

# How Vibework is organized

Show how organizations, people, projects, files, knowledge, prompts, agents, integrations, tasks, and workflows fit together.

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Vibework organizes work around an organization. The organization is the security and administration boundary that contains its people, teams, files, knowledge, prompts, agents, integrations, projects, tasks, and workflows. Your current organization determines what appears in navigation and what you can open.

## The main building blocks

- Chat and Vibey are for interactive work: ask, supply context, review, and follow up.
- My Files stores documents and generated files you are allowed to manage and reuse.
- Knowledge Bases curate documents and instructions so approved assistants can retrieve relevant company context.
- Prompts save reusable wording; agents add a focused role, durable instructions, approved knowledge, models, and tools.
- Integrations describe external applications; connections authorize a particular account or system for allowed operations.
- Projects keep durable context and related work together; tasks track work that needs an owner or status.
- Workflows define ordered, repeatable processes, and each workflow run records one execution.

## How access flows

Organization membership gets you into the workspace, but it does not automatically grant every resource. Roles control administrative capabilities. Sharing rules grant access to supported files, projects, knowledge, prompts, agents, connections, and workflows. Teams let administrators maintain group access without adding the same people one at a time.

## A common path from idea to repeatable work

1. Explore the task in Chat and identify the source material, decisions, and checks that matter.
2. Save stable instructions as a prompt or place durable source material in My Files or a Knowledge Base.
3. Use a project when the work needs continuity, shared context, or several related deliverables.
4. Configure an agent when a focused role needs approved knowledge or tools.
5. Build a workflow when the steps, inputs, approvals, handoffs, or outputs should be repeatable and trackable.

## When something seems missing

First confirm the organization, then check feature availability, your role, and the resource's sharing rules. A linked resource may also depend on access to its project, knowledge, connection, model, or agent. Ask for the smallest access change that enables the work.