

Navigating MyAI Builder

This document provides a walkthrough of each section within the MyAI Builder interface.

Key Terms

Builder: Responsible for creating a GPT and publishing it so that Viewers can interact with the content. Builders have the ability to choose models, set parameters, and customize the experience for Viewers.

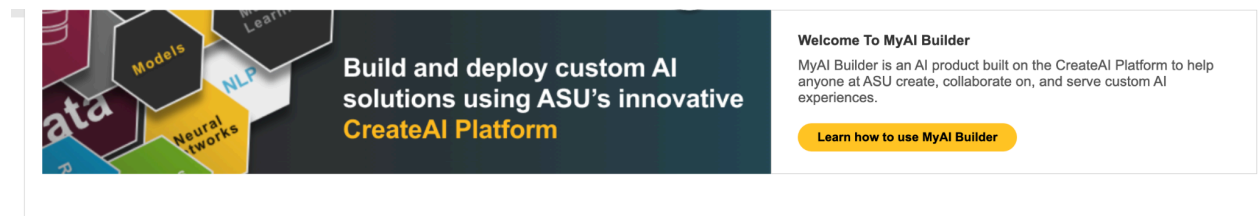
Viewer: This is a user who interacts with the GPTs published by Builders. Viewers can enter prompts and receive responses, as well as see the history of their chats. Views cannot edit the features and functions of the GPT.

Dashboard

The Dashboard Header has a “create new project” button that will allow users to start making their own project. Once that is selected and the user opens up the initial “new project” screen the header will change.



Walkthrough: MyAI Builder Welcome Page on Dashboard



This page is the introductory landing page for MyAI Builder, a tool built on ASU's CreateAI Platform. It's designed to help anyone at ASU build, collaborate on, and

deploy custom AI solutions with ease.

- ♦ On the left side, you'll see a visual banner that reinforces the purpose:

“Build and deploy custom AI solutions using ASU’s innovative CreateAI Platform.”

- ♦ On the right side, there’s a brief welcome message explaining what MyAI Builder is and who it’s for essentially, it’s a no-code/low-code platform that empowers the ASU community to bring their AI ideas to life.

- ♦ Key action:

The yellow button **“Learn how to use MyAI Builder”** links to a helpful documentation page or guide. This guide walks you through how to get started, create projects, collaborate with others, and deploy AI experiences.

Project Header

After logging into a project, the project header has two features 1. Sharing and 2.View App.



The “Share” button:

Project builders can use the “share” button to add users as co-editors and/or viewers via ASURITE ID. The project owner/co-editor can edit the configurations of the project and see which users already have access to this project.

1. Click the Share button and then the user can add new users to the project by the other users' ASURITE ID. Once a user is added the builder or editor can determine if the new user has “can view” or “can edit” role privileges.
2. The “can view” role privilege will only allow users to view the project and interact with the bot.
3. The “can edit” role privilege will allow for the users to edit the project.
4. Note that for anyone to be added as co-editor of the project, they must have an active ASURITE ID and have been approved access to MyAI Builder. If the user has not been approved access to MyAI Builder, they can request access through this form link: <https://ai.asu.edu/technical-foundation/join-the-create-ai-lab-user-group>. Anyone with an active ASURITE ID can be added as a viewer of the project.
5. Builder/co-editors can see which users have what access to the project by clicking the “view all user with access” button.

The “View app” button:

Once the user has enabled a web app in the Basic tab, the “view app” button will appear in the project header. If the “enable web app” is not activated then the “view app” button will not appear. This will direct the user to the bot as a viewer.

A few notes about sharing a project with co-editors and viewers:

1. If the “publish project” in the Basic tab is not switched on, a user who has been added as a viewer will not be able to access the bot.
2. The people added as editor or viewer do not automatically get any notifications. So the owner of the bot will need to send them the proper link.
3. The link to the project as a builder/editor is different from the link to the project as a viewer. Choose accordingly.

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Share Prompt Coach bot

[View all users with access](#)

Select users that will have access to your project

Add others using ASURITE (comma separated)

+ Add

🔗 Copy Viewer Link

🔗 Copy Editor Link

Share Prompt Coach Inc

X

←

Share Prompt Coach Inc

Q Search users here...

