



Myra AI Workspace

User Manual

Version History

Version	Date	Reason for Change
V2.5	08/2026	Updated sections • Home • Getting access
V2.4	08/2026	New sections • Updated sections New sections: • Frequently asked questions • API Endpoints Updated sections: • Views • Configurations • FAQ & Error messages
V2.3	08/2026	Updated sections • Product description
V2.2	08/2026	New sections • Playground Updated sections • Home page and GUI layout • Agents • Members tab
V2.1	08/2026	Updated sections • Views
V2.0	08/2026	New sections • Role concept • Notational conventions Updated sections • Getting Started • Views

Version	Date	Reason for Change
		• Configurations • FAQ & Error messages
V1.3	08/2026	Updated sections • FAQ & Error messages
V1.2	08/2026	Updated sections • Initial setup • Revoking a token • Access • Chat
V1.1	08/2026	Updated sections • Views • Configurations
V1.0	08/2026	Initial version

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1. Product description

Myra AI Workspace is a secured AI working environment. It combines the security and the control of an AI gateway with the tools of an AI platform for daily work, so that every person in a company can work with AI without confidential information leaving the company.

Below the interface, the product is a multi-tenant reverse proxy on the global Myra Security CDN. It sits between the customer's applications and the programming interfaces of the AI providers, enforces the policies there, manages the credentials, and records every request. Policy enforcement – authentication, rate limiting, cache, and content inspection – runs in the same process as the request. No additional network hop occurs, and the latency stays consistently low even under high load.

The product is used through two access paths that pass through the same processing and are subject to the same policies:

- web interface for people who work with AI every day
- OpenAI-compatible programming interface for software that calls AI models

21 AI providers are connected behind one common interface, so that changing a provider or adding a second one requires no change to the customer's code.

A gateway is the named installation of a tenant. It sets which providers and models are available, which rules apply to the content, which budget is available, and what Myra AI Workspace logs. This keeps the use of the AI traceable, limitable, and bound to the requirements of the organization.

As a security-as-a-service solution, Myra AI Workspace requires no installation on the customer side when it is operated as a managed service. Myra Security sets up the instance and maintains it. The service runs on the certified EU infrastructure of Myra Security and addresses the following risks:

- **Uncontrolled outflow of personal information to providers outside the EU:** Personal, financial, or otherwise regulated information is detected and masked inside the EU, or converted into reversible placeholders, before a request leaves the certified infrastructure.
- **Prompt injection and jailbreak attempts:** A two-tier guardrail chain detects instruction overrides, role takeovers, and injected system messages, and evaluates requests and responses semantically across 14 categories.
- **Uncontrolled spending on AI:** Hard cost limits apply per access token, per tenant, and per gateway, and are enforced before a call goes out.

- **Disclosure of the providers' credentials:** The provider keys are stored in a vault encrypted with AES-256 and are never disclosed to the calling application.
- **Missing evidence:** Every request produces a structured log entry with identity, routing, token count, cost, latency per phase, and the verdict of every guardrail, sealed in the audit log by a chain of checksums.
- **Provider lock-in and provider outages:** Fallback chains, weighted load distribution, and a circuit breaker keep the traffic running when a provider fails or slows down.
- **Data leaving the EU through an unnoticed detour:** On a gateway with EU routing enforced, the endpoint actually observed is evaluated after the response, and an endpoint outside the EU is rejected before a single byte reaches the caller.

1.1 Functions

The following functions are available:

- **Unified provider interface:** Connects 21 AI providers – among them OpenAI, Anthropic, Google Gemini, Vertex AI, AWS Bedrock, Azure OpenAI, Mistral, Cohere, Cloudflare Workers AI, HuggingFace, and Myra – behind one OpenAI-compatible endpoint. Every model name goes to `/compat/chat/completions`, and the gateway derives the provider from the model name itself.
- **Multi-tenancy:** Divides the platform into tenants and gateways. Every gateway is a self-contained policy scope with its own provider keys, its own authentication tokens, its own rate limits, and its own routing rules, separated at the storage layer and addressed through the URL path `/v1/{tenant}/{gateway}/...`.
- **Two-tier guardrails:** Enforces eleven types of detectors in two tiers. Tier 1 runs in-process below one millisecond and comprises jailbreak detection with 18 prepared attack phrases, keyword matching, and named pattern sets of regular expressions for card numbers, credentials, and information under HIPAA and GDPR. Tier 2 runs as a separate service in the certified Myra infrastructure and comprises NLP PII detection across more than 50 types of personal information, prompt guard across 14 semantic categories, and reversible PII protection.
- **PII protection:** Converts personal information into reversible placeholders before the request leaves the EU, and restores the original values in the response. The model therefore processes no real information and still answers coherently. A tenant blocklist and a personal list per account extend the detection.
- **EU data residency:** Rejects every path that would leave the EU before the request reaches a provider, evaluates the endpoint actually observed after the response, and records a residency zone (`eu` , `non_eu` , `unknown`) per request segment as evidence for data localization reporting.
- **Budgets:** Enforces hard cost limits per access token, per tenant, and per gateway, with automatic reset daily at midnight UTC, monthly, or never. An exhausted budget is answered with status `429` and a message that names the exhausted level.
- **Rate limiting:** Enforces a sliding-window limit per gateway and per token before a call goes out, and returns the headers `X-RateLimit-Limit` , `X-RateLimit-Remaining` , and `Retry-After` .

- **Routing and failover:** Evaluates an ordered rule chain that rewrites provider and model, splits traffic by weights, and appends fallback chains. A failed request is retried on a further provider, and the circuit breaker automatically removes a persistently disturbed provider from the routing.
- **Key vault (BYOK):** Stores the API keys of the providers encrypted with AES-256 and decrypts them only for the associated gateway at request time. The calling application authenticates with its own token and never sees a provider key.
- **Response cache:** Answers a verbatim repetition from the cache and marks it with the header `X-AIG-Cache: HIT`. This lowers cost and latency.
- **Chat and daily work:** Provides a persistent multi-turn conversation with model selection, attachments, read-aloud and dictation through a voice operated in the EU, reusable commands, a prompt library for the whole installation, web search with sources, and a ghost mode that stores nothing and logs nothing.
- **Projects and knowledge:** Groups conversations under shared instructions, a knowledge base, and a fixed model. Knowledge files, scanned PDF files, and images are evaluated by text recognition, and connected sources such as SharePoint and Confluence are synchronized including their permissions.
- **Agents and automation:** Provides reusable assistants made of system prompt, model, tools, and bound knowledge, multi-step workflows in the graphical editor, scheduled tasks with delivery into the chat, and access to an agent from Mattermost, Slack, or Microsoft Teams.
- **Code interpreter and generation:** Runs Python on an attached file in an isolated environment and returns charts and files, generates and edits images on a model operated in the EU, and creates artifacts that can be exported as an Office or OpenDocument file.
- **Governance and audit:** Maps regulatory obligations onto the settings through governance templates, lets a second administration approve a change to the prompt library or to an agent, seals every entry of the audit log with a chain of checksums, enforces retention and deletion periods per tenant, project, and account, and marks every response as AI-generated, as the EU Artificial Intelligence Act requires.
- **Observability:** Records a structured request log with identity, routing, status, cache state, token count, cost, latency per phase, and the verdict of every guardrail, and shows usage and spending by tenant, gateway, provider, model, agent, and account, together with a live monitor and a view of the providers' health. Counters and latency distributions are available at `/metrics`.
- **SIEM integration:** Sends one structured event per request to Splunk, Elasticsearch, Vector, or syslog.

- **Access management:** Signs in without a password through a six-digit one-time code by e-mail or through single sign-on with OIDC and SAML 2.0, takes over accounts and groups through SCIM, restricts access to defined address ranges through an IP allowlist, and assigns rights through the roles `admin`, `tenant_admin`, `ki_manager`, `member`, `finance`, `viewer`, and `demouser`.
- **Self-registration and billing:** Provides the **Starter** and **Pro** plans with a monthly or yearly billing period, a monthly message quota, invoices in the application, and cancellation through a public page without signing in.

1.2 Limitations

The following limitations apply:

- **Tier 2 guardrails default to fail open:** If the guardrail service of the certified Myra infrastructure is unreachable, the request passes as if the guardrail had not triggered. The setting must be switched off for every tier 2 check as soon as the processing is subject to regulatory requirements.
- **The IP allowlist accepts IPv4 ranges only:** IPv6 addresses cannot be entered, and the `ip_allowlist` field is maintained exclusively through the administration interface – it does not appear in the web interface.
- **A provider's own web search never counts as EU-clean:** A model that runs the search on its own server is blocked before the call only on a gateway with EU routing enforced. On a gateway without an enforced floor, the search axis of such a request is always `non_eu`.
- **The residency zone stays unknown for opaque paths:** OpenRouter, a cross-region Bedrock profile without evidence for the EU-27, a per-gateway base URL to an endpoint that cannot be identified, and an Azure path without a region are reported as not EU-clean.
- **The response cache covers non-streamed responses only:** A response is stored only with status 200, only if it is not transferred as a stream, and only if `cache_ttl` is greater than `0`.
- **The viewer role cannot make inference requests:** The **Chat** and **Playground** views stay reachable but refuse the creation of tokens and the sending of messages.
- **The context-window estimate is approximate:** The gateway calculates with about 3.5 characters per token and a fixed amount per attachment, so that a request with many attachments can exceed the context window even when its visible text is short.
- **The value of a token is shown once:** The plain text appears only in the response to the creation and cannot be restored. A lost token must be deleted and created again.
- **Self-registration is a property of the respective installation:** If it is switched off, the registration pages are unavailable, and no reference to the registration appears on the sign-in page.

1.3 Target groups

Myra AI Workspace addresses organizations that use language models under regulated conditions. On the customer side, it is used by departments that use AI in daily work, development teams that connect applications to the programming interface, administrations that set up tenants, gateways, budgets, and policies, and the security, data protection, and compliance areas that keep the evidence of the processing. On the Myra Security side, sales and onboarding set up the instance, and support maintains it.

1.4 Functions of your role

The following options are available:

Function	Limitation
Hold conversations with the AI	
Create projects and hold chats, files, and your own instructions together in them	
Create and run agents, workflows, and scheduled tasks	Every permission applies only to your own objects. You do not process the objects of other users.
Connect your own MCP connectors	None of these roles manages the chat integrations of the tenant.
Create and revoke your own tokens for the inference API	
See your own usage	The view shows only your personal usage. Analyses about the tenant do not appear.



The **Viewer** role creates no own objects. It reads the projects that other users have added it to, starts the agents shared with it, and creates no tokens. The **Demo User** role holds one conversation with the AI only. The following limits apply to the demo:

- five inputs per visit
- two hours of session time

Every other function shows **Not available in the demo. Sign in or contact us to use the full app.**

2. Getting started

2.1 Getting access

Myra AI Workspace does not use a password. You request a six-digit one-time code and receive it by email.

The following requirements are met:

- ☒ Your user account exists in Myra AI Workspace.
- ☒ You have access to the mailbox of the registered email address.

Proceed as follows to sign in to Myra AI Workspace:

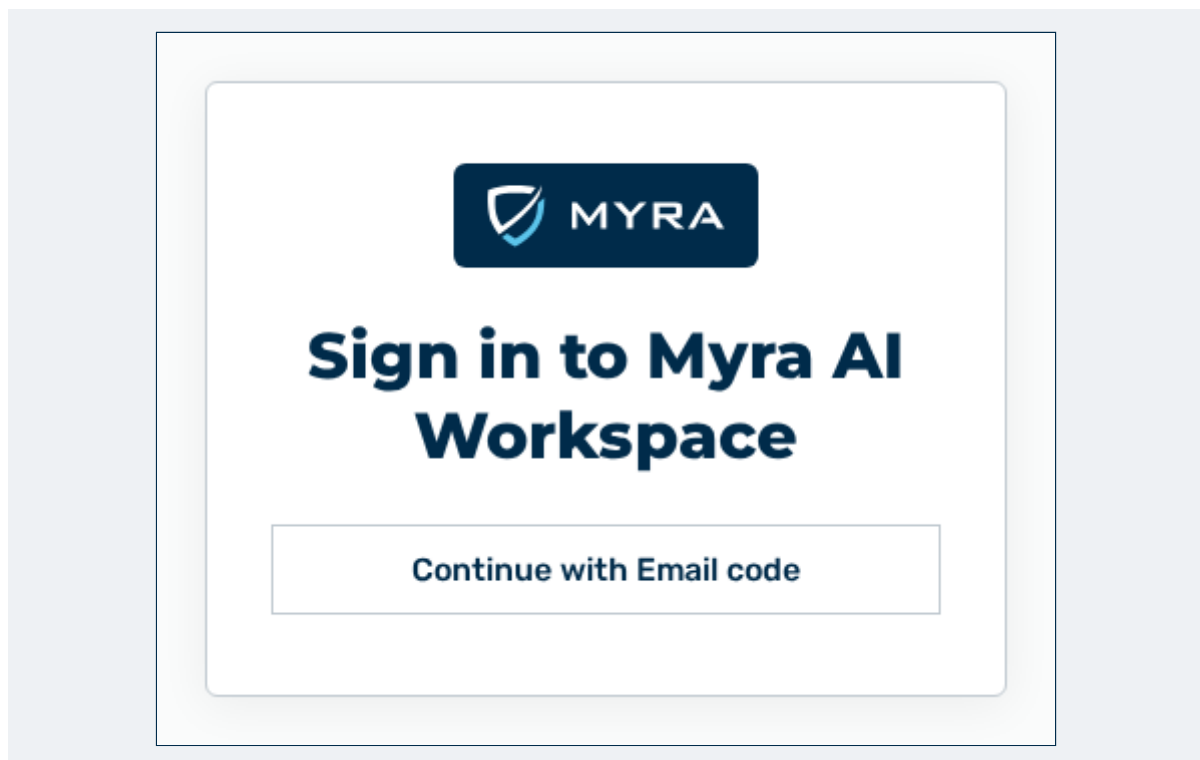
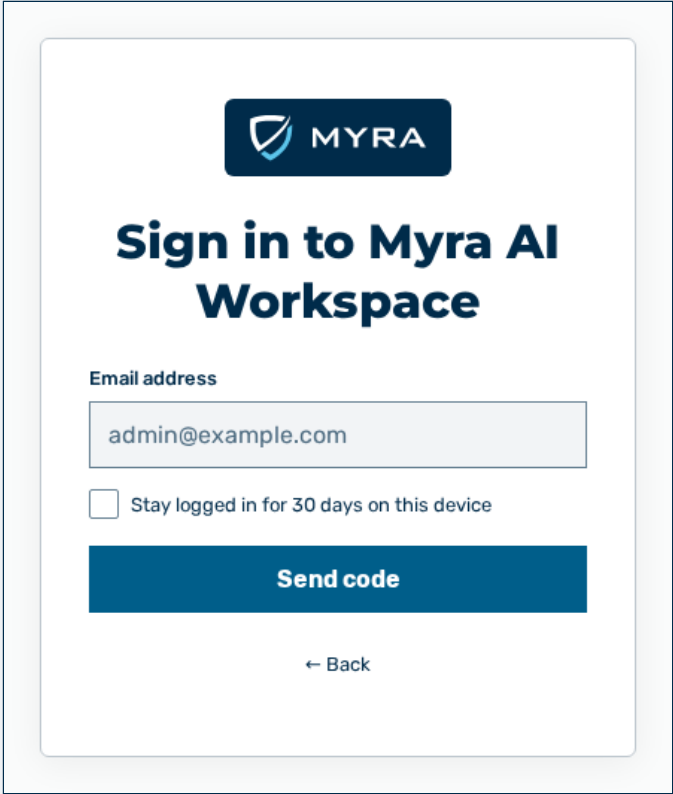


Figure 1: Sign-in

- ▶ Click on the **Continue with Email code** button.
 - ↳ The prompt for the email address appears.



The image shows a sign-in form for Myra AI Workspace. At the top is the MYRA logo. Below it is the title "Sign in to Myra AI Workspace". Under the title is a label "Email address" followed by a text input field containing "admin@example.com". Below the input field is a checkbox labeled "Stay logged in for 30 days on this device". Below the checkbox is a large blue button labeled "Send code". At the bottom of the form is a link labeled "← Back".

Figure 2: Sign-in with the email address

- ▶ Enter the email address of your user account.
- ▶ If necessary, select **Stay logged in for 30 days on this device**.
- ▶ Click on the **Send code** button.
 - ↳ The prompt for the one-time code appears.

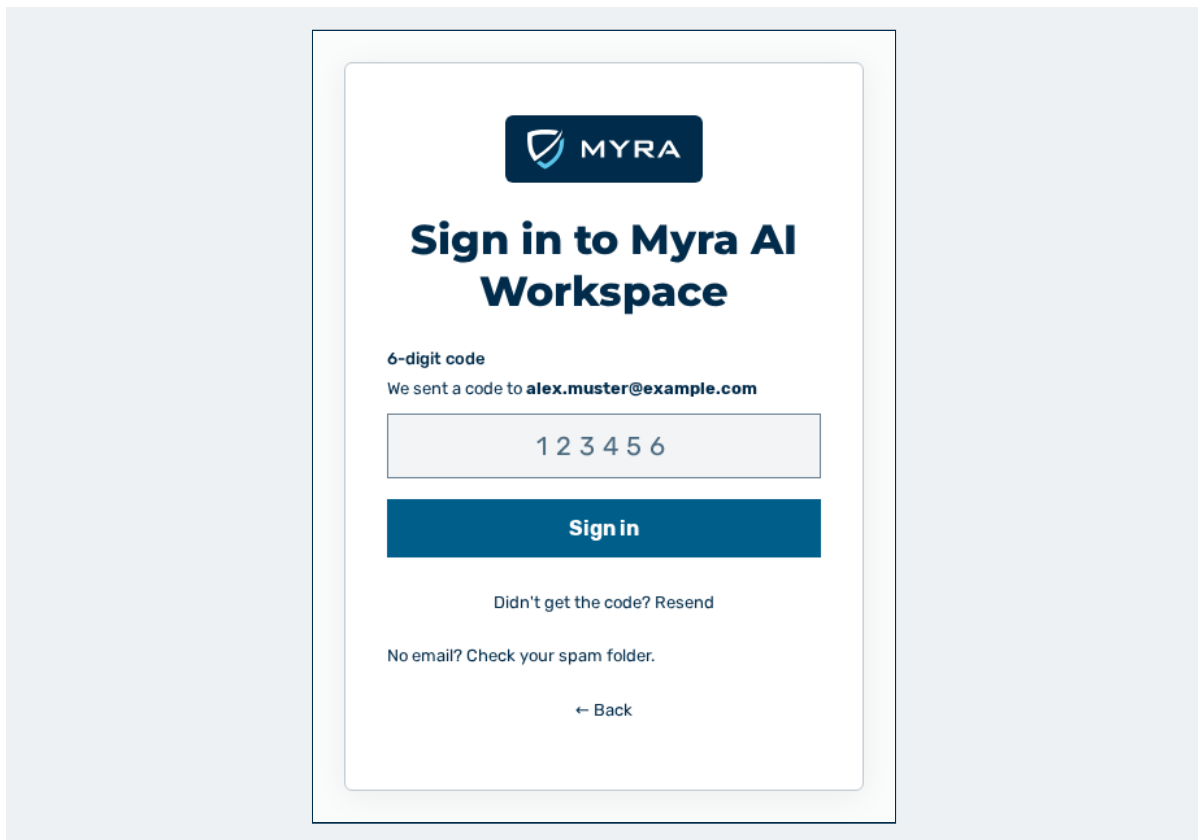


Figure 3: Sign-in with the one-time code

- ▶ Enter the code from the email.
- ▶ Click on the **Sign in** button.
- Myra AI Workspace starts with the navigation bar of your role.

The sign-in asks for two entries:

- The **Email address** text field takes the address of your user account.
- The **6-digit code** text field takes the one-time code that you received.

The **Stay logged in for 30 days on this device** checkbox keeps the session open on that device for 30 days.



If your tenant has an identity provider, the **Continue with SSO** button also appears. The **or sign in with a one-time code** hint stands below it. Sign-in through OIDC or SAML 2.0 only signs in existing user accounts. It does not create a new user account.



If a one-time code has expired, the sign-in shows the **That code is incorrect or has expired. Please request a new one.** message. In that case, click on the **Didn't get the code? Resend** link. The link becomes available again 30 seconds after the send. Until then it shows the remaining time.

