

User guide

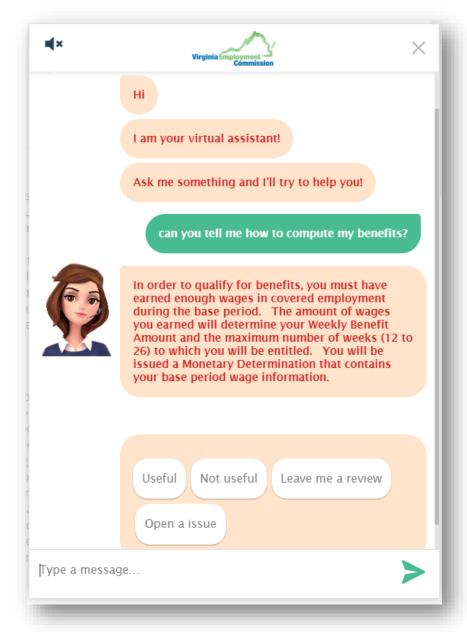
Lan you help me?

Sure. what do you need?

lost my password

Follow these steps...

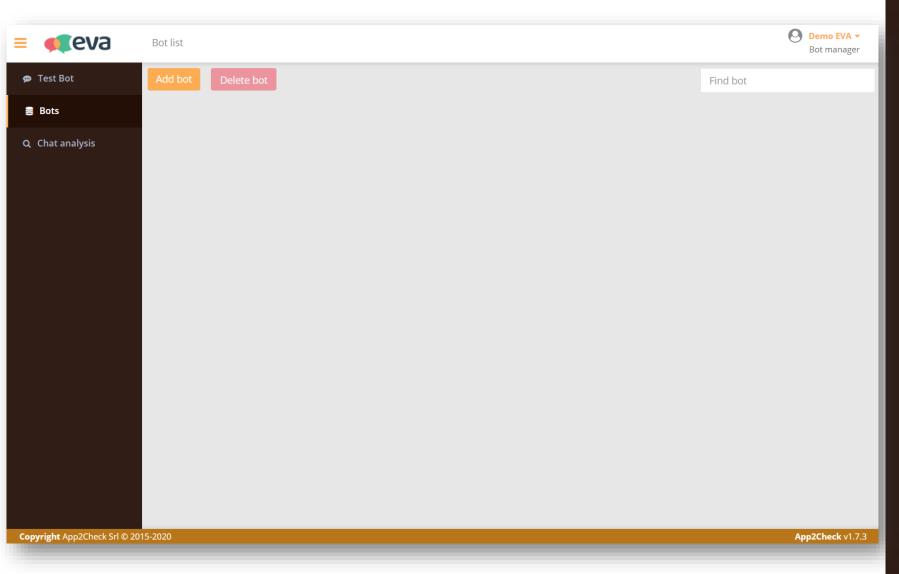
## **Example of final chatbot**



 This is an example of chatbot resulting after layout customizations



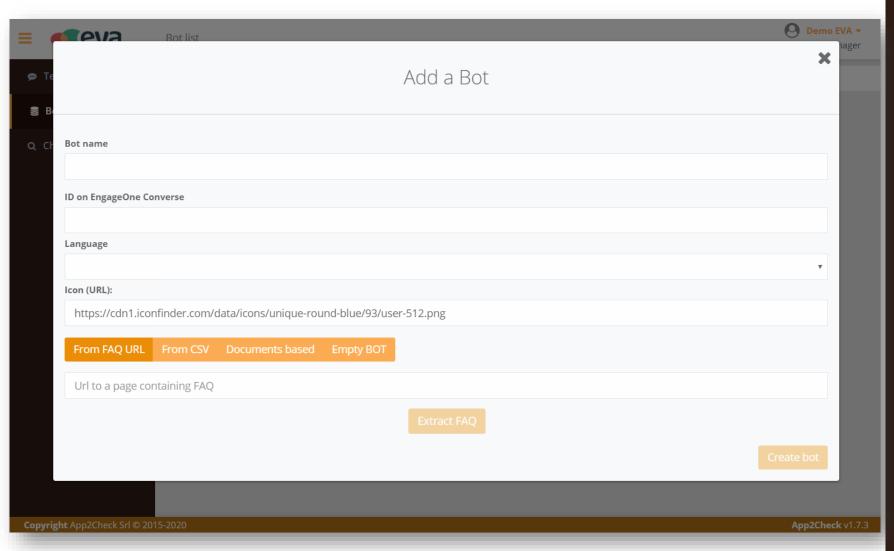
## Folder view and bot creation



- This is the first page you see when you log in in Eva
- In this page / container we have the possibility to Add, Manage or Delete a Bot



## Add a Bot



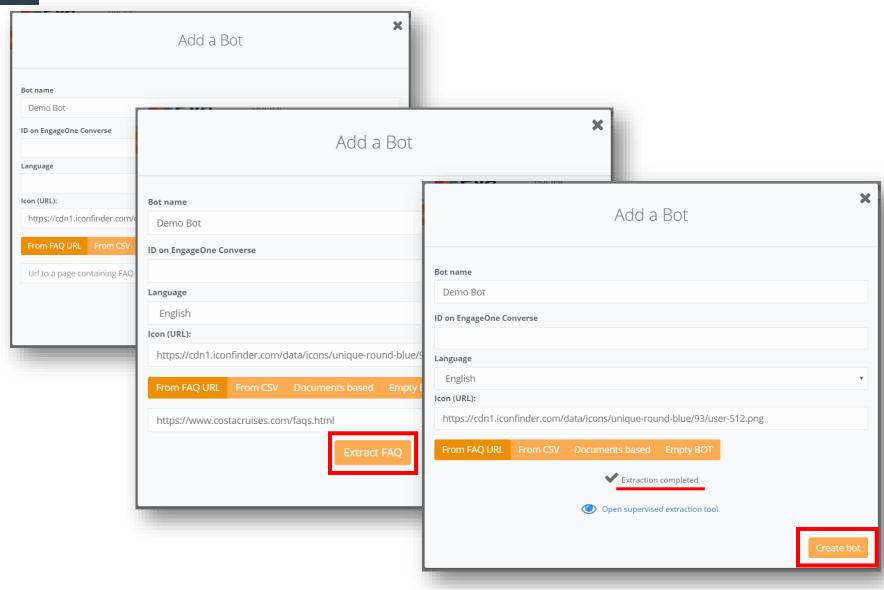
For the creation of a bot, a series of information is required, as obviously the name of the Bot, the ID of the Bot (if we have one), the language on which it will have to focus, but above all, if we want to create a bot:

- By **URL**
- Empty
- By CSV file
- Document-based

What do these four options mean?



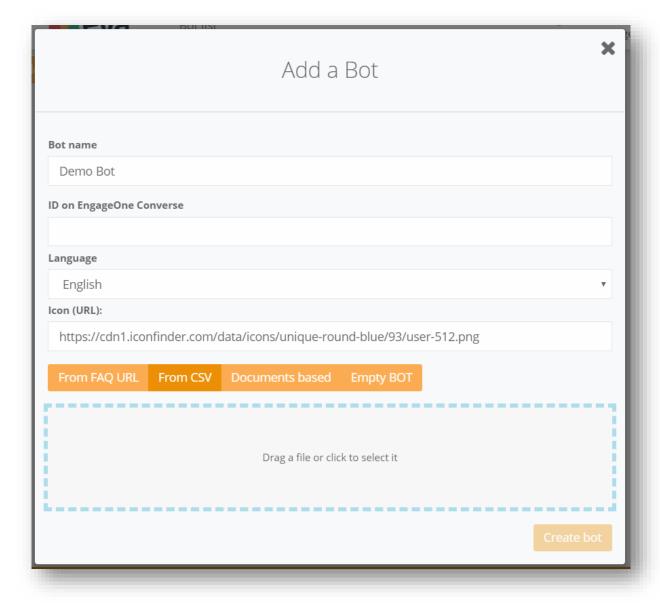
# Add a Bot by URL



- The creation of a bot from URL instead, is the creation of a bot starting from a URL, this means that we will have to go to specify the address of the page of a website containing the F.A.Q. of the latter, which will then be automatically imported thanks to the automatic detection of paragraphs by the system.
- After entering the URL in question, we will have to click on Extract FAQ and wait a few seconds for the extraction process to be completed, so as to proceed to the final part of the creation.



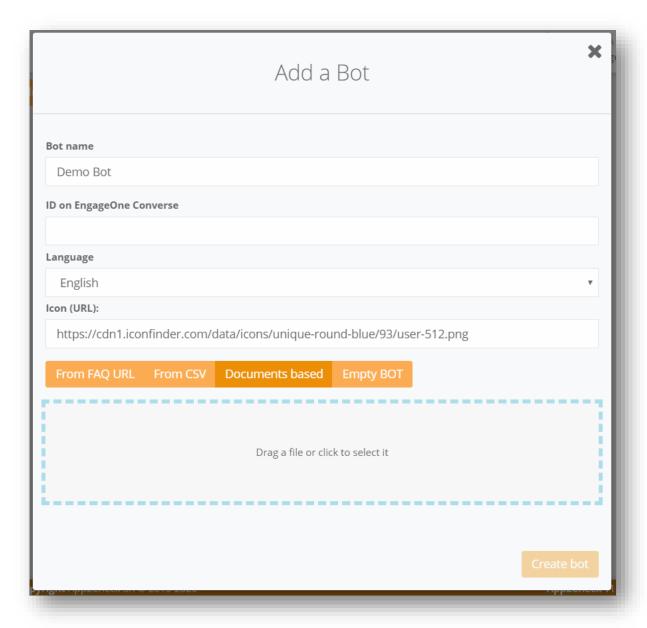
# Add a Bot by CSV



- The creation of a bot from CSV gives us the opportunity to create a bot by importing a preset CSV file with a series of questions / answers already contained within it.
- To do this, simply upload it via classic upload, or with a simple drag & drop.