User ▾

John Doe
john.doe@company.com

Owner

Jane Smith
jane.smith@company.com

Can edit ▾

Mike Johnson
mike.johnson@company.com

Can view ▾

Sarah Lee
sarah.lee@company.com

Can view ▾

David White
david.white@company.com

Can view ▾

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1

2

3

4

>

is prompt and context here and I'll help review it

Basic Tab

[Basic Tab Video Tutorial](#)

- **Project Name:** The name that the viewer will see.
- **Choose a Model:** This dropdown menu allows you to select the AI model that you want to use. Different models might have varying capabilities, performance, or specializations. You may use the [Model Comparison tool](#) to test how different models perform for your use cases.
- **Custom Instructions:** This is the system prompt of the chatbot. It allows you to input specific instructions or context that will guide how the AI behaves or responds within the current project.
 - An example of custom instructions:
"Use the following logic to answer the user's inquiries:
If the user typed A, then greet the user in French and bold the text.
If the user typed B, then greet the user in Japanese.
If the user typed C, then greet the user in Chinese and use italics in response."
 -
- **Advanced Settings:** Enabling this tab will unlock the features for temperature, enhanced prompt parameters (timezone, time, date, verbosity, and enable response caching).
- **Temperature:** This slider adjusts the "temperature" setting of the model, which controls the randomness or creativity of the AI's responses.
 - A lower temperature (closer to 0.1) makes the AI more focused and deterministic, leading to more predictable and less varied outputs. Choose a lower temperature when you want the output to be consistent, such as in data analysis, information retrieval, report generation tasks.
 - A higher temperature (closer to 1.0) increases the randomness, making the AI's responses more creative and diverse. Choose a higher temperature when you want the output to be creative, such as in brainstorming tasks.
- **Timezone:** Select your time zone to ensure date and time-related responses are accurate. This helps the AI tailor outputs to your local time settings.
- **Time & Date:** This will determine whether the model considers the current time in its responses.
- **Verbosity:** This is where you can adjust the level of detail in the AI's responses. Set to brief, detailed, or succinct to control how much information the model provides in each reply.
- **Enable response caching:** By enabling this option to cache AI responses, allowing quicker access to previously generated replies within the same conversation for improved efficiency.
- **Enable Assets Search:** Enabling this will restrict the model to only answering questions from your files. When enabled, you can upload files that the AI can use as reference material.

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BasicAdvanced

Project name ⓘ

ModelAdvanced settings ☒

Choose a Model ⓘ

GPT 4o

Custom instructions ⓘ

Please input your system prompt here

Temperature ⓘ

Temperature controls how creative or focused the AI's responses are. A lower temperature makes answers more predictable, while a higher temperature makes them more diverse and creative.

0.0

0.11.0

Enhanced prompt

These parameters are not specific to the model or search settings, but are required unless a default value is provided.

Timezone ⓘ

MST

Time ⓘ☐

Date ⓘ☐

Verbosity ⓘ

Enable response caching ⓘ☐

Knowledge base

Your knowledge base is a library of files and ASU URLs that your AI project can use to provide more accurate and helpful answers. Upload and manage them here.

(1) file searchable, (0) URL searchable

Enable assets search ⓘ☐

Manage knowledge base

Enable web app ☒

By default, projects are private unless you add viewers using their ASURITE IDs.

App URL

https://app-beta.simi.asu.edu/2bd3ea0e... ⓘ

Viewers ⓘ

Add viewers

Update settings

- **Manage knowledge base:** Knowledge Base is a library of files and ASU URLs that your AI project can use to provide more accurate and helpful answers. Users can upload and manage files here.
- **Publish project:** Enabling this will make your GPT bot accessible to co-editors and viewers through web-interface
- **App URL:** This is where the chatbot's URL is located and ready to be copied.
- **Update Settings:** After making changes in the "Project details" section, clicking the "Update Settings" button will save those changes.

Resources:

- [Model Comparison](#) - this tool allows a builder to write a prompt and then select up to 6 different models to compare the output. A comparison can be made against the quality of the output, the total cost of the prompt and response, as well as the time it took to relay the output.
- [ASU GPT](#) - prior to choosing a model in MyAI Builder, builders can upload a document, choose a model, and then quickly begin asking questions to solidify their model choice.
- [LMSYS Chatbot Arena Board](#) - LMSYS Chatbot Arena is a crowdsourced open platform for LLM evals.
- [AI Playground](#) - Another option for comparing and learning about AI tools.

Basic Tab: Manage Knowledge Base

[Manage Knowledge Base Video Tutorial](#)

Your knowledge base




Your knowledge base is a library of files and ASU URLs that your AI project can use to provide more accurate and helpful answers. Upload and manage them below.

Files

Upload files Supported types: pdf, doc(x), and txt

Search...

