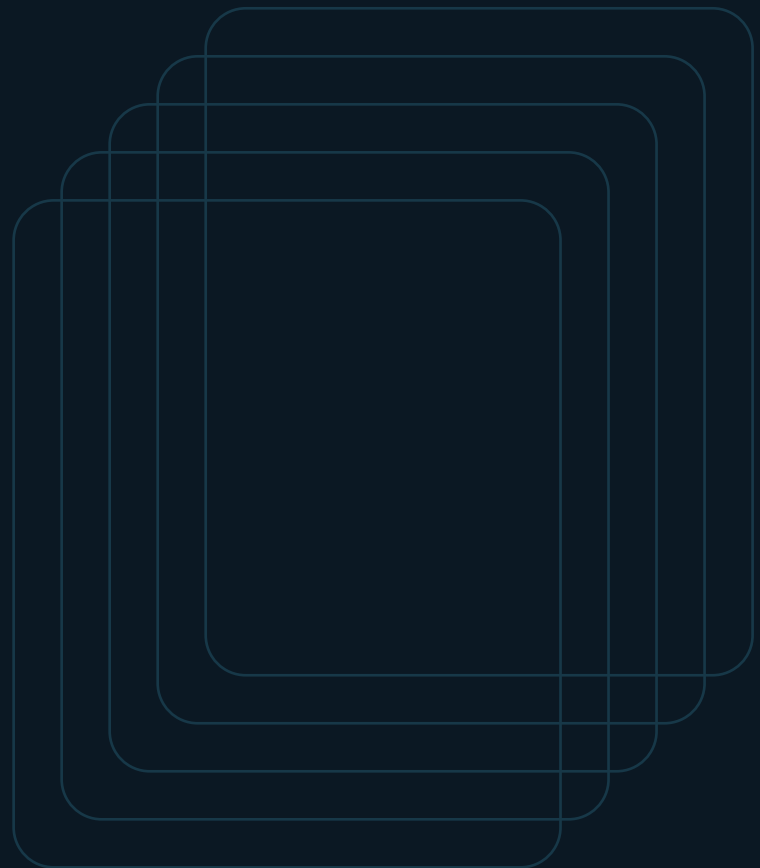




ViVeSec AI Box

User
documentation



USER GUIDE / 1.0

For the features in the source version of 11 September 2026

11 September 2026 | English edition

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1. About this guide

ViVeSec AI Box helps you search, review and process the company documents you can access. It can answer questions, create summaries, reports, decision memos or presentations, and show the sources associated with its answers.

This guide is for all users; no development knowledge is required. It describes the source version dated 11 September 2026. Some screens and features may differ in older installations. The availability of chat profiles, multi-drive search and voice features also depends on your organisation's settings.

The most important rule: an AI response is material to support your work, not an automatically authoritative company position. Before using it externally, making a decision or taking action, check the sources, especially figures, dates, people responsible and conditions.

1.1. Common terms

Term	Meaning
Drive	A document area available in the ViVeSec environment
Search scope	The accessible drives searched for an answer to your question
Source / citation	A document or document excerpt associated with the answer
Quick action	A task that produces a specific type of output
Background task	A task that continues running on the server and can be reviewed later
Document-based profile	A conversation mode that relies on company documents
Hybrid profile	A mode that can also provide general explanations and suggestions, if enabled

2. Quick start

1. Open the ViVeSec interface provided by your organisation and sign in as usual.
2. Go to the drive or environment relevant to your task and open the AI interface.
3. Check the AI Box connection indicator. No new answer can be generated while the box is unavailable.
4. If necessary, select the interface language using the language button in the header.
5. Type a specific question in the conversation field, then press the send button.
6. Read the answer and open the citations supporting the important statements.
7. For a longer, standalone document, select a quick action in the results panel.
8. Save any output you want to keep and check whether it was saved to the drive or downloaded by the browser.

Example first question:

Based on the project reports for the second quarter of 2026, what are the documented risks for Project Alpha? Please include the sources.

