

How to Use Claromentis AI

In Claromentis v10, we have implemented [AI features](#) in some applications using Google Gemini Flash. This guide will list where the AI features are available and how they can be used.

AI features are disabled by default, but can be toggled by a [Sysadmin](#) at any time from **Admin > System > Generative AI**.

Admin

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Generative AI

Labs

INTEGRATIONS

< > Scripts

API keys

LDAP

Admin > System > Generative AI

Generative AI

Extra care must be taken when using generative AI features in a business environment.

Safety Warning

Check before publishing

Generated content may contain errors, inconsistencies, or outdated information.

Don't share sensitive data

Avoid sharing sensitive information with AI to protect your privacy and security.

Text Generation

Enable AI features for the following apps

| Apps | Status |
|----------------|-------------------------------------|
| Blog | <input checked="" type="checkbox"/> |
| Documents | <input checked="" type="checkbox"/> |
| News | <input checked="" type="checkbox"/> |
| Policy Manager | <input checked="" type="checkbox"/> |

Image Generation

Enable AI image generation across the system

☒

AI Information

Information regarding the AI models in use and their provider

| Model Type | Model Name | Model Version |
|------------------|------------|-------------------------|
| Text Model | Gemini | gemini-2.0-flash |
| Multimodal Model | Gemini | gemini-2.0-flash |
| Image Model | Imagen | imagen-3.0-generate-002 |

Provider: Google Cloud Vertex AI

Save

Blog

When the AI option is enabled, the **AI Generator** option will appear when creating a new post.

Blog > Create a new blog post

Article details Additional options All

Channel: Intranet Advice

Title:

Tags:
popular tags: intranet, claromentis, microsoft, excel, social

Picture: Upload image

Short Summary: [Rich text editor with icons: Bold, Italic, Underline, Text color, Background color, Link, Unlink, Source, etc.] [SOURCE]

Content:
☒ Text ☐ Link ☐ None

AI Content Generator

[Rich text editor toolbar with icons: Source, Bold, Italic, Underline, Text color, Background color, Link, Unlink, Source, etc.]

Enter prompts and click **Generate** to receive text from the AI.

AI Content Generator

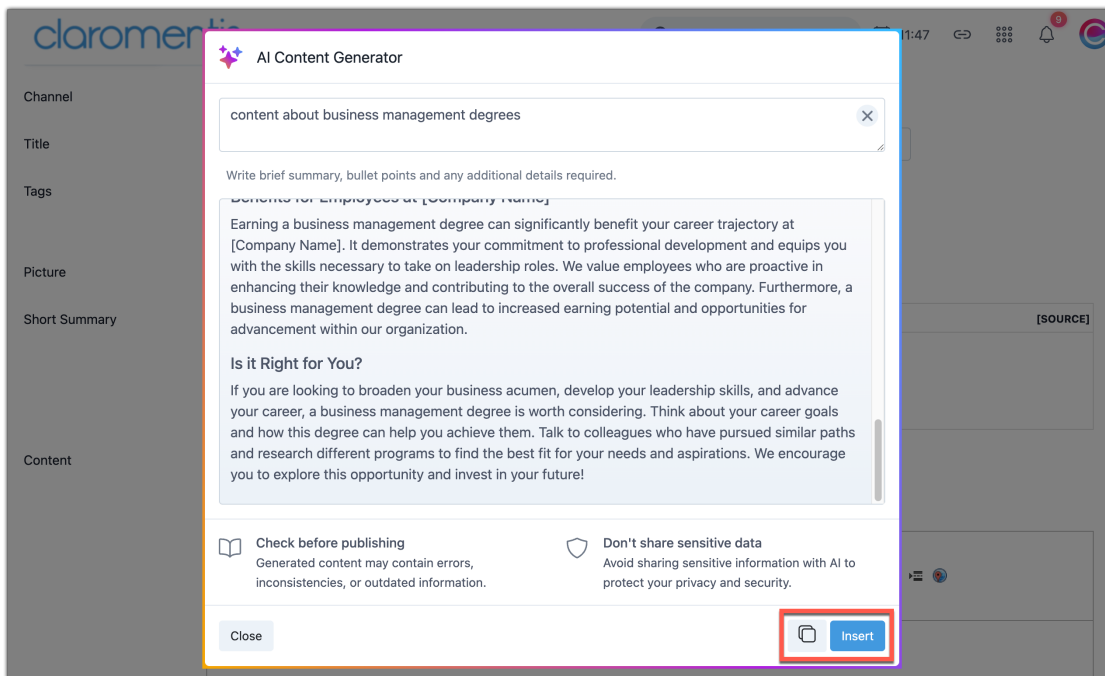
Write brief summary, bullet points and any additional details required.

