MundiBusiness

USER GUIDE

Welcome to the MUNDIBUSINESS User Guide. This document summarizes the main functions of our tool so you can optimize your business management using Artificial Intelligence.

ÍNDICE DE CONTENIDOS

INTRODUCTION Page 3

Welcome and purpose of the tool.

DASHBOARD Page 4

Main interface elements.

Quick actions and shortcuts.

PROFILE MANAGEMENT Page 5

Personal and business information.

TOKEN SYSTEM Page 6

What are tokens?

Consumption by activity type.

Recharge process and packages.

SECURITY AND SETTINGS Page 8

Password and language management.

BILLING AND SUBSCRIPTION Page 9

Invoice history and plan management.

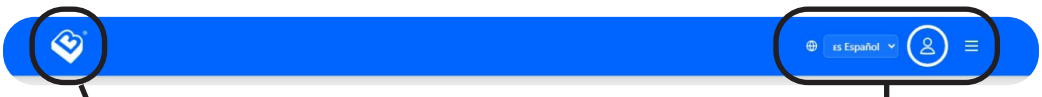
SUPPORT AND CONTACT Page 10

Help channels and troubleshooting.

USER GUIDE

The dashboard is the central hub of your experience. From here, you can access all analysis and communication tools.

CONTROL PANEL (DASHBOARD)

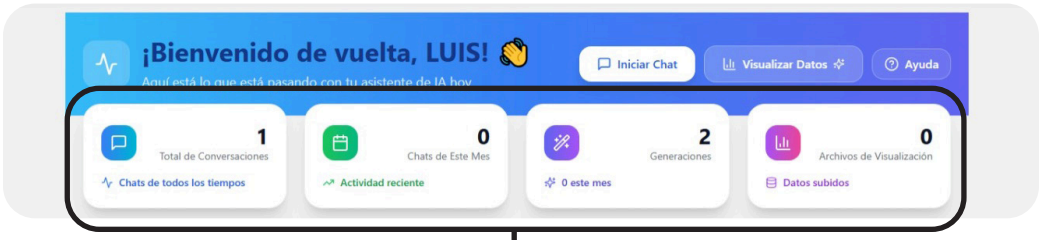


Home Button

Immediate access to the main page with all active functions.

User Menu

Management of your personal panel and account settings



History Zone

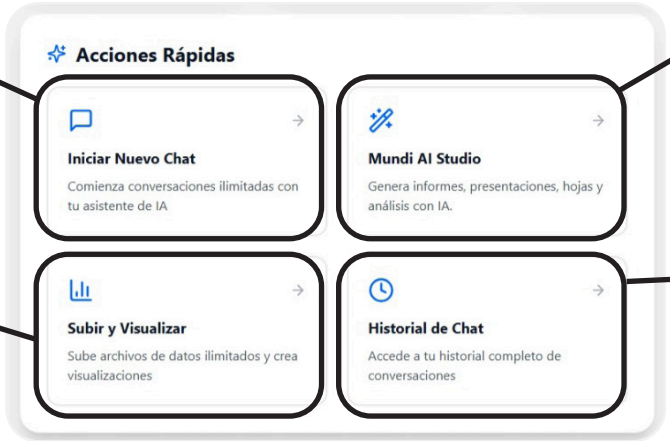
Quick view of your latest interactions with the platform.

Start New Chat

Start unlimited conversations with our AI assistant.

Mundi AI Studio

Tool for generating reports, presentations, and advanced AI analysis



Data Visualization

Upload Excel or JSON files to create automatic charts and visualizations.

Chat History

Access all your previous conversations and resume them at any time

DISCOVER OUR CHAT

Our AI assistant specialized in the business world.



attach file

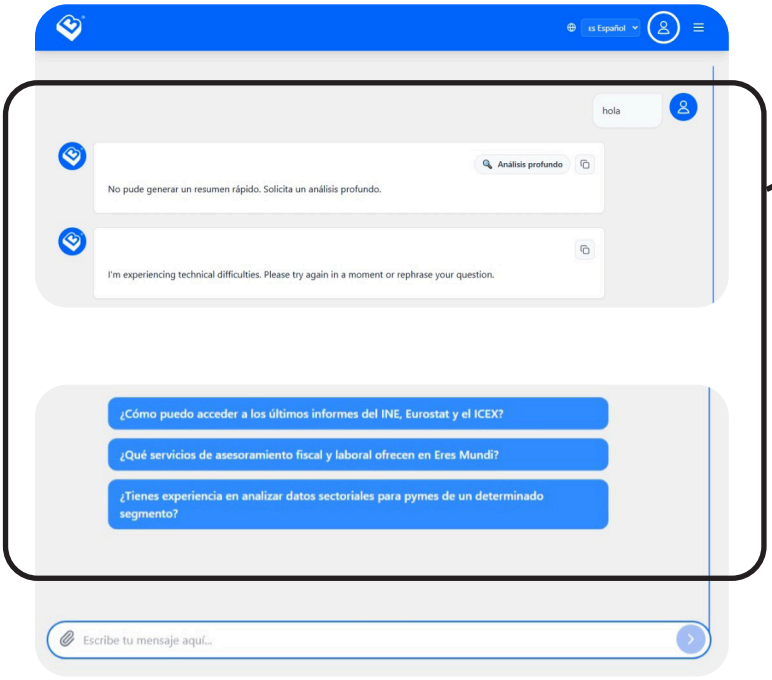
It will give you access to the home page with all the features of Mundibusiness.

