

## How to use Claromentis generative AI

In Claromentis v10+, [AI features](#) are available in some applications using Google Gemini Flash.

This guide will list where the AI features are available and how they can be used.

If you are a SaaS client, the features are available for you to opt in and enable from Admin > System > AI Settings on your site.

If you are self-hosted (on-premise), your team will need to complete some setup to begin using the AI features in the same area:

Please see our guide  
[here](#)

### The AI admin panel

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

Admin
Admin > System > AI Settings

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- General
- Administrators
- License
- Date and Time
- Background Services
- Localisation
- Mail
- Configuration
- AI Settings
- Labs
- INTEGRATIONS
- Scripts
- API keys
- LDAP

## AI Settings

Extra care must be taken when using 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Generated content may contain errors, inconsistencies, or outdated information.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 Search**  
Allows the search to understand the meaning of what you're looking for, not just the keywords. This gives you much smarter, more relevant results.

**AI Overview**  
A helpful summary of the main points found within the search results. Provides the key facts without needing to read multiple sources.

**[AI Chat]**  
[Enable a conversational AI assistant that can answer questions by searching your intranet and Discover Knowledge Base.]

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

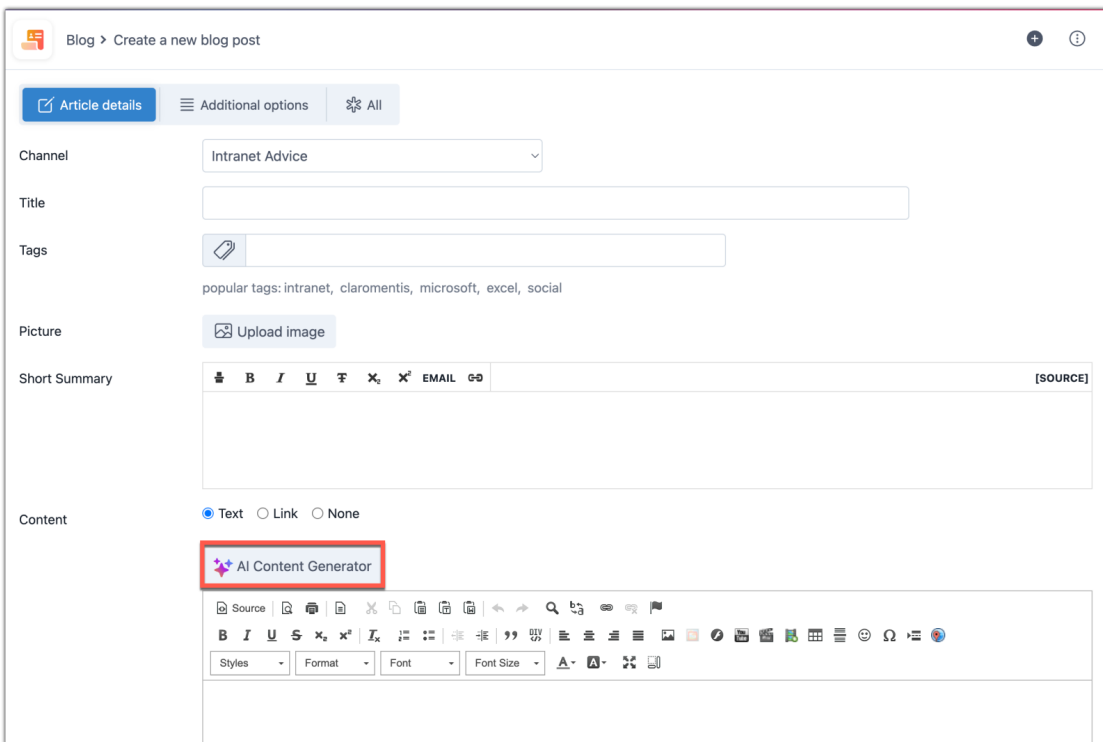
Model Type	Model Name	Model Version
Text Model	Gemini	gemini-2.5-flash
Multimodal Model	Gemini	gemini-2.5-flash
Image Model	Imagen	imagen-3.0-generate-002

