

Beginza AI

User Manual

Version 1.4.0

The local AI that actually knows you

Beginza Limited · beginza.co.uk
© 2026 Beginza Limited · All rights reserved

Contents

1. What is Beginza AI?
2. Getting Started
3. Assistant — Your AI Chat
4. Ask My Docs — Document Q&A
5. Analyse — Privacy Check & Stock Analysis
6. Know Me — Your AI's Memory
7. Train My AI — Personalisation
8. News & Intelligence
9. For Review — Your Daily Briefing
10. Settings
11. About Beginza AI

14. Example Workflows

This section shows Beginza AI in action with real, end-to-end examples. Every step runs entirely on your PC — nothing is sent to the cloud.

Example 1 — Ask a question about a contract

You have a supplier agreement and want to check the notice period without reading all 40 pages.

1. Open Ask My Docs and drag the contract PDF into the upload area.
2. Wait a moment for indexing (a text PDF is near-instant).
3. Select the contract from the list, then type your question:

“What is the notice period for terminating this agreement, and which clause covers it?”

4. Beginza AI answers from the document and cites the page and clause, so you can verify it yourself.

Follow-up questions keep the same document in context, so you can simply ask “And what about auto-renewal?” without re-uploading.

Example 2 — Let Beginza AI remember your work

The more Beginza AI knows about your current matters, the more useful its daily briefing becomes. You teach it just by talking to it.

1. Open the Assistant and tell it something factual about your work:

“I’m acting for Acme Ltd on a commercial lease. The rent review is due on 5 August 2026 and the lease expires 15 August 2026.”

2. Beginza AI stores the key facts (Acme Ltd, the two dates) in its memory. You can see them under Know Me → What I know.
3. From then on, it already knows your context — you never have to repeat it.

Because the dates are now stored, Beginza AI will flag them as they approach (see Example 4).

Example 3 — Check a document for hidden personal data

Before sending a file to a client or the other side, check it for personal or confidential information you may not want to disclose.

1. Open Analyse and choose Privacy Scan.
2. Drop in the document you're about to send.
3. Beginza AI highlights names, addresses, ID numbers, and other personal data it finds, with a risk score.
4. Review the findings and redact anything that shouldn't leave your office.

Example 4 — Your daily briefing (For Review)

Each day at your chosen time, Beginza AI prepares a short briefing from what it knows — no action is taken without your approval.

1. Open For Review. If it's empty, click Check now to run a review immediately.
2. For the Acme matter from Example 2, you'll see an item such as:

“20 days: Acme Ltd rent review due 5 August 2026 and lease expiry 15 August 2026.”

3. Click Mark as reviewed once you've noted it, or Dismiss to clear it.

To change when the daily briefing runs, open Settings and set your preferred Daily review time.

Example 5 — Train Beginza AI on your own writing

You can personalise Beginza AI so its answers sound like you and reflect your own precedents or house style.

1. Open Train My AI and upload a few of your own documents — past advice letters, memos, or templates.
2. Review the extracted question-and-answer pairs and approve the good ones.

3. Start training. When it finishes, your personalised model appears in the model selector as “My Personalised AI”.
4. Switch to it any time from the model selector at the bottom-left.

Example 6 — Set up Beginza AI as an agentic AI (stock analysis)

Used on its own, Stock Analysis just scores one piece of text you paste in. Chain a few modules together and Beginza AI becomes a standing agent that watches a sector for you — still fully local. (Stock analysis is just one example; the same pattern works for legal, medical, or compliance monitoring.)

1. Open News & Intelligence and add the “Professional Investor” profession pack, or add your own RSS feeds for the tickers or sectors you follow.
2. Click Check for news now (or let it run on its own schedule) so Beginza AI fetches and filters new articles by relevance automatically.
3. Open Analyse → Stock Analysis and run the relevant articles through it to extract BULLISH / BEARISH / ALERT signals, or ask the Assistant to summarise a batch for you.
4. Tell the Assistant which tickers or themes you’re tracking — for example, “I’m watching NVDA and the AI chip sector.” Beginza AI stores this under Know Me → What I know, so it doesn’t need reminding.
5. Open For Review each day, or wait for your scheduled briefing — Beginza AI surfaces new signals on your tracked tickers automatically, the same way it flags contract deadlines in Example 4.

From here, Beginza AI is running the monitoring loop on its own — fetch, analyse, remember, report — and only asks for your input when there’s something worth reviewing.