"Project Alpha" is an illustrative name in this guide. In the examples, use a project, period and filename that actually appear in your own documents. The sample questions do not imply that the information is available in your system.

3. Interface overview

3.1. Header and main work areas

The header contains the ViVeSec AI name, connection status and language selector. The interface is available in Hungarian, English, German and Danish. The language of the interface labels and the language of a particular AI response may differ: the wording of your question and the system settings also influence the response language.

On a large screen, the workspace has three main areas:

Area	Purpose
Left-hand document panel	Drives, folders, file search and document view
Central quick actions and results panel	Starting tasks, completed outputs and background tasks
Right-hand conversation panel	Questions, answers and follow-up clarification

The document view may open in place of the file panel. The column layout may change in an expanded view; close the document view to return to the file list.

3.2. Smaller screens and mobile devices

On a small screen, not all panels are visible at once. Use the Results or Quick actions button to switch to the results, and the back button to return to the conversation. The document manager opens as a separate panel; use the back or close button to return.

If a response seems to have disappeared, first check which panel you are viewing. A question asked in chat receives its answer in chat; a task started using a quick action button produces its output in the results area.

3.3. Selecting an assistant

In the current version, the Operations assistant is the active assistant. Other professional roles may appear in the selector, but unavailable roles cannot be used as implemented features. The interface does not provide independent legal, financial or HR professional accountability.

4. Questions and conversations

4.1. Sending a question

1. Click in the conversation input field.
2. Describe what you want to know. Do not enter only a keyword: identify the topic and the desired result.
3. Where relevant, specify the period, project, document or comparison criteria.
4. Click the send button and wait for the result.
5. If anything is unclear, ask a follow-up question in the same conversation.

Examples of follow-up questions:

- "Which of these risks has a named owner?"
- "Summarise the previous answer in three sentences."
- "Separate the documented facts from the suggested next steps."
- "Which document supports this deadline?"

The system uses a limited conversation history. In a long conversation, it is helpful to name the important file, project or period again.

4.2. What makes a well-defined request?

Less specific	More clearly defined
"What is happening?"	"According to Project Alpha's July status reports, which tasks are delayed?"
"Create a report."	"Create a management report on Project Alpha's Q2 results, risks and next steps."
"What is the total?"	"What is the total cost in the H1 2026 summary document, and in what unit is it stated?"

Questions involving "every", "all", "most" and similar terms assume a complete dataset. Without a corresponding summary source, partial search results may not support a reliable overall ranking or total.

4.3. What happens when you refresh the page?

The full chat transcript visible on screen is not automatically restored. The server may retain some history for subsequent answers, but this is not the same as a conversation archive you can reopen.

Completed background-task results can be reloaded from separate storage. Save important chat responses promptly; do not treat an open browser tab as a document archive.

5. Document-based and Hybrid profiles

The conversation header shows a Document-based selector and, if enabled, a Hybrid selector.

Some installations offer only the Document-based profile. This is an organisational setting, not an interface error.

Aspect	Document-based	Hybrid
Primary purpose	Answer based on company documents	Also provide explanations, draft text and suggestions
General model knowledge	Subject to the rules for document-grounded answers	Can also be used for general assistance
Company facts	Must be checked against sources	Must still be checked against sources
Reliability score	May be displayed	The same type of score is not displayed
Drive access	Based on existing permissions	Access is not extended

Example Hybrid request:

Suggest an agenda for a project kick-off meeting. Separate general suggestions from information taken from the documents.

A Hybrid response does not become a verified company fact simply because it sounds convincing. This profile does not use the same document-based scoring and automated numerical checks.

When you switch profiles, each mode keeps its own conversation thread separately in the open interface.

Refreshing the page activates the installation's default profile. This does not change the settings of other users or the organisation as a whole.

Quick actions are always document-based, even when you launch them as commands from a Hybrid conversation.

6. Drives and documents

6.1. Browsing and searching by filename

1. Open the document panel if it is not visible.
2. Navigate to the required directory in the folder list.
3. Use the folder path segments to return to a higher level.
4. Enter a filename or part of a name in the search field.
5. Use the refresh button after changes.
6. Use the Open file manager button to open the larger browsing window if you need more space.