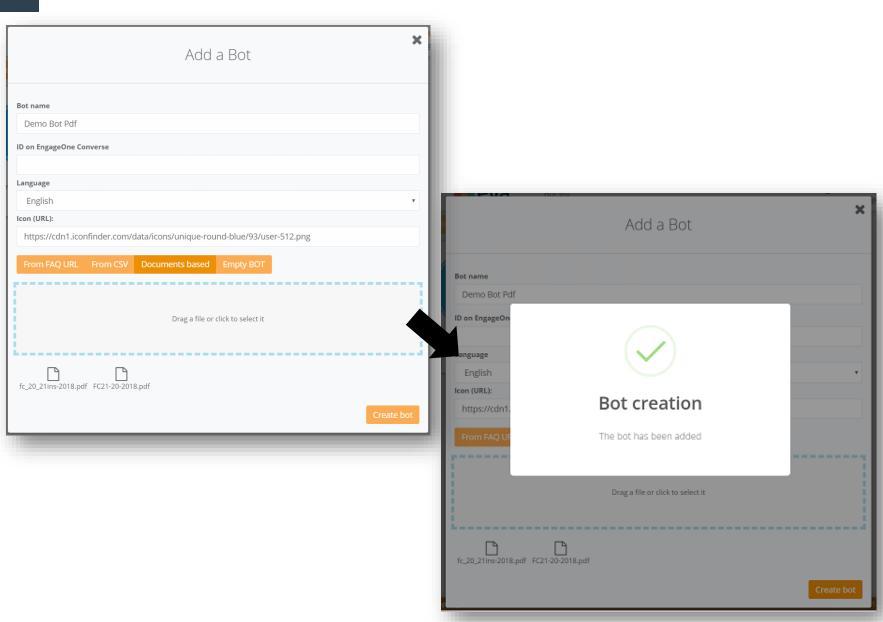
## Add a Document based Bot



- Document based imports documents as PDF and then when you ask something the bot, EVA searches for the answer within the documents and returns the documents that speak of what you asked by trying to go directly to the part of the document that mentions the keywords you searched for.
- This works without creating a knowledge base, only directly importing documents such as guides or similar.



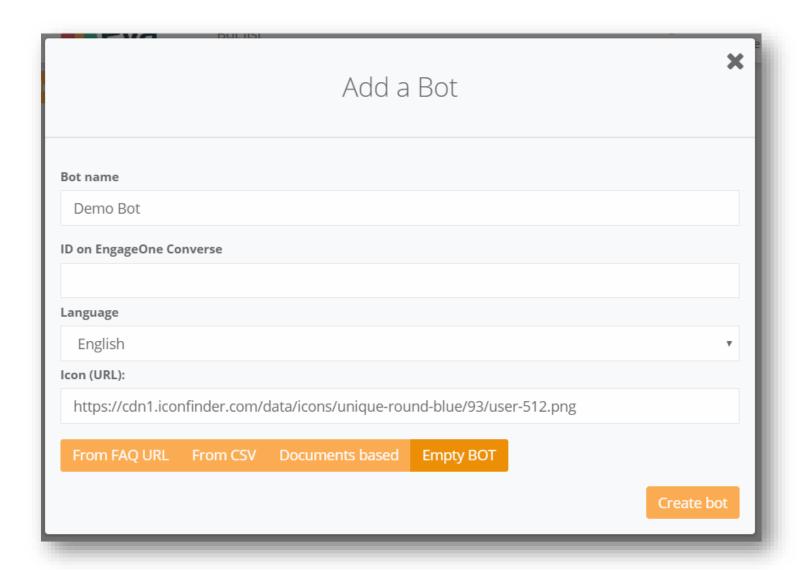
## Add a Document based Bot



- Per importare un document PDF basterà semplicemente trascinarlo nel campo upload oppure cliccare su quest'ultimo e selezionare I file dal nostro computer.
- Una volta terminato di caricare I file, clicchiamo su "Create Bot" per procedere al salvataggio.



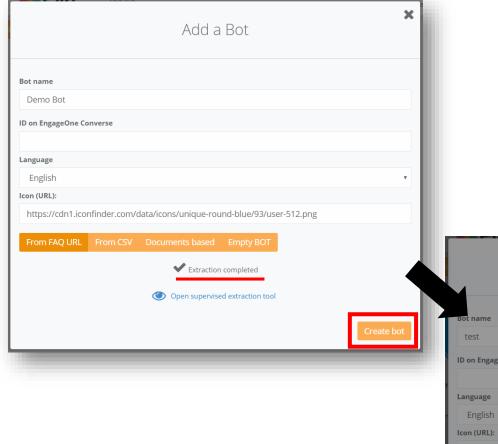
# **Add an Empty Bot**

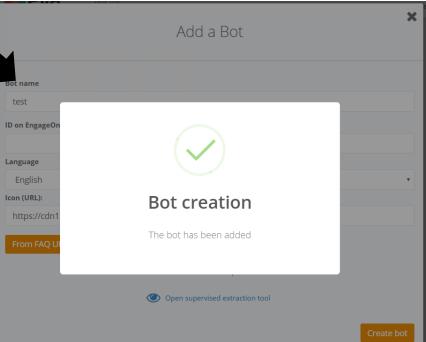


The creation of an Empty Bot is nothing more than the creation of the bot structure, therefore this means that we will have to manually enter all the Knowledge Base and the various categories.



# Add a Bot by URL

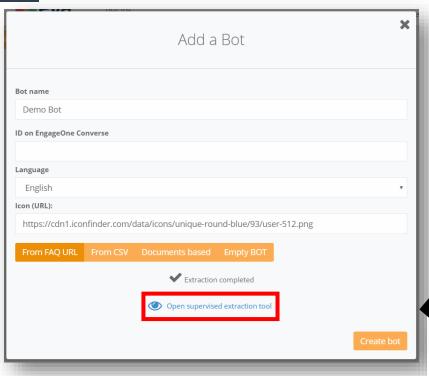


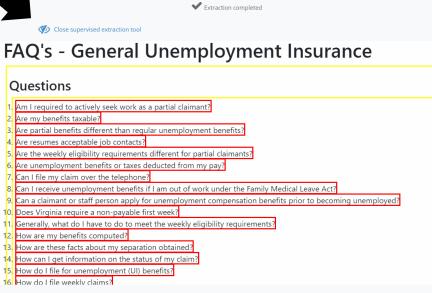


Once the extraction of the F.A.Q. is complete, we can click on **Create bot** to be able to finally start working on it.



#### Behind EVA

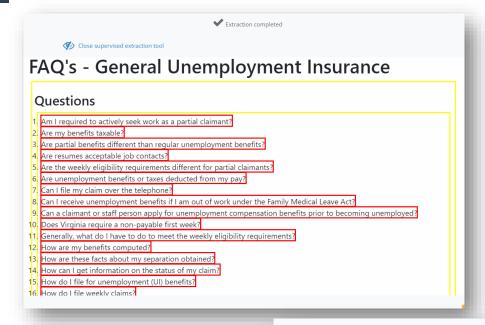


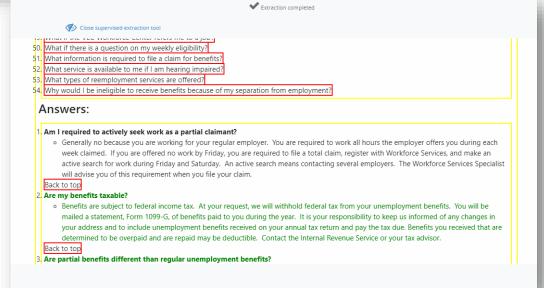


- Another very important feature of EVA is the Supervised Extraction Tool.
- Thanks to this tool it is possible to supervise the FAQ extraction, in order to better refine it, excluding parts that do not interest us, making EVA understand which parts of our FAQ are worth considering and which are not.



## Supervised extraction tool





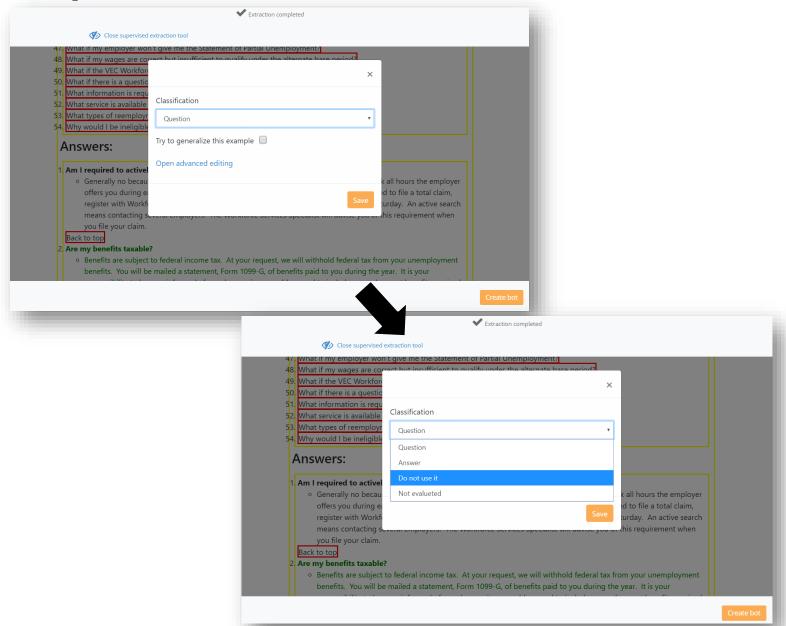
 In the example alongside, we can see how we can modify parts of the FAQ taken into consideration by EVA, but which we are not interested in.

