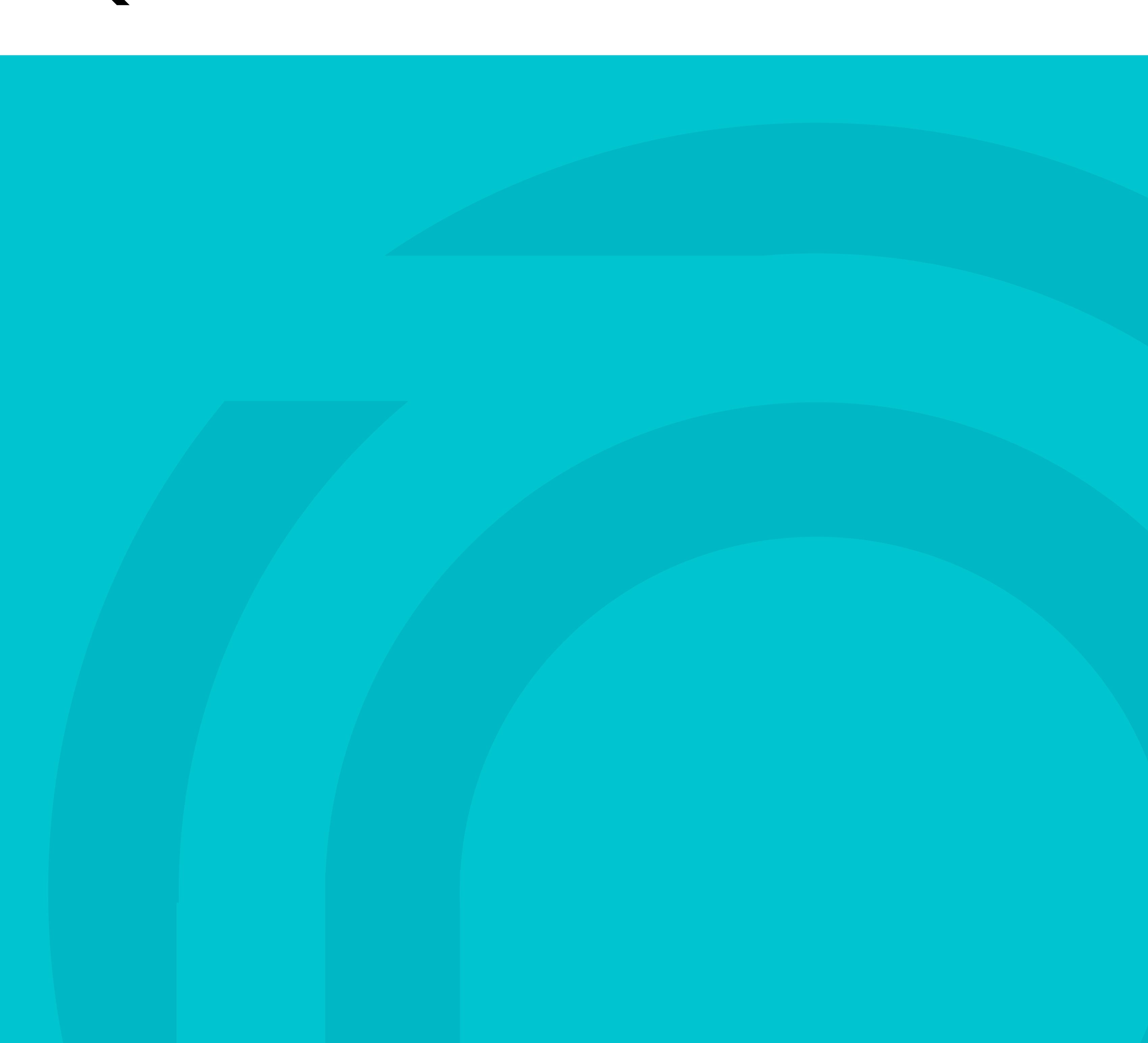


# Quick Start Guide



**Ask** lets you quickly find health, safety, and environmental (HSE) information by searching across your organization's knowledge base.

