**EvidenceAI User Guide**

**Introduction**

The EvidenceAI Processing System simplifies the preparation and analysis of files for AI tools like Claude, ChatGPT, NotebookLM, and Gemini. This guide explains how to interact with the system, troubleshoot common issues, and understand the workflow.

**How It Works**

1. **Input Files:** Drop your files into the input/ folder.
2. **Validation:** The system checks the files for format, integrity, and duplication.
3. **Processing:** Valid files are processed, and outputs are saved in tool-specific folders.
4. **Error Handling:** If something goes wrong, you’ll receive an error report with suggested fixes.
5. **Tracking:** Airtable logs track the lifecycle of every file.
6. **Cleanup:** Old files and logs are archived or deleted automatically.

**Folder Structure**

CopyEvidenceAI/

├── input/ # Drop files here for processing

├── working/ # Temporary processing folder (system-managed)

│ ├── temp/ # Intermediate files

│ ├── logs/ # Logs of processing runs

│ └── errors/ # Detailed error reports

├── processed/ # Archived files with version control

└── done/ # Final results organized by tool

├── claude/ # Outputs for Claude

├── chatgpt/ # Outputs for ChatGPT

├── notebook/ # Outputs for NotebookLM

└── gemini/ # Outputs for Gemini

**Getting Started**

**Step 1: Input Files**

* Place your PDF files into the input/ folder.
* Ensure files follow naming conventions (e.g., OFW\_Jan2024.pdf).
* Avoid placing duplicate files.

**Step 2: Run the Process**

1. Locate the run\_analysis.bat file in your EvidenceAI folder.
2. Double-click the file to start processing.
3. The system will:
   * Validate files.
   * Process valid files.
   * Organize outputs in the done/ folder.

**Step 3: Review Outputs**

* Navigate to done/.
* Open the folder corresponding to your tool (e.g., claude/).
* Review the processed files and prompt templates.

**Error Handling**

If something goes wrong:

1. **Error Report:** Check the error\_report\_<timestamp>.txt file in the working/errors/ folder.
2. **Console Summary:** The system will display a summary of errors directly in the console.
3. **Common Issues and Fixes:**
   * **Unsupported File Format:** Ensure files are PDFs.
   * **Duplicate File Detected:** The file has already been processed.
   * **Corrupted File:** Replace with a valid file.

**Advanced Features**

**Airtable Integration**

* The system logs every file’s lifecycle in Airtable, including:
  + Validation status.
  + Processing outcomes.
  + Links to outputs.

**Dynamic Configurations**

* Customize processing rules in the config.json file:
  + Batch size.
  + File size limits.
  + Retention policies.

Example:

{

"retention": {

"processed\_files\_days": 30,

"logs\_days": 90

},

"batch\_size": 10,

"max\_file\_size\_mb": 100

}

**Automated Cleanup**

* Old files in processed/ and logs/ are automatically archived or deleted based on retention rules.

**Troubleshooting**

1. **Processing Stopped Midway:**
   * Check working/logs/latest\_run.log for details.
   * Ensure there is enough disk space.
2. **Files Missing in done/:**
   * Review the batch manifest in working/logs/.
   * Ensure the system has write permissions.
3. **Duplicate Errors:**
   * Check the processed/ folder for previously archived files.
4. **Corrupted Outputs:**
   * Re-run the process with valid input files.

**Frequently Asked Questions**

**Q: What happens if I upload multiple files?**  
A: The system processes all files in the input/ folder. Batch manifest logs will detail the outcomes for each file.

**Q: Can I process files other than PDFs?**  
A: Currently, only PDF files are supported. Other formats will trigger validation errors.

**Q: How do I adjust the retention policy?**  
A: Update the config.json file to specify how long files and logs should be retained.

**Contact Support**

For additional help, consult:

* Error reports in working/errors/.
* Airtable logs for file lifecycle details.
* Your system administrator for advanced troubleshooting.