 So the first step is to identify which parts we want to modify, among those identified automatically by EVA.



#### Behind EVA

# **Supervised extraction tool**

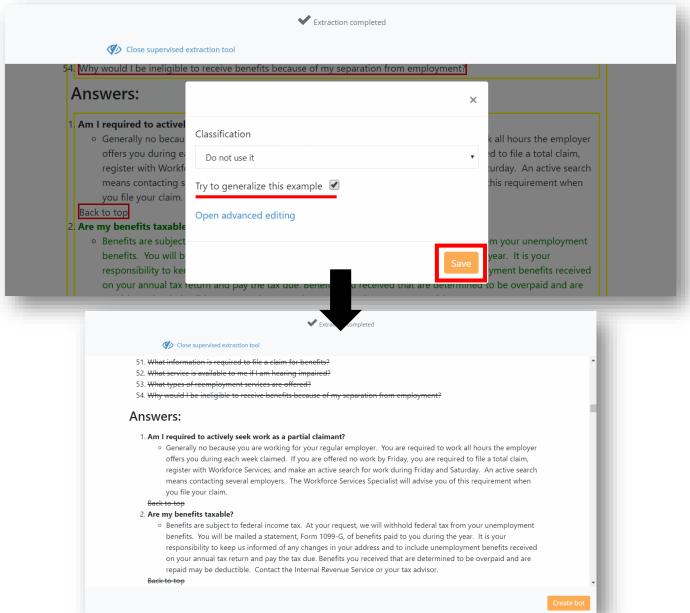


Once found it, just double click on one of these, and indicate if the part in question is:

- A question
- An answer
- Do not use it
- Not evaluated

In this case, we will choose from the menu the item "Do not used", to exclude definitively the part from the extraction.

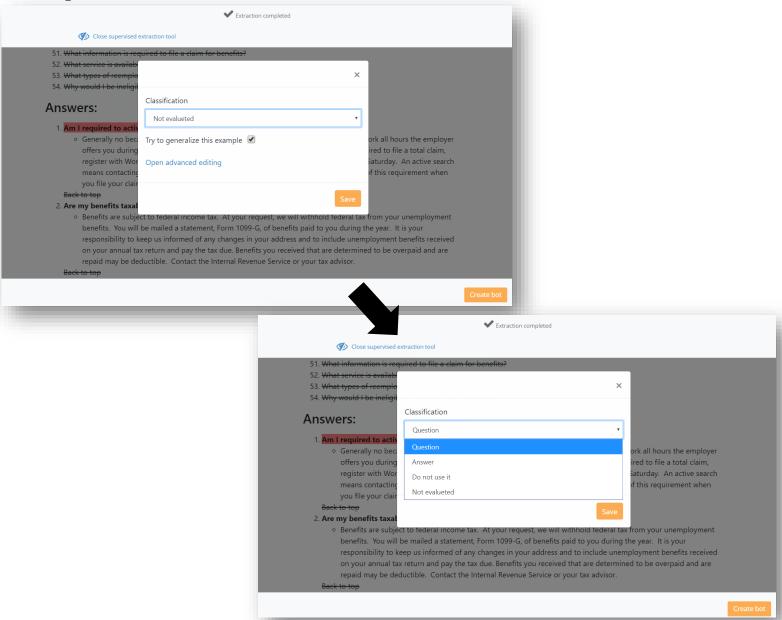




- Once you have chosen the most appropriate item from the drop-down menu, check the box "Try to generalize this example".
- In this way we communicate to EVA our desire to apply the same choice to all similar parts of our FAQ.
- In fact, as we can see in the image on the side, all the parts of the document that were selected before this choice, are now no longer selected, and indeed, are now barred.

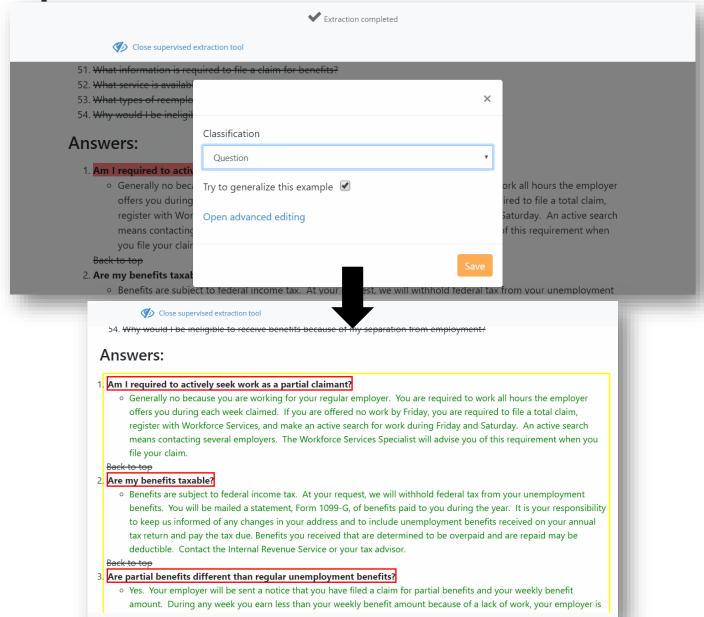


#### Behind EVA



- Now we have to choose instead which are the parts that actually interest us, indicating which are the questions of the FAQ, and which are the answers.
- In the image on the side, we selected with a double click the header of one of the questions, and then selected the "Question" item from the drop-down menu.



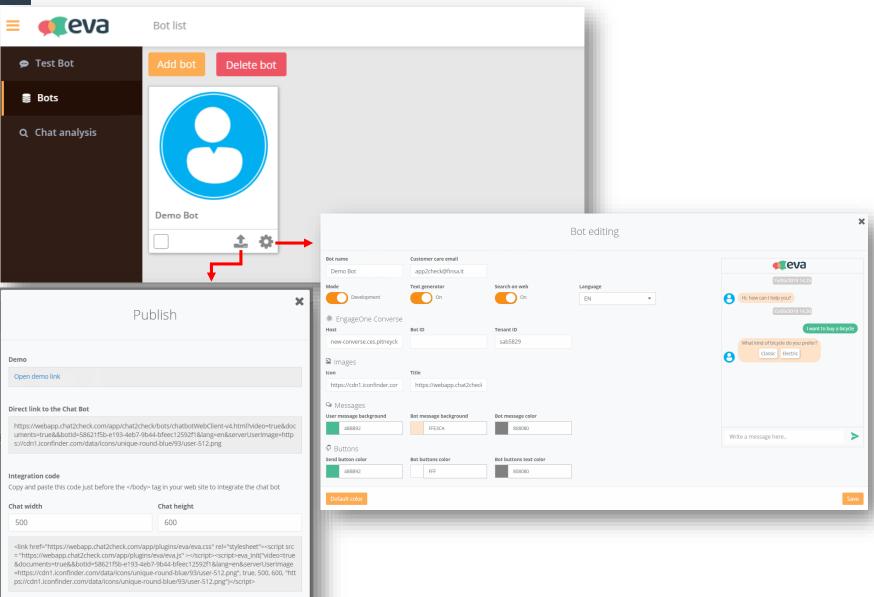


- Again, once you have selected the appropriate item from the menu, check the box "Try to generalize this example", and click on "Save".
- As we can see, EVA not only applied the same rule to other similar parts of text by framing them as questions, but also identified the correct answers, and assigned them the corresponding value, totally automatically.



#### Behind EVA

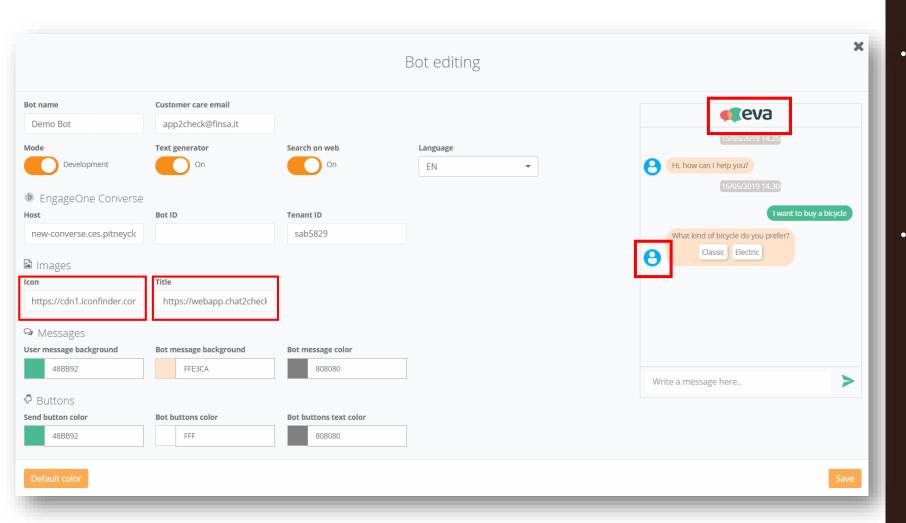
## **Folder View and Settings**



- Once our bot is created, it will be automatically inserted in the initial page / container seen previously
- Through this screen, as we said, we can manage our bot
- Bot Editing: from this screen you can edit host and id, language, Customercare Email, images and colors related to the bot.
- Publish: through the Publish button it is obviously possible to find the additional code necessary for the bot publication on our website.



