

ARTIFICIAL INTELLIGENCE

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 Admin > System > **Generative AI**

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

 Administrators

 License

 Date and Time

 Background Services

 Localisation

 Mail

 Configuration

 Generative AI

 Labs

INTEGRATIONS

 Scripts

 API keys

 LDAP

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Generated content may contain errors, inconsistencies, or outdated information.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	
Documents	
News	
Policy Manager	

Image Generation
Enable AI image generation across the system


AI Information
Information regarding the AI models in use and their provider

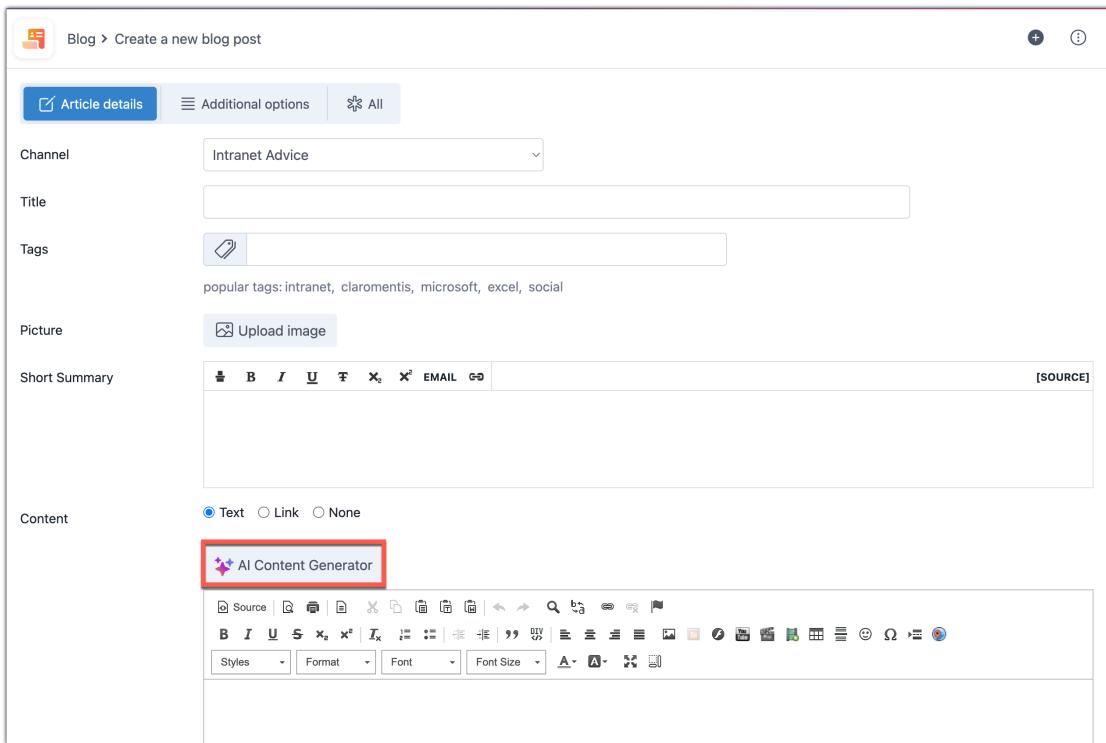
Model Type	Model Name	Model Version
Text Model	Gemini	gemini-2.0-flash
Multimodal Model	Gemini	gemini-2.0-flash
Image Model	Imagen	imagen-3.0-generate-002

