

How to Train Your AI with Foundational Documents

The Foundational Documents feature is the "brain" of your AI assistant, Grace. This is the most important step to ensure Grace provides answers that are 100% aligned with your ministry's specific voice, doctrine, and operational details.

By uploading your core documents, you give Grace a single source of truth, building trust and ensuring she remains a safe and helpful assistant for your community.

1. Upload Your Documents

First, navigate to the **Foundational Documents** section in your admin panel. This is where you will provide Grace with her core knowledge.

You have two easy options to upload your files:

- **Drag & Drop:** Simply drag your files (like PDFs, Word documents, or text files) from your computer directly into the large dashed box labeled **"Drag & drop files here."**
 - **Click to Upload:** Alternatively, click the purple **"Choose Files"** button to open your computer's file selector and choose the documents you want to add.
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2. Manage Your Knowledge Base

After uploading, your files will appear in a list below the uploader. This list shows you everything Grace is currently using as her source of truth.

For each file in the list, you have two options:

- **View:** Click the **"View"** link to open the original file and confirm its contents.
- **Delete:** Click the **trash can icon** on the right to permanently remove the document from Grace's knowledge base. This is useful for updating old information—simply delete the old file and upload the new one.

✓ What Should You Upload?

To make Grace as helpful and accurate as possible, we recommend uploading documents that cover two main areas:

1. Theological & Doctrinal Truth

- Your official **Statement of Faith**
- Core **Beliefs & Tenets**
- **Vision or Mission** documents
- Specific ministry positions on various topics

2. Factual & Operational Information

- A **Frequently Asked Questions (FAQ)** document
 - **Service Times and Locations**
 - Information on **Parking, Childcare, and Kids' Programs**
 - Details on how to **Join a Small Group** or **Volunteer**
 - Staff bios and contact information
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That's It!

Once your documents are uploaded, Grace immediately begins prioritizing them as her primary source of truth. You can now have confidence that your AI assistant is speaking with *your* ministry's voice and providing accurate, trusted answers to your community.