



AskMe AI Gateway

User Manual – English

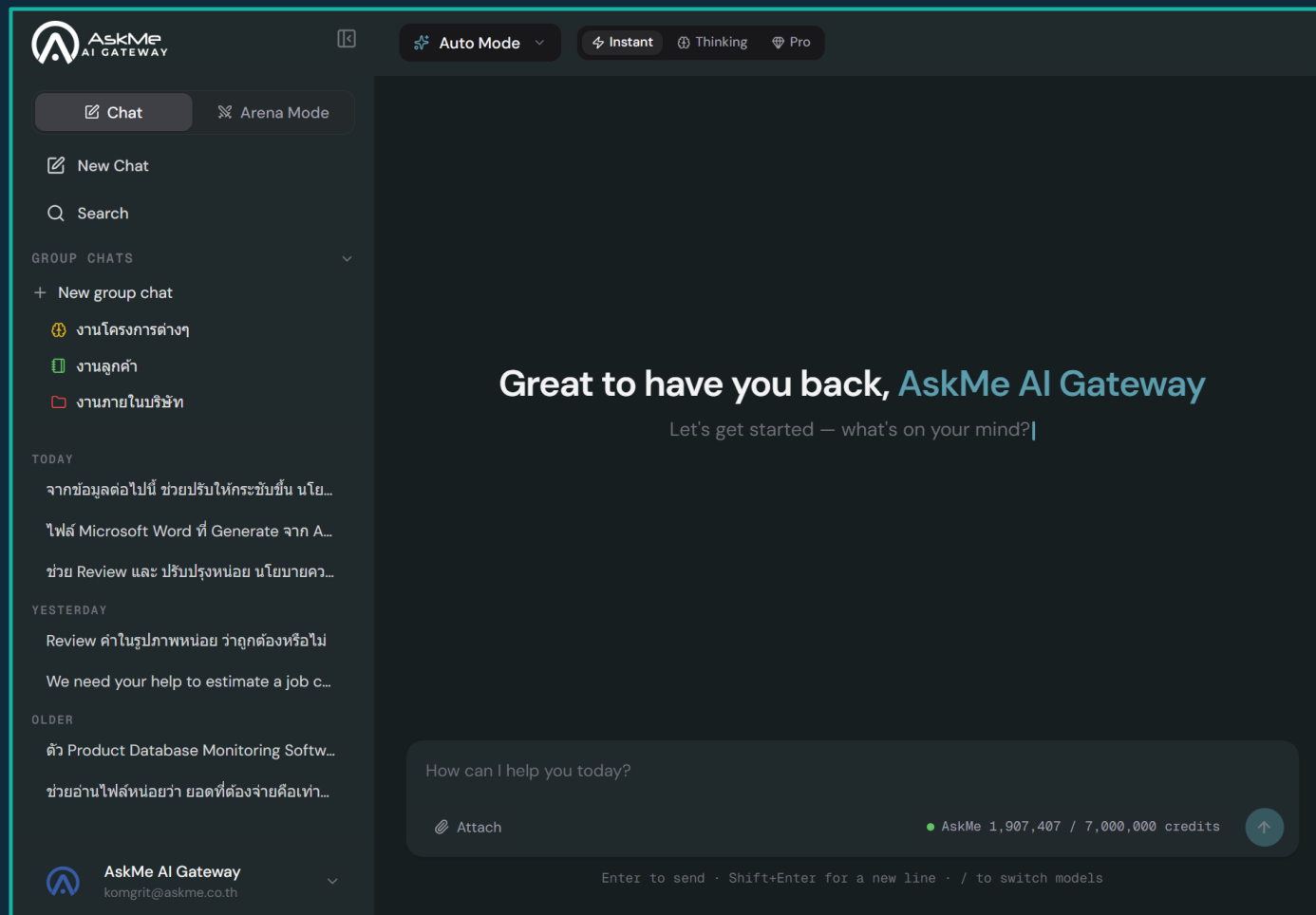


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Introduction

Purpose, user group, and scope of the manual

Purpose ·

This guide explains how to access the AskMe AI Gateway, selecting an AI model, starting a conversation, comparing model answers. Tracking credit usage and managing personal settings

Audience

Designed for new users General users, helpdesk teams, IT administrators, and developers who want to understand the basic operating procedures of the system.

Scope ·

It covers account activation, login, selecting the Chat Only Mode, Arena Mode, using credits, setting up What's New profiles, and sending feedback.

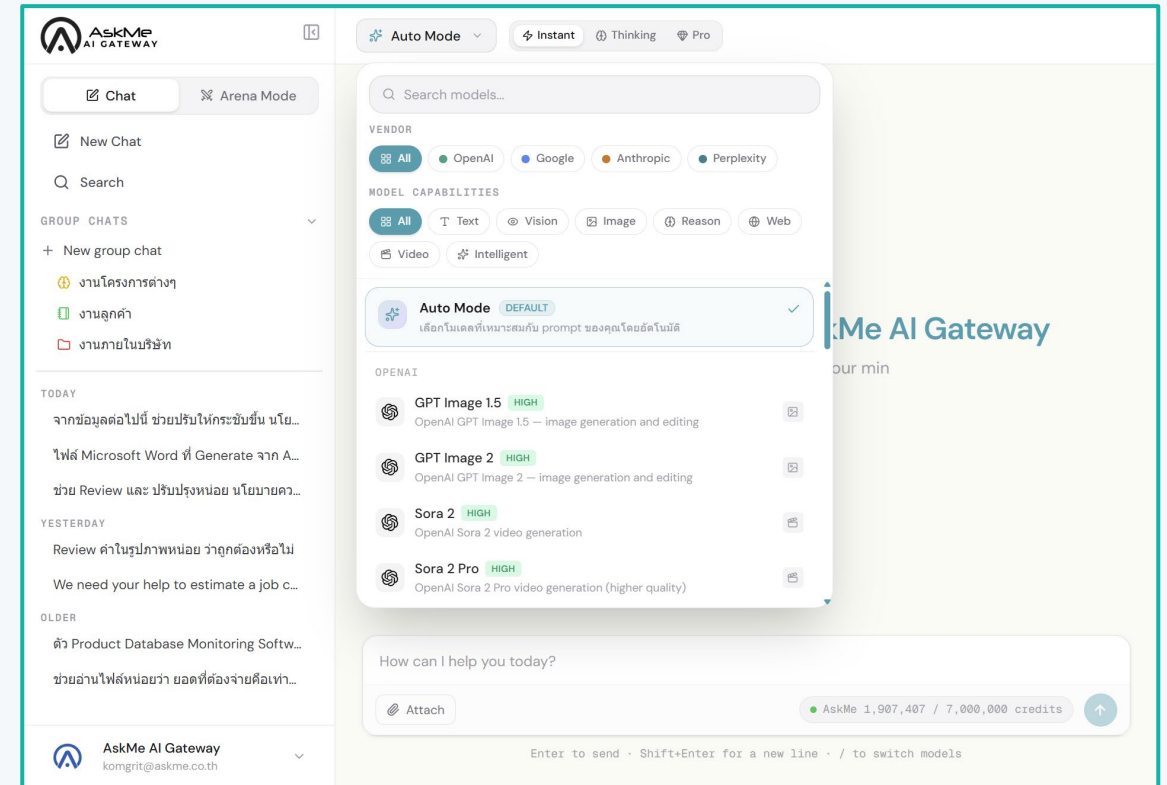
Before You Begin

The user should have an invitation email, a working email address. Internet connection and access to the AskMe AI Gateway Workspace.

Product Overview

What AskMe AI Gateway allows users to do

- Access multiple AI models from a single system
- Select the model's capabilities based on the job description: Text, Vision, Image, Reasoning, Web, Video, or Intelligent.
- Use Chat Mode for casual conversations
- Use Arena Mode to compare answers from multiple models.
- Track credit usage at each conversation level.
- Manage personal settings, themes, reply behaviors, and custom instructions.

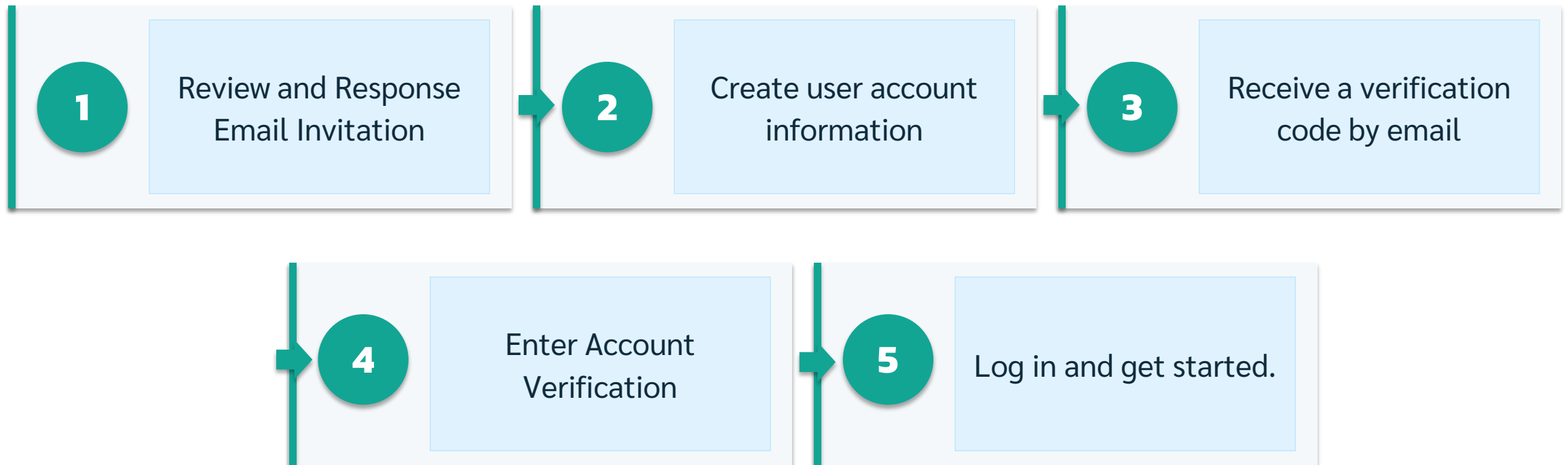




| **Activation process for new users**

Activation process for new users

Steps to activate AskMe AI Gateway



Step 1: Accept Invitation

Check and accept the invitation email

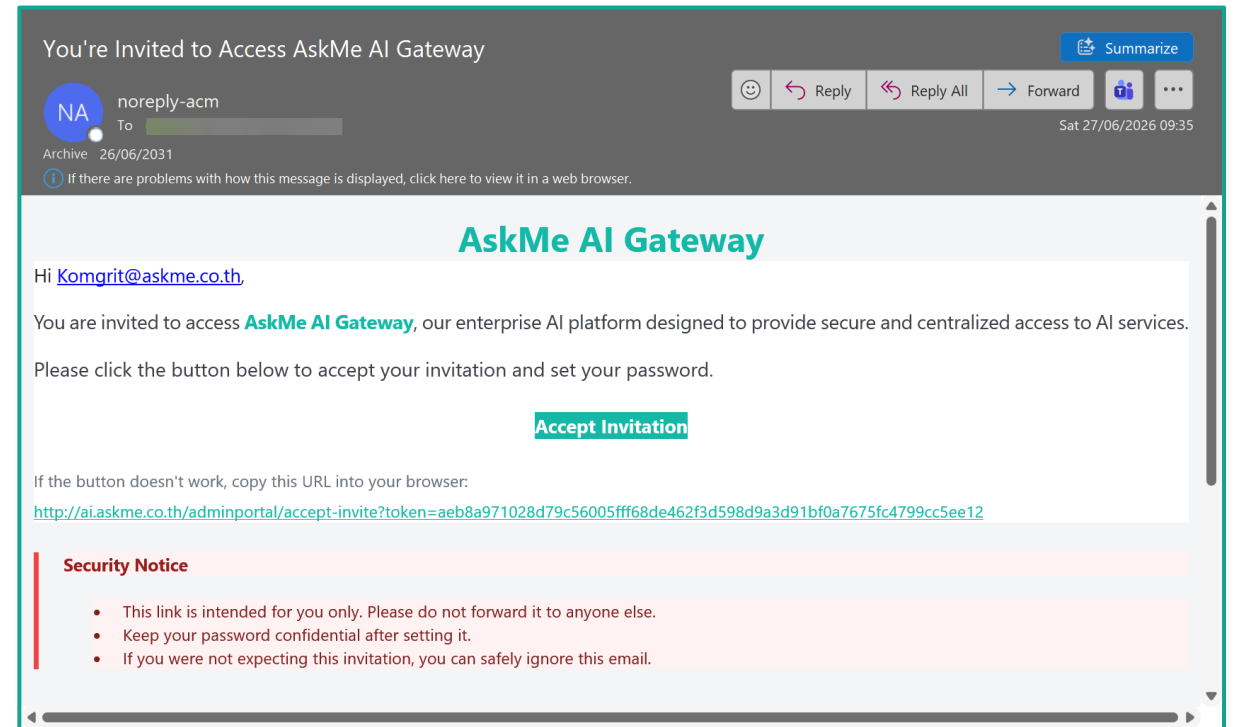
Objective

Start account activation from the invitation email

Action

- Open the invitation email sent from AskMe
- Select Accept Invitation to create an account

The account creation page opens in your browser



Note: Use only the invited email address. If the invitation expired or is missing, contact Support:
Website: <https://www.askme.co.th/contact-us/supports/>

