



Transform, Grow & Thrive

How Kinetics is Using AI to Boost Business Productivity



THE WEBINAR WILL BEGIN SHORTLY

Welcome



**KINETICS
GROUP**
making IT work for you

OutSource 
CloudSource 



Philip Adamson
Client Services Director



Ben Fish
Digital Enablement Lead

NOTE: This presentation is being recorded and will be shared following the webinar

- Microphones are muted to minimise disruption and background noise
- Please use the Teams Chat for questions — we will have a Q&A at the end



**KINETICS
GROUP**
making IT work for you

OutSource 

CloudSource 

Copilot, Automations & AI at Kinetics

- Learning
- Teams Meetings
- Knowledge Assistant
- Drafting Documents

Copilot – Learning

- **Problem**
 - Our knowledge, recall, blank page etc
- **How**
 - Ask Copilot
- **What do we get**
 - An answer!!!

Learning



**KINETICS
GROUP**
making IT work for you

OutSource 
CloudSource 

C2

   

=IFS(
A2=Locations!A2, Locations!B2,
A2=Locations!A3, Locations!B3,
A2=Locations!A4, Locations!B4,
A2=Locations!A5, Locations!B5,
A2=Locations!A6, Locations!B6,
A2=Locations!A7, Locations!B7,
A2=Locations!A8, Locations!B8,
A2=Locations!A9, Locations!B9,
A2=Locations!A10, Locations!B10,
A2=Locations!A11, Locations!B11,
A2=Locations!A12, Locations!B12,
A2=Locations!A13, Locations!B13,
A2=Locations!A14, Locations!B14,
A2=Locations!A15, Locations!B15,
TRUE, "Not Listed")

Formula explanation

The formula =IFS(..., TRUE, "Not Listed") checks if the value in cell A2 matches any suburb in the range Locations!A2:A93. If a match is found, it returns the corresponding name from Locations!B2:B93; if no match is found, it returns "Not Listed".

- Uses the **IFS** function to test multiple conditions in order.
- For each condition, it checks if A2 equals a specific cell in Locations!A2:A93.
- If a condition is TRUE (i.e., a match is found), it returns the associated name from Locations!B2:B93.
- If none of the conditions are TRUE, the final argument TRUE, "Not Listed" ensures "Not Listed" is returned.

 Chat with Copilot

AI-generated content may be incorrect

	A	B	C
1	Location	Number	Name
2	Airport Oaks	10	=IFS(A2=Locations!A2, Locations!B2, A2=Locations!A3, Locations!B3, A2=Locations!A4, Locations!B4, A2=Locations!A5, Locations!B5, A2=Locations!A6, Locations!B6, A2=Locations!A7, Locations!B7, A2=Locations!A8, Locations!B8, A2=Locations!A9, Locations!B9, A2=Locations!A10, Locations!B10, A2=Locations!A11, Locations!B11, A2=Locations!A12, Locations!B12, A2=Locations!A13, Locations!B13, A2=Locations!A14, Locations!B14, A2=Locations!A15, Locations!B15, TRUE, "Not Listed")
3	Onehunga	12	Leon
4	Waterview	5	Jassen
5			
6			
7			

Copilot - Teams Meetings

- **Problem**

- Note taking reliant on people
- I make notes relevant to me
- Participation limited

- **How**

- Record meetings

- **What do we get**

- Ai notes with follow ups
- Transcription
- Recording
- Topics are organised
- Copilot

Teams Meetings



KINETICS
GROUP
making IT work for you

OutSource 
CloudSource 

 **Lunch and Learn - Copilot for Engineers** Chat Shared **Recap** Attendance +3  [Join](#)  38  

Wednesday, 3 September 2025 12:30 pm - 1:30 pm  Audio recap  Share  Watch in browser  Copilot 

Agenda

Presentation Outline

 AI in M365 Overview Quick look at how Copilot and AI works in Microsoft 365.	 Data and How Copilot keeps data safe and compliant.	 Free versus Paid What's included in free vs licensed Copilot.
 Live Demonstrations See Copilot in action with real examples.	 M365 Admin Center See the Copilot options available.	 Next Steps How to get your journey started and drive adoption.

