YOUR QUICK TOUR

A goal-driven helper with guardrails

From a simple flow to a safe first agent.

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YOUR FINISH LINE

One narrow agent you can explain, test and pause. It prepares work; you approve important decisions.

01 / MEET YOUR GUIDE

Maya has a busy repeat-order problem

Fictional example: the people and business in this story are invented.



MEET MAYA

Maya runs Bright Bites, a fictional snack-box shop. Returning customers often ask, 'Can I get the same box next week?'

Her tiny agent will collect the request, check an approved list, draft a reply and stop for Maya's approval.

It will not take payment, promise delivery or change prices.

THE SIMPLE MEANING

An AI agent is software that works toward a goal through several steps. It can use permitted tools, but it still needs rules, tests and human oversight.

Think: goal + steps + tools + memory + checks. Not: magic employee.

02 / KNOW THE DIFFERENCE

Three helpers. Three levels of freedom.

Choose the simplest option that can do the job well.

AI ASSISTANT

You ask. It replies.

Best for one-off drafts, summaries and ideas.

AUTOMATION

A trigger runs fixed steps.

Best for repeatable if-this-then-that work.

AI AGENT

A goal guides several steps.

Best when the route may change, but rules stay clear.

MAYA'S CHOICE

Her task needs a changing conversation plus a stock check. A narrow agent fits - but only if it stops before any promise or payment.

QUICK RULE

If fixed steps are enough, use automation. If a single answer is enough, use an assistant. Add agent freedom only when the task truly needs it.