File-panel search and AI content search are different operations. If you know the document's name, use file search; if you want information about its contents, ask in chat or use the search quick action.

Uploading, renaming and deleting files, and assigning permissions, are handled in the ViVeSec document management environment. The AI interface does not replace its full file management functionality. A new document can only be used reliably as a knowledge source after synchronisation and processing.

6.2. Selecting the search scope

If you have access to multiple drives, you can select the search scope in the interface. In this context, All drives means the drives you can access, not all documents in the organisation.

You can narrow the search, for example to a drive belonging to a particular project. If the selector is not visible, the current integration probably does not offer multiple drives. Contact the appropriate person in your organisation for additional permissions; asking the AI does not grant access.

Changing the search scope does not automatically delete earlier results or change the save destination to a different drive.

6.3. Opening a document

Click a file or a source citation in an answer. The document view distinguishes between two types of content:

- Document: the original file from ViVeSecBox.
- Retrieved excerpts: the text passages retrieved for that answer, which may not include the entire file.

PDFs, supported images and text files can be displayed in the browser. Other formats may offer a download option; this does not necessarily indicate a processing error. For a large text file, the view may show only the first part, with a warning.

Some PDF viewer controls and page-jump behaviour depend on the browser. For non-PDF formats, the cited logical page number may differ from the printed page number in an office application.

6.4. "Analyse with AI"

1. Find the document you want to process.
2. Select Analyse with AI in the file list or document view.
3. Wait for the result; if it appears as a background task, you can also monitor it there.
4. Check whether the response indicates full or partial processing.
5. Compare the important statements with the original document.

This action specifically processes the organised content of a single document, rather than just a few search results that best match a question. However, processing limits still apply to very long documents. Partial analysis does not mean that omitted sections have been checked.

If the file is too large, ask about a specific topic or use a shorter, standalone document. An answer about one excerpt does not automatically assess the entire document.

7. Quick actions

7.1. Common workflow

1. Select the desired output type in the Quick actions panel.
2. Provide a short, specific task description: topic, period and purpose.
3. Answer the clarification questions that appear.
4. If the workflow offers source selection, select the relevant documents.
5. After submitting the final step, monitor the task in the results area.
6. Check the completed output; if necessary, generate it again with a new, more precise request, then save it.

Not every quick action asks for the same information. Search requires a topic to search for; the platform overview starts without a separate topic description. For other actions, it is also worth providing a precise task description, even if the field is optional.

Source-selection limitation: selected files help narrow the search, but the current version does not guarantee that the quick action's answer will be compiled exclusively from those files. Always check the actual citations. Analyse with AI is more appropriate for processing a specific file.

7.2. Which action should you choose?

Action	Task	Recommended input
/summary	Summarise a meeting or topic, including action items	Minutes, topic and purpose
/report	Status report or detailed report	Project, period, perspective and recipient
/tracking	Project overview, documented tasks and statuses	Project, milestones and deadlines
/memo	Decision memo	Decision context, recipient and alternatives
/search	Content-based knowledge search	Specific question and keywords
/presentation	Draft presentation	Topic, audience, purpose and sources
/data	Overview of platform and data status	No separate topic description

7.3. Summary

The summary workflow asks about the topic to cover, the purpose, sources and other relevant information. The output may include key points, documented action items and a draft follow-up message.

Example:

Summarise Project Alpha's September meeting. Highlight the decisions, named owners and agreed deadlines.

Draft text does not mean an email is sent or tasks are assigned automatically. Do not assume that a missing owner or deadline is known simply because of the way the output is laid out.

7.4. Reports and task tracking

For a report, the system may ask you to choose a short or detailed report, a topic to cover, a business perspective, a target audience and sources. The perspective may be financial, IT, HR or general business, for example.

Example:

Create a detailed status report on Project Alpha's progress in July for the project management team. Separate completed tasks, tasks in progress and tasks at risk.

