



Webinar – 17th March 2026

AI-powered Digital Memo Management

Enterprise Memo Management System - *Manage, Approve & Sign Memos*



More: <https://sibasi.academy>

Housekeeping



Recording

This session will be recorded and once our marketing team has worked their magic, it'll be sent to your inboxes within 6 business days.



Q&A

Ask questions throughout the presentation using the Q&A feature within Teams.

Our Agenda

- 01 Introduction**
What does AI have to do in 2026
- 02 The Memo(s) Problem**
Why traditional memos fail modern organizations
- 03 Introducing Smart Memo**
Workflows, approvals, e-signatures & AI
- 04 Security & Compliance**
Enterprise-grade protection for your data
- 05 Pricing & Next Steps**
Plans for every organization size



Go Paperless.

Go Green.

Go Smart.

Organizations struggle to find the time, innovation, and data to grow



71%

lack energy to get day-to-day work done, and more than half need more focus time



67%

struggle with being innovative or thinking strategically



61%

believe they spend too much time searching for the right data or information when they need it

Human labor is reaching its limits

Capacity Gap

80%

of global
workers agreed
they lacked
enough time/
energy to do
their work

53%

of leaders
agreed
productivity
must increase

This is our moment...

Lead through tech transformation when you empower your organization to



Drive growth



Manage costs



Deliver value

About Us



Who we are

About us

Our Mission

Services. Solutions. Success

Our Services & Solutions

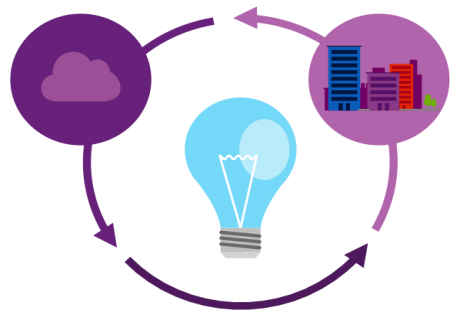
What we can do for you

Partners & Clients

For your success!



We are an
**AI-Native & Innovative
Technology Company**



Passionate about
delivering **Excellence
and Quality**



**With Services and
Solutions** provided at
digital-era **velocity**



empowering you to
achieve measurable
Success & Impact!



Our Mission



Who we are

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About us

Services. Solutions. Success!

What we can do for you

For your success!



Our mission... is at the heart of our name



S

Services and
Solutions

I

Invested and
Integrated
into your

B

Business, for
you to

A

Achieve your

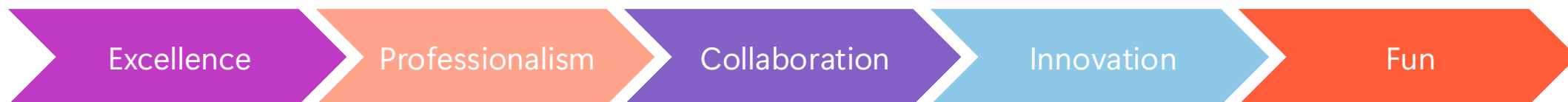
S

Success and

I

Impact.

Our Values:



Our Partners



Who we are
About us

Our Mission
Services. Solutions. Success

Our Services & Solutions
What we can do for you

Clients & Testimonials
For your success!