Provider: Google Cloud Vertex AI

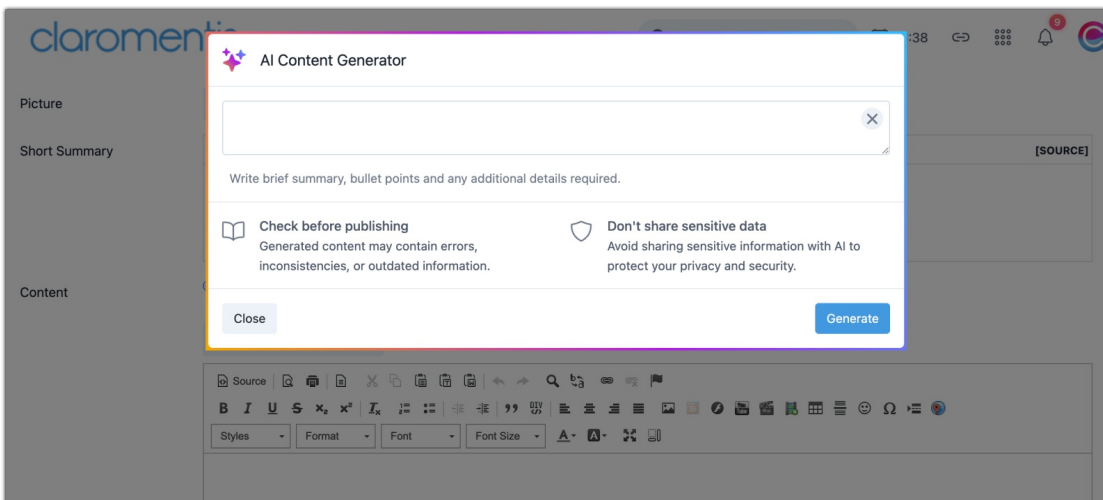
[Save](#)

## Blog

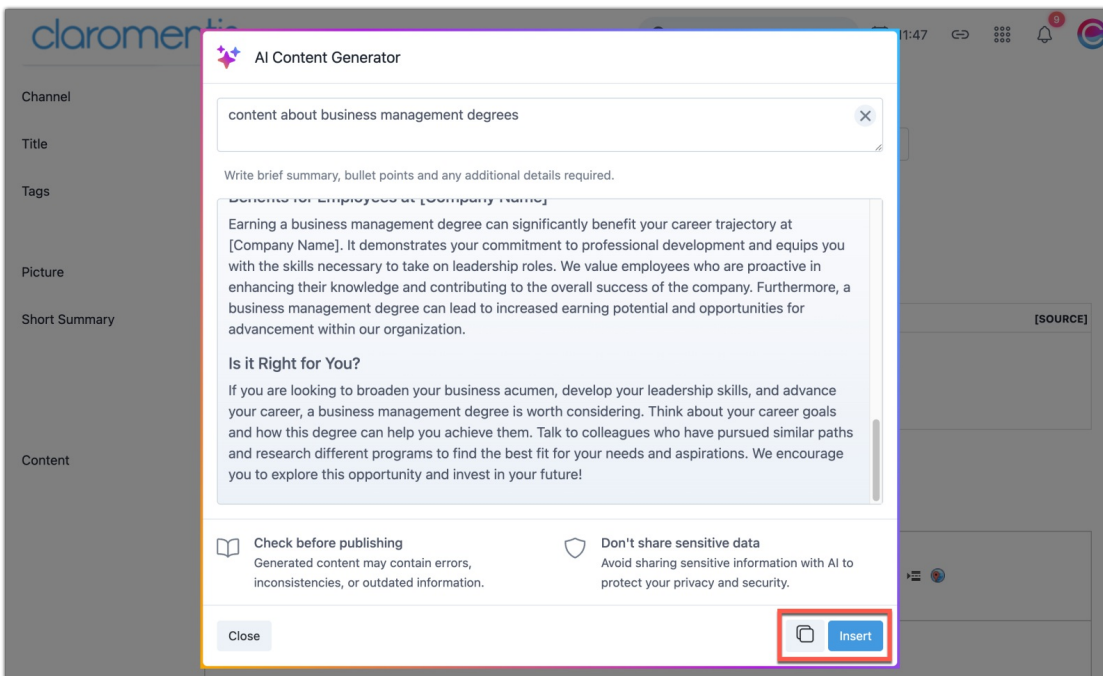
When the AI option is enabled, the **AI Generator** option will appear when creating a new post.