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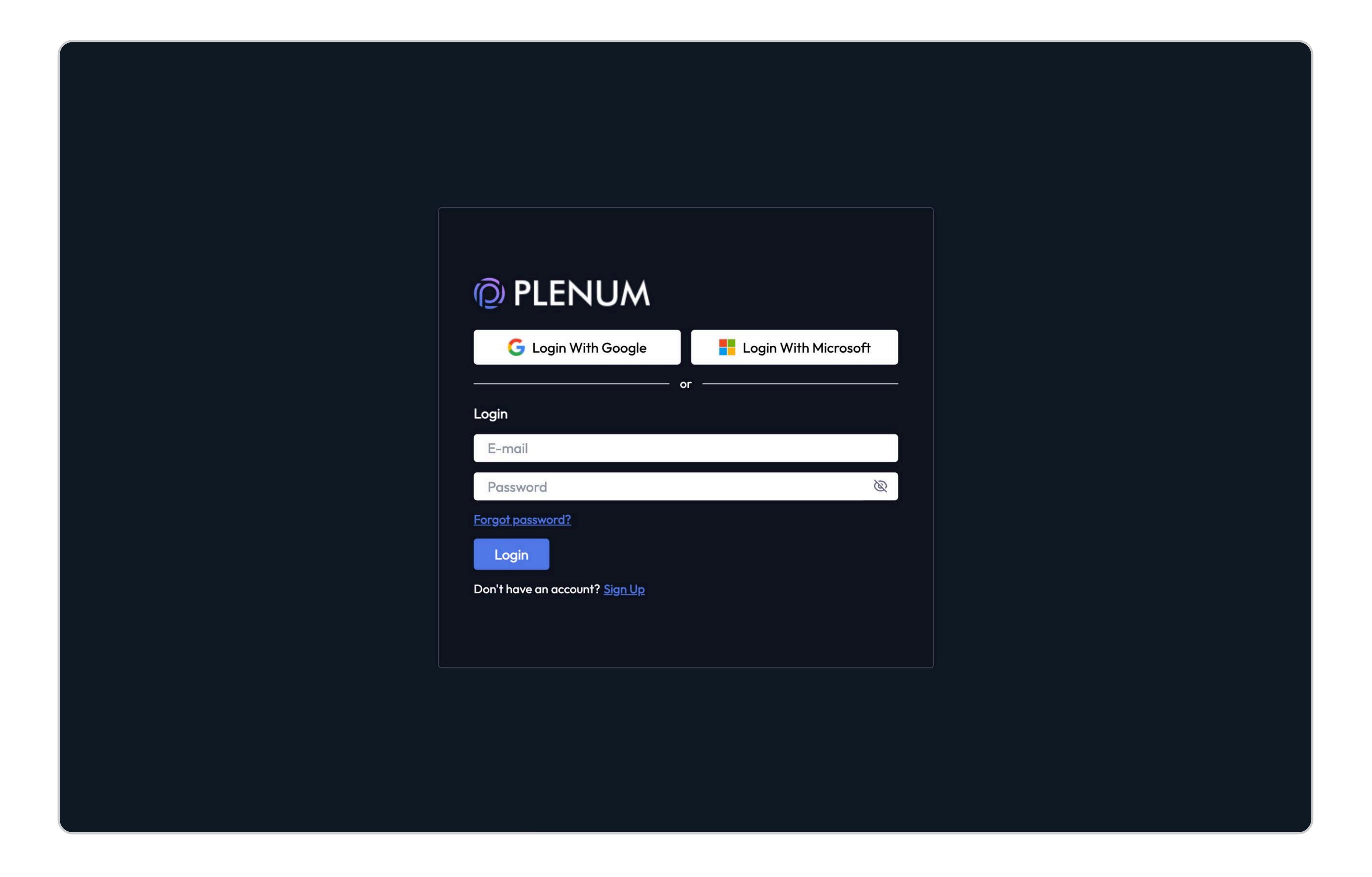
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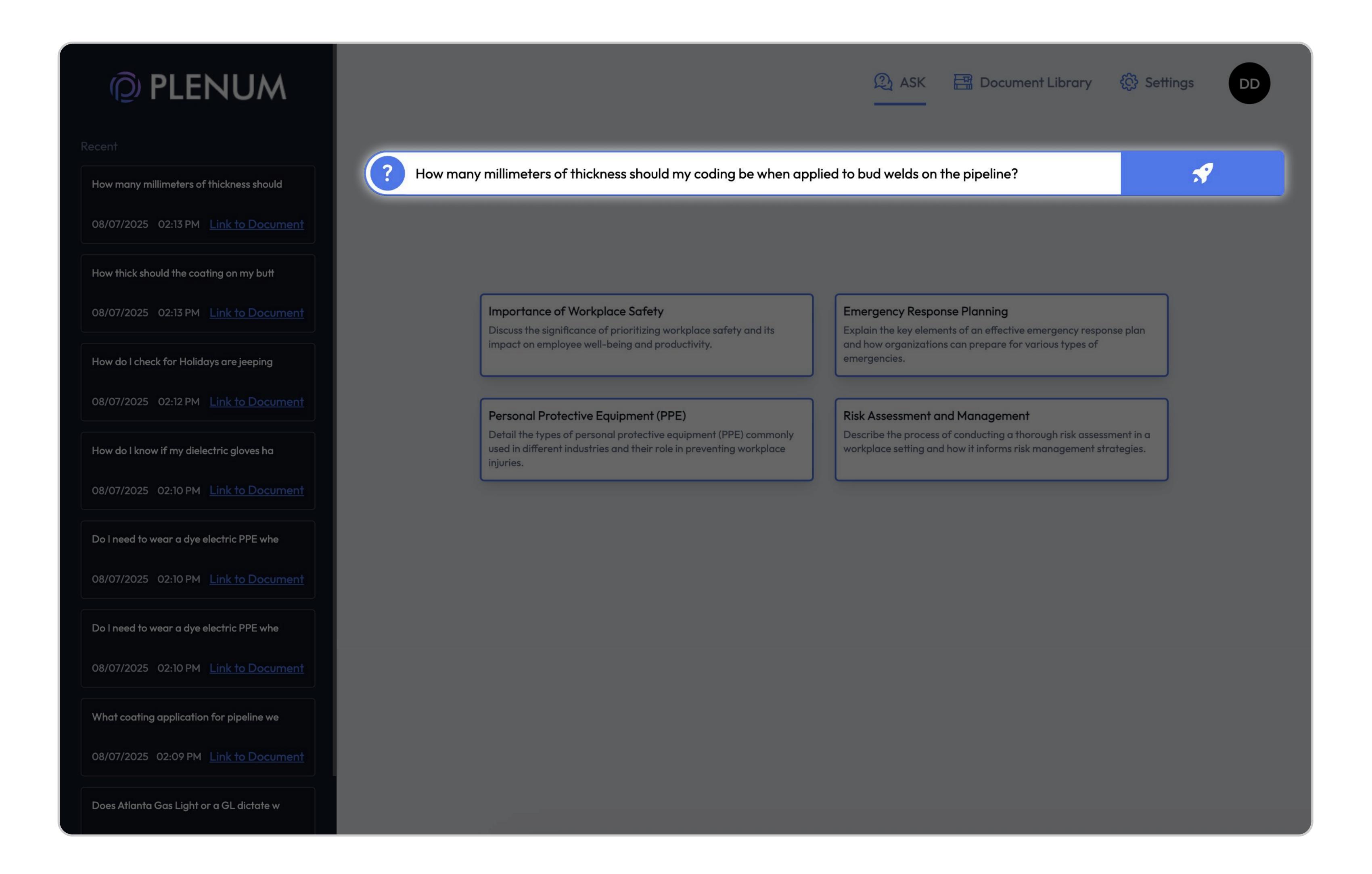
Add Ask to your Home Screen >