Sibasi | Gold Microsoft Partner



Microsoft Solutions Partner

<https://siba.si/appsource>

Microsoft Premier Partner

aws Partner

Google Partner

Our Services & Solutions



Powering the AI Digital Age



Intelligent Business Platforms



Board Management



Smart Memo



CRM, ERP, EDMS



M&E and Reporting



Microsoft Digital Transformation



Enterprise Systems



Productivity Systems



Business Process
Automation



Robotics & Data
Analytics Systems



Advisory, Consulting & Support



24/7 Support &
Managed IT Services



Training Services &
Capacity Building



IT Strategy
& Roadmap



Security
Assessments



Cloud
Management

What to expect in 2026 in Tech Sector



Copilot

Every employee
has a Copilot




Agents

Every organization
process transformed by
agents

Evolving organizational automations with AI

Before 2023

Knowledge workers



2023–2025

Knowledge workers + Copilot



2026

Knowledge workers with Copilot managing Agents





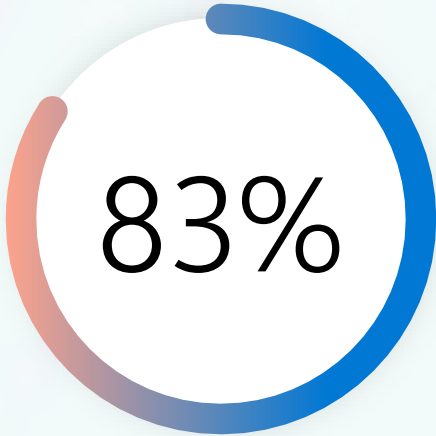
Copilot is a **force multiplier**.
AI does a lot of the heavy
lifting so the people we help
don't fall between the cracks

Joel Ramjohn

President, Agape Source

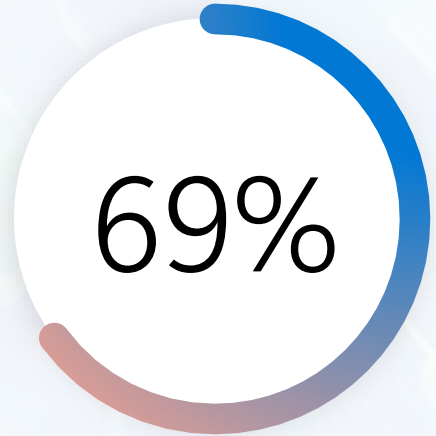


AI is only as good as the data it's grounded on

A circular infographic showing 83%. The circle is partially filled with a blue-to-orange gradient, representing the percentage. The number '83%' is centered in the white space of the circle.

83%

of senior business leaders said their organization's AI adoption would be faster if they had stronger data infrastructure in place

A circular infographic showing 69%. The circle is partially filled with a blue-to-orange gradient, representing the percentage. The number '69%' is centered in the white space of the circle.

69%

of top-performing companies have implemented data modernizations

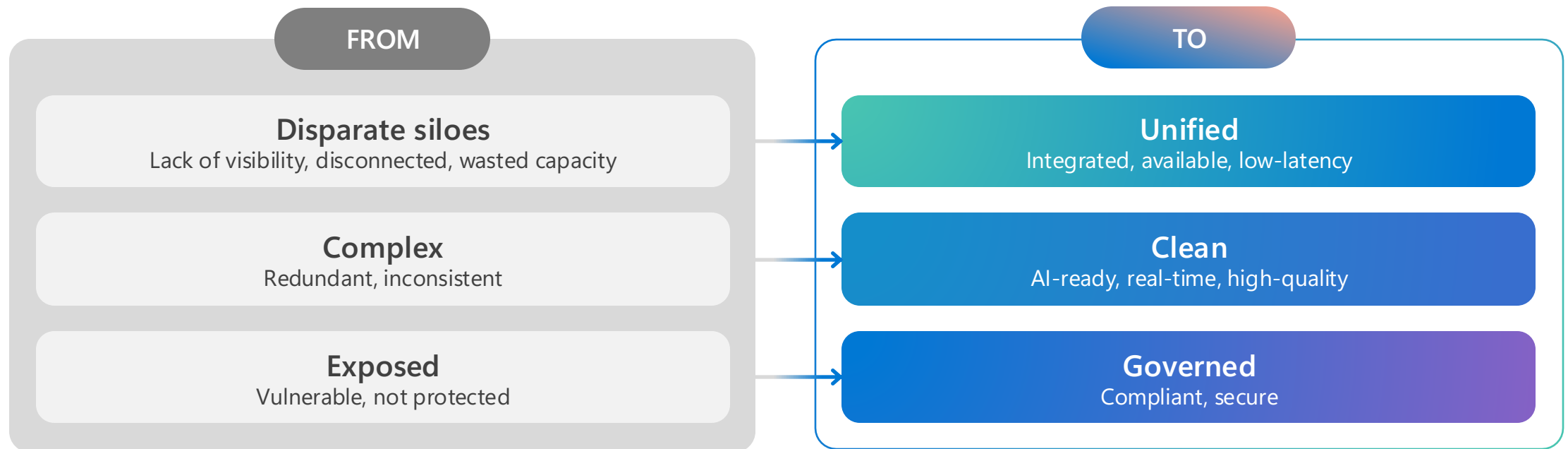
Sources: [Gartner](#), [EY](#)

