

# Instructions for CAITLibot configuration & customisation:

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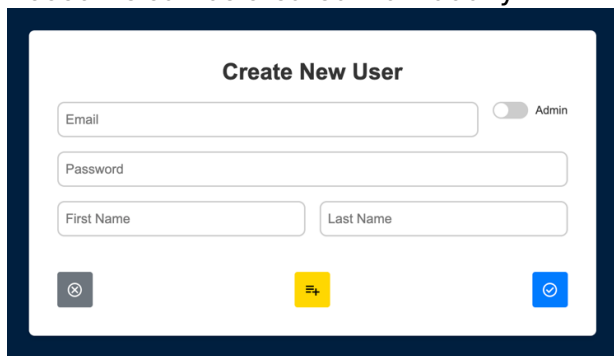
## 1. Adding user accounts

User accounts in CAITLibot are (currently) stand-alone with distinct passwords.

CAITLibot has no access to any email systems, so although email addresses are used as usernames the system can't actually send emails to that user. Therefore, at present, it is essential to email the users manually with their credentials.

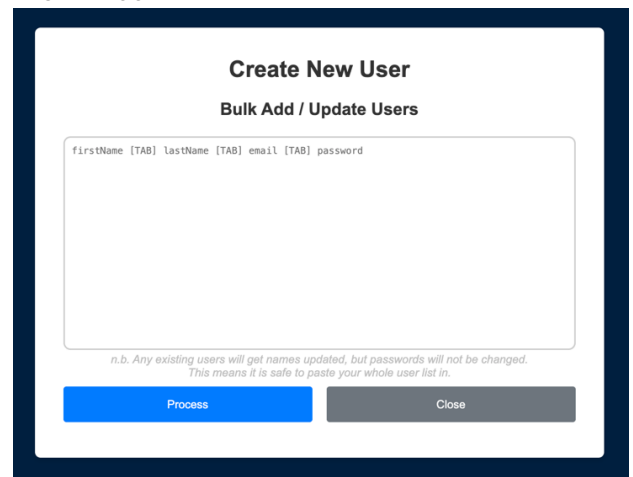
At Eton, a Microsoft Word / Excel Spreadsheet mail merge was used and worked smoothly.

Accounts can be created individually...



The screenshot shows a web form titled "Create New User". It has four input fields: "Email", "Password", "First Name", and "Last Name". There is a toggle switch labeled "Admin" next to the "Email" field. At the bottom, there are three buttons: a grey "Cancel" button with an 'X' icon, a yellow "Add" button with a plus icon, and a blue "Save" button with a checkmark icon.

...on in bulk.



The screenshot shows a web form titled "Create New User" with a sub-header "Bulk Add / Update Users". It features a large text area for pasting data, with a placeholder text "firstName [TAB] lastName [TAB] email [TAB] password". Below the text area, there is a small note: "n.b. Any existing users will get names updated, but passwords will not be changed. This means it is safe to paste your whole user list in." At the bottom, there are two buttons: a blue "Process" button and a grey "Close" button.

If an Excel spreadsheet is created with the following columns...

Firstname	Lastname	Email	Password
Joe	Bloggs	jb@caitlibot.com	DCI-768%288-wsg

...then the data (excluding headers) can be pasted into the text box for bulk user creation.

Here is a magic formula to create passwords:

```
= CHAR(RANDBETWEEN(0,25)+65) & CHAR(RANDBETWEEN(0,25)+65) &  
CHAR(RANDBETWEEN(0,25)+65) & "-" & RANDBETWEEN(0,9) & RANDBETWEEN(0,9) &  
RANDBETWEEN(0,9) & CHAR(RANDBETWEEN(0,3)+35) & RANDBETWEEN(0,9) &  
RANDBETWEEN(0,9) & RANDBETWEEN(0,9) & "-" & CHAR(RANDBETWEEN(0,25)+97) &  
CHAR(RANDBETWEEN(0,25)+97) & CHAR(RANDBETWEEN(0,25)+97)
```

## 2. Adding courses

Like user accounts, subjects can be created individually... ...on in bulk.




### Create New Subject

Select Category

Select Level

Subject

Exam Board and Course Code

### Create New Subject

#### Bulk Add Subjects

category [TAB] level [TAB] subject [TAB] examBoard

















Process

Close

If doing bulk creation, using data copied & pasted out of an Excel spreadsheet, please ensure the categories exactly match one of the 5 allowed options:

Arts and Creative Studies
Humanities
Languages
Sciences and Mathematics
Social Sciences

After adding subjects, their specification document (PDF) needs to be uploaded. This is done by clicking on the blue upload icons. Once uploaded, please check the PDF has been successfully converted to plain text by clicking the yellow 'pop-out' icon that appears...

