

# QUBE AI

*Your Intelligent Knowledge Qube*

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## USER MANUAL

Manager / Administrator Edition

*Complete Reference Guide*

Version 2.6.1 - Build 2026.03

Developed by Hemminger Data Management Services

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# 1. Introduction

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## 1.1 About QUBE AI

QUBE AI is an intelligent document query and knowledge management system built for Hemminger Data Management Services (Hemminger DMS). It allows your team to interact with project documentation through natural language, removing the need for manual document searches.

The platform is powered by AI-assisted retrieval (RAG - Retrieval-Augmented Generation) combined with a secure cloud backend (Supabase and n8n Automation), giving engineers and managers direct, conversational access to project knowledge. Instead of opening dozens of PDFs to find one paragraph, a user simply asks QUBE AI a question and receives an answer drawn directly from the indexed project documents.

## 1.2 Purpose of This Manual

This manual is written for Managers and Administrators of QUBE AI. It is intended to be a complete, self-contained reference - every screen, field, button, and workflow in the application is documented here with an accompanying annotated illustration so that a manager can configure and operate the system without external support.

Each section below includes:

- **An annotated screenshot** - a screen mockup with numbered callouts identifying every interactive element.
- **A field-by-field legend** - describing exactly what each numbered element does and any rules or constraints that apply to it.
- **Step-by-step instructions** - a numbered walkthrough for completing the task from start to finish.
- **Notes, Tips, and Warnings** - highlighting important behaviour, edge cases, or destructive actions to be aware of.

## 1.3 Who Should Use This Manual

- **Managers / Administrators** - responsible for setting up and maintaining Mainova project data within QUBE AI, including creating projects, uploading documents, reviewing AI prompt quality, and managing user access.
- **Engineers** - who also use the chat feature but want a deeper understanding of how the wider system is structured.

## 1.4 System Requirements

- Any modern web browser (Chrome, Edge, Firefox, or Safari) on desktop or tablet.
- An active internet connection - QUBE AI is a cloud-hosted, single-page web application and has no offline mode.

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- Valid QUBE AI login credentials issued by your administrator.

## **1.5 How This Manual Is Organised**

The manual follows the natural order in which a manager would use the system: signing in, navigating the dashboard, using the AI chat, then the three administrative areas (Project Administration, Prompt Library, and User Administration), followed by personal account settings and a troubleshooting reference at the end.

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## 2. Getting Started

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### 2.1 The Login Screen

QUBE AI opens on a secure login screen. You must authenticate with a registered email address and password before any other part of the system becomes available.



Figure 2.1 - The QUBE AI login screen

#### Field-by-Field Reference

#	Element	Description
1	Email Address field	Enter the email address registered to your QUBE AI account. This is case-insensitive but must match exactly what your administrator set up.
2	Password field	Enter your account password. Characters are masked by default for privacy.
3	Forgot Password? link	Click this if you cannot remember your password. It starts the password-recovery process, typically by emailing you a reset link.
4	Login button	Submits your credentials. If correct, you are taken to the Home dashboard. If incorrect, an error message is shown and you remain on this screen.

#### Step-by-Step: Logging In

1. Open your web browser and navigate to the QUBE AI portal URL provided by your administrator.
2. Click into the Email Address field and type your registered email.
3. Click into the Password field and type your password.
4. Click the Login button.
5. If your credentials are correct, you will be redirected automatically to the Home dashboard (see Section 2.3).

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**Note:** If you see a “Forgot Password?” link and need to reset your password, see Section 2.2 below.

## 2.2 Changing or Resetting Your Password

There are two ways to update your password: resetting it from the login screen if you've forgotten it, or changing it deliberately from within your Profile panel while already logged in.

### 2.2.1 Resetting a Forgotten Password

1. On the Login screen, click “Forgot Password?”
2. Enter the email address associated with your account when prompted.
3. Check your email inbox for a password-reset message and follow the link provided.
4. Set a new password and confirm it, then return to the Login screen to sign in.

### 2.2.2 Changing Your Password From Your Profile

1. While logged in, open the Profile panel from the sidebar (see Section 7 for full Profile details).
2. Click “Change Password.”
3. Enter your new password in the “New Password” field.
4. Re-enter the same password in the “Confirm Password” field - this must match exactly.
5. Click “Update Password” to save the change, or “Cancel” to close the dialog without changes.

**Tip:** Choose a password that is unique to QUBE AI and not reused from other systems, particularly because the platform holds project and client documentation.

## 2.3 The Home Dashboard

After logging in, you land on the Home dashboard. This is your personal overview screen and the fastest route into the AI chat.