After the first sign-in, Myra AI Workspace shows two dialogs that each appear only once:

- note about MYRA AI
- walkthrough of the interface

Which of the two appears first depends on the view that your role opens after the sign-in. The **Member** and **Viewer** roles land in the chat and see the walkthrough there first. The other roles land in the dashboard and acknowledge the note there first.

2.1.1 Acknowledging the note about MYRA AI

The **A note about MYRA AI** dialog explains that a language model generates the responses, how you report a response, and where your entries go. It appears when you first open a view outside the chat and cannot be bypassed. The **Esc** key and a click next to the dialog do not close it, and the dialog has no close button.

Proceed as follows to acknowledge the note:

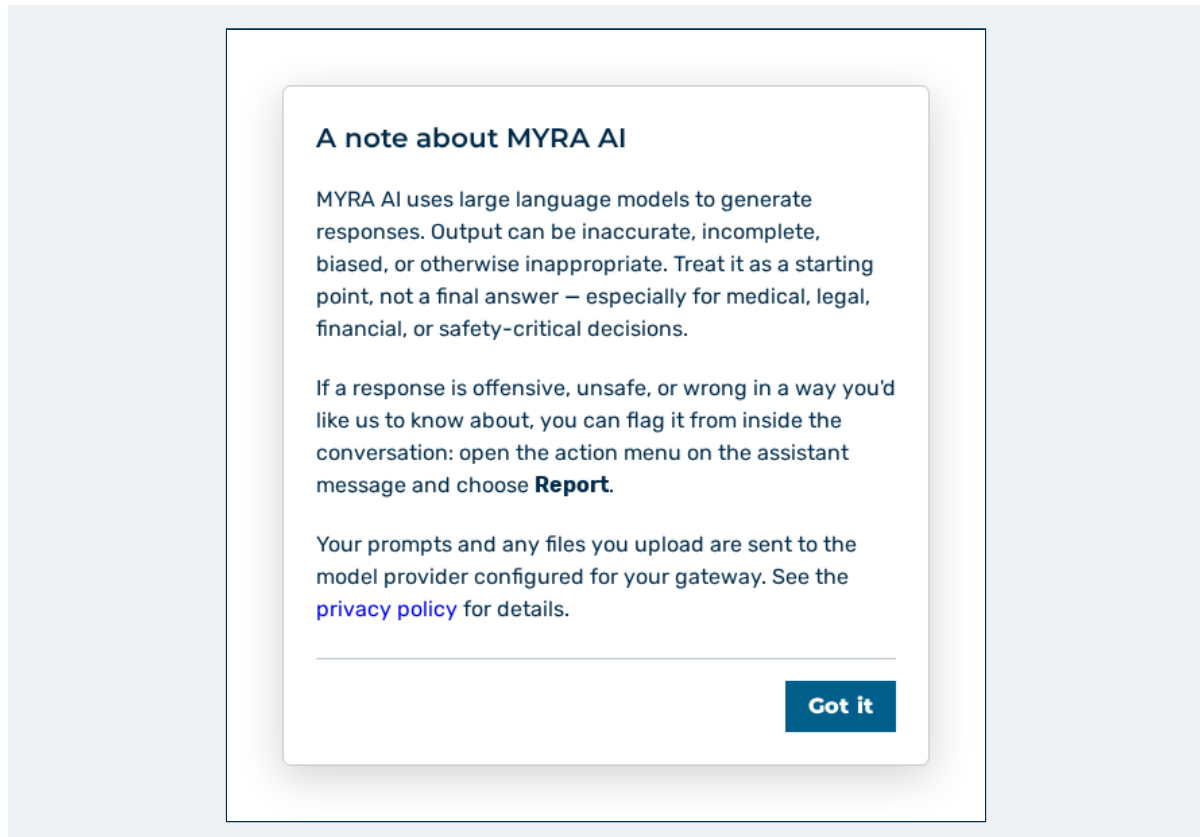


Figure 4: A note about MYRA AI dialog

- Read the note.
- Click on the **Got it** button.
- The dialog closes and does not appear again on this device.

The dialog states three points:

Paragraph	Statement
Generated	MYRA AI uses large language models. Output can be inaccurate, incomplete, biased, or otherwise inappropriate. Treat it as a starting

Paragraph	Statement
responses	point, not a final answer – especially for medical, legal, financial, or safety-critical decisions.
Report of a response	You report an offensive, unsafe, or wrong response directly in the conversation with the Report action on the assistant message.
Processing of your entries	Your entries and all uploaded files go to the model provider that is configured for your gateway. The privacy policy link opens the policy in a new tab.



Myra AI Workspace stores the acknowledgement in the browser of the device you use, not in the user account. After the deletion of the browser data, and in a different browser or on a different device, the note appears again. It does not appear in the chat.

2.1.2 Walkthrough of the interface

A walkthrough leads through the most important views. It appears once per user account, for example in the chat or in the dashboard. While the note about MYRA AI is open, the walkthrough waits.

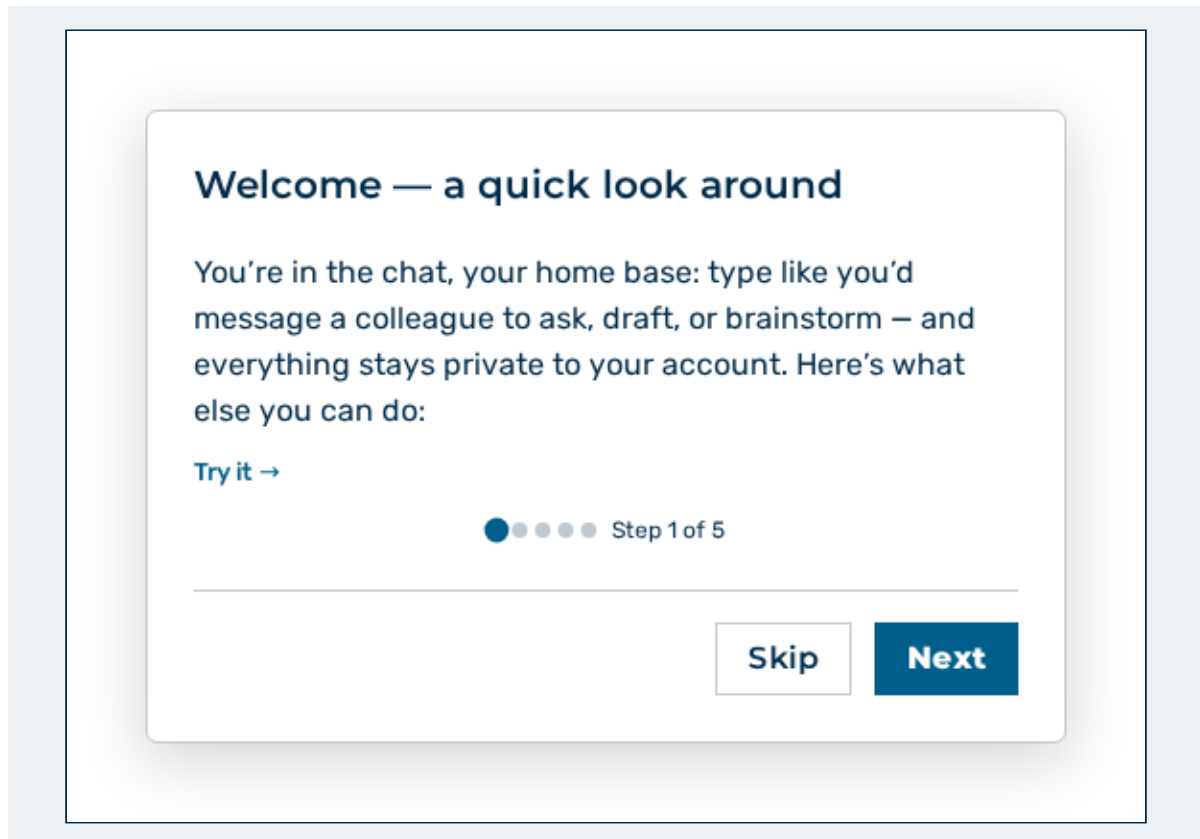


Figure 5: Walkthrough, first step

- ▶ Read the text of the step.
 - ▶ Click on the **Next** button until the last step appears.
 - ▶ Click on the **Get started** button.
- The walkthrough closes and does not appear again.

The walkthrough contains the following controls:

Element	Description
Try it →	Opens the view of the step and ends the walkthrough. The link is missing when you are already in that view.

Dots

Element	Description
	Show the number of steps. The filled dot is the current step. A click on a dot goes directly to that step.
Step X of Y	States the current step and the number of steps.
Skip	Ends the walkthrough immediately.
Back	Goes to the previous step. The button is missing in the first step.
Next	Goes to the next step.
Get started	Ends the walkthrough. In the last step the button replaces the Next button.

Which steps the walkthrough shows depends on your role:

Step	Title	View	Roles
1	Welcome – a quick look around	Chat	all roles with a walkthrough
2	Organize with Projects	Projects	all roles with a walkthrough
3	Prompt Library	Prompts	Administrator and Tenant Administrator
4	You're in control of your data	My PII configuration	all roles with a walkthrough
5	Bring your team	Users	Administrator and Tenant Administrator

The **Administrator** and **Tenant Administrator** roles therefore go through five steps, the other roles through three.



Myra AI Workspace stores the completed walkthrough in the user account. The **Skip** and **Get started** buttons and the **Try it** → link complete it in the same way. There is no way to start it again. The **Demo User** role only reaches the chat and receives neither the note nor the walkthrough.

2.1.3 Signing out

The menu under your name at the bottom of the navigation bar contains the **Log out** entry.

Proceed as follows to log out of Myra AI Workspace:

- ▶ On the start page, click on your name at the bottom of the navigation bar.
 - ↳ The user menu opens.

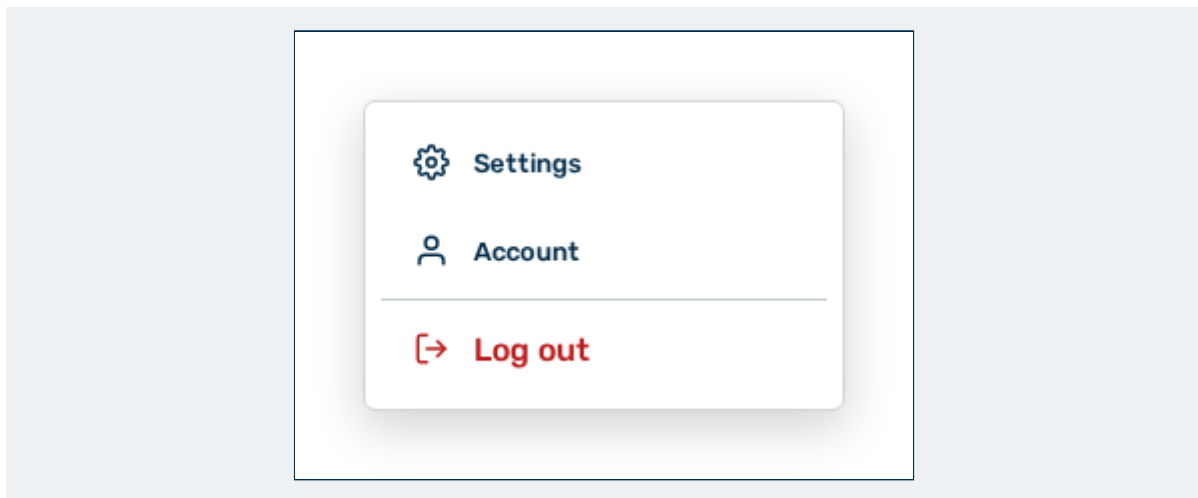


Figure 6: User menu

- ▶ Click on the **Log out** entry.
- Myra AI Workspace ends the session and shows the sign-in.



The user menu of the **Demo User** role contains the **Log out** entry only. The **Settings** and **Account** areas do not appear for it.

2.1.4 Starting the demo

The **Demo User** role does not sign in. The demo starts through a link that Myra provides.

The demo starts without a sign-in. Myra AI Workspace does not create a user account for it. Instead of a one-time code, Myra AI Workspace asks for your contact details one time.

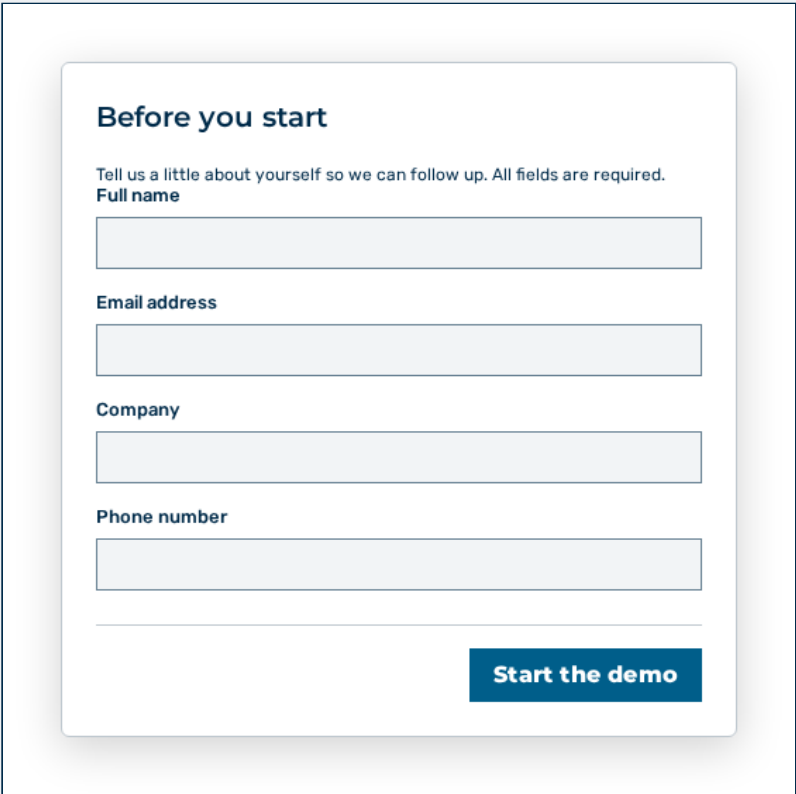
The following requirements are met:

- ☑ Myra has given you a demo link.

The demo link from Myra opens a page with the **Before you start** dialog.

Proceed as follows to start the demo:

- ▶ Open the demo link from Myra.
 - ↳ The prompt for the contact details appears.



Before you start

Tell us a little about yourself so we can follow up. All fields are required.

Full name

Email address

Company

Phone number

Start the demo

Figure 7: Prompt for the contact details before the start of the demo

- ▶ Enter your full name, your email address, your company, and your phone number.

- ▶ Click on the **Start the demo** button.
- The demo starts with an empty conversation.

The **Before you start** dialog carries the hint **Tell us a little about yourself so we can follow up. All fields are required.**

The following values are available:

Field	Description
Full name	Defines your name. The entry is mandatory.
Email address	Defines the email address at which Myra contacts you. The entry is mandatory.
Company	Defines your company. The entry is mandatory.
Phone number	Defines the phone number at which Myra contacts you. The entry is mandatory.



If a demo link has expired or is disabled, the **Demo unavailable** message with the **This demo link isn't available. Please contact Myra.** hint appears instead of the prompt.

2.2 Role concept

Myra AI Workspace has seven system roles. Each user account has exactly one of them. The role decides which entries the navigation bar shows and which requests the server accepts.

The permissions of a role come from a catalog of 38 permissions. Each permission belongs to a module and to a class. The class decides which roles get the permission. The navigation bar hides entries. Each view and each interface examines the permission again on the server.

The following information and options are available in a table:

Role	Permissi ons	Description
Administrator	38	Manages the platform and all tenants.
Tenant Administrator	25	Manages one tenant completely.
AI Manager	10	Controls the agents, the governance, and the groups of a tenant.
Member	5	Works with the AI every day and creates own objects.
Finance	3	Examines the costs and manages the billing settings.
Viewer	0	Examines the workspace without working in it.
Demo User	0	Runs a limited demonstration without a user account.

2.2.1 Assigning roles

The user who manages the users assigns a role. Which roles are available depends on the role of that user.

The following information is available:

Own role	Assigns the roles
Administrator	All seven roles.
Tenant Administrator	AI Manager, Member, Finance, and Viewer.
AI Manager	None.
Member	None.
Finance	None.
Viewer	None.
Demo User	None.

2.2.2 Custom roles

The **Administrator** and **Tenant Administrator** roles also compose custom roles. To do this, they select individual permissions from the catalog in the **Roles & permissions** view. Then they assign the completed role to users in the workspace.

The permissions of the platform are not available for selection. They stay reserved for the **Administrator** role.

2.3 Initial setup

For your role, no setup task is mandatory before the first use. After you sign in, Myra AI Workspace immediately shows the navigation bar of your role, and the chat is ready as soon as your administration has set up a gateway with at least one model.

The following steps adjust the workspace to the way you work. They are optional and are recommended in this sequence:

Step	Result
1. <u>Set the personal preferences</u>	The language, the currency, and the default model agree with the way you work.
2. <u>Have a first conversation</u>	You know which model replies and how the interface reacts.
3. <u>Connect the MCP connectors</u>	The AI calls the tools of your systems in the chat.
4. <u>Create a personal token</u>	You reach the inference API outside the interface.



The **Viewer** role creates neither tokens nor MCP connectors. For it, the initial setup is limited to the **Preferences** group.

2.3.1 Limits of the demo

For the demo, no setup step is necessary. After the prompt for the contact details, Myra AI Workspace immediately opens an empty conversation.

Myra AI Workspace limits the demo by the number of the prompts and by the duration of the session.

The following information is available:

Limit	Value
Prompts for each visit	5
Duration of the session	2 hours

Within these limits you have a conversation with the AI. All other functions stay locked.

2.3.2 Step 1: Set the personal preferences

The personal preferences apply to your user account only and immediately take effect in each new chat.

Proceed as follows to set the personal preferences:

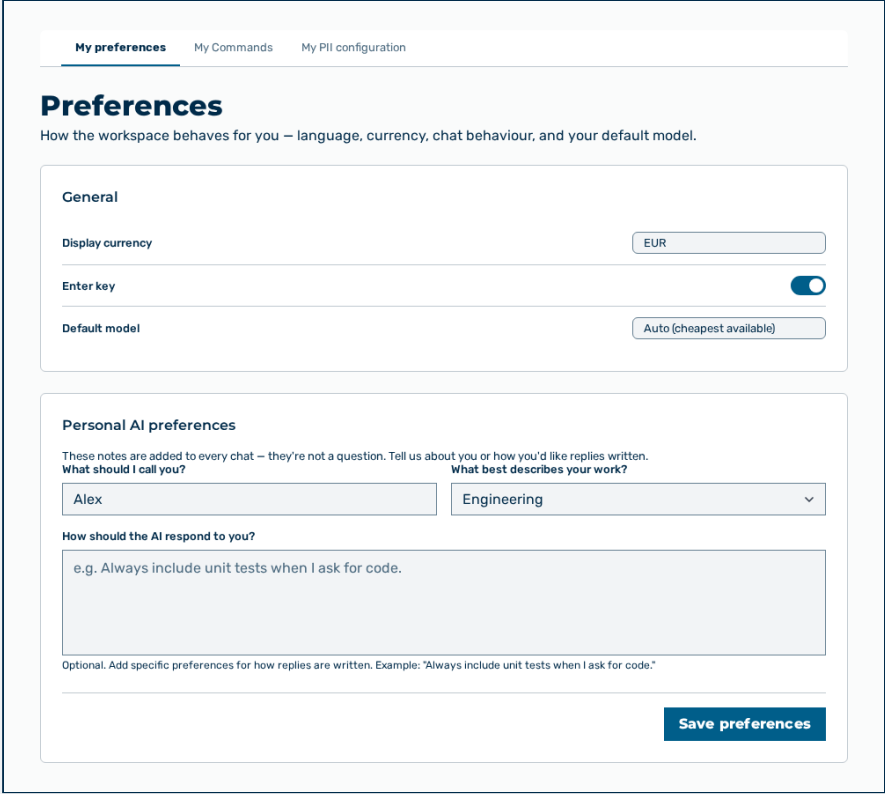


Figure 8: My preferences tab

- ▶ In the **Settings** area, open the **Preferences** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
 - ▶ In the **General** area, set the language, the **Display currency**, the behaviour of the **Enter key**, and your **Default model**.
 - ▶ In the **Personal AI preferences** area, enter what the AI is to call you and how the AI is to respond to you.
- Myra AI Workspace shows **Saved. New chats use these preferences.**

The **Editing the personal preferences** section describes which data the areas contain and how the data takes effect.

