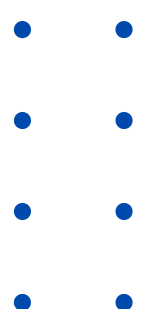


University Checker User Manual



Developed by MWADI NY
217638984

Version: 1.0
Date: 24 Nov 2023



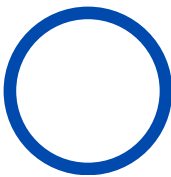


Table of Contents

Introduction

Getting Started:

- ✓ Registration
- ✓ Login
- ✓ Forgot password
- ✓ Dashboard

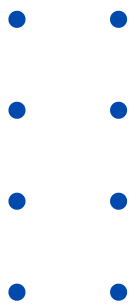
Project

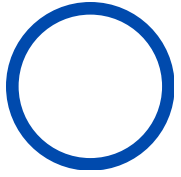
- ✓ Create project
- ✓ Overview
- ✓ Comparison
- ✓ Ranking

Settings

- ✓ Profile
- ✓ Change password

Conclusion





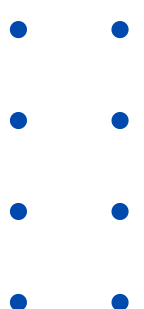
INTRODUCTION

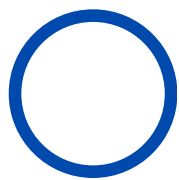
Welcome to the User Manual for the University Checker System! This comprehensive guide is designed to assist users in navigating and utilizing the functionalities of our innovative system. The University Checker System is a powerful tool developed to simplify the process of monitoring and analyzing university reputations on social media.

In an era where online presence profoundly influences how universities are perceived, this manual will walk you through the steps of harnessing the capabilities of our sentiment analysis system. Whether you are a university administrator, a marketing professional, or an individual interested in understanding university reputations, this guide is tailored to provide you with the necessary insights to effectively use the University Checker System.

To get the most out of the system's features, follow the step-by-step instructions, explore the user interface, and discover how to interpret the results. By the end of this manual, you will be equipped with the knowledge to leverage the University Checker System for informed decision-making, proactive reputation management, and a deeper understanding of the sentiments circulating about universities on social media.

Thank you for choosing the University Checker System. Let's embark on a journey to enhance your experience in monitoring and improving university reputations!





Registration

This guide will walk you through the registration process, enabling you to create an account and unlock the full potential of our system.

Picture 1

Login

Username

Password

Remember me

Forgot Password?

Login

Don't have an account yet? Register

Step 1: Accessing the Registration Page

1. Navigate to the University Checker System website.
2. Click on the "Register" link on login page. **Vs picture 1.**

Picture 2

Register

Username

Full Name

Email Address

Password

Confirm Password

Register

Already have an account? Login

Step 2: Fill in Your Information

You will be directed to the Registration Page, where you'll find the following fields:

- Full Name: Enter your full name as you would like it to appear.
- Email Address: Provide a valid email address for account communication.
- Password: Create a secure password for your account.
- Confirm Password: Re-enter the password to ensure accuracy. **Vs picture 2.**

Picture 3

UNIVERSITY CHECKER SYSTEM

Register

Full Name

Email address

Password

Confirm Password

Register

Already have an account? Login

Step 3: Interface Customization

- **Light Interface:** By default, the registration page opens in light mode. If you prefer a darker theme, look for the moon icon. Click on it to activate night mode. **Vs Picture 3**
- **Dark Interface:** If you're on the dark interface and wish to switch back to light mode, locate the sun icon. Click on it to enable the daily mode. **Vs Picture 4**

Picture 4

UNIVERSITY CHECKER SYSTEM

Register

Full Name

Email address

Password

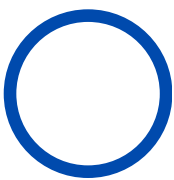
Confirm Password

Register

Already have an account? Login

Additional Tips:

1. **Password Strength:** Create a strong password with a mix of uppercase and lowercase letters, numbers, and symbols.
2. **Night and Day Mode:** Choose the interface mode that suits your preference by toggling between the moon and sun icons.



Login

This guide will assist you in successfully logging into your account and gaining access to the system's dashboard and other features.

Picture 5

Login

Username

Password

Remember me

Forgot Password?

Login

Don't have an account yet? [Register](#)

Step 2: Enter Your Credentials

On the Login Page, you will find the following fields:

- Email Address: Input the email address you used during the registration process.
- Password: Enter the password associated with your account.

Step 3: Interface Customization

- Light Interface:** By default, the registration page opens in light mode. If you prefer a darker theme, look for the moon icon. Click on it to activate night mode. **Vs Picture 6**
- Dark Interface:** If you're on the dark interface and wish to switch back to light mode, locate the sun icon. Click on it to enable the daily mode. **Vs Picture 7**

Picture 6

UNIVERSITY CHECKER SYSTEM

Login

Email address

Password

Remember me

Forgot Password?

Login

Don't have an account yet? [Register](#)

Picture 7

UNIVERSITY CHECKER SYSTEM

Login

Email address

Password

Remember me

Forgot Password?

Login

Don't have an account yet? [Register](#)

Step 1: Accessing the Login Page

Navigate to the University Checker System website. Login is the first page you will see when you access the system. **Vs picture 5.**

Step 3: Logging In

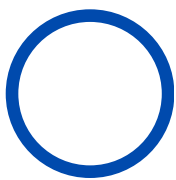
- Double-check the accuracy of your email address and password.
- Click the "Login" or "Sign In" button to access your account.

Step 4: Dashboard Access

Upon successful login, you will be directed to the system's dashboard. From here, you can explore various features and insights related to university reputations.

Additional Tips:

- Forgot Password:** If you forget your password, click on the "Forgot Password" link to initiate the password recovery process.
- Night and Day Mode:** Choose the interface mode that suits your preference by toggling between the moon and sun icons.



Forgot password

This guide will help you reset your password and regain access to your University Checker System account.

Picture 8

The screenshot shows a login form with the following elements: a title 'Login', a 'Username' input field, a 'Password' input field, a 'Remember me' checkbox, a 'Forgot Password?' link circled in red, a blue 'Login' button, and a 'Don't have an account yet? Register' link at the bottom.

Step 1: Accessing the Forgot password Page

1. Navigate to the University Checker System website.
2. Click on the "forgot password" link on login page. **Vs picture 8.**

Picture 9

The screenshot shows a password reset form with the following elements: a heading 'You forgot your password? Here you can easily retrieve a new password.', an 'Email address' input field, and a blue 'Request new password' button.

Step 2: Enter Your Email Address

On the Password Reset Page, you will find the following field:

- **Email Address:** Enter the email address associated with your University Checker System account. **Vs picture 9**

Step 4: Check Your Email

An email will be sent to the provided address with a password reset link or token. Check your email inbox, including the spam folder, if needed.

Vs picture 10

Step 5: Resetting Your Password

- Open the email received from University Checker System.
- Follow the instructions in the email to reset your password.
- Click on the provided link or use the reset token to set a new password.

Vs Picture 11

Step 3: Requesting a Password Reset

1. Enter your registered email address.
2. Click the "Request new password" button.

Picture 10

You're receiving this email because you requested a password reset for your user account at 127.0.0.1:8000.

Please go to the following page and choose a new password:

<http://127.0.0.1:8000/password-reset-confirm/Mzc/by6mal-8fece62ec68bade5668768e6877ba872/>

Your username, in case you've forgotten: Mina

Thanks for using our site!

Picture 11

The screenshot shows a password reset confirmation form with the following elements: a heading 'You are only one step a way from your new password, recover your password now.', a 'New password*' input field, a 'New password confirmation*' input field, and a blue 'Reset password' button. Below the input fields, there are four lines of feedback text: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 6 characters.', 'Your password can't be a commonly used password.', and 'Your password can't be entirely numeric.'

