

USER MANUAL



BORDERLESS.AI

ACADEMIC ADVISOR AI

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TEAM 5

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1. INTRODUCTION

Welcome to the Academic Advisor AI system! This user manual is designed to guide students and advisors in effectively using the platform for navigating the student visa immigration process. With a chatbot powered by advanced AI, this tool provides personalized assistance for F-1 visa-related queries, document uploads, and streamlined communication with advisors.

2. GETTING STARTED

System Requirements

To use the Academic Advisor AI system, ensure you have:

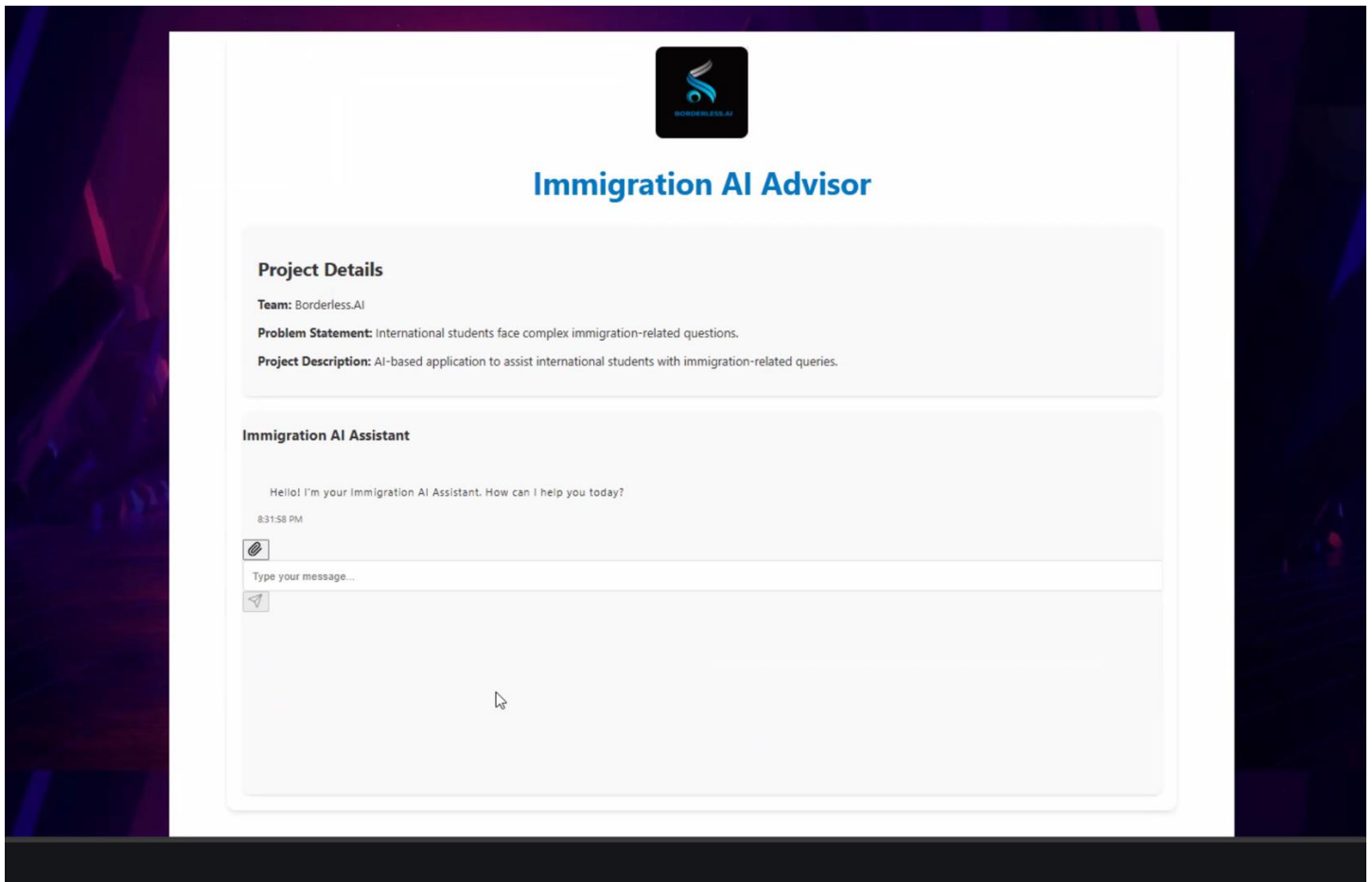
- A stable internet connection.
- A modern web browser (Chrome, Firefox, or Safari).
- An active student or advisor account.

3. USING THE DASHBOARD

Overview

The dashboard displays:

- Shortcuts to upload documents.
- Access to the chatbot.



