GEBO.AI SETUP GUIDE · STEP 4 OF 7

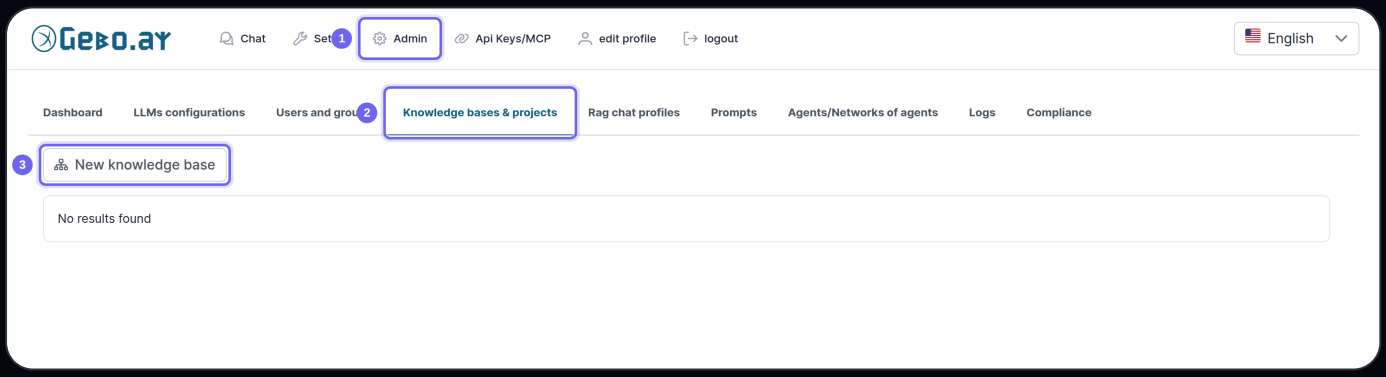
Create a knowledge base and a project

A knowledge base groups the documents your users chat with. Its projects hold the data sources the documents come from.

TIME	2 minutes.
YOU NEED	Step 3 done.

1 Open the knowledge bases

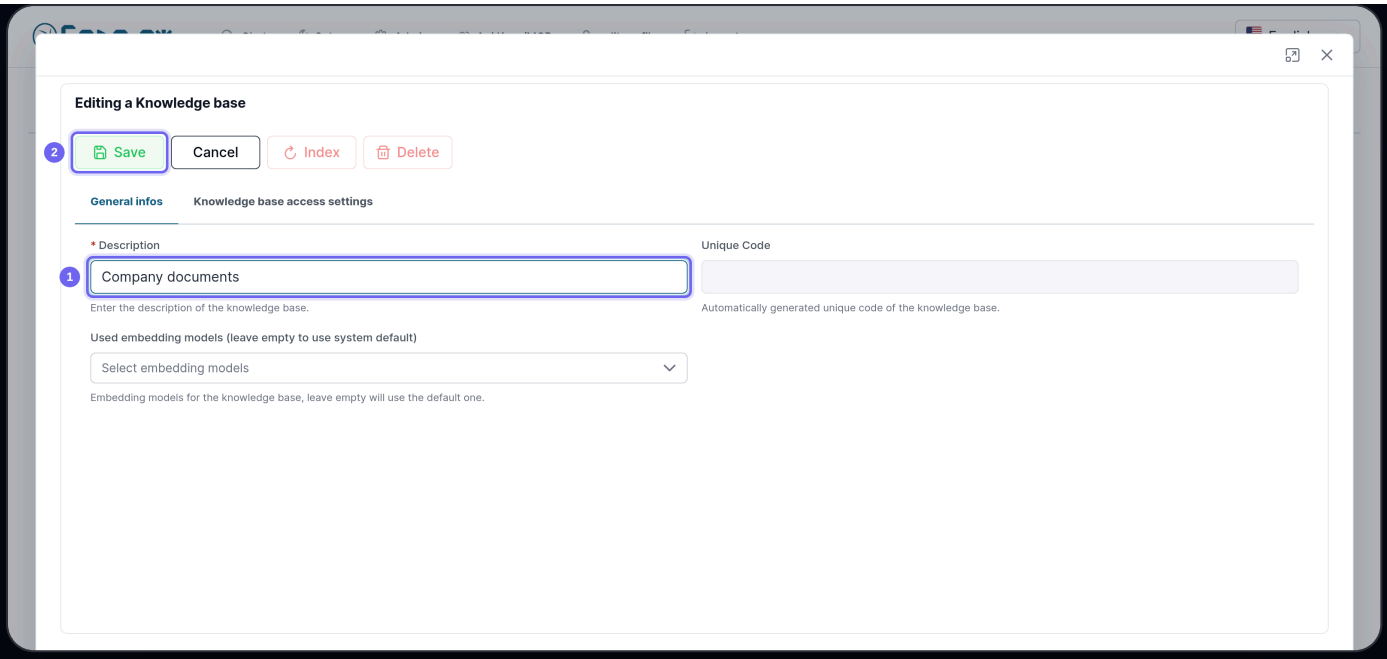
Click **Admin** in the menu (1), open the **Knowledge bases & projects** tab (2) and click **New knowledge base** (3).



