

Field Reports

User Guide

Auto-generated daily work reports built from your actual bot activity — devices looked up, AI sessions, photos analyzed, and issues resolved.

Quick Reference

Commands: /report, /done

Access: All paid users

Output: Branded PDF daily report

AI: Machine-learning improves reports over time

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1. Getting Started

Field reports document what you accomplished on a job. Instead of writing them from scratch at the end of the day, ArklyTech builds them automatically from your bot activity — every device you looked up, every AI session, every photo you analyzed.

Type `/report` to submit a field tip, or `/done` to generate your daily activity report.

Tip: Use the bot naturally throughout your day. The more you use it, the more detailed your auto-generated report will be.

2. Auto-Generated Reports

When you type `/done`, the bot compiles your daily activity into a structured report:

- Devices consulted — every device you looked up or asked about
- AI sessions — problems described and solutions provided
- Photos analyzed — images sent for AI identification or diagnostics
- Wiring diagrams — diagrams generated during the day
- Time on site — estimated from your first and last bot interaction

The report is generated as a branded PDF with your company name and logo, ready to share with your project manager or client.

Note: Reports are generated from `usage_events` data. If you used the bot but had no tracked events (e.g., only browsed menus), the report may be sparse.

3. Manual Tips

You can supplement auto-generated reports with manual field tips using `/report`:

- Type `/report` followed by the device and your observation
- The tip is saved and included in future reports
- Tips are also indexed into the AI knowledge base after admin review
- Other techs benefit from your discoveries

Manual tips add context that auto-tracking can't capture — like "door 204 frame is out of plumb, need shims" or "client wants card+PIN on suite 300."

4. AI Learning

The AI learns from your field reports and tips to provide better answers over time:

- Approved tips are indexed into the RAG knowledge base
- The AI references real field experience when answering questions
- Common issues are surfaced proactively during support sessions
- Your team's collective knowledge grows with every tip submitted

Tip: The more specific your tips, the better the AI gets. Include model numbers, terminal labels, firmware versions, and exact fixes.

5. Report Distribution

After generation, reports can be shared in several ways:

Telegram	PDF sent directly to your chat — forward to anyone
Manager Portal	Managers can view all team reports in the Portal
Client Portal	Attach reports to client-facing project pages
Email	Download the PDF and email it to stakeholders

Managers on team plans receive automatic weekly summaries that aggregate individual reports across the entire team.

6. Quick Reference

Submit a field tip	Type /report followed by device and observation
Generate daily report	Type /done
View team reports	Manager Portal > Reports
Share with client	Client Portal or forward PDF
AI learning	Tips indexed after admin review