Complieaze

User Manual

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Introduction

Welcome to Complieaze, a cutting-edge web-based chatbot application designed to streamline your compliance queries for various regulators like RBI (Reserve Bank of India), SEBI (Securities and Exchange Board of India) and others.

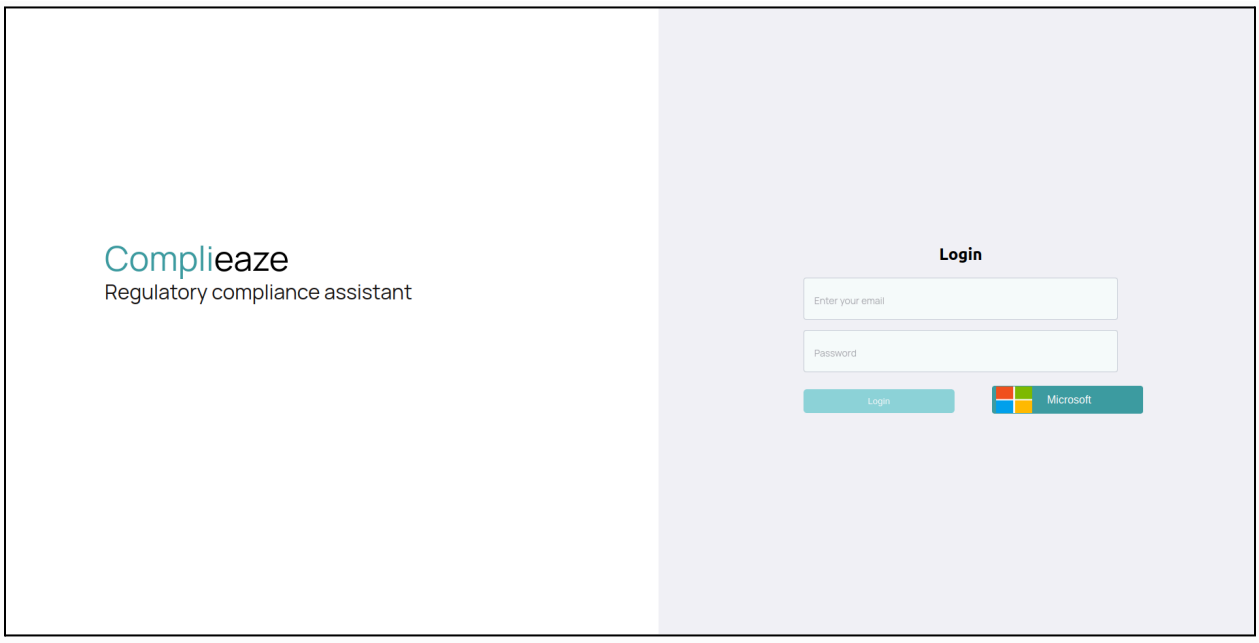
This manual is your comprehensive guide to navigating and utilizing the chatbot effectively, ensuring you get the most out of its capabilities for all your compliance needs.

1. Getting Started

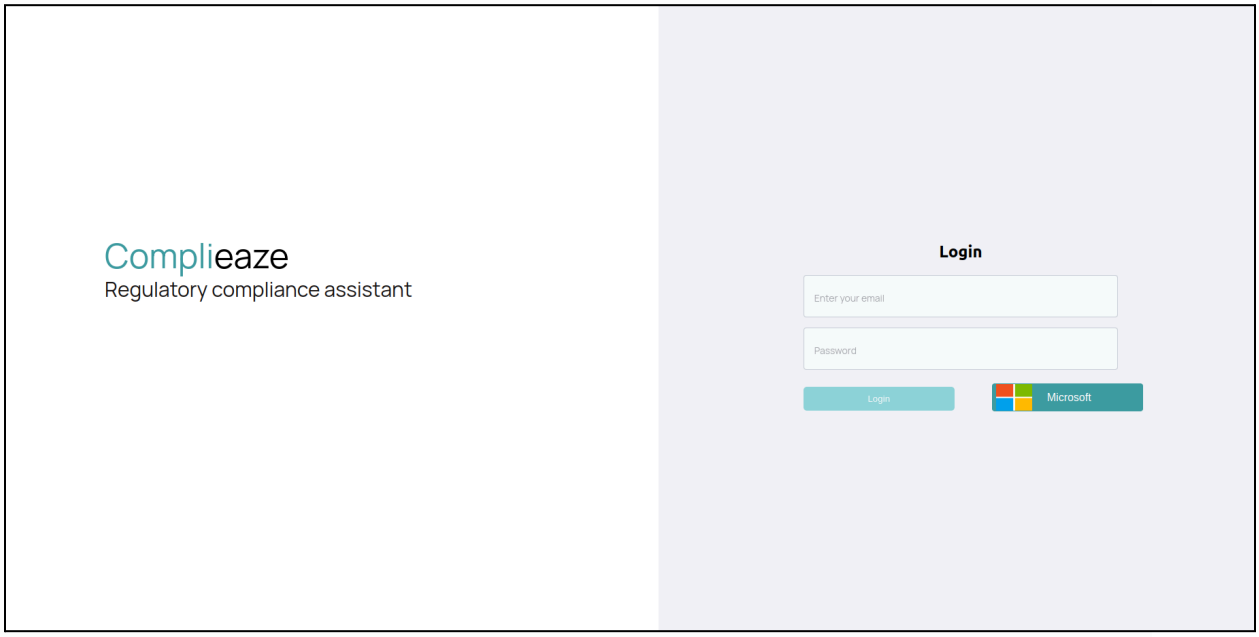
Accessing the Chatbot

To access Complieaze application :

- Open your web browser and navigate to https://complieaze.ai



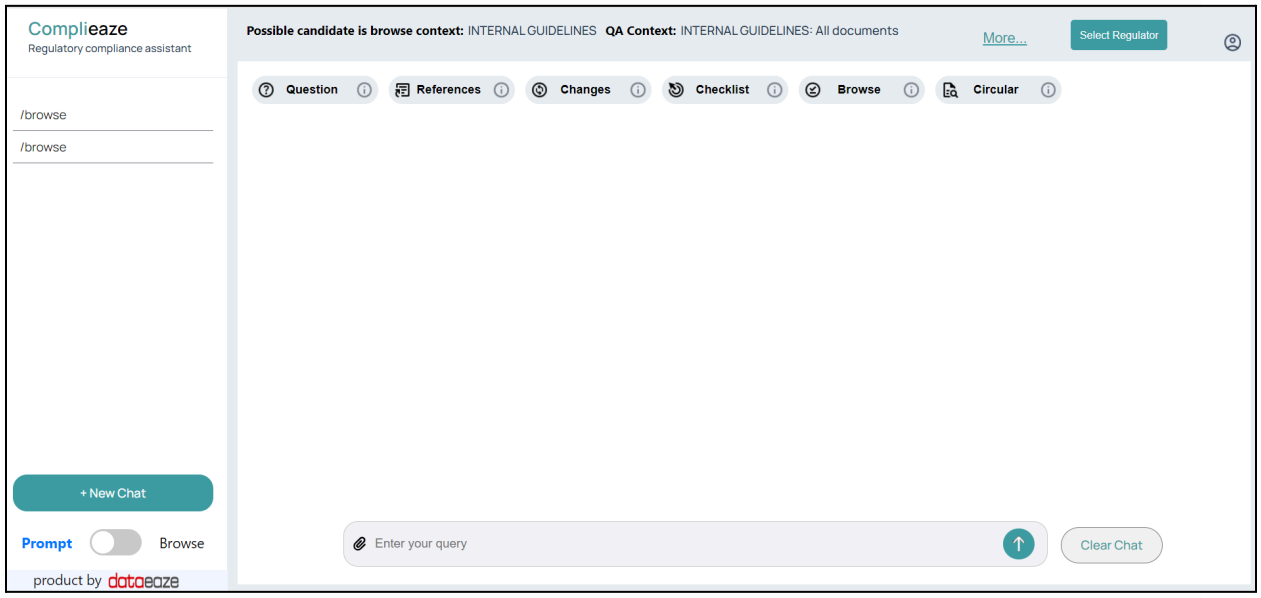
- Click on the Microsoft login button



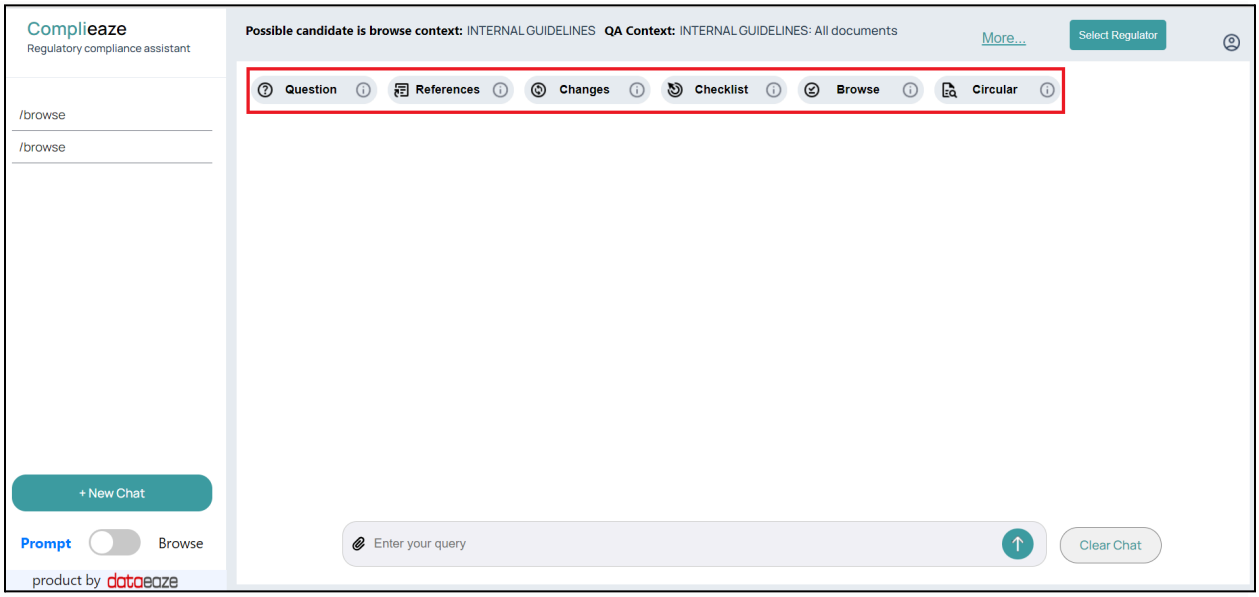
Chat Interface Overview

Once the chatbot interface is open:

- You will see a chatbot window or prompt inviting you to start a conversation.



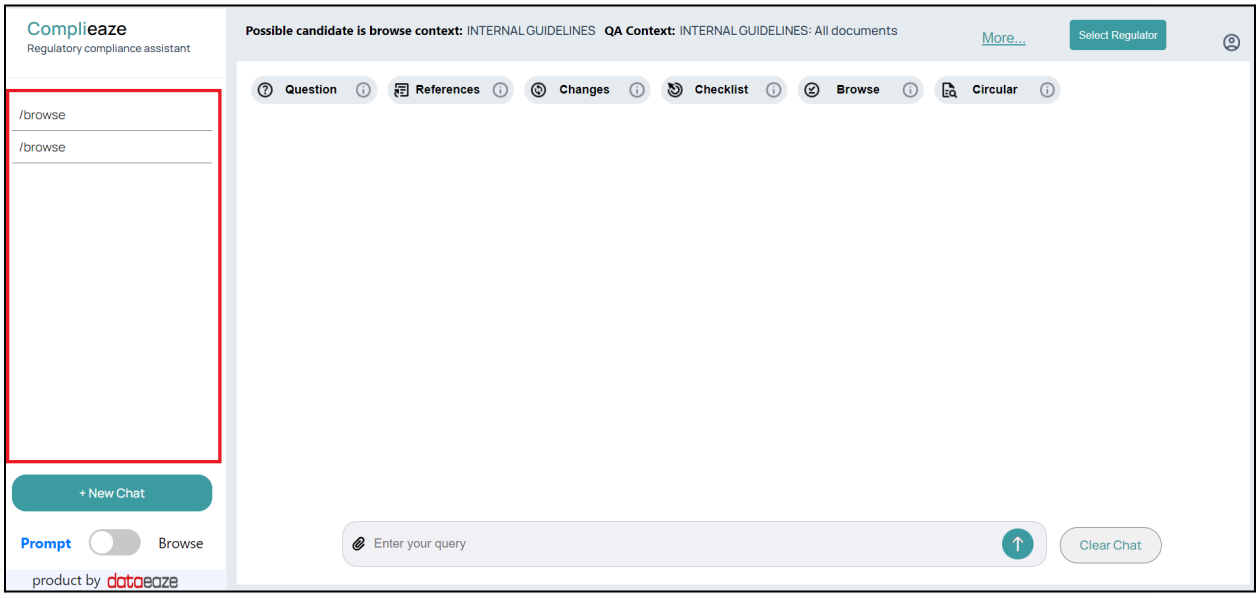
- The chatbot has preset options for common inquiries related to regulatory compliances.



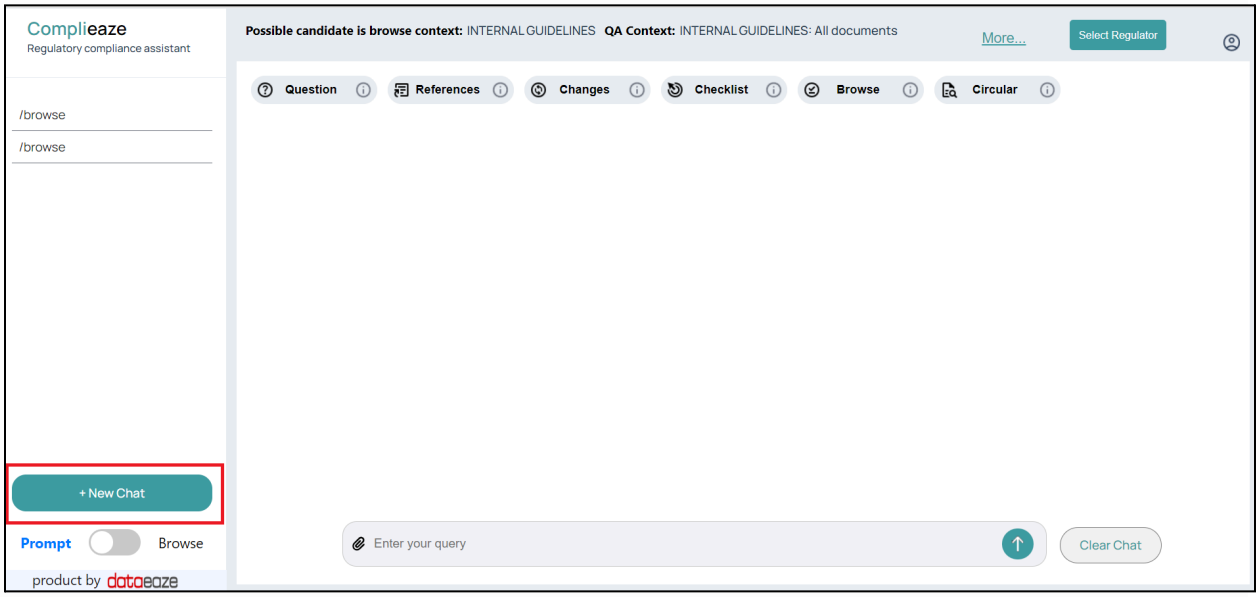
2. Using the Chatbot

Recent Chat

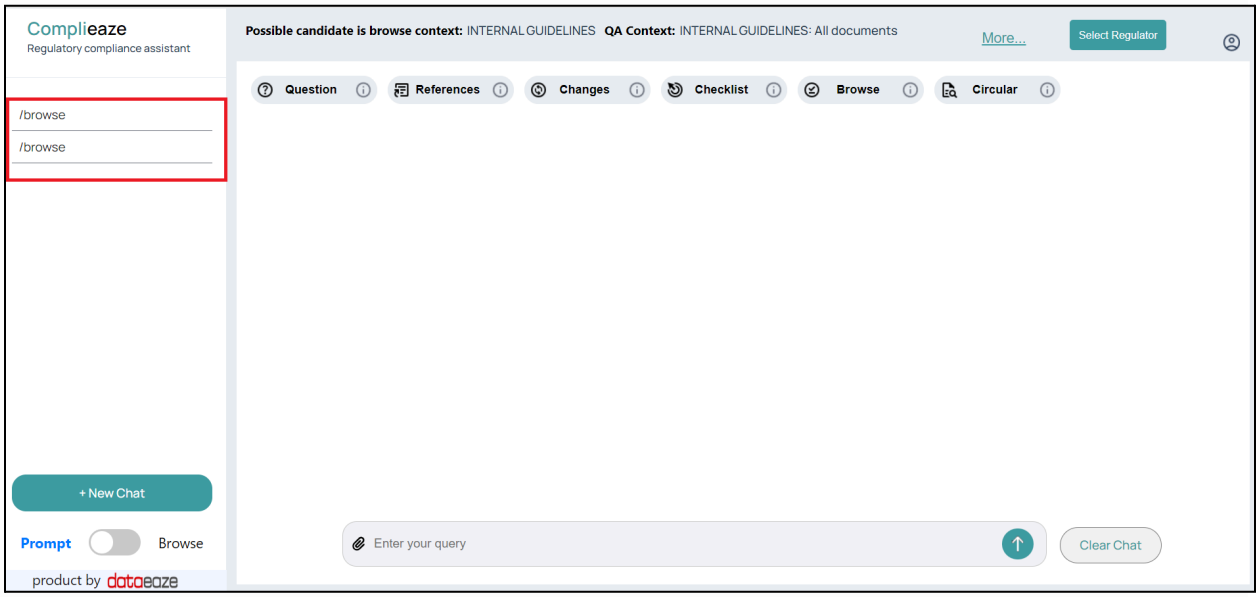
2.1 The left section displays Quick access to your recent chats.



