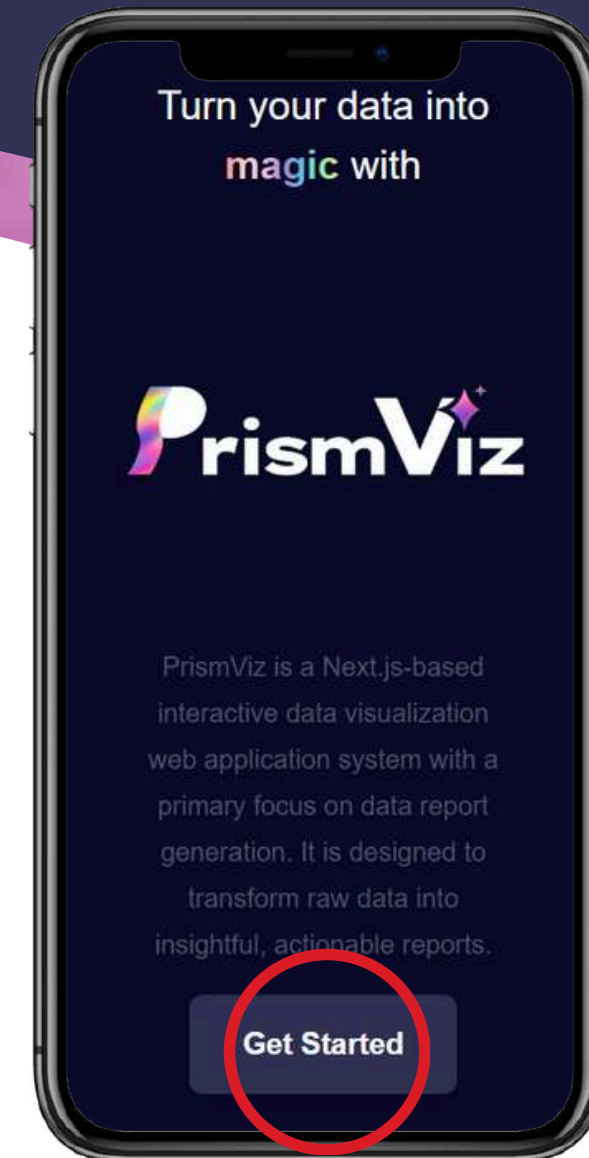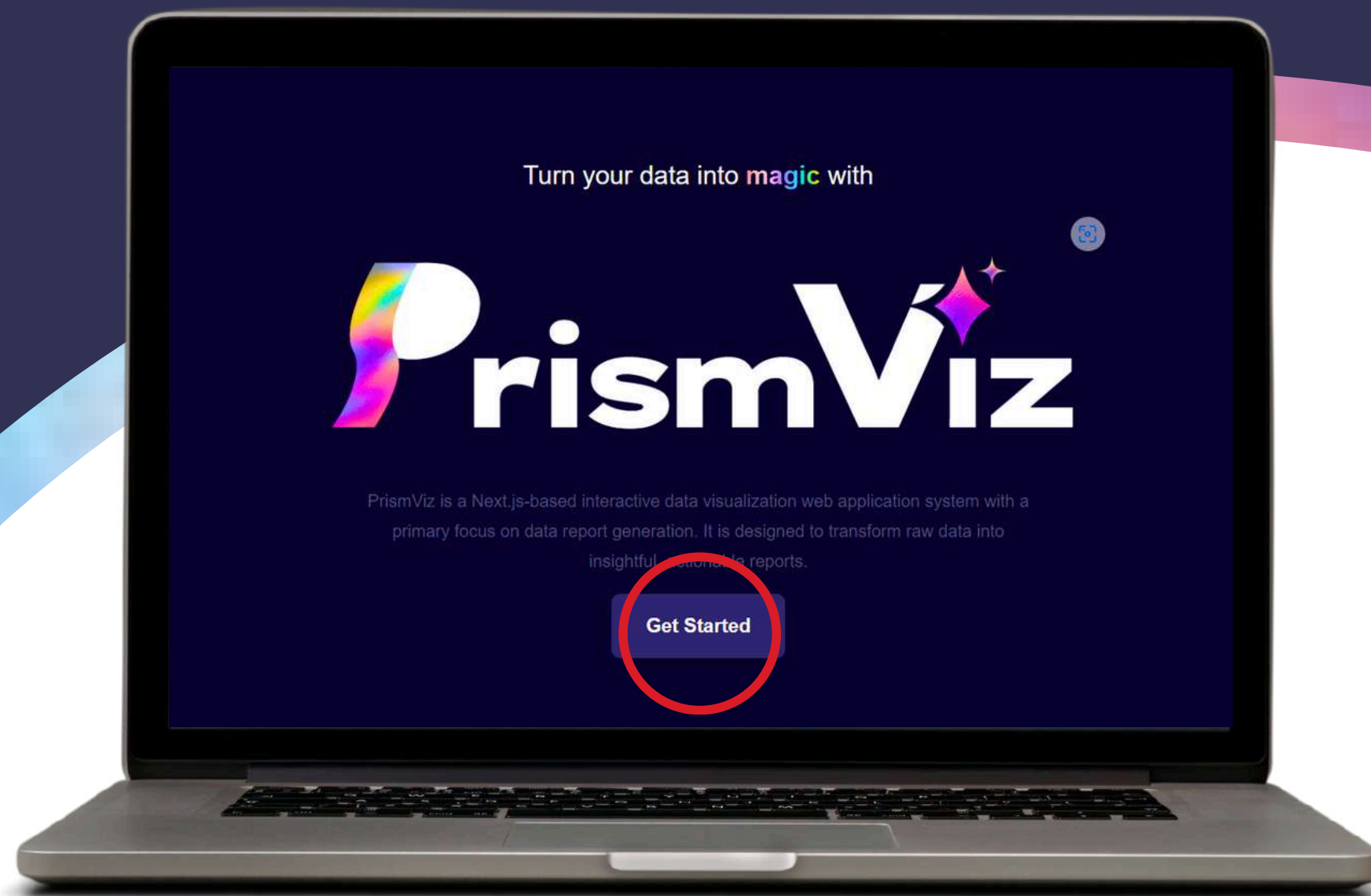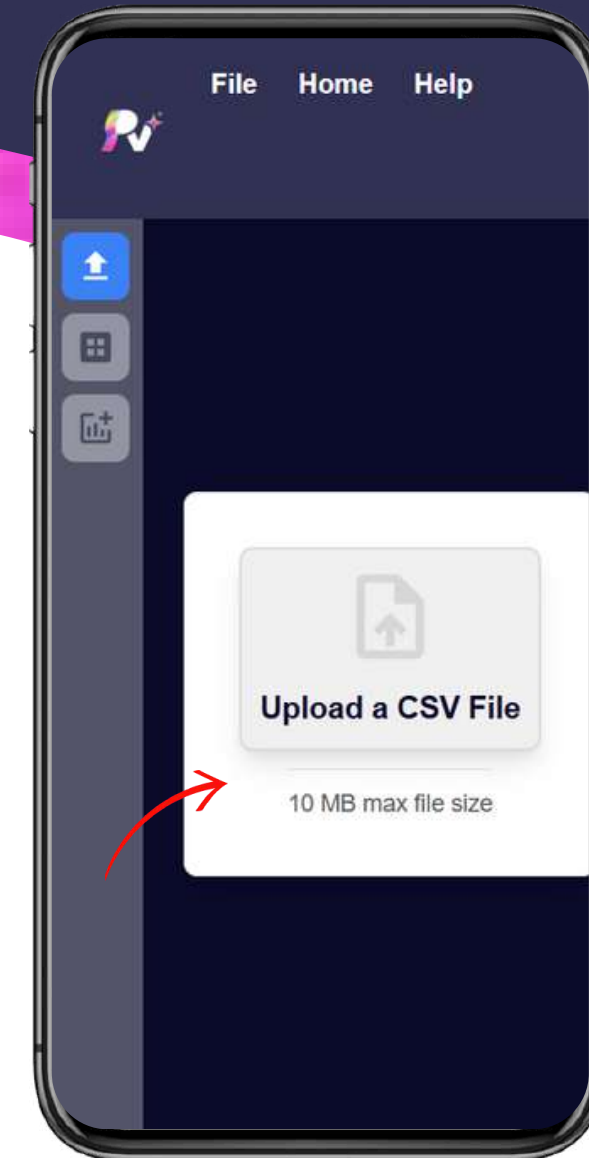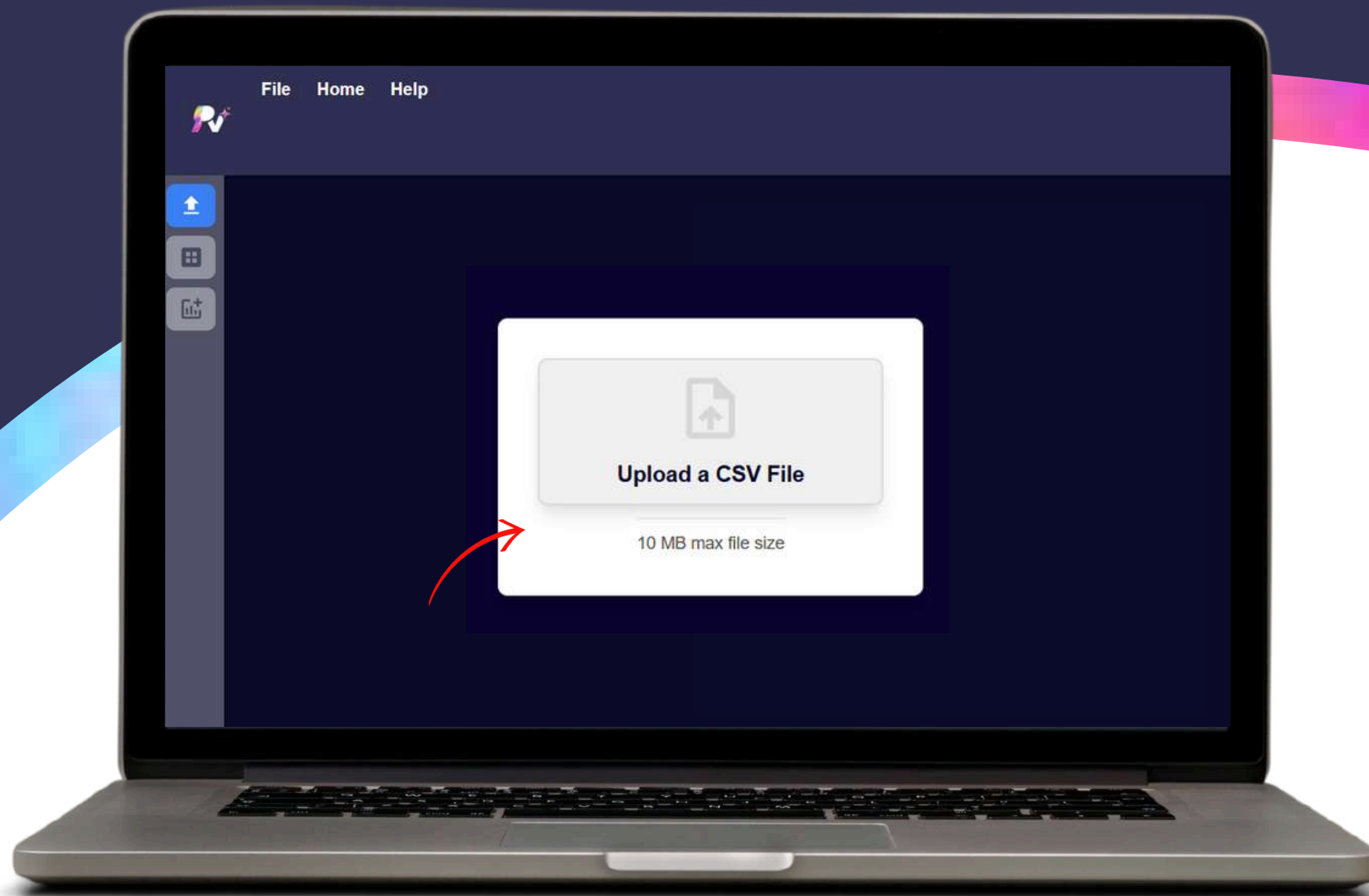
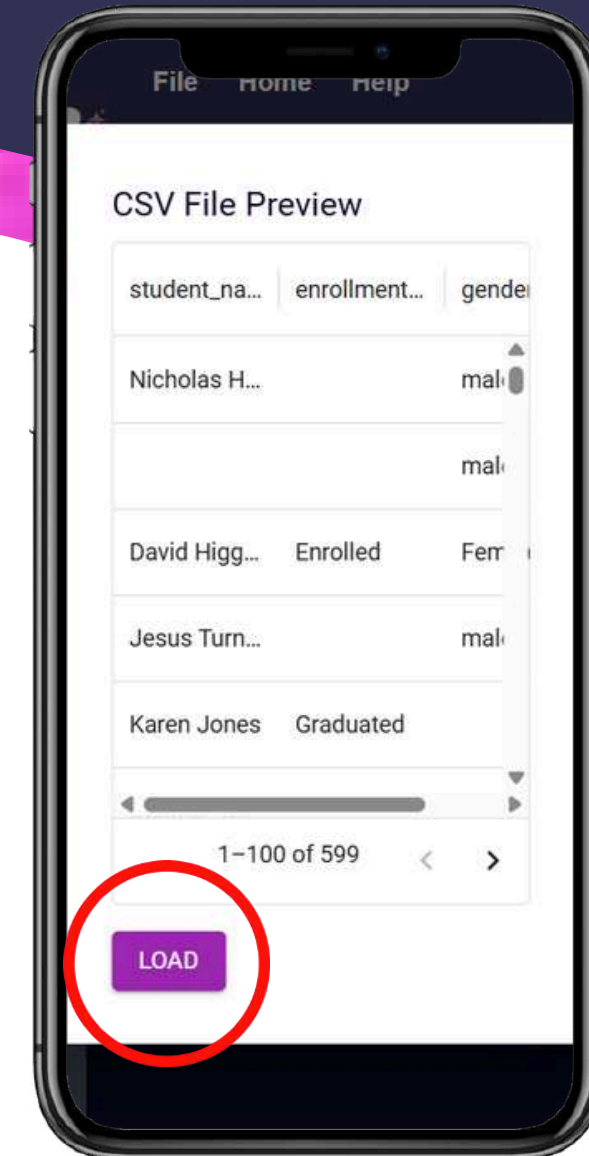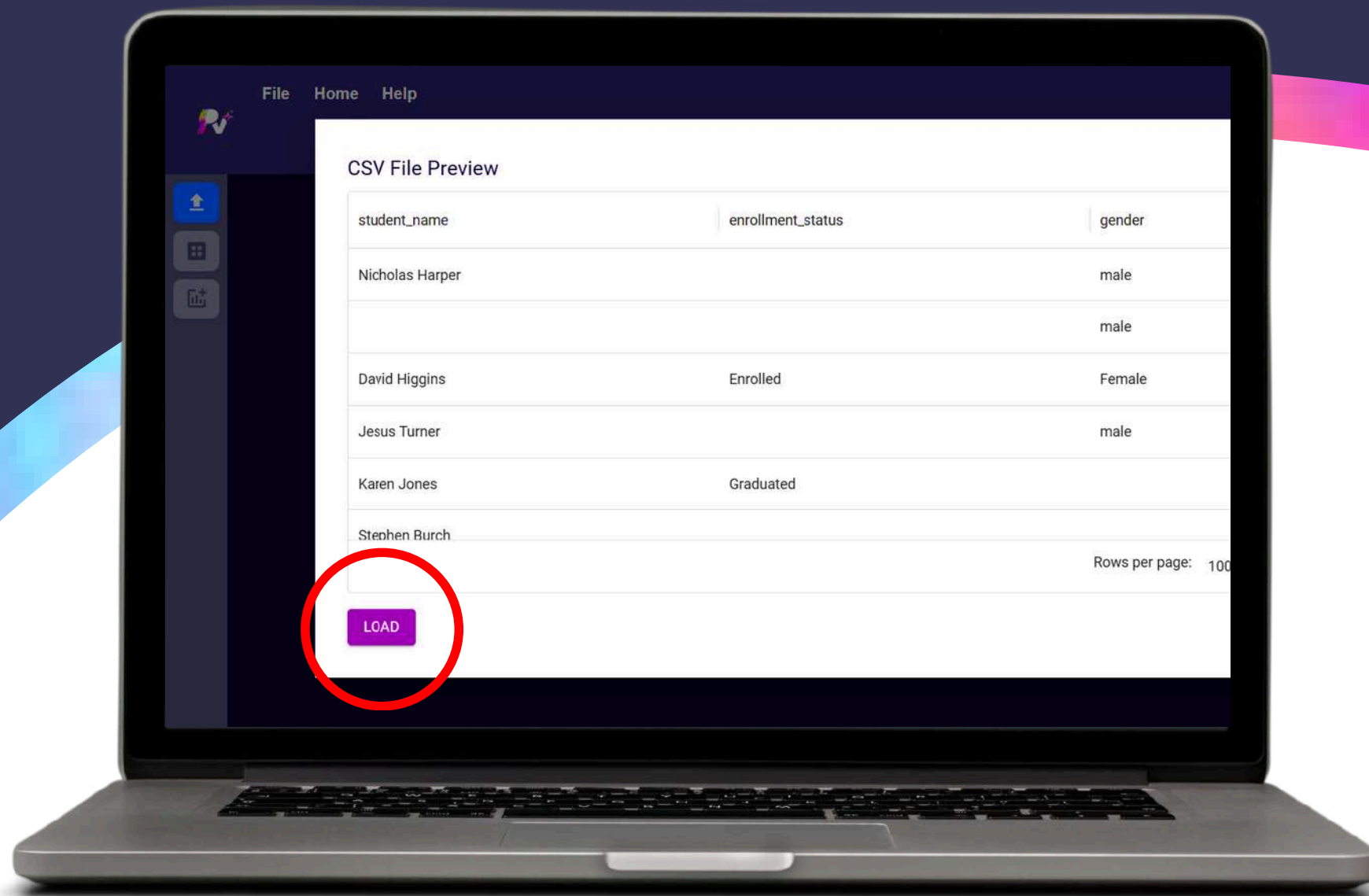1. Click 'Get Started' to start using PrismViz.

User Manual

2. Upload/Import a CSV File in the initial Upload File Screen through the 'Upload a CSV File' box.
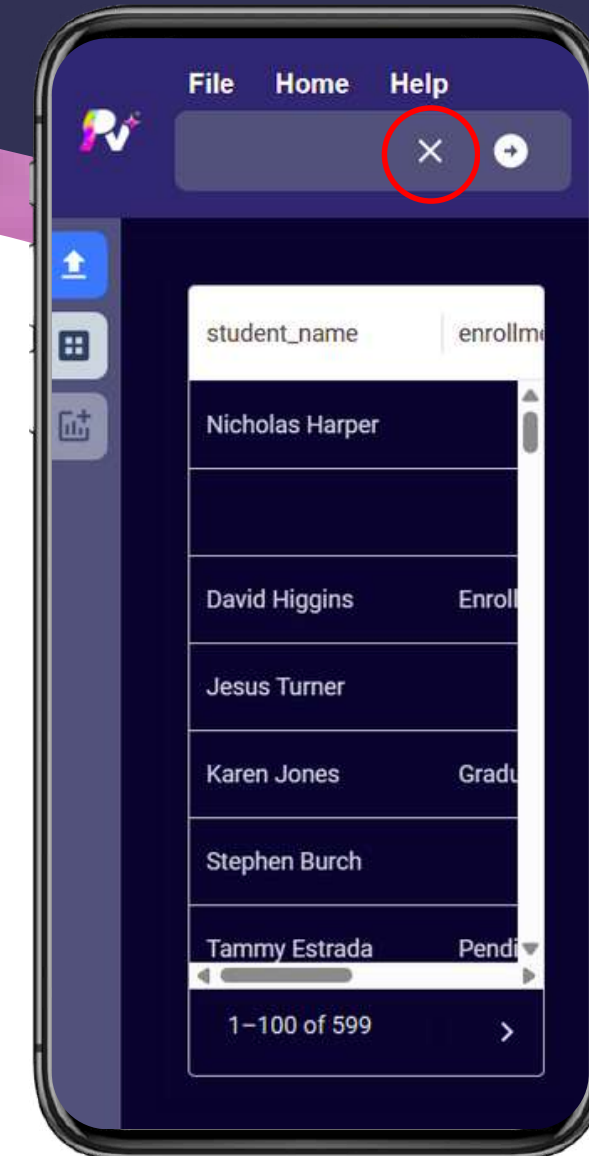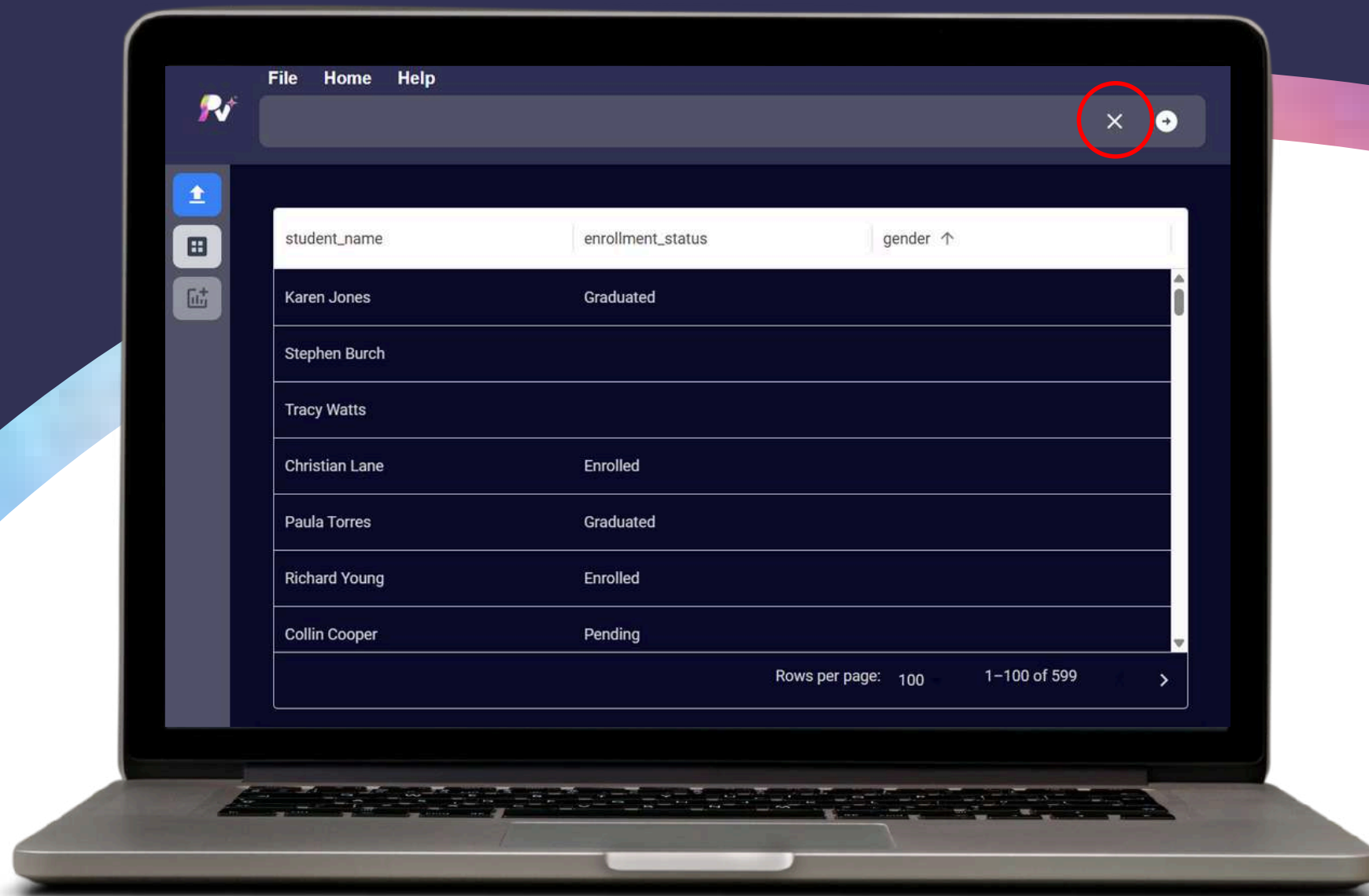
User Manual

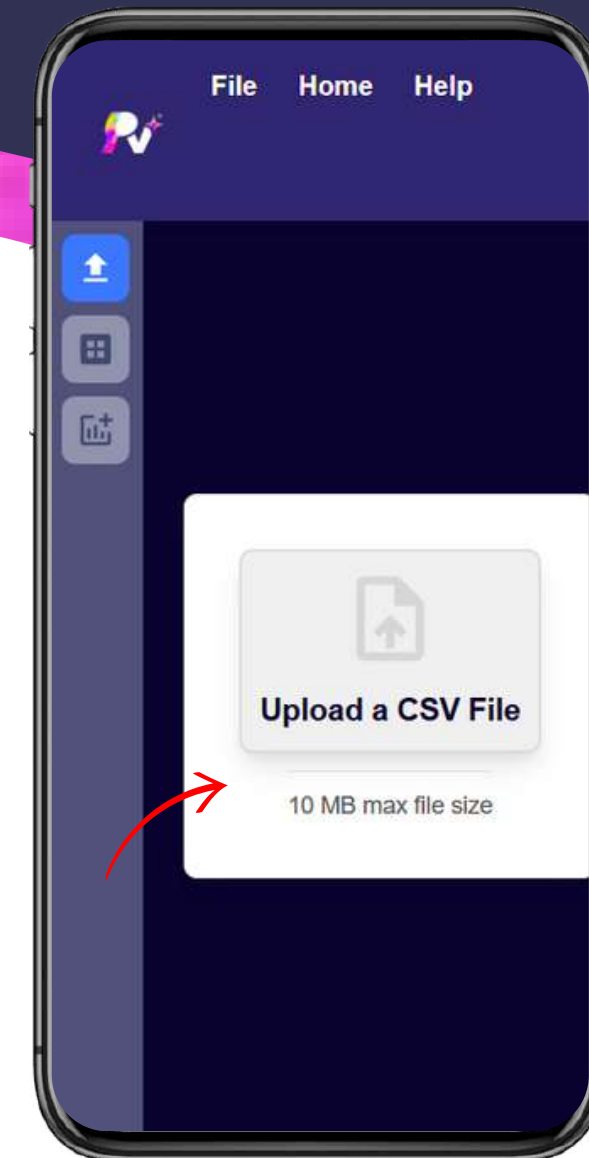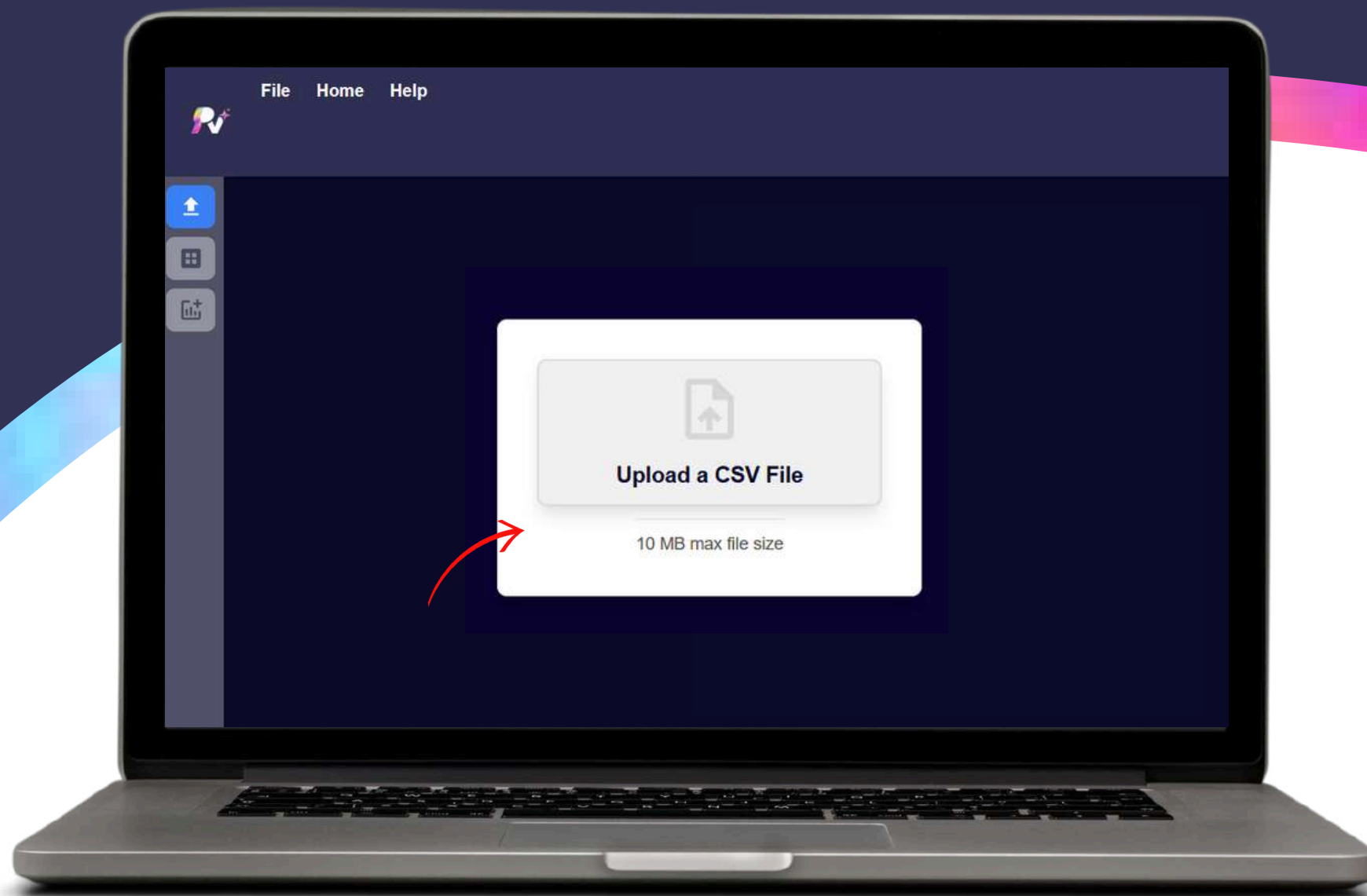3. Click the 'LOAD' button at the bottom left of the CSV File Preview.

User Manual

4. Click the 'X' button at the top right of the interface to clear the CSV file.
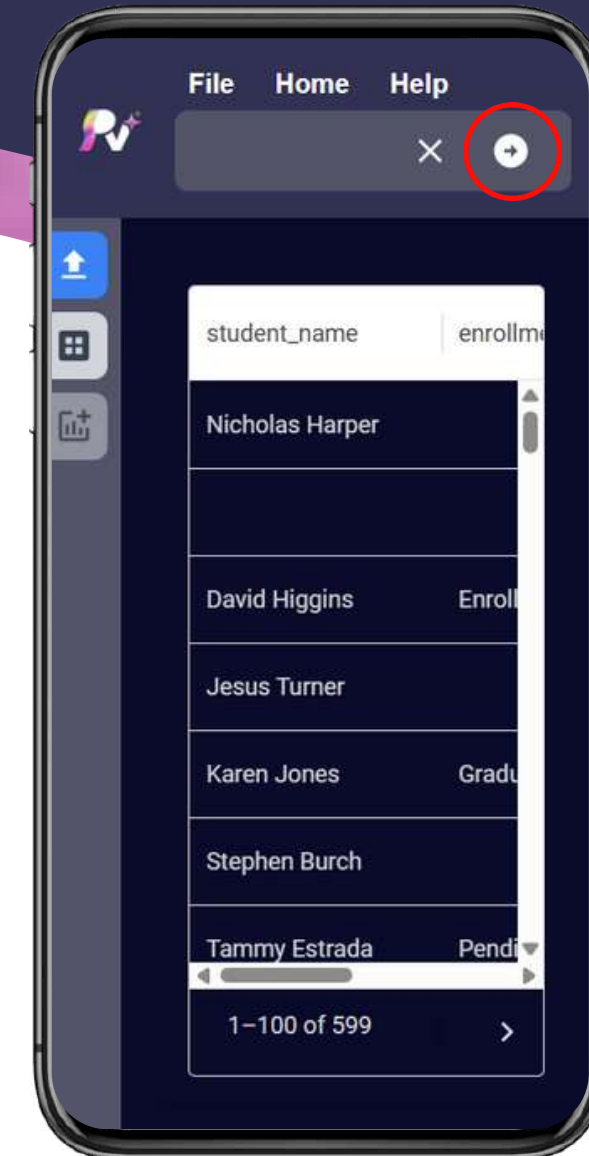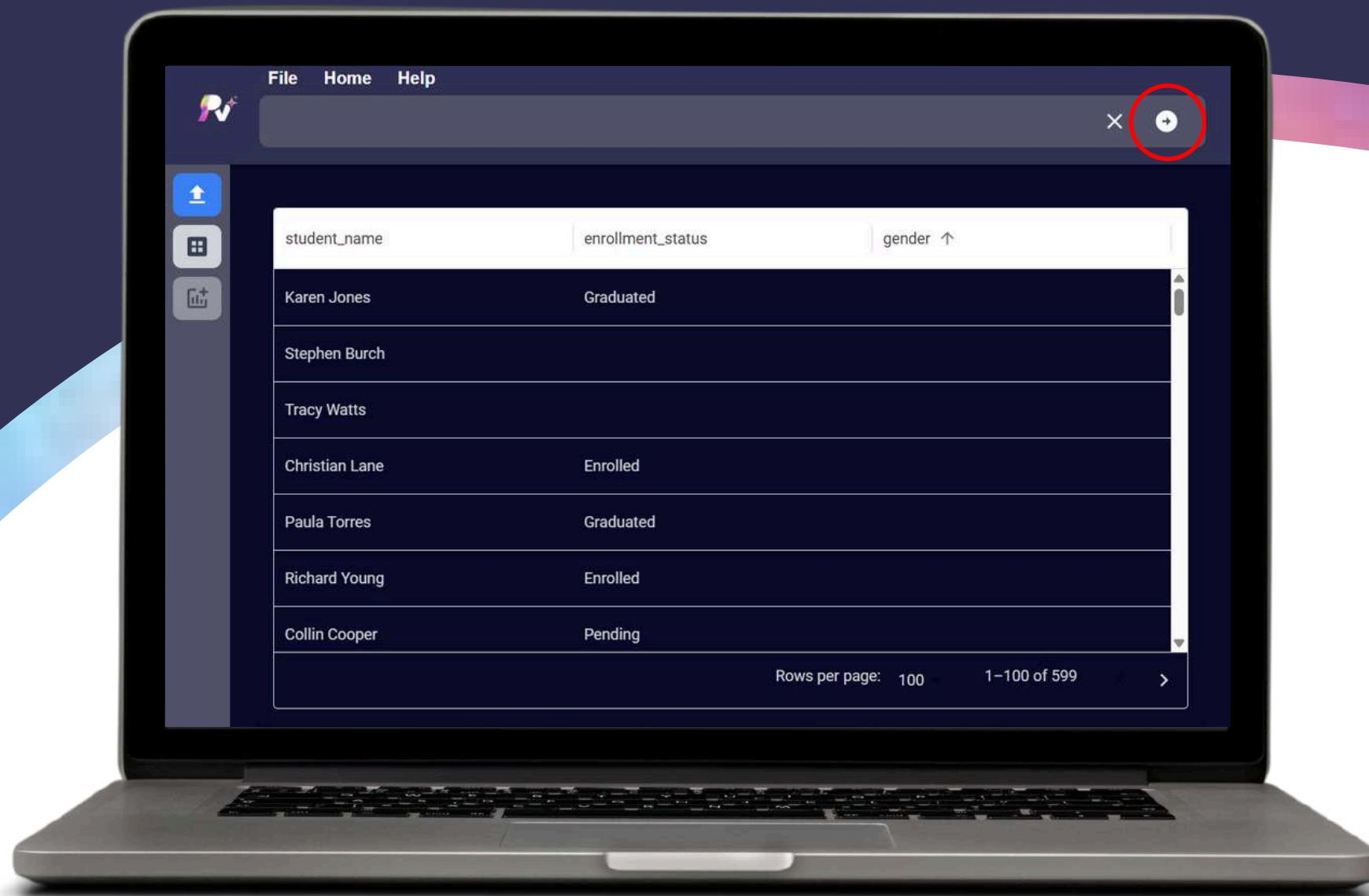
User Manual

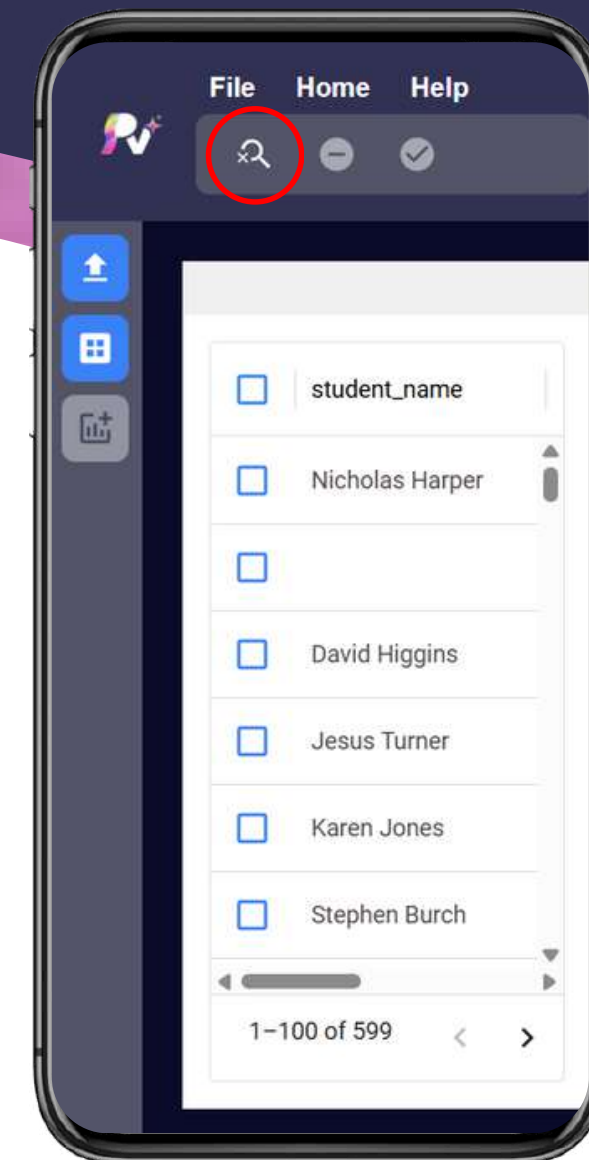4.1 Direct to the Upload File Screen. Go back to Step 2.

User Manual

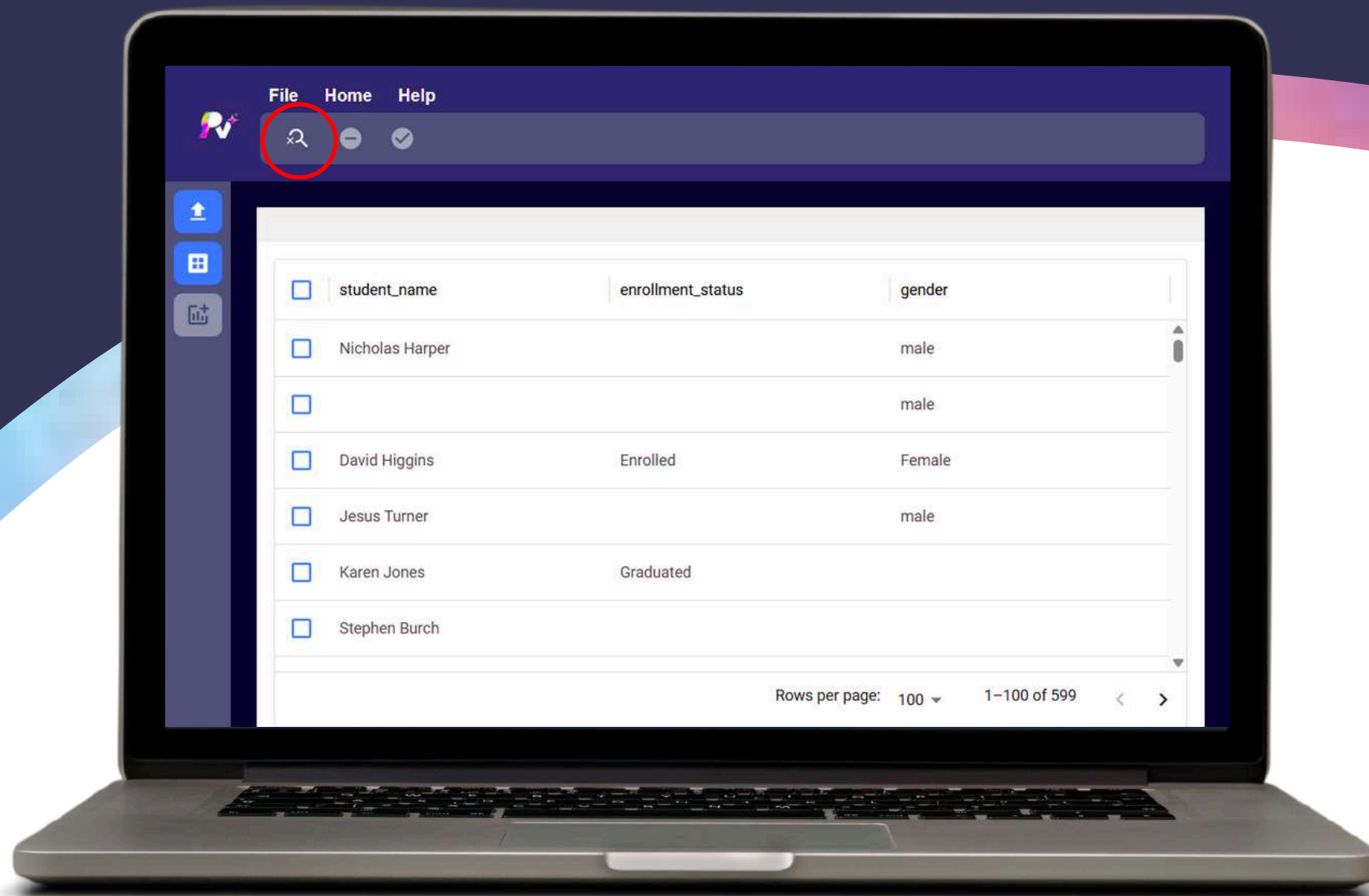5. Click the '->' button at the top right of the interface or the table button/middle button of the side navigation bar to Proceed to Data Cleaning.
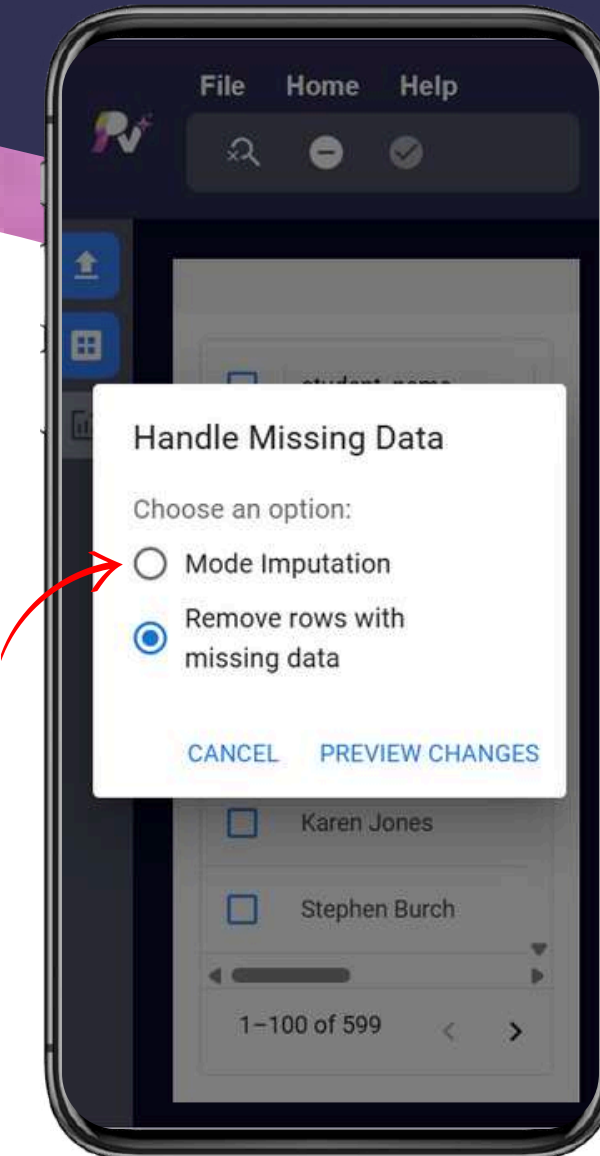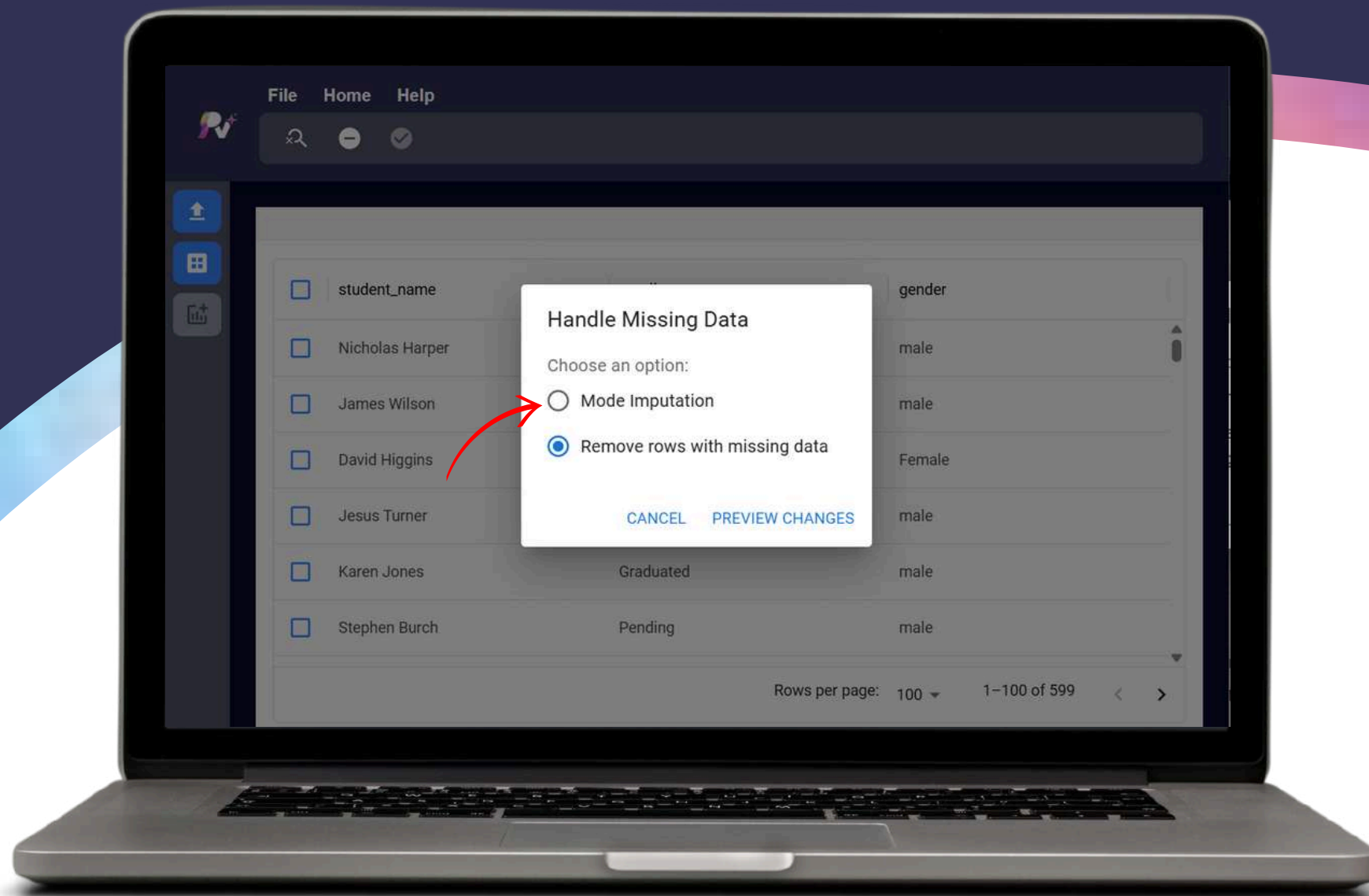
User Manual

