

QlImDocs

Intelligent Document Management

User Guide & Help Documentation

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CHAPTER 1

Introduction to QllmDocs

QllmDocs is a cloud-based **Intelligent Document Management** platform built by **QLLM Soft**, designed for Pakistani businesses and global teams. It combines AI-powered search, role-based access control, and AES-256 encryption in one affordable cloud platform.

Core Platform Features

■ AI-Powered Search Find any document with natural language via the ASKAI engine.	■ AES-256 Encryption Enterprise-grade encryption at rest and in transit.
■ Role-Based Access Control exactly who can view, edit, or delete documents.	■ Two-Factor Auth Extra login security with 2FA support.
■ Smart Tagging Auto-tag documents by type, date, or department.	■ Cloud Storage Access documents from any browser, any device, anywhere.
■ Document Export Export as PDF, DOCX, or share direct download links.	■ Audit Trail Full history of every action on every document.

■ Who is QllmDocs for?

HR departments managing employee records · Finance teams tracking invoices and audit trails · Legal teams handling contracts · Any organisation needing secure, searchable document storage.

CHAPTER 2

Getting Started — Account Setup

Follow these steps to create your QllmDocs account and onboard your team in minutes.

1

Visit qllmdocs.com

Open your browser and navigate to <https://qllmdocs.com>

2

Click "Get Started"

Press the "Get Started →" button in the top-right nav bar.

3

Choose Your Plan

Select Free Trial, Starter, or Enterprise.

4

Fill Registration Form

Enter full name, company name, email, and a strong password.

5

Verify Your Email

Check your inbox for a verification email from info@qllmdocs.com.

6

Log In & Explore

Use your credentials to log in and land on the Dashboard.

CHAPTER 3

Dashboard Overview

After logging in you land on the **QllmDocs Dashboard** — your central command centre. It shows AI query usage, storage consumption, total users, and document categories at a glance.

