



Q Chat Formatter Manual

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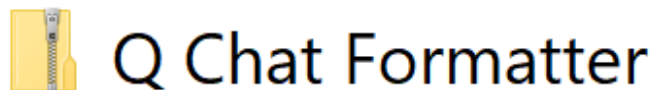
Welcome to the Q Chat Formatter!

This program is designed to automatically format the Q Chat Space conversations and collect some data. This document outlines how to **use** the program and what it **produces**.

PART 1: NAVIGATING THE PROGRAM

i) Unzipping the folder

If the Q Chat Formatter folder has just been downloaded, it will look like this:

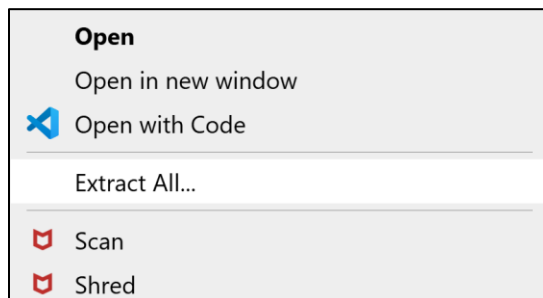


The content of the folder (such as this manual) can be accessed even without unzipping the folder, **but the program will not run correctly**. In order to unzip the file...

Right click on the zipped folder.

Choose “**Extract All**”.

In the new window that opens, click “**Extract**”.



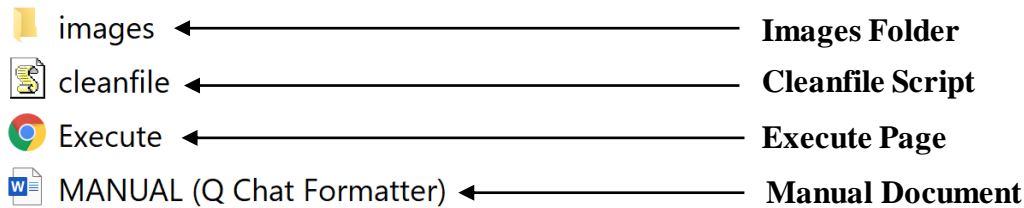
A new folder of the same name will appear in the current directory. It will look like this:



The folder has been successfully unzipped. **Access all files through this unzipped folder**. The original zipped folder can be deleted.

ii) Navigating the folder

This document should be in a folder titled “Q Chat Formatter”. Inside the folder are four items:



Images Folder: This contains any images used on the web page. There is likely only one image in here. **You can ignore this.**

Cleanfile Script: This contains all of the JavaScript code that formats the chat conversations and collects data. **You can ignore this.**

Manual Document: This is the file you are currently viewing. Refer to this for **help**.

Execute Page: This is the page you will click to **run the program**.

iii) Opening the program

It is best to run the program in Google Chrome, as that is where it was tested.



← If the execute file’s icon does not look like this, you are not running it in Google Chrome.

To open it in google chrome, **right click** the execute file:

