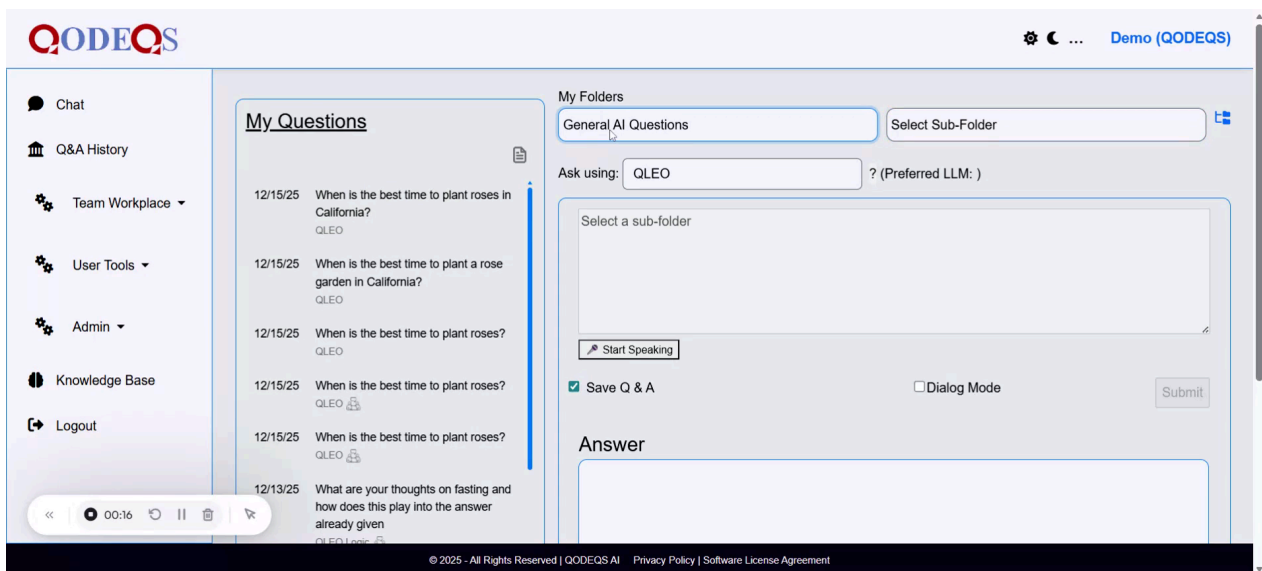


Chatting with General AI Questions

This document explains how to set up a subfolder for general AI questions and use it to chat with an AI model, save your questions and answers, and view responses.

Step 1: Open the General AI Questions Folder

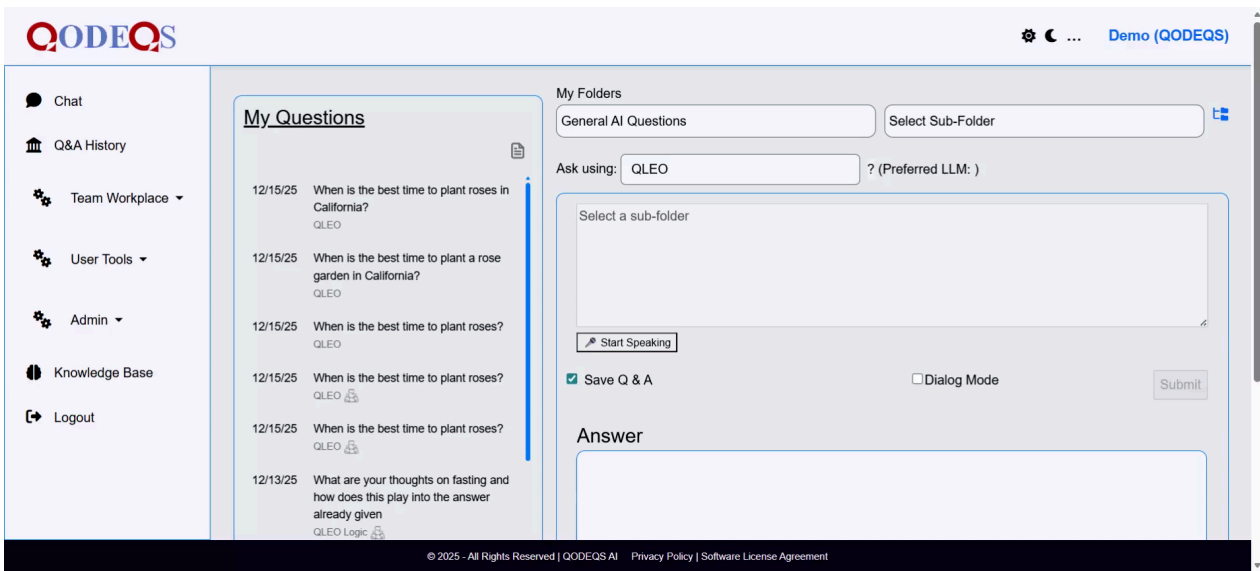
On your chat screen, locate your folders list and select the **General AI Questions** folder if not already chosen.



