



# The QualiDaR Guide

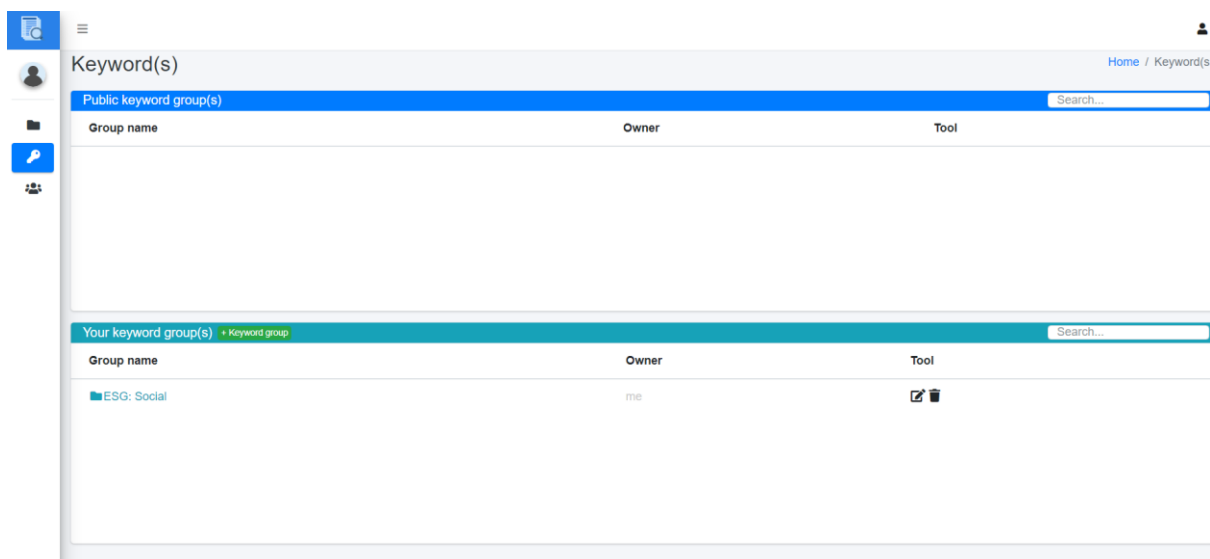
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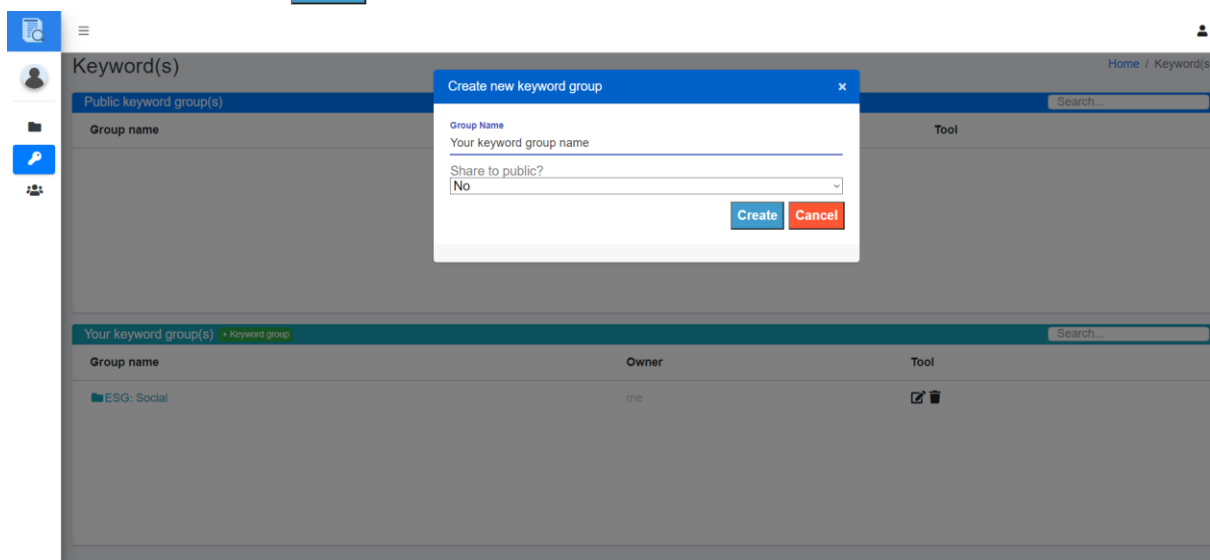
# Keyword

## How to create a keyword group?

1. Go to keyword page then click **+ Keyword group**

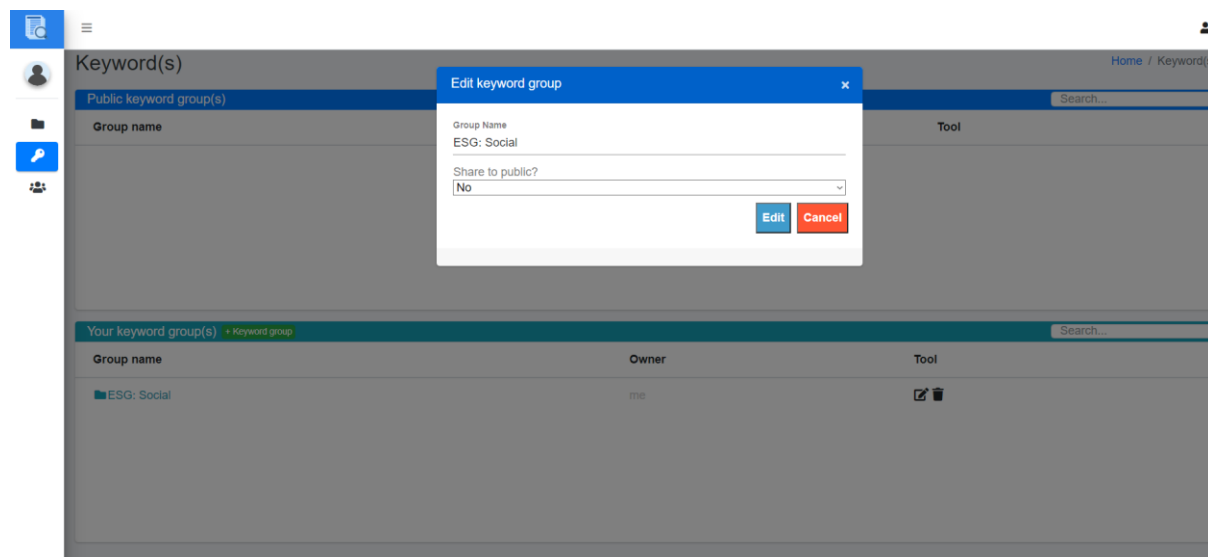


2. Input your keyword group name and set the Shared to public? Yes or No then click **Create**



## How to edit the keyword group name?

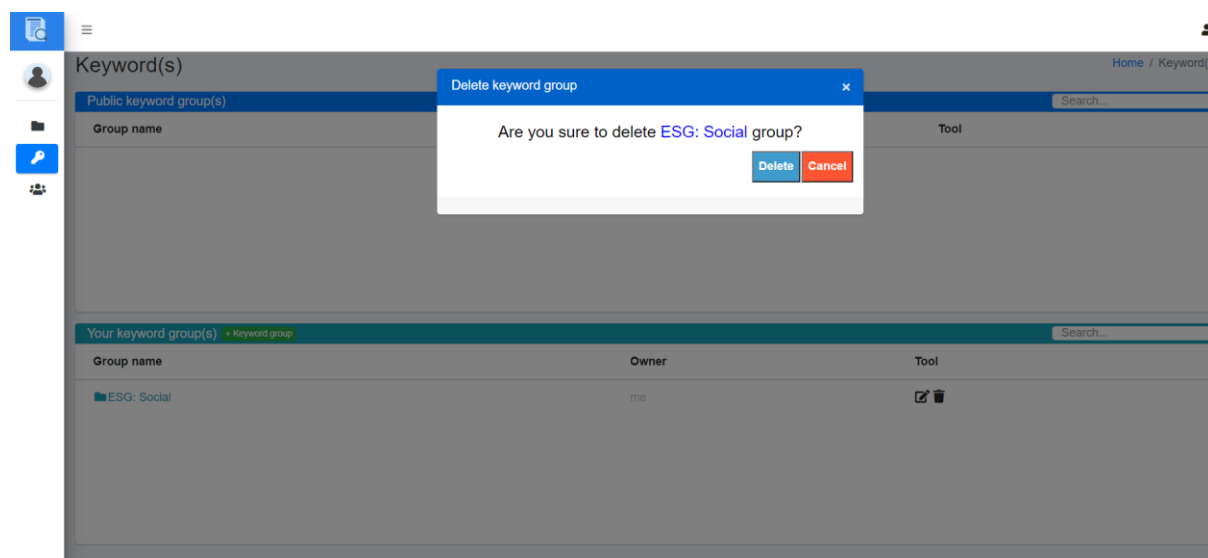
1. Click  on the Tool column right side of you keyword group.