Step 2: Create Account

Enter your details to create a user account

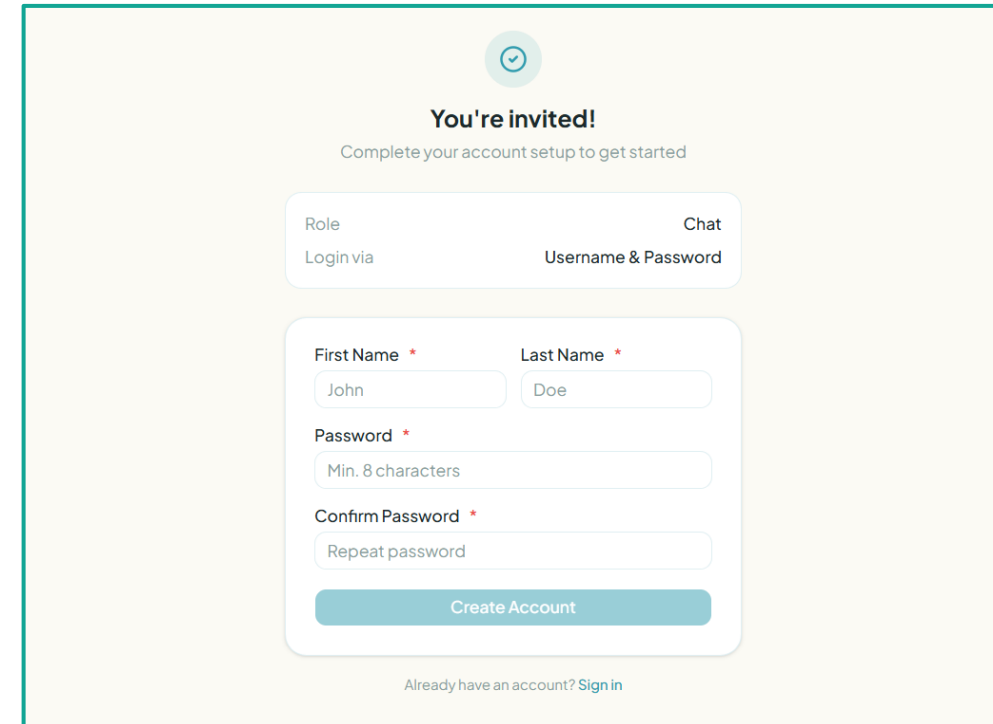
Objective

Create a user account to access AskMe AI Gateway

Action

- Fill in all required account details
 - First Name / Lastname
 - Telephone
 - Password: follow your organization's security policy
- Select Create Account

The system creates the account and moves on to email verification



The screenshot shows a user interface for account creation. At the top, there is a green circular icon with a white checkmark. Below it, the text 'You're invited!' is displayed in bold, followed by 'Complete your account setup to get started'. The form is divided into two main sections. The first section has two columns: 'Role' with a 'Login via' button and 'Chat' with a 'Username & Password' button. The second section contains three input fields: 'First Name' (with a red asterisk) containing 'John', 'Last Name' (with a red asterisk) containing 'Doe', and 'Password' (with a red asterisk) containing 'Min. 8 characters'. Below these is a 'Confirm Password' field (with a red asterisk) containing 'Repeat password'. A green 'Create Account' button is at the bottom of the form. At the very bottom, there is a link that says 'Already have an account? Sign in'.

Note: Do not share your password with anyone. Use a password unique to this service.

Step 3: Get the Email Verification Code

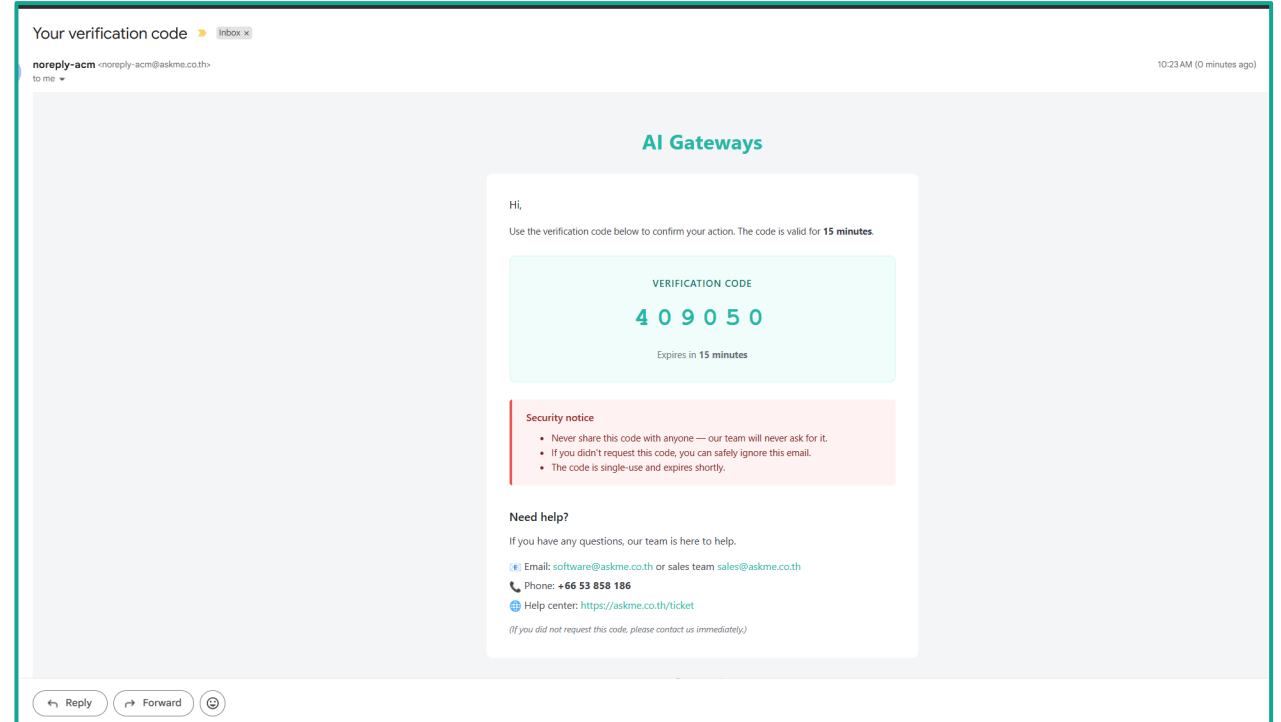
Receive a verification code by email to confirm you own the registered address

Objective

Confirm ownership of the registered email address

Action

- Check your inbox for the verification email
- Copy the Verification Code from the email
- Return to the AskMe AI Gateway verification page



Note: Verification by code depends on system settings and may differ between organizations.

Step 4: Complete Account

Use the Verification Code from Step 3 to verify and register your account

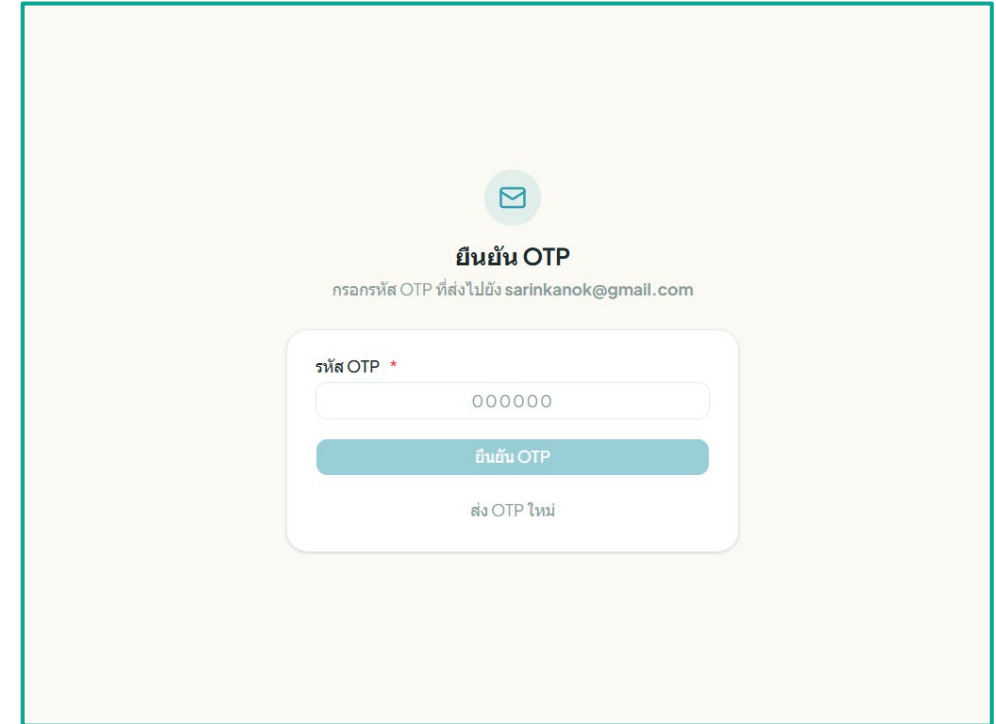
Objective

Verify the account and complete registration

Action

- Paste the code into the verification field
- Submit the code to verify your account

Registration is complete and you can now sign in

A screenshot of a mobile application's OTP verification screen. At the top, there is a teal envelope icon. Below it, the text 'ยืนยัน OTP' (Verify OTP) is displayed in bold. Underneath, a smaller line of text reads 'กรอกรหัส OTP ที่ส่งไปยัง sarinkanok@gmail.com' (Enter the OTP code sent to sarinkanok@gmail.com). The main form area contains a label 'รหัส OTP *' (OTP Code *) followed by a text input field with six placeholder zeros '000000'. Below the input field is a teal button labeled 'ยืนยัน OTP' (Verify OTP). At the bottom of the form, there is a link labeled 'ส่ง OTP ใหม่' (Resend OTP).

Note: If the code is incorrect or expired, request a new code or contact Support



| Login

Login

Sign in with your user name and password

Sign-in method depends on your organization:

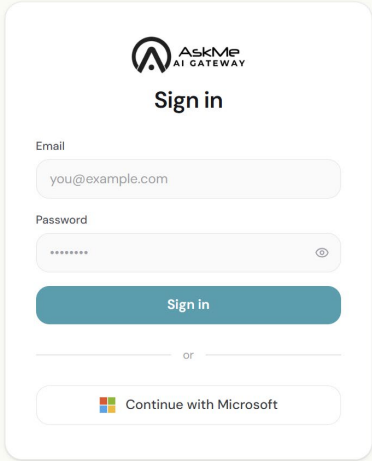
1. Email and password
2. Single Sign-on (SSO)

Option 1: Password

- Open your browser at the URL you received, e.g.
 - <https://ai.askme.co.th/> or your organization's URL
- Enter your account email and password
- Click Sign in

Option 2: Single Sign-on

- Open your browser at the URL you received
- Select Continue with Microsoft / Google / etc.
- Follow the on-screen instructions



The screenshot shows a web interface for 'AskMe AI GATEWAY'. At the top, there is a logo and the text 'Sign in'. Below this, there are two input fields: 'Email' with the placeholder 'you@example.com' and 'Password' with a masked password '*****' and an eye icon to toggle visibility. A blue 'Sign in' button is positioned below the password field. Underneath the button is a horizontal line with the word 'or' in the center. At the bottom, there is a button labeled 'Continue with Microsoft' with the Microsoft logo icon.

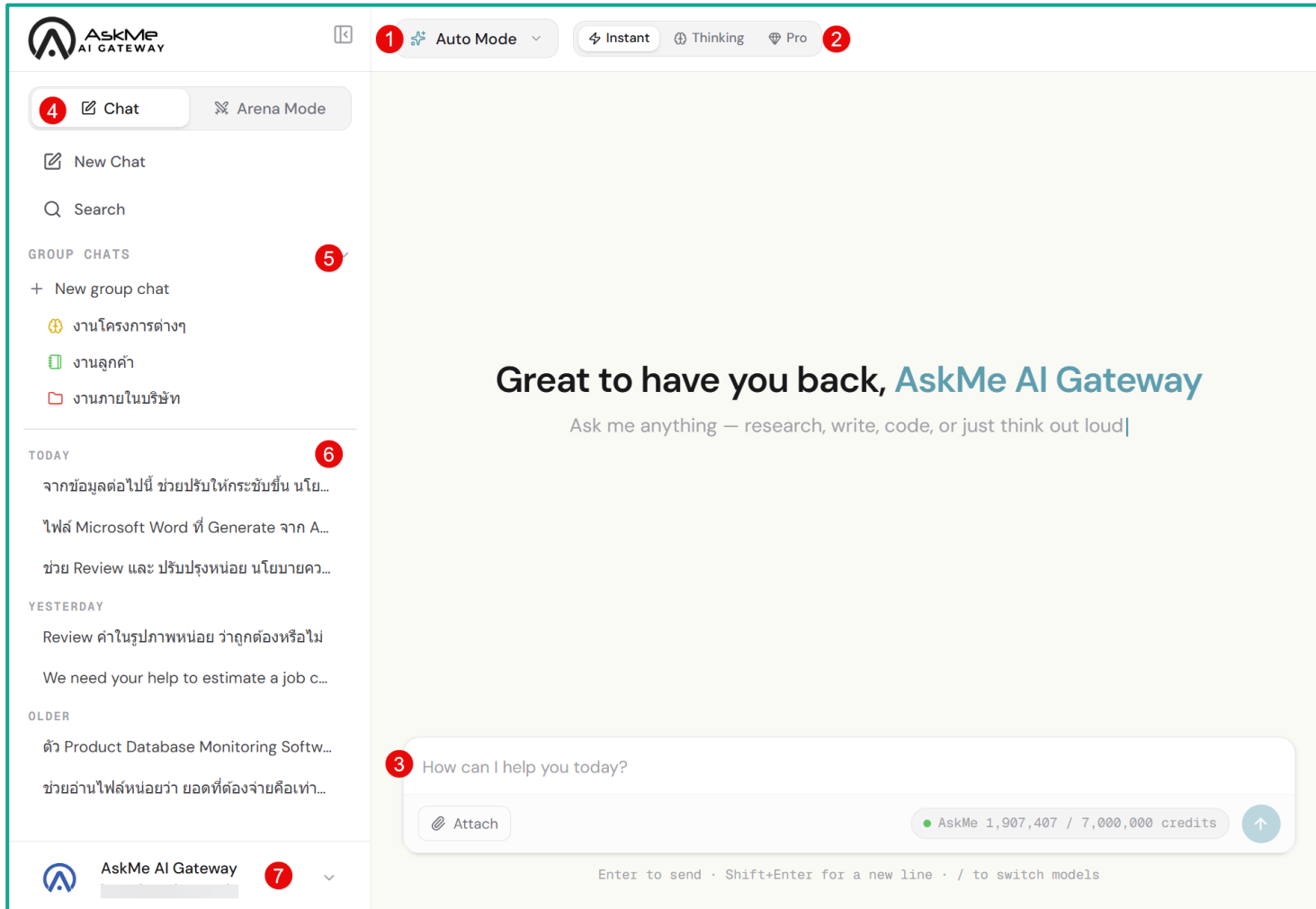
Note: If your organization uses Single Sign-on (SSO), select Continue with Microsoft



| Using AskMe AI Gateway

Workspace home overview

Key Components of the AskMe AI Gateway Screen



- 1 Model Selection ·
- 2 Effort Selection ·
- 3 Input Box / Credit ·
- 4 Mode Selection ·
- 5 Group Chat ·
- 6 Chat History ·
- 7 Profile & Settings ·

1. Model Selection

Choose the capabilities of the model that are suitable for the task.