Step 2: Prepare or Identify a Subfolder for Chatting

Ensure you have a dedicated your subfolder that you will use for chatting with the AI.

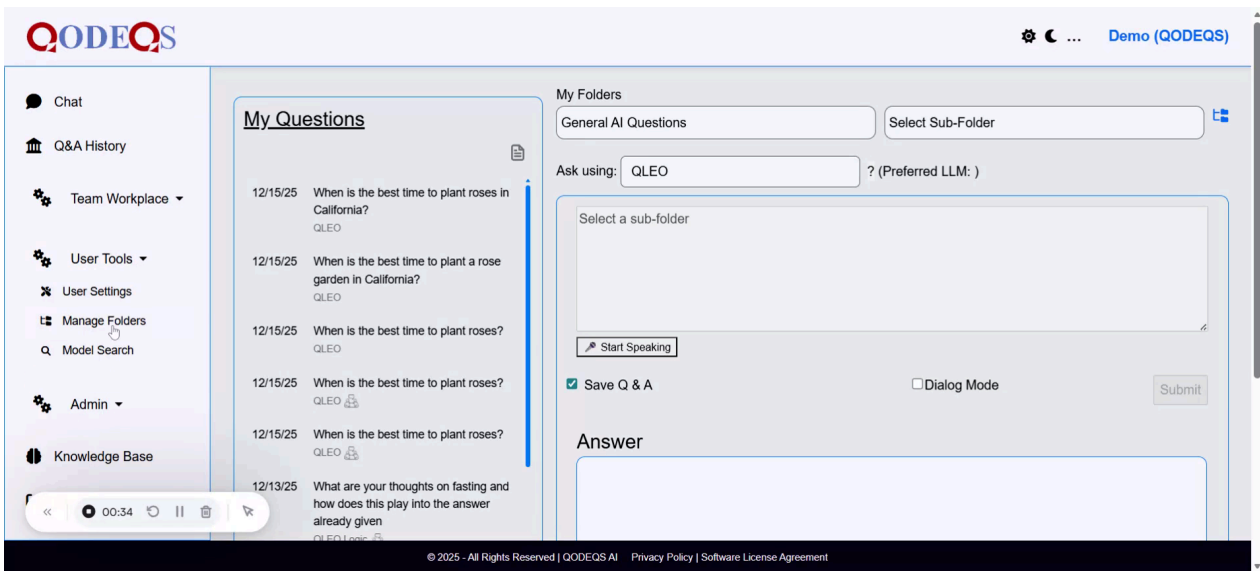
In this example, we will create a new subfolder for this purpose.



