HAI-G: The Integrated Business Command Center

Platform Overview & User Guide

Upcorning events — Open Calendsr

Dentist
2026-01.27 11.00 — 2026-01-27 1.200
(Asla/Tokye)

Meeting with coworkers
2026 01 20 12.00 — 2036-01-29 13.00
(Adiaftovno)

Reeent files — Refresh — Open Files

research Samplertat 1·1
te·0rplain · 78 bytes · 2026-01-
03 12.12   Prevew, Skieved
Ay Cean

RiskBriet awegwe 2025-12-25 md ·1
1EX Iplain · 028 byce · 2025 12
22.15·47   Prevew Pending
AV Pending

Active projects — Open Projects

Tiny House on Wheels
no Starus· 2026-01.20

Project Toaster Aipha
no Status · 2020-01-10

Risk Mingation
no Status · 2025 12-10

- Welcome to the central nervous system of your enterprise. HAI-G integrates productivity, marketing intelligence, risk management, and innovation into a single Modular Ecosystem.

- This guide serves as your onboarding roadmap, moving from daily task management to complex AI-driven forecasting.

Your Central Nervous System

HG HAI-G

- ▤ Dashboard
- ▢ Projects
- ▢ Chat
- ▢ Files
- ▢ Calendar
- ⚙ Settings
- ▢ Marketing ›
- ◊ Risk ›
- ◎ NSPO ›
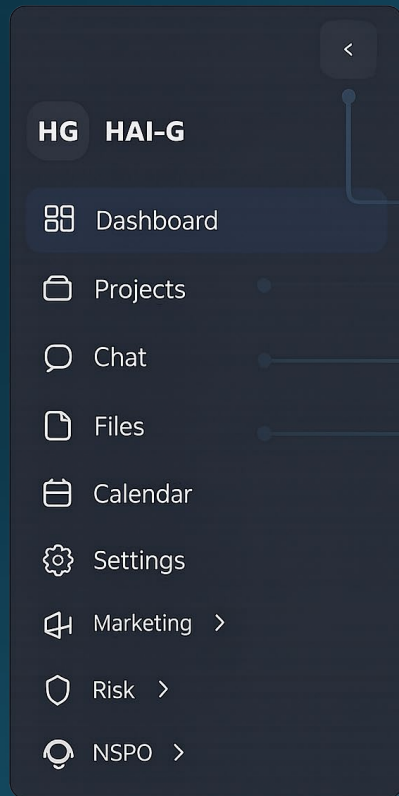
1. Dashboard: Your home screen for stats and quick actions.

2. Projects: Task management and hierarchy.

3. Chat: The AI Assistant interface.

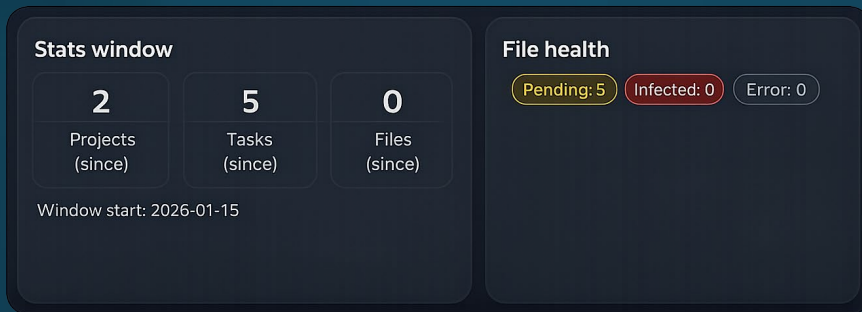4. Files: Secure storage with versioning.

Applications: The three growth engines—Marketing, Risk, and NSPO.

Pro Tip:

- **Sidebar Controls:** Use the arrow icon (<) to maximize screen real estate.
- Access the User Menu at the bottom for Sign Out options.

The Morning Briefing

Critical tally of files pending scan or flagged as infected.