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

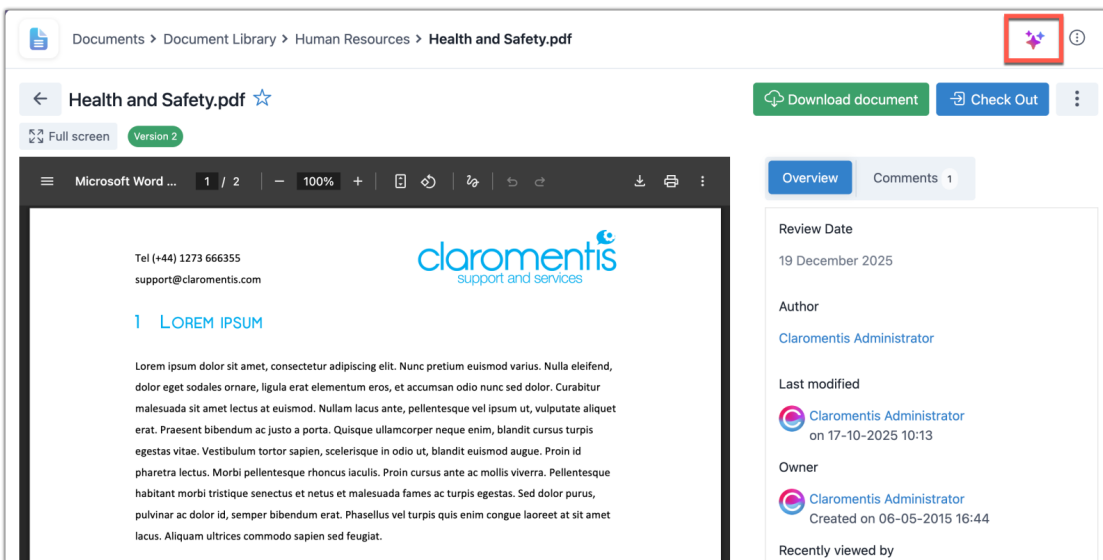


Once the AI finishes, use the **Copy** icon to copy its output or simply click **Insert** to add this into the post body.