Provider: Google Cloud Vertex AI



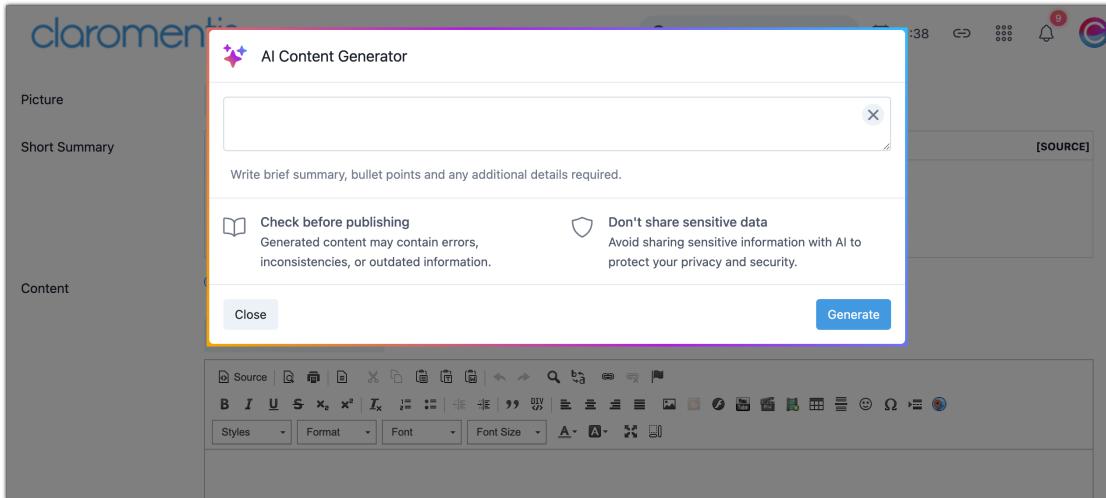
Blog

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



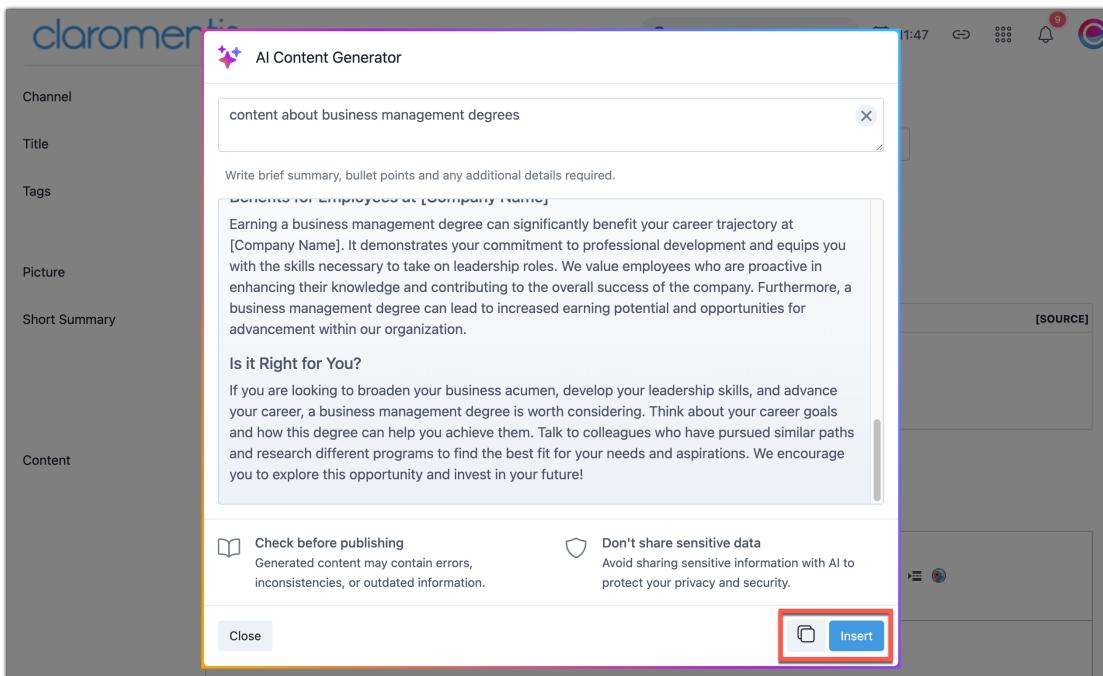
The screenshot shows the 'Create a new blog post' interface. At the top, there are tabs for 'Article details', 'Additional options', and 'All'. Below these are fields for 'Channel' (set to 'Intranet Advice'), 'Title', 'Tags' (with a suggestion for 'popular tags: intranet, claromentis, microsoft, excel, social'), 'Picture' (with a 'Upload image' button), and 'Short Summary' (with a rich text editor toolbar). The 'Content' section has radio buttons for 'Text', 'Link', and 'None', with 'Text' selected. A prominent red box highlights the 'AI Content Generator' button, which is located above the rich text editor toolbar. The rich text editor toolbar includes buttons for Source, Bold, Italic, Underline, Strike, Insert, Font, Font Size, and other styling options.