2. After your edit finished click 

## How to delete the keyword group?

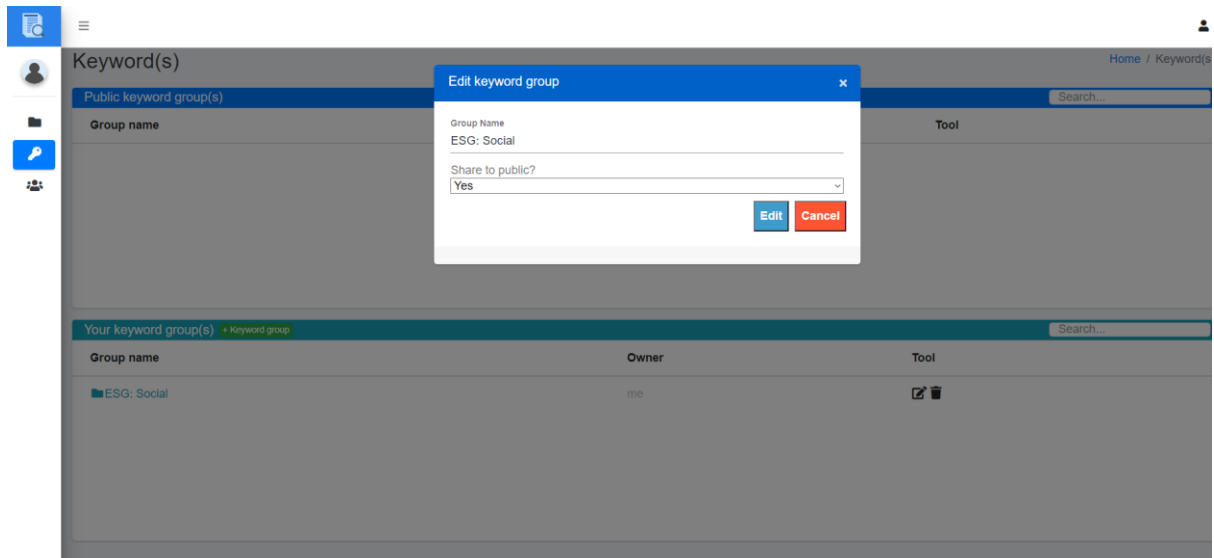
1. Click  on the Tool column right side of you keyword group.




2. Click  to delete it.


## How to share keyword group to the public?

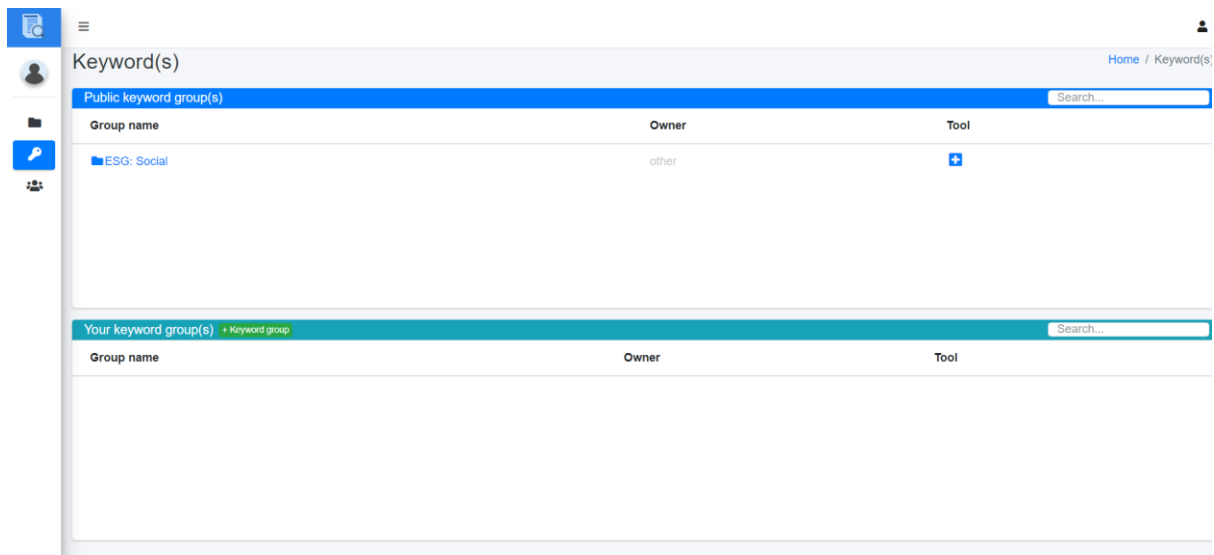
1. Click  on the Tool column right side of you keyword group.



2. Set Share to public? to Yes then click 

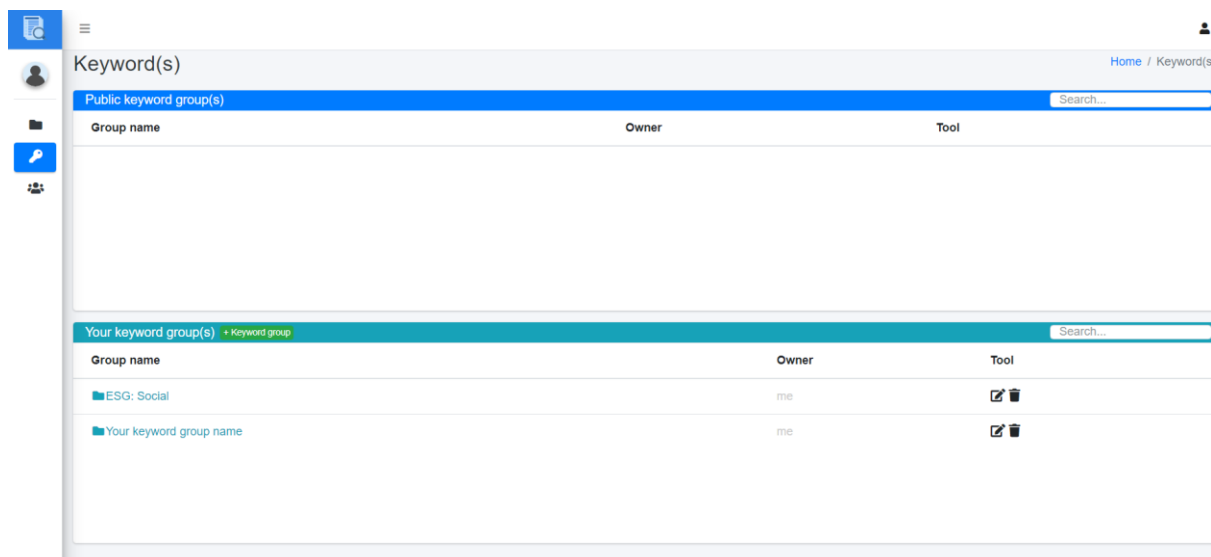
## How to subscribe others keyword group?

