GEBO.AI SETUP GUIDE · STEP 6 OF 7

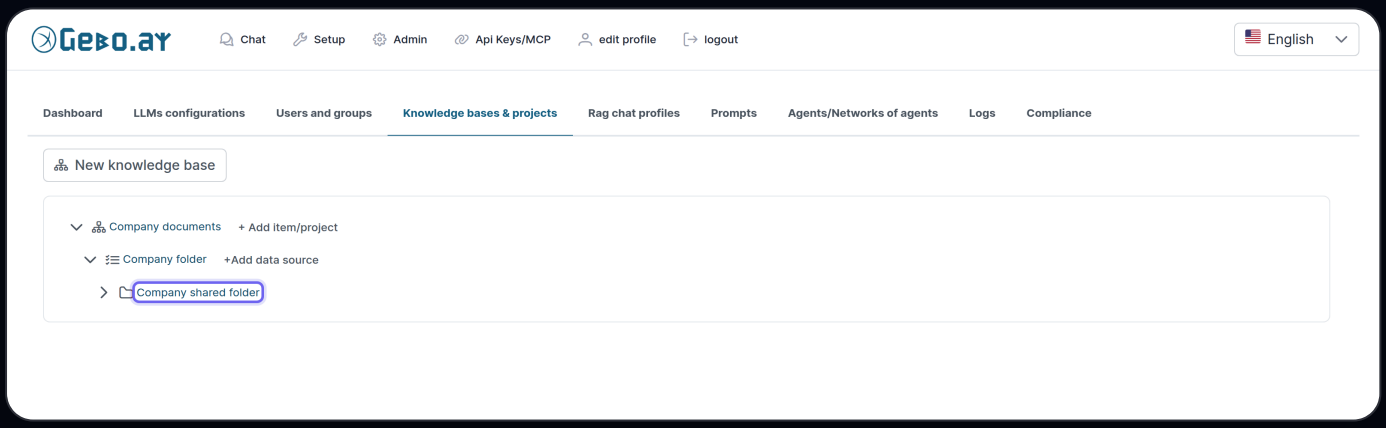
Schedule the evening sync

Make Gebo.ai check the company folder every evening, so the index follows the folder without anyone publishing by hand.

TIME	2 minutes.
YOU NEED	The data source of step 5, published at least once.