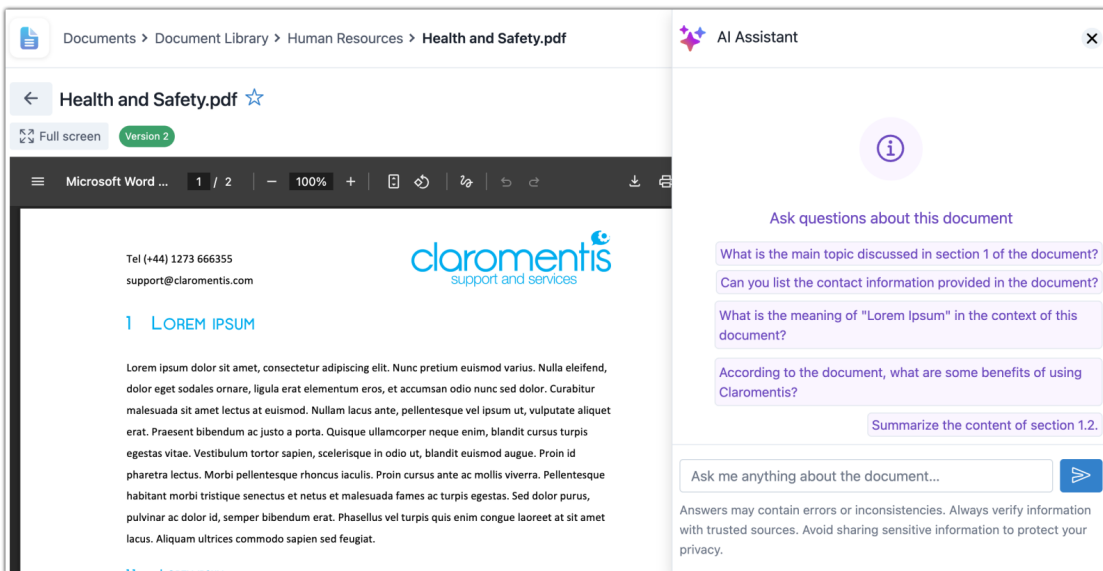


## Documents

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



Clicking on this will open a chat window.

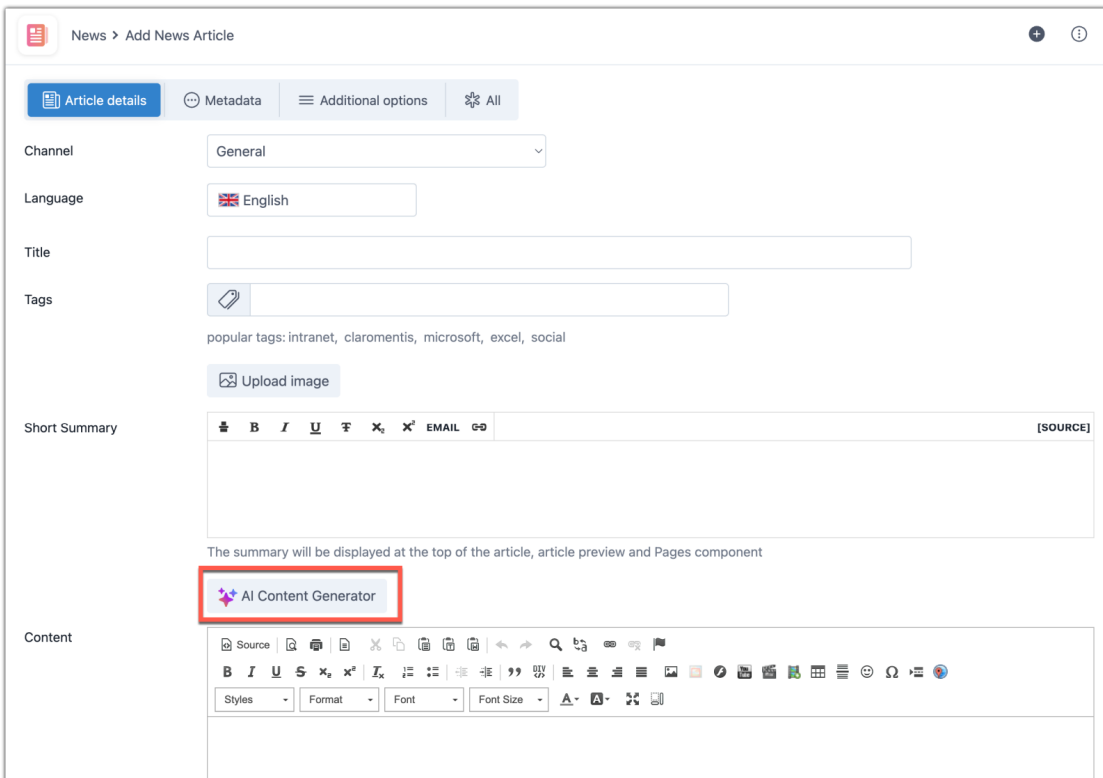


The AI provides questions based on the file's content.