1. Click  on the Tool column.

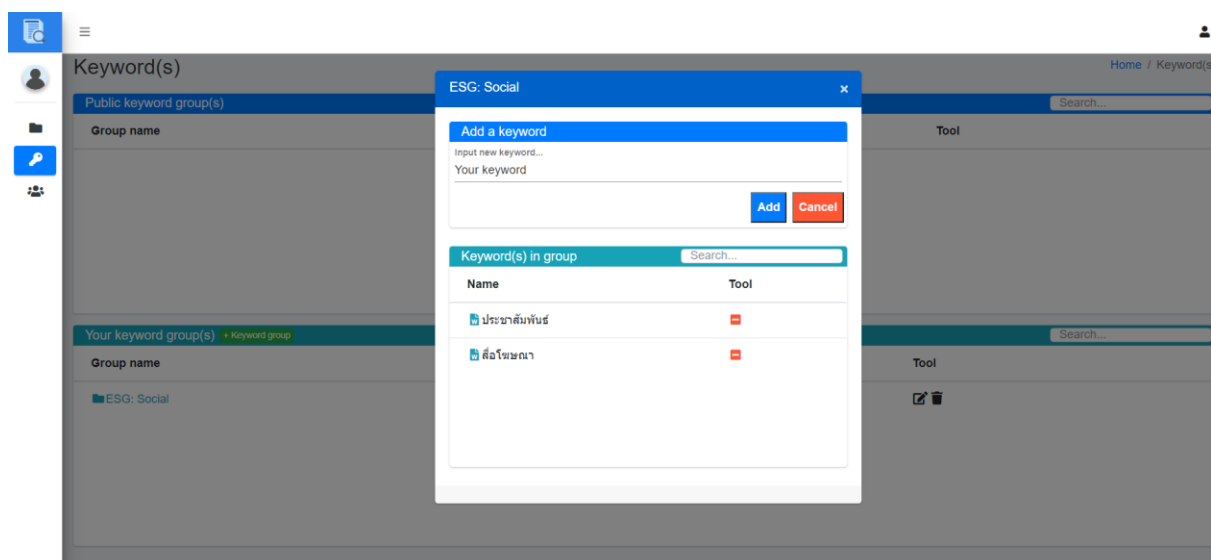


## How to add keyword to the keyword group?


1. Click on the keyword group folder  **ESG: Social**

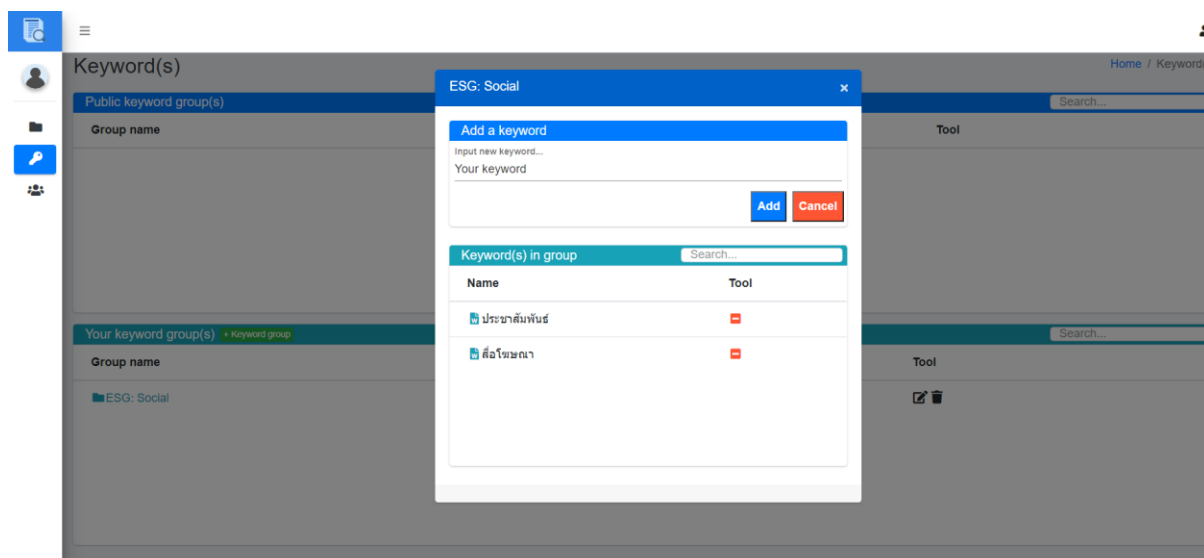


2. Input your keyword then click **Add**



## How to remove keyword from the keyword group?

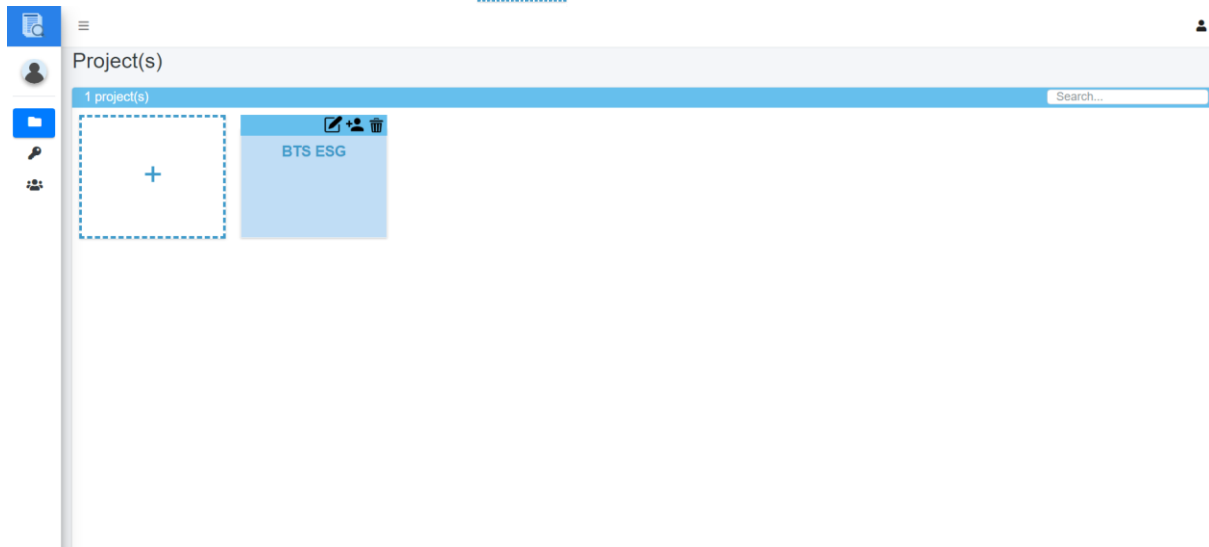
1. Click  on the Tool column right side on the keyword that you want to remove.



# Project

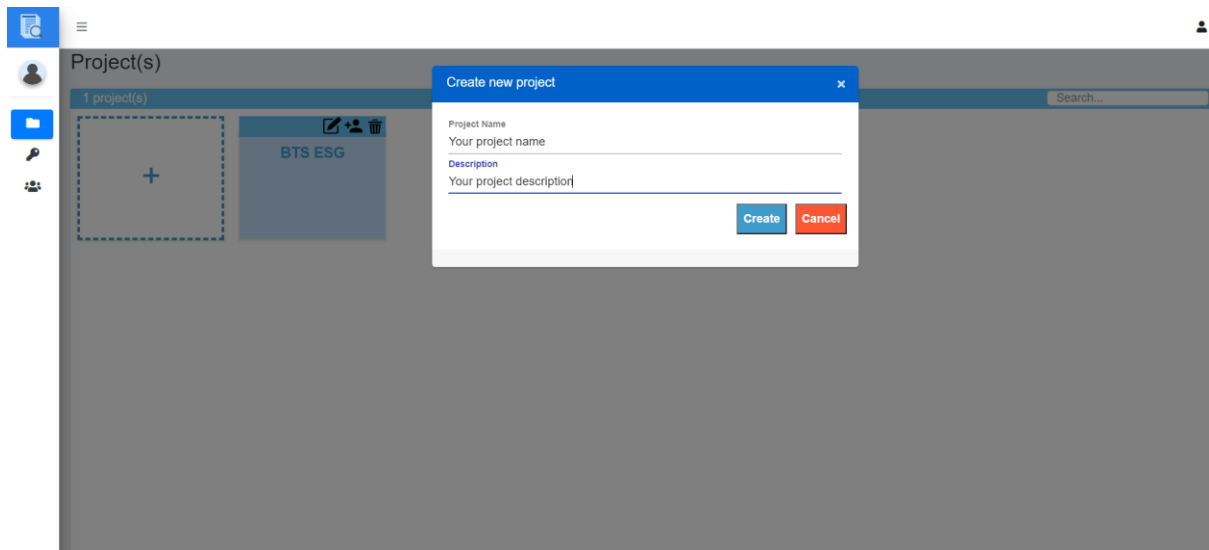
## How to create a project?

