

iMIS AI Assistant

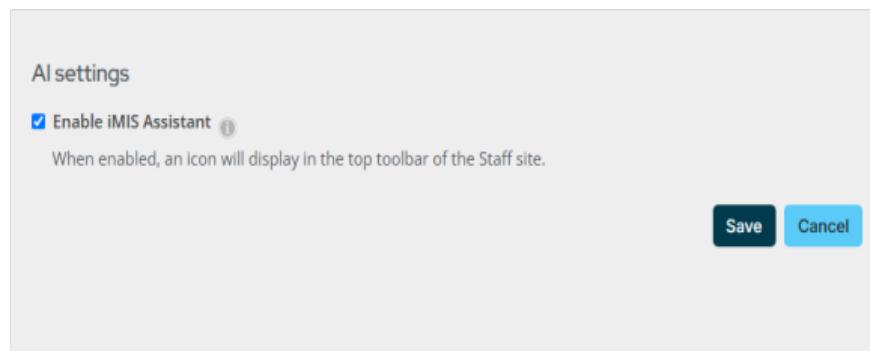
New AI-Powered Help for Staff!

The **new iMIS AI Assistant Chatbot** is a powerful support tool introduced in the **latest EMS upgrade (version 20.3.198)**. Available **exclusively in the Staff Site**, it is designed for **staff users and system administrators** to navigate the iMIS platform more efficiently. Whether you're searching for specific answers, exploring help site content, or engaging in interactive chatbot conversations, the iMIS Assistant provides **quick, AI-driven**

How to Use the iMIS Assistant Chatbot

The **iMIS AI Assistant** is a new feature available exclusively in the latest EMS upgrade (version 20.3.198). To access this AI-powered chatbot, users must upgrade their iMIS system to version 20.3.198. The assistant is only available to **staff users and system administrators** within the **Staff Site** and is **not accessible to public users**.

Getting started with the iMIS Assistant is simple. Users can click the **iMIS Assistant icon** in the interface, then select "**Chat with Copilot**" to begin a conversation. After entering a question in the chat box, pressing **Enter** or clicking the search icon submits the query. The assistant then provides immediate AI-driven responses, including direct answers and links to relevant help articles.



By upgrading to **EMS version 20.3.198**, staff users and administrators can take advantage of this new feature to find answers faster, navigate iMIS efficiently, and improve workflow productivity. For those who prefer not to use the chatbot, it can be disabled by going to **Settings > AI**, unchecking the "**Enable iMIS Assistant**" option, and clicking **Save**.

Example Use Case: Finding Dashboards

1. To use the iMIS Assistant, start by selecting the **iMIS Assistant icon** within the Staff Site.
2. Then, click "**Chat with Copilot**" to begin a conversation.
3. Simply type your question in the chat box and either **press Enter** or click the **search icon** to submit it.

If you prefer, you can also use the **search function** to look for related content directly from the iMIS help site.

The screenshot shows the iMIS Resource Center interface with a search bar containing "Where can I find specific dashboards?". Below the search bar is a button labeled "Ask Copilot". The search results section displays 20 results found. One result is highlighted with a red box and a red arrow pointing to the "Modifying out-of-the-box dashboards" article in the next window. The result text reads: "where is the dashboard [checkbox] There are many dashboards in iMIS. To find a dashboard specific to an area, open the..."

The screenshot shows the "Modifying out-of-the-box dashboards" article. The title is "Modifying out-of-the-box dashboards". Below the title is a "Related videos" section. The main content explains how to modify an out-of-the-box dashboard. It includes a numbered list of steps: 1. Make a copy of the dashboard content record (@/iCore/Staff_Dashboards). 2. Update the related shortcut or sitemap item. A note states that dashboards were designed to visually look similar but contain different information specific to the featured area. It links to the "IMIS Dashboards Overview". Below this is a section titled "Making a copy of the dashboard content record" with a numbered list of steps: 1. Go to RiSE > Page Builder > Manage content. 2. Navigate through the following folder path: @/iCore/Staff_Dashboards. 3. Open the folder of the dashboard you wish to modify. At the bottom of the article is a screenshot of the iCore/Staff_Dashboards folder structure in the RiSE interface.

Once an answer appears, it may include **direct responses, links to relevant help articles, or options to explore more information** based on your query.

The screenshot shows the iMIS Agent interface with a chat window titled "Chat with iMIS Agent". The message "Where can I find specific dashboards?" is shown. Below the message is a list of search results:

- To find specific dashboards in iMIS, you can:
 - Open the sitemap navigation for the relevant area, such as Finance or Commerce.
 - Click on Dashboard within that section.
- For Engagement dashboards, navigate to Community > Engagement and select either Overall or Organizations.

A "Read more (2) ^" link is present. At the bottom of the interface are several buttons: "where is the dashboard ↗", "Engagement dashboards ↗", "Learn more about iMIS Dashboards", "How do I modify an out-of-the-box dashboard?", "Where can I find engagement dashboards?", and "What can we help you find?". Red arrows point from the "where is the dashboard" and "Engagement dashboards" buttons to the corresponding sections in the "Modifying out-of-the-box dashboards" article in the previous window.

Best Practices for Using iMIS AI Assistant

To ensure you get the most out of the iMIS Assistant, follow these best practices:

- Protect Your Privacy – Avoid entering personal details like passwords or financial data.
- Verify Important Information – While the AI strives for accuracy, always double-check critical details.
- Seek Additional Support When Needed – If the chatbot cannot fully resolve your query, contact [iMIS Technical Support](#).

Conclusion

The **iMIS AI Assistant** is a powerful and intuitive chatbot designed to help staff users navigate the iMIS EMS Staff site efficiently. By leveraging AI, it provides instant answers to queries, directs users to relevant help articles, and enhances overall workflow management. With a simple interface, users can chat with the assistant, search for information, and explore additional resources such as personalized documentation and learning materials.

By integrating the iMIS AI Assistant into daily operations, staff can enhance efficiency, streamline processes, and make the most of the iMIS platform. 

To experience this **new feature**, make sure your system is **upgraded to iMIS EMS version 20.3.198** and start using the **iMIS AI Assistant** today. Learn more about the iMIS AI Assistant [here](#).