

AI Use Case Submission Instructions

1. Purpose

This document provides step-by-step instructions for creating, filling, and saving an AI use case on the **UCP (Applied AI Institute)** platform.

It ensures proper structure, screenshot uploads, and that the use case is saved in **My AI use cases**.

2. Folder Structure and Screenshots

2.1 AI use case profile → Main Page

- Main_Page_1.png – Title, Cover photo, Contributor
- Main_Page_2.png – Brief description, Challenge
- Main_Page_3.png – Solution, Outcome

2.2 AI use case attributes

- Use_Case_Overview.png – Industry
- Actors_Stakeholders_1.png – Organizational function, Value gain
- Actors_Stakeholders_2.png – AI capabilities
- Tech_Data.png – Data source, Technology type

2.3 Implementation proficiency

- Risk_classification.png – Risk classification (mandatory)

2.4 Preview

- Additional_Notes.png – Final summary view of the use case

3. Mandatory and Optional Fields

3.1 Mandatory

- Brief description
- Challenge
- Solution
- Outcome
- Risk classification (Implementation proficiency tab)

3.2 Optional

- AI maturity
- Implementation competence
- Note
- Process steps or metrics screenshots (if applicable)

4. Step-by-Step Instructions

1. **Login**
 - Go to [UCP Draft Page](#)
 - Log in with your account.
2. **Open or create a draft**
 - Select the relevant draft or create a new one.
3. **Upload screenshots**
 - Upload all prepared files according to the folder structure: Main_Page_1.png, Main_Page_2.png, etc.
4. **Fill in mandatory fields**
 - Complete **Brief description, Challenge, Solution, Outcome, and Risk classification.**
5. **Fill in optional fields**
 - Add **AI maturity, Implementation competence, Note**, or additional screenshots if needed.
6. **Submit the use case**
 - Click the **Submit** button at the bottom of the page.
 - This saves all changes and makes the use case available in **My AI use cases**.
7. **Verify submission**
 - Go to [My AI use cases](#)
 - Ensure that all uploaded screenshots and entered text fields are displayed correctly.
 - Refresh the page if necessary.

5. Tips and Recommendations

- Use clearly named files.
- Double-check that all mandatory fields are completed.
- Submit after each major step to prevent data loss.
- Make sure all screenshots are uploaded according to the folder structure.