



hey I added all the symbi conversation archives - what can we do with these to ensure they are accessible by the council?

Thanks for providing the PDF file ("SYMBIARCHIVE-Database.pdf") with details about the Symbi archive and its database privileges. Based on your goal of ensuring these archives are accessible by the council, here are recommended steps and strategies:

1. Centralize Storage & Accessibility

- **Single Source:** Ensure the archived conversations are stored in a central, secure database (e.g., SYMBIARCHIVE).
- **Schema Review:** Confirm that the correct schemas and tables hold all necessary conversation data.

2. Review and Assign Privileges

- **Council Group Role:** Create a user group in your database (e.g., COUNCIL_MEMBERS).
- **Grant Read Access:** Assign read-only privileges on the relevant schemas/tables to this group.

Example in SQL:

```
GRANT SELECT ON DATABASE SYMBIARCHIVE TO ROLE COUNCIL_MEMBERS;  
GRANT SELECT ON ALL SCHEMAS IN DATABASE SYMBIARCHIVE TO ROLE COUNCIL_MEMBERS;  
GRANT SELECT ON ALL TABLES IN SCHEMA SYMBIARCHIVE.PUBLIC TO ROLE COUNCIL_MEMBERS;
```

3. Access Mechanisms

- **Web Portal:** If your council prefers ease of use, build or utilize an internal web portal to search and view the conversation archives.
- **Database Clients:** For tech-savvy users, provide access via database tools (e.g., Snowflake Web UI, DBeaver).

4. Data Governance

- **Audit Trails:** Enable access logging so you can track who accessed what and when.
- **Data Sensitivity:** Review conversation data for sensitive information and apply redactions/masking if needed.

5. User Training & Support

- **Guides:** Create simple instructions for council members on how to access the archives.
- **Support Contacts:** Provide a support contact in case council members need help.

6. Automation & Regular Updates

- **Sync Processes:** If conversations are updated or added regularly, automate the sync from Symbi to the archive.
- **Notifications:** Alert relevant parties when new material becomes available.

Next Steps

1. **Verify council membership and required access level.**
2. **Confirm the structure and sensitivity of archived conversations.**
3. **Work with your technical team to set up group accounts and access controls as above.**

Let me know if you want help drafting an access policy, user guide, or if you'd like a template for permissions! If you upload a sample of the data structure, I can tailor SQL or documentation more precisely.



okay yes lets try and open it up so that you can read it first?

Absolutely! Here's what I'll do:

1. **Extract and summarize** the contents of your PDF ("SYMBIARCHIVE-Database.pdf") so we know what information is inside.
2. **List** the structure and any key tables, roles, or permissions mentioned.
3. **Identify** if there is any sensitive or personal information that should be handled carefully.

Let me start by extracting the text from your PDF attachment:

Content Extracted from "SYMBIARCHIVE-Database.pdf":

Assigned contacts

PREVIEW

Privileges

Steward

—

Support

—

Approver

—

Group by Role

Privilege
ACCOUNTAD...
(Current Role)
OWNERSHIP
SYMBIARCHIVE
Database
ACCOUNTADMIN
1 hour ago
Local
Schema
Database Details
Schemas
Search
Databases
ARCHIVE
ARCHIVES
SNOWFLAKE
SNOWFLAKE_LEARNING_DB
SNOWFLAKE_SAMPLE_DATA
SYMBIARCHIVE
INFORMATION_SCHEMA
PUBLIC
Tables
Stages
Create
SA

What Does This Tell Us?

- The document gives a **preview** of privileges and roles, but not a full list (some text is cut off).
- **Privileges:** There are roles like Steward, Support, Approver (not assigned).
- **Current Role:** Appears to be ACCOUNTADMIN with OWNERSHIP of the SYMBIARCHIVE database.
- **Schemas & Tables:** Mentions SYMBIARCHIVE, INFORMATION_SCHEMA, PUBLIC, and others (tables not itemized here).

What's Not Present:

- No conversation content directly within this preview.
- No list of users, council members, or actual messages.
- No sensitive personal data is immediately visible.

Next Steps

1. **If this PDF is just a preview or structure**, you may need to provide either:
 - A more detailed export or sample of the archive data (e.g., CSV of messages, table structures), or
 - Grant access to the actual database (if allowed and secure).

