AI Factory

Copilot Agent User Guide

Version 2.0

AI FACTORY

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1. Abstract

The AI Factory is a centralized portal designed to empower users with access to AI-driven tools and solutions. This user guide provides a comprehensive walkthrough of its functionalities, including navigation, use case exploration, proof of concept creation, and AI policy management. The guide ensures that users of all skill levels can effectively utilize the platform.

2. Introduction

The AI Factory streamlines the process of exploring and deploying AI solutions. It features a user-friendly dashboard, an AI use case gallery, and an AI policies management system. This guide is designed to help users understand the portal's features and maximize its potential in various industry applications.

3. Target Audience

The AI Factory – AI Use Case Gallery is designed for business leaders, IT decision-makers, AI engineers, data scientists, and innovation teams looking to explore and implement AI solutions across various industries. It is particularly valuable for organizations in sectors such as healthcare, finance, retail, manufacturing, and government, helping them identify AI-driven opportunities for automation, efficiency, and business growth.

4. Introduction/Overview

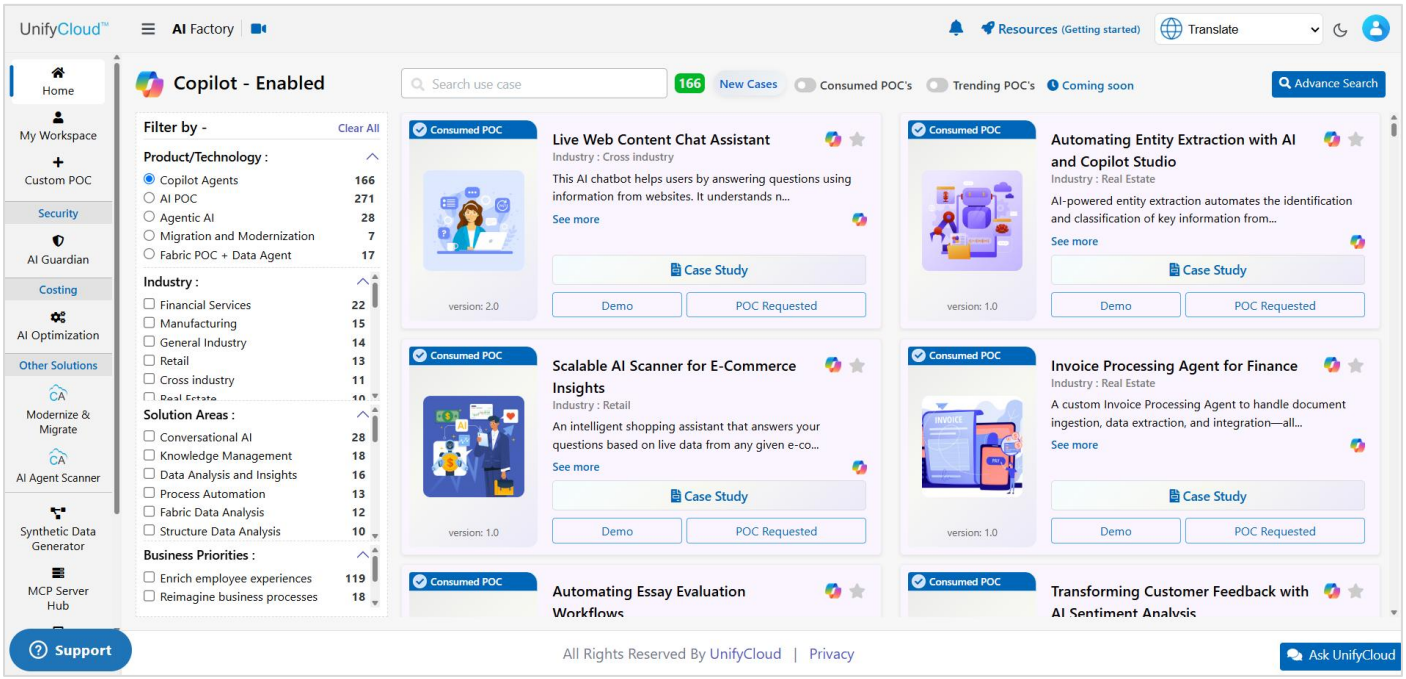
The AI Factory – AI Use Case Gallery is a curated collection of over 200 AI-driven solutions designed to address real-world business challenges across diverse industries. This comprehensive repository provides insights into how AI can optimize operations, enhance customer experiences, improve decision-making, and drive innovation. Each use case includes key details such as problem statements, AI-driven solutions, implementation steps, and expected benefits. The AI Factory serves as a blueprint for AI adoption, helping organizations identify, prioritize, and deploy AI solutions effectively.

5. System Overview

5.1 Dashboard Overview

The dashboard functions as a vital central hub for the AI Factory, facilitating efficient communication and management of AI operations.

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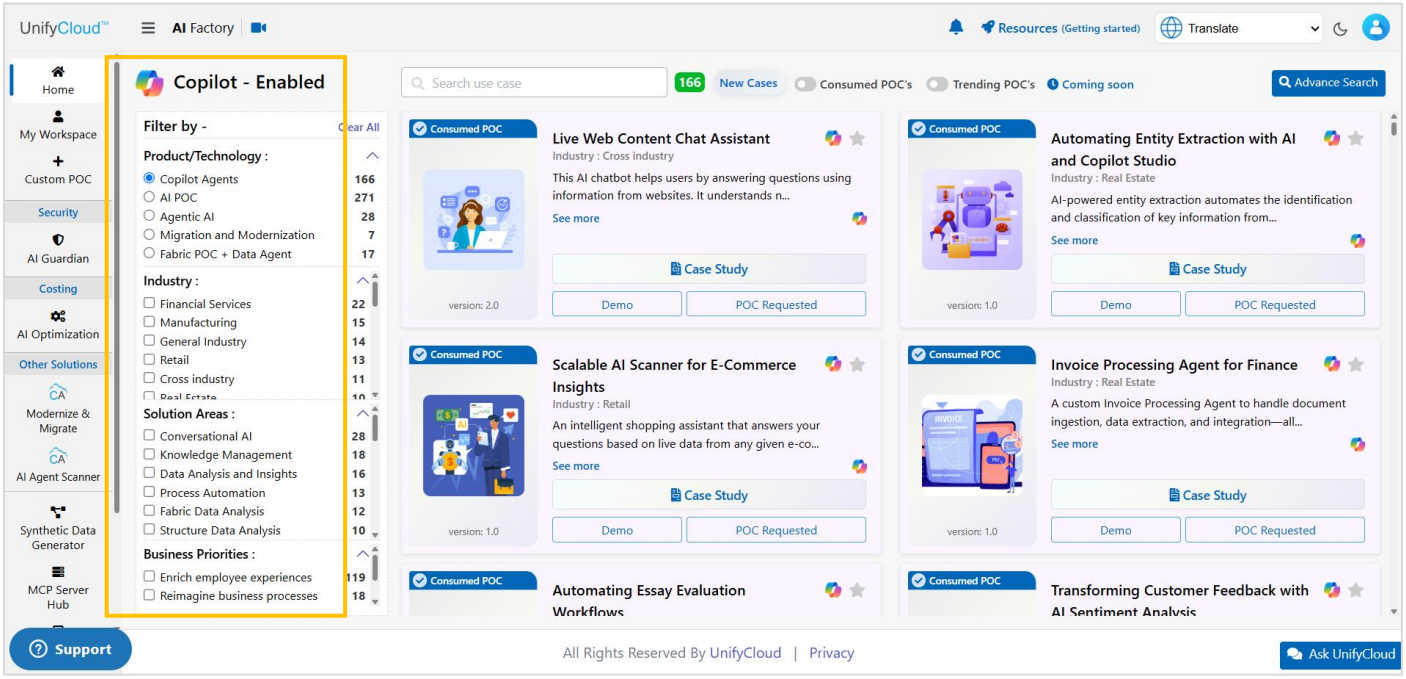


The Features include:

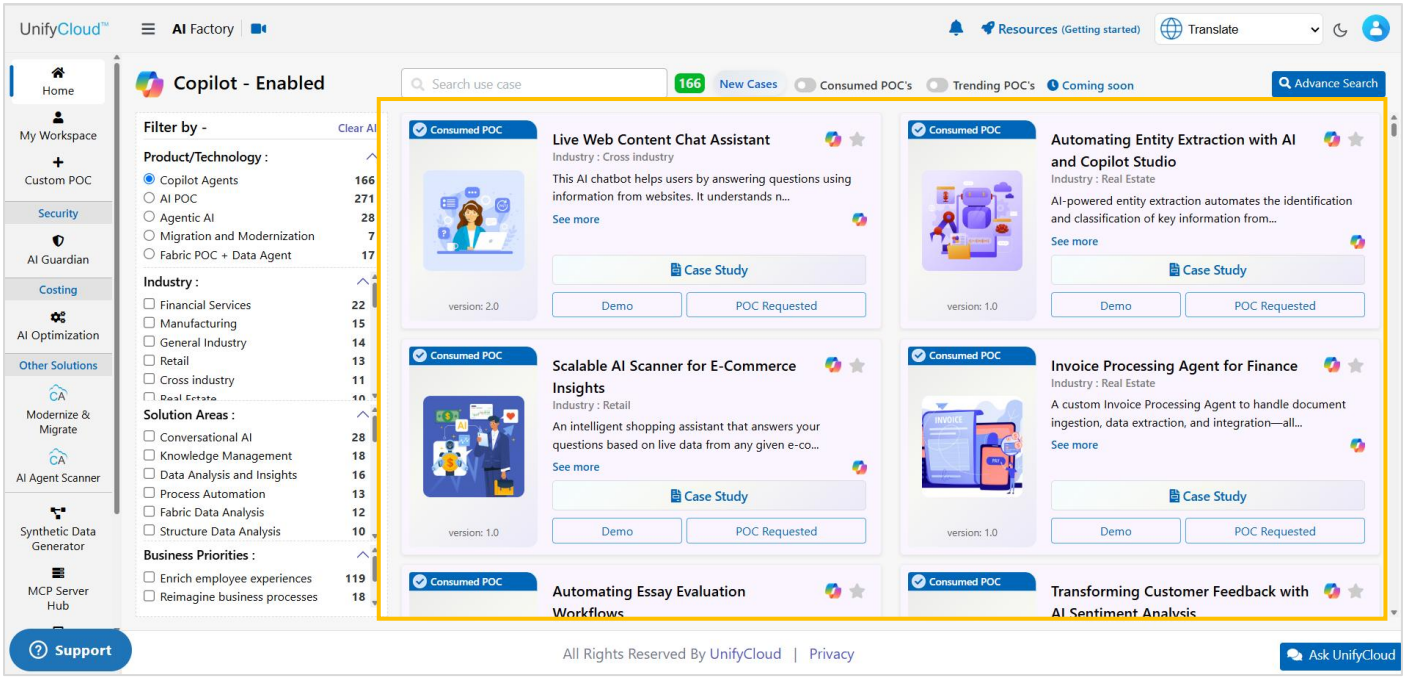
- A left menu for quick navigation.
- Access to AI use case galleries, policies, and deployment options.

5.2 Use Case Gallery Features

The AI Use Case Gallery offers filtering options by industry domain or solution area. Once you select the industry domain or solution area or both then the cared name or result filtering options work accordingly.



And on the right side of the Filtered area AI Use Case is shown in different card names. Here you have a set of more than 200 AI Use Cases(AI, Agentic AI, Fabric and Copilot Studio). People can select the right card according to their requirements.



- It also provides detailed case cards, including:
  - Industry and solution details.
  - Estimated costs.
- We have customized buttons to view case studies, live demonstrations, and launch proofs of concept.

