NEOSTATS

Seplat energy

Report Summarization

Seplat Energy

Post Deployment User Manual Document

Submitted on March 14th 2025, by:

NeoStats Analytics Services LLC ("NeoStats")

About Seplat	
Name of Company	**Seplat Energy**
Company Site	**https://www.seplatenergy.com/**
Address	**16A Temple Road, Ikoyi, Lagos, Nigeria**

	VERSION HISTORY				
VERSION	**APPROVED BY**	**CREATION DATE**	**UPDATION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
0.1		14/03/25			

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1. Introduction

The Report Summarization application has been designed to assist Seplat Energy employees in efficiently summarizing documents and extracting key insights. This user manual serves as a guide for using the application effectively.

The application enables users to:

- Upload documents.

- Generate concise summaries.

- Interact with a chatbot that provides answers based on uploaded content.

- Generate summaries for specific sections of a document.

By leveraging Gen AI, the application streamlines the document review process, saving time and improving decision-making. The tool ensures consistency in summarization and provides instant access to relevant information from uploaded reports.

2. System Overview

The Report Summarization application utilizes Azure AI Services to process and summarize documents accurately. Below are its key components:

- **Azure OpenAI**: Enables natural language understanding, allowing the chatbot to interpret user queries accurately and generate coherent responses and generating concise summary of report. It improves user experience by providing human-like conversational abilities.

- **Azure AI Search**: Helps in retrieving relevant data from uploaded report, ensuring quick and precise responses.

- **Azure AI Document Intelligence**: Enhances document processing by extracting key financial data from uploaded report, enabling quick interpretation and response to related queries.

- **Azure App Service**: Host app on cloud, manage, and scale the Report Summarization application securely and efficiently.

The integration of these services ensures the app is both responsive and intelligent, delivering real-time, accurate financial insights while maintaining security and compliance with company policies.

# 3. User Access and Authentication

3.1 Access Restriction:

Only authorized members of the **Finance Department** of Seplat Energy (Users who are member of azure security groups) will have access to the report summarization app.

3.2 Authentication Method:

The chatbot requires a **two-step authentication process** to ensure secure access:

1. **Single-Tenant Authentication:**

- o Only users with a **@seplatenergy.com** domain can log in.
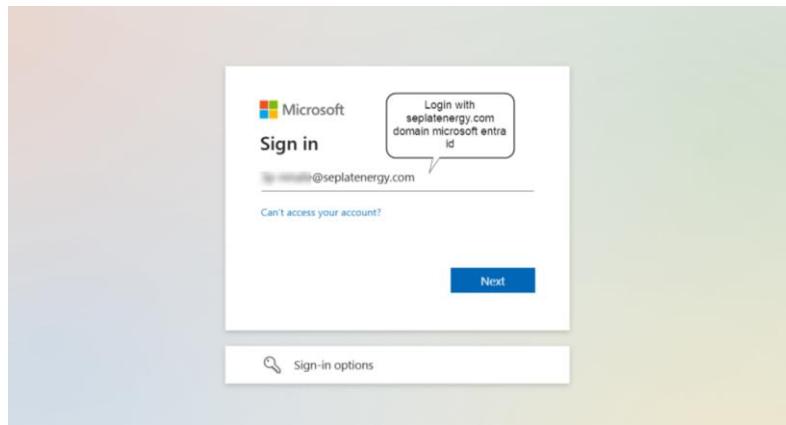
- o External users or those with different domains will be restricted from accessing the chatbot.
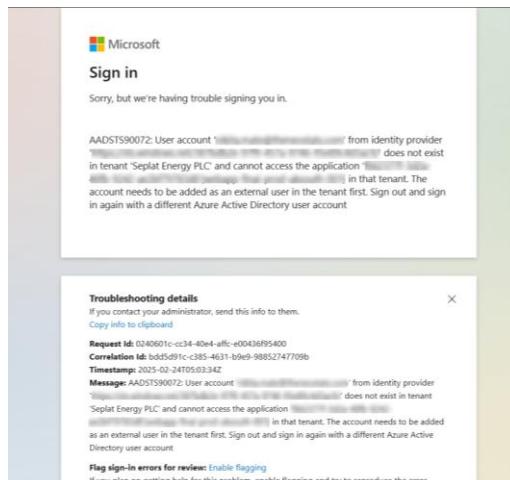
- o If login issues occur, contact IT Support - Taofeeq Olusesi

2. **Group-Based Authorization:**

- o Even after logging in, only users who are members of the designated **Seplat Finance Department security group** will have access to the chatbot.

