

Everything you need to turn documents into decisions in Gixo Business

Briefs, recommendations, decision pages and free readiness diagnostics, built from your own sources, with a link to each screen.

START HERE

Your Business dashboard
gixo.ai/dashboard/business

Ask Gixo Business
gixo.ai/business/ask

Your library
gixo.ai/business/library

Plans and your trial
gixo.ai/products/briefs#plans

What Gixo Business is

Gixo Business turns the documents your team already has — reports, contracts, notes, research — into business work you can review: a written brief, a briefing deck, a recommendation or a decision page. Each one is built from the sources you attach rather than from a general summary of a topic.

You don't need to know the right output before you start. **Ask Gixo Business** takes one business question and the evidence behind it, proposes a route, shows what's missing, and lets you review the plan before anything runs. Alongside the AI tools are free, rule-based instruments that don't generate anything: scored **readiness diagnostics** and operating **playbooks**.

Your Business dashboard

The dashboard gathers your saved sources, your decisions and reports, and the free diagnostics. **Start with a question** at the top opens Ask Gixo Business.

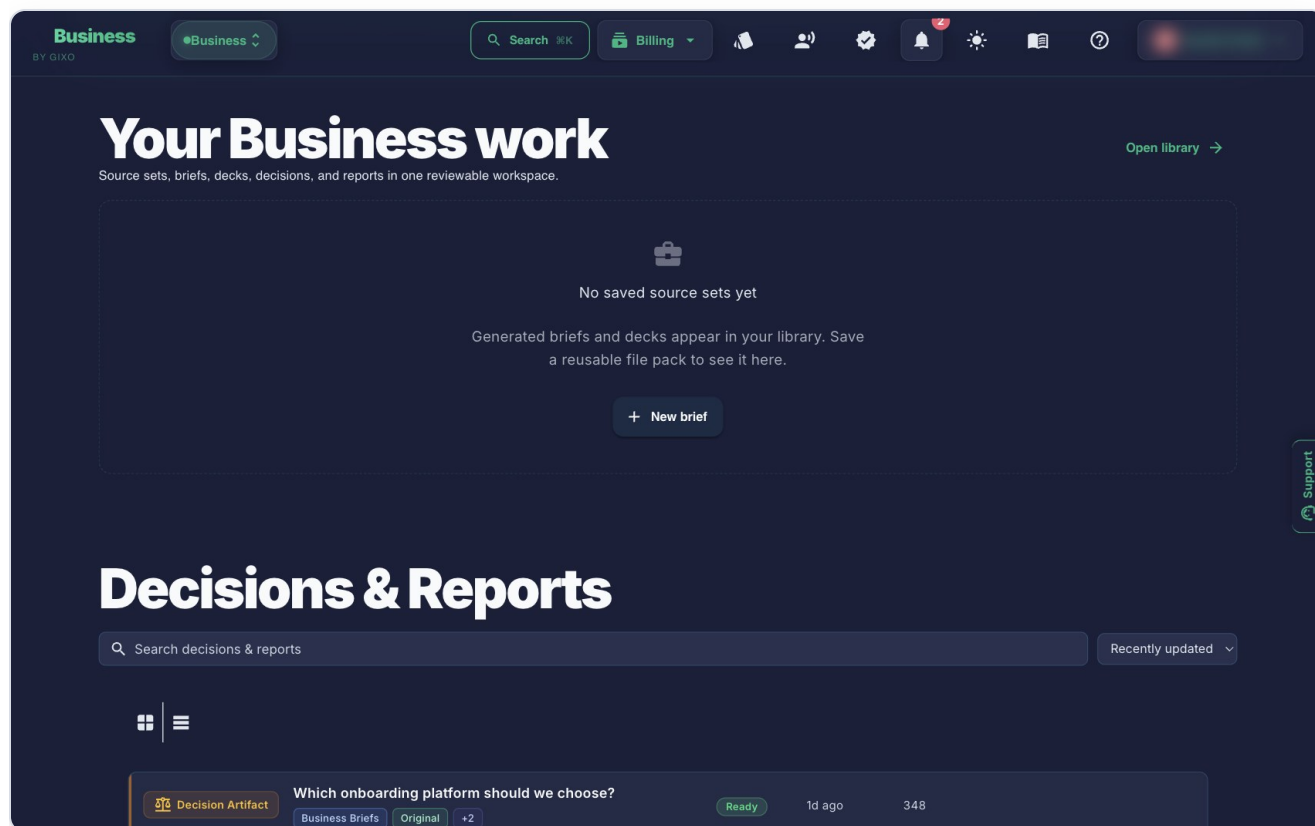
Open your Business dashboard gixo.ai/dashboard/business →