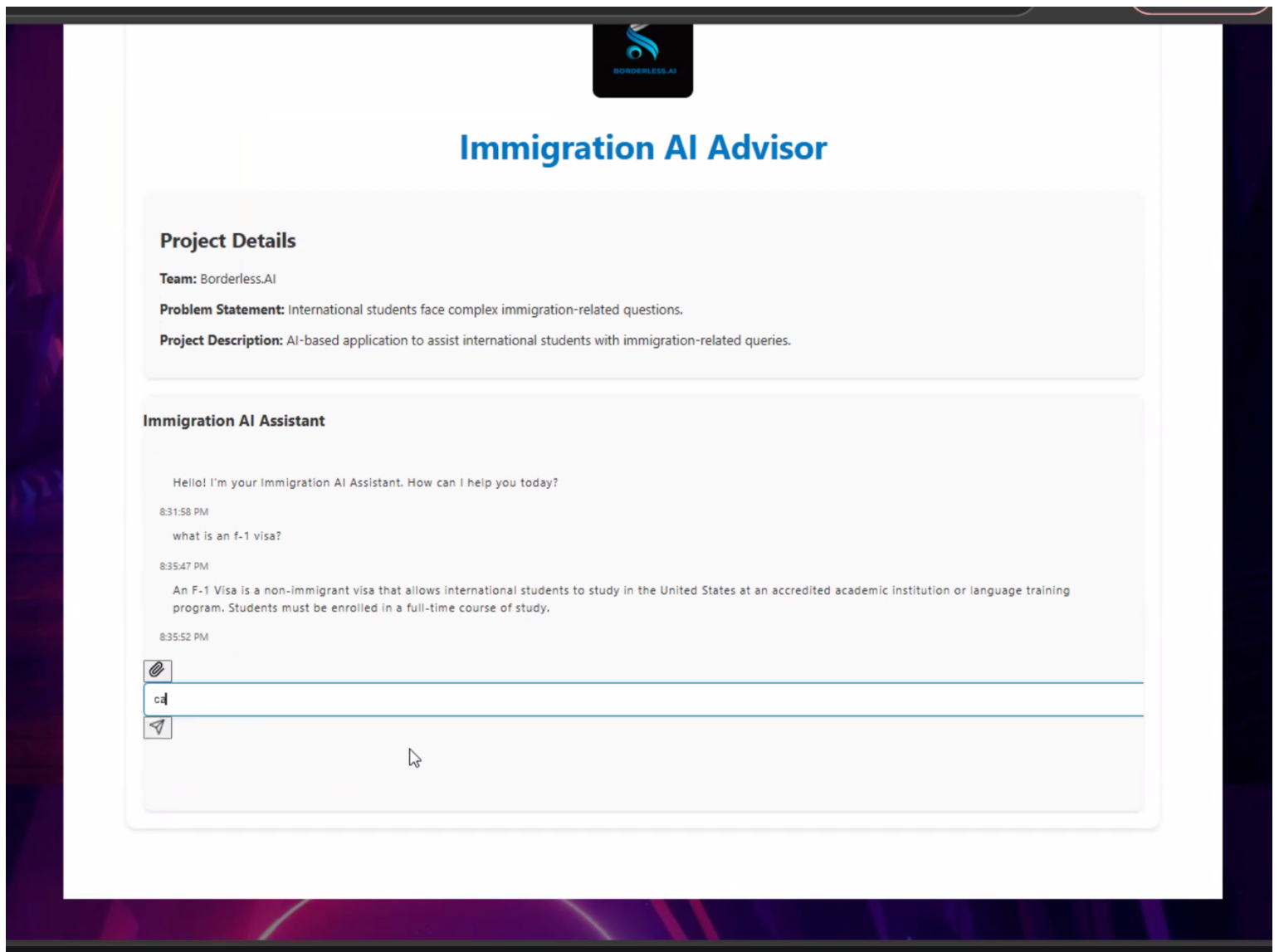
Navigation Features

- **Notifications:** Displays alerts for document processing updates or important reminders.
- **Menu:** Provides quick access to the chatbot, document upload, and help sections.