2.2.0 User can save current chat and create new chat by clicking on ‘New Chat’ button



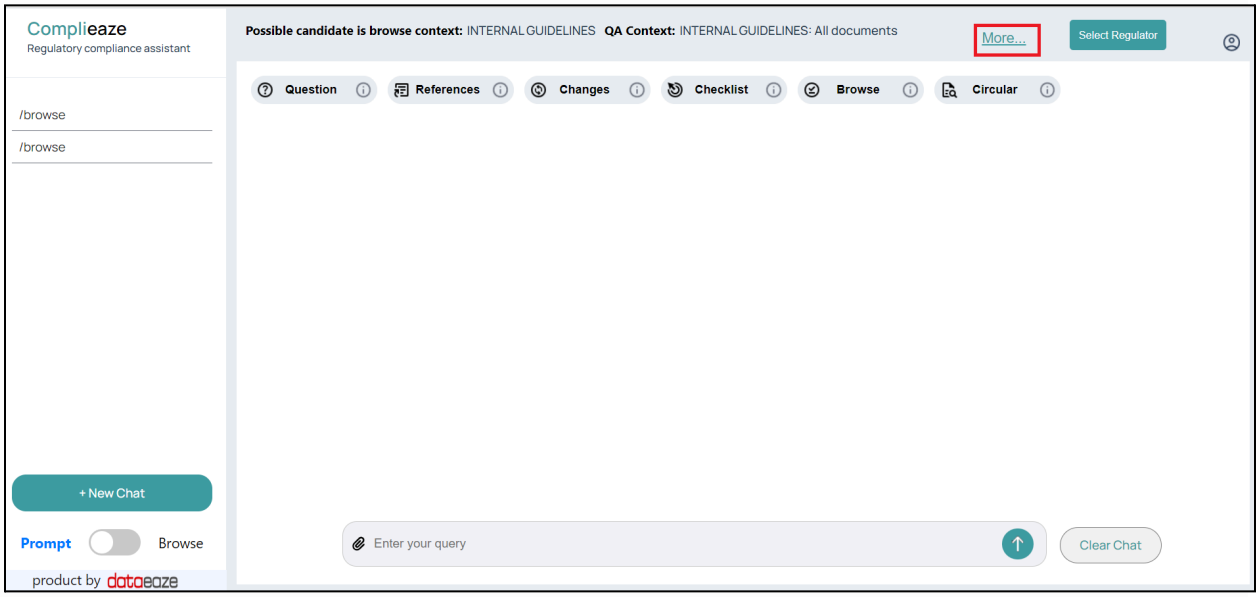
2.2.1 Users can visit the recent chat box at the left side for fast access to their previous searches.



Quick Summary of documents present in the database

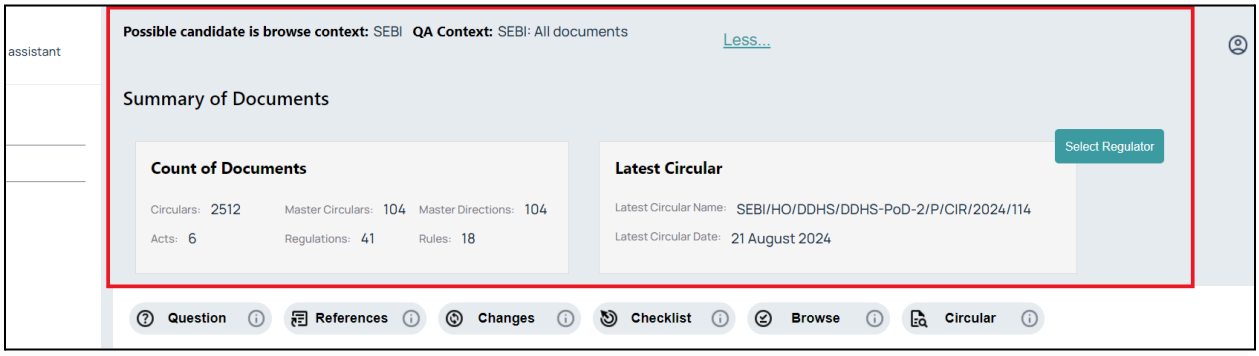
2.3 The quick summary provides an overview of the regulator, highlighting key statistics such as its name, the number of Acts, Circulars, and General Orders. For

more detailed information about a specific regulator, users can click on the **"more" button**.

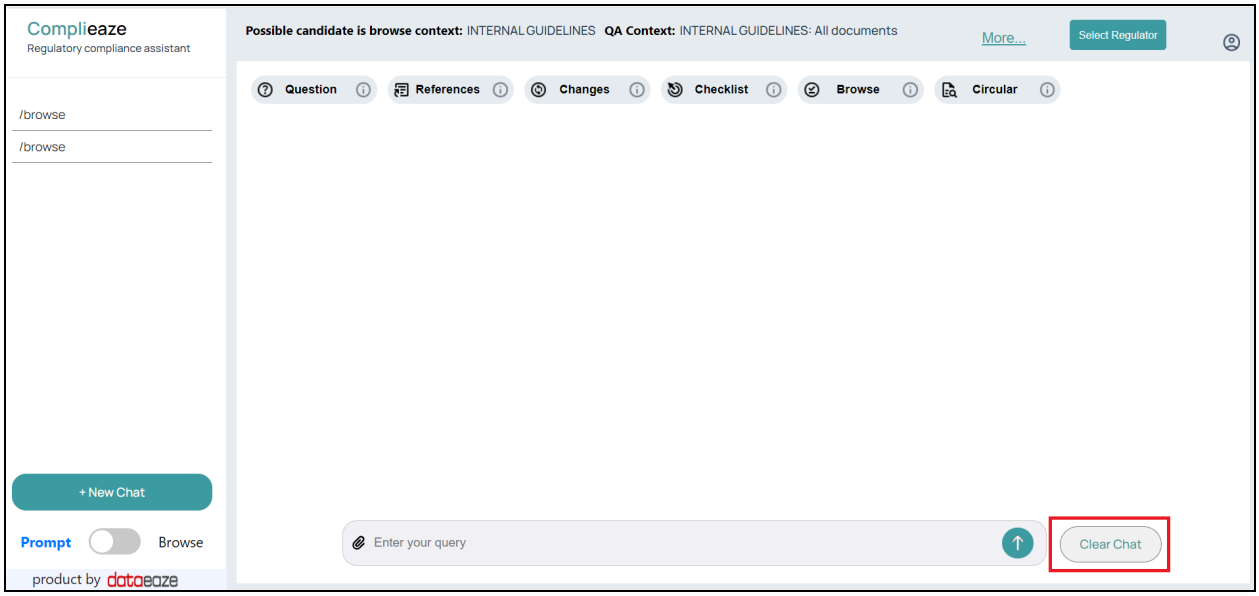


2.3.1 Clicking the **"more" button** provides users with a detailed summary of the regulator, including the total number of circulars issued, the title and date of the most recent circular, the count of master circulars, QA Context, and the number of master directions relevant to the regulator.

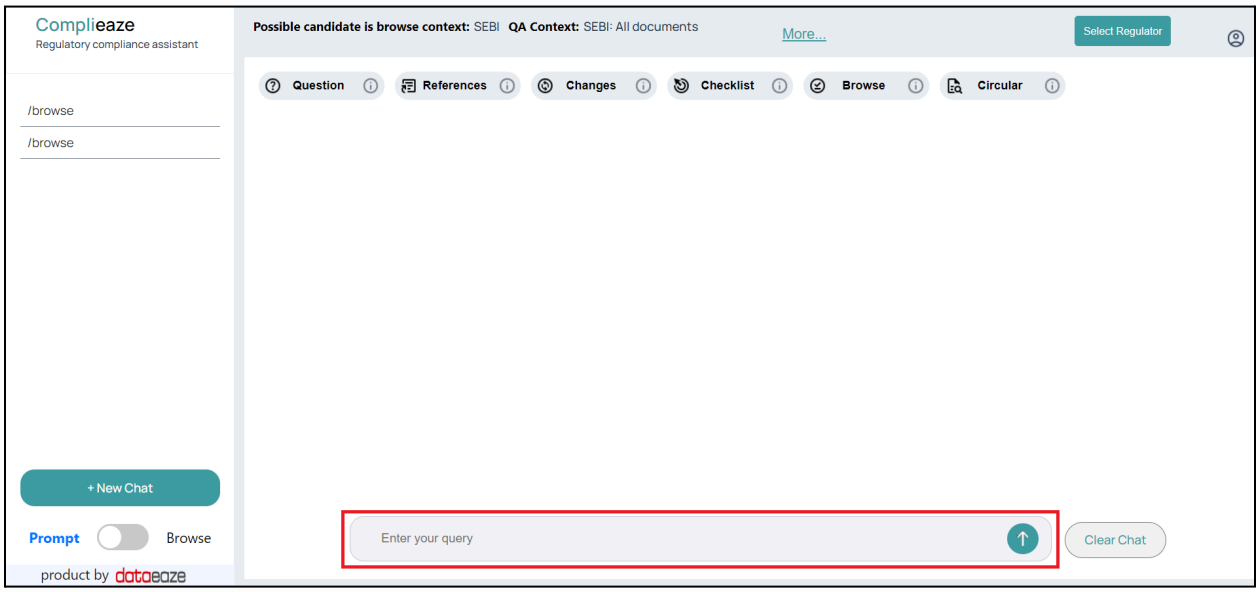
This feature keeps users informed with essential and current regulatory information at a glance.



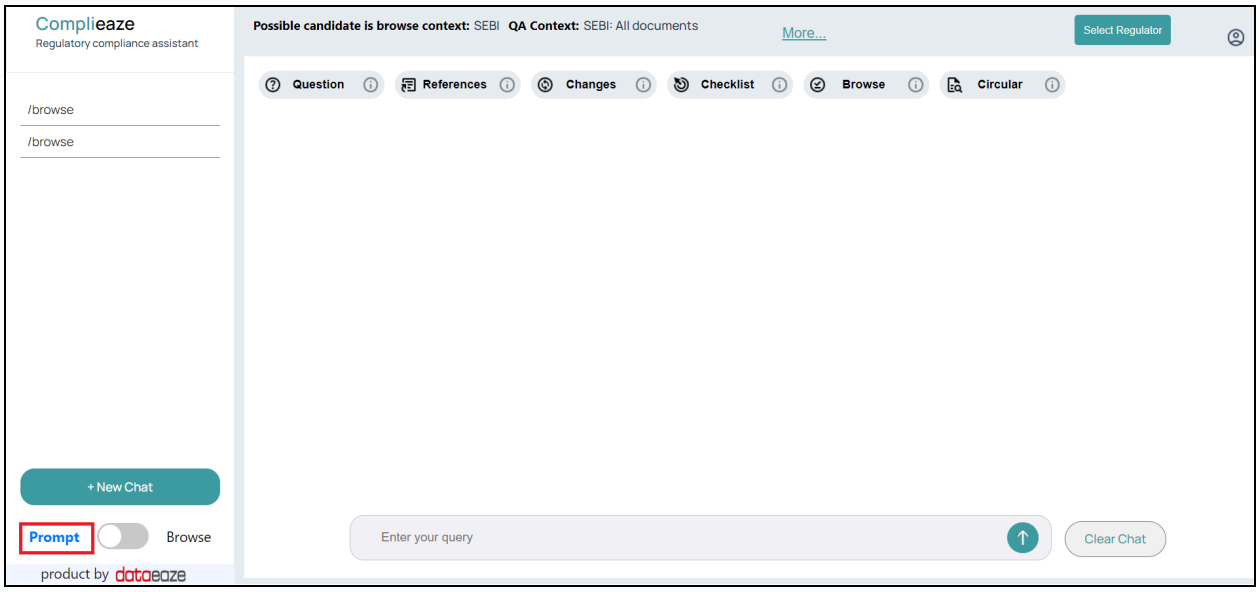
2.4 Users can clear recent chats using **'Clear Chat'** button



2.5 Users can write their question in the input box & click on the up arrow button (submit button) to submit any query.

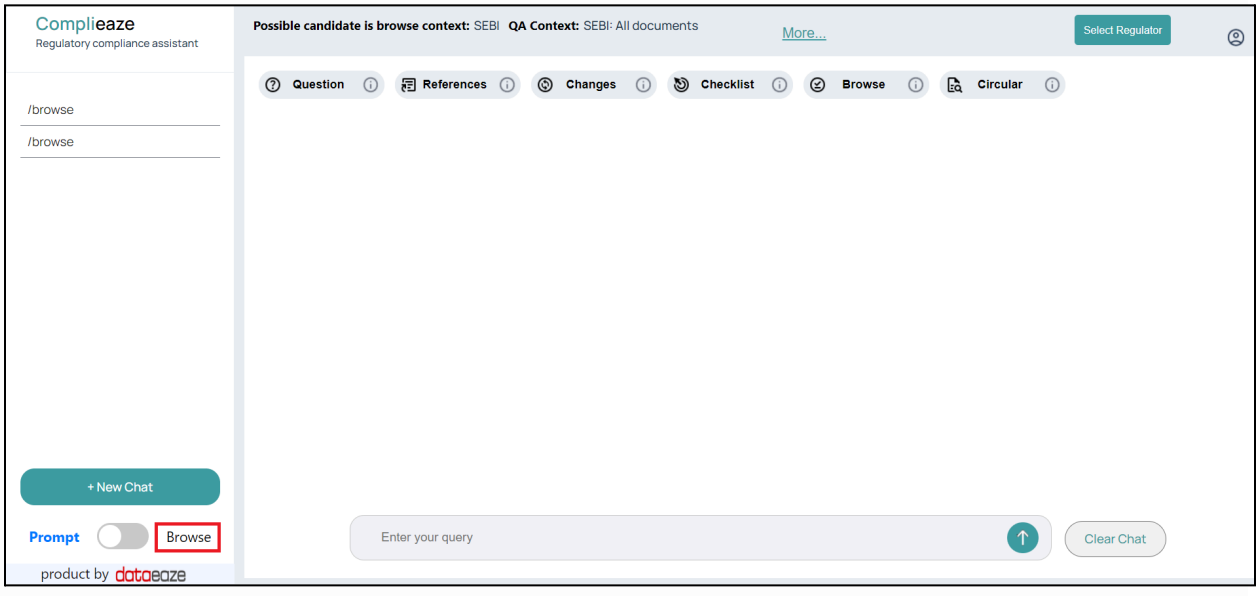


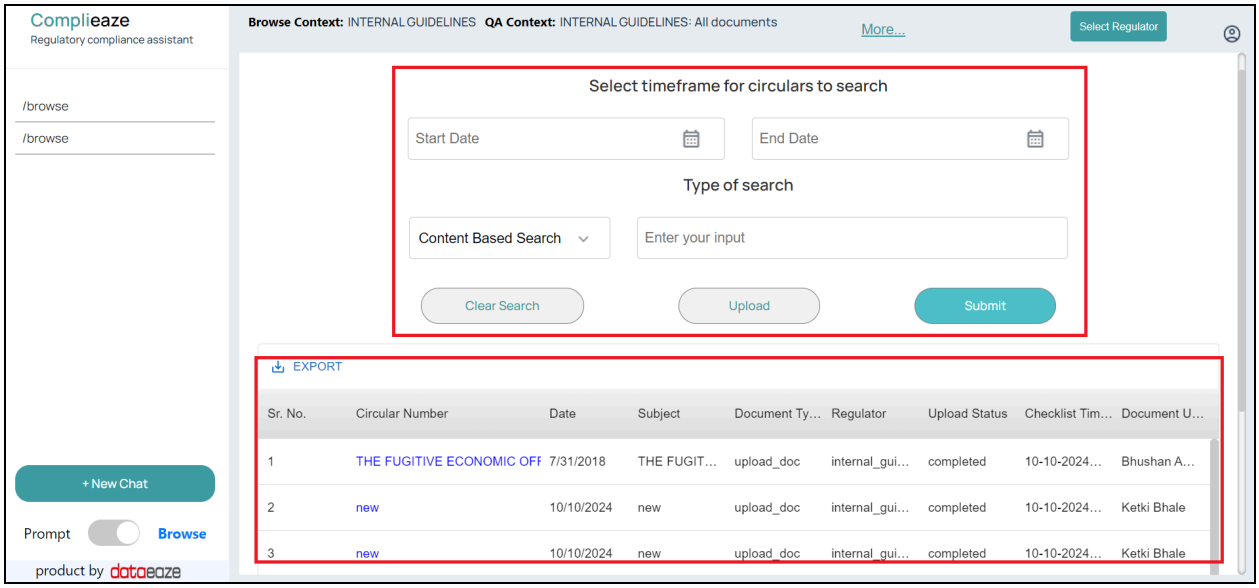
2.6 Users can toggle between Prompt and Browse screens by selecting the appropriate option from the drop down list.



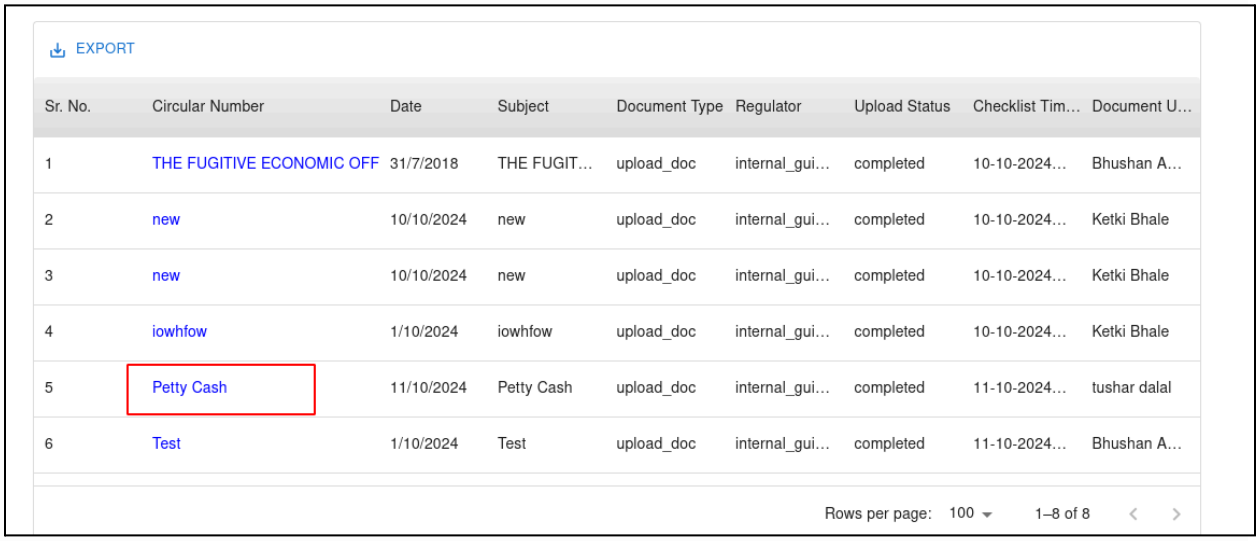
Dedicated Browse Window

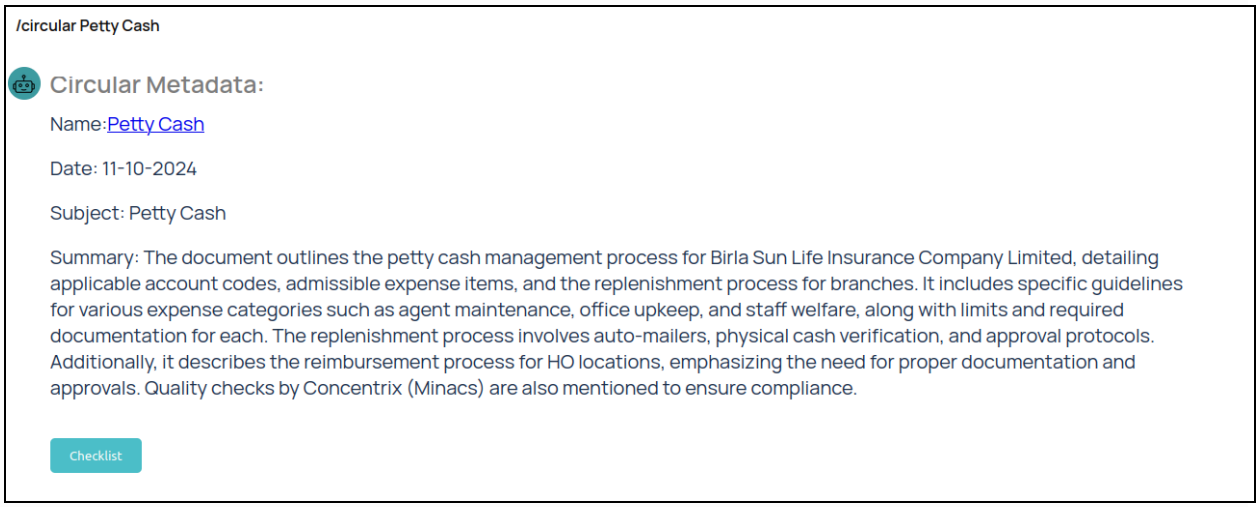
2.7 After clicking on the Browse button, users will get the following options for browsing where users can browse through documents by giving the following inputs : Select topic, Start or End date filter, or by giving some context we will be able to get the specific document. Also users can search with title or circular number.