6. Step-by-Step Guide

6.1 Navigating the Dashboard

1. Log into the AI Factory with login credentials such as email address and password.



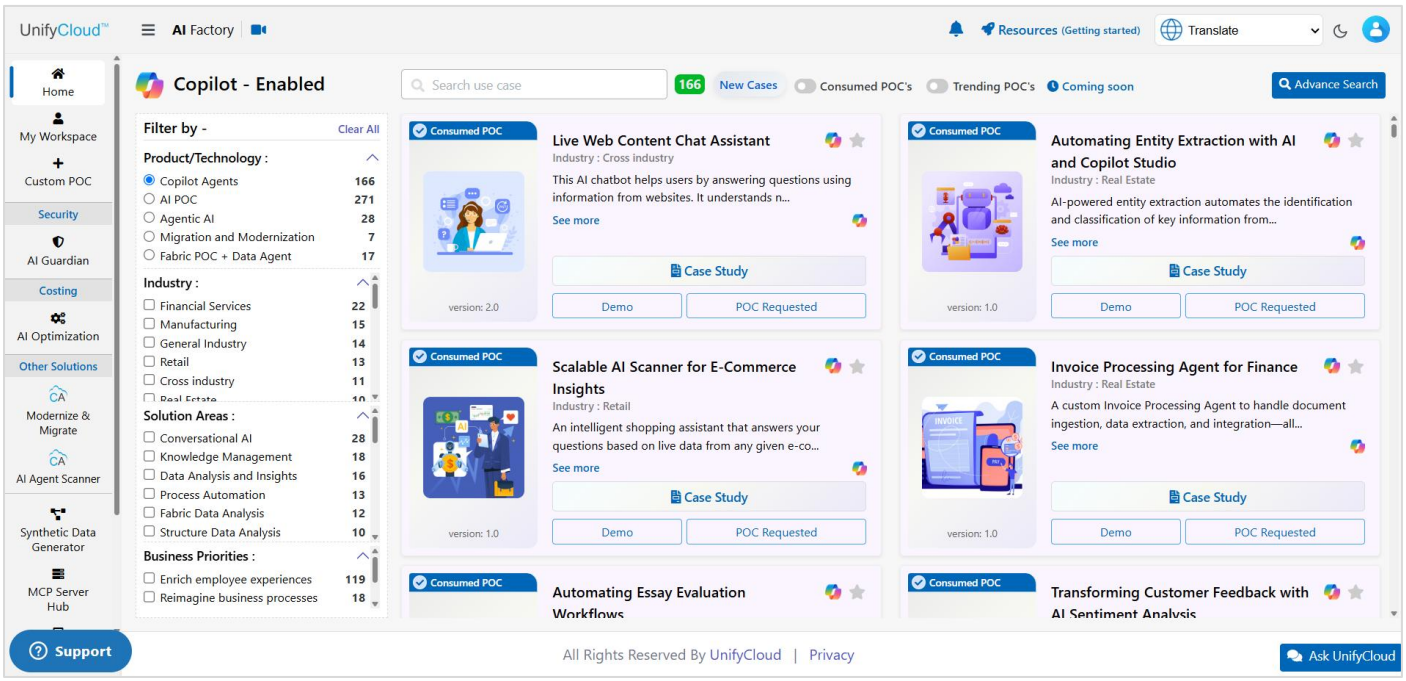
Login Options

Users have multiple ways to log in:

- **Standard Login**: Enter your **Email address** and **Password** in the respective fields.
- **Guest Access**: Click the **"Login as a guest"** button to explore the portal without full credentials.

6.2 Exploring the Use Case Gallery

1. Open the Use Case Gallery from the left menu.

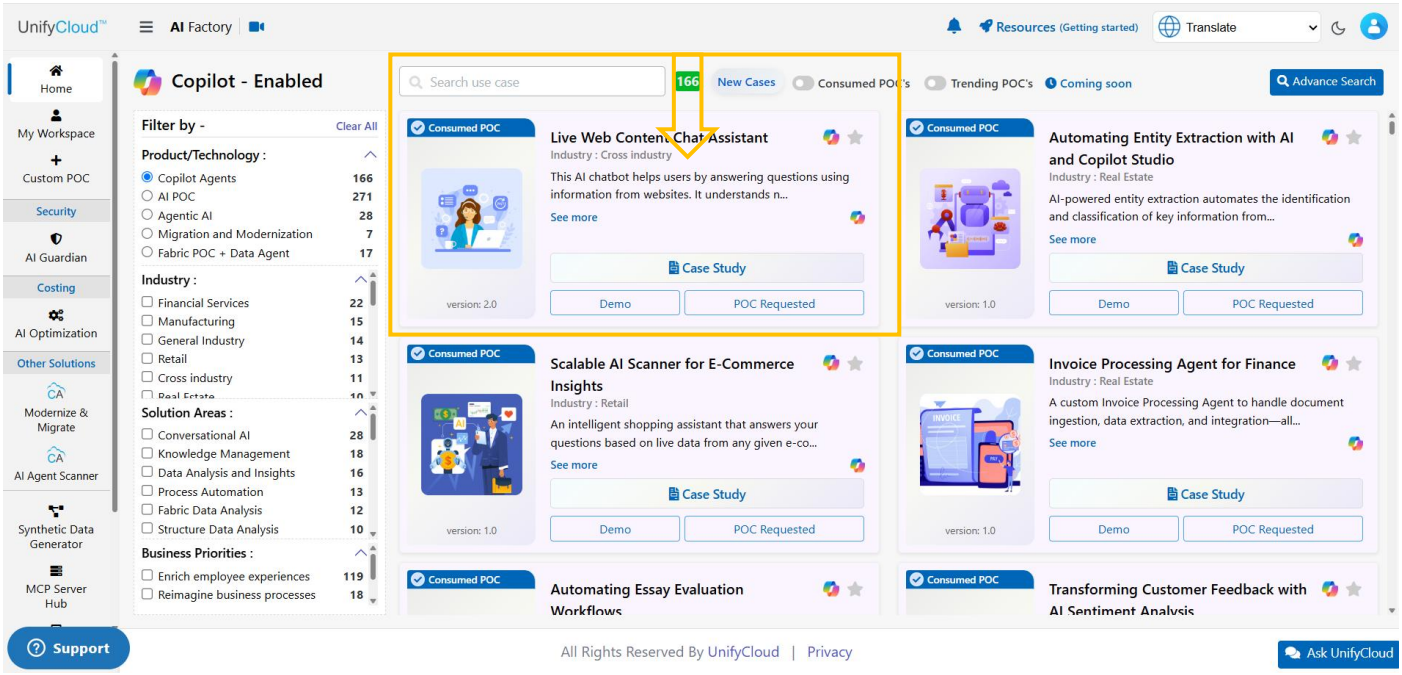


- **Accessing the Gallery**

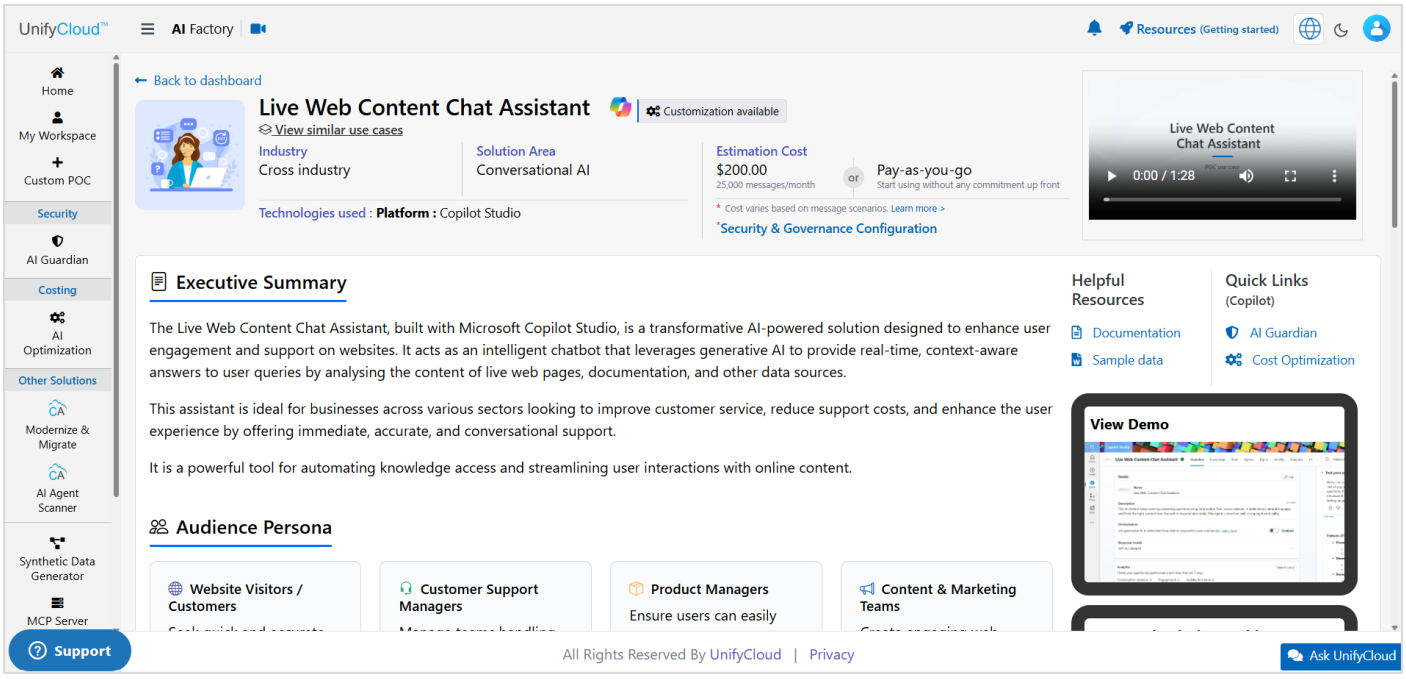
- Navigate to the AI Factory Portal homepage.
- Click on the **“AI Use Case Gallery”** section to begin exploring available AI solutions.
- **Using Filters**
- Located on the left sidebar, filters help narrow down use cases based on:
    - **Product/Technology**
        - Examples: AI POC, Agentic AI, MS Fabric + Data Agent and Copilot Studio
    - **Industry**
        - Examples: Healthcare, Financial Services, Legal and Governance
    - **Solution Area**
        - Examples: Conversational AI, Document Intelligence, Data Analytics & Management
- **Exploring Use Cases**
- Use cases are displayed as individual cards in a grid layout.
    - Each card includes:
        - Title of the use case
        - Industry tag
        - Brief description
        - Action buttons: **Demo**, **Case Study**, or **Proof of Concept**
- **Interacting with Use Cases**
- Select a card to view more details.
- Use the action buttons to:
    - Click on Case Study to explore the use case in detailed descriptions
    - Explore the demo by clicking on “Demo” button
    - Explore a proof-of-concept by clicking on “Proof of Concept” button.

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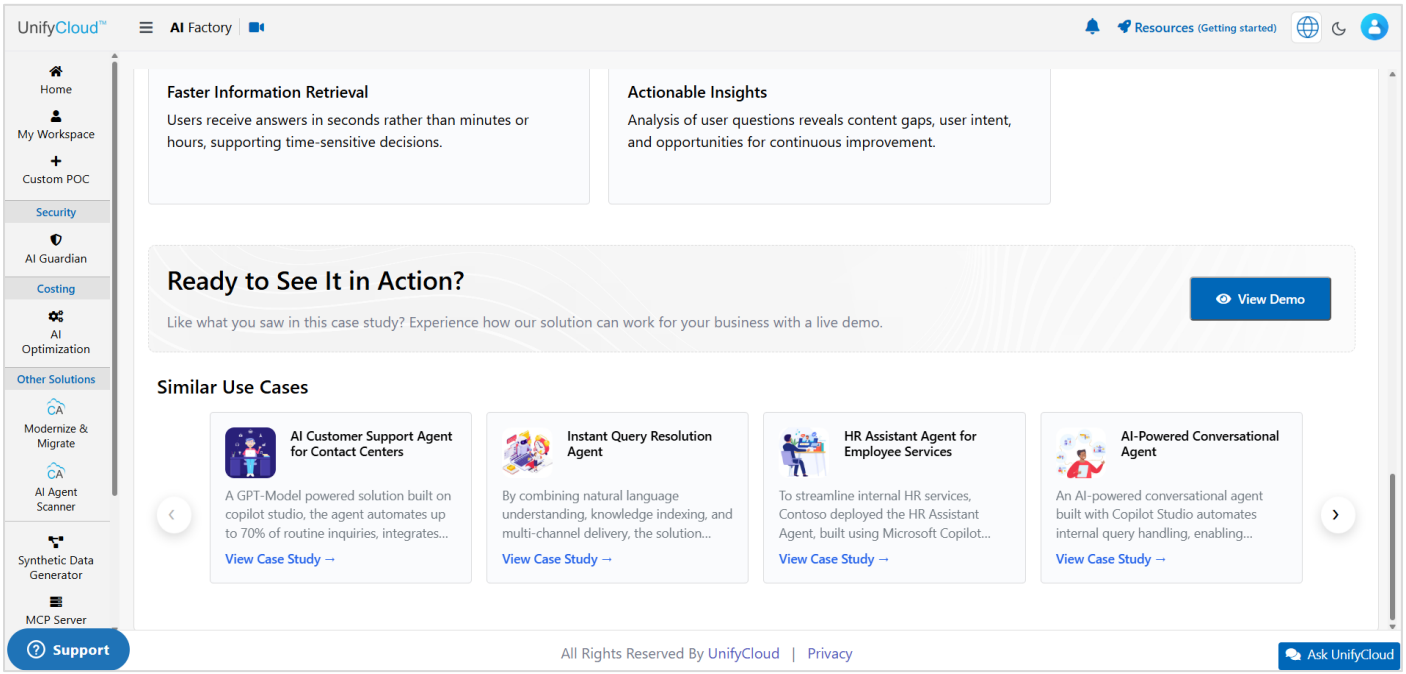
6.3 Viewing Case Studies



After clicking on Case Study button, the detailed screen will be opened.