2.3.3 Step 2: Have a first conversation

The following requirements are met:

- ☑ Step 1 is complete, see [Set the personal preferences](#).

The first conversation shows whether a model is available and which model replies to your request.

Proceed as follows to have a first conversation:

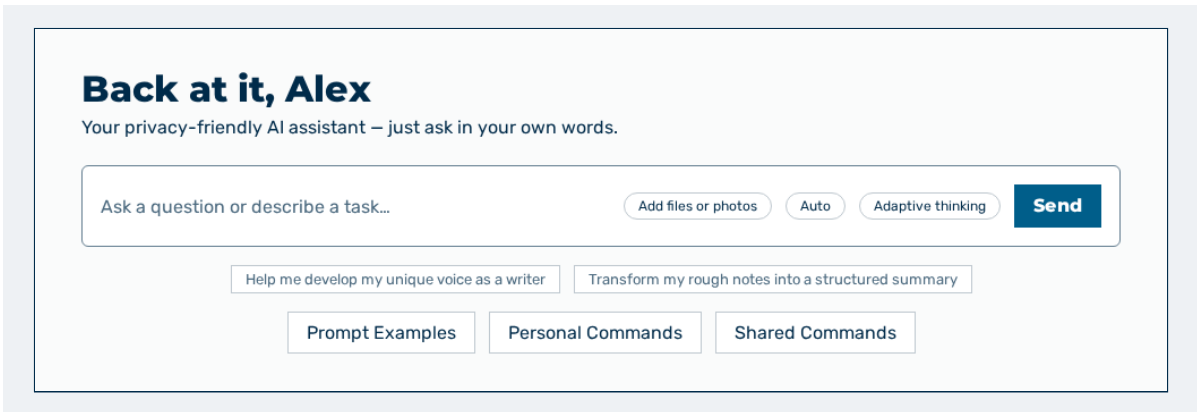


Figure 9: Chat view

- ▶ On the start page, open the **Chat** view in the **Workspace** work area.
- ▶ Enter your question in the input field and send it.
- The AI replies, and the conversation appears in the **Recent chats** view.

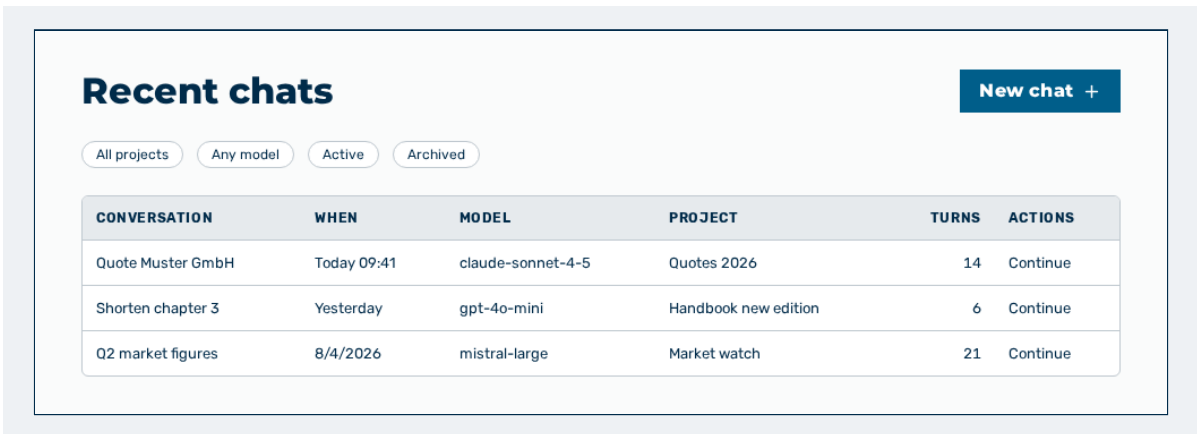


Figure 10: Recent chats view

You change which model replies with the **Choose a model** dialog below the input field. See the **Choose a model dialog** section.

2.3.4 Step 3: Connect the MCP connectors

The following requirements are met:

- ☑ Step 2 is complete, see [Have a first conversation](#).

An MCP connector makes the tools of a different system available to the AI. Without a connector, the AI works with the content of the conversation only.

Proceed as follows to connect an MCP connector:

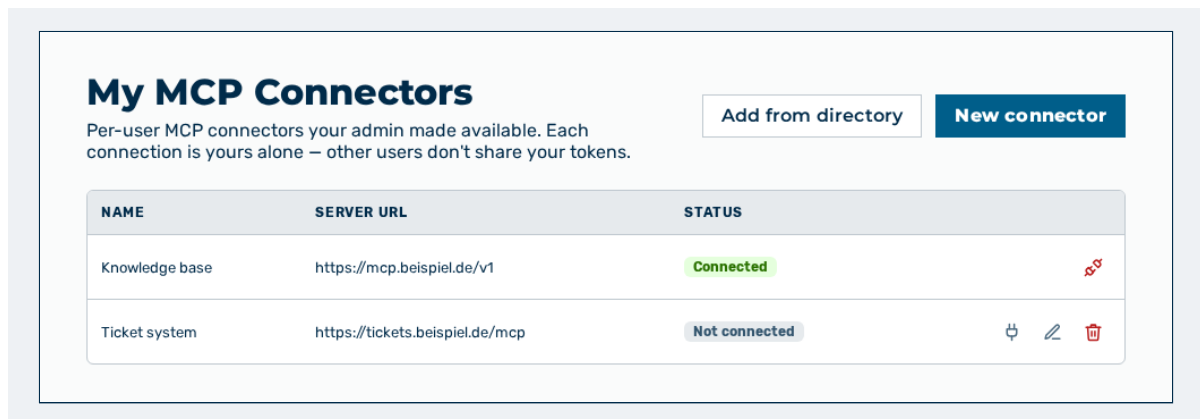
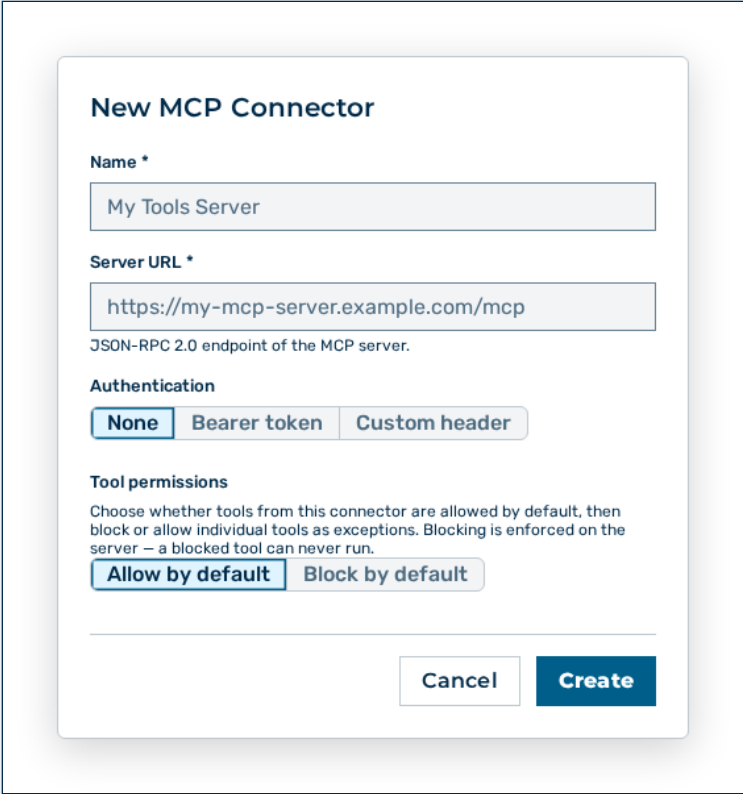


Figure 11: My MCP Connectors view

- ▶ In the **Settings** area, open the **Connections** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Click on the **New connector** button.
 - ↳ The **New MCP Connector** dialog opens.



The image shows a 'New MCP Connector' dialog box. It has a title bar at the top. Below the title, there are two input fields: 'Name *' with the value 'My Tools Server' and 'Server URL *' with the value 'https://my-mcp-server.example.com/mcp'. Below the 'Server URL' field, there is a small text label: 'JSON-RPC 2.0 endpoint of the MCP server.' Underneath, there is an 'Authentication' section with three buttons: 'None' (selected), 'Bearer token', and 'Custom header'. Below that is a 'Tool permissions' section with a paragraph of text: 'Choose whether tools from this connector are allowed by default, then block or allow individual tools as exceptions. Blocking is enforced on the server – a blocked tool can never run.' Below the text are two buttons: 'Allow by default' (selected) and 'Block by default'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Create'.

Figure 12: New MCP Connector dialog

- ▶ Enter the name and the address of the server and store the credentials.
- ▶ Save the connector.
- The connector appears in the list, and its tools are available in the chat.

The **Creating an MCP connector** section describes which data the dialog expects.

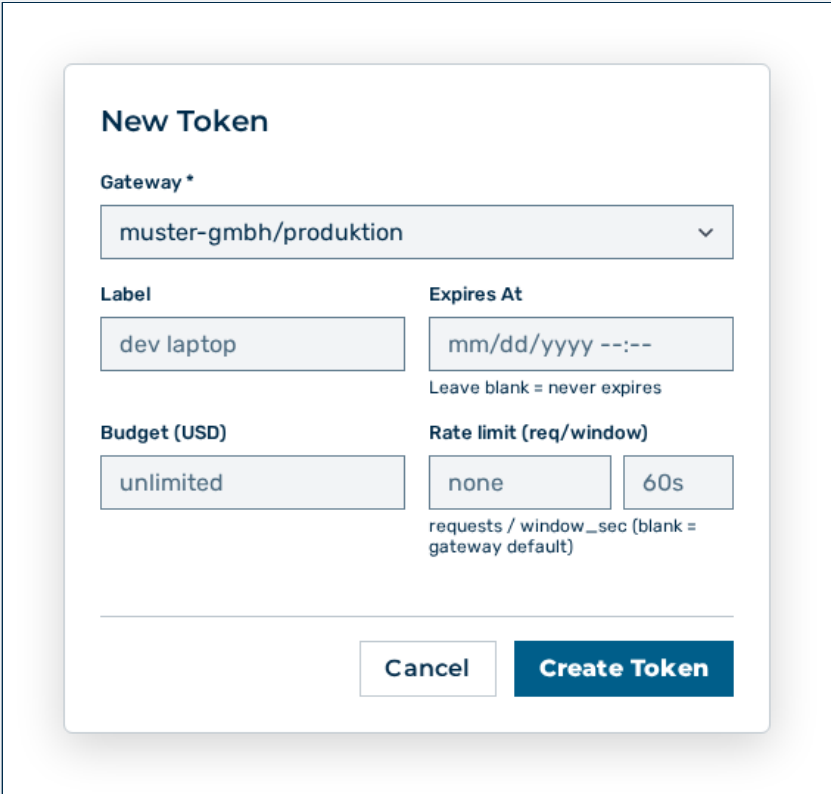
2.3.5 Step 4: Create a personal token

The following requirements are met:

- ☑ Step 3 is complete, see [Connect the MCP connectors](#).

A token identifies you to a gateway when you call the inference API from a script or an application.

Proceed as follows to create a personal token:



The image shows a 'New Token' dialog box with the following fields and options:

- Gateway ***: A dropdown menu with 'muster-gmbh/produktion' selected.
- Label**: A text input field containing 'dev laptop'.
- Expires At**: A date and time picker showing 'mm/dd/yyyy --:--'. Below it, a note says 'Leave blank = never expires'.
- Budget (USD)**: A text input field containing 'unlimited'.
- Rate limit (req/window)**: Two input fields, 'none' and '60s'. Below them, a note says 'requests / window_sec (blank = gateway default)'.
- At the bottom, there are two buttons: 'Cancel' and 'Create Token'.

Figure 13: New Token dialog

- ▶ In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- ▶ In the **Tokens** section, click on the **New Token** button.
- ▶ Select the gateway and enter a label.
- Myra AI Workspace creates the token and shows it one time.

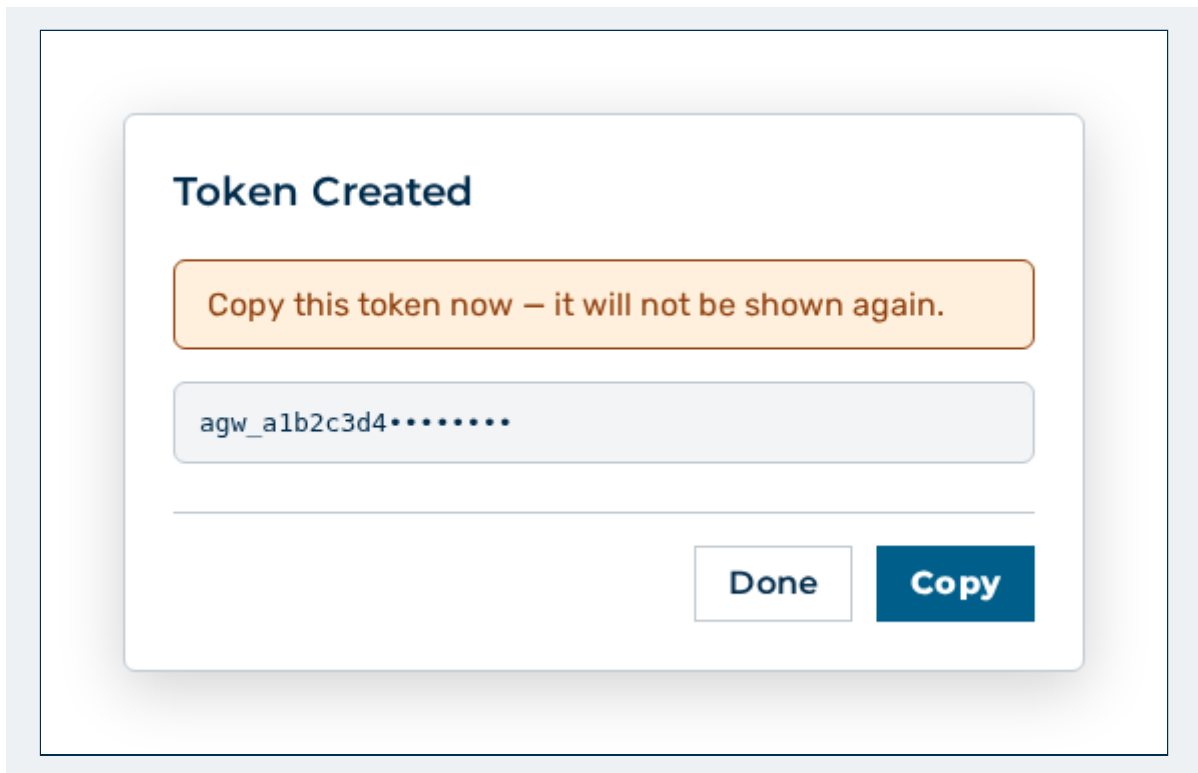


Figure 14: Token Created dialog

Copy the token immediately. It cannot be shown again later. See the **Creating a token** section.



The chat needs a gateway with at least one enabled model. If your administration is still setting up the gateway, Myra AI Workspace reports **The requested model is not available on this gateway. Check the model id, or pick a model this gateway serves.**

3. Views

3.1 Home page and GUI layout

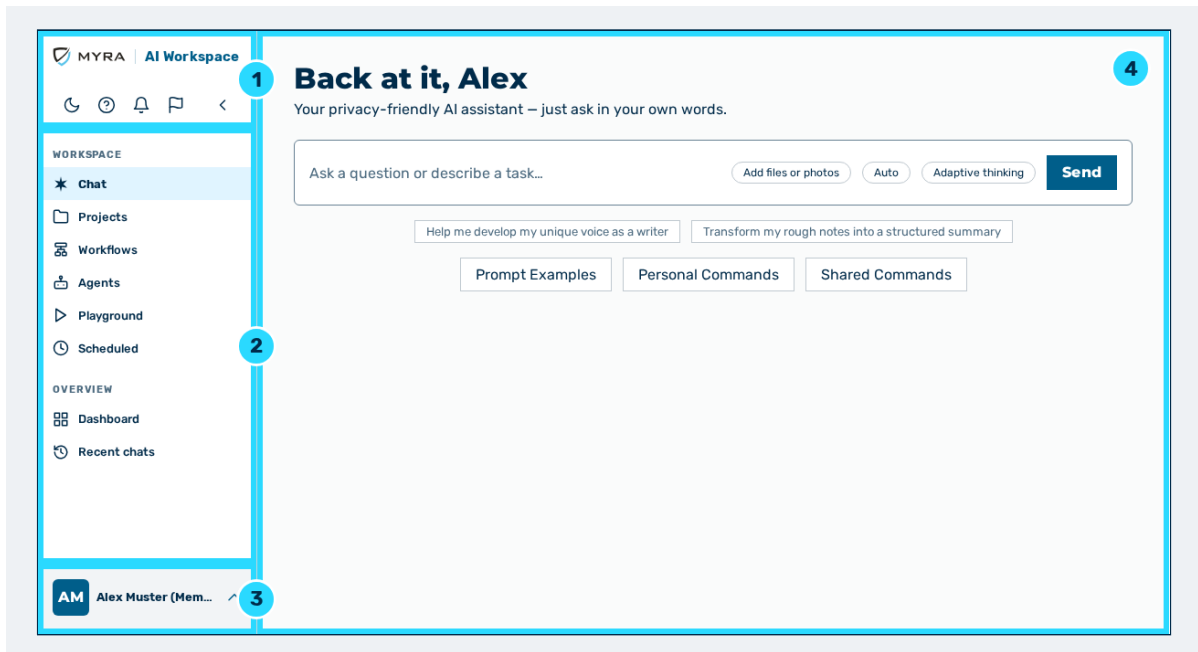


Figure 15: Layout of the interface

Myra AI Workspace shows the navigation bar at the left edge. It contains the header with the logo at the top (1), the entries of the current area below it (2), and your name with your role at the bottom (3). The content area with the selected view is next to it, on the right (4).

The following areas are available:

N o.	Area	Description
1	Header	Shows the logo and holds the Dark mode , Documentation , Notifications , Send feedback , and Collapse buttons.
2	Navigati on area	Lists the entries of the current area, grouped by section.
3	User block	Shows your name with your role and opens the user menu.

No.	Area	Description
4	Content area	Shows the selected view.

The application separates the **Workspace** area from the areas of the administration. The workspace contains the daily work with the AI. The areas of the administration contain the settings. You move between them through your name at the bottom of the navigation bar. The **Back to workspace** link at the top of the navigation bar goes from every area of the administration back to the workspace.

The navigation bar shows only the entries for which your role has the permission. An entry that this guide does not name does not appear for your role.

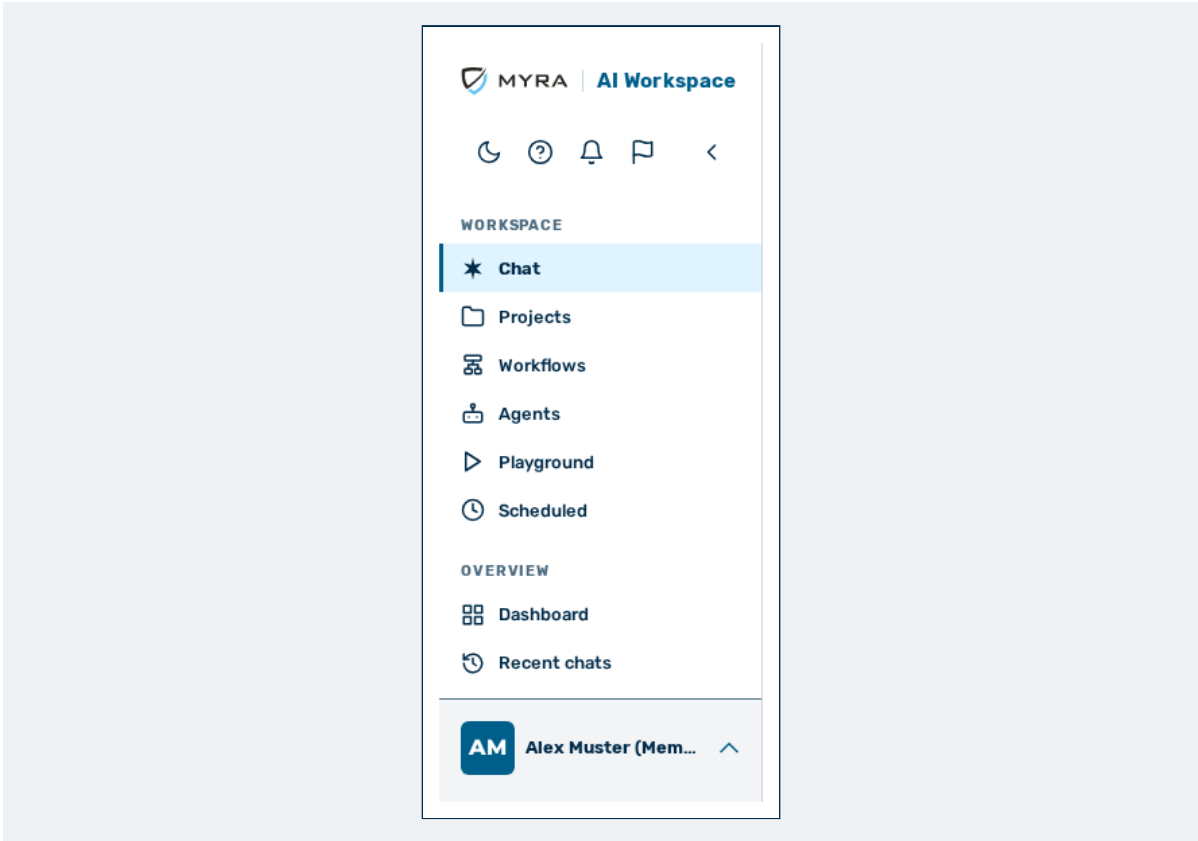


Figure 16: Navigation bar

The following options are available:

Entry	Description
Chat	Opens a conversation with the AI.

