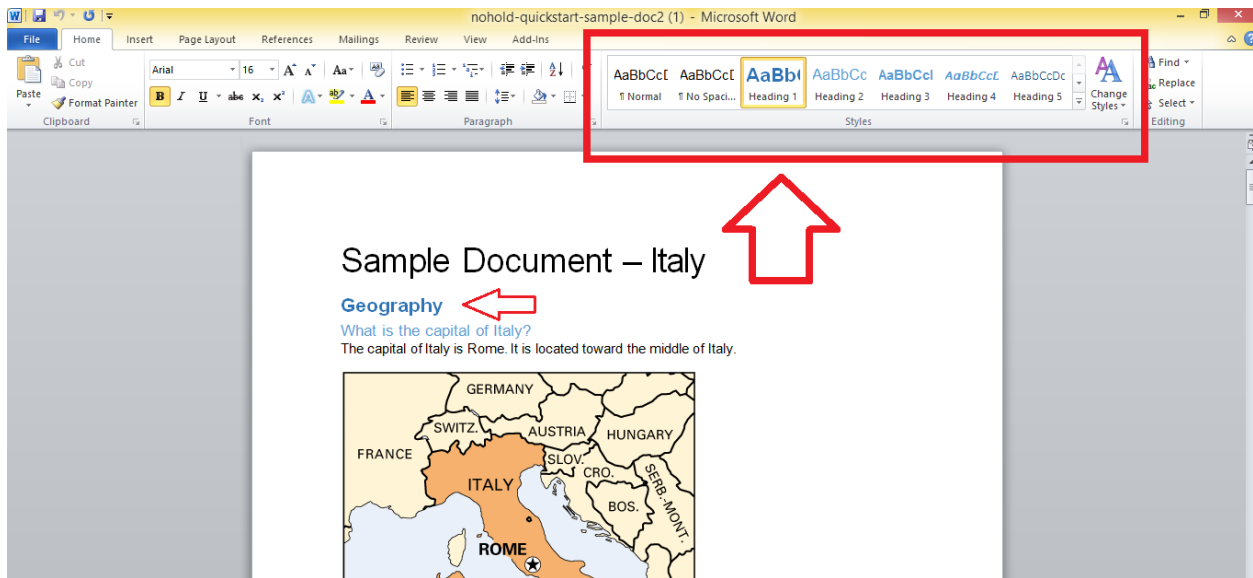
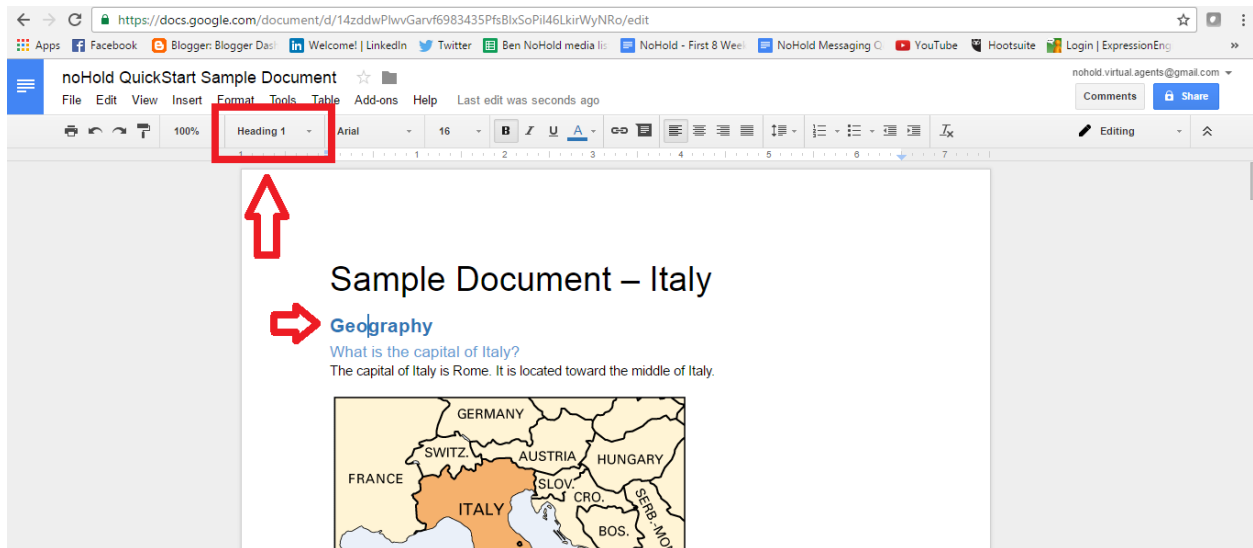


