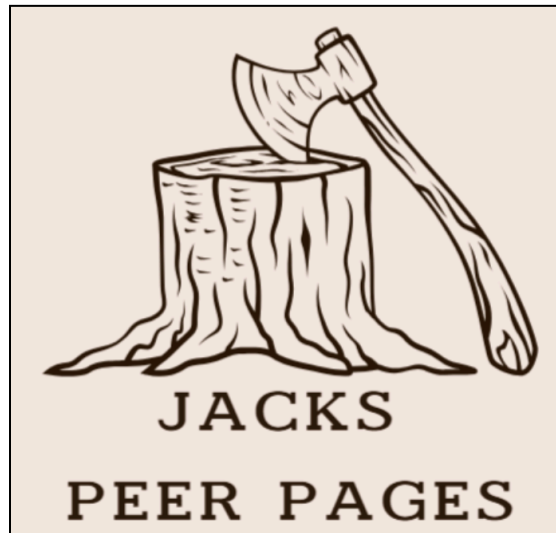


Product Delivery: User Manual (Public Version)

Version 1.0



Jack's Peer Pages

May 27th, 2026

Sponsor: Dr. Keith Nowicki

Team Mentor: Md Nazmul Hossain

Faculty Mentor: Dr. Ana Chaves

Team: Haley Berger (Team lead), Haley Kloss (member), Jeremiah Lopez (member), Tyler Austin (member)

Table of Contents

Table of Contents	2
1. Introduction	3
2. Daily Operation	4
2.1 Most Common User Actions	4
2.2 User Actions	17
3. Conclusion	18

1. Introduction

This document is made to ensure a smooth transition of ownership for the Continuous Community Review Compendium project.

The document details, step-by-step, along with a voiced video, the daily user actions available to standard users on the website. As there is much confidential information to this document, only the regular user actions have been included in this copy for public viewing. See the end of the document for more information if a confidential version of this document is needed.

In summary, the Continuous Community Review Compendium (henceforth referred to as the CCRC for short) is built on a digital web framework called [Django](#). Django is made for rapid development and deployment, and is incredibly scalable. Various features can be modularized into what Django refers to as “apps”. For example, the CCRC utilizes multiple apps, two of which being “Publications” and “Bibliography.” Although they utilize each other, their core logic is separated which helps prevent bugs by narrowing software complexity and makes maintenance easier down the line if there is ever an issue (a developer should need to only look in the related app where the issue occurs rather than the entire software). The live website is hosted on [DigitalOcean](#).

2. Daily Operation

2.1 Most Common User Actions

This section will detail the most common user actions and how to complete them. These are features available to the normal user and are not only admin-related.

Set and save a draft stage for peer reviews

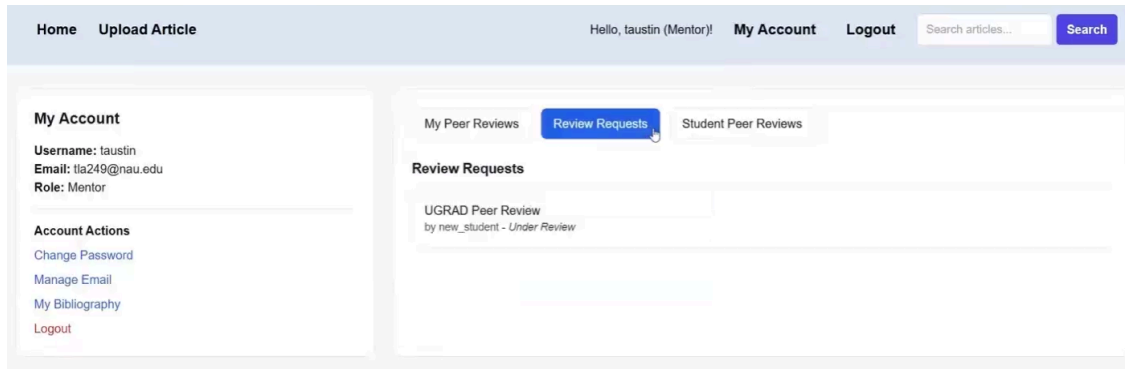
1. User should be logged in to the website
2. User navigates to an article
3. System should display the article properly
4. User fills out the form to create a peer review for the article
5. User sets stage as draft
6. User saves peer review
7. System properly save the peer review
8. User edits the draft and mark as under review

The screenshot shows a web form for creating a peer review. It includes a 'Review Title' field with the text 'UGRAD Peer Review', a 'Review Content' section with a 'Text Editor' and an 'Upload PDF' button, and a text area containing the text 'This article on pulse generation is astounding!'. At the bottom, a 'Status' dropdown menu is highlighted with a red box. The dropdown menu is open, showing three options: 'Draft' (selected), 'Draft', and 'Under Review'. Below the dropdown are 'Cancel' and 'Update Review' buttons.

