

Scholar AI Knowledge Base

African Leadership University Document Repository - Admin Guide

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System Overview

What is the Document Repository?

The African Leadership University Document Repository is a comprehensive digital platform for managing academic research, theses, and scholarly publications. It provides secure storage, version control, and collaborative review processes for academic documents.

Key Features

- **Multi-tenant Architecture:** Each university has its own isolated environment
- **Role-based Access Control:** Admin, Regular User, Reviewer, and Guest roles
- **Document Lifecycle Management:** From draft to published status
- **Plagiarism Detection:** Integrated similarity checking
- **DOI Assignment:** Automatic Digital Object Identifier generation
- **Analytics Dashboard:** Comprehensive usage and performance metrics

System Architecture

- **Frontend:** Next.js with TypeScript and Tailwind CSS
 - **Backend:** FastAPI with Python
 - **Database:** PostgreSQL with SQLAlchemy ORM
 - **Authentication:** Supabase Auth
 - **File Storage:** Cloud-based document storage
 - **AI Integration:** Langflow for intelligent assistance
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Admin Dashboard

Dashboard Overview

The admin dashboard provides a centralized view of all repository activities and key metrics.

Key Metrics Displayed

1. **Total Documents:** Complete count of all documents in the repository
2. **Active Users:** Number of registered users actively using the system

3. **Pending Reviews:** Documents awaiting review assignment or completion

4. **Monthly Downloads:** Total document downloads for the current month

Quick Actions Available

- **Upload Document:** Direct link to document upload functionality
- **Manage Users:** Access user management interface
- **Review Queue:** View and manage pending reviews
- **Analytics:** Access detailed performance reports

Recent Activity Feed

- New document uploads
 - Completed reviews
 - DOI assignments
 - User registrations
 - System notifications
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Document Management

Document Types Supported

- **Master's Theses:** Graduate-level research papers
- **PhD Dissertations:** Doctoral research documents
- **Research Articles:** Academic journal submissions
- **Conference Papers:** Presentation materials
- **Technical Reports:** Research findings and analysis

Document Statuses

1. **Draft:** Initial upload, not yet submitted for review

2. **Under Review:** Assigned to reviewers for evaluation
3. **Pending Plagiarism Check:** Awaiting similarity analysis
4. **Pending DOI:** Ready for Digital Object Identifier assignment
5. **Published:** Available to all users with appropriate access
6. **Rejected:** Requires revision before resubmission

Bulk Import Process

1. **Prepare Documents:** Ensure all files are in PDF format
2. **Create ZIP Archive:** Compress documents following naming convention
3. **Upload via Admin Interface:** Use bulk import feature in Documents section
4. **Review Import Results:** Check for any failed uploads or errors
5. **Assign Metadata:** Add titles, authors, and other required information

Document Naming Convention

Format:

Title_Author_Year.pdf

Example:

Machine_Learning_Agriculture_Rwanda_Marie_Uwimana_2024.pdf

Access Rights Configuration

- **Open Access:** Available to all authenticated users
 - **Restricted:** Limited to specific user groups or departments
 - **Private:** Only accessible to authors and administrators
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User Management

User Roles and Permissions

Admin Role

- **Full system access:** All features and functions
- **User management:** Create, edit, and delete user accounts
- **Document oversight:** Approve, reject, and manage all documents
- **System configuration:** Modify settings and preferences
- **Analytics access:** View comprehensive reports and metrics

Regular User Role

- **Document upload:** Submit research papers and theses
- **Profile management:** Update personal information
- **Document viewing:** Access published documents based on permissions
- **Comment system:** Provide feedback on documents

Reviewer Role

- **Review assignments:** Receive and complete document reviews
- **Feedback submission:** Provide detailed evaluation comments
- **Status updates:** Mark reviews as complete or request revisions
- **Quality assurance:** Ensure academic standards are maintained

Guest Role

- **Limited access:** View only open-access documents
- **No upload permissions:** Cannot submit new documents
- **Basic search:** Use repository search functionality