Check before publishing
Generated content may contain errors, inconsistencies, or outdated information.

Don't share sensitive data
Avoid sharing sensitive information with AI to protect your privacy and security.

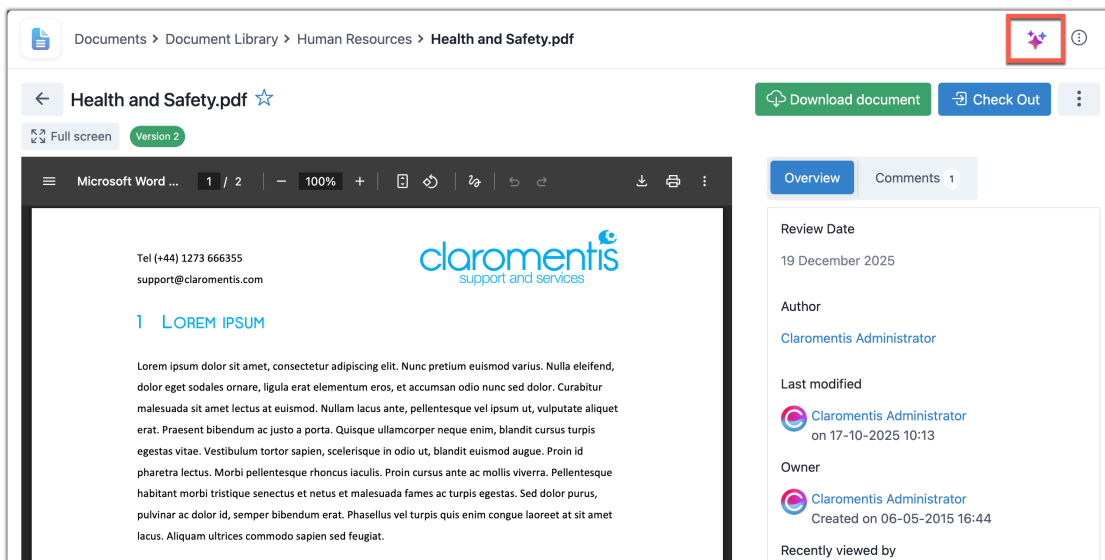
Close Generate

Once the AI finishes, use the **Copy** icon to copy its output or simply click **Insert** to add this into the post body.

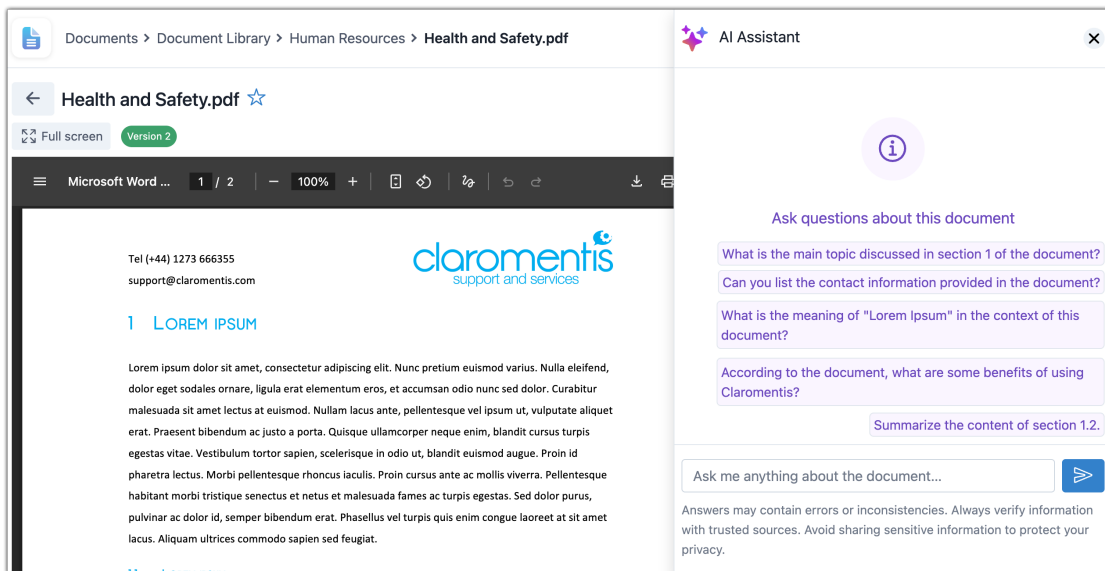


Documents

When the AI option is enabled, the **AI Generator** option will appear when viewing a file.