- o Users outside the authorized group will not be able to interact with the chatbot, even if they have a SeplatEnergy domain account.
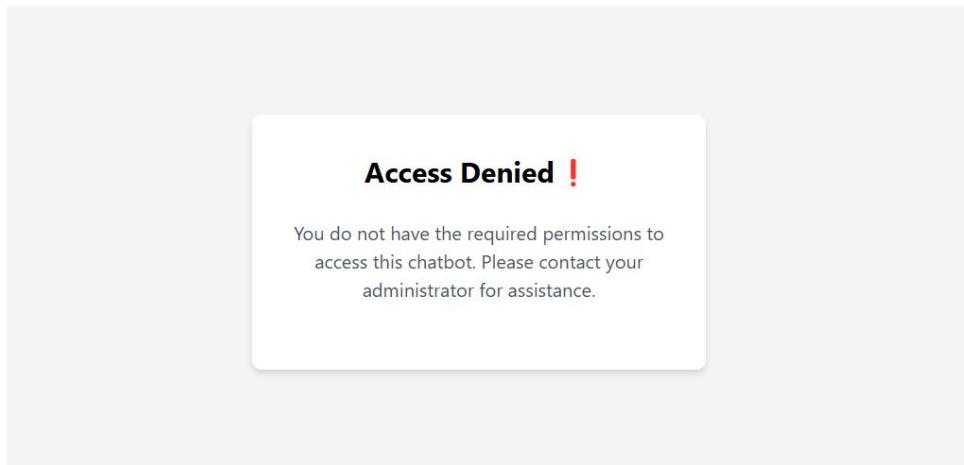
3. **Login Process:**

      o   Users must enter their **Microsoft Entra ID credentials**.

      o   If the credentials match the domain and security group conditions, access will be granted.

      o   If login issues occur, contact **IT Support** - Taofeeq Olusesi

(Screenshots will be added here for visual guidance.)

4. Report Summarization App Usage Guide

4.1 Accessing the Seplat Energy AI Hub

- Open the application via the provided link.
- Authenticate using your Microsoft Entra ID credentials.

4.2 Navigate to Report Summarization

- Click on Report Summarization.
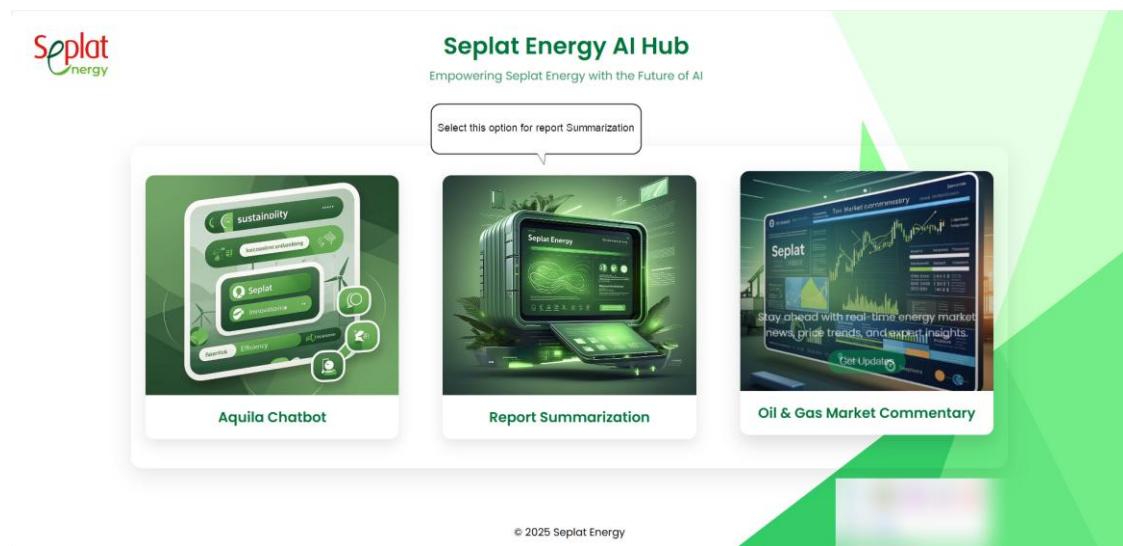
4.3 File Uploading and Processing

- Click **Choose PDF File** to upload the report in the PDF format that needs to be summarized.
- To generate a comprehensive summary of the entire report, enable the toggle **Comprehensive Summary**.

