

ulla[®]

AI-driven Family

AI products to monitor and improve business communication and performance

Ulla[®] Notetaker, Ulla[®] HR Engagement, Ulla[®] HR Personality Assessment, Ulla[®] HR Growth and Progression, Ulla[®] Sales, will make your meetings and communications effective and enjoyable. All Ulla[®] Family products match each other and can be combined or used individually; integrated with your notetaker; cloud or on-premise.

Ulla[®] Notetaker 

Ulla HR Engagement 

Ulla HR Personality Assessment 

Ulla HR Growth and Progression 

Ulla Sales 

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The Telegraph

Mirror

CITYAM

STARTUPS
MAGAZINE

BusinessCloud
TECH INSIGHT WITH BITE

DL Deal Lite

TECHSPARX
REGIONAL TECH NEWS

The SaaS News

startupmag 

Soapbox

NETWORKING+

Silicon
Scotland

Overview

Ulla[®] Notetaker is the most simple and secure AI instrument in a world

Ulla Notetaker captures meetings, creates clear summaries with action points, and keeps teams focused on what matters.

Simply sign in, and your dashboard is ready. This is where you find your meeting transcripts and summaries. When you schedule a meeting in Google Calendar, Microsoft Outlook, or Zoom, invite Ulla as bot@ulla.bot as an attendee.

That is it.