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



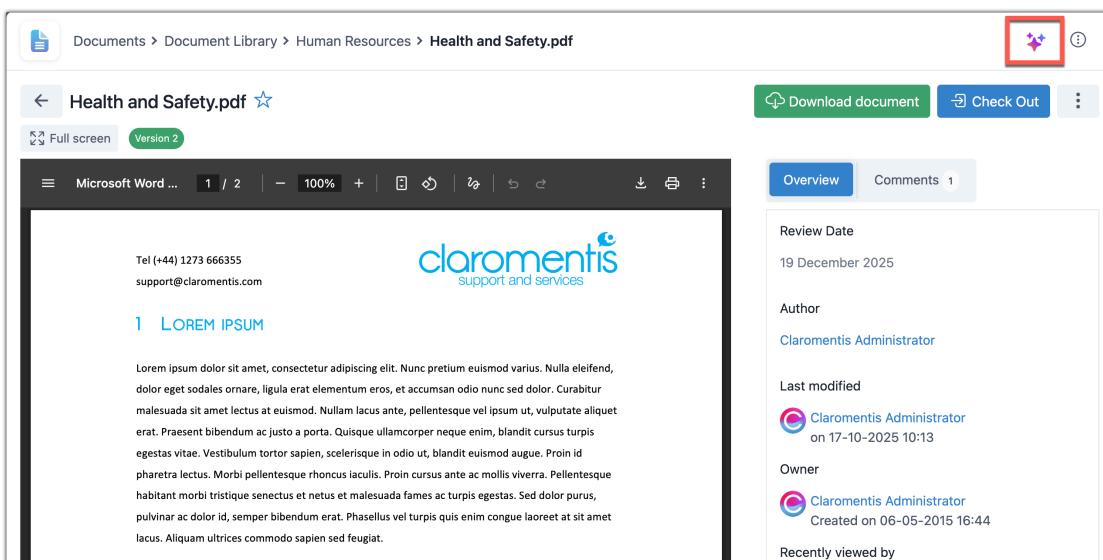
The screenshot shows the 'AI Content Generator' dialog box. It has a text input field with the placeholder 'Write brief summary, bullet points and any additional details required.' Below the input field are two checkboxes: 'Check before publishing' (warning about errors, inconsistencies, or outdated information) and 'Don't share sensitive data' (warning about sharing sensitive information with AI to protect privacy and security). At the bottom of the dialog are 'Close' and 'Generate' buttons. The background shows the 'Create a new blog post' interface with the rich text editor toolbar visible.