## The Home dashboard

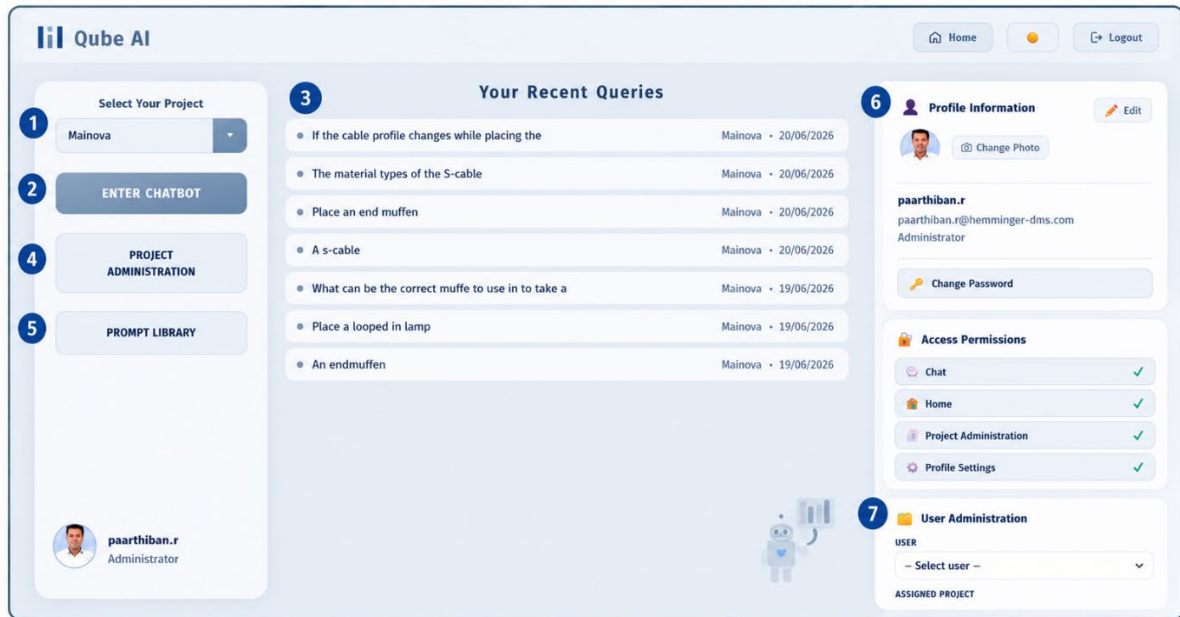


Figure 2.3 - The Home dashboard

### Field-by-Field Reference

#	Element	Description
1	Select Your Project dropdown	Sets the active project context. The AI chat and document search will be scoped to whichever project is selected here - currently "Mainova" in this deployment.
2	Enter Chatbot button	Takes you directly into the AI Chat screen (Section 3), using the project you selected as the active context.
3	Your Recent Queries panel	A running list of the questions you have personally asked the AI, with the project and timestamp for each. Useful for picking up where you left off.
4	Project administration	Takes you directly into the Project administration (Section 4), using the project you selected as the active context.
5	Prompt library	Takes you directly into the Prompt Library (Section 5), lets managers review how the AI has been responding to queries
6	Profile Information	Every user, including managers, has a personal Profile panel for managing their own account details, photo, and password.
7	User Administration	User Administration is restricted to Admin and Manager roles. It controls which users can access which projects, and what parts of the application each user can see.

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### Step-by-Step: Starting From the Dashboard

1. After logging in, confirm the correct project is shown in the Select Your Project dropdown.
2. If you need to switch projects, click the dropdown and choose a different project from the list.
3. Click “Enter Chatbot” to begin a conversation, or review an item in Your Recent Queries to revisit a past question.

**Note:** The top navigation bar also shows your name, role (e.g., Engineer, Manager), and a light/dark mode toggle (☾) in the upper-right corner of every screen.

### 3. Using the AI Chat

The AI Chat is the core feature of QUBE AI. It provides a conversational interface for asking questions about your project documents in plain language. The chat interface has been updated with a cleaner full-screen layout and two powerful new features: a file/image upload button and a built-in translation tool that can convert AI answers into other languages.

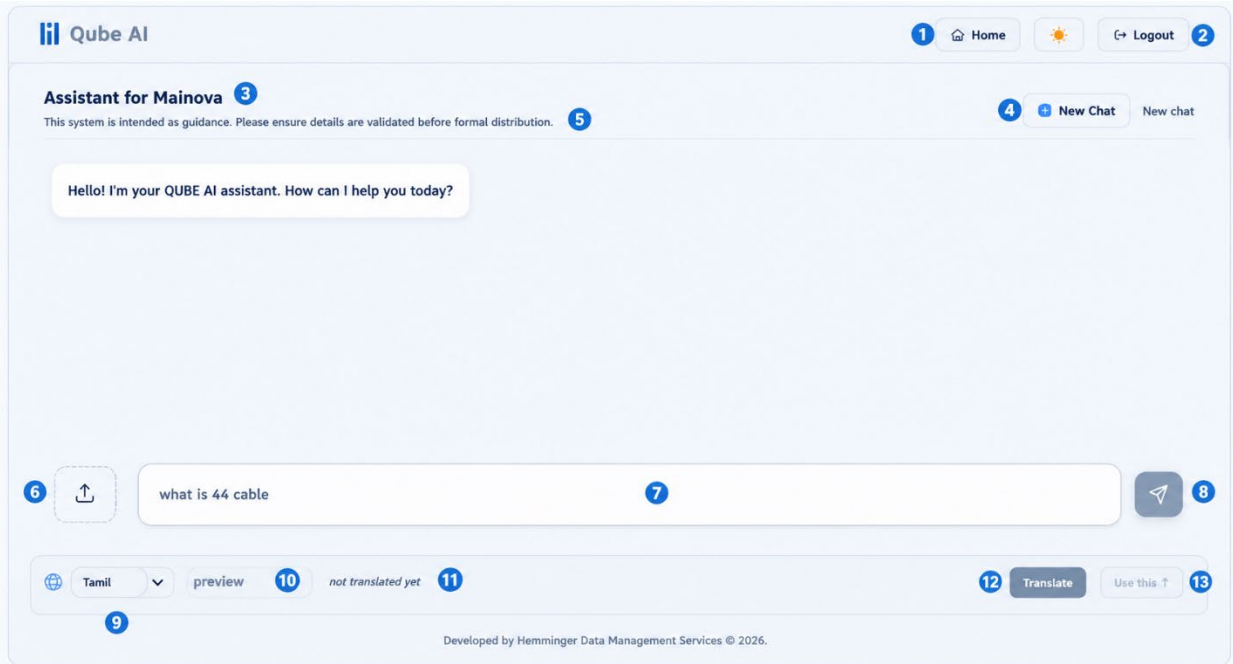


Figure 3.1 — The updated AI Chat interface showing the top navigation bar, upload button, message box, and the translation bar

#### Interface Overview — Field-by-Field Reference

#	Element	Description
1	Home button (top nav)	Returns you to the Home dashboard. Replaces the sidebar navigation used in earlier versions — the chat interface now uses a slim top navigation bar.
2	Logout button (top nav)	Signs you out of QUBE AI from any screen.
3	Assistant for Mainova heading	Confirms which project the AI assistant is currently scoped to. All answers are drawn from documents indexed under this project.
4	New Chat button	Starts a fresh, empty conversation thread. Use this when switching to a new topic so earlier chat history does not influence the AI's context.
5	Guidance disclaimer	Displayed at the top of every session: "This system is intended as guidance. Please ensure details are validated before formal distribution."
6	Upload button (dashed box, ↑ icon)	Opens a file picker so you can attach a file or image to your next message. The AI will use the attachment as additional context when answering your question.

