

AI Chat Guide - 5 Ways to Chat with QODEQS

This document provides an overview of the five different ways to use chat in QODEQS, including when to use each option and what capabilities they provide (general AI questions, documents, web, model suggestions, and team assets).

Step 1: Use General AI Questions Chat for Quick, Document-Free Queries

Use the **General AI Questions** chat when you want to ask questions **without** uploading or using any documents. This chat is for questions only and does **not** support document uploads. It is ideal for:

- Acquiring general information
- Drafting contracts, agreements, or other written content
- Conducting high-level research on your projects
- Organizing project-related ideas into folders
- Getting immediate answers to information you need right now

To deepen your understanding of this option, watch the **General AI Questions Chat** video.

Step 2: Use Chat with Documents for PDF, Word, WordPerfect, TXT, Excel, JPG, JPEG, PNG, ZIP, and Matlab .m, .mat and .mlx files.

Use **Chat with Documents** when you need to upload and query specific files such as PDF, Word, WordPerfect, TXT, Excel, JPG, JPEG, PNG, ZIP, and Matlab .m, .mat and .mlx files. With this option:

- You upload your document or file and ask questions directly about its content.
- Use the model Qleo model to start for PDF, Word, WordPerfect, TXT files Use Qleo Vision for Image Files, Use Qleo Logic for Excel file and use Qleo for Matlab files.
- These models are well-suited for:
 - Project-based research

- Quickly acquiring knowledge from long or complex documents
- Targeted data collection and analysis from specific files

To learn more about this feature, watch the **Chat with Documents** video.

Step 3: Use Qleo Web Chat to Research Live Internet Information and Fetch Real Time Information from the Web.

Use the **Qleo Web Chat** model when you need chat with and fetch information from the **internet** rather than your own documents. This option:

- Allows you to chat with then Internet instead of using a traditional browser bypassing advertisements and other Search engine agendas. Use for current information about topics such as:
 - Sports
 - Current Events
 - Weather conditions
 - Travel
 - Stock pricing
 - Ecommerce pricing like Amazon
- Covers the Entire Internet of subjects that are available online today
- Is for recommended for **chat only** however it does support document uploads, and can be used in a Dialogue session

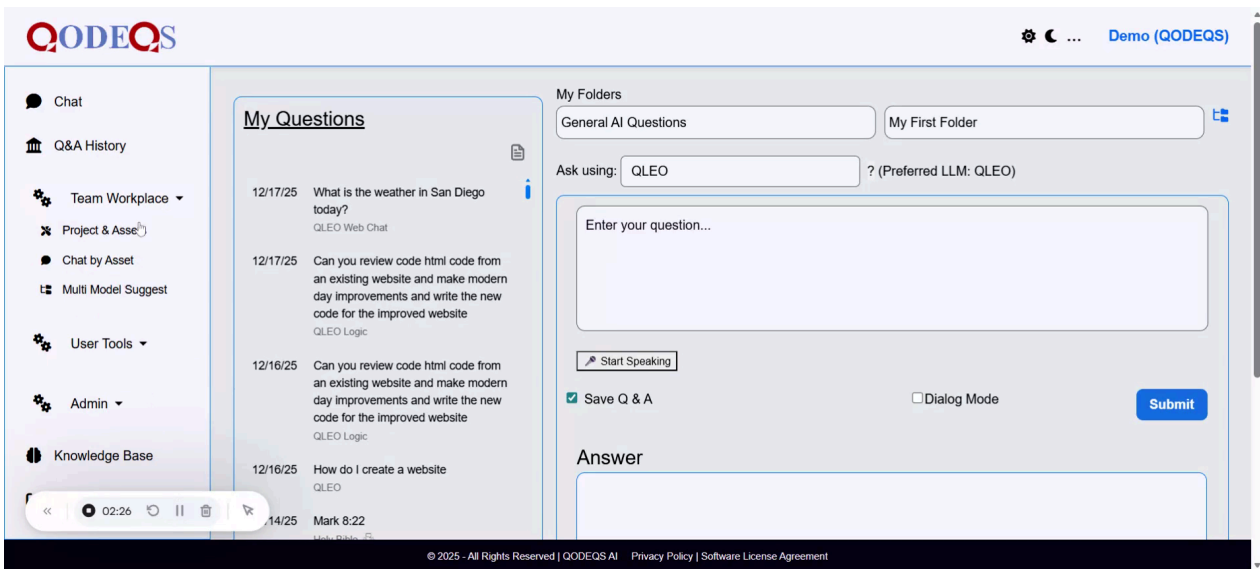
For additional details, watch the **Chat with Documents** video (which also explains how chat options are used). Also See **How to Fetch information from the Internet**

Step 4: Use the Multi-Model Suggest Tool to Find the Best Model

Use the **multi-model suggest tool** when you are unsure which model is best for your topic or project.