Step 3: Navigate to Folder Management

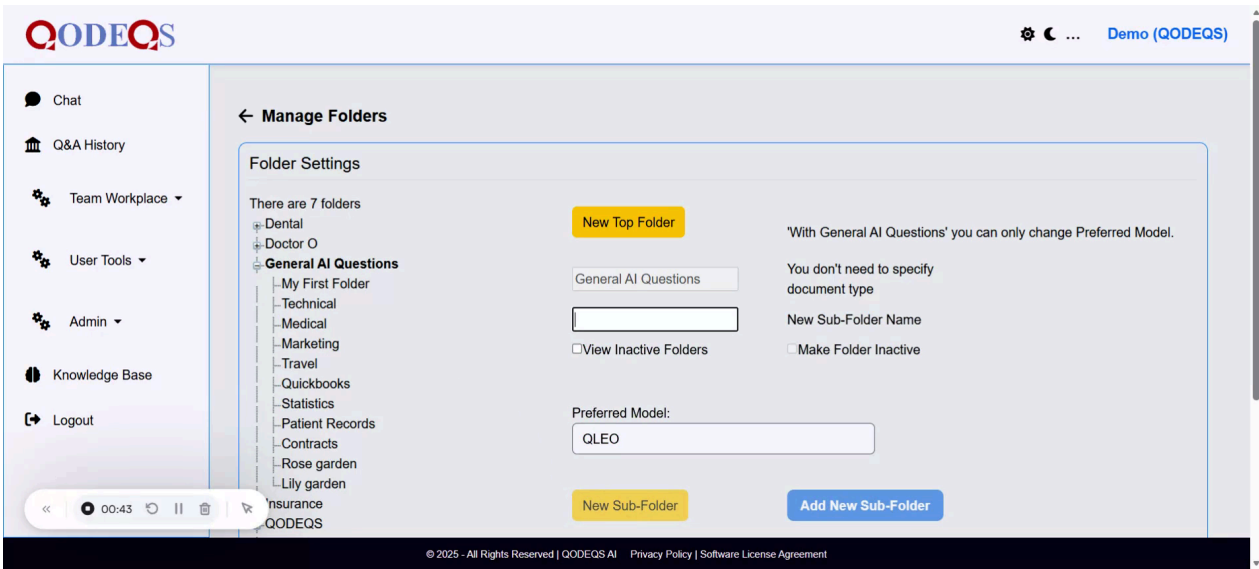
From the main interface, go to **User Tools**

and select **Manage Folders**.