6. Click the left-most button at the top-left menu of the Data Cleaning Step Page Fill or flag missing values.
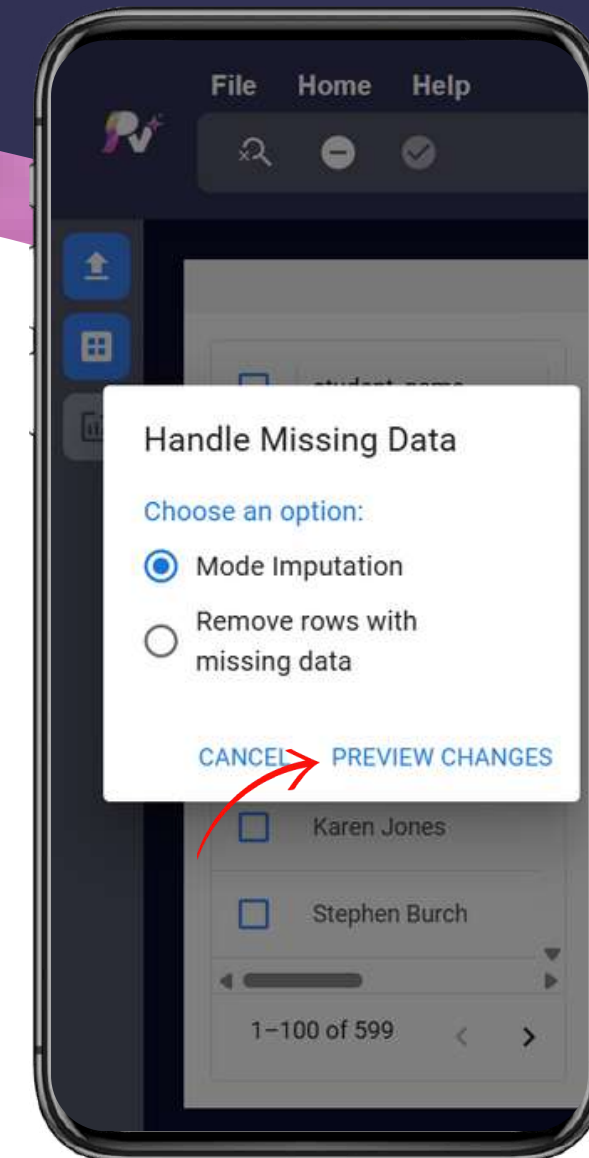
User Manual

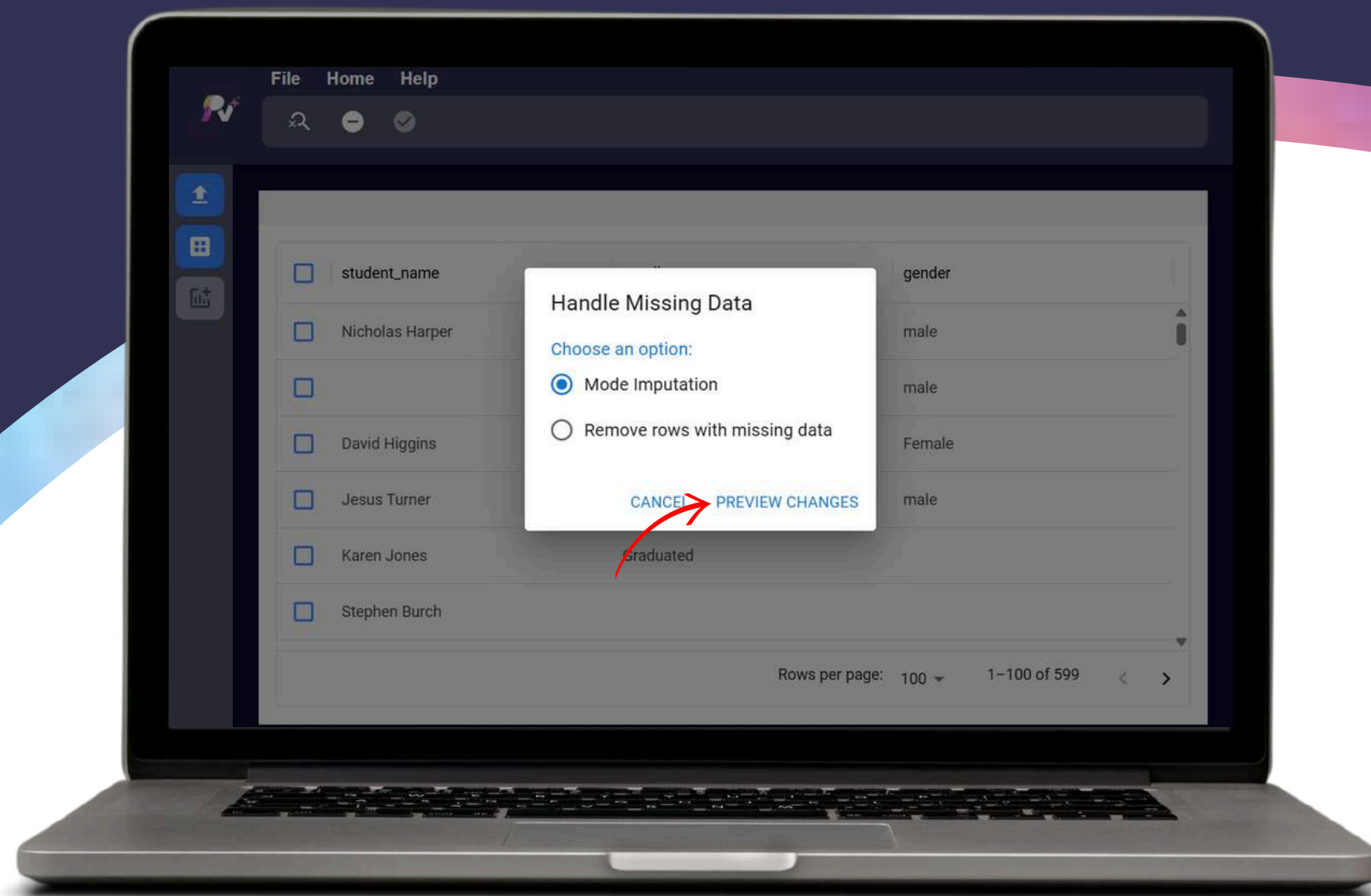6.1 Choose an option: 'Mode Imputation' to replace missing values with the most frequent value in a column.

User Manual

6.1.1 Click the 'PREVIEW CHANGES' to see the changes made to the dataset.

User Manual

6.1.2 Click the 'CANCEL' button to cancel the removal of rows' removal and go back to the Choose an option part.

User Manual

6.1.3 Click the 'APPLY CHANGES' button to proceed with the Mode Imputation

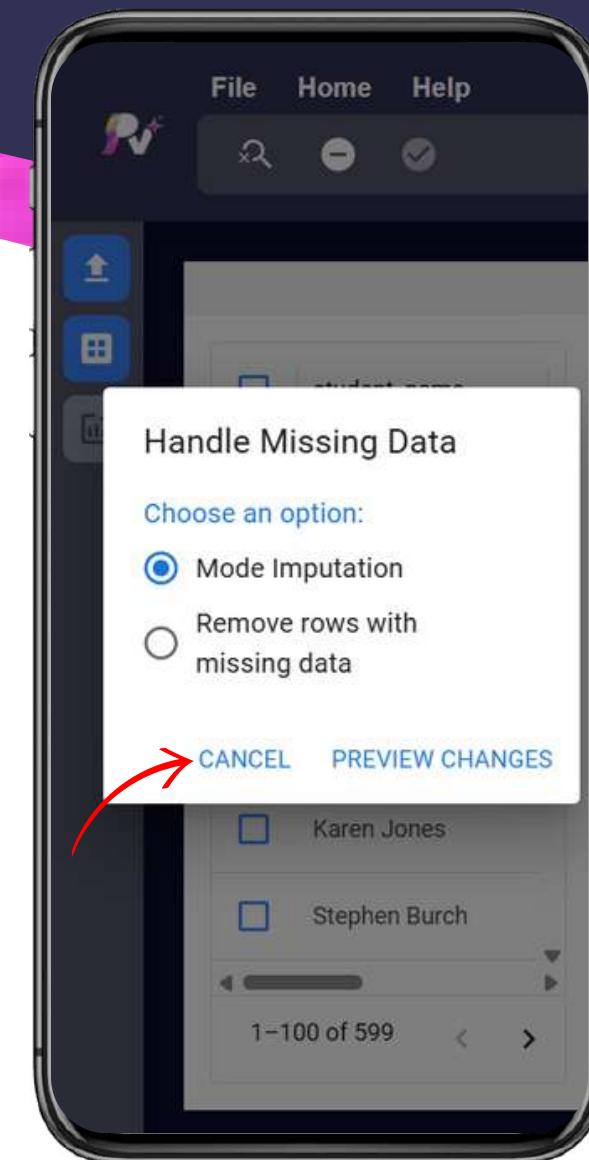# User Manual

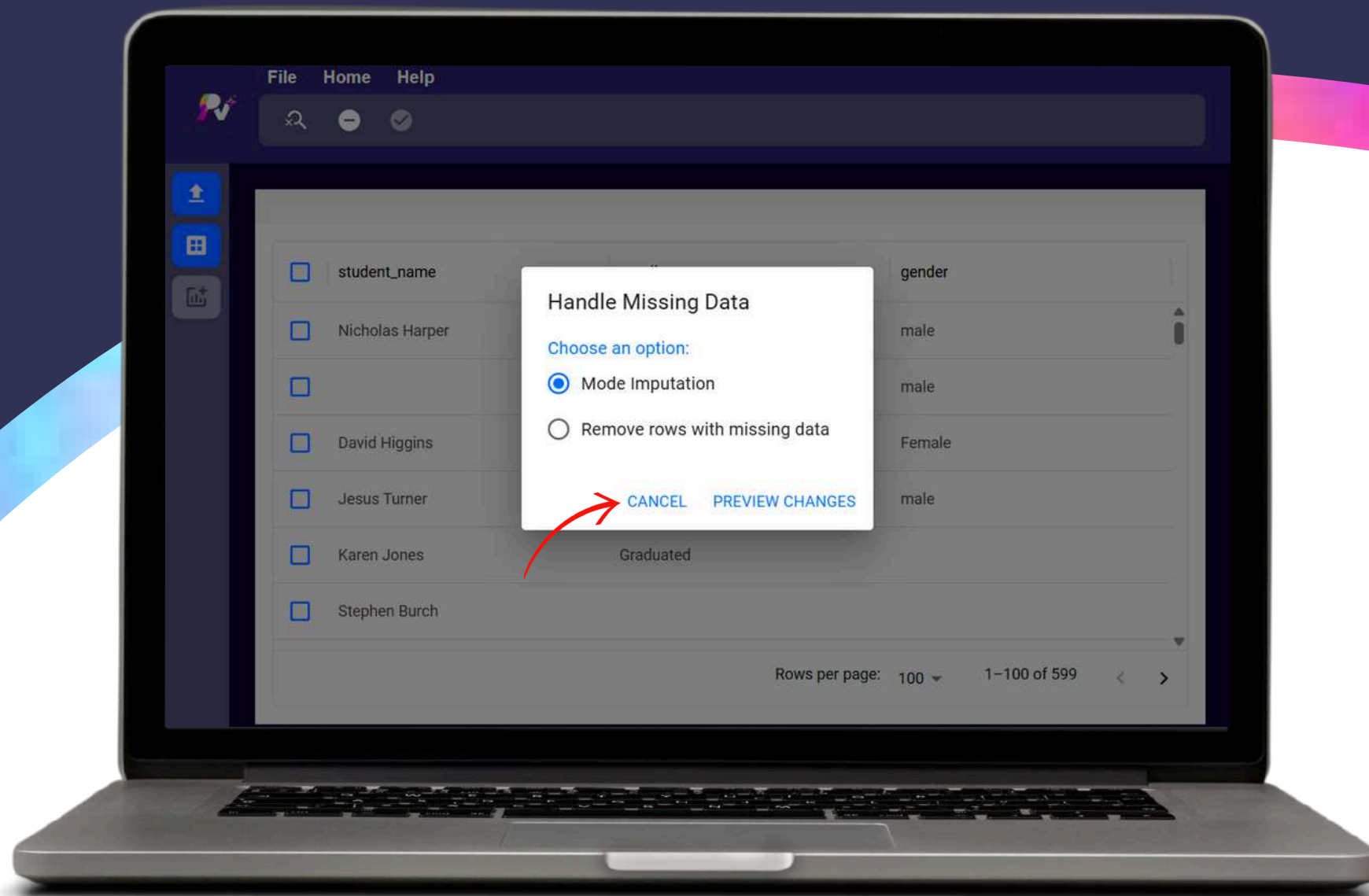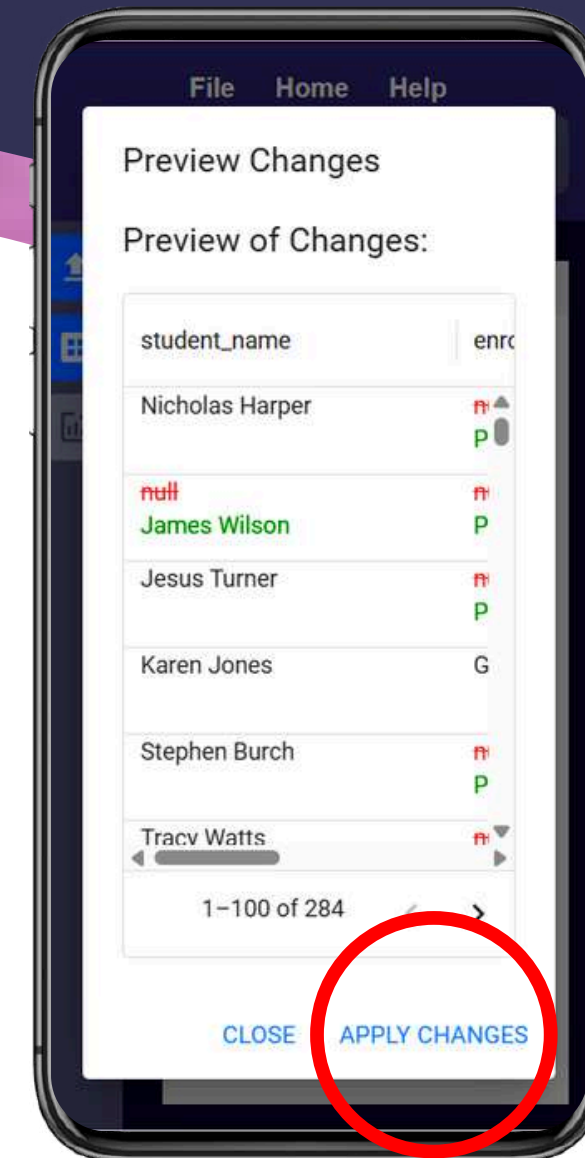6.2 Choose an option: 'Remove rows with missing data'.

User Manual

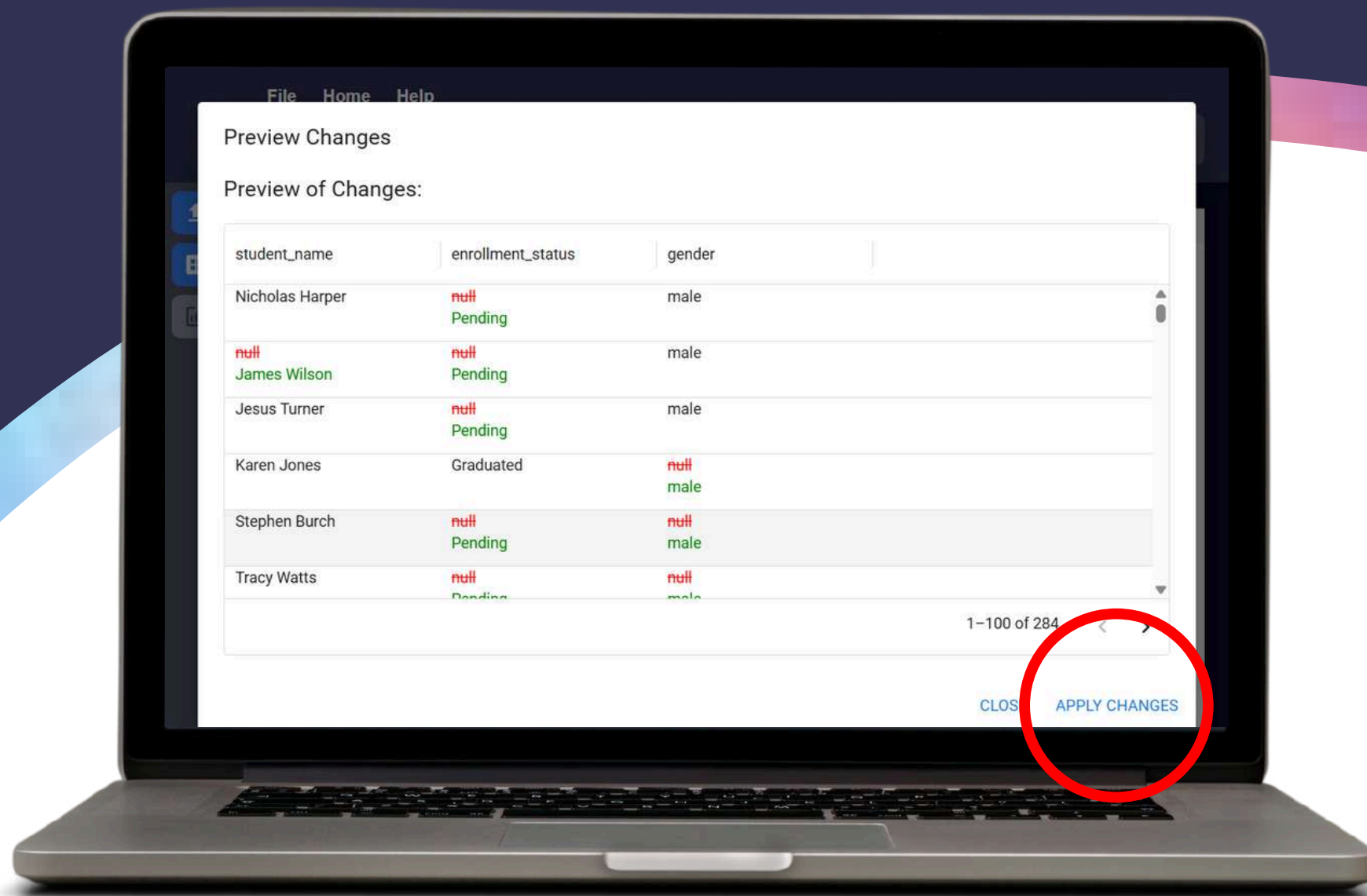6.2.1 Click the 'PREVIEW CHANGES' to see the changes made to the dataset.

User Manual

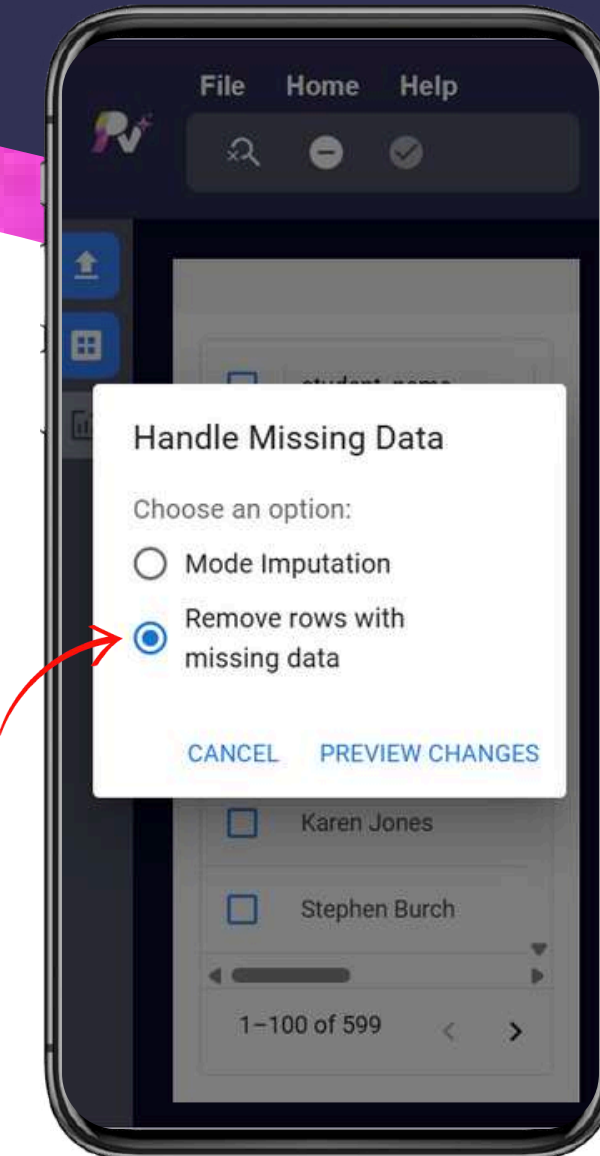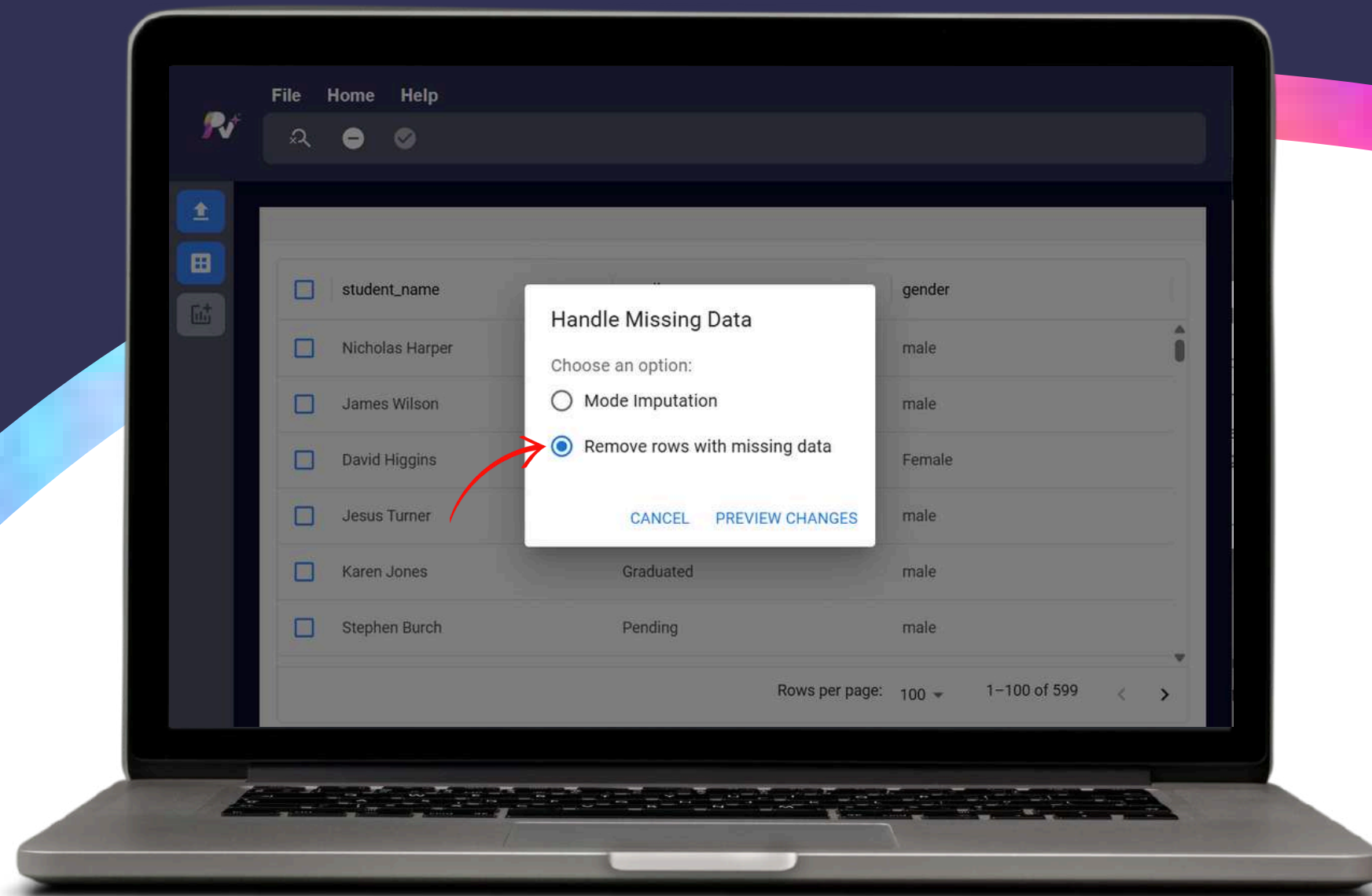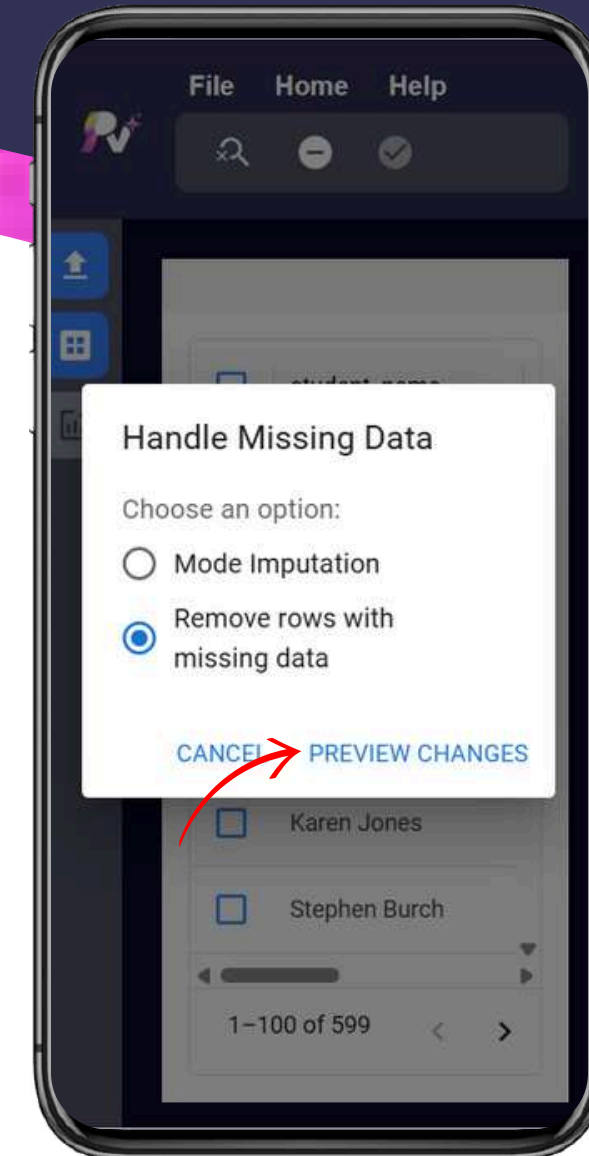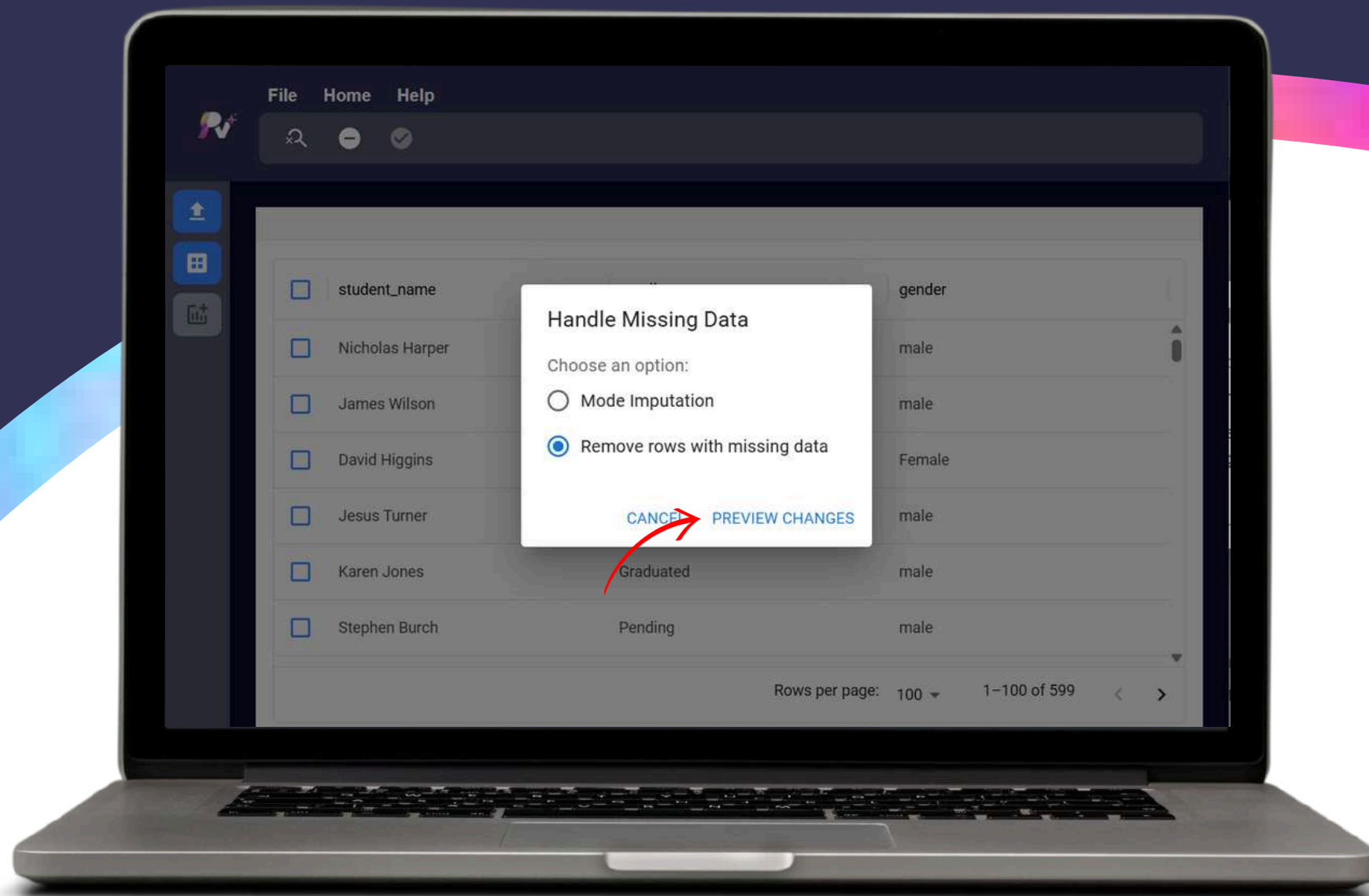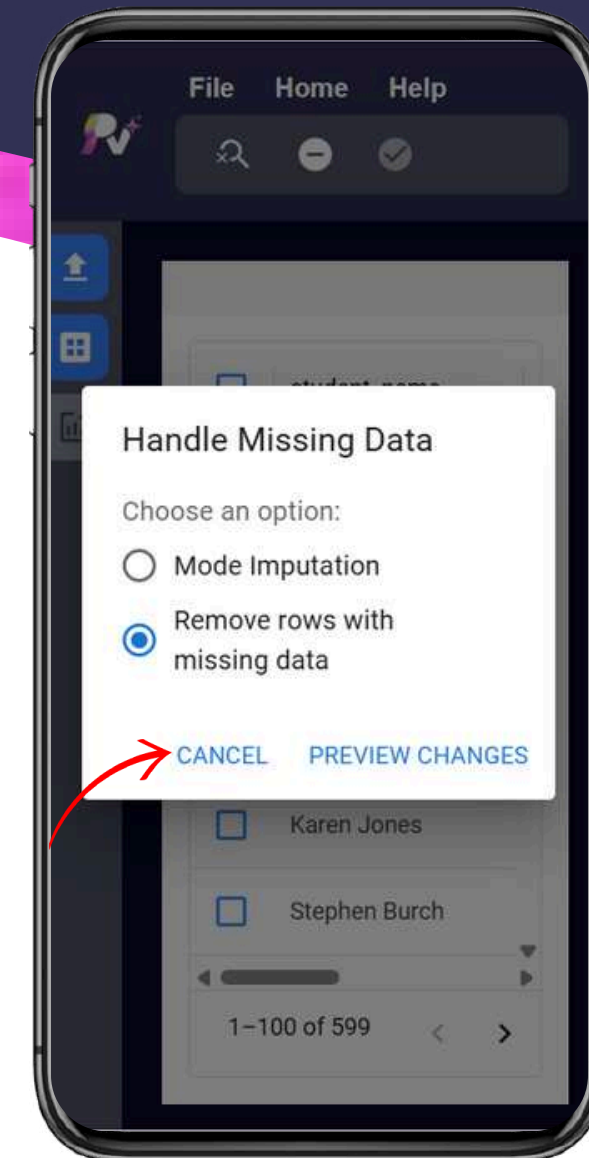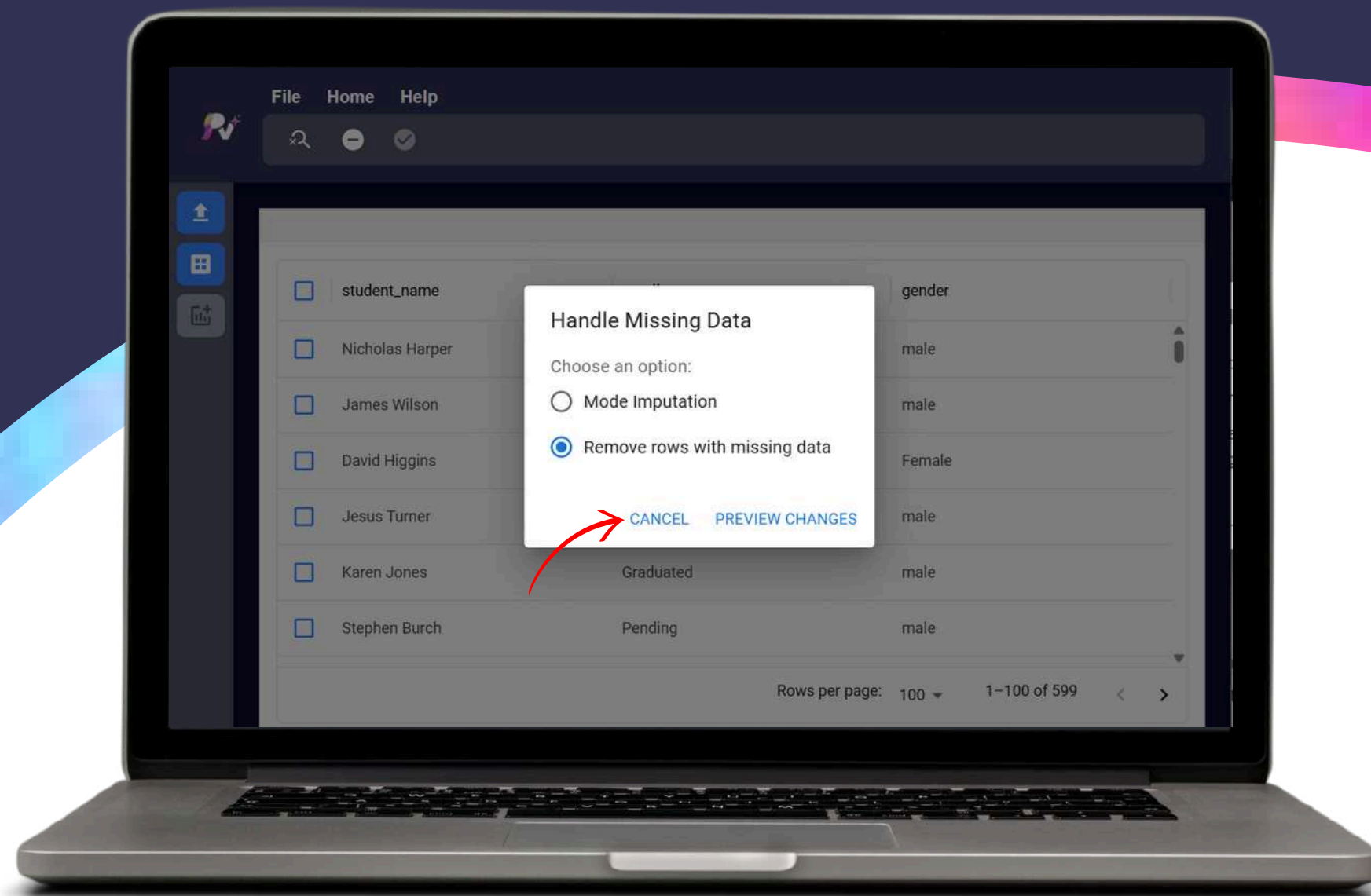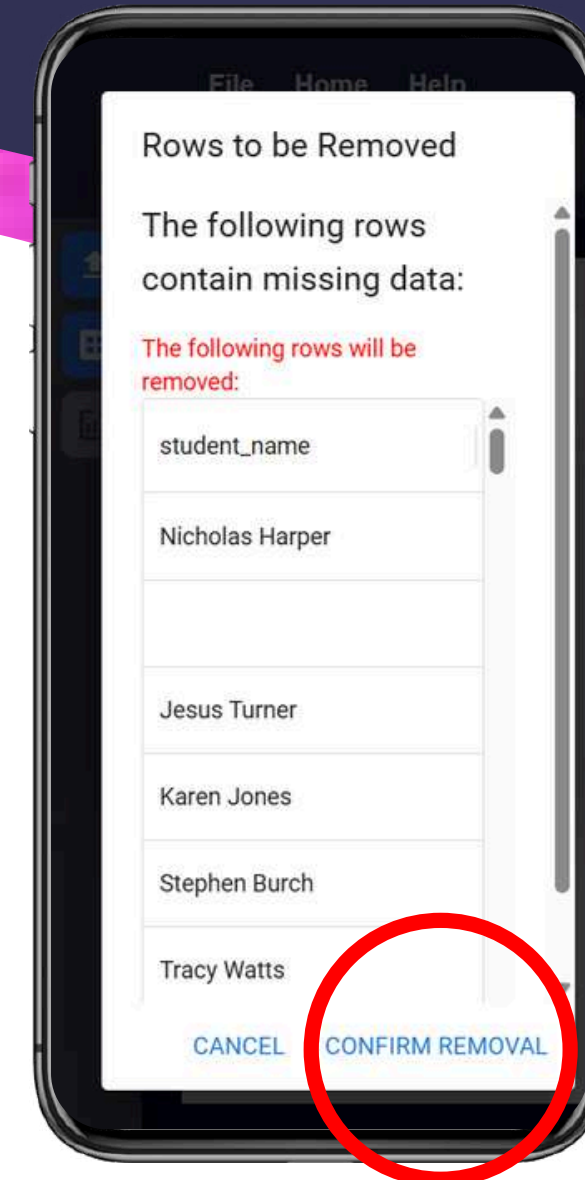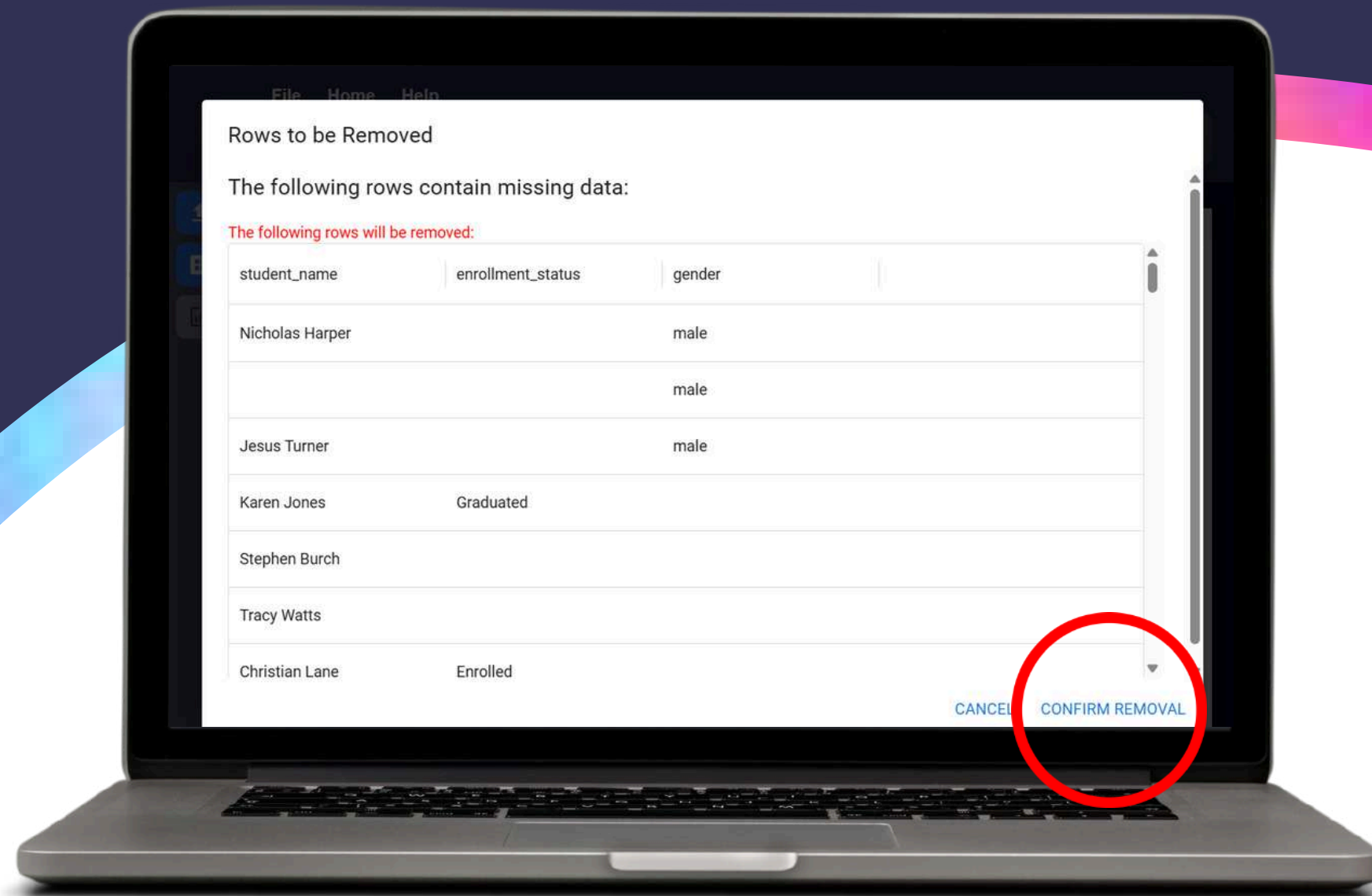6.2.2 Click the 'CANCEL' button to cancel the removal of rows and go back to the Choose an option part.
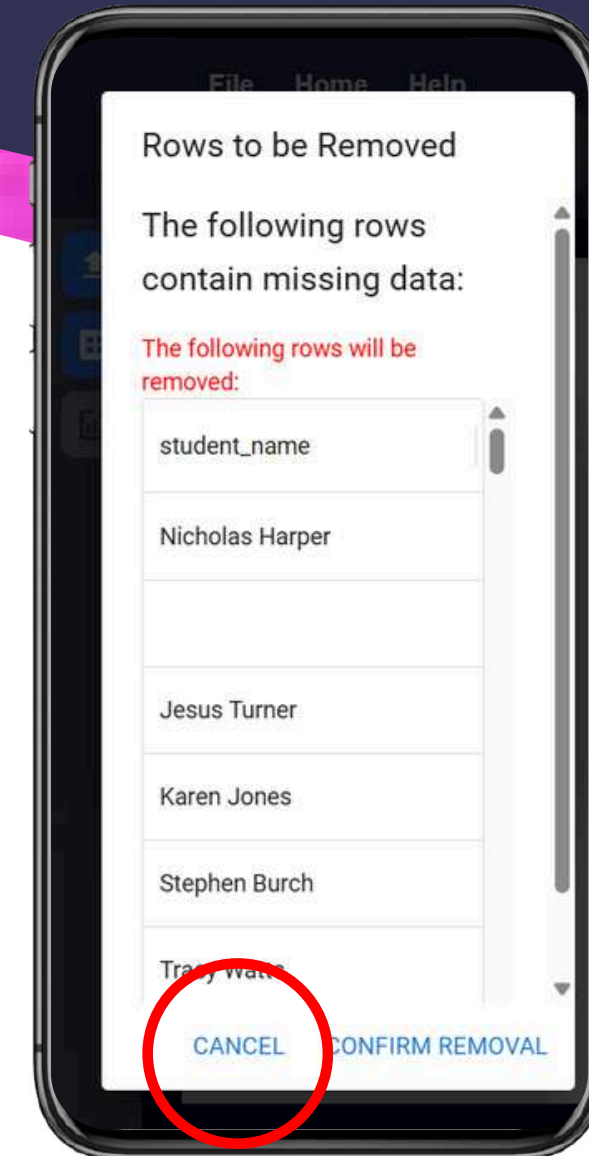
User Manual