Unlock AI with unified data

AI is only as good as the data it trains on

90% believe that unifying data on a single platform is critical for AI

72% agree that data issues are the most likely factor to jeopardize AI goals



1. [Cloudera](#)
2. [Databricks](#)



Core Areas

for a *Frontier Firm* in this era



Deliver more effectively

Improve field visibility, streamline workflows, and use data to maximize impact across diverse and often distributed teams



Better Stakeholder Engagement

Connect with your stakeholders and meet expectations, improve field visibility, streamline workflows, and use data to maximize impact and achievement of your goals

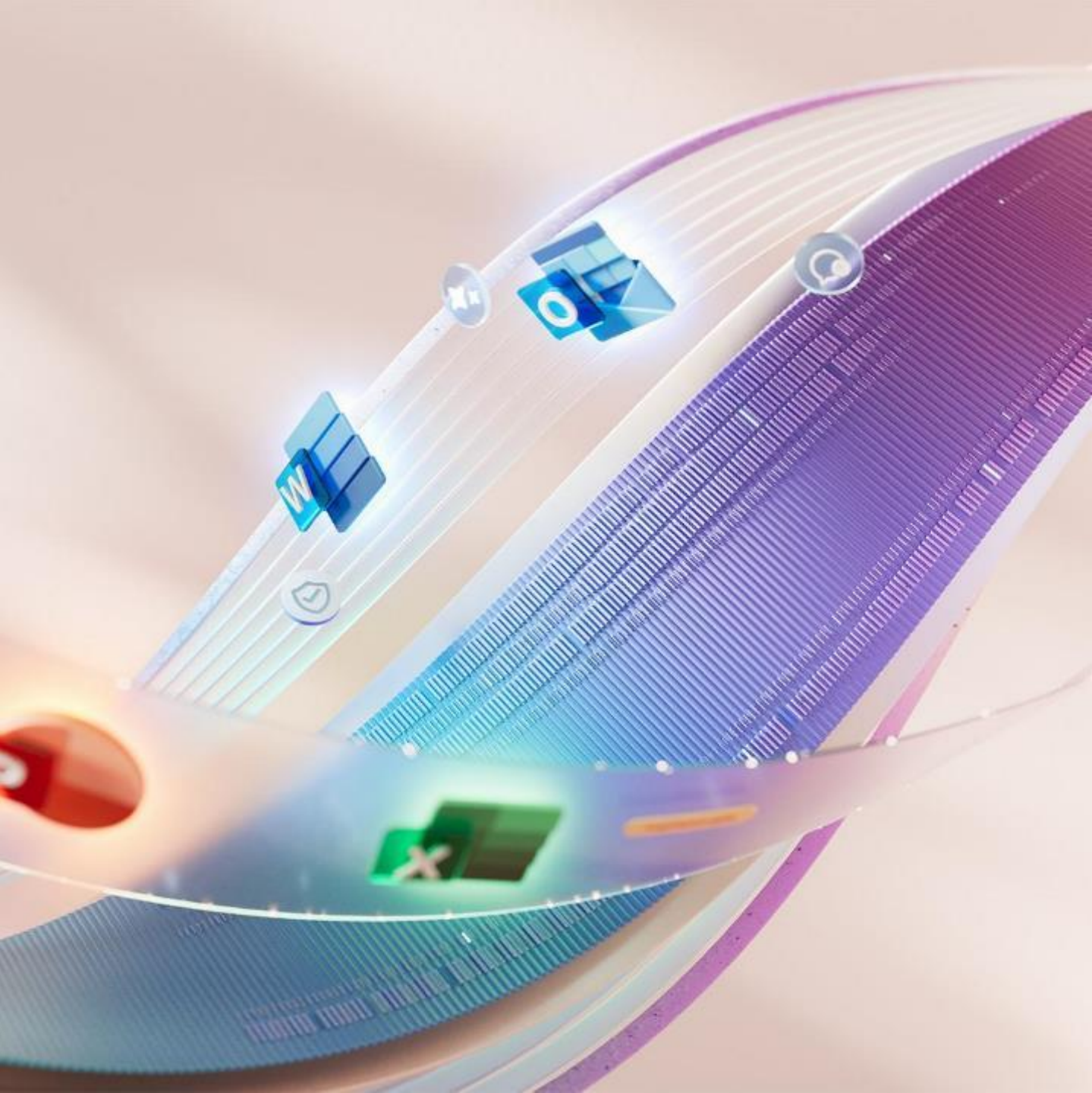


Operational Efficiency & Security

Strengthen internal systems with secure, modern, and cost-effective tools that support compliance and resilience despite infrastructure constraints

