NEUQUIP

USER GUIDE

V1.3

Neuquip User Guide
Version 1.0

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Neuquip User Guide

This guide is designed to help you get started with Neuquip and make the most of its features. Whether you are installing NBrowser for the first time or exploring advanced functions such as projects, workflows, and compliance checks, this document provides clear, step-by-step instructions.

Our goal is to ensure you can navigate the platform with ease, improve your productivity, and confidently manage your tasks. Use this guide as a reference whenever you need support in setting up, exploring tools, or customizing your experience with Neuquip.

1 **Steps to Get Started with NBrowser**

1. Go to **https://neuquip.com**
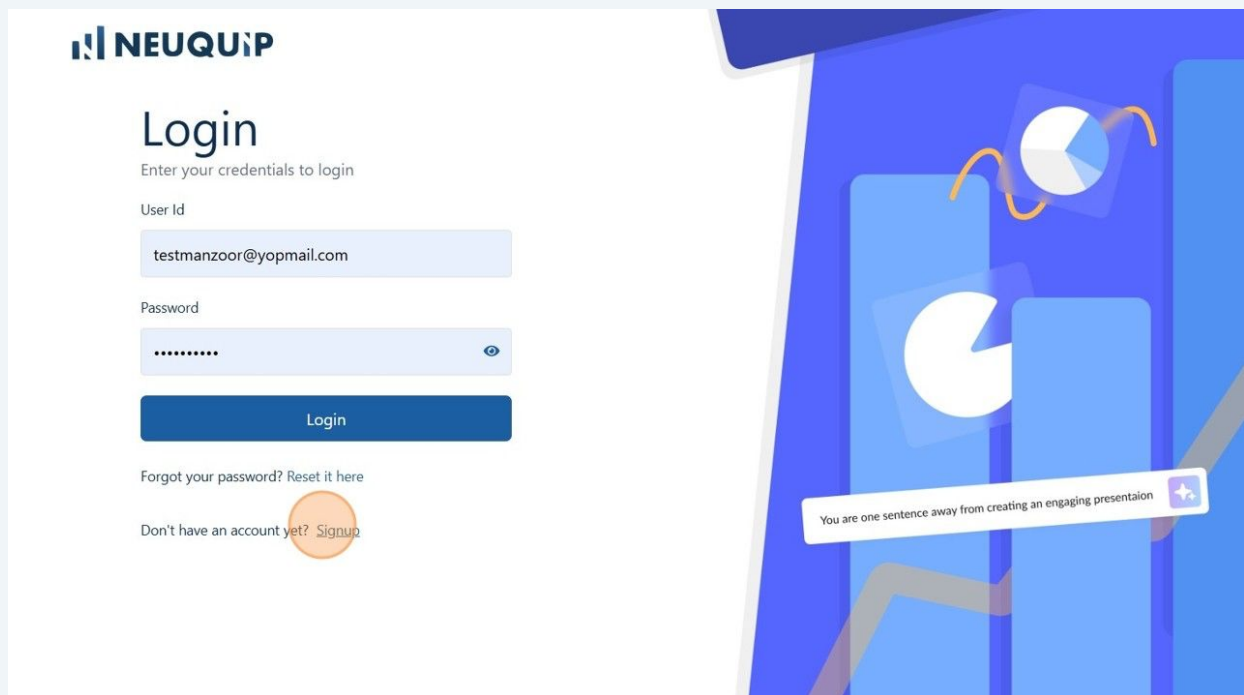
2. Download **NBrowser** for **Mac** or **Windows**

3. Install the application on your computer

4. Open **NBrowser** and start using it

2 You will see the **login screen** — enter your credentials to get started

3 If you don't have an account, click **"Sign Up"** to create one
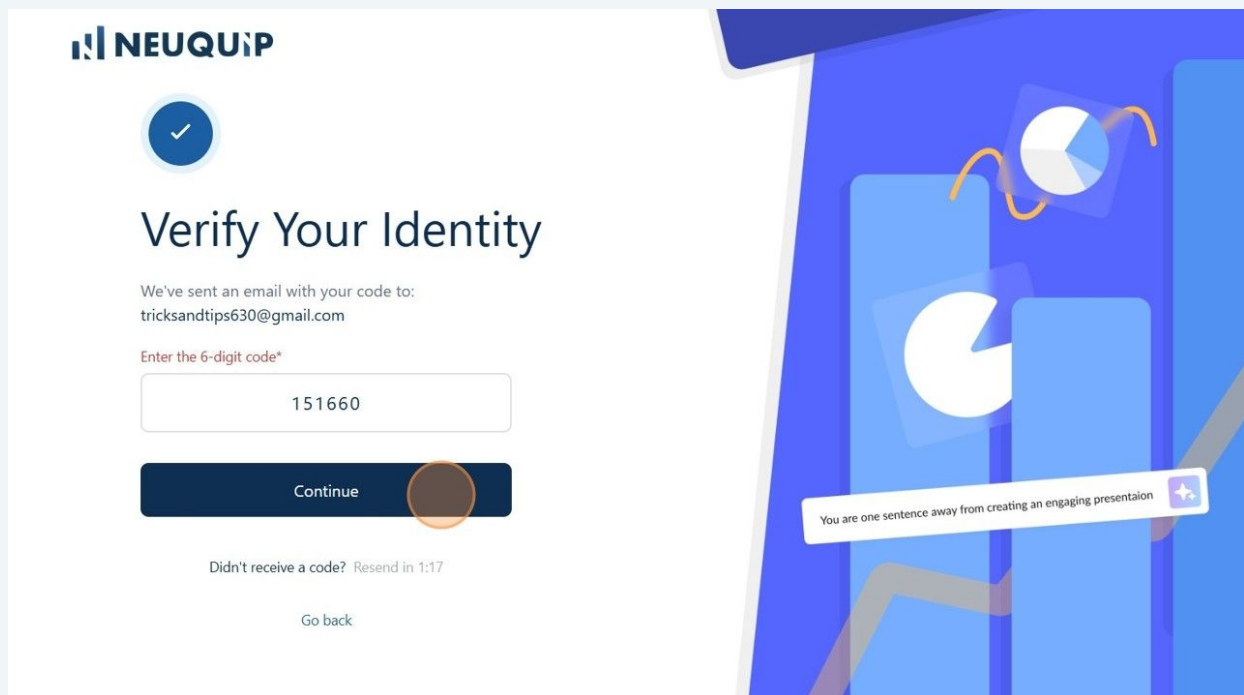
4 Enter all the **required details** in the sign-up form and click **"Sign Up"**

5 After signing up, you will see the **Verify Identity** screen

- Check the email address you provided

- You will receive a **one-time password (OTP)**

- Enter the OTP in the verification field and click **"Continue"**

6 After verification, you will be automatically logged in. A popup will appear saying *"Welcome to Neuquip."* Click **"Get Started"** to begin using NBrowser.
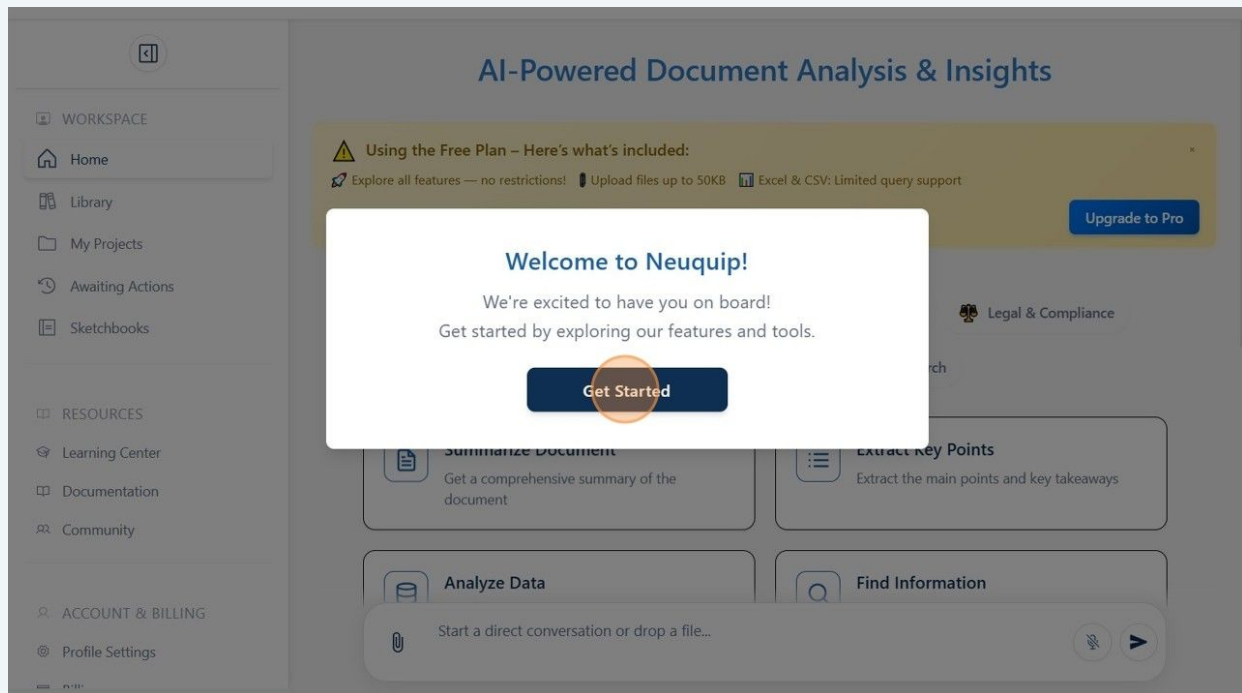
7 As soon as you click *"Get Started"*, the **Home Screen** will appear. On the left side, you will find the navigation panel where you can access options such as *Library, My Projects, Awaiting Actions, Sketchbooks,* and more. The right side displays the **main content area**, where the details of the selected section will appear.
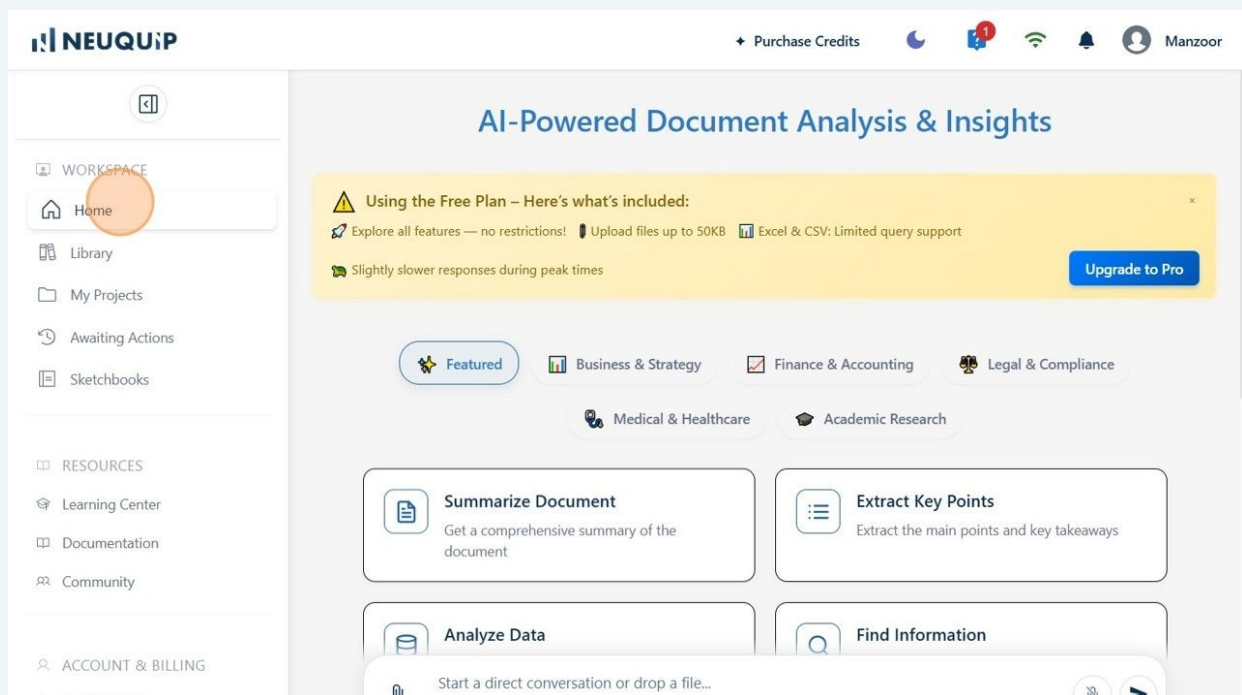
8   Home

Access a collection of custom prompts, organized into categories such as *Business & Strategy, Finance & Accounting, Legal & Compliance,* and more. Each category contains multiple prompts. You can also start by typing your own prompt or dragging a file to begin.

Library

Browse through pre-loaded documents provided for testing and exploration.

My Projects

View and manage all your conversations organized by project. You can access them anytime and use filters to quickly find specific projects.

Awaiting Actions

Track workflows that you have either created or been assigned to.