Clicking on this will open a chat window.

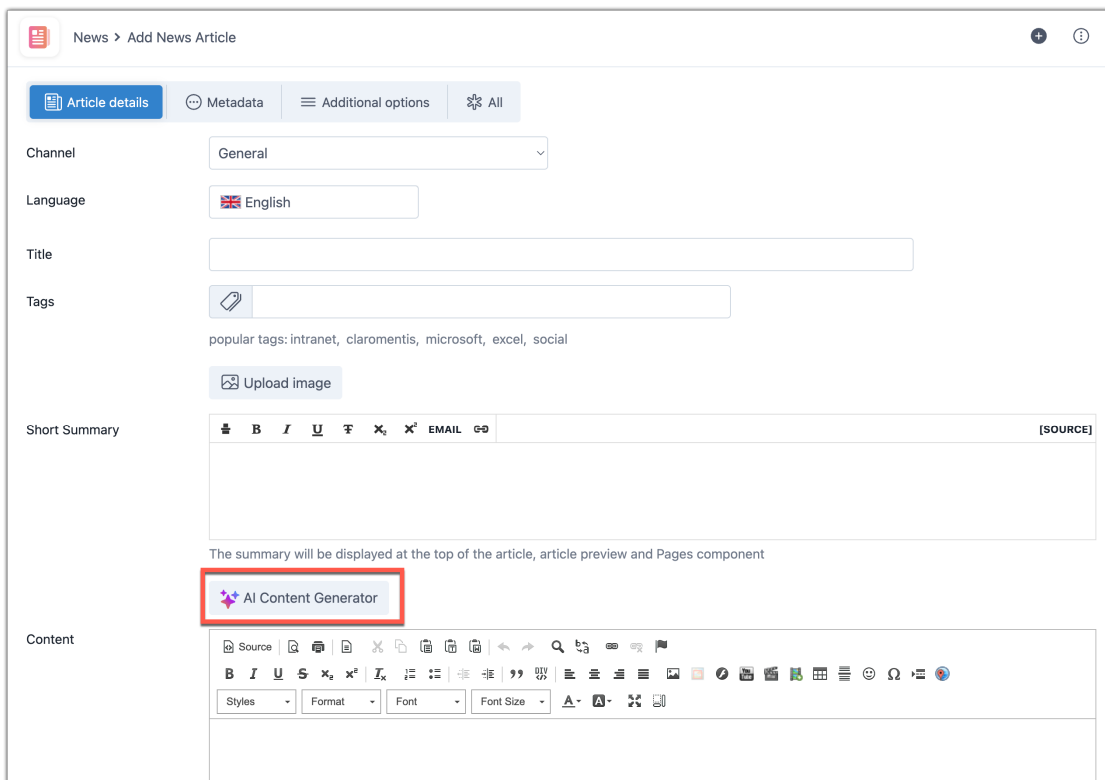


The AI provides questions based on the file's content.