Microsoft Stream

Content

 Kinetics Lunch and Learn - ...

 Attendance

Notes

AI summary Mentions (1) Transcript

AI-generated content may be incorrect 

Meeting notes

- > **Overview of Microsoft 365 Copilot and AI Tools:** Ben led a comprehensive session for the team, including Craig, Garreth Keet, Anthony Reece, and others, covering the features, licensing, and use cases of Microsoft 365 Copilot, Copilot Studio, and related AI tools, with a focus on practical demonstrations and client scenarios.

Speakers

 Ben Fish



Topics

Chapters

 Teams Room - Piha



Copilot - Knowledge Assistant



KINETICS
GROUP
making IT work for you



- **Problem**

- Information hard to find
- Don't know who to ask
- People with different devices

- **How**

- Copilot Agent

- **What do we get**

- Single Chat Interface
- Looks across Knowledge
- Device agnostic - access from Teams

Kinetics Copilot



 Kinetics Copilot V2 > How do I apply for leave?



Today

How do I apply for leave?

 Kinetics Copilot V2

☒ Based on official sources

Procedure to Apply for Leave at Kinetics

- Complete the online leave request form in KI.
- The form is checked by your Manager to verify there is adequate resourcing over the period applied for.
- The form is checked by HR to verify that you have sufficient leave available.
- If there is an issue, this will be referred back to you for discussion and the forms can then be resubmitted or discarded.
- HR updates the personnel records accordingly and your leave will appear on the Leave list on KI.

Power Automate & AI – Drafting Documents



KINETICS
GROUP
making IT work for you



- **Problem**

- Time consuming
- Information not recorded
- Inconsistent review

- **How**

- Power Automate and AI

- **What do we get**

- Consistent look and feel
- Up to date information
- Required information collected
- Consistent review

| AI Reviewing



KINETICS
GROUP
making IT work for you

OutSource 
CloudSource 

 Name ▾	Modified ▾	Modified By ▾	Client ▾	Consultant ▾	AI Review ▾	AI Review Recommendations ▾	+ Add column
 IT Discovery and Roadmap - Acme.docx	September 1	M365 Power Admin	Acme	Ben Fish	Completed	Certainly! Below is a detailed review of your document, focusing on spelling (NZ English), grammar, readability, and formatting. Each point includes a citation for easy reference. --- ## Spelling (NZ English) - **Page 3, Paragraph 1:** - "organisation's" and "recognises" are correctly spelled in NZ English. - "prioritised" and "measurable" are also correct. - No spelling errors detected throughout the sample pages. - **Page 4, Objectives:** - "prioritised" and "advisory" are correct. - No spelling errors found.	

| Holly



KINETICS
GROUP
making IT work for you

OutSource 
CloudSource 



| To summarise

We are using AI to:

- Learn
- Have better meetings
- Access knowledge easily
- Improve document quality
- Produce better invoices
- Process supplier invoices
- Prepare agendas
- Save time

| Questions



KINETICS
GROUP
making IT work for you

OutSource 

CloudSource 



Upcoming Events

Next Webinar

From Firefighting to Future-Ready: Transform Your IT from Reactive Support to Strategic Business Driver

Does it seem that your IT team constantly putting out fires instead of preventing them?

Are technology decisions being made in isolation without clear connection to your business goals? You're not alone.

Thu, 16 Oct
10:00 am - 10:30 am
Online event

[REGISTER](#)

AI Innovation Circle

Learn AI Together. Share Real Experiences. Build Confidence.

Join other business managers in an honest, collaborative exploration of AI. No sales pitches. No unrealistic promises. Just real businesses sharing their genuine experiences, challenges, and solutions.

WHEN: Last Thursday of the month 9:00AM-11:00AM

WHERE: Kinetics Auckland Office 3 Melrose St, Newmarket

[REGISTER](#)



Transform, Grow & Thrive

How Kinetics is Using AI to Boost Business Productivity

Thanks for attending