#	Element	Description
7	Message box	The text field where you type your question in plain language.
8	Send button (▶ icon)	Submits your message and any attached file to the AI.
9	Language selector	A dropdown in the translation bar that lets you choose the target language for translation (e.g. German, French, Spanish). Click the dropdown to change the language before pressing Translate.
10	Preview label	Indicates that the translation bar is showing a preview of the translated text before you choose to use it.
11	Translation status	Shows the current state of the translation, e.g. “not translated yet” while the AI answer is waiting to be translated, or the translated text once Translate has been clicked.
12	Translate button	Triggers the translation of the most recent AI answer into the language selected in the Language selector. The translated result appears in the translation status area as a preview.
13	Use this ↑ button	Inserts the translated text from the preview directly into the message box, so you can copy it, send it, or use it as the basis for a follow-up question.

### 3.1 Asking a Text Question

The simplest way to use the chat is to type your question in plain language. QUBE AI searches all indexed documents for the active project and returns an answer with the source document cited.

#### Step-by-Step

1. Navigate to the Chat screen. The heading “Assistant for Mainova” confirms the active project.
2. Click into the message box at the bottom of the screen.
3. Type your question in plain language — for example: “What is the work instruction for utility mapping on this project?”
4. Press Enter or click the Send (▶) button.
5. QUBE AI will search the indexed documents and return a generated answer, typically citing the source PDF it drew from.
6. Continue the conversation naturally — you can ask follow-up questions and the AI will retain context from earlier in the same thread.

#### Example Questions You Can Ask

- “What is the work instruction for utility mapping on this project?”
- “What are the 43 cable functions?”
- “Summarise the latest specification document.”
- “List all query documents received this month.”

- 
- “What did the client say in the most recent email about site access?”
  - “What version of the survey legend is currently active?”
  - “What is the expected GPR depth range at grid zone B-14?”

### 3.2 Attaching a File or Image

You can attach a file or image to your message so the AI can use it as additional context when answering. This is particularly useful for field teams who want to check a site reading, photo, or scan against project specifications.

To attach a file:

1. Click the Upload button (the dashed box with the ↑ arrow icon) on the left side of the input row.
2. A file browser will open — navigate to and select your file or image.
3. The attachment will be confirmed and linked to your next message.
4. Type your question in the message box — for example: “This is the GPR reading at grid B-14. Does the depth match the work instruction?”
5. Click the Send (▶) button. The AI will analyse the attachment in the context of the indexed project documents and return an answer.

*Tip: When attaching a site photo, include specific details in your question such as the grid reference, equipment type, or the section of the specification you want checked. This helps the AI return the most relevant answer from the indexed documents.*

**Warning:** Do not attach documents containing confidential personal data or content unrelated to the Mainova project. All attachments are processed by the AI engine as query context.

### 3.3 Translating an AI Answer

The translation bar at the bottom of the chat screen lets you translate any AI-generated answer into a different language. This is useful when sharing findings with non-English-speaking colleagues or clients, or when working with German-language project documentation.

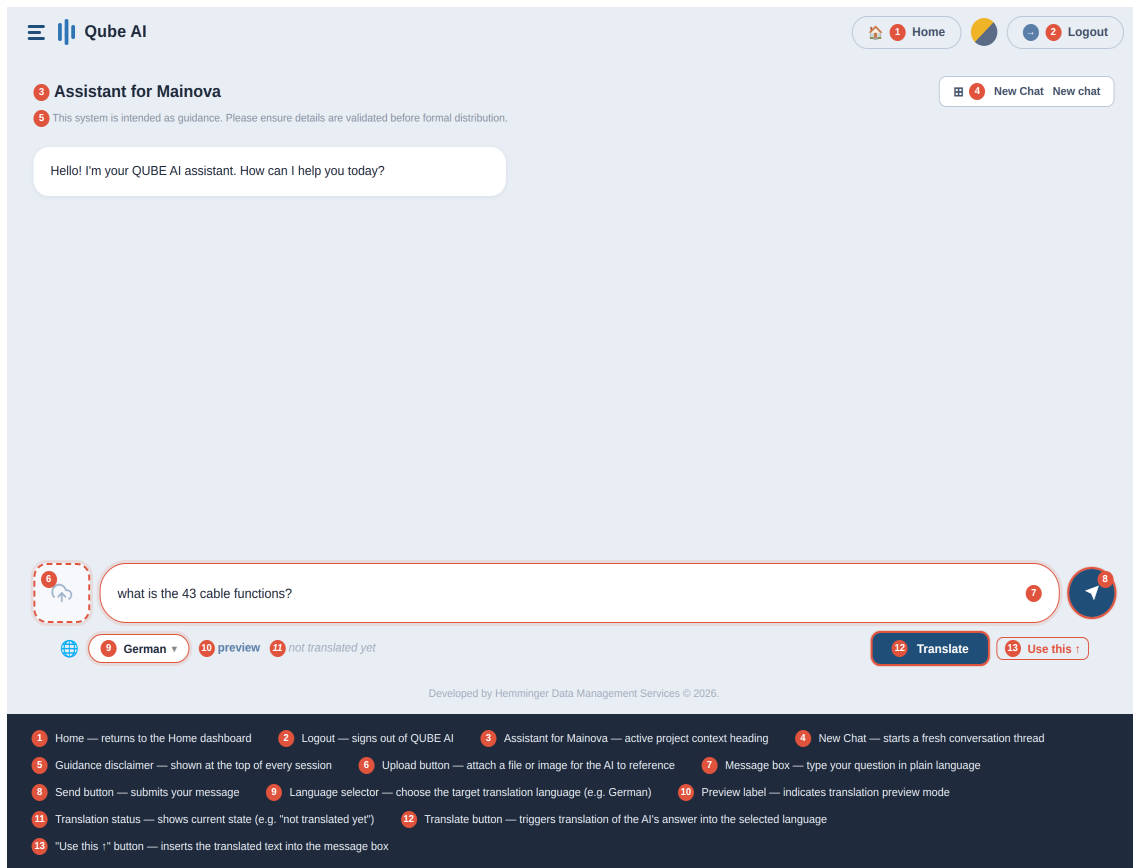


Figure 3.3 — The translation bar showing the Language selector, preview status, Translate button, and Use this ↑ button

