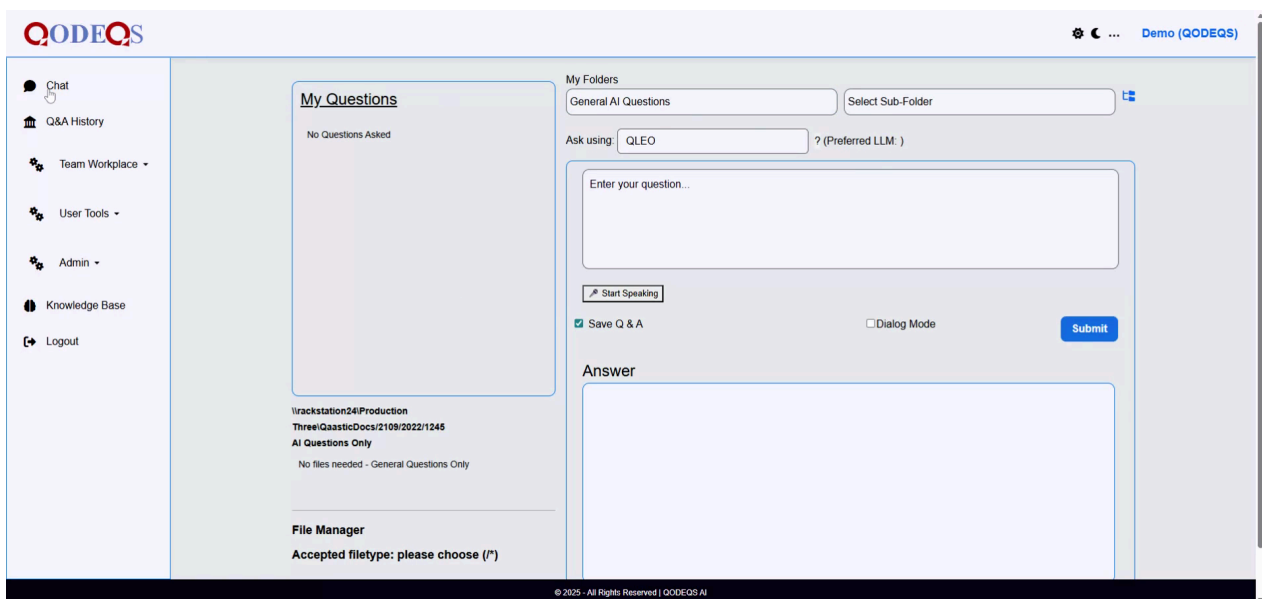


Chatting with General AI and Organizing Conversations into Folders

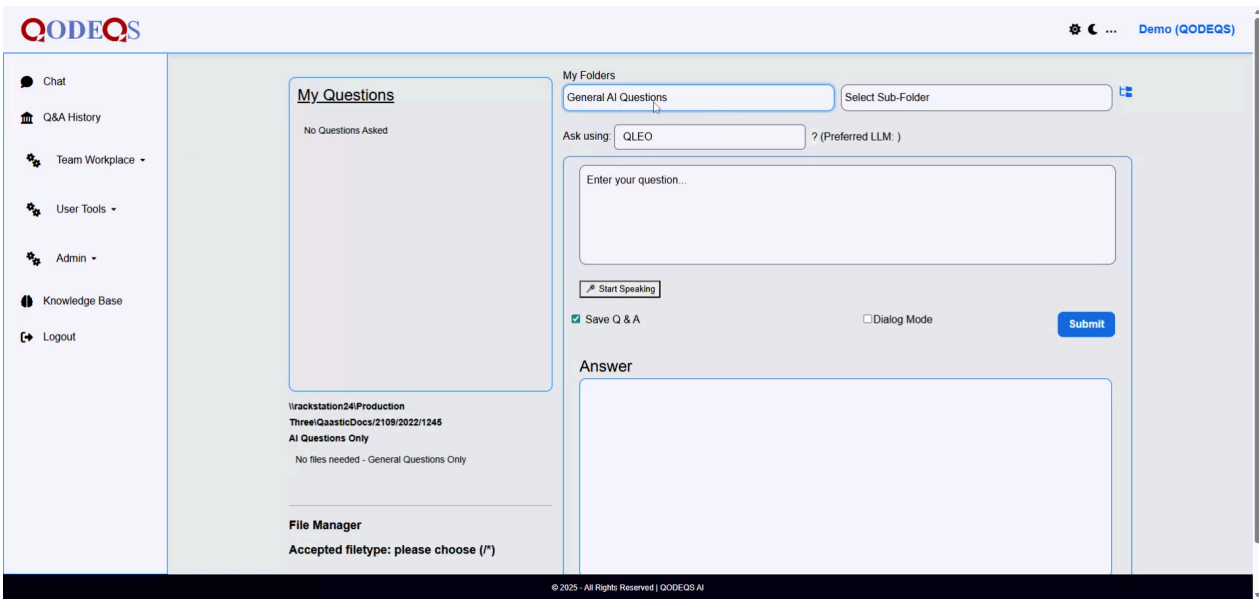
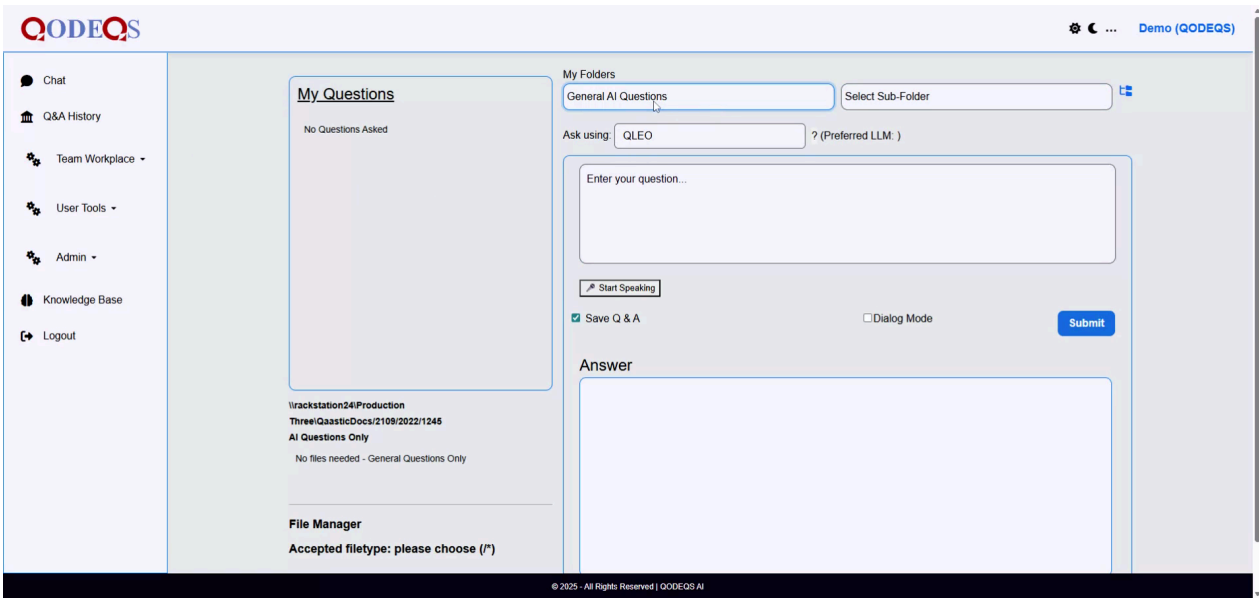
This process shows how to ask questions using the General AI chat Qleo model by default), choose whether to save questions and answers, enable dialogue mode, and create/manage topic-based folders (e.g., Rose Garden, Lily Garden) to organize your chats.

Step 1: Open the General AI Chat

Go to your chat options to access the General AI Questions area, where you will see sections such as **My Folders**, **Default**, and **To General AI Questions**.

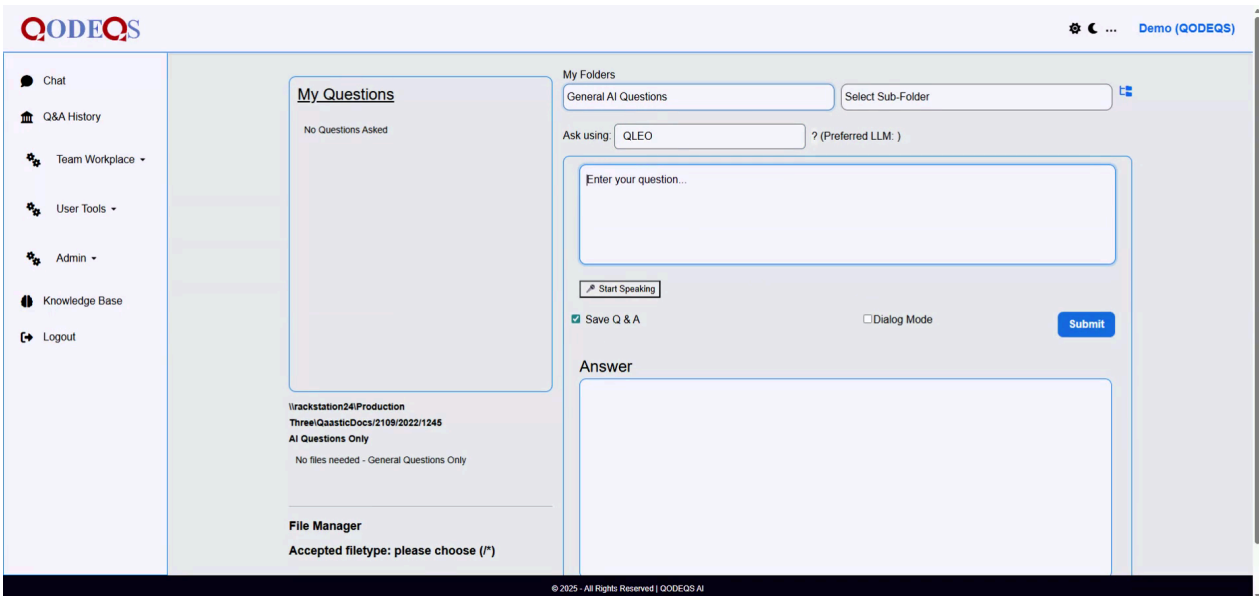


The default model used here is **Qleo**.