/tracking helps review documented project and task statuses. It does not automatically synchronise with an external task management tool, and the result may not reflect a status more recent than the source documents.

7.5. Decision memo

The system may ask about the recipient, purpose, sources, additional information and decision context. The clearer the decision question, the easier it will be to verify the result.

Example:

Create a decision memo comparing the two documented supplier proposals. Use cost, deadline and contractually specified risk as the decision criteria.

Keep proposed alternatives separate from documented facts. The memo does not make a decision on behalf of the authorised decision-maker.

7.6. Presentation

The presentation workflow may ask about the target audience, purpose, sources and additional information. The output is a slide outline, which may include a chart where source data is available. The number of slides and level of detail depend on the sources and the length of the generated response.

Example:

Create a management presentation on Project Alpha's second-quarter results. Include achievements, documented metrics, risks and upcoming decisions.

Before presenting it, check the chart values, units, period and axes. The PowerPoint export is a draft for further editing, not an automatically approved presentation. In a PDF, some chart data may also appear as text; the appearance may differ between formats.

7.7. Search and platform data

/search finds information relevant to a content question and keywords. Do not confuse it with filename search in the file panel.

/data displays platform data, for example about the available dataset and service status. "No data" means that no measurement is available for that field; it does not necessarily mean zero. This is not a general report that aggregates all business data.

7.8. Commands in the conversation

Actions are also available in the conversation field using the / prefix. After selecting from the command menu, add any necessary details to the request and send it. The result of a command launched from chat may remain in the conversation, while output initiated using a quick action button appears in the results panel.

To analyse a document, use the selected file's Analyse with AI button; this action requires a specific document.

8. Background tasks

8.1. Status and progress

Longer quick actions continue running on the server. You can monitor them in the Background tasks panel while doing other work. The list appears when there is a task to display; its absence when there are no tasks is not in itself an error.

Label	Meaning and action
Queued	Not yet started; wait or cancel
Running	Processing is in progress; the character count may change
Cancellation requested	The stop request has been sent; wait for the final status
Completed	Open the row to view the result
Cancelled	The task has stopped; it can be submitted again if needed
Interrupted	The task did not finish because the service restarted; submit the request again
Failed	Read the error message, then retry if appropriate

Character and token counts are not percentages of completion. They may stay at zero for some time during preparation or while waiting for other processing. The time required depends on document size, the model and concurrent load.

8.2. Cancelling and restarting

1. Find the task in the list.
2. Select the cancel button.
3. Wait for the "Cancelled" status; sending the request does not always stop the task immediately.
4. To retry, start the same quick action again with the required information.

By default, each user can submit up to five queued heavy tasks. If the queue is full, wait for a task to start or finish, or cancel a queued request that is no longer needed.

8.3. Returning later

Persistently stored completed results can be reloaded when you reopen the interface with the same user and active drive. You do not need to keep the original browser tab open. However, the box must be running for the task to finish.

The default retention period is seven days, with a per-user limit on the number of results. Your organisation may use different settings, and older results may be removed sooner because of the count limit. Save important completed outputs separately. The background-task list is not a long-term document archive.

If the list does not update, bring the browser tab to the foreground, check the connection and refresh the page if necessary. Refreshing may lose the full chat transcript, so save any important chat response first.

9. Sources and reliability indicator

9.1. Using citations

Citations such as [#1] may appear in the answer or on its card. A citation helps you open the associated source. An answer may use several documents; do not check only the first source.

When checking, ask:

- Does the cited excerpt actually say what the answer claims?
- Does the figure refer to the same period and the same organisation?
- Do the unit and currency match?
- Is this a fact, a plan, a condition or an estimate?
- Are the source version and date correct?

The Retrieved excerpts view shows an extract associated with the answer. Open the Document view as well to check the full context.

9.2. Percentage and colour band

Indicator	Interpretation
Green, 85-100	Stronger indication of source support; important statements must still be checked
Yellow, 60-84	Partially supported answer; checking the sources is particularly important
Red, 0-59	Low source support; do not use it alone as a basis for decisions

A score of 95 does not mean that the answer has a 95% probability of being true. The indicator combines several automated checks; it is not proof of correctness. Even a high score may accompany an incorrect date association, a faulty conclusion or partial coverage.

