

# WIP Lounge

Work in Progress, under control.

User Guide | A WAI product by WHT Global | Version 1.1 | October 2026

## 1. What WIP Lounge does for you

WIP Lounge is your read-only assistant for the two places where work gets lost: your mailbox and your project folders. It reads, connects the dots and tells you what needs attention - and then leaves the decisions, and the sending, to you.

### The short version

Mail: who is waiting for you, who owes you an answer, which deals are stuck.

Folders: what is really inside your project files, what is missing, what expires, what contradicts what.

Assistant: a daily priority list, reply drafts in your tone, meeting preparation.

Process control: for companies, where work waits between teams - as numbers, never as surveillance.

| Area             | What WIP Lounge does                                                                                      | How it helps you                                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Mail             | Reads Inbox, Sent Items and calendar (read-only) and ranks what needs action.                             | Nothing important sinks in the inbox. You start the day knowing the top three things to do.                    |
| Folders          | Reads the project folder you choose, summarises each document, and builds project and topic reports.      | You see the whole picture of a project without opening hundreds of files - and you see what could not be read. |
| Assistant        | Drafts replies, explains incoming mail in your language, prepares you for meetings, tracks your promises. | Faster, better-worded answers; fewer forgotten commitments; no surprises in meetings.                          |
| Process tracking | Shows overdue agreements, unanswered questions, pending decisions and hand-over delays (company layer).   | Problems are found while they are still cheap to fix. Teams see bottlenecks without anyone being watched.      |

**What it never does.** WIP Lounge never sends, deletes, moves or changes anything - not in your mailbox, not in your calendar, not in your folders. When you want to reply, it drafts the text and you send it from your own mail app.

## 2. Connect your mailboxes

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- Open WIP Lounge from the WAI menu and choose Connect.
- Pick Outlook / Hotmail / Microsoft 365 or Gmail. You sign in on the provider's own page; WAI never sees your password.
- Access is read-only (mail and calendar). You can disconnect at any time and the stored access is deleted.
- Each mailbox gets its own page, so you can follow work and private mail separately. IMAP (other providers) is planned.

## 3. Mail and calendar: the four tabs

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| Tab              | What you get                                                                                                                | Why it matters                                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Command Center   | Today's priorities: urgent replies, deadlines, risks and top insights - each with a one-line reason and a suggested action. | One screen replaces scrolling through hundreds of mails. You always know what to do first.                   |
| Follow-ups       | Mails you sent that nobody answered; mails waiting for your answer; how long each has been waiting.                         | Quotes, requests and approvals stop dying silently. Late replies become visible before they cost you a deal. |
| Schedule & Tasks | This week's meetings with preparation hints, and commitments found in your mail ("I will send you...").                     | You walk into meetings prepared, and you keep the promises you made in writing.                              |
| Team             | The company layer: a process and safety view across the organisation (section 7).                                           | Management sees where work is stuck - without reading anyone's mail.                                         |

## 4. Reply studio

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Click Reply on any item. The studio shows the original mail on the left and your draft on the right.

- **Understand:** reads the incoming mail and detects its language.
- **Explain:** explains the mail in your own language before you answer - useful for foreign-language correspondence.
- **Draft:** choose reply language (default: the language of the incoming mail), tone (professional, friendly, formal, firm, very brief) and length.
- **Steer:** write what the reply should do in your own words ("accept, ask for the price list") and use the refine buttons (shorter, more formal...) until it is right.
- **Send:** opens the draft in your mail app. WAI never sends for you.

### Benefit

International work becomes easier: you understand every incoming mail, and you reply in the right language and tone in seconds instead of minutes.

## 5. Working Folder: your project folders, read and understood

Most of a company's real knowledge sits in folders - contracts, offers, drawings, minutes, reports - not in mail. The Working Folder lets WIP Lounge read a folder you choose and turn it into reports you can act on.

### 5.1 How it works

1. **Create a project.** One project per subject or country (for example "USA", "Turkiye", "Philippines"). Projects never mix, so topics stay clean.
2. **Choose the folder.** Press Choose folder and pick the folder on your computer. Sub-folders are included. Nothing is moved, renamed or deleted.
3. **Press Sync.** WIP Lounge reads the folder in parts and shows progress ("Sync 2 / 6"). You can pause and continue at any time, even on very large folders.
4. **Open the reports.** When parts are done, press Reports & actions for the project, or Report next to a single folder.

### 5.2 What you get

| Report                    | Content                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Summary                   | What the project contains, its status and the main points, in plain language.                                              |
| Folder reports            | One report per top-level folder, so each part of a large archive can be reviewed on its own.                               |
| Topics                    | Main topics found across documents (permits, studies, contracts, finance, environment...), with the documents behind them. |
| Notifications             | Deadlines, expiries, renewal dates and overdue items found inside documents.                                               |
| Actions                   | A short, ranked to-do list linked to the documents that caused it.                                                         |
| Opportunities             | Follow-up business, renewals, unanswered quotations.                                                                       |
| Proposed folder structure | A cleaner structure by project, counterparty, document type and date. It is a plan only - you decide what to do with it.   |
| Mail link                 | Points where a document in the folder probably needs a matching mail follow-up.                                            |
| Freshness                 | Which files are new, changed or old since the last look. Use Rescan to pick up changes.                                    |

### 5.3 Master view: connecting projects

If you work internationally you may keep a USA folder, a Turkiye folder and a China folder. Once two or more projects have been read, Master view matches them against each other - for example goods that one project sells and another project buys, the same counterparty appearing in two countries, or contradicting dates for the same deal. Each match tells you which project it comes from.

