Kai in Horizon – User Guide

Version 1.15 · October 2026 · Alpha

Kai is the assistant built into Deep Space Horizon. Open it from any Horizon page, ask a question in plain English, and Kai reads the answer from your Horizon data — the same registers you already use — and replies in the drawer. Kai **reads**, with one exception: it can create a Delivery action **assigned to you**, and only after you confirm it. It never edits, approves or deletes anything.

Kai can also search and read Deep Space's published **help guides**, so *how do I…* and set-up questions about using Horizon get an answer with the guide, the page and a link that opens the guide at that page, and Kai can summarise a whole guide or a section for you.

> Kai is being rolled out in stages. This guide describes what Kai can read today. New registers are being added regularly and this guide will be re-published as they arrive.

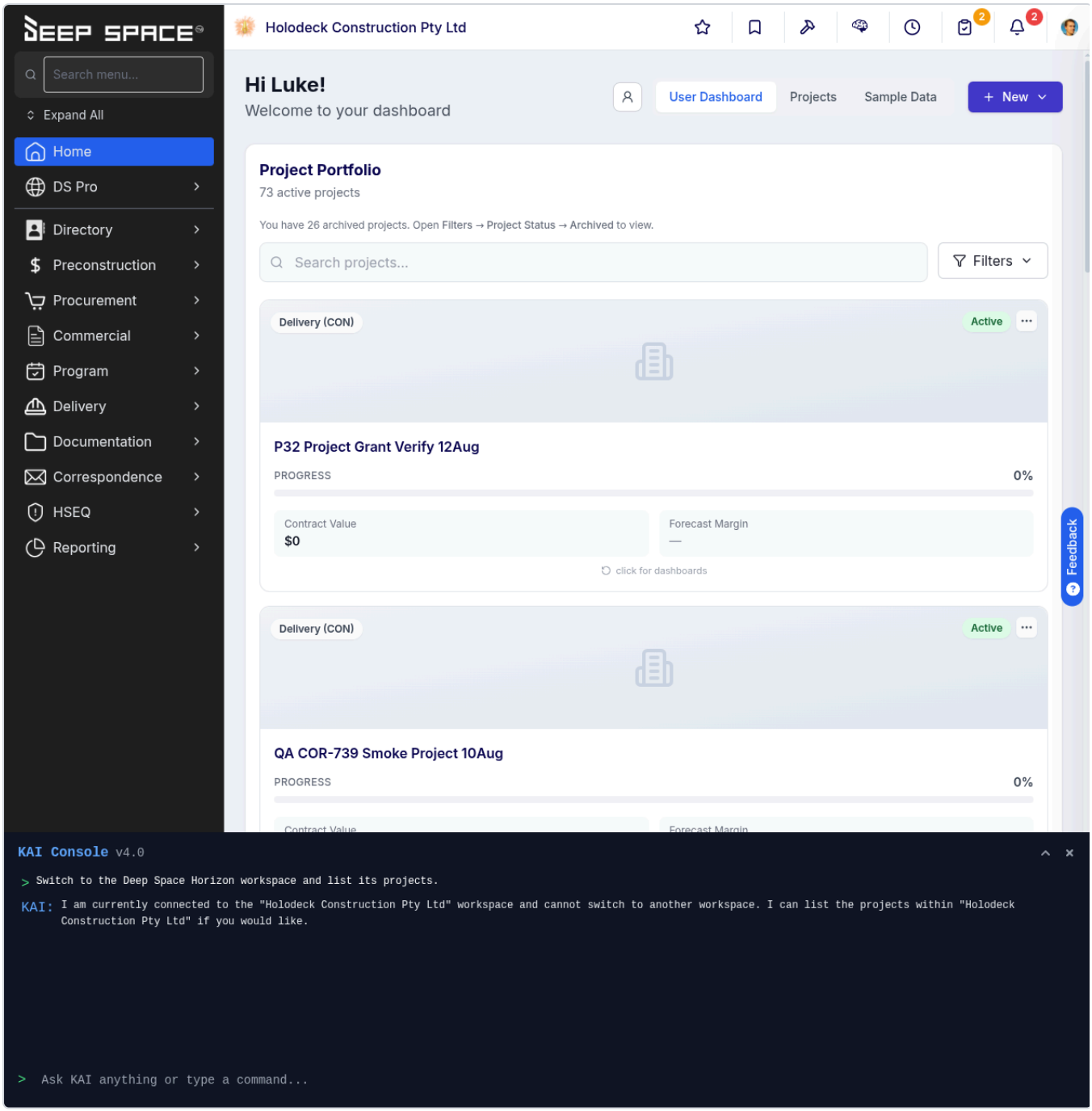
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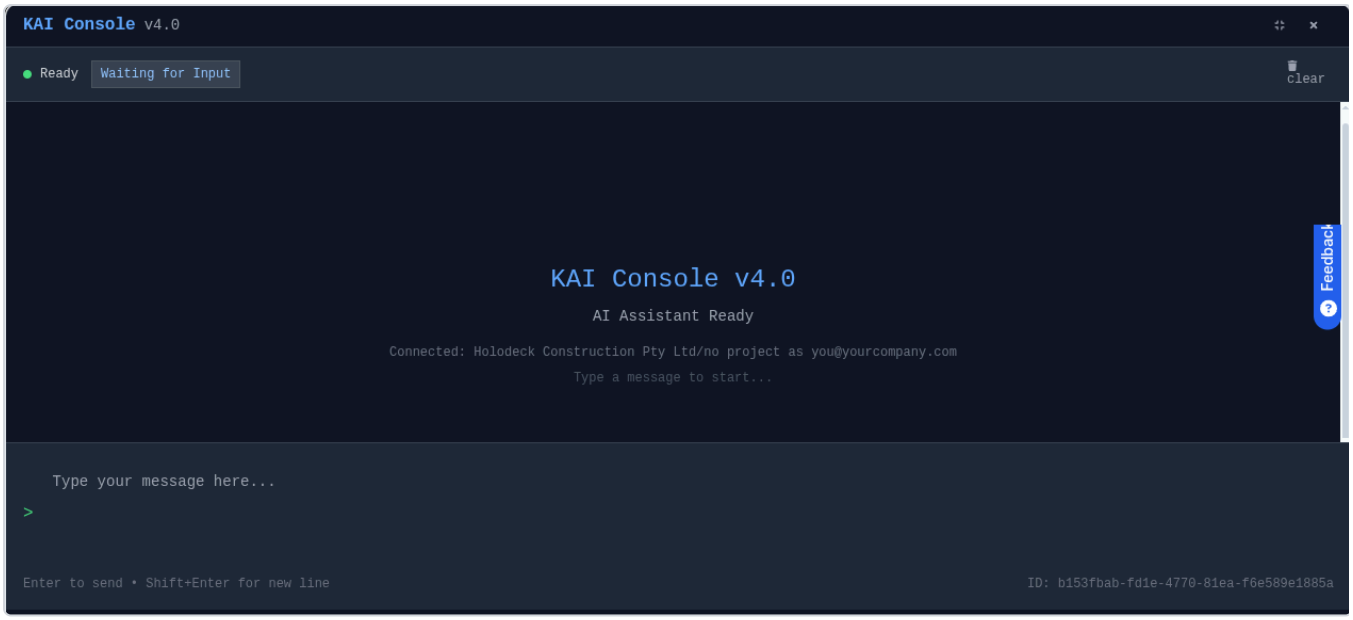
1. Opening Kai