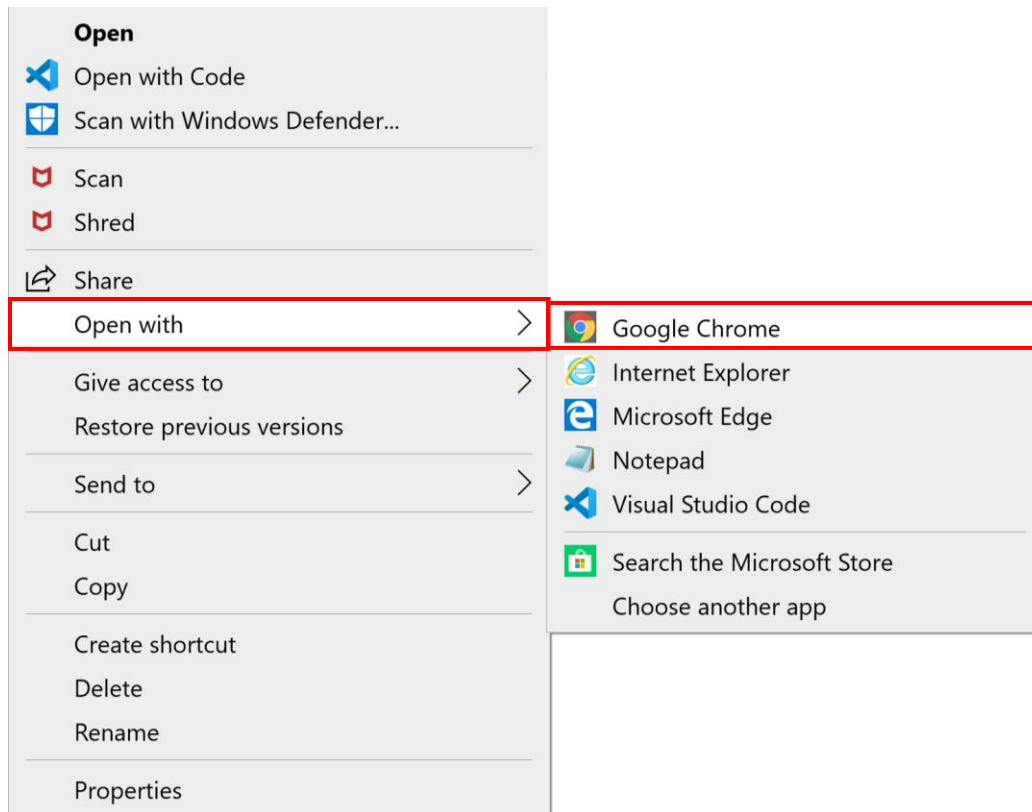
Hover over the “Open with” option.

Click “Google Chrome” in the secondary menu that pops up.

If Google Chrome is not an option, using the following link to download it on your device:

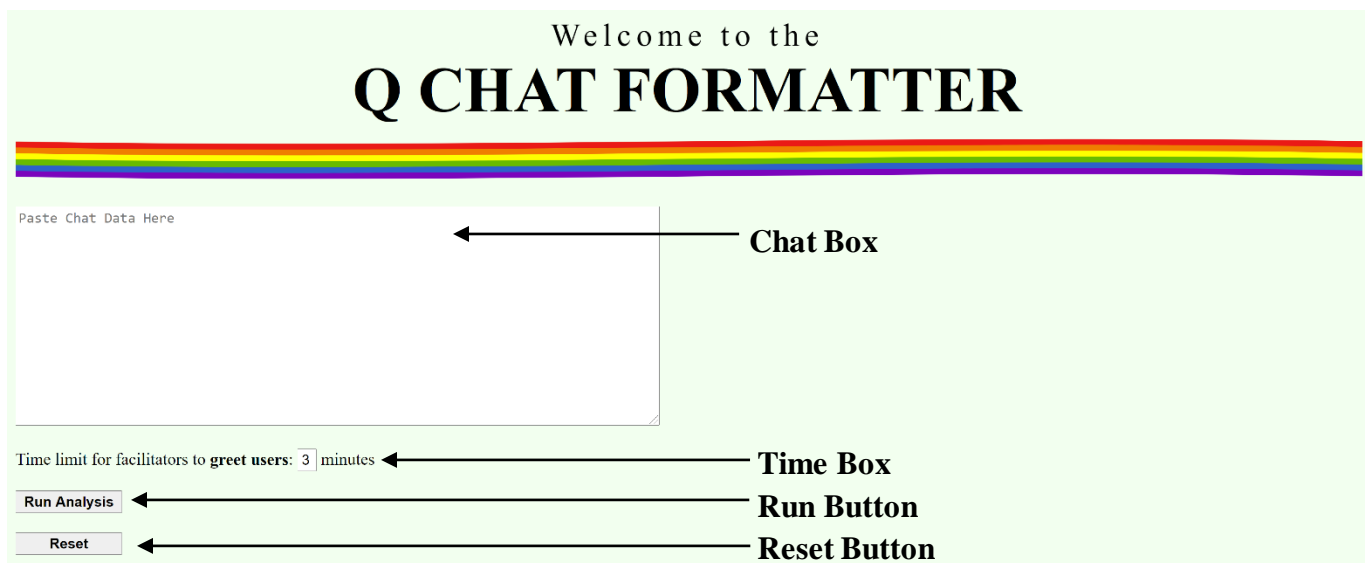
https://www.google.com/chrome/?brand=CHBD&gclid=EAIaIQobChMI5NPEufKG6gIVoINaBR1aBQD4EAAYASAAEgKSYfD_BwE&gclsrc=aw.ds

