# Using the Spark Chat Space

Spark is your AI analyst in Alchemer Dashboard. Ask questions about your data in plain English from a dedicated place in the navigation, get charts and written answers back, and pick up past conversations right where you left off.

> Spark requires the Advanced Dashboard add-on. If your account doesn't have it, you won't see Spark in the navigation. To learn more about access, see Alchemer Dashboard Permissions Overview.

## Open the Spark chat space

Select **Spark** in the top navigation. It's the first item, just to the left of **Overview**. The chat space opens with a new chat, ready for your first question.

You can still ask quick questions from the Spark prompt bar at the top of the **Overview** page. The chat space adds a full-page view and keeps your conversations so you can come back to them.



### What's on the page

| Area | What it does |
|---|---|
| **My Conversations** panel | Holds your chats on the left side of the page. Use the collapse icon to hide the panel and give answers more room. |
| **New Chat** | Starts a fresh conversation. |
| **Chats** | Lists your past chats, with the most recent activity at the top. |
| **Get Started with Spark** | Opens the Getting Started with Spark article. |
| Question bar | Sits at the bottom of the page. Choose a data source, pick an answer mode, and type your question here. |

## Ask a question

1. Select **New Chat**.
2. Choose a data source from the picker in the question bar. Select **All data models** to let Spark look across your data, or choose a single data source. When you choose a single data source, select **Preview data** to see sample rows.

3. Choose **Quick Search** or **Deep Analysis**.

4. Type your question in the **Enter your question** box, then select the send button.

While Spark works, it shows short progress updates, such as "Searching for a data model" and "Visualizing data," so you can follow along.

> **Good to know:** Spark is an AI system, so review its answers before you act on them. The notice under the question bar is a reminder of this.

### Quick Search or Deep Analysis

| Answer mode | Use it when |
|---|---|
| **Quick Search** | You want a fast answer to a specific question, like a single metric or a trend over time. |
| **Deep Analysis** | You want Spark to dig deeper into a broader question with a multi-step analysis. |

### Start over

Spark treats each new question in a chat as a follow-up to the ones before it. To ask something unrelated, select **Reset** in the question bar or start a **New Chat**.

## Read an answer

Each answer includes:

- **Show work:** Expand it to see the steps Spark took to reach the answer.
- A **written summary** of what Spark found.
- A **chart**, in most cases. Tokens across the top of the chart show how Spark built the query, such as the measure, any filters, and the time grouping.
- **Key insights**, and sometimes a suggested follow-up question.



### Work with the chart

| Option | What it does |
|---|---|
| Chart and table views | Switch between the chart and the rows behind it. The card shows how many data points or rows are displayed. |
| Expand icon | Opens the chart in a larger view. |

| Option | What it does |
| --- | --- |
| **Pin** | Pins the chart to a dashboard. |
| **Save** | Saves the chart so you can use it again. |
| **Download** | Downloads the chart. |
| **Edit** | Opens the chart so you can change it. For details, see Getting Started with Spark. |

Hover over a bar or point to see its values. Under each answer, you can:

- Select thumbs up or thumbs down to tell Spark whether the answer was helpful.
- Select **Copy response** to copy the answer so you can paste it elsewhere.
- Select **Double check response** to ask Spark to verify its answer. Spark sends "Please double check the last response" and runs the analysis again.

You can also reply to a specific part of an earlier answer. The quoted text appears above your new question, so it's clear what you're asking about.

# Pick up a past conversation

Spark saves your chats and names each one from your first question. To reopen a chat, select it in the **Chats** list. Spark loads the history and shows a **This is a past conversation.** banner. Keep asking questions to continue where you left off.

Hover over a chat to see its full title and a **...** menu, where you can rename or delete it.

> **Good to know:** Chats from the earlier Spark pop-up aren't carried over to the chat space, and chats can't be shared by link.

# When Spark can't answer

- **The chart can't be drawn.** Sometimes a chart type doesn't fit the data, for example a map when location values are empty. The card shows a message, and the table view still shows the data.
- **Spark can't answer the question.** Spark tells you in the chat and suggests what to try next, such as asking a more specific question, naming a data source, or asking it to try again.

# Tips for better answers

- Be specific. Name the measure, the time period, and how to group it, for example "Show average NPS by month for the last six months."
- Choose a single data source when you know where the answer lives.
- Build on an answer with a follow-up question instead of starting over.

- Make sure your data is ready for Spark. See Spark Dataset and Model Readiness.
- Learn how to edit charts and coach Spark in Getting Started with Spark.

# FAQ

**Do I need Advanced Dashboard to use Spark?**
Yes. Spark requires the Advanced Dashboard add-on. Without it, the Spark item doesn't appear in the navigation.

**Can I still use Spark from the Overview page?**
Yes. The Spark prompt bar on the **Overview** page works as before. The chat space gives you a full-page view and saves your conversations.

**Can I build a whole dashboard with Spark?**
Yes, with SparkViz in the dashboard editor. Describe the dashboard you want and SparkViz builds it for you. See Getting Started with SparkViz.

**Can I share a chat?**
Not by link. To share a result, copy the response, pin the chart to a dashboard, or download it.

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