Id	Level	Subject	ExamBoard	Category	Actions
24	A level	Ancient History	OCR H407D (12/21)	Humanities	   
1	GCSE	Biology	Pearson 4BI1	Sciences and Mathematics	   
26	A level	Biology	CAIE 9700 AX	Sciences and Mathematics	   
53	A level	Cake Studies	ABC 123	Arts and Creative Studies	   

### 3. Customising logo and site titles

These can be changed by adding extra environment variables to the web app service in Azure.

The instructions are the same as adding the OPENAI\_API\_KEY in the installation document.

Environment variable:

**INSTITUTION\_LOGO**



Default value: /eton-logo.png

Any image file added to the 'public' folder in the source code could be used. The '/' path maps to the public folder. Don't forget to re-publish to Azure if files are added to the source code.

Environment variable:

**SITE\_TITLE**



Default value: `<span style="color: navy;">CAITL</span><span style="color: darkorange; font-size: 1.5em; font-family: Georgia, serif; font-style: italic;">i</span><span style="color: grey; font-weight: normal">bot</span>`

Environment variable:

**SITE\_SUBTITLE**



Default value: `<span style="color: darkorange; font-size: 1.5em; font-family: Georgia, serif; font-weight: bold;">i</span>deas for using<br/><span style="font-weight: bolder; color: navy;">C</span>onversational <span style="font-weight: bolder; color: navy;">A</span>rtifical <span style="font-weight: bolder; color: navy;">I</span>ntelligence<br/>for <span style="font-weight: bolder; color: navy;">T</span>eaching and <span style="font-weight: bolder; color: navy;">L</span>earning`

For other stylistic changes, feel free to edit the **styles.css** file in public (and republish).

*Please note, when source code version updates are sent out, you'll need to re-apply any changes to styles.css, so make a separate note somewhere (or keep a copy and use a diff tool)*

## 4. Using a custom domain name (requires upgrading Azure plan)

Up until this point we've been using a free Azure hosting plan. To get custom domain name support, and a bit more breathing space for more users, the 'Basic B1' for \$13.14 (approx. £10 + tax per month), is recommended.

Choose the 'scale-up' option and select B1. You'll get a monthly bill emailed to you. If you discontinue any service, you get part-billed for the days you've used.

Home > caitlibot

caitlibot | Scale up (App Service plan) ☆ ...

Web App

Search

Hardware view Feature view

Showing 15 App Service pricing plans

Name	ACU/vCPU	vCPU	Memory (GB)	Remote Storage (GB)	Cost per hour (instance)	Cost per month (instance)
<strong>Dev/Test (For less demanding workloads)</strong>						
Free F1	60 minutes/day co	N/A	1	1	Free	Free
<input checked="" type="checkbox"/> Basic B1	100	1	1.75	10	0.018 USD	13.14 USD
Basic B2	100	2	3.5	10	0.035 USD	25.55 USD
Basic B3	100	4	7	10	0.07 USD	51.10 USD
<strong>Production (For most production workloads)</strong>						
Premium v3 P0V3	195*	1	4	250	0.087 USD	63.145 USD
Premium v3 P1V3	195	2	8	250	0.173 USD	126.29 USD
Premium v3 P2V3	195	4	16	250	0.346 USD	252.58 USD
Premium v3 P3V3	195	8	32	250	0.692 USD	505.16 USD
<strong>Legacy</strong>						
Standard S1	100	1	1.75	50	0.10 USD	73.00 USD
Standard S1	100	1	1.75	50	0.10 USD	73.00 USD
Standard S2	100	2	3.5	50	0.20 USD	146.00 USD
Standard S3	100	4	7	50	0.40 USD	292.00 USD
Premium v2 P1V2	210	1	3.5	250	0.113 USD	82.49 USD
Premium v2 P2V2	210	2	7	250	0.226 USD	164.98 USD
Premium v2 P3V2	210	4	14	250	0.452 USD	329.96 USD

Use your usual domain name provider, e.g. names.co.uk, or 123-reg.co.uk, to purchase a domain name. Then follow the instructions to 'Add custom domain' on the 'custom domains' section in Azure, you'll be given some DNS entries to add to your domain name provider settings.

Home > caitlibot

caitlibot | Custom domains ☆ ...

Web App

Search

Refresh Troubleshoot

Configure and manage custom domains assigned to your app. [Learn more](#)

IP address: 51.140.146.130

Custom Domain Verification ID: 6E8EDD36A125C6264700AFA27C3B74CED6C51C7C13A4F...

Filter by keywords Add filter

2 items

+ Add custom domain + Buy App Service domain Delete

Custom domains	Status	Solution	Binding type	Certificate used
<input type="checkbox"/> caitlibot.com	Secured	-	SNI SSL	caitlibot.com-caitlibot
<input type="checkbox"/> caitlibot.azurewebsites.net	Secured	-	-	-