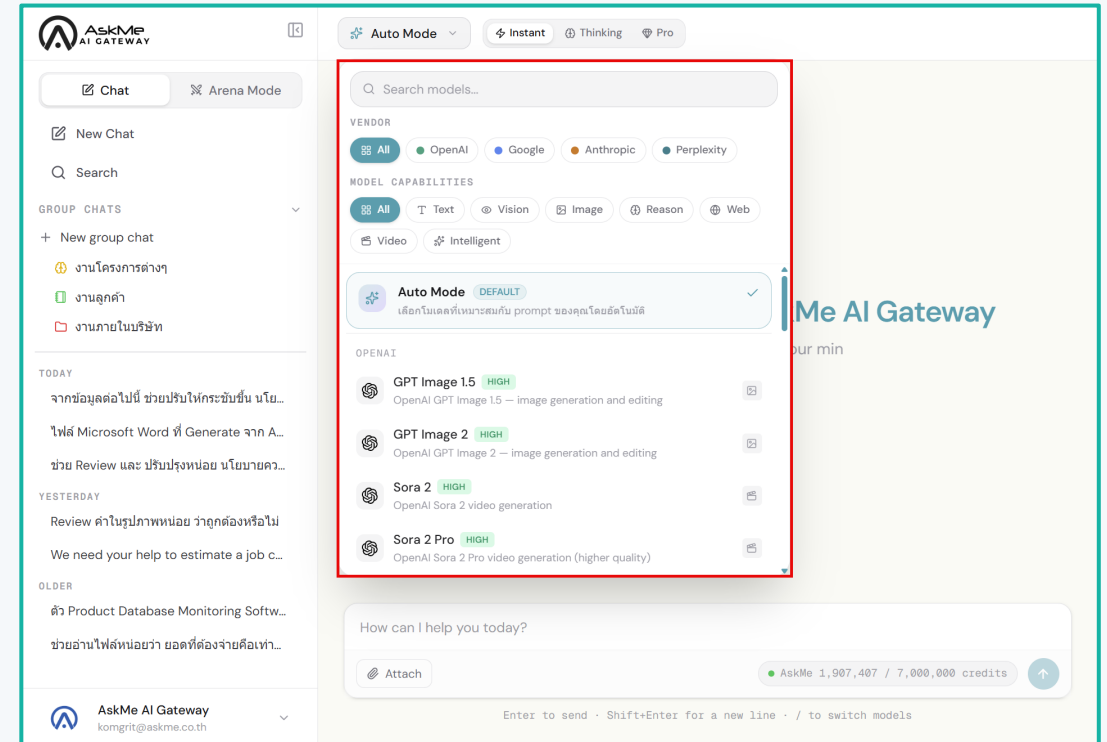
Model Selection

The **Model Selection** screen allows you to search for Quickly select and filter the AI model that suits your job. It can be selected by both vendor and model capabilities.

Additional Recommendations

Auto Mode is the default mode of the system that automatically selects the most suitable AI model based on the characteristics of the prompt submitted by the user. Capabilities of each model
Quality of Response Performance Results

This mode is suitable for ordinary users who do not want to select the model manually.



Note: New users can start with Auto Mode until they are familiar with the capabilities of the different models.

1.1 Model Capabilities

For filtering models based on the required capabilities to suit the job.

Capabilities		Description
 All	All	Show All Models
 Text	Text	Conversation Questions, summarizing, and drafting general statements
 Vision	Vision	Understanding or Analyzing Uploaded Images
 Image	Image	Creating Images from Text Commands
 Reason	Reason	In-depth reasoning, complex analysis, or multi-step problem-solving.
 Web	Web	Searching the Internet for the latest information
 Video	Video	Creating a video when the selected model supports it.
 Intelligent	Intelligent	Versatile models capable of performing a wide range of types and stages of work.

1.2 Description of Various Tooltips

Description of each Tooltip for ease of use

Tooltips	Description
LOW Low	A model that uses less credit, cost-effective and fast, suitable for general tasks.
MID Mid	A model that uses moderate credits, a balance between quality, speed and credit.
HIGH High	Models of the highest quality, suitable for complex tasks, may take a lot of credit.
 Intelligent	Versatile models Supports multiple tasks in a single model

1.3 Supported AI Models (Models) (1/2)

A list of various models available in the system that users can choose to use according to their purpose.

Model	Capabilities
GPT Image 1.5	Create and edit images from text prompts or existing images
GPT Image 2	Create and edit high-quality images with excellent composition and attention to detail
Sora 2	Create highly realistic videos with sound effects or soundtrack
Sora 2 Pro	Create higher-quality videos with stronger adherence to prompts and greater detail
o3 (OpenAI)	Answer questions and perform in-depth analysis with browsing and image analysis
GPT 5.2	Answer questions, analyze causes, and summarize information from uploaded images
GPT 5.4	Multi-agent framework that can answer questions, analyze data, create images, browse the web, and use tools
GPT 5.5	Multi-agent advanced framework for complex tasks, capable of reasoning, creating images, browsing the web, and using tools
Gemini Flash Latest	Fastest model for answering questions, analyzing events, and summarizing overall work
Gemini Pro Latest	Highest-quality model for answering questions and analyzing complex tasks with Flash, and can also analyze images
Gemini 2.5 Flash	Fast and efficient model for answering questions, analyzing images, and providing insights
Gemini 2.5 Pro	High-quality model for complex analysis, reasoning, and summarizing overall work
Gemini 3 Flash Preview	Experimental model focused on speed and support for advanced image analysis

1.4 Supported AI Models (2/2)

A list of various models available in the system that users can choose to use according to their purpose with descriptions.

Model	Capabilities
Nano Banana 2	Create and edit images, suitable for work that requires speed and details in many styles.
Gemini 3.1 Flash Image	Create and edit images with an emphasis on speed, suitable for general tasks.
Gemini 3.1 Pro Preview	Multimodal understanding for text, images, video, audio, and code.
Veo 3.1	Create videos from text or images, suitable for creative video work.
Gemini 3.5 Flash	Multimodal understanding with an emphasis on speed, covering text, images, video, and code.
Claude Haiku 4.5	Answer questions and edit images with speed, suitable for general tasks and cost-effective work.
Claude Opus 4.5	Answer questions, analyze causes and make decisions, suitable for high-quality work.
Claude Sonnet 4.6	Multimodal understanding for text, analysis of images, video, and code, but image generation is not supported.
Claude Opus 4.7	High-quality understanding for text, analysis of images, video, and code, but image generation is not supported.
Claude Opus 4.8	High-quality understanding that does not support text, analysis of images, video, and code, and image generation.
Perplexity Sonar	Answer questions with real-time internet information, suitable for the latest data.
Perplexity Sonar Deep Research	In-depth search for detailed internet information, suitable for reports and research.
Perplexity Sonar Pro	Search and answer questions with high-quality results, suitable for work that requires reliable information.
Perplexity Sonar Reasoning Pro	Search the internet with reasoning and analyze causes, suitable for tasks that require the most reliable information.

2. Effort Selection – Processing Level

Adjust the processing level to suit the application.

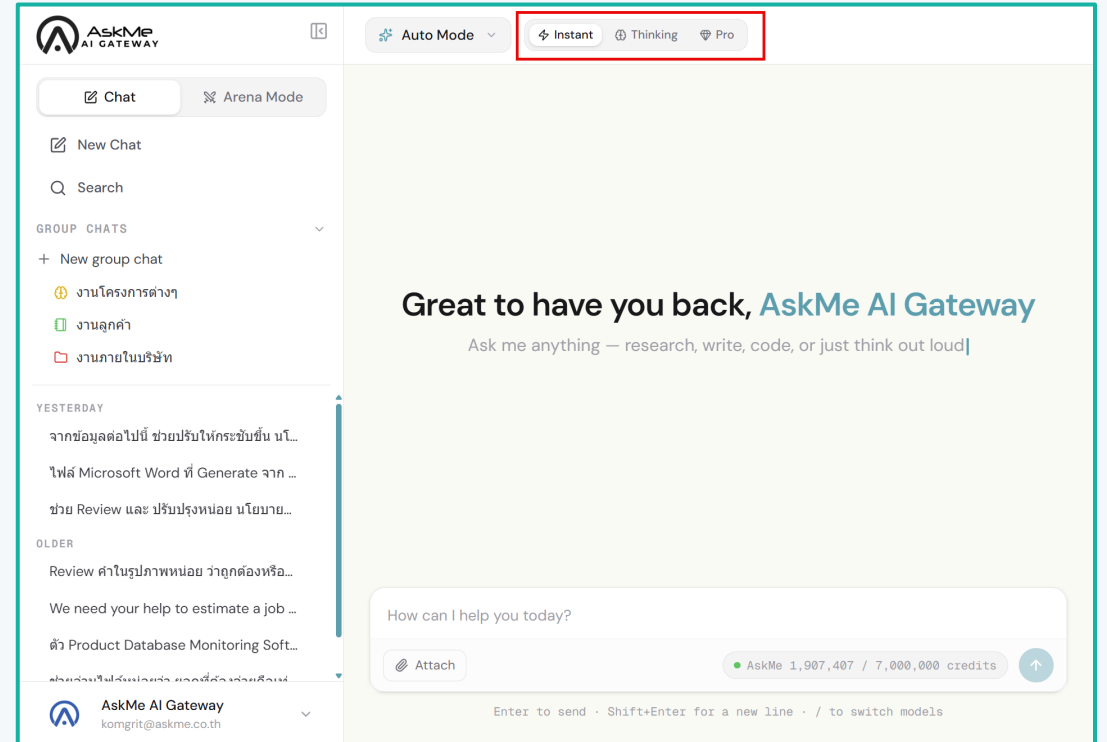
Effort Selection

It allows you to determine the level of AI reasoning effort to suit the type of task, allowing you to choose between response speed and analysis resolution.

⚡ Instant ⚙ Thinking 💎 Pro

Additional Recommendations

Note: Higher processing levels may take longer to respond and may require more AI Credits than lower levels, depending on the AI Model chosen.



2.1 Capabilities and Applications of Effort Selection

Selecting and you define the level of processing (Reasoning Effort)

Kinds	Capabilities	Applications
Instant	Ideal for common tasks that require quick answers, the AI uses basic processing to provide the fastest response.	• Fastest response • Less resource consumption • Suitable for everyday tasks
Thinking	AI will take more time to analyze and reason. to generate more accurate and complete answers than Instant.	• More detailed answers • Better reason and structure • Balance between speed and quality
Pro	AI uses the most in-depth processing to generate high-quality answers. Suitable for complex and precision applications.	• Highest quality of answers • Multidimensional analysis • Suitable for tasks that require detailed reasoning.

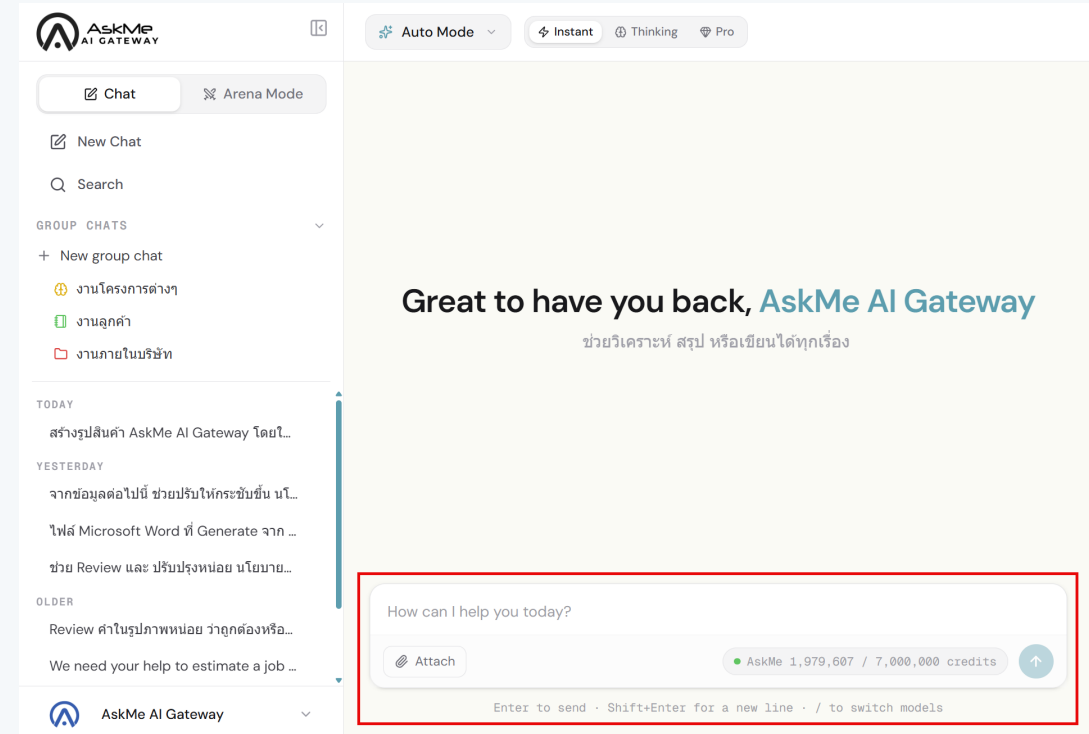
Note: For general use, Thinking is recommended, which provides a balance between speed and quality of answers, Instant is great for fast-paced tasks, and Pro is ideal for tasks that require in-depth analysis or the highest quality results.

3. Input Box / Credit

Provide additional suggestions on the response format for AI to meet the needs.

Input Box / Credit – Print and Credit Box

- It is a space for entering prompts or questions that need to be processed by AI, supporting text typing, file attachment, and the use of various AI tools according to the capabilities of the selected model.
- The bottom of the print box also displays the remaining AI Credit information so that users can track their credit balance in real-time.
- Send Message - Once the command has been typed, click the Send button (↑) or press Enter to send the command to the AI.
 - To rewrite the line without sending the message, press Shift + Enter.
 - Type / to change AI Model quickly



4. Mode Selection

Choosing a conversation mode to match the purpose of use, including Chat Mode and Arena Mode.