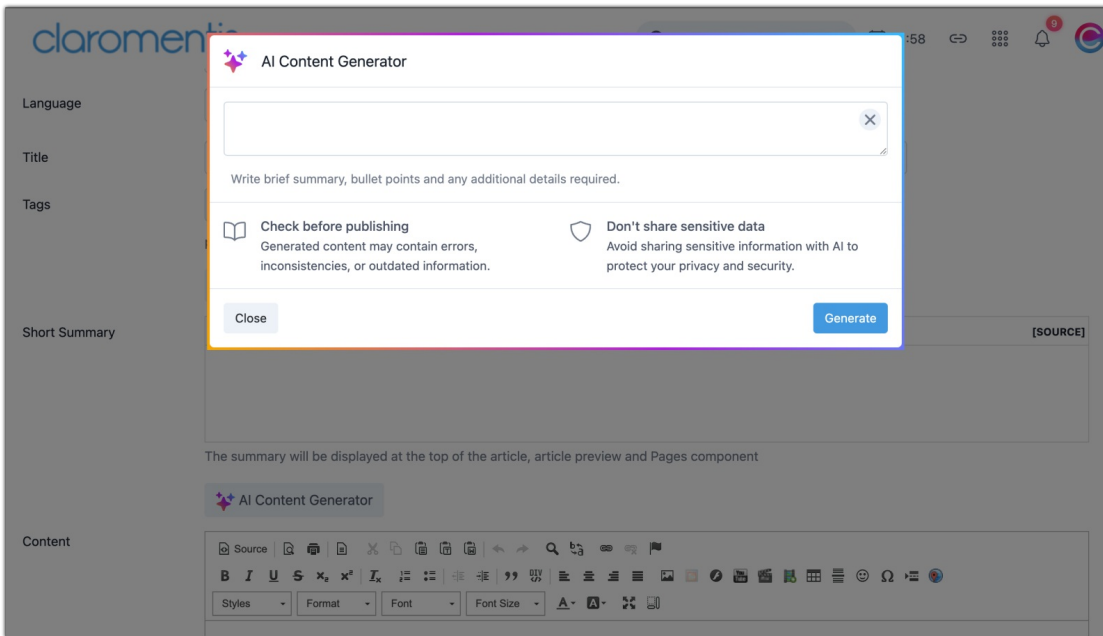
The user can click on to see the answer, or they can type in their own prompt/question for the AI to respond to.

## News

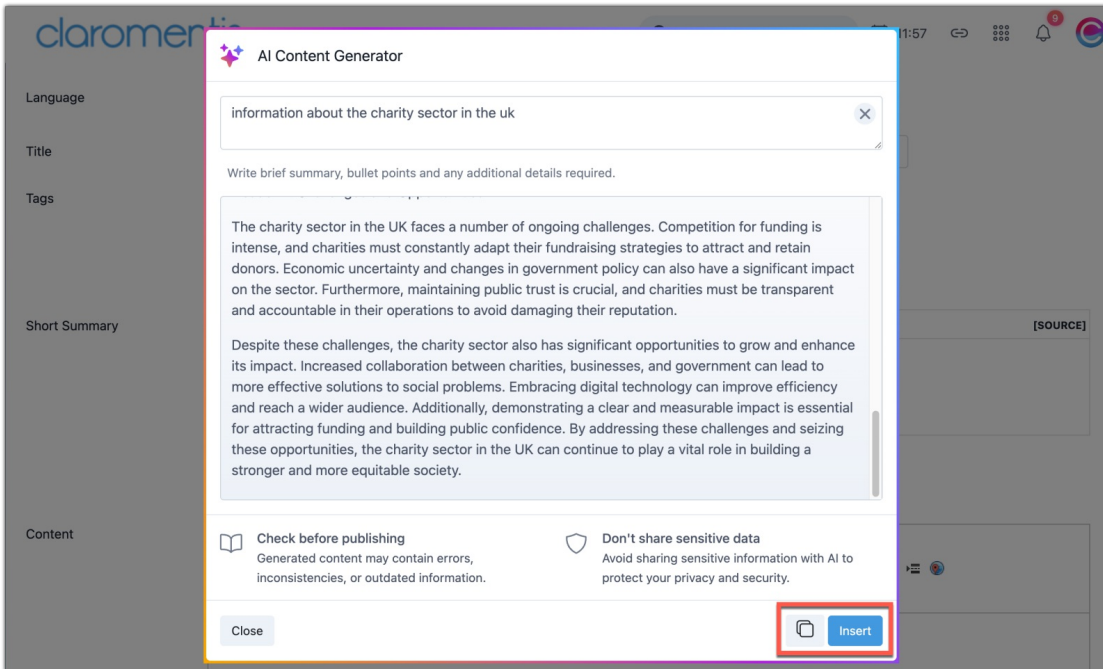
When the AI option is enabled, the **AI Generator** option will appear when creating a new article.



