

Automation · Service guide

Inbox Assistant

An inbox that sorts itself and drafts your replies.

Incoming emails are sorted and labelled, urgent messages are flagged, and replies to routine questions are drafted and waiting for you to send.

Message only

How it works	Email drafts in your inbox
Best for	Property Management
You stay in control	Nothing is sent without your approval
First step	A short call with no obligation

How this helps

What it means for your business

The inbox fills up faster than anyone can sort it.

Repetitive reading, sorting and writing is prepared for you, so your team starts from a draft instead of a blank page. You check the work before it is used.

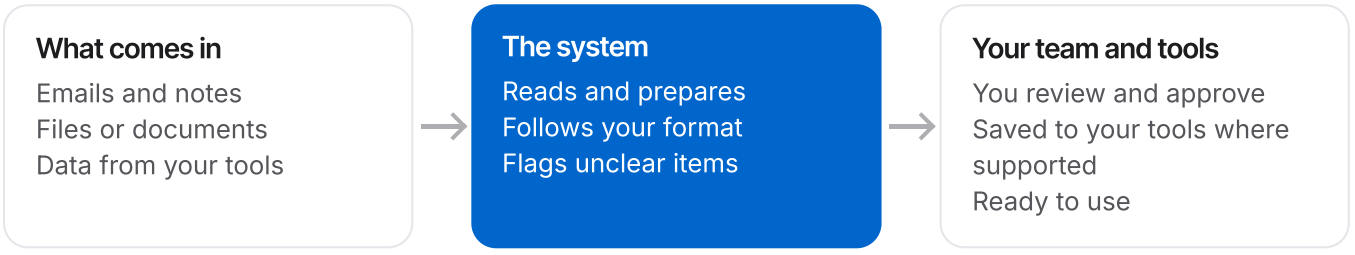
What you get

- Less time in your inbox every day
- Urgent messages flagged first
- Faster replies to customers
- Nothing is sent without you

What changes day to day

	Common today	With this service
Starting point	A blank page	A prepared draft
Format	Varies by person	Follows the format you set
Unclear items	Easy to miss	Flagged for a person to check
Your time	Spent on repetitive work	Spent on review and decisions
Final say	Your team	Still your team

How it fits with your business



How it works

From start to finish



Step 1
Emails arrive
In Gmail or Outlook.

Step 2
They are sorted
Urgent, customers, invoices and everything else.

Step 3
Replies are drafted
For routine questions, in your tone.

Step 4
You review and send
Edit anything before it goes.

Example · Work scene

It is Monday morning. Overnight emails are sorted before you sit down.

Email drafts in your inbox

What happens next

You review the drafts. Nothing is sent without you.

This morning's inbox

Urgent	2 messages flagged for you now
Customer questions	5 replies drafted, ready to review
Invoices and receipts	3 filed
Newsletters	12 moved out of the way
Sent by you	Only the replies you approved

How easy it is

We do the heavy lifting

Most of the work happens on our side. You make the decisions, and we tell you exactly what we need.

What we handle

- Agree the format with you
- Connect your tools where supported
- Set the rules and the review step
- Test it on real examples
- Adjust the results after launch

What you do

- Share your rules and examples
- Approve the format
- Review the first results
- Tell us what to change

Service levels

Start simple, go further when you are ready

Level 1

Draft mode

We prepare the work and you approve it before it is used.

Level 2

Connected

Runs with your tools where supported, on the schedule you set.

Level 3

Advanced

More rules, several workflows working together, and reporting.

The right level is confirmed during discovery, based on your business and the tools you use.

What we need from you

- Examples of how the work is done today
- Access to the tools it needs to work with
- The format you want the result in
- Who on your team approves it

How we get started

1. A short call about your business
2. A clear plan and scope
3. Setup and testing with you
4. Go live with your approval

Why Calvyrn

Why businesses choose to work with us

Built for your business
Your rules, your wording and your tools. Not a one-size template.

You approve first
Nothing goes live until you have seen it and said yes.

Start small
Begin with one service or one first version, then add more if it helps.

One team
AI systems, automations, websites and web applications in one place.

Plain language
You always know what is being built, why, and what comes next.

Honest limits
We tell you what a system cannot do and where a person should stay involved.

You stay in control

- Nothing is sent without your approval
- You choose the labels and what counts as urgent
- You can switch it off at any time

Questions you may have

Does it phone anyone?
No. This service works in writing and makes no phone calls.

How long does it take to set up?
Most automations are live within one to two weeks of receiving what we need from you.

Do I need to change the tools I use?
Usually not. We work with the tools you already have wherever possible, and confirm this on our first call.

What if I want to stop?
Plans are month to month. You can pause or stop any automation.

Important notes

- Examples in this guide use fictional businesses, names and details.
- Results depend on your business, tools, customers and how the service is set up. We do not guarantee revenue, bookings or search rankings.
- AI can make mistakes. That is why approvals, clear limits and human hand-off are part of the setup.
- Features depend on your plan and on the tools you use. The final scope is confirmed during discovery and in your proposal.
- This guide is not legal, medical, tax or financial advice.

See how it would work for you
Tell us about your business. There is no obligation.

calvyrn.com/contact.html
info@calvyrn.com