This type of score is not displayed in the Hybrid profile. That is not an error in itself, nor does it mean the answer can be accepted without verification.

9.3. When the system cannot provide a substantive answer

Document-based mode may indicate that the question cannot be answered with sufficient accuracy. This does not prove that the data does not exist anywhere. Possible causes include missing permissions, incomplete synchronisation, an unsearchable file, a question that is too general or a lack of relevant results.

Specify a more precise project, period or document name; check the search scope, or find and analyse the appropriate file. Switching to Hybrid mode does not turn missing company data into a verified fact.

10. Saving and exporting

10.1. Saving an output

1. Check the text and sources of the completed output.
2. Click the Save to drive button (Mentés a drive-ra in Hungarian).
3. Enter a filename.
4. Choose one of the offered formats.
5. Start saving, then read the confirmation.

Output type	Formats typically offered in the interface
Text output	PDF, Markdown
Presentation	PowerPoint (.pptx), PDF, Markdown

The specific card shows the exact options. These are the application's export formats; they are separate from the Word format of this user guide. The application is not a general-purpose Word exporter.

10.2. Where was the file saved?

Successful drive save: the confirmation indicates that the file was saved to the drive and shows the destination path.

Browser download: if the required write permission is missing or the file channel is unavailable, the system may offer to download the copy retained on the AI Box. In this case, the file goes to your computer's download location, not the company drive. Check the browser's download list and make sure the file opens.

Failed save: an error message is not a substitute for a file. Preserve the output while it is still visible, then retry or ask for help.

Generated files stored on the AI Box may also appear in the relevant file list. This does not mean that the original company documents have been overwritten or that the generated output has become an approved document.

11. Rating responses

Positive and negative rating options may appear next to an answer. For a negative rating, you can provide a reason, such as an incorrect source, an unsupported claim, an unjustified refusal, an incomplete answer or a formatting issue.

Example of a useful comment:

The answer gives a July deadline, but page 4 of the cited document states 15 August.

Ratings help trace errors and improve quality. They do not automatically regenerate the answer or immediately retrain the model. The question, answer and identifying data may be associated with the rating, so include only necessary information in your comment.

12. Voice input and read-aloud

Voice features are available only if supported by the installation and browser. Microphone access requires browser permission and a secure connection. An address on a local network without HTTPS does not, by itself, provide microphone access.

12.1. Dictating a question

1. Click the microphone button if it is visible and enabled.
2. Allow microphone access if the browser asks.
3. Speak your question.
4. Stop the recording using the corresponding button in the interface.
5. Wait for transcription and processing.

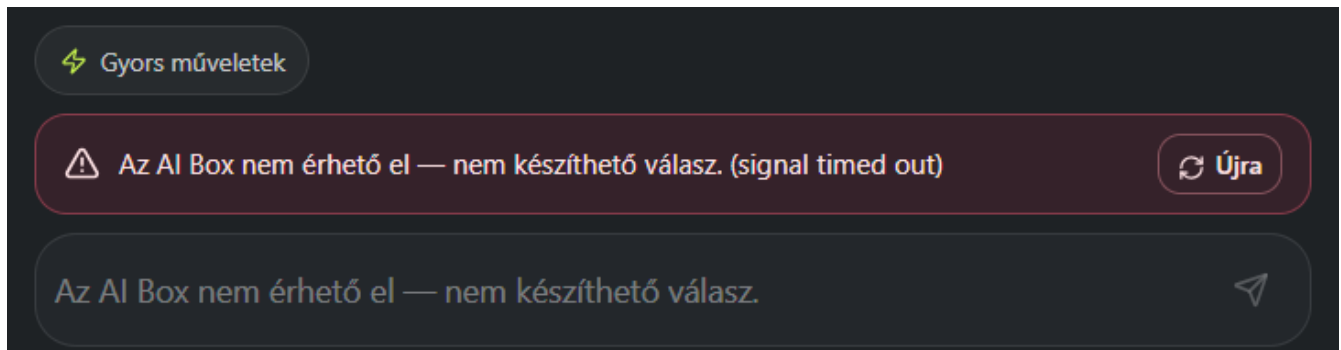
In a normal conversation, the transcribed question may be sent automatically, so do not record content you do not want processed. During a clarification dialogue, the recognised text may be placed in the input field; in that case, check it and submit it as required by the workflow.