A picture of the menu is provided on the following page.



iv) Using the program

After opening in Google Chrome, the page should look like this:



Chat Box: Input the **chat data** of interest here. **Specific instructions** on how to copy the chat data are provided in step iv. These instructions should be followed.

Time Box: Input the **time** within which facilitators are **expected to greet users**. The default value is 3 minutes.

EXAMPLE: If the time is entered as 2 minutes, and UserA messages at 3:50 PM but a facilitator does not greet them before 3:52 PM, they will not be considered greeted in time.

Run Button: Click this to **run the program** after inputting the chat data and a greeting time.

Reset Button: Click this to **reset the page**. This will refresh the page, and none of the inputted data will be saved. Make sure to use this in between runs.

v) Copying Chat Data

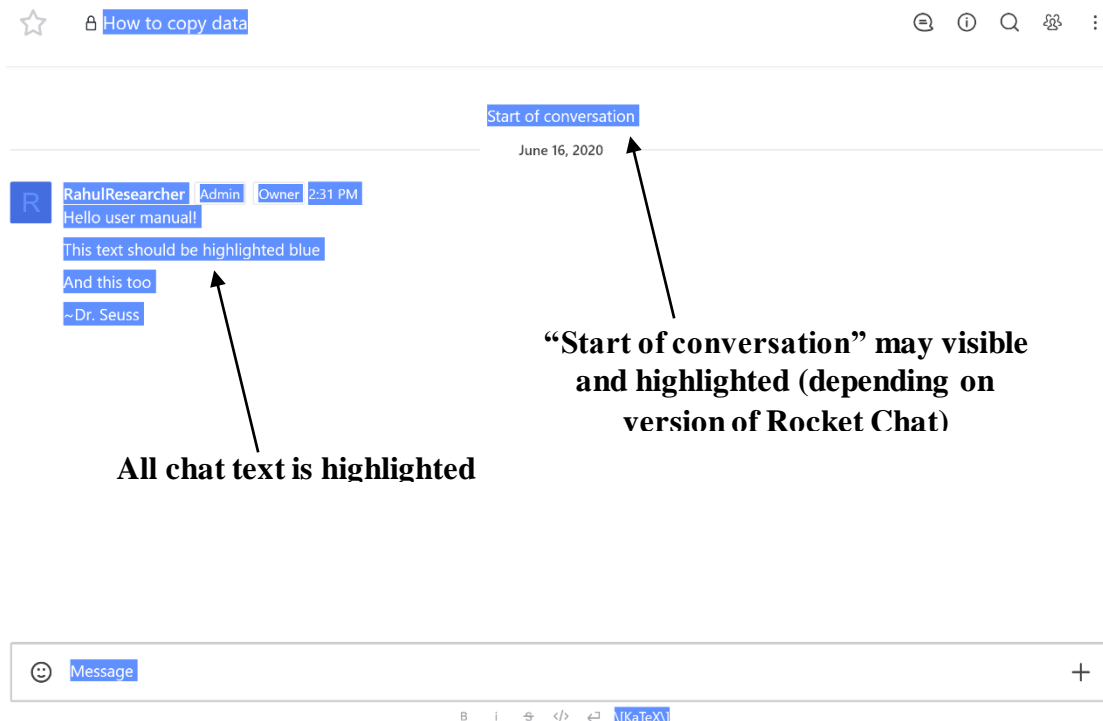
Go to Q Chat Space, and click on the chat channel of interest:

Scroll **all the way to the top** of the chat, so that the first message is visible. It is important to scroll all the way to the top, otherwise the whole chat will not be copied.

