Creating an AI agent

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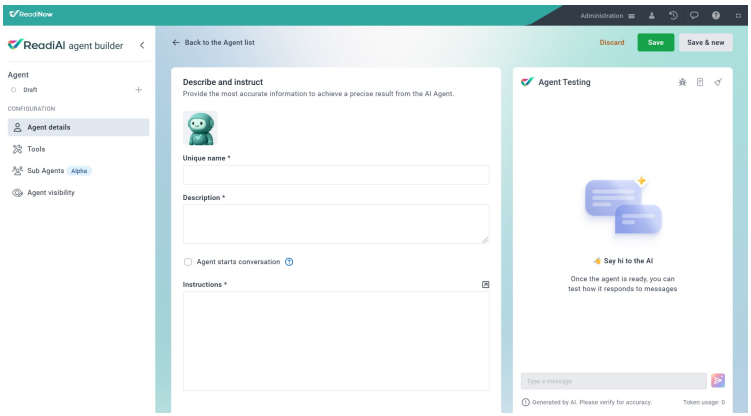
Follow these steps to create and configure a new ReadiAI Agent. You'll set up the agent's name, avatar, purpose, and behavior, including whether it starts conversations automatically and how it responds to users. Once configured, you can assign tools and control where the agent appears in the platform.

Create a ReadiAI Agent



1. Navigate to the **Administration area** from the Application Menu.
2. In the left-hand navigation panel, expand the **AI Agents** section.
3. Click **Agents** to open the agent list.
4. Click the **New Agent** button to open the Agent Builder screen.

Configure the Agent

1. **Select an Avatar**: Click the avatar icon to choose an image that will visually represent the agent.
2. **Enter a Name**: Provide a unique name for your ReadiAI Agent.
3. **Enter a Description**: Describe the purpose or function of the agent.
4. **Agent Starts Conversation**:
    1. Tick this checkbox if the agent should initiate the conversation automatically.
    2. Leave it unticked if the agent should wait for the user to initiate the conversation.
5. **Enter Instructions**
    1. Provide structured guidance on how the agent should behave and respond.
    2. See Agent Instruction Guide and Template for a how to write good instructions and a template.
6. Click **Save**

You agent is now setup!

Next it's time to add Tools and set Agent Visibility.