

Ingestion Review User Guide

How to use the Ingestion content review tools.

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[PDF VERSION](#)

Tags | [Content](#) | [Ingestion](#) |

Applies to: Free Basic Business Enterprise

This documentation is for **Stack Internal Enterprise**. Free, Basic, and Business users can access their documentation [here](#). [Find your plan](#).

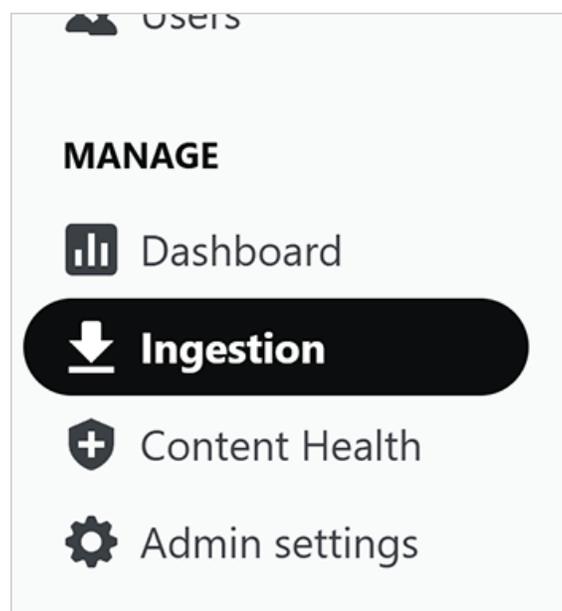
Overview

Stack Internal's content ingestion feature leverages the power of AI to quickly turn your internal documents into high-quality content on your Stack Internal site. This allows you to take static knowledge scattered across your organization and make it dynamic, accessible content your users can easily locate and integrate into their workflows.

This is the complete user guide for Ingestion content review. For a concise overview of the full Ingestion process, read the [Ingestion Quickstart Guide](#).

The Ingestion dashboard

To access your site's Ingestion controls, click **Ingestion** in the left-hand menu under the "MANAGE" heading.



The Ingestion dashboard appears, showing the current status and recent history of Ingestion jobs.

Ingestion 37 posts need review >

[Upload files](#)

Q&A created ⓘ
583

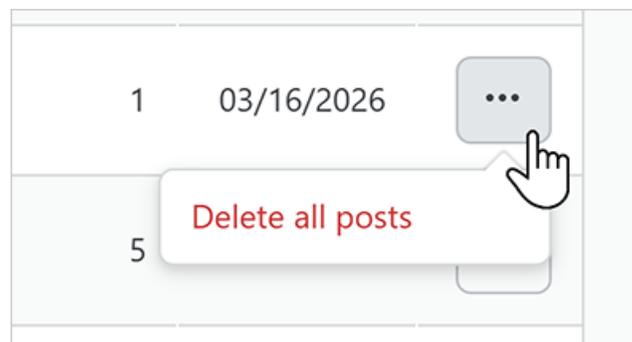
Published ⓘ
539

In review ⓘ
37

| Source | Type | Status | Q&A created | Published |
|--|--------|-----------|-------------|-----------|
| Launch planning - 2026_03_13 07_40 PDT - Note... | Ad hoc | Completed | 7 | |
| Process guide 2025-08 | Ad hoc | Completed | 13 | |
| P&L 2nd quarter.xlsx | Ad hoc | Completed | 4 | |
| Vendor best practices.pdf | Ad hoc | Completed | 4 | |

The upper section of the dashboard shows the total number of Q&A pairs created, published, and currently in review. Below these metrics, a table lists the latest Ingestion jobs by source file name, Ingestion type, status, Q&A pairs created, pairs published, pairs needing review, and upload date. Click any file name in the "Source" column to review the Q&A pairs from that specific Ingestion job.

If you want to delete all the Q&A pairs from a specific source file (for example: you uploaded the wrong document), you do this from the Ingestion dashboard jobs list. Find the uploaded source file in the list, and click the **three dots** in its right-hand column. Then click **Delete all posts**.



The Ingestion review tasks page

Ingestion creates new Q&A pairs in draft status, making them invisible to regular users on your site. Only after users review, approve, and publish ingested content will it become live on your site.

