Mira's User Guide

Welcome to Mira, your Digital Chief of Staff who's designed specifically for Biotech Executives delivering Organizational and Operational Intelligence. This user guide will provide you with comprehensive instructions on how to effectively utilize the application to enhance your productivity and decision-making processes.

1. **Let's Get Started:**

    a. **Login Process:**

    - Navigate to the login page and enter your credentials.

    - If you're a new user, follow the registration process to create an account.

    b. **Dashboard Overview:**

    - Familiarize yourself with the dashboard layout and its various features.

    - In the Sidebar, you will find useful functionalities such as conversation history, this User Guide, Login, and a Customer Success/Support link for help with Mira from her creator Bossify AI.

    - In the large Message window, you will find a link for content sharing, an icon to click for uploading a document for analysis or review, an arrow to start a chat, and one to scroll up or down in the Message window.

2. **Initiating Conversations:**

    a. **Starting a New Conversation:**

    - Click on the "New Conversation" button to initiate a question, query, or discussion with Mira. We refer to these entries as "prompts."

    - Type your query or prompt in the "Message" box to begin the conversation. Press enter on your keyboard or click the arrow in the message box to send your request to Mira.

    b. **Understanding Input:**

    - Clearly articulate your questions or commands for Mira to comprehend.

    - The more direct your inquiry is the better the response will be.

    - If possible, provide relevant context to help Mira generate accurate responses.

3. **Interacting with Mira:**

    a. Natural Language Interaction:

    - Communicate with Mira using your natural language.

    - Engage in fluid conversations to explore various topics and tasks.

b. Clarification and Feedback:

- If Mira's response is unclear or incorrect, ask her for clarification or to provide feedback.

- Try using specific language to guide Mira towards understanding your requirements better.

- If Mira can't answer your question (if the feature is included in your package), she may ask you if you want her to reach out to one of your peers or direct reports for help with an answer (or you can ask Mira to communicate directly with others to get an answer).

4. Utilizing Key Features:

a. Information Retrieval:

- Ask Mira for specific information related to your company's ongoing studies, research, or data.

- Utilize Mira's capabilities to gather insights quickly and efficiently.

b. Task Management:

- Assign tasks to Mira, such as scheduling meetings, setting reminders, or conducting research.

- Monitor task progress and receive updates from Mira as tasks are completed.

5. Troubleshooting and Support:

a. Customer Support:

- Contact customer support for assistance with technical issues, feedback, or inquiries.

- Receive prompt assistance from the support team to address any concerns or questions at support@bossify.ai.

6. Continuous Learning and Improvement:

a. Feedback Mechanism with Customer Success Link:

- Mira uses "neural networks" and "machine learning" to respond to your prompts. This gives her the ability to learn from what you ask her to do and how you ask her to do it. As she "learns" her responses will get better and better and you will begin relying on her more and more often.

- Use the Customer Success Link in the sidebar to provide regular feedback to help improve Mira's performance and accuracy.

- Share insights on areas where Mira can be enhanced to better serve your needs.

7. Best Practices:

a. Effective Communication:

- Clearly articulate your queries and provide context to facilitate more accurate responses.

- Engage in interactive conversations to maximize Mira's utility.

b. Regular Usage:

- Integrate Mira into your daily workflow to streamline tasks and enhance productivity.

- Explore the application's features regularly to discover new functionalities and capabilities.

8. Final Thoughts:

a. Congratulations!

- You are now equipped with the knowledge to effectively utilize Mira's "organizational intelligence" for Biotech Executives.

- By following the guidelines outlined in this user guide, you can leverage the application's capabilities to optimize your decision-making processes and drive success in the biotech industry.

- If you have any further questions or require assistance, don't hesitate to reach out to our support team (support@bossify.ai). Happy interacting!