The knowledge bases tab of the administration.

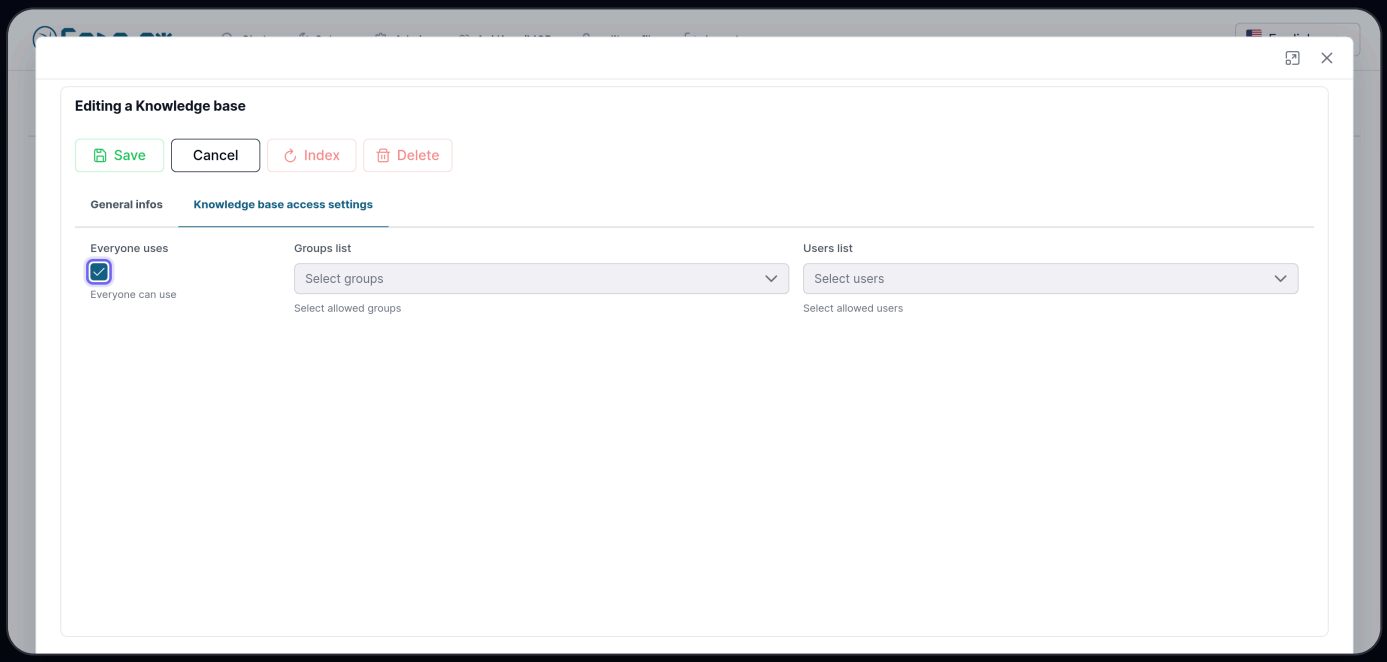
2 Describe the knowledge base

Enter a **Description**, for example *Company documents*, and click **Save**. Gebo.ai generates the unique code. Leave **Used embedding models** empty to use the system's one.