Review mentees' peer reviews (for advisors)

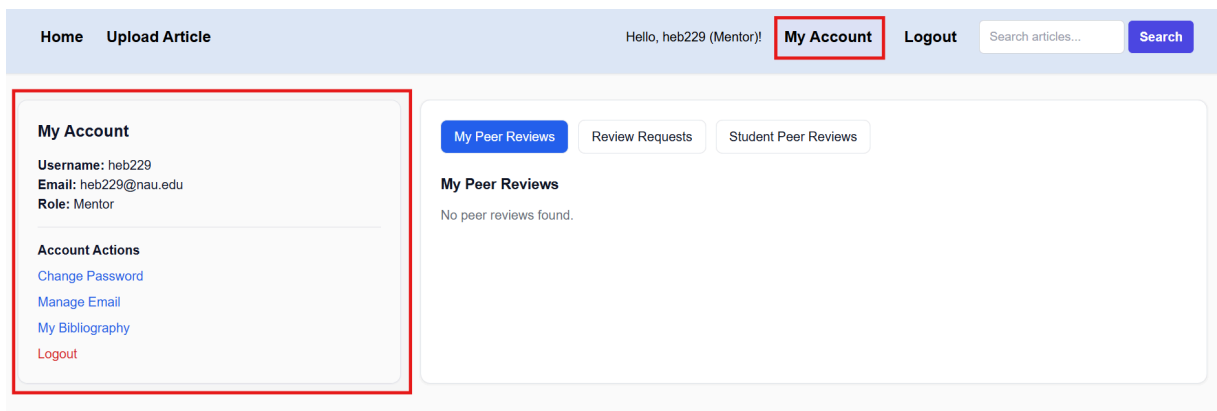
1. User should be logged in to the website (as a mentor)
2. User clicks the "My Account" button on the banner
3. System displays the account page
4. User clicks "Student Peer Reviews" to see reviews from students specifically
5. System displays the peer reviews
6. User clicks "Review Requests" to see under review documents waiting for review (including students)
7. System displays the review requests
8. User clicks on an in progress peer review, showing that the review can be directly navigated to from the requests page
9. System takes the user to the review they selected

10. User clicks "Edit" on the peer review
11. User sets the status to approved
12. System properly save the edits



See personal account information

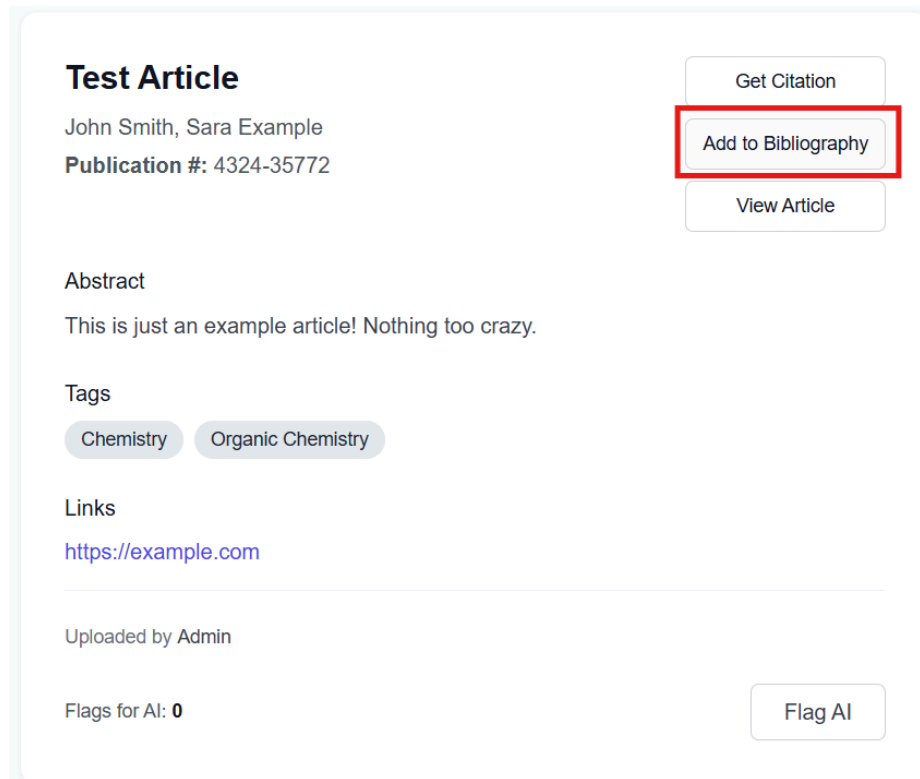
1. User should be logged in to the website
2. User clicks the "My Account" button on the banner
3. The system displays account details (username, email, and account type (role))
4. User clicks "Review Requests" to see under review documents waiting for review
5. The system displays the peer reviews awaiting review related to the user
6. User clicks "My Peer Reviews" to see peer review drafts
7. The system displays the peer review drafts related to the user
8. User clicks on the "Manage Email" button
9. The system takes the user to the page to manage their email
10. User should click on the "Change Password" Button
11. The system should take the user to the page to manage their password