GDPR, SOC2, ISO 27001

No OpenAI

Understand specific terminology

Industry-specific summaries

Multiple languages

Accents and pronunciation

Content



Offline ☒ In-person

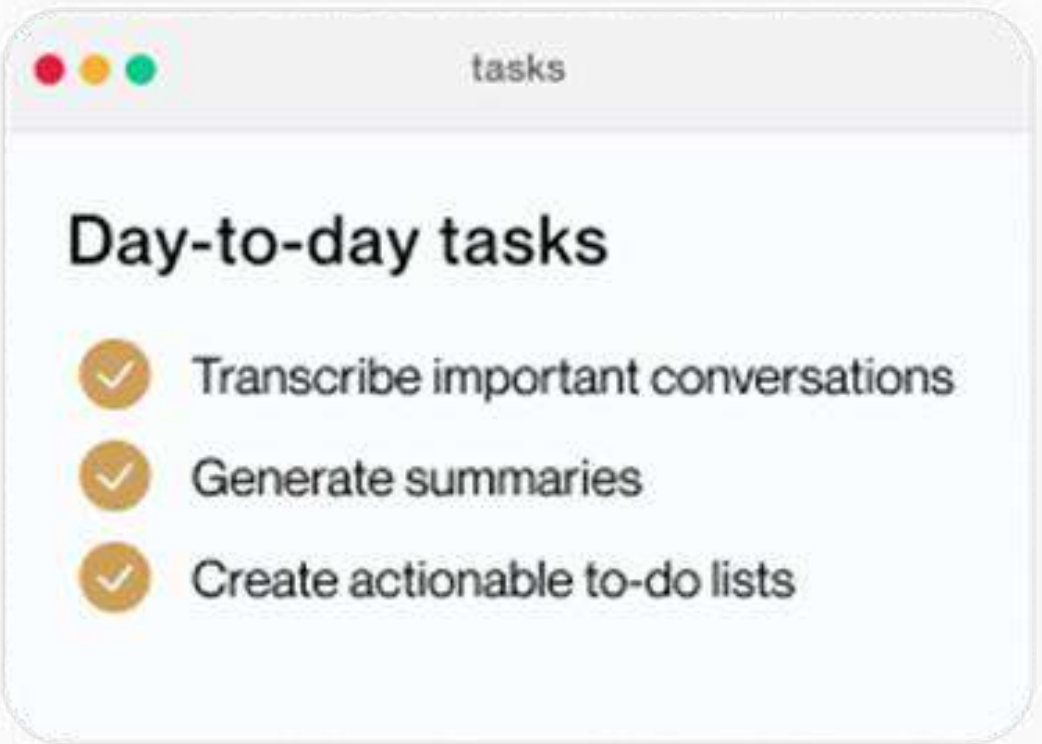
Registration

Ulla Interface overview

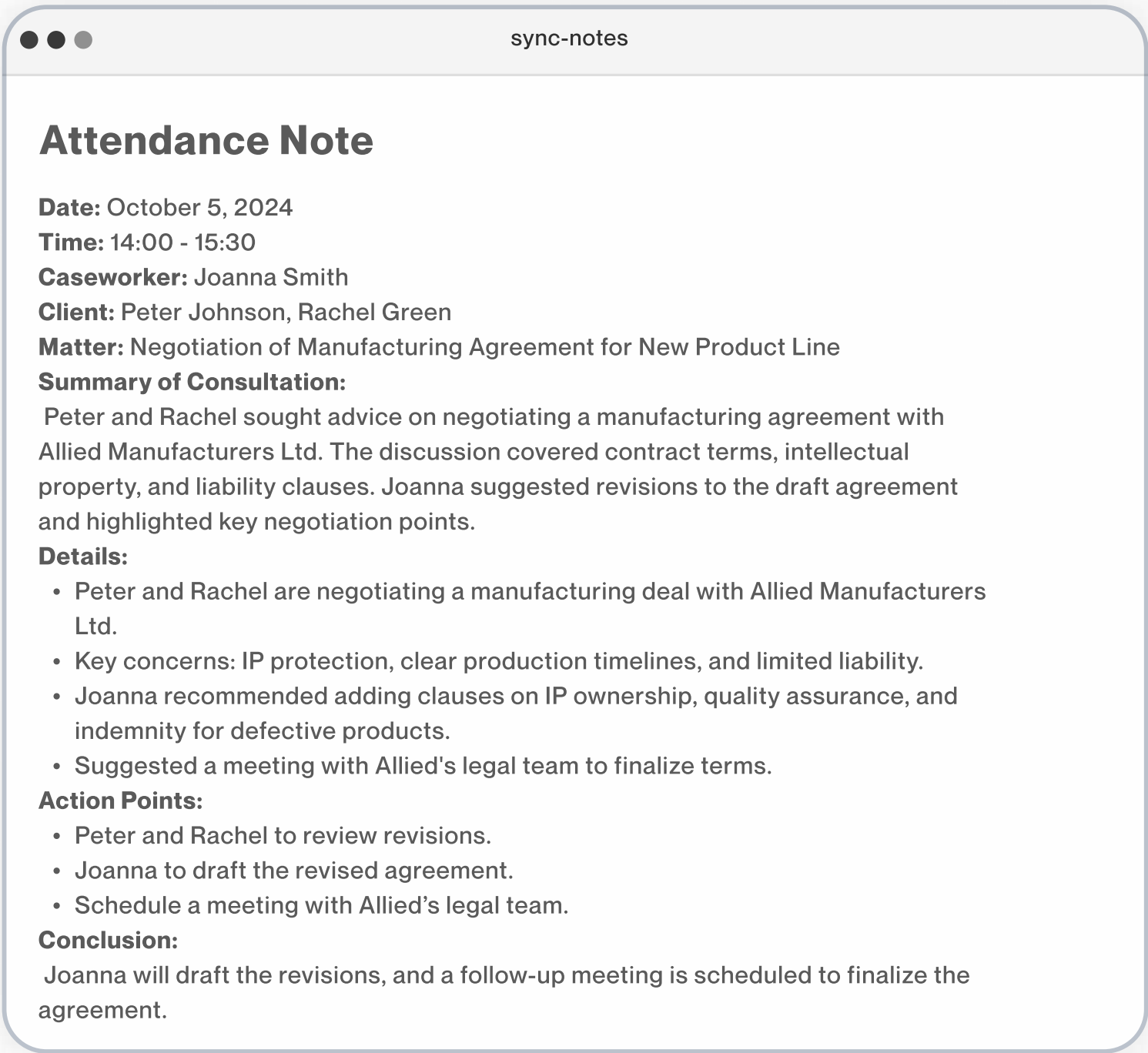
Change Speakers

Getting started

Data security



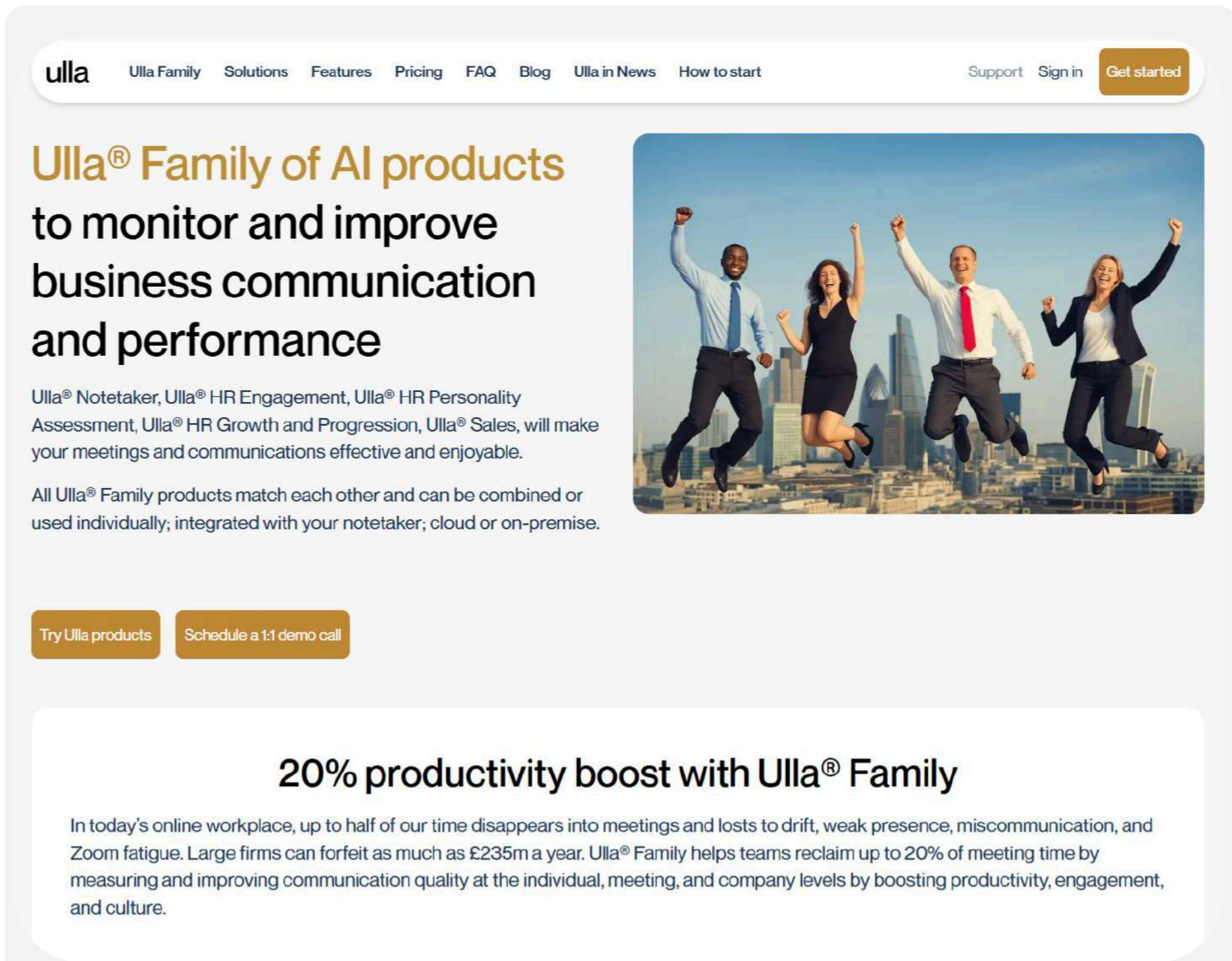
*don't focus
on routine*



Steps to Register

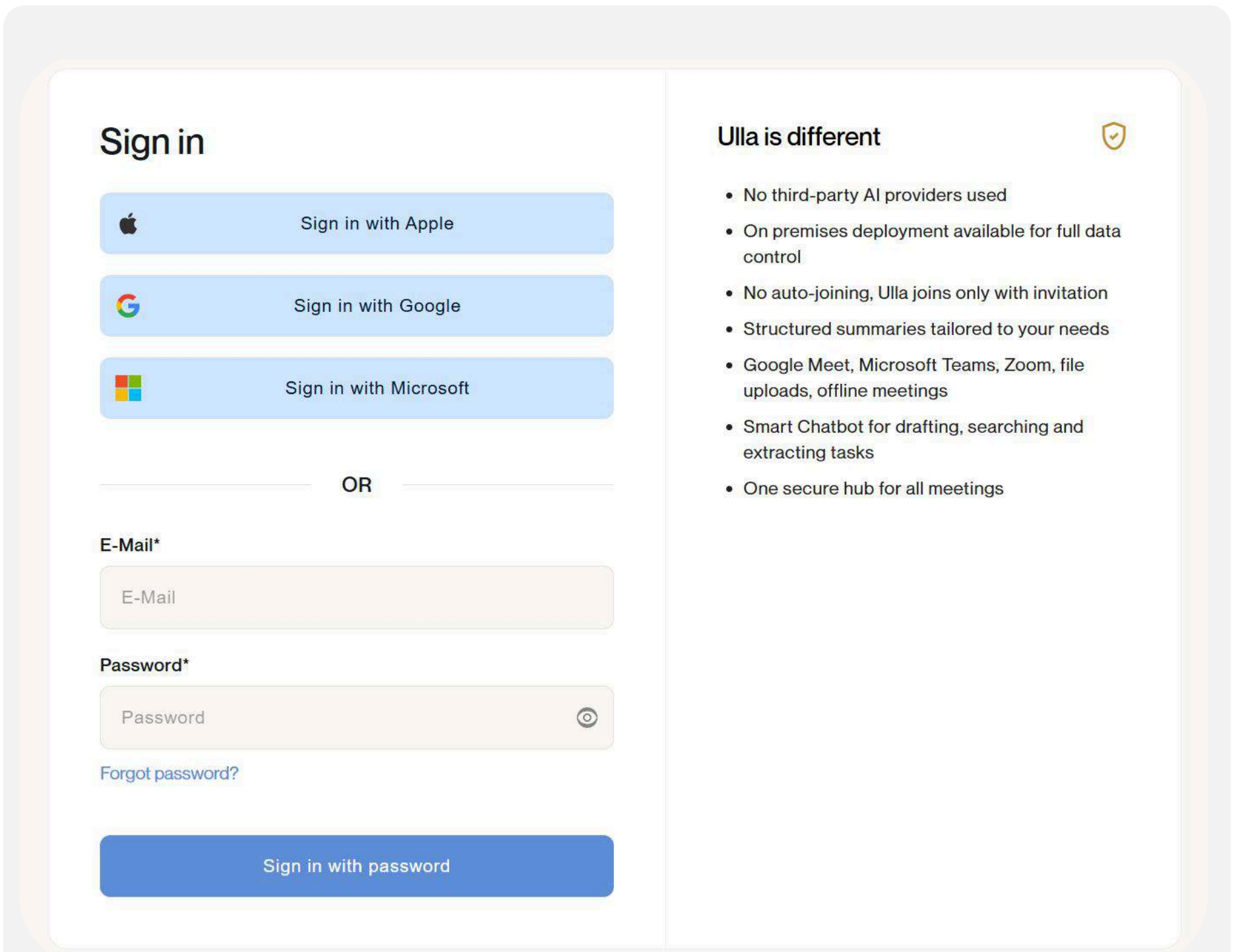


only for Professional



01 Visit the website

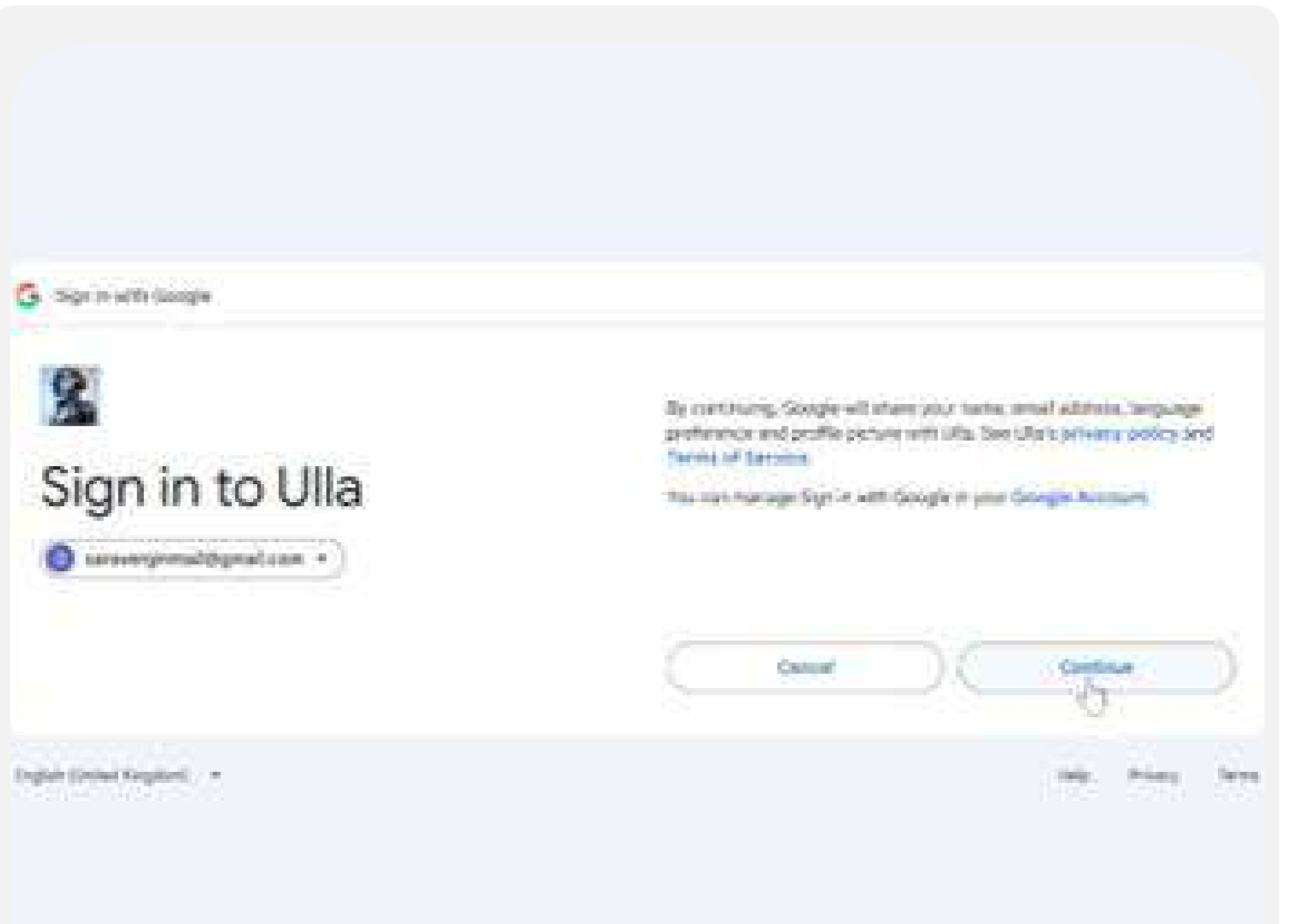
Click “Get started” buttom
or register with Ulla at <https://uk.ulla.bot/auth/register>



02 Sign In

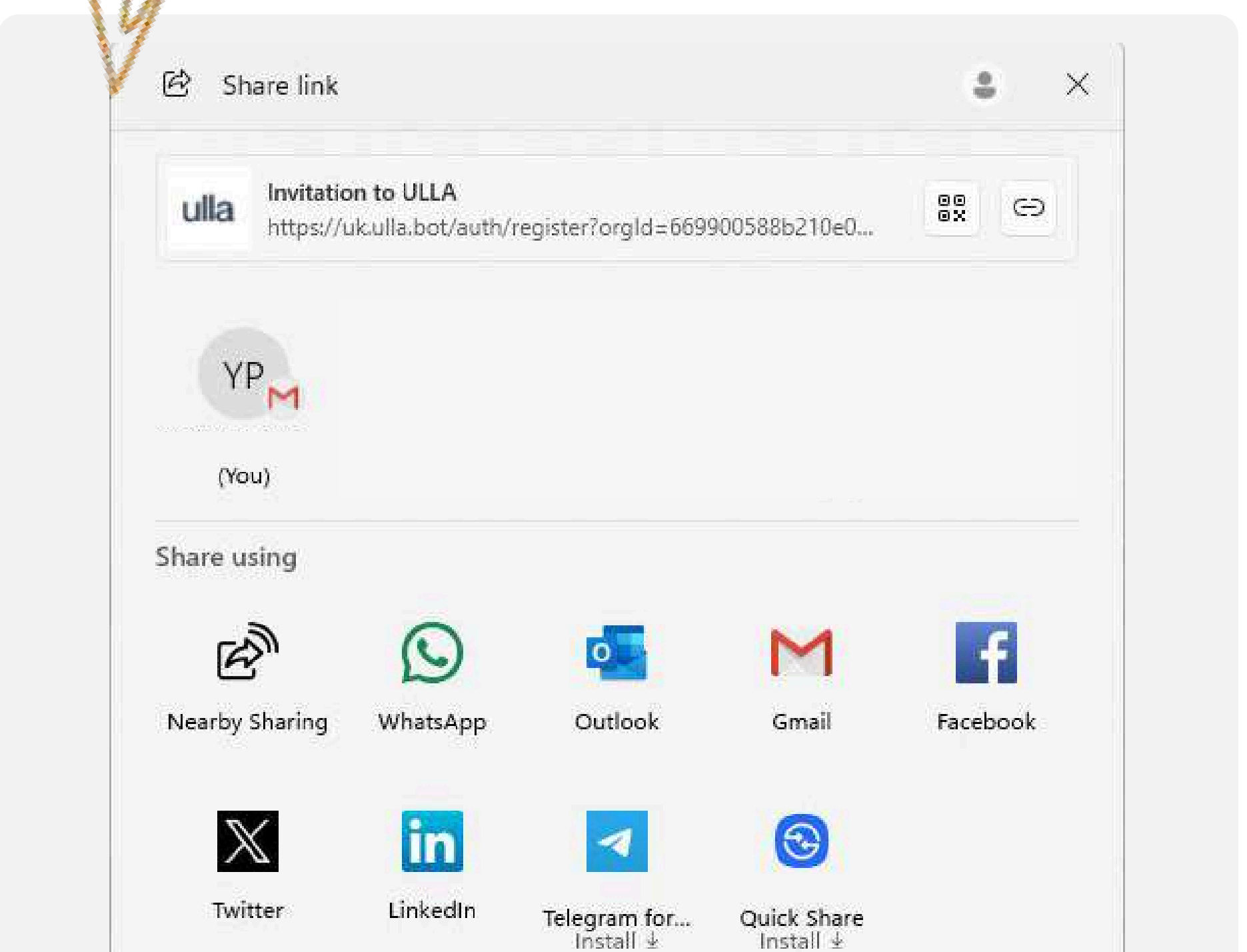
Registration Options

- Option 1: Use your email to sign in.
- Option 2: Sign in with a provider (Google, Microsoft, or Apple)



03 Authorise account

- Confirm permissions if required by your chosen provider, such as Google, Microsoft, or Apple.
- If you register with email and password, confirm your account via the verification link sent to your inbox.

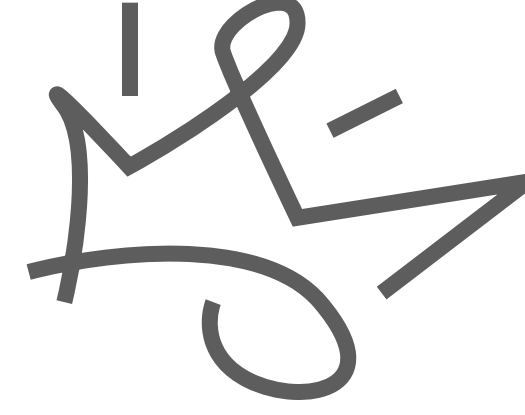


03 Register via invitation link

Only for Professional plan

- Admin can share or copy the invitation link
- Registration is completed directly via this link

Dashboard



What it is:

Main page of Ulla

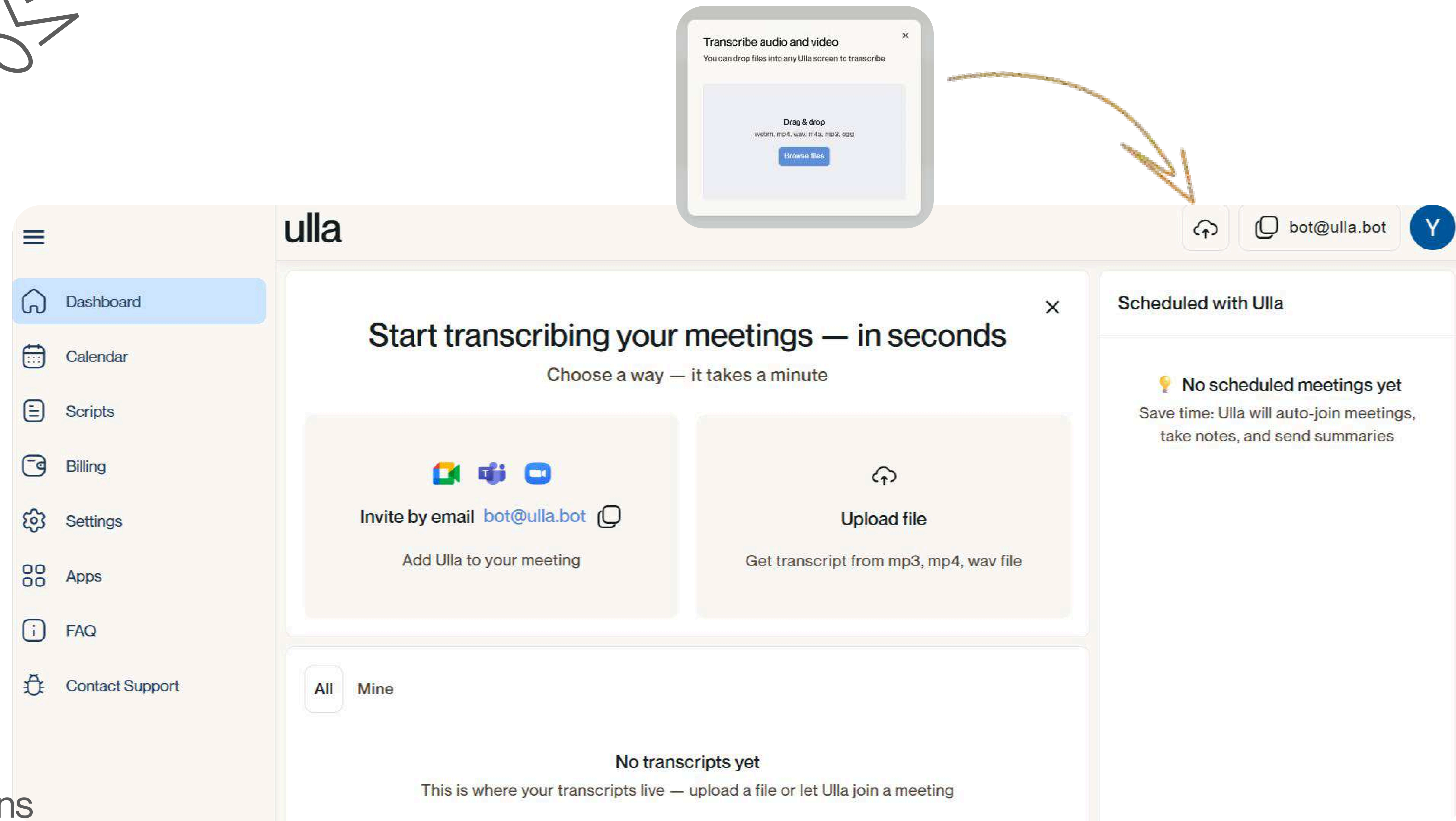
Shows meetings, transcripts, and scripts

How it works:

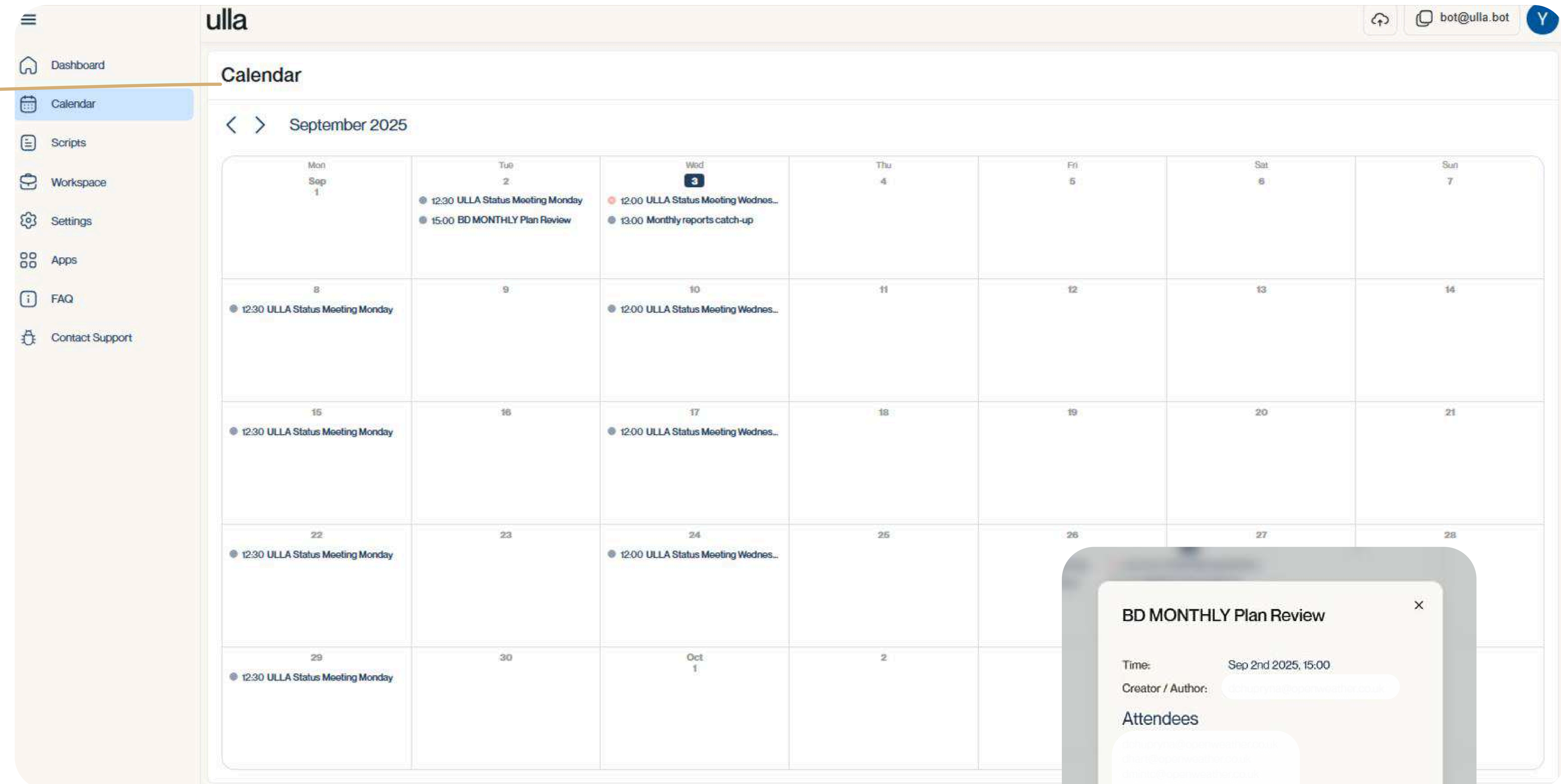
- Left menu → navigation to other sections
- Centre → meetings of the week + transcripts/scripts
- Right panel → scheduled meetings with Ulla