Step 2: Enter Your Question for the Qleo Model

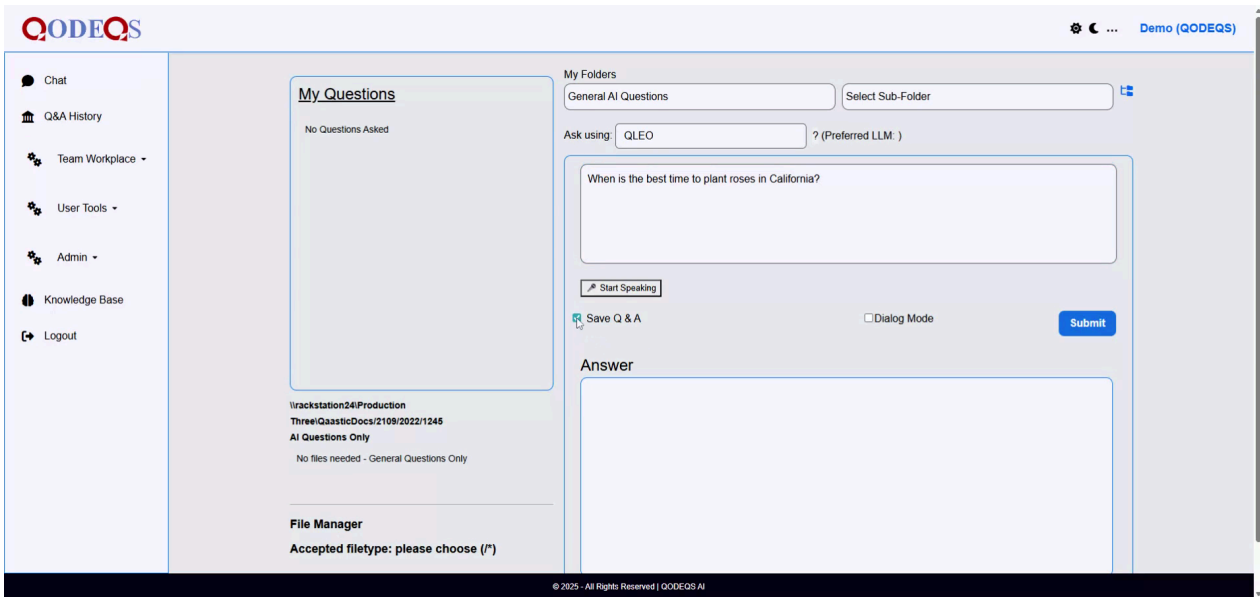
Click inside the question box to begin typing your query.



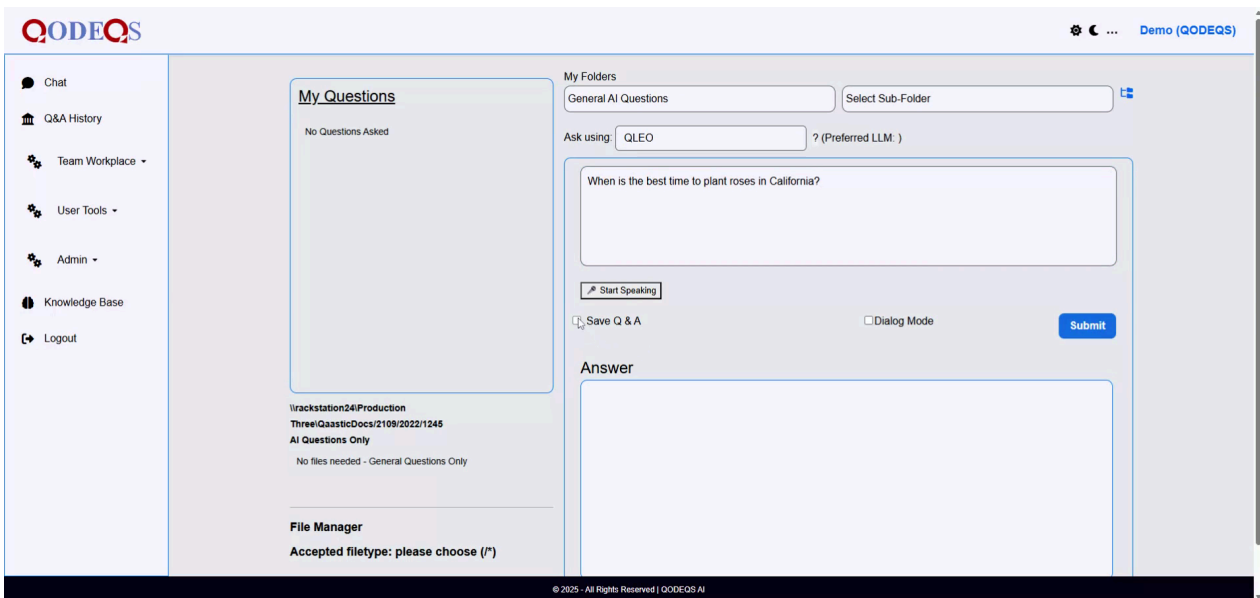
For example, you can ask: *“When is the best time to plant roses in California?”*

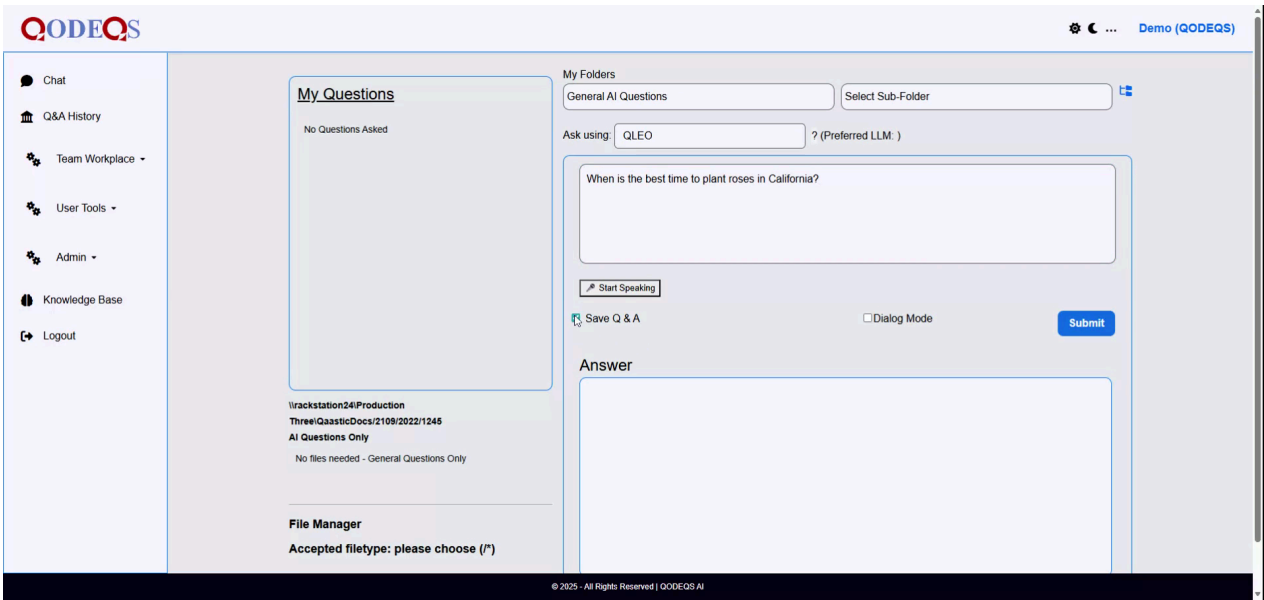
Step 3: Choose Whether to Save the Question and Answer

Below the question box, locate the **Save Question and Answers** checkbox.



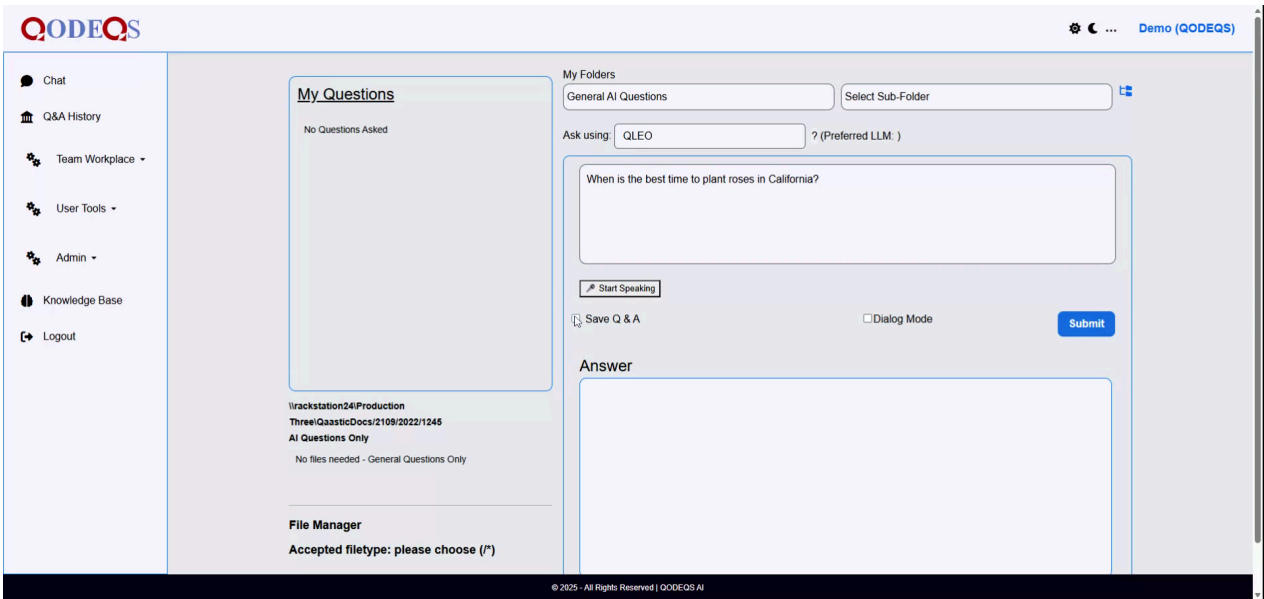
- Click the box to save your question and Cleo’s response.
- Click again (uncheck) if you do not want this question and answer saved.