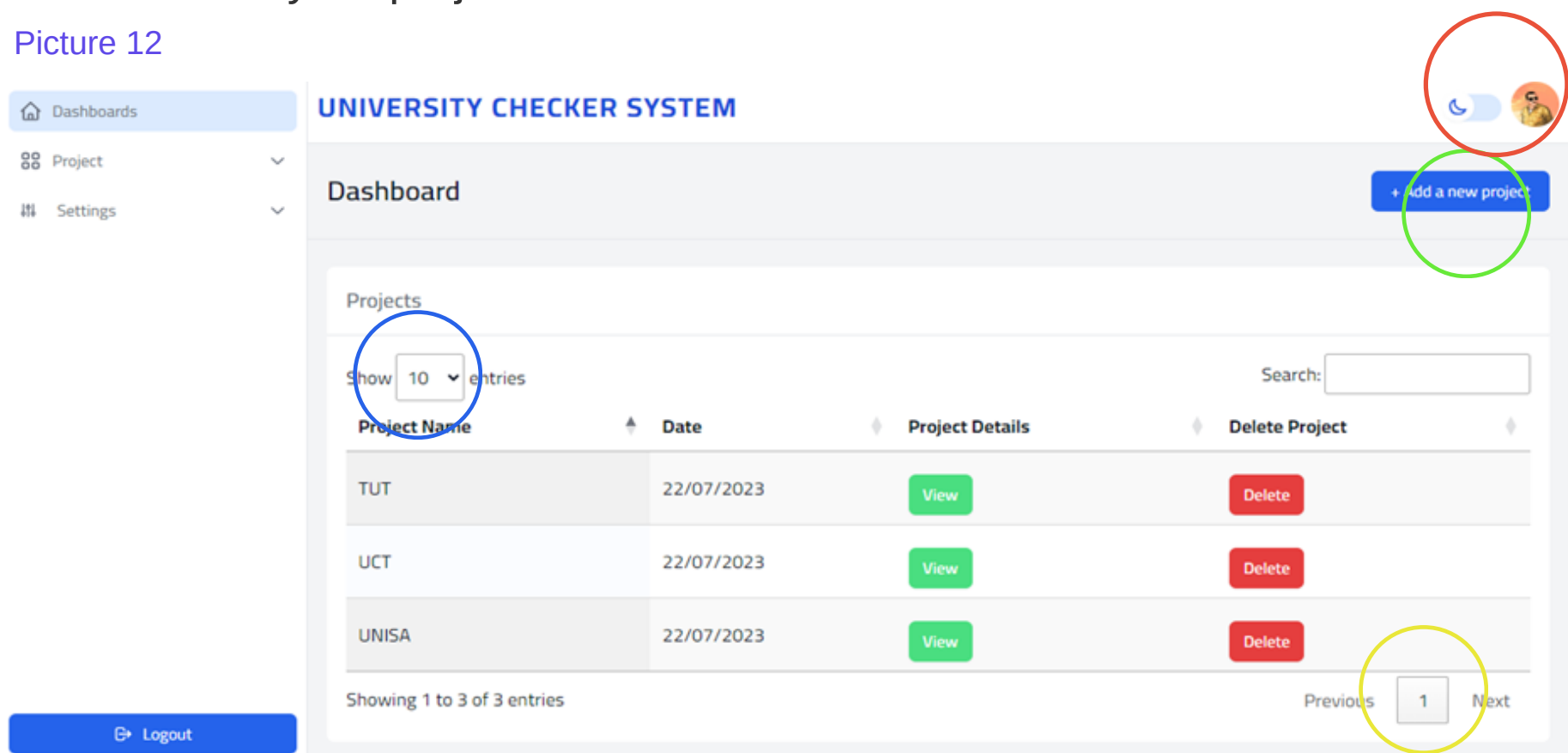
Additional Tips:

1. **Token Expiry:** The reset link or token may expire after a certain period. If needed, initiate the password reset process again.
2. **Email Issues:** If you don't receive the email, ensure the entered email address is correct. Check your spam folder as well.

Dashboard

This guide will walk you through the features of the dashboard interface in the University Checker System, allowing you to seamlessly navigate and control your projects.

Picture 12



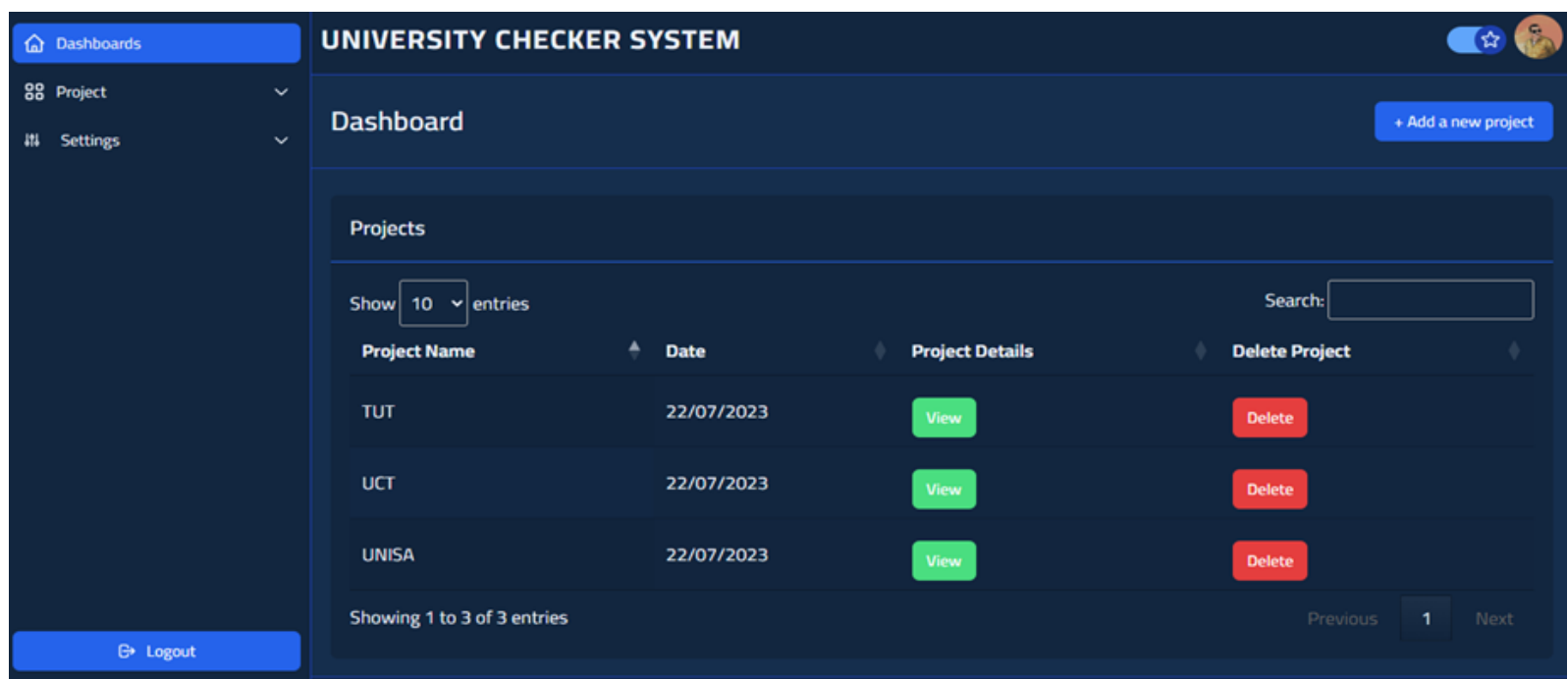
Overview of the Dashboard Interface (vsPicture 12 & 13)

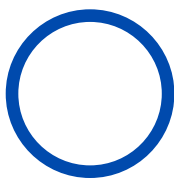
- 1. Project List:** Displays a list of all projects, including their names and creation dates.
- 2. View Button:** Click the "View" button next to each project to access the project overview and detailed information.
- 3. Delete Button:** Remove a project by clicking the "Delete" button. Exercise caution as this action is irreversible.
- 4. Toggle for View Modes (Red Circle):**
 - Moon Icon: Switch to night mode for a darker interface. Click the moon icon in the red circle to activate night mode.
 - Sun Icon: Switch to daily mode for a lighter theme. Click the sun icon in the red circle to activate daily mode.
- 5. Add New Project Button (Green Circle):**
 - Click the green circle to open the Create Project interface.
 - Follow the provided prompts to add a new project to the system.
- 6. Adjust Entries Per Page (Blue Circle):**
 - Use the blue circle option to set the number of project entries displayed per page.
 - Customize the view based on your preferences and ease of navigation.
- 7. Pagination (Yellow Circle):**
 - Navigate through multiple pages of projects using the yellow circle pagination.
 - Easily find and access the projects you're looking for.