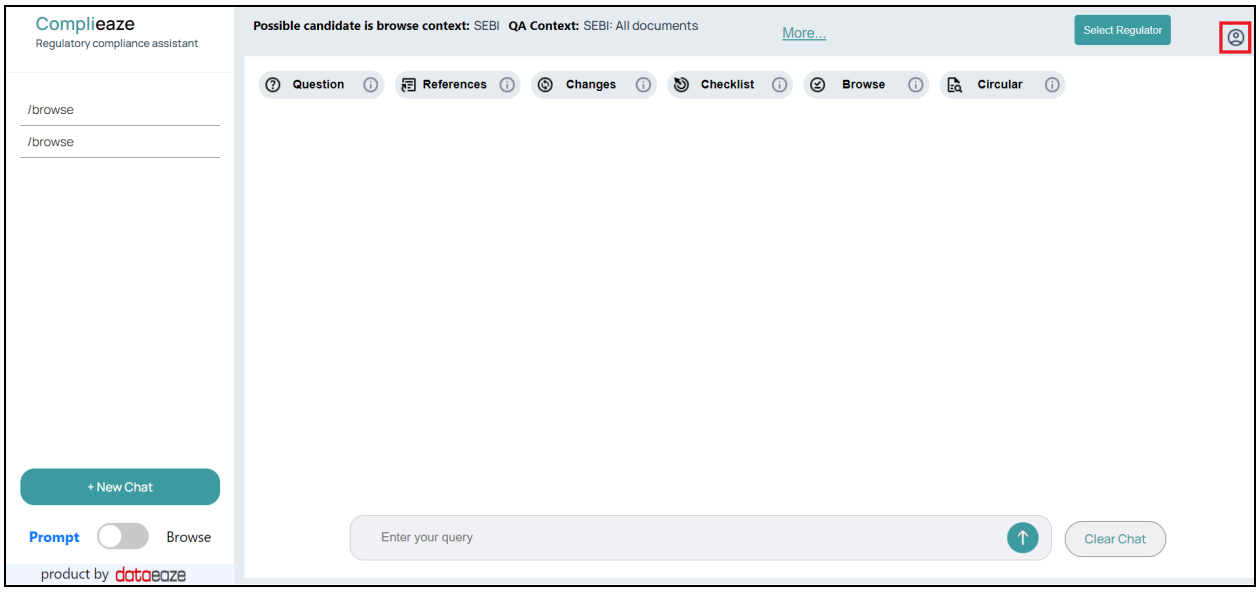
2.8 Clicking on a circular will take you to the prompt screen with the /circular command executing.

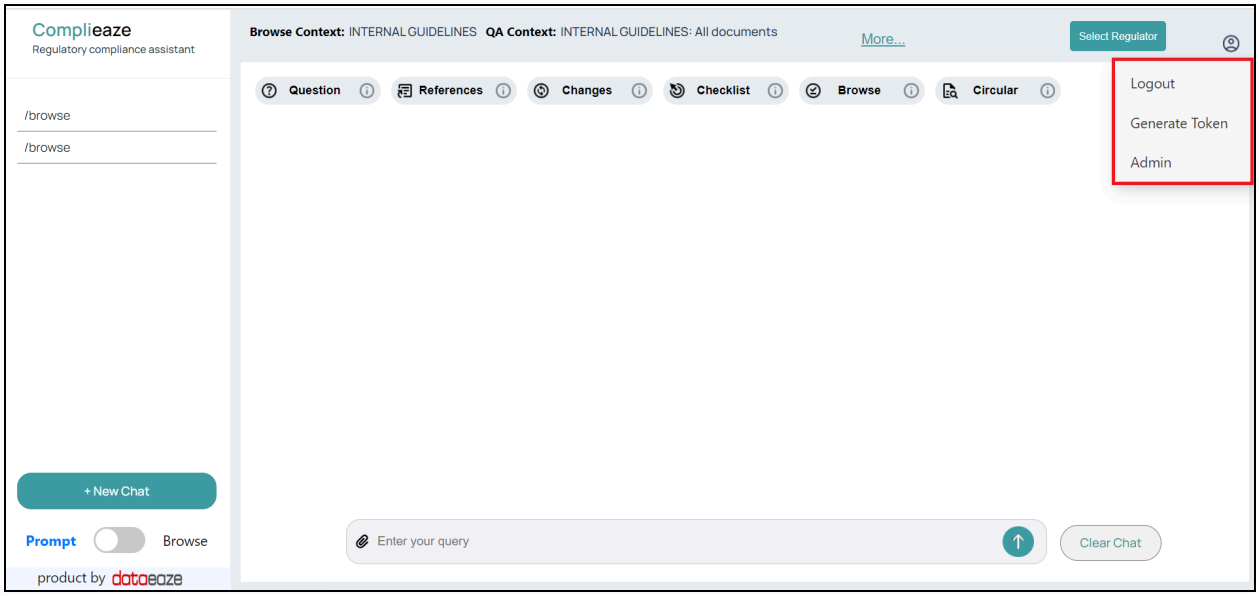




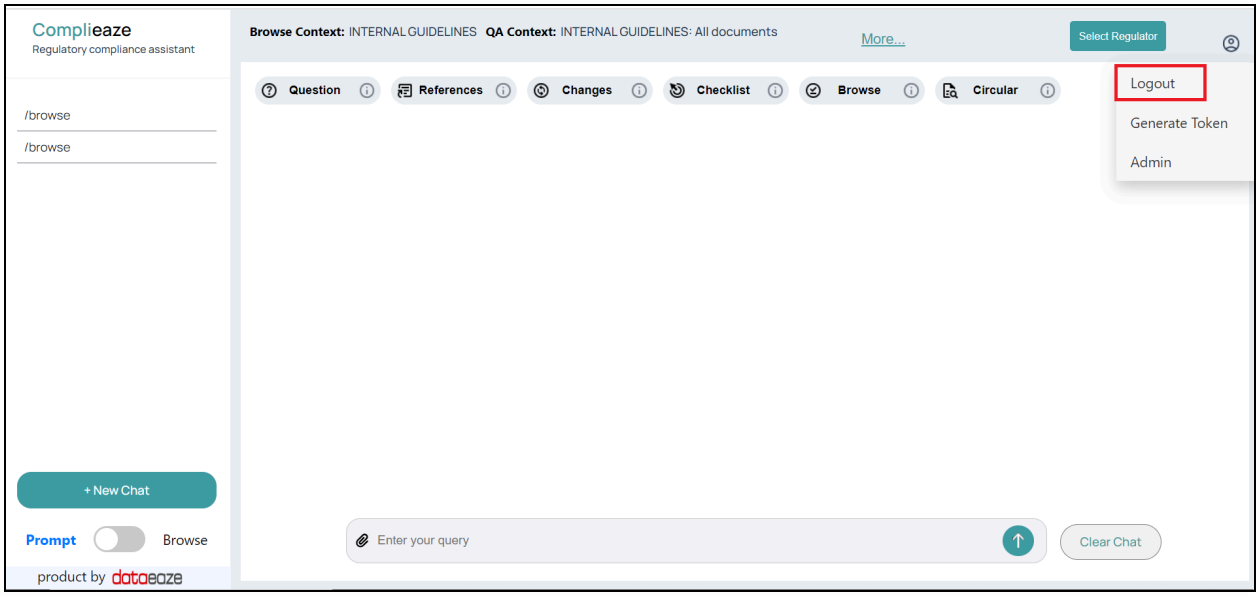
User Profile Options

2.9 Users are able to select Logout, Generate Token, Admin options from profile options.

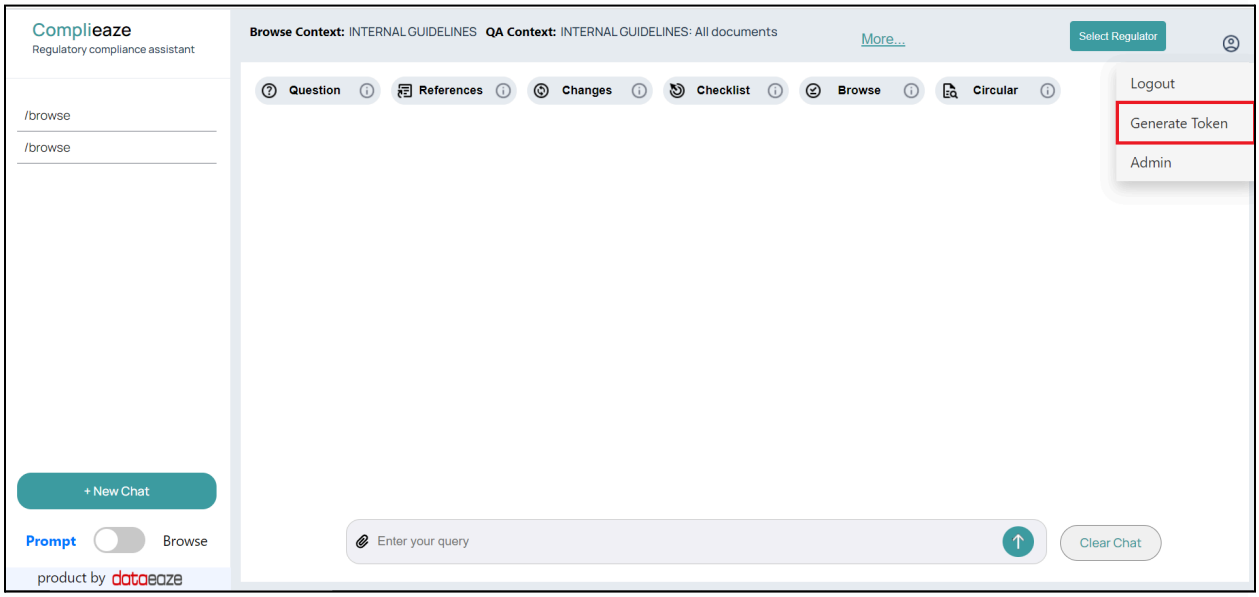


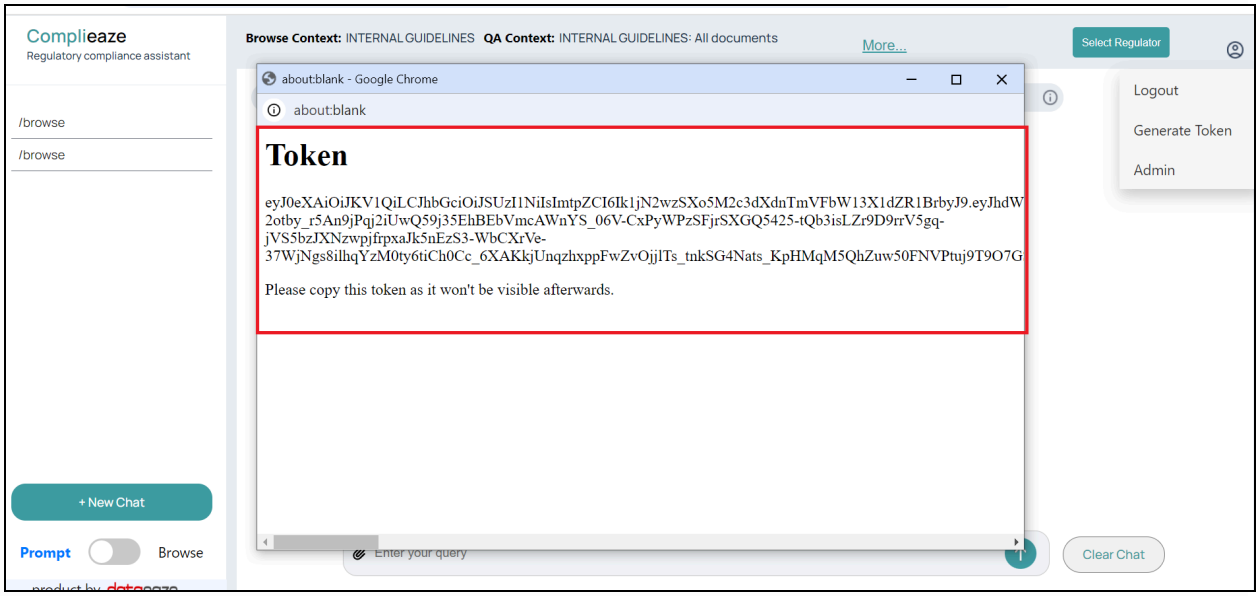


2.10 Users can log out from the application by clicking on the First option ‘Logout‘.



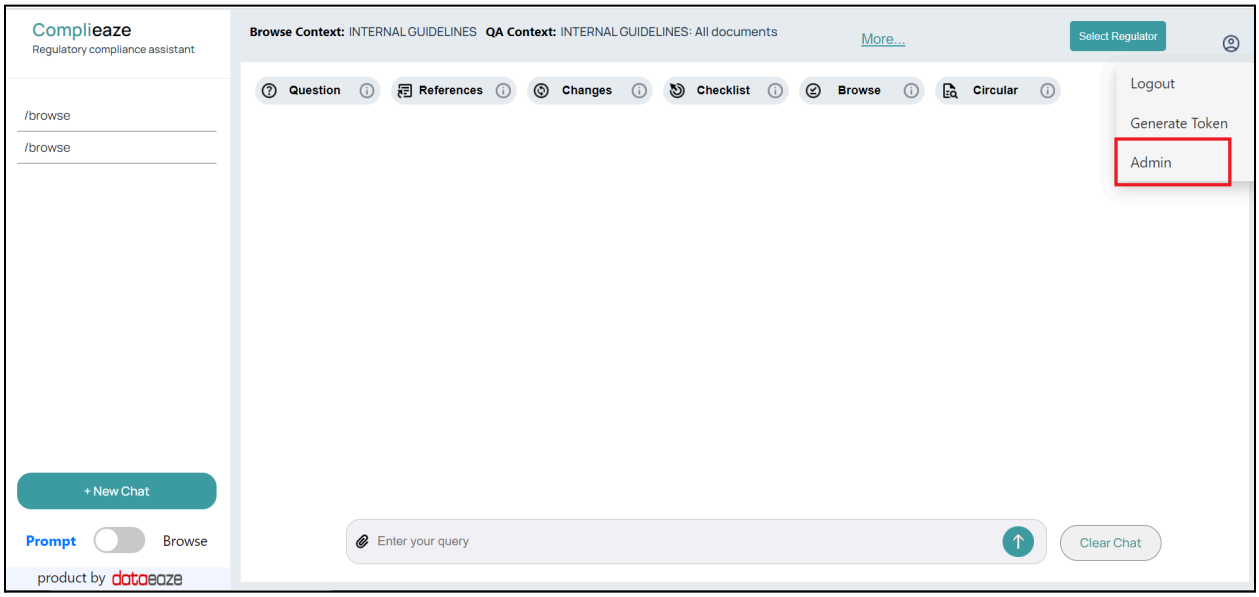
2.11 The Second option of the profile option is Generate Token. This will generate a token that is used for authentication while accessing the application functionalities through APIs.