### Step-by-Step: Translating an Answer

1. Ask your question in the message box and receive an AI answer.
2. Look at the translation bar below the message box. It shows the currently selected language (e.g. “German”), a “preview” label, and the status “not translated yet.”
3. If you need a different language, click the Language selector dropdown and choose your target language.
4. Click the Translate button. QUBE AI will translate the most recent AI answer into the selected language.
5. The translated text appears in the translation status area as a preview — review it before using it.
6. Click “Use this ↑” to insert the translated text into the message box, where you can copy it, edit it, or send it as part of a follow-up.

**Note:** Translation is applied to the most recent AI answer in the current thread. If you start a New Chat, the translation preview is cleared.

**Tip:** The Language selector defaults to German. If your team works in another language, select it once at the start of your session and it will remain selected for the duration of that chat.

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### 3.4 AI Reference Images in Answers

When QUBE AI's answer is supported by diagrams, tables, drawings, or figures from the indexed project documents, it may include these as reference image cards beneath its text answer. Each card shows the source document name and figure number, so you can locate the original in the Document Library if needed.

**Note:** Reference images are extracted directly from the indexed PDFs. If a document was uploaded as a scanned image rather than a native text PDF, figure extraction may be limited. Upload text-native PDFs for best results.

### 3.5 Managing Chat Sessions

- **Start a new thread** — click New Chat (top right) whenever you switch to an unrelated topic, to keep the AI's context clean.
- **Current session history** — the full chat history for the current session is shown in the message area. There is no separate sidebar history panel in the updated interface.

**Warning:** AI-generated answers are guidance only. As stated at the top of every chat session: "This system is intended as guidance. Please ensure details are validated before formal distribution." Always verify critical figures, dates, or instructions against the original source document before using them in formal communication or decision-making.

## 4. Project Administration

Project Administration is the central hub for setting up projects and managing the documents QUBE AI uses to answer questions. It is accessible to Managers and Administrators from the sidebar, and is organised into three tabs: Project Creation, Upload Documents, and Manage Documents.

### 4.1 Project Creation

Use this tab to register a new project in QUBE AI before any documents can be uploaded against it.

The screenshot displays the 'Project Administration' interface. At the top, there's a header with a bar chart icon, the title 'Project Administration', and a subtitle 'Manage projects, upload and organise documents'. A 'Connected' status indicator is visible in the top right. Below the header are three tabs: 'Project Creation' (active), 'Upload Documents', and 'Manage Documents'. The main content area is divided into two sections. The first section, titled 'NEW PROJECT', contains a form with the following fields: 'Project Code' (with a red asterisk and example 'e.g. PRJ-2024-001'), 'Project Name' (with a red asterisk and placeholder 'Enter project name'), 'Project Type' (dropdown menu with '- Select type -'), 'Project Status' (dropdown menu with 'In Progress'), 'Received Date' (calendar icon and placeholder 'dd/---/yyyy'), 'End Date' (calendar icon and placeholder 'dd/---/yyyy'), 'Client Name' (placeholder 'Client organisation'), 'Client Contact' (placeholder 'Phone or email'), and 'HDMS Contact' (placeholder 'Internal contact'). At the bottom of this form are two buttons: '+ Create Project' and 'Reset'. The second section, titled 'ALL PROJECTS', features a search bar with the placeholder 'Search by name or code...', a dropdown menu for 'All Statuses', and a 'Refresh' button. Below this is a table with the following data:

CODE ↓	NAME ↓	TYPE ↓	STATUS ↓	CLIENT ↓	RECEIVED ↓	END DATE ↓	ACTIONS
HDMS-25022	Mainova	Utility Mapping	In Progress	Smart Data Factory	24 Dec 2025	31 Dec 2028	View Edit Delete

Figure 4.1 - Project Creation tab, with the All Projects table below the form

### Field-by-Field Reference

#	Field	Description
1	Project Code *	A unique short identifier for the project, e.g. "HDMS-25022." Required - used throughout the system to reference this project.
2	Project Name *	A descriptive, human-readable project title, e.g. "Mainova Network Survey." Required.
3	Project Type	Classifies the kind of work the project covers. Options: Data Management, Utility Mapping, Scan to BIM, CAD Digitization, Laserscanning, Geospatial, Field Survey, Photogrammetry, Topographic Mapping.
4	Project Status	Current lifecycle stage of the project: In Progress, Hold, or Completed.
5	Received Date / End Date	The project's start (received) and end dates, used for tracking and reporting timelines.
6	Client Name / Client Contact / HDMS Contact	Records who the client is, the client-side point of contact, and the internal Hemminger DMS contact responsible for the project.
7	Create Project button	Validates and saves the form as a new project record. The new project then appears in the All Projects table below.
8	Reset button	Clears all fields in the form without saving, letting you start over.
9	Status filter (in All Projects)	Filters the projects table to show only projects with a chosen status (In Progress / Hold / Completed), or all statuses.
10	Refresh button	Reloads the All Projects table to reflect the latest data, including projects created by other users.

