

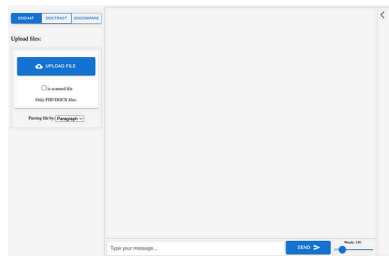
## UBOX-AI User Manual

At the current beta release, online version does not have DOCKNOW and/or some of the functionalities.

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[DOCTRACT](#)
[DOCOMPARE](#)
[DOCWRITE](#)
[DOCKNOW](#)

### DOCHAT

Conversational Document Analysis



#### Interact with Your Documents:

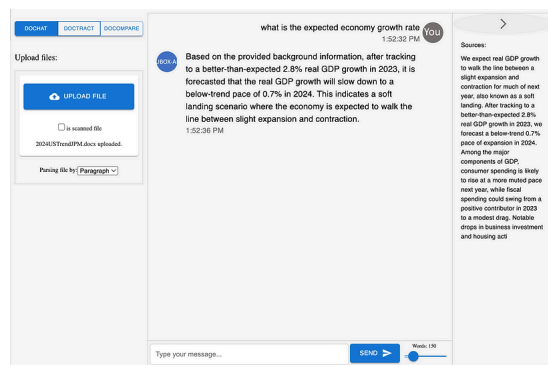
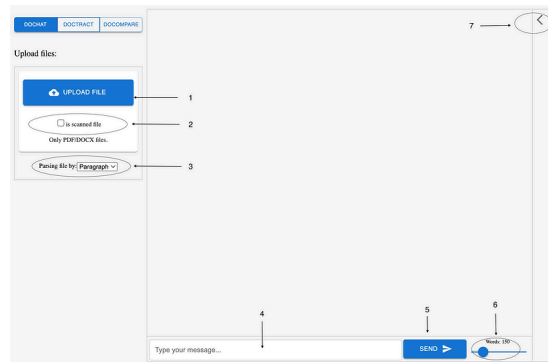
Chat with your documents as if they were colleagues. Ask questions, request summaries, and extract key insights effortlessly.

#### Understand Context:

Grasp the essence of complex documents, get briefed on the main points, and make informed decisions faster.

Interactive components

1. Click to upload a file.
  2. Check if the file is a scanned pdf so that OCR engine can read it.
  3. The uploaded file can be parsed by 'Paragraph', 'Document', or 'Page' and fed to AI for analysis.
- Usually the default 'Paragraph' works best, unless you find AI answer is sub-satisfactory because of the suboptimal information fed to AI; if this is the case, try 'Page', or even 'Document' to see if AI improves.
4. The question you ask.
  5. Click 'Send' to ask.
  6. How many words you want AI to answer.
  7. Click to view the source of truth of AI's answer.

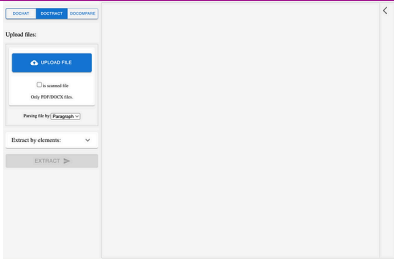


### DOCTRACT

Intelligent Data Extraction, for example, very useful for key terms extraction of business contracts



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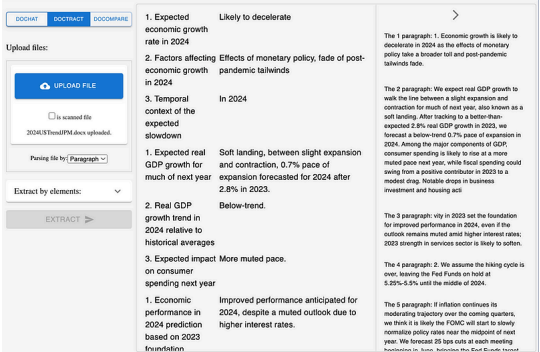
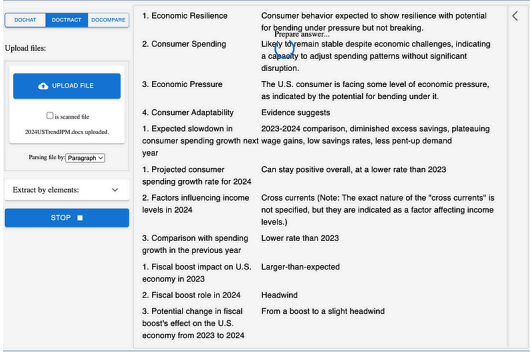


**Streamlined Information:**  
Extract essential information from your documents and output it in structured formats like tables, lists, or spreadsheets.