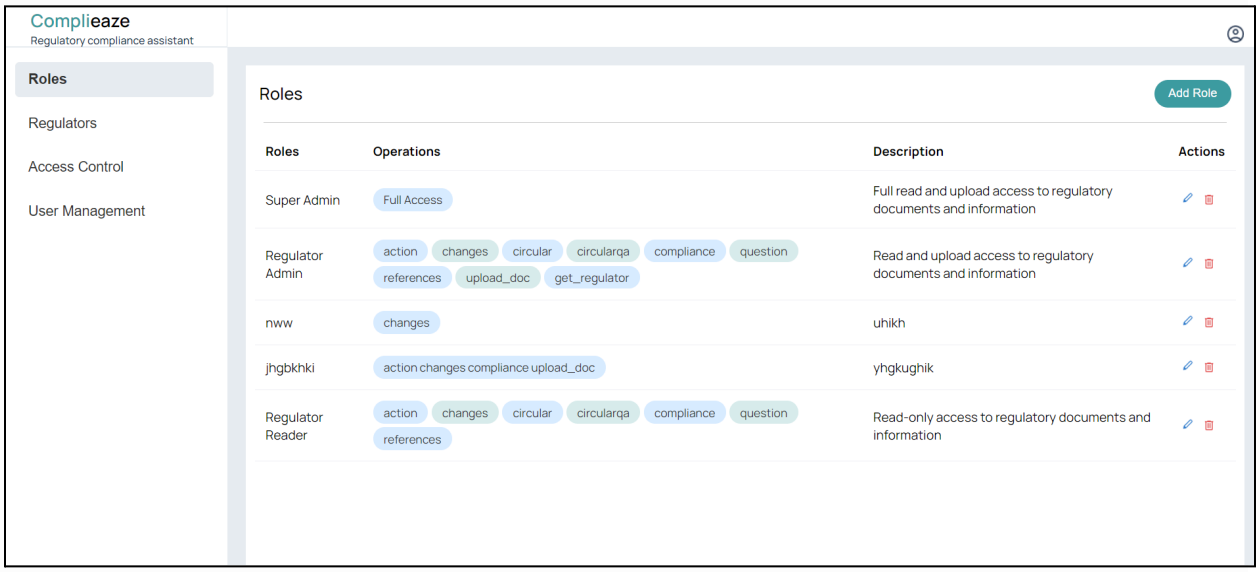


Admin Feature

2.12 The Third option of the profile option is Admin Panel.

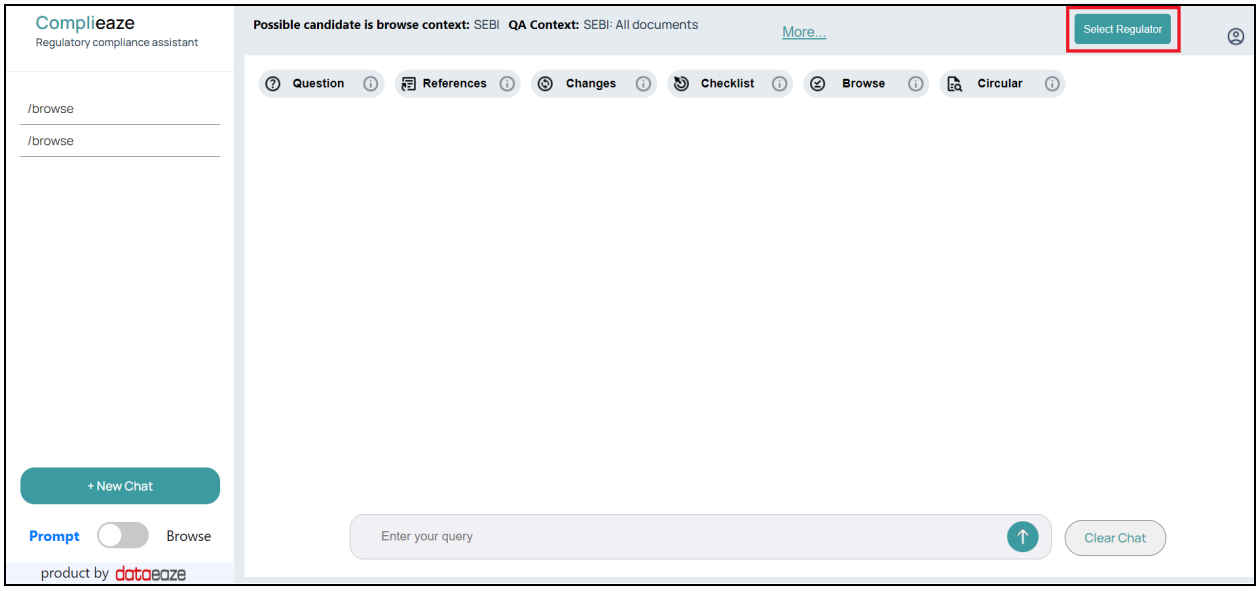


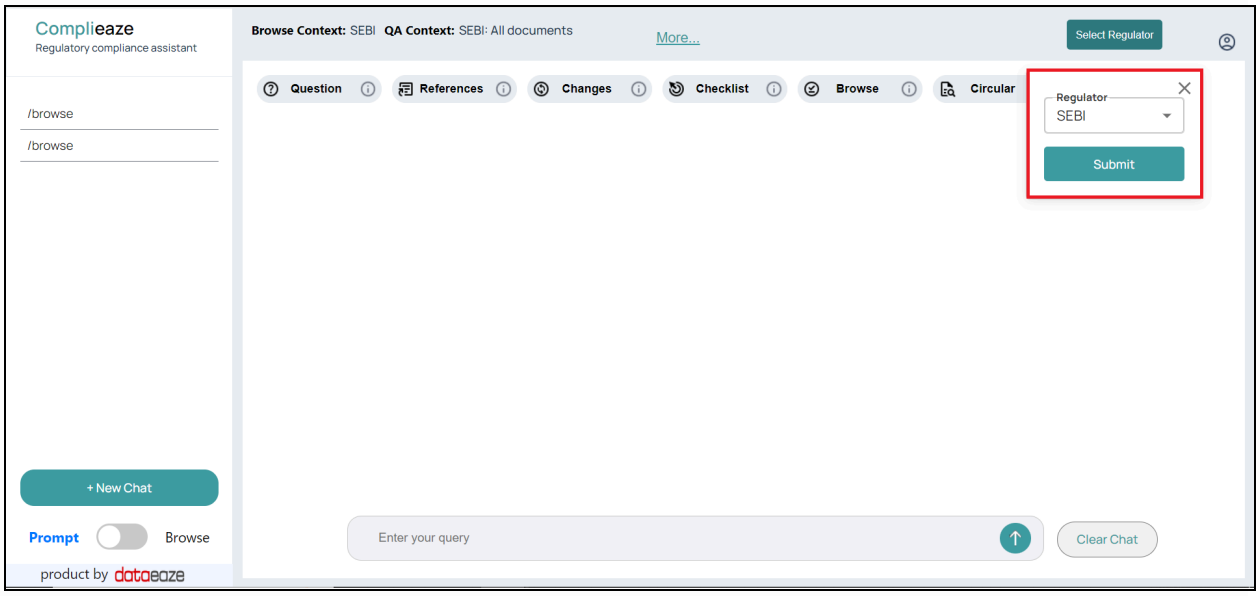
2.13 Below is a glimpse of how the Admin Panel looks. The detailed admin functionalities will be shared separately.

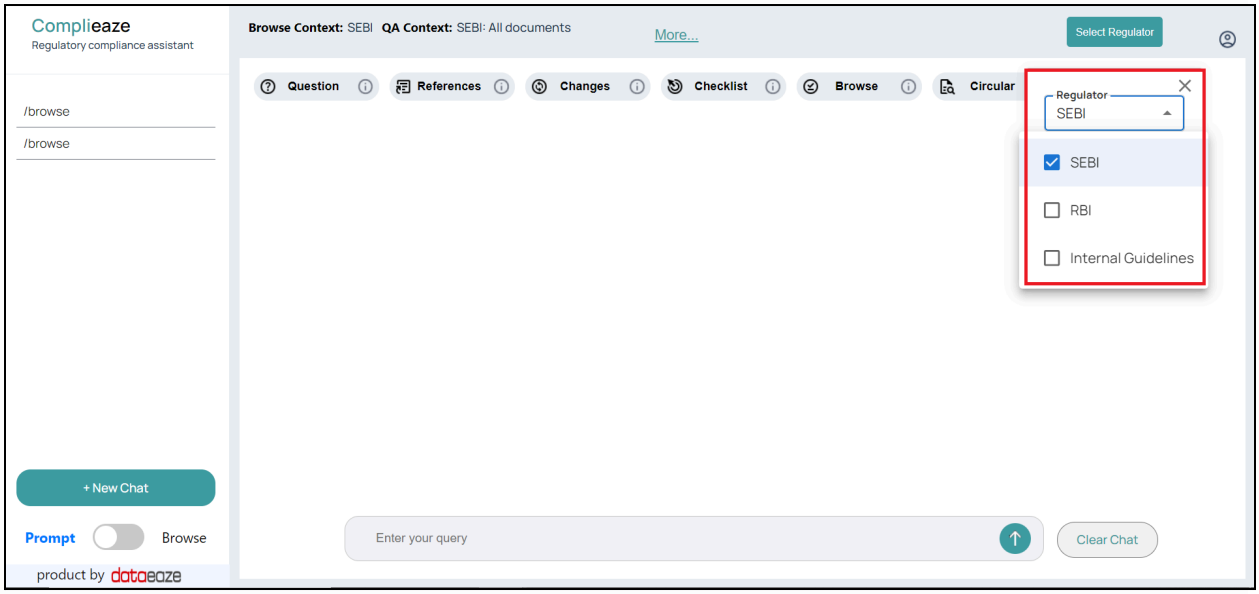


Select Regulators

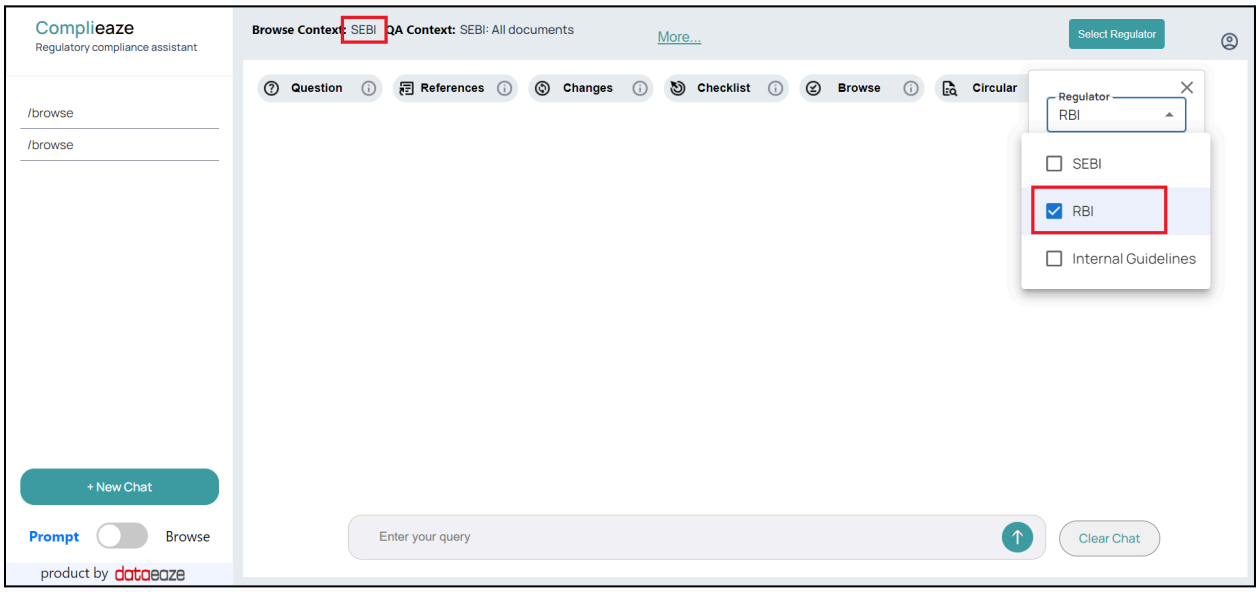
2.14 Users can click on the select regulator button to select the desired regulator.

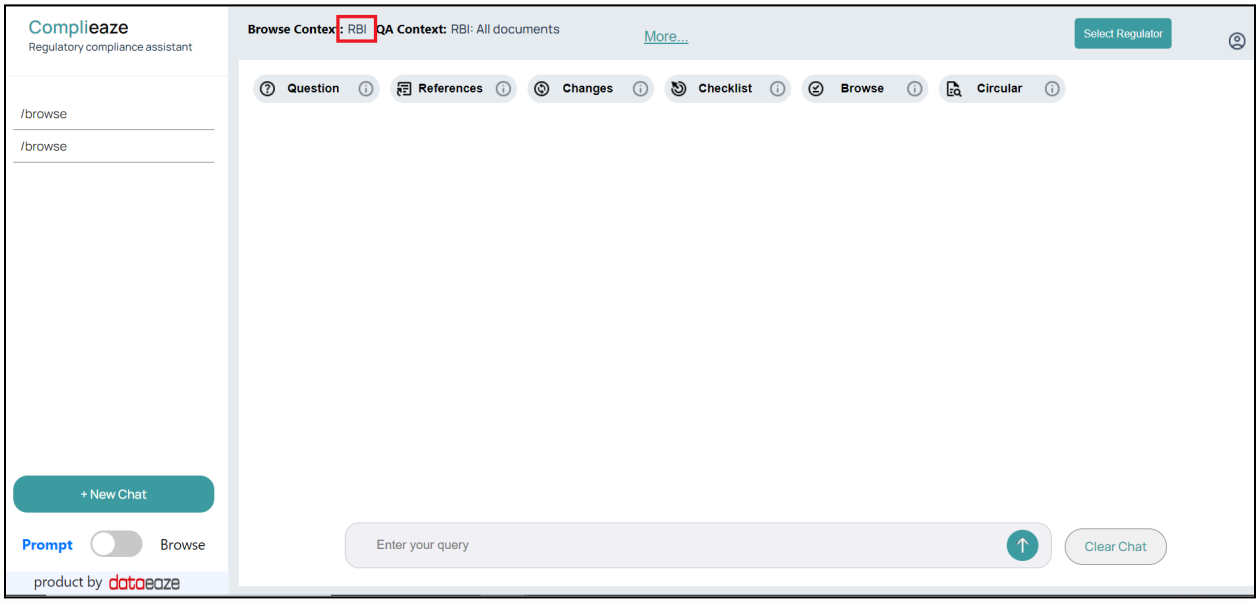



Complieaze
Regulatory compliance assistant
Browse Context: SEBI QA Context: SEBI: All documents
More...
Select Regulator
Question
References
Changes
Checklist
Browse
Circular
Regulator
SEBI
Submit
/browse
/browse
+ New Chat
Prompt
Browse
Enter your query
Clear Chat
product by dataeaze

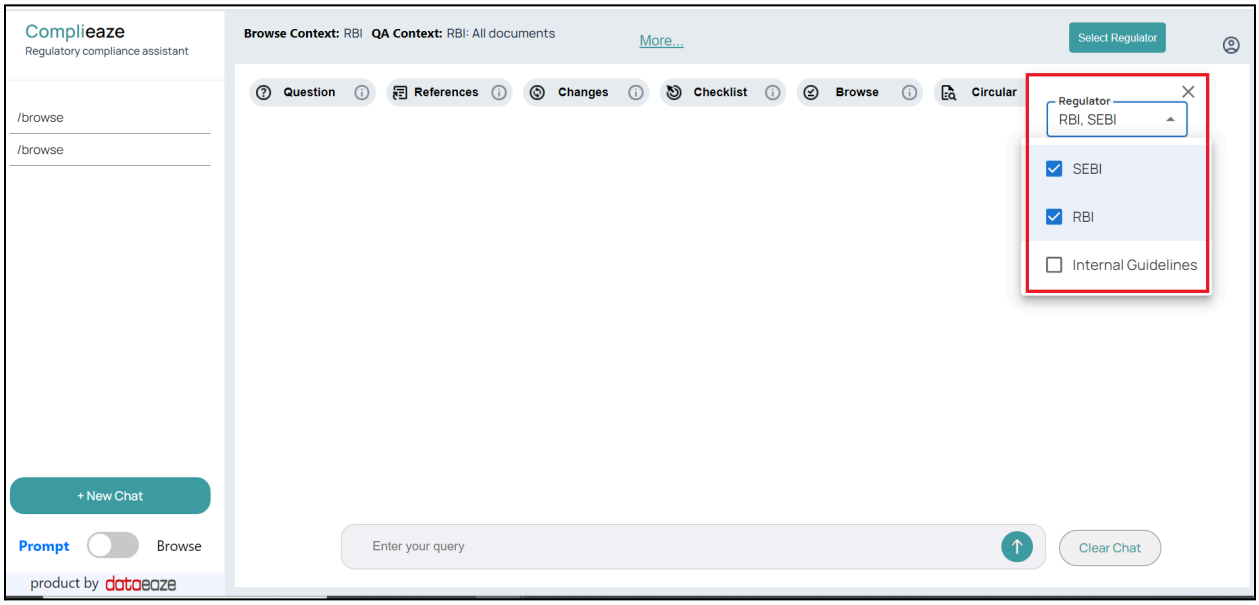

Complieaze
Regulatory compliance assistant
Browse Context: SEBI QA Context: SEBI: All documents
More...
Select Regulator
Question
References
Changes
Checklist
Browse
Circular
Regulator
SEBI
SEBI
RBI
Internal Guidelines
/browse
/browse
+ New Chat
Prompt
Browse
Enter your query
Clear Chat
product by dataeaze

2.15 Then the user can click on the submit button to use other functionalities of the application explicitly for the selected regulator/s.