Sketchbook

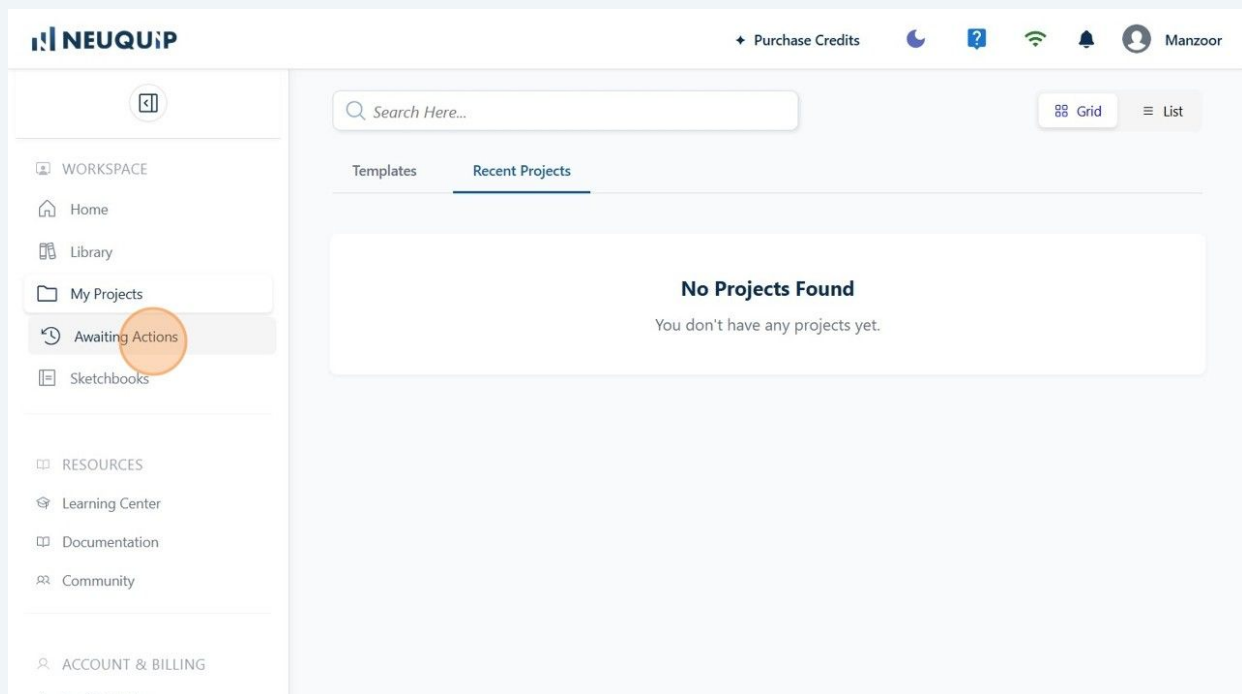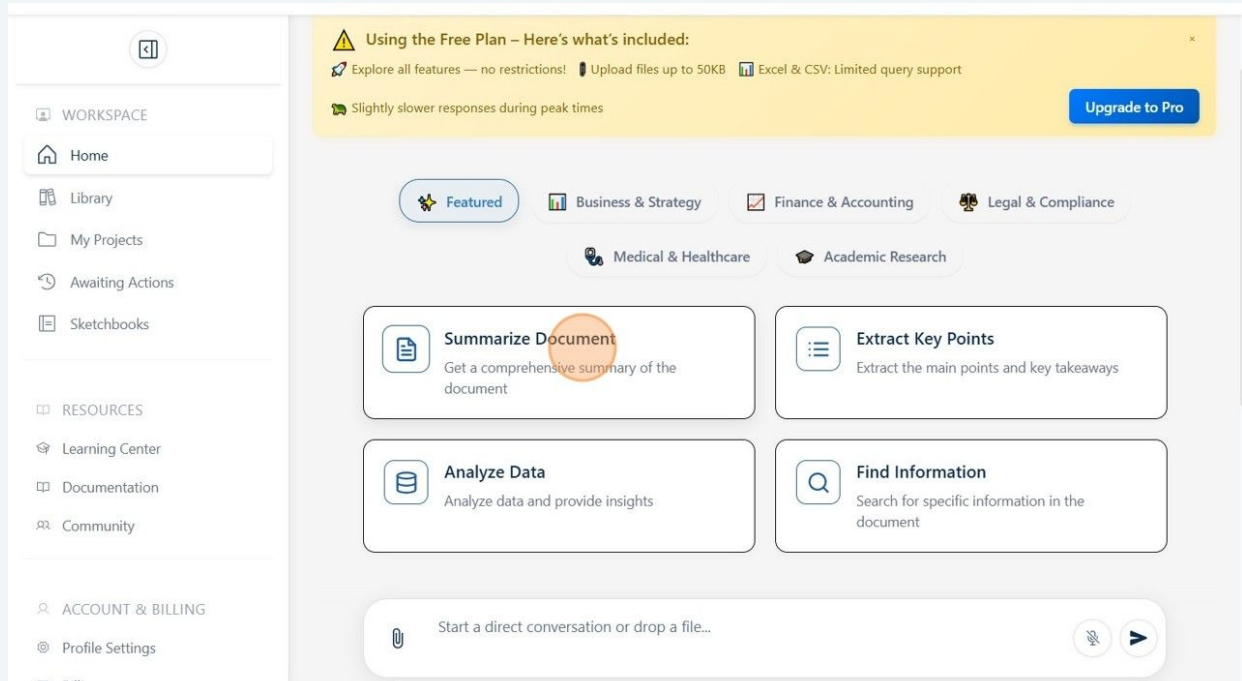Design and organize your ideas visually. In Sketchbook, you can create and drag different types of charts, text boxes, and more. It also includes a dedicated Flowchart Mode. From Sketchbook, you can create workflows that can be saved or shared with others via email.
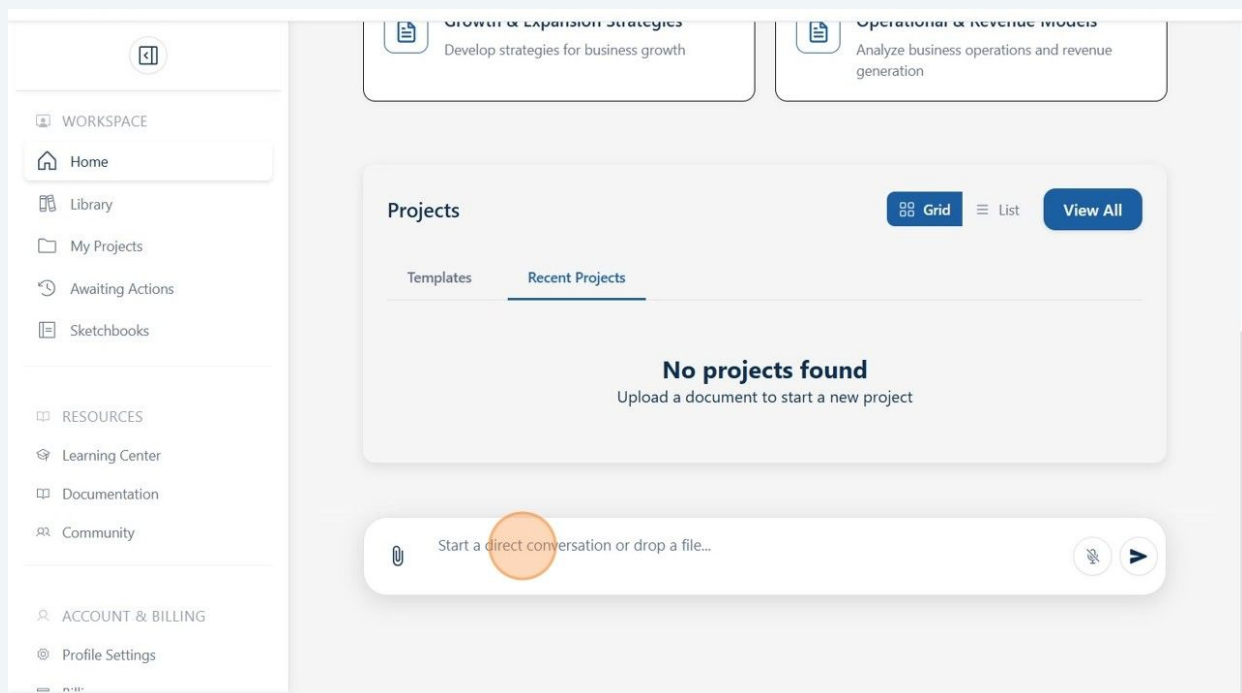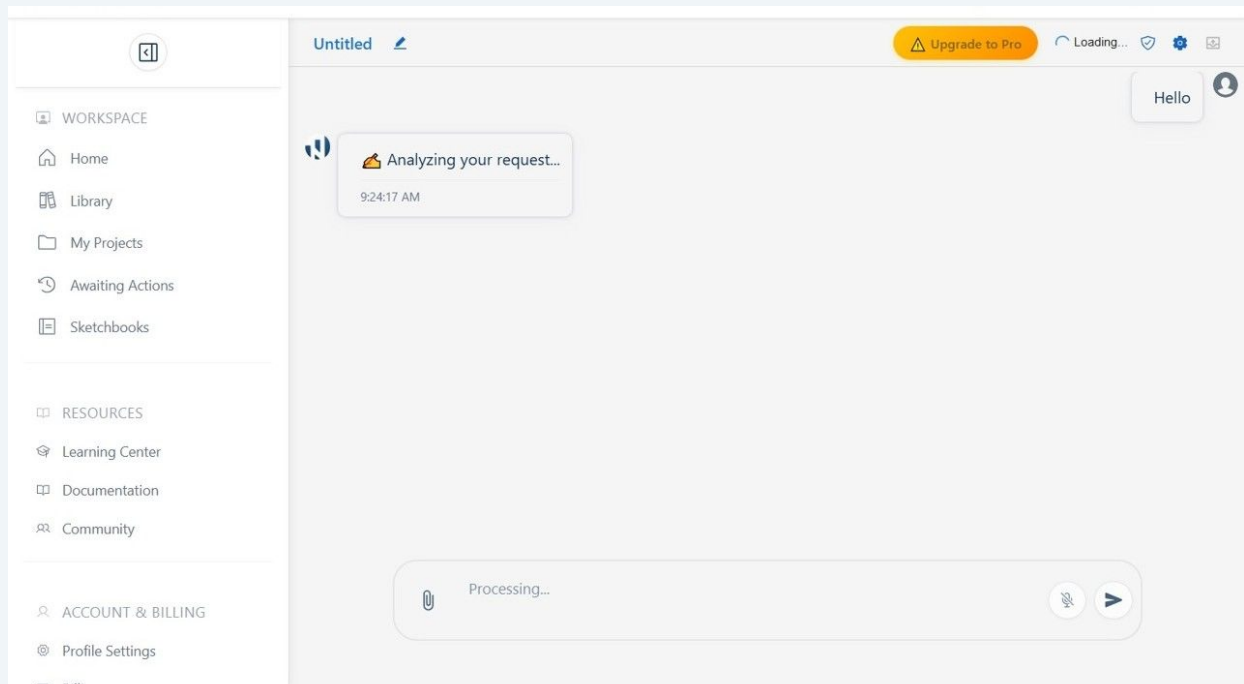
9   Click "Awaiting Actions"

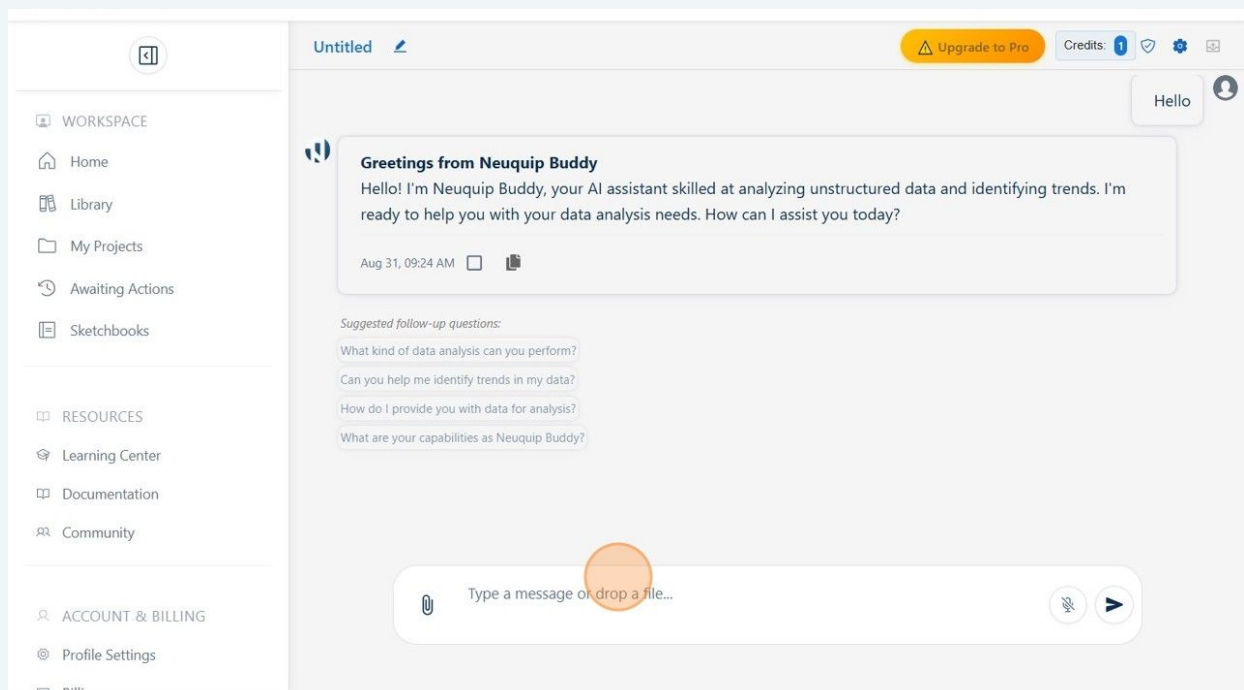**10** Click "Summarize DocumentGet a comprehensive summary of the document"

⚠ **Using the Free Plan – Here's what's included:**   ×

🚀 Explore all features — no restrictions!   📱 Upload files up to 50KB   📊 Excel & CSV: Limited query support

🐢 Slightly slower responses during peak times   **Upgrade to Pro**

WORKSPACE
- 🏠 Home
- 📚 Library
- 📁 My Projects
- 🕓 Awaiting Actions
- ▤ Sketchbooks

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- 📖 Documentation
- 👥 Community

ACCOUNT & BILLING
- ⚙ Profile Settings

✨ Featured   📊 Business & Strategy   ☑ Finance & Accounting   ⚖ Legal & Compliance

🩺 Medical & Healthcare   🎓 Academic Research

Summarize Document
Get a comprehensive summary of the document

Extract Key Points
Extract the main points and key takeaways

Analyze Data
Analyze data and provide insights

Find Information
Search for specific information in the document

Start a direct conversation or drop a file...   🎤 ➤

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11 Click the "Start a direct conversation or drop a file..." field. "Entered Hello"

Growth & Expansion Strategies
Develop strategies for business growth

Operational & Revenue Models
Analyze business operations and revenue generation

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Projects   ⊞ Grid   ☰ List   **View All**

Templates   **Recent Projects**

No projects found
Upload a document to start a new project

Start a direct conversation or drop a file...   🎤 ➤

12 Type "Hello **Enter**"

Untitled ✎	⚠ Upgrade to Pro ◯ Loading... 🛡 ⚙ 🖼

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Hello

🖌 Analyzing your request...
9:24:17 AM

📎 Processing...   🎤 ➤

---

13 Click the "Type a message or drop a file..." field. to continue the conversation

Untitled ✎	⚠ Upgrade to Pro Credits: 1 🛡 ⚙ 🖼

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Hello

Greetings from Neuquip Buddy
Hello! I'm Neuquip Buddy, your AI assistant skilled at analyzing unstructured data and identifying trends. I'm ready to help you with your data analysis needs. How can I assist you today?

Aug 31, 09:24 AM ☐ 📋

Suggested follow-up questions:
What kind of data analysis can you perform?
Can you help me identify trends in my data?
How do I provide you with data for analysis?
What are your capabilities as Neuquip Buddy?

