GKChatty Admin Quick Reference
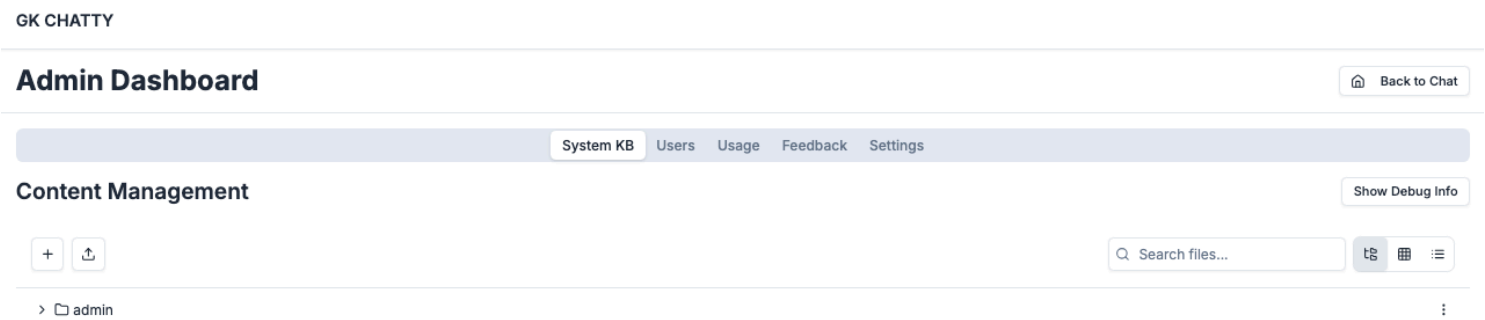
Access

Admin Panel → Click "Admin Dashboard" in left sidebar (requires admin role)

GK CHATTY

Admin Dashboard   ⌂ Back to Chat

System KB | Users | Usage | Feedback | Settings

Content Management   Show Debug Info

[+] [⬆]   🔍 Search files...   [⊟] [⊞] [☰]

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User Management

Action	Steps
Create	Users tab → Create User → Fill username/email/password/role → Create
Edit	Find user → Edit → Modify → Save
Delete	Find user → Delete → Confirm (removes all user data permanently)
Reset Password	Find user → Reset Password → Enter new → User must change on login
Change Role	Find user → Toggle role badge (user ↔ admin)

Roles: `user` = Chat + upload personal docs | `admin` = Full access + manage system

System Knowledge Base

Action	Steps
Upload	System KB tab → Upload → Select PDF/TXT/MD → Wait for indexing
Batch Upload	Drag multiple files to upload zone

Delete One	Find doc → Delete → Confirm
Delete All	Delete All Documents → Type confirmation → Confirm
Re-index	Re-index All (use if search not working)

Tenant Knowledge Base (Team KBs)

Action	Steps
Create	Tenant KB tab → Create → Name + Description → Create
Add Users	Select KB → Manage Users → Search → Add
Remove Users	Select KB → Find user → Remove
Upload Docs	Select KB → Upload Documents
Delete KB	Select KB → Delete (removes all docs)

Persona Management

Action	Steps
Create	Personas tab → Create → Name + System Prompt → Save
Set Default	Find persona → Set as Default
Edit	Find persona → Edit → Modify prompts → Save
Delete	Find persona → Delete (cannot delete default)

Prompt Examples:

- Professional: "Be helpful, courteous, cite documentation"
- Technical: "Provide detailed technical explanations with examples"
- Executive: "Provide concise summaries, focus on key takeaways"

OpenAI Configuration

Settings tab → OpenAI Config:

Setting	Recommended
Primary Model	gpt-4o-mini (fast+quality) or gpt-4o (best quality)
Fallback Model	gpt-3.5-turbo
Embedding Model	text-embedding-3-small
Test Connection	Click to verify API key

Usage & Monitoring

View	Location
System Stats	Stats/Usage tab → Total docs, chats, messages
Per-User Usage	Usage tab → Token consumption, costs by user

Server Health	Server Info → Uptime, memory, DB status

Feedback Management

Feedback tab → View submissions → Delete individual or Delete All

Maintenance Operations

Operation	When to Use
Re-index System KB	Search not returning expected results
Re-index User Docs	User search inconsistent
Fix Metadata (Dry Run)	Preview fixes before applying
Fix Metadata (Execute)	Apply vector database fixes
Purge Default Namespace	Clean orphaned vectors
Pinecone Stats	Monitor vector database health

Security Checklist

- ☐ Strong passwords (8+ chars, complexity)
- ☐ Review user list monthly
- ☐ Remove inactive users
- ☐ Only grant admin to those who need it
- ☐ Rotate API keys periodically
- ☐ Avoid uploading docs with PII/secrets
- ☐ Use Tenant KBs for restricted content

Quick Troubleshooting

Issue	Fix
User can't login	Verify account exists, reset password, check active status
Docs not in search	Check processing status, re-index, verify search mode
AI slow	Check server memory, OpenAI status, consider faster model
Upload fails	Check file type, size limits, server disk space
Admin panel won't load	Verify admin role, clear cache, check browser console

Rate Limits (Production)

Type	Limit
AI/Chat	500 req/min
Upload	150 req/5min
Auth	20 req/min
Admin	200 req/15min