### Step-by-Step: Creating a New Project

1. Go to Project Administration in the sidebar, then select the Project Creation tab.
2. Enter a unique Project Code (required).
3. Enter a descriptive Project Name (required).
4. Select the appropriate Project Type from the dropdown.
5. Select the current Project Status (typically "In Progress" for a new project).
6. Enter the Received Date and, if known, the End Date.
7. Enter the Client Name, Client Contact, and HDMS Contact.
8. Review all fields, then click "Create Project."
9. Confirm the new project now appears as a row in the All Projects table below the form.

**Tip:** Use a consistent Project Code naming convention (e.g., HDMS-YYNNN) so projects stay easy to search and reference across the system.

### Viewing and Managing the Projects Table

Every project ever created appears in the All Projects table. From here you can:

- **Sort** - any column - Code, Name, Type, Status, Client, Received, or End Date - by clicking its header arrow (↕).
- **Filter** - the table to a single status using the dropdown above the table.
- the table using the Refresh (🔄) button to pull in the latest changes made by other users.
- **Edit or delete** - a project's details or remove it entirely using the action icons in the rightmost column of each row.

## 4.2 Upload Documents

Use this tab to add PDF documents to a project so that QUBE AI's AI engine can index and search them.

The screenshot displays the 'Project Administration' interface, specifically the 'Upload Documents' tab. The interface is titled 'Project Administration' with the subtitle 'Manage projects, upload and organise documents'. A 'Connected' status indicator is visible in the top right corner. The main navigation bar includes 'Project Creation', 'Upload Documents' (the active tab), and 'Manage Documents'. The 'UPLOAD DOCUMENT' section contains the following fields:

- Project Name \***: A dropdown menu with the placeholder text '- Select project -'.
- Project Code \***: A text input field.
- Document Type \***: A dropdown menu with the placeholder text '- Select type -'.
- Document Received On**: A date picker field with the placeholder text 'dd/--/yyyy'.
- Version Control**: A text input field with the placeholder text 'e.g. v1.0'.
- Document \* (PDF only)**: A large dashed border area for file upload. It contains a folder icon and the text 'Drag & drop PDF here, or click to browse' and 'PDF only - max 50 MB'.
- Upload Document**: A blue button with an upward arrow icon.
- Reset**: A button with a circular refresh icon.

Figure 4.2 - Upload Documents tab

### Field-by-Field Reference

#	Field	Description
1	Project Name *	Select which project this document belongs to, from a dropdown of existing projects (e.g., Mainova). Required.
2	Project Code *	Confirms or auto-fills the matching project code for the selected project. Required.
3	Document Type *	Categorises the document: E-Mail Communication, General Document, Legends, Query Document, Specification Document, or Work Instruction. Required.
4	Document Received On	The date the document was received from the client or another source.
5	Version Control	Optional free-text field to record a version or revision label, e.g. "v1.0" or "Rev A."
6	Document drop zone *	Drag and drop a PDF file here, or click to open a file browser. Required. Only PDF files are accepted, up to 50 MB.
7	Upload Document button	Submits the form and begins uploading and indexing the file.
8	Reset button	Clears the form, including the selected file, without uploading.

### Step-by-Step: Uploading a Document

1. Go to Project Administration → Upload Documents.
2. Select the destination project from the Project Name dropdown.
3. Confirm the Project Code is correct.
4. Select the appropriate Document Type from the dropdown.
5. Enter the Document Received On date.
6. Optionally enter Version Control information.
7. Drag and drop your PDF file onto the upload area, or click it to browse your computer and select the file.
8. Click "Upload Document."
9. Wait for the upload and indexing process to complete - the document will then be searchable through the AI Chat.

**Warning:** Only PDF files are accepted, with a 50 MB maximum file size per document. Files in other formats (Word, Excel, images, etc.) must be converted to PDF before uploading.

## 4.3 Manage Documents (Document Library)

The Document Library lists every document uploaded across all projects, and is where you replace or remove documents.