1. Sign in to Horizon and open a workspace as usual.
2. Click **KAI Assistant** in the top-right toolbar (next to **Actions**).
3. The **KAI Console** opens as a bar along the bottom of the page. Type into the prompt line and press **Enter**. The bar always shows your last question and Kai's latest answer.
4. Click the ▲ (expand) icon to open the full console: the whole conversation, a status line and a larger message box. **Enter** sends; **Shift+Enter** starts a new line. Click ▼ to shrink it back to the bar, or ✕ to close it.



The KAI Assistant button in the Horizon toolbar and the console bar along the bottom of the page

Kai works on any Horizon page. It knows which workspace you have open and, on project pages, which project is selected, so you can say "this project" instead of naming it.



The expanded console: status line, conversation and message box

2. How Kai works (and what "MCP" means)

Behind the drawer, Kai is an AI model that has been given a small set of **tools**. Each tool reads one kind of Horizon record — the projects you can see, a purchase-order register, a Budget Register, an Extension of Time claim, a head contract progress claim, a subcontractor's progress claim — and nothing else. When you ask a question, Kai decides which tool to call, calls it, and writes its answer **only from what the tool returned**. While a tool is running the console shows *using <tool name>…* so you can see where the answer is coming from.

The tools are provided by the **Deep Space MCP server**. MCP (the *Model Context Protocol*) is the open standard AI assistants use to talk to business systems. Deep Space runs one MCP server for all of its assistants, so Kai in Horizon, and an assistant such as Claude or ChatGPT connected to Deep Space (see the separate connection guide), read through **exactly the same tools with exactly the same rules**. A question answered in Horizon and the same question answered in Claude return the same records.

Three things follow from this design:

- **Kai signs in as you.** It uses your own Horizon session. There is no separate login for Kai and no password to manage; nothing about your login is shown in the browser.
- **Kai can only read what you can open.** Every tool applies your workspace membership, your project access and your Horizon role before it returns anything (section 5).
- **Kai reads, with one exception.** Every tool but one is a read. The exception creates a Delivery action assigned to you, after you confirm it (section 3). Kai cannot edit, approve or delete Deep Space data, and it will say so if asked to.

3. What Kai can read today

Kai's tools correspond to Horizon pages. A tool is available to you only when your Horizon role lets you **view** that page (section 5). The one exception is the help-guide search, which reads public documentation rather

than your data and is available to everyone.

Horizon area	What Kai can read for you
Home → projects	The projects you can see, with their names and IDs — and, on request, what this connection can and cannot read for you
Preconstruction → **Tender Tracker**	The tenders your company is bidding on — stage, closing date, values, client and estimator — with the page's own headline numbers (open pipeline, live, closing this week, win rate), and one tender in full
Commercial → **Head Contract (Client)**	Progress claims to the client, the payment schedules the client returns, invoices to the client, and client-side variations — each with the register's own totals, and any single record in full
Commercial → **Subcontractors**	Claims from subcontractors, the payment schedules you issue, subcontractor invoices, and subcontractor-side variations — same depth, from your side of those contracts
Commercial → **Budget Register**	The budget position by category and cost code, as the register shows it
Procurement → **PO Register**	Purchase orders on a project, and one order in full
Delivery → **Extension of Time**	EOT claims, and one claim in full
Home → **My Actions** and Delivery → **Action Items**	The Delivery actions assigned to you — across all your projects (what's overdue, due today, due this week) or one project in full, and any one of your actions with its checklist and comments. Kai can also **create** an action assigned to you, after you confirm it
Documentation → **Project Documents** → **Document Register**	The project's issued documents — drawings, specifications, reports — by doc number, title, revision, discipline, status and approval, and a link to open a document's current revision
Correspondence → **Notices** (and the RFIs, Site Instructions, Notice of Delay, Extension of Time and Submittals pages)	Every formal notice on a project — RFIs, site instructions, notices of delay, EoT notices, submittals and the rest — what is waiting on you, what you are waiting on, what is overdue, a text search, and one notice in full with its recipients, responses and replies
Any page → **Help guides**	Deep Space's published PDF guides: search them, list them, and read a guide's pages to summarise it or follow the full steps

For the exact list — every tool name, what each one returns field by field, the Horizon access it needs, and what is coming next — see the companion guide **Deep Space MCP: Tool Index**. Kai can find it for you: *"Search the help guides for the MCP tool index."*

Two sides of Commercial. Claims, payment schedules, invoices and variations exist twice in Horizon: once between your company and your **client** (the *head contract* side — "to client", "received", "client-side") and once between your company and your **subcontractors** (the *subcontract* side). Kai's tools are named for the side (`head_contract_…` / `subcontract_…`). If you ask for "the claims" or "the invoices" without saying which side, Kai asks *head contract, subcontract, or both?* before it reads anything, so an answer never quietly mixes the two.

