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PRODUCT OVERVIEW · 7 MIN READ

ArkOffice: your entire workday, one place

The eight apps, the everyday use cases they support, model choice and the deployment options for organisations.

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- Enterprise options
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8 connected apps
One suite for everyday office work

AI model choice
Frontier and open-weight options

Familiar file formats
Work with DOCX, XLSX and PPTX

European foundation
EU-hosted files with deployment choices

01 / THE IDEA

Not another AI tab. A better place to work.

People already have plenty of software. The opportunity is to bring documents, files, meetings and AI assistance into a single, familiar experience, so getting useful work done involves less friction.

THE FRAGMENTED WORKDAY

One task. Too many places.

Notes in one app, files in another, AI in a separate window. Context gets copied, lost and recreated along the way.

Switch tools · Find a file · Copy context · Start again

THE ARKOFFICE APPROACH

Familiar tools. Connected context.

Work with files, ask AI questions, capture meetings and prepare notes in one workspace. Review what AI produces before using it.

Work in one suite · Ask once · Keep control

THE PRINCIPLE

AI should fit into your work. Not the other way around.

Useful technology feels natural. It helps people think, draft, organise and understand, while leaving judgement and accountability where they belong: with people.

02 / THE SUITE

Eight apps. One familiar workspace.

From the first question to the final file, ArkOffice brings essential office tools together. It supports familiar formats, so teams can start with documents they already use.

Chat

Questions · ideas · research

Ask, explore, summarise, research and reason with a choice of AI models.

Transcription

Meetings · action points

Turn permitted recordings and calls into speaker-labelled transcripts and recaps.

Drive

Files · organisation · search

Keep, find and manage files in one home that is connected to the suite.

ArkNotes

Briefs · plans · dashboards

Make living notes with interactive charts, calculators and useful widgets.

Docs

DOCX · reports · proposals

Write, format, open and save Microsoft Word documents in the browser.

Sheets

XLSX · analysis · tables

Work with Excel spreadsheets, formulas and data in a familiar interface.

Slides

PPTX · presentations

Open, edit and present familiar PowerPoint files inside the workspace.

PDF

PDF · review · forms

Read, annotate, fill and sign PDFs, with AI assistance for understanding.

> **Product maturity**
>
> V1.0 supports AI reading across office files and writing ArkNotes. Direct AI edits to Docs, Sheets and Slides were described as a forthcoming capability in the 26 October 2026 launch announcement.

03 / EVERYDAY USE CASES

Less busywork. More meaningful work.

The best starting points are ordinary tasks people repeat every week. Several ArkOffice tools can help with each, without pretending AI replaces human review.

01

After the meeting

From conversation to clear next steps

02

A mountain of documents

Understand before you respond

03

Making sense of data

Turn a sheet into a useful explanation

04

Research to briefing

Explore, verify, organise

05

Reviewing proposals

Compare what matters

06

Planning a project

Ideas into an actionable plan

EXAMPLE · MEETINGS & COLLABORATION

The meeting ends. The clarity stays.

Capture an approved call, get a speaker-labelled transcript and turn the important points into a short brief that someone can actually use.

EXAMPLE REQUEST

“Summarise our meeting, separate decisions from open questions and prepare a follow-up note.”

SUGGESTED WORKFLOW

Transcription → Chat → ArkNotes

People still verify names, facts, decisions and action owners. Obtain recording consent where required. These are illustrative workflows, not measured customer outcomes or a promise that every action is fully automated in V1.0.

04 / THE WORKDAY FLOW

Start with your work. Bring AI into it.

You do not need to invent a new job for AI. Begin with a real task, approved information and a clear idea of what a useful first draft looks like.

01 / BRING CONTEXT

Open your files

Use documents, spreadsheets, PDFs or meeting material your organisation has approved for the selected environment.

02 / ASK THE RIGHT QUESTION

Choose the task

Ask Chat to explain, compare, summarise or draft, with a model suitable for the information involved.

03 / REVIEW THE OUTPUT

Apply judgement

Check accuracy, completeness, source material and any sensitive details before relying on the response.

