# A short introductory user guide for editing templates

**Log in** at https://app.icrobotic.com/login with your username (e-mail) and password.

Or **create** a new user at https://app.icrobotic.com/signup with your company name, name, e-mail, and password – hereafter, **log in**. **NB:** There will not be any available data if you have created a new account – **contact** contact@icrobotic.com to get integrated- or added example-data.

## Choose or create a new template

1. **Choose** a document from the list with the light grey background. If desired **click** "**All**" in the menu with the white background if it is not on the first page
2. From here you are able to **publish** and **edit** the template. Click "**Edit**" to change the template
3. To retrieve new data, you need to **click** on **Change data**" located in the top bar
4. **Search** for a dataset in the search field "Search for variable data". Eg. Search for "Midtjylland" and choose one of their matches in the menu, which appears below, by **clicking** on it
5. **Click** "**Save**" in the lower right-hand corner of the search field. You should now be able to see the text for the respective car

To create a new template

1. From the homepage **click** the "**Create template**" button in the upper right-hand corner of the page
2. A pop-up window will open, here you will name the template, **choose** the language for the text and **add** which "category" the text will be written in. The category is based on the data you have integrated or added
3. Hereafter **click** the create button
4. You will now be able to **open** a new template, search for data in order to be able to write your text

## If you want the change the content of the text

The text is built up by sentences, scenarios, and variants of text elements. Each sentence has different scenarios, which are controlled by the conditions of the data. Eg. The values of the data (over/under a defined limit) or whether or not a variable is available.

Every scenario has a range of variations with different formulations of the same scenario and the different data and values

1. To **change** the content, you need to **click** on the text in order for a dark grey box to appear in the middle of the page. If you do not have any text yet, **click** on "**+ add section**" and name it in order to start writing

To add/delete a section

A section can be relevant to add, eg. if a picture, a new text section, a header or a sub-header needs to be added to the content. You add a section by:

1. Beneath your current text (at the top if you have not added any text yet) you will find an orange text, which says "**+Add section**". **Click** on that
2. **Name** the section, with a name that describes the sections. Eg. "Headline", "Description", or something third
3. From here it will be possible to add sentences, conditions, scenarios, and variants for the content, which is described underneath

Also, it is possible to add sections over or under existing sections or to delete existing sections. This is done by clicking the + on the right-hand side, when the cursor is pointed to a section.

If you insert a section over or under the current section, you again need to name it and hereafter you will be able to write texts in it. Be attentive to the fact that all content in the given section will be deleted without the opportunity to reestablish it if you choose to delete the section.

To add a sentence

1. **Move** the cursor over a sentence so it is marked and becomes lighter
2. **Click** on the + furthest to the right
3. **Choose** "Add sentence over/under"
4. In this menu, you are also able to **add** a scenario to the sentence or completely delete the sentence

To add a scenario

You can, as described above, add a scenario in the menu for sentences, or:

1. If the sentence's scenarios are not already apparent, you need to click on the sentence. The scenarios will appear below
2. **Move** the cursor over a scenario so it is marked and becomes lighter
3. **Click** on the + furthest to the right
4. **Choose** "Add scenario over/under"
5. In this menu, you are also able to **add** a variant to the scenario or completely delete the scenario

Furthermore, you are able to **convert variants into scenarios** by clicking on the three dots on the right of a variation and click "Convert into scenario" to build in-depth layers of scenarios and sentences.

To add a variant

You can, as described above, add a variant in the menu for scenarios, or:

1. If the scenario's variants are not already apparent, you need to **click** on the scenario. The variants will appear below
2. **Move** the cursor over a scenario so it is marked and becomes lighter
3. **Click** on the three vertical dots furthest to the right
4. **Choose** "Add variant"
5. A text field will appear, in which you are able to write a variant of the scenario. **Click** "Enter" to create a new variant
6. If you wish to **alter** a sentence, this is done by **clicking** on a given variant and write, delete, etc. like in an ordinary text document or by adding variables

To add a variable to variants

You can, as described above, add a variable under the variants. This is done by:

1. You **add** a variable by right-clicking the relevant place in the sentence
2. **Click** on the little white box, which says "**+Variable**". A menu will appear with variables
3. **Click** on the given variable
4. A new box will appear. Here you should choose the **formatting** for the variable, eg. if it has to start with a capital letter, if numbers have to be shown in percentage or have to be written in words
5. When you have chosen the formatting, you have to **click** on "**Save**" in the bottom right-hand corner, in order to insert the variable in the variant

To add conditions for a new scenario

1. **Move** the cursor over the scenario, which has been created
2. **Click** on "**+ Condition**", which appears furthest to the right
3. **Choose** data in the box, which appears
4. Data is classified into categories. **Click** on a category in order to make different data appear
5. **Choose** the relevant data for the scenario
6. A new box will appear, from which you are able to choose the condition, eg. if the specific data have to be apparent or not, if the value has to be over/under/equal to a given value or other data
7. More conditions can be added and combined by clicking on the three vertical dots to the right and choose "**And**" or "**Or**"

To add/delete conditions for an existing scenario

1. **Move** the cursor over a condition
2. **Click** on the three vertical dots furthest to the right
3. **Choose** "**And**", "**Or**" or "**Delete**"

# Browse through you data

If you want to see different outcomes or **based on different data**, **click** on the "**Browse data**" button on the top bar. It will then show **a pop-up**, where yoy can **'Look up new variable data'. Search on new data** by typing in a search term and then **click on the data** underneath the search bar before clicking **'Save'** to load the data. A text based on your newly uploaded data will appear.

# Randomize the text based on current data

If you want to see different outcomes or **different variations of your content** based on the same text, **click** on the "**Randomize text**" button on the top bar. It will then show **a different outcome based on the same data**, where the algorithm has chosen a different path, based on your sentences, scenarios, and variants of text elements.