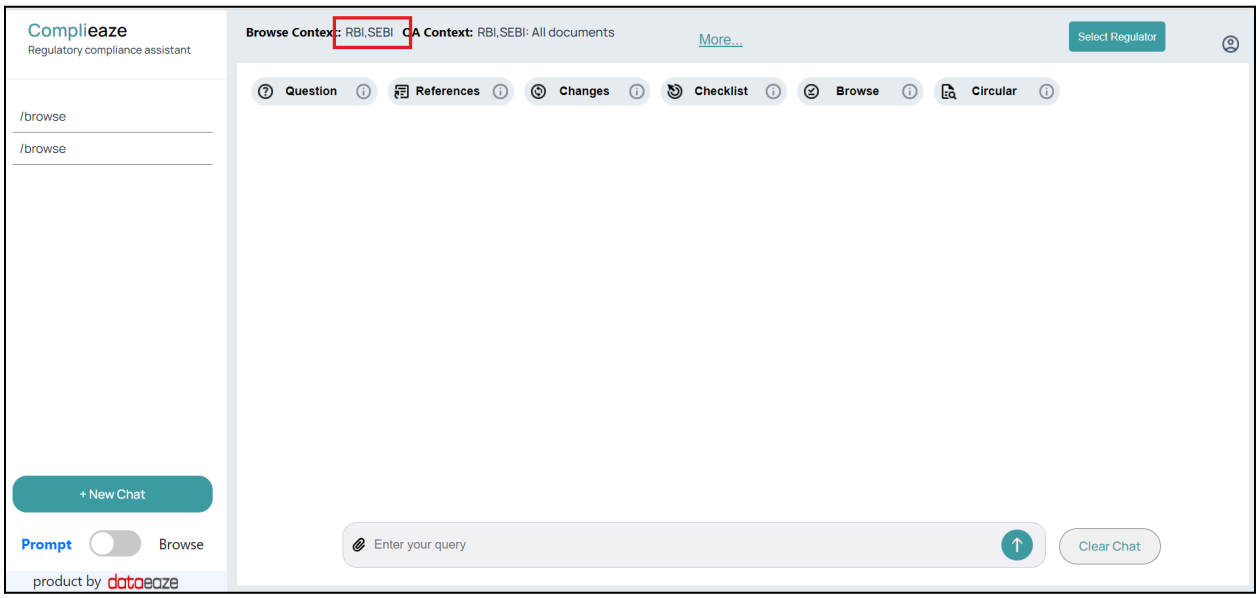




2.16 User can have the facility to select multiple options at the same time by which user will be able to use the functionalities on multiple regulators

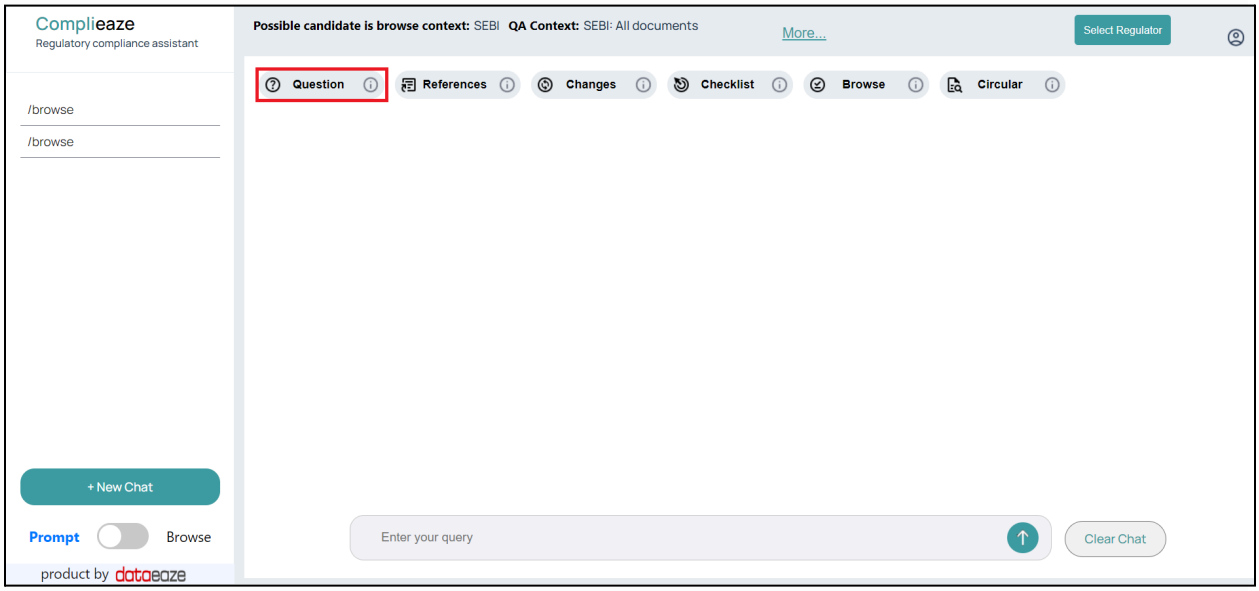


2.16.1 After clicking on the submit button, you will be able to see both the options which you have selected.

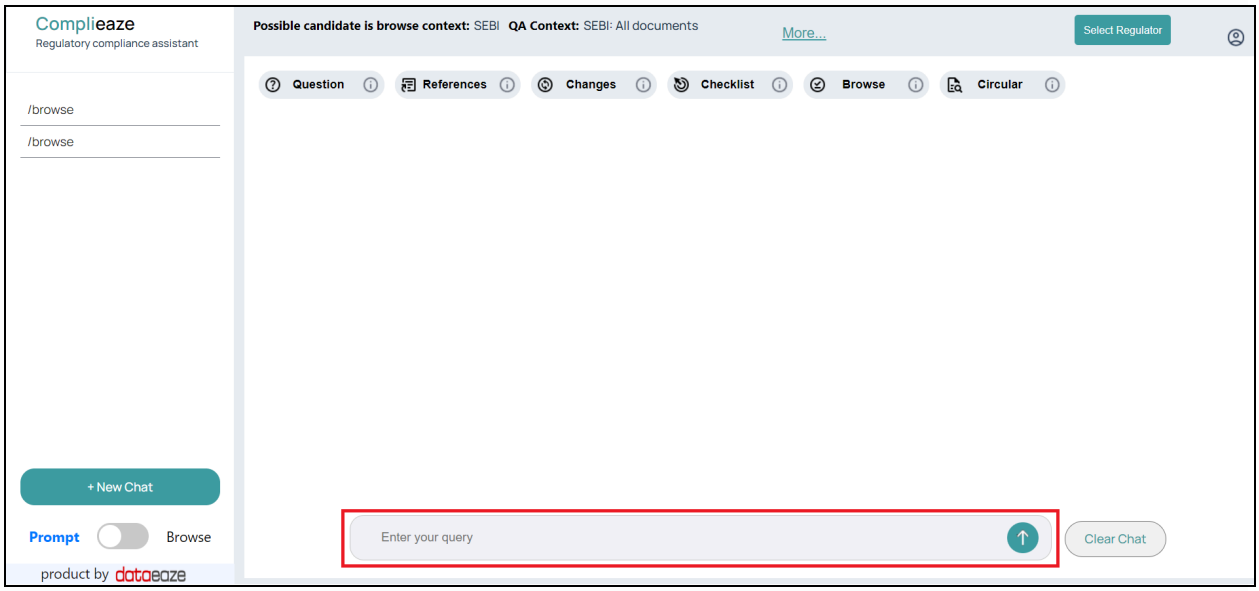


Question & Answering

2.17 The first option is Question, where users can click & can ask any question.

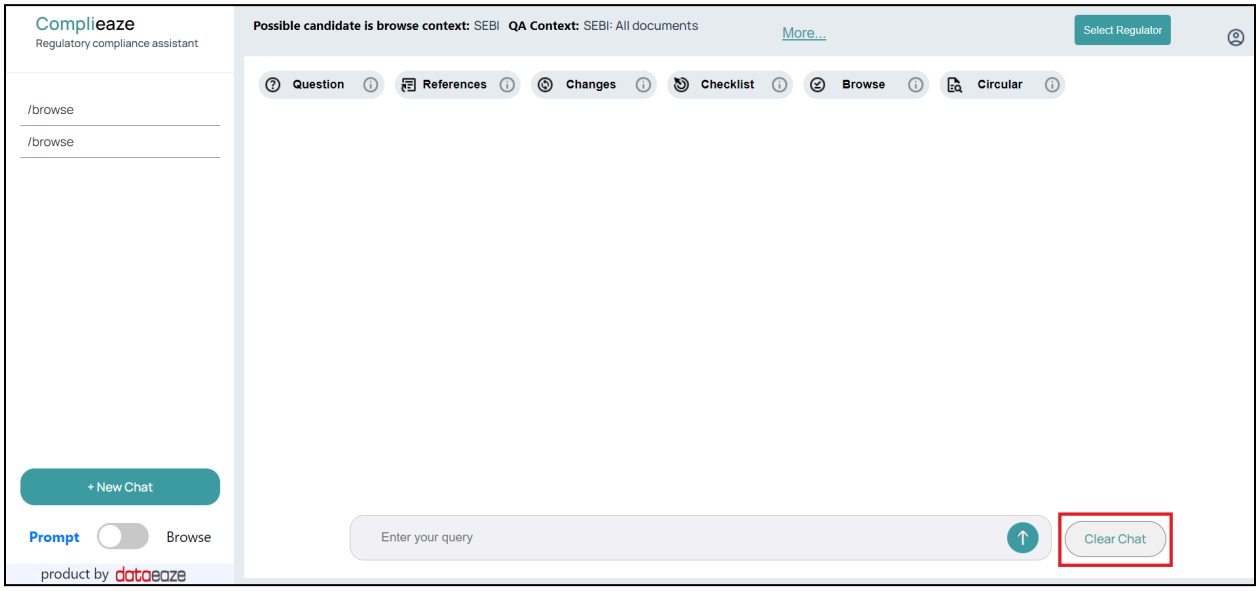


2.17.1 To ask for any question, users can write ' /question ' in the input box followed by the specific question.



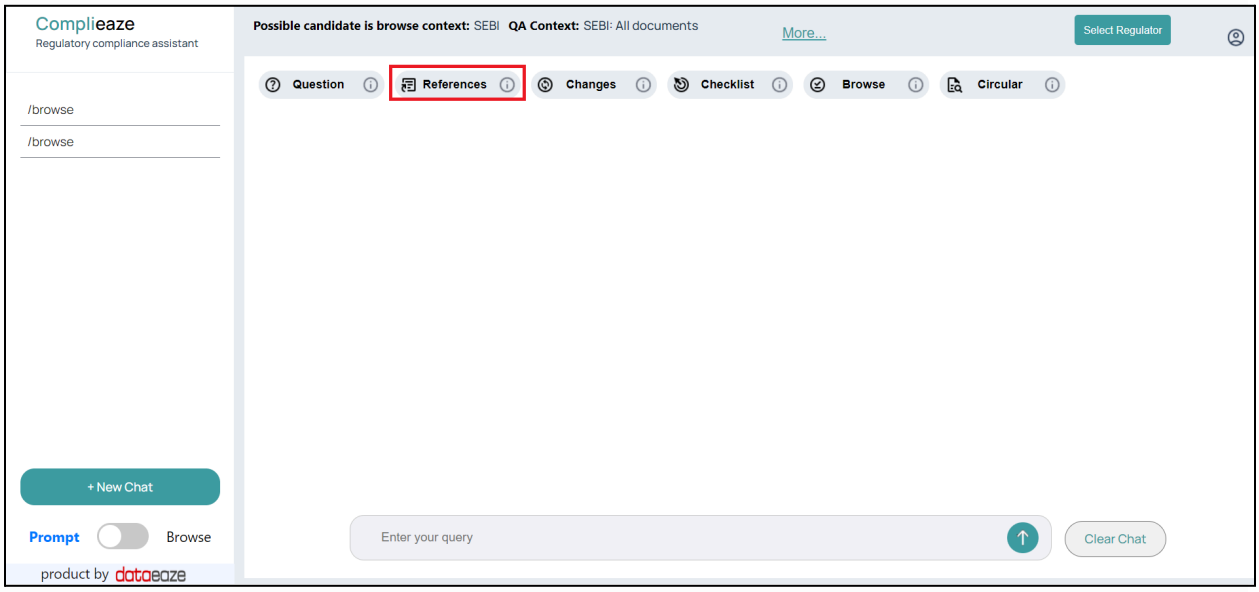
2.17.2 Users can see the responses based on the provided question and also get some other references of the documents in which they can read more about the response.

2.17.3 The user can click on the clear chat button and can ask new questions again or can visit other options like references, changes, actions, compliances, circulars.

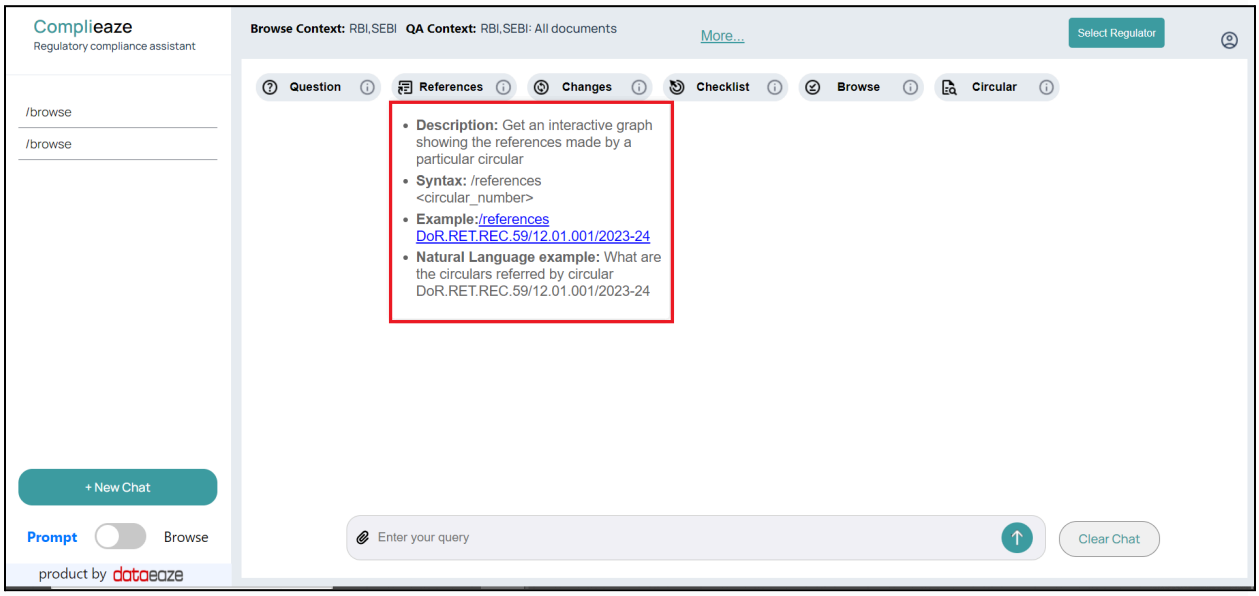


References

2.18 Now users can have a second option, References, where users can get the reference of a specified document.

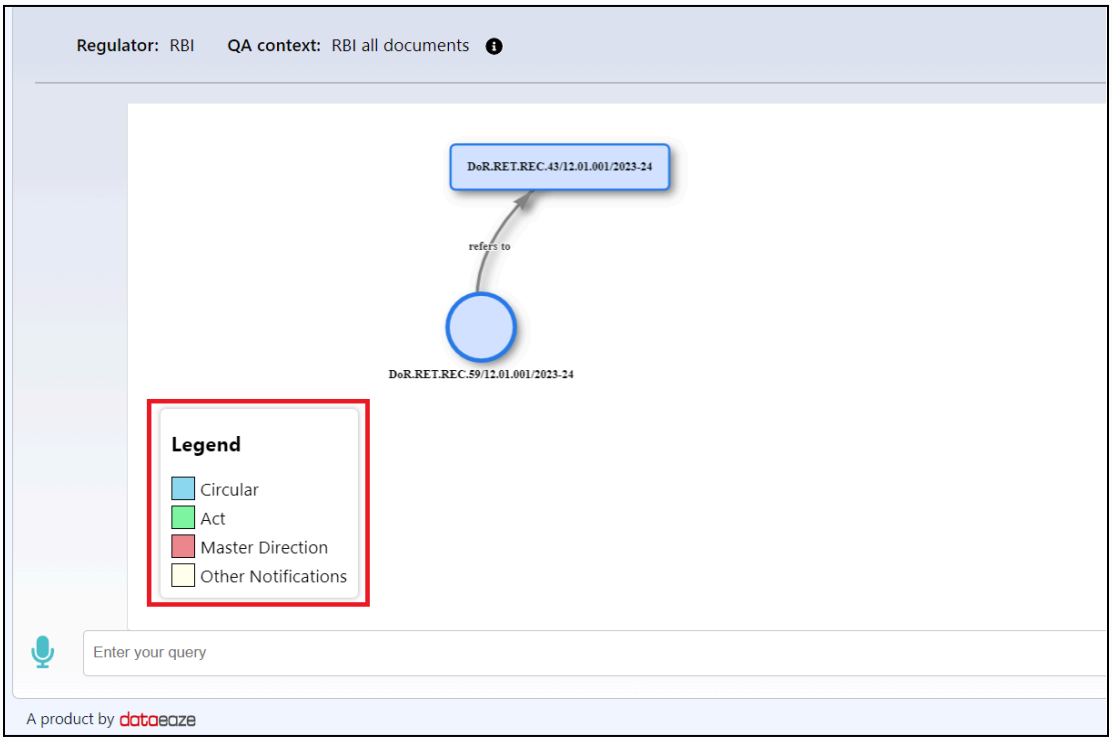


2.18.1 Users can hover their mouse on the references option and can see the help about references.



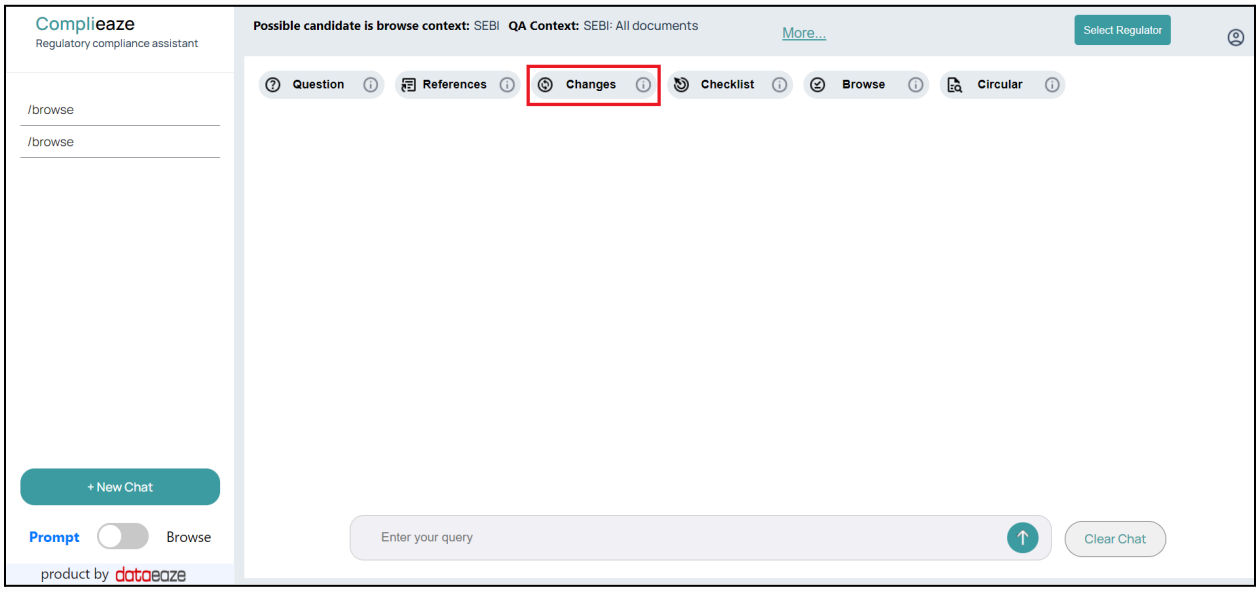
2.18.2 Users can use **/references <doc title>** in the input box. And can select any reference doc from suggestions.

2.18.3 Users can see the document and its reference along with legend (showing circulars, Act, master direction, notification).