04 / MOVE FORWARD

Keep the useful work

Save structured thinking in ArkNotes or use the reviewed draft in your existing document workflow.

05 / MODELS & PRIVACY

More choice in AI. More clarity on data.

ArkOffice separates the place your workspace is hosted from the place a chosen AI model processes a prompt. That distinction matters.

Different models. One place to access them.

ArkOffice lists leading frontier and open-weight model families. Organisations can decide which providers fit their data and governance requirements.

ChatGPT · Claude · Gemini · Mistral · Qwen · Llama · Grok · More models

THE DISTINCTION WORTH KNOWING

EU-hosted files ≠ every AI request stays in the EU.

Your files and workspace are hosted in Europe. If you select certain external frontier models, prompts may be processed outside the EU. EU-only mode is designed to restrict the model choices to EU processing.

- ✓ Arkintel states that customer files and conversations are not used to train AI models.
- ✓ For enterprise deployments, enabled providers and data flows should be assessed and configured for the organisation.

06 / FOR YOUR TEAMS

Useful across a business. Not tied to one industry.

ArkOffice is designed around everyday knowledge work. The strongest use cases are the recurring tasks shared by different departments, regardless of the organisation's sector.

Operations

Turn meeting records, process notes and updates into concise summaries and clearer next actions.

Recaps · Checklists · Handovers

Finance & planning

Explore the meaning of figures and draft explanations for management review, without outsourcing decisions.

Commentary · Variance review

People & internal teams

Prepare training material, internal guides and summaries from information approved for the workspace.

Training · Policies · Knowledge

Strategy & leadership

Compare options, organise research and bring scattered ideas into a clear briefing for discussion.

Research · Briefing · Planning

Commercial & client work

Understand briefings, prepare first drafts and structure proposals for human editing and approval.

Proposals · Preparation · Notes

Public & education teams

Support routine drafting, information discovery and meeting documentation within approved usage rules.

Knowledge work · Admin

07 / ENTERPRISE OPTIONS

The right workspace. The right level of control.

Not every organisation needs to run its own AI infrastructure. Arkintel offers deployment choices that can be matched to internal ICT capacity, information sensitivity and practical requirements.

Managed European cloud

A hosted starting point for organisations that want a familiar AI workspace without building their own infrastructure first.

Useful for: evaluation, broad office productivity, managed operation

Private cloud

Dedicated infrastructure and a configuration shaped around the organisation's security and operational needs.

Useful for: defined controls, tailored rollout, organisational branding

On-premises / air-gapped

Locally controlled infrastructure for cases requiring stronger infrastructure separation and suitable internal support.

Useful for: strict data requirements, infrastructure ownership

Custom domains, branding, SSO, audit logs, custom data sources and additional applications are enterprise-scoped capabilities. Availability, cost and data flows depend on the agreed deployment; air-gapped does not mean risk-free.

08 / WHAT GOOD ADOPTION LOOKS LIKE

Judge the work. Not the hype.

Evaluate ArkOffice against the work people already need to do. Start with a few high-frequency, low-risk workflows, use approved information and measure whether the experience is genuinely better. Useful proof comes from real users and real tasks, not invented minutes saved or unverified return-on-investment claims.

Time to a useful draft

Does a first pass require less effort while maintaining quality?

Quality after review

Are outputs accurate, well-structured and easy to verify?

Employee confidence

Can people understand what the system does and when to use it?

Governance fit

Are model choices, permissions and processing rules appropriate?

A NOTE ON RESPONSIBLE USE

Powerful assistance. Clear boundaries.

ArkOffice is a workspace for people doing their jobs, not a substitute for professional judgement, source verification or information-security assessment.

- ✓ Use approved material, suitable models and the organisation’s own information policies.
- ✓ Verify AI-generated claims, figures, transcripts and summaries against original sources.
- ✓ Validate specific features and integrations during evaluation; some capabilities are plan- or deployment-dependent.

NEXT STEP

Questions after reading? Talk to the team.

We can walk through the details with your security, ICT or procurement colleagues and scope a setup around your information and users.

Start a conversation →

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