How to use Claromentis AI
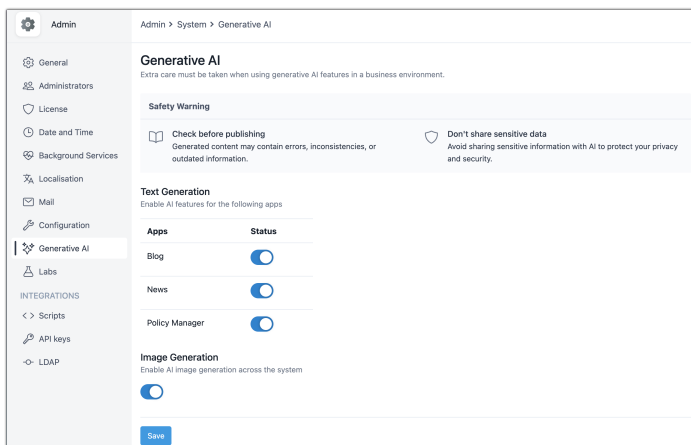
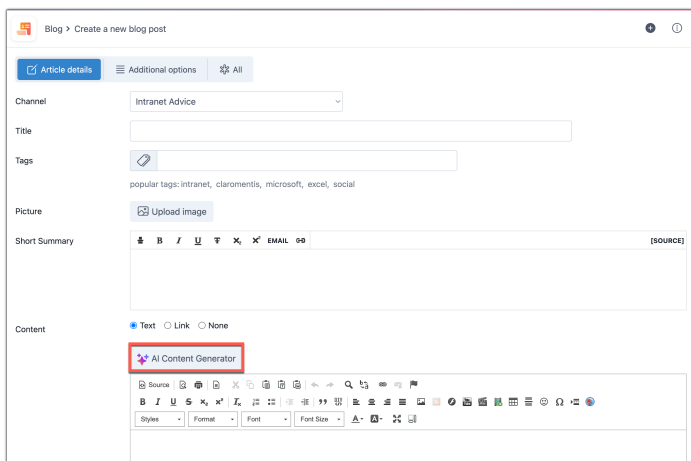In Claromentis v10, we have implemented AI features in some applications using Google Gemini Flash.

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
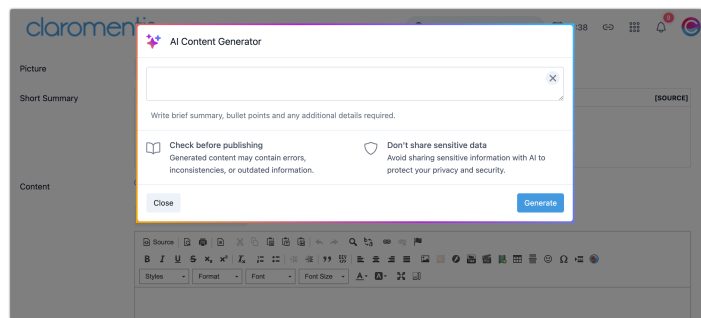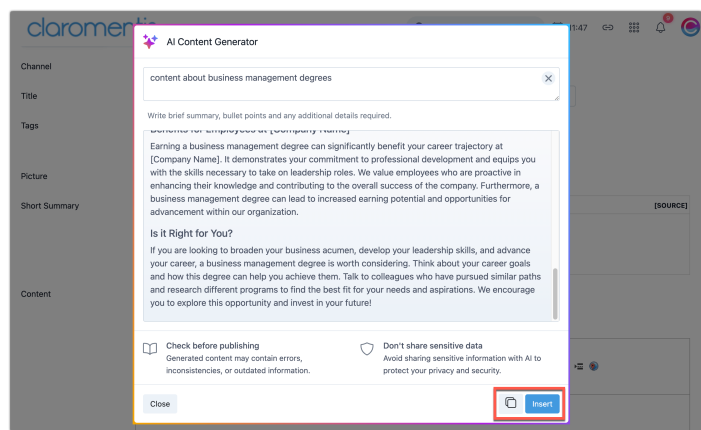

Blog

When the AI option is enabled, a button will appear when creating a new post:

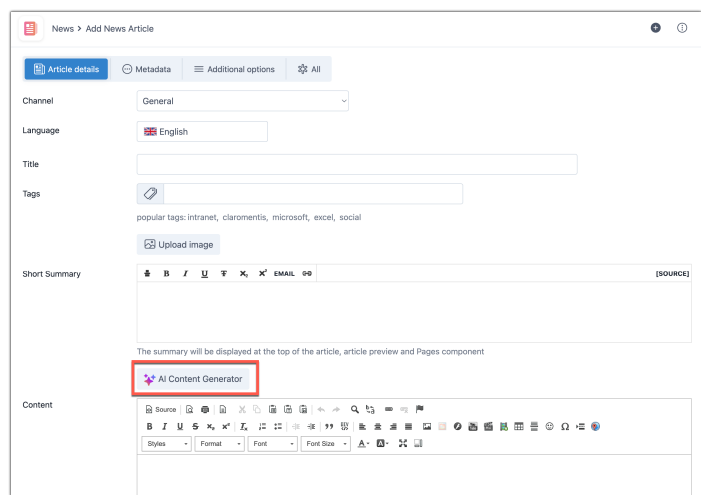Enter prompts and click 'generate' to receive text from the AI:

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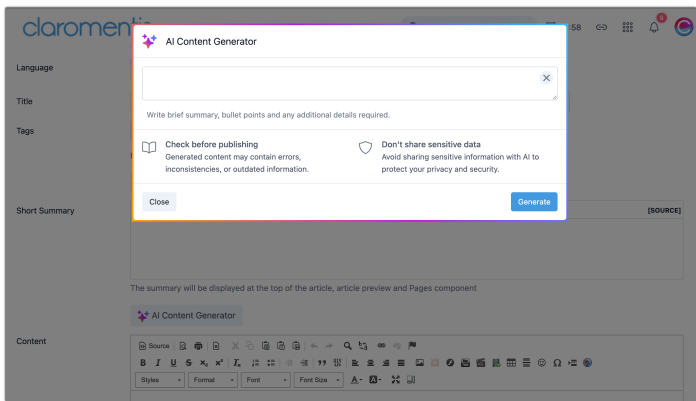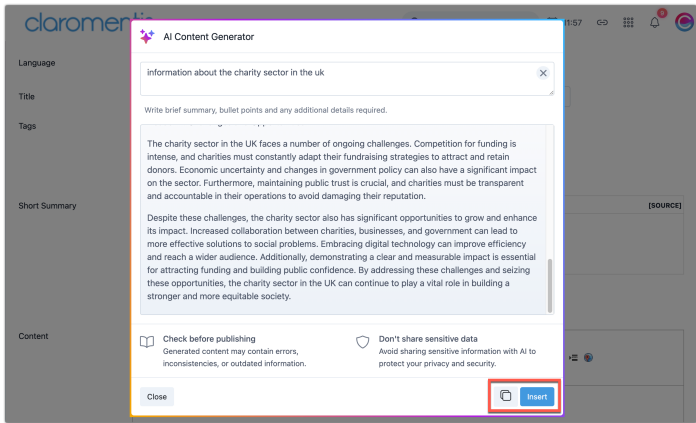

News

When the AI option is enabled, a button will appear when creating a new article:

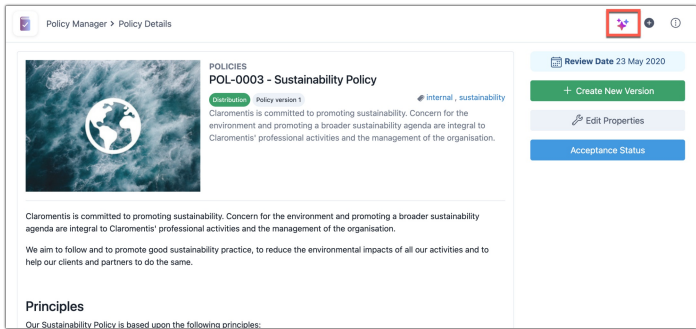Enter prompts and click 'generate' to receive text from the AI:

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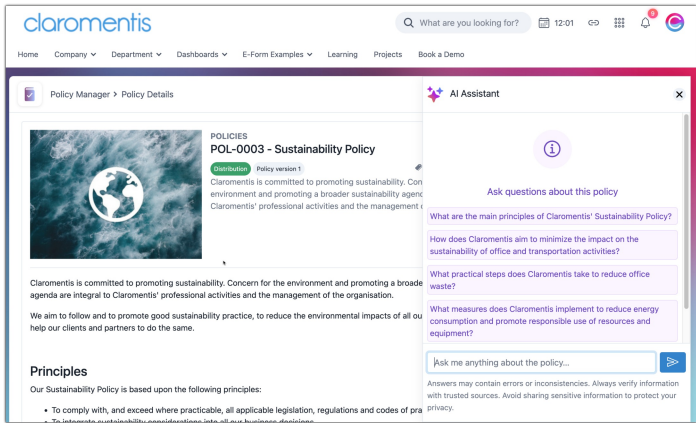

Policy Manager

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

Clicking on this will open a chat window:

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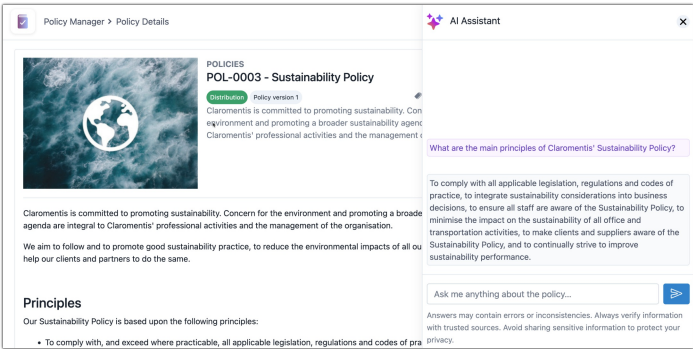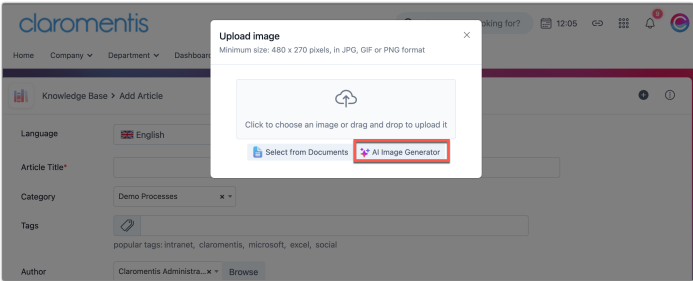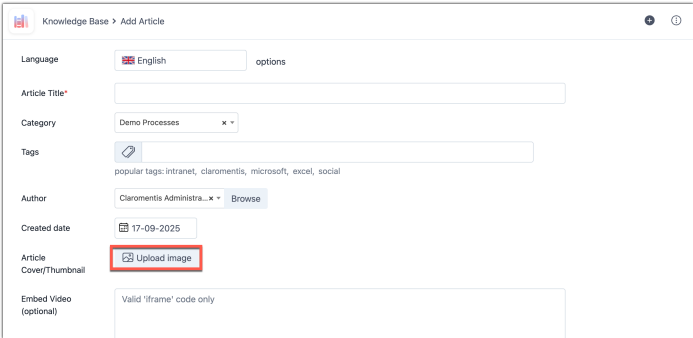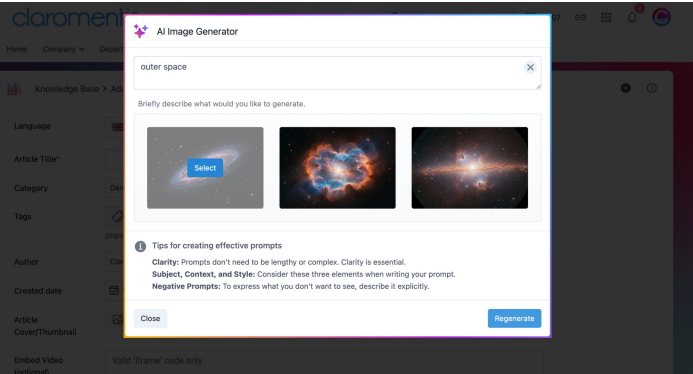

Image Generation

When the AI option is enabled, all 'upload image' facilities available in Claromentis will have an 'AI image generator' button

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

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 crop tool), or click 'regenerate' and the AI will create 3 new images in place of the previous.

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.

Created on 17 September 2025 by Hannah Door
Tags: ai, prompt, gemini