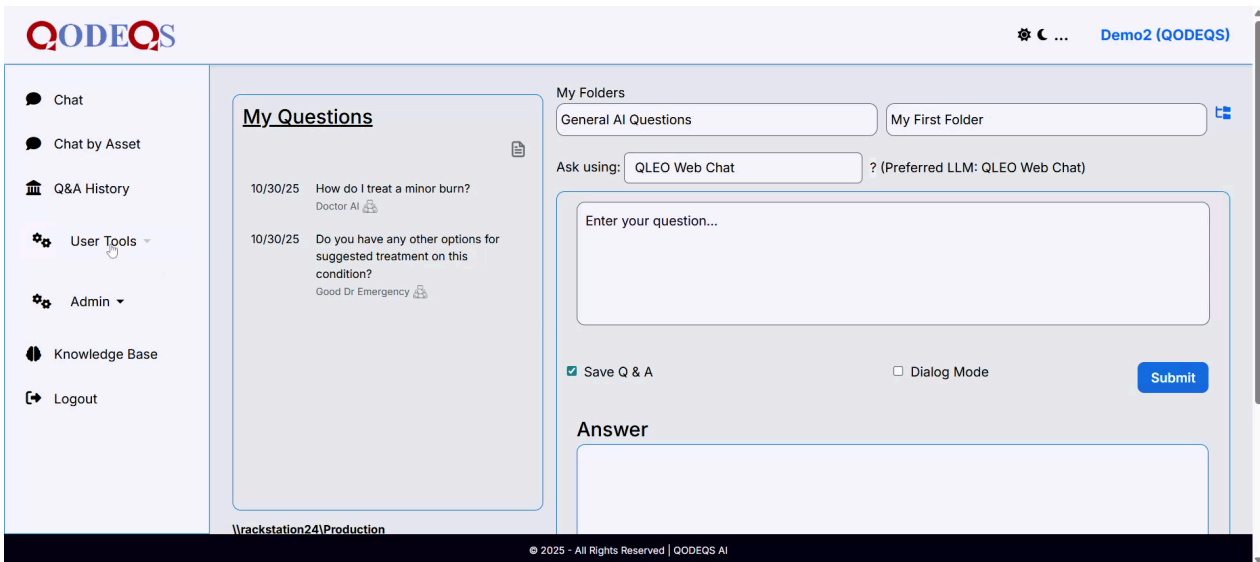


# Setting Your Preferences

*This document provides a comprehensive walkthrough for configuring your preferences within the system. By following these instructions, you will be able to customize the settings to suit your needs, ensuring optimal use of the available tools.*

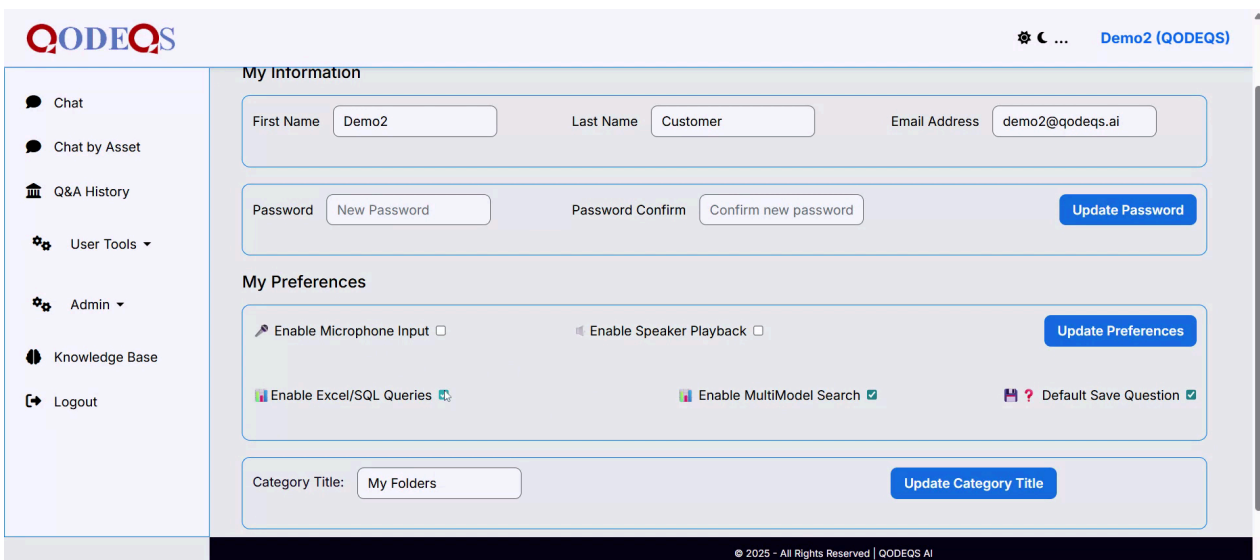
## Step 1

In this step, I will guide you on how to configure your preferences. Begin by navigating to the left-hand side of the page, accessing User Tools, and selecting Account Settings from the dropdown menu.