Stats window

2	**5**	**0**
Projects (since)	Tasks (since)	Files (since)

Window start: 2026-01-15

File health

Pending: 5   Infected: 0   Error: 0

Upcoming events   Open calendar

Dentist
2026 o1-27 11.00 ~ 2025 01-27 12:00 (Alsantokyo)

Mecting with coworkers
2226 01-29 72.00 ~ 2925-81-29 1300 (A:suntokyo)

Recent riles   Refresh   Open hiiss

	rescrach sample tat	V1
	tesu plam · 72 bytes · 2026-01 18	
Av Cban	89 12:12 Proview: Skip zed	

	Riskanet oweowe 2025-12:25md	VI
	tectyplain · 1099 bvles ~3025-12-24	
AV Rendang	24 15.47 Preview: Pendling	

Active projects   Oipan Poojects

Tiny House on Wheels
no status · 2225 91-20

Project Toaster Alpha
no status · 2045 01-16

Risk Wiligation
no stalus · 2035 12-19

At a Glance:

- **Upcoming Events:** Next 3 calendar items.
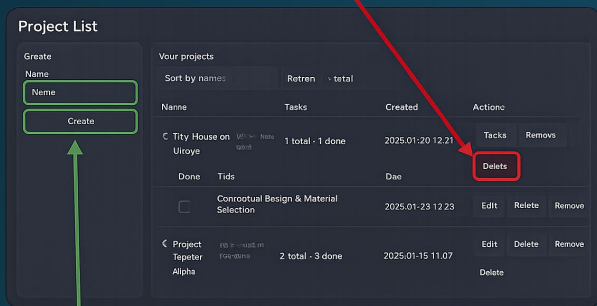- **Active Projects:** Up to 4 current initiatives.

Quick Actions:

- One-click access to New Project, Upload File, or New Event.
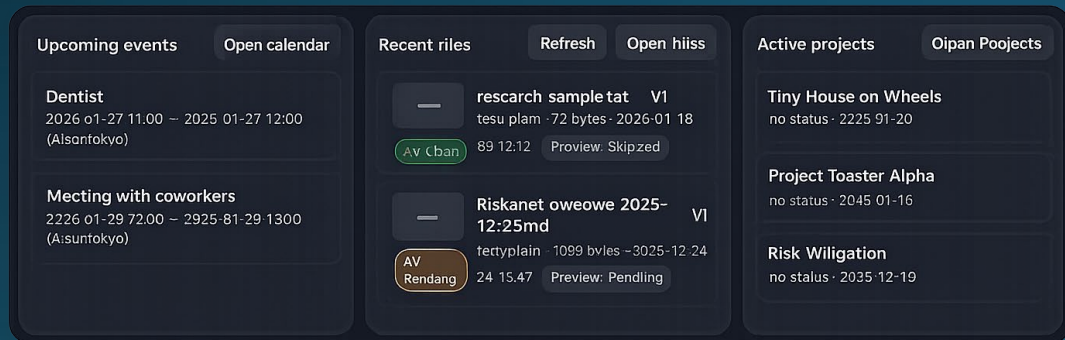
Use the **Export Tasks CSV** tool to download history (set days to 'o' for all-time).

From Big Picture to Tiny Details

Project Management

- Search projects by name.
- Inline editing allowed for quick updates.

Task Hierarchy

- Tasks are nested inside projects. Click a project row to expand.
- **Create Task:** Define Title (required), Due Date, and Summary.
- **Inline Actions:** Toggle 'Done' status via the checkbox or rename directly in the list.

Warning: Action is Permanent.

Create: Enter name and click Create.