Additional Tips:

- 1. Project Overview:** Utilize the "View" button to access detailed project information, ensuring you stay informed about each project's status and details.
- 2. Delete with Caution:** Exercise caution when using the "Delete" button, as it permanently removes the selected project.

Picture 13

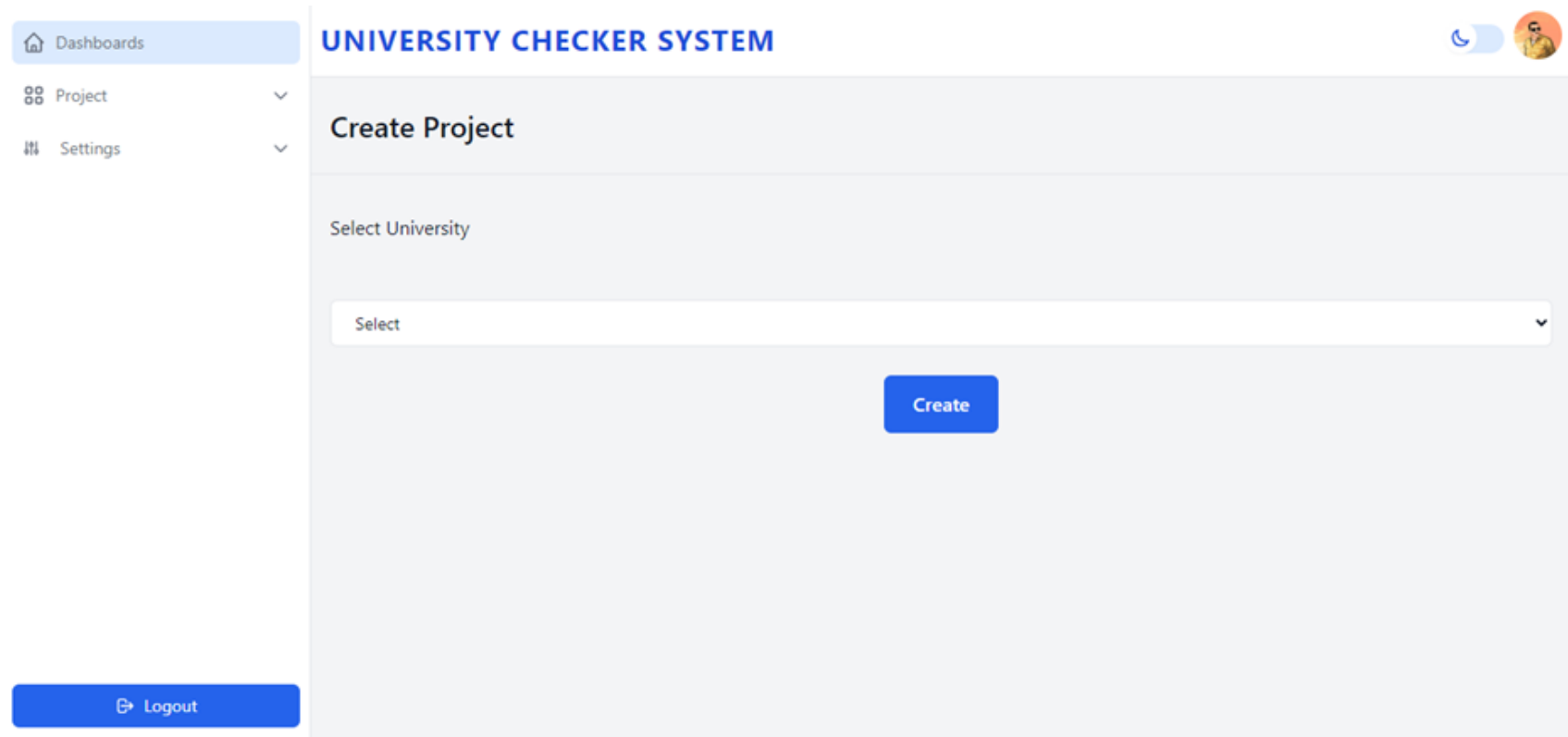




Create Project

This guide will walk you through the process of creating a new project in the University Checker System, allowing you to initiate the monitoring of a specific university's reputation.

Picture 14



Step-by-Step Project Creation (vs Picture 14 & 15)

1. **Access the Create Project Page:**

- Navigate to the University Checker System website.
- Locate and click on the "Add New Project" button on dashboard.

2. **Select University:**

- In the provided dropdown menu, select the university for which you want to initiate the reputation monitoring project.

3. **Initiate Project Creation:**

- After selecting the university, click on the "Create" button to begin the project creation process.

4. **Wait for Confirmation:**

- The system will process your request, a loading button will display until the project creating is completed.

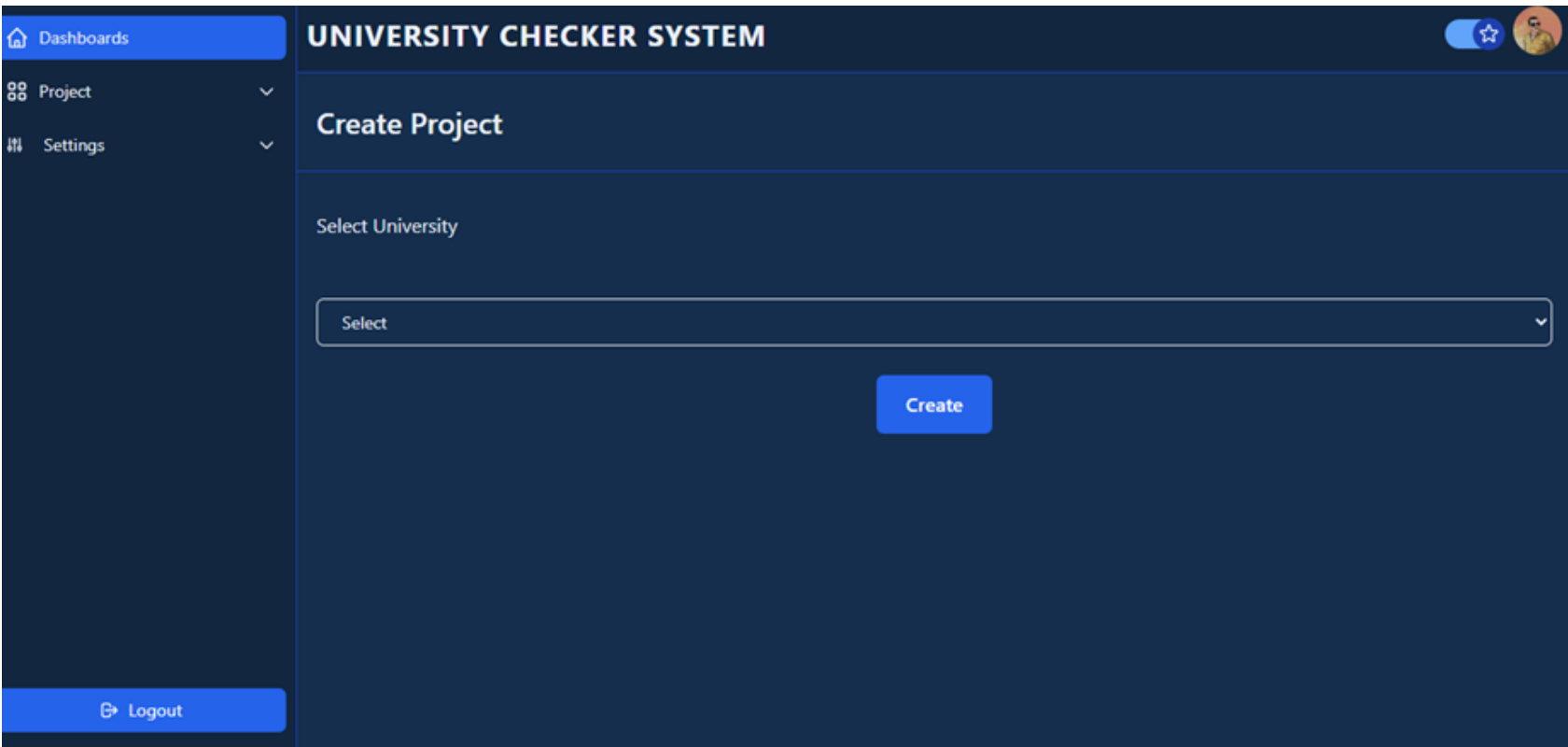
5. **Redirect to Project Overview:**

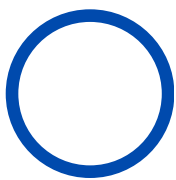
- After successfully creating a project, you will be automatically redirected to the project overview interface.
- Here, you can explore detailed information about the newly created project, including real-time reputation data and analytics.