1. Go to project page click



2. Input your project name and description then click

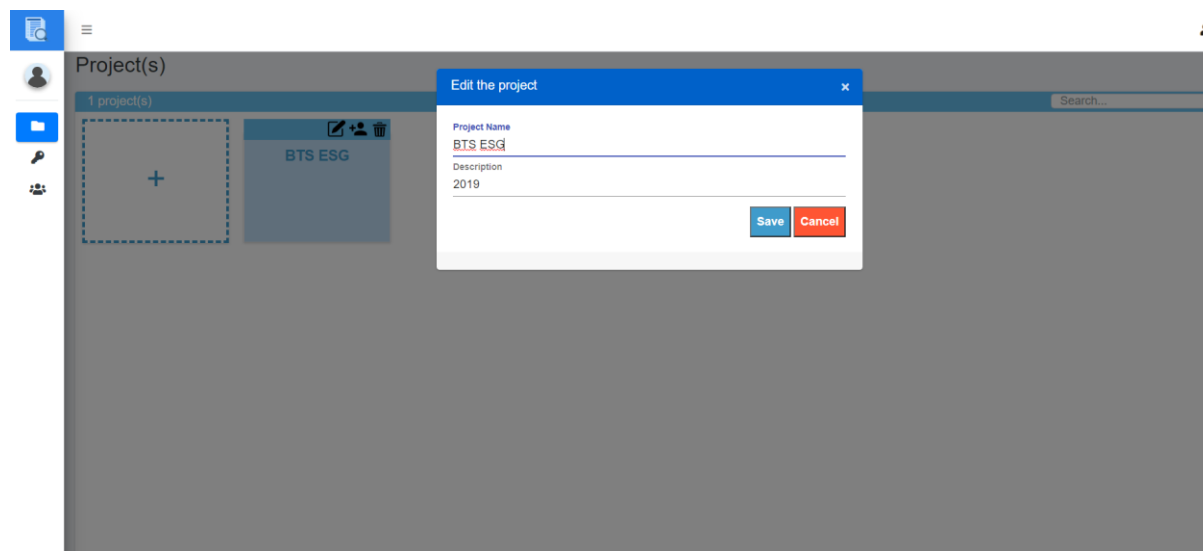
**Create**






## How to edit project name or description of project?

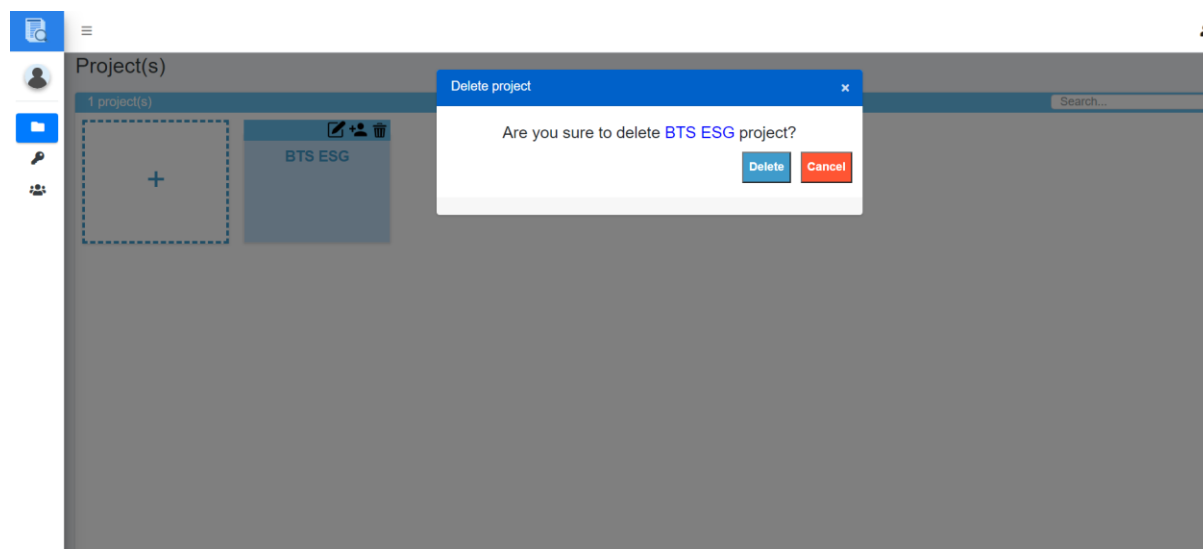
1. Click  on the project that you want to edit.



2. After your edit finished click 


## How to delete a project?

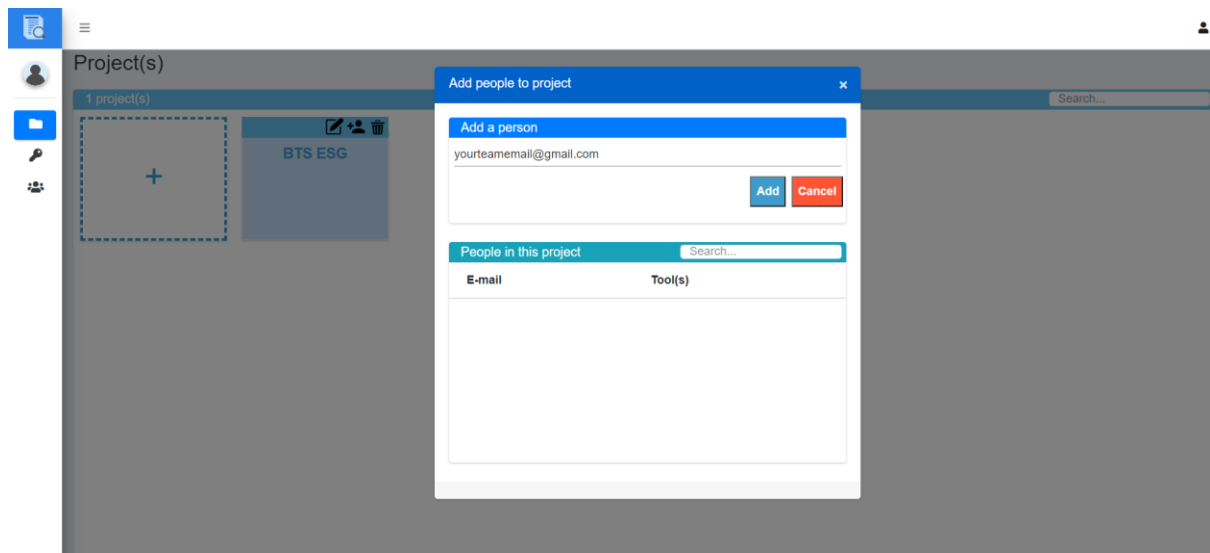
1. Click  on the project that you want to delete.




2. Click  to delete.


## How to add people into project?

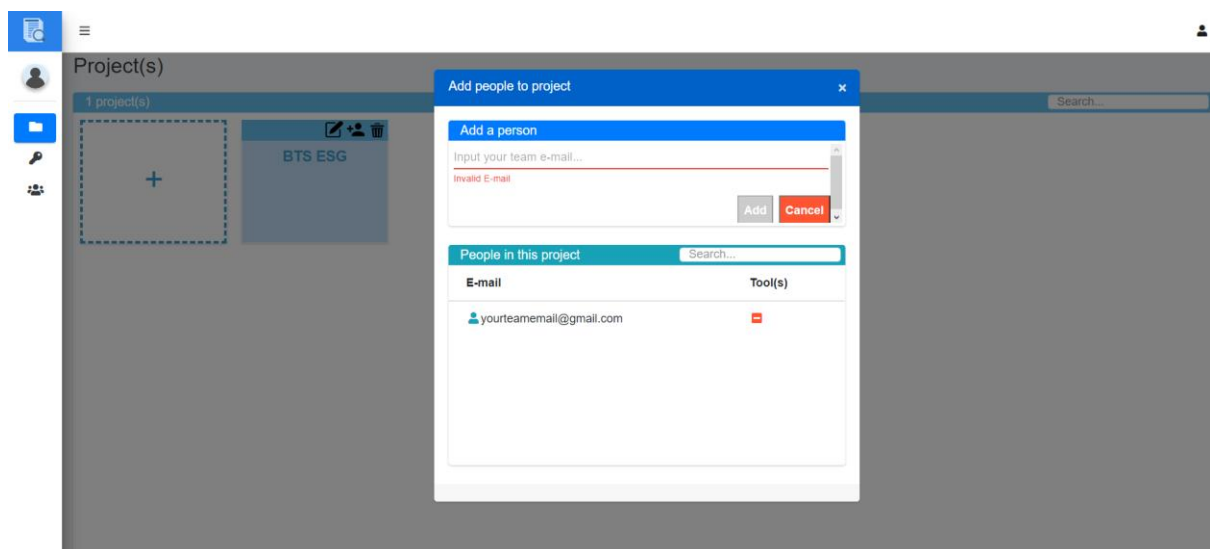
1. Click  on the project that you want to add people.



2. Input your team email then click 

## How to remove people from project?

1. Click  on the Tool(s) column right side on the email that you want to remove.



## How to access into a project dashboard?

1. Click on the project box



**BTS ESG** [Export](#) Project(s) / BTS ESG

Description : 2019

**2 people in this project** [Search...](#)

Name	Role	Tool
peopleA@gmail.com	owner	
peopleB@gmail.com	guest	

**1 file(s) in this project** [+ File](#) [Refresh](#) [Search...](#)

File name	Description	Status	Size	Tool	Uploaded by	Role
BTS.pdf	2019	Done	20.98 MB		peopleA@gmail.com	owner

**1 topic(s)** [+ topic](#) [Refresh](#) [Search...](#)

Topic name	Status	Section(s)	Tools	Created by	Role
Social	Done	98		peopleA@gmail.com	owner

## How to upload file into a project?

1. Click on the [+ File](#) in project dashboard.

**BTS ESG** [Export](#) Project(s) / BTS ESG

Description : 2019

**2 people in this project** [Search...](#)

Name	Role	Tool
peopleA@gmail.com	owner	
peopleB@gmail.com	guest	

**1 file(s) in this project** [+ File](#) [Refresh](#) [Search...](#)

File name	Description	Status	Size	Tool	Uploaded by	Role
BTS.pdf	2019	Done	20.98 MB		peopleA@gmail.com	owner

**Upload file to project**

Test.pdf [Browse](#)