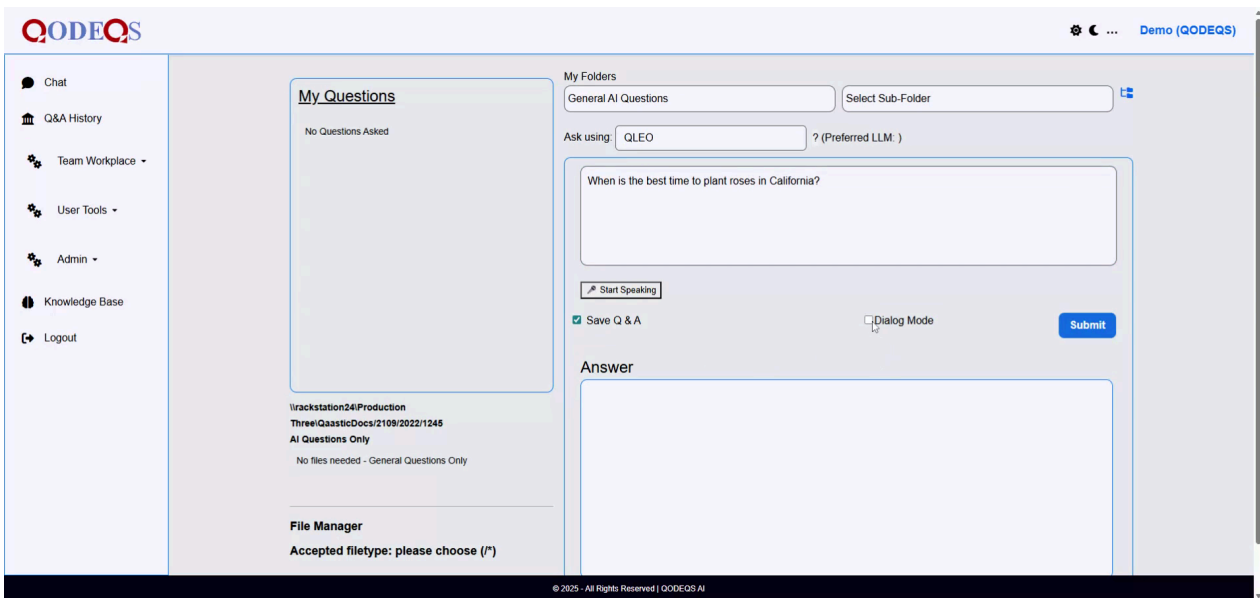


Step 4: Enable or Disable Dialogue Mode

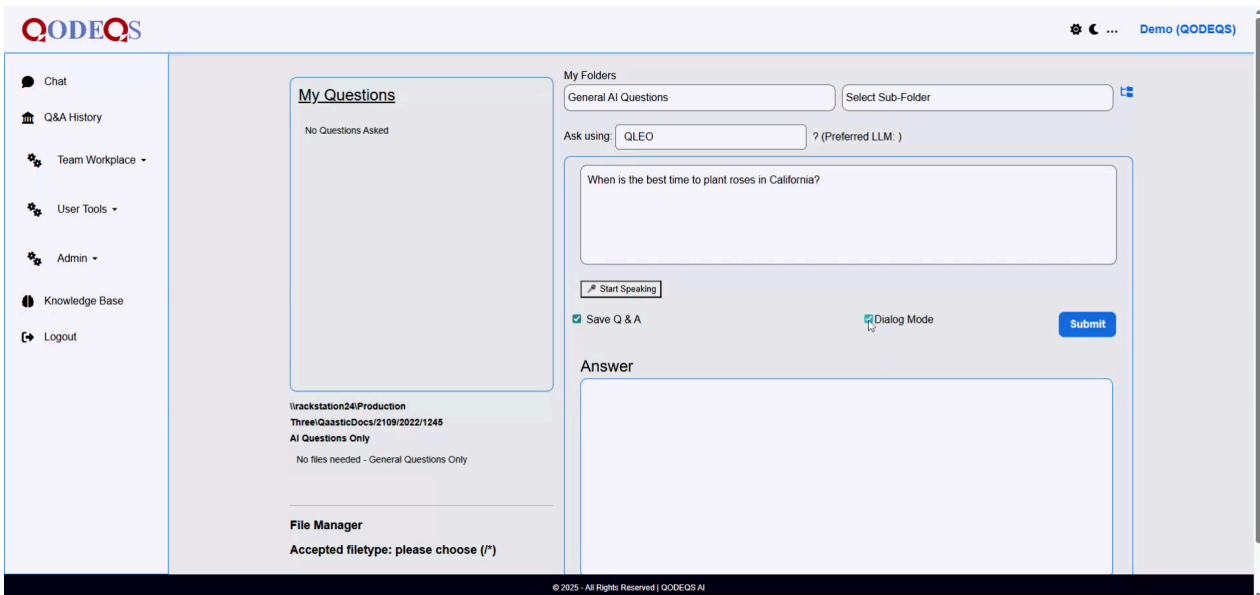
You also have the option to use **Dialogue Mode**, which allows you to discuss the same question with multiple models.



Check the Dialogue Mode option if you want to use it.



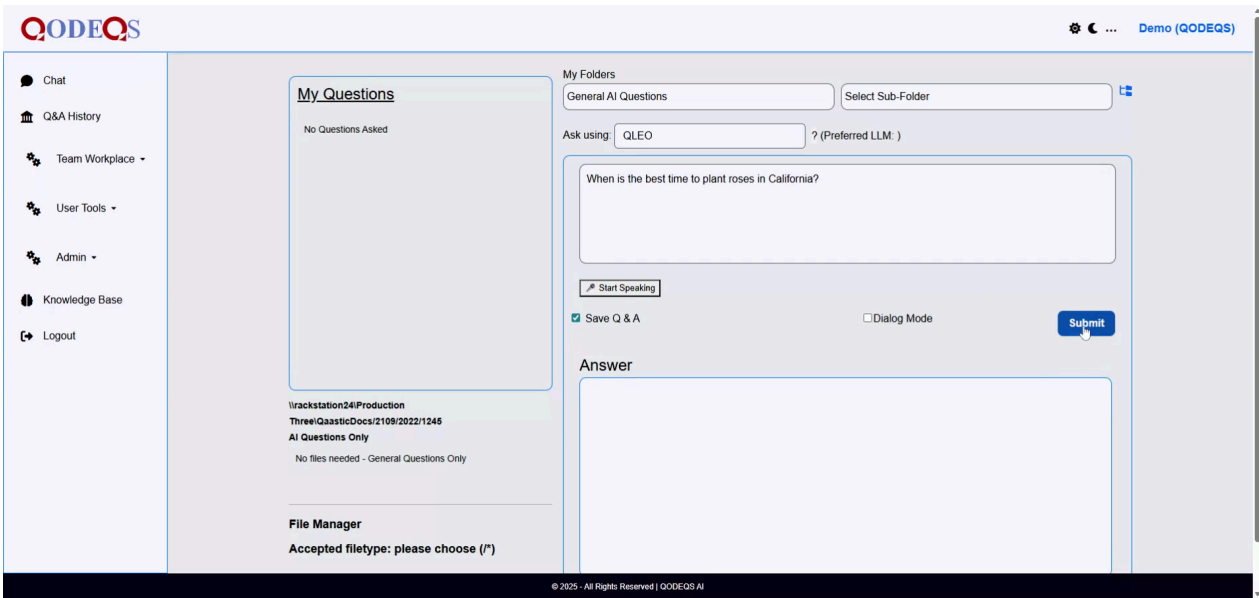
Uncheck it if you do not want to discuss the question in dialogue mode.



For more details, you can refer to the separate **Dialogue Mode Chat** video.

Step 5: Submit Your Question and View the Answer

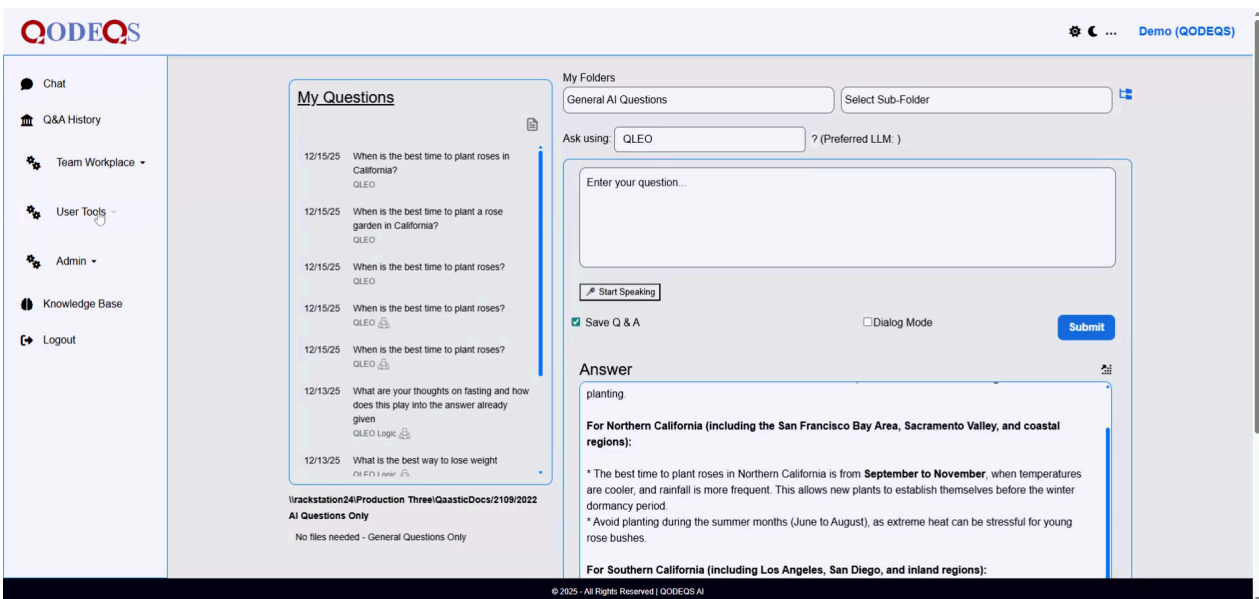
Press the **Submit** button to send your question to Cleo.



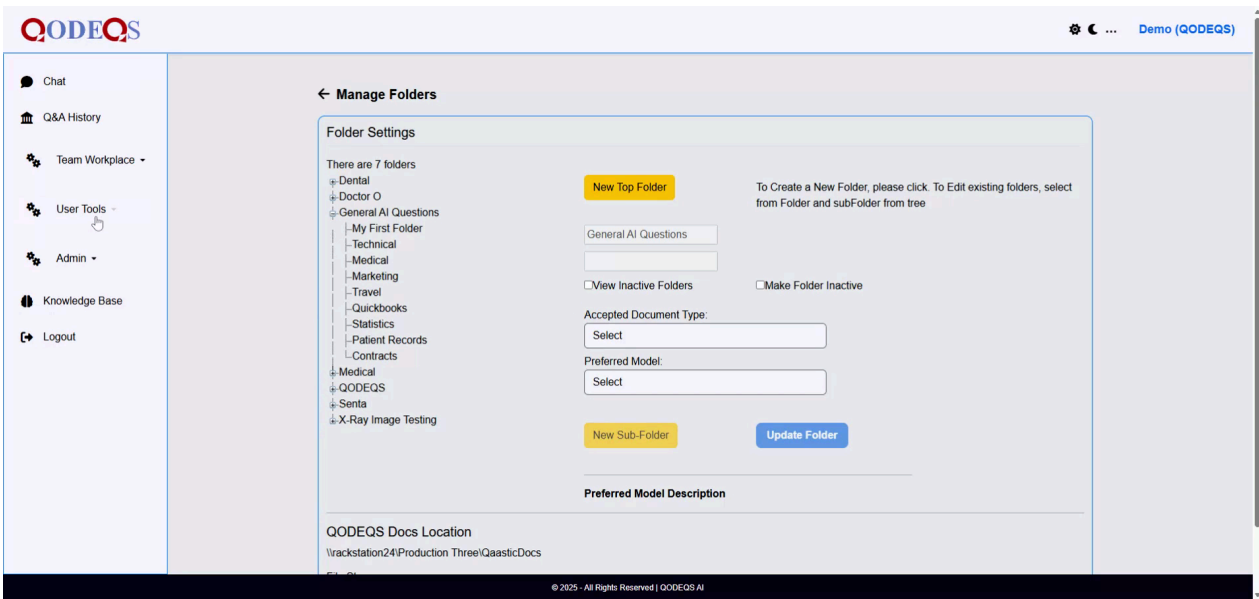
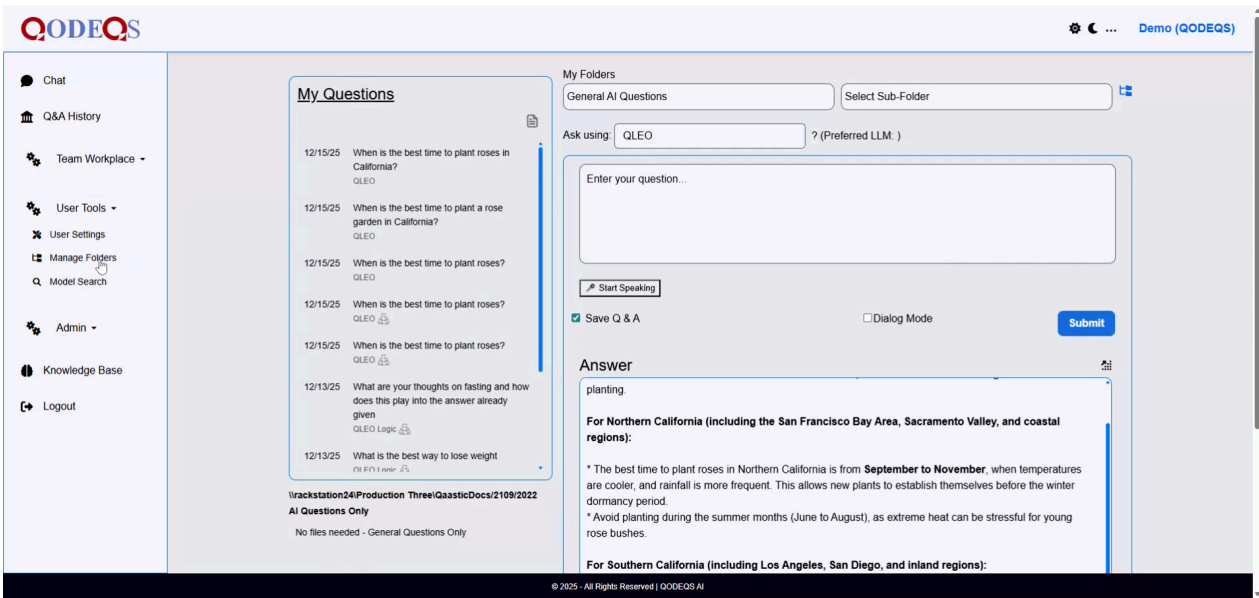
The answer will appear below, including recommended planting times for different areas and conditions.