SECTION	WHAT IT HOLDS
Your Business work	Your saved source sets: packs of files you reuse across briefs. Open library lists every brief, deck, decision and report.
Decisions & Reports	Your decision pages and recommendation reports.
Plan the Business Workflow	Ask Gixo Business , plus Browse the suite : Analyst, Advisor, Decision Builder, Editable Charts, Briefs & Decks and Readiness Diagnostics.
Diagnostics & Audits	Free, scored assessments that use no AI.
Playbooks & Checklists	Free checklists. Your progress is saved while you're signed in.

WHERE YOUR BRIEFS ARE

Briefs live in your **library**, not in the source-set list on the dashboard. When you generate a brief, Gixo opens it in a tab on your all-products dashboard, and it appears in the library too.

gixo.ai/business/library



The Business dashboard. gixo.ai/dashboard/business

Ask Gixo Business

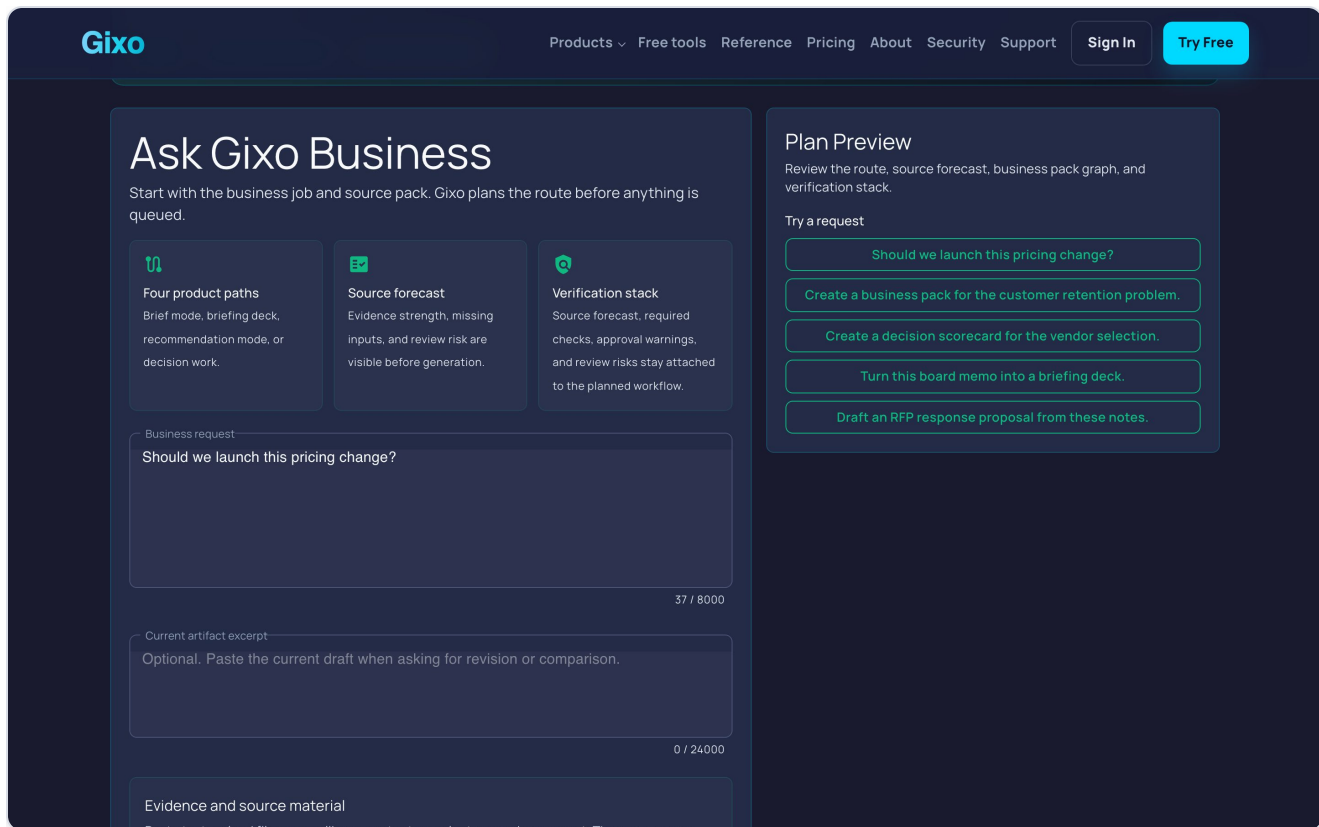
Bring one business question and the evidence behind it. Planning the route is free and works before you sign in. Queuing the work needs a Gixo Business plan or trial.