Mode Selection

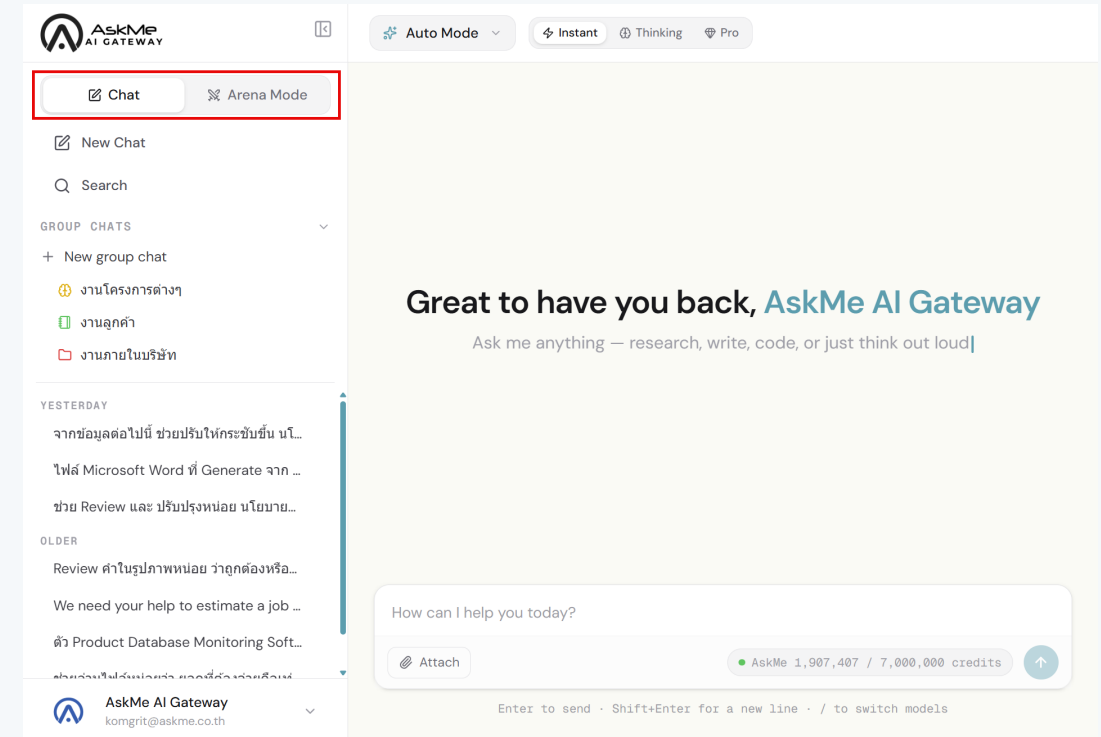
AskMe AI Gateway supports 2 modes:

- **Chat Mode** - Standard mode for conversations with AI
- **Arena Mode** – This mode allows you to compare answers from two AI Models simultaneously.

Choose the right mode before you start a conversation to get the right experience you need.

Additional Recommendations

If you're not sure which AI model works best, start with Arena Mode to compare the results, then choose the model that best meets your needs for use in Chat Mode.



4.1 Chat Mode

Use Chat Mode for everyday and general work.

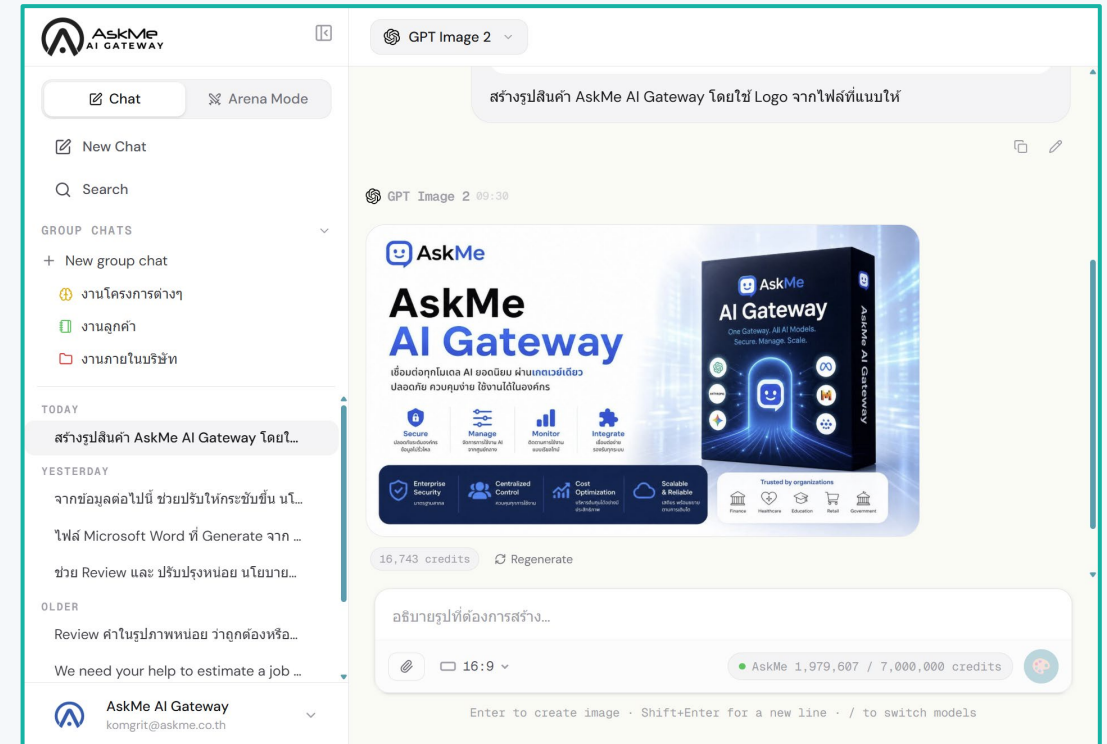
Chat Mode

It is the standard mode for AI conversations with only one AI Model. Per conversation

This mode is suitable for common applications such as Q&A, document writing, etc. Data summarization, analysis, programming, and daily tasks

Features

- Chat with AI through selected models
- Support attaching files and images to analyze data.
- Selectable AI Model and Effort Level
- Automatic Conversation History Recording
- Support for creating Group Chats for categorizing conversations.



4.1.1 Chat Mode – Working Mode Selection

When using the Intelligent Model, users can select Working Mode from the menu in the text input field.

Working Mode Selection for Intelligent Model

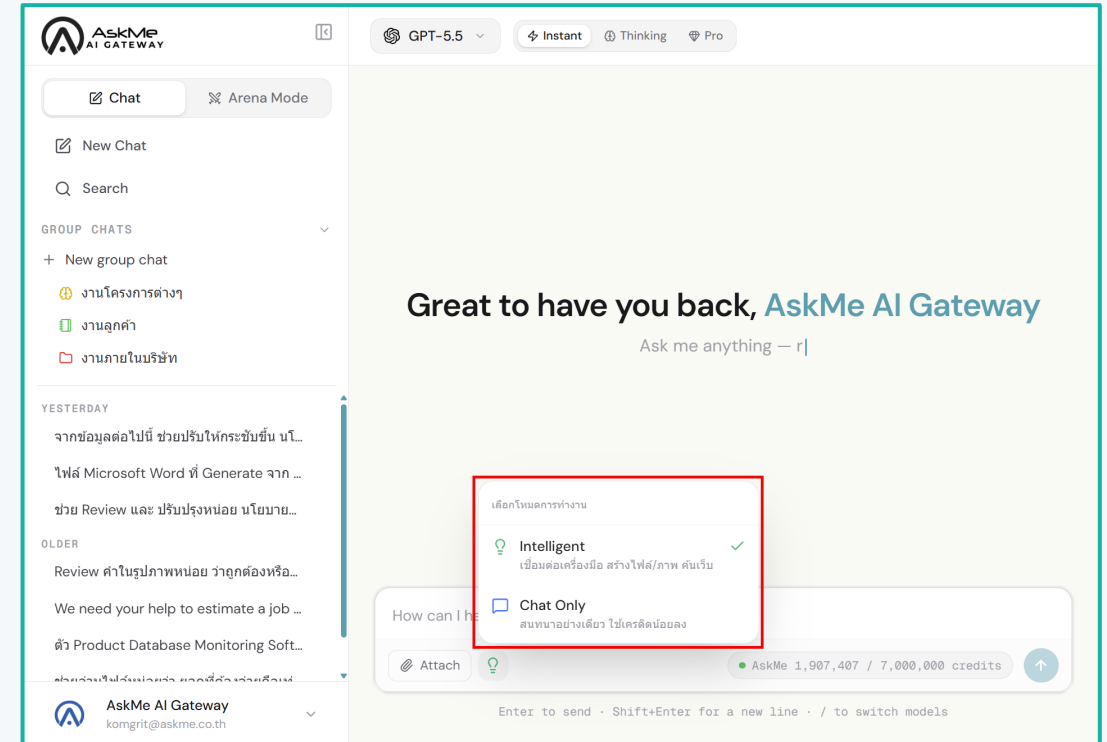
The system supports 2 modes: Intelligent Mode and Chat Only Mode.

Intelligent Mode (Recommended)

It is a default mode that allows the AI to use its full capabilities, and in addition to conversations, the AI can also run additional tools and capabilities as the model supports.

Chat Only Mode

It is a mode for text chats, where the AI only answers questions via text and does not trigger additional tools or capabilities. Since there are no additional tools or workflows, this mode uses less AI Credits than Intelligent Mode and is suitable for general conversational tasks.



4.2 Arena Mode

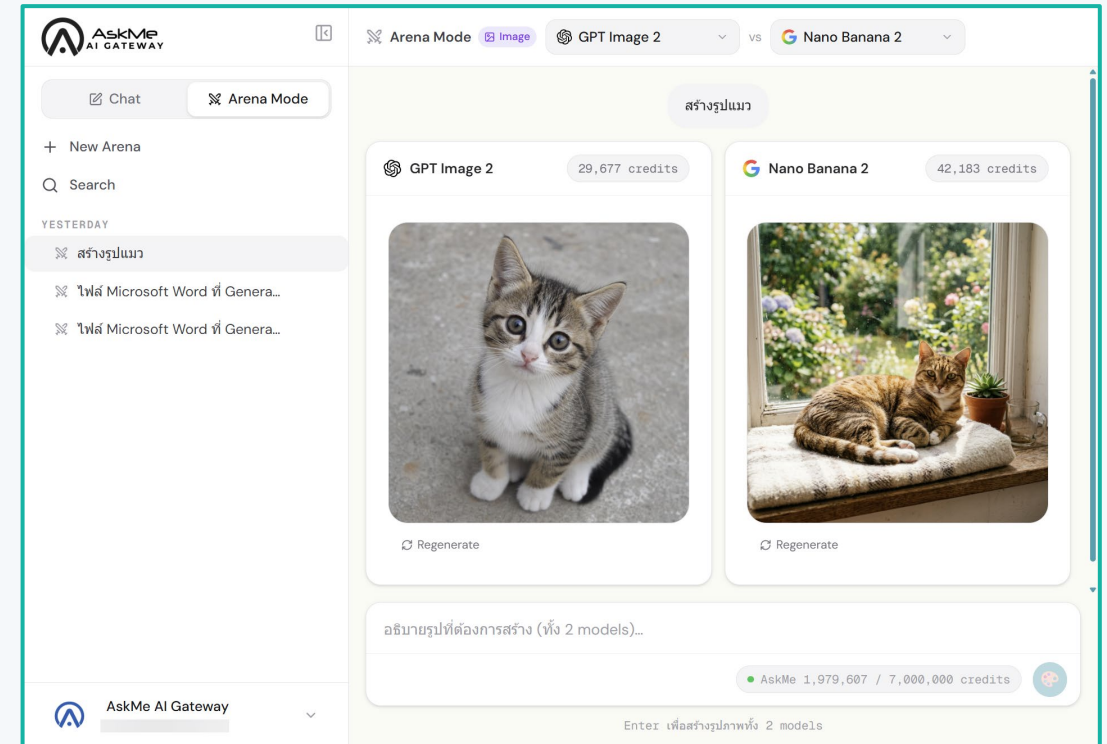
Arena Mode allows you to compare answers from two AI models simultaneously.

Arena Mode

Arena Mode allows you to compare responses from two AI models simultaneously, under the same prompt, to assess the quality, accuracy, and response style of each model. Simply select Model A and Model B from the list above, then enter a single prompt. Side-by-Side for easy comparison.

Features

- Use the same prompt for both models to display side-by-side results.
- Compare the quality, speed, and format of responses.
- Help you choose the AI model and answer that is suitable for the job description.



Note: Arena Mode doesn't currently support the model for video creation.

5. Project Chat – Chat Groups

Create separate chat groups to keep related conversations in one place

Project Chat

Group your conversations (Chats) by topic so they are easier to organize, find and manage.

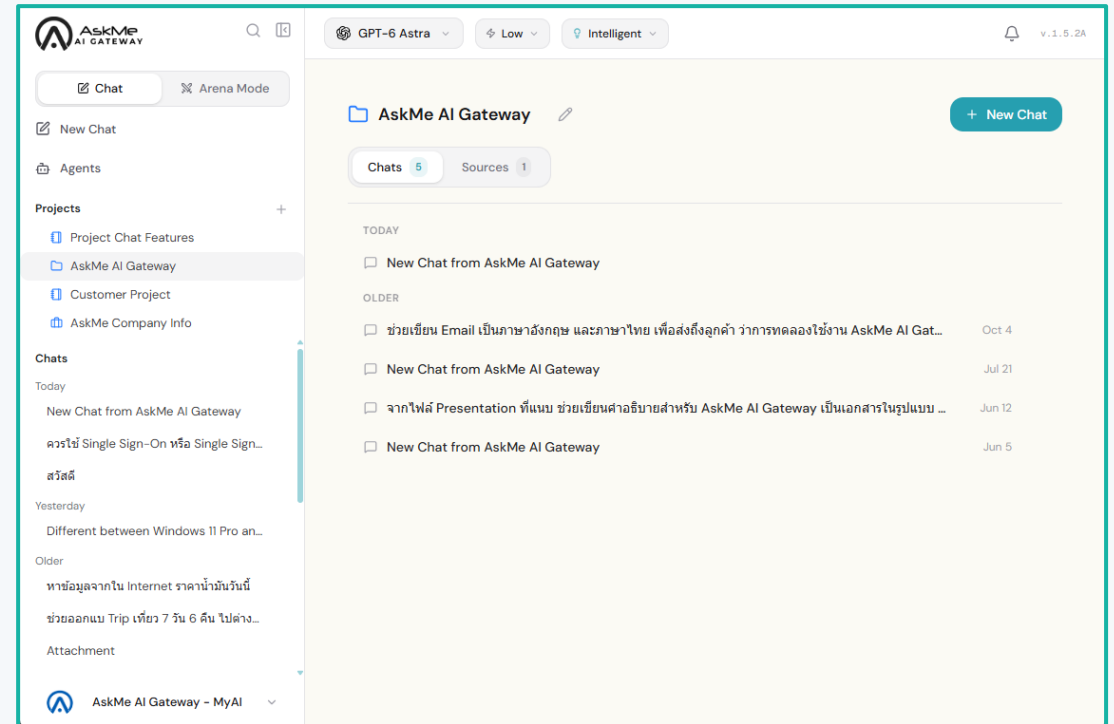
Instead of keeping every chat in one list, create a separate group for each task. This keeps information easy to reach and avoids confusion when you have many chats.