In GPT Interactions

<input type="checkbox"/>	Name	Status	Uploaded on	Size	Include or exclude files	
					In GPT Interactions ⓘ	
<input type="checkbox"/>	 MyAI Builder Onboarding.docx	✓ Searchable	12/23/2024	17.01 KiB		

Delete selected files

Save changes

- **Upload Files:** This section allows you to upload your files by selecting files from your computer. Documents with a green checkmark in the Status column are ready to be searched. File types currently supported in Knowledge Base include '.csv', '.eml', '.msg', '.epub', '.xlsx', '.html', '.htm', '.md', '.org', '.odt', '.pdf', '.txt', '.text', '.log', '.pptx', '.rst', '.rtf', '.tsv', '.docx', '.xml', '.json', '.web', '.js', '.py', '.java', '.cpp', '.cc', '.c', '.cs', '.php', '.rb', '.swift', '.ts', '.go'. The default limit for all file types is 20 MB. If your file is bigger than 20 MB, we recommend that you split it into smaller files.
- **Search:** This allows you to search through the file names of your uploaded files
- **In GPT Interactions:** By clicking the eye icon in this column this will include or exclude files from GPT interactions. The files included may be referenced in your GPT responses, but not all data is guaranteed to appear. Excluded files will be ignored
- **Delete:** This will delete any existing uploaded documents from your knowledge base
- **Delete Selected files:** After selecting files with the far left boxes, this button will delete those files
- **Save Changes:** After making changes in the Knowledge Base section, clicking the “Save Changes” button will save those changes.


URLs

Add any ASU website URL to your knowledge base. It will be automatically scraped and indexed. Choose up to 4 layers of pages and decide if documents and PDFs should also be included.

Add URL

Search...

In GPT Interactions

<input type="checkbox"/>		Name	Status	Added on	Index level	Include docs/PDFs	Include or exclude uris		
							In GPT Interactions ⓘ		
<div><p>No Data Found</p></div>									

Delete selected uris

Save changes

- **Add URL:** This section allows you to upload your files by entering ASU URL links into the pop-up window. URLs with a green checkmark in the Status column are ready to be searched.
 - **Indexing depth level:** Enter in a number to instruct your GPT on what level it should dig deeper into the URI link you have provided to search for information.

- A higher value retrieves more content from deeper pages within the website.
- **Enabling document indexing:** Toggle to include or exclude PDF and DOCX documents in the scraping results. When enabled, documents will be retrieved during the scraping process.
 - **Submit:** After making changes in the Add URL pop-up window, clicking the “Submit” button will save those changes.
 - **Search:** This allows you to search through the file names of your uploaded files
 - **In GPT Interactions:** By clicking the eye icon in this column this will include or exclude files from GPT interactions. The files included may be referenced in your GPT responses, but not all data is guaranteed to appear. Excluded files will be ignored
 - **Delete:** This will delete any existing uploaded documents from your knowledge base
 - **Delete Selected URLs:** After selecting files with the far left boxes, this button will delete those URLs
 - **Save Changes:** After making changes in the Knowledge Base section, clicking the “Save Changes” button will save those changes.

Advanced Tab: Project

[Advanced Tab - Project Video Tutorial](#)

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BasicAdvanced

Project ^

Project description ?

brand new bot

Enable chat memory ?

☒

Enable File Upload ?

☐

Delete project

Permanently delete your project and all of its assets. This action can not be undone.

Delete this project

Update settings

- **Project Description:** This area is for entering a description of the project and is viewer facing.
- **Enable Chat Memory:** On by default. When enabled, the bot can remember previous interactions within the same conversation. Turning this feature on can be costly as the entire conversation is passed to the LLM in a back-and-forth conversation.
- **Enable File Upload:** Off by default. Turning this on will allow viewers of the chatbot to upload files.
- **Delete this Project:** This button allows you to delete the project. It's a cautionary action, as deleting a project will likely remove all associated data and settings.
- **Update Settings:** After making changes in the "Project details" section, clicking the "Update Settings" button will save those changes.

Advanced Tab: Knowledge Base

- **Show Citations:** by enabling this option the bot will include citations in the responses, providing sources and references for the information provided.
- **Data usage preference:** Select one of the following option for how you want your uploaded media/data to be used:
 - **Only your uploaded documents:** The system will focus only on the information from the documents you have uploaded into the knowledge base
 - **Combine LLM Knowledge and Your Uploaded Documents:** The system will use both the language model's knowledge and the information from the document you upload
 - **Custom Search Mode:** The system will use the information from search prompts to retrieve relevant information from the document model.
- **Advanced Search:** This section gives you powerful features to interact with your files in an OpenSearch vector database. In most cases, the default values will provide reliable and effective results.
 - **Retrieval type:** This allows you to determine how information is retrieved from the selection in the dropdown
 - "Chunk" retrieves sections relevant to the user prompt,
 - "Neighbor" retrieves sections relevant to the user prompt and the surrounding sections,
 - "Document" retrieves the entire document where the sections relevant to the user prompt are found.
 - **Top K:** Set the number of top results the AI retrieves or considers. A higher 'K' value means more results are evaluated, which can improve accuracy but may slow down response time.
 - When Retrieval Type is set to "Chunk", the top K sections most relevant to the user prompt are retrieved.
 - When Retrieval Type is set to "Neighbor", the top K sections most relevant to the user prompt and the surrounding sections before and after are retrieved. This method basically retrieves bigger chunks.
 - When Retrieval Type is set to "Document", the documents of the top K sections most relevant to the user prompt are retrieved. This method is