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.

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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:

Review Date 23 May 2020

+ Create New Version

Edit Properties

Acceptance Status


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



**AI Assistant**



**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

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



**AI Assistant**



**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

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.

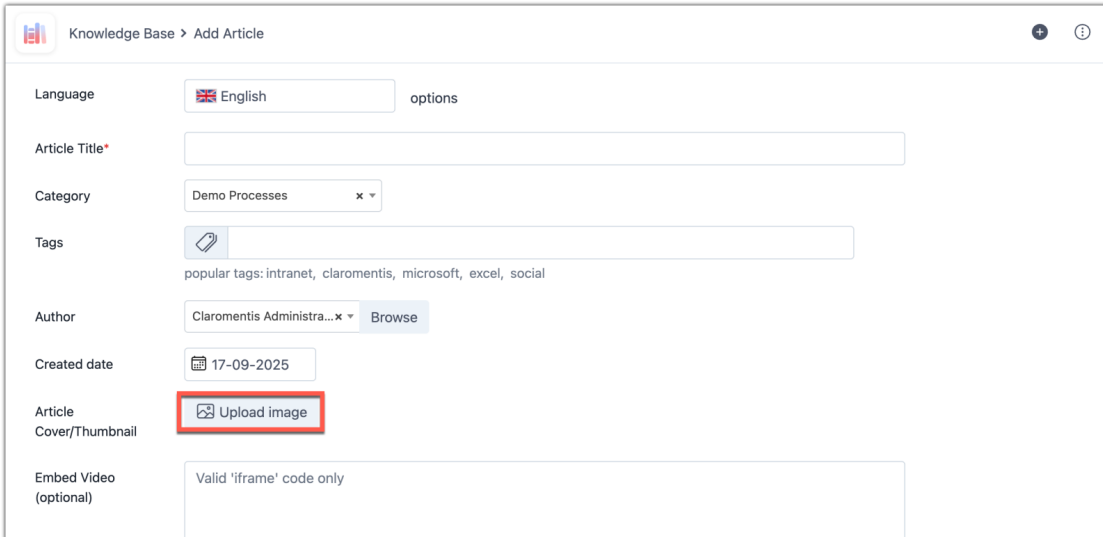
Ask me anything about the policy...