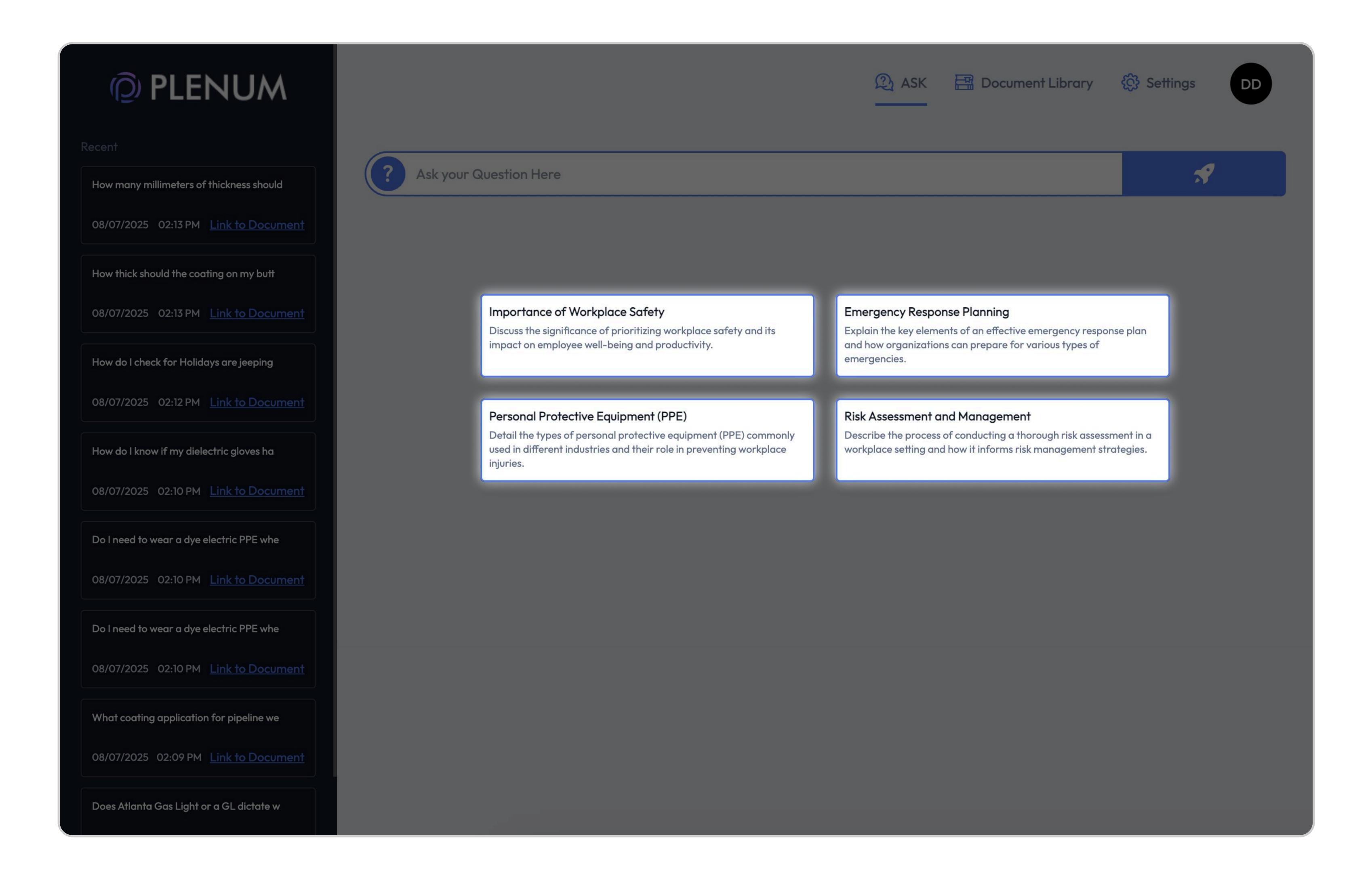
#### LOG IN

- 1. Go to <u>plenum-ai.com/login</u>
- 2. Enter your credentials and click Login