Project List

Greate
Name

| Neme |
| Create |

Vour projects

Sort by names   Retren   › tetal
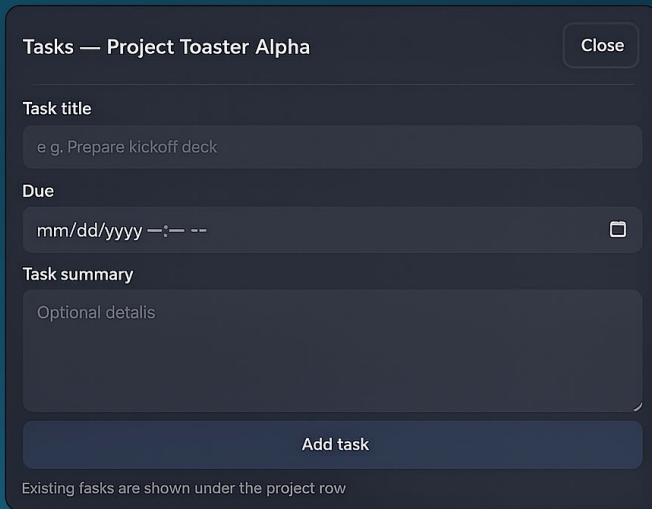
Namne	Tasks	Created	Actions
⟳ Tity House on Uiroye	1 total - 1 done	2025.01-20 12.21	Tacks Removs
			Delets
Done Tids		Dae	
☐ Conrootual Besign & Material Selection		2025.01-23 12 23	Edit Relete Remove
‹ Project Tepeter Alpha	2 total - 3 done	2025-01-15 11.07	Edit Delete Remove
			Delete

Tasks — Project Toaster Alpha   Close

Task title

| e.g. Prepare kickoff deck |

Due

| mm/dd/yyyy —:— -- |

Task summary

| Optional detalis |

| Add task |

Existing fasks are shown under the project row

Secure Storage with an Immune System

Ingestion Process:
Upload PDF, CSV, Images, Office docs, or Text. Files immediately enter 'Pending' or 'Scanning' state .

Version Control: Updating a file creates a new Version preserving the File ID. Restore older versions via history .

Upload File

No file chosen

Allowed (PDT. (6V. images
(INCL\PEIVIOF/WEED)
00K.K/103X/PP0X, TAT/MD/T3V/LO8

Name

c g. Project Plan pdf

Upload

Recent files

Retresh   Auto refreshing ..

Name	AV	Preview	Created	Actions
research samble txt redi.ylain 72 bytes	clean	—	2026-01-00 12:12	Download / Versvons V1 / Re-scan
Cash Balances..SV texticav – 754 bytes	clean	—	2025 12 22 18.01	Download / Versions V1 / Re:scan

Security Protocol: Downloads are strictly blocked unless AV Status is 'Clean'. Use 'Re-scan' if a file remains pending .
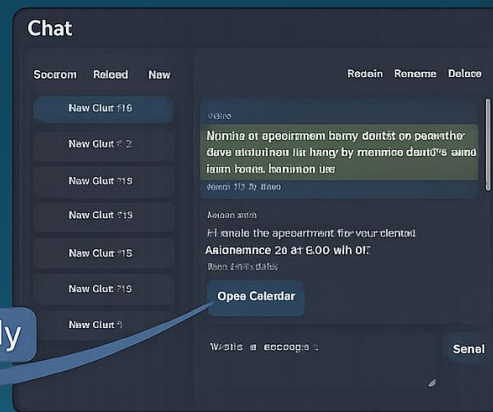
The Assistant That Manages Your Time
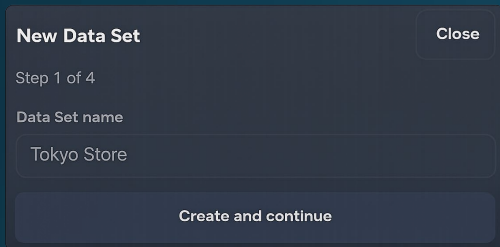
Manual
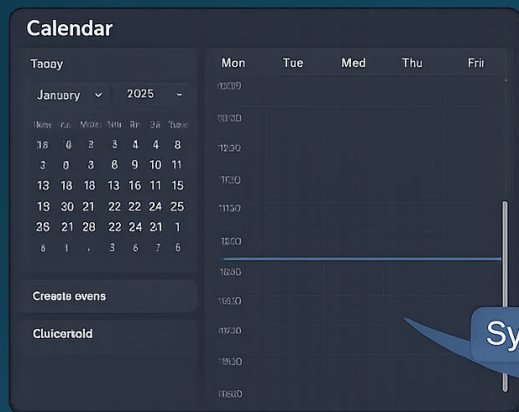
AI

Standard Scheduling: Drag & Drop on the grid or use the Sidebar Create tab.