# **Bot Editing**

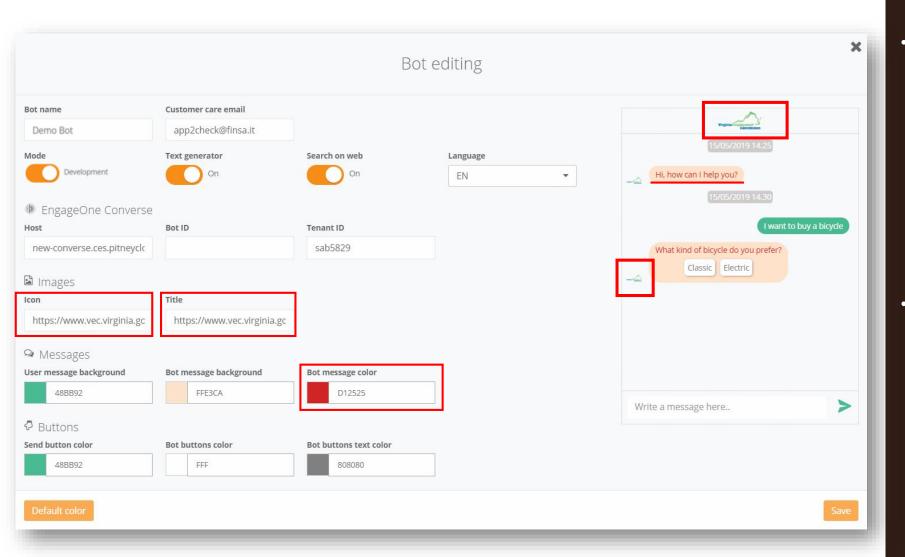


As we said, from this screen we have the possibility to customize the properties of our bot.

For example, in addition to the colors of the conversation, we can go to modify the *Icon* and the *Title*, simply by entering the required links in the appropriate fields.



# **Bot Editing**



As we can see in the image on the side, in fact the personality of our bot has now been personalized with the icons that we have insert via link, and the color of the messages written by the bot has also been changed.

In this case, the header of the dialog has been changed with another icon, but it is also possible to choose a text that will replace the icon.



## **Publish**

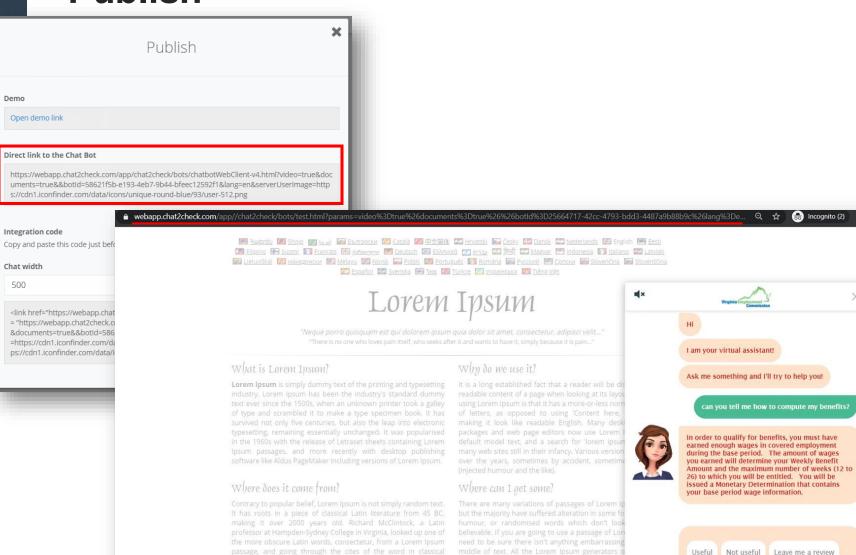


Through the "Publish" window, in addition to finding the code that we will have to incorporate into our web page to publish the bot, we will also find a link to carry out a demo by clicking on the "Open demo link" item.



#### Behind EVA

## **Publish**



Open a issue

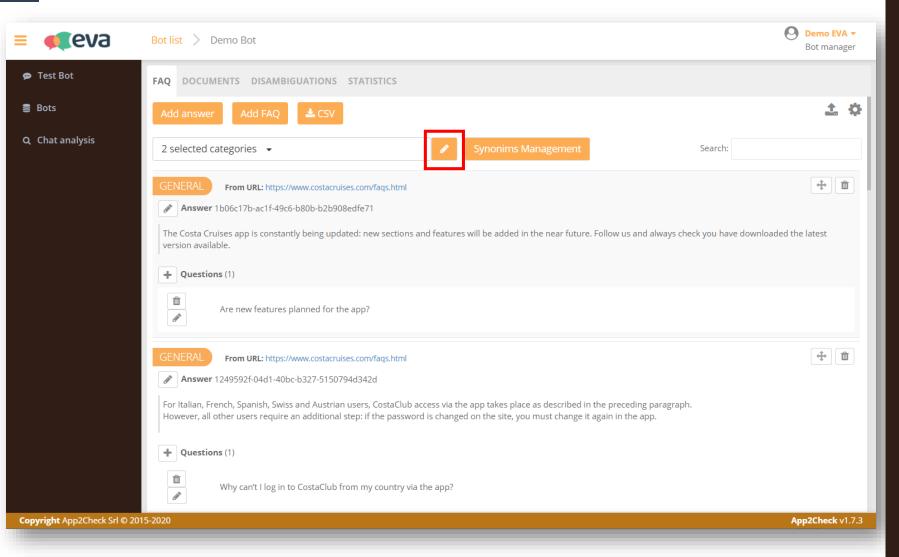
Type a message.

- As just seen, therefore, clicking on "Open demo link" opens a window that gives us an idea of how our bot will look on the web page.
- By default, the bot will open in a "Lorem Ipsum" page, to change this choice and see a page chosen by us as the background, just add the parameter "& url = OURWEBSITE" at the end of the link on the browser page.



#### Categories management

# **Categories management**

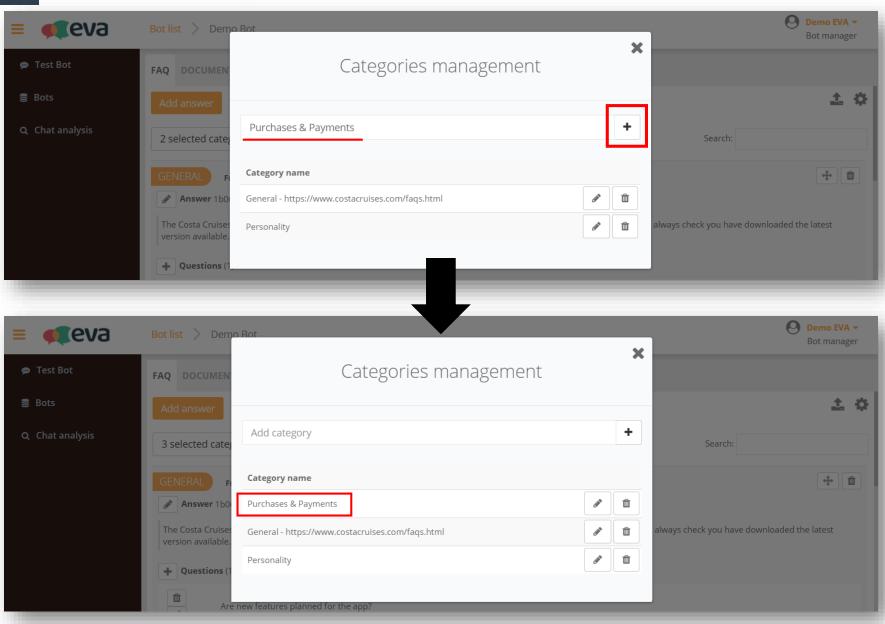


- Here we are finally inside our bot, where we find the Knowledge Base available just extracted via URL.
- In addition to the KB we find two other tabs: «Disambiguations» and «Statistics».
- In this phase we will define a new category together by clicking on the category edit button.



#### Categories management

# **Add category**



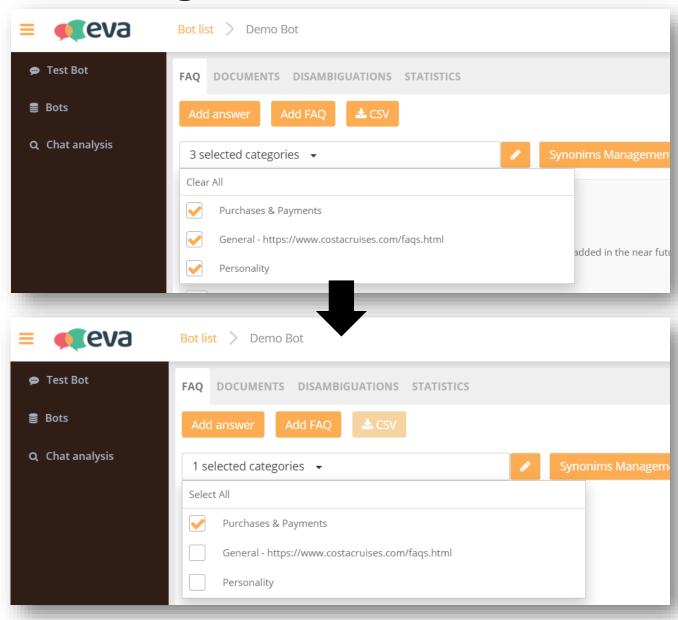
- Once clicked on «Categories

  Management» the summary modal
  opens where we will enter the new
  category, in this case *Purchases and Payments*
- Once added, we will find the new category in the menu below, where we can then go later to modify or delete it.