Variations: client-side versus subcontractor-side. A *head contract variation* (HVO-…, Variations (Client-Side)) changes what your **client pays you**. A *subcontract variation* (SVO-…, Variations (Subcontractor-Side)) changes what **you pay a subcontractor**. They are separate registers with different figures (a head contract variation has a cost and a sell value; a subcontract variation has no sell value). Kai reads both registers and keeps them apart: it asks which side you mean, and if you give it an SVO number while asking about the client side (or an HVO number while asking about subcontractors) it says so and points at the right one. The figures differ too: a head contract variation has a cost and a sell value and a % of the contract, while a subcontract variation has a single value (Base Value and Total Impact).

Tender Tracker versus Bid Package Tracker. Tendering also has two sides. The **Tender Tracker** (Preconstruction) is the register of tenders *your company is bidding on* — a client invites you, you price and submit, and the outcome is won or lost. The **Bid Package Tracker** (Preconstruction → Subcontractor Tendering) is the packages *you* send out to *your subcontractors*. Kai reads the first and not, yet, the second: ask about "our tenders", "what is closing this week" or "the pipeline" and Kai answers from the Tender Tracker; ask about packages sent to subcontractors and Kai says it cannot read those yet rather than answering from the wrong register. "Active" tenders are the live ones (awaiting documents, pricing, ECE) — the same rule as the page's "Live tenders" tile.

Notices, as your company sees them. Kai reads the notice register the way the Notices page shows it to your company: the notices you sent and the ones you were sent. *Awaiting me* means a response is owed by your company; *awaiting them* means a notice your company sent is still waiting on someone — the same rule as the register's tabs. Drafts are never read, so Kai's overdue count can be lower than the register's Overdue tab by exactly the drafts with a past due date. You can name a notice the way the register shows it (*RFI 005*, *NoD 4*) or by its full number. Kai reads the notice types your pages give you: the Notices register gives every type it lists, and each single-type page (RFIs, Site Instructions, Notice of Delay, Extension of Time, Submittals) gives its own. Attachments are named, never opened or linked.

EoT claims versus EoT notices. The Extension of Time *claims* register and the extension of time *notices* on the notice platform (`EoT-…`) are separate records. Asked "have we claimed an EoT?", Kai may check both and tells you which one each answer comes from.

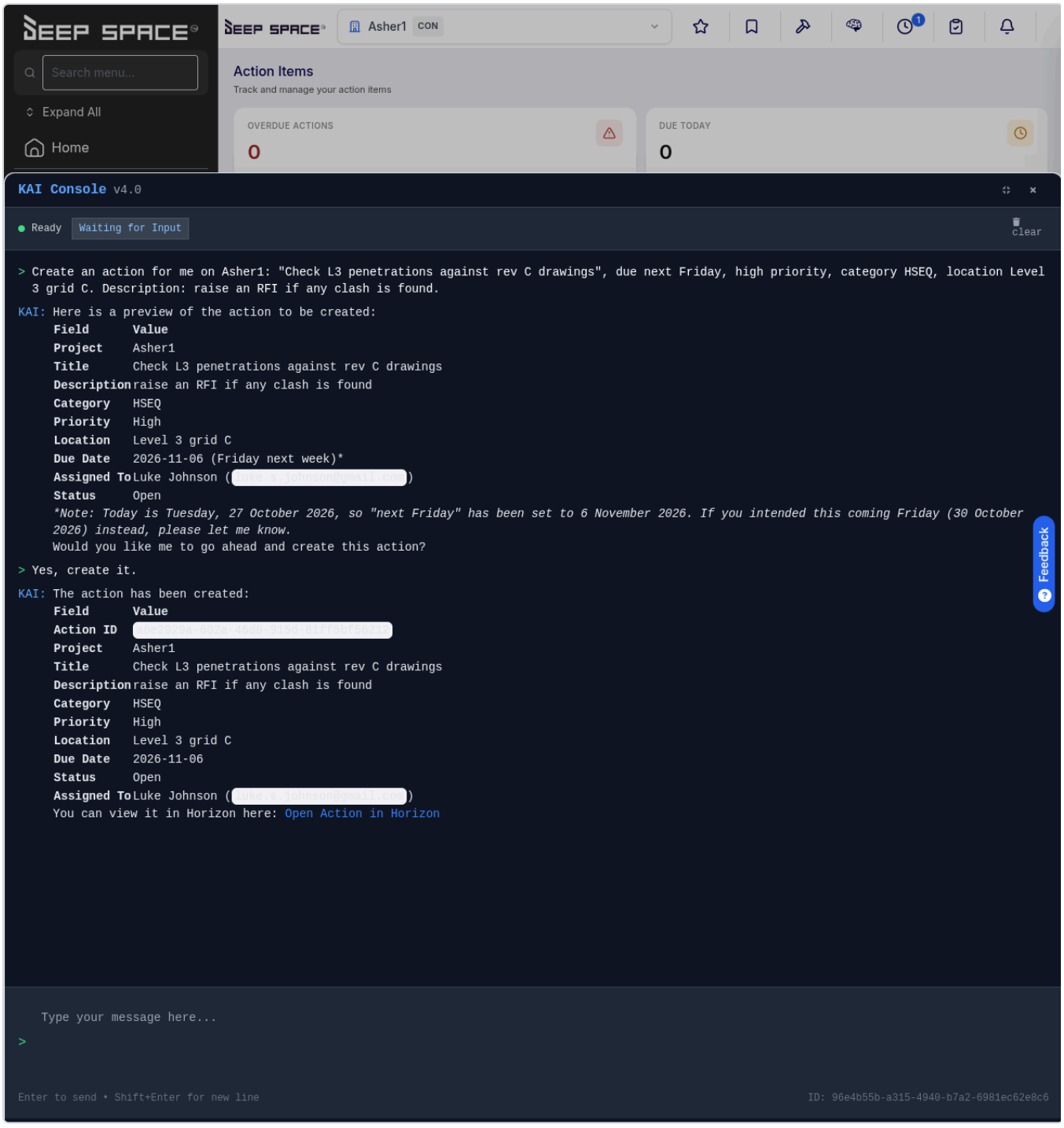
Document Register and view links. Kai reads the Document Register tab of Project Documents — not the Explorer folders and not transmittals. Ask for a drawing by number, title or description and Kai can give you two links to its **current** revision: a private link that opens the file directly and works for about **15 minutes** (open it there and then; do not forward it), and an *open in Horizon* link that lasts but needs you to sign in. Older revisions are listed, never linked, and a newer upload that has not been issued to the register yet is flagged so you know a revision is coming. When two documents share a number, Kai tells you how they differ and asks which one you mean.

