

Prompts & Prompt Library

The Prompt Library is a central place to store and reuse the prompts that drive analysis and reporting in Alchemer Voice. Saving a prompt once and reusing it keeps your analysis fast and consistent across conversations, meetings, and projects.

Access the Prompt Library

Open the Prompt Library from Analyst in the left navigation. The Prompts panel on the right lists your prompts, organized into My prompts, Team prompts, and Sample prompts, and from here you can browse existing prompts, create new ones, and organize them into folders.

Wherever you are talking with the Analyst, selecting a prompt from the panel drops its full text into the message box so you can send it as is or edit it first. That is what using a prompt means throughout this article: it is not limited to a single screen, it works anywhere you have an Analyst conversation open.

Create a prompt for each recurring analysis

Set up a saved prompt for any analysis you run on a regular basis so you do not have to rewrite it each time. Common examples include:

- SWOT analysis
- Meeting minutes
- Competitor checks
- PRD-formatted summaries
- Support ticket recaps
- Escalation reviews

When you build a new prompt, start with a broad instruction and refine it over time based on the results it returns.

For a one-off interview or project, give the prompt a clear, specific label, such as "2026 Q1 User Interview Questions," so it is easy to find and reuse later.

Organize prompts with folders

Alchemer Voice starts you off with three top-level folders in the Prompts panel. My prompts holds prompts only you can see. Team prompts holds prompts shared with everyone who uses the Analyst. Sample prompts is a set of ready-made prompts from Alchemer, organized by function such as Product management, Customer success, and Competitive intelligence, so you have a starting point even before you have written your own.

Use folders to keep the library easy to navigate. Two approaches that work well for the folders you create under My prompts or Team prompts:

Organize by	Example groupings
Function	Product, Support, Sales
Region or topic	A specific region, market, or subject area

Keep the folder structure shallow and avoid creating too many nested folders, which makes prompts harder to locate.

Share prompts for team reuse

Prompts you create start out in My prompts, visible only to you. Save or move a prompt into Team prompts to share it with the whole team, so everyone works from the same language and evaluation criteria no matter who runs the analysis.

Put prompts to work

- Add a standard prompt to a meeting invite or call title so the conversation is analyzed automatically.
- Maintain a set of best-practice templates for recurring needs such as meeting minutes, summaries, and common sales scenarios.
- Click any prompt in the Prompts panel, on any page where you are chatting with the Analyst, to load it straight into the message box instead of retyping it.

Tips

- Review how your prompts perform and adjust the wording to improve accuracy.
- Keep the folder structure shallow to avoid folder sprawl.

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