AI Amplification: Command the assistant directly: 'Schedule a meeting with Tanaka tomorrow at 12'. Confirm action via the 'Open Calendar' button.

Marketing: Feeding the Engine

Accurate insights depend on precise data ingestion.
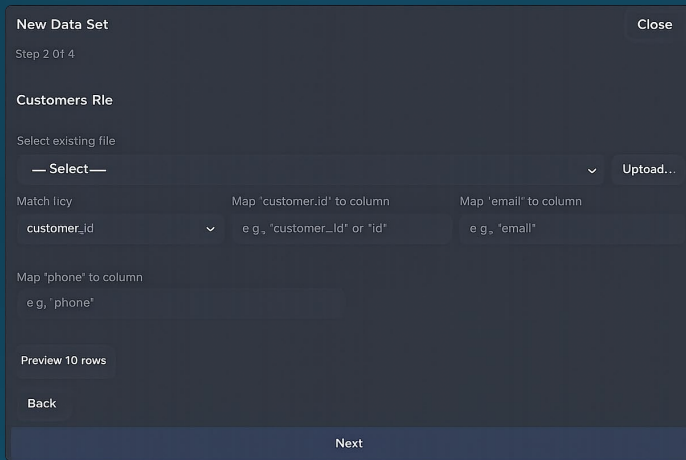
1. Name Data Set

New Data Set — Close

Step 1 of 4

Data Set name

Tokyo Store

Create and continue

2. Define Match Key

New Data Set — Close

Step 2 0f 4

Customers Rle

Select existing file

— Select — | Uptoad...

Match licy | Map 'customer.id' to column | Map 'email' to column

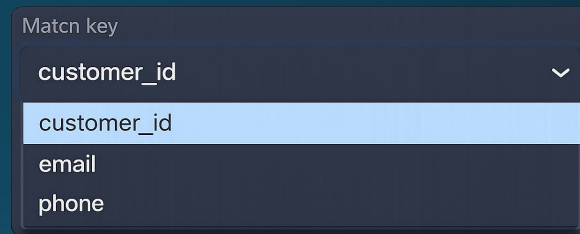customer_id | e g., "customer_ld' or "id" | e g., "emall"

Map 'phone' to column

e g, ' phone"

Preview 10 rows

Back

Next

3. Map Unique ID

Matcn key

customer_id

customer_id

email

phone

Critical Rule:

- **Mapping Rule:** You must explicitly map your CSV columns to system fields.
- **The Match Key** (customer_id, email, or phone) is the anchor for all subsequent analysis.

Segmentation: Find Your Tribe

Logic Builder: Toggle AND (all match) / OR (any match).

Loyalty: Identify users with >X orders.

Monetary: Filter by total revenue.

Demographics: Filter by Gender, Age, or Contact Availability.

Recency: Target active users (e.g., last 90 days).

New Segment — Cless

Naine
Loval buyers

Segment Bulider
Paik what you want — JSON updates au tonatically
Combiter fales with
● AND   ○ 06

Customer fillers

Conte If Irvitabiity
☐ Hat fenall   ☐ Hiss phone
Age miin (e)
e g. 25

Gender
☐ Fensale   ☐ Mais
Age mas (s)
e g. 50

Orders / RPM
Miir orders (ovelry)
3
Min Total spend (LTV)
e g. 10000
Include cabsoories (AW) of
cosmetics tood, appordl

Purchased wrinin lest N days rrecency)
e g. 30

Ecclude calegerizs (rene of)
retunds test

Save

Result: Dynamic audience sizing that updates automatically.

From Prediction to Action

Forecasts & Predictions   Refresh

Purchase probability and chum (bascline heuristik:) for the selected horizon.

Data Set	Segment (optional)	Horizon (days)	Chum F max (frequergy cap)
#16 Tokyo Store Q3	Active female 20-40. 2+ orders	5	

Forecast: Predict revenue and churn risk (30/90 days).

ID	Title	Type	Status	Suggestion	Actions
#201	Grow the base audience	opportunity	New	("act ion": "segme)	Accept Dismiss
#194	Grow the base audience	opportunity	New	('act ion': "segme)	Accept Dismiss

Insights: AI suggests 'Next Best Actions' like win-back opportunities.

