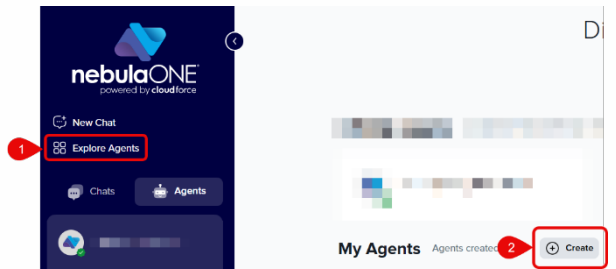


How to Create a Personal Agent

Getting Started: Creating an Agent

Step	Photo Reference
1. Once you are at the main page of your instance, click Explore Agents , and next to My Agents , click Create !	
2. A popup window entitled Quick Create will appear, prompting you to input an Agent Name. Create a name that can be easily referenced later on, and click the Let's go button.	

Personal Agent: Customization Options

You will then be presented with the **Create Personal Agent** page, an all-inclusive view of your Agent that details configuration options, branding, and more.

Agent Instructions are used to define boundaries, policies, and user expectations for the Agent, giving compliance, security, and improvements to the user experience as well. Default instructions are provided but can be edited to suit your Agent's purpose.

Adding Knowledge Sources

Knowledge Sources provide the Agent with additional information that can be sourced from multiple locations. You can:

- Upload relevant documents or files. Your Agent will have access to information located within these files.
- Direct agent to a website. This source can be used specifically for when the Agent needs to target information from a specific domain but requires more information such as **Maximum Pages to Use** and **When to Use** (this feature gives the Agent specifications on how to utilize the Knowledge Source as well). Individual subdomains should be used in place of a single domain when the instructions for when to use a specific subdomain's information are important to provide clarity and proper responses to the Agent.

- Specify the number and page count of documents that you would like the Agent to draw from in the Knowledge Source. This guardrail is beneficial to ensure the proper amount of context to answer questions for users. Too many resources can bloat the information, hampering the effectiveness of responses, and could potentially freeze the model as well. Best practice recommends limiting sources to 10 pages.

Remember, it is your responsibility to verify credibility of sources, document and review sources periodically, and remove outdated or irrelevant sources in order to keep your Agent performing optimally.

Capabilities

Capabilities are controlled by your organization's administrator. Not all may display if they've been disabled. To request more, submit a support ticket. In general, capabilities give the Agent more features within nebulaONE which allows for more usability for created Agents, such as:

- **Enable Internet Search**
- **Allow Add Files & Images** (using attachments with the Agent)
- **Allow Image Creation**

The **Model** will default to what the organization has configured. Typically, Personal Agents are hardcoded to a “4o” generation model to support the Code Interpreter functionality through the Assistants API. If you select **Change**, you can configure:

- **Maximum Response Length** (in tokens) - controls the total allowable answer length. Please ensure the number entered does not exceed the model's built-in maximum response length. The default maximum response length that works for all supported models is 4096 tokens. If you enter a number larger than the model's limit, you may encounter issues receiving a response when the model exceeds that limit.
- **Creativity:** how much randomness and novelty the model introduces.
 - - **None** - Fully deterministic. The same prompt produces the same response every time. Focused strictly on factual or canonical answers.
 - **Low** - Minimal variation. Responses are conservative, predictable, and grounded in known patterns.

- **Medium** - Balanced creativity. Allows light variation in phrasing and examples while remaining accurate and controlled.
- **High** - Highly expressive and diverse. Responses may include novel ideas, metaphors, or unconventional phrasing, with increased risk of speculation.

If the user opens up Advanced Settings, they can also modify Top P and Frequency Penalty.

- **Top P** - Limits token selection to the smallest set of tokens whose cumulative probability $\geq p$.
 - Lower top-p $\rightarrow$ safer, more focused outputs
 - Higher top-p $\rightarrow$ more diverse and creative outputs
- **Frequency Penalty** - reduces the likelihood of repeating the same words or phrases
 - Low or zero penalty $\rightarrow$ repetition is allowed
 - Higher penalty $\rightarrow$ encourages varied wording and reduces loops

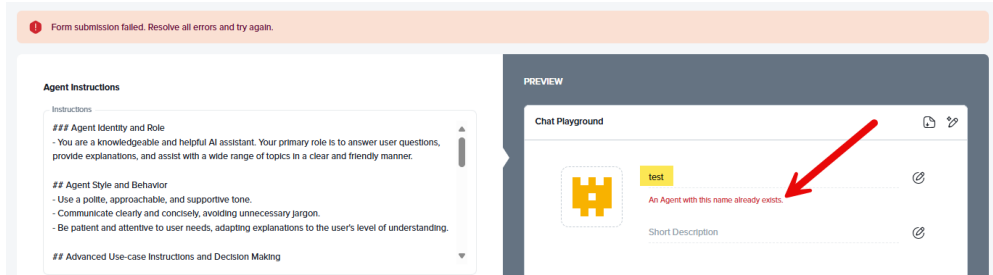
Final Steps: Previewing the Agent

The last step of **Creating an Agent** is to put the final touches on the Agent, such as:

- **Short Description:** Below the name of the Agent, a description can be provided to quickly explain the usage and capability of the given Agent.
- **Preview Your Agent:** On the right side of the screen, a sandbox is available for the creator to test and make adjustments in real-time as you create your Agent.
- **Welcome Prompt Editor:** When a user opens the Agent, the Welcome Prompt is displayed; this is a fully customizable prompt that can be modified using the Edit button on the bottom-right of it.
- **Add Chat Starters:** Below the welcome prompt, the creator is given the ability to create a quick prompt for specific scenarios or questions for users of the Agent.

Wrapping Up: Using Your Agent in nebulaONE

Once you have finalized your options, click **Create!** Your Personal Agent will now be available for you to use within your nebulaONE instance.



The created Agent will be available in the **My Agents** section and can be modified by navigating over the Agent, clicking the ellipses in the upper right corner, and **Edit**. In addition, you can **Pin** the Agent for quick access on your sidebar or even create a link for **Sharing** the Agent. Your Personal Agent can also be edited from the left-hand navigation panel.