📎 Type a message or drop a file...   🎤 ➤

14 Click this icon.

15 Double-click "Untitled" to change the project name and hit enter or click outside the input filed to save the changes
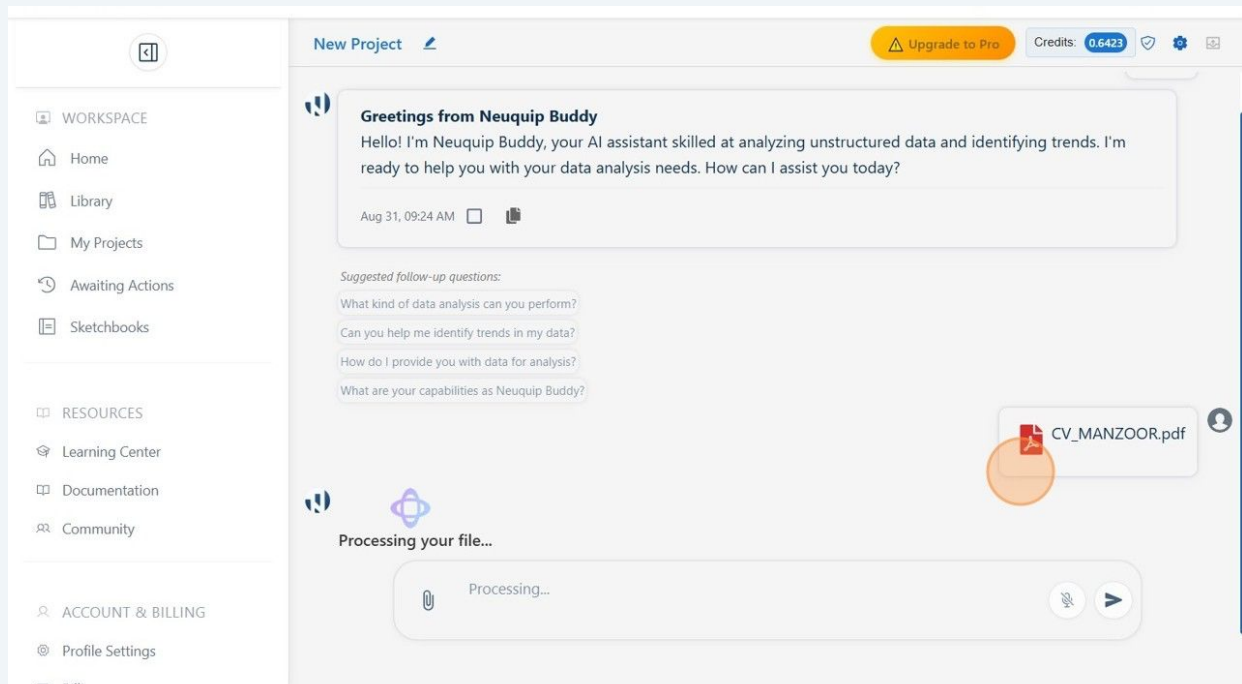
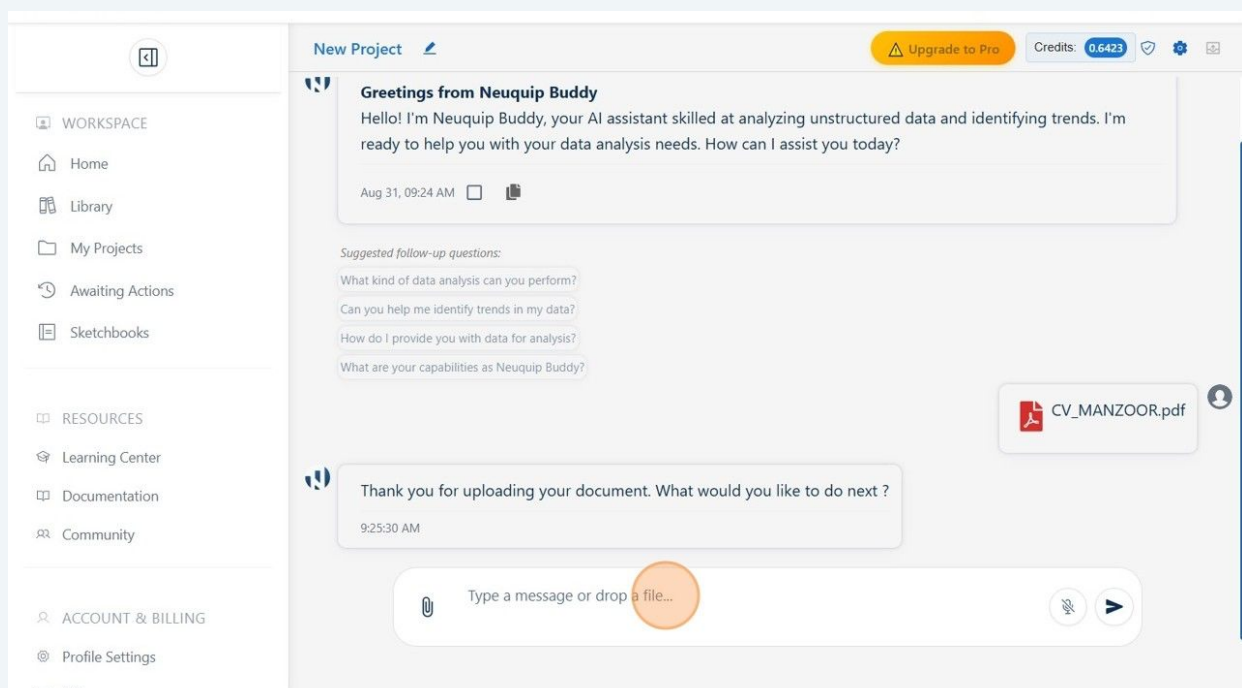**16** Hover over the **Credits** section to view your remaining tokens.

17 Click the upload icon or drag and drop a file to upload it.
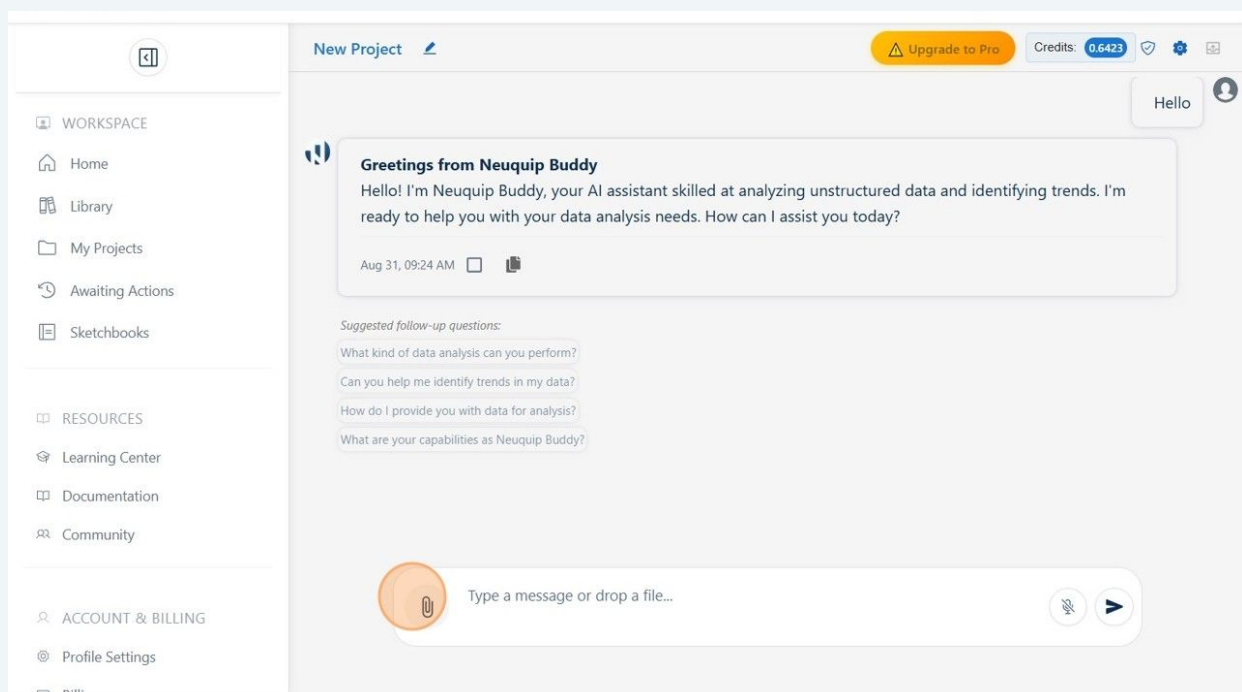
18 wait until the file processes

New Project ✏

⚠ Upgrade to Pro   Credits: 0.6423

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CV_MANZOOR.pdf

Processing your file...

Processing...

---

19 Click the "Type a message or drop a file..." field.

New Project ✏

⚠ Upgrade to Pro   Credits: 0.6423

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Greetings from Neuquip Buddy
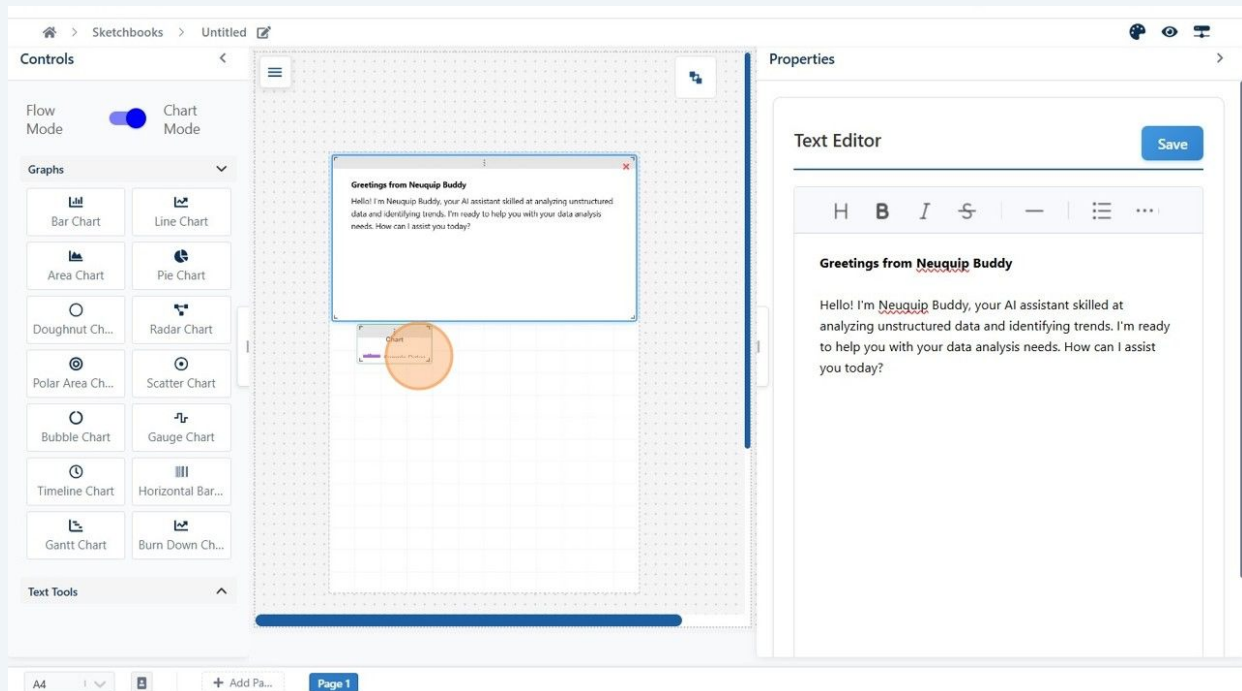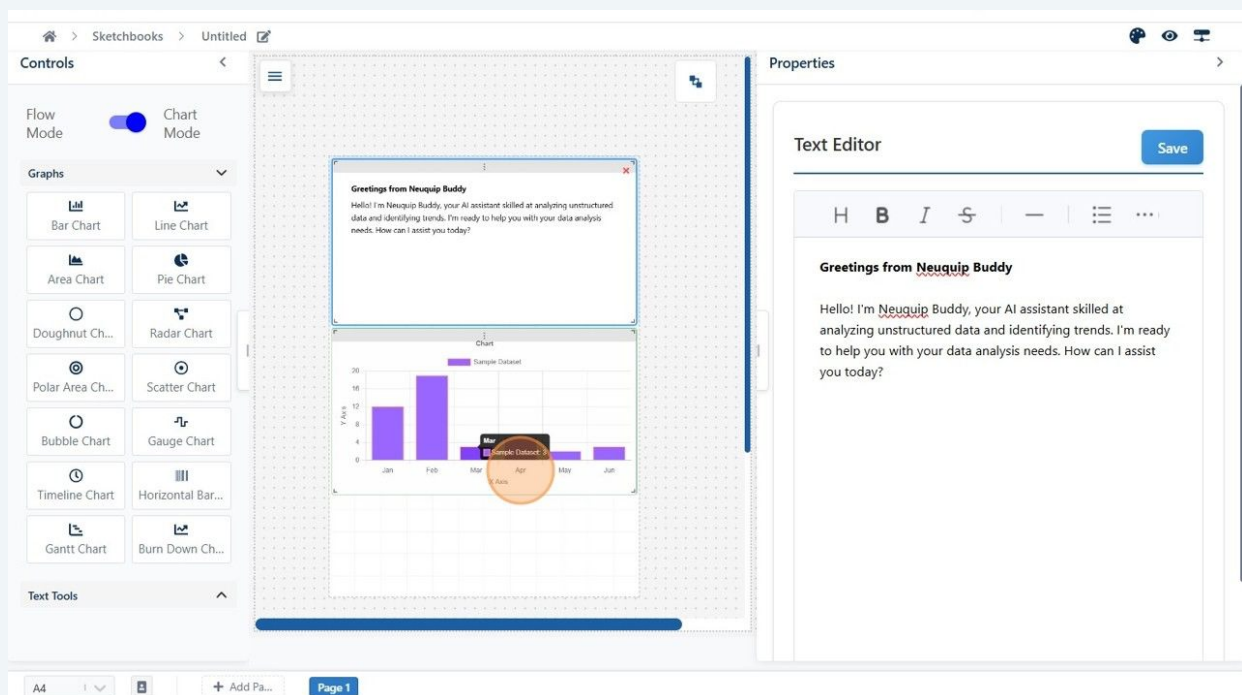Hello! I'm Neuquip Buddy, your AI assistant skilled at analyzing unstructured data and identifying trends. I'm ready to help you with your data analysis needs. How can I assist you today?

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Suggested follow-up questions:
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Can you help me identify trends in my data?
How do I provide you with data for analysis?
What are your capabilities as Neuquip Buddy?

CV_MANZOOR.pdf

Thank you for uploading your document. What would you like to do next ?

9:25:30 AM

Type a message or drop a file...

