

TRAINING MANUAL AND GUIDE FOR SENTACAST

1. Purpose of Training

The purpose of this training guide is to help users understand how to operate the SentACast system confidently and efficiently. Training focuses on system navigation, sentiment interpretation, and effective use of the HITL review process

2. Training Requirements

Basic computer knowledge, Ability to use a web browser & Basic understanding of customer reviews and sentiment concepts

3. Training Modules

Module 1: System Familiarization

Understanding the dashboard layout, Identifying key buttons and sections, Navigating between analysis and reports

Module 2: Data Handling

Preparing review datasets, Uploading CSV files correctly, Understanding system validation messages

Module 3: Sentiment Analysis Process

Running sentiment analysis, Interpreting confidence levels,

Reading charts and visual summaries

Module 4: HITL Review Process

Reviewing flagged predictions, Making corrections efficiently

Module 5: Forecast Interpretation

Understanding sentiment trend graphs, Identifying patterns and changes over time

Module 6: Report Generation

Exporting analysis results, Choosing appropriate report formats

4. Practical Exercises

- Upload a sample dataset and run sentiment analysis
- Review flagged predictions
- Generate and download a PDF or Excel report
- Interpret a sentiment trend forecast

5. Training Outcome

After completing the training, users should be able to:

Operate the SentACast system independently,
Perform sentiment analysis accurately,
Use the HITL review module effectively,
Interpret forecasts and reports confidently