Regulatory Bulletin Assistant User Guide

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1. Introduction

The Regulatory Bulletin Assistant is a web-based tool designed to streamline the process of creating regulatory bulletins. This application leverages language models to assist regulatory engineers in interpreting complex documents and generating comprehensive summaries. The app is specifically tailored for creating internal regulatory bulletins that provide essential compliance guidance for engineers.

Key features of the Regulatory Bulletin Assistant include:

- Document analysis and summarization
- Guided prompt creation for focused summaries
- Intelligent keyword matching

2. User Interface and Getting Started

2.1 Main Interface

When you access the Regulatory Bulletin Assistant, you'll see a web interface with the following sections:

- Navigation sidebar: Contains options for Chat and Admin sections
- Main content area: Displays the chat interface or admin controls

2.2 Starting a New Analysis

1. Navigate to the "Chat" section using the sidebar.
2. Click the "Upload a file" button to attach a document (supported formats: .txt, .docx, .pdf, .csv).
3. Once the file is uploaded, you'll be guided through a series of questions to customize the summary.

2.3 Generating a Summary

1. After answering the guided questions, the app will generate a summary based on your inputs and the attached document.
2. Review the generated summary in the chat interface.

2.4 Chatting with the Assistant

- Type your questions or requests in the chat input field at the bottom of the page and press Enter.

- The AI will respond based on the context of your conversation and attached documents.

2.5 Managing Conversations

- Each analysis session is treated as a separate conversation.
- To start a new analysis, click the "Start New Analysis" button.

3. Warning and Disclaimer

IMPORTANT: The Regulatory Bulletin Assistant is designed as a tool to aid in the creation of first drafts and should not be considered a replacement for human expertise and judgment.

Please note the following:

- All generated summaries and responses should be thoroughly reviewed and verified by qualified regulatory engineers.
- The AI may occasionally produce inaccurate or incomplete information.
- The app's purpose is to accelerate the initial draft process, not to provide final, authoritative regulatory guidance.
- Users are responsible for ensuring the accuracy and compliance of any documents or decisions based on the app's output.
- Always cross-reference generated content with official regulatory documents and consult with appropriate regulatory experts.

4. Admin Section

The Admin Section is accessible only to authorized users and provides additional functionality for managing the application.

4.1 Accessing the Admin Section

1. Click "Admin" in the navigation sidebar.
2. Enter the admin password when prompted.

4.2 Admin Features

Once logged in, admins have access to the following features:

4.2.1 Manage Questions

- Add, edit, or remove questions used in the guided prompt creation process.
- Organize questions into different sections for various regulatory aspects.

4.2.2 Change Password

- Update the admin password for enhanced security.

4.3 Question Management

1. In the Admin Section, you'll see options to add new sections and questions.

2. Use the interface to:
    - Add new sections for organizing questions
    - Create new questions with various types (checkbox, yes/no, multiple choice, open-ended)
    - Edit existing questions
    - Remove questions or entire sections

4.4 Password Management

1. Use the "Change Password" option in the Admin Section.
2. Enter the current password and the new password as prompted.

5. Best Practices

To get the most out of the Regulatory Bulletin Assistant:

1. Be specific in your prompts and questions.
2. Provide detailed answers during the guided question process for more accurate summaries.
3. Review and edit AI-generated content carefully.
4. Use clear and concise language when chatting with the assistant.
5. Regularly update the question database to reflect changes in regulatory requirements.

6. Troubleshooting

If you encounter issues:

1. Ensure you have a stable internet connection on Dell VPN.
2. Check that your browser is up-to-date and compatible with Streamlit applications.
3. Clear your browser cache if you experience persistent issues.
4. For file attachment issues, verify that the file is not corrupted and is in a supported format.
5. If the application becomes unresponsive, try refreshing the page.

7. Support and Feedback

For additional support or to provide feedback:

- Contact your IT department or the application administrator.
- Report any bugs or suggest improvements to help enhance the tool for all users.

Remember, the Regulatory Bulletin Assistant is a tool to augment your expertise, not replace it. Always apply your professional judgment when using the generated content in your regulatory work.