6.2.3 Click the 'CONFIRM REMOVAL' button to proceed with the removal of rows.

File   Home   Help

Rows to be Removed

The following rows contain missing data:

The following rows will be removed:

student_name	enrollment_status	gender	
Nicholas Harper		male	
		male	
Jesus Turner		male	
Karen Jones	Graduated		
Stephen Burch			
Tracy Watts			
Christian Lane	Enrolled		

CANCEL   CONFIRM REMOVAL

File   Home   Help

Rows to be Removed

The following rows contain missing data:

The following rows will be removed:

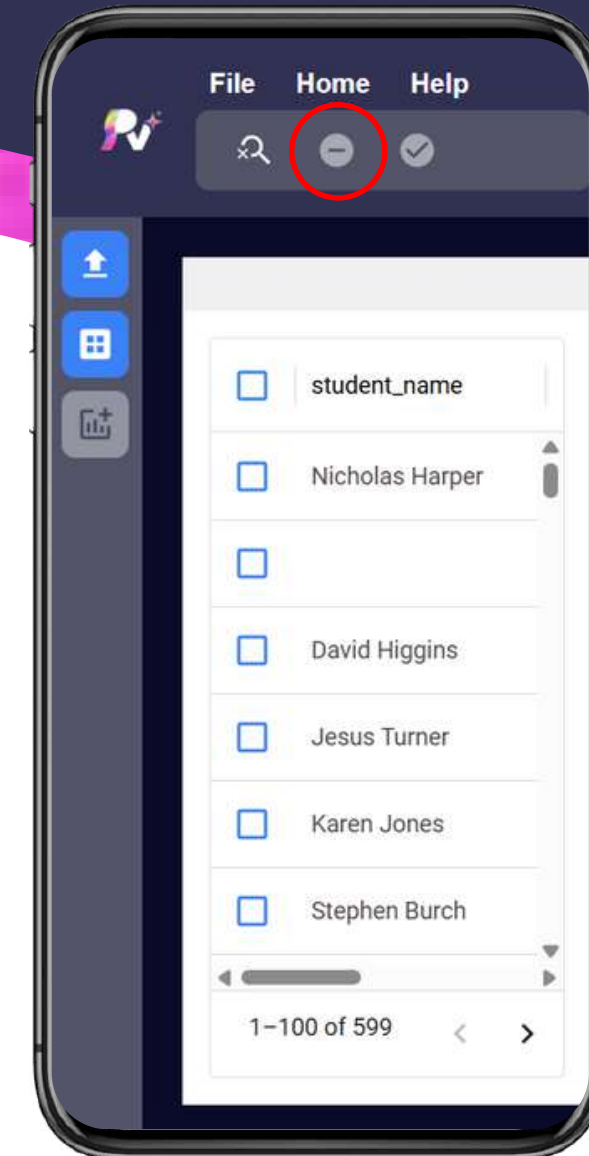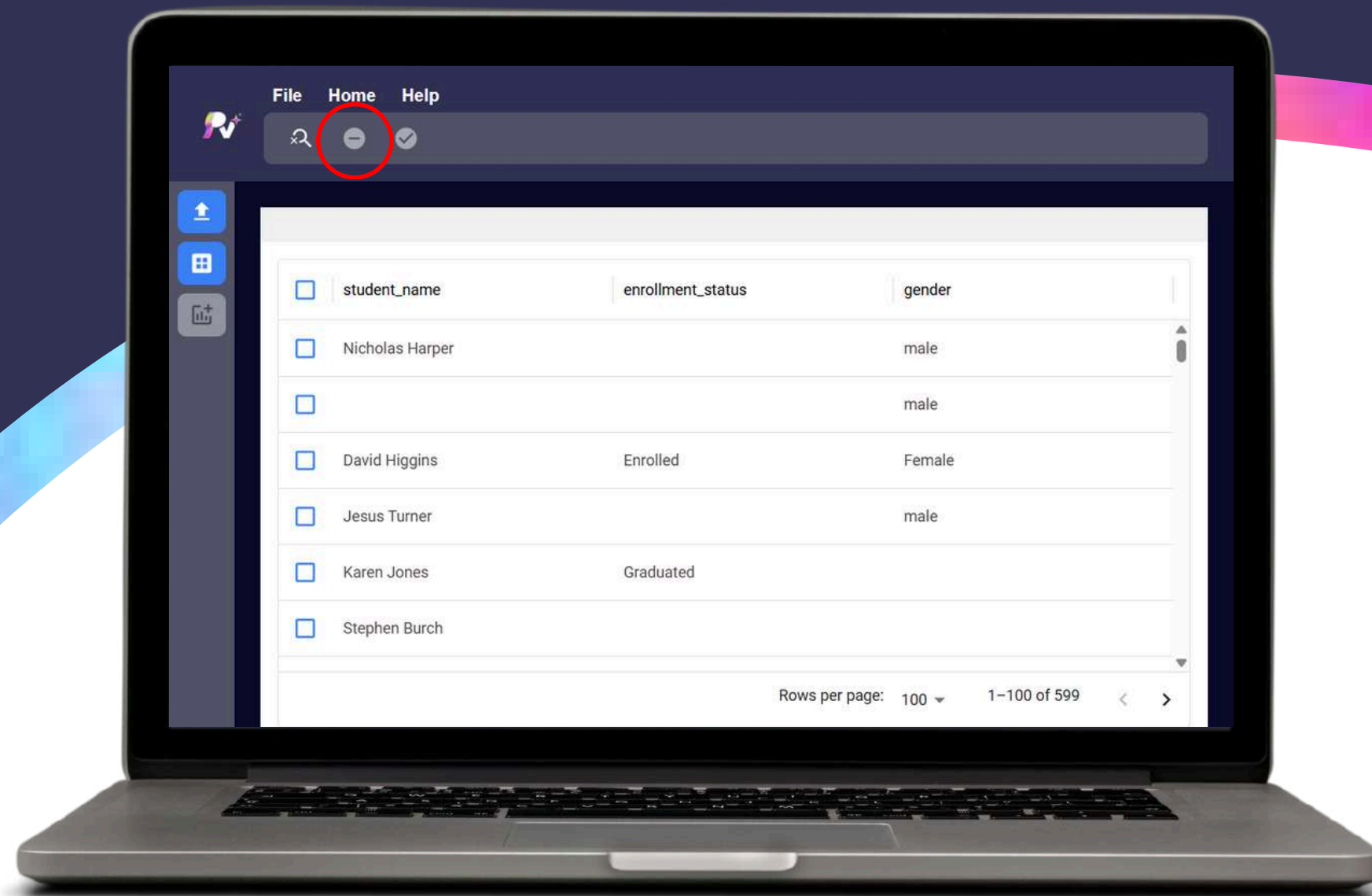| student_name |
|---|
| Nicholas Harper |
| |
| Jesus Turner |
| Karen Jones |
| Stephen Burch |
| Tracy Watts |

CANCEL   CONFIRM REMOVAL

User Manual

6.3 Click the 'CANCEL' button to not proceed with the handling of missing data
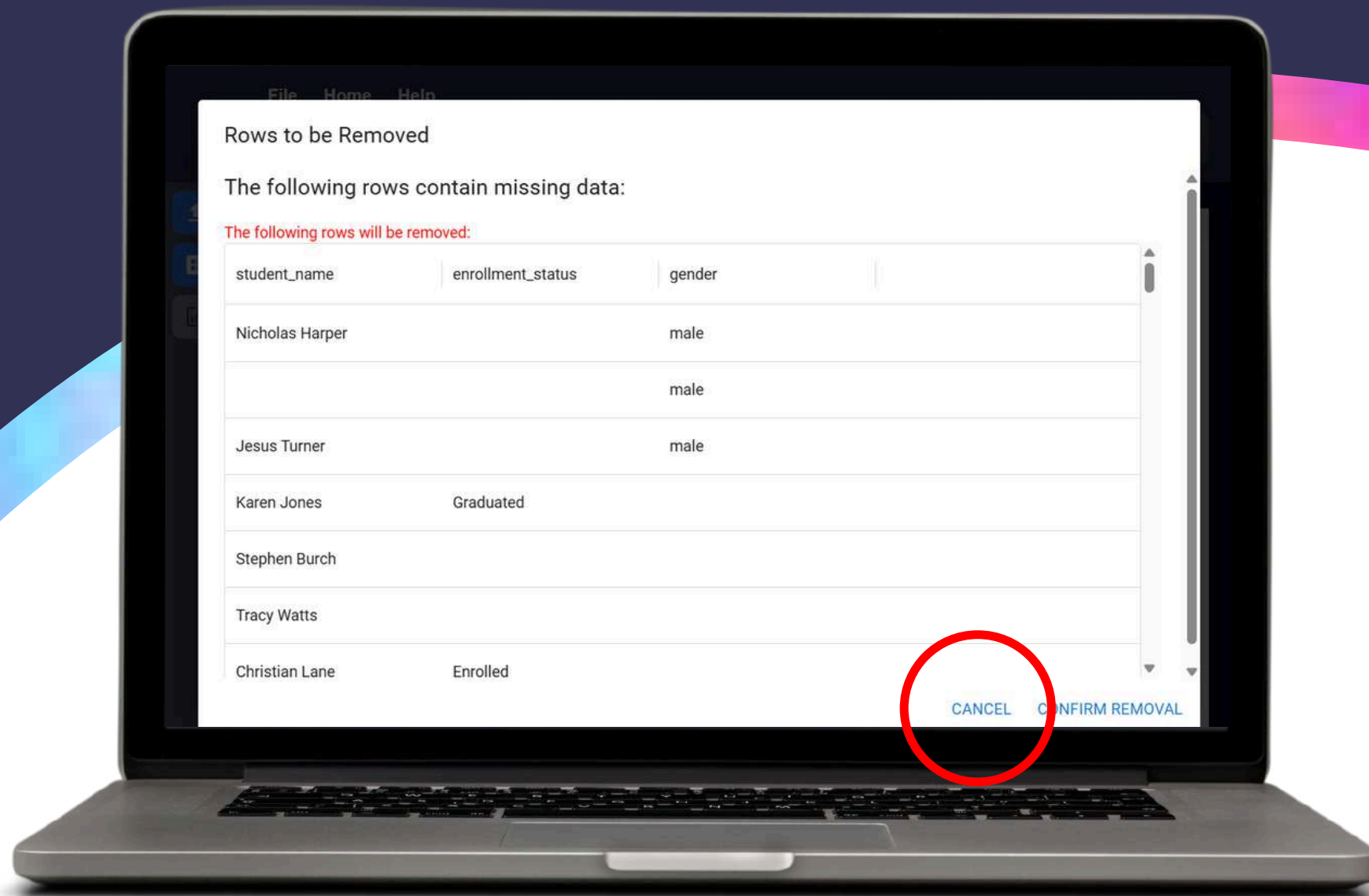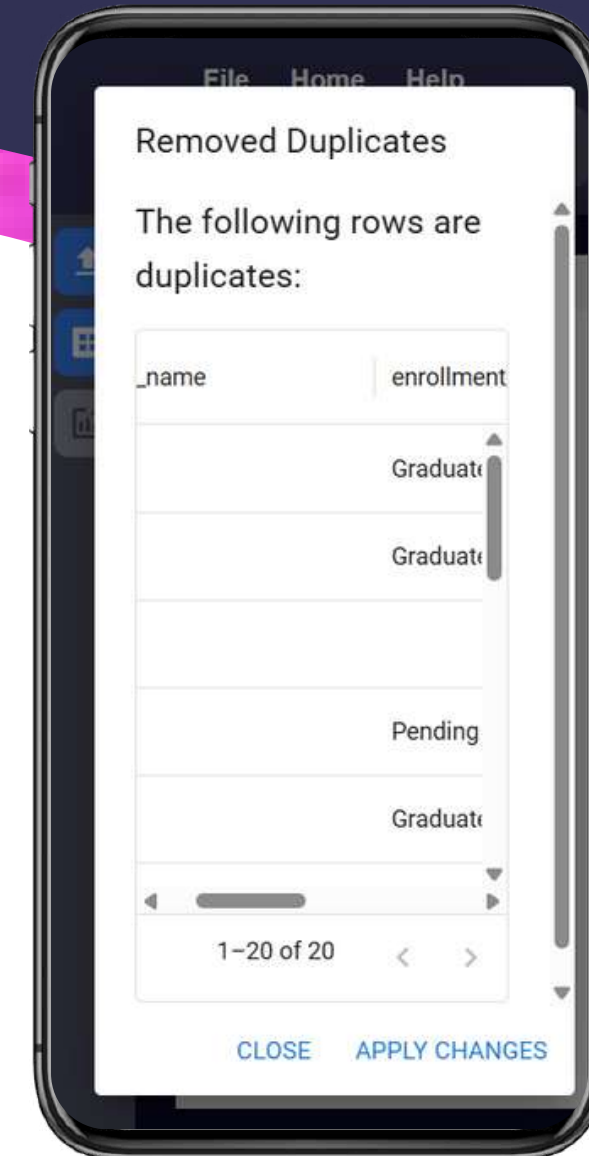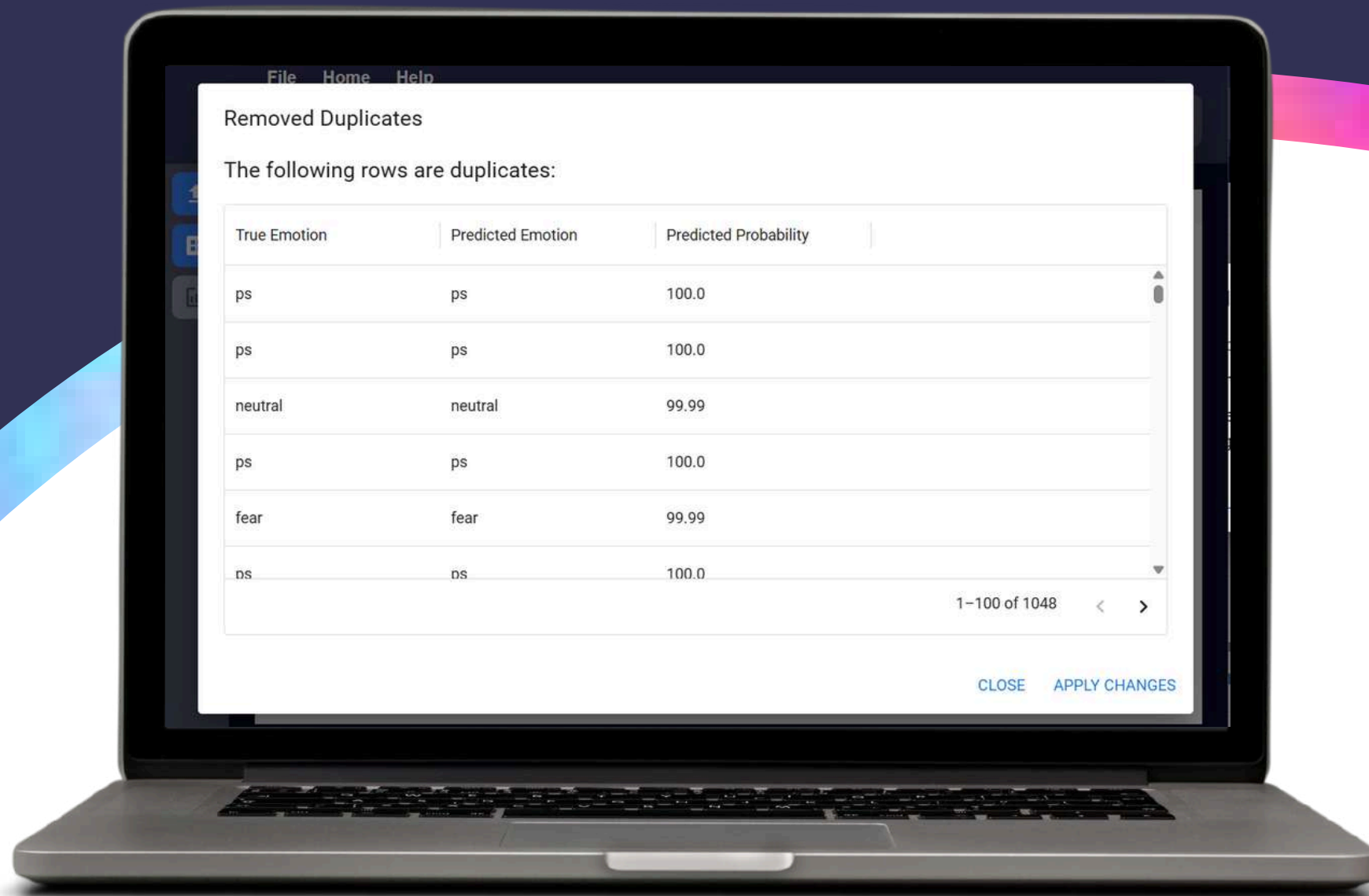
User Manual

7. Click the middle button at the top-left menu of the Data Cleaning Step Page to detect and remove duplicate entries.
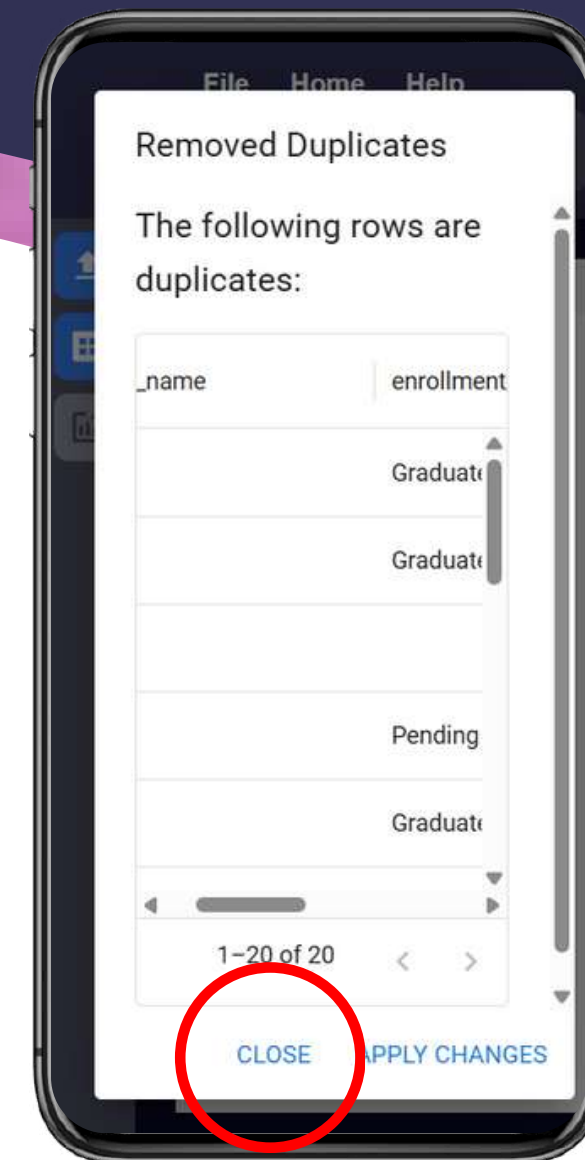
User Manual
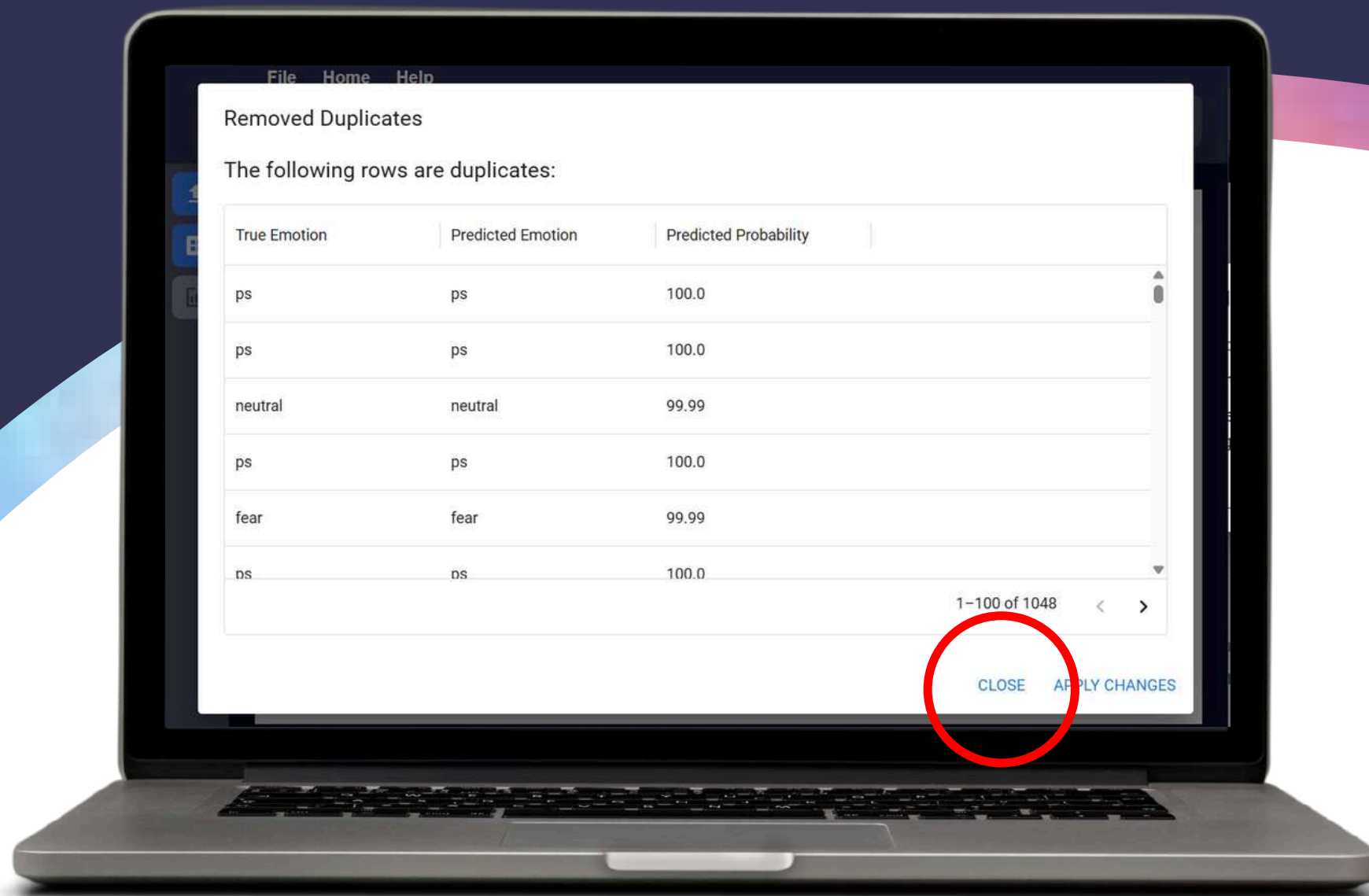
7.1 View the duplicated rows.

Removed Duplicates

The following rows are duplicates:

True Emotion	Predicted Emotion	Predicted Probability
ps	ps	100.0
ps	ps	100.0
neutral	neutral	99.99
ps	ps	100.0
fear	fear	99.99
ps	ps	100.0

1–100 of 1048

CLOSE   APPLY CHANGES

Removed Duplicates

The following rows are duplicates:

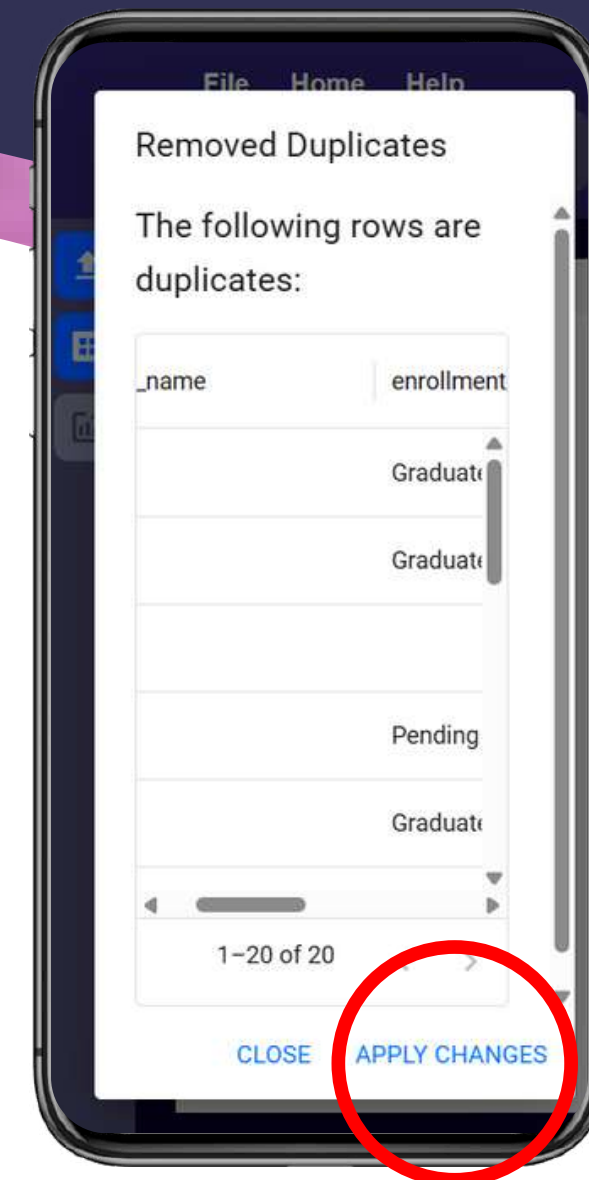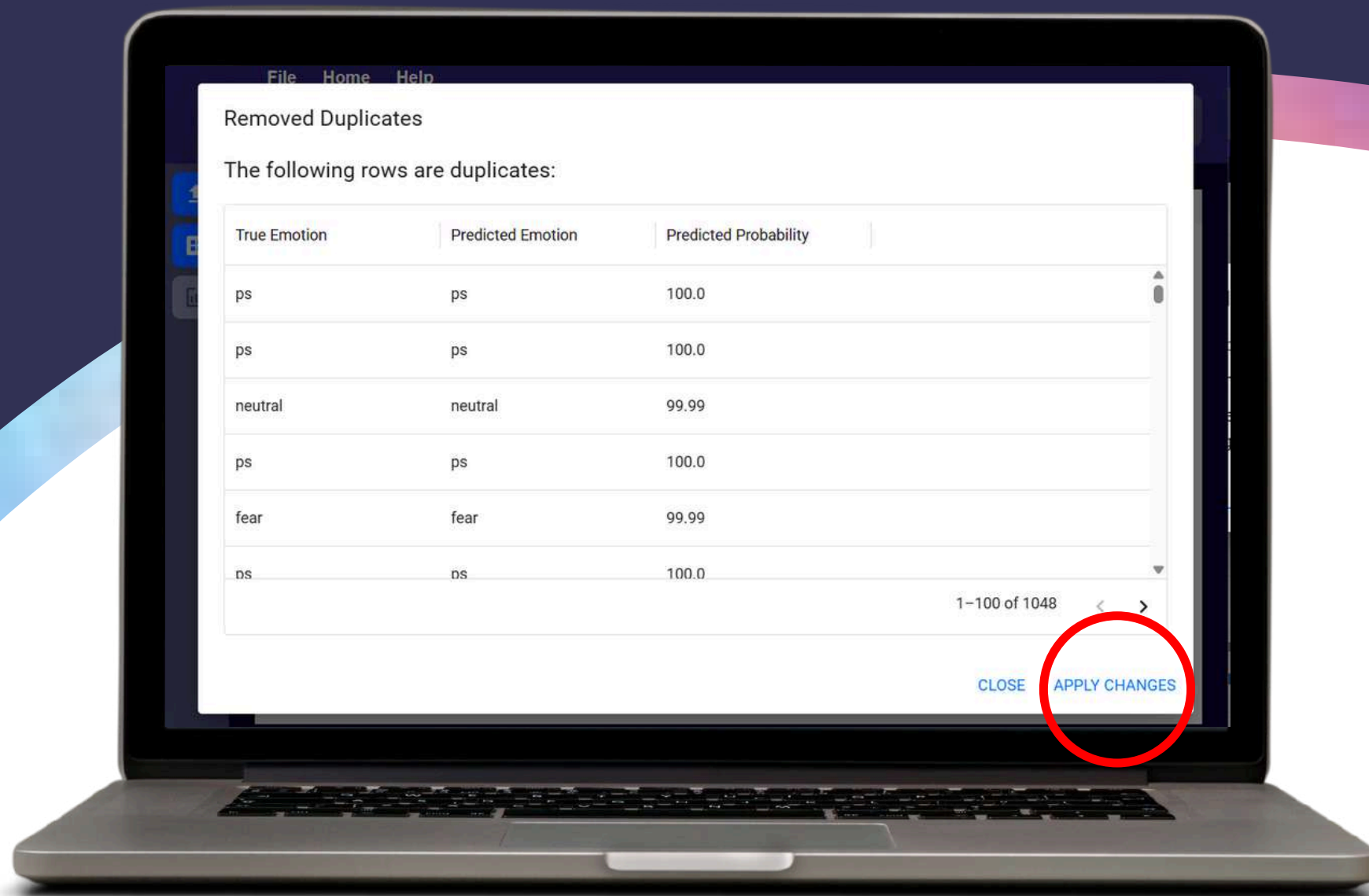| _name	enrollment
	Graduate
	Graduate
	Pending
	Graduate

1–20 of 20

CLOSE   APPLY CHANGES

User Manual

7.2 Click the 'CLOSE' button to not proceed with the removal of duplicates and go back to the Data Cleaning Step Page.

User Manual

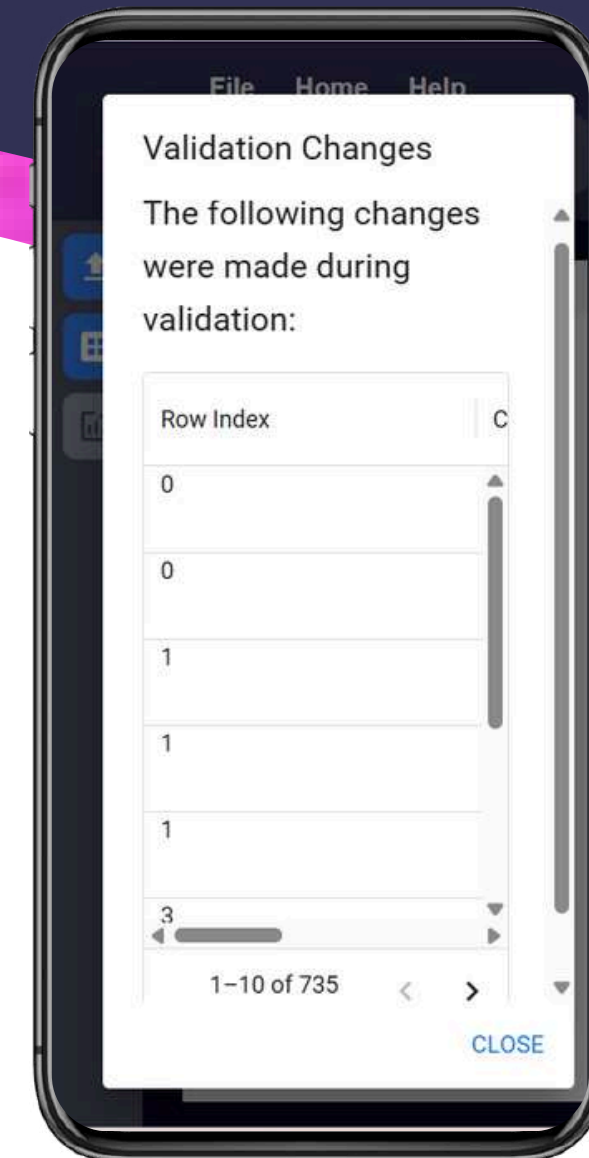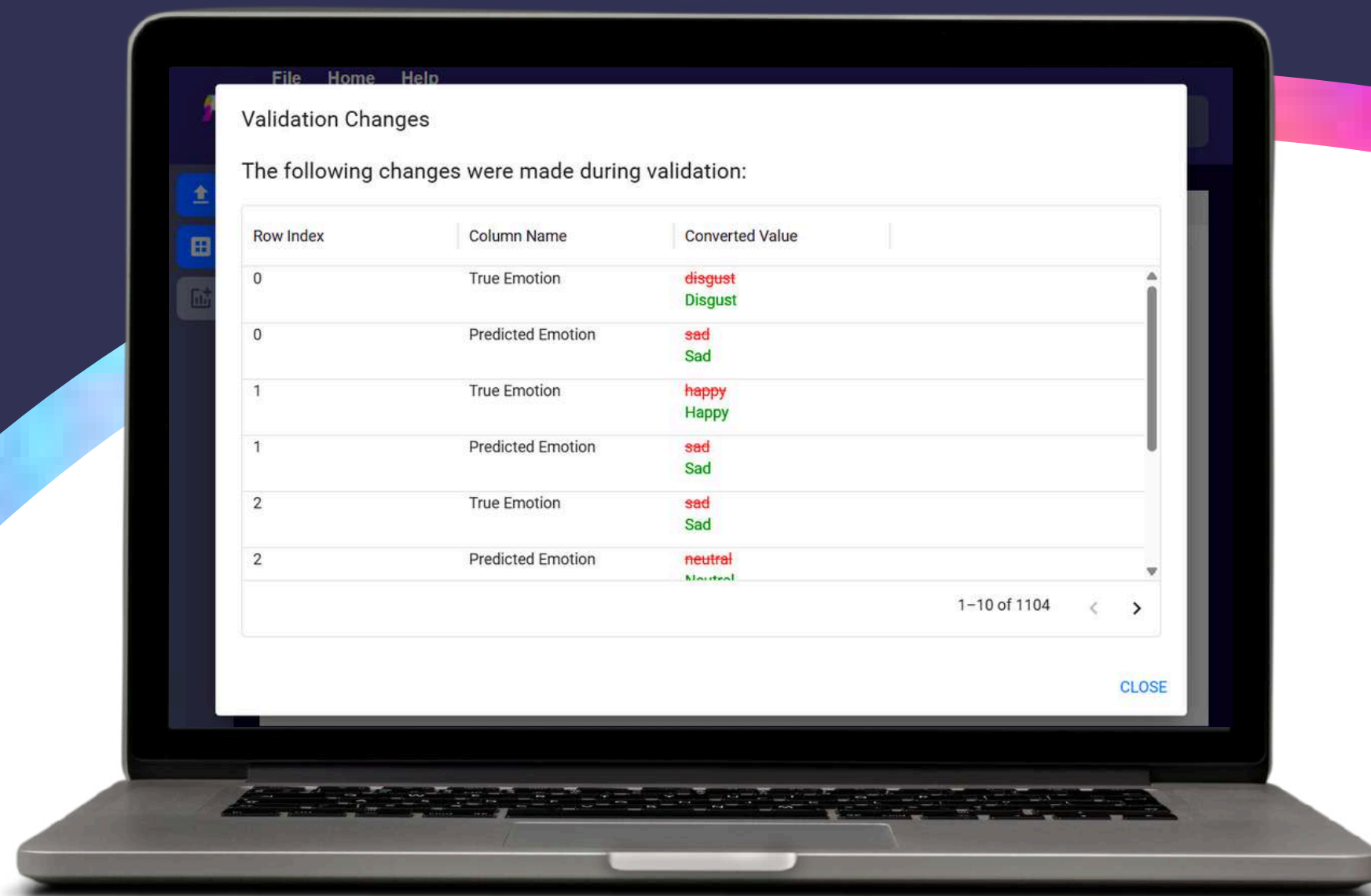7.3 Click the 'APPLY CHANGES' to proceed with the removal of duplicates.

Removed Duplicates

The following rows are duplicates:

True Emotion	Predicted Emotion	Predicted Probability
ps	ps	100.0
ps	ps	100.0
neutral	neutral	99.99
ps	ps	100.0
fear	fear	99.99
ps	ps	100.0

1–100 of 1048

CLOSE   APPLY CHANGES

Removed Duplicates

The following rows are duplicates:

_name	enrollment
	Graduate
	Graduate
	Pending
	Graduate

1–20 of 20

CLOSE   APPLY CHANGES

User Manual

8. Click the right-most button at the top-left menu of the Data Cleaning Step Page to validate the dataset for formatting errors, especially on the columns.emove duplicate entries.
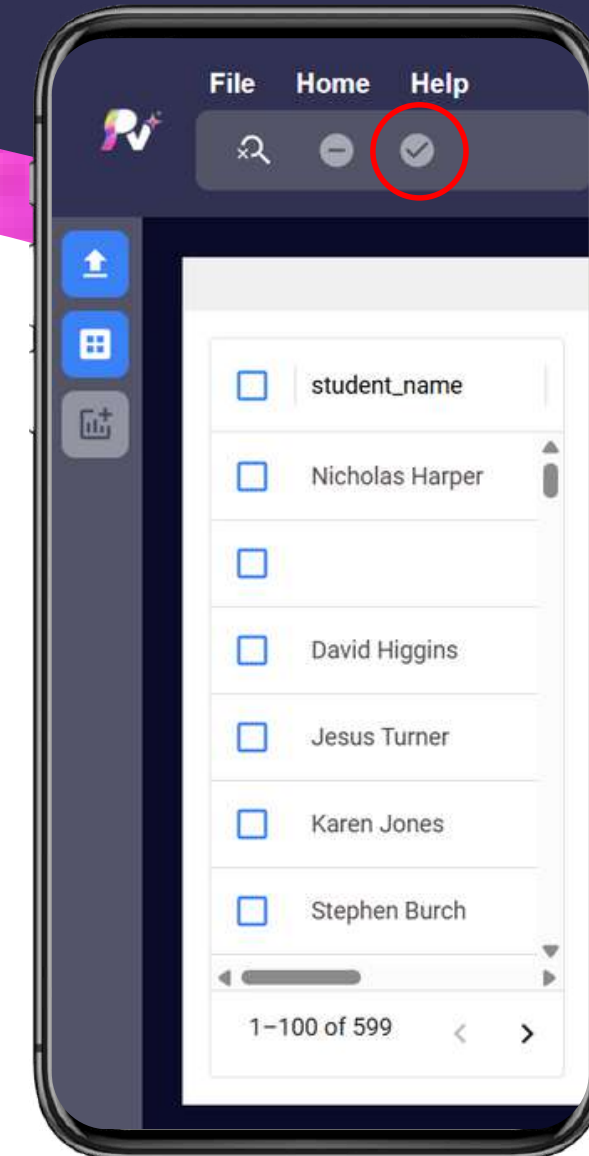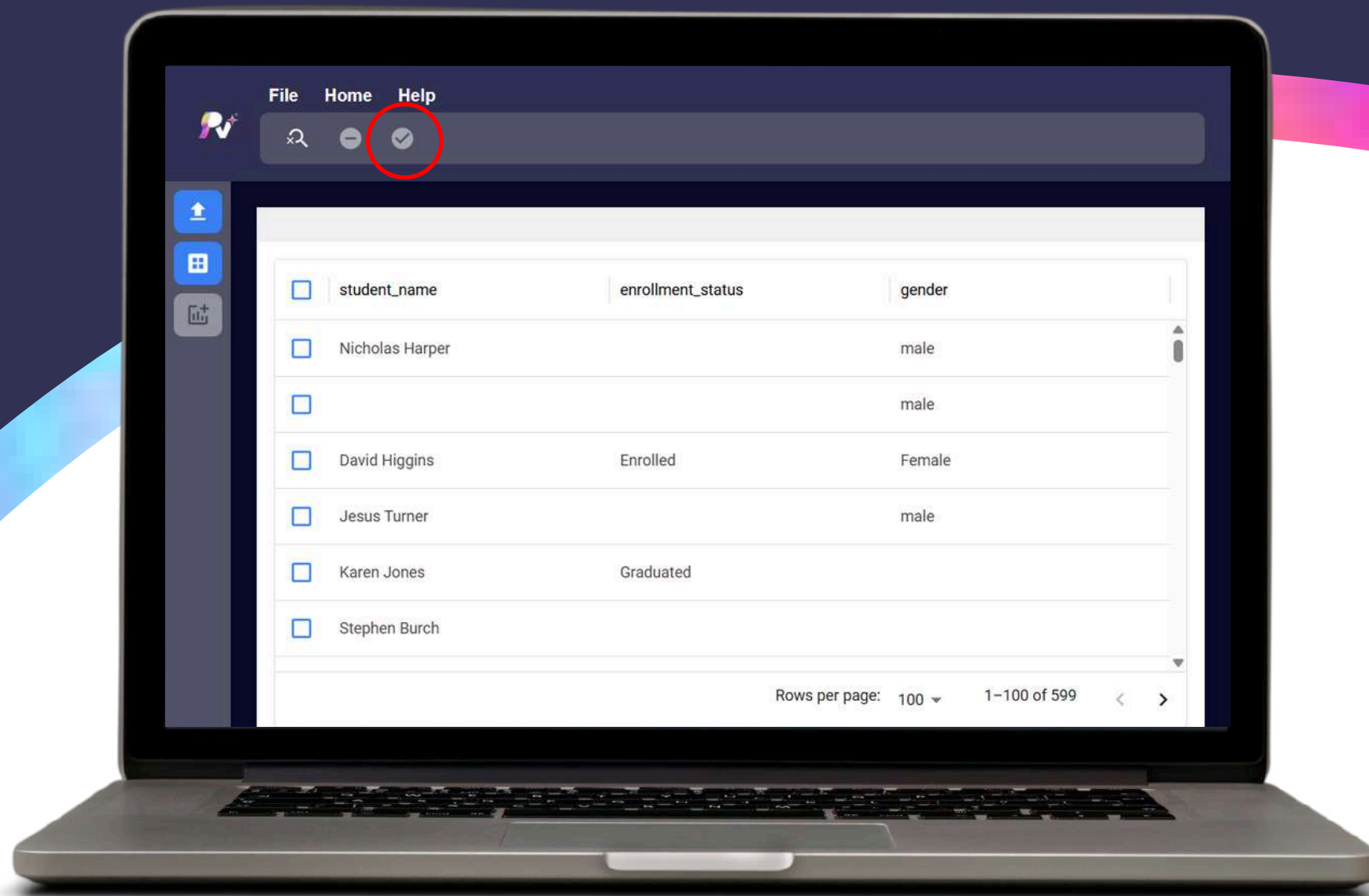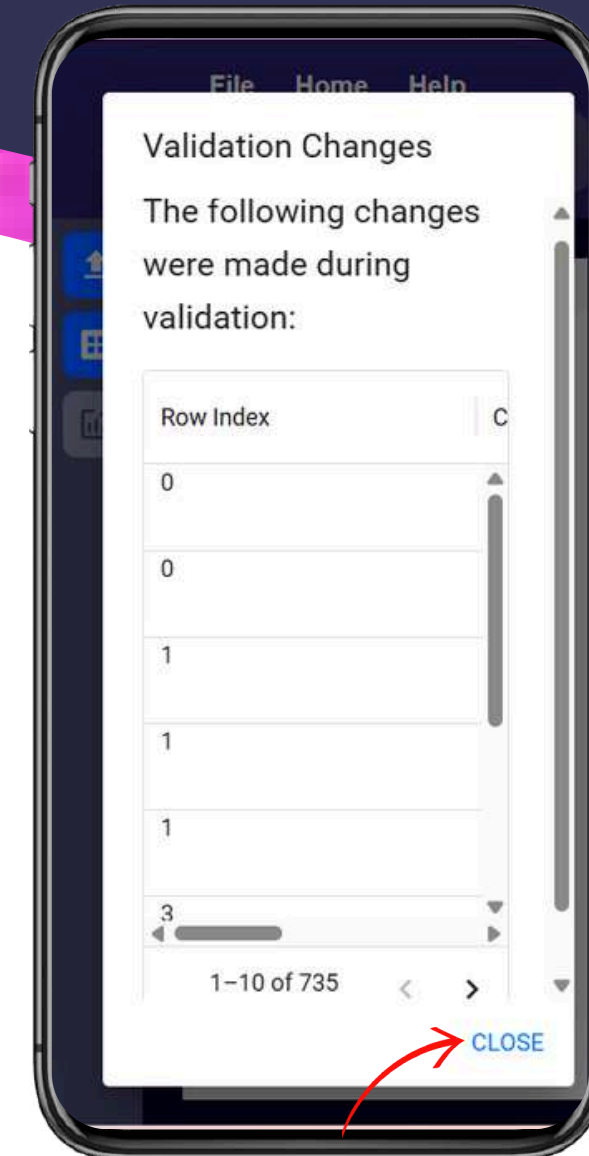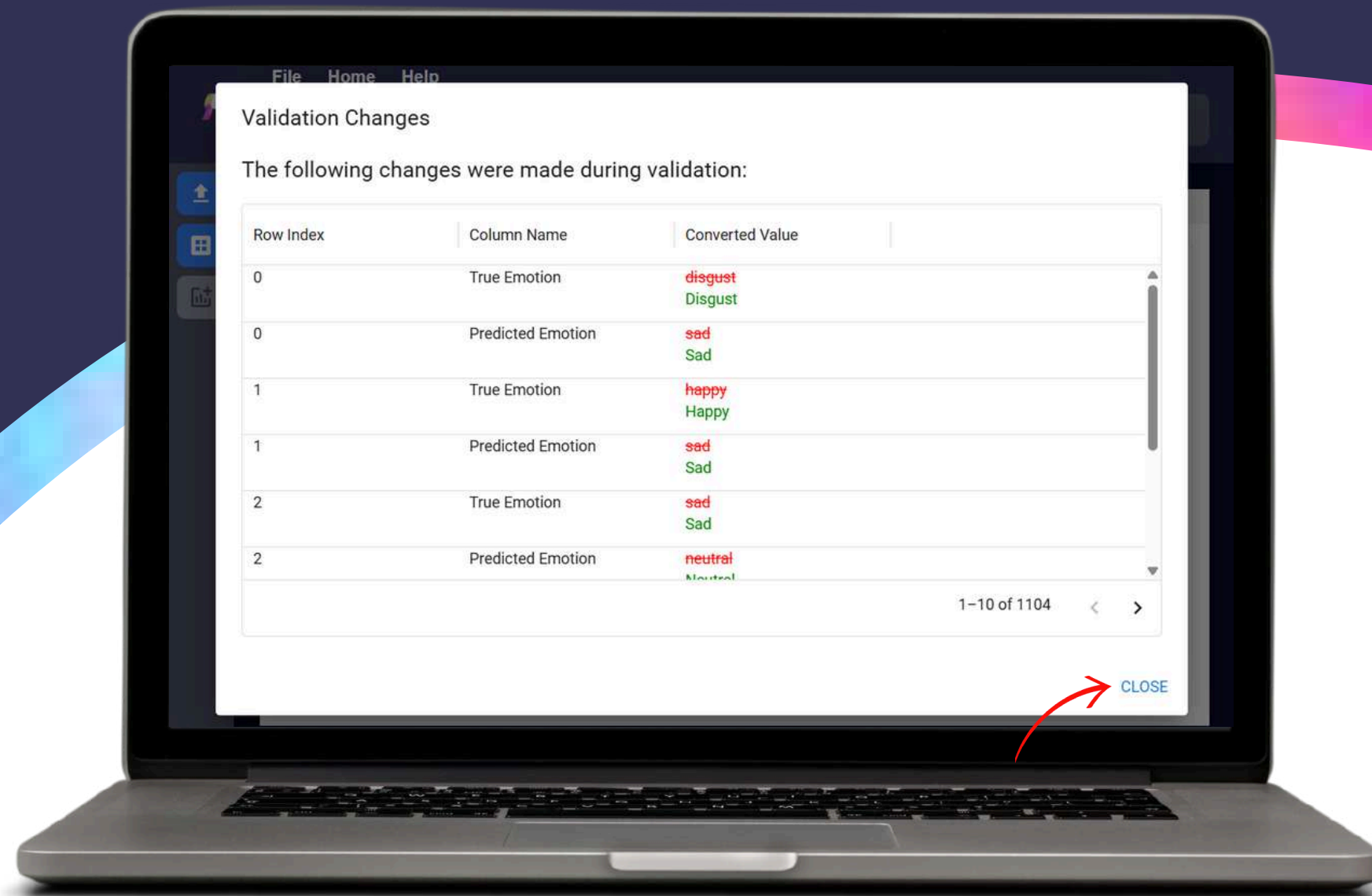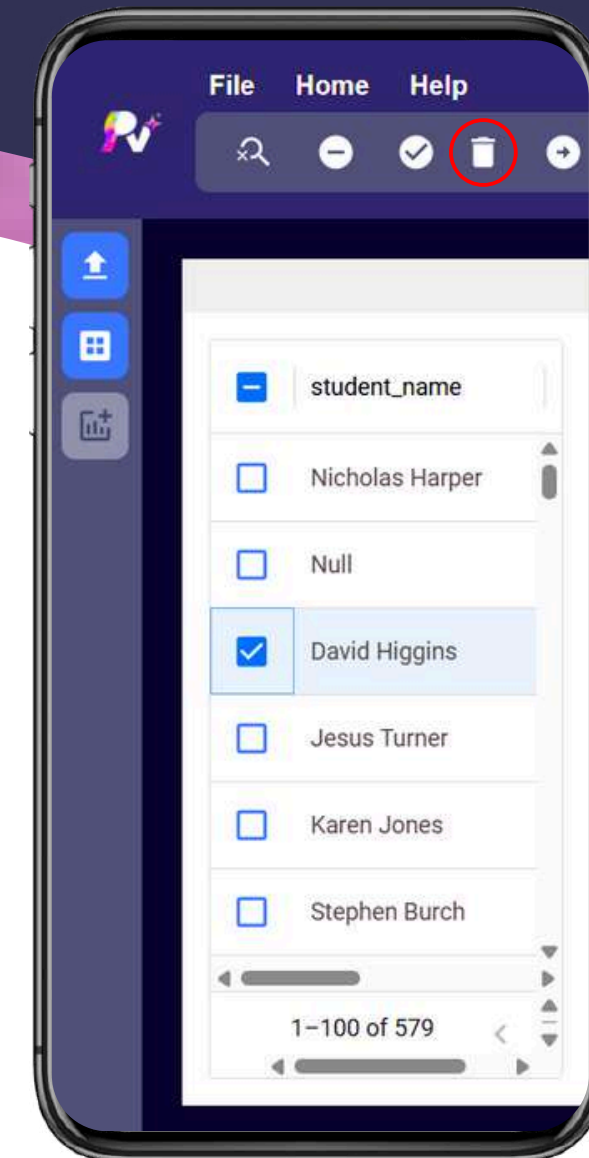
User Manual