### ASK YOUR FIRST QUESTION

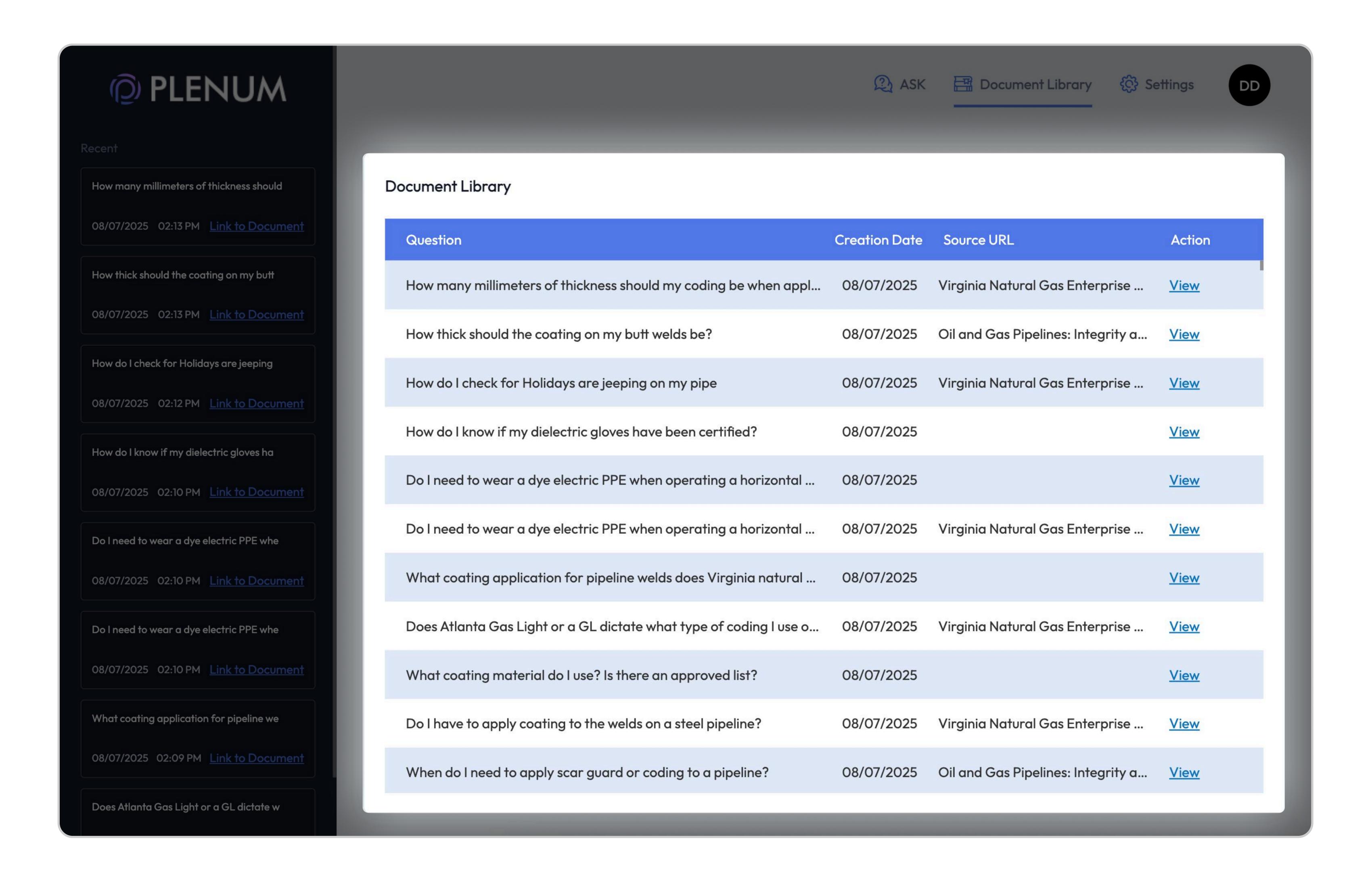
- 1. Click the Ask tab in the top menu
- 2. Type your question in the search bar, e.g., "How many millimeters of thickness should my coding be when applied to bud welds on the pipeline?"
- 3. Click the rocket icon or press Enter to search
- 4. Review your results in the **Recent** panel (left side) or click **Link to Document** to see the source