Smart Memo

Enterprise Memo Management System



THE PROBLEM



Traditional memo systems are holding your organization back



Slow Approvals

Paper memos take 3-5 days to route through approval chains



Lost Documents

Physical files get misplaced; email chains bury critical memos



No Audit Trail

No way to track who read, signed, or approved what and when



Not Mobile-Ready

Approvals bottleneck when decision-makers are away from desks



Smart Memo

AI-Powered Memo Management System



Microsoft 365
Copilot



Microsoft
SharePoint

Operations



Sales &
Marketing



Customer
Service



Legal



HR



Finance



IT



Industry



Traditional Memos

3-5 Days

Email Chains

Lost in Inbox

Smart Memo

Instant

CORE FEATURES



Powerful solution for modern workflow



Digital Memo Management

Create, track, and manage memos seamlessly. Digitize your workflow for faster communication.



Smart Approval Workflows

Customizable approval chains with real-time tracking and automated status updates.



Secure E-Signatures

Legally-binding digital signatures with compliance trails and tamper-evident records.



AI-Powered Intelligence

Auto-summarize documents, transcribe meetings, and get instant insights.



Intelligent Assistant

Chat with documents, get answers, and receive context-aware step-by-step guidance.



Real-Time Collaboration

Comments, notifications, and updates keep everyone in sync across your organization.



A forward-thinking solution to

Provide the best customer experiences by driving high internal efficiencies through automation with the best technology that is future ready