User Registration Process

1. **Email Verification:** Users receive confirmation emails
2. **Profile Completion:** Required information collection
3. **Role Assignment:** Automatic or admin-assigned roles
4. **Faculty/Department Assignment:** Academic unit association
5. **Access Activation:** Account becomes fully functional

User Profile Management

- **Personal Information:** Name, email, contact details
 - **Academic Affiliation:** Faculty, department, position
 - **Research Interests:** Keywords for document matching
 - **Notification Preferences:** Email and system alerts
 - **Privacy Settings:** Data sharing and visibility options
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Review System

Review Assignment Process

1. **Document Submission:** Author uploads completed document
2. **Admin Review:** Administrator evaluates initial submission
3. **Reviewer Selection:** Assign appropriate reviewers based on expertise
4. **Notification:** Reviewers receive assignment notifications
5. **Review Completion:** Reviewers submit evaluations and feedback
6. **Decision Making:** Admin makes final publication decision

Review Criteria

- **Academic Quality:** Research methodology and findings
- **Writing Standards:** Clarity, grammar, and structure

- **Originality:** Plagiarism and citation accuracy
- **Relevance:** Alignment with academic standards
- **Technical Accuracy:** Data analysis and conclusions

Review Status Tracking

- **Assigned:** Review task created and assigned
- **In Progress:** Reviewer actively working on evaluation
- **Completed:** Review submitted with feedback
- **Overdue:** Past due date, requires follow-up
- **Cancelled:** Review assignment withdrawn

Review Feedback System

- **Structured Comments:** Predefined evaluation categories
 - **Free-form Feedback:** Detailed written comments
 - **Rating System:** Numerical scores for different aspects
 - **Recommendation:** Accept, revise, or reject suggestions
 - **Confidential Notes:** Private comments for administrators
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Settings & Configuration

Repository Settings

- **University Information:** Name, logo, contact details
- **Academic Calendar:** Term dates and deadlines
- **Submission Policies:** Document requirements and guidelines
- **Review Guidelines:** Evaluation criteria and processes
- **Access Controls:** Permission levels and restrictions

Notification System

- **Email Notifications:** Document status updates
- **System Alerts:** In-app notification center
- **Review Reminders:** Automated follow-up messages
- **Publication Announcements:** New document availability
- **Admin Alerts:** System issues and maintenance notices

Branding and Appearance

- **University Logo:** Custom branding elements
- **Color Scheme:** Institution-specific styling
- **Welcome Messages:** Customized user greetings
- **Help Content:** Contextual assistance information
- **Footer Information:** Contact and support details

Integration Settings

- **DOI Provider:** Digital Object Identifier configuration
 - **Plagiarism Detection:** Similarity checking service setup
 - **Email Service:** SMTP configuration for notifications
 - **Storage Settings:** File upload limits and retention policies
 - **Backup Configuration:** Data protection and recovery settings
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Analytics & Reports

Document Analytics

- **Upload Trends:** Monthly submission patterns
- **Download Statistics:** Popular document tracking
- **View Metrics:** Page visit and engagement data

- **Faculty Performance:** Department-level activity reports
- **Author Productivity:** Individual researcher statistics

User Activity Reports

- **Registration Trends:** New user sign-up patterns
- **Login Frequency:** User engagement metrics
- **Feature Usage:** Most-used system functions
- **Session Duration:** Time spent in the platform
- **Geographic Distribution:** User location analytics

Review Performance Metrics

- **Review Completion Rates:** Timeliness of evaluations
- **Reviewer Workload:** Assignment distribution analysis
- **Quality Metrics:** Review consistency and thoroughness
- **Feedback Analysis:** Common review themes and issues
- **Decision Patterns:** Publication approval rates

System Health Monitoring

- **Performance Metrics:** Response times and uptime
 - **Error Tracking:** System issues and resolutions
 - **Storage Usage:** Database and file storage consumption
 - **Security Events:** Access attempts and violations
 - **Backup Status:** Data protection verification
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Troubleshooting

Common Issues and Solutions

Document Upload Problems

Issue: File upload fails **Solution:**

- Check file format (PDF only)
- Verify file size (max 50MB)
- Ensure stable internet connection
- Clear browser cache and retry