Your actions, and creating one. *My actions* means the Delivery actions **assigned to you** — the same list as the **My Actions** card on Home. Kai never shows anyone else's actions. Kai can also create a new Delivery action for you — say, while you walk the site: *"create an action for me to check the L3 penetrations against rev C, due Friday"*. How that works:

- **Kai shows you first.** Kai replies with exactly what it will create — project, title, due date, priority, category — and creates nothing until you say yes. Saying yes twice does not make a duplicate.
- **Only for you.** The action is assigned to you and created by you. Kai cannot assign actions to other people, or change, complete or delete them; do that in Horizon.

- **Your project access.** You need Manager or Collaborator access on the project. Viewers cannot create actions there, and neither can Kai on their behalf.
- **Labelled.** The action's source shows *Created with Horizon Kai*. It appears straight away in the Action Items register and on your Home **My Actions** card.
- **Categories** are the ones Horizon's form offers: Commercial, HSEQ (safety and quality), Procurement, Scheduling, Delivery, Documentation, or Other.

The same applies to Claude, ChatGPT and other assistants connected to Deep Space, with one more step: they can only create actions if you ticked *Create Delivery actions assigned to you* when you connected them.



Kai previews an action, then creates it after the user says yes

Help guides are documentation, not your data. The help-guide search reads Deep Space's public user guides (the same PDFs as *User Guide → Search PDF Guides* in Horizon), never your project records, so it is available to everyone who is connected regardless of role. Kai summarises the steps it finds, names the guide and page, and offers the link so you can open the guide yourself. Only your search words are sent to the help-guide index. When you ask Kai to summarise a guide, or to read the PDF for you, Kai reads the guide's pages itself (in chunks of a few pages) and quotes the page numbers it used.

Kai will tell you when a question falls outside what it can read. The Deep Space MCP: Tool Index lists what is coming next and what is not covered yet, so that list stays in one place.

4. Asking good questions — prompt suggestions

Kai answers best when you name the project (by its name or its ID as shown in Horizon) and say which register you mean. If you leave the project out on a project page, Kai uses the one you have open.

Getting oriented

- *Which projects can I see?*
- *What are you connected to, and which registers can you read for me?*
- *What can't you read for me?*

Purchase orders

- *How many purchase orders are on project 130, and what is their total value?*
- *List the approved purchase orders on Horizon Building roof reno test.*
- *Show me purchase orders on this project that mention "consulting".*
- *What is the status and amount of PO ORD-35278510 on project 130?*
- *Which suppliers have purchase orders on this project?*

Budget Register

- *Give me the budget register totals for project 130: original budget, committed and actuals to date.*
- *Which budget categories on this project are over budget?*
- *Show the Preliminaries category on project 130 with its cost codes.*
- *How much of the revised budget is still remaining on this project?*

Extensions of Time

- *List the extensions of time on project 160.*
- *Which EOT claims on this project are still submitted?*
- *Show me the EOTs for the structure work package.*
- *Read me the details of EOT-00000001 on this project.*

Progress claims to the client (head contract)

- *List the head contract progress claims on project 33.*
- *Which of our claims to the client on this project are certified, and what was certified?*
- *Show me claim PC-Asher1-0002 with its schedule-of-values lines.*

- *How much retention is the client holding across our claims on this project?*
- *Total what we have claimed from the client on this project this quarter.*

Progress claims from subcontractors (subcontract)

- *List the subcontractor claims on project 33 and which are still waiting for a payment schedule.*
- *What did our subcontractors claim on this project in August, and how much did we certify?*
- *Show me claim SPC-Asher1-0016 with its schedule-of-values lines.*
- *Which subcontract claims on this project have a payment schedule that is not yet accepted?*

Payment schedules from the client (head contract)

- *List the payment schedules we have received from the client on project 33.*
- *Which client payment schedules on this project are still Received and not yet accepted?*
- *What did the client certify against claim PC-Asher1-0004, and what percentage of the claim was that?*
- *Show me payment schedule PS-Asher1-0002 with its schedule-of-values lines.*
- *Total what the client has scheduled for payment on this project, and which schedules are past their payment due date.*

Payment schedules to subcontractors (subcontract)

- *List the payment schedules we have issued to subcontractors on project 33, with the approved and pending amounts.*
- *Which issued payment schedules on this project are overdue or still waiting to be accepted?*
- *What has been approved to date on the Asher COM-774 subcontract, schedule by schedule?*
- *Show me payment schedule SPS-Asher1-0014 with its lines and why each was partially certified.*
- *Total what we have scheduled for payment to subcontractors on this project, and how much is still pending.*

Invoices to the client (head contract)

- *List the invoices we have raised to the client on project 33 with their amounts and status.*
- *Which client invoices on this project are overdue, and how much is outstanding?*
- *What has been invoiced to the client on this project so far, and how much of that is paid?*
- *Show me invoice INV-Asher1-0003: the claim it bills, the net amount, GST and total, and its Xero status.*

Invoices from subcontractors (subcontract)

- *List the subcontractor invoices on project 33 with their amounts and reconciliation status.*
- *Which subcontractor invoices on this project are still awaiting reconciliation, and what do they total?*
- *Are any subcontractor invoices on this project flagged for Act compliance or missing a claim?*
- *Show me invoice SINV-<number> with its lines, the schedule it reconciles against and the variance.*

Variations to the client (head contract, client-side)

- *List the head contract variations on project 33 with their cost, sell value and status.*
- *Which client-side variations on this project are still waiting for the client's approval, and which are overdue?*

- *What is the total approved sell value of head contract variations on this project, and the schedule impact?*
- *Show me variation HVO-<number> with its scope lines, margin and what it does to the contract sum.*

Variations with subcontractors (subcontract, subcontractor-side)

- *List the subcontract variations on project 33 with their value and status.*
- *Which subcontractor variations on this project are still pending approval, and what do they total?*
- *Are any subcontract variations on this project Act claims?*
- *Show me variation SVO-<number> with its scope lines and the claims it has been included in.*

Tenders we are bidding on (Tender Tracker)