Save articles to account (personal bibliography)

1. User should be logged in
2. User should navigate to an article's page
3. User should click "Add to Bibliography"
4. User should select a bibliography and add notes if desired
5. User should click "Add"

6. The system should add the article to the bibliography
7. User should navigate to "My Account" page (or the home page)
8. User should navigate to "My Bibliography"
9. User should click on the selected bibliography to view the added citation
10. The system should show the new citation in the bibliography
11. User should click "Add Outside Source" and fill out the form
12. The system should successfully add the outside source



Creating a mentor account

1. User should navigate to the sign-up page of the website
2. System should display the fields
3. User enters email address and username
4. User enters mentor access code to create the account as a mentor
5. User enters a password and goes through verification (authentication checkmark)
6. User clicks sign up
7. System creates the account
8. User should go to their email to finish creating the account (confirming email)

Sign Up
 Already have an account? Then please [sign in](#).

Email

Username

Mentor Access Code (Mentors Only)

Mentor's Username (Students Only)

As a student, create an account connected to a mentor

1. User navigates to the sign-up page of the website
2. User enters their email address and username
3. User enters their mentor's username
4. User enters a password and goes through verification (authentication checkmark)
5. User clicks sign up
6. System should create the account
7. User should go to their email to finish creating the account (confirming email)

Sign Up
 Already have an account? Then please [sign in](#).

Email

Username

Mentor Access Code (Mentors Only)

Mentor's Username (Students Only)

As a student, mark a draft as complete post mentor review

1. Students complete "As a student, create an account connected to a mentor" first. This had to be done before
2. Mentor then completes "Creating a mentor account" first. This has to be done before. Then they can go to their account, find the student review, and change the status to "Approved"
3. Student can then go back to their accounts page
4. System displays the account page
5. Student can select the approved peer review
6. Student can change the status of the peer review to "Complete"
7. System then saves the status change

The screenshot shows a web form for a peer review. At the top, there is a text input field labeled "Review Title *" containing the text "UGRAD Peer Review". Below this is a section for "Review Content *" which includes a "Text Editor" and an "Upload PDF" button. The text editor contains the text "This article on pulse generation is astounding!". At the bottom of the form, there is a dropdown menu labeled "Status" with "Complete" selected. This dropdown menu is highlighted with a red rectangular border. At the very bottom of the form, there are two buttons: "Cancel" and "Update Review".

Flagging an article for AI

1. User should be logged in
2. User navigates to an article search page
3. System displays the articles
4. User opens an article
5. System displays the article information
6. User can flag the article
7. System saves the article flag

Test Article

John Smith, Sara Example
Publication #: 4324-35772

Abstract

This is just an example article! Nothing too crazy.

Tags

Chemistry Organic Chemistry

Links

<https://example.com>

Uploaded by Admin

Flags for AI: 0

Get Citation

Add to Bibliography

View Article

Flag AI

Adding tags to an article upload

1. User should be logged in
2. User navigates to the upload article page (located in the navigation bar at the top of the website)
3. System displays the upload page
4. User fills out the publication #, article title, authors, and abstract
5. User opens the tag dropdown and selects tags
6. User clicks the "Upload Article" button
7. System saves the article