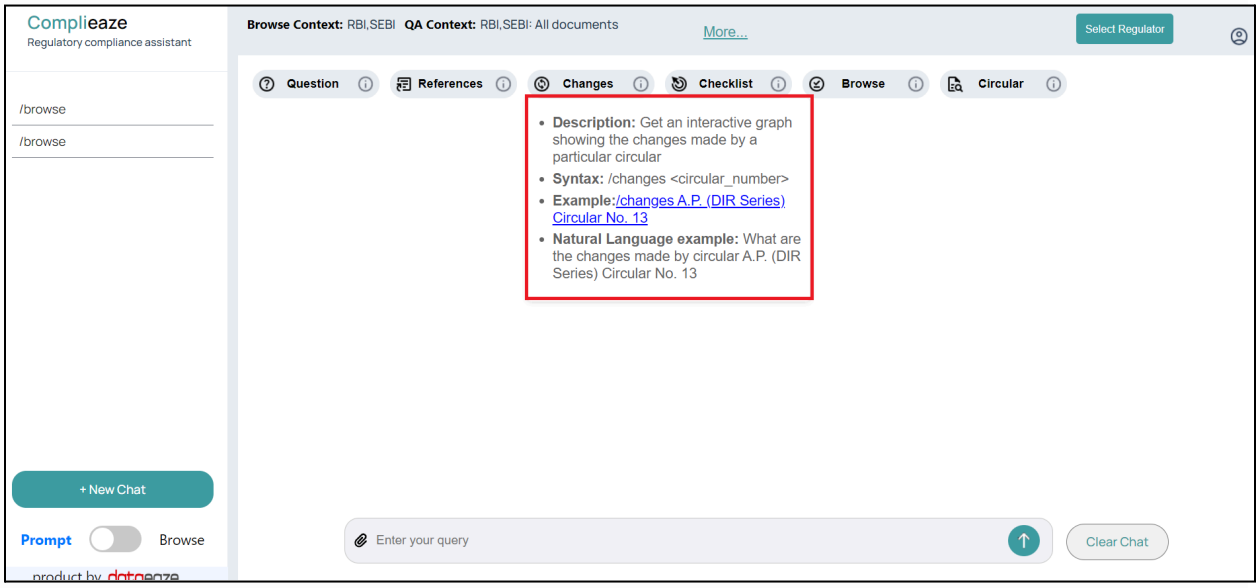


Changes

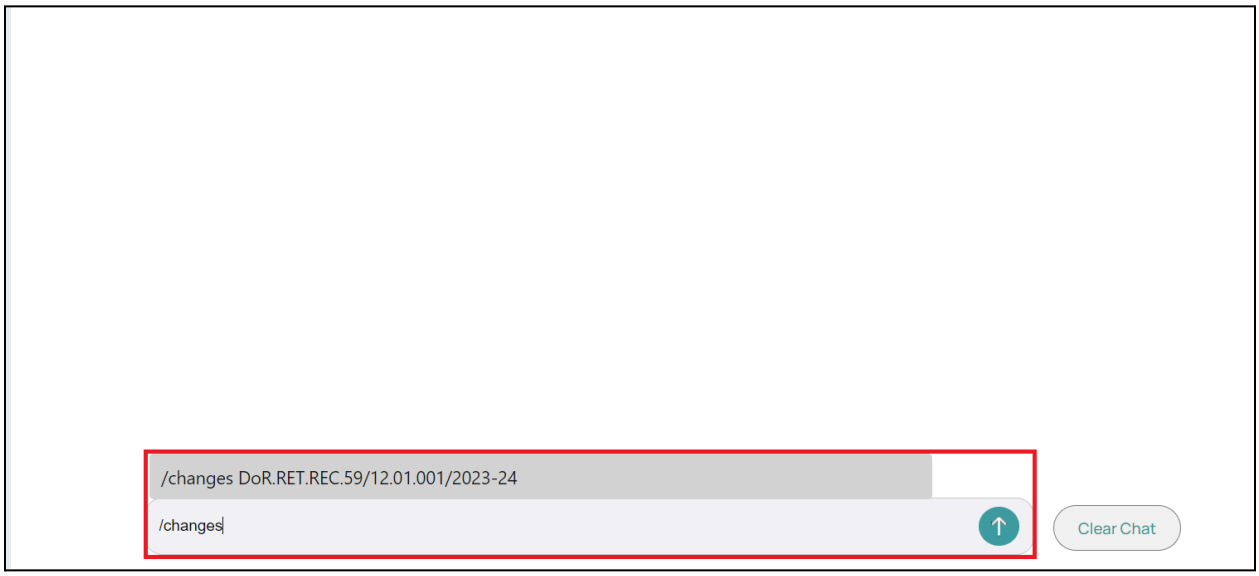
2.19 Now users can have a third option, Changes, where users can get the changes that the specified document makes to other documents



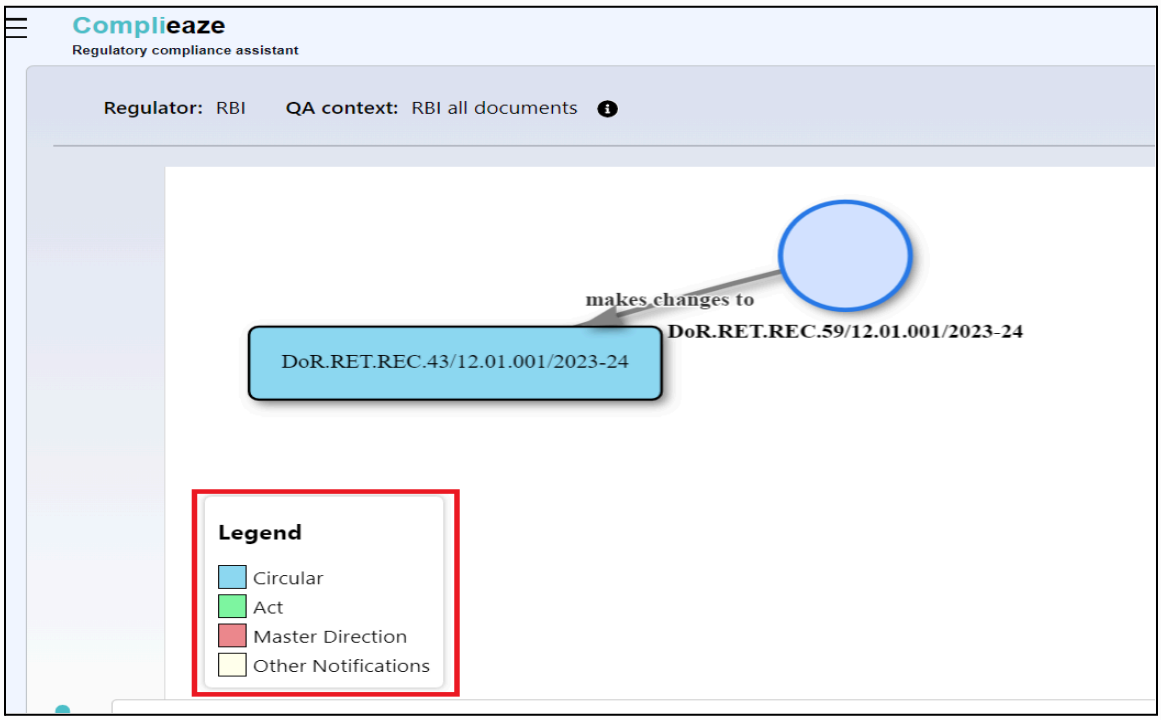
2.19.1 Clicking on 'Changes' opens the Changes help prompt.



2.19.2 Users can use **/changes <doc name>** in the input box. And can select any document from suggestions.

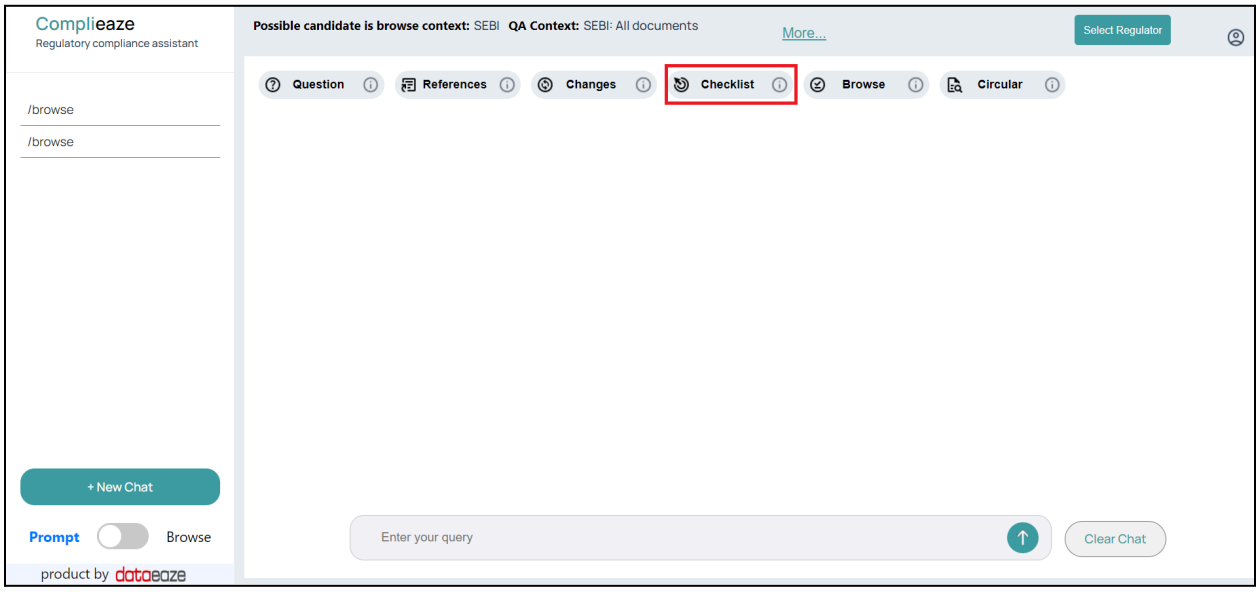


2.19.3 Users will be able to view the document and its changes along with legend (showing circulars, Act, master direction, notification).

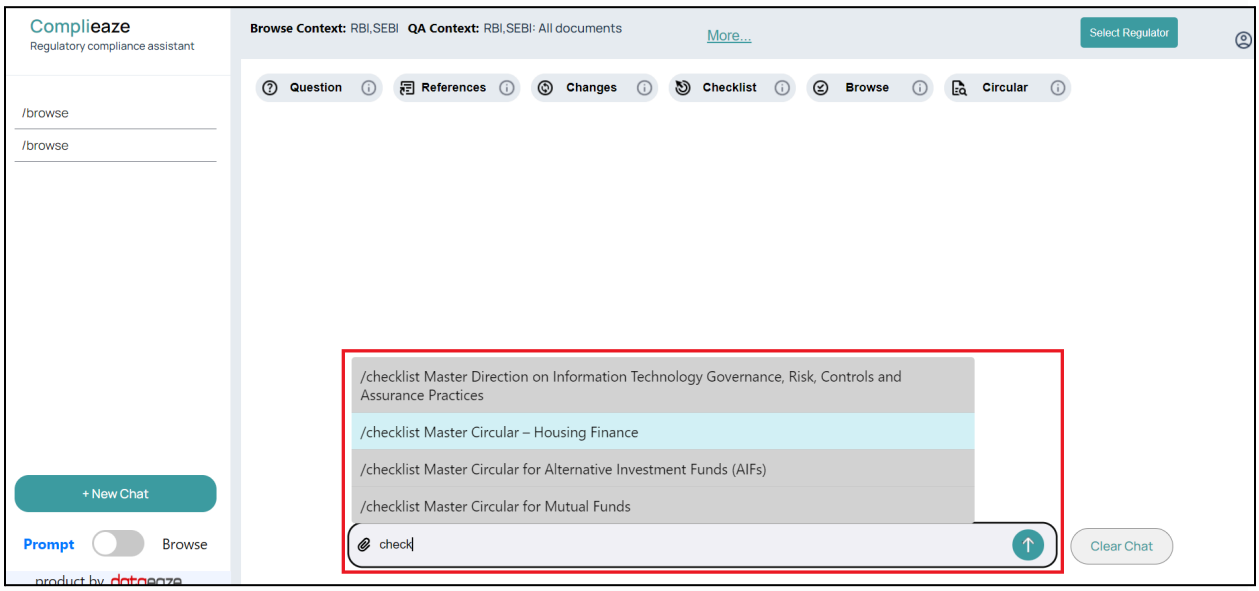


Checklist

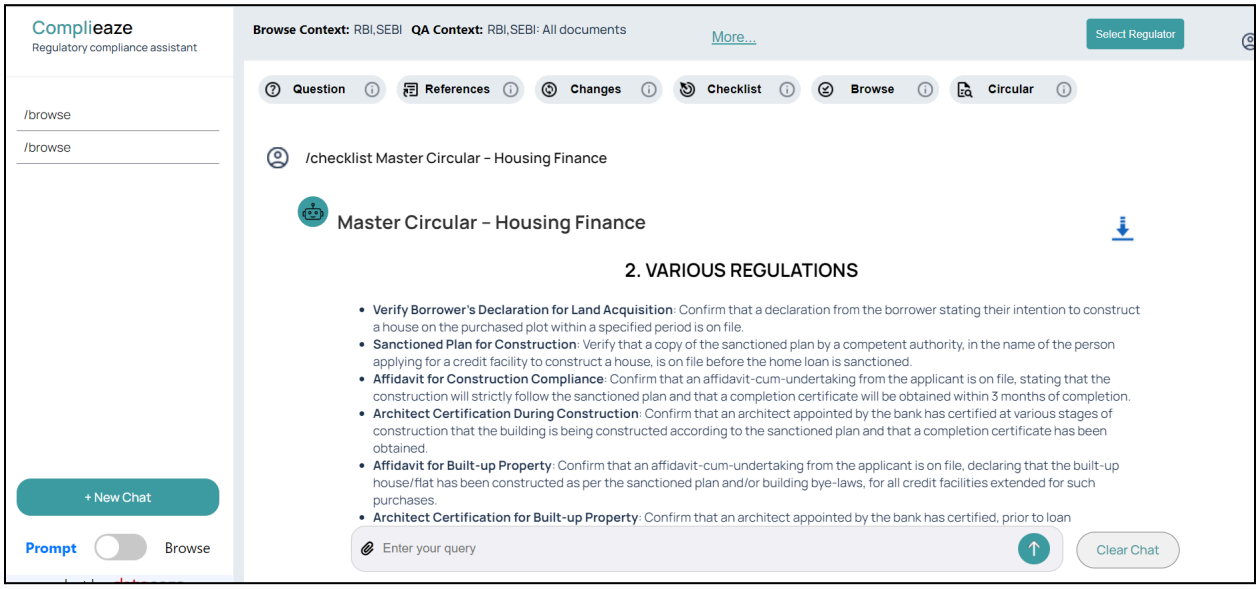
2.20 Now users can have a fourth option **Checklist**, where users can get the checklist for a specified document.