A note on privacy

In every example above, your documents, questions, and trained model stay on your PC. Beginza AI works with no internet connection once set up, keeps no account, and sends no telemetry. What you tell it stays with you.

12. Troubleshooting
13. Privacy & Security

1. What is Beginza AI?

Beginza AI is a personal AI assistant that runs entirely on your computer. Unlike cloud-based AI tools, nothing you type, upload, or discuss ever leaves your machine.

It learns from your conversations, remembers your preferences, and proactively prepares information —all without connecting to the internet after the initial setup.

Agentic by design

Beginza AI isn't limited to one question at a time. Its modules can be chained together so it keeps working for you in the background — watching sources, extracting signals, remembering what matters, and surfacing findings on its own schedule, still without an internet connection or a cloud account.

Stock analysis is a good example of this: paired with News & Intelligence, Know Me, and For Review, Beginza AI becomes a standing research agent that tracks a sector or watchlist for you, rather than a one-off text scanner. The same chaining pattern applies to other domains too — legal deadline tracking, compliance monitoring, and so on. See Example 6 in Example Workflows for a step-by-step walkthrough.

Who is it for?

Beginza AI is designed for professionals who handle sensitive information:

- Lawyers reviewing contracts and case materials
- Doctors handling patient data and research
- Accountants working with financial records
- Professional investors analysing markets and filings
- Compliance officers managing data protection requirements
- Anyone who values privacy and wants an AI that stays on their PC

Key principles

- 100% local — your data never leaves your computer
- No accounts — no sign-up, no login, no subscription
- No internet required — works completely offline after setup
- No tracking — zero telemetry, zero analytics
- You own everything — your conversations, your documents, your AI

2. Getting Started

Installation

1. Download the Beginza AI installer from beginza.co.uk
2. Run the installer — click Next, Next, Finish
3. Launch Beginza AI from your Start menu or desktop shortcut

First launch

When you first open Beginza AI, you'll see two setup screens:

Set up your local AI engine

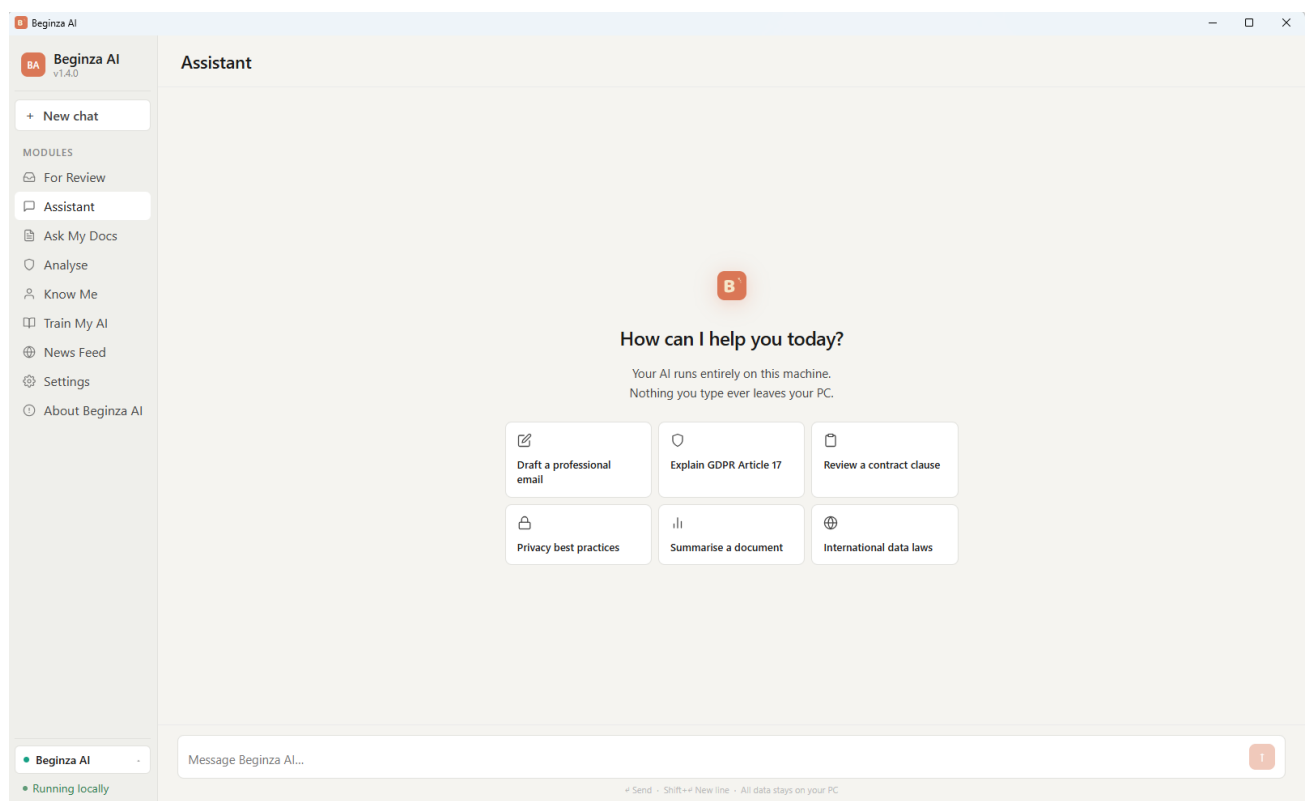
Beginza AI needs a small engine installed on your machine to run AI locally. Click the button and wait about a minute for the download and installation. This is a one-time setup.