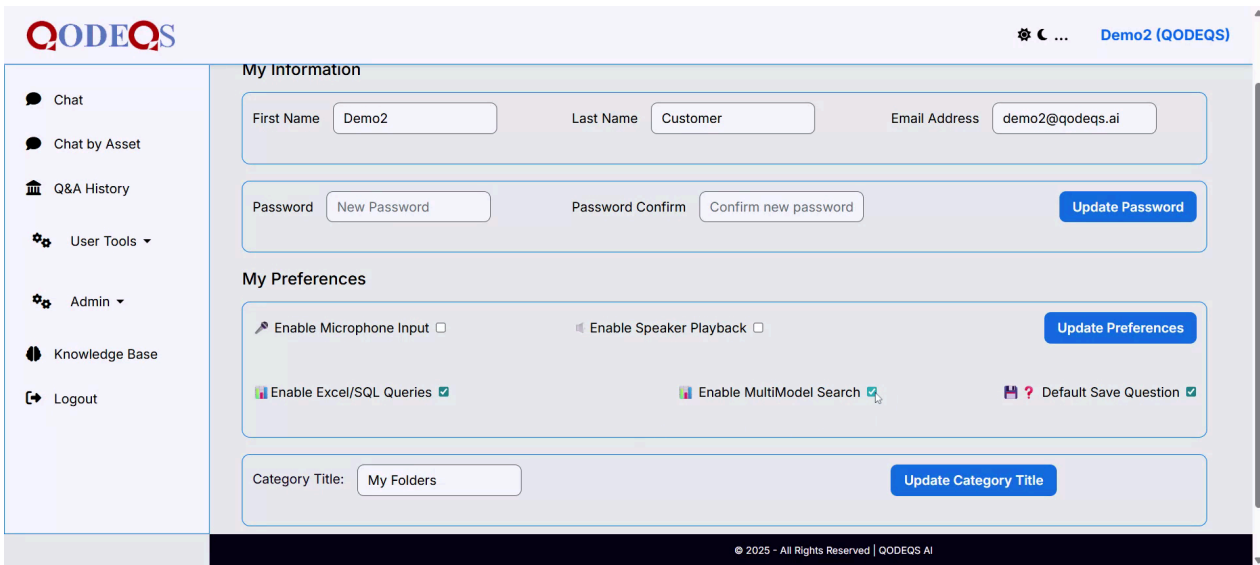
## Step 2

After configuring your account settings, proceed to My Preferences. Here, you will find various options. Ensure to select the Excel option if you intend to perform searches in Excel format.



## Step 3

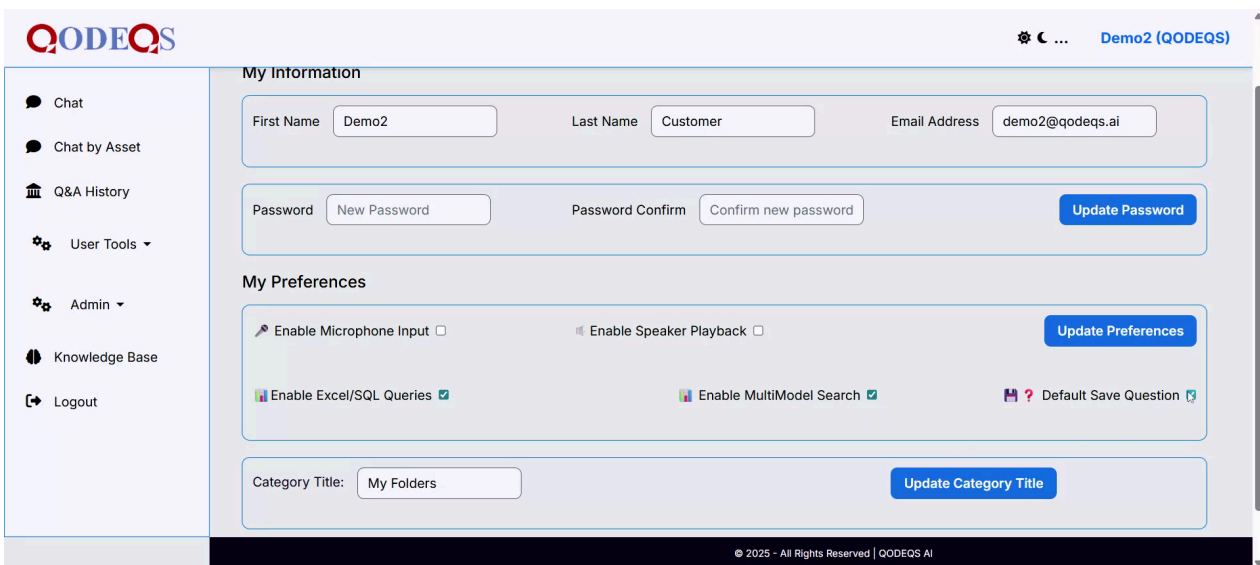
Make sure to enable the Multi-Model Search option if you plan to conduct inquiries using dialog mode.