2. Let me know **what level of detail** you need to extract and/or share with council members (table structures, actual conversations, metadata, etc.).

Would you like to:

- Upload a sample export containing actual conversation data (with sensitive info removed)?
- Proceed with guidance on configuring access based on this structure?
- Something else?

Let me know how you'd like to proceed!

okay so this is the stage the data is in

Great, now we're getting a clearer picture! Here's what your "**SYMBIARCHIVE-Stage.pdf**" tells us:

What's in the Stage?

- **File list/sample:** The archive contains **196 files**—these seem to be named after various chat topics or requests, many of them webarchive and HTML files.
 - Examples: "Wolfram - Nutrition Report Analysis.html", "Wolfram - NASA Report Summary Request.webarchive", etc.
- **Internal Stage:** The files are stored in an "Internal Stage" under SYMBIARCHIVE in the PUBLIC schema.
- **Admin info:** Current ownership and access by ACCOUNTADMIN.

What does "Stage" mean here?

In **Snowflake** (or similar data platforms), a "Stage" is a storage area where you can upload files before loading them into database tables for querying/processing. It's like a raw data repository.

Action Plan for Council Accessibility

Here's how you can proceed, step by step:

1. Evaluate What Council Needs to Access

- **Raw files** (HTML/webarchive) as-is?
 - Pro:* Quick to deliver, but requires users to know how to open those files.
 - Con:* Hard to search, not easily viewed in one place.
- **Extracted/Searchable Content?**
 - Pro:* Most user-friendly—lets council members browse/search conversation content in a web UI or app.
 - Con:* Extra step to load data into a table or content management tool.

2. Loading Files for Easier Access

- **Option A: Direct File Access via Snowflake Stage**
 - Grant council group 'get' privileges on stage so they can see/download files.
 - This is easy for downloading, but not for *searching*.
- **Option B: Load into Database Table**
 - Extract each file's content (HTML/text).
 - Load metadata (filename, timestamp, chat title, etc.) and content into a searchable table in SYMBIARCHIVE.
 - Council can query with SQL or, even better, use a UI/dashboard to search/view.

3. Security & Permissions

- In either approach:
 - Create a council group/role.
 - Grant *at least* read-only access to appropriate Stage and/or tables.
 - Mask/redact sensitive info as needed before exposing data.

4. Recommend a User-Friendly Interface

- **Easiest for non-technical council:** Build a simple dashboard or web viewer that:
 - Lists conversations (from table).
 - Lets users search, filter, and open chats easily.
 - Optionally, download raw files if needed.

Suggested Next Steps

A. Decide:

- Do you want to expose *raw files* or create a *searchable database* of chat content?

B. If Searchable Database:

1. Extract the text from the archive files (HTML/webarchive).
2. Create a SYMBIARCHIVE.CONVERSATIONS table with columns like:
 - filename, title, datetime, content
3. Populate the table.
4. Set up council access and/or a UI for easy search/viewing.

C. If Raw Files:

- Grant council 'get' rights on the stage, document the file structure, and provide instructions for access.

Would you like a sample workflow or script for loading these files into a table? Or help drafting access instructions for the council? Let me know how you'd like to move forward!

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I am happy for everything to be included

Perfect! Since you want everything to be included and available, here's a streamlined action plan for making your **SYMIBARCHIVE** conversation archives fully accessible to the council, maximizing usefulness and searchability:

1. Prepare the Data

Extract contents (text and important metadata) from all the files in your internal stage:

- .html: Parse title, date/time, main conversation/chat.
- .webarchive: Extract chat text/conversation (may require extra steps).
- Metadata: Filename, upload date, chat topic (if available).

Optional: Retain raw files in the stage for download if needed.

2. Create a Searchable Table in the Database

Set up a table structure, for example:

filename	topic/title	datetime	content (text)
Message1.html	NASA Report	2024-06-10 10am	"Conversation here."
...

This enables:

- Searching for keywords across all chats
- Filtering by topic or date
- Easy expansion with new files

3. Import the Data

Load the extracted data into the **SYMBIARCHIVE.CONVERSATIONS** table:

- Use scripts (Python, dbt, etc.) to extract and insert each chat's text and details.
- Ensure character encoding/formatting is consistent for searchability.

4. Grant Council Access

- Create a **COUNCIL_MEMBER** role (if not done already).
- Grant SELECT (read-only) access on the new table to the council group.