8.1 View the Validation Changes

User Manual

8.2 Click the 'CLOSE' button to go back to the Data Cleaning Step Page.

**Laptop screen:**

File   Home   Help

Validation Changes

The following changes were made during validation:

Row Index	Column Name	Converted Value
0	True Emotion	~~disgust~~ Disgust
0	Predicted Emotion	~~sad~~ Sad
1	True Emotion	~~happy~~ Happy
1	Predicted Emotion	~~sad~~ Sad
2	True Emotion	~~sad~~ Sad
2	Predicted Emotion	~~neutral~~ Neutral

1–10 of 1104   <   >

CLOSE

Phone screen:

File   Home   Help

Validation Changes

The following changes were made during validation:

Row Index	C
0	
0	
1	
1	
3	

1–10 of 735   <   >

CLOSE

User Manual

9. Click the trash-can button at the top-right menu of the Data Cleaning Step Page to delete user-selected specific rows from the table formatted dataset.
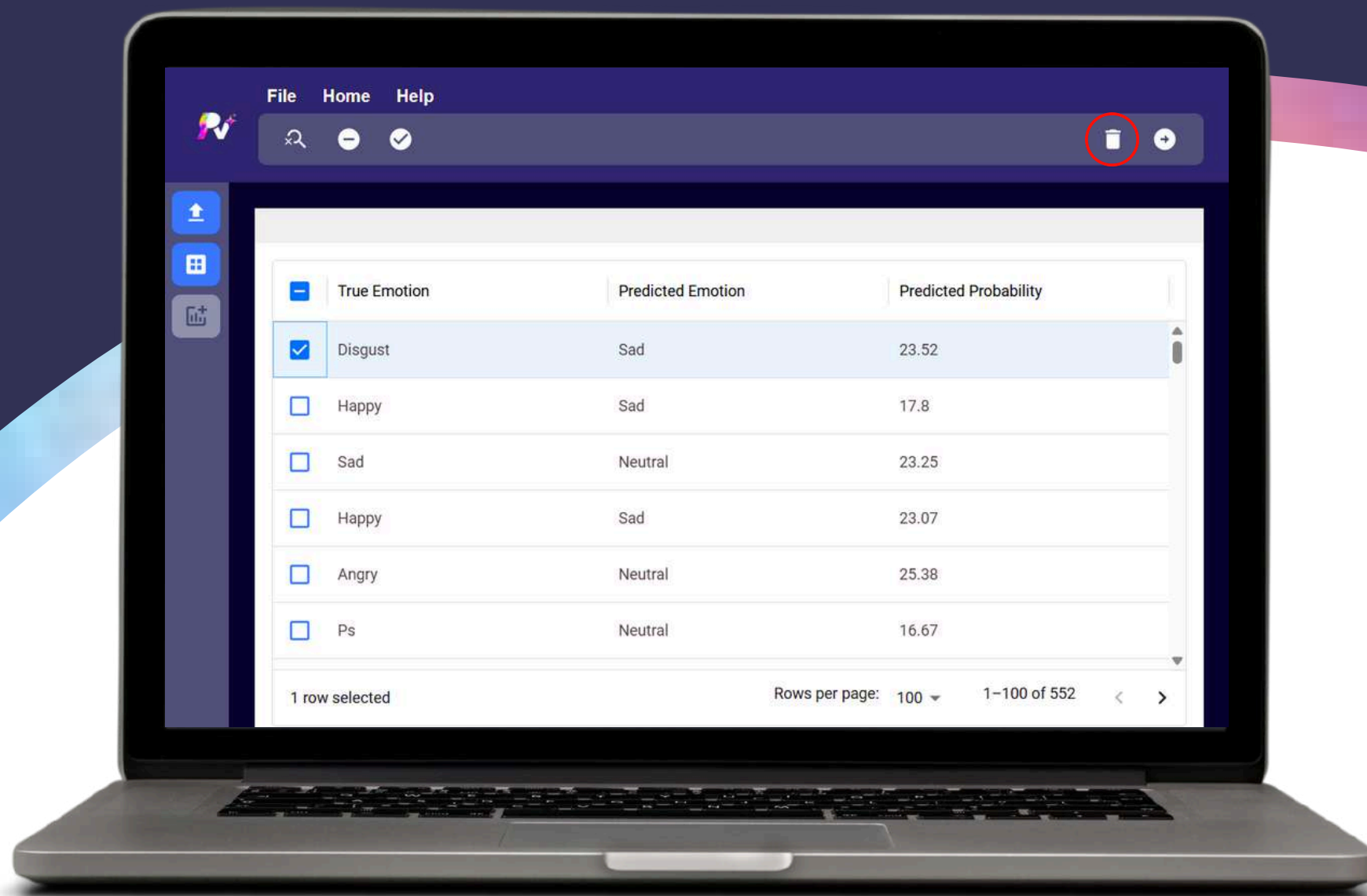
User Manual

10. Click the '->' button at the top right of the interface of the Data Cleaning Page to Proceed to the Data Visualization Page.
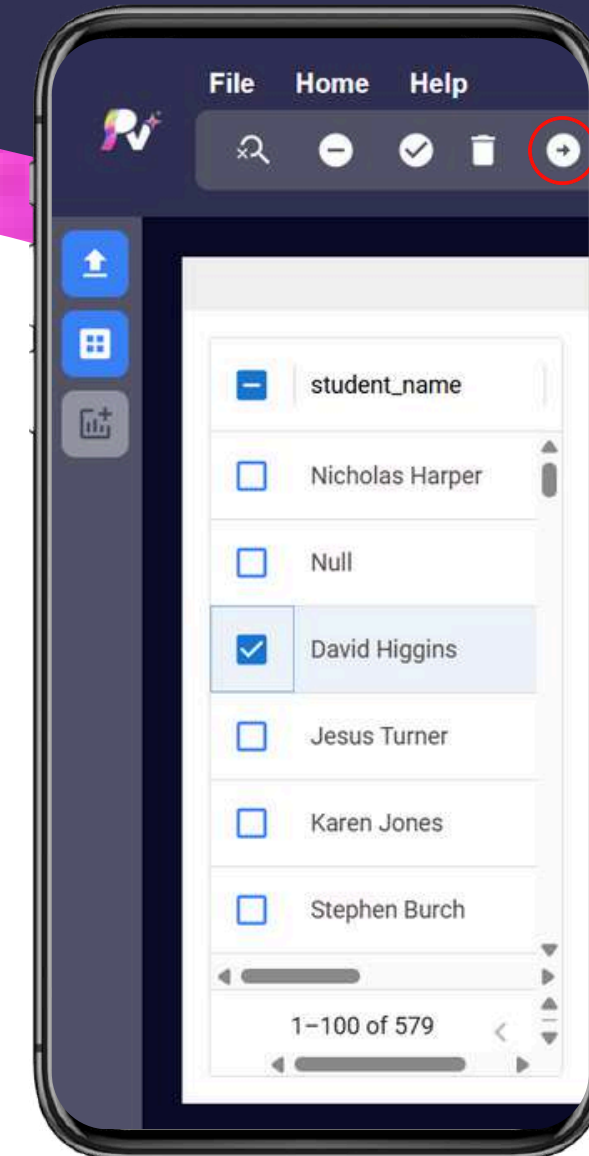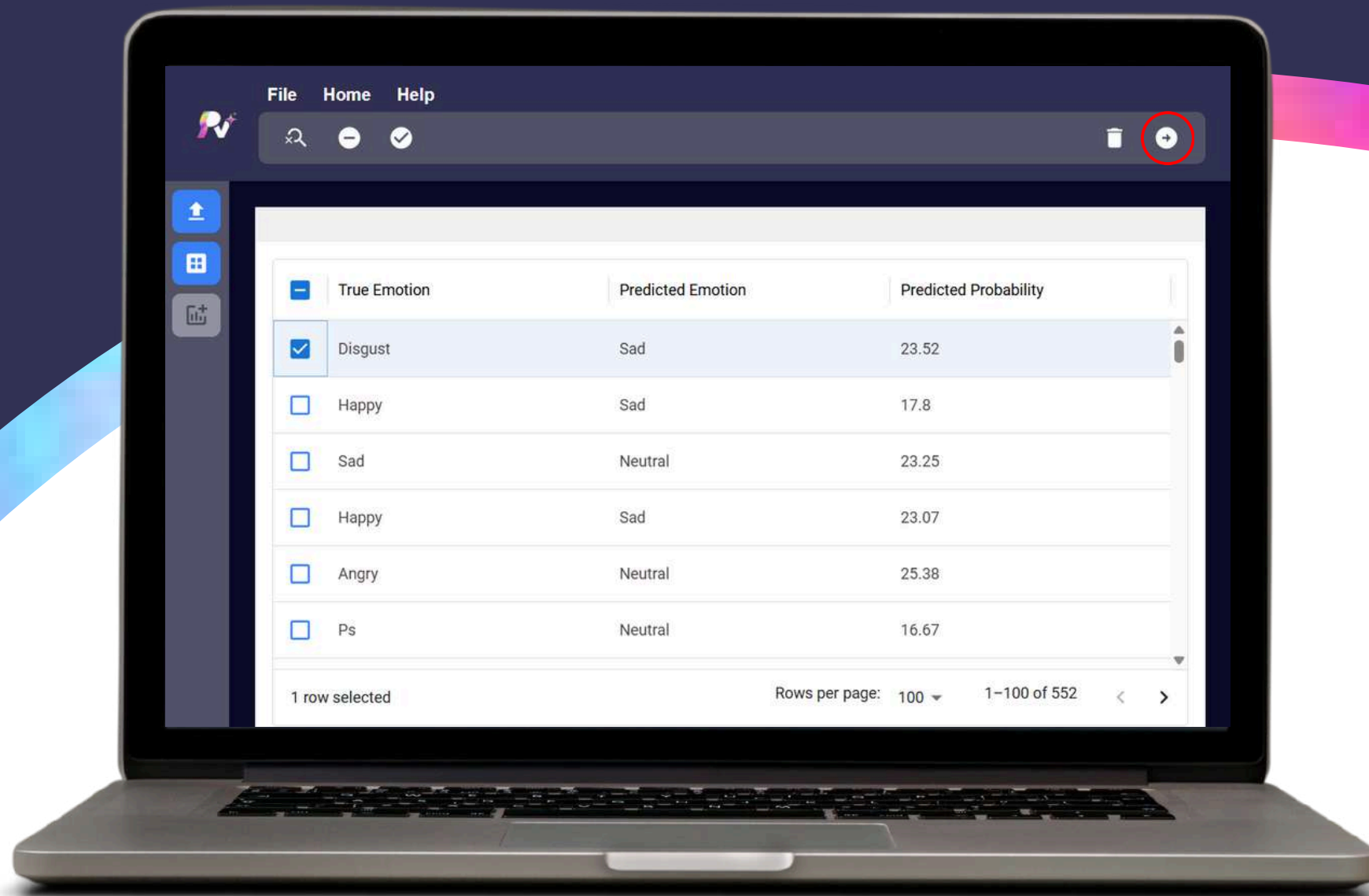
User Manual

11. Click the left-most button at the top-left menu of the Data Visualization Step Page to add a chart

User Manual

11.1 Choose between 5 charts: Bar Chart, Column Chart, Donut Chart, Radial Chart, and Bubble Chart

User Manual

11.2 Select a column for the primary value/y-axis/bars/column of the chart.
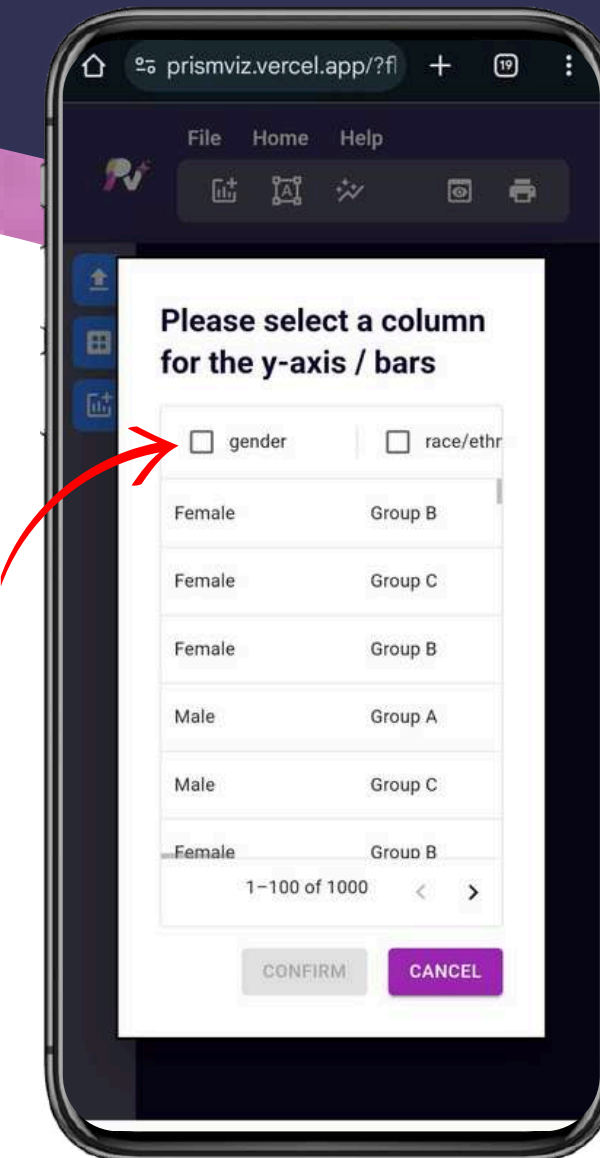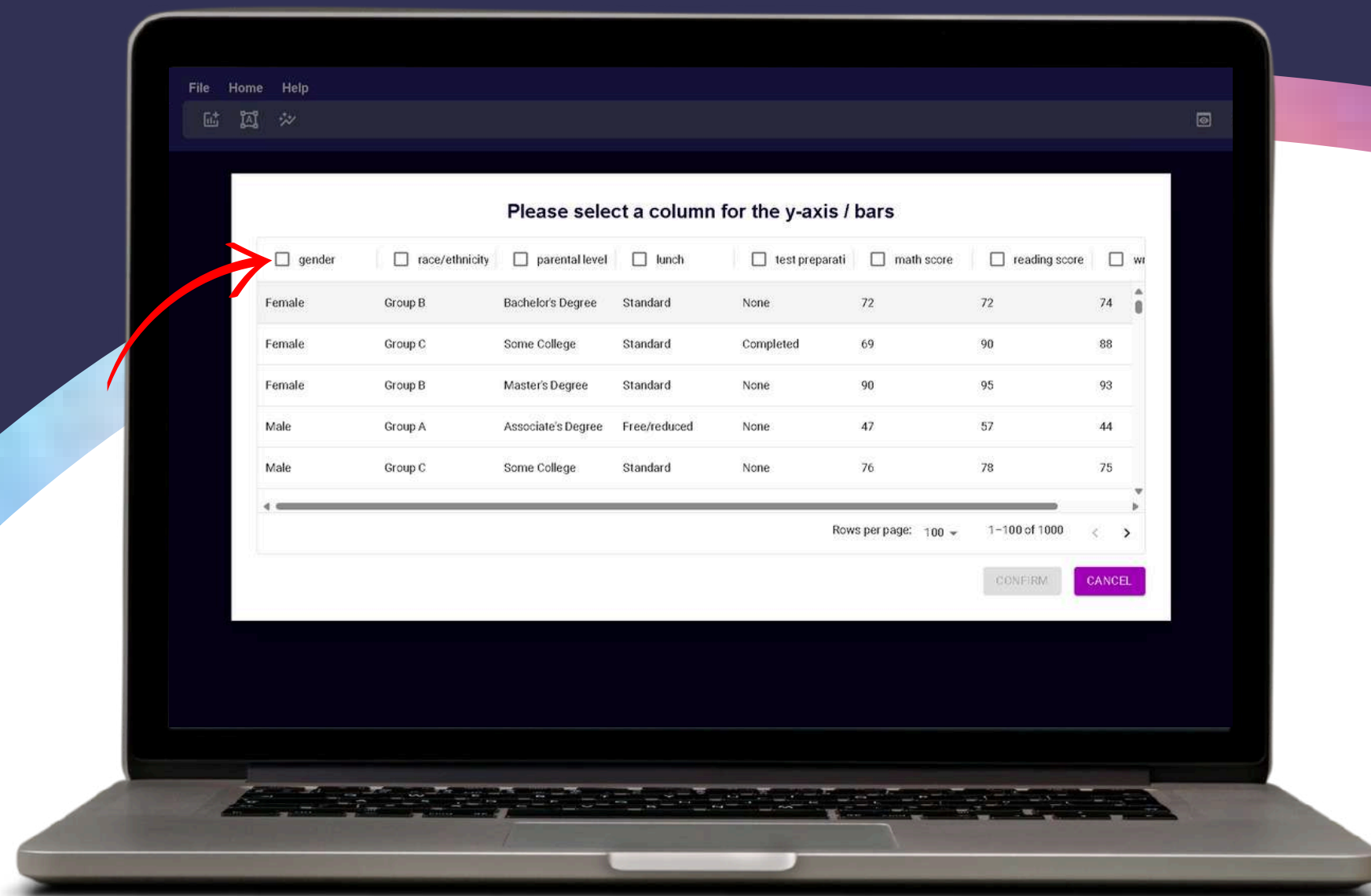
11.2.1 Click the 'CANCEL' button to not proceed with the column selection. Goes back to the Data Visualization Step Page.
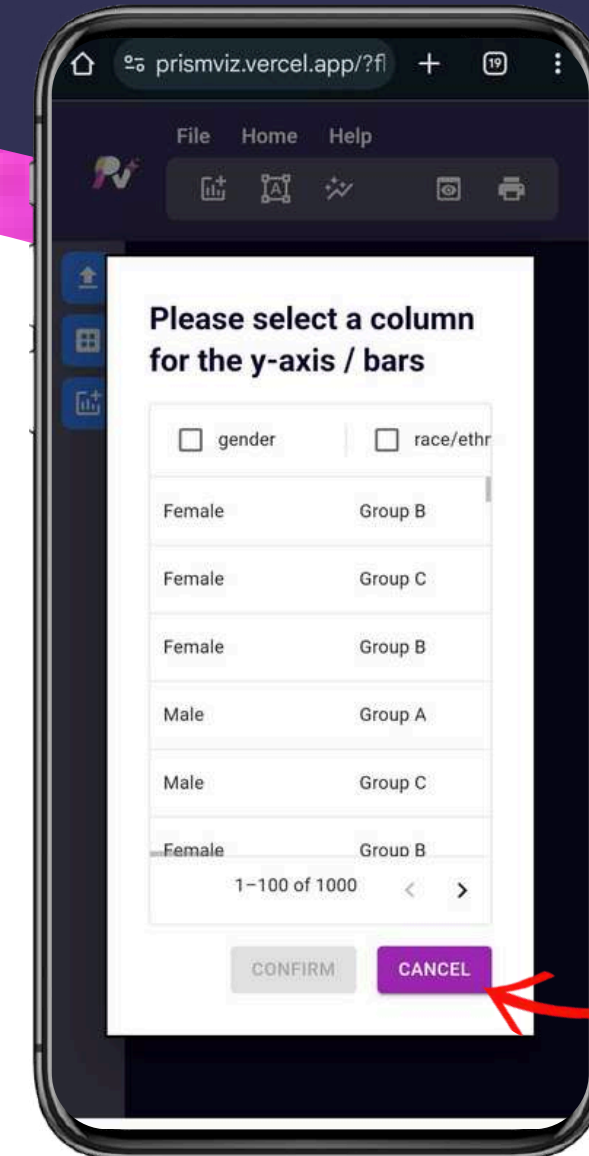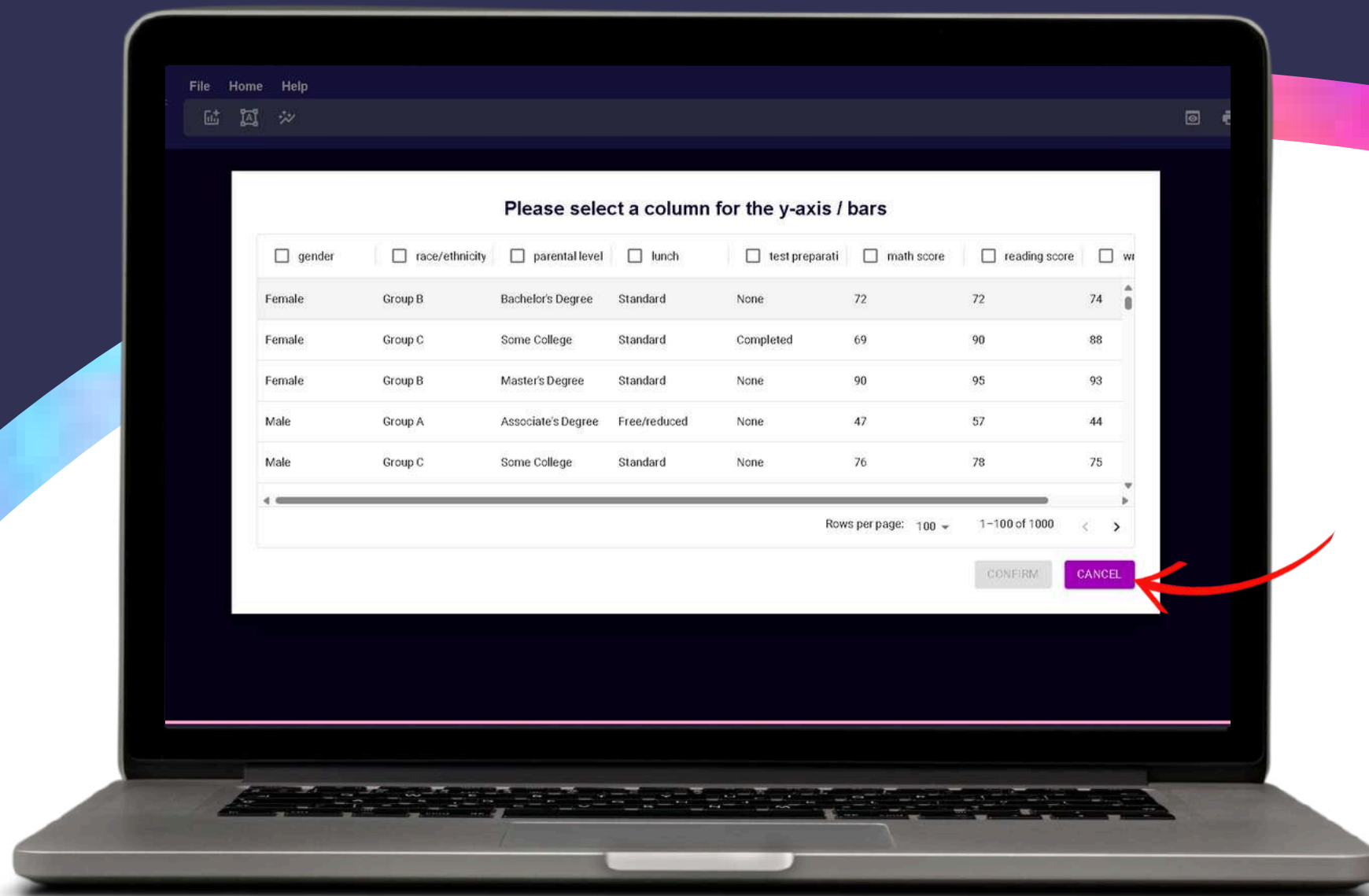
User Manual

11.2.2 Click the 'CONFIRM' button to confirm the selected column for the primary value/y-axis/bars/column.
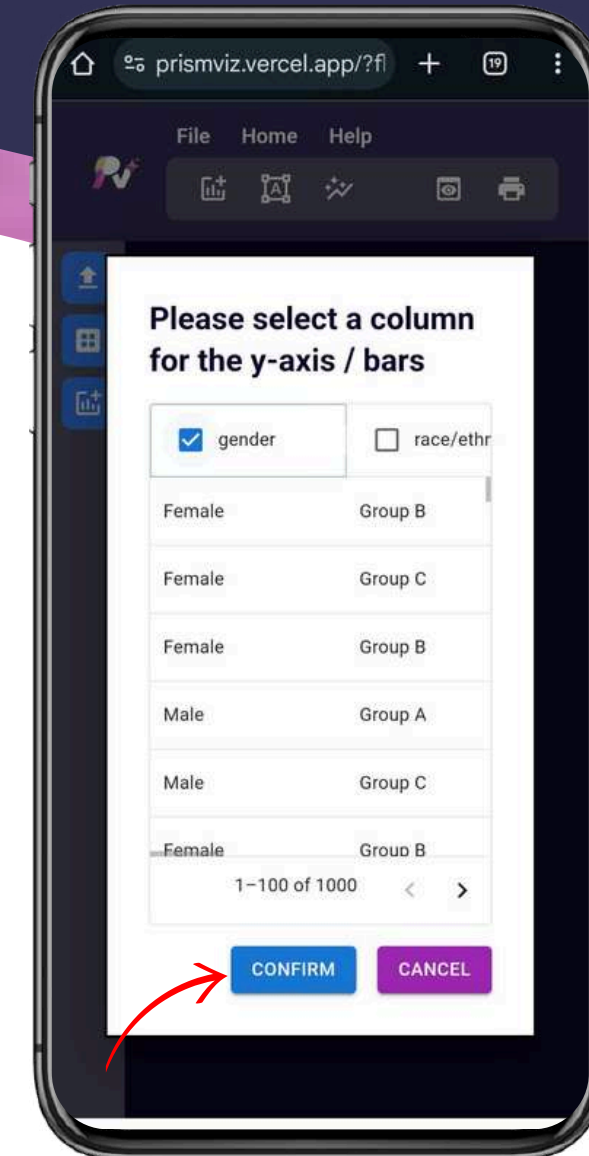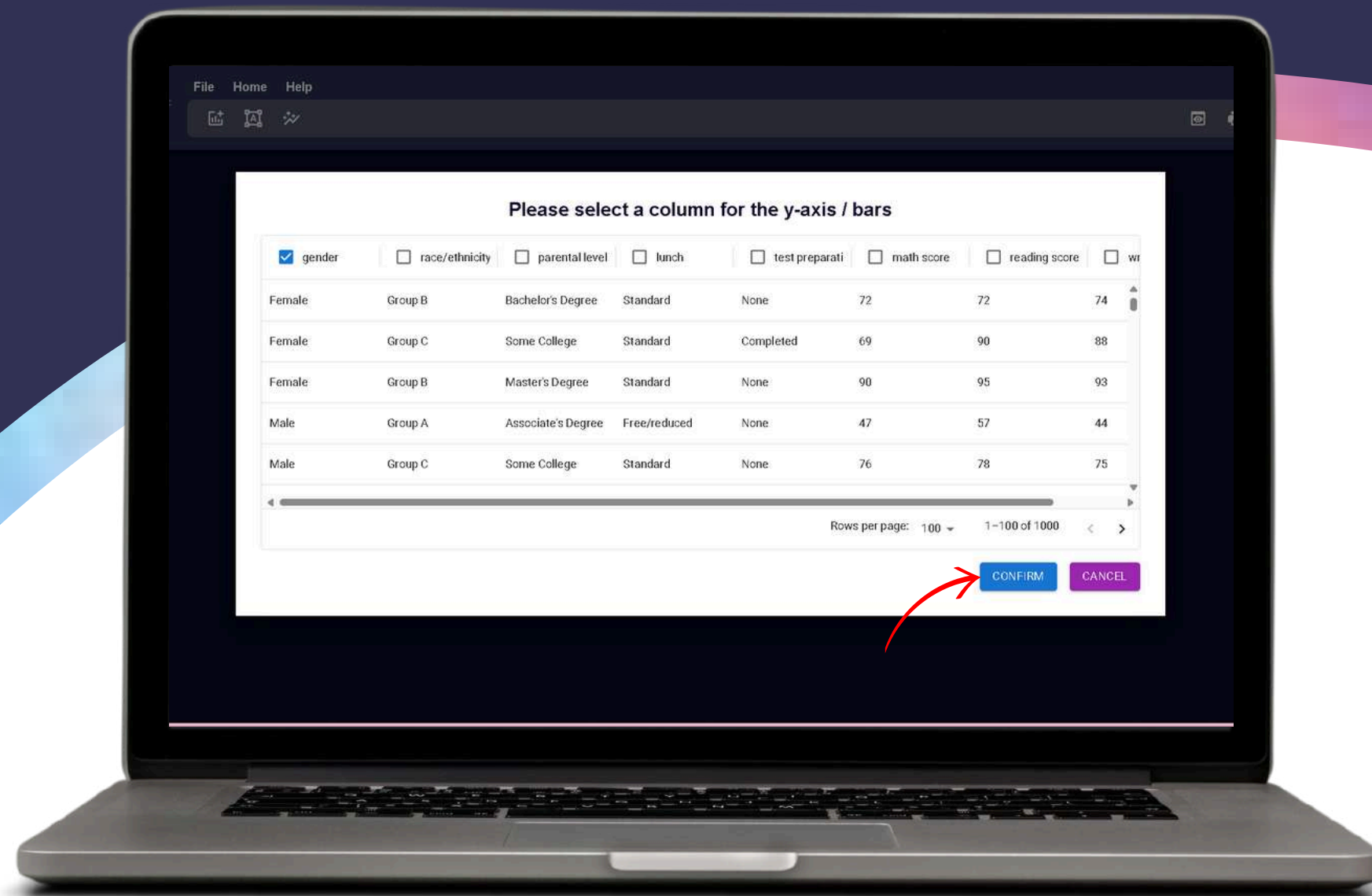
User Manual

11.3 Select a column for the secondary value/x-axis/bars/column of the chart (optional for certain charts).
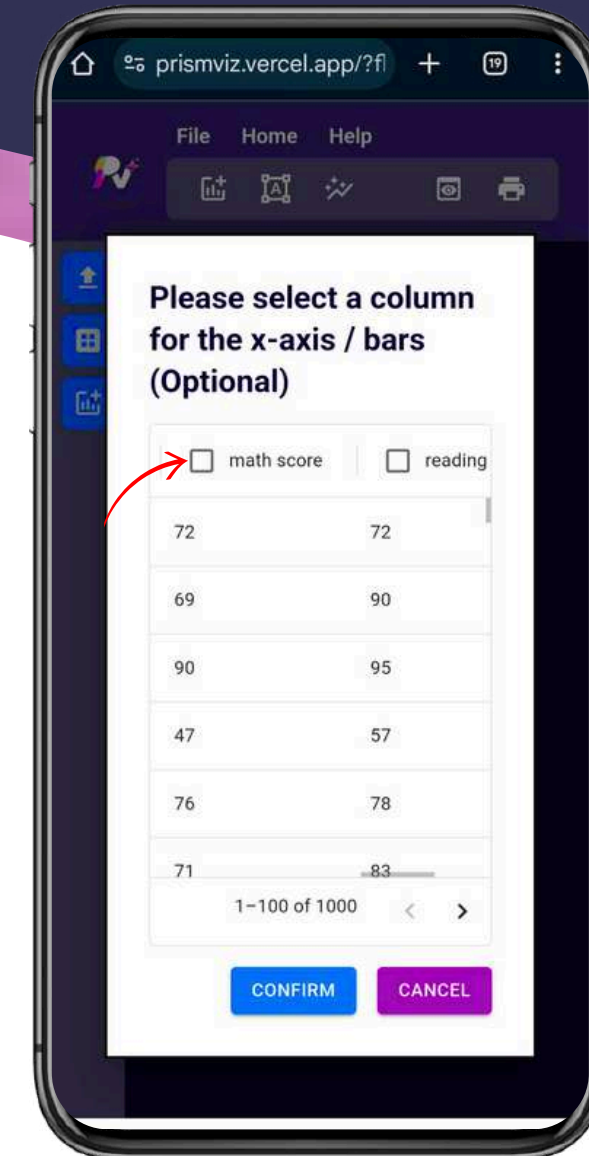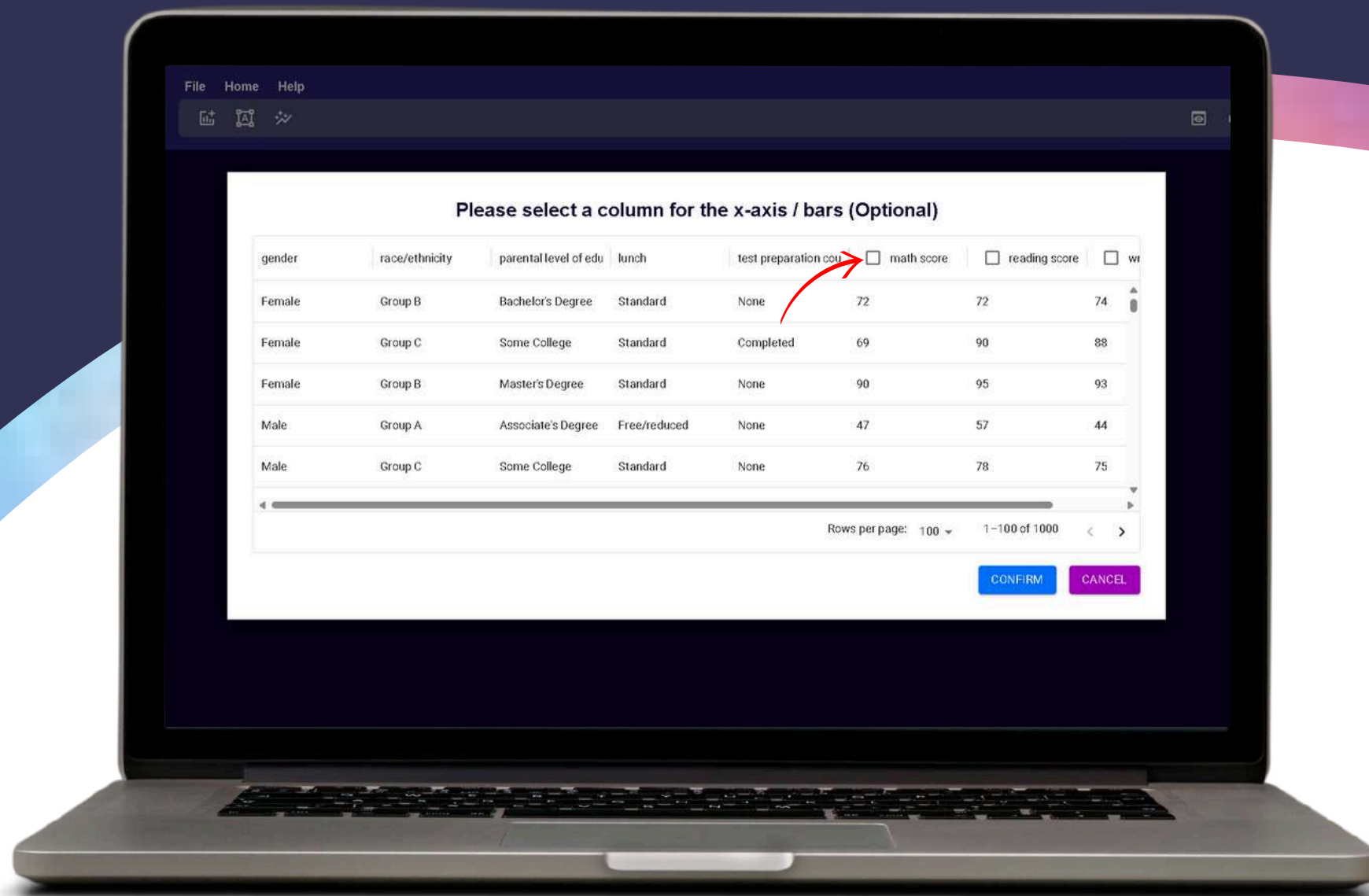
User Manual

11.3.1 Click the 'CANCEL' button to not proceed with the column selection. Goes back to the Data Visualization Step Page.
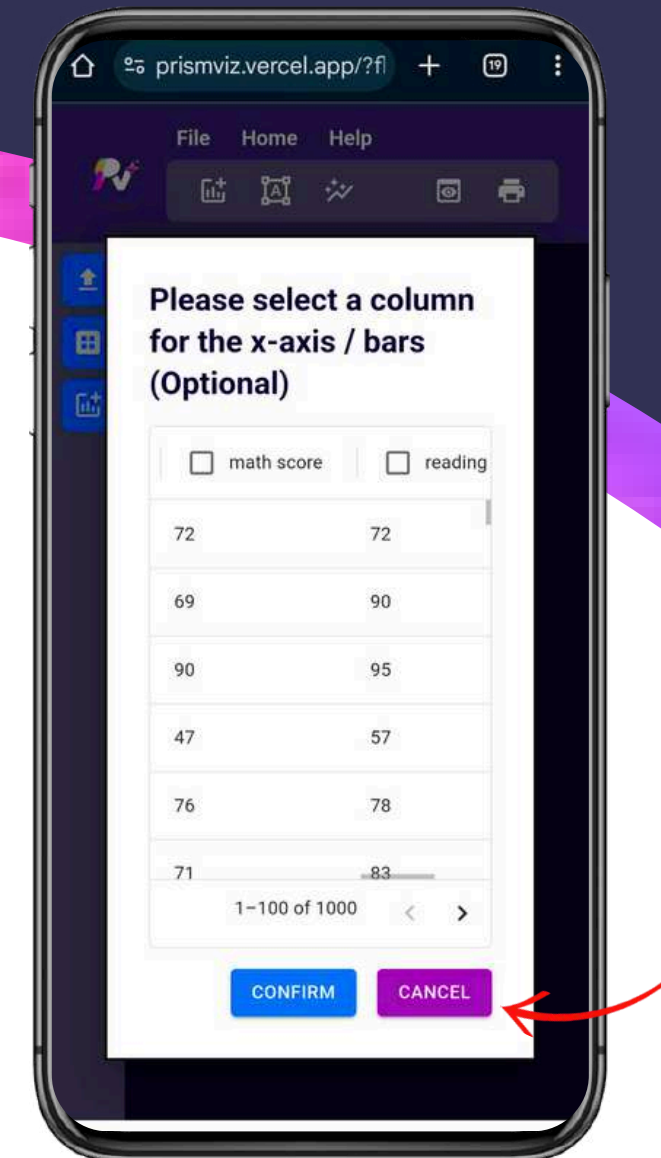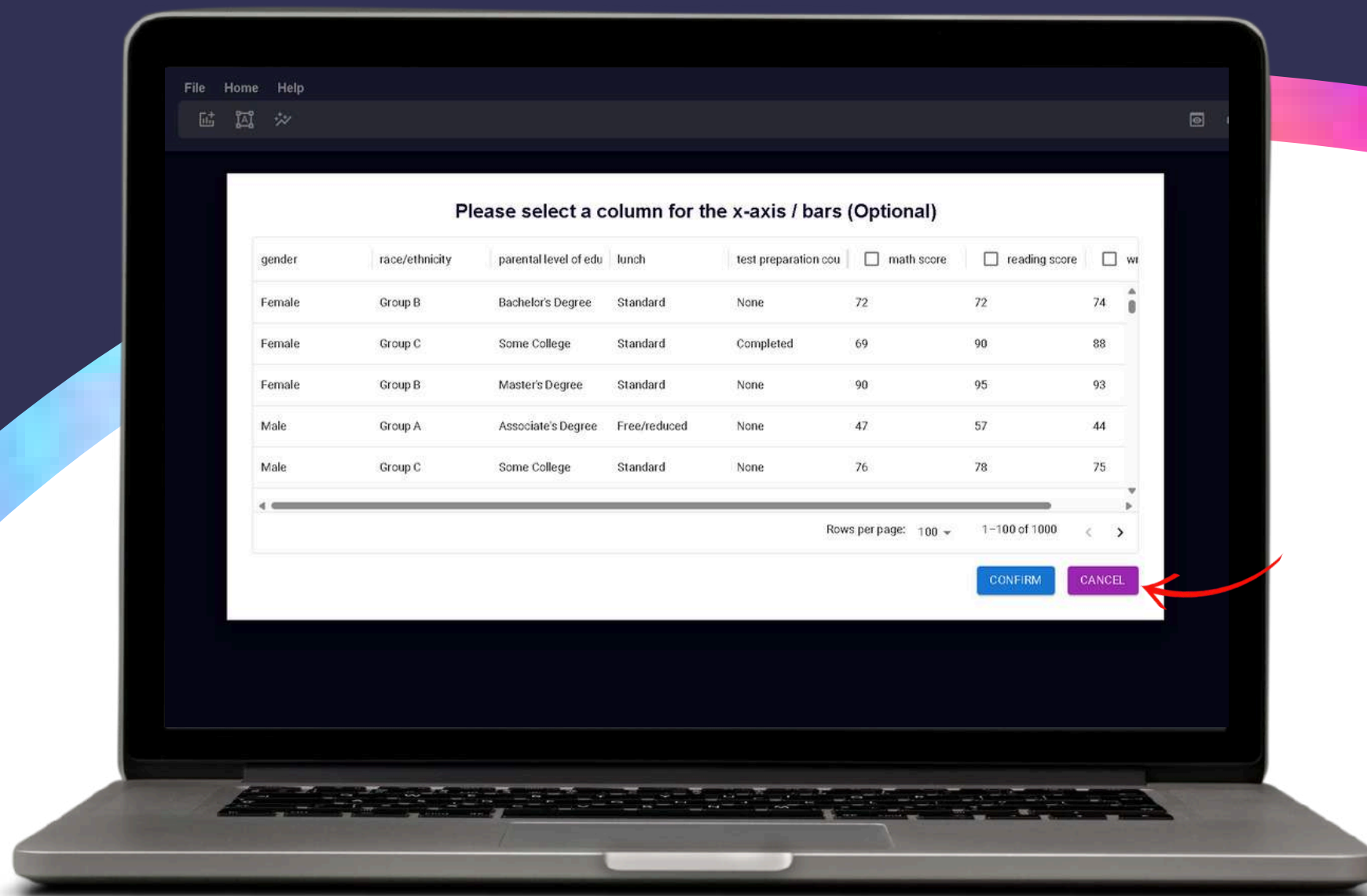
User Manual