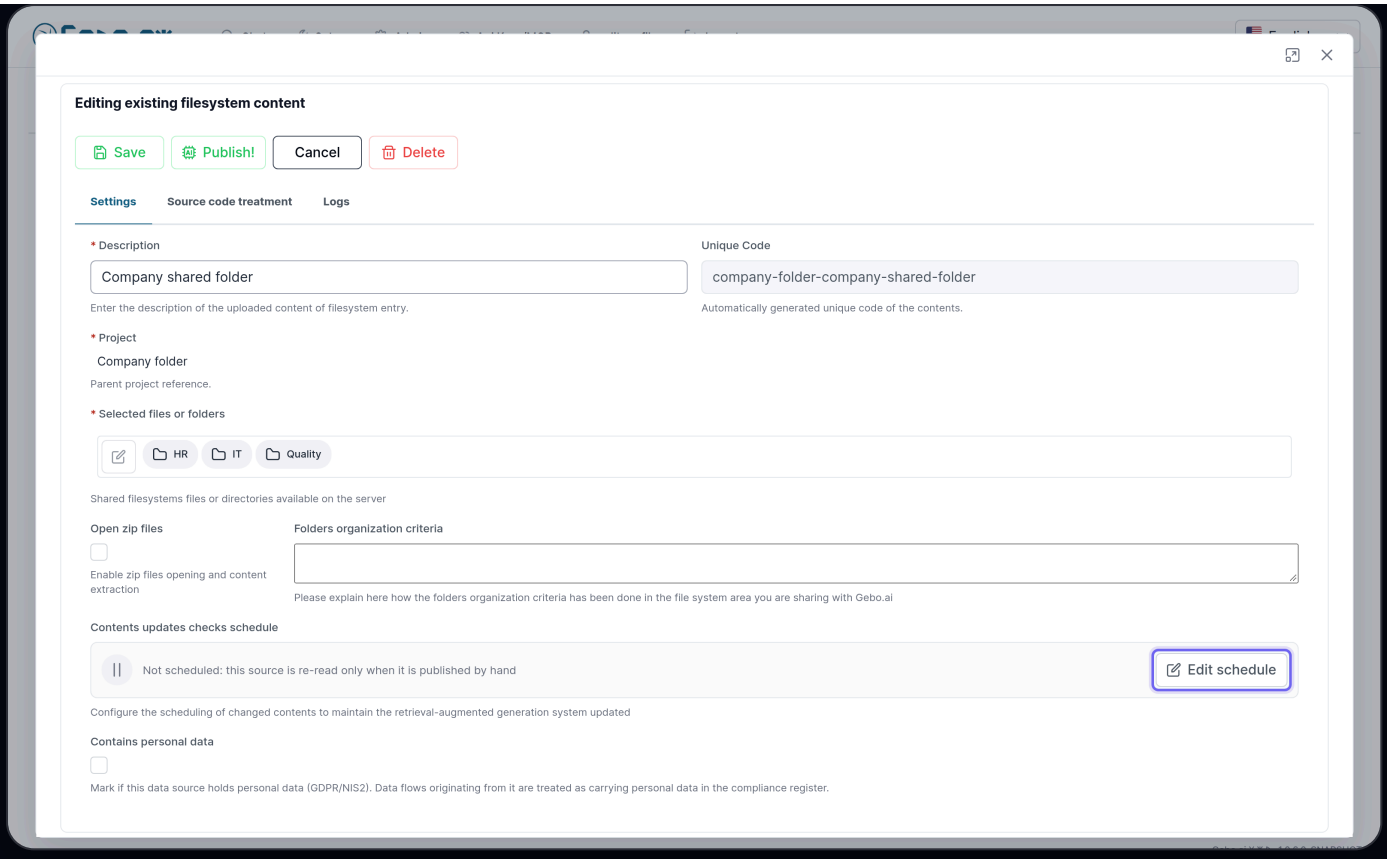
1 Open the data source

In the tree of **Knowledge bases & projects**, click the data source.



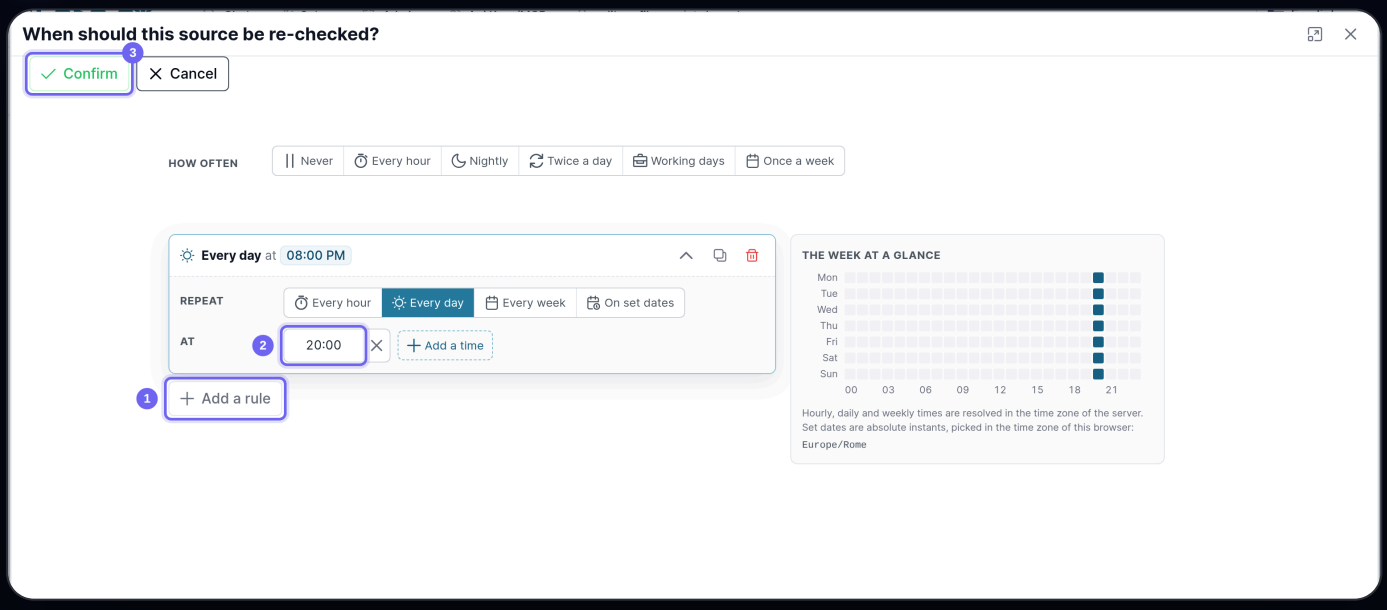
The data source under its project.