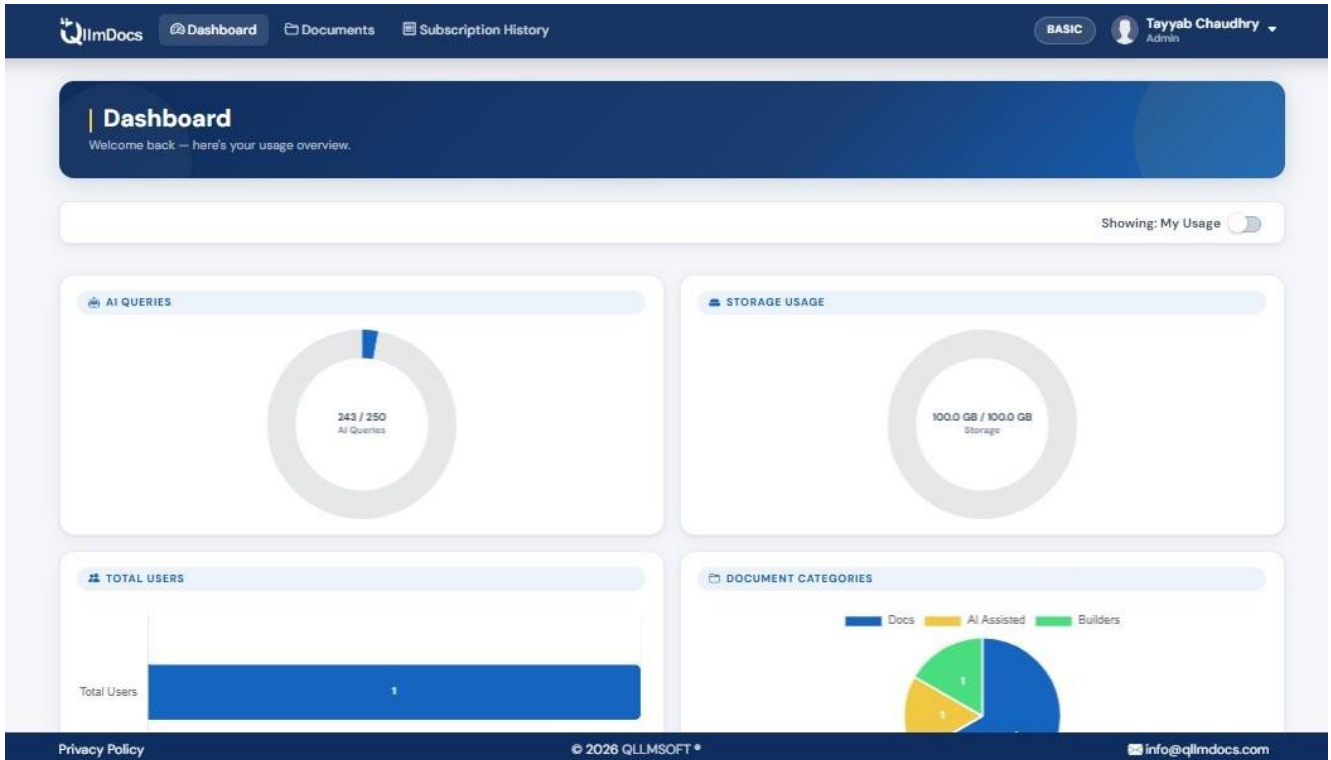


Figure 1 — QllmDocs Dashboard showing usage charts (AI Queries, Storage, Users, Document Categories)

Key Dashboard Elements

Element	Description
AI Queries gauge	Doughnut chart showing how many AI queries have been used
Storage Usage gauge	Doughnut chart of storage consumed vs. total plan storage (e.g. 100 GB / 100 GB).
Total Users bar	Bar chart showing the number of active users on your account.
Document Categories pie	Pie chart breaking down your documents by category (Docs, AI Assisted, Builders, e
Showing: My Usage toggle	Switch between your own usage stats and the entire organization's stats.

CHAPTER 4

Uploading & Managing Documents

The **Documents** page is your main document library. From here you can add, view, filter, and export all your files.

DOCUMENT TITLE	DOCUMENT DATE	CATEGORY	COMPANY	TAGS	AMOUNT	STATUS	EXPIRY DATE	FILE TYPE
Company Portfolio	3/31/2026	Docs	Qllmsoft	Company	5000	Active		PDF
The Wall	3/31/2026	Builders	The Walls		5000	Active		PDF
Personality Report	3/31/2026	AI Assisted	GM Solutions	AI. Assisted	2500	Active		PDF
Batch Uploading	3/31/2026	Docs	GM Solutions			Active		PDF
Efficient Frontire	1/17/2026	Docs	GM Solutions	Frontier	2000	Expired	1/18/2026	DOCX
WordPress Integration Pathway	1/15/2026	Docs	GM Solutions		1000	Active	1/23/2026	DOCX

Figure 2 — Documents library showing all uploaded files with their category, company, tags, amount, status, and file type

How to Upload a Document

1

Click "+ Add Document"

Green button in the top-left of the Documents page.

2

Upload File

Click the file upload area and select your PDF, DOCX, or other file.

3

Save

Click "Save" — the file is encrypted and added to your library

Document Table Columns

Column	Description
--------	-------------

Document Title	Clickable link to open or download the file (PDF icon = red, DOCX icon = blue).
Document Date	The official date of the document (e.g. contract date, invoice date).
Category	The document category, e.g. Docs, AI Assisted, Builders.
Company	The associated company or client name for this document.
Tags	Custom labels for quick filtering and AI search.
Amount	Monetary value linked to the document (e.g. invoice total).
Status	Active (green) or Expired (red) badge based on expiry date.
Expiry Date	Date the document expires. Empty if it does not expire.
File Type	PDF or DOCX indicator.

CHAPTER 5

AI-Powered Search — ASKAI

Click the **Ask AI** button (yellow) on the Documents page to open the ASKAI panel. Type or speak your query in plain English — no need to remember exact file names.