Step 6: Open Manage Folders for Your Chats

Next, you can create and manage folders to organize your chat discussions.



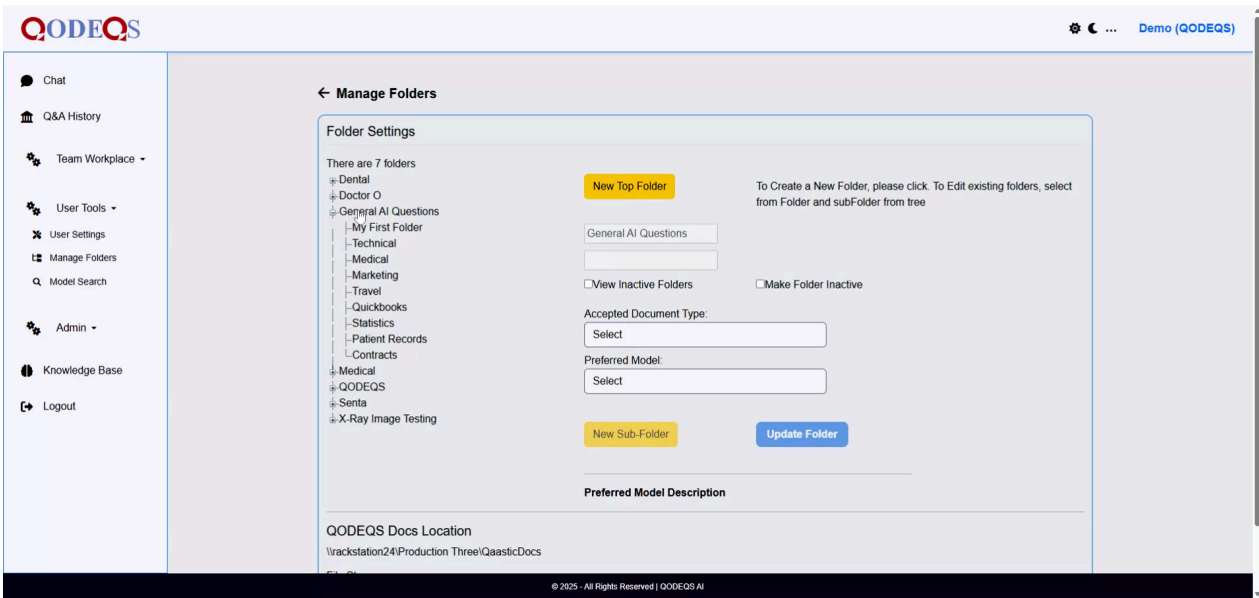
Go to **User Tools**, then select **Manage Folders**.



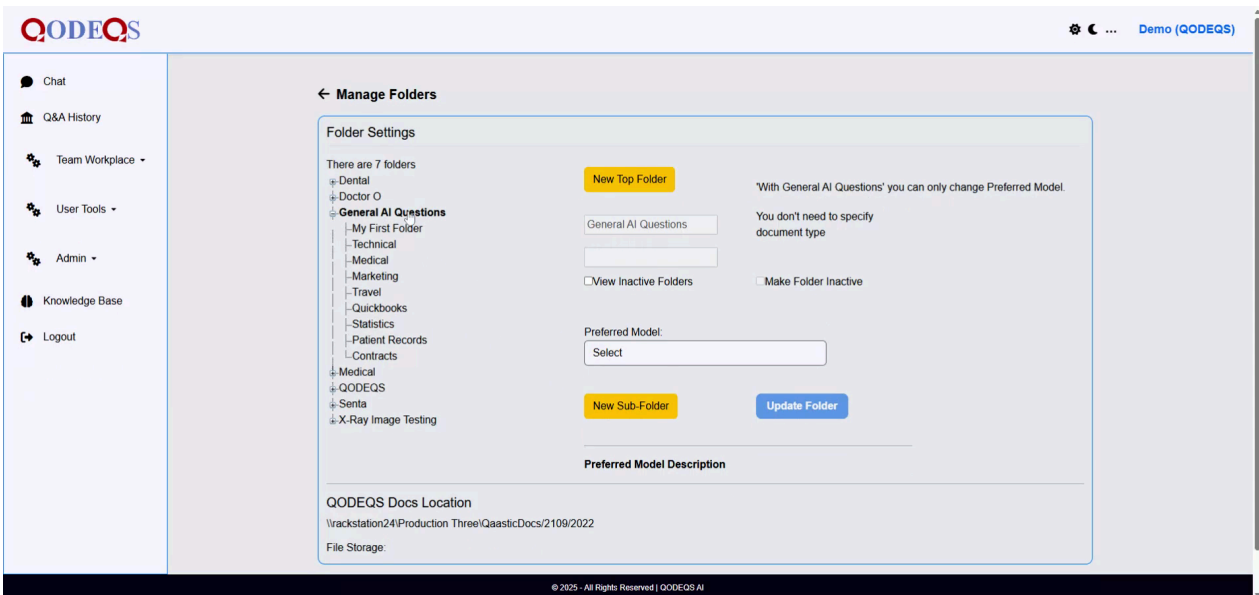
This opens the **Manage Folders** page, where you will see a list of folders under **General AI**.

Step 7: Create a “Rose Garden” Subfolder

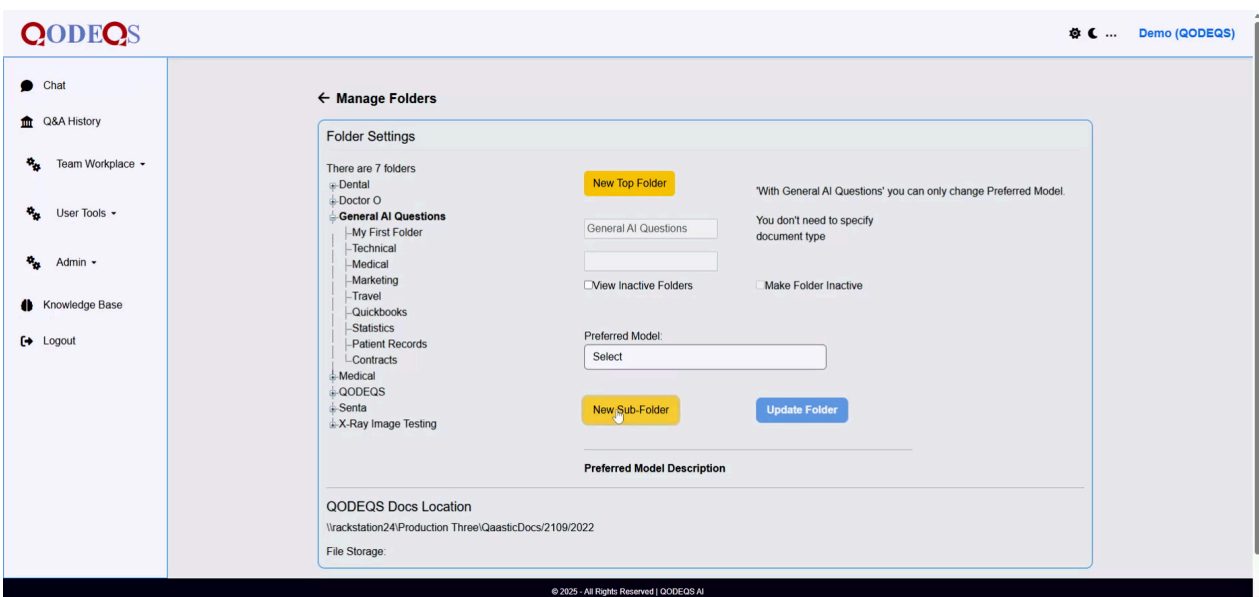
In the Manage Folders page, click on the **General AI** folder.

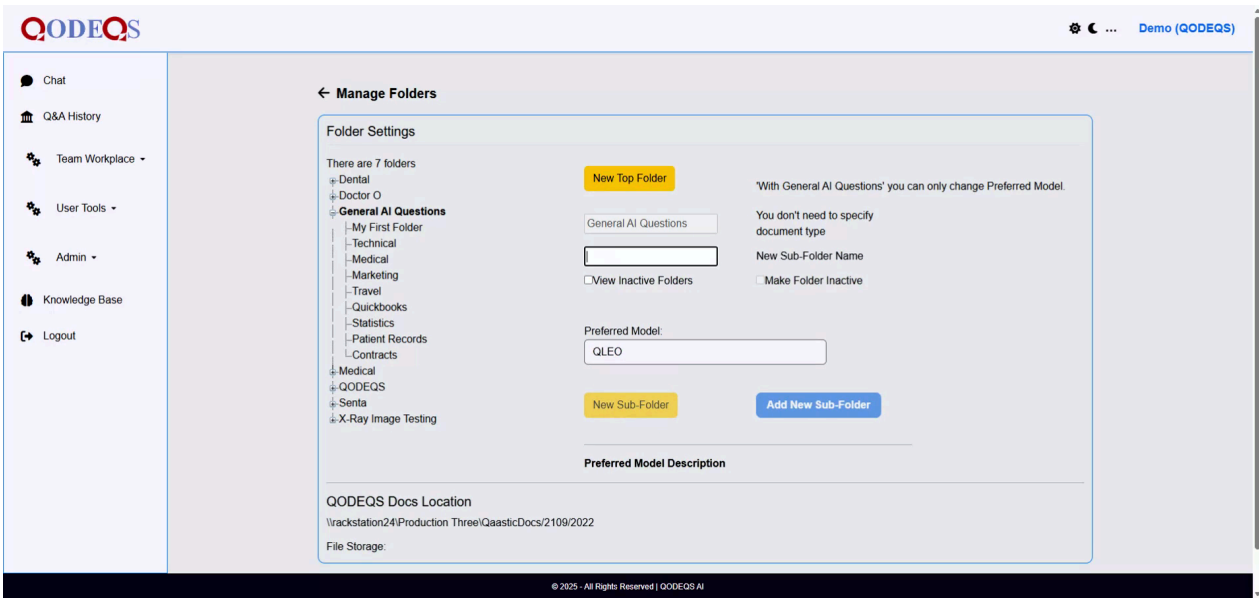


Then click **New Subfolder**.