Capture & Classify

- Create a memo directly
- Classify memos for sensitivity



Secure storage

- User access control
- AI readiness



Workflows Automation



Search, Retrieval & Audit Trails



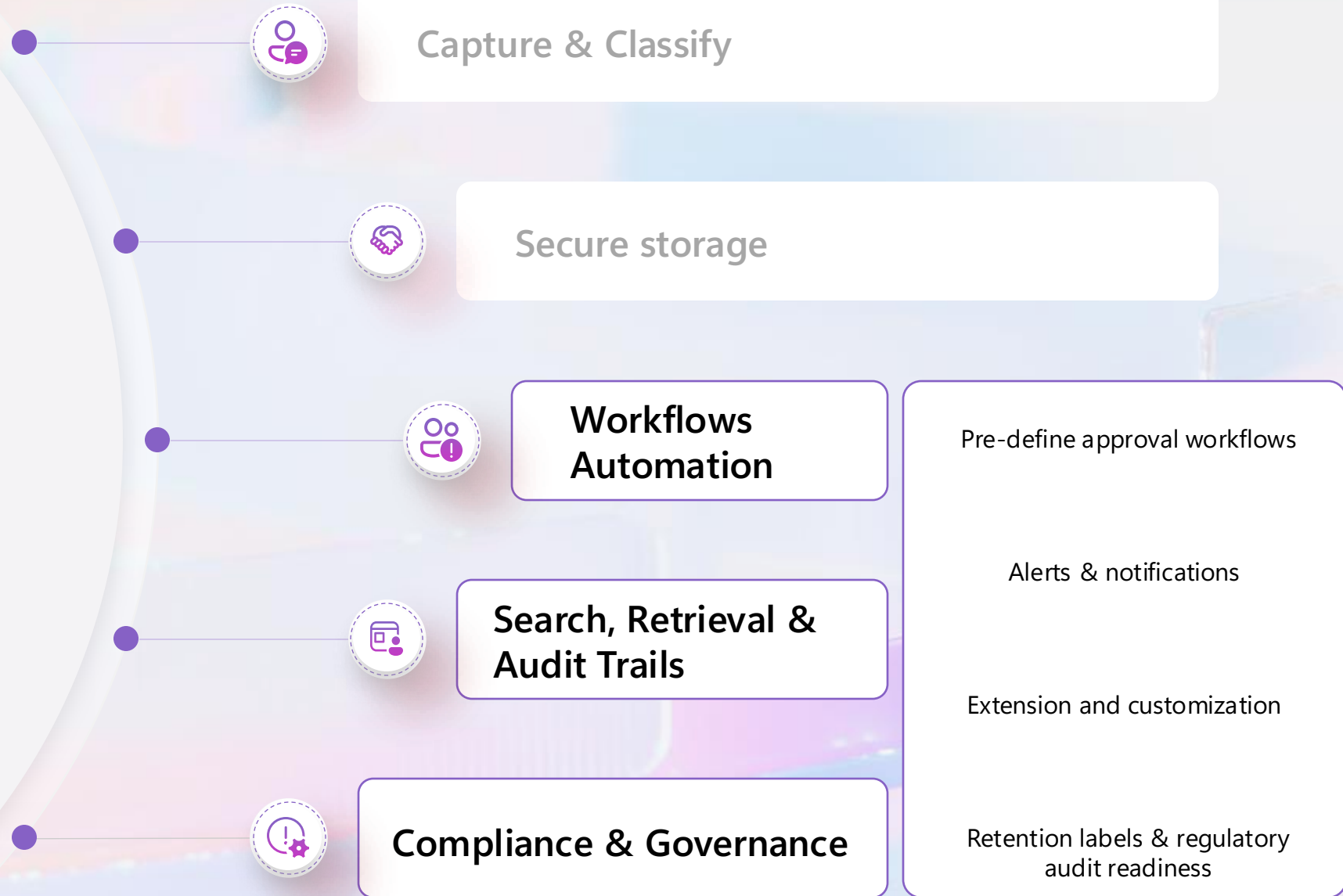
Compliance & Governance





Deployment of the solution enables faster better services

Extend attach services from deployment, to adoption, and beyond to have an enabled workforce of the future