4. CHATBOT INTERACTION

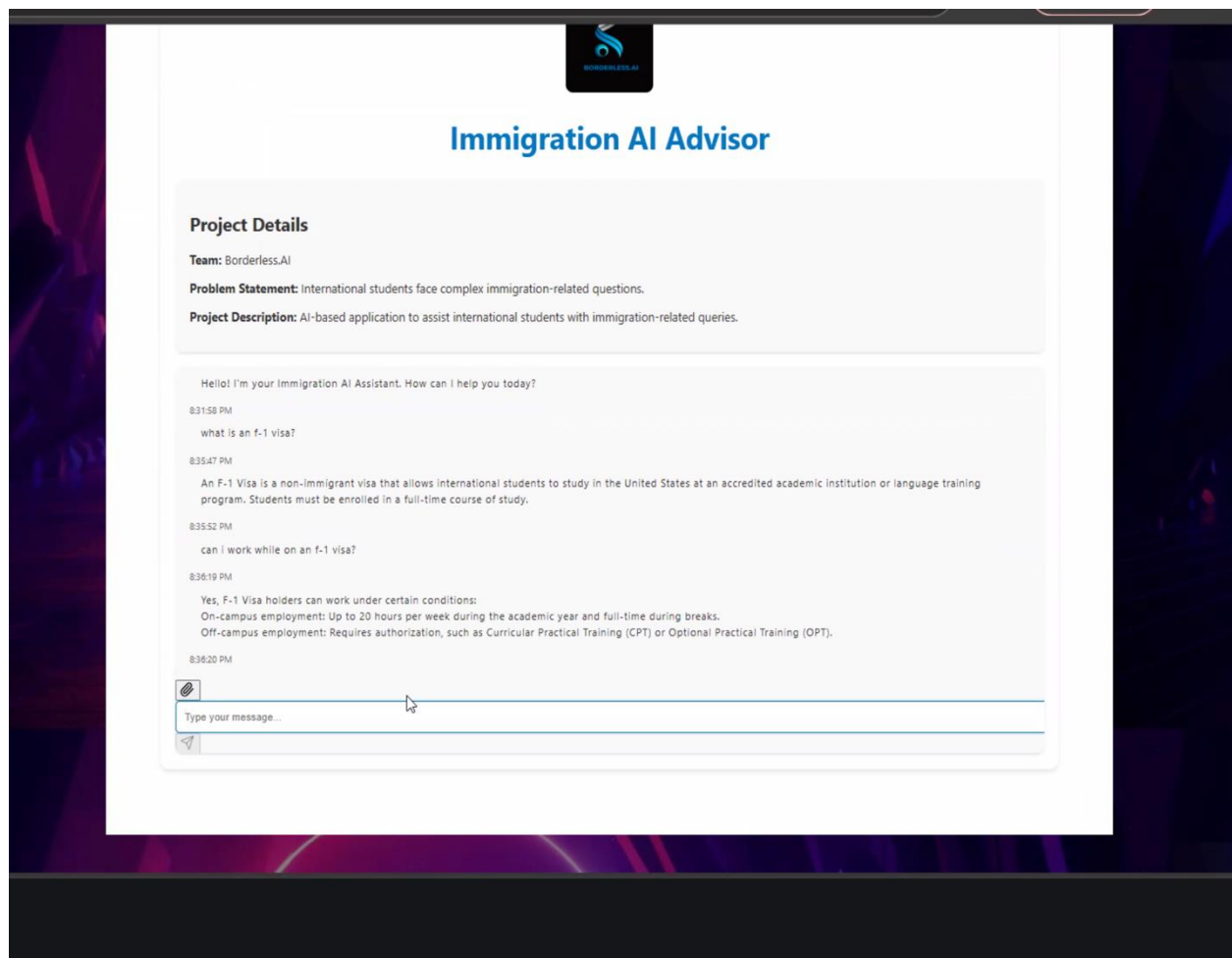
Accessing the Chatbot

1. Click on the **Chatbot** icon in the dashboard.
2. Type your query or select from common topics such as:
 - Visa timelines.
 - Document requirements.
 - Advisor appointment scheduling.



Common Use Cases

- **FAQs:** Get answers to common student visa-related questions.
- **Guidance:** Receive step-by-step advice on completing immigration forms.
- **Recommendations:** Receive tailored suggestions for visa interview preparation.



5. DOCUMENT MANAGEMENT

Uploading Documents

1. Navigate to the **Documents** section.
2. Click **Upload Document** and select a file (e.g., I-20 form, passport copy).
3. Supported formats: PDF, Word Document.
4. Wait for confirmation of a successful upload.

Viewing and Managing Uploaded Files

- All uploaded files are listed in the **Documents** section.
- Click on a file to view its details.
- Use the **Delete** button to remove unnecessary files.

6. FAQ AND TROUBLESHOOTING

FAQ

Q: What if the chatbot doesn't understand my query?

- Try rephrasing your question. If the issue persists, contact support.

Troubleshooting

Problem: Unable to upload a document.

Solution:

- Ensure the file format is supported.
- Check your internet connection.
- Refresh the page and try again.

Problem: Chatbot is unresponsive.

Solution:

- Refresh the page and wait a couple of minute till it loads the data.
- Clear your browser cache and restart the session.

7. CONTACT INFORMATION

For further assistance, reach out to our support team:

- **Email:** borderlessai@googlegroups.com

THANK YOU