Ask Gixo Business gixo.ai/business/ask →

- 1 Business request**
Describe the job in up to 8,000 characters, or pick one of the sample requests under *Try a request*.
- 2 Current artifact excerpt (optional)**
Paste an existing draft when you want a revision or a comparison.
- 3 Evidence and source material**
Paste text, upload files (up to 10 files, 500 MB each, 2 GB in total), pick items from your content library, or use a saved source set. Every option except pasting needs you to be signed in with Business access.
- 4 Plan workflow**
The plan preview shows the route Gixo chose, a **source forecast** (source quality, an evidence score out of 100, missing inputs and risks) and a **gate** listing the checks the work must pass before it runs.
- 5 Queue workflow**
If the gate asks for review, first tick *I reviewed the evidence warnings and approve queuing this workflow*. Finished outputs appear in your library.

THE ROUTE FOLLOWS YOUR WORDS

Mentioning PDF, export or download sends a request to an export step that needs an existing document. Deck or slides routes to a briefing deck, and proposal or RFP routes to Gixo Arc. If the route looks wrong, rephrase the request. If you plan before signing in, Gixo keeps your draft for 45 minutes and plans again once you're back. It never queues work on its own.



Ask Gixo Business with a sample request filled in. gixo.ai/business/ask

Writing a brief

Brief mode either plans the right brief for your goal and files, or lets you choose one of 59 brief types yourself. Planning needs a Business plan or trial but doesn't draw on your generation capacity; generating a brief does.

Plan & Generate Business Briefs gixo.ai/briefs →

1 What Do You Want To Create?

Describe the brief you need.

2 Choose Workspace (optional)

Pick a saved source set, or create one and save your uploads into it for next time.

3 Upload Files

Up to 10 files, 500 MB each and 2 GB in total: PDF, DOCX, Markdown, CSV, Excel, images, audio and video. Wait for extraction to finish before planning.

4 Review & Plan

Optionally add *Rules Or Standards*: jurisdiction, applicable laws or standards, and specific references. They steer the brief but aren't treated as proof. Then click **Plan Best Brief**.

5 Planned Brief

Gixo shows the planned sections, its confidence, the word range and alternatives. Click **Generate This Brief**.

BRIEF TYPE CATEGORY	EXAMPLES
Sales & Accounts (12)	Meeting Brief, Proposal Summary, Renewal Brief, Competitor Snapshot, RFP Response Map
Marketing & Comms (16)	Audience One-Pager, Blog Outline, Customer Story Draft, Press Note, FAQ Sheet
Finance & Ops (12)	Business Case Summary, ROI / Cost Note, Month-End Variance Note, KPI Trend Note
Product & Legal (10)	Requirement Summary, How-to Guide Draft, Privacy & Data Note, Incident Review Summary
Executive & Strategy (6)	Executive Brief, Strategy Brief, Market Deep Dive, Board Update, Options Decision Matrix
Commercial Real Estate (3)	Offering Memorandum, Investment Teaser, Investor LP Deck

GENERATE STARTS STRAIGHT AWAY

Under *Browse brief types manually*, the **Generate** button on a brief type starts generating immediately, with no confirmation step. To see a plan first, describe the brief and use **Plan Best Brief**.

NUMBERS

Gixo checks the figures in a brief against your files and tries to fix any it can't find there. Review the numbers before you share the brief.

Business BY GIXO

Search

Billing

Plan & Generate Business Briefs

Describe your goal, attach source files, and let Gixio plan the best brief for you. Business briefs combine concise analysis with source-grounded tables and relevant Prism visuals. Planning is free — generating is available with an active plan.

