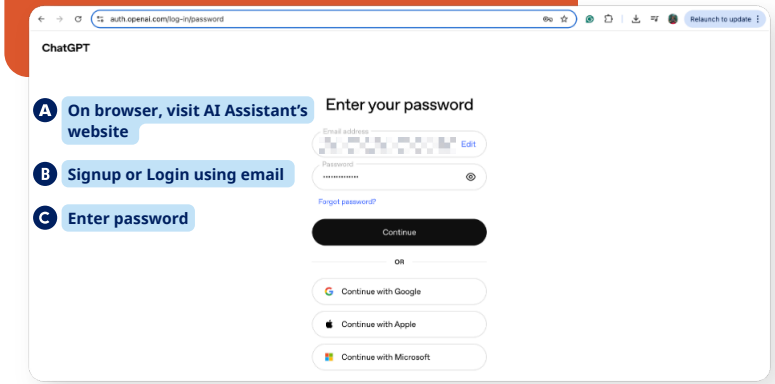
AI POWERED CHAT WITH DOCUMENT

ocac
Odisha Computer Application Centre

Time taken to understand and extract relevant information from lengthy documents

Before **2-3 DAYS** → After **<30 mins**

Step 1: Log in to AI Assistant



A On browser, visit AI Assistant's website

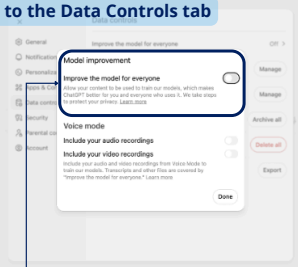
B Signup or Login using email

C Enter password

Step 2: Switch off 'Model Training Data'

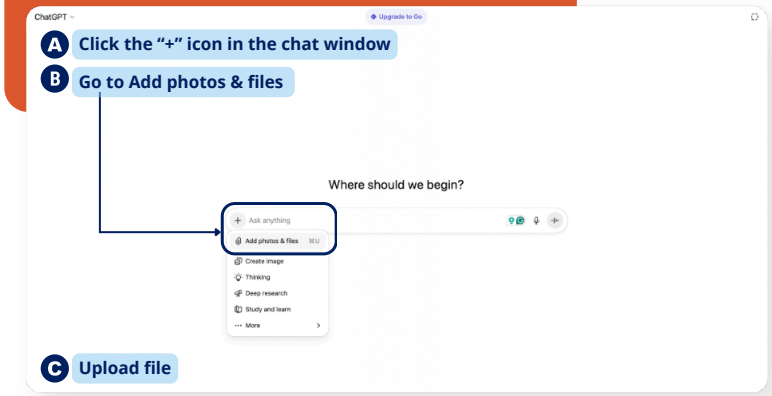
A Click your username in the bottom-left corner

B Select Settings and go to the Data Controls tab



C Turn off "Improve the model for everyone."

Step 3: Upload Document

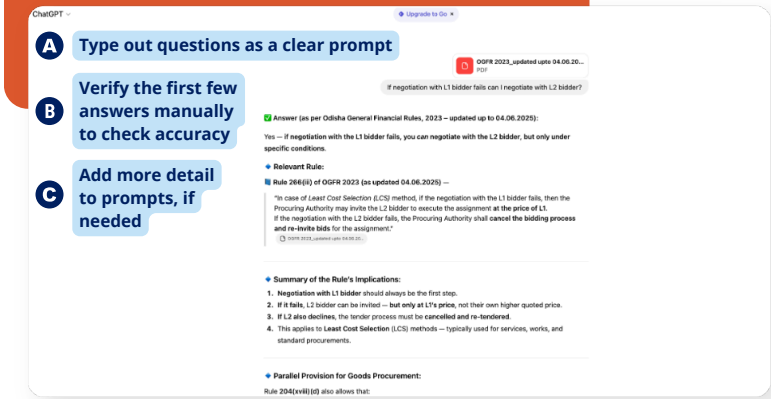


A Click the "+" icon in the chat window

B Go to Add photos & files

C Upload file

Step 4: Type out Prompts based on Queries



A Type out questions as a clear prompt

B Verify the first few answers manually to check accuracy

C Add more detail to prompts, if needed

DO's

- Verify facts / figures prior to use
- Upload searchable, text-based PDFs

DON'Ts

- Don't share personal data (Aadhar, Phone number, etc.)
- Don't trust AI blindly, verify output

Watch 3 min video

Access additional prompts