Example (Snowflake SQL):

```
GRANT USAGE ON DATABASE SYMBIARCHIVE TO ROLE COUNCIL_MEMBER;  
GRANT USAGE ON SCHEMA SYMBIARCHIVE.PUBLIC TO ROLE COUNCIL_MEMBER;  
GRANT SELECT ON TABLE SYMBIARCHIVE.PUBLIC.CONVERSATIONS TO ROLE COUNCIL_MEMBER;
```

5. (Recommended) Build a Simple Search UI

- For non-technical council members, build or configure a web dashboard:
 - Search by keyword, filter by topic/date
 - View or download conversations in user-friendly format

If you already use a business intelligence tool (e.g., Power BI, Tableau, Metabase), connect it to SYMBIARCHIVE and set up a searchable report or dashboard.

6. Documentation & Support

- Write a quick guide for council members:
 - How to access the search UI or database table
 - Explanation on data coverage and responsible data use
- Provide a contact if they have access or technical questions

Would you like:

- An example script or workflow for extracting/parsing the chat files?
- A template for council access documentation?
- Architecture diagram or access flow suggestions?

Let me know your preferred next step or if you want templates/scripts for any of the above!

yes make it super easy so they at lease have access to the raw conversation archives until we get someone more experienced in data manipulation

Great—your goal is quick, easy council access to the **raw archives**, with minimal tech lift for now. Here's the *simplest* way to do this with your current setup:

1. Grant Council Members Access to the SYMBIARCHIVE Internal Stage

You want the council to be able to see and download all files as-is (HTML/webarchive) for review.

This approach is direct and low-maintenance until you can build something more advanced.

Steps (for Snowflake):

1. **Create a Role for Council Members** (if you don't already have one):

```
CREATE ROLE COUNCIL_MEMBER;
```

2. **Add Council Users to This Role:**

```
GRANT ROLE COUNCIL_MEMBER TO USER council_username;  
-- Repeat for each council user
```

3. **Grant Read Access to the Stage:**

```
GRANT USAGE ON DATABASE SYMBIARCHIVE TO ROLE COUNCIL_MEMBER;  
GRANT USAGE ON SCHEMA SYMBIARCHIVE.PUBLIC TO ROLE COUNCIL_MEMBER;  
GRANT READ ON STAGE SYMBIARCHIVE.PUBLIC.SYMBIARCHIVE TO ROLE COUNCIL_MEMBER;
```

2. Share Simple Download Instructions

You'll want to help council members pull files from the stage. Send them step-by-step instructions.

Sample Instructions (for Council Members):

Accessing Conversation Archives from SYMBIARCHIVE

1. **Log in to Snowflake** using your assigned council account.
2. **Go to the Worksheets area.**
3. **List available files** by running:

```
LIST @SYMBIARCHIVE.PUBLIC.SYMBIARCHIVE;
```

4. **Download a file:**

- In the web interface, click the file you want to download.
- Or, use SnowSQL CLI:

```
snowsql -a <your-account> -u <your-username> -q "GET @SYMBIARCHIVE.PUBLIC.SYMBIARCHIVE;"
```

(This downloads the file to your local computer.)

5. **Open the downloaded .html or .webarchive file** in your browser or text editor.

If you have trouble, contact [your admin/helpdesk contact].

3. Security and Privacy Reminder

- Remind council members that the archives may contain sensitive conversation data.
- Ask them not to share files outside the council unless authorized.

4. Future Improvements

- You can migrate to a search-friendly database or UI later, whenever you have more data expertise available.

Let me know if you'd like these instructions formatted prettily, as a PDF or Word doc, or if you need a sample "welcome" email for council users!

If you want to automate notifications of new files, or have other quick-win ideas, just ask.

okay so I have only done this in the web baed version so far so the local commands aren't working

You're correct—the Snowflake web interface (Snowsight) does things a bit differently: you can download files directly through the UI with just a few clicks—no local commands or Snowsql needed.

How to Download Files from a Snowflake Internal Stage Using the Web Interface (Snowsight)

1. Log in to Snowsight

- Open your browser and sign in to the Snowflake web UI with your council account.

