

Using Junovy Business Suite

Manage files, documents, messages, and boards through your AI assistant.

- [Files & Folders](#)
- [Documents & Office](#)
- [Talk & Messaging](#)
- [Boards & Tasks](#)

Files & Folders

The Junovy Business Suite connector gives your AI assistant access to your files in Junovy Cloud Storage. You can browse, upload, download, search, and share files without leaving your conversation.

Browsing files

Ask your assistant to show what's in your Cloud Storage:

“List my files”

“What's in the 'Projects' folder?”

“Show me files modified this week”

Results include file names, types, sizes, and modification dates.

Creating folders

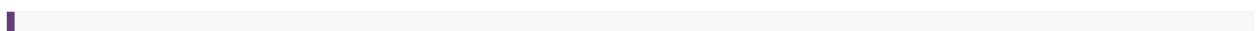
Organise your storage with new folders:

“Create a folder called 'Q1 Reports'”

“Create a folder called 'Invoices' inside the 'Finance' folder”

Uploading and downloading files

Move files between your computer and Junovy Cloud Storage:



"Upload this document to my 'Reports' folder"

“Download the file 'proposal.pdf' from my Cloud Storage"

The assistant handles the transfer. For uploads, you may need to attach the file to your conversation first (depending on your AI app).

Searching for files

Find files by name or content:

“Search for files containing 'budget'"

“Find all spreadsheets in my Cloud Storage"

“Are there any PDFs in the 'Contracts' folder?"

Sharing files

Share files with colleagues or external contacts:

“Share 'project-plan.docx' with anna@example.com"

“Create a public link for the 'Brand Assets' folder"

The assistant will create the share and return the link or confirmation.

Tips

- File paths work like you'd expect: "List files in Projects/2026/Q1" navigates nested folders.
- Search results include the full path so you can find files in deeply nested folders.
- Sharing respects your workspace's sharing policies. If external sharing is disabled by your admin, the assistant will let you know.

Next steps

- Create and edit documents: [Documents & Office](#)
- Send messages: [Talk & Messaging](#)

Documents & Office

The Junovy Business Suite connector lets you create and manage documents, spreadsheets, and presentations in Junovy Office directly from your AI assistant.

Creating documents

Start a new document with a single request:

“ "Create a new document called 'Meeting Notes - February'"

“ "Create a spreadsheet called 'Q1 Budget' in the Finance folder"

“ "Create a presentation called 'Product Update'"

The assistant supports three document types:

- **Document** (Writer) ; equivalent to a Word document
- **Spreadsheet** (Calc) ; equivalent to an Excel file
- **Presentation** (Impress) ; equivalent to a PowerPoint file

Getting document info

Check details about an existing document:

“ "Show me info about 'project-plan.docx'"

“ "When was the 'Budget 2026' spreadsheet last modified?"

The assistant returns the file size, modification date, and a link to open it in Junovy Office.

Opening documents for editing

The assistant can give you a direct link to edit a document in your browser:

“Give me the edit link for 'Meeting Notes - February'”

Click the link to open the document in Junovy Office, where you can edit it with full formatting, real-time collaboration, and all the features of the web editor.

Sharing documents

Share documents with specific people or via link:

“Share 'Q1 Budget.xlsx' with mark@example.com with edit access”

“Give anna@example.com view-only access to the presentation”

Tips

- The AI assistant creates and manages documents, but the actual editing happens in Junovy Office in your browser. Think of the assistant as your file manager, not your text editor.
- New documents are created in your Cloud Storage root by default. Specify a folder if you want them somewhere specific: "Create a document called 'Notes' in the 'Projects' folder."
- You can combine this with the files tools: "Create a new folder called 'March Reports', then create a spreadsheet called 'Expense Report' inside it."

Next steps

- Send messages and manage conversations: [Talk & Messaging](#)
- Manage task boards: [Boards & Tasks](#)

Talk & Messaging

The Junovy Business Suite connector lets you check messages, send replies, and manage conversations in Junovy Talk from your AI assistant.

Viewing conversations

See what conversations you're part of:

“List my conversations”

“Show my group chats”

“Do I have any unread messages?”

Results include the conversation name, type (one-to-one, group, or public), unread count, and last activity.

Reading messages

Catch up on what you've missed:

“Show me recent messages in 'Team General'”

“What's the latest in the 'Project Alpha' chat?”

The assistant returns the messages with sender names and timestamps.

Sending messages

Reply to conversations directly:

“Send 'Meeting moved to 3pm' in the 'Team General' conversation”

“Tell the 'Design Team' chat that the mockups are ready”

The assistant will confirm before sending so you can review the message.

Searching messages

Find specific messages across your conversations:

“Search for messages about 'budget review'”

“Find messages mentioning 'deadline' in the last week”

Managing conversations

Create new conversations or add participants:

“Create a new group chat called 'Q1 Planning' with anna and mark”

“Add sarah to the 'Project Alpha' conversation”

Tips

- The assistant sends messages as you; recipients see your name, not "AI assistant."
- For sensitive or nuanced messages, the assistant will show you the message before sending.
- Silent messages (that don't trigger notifications) are supported: "Send a silent message to 'Team General' saying the notes are uploaded."

- Message search works across all your conversations by default. Add a conversation name to narrow it down.

Next steps

- Manage your task boards: [Boards & Tasks](#)
- Having trouble? See [Troubleshooting & Support](#)

Boards & Tasks

The Junovy Business Suite connector gives your AI assistant access to Junovy Boards (Kanban boards) for lightweight project management and task tracking.

Viewing boards

See your available boards:

“List my boards”

“Show me the 'Product Roadmap' board”

When viewing a board, the assistant shows all columns (stacks) and the cards in each one, giving you a full picture of the board's state.

Working with cards

Create, update, and move cards through conversation:

“Create a card called 'Update homepage copy' on the 'Website Redesign' board”

“Move the 'Fix login bug' card to the 'Done' column”

“Set the due date on 'Quarterly review' to March 15”

“Assign the 'New logo design' card to anna”

Viewing card details

Get detailed information about a specific card:

“ "Show me details for the 'API Integration' card"

Details include the title, description, assigned users, labels, due date, and which column it's in.

Adding comments

Leave comments on cards for your team:

“ "Add a comment to the 'Homepage Redesign' card: 'First draft is ready for review'"

Reordering cards

Prioritise work by reordering cards within a column:

“ "Move the 'Security audit' card to the top of the 'To Do' column"

Tips

- Board and column names are matched flexibly. You can say "Done" instead of the exact column name, and the assistant will find the best match.
- Labels can be added when creating or updating cards: "Create a card called 'Fix footer' with the 'Bug' label."
- The assistant can give you a quick status overview: "What cards are overdue on the 'Sprint Board'?"
- For complex board management (creating new boards, adding columns), use the Junovy Cloud Storage web interface at <https://cloud.junovy.com>.

Next steps

- Need help? See [Troubleshooting & Support](#)
- Go back to file management: [Files & Folders](#)