NOTE: A quick way to scroll is to grab the scroll bar on the right of the chat and hold the mouse above the scroll bar, letting the chat load upward until the top is reached.

Click anywhere in the chat (eg. Next to the first message) to ensure that the chat is selected.

Press **Ctrl+A** on the keyboard to copy the entire chat. The screen should look like this:



Press **Ctrl+C** on the keyboard to copy the chat.

The chat data can now be properly pasted (**Ctrl+V**) into the Chat Box.

NOTE: To make sure the chat was copied and pasted correctly, ensure that the first line of the Chat Box is the chat name and that the last few messages are notifications about changes to the room type.

Warning: If there is a notification at the top of the window (e.g. Maintenance Rescheduled) while the chat is being copied, the first line may not be the chat name. If the chat name is to be included in the formatted chat, these lines should be deleted such that the chat name is the first line in the Chat Box.

PART 2: READING THE OUTPUT

Before clicking the Run Button, the page background is a very light green. After clicking the button, the page may load for a bit before turning white. When the page background is **white**, the program has **finished running**. The output will appear below the Reset Button.

i) All Active Users

An “**Active User**” is defined as a user in the channel that has made at least one comment.

This section displays the total number of active users and lists each username below. This includes youth users, facilitators, and others.

Warning: If a user changes their username sometime during the session and comments again, the usernames will be listed separately and count as two users.

ii) Facilitators

This section displays the total number of active facilitators and lists each username below. If a facilitator’s shift ended before the chat start, they will be listed as “(inactive)”.

iii) Participating Users

This section displays the total number of youths who joined the chat and made at least one comment during the session. This includes Q Chatters. Each username is listed below.

Warning: If a user changes their username sometime during the session and comments again, the usernames will be listed separately and count as two users.

iv) Ungreeted Users

This section displays the total number of youth users that were not greeted by a facilitator within the specified time limit (in the Time Box). It is displayed as a fraction out of the total number of users that should have been greeted. Excluded from the total number are users that were added by accident, users that left before they could be greeted, users that were removed, and users that joined immediately before the chat ended. Each ungreeted username is listed below.

Warning: This cannot take changed usernames into account. If a user joins the channel with one username and then changes it, and the facilitator greets them by their new username, their original username will count as ungreeted.

Warning: If two users join with extremely similar names (eg. one username contains the other, like “**bob**” and “**bobby**”, be sure to double check this section.

Note: If a user is accidentally added by a facilitator and they do not participate in the chat, the facilitator will not be penalized for not greeting them.

v) **Intro Message Included**

This section displays (true or false) whether the required introductory/opening message was sent by a facilitator. An introductory message is assumed to contain the following key words:

“1.”, “2.”, “3.”, “4.”, “5.”, “support”, “mental health”, “group”, “questions”

An introductory message in Spanish is assumed to contain:

“1.”, “2.”, “3.”, “4.”, “5.”, “salud mental”, “siendo abusadx”

Warning: If the intro message does not contain one or more of these phrases, it will not count. Due to facilitators modifying the message, there is a chance of an intro message being missed.

vi) **Closer Included**

This section displays (true or false) whether the required closing message was sent by a facilitator. A closing message is assumed to contain the following key word:

“forms.gle/JQhzKSH6F2HndGNT8” [From the required google form link]

A closing message in Spanish is assumed to contain:

“forms.gle/uAqfbu1b6UP1phRJA”

vii) **Formatted Chat**

The name of the room and number of youth appear under “--- CHAT ---”. The first line of the chat is indicated by “Start of conversation”.

The formatted chat is color coded for easier visualization.