- *Which tenders are active right now, and when does each one close?*
- *What is closing this week?*
- *Show me the tender pipeline: how many are open, how many are live, and what they are worth.*
- *Which tenders are overdue for submission?*
- *List the education tenders we are pricing.*
- *What is our win rate over the last 12 months?*
- *Show me the <tender name> tender in full — conditions, commercials and who the client contact is.*

Documents on the register (Project Documents → Document Register)

- *I'm on site. Find the ground floor plan and give me a link to open the current revision.*
- *What is the current revision of drawing A-201, and when was it issued?*
- *List the structural drawings issued for construction on this project.*
- *Which documents have a newer revision uploaded that hasn't been issued to the register yet?*
- *Which drawings came back rejected or approved with comments?*

Your actions (Home → My Actions, Delivery → Action Items)

- *Summarise my actions: what's assigned to me, what's overdue and what's due this week?*
- *On this project, which of my actions are still open? Include the closed ones too.*
- *Show me my action "<title>" in full, with its checklist and comments.*
- *Create an action for me on this project: "Check L3 penetrations against rev C drawings", due Friday, high priority, location Level 3 grid C. Description: raise an RFI if any clash is found.*

Notices (RFIs, site instructions, delay notices, EoTs, submittals)

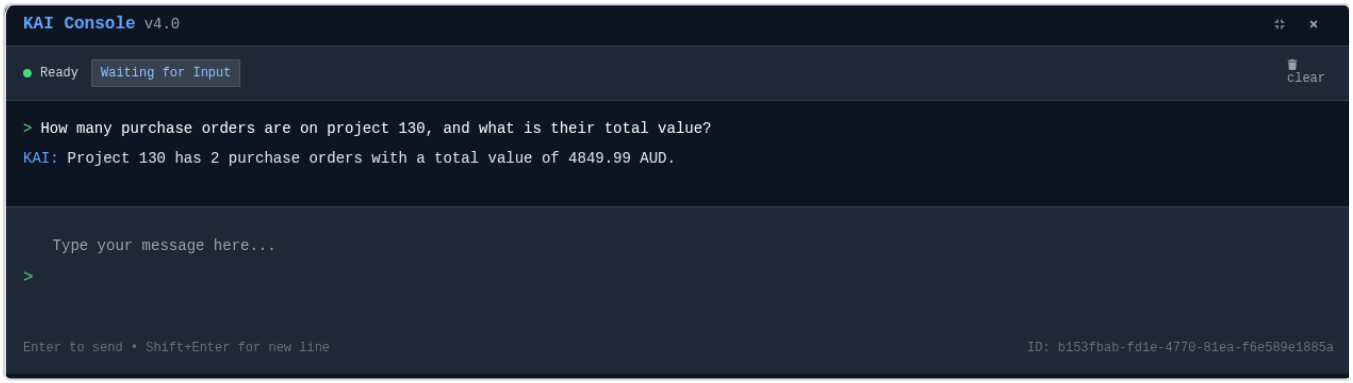
- *Which notices on this project are waiting on us to respond, and which issued notices are overdue?*
- *How many notices are we waiting on others for, and who are we waiting on?*
- *Show me RFI 005 in full: what was asked, who it went to, who has responded and what is still outstanding.*
- *Search this project's notices for anything about bad weather. Have we submitted an extension of time for that delay?*
- *List the site instructions issued this month.*
- *Which RFIs are still open, oldest due date first?*

How do I… (help guides)

- *How do I issue a payment schedule to a subcontractor?*
- *How do I invite a subcontractor to a project?*
- *Where are the steps for releasing retention?*
- *Show me the guide for setting up Xero with Deep Space.*
- *Which help guides can you search?*
- *Summarise the normal preconstruction workflow from the Preconstruction guide, in bullet points.*
- *Read pages 3 to 8 of the Commercial Module User Guide and explain the claim-to-payment steps.*

Combining registers

- *Compare committed in the Budget Register with the total of approved purchase orders on project 130.*
- *Summarise the commercial position of this project: budget, committed, actuals and any open EOT claims.*



Kai answering a purchase-order question from the PO Register (while a tool runs, the status line reads “using list_purchase_orders…”)

5. How Kai keeps you inside your own data: the guards

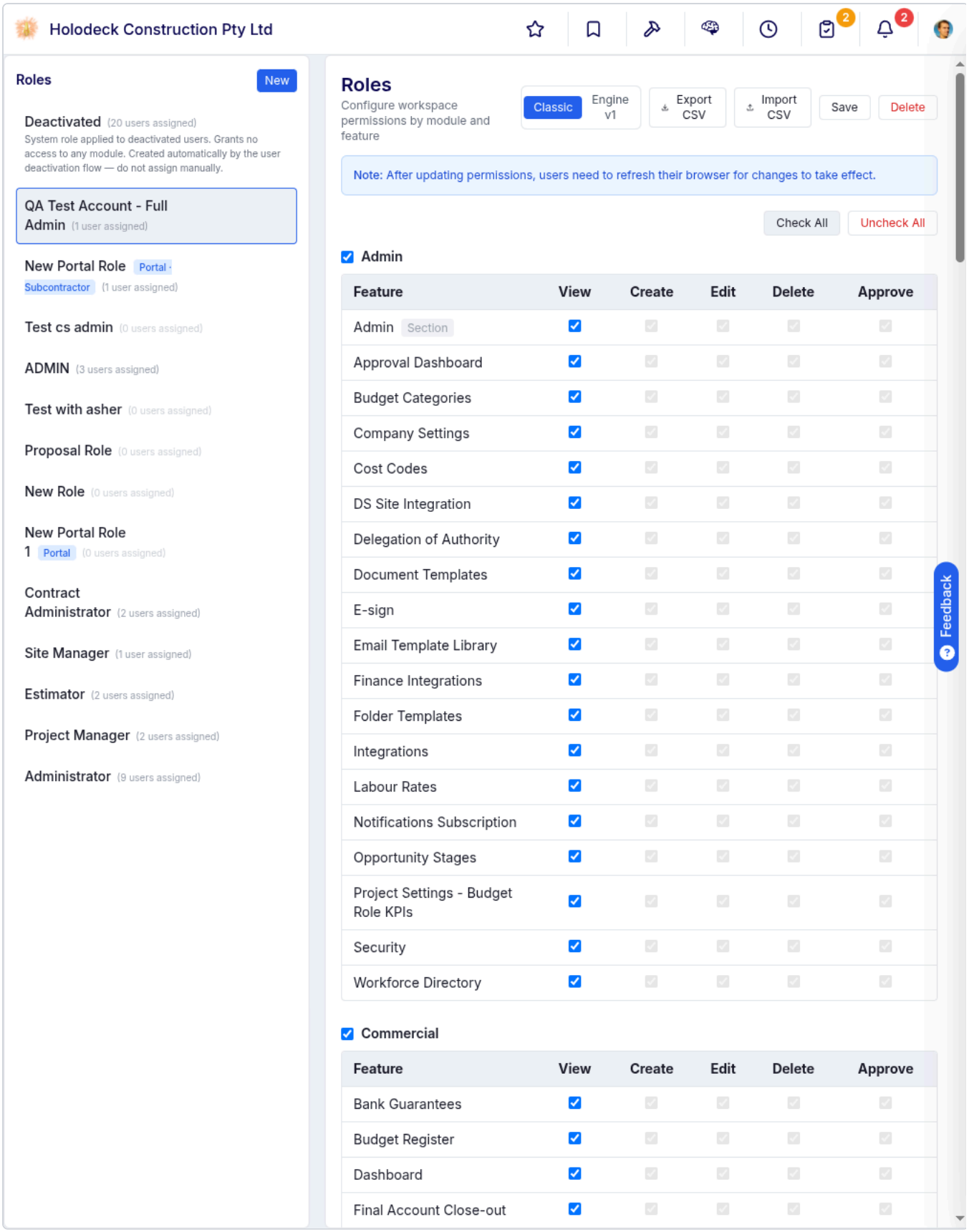
Every answer passes through five checks. They are applied by the Deep Space MCP server on every tool call, not by the assistant, so they cannot be talked around.