New/Creating Group Chat

Create a new group, give it a name, and choose a color and icon for it.

Organizing Chats

Once a group is created, you can start new chats in it or move existing chats into it, so conversations stay organized by category and are easier to find.



5.1 Creating a Project Chat

Create separate chat groups to keep related conversations in one place

Creating a Project Chat

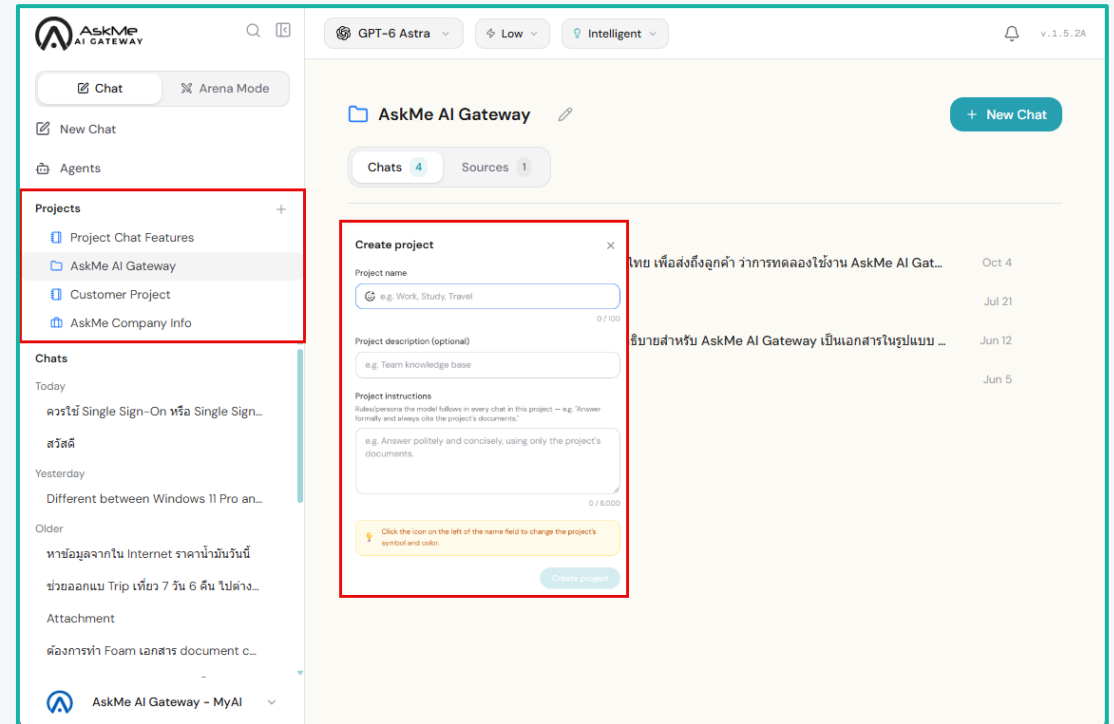
Click the + button in the Menu, then select Create Project.

- Project name: name the group and choose its color and icon.
- Project description: add more detail about the project.
- Project instructions: tell the AI how to work, e.g. workflow steps or how to answer questions.

Sources

Attach documents to the Project Chat so the AI can use them to answer questions.

- Attach up to 5 files.



6. Chat History – Conversation History

Chat History lets you resume your conversation at any time.

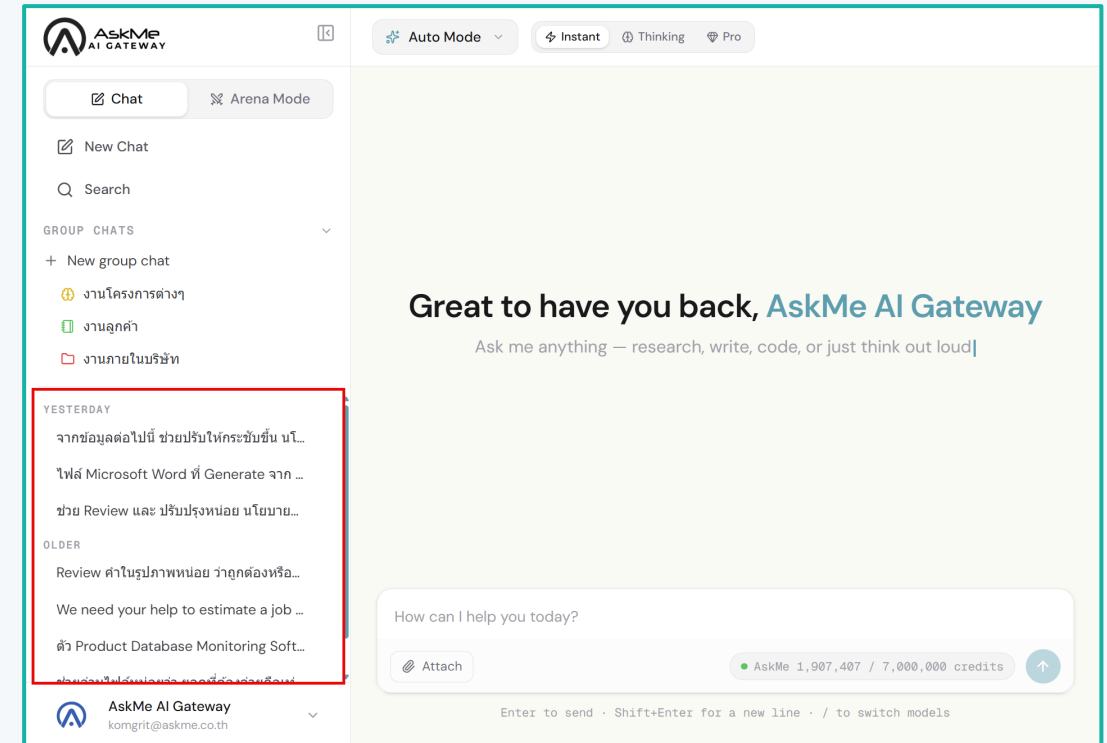
Chat History

Chat History automatically saves and stores all your conversation history. This makes it possible to read again. Find and resume conversations at any time, without having to start over.

Conversations are listed in chronological order, and grouped by date range, such as Today, Yesterday, and Older, to make it easier to find and access information.

Features

- Automatically save conversation history
- Return to the same conversation at any time.
- Resume the conversation from the same context without having to start over.
- Quickly find the conversation you need
- Browse conversation history in chronological order.



7. Profile & Settings

Chat History lets you resume your conversation at any time.

Profile & Settings Menu

It is used to manage user account information, system settings, and access additional menus, which can be opened by clicking on the profile picture in the lower left corner of the screen.

Profile

- Used to view user account information.

Settings

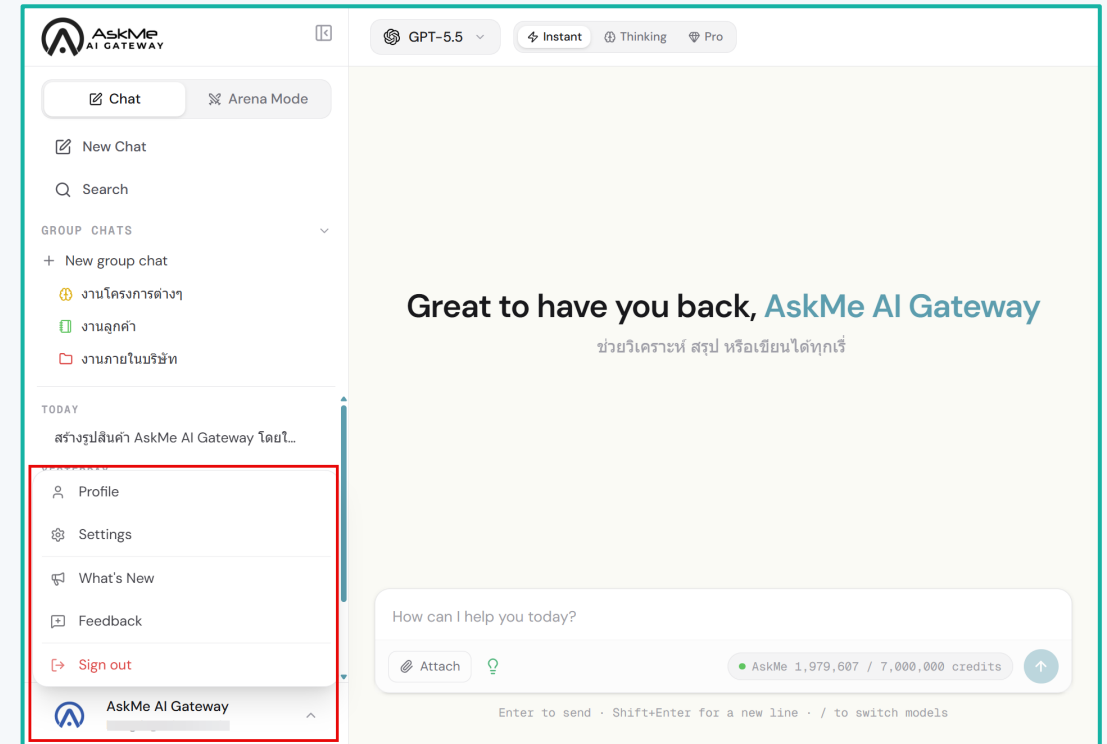
- Used to configure the use of the AskMe AI Gateway according to the user's needs.

What's New

- Users can keep track of the new capabilities of the system from this menu.

Feedback

- Used to send feedback. Comment or report any problems you encounter during use.



7.1 Edit Profile – Edit Profile Information

Used to edit basic information of the user account.

Edit Profile

The Edit Profile menu is used to edit the basic information of the user account to keep your information up to date and easy to identify within the AskMe AI Gateway.

Profile Picture

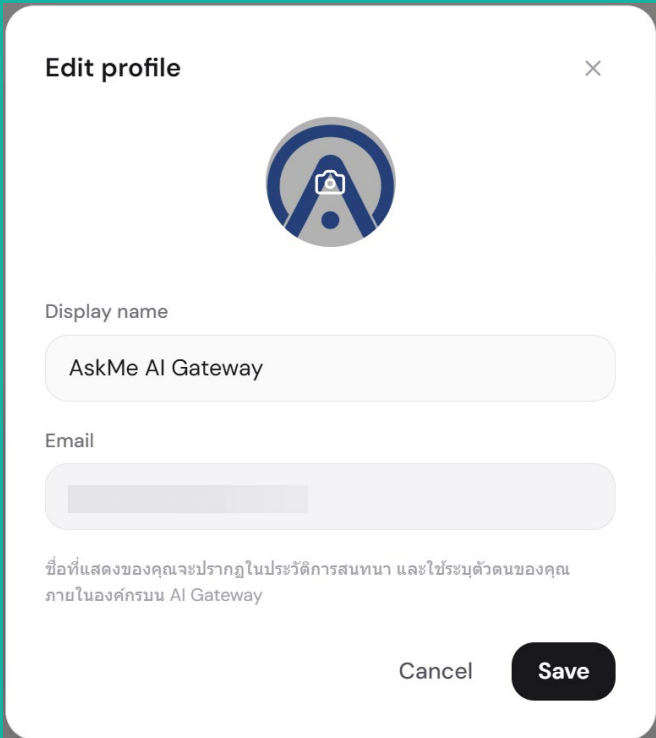
- Click on your profile picture to upload or change your profile picture. This image is displayed in the user account and the associated system parts.

Display Name

- Specify the name you want to display within the system. The display name will appear in the Chat History.

Email

- EmailDisplays the email address used for the user account. This email is used for login and cannot be edited from this screen.
- To change your email address, please contact your administrator.



Dialog box titled "Edit profile" with a close button (X).

Profile picture placeholder (camera icon).

Display name input field: AskMe AI Gateway

Email input field (disabled).

Footer text (Thai): ชื่อที่แสดงของคุณจะปรากฏในประวัติการสนทนา และใช้ระบุตัวตนของคุณภายในองค์กรบน AI Gateway

Buttons: Cancel, Save

7.2 Settings – General

It is used to configure the basic implementation of the AskMe AI Gateway.

General Menu

The General menu is used to configure the basic usage of the AskMe AI Gateway to suit the needs and usage patterns of each user.

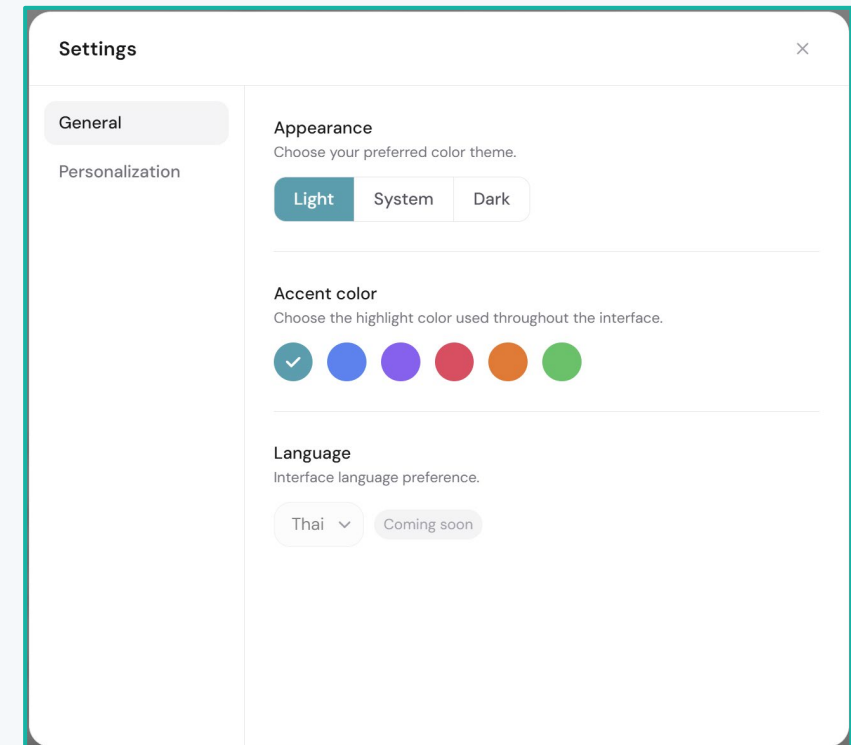
Appearance

Customize the display theme of the system, with 3 options to choose from.