write message

It will give you access to the home page with all the features of Mundibusiness.

send

It will give you access to the home page with all the features of Mundibusiness.



chat area

In this space you can see your questions and answers from our GPT, in addition to the answers you will receive suggestions that you can click on and request a more in-depth analysis

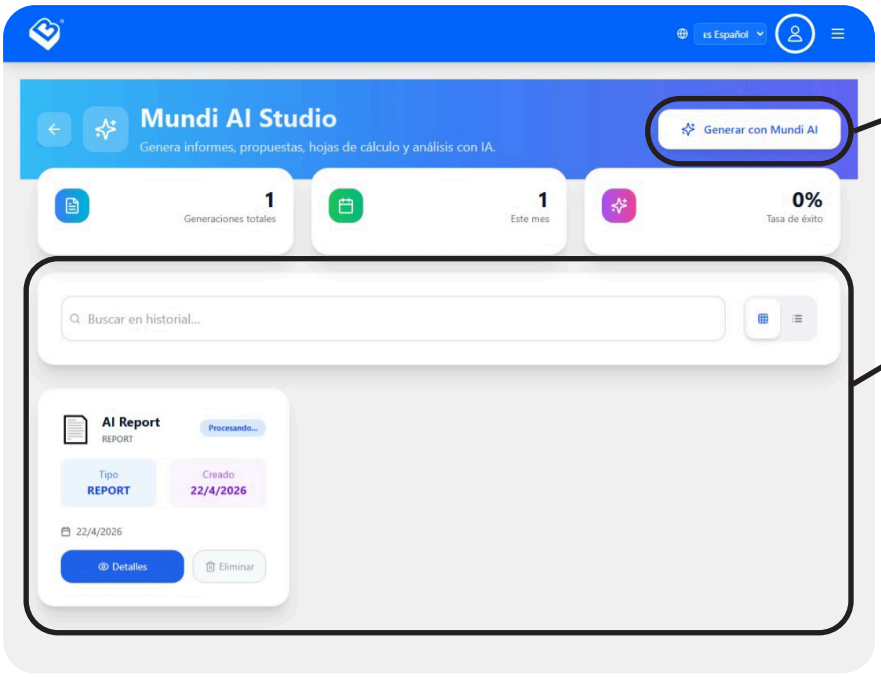


File upload

Uploading files will make them part of the conversation

Your conversations will be stored in your Chat History