20 After the file is fully processed, you can ask anything related to it. You can also check the file's compliance. Multiple files can be managed within a single project. To review compliance, click the compliance icon.
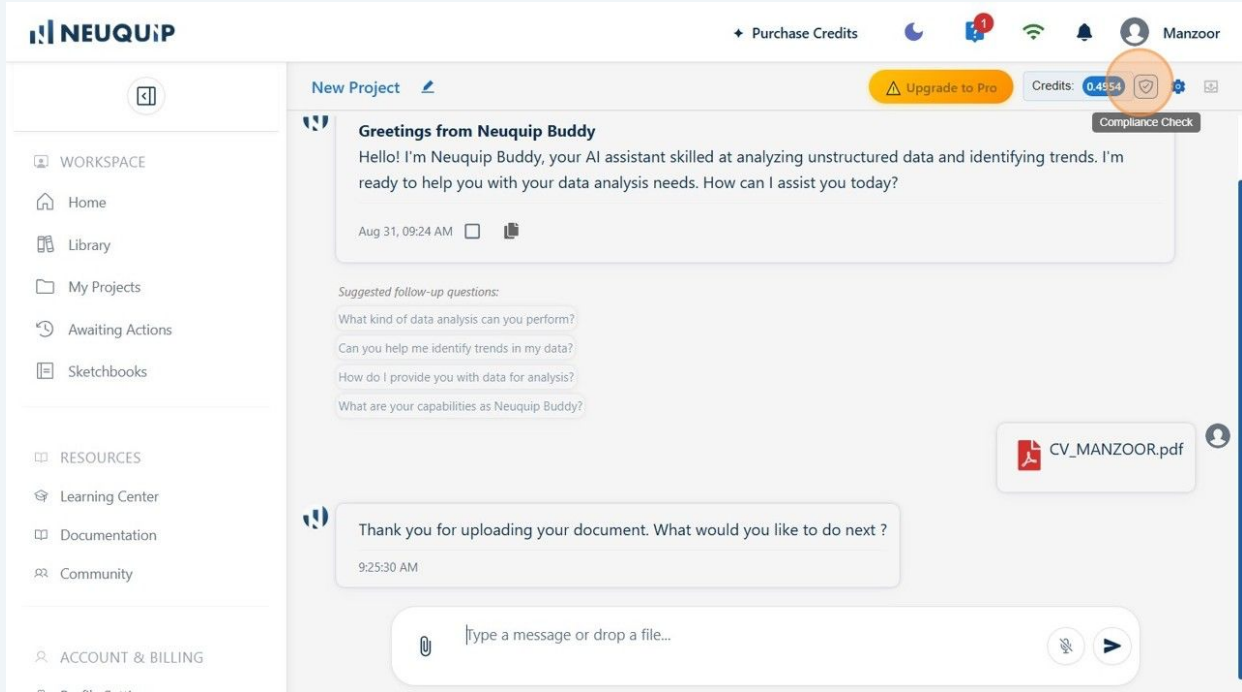
21 Click "CV_MANZOOR.pdf"
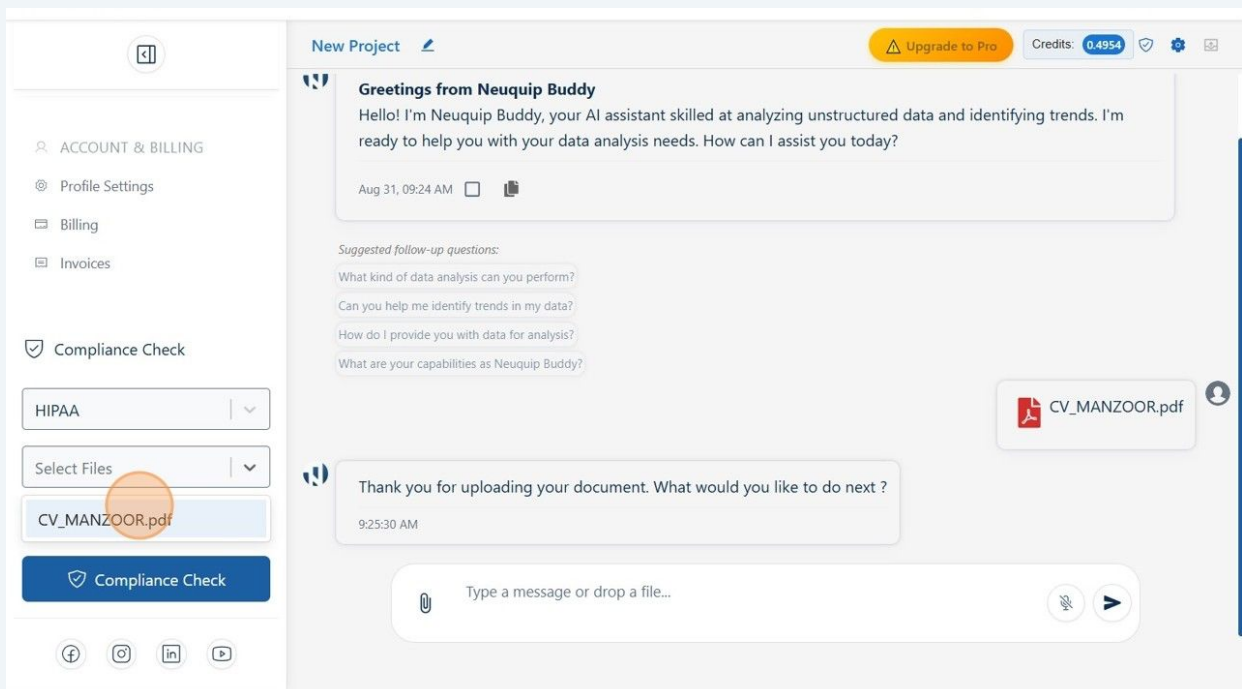
22 This will open the Compliance menu, where you can select a compliance framework such as HIPAA, GDPR, etc., and choose the file you want to check and Click Complince Check it will show a dialog with the results
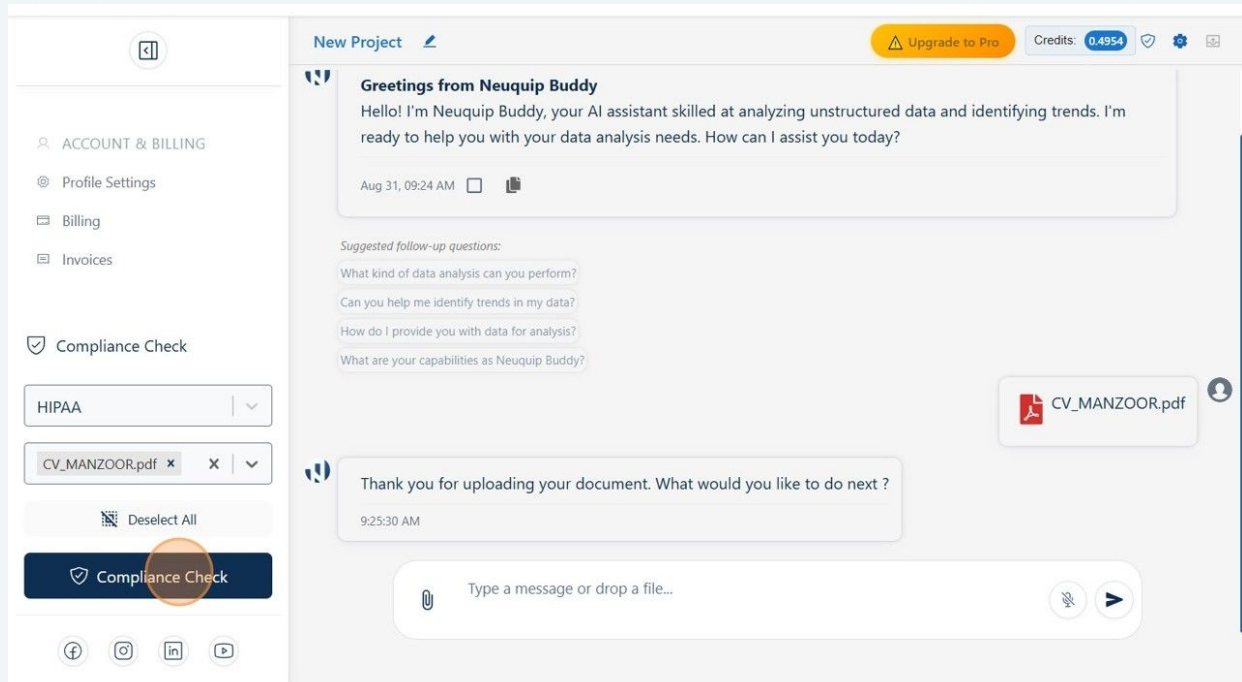
23 **Click the Settings icon to open the Settings menu. In this menu, you can:**