**Automated Precision:**  
Eliminate the need for manual data extraction, reducing errors and saving time.

Let AI scan all key information

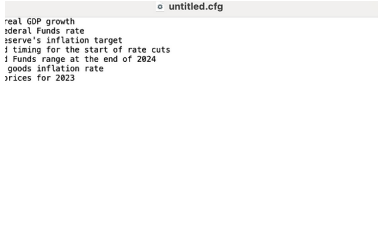
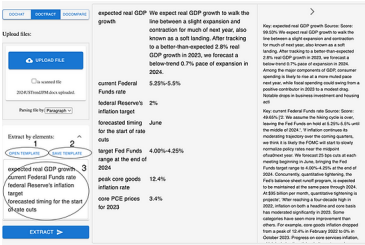
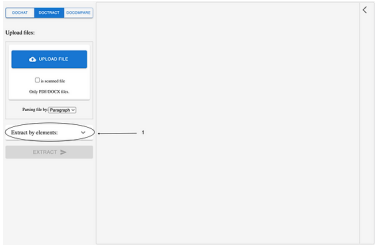
1. Upload your file, click 'Extract'
2. You can inspect the source for each key point extracted



or let AI extract specific key information for you

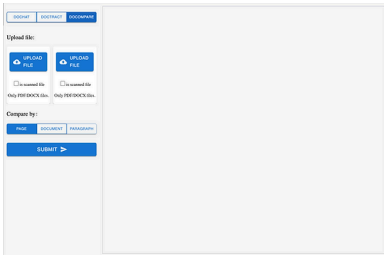
e.g., you have certain key terms and let AI to extract them from your business contract.

1. Click 'Extract by elements'
2. Input each element line by line at box 3, or if you have previous saved template, load it by clicking 1 "open template"
3. You can save these key terms as a new template for further use by clicking on 2 "Save template". It will be saved as 'untitled.cfg' in your browser's download folder.



DOCOMPARE

Advanced Document Comparison



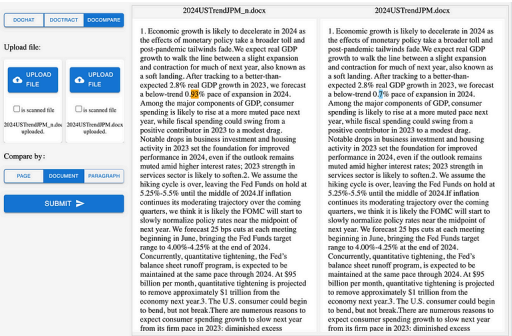
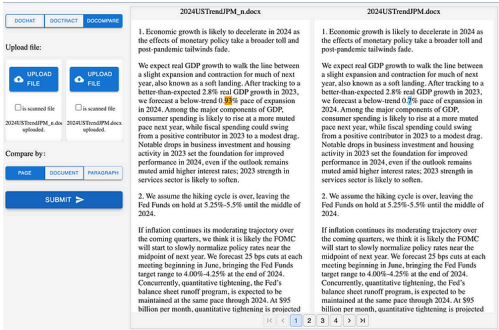
**Spot the Differences:**  
Compare two documents side-by-side and highlight differences in content, structure, and formatting.

**Version Control:**  
Easily track changes in contracts, reports, or any critical documents.

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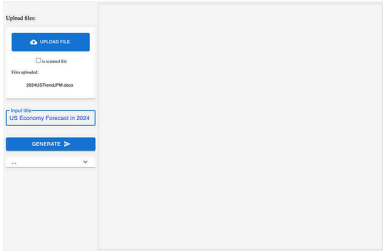
- 1. Upload two files
- 2. Click on 'Submit'

By default, comparison by 'Page'. If documents are changed quite a bit, you can try by "Document" or by 'Paragraph' and resubmit to see if the comparison works better.



# DOCWRITE

## AI-Powered Content Creation



### Custom Articles:

Provide a title and key points, and let DOCWRITE generate well-structured, coherent articles or reports tailored to your needs.

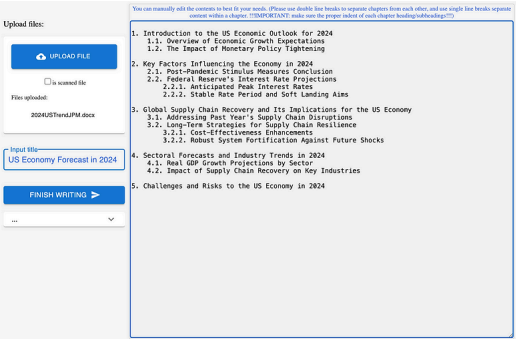
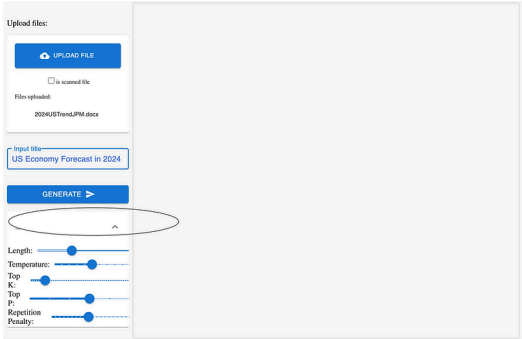
### Creative Assistance:

Enhance your content creation process with AI-driven writing assistance that understands context and intent.