Entry	Description
Projects	Holds related chats, files, and its own instructions together, so that the AI uses the same context for one field of work.
Workflows	Creates multi-stage workflows from your agents – with branches, approvals, and delivery.
Agents	Lists the agents saved with their instructions, model, tools, schedules, and run history.
Playground	Runs a prompt against one or more models and presents the answers side by side.
Scheduled	Runs a prompt on a schedule. The results appear in a conversation and, if you want, by email as well.
Dashboard	Shows your personal usage. For the roles without an analytics permission, the view carries the My Usage title.
Recent chats	Shows all conversations so far, the most recent first.



The **Workflows** and **Scheduled** entries do not appear for the **Viewer** and **Demo User** roles. For the **Demo User** role, only the **Chat** entry leads to a usable view. Every other entry shows **Not available in the demo**.

Proceed as follows to open an administration area:

- On the start page, click on your name at the bottom of the navigation bar.
 - ↳ The user menu opens.

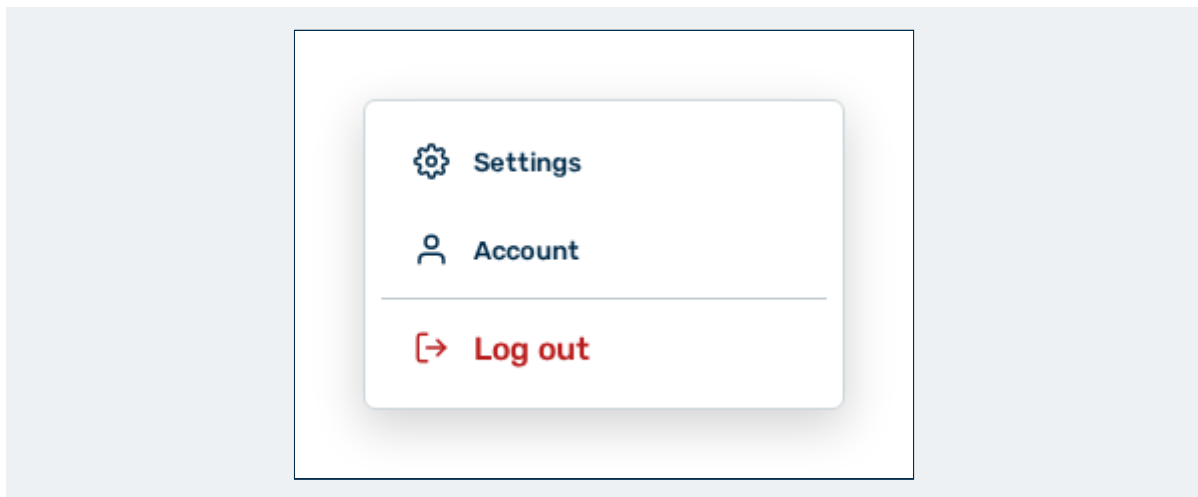


Figure 17: User menu

- ▶ Click on the entry of the area you want.
- The navigation bar shows the selected area.

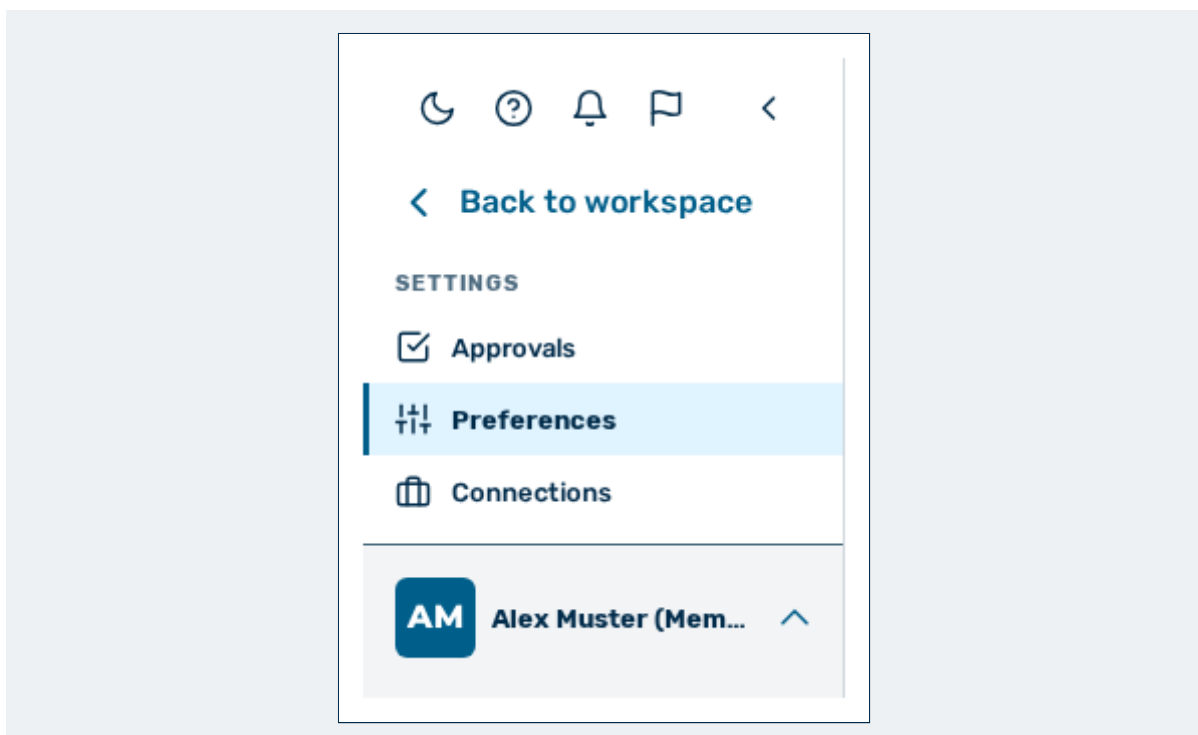


Figure 18: Navigation bar in the Settings area

The **Settings** area is divided into groups.

The following options are available:

Group	Description
Approvals	Shows the workflow runs that wait for your decision.
Preferences	Sets the language, the currency, the chat behaviour, the personal commands, and the masking of personal data.
Connections	Manages your personal MCP connectors.

The user menu of the **Demo User** role contains the **Log out** entry only. The **Settings**, **User Management**, and **Account** areas do not appear for it.

The **Account** area is divided into groups.

The following options are available:

Group	Description
Profile	Shows your profile, your tokens, and the data export.

For the **Viewer** role, the **Profile** group shows your profile and the data export. This role creates no tokens.

3.2 Workspace

3.2.1 Chat

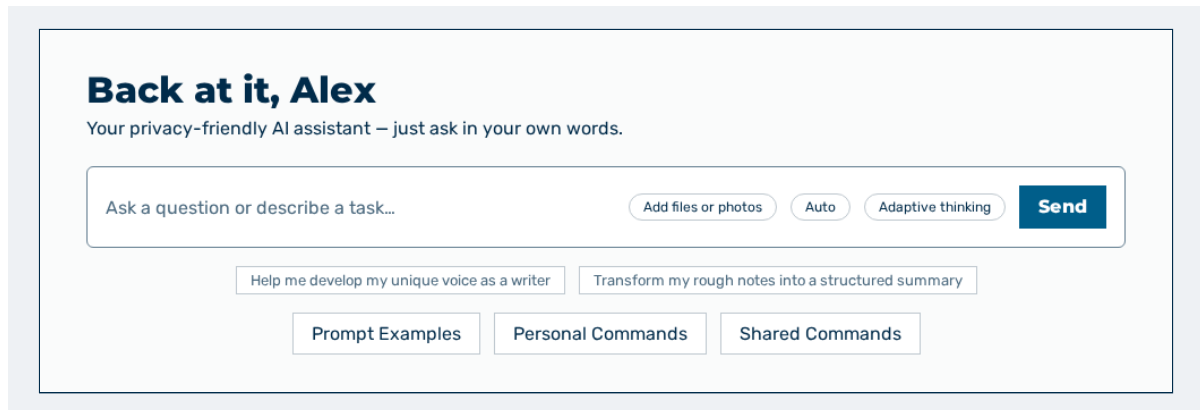


Figure 19: Chat view

The **Chat** view opens a conversation with the AI. It greets you with your first name and the time of day, for example **Good morning,** , and carries the **Your privacy-friendly AI assistant – just ask in your own words.** subtitle below. As long as no name is available, the greeting is **How can I help today?**

The following options are available in the header:

Option	Description
New chat button	Starts a new conversation. The previous conversation remains available under Recent chats .
Ghost mode button	Keeps the next conversation private. Myra AI Workspace does not log it. The button appears before the first message only, because ghost mode belongs to the conversation and cannot be switched later. In the Demo user role it does not appear.
Memories button	Sets whether the conversation uses your saved memories. The button carries the state as on or off and appears before the first message only.

The following options are available in the input area:

Option	Description
Ask a question or describe a task... input field	Takes your input. In a running conversation the input field carries the text Write a message....
Add files, photos, or options button	Opens the menu with the attachments, the web search, the project assignment, and the answer styles.
Dictate button	Records your voice and writes what you say into the input field. While recording, the button carries the note Recording – tap to stop , afterwards Transcribing....
Privacy label	Shows how the next message is protected: Local model , Local + masking , Privacy on , or Privacy off . A click switches the masking.
Preview button	Shows what goes to the model after the masking. The button appears on a gateway with an active privacy filter only.
Choose a model button	Opens the Choose a model dialog. The button carries the name of the selected model, Auto by default. A dot in front of it shows the protection level of the route.
Send message button	Sends the request to the selected model. While a dictation is running, the button carries the label Stop & Send .
Stop generation button	Cancels the running answer. The button takes the place of Send message while the answer arrives.

Before the first message, the following tiles stand below the input field:

Tile	Description
Prompt Examples	Opens the prompt examples of the tenant and puts the selected example into the input. If none is stored, the tile shows No prompt examples yet.
Personal Commands	Opens your own slash commands and puts the selected command into the input. If none exists, the tile shows No personal commands yet.

Tile	Description
Shared Command s	Opens the commands others have shared with you. If none exists, the tile shows No shared commands yet.
	The first prompt examples are also available as buttons directly above the tiles. If the suggestions cannot be loaded, the view shows Couldn't load suggestions. Try again in a moment.
	Whether the Enter key sends or starts a new line is set in the preferences. If the Enter key starts a new line, the input area carries the hint Ctrl/Cmd+Enter to send • Enter for newline.
	You attach 10 files per message at most, each file 104 MB at most. Myra AI Workspace reports " <name> is too large to attach (limit: MB). , You can attach up to files per message – remove one first. , or Couldn't read <name> – try a different file. You also drag a file onto the view with the mouse.
	If no gateway is set up for your tenant yet, the view shows Chat isn't available yet – your admin needs to set up a gateway for your tenant. With the Manage gateways permission it shows No gateway is configured yet. Create one to enable chat for everyone on this tenant. instead and offers the Create a gateway link.
	For the Demo User role, the input shows neither Add files or photos nor Adaptive thinking , and the Prompt Examples , Personal Commands , and Shared Commands tiles do not appear. After the fifth input, the demo ends with the That's the demo dialog.

The following sections describe the view in detail:

■ **Add files, photos, or options menu**

- [Choose a model dialog](#)
- [Actions on a response](#)
- [Report this response dialog](#)

3.2.1.1 Add files, photos, or options menu

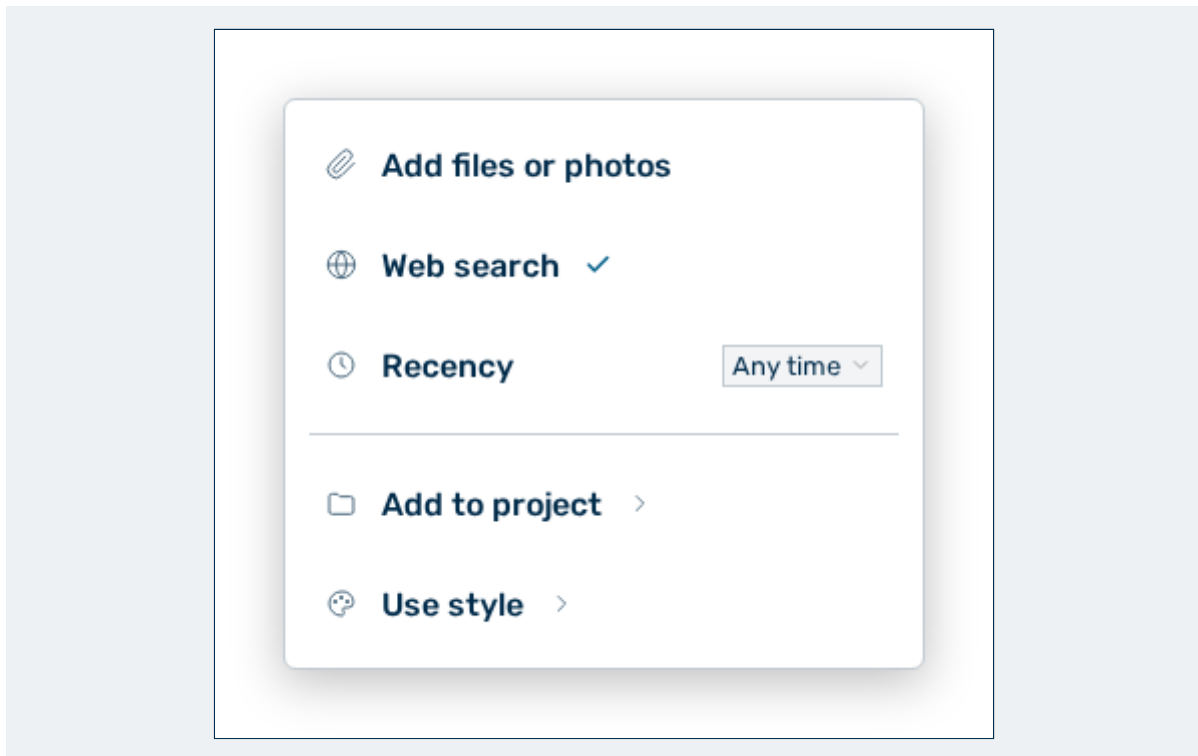


Figure 20: Add files, photos, or options menu

The menu collects everything you give a message in addition.

The following options are available:

Option	Description
Add files or photos entry	Opens the file selection and attaches the selected files to the message.
Web search entry	Lets the AI search the web in addition.
Recency drop-down list	Limits the web search in time: Any time , Past 24 hours , Past week , Past month , or Past year .
Add to project entry	Opens the Select project list and assigns the conversation to a project.

Option	Description
New project name input field	Creates a new project with the Create button and assigns the conversation to that project.
Use style entry	Opens the Select style list with the answer style of the AI.
Back entry	Leads from a sub-list back into the main menu.

The following answer styles are available:

Style	Description
Personal style	Applies your profile writing style.
Concise	Short, direct answers.
Explanatory	Step-by-step walkthroughs.
Formal	Professional register, no contractions.
Casual	Friendly, conversational tone.



If you assign the conversation to a project, Myra AI Workspace asks **Move this conversation to ?** When you take it out, Myra AI Workspace asks **Remove this conversation from ?**. If the project prescribes its own model, the entry carries the note **uses** and the confirmation adds **Switching will change the model from to .**



If no project exists yet, the list shows **No projects yet**. While loading it shows **Loading projects....**, on an error **Couldn't load projects**.

3.2.1.2 Choose a model dialog

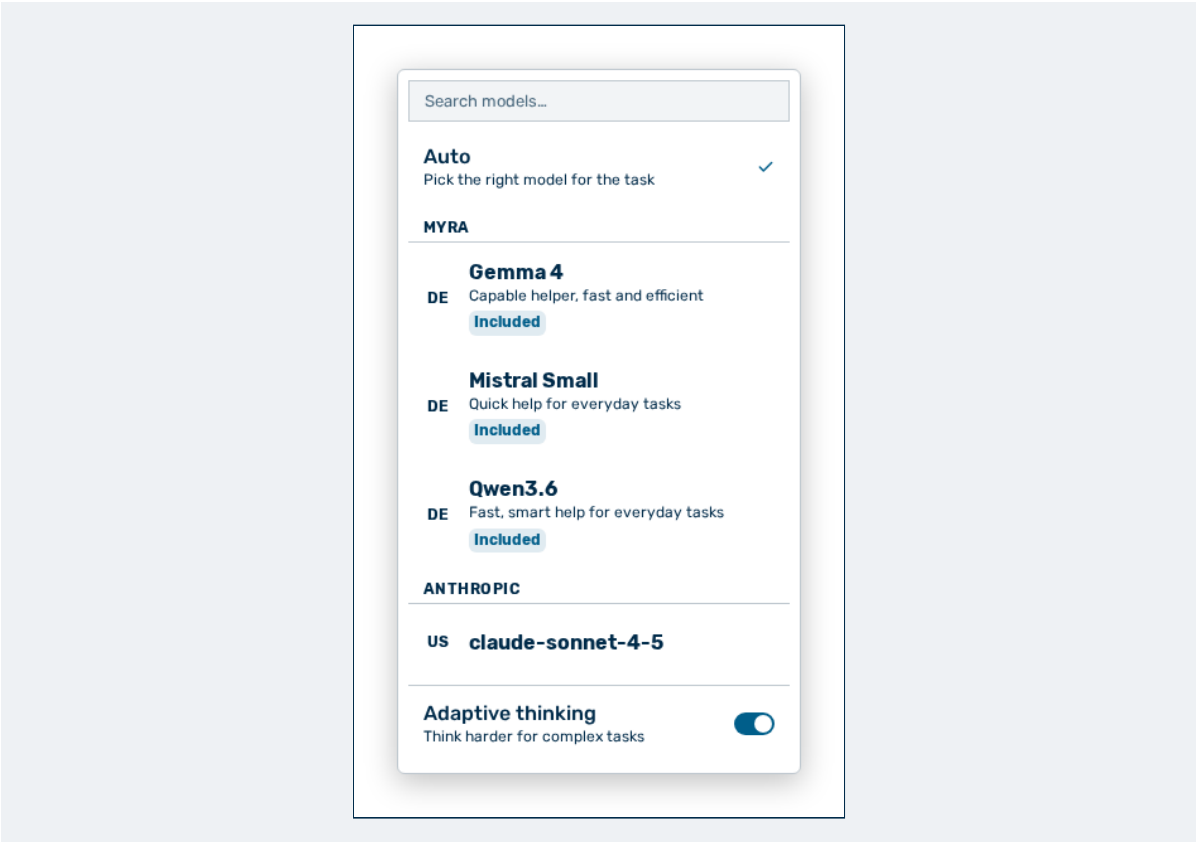


Figure 21: Choose a model dialog

The dialog lists the models available on your gateway, grouped by provider.