• **Choose the Model**: Basic or Advanced

• **Select the Response Type**: Brief or Elaborative

• **Set the Page Range**: For example, if you uploaded a file with 20 pages but only want to work with the first 5, enter the range as **1–5**
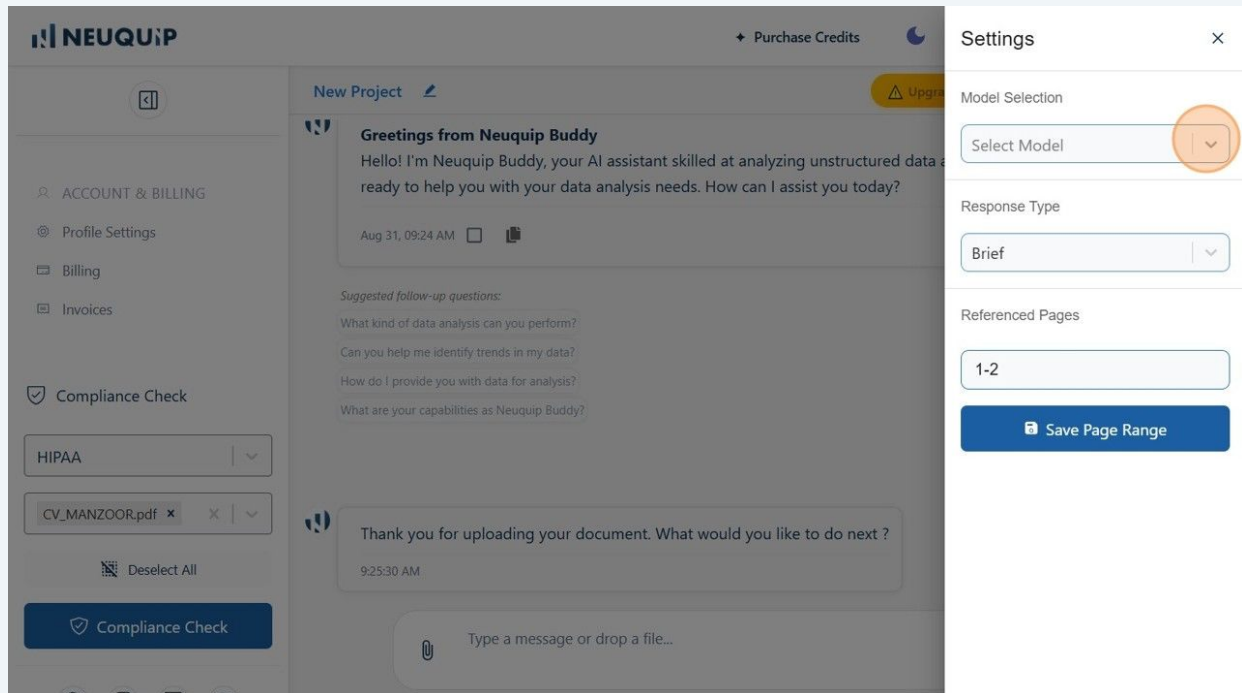
24 Here, you can select the messages, charts, images, or multiple items you want to export. Once you make a selection, the disabled **Export** button will become active and appear at the top-right corner, next to the Settings and Compliance Check icons.
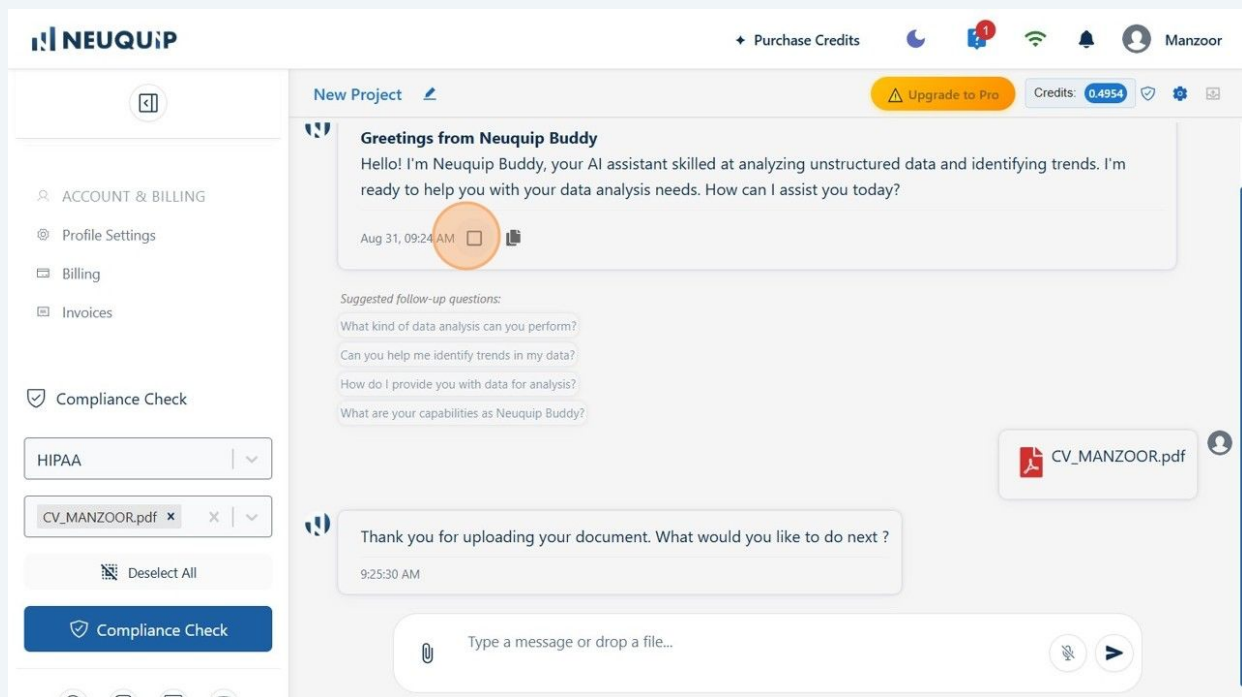
25 Click here.
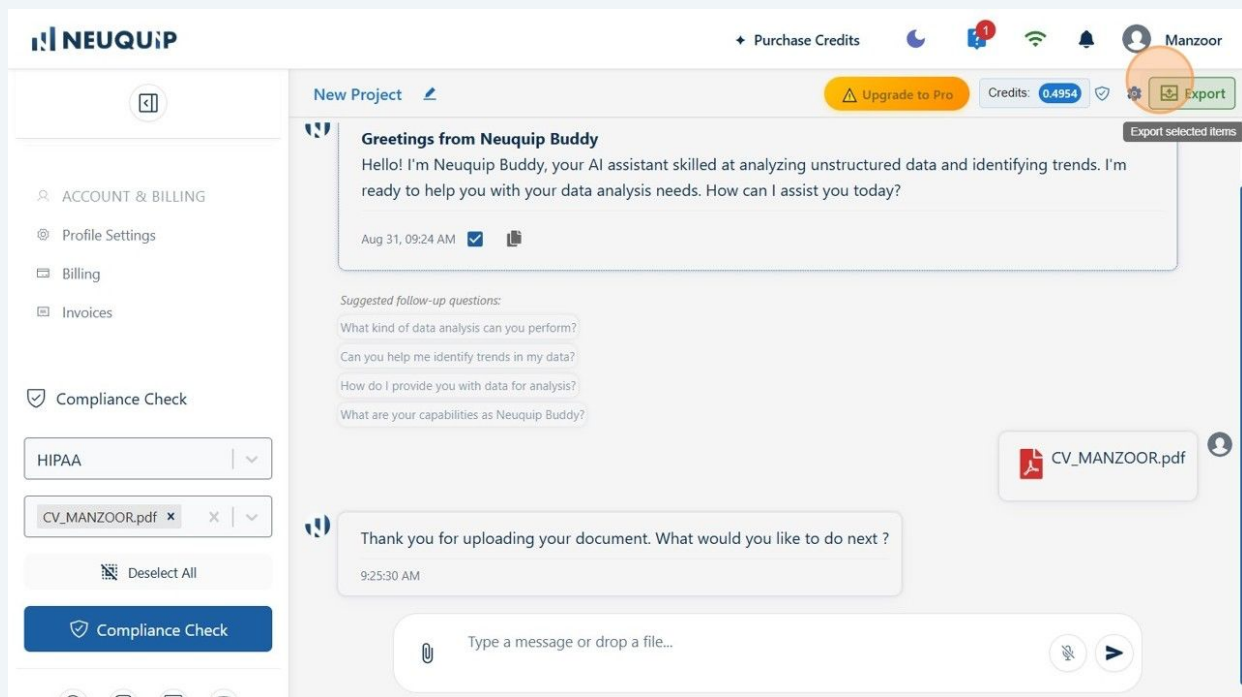
26 Click "New SketchbookCreate a new sketchbook with selected items"
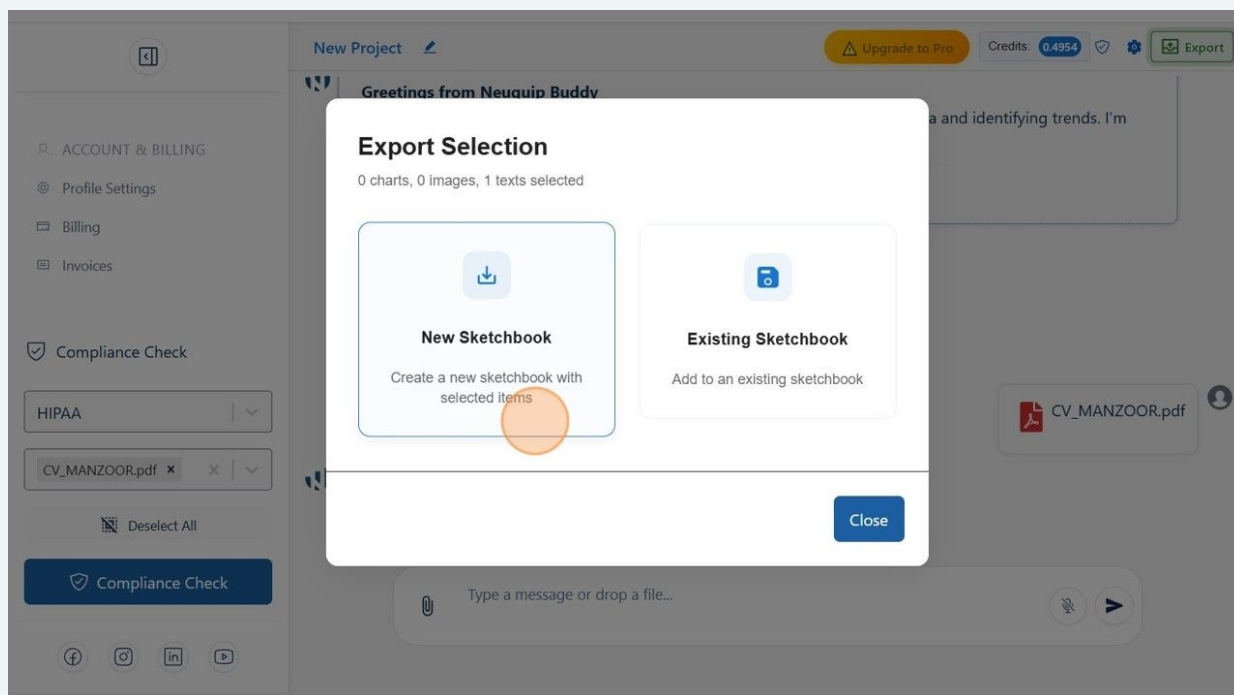
27 Click "Goto Sketchbook"
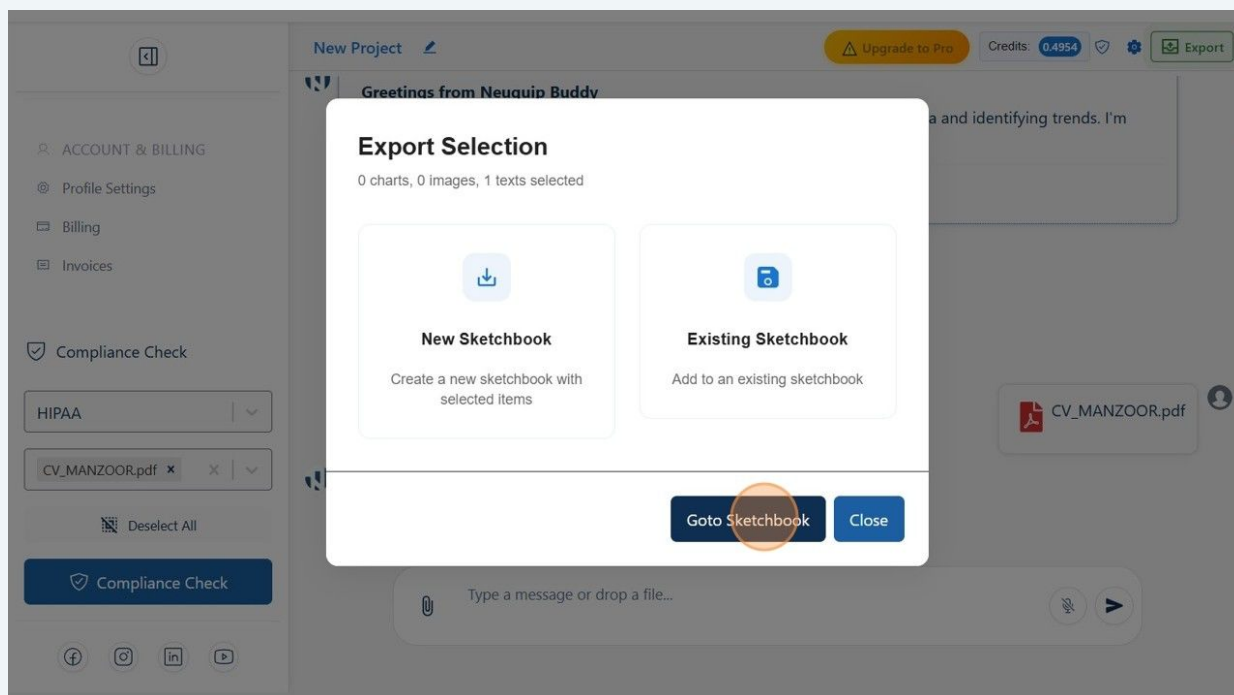
28 You will be navigated to the Sketchbook, where you can edit text content, resize and move elements, or enhance them in other ways. You can also drop in new text boxes, charts, and more.
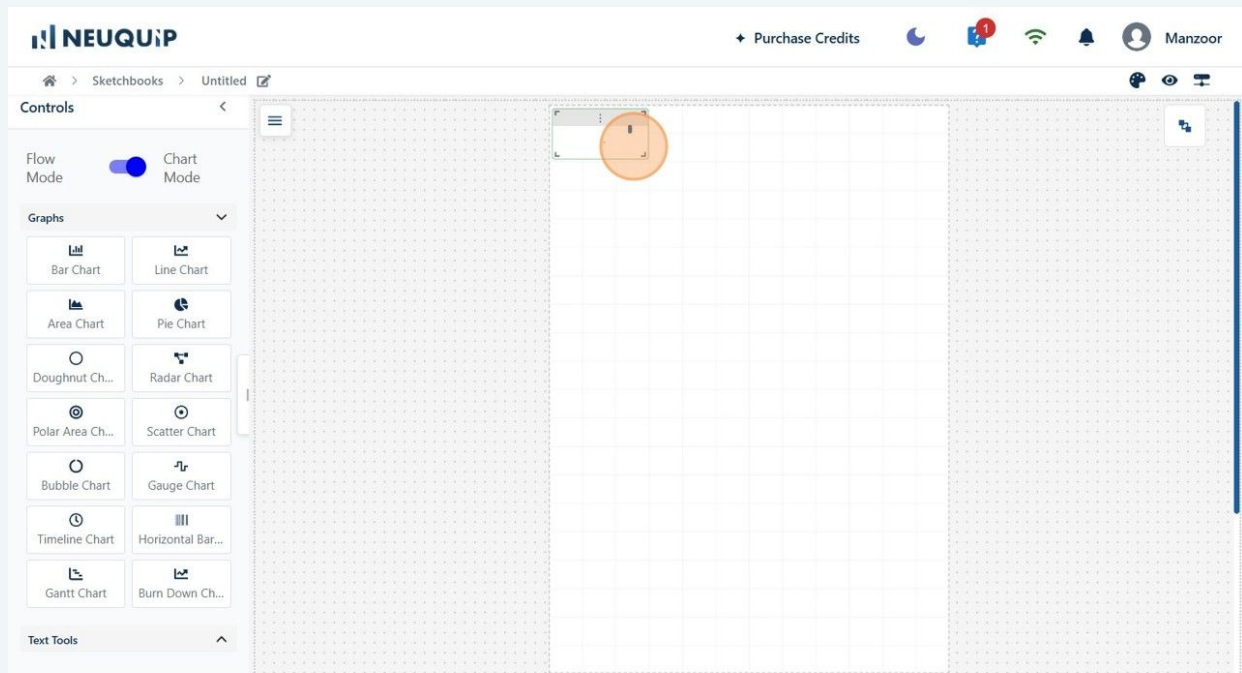
29 Resizing
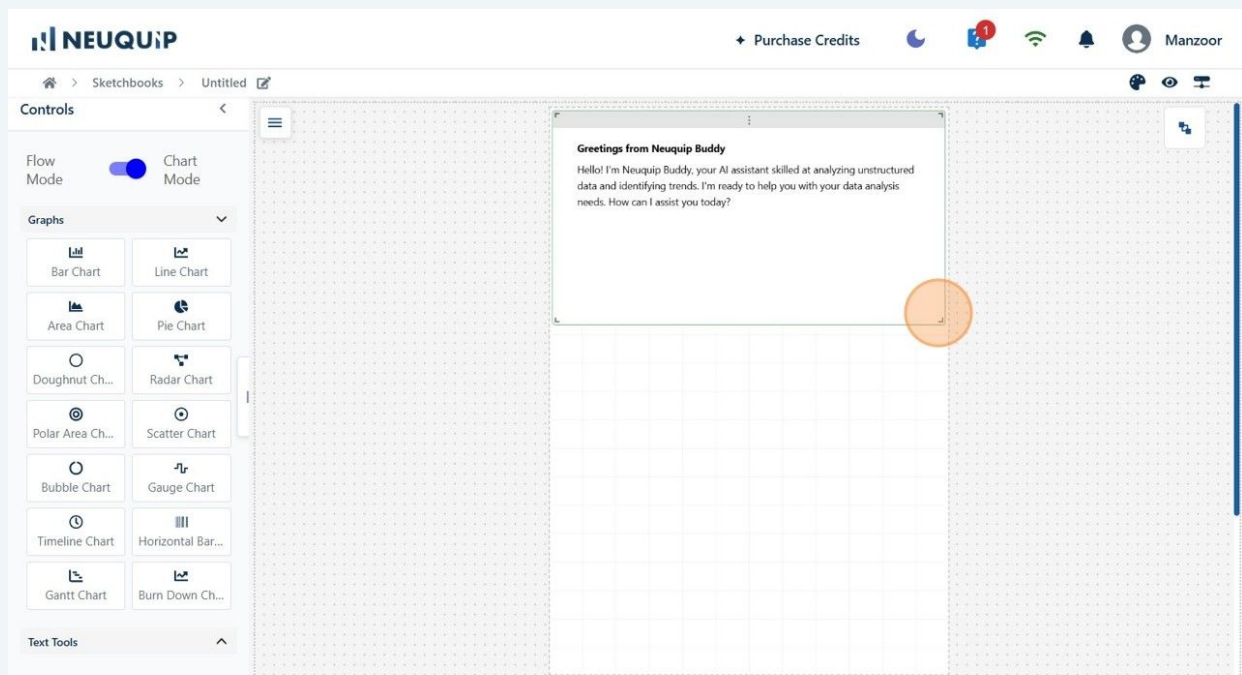
30 Clicking an element will open its dedicated menu, where you can make changes. For example, clicking on a text element opens the text tools, allowing you to edit text, add tables, create ordered or unordered lists, and more. Similarly, every element has its own set of controls.
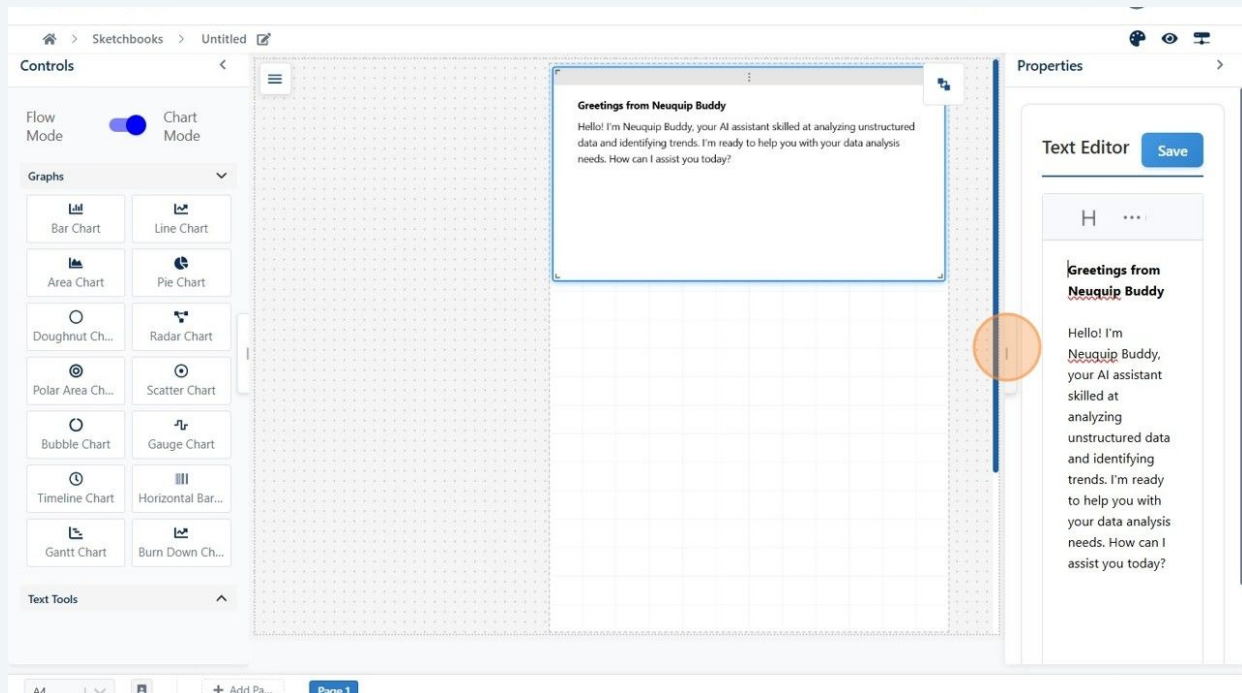
31 Click " ⋮ Greetings from Neuquip Buddy Hello! I'm Neuquip Buddy, your AI assistant skilled at analyzing unstructured data and identifying trends. I'm rea..."
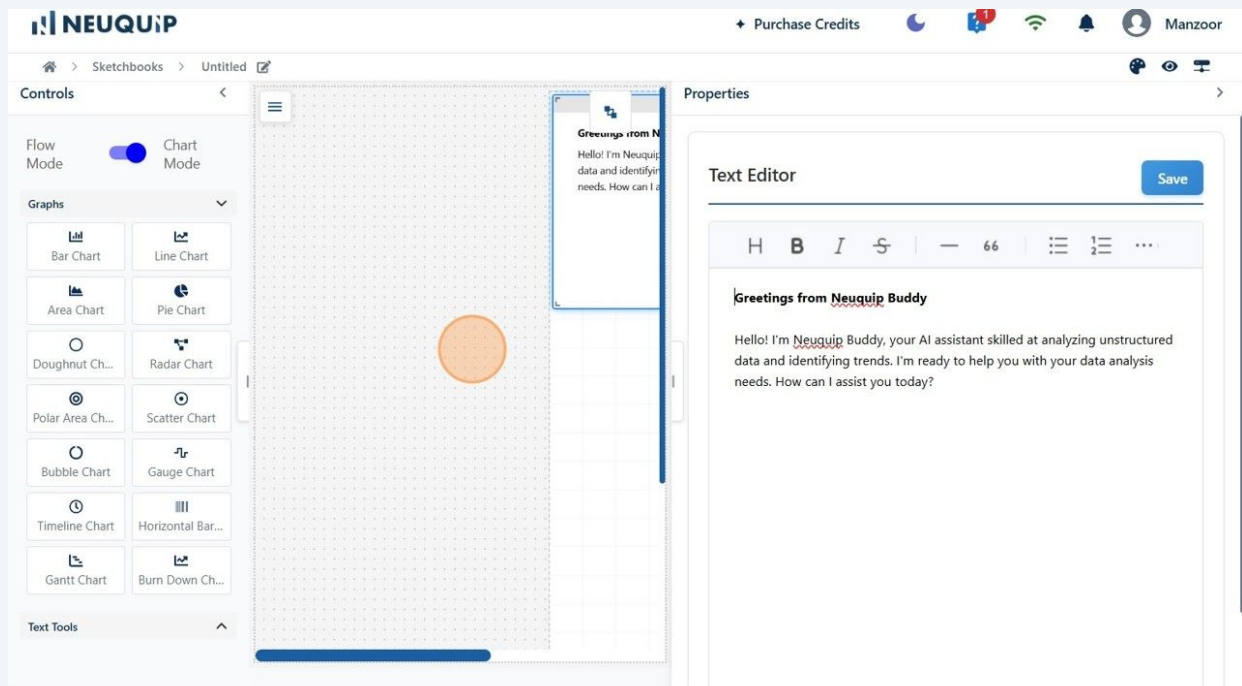
32 Click "Drag to resize drawer"
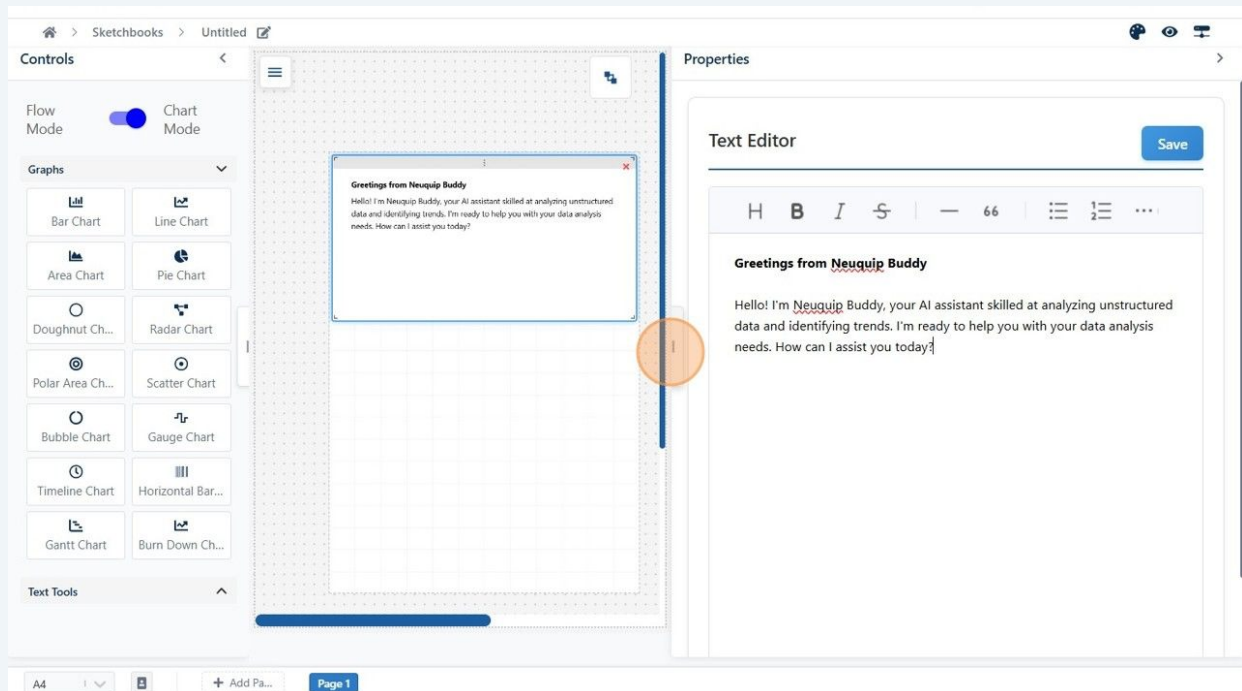
33 Click "Bar Chart" drop it in the white sheet
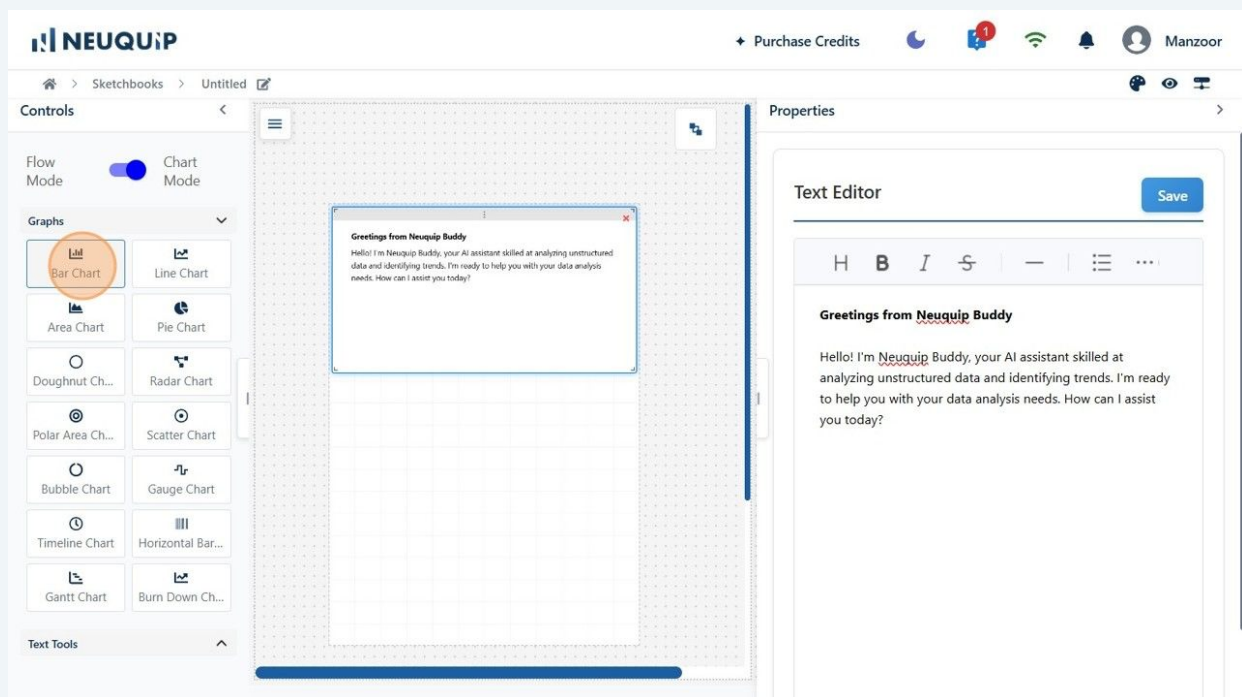
34 Resize the Bar-chart