#### **EXPLORE SUGGESTED TOPICS**

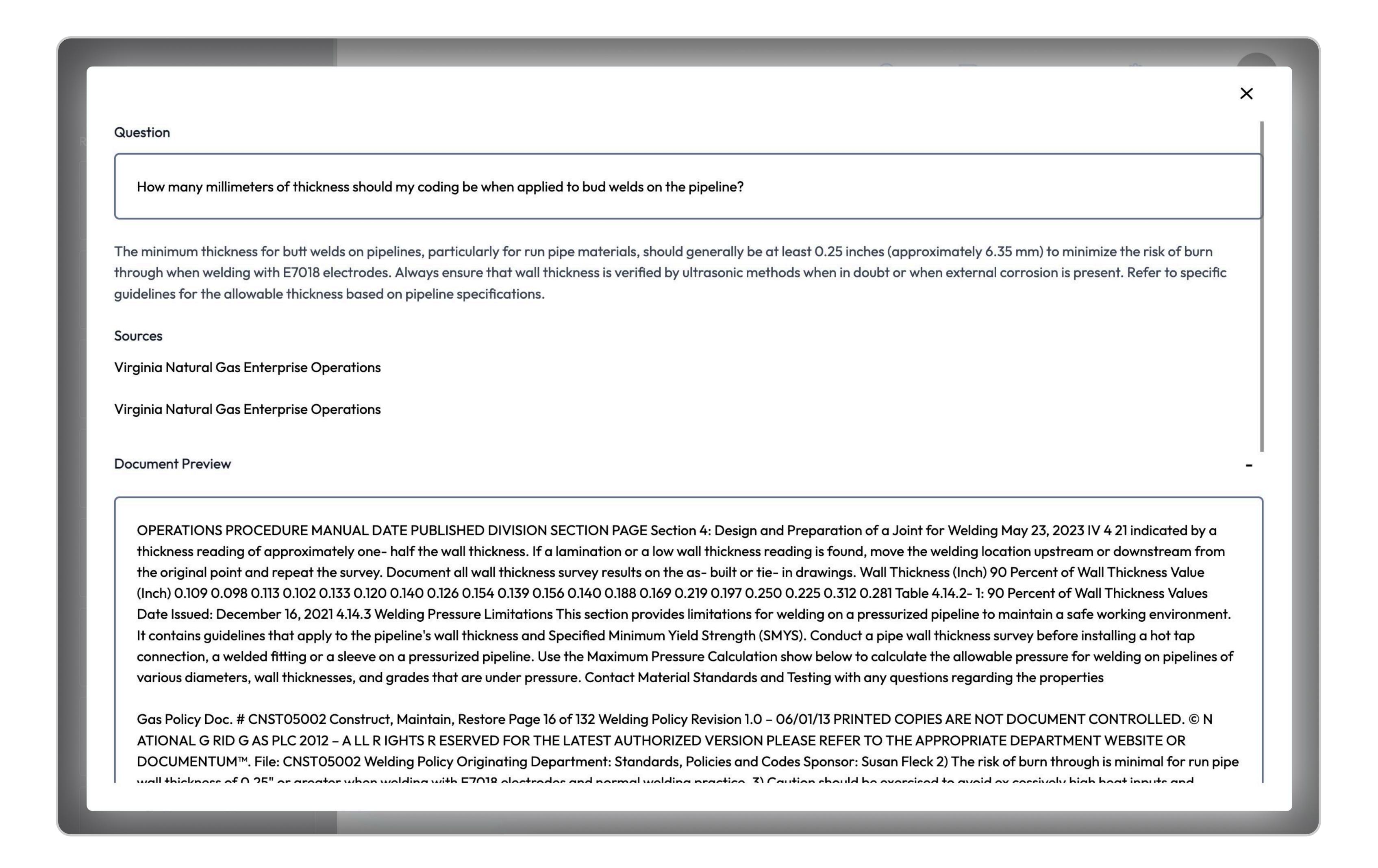
- 1. Below the search bar, you'll find **pre-set topic cards** (e.g., Emergency Response Planning, PPE)
- 2. Click any card to see related documents instantly