The screenshot shows the QODEQS user profile page. On the left is a navigation sidebar with options: Chat, Chat by Asset, Q&A History, User Tools, Admin, Knowledge Base, and Logout. The main content area is titled 'My Information' and contains fields for First Name (Demo2), Last Name (Customer), and Email Address (demo2@qodeqs.ai). Below this is a password update section with fields for Password (New Password) and Password Confirm (Confirm new password), and an 'Update Password' button. The 'My Preferences' section includes several toggle switches: 'Enable Microphone Input' (disabled), 'Enable Speaker Playback' (disabled), 'Enable Excel/SQL Queries' (checked), 'Enable MultiModel Search' (checked), and 'Default Save Question' (checked). There is an 'Update Preferences' button. At the bottom, there is a 'Category Title' field with 'My Folders' and an 'Update Category Title' button. The footer contains the text '© 2025 - All Rights Reserved | QODEQS AI'.

## Step 4

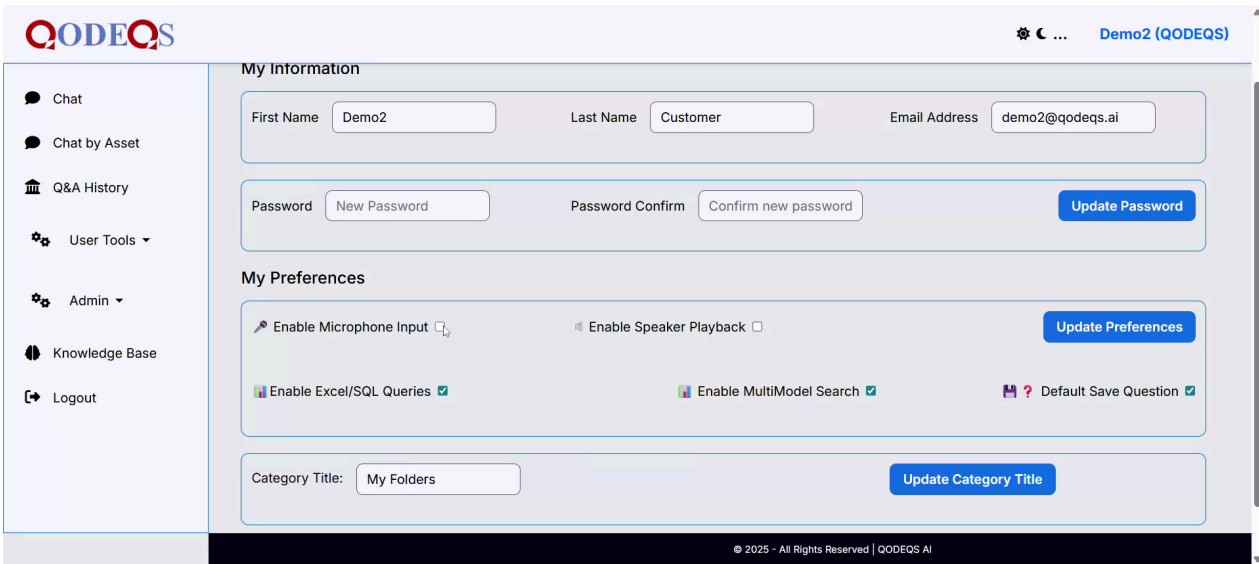
The third option available is Default Save Questions. It is recommended to enable this feature to automatically save your questions.



This screenshot is identical to the one in Step 3, showing the QODEQS user profile page. The 'Default Save Question' toggle switch is checked, indicating that this feature is enabled. All other elements, including the navigation sidebar, 'My Information' fields, password update section, 'My Preferences' section, and footer, are the same as in the previous screenshot.

## Step 5

You can also opt to activate the microphone input and the speaker playback features according to your preference.



## Step 6

After selecting your desired preferences, proceed to update your settings to ensure they are applied correctly.