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

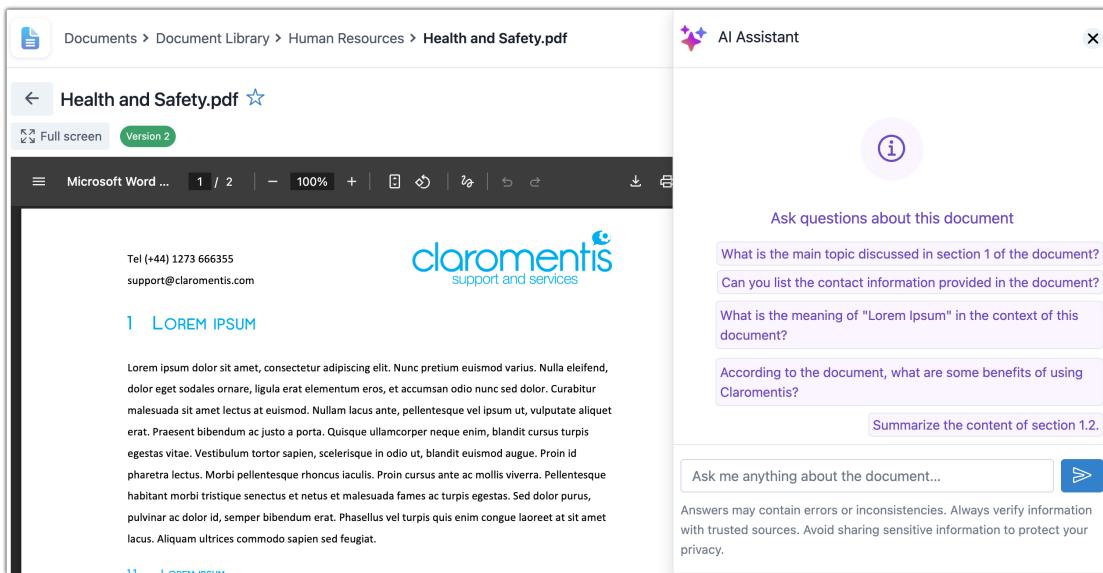


Documents

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



Clicking on this will open a chat window.



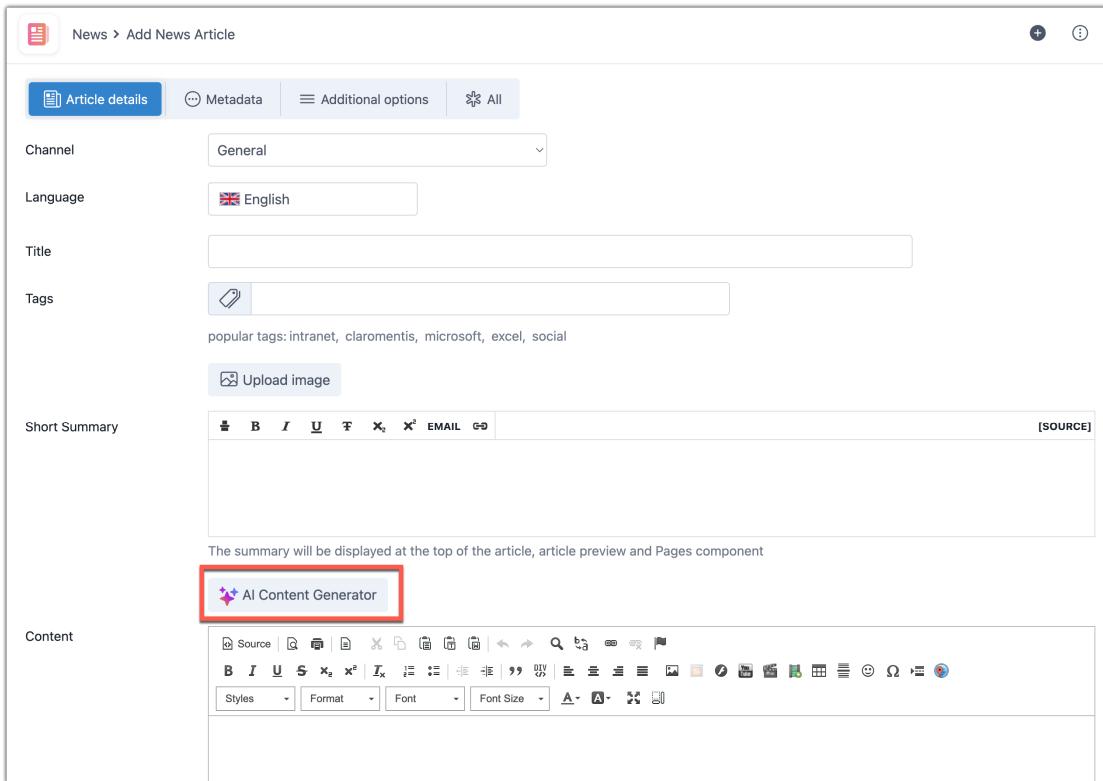
The screenshot shows a Microsoft Word window displaying a PDF document titled 'Health and Safety.pdf'. The PDF content includes contact information for 'claromentis support and services' and a section titled '1 LOREM IPSUM' with a block of placeholder text. To the right of the Word window is the 'AI Assistant' interface, which features a purple 'i' icon and a list of questions generated by the AI based on the document's content. A button labeled 'Summarize the content of section 1.2.' is also visible.