11.3.2 Click the 'CONFIRM' button to confirm the selected column for the secondary value/x-axis/bars/column.
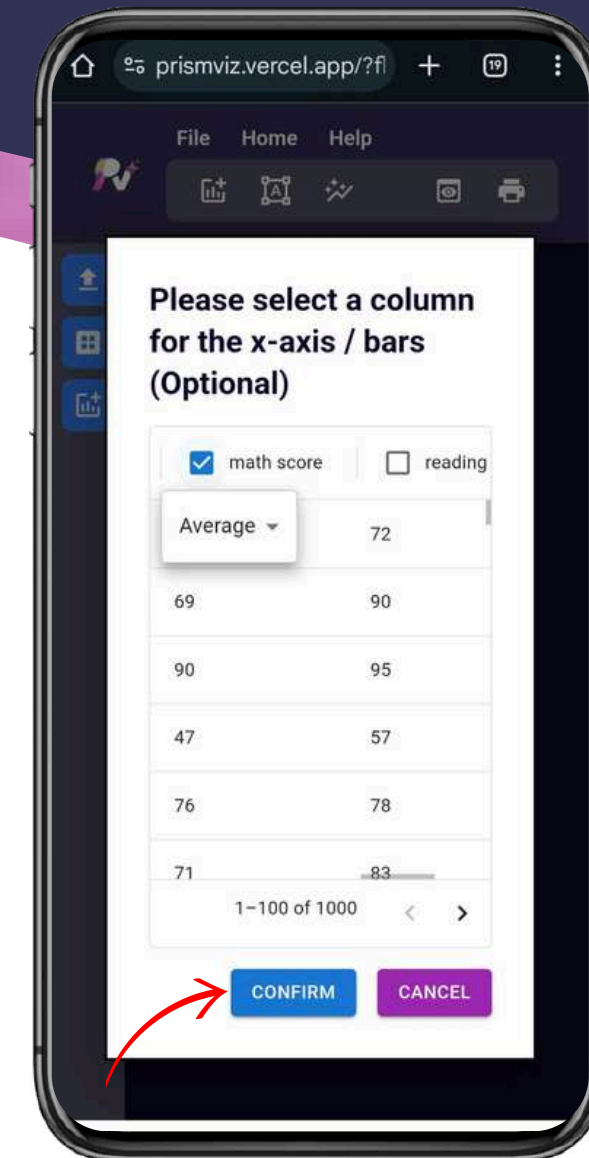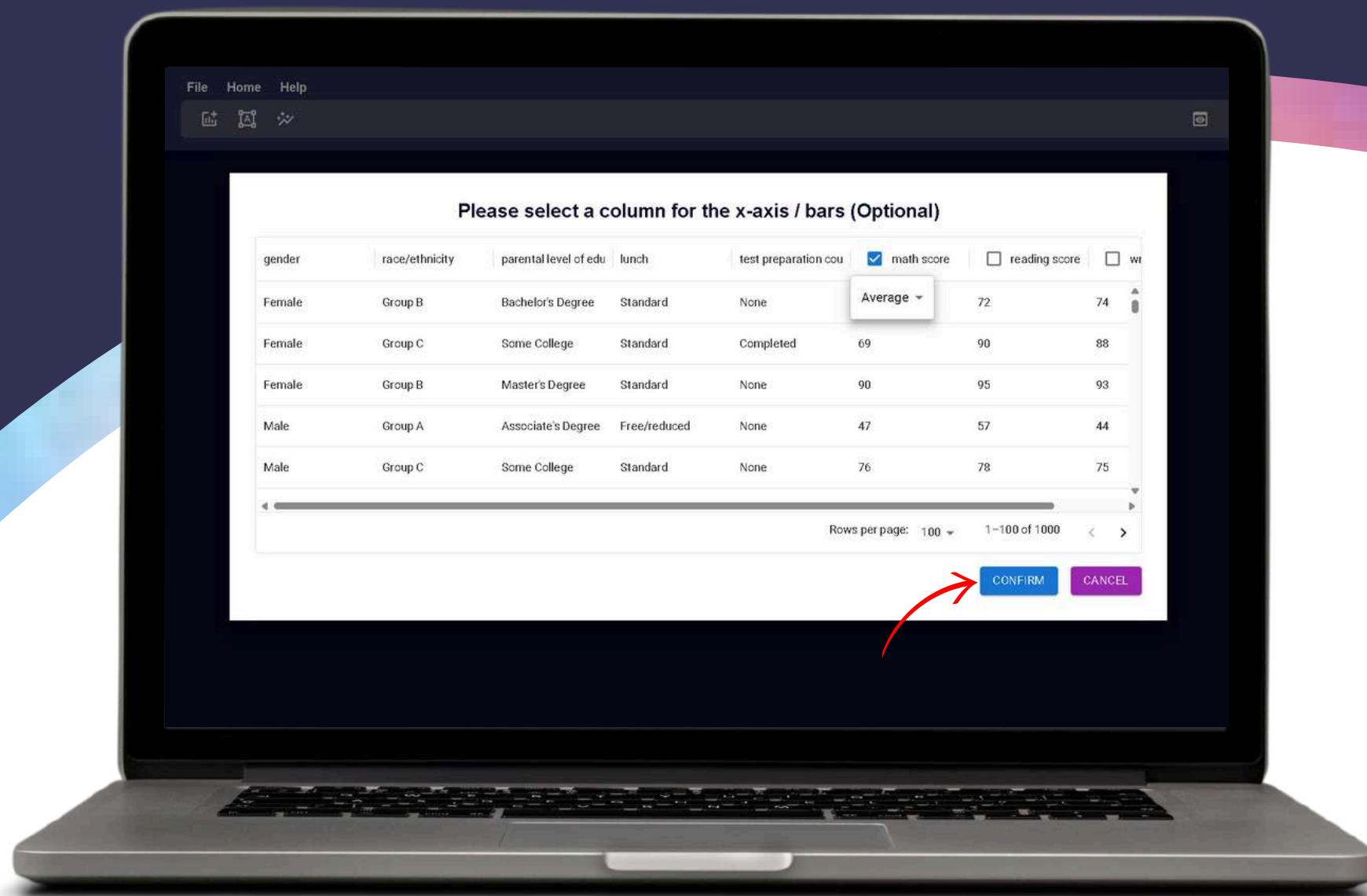
User Manual

12. Click the created chart to edit Properties of the chart.
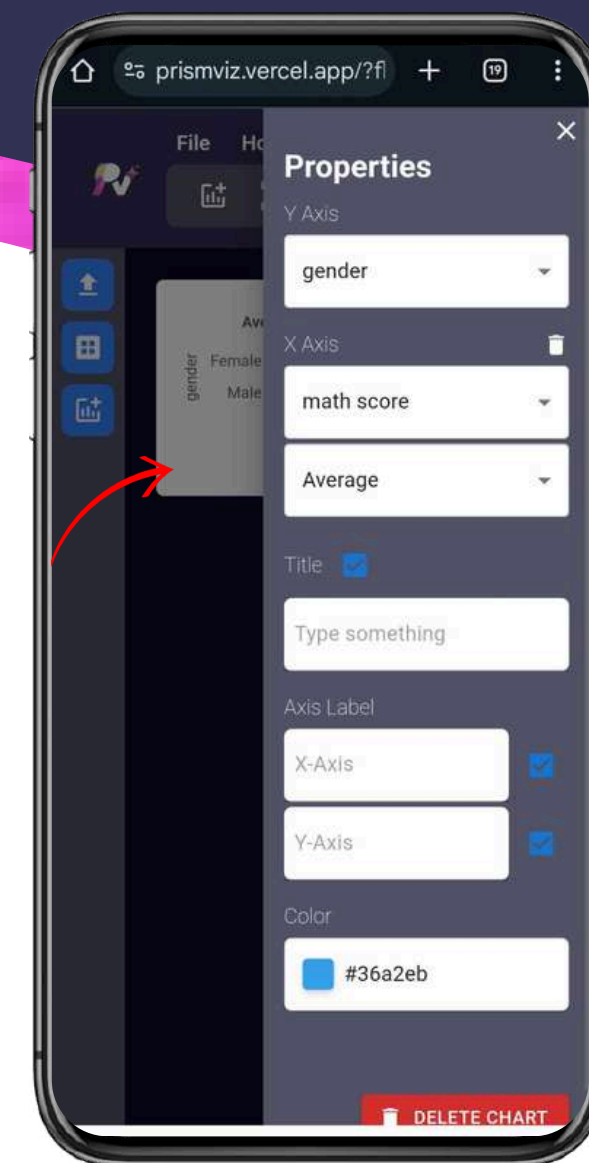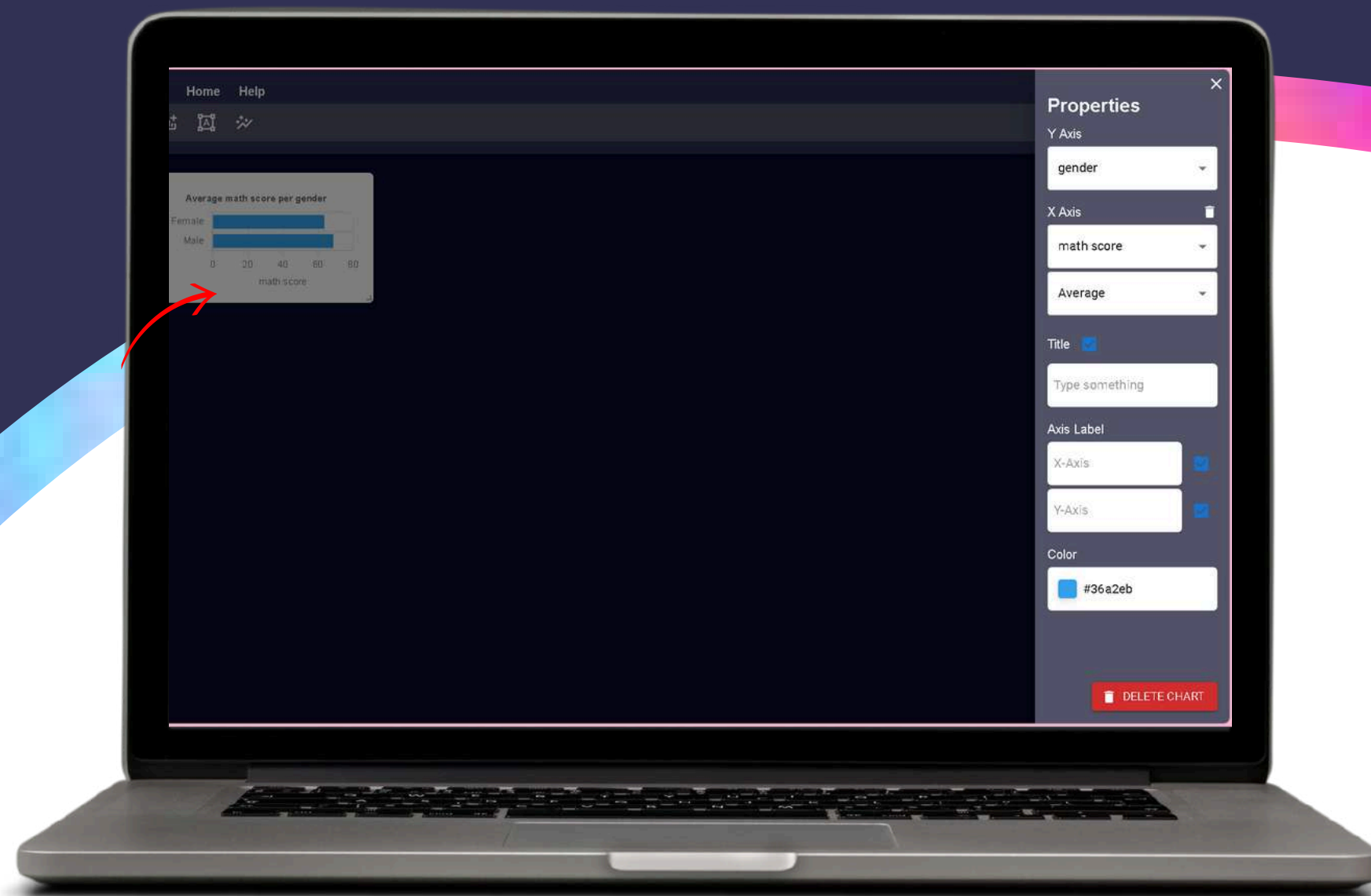
User Manual

12.1 Edit the primary value/y-axis/bars/column of the chart with the dropdown option.
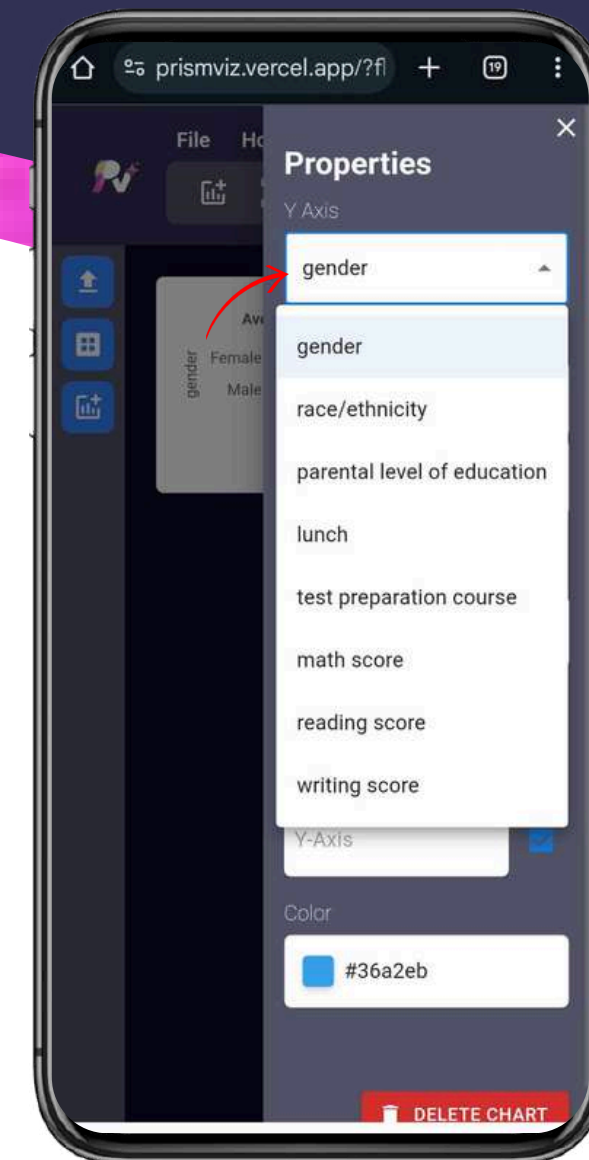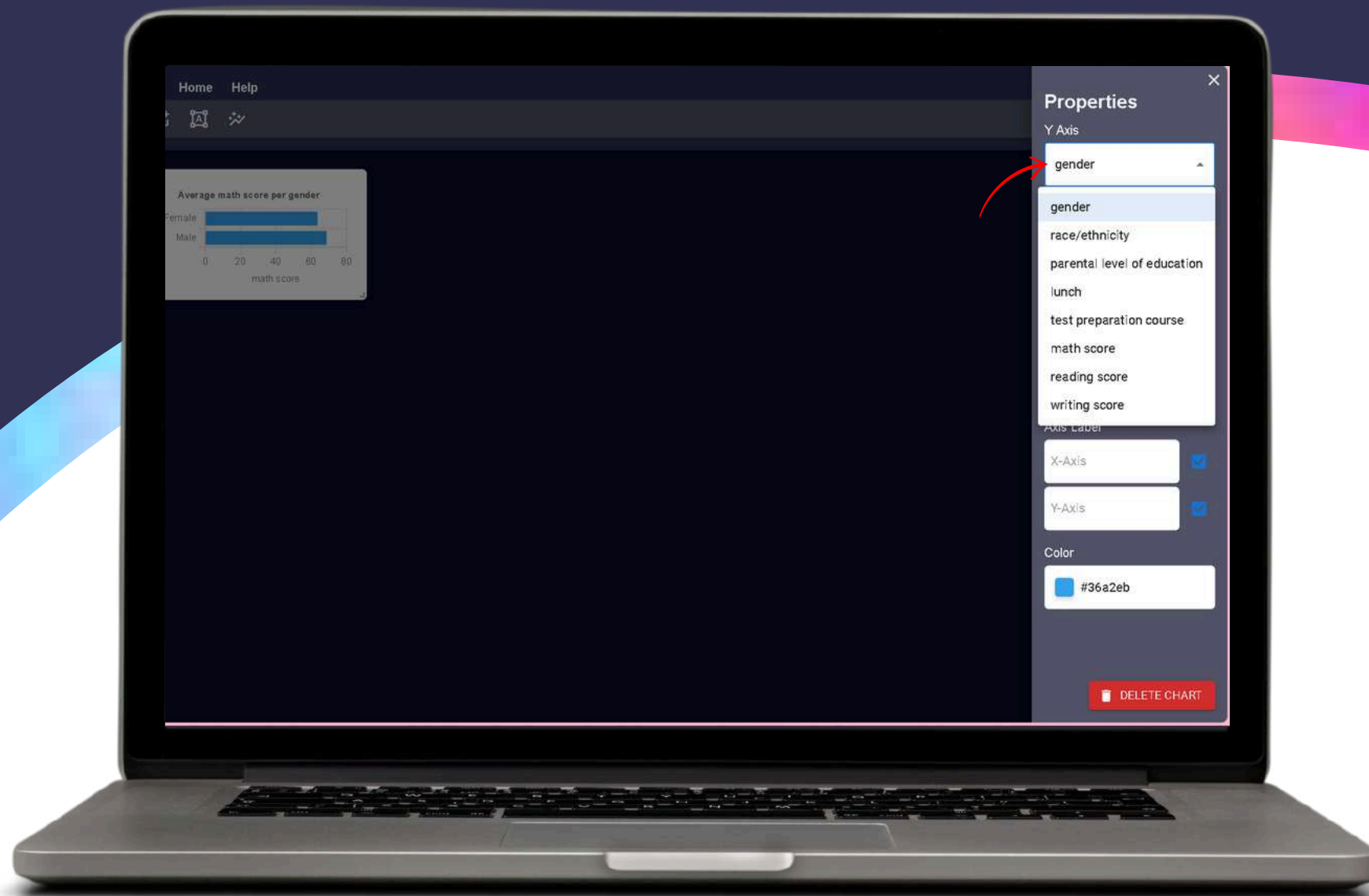
User Manual

12.2 Edit the secondary value/x-axis/bars/column of the chart with the dropdown option/s.
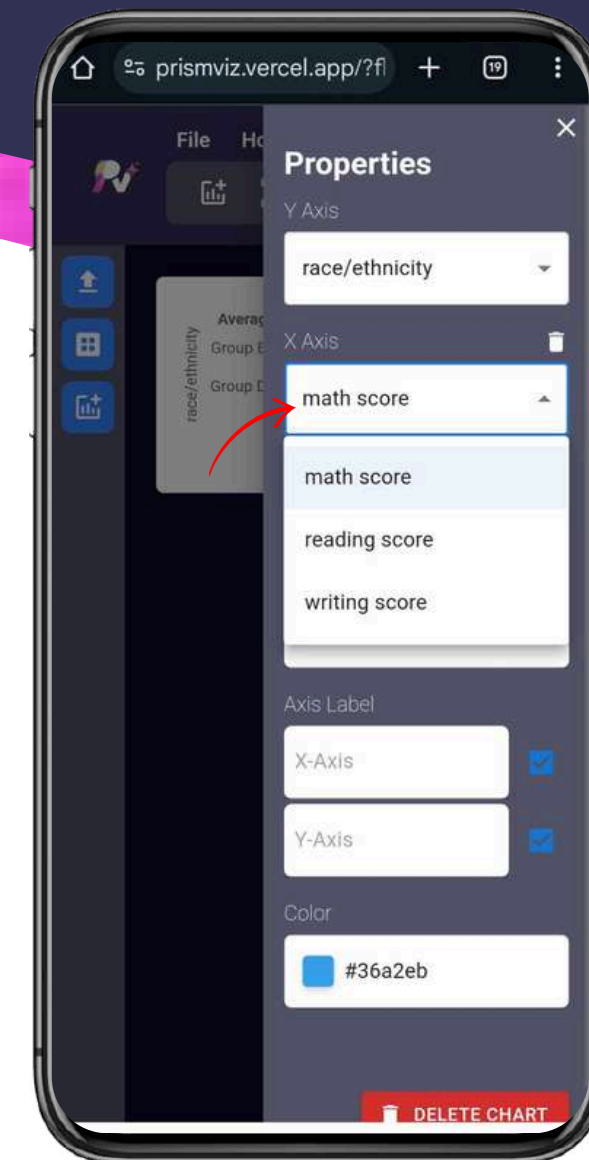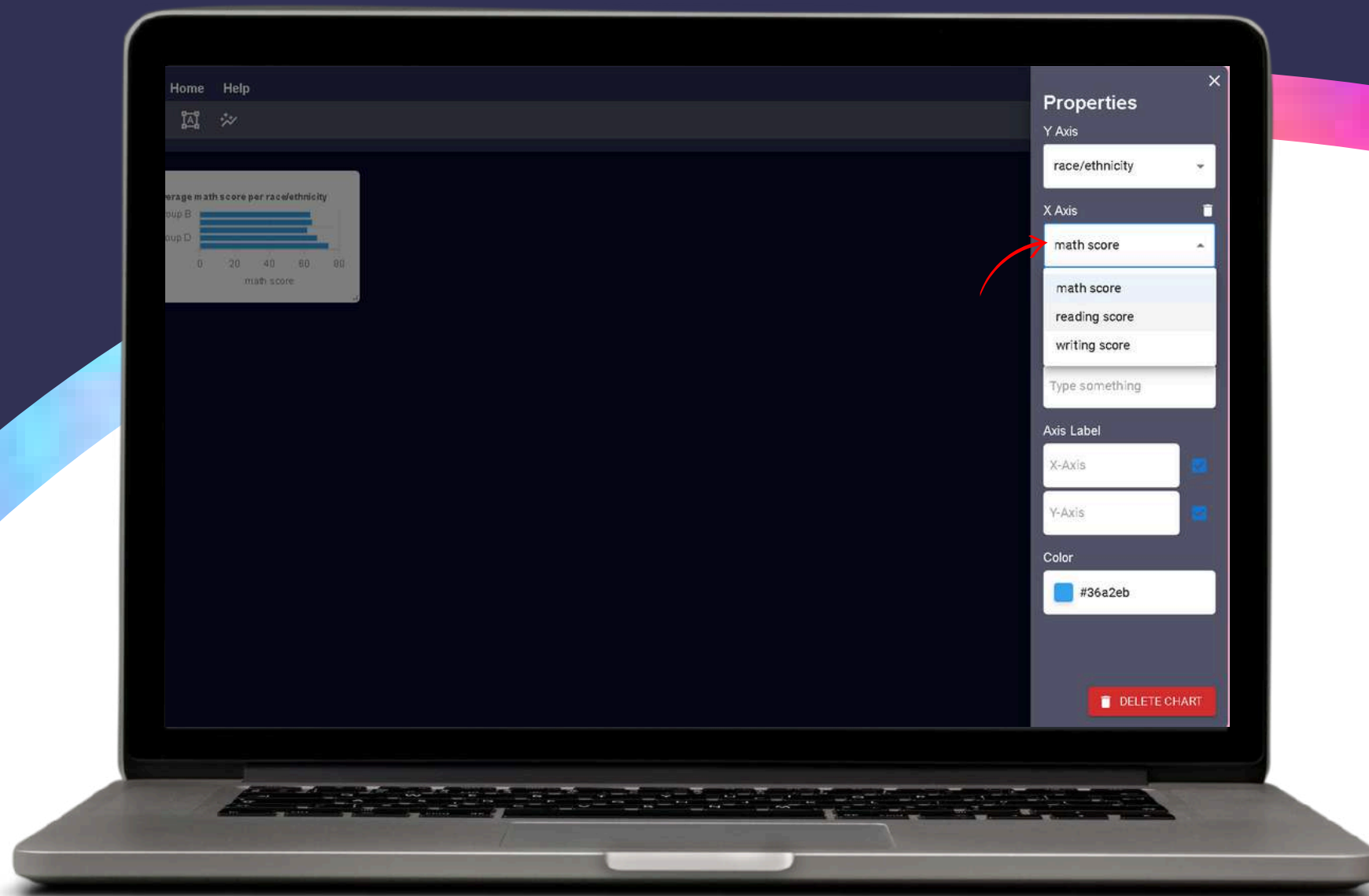
User Manual

12.2.1 Delete a selected secondary value/x-axis/bars/column through the trash can button at the top of the dropdown option
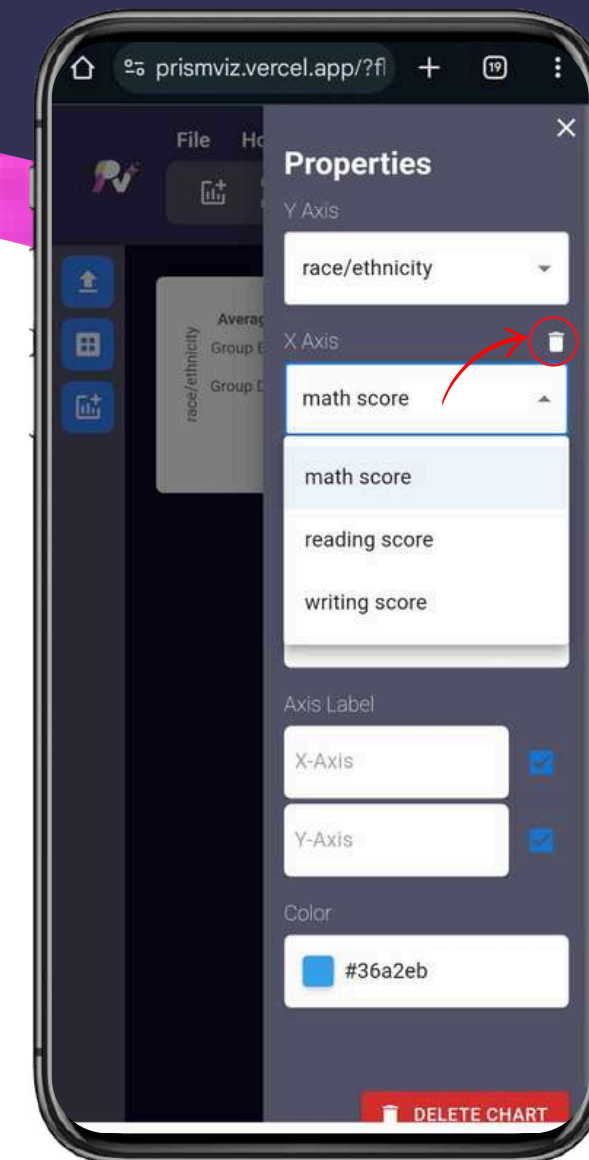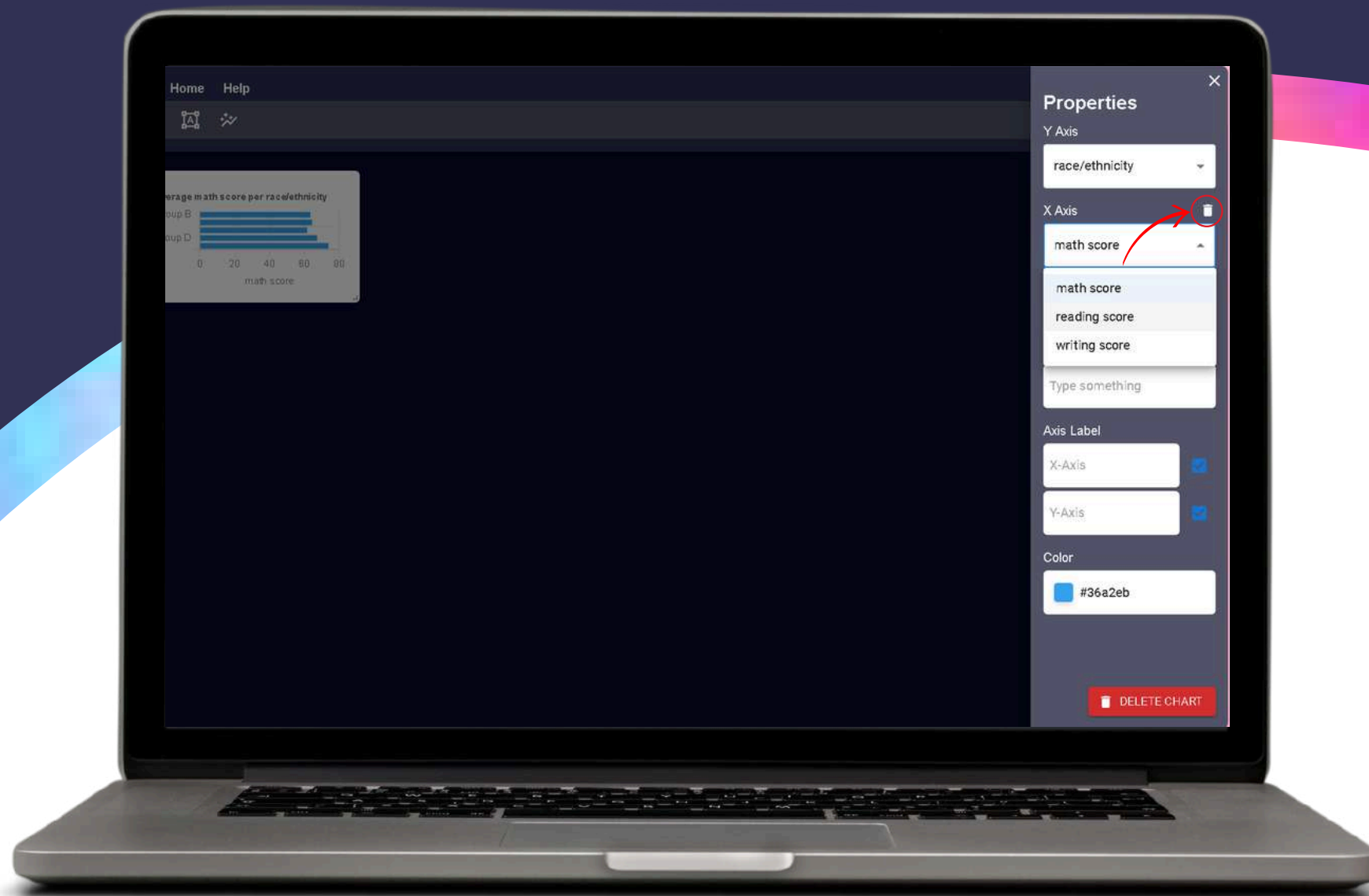
User Manual

12.2.2 Add a secondary value/x-axis/bars/column if none are selected or it was deleted.
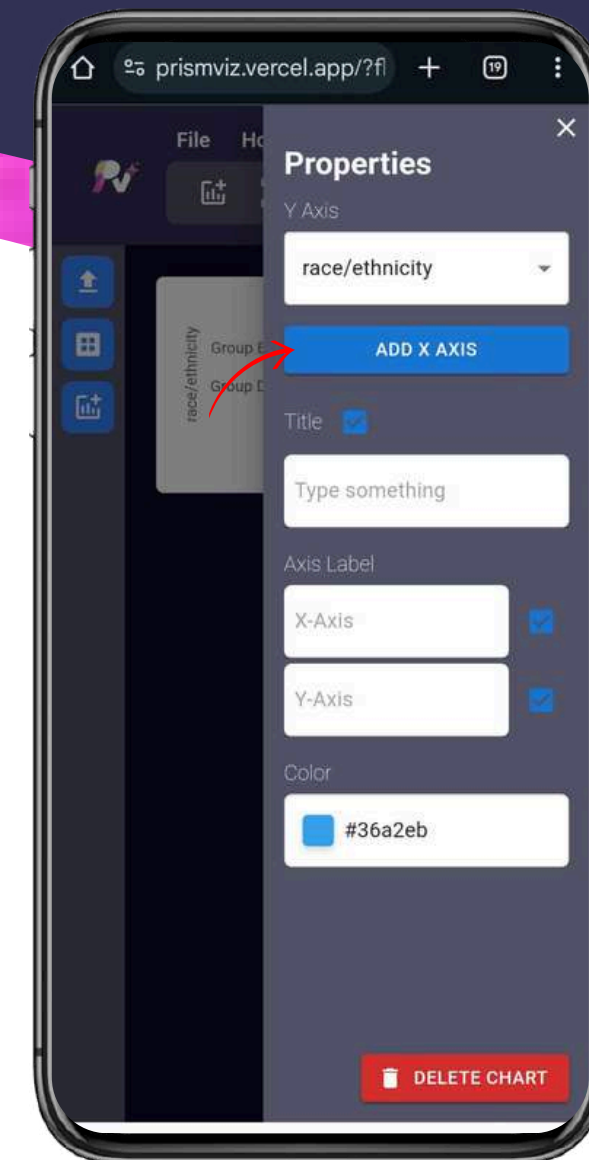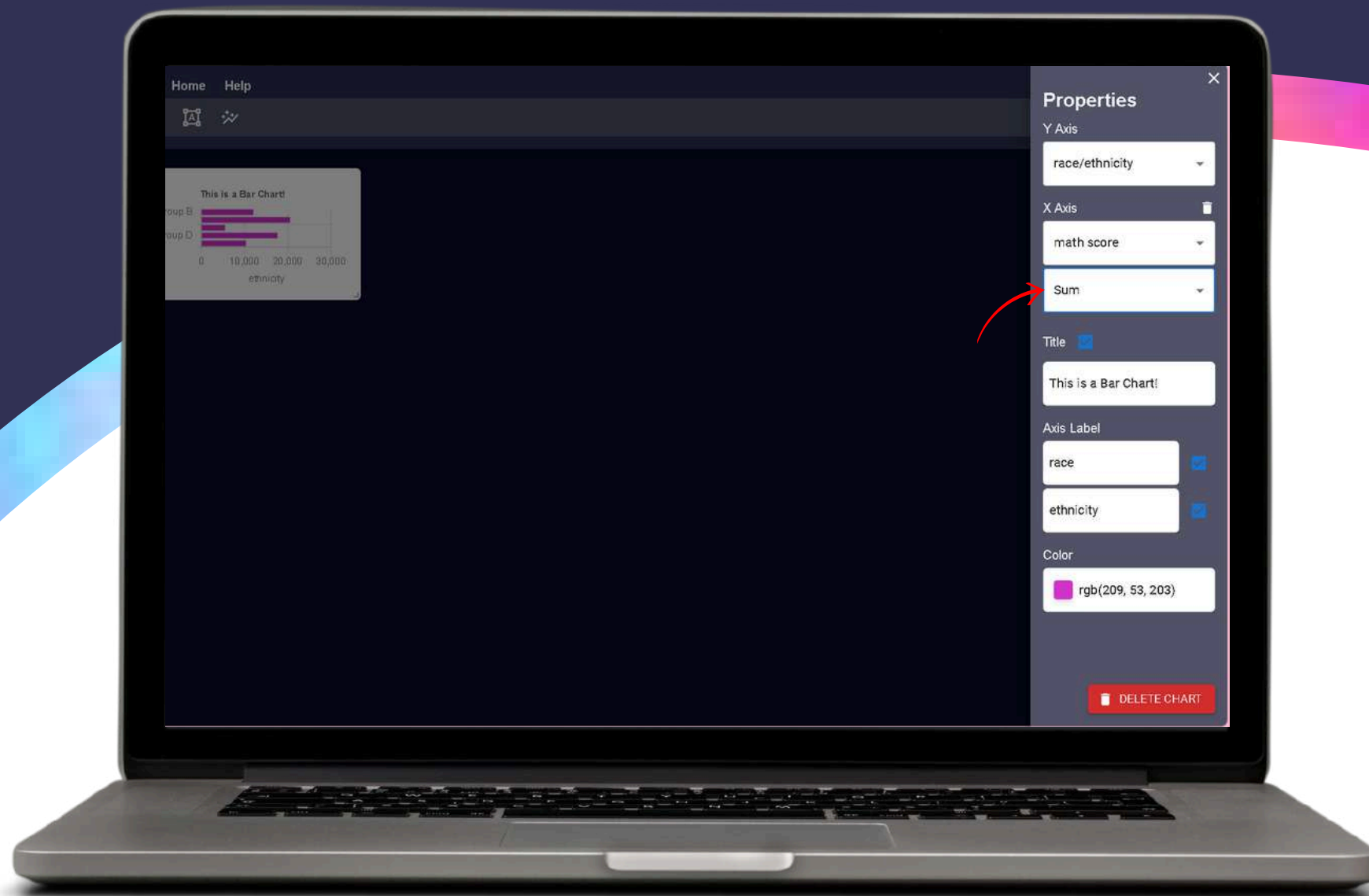
User Manual

12.3 Select the checkbox for the title to add a chart title
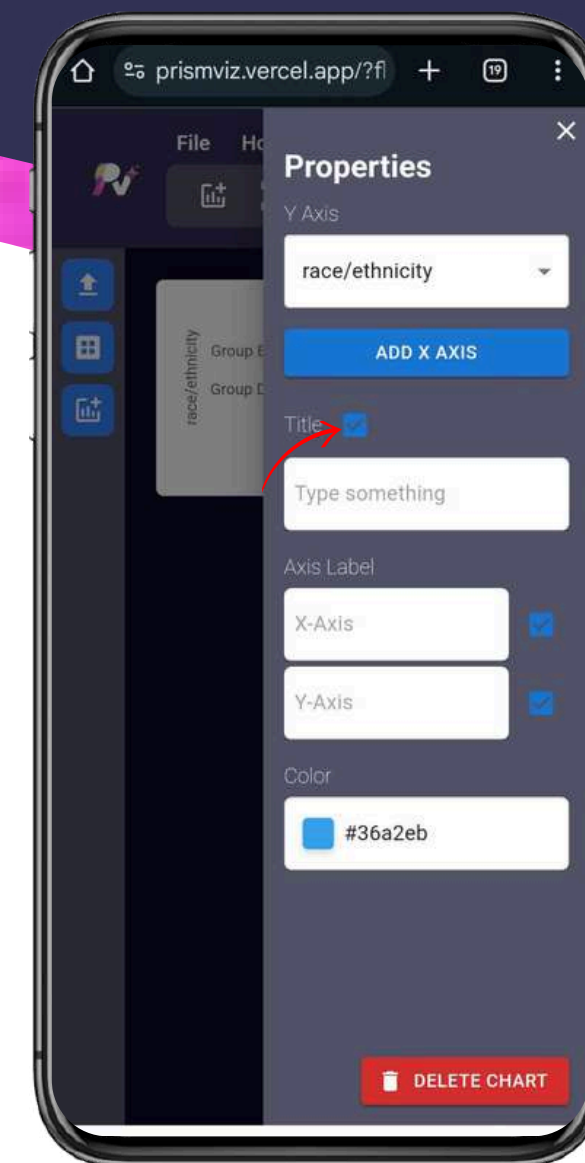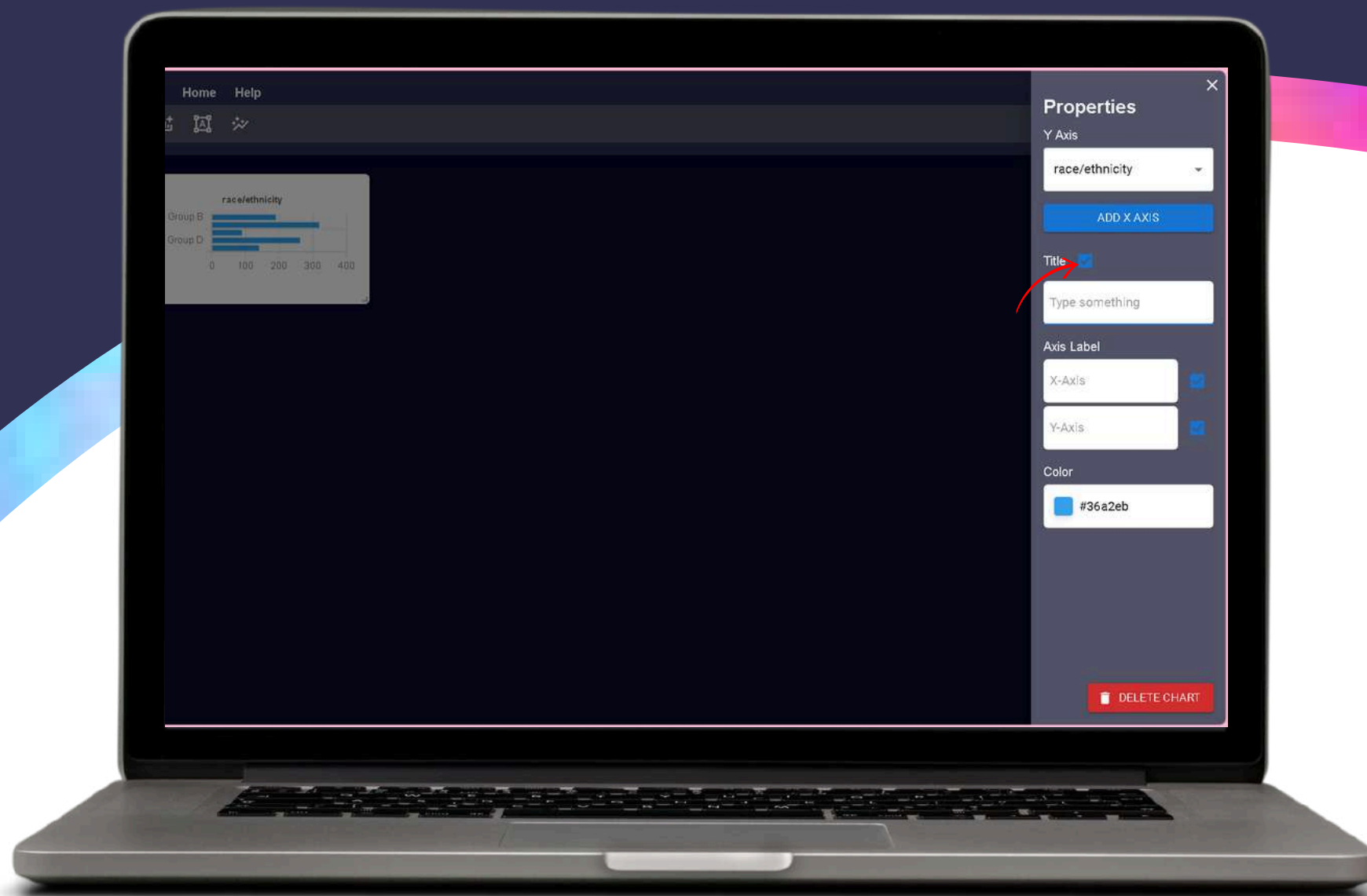
User Manual

