CNEXT PERSONAL AGENTS · SET-UP RECORD · ONE-OFF

Personal agent set-up record

FOR
Managing director of Muster AG, Bern (fictional)

AGENT
OpenClaw on a small computer in the office

REACHED THROUGH
Signal and email

SET UP ON
9 October 2026

5	3	4	1
tasks handed over	accesses with their own permission	actions only after asking	device, in your own office

When you receive this document: After set-up, at handover.

Summary

The agent runs on a small computer in the office and can be reached through Signal. It sorts the inbox, prepares meetings, summarises long emails, reminds of deadlines and files receipts. It sends emails, accepts meetings, deletes files and prepares payments only after the managing director has agreed.

Tasks and rules

TASK	ACCESS	RULE
Inbox	Mail account, read and move	On its own
Meetings	Calendar, read and drafts	Accepts only after asking
Summaries	Mail account, read	On its own
Deadlines	Calendar, read	Message through Signal
Receipts	Accounting folder, write	Deletes only after asking

Operation

- Memory and credentials stay on the office computer; an encrypted backup runs to the NAS every night.
- We install OpenClaw updates monthly after a check.

Next steps

In the first weeks we go through the agent's logs together and adjust the rules.

Every name, system and number in this document is invented. Your report contains your environment on the day of the check.