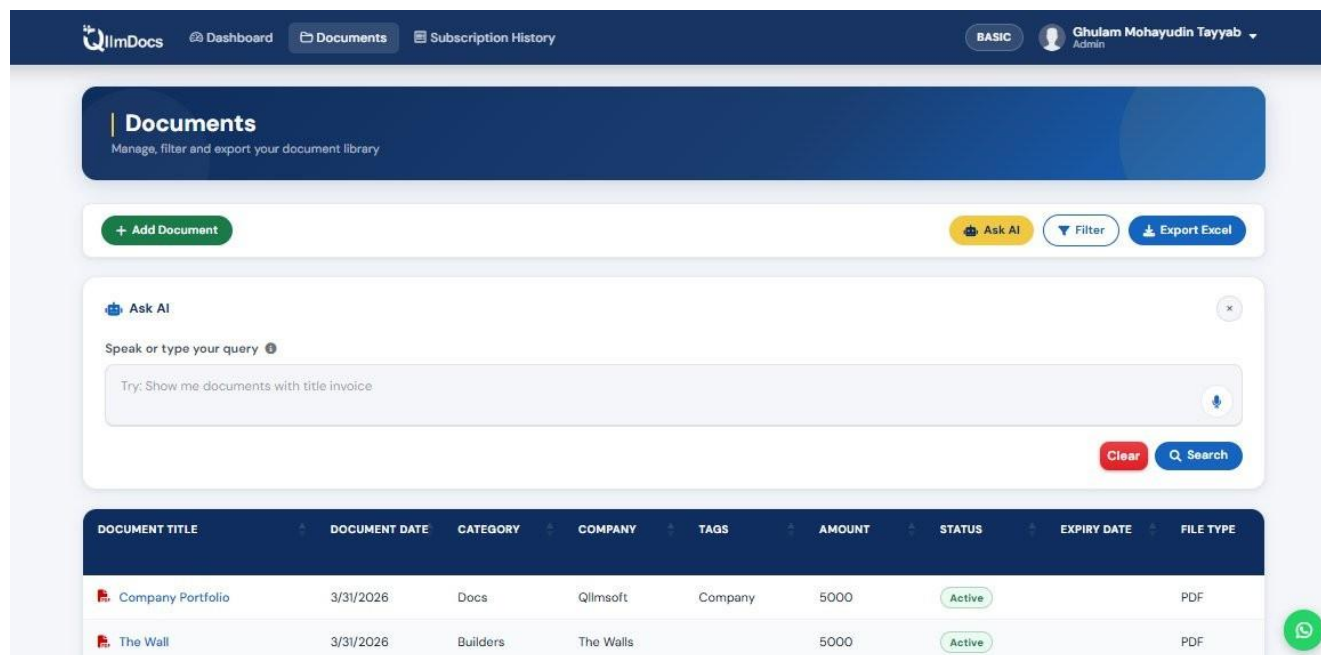


Figure 3 — ASKAI panel open on the Documents page. Type a natural-language query or click the microphone to speak.

Example Queries

Query: Show me documents with title invoice	Result: Returns all documents whose title contains "invoice".
Query: Find contracts from GM Solutions	Result: Filters by company "GM Solutions" and category "Docs".
Query: Show expired documents	Result: Returns all documents with status "Expired".
Query: Documents uploaded this month	Result: Filters by document date within the current month.

Voice Search

Click the microphone icon inside the ASKAI search box to speak your query. QllmDocs transcribes your speech and searches instantly.

CHAPTER 6

Filtering Documents

Click the **Filter** button (blue outline) on the Documents page to open the advanced filter panel. You can combine multiple criteria to narrow down your document library.

