GEBO.AI SETUP GUIDE · STEP 7 OF 7

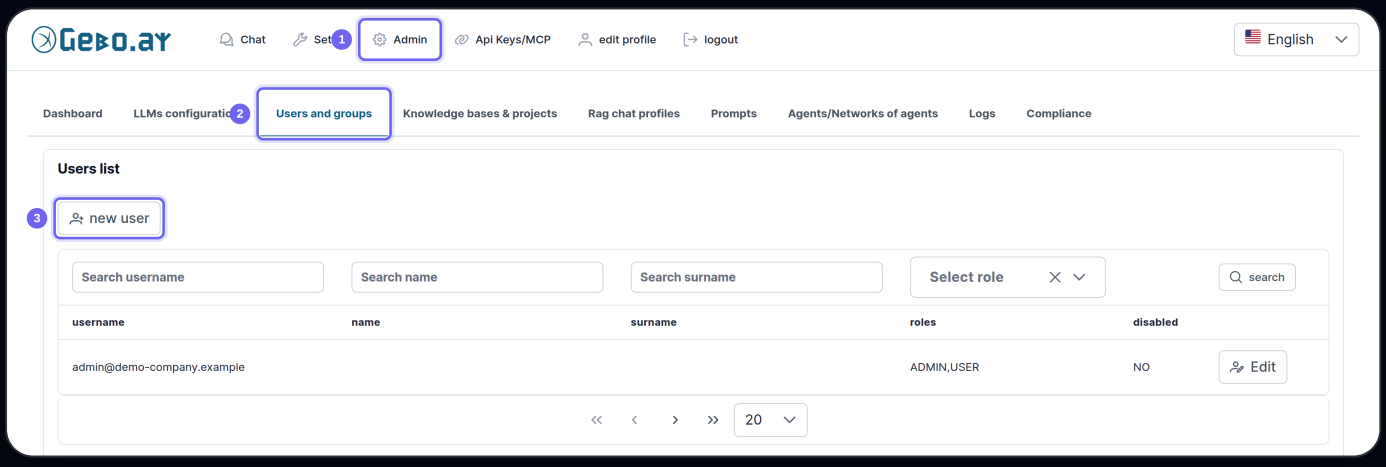
Chat with your documents

Create an account for a user, then chat as that user with the company documents.

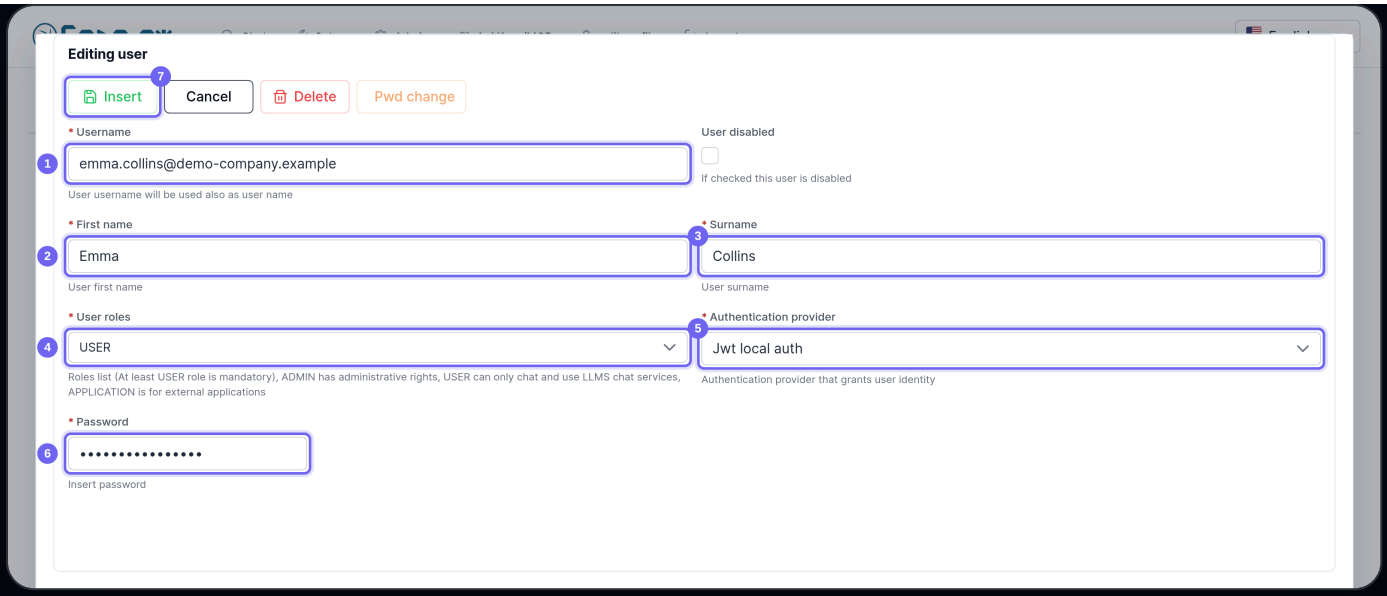
TIME	5 minutes.
YOU NEED	Steps 3 to 5 done, and the e-mail address of the user.