Issue: Metadata not saving **Solution:**

- Complete all required fields
- Check for special characters in titles
- Verify author information format
- Refresh page and retry

User Access Issues

Issue: Cannot log in **Solution:**

- Verify email and password
- Check account activation status
- Reset password if needed
- Contact admin for account issues

Issue: Permission denied errors **Solution:**

- Verify user role assignments
- Check document access rights
- Confirm faculty/department settings
- Contact administrator for role updates

Review System Problems

Issue: Review assignments not appearing **Solution:**

- Check notification settings
- Verify reviewer role assignment
- Refresh dashboard page
- Contact admin for manual assignment

Issue: Review feedback not saving **Solution:**

- Complete all required fields
- Check internet connection
- Save draft before final submission
- Contact support if persistent

System Performance Issues

Issue: Slow page loading **Solution:**

- Clear browser cache
- Check internet connection
- Try different browser
- Report to admin if persistent

Issue: Search not working **Solution:**

- Check search term spelling
- Try different keywords
- Clear search filters
- Refresh page and retry

Error Messages and Meanings

Authentication Errors

- **"Invalid credentials"**: Email or password incorrect
- **"Account not activated"**: Email verification required
- **"Session expired"**: Re-login required
- **"Access denied"**: Insufficient permissions

Upload Errors

- **"File too large"**: Exceeds 50MB limit
- **"Invalid format"**: Non-PDF file type
- **"Upload failed"**: Network or server issue
- **"Duplicate file"**: Same document already exists

Review Errors

- **"Review not found"**: Assignment may have been cancelled
 - **"Already reviewed"**: Evaluation already submitted
 - **"Deadline passed"**: Review period expired
 - **"Permission denied"**: Role doesn't allow review access
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Best Practices

Document Management Best Practices

For Administrators

1. **Regular Monitoring**: Check dashboard daily for new submissions
2. **Timely Reviews**: Assign reviewers within 48 hours of submission
3. **Quality Control**: Maintain consistent evaluation standards

4. **User Support:** Respond to user inquiries promptly
5. **System Maintenance:** Regular backup and performance monitoring

For Authors

1. **Format Compliance:** Follow PDF and naming conventions
2. **Complete Metadata:** Provide all required document information
3. **Quality Preparation:** Ensure documents are publication-ready
4. **Timely Responses:** Address review feedback promptly
5. **Proper Citations:** Include all necessary references

For Reviewers

1. **Thorough Evaluation:** Complete all review criteria
2. **Constructive Feedback:** Provide helpful, specific comments
3. **Timely Completion:** Meet review deadlines
4. **Confidentiality:** Maintain review process integrity
5. **Professional Communication:** Use appropriate tone in feedback

Security Best Practices

1. **Strong Passwords:** Use complex, unique passwords
2. **Regular Updates:** Keep account information current
3. **Secure Access:** Log out from shared computers
4. **Data Protection:** Don't share login credentials
5. **Suspicious Activity:** Report unusual account behavior

Performance Optimization

1. **File Size Management:** Optimize document file sizes
2. **Regular Cleanup:** Remove outdated or duplicate files
3. **Efficient Search:** Use specific keywords and filters
4. **Browser Compatibility:** Use supported web browsers

5. **Network Considerations:** Ensure stable internet connection

Contact Information

Technical Support

- **Email:** support@alu-repository.com
- **Phone:** +250 788 123 456
- **Hours:** Monday-Friday, 8:00 AM - 6:00 PM CAT

Administrative Support

- **Email:** admin@alu-repository.com
- **Phone:** +250 788 123 457
- **Hours:** Monday-Friday, 9:00 AM - 5:00 PM CAT

Emergency Contact

- **System Issues:** emergency@alu-repository.com
 - **24/7 Hotline:** +250 788 123 458
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Version Information

- **Document Version:** 1.0
 - **Last Updated:** December 2024
 - **Next Review:** March 2025
 - **System Version:** Repository v2.1.0
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This knowledge base is maintained by the African Leadership University IT Department and is regularly updated to reflect system changes and improvements.