DISCOVER AI-POWERED REPORT GENERATOR

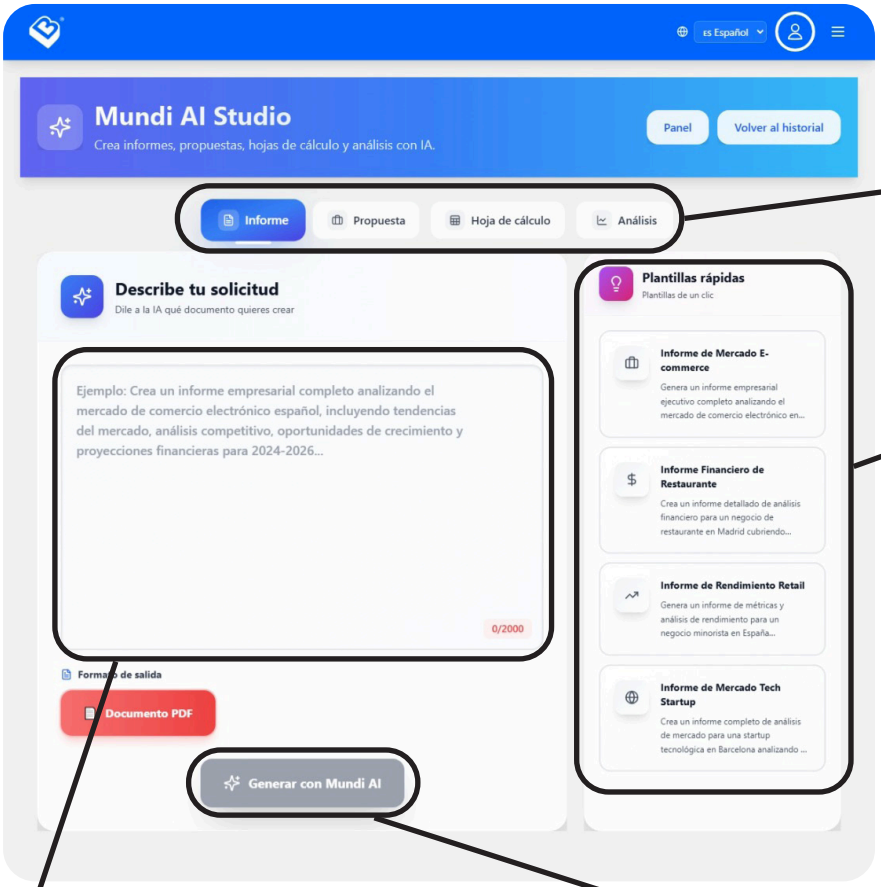


Home button

Click to access the report generator

history area

You will be able to search for or access all generated reports



type selector

Selecciona el tipo de documento que deeas

Plantillas

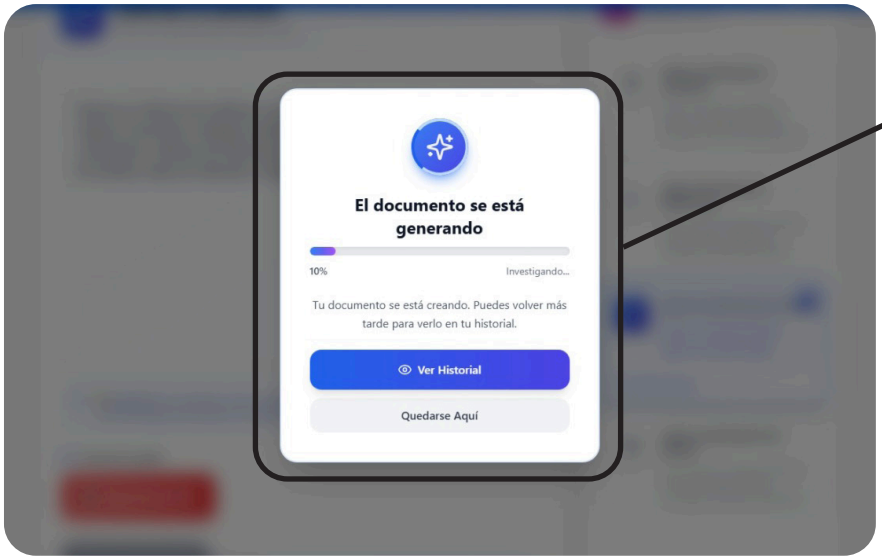
Select the type of document you want

instruction areas

Form in which you tell Mundibusiness what information you want to extract

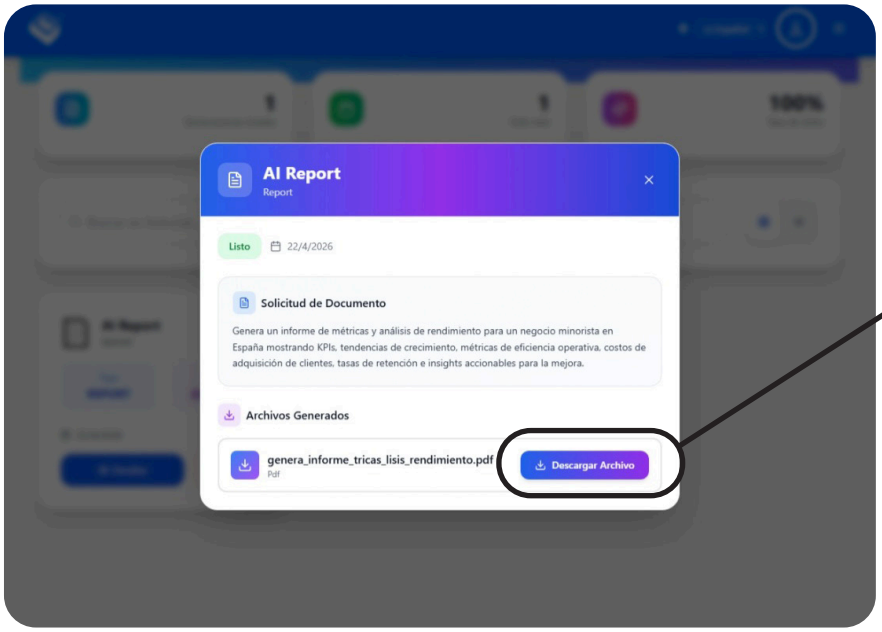
Generator

Once your instructions are ready, you can launch the order from here.