Campaigns (4)

Search by title or description...

Title	Status	Scheduled	Metrics	Actions
▸ Win-back 10% Off (Insight 7)	Draft	11/12/2025, 10:09:00 AM	sent 0 –opened 0 – dicked d	Edit Scheduled Sent Delete
▸ Win-back 10% Off (Insight 7)	Draft	11/12/2025, 10:09:00 AM	sent 0 –opened 0 – dicked d	Edit Scheduled Sent Delete

Execution: Convert insights immediately into Campaigns (Draft $¥rightarrow$ Scheduled $¥rightarrow$ Sent).

Risk Management: The Pulse of the Business

Financial Health

Snapshot For Smoke Test Financials

View Monnors

5.2 mo
Cash Runway
Based on avg bum

¥2,800.000
Monthly burn
3-month average

45
RISK INDEX

Peal-time Trarfie Light System
(Healtily/Warinng/Critical)

CASH RUNWAY
2.2 mo ⚠ Alert

Limit ~ 0.0 mo   LOW

NET MARGIN
-948.2% ⚠ Alert

Limit ~ 0.0%   MED UM

REV VOLATILITY
0.00

Limit ~ 0.00   LOW/
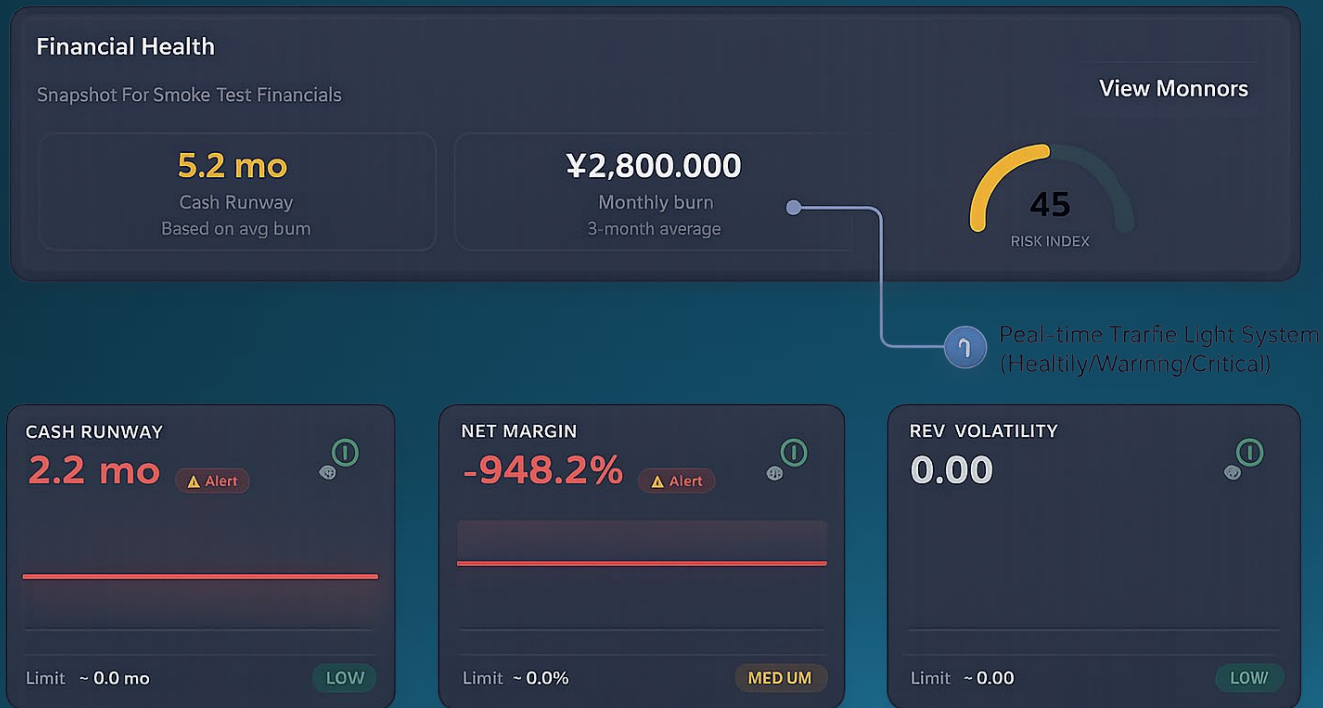
Health Monitors:
- **Cash Runway:** Months until depletion.
- **Net Margin:** Profitability tracking.