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.

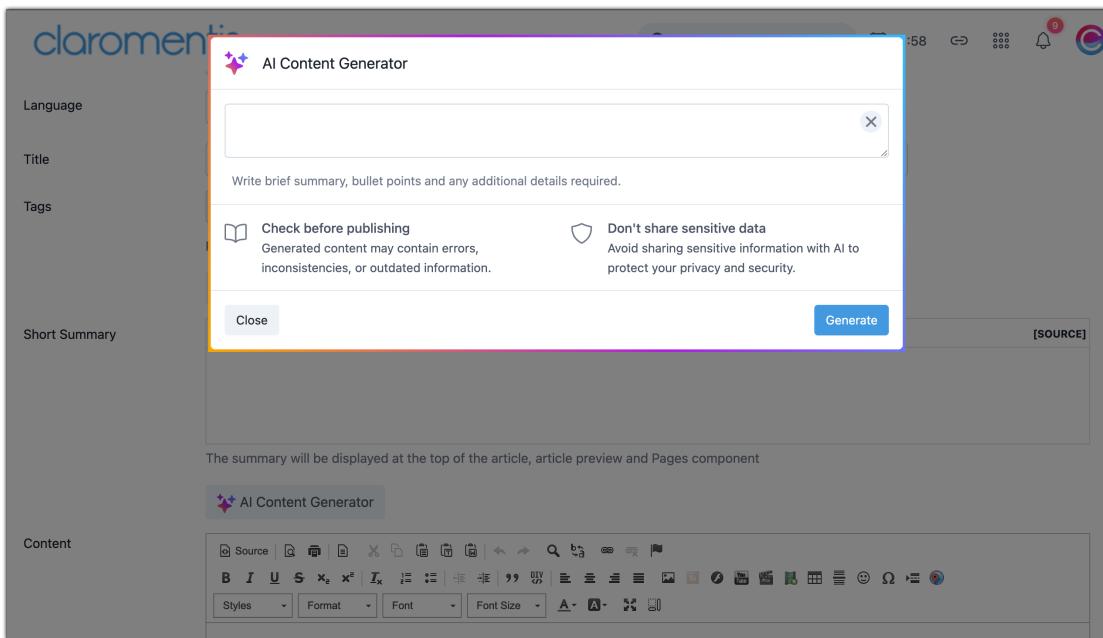
News

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

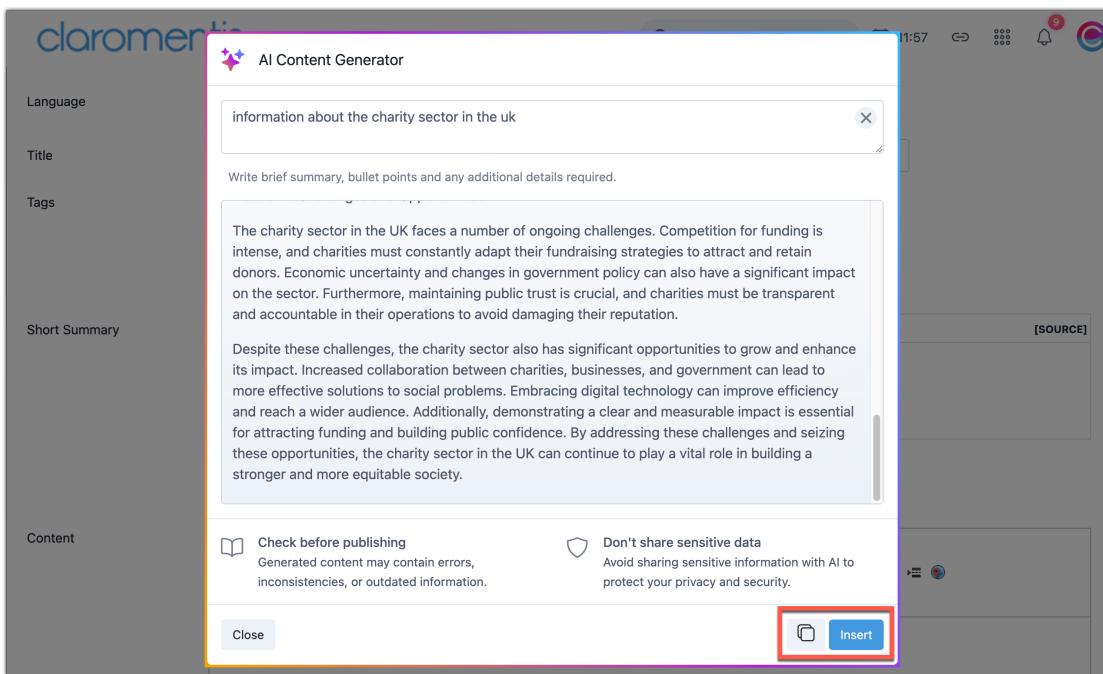


The screenshot shows the 'Add News Article' page. The 'Article details' tab is selected. The 'Content' section contains a rich text editor with a toolbar. A red box highlights the 'AI Content Generator' button, which is located above the toolbar. Below the toolbar, a note states: 'The summary will be displayed at the top of the article, article preview and Pages component'.

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

