

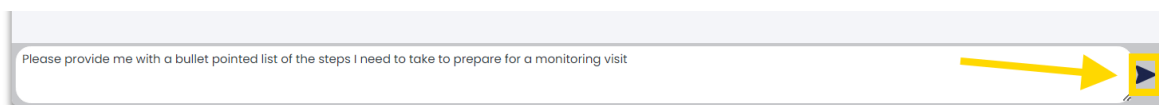
# How to use G-Bot Chatbot

## Introduction

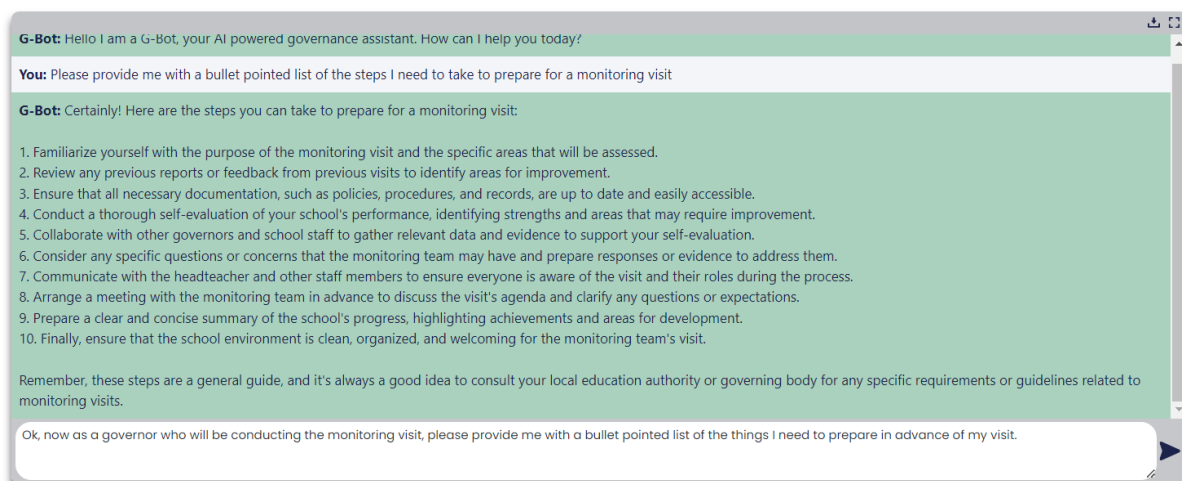
G-Bot from GovernorHelp is a chatbot which has been trained specifically on governance, education leadership and education related topics. G-Bot is more than a search engine. It can provide you with answers to your questions and gives you guidance on questions you should be asking at governance or leadership meetings.

## How to interact with G-Bot

**Step 1:** Simply type your question or instruction, then click the blue arrow to submit to G-Bot



**Step 2:** Repeat the process with additional questions or instructions



**NOTE: G-Bot remembers your conversation with it during the chat session so you can keep the conversation going.**

## Hints and Tips

**Full Screen View:** You can view G-Bot in full screen by clicking the expand icon in the upper right hand corner of the chat window.



Click the icon again to return to the default screen view mode.

**Download Chat History:** You can download the chat history so that you can save it for later reference or use in your meeting documents. Simply click on the download icon in the upper right hand corner of the chat window and save the .txt file to your computer



Further use case examples

G-Bot is not only good at answering your questions. It can also perform text based tasks to help you with things like proofreading and report writing. Try some of these example prompts:

#### **Proofreading prompt**

*PLEASE REVIEW AND PROOFREAD THIS DRAFT CURRICULUM REPORT I HAVE WRITTEN. IDENTIFY AND CORRECT ANY SPELLING MISTAKES AND ALSO REPHRASE ANY SENTENCES TO MAKE IT AS PROFESSIONAL AS POSSIBLE. CAN YOU ALSO ADD AN APPROPRIATE INTRODUCTION AND A CONCISE CONCLUSION AT THE END. HERE IS THE DRAFT TEXT I HAVE WRITTEN: [INSERT YOUR TEXT]*

#### **Transposing meeting notes into paragraphs prompt**

*USING THESE MEETING NOTES AS A GUIDE, PLEASE REWRITE THEM IN AT LEAST 3 PARAGRAPHS SO THAT I CAN USE THEM IN A REPORT FOR MY NEXT GOVERNORS MEETING. HERE ARE MY NOTES: [INSERT YOUR TEXT]*

#### **Creating draft policies**

*PLEASE WRITE A DETAILED DRAFT SCHOOL EDI POLICY WHICH I CAN USE AS A FRAMEWORK FOR A DISCUSSION WITH MY GOVERNING BODY*

These are just a very few examples of what you can do with G-Bot. There are literally endless possibilities so enjoy trying out your own prompts

## Troubleshooting

Due to peaks in demand, very occasionally the chatbot AI model may become overloaded. If this occurs G-Bot may return an error message like **“Something went wrong”** or **“invalid nonce”**

If this occurs simply refresh your browser by pressing CTRL + F5 keys on your laptop or desktop or on mobile by closing the browser window and relaunching GovernorHelp. On rare occasions you may need to go to your browser settings and clear the cookies on your browser.

For more FAQs, support questions and help resources visit our support page on the GovernorHelp website: <https://governorhelp.com/support>