#### Benefit

You get the cross-border picture that no single folder shows, without opening a single file by hand.

### 5.4 Read and not-read: nothing is hidden

After every Sync, WIP Lounge shows exactly what was read and what was not, grouped by reason:

- Unsupported type - for example CAD drawings (.dwg), map files (.kmz) and old .doc / .ppt files. They are listed by name but their content is not read. Tip: save old .doc / .ppt as .docx / .pptx and they can be read.
- Archives (.zip, .rar, .7z) - extract them first, then sync again.
- Too large - single files above 100 MB are listed instead of read.
- Cannot be opened - protected, damaged or cloud-only files (for example OneDrive files that are not stored on this computer). Set the folder to "Always keep on this device" and retry.

Press Download full list (.txt) to get the complete list with reasons. Use Retry failed to try again after you fixed a problem.

**Reading the reports correctly:** a report only covers files that were read. Always check the Read / Not read card before relying on a report for a decision.

### 5.5 Cost control

Every project shows what has been used so far and what the current Sync has used. You can set a spend limit per Sync; WIP Lounge stops by itself when the limit is reached, warns you when a large folder is expected to be expensive, and lets you continue later. Bulk reading uses the most economical engine available.

### 5.6 Supported files

PDF, Word (.docx), Excel (.xlsx), PowerPoint (.pptx), e-mail files (.eml, .msg), pictures (.png, .jpg, .webp) and text formats (.txt, .md, .csv, .json).

## 6. WIP Lounge as your assistant

Taken together, mail and folders give WIP Lounge enough context to behave like a careful assistant that never tires:

- **Daily briefing:** the Command Center is your morning list - priorities with a reason and a next step.

- **Follow-up memory:** it remembers who you are waiting for and who is waiting for you, and for how long.
- **Promise keeper:** commitments written in your sent mail ("I will send you...") appear as tasks.
- **Meeting preparation:** for each meeting of the week it suggests what to prepare, based on related mail and documents.
- **Drafting partner:** replies in the right language, tone and length, from a one-line instruction.
- **Document memory:** ask what a project folder says about a topic and get the answer with the documents behind it.

#### What this means in practice

Less time searching, fewer dropped balls, faster and better-informed answers - and you stay in control because every action is yours.

## 7. Process tracking for companies

For a company, WIP Lounge is not a tool to watch people. It is a process and safety layer that shows where work is delayed between teams, which agreements are overdue, which messages stay unanswered and which topics wait for a decision - so problems are found before they cost money.

An organisation is created by its owner. Roles: Admin, HR, IT, Manager, Employee. Every member must acknowledge the notice before any of their numbers are counted.

| Team view                         | What it shows                                                                                             | Benefit                                                           |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Overdue deals</b>              | Agreements past their date and promises without follow-through.                                           | Money and trust are protected: late items are caught early.       |
| <b>Possible misunderstandings</b> | Messages where the answer does not match the question, or two parties describe the same deal differently. | Disputes are prevented, not argued afterwards.                    |
| <b>Unanswered</b>                 | Questions that stayed without answer, by department and age.                                              | Customer and partner requests stop slipping through.              |
| <b>Pending topics</b>             | Topics waiting for a decision, by department and counterparty.                                            | Decision bottlenecks become visible to management.                |
| <b>Synergy gaps</b>               | Where work waits between two teams - the hand-over points.                                                | Teams improve the process together instead of blaming each other. |

#### What the Team view does not show

- No mail text, subjects or senders are shown to anyone except the mailbox owner. Team views contain counts and process indicators only.

- They are not a performance review and must not be used as evidence against a person.
- Every look at the Team view is written to an audit log, and each member can see who looked at their data.

## 8. Mail and folders together: an example

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A company sells goods from Türkiye to a buyer in the USA. The Türkiye project folder holds the quotation and the signed contract; the USA project folder holds the buyer's purchase terms; the mailbox holds the correspondence.

- The folder reports show the contract's delivery date and the open points in the buyer's terms.
- Master view matches the two projects and flags that the delivery dates differ.
- The mail view shows that the buyer's last question about the delivery date is still unanswered after six days.
- The assistant drafts the reply in English with a firm but friendly tone. You check it and send it.

One problem, found from three directions, solved in a few minutes - and nothing was changed without you.

## 9. Privacy in one page

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- Mail and calendar access is read-only. You can disconnect at any time. Stored access tokens are encrypted.
- The Working Folder is optional and works only on the folder you choose, only when you press Sync. Files are sent to WAI in parts so that their text can be read; nothing in your folder is changed.
- AI sees only the text needed for the task. It is not used to train models.
- Company views are numbers only, role-gated, audited and visible to the people they concern.
- Full terms: "WAI Lounge - Data Use, Privacy and Legal Assessment" and the notice in Settings.

## 10. Quick start

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5. Connect one mailbox.
6. Open Command Center and press Analyse. Work through the top three items; use Reply studio for answers.
7. Create a project, choose the folder and press Sync. Start with a small folder to see how it works.
8. Open Reports & actions and check the Read / Not read card.
9. Add a second project and try Master view.

10. Invite your team only when you are comfortable - and tell them what the Team view shows and does not show.