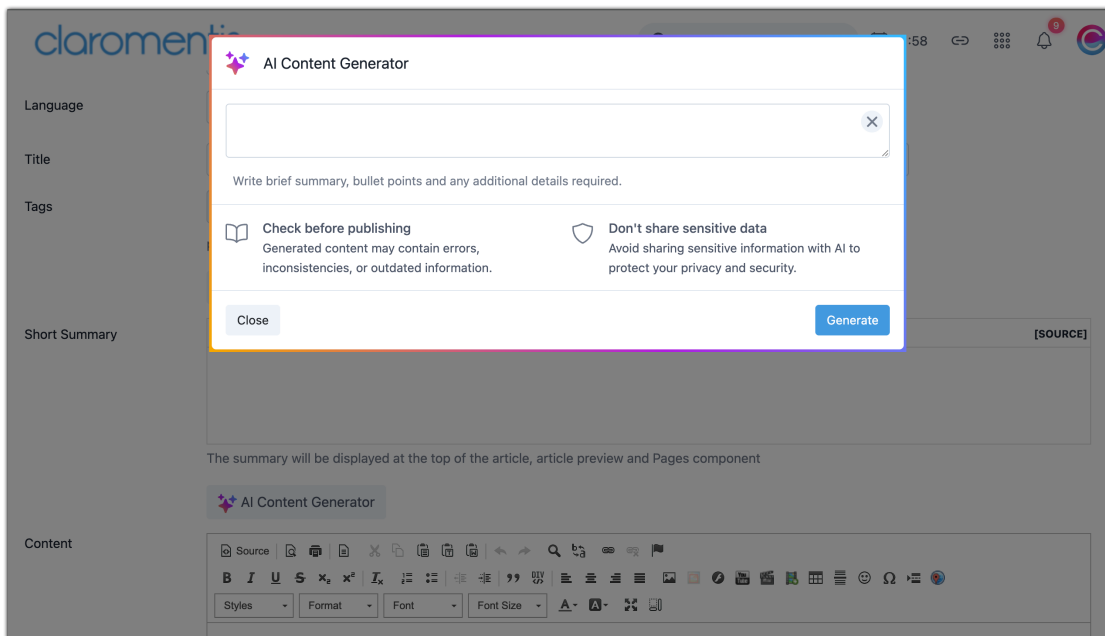
The user can click on to see the answer, or they can type in their own prompt/question for the AI to respond to.

News

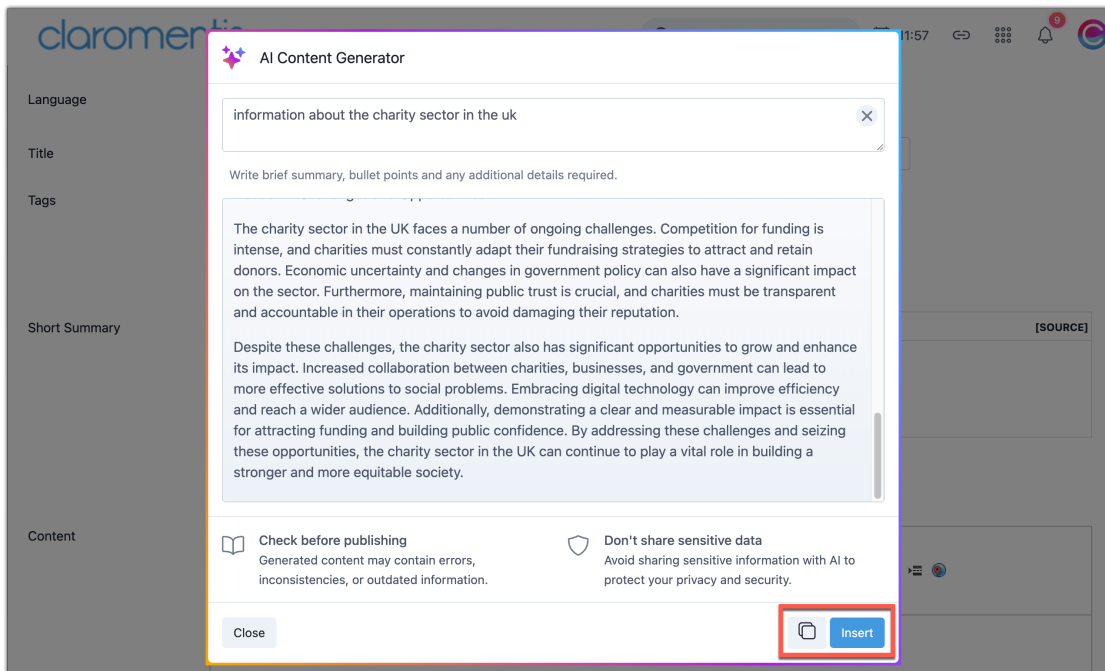
When the AI option is enabled, the **AI Generator** option will appear when creating a new article.



Enter prompts and click **Generate** to receive text from the AI:




Once the AI finishes, use the **Copy** icon to copy its output or simply click **Insert** to add this into the article body:



Policy Manager

When the AI option is enabled, the **AI Generator** option will appear to users when viewing a policy.

Policy Manager > Policy Details



POLICIES

POL-0003 - Sustainability Policy

Distribution

Policy version 1

internal , sustainability

Claromentis is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Claromentis' professional activities and the management of the organisation.

Review Date 23 May 2020

+ Create New Version

Edit Properties

Acceptance Status

Claromentis is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Claromentis' professional activities and the management of the organisation.