- Light display with light background
- System automatically adjusts the display theme to match the operating system settings.
- Dark renders with a dark background.

Accent Color

- Select the Accent Color used for different elements of the screen, such as buttons, selected menus, and Highlights.



7.2.1 Settings – Personalization

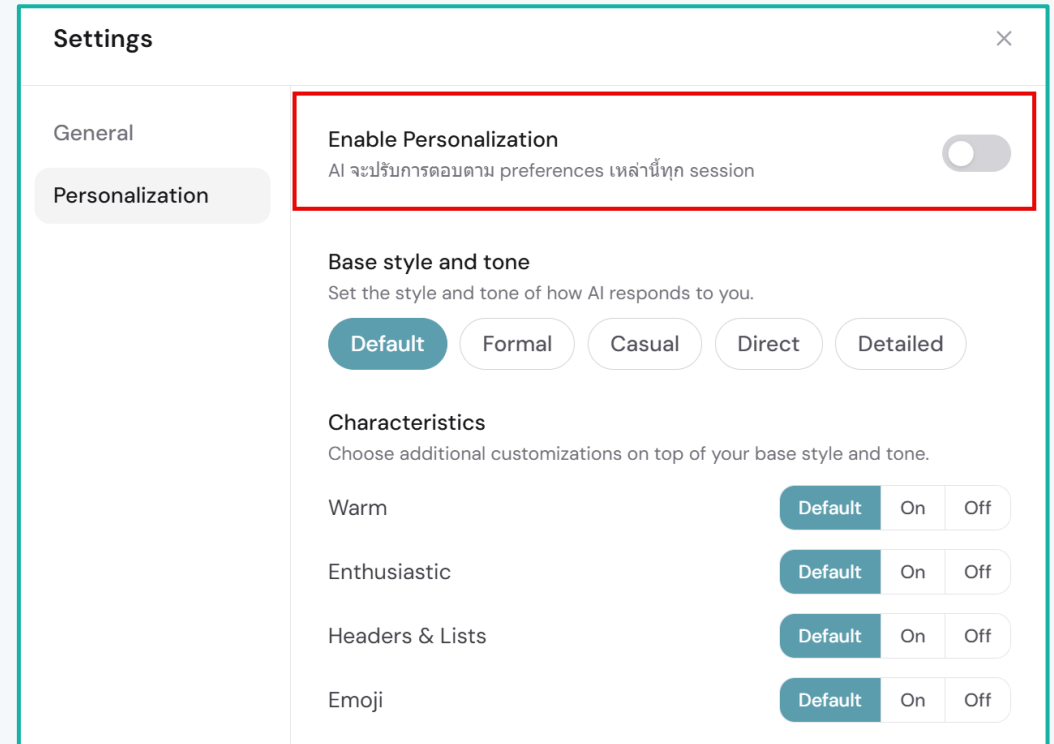
The Personalization menu allows you to customize the AI's response style and behavior.

Enable Personalization

When enabled, settings such as

- Style & Tone
- Characteristic
- Custom Instructions
- About You Information

to automatically adjust AI answers.



The screenshot shows the 'Settings' interface with the 'Personalization' tab selected. A red box highlights the 'Enable Personalization' toggle, which is currently turned off. Below this, the 'Base style and tone' section shows five buttons: 'Default' (selected), 'Formal', 'Casual', 'Direct', and 'Detailed'. The 'Characteristics' section lists four options: 'Warm', 'Enthusiastic', 'Headers & Lists', and 'Emoji', each with a 'Default' button and 'On'/'Off' toggle switches.

Setting	Default	On	Off
Warm	Default	On	Off
Enthusiastic	Default	On	Off
Headers & Lists	Default	On	Off
Emoji	Default	On	Off

Recommendation: It is recommended to enable AI to answer questions that better meet your needs and work style.

7.2.2 Settings – Personalization – Base Style and Tone

It is used to determine the AI's main response pattern.

Base Style and Tone

Determine the main answer format of the AI, which can be selected according to the nature of use. As follows:

- Default - Uses the system's standard response format, suitable for general use.
- Formal - Use formal language, perfect for business documents, reports, or emails.
- Casual - Use friendly language. Easy to read Perfect for casual conversations
- Direct - Answer short, concise, and to the point.
- Detailed - Explained in detail with reasons and supporting information.

The screenshot shows the 'Settings' window with the 'Personalization' tab selected. The 'Base style and tone' section is highlighted with a red box. It includes a description 'Set the style and tone of how AI responds to you.' and five buttons: 'Default' (selected), 'Formal', 'Casual', 'Direct', and 'Detailed'. Below this is the 'Characteristics' section with four rows, each having a 'Default' button and 'On'/'Off' toggle switches.

Setting	Default	On	Off
Warm	Default	On	Off
Enthusiastic	Default	On	Off
Headers & Lists	Default	On	Off
Emoji	Default	On	Off

7.2.3 Settings – Personalization – Characteristics

Define additional response characteristics so that AI has a personality that suits the user.

Characteristics

Define additional response characteristics so that AI has a personality that suits the user.

- Warm - Makes replies more polite, friendly, and warm.
- Enthusiastic - adds an enthusiastic and motivating tone. Perfect for brainstorming or giving advice.
- Headers & Lists - Format answers using headings and lists (bullets or numbering) to make them easier to read and understand.
- Emoji - Add the right emoji to your answers to help make communication more casual and easier to read.

The screenshot shows the 'Settings' app interface. On the left is a sidebar with 'General' and 'Personalization' tabs. The 'Personalization' tab is selected. The main content area has a toggle for 'Enable Personalization' which is currently off. Below this is the 'Base style and tone' section with buttons for 'Default', 'Formal', 'Casual', 'Direct', and 'Detailed'. The 'Default' button is highlighted. A red rectangular box highlights the 'Characteristics' section, which includes the text 'Choose additional customizations on top of your base style and tone.' and a list of four items: 'Warm', 'Enthusiastic', 'Headers & Lists', and 'Emoji'. Each item has three buttons: 'Default' (highlighted), 'On', and 'Off'.

Characteristic	Default	On	Off
Warm	Default	On	Off
Enthusiastic	Default	On	Off
Headers & Lists	Default	On	Off
Emoji	Default	On	Off

7.2.4 Settings – Personalization – Custom Instructions

Provide additional suggestions on the response format for AI to meet the needs.

Custom Instructions

Provide additional suggestions about the response pattern or requirements that the AI wants to follow throughout the conversation, for example.

- Always answer in Thai.
- Detailed Explanation
- Use business language
- Summary in Bullet Points
- Give an example every time.

AI automatically applies these suggestions to every conversation.

Custom instructions

Additional behavior, style, and tone preferences

0/1500

About you

Nickname

What should AI call you?

Occupation

What do you do?

More about you

Interests, values, or preferences to keep in mind

0/1500

7.2.5 Settings – Personalization – About You

It helps AI understand your basic data so that it can provide answers that match you.

About You

It helps AI understand your underlying data so it can provide more contextual and relevant answers.

- Nickname - Provide the name or nickname that the AI would like to call you during a conversation.
- Occupation - Identify your job title or occupation so that AI can tailor the answer to the role and work context.
- More About You - Identify more information about your interests. Always consider the work style or requirements that AI needs to be taken into account.

Custom instructions

Additional behavior, style, and tone preferences

0/1500

About you

Nickname

What should AI call you?

Occupation

What do you do?

More about you

Interests, values, or preferences to keep in mind

0/1500

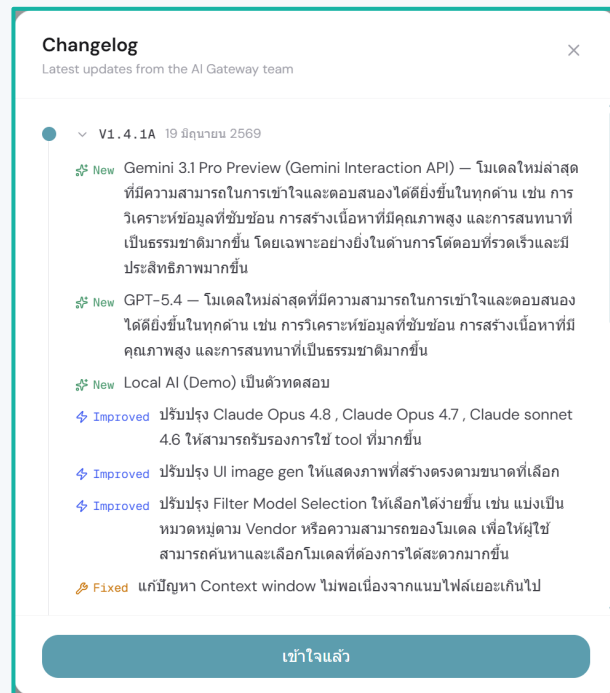
Recommendation: Keep the information in About You up to date so that AI can better understand your role and needs.

7.3 New Updates and Feedback

Track updates and report issues to the development team.

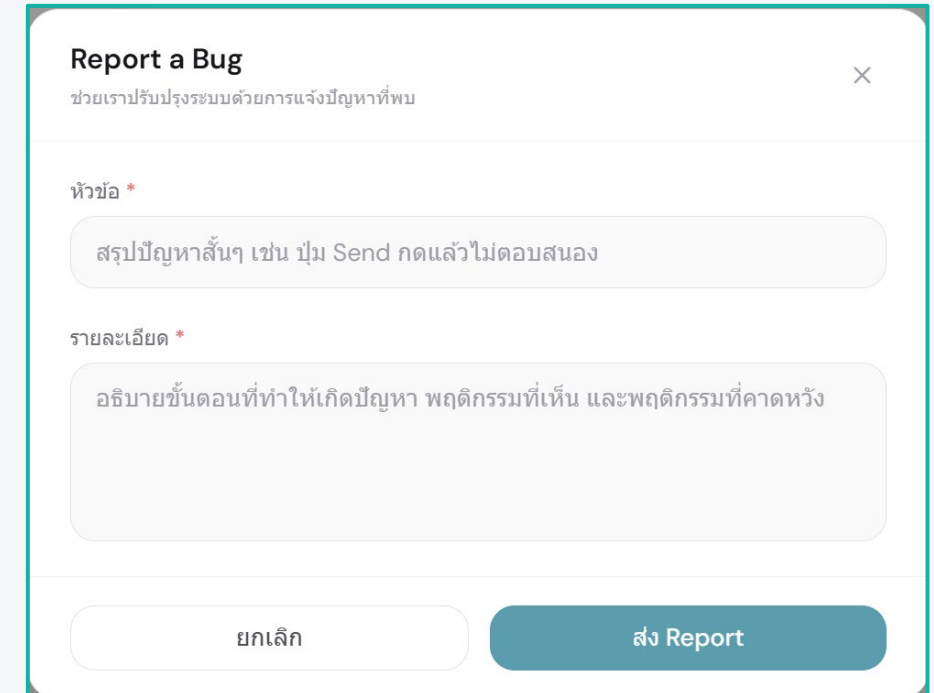
What's New

Use this section to keep track of system updates. Updates and changes after they are published



Feedback

Use Feedback to report issues or suggestions to the development team. Expected behavior Actual behavior and screenshots

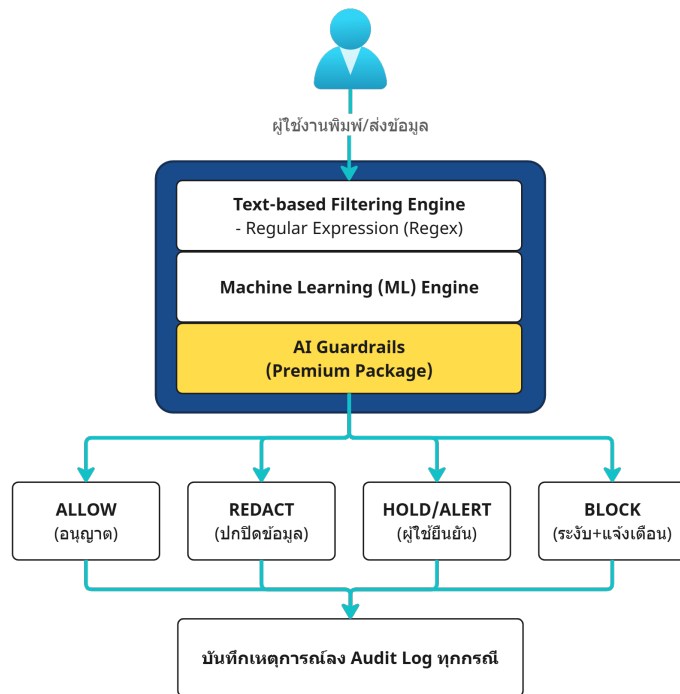




Using AI Guardrails

AI Guardrails

3-step data filtering to protect users and the organization



Capability	Description
Text-based Filtering (Regex)	Detects text patterns that you can define and extend yourself - Personal and identifying data (PII/PDPA) - Contact details (Email, Tel, Line) - Credentials (API, Token, Access Key) - Financial data (Credit Card) - Technical data (IP, MAC Address)
Machine Learning (ML)	Detects by context: classifies content based on the meaning of the message - Harmful / Toxicity Detection (12 content categories, e.g. insults, threats, violence, crime) - Prompt Injection protection (10 attack categories, e.g. hidden instructions, false privilege claims) - Adversarial Robustness against complex attacks (e.g. multi-step prompts that slip in harmful instructions)
AI Guardrails (Premium Package)	Uses AI for deeper contextual checks of messages and attachments - Chat messages, file names, extracted file content and file metadata (Title, Subject, Header, Footer, document markings) - Sensitive and classified data in files (file name, Header, Footer, Watermark, Metadata and content, e.g. Top Secret, Do Not Distribute, Confidential) - Contract, legal and financial data - Malicious or illegal requests