The new knowledge base.

The **Knowledge base access settings** tab decides who can use it. **Everyone uses** is ticked by default: every user can chat with these documents. Untick it to allow only some groups or users.



Access settings: everyone, or chosen groups and users.

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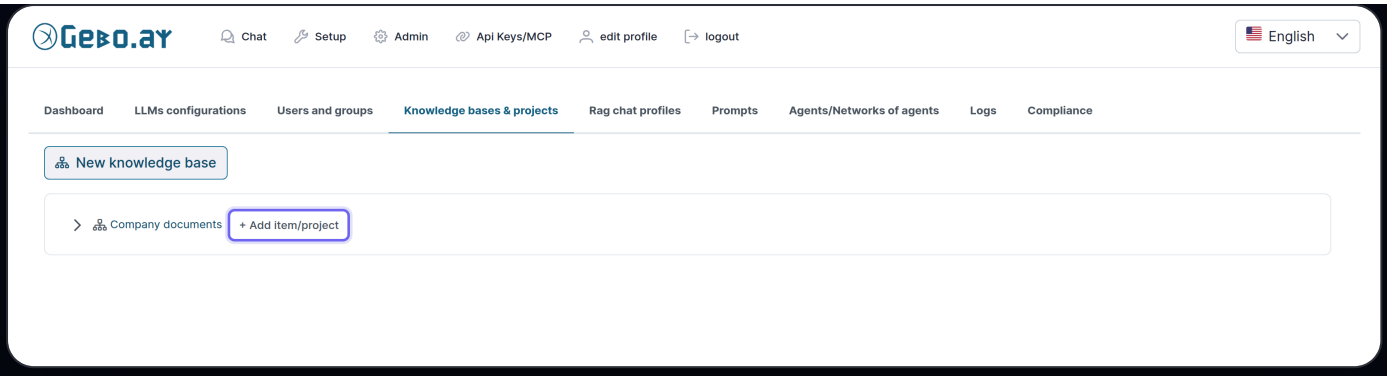
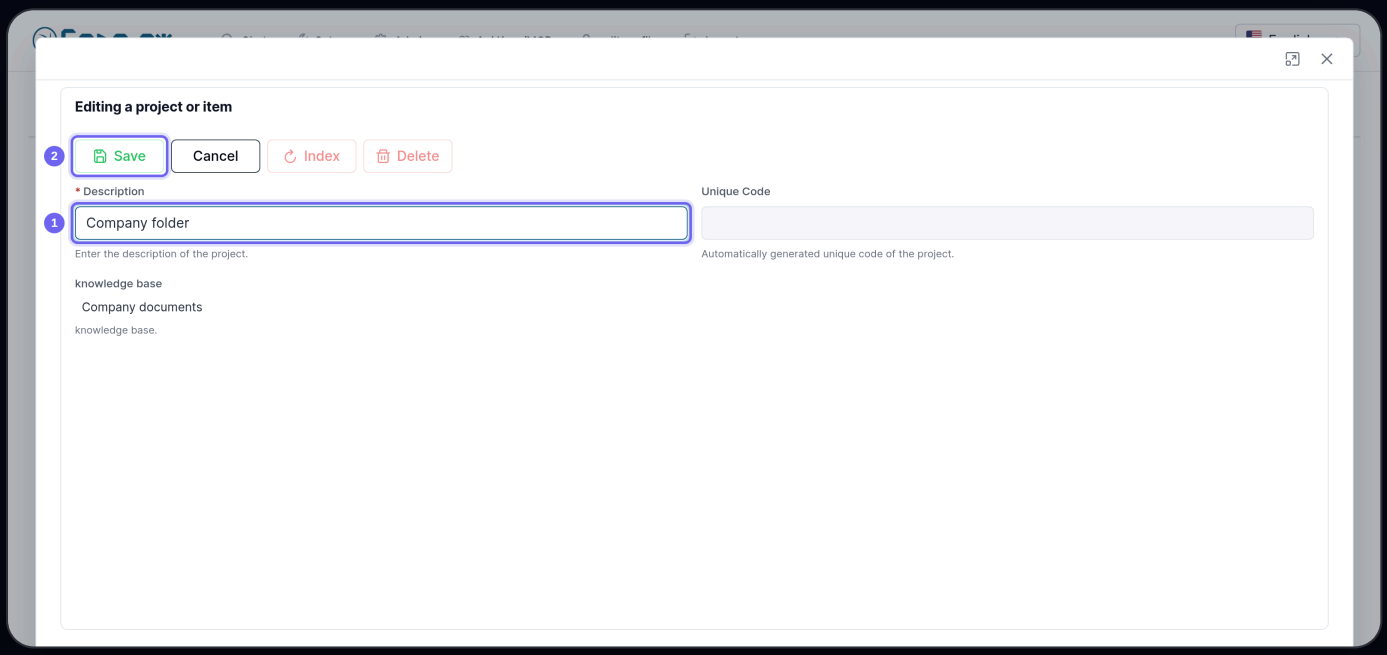
3 Add a project