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

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

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.

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:

- 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
POL-0003 - Sustainability Policy

Distribution Policy version 1

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.

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:

- 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.

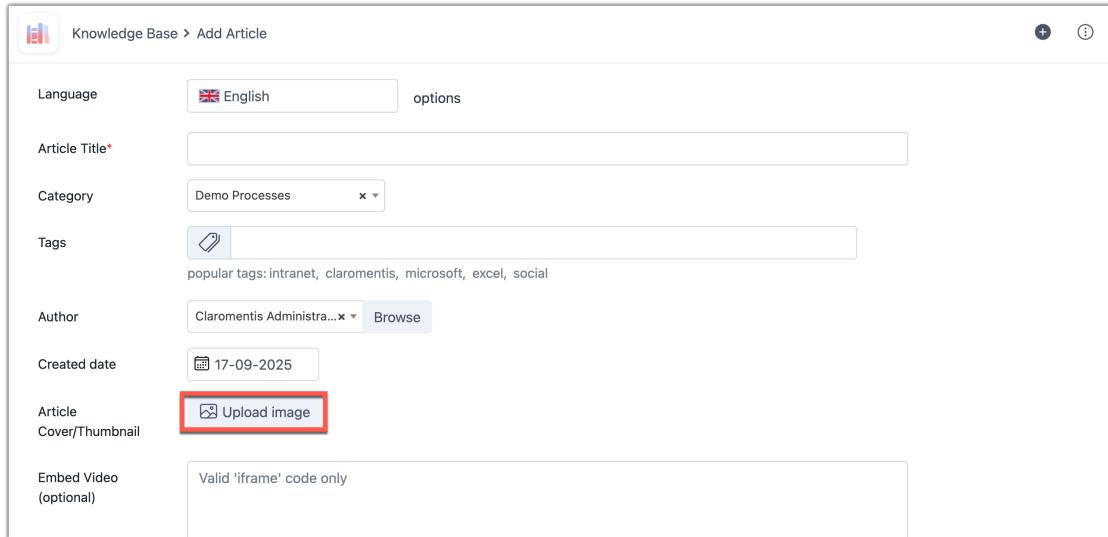
Ask me anything about the policy...