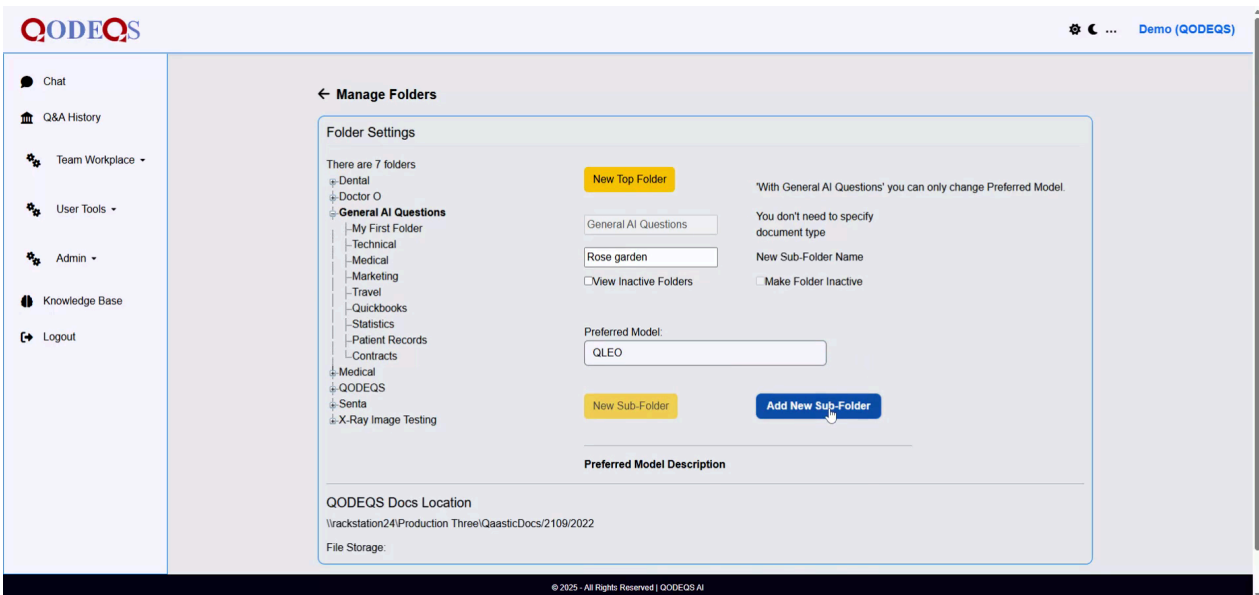


Enter the folder name, for example: **Rose Garden** for your rose planting project.



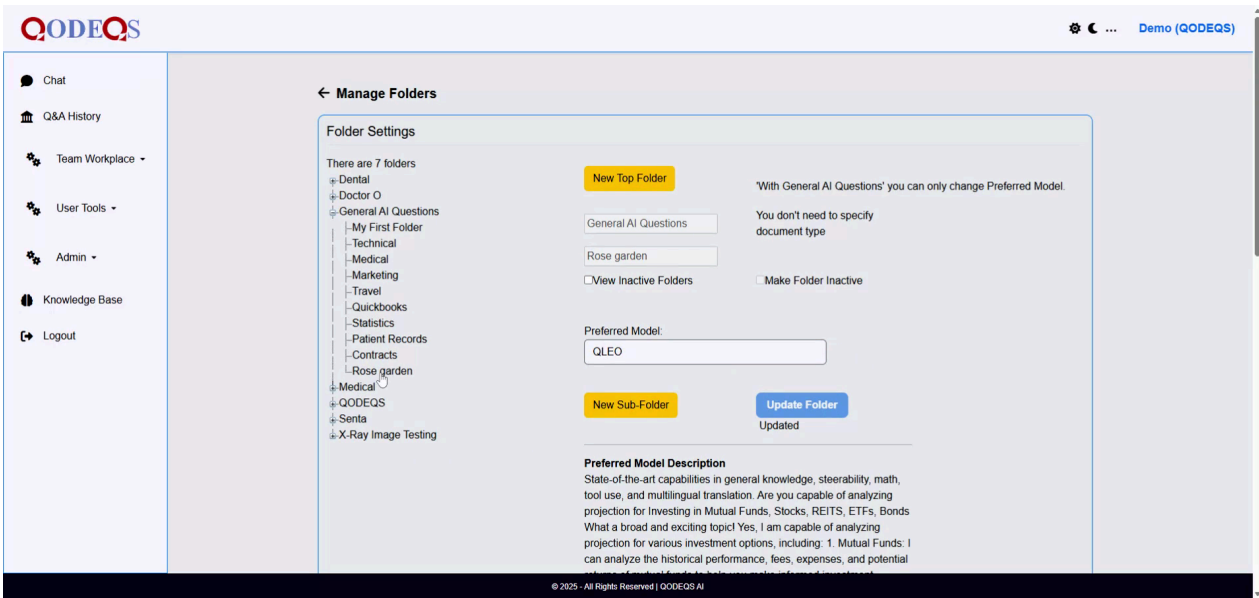


Click the blue button to add the new subfolder.

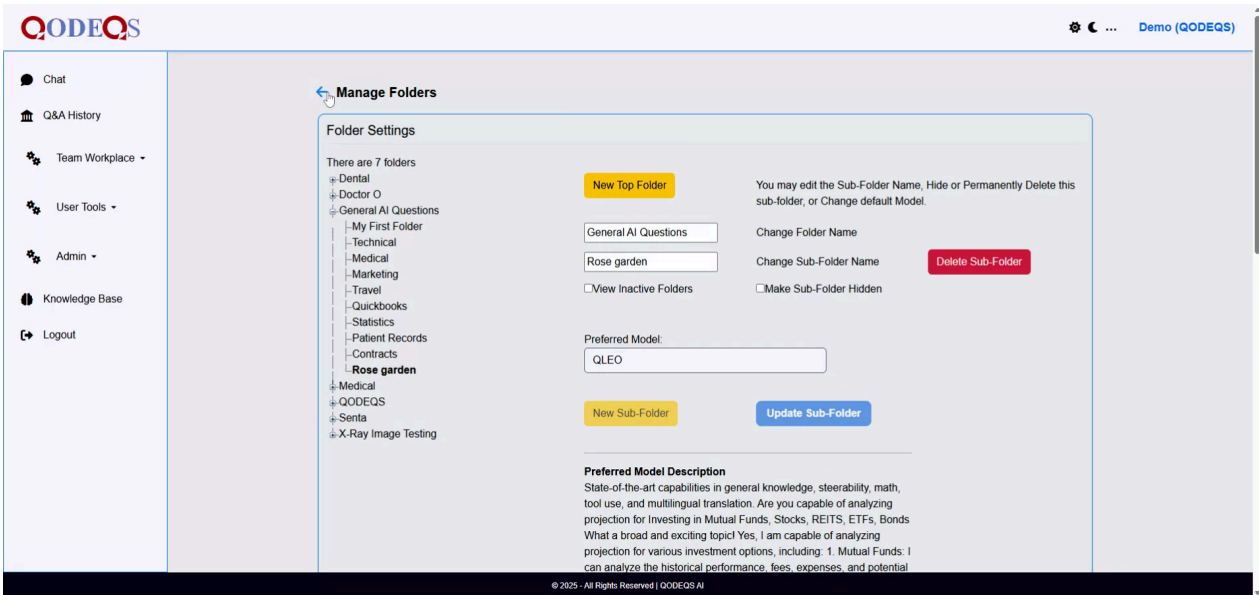


Step 8: Switch to the New Rose Garden Folder in Chat

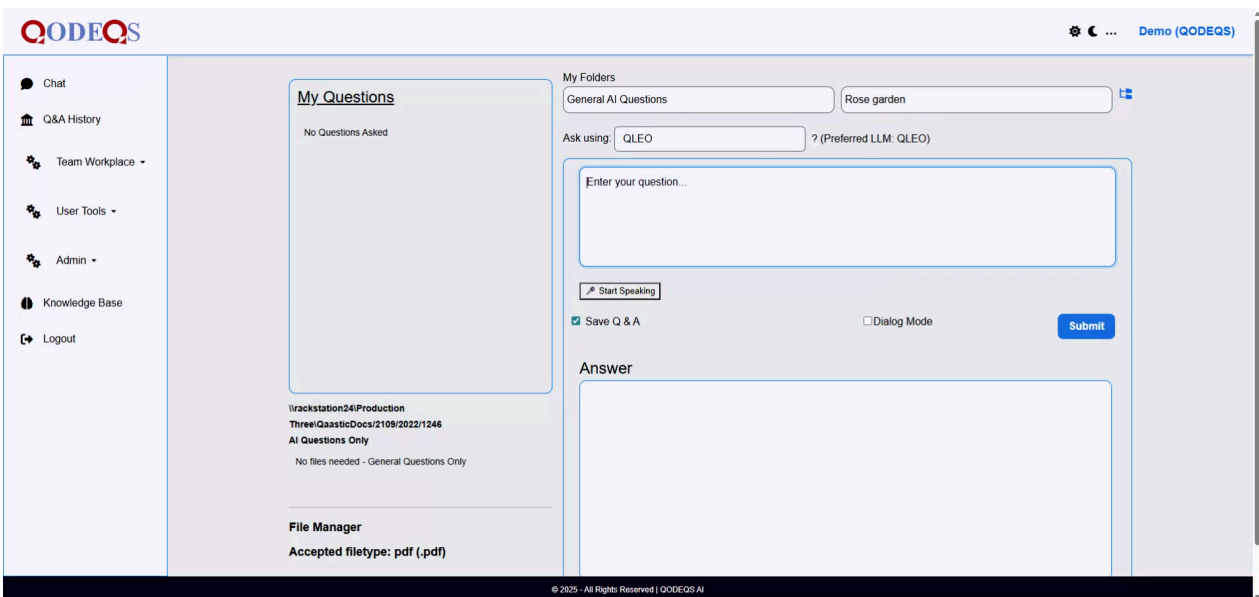
Locate and click on your new **Rose Garden** folder.



Then click the left arrow to return to the chat view.

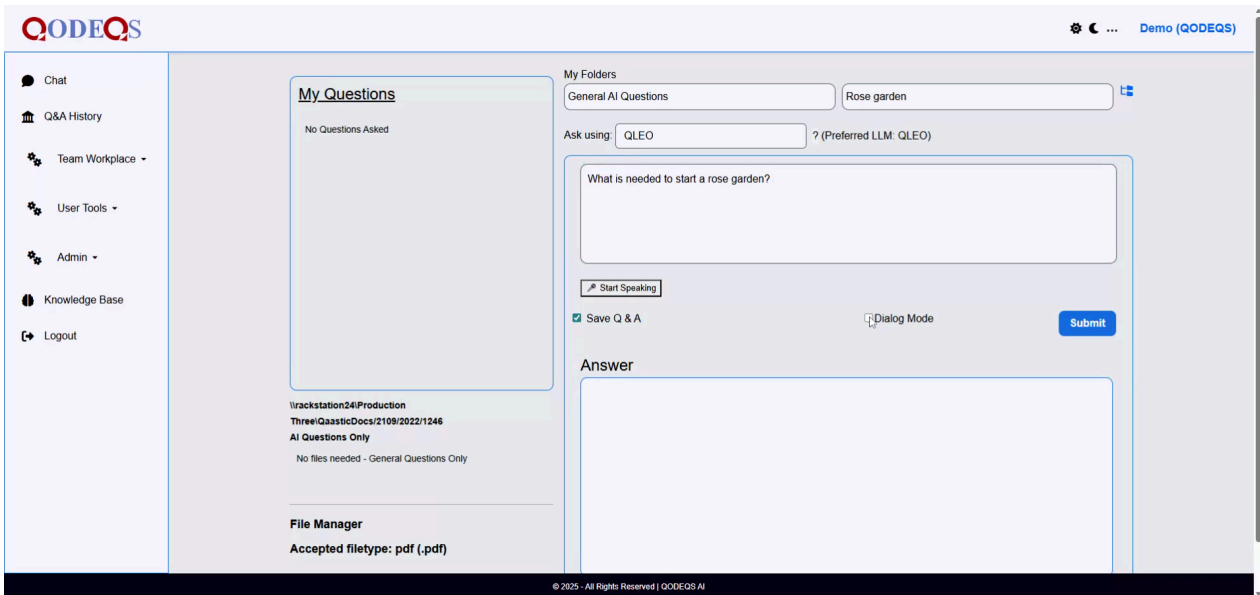


You will be brought back to the chat, now automatically defaulted to the **Rose Garden** folder.

