



XORA, YOUR AI ACCOUNT ASSISTANT

**Tell her what you want done.
She does it, or shows you where it is.**

Typed or spoken, inside your own account — under permissions you grant and can take back.



You know what you want done. You shouldn't have to find the setting.

Xora is your AI assistant inside your own Xorventa account. Ask her in plain language — typed or spoken — and she explains things, takes you straight to the right page, or carries out the work herself. She is for you, the signed-in owner, and never for visitors on your website.

161 things she can do, and a short list of things that always stay with you.

This document is in two parts

PART ONE What Xora can do

Why this matters · Everything she can do · What she cannot do · Your permissions · Typed or spoken

PART TWO How to use her

Before you start · Find her · Turn on what you want · Ask for something · Confirm an action · Keeping track

Included with your Xorventa account · September 2026

PART ONE

What Xora can do

Everything she can reach, and everything that stays with you.



WHY THIS MATTERS

The setting you want is always one screen further than you remember.

You want to change the greeting on your chat window, or check what is waiting for approval, or push a post out before you leave. You know exactly what you want. What costs you the ten minutes is finding where it lives — and by the time you have found it, the reason you came has gone cold.

So describe it instead.

- **“What needs my approval?”** She reads it out, from every product at once, and takes you there.
- **“Change my Tuesday hours to nine until four.”** She makes the change in your business information.
- **“Publish the post I prepared.”** She names the post, shows you what will happen, and waits for your yes.
- **“Why is my Instagram not connected?”** She explains it, and walks you to the screen where you fix it.

She works from the same approved business information every Xorventa product uses — so what she tells you matches what your website assistant tells a customer.

EVERYTHING SHE CAN DO

161 actions, across every part of your account.

Not a chat box bolted onto a dashboard. Xora reaches the same controls you do, through the same screens, and everything she does is recorded as hers.

Area	Actions	What that covers
Social	42	Compose, schedule, publish, reply, campaigns, connections
SEO	34	Audits, drafts, opportunities, reports, website changes
Your chat windows	21	Settings, appearance, knowledge, plans, install
Business information	17	Facts, sources, files, crawls, curation
Email and calendar	15	Mailboxes, replies, triage, appointments
Products and plans	14	What you have and what it costs, invoices, phone lines, and starting a new chat window as a draft
Persona	7	Your Persona profile and the list of decisions waiting on you, acted on one at a time
Your dashboard	6	What needs you, problem reports, navigation
Account settings	3	Preferences and profile details
Setup	2	Your remaining setup steps

Of those 161: 48 are things she looks up and tells you, 71 are settings she can change, 15 publish or send something, and 27 remove something. The last two groups always ask first.

WHAT SHE CANNOT DO

Some actions are yours alone.

These are not missing features waiting to be built. They are deliberately out of her reach, and no permission you grant will move them.

THE BOUNDARY



What she can reach, and what is only ever yours.

SHE CAN DO THIS
161 actions across your account

- ✓ Look things up and explain them
- ✓ Take you straight to the right page
- ✓ Change settings you already have
- ✓ Add and curate business information
- ✓ Write and edit social posts and campaigns
- ✓ Publish a post, send a reply, send an email
- ✓ Prepare and apply SEO work
- ✓ Remove drafts, posts, sources and records

SHE CANNOT DO THIS
38 actions stay with you

- Enter or change a payment card
- Buy anything, or change a plan
- Cancel a product you pay for
- Change your password or email
- Set up or change two-factor
- Close your account
- Sign in to another company for you
- Create or delete a chat window

Money	Entering or changing a payment card. Choosing which card is charged. Buying a product or add-on. Changing a plan or tier. Cancelling something you pay for. Buying an X publishing pack. She can price any of it and tell you what it would cost — she cannot spend.
Signing in	Changing your password. Changing your account email. Setting up or changing two-factor, by text or authenticator app. Regenerating your recovery codes.
Your account itself	Closing your account. That one is only ever yours.
Other companies	Signing in on your behalf to a social network, a mailbox, Google, Bing, Wix or WordPress. Those happen on the other company's own sign-in page, in your browser. She takes you there and waits.
Publishing or cancelling a chat window	Publishing a chat window, reactivating a cancelled one or cancelling a live one, because each starts, restarts or stops billing. She can start a new window as a draft, discard a draft, and configure a window you already have.
A cloned voice	Creating a voice clone. A recording of a real person needs that person's consent, given by a human.