Data Requirements:
Requires ingestion of 3 CSV types: Sales, Expenses, and Cash Balance.

Simulate the Future

Baseline Plan

Y3.200%
Y2.400%
Y2.200%
Y1.800%
Y1.400%
Y1.400%
Teb 2025 Mar 2025 Mar 2025 May 2025 Jul 2026 Ans 2023 Tkn 2023 Oct 3026 Nov 2026 Jan 2027 Jan 2027

● Cash Balance

Simulated Reality

Y3.100%
Y3.400%
V1.400%
V1.800%
Y1.400%
Y1.400%
Pob 2025 Mav 2025 Apr 2025 May 2028 Jul 2028 Avy 2025 Sec 2025 Jot 2025 Nav 2028 Nav 2025. Jan 2027 Jan 2027

● Cash Balance

New Seenarto ✕

Scenaite Name

Marker Contraction

Ho tcon	Kev Growm (%)
12 Months ⌄	-20

Pfice Change (%)	OpPt Change (%)
0	+10

Hiring (Monthly)	One ort (Month 1)
+2	Y100K

Run Simulation

The 'What-If' Engine: Safely test parameters without affecting actual data.

- **Revenue Growth:** Test market contractions (e.g., -20%).
- **OpEx/Hiring:** Simulate inflation or team expansion.
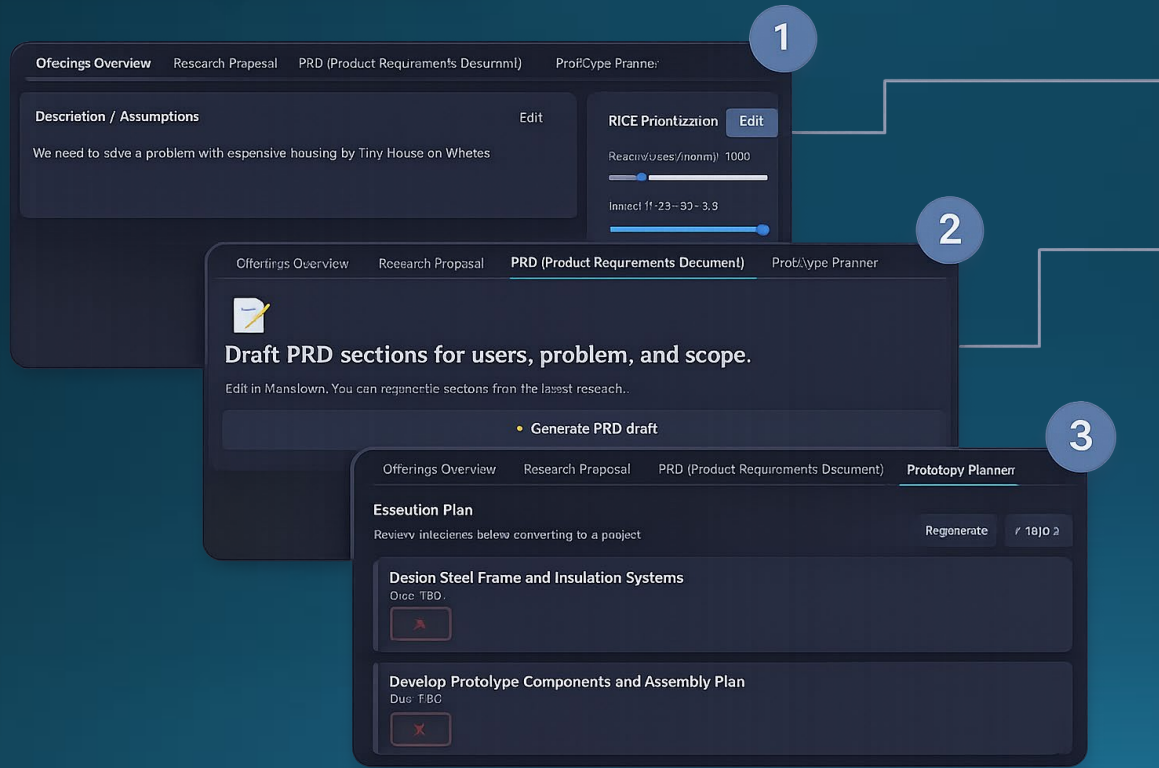- **One-off Impacts:** Add lump-sum costs like legal settlements.