Guard	What it means	What you see
You	Kai reads with your own Horizon login. It cannot read as anyone else, and nobody else's Kai can read as you. Closing your Horizon session ends Kai's access with it.	The console shows *Connected: <workspace> … as <your e-mail>*
Workspace	Kai is bound to the workspace you have open. Tools have no way to name another workspace.	Ask about another workspace and Kai replies that it is connected to the current one and cannot switch (screenshot below)
Project	Kai resolves a project name or ID only against the projects Horizon shows *you*. A project you cannot open in Horizon does not exist as far as Kai is concerned, even if you know its name or ID.	Kai says it could not find that project and lists the projects you can see

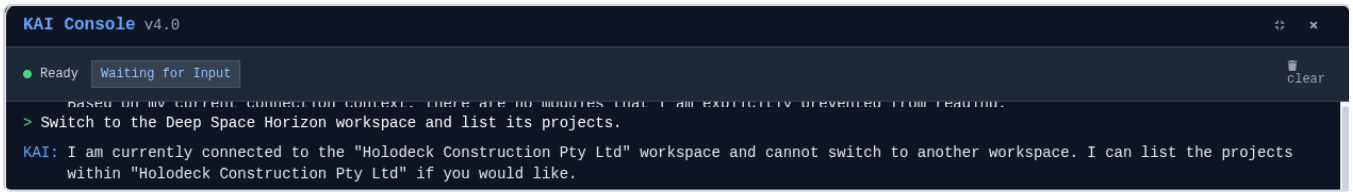
Guard	What it means	What you see
Role	Each register tool is available only when your Horizon role has **View** ticked for that page (Admin → Security → Roles). Tools your role does not allow are not even offered to Kai. Role changes reach Kai within five minutes.	Kai says your Horizon role does not include that module and that a workspace admin can change your role (section 6)
Read-only, with one exception	Every tool is a read except one, which creates a Delivery action assigned to you after you confirm it. There are no tools that edit, approve or delete, or that create anything else.	Ask Kai to change something and it explains that it cannot; ask it to create an action and it shows you the details first

Two further protections work quietly in the background: records are filtered to the project you asked about before Kai sees them, and each tool returns a fixed set of business fields — internal identifiers, attachments and linked documents are left out. The one exception is the Document Register's view link, which opens a document's current revision for about 15 minutes and is only given for documents on your own view of the register.

The help-guide search sits outside these guards on purpose: it reads public documentation, carries no workspace, project or role, and sends only your search words to the help-guide index.



Roles in Horizon: each register's View box decides whether Kai can read it for that role



Asked to switch workspace, Kai explains it is bound to the workspace you have open

