



User Manual

A simple guide to every part of the platform — for researchers, guides and institutions.



BEFORE YOU START

How this book works

This manual has one topic per page, in the order you will actually use them. Each part of Chavery you will meet along the way is listed below.

Projects	Every project you have started.
Plan	The wizard that turns an idea into a project.
Analyse	Describe your data and run statistical tests.
Write	Your dissertation's sections and writing checks.
References	Your citation library.
Documents	The finished, assembled document.
Learn	Short guides on methodology and statistics.
Supervision	For guides — every student assigned to you.

GETTING STARTED

Signing in and your first project

Chavery works from a browser — there is nothing to install. Sign in, then start your first project from the Projects screen.

HOW TO DO IT

- 1 Go to app.chavery.in and sign in with your email.
- 2 Open the Projects tab — this lists every project you have started.
- 3 Select “Start a new project.” This takes you into the Plan wizard.

TIP

You do not need to finish everything in one sitting — every screen saves as you go, so you can leave and come back.

PLAN

Planning your research

The Plan wizard turns your idea into a structured project in five short steps.

HOW TO DO IT

- 1** Research question — write your title and the question you are answering.
- 2** Objectives — list what your study sets out to find, one per line.
- 3** Study design — choose the design that matches your study.
- 4** What you will record — Chavery suggests the variables your design usually needs; edit, add or remove any of them.
- 5** Review — check everything, then create the project.

TIP

Every suggested variable stays editable. Remove anything that doesn't apply to your own study.

MASTER CHART

Setting up what you will record

The Master Chart is your project's data table — one row per participant, one column per variable.

HOW TO DO IT

- 1 Open your project and go to the Master Chart tab.
- 2 Under “Set up what you will record,” check the variables carried over from your plan, or add new ones with their data type.
- 3 Add data one entry at a time, or select “Import a spreadsheet instead” to bring in an existing Excel or CSV file.

TIP

Chavery checks each entry against its variable's data type as you go, so a mistyped value is caught immediately, not months later.

ANALYSE · OBSERVATION

Describing your data

Before running a statistical test, Chavery summarises what your data actually looks like for each objective.

HOW TO DO IT

- 1** Open Analyse and select the objective you are working on.
- 2** Choose the variables involved in that objective.
- 3** Select “Describe the data.” Chavery writes a plain-language summary of your numbers.
- 4** Edit the summary freely — Chavery only replaces it again if you leave it unchanged and re-run the description.

ANALYSE · STATISTICS

Choosing and running a test

Chavery can recommend the right statistical test from your study design, or you can pick one yourself.

HOW TO DO IT

- 1** Select “Help me choose a test” to answer a few guided questions — Chavery recommends the correct test and explains why.
- 2** Already know your test? Use “Choose a test” to pick directly from the list.
- 3** Run the test. Chavery reports the result, the exact statistic, and the effect size where relevant.

TIP

An input Chavery does not recognise is reported as such, never silently defaulted to a safe-looking answer.

ANALYSE · FIGURES

Adding a figure to your document

Once you have a result, Chavery can turn it into a publication-ready figure.

HOW TO DO IT

- 1** After running a test, choose a figure type from the options Chavery suggests for that test.
- 2** Preview the figure, then select “Insert into document” to place it directly into your dissertation.
- 3** Download a copy at 300 DPI for print, or a smaller version for quick guide review.

WRITE

Writing and checking your chapters

The Write screen holds your dissertation's sections, and checks them for you as you write.

HOW TO DO IT

- 1** Open Write and set up your dissertation's structure — one entry per section.
- 2** Select a section and write directly in the editor.
- 3** Select “Check writing” to run grammar, style and readability checks — all rule-based, never AI-generated text.
- 4** Review each finding and fix it yourself; Chavery never edits your words for you.

REFERENCES

Citing your sources

Chavery keeps one reference library per project and inserts citations directly into your writing.

HOW TO DO IT

- 1** Open References and add a reference by hand, or import a file from your existing reference manager.
- 2** While writing a section, place your cursor and open “Cite a reference” to insert a marker.
- 3** Run “Citation check” to find any marker with no reference behind it before you submit.

TIP

Citation numbers run across the whole dissertation, so adding one early on rennumbers everything after it. That is expected.

DOCUMENTS

Building your final document

When your chapters, data and references are ready, Chavery assembles them into one formatted document.

HOW TO DO IT

- 1** Open Documents and check “Readiness” — it lists anything still missing before a build.
- 2** Set your title page details.
- 3** Select “Build Word document” to keep editing and share with your guide, or “Build PDF” for a submission copy.

SUPERVISION

For guides and co-guides

If you supervise research, the Supervision screen gives you a dashboard over every project assigned to you.

HOW TO DO IT

- 1 Open Supervision to see every student you are guiding.
- 2 Invite a student by email — they do not need an existing account.
- 3 Review a project's milestones, leave comments, and request revisions or approve progress.
- 4 Add co-guides to a project's committee roster — there is no limit on how many.

LEARN & EXAMPLES

If you get stuck

Chavery includes its own teaching material, separate from any single project.

HOW TO DO IT

- 1 Open Learn for short guides on research methodology and statistics.
- 2 Open Examples to see a worked, real dissertation example end to end.



Still need a hand?

Write to us any time — we read every message.

EMAIL support@chavery.in

WEBSITE chavery.in

PLATFORM app.chavery.in

Chavery Research Companion — research infrastructure for postgraduate and doctoral programmes.