Scroll down the Case Study Page



The attached **Case Study dashboard** showcases the **Live Web Content Chat Assistant** within the AI Factory platform. It provides a concise overview of how conversational AI technologies—like GPT-4, Azure OpenAI, and Azure SQL—are used to enhance patient engagement and streamline healthcare operations.

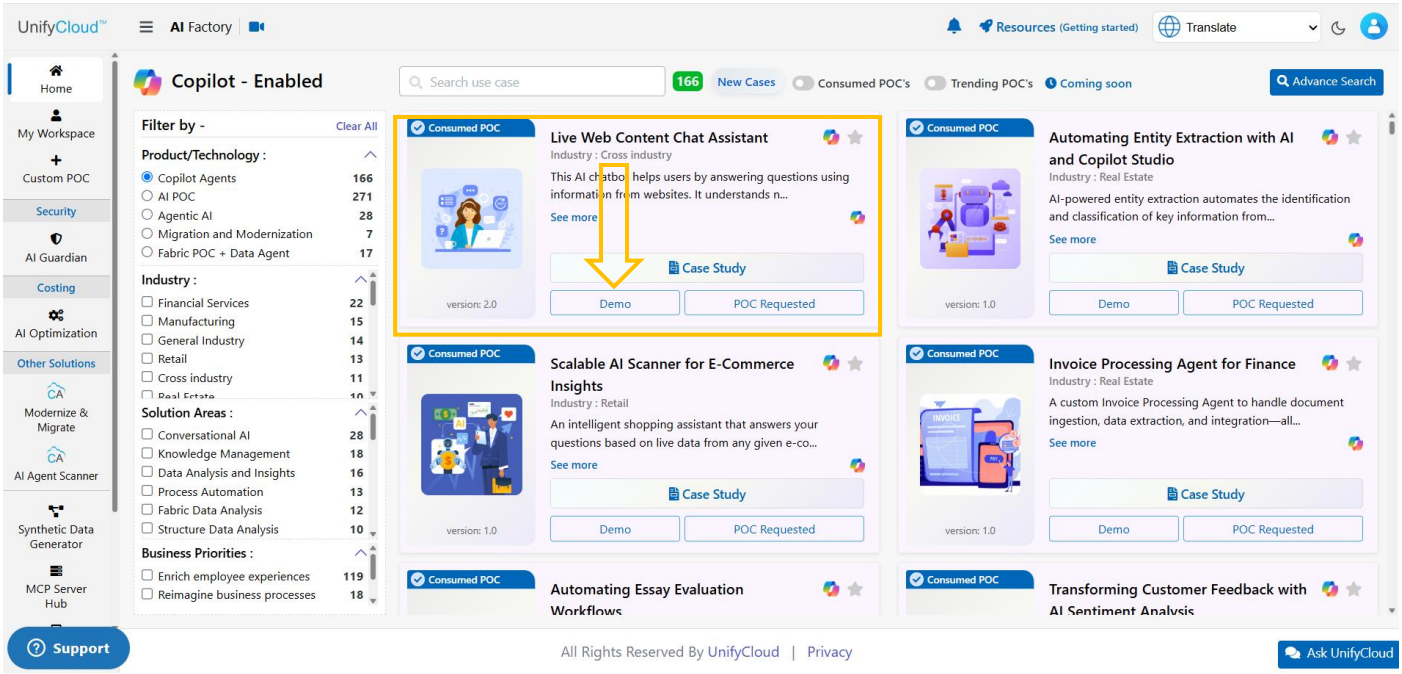
Key sections include:

- A summary of the chatbot's capabilities such as symptom triage, appointment scheduling, and medication reminders.
- Audience personas highlighting benefits for both patients and healthcare providers.
- Supporting resources like documentation, user guides, sample data, and prompts.
- A Proof of Concept (POC) visual and a short explainer video to illustrate real-world application.

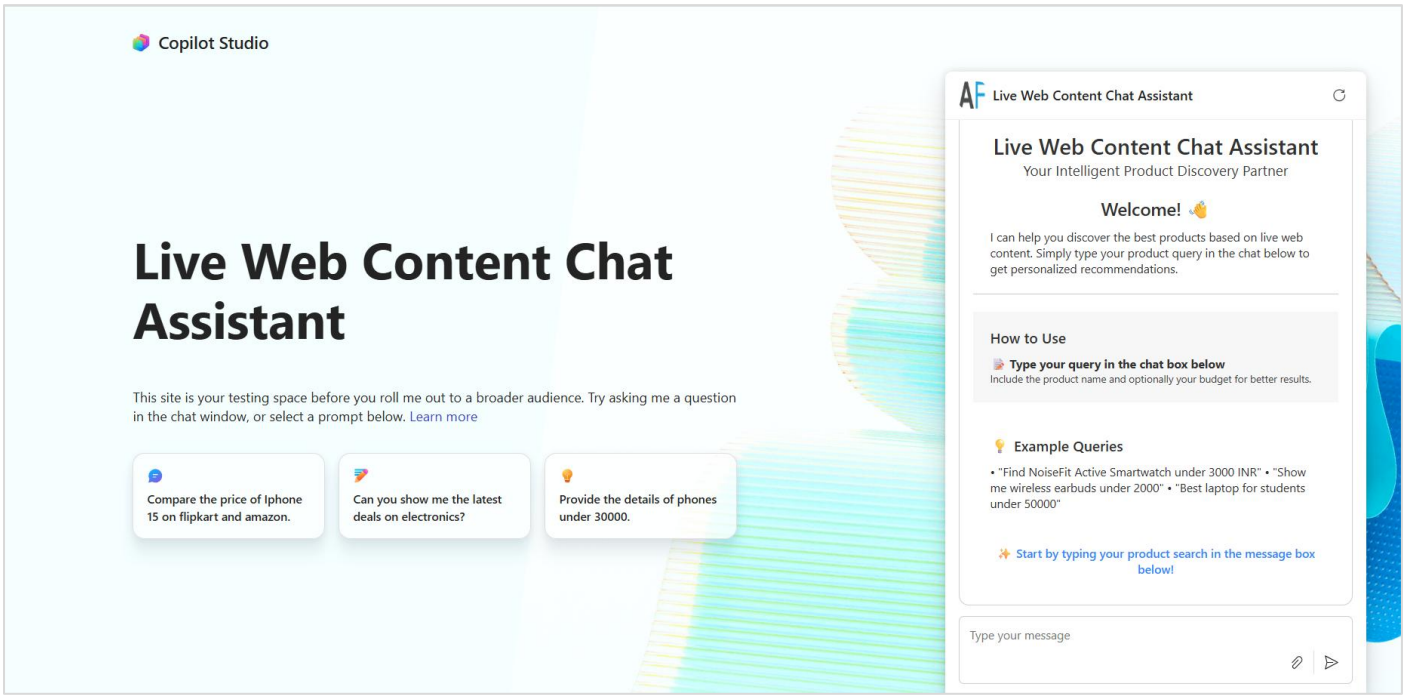
Overall, the dashboard serves as a quick reference for understanding the chatbot's impact and implementation in the healthcare industry.

6.4 Viewing Demos

1. Select a use case card.



2. Click “Demo” to access a live use case demonstration.



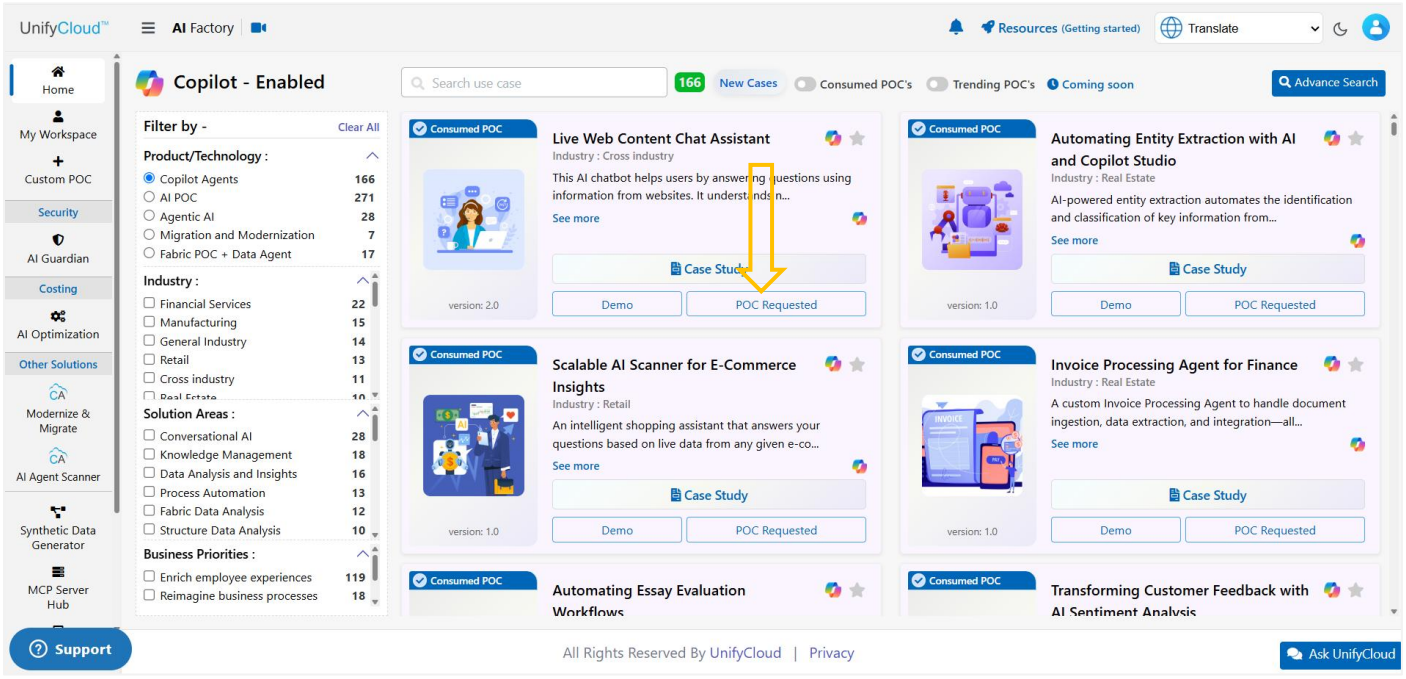
This dashboard is the **Live Web Content Chat Assistant**, built using **Copilot Studio**.