12.3.1 Unselect the checkbox to remove the chart title.
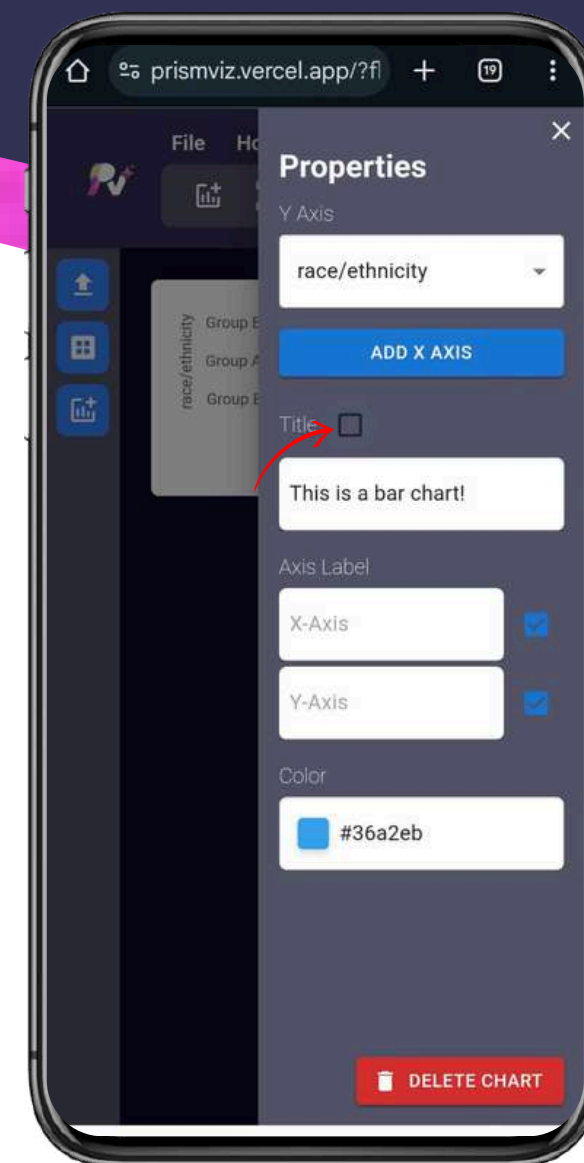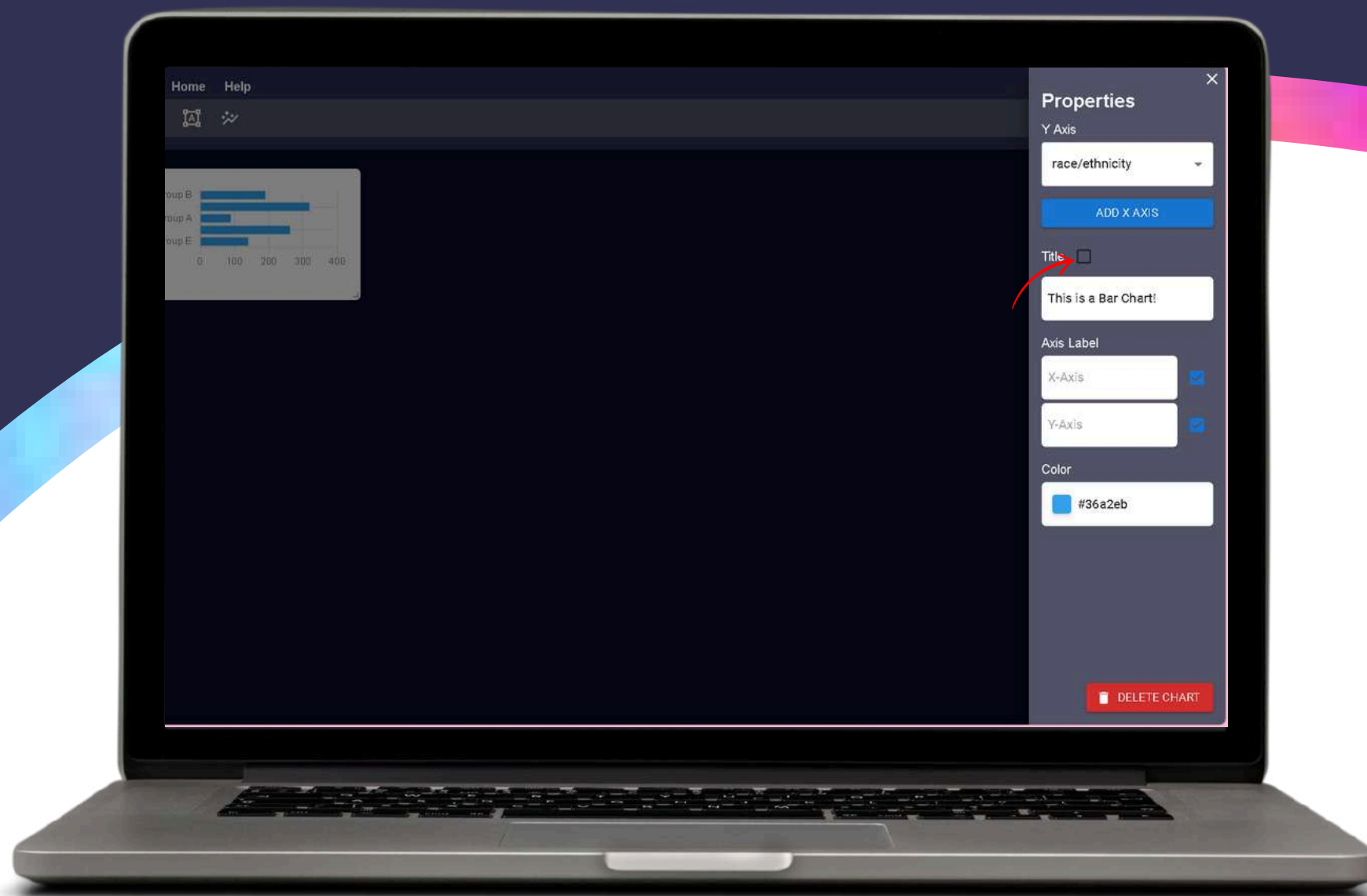
12.3.2 Type the title in the text box to customize the chart title.
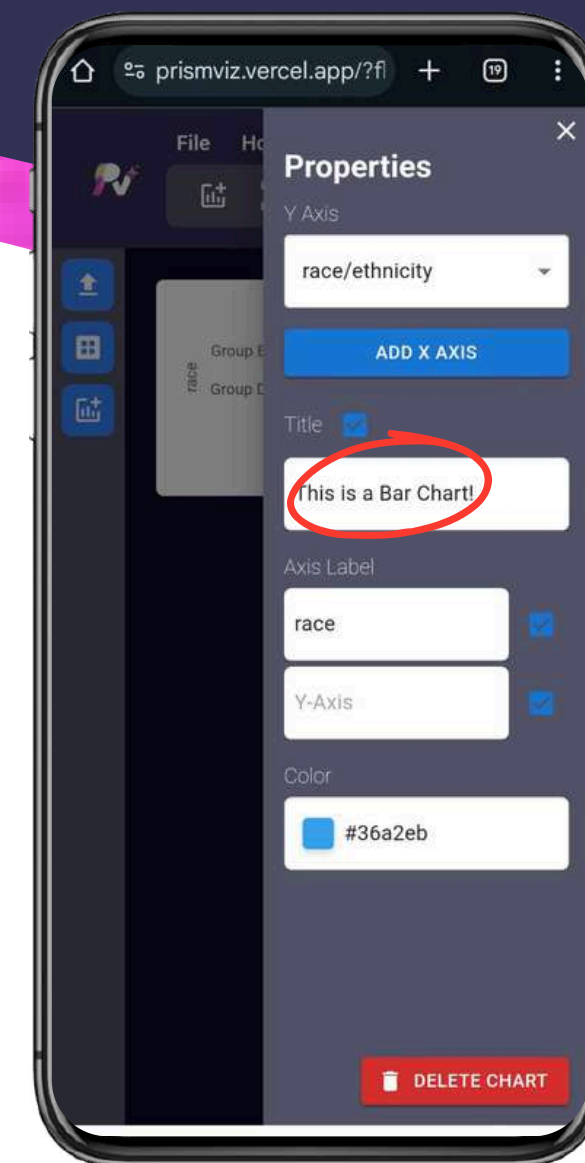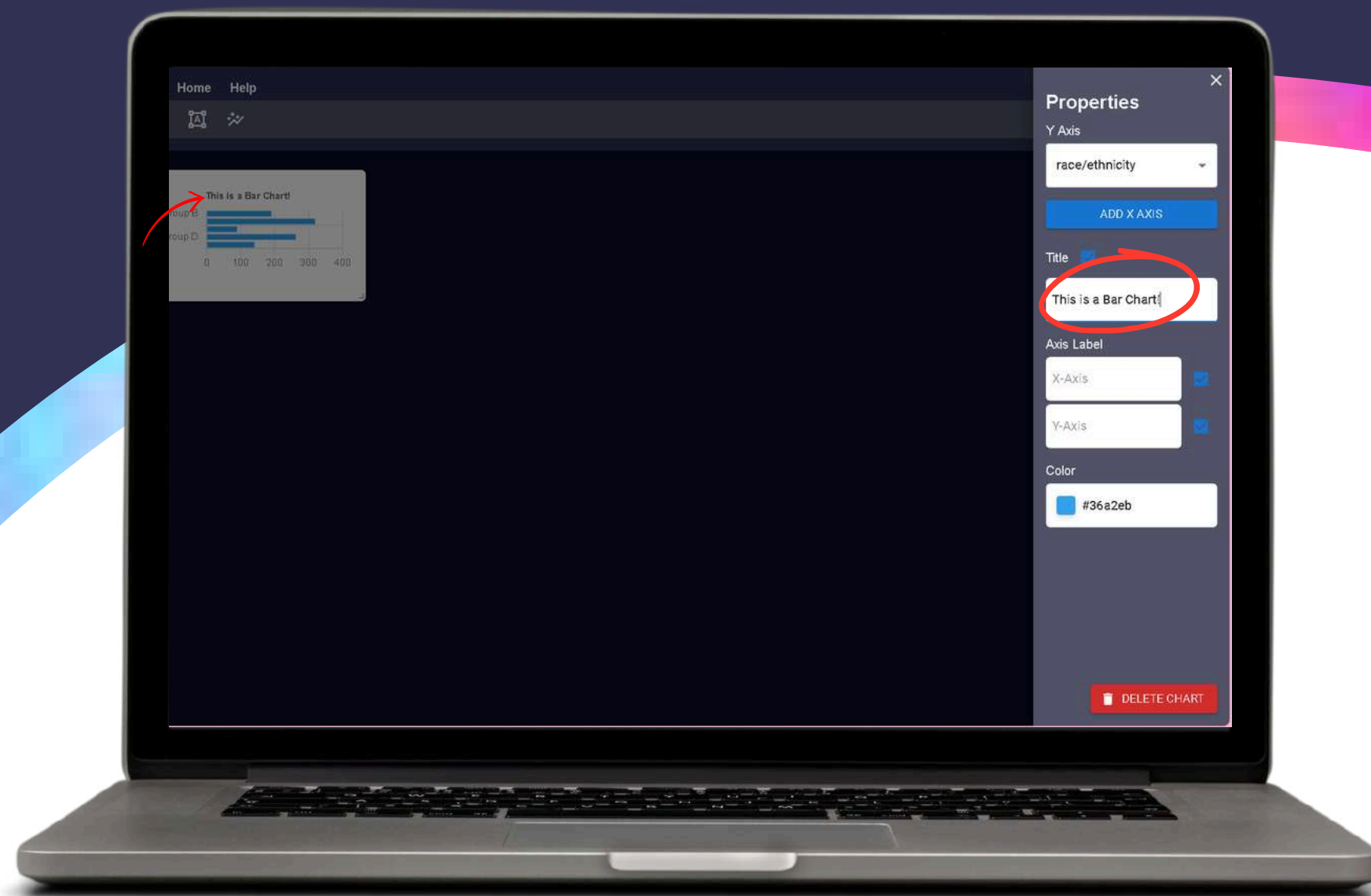
User Manual

12.4 Select the checkbox for the Axis Label to customize the axis labels
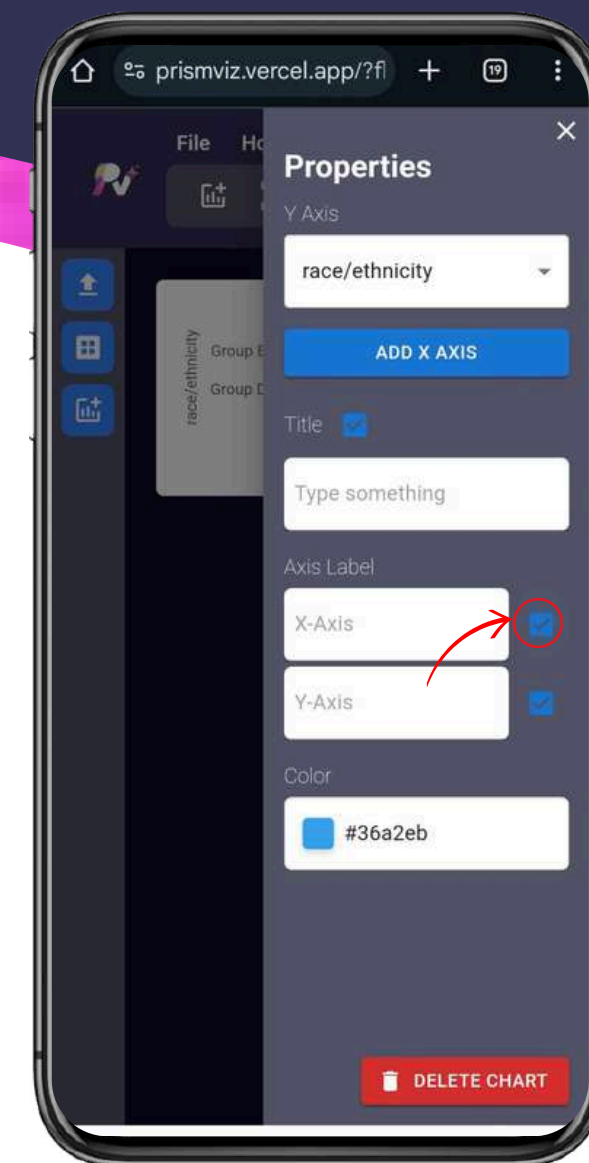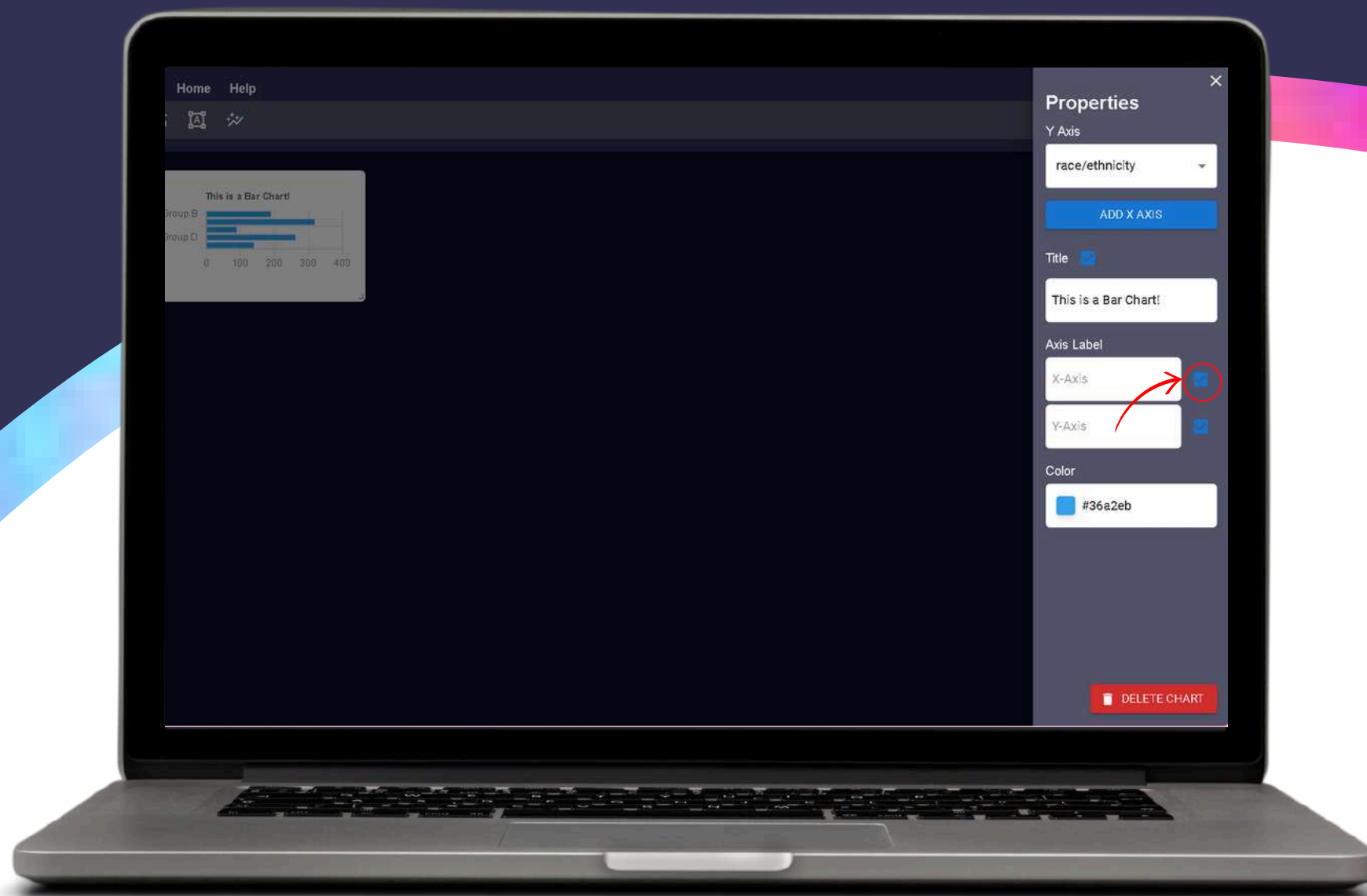
User Manual

12.4.1 Type in the X-Axis text box to add the X-Axis label
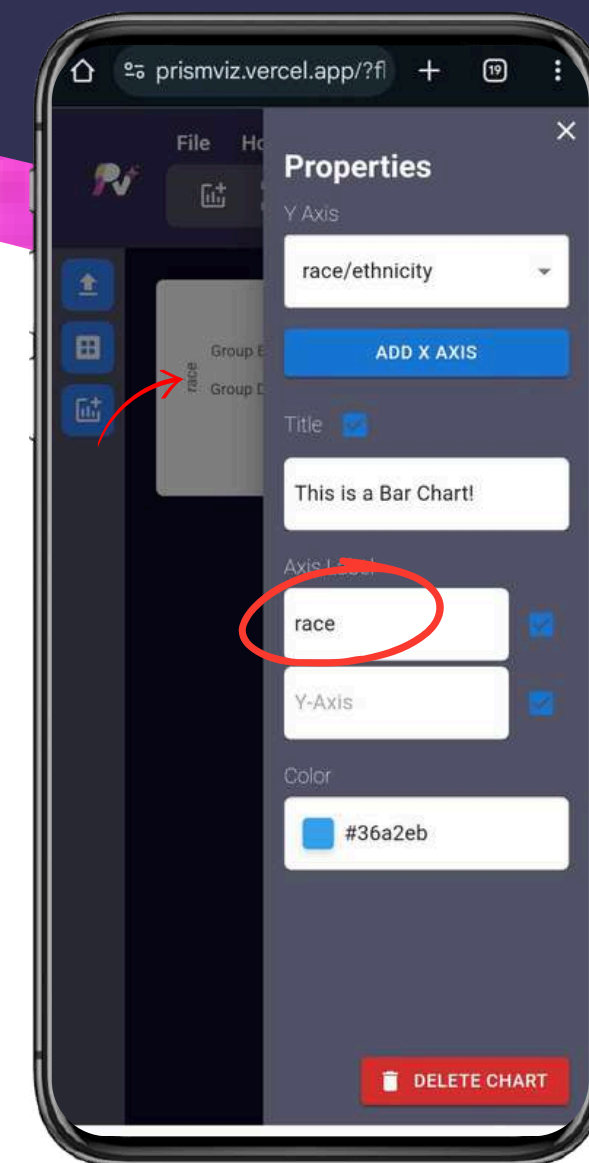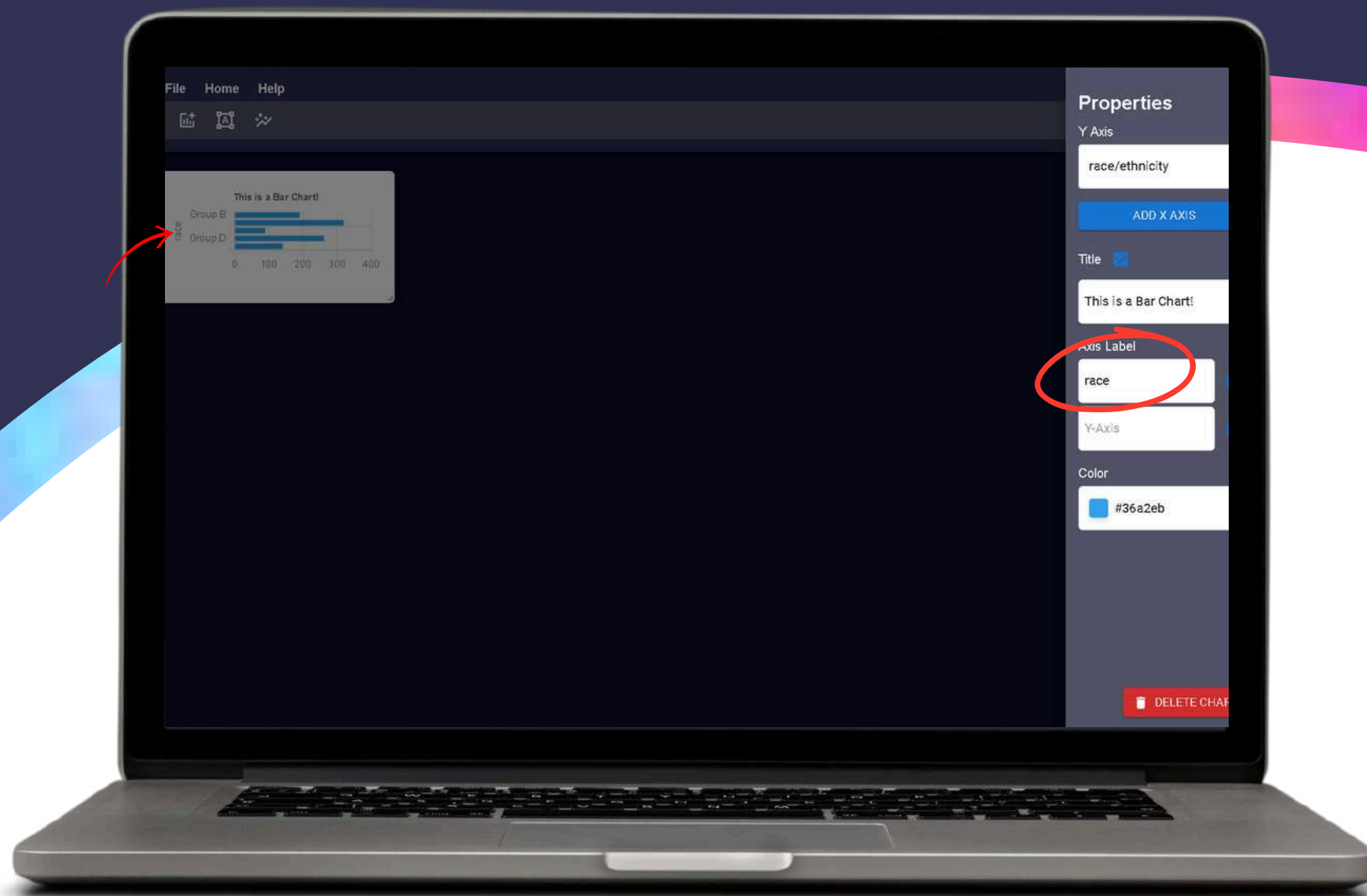
User Manual

12.4.2 Type in the Y-Axis text box to add the Y-Axis label
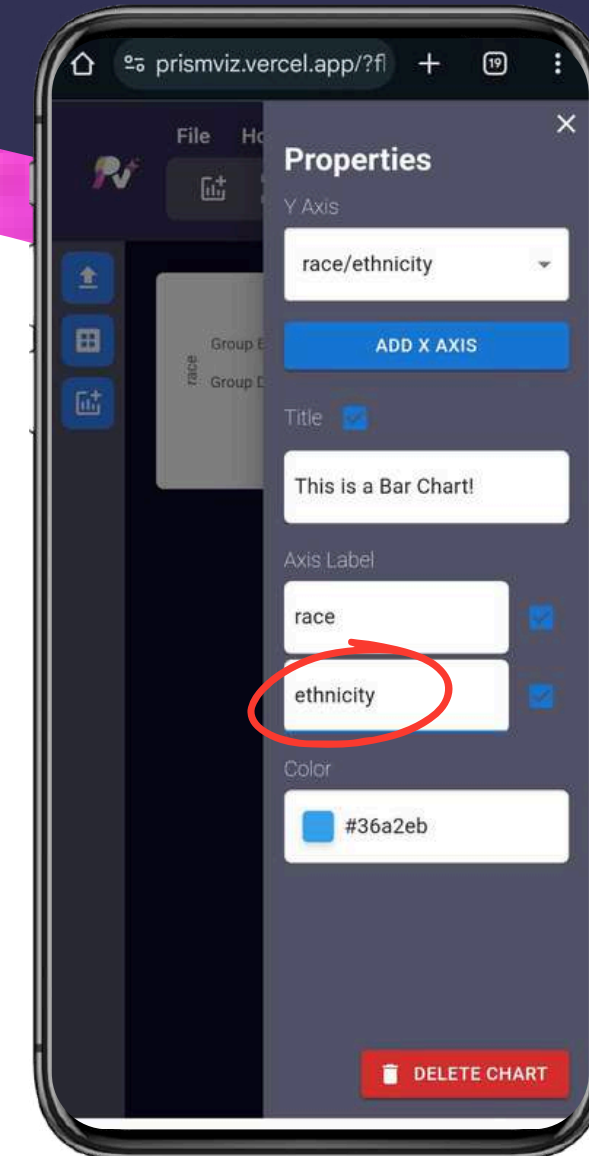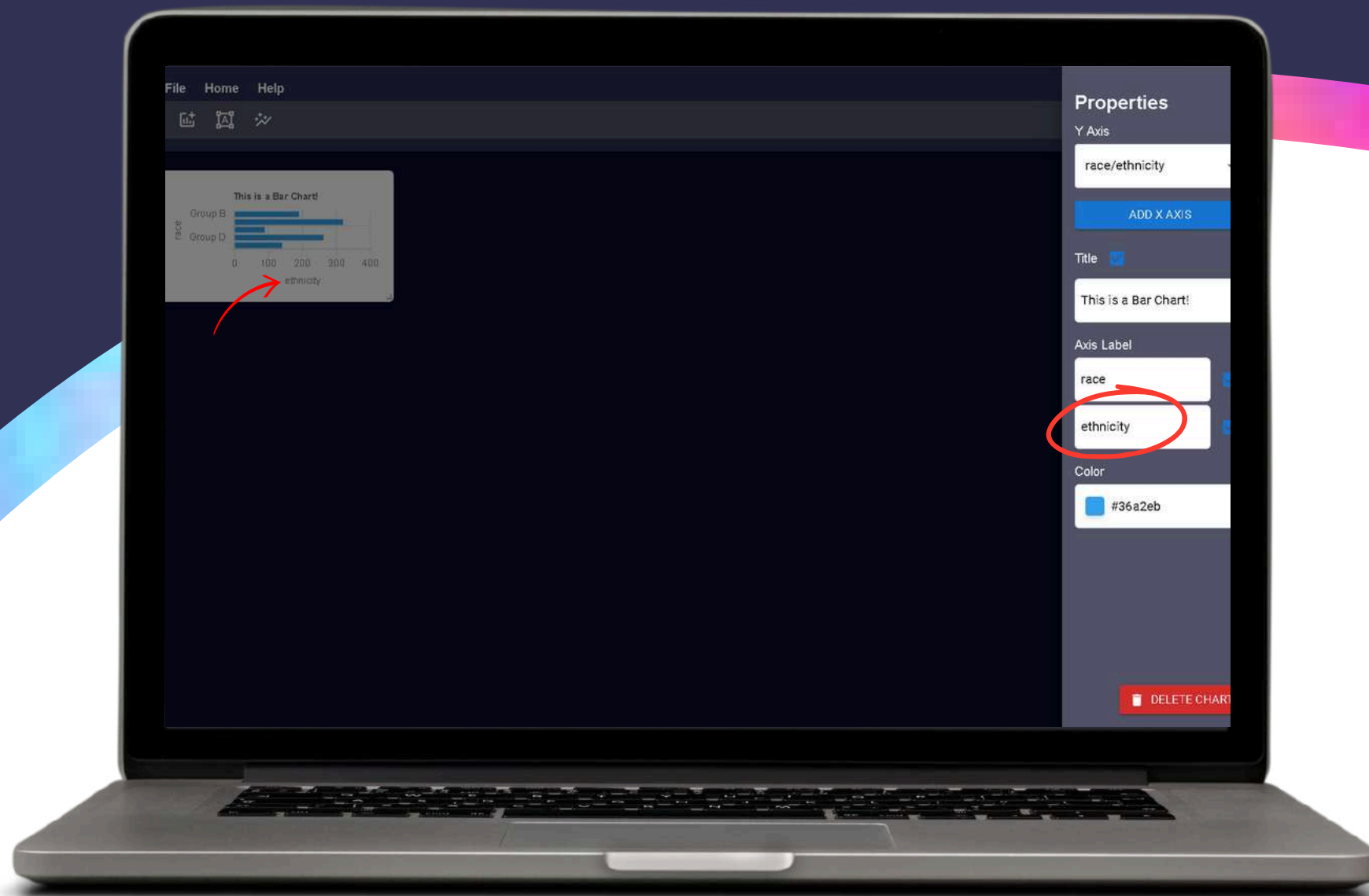
User Manual

12.5 Click the color property to customize the chart color(only applicable to mono-colored charts)
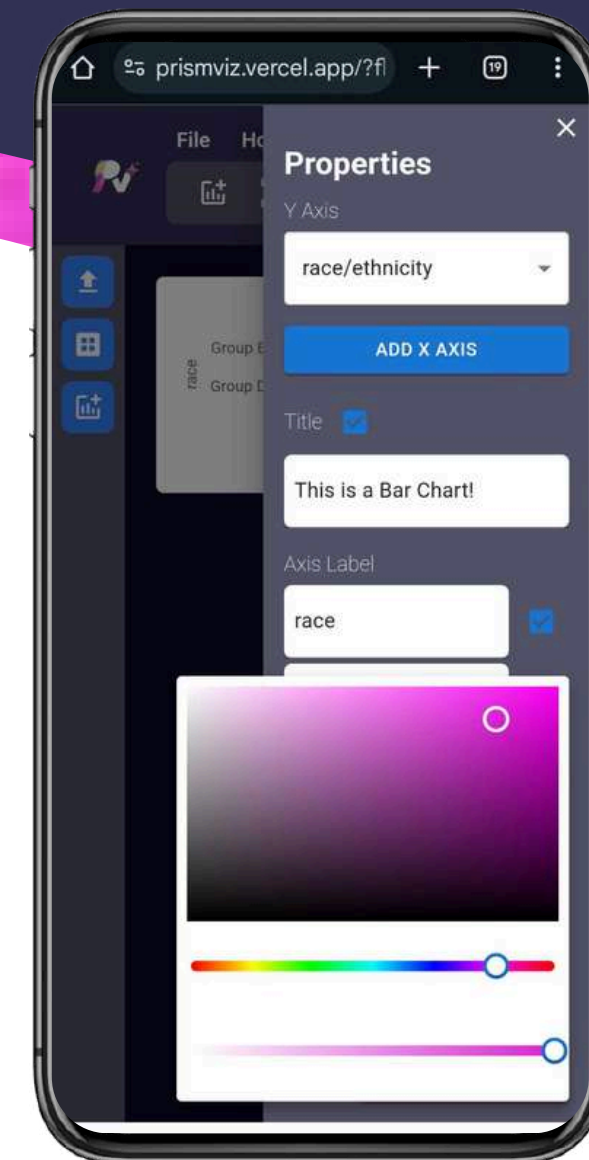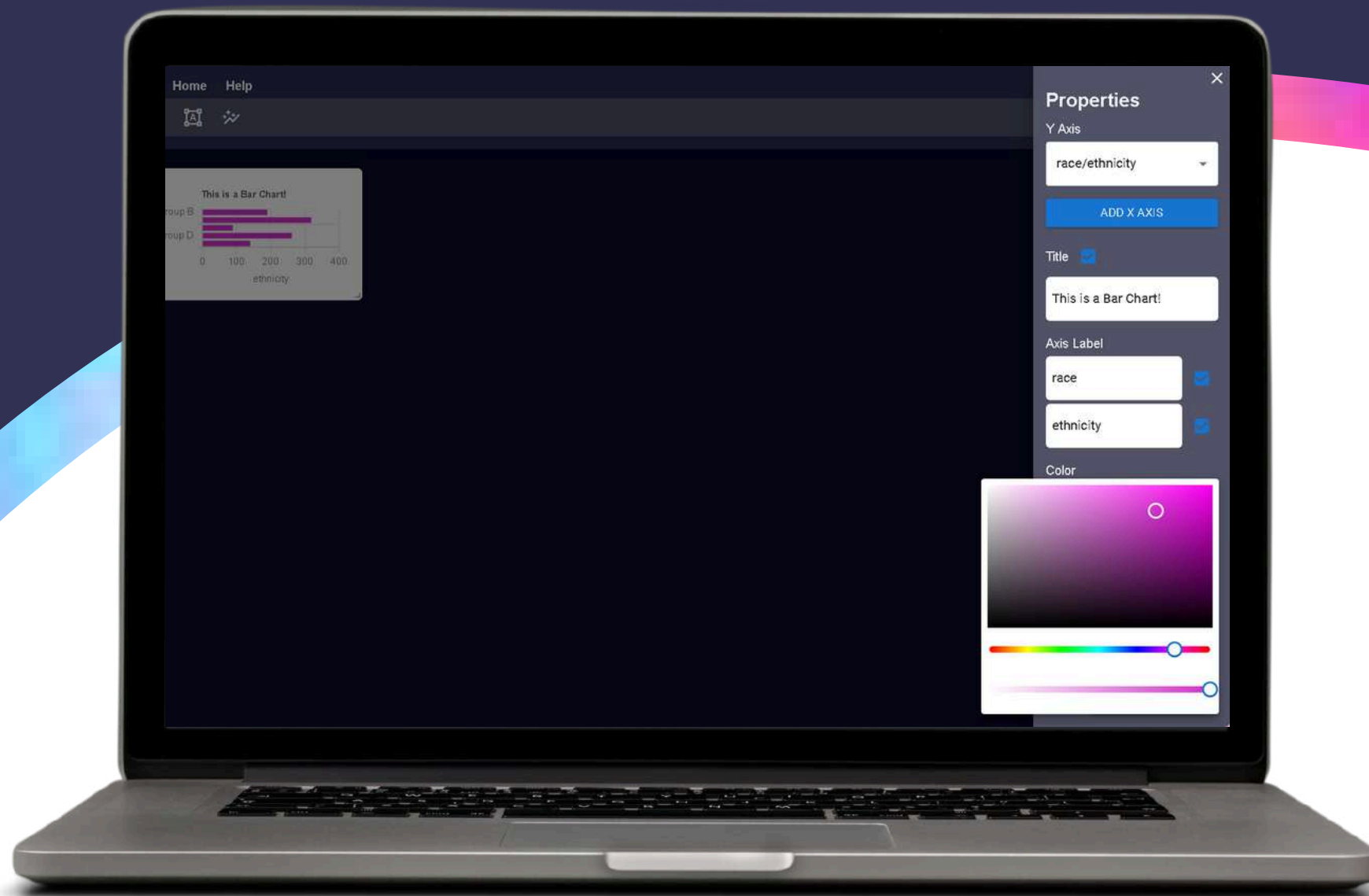
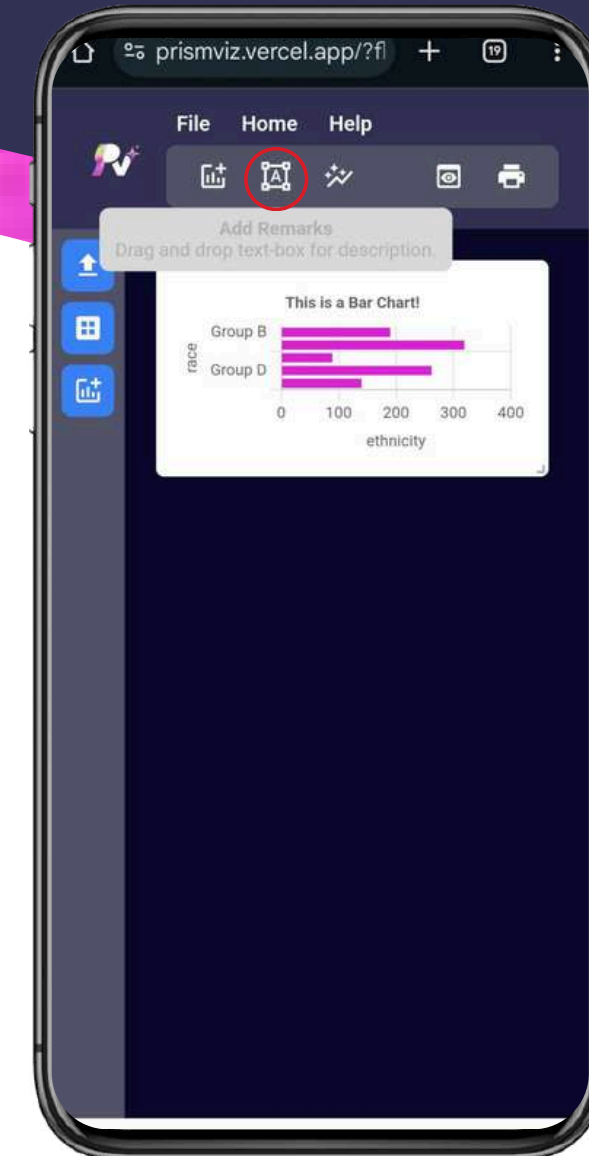# User Manual

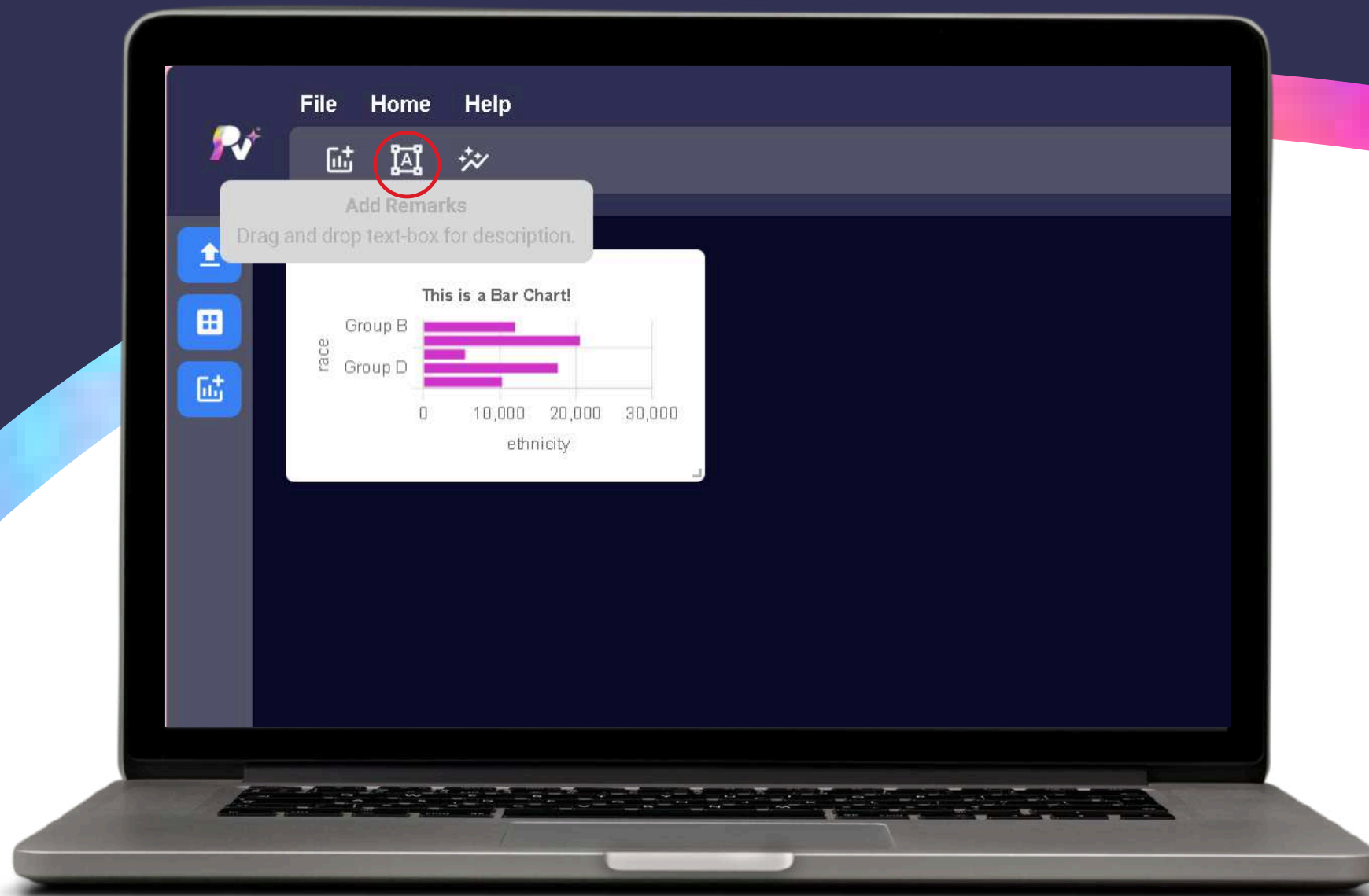12.5.1 Select a hue via the color slider, color canvas, or typing the color code.
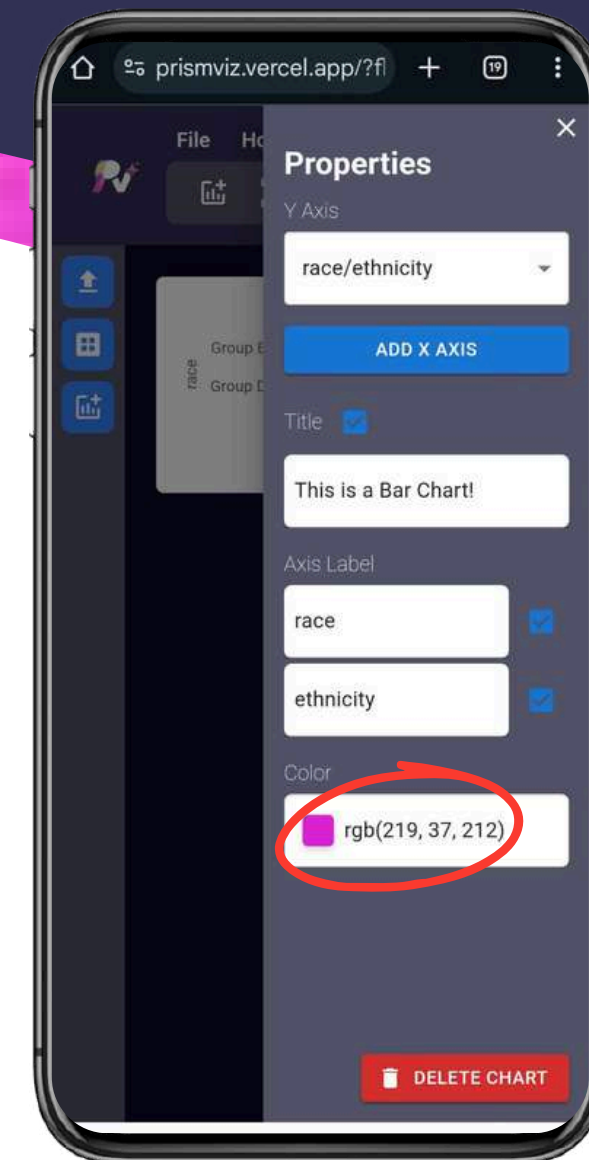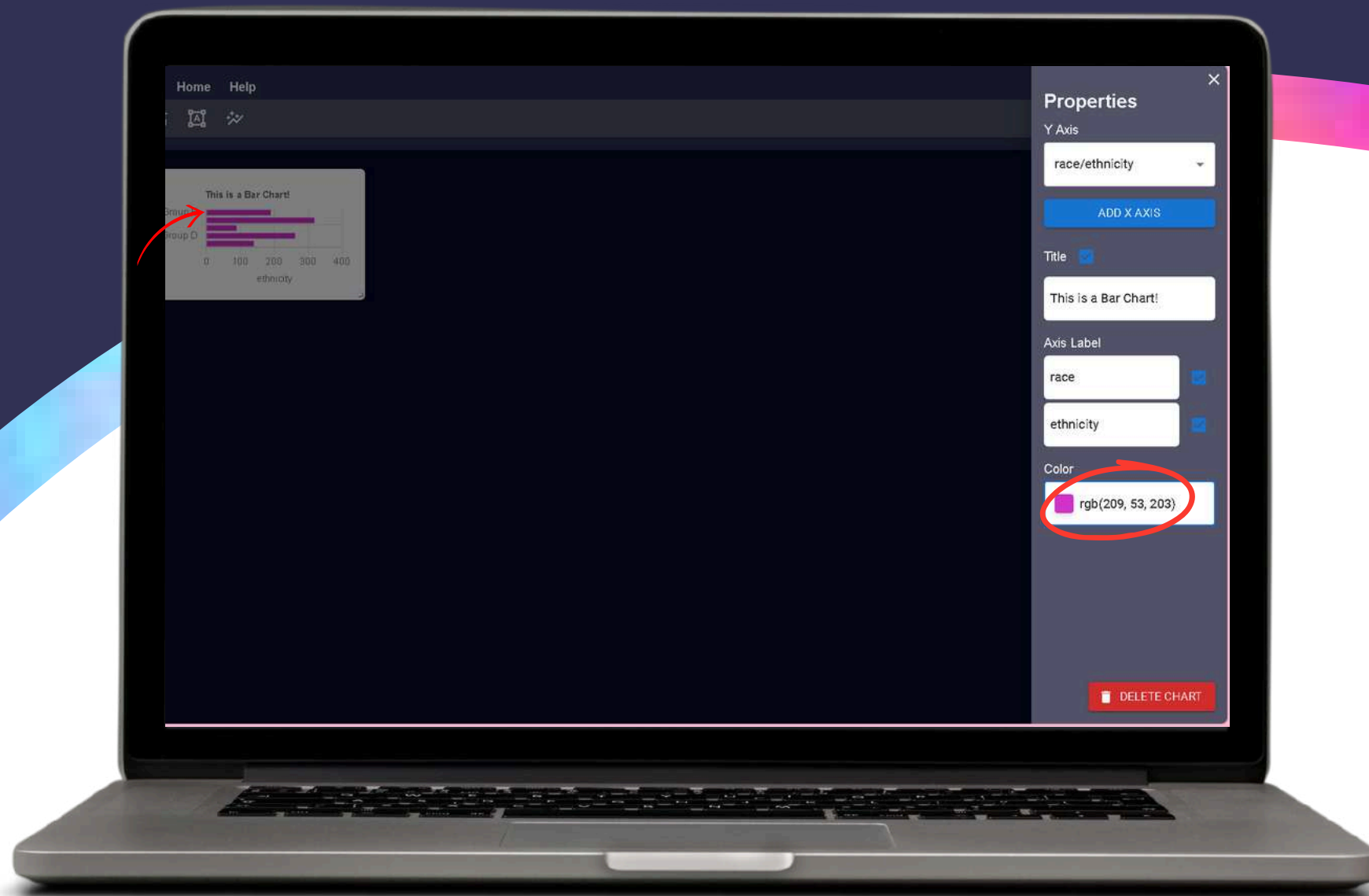
User Manual