Upload Article

Add a new scientific paper to the compendium

Publication #

e.g., 1234-5678

Article Title

Enter the article title

Authors

e.g., John Smith, Jane Doe

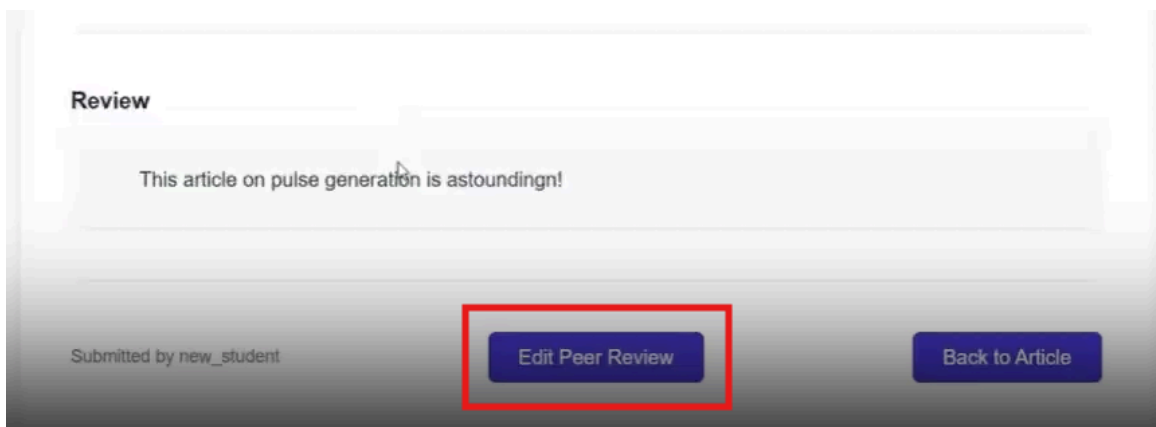
Enter multiple authors separated by commas.

Tags

- Chemistry
- Math
- Physics

Editing a peer review

1. User should be logged in
2. User navigates to an article with a peer review
3. System displays the peer review
4. User clicks "Edit Peer Review"
5. System takes user to the edit page
6. User makes the needed edits
7. User clicks "Update Review"
8. System updates the review



Searching for an

1. User should be logged in
2. User clicks on the search bar in the top right for navigation

article

3. User clicks search (with nothing in the search bar) to display all the articles
4. At the search page, the user can see a list of various articles displayed
5. User searches for something
6. System displays articles pertaining to the search

Home Upload Article Hello, heb229 (Mentor)! My Account Logout Search articles... Search

Search Articles

Search by title, author, publication number, abstract, or tag...

Tags
Select Tags ▼

Maximum AI Flags
No limit

Upload Date Order
Newest first ▼

Per Page
25 ▼

Search

19 articles found

Viewing an article

1. User should be logged in
2. After finding an article of their choice, the user should be able to click on the article
3. The system should display a page with details about the article, including, but not limited to, the abstract and authors
4. User should see options to edit the page and create a peer review for the page
5. User should additionally be able to see a button in the top right of that page that allows them to retrieve a citation for the article
6. User should also be able to see a list of clickable peer reviews of the article at the bottom of the page

Test Article

John Smith, Sara Example

Publication #: 4324-35772

This is just an example article! Nothing too crazy.

Chemistry Organic Chemistry

AI Flags: 0

Uploaded by Admin

Viewing a peer review

1. User should be logged in
2. User starts at an article page (they have already navigated to it)
3. User scrolls down to the peer review, where they select one to view
4. System should allow all the peer reviews to be clickable
5. System displays the selected peer review

6. User should be able to see information about the original article, the title of the peer review, its authors, and the review itself

The screenshot shows an article page with the following elements:

- Links:** <https://www.researching.cn/articles/OJbfa7ca531c5bbd71/html>
- Uploaded by:** dillon_riggs
- Flags for AI:** 0
- Flag AI** button
- Write Peer Review** button
- Peer Reviews** section:
 - 1 review
 - Show Under Review** button
 - A review entry: **UGRAD Peer Review** by new_student – Complete

