



## AI Assistant

The AI Assistant gives ACME Creative Agency's team direct access to leading AI models — Claude, ChatGPT, and a private local model — without leaving the platform. Ask questions, draft content, and get expert help all in one place.

### Key Features

- **Multiple AI Models:** Choose from cloud models (Claude Sonnet, GPT-4o, and others) or a private local DeepSeek model that processes everything on-server. The model picker sits at the top of every session.
- **Prompt Templates:** Save and reuse prompt structures for recurring tasks. Select a template and your query is pre-filled automatically — great for consistent content requests or analysis tasks.
- **Backup Context:** Attach a saved file to give the AI background before it answers. Select from the Backup dropdown and its content is included automatically — useful for project

briefs, past proposals, or reference material.

- **airA Prompt Enhancer:** Click **Enhance with airA** to transform a rough question into a precise, structured prompt using the 4-D methodology. Review and edit the enhanced version before sending.
- **File Management:** When the AI responds with code or structured files, the **File Management** tab on the right detects them automatically. Preview any file in full, then save it to your account with one click.
- **Query History:** The **History** tab shows recent conversations with timestamps and model badges. Click **View Details** on any entry to reload the full exchange — including every file extracted during that session.

## How to Use

1. Open **AI Assistant** from the sidebar.
2. Choose an **AI Model** from the dropdown — *Claude Sonnet* for writing tasks, *GPT-4o* for broad knowledge, or the local model for sensitive internal content.
3. Optionally select a **Template** to pre-structure your prompt, or a **Backup** file to give the AI extra context.
4. Type your request in the **Query** box — for example, *"Draft a follow-up email for a client whose proposal has been pending two weeks."*
5. Click **Enhance with airA** to refine the prompt, or go straight to **Send**.
6. The AI response appears in the conversation panel. Any files or code blocks in the response are automatically listed in the **File Management** tab on the right.
7. Click a file entry to preview it in full, then click **Save File** to keep it in your account.

## Tips

- Use **Templates** to standardise how ACME's team phrases recurring requests — for example, a template for project scoping, tone reviews, or client email drafts.
- The local model (marked ) processes queries entirely on-server — a good choice for internal content you'd prefer not to send to a cloud service.
- Keep the Backup list tidy: use the pencil icon to rename a file or the trash icon to remove it.
- In the **History** tab, click **View Details** on any past query to reload the full conversation and see all files that were extracted at the time.