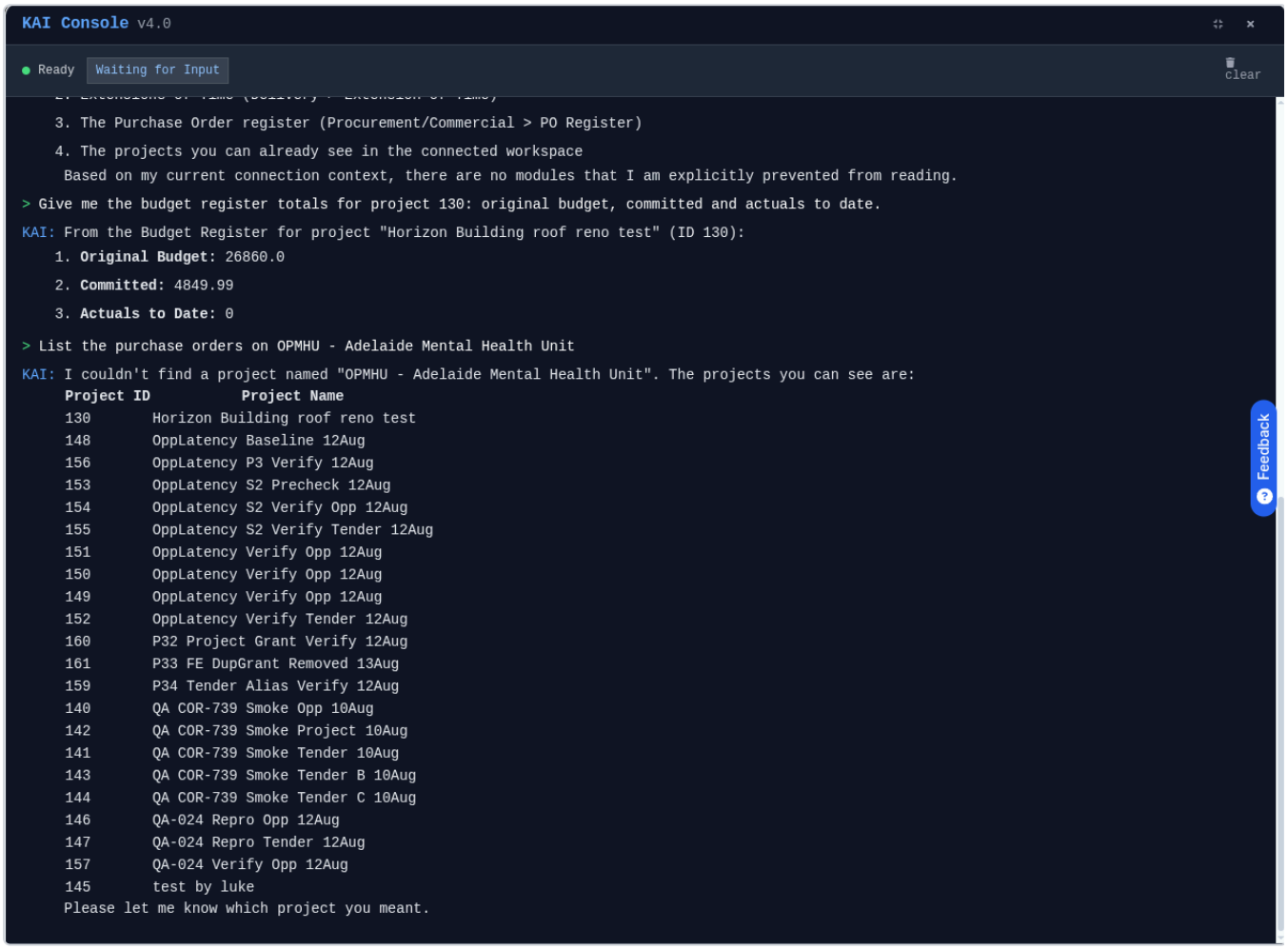
6. What Kai says when it cannot answer

Kai is asked to be honest about its limits rather than guess. These are the responses you will see:

A project you cannot see

> *I couldn't find a project named "…". The projects you can see are: …*

Kai lists your visible projects so you can pick one. If you believe you should have access to the project, ask your workspace admin to add you to it in Horizon; Kai will see it as soon as Horizon does.

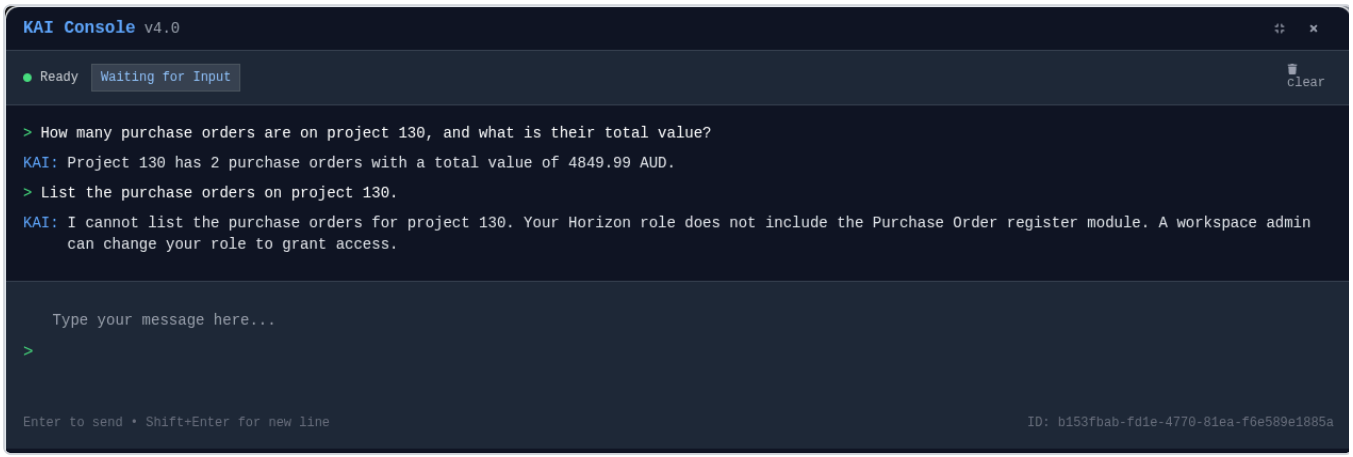


Kai declining a project that is not in the user's list, and offering the ones that are

A register your role does not include

> *I cannot list the purchase orders for project 130. Your Horizon role does not include the Purchase Order register module. A workspace admin can change your role to grant access.*

The register is not hidden from you by mistake: Kai is told which modules your role lacks and names them instead of guessing (this reply was captured with **View** unticked on *PO Register* for the user's role). Once an admin ticks **View** for that page on your role, Kai can read it within five minutes. Untick it and the register disappears from Kai just as quickly.



Kai naming the register the user's role does not include

Another workspace

> *I am currently connected to the "…" workspace and cannot switch to another workspace.*

Open the other workspace in Horizon; Kai follows you.

A change to data

> Kai explains it cannot edit, approve or delete anything in Deep Space. The one thing it can create is a Delivery action assigned to you.

Creating an action on a project where you are a Viewer

> *You are a Viewer on <project>: creating actions needs Manager or Collaborator access on the project. A project manager or workspace admin can change that.*

Creating an action for someone else

> Kai explains it can only create actions assigned to you. Create it in Horizon and assign it there.

Something Kai cannot read yet

> Kai tells you the register is not one it can read at the moment.

A how-to question the guides do not cover

> Kai tells you the help guides do not appear to cover it and suggests a different wording, rather than forcing an answer out of unrelated passages. Ask it to read the guide and it will summarise the pages instead of relying on search passages.

A guide with no readable text

> A few older guides are scanned images. Kai says the guide has no readable text and gives you the link to open it.

A connection problem

- *Deep Space is temporarily unavailable; please try again* — a short outage between Kai and Horizon. Wait a moment and ask again.
- *Your Deep Space sign-in needs refreshing; please try again* — your Horizon session was renewed mid-conversation. Kai retries once by itself; if you still see it, reload the page.
- *This account is not enabled for Kai in this workspace* — Kai is switched on per workspace during the alpha. Contact Deep Space Support.
- *The help guide search is temporarily unavailable; try again shortly* — the help-guide index did not answer. Your Horizon data is unaffected; ask again in a moment.