2.20.1 Users can put **/checklist <doc name>** in the input box to get action items for a particular document.

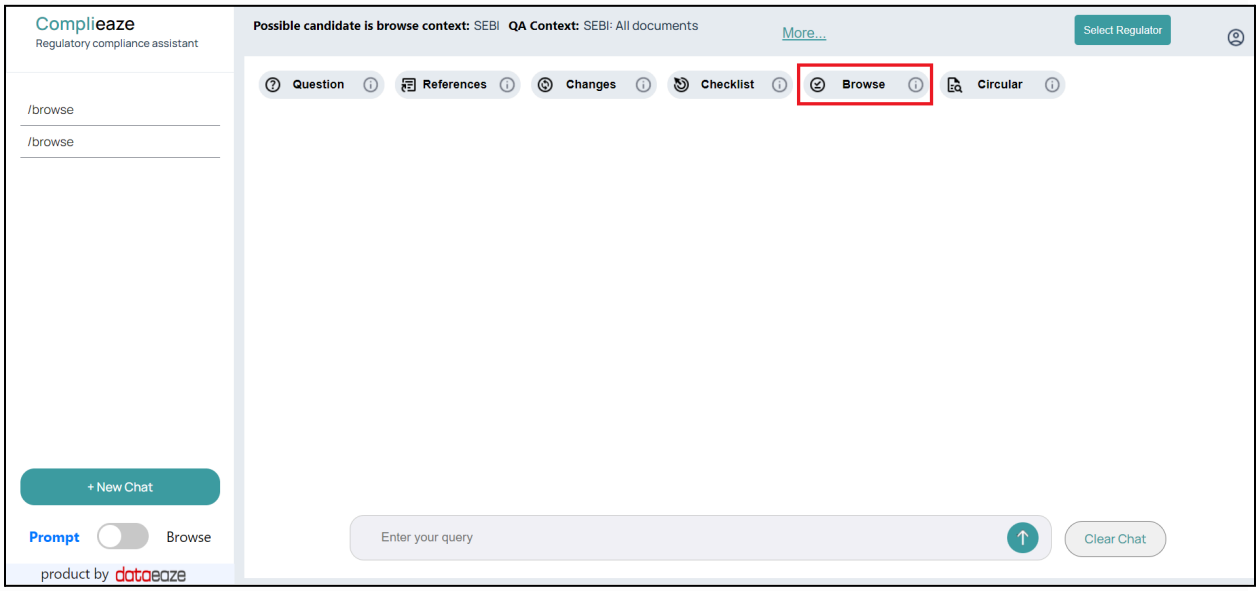


2.20.2 Users can hit enter to see the checklist of the specified document.

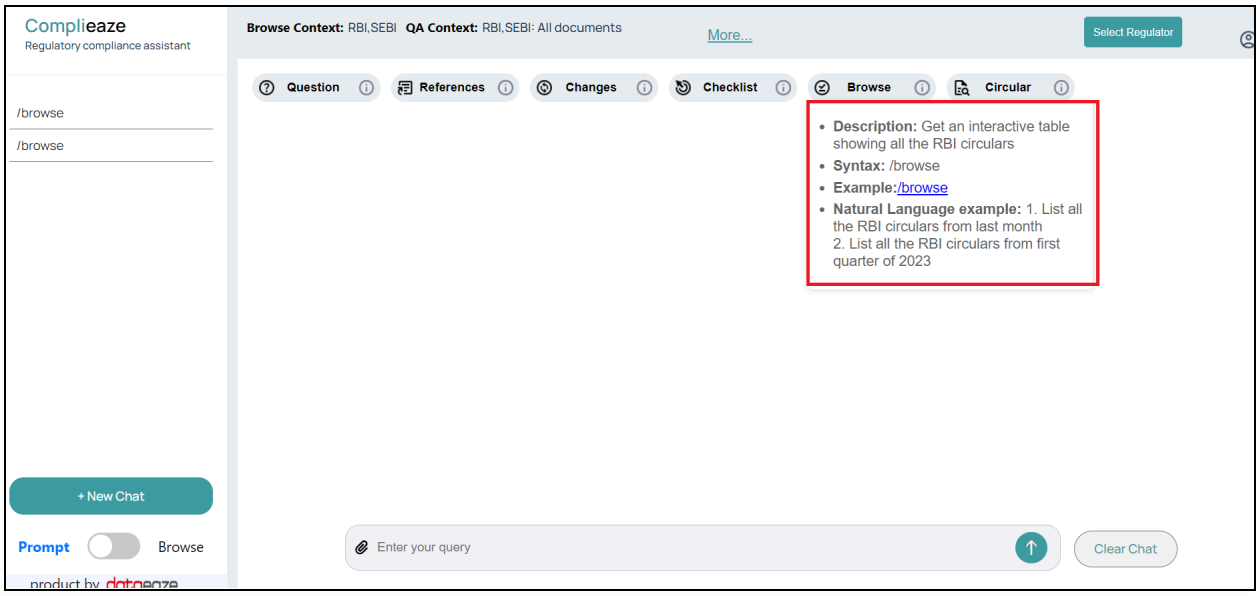


Browse

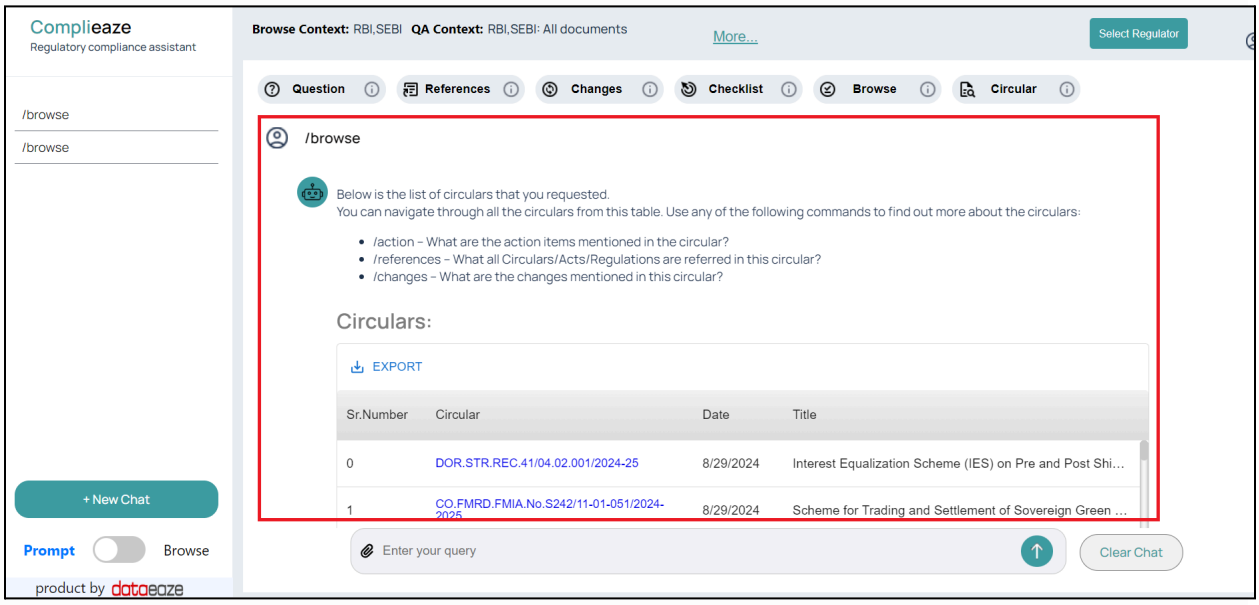
2.21 Users can now access a fifth Browse option



2.21.1 After clicking on the Browse option, users will see a prompt that provides guidance on how to effectively use the browse feature while staying within the prompt interface

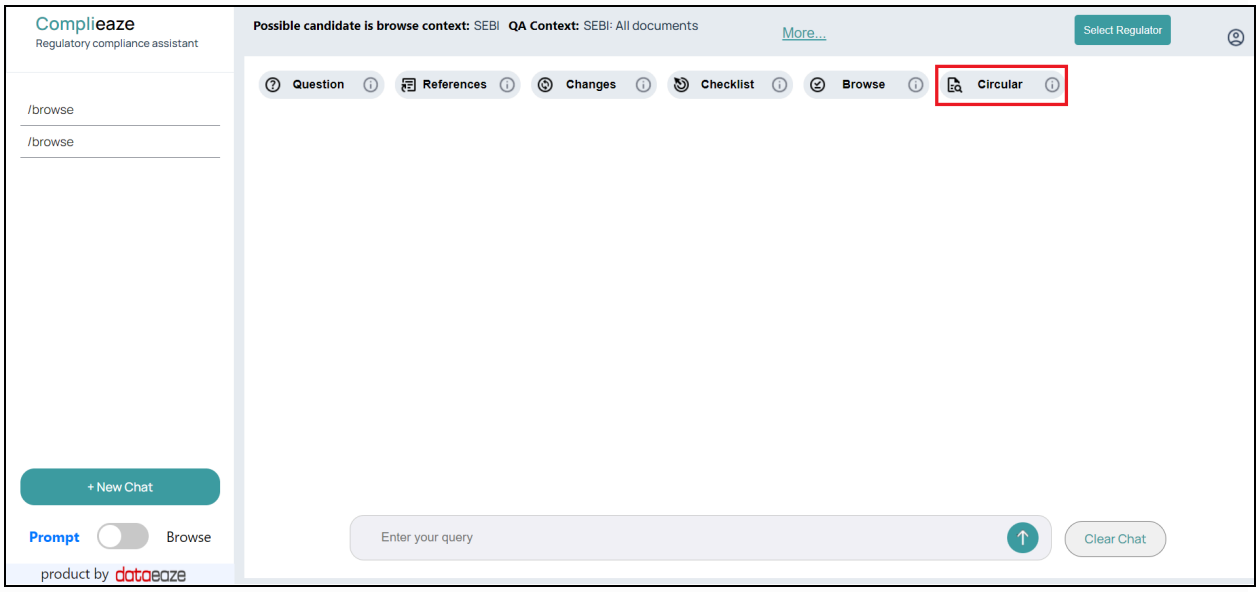


2.21.2 Users can access all the documents from the selected regulator using by using **/browse** command

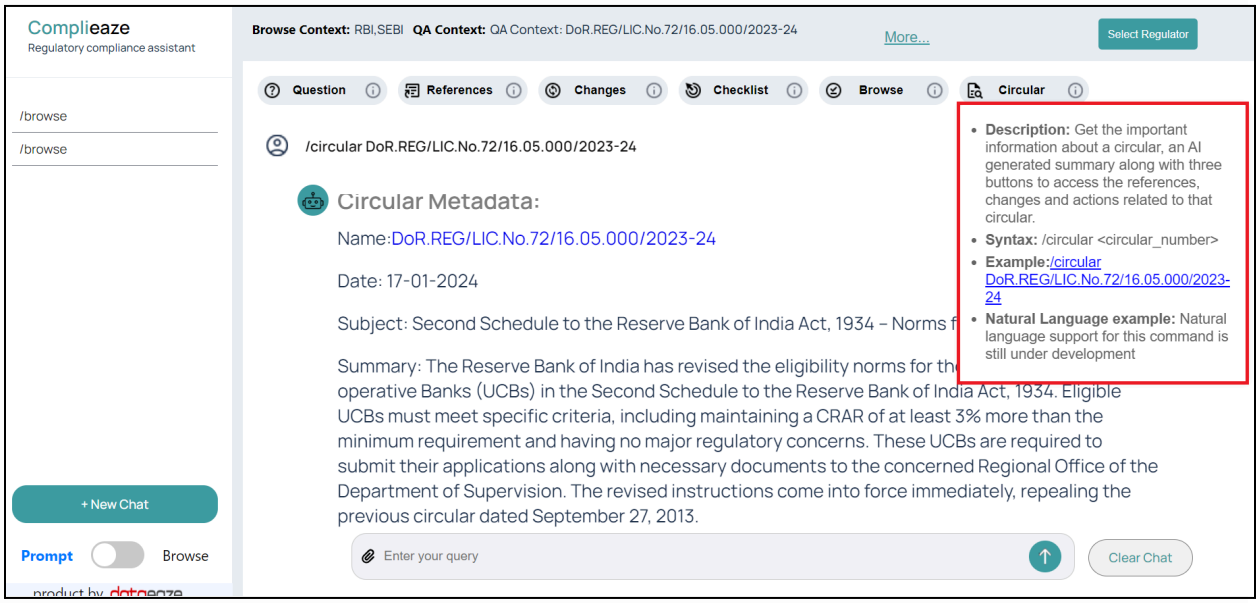


Talk to a circular

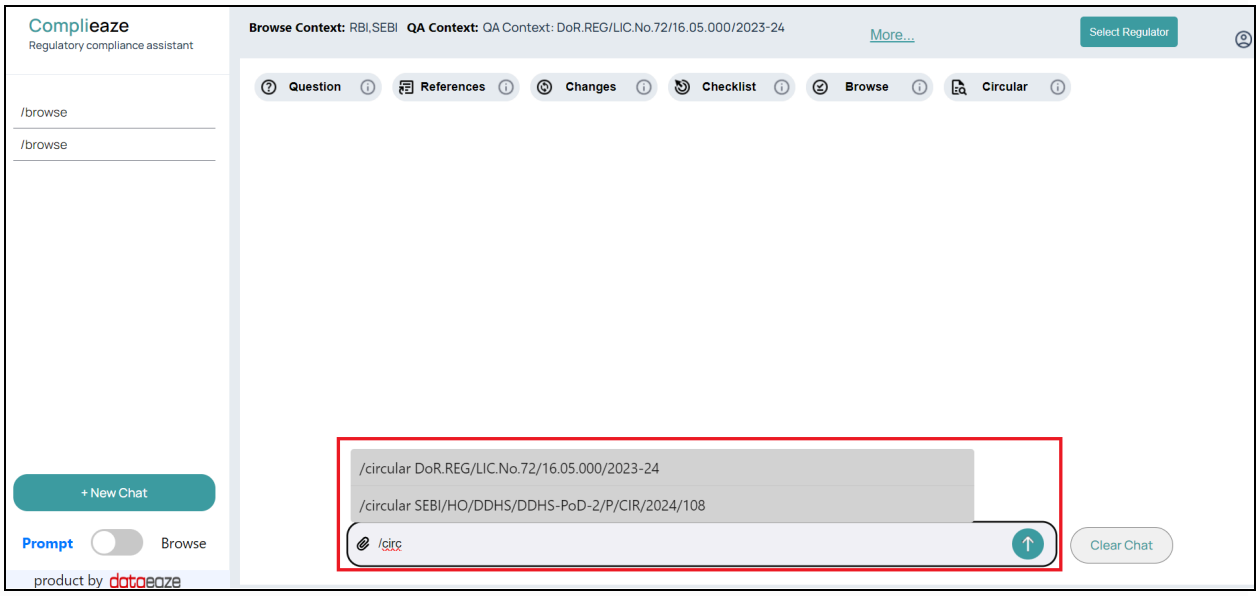
2.22 Users can also query and ask questions on a particular circular with the **/circular** command.



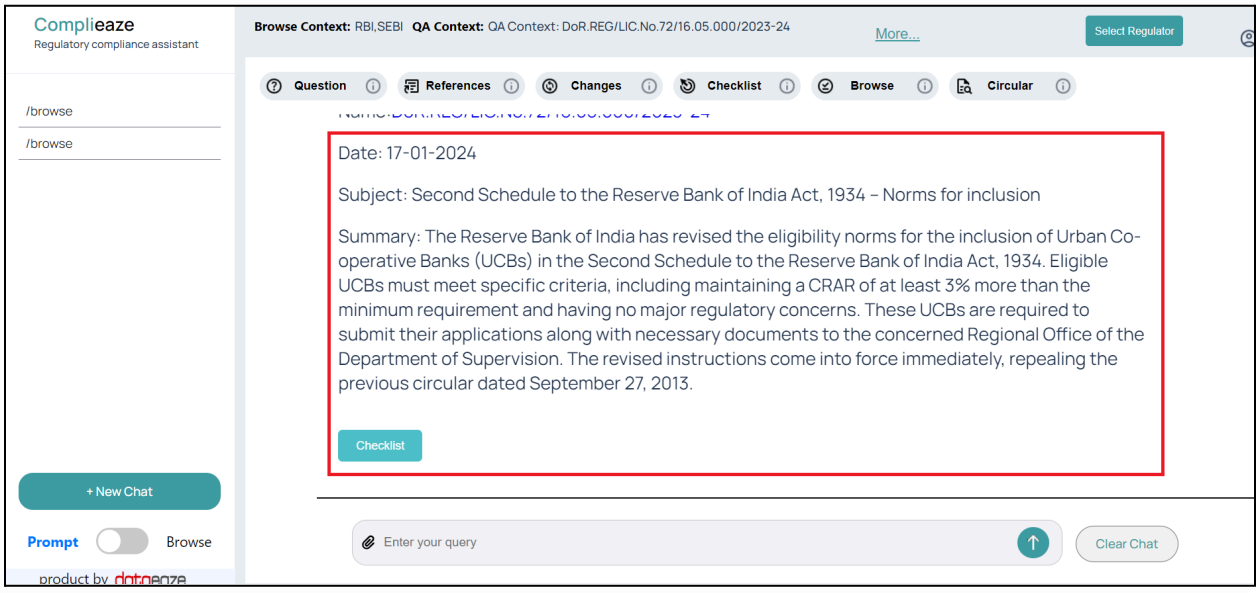
2.22.1 Clicking on 'Circular' opens a help box which shows the info of how to use the circular command.



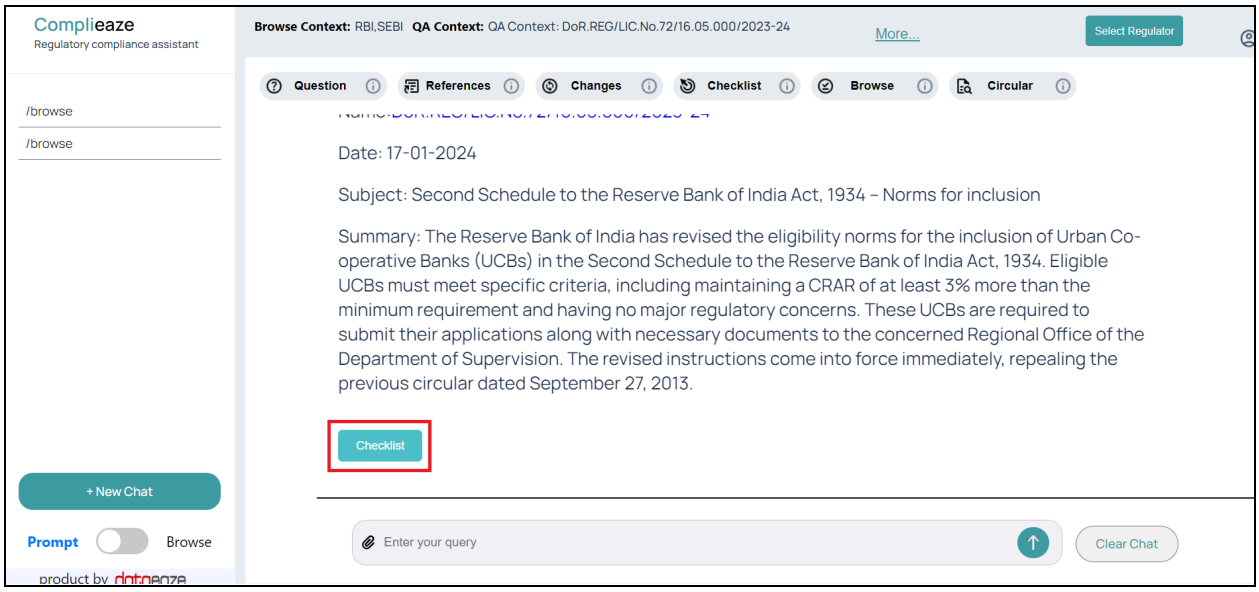
2.22.2 Users can put /circular <doc name> in the input box and hit the submit button

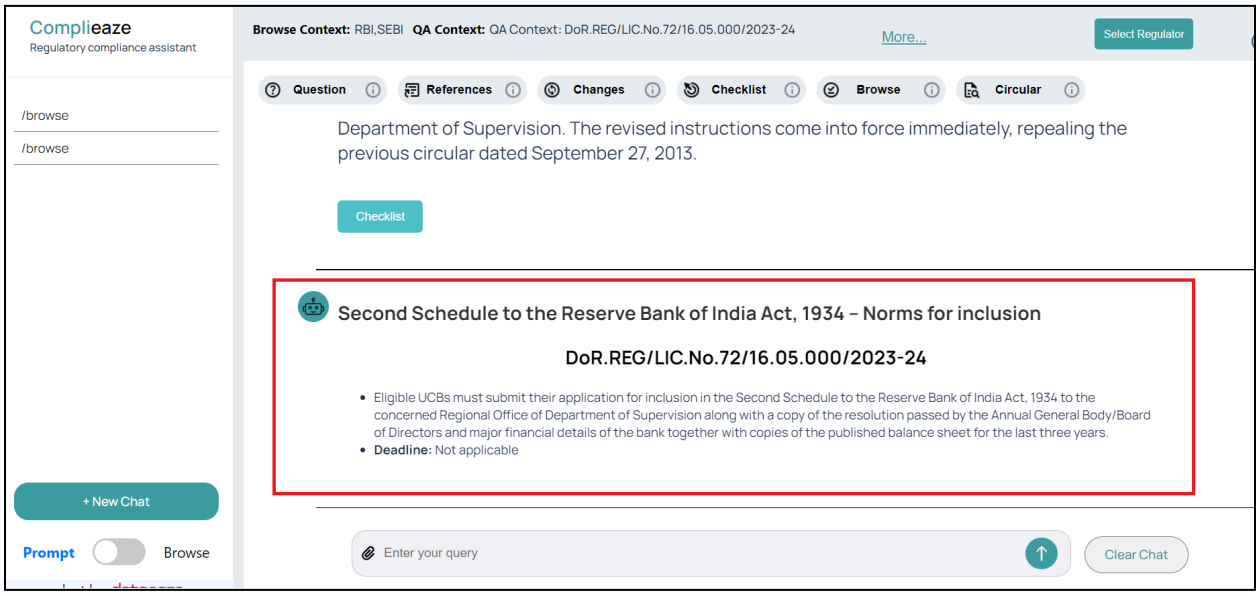


2.22.3 After pressing submit button user will get a short summary about the document and now user can start asking questions specifically on this document



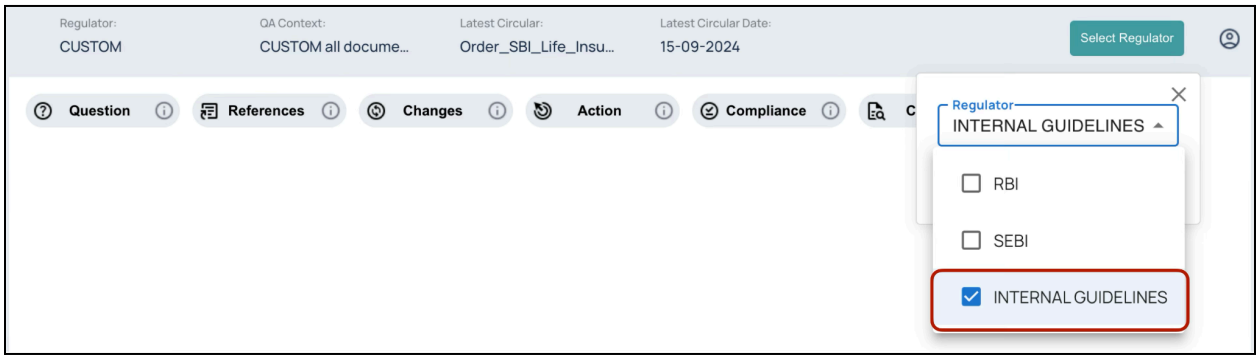
2.22.4 Users can also click on the checklist button to generate the checklist for the corresponding circular.