To review the Q&A pairs created by a specific Ingestion job, click on the file name in the "Source" column. This sets the review tasks page's filter to show *unpublished* Q&A pairs from the selected Ingestion job. If one or more Q&A pairs remain unpublished, the review tasks page will show edit controls and scoring stats for one Q&A pair. If all the Q&A pairs from that source file are already published, the resulting review tasks page will be blank.

You can also access the Ingestion review tasks page by clicking the **## posts need review** link at the top of the Ingestion dashboard. Stack Internal will take you to the review tasks page and show a randomly-selected Q&A pair from all completed Ingestion jobs to review.

Ingestion
Review ingested content

Review tasks Stats History

Filter *saml_authentication_overview.pdf; Ad hoc* Reviewed today: 0

What is SAML and how is it used for user authentication in Stack Internal Enterprise?
Created March 19 Viewed 1 time Source *saml_authentication_overview.pdf*

What is SAML and how does Stack Internal Enterprise use it for user authentication?

ai-assisted

Edit Question?

asked Mar 20 at 12:58
T. ruiz
231 4

Comments
Add a comment

1 Answer

Actions

- Verify and publish**
This post looks good and should be published.
- Delete**
Post can't be fixed and should be deleted.

Submit Dismiss

Content score 63
Based on 9 evaluators Expand all

- 50 Knowledge Value
- 100 Source Fidelity
- 50 Answer Depth
- 75 Coherence

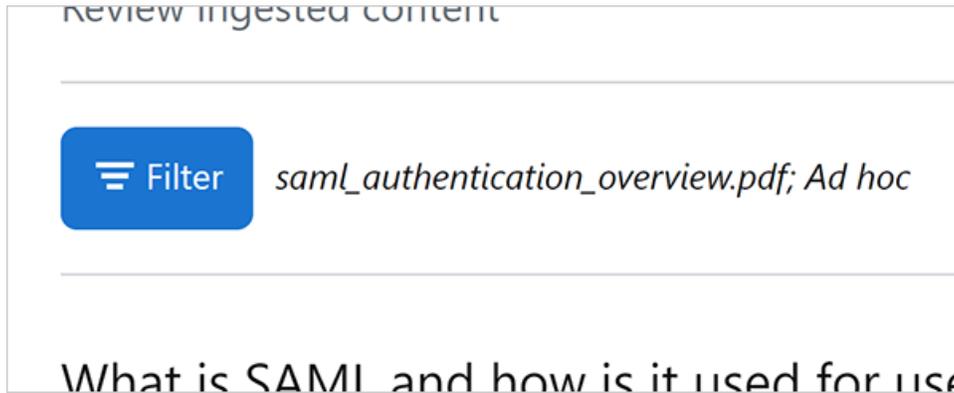
The Ingestion review tasks page shows one Q&A pair, as well as a content score box on the right-hand side of the page. This box shows an AI-generated overall quality score, as well as granular scores for answer depth, coherence, knowledge value, and other metrics. Questions and answer pairs with a higher overall content score will generally provide more value to your users.

NOTE: The content score is based on the initial AI-generated content. The Ingestion system will not rescore a Q&A pair after editing.