We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

Clicking on this will open a chat window.

claromentis

What are you looking for?

12:01

Home

Company

Department

Dashboards


E-Form Examples

Learning

Projects

Book a Demo

Policy Manager > Policy Details



POLICIES

POL-0003 - Sustainability Policy

Distribution

Policy version 1

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We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To integrate sustainability considerations into all our business decisions

AI Assistant

Ask questions about this policy

What are the main principles of Claromentis' Sustainability Policy?

How does Claromentis aim to minimize the impact on the sustainability of office and transportation activities?

What practical steps does Claromentis take to reduce office waste?


What measures does Claromentis implement to reduce energy consumption and promote responsible use of resources and equipment?

Ask me anything about the policy...

Answers may contain errors or inconsistencies. Always verify information with trusted sources. Avoid sharing sensitive information to protect your privacy.

The AI provides questions based on the policy content, and the user can click on to see the answer, or they can type in their own prompt/question for the AI to respond to.

Policy Manager > Policy Details



POLICIES

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We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To integrate sustainability considerations into all our business decisions

AI Assistant

What are the main principles of Claromentis' Sustainability Policy?

To comply with all applicable legislation, regulations and codes of practice, to integrate sustainability considerations into business decisions, to ensure all staff are aware of the Sustainability Policy, to minimise the impact on the sustainability of all office and transportation activities, to make clients and suppliers aware of the Sustainability Policy, and to continually strive to improve sustainability performance.

Ask me anything about the policy...

Answers may contain errors or inconsistencies. Always verify information with trusted sources. Avoid sharing sensitive information to protect your privacy.

Image Generation

When the AI option is enabled, all **Upload Image** option facilities available in Claromentis will have the **AI Generator** option.

e.g., News, KB, Blog & Policy manager, Events.

Knowledge Base > Add Article

Language: English options

Article Title*

Category: Demo Processes x v

Tags:
popular tags: intranet, claromentis, microsoft, excel, social

Author: Claromentis Administra... x Browse

Created date: 17-09-2025

Article Cover/Thumbnail: Upload image

Embed Video (optional): Valid 'iframe' code only

Upload image

Minimum size: 480 x 270 pixels, in JPG, GIF or PNG format

Click to choose an image or drag and drop to upload it

Select from Documents AI Image Generator

Enter a prompt, and the AI will create 3 images.

Hover over one and click **Select** to set this as the image on your content (and progress to the crop tool), or click **Regenerate** and the AI will create 3 new images in place of the previous.

AI Image Generator

outer space

Briefly describe what would you like to generate.

Select


Tips for creating effective prompts
Clarity: Prompts don't need to be lengthy or complex. Clarity is essential.
Subject, Context, and Style: Consider these three elements when writing your prompt.
Negative Prompts: To express what you don't want to see, describe it explicitly.

Close Regenerate

Audit log

We have added a filter in the audit log to record the prompts or texts users enter into AI areas.

This allows administrators to check entries if required.

 Admin > Audit > View logs

☐ From

17-09-2025

00:00

☐ To

17-09-2025

12:39

User name

Category

Generative AI

All items

CSV delimiter

☒ Comma (,) ☐ Semicolon (;)

Get CSV file

View

| Date/Time | User name | Impersonated user | IP address / Proxy IP | Type | Category | Subcategory | Object | Details |
|------------------|---------------------------|-------------------|-----------------------|---------|---------------|--------------|------------------|--|
| 17-09-2025 11:47 | Claromentis Administrator | | 161.35.160.204 | SUCCESS | Generative AI | Text Prompt | " (Object ID: 0) | Prompt: "content about business management degrees" |
| 17-09-2025 11:54 | Claromentis Administrator | | 161.35.160.204 | SUCCESS | Generative AI | Text Prompt | " (Object ID: 0) | Prompt: "information about deforestation, can be basic" |
| 17-09-2025 11:54 | Claromentis Administrator | | 161.35.160.204 | SUCCESS | Generative AI | Text Prompt | " (Object ID: 0) | Prompt: "information about the charity sector in the uk" |
| 17-09-2025 12:07 | Claromentis Administrator | | 161.35.160.204 | SUCCESS | Generative AI | Image Prompt | " (Object ID: 0) | Prompt: "outer space" |

Last modified on 17 November 2025 by [Veronica Kim](#)

Created on 17 September 2025 by [Hannah Door](#)

Tags: [ai](#), [prompt](#), [gemini](#)