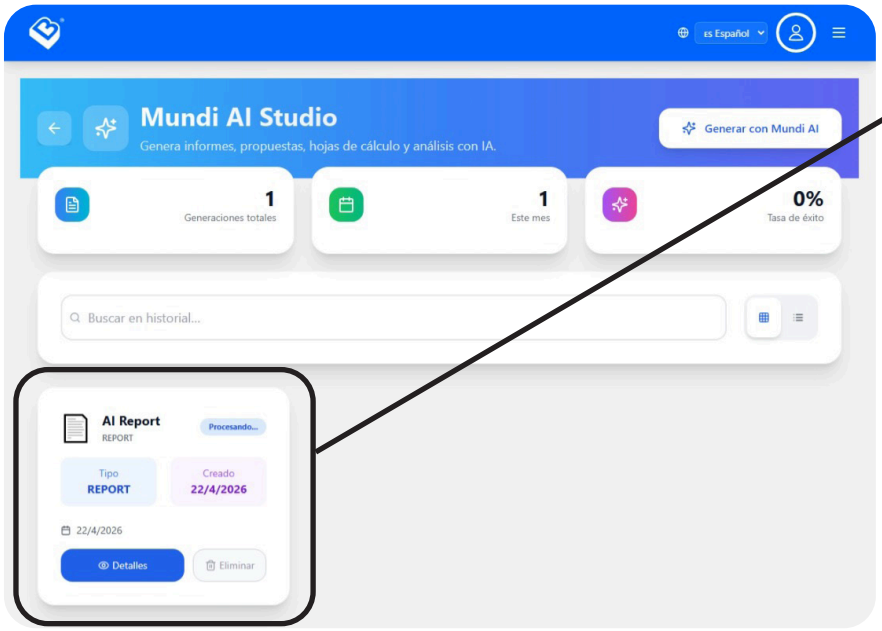


Report Generator

You can wait for your report to be generated or go to the history menu.

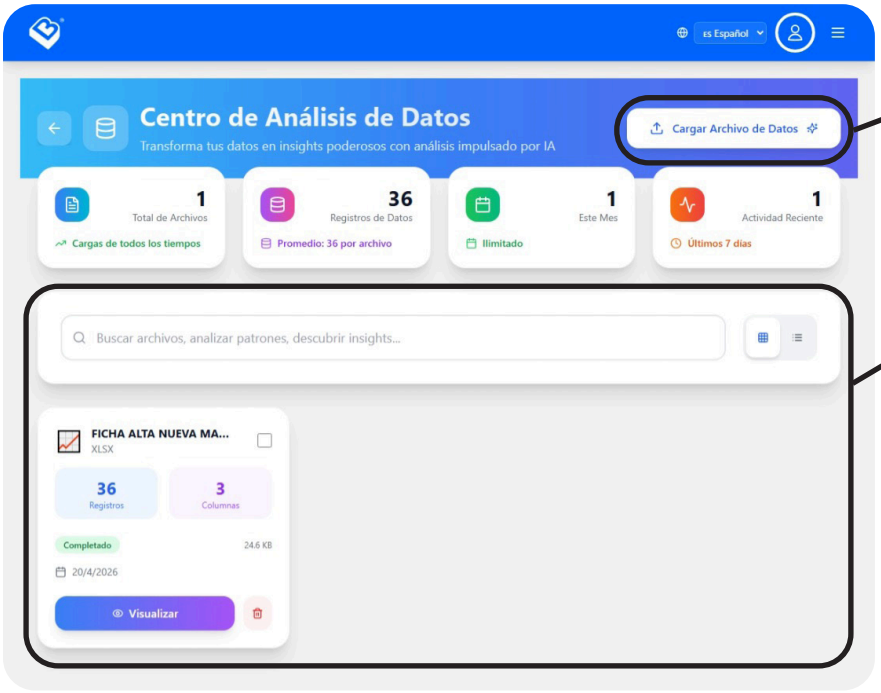


download link



Once the report has been generated, it will be available in the history menu.

