

Verdad user's manual

1. Guest user instructions

- a. When a non-logged in user goes to the website, they can immediately view articles and reviews. To show the article list, click on the *Start Reading Articles Button*, and a list of the articles will appear.
- b. An article listing contains in its header the article's title and its average rating. To view details of the article click on the header of the article listing. This will show a link to the article, its publish date, its publisher, whether it is a satirical or opinion article, and all the reviews it may have. The review will show the given rating, the reviewer that wrote the article, and the reviewer's comments.
- c. To view an article, click on the *Read Article* button. For desktop users, the article will load at the article display frame at the right side of the page. For mobile users, the article will load in another browser tab.

2. Registration instructions

- a. To register as a user for Verdad, click the *Register* button on the top navigation (desktop) or side navigation (mobile, click on the *Menu* button on the upper left or swipe right from the left side of the screen) panels. Fill out the details required for the form, then click the *Submit* button.
- b. After submitting the registration form, the user will be taken to the registration verification page. The user will be asked to input a randomized code for security. This code is sent to the user's email address. Copy the code from the email, paste it on the verification field, then click the *Submit* button.
- c. If a user already has a pending registration, they may click on the link below the register page to take them to the user verification page. They can then input the verification code as usual.
- d. After verifying the user's registration, the user are automatically logged in to Verdad.

3. User instructions

- a. Logging in and logging out
 - i. From the dekstop homepage, a user may log in to Verdad by clicking the Log In button. The login in form will appear, asking the user's username and password. Input the required information, then click the *Log In* button.
 - ii. From the mobile homepage, the user may click on the *Menu* button on the top-left corner, or swipe right from the left side of the screen. This will show the side navigation panel. The log in form is shown on the panel. The user may then input the required information then click the Log In button.
 - iii. If the username or password is not filled out or incorrect, the user will be notified so and will be asked to log in again. If both the username and password are correct, they will be logged in and will then be shown the list of articles.
- b. Submitting an article
 - i. As a user, the user now has the ability to submit articles for review. Click on the floating + (*plus*) button to submit an article.

- ii. After clicking the + (*plus*) button, a pop out will appear. Fill out the form with details of the article, then click the *Submit* button.
- iii. To streamline this process, the user may click on the *Suggest Title* and *Suggest Publisher* buttons. The *Suggest Title* button will take the webpage's title, assuming it also contains the article's title. The *Suggest Title* button will take the article's URL and search for its domain in Verdad's database. If it finds the domain, it will give the publisher's name. Before submitting the article, please check these suggestions, as they are not perfect solutions.
- iv. After submitting the article, the webpage will refresh, and the newly submitted article will now be displayed on top of the list.

4. Reviewer registration instructions

- a. To register as a verified reviewer, a user may click on the *Sign up as a reviewer!* button on either the top panel or side panel. This will then take them to the reviewer registration page.
- b. Fill out the form. The user may opt to upload a profile picture and a phone area, but the phone number and affiliations are required.
- c. To add an affiliation, click on the *Add affiliation* button. A set of form fields will then appear, asking for information about the affiliation. The user is required to add information about their position and the organization, and a member or employee ID as proof of their affiliation. The user may click on the *Add affiliation* button again to add another affiliation.
- d. Once done, the user will then be told to wait for Verdad's email response on the matter.

5. Reviewer instructions

- a. Submitting a review
 - i. Once a reviewer has been approved by Verdad's admin as a reviewer, they can now submit reviews.
 - ii. To submit a review, click on the *Write a review* button. The reviewer form will then pop out, prompting the reviewer to fill out the review form. They will be asked for a rating (in a scale of 1-5), their review comments, then they could check whether the article is a satirical or opinion article.
 - iii. Once done, click the *Submit* button to submit the review. The page will refresh and the review and adjustments to the article's average score will now be shown on the article.
- b. Submitting a report
 - i. If a reviewer sees an erroneous review, they may submit a report. Clicking on the *Report* button will show the report pop out.
 - ii. The reviewer will then be asked to fill in the report form. They need to check at least one reason for reporting (Erroneous/inaccurate reporting, Review lacks information/sources, Possible conflict of interest, Unprofessional language, Mistaken as satire/opinion, Article is actually satire/opinion, Hateful remarks, Others), then their comments for the report.
 - iii. Once done, click the *Report* button to submit the report. The report will then be checked either by a reviewer with no conflict of interest or an admin if no reviewer is available.

- c. Checking a report
 - i. Once a report becomes available for checking, an orange badge will appear on the *Check reported reviews* button on the top panel or side panel. The reviewer may then click on the button to go to the reported reviews page.
 - ii. On the page, they will be given a list of reports to check. The reviewer may then click on the listing's header to start reading a report's details.
 - iii. The report will show details about the article, details about the review, and details about the report. With these information, the reviewer may then decide whether the report is valid or not. If it is valid, they may click on the *Confirm report* button to remove the review from the article. If it is not, they may click on the *Deny report* button to ignore the report.

6. Admin instructions

- a. To view the admin page, the admin needs to go to home/admin on their web browser (in the case of a locally hosted page, <http://localhost:8088/admin>). This will show the admin page, with a prompt for users to go back to the homepage.
- b. To log in as an administrator with a desktop, click on the *Log in* button in the top panel. This will show the log in form similar to the user's log in. They may then click on *Log in* to log in to Verdad as an admin. On mobile, the admin may swipe right from the left side of the screen or click the *Menu* button to show the log in form. They may then fill in the form and click the *Log in* button to log in.
- c. Once logged in, the admin is shown a list of pending reviewers and reports to check.
- d. To log out as an admin, they may click on the *Logout* button on either the top panel or the side panel
- e. Checking pending reviewer requests
 - i. On the pending reviewers list, the admin is shown the pending reviewer's full name on the header. They may then click on it to show more info about the user.
 - ii. To approve a user's request, click on the *Approve* button. The user will then be sent an email that they are now accepted as a reviewer.
 - iii. The admin may also click the *Send inquiry* button to send a question to the user's email. A form will pop out asking for the admin's inquiry. The admin may then click *Send* to send the inquiry to the user.
 - iv. The admin may also click the *Deny* button to deny the user's request as a reviewer. The admin will then be prompted to state their reasons for disapproval in a popout form. Once filled in, the admin may then click the *Deny button*.
- f. Checking reports
 - i. Similar to the way reviewers check reports, the admin will be given a list of reports to check. The admin may then click on the listing's header to start reading a report's details.
 - ii. The report will show details about the article, details about the review, and details about the report. With these information, the admin may then decide whether the report is valid or not. If it is valid, they may click on the *Confirm report* button to remove the review from the article. If it is not, they may click on the *Deny report* button to ignore the report.

7. Miscellaneous instructions

- a. Frequently asked questions
 - i. To show the frequently asked questions, any user may click on the *FAQs* button on the top panel or the *Frequently asked questions* button on the side panel. This page will show frequently asked questions about Verdad.
- b. Filling out the survey form for the open beta test
 - i. For logged in users and reviewers, a link to the survey form will show in the footer of every page. They may then click on it to answer the survey form. They will then be taken to a Google Forms survey, asking about their experiences and thoughts while using Verdad.
- c. Finding out more about the project.
 - i. On the footer of every page, there are links to both the project's Google Sites page and GitHub repository page. The Google sites page accounts the project's development history, while the Github repository page contains the project's open source code.