GKChatty Staff Quick Reference
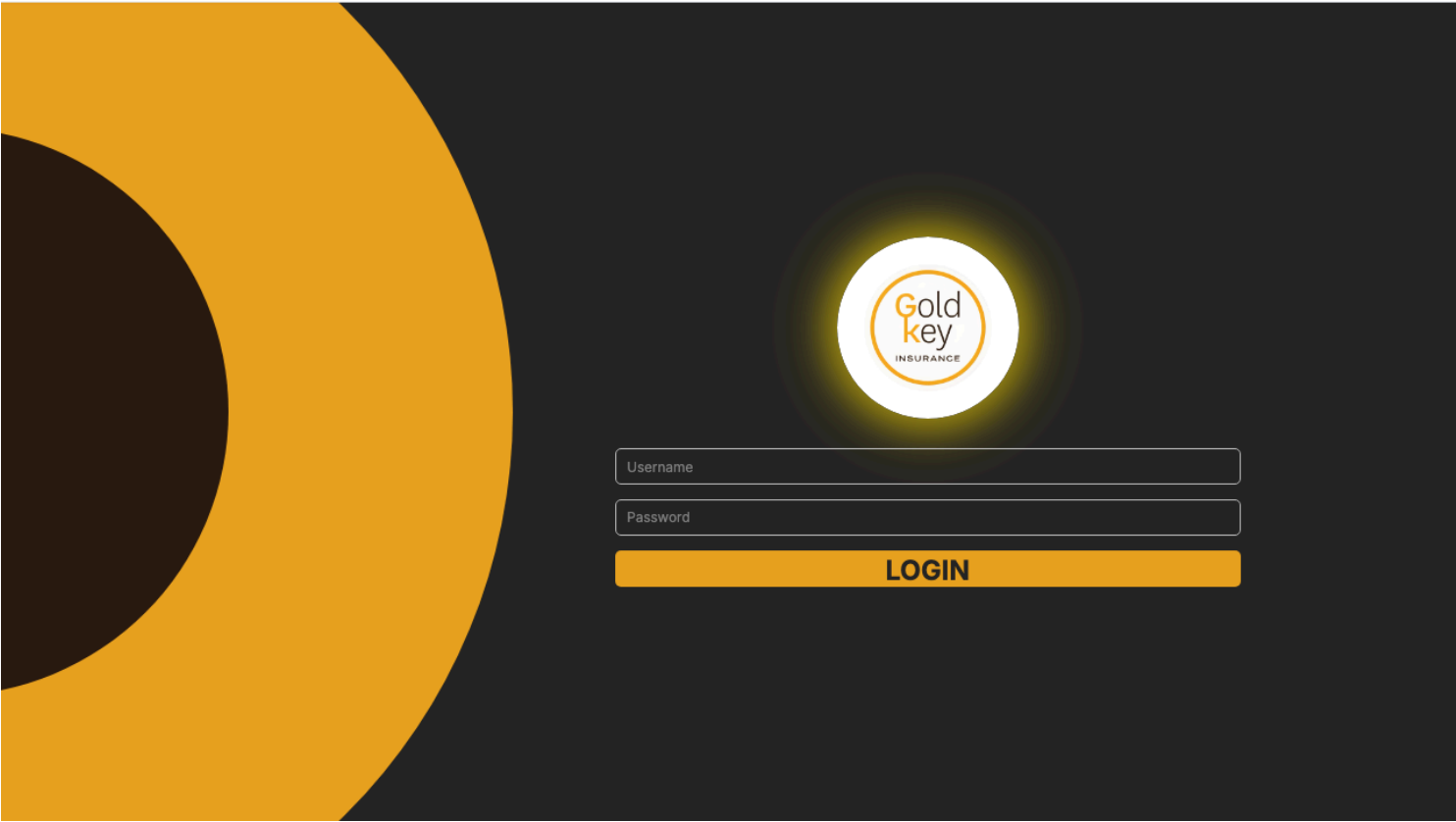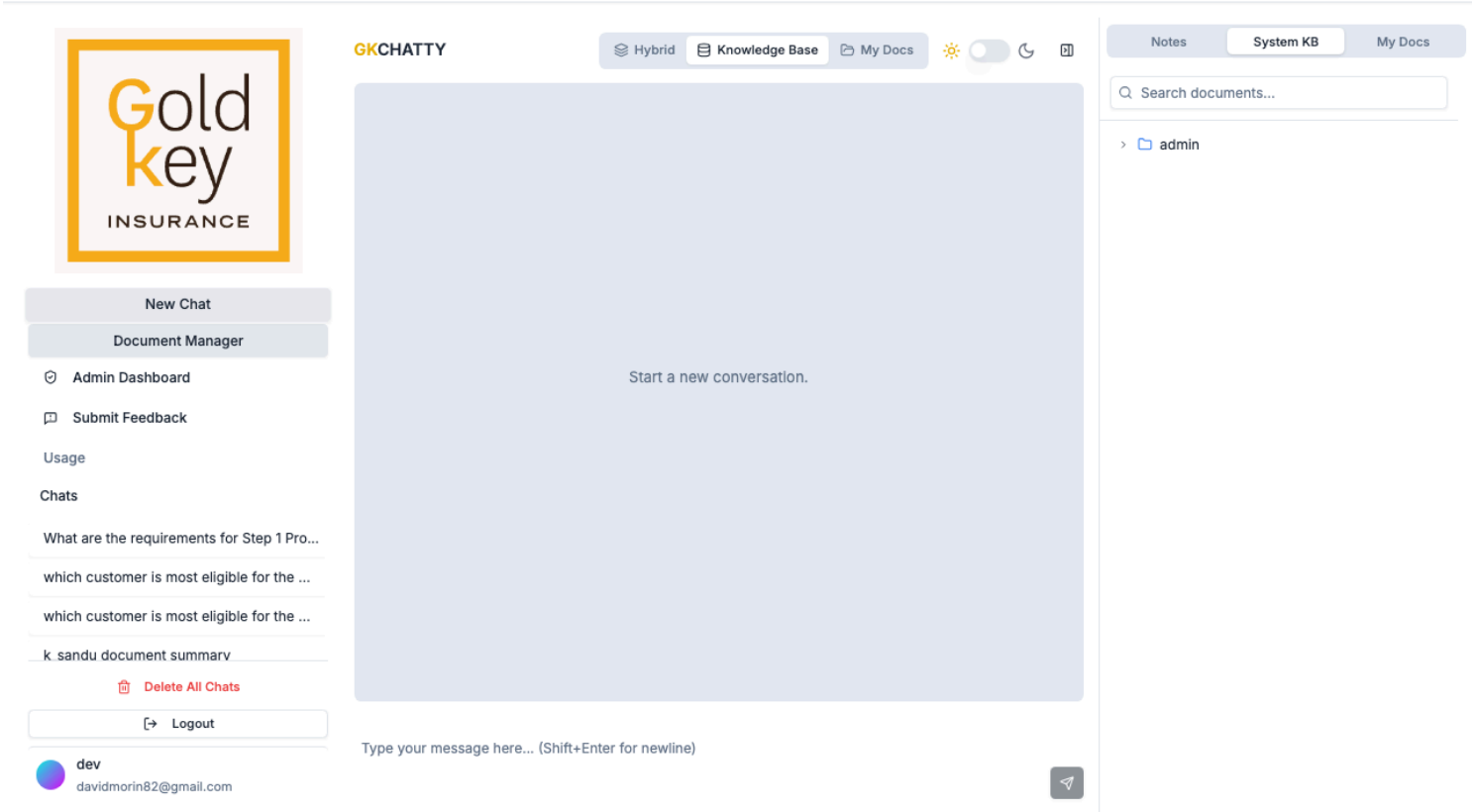
Login