How the 3 methods work

Reduce sensitive-data risk, protect data and enforce usage policy

Text-based Filtering

Filtering Rules
Can be defined, edited and extended

NAME	TYPE	PATTERN	ACTION	ORIGIN	ENABLED	ACTIONS
Email	PII	[a-zA-Z0-9_+-.]{1,254}@([a-zA-Z0-9-]{1,63}\.){1,6}([a-zA-Z]{2,6})	BLOCK	This Organization	☒	---
PhoneNumber	PII	[0-9]{10,15}	REDACT	This Organization	☒	---
ThaiNationalID	PII	[0-9]{13}	BLOCK	This Organization	☒	---
DateOfBirth	PII	[0-9]{4}/[0-9]{2}/[0-9]{2}	REDACT	This Organization	☒	---
			REDACT	This Organization	☒	---
			REDACT	This Organization	☒	---
			REDACT	This Organization	☒	---
			ALERT	This Organization	☒	---
			BLOCK	This Organization	☒	---
			BLOCK	This Organization	☒	---

ตรวจพบข้อมูลที่ควรปกปิด
เลือกได้ว่าจะส่งข้อความแจ้งเตือน หรือให้ระบบปกปิดข้อมูลก่อนส่ง

อีเมล เบอร์โทร ORGANIZATION PERSON

รายงานการประชุมประจำสัปดาห์ของ บริษัท
บริษัท: อาชคมี ไซส์ชั่น แอนด์ คอนซัลแตนท์ จำกัด
ครั้งที่: 12/2569
วันที่ประชุม: 15 มิถุนายน 2569
สถานที่ประชุม: ห้องประชุม / ออนไลน์
ประธานการประชุม: นายสมชาย เพื่อสมชาย
Email: somchai@askme.co.th
เบอร์: 089-689-8888

ส่วนที่ไฮไลต์คือข้อมูลที่ระบุปกปิด หากเลือก "ปกปิดก่อนส่ง"

ส่งก่อน
AI จะเห็นข้อความต้นฉบับก่อนปกปิด

ปกปิดก่อนส่ง
แทนที่ข้อมูลไฮไลต์ด้วยคำอื่น

ช่วยสรุปการประชุมต่อไปนี้

รายงานการประชุมประจำสัปดาห์ของ บริษัท
[ORGANIZATION_1]
ครั้งที่: 12/2569
วันที่ประชุม: 15 มิถุนายน 2569
สถานที่ประชุม: ห้องประชุม / ออนไลน์
ประธานการประชุม: [PERSON_1]
Email: [Email]
เบอร์: [ThaiPhone]

Machine Learning

GPT-5.6 Sol

Low Medium High XHigh Max

ช่วยออกแบบวิธีการทำอาหารสำหรับโรคไต

ตรวจพบเนื้อหาที่ต้องระวัง
AI Guardrail ตรวจพบว่าข้อความนี้อาจมีเนื้อหาอ่อนไหว – เลือกได้ว่าจะดำเนินการต่อหรือยกเลิก

เนื้อหาไม่ปลอดภัย

ช่วยออกแบบวิธีการทำอาหารสำหรับโรคไต

ดำเนินการต่อ
ส่งข้อความเข้าโมเดลตามเดิม

ยกเลิก
กลับไปแก้ไขข้อความก่อนส่ง

AI Guardrails (Premium Package)

Perplexity Sonar

DOC AskMe_AI_Gateway_Exec...

ช่วยสรุปและวิเคราะห์ไฟล์ข้อมูลให้หน่อย

พบข้อมูลอ่อนไหวในไฟล์แนบ
ไฟล์ที่แนบมามีข้อมูลเข้าข่ายตามนโยบายขององค์กร

เครื่องหมายชั้นความลับ *5 อีเมล คำสั่งแฝง (Prompt Injection) ข้อมูลองค์กร

ไฟล์แนบในข้อความนี้
DOC AskMe_AI_Gateway_Executive_Explanation.docx

ระบบไม่สามารถปกปิดข้อมูลในเนื้อไฟล์ไฮไลต์นี้ได้ หากต้องการปกปิด ให้แก้ไขไฟล์แล้วแนบใหม่

ส่งไฟล์ตามเดิม
AI จะเห็นเนื้อไฟล์ทั้งหมด - การตัดสินใจนี้ถูกบันทึก

ยกเลิก
กลับไปแก้ไขหรือถอดไฟล์แนบออกก่อน

Note: Detected data is recorded in the Audit Log for security and later review



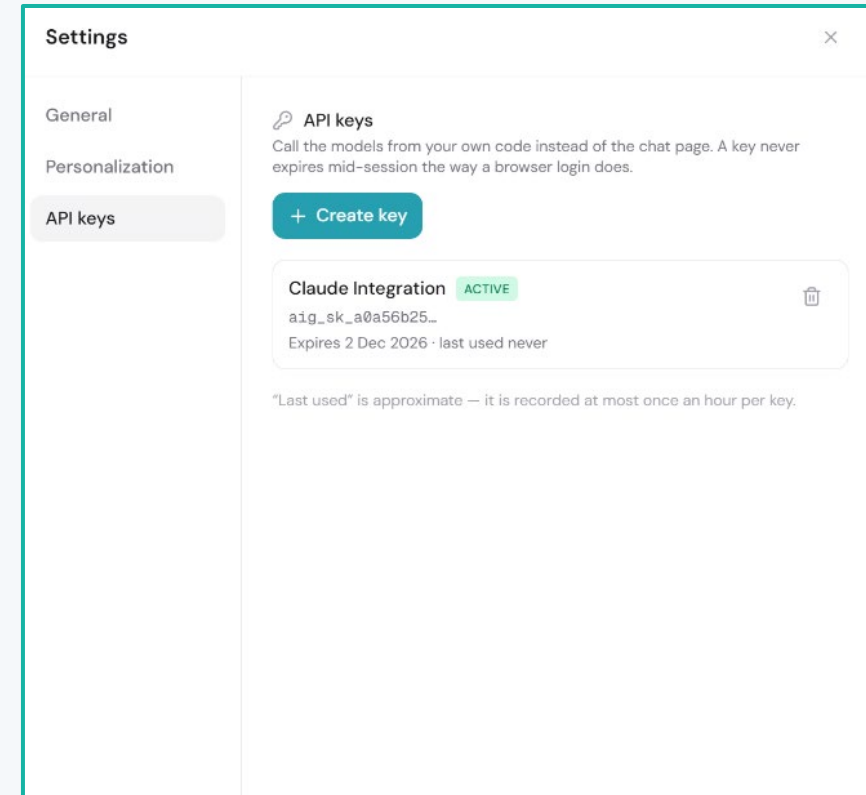
API Implementation and Other System Connections

API Key Usage

Steps to access and use API Keys

Entering the API Keys Menu

- Select Menu Settings -> API Keys
- It will be accessed to the API Keys management section of each user.
- The screen shows all the API Keys that the user has created.
- Users can create and delete API Keys from this screen.
- Press the Create Key to start creating.



Note: More details on how to use the API can be found at: <https://www.askme.co.th/document-download>

API Key Generation

API Key Creation Process

Create Key

Name the API Key in the Name field and set the expiration date of the API Key and press the Create Key button.

Settings

General

Personalization

API keys

API keys
Call the models from your own code instead of the chat page. A key never expires mid-session the way a browser login does.

Name
Demo API Key

Expires in
30 days 60 days **90 days** 180 days 365 days

A key can do exactly what you can do, frozen as of now. If you move department or branch later, revoke it and create a new one.

Cancel Create key

Claude Integration **ACTIVE**
aig_sk_a0a56b25...
Expires 2 Dec 2026 · last used never

"Last used" is approximate — it is recorded at most once an hour per key.

API Key Created

The system will show you the API Key that can be created and copied for use.

Note: The API Key is only displayed once.

✓ **API key created**

⚠ **This is the only time you will see this key.** Copy it now — it cannot be shown again. If you lose it, revoke it and create a new one.

Demo API Key Copy

aig_sk_eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1aWQ1OiIwMDdhODk2YS04NTIzLTQ2MTAt...

Using it

```
# Chat API (OpenAI-shaped)
curl https://ai.askme.co.th/api/v1/chat-api/chat/completions \
-H "Authorization: Bearer $ASKME_API_KEY" \
-H "content-type: application/json" \
-d '{"model": "gpt-5.2", "messages": [{"role": "user", "content": "hello"}]}'

# Claude Code / Anthropic SDK
export ANTHROPIC_BASE_URL=https://ai.askme.co.th/api/v1/proxy/anthropic
export ANTHROPIC_AUTH_TOKEN=$ASKME_API_KEY
```

This key works on the API lanes only — it cannot sign in to the portal. It can do exactly what you can do, and it

I have copied the key

Developer Tools Connection

The system can connect to Developer Tools in a variety of ways.

Developer Tools Connection

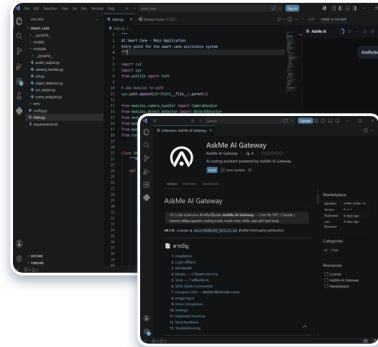
- Visual Studio Code (Vscode)
- Google Antigravity
- Claude Ecosystem
 - Claude Desktop (Chat/Cowork/Code)
 - Claude CLI
 - VSCode Extension for Claude

เชื่อมต่อกับ Developer Tools

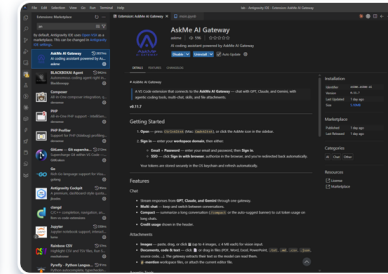
ช่วยให้นักพัฒนาสามารถใช้งาน AI Model/Credit ร่วมกับ AI Platform ขององค์กรได้ ภายใต้นโยบายและมาตรฐานความปลอดภัยเดียวกันทั้งองค์กร



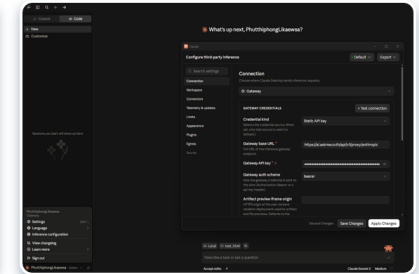
Visual Studio Code
Extension



Google Antigravity
Extension



Claude Code/CLI
Extension



Note: More details on how to use the Developer Tools section can be found at: <https://www.askme.co.th/document-download>



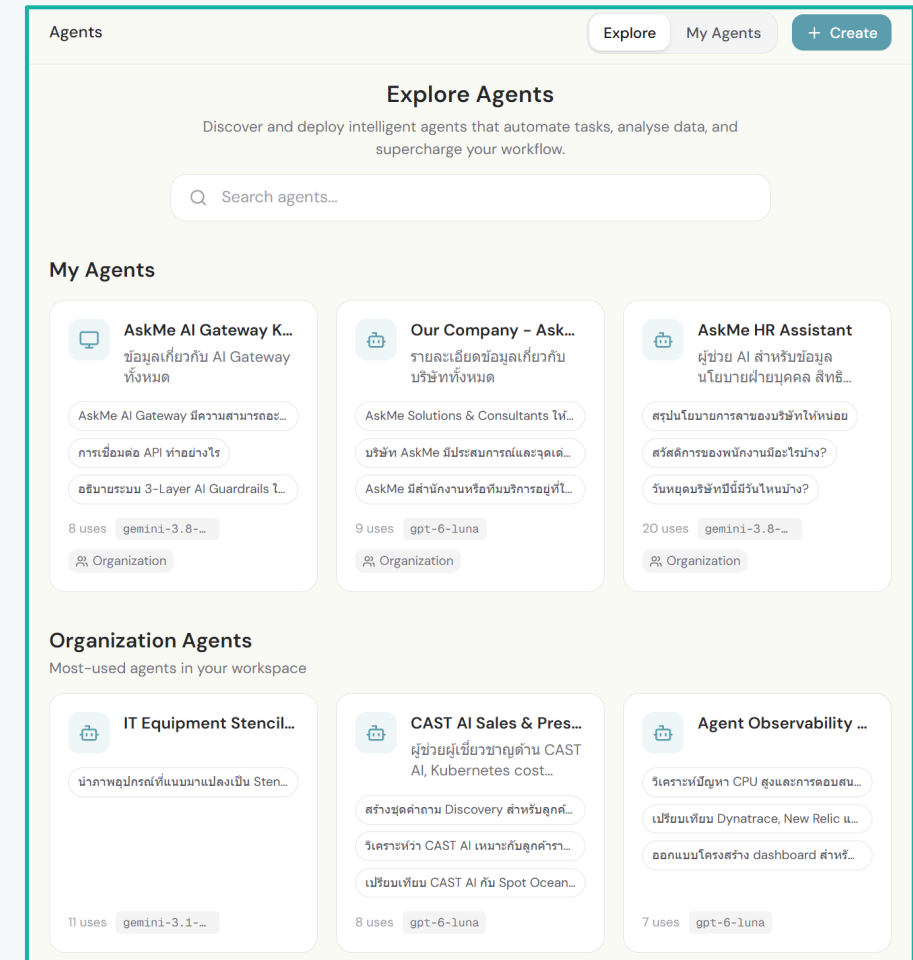
Agent Mode

Agent Mode

Help create a job-specific AI assistant by customizing commands, knowledge bases, models, and licenses.

Agent Mode is a section that allows users to create and use AI assistants for specific tasks, such as assistants answering questions about specific tasks, defining commands, knowledge bases, models, and access permissions, and then testing and making them available to others.

- Reduce time to answer questions and perform repetitive tasks.
- Provide answers in accordance with the prescribed commands and knowledge base.
- Get started quickly with sample questions
- Choose the model that suits the job description.
- Share agents with teams to collaborate with with assigned permissions.

