

SparkaDesk-AI Phase 1 Onboarding Process

This section explains how SparkaDesk-AI works from a user's perspective. It's built to work smoothly across all operating systems, devices, and browsers.

Core Principles

AI assists with wording; you stay in control. Nothing is sent without your confirmation. Every document is created under your professional identity, and you are responsible for all communication.

1. Secure Access & Professional Profile

Users access SparkaDesk-AI through a secure login linked to their business identity and role.

2. Tool-Based Workflow

Users select tools such as Quotes or Invoices. Each tool follows the same simple process: draft, review, confirm, and deliver. You never start from a blank AI chat.

3. AI-Assisted Content Creation

Users type or dictate content naturally. The AI helps refine wording, structure language, and improve clarity. All AI-generated content is visible and editable by the user.

4. Human Review & Confirmation

Before any document is saved or sent, the user must explicitly confirm the action. No document is finalized automatically.

5. Final Document Generation

Once confirmed, the system finalizes the document, assigns a reference number, and locks it as a historical record. Documents are formatted as professional, print-ready HTML which can be saved and sent as a PDF, easy to share.

6. Delivery & Record Keeping

In the Saved History section, all documents are stored by date and reference number. When a document is sent, a record of that action is also kept.

Summary

SparkaDesk-AI provides AI-assisted drafting while ensuring professionals retain full control, accountability, and clear ownership of every document.