AI-POWERED INNOVATION



Draft memos effortlessly with enterprise-grade AI



AI Memo Drafting

Create professional memos in seconds from topics or key points



Genie AI Assistant

Chat with documents, get suggestions & context-aware guidance



Auto-Summarization

Generate executive summaries and extract key action items



Smart Suggestions

Intelligent recommendations for structure, tone & content



Document Analysis

Extract & synthesize insights across multiple documents



Multi-Language

Draft and translate memos in multiple languages instantly

ENTERPRISE-GRADE SECURITY



Built on a foundation of trust and compliance



ISO Certified Infrastructure

ISO 9001, 27001, 27017, 27018 and SOC
1/2/3 compliance



Comprehensive Audit Logging

Detailed trails for every user and system
action



End-to-End Encryption

HTTPS and TLS encryption for all data in
transit



99.99% Uptime Guarantee

Multi-location backups with real-time
failover



AES-256 Password Security

Advanced encryption for all credentials



Role-Based Access Control

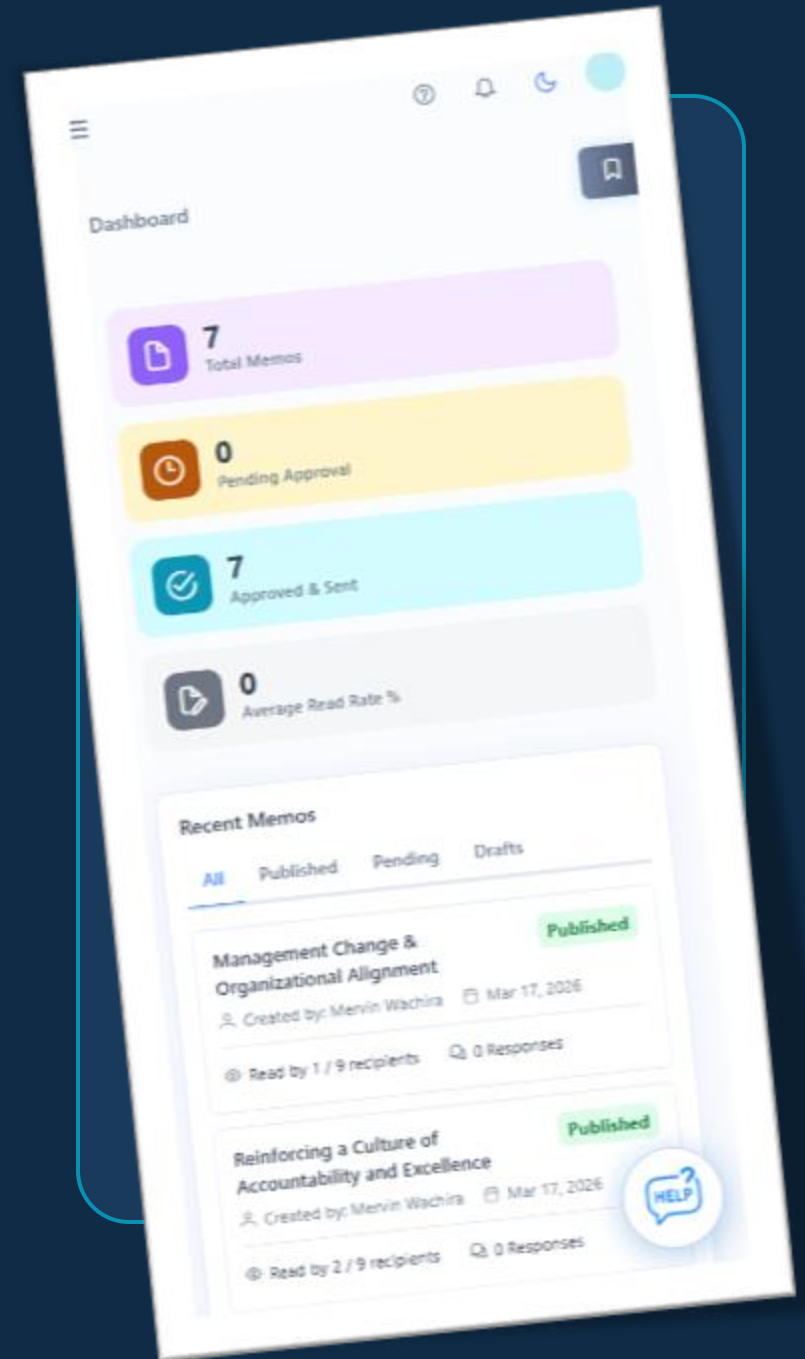
Precise permissions for individuals and
teams