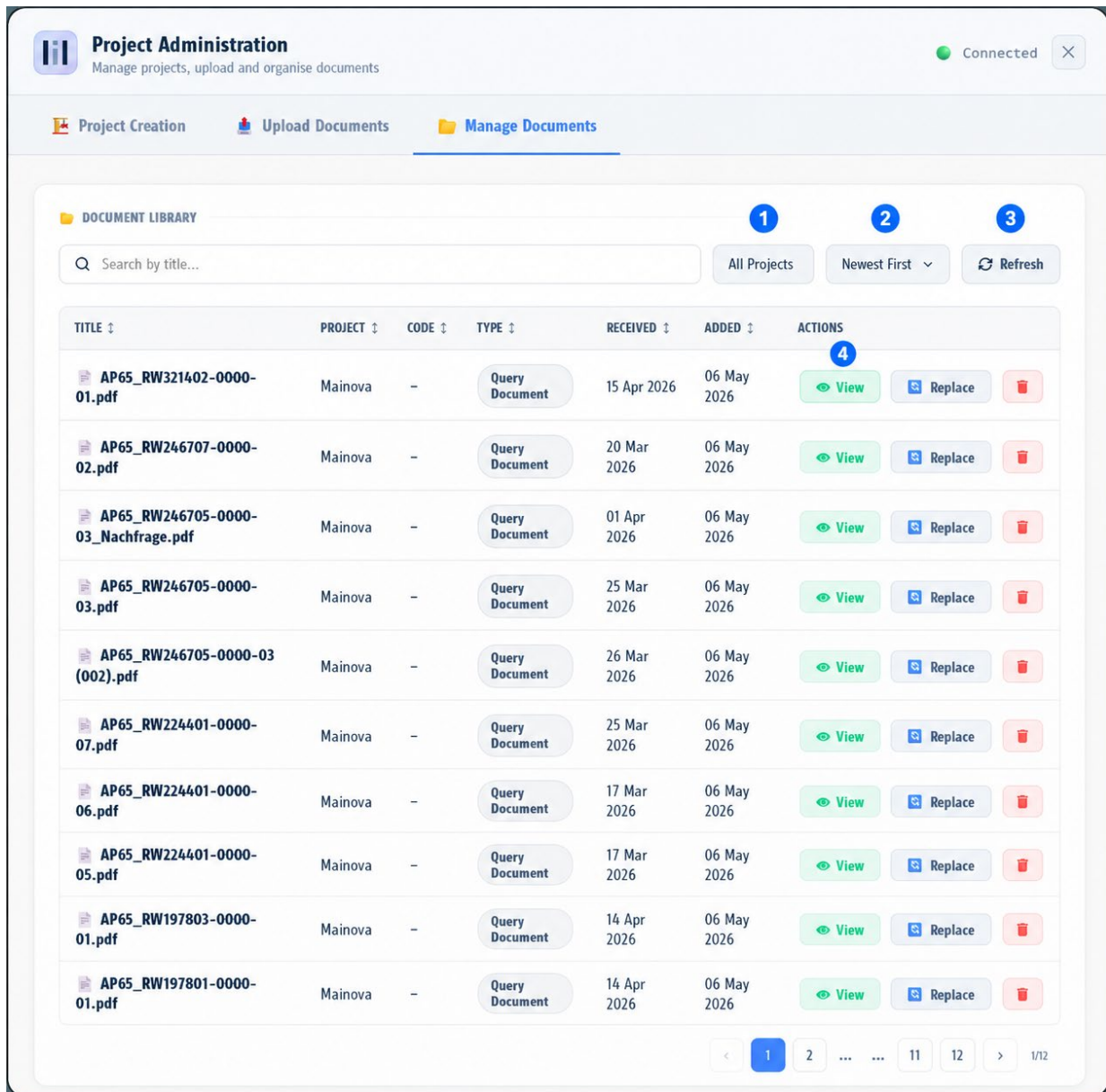


Figure 4.3 - Document Library

## Field-by-Field Reference

#	Element	Description
1	All Projects filter	Restricts the document list to a single project, or shows documents from every project.
2	Sort dropdown	Reorders the list: Newest First, Oldest First, Title A–Z, or Title Z–A.
3	Refresh button	Reloads the table to reflect the most recent uploads or changes.

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#	Element	Description
4	Row actions (Edit / Replace / Delete)	Per-document actions: edit metadata, replace the file with a new version (see Section 4.4), or permanently delete the document.

### Step-by-Step: Finding a Document

1. Go to Project Administration → Manage Documents.
2. Optionally filter to a specific project using the All Projects dropdown.
3. Optionally change the sort order to find the document more quickly.
4. Click Refresh if you expect a recently uploaded document is not yet visible.
5. Locate the document row and use the action icons to edit, replace, or delete it.

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## 4.4 Replacing a Document

When a newer version of a document becomes available, use Replace Document rather than deleting and re-uploading manually - this keeps the document's project and type association intact.

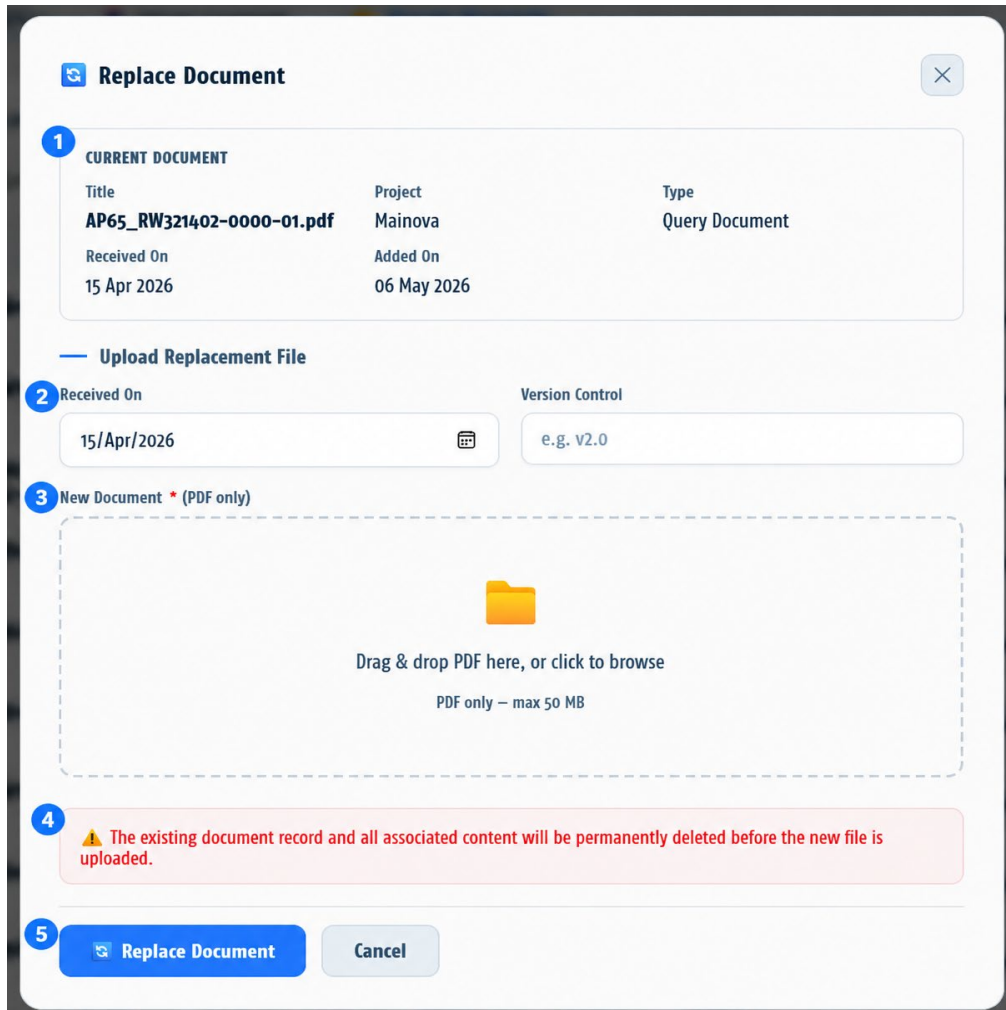


Figure 4.4 - The Replace Document dialog

## Field-by-Field Reference

#	Element	Description
1	Current Document panel	Read-only summary confirming exactly which document you are about to replace: its Title, Project, Type, Received On, and Added On dates.
2	Received On / Version Control fields	Enter the new received date and an updated version label for the replacement file.
3	New Document drop zone *	Drag and drop the new PDF here, or click to browse. Required. PDF only, 50 MB maximum.
4	Deletion warning	Confirms that the existing document and its indexed content will be permanently removed before the new file is processed.
5	Replace Document button	Confirms the action and executes the replacement. "Cancel" closes the dialog without making changes.