1 As administrator: create the user

In **Admin** (1) open **Users and groups** (2) and click **new user** (3).



Users and groups.



The new user.

1. **Username:** the user's e-mail.
2. **First name.**
3. **Surname.**
4. **User roles:** USER. ADMIN also gives access to the administration.
5. **Authentication provider:** *Jwt local auth*, the accounts Gebo.ai keeps itself.
6. **Password:** the user's first password.
7. Click **Insert**.

Give the user the address of Gebo.ai and their password. They can change it from **edit profile** → **Change password**. Company single sign-on (Microsoft Entra, Google, Keycloak and others) is configured from **Setup** → **Security**.

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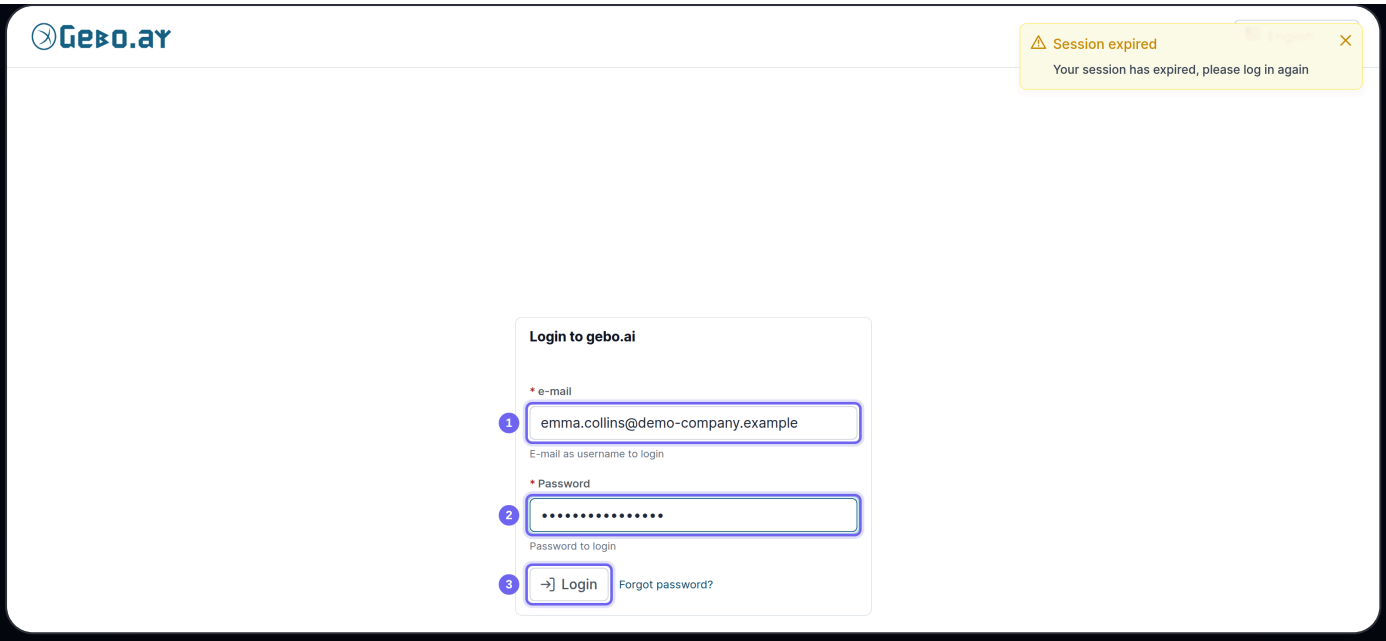
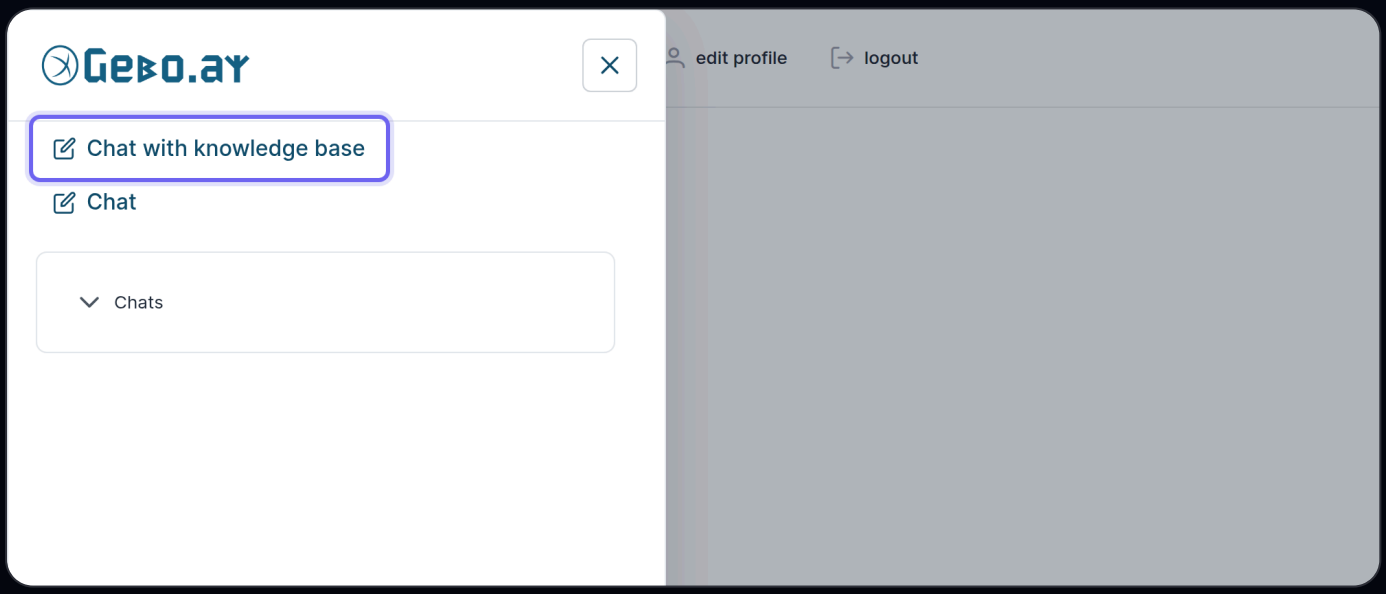
2 As the user: log in

The user opens **http://<server address>:12999/** and logs in.



The login page.

The chat page opens. Click **Chat with knowledge base**: the answers will draw on the knowledge bases the user can access.



The chat page of a user.