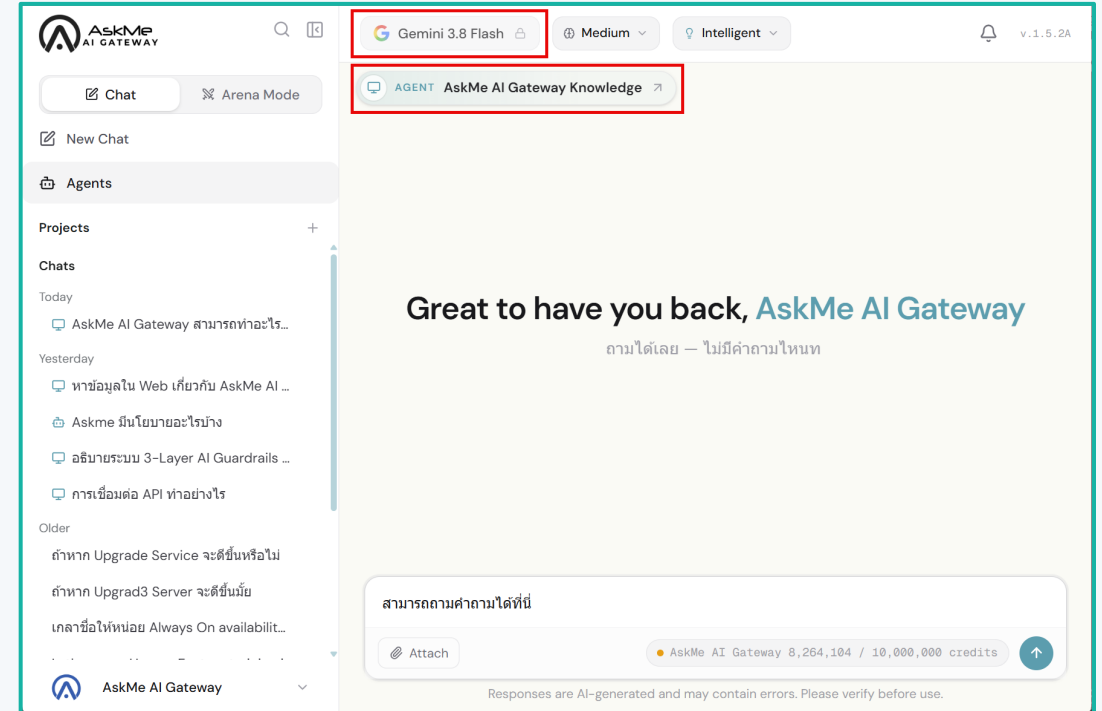


Using Agent Mode

How to access Agent Mode

Access

- Open the Agents menu on the left.
- Select the desired agents or select Prompt Starters.
- The system will display the Chat screen with the agent's name on the top and the model selected by the agent creator.
- Users can ask other related questions or use the questions created by the agent.



Agent Creation (1/2)

Steps and methods to create an agent

Agent creation process

- Go to the Agents page and click Create in the top right corner to open the Create Agent form.
- Fill in the agent name and a brief description of what this agent does.
- Write Behaviour & Instructions to define the agent's duties, response styles, and constraints, as well as the sequence of steps that the agent wants to follow when answering questions.
- Add prompt starters as examples of questions that users can click to start a conversation.
- Add a Knowledge Base to the Knowledge Base section
 - PDF, DOCX, PPTX, TXT, MD, CSV, and JSON files can be uploaded, each up to 50 MB in size.

The screenshot displays the 'Create Agent' form. At the top, there is a field for 'Agent name...' and a sub-field for 'One-line description of what this agent does'. Below this is a section titled 'BEHAVIOUR & INSTRUCTIONS' with a text area for defining the agent's duties. The 'PROMPT STARTERS' section includes a text input with the example 'e.g. Summarise this document for me...' and an 'Add' button. The 'KNOWLEDGE BASE' section features a file upload area with the text 'Drop files here or click to upload' and a list of supported file types: PDF, DOCX, PPTX, TXT, MD, CSV, JSON, with a note 'max 50 MB each'. The 'SHARING' section has a dropdown menu currently set to 'Only me' with the subtext 'Nobody else can see or use this agent'. At the bottom of the form are 'Discard' and 'Deploy Agent' buttons. On the right side of the form, there is a 'Try it out' section with a 'Select a model...' dropdown and a text prompt: 'Send a message to test this agent before deploying. Test messages use real credits — the cost is recorded like any chat'. At the bottom right, a status bar shows 'AskMe Solutions & Consultants 8,264,104 / 10,000,000 credits' and a 'Pick a model first' button.

Agent Creation (2/2)

Steps and methods to create an agent

Agent Creation Process (continued)

- Agent Sharing
 - Select Only me if you want to use it personally, or Everyone in the organization if you want members of your organization to see and use the agent.
 - To share via a specific link, first deploy the agent, and then set up sharing on the agent's settings page.
- Select the model for the agent in the Configuration section.
 - Click Select a model, and then select the model that fits the agent's job description.
- Use the Try it out box on the right to send a test message to the agent before pressing Deploy Agent.
 - Test messages use real credits, with the system recording expenses just like regular conversations.

The screenshot displays the 'Agent name...' configuration window. It includes a text input for a one-line description (e.g., 'Summarise this document for me...') with an 'Add' button. Below is the 'KNOWLEDGE BASE' section with a file upload area (PDF, DOCX, PPTX, TXT, MD, CSV, JSON — max 50 MB each). The 'SHARING' section offers two options: 'Only me' (Nobody else can see or use this agent) and 'Everyone in the organization' (Listed under Organization Agents for all members). A note states: 'Sharing by secret link is available after deployment, in the agent's settings.' The 'CONFIGURATION' section features a 'DEFAULT MODEL' dropdown menu with 'Select a model...' as the current selection. At the bottom, it shows 'Everyone in your organization can use this agent', a 'Discard' button, and a 'Deploy Agent' button. On the right, a 'Try it out' box prompts the user to 'Send a message to test this agent before deploying', noting that test messages use real credits. A status bar at the bottom right indicates 'AskMe Solutions & Consultants 8,264,104 / 10,000,000 credits' and a 'Pick a model first' prompt with a send button.

Agent Sharing

Share agents with others to access and leverage a defined knowledge base.

Agent Sharing

Agent creators can share agents by clicking the Edit button and entering the Sharing section to proceed.

- **Only me: Only the** owner can see and use the agent.
- **Anyone with the link:** Only those who receive the link can access it, and the agent doesn't appear in the organization's list.
 - You can copy the link to forward or create a new link. The original link will not be valid immediately when creating a new link.
 - Select Stop sharing to stop sharing via a link.
- **Everyone in the organization:** All members of the organization can see the Agent in the Organization Agents list and access it.

 **SHARING**

 **Only me**
Nobody else can see or use this agent

 **Anyone with the link**
Not listed for the organization — only people you send the link to

 **Everyone in the organization**
Listed under Organization Agents for all members

<https://myai.askme.co.th/chat/agents/shared/GGaUircLys>

Issuing a new link revokes the old one immediately

Stop sharing



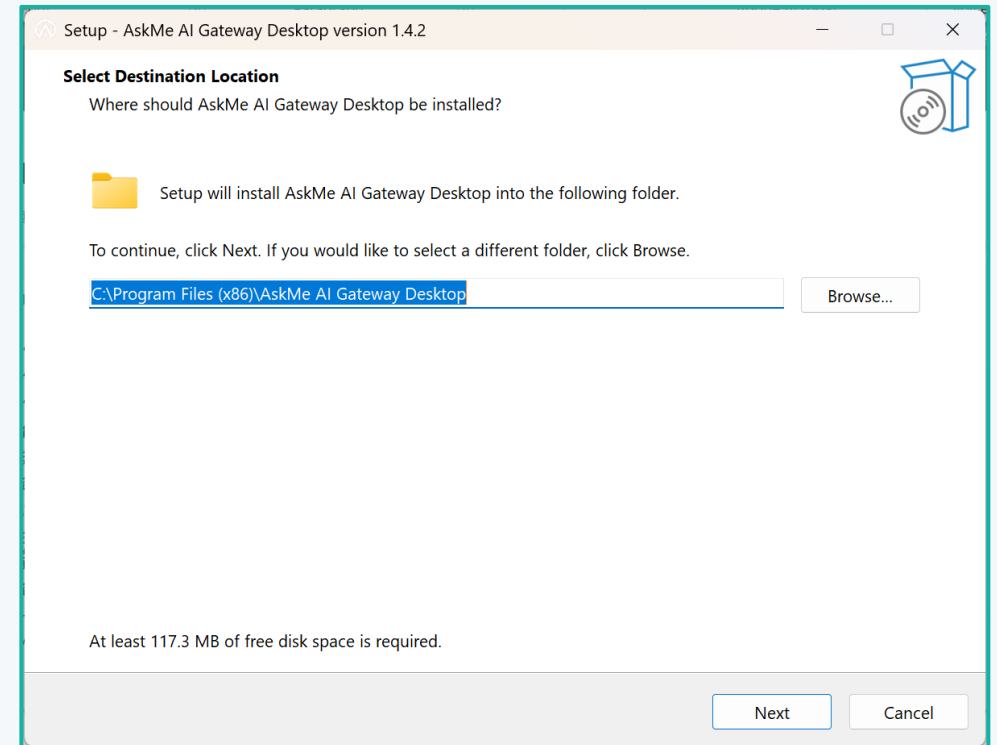
Installing AskMe AI Gateway Desktop on Windows

Install AskMe AI Gateway Desktop

Steps to Install AskMe AI Gateway Desktop on Windows Platform

Install Program AskMeAIGatewaySetup.exe

- Download AskMeAIGatewaySetup.zip Program
- Unzip to a Temporary Folder
- Run the AskMeAIGatewaySetup.exe program
- Select the Destination for installing the program.
- Select the Start Menu Folder "AskMe AI Gateway Desktop".
- Select Create Shortcut on Desktop.
- Press the Install button.
- Once installed, press the Finish button.



Note: Download the program from: <https://www.askme.co.th/download>

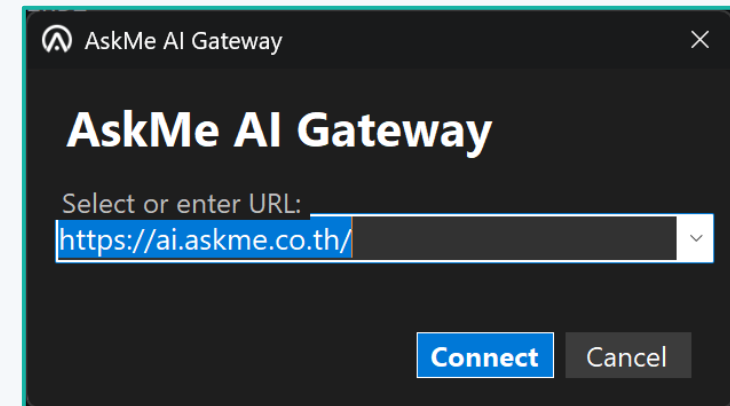
First Run

To access it, you can select the desired AskMe AI Platform.

Running the Task

Users can run the AskMe AI Gateway Desktop from the Icon on the Desktop and in the Start Menu.

- For the first time, the system will be asked to select the desired AskMe AI Platform, which can be specified as follows:
- Dropdown icon to select the desired platform.
- You can enter the URL of the specific platform of each organization so that the system can be opened as required.



Note: Selecting the AskMe AI Platform URL will only be selected for the first time. Users can change the platform from the menu within the system.

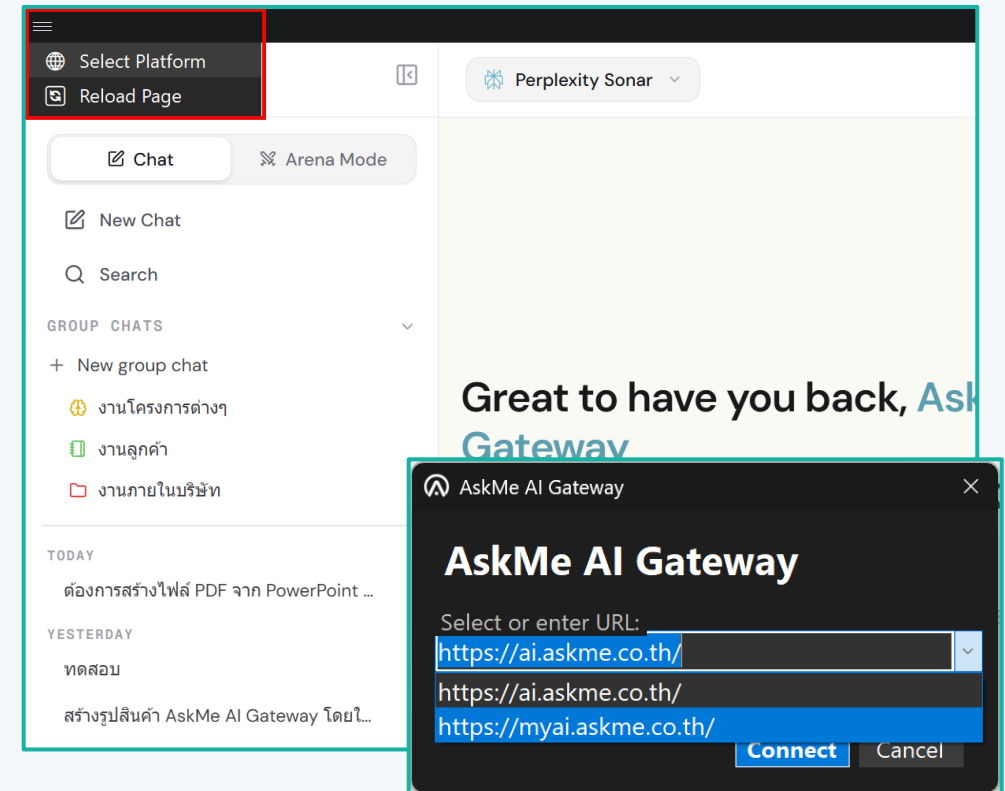
Setting up the AskMe AI Gateway for Windows

You can change the URL of the platform you want to connect to as needed.

Connection Settings

Users can choose to change the desired platform/URL by selecting from the Dropdown Menu on the top left of the program.

- Select Platform
 - The system will appear on the screen to select the Platform/URL.
 - Users can edit and add URLs as required for each organization.
 - Press the Connect button to make the connection.
- Reload Page
 - Screen Reload In case of changing the Platform connection





| Thank You