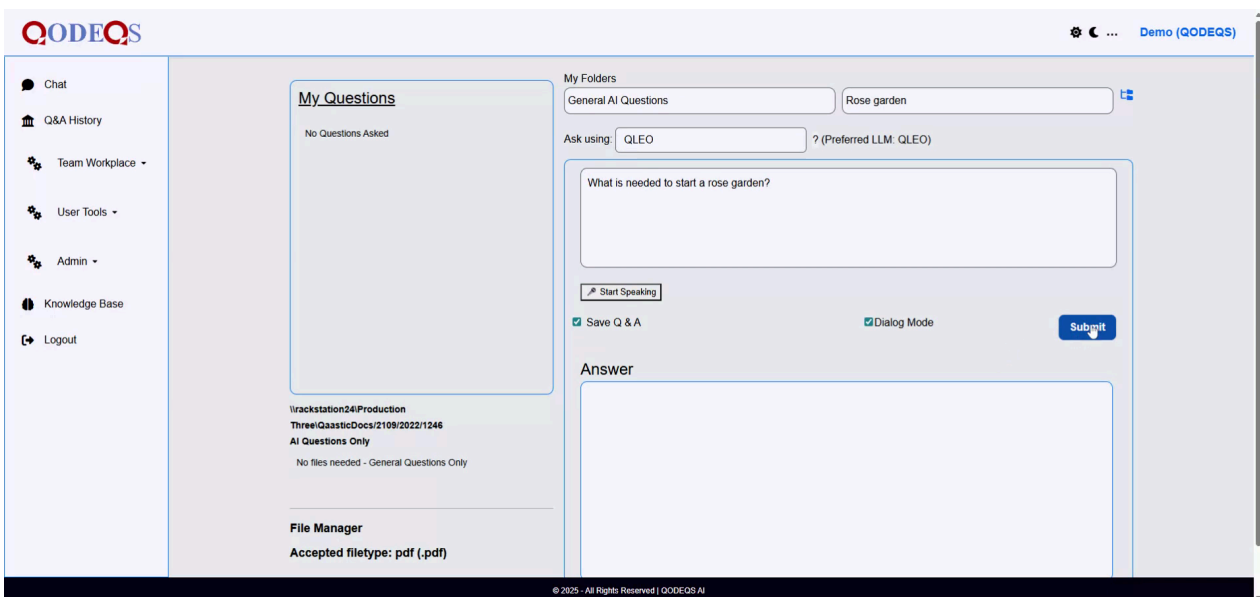


Step 9: Ask a New Question in the Rose Garden Folder

With the **Rose Garden** folder selected, enter your next question to Cleo, for example: *“What is needed to start a rose garden?”* This helps you plan your project. Ensure the **Save Question and Answers** box is checked if you want to save this conversation. Enable **Dialogue Mode** if you want to ask the same question across different models for varied suggestions.



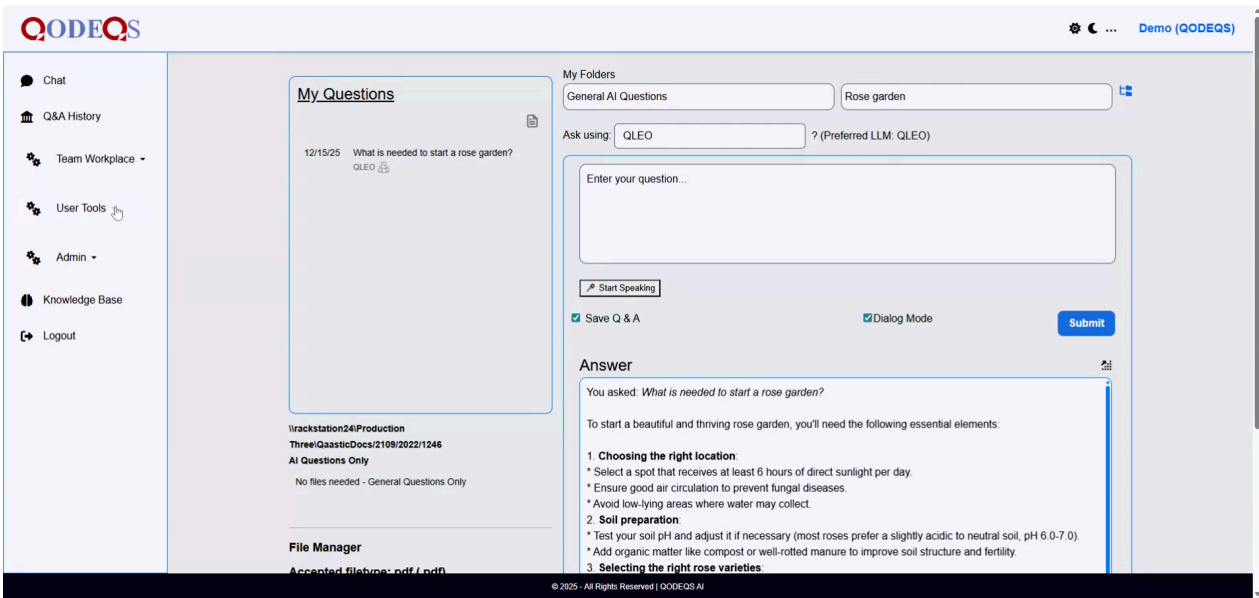
Click **Submit**.



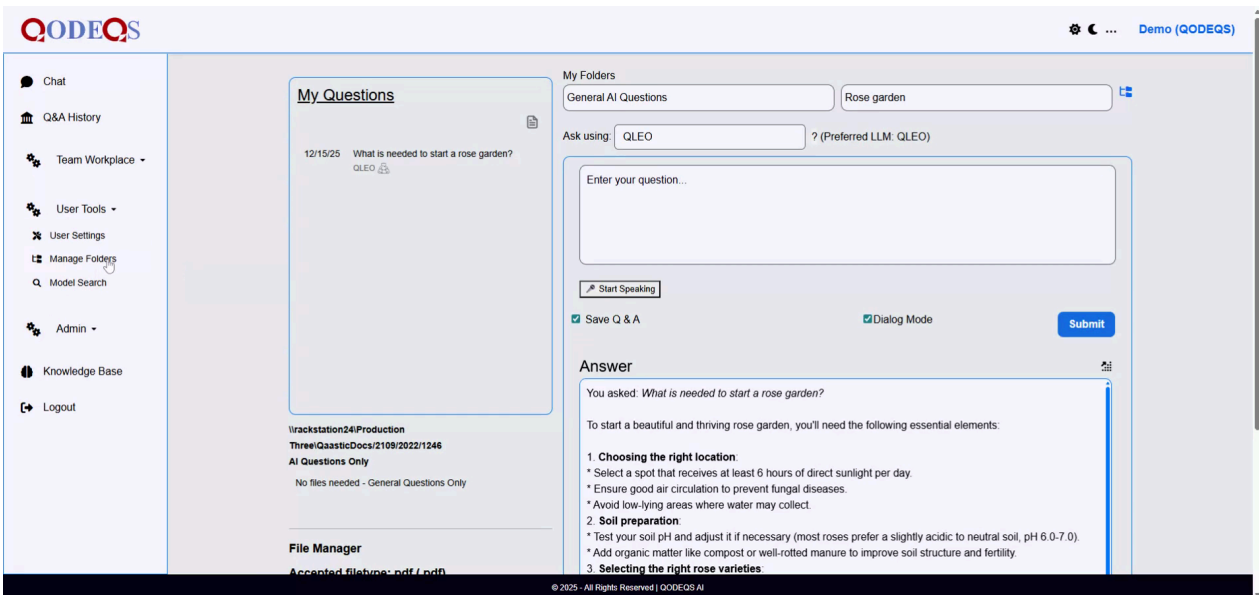
Cleo will respond with guidance on what you need to start your rose garden.

Step 10: Create a New “Lily Garden” Folder

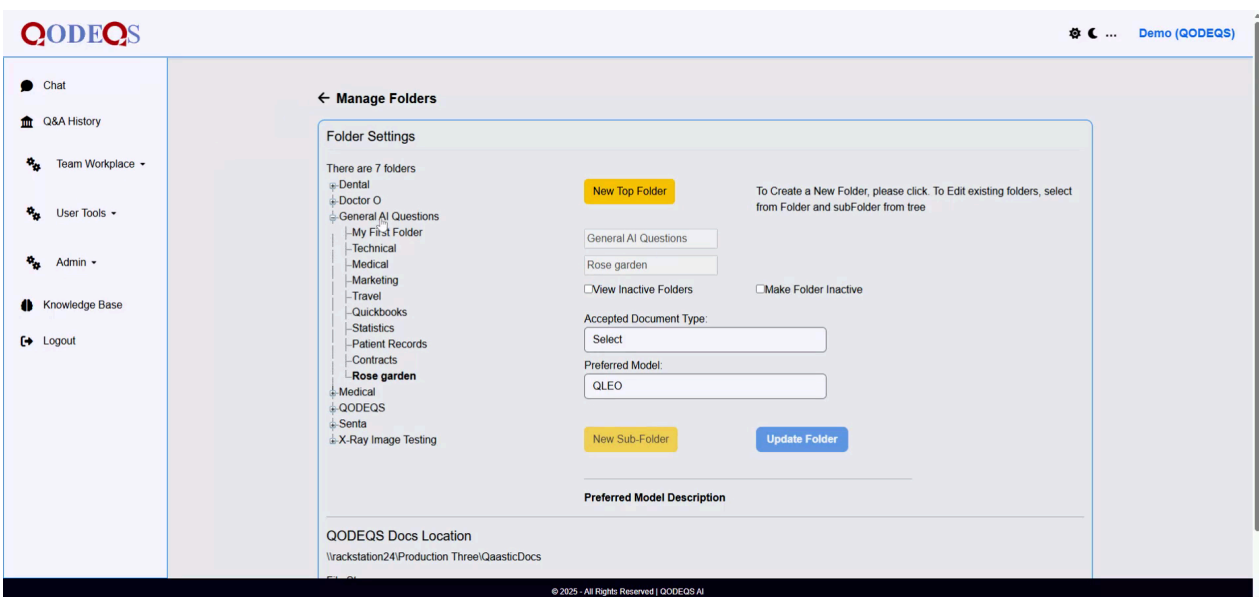
If you want another folder, for example to plan lilies, open **Manage Folders** again.