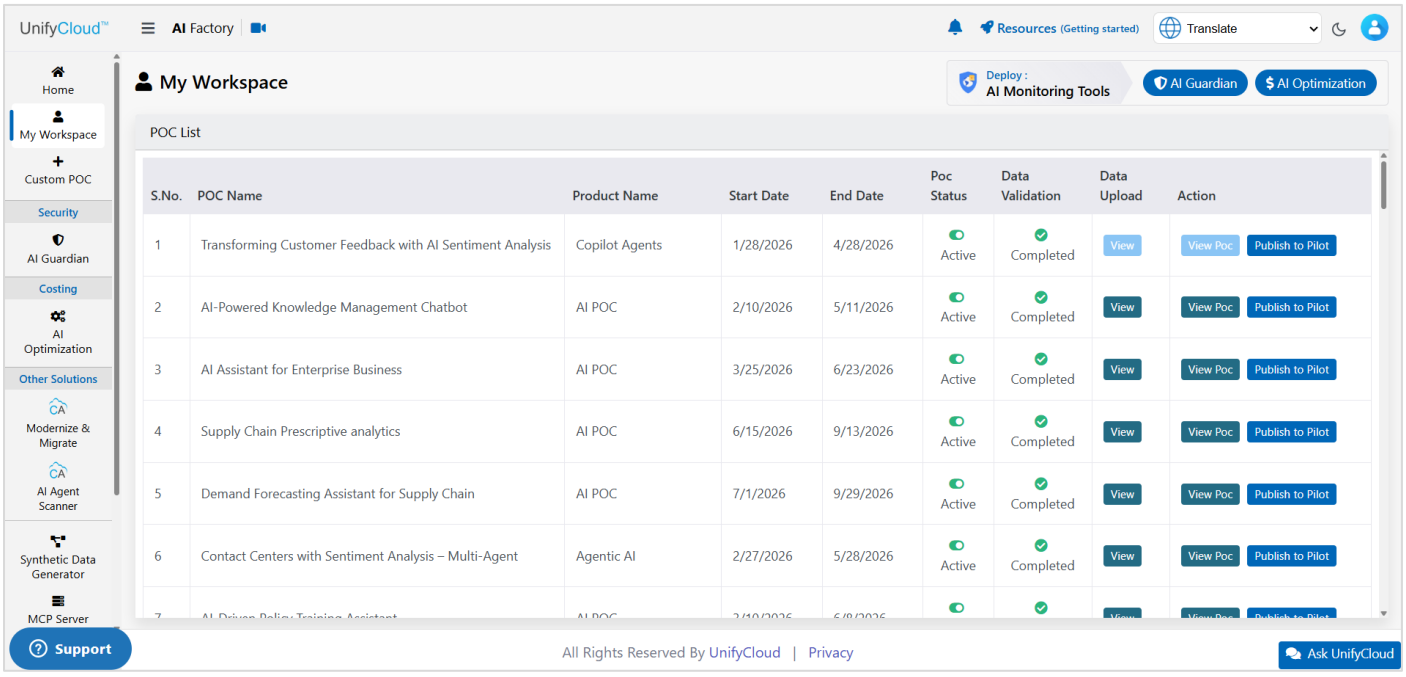
- **Main purpose:** Helps users discover products and get recommendations based on **live web content**.
- **Chat interface:** Users can enter natural-language product queries and receive personalized responses.
- **Example prompts:** Compare product prices, find the latest electronics, or get product details within a specific budget.
- **Quick prompts:** Predefined suggestions are available for common product searches.

- **Product discovery:** Users can optionally provide a **product name and budget** to get more relevant recommendations.
- **Chat panel:** The right-side assistant provides instructions, example queries, and the input box for interacting with the agent.

6.5 POC Requested

1. Click “POC Requested” on a selected use case.



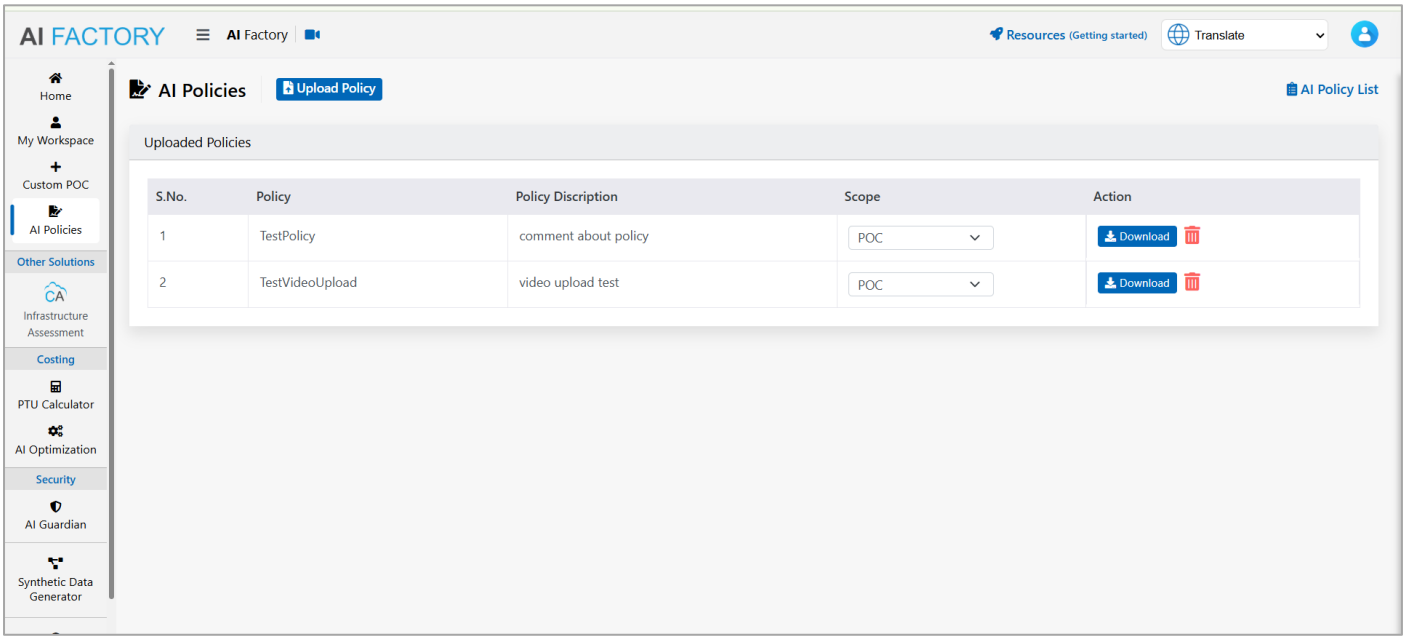


After clicking on the POC Requested section you can see the POC that you have either consumed or requested for Pilot. These details you can also see on “My Workspace” Click by directly navigation through the left navigation panel.

7. AI Policies Dashboard

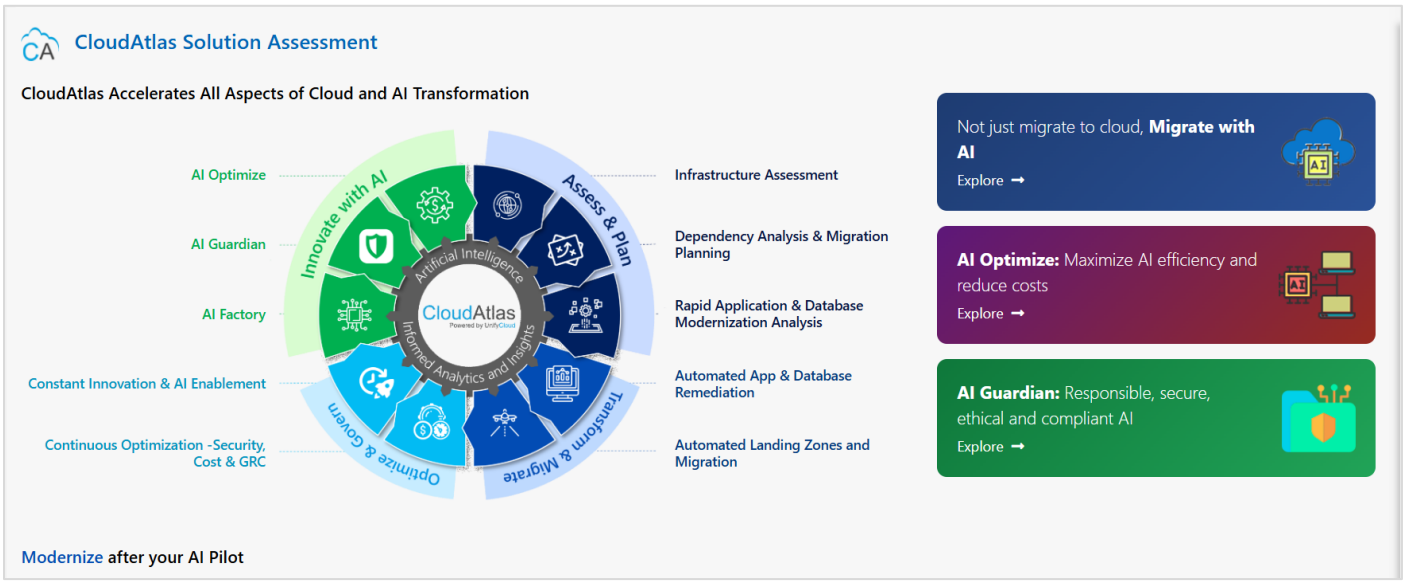
7.1 Uploading Policies

Navigate to the AI Policies Dashboard.



Click "Upload" to add a new policy document. After a short time, the data will be ready for use.

8. Modernize and Migrate Solution



This is the CloudAtlas Solution Assessment dashboard, highlighting various cloud solutions and their functionalities. The layout includes several categorized solution cards with brief descriptions and relevant links.

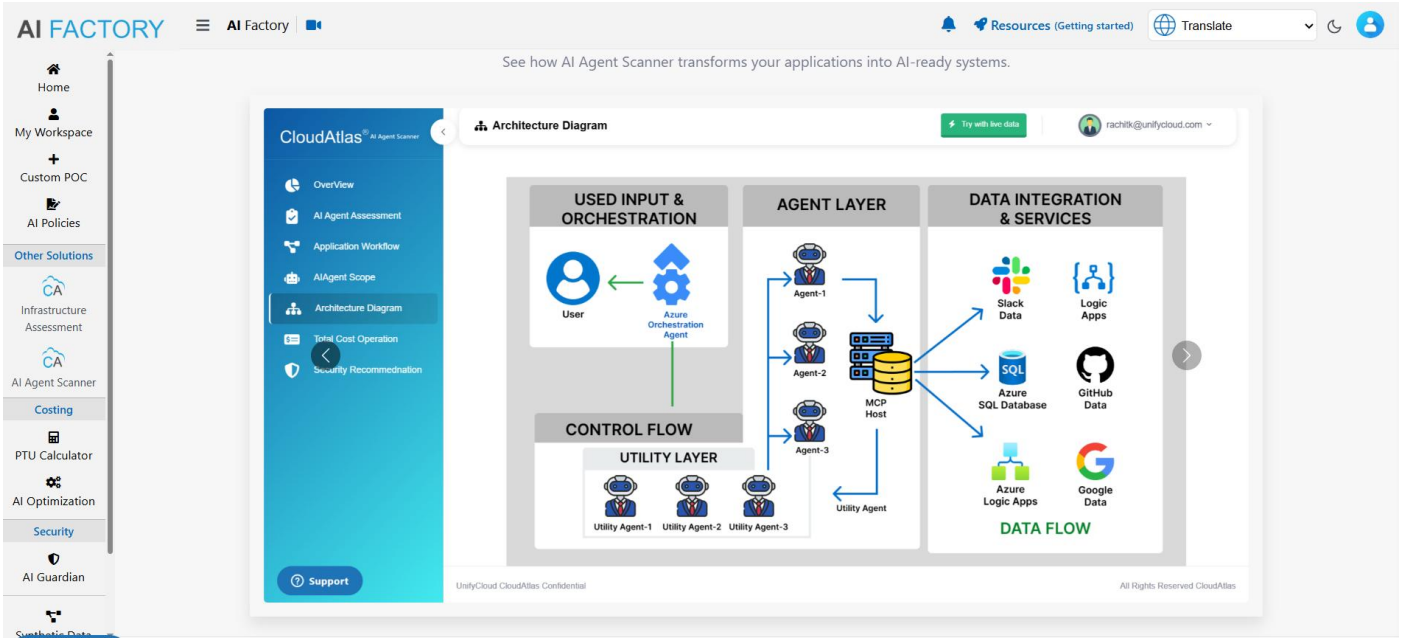
Key Sections on the Dashboard:

Solution Categories:

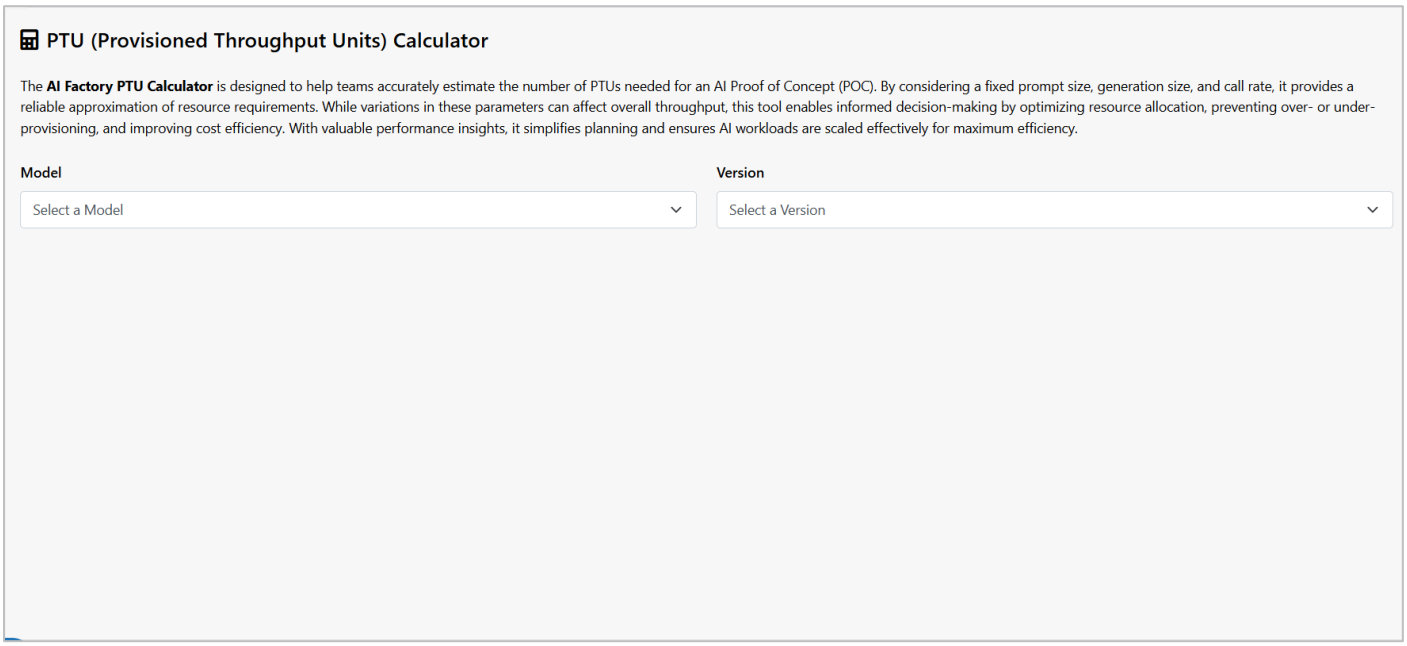
- Data Collection: Helps discover inventory using tools like Azure Migrate, Movere, and Lansweeper.
- Rapid and Advanced Migration (Apps, Data, and Infra): Assesses cloud readiness, migration options, costs, and sustainability.
- Applications and Databases Modernization: Offers modernization services incorporating best practices for App & DB modernization, dependency management, and landing zones.
- Cloud Optimization: Enables proactive cloud monitoring, cost control, and performance enhancement through FinOps dashboards.
- Cloud Security: Identifies security gaps and provides a Zero Trust approach using Microsoft Sentinel.
- AI Innovation: Showcases AI-driven solutions to transform industries and unlock cloud potential.

9. AI Agent Scanner:

The **AI Agent Scanner** dashboard empowers organizations to analyse, modernize, and secure applications with AI-driven insights. It provides behaviour analysis, intelligent agent recommendations, scalable architecture blueprints, and automated security checks, enabling faster modernization, improved productivity, and enterprise-grade compliance for future-ready applications.



10. PTU Calculator:



The attached image showcases the PTU (Provisioned Throughput Units) Calculator dashboard. This tool is part of an AI Factory PTU Calculator, designed to estimate the required PTUs for an AI Proof of Concept (POC).

Key Features of the Dashboard:

10.1 Title & Introduction:

- Title: PTU (Provisioned Throughput Units) Calculator
- Description: The AI Factory PTU Calculator assists teams in determining the PTUs necessary for running an AI POC. It considers factors such as:
    - Fixed Prompt Size
    - Generation Size
    - Call Rate
- The goal is to optimize resource allocation, prevent over- or under-provisioning, and enhance cost efficiency.

10.2 Dropdown Selections:

- Model Selection: A dropdown menu allowing users to select an AI model.
- Version Selection: Another dropdown for choosing the version of the selected model.

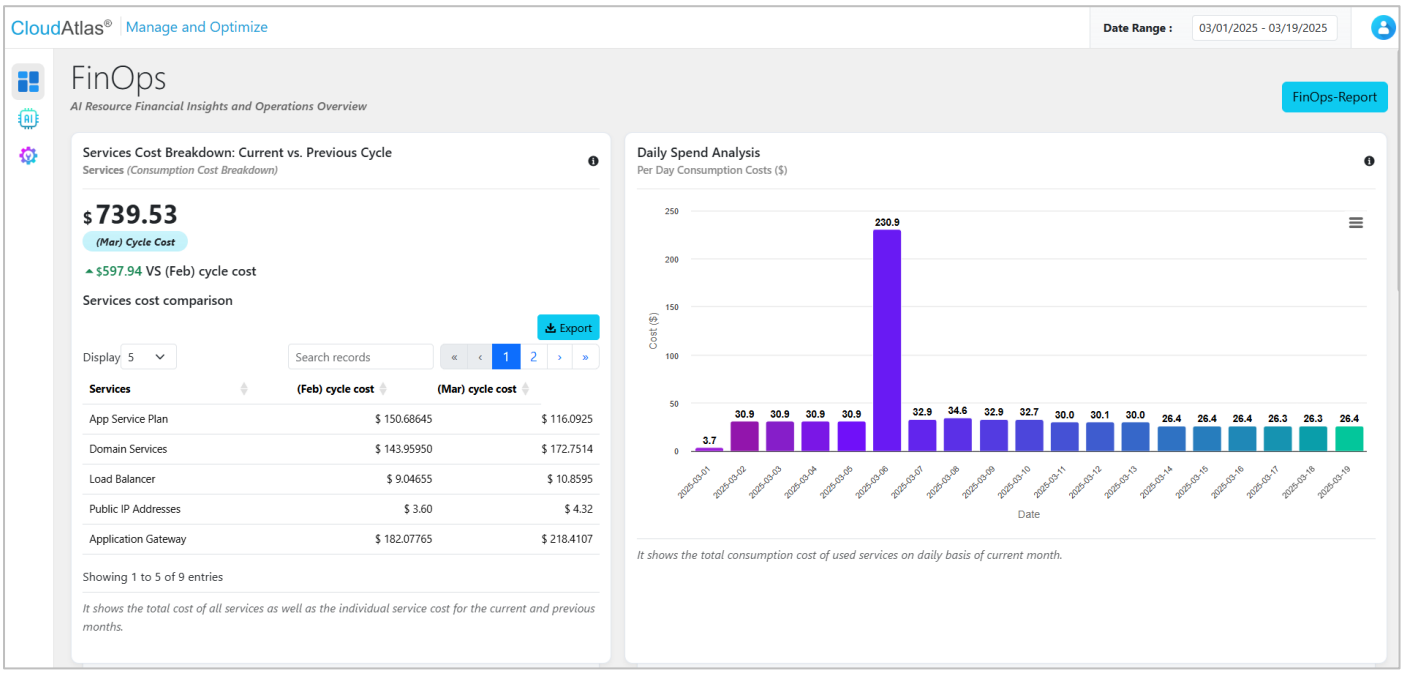
Purpose & Benefits:

- Help organizations estimate AI workload needs efficiently.
- Provides data-driven insights for provisioning cloud-based AI solutions.
- Ensures AI workloads are scaled effectively to maximize performance and cost-effectiveness.

This dashboard likely serves as a decision-making tool for AI teams working on POCs, helping them fine-tune AI model deployment strategies.

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11. AI Optimize



Key Components of the Dashboard:

This is the CloudAtlas® FinOps Dashboard, which provides AI resource financial insights and operations overview.

11.1 Services Cost Breakdown: Current vs. Previous Cycle

- Total March Cycle Cost: $739.53
- Cost Change: Increased by $597.94 compared to February.
- **Service-wise Cost Comparison (Feb vs. Mar):**
    - App Service Plan: $150.69 → $116.09 (Decrease)
    - Domain Services: $143.99 → $172.75 (Increase)
    - Load Balancer: $9.04 → $10.85 (Increase)
    - Public IP Addresses: $3.60 → $4.32 (Increase)
    - Application Gateway: $182.07 → $218.41 (Increase)
- **Functionality:**
- Users can filter the number of records displayed.
- A search bar enables quick service lookup.
- Export button for downloading data.

11.2 Daily Spend Analysis (Per Day Consumption Costs)

- Graph Representation: Bar chart showing daily service consumption costs.
- Highest Daily Spend: March 6th ($230.9)
- Other Daily Costs: Generally, range between $26.3 - $34.6, except March 1st ($3.7).
- Purpose: Helps track daily spending trends and identify cost spikes.

Additional Features:

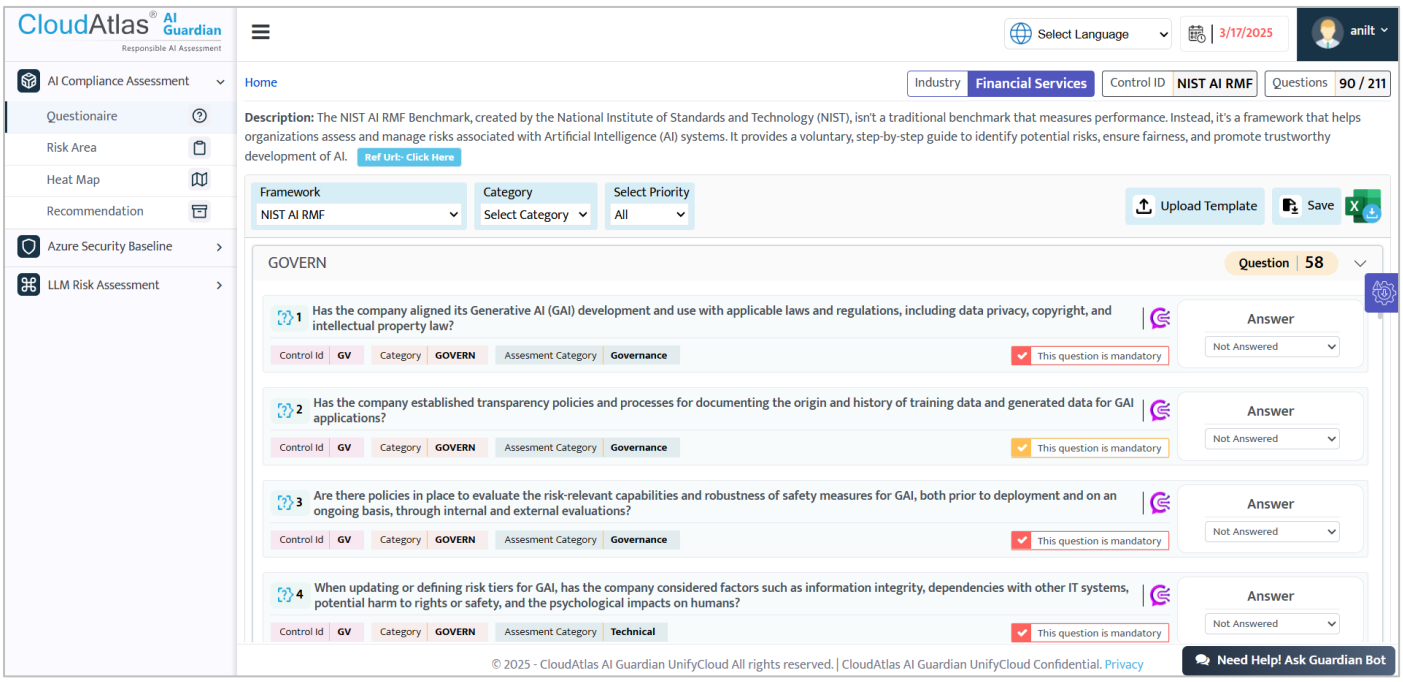
- FinOps Report Button: Likely generates/downloads a detailed report.

Purpose & Benefits:

- Enables real-time monitoring of AI cloud financial resources.
- Help organizations optimize costs and improve budgeting.
- Identifies areas for cost savings and resource efficiency.
- Provides exportable reports for further financial analysis.

This dashboard is a cost governance tool for businesses using cloud-based AI workloads, helping them manage and optimize expenses efficiently.

