Chat Assistance Guide for RiteGen

Overview

The *Chat* feature within RiteGen provides an intuitive interface for engaging with large language models (LLMs) to generate or clarify documentation content. This tool is optimized to retrieve relevant insights from documents uploaded through the *Documents* page.

🔷 How to Use the Chat Feature

1. Navigate to the **Chat** tab on the left sidebar.
2. At the bottom of the page, locate the input bar labeled **"Type to chat…"**.
3. Enter a question, prompt, or instruction related to content stored within the document repository.
4. The system processes your input and returns a response derived from available document context.

Tip: Always verify that your target documents are uploaded to the *Documents* page before referencing them in a chat prompt.

✍️ How to Write an Effective Prompt

To maximize the value of LLM responses:

- Begin by confirming the presence of relevant documents within the **Documents** tab.

- Provide **clear and focused instructions**. Broad or ambiguous prompts often lead to generic outputs.
- Example:
  - ✅ *"Summarize the onboarding policy in three bullet points."*
  - ❌ *"Tell me about onboarding."*

✅ Best Practices for High-Quality Responses

1. **Be Detailed**
   The more descriptive your input, the more precise the model's output will be. Include keywords, formatting preferences, or specific sections of a document if applicable.
2. **Specify Output Structure**
   Direct the model on how to format its response. This increases the consistency and utility of the content.
   - Example:
     "Provide a 3-sentence summary of the company's cybersecurity policy."
3. **Use Follow-Up Prompts**
   If the first response is not satisfactory, continue the conversation. Refining your prompt or providing additional context can significantly improve results.

🔄 Sample Workflow

1. Upload a document on *data governance* via the **Documents** tab.
2. Navigate to **Chat** and ask:
   "Generate a one-paragraph executive summary of the data governance policy."
3. Review and refine output as needed.