- Click on the **Generate Summary** button.
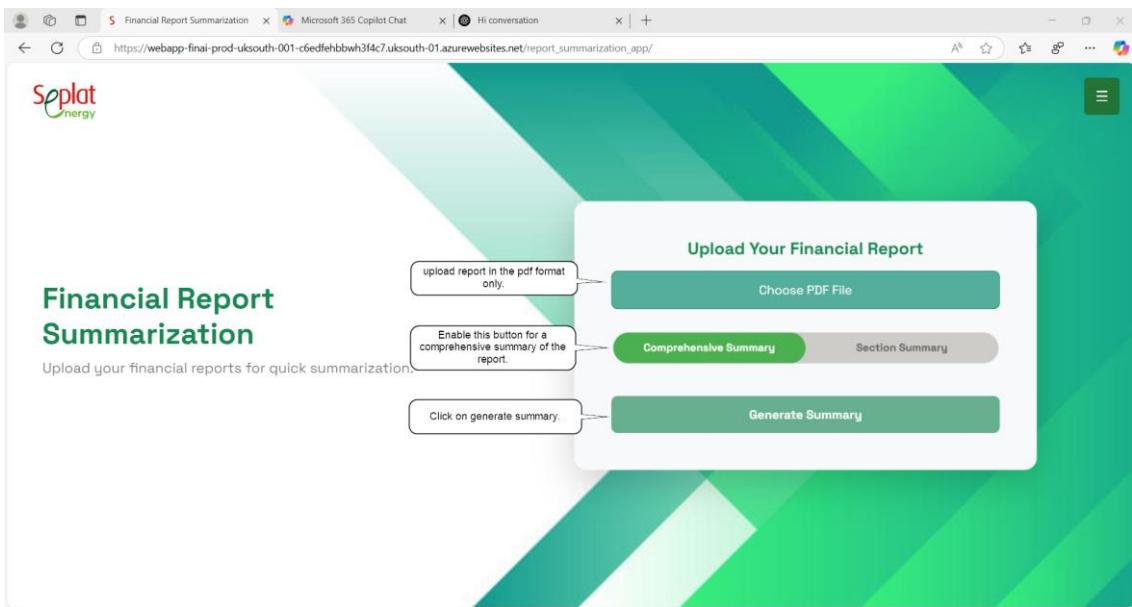
- If the wrong file is selected, click on **Reupload** button to upload a different file.
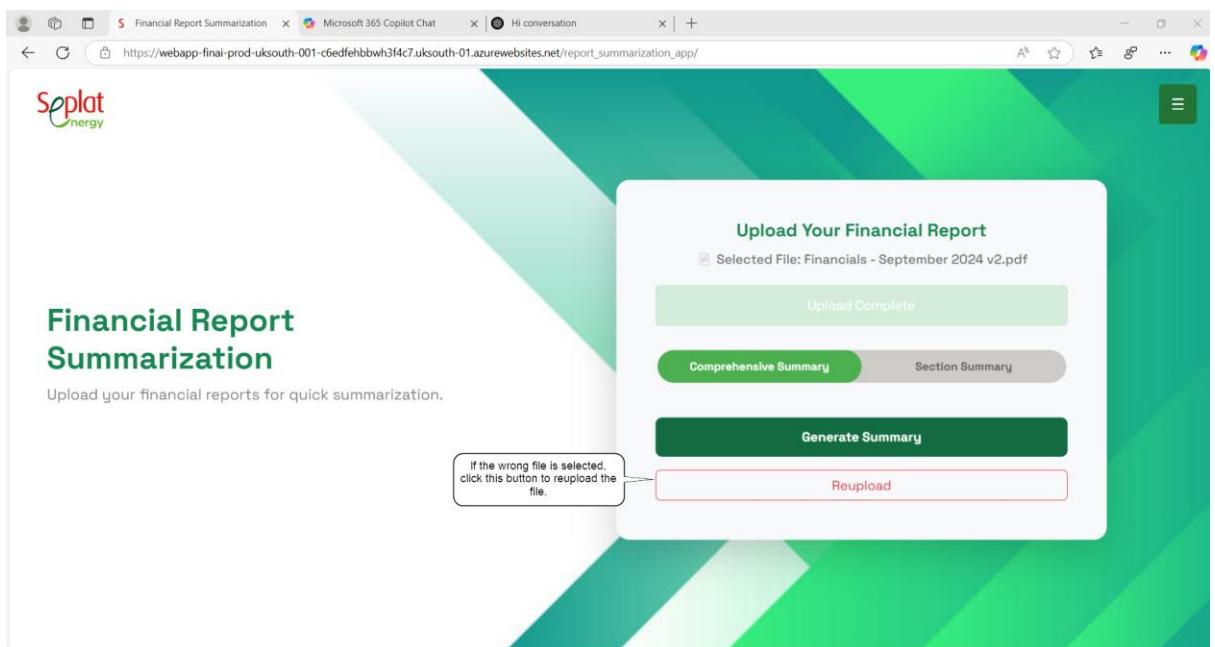
- After clicking **Generate Summary**, the file will be processed. Processing time may vary based on the file size and length.
- The system will generate a concise summary of the document.
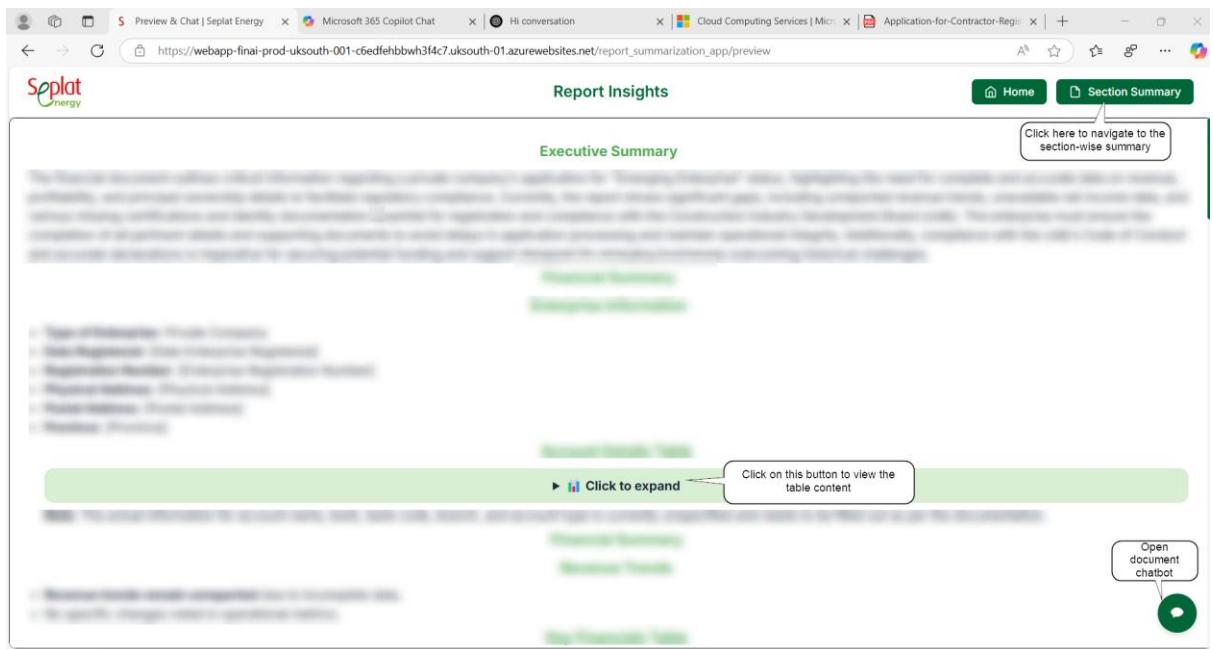
4.4 Chatbot Feature

- Users can enter queries related to the uploaded document.

- The chatbot retrieves relevant answers from the uploaded document.

- If needed, rephrase your query for better accuracy.

4.4 Section–Wise Summary Feature

- Users can enter the name of a specific section or part of the document for which they need a summary.
- The system generates a concise summary of the selected section.

4.3 Success Scenario

5. Troubleshooting and Support

5.1 Common Issues & Resolutions

Issue	Possible Solution
Unable to log in	Ensure correct Microsoft Entra ID credentials are used. Contact IT Support if the issue persists.
Chatbot does not understand the query	Try rephrasing the question or check for spelling errors.
Incorrect or incomplete summary	Try re-uploading the document or adjusting the summarization parameters

6. Security and Compliance

- Data security measures are in place to ensure compliance with Seplat Energy's policies.
- All app interactions are logged for auditing purposes.
- Unauthorized access attempts will be monitored and flagged.