Visualize: Compare the divergence in Cash Balance between your Baseline plan and the Simulated reality.

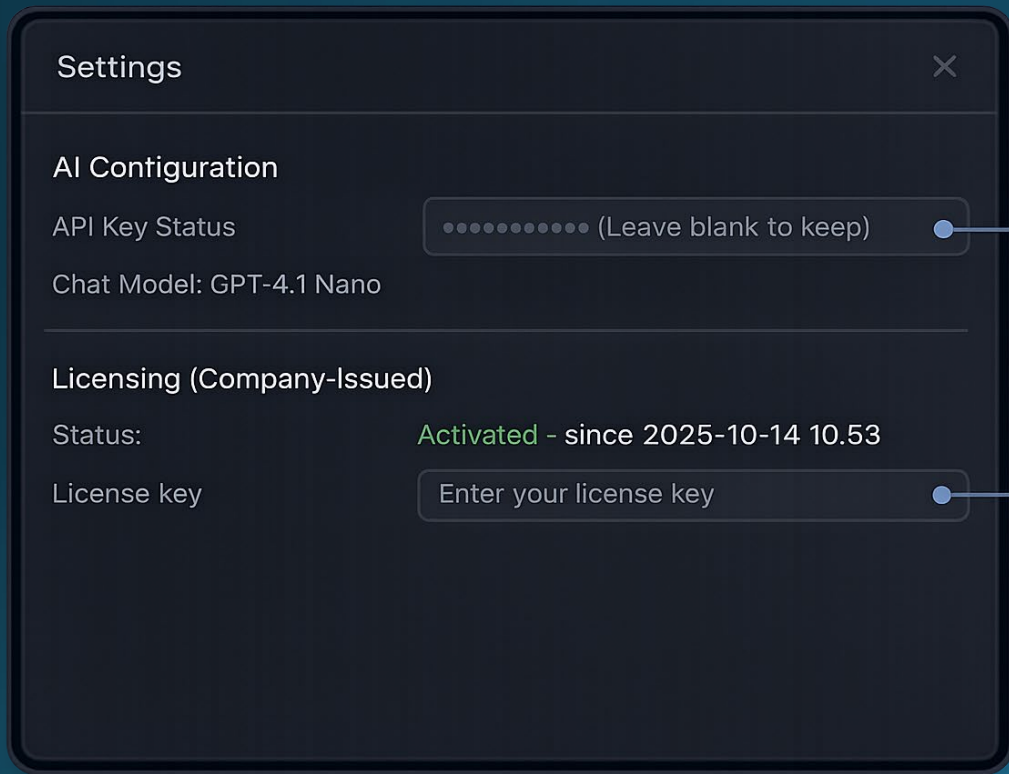# Your AI Co-Founder

The Generative Workflow

1. Score: AI analyzes the idea to estimate Reach, Impact, Confidence, and Effort.

2. Research & Draft: AI summarizes attached documents and writes a full Product Requirements Document .

3. Plan: AI breaks the PRD into milestones.

4. Ship It: One-click conversion from prototype to live Project.

Configuration & Readiness

Settings

AI Configuration

API Key Status   •••••••••••• (Leave blank to keep)   ①

Chat Model: GPT-4.1 Nano

Licensing (Company-Issued)

Status: Activated - since 2025-10-14 10.53

License key   Enter your license key   ②

Settings Panel

- **Essential Setup:** Input API Key to enable Chat, Insights, and Generative features.

- **Licensing:** Activate company-issued key.