

ODS Actions Chatbot - Complete User Manual

Welcome to the ODS Actions Chatbot! This AI-powered assistant helps you understand and use the ODS Actions application, and query the odsActions database. The chatbot uses Google's Gemini AI to provide intelligent, context-aware responses.

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Introduction

What is the ODS Actions Chatbot?

The ODS Actions Chatbot is an intelligent assistant that can:

- Answer questions about the ODS Actions application features and usage
- Query the odsActions MongoDB database (read-only)
- Provide step-by-step instructions
- Explain system architecture and technical details
- Help with troubleshooting

Key Features

- **Natural Language Processing**: Ask questions in plain English
- **Context-Aware**: Understands the ODS Actions domain
- **Database Integration**: Can query and analyze database information
- **Read-Only Database Access**: Safe queries that never modify data
- **Comprehensive Knowledge**: Knows about application features, database structure, and workflows

Getting Started

How to Use the Chatbot

1. **Access the Chatbot:** The chatbot is available in the ODS Actions web interface
2. **Type Your Question:** Enter your question in natural language
3. **Get Instant Answers:** Receive detailed, context-aware responses

Basic Usage Tips

- **Be Specific:** More specific questions get better answers
- **Use Natural Language:** No need for special syntax or commands
- **Ask Follow-ups:** The chatbot maintains context during conversation
- **Try Different Phrasings:** If one question doesn't work, try rephrasing

Application Features & Usage

The chatbot can answer questions about all ODS Actions features. Here's what you can ask about:

1. Display Metadata Tab

What it does: Search and display metadata for document symbols

Questions you can ask:

- "How do I display metadata for a document symbol?"
- "What is the Display Metadata tab used for?"
- "How to search for document symbols?"
- "What information is shown in the metadata table?"

Features:

- Input: Textarea for entering document symbols (one per line)
- Output: Responsive table with columns:
 - Document Symbol
 - Agenda
 - Session
 - Distribution
 - Area
 - Subjects
 - Job Number
 - Title
 - Publication Date
 - Release Date
 - Export: CSV export functionality
 - Validation: Button disabled when input is empty

2. Send Metadata Tab

What it does: Send document metadata to the ODS system

Questions you can ask:

- "How do I send metadata to ODS?"
- "What happens when I send metadata?"
- "How to create or update metadata in ODS?"
- "What is the Send Metadata tab?"

Features:

- Input: Textarea for entering document symbols
- Processing: Creates or updates metadata in ODS
- Output: Submission results (created/updated/error messages)
- Export: CSV export of submission results
- Validation: Real-time input validation

Process:

1. Metadata is retrieved from Central Database
2. Job numbers are automatically generated if needed
3. Only English title is sent (other languages have empty titles)

3. Send Files Tab

What it does: Upload files associated with document symbols to ODS

Questions you can ask:

- "How do I send files to ODS?"
- "What is the Send Files tab?"
- "How are files uploaded?"
- "What languages are supported for file uploads?"

Features:

- Input: Textarea for entering document symbols
- Processing: Downloads files from Central Database and uploads to ODS
- Output: Upload results for each language (AR, ZH, EN, FR, RU, ES, DE)
- Progress tracking and result management
- Export: CSV export of upload results

Process:

1. Validates document symbol exists in ODS
2. Downloads files from Central Database for all 7 languages
3. Uploads files to ODS with corresponding job numbers
4. Updates release dates if needed
5. Releases unused job numbers

6. Cleans temporary files

Supported Languages:

- AR (Arabic) - Index 0
- ZH (Chinese) - Index 1
- EN (English) - Index 2
- FR (French) - Index 3
- RU (Russian) - Index 4
- ES (Spanish) - Index 5
- DE (German) - Index 6

4. Download Files from ODS Tab

What it does: Download PDF files from ODS for document symbols in multiple languages

Questions you can ask:

- "How do I download files from ODS?"
- "What is the Download Files from ODS tab?"
- "How to download multiple files at once?"
- "What languages are supported for downloads?"