The following information is available per model:

Information	Description
Provider	Heading of the group, for example Myra , Anthropic , OpenAI , or Other .
Name	Name of the model and, below it, a short description of its strengths.
Processing location	Icon in front of the name with the note Hosted by Myra (Germany), Data processed in the EU, Data processed in the US, Data processed in China , or Processing region varies .
Included	Label for a model provided by Myra, with the note Provided by Myra – usage is billed to your Myra budget (no own API key needed) .

The following options are available:

Option	Description
Search models... input field	Filters the list by the name of the model. If no model matches, the dialog shows No matches for "" .
Auto entry	Leaves the choice to Myra AI Workspace and carries the description Pick the right model for the task . This is the default value.
entry	Binds the conversation to this model. The selected model carries a check mark.
Adaptive thinking toggle	Lets the model think longer about complex tasks and carries the description Think harder for complex tasks .



While loading, the dialog shows **Loading models...**, on an error **Couldn't load models**, and with no model available **No models available**.



If a model does not support adaptive thinking, the toggle carries the note **This model does not support adaptive thinking**. If a model always reasons, it carries the note **This model always reasons and can't turn it off**.



As soon as the first message is sent, the model is locked for that conversation. The button then carries the note **Model is locked for this chat (data security)**. With the **New chat from here** row action on a reply you switch the model. If a project prescribes a model, it carries the note **uses**. A slash command with a fixed model locks the **Auto** entry with the note **Not available for commands**.



On a gateway with the **EU-only** setting, the dialog shows the **EU-only gateway – models are limited to EU-hosted, approved providers**. hint and lists only models of EU-hosted providers.

3.2.1.3 Actions on a response

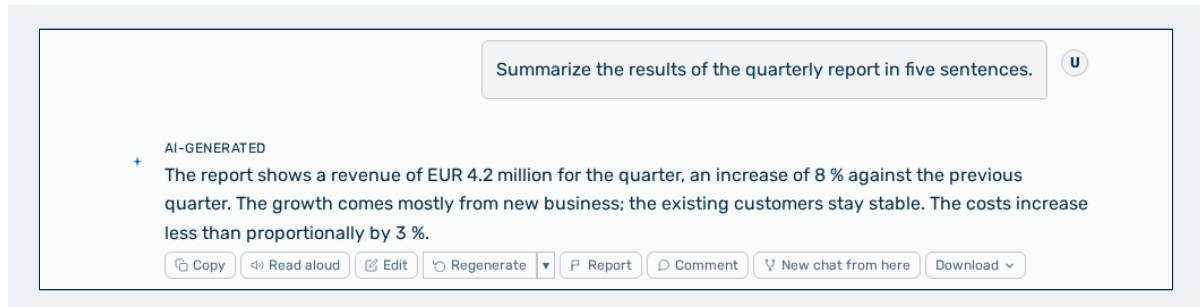


Figure 22: Actions on a response

Every response of the AI carries the **AI-generated** marker above the text and the **Message actions** toolbar below it. The marker stands on every response and cannot be switched off.

The following actions are available:

Action	Description
Copy	Copies the text of the response to the clipboard. The button briefly changes to Copied! . It is available during the response as soon as the first text exists.
Read aloud	Reads the response aloud. During the playback the button carries the Stop label.
Edit	Corrects the text of the response in the display. The changed response carries the edited marker and the Revert to original action. The correction does not go to the model. It only applies to the display.
Regenerate	Generates the response again with the same request. The action only appears on the last response of the conversation.
▼ next to Regenerate	Opens the Regenerate with reason menu.
Report	Opens the Report this response dialog.
Comment	Opens the Comments area for this message. You write a comment, mention other members, and set a comment to Resolve .

Action	Description
New chat from here	Branches a new conversation. Myra AI Workspace copies the conversation and the files up to this response. The model stays switchable in the new conversation.
Download ▾	Opens the menu with the file formats.

The **Regenerate with reason** menu contains the following entries:

Entry	Effect
Try again	Generates the response again without a further requirement.
Too long	Requests a shorter response. The new response carries the Adjusted • shorter marker.
Too short	Requests more detail. Marker Adjusted • more detailed .
Too formal	Requests a more casual, conversational tone. Marker Adjusted • more casual .
Too casual	Requests a more formal, professional tone. Marker Adjusted • more formal .
Off topic	Requests a response to what was actually asked. Marker Adjusted • on-topic .
Inaccurate	Requests a more careful and more precise response. Marker Adjusted • more accurate .

The **Download** menu offers the following formats in three groups:

Group	Formats
Finished file	Download as PDF
Microsoft Office	Download as Word , PowerPoint, Download as Excel
OpenDocument and text	OpenDocument Text, OpenDocument Presentation, OpenDocument Spreadsheet, TXT, Download as CSV



If your tenant has a letterhead template, the entry for Word additionally carries the **Word (using letterhead)** version. During the creation the entry states **Generating PDF....**



Which actions appear depends on the state of the response. During the response only **Copy** is available. **Regenerate** only appears on the last response, **Edit** only on a settled response of plain text without an image and without a generated file, and **Download** only if the response contains text or an image. On a response whose conversation exceeds the context window of the model, **Regenerate** does not appear.

3.2.1.4 Report this response dialog

The dialog reports a response to Myra Security GmbH for review. It carries the **Help us improve our models and content filters. Your report goes to Myra Security GmbH for review.** hint.

Proceed as follows to report a response:

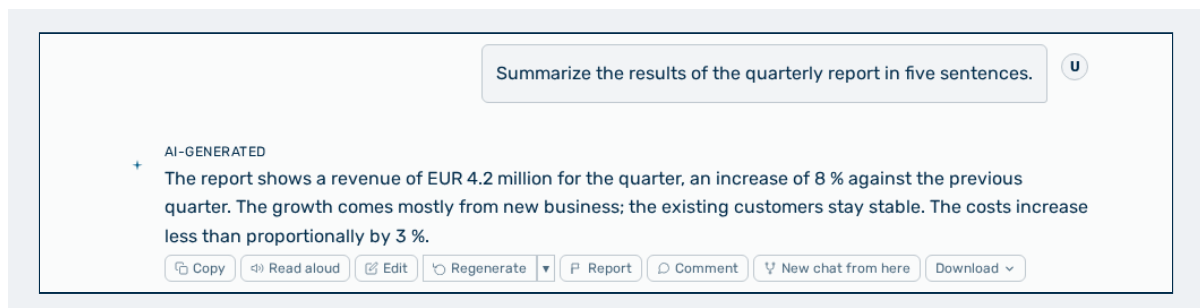
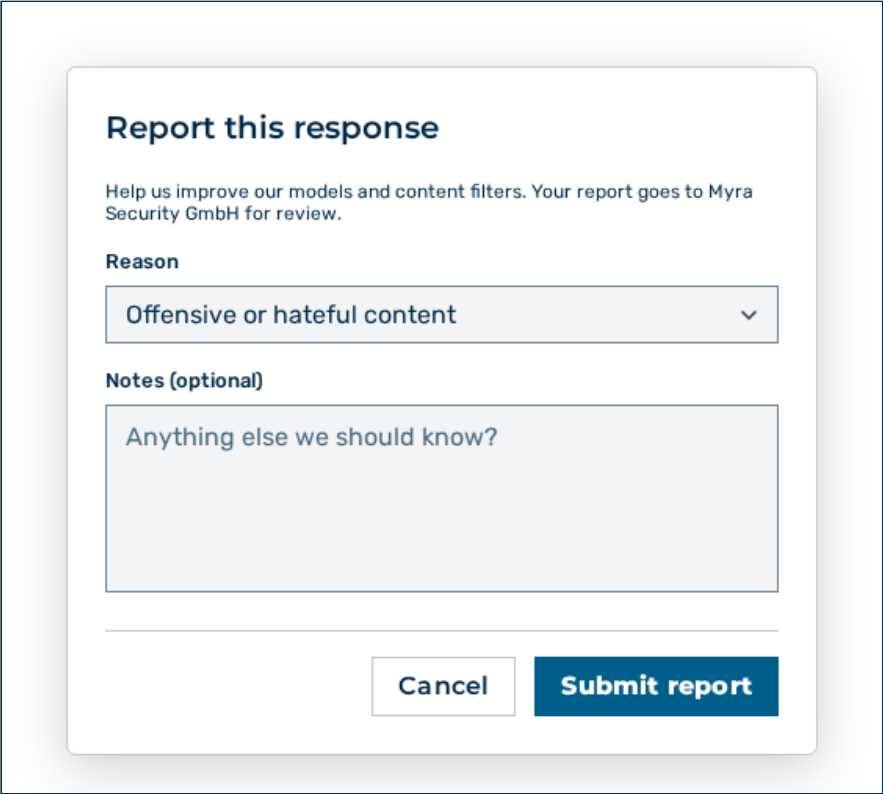


Figure 23: Actions on a response

- ▶ On the response, click on the **Report** action.
 - ▷ On the start page, open the **Chat** view in the **Workspace** work area.
 - ↳ The **Report this response** dialog opens.



The dialog box is titled "Report this response" and contains the following elements:

- A subtitle: "Help us improve our models and content filters. Your report goes to Myra Security GmbH for review."
- A "Reason" section with a dropdown menu currently showing "Offensive or hateful content".
- A "Notes (optional)" section with a text input field containing the placeholder text "Anything else we should know?".
- At the bottom, there are two buttons: "Cancel" and "Submit report".

Figure 24: Report this response dialog

- ▶ In the **Reason** select field, select the matching reason.
- ▶ If necessary, describe the case in the **Notes (optional)** text field.
- ▶ Click on the **Submit report** button.
- Myra AI Workspace states **Report submitted**.

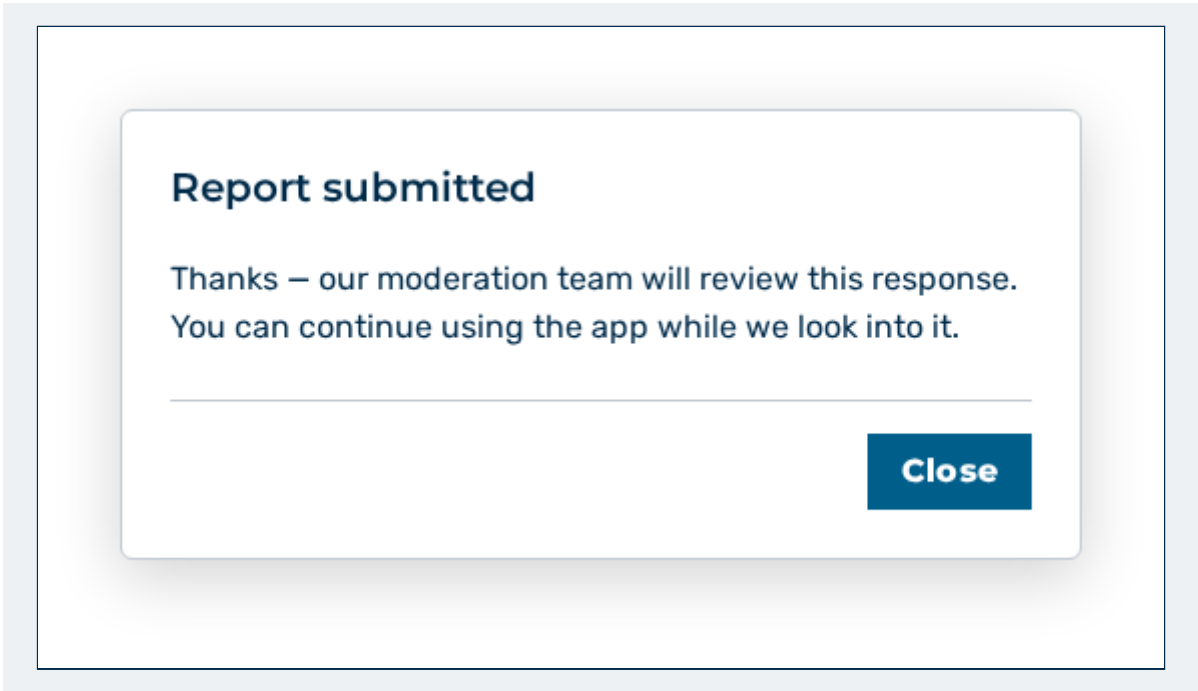


Figure 25: Report submitted dialog

The following entries are available in the dialog:

Entry	Description
Reason	Type of the problem. Offensive or hateful content, Unsafe or dangerous advice, Inaccurate or misleading , and Other are available.
Notes (optional)	Free text with the Anything else we should know? placeholder. Describe here what is wrong with the response.
Cancel button	Closes the dialog without a report.
Submit report button	Sends the report. During the send the button carries the Sending... label.



If the report cannot be submitted, the dialog states **Failed to submit report** and stays open with your entries. The reported response appears for the administration in the **Reports** view.

3.2.2 Projects

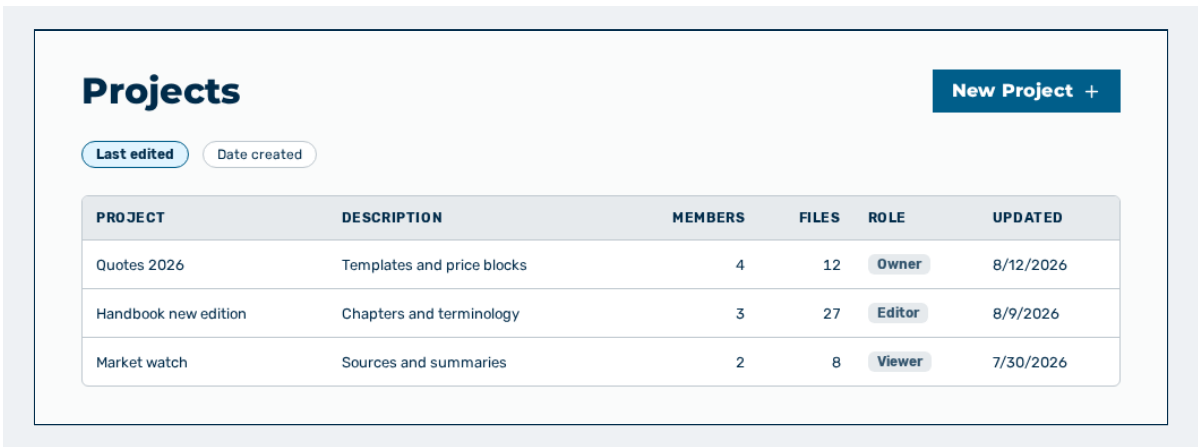


Figure 26: Projects view

The **Projects** view bundles related chats, knowledge files, and custom instructions so the AI shares the same context across a body of work. The view lists the projects that you created and the projects that other users added you to.

The following information is available:

Column	Description
Project	Name of the project with its icon and its color. If a project has no name, the Untitled entry appears.
Description	Short description of the project. The column stays empty if no description was entered at creation.
Members	Number of the users who have access to the project.
Files	Number of the knowledge files of the project. The column counts only the files you can see. Some may be private to their creator until a chat is shared.
Role	Your role in this project: Owner , Editor , or Viewer .
Updated	Time of the last change to the project.

The following options are available:

Option	Description
New Project button	Opens the New Project dialog. See the Creating a project section.
Search projects... field	Limits the list to the projects whose name or description contains the text entered.
All filter	Shows all projects that you have access to.
Owner filter	Shows only the projects in which you have the Owner role.
Editor filter	Shows only the projects in which you have the Editor role.
Viewer filter	Shows only the projects in which you have the Viewer role.
Sort by list	Sorts the list by Recent Activity , Last edited , or Date created .
Open button	Opens the detail view of the project in the row.
Create your first project link	Appears only for an empty list and opens the New Project dialog.



If no project exists yet, the view shows **No projects yet**. If the search finds no project, the view shows **No projects match your search**.



The **Viewer** role creates no projects. The **New project** button does not appear for it. The view lists the projects that other users have added it to. For the **Demo User** role, the view is not available.

The following sections describe the view in detail:

- [**Detail view of a project**](#)
- [**Overview tab**](#)
- [**Files tab**](#)
- [**Members tab**](#)
- [**Conversations tab**](#)

■ Feed tab

3.2.2.1 Detail view of a project

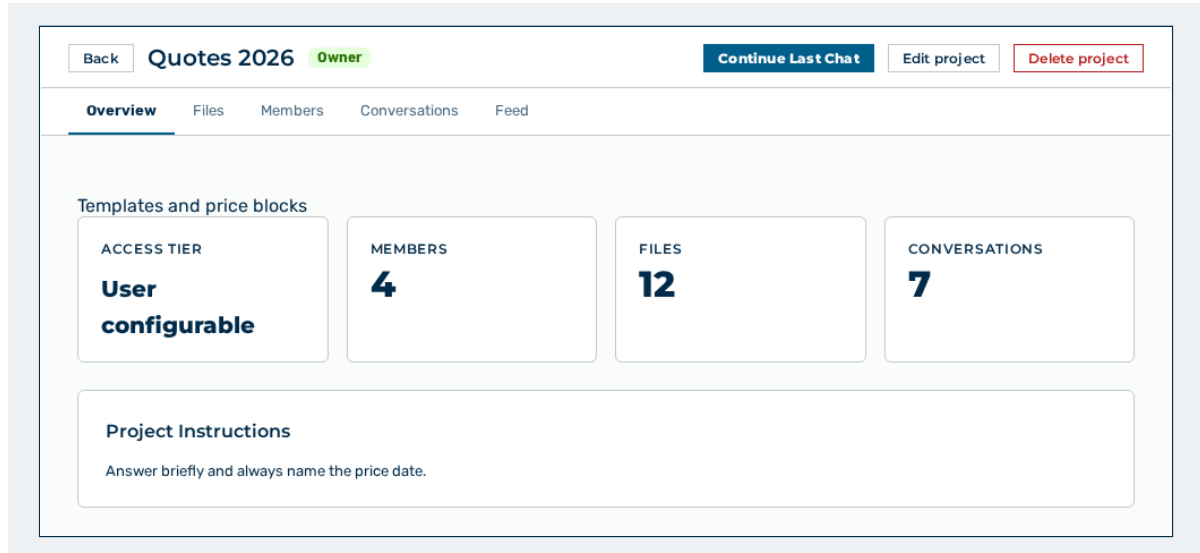


Figure 27: Detail view of a project

The detail view lists the content of a project in tabs. If the project no longer exists, the view shows **Project not found**.

The following information is available:

Tab	Description
Overview	Shows the description, the key figures, the access tier, and the project instructions of the project.
Files	Lists the knowledge files that the model reads on demand. The counter of the tab counts only the files you can see. Some may be private to their creator until a chat is shared.
Members	Lists the users of the project with their project role.
Conversations	Lists the conversations that are assigned to the project.
Feed	Lists, under the Project Feed title, the conversations that project members shared.

The following options are available:

Option	Description
Back button	Returns to the list of the projects.
Start Chat button	Opens a new conversation in the context of the project.
Continue Last Chat button	Opens the conversation of the project used last.
Edit project button	Opens the form with the data of the project. See the Editing a project section.
Delete project button	Opens the Delete Project? dialog. See the Deleting a project section.
Share with organization button	Releases the project in the Members tab to all users of the organization. After the release, the button shows Shared with organization – unshare .

Next to the name of the project, the view shows your project role as a badge.



The **Edit project** button appears for the **Owner** and **Editor** project roles and for the **Administrator** role. The **Delete project** button, the administration of the members, and the **Conversation retention (days)** field appear only for the **Owner** project role and for the **Administrator** role.



If your organization switched off sharing with the whole organization, the view shows **Sharing with the whole organization is switched off for your organization. Ask an administrator to enable it**.

