# Amida Style Compliance Checker
Instruction Manual for Users

This manual provides step-by-step guidance on how to use the **Amida Style Compliance Checker**, a web-based AI application that reviews PowerPoint(.pptx) and PDF (.pdf) documents against **Amida's Style Guidelines** for tone, grammar, and style compliance.

Please follow the steps below to use the application smoothly:

1. Login & Secure Access

Visit the Amida Style Compliance Checker page and click **'Sign in with Microsoft'**. Use your **official Amida Microsoft credentials** to access the tool. Only members of the Amida organization can log in. If you cannot access the system, contact your administrator.
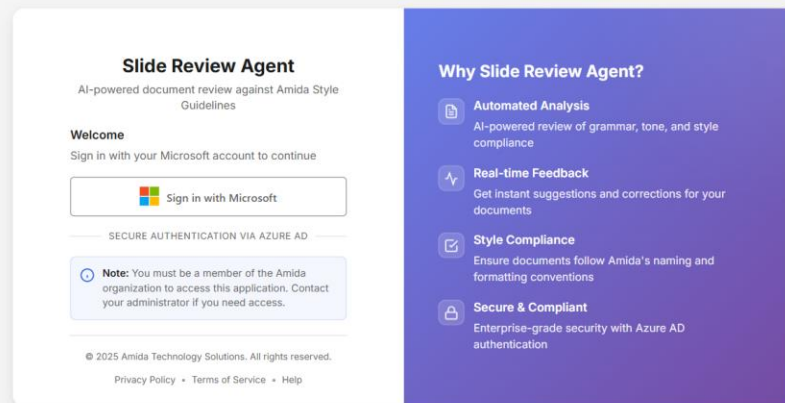
2. Uploading a Document

Once logged in, you will see the **'Upload Document'** screen. **Drag and drop your .pptx or .pdf** file, or **click 'Browse Files'** to select your file (max file size: 50 MB). **Enter your name or Amida email address** for audit tracking, then click 'See Entire Analysis Running' to start the review.

During this step, you will see a 'Processing' status bar while the upload and analysis are in progress.

3. Monitoring Analysis Progress

While your file is being analyzed, you can view **progress details** at the **bottom of the screen**. The system shows when the analysis started, when it finished, and **how long it took**. Once completed, the status will change from **'Uploading file to server…'** to **'Document analysis completed successfully'**.

From:

To:

4. Viewing Results (Visual Report)

After completion, the dashboard displays the Visual Report, which includes the **Overall Quality Score, Severity Breakdown (Errors, Warnings, Info), and Category Analysis (Grammar, Word List, Tone, Filename)**. Scroll down to see document details, such as the file name, author, uploader, total slides analyzed, and analysis time.
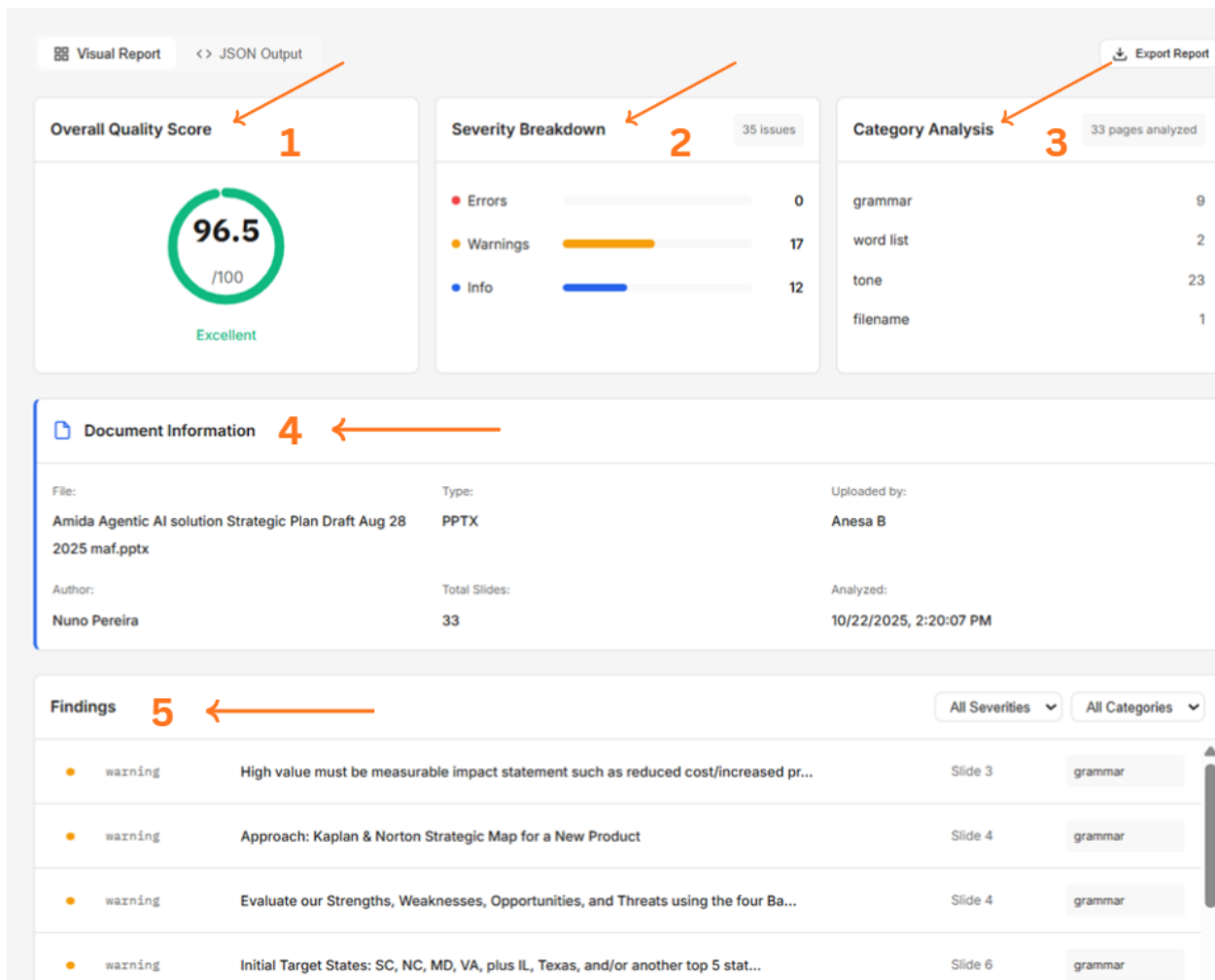
5. **Reviewing Findings**

Each identified issue is listed with its ==severity level (error, warning, or info), category (grammar, tone, word list, or filename)==, and slide number. You can click on any finding to expand it and view more details.

Each detailed finding includes the following information:
1. ==**Found Text: The portion of text that triggered the flag.**==
2. ==**Issue Explanation: A short explanation referring to the Amida Style Guide.**==
3. ==**Suggestion: A proposed rewrite or correction.**==

6. **Filtering Results**

You can filter the results using **dropdown menus** located at the **top-right** of the Findings section. These filters allow you to narrow the results by ==**Severity (All Severities, Errors, Warnings, Info) or by Category (Grammar, Word List, Tone, Filename).**== You can use both filters together to focus on specific types of findings.

Or,

7. Downloading the JSON Report

The system provides two report views: the Visual Report and the JSON Output. Switch between these views to access either a summary or a detailed structured output. You can download the JSON report for record-keeping or share it with your team. Click 'Download JSON' to save the file or 'Copy JSON' to copy it to your clipboard.

8. Logging Out

When finished, click 'Logout' in the top-right corner of the page to end your session securely.

9. Tips & Best Practices

• Use proper file naming conventions (e.g., Project_Topic_MMDDYYYY_Initials.pptx).
• Avoid uploading duplicate files unless revisions have been made.
• Ensure text is selectable and not embedded as an image for accurate analysis.
• Share downloaded JSON reports with your team for collaboration.