DISCOVER THE DATA ANALYSIS CENTER

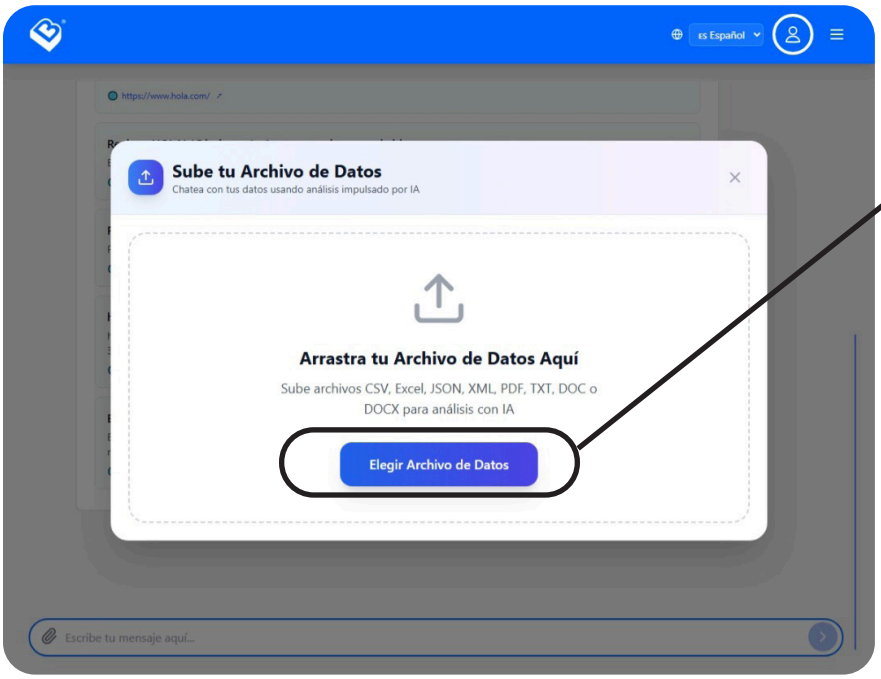


Home button

Click to upload your spreadsheet file

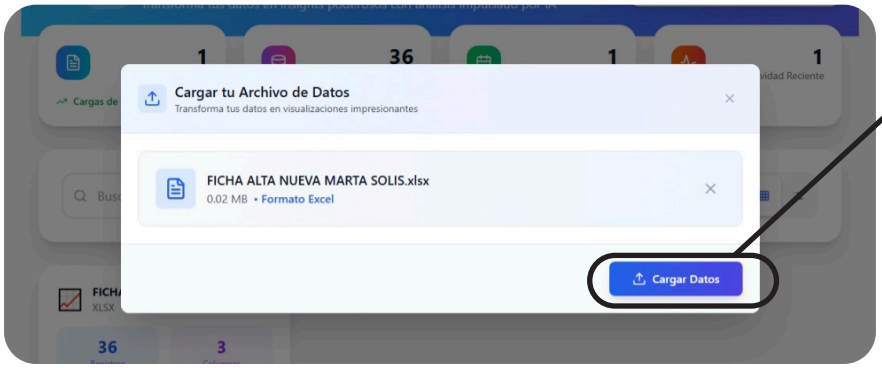
history area

You will be able to search for or access all generated reports



type selector

Upload the data you want analyzed to create instant graphs to the file.