Posting a peer review

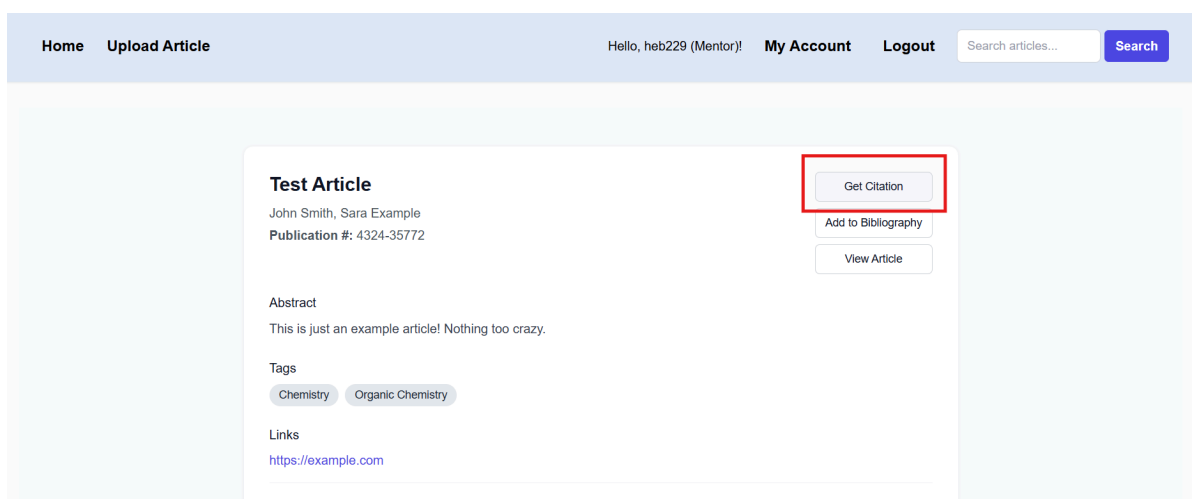
1. User should be logged in
2. User starts at an article page (they have already navigated to it)
3. User clicks the button labeled “Write Peer Review”
4. System displays a form page titled “Upload Peer Review” which displays the original articles’s title and publication number. Below the article information, there should be input boxes for “Review Title”, “Status”, and users should additionally be able to add text content
5. Users should be able to fill in the boxes and click either “Save” or “Cancel” for their review. Saving will add the peer review to the list at the bottom of the article page, and canceling will scrap the peer review

The screenshot shows an article page with the following elements:

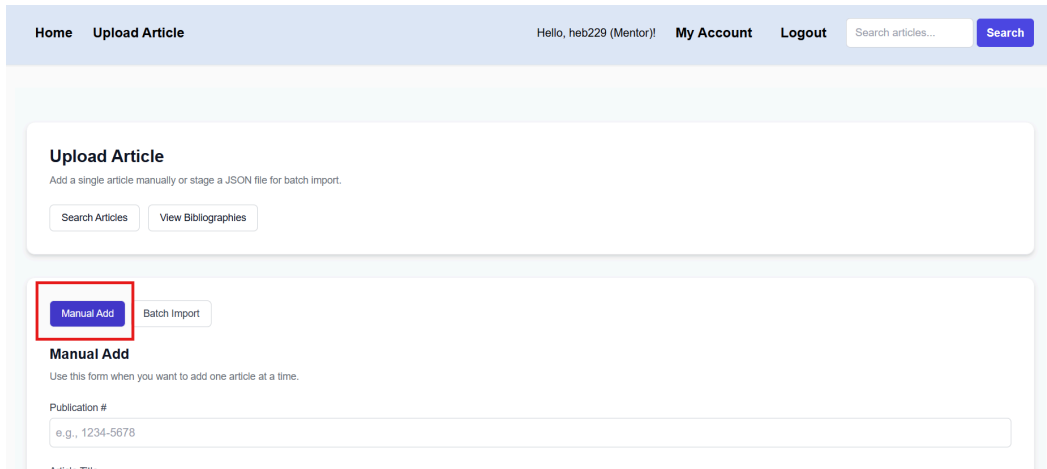
- Tags:** Chemistry, Organic Chemistry
- Links:** <https://example.com>
- Uploaded by:** Admin
- Flags for AI:** 0
- Flag AI** button
- Write Peer Review** button
- Peer Reviews** section:
 - 0 reviews
 - Show Under Review** button
 - No peer reviews yet. Be the first to review this article!

Creating a citation

1. User should be logged in
2. User starts at an article page (they have already navigated to it)
3. User should see a button labeled "Get Citation"
4. User should click on the button, which will take the user to a page called "Generate Citation," on which there is a dropdown to select citation style and a "Generate" button
5. The user should click on the generate button, which the system should respond to by populating the text area below it with a citation for the article in the specified citation style
6. The system will additionally have a "Copy Citation" button under the generated citation to easily add to the user's clipboard
7. User will be able to navigate back to the article with the "Back to Article" button at the bottom of the page