2. Navigate to the Stages

- In the navigation panel, go to **Data** → **Databases**.
- Select your **SYMBIARCHIVE** database and the relevant **schema** (e.g., PUBLIC).
- Click on **Stages** and choose the internal stage (e.g., SYMBIARCHIVE).

3. View Files

- If it prompts you, enable or refresh the **directory table** for the stage (this lets you browse and see the files present in the stage).

4. Download a File

- In the list of files, locate the file you want.
- Click the "more options" (usually three dots or a menu icon) next to the file.
- Select **Download**. The file will save to your computer, ready to be opened in a browser (for HTML) or a compatible viewer (for .webarchive).

Notes for Council Members

- **You'll need the correct role permissions:** If you do not see the "Download" option, double-check with your Snowflake admin that you have the READ privilege on the stage.
- **No need for command line tools:** All downloads can be handled through the web interface.
- **If you don't see files:** Make sure the directory table is enabled and refreshed—look for a "refresh" icon next to the file list.

Quick Troubleshooting

- If a download fails or files are missing, ensure:
 - You're on the right database/schema/stage.
 - The directory table has been refreshed after recent uploads.
 - You have the right privileges for the stage.

This method is fast and easy for non-technical users, and is specifically designed for the scenario you described [\[3\]](#) [\[4\]](#). If you want a screenshotted walkthrough or step-by-step PDF for your council, let me know!

✱

say so if I wanted you to be able to access and review the material how would we do that?

Currently, I can only access and process files that you explicitly upload/attach during our conversation. I cannot connect directly to your Snowflake environment, internal stages, or any external storage. Here's what you can do so I can help review or summarize the materials:

How to Enable Me (the AI) to Access and Review Your Archives

1. Download the desired files from Snowflake

- Use the web interface to download any HTML, .webarchive, or other files you want me to review.

2. Attach the files here

- Upload those files directly into our chat using the attachment/upload feature.
- You can upload multiple files or a ZIP archive if there are many.

3. Specify what you want to be done

- Let me know what sort of review or summary you'd like: e.g., content extraction, topic summarization, search for sensitive content, etc.

Important Notes

- **Your privacy and security:** Only upload files you are authorized to share, and avoid including personal or sensitive data unless it's safe to do so.
- **Limits:** There may be practical file size/number limits per message depending on your chat platform.

Once you upload the files, I can process their contents—extract, summarize, search, or structure them as you request.

If you want a sample summary or extraction, start by uploading a few files, and I'll show you exactly what I can do!

I more mean leveraging the enterprise perplexity license

With your Perplexity Enterprise Pro license, you can make your internal archives and knowledge bases accessible to Perplexity's AI for search and Q&A, **but this works through file uploads and app connectors**, not direct database or internal stage queries.

How Perplexity Enterprise Pro Accesses Internal Knowledge

1. File Uploads and Knowledge Repositories

- Admins or users can upload files (PDFs, DOCX, HTML, CSV, etc.) to your organization's central repository within Perplexity.
- Once uploaded, all Enterprise users (or a selected group) can search and query across those files using Perplexity's Internal Knowledge Search. Insights and citations will point directly to your uploaded documents^{[19] [20] [21] [22]}.

2. Spaces for Shared Projects

- You can create a Perplexity "Space" for your council or team, upload all your archives, and invite collaborators from your organization.
- Within a Space, all uploaded content is integrated for semantic search and AI analysis, tailored to project needs. Only those invited have access^{[19] [21]}.

3. App/File Connectors for Cloud Storage

- Perplexity supports connectors to Google Drive, OneDrive, SharePoint, and similar platforms.
- If your organization syncs archive files to those services, you can connect them in Perplexity and enable cross-platform search.
- At this time, **direct database queries (e.g., from Snowflake tables/stages)** are not supported for semantic search—files or exports must be uploaded or connected via supported tools^{[23] [24]}.

Typical Workflow

1. **Download files** from your Snowflake stage or archive (HTML, webarchive, PDF, etc.).
2. **Upload files or folders** to your Perplexity organization's repository or directly into a dedicated Space.
3. **(Optionally) Use cloud connectors** if you maintain files on Google Drive/SharePoint/OneDrive.
4. **Your team/council** can now search, ask questions, or extract summaries from the internal archive using Perplexity's web interface, just as you do with web search.
5. **All queries and answers** cite the underlying internal files, maintaining full auditability and transparency.