Description: Test

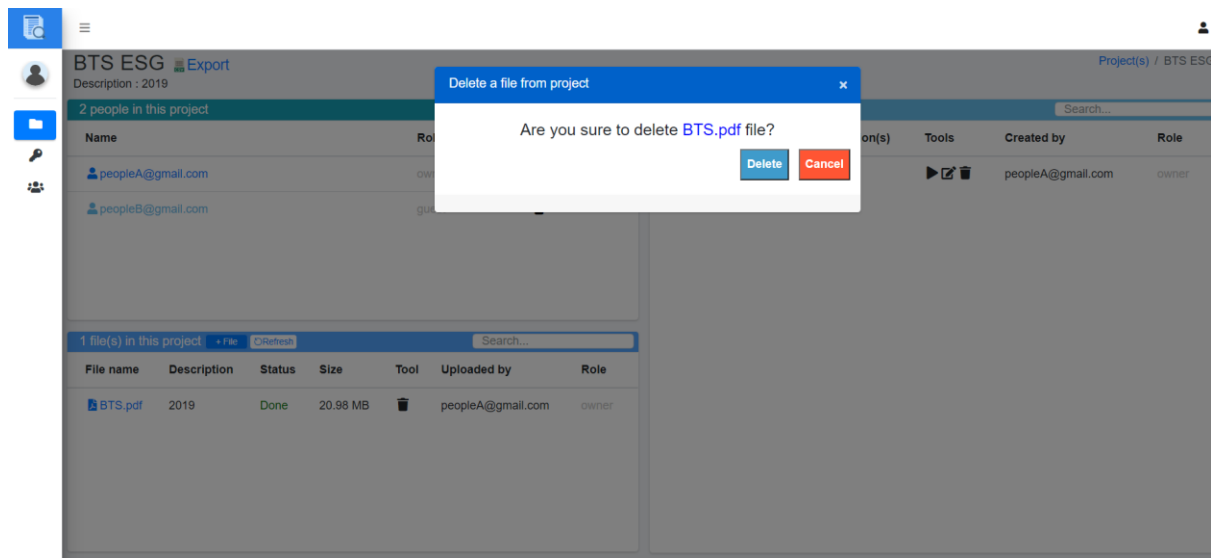
[Upload](#)

2. Browse .pdf file and input description then click

[Upload](#)

## How to remove a file from project?

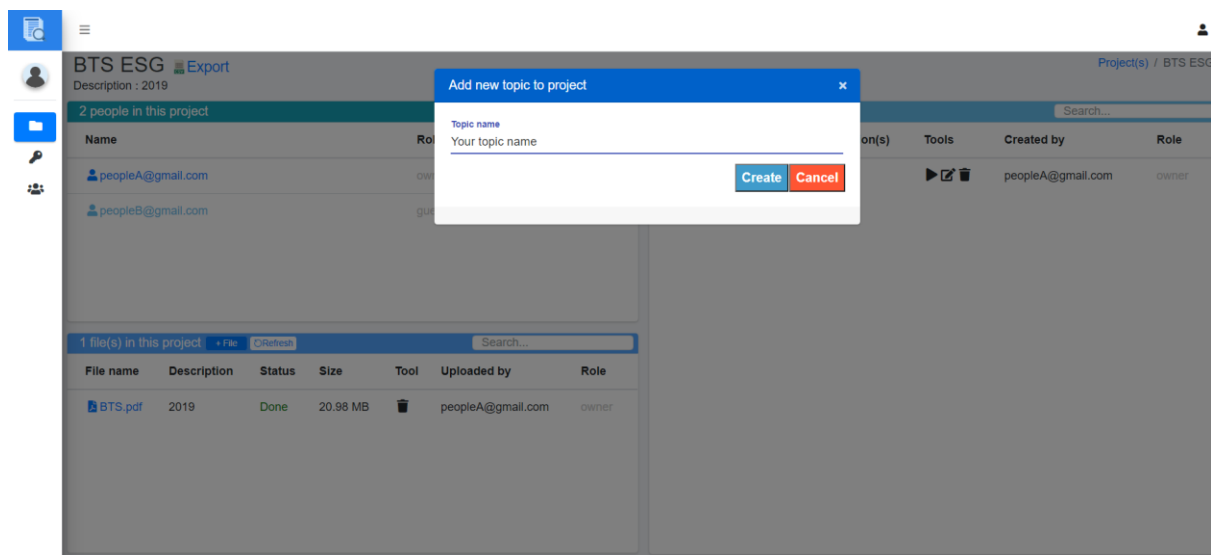
1. Click  on the file that you want to delete.



2. Click  to delete a file.

## How to create a topic in project?

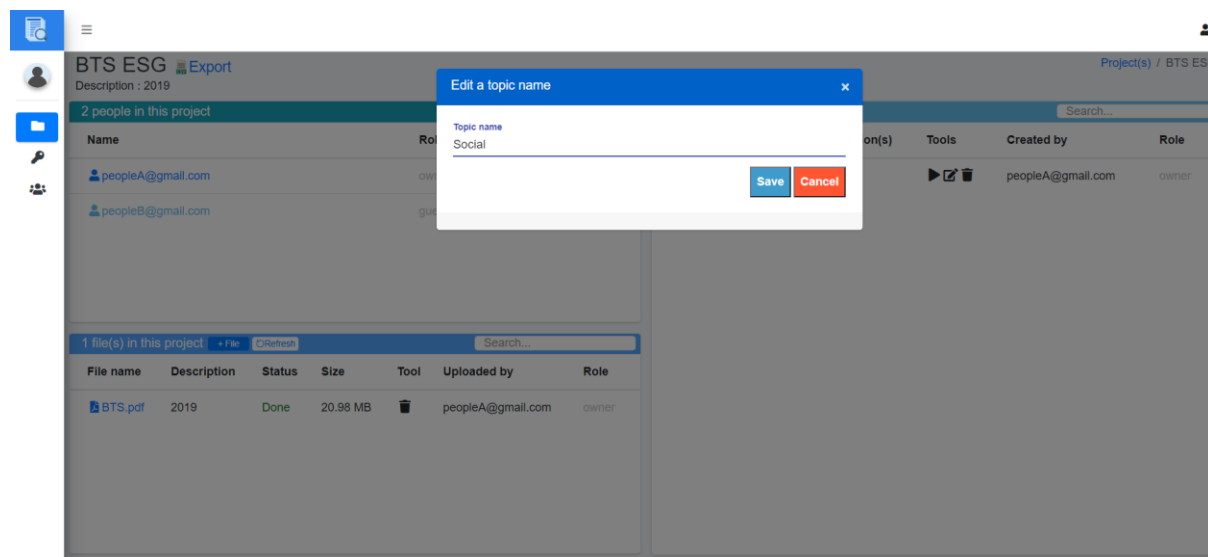
1. Click on the  in a project dashboard.



2. Input topic name then click 


## How to edit a topic name?

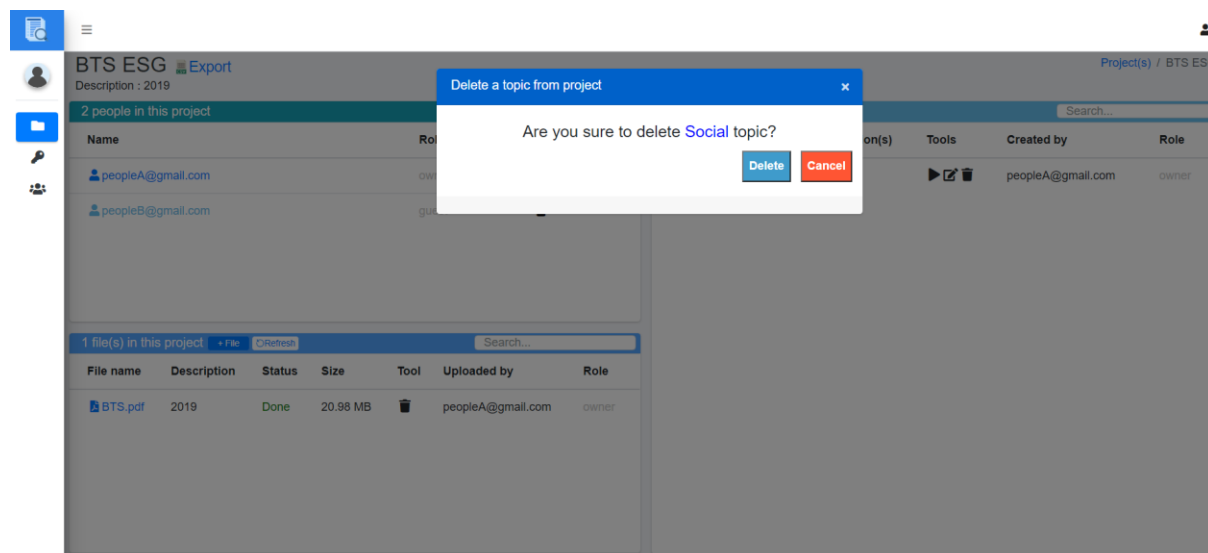
1. Click  on the topic that you want to edit.