12. AI Guardian:



The attached image showcases the CloudAtlas® AI Guardian dashboard, specifically the AI Compliance Assessment module, which evaluates Generative AI (GAI) risks and governance based on the NIST AI RMF (Risk Management Framework).

Key Components of the Dashboard:

12.1 Framework & Filters

- Framework: NIST AI RMF
- Industry: Financial Services
- Category & Priority Filters: Options to refine questionnaire results.
- Progress: 90 out of 211 questions completed.

12.2 Questionnaire Section

- Category: GOVERN (Governance)

- Displayed Questions (Example Governance and Risk-Related Questions):
    - Legal Compliance: Alignment of Generative AI development with data privacy, copyright, and intellectual property laws.
    - Transparency: Policies for documenting training data origin and generated data.
    - Risk Evaluation: Policies for assessing the robustness of AI safety measures.
    - Risk Tiers & Harm Analysis: Consideration of integrity, IT dependencies, safety, and psychological impacts.
- Mandatory Questions Indicator: Red and yellow labels highlight required responses.

12.3 Functionality

- Answer Selection: Dropdown menus allow users to respond.
- Upload Template & Save Options: Supports batch uploads and saving progress.
- Export Data (Excel Icon): Enables report downloads.

Additional Features

- Azure Security Baseline & LLM Risk Assessment: Additional compliance modules in the sidebar.
- AI-Powered Help (Guardian Bot): Chatbot for compliance-related queries.

Purpose & Benefits:

- Helps organizations assess AI compliance with regulatory frameworks.
- Ensures AI governance, transparency, and safety in enterprise AI applications.
- Provides structured risk assessment for AI models.
- Supports financial services and other industries in managing AI-related risks.

This dashboard is an essential tool for Responsible AI Governance, aiding organizations in aligning AI applications with ethical, legal, and operational standards.

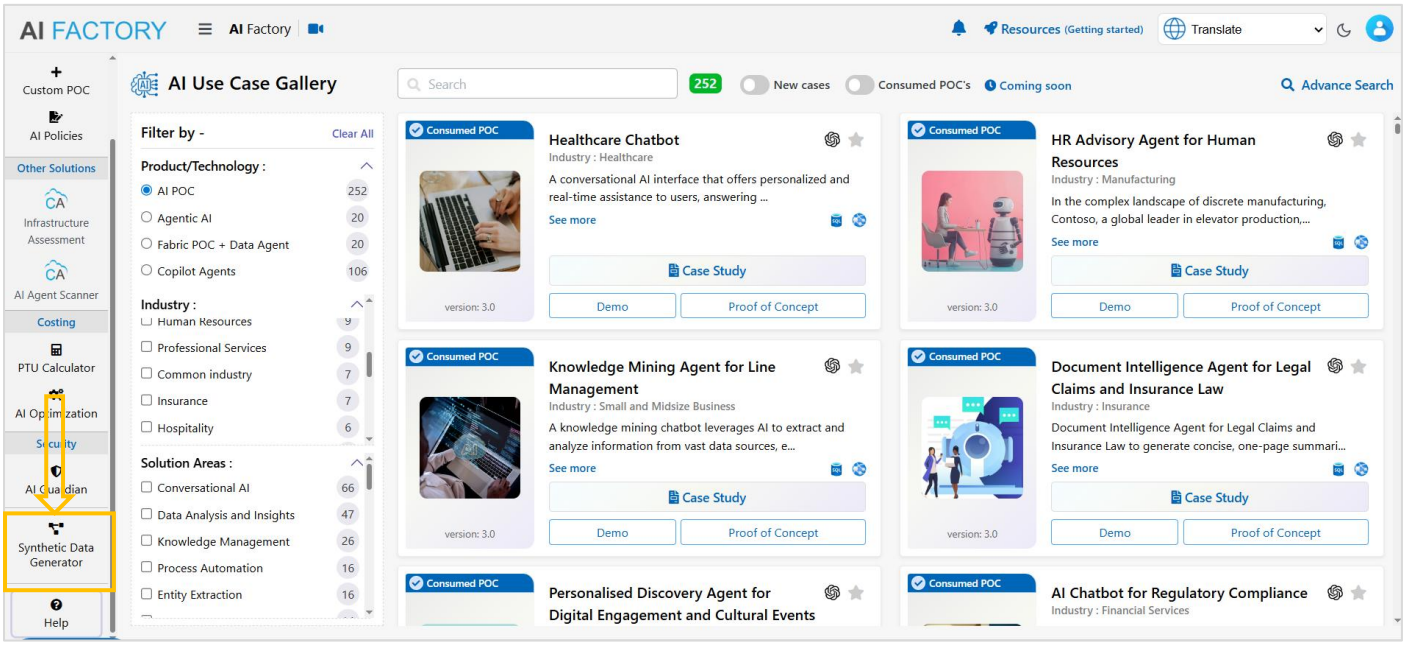
13. Synthetic Data Generation Tool –

The **AI Factory Synthetic Data Generator Tool** enables organizations to create realistic, privacy-preserving datasets that mimic real-world scenarios without exposing sensitive information. It supports AI model training, testing, and validation by generating diverse, scalable, and compliant synthetic data across industries.

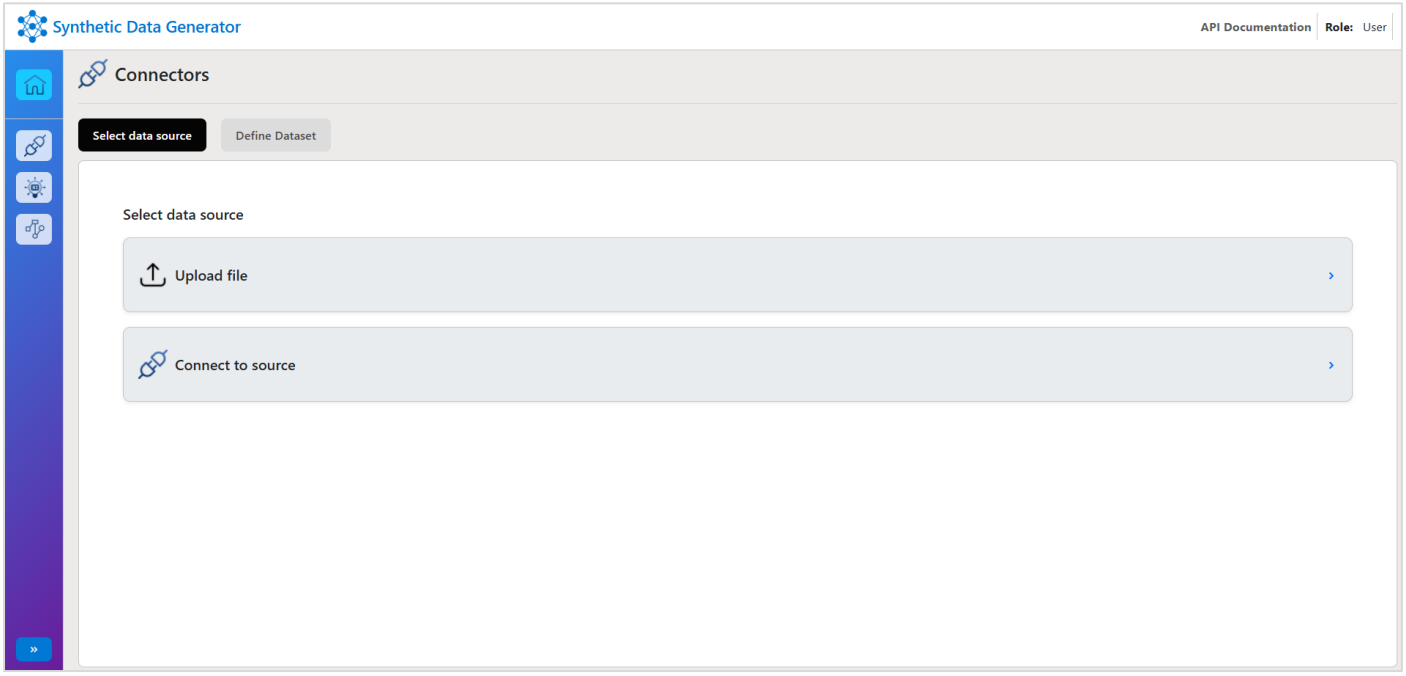
Navigate it by clicking on the lower left corner “Synthetic Data Generation” Button.

Select Synthetic data from Left Navigation Menu:

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After clicking the button new screen will be opened with Selected Data Source by Default.



This dashboard is from the **Synthetic Data Generator** tool, specifically showing the **Connectors** section.

Here's what it presents:

- **Top Navigation:**
  - Title: *Synthetic Data Generator*
  - Options: *API Documentation* and *Role: User*
- **Main Tabs:**
  - *Select data source* (by default)

- *Define Dataset* (disabled/grayed out until a data source is selected)

- **Options under "Select data source":**

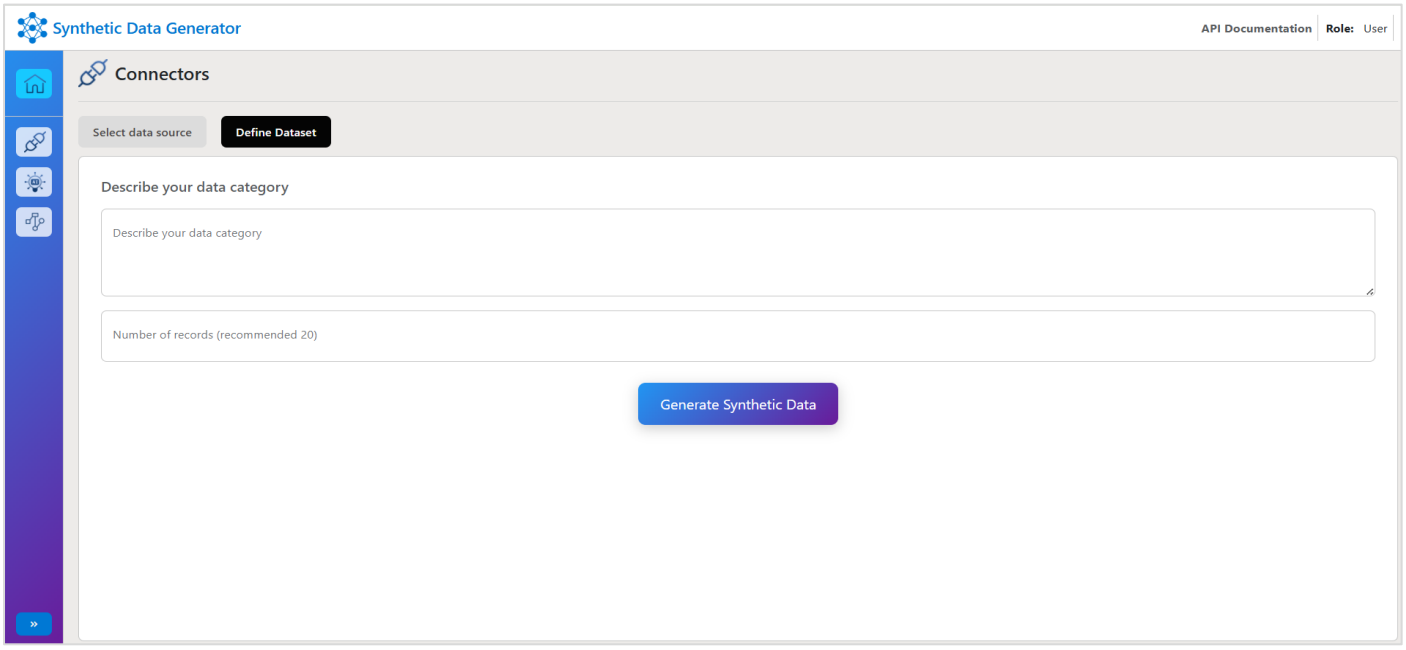
1. **Upload file** – Allows users to upload structured or unstructured data files for generating synthetic datasets.

2. **Connect to source** – Provides integration with external data sources (databases, APIs, etc.) for direct data access.

