AIWORKDESK · BY GZINFINI

Your company's knowledge, answered by AI

A secure AI knowledge base on Microsoft Azure. Ask questions about your policies, contracts and manuals in English, Simplified Chinese or Traditional Chinese, and get answers grounded in your own documents, with citations.

The challenge

Critical knowledge is spread across PDFs, Word files, spreadsheets and scanned papers. Employees spend hours searching, answers are inconsistent, and general-purpose chatbots cannot see internal documents or meet corporate data requirements.

The solution

AIWorkDesk turns your documents into a governed knowledge base. Employees sign in with their Microsoft work account, ask questions in natural language and receive answers that point to the exact source passages, while administrators keep control of who can see what.

Key capabilities

Q&A with citations
Multi-turn conversations; every answer lists the source documents and passages it is based on.

Knowledge libraries
Organize documents by department or project and restrict each library to everyone or selected members.

Any document, even scans
PDF, Word, Excel, PowerPoint, TXT, Markdown, CSV and images. Scanned files are read with OCR automatically.

Report generation
Management reports, weekly reports, policy summaries and policy comparisons; export to Word or PDF.

Trilingual by design
Interface and answers in English, Simplified Chinese and Traditional Chinese.

Administration & audit
Invitations, four roles, usage dashboard and audit log; optionally connect your own Azure OpenAI.

How it works

1. Upload
Add files to a knowledge library (up to 20 MB each).

2. Index
Text is extracted (OCR for scans), split into passages and embedded for semantic search.

3. Ask
Questions are matched to the most relevant passages the user is allowed to see.

4. Answer & report
Azure OpenAI writes a cited answer or a structured report.

Built on Microsoft

- Single sign-on with Microsoft Entra ID
- Azure OpenAI for answers and semantic embeddings
- Azure AI Document Intelligence for OCR
- Azure Cosmos DB vector search and Azure Blob Storage
- Azure App Service hosting; purchase and billing through Microsoft Marketplace

Who it is for

- HR, legal and compliance teams answering policy questions
- Operations and customer service teams working from manuals and SOPs
- Management needing quick summaries and comparisons of documents

Simple pricing

USD 110	USD 1,100
per seat / month	per seat / year

- Each seat is an **administrator seat**; invite unlimited members from your Microsoft Entra tenant at no extra cost
- **300 million AI tokens per seat per month**, pooled across the organization
- OCR and document indexing included
- Optionally switch to your own Azure OpenAI when the monthly pool is used up

Trust by default

- Tenant-isolated data, role-based access and audit logs
- Encrypted in transit and at rest; customer content is not used to train AI models

Get started: search "AIWorkDesk" in Microsoft Marketplace · https://aw.gzinfini.cn

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