### <a>ASK | Browse the Document Library</a>



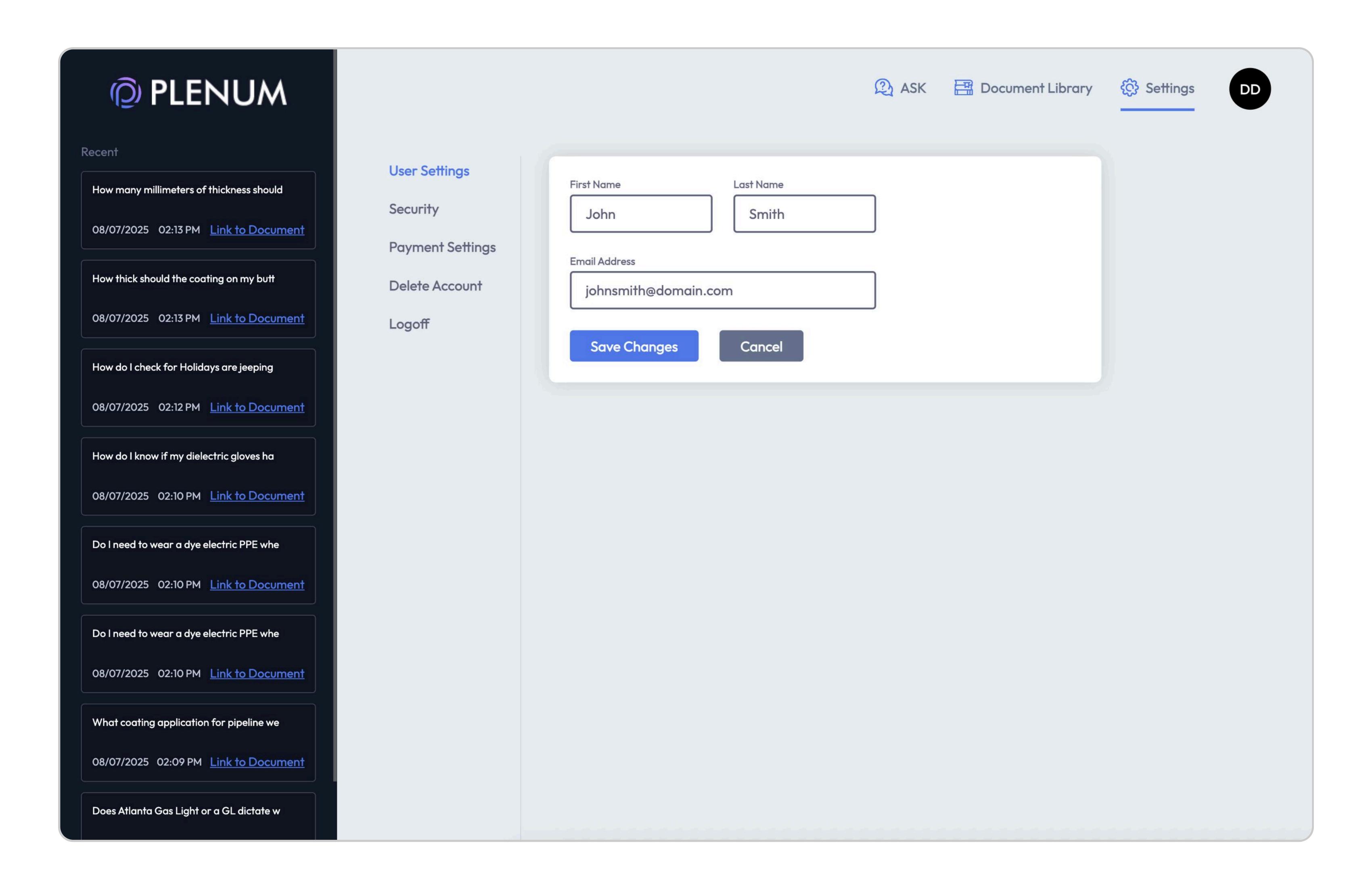
#### BROWSE THE DOCUMENT LIBRARY

- 1. Click Document Library in the top menu
- 2. Browse or search documents by question, date, or source
- 3. Click View to open a document in detail



#### **ACCESS DOCUMENT PREVIEW**

- 1. Click View on any document in the library
- 2. Review your question, read the answer, and reference the source material and document preview below.