The screenshot shows the 'Advanced' tab of the 'Knowledge base' settings. At the top, there are 'Basic' and 'Advanced' tabs, with 'Advanced' being the active one. Below the tabs, the 'Knowledge base' title is followed by an upward arrow. The 'Show citations' toggle is turned on. The 'Data usage preference' section has a heading and a description: 'Please select one of the following option for how you want your uploaded media/data to be used:'. It contains three radio button options: 'Only your uploaded documents' (selected), 'Combine LLM Knowledge and Your Uploaded Documents', and 'Custom Search Mode'. The 'Advanced search' section has a heading and a description: 'Advanced search allows you powerful features to interact with your files in an OpenSearch vector database. In most cases, the default values will provide reliable and effective results.' It includes a 'Retrieval type' dropdown menu set to 'Chunk', a 'Top K' slider set to 3 (with a range from 0 to 50), and an 'Expressions' section with a text input field containing a custom expression: 'corresponding_filter' && metadata2 == corresponding_filter. At the bottom right, there is an 'Update settings' button.

Basic Advanced

Knowledge base ^

Show citations ⓘ ☒

Data usage preference

Please select one of the following option for how you want your uploaded media/data to be used:

Only your uploaded documents ^

☒ The system will focus exclusively on the information from the document you...

Combine LLM Knowledge and Your Uploaded Documents ^

☐ The system will use both the language model's knowledge and the information from the document you upload.

Custom Search Mode v

Advanced search

Advanced search allows you powerful features to interact with your files in an OpenSearch vector database. In most cases, the default values will provide reliable and effective results.

Retrieval type ⓘ

Chunk v

Top K ⓘ

Set the number of chunks or documents you want to retrieve here. Keep in mind, a higher number may slow response time and potentially reduce quality.

3

0 50

Expressions

Define a custom expression to filter the results. Example: "metadata1 == 'corresponding_filter' && metadata2 == 'corresponding_filter'"

Update settings

useful when LLM needs the context of the entire documents.

- The more information retrieved - by adjusting the retrieval method and the Top K value - the more context information the LLM has access to, but the longer it takes for LLM to respond.
- **Expressions:** provide a custom expression to filter the results the GPT bot provides
 - Example: "metadata1 == 'corresponding_filter' && metadata2 == 'corresponding_filter'"
- **Update Settings:** After making changes in the "UI Builder" section, clicking the "Update Settings" button will save those changes.

Advanced Tab: Interface - Access Control

If you are the owner of a project, you will see the Access Control panel under Interface. However, this feature is being deprecated. To share your project with co-editors or viewers, please use the Share button in the project header.

Advanced Tab: Interface - UI Builder

- **Title:** The project title will default to your project name, but you can override it here. The eye symbol will remove the title from the bot for the Viewers when deactivated.
- **Sub-title:** Add a sub-title to provide additional context or information for your project. The eye symbol will remove the title from the bot for the Viewers when deactivated.
- **+ Add Conversation Starter:** This allows you to add predefined prompt(s) designed to engage users and guide them in interacting with your bot. Click the + button to start adding conversation starters. Conversation starters are organized into groups or themes.
- **Add Conversation Group +:** Create groups of questions or topics. Each group can focus on different areas of interest, providing a more organized and structured way for users to interact with the bot.
 - **Column Title:** Give the conversation group a name. For example, “FAQ”, “How to”, etc.
 - Underneath the Column Title you can enter the predetermined prompts to guide the user.
- **Input box text:** The placeholder text is what appears inside the input box before the user types anything. It can be a prompt or an example of what the user should input (e.g., “Type your question here...”). The eye symbol will remove the title from the bot for the Viewers when deactivated.
- **Disclaimer message:** This field allows you to add a disclaimer or additional information that will appear beneath the input box where users type their queries. It can be used to provide disclaimers, usage instructions, or other relevant information. The eye symbol will remove the title from the bot for the Viewers when deactivated.

UI Builder

Use the UI builder to customize and toggle elements of the interface on or off for a personalized design experience.

Title ⓘ

Ⓛ

Sub-title ⓘ

Ⓛ

Conversation starters ⓘ **+**

Bot Name ⓘ

Input box text ⓘ

Ⓛ

Disclaimer message ⓘ

Ⓛ

Update settings

- **Update Settings:** After making changes in the “UI Builder” section, clicking the “Update Settings” button will save those changes.