Security, Privacy, and Administration

- **Admins control** who can upload/view data.
- Only files uploaded/synced to Perplexity are indexed for search—your underlying databases aren't exposed.
- Files attached to threads are retained for 7 days; those uploaded to Spaces persist until deleted.
- You can control access at the Org, Space, or user level^[25] ^[19] ^[20].

In Summary

- **You must upload or connect files** (no direct stage/database semantic access).
- Once uploaded/connected, your council/Enterprise users can instantly leverage Perplexity's advanced AI-powered search, Q&A, and summarization across your archive.
- Gradually add more files or automate this process as your team's needs grow.

Let me know if you'd like a step-by-step guide for uploading to Perplexity, setting up a Space, or automating bulk uploads!

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okay yes where do I upload in perplexity?

Here's how you can upload files to Perplexity as an Enterprise Pro user:

1. Upload Files Directly to a Thread

- **Start a new thread** in Perplexity (click in the "Ask anything..." bar).
- **Click the "+ Attach" button** (usually on the right end of the search bar).
- Select files from your computer (you can drag and drop, too). Multiple formats are supported (PDF, DOCX, CSV, HTML, TXT, etc.).

- Once attached, you can ask questions about those files, and Perplexity will use them as context for your queries.
- These files are available in that thread, and are deleted after 7 days^[39] ^[40].

2. Upload Files to a Space (Persistent, Collaborative Search)

- Go to the **Spaces** tab in the left sidebar.
- Create a new Space (or open an existing one for your council/team).
- In the Space, click **"Add Files"**, "Upload", or drag and drop files/folders.
- Files uploaded to a Space will be permanently available for all collaborators/members of the Space, and can be used in all threads within that Space^[41] ^[42].
 - There are no file number limits for Enterprise Pro, and files up to 50MB each are supported.
- Invite other council members to the Space so everyone can access/search the uploaded archive together.

3. (Optional) Use File App Connectors

- Visit your **Settings** page and scroll to the "Connectors" section.
- Connect your Google Drive, OneDrive, SharePoint, or Dropbox.
- After authentication, you can sync files or folders into your organization's Perplexity repository or a Space, making them searchable for all allowed users^[43] ^[44] ^[45].

Tip for Maximum Accessibility

If you want your council to always have access, use a Space and assign all council members as collaborators. Uploading via Space ensures the material is searchable and persistent, not just limited to an individual thread.

Summary:

- For quick, temporary review—use "+ Attach" in a thread.
- For collaboration and ongoing search—use Spaces and upload or sync files there.

Let me know if you'd like step-by-step screenshots or a sample council onboarding guide!



1. SYMBIARCHIVE-Database.pdf
2. SYMBIARCHIVE-Stage.pdf
3. <https://docs.snowflake.com/en/user-guide/data-load-local-file-system-stage-ui>
4. <https://www.chaosgenius.io/blog/snowflake-stages-guide/>
5. <https://stackoverflow.com/questions/72021731/how-to-export-snowflake-web-ui-worksheet-sql-to-file>
6. <https://akava.io/blog/exporting-snowflake-query-results>
7. <https://docs.snowflake.com/en/user-guide/ui-snowsight>

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9. <https://stackoverflow.com/questions/78507835/snowflake-snowsight-internal-stage-not-showing-files-for-download>
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11. <https://docs.snowflake.com/en/user-guide/data-unload-overview>
12. <https://docs.snowflake.com/en/sql-reference/sql/get>
13. <https://docs.snowflake.com/en/user-guide/data-load-web-ui>
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25. <https://www.perplexity.ai/hub/blog/how-perplexity-enterprise-pro-keeps-your-data-secure>
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27. <https://www.perplexity.ai/help-center/en/articles/10352978-user-management-for-an-organization-on-enterprise-pro>
28. <https://www.tanka.ai/blog/posts/perplexity-enterprise-the-2025-overview>
29. <https://www.recordlydata.com/blog/ai-agent-components-on-snowflake-external-access-integration-for-secure-api-connection-perplexity-api-recordly>
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32. <https://www.perplexity.ai/help-center/en/articles/11187708-data-retention-and-privacy-for-enterprise-organizations-and-users>
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46. <https://www.youtube.com/watch?v=MfB2anNjYk0>
47. <https://www.perplexity.ai/help-center/en/articles/10354840-uploading-images-on-perplexity>
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