- 1. Upload files as contexts for AI to reference. If you do not provide contexts, AI will write based on its own knowledge.
- 2. Input title.
- 3. Click 'Generate'
- 4. Optionally you can play with certain AI generation parameters if you are tech-savvy, otherwise, leave them as is.

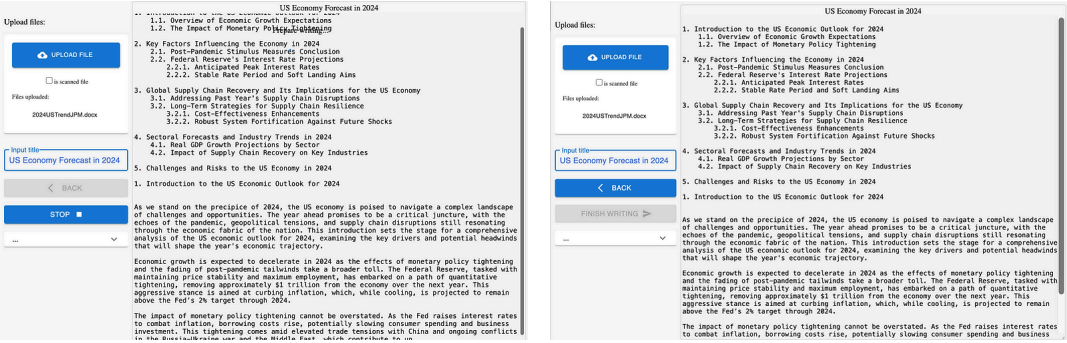
Table of Content will be generated first by AI.

- 1. You can manually change the content, pay attention to the indentation, if indents are wrong, AI will not write properly:
  - keep each chapter in one block, and separate blocks by newline
  - in each block, subtitles should be indented
  - you can get rid of numbers (1, 1.1, 1.2 etc) generated by AI
- 2. You can even replace the whole content using your own content, as long as they are indented properly.
- 3. Click 'Finish Writing'



Let AI finishes its work.

or you can 'Stop' and click 'Back' to modify table of content, then re-write

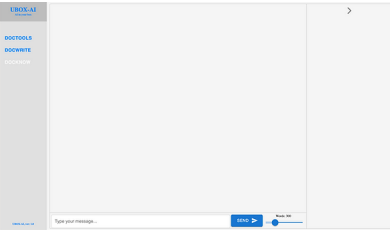


When AI finishes writing, the title becomes a link that you can click and download the whole writing, in your browser's download folder.



DOCKNOW

Intelligent Knowledge Warehouse



Build Your Own Knowledge Base:

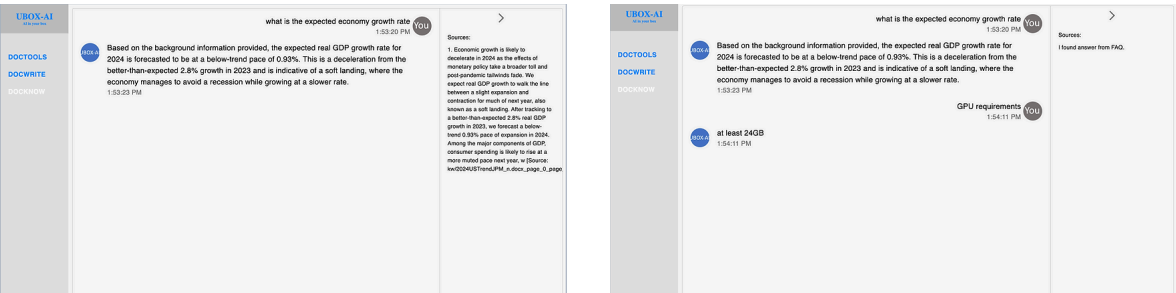
Create a centralized repository of documents, FAQs, guidelines, and other critical information.

AI-Assisted Query:

Allow AI to answer questions based on your knowledge base, making information retrieval quick and accurate.

NOTE: current online release does not include DOCKNOW yet. UBOX-AI machine has full functionalities.

1. From user's end, just chat away, ask DOCKNOW everything about your knowledge warehouse.
- you can chit-chat with DOCKNOW, e.g., ask what time is it, but it is not the main goal
2. The knowledge warehouse include both your documents and your FAQs, especially if you have existing FAQs, which are valuable knowledge themselves.
3. UBOX-AI includes DOCKNOW Knowledge Warehouse Service Manager to manage the knowledge warehouse backend.



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