Query document

← Go back to Agent Home Page

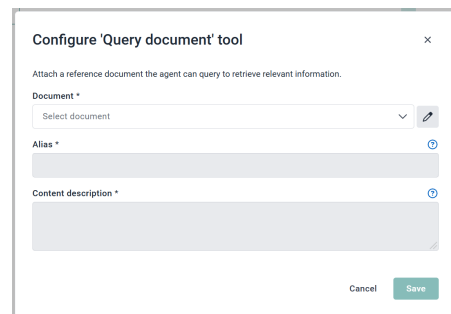ℹ **This tool is currently in Alpha and has been released for early access and feedback**
It may include incomplete features, limited functionality, or be subject to change. Alpha tools are intended for evaluation and validation purposes only and should **not** be used in production environments.

The **Query document** tool allows a ReadiAI Agent to read and analyze the contents of a document stored in the ReadiNow Document Library. This tool is ideal for enabling agents to reference supporting documents such as policies, procedures, or knowledge articles and respond to user queries with document-based information.

Adding a tool to an Agent

To add the **Start Workflow** tool to a ReadiAI Agent:

1. Open the **Agent Builder**.
2. From the left-hand menu, navigate to the **Tools** section.
3. Click **Add Tool**.
4. Select and **click Start Workflow** from the list of available tool types. The **Configure Start Workflow Tool** dialog will appear.

Configuring the tool

Follow these steps to configure the document query tool:

1. **Select Document**
   - Choose a document from the ReadiNow Document Library.
   - This is the file the agent will analyse and query when responding to user questions.
2. **Enter an Alias**
   - Provide a short, meaningful **Alias** for the document.
   - This alias can be referenced in the agent's instructions to identify this document more clearly.
   - Example:
     Use *HR Policy* instead of the full file name.
3. **Enter a Content Description**
   - Write a brief **Content Description** that outlines what the document contains.
   - This helps the agent determine when the document is relevant to a user's query.
   - Example:
   - *This document outlines the organisation's leave policies, including annual, sick, and parental leave entitlements.*

4. **Click Save to finish configuring the tool**
    - Once configured, the agent will be able to intelligently query the contents of the selected document and return relevant information based on the user's request.