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

Article Title*

Category: Demo Processes

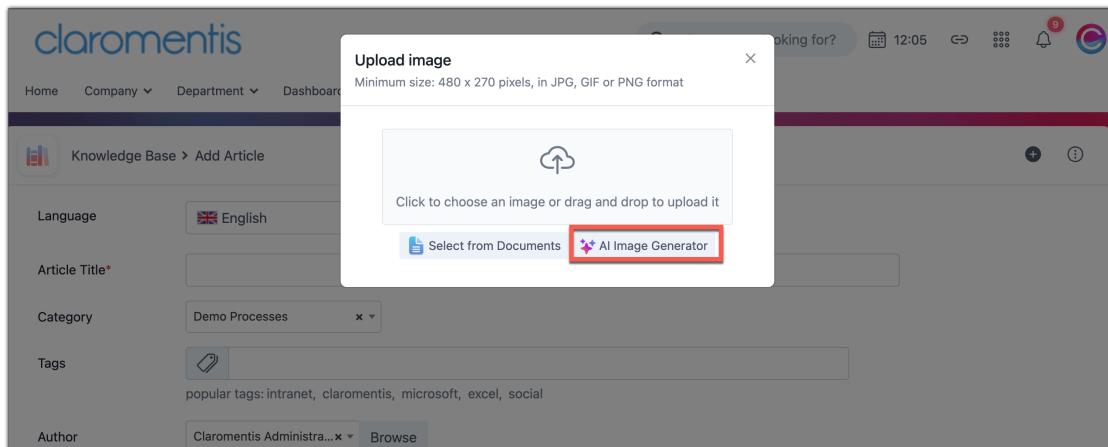
Tags: popular tags: intranet, claromentis, microsoft, excel, social

Author: Claromentis Administra...