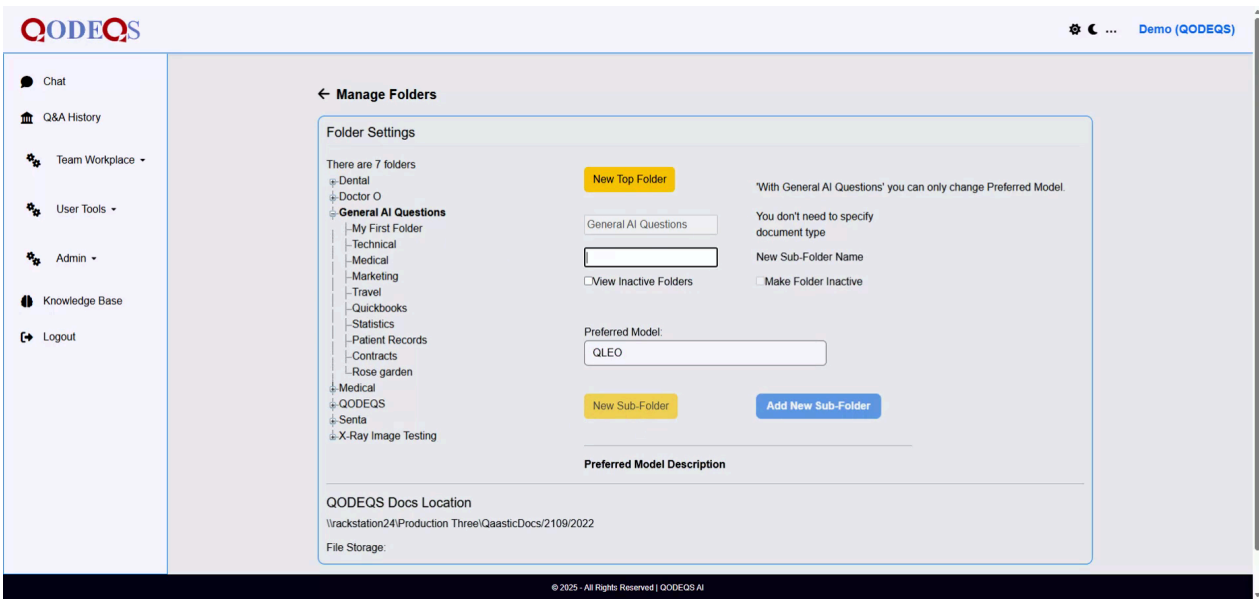
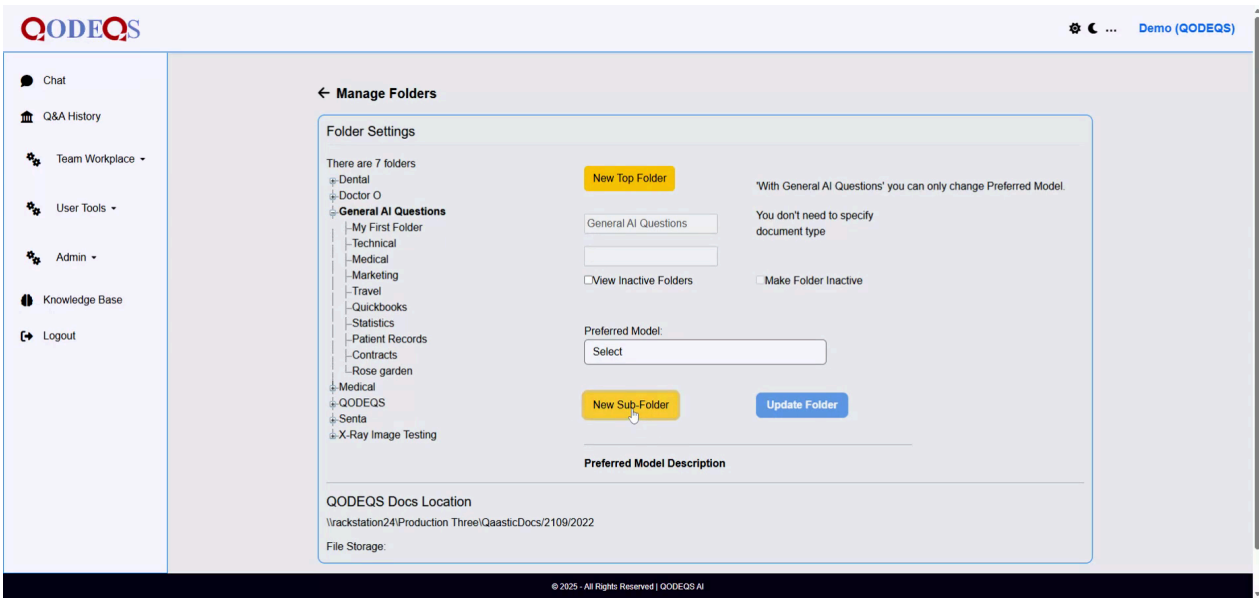
You will see the **General AI Questions** area on the Manage Folders screen.



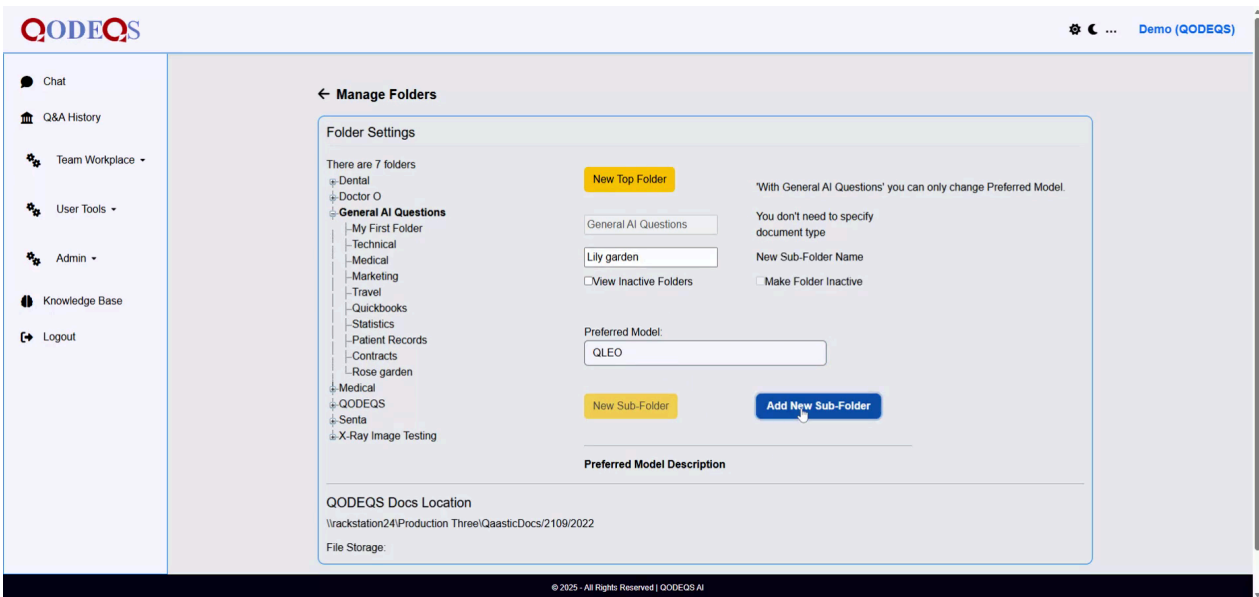
Create another new subfolder under General AI.



Name this folder **Lily Garden**.

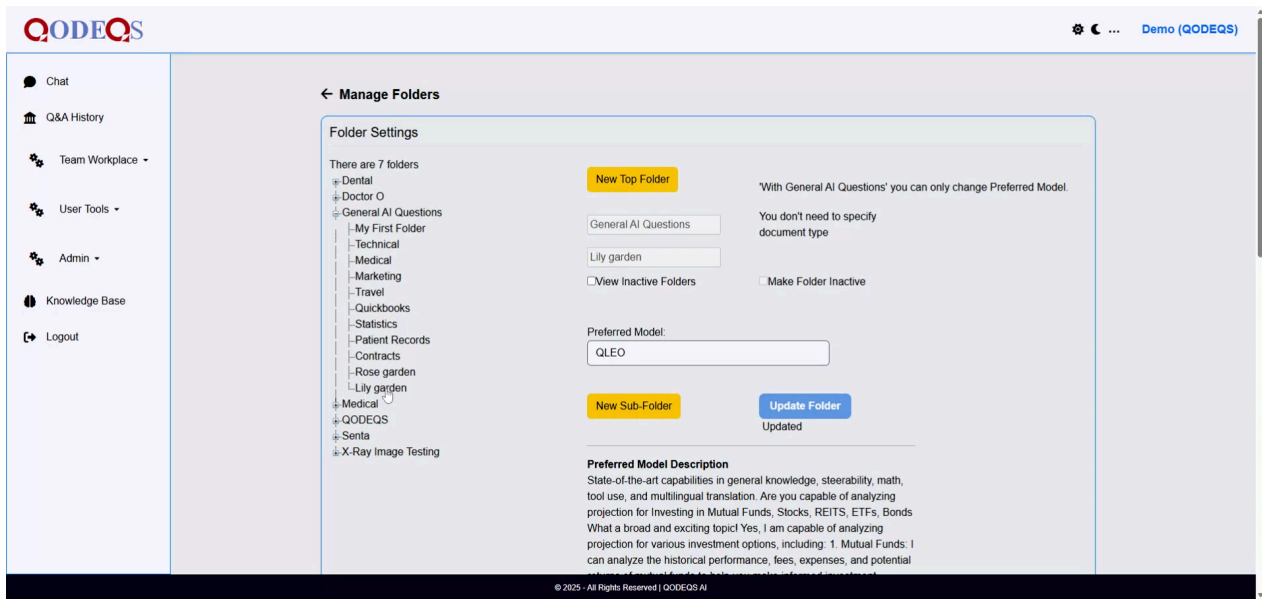


Confirm that it is defaulted to the **Cleo** model (which is what you want), then add this new subfolder.

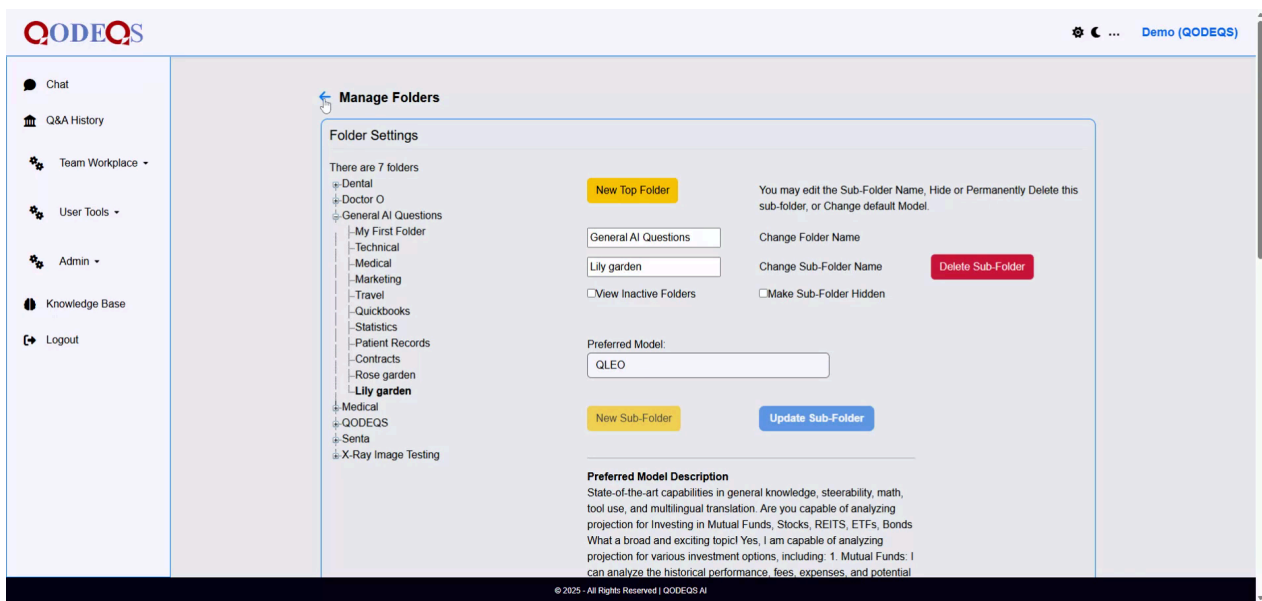


Step 11: Open the Lily Garden Folder and Return to Chat

Click on the new **Lily Garden** folder.