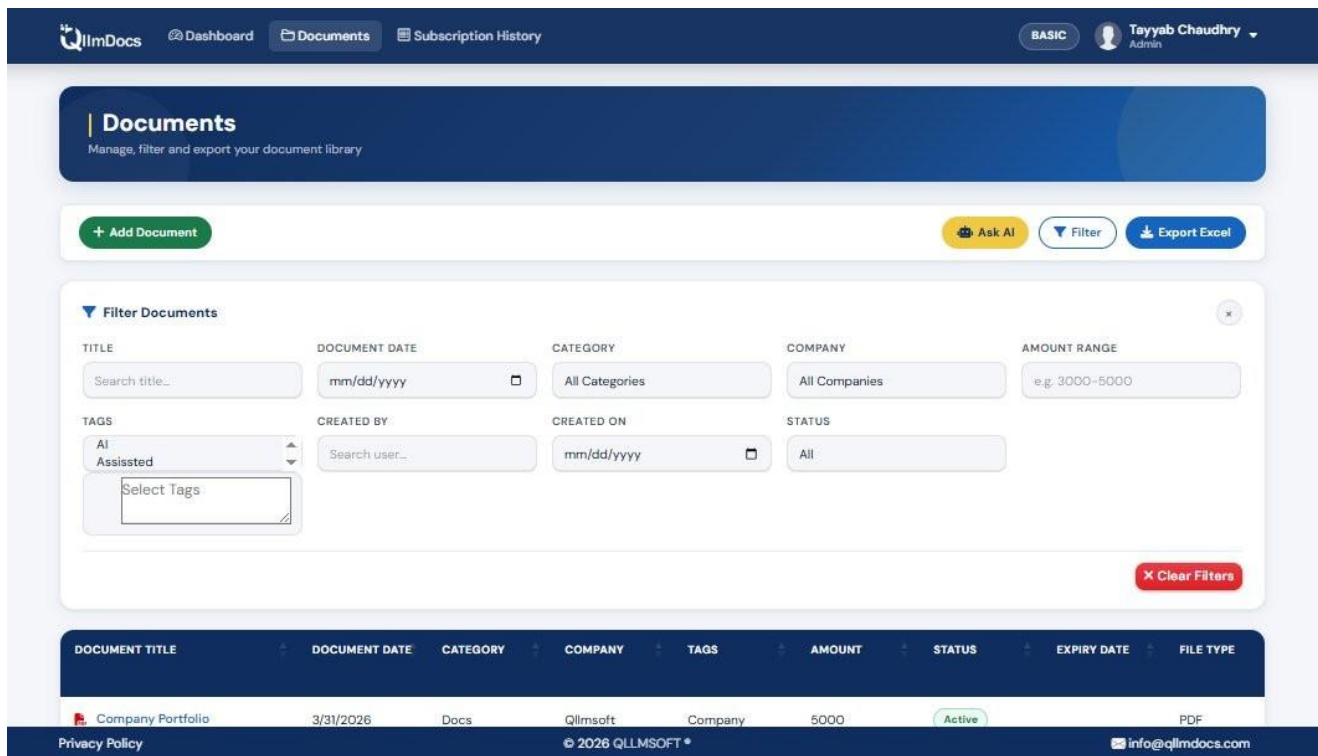


Figure 4 — Filter panel with options for Title, Document Date, Category, Company, Amount Range, Tags, Created By, Created On, and Status

Filter Fields Explained

Filter Field	How to Use
Title	Type part of the document title to search by name.
Document Date	Pick a specific date to filter documents by their document date.
Category	Select from dropdown: All Categories, Docs, AI Assisted, Builders, etc.
Company	Select from dropdown: All Companies or a specific client/company name.
Amount Range	Enter a range like "3000-5000" to filter by monetary amount.
Tags	Select one or more tags from the multi-select list.
Created By	Type a username to filter documents uploaded by a specific team member.
Created On	Pick the date when the document was uploaded to the system.
Status	Filter by All, Active, or Expired.

■ Clear Filters

Click the red "Clear Filters" button at the bottom-right of the filter panel to reset all filters and show the full document library again.

CHAPTER 7

Role-Based Access Control (RBAC)

QllmDocs uses RBAC to ensure the right people have the right access. Admins can create custom roles or use the built-in hierarchy below.

Role	Upload	View	Edit	Delete	Manage Users
Admin	✓	✓	✓	✓	✓
Team	✓	✓	✓	✓	✗

CHAPTER 8

Security & Encryption (AES-256)

QllmDocs uses **AES-256 encryption** — the same standard used by banks and governments — to protect every file both at rest and in transit.

■ AES-256 at Rest Every stored file encrypted with a unique 256-bit key.	■ TLS 1.3 in Transit All transfers use TLS 1.3, the strongest protocol available.
■ 2FA Login Two-factor authentication adds a second verification step.	■ Audit Trail Every view, edit, download, and share is logged with timestamp.
■ Session Timeout Inactive sessions auto-expire after a configurable period.	■ IP Whitelisting Enterprise: restrict access to specific office IP ranges.

■ Your Data is Yours

QLLM Soft does not access, read, or share your document contents. Encryption keys are unique per organisation and never shared with third parties.

CHAPTER 9

Document Tags & Categories

Tags

Assign colour-coded tags to any document. Go to Document → Edit → Tags. Create department tags (HR, Finance, Legal), status tags (Draft, Approved, Archived), or custom tags.

Categories

Organize documents into categories from the Documents page. Use the Category column to group files by type — Docs, AI Assisted, Builders, etc

CHAPTER 10

Exporting

Export Excel

Click the blue "Export Excel" button on the Documents page to download the entire document list as a spreadsheet — useful for audits and reporting.

CHAPTER 11

Two-Factor Authentication (2FA)

Enable 2FA

Go to My Account → Security → Two-Factor Authentication → Enable.

CHAPTER 12

Billing & Plans

View Your Plan

Go to Subscription History (top nav) to see your current plan, usage, and billing history. The plan badge shows in the top-right (e.g. BASIC).

Upgrade

Contact support@qllmdocs.com or info@qllmdocs.com for Starter or Enterprise pricing. Upgrades take effect immediately after payment confirmation.

CHAPTER 13

Support & Contact

Our team is here to help. Choose the channel that suits your need:

Channel	Contact	Best For	Response
General Email	info@qllmdocs.com	Sales, demos, general queries	Within 24 h
Tech Support	support@qllmdocs.com	Bugs, technical issues	Within 4 h
WhatsApp	+92 334 8229288	Quick questions, urgent help	~5 minutes
Website	qllmsoft.com	Portfolio, services, custom dev	—
Help Center	qllmdocs.com/help	Self-service guides, FAQs	Instant

Need help right now?

WhatsApp team typically replies in under 5 minutes.

wa.me/923348229288