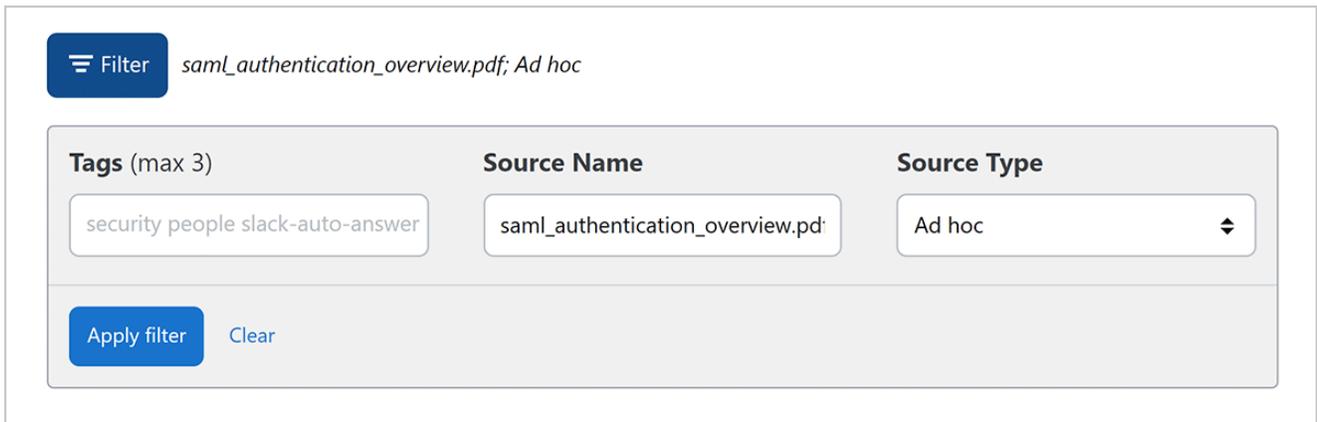
Ingestion review tasks filter

The review tasks page reveals a single Q&A pair based on the current filter settings. In most cases, you'll enter the review tasks page from a link that automatically sets the filter. If this link is from a specific source file on the Ingestion dashboard, the review tasks page will try to load a Q&A pair from that Ingestion job. If all Q&A pairs have already been published (or skipped by you with the **Dismiss** button), no content will appear.

The **Filter** button sits in the upper-left corner of the page. Text to the right of the button shows the current filter.



To change the review tasks filter, click **Filter**. The Ingestion review filter controls appear.



These controls allow you to filter the review tasks page by tag(s), source file, or source type as follows.

Tags Enter up to three tags in the **Tags** field to include only those Q&A pairs containing at least one of those tags.

Source Name To filter by source file, enter all or part of a file name in the **Source Name** field. If you don't enter a full file name, the filter will match any file name that contains the text you entered.

Source Type This pull-down selector includes options for **All source types**, **Ad hoc**, **Confluence Cloud**, **Slack**, and **MS Teams**. Ingestion currently supports ad hoc file uploads only. Stack Overflow is actively developing connectors for the other services.

To remove all filtering, click **Clear**. The Ingestion review page will display a randomly-selected Q&A pair from all available unpublished ingested content.

Review a question and answer pair

The Ingestion review process allows approved users to perform several actions on each new Q&A pair:

- Edit the question
- Edit the answer
- Edit content tags
- Add comments
- Publish
- Delete
- Dismiss (skip this Q&A pair and leave it in the review queue)

You can edit the AI-generated question and answer by clicking the **Edit Question** and **Edit Answer** buttons respectively.

Editing the following question Cancel

1 answer Score of 0 1 view

How are optional user attributes configured in SAML for user creation benefits?

 [Kyler Frank](#) 342 ● 4 Asked today

Title*

How are optional user attributes configured in SAML for user creation benefits?

AA **B** *I* `<>`            

How can optional user attributes like job title, department, external ID, profile image URL, and profile image Base64 assertions be configured in SAML?

What benefits do these attributes provide for user creation?

The Stack Internal editor allows you to easily edit and format text, including lists, headings, code snippets, text formatting, links, images, and more. You can edit the question and answer content in rich text or markdown format by using the buttons in the upper-right corner of the editing interface.

The Ingestion process adds the "ai-assisted" tag, as well as any others it identifies as relevant to the content. You can add to or delete the suggested content tags while editing the question. You can also add a summary of your edits for future reference.

Tags

At least one tag is required.

ai-assisted X saml X

Edit Summary

Added some clarifying language, defined acronyms.

Save edits Cancel

When you're done editing the content, click **Save edits**. To discard your edits, click **Cancel**.

NOTE: Unless you significantly alter the content of the Q&A pair, we recommend leaving the "ai-assisted" tag. This tag alerts other users that the content is AI-generated and may warrant extra scrutiny.

To add comments to the question or answer, type into either **Comments** field while *not* in edit mode. When you're done writing, click **Comment** to save your comment.

When you're satisfied with the quality of the content, publish it by setting the **Actions** selector to **Verify and publish** and clicking **Submit**.

Actions

Verify and publish
This post looks good and should be published.

Delete
Post can't be fixed and should be deleted.

Submit Dismiss

If you choose to not keep the Q&A pair, you can delete it by setting the **Actions** selector to **Delete** and clicking **Submit**.