# SICURA™ QuickStart Tutorial

SICURA™ QuickStart has made creating your own Virtual Assistant (known as Albert) simple for anyone, including non-programmers. SICURA QuickStart takes Microsoft Word documents or Google Docs that are formatted in a specific way, and ingests the information to create the content within Albert. To create a Word or Google Doc for Albert you need to categorize your content using the 'Styles' mechanism. (i.e. Heading 1, Heading 2, etc.)



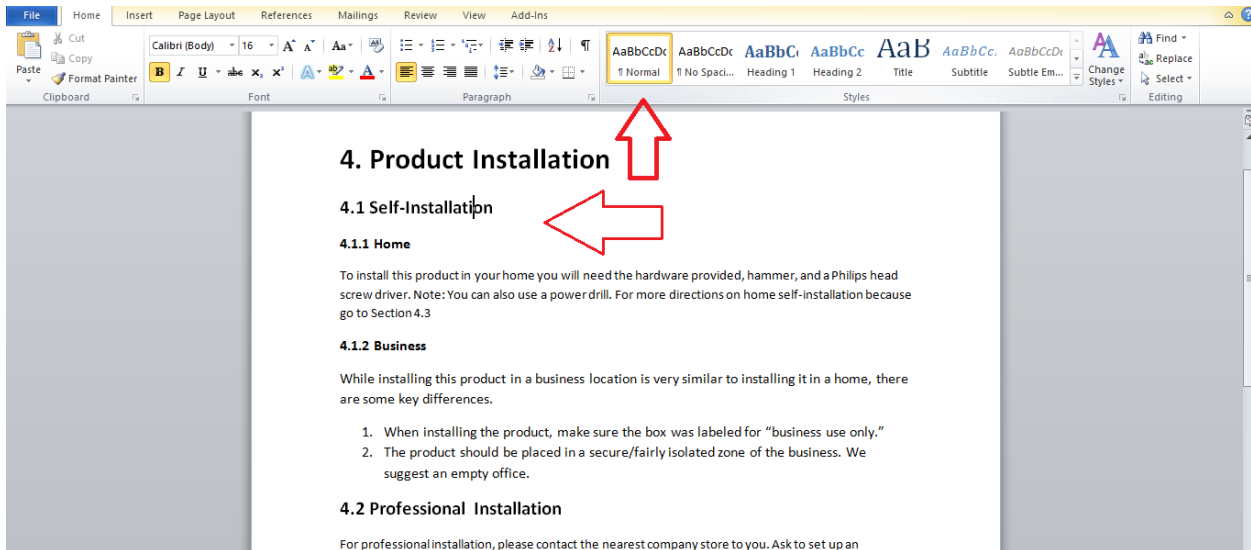
Located at the top of Microsoft Word



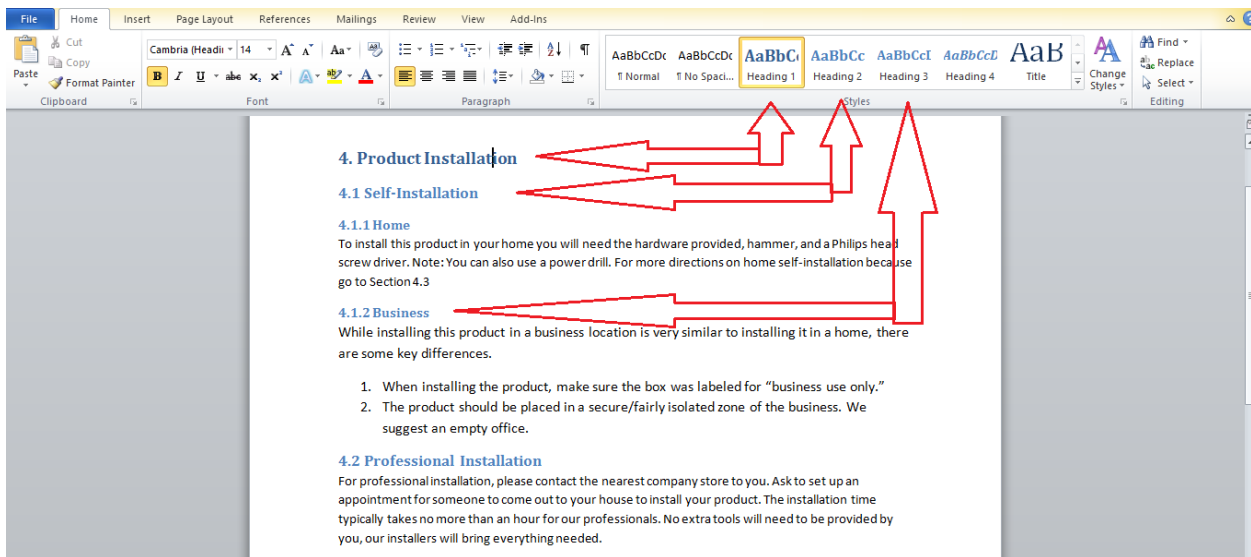
Located on the top left of Google Docs

Here are a few ways to begin your journey to creating your own Virtual Assistant.

1. Use the [Sample Document](#) provided (link) as a starting point. This template is already formatted correctly using various Headings. All you have to do is replace the current content with your own.
2. You can also make adjustments to already existing documents to make it compatible with Albert, such as product manuals. With minimal effort, these long manuals turned into interactive Virtual Assistants. For example, below is a screen shot of a sample product manual. As you can notice the whole document is written using the 'normal' styling.



By simply changing the existing categories to the appropriate Heading style (shown below), Albert is able to understand the content.