- **Sidebar Menu (Icons):**
  - Home
  - Connectors (current view)
  - Data Generation
  - Unstructured Data Generation

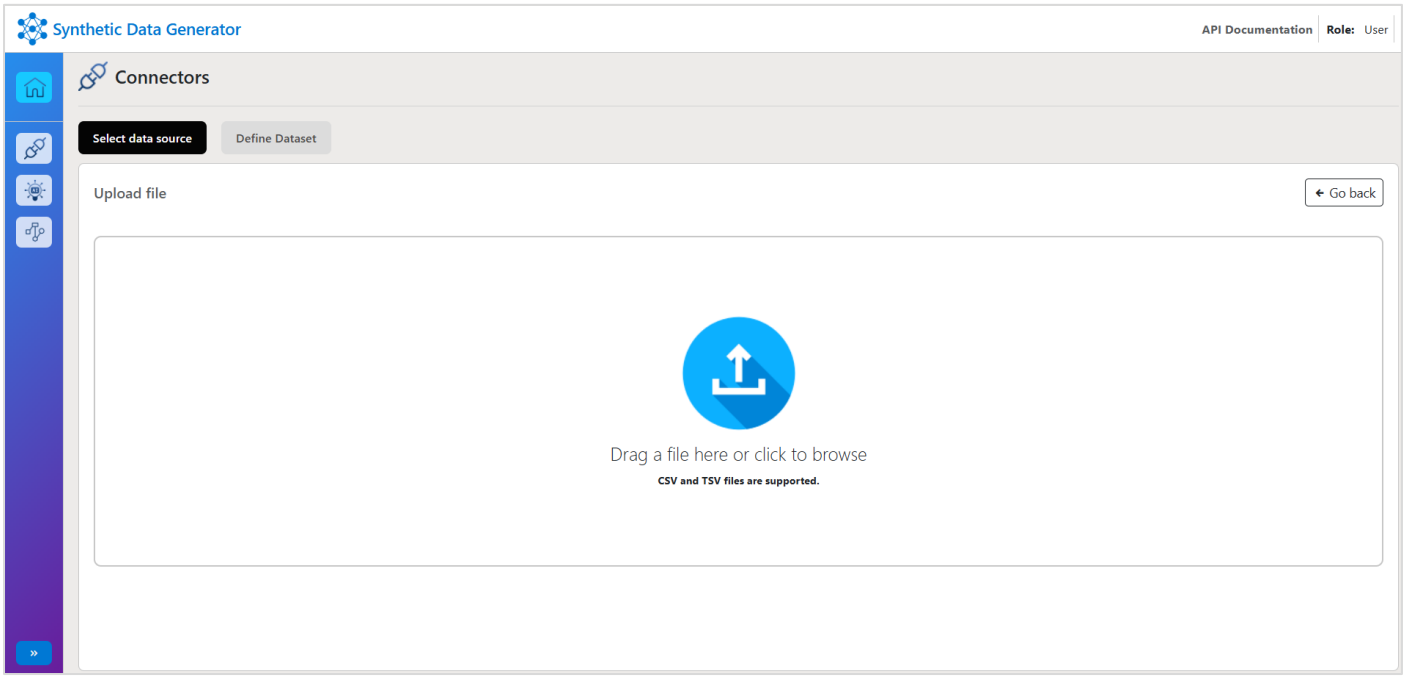
Overall, this dashboard is the **starting point for selecting a dataset source** before proceeding to define and generate synthetic data.

Define Dataset (Other Option)



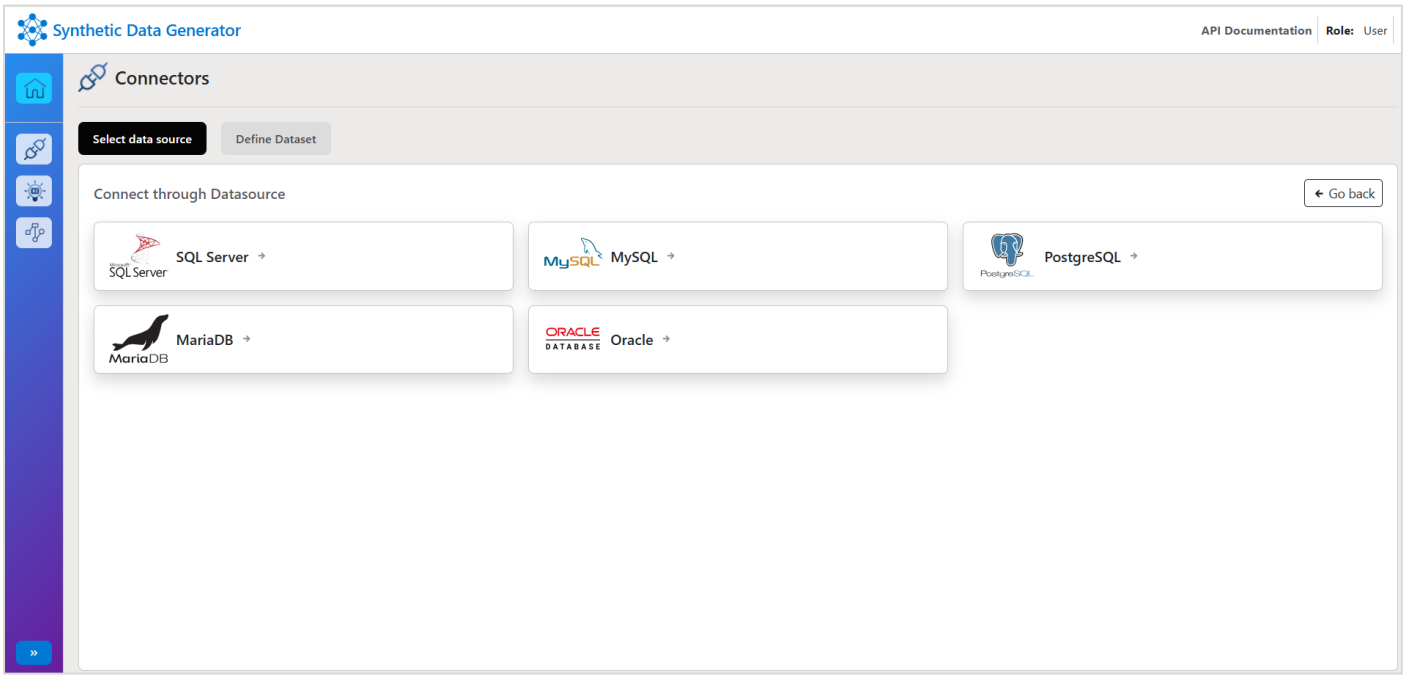
This dashboard image displays the "Define Dataset" feature of a synthetic data generator. This feature allows users to set up a new dataset, which serves as the foundation for creating synthetic data.

Structured Data Creation by Clicking on Upload Excel or CSV File –



The uploaded image shows the **"Connectors"** section of a **"Synthetic Data Generator"** dashboard. The main feature highlighted is the ability to upload files, specifically **CSV and TSV** formats, by either dragging and dropping them or clicking to browse your local files. This process is the first step in defining a dataset for synthetic data generation.

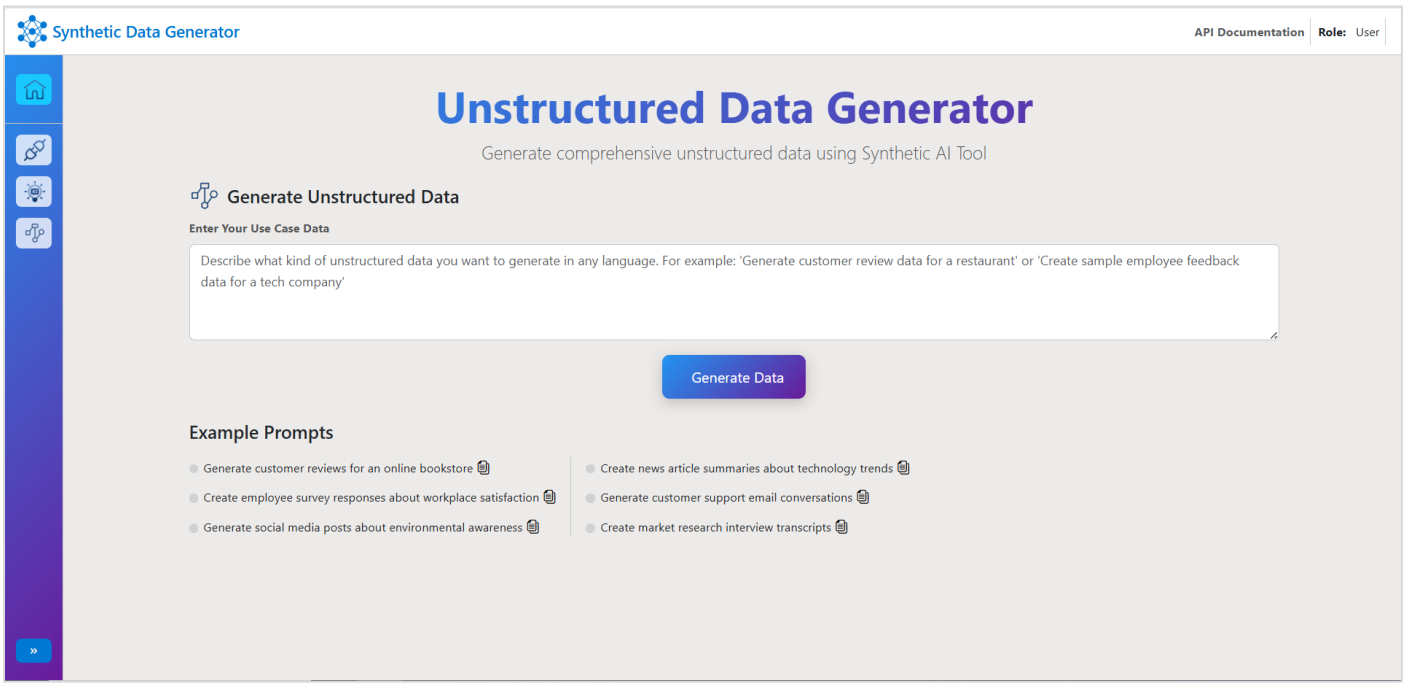
Data Upload Using Connectors (Structured Data Generation) –



This dashboard from the **Synthetic Data Generator** tool displays the **Connectors** section, where users can select and connect to various databases as data sources. It supports popular databases such as **SQL Server, MySQL, PostgreSQL, MariaDB, and Oracle**, enabling seamless integration for structured data generation. The layout is clean and user-friendly, with options to go back or proceed to dataset definition.

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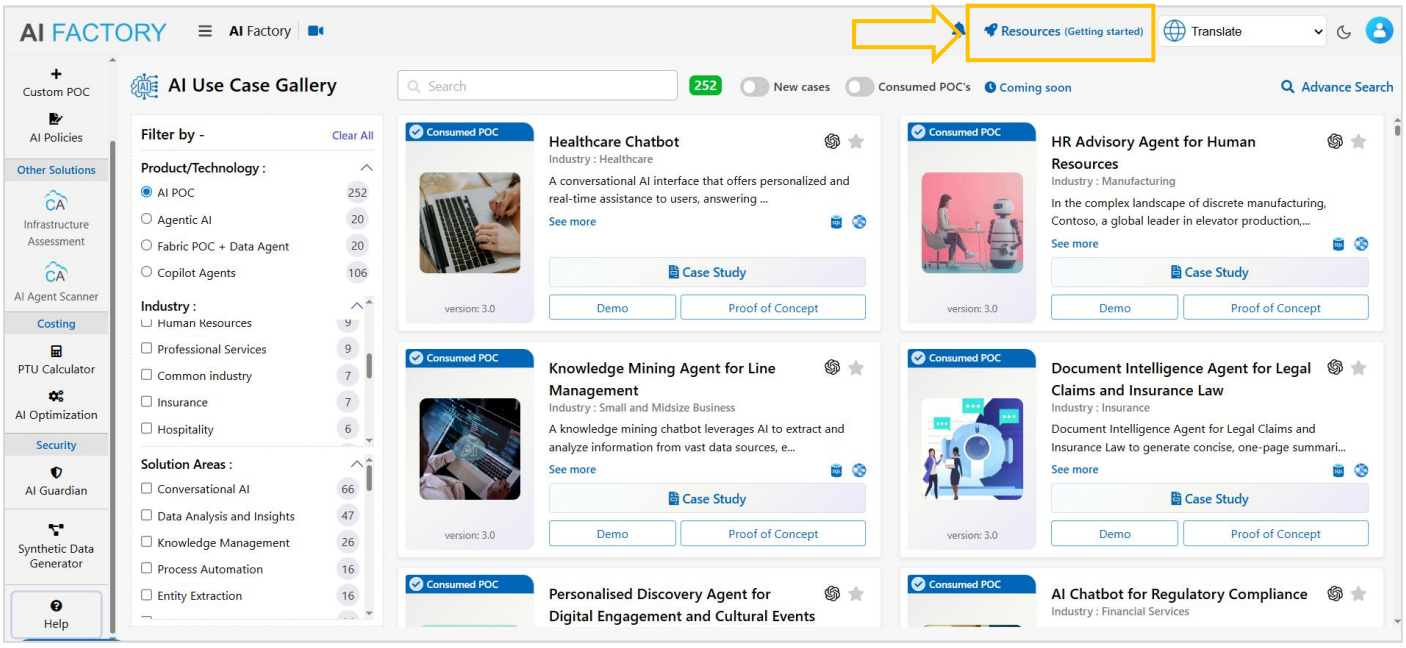
Unstructured Data Generation –