35 Click on the bar chart to open its menu

36 Double-click "Jan"

37 Click this text field.

38 Change the text and click out the text field or hit enter to update it

39 Here you can see updated chart

40 You can add new rows by clicking the **"+"** icon.

41 Click here.

42 You can remove a selected row by clicking the **trash** icon.

43 Click this icon to export the chart data in Excel format. Alternatively, you can use the next icon to export only the chart's format (without data). You can later fill this template with new data, upload it back, and apply the same chart design with different data.

44 Click **"Upload Excel File"** and select the file you filled with data. The chart will update automatically to apply the new data correctly.
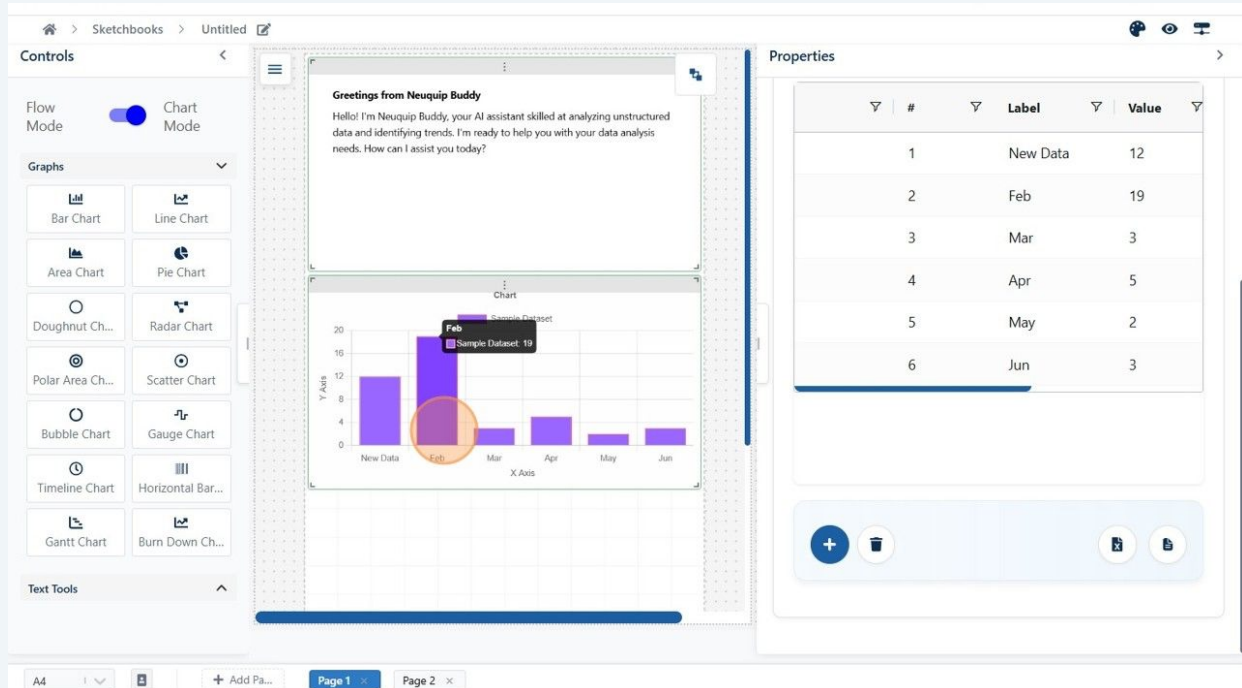