What to do:

- Invite Ulla by email bot@ulla.bot
- Or upload file (mp3, mp4, wav)
- Use tabs All / Mine to filter transcripts



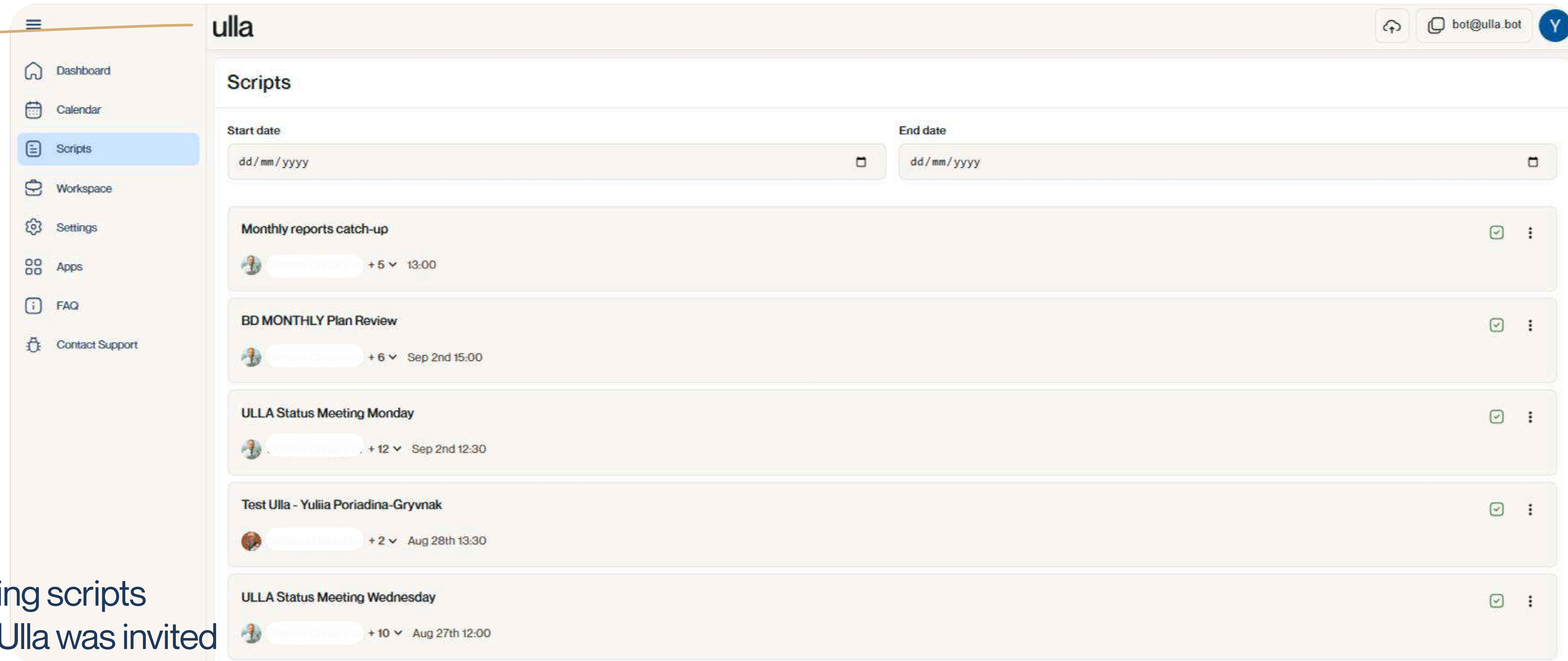
Calendar



What it is:
Monthly view of meetings with Ulla

- How it works:**
- Only meetings with Ulla appear here
 - Click on a meeting to see details:
 - Date and time
 - Creator
 - Attendees
 - Meeting link

Scripts - Overview



What it is:

Central repository of all meeting scripts
Shows only meetings where Ulla was invited

How it works:

- Filter by start date / end date
- Green checkmark  → transcription is finished
- Click a script → open detailed view

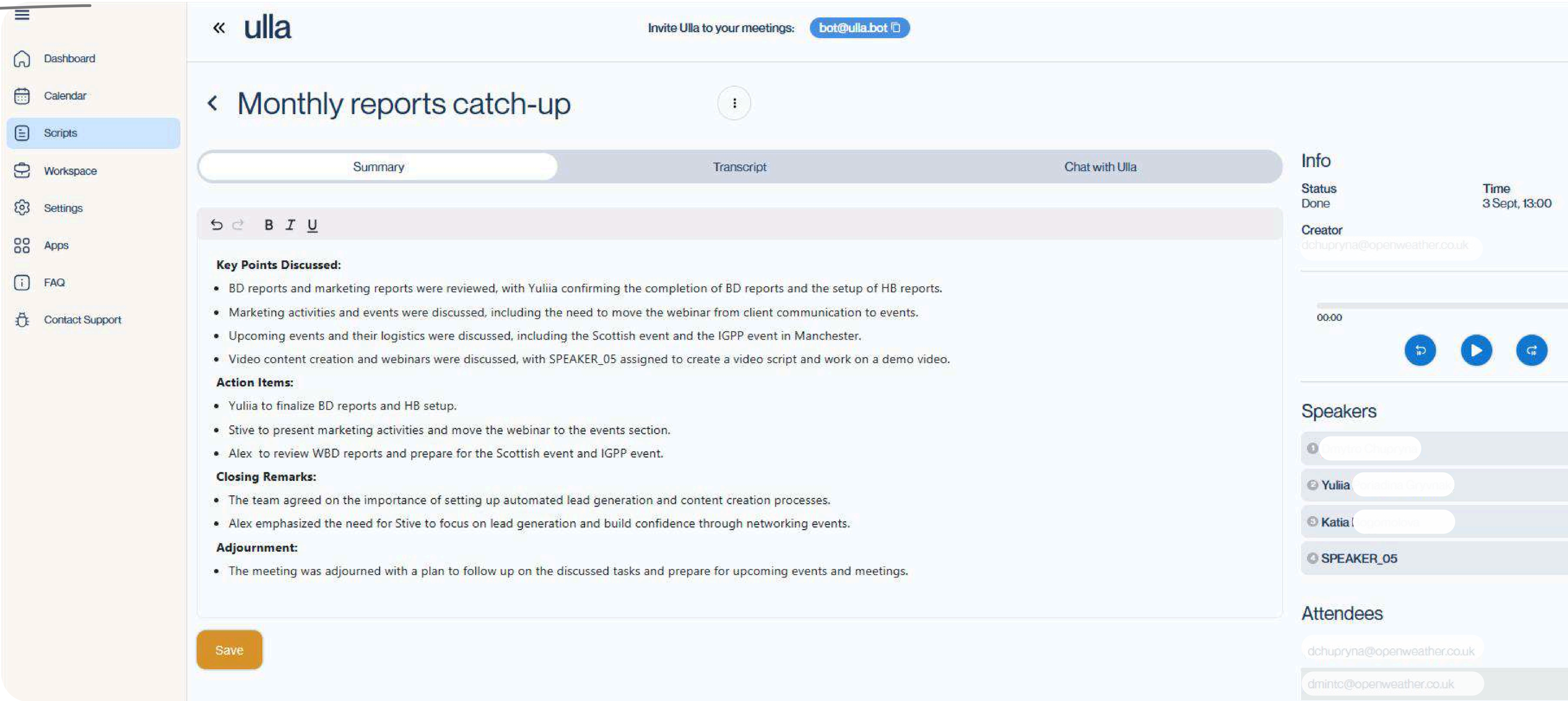
What to do:

Click on a meeting to open its script

Scripts - Summary tab

What it is:
Smart meeting summary

- How it works:**
- Key points, action items, closing notes
 - Text is clear, structured, editable





- Speaker labels and timestamps
- Edit speaker names
- Listen to each speech fragment via timestamp

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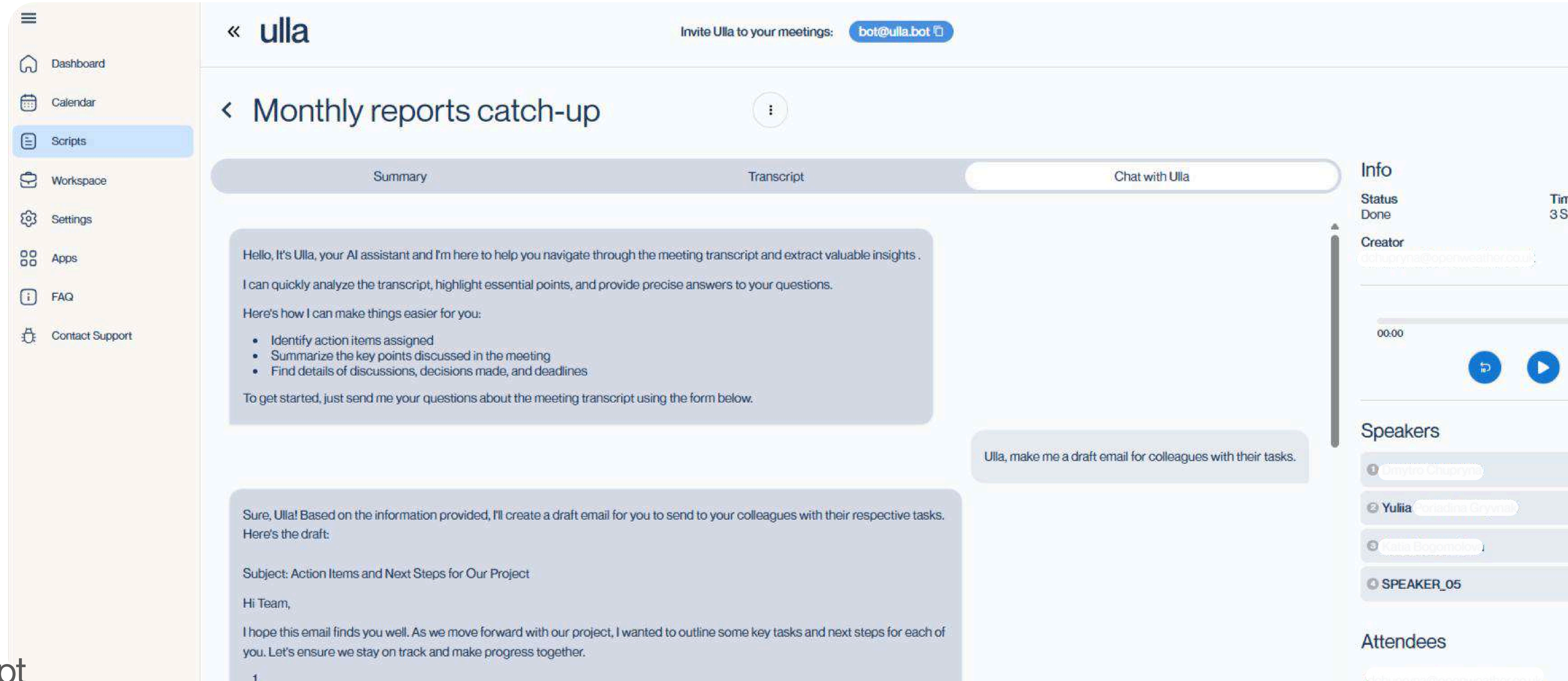
Scripts - Chat with Ulla tab

What it is:

Interactive chat based on transcript

How it works:

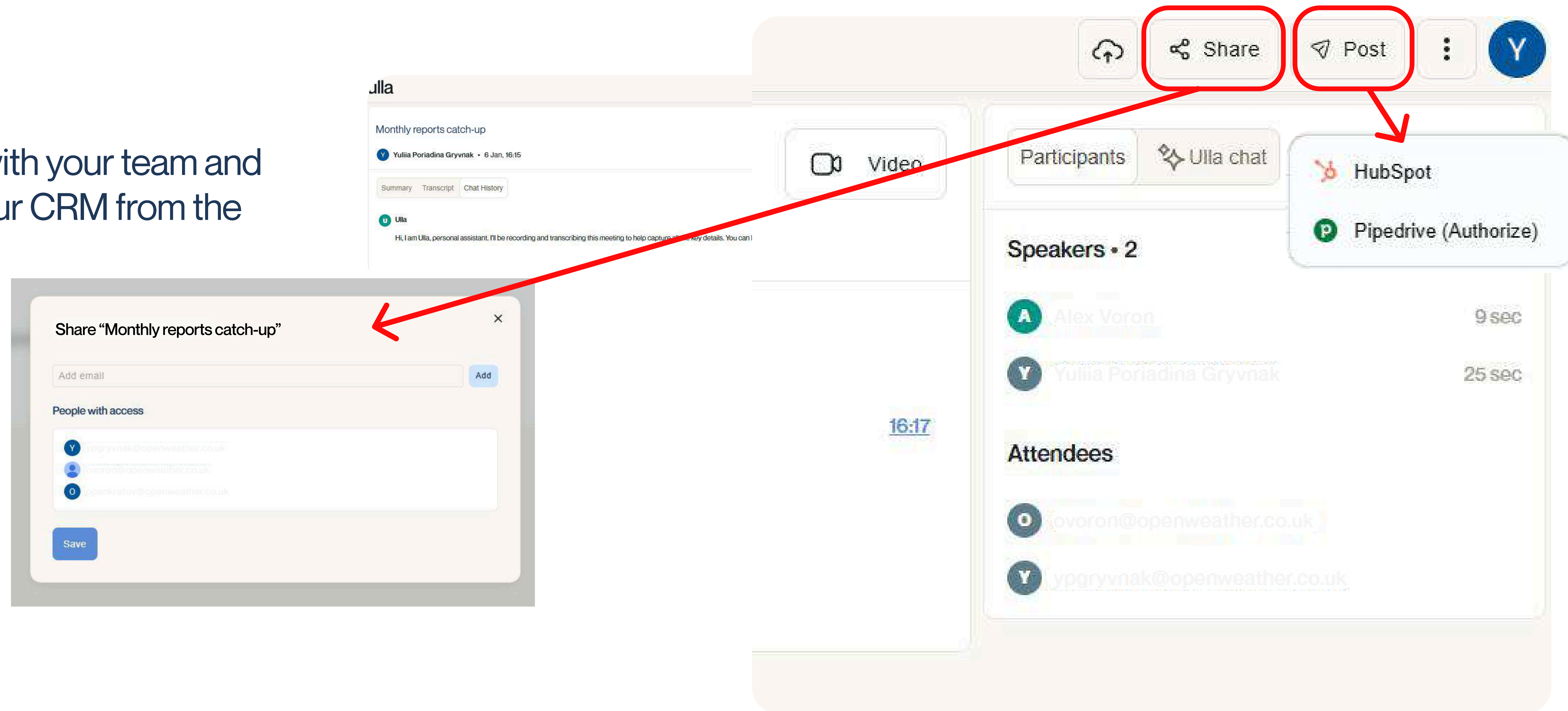
- Ask questions about the meeting
- Find who said what
- Get summaries in different formats (standard, bullet points, email-ready, focused)
- Request draft emails
- Ask follow-up questions for more detail



Scripts - Info panel - Share meeting + Post to CRM

What it is:

You can share a meeting script with your team and post the meeting summary to your CRM from the same meeting page



How it works:

- Open **Scripts** and select a meeting.
- Use **Share** to give access to the meeting script.
- Use **Post** to send the meeting summary to your CRM.

