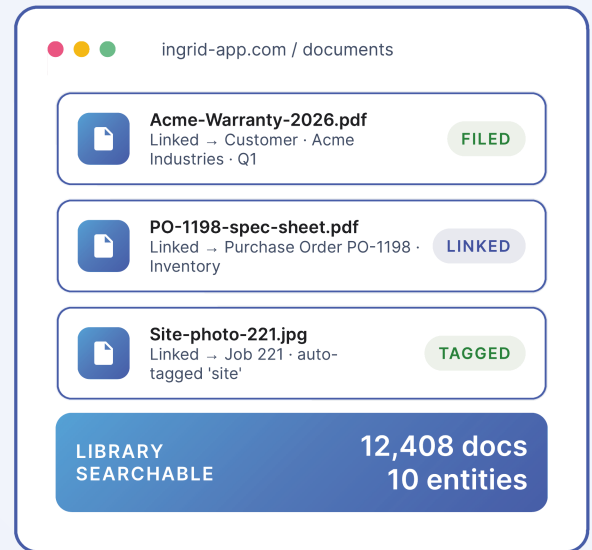


DOCUMENT MANAGEMENT

Every document. Found in seconds.

A centralized, company-wide document library with contextually aware AI. Drag and drop any document — contract, quote, receipt, spec sheet, email, photo — and Ingrid reads it, understands it, categorizes it, and **links it to the right place in Spire**. Then just ask Ingrid for what you need in plain English — and get it, instantly.


AI

Auto-categorized
Reads content, not just filenames

10

Spire entities
Orders, POs, Invoices, Vendors, Jobs, more

1

Search bar
Plain-English queries across every doc

Zero

Lost documents
Tied to the Spire record they belong to

Three jobs. One library.

SMART FILES

1

Centralized Library

All your business documents in one place — contracts, quotes, specs, receipts, photos, emails.
Organized, searchable, permission-aware.

Any file type	Drag & drop
One library	Whole business
PWA	Mobile + desktop
Permissions	Aware

2

Contextually Aware AI

Ingrid reads every document and figures out what it is, who it's from, and what it's about — then suggests the right tags and categories.

Reads content	Not just filename
Auto-extracts	Date · vendor · amount
Suggests tags	Confirm or override
Auto-rename	Your convention

3

Natural-Language Search

Ask Ingrid in plain English. "Find the warranty for Acme Corp."
"Show contracts signed in Q2."
Done — even if buried four folders deep.

Search by content	Yes
Natural language	Yes
Across Spire data	Yes
Pulls every doc	Per transaction

WHY IT MATTERS

Every Spire record, with its full story.

Documents aren't just stored — they're tied to the Spire records they belong to. Attach a quote to a customer, a spec sheet to a PO, a contract to a job, a receipt to a vendor ledger entry. Even documents that don't need to connect to Spire become part of the same searchable library. When auditors come knocking, the answer is a search bar.

Why teams love it

- ✓ **Native Spire integration**
Documents are accessible from both Spire's Communications tab and Ingrid's library — one upload, two front doors.
- ✓ **Natural-language search**
"Find warranty docs for XYZ Corp." Ingrid understands intent — you get the answer, not a folder.
- ✓ **Audit-ready extraction**
Pull every document for a customer, vendor, date range, or transaction type — with metadata intact, ready to export.
- ✓ **10 Spire entity types**
Orders, POs, Invoices, Customers, Vendors, Vendor Ledger, Jobs, Employees, Inventory, Projects — link anything to anything.
- ✓ **AI-extracted metadata**
Date, vendor, customer, amount — Ingrid pulls them automatically so search and analytics work without manual tagging.
- ✓ **Permission-aware access**
Same security model as Spire. Users only see the documents they should — confidential contracts stay confidential.

Ready to find every document?

Watch Ingrid read a stack of documents, organize them by Spire record, and answer "show me everything signed last quarter" — in under two minutes.

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