Additional Tips:

- **University Selection:** Ensure you accurately select the university for your project.
- **Create Button:** Click the "Create" button only once to avoid accidental multiple submissions.

Picture 15

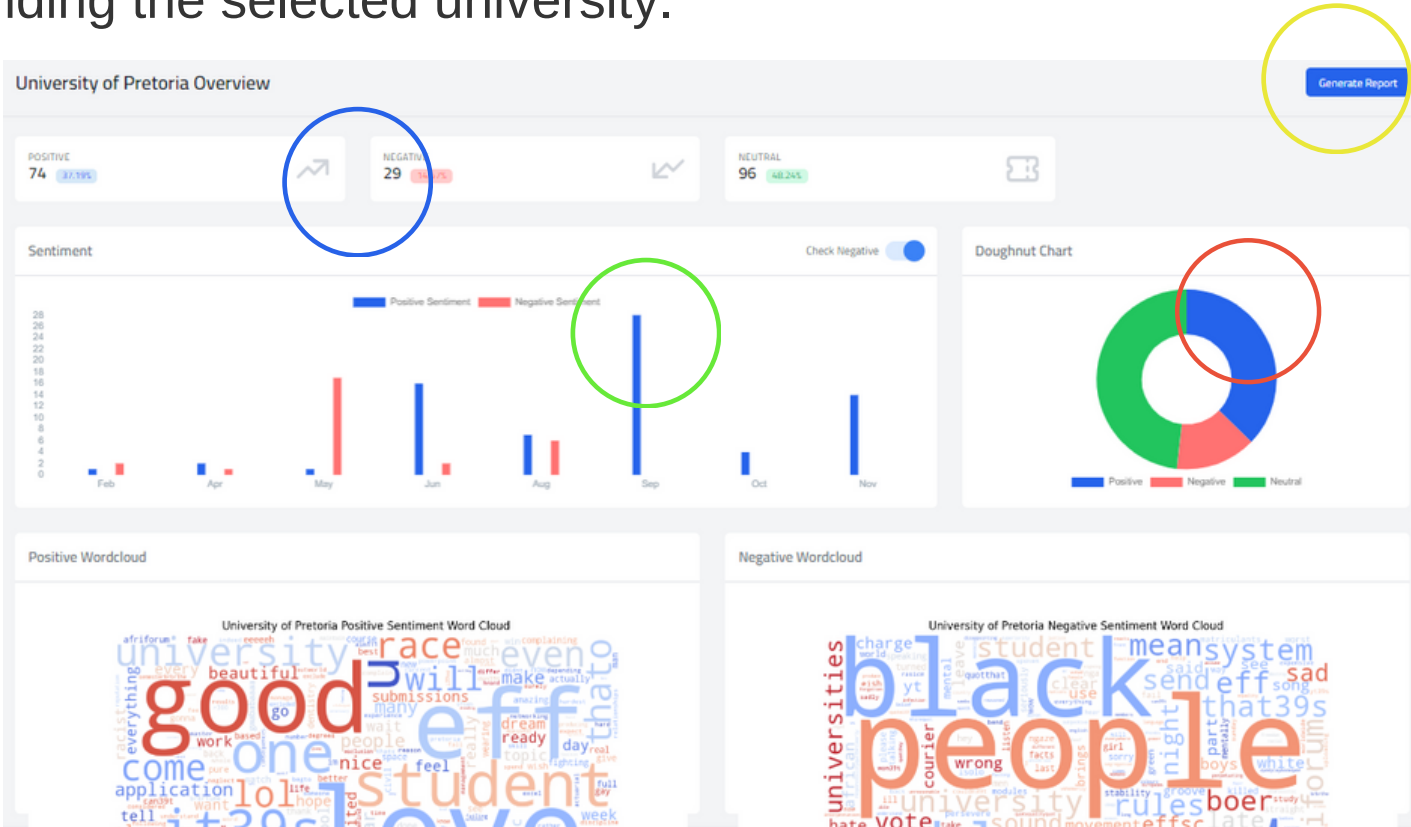




Project Overview

This guide will assist you in navigating the Project Overview interface in the University Checker System. Dive into detailed information about a specific project and gain valuable insights into the sentiments surrounding the selected university.

Picture 16



Overview of the Project Overview Interface(vs Picture 16 & 17)

1. Project Information:

- View detailed information about the selected project, including the university name and creation date.

2. Generate Project Report (Yellow Circle):

- Click on the yellow circle to generate a comprehensive project report. This report will provide a detailed analysis of the university's sentiment on social media.

3. Sentiment Statistics (Blue Circle):

- Explore sentiment statistics for the university, including positive, negative, and neutral sentiments.
- View both numerical values and percentages for a comprehensive understanding.

4. Sentiment Bar Chart (Green Circle):

- Analyze positive and negative sentiment data through a bar chart. Compare the magnitudes of positive and negative sentiments visually.

5. Sentiment Doughnut Chart (Red Circle):

- Gain an overall view of sentiment distribution with a doughnut chart. Understand the proportion of positive, negative, and neutral sentiments.

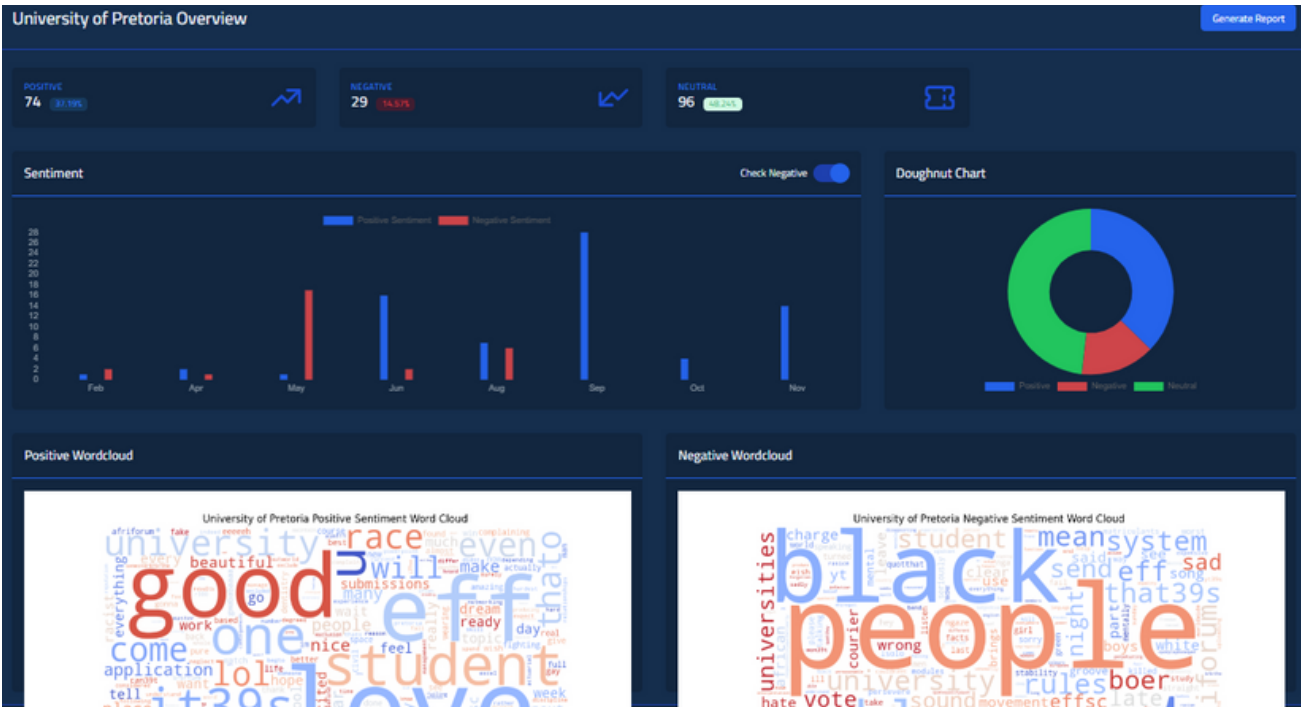
6. Word Cloud:

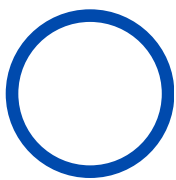
- Below the charts, explore a word cloud highlighting the most frequently used positive and negative words associated with the university.

