

Application How-To Use

This document serves to explain the use of the application interface. The application is intended for Administrator use and is configured with a single account. The account password is included with this documentation. Each step of the process to use this application is outlined as a feature.

Login

- Upon first visiting the webpage, the Login screen will be displayed with fields for Username and Password.
- Enter the provided Username and Password into the field and Click 'Sign In' to log in to the application. Once logged in, the application redirects to the Publication Overview.
- Select the Upload Csv tab within the Navigation bar to begin a new spreadsheet upload.

Upload Csv

- If not already present, proceed to the Upload Csv page by selecting the 'Upload Csv' tab within the Navigation Bar.
- To Upload and Preview a CSV document, click the 'Preview Csv File' button. A local file browser window will appear, navigate to the desired csv file and choose 'Open' to preview it.
- The data in the spreadsheet will be analyzed and displayed on a webpage within a table for review. Once reviewed, select 'Accept' if satisfactory or 'Reject' to start the process over.
- Once the spreadsheet is accepted, the application will redirect to the Publication Overview page.

Search Overview

- The Publications tab displays the Twitter search history and provides options to refine the search parameters.
- The standard Twitter Search API provides 450 searches within a 15 minute timeframe and can be expanded with different Enterprise account options.
- By default, the search is configured to include only the title of a publication. Different combinations of the publication's title, subtitle, and author and selectable with a drop-down menu.
- A toggle exists below this menu to switch between including or excluding the publications, which simplifies the process of customizing which books will be included in the search.
- Each publication in the table row has its own toggle to include or exclude that publication.

Publication Item

- When selecting an individual publication item by its title, the page will redirect to display all of the unreviewed Tweet Mentions for that title.
- Another search panel allows an individual search to be configured.
- To select a Tweet to be Approved for review, click the Approve button.
- To remove the Tweet from displaying on the results, select Reject.
- A drop down menu to select the category for Approved, Rejected, or Undecided Tweets changes the related.

Tweets Tab

- The Tweets tab on the navigation menu provides an overview of all the search results.
- The page displays undecided Tweets ordered alphabetically by Publication title.
- Approving or Rejecting a Tweet displays the next Tweet in the result list.
- At the bottom of the Tweets tab page is a button to 'Delete All Unapproved Tweets'.
- This will permanently delete all undecided and rejected tweets from the database.
- This is useful when using a deployment service with database row limits.
- Approved Tweets should automatically appear on their corresponding book page where the Twitter Widget (separate documentation) is set up.