3.2.2.2 Overview tab

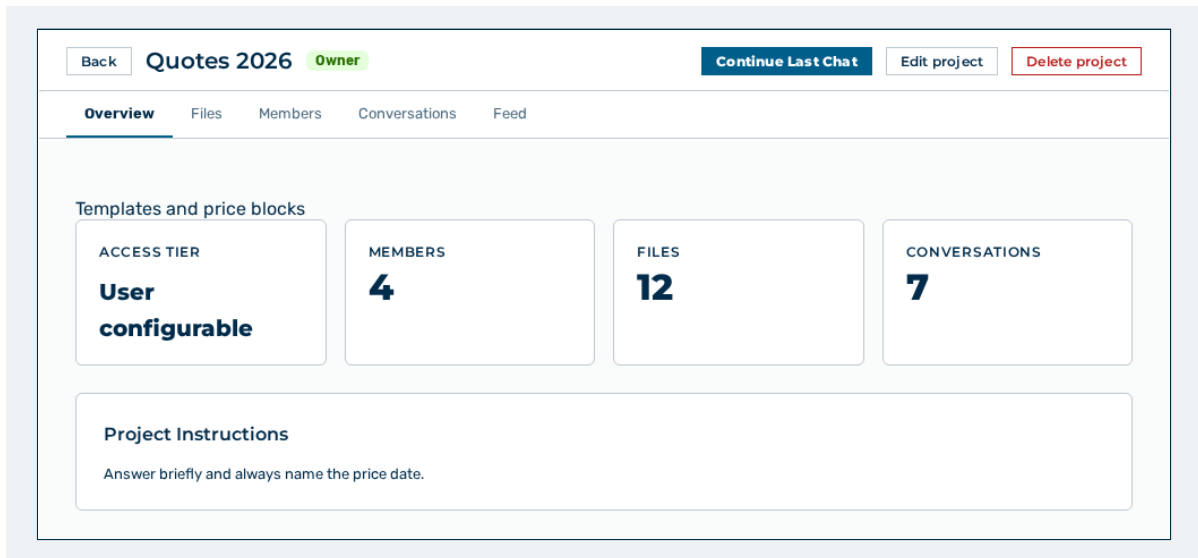


Figure 28: Overview tab

The **Overview** tab summarizes the data of the project.

The following information is available:

Item	Description
Description	Short description of the project. The item appears only if a description is entered.
Access tier	Access tier of the project: User configurable , PII protection required , or Local only .
Members	Number of the members. A click on the tile opens the Members tab.
Files	Number of the knowledge files you can see. A click on the tile opens the Files tab.
Conversations	Number of the conversations of the project. A click on the tile opens the Conversations tab.
Project Instructions	Instructions that apply to every conversation of the project. The item appears only if instructions are entered.

3.2.2.3 Files tab

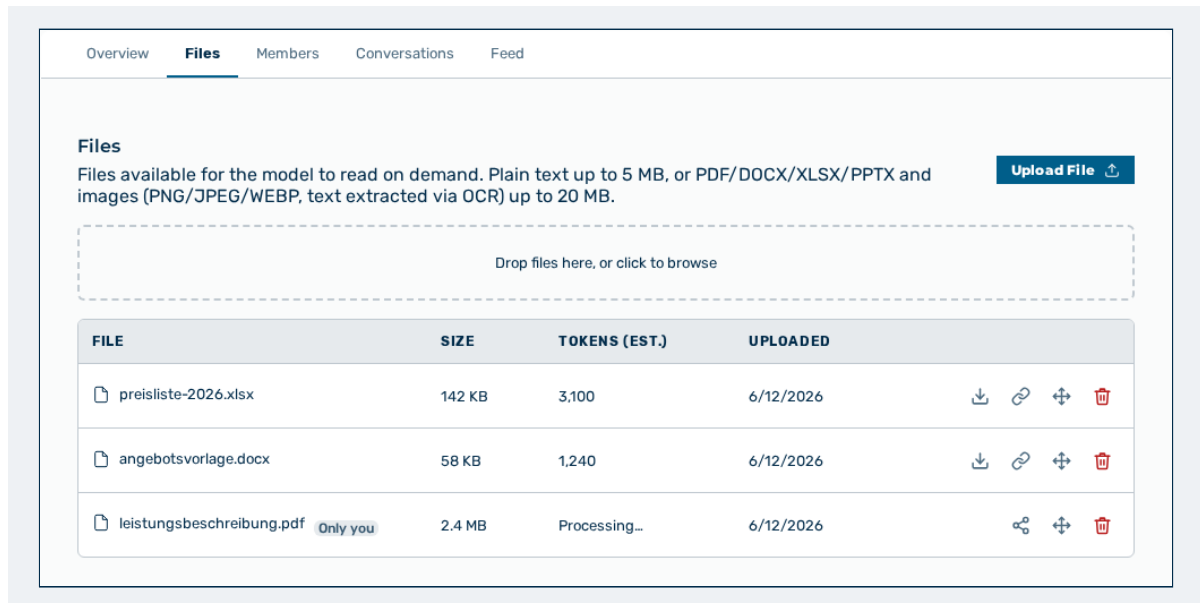


Figure 29: Files tab

The **Files** tab contains the files available for the model to read on demand:

- plain text up to 5 MB
- PDF, DOCX, XLSX, and PPTX up to 20 MB
- images (PNG, JPEG, WEBP – text extracted via OCR) up to 20 MB

The following information is available:

Column	Description
File	Name of the file. The Only you addition marks a file that only its creator can see until that person shares the related chat into the project.
Size	Size of the file.
Tokens (est.)	Estimated number of the tokens that the content of the file occupies in the context of the model.
Uploaded	Time of the upload. During the processing, the Processing... status appears. After an error, the Extraction failed status appears.

The following options are available:

Option	Description
Upload File button	Opens the file selection. As an alternative, drag the files onto the Drop files here, or click to browse area.
Download file icon	Downloads the file in its original form.
Copy reference URL icon	Copies the address that references the file in a conversation.
Move to folder icon	Opens the Move "<name>" dialog with the Folder field. An empty field moves the file to the top level. Use "/" to nest folders.
Remove file icon	Removes the file from the project after a confirmation.
Share this chat button	Shares the chat that generated the file into the project. Its files and messages become visible to project members.



If no file was uploaded yet, the tab shows **No knowledge files yet**. If a file exceeds the limit, the tab shows **NAME exceeds LIMIT limit**. If a file is already in the project, the tab shows **NAME is already in this project**.

3.2.2.4 Members tab

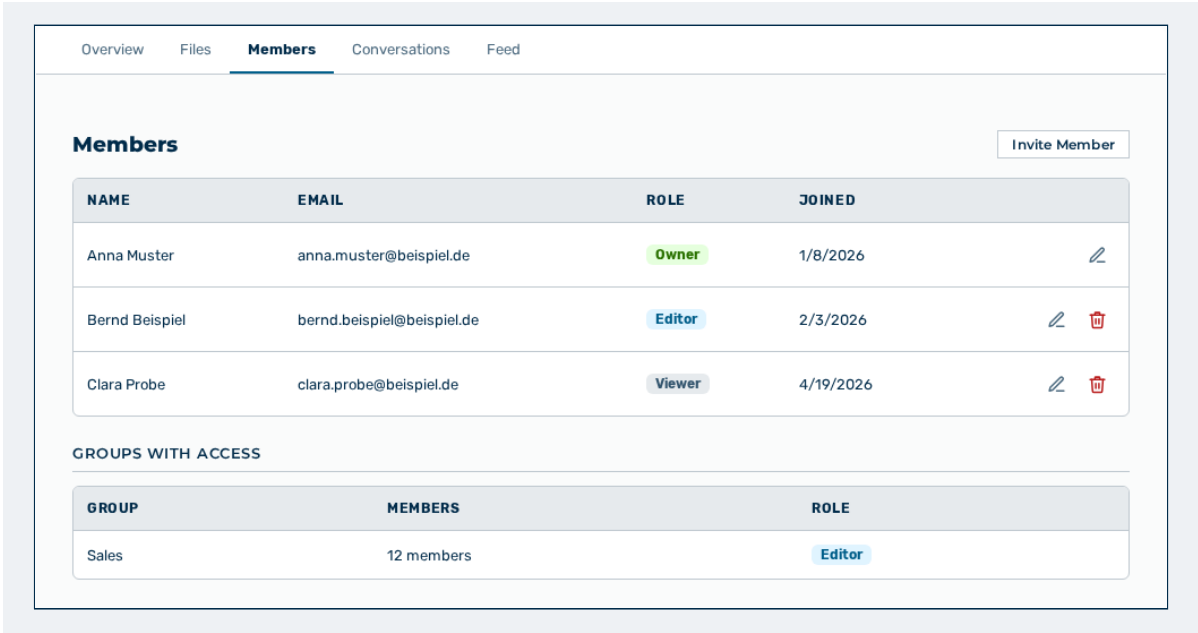


Figure 30: Members tab

The **Members** tab lists the users who have access to the project.

The following information is available:

Column	Description
Name	Name of the member.
Email	Email address of the member.
Role	Project role of the member: Owner , Editor , or Viewer .
Joined	Time at which the member was added to the project.

In addition, the **Groups with access** area lists the groups with the **Group**, **Members**, and **Role** columns.

The following options are available:

Option	Description
Invite Member button	Opens the Invite Member dialog with the Email address field, the Role list, and the Share my existing conversations with the project check box.

Option	Description
Edit role icon	Opens the Change role – NAME dialog and changes the project role of the member.
Remove button	Removes the member from the project after the Remove this member? confirmation.



A project must have at least one owner. If you change the role of the last owner, the dialog shows **A project must have at least one owner.** If the project lists no further users yet, the tab shows **No members yet.**



The **Share my existing conversations with the project** check box is cleared by default. If you select it, Myra AI Workspace adds all your current private conversations of this project to the **Feed** tab. The conversations are then visible to each member of the project, not only to the person that you invite. You can unshare each conversation later in the **Feed** tab. If the application adds the member but the sharing fails, it shows **Member added, but sharing your existing conversations failed. You can share them individually from the Feed.**

3.2.2.5 Conversations tab



Overview	Files	Members	Conversations	Feed
----------	-------	---------	----------------------	------

Conversations			New Conversation 
TITLE	MODEL	UPDATED	
Offer Muster GmbH	claude-opus-4-6	8/15/2026	
Check price tiers	claude-sonnet-4-6	8/14/2026	
Shorten scope of work	gpt-4.1	6/10/2026	

Figure 31: Conversations tab

The **Conversations** tab lists the conversations of the project.

The following information is available:

Column	Description
Title	Title of the conversation.
Model	Model that the conversation uses.
Updated	Time of the last message.

The following options are available:

Option	Description
New Conversation button	Starts a conversation in the context of the project.



If the project lists no conversation yet, the tab shows **No conversations in this project yet.**

3.2.2.6 Feed tab

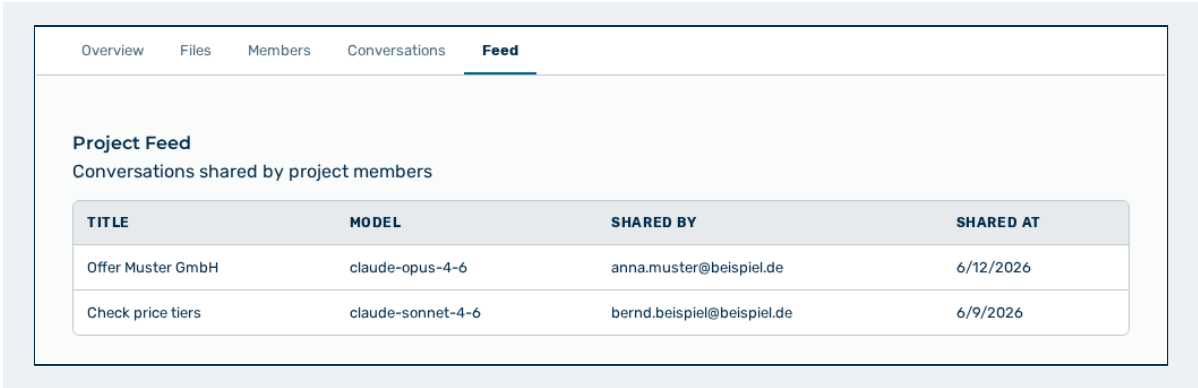


Figure 32: Feed tab

The **Feed** tab lists, under the **Project Feed** title, the conversations shared by project members.

The following information is available:

Column	Description
Title	Title of the conversation shared.

Column	Description
Model	Model that the conversation uses.
Shared by	Users who shared the conversation.
Shared at	Time of the release.



If no conversation was shared yet, the tab shows **No conversations shared yet. Open a conversation in this project and click the team icon to share it here.**

3.2.3 Workflows

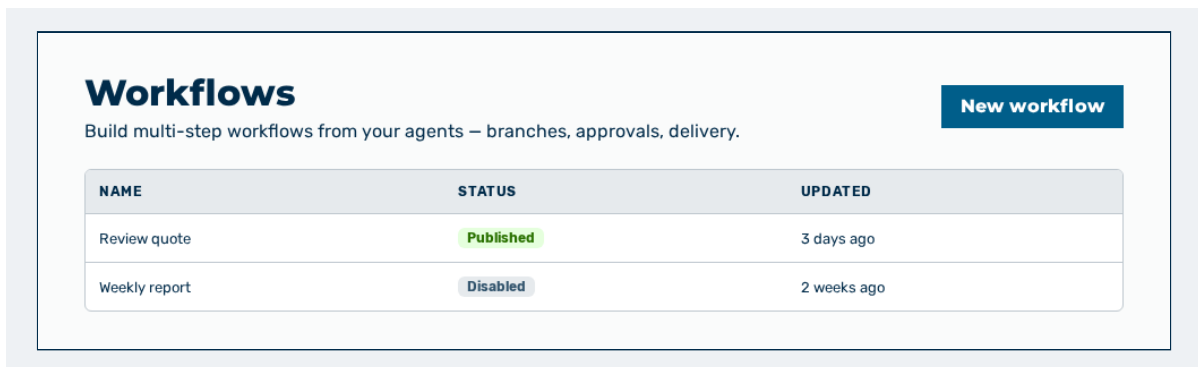


Figure 33: Workflows view

The **Workflows** view builds multi-step workflows from your agents – with branches, approvals and delivery. The list shows the workflows of the selected access tier.

The following information is available:

Column	Description
Name	Name of the workflow.
Status	State of the workflow: Draft , Published or Disabled . Only a published workflow runs.
Updated	Time of the last change, as a distance from the present.

The following options are available:

Option	Description
New workflow button	Opens the New workflow dialog. The button is locked while no access tier is selected.
Access tier drop-down list	Selects the access tier whose workflows the list shows. The drop-down list appears only if more than one access tier exists. A hint about the selected tier is shown below it.
Open row action	Opens the builder of the workflow.
	Creates a copy of the workflow and opens its builder.

Option	Description
Duplicate row action	
Enable row action	Sets a disabled workflow to Published .
Disable row action	Sets the workflow to Disabled . Triggers no longer start a run.
Delete row action	Opens the Delete this workflow and all its runs? prompt.
Create example workflow button	Creates the example workflows and opens the first of them in the builder. The button appears only in the empty list.



If no workflow exists yet, the view shows **No workflows yet** with the text **Create your first workflow to chain agents, add conditions and deliver results**. If no access tier exists, the view shows this instead of the list. If the list cannot be loaded, the view shows **Could not load workflows**.



The **Workflows** entry appears only if your administration has enabled the workflows for the workspace. The permission for this is called **Enable or disable workflows for the workspace**.



The **Workflows** view does not appear for the **Viewer** and **Demo User** roles.

The following sections describe the view in detail:

- [Builder of a workflow](#)
- [Workflow copilot dialog](#)
- [Versions dialog](#)
- [Runs of a workflow](#)

3.2.3.1 Builder of a workflow

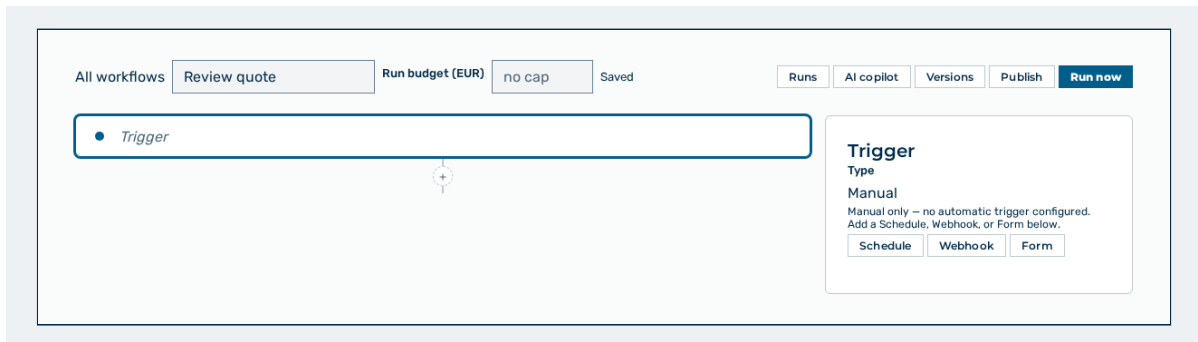


Figure 34: Builder of a workflow

The builder assembles the sequence from steps. The chain of the steps is on the left, the settings of the selected step are on the right.

The following options are available in the toolbar:

Option	Description
All workflows link	Leads back to the Workflows view.
Name input field	Renames the workflow.
Run budget (EUR) input field	Limits the cost of a single run. If the field stays empty, no limit applies. The field then shows no cap .
Save-state marker	Shows Saved , Saving... , Unsaved changes , Changed in another tab with the Reload button, or Save failed with the Retry button.
Runs button	Opens the Runs view of the workflow.
AI copilot button	Opens the Workflow copilot dialog.
Versions button	Opens the Versions dialog.
Publish button	Publishes the draft as a new version. While the draft is published, the button shows the label Publishing...
Run now button	Starts a run. The button is locked while the workflow is not published.
Unpublished changes marker	Appears if the draft differs from the published version. The run still uses the last published version.

The **Add step** button inserts the following steps:

Step	Description
Trigger	Starts the workflow: manually, on a Schedule , through a Webhook or through a Form . The trigger is the first step of the chain.
Agent step	Runs one of your agents against an input.
Condition	Compares a value and runs the If true branch or the Otherwise branch.
Loop	Runs the For each item branch once per item of the selected list, up to ten items per run.
Approval	Holds the run until the named approver decides in the My Approvals view.
Deliver	Delivers the result through Mattermost , through a Webhook or by Email .

The following options are available on a step:

Option	Description
Add step button	Opens the Choose a step type selection and inserts the selected step at this position.
Delete step button	Removes the step. The Step deleted message offers the Undo button.
Insert a value button	Opens the Insert a value from an earlier step selection. If no earlier step produces a value yet, the selection shows No earlier step produces a value yet .
Test this step button	Runs an agent step on its own against sample input. The test run is not saved and does not appear in the run history.



If a step is incomplete, the builder shows the message **Fix steps before publishing** above the chain. Each entry jumps to the affected step. If the workflow was created with a newer builder, the view shows **Unsupported layout** and locks the editing.

3.2.3.2 Workflow copilot dialog

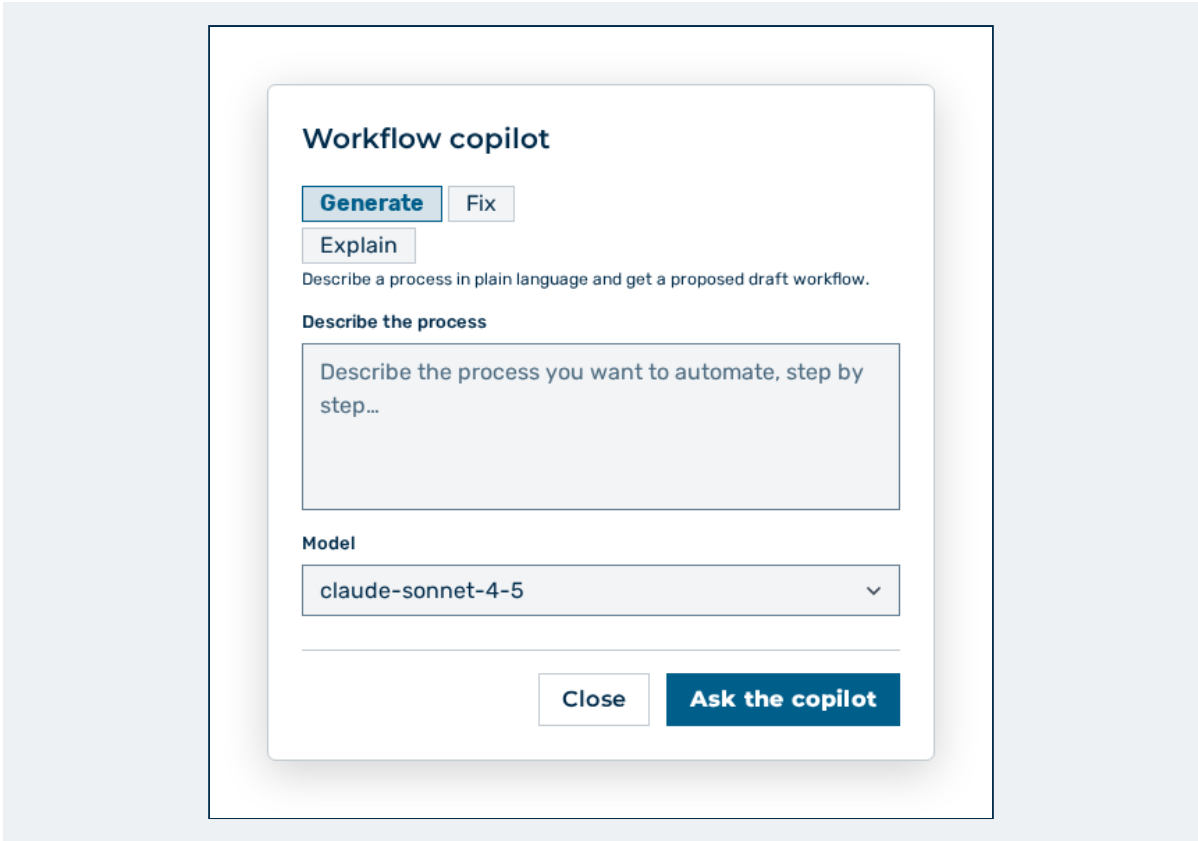


Figure 35: Workflow copilot dialog

The **Workflow copilot** dialog builds and checks the sequence with a model.