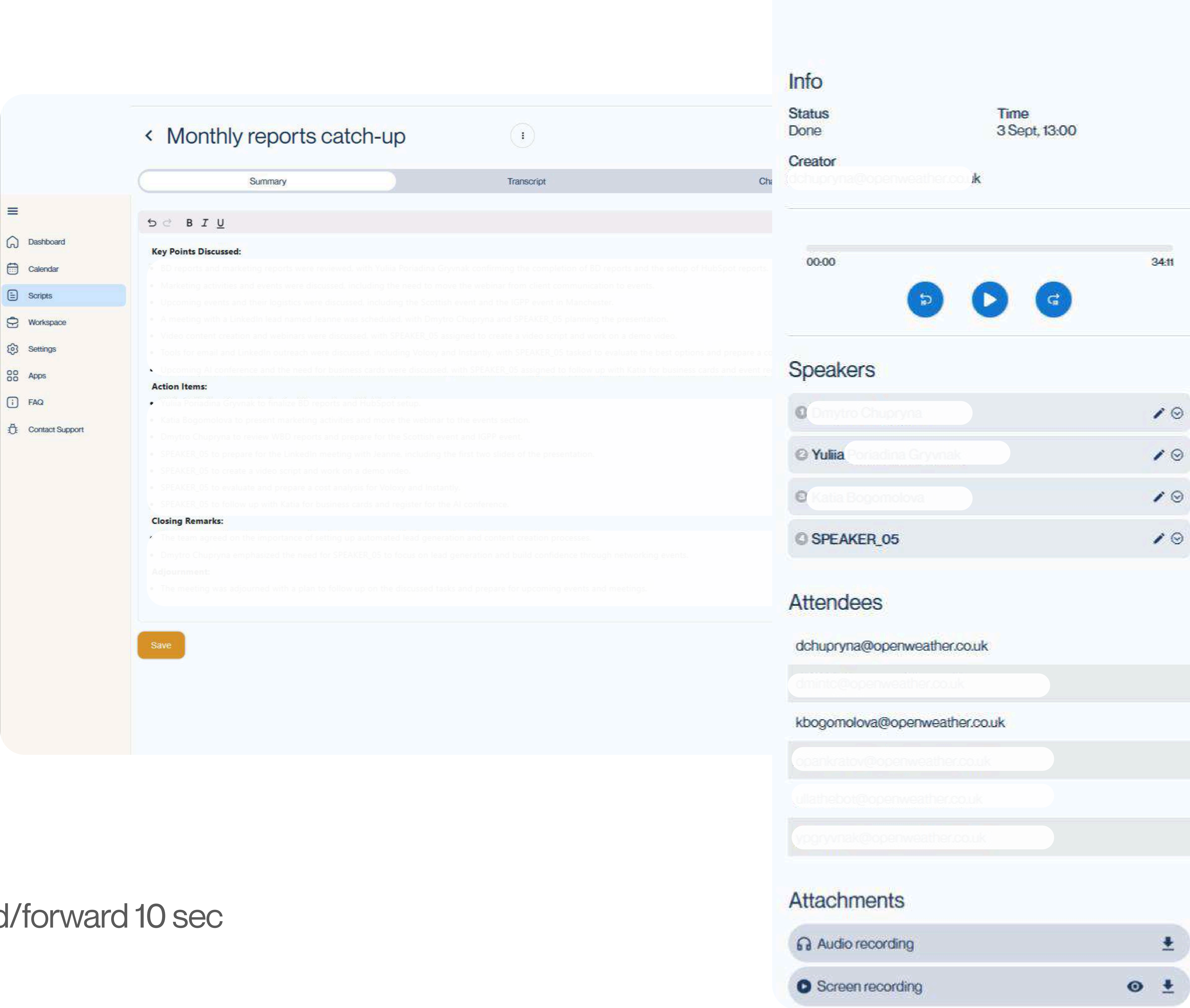
What to do:

- Click **Share** → add people to share the script
- Click **Post** → choose CRM and follow the prompts.
- Review the summary before posting. You can edit it if needed.

Scripts - Info panel

What it is:
Side panel with meeting details

- How it works:**
- Status, date, creator
 - Audio player: listen to the whole meeting, rewind/forward 10 sec
 - Speakers: view and edit names
 - Attendees: full invited list
 - Attachments: download audio or video, or watch video recording directly



Workspace (Professional plan only, admin only)

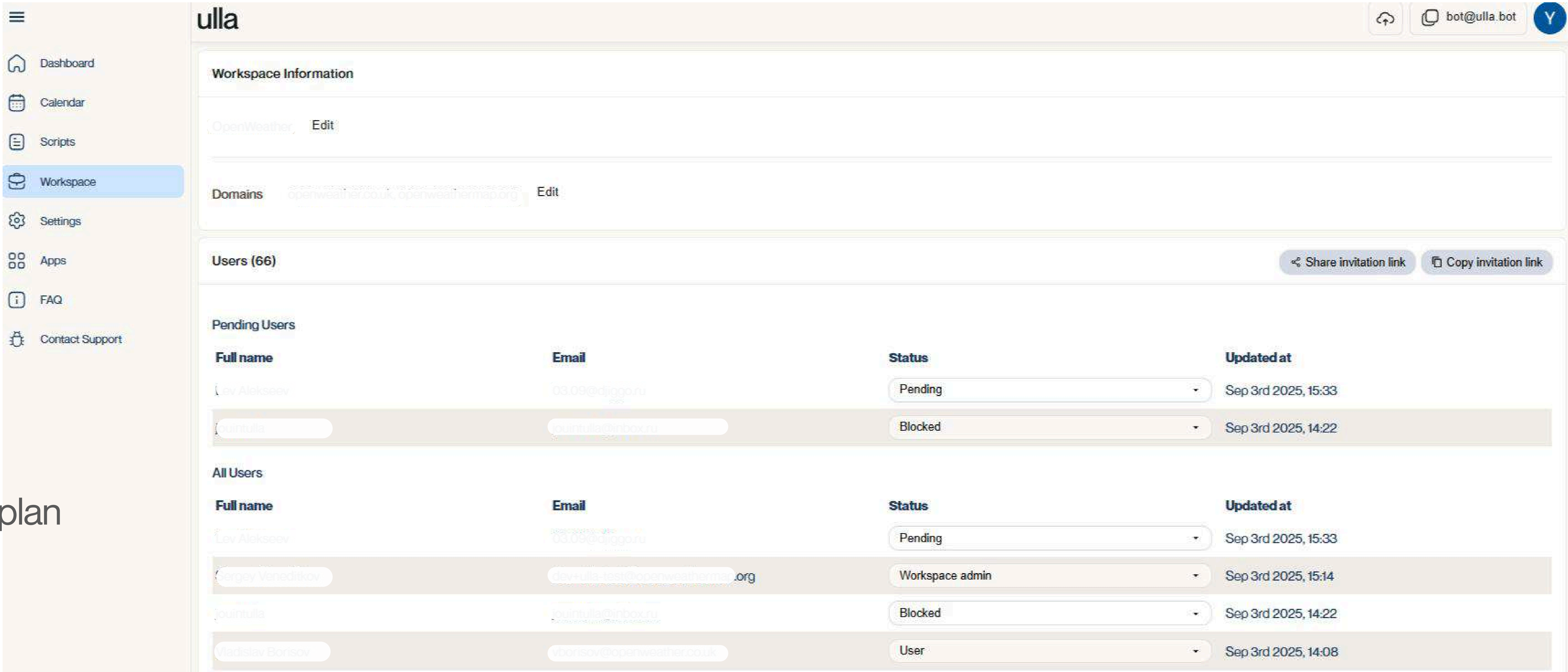
What it is:
Admin panel for your organisation
Available only on the Professional plan

How it works:

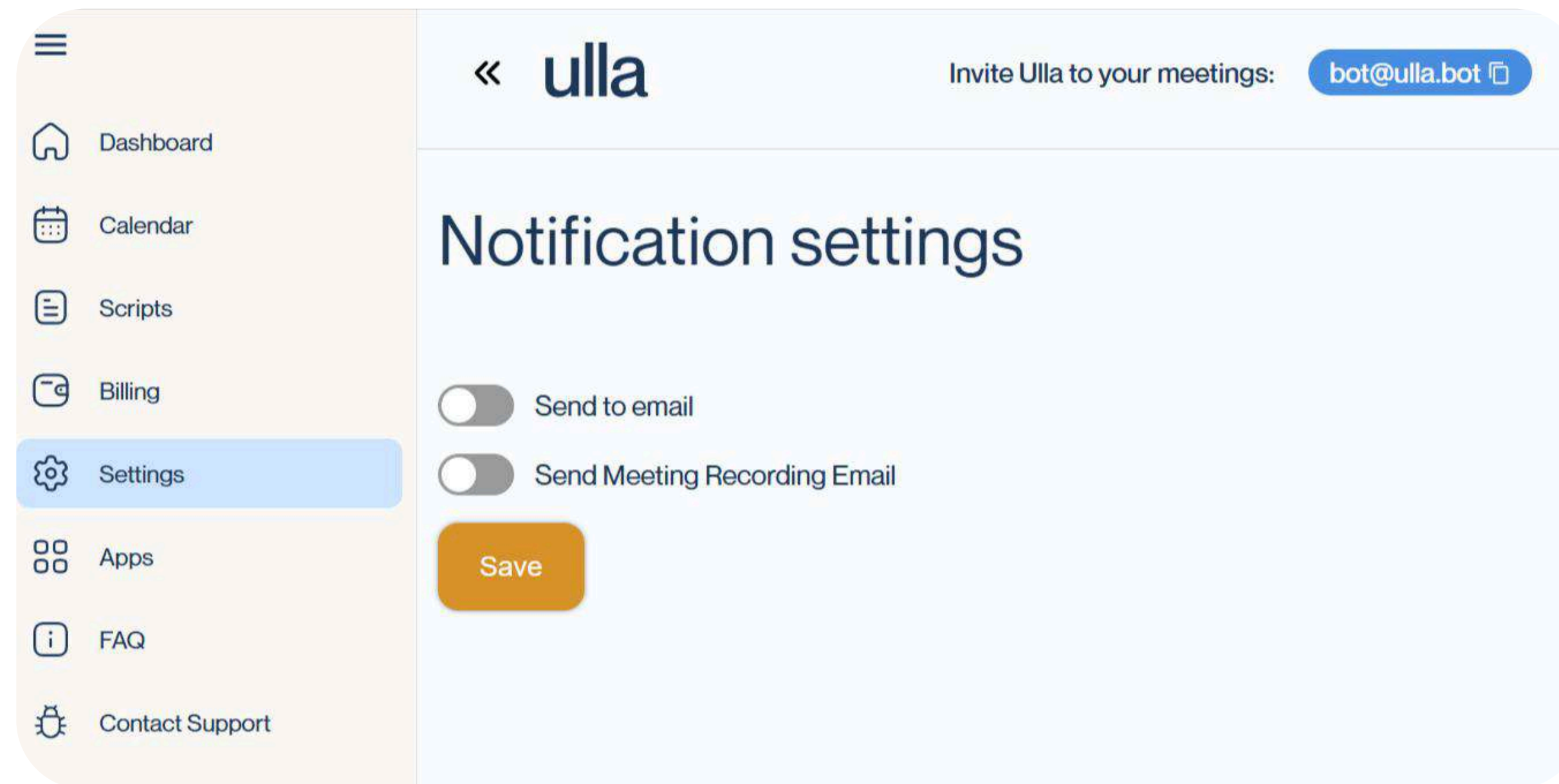
- Manage users
- User statuses: Pending – awaiting approval, User – active user, Workspace admin – administrator rights, Blocked – access denied

What to do:

- As an admin:
 - Invite users via the invitation link
 - Approve or block requests
 - Assign roles (User / Admin)



Settings (Personal and Professional plans)