45 Click **"Add Page"** to create a second page. You are not limited to just one page—you can add as many pages as you need. You can also remove any pages you don't want.
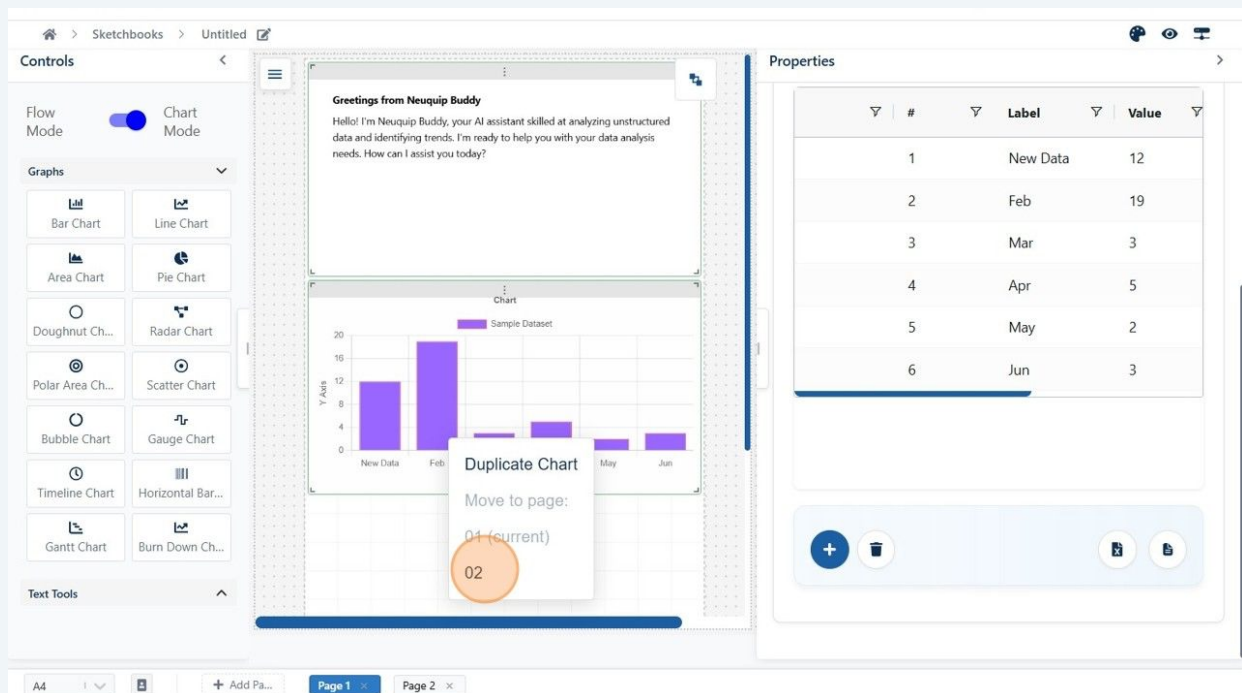
46 Right-click on any element to see additional options, such as *Move to Specific Page*, *Duplicate*, and more.
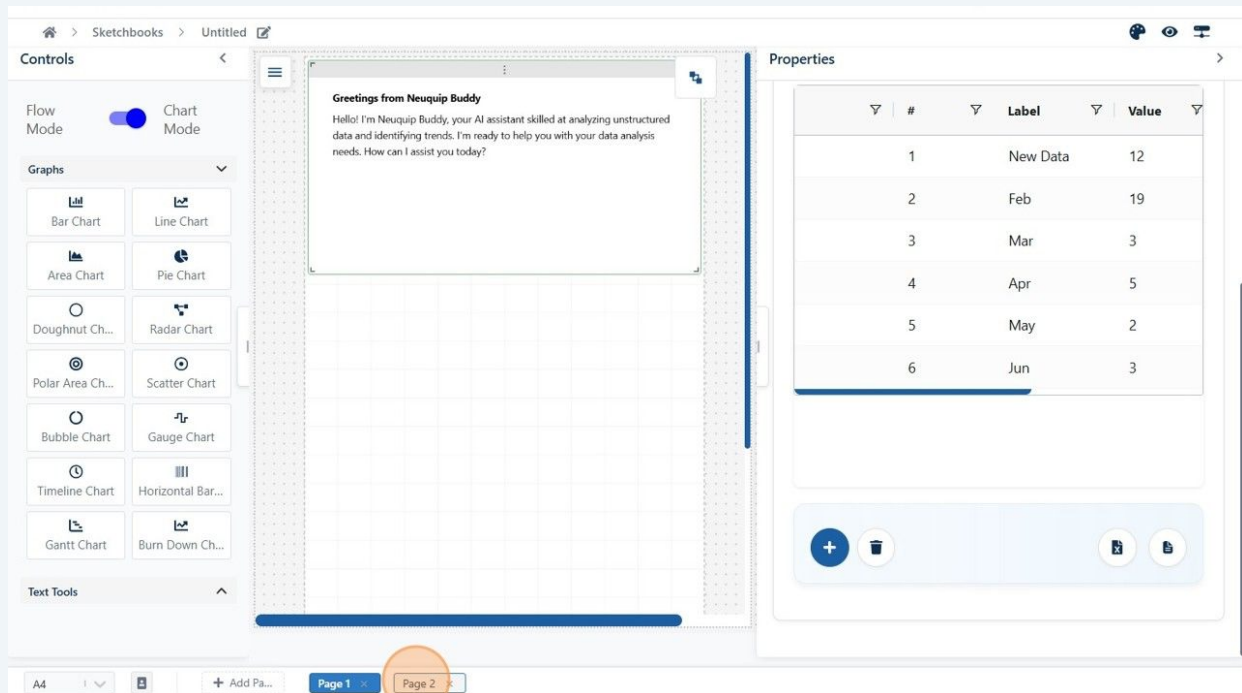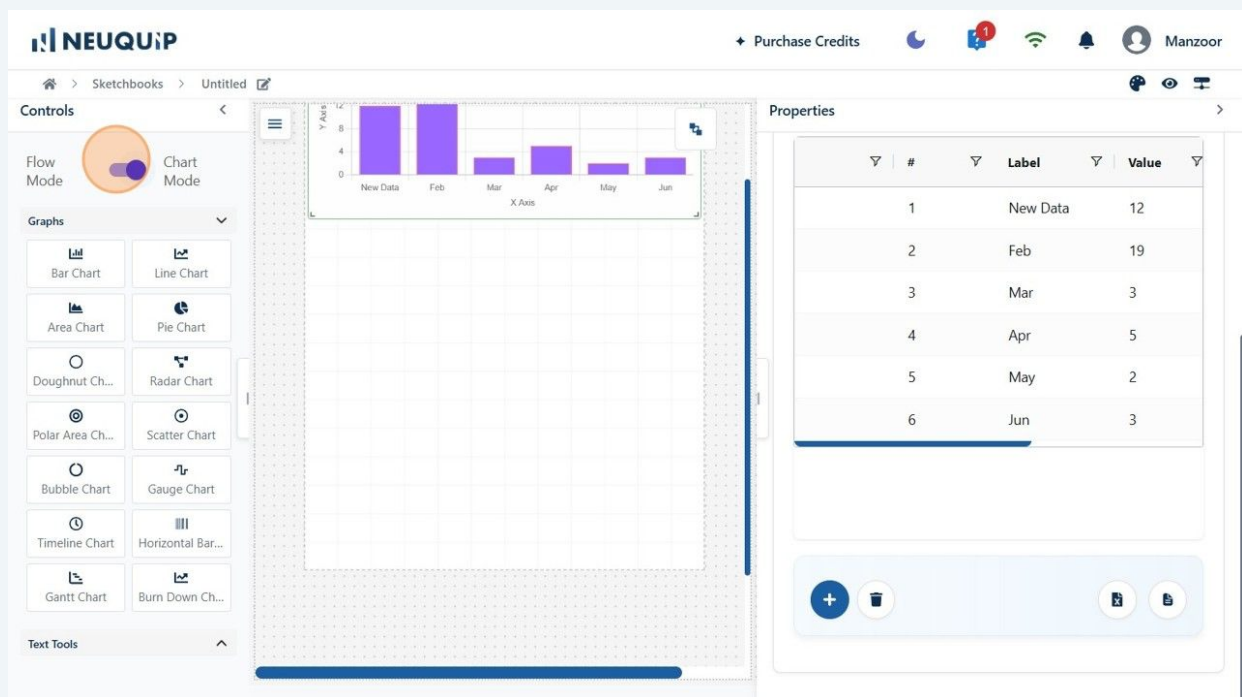

47 Click "02"
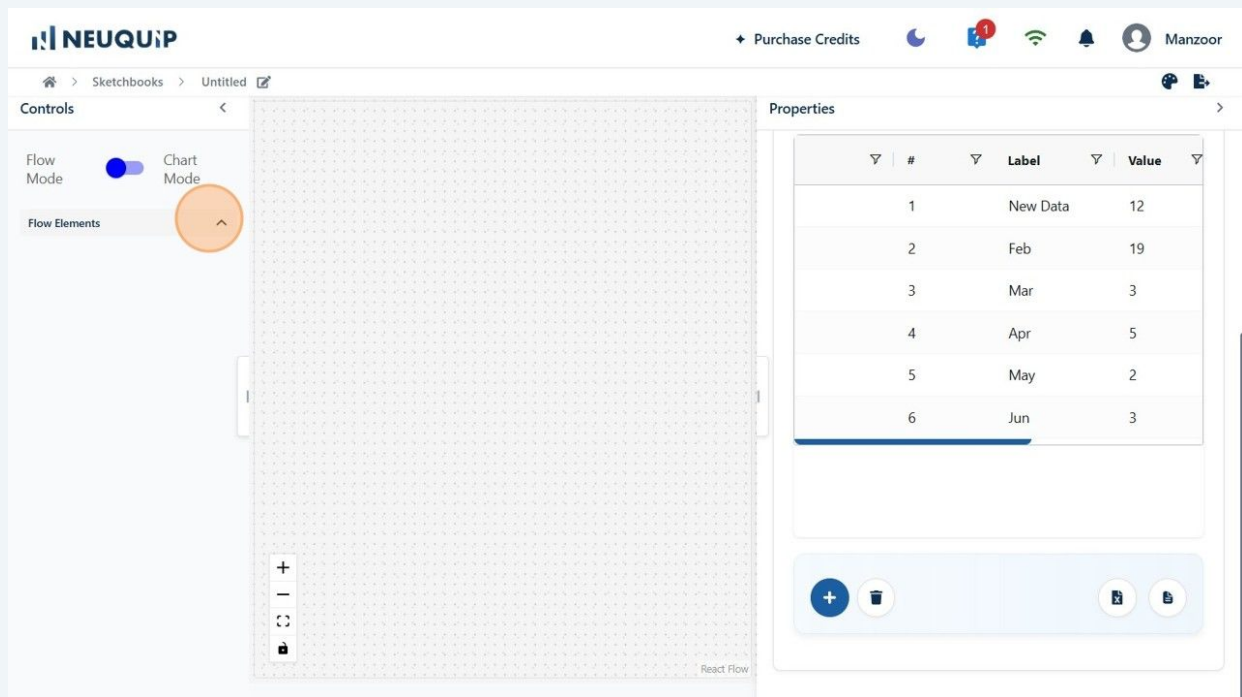
48 Click "Page 2"

49 By clicking the toggle button, you can switch between **Flowchart Mode** and **Chart Mode**. By default, it is set to **Chart Mode**.
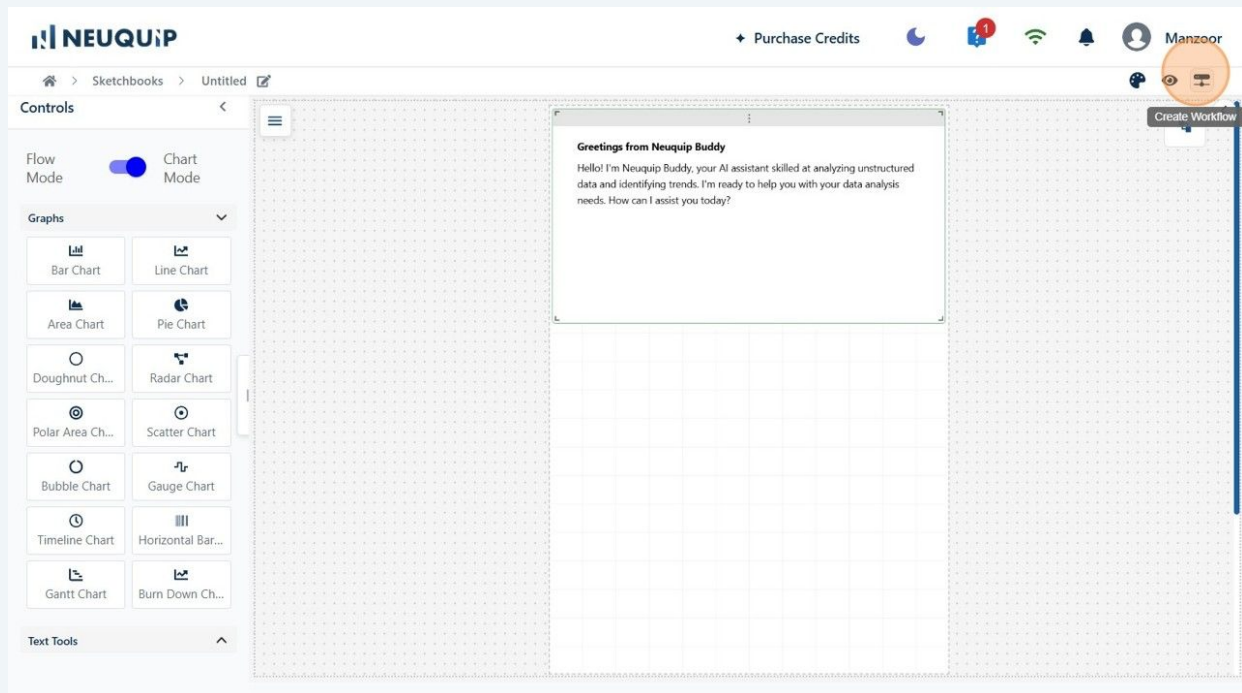
50 Click this icon to view all available flowchart elements, which you can drag and drop onto the canvas.

51 Here you will see several options, including the Color icon, Eye icon, and Workflow icon:

• **Color Icon** – Changes the background color of the canvas. By default, it is white, but you can set it to any color you want.

• **Eye Icon** – Opens a preview of your work. In preview mode, you can save it as a PDF or share it with anyone via email.

• **Workflow Icon** – Allows you to assign the work to someone within your organization for review.

52

Here, you may need to fill in some fields manually, while others will be pre-filled by default.

53

54   Click the "Add a note..." field.

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When this workflow needs to be completed

brief description of the workflow purpose

Required Actions *

Some description here

Detailed description of what needs to be done

Notes & Comments

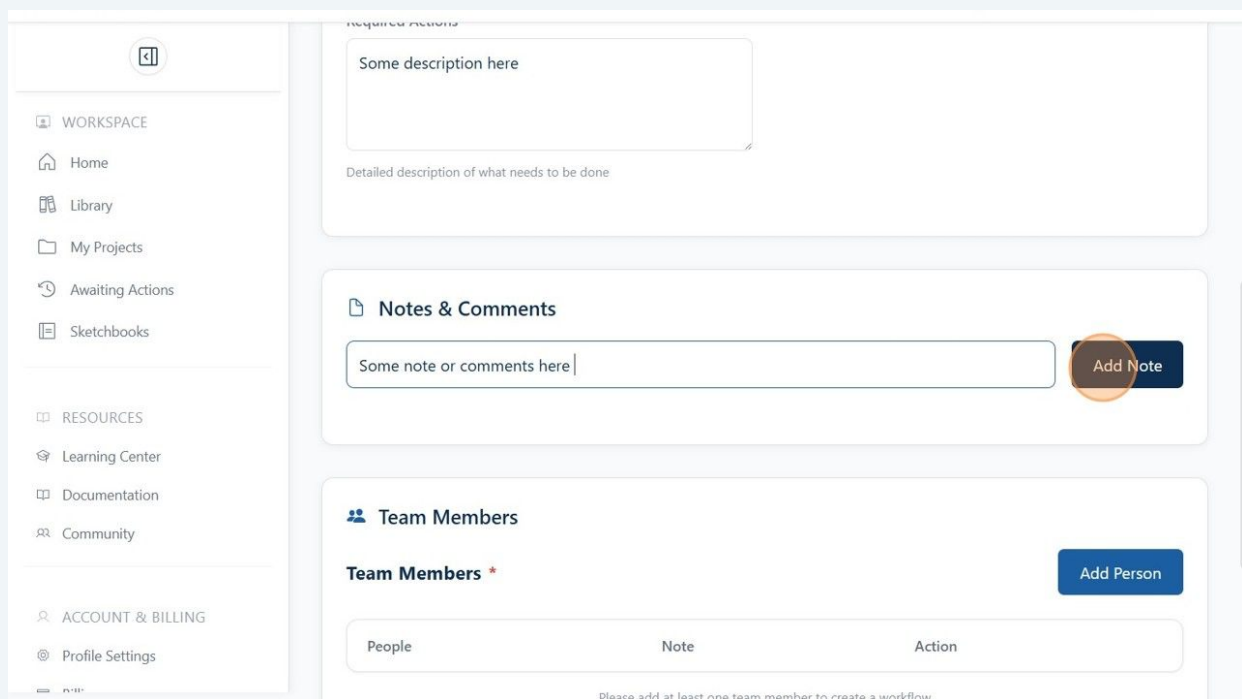Add a note...   Add Note

Team Members

Team Members *   Add Person

People   Note   Action

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55   Click "Add Note"