YOUR PERMISSIONS, NOT HERS

Three switches, and they all start off.

YOUR PERMISSIONS, NOT HERS

Three switches. All off until you turn them on.

CHANGE SETTINGS
OFF BY DEFAULT
She can edit what you have already set up — a greeting, a reply rule, a schedule, your business facts.

PUBLISH AND SEND
OFF BY DEFAULT
She can put a post out, send a reply or send an email — after showing you exactly what will happen.

DELETE
OFF BY DEFAULT
She can remove a draft, a post, a source or a record — again, only after you say yes.

AND SHE ALWAYS ASKS BEFORE ANYTHING LEAVES YOUR ACCOUNT
Before she publishes, sends, cancels or deletes, she shows exactly what will happen and waits for your yes — said or typed, by you, after she asked. Explaining something or taking you to the right page never needs confirming. Everything she did, and everything she was not allowed to do, is listed for you as hers.

- **Answering and navigating need nothing.** Explaining something, looking something up or taking you to the right page works from the first day, with no switch at all.
- **Each switch is granted separately.** You can allow settings changes without allowing publishing, or publishing without deleting. Whatever fits how you work.
- **You can take them back.** Turn a switch off and she stops immediately. A refusal is recorded too, so you can see what she was asked to do and was not allowed to.
- **She cannot widen her own reach.** The switches are settings on your account, and changing them is not one of the things she can do.

Type it, or say it.

Xora works the same way whether you type or talk. Speaking is often faster when your hands are busy — and the confirmation works the same way: she tells you what she is about to do, and you say yes.

- **Only your own yes counts.** The confirmation has to come from you, after she has asked. She cannot supply it herself, and it cannot be given in advance.
- **She shows her work.** Everything she did is listed in your account as hers, alongside everything you did yourself.
- **She is only ever yours.** Xora is for the signed-in owner on your own account pages. Visitors to your website talk to your website assistant, which is a different thing with different information.

Ready to use her? Part two starts on the next page.

PART TWO

How to use her

Turning her on, asking for things, and staying in control.



BEFORE YOU START

There is nothing to install.

Xora comes with your Xorventa account. She is already there the first time you sign in — you do not add her, buy her or set her up.

- **Sign in to your account.** That is the only requirement. She works on your account pages and nowhere else.
- **Have your business information approved.** She answers from it, so the more complete it is, the more useful she is.
- **Decide nothing yet.** Her permissions start off. You can use her for weeks as an explainer and a guide before you grant her anything.

STEP BY STEP

Using her.

Step 1 — Find her

Xora is available on your account pages. Open her, type a question in plain language, and see what she says. Start with something harmless: “what needs my approval?” or “where do I change my opening hours?”

Step 2 — Turn on only what you want

Open What Xora knows about you in your account. In its What Xora may do for you section you will find the three switches: Change settings, Publish and send, and Delete. All off. Turn on the ones you are comfortable with — you might start with settings only and add publishing once you have watched her work for a while.

Step 3 — Ask for something real

Describe the outcome rather than the steps. “Change my Saturday hours to ten until two” works better than trying to name the screen. If she needs something she does not have, she asks you for it rather than guessing.

Step 4 — Confirm anything that leaves your account

When you ask her to publish, send, cancel or delete, she stops and shows you exactly what will happen. Say or type yes and she does it; say no and nothing happens. The request does not sit around waiting — if you do not answer within a minute, it lapses and nothing happens; just ask her again.

Keeping track of what she did.

- **Everything is listed as hers.** Your account records what Xora did separately from what you did, so you are never guessing who changed something.
- **Refusals are recorded too.** If she was asked for something a switch does not allow, that is written down as well. You can see what she tried to do.
- **She reports the real result.** If a post failed at the network, she says so and tells you why — rather than reporting success and leaving you to find out.
- **Start narrow, widen later.** There is no advantage to granting everything on day one. Add a switch when you find yourself wishing she had it.

And if you ever want her quieter, turn the switches off. She goes back to explaining and navigating, which never needed permission in the first place.

She is already in your account.

Sign in and ask her what needs your approval today. It is the fastest way to see what she is for.

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