Instructions for CAITLibot configuration & customisation:
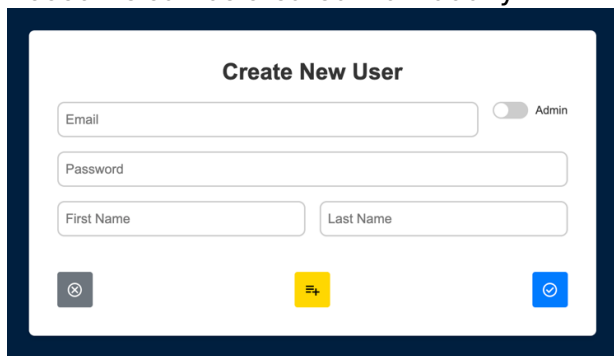
Contents:

1. Adding user accounts

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

CAITLibot has <u>no</u> 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.
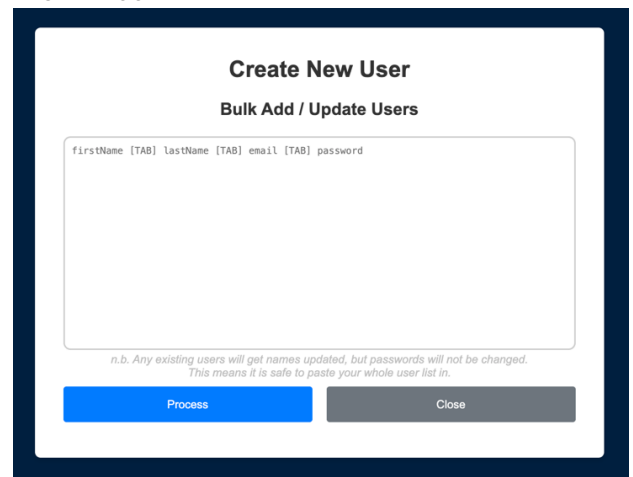
At Eton, a Microsoft Word / Excel Spreadsheet mail merge was used and worked smoothly.

Accounts can be created individually...   ...on in bulk.

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.

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.

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.