Set up AI engine

Next, Beginza AI downloads its AI brain (about 2.5 GB). This takes 3–10 minutes depending on your internet speed. Once downloaded, it works completely offline — you'll never need to download it again.

Tip: You need an internet connection for this first-time setup only. After that, Beginza AI works entirely offline.

The main screen



After setup, you'll see the main Beginza AI window with:

- Sidebar (left) — navigate between modules: For Review, Assistant, Ask My Docs, Analyse, Know Me, Train My AI, News & Intelligence, Settings, About Beginza AI
- Content area (right) — the active module
- Status bar (bottom left) — shows your AI model status

Tip: Hover over any module name in the sidebar to see a brief description of what it does.

3. Assistant — Your AI Chat

The Assistant is your main way to interact with Beginza AI. Type any question, request, or task and the AI responds in real time — all on your PC.

How to use it

1. Click Assistant in the sidebar
2. Type your message in the text box at the bottom
3. Press Enter or click Send
4. The AI responds with streaming text — you'll see words appear as they're generated

Quick prompts

When no conversation is active, you'll see quick prompt cards — click any to get started immediately:

- Draft a professional email
- Explain GDPR Article 17
- Review a contract clause
- Privacy best practices
- Summarise a document
- International data laws

Sharing responses

After each AI response, you'll see action buttons:

- Copy — copies the response to your clipboard
- Email — opens your email client with the response as the body
- GCal / Outlook — creates a calendar event from the response
- Slack / Teams — copies the text and opens the app so you can paste
- WhatsApp — opens WhatsApp Web with the response pre-filled

Tip: All sharing buttons open in your system browser — Beginza AI never sends data directly.

Exporting conversations

The Export bar at the top offers:

- TXT — saves the conversation as a plain text file
- PDF — saves as a formatted PDF document

Conversation history

Previous conversations appear under RECENT in the sidebar. Click any to resume. Hover over a conversation to see rename and delete buttons.

Note: Beginza AI remembers your conversations between sessions. Your chat history is stored locally on your PC and never shared.

4. Ask My Docs — Document Q&A

Upload a document and ask questions about it. Beginza AI reads the document locally and answers based on its contents — perfect for reviewing contracts, research papers, or reports.

Supported formats

- PDF (text-based and scanned)
- Word documents (.docx)
- Excel spreadsheets (.xlsx)
- Plain text (.txt) and Markdown (.md)

Note: Maximum file size is 100 MB per document. Larger files will need to be split before uploading.

Understanding document limits

Beginza AI breaks documents into small sections to search them efficiently. A few things affect how it handles larger documents:

- Maximum file size — 100 MB per document
- No limit on the number of documents you can upload
- Very long documents (100+ pages) take longer to process, since each section is analysed one at a time
- When you ask a question, Beginza AI searches the whole document but only uses the 3 most relevant sections to write its answer

Note: For very large or highly detailed documents, ask specific questions (e.g. "What does clause 4.2 say about termination?") rather than broad ones, so Beginza AI can find the most relevant sections.

How to use it

1. Click Ask My Docs in the sidebar
2. Drop a file into the upload area, or click to browse
3. Wait for indexing — text PDFs are instant, scanned PDFs take 2–3 minutes
4. Select the document from the list on the left
5. Type your question in the chat box
6. Beginza AI answers based on the document's contents, with page references

Tip: You can upload multiple documents and switch between them. Each document's content stays on your PC.

