

# 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