

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](#)

Revision #1

Created 24 February 2026 12:45:01 by Junovy Support

Updated 24 February 2026 12:45:01 by Junovy Support