1 What Do You Want To Create?

Describe the brief you need

Example: Create a renewal risk brief for our Q1 enterprise accounts

2 Choose Workspace Optional

Workspaces let you save source documents for reuse across multiple briefs. Leave empty for ad-hoc uploads only.

Saved source set

No saved set — use uploaded files only

New saved set name

Example: Q1 renewals

Create

Support

Brief mode: describe the goal, add files, plan the brief. gixo.ai/briefs

Recommendations

Recommendation mode turns a business problem into a structured recommendation, using only the case sources you attach. It works in two stages: first an analytical working paper, then the final recommendation drawn from it.

[Create a recommendation](https://gixo.ai/consultant/create) gixo.ai/consultant/create →

- **Case Intake.** The business question (required) and the decision intent: *Auto-detect, Choose, Rank, Approve, Reject, Recommend* or *Explore*. There are six presets — Market Entry, Vendor Selection, Pricing Strategy, Cost Reduction, Org Redesign and GTM Diagnosis — plus the decision maker, timeframe, deadline and context.
- **Case Sources.** A saved source set, uploaded files (up to 10, 500 MB each), pasted text, and your working notes and assumptions. The combined source text is capped at 90,000 characters; anything longer is cut, and you get a warning.
- **Decision Inputs.** Options, criteria, constraints and prior attempts, one per line.
- **Build Case Plan, then Queue Recommendation.** Case plans count against a monthly allowance in your plan, and the recommendation itself uses plan capacity.

Decision pages

A decision page lays out options, criteria and trade-offs as one review-ready visual.

[Create Decision Page](#) gixo.ai/decisions/create →

1 Add Content

Upload files (up to 10), paste text, pick from your content, use a saved source set, or enter it by hand: a decision question of up to 200 characters, plus context.

2 Choose Decision Layout

Eight layouts: Decision Matrix, Options Comparison, Weighted Scorecard, Risk-Impact Grid, Go/No-Go, Scenario Table, Trade-off Matrix and Recommendation Summary.

3 Generate Decision

You can leave the page while it works; the decision page appears on your dashboard when it's ready.

DECISION PAGES ARE IMAGES

Once a decision page is generated, its structure and data are locked. You can adjust its placement and add an optional corner logo. The viewer has **Export HTML** and version history; **Export PNG**, **Share** and **Embed** are available to the page's owner.

Research dossiers and briefing decks

- **Analyst.** Give it a research target, an optional focus and your source material, then click **Generate dossier**. Gixo drafts the dossier and then runs a faithfulness review against the same sources, listing anything it finds. Saved dossiers can be picked up again later. gixo.ai/analyst/create
- **Deck from Documents.** Upload up to five source files, choose how the deck should be grounded in them, and generate a presentation. You can export it as PDF or PowerPoint. gixo.ai/decks/create/advanced