#### Categories management

## **Select categories**

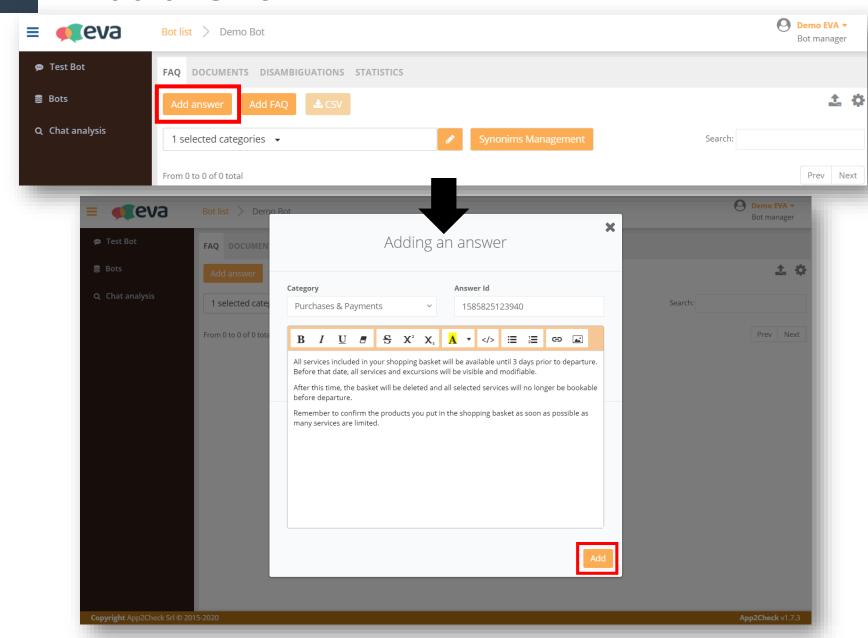


 Through the *Categories* menu, we have the possibility to change the display of the current screen, selecting one or more categories, and therefore in fact going to exclude or include other categories to work only on one of these.



#### Manage KB

## Add answer

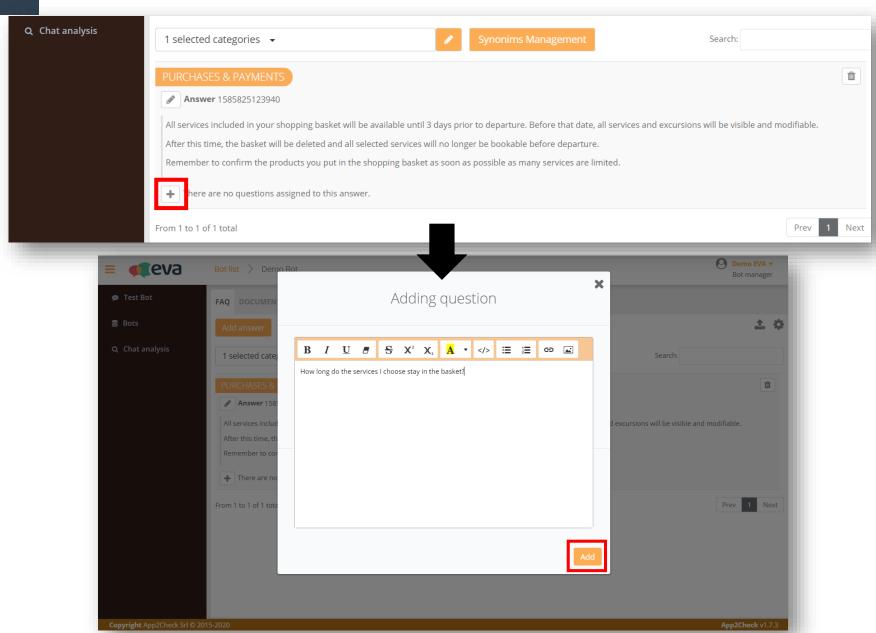


- The most important part of EVA is certainly the one dedicated to the addition of the Knowledge Base, the more refined the addition of the answers and questions will be, when more EVA will be able to train and respond correctly.
- To add a new answer then just click the "Add answer" button and enter the text of the latter in the dedicated modal that will open.
- Once finished click on "Add" to add the answer to our Knowledge Base.



#### Manage KB

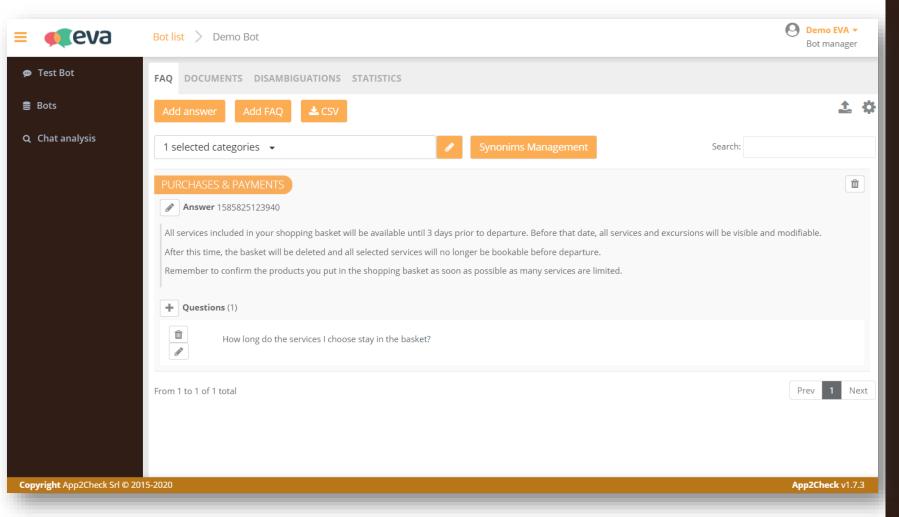
# Add question



- Once the question is entered, only the answer is missing.
- To do that, so just click on the "+" present below our answer, and in a totally identical way to the addition of the latter, we must go to insert the text of the question in the modal that will open, followed by the "*Add*" button to add it.



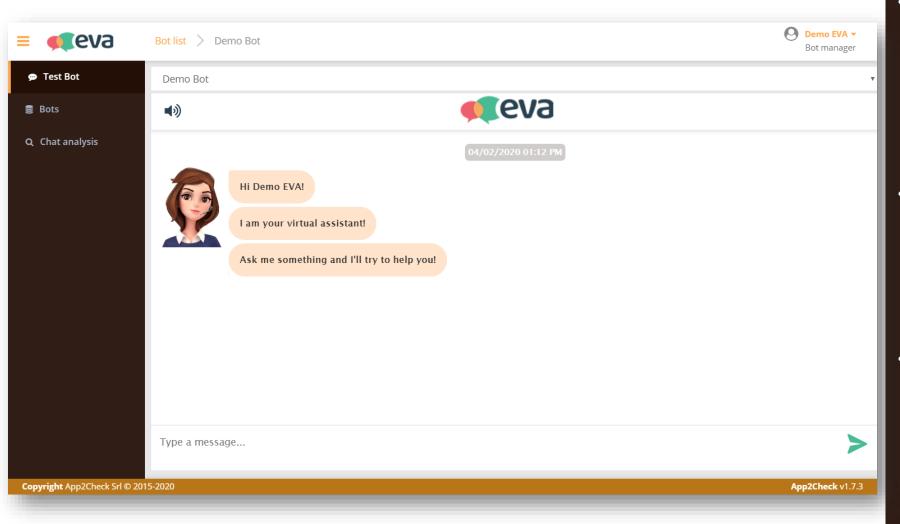
## New question added!



- Once we have followed this procedure we will find our new question with an answer in the list (and under the category we have chosen).
- Now we just have to try to see if EVA can process it correctly, answering the question we have entered.
- To do this, just click on our menu item on the left "Test Bot" and try to have a chat with our assistant ☺



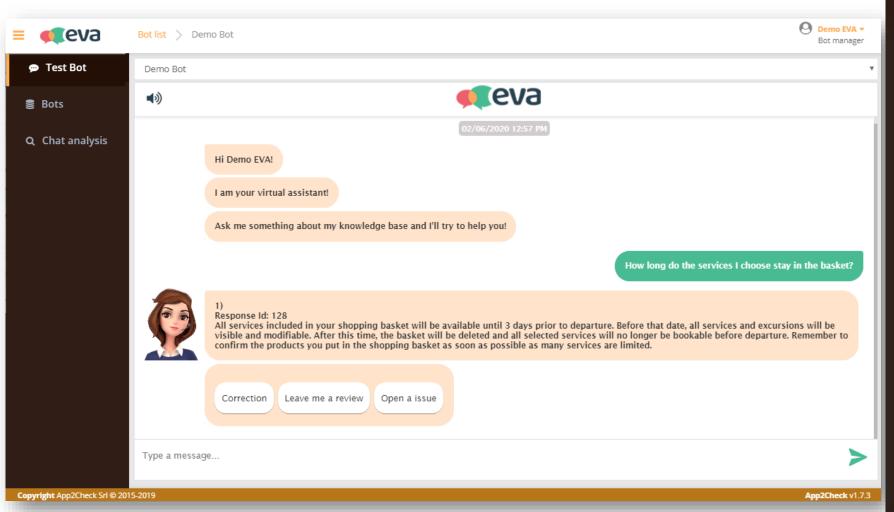
## **Test Bot**



- One of the most interesting parts of EVA is the one related to the "Test Bot", where we can test our KB live, to see if we have trained EVA correctly or if we need to review it before publication.
- In fact, through this section we also have the possibility to "correct" the wrong answers, simply by selecting the ID of the correct answer.
- Other useful features of this part are the ability to "leave a review" (positive or not, based on experience) or to send a report to the developers.



