

AGENT COLLECTION / 01

20 agents. One foundation you control.

A practical guide for businesses and private individuals: what each workflow does, where it can help and how to measure the result.



Prebuilt workflows, configured around you.

Start with an existing workflow pattern, then configure your data sources, permissions, model and review steps. This catalogue describes the proposed scope of each agent; it is not a claim of audited performance or production readiness for every environment.

Inside: 20 profiles / measuring value / data sovereignty

No guaranteed savings. Deployment availability and controls are confirmed during scoping.

Useful work. Clear boundaries.

01 Order Agent

Business / Operations

Turn emails and PDFs into draft orders, validate products and quantities, and flag exceptions before ERP entry.

Measure: Order entry minutes and correction rate.

Control: Customer and pricing access restricted to the order team.

02 Document Agent

Business + private / Documents

Classify documents, extract agreed fields and retain a link to the original for checking.

Measure: Handling time per document and extraction accuracy.

Control: Exclude sensitive folders unless explicitly authorised.

03 Customer Service Agent

Business / Sales

Retrieve approved answers and prepare response drafts for customer enquiries, escalating uncertain requests.

Measure: Drafting time, resolution time and quality.

Control: Limit customer history and require approval before sending.

04 Reporting Agent

Business / Finance

Combine agreed data sources into recurring draft reports with changes and exceptions highlighted.

Measure: Preparation time and reconciliation errors.

Control: Read-only finance connections; restrict report recipients.

Useful work. Clear boundaries.

05 Knowledge Agent

Business + private / HR

Answer questions from approved documents with references, preserving source permissions and identifying gaps.

Measure: Search time and source-supported answer rate.

Control: Apply document permissions during retrieval, not only at sign-in.

06 Process Agent

Business / Operations

Coordinate repetitive handovers between systems with approved actions, exception routing and an activity record.

Measure: Cycle time, manual touches and exceptions.

Control: Use narrowly scoped accounts and approve consequential actions.

07 Invoice Agent

Business / Finance

Extract invoice fields, compare purchase records and flag mismatches for the finance team.

Measure: Processing time and mismatch detection.

Control: No autonomous payments or supplier bank-detail changes.

08 Expense Agent

Business + private / Finance

Organise receipts, suggest categories and prepare an expense summary for review.

Measure: Receipt handling time and categorisation accuracy.

Control: Mask payment details; a person approves accounting treatment.

Useful work. Clear boundaries.

09 Inbox Agent

Business + private / Operations

Sort incoming messages, highlight actions and draft replies using only the mailboxes you approve.

Measure: Triage time and missed-action rate.

Control: Exclude private folders and require approval before sending.

10 Meeting Agent

Business + private / Operations

Turn authorised notes or transcripts into summaries, decisions and proposed tasks.

Measure: Minutes preparation time and action accuracy.

Control: Agree recording permissions and transcript retention first.

11 Scheduling Agent

Business + private / Operations

Suggest suitable meeting slots and prepare calendar invitations within your availability rules.

Measure: Scheduling messages and time per booking.

Control: Share free/busy only where possible; approve external invitations.

12 Proposal Agent

Business / Sales

Assemble a first proposal from approved services, scope notes and pricing rules.

Measure: Drafting time and pricing corrections.

Control: Human approval of prices, commitments and contractual language.

Useful work. Clear boundaries.

13 CRM Agent

Business / Sales

Prepare contact updates, opportunity notes and next-step reminders from approved business interactions.

Measure: Admin time and record completeness.

Control: No indiscriminate personal-data enrichment; review before writing.

14 Supplier Agent

Business / Operations

Compare supplier quotations against agreed criteria and highlight missing information.

Measure: Comparison time and overlooked terms.

Control: Protect confidential bids; purchasing remains a human decision.

15 Onboarding Agent

Business / HR

Guide new starters through approved materials and track administrative checklist progress.

Measure: Coordinator time and checklist completion.

Control: Exclude applicant scoring and automated employment decisions.

16 Contract Review Agent

Business + private / Documents

Locate clauses, dates and obligations, and highlight departures from an approved checklist.

Measure: First-pass review time and missed-item rate.

Control: No legal advice or automatic signing; restrict privileged material.

Useful work. Clear boundaries.

17 Translation Agent

Business + private / Documents

Prepare translations using an approved glossary and highlight ambiguous wording for review.

Measure: Drafting time and reviewer correction rate.

Control: Use an approved model boundary; specialist text needs expert review.

18 Research Agent

Business + private / Documents

Organise supplied or approved public sources into a cited briefing and separate evidence from uncertainty.

Measure: Research time and citation validity.

Control: Do not send confidential queries to external search without approval.

19 Personal Admin Agent

Private individuals / Personal

Organise household documents, extract renewal dates and prepare reminders you control.

Measure: Admin time and missed-deadline rate.

Control: Keep identity and financial documents in a restricted environment.

20 Learning Agent

Business + private / Personal

Turn your approved study or training material into explanations, revision plans and practice questions.

Measure: Preparation time and knowledge-check performance.

Control: Minimise learner profiles and protect minors' information.

VALUE / WORKED EXAMPLE

Measure progress. Before you promise it.

An illustrative order-processing pilot

Assume 500 orders per month. Manual handling takes 12 minutes per order. After a pilot, assume total staff handling averages 4 minutes per order, including review and exceptions.

66.7 hours / month

Illustrative capacity released: $500 \times (12 - 4) / 60$

Capacity is not the same as cash savings

At an assumed loaded staff cost of EUR 35/hour, 66.7 hours represents about EUR 2,333/month of capacity. With assumed recurring costs of EUR 450/month, the modelled capacity value net of those costs is about EUR 1,883/month. These are hypothetical inputs, not Eorvo results or prices.

Make the model honest

Deduct implementation, hardware, subscriptions, model usage, support and training costs. Time saved only becomes cash savings if spending actually falls; otherwise it can create capacity. Do not add savings from overlapping agents twice.

A useful pilot scorecard

Measure handling time, review effort, exceptions, correction rate, output quality and total cost per completed task. Compare similar work before and after the pilot. Approve expansion only when quality and data controls pass acceptance tests.

For personal use, track time regained and fewer missed tasks instead of assuming an hourly business return.

SOVEREIGNTY / DEPLOYMENT BRIEF

Your data. Your control.

Know where every copy goes

Specify storage AND inference locations. Include uploaded files, prompts, outputs, embeddings, logs, backups, support access and connected services. EU-only means named EU countries; a provider region labelled Europe may also include non-EU countries.

Choose the deployment boundary

Assess on-premises, customer-controlled private infrastructure or an eligible hosted service. Local models can reduce external token charges and external data transfers; hardware, patching, monitoring and electricity still cost money. Disable unapproved fallback routes.

Turn controls into evidence

Agree access roles, encryption, key ownership, retention, deletion, export and restore tests. Record providers and subprocessors, contracts and any international transfer arrangements. Keep sensitive actions subject to human approval.

Support EU compliance with an actual assessment

Hosting geography alone does not establish GDPR compliance. Define the purpose, lawful basis and minimisation measures; assess whether a DPIA is needed. Eorvo scopes EU-resident deployment requirements. This guide does not certify Eorvo or this website as EU-only or compliant.

[EDPB: data protection by design and DPIAs](#)

[OpenAI: residency scope, regions and exclusions](#)

[Discuss your deployment with Eorvo](#)