Additional Tips:

- **Generate Project Report:** Utilize the "Generate Project Report" feature to obtain a detailed and downloadable analysis of the university's sentiment.
- **Interpreting Charts:**
 - In the sentiment bar chart (green arrow), assess the heights of the bars to gauge the intensity of sentiments.
 - In the sentiment doughnut chart (red arrow), understand the distribution of sentiments as represented by the segments.

Picture 17

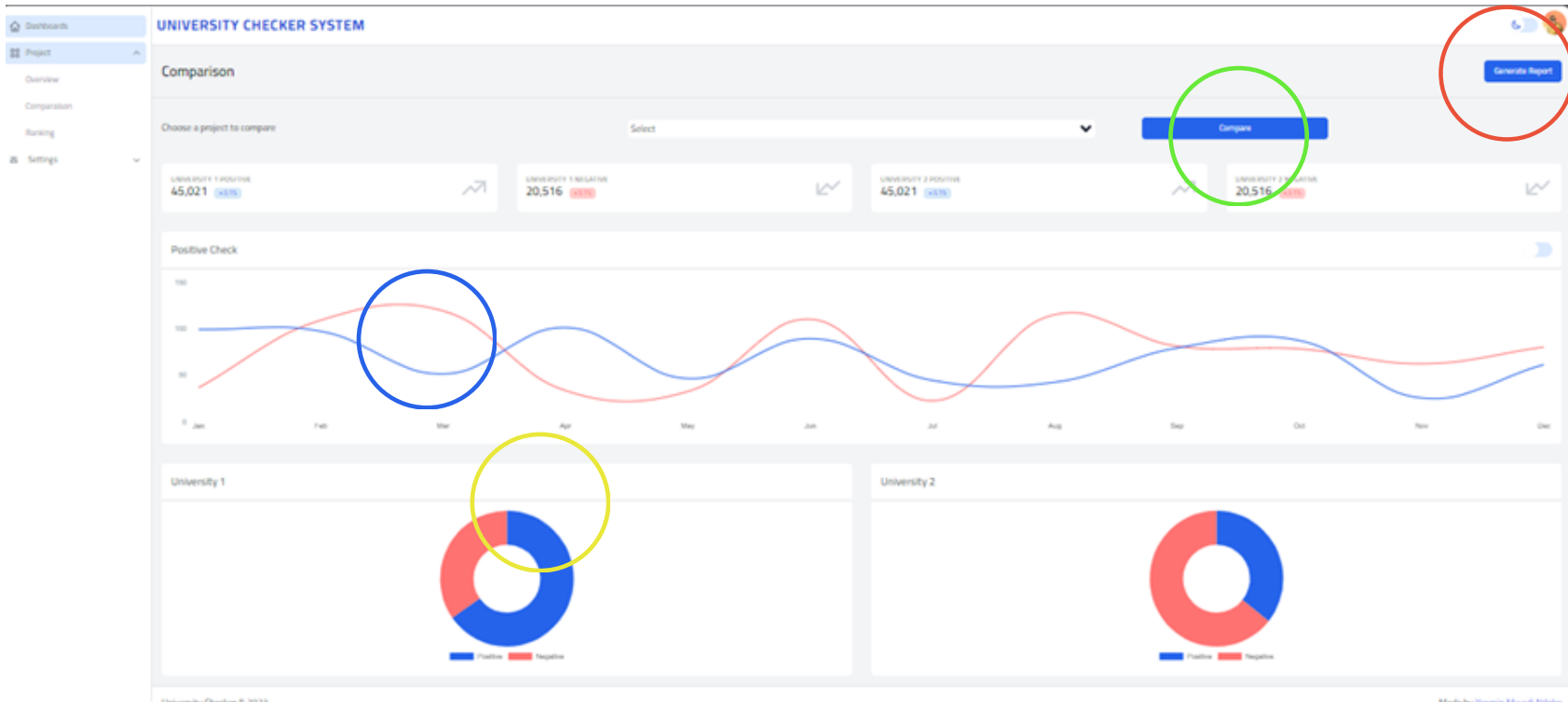




Comparison

This guide will help you explore the Comparison interface in the University Checker System. Discover valuable insights by comparing data from two different projects.

Picture 18



Overview of the Comparison Interface (vs Picture 18 & 19)

1. University Selection (Green Circle):

- Click on the green circle to select the university you want to compare with the one currently viewed or opened.
- The selection block displays a list of projects you have created. Choose the university you wish to compare.

2. Generate Comparison Report (Red Circle):

- Utilize the red circle to generate a comprehensive report for the selected comparison. This report provides an in-depth analysis of sentiment and other relevant data.

3. Graphical View (Blue Circle):

- The blue arrow represents a line chart that displays a graphical view of the two universities.
- The main university is represented in blue, and the selected university is in red.

4. Overview Doughnut Chart (Yellow Circle):

- The yellow arrow point to doughnut chart which provides a visual representation of positive and negative sentiments for each university.

Step-by-Step Guide:

Step 1: Navigate to the Comparison Page

- Access the Comparison page, usually located in navigation menu under project.

Step 2: Select Universities to Compare

- Click on the green circle to open the university selection block.
- Choose the university you want to compare with the currently viewed or opened project.