## **Test Bot – Correct answer**



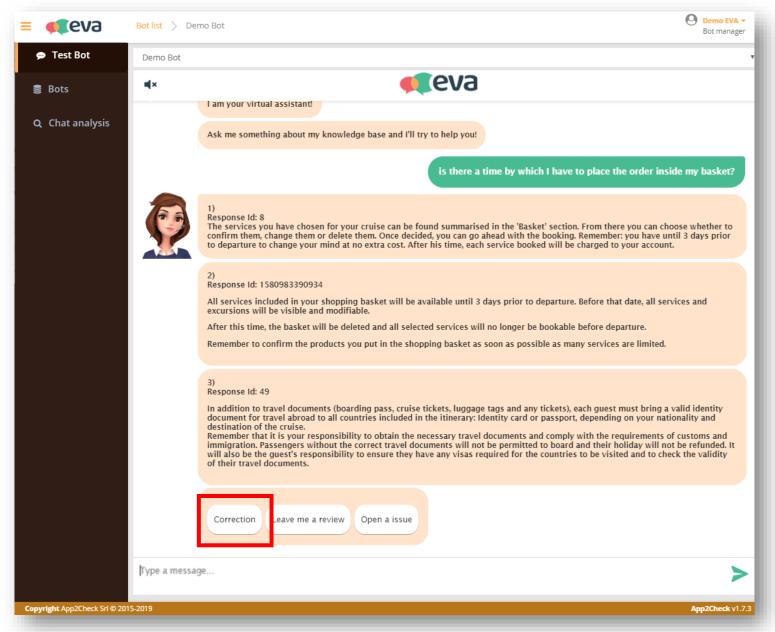
- In the screen alongside we see EVA correctly answering the question / answer just entered in the Knowledge Base
- Together with the answer, EVA allows you to choose three different routes:
- Make a correction
- 2. Leave a review
- 3. Report a problem

Or simply to keep asking questions.

But be careful, the question can also be semantically different and **not necessarily** be identical to the one we have entered in the Knowledge Base!



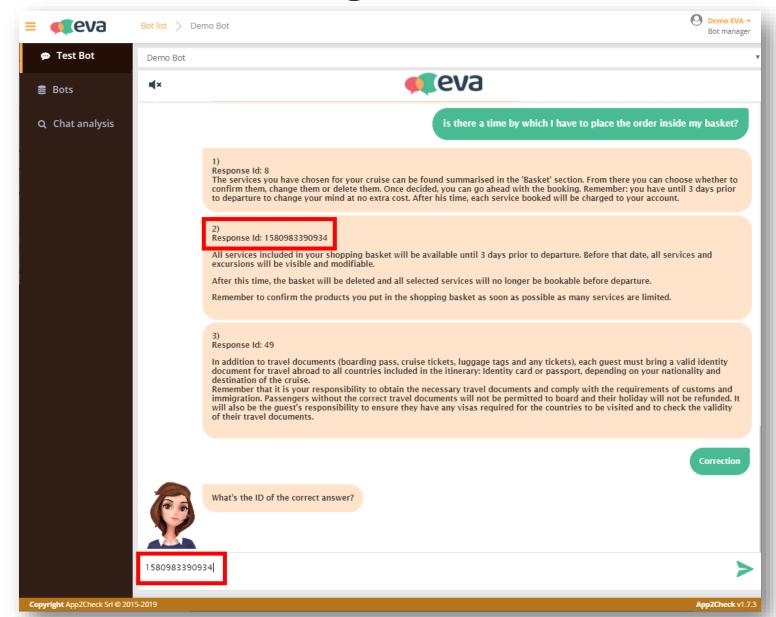
## **Test Bot– Multiple answers**



- In the screen alongside we can see how EVA behaves in case of a different question than the one just made.
- Not having the question in question in F.A.Q., EVA finds the answers with similar content and returns them to us, each with its own ID.
- We can train EVA by clicking on "Correct" and indicating the ID of the correct answer to associate.

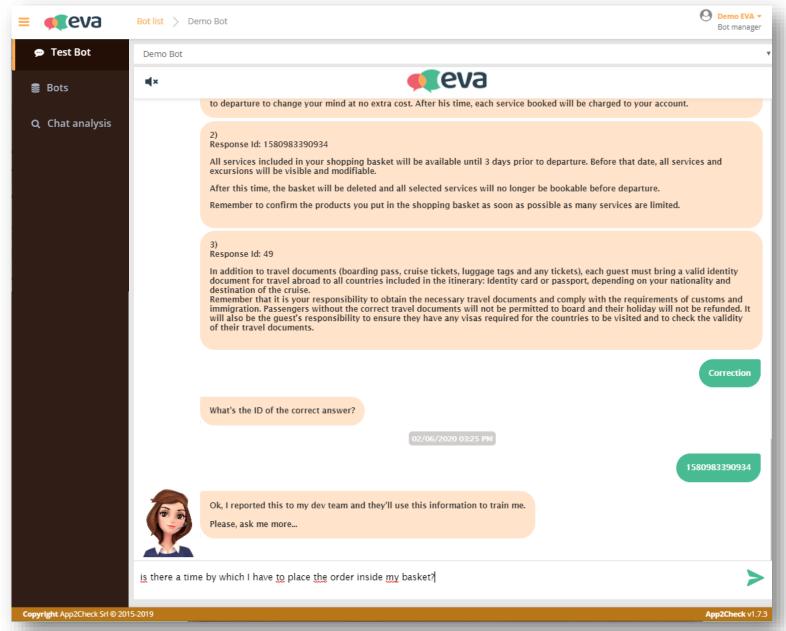


# **Test Bot – Training**





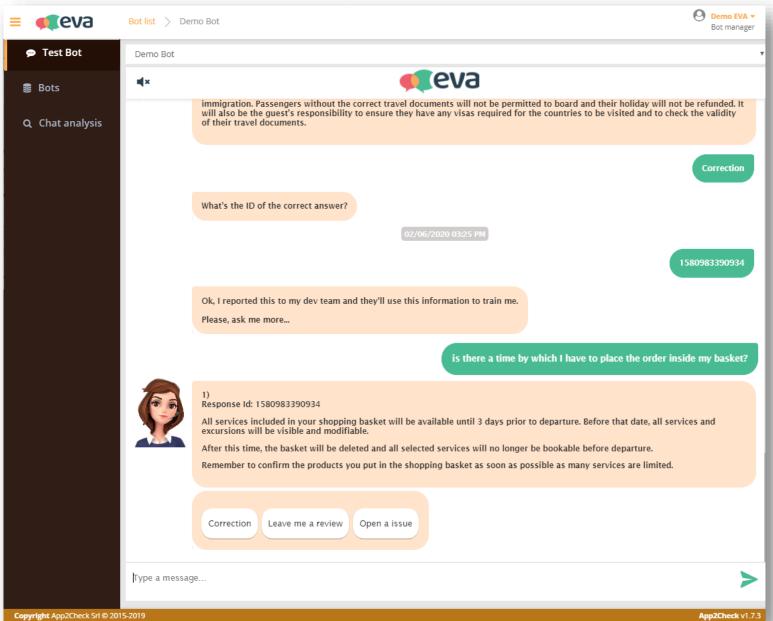
# **Test Bot – Training**



 Following the correction, we try to redo our question



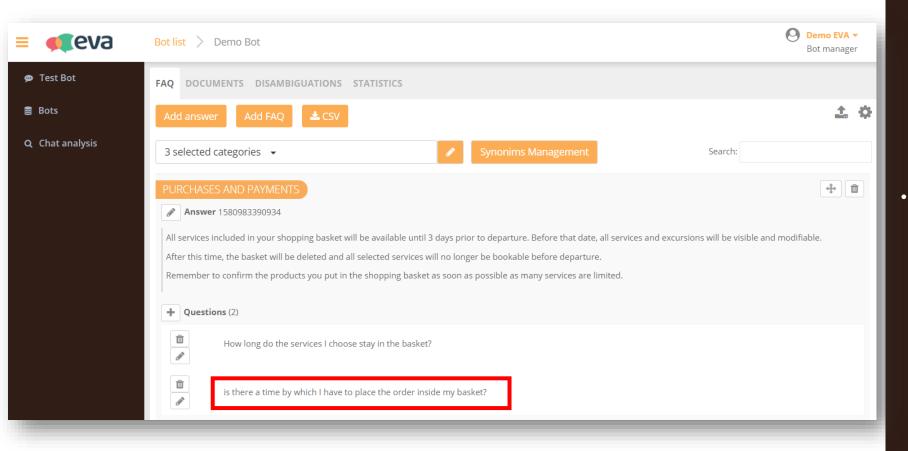
# **Test Bot – Training**



As we can see, EVA replied correctly this time, returning only the answer we chose during the correction



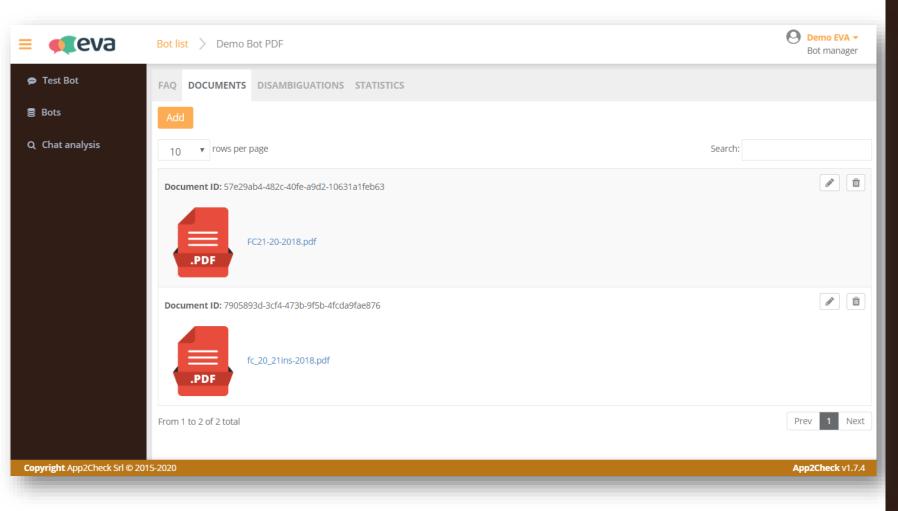
## **Automatic insert in KB**



Following our correction, the new question asked is automatically inserted in the Knowledge Base and associated with the correct answer.