The knowledge base appears in the tree. Click **+ Add item/project** next to it.



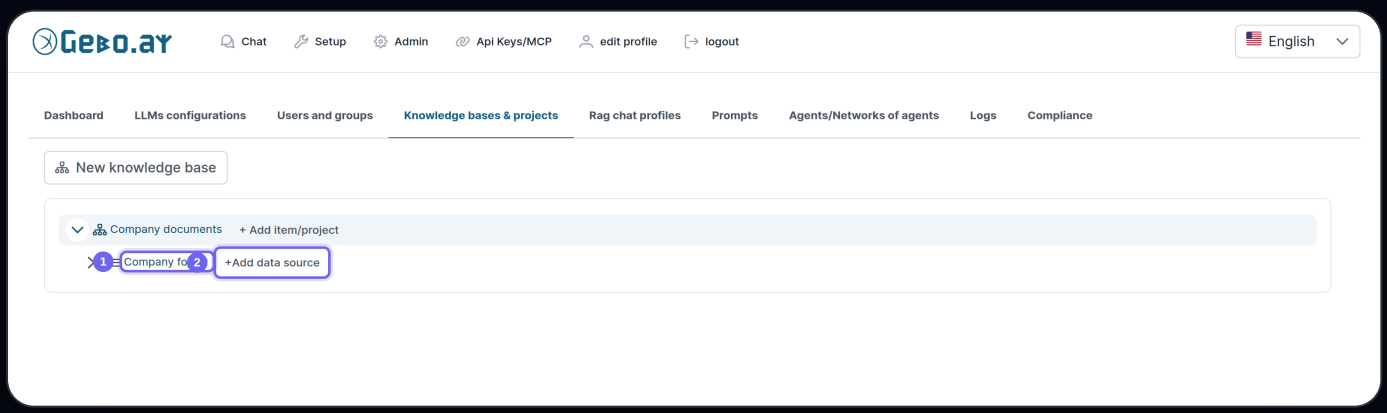
The new knowledge base in the tree.

Enter a **Description**, for example *Company folder*, and click **Save**.



The new project inside the knowledge base.

Expand the knowledge base: the project shows **+Add data source**, where step 5 starts.



The project and its data source link.

Several projects

A knowledge base can hold several projects, for example one per department, each with its own data sources.

← Connect the AI models (OpenAI)

Next: Connect the company folder and publish it →