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### Step-by-Step: Replacing a Document

1. In the Document Library, locate the document you want to update.
2. Click the Replace icon in that row's Actions column.
3. Review the Current Document details shown at the top of the dialog to confirm you have the right file.
4. Set the new Received On date and, if used, an updated Version Control label.
5. Drag and drop the new PDF into the upload area, or click to browse and select it.
6. Read the deletion warning carefully.
7. Click "Replace Document" to confirm, or "Cancel" to back out without making changes.

**Warning:** Replacing a document permanently deletes the existing document record and all of its AI-indexed content before the new file is uploaded. This action cannot be undone. Double-check the Current Document panel before confirming.

## 5. Prompt Library

The Prompt Library lets managers review how the AI has been responding to queries across the team, helping maintain answer quality and build a trusted, reusable reference set of validated prompts.

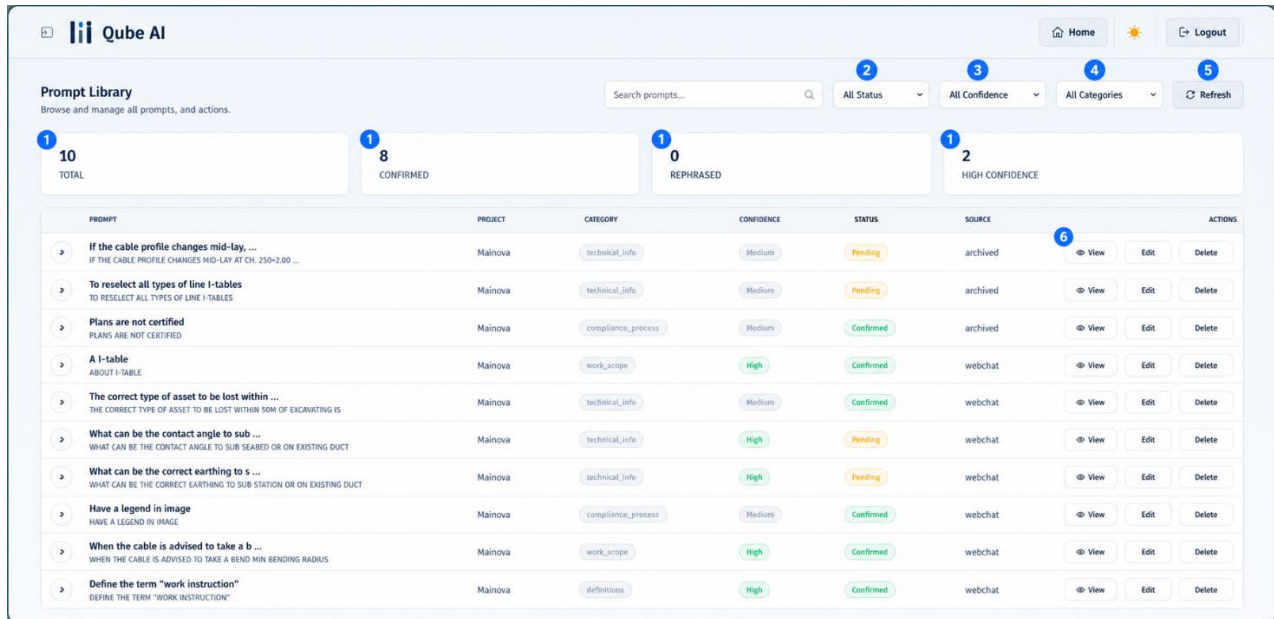


Figure 5.1 - The Prompt Library

### Field-by-Field Reference

#	Element	Description
1	Stat cards	Four summary counters at the top of the page: Total prompts saved, Confirmed (verified accurate), Rephrased (reworded for clarity), and High Confidence (the AI's own certainty rating).
2	Status filter	Narrows the table to Confirmed, Pending, or Rephrased prompts, or shows all.
3	Confidence filter	Narrows the table by the AI's confidence rating: High, Medium, or Low.
4	Category filter	Narrows the table to a specific subject category, such as Work Instruction or Specification.
5	Refresh button	Reloads the table with the latest saved prompts.
6	View action	Opens full detail for a single prompt entry, including its original question, the AI's answer, and any confirmation or rephrasing history.

### Step-by-Step: Reviewing Saved Prompts

1. Open Prompt Library from the sidebar.
2. Review the four stat cards at the top for a quick quality overview.
3. Apply the Status, Confidence, and/or Category filters to narrow down to the prompts you want to review.
4. Click Refresh to ensure you're viewing the latest entries.
5. Click View on any row to inspect the full prompt and its AI-generated answer in detail.

### Understanding the Status and Confidence Values

Value	Meaning
Confirmed (Status)	A team member has manually verified this prompt's answer as accurate.
Pending (Status)	Not yet reviewed or confirmed by a person.
Rephrased (Status)	The original question or answer was reworded for clarity or accuracy.
High Confidence	The AI found strong, direct support for its answer in the source documents.
Medium Confidence	The AI's answer is reasonably supported but may benefit from manual verification.
Low Confidence	The AI was less certain - always verify these answers against the source document before relying on them.

