

Automation · Service guide

AI Knowledge Assistant (RAG)

Answers from your own documents, with the source.

Your team asks questions in plain words and gets answers from your SOPs, policies, contracts and files, with a link to the exact source. Private, access-controlled and kept up to date.

Message only

How it works	Works on your documents
Best for	AI Engineering & Growth
You stay in control	It answers only from your documents, and says when it does not know
First step	A short call with no obligation

How this helps

What it means for your business

Staff waste hours searching folders and asking the same questions.

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

- Answers in seconds instead of searching folders
- Every answer links to its source
- New staff get up to speed faster
- Access rules match your teams

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

What comes in
Emails and notes
Files or documents
Data from your tools

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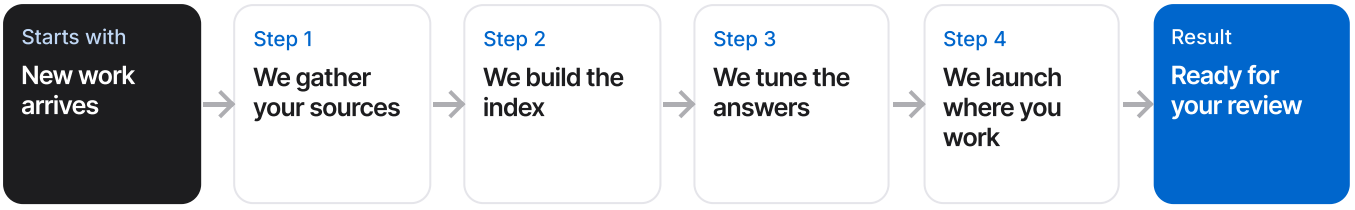
The system
Reads and prepares
Follows your format
Flags unclear items

→

Your team and tools
You review and approve
Saved to your tools where supported
Ready to use

How it works

From start to finish



Step 1

We gather your sources

Drive, PDFs, wikis and policies, and who may see what.

Step 2

We build the index

Documents split, embedded and synced on a schedule.

Step 3

We tune the answers

Tested on real questions until answers are right and cited.

Step 4

We launch where you work

Web app, Slack, Teams or WhatsApp.

Example · Work scene

A logistics team searches 1,240 PDFs and SOPs to answer routine questions.

Works on your documents

What happens next

Staff ask in plain words and get a cited answer in seconds.

Knowledge assistant

Company	Harbor Logistics
Sources	Drive, 1,240 PDFs, SOP wiki
Access	By team, synced daily
Answers	Every answer cites its source
Used on	Web app and Slack

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

- It answers only from your documents, and says when it does not know
- Every answer shows its source
- Access follows your team permissions

Questions you may have

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

Will it make things up?
It answers only from your documents, cites the source and says when the answer is not there.

Is our data private?
Yes. It runs in your accounts, and documents are never used to train public models.

Does it stay up to date?
Yes. Sources sync on a schedule, daily by default.

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.

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