In this option:

- You ask which models are best for a specific topic or type of research or you can ask it a question and this Chat tool will allow up to 10 models that can assist and you can choose up to 3 models to query simultaneously. You will get the results from each of the 3 models as well as a summery of all the Models suggestions.. Click the Multi Model Suggest on the left hand column under Team Workplace.



- The tool returns a list of suggested models suitable for your needs.
- For each suggested model, you can:
 - Review up to 3 models simultaneous results
 - Understand why it choose the model from your topic and the results to your query individually
 - Decide which model is best by their individual outputs as well as a full Summery of all outputs
 - Terrific for in-depth research and saving time on multiple queries on the same topics.

To understand this capability in detail, watch the **Chatting with Multi-Model Tool** video.

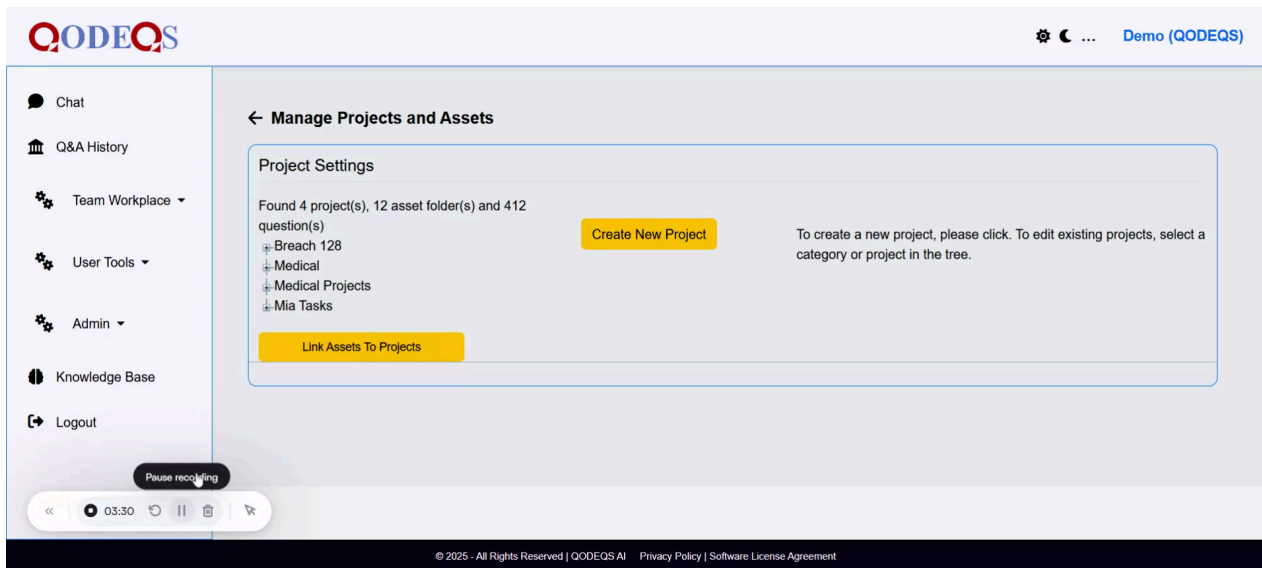
Step 5: Use Chat with Assets in Team Workplace for Collaborative Projects

Use **Chat with Assets in Team Workplace** when you are collaborating with others on shared projects. This option:

- Allows you to work with team members to collect and share data
- Supports creating, organizing, and updating project assets in folders
- Enables you to:
 - Add new information
 - Change or refine existing content
 - Review and discuss project materials with selected colleagues or teams
 - Share any Folders with one, many or all your team members at your Office or that belong to your Companies Workplace System.

There are many ways to use Qodeqs chat across different workflows and data types.

To learn how to use this effectively, watch the **Chat with Assets in Team Workplace** video.



Step 6: Explore Additional Resources in the QODEQS Knowledge Base

Refer to the **QODEQS Knowledge Base** for:

- Specific how-to videos for each chat option
- Detailed examples and best practices
- Additional configuration or advanced usage tips
- Search a How To topic across all videos