**Tip:** Use the Prompt Library periodically to spot recurring Low Confidence topics - this often signals a document that is missing, outdated, or needs to be re-uploaded with clearer content.

## 6. User Administration

User Administration is restricted to Admin and Manager roles. It controls which users can access which projects, and what parts of the application each user can see.

The screenshot displays the 'User Administration' interface. It is divided into two main sections: 'Access Permissions' and 'User Administration'. The 'Access Permissions' section, marked with a blue '5' in a circle, contains a list of four items: 'Chat', 'Home', 'Project Administration', and 'Profile Settings'. Each item has a green checkmark to its right, indicating that access is granted. The 'User Administration' section, marked with a blue '1' in a circle, contains a 'USER' dropdown menu with the text '- Select user -'. Below it is an 'ASSIGNED PROJECT' dropdown menu with the text 'All (no restriction)'. A third element, marked with a blue '3' in a circle, shows 'Current: All'. At the bottom of the section is a blue button with a white floppy disk icon and the text 'Save Assignment', marked with a blue '4' in a circle.

Figure 6.1 - User Administration

### Field-by-Field Reference

#	Element	Description
1	User dropdown	Selects which user account you are configuring access for.
2	Assigned Project dropdown	Choose a specific project (e.g., Mainova) to restrict the user to it, or select "All (no restriction)" to grant access to every project.

#	Element	Description
3	Current Assignment field	Read-only display showing the user's existing project assignment, so you can confirm what you're about to change before saving.
4	Save Assignment button	Applies the new project assignment to the selected user.
5	Profile Access Permission chips	Shows which application modules the selected user can access - Chat, Home, Project Administration, Profile Settings, and User Administration - with a checkmark (✓) indicating enabled modules.

### Step-by-Step: Assigning a User to a Project

1. Open User Administration from the sidebar.
2. Select the user you want to configure from the User dropdown.
3. Review the Current Assignment field to see their existing access.
4. Select the project to assign from the Assigned Project dropdown - either a specific project or "All (no restriction)."
5. Click "Save Assignment" to apply the change.
6. Scroll down to Profile Access Permissions to review which modules this user can currently access.

**Note:** If you are unable to view all user profiles in this screen, your Supabase administrator may need to apply a Row Level Security (RLS) policy granting Admin and Manager roles read access to user profiles. Contact your system administrator if you see a related warning message.

## 7. Profile & Account Settings

Every user, including managers, has a personal Profile panel for managing their own account details, photo, and password.

The screenshot shows a 'Profile Information' panel with a 'Cancel' button in the top right. Below the title is a profile picture placeholder with a '1' icon and a 'Change Photo' button. The main section is titled '2 Full Name' and contains input fields for 'Full Name' (Paarthiban R), 'Email' (paarthiban.r@example.com), 'Role' (Engineer), and 'Department' (Engineering). Below these is a 'Phone' field with '+91 98765 43210'. At the bottom, there are '3 Save' and 'Cancel' buttons, and a '4 Change Password' link.

Figure 7.1 - The Profile Information panel


### Field-by-Field Reference

#	Element	Description
1	Change Photo link	Opens a file picker to upload a new profile picture, replacing your avatar initials.
2	Full Name / Email / Role fields	Your personal account details. Role (e.g., Engineer, Manager, Admin) is typically controlled by an administrator and may be read-only.
3	Save / Cancel buttons	Save applies any edits you've made to your profile fields; Cancel discards them and closes the panel.

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#	Element	Description
4	Change Password link	Opens the Change Password dialog described in Section 2.2.2.


### Step-by-Step: Editing Your Profile

1. Open the Profile panel from the sidebar (usually via your name/avatar in the top-right corner).
2. Click the Edit () icon if the fields are not already editable.
3. Update your Full Name or other editable fields as needed.
4. Click "Save" to apply the changes, or "Cancel" to discard them.

### Step-by-Step: Changing Your Profile Photo

1. In the Profile panel, click "Change Photo."
2. Select a new image file from your device.
3. Confirm the change - your new photo will replace the initials shown across the application.

### Light / Dark Mode

Use the moon icon () in the top navigation bar, visible on every screen, to toggle between light and dark display themes. This is a personal display preference and does not affect other users.

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## 8. Troubleshooting & Support

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### 8.1 Common Issues

Issue	Suggested Action
Cannot log in	Confirm your email and password are correct, check Caps Lock, or use "Forgot Password?" to reset (Section 2.2.1).
Document upload fails	Confirm the file is a genuine PDF (not renamed from another format) and is under the 50 MB size limit.
AI gives an outdated or incorrect answer	Check whether a newer document version needs to be uploaded via Replace Document (Section 4.4), and review the prompt's Confidence rating in the Prompt Library.
Cannot see other users' profiles in User Administration	A Supabase Row Level Security (RLS) policy may need to be applied by your system administrator (see note in Section 6).
Project Administration panel shows "Connecting..."	Wait a moment for the system to establish a connection, or refresh the browser page.
A newly created project doesn't appear in Upload Documents	Click Refresh on the All Projects table in Project Creation, then check the Project Name dropdown again in Upload Documents.
Chat answers seem to ignore the right project	Confirm the correct project is selected in the Project Selector on the Home screen before entering the chatbot.

### 8.2 Getting Help

For further support, contact Hemminger Data Management Services:

- **Support Portal** - mail.hemminger-dms.com
- **Project Code (quote this when raising a support request)** - HDMS-25022

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### 8.3 About This System

Field	Value
Application	QUBE AI
Platform	Web - Single Page Application
Backend	Supabase + n8n Automation
AI Engine	Large Language Model (RAG)
Version	2.6.1 - Build 2026.03
Developed By	Hemminger DMS
Client	Mainova AG

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Field	Value
Year	2026

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**Illustration Disclaimer:** All screen illustrations in this manual are representative mockups built to match the real QUBE AI layout and field set. Minor visual differences (exact colours, fonts, or icon styles) may exist between this manual and your live environment.