#### **UPDATE YOUR SETTINGS**

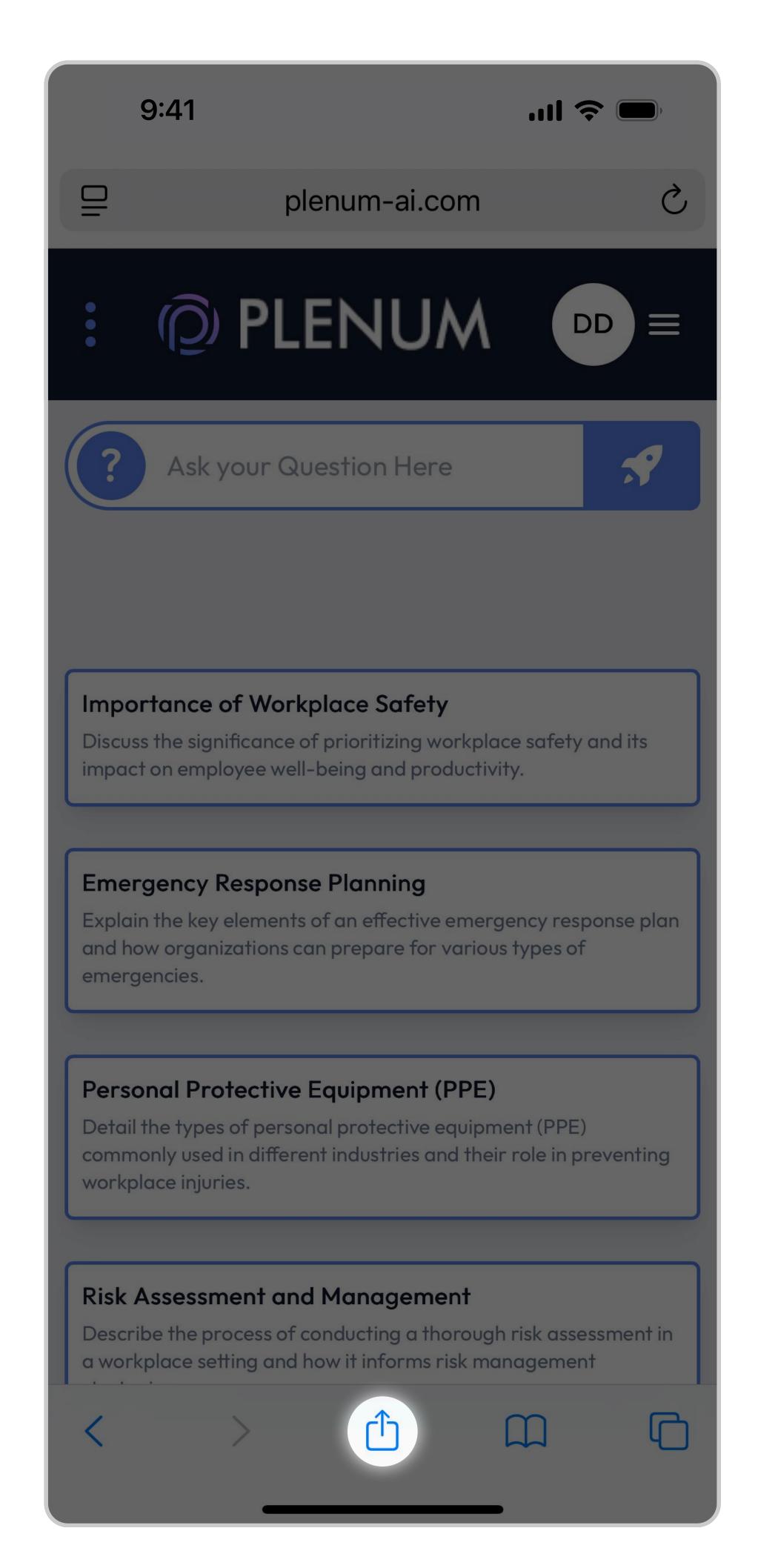
Click Settings in the top menu to:

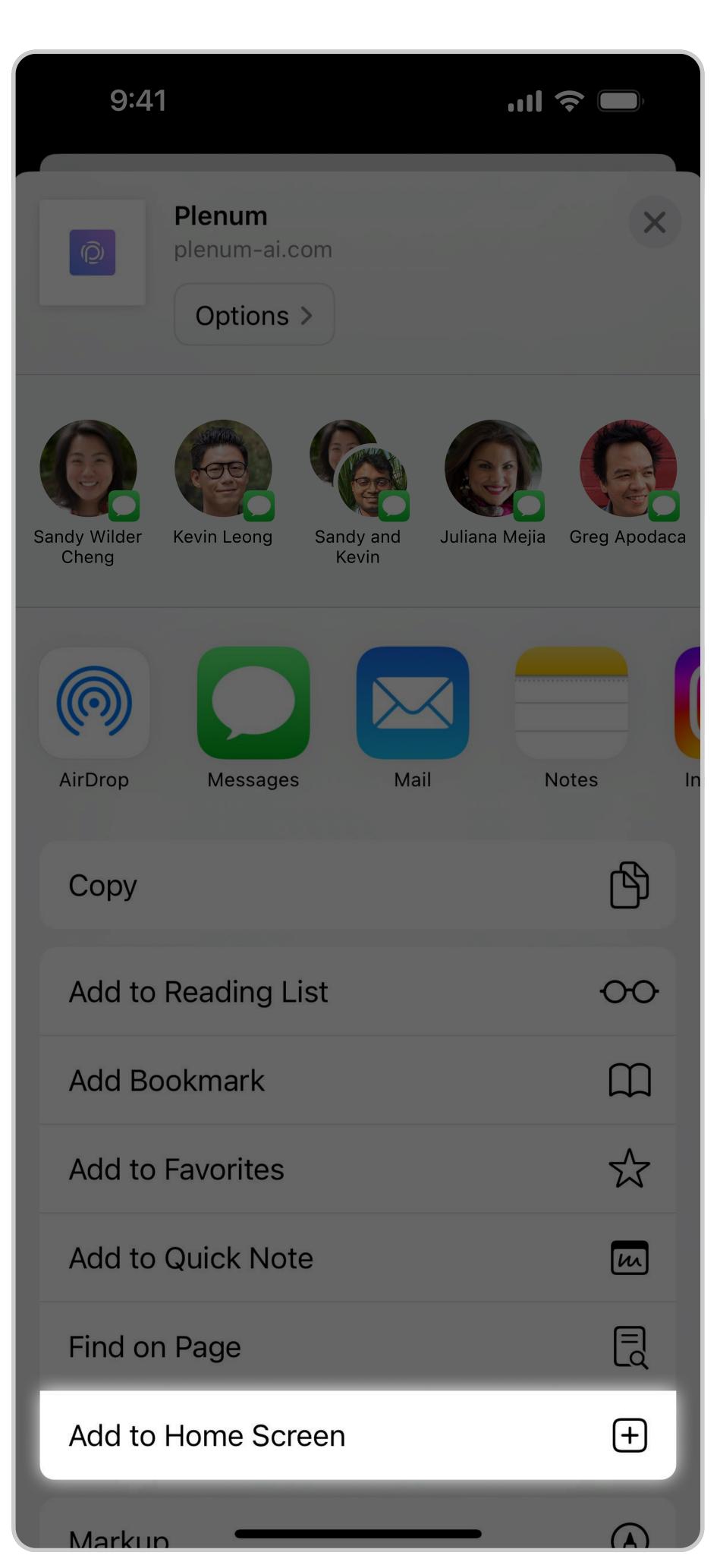
- 1. Update your name and email (User Settings)
- 2. Change your password (Security)
- 3. Manage payment details (Payment Settings)
- 4. **Delete** your account (Delete Account)