2. After your edit finished click .


## How to delete a topic from project?

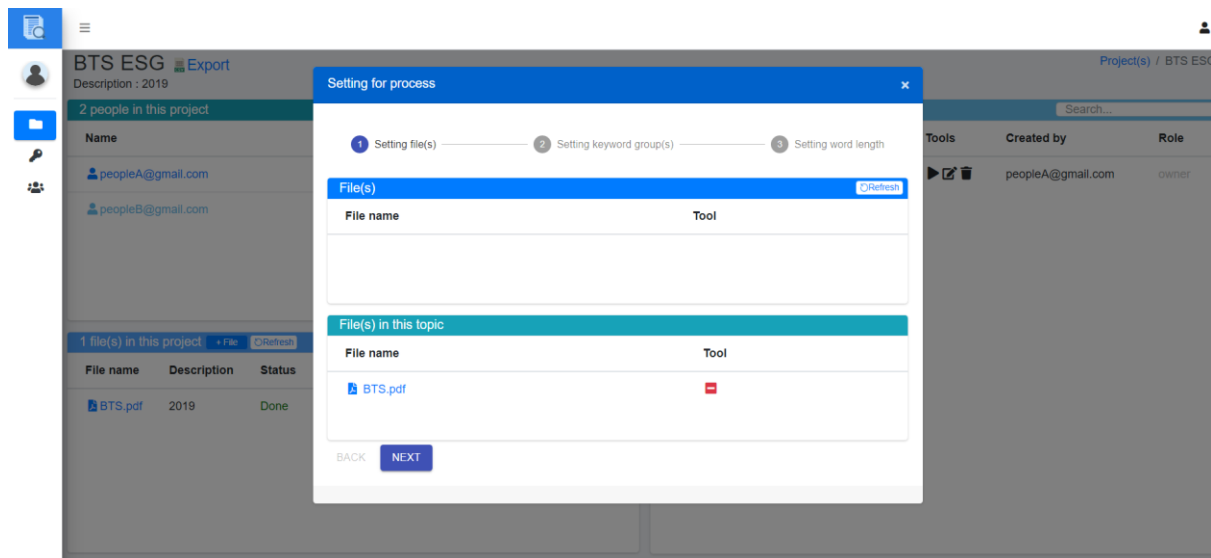
1. Click  on the topic that you want to delete.



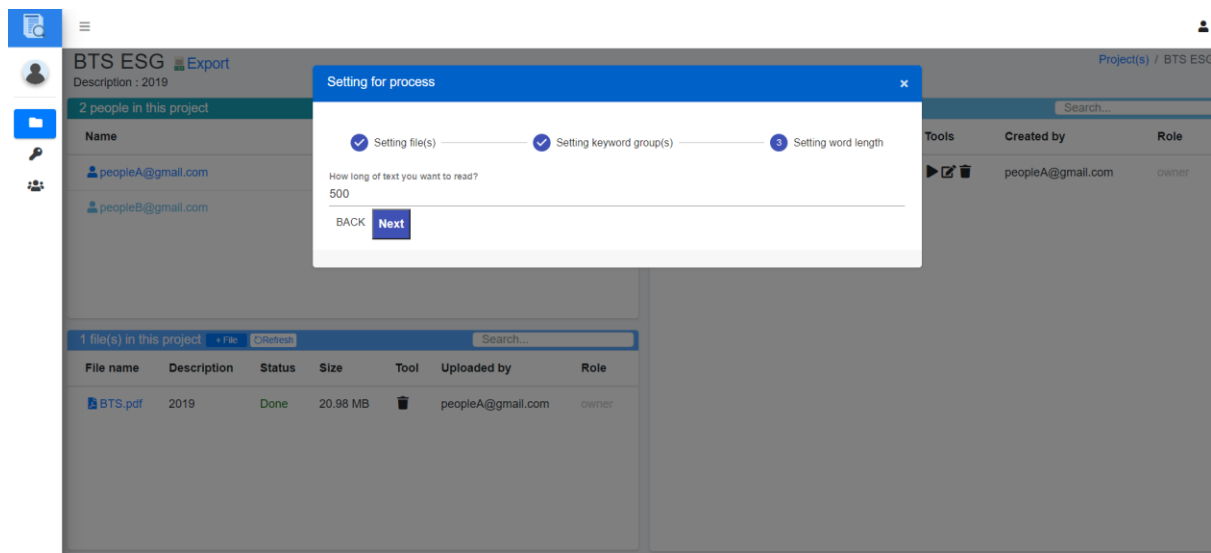
2. Click  to delete the topic.

## How to start the analyzing process of topic?

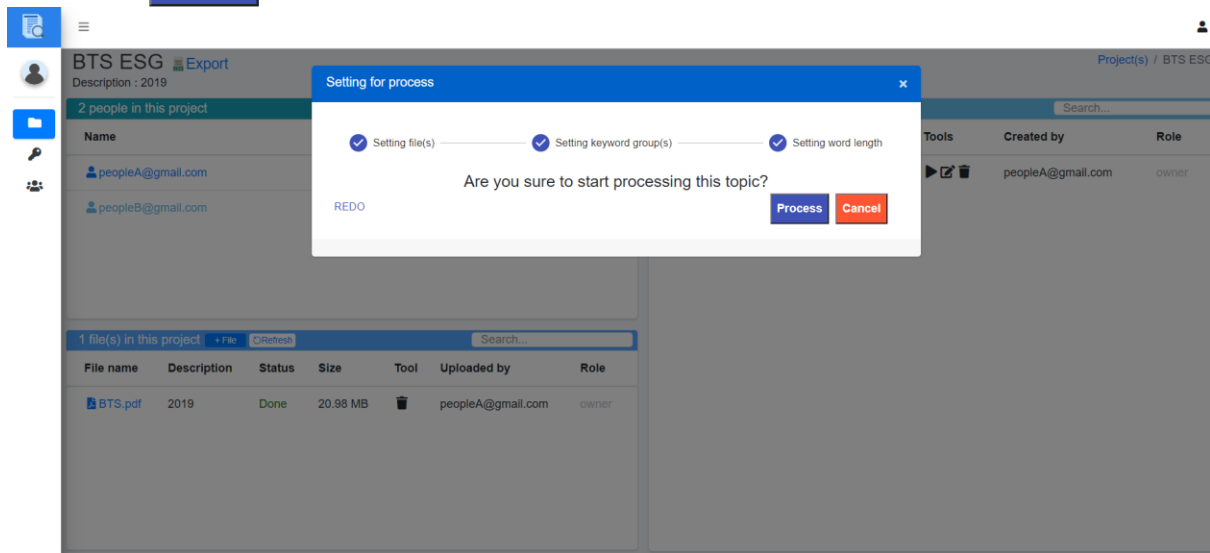
1. Click  on the Tools column of the topic that you want to process.



2. Setting the file(s), Setting the keyword group(s), Setting the word length then click **Next**



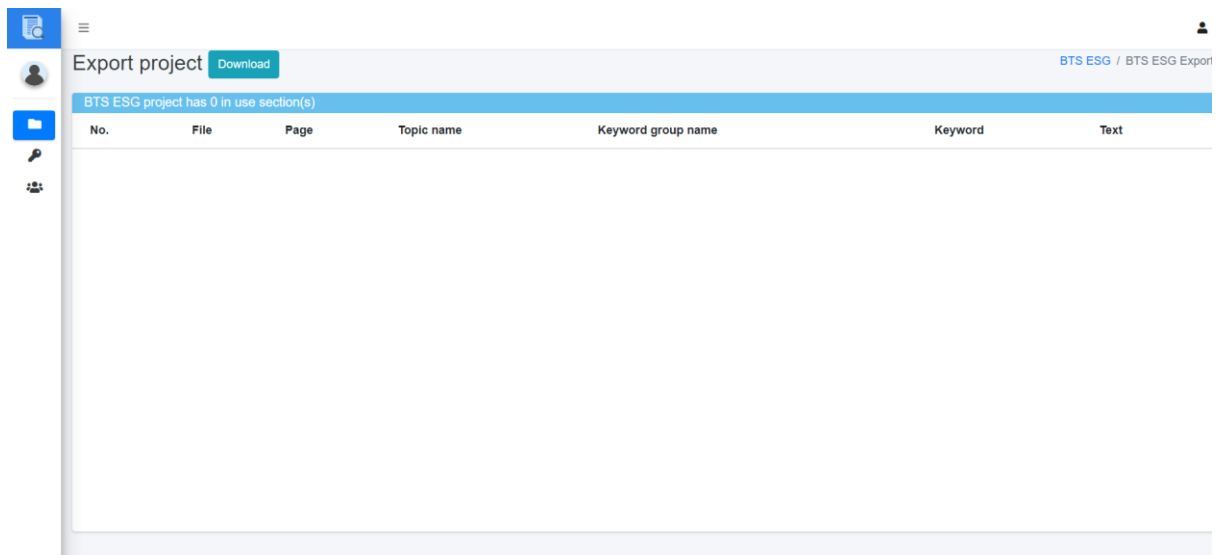
3. Click **Process** to start the processing.