Features:

- Input: Textarea for entering multiple document symbols (one per line, comma, or semicolon separated)
- Language Selection: Checkboxes for selecting languages (AR, ZH, EN, FR, RU, ES, DE)
- Select All: Quick option to select all languages at once
- Side-by-side Layout: Input area on the left, progress details on the right
- Progress Tracking:
 - Total number of symbols to process
 - Start time display
 - Real-time elapsed time counter
 - Color-coded progress logs (info, success, error, warning)
 - Auto-scrolling log window with black background
- Processing: Downloads files sequentially for each symbol and selected language
- Output: Results table showing:
 - Document Symbol
 - Language
 - Filename
 - Status (Success/Failed)
 - Message
- Duplicate Removal: Automatically removes duplicate document symbols from input
- Validation: Button disabled when no valid symbols or languages are selected
- Clear Function: Resets form, progress, and results

Process:

1. User enters one or more document symbols (supports multiple symbols)
2. User selects one or more languages
3. System validates input (removes duplicates)
4. For each symbol and language combination:
 - Downloads PDF file from ODS

- Tracks progress with real-time logs
 - Records success or failure
5. Displays results in a table
6. Files are automatically downloaded to user's browser

Supported Languages:

- AR (Arabic)
- ZH (Chinese)
- EN (English)
- FR (French)
- RU (Russian)
- ES (Spanish)
- DE (German)

Progress Logs:

- **Info (Blue)**: General information about the download process
- **Success (Green)**: Successfully downloaded files
- **Error (Red)**: Failed downloads with error messages
- **Warning (Yellow)**: Warnings during processing

Analytics:

- All download actions are tracked in analytics
- Includes successful downloads, validation errors, and exception errors
- Analytics action: `batch_download_files_from_ods_endpoint`

5. Parameters Tab (Admin Only)

What it does: System administration features

Questions you can ask:

- "How do I manage sites?"
- "How to create a new user?"
- "How to view system logs?"
- "What permissions can I set for users?"

Features:

Site Management:

- Add sites with code (3-letter), label, and prefix (2-letter)
- Example: Code "NYC", Label "New York", Prefix "NX"

User Management:

- Create users with site assignment
- Set tab permissions:
- Display Metadata tab
- Create/Update Metadata tab
- Send Files tab
- Job Numbers tab
- Parameters tab

System Logs:

- View and export activity logs
- Filter by user, action, or date
- Export logs to CSV

5. Change Password Tab

What it does: User password management

Questions you can ask:

- "How do I change my password?"
- "What are the password requirements?"

Features:

- Email: Pre-filled with current user email
- New Password: Input field with validation (minimum 6 characters)
- Confirm Password: Confirmation field
- Validation: Ensures passwords match before submission
- Password is hashed before storage

Database Queries

The chatbot can query the odsActions MongoDB database. **All queries are READ-ONLY** - no modifications, creations, or deletions are performed.

Database Collections

The database contains 6 main collections:

1. Users Collection (ods_actions_users_collection)

- User accounts with permissions
- Site assignments
- Tab access permissions

2. Sites Collection (ods_actions_sites_collection)

- Site configurations
- Site codes and labels
- Job number prefixes

3. Logs Collection (ods_actions_logs_collection)

- System activity logs
- User actions
- Timestamps

4. Analytics Collection (ods_actions_analytics_collection)

- Detailed analytics data
- Operation results

- Action tracking
- 5. Job Numbers Collection** (`ods_actions_jobnumbers_collection`)
- Job number tracking
 - Document symbol associations
 - Language mappings
- 6. ODS Job Number Collection** (`ods_jobnumber_collection`)
- Released/unused job numbers

Basic Database Queries

Get Collection Counts

Ask:

- "How many records in each collection?"
- "Number of records in all collections"
- "Count of all collections"
- "Show me record counts for all collections"

Response: Count for each collection

Get Specific Collection Count

Ask:

- "How many users?"
- "Number of sites"
- "Count of logs"
- "How many analytics records?"
- "Total job numbers"

Response: Total count for the specified collection

Collection-Specific Queries

Users Collection

Query Users:

- "Show me all users"
- "List users"
- "Find user with email [email@example.com]"
- "Users from site [SITE]"

What you get:

- User email
- Site assignment

- Permissions (show_display, show_create_update, show_send_file, show_jobnumbers_management, show_parameters)
- Creation date

Sites Collection

Query Sites:

- "Show me all sites"
- "List sites"
- "What sites are available?"

What you get:

- Site code (3-letter)
- Site label/name
- Prefix for job numbers (2-letter)
- Creation date

Logs Collection

Query Logs:

- "Show me recent logs"
- "List logs"
- "What are the recent activities?"