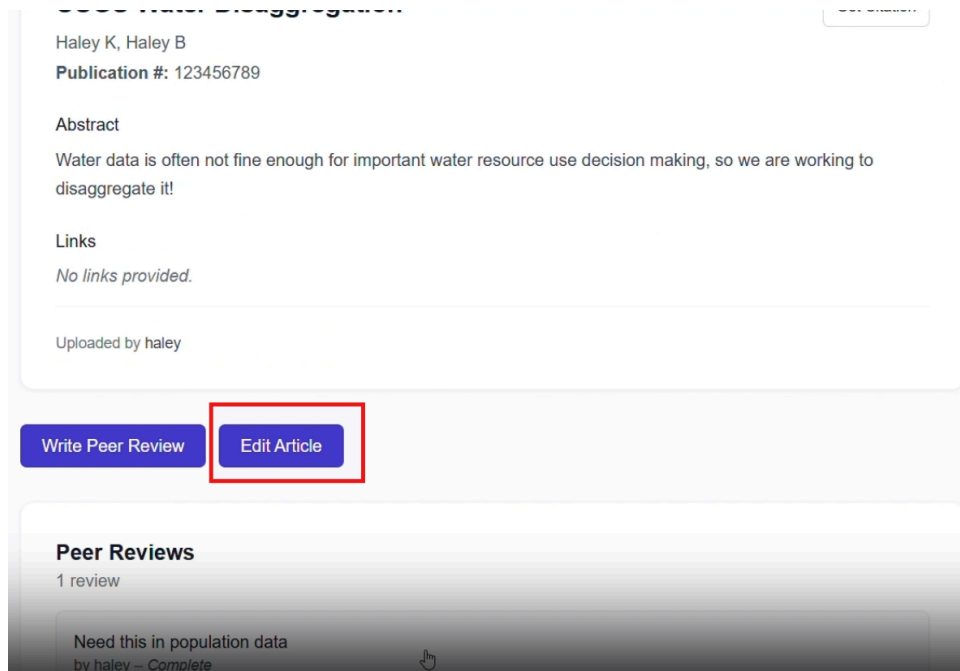
**Posting an article**

1. User logs in and starts on any page
2. User clicks on "Upload Article" on the top navigation bar
3. User selected the option for "Manual Add"
4. The system displays a form for the user to fill out
5. User fills out form, which includes "Publication #", "Article Title", "Authors", "Abstract", and an optional field to link to the original article
6. User can then click "Upload Article" or "Cancel". Uploading the article saves it to the system. Canceling discards the form content and returns the user



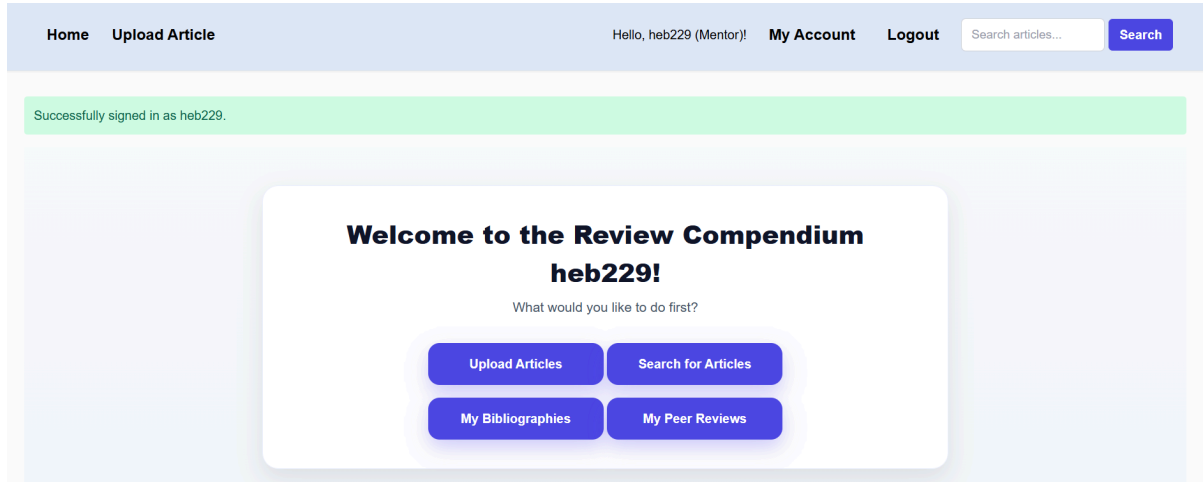
Editing an article

1. User should be logged in and start on an article (if the user has permission). Not every person can edit the article here
2. System displays an “Edit Article” button next to the “Write Peer Review” button
3. User clicks on the button, which should then take them to a page to edit the article information
4. System should additionally display a “Delete” checkbox next to an articles link. When selected, an article link should be deleted on the next “Update”. Multiple links can be added to an article
5. The user should be able to press “Update,” and all their changes should save
6. System should save the updates