4. If you want to redo process click **REDO**

## How to export the project into .xls file?

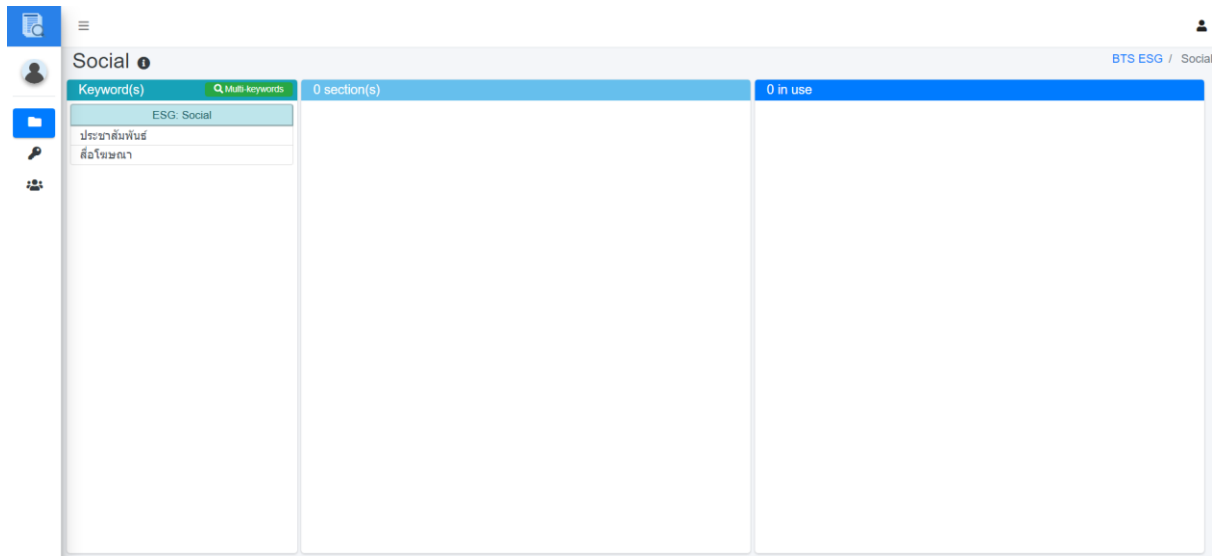
1. Click **Export** on the right side of project name then click **Download**



# Topic

## How to access a topic page?

1. Click on the topic folder  **Social** in the project dashboard.

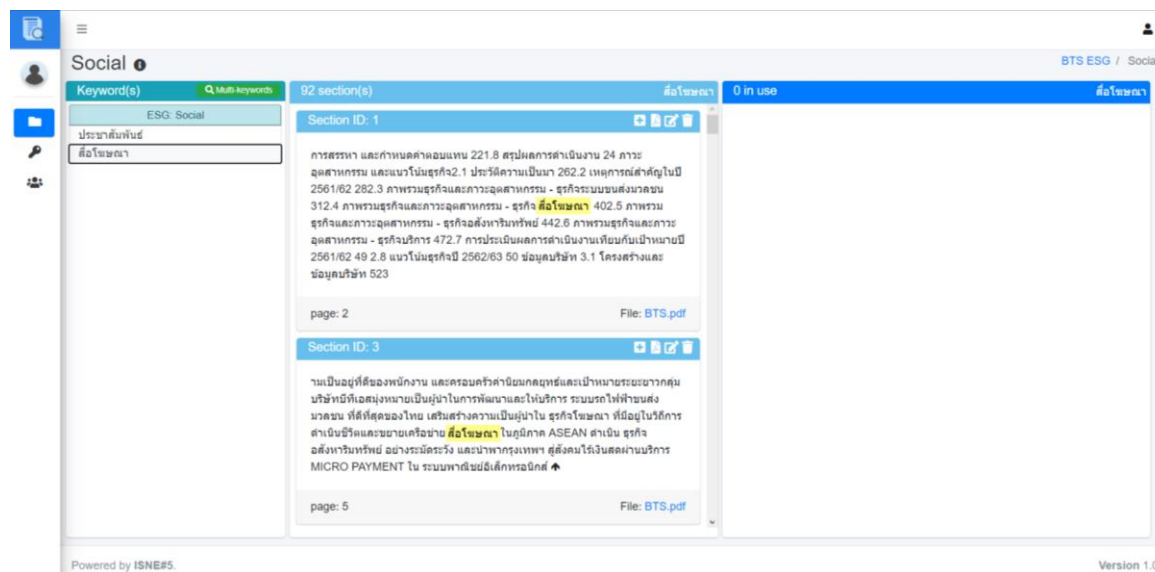




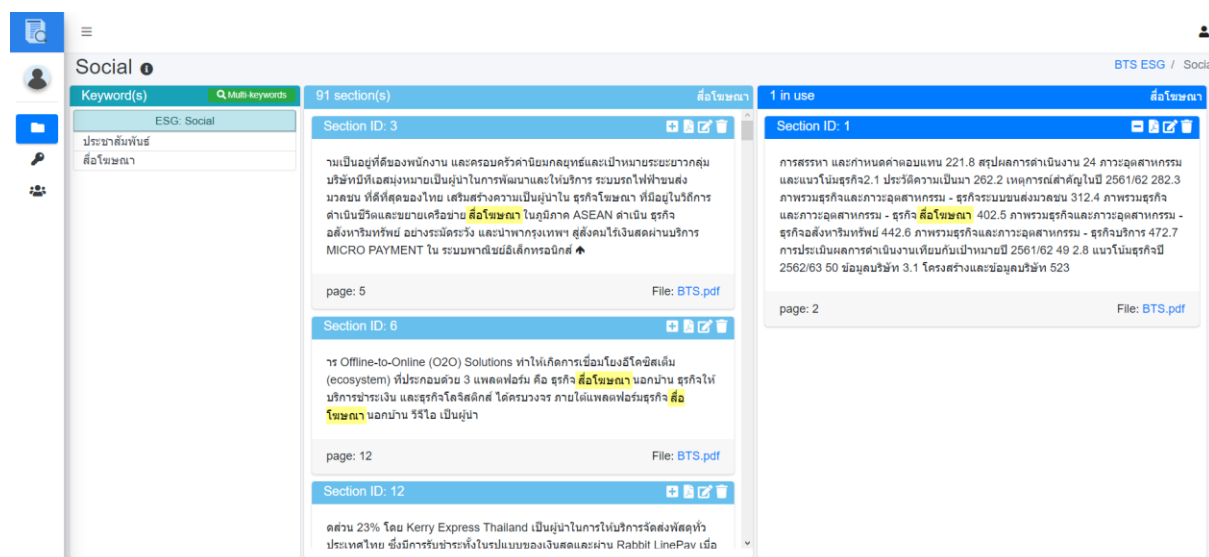
# How to analyze by using one/multi keyword(s)?