What you get:

- User who performed the action
- Action description
- Date/timestamp

Analytics Collection

Query Analytics:

- "Show me analytics"
- "List analytics"
- "Recent analytics data"

What you get:

- User email
- Action type (e.g., "send_file_endpoint", "loading_symbol_endpoint")
- Date/timestamp
- Detailed operation results (data array)

Job Numbers Collection

Query Job Numbers:

- "Show me job numbers"
- "List job numbers"
- "Find job numbers for document symbol [A/RES/68/123]"
- "Job numbers for [NX900000]"
- "Last 100 job numbers created"
- "Recent 50 job numbers"
- "Show me the last job numbers created"
- "Total job numbers"
- "How many job numbers?"

What you get:

- Job number value
- Associated document symbol
- Language code (AR, ZH, EN, FR, RU, ES, DE)
- Creation date

Notes:

- When asking for "total job numbers" or "how many job numbers", you'll get the actual count of all job numbers in the database
- When asking for "last" or "recent" job numbers, you can specify a number (e.g., "last 100") or use the default of 100. Results are sorted by creation date with the most recent first

Group/Aggregation Queries

Group queries organize data by specific fields and provide counts and statistics.

Group Users by Site

Ask:

- "Group users by site"
- "Users grouped by site"
- "Show me users organized by site"

What you get:

- Site name
- Number of users per site
- List of users in each site with their permissions

Group Logs by User

Ask:

- "Logs grouped by user"
- "Group logs by user"
- "Show me logs per user"

What you get:

- User email
- Number of logs per user
- Latest and earliest log dates

Group Logs by Action

Ask:

- "Logs grouped by action"
- "Group logs by action type"
- "Show me logs by action"

What you get:

- Action type
- Count of logs per action

- Latest and earliest log dates

Group Job Numbers by Language

Ask:

- "Job numbers by language"
- "Group job numbers by language"
- "Job numbers grouped by language"

What you get:

- Language code (AR, ZH, EN, FR, RU, ES, DE)
- Count of job numbers per language
- Date ranges

Group Job Numbers by Document Symbol

Ask:

- "Job numbers by document symbol"
- "Group job numbers by docsymbol"
- "Job numbers grouped by document symbol"

What you get:

- Document symbol
- Count of job numbers per symbol
- Languages associated with each symbol

Group Analytics by Action

Ask:

- "Analytics grouped by action"
- "Group analytics by action type"
- "Analytics by action"

What you get:

- Action type
- Count of analytics records per action
- Date ranges

Group Analytics by User

Ask:

- "Analytics grouped by user"
- "Group analytics by user"
- "Analytics by user"

What you get:

- User email
- Count of analytics records per user
- Unique action types per user
- Date ranges

Group Analytics by Action and User

Ask:

- "Analytics by action and user"
- "Group analytics by action and user"
- "Analytics grouped by action and user"

What you get:

- Action type and user combination
- Count for each combination
- Date ranges

Date Range Queries

Query data within specific date ranges or grouped by day.

Logs by Date Range

Ask:

- "Logs since November 1st"
- "Logs from November 1"
- "Show me logs since Nov 1"

What you get: All logs from the specified date to now

Logs Per Day

Ask:

- "Logs per day since November first"
- "Logs by day since November 1st"
- "Logs each day from November 1"

What you get:

- Date (YYYY-MM-DD)
- Number of logs per day
- List of logs for each day

Analytics by Date Range

Ask:

- "Analytics since November 1st"
- "Analytics from November 1"
- "Show me analytics since Nov 1"

What you get: All analytics records from the specified date to now

Analytics Per Day

Ask:

- "Analytics per day since November first"
- "Analytics by day since November 1st"
- "Analytics each day from November 1"

What you get:

- Date (YYYY-MM-DD)
- Number of analytics records per day
- Unique users and actions per day
- List of analytics for each day

Date Format Support:

- Month names: "November", "Nov", "December", "Dec", etc.
- Day numbers: "1st", "1", "15", etc.
- Defaults to current year if not specified

Analytics-Specific Queries

Analytics Summary

Ask:

- "Analytics summary"
- "Analytics statistics"
- "Analytics stats"
- "Summary of analytics collection"

What you get:

- Total records
- Unique user count
- Unique action count
- List of all action types
- Earliest and latest dates

Analytics Action Types

Ask:

- "Analytics action types"
- "What action types are in analytics?"
- "List analytics action types"
- "Types of actions in analytics"

What you get:

- List of all unique action types:
- `send_file_endpoint` - File upload operations
- `loading_symbol_endpoint` - Metadata loading operations
- `create_metadata_ods` - Metadata creation/update operations
- And other action types

Files Sent Count

Ask:

- "How many files have been sent?"
- "Count files sent using analytics"
- "Number of files sent"
- "How many files have been sent using the analytics collection?"