Enter your **username** and **password**, then click **LOGIN**.

Main Interface

Area	Purpose
Left Sidebar	New Chat, Document Manager, Chat history, Logout
Center	Chat messages + input box
Right Panel	Notes, System KB, My Documents tabs
Top Bar	Hybrid/Knowledge Base/My Docs toggle, dark mode

Asking Questions

1. Type question in input box at bottom
2. Press **Enter** or click send button
3. Response includes: Answer + Source citations

Tips: Be specific | Include dates/names | Check sources

Search Modes (Top toggles)

Mode	Searches	Use For
Knowledge Base	Organization docs	Company-wide info
My Docs	Your uploads only	Personal references
Hybrid	Both sources	Comprehensive search

Key Features

Feature	How To
New Chat	Click "New Chat" in sidebar
Upload Docs	Document Manager > Upload
View History	Click chat title in sidebar
Add Notes	Right panel > Notes tab
Dark Mode	Toggle sun/moon icon in top bar

Document Management

- **Upload**: Document Manager > Select PDF/TXT/MD
- **Organize**: Create folders, drag documents
- **Delete**: Click trash icon on document

Troubleshooting

Issue	Fix
No results	Check search mode, rephrase question
Slow response	Wait for progress indicator
Upload fails	Check file type (PDF/TXT/MD only)

v1.0 | Dec 2024 | Contact admin for support