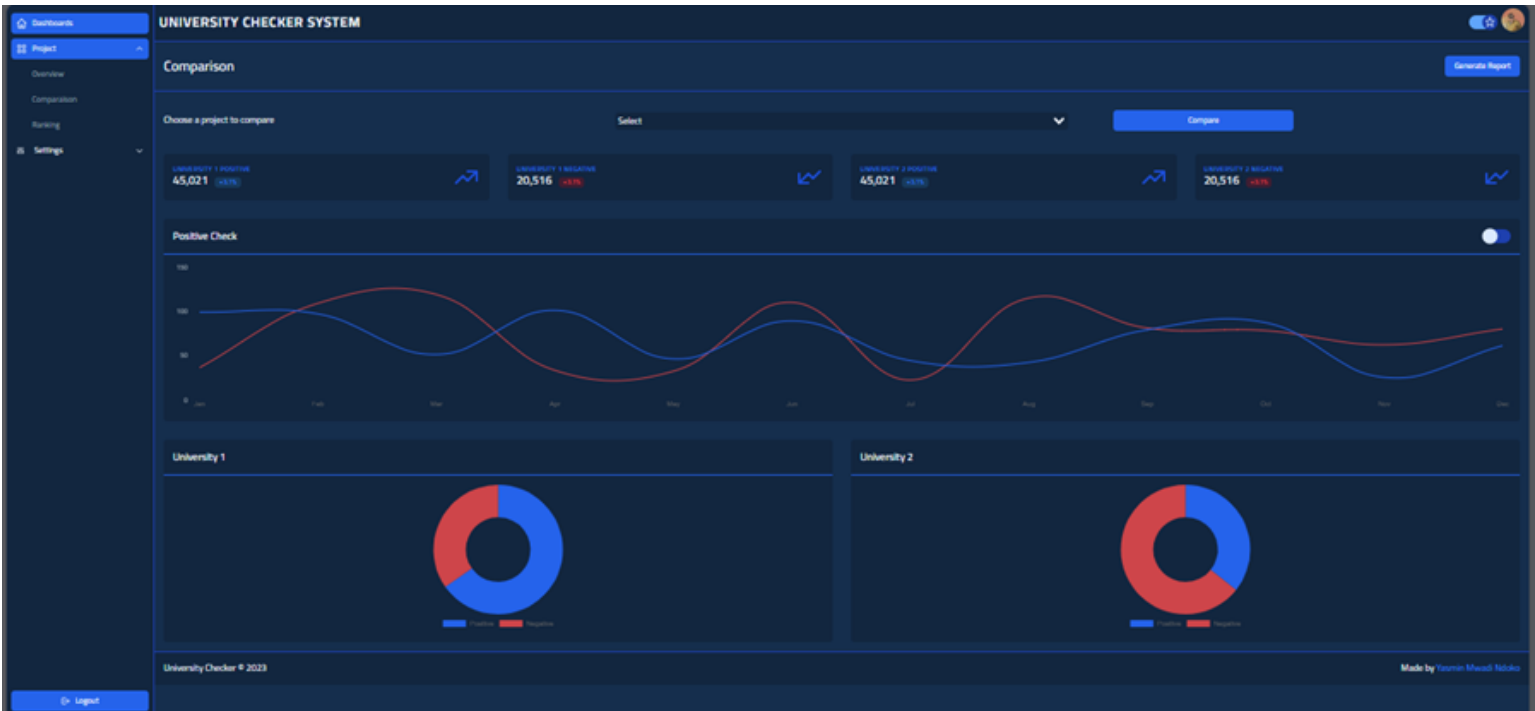
Step 3: Generate a Comparison Report

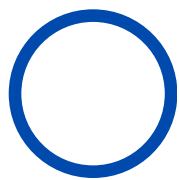
- Click on the red circle to generate a detailed report for the selected comparison.
- Explore the report to understand the sentiments and other relevant data for both universities.

Additional Tips:

- Project Creation:** Ensure that you have created or opened at least one project to access the Comparison interface.
- Report Analysis:** Take advantage of the generated report to gain a deeper understanding of the sentiments and data for the selected comparison.

Picture 19

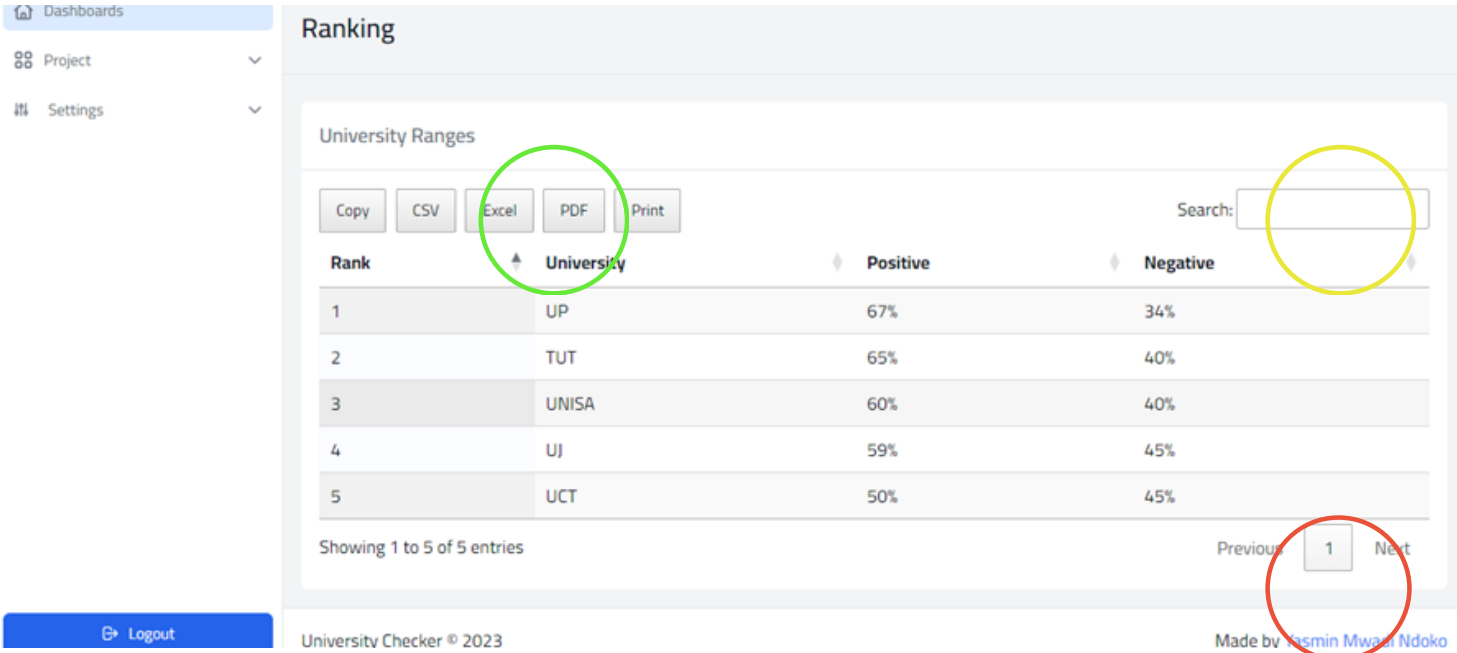




Ranking

This guide will walk you through the Ranking interface in the University Checker System. Discover how universities are ranked based on sentiment analysis from all the projects you've created.

Picture 20



Overview of the Ranking Interface (vs Picture 20 & 21)

1. Sentiment Rankings:

- The interface displays a list of universities ranked from the highest positive sentiment to the highest negative sentiment.

2. Download Ranking Report (Green Circle):

- Click the green arrow to download the ranking report in different formats.
- Choose from available formats such as PDF, CSV, or Excel.

3. Search for a Specific University (Yellow Circle):

- Use the yellow arrow to search for a specific university within the ranking list.
- Enter the name of the university you are interested in.

4. Pagination Options (Red Circle):

- The red circle indicates pagination options.
- Navigate through multiple pages to explore the complete ranking list.

Additional Tips:

- Report Formats:** Choose the report format that best suits your needs when downloading the ranking report.
- Search Functionality:** Use the search feature to quickly locate a specific university within the ranking list.

Step-by-Step Guide:

Step 1: Navigate to the Ranking Page

- Access the Ranking page, typically found in navigation menu under project.

Step 2: Explore Sentiment Rankings

- Review the list of universities ranked based on sentiment analysis.
- Understand how each university is positioned in terms of positive and negative sentiments.

Step 3: Download Ranking Report

- Click on the green circle to download the ranking report.
- Select the preferred format (PDF, CSV, or Excel) to save the report on your device.

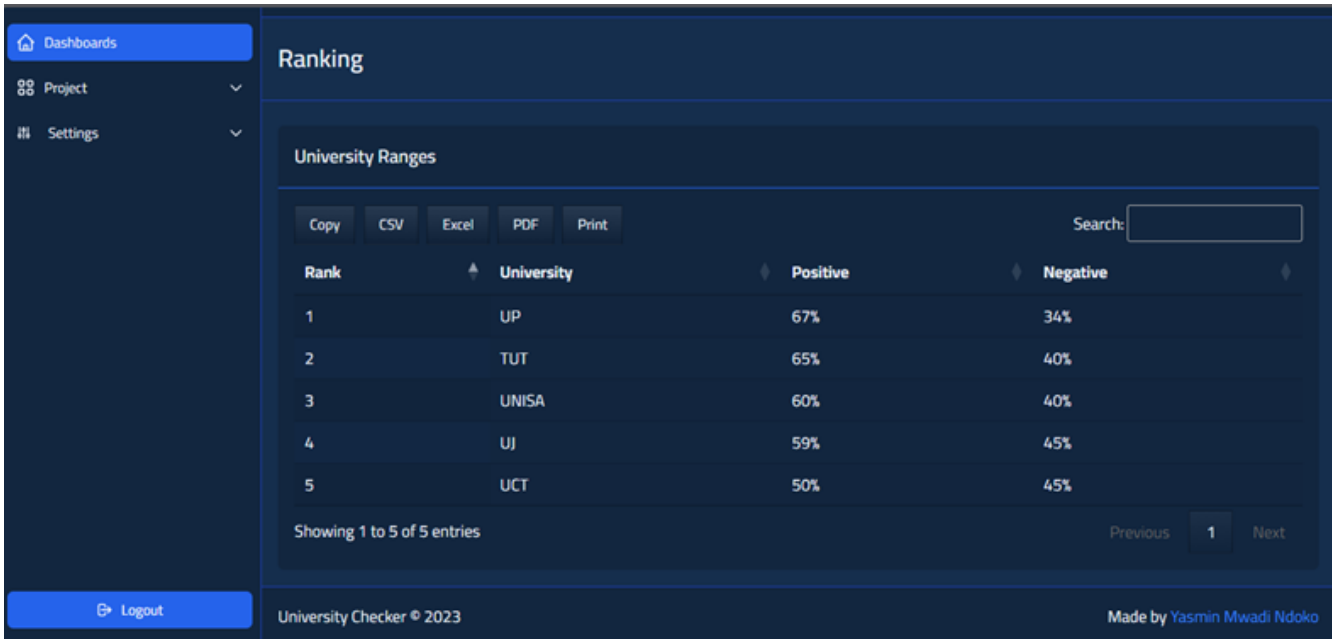
Step 4: Search for a Specific University

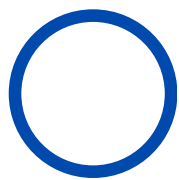
- Use the yellow circle to access the search functionality.
- Enter the name of the university you want to find within the ranking list.

