



NOVA FLOW

AI WORKFLOW AUTOMATION

Configurable AI workflow automation for leads, messages, documents, tasks, follow-up and operational reporting.

MICROSOFT MARKETPLACE

Product overview document

Prepared for a Contact me listing. Transactions, scope and implementation are processed independently by Nova Labs.

CORE POSITION

**Reusable system.
Configured per organization.**

No noise. No generic automation.



01 Product definition

A controlled operating layer for repetitive business work.

Nova Flow captures operational inputs, classifies them with rules or AI, assigns responsibility, triggers follow-up and records the result. It is software that becomes specific through configuration, not a one-off custom development for every customer.

01 INPUTS

Forms, email, messages, documents, internal entries.

02 INTELLIGENCE

Rules, classification, assisted responses and routing.

03 EXECUTION

Tasks, owners, notifications, approvals and follow-up.

04 EVIDENCE

Dashboards, activity logs, status, exceptions and outcomes.

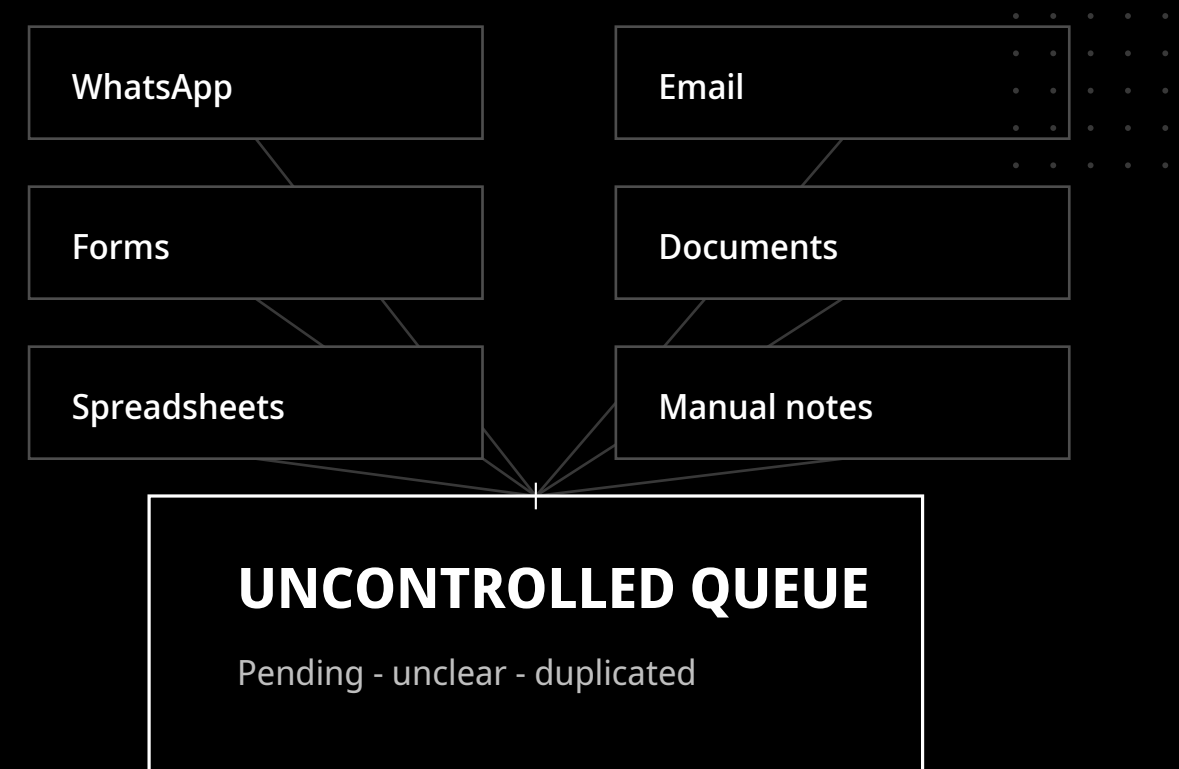
SYSTEM TYPE

Configurable SaaS-based workflow system

02 Before Nova Flow

Information enters everywhere. Ownership disappears.

Many companies already have demand. The issue is operational leakage: requests arrive through disconnected channels, nobody owns the next step, follow-up depends on memory and reporting is reconstructed manually.



RESULT

Slow response, lost revenue, weak accountability and poor visibility.

03 How the system operates

From event to accountable outcome.

01

Capture

A lead, request, document or internal event enters the system.

02

Classify

Rules or AI determine type, priority and required action.

03

Assign

Responsibility is routed to the right person or team.

04

Execute

Notifications, approvals and follow-up actions are triggered.

05

Record

Status, timeline, exceptions and results are stored.

IMPLEMENTATION NOTE

Every workflow is validated with the customer before launch. Sensitive or irreversible actions can require human review.

04 Core capabilities



Built for real operations, not dashboard theater.

01

Intake routing

Standardize inbound requests from forms, messages, email and connected systems.

02

AI-assisted classification

Identify request type, priority, owner and required next step.

03

Task orchestration

Assign owners, create tasks, trigger reminders and manage status.

04

Human approval

Keep people in the loop for sensitive responses and irreversible actions.

05

Operational reporting

Track volume, pending work, completion, exceptions and follow-up quality.

06

Integration layer

Connect Microsoft 365 services and other systems when access and scope allow.

05 Configuration and delivery

The product is reusable. The workflow is customer-specific.

Nova Flow starts with discovery because the system must reflect the actual operating process: users, permissions, exception paths, data sources, integrations and success criteria.

NOT AN INSTANT SELF-SERVICE DEPLOYMENT

Final scope, timeline, support conditions and third-party costs are confirmed before implementation.

01**Discover**

Map process, channels, data and operational risk.

02**Design**

Define workflow, roles, states, approvals and reporting.

03**Configure**

Set up modules, rules, AI prompts and integrations.

04**Test**

Validate cases, errors, permissions and edge conditions.

05**Launch**

Train users, monitor first runs and adjust friction points.

06**Support**

Maintain workflows, fix issues and review improvements.

06 Security and operating controls

Automation with boundaries.

Nova Flow is designed to improve execution while keeping accountability visible. Controls depend on the agreed implementation scope and the customer environment.

LIMITATION

Nova Flow does not replace legal, security or operational judgment. High-risk actions should remain under human approval unless explicitly validated.

Roles and permissions

Access is separated according to user responsibilities.

Traceability

Activity, status changes and relevant decisions are recorded.

Human review

Sensitive or irreversible actions can require manual approval.

Data handling

Retention, integrations and data flows are defined during setup.

Support process

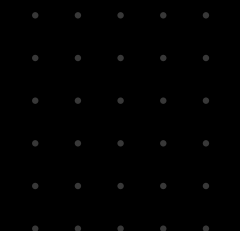
Incidents and configuration requests are handled through defined channels.

07 Next step

Select Contact me to evaluate fit.

Nova Labs will review the process you want to automate, confirm technical feasibility and define whether Nova Flow is the right system for the use case.

This document intentionally avoids exaggerated claims, unverified metrics and generic AI promises. Nova Flow is presented as a configurable product with implementation required per organization.



CONTACT ME LISTING

Start with discovery.

No Microsoft-hosted transaction is required for this first Marketplace listing. Commercial scope and billing are handled independently.

NOVA LABS PARAGUAY

mateo@novalabs.com.py

+595 976 549040

www.novalabs.com.py