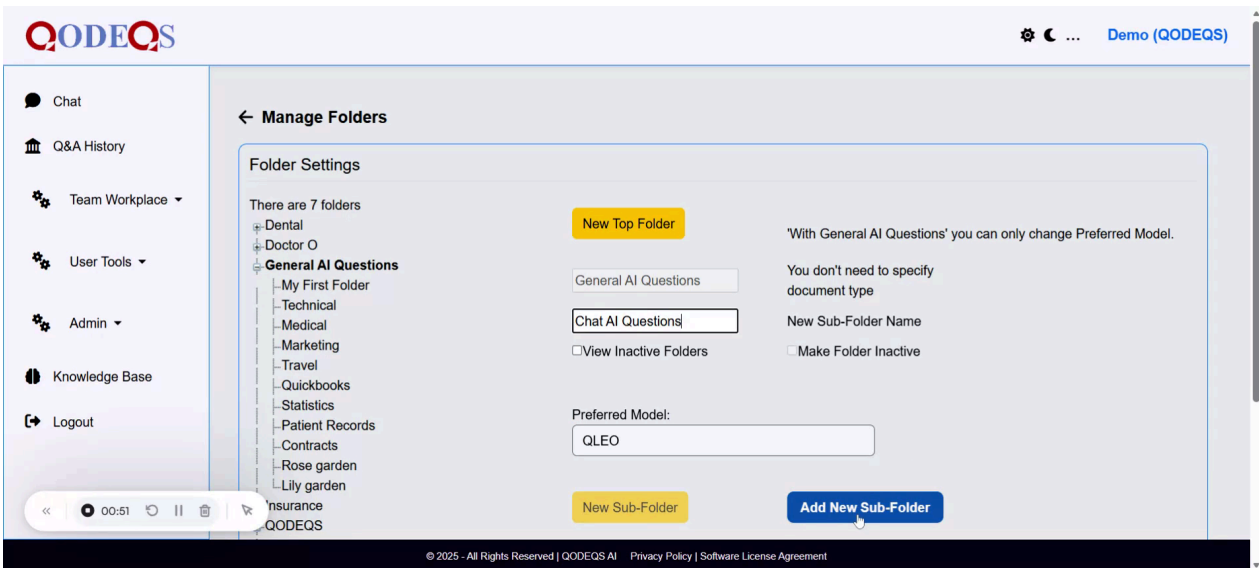


Step 4: Create a New Subfolder

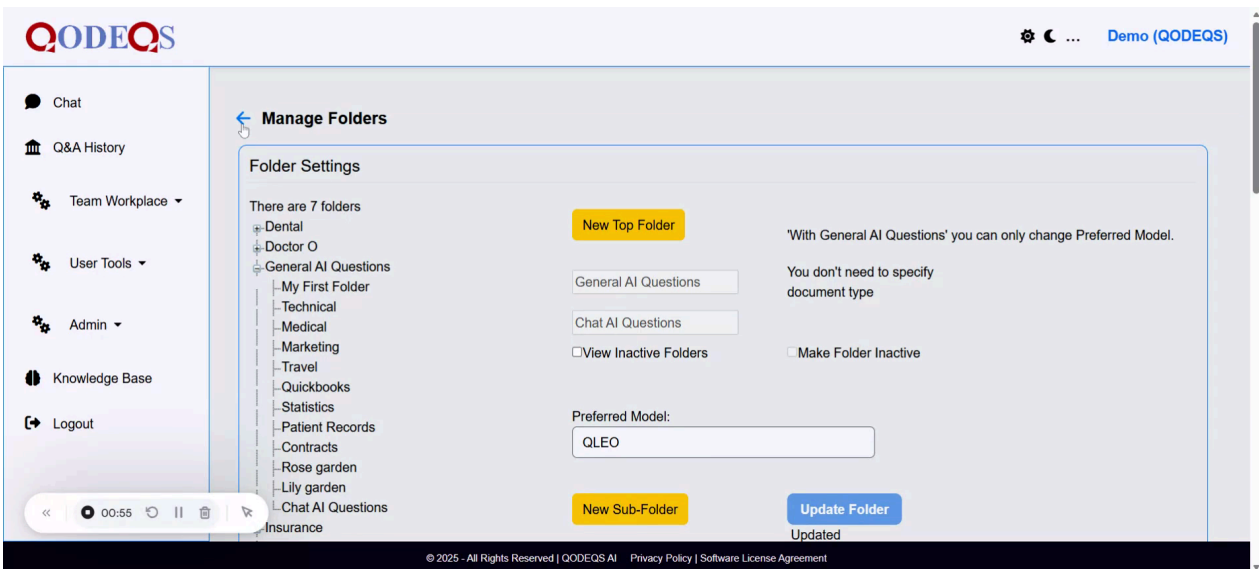
In the Manage Folders area, create your subfolder by clicking the **New Subfolder** button.



Enter a clear, descriptive name (for example, **Chat AI Questions**) for your new subfolder. Then click the **Add New Subfolder on the lower right** to save it.



Use the left-arrow on your upper left of the screen next to **Manage Folders** to return to your chat screen.



For more detailed folder organization options, refer to the Knowledge Base video on Manage Folders.

Step 5: Select the Subfolder and Choose the Model

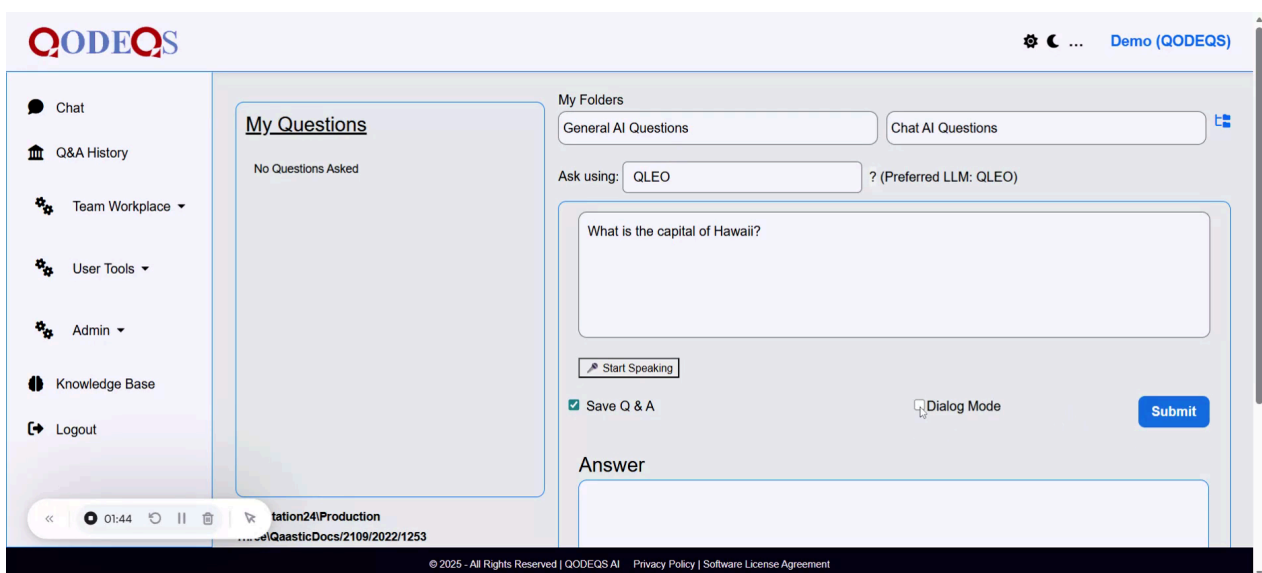
Back on the chat screen, select the subfolder you created (for example, **Chat AI Questions**).