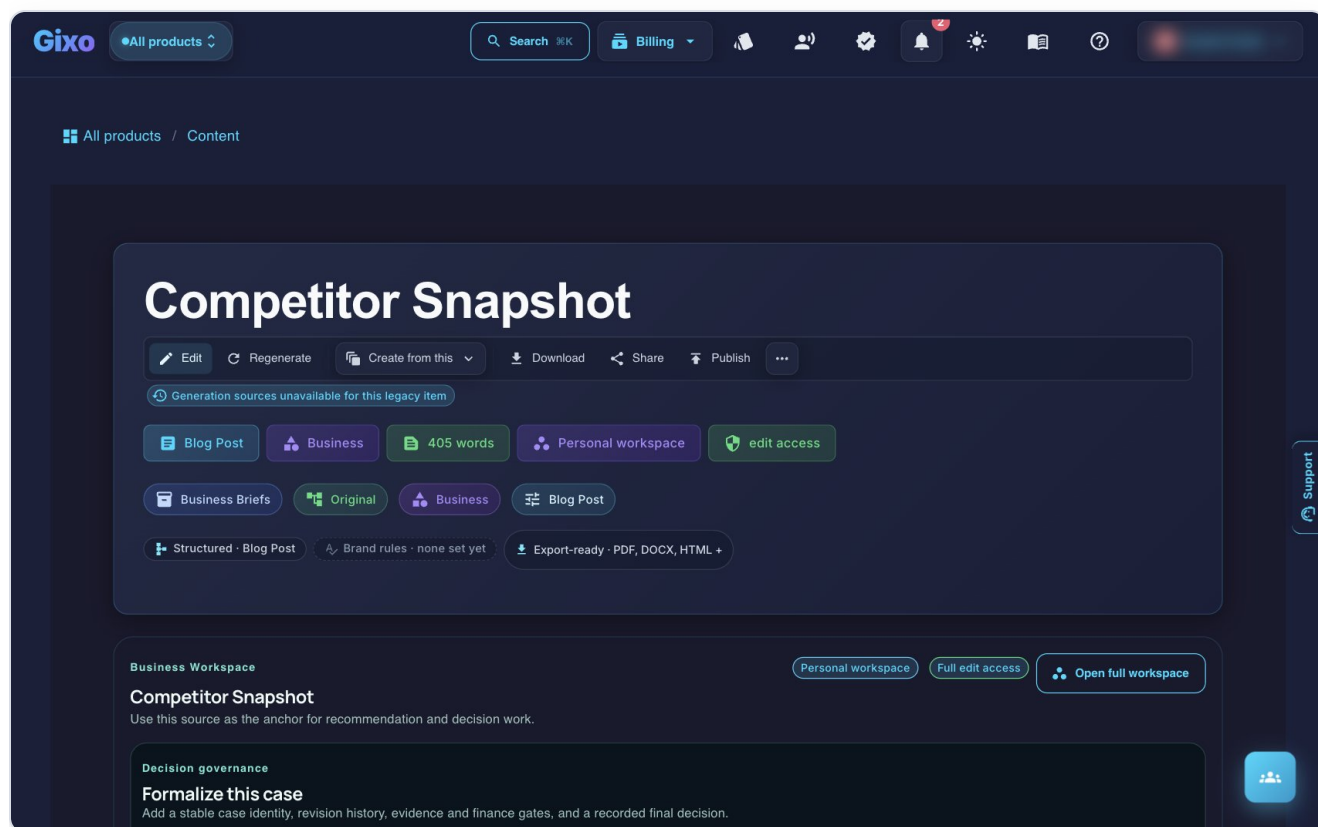
Working on a brief

A finished brief opens with an action bar across the top, the brief itself, its sources, and comments. Each brief also gets a **Business Workspace** panel.

ACTION	WHAT IT DOES
Edit	Opens the brief in the editor.

ACTION	WHAT IT DOES
Regenerate	Reruns the brief <i>Shorter</i> , the <i>Same</i> length or <i>Longer</i> , with extra notes and reference files (at least one, at most five). The current version is saved to <i>Older versions</i> first.
Create from this	Starts a decision page from the brief.
Download	Opens the export page (see <i>Getting your work out</i>).
More actions	<i>Older versions</i> (preview, compare and restore), <i>Import a new version</i> and <i>Copy Link</i> .
Sources	<i>Show sources</i> lists what the brief was built from.
Comments	Comment with a review state (General note, Needs review, Changes requested or Approved), an assignee and a due date. Comments start on the Professional plan.

The **Business Workspace** panel maps the case around a brief: its source, the documents linked to it, and buttons to start a recommendation or a decision page from it. **Open full workspace** gives the panel a page of its own.



A brief with its action bar, Business Workspace panel and sources.

Business cases

When a decision needs governance, turn the brief or decision page into a business case. **Initialize Business Case** asks for a business owner and an objective, then tracks the case in one place.

- **Review readiness** — four gates: core details, evidence, financials and decision.
- **Move case forward** — through evidence, financial and decision review to approval, rejection, hold or archive. Every step is recorded in the review and activity history.
- **Controlled governance** — optional rules such as a separate maker and checker, different reviewers at each stage, an independent final approver, and a required rationale for approvals.
- **Operational follow-through** — once a case is approved, track the execution owner, actions with owners and due dates, and outcome measures.

Free diagnostics and playbooks

These need no plan and use no AI. Each diagnostic asks ten questions across five dimensions and scores you from 0 to 100: *Not ready* (0–39), *Emerging* (40–59), *Close* (60–79) or *Ready* (80–100). The prioritised gaps link straight into a brief or a recommendation that addresses them.

