

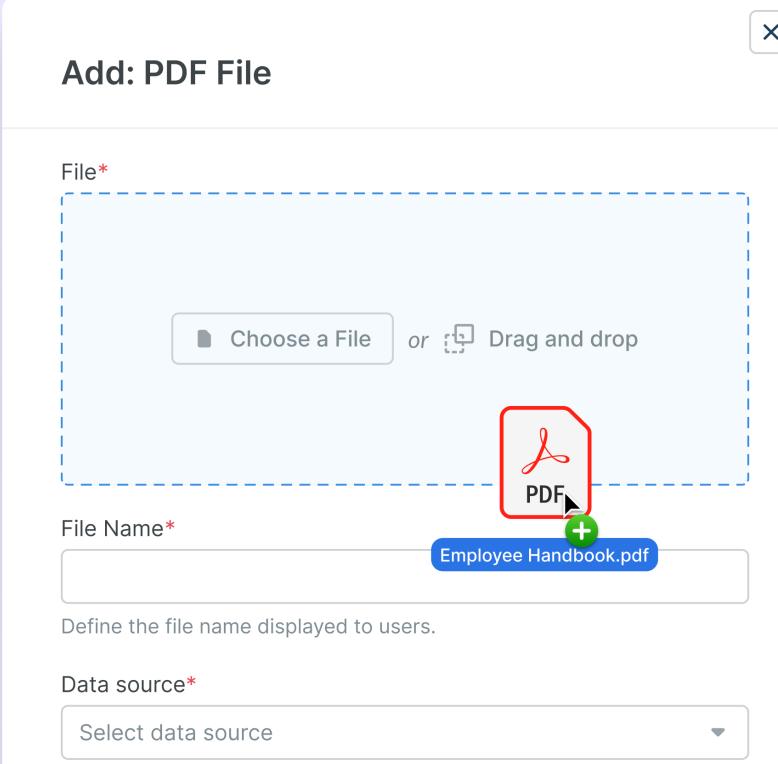


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# Unlock Your Document Library with AI-Powered PDFs

2025-01-17 - Lara Proud - [Comments \(0\)](#) - [Product \(Admin\)](#)

Unlock the full potential of your document library with our new AI PDF Data Sources feature. Easily upload and index your PDFs—whether it's product manuals, company handbooks, or other critical documentation—into a centralized, searchable hub that works seamlessly with your AI tools.



**Add: PDF File**

File\*

Choose a File or Drag and drop

File Name\*

Employee Handbook.pdf

Define the file name displayed to users.

Data source\*

Select data source

## What does this mean for you?

Valuable information is often locked away in static PDFs, inaccessible to your AI-powered systems, and difficult for your team to retrieve. With PDF Data Sources, you can now transform those static documents into dynamic, searchable content that your AI engine can pull from—ensuring it's always trained on the most up-to-date, accurate information.

**Mammoth Inc - Paid Time Off (PTO) Policy**

Effective Date: March 28th 2024

**Purpose:**  
At Mammoth Inc, we prioritize our employees' health, well-being, and work-life balance. Our Paid Time Off (PTO) policy allows employees to take time off for vacation, illness, personal matters, and other reasons without losing pay.

**Eligibility:**  
All full-time employees who have completed 90 days of employment with Mammoth Inc are eligible to accrue and use PTO.

**Accrual of PTO:**

**Requesting PTO:**

- Vacation requests must be submitted at least **twice the amount of time** being requested as time off.

• Requests for PTO should be submitted in writing to your manager and confirmed before the proposed start date of your time off.

• For unplanned or emergency absences, employees should notify their manager as soon as possible.

**PTO Carryover & Reset:**  
PTO resets on **January 1st** of each year

**Mammoth Support**

Manny Bot · 5m ago

Hi, how far in advance do I need to request a vacation?

You · 4m ago

Vacation requests should be submitted at least twice as early as the amount of time you plan to take off before the proposed start date.

Manny Bot · Just now

And when do our vacation days reset?

You · 4m ago

PTO allowance resets on January 1st.

Manny Bot · Just now

**Send a message...**

This leads to faster, more accurate, and contextually relevant responses for both your team and your customers. Whether it's for AI Draft Reply, AI Search, or AI Chatbot functionality, you can turn underutilized documents into powerful resources that drive smarter, more efficient interactions.

## Key Benefits:

- **Centralize Your Documents:** Organize your PDFs in one place to improve accessibility and eliminate information silos.
- **Increase Efficiency:** Quickly retrieve the information your team needs, without searching through outdated versions of documents.
- **Ensure Accuracy:** Admins can manage document versioning, ensuring consistent and reliable information retrieval.
- **Maximize Content Value:** Transform underused documents into actionable assets for AI features, boosting their utility across your organization.
- **Reduce Administration:** Simplify document management by storing them in one location for easy versioning.

With AI PDF Data Sources, you can transform your document library into a smart, integrated ecosystem that supports your team and enhances user experiences. Start unlocking the full value of your content today.

Check out our [AI Data Sources](#) and [AI PDF Sources](#) docs for more detailed information on using both of these features to improve your AI-powered support.