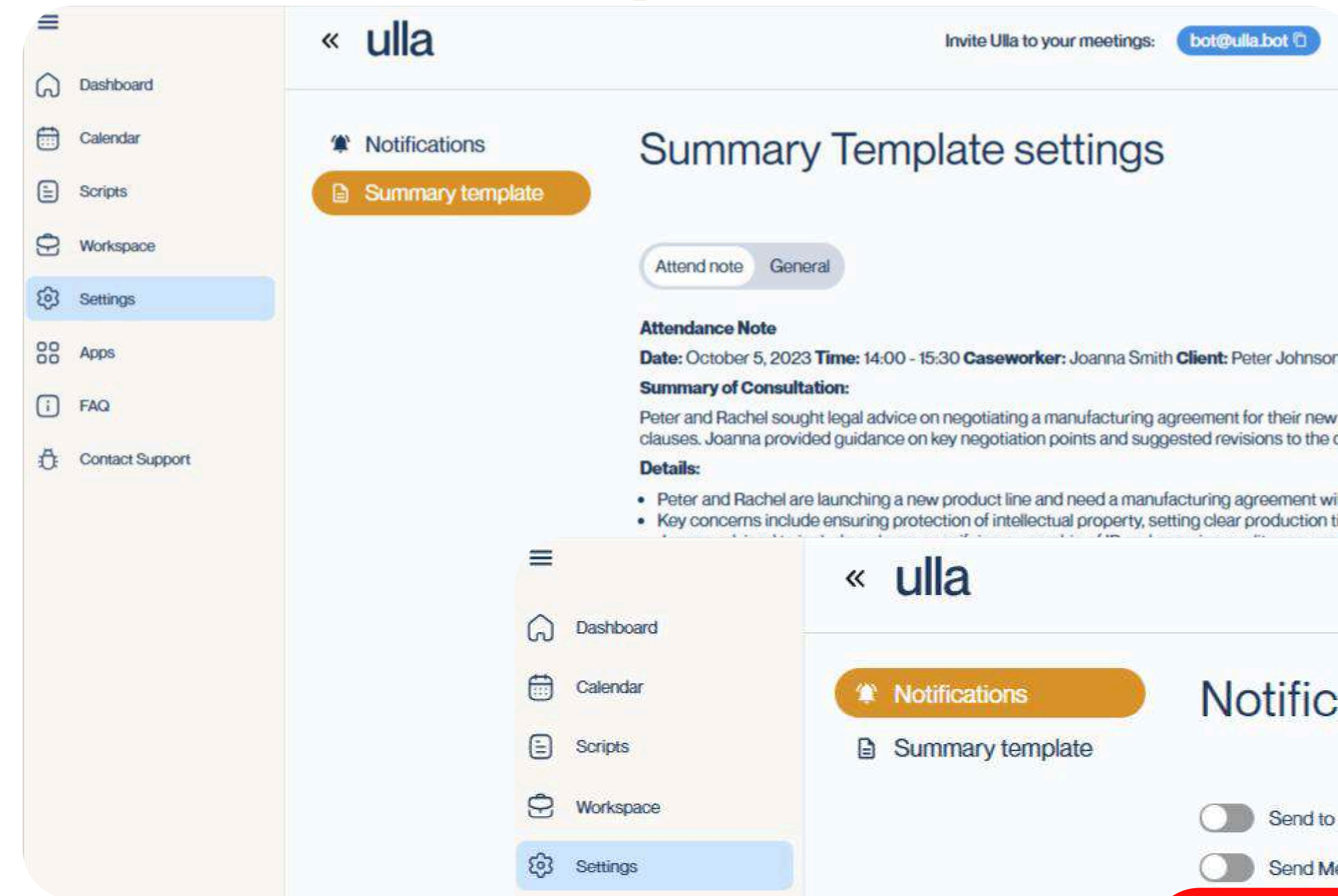
Personal



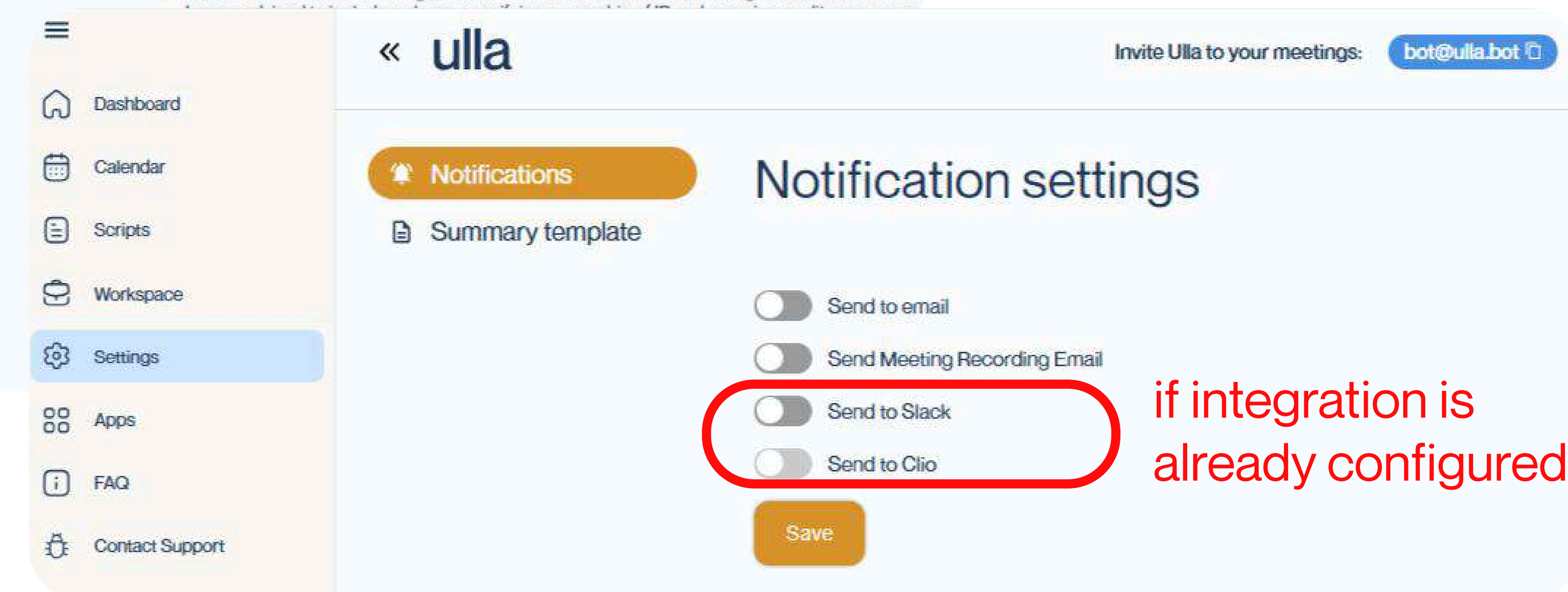
What it is:

Personal - notification options

Professional - Organisation-level settings for teams



additional for Professional



if integration is already configured

How it works:

- Notification settings:
 - *Send to email* - meeting notes go to your inbox
 - *Send Meeting Recording Email* - informs participants that the meeting will be recorded

What to do:

Toggle the notifications you need and click Save

How it works:

- Admins manage notifications and templates for all users in the workspace
- Notification settings:
 - *Email delivery, Recording notifications to participants, Send notes to Slack, Send notes to Clio CRM*
- Summary templates:
 - Admins define the template format (General or Attendance Note) for meeting notes

What to do:

Admins set up defaults for the whole organisation
Users follow the organisation's chosen settings

Settings - Auto-Join behavior

(Personal and Professional plans)

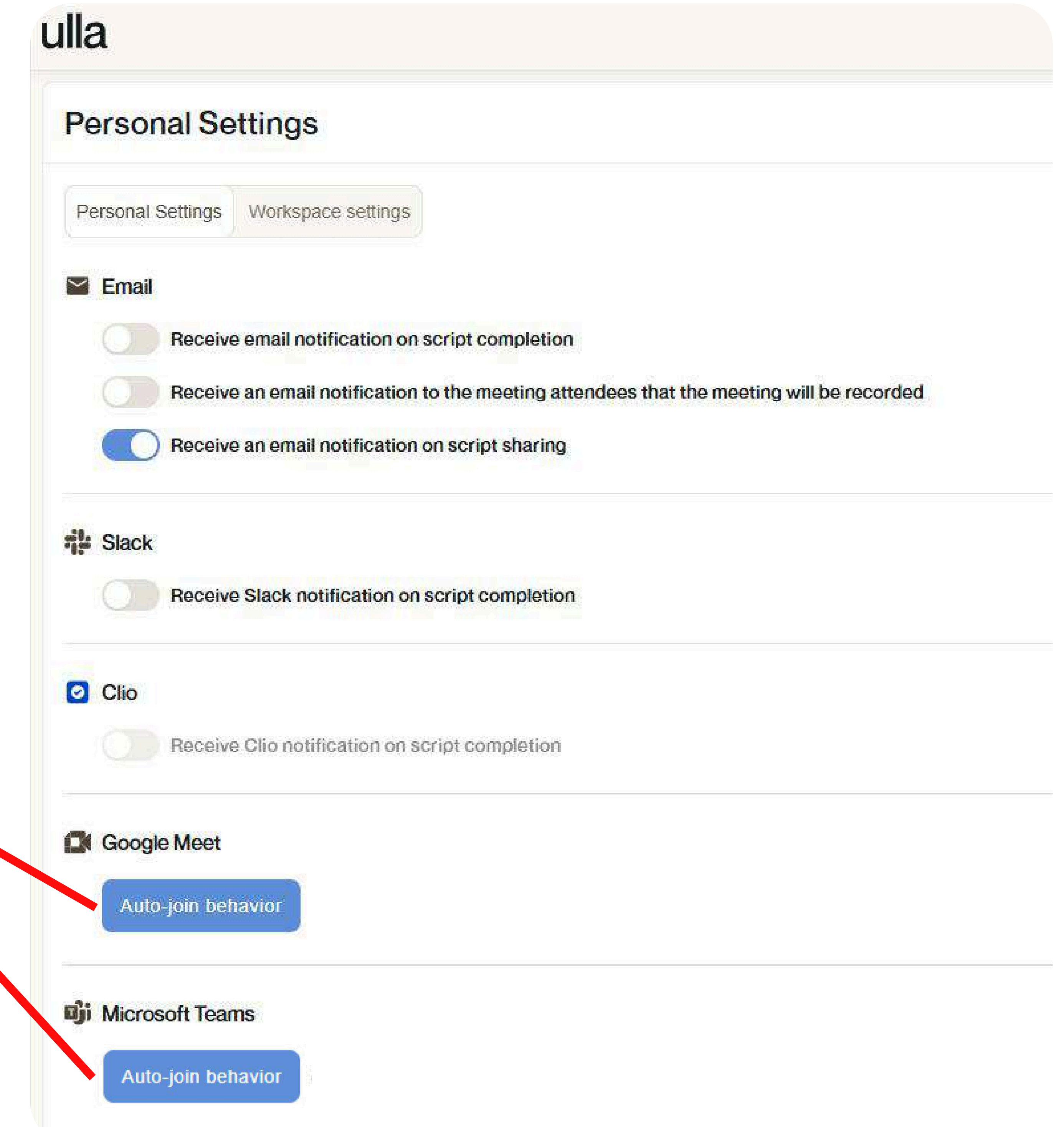
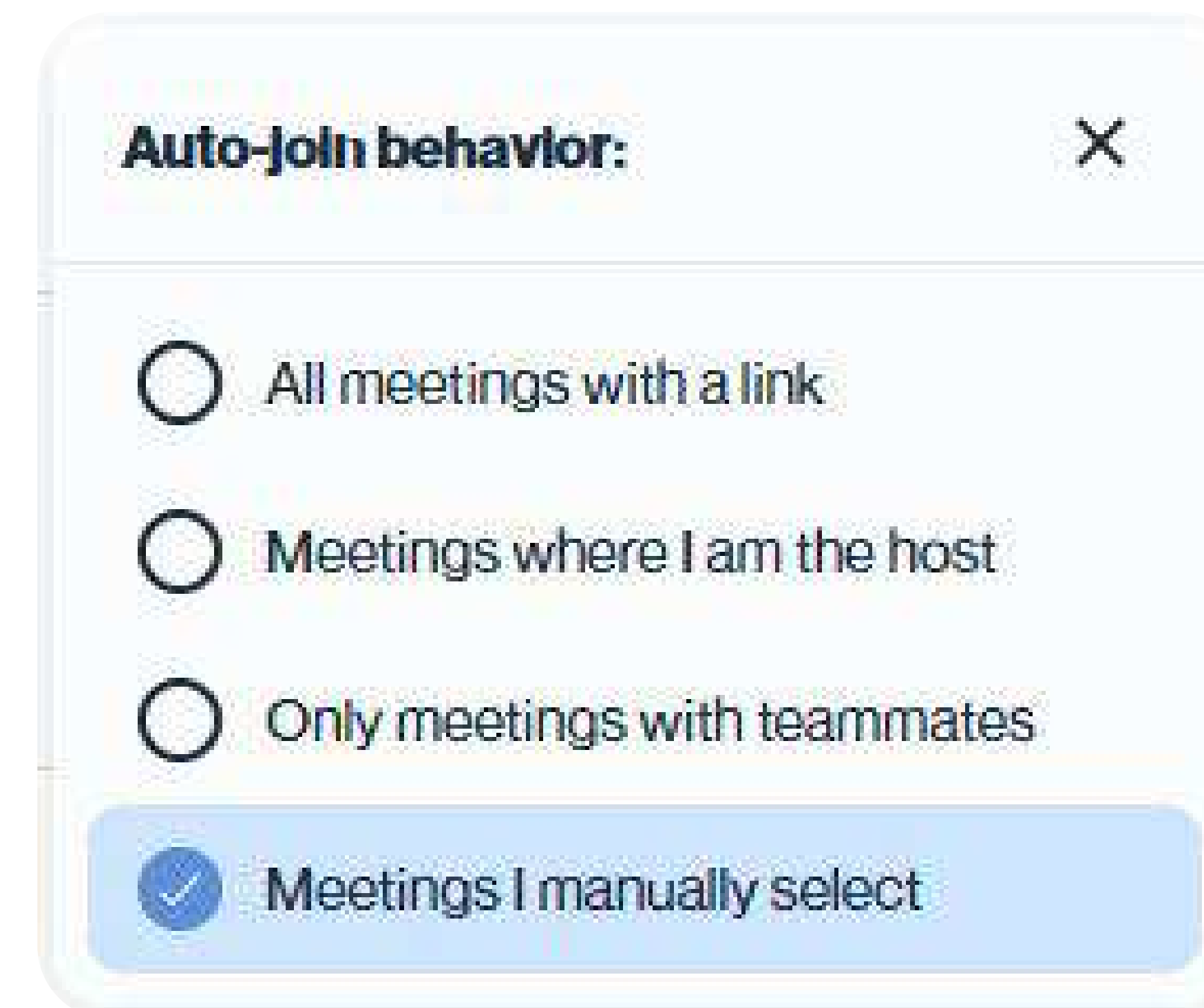
What it is:

Auto-Join behavior controls when Ulla automatically joins your calendar meetings

How it works:

In Google Meet or Microsoft Teams, click Auto-join behavior and choose one option:

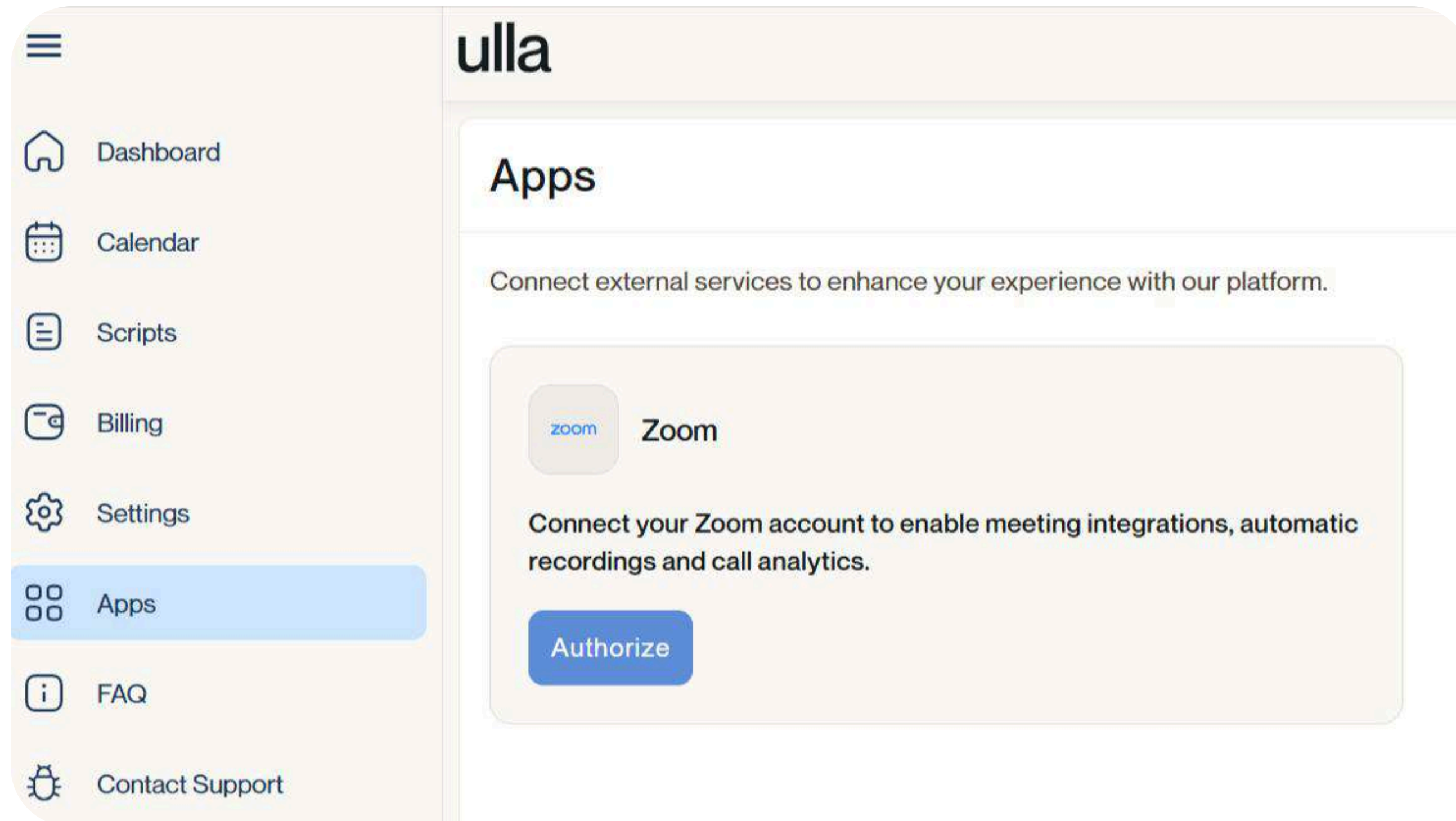
- **All meetings with a link** - Ulla joins all calendar events that contain an online meeting link.
- **Meetings where I am the host** - Ulla joins only meetings you organize.
- **Only meetings with teammates** - Ulla joins meetings where participants are from your Ulla workspace.
- **Meetings I manually select** - Ulla does not join automatically. You add Ulla manually when needed.



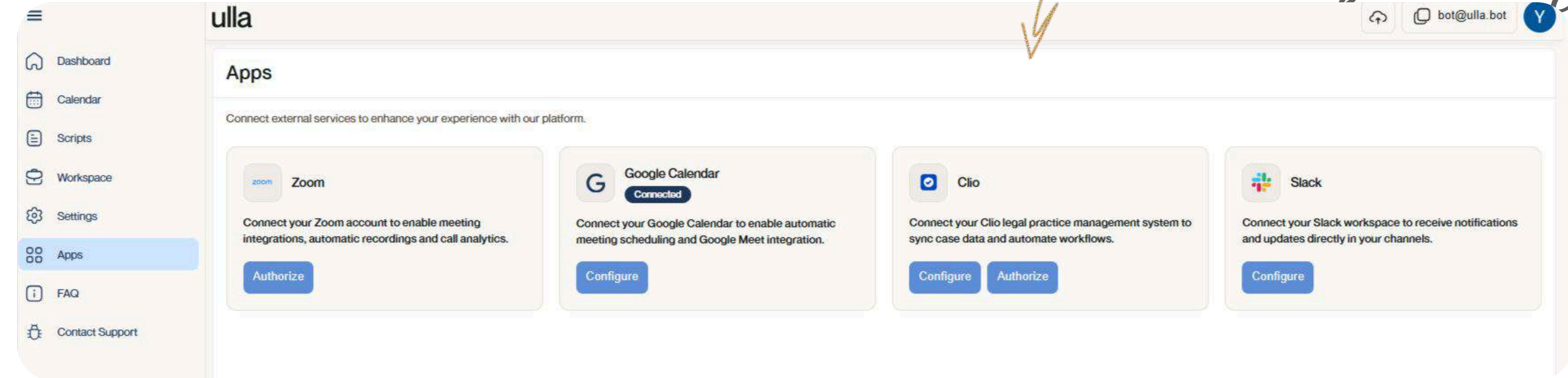
What to do:

- Open Auto-join behavior for the calendar you use
- Select the option that matches your workflow
- You can change this setting at any time.

Apps (Personal and Professional plans)



Personal



additional for Professional

What it is:

Personal - Integration settings for personal use.

Professional - Extended integration options for team collaboration

How it works:

Google and Microsoft integrations work by default (just invite Ulla). For Zoom, a quick integration is required

What to do:

If you use Zoom, click Authorise to connect your account

How it works:

Options include Zoom, Google Calendar, Clio, Slack (*Google and Microsoft integrations work by default (just invite Ulla)*)

What to do:

Select Authorise or Configure (*users with Workspace access and higher*) for the service you want to connect

Zoom Integration

What it is:

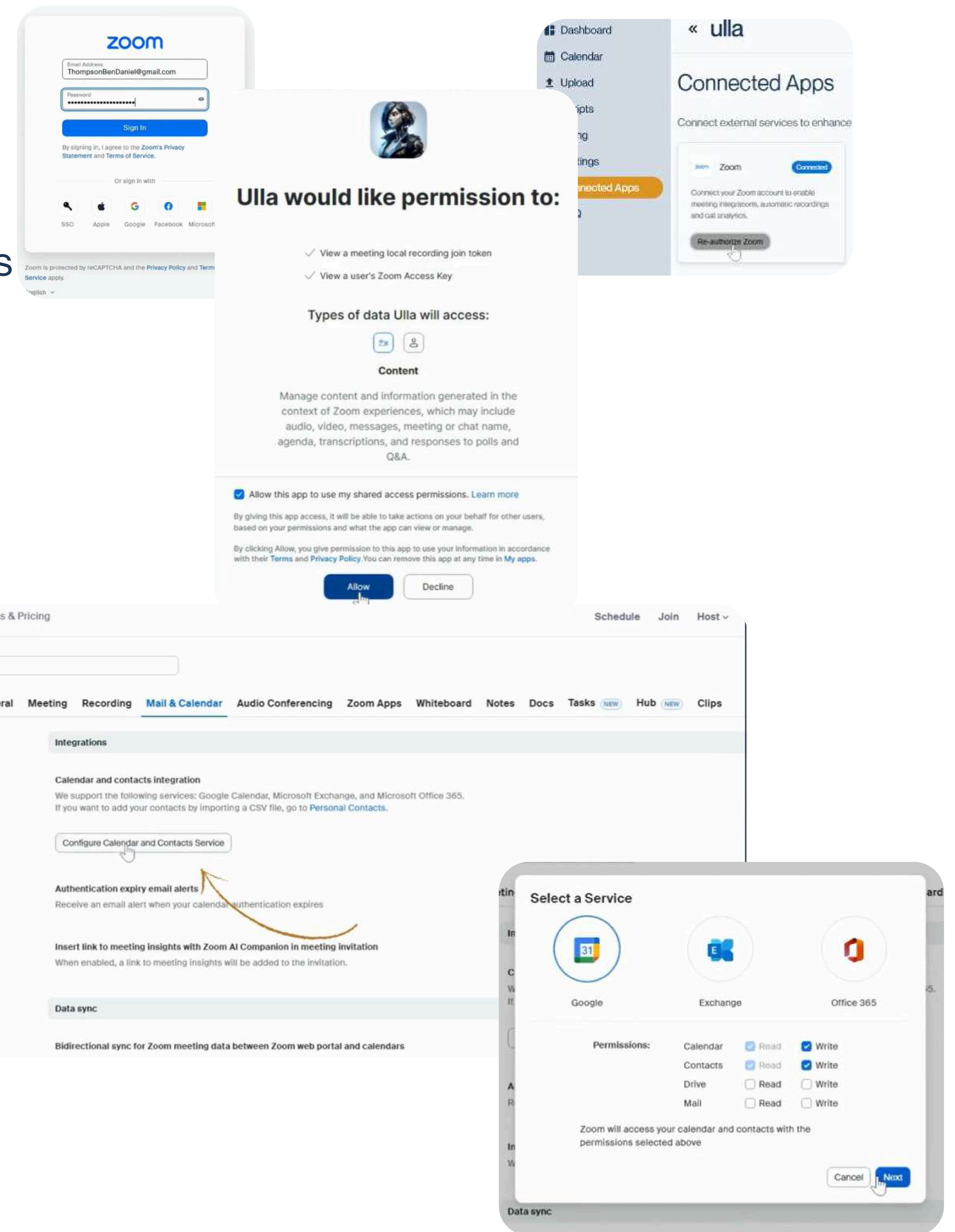
Connect Ulla with Zoom for automatic joining, recording, and smart summaries

How it works:

1. Go to Apps → Zoom → Authorise.
 - You'll be redirected to Zoom. Tick *Allow this app to use my shared access permissions* and click **Allow**.
2. In Zoom, schedule a meeting.
 - Add bot@ulla.bot as an attendee.
3. Make sure Zoom is connected with Calendar.
 - Zoom → Settings → Profile → Connected Apps → Connect Google Calendar → Allow.

What to do:

Send the invite at least 10 minutes before the meeting
Ulla will join automatically



Change Speakers

What it is:

Two ways to manage and rename speakers for accurate transcripts and summaries

How it works:

1. Transcript tab

Click on a speaker's name → listen to the speech fragment → assign the correct name → press the ✓ icon to save changes

2. Speakers tab

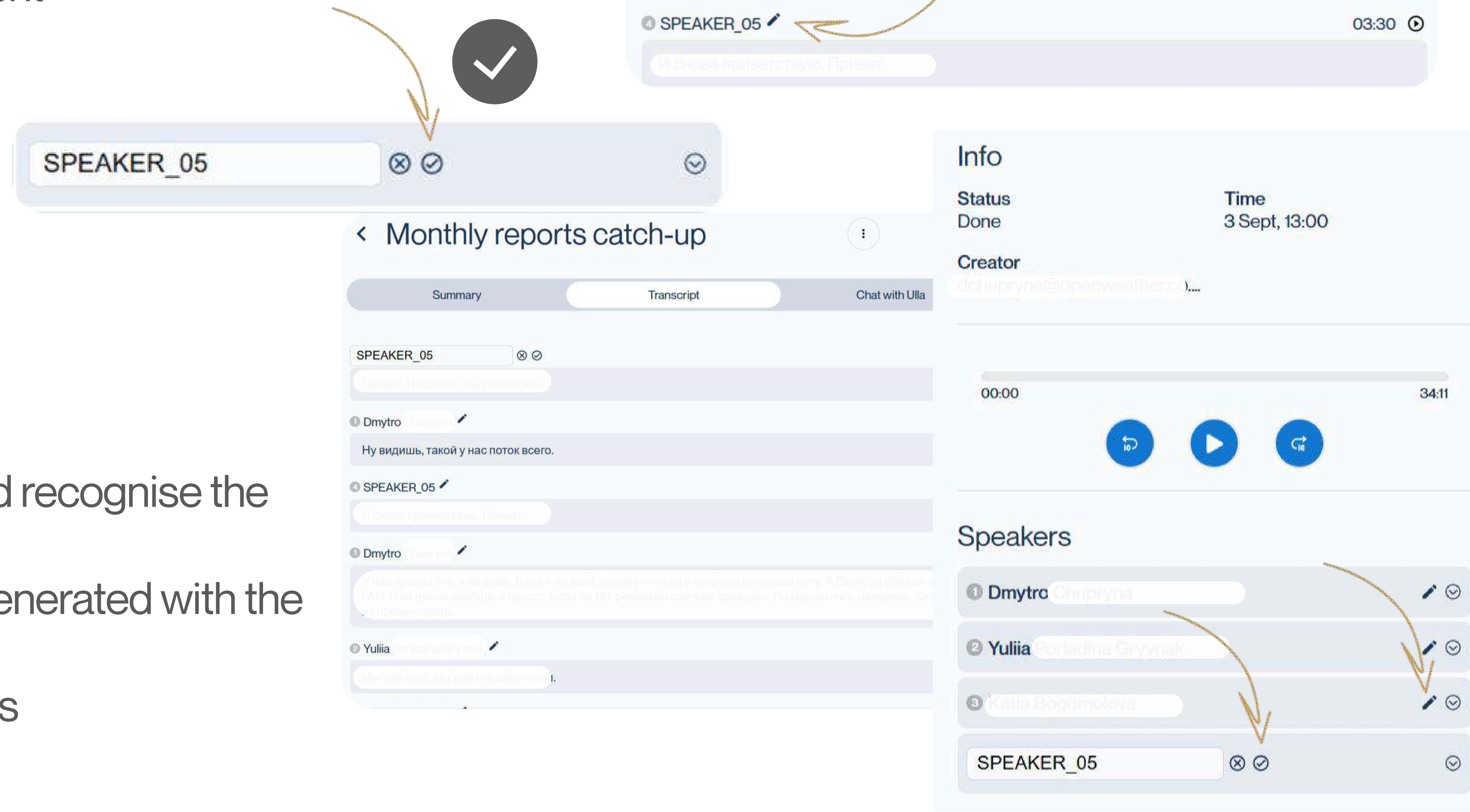
See all detected speakers in one list → rename them directly → press the ✓ icon to save changes