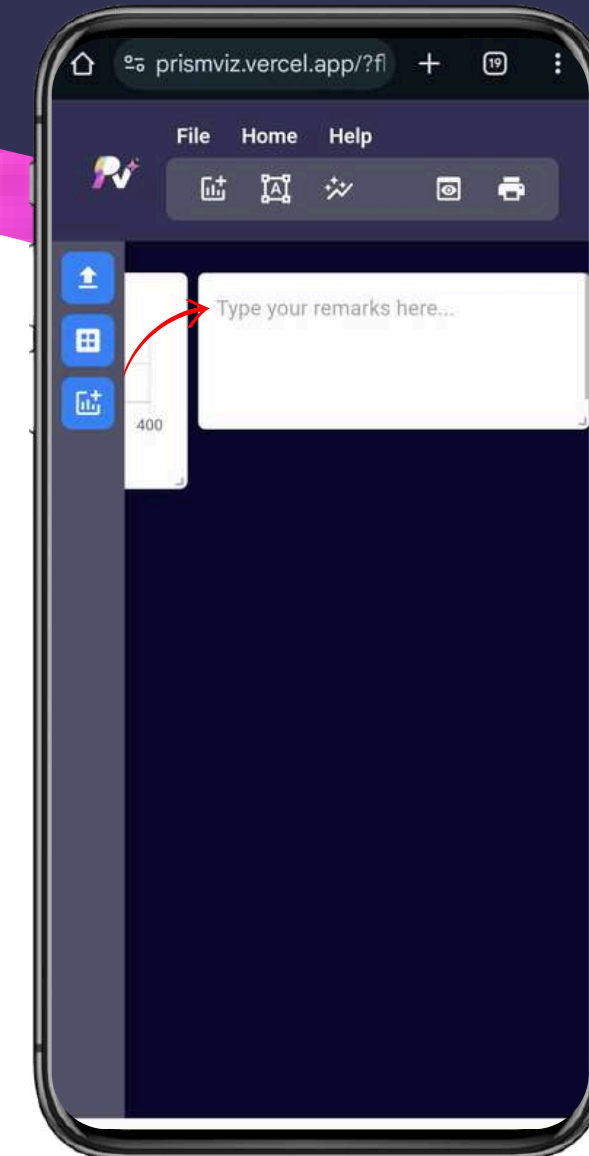12.6 Delete the selected chart by clicking the 'DELETE CHART' button at the bottom of the properties tab
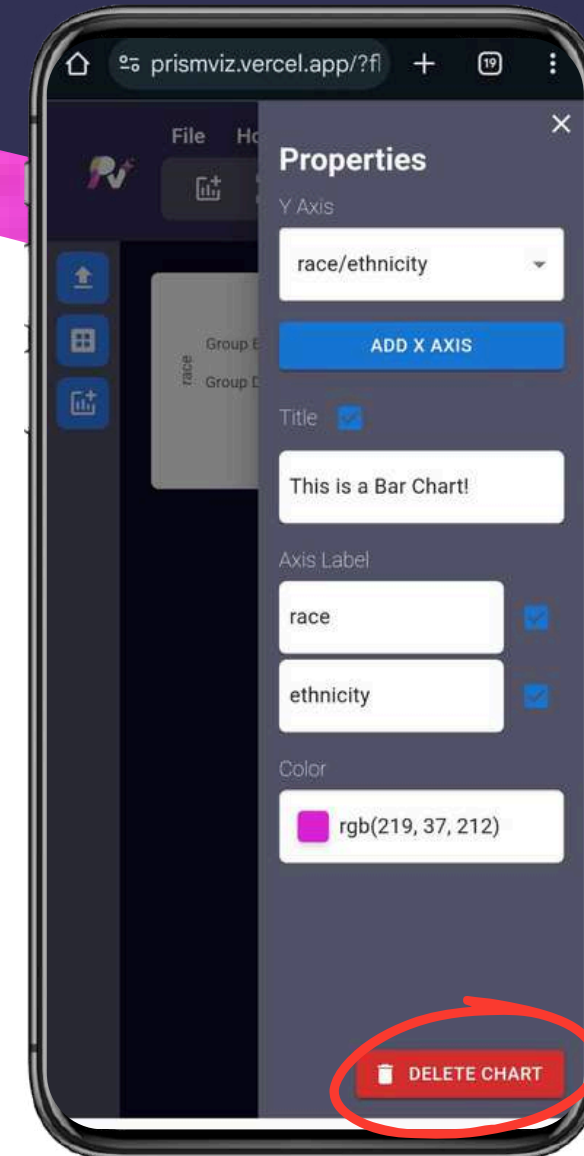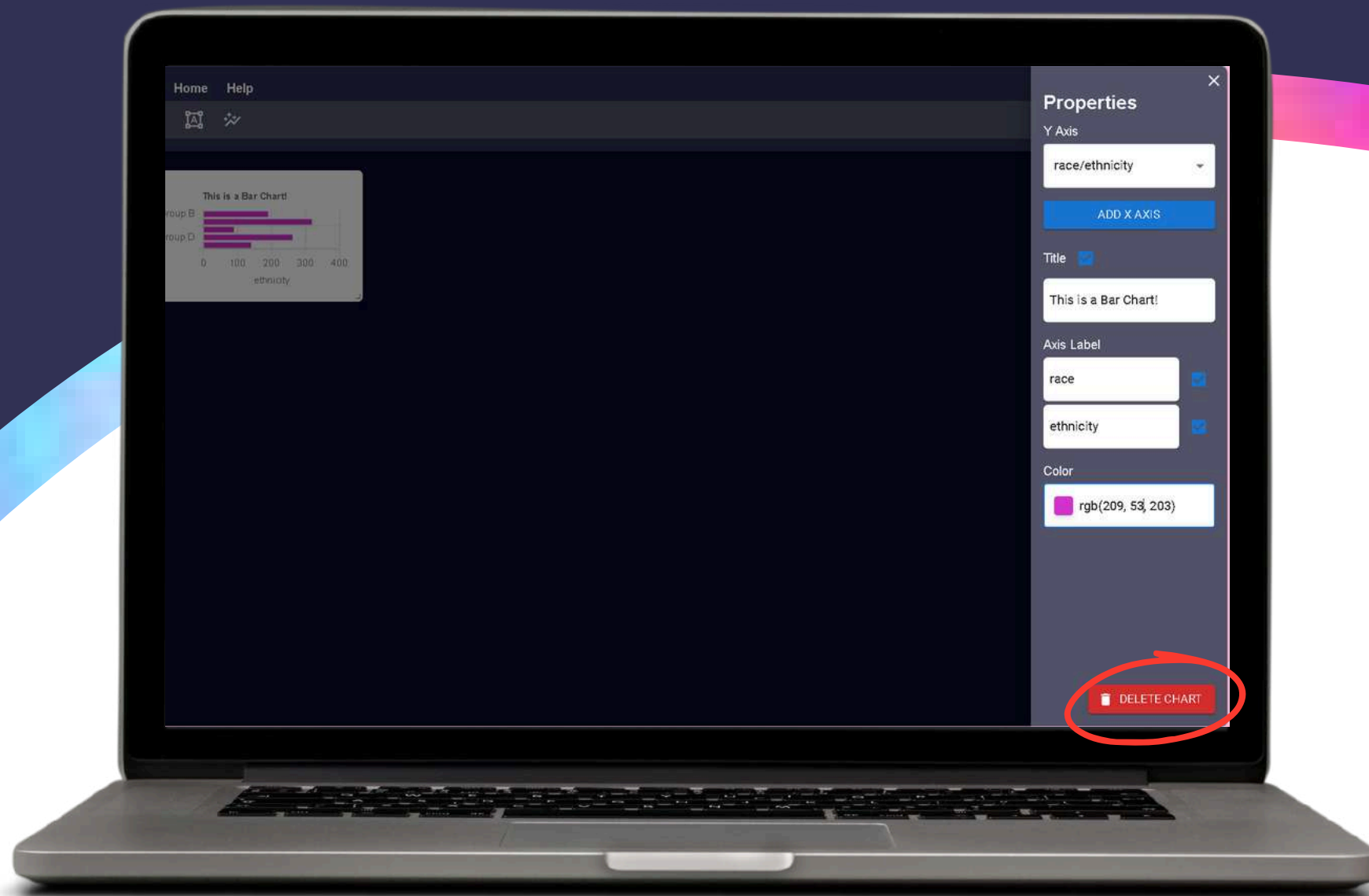
User Manual

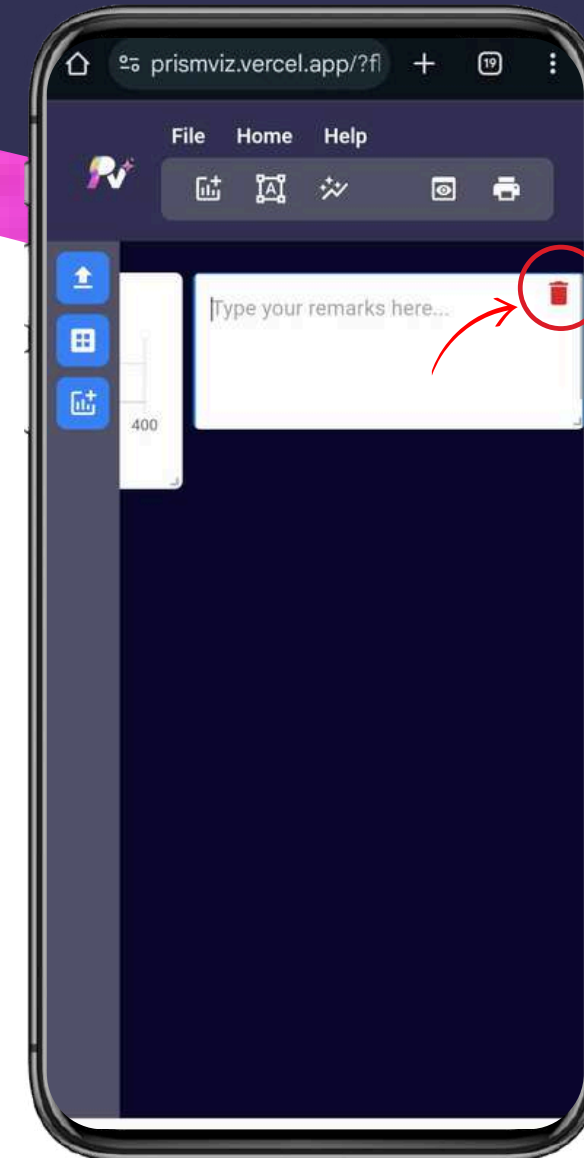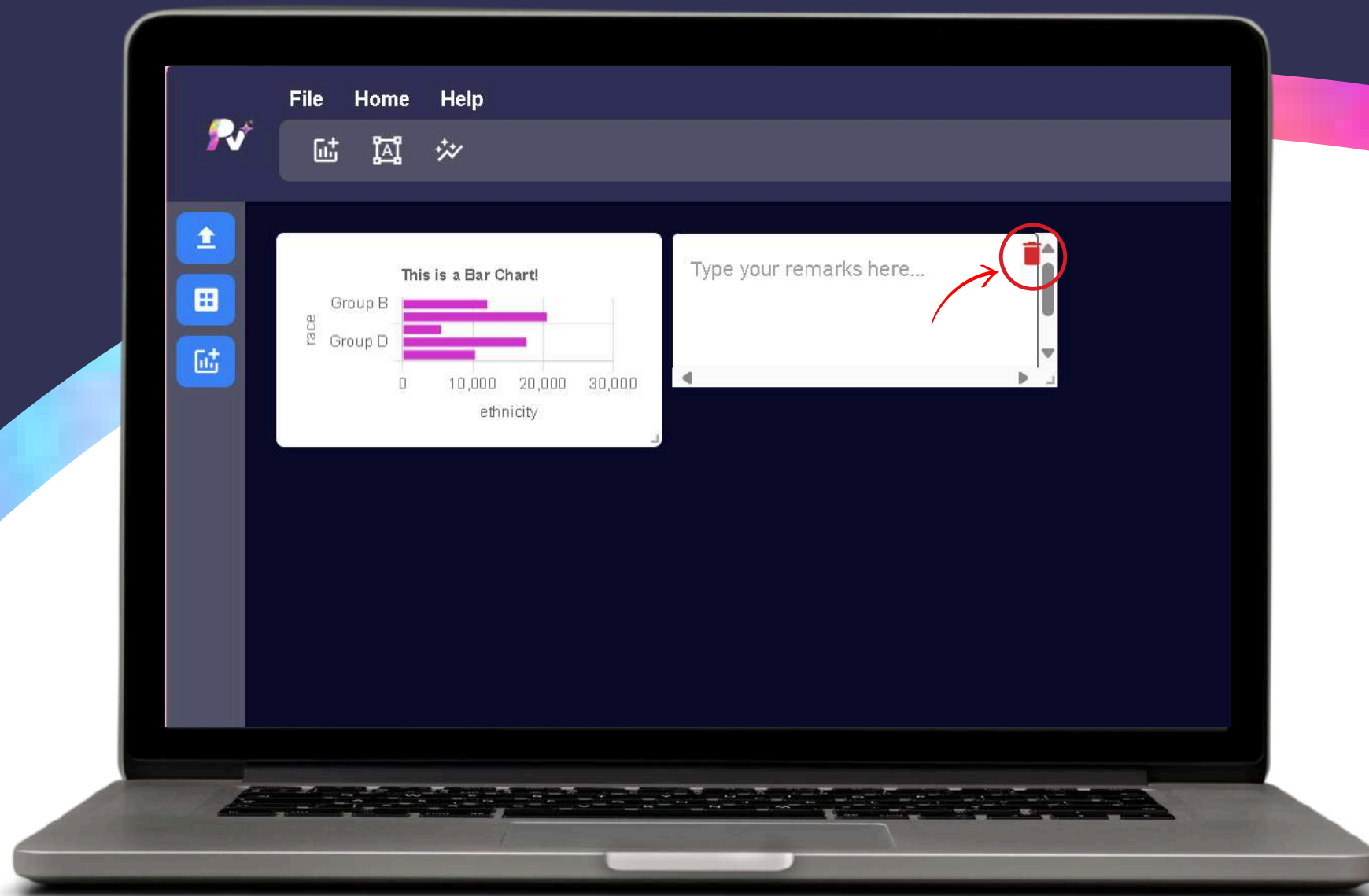13 Click the middle button at the top-left menu of the Data Visualization Step Page to add remarks and descriptions.

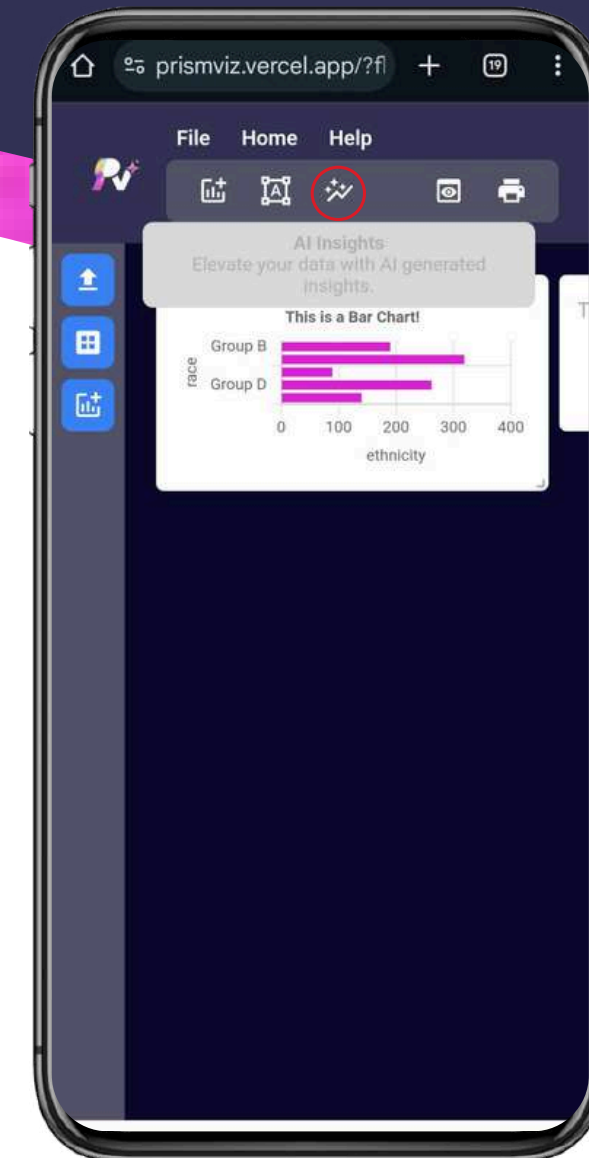## 13.1 Type remarks and description in the 'Type your remarks here...' text box.
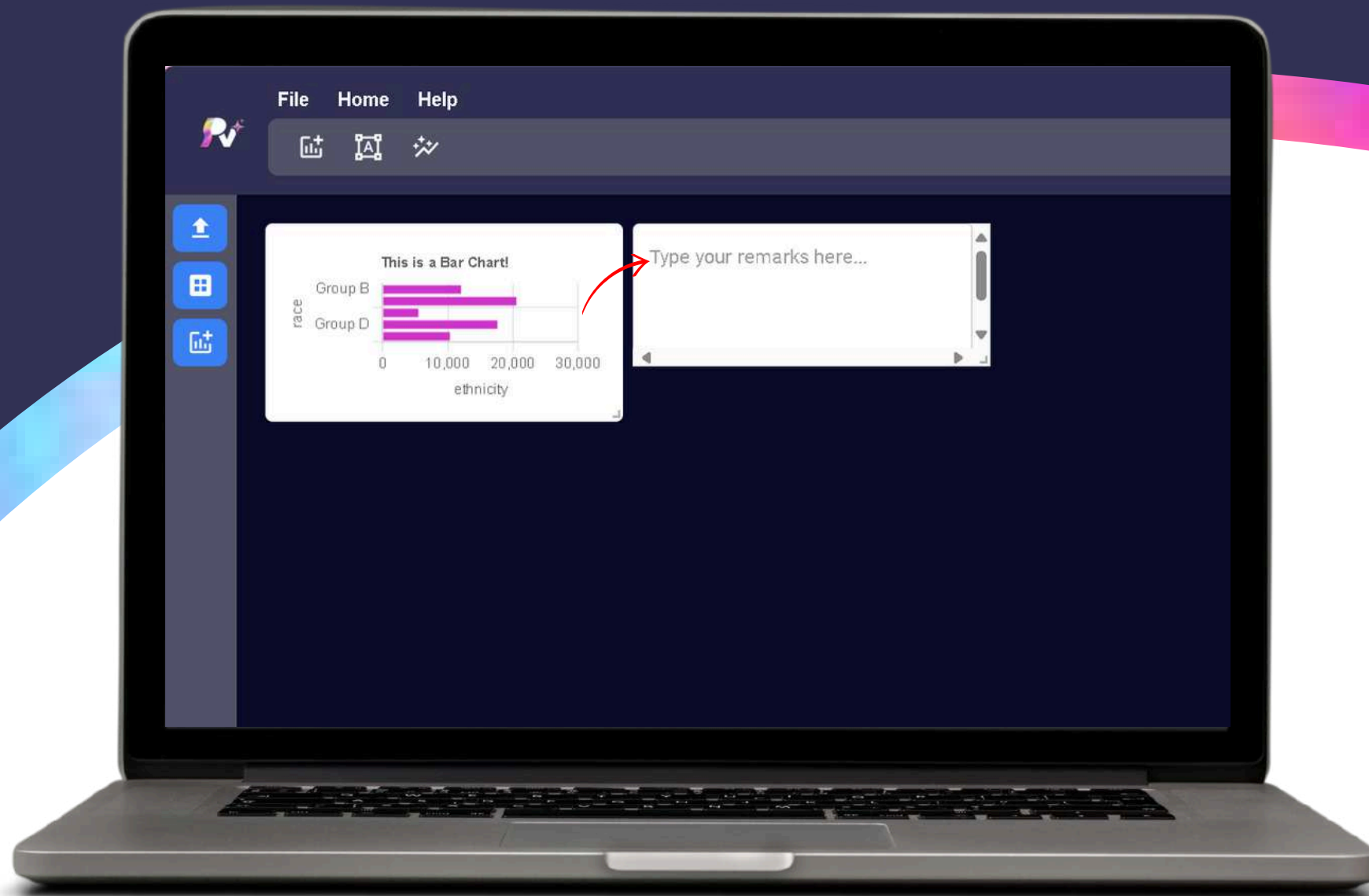
User Manual
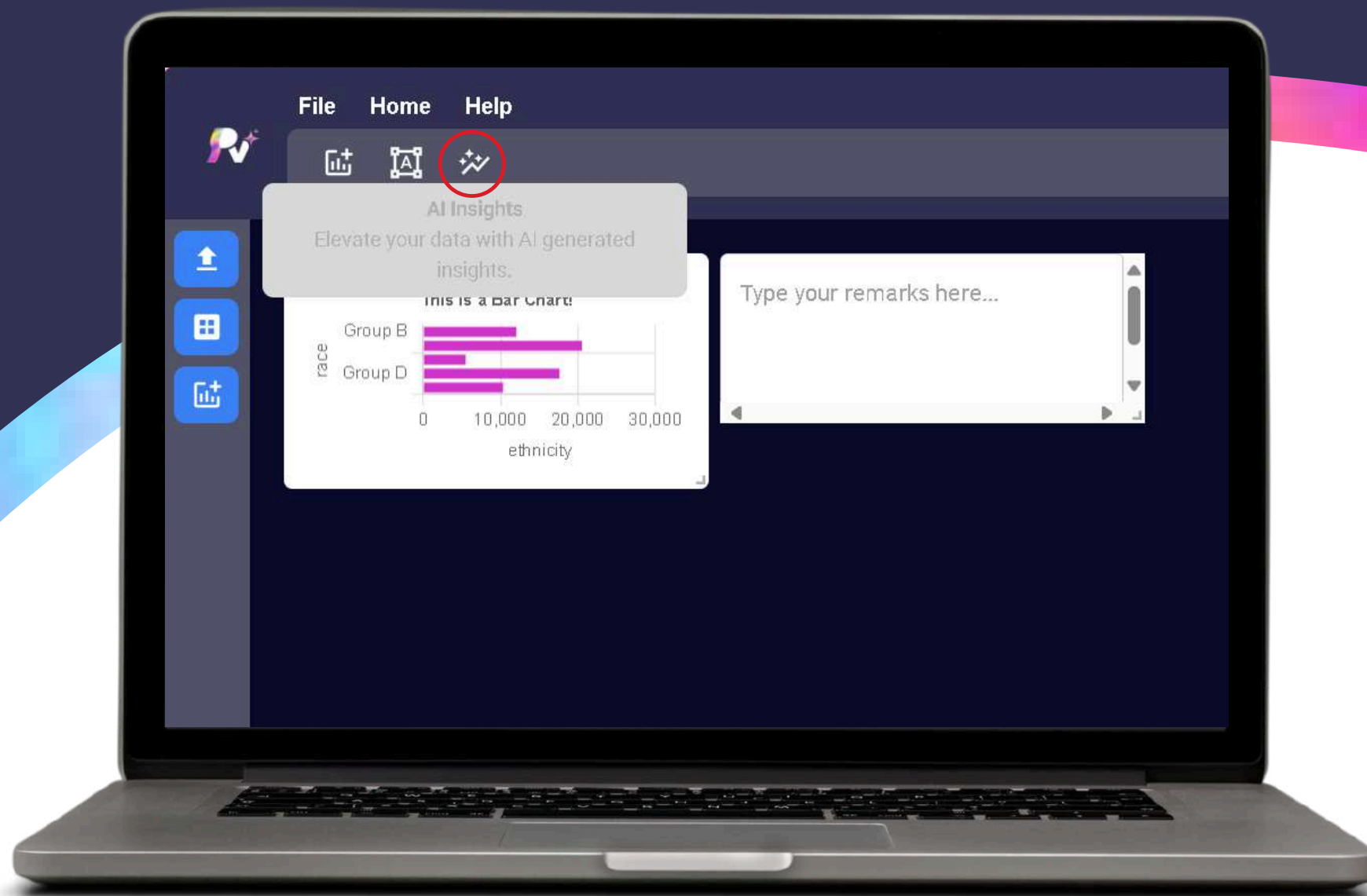
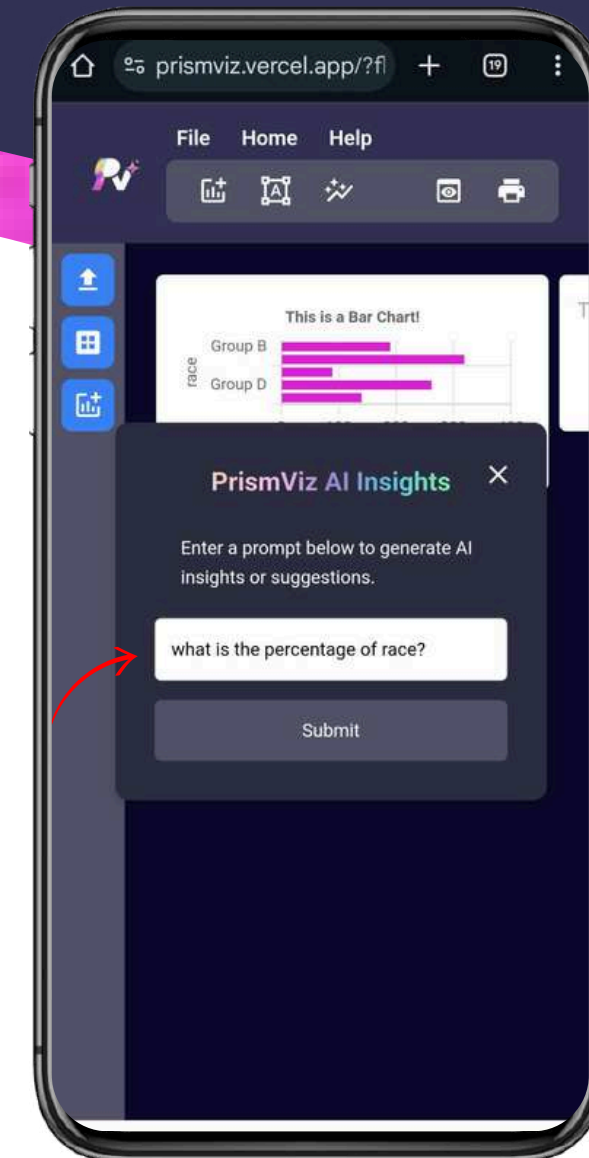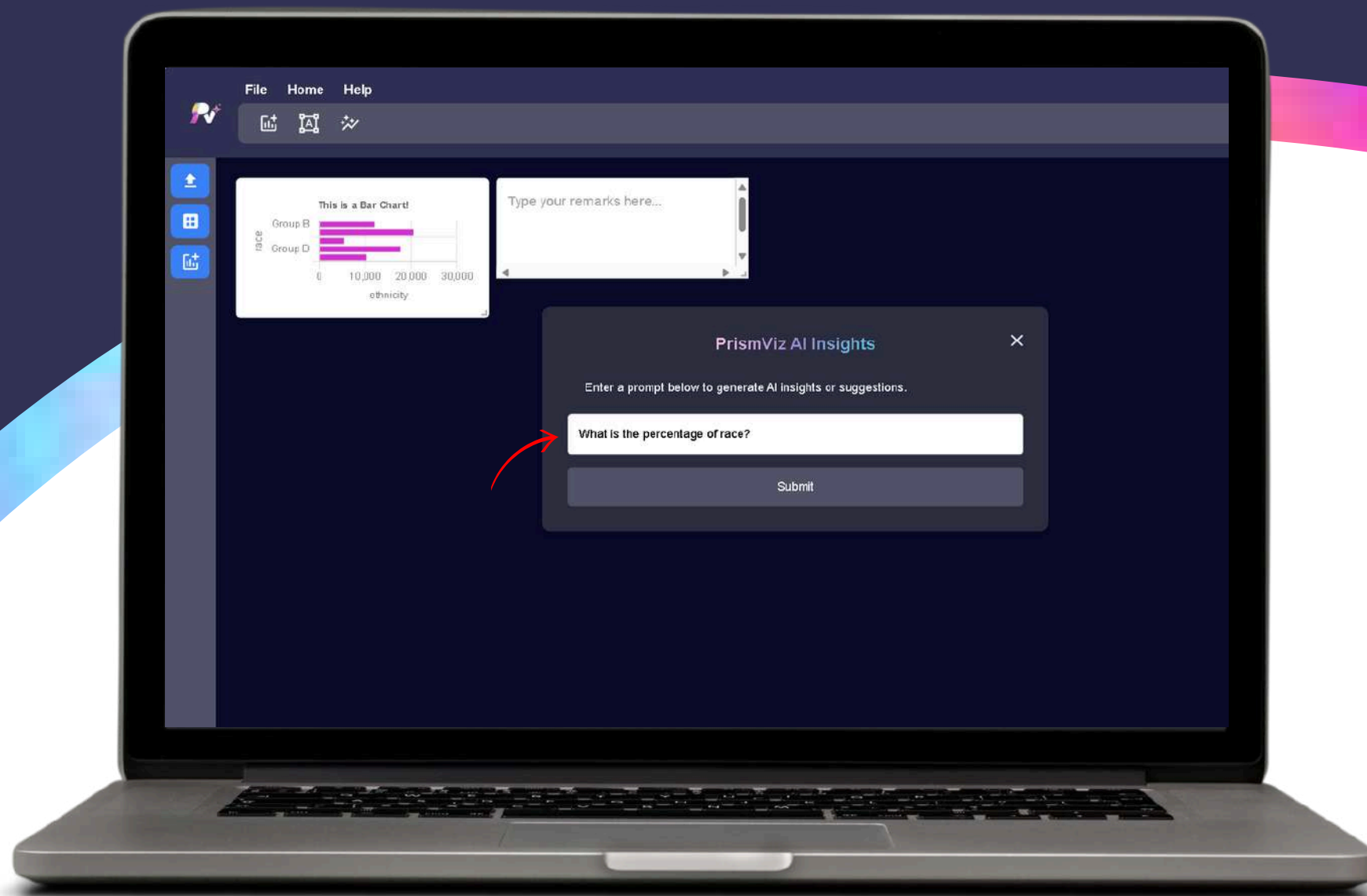13.2 Click the trash-can button at the top right of the remarks text box to delete the remarks.

User Manual

14 Click the right-most button at the top-left menu of the Data Visualization Step Page to access the AI Insights feature
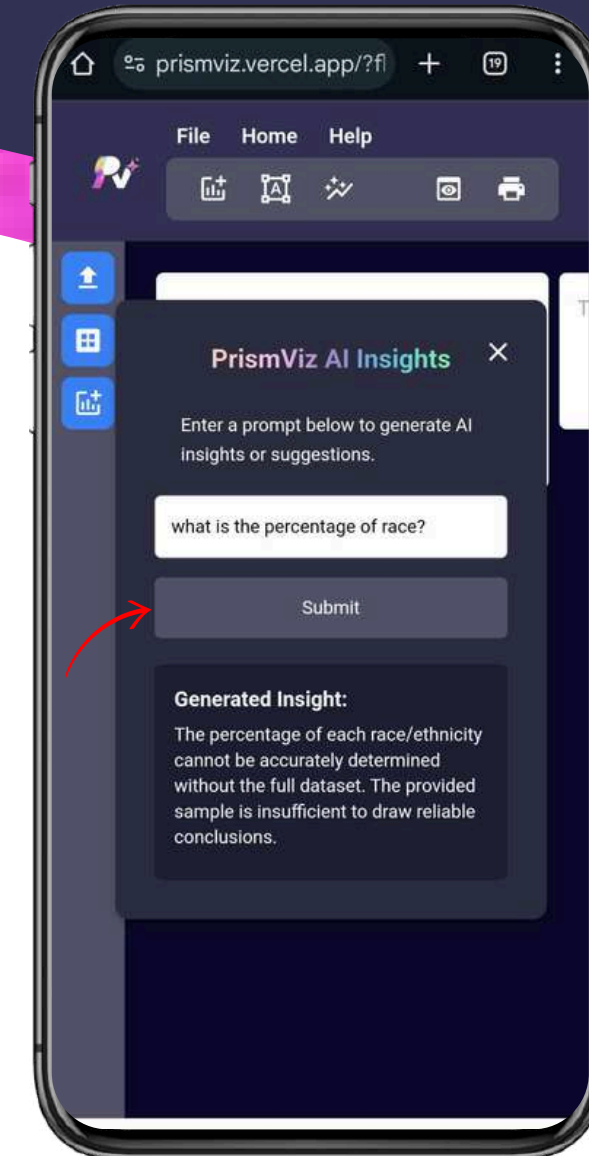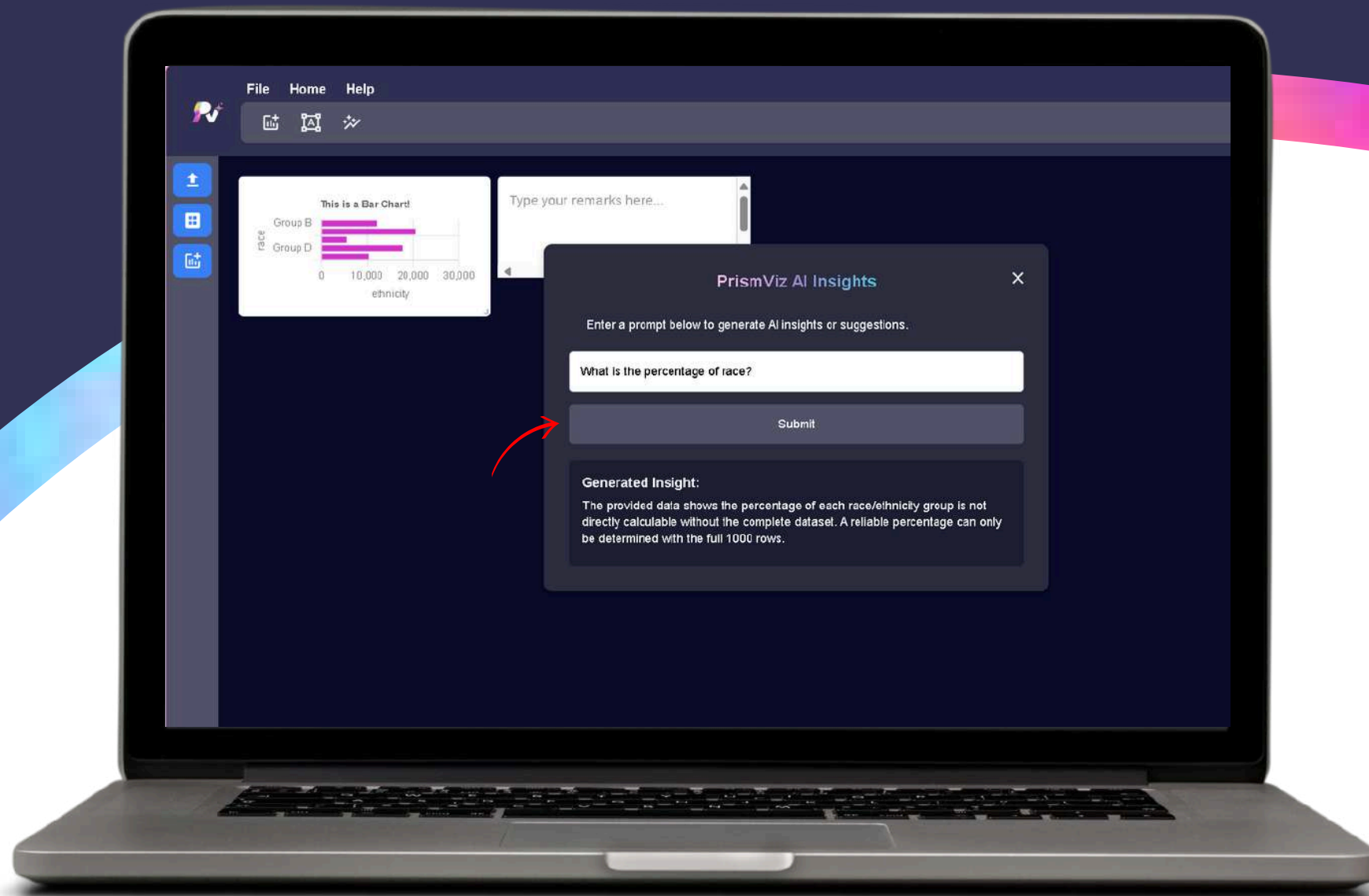
14.1 Enter a prompt to the text box of the AI Insights to generate AI insights or suggestions

User Manual
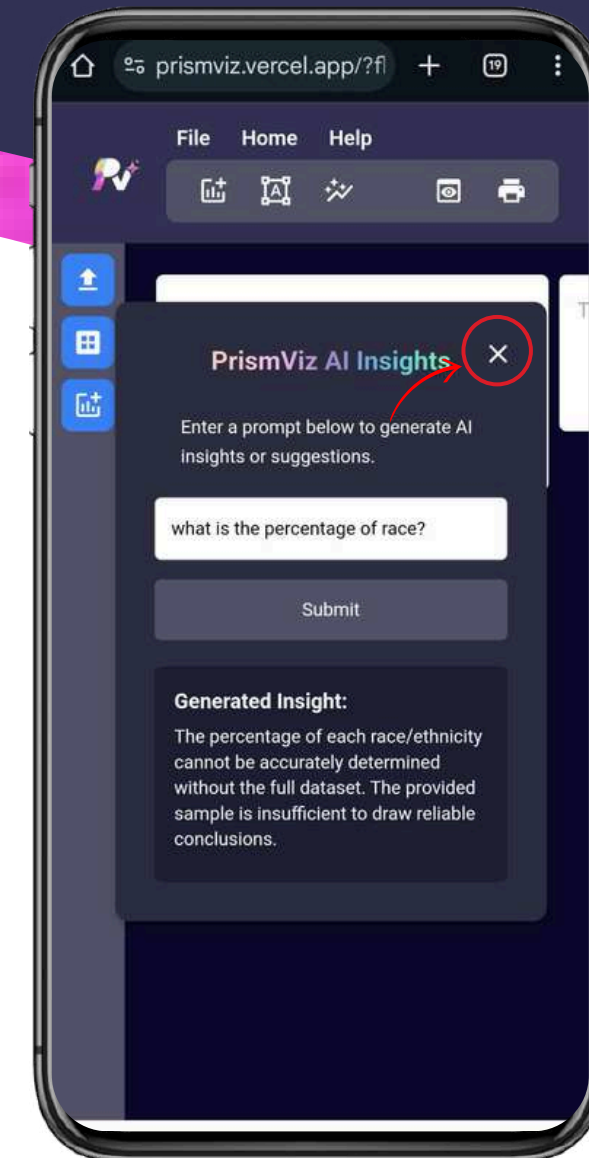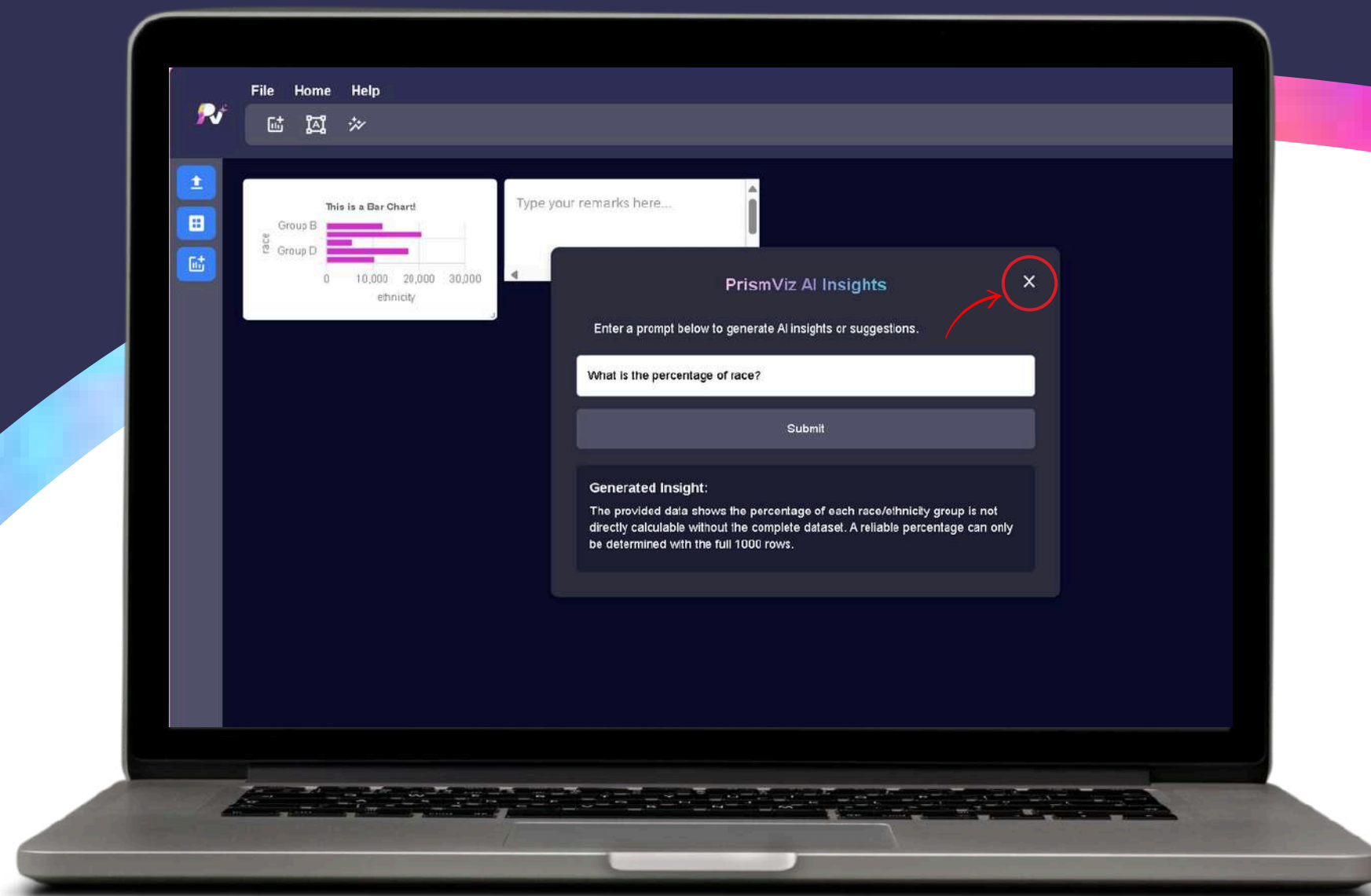
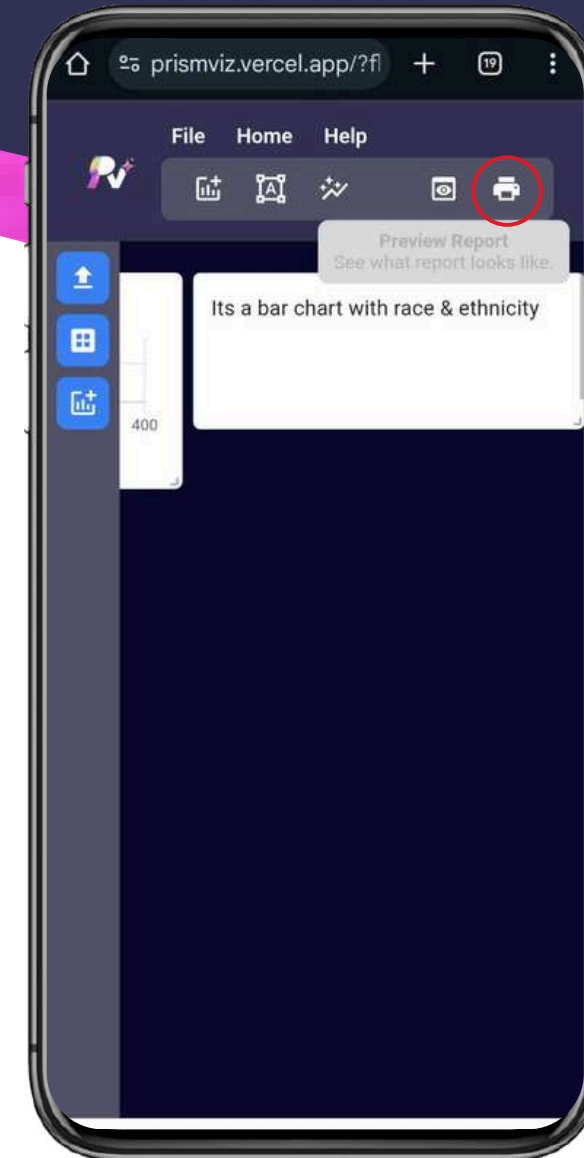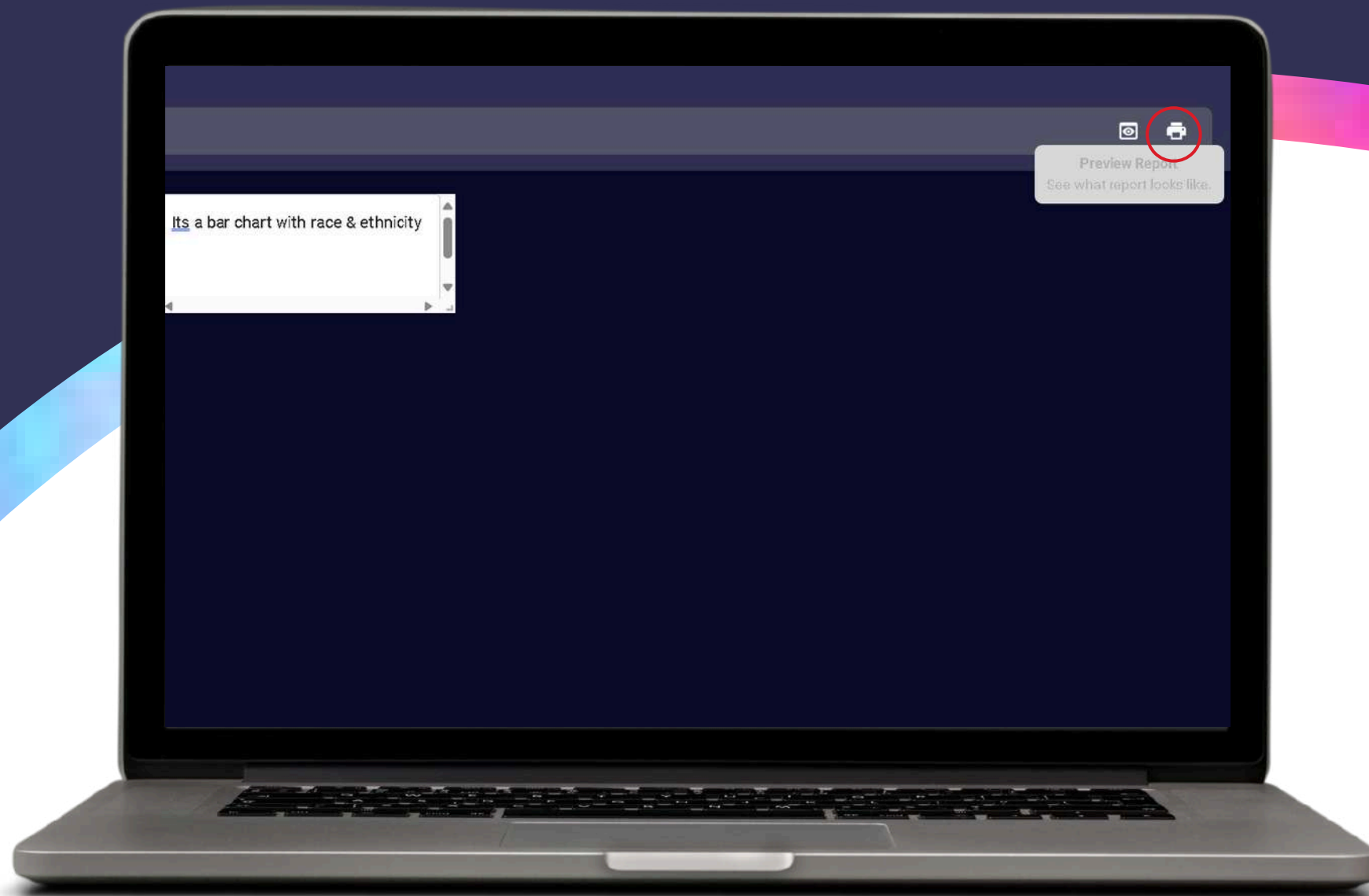14.2 Click the 'Submit' button to enter the prompt.