Auto-index folder

In Settings, you can set a watched folder. Any file dropped into that folder is automatically indexed and available in Ask My Docs — no manual upload needed.

5. Analyse — Privacy Check & Stock Analysis

The Analyse module has two tabs for different types of professional analysis.

Privacy check

Paste any text or drop a file to scan for sensitive personal data. Beginza AI detects:

- Email addresses and phone numbers
- National Insurance numbers, passport numbers, SSNs
- Addresses and dates of birth
- Financial data (bank accounts, credit card numbers)

Each finding shows what was detected, the risk level, and a regulatory reference (GDPR, CCPA, PDPA) so you know your compliance obligations.

Tip: Use this before sharing documents externally — it catches things you might miss.

Stock Analysis

Paste financial text — news articles, earnings summaries, analyst notes — and Beginza AI analyses it for signals relevant to investment decisions.

Tip: To run Stock Analysis agentially instead of pasting in one article at a time, pair it with News & Intelligence (Professional Investor profile) and Know Me — Beginza AI can then keep pulling in new articles, extracting signals, and remembering your watchlist without you re-pasting anything. See Example 6 in Example Workflows.

6. Know Me — Your AI's Memory

Know Me shows everything Beginza AI has learned about you from your conversations. This is how your AI becomes more helpful over time — it remembers your context so you never have to repeat yourself.

Tabs

Summary

A snapshot of how much Beginza AI knows: people and places remembered, things learned, and conversation count.

People & Places

Everyone and everywhere mentioned in your conversations — colleagues, clients, organisations, locations — with how many times each was mentioned.

What I know

Facts Beginza AI has picked up about your work, preferences, and decisions. These shape how it responds to you. For example: your communication style, your role, your current projects.

Session notes

After each conversation, Beginza AI writes a brief note about what you were working on. These help it give better responses next time.

Preferences

Customise how Beginza AI works:

- Communication style — set the tone and language (formal, concise, British English, etc.)
- Behaviour rules — rules the AI always follows (e.g. always confirm before acting)
- About you — your name, role, firm, jurisdiction, current projects
- Morning review — what Beginza AI checks each morning

Activity

A log of everything Beginza AI has done in the background.

Tip: Hover over any tab name to see a plain-English description of what it contains.

Clearing memory

On the Summary tab, click Clear all memory to reset everything Beginza AI has learned. You'll be asked to confirm — this cannot be undone. The app will start fresh as if you'd just installed it.

7. Train My AI — Personalisation

Train My AI lets you teach Beginza AI using your own documents. Upload materials from your field — legal templates, medical guidelines, financial models — and Beginza AI learns to respond in a way that's specific to your work.

How it works

1. Upload & Generate — drop a training document and Beginza AI creates question-answer pairs from it
2. Review Pairs — review the generated pairs, approve the good ones, reject the rest
3. Start training — once you have enough approved pairs (at least 5), start the training process
4. Training runs locally on your PC. It's best to run overnight when you're not using the machine.
5. Once complete, your personalised AI is active — it combines the base model with your training.

Note: The base AI model is never modified. Training creates a personal layer on top that can be activated or deactivated at any time.

8. News & Intelligence

News & Intelligence monitors news sources relevant to your work and uses the articles to keep your AI informed — all processed locally on your PC.

Getting started

The quickest way to start is to pick your profession:

- Legal — UK law, regulation, and court updates
- Medical & Healthcare — clinical news, NHS updates, research
- Finance & Accounting — tax, audit, financial regulation
- Professional Investor — markets, filings, investment research
- Privacy & Compliance — GDPR, data protection, cyber security
- General Business — broad business and economy coverage

Click a profession to see its individual news sources. You can add them all at once or pick specific ones.

Adding your own sources

Below the profession packs, you'll find an Add your own source field. Paste any RSS or Atom feed URL and click Add source. Beginza AI validates the feed before adding it.

Tip: Not sure what an RSS feed URL is? Most news websites have one — look for an RSS icon on the site, or search for "[website name] RSS feed".

Checking for news

Click Check for news now to fetch the latest articles from all your sources. Beginza AI filters them by relevance to your work and scores each one.