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

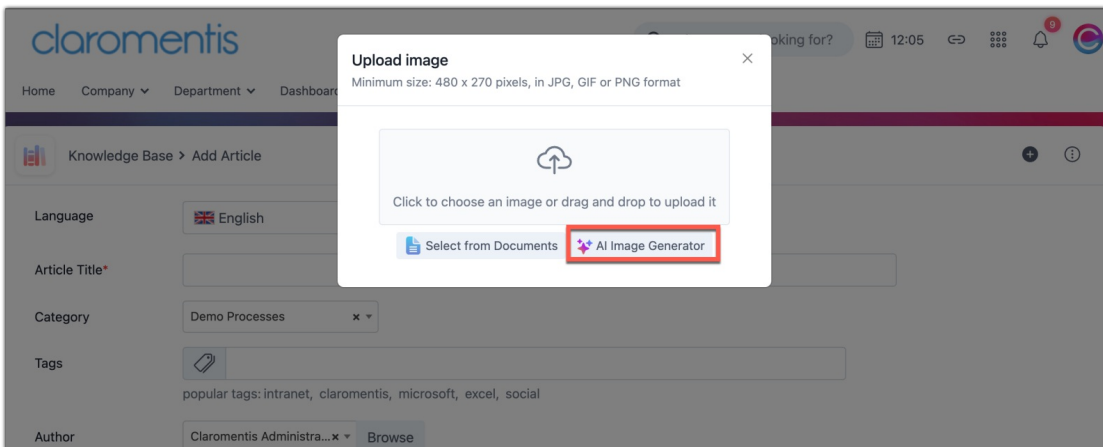
Tags: popular tags: intranet, claromentis, microsoft, excel, social

Author: Claromentis Administra... x Browse

Created date: 17-09-2025

Article Cover/Thumbnail: **Upload image**

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



Upload image

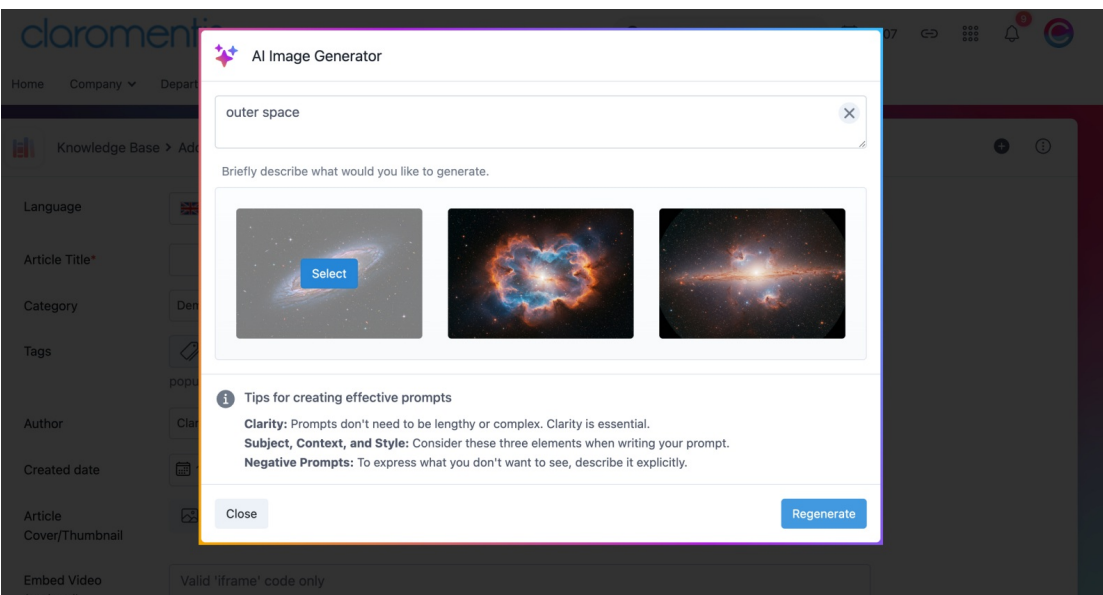
Minimum size: 480 x 270 pixels, in JPG, GIF or PNG format

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

## AI Search, Overview & Chat

Coming in Claromentis v11 (currently unreleased)

Please see our separate guide for these features [here](#).

## 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"

Created on 17 September 2025 by [Hannah Door](#). Last modified on 27 May 2026

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