**User Manual – NER Annotation Platform**

**1. Introduction**

This platform is designed to support Named Entity Recognition (NER) annotation tasks. It allows users to upload documents, annotate text, manage tags, and track progress. There are functionalities available for both Admins and Annotators.

**2. System Requirements**

* Python 3.8 or higher
* Django framework
* SQLite (default) or another supported database
* Web browser (Chrome/Firefox recommended)

**3. Installation and Setup**

**Step 1:** Install dependencies

pip install -r requirements.txt

**Step 2:** Run database migrations

python manage.py migrate

**Step 3:** Start the Django server

python manage.py runserver

**Step 4:** Run fastAPI microservice for each model(general,medical and financial)

python -m uvicorn server:app --host 127.0.0.1 --port 8004 --reloads# for general

python -m uvicorn server\_fin:app --host 127.0.0.1 --port 8004 --reloads# for financial

python -m uvicorn server\_med:app --host 127.0.0.1 --port 8004 --reloads# for medical

**4. Logging In**

**Step 1:** Open your browser and go to http://127.0.0.1:8000/  
**Step 2:** Enter your username and password  
**Step 3:** Click **Login** to access your dashboard

**5. Uploading Files (Admin Only)**

**Step 1:** Log in as Admin  
**Step 2:** Navigate to the file upload section  
**Step 3:** Choose a .txt file  
**Step 4:** Select the domain (general/financial/medical)  
**Step 5:** Click **Upload**

**6. Annotating Text**

**Step 1:** Select a file from the dashboard  
**Step 2:** Read the paragraph displayed  
**Step 3:** Highlight an entity in the paragraph  
**Step 4:** Choose a tag from the dropdown  
**Step 5:** Click **Add Tag**  
**Step 6:** Click **Save** to save your progress  
Repeat this for all entities and paragraphs in the document

**7. Managing Tags (Admin Only)**

**Step 1:** Go to the “Manage Tags” section  
**Step 2:** Click **Add Tag** to create a new entity label  
**Step 3:** Use **Edit** or **Delete** to modify existing tags

**8. User Management (Admin Only)**

**Step 1:** Go to the “Manage Users” section  
**Step 2:** Click **Add User** to create annotators  
**Step 3:** Use **Delete** to remove existing users

**9. Troubleshooting**

* **Login fails:** Ensure correct credentials or contact admin
* **Tags not saving:** Check internet connection and session timeout
* **File upload fails:** Verify file is plain text (.txt) and within allowed size
* **Model Usage:** Ensure models are running before running the website
* **Login Roles**: Don’t use admin login to do annotations