Adding & Deleting Knowledge

Managing reference documents in **Knowledge** for Retrieval-Augmented Generation (RAG)

Overview

To make use of your system's Retrieval-Augmented Generation (RAG) capabilities, you first need to add reference documents into **Knowledge**. Once uploaded, the system can retrieve answers, procedures, and specific details directly from your files.

Part 1: Creating a Knowledge Collection & Uploading Files

1. **Open the Knowledge Area:** From the system homepage, navigate to **Workspace** and select **Knowledge**. This screen displays any existing **Knowledge** collections and allows you to upload new documents for information retrieval.
2. **Create a New Knowledge Entry:** Click **Create** to start a new **Knowledge** collection.
3. **Define the Scope and Goal:** Enter the two required pieces of information before saving:
   - **What you are working on:** Name or identify the subject or document set (for example, an equipment owner's manual).
   - **What you are trying to achieve:** Describe the intended goal—such as extracting answers, step-by-step instructions, and processes explained in the manual.
4. **Add Your Content:** After creating the **Knowledge** entry, click the **plus sign (+)** to add content to it.
5. **Upload Your Document:** Select and upload the file from your computer (such as a PDF manual or a physically scanned copy of paperwork). Once the upload finishes, your **Knowledge** collection is set up and ready.
6. **Verify in the List:** Return to the main **Knowledge** list to confirm your newly created collection appears there.

> **Tip: Physical Paperwork & Scanned Documents**
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> If you have printed instructions, receipts, or paperwork that are not yet digital, scan those documents into your computer first, then upload the resulting files into **Knowledge** using the steps above.

Part 2: Deleting Knowledge

If you no longer need a **Knowledge** collection or made a mistake while setting one up, locate the entry in your **Knowledge** list and select the delete option to remove it and return to your previous view.