For one keyword

## 1. Click on the keyword you want

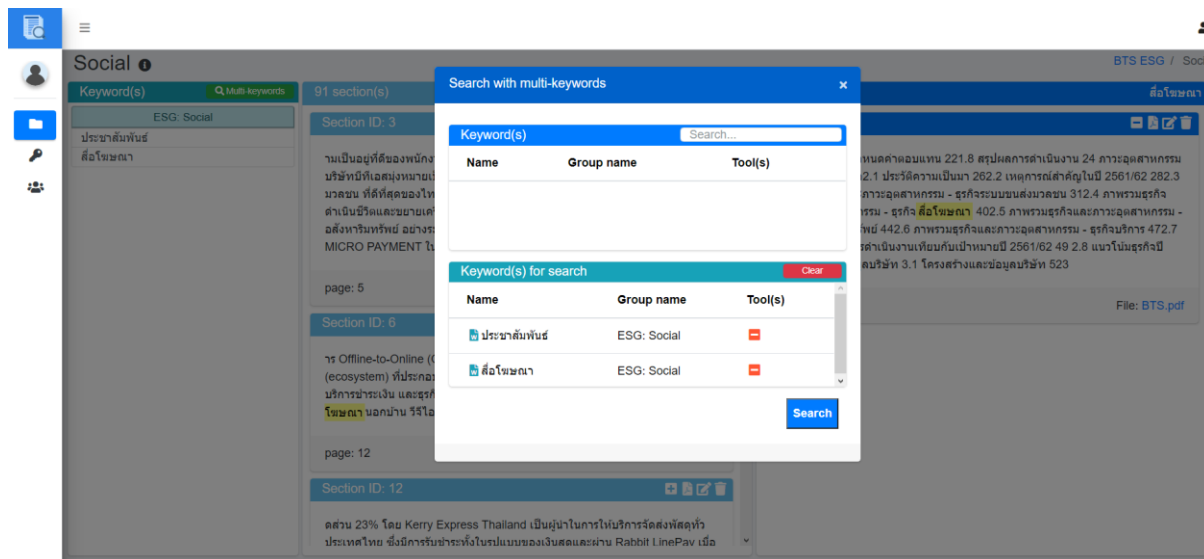


## 2. Click on if you think this section relate to your topic. The section will move to in use section(s) box.

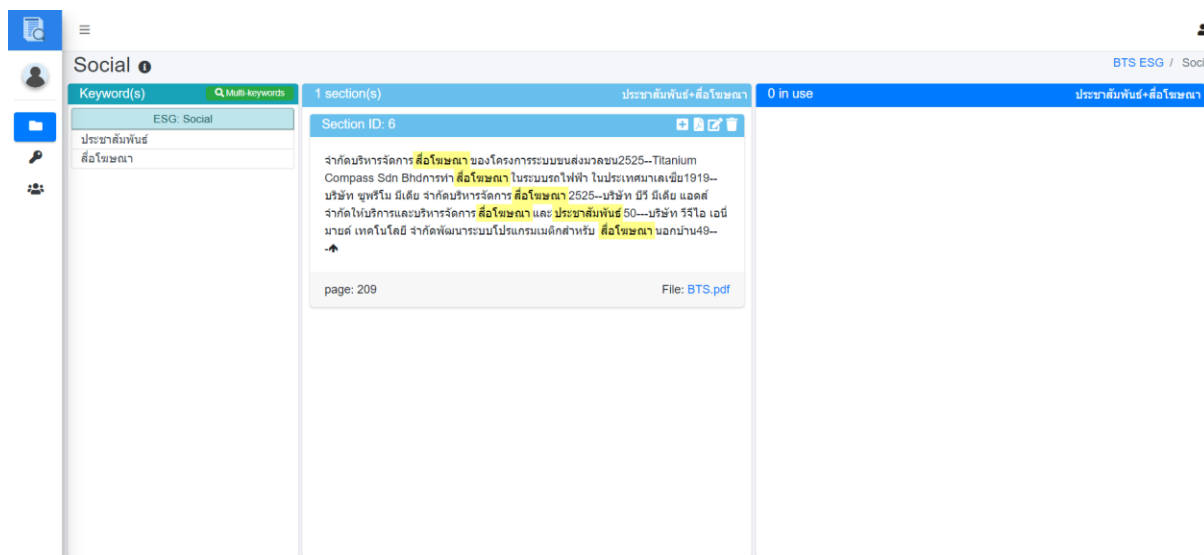


## For multi-keywords

1. Click **Multi-keywords** to use multi-keywords feature then select the keywords that you want.

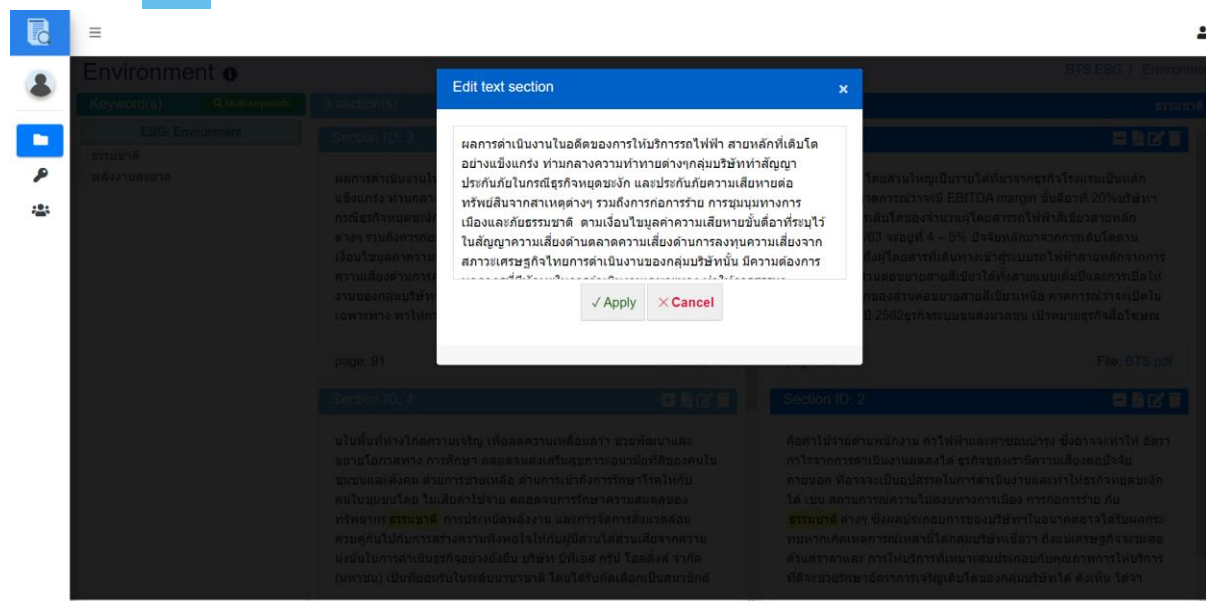


2. Click **Search** then the sections that contain many keywords will appear.



## How to edit text in the section of topic?

1. Click  to edit the text of section.



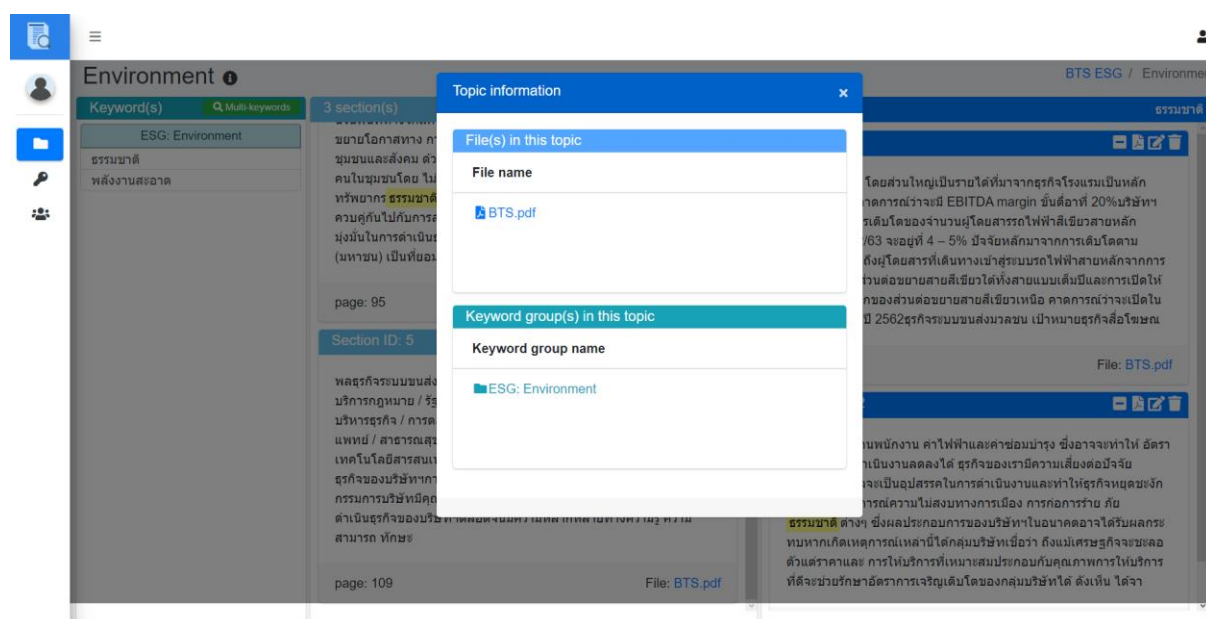
2. After your edit finished click  Apply

## How to delete the section in the topic page?

1. Click  the section will disappear.

## How to see the topic information?

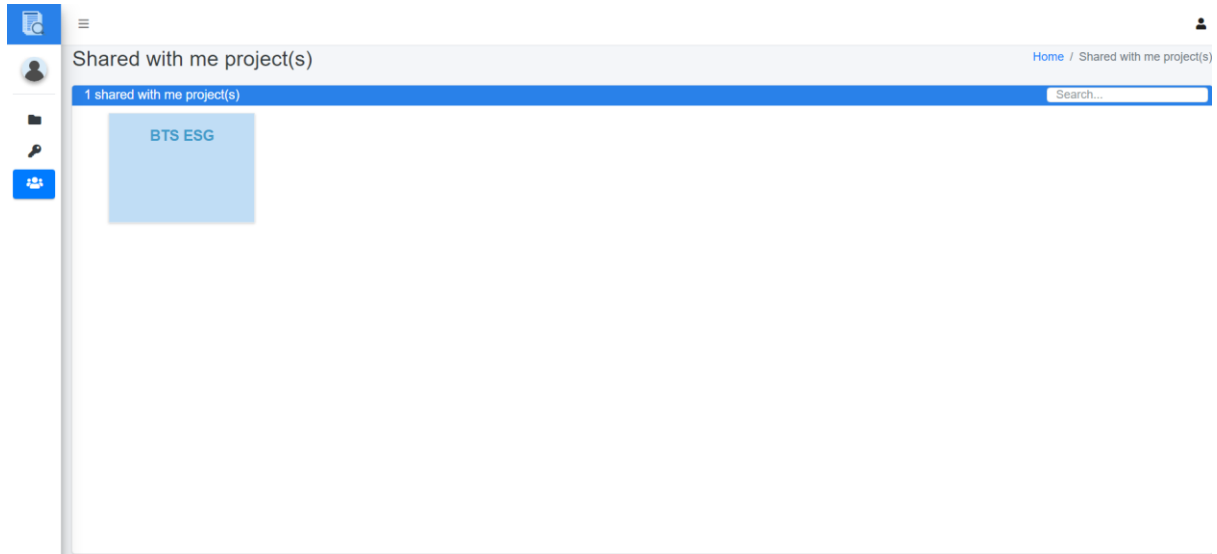
1. Click  to see the topic information.




## Shared with me project

### How to see all projects that share with me?

1. Go to Shared with me project(s) page.



### How to access project that shared with me?

1. Click on  box to access the project dashboard page.