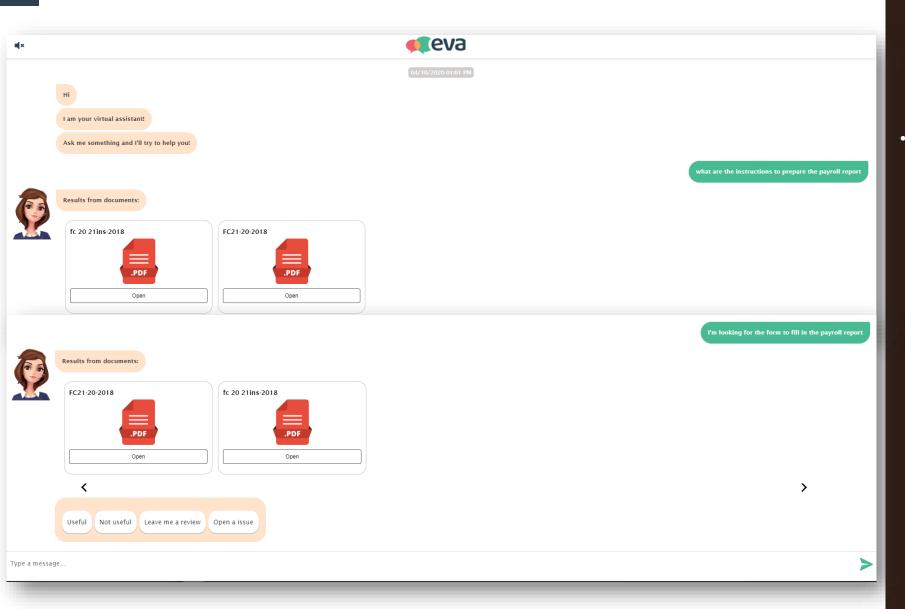
## **Documents**



- The "Documents" tab is the place where we can find all the documents uploaded by "Documents based" Bot
- From here we can Add more documents, or open / modify / delete the existing ones.



## **Test bot - Documents**



If we try to interrogate our bot on the uploaded documents, EVA returns the closest answer to our question from the web or we will be given the opportunity to open the file containing the correct answer, exactly to the point that contains the desired information, therefore avoiding having to search for the answer among all the information conteined inside of the file.



### **Test bot - Documents**





what are the instructions to prepare the payroll report?



Response Id: From web

How to process payrollStep 1: Establish your employer identification number. ... Step 2: Collect relevant employee tax information. ... Step 3: Choose a payroll schedule. ... Step 4: Calculate gross pay. ... Step 5: Determine each employee's deductions. ... Step 6: Calculate net pay and pay your employees. ... Step 7: Keep payroll records and adjust to mistakes. More items... • Apr 9, 2019

#### Results from documents:

Score: 5.75

#### fc\_20\_21ins-2018.pdf

VEC-FC-20&21-<u>Instructions</u> indd <u>Instructions</u> for <u>preparing</u> the Employer's Quarterly <u>Payroll Report</u> (VEC FC-21), and the Employer's Quarterly Tax <u>Report</u> (VEC FC-20). NOTE: These forms are web-enabled and may be completed on line using Adobe Reader 5.0, or higher. When completed print, sign, and mail the forms to: If remitting payment: VEC, P.O. Box 1174, Richmond, VA 23218-1174 If no payment: If no payment is enclosed: VEC, P.O. Box 27483, Richmond, VA 23261-7483 General Information: These <u>reports</u> are required of all employers covered under the Virginia Unemployment Compensation Act. They must be submitted (with any appropriate payment) by the due date, even if no wages were paid during the calendar quarter. A \$100 penalty will be

#### Score: 5.75

#### FC21-20-2018.pdf

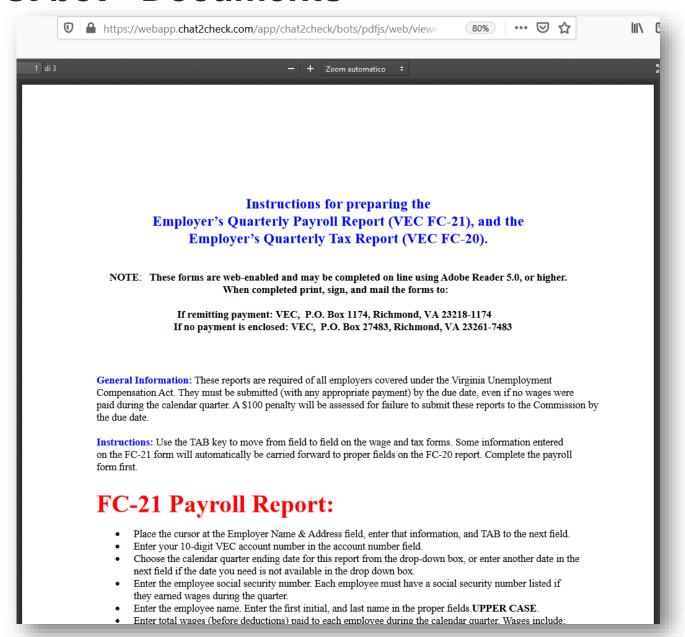
• Visio-form correspondence template\_Drafts\_05-19-2016.vsd Employer's Quarterly Payroll Report (FC-21) COMMONWEALTH of VIRGINIA Virginia Employment Commission T-FC-21Web-07-05-2012 Tired of paperwork? We can help! File and pay your Unemployment Insurance tax online. It's fast, easy, accurate, and secure! www.vec.virginia.gov Write Legibly Within The Boxes A B C1 23 This Form Is Scanned. Do Not Attempt To Amend or Make Account Changes On This Form. Zip Code (Zip+4): Address 1: City: State: Address 2: Employer Name: \_ Account Number: Quarter Ending: Federal ID Number: // 1. 2. 3. 4. 5. 6. M.l. .,, \_ \_ First Last M.l. .,, \_ \_

If we try to interrogate our bot on the uploaded documents, EVA returns the closest answer to our question from the web or we will be given the opportunity to open the file containing the correct answer, exactly to the point that contains the desired information, therefore avoiding having to search for the answer among all the information conteined inside of the file.





### **Test bot - Documents**

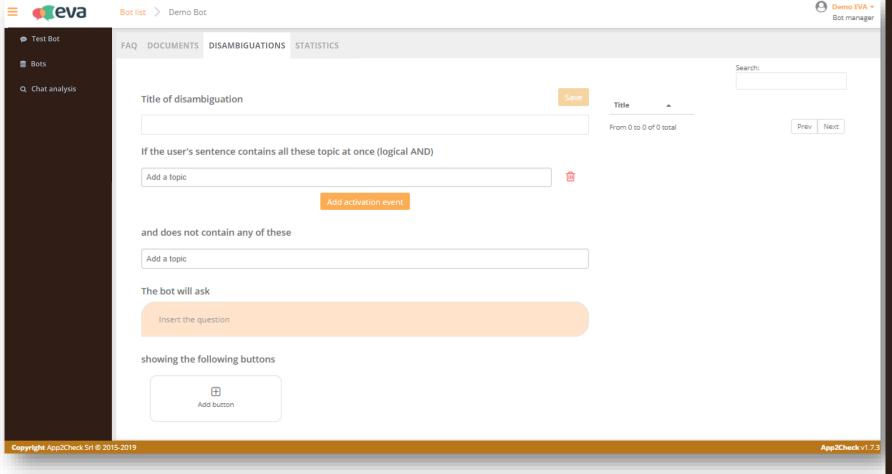


uploaded documents, EVA returns the closest answer to our question from the web or we will be given the opportunity to open the file containing the correct answer, exactly to the point that contains the desired information, therefore avoiding having to search for the answer among all the information conteined inside of the file.