MOBILE APP

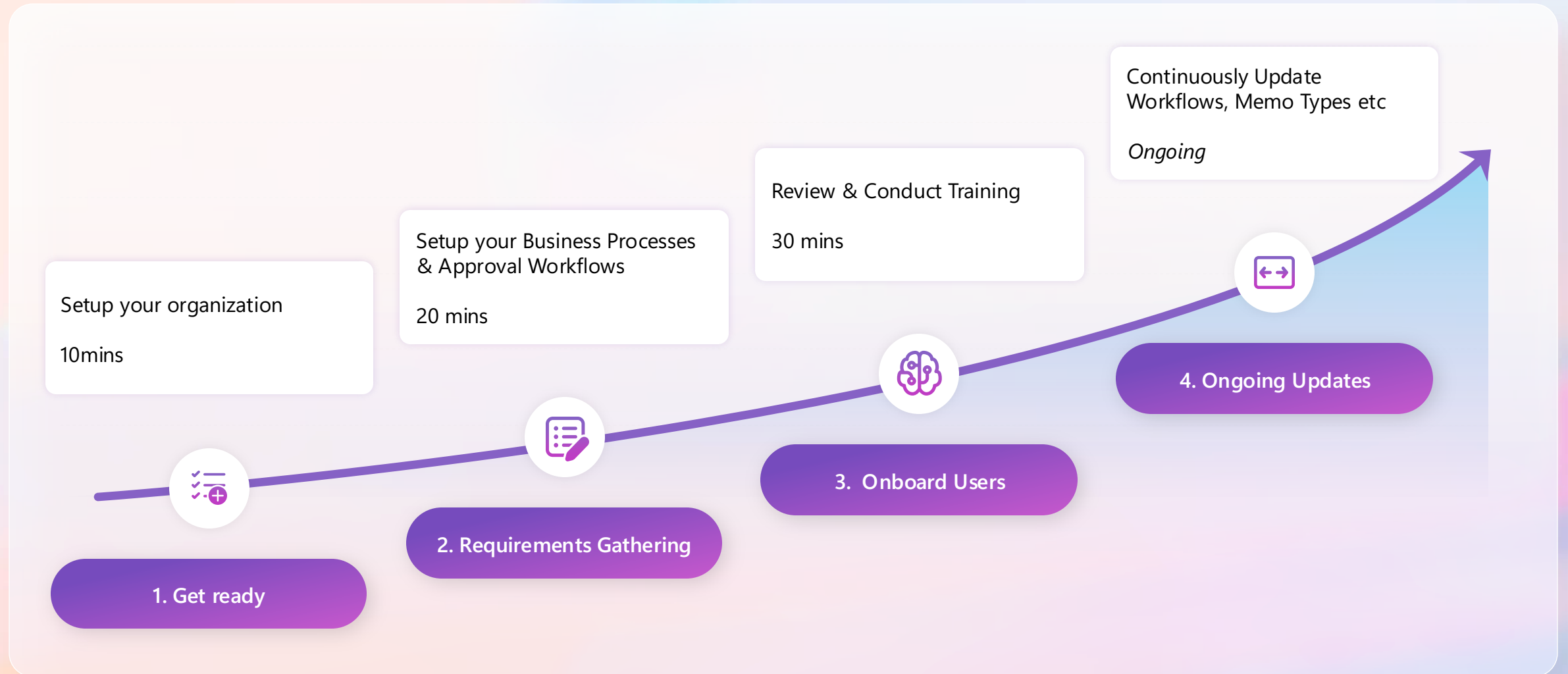
Your Memos in Your Pocket

Don't let approvals bottleneck your workflow while you're away from your desk.

- ✔ Instant push notifications for new memos
- ✔ One-tap approval or rejection
- ✔ Full PDF preview and e-signing on mobile
- ✔ Available on iOS and Android



Four steps to setup in 1 hour



PRICING

Simple, transparent pricing for every organization



Starter

Up to 50 employees

\$99 /month

- ✓ 3 Memo Creators
- ✓ Basic templates
- ✓ 2GB storage
- ✓ Email support

MOST POPULAR

Business

Up to 500 employees

\$499 /month

- ✓ 30 Memo Creators
- ✓ Advanced analytics
- ✓ 50GB storage
- ✓ Phone support

Enterprise

Up to 3,000 employees

\$999 /month

- ✓ Unlimited creators
- ✓ AI insights
- ✓ 70GB storage
- ✓ 24/7 premium support

On-Premises

Full ownership

\$16K one-time

- ✓ Unlimited users
- ✓ All features
- ✓ 1yr support included
- ✓ Deployment training



Let us help you find the right solution

Business Processes
Automation

The screenshot displays a 'Change summary' section with a table of purchase order details. A 'No stockout predicted within the lead time.' message is visible. A 'Classification needed' dialog box is open, asking for confirmation on a change. Below the table, there is an 'Urgent: Change in PO-123' section with a message from Erik.

Purchase order	Line number	Line name	Fields	Original value	New value
PO123	1	Water heater	Delivery date	Friday, Nov 11, 2024	Next week
PO123	1	Water heater	Quantity	400	300
PO123	2	Pump	Delivery date	Friday, Nov 11, 2024	Next week

Board Management
eBoard

The screenshot shows a 'Chat' window with a 'Time Entry Agent' chatbot. The chatbot provides information about a 'New draft entry of 8 hours on 2 project tasks for Catholic Coffee project'. Below the chat, there is a 'Time Entry Agent' section with a table of tasks.

Project	Task	Category	Hours	Creator	Source
Catholic Coffee	Design kitchen front	Project	6.00	Capitol	Alignments
Catholic Coffee	Research requirements	Project	2.00	Capitol	Alignments

Memo Management
Smart Memo

The screenshot displays 'Lead insights' for Wanda Jones from Catholic Social Services. It includes a 'Suggested action' to draft an email to engage with Wanda, with details about the lead's organization and budget. Below, there are sections for 'About Wanda Jones' and 'About Catholic Social Services'.

Report

The screenshot shows a 'Project Operations' report for 'Jeremy Robbins - Time entry - Approv'. It includes a 'Summary' section with a table of project details and a 'Resource' section with a table of resource utilization.

Project	Status	Approver	Owner
Project	Submitted	Kate Curtis	Kate Curtis

..... Solutions vary in levels of complexity and capabilities depending on your need



Ready to Transform Your Workflow?

Book a demo and see how Smart Memo can streamline
your organization's communication.

[Book a Demo Today](#)



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Q&A Thank You

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siba.si/webinar-feedback