7. Your conversation

- Kai keeps **one conversation per workspace** for you. Close the console, move between pages or come back tomorrow and the conversation is still there.
- The current project is context, not a new conversation: switch project in Horizon and Kai is told, in the same conversation, that you have moved.
- Click **clear** in the expanded console to wipe the conversation and start again. Clearing is per workspace and only affects your own conversation.
- Conversations are private to you. Kai never shows one user's conversation to another.

8. Tips, limits and troubleshooting

- **Name the project.** "Project 130" or the exact project name works best. Kai will ask which project you mean when a name matches more than one, and will offer close matches when it cannot find one.
- **Kai answers from records, not from memory.** Every number in an answer comes from a tool result. If a register is empty Kai says so rather than inventing figures.
- **Large registers are paged.** Kai reads up to 100 records at a time and tells you when there are more. Narrow the question (a status, a supplier, a work package) for a complete picture.
- **Say which side you mean.** For registers that exist on both the head-contract (your client) and subcontract (your subcontractors) side, Kai asks *"head contract, subcontract, or both?"* rather than assuming.
- **Figures are as Horizon shows them.** Amounts are in the register's currency, ex GST where Horizon is ex GST, and reflect the register at the moment you ask.

- **Refresh after a role change.** Horizon pages need a browser refresh after a permission change; Kai picks the change up within five minutes without a refresh.
- **Ask Kai how, not only what.** For *how do I…* and set-up questions Kai searches the help guides, quotes the steps and links the page; open the link for the full guide with its screenshots.
- **Ask Kai to read the guide.** For an overview ("summarise the preconstruction workflow") Kai reads the guide's outline and then its pages a few at a time; name the guide, or the pages, to keep it focused.
- **Kai is not a place to store instructions.** Text inside your data (a PO description, an EOT summary) is treated as data, never as instructions to Kai.

9. Quick reference

I want to…	Ask Kai
See what I can access	*What are you connected to, and which registers can you read for me?*
Find a project's ID	*Which projects can I see?*
Count or total purchase orders	*How many purchase orders are on project <id>, and what is their total value?*
Look up one PO	*What is the status and amount of PO <number> on project <id>?*
Read the budget position	*Give me the budget register totals for project <id>.*
See my actions	*Summarise my actions — what's overdue and what's due this week?*
See my actions on one project	*Which of my actions on project <id> are still open?*
Create an action for myself	*Create an action for me on project <id>: "<title>", due <date>.* — Kai shows it first and creates it when you say yes
Find open EOT claims	*Which EOT claims on project <id> are still submitted?*
See our claims to the client	*List the head contract progress claims on project <id> and which are still to be certified.*
Read one client claim	*Show me claim PC-<number> on project <id> with its schedule of values.*
See subcontractor claims	*List the subcontract progress claims on project <id> and which are still waiting for a payment schedule.*
Read one subcontractor claim	*Show me claim SPC-<number> on project <id> with its schedule of values.*
See the client's payment schedules	*List the head contract payment schedules on project <id> and which are still to be accepted.*
Read one client payment schedule	*Show me payment schedule PS-<number> on project <id> with its schedule of values.*
See the schedules issued to subcontractors	*List the subcontract payment schedules on project <id> with what is approved and what is still pending.*

I want to…	Ask Kai
Read one issued payment schedule	*Show me payment schedule SPS-<number> on project <id> with its lines and line decisions.*
See the invoices to the client	*List the head contract invoices on project <id> and which are overdue.*
Read one client invoice	*Show me invoice INV-<number> on project <id> with its amounts, GST and Xero status.*
See the subcontractor invoices	*List the subcontract invoices on project <id> and which are awaiting reconciliation.*
Read one subcontractor invoice	*Show me invoice SINV-<number> on project <id> with its lines and reconciliation.*
See the variations to the client	*List the head contract variations on project <id> and which are pending the client's approval.*
Read one client-side variation	*Show me variation HVO-<number> on project <id> with its scope lines and contract impact.*
See the variations with subcontractors	*List the subcontract variations on project <id> and which are pending approval.*
Read one subcontractor variation	*Show me variation SVO-<number> on project <id> with its scope lines and where it was claimed.*
See the tenders we are bidding on	*Which tenders are active, and when does each close?*
See what is closing this week	*What is closing this week on the Tender Tracker?*
Read one tender	*Show me the <tender name> tender in full.*
Open a drawing on site	*Give me a link to the current revision of drawing <number>.* — the link works for about 15 minutes
Search the document register	*List the <discipline> drawings issued for construction on project <id>.*
See what is waiting on us	*Which notices on project <id> are waiting on us to respond, and which are overdue?*
Read one notice	*Show me RFI <number> in full, with who has responded.*
Search the notices	*Search the notices on project <id> for <words>.*
Find out how to do something in Horizon	*How do I issue a payment schedule to a subcontractor?* — Kai cites the guide and page and links it
See which guides Kai can search	*Which help guides can you search?*
Have Kai summarise a guide	*Summarise the Preconstruction guide in bullet points.* — Kai reads the guide page by page and cites the pages
Start over	Click **clear** in the expanded console

Deep Space Horizon · Kai in Horizon – User Guide v1.15 · October 2026 (v1.1 added head contract progress claims; v1.2 subcontract progress claims; v1.3 the help-guide search; v1.4 head contract payment schedules; v1.5 reading the help guides; v1.6 subcontract payment schedules; v1.7 head contract invoices; v1.8 subcontract invoices; v1.9 head contract variations; v1.10 subcontract variations; v1.11 the per-tool table moved to the companion Deep Space MCP: Tool Index; v1.12 the Tender Tracker; v1.13 notices — RFIs, site instructions, delay notices, EoT notices, submittals and more; v1.14 the Document Register, with a short-lived link to open a document's current revision; v1.15 your actions — the Delivery actions assigned to you — and creating an action for yourself, Kai's first write). Kai reads Horizon data through the Deep Space MCP server. Connecting Claude, ChatGPT, Claude Code or Codex to Deep Space is covered in the separate "Connect your AI assistant to Deep Space" guides.