confirm

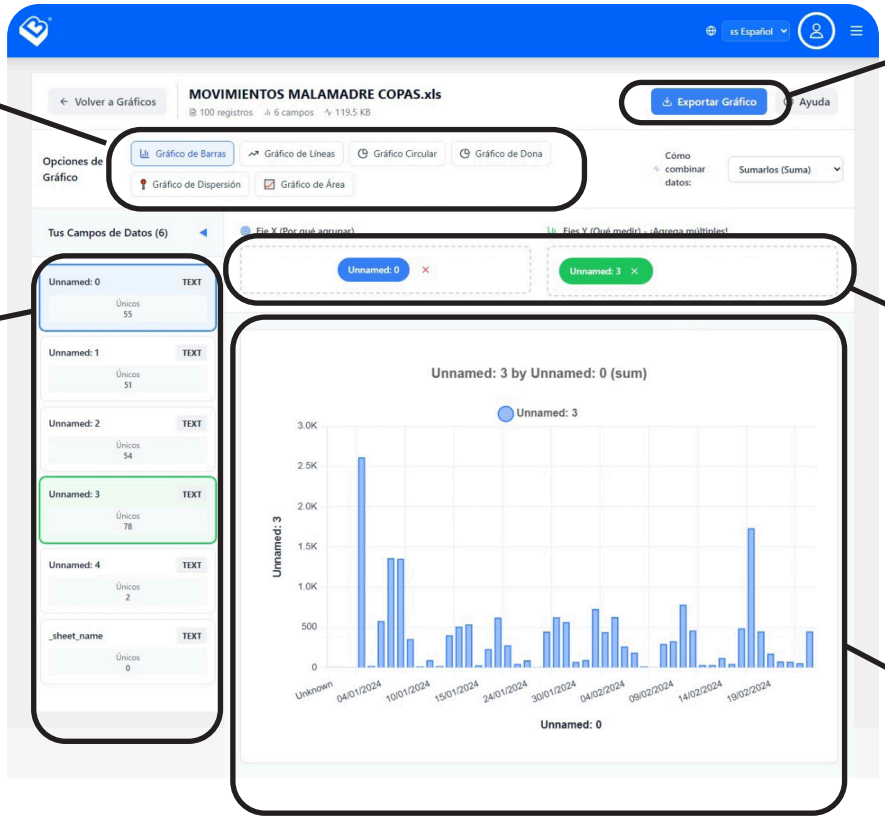
Confirm the data selection

Chart options

It allows you to change the type of chart.

Export chart

It allows you to download the graphic in image format.



data field

You can view the data used

selector of variables

Permite elgir variables de gráfico

Graphics

You will see the resulting graph in real time.

DISCOVER THE USER MENU

Profile and search engine

You will see a summary of your profile information and be able to use the app's search function.

shortcuts

Shortcuts to all Mundibusiness features

Profile attachments

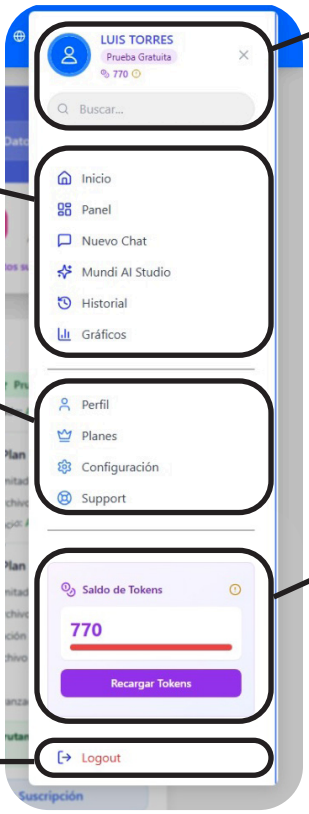
Shortcuts to all user information

token balance

It allows you to view your available balance and access top-up options.