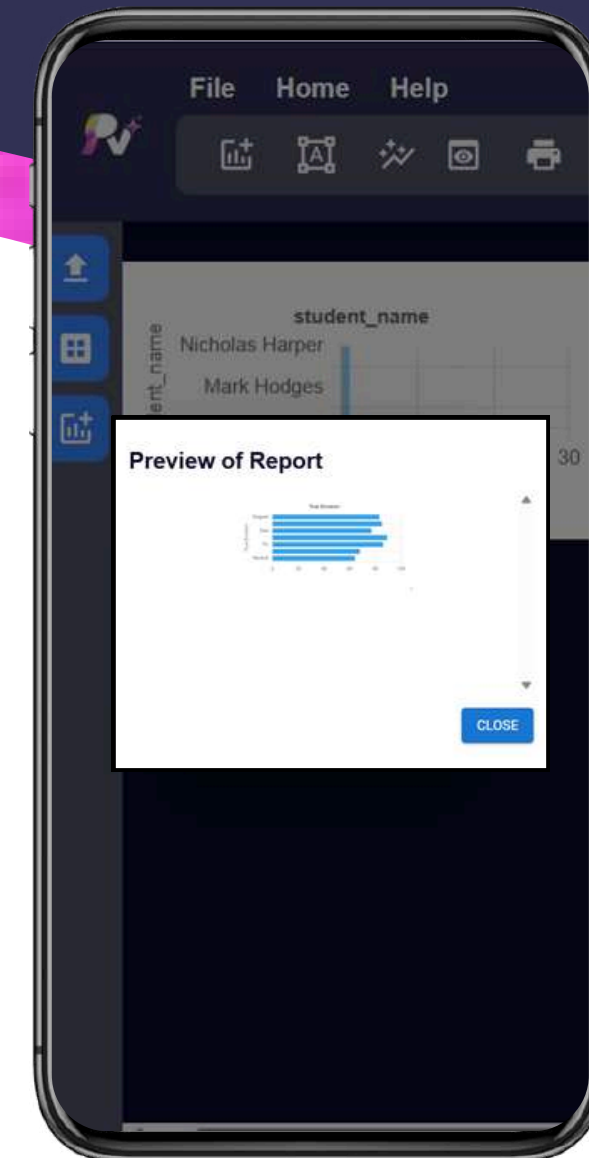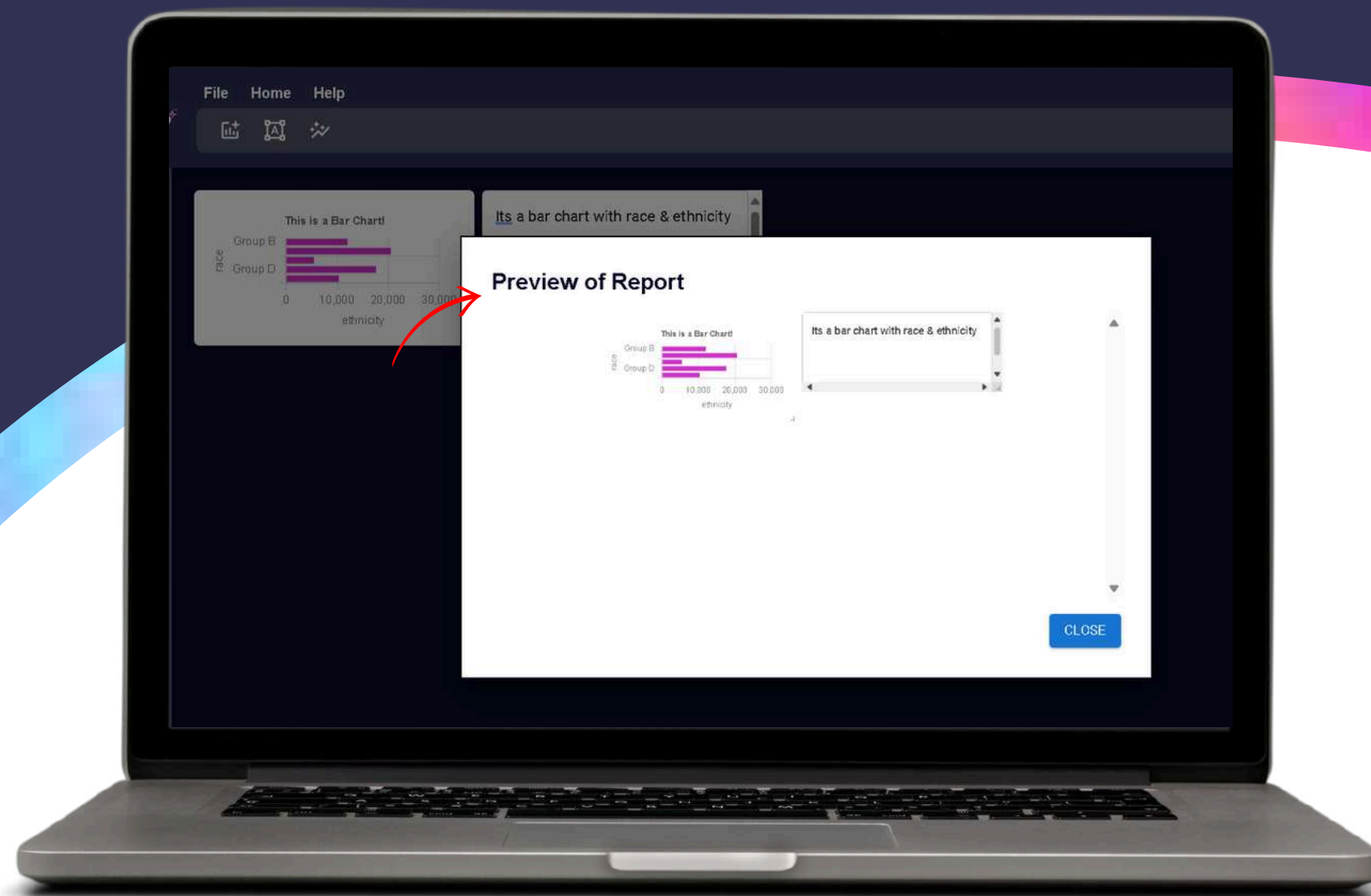14.3 Click the 'X' button at the top-right of the AI Insights box to exit the feature

User Manual

15. Click the 'Preview Report' button at the top-right of the Data Visualization Step Page to preview the created report.
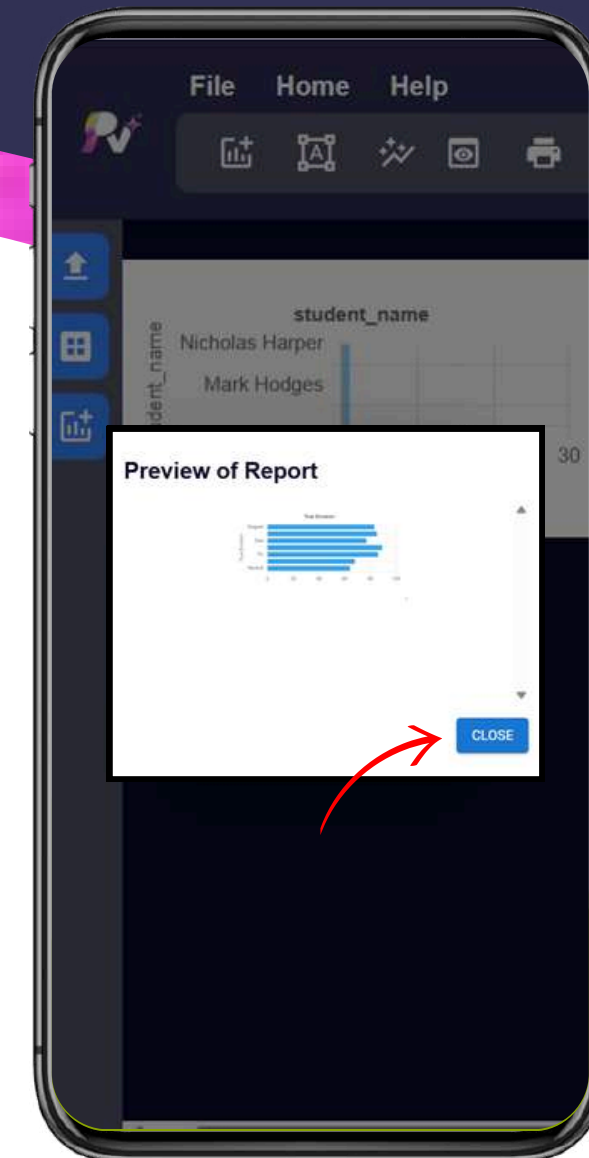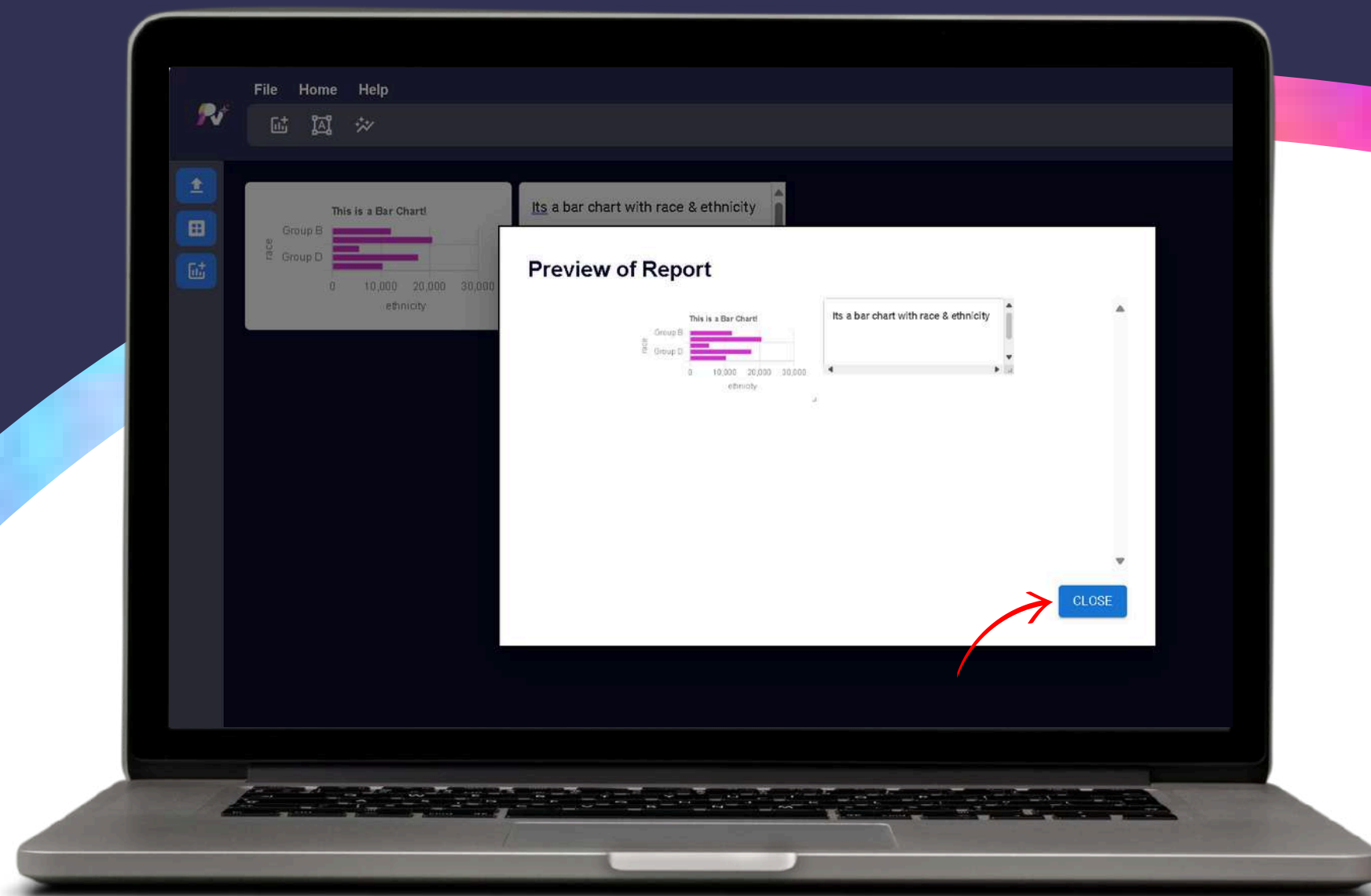
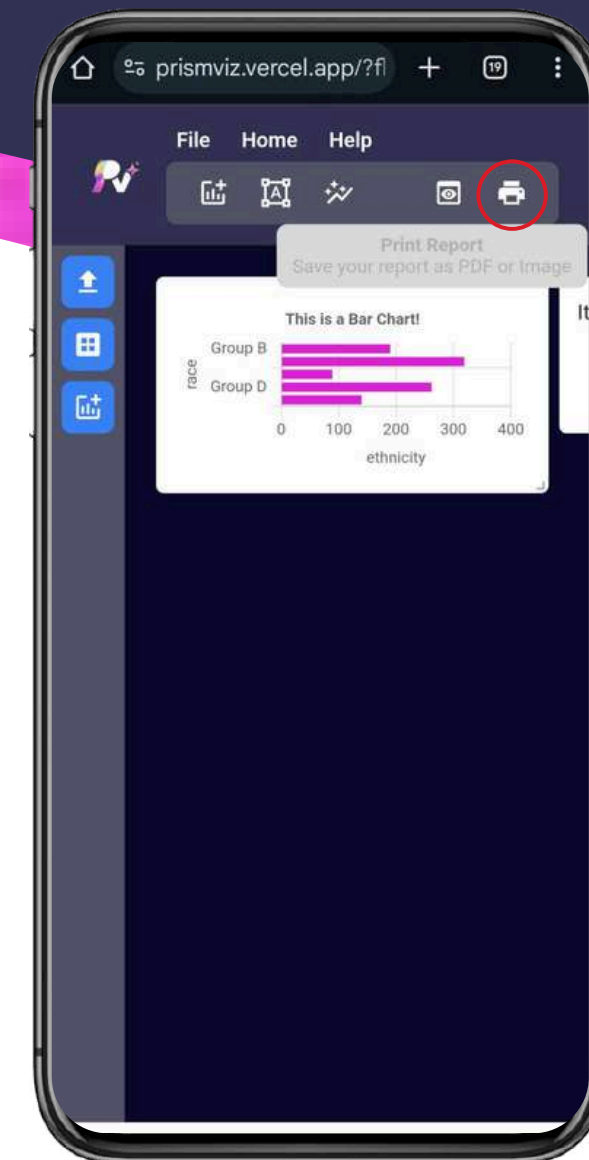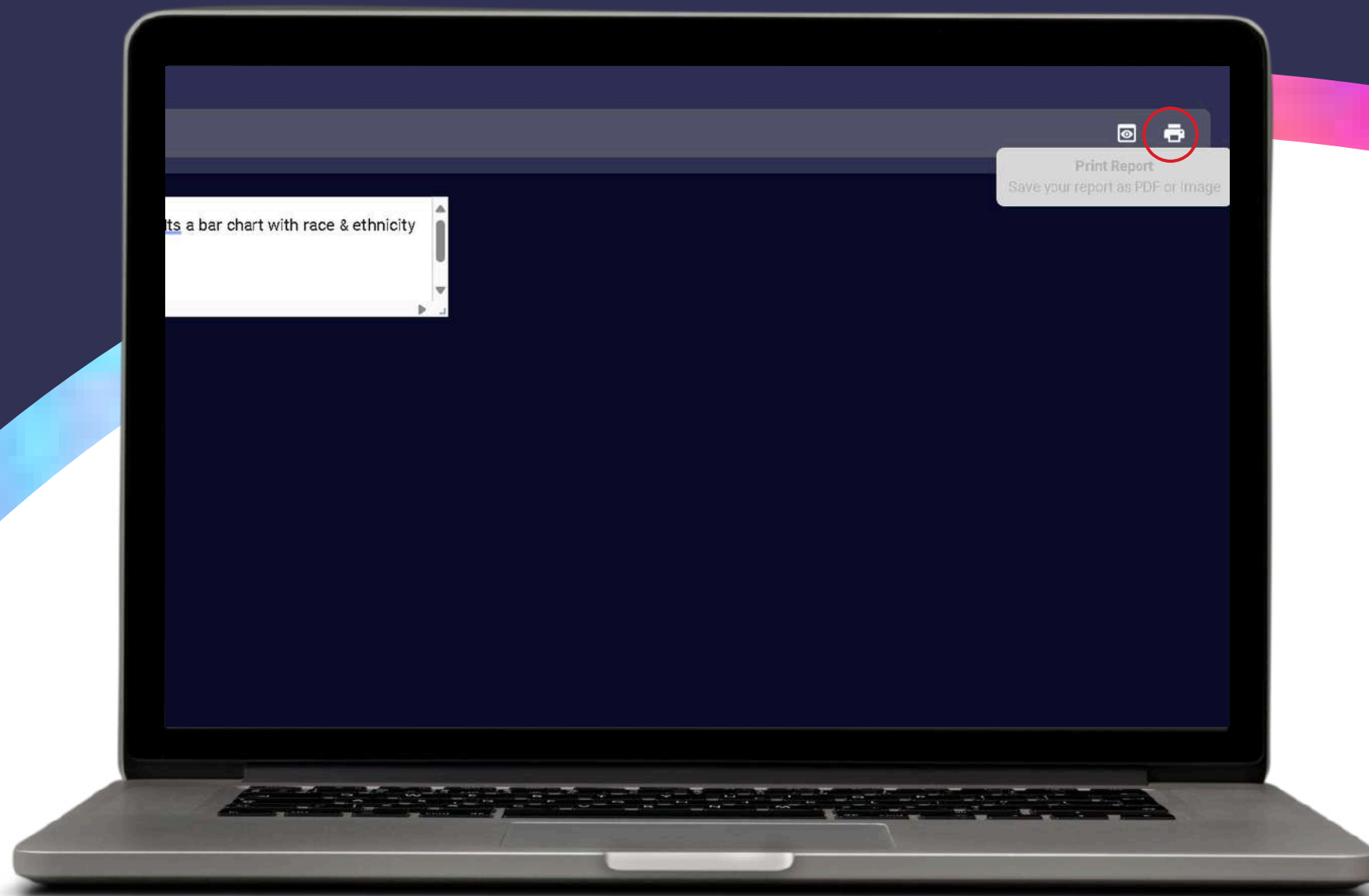# User Manual

15.1 View the Preview of the Report

User Manual

15.2 Click the 'CLOSE' button to exit the preview of the report.
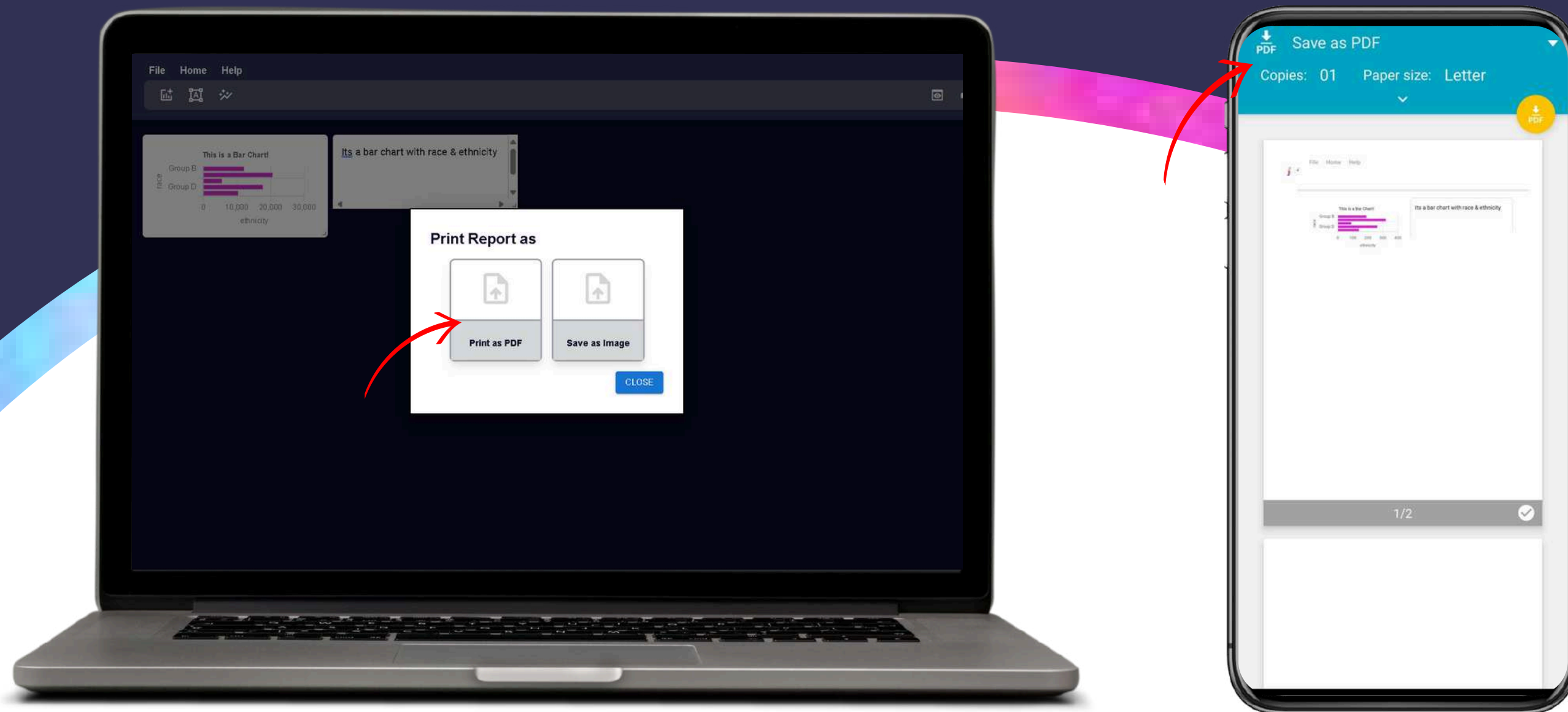
User Manual

16. Click the printer/'Print Report' button at the top-right of the Data Visualization Step Page to print and save the report as PDF or image.
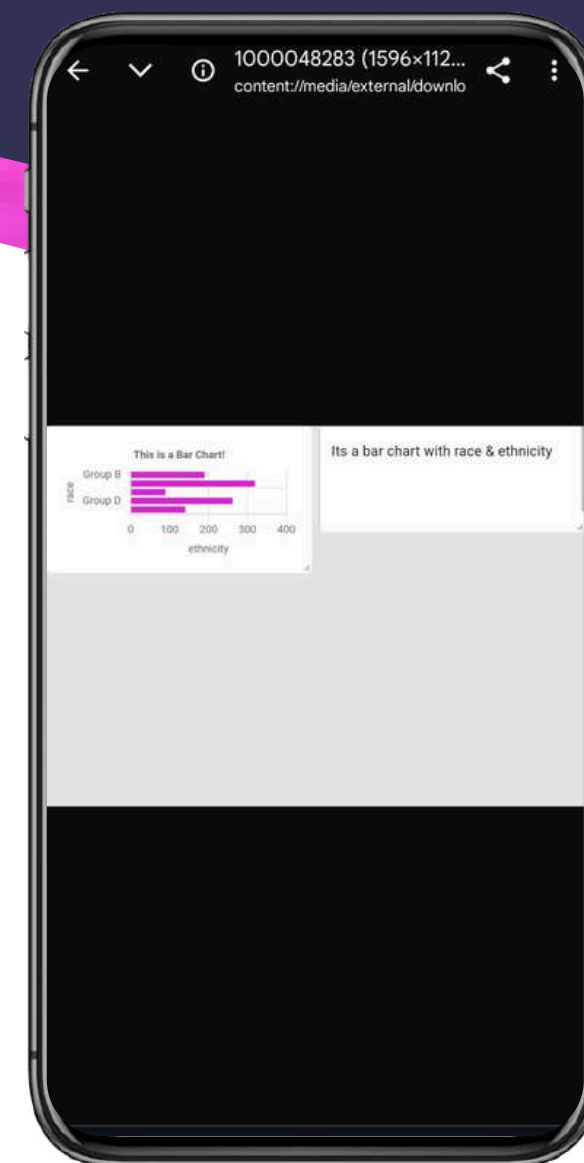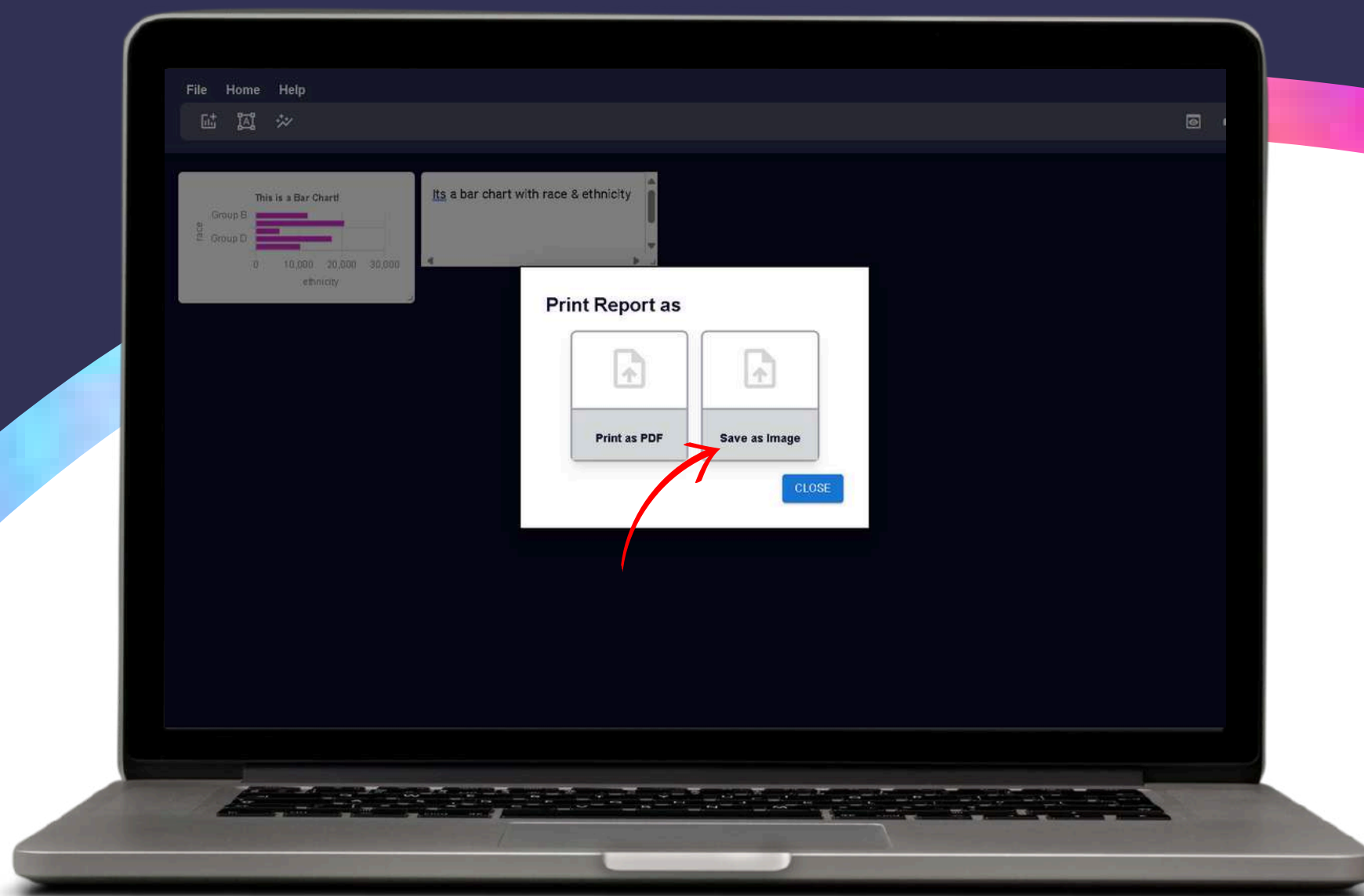
User Manual

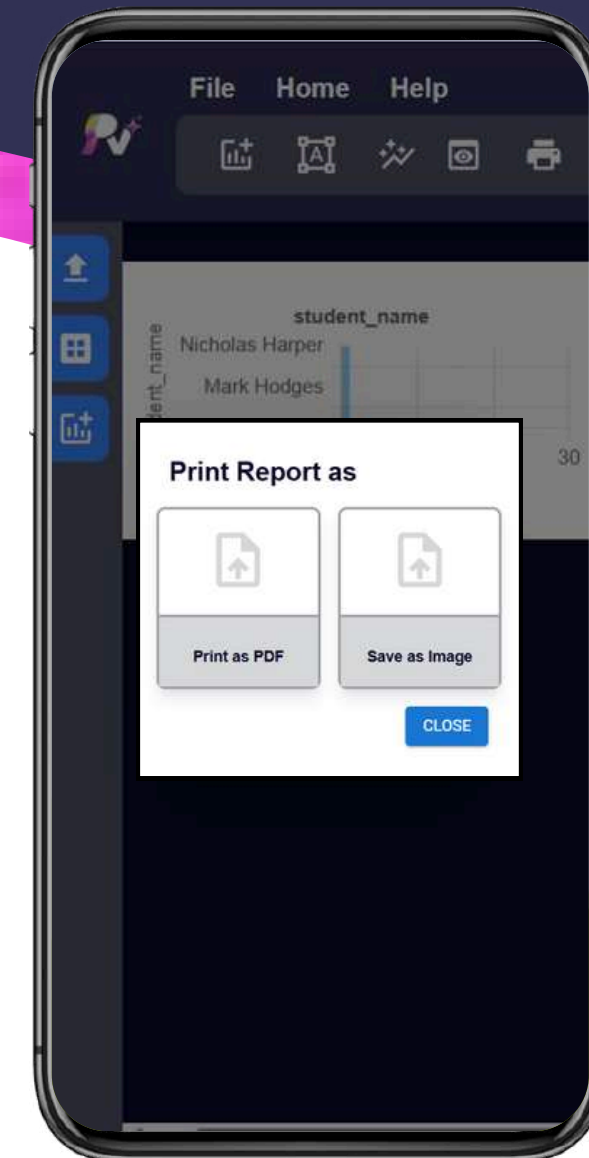16.1 Click 'Print as PDF' to save the PDF file of the report.
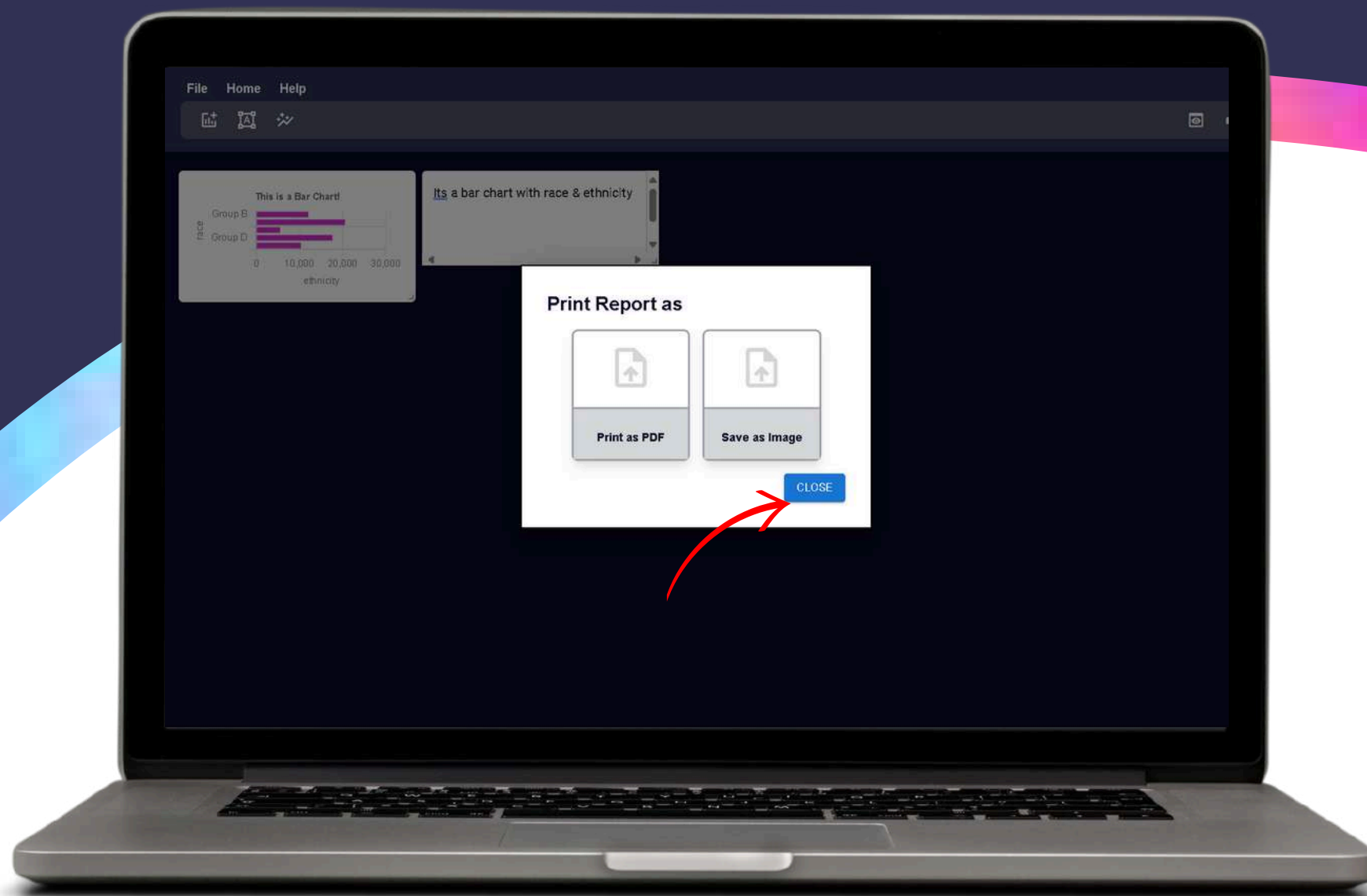
User Manual

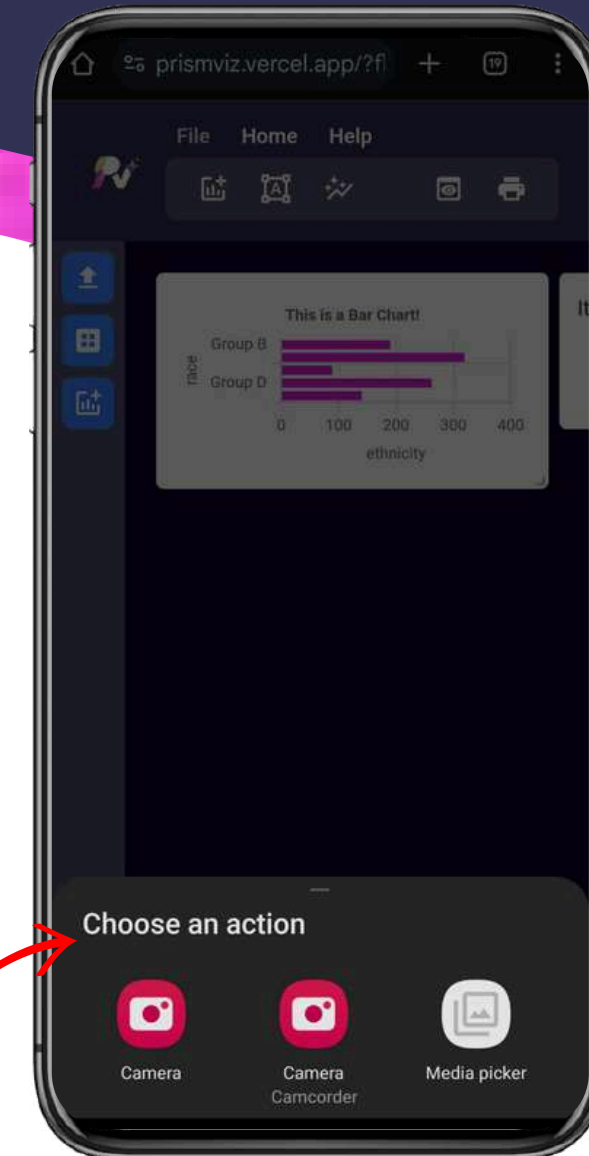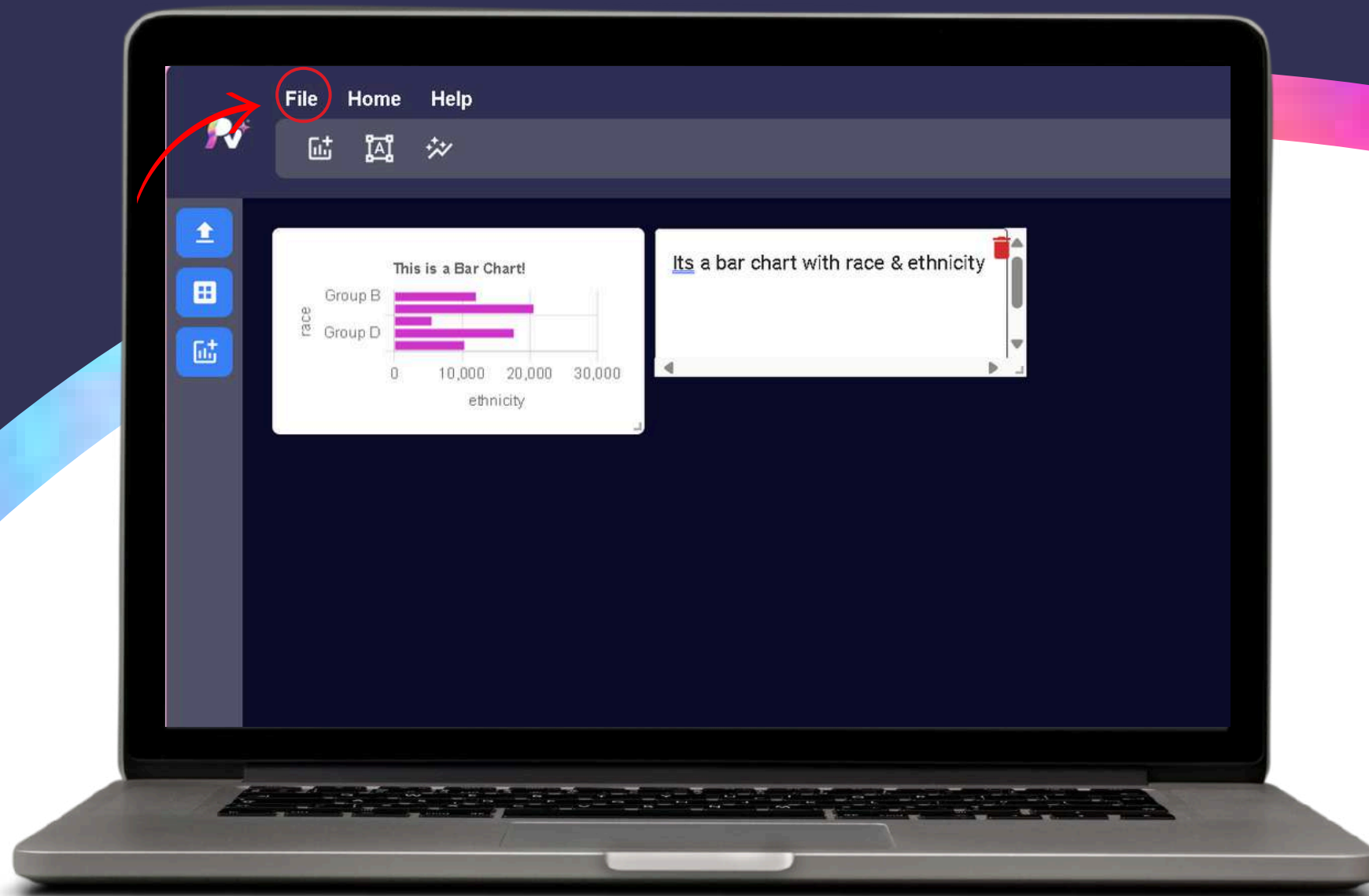16.2 Click 'Save as Image' to save the PNG file of the report.

User Manual

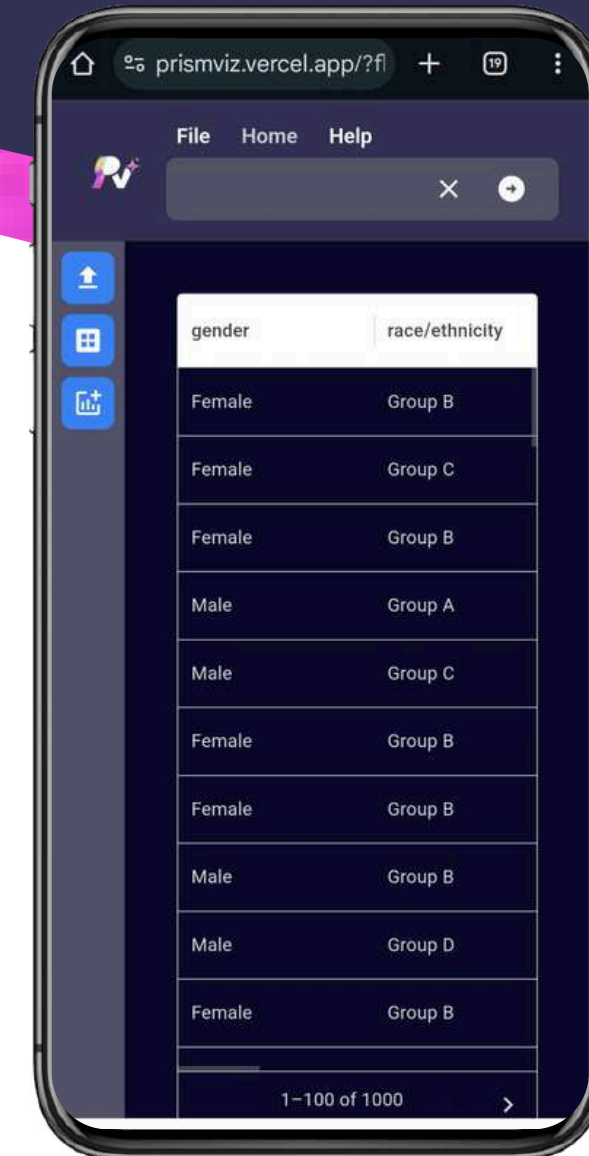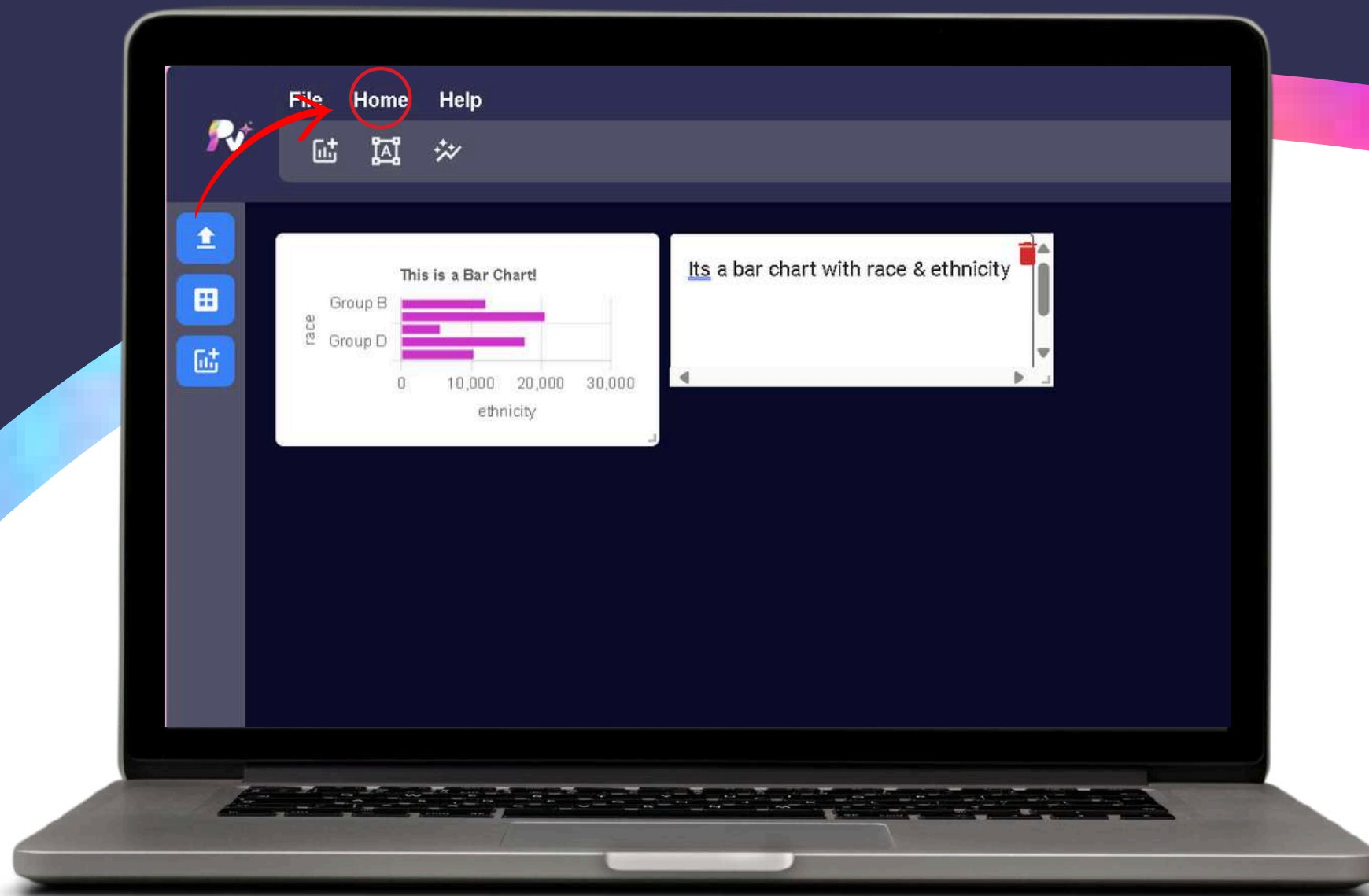16.3 Click the 'CLOSE' button to exit the Print Report feature

17. Click the 'File' button of the menu bar to select/upload a new CSV file.

User Manual

18. Click the 'Home' button of the menu bar to go to the displayed dataset

User Manual

19. Click the 'Help' button of the menu bar to see the User Manual