The following tabs are available:

Tab	Description
Generate	Describe a process in plain language and get a proposed draft workflow.
Fix	Repairs the current draft using its validation errors.
Explain	Summarizes the current workflow in plain language.

The following options are available in the dialog:

Option	Description
Describe the process input field	Takes the description of the process. On the Fix tab, the field carries the label Additional guidance (optional) .
Model drop-down list	Selects the model the copilot works with. If no model is available, the dialog shows No model is available to run the copilot.
Ask the copilot button	Starts the copilot. While the copilot works, the button shows the label Working....

3.2.3.3 Versions dialog

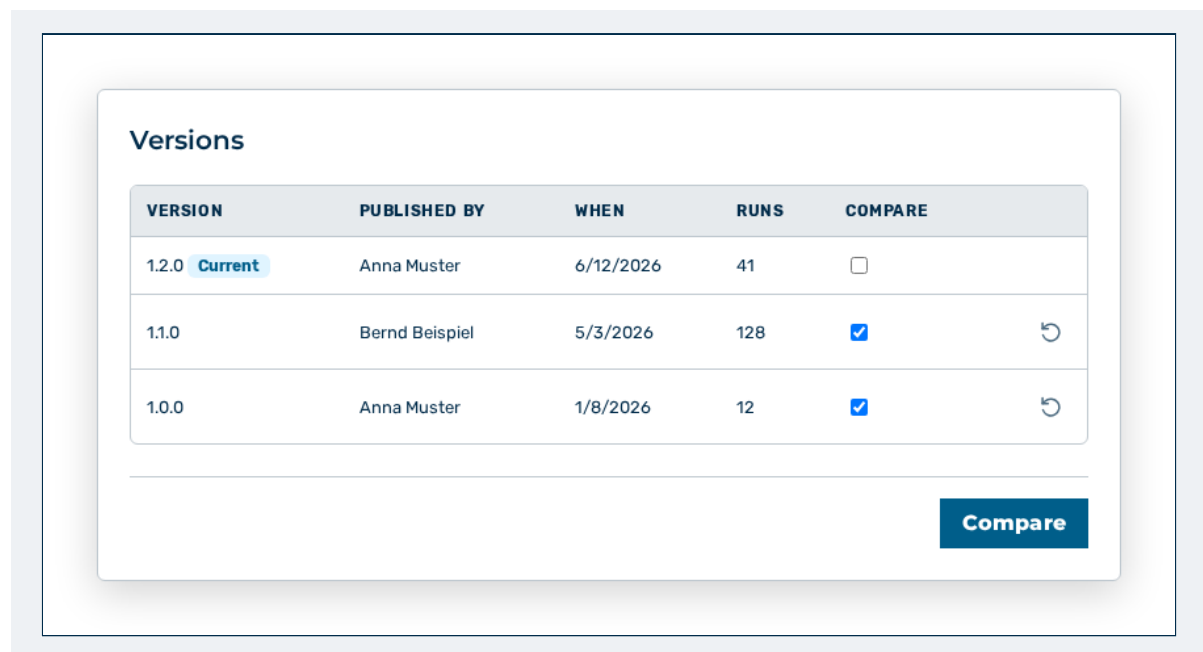


Figure 36: Versions dialog

The **Versions** dialog lists the published versions of the workflow.

The following information is available:

Colum n	Description
Versio n	Number of the published version. The current version carries the Current marker.

Column	Description
Published by	User account that published the version.
When	Time of the publication.
Runs	Number of the runs of this version.
Compare	Checkbox that selects the version for the comparison. You can select two versions. The selection of a third version replaces the older of the two selected ones.

The following options are available in the dialog:

Option	Description
Roll back row action	The row action is not available on the current version. It opens the Publish version as the new current version? Your current draft is not changed; future runs will use this version. prompt.
Compare button	Shows the differences between the two selected versions. If both versions agree, the dialog shows No configuration differences between these versions.



If no version is published yet, the dialog shows **No published versions yet.**
If a version uses a deleted agent or approver, the roll back shows **This version references an agent or approver that no longer exists.**

3.2.3.4 Runs of a workflow

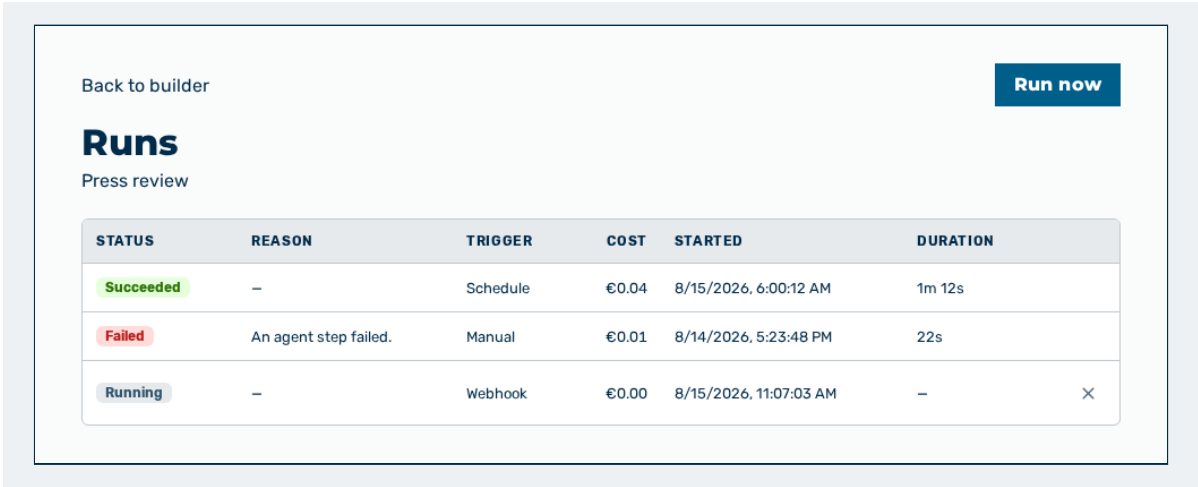


Figure 37: Runs view of a workflow

The **Runs** view lists the runs of the workflow. A click on a row opens the detail view of the run with the history per step.

The following information is available:

Column	Description
Status	State of the run.
Reason	Reason of the failure. For a successful run, the column shows —.
Trigger	Trigger that started the run: Manual , Schedule , Webhook or Form .
Cost	Cost of the run in euro.
Started	Time of the start.
Duration	Run time of the run.

The following options are available:

Option	Description
Back to builder link	Leads back to the builder of the workflow.
Run now button	Starts a run. If the workflow is not published, the view shows Publish the workflow before running it.

Option	Description
Cancel row action	Ends a run that is still going. The row action appears only on a run that has not finished.



If no run exists yet, the view shows **No runs yet** with the text **Run this workflow to see its history, per-step cost and delivery here.**

3.2.4 Agents

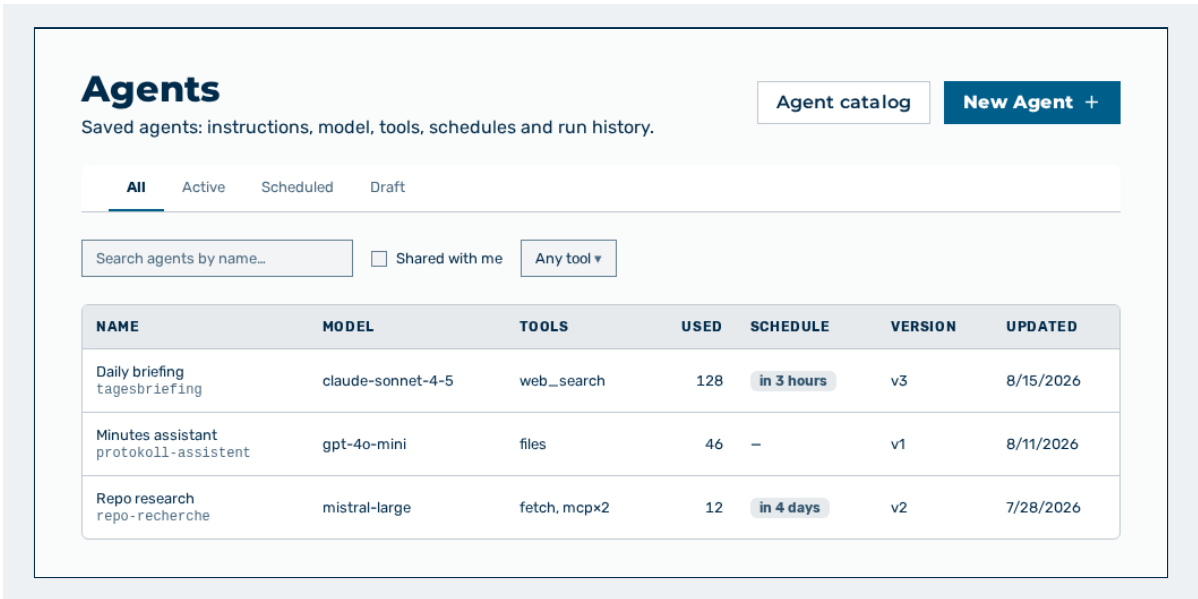


Figure 38: Agents view

The **Agents** view lists the saved agents. The subtitle reads **Saved agents: instructions, model, tools, schedules and run history.**



The **Viewer** role creates no agents. The **New agent** button does not appear for it. It opens an agent shared with it and starts it. For the **Demo User** role, the view is not available.

The following sections describe the view in detail:

- List of the agents
- Detail view of an agent
- Agent catalog dialog

3.2.4.1 List of the agents

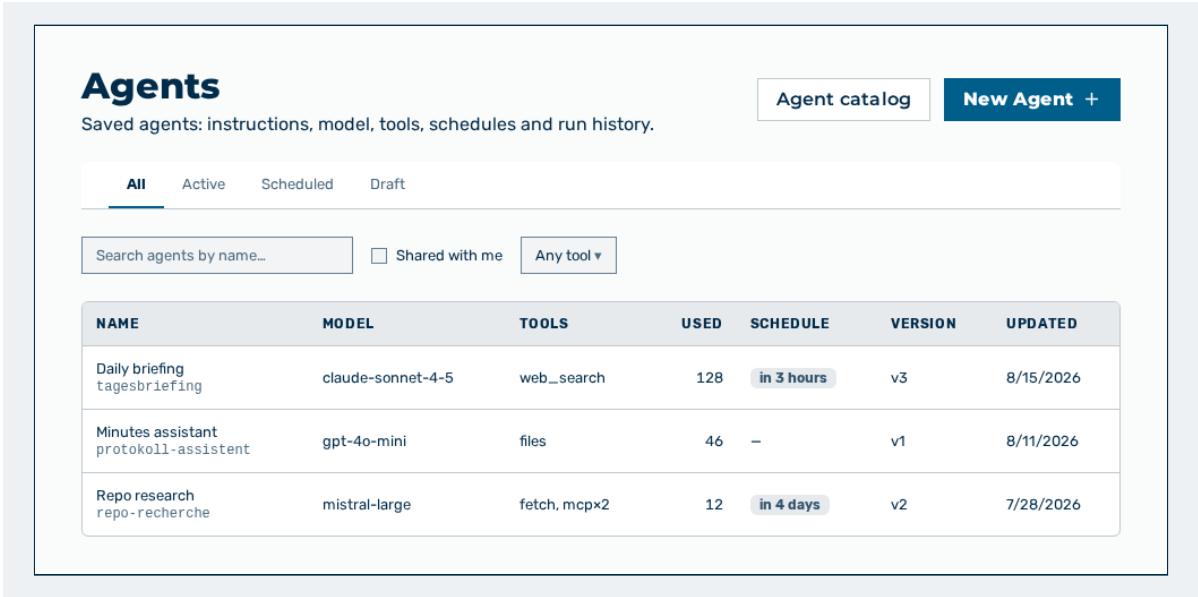


Figure 39: List of the agents

The following information is available:

Column	Description
Name	Name of the agent. The shared label stands for an agent that another person shared with you.
Model	Model the agent runs on. If no model is set, then no model appears there.
Tools	Tools the agent may use: Web search , Knowledge files , Fetch , and MCP connectors .
Used	Number of the previous invocations of the agent.
Schedule	Next run as well as the number of the active schedules in the active schedules form. If a run is due, then Due now appears there.
Version	Current version of the agent.
Updated	Time of the last change.

The following options are available:

Option	Description
New Agent button	Opens the New Agent dialog.
Buttons below Start from a template:	Open the New Agent dialog with the instructions of the selected template: Daily Brief , Meeting Notes , Web Researcher , PII-Safe Document Q&A , Repo Researcher , Docs Assistant , or GitHub Triage .
Access level selection list	Gateway whose agents the list holds. The hint below the selection list describes the selected level.
Agent catalog button	Opens the Agent catalog dialog.
All , Active , Scheduled , and Draft tabs	Restrict the list to the respective status.
Search agents by name... input field	Restricts the list to a search term in the name.
Shared with me check box	Restricts the list to the agents that other people shared with you.
Filter by tool selection list	Restricts the list to one tool: Web search , Knowledge files , Fetch , or MCP connectors . The Any tool entry removes the restriction.
Filter by tag selection list	Restricts the list to one tag. The Any tag entry removes the restriction.
Filter by usage selection list	Restricts the list to Used or Never used . The Any usage entry removes the restriction.
Sort by selection list	Order of the list: Newest , Recently updated , Name (A-Z) , or Most used .
Open row action	Opens the detail view of the agent.



If no agent exists yet, then the view reports **No agents here yet.** with the **Create your first agent** button and the **Name & instructions, Pick model & tools**, and **Run or schedule** steps. If no agent matches the filters, then the list reports **No agents match the current filters.** If the loading fails, then the view reports **Could not load agents.**

The following options are available in the header of the detail view:

Option	Description
← Back button	Returns to the list of the agents.
Edit button	Opens the Edit Agent dialog with the entries of the agent.
Share button	Opens the Share "" dialog. The Who can see this agent selection offers Private (only me) , Specific people , A group , and Everyone in the organization . The hint reads Your agent's instructions become visible to anyone you share with . The Save sharing button applies the selection.
Duplicate button	Opens the Duplicate Agent dialog and creates your own copy.
Delete button	Opens the Delete agent ""? prompt.

3.2.4.2 Detail view of an agent



Figure 40: Detail view of an agent

The detail view opens when you select the **Open** row action in the list. The header names the name of the agent and the access level in the **Access tier: ()** form.

The following tabs are available:

Tab	Description
Configuration	Shows Slug , Provider , Max tokens , Tools , Version , Instructions (system prompt) and, for an imported agent, Imported from . If a provider is pinned, then the entry reads Pinned: runs on , otherwise Chosen at run time . The Call this agent from your code area holds a code example with the Copy button and the Manage API tokens link.
Try it	Runs the agent with an input. The input field carries the Input label, and the Run button starts the run. Below the result, the view names the trace in the Trace: form.
Schedules	Lists the schedules with the Name , Cadence , Enabled , Delivery , and Next run columns.
Webhooks	Lists the webhook triggers with the Name , URL , Enabled , and Last fired columns. The introduction reads Let an external system trigger this agent by POSTing to a unique URL. Each trigger has its own secret; the run executes as the agent's owner.

Tab	Description
Runs	Lists the previous runs with the Status , When , HTTP , Version , and Delivery columns. The status is Running , Succeeded , or Failed .
Versions	Lists the versions with the Version , Name , Model , and Created columns. The running version carries the Current label.

The following options are available in the **Runs** tab:

Option	Description
Entry of a run	Opens the Run detail panel with the Result , Steps , Cost & tokens areas – with the Cost , Input tokens , Output tokens , and Cache tokens values – as well as Agent config at run time and the Delivery entry.



The delivery of a run is **Pending**, **Delivered**, **Delivery failed**, **Skipped (empty)**, **Blocked (PII)**, **Blocked (unsafe URL)**, **Blocked (not allowlisted)**, **Blocked (destination changed)**, **Awaiting approval**, **Delivering**, **Denied**, or **Approval expired**. If the PII policy blocks the delivery, then the view names the possible remedies under **What you can do:**. If the agent holds no model, then the view reports **This agent has no model configured and cannot run. Edit it and choose a model.**

3.2.4.3 Agent catalog dialog

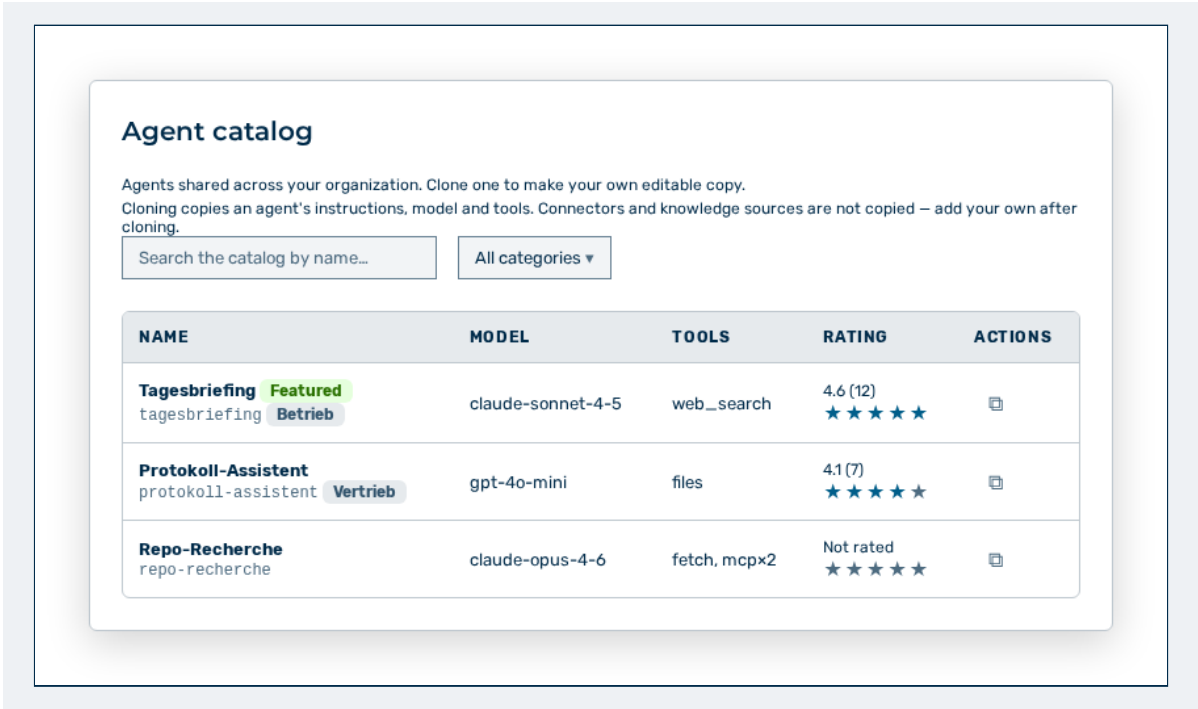


Figure 41: Agent catalog dialog

The **Agent catalog** dialog lists the agents that were shared across your organization. The subtitle reads **Agents shared across your organization. Clone one to make your own editable copy.**

The following information is available:

Colum n	Description
Name	Name of the agent. The Featured label stands for a highlighted agent.
Model	Model the agent runs on.
Tools	Tools the agent may use.
Rating	Average rating in the () form. If no rating is available yet, then Not rated appears there.
Action s	Holds the actions of the row.