What you get:

- Total number of files successfully sent
- Breakdown by action type (if detailed query)

How it works:

- Looks for analytics records with action `send_file_endpoint`
- Counts successful file sends from the data array
- Only counts files with result "downloaded and sent successfully!!!"

Database Information Queries

Database Structure

Ask:

- "Database info"
- "Database structure"
- "What collections are in the database?"
- "Show me database information"

What you get:

- List of all collections
- Statistics for each collection
- Collection names and document counts

Collection Summary

Ask:

- "Summary of users collection"
- "Statistics for logs collection"
- "Stats for analytics collection"

What you get:

- Total document count
- Field information
- Sample data structure

Query Examples

Example 1: Application Feature Question

Question: "How do I display metadata for a document symbol?"

Response: Step-by-step instructions for using the Display Metadata tab

Example 2: Basic Count

Question: "How many users are in the database?"

Response: Total count of users

Example 3: Group Query

Question: "Group users by site"

Response: List of sites with user counts and user details

Example 4: Date Range

Question: "Logs per day since November first"

Response: Daily breakdown of logs with counts and details

Example 5: Analytics Summary

Question: "Analytics summary"

Response: Overall statistics including total records, unique users, action types

Example 6: Files Sent

Question: "How many files have been sent using the analytics collection?"

Response: Total count of successfully sent files

Example 7: Specific Collection Count

Question: "Number of records in each collection"

Response: Count for all collections (users, sites, logs, analytics, job numbers)

Example 8: Job Numbers by Language

Question: "Job numbers by language"

Response: Breakdown showing count of job numbers per language

Example 9: Last Job Numbers Created

Question: "Can I see the last 100 job numbers created?"

Response: List of the 100 most recently created job numbers, sorted by creation date (most recent first), showing job number value, document symbol, language, and creation date

Example 10: Analytics by Action

Question: "Analytics grouped by action"

Response: Count of analytics records per action type

Example 11: Application Workflow

Question: "How do I send files to ODS?"

Response: Complete workflow explanation for the Send Files tab

Tips & Best Practices

Asking Effective Questions

1. Be Specific

- "How many users are in the database?"
- "Tell me about users"

2. Use Clear Language

- "Group logs by user"
- "logs user group"

3. Combine Concepts

- "Analytics per day since November first"
- "Logs grouped by action since November 1st"

4. Ask Follow-up Questions

- The chatbot maintains context, so you can ask:
- "Show me more details"
- "What about sites?"
- "Can you group that by user?"

Query Optimization

1. For Counts:

Use "how many" or "count" for faster responses

2. For Details:

Be specific about what information you need

3. For Large Datasets:

Use date ranges or grouping to get manageable results

4. For Analytics: Use summary queries for overview, detailed queries for specifics

Understanding Responses

- **Count Queries:** Return numbers quickly
- **List Queries:** Return formatted data with details
- **Group Queries:** Return organized, aggregated data
- **Summary Queries:** Return statistics and overviews

Troubleshooting

Common Issues and Solutions

Issue: "No response" or "Response was blocked"

Solutions:

- Try rephrasing your question
- Break complex questions into smaller parts
- Use simpler language
- Check if your question contains database keywords

Issue: "Response was truncated"

Solutions:

- Ask for counts instead of full data
- Use date ranges to limit results
- Request summaries instead of detailed lists
- Break your query into multiple smaller questions

Issue: "Wrong results" or "Not what I expected"

Solutions:

- Be more specific about what you're looking for
- Use collection names explicitly (e.g., "analytics collection")
- Check your spelling and terminology
- Try different phrasings

Issue: "Analytics queries not working"

Solutions:

- Make sure you mention "analytics" in your question
- Try "analytics summary" or "how many analytics records"
- Use specific queries like "analytics by action"
- Check if you're asking about the right collection

Getting Help

If you're having trouble:

1. Try simpler questions first
2. Check the examples in this manual
3. Use the query patterns listed below
4. Be specific about what you need

Query Patterns Reference

Count Patterns

- "how many [collection]"
- "count [collection]"
- "number of [collection]"
- "total [collection]"

List Patterns

- "show me [collection]"
- "list [collection]"
- "find [entity]"

Group Patterns

- "[entity] grouped by [field]"
- "group [entity] by [field]"
- "[entity] by [field]"

Date Patterns

- "since [month] [day]"
- "from [month] [day]"
- "per day since [date]"
- "by day from [date]"

Summary Patterns

- "[collection] summary"
- "[collection] statistics"
- "[collection] stats"

Application Architecture Questions

The chatbot can also answer questions about the application architecture:

Technology Stack

Ask:

- "What technologies does ODS Actions use?"
- "What is the frontend built with?"
- "What database does it use?"

