

REF-Manager

Quick Start Guide

Get Running in 15 Minutes

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Overview

This guide will get you from zero to a working REF-Manager installation in about 15 minutes.

1 Prerequisites

Before starting, ensure you have:

- Python 3.10 or higher
- pip (Python package manager)
- Git (optional)
- Text editor
- Terminal access

Verify Python:

```
python3 --version
```

2 Step 1: Get the Code

Clone from GitHub:

```
git clone https://github.com/gtsoulas/ref-manager.git
cd ref-manager
```

3 Step 2: Set Up Environment

Create and activate virtual environment:

```
# Linux/macOS
python3 -m venv venv
source venv/bin/activate

# Windows
python -m venv venv
venv\Scripts\activate
```

Install dependencies:

```
pip install -r requirements.txt
```

4 Step 3: Configure

Copy example configuration:

```
cp env.example .env
```

Generate secret key:

```
python -c "from django.core.management.utils import get_random_secret_key; print(get_random_secret_key())"
```

Edit `.env` and add your secret key.

5 Step 4: Initialise Database

Run migrations:

```
python manage.py migrate
```

Create admin user:

```
python manage.py createsuperuser
```

Set up roles:

```
python manage.py setup_roles --create-profiles --superusers-admin
```

6 Step 5: Launch

Start the server:

```
python manage.py runserver
```

Open <http://localhost:8000> in your browser.

7 First Steps

7.1 Add a Colleague

1. Navigate to **Colleagues** → **Add Colleague**
2. Enter staff details
3. Save

7.2 Add an Output

1. Navigate to **Outputs** → **Add Output**
2. Select colleague and enter publication details
3. Save

7.3 Assign for Review

1. Open an output
2. Click **Assign Internal Panel** or **Assign Critical Friend**
3. Select reviewer and save

8 Essential Commands

Task	Command
Start server	<code>python manage.py runserver</code>
Create admin	<code>python manage.py createsuperuser</code>
Run migrations	<code>python manage.py migrate</code>
List users/roles	<code>python manage.py assign_roles -list</code>
Assign role	<code>python manage.py assign_roles user -add ADMIN</code>

9 Quick Fixes

Port in use:

```
python manage.py runserver 8080
```

Module not found:

```
source venv/bin/activate
```

Roles missing:

```
python manage.py setup_roles
```

10 Next Steps

- Read the **User Guide** for detailed features
- Check **Troubleshooting** for common issues
- See **Technical Documentation** for advanced configuration