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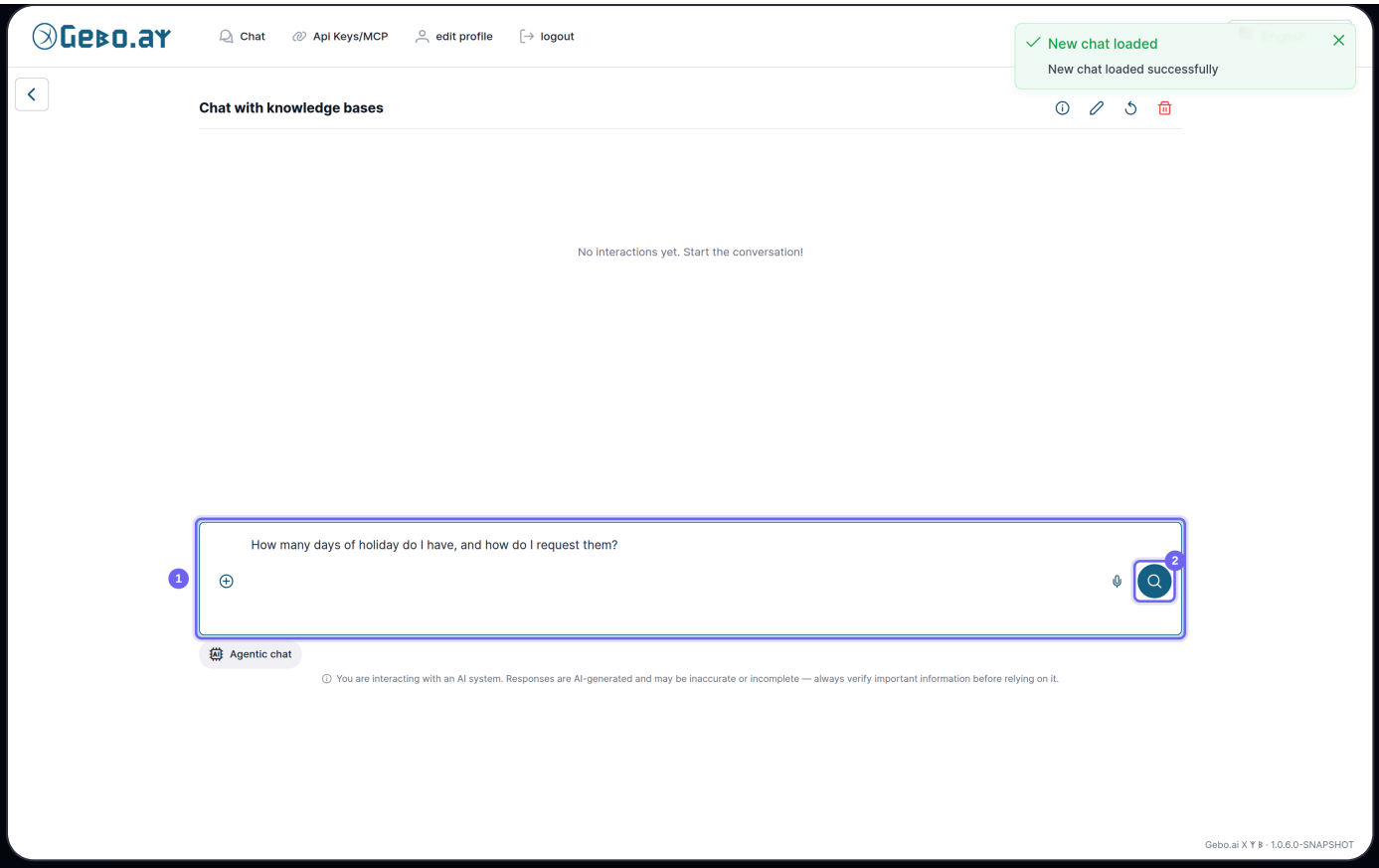
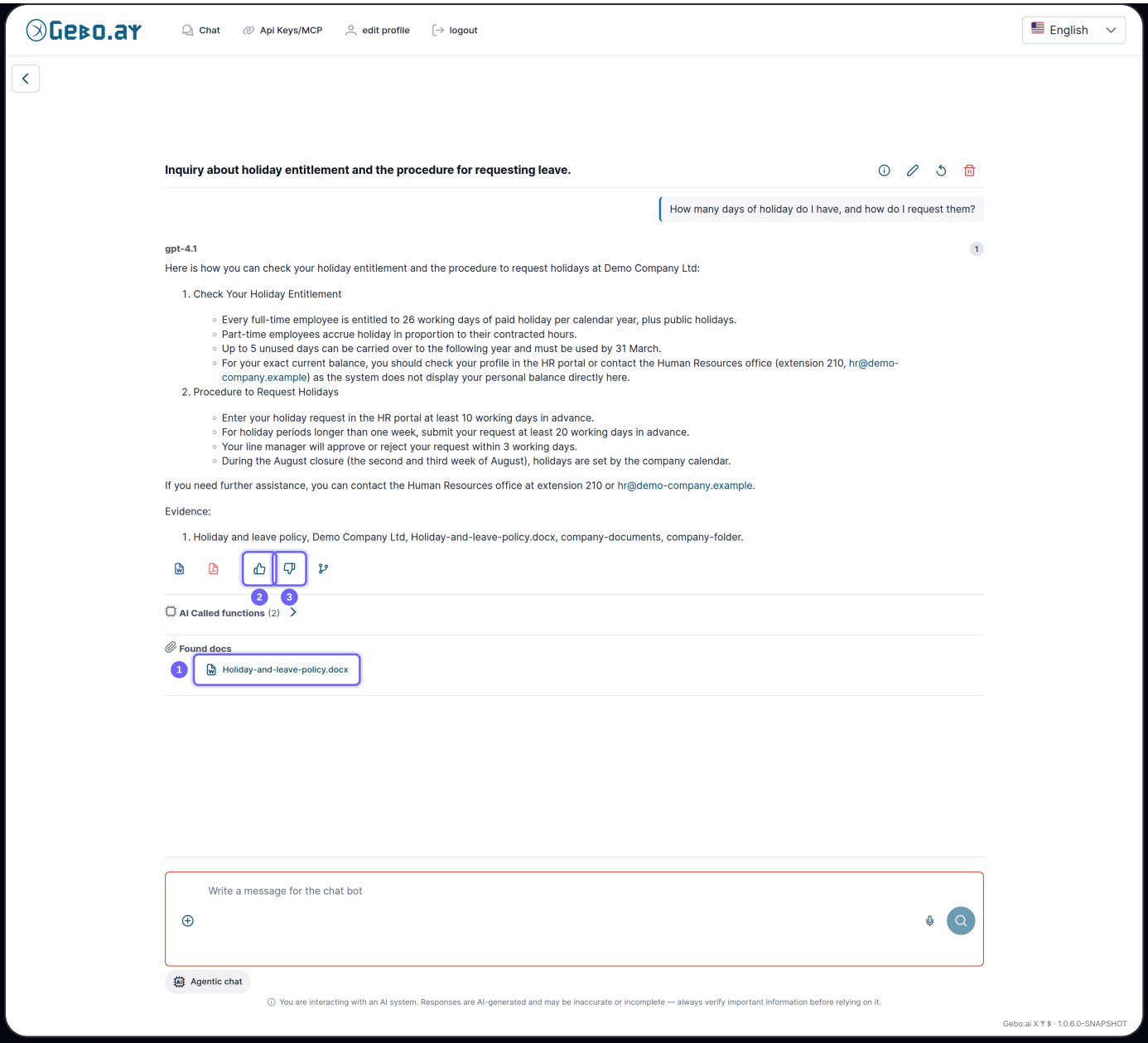
3 Ask

