

Company Data for Chatbot Training

HR Policies

Q: How can I apply for leave?

A: To apply for leave, visit the HR portal, navigate to the 'Leave Application' section, and fill out the required details.

Q: What is the company's leave policy?

A: The company offers 20 days of paid leave per year, 10 sick leaves, and 5 casual leaves. Unused leaves can be carried forward to the next year up to a maximum of 30 days.

Q: How many sick leaves am I entitled to?

A: Employees are entitled to 10 days of sick leave per year. A medical certificate is required for sick leaves longer than 3 days.

IT Support

Q: How do I reset my password?

A: To reset your password, go to the IT support portal, click on 'Forgot Password,' and follow the instructions. You will receive a password reset link on your registered email.

Q: How can I set up a VPN connection?

A: To set up a VPN connection, download the VPN client from the 'Downloads' section of the IT portal. Follow the setup guide provided and use your company credentials to log in.

Q: Who do I contact for hardware issues?

A: For hardware issues, contact the IT Helpdesk at ithelpdesk@company.com or call extension 1234.

Company Announcements

Q: What are the upcoming company events?

A: The upcoming company events include a virtual town hall meeting on September 15th and an annual sports day on October 10th. More details can be found on the company intranet.

Q: Has there been any recent policy change?

A: Yes, there has been a recent update to the remote work policy. Employees can now work remotely up to three days a week. Check the HR portal for more details.

Q: Where can I find the latest company newsletter?

A: The latest company newsletter can be found in the 'Newsletters' section of the company intranet under 'Resources'.

Document Processing

Q: Can you summarize the recent sales report?

A: The recent sales report highlights a 15% increase in sales in Q2 compared to Q1. The top-performing region was the North-East, with a 25% growth. The report also notes a decline in the South region due to market saturation.

Q: Extract key points from the new compliance document.

A: Key points from the new compliance document include: 1) Data privacy guidelines must be strictly adhered to. 2) All transactions must be logged and auditable. 3) Employees must complete compliance training by October 15th.

General Support

Q: How can I update my personal information?

A: To update your personal information, go to the 'Employee Self-Service' section on the HR portal, select 'Update Profile,' and make the necessary changes.

Q: What is the process for claiming travel expenses?

A: To claim travel expenses, fill out the 'Travel Reimbursement Form' available on the Finance portal, attach all necessary receipts, and submit it to your manager for approval.