

scty AI User Manual

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Introduction

Welcome to your new internal scty **AI Assistant!**

This tool is designed to support your daily workflows by analyzing information, summarizing complex texts, drafting emails, and brainstorming ideas – all while keeping client data safe. Think of it as a collaborative conversation: you provide an instruction or ask a question (a "**prompt**"), and the AI generates a response. You can also upload **files (up to 50MB)** to have them analyzed or summarized instantly.

To get the most out of scty AI and ensure you use it safely and responsibly, please read through this brief guide!

Data privacy and storage

A core feature of this tool is that it operates within a high-security internal environment:

- **Internal hosting:** Unlike standard AI tools, your data is processed and stored on **dedicated internal servers in Nuremberg, Germany** (netways). No data is sent to external AI providers.
- **Weekly purge:** To ensure maximum data privacy, all chat histories, prompts, and uploaded files are **automatically and irrevocably deleted every Saturday night**.
- **No backups:** We do not keep backups of your conversations. If you need to keep a result for your records, ensure you save it in our official systems (Sharepoint, Confluence, etc.) before the week ends.

Your initial account is set up with a preset password. For your privacy and safety, **please set a new personal and secure password** (using Bitwarden) through the account button!

Functions

In addition to standard LLM functionalities, the following add-ons have been implemented for 1) **sending a prompt** and 2) **reacting to a generated** answer:



- **Attachments:** Attach a file for the LLM (such as PDFs, Excels, etc.) and feel free to try out how the assistant handles different formats. Please consider that the assistant will keep any attachment used for future prompts as well. If you do not want that, hover over the icon and delete attachments for the next prompt.
- **/ Commands:** Set custom commands to be reused. /reset is preset and resets the chat. Consider that the commands will also be reset weekly.
- **@ Agents:** Through @agent, you enter the reasoning mode, enabling the assistant to work in multiple steps and “think through” tasks. It can invoke different tools to solve more complex prompts. Do not worry: Even though web functionalities are listed, these are disabled to keep the sensitive data safe.
- **Font size:** Change the font size to your liking.



- **Copy:** Copy the last answer generated by the assistant.
- **Edit:** Edit the answer of the assistant (not your own – that is possible below your last prompt). This can be useful if a certain answer is needed for the next prompt.
- **Regenerate:** Regenerates the answer. As LLMs are probabilistic, every answer will be different – sometimes quite drastically.
- **Like:** Gives the model positive feedback for the response. This does not have negligible effect in our current case.
- **Fork/Delete:** “Fork” the thread into a separate version, enabling you to go down two different paths for the following prompts. It will appear as a new thread with the same history. Use “delete” to delete the last answer by the assistant.

Important notes

The AI is an assistance system, not an infallible source of truth.

- **Results may be flawed:** Like any AI, it can make mistakes, misinterpret information, or "hallucinate" facts.
- **Your duty to verify:** As the user, you are responsible for carefully checking all generated results for accuracy, completeness, and appropriateness before further use.

View the AI as a highly capable intern: it can take a lot of work off your plate, but you must review and approve the final output.

To maintain security and legal compliance, please observe the following boundaries. Do **NOT** use the tool for the following:

- **Final decisions:** Never make critical business or personnel decisions based solely on an AI response. Every decision requires human review and approval.
- **Official security clearances:** Since this tool is hosted internally and does not use the web for its functions, you are permitted to process internal, sensitive, and confidential client data. However, do **NOT** enter information that is subject to official security clearance (e.g. VS-NfD) or data explicitly flagged as "Not for AI processing."
- **Illegal or unethical purposes:** Generating content that is discriminatory, hateful, misleading, or otherwise unlawful is strictly forbidden.

Daily usage checklist

Be precise: Provide clear instructions and context!

Be critical: Always verify the results!

Be responsible: Use the tool as an assistant, not a decision-maker.

Be mindful: Check if the data has an official security clearance before uploading.

Save your work: Remember that your chat will be gone by next week!

For questions and feedback, feel free to write a mail or message to jin_han.sung@scty.ai or diana.gubernat@scty.ai! We wish you productive and joyful work with the new assistant!