

Use an organization agent

Explain how to select an approved agent, what it can know and do, and how to review tool use and outputs.

An organization agent is a focused AI worker published for approved people in your organization. Its purpose, instructions, model, knowledge, and tools are configured by an administrator or agent owner. Selecting an agent changes how Vibey approaches the task, but it does not bypass your access or remove the need to review the result.

Choose the right agent

1. Open Chat and review the available agent name and description before selecting one.
2. Choose the agent whose stated purpose matches the work; use general Vibey assistance when no focused agent fits.
3. Describe the outcome, relevant context, constraints, and expected format even when the agent has detailed instructions.
4. Attach or select only the files and knowledge needed for this request.

What an agent can know and do

An agent can use only the models, Knowledge Bases, integrations, connections, functions, or other tools configured for it and allowed for the current user and organization. A tool appearing in the agent configuration does not guarantee that your account can execute every operation. Sensitive actions may require confirmation or human approval.

Review the work

- Check that the response answers the requested outcome rather than only describing a process.
- Open citations or source references and verify important claims in the original material.
- Review proposed tool calls, recipients, record changes, and generated files before approving or using them.
- Confirm names, dates, numbers, policy statements, and external-system results independently when they matter.

If the agent behaves unexpectedly

Confirm that you selected the intended agent, organization, files, and knowledge. Check whether the required connection or tool is available to you and whether source material is current. Start a clean conversation when older context is interfering. If the problem persists, capture the agent name,

conversation or run ID, time, expected behavior, actual result, and any visible tool error without including secrets.