



Paperwork, Made Simple.

*Decode, prepare and settle your admin
without the stress, guided by AI.*

10 prompts to understand, prepare,
write, follow up and unblock.

Free for the SYSTINFO community



GOOD TO KNOW

A copilot, not a clerk.

An official letter, a form, a list of documents: admin often drains you. In 2026, assistants like ChatGPT, Gemini or Le Chat read a dense letter, explain every box and draft your reply. They save real time, but they do not replace the official service. Three reflexes first.

- **Check the rules at the source**

AI does not know your up-to-date local rules and may invent a deadline. Confirm documents and dates on the relevant official website.

- **Never paste sensitive data**

ID number, bank details, password: keep them to yourself. Replace them with brackets before you paste any text into an AI.

- **You review, you sign**

AI writes a draft. You check every detail, you fix it, then you send. Whatever goes out stays your responsibility.

The right reflex: AI prepares and drafts, you check the deadlines and documents on the official website.
systinfo.org · systinfo.ai · blog.systinfo.ai



THE METHOD

Five moves, ten prompts.

Any procedure comes down to five moves: understand what is asked, prepare the right file, write what you must send, follow up so it moves, and unblock it when it stalls. These 10 prompts give you the words and the steps to take.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 Understand

· 2 prompts

02 Prepare

· 2 prompts

03 Write

· 2 prompts

04 Follow up

· 2 prompts

05 Unblock

· 2 prompts



The Letter Decoded

PROMPT TO COPY

Role: you are a patient admin mediator.

Context: I received this official letter I barely understand: [paste the text].

Task: explain it to me in plain words.

Format: what I am really being asked, what I risk if I do nothing, the deadline if there is one, and the three actions to take in order.

What you get

An obscure letter becomes clear in a minute. Understanding what is really asked prevents a missed step, a delay and needless worry.



The Form Explained

PROMPT TO COPY

Role: you are a front-desk agent who explains it all.

Context: I must fill in [name of form] and some boxes

stump me: [which ones].

Task: explain each field that blocks me.

Format: for each box, what it expects, a sample answer, and the trap to avoid. Flag the optional fields.

What you get

A form filled right the first time. Understanding each box prevents a rejected file and a second trip to the counter.



The List of Documents

PROMPT TO COPY

Role: you are an admin adviser.

Context: I want to [your procedure] and I do not know which documents to gather. I am [your situation].

Task: draw up the list of documents to provide.

Format: the list ranked by priority, where to find each one, which ones take time, and a note to check the up-to-date official list.

What you get

A clear list before you start. Knowing what to gather, and which items take time, saves you from starting over at the last minute.



The File Checked

PROMPT TO COPY

Role: you are a meticulous reviewer.

Context: my file for [procedure] contains [list what you have].

Task: check it before I submit it.

Format: what may be missing, the common mistakes on this kind of file, the recommended order, and a final check-list to tick off.

What you get

A complete file the first time. One last check catches the omission that would have cost you weeks of waiting.



The Clear Request

PROMPT TO COPY

Role: you are a public letter-writer.

Context: I must write to [administration] about [your matter]. Here is my situation: [details].

Task: draft my request.

Format: a short, polite letter, a clear subject, my precise request, the attachments named, and a correct closing. Leave my details in brackets.

What you get

A clean letter, ready to review and sign. A clear, polite request is handled faster and avoids back-and-forth.



The Form Answered Well

PROMPT TO COPY

Role: you are an admin copywriter.

Context: this free-text box asks me [the question],
and my situation is [details].

Task: help me phrase my answer.

Format: a clear answer that fits the space, no useless
jargon, with the useful facts, and a shorter version
if the space is tight.

What you get

A right, well-phrased answer in every box. Good phrasing prevents the service misreading you and asking for more.



The Effective Reminder

PROMPT TO COPY

Role: you are a courteous negotiator.

Context: I filed [request] on [date] and I have had no reply for [duration].

Task: draft a follow-up message.

Format: a polite but firm tone, the file references recalled, my request for a precise update, and a question about the expected timeline.

What you get

A follow-up that moves things without friction. A polite yet firm reminder often lifts a file out of the forgotten pile.



The Appointment Prepped

PROMPT TO COPY

Role: you are a coach who preps people for meetings.

Context: I have a counter visit or appointment for [reason] on [date].

Task: help me get ready.

Format: the documents to bring, the questions to ask, the agent's likely answers, and one clear sentence to state my situation in thirty seconds.

What you get

An appointment where you forget nothing. Arriving prepared, papers in hand and questions ready, settles it in a single visit.



The Error Corrected

PROMPT TO COPY

Role: you are a users' advocate.

Context: an official document has an error:

[describe the error] on [which document].

Task: help me request the correction.

Format: who to contact, the message stating the error and the right information, the proof to attach, and the tone to keep to be taken seriously.

What you get

An error reported the right way, and corrected. Framing the request well, with proof, speeds up fixing a document.



The Appeal Made

PROMPT TO COPY

Role: you are an adviser on amicable appeals.

Context: I want to challenge [the decision received], because [your reason]. Here are the facts: [details].

Task: help me frame my appeal.

Format: the arguments from strongest first, a measured tone, exactly what I ask for, and a reminder to check the deadline and the official appeal channel.

What you get

An appeal that is calm, argued, respectful. Well structured and on time, it has every chance of being reviewed again.



THANK YOU · ADMIN, TAMED



One more file done, a big thank you.

These cards are offered to you, ad-free. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to say thank you on one of our channels. A public word, however short, encourages us to keep supporting you, one tip at a time.

Scan to join us and say thank you



WhatsApp



Mattermost



LinkedIn



Facebook