3. Lastly, you can start from scratch. All you have to do is use the 'styles' feature to label your content. Text must be labeled as Heading 1 for Albert to understand it as a category. Heading labels 2 and 3 can be used to identify sub categories with in the main Heading 1 category. After categorizing the content with Headings, the solution text should be typed in "Normal" style. For example, if you were creating an Albert out of information from an Employee handbook, it might look something like this.

# Employee Handbook

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## Company Policies and Procedures (HEADING 1)

### Leave Policies (HEADING 2)

#### Vacations (HEADING 3)

The company provides, as a benefit, paid vacations for its eligible employees. Forward requests for time off in advance to a supervisor, who may approve or deny the request based on company resources. (NORMAL)

#### Sick Leave (HEADING 3)

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off.

### Pay Day (HEADING 2)

Checks will be distributed every 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month.

### Employee Benefits (HEADING 1)

#### Health Insurance (HEADING 2)

The company makes group health benefits available to eligible employees and their family members. Eligible employees are full time employees who have worked for [enter time] months. Part time employees are eligible if they work at least [enter hours] hours per week and have been employed for [enter time] months.

\*Disclaimer: The above information was obtained from a [sample Employee Manual](#) found on the web.

For more information on Albert, be sure to check out the [resources page on the website](#). There you will find videos, documents, and an Albert support Virtual Assistant that can help you with your questions regarding SICURA QuickStart, 24/7.