#### Behind EVA

## **Disambiguations**



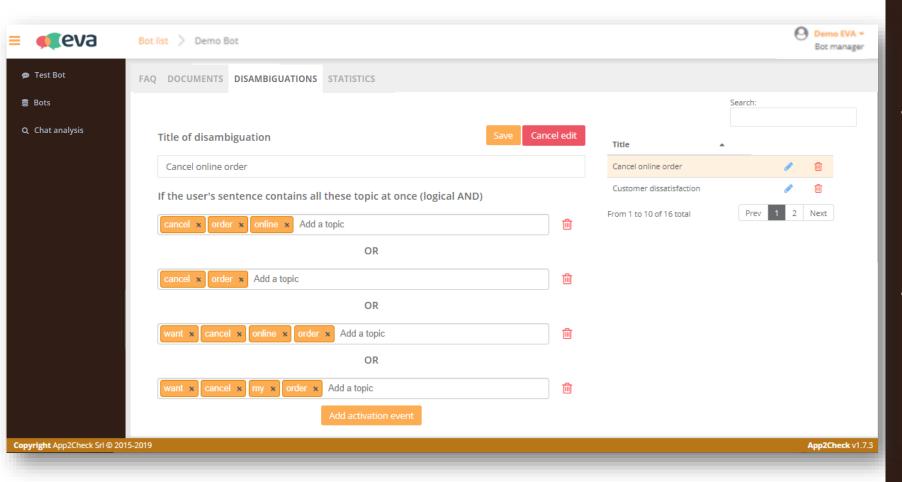
The "Disambiguations" tab is the second one we find, and it is another very important feature of EVA

From this page we can create precisely the disambiguations, inserting:

- Topics that must be contained within the sentence written by the user to trigger the activation events
- Topics that if contained within the sentence written by the user will NOT trigger the activation events
- Question that will be asked in response by EVA to the user
- Choice buttons that will be shown to the user



## **Disambiguations PT.1**

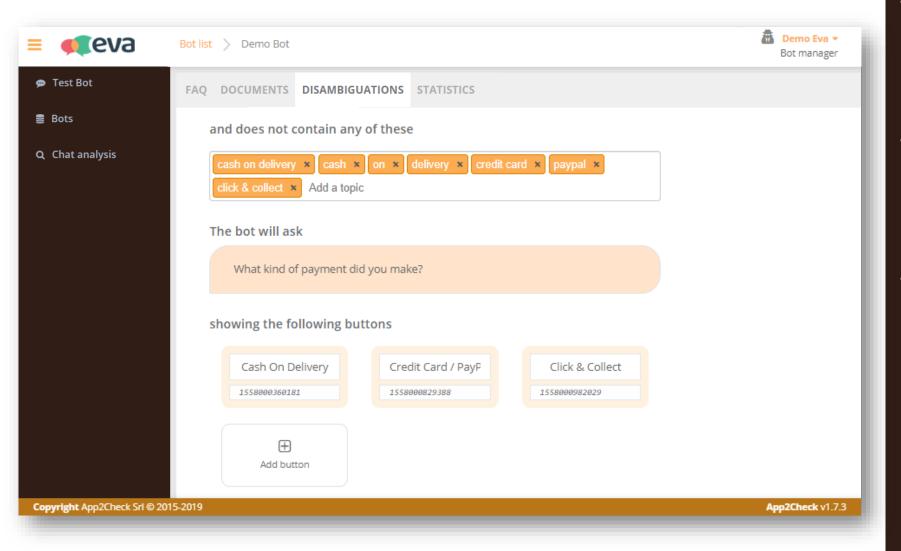


 In the image on the side, an example of disambiguation regarding the cancellation of an online order.

A series of activation events have been created with the key topics to trigger them



## **Disambiguations PT.2**

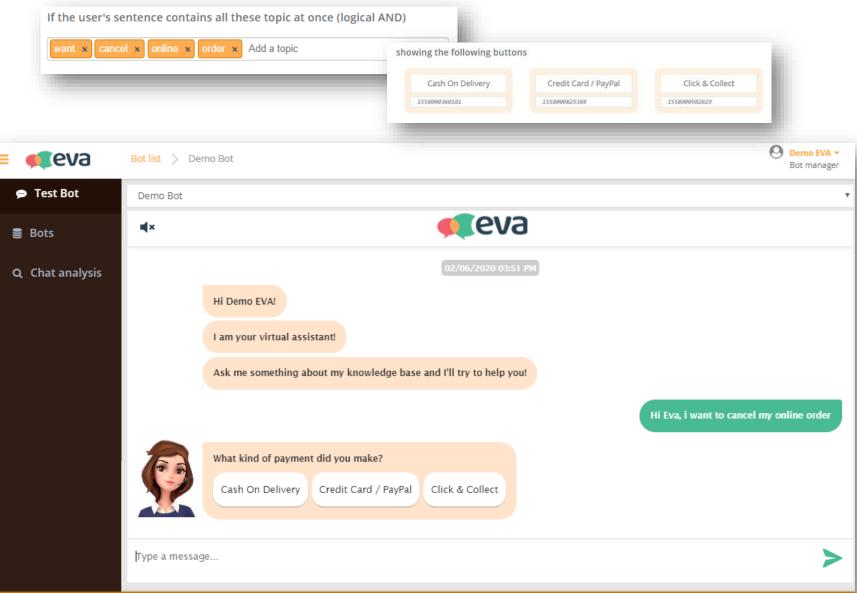


- In the second part of the screen we define the topics that **MUST NOT** be present to trigger the activation events.
- We define the question that EVA will ask the user, in this case "What kind of payment did you make?"
- And we give the user the opportunity to choose the answer that concerns him by defining buttons, in order to disambiguate EVA and allow her to better orient herself on the answers to be given following this choice.



#### Behind EVA

# **Disambiguations / Test Bot**

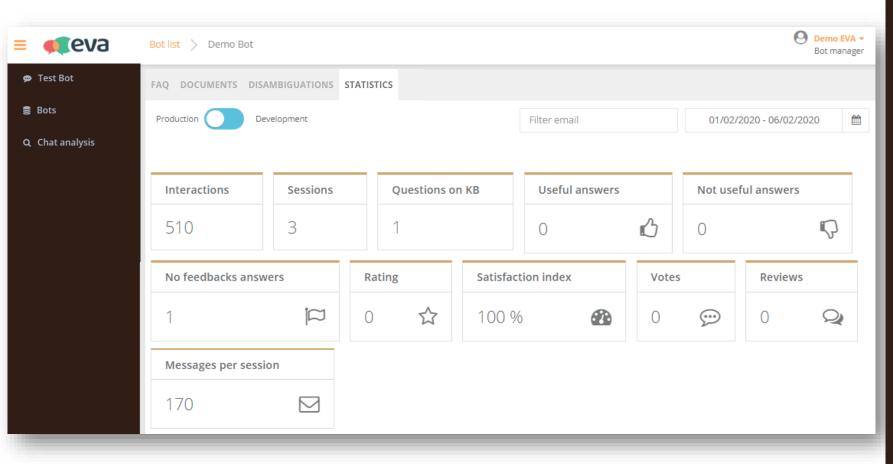


- As done also for the question that we have entered in KB, we test EVA's behavior with the Disambiguation just entered through *Virtual Assistant* asking it: «Hi Eva, I want to cancel my online order»
- As we can see, EVA replied correctly, giving us back the three options for choosing the payment we have just entered.



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 App2Check v1.7.3

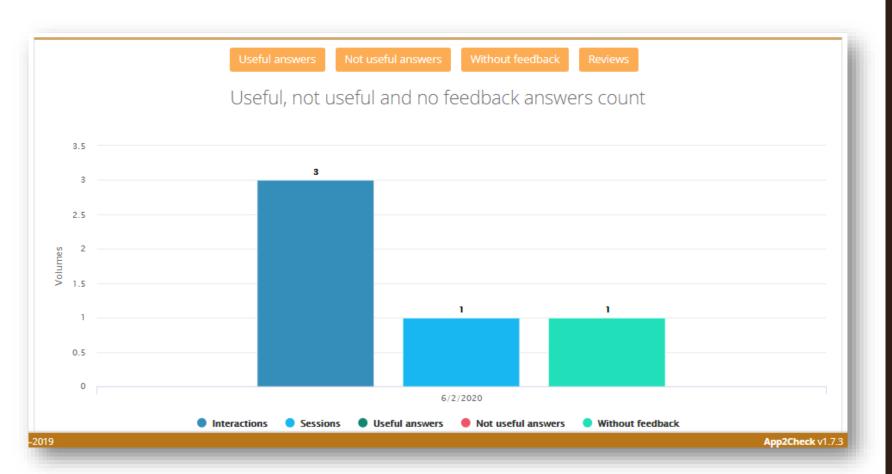
## **Statistics**



- Finally, we find the Statistics tab where we have all the data relating to:
- Interactions of our bot
- Useful / not useful answers, without feedback and user satisfaction index
- Questions asked and related to KB
- Rating, ratings, reviews and messages per session
- All filterable obviously for the time range that interests us.



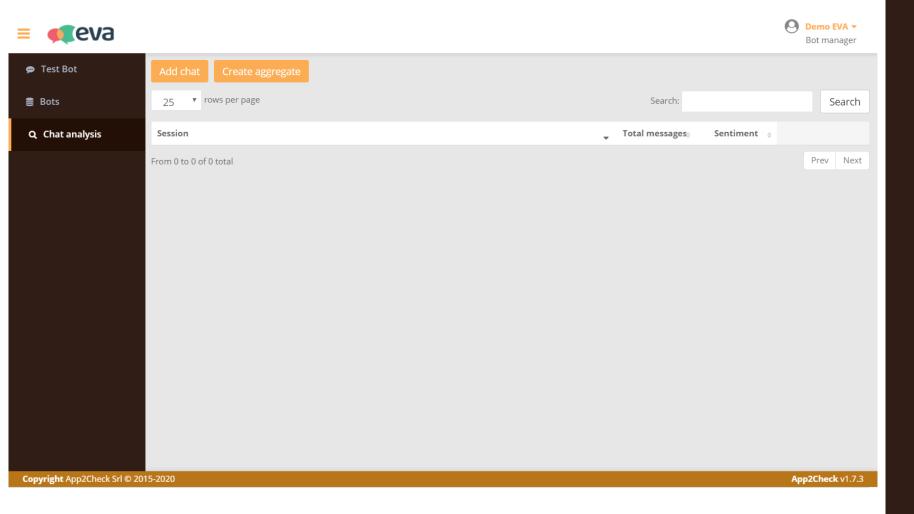
## **Statistics**



 We also find a histogram relating to interactions and sessions, but also to useful, not-useful and without feedback answers.



# **Chat analysis**



 The last voice of menu is «Chat Analysis» and in this part, once we have had a sufficient number of interactions with our Bot, we will find the messages of our interactions to be able to analyze it.

