
ELLM

Personal Notebook in eLLM

The personal notebook in eLLM allows users to organise and store notes, images, and files in a private, searchable timeline. It ensures privacy by keeping contents visible only to the user, and it can be integrated with the assistant for personalised answers.

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What this product is for

Work generates scraps: a thought after a meeting, a photo of a whiteboard, a useful link, a document you want to keep handy. The notebook gives those scraps a home inside eLLM rather than scattered across sticky notes and chat messages to yourself. Everything you save is captured into a private, searchable timeline and, when you choose, the assistant can use your notes to answer your questions, alongside or instead of the organisation's documents.

Main features

- Save notes, images, videos, files and links into a private timeline, grouped by day.
- Capture straight from chat: a Save button next to Send stores whatever is in the message box without sending it to the assistant.
- Notes are automatically given a short title and tags so the timeline stays tidy.
- Search your notebook by words in the title, tags, file name or note text.
- Ask the assistant about your notes: a Notes tick-box in the chat bar includes your notebook in answers.
- Private by design: only you can ever see your notebook not colleagues, and not administrators.

Privacy and security

The notebook is the most private area of eLLM, and the protection is built into the system's foundations rather than just hidden in the interface:

- **Owner-only at the database level.** Every notebook item is locked to your account when it is stored. Requests to list, read, download or play an item check the owner first anyone else, including an administrator, simply gets "not found".
- **Never in shared spaces.** Notebook items never appear in the shared document library, the image or video galleries, web sources, or storage reports.
- **Never in other people's answers.** The assistant's organisation-wide search excludes notebooks entirely, so your notes can never be quoted, cited or summarised in a colleague's answer.
- **Only in your answers when you ask.** Even for you, notebook content is only used when the Notes tick-box is on. Leave it off and your notes are invisible to the assistant.
- **Departments don't apply.** Notebook items carry no department tags your identity is the only key, so a department change never exposes or strands them.

How to use it

Getting access

The notebook is a permission called use notebook, granted per group by an administrator on the **Permissions** page. Administrators have it out of the box. If you don't see a Notebook tab or a Save button, ask your administrator to enable it for your group.

Saving from chat

1. Type a thought into the chat message box or paste an image into it.
2. Click the **Save** (notebook) button next to Send instead of sending it.
3. A brief confirmation flashes and the message box clears. The text becomes a note (with an automatic title and tags); a pasted image is saved as a notebook image. Nothing is sent to the assistant.

Browsing and adding in the Notebook tab

1. Open **Documents** and choose the **Notebook** tab.
2. Your items appear as a timeline grouped by day, newest first with cards for notes, images, videos, links and files.
3. Use the **Add note** box at the top to write a note directly, or the search box to find items by title, tags, file name or note text.
4. Delete any item from its card it's yours, so no special permission is needed.

Asking the assistant about your notes

1. In chat, tick **Notes** in the bar beneath the message box (next to the Documents toggle).
2. With **Notes and Documents both on**, answers draw on your notes alongside the organisation's documents.
3. With **Notes on and Documents off**, answers use only your notebook handy for "what did I write about X?".
4. Your notes are cited as sources just like documents, so you can see exactly what the answer came from.

Common tasks

- **Capture a thought mid-conversation:** type it, click Save, carry on chatting.
- **Keep a whiteboard photo:** paste the image into the message box and click Save.
- **Find last week's note:** open the Notebook tab and scroll to the day, or search a word from it.
- **Ask "what did I note about the server move?":** tick Notes (and untick Documents) and ask.

Things to know

- Saving from chat is deliberate the Save button stores the message box content instead of sending it. Nothing is saved automatically.
- Notes get their automatic title and tags from the local assistant; if it is briefly unavailable a simple title is used instead, and the note is still saved.
- Files and media you save are processed like proper documents (long files are fully indexed, images are text-read, videos get a preview frame), so notebook search finds content buried deep inside them.
- Note citations currently show a file name (like note-...) rather than the note's title cosmetic only, the content is correct.
- There is no export or transfer of a notebook yet; it lives on your organisation's eLLM server.

Troubleshooting

- **I don't have a Notebook tab or Save button:** your group doesn't have the use notebook permission ask an administrator to grant it on the Permissions page.
- **The assistant doesn't mention my notes:** the Notes tick-box is off, or the note doesn't match the question. Tick Notes and try wording the question with terms from the note.
- **A colleague needs something from my notebook:** notebooks can't be shared by design. Upload the item to the document library (with the right departments) instead.
- **I saved a note by accident:** open the Notebook tab and delete it from its card.

Frequently asked questions

Can administrators read my notebook?

No. Ownership is checked at the lowest level of the system; to anyone but you — including administrators your items don't even appear to exist.

Will my notes show up in other people's answers?

No. Organisation-wide answering excludes notebooks entirely. Your notes can only ever appear in your own answers, and only when you tick Notes.

What can I save?

Written notes, images, videos, files and links. Notes can be written in the Notebook tab or captured from the chat box with the Save button; a pasted image saves the same way.

Does the Save button send my text to the AI?

No. Save stores it in your notebook without asking the assistant anything. Send and Save are separate actions.

Is my notebook included when Documents is on?

Only if Notes is also ticked. The two toggles are independent: Documents controls the organisation's library, Notes controls your notebook.

Summary

The personal notebook is a private capture-everything space inside eLLM: save notes, images, videos, files and links from chat or the Notebook tab, browse them as a day-by-day timeline, and search them in plain words. It is private at the deepest level invisible to colleagues and administrators alike — and joins the assistant's answers only when you tick Notes. Use it as the one place your work scraps go, with your organisation's AI able to make sense of them on demand.

Need assistance navigating the complexities of eLLM? EssingtonITS offers expert guidance and tailored IT solutions to help you succeed. Visit EssingtonITS.co.uk for comprehensive support.