Response: Information about Vue.js, Flask, MongoDB, etc.

API Endpoints

Ask:

- "What API endpoints are available?"
- "How does authentication work?"
- "What is the /loading_symbol endpoint?"

Response: Details about REST API endpoints and their usage

Workflows

Ask:

- "How does file upload work?"
- "What is the process for sending metadata?"
- "How are job numbers generated?"

Response: Step-by-step workflow explanations

Security & Permissions

User Permissions

Ask:

- "What permissions can users have?"

- "How are permissions set?"
- "What is the permission system?"

Response: Information about tab-level access control

Authentication

Ask:

- "How does login work?"
- "How are passwords stored?"
- "What is session management?"

Response: Details about authentication and security features

Quick Reference Card

Application Features

Feature	Ask About
Display Metadata	"How do I display metadata?"
Send Metadata	"How to send metadata to ODS?"
Send Files	"How do I upload files?"
Download Files	"How do I download files from ODS?"
User Management	"How to create a user?"
Site Management	"How to add a site?"
Logs	"How to view system logs?"

Database Queries

Query Type	Example
Count	"How many users?"
List	"Show me all sites"
Group	"Users grouped by site"
Date Range	"Logs since November 1st"
Per Day	"Logs per day since November first"

Summary	"Analytics summary"
Action Types	"Analytics action types"
Files Sent	"How many files have been sent?"
By Field	"Job numbers by language"

Common Questions

- "How do I [feature]?" - Get step-by-step instructions
- "What is [feature]?" - Get feature explanation
- "How many [collection]?" - Get count
- "[Entity] grouped by [field]" - Get grouped data
- "[Collection] summary" - Get statistics

Important Notes

Read-Only Database Access

■■ All database queries are READ-ONLY

- No data is modified
- No records are created
- No records are deleted
- Safe to query anytime

Response Limits

- Default queries: 50-100 records
- Date range queries: Up to 1000 records
- Group queries: Up to 50-100 groups
- Large results may be truncated with a note

Date Handling

- Understands month names: "November", "Nov", "December", "Dec", etc.
- Understands day numbers: "1st", "1", "15", etc.
- Defaults to current year if year not specified
- Supports formats: "since November 1st", "from Nov 1", etc.

Language Support

The system supports 7 official languages:

- AR (Arabic) - Index 0
- ZH (Chinese) - Index 1
- EN (English) - Index 2
- FR (French) - Index 3
- RU (Russian) - Index 4
- ES (Spanish) - Index 5
- DE (German) - Index 6

Advanced Topics

Understanding Analytics Data

Analytics records contain:

- ****user****: User email who performed the action
- ****action****: Action type (e.g., "send_file_endpoint")
- ****date****: Timestamp of the action
- ****data****: Array of operation results

For file sends, the data array contains:

- List of file operation results
- Each result has: filename, docsymbol, language, jobnumber, result
- Success indicator: "downloaded and sent successfully!!!"

Job Number System

Job numbers are:

- Generated with site-specific prefixes (e.g., "NX900000")
- Associated with document symbols
- Mapped to languages (AR=0, ZH=1, EN=2, FR=3, RU=4, ES=5, DE=6)
- Tracked in the job numbers collection

File Upload Process

When files are sent:

1. Document symbol is validated in ODS
2. Files are downloaded from Central Database (CDB)
3. Files are uploaded to ODS with job numbers
4. Release dates are updated if needed
5. Unused job numbers are released
6. Temporary files are cleaned
7. Results are stored in analytics collection

Conclusion

The ODS Actions Chatbot is a powerful tool for:

- Learning about the application
- Getting help with features
- Querying the database
- Understanding system workflows
- Analyzing data and statistics

Remember:

- Ask questions in natural language
- Be specific for better results
- Use the examples as a guide
- All database queries are safe (read-only)

Happy querying!

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For technical details about the database schema, see the ODS Actions technical documentation.