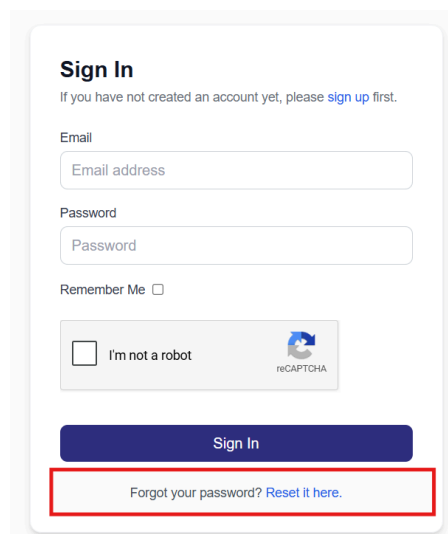
Accessing the home page

1. User logs in
2. User is started on the home page
3. User can be anywhere on the website, select home, and be taken to the home page



Resetting a password

1. User logs out and goes to the “Sign In” page
 2. User should scroll down to where it says “Forgot your password? Reset it here,” and click on the link
 3. User enters their email
 4. The system should send the user a link to reset their password
 5. The user is then able to successfully change their password and log in
- * The password can also be reset from the “My Account” page if logged in.

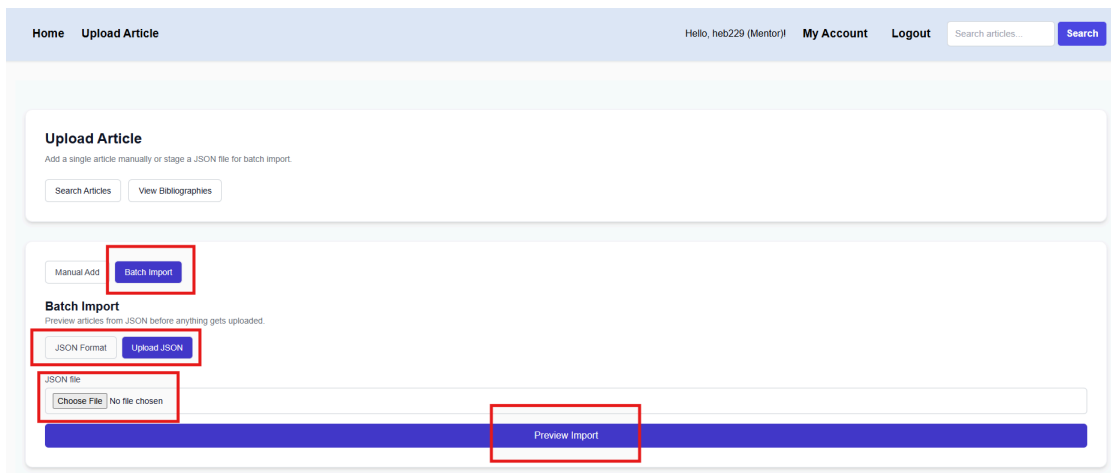


Mass importing

1. User logs out and goes to the “Sign In” page
2. User selects the “Upload Article” button in the top navigation bar

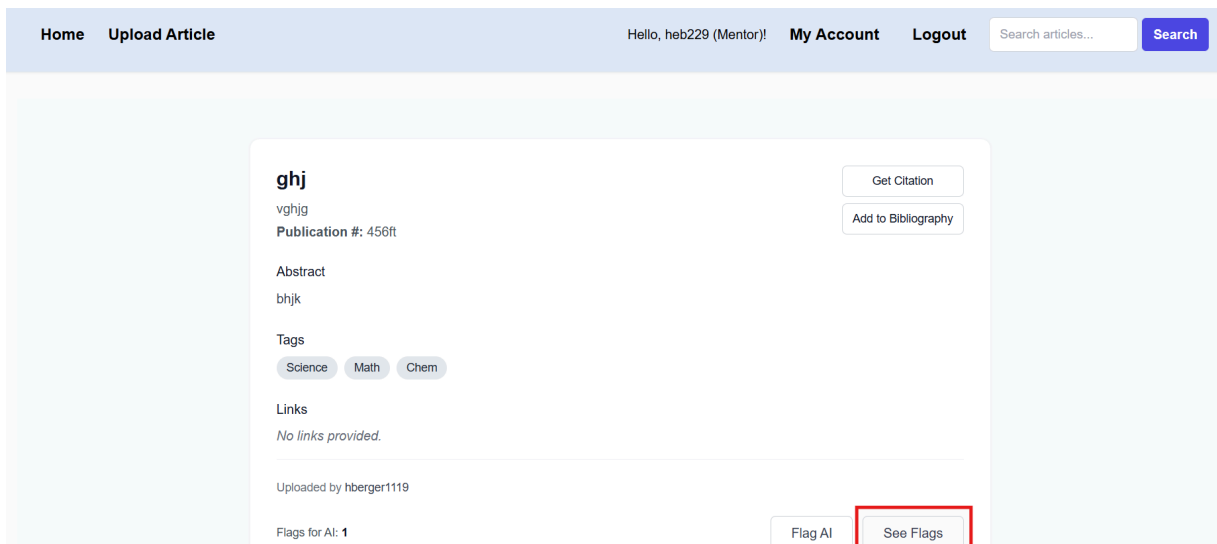
articles

3. User scrolls down and selects “Batch Import”
4. User copies the specified JSON format in order to set up a JSON file
5. When the file is filled, the user selects “Upload JSON”
6. User then selects “Choose File”
7. After the file is imported, the user selected “Preview Import”
8. The user will then be able to view an editable list of every imported article, in case information is incorrect or there are problems with the file
9. User can then make changes before attempting to submit
10. If there are problems, the user will be informed and required to change it
11. Once all issues are resolved, the user will have an additional confirmation that they want to upload the articles
12. User confirms that they want to upload the articles
13. The system will then add all the articles



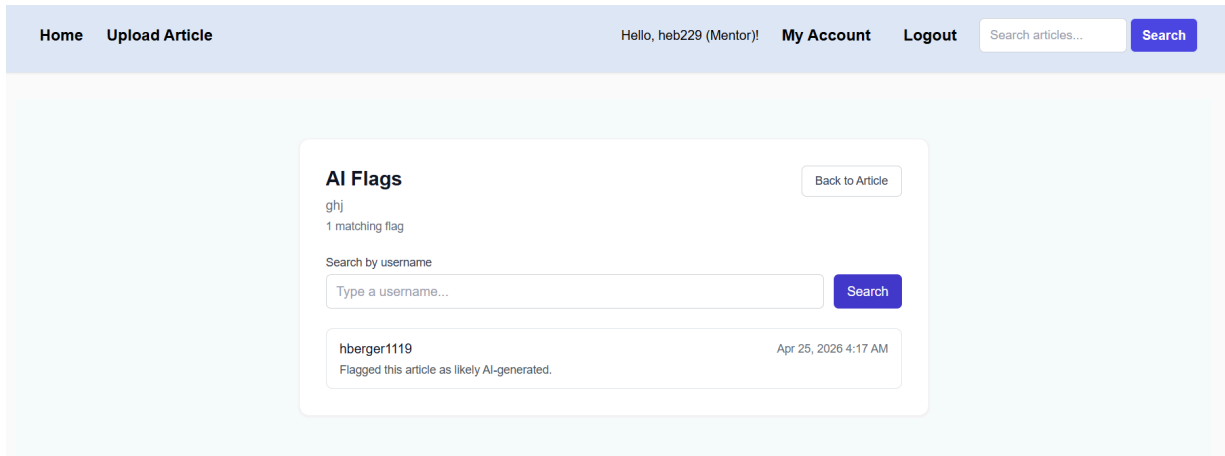
Viewing flag information

1. User has already gone through “Viewing an article”
2. On the article page, they can select “See Flags”