Step 5: Navigate Through Rankings

- Use the red circle to navigate through different pages of the ranking list.

Picture 21

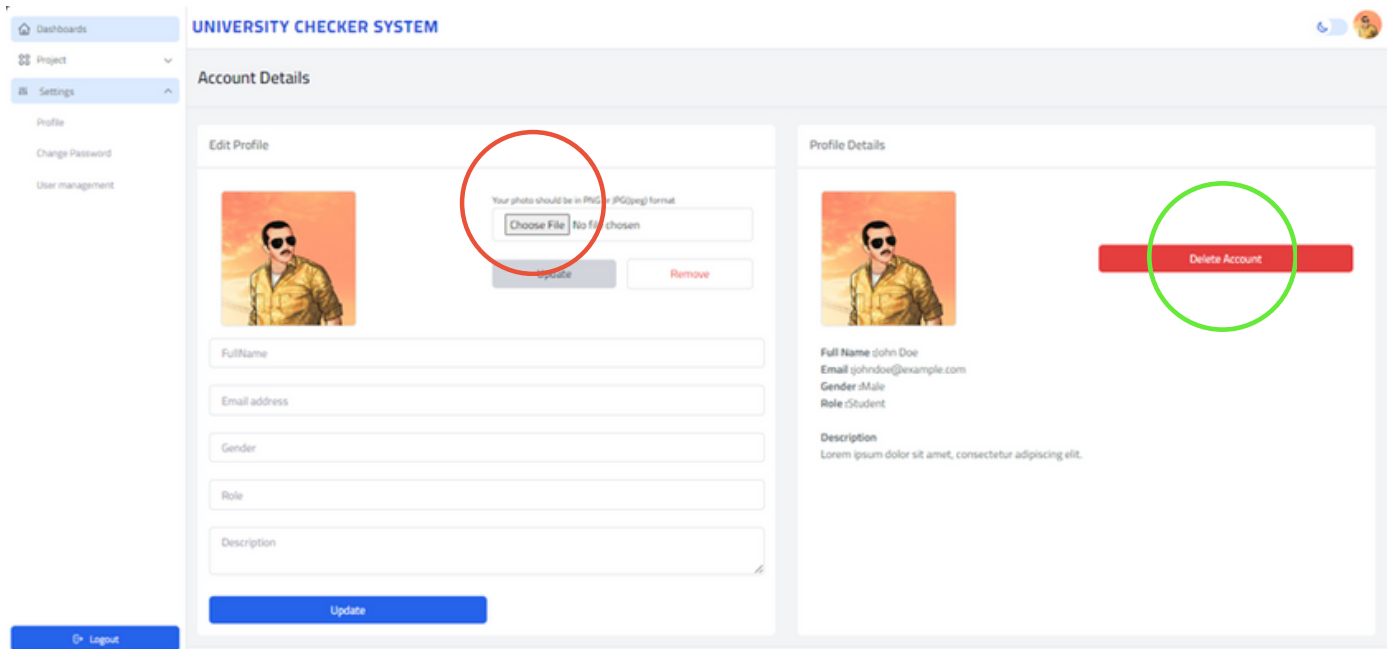




Profile

This guide will help you navigate and manage your personal information on the Profile page in the University Checker System. Discover how to view, edit, and modify your account details.

Picture 22



Overview of the Profile Page (vs Picture 22 & 23)

Step-by-Step Guide:

1. Profile Edit Section (Left Side):

- On the left side of the page, you'll find the Profile Edit Section.
- This section allows you to modify your personal information.

2. Profile Details Section (Right Side):

- On the right side of the page, you'll find the Profile Details Section.
- This section displays your current personal information.

3. Change Profile Picture (Red Circle):

- Click on the red circle to change your profile picture.
- Upload a new image to personalize your account.

4. Delete Account (Green Circle):

- Use the green arrow circle to access the option to delete your account.
- Exercise caution, as this action is irreversible and will permanently remove your account.

Step 1: Navigate to the Profile Page

- Access the Profile page, usually located in navigation menu under settings or in navigation bar.

Step 2: View/Edit Personal Information

- On the left side (Profile Edit Section), view or modify your personal information.
- Update fields such as name, role, or any other editable details.

Step 3: Change Profile Picture

- Click on the red circle to change your profile picture.
- Upload a new image from your device to personalize your account or remove it as needed.

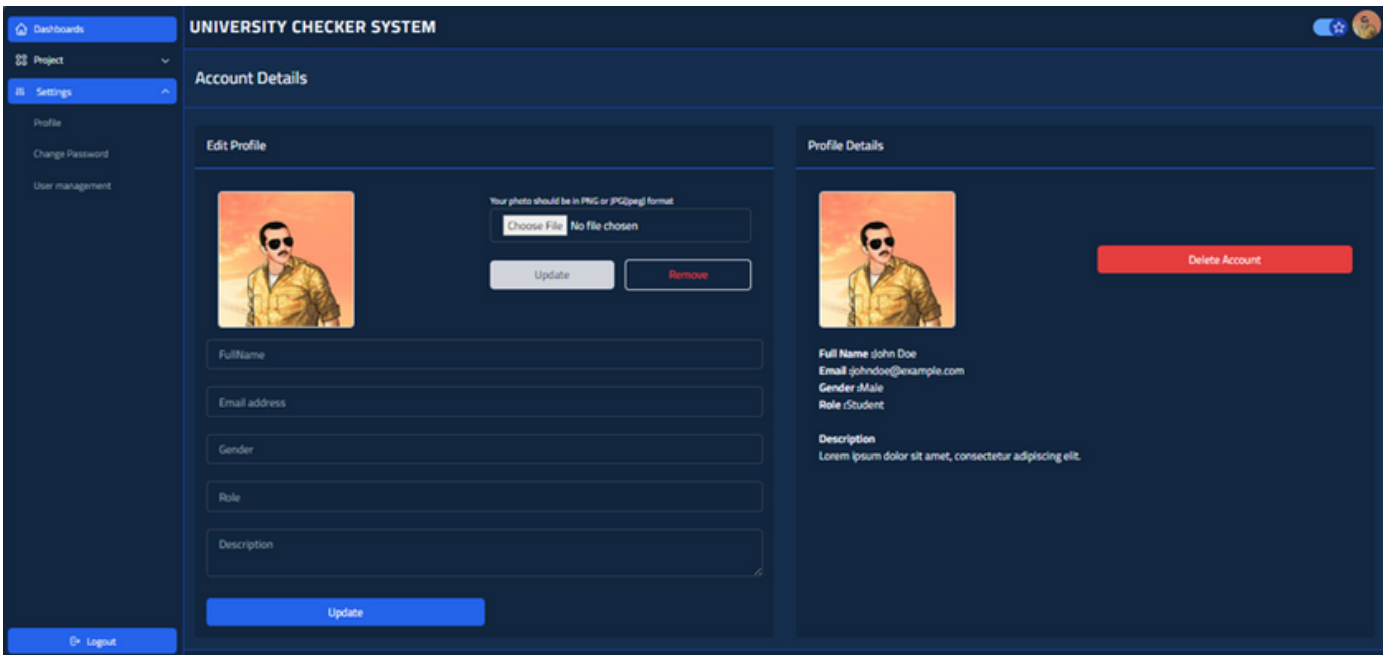
Step 4: Delete Your Account

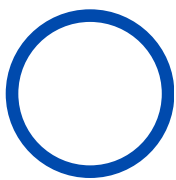
- Use the green circle to access the account deletion option.
- Follow the provided prompts to confirm and proceed with account deletion.

