**USER MANUAL**

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**ACADEMIC ADVISOR AI**

**DECEMBER 2024**

**TEAM 5**

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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.

1. **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.

1. **USING THE DASHBOARD**

**Overview**

The dashboard displays:

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

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**Navigation Features**

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

1. **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.

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**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.

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1. **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.

1. **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.

1. **CONTACT INFORMATION**

For further assistance, reach out to our support team:

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

**THANK YOU**