3. User selects it, and the system takes them to a page displaying the flags



Searching through flags

1. User has already gone through "Viewing flag information"
2. System has taken user to a page displaying the flags, who flagged it, and the time when they flagged it
3. User can search to see if a specific user has flagged the article
4. When the user is done, they can select "Back to Article" to return to the article page



2.2 User Actions

Demo Video of Alpha capabilities for standard users:

https://drive.google.com/file/d/1JI2EDvNKC2qNrNhIPO4UK949bQa2Zvkl/view?usp=drive_link

3. Conclusion

This project has been a great learning experience for all of us, and we are honored to have gotten the opportunity to work on the Continuous Community Review Compendium. We hope that our website will be of use to you for many years to come. For any questions you may have during the transition, we are available by email at heb229@nau.edu, hrk85@nau.edu, tla249@nau.edu, and jel469@nau.edu. We would be happy to help with any issues you encounter or questions that come up! It has been a pleasure working with Dr. Nowicki and the steering committee, and we can't thank you all enough for making this such a positive experience.

Wishing you all the best,
The Jacks Peer Pages Team.

P.S. to the possible Capstone team inheriting this project for the 2026-2027 academic year: A full document with all confidential information for this document can be acquired by communicating with Dr. Kieth Nowicki, the client of this product. Also, Haley Berger (heb229) will be on campus, working through her Masters program. If you have any questions and would like to meet in person, just send an email and ask! She will happily accept. She would also be open to giving the team a walk-through of the code-base to make succession easier.