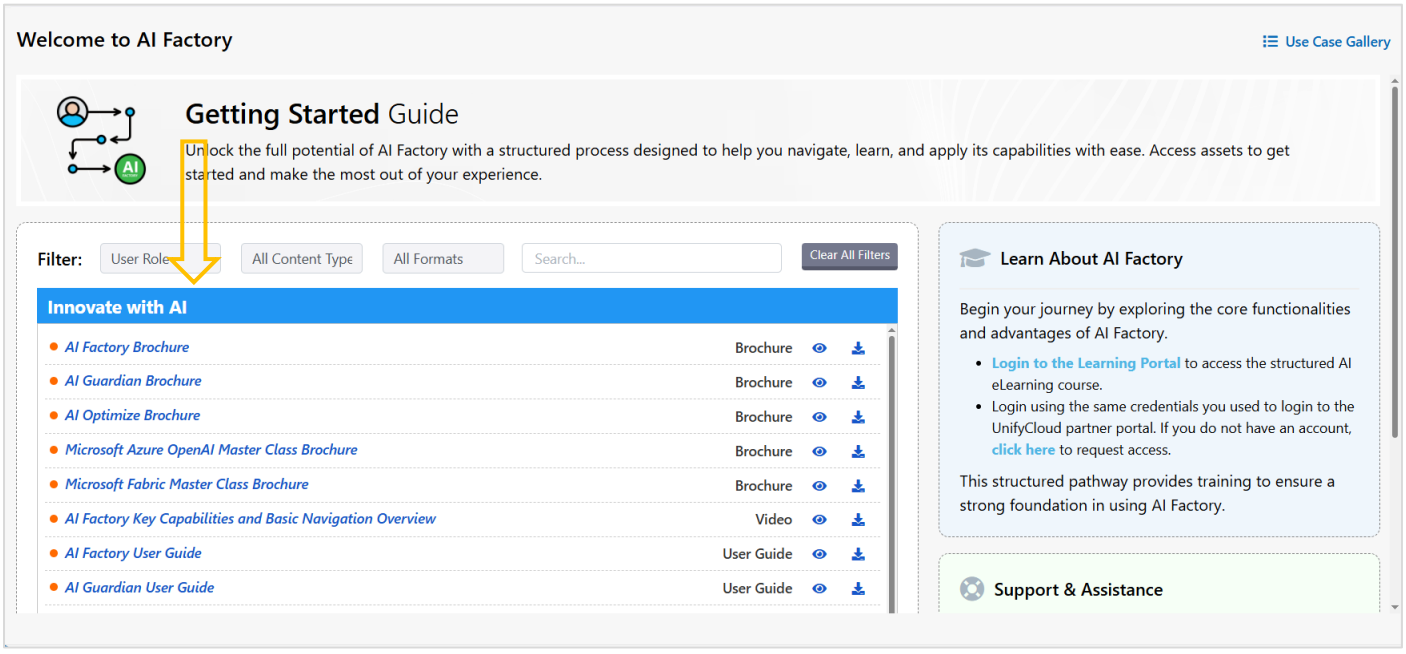
The attached dashboard is the **Unstructured Data Generator** interface from the Synthetic Data Generator tool. It enables users to create comprehensive unstructured datasets by entering specific use case prompts, such as generating customer reviews, employee feedback, or social media posts. The central panel provides a text box where users can describe the type of unstructured data they need, supported by example prompts for guidance. A prominent **Generate Data** button allows instant creation of synthetic unstructured data, while the layout is clean, intuitive, and designed to streamline data generation for varied real-world scenarios.

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14. AI Factory Resources



After Clicking the "Resources" Button



The dashboard that appears after clicking the **Resources** button is titled **"Welcome to AI Factory"** and is designed to help users get started with the platform by offering curated learning materials, guides, and support options.

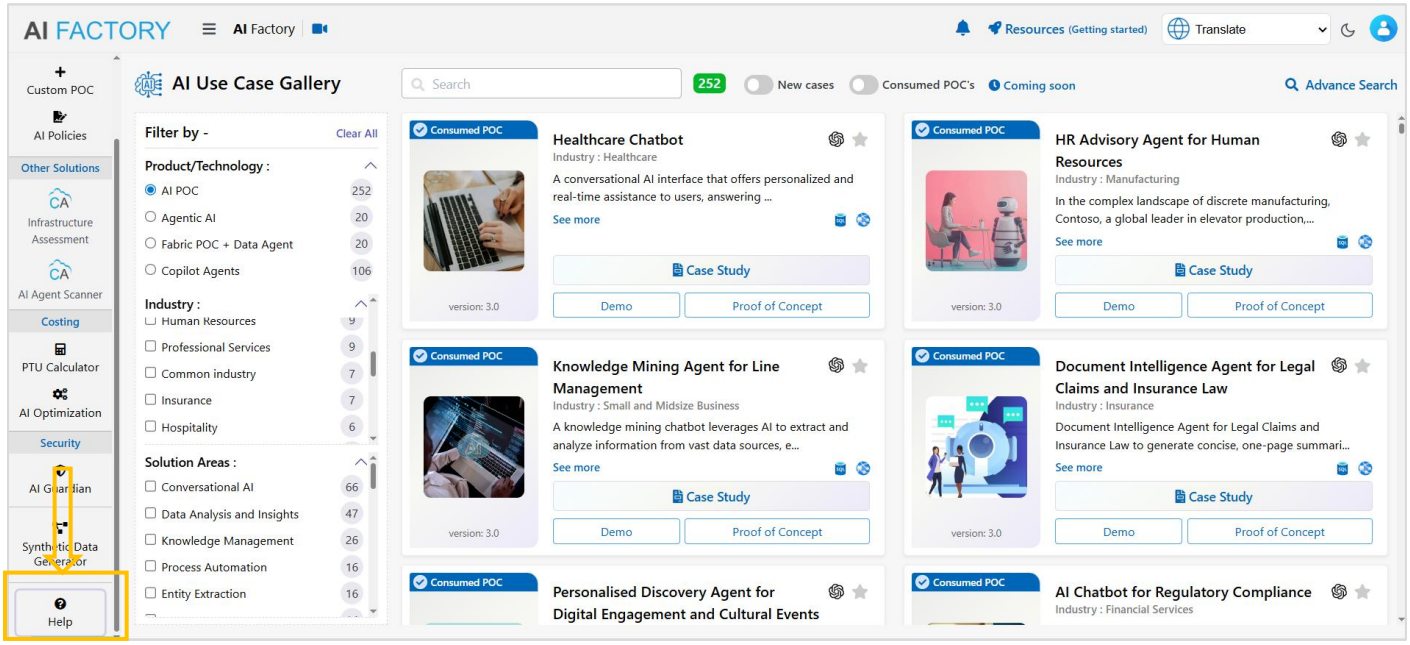
At the top, the **Getting Started Guide** encourages users to explore, learn, and apply the capabilities of AI Factory. It sets the tone for a structured onboarding experience aimed at unlocking the full potential of the platform.

Beneath this, a **filter bar** allows users to refine the displayed resources by **User Role**, **Content Type**, and **Formats**, along with a search bar and a "Clear All Filters" button for easy navigation.

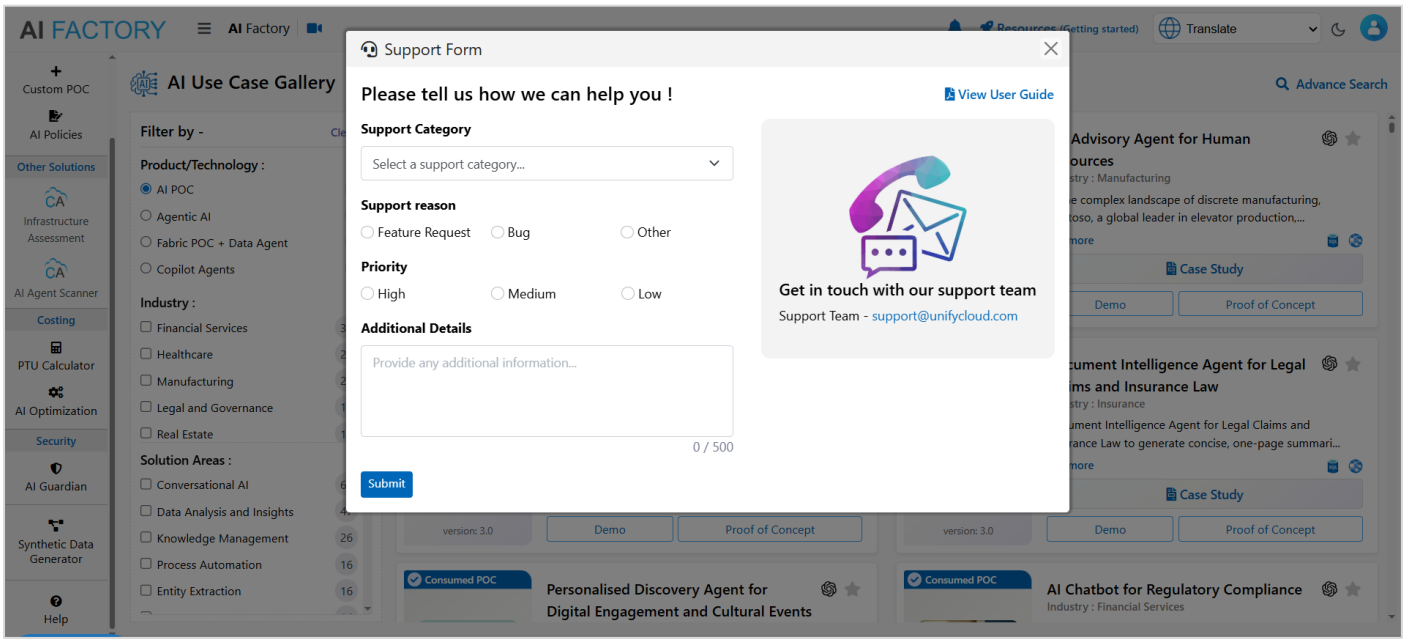
The central section, titled **"Innovate with AI"**, showcases a collection of downloadable resources:

- Brochures such as **AI Factory Brochure**, **AI Guardian Brochure**, **AI Optimize Brochure**, and master class brochures for **Microsoft Azure OpenAI** and **Microsoft Fabric**.
- Multimedia and instructional content like the **AI Factory Key Capabilities and Basic Navigation Overview** video.
- User documentation including the **AI Factory User Guide** and **AI Guardian User Guide**.

15. Support



After Clicking on “Help” button.



After filling in the support form, you will get a response according to our SLA withing 24 hours. If you set a high priority, then our dedicated team will reach and resolve the issue/concern on priority.

16. FAQs

Q1: How can I access the demo feature?

A1: Navigate to the use case card and click the "Demo" button.

Q2: What should I do if the platform is not responsive?

A2: Check your internet connection and refresh the page. If the issue persists, contact support.

17. Troubleshooting

Common Issues:

Login Errors:

Ensure your credentials are correct. Use the "Forgot Password" option if needed.

Policy Upload Failures:

Verify that the file format matches the platform’s requirements (e.g., .pdf, .docx).

18. Conclusion

AI adoption is no longer optional; it is a necessity for businesses aiming to stay competitive in a rapidly evolving digital landscape. The AI Factory – AI Use Case Gallery equips organizations with the knowledge and strategic direction needed to leverage AI efficiently. By providing a diverse set of use cases, it empowers businesses to implement AI solutions tailored to their unique challenges, accelerating transformation and driving measurable impact.

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