Make sure the **QLEO** model is selected as the AI model, as this is the default and recommended option. You can choose a different model as there are many available.

Step 6: Enter Your Question and Configure Options

Type your question in the input area. For example: "What is the capital of Hawaii?"

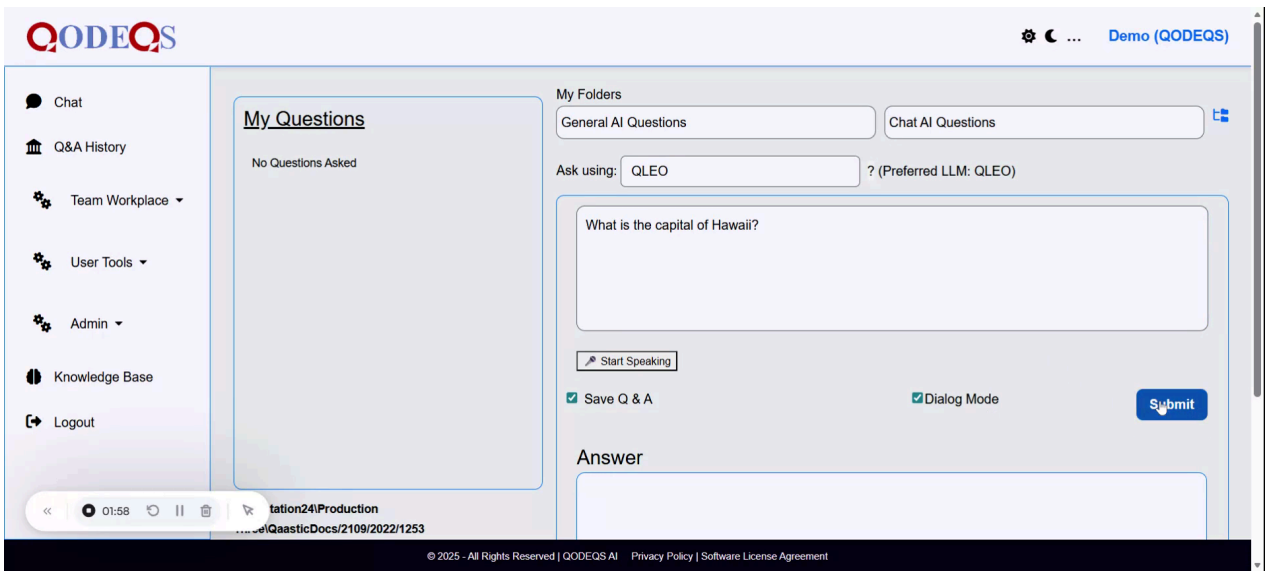
Enable the **Save Question and Answers** and **Dialogue Mode** option if desired by checking its box.



Dialog Mode allows you to have a back-and-forth conversation with other models. For more details on Dialog Mode go to the Knowledge Base and watch the related video **Chat with Dialogue Mode**.

Step 7: Submit the Question and Review the Answer

Submit your question clicking submit to the lower right.



Scroll down to view the AI's response. In this example, the answer is: **The capital of Hawaii is Honolulu.**

The General AI Questions chat tool is excellent for quickly obtaining answers, creating contracts and agreements, conducting research projects, and many other tasks.

Refer to the Knowledge Base (left column on home screen) for more videos and 4 other chat options available with Qodeqs.