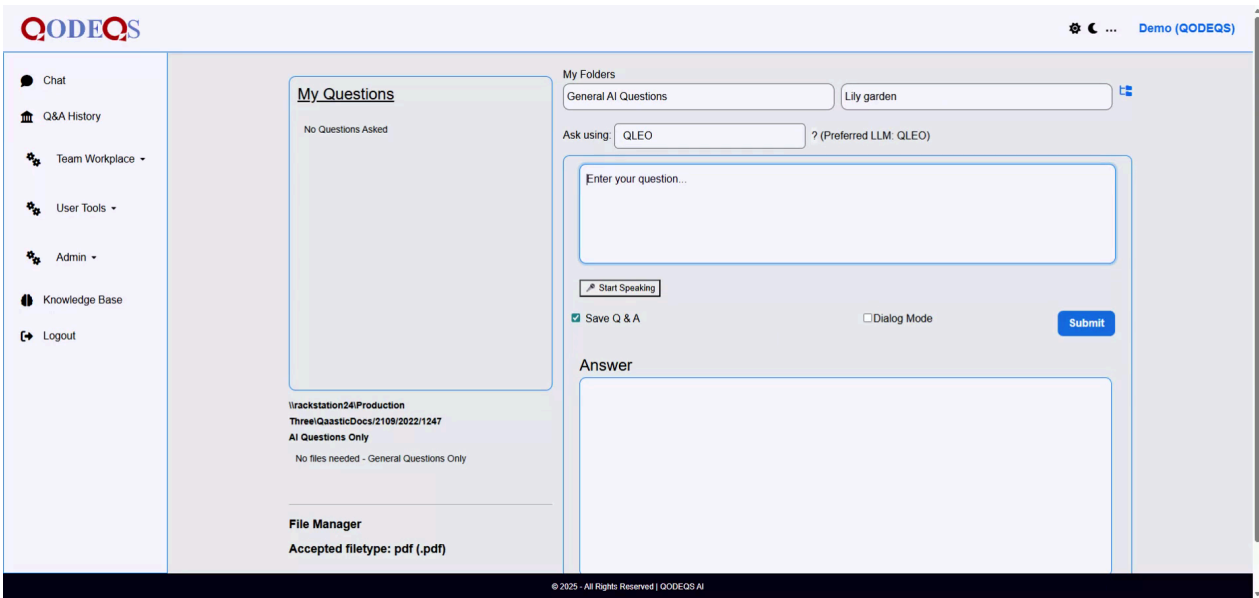
Then click the left arrow at the top to return to the chat page.



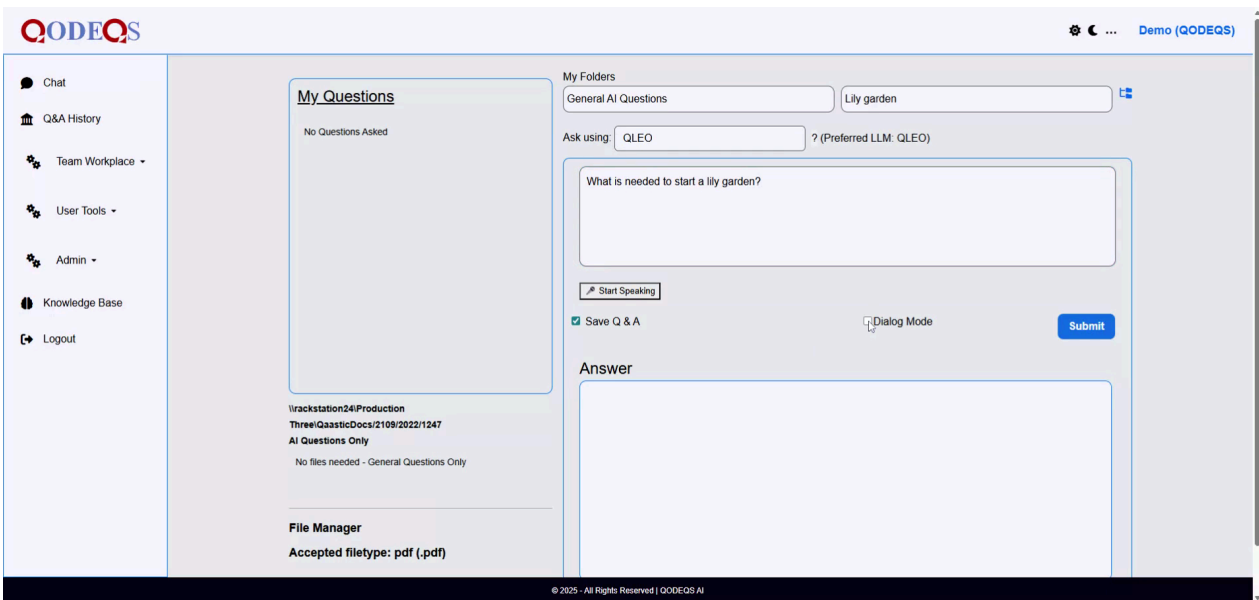
The chat will now be set to the **Lily Garden** folder and ready for your questions.

Step 12: Ask a Question in the Lily Garden Folder

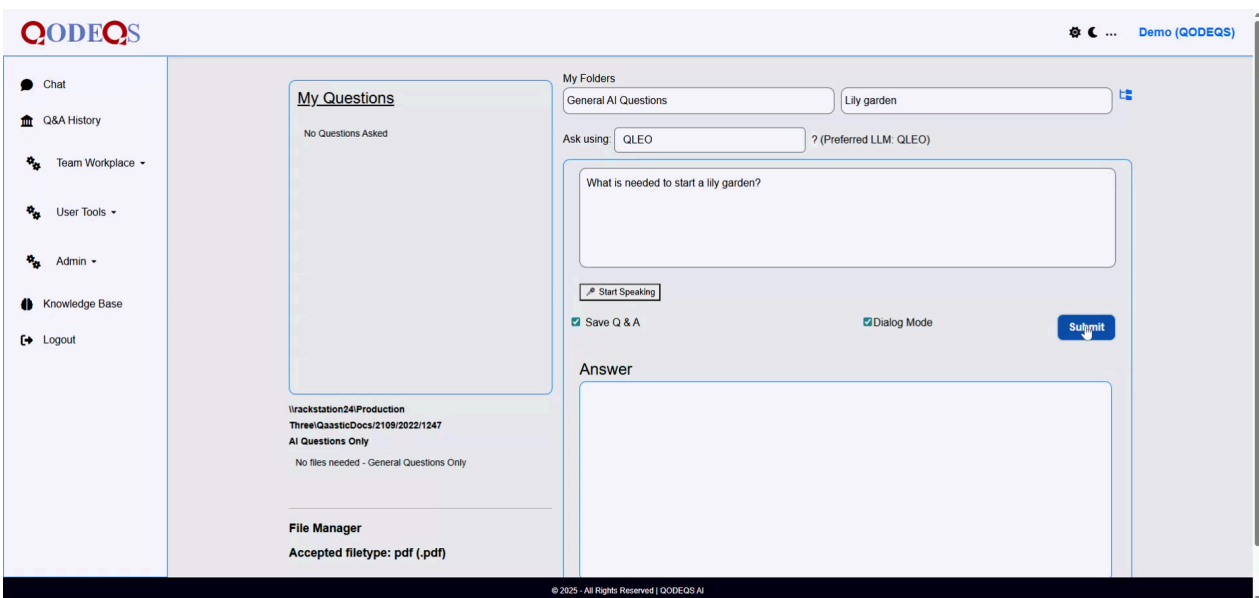
With the **Lily Garden** folder active, ask Cleo a question such as: *“What is needed to start a lily garden?”*



Ensure the **Save Question and Answers** box is checked if you want to save the exchange. Enable **Dialogue Mode** if you want to compare answers from different models.



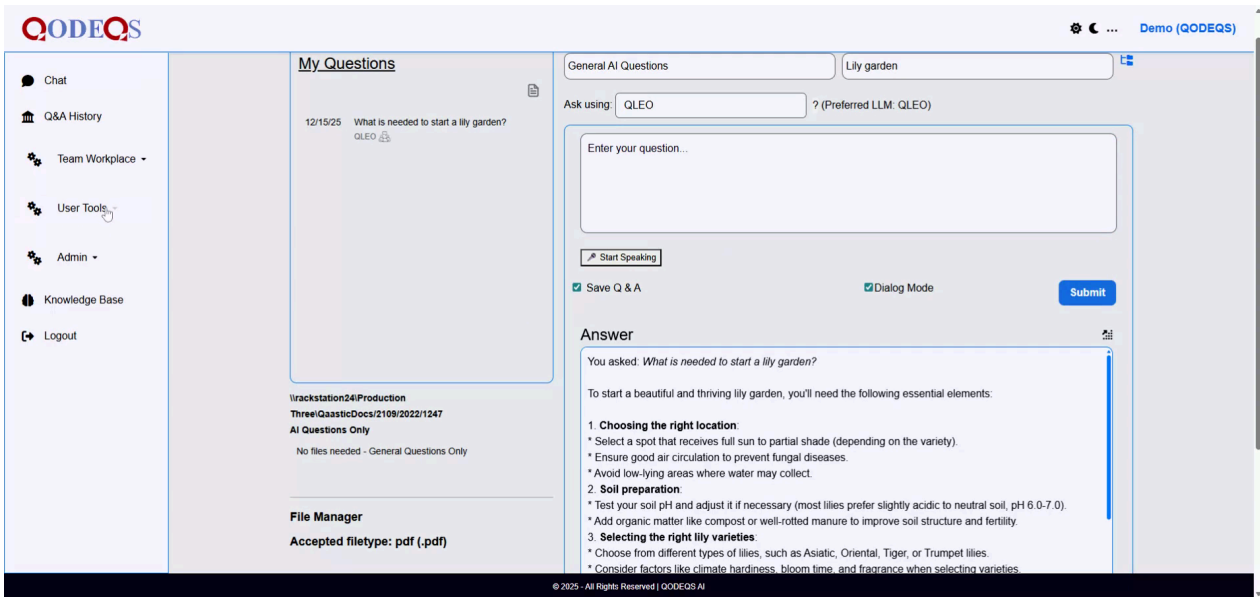
Click **Submit**.



You will receive recommendations on what you need to start your lily garden.

Step 13: Review Your Rose and Lily Garden Folders

Go back to **Manage Folders** on the left panel.



You can now see both **Rose Garden** and **Lily Garden** folders available, each containing your related chat discussions for planning your plant garden.