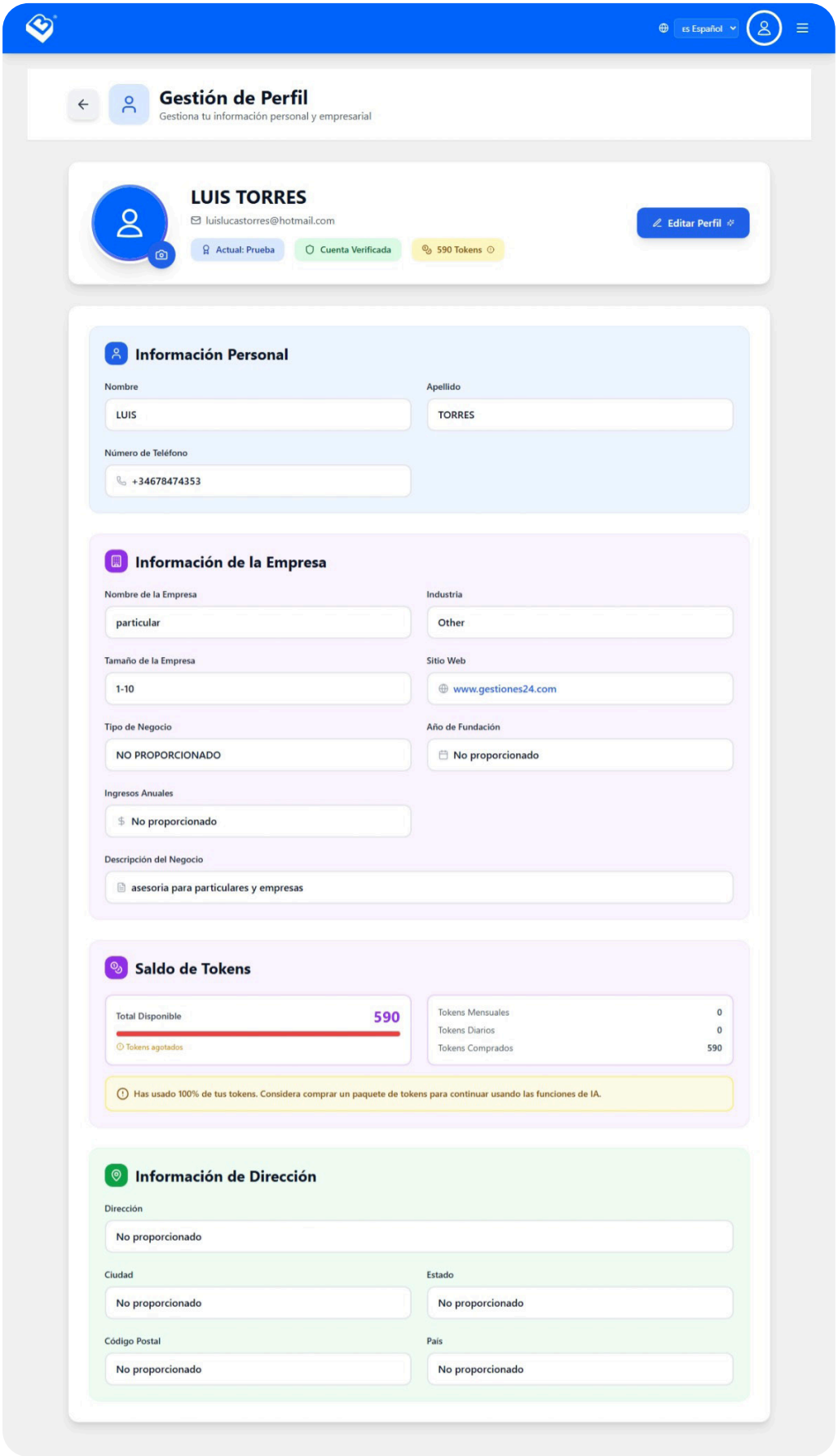
log out

Allows you to exit the application



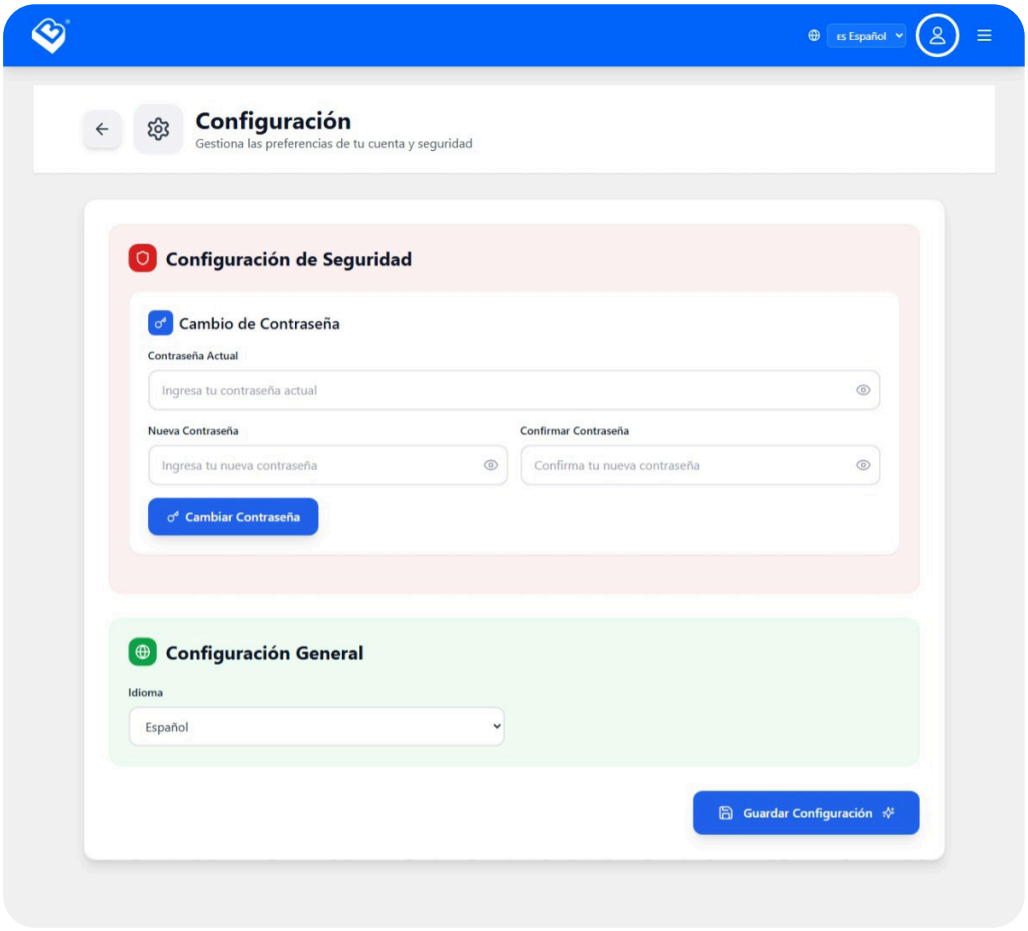
MANAGE YOUR USER

Here you can manage all the details of your profile



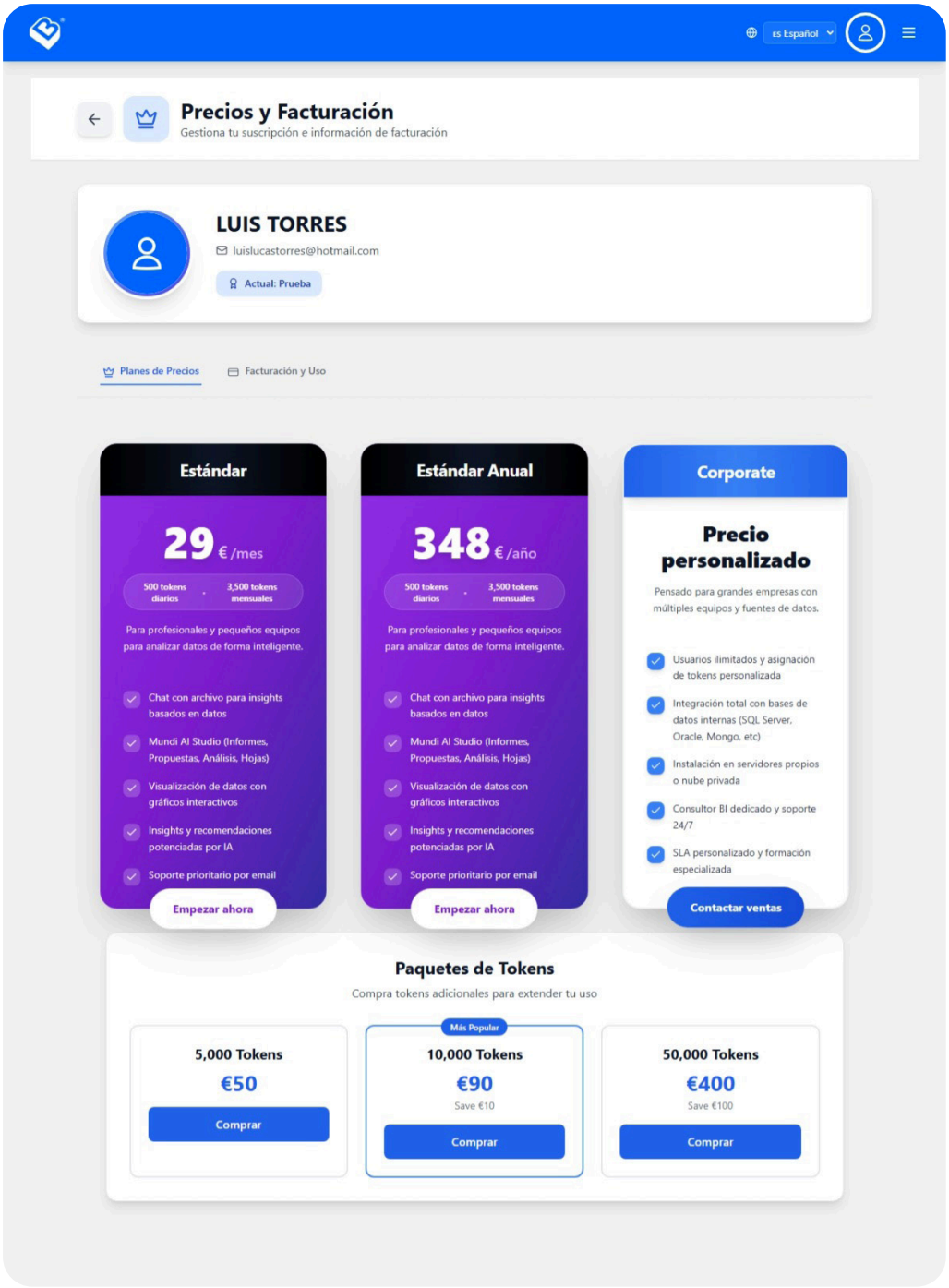
MANAGE YOUR USER SECURITY

Here you can manage all login and language settings



MANAGE YOUR BILLING

Here you can manage all the details of your subscription and payments



CONTACT OUR SUPPORT

A section dedicated to helping you with any questions.