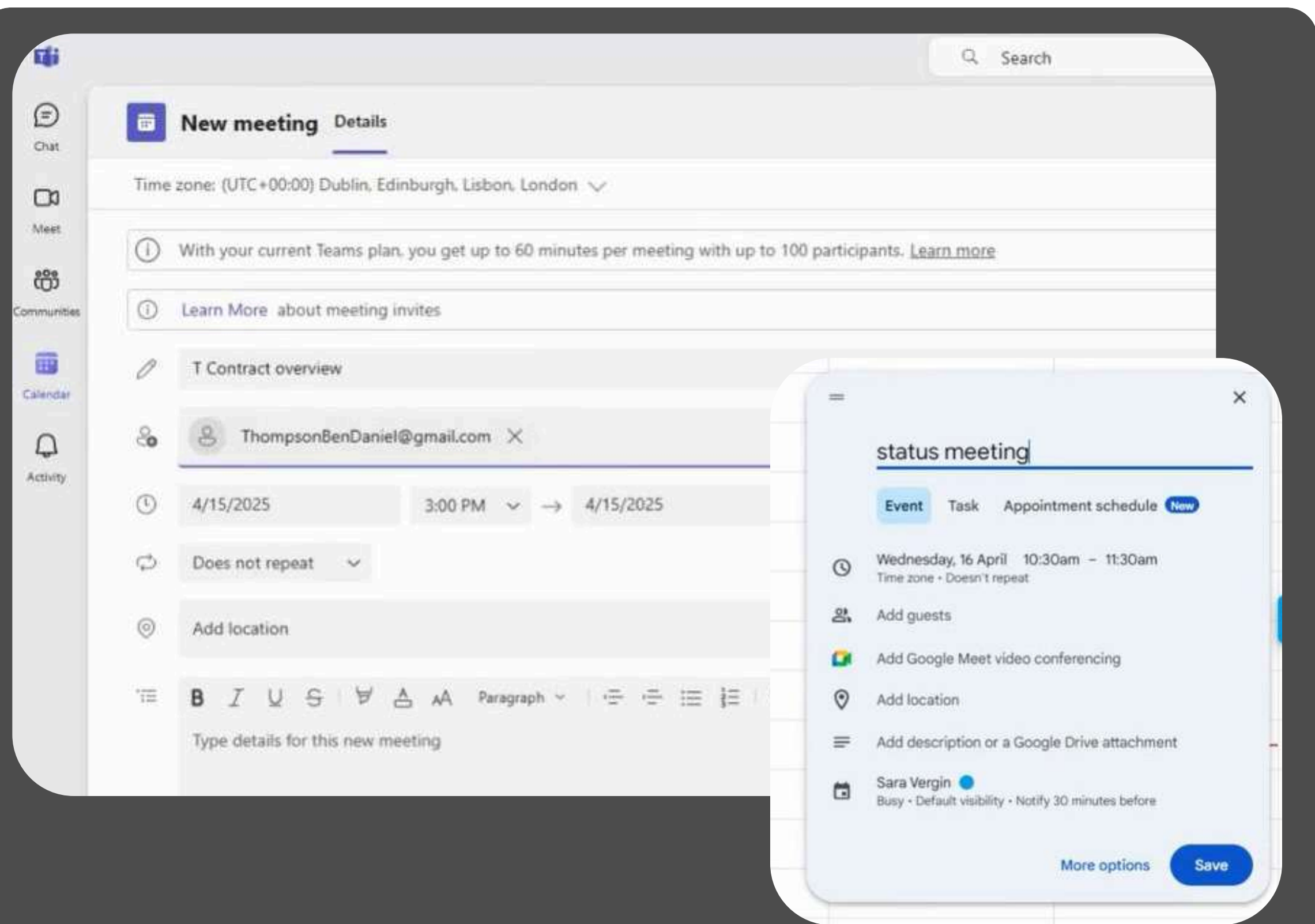
What happens next:

- Voice recognition - Ulla will remember the voice and recognise the speaker in future meetings.
- Updated content - transcript and summary are regenerated with the correct names.
- Only the meeting organiser can edit speaker names

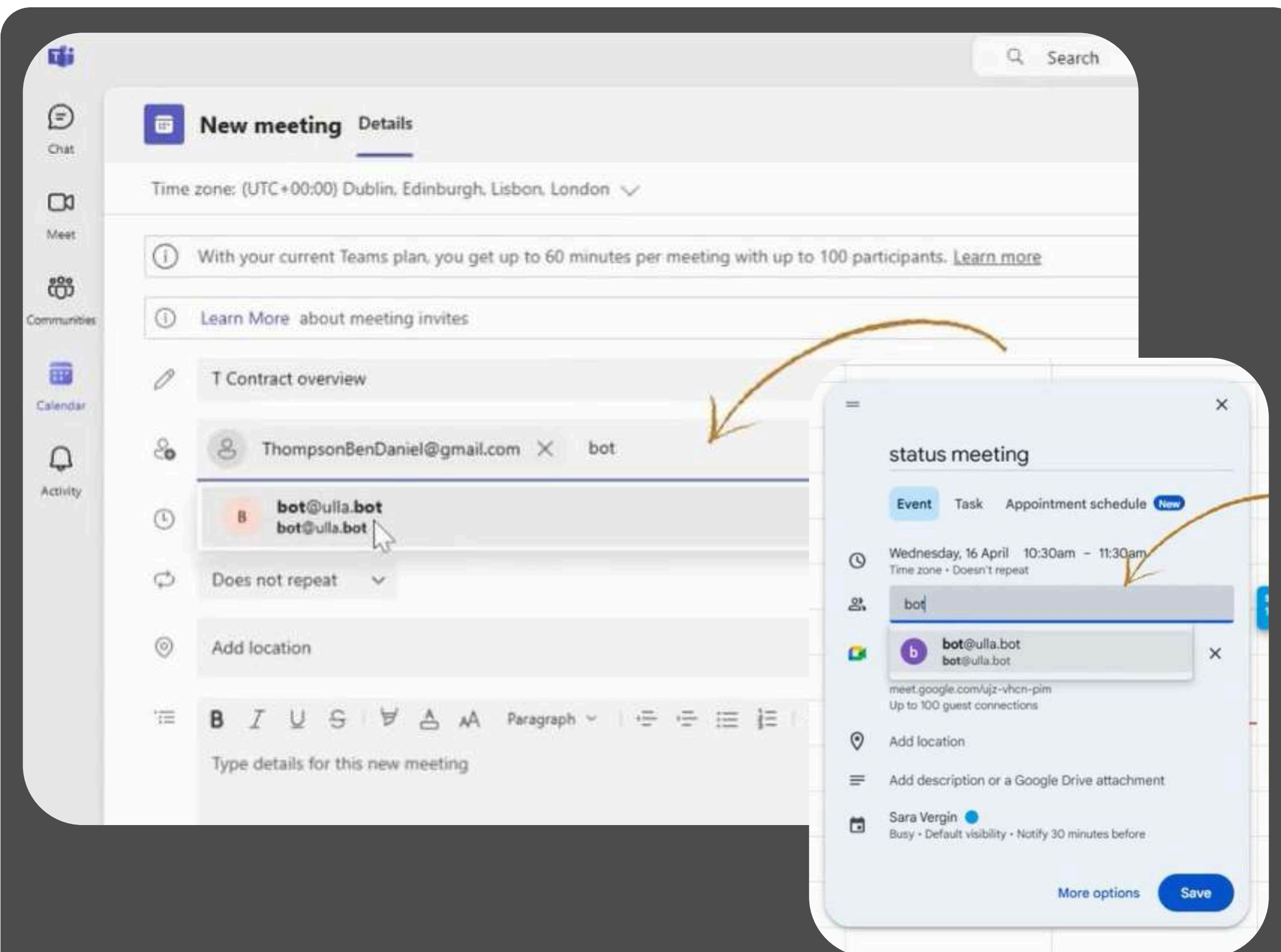
Why it matters:

Correct speaker names are essential for Ulla's accurate functioning and for using other Ulla products effectively.

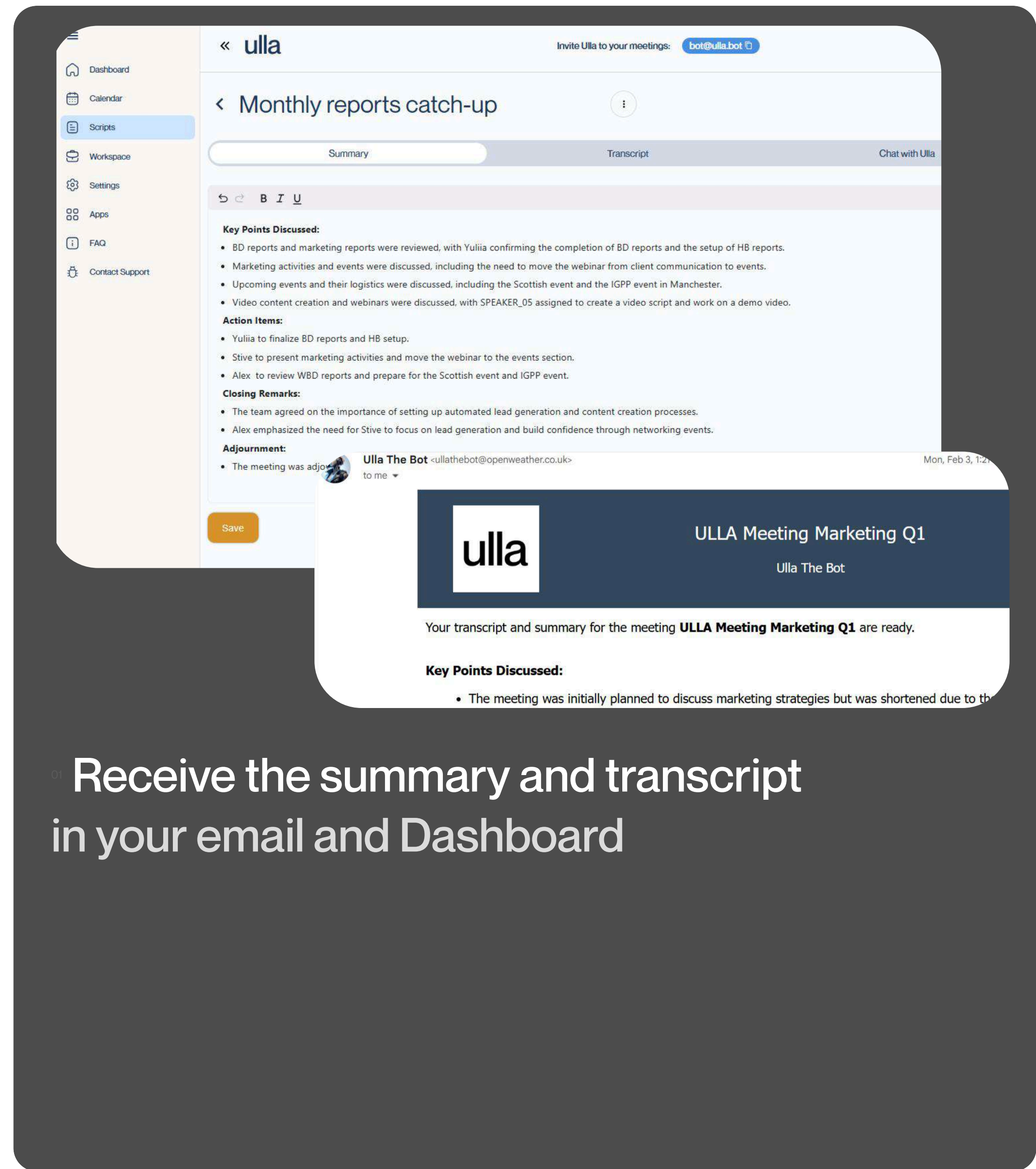




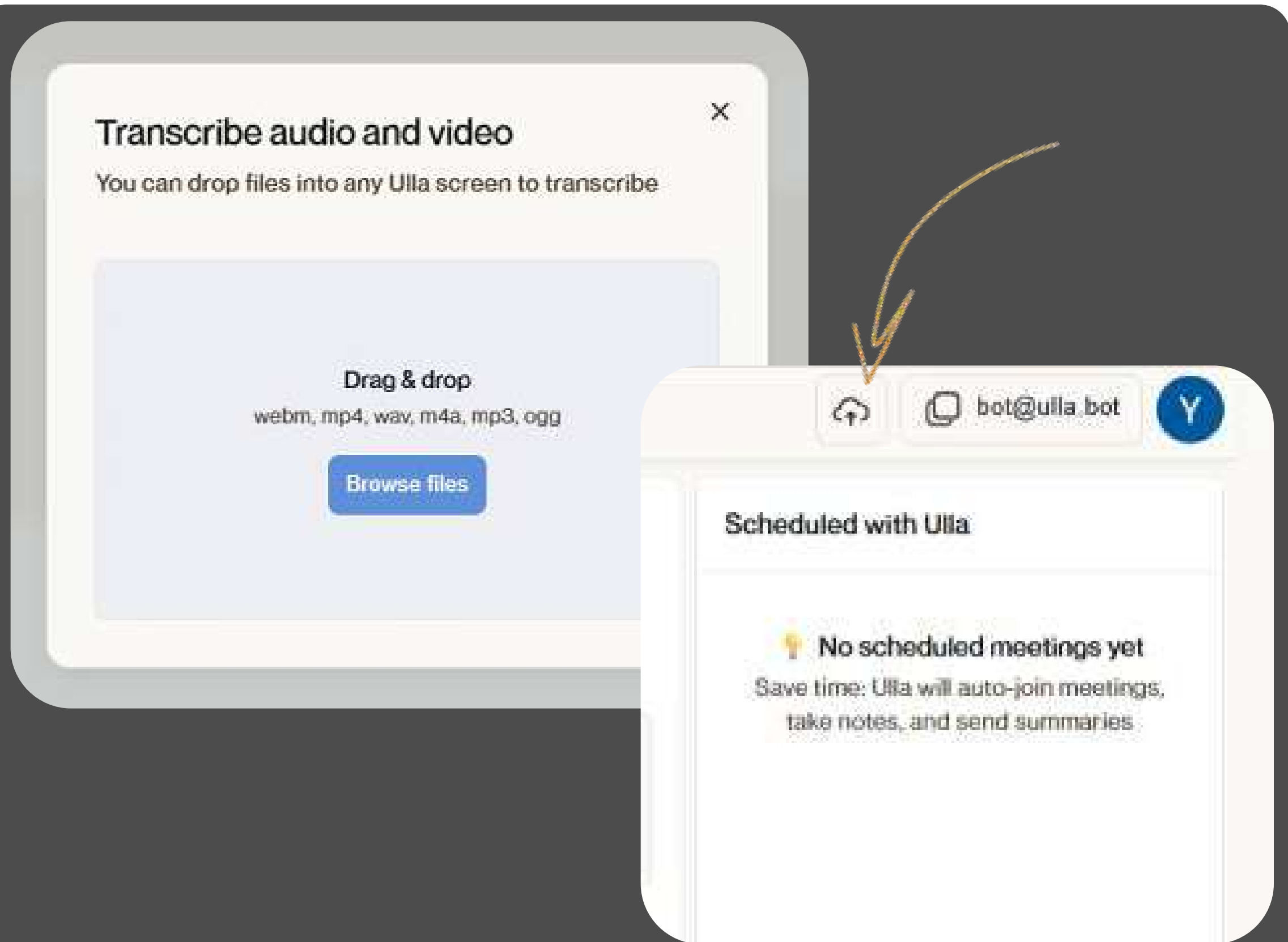
Schedule your meeting in Calendar
(Google, Zoom, Teams)