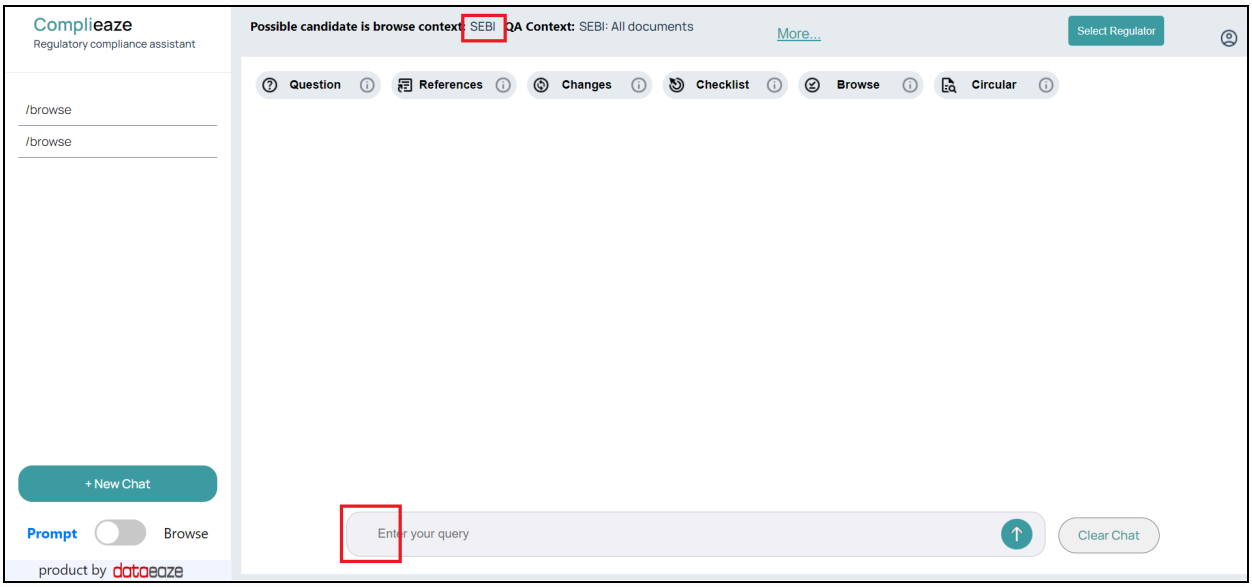
Note: To switch the question answering context back to global, user can just type in /question command

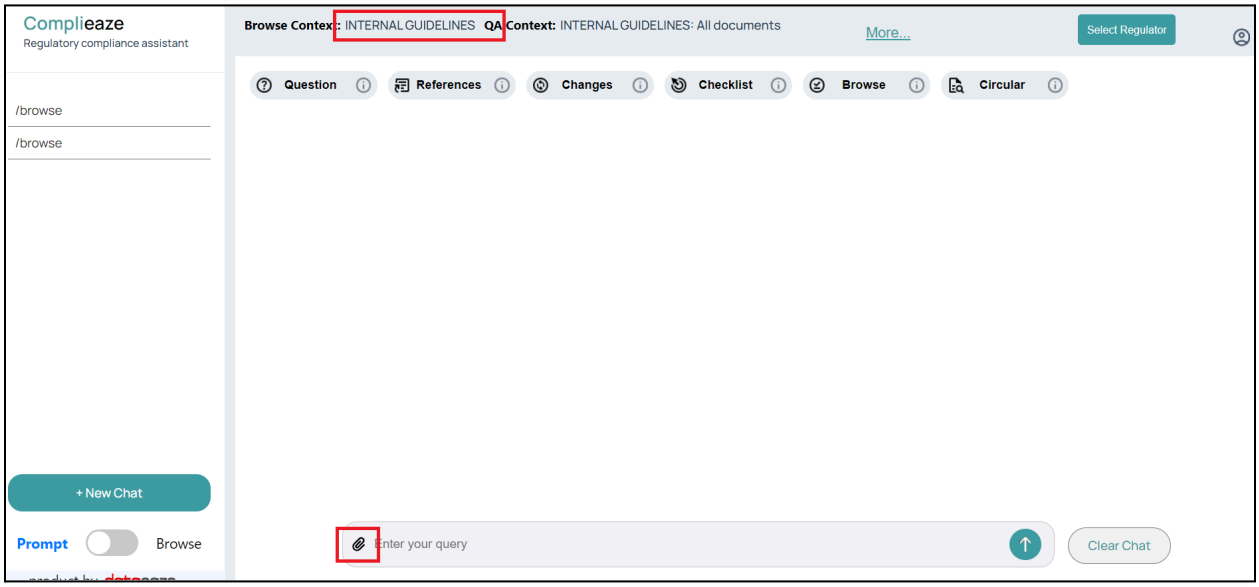
2.23 Users can then select the internal guidelines option from the select regulator menu to use all the complieaze features on the uploaded internal guidelines.



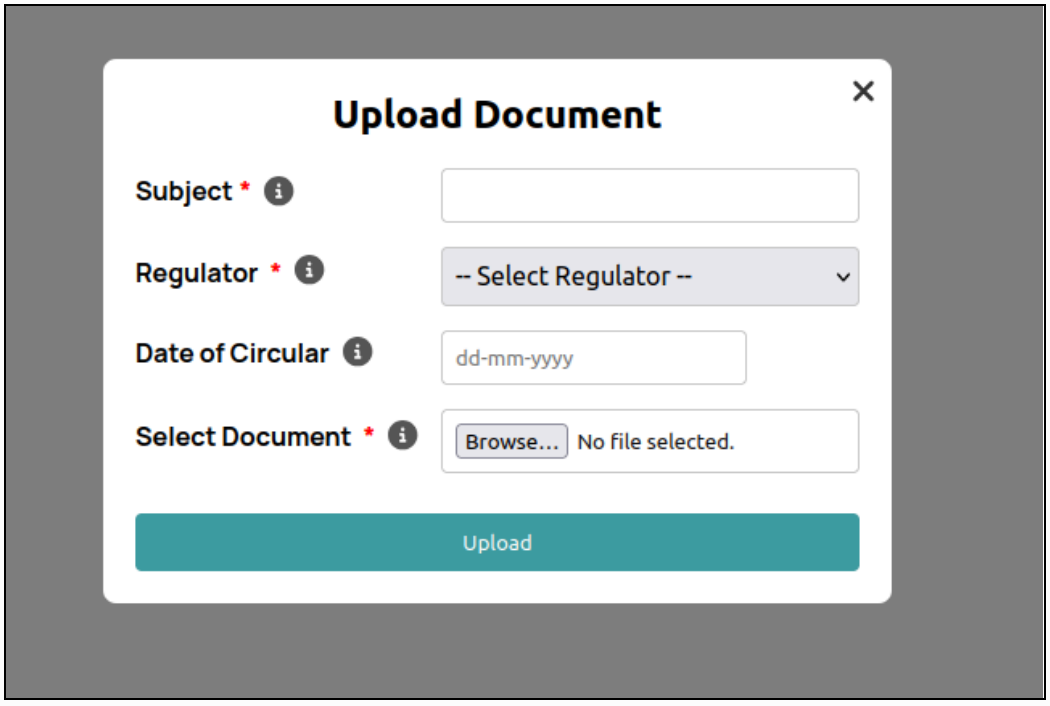
3. Upload a document

3.1 Users can also upload their documents related to internal guidelines from the browser and prompt window only when the regulator selected is the **Internal guidelines.**

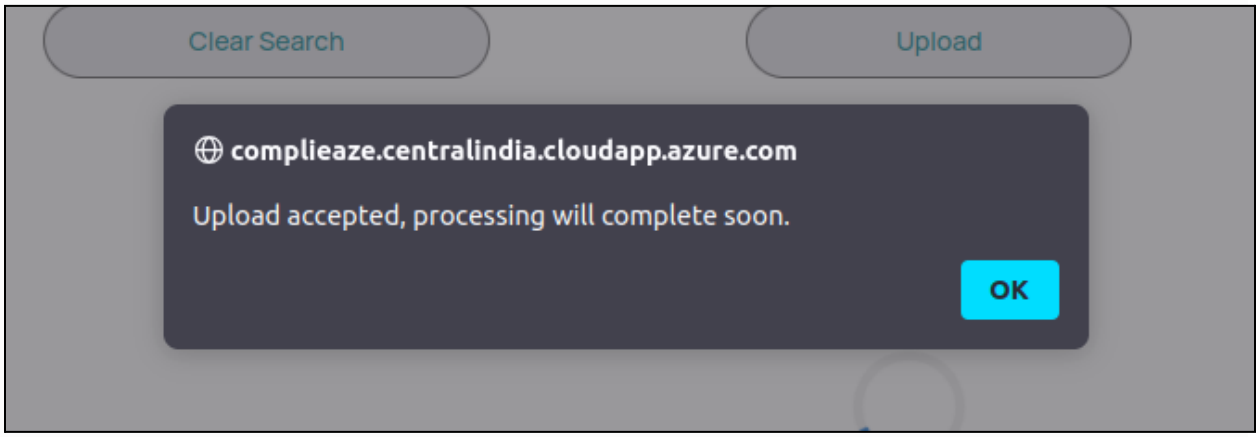




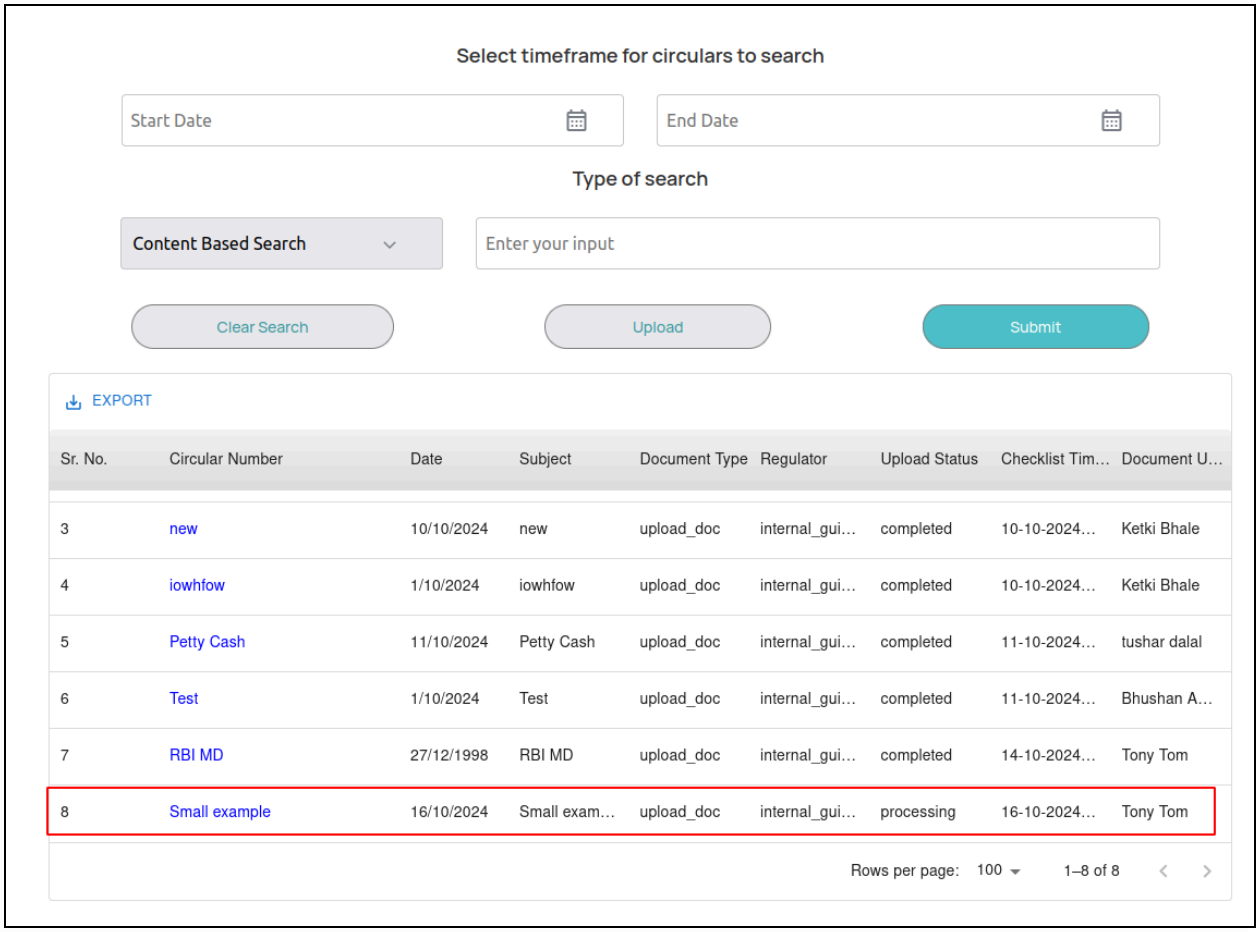
3.2 After clicking the attachment icon the user will get the form to be filled for uploading the document. Fill the form with the details as shown below.



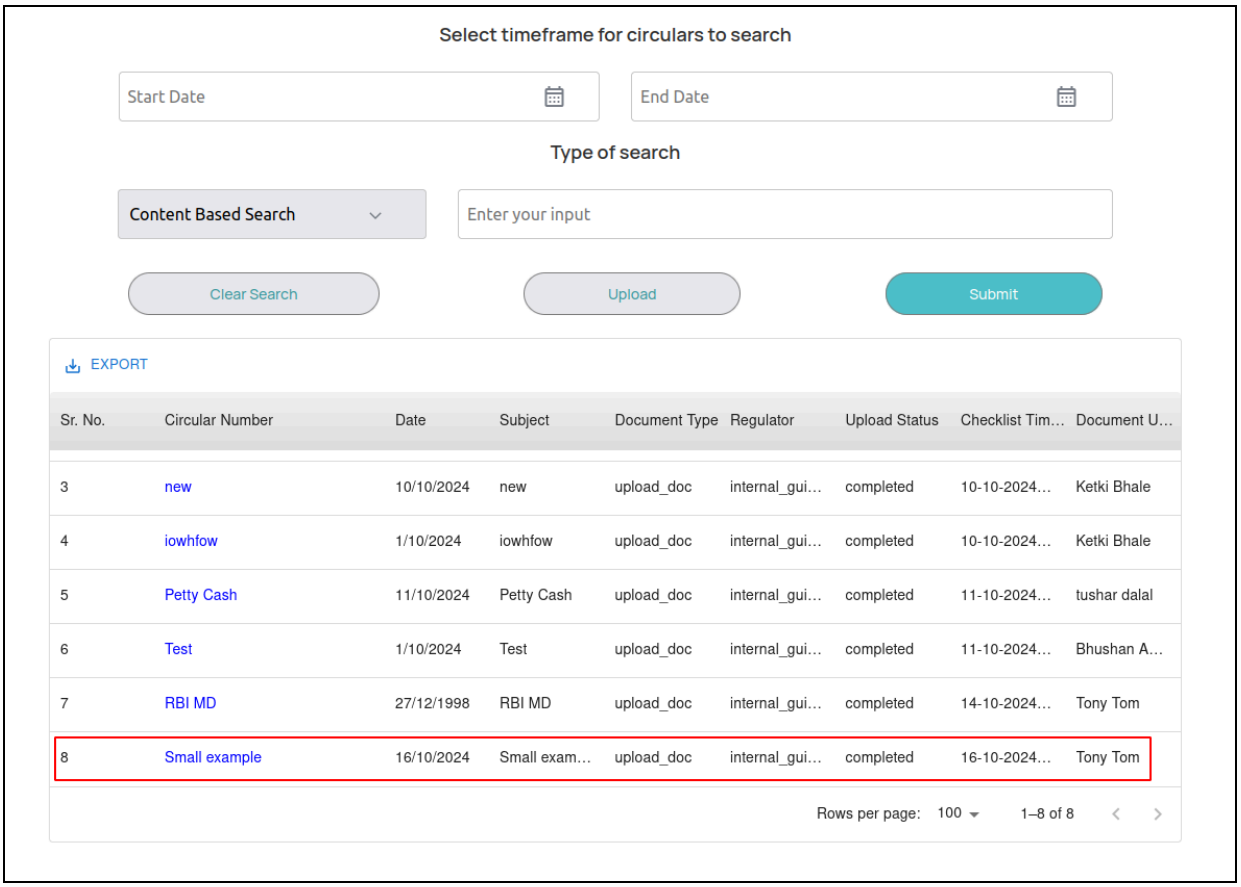
3.3 Once you upload the document you will get a confirmation message like so.



3.4 You can keep track of the upload process in the browse window.



3.5 Once the upload is done the status will be reflected in the browse window and you can use all other features except references/changes on the uploaded documents.


Select timeframe for circulars to search
Start Date
End Date
Type of search
Content Based Search
Enter your input
Clear Search
Upload
Submit
EXPORT
Sr. No. Circular Number Date Subject Document Type Regulator Upload Status Checklist Tim… Document U…
3 new 10/10/2024 new upload_doc internal_gui… completed 10-10-2024… Ketki Bhale
4 iowhfow 1/10/2024 iowhfow upload_doc internal_gui… completed 10-10-2024… Ketki Bhale
5 Petty Cash 11/10/2024 Petty Cash upload_doc internal_gui… completed 11-10-2024… tushar dalal
6 Test 1/10/2024 Test upload_doc internal_gui… completed 11-10-2024… Bhushan A…
7 RBI MD 27/12/1998 RBI MD upload_doc internal_gui… completed 14-10-2024… Tony Tom
8 Small example 16/10/2024 Small exam… upload_doc internal_gui… completed 16-10-2024… Tony Tom
Rows per page: 100 1–8 of 8

**********End**********