Its **Contents updates checks schedule** reads *Not scheduled*. Click **Edit schedule**.



The schedule of the data source.

2 Every day at 20:00



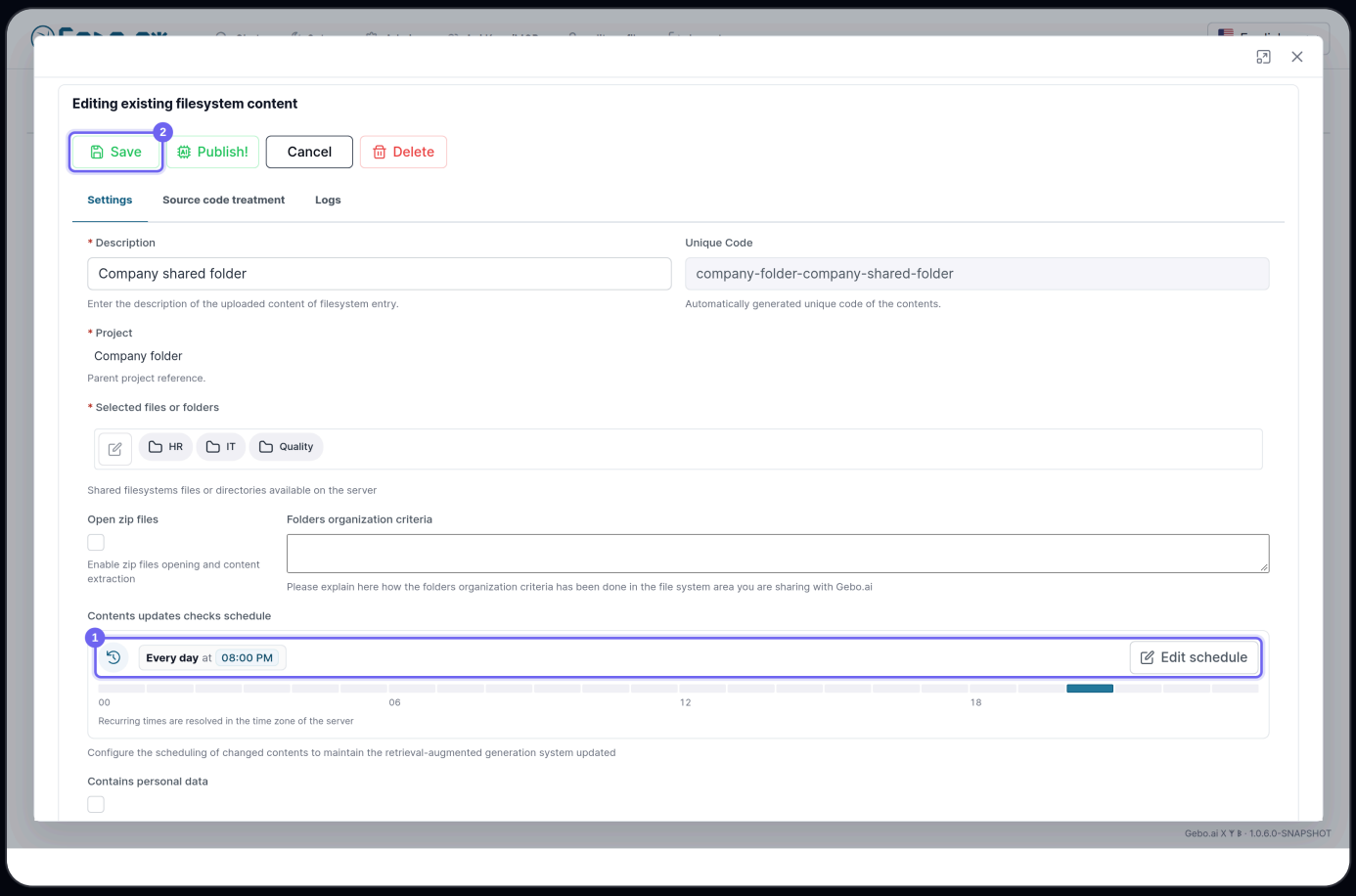
A daily rule at 20:00.