Write the question (1) and press Enter or the button (2). Shift+Enter starts a new line.



A question about a company rule.

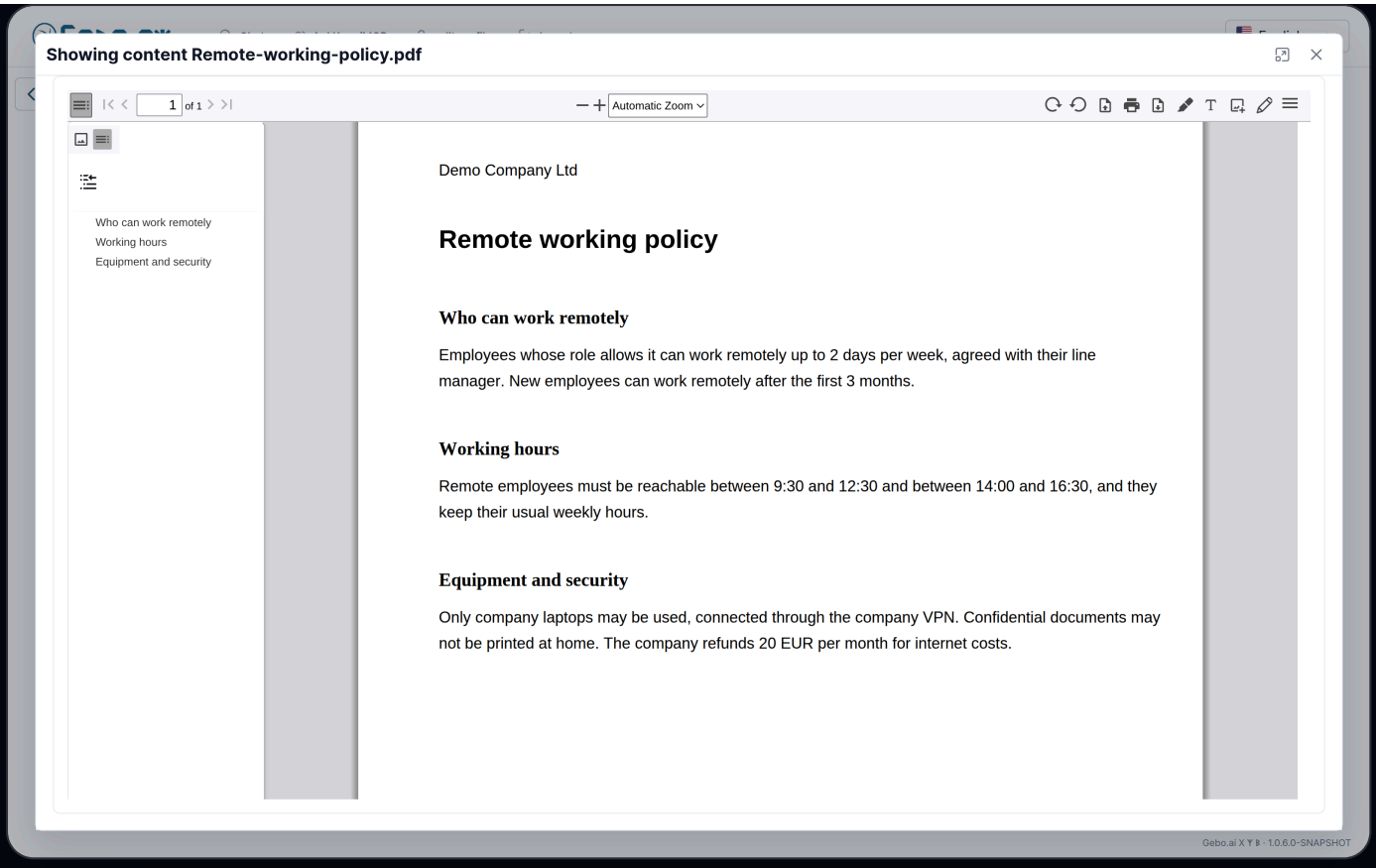
The answer comes from the company documents. **Found docs** lists the documents it is based on (1). The thumbs (2, 3) tell the administrators whether the answer was good.



An answer drawn from the holiday policy.

4 Open the sources

Click a document under **Found docs** to open it: Gebo.ai shows PDF and text files inside the chat, and offers the other formats (Word, Excel…) for download.



A PDF source opened from the answer.

- **+** next to the question: upload files to chat with, or choose company files to focus on; **R.a.g. chat** always searches the knowledge bases.
- The chats are kept: the arrow at the top left opens the list.
- Every answer is generated by AI: users should check what matters before relying on it, as the notice under the question box reminds them.

← Schedule the evening sync

Next: Confluence →