Additional Tips:

- Profile Security:** Exercise caution while modifying personal information or deleting your account.
- Account Deletion:** Deleting your account is irreversible. Ensure you have a backup of any essential data.

Picture 23

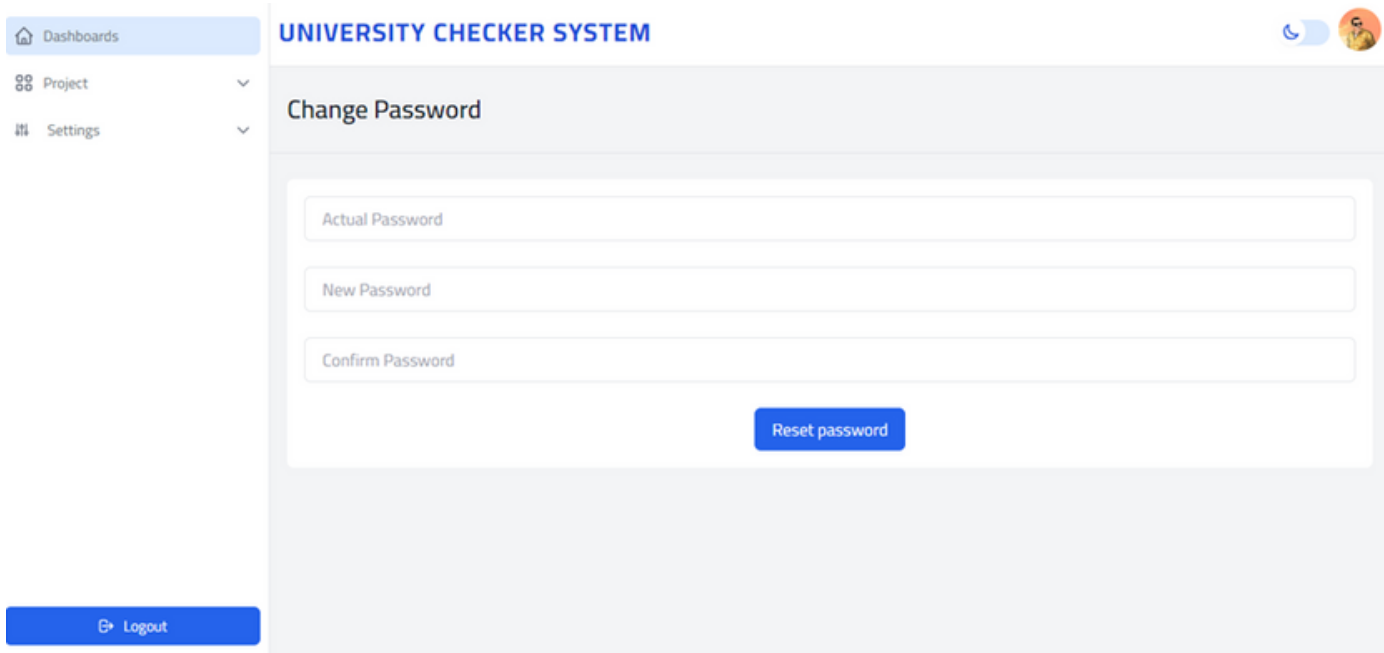




Change Password

This guide will help you navigate the Change Password interface in the University Checker System. Learn how to update your password for enhanced security.

Picture 24



Overview of the Change Password Page (vs Picture 24 & 25)

- 1. **Current Password Field:**
 - Enter your current password in this field.
- 2. **New Password Field:**
 - Input your new desired password in this field.
- 3. **Confirm New Password Field:**
 - Re-enter the new password to confirm accuracy.

Step-by-Step Guide:

Step 1: Navigate to the Change Password Page

1. Access the Change Password page, usually located in navigation menu under settings or in navigation bar.

Step 2: Enter Current Password

1. In the "Current Password" field, enter your current password.
2. This step ensures the security of the password change process.

Step 3: Input New Password

1. In the "New Password" field, type your desired new password.
2. Choose a strong and secure password for better account protection.

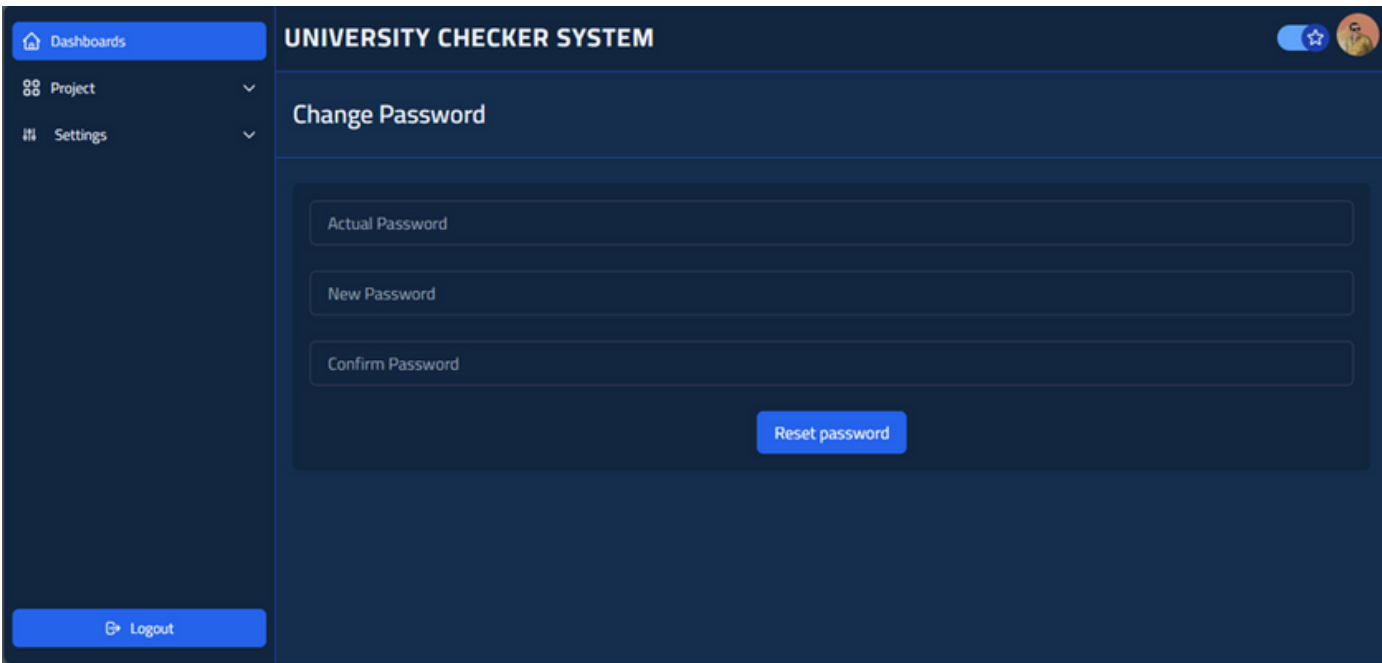
Step 4: Confirm New Password

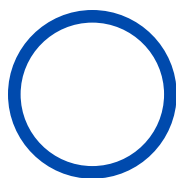
1. Re-enter the new password in the "Confirm New Password" field.
2. Ensure both entries match to avoid any typos or errors.

Step 5: Save Changes

1. Click the "Update Password" button to confirm the password update.

Picture 25





CONCLUSION

In concluding this user guide for the University Checker System, we hope to have provided you with a comprehensive understanding of the system's functionalities and how to navigate them effectively. From sentiment analysis to project management, comparison features, and user profile controls, the system is designed to be a versatile and user-friendly tool for monitoring and analyzing university reputations on social media.

As you embark on using the University Checker System, remember that your insights and feedback are invaluable to us. We strive to continually enhance and refine the system to meet your evolving needs. If you have any questions, encounter issues, or wish to explore advanced features, our support team is readily available to assist you.

Thank you for choosing the University Checker System. We trust that your experience with the system will be insightful and rewarding.

For further assistance or inquiries, please feel free to contact us:

- Email: 217638984@tut4life.ac.za or ndokoyasmine@gmail.com
- Phone: +27 83 779 2005

Happy exploring and analyzing!