You can skip the review of this Q&A pair by clicking **Dismiss**. You'll be shown another Q&A pair to review instead (if available). The content you're skipping remains in the review queue for others to review, and Stack Internal won't show you

that Q&A pair again.

NOTE: Until a user reviews and publishes a Q&A pair, it will be visible only to content reviewers.

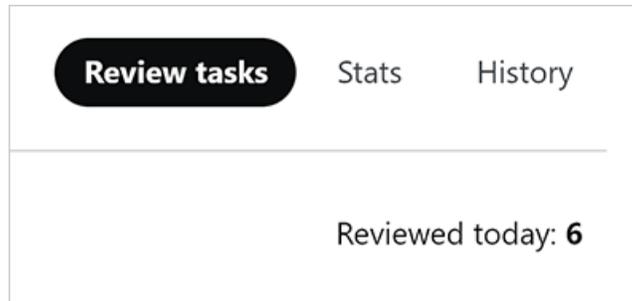
Additional Ingestion review pages

At the top of the Ingestion review tasks page are three buttons:

Review tasks The default Q&A review screen.

Stats Statistics and data regarding Ingestion jobs.

History A list of recent Ingestion jobs and corresponding review actions.



Ingestion statistics

From the main review tasks page, click **Stats** to access the Ingestion statistics page.

The screenshot shows the 'Ingestion' statistics page. At the top, there are three summary cards: '37 need review', '6 reviews today', and '872 reviews all-time'. Below these are two columns for 'Today' and 'All time' top reviewers. On the right, there is a 'Badge progress' section with three progress bars for 'Custodian - 1/1', 'Reviewer - 7/250', and 'Steward - 7/1000'. At the bottom right, there is a 'Total: 7 Admin' section with links for 'Advanced stats' and 'Review suspensions'.

| Category | Value |
|------------------|-------|
| Need review | 37 |
| Reviews today | 6 |
| Reviews all-time | 872 |

| Reviewer | Today | All time |
|---------------------|-------|----------|
| K. Petersen (Admin) | 0 | 7 |
| Mark P. (Admin) | | 7 |

| Reviewer | Today | All time |
|--------------------|-------|----------|
| Marcus Fry (Admin) | 7 | 18 |
| Emily Lark (Admin) | | 18 |
| P. Bennett | 7 | 12 |
| R. Bedford | | 12 |
| Carrie E. | | 11 |

| Badge | Progress |
|-----------|----------|
| Custodian | 1/1 |
| Reviewer | 7/250 |
| Steward | 7/1000 |

Total: 7 Admin

- Advanced stats
- Review suspensions

The Ingestion stats page shows metrics for Q&A pairs including how many need review, total reviews today, and total reviews for all time. The page also lists the top Ingestion reviewers for today and all time.

The "Badge progress" area tracks your progress toward badges you earn for reviewing Ingestion content. Much like [content health](#) reviews, the Ingestion review process lets you earn multiple badges for reviewing and publishing Q&A pairs.

Ingestion history

Click **History** to access the Ingestion review history page.

Ingestion

Review ingested content

Review tasks Stats **History**

All reviews My reviews Show skipped reviews

| User | Task | Action | Date |
|-------------------------------|---|------------------------------------|------------|
| Mark Rizio | When did we implement the feedback loop timing code, and what was the end result? | Verify and Publish | yesterday |
| Janet B. <small>Admin</small> | How does the feedback system manage submission, routing, and status updates? | Verify and Publish | yesterday |
| Pruett | How are testing, deployment, knowledge transfer, and Hypercare support managed? | Verify and Publish | 2 days ago |
| JT Ferguson | What are some best practices for updating IdP certificates from federation metadata URLs? | Verify and Publish | 2 days ago |
| Ghostlite | How does disabling SP-initiated SAML SSO affect IDP-initiated login | Verify and | Mar 14 at |

The Ingestion history page shows user name, task, action, and date for the latest Ingestion jobs. The list is sorted with the most recent Ingestion actions at the top. You can view **All reviews** or **My reviews**, and you can check the **Show skipped reviews** box to show incomplete reviews (the user clicked **Dismiss**).

If you need further support or have questions, contact your site administrator.