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Required Actions

Some description here

Detailed description of what needs to be done

Notes & Comments

Some note or comments here   Add Note
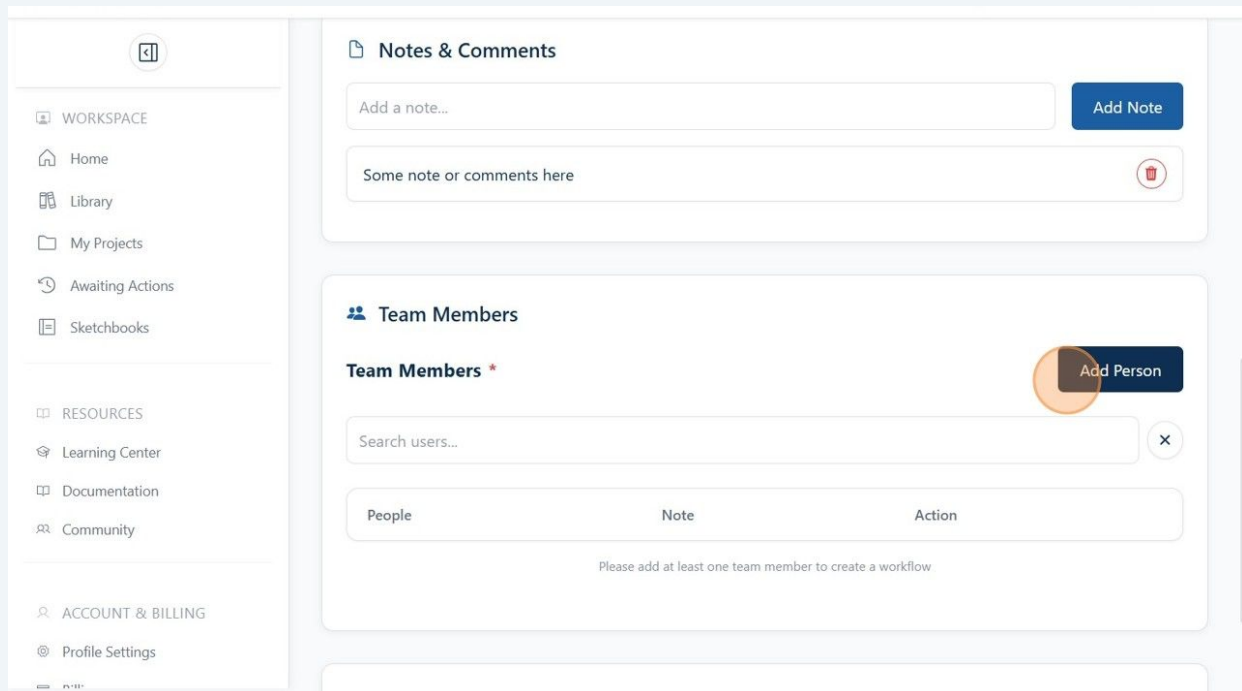
Team Members

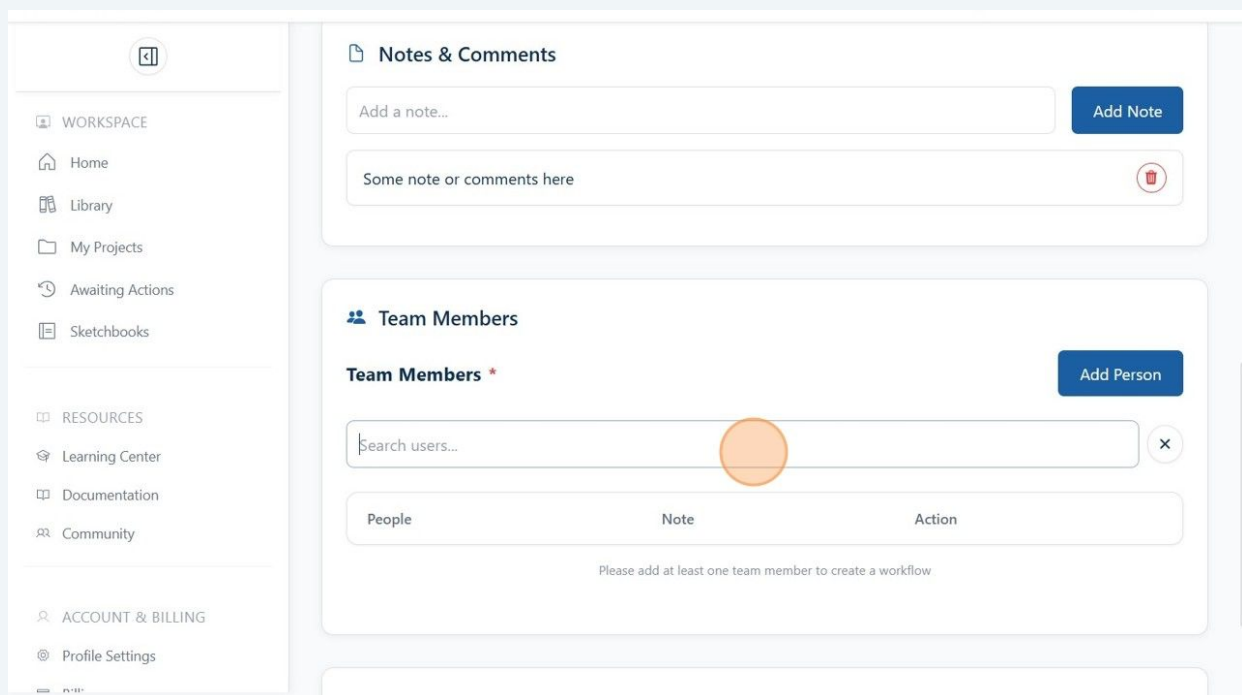Team Members *   Add Person

People   Note   Action

Please add at least one team member to create a workflow

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56 Click "Add Person"

Notes & Comments

Add a note...   Add Note

Some note or comments here   🗑

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👥 Team Members

Team Members *   Add Person

Search users...   ✕

People   Note   Action

Please add at least one team member to create a workflow

---

57 Click the "Search users..." field.

Notes & Comments

Add a note...   Add Note

Some note or comments here   🗑

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👥 Team Members

Team Members *   Add Person

Search users...   ✕

People   Note   Action

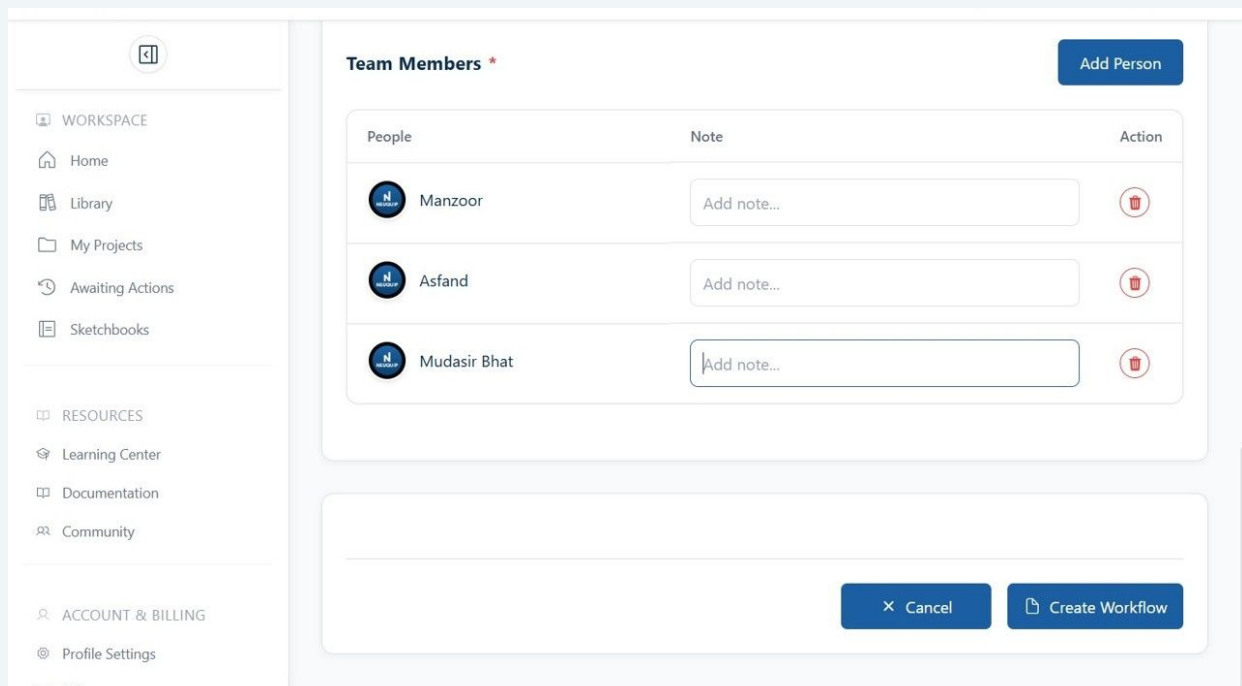Please add at least one team member to create a workflow

58 Type the name of a member to see a list of suggestions, then select the one you want. By repeating this process, you can add multiple members.


59 Type "Asf"

60 Click **"Create Workflow"** to generate a new workflow. The assigned members will be notified along with its priority. You will then be navigated to **Awaiting Actions**, where you can view all workflows — both the ones you created and the ones assigned to you.
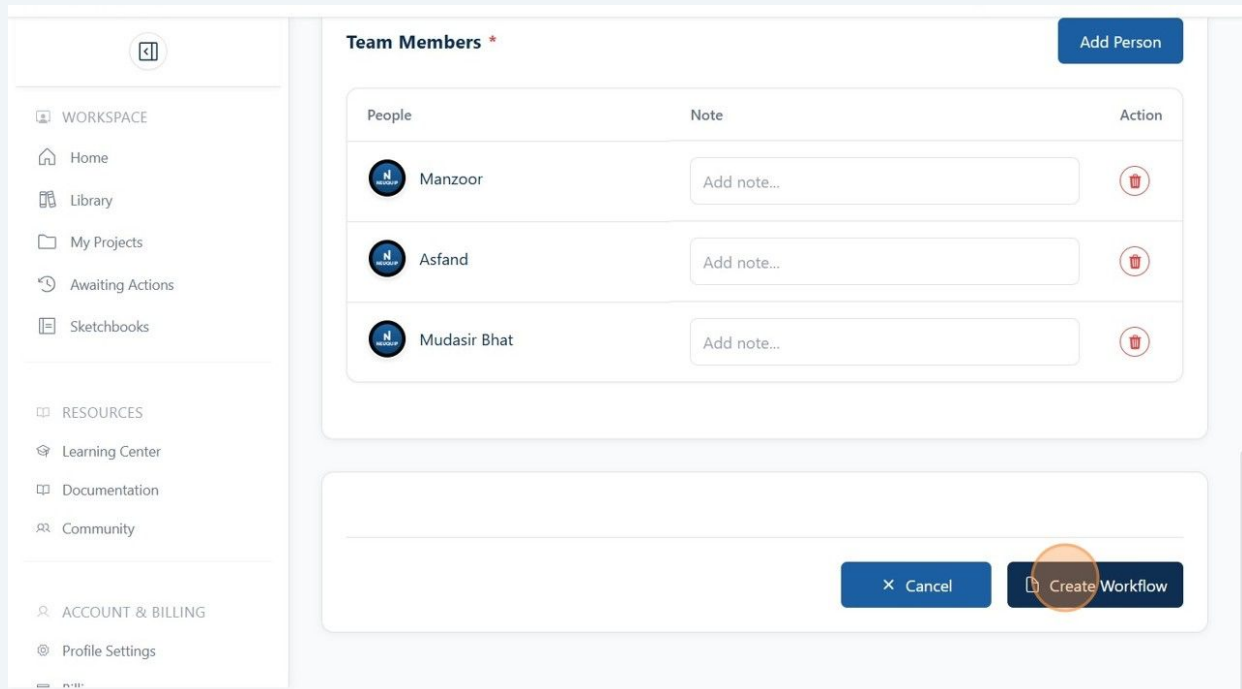
61 Here, you can see the workflows you have created. By clicking on one, you can view its progress, see who is currently reviewing it, and check any notes or status updates provided by the reviewer.
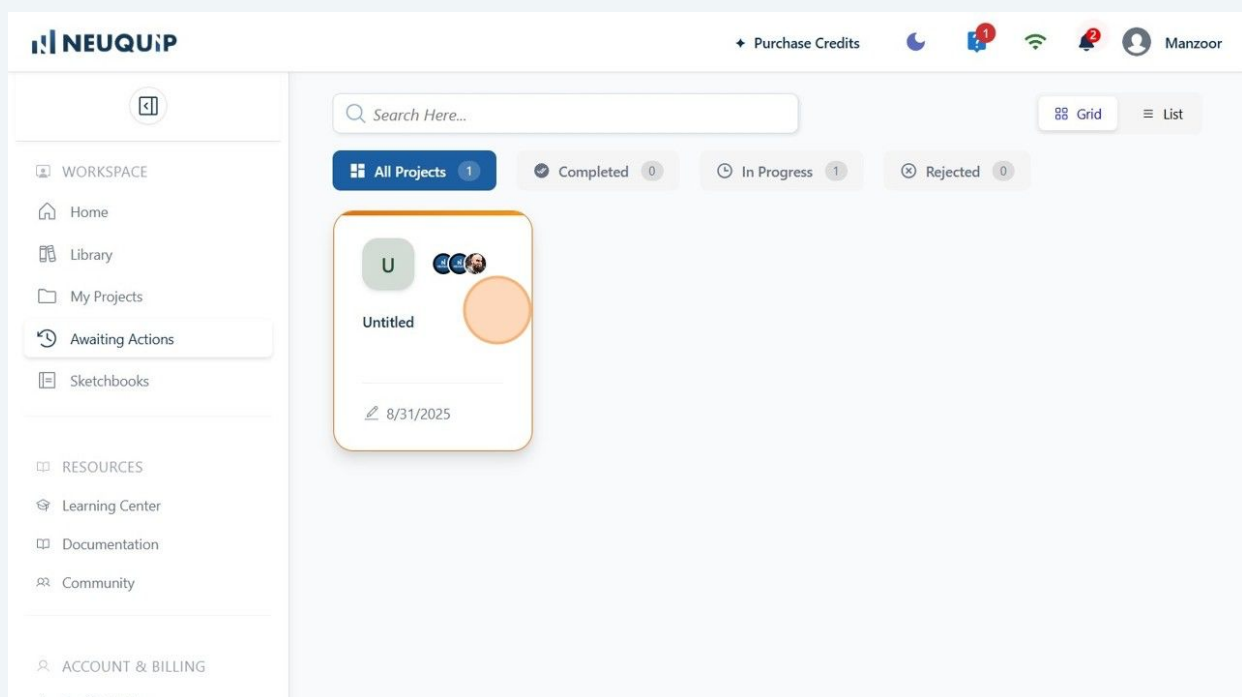
62 Click "UntitledCreated Aug 31, 2025 09:39View Sketchbookin-progressWorkflow DetailsSubjectNew Workflow Request PriorityMediumProject NameUntitledDue Da..."

63 here you can see the Approval Flow