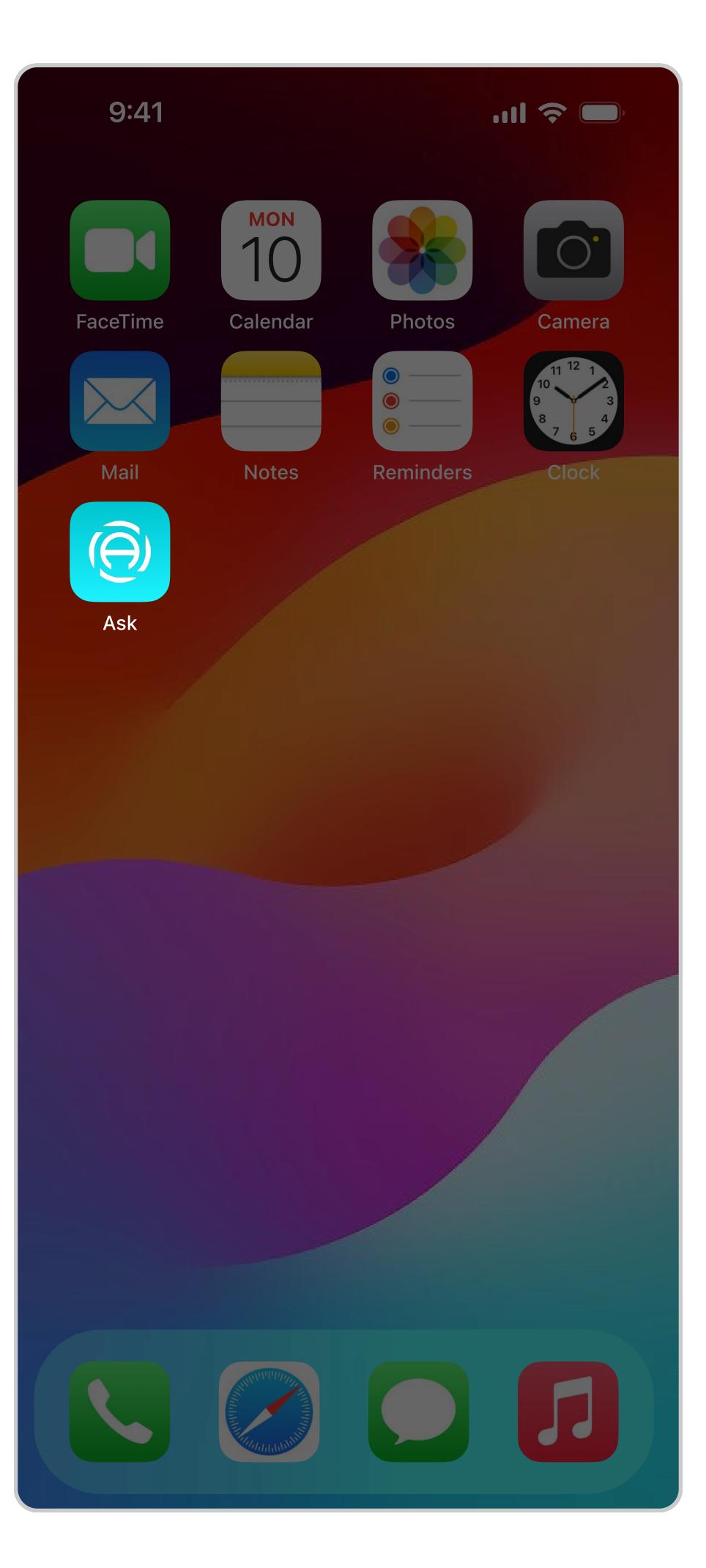
### HOW WILL I RECEIVE MY USERNAME AND PASSWORD?

The administrator(s) will be in charge of creating and distributing new company accounts.

# ASK | Add Ask to your Home Screen







### Add Ask to your Home Screen

- 1. Access <u>plenum-ai.com</u> from your iPhone
- 2. Tap the center share icon on the bottom tray
- 3. Scroll to the bottom of the overlay sheet and tap Add to Home Screen
- 4. Return to Home Screen