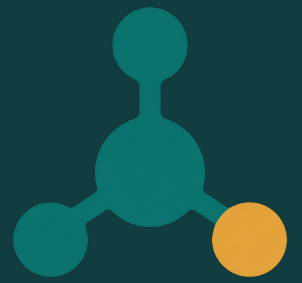
More time for the work that moves your business forward.



Practical AI, set up around your business.
Less repeated admin. A clearer view of what needs you.

USEFUL WORK

Prepared for review

CLEAR PRIORITIES

See what needs attention

YOUR CONTROL

Approve the actions

The work between the work adds up.

The cost is often spread across small tasks, interruptions and unfinished follow-through.

01 / REPEAT

Explain it again

Retype business details, look up an answer or rebuild a familiar reply.

02 / CHASE

Find the next step

Move between messages and records to work out who is waiting for what.

03 / RESTART

Pick it up later

Lose momentum while a task waits for missing details, a decision or follow-up.

The starting question: which repeated task is worth making easier?

Your knowledge. Your tools. One useful way to work.

dotCore Agency

We understand the work, set up DotCore with you and support the agreed scope.

DotCore

Your company copy brings knowledge, workflows and operational memory together.

BUSINESS KNOWLEDGE

Services, customers and working rules

CONNECTED TOOLS

Agreed access to useful records

REUSABLE WORKFLOWS

A method for familiar tasks

OPERATIONAL MEMORY

Recorded decisions and discussion notes

A clear path from request to action.

The assistant prepares the work. A person checks the details and approves any action.

01

ASK

State the result you need.

02

READ

Use agreed business information.

03

PREPARE

Draft the response, summary or action.

04

APPROVE

Check accuracy and make the decision.

05

ACT

Carry out only the approved action.

Missing information stays a question. It does not become an invented fact.

Start with everyday work you recognise.

Choose a task with reliable source information and a result someone can check.

Customer enquiries	Summarise the request; draft questions for missing details.	**Clearer replies to review**
Quotes and proposals	Prepare a draft from an agreed scope and pricing rules.	**Less rebuilding familiar documents**
Follow-ups	Bring together due dates and prepare the next message.	**A clearer follow-up list**
Updates and reporting	Turn agreed notes and records into a reviewable summary.	**A consistent starting point**

From a vague enquiry to a useful reply.

Illustrative example. The owner’s actual process and connected systems determine the setup.

THE INCOMING REQUEST

**“Can you help next week?
What would it cost?”**

The request is real work.
The scope is still missing.

PREPARED FOR YOUR REVIEW

Hi, thanks for getting in touch. Could you send a short description of the work and any relevant requirements? We can then review the scope before confirming price and availability.

Price and timing unconfirmed

You review the reply. Nothing is sent until you approve it.

See what needs you.
And what can move next.

A useful view connects a task, its owner, the next action and the information still missing.

WORK	STATUS	NEXT ACTION
New enquiry	Needs detail	Review the draft questions
Quote draft	Awaiting owner	Confirm scope and price
Customer update	Ready to review	Check notes before sending

Illustrative view • Built from agreed records • Freshness depends on those records

Shorten the preparation. Make waiting visible.

Improvement can mean a faster draft, a clearer handover or an earlier decision.

PREPARATION

Less repeated assembly

Bring together the right details before the owner reviews the work.

HANDOVERS

A clearer next action

Show who needs to decide and what information is missing.

FOLLOW-THROUGH

Fewer forgotten next steps

Use agreed due dates and reminders to keep the next action visible.

Measure the whole task, including review, corrections and approval time.

Measure recovered time.
Then decide what it is worth.

ILLUSTRATIVE EXAMPLE ONLY / Replace every input with your own

20	8 min	2 h 40
tasks each week	less per task, including review	weekly capacity recovered

At an assumed $60/hour:

$160 of capacity per week.

Capacity is not cash savings.

Cash savings occur only when actual spending falls. Setup, support and software costs must also be considered.

Where the business value can come from.

Cash savings, recovered capacity and better follow-through are different outcomes. Measure them separately.

CASH / IF SPENDING FALLS

Less purchased admin time

A possible cash saving where the workflow reduces paid overtime, outsourced processing or another expense you actually incur.

EFFORT / TEST THE QUALITY

Less repeated correction

Use agreed rules and checklists, then measure whether the result needs less correction. Include review time.

CAPACITY / REDEPLOY THE TIME

More room for useful work

Put recovered time into customers, follow-ups or decisions that need you. Extra revenue is not assumed.

Your business copy. Your decisions.

We agree what the assistant can access, what it can prepare and who approves each action.

Own the foundation

Your company information, workflows and source history stay with your copy.

Choose the connections

Only agreed systems and permissions are included in the setup.

Approve the actions

Messages, spending and record changes require human approval.

Keep the boundary clear

Data handling, provider access and backup requirements are agreed before use.

We set it up with you. Then use it on real work.

A useful first setup has an agreed scope, tried connections and an owner who has used the result.

01

Choose the task

Agree the outcome, source records, systems and boundaries.

02

Build the foundation

Onboard the business and try the quoted connections.

03

Use it together

Work through a real task with the owner present.

04

Follow up

Check in one week after setup handover.

Start small. Support the work that proves useful.

Prices and scope are agreed individually. There is no standard price in this pack.

PILOT

Learn through use

A 90-day arrangement for first customers. Set up DotCore, use it on real work and record feedback. Terms are agreed per customer.

SETUP

Your own foundation

Onboarding to your own cloud copy, the agreed connections and one follow-up a week after handover. Extra implementations are quoted separately.

CARE

Ongoing support

A monthly check, requested backups and up to 4 hours of changes each month. Unused hours expire at month-end. Price agreed individually.

Pick one task worth improving.

The best starting point is frequent, well understood and easy for a person to check.

1

Does it repeat?

You can point to recent examples of the same type of work.

2

Is the information available?

The necessary records and rules can be provided with permission.

3

Can we check the result?

A named person can review quality and approve actions.

Bring one real task. Let’s make the next step clear.

Show us the work that repeats, where the information lives and what a useful result would look like.

Reply to the person who shared this pack to arrange a scoping conversation.

Make the decision with your own numbers.

Use a real example. Measure quality and effort together, then include the full cost of the setup.

The repeated task	_____
Tasks each week	_____
Minutes now / with help, including review	_____ / _____
Weekly time recovered	tasks × minutes saved = _____ minutes
Quality check and person approving	_____
Setup, support and software costs	_____

Record cash savings separately from capacity value. Review the result before expanding.