DIAGNOSTIC	DIMENSIONS
Fundraising Readiness gixo.ai/business/diagnostics/fundraising-readiness	Narrative, traction, market, economics, diligence
GTM / Launch Readiness gixo.ai/business/diagnostics/gtm-launch-readiness	Positioning, audience, channels, sales motion, launch operations
Product-Market-Fit Signal gixo.ai/business/diagnostics/product-market-fit-signal	Demand, retention, usage, customer pain, expansion
Due-Diligence Readiness gixo.ai/business/diagnostics/due-diligence-readiness	Corporate, finance, commercial, legal, security & ops
Decision Quality Audit gixo.ai/business/diagnostics/decision-quality-audit	Inversion, base rates, reversibility, pre-mortem, process vs outcome

- **Signed in**, each score is saved, and repeat runs build a Readiness Monitor trend. **Signed out**, nothing is stored.
- The **PDF report** needs you to be signed in and carries a small “Generated with Gixo” mark.
- **Playbooks** are checklists with critical checks flagged: Data-Room Checklist (16 checks), plus Board-Meeting Prep, Launch Runbook and Pricing-Change Checklist (12 each). Progress is saved while you're signed in. gixo.ai/business/playbooks/data-room-checklist

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← Business dashboard

GIXO BUSINESS DIAGNOSTIC

Fundraising Readiness

A deterministic assessment of whether the narrative, metrics, market case, economics, and diligence base are ready for investor scrutiny.

0 of 10 0%

Narrative
0 of 2 answered

Can you state the problem, buyer, urgency, and why-now in one coherent narrative?

☐ Not yet clear ☐ Some pieces are clear ☐ Clear and investor-ready

Is the raise tied to specific milestones and use of funds?

☐ No specific use of funds ☐ Broad categories only ☐ Milestones, budget, and timing are explicit

Traction
0 of 2 answered

What is the strongest evidence that demand is real?

☐ No hard evidence yet ☐ Qualitative interest or pipeline ☐ Revenue, usage, or signed customers ☐ Repeatable growth or retention pattern

Can you show retention, expansion, repeat use, or renewal behavior?

A readiness diagnostic: ten questions, one score, a list of gaps. gixo.ai/business-diagnostics

Getting your work out

WHAT	HOW
Briefs and reports	Download opens the export page. Formats: PDF, DOCX, HTML, Markdown, JSON and plain text. Options: style templates, paper size, a cover page, a table of contents, citation and references settings, and a confidential stamp in your own words. Exports carry no watermark.
Decision pages	Export HTML , and Export PNG for the page's owner.
Briefing decks	PDF and PowerPoint.
Diagnostic reports	A PDF report when you're signed in.

Plans and your trial

Gixio Business is priced per seat, in US dollars. Every plan includes generation capacity that resets each month; your subscriptions page shows a usage bar rather than counts.

PLAN	PER SEAT, MONTHLY	PER SEAT, ANNUAL	MINIMUM SEATS
Starter	\$19	\$190	1
Professional	\$49	\$499	3
Business	\$59	\$599	5

PLAN	PER SEAT, MONTHLY	PER SEAT, ANNUAL	MINIMUM SEATS
Enterprise	\$79	\$799	10, through Azure Marketplace