Created date: 17-09-2025

Article Cover/Thumbnail: **Upload image**

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



Knowledge Base > Add Article

Language: English

Article Title*

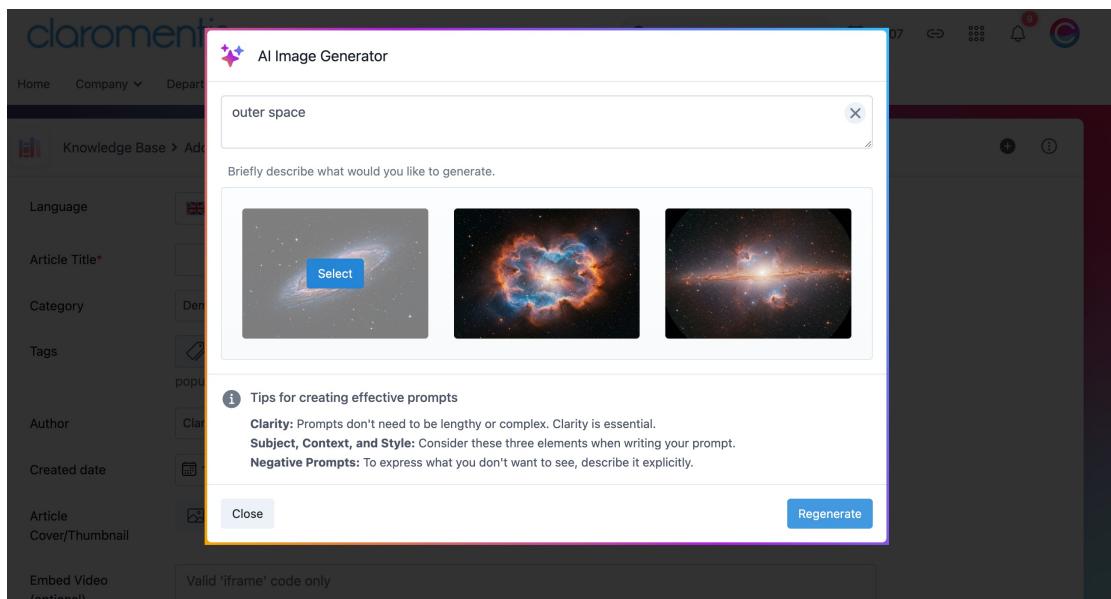
Category: Demo Processes

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

Author: Claromentis Administra...

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.



Knowledge Base > Add Article

Language: English

Article Title*

Category: Demo Processes

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

Author: Claromentis Administra...

Created date: 17-09-2025

Article Cover/Thumbnail: **Upload image**

AI Image Generator

outer space

Briefly describe what would you like to generate.

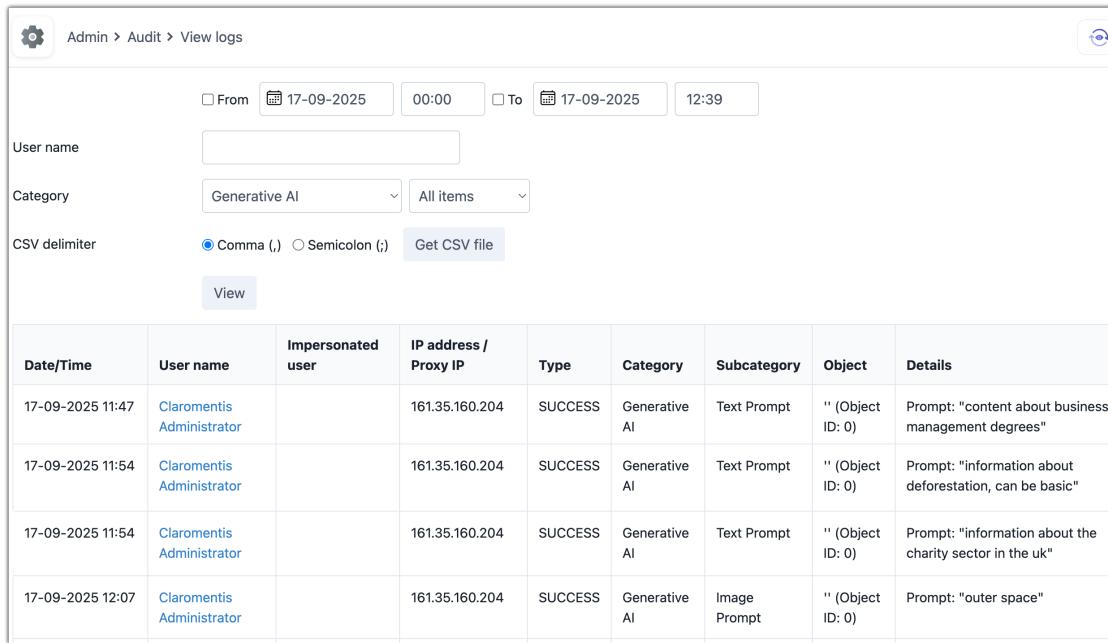
Select

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.



The screenshot shows the 'Audit log' interface. At the top, there are search filters: 'From' (17-09-2025, 00:00), 'To' (17-09-2025, 12:39), 'User name' (empty), 'Category' (Generative AI, All items), and 'CSV delimiter' (Comma (,), Semicolon (;), Get CSV file). Below the filters is a 'View' button. The main area is a table with the following columns: Date/Time, User name, Impersonated user, IP address / Proxy IP, Type, Category, Subcategory, Object, and Details. The table contains four rows of audit log entries:

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](#)