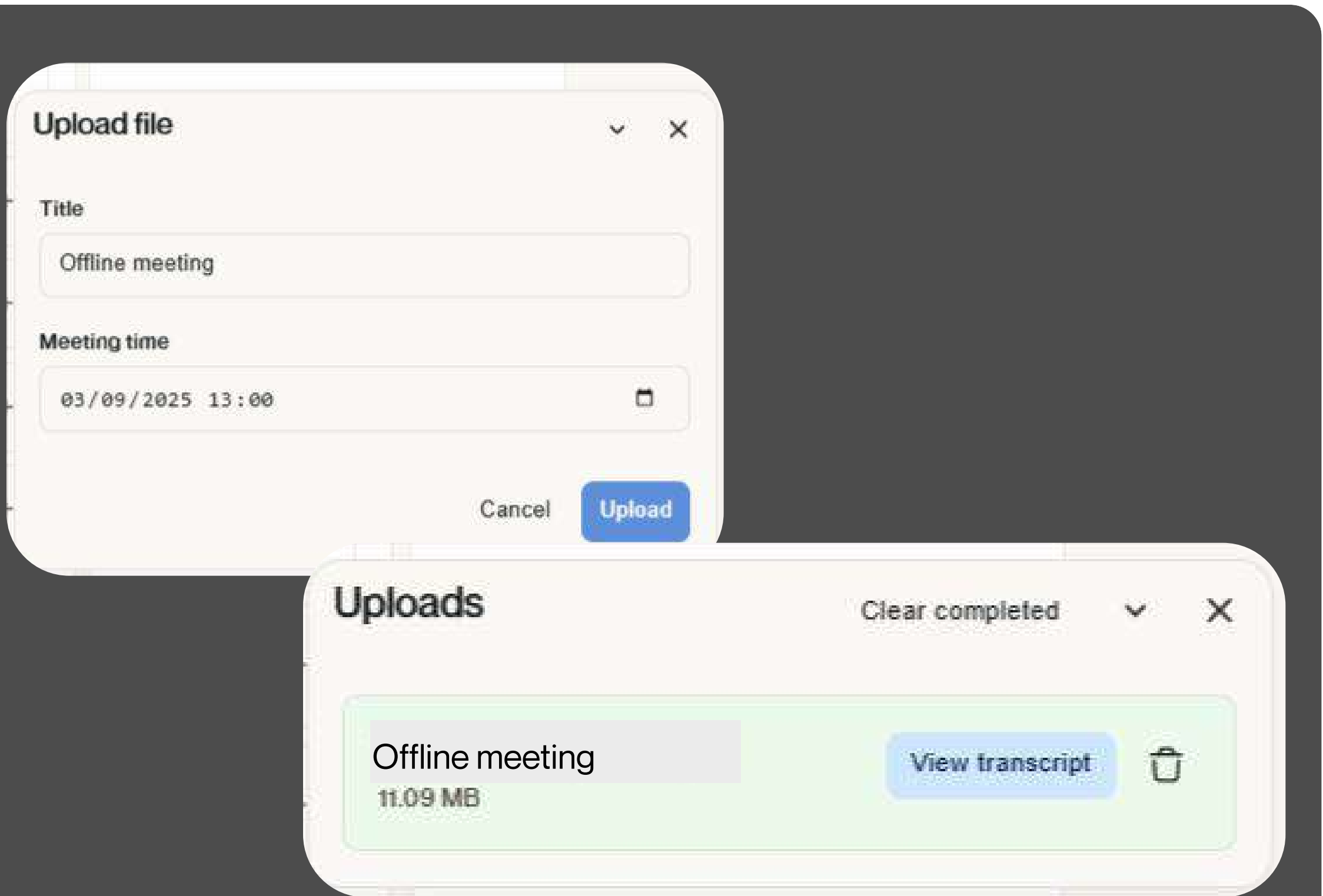
Add Ulla as a participant using
bot@ulla.bot



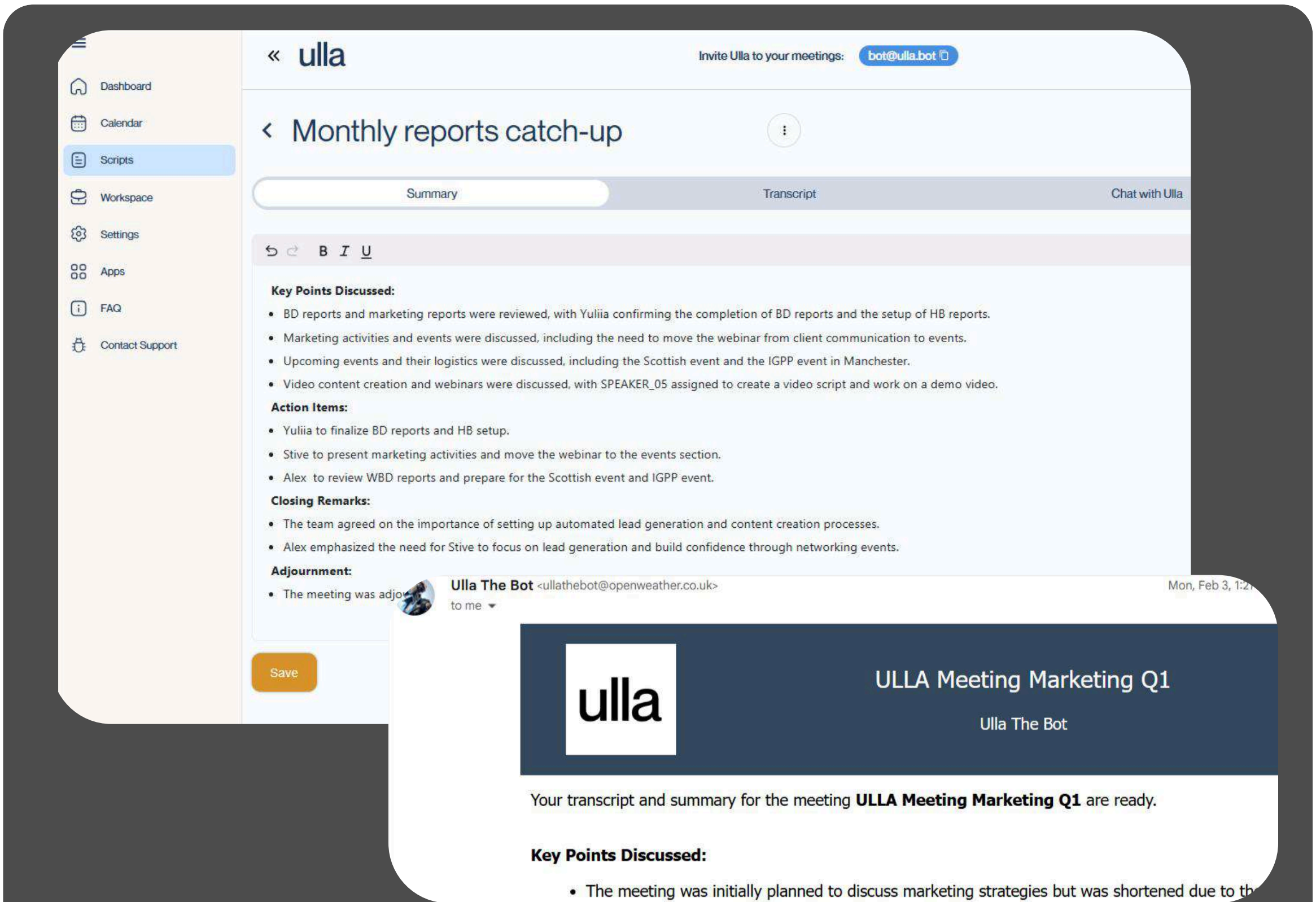
Receive the summary and transcript
in your email and Dashboard



- Upload audio or video files to the Dashboard
- *Edit the meeting name.*
 - *Add date and time for the meeting.*



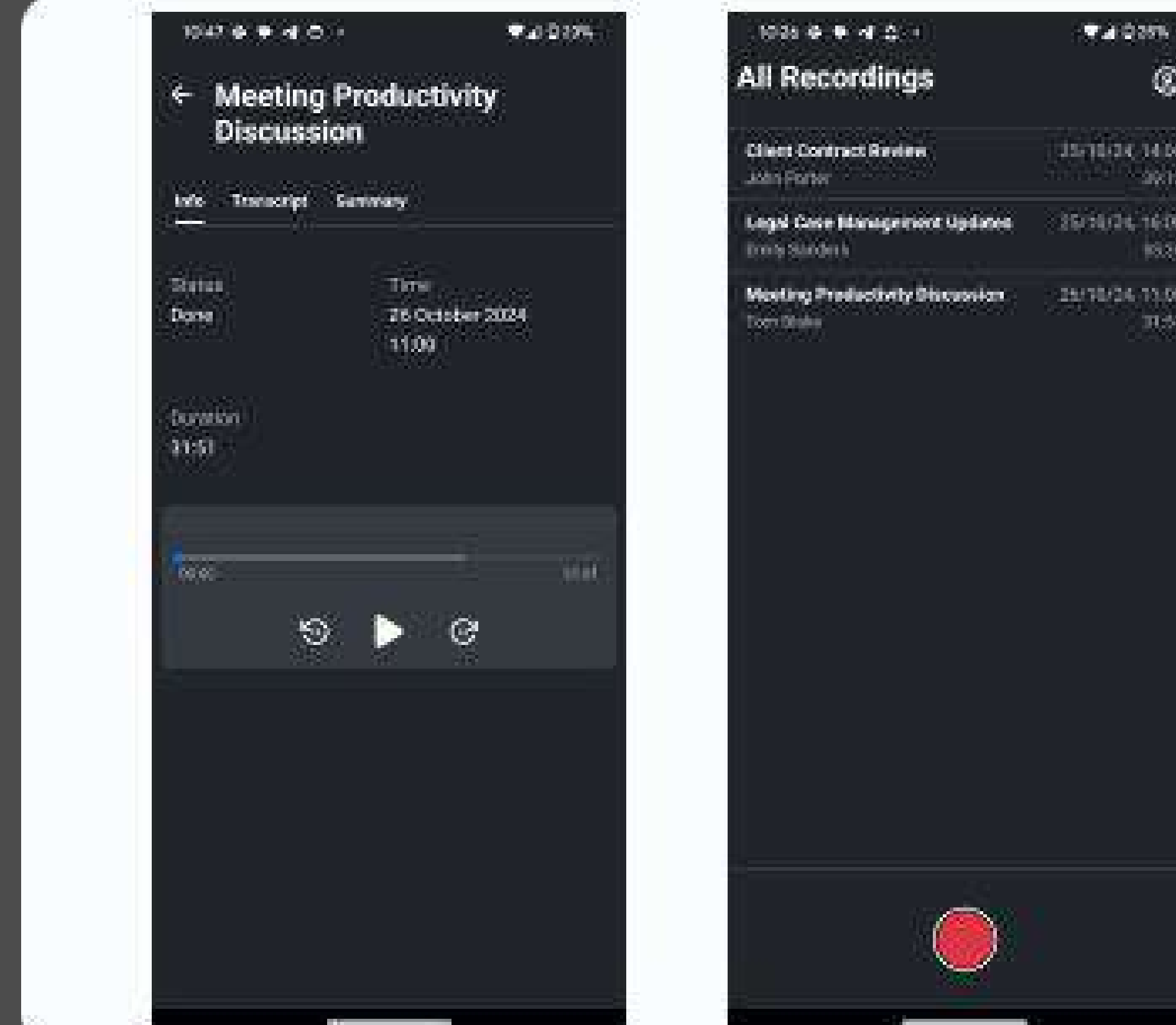
Ulla processes and summarises the meeting



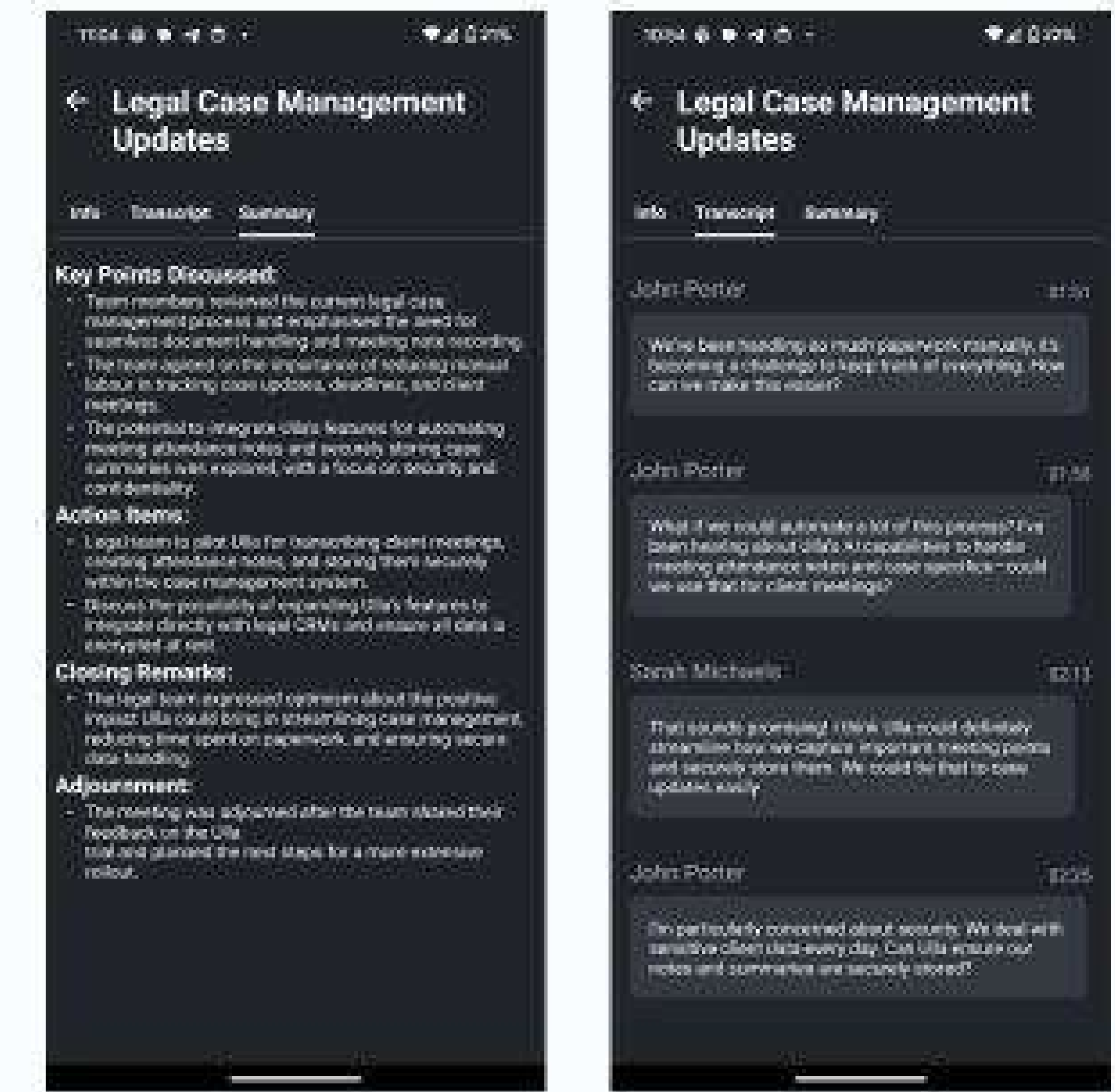
Access the results in the Scripts tab and your email



Download the app
from the Apple Store or Google Play



Use the app as a voice recorder
for meetings



Results are automatically uploaded
to your Dashboard

Security First



Local installation option for maximum control

No third-party AI → zero external data exposure

Data never shared, monetised, or analysed outside your organisation

Compliance & Privacy:

🛡️ Meets GDPR, HIPAA, SOC 2 & industry standards

🔒 Enterprise-grade encryption at rest & in transit

🔍 Audit logs & strict access controls

🗄️ Full user control over data access & storage