Use the tabs to view:

- Sources — manage your news feeds
- Articles — browse fetched articles by status (Relevant, Pending, Approved)
- Interest Profile — topics Beginza AI uses to judge relevance
- Fetch log — history of feed fetches

Note: Beginza AI only reads the news sources you choose. Nothing about you is ever sent to the internet.

9. For Review — Your Daily Briefing

Each day at a time you choose (07:00 by default), Beginza AI reviews what it knows about you and prepares items that need your attention. These appear in the For Review panel. You can change the daily review time in Settings.

What Beginza AI watches for

- Deadlines & renewals — contract end dates, filing deadlines, renewal reminders
- Daily briefing — a summary of what's on your plate
- New documents — files added to your watched folder
- Sensitive data alerts — documents containing personal or confidential information
- Relevant news — stories matching your work from News & Intelligence

How to use it

Items appear under the Pending tab of For Review. For each item you can:

- Confirm — take the suggested action
- Dismiss — remove it from your pending list

Use the tabs to review: Pending items, Confirmed actions, and Dismissed items.

Click Check now at any time to run a review immediately instead of waiting until 07:00.

Note: Nothing is ever sent, shared, or acted upon without your approval. Every action requires your explicit confirmation.

10. Settings

Hardware

Shows your computer's specifications: CPU, RAM, and GPU. Beginza AI uses this information to optimise performance automatically.

Auto-index folder

Set a folder on your computer that Beginza AI watches. Any file placed in that folder is automatically indexed and available in Ask My Docs. Supports PDF, Word, Excel, TXT, and Markdown.

AI training configuration

These values are calculated automatically based on your hardware — no manual configuration needed. They control how Beginza AI processes documents for training.

Data management

Clear all memory removes everything Beginza AI has learned about you — facts, preferences, session notes, and conversation history. The app starts fresh. This cannot be undone.

11. About Beginza AI

Click About Beginza AI in the sidebar to see:

- Your current version and build number
- The privacy promise — four guarantees about how your data is handled
- Information about Beginza Limited
- Contact details: info@beginza.co.uk and beginza.co.uk

12. Troubleshooting

Beginza AI is stuck on the loading screen

The loading screen shows four steps: Launching backend, Connecting to Ollama, Loading AI model, Preparing memory. If it sticks on one:

- Connecting to Ollama — the AI engine may need a moment to start. Wait 30 seconds. If it persists, restart Beginza AI.
- Loading AI model — the model may need to be re-downloaded. Check your internet connection and restart.

Chat says 'Connection error'

This usually means the AI model hasn't finished loading. Wait for the status bar at the bottom left to show 'Running locally', then try again.

Chat responses are slow

Beginza AI runs AI on your computer's CPU. Response speed depends on your hardware. Close other heavy applications to free up resources. Responses typically take 5–30 seconds depending on the question.

News sources fail to add

Beginza AI validates each feed by fetching it. If a feed fails:

- Check your internet connection
- The website may be temporarily down — try again later
- The feed URL may have changed — check the website for their current RSS link

How to find log files

Log files are stored at:

C:\Users\[your name]\AppData\Local\Beginza AI\logs

- beginza.log — today's log
- beginza.log.2026-07-04 — previous days (kept for 30 days)
- startup.log — current session only

When contacting support, include the relevant log file.

How to reset Beginza AI completely

To start completely fresh, close Beginza AI and delete this folder:

C:\Users\[your name]\AppData\Local\Beginza\Beginza AI

Then relaunch Beginza AI. It will recreate the database and start the setup process again.

13. Privacy & Security

Beginza AI is built on a simple principle: your data belongs to you and only you.

What stays on your PC

- Every conversation you have
- Every document you upload
- Every fact the AI learns about you
- Your preferences and settings
- Your training data and personalised AI
- Your news sources and articles

What Beginza AI never does

- Send your data to any server
- Connect to the internet during normal use (only for first-time setup and news feeds)
- Track your usage or behaviour
- Require an account, login, or subscription
- Share your information with anyone — including Beginza

When internet is used

Beginza AI connects to the internet only for:

- First-time setup — downloading the AI engine and model (once)
- News & Intelligence — fetching RSS feeds you've chosen (when you click Check now)

In both cases, only public web content is downloaded. Nothing about you is ever sent.

Data storage

All data is stored locally at:

C:\Users\[your name]\AppData\Local\Beginza\Beginza AI

This folder contains your database, documents, and AI model data. You can back it up, move it, or delete it at any time.