12.2. Reading an answer aloud

The read-aloud button uses the most recent chat response that can be read aloud. You can interrupt playback with the stop button. Reading long answers may be limited; citation markers and formatting elements may not be spoken.

Voice quality and available languages depend on the installed voices. Read-aloud does not replace visually checking the sources. Your organisation's data-handling rules apply to the speech engine and to any browser-based read-aloud fallback.

13. Common problems



Connection-loss indication in the original Hungarian interface: disabled question field and retry option.

This image is a crop of the interface dated 11 September 2026, with the AI Box unavailable. It does not show a successful question-and-answer interaction. "Offline infrastructure" means local operation, whereas the "AI Box offline" error means that the interface cannot reach the processing service. In the screenshot, "Gyors műveletek" means "Quick actions", "Újra" means "Retry", and the error states: "AI Box is unavailable - no answer can be generated."

Symptom	What to do
"AI Box offline"; input field disabled	Check the connection and try Retry; report a persistent error to the operator
You cannot find a document	Check the drive, permissions, filename and whether synchronisation has finished
A file is visible, but there is no substantive answer about it	Try opening and analysing it; it may be scanned or otherwise unprocessable
The box does not provide the original file	Check access; report the filename and error to your contact
Only download is available, with no preview	The format cannot be displayed directly; use a suitable local application
No new characters appear for a long time	The task may be waiting or preparing documents; check its status
A task is marked Interrupted	Submit the request again; do not expect automatic continuation

Symptom	What to do
The chat disappeared after refreshing	The full chat transcript is not restored; look for saved outputs and background-task results
There is no Hybrid button	The installation does not enable it; the feature is not available to everyone
The microphone is missing or disabled	Check browser permissions and organisational support; type your question instead
The saved file is not on the drive	Check whether the file was saved to the drive or downloaded by the browser
The answer uses a different period	Refine the request, check the citations and give a negative rating

An empty file-manager list during a connection loss does not prove that documents have been deleted. Do not start restoring or re-uploading files on your own for this reason.

13.1. What should a bug report include?

- The time of the error and the address of the interface you used.
- The action name, such as conversation, report, opening a file or saving.
- The exact error message displayed.
- The question and the name of the affected document, if they can be shared.
- The task ID or audit ID, if visible.
- The browser name and whether you used an embedded or standalone interface.

Do not include passwords, access keys or unnecessary confidential content in a bug report.

In screenshots, hide personal or company data that is not needed. Request help through the channel designated by your organisation; this guide does not prescribe a universal support email address.

14. Safe and responsible use

Only process documents and data for which you have the access required for your work. Local processing does not exempt you from internal data-handling rules. The operator determines the data flow, encryption and retention arrangements for the specific installation.

AI Box does not override your organisation's approval procedures. Before a legal, financial, HR or other decision with significant consequences, an authorised person must review the material. A professional tone and a high score do not replace that review.

The system does not guarantee that every document will be read in full, that scanned files will be recognised, that the entire dataset will be aggregated accurately or that conclusions will be error-free. Retaining background tasks does not mean automatic archiving.

14.1. Checklist before using an output

1. The answer covers the project and period specified in the request.
2. Important statements have appropriate supporting sources.
3. Figures, dates, units and the people or organisations involved match the source.
4. I have taken account of indications of partial processing or uncertainty.
5. I have separated suggestions from documented facts.
6. The necessary professional approval has been obtained, where required.
7. I have saved the material to the appropriate location and opened the resulting file.