1. Click **Add a rule**. The new rule repeats **Every day** at 02:00.
2. Click the time and set **20:00** with the arrows of the hour.
3. Click **Confirm**.

The week at a glance shows when the checks run. The presets of **How often** (Nightly is 02:00, Twice a day, Working days, Once a week) are quicker when they fit.

3 Save

The data source now reads **Every day at 08:00 PM** (1). Click **Save** (2).

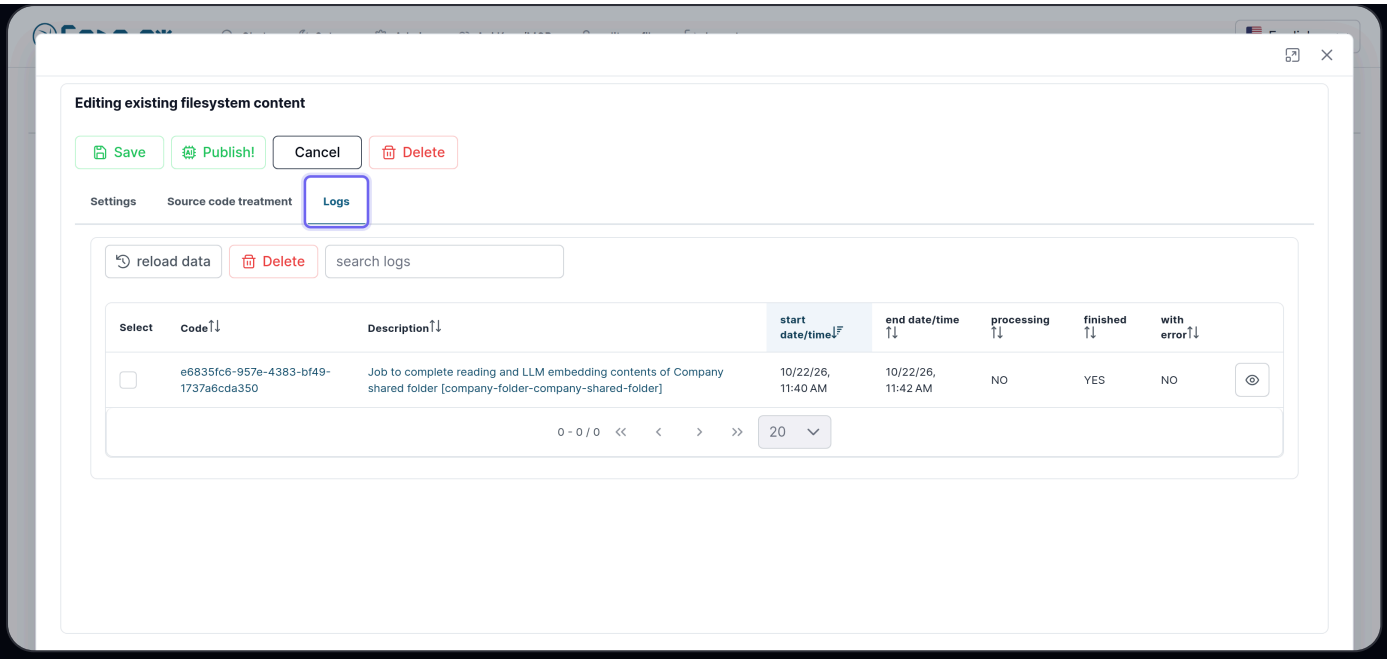


The schedule, ready to save.

4 What happens every evening

- The check starts within a minute of 20:00, in the server's time zone set in step 5.
- It lists the whole folder but reads again only new and changed files, and removes from Gebo.ai the files deleted from the folder.
- If the previous check is still running, that evening's check is skipped.

Every run appears in the **Logs** tab of the data source.



The runs of the data source.

← Connect the company folder and publish it

Next: Chat with your documents →