Blue – Usernames

Purple – Titles (Admin, Owner, Facilitator, Q Chatter, Spanish facilitator, Moderador)

Gray – Timestamps and room notifications

Room notifications include: Users joining/leaving, Users added/removed, Users muted/unmuted, Users set owner/removed owner, Message pins, Number of replies, Room announcement/description/name/topic/type changes

Green – Emoji reactions to a message

Red – The message that the user is replying to (if the message is a reply)

Examples of Chat Formatting:

RahulResearcher (Admin) (Owner)
2:31 PM
Hello user manual!
This text should be highlighted blue
And this too
~Dr. Seuss

[Redacted] (Admin) (Owner)
10:11 AM
Self-Serve Rocket Chat Scavenger Hunt.docx
1 reply: March 21, 2020 1:35 PM
REACTIONS: 👍 x1

REPLY TO: Self-Serve Rocket Chat Scavenger Hunt.docx
[Redacted]
using a thread

8:28 AM
Room announcement changed to: Welcome to the [Redacted]! by [Redacted]
8:28 AM
User [Redacted] removed by [Redacted]

[Redacted] (Facilitator)
11:39 AM
👤 🦄 🦑 🙋
REACTIONS: 🐼 x1

viii) Transferring to text file

The simplest way to copy the formatted chat:

Highlight the first few letters of the room name.

Use the **scroll bar** to scroll to the bottom of the page.

While holding **Shift**, click to the right of the last line.

The chat should now be highlighted for copying (Ctrl+C).

After copying the chat, a text box can be opened to paste it in:

Go to the file explorer or documents page.

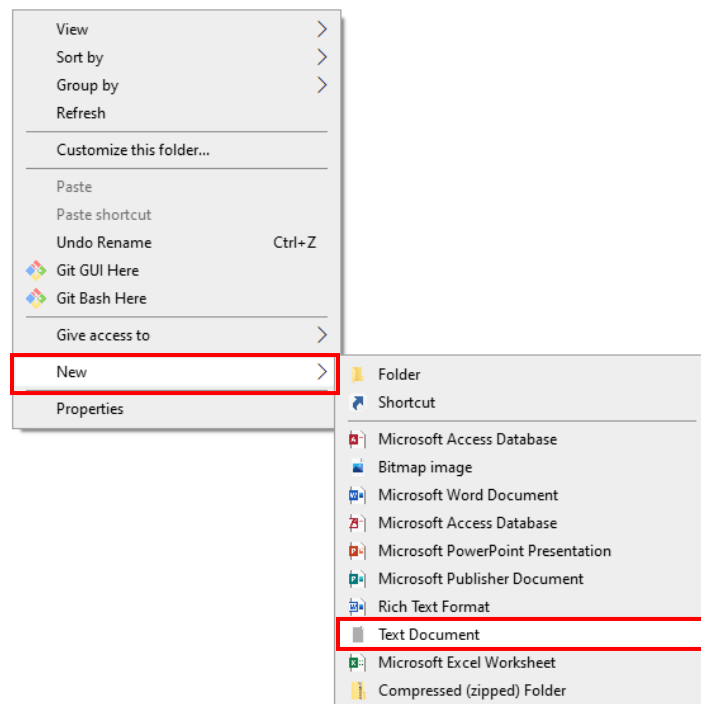
Right click in the white space and **hover** over “New”.

Click “Text Document”.

In the newly opened document, **paste** (Ctrl+V) the chat.

Save the file with the name of your choosing.

Q Chat Formatter	6/19/2020 5:55 PM	File folder	
TestBot	5/26/2020 6:27 PM	File folder	
Text Input (Q Chat Formatter v1)	6/19/2020 10:12 AM	File folder	
Text Input (Q Chat Formatter v2)	6/20/2020 12:36 AM	File folder	
MANUAL (Q Chat Formatter)	6/20/2020 1:01 AM	Microsoft Word D...	1,580 KB



Additional Notes

1. If the output seems flawed or the chat is formatted incorrectly, please notify the project leader. The more specifically the problem is described, the easier it will be to fix.
2. As implied by the warnings in part 2, youth users changing their usernames pose a challenge for the program. Even though this program automates a lot of the process, it is important to review the information and make sense of inconsistencies.

Identify which usernames belong to the same user.

Look out for file names - The reply labels act oddly for files. If a user replies to a file, it may not be formatted correctly.

3. If you would like to edit (or simply view) the JavaScript file for any reason, right click on `cleanfile.js` and select “edit”. This will open the file in a text file. It is well-commented which should make it easy to follow.

To edit or view the file in a visually easier way, open it in Visual Studio Code. It can be installed here: <https://code.visualstudio.com/>