The following options are available in the dialog:

Option	Description
Search the catalog by name... input field	Restricts the list to a search term in the name.
Filter by category selection list	Restricts the list to one category. The All categories entry removes the restriction.
Icons of the stars	Rate the agent.



Cloning copies an agent's instructions, model and tools. Connectors and knowledge sources are not copied – add your own after cloning. If no agent has been shared organization-wide yet, then the dialog reports **No agents have been shared organization-wide yet.**

3.2.5 Playground

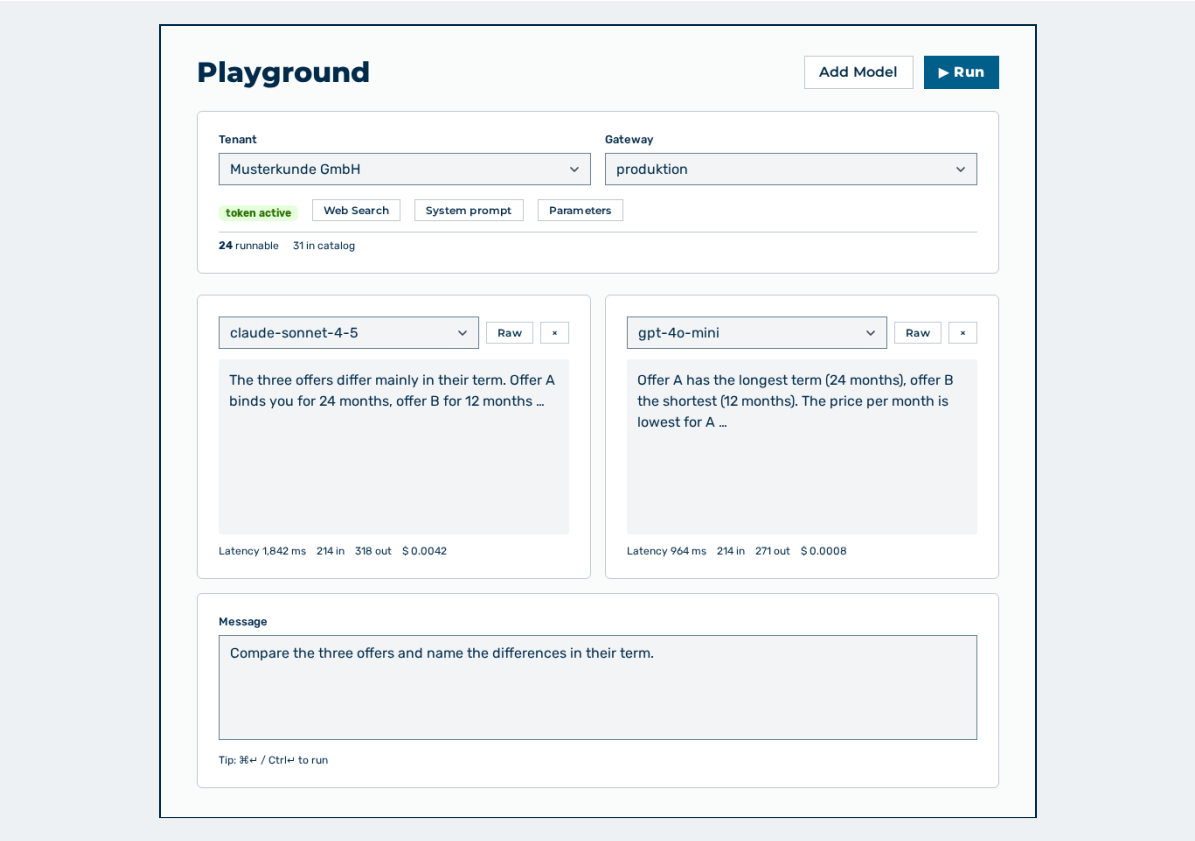


Figure 42: Playground view

The **Playground** view runs a prompt against one or more models and presents the answers side by side. The header names the **Tenant**, the **Gateway**, and the **token active** state.

The following information is available per model panel:

Entry	Description
Response	Answer of the model. While the run lasts, Running... appears there. Without a result, (empty response) appears there.
Latency, Input tokens, Output tokens, Cache write tokens, Cache read tokens, and Estimated cost	Metrics of the run.

The following options are available:

Option	Description
Add Model button	Adds another model panel. The selection list names the number of the models as in catalog and marks the runnable models with runnable .
System prompt button	Shows the input field of the system prompt. After that, the button carries the Hide system label. The restore default link resets the text.
Parameters button	Shows the Temperature slider. After that, the button carries the Hide params label.
Web Search button	Enables the web search for the run. After that, the button carries the Web Search ON label.
Message input field	Message that is sent to the models. The Tip: ⌘↵ / Ctrl↵ to run hint names the key combination.
► Run button	Starts the run. During the run, the button carries the Running... label.
Show raw button	Shows the answer unformatted. After that, the button carries the Show rendered label.
Remove panel icon	Removes the model panel.



If you open a link that the model produced, then the playground reports **You are leaving this tool** with the **This link was generated by an AI model. You are solely responsible for any site you choose to visit.** hint and the **Open link** → button. If no gateway is selected, then the view reports **No active gateway token. Select a gateway first.**

3.2.6 Scheduled

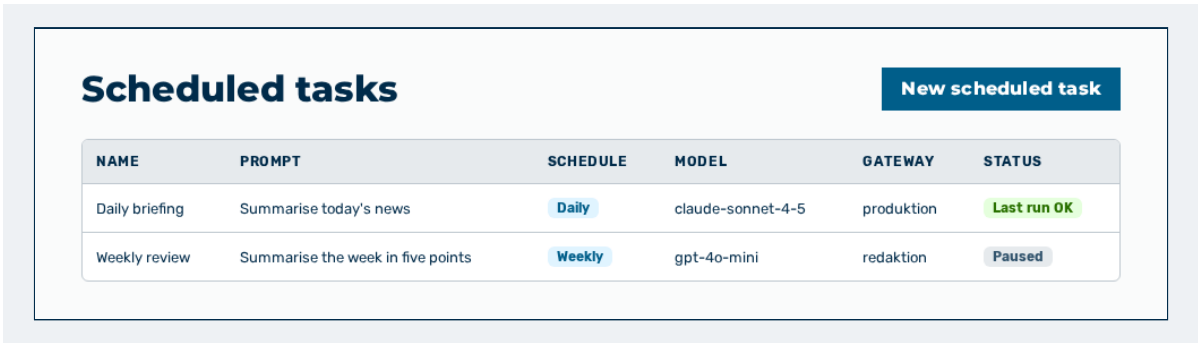


Figure 43: Scheduled tasks view

The **Scheduled tasks** view runs a prompt on a schedule. The results arrive in a conversation, and by email if you like. Each task is shown as its own area in the list.

The following information is available:

Entry	Description
Active scheduled	Number of the tasks that currently run.
Next run	Time of the next run, as a distance from the present. If no run is due, the tile shows —.
Name of the task	Name you assigned when you created the task.
Schedule and model	Schedule of the task, for example Daily at 06:00, Monday, 06:00 or Every 2 h , followed by the model. If the task also delivers by email, the line carries the addition and email .
State marker	Scheduled before the first run, Last run OK after a successful run, Last run failed or Retrying after an error, and Paused for a task that is held.
Error message	For a failed run, the reason is shown below the schedule.

The following options are available:

Option	Description
New scheduled task button	Opens the New scheduled task dialog. The button is locked if no gateway is available or if the limit of your plan is reached.
Edit row action	Opens the Edit scheduled task dialog with the entries of the task.
Pause row action	Holds the task. The task then carries the Paused marker and no longer runs.
Resume row action	Resumes a paused task.
Delete row action	Opens the Delete the scheduled task ""? It will stop running and this cannot be undone. prompt.
× button	Closes the view and leads back to the conversation.



If no task exists yet, the view shows **No scheduled tasks yet. Create one to get a prompt answered on a schedule.** If the list cannot be loaded, the view shows **Scheduled tasks could not be loaded.**



Your plan limits the number of the active tasks. If the limit is reached, the view shows **Limit reached: at most active scheduled tasks on your plan. Pause or delete one to add another.**



The **Scheduled** view does not appear for the **Viewer** and **Demo User** roles.

3.3 Overview

3.3.1 Dashboard

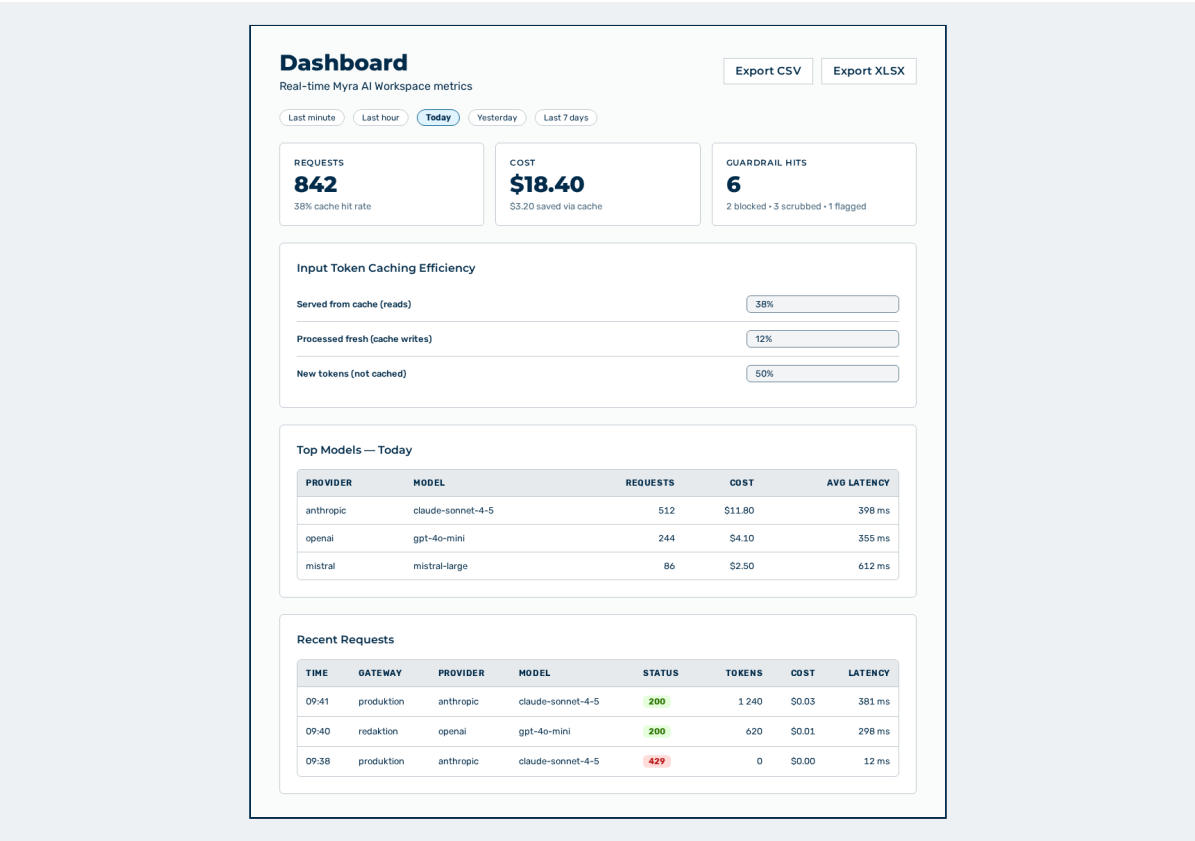


Figure 44: Dashboard view

The **Dashboard** view shows the real-time metrics of Myra AI Workspace. The header carries the **Real-time Myra AI Workspace metrics** subtitle.

The following metric areas are available:

Metri c	Description
Requ ests	Number of the requests of the selected period. The subline names the cache hit rate as % cache hit rate and, if requests were limited, the rate limited addition. If no request is available, then the subline reads No requests yet .
Cost	

Metri c	Description
	Cost of the selected period. The subline names the saving as saved via cache . If no saving is available, then the subline reads No cache savings yet .
Guar drail Hits	Number of the hits of the content rules. The subline breaks the hits down as blocked • scrubbed • flagged . If no hit is available, then the subline reads No guardrail hits .

The following information is available:

Area	Description
Input Token Cachi ng Efficie ncy	Share of the input tokens that came from the cache, with the Served from cache (reads) , Processed fresh (cache writes) , and New tokens (not cached) bars. Below that, the area names the Cached input cost line with the (reads at 0.1x rate) addition, the Uncached input cost line with the (writes + new tokens) addition, and the Compaction saved line. The area appears only if tokens are in the cache.
Usage by Tenan t –	Usage per tenant with the Tenant , Requests , Input Tokens , Output Tokens , and Cost columns.
Top Model s –	Most used models with the Provider , Model , Requests , Cost , and Avg Latency columns.
Recen t Reque sts	Last requests with the Time , Tenant , Gateway , Provider , Model , Status , Tokens , Cost , Latency , and Flags columns. A flag is cached , blocked , or rate limited .
Recen t Guard rail Event s	Last hits of the content rules with the Time , Tenant , Gateway , Outcome , Detector , Reason , and Latency columns. You can expand a row, which then shows the Prompt sent to LLM (after PII substitution) and the LLM response (before PII token restoration) .

The following options are available:

Option	Description
Today, Yesterday, Last 7 days, Last hour, and Last minute tabs	Period of the evaluation. The period applies to the metric areas and to the Usage by Tenant and Top Models areas.
Export CSV button	Downloads the metrics of all periods and the model breakdown of the selected period as a CSV file.
Export XLSX button	Downloads the same data as an Excel file.

Above the view, a notice banner appears when a budget reaches its limit. The banner names the scope as **Tenant, Gateway, Token, Plan allowance**, or **Rate limit**, carries the **Manage token** link for a token, and the **Manage in gateway settings** link for a service token. The **Dismiss** button hides the banner.



In a new workspace, the view reports **No data yet** with the **This is a new workspace – your dashboard will fill in with real metrics as you start using the applications.** hint and the **Use Applications** button. If the loading fails, then the view reports **Couldn't load your usage stats.** and offers the **Retry** button. For the roles without an analytics permission, the view carries the **My Usage** title with the **Your personal API usage** subtitle and shows your personal usage only. The export buttons as well as the **Usage by Tenant, Top Models**, and **Recent Guardrail Events** areas do not appear then.



For the **Demo User** role, this view is not available. The entry shows **Not available in the demo.**

3.3.2 Recent chats

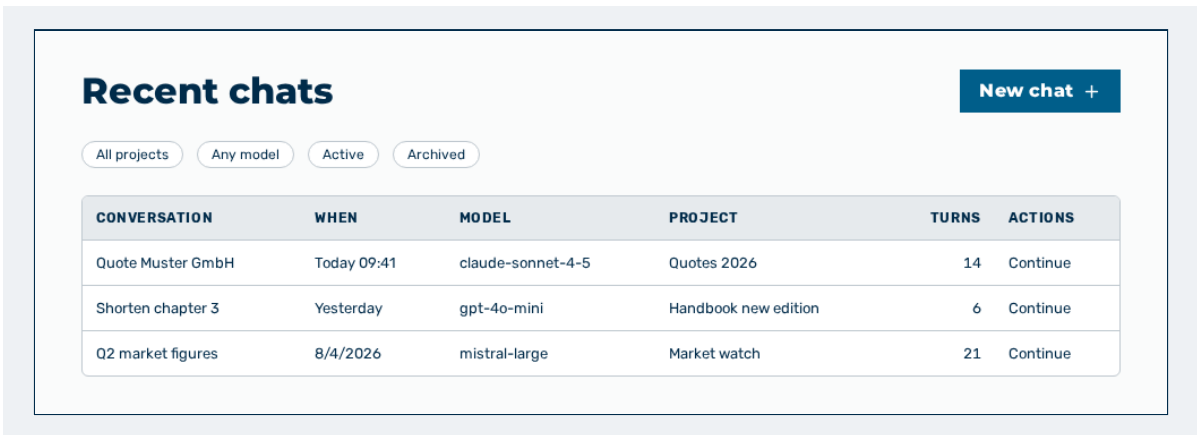


Figure 45: Recent chats view

The **Recent chats** view shows all your previous conversations, newest first. You continue a conversation or open its project.

The following information is available:

Column	Description
Conversation	Title of the conversation as a link. A click on the link opens the conversation. If the conversation does not carry a title yet, the column shows Untitled chat .
When	Time of the last change. On the same day the column shows Today , on the previous day Yesterday , within the last seven days d ago , and before that the date.
Model	Model the conversation last used. If no model is stored, the column shows — .
Project	Project the conversation belongs to. If the conversation belongs to no project, or the name of the project cannot be resolved, the column shows — .
Turns	Number of exchanges in the conversation. As long as the list does not supply the number, the column shows — .
Actions	Row actions of the conversation. The following table lists them.

The following options are available:

Option	Description
New chat button	Opens a new conversation. If you opened the view from a project, the button carries the label New project chat and the new conversation belongs to that project.
Search conversations... input field	Searches the conversations. In the Active view, Myra AI Workspace searches on the server from two characters on and therefore also in the content of the conversations. In the Archived view, the search filters the rows already loaded by title, model, and project.
All projects drop-down list	Shows the conversations of the selected project only. The drop-down list carries the projects of the loaded conversations.
Any model drop-down list	Shows the conversations of the selected model only. The drop-down list carries the models of the loaded conversations.
Status drop-down list	Switches between Active and Archived . The Archived view carries its own list with its own load-more. The Archive row action is replaced by Restore there.
Continue row action	Opens the conversation and continues it.
Share to project feed row action	Makes the conversation visible in the feed of its project. Myra AI Workspace reports Shared to project feed . The row action appears for a conversation that belongs to a project only, and not in the Archived view.
Remove from project feed row action	Takes the conversation back out of the feed of its project. Myra AI Workspace reports Removed from project feed . The row action takes the place of Share to project feed as soon as the conversation is shared.
Rename row action	Replaces the title in the row with an input field. The title holds 255 characters at most. The Enter key applies the title, the Esc key discards the change.
Archive row action	Takes the conversation out of the Active view. It is available in the Archived view afterwards.

Option	Description
Restore row action	Brings the archived conversation back into the Active view. The row action appears in the Archived view only.
Delete row action	Opens the Delete this conversation? This can't be undone. confirmation. After the confirmation, Myra AI Workspace removes the conversation from every list.
Load more button	Loads the next page of the list. The button appears only while further conversations are available. While loading, it carries the label Loading...



A dot behind the title marks a new scheduled result that you have not opened yet. The dot carries the note **New scheduled result** and disappears as soon as you open the conversation.



If no conversation exists yet, the view shows **No conversations yet.** In the **Archived** view it shows **No archived conversations.** If a search or a filter returns no result, the view shows **No matches.**



If the list cannot be loaded, the view shows **Couldn't load your chats.** and offers the **Retry** button. If the search fails, the view shows **Search failed. Please try again.** with the **Retry** button as well. If the load-more fails, the button carries the label **Couldn't load more – retry.**



For the **Demo User** role, this view is not available. The entry shows **Not available in the demo.**

3.4 Settings

3.4.1 Approvals

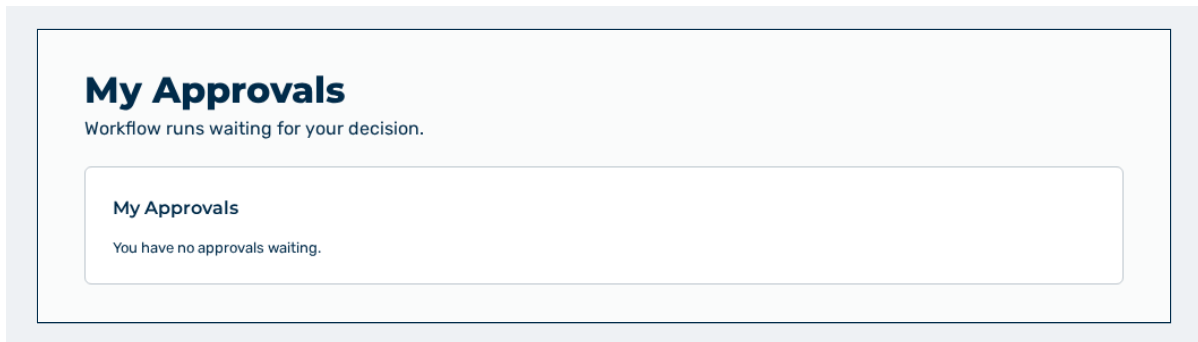


Figure