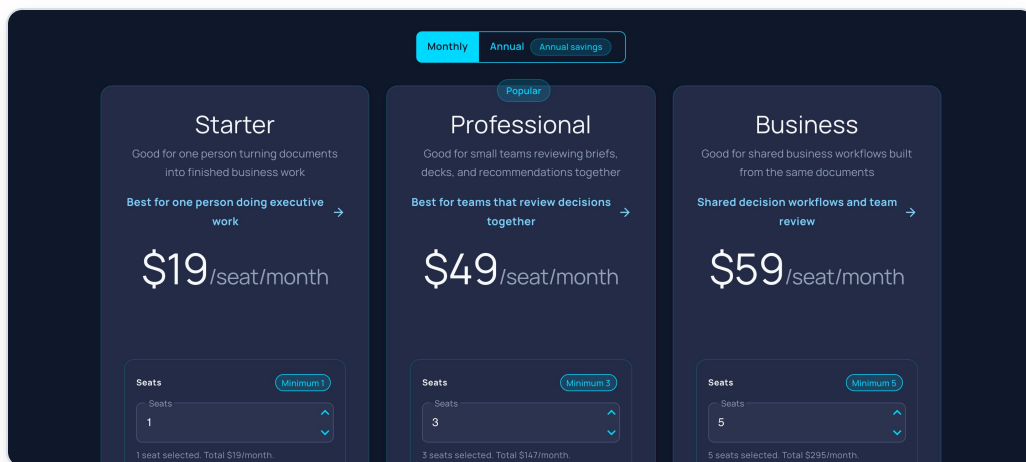
What changes between plans

- **Every plan:** briefs, briefing decks, recommendations, decision pages, research dossiers, business cases and version history.
- **Professional and up:** comments, and sharing with named people.
- **Business and up:** brand kit, and creating teams and adding members.
- **Enterprise:** API access.

Your 14-day trial

- No card is needed, and the 14 days start when you click **Start my 14 days**. Each email address gets one Gixo Business trial.
- The trial includes the Starter features.
- When the trial ends, you can still open everything you made; generating new work pauses until you choose a plan.

[Start a 14-day Business trial](https://gixo.ai/start-trial) gixo.ai/start-trial →



Business plans on the public pricing page. gixo.ai/products/briefs#plans

Free tools, no account needed

Paste a document and get a rule-based check in seconds. These tools use no AI and store nothing.

TOOL	WHAT IT DOES
Business Case Checker gixo.ai/tools/business-case-check	Checks a business case for the problem, options, costs, benefits, risks, dependencies, recommendation and ownership.
Board Paper Check gixo.ai/tools/board-paper-check	Checks decision framing, recommendation, alternatives, material risks, financial impact and resolutions.
Executive Summary Check gixo.ai/tools/executive-summary-check	Checks for a decision, a recommendation, quantified evidence, risk, the ask and reading length.
Figure Consistency Check gixo.ai/tools/figure-consistency-check	Finds labels that repeat across a document with conflicting numbers or units.
Evidence Label Auditor gixo.ai/tools/evidence-label-check	Checks whether claims separate sources, estimates, assumptions and management judgement.
Decision & Action Extractor gixo.ai/tools/decision-action-extractor	Pulls explicit decisions, owners, actions and dates out of meeting notes or papers.
Document Version Diff gixo.ai/tools/document-diff	Compares two versions section by section and writes a short change log.
Decision Memo Builder gixo.ai/tools/decision-memo-builder	Compares alternatives, states the decision plainly and records the next steps.
Business Case Builder gixo.ai/tools/business-case-builder	Turns costs, benefits, options, risks and implementation assumptions into a decision package you can review.
Board Paper & Decision Log Builder gixo.ai/tools/board-paper-builder	Prepares a board paper with a clear decision header and a reusable decision-log record.
Executive Summary Template Builder gixo.ai/tools/executive-summary-builder	Builds a situation, complication and resolution summary that fits the format you choose.
Project Brief Template Builder gixo.ai/tools/project-brief-builder	Defines scope, measurable objectives, milestones, deliverables and owners.
Risk Register & Heat Map Builder gixo.ai/tools/risk-register-builder	Scores inherent and residual risk, flags missing owners and mitigations, and draws a 5×5 summary.

Tips

- **Wait for extraction.** Uploaded files are read in the background, and planning unlocks once the text is ready.
- **Regenerate needs a reference file.** Attach at least one before you run a brief again.
- **Reuse your sources.** A saved source set carries the same files into briefs, recommendations and decision pages, so you upload once.
- **Plan before you queue.** The source forecast tells you which inputs are missing before any capacity is used.

Quick links

Business dashboard	gixo.ai/dashboard/business
Ask Gixo Business	gixo.ai/business/ask
Business library	gixo.ai/business/library
Plan & Generate Business Briefs	gixo.ai/briefs
Create a recommendation	gixo.ai/consultant/create
Create Decision Page	gixo.ai/decisions/create
Analyst dossiers	gixo.ai/analyst/create
Deck from Documents	gixo.ai/decks/create/advanced
Readiness diagnostics	gixo.ai/business-diagnostics
All free tools	gixo.ai/tools
Business plans	gixo.ai/products/briefs#plans
Help and support	gixo.ai/support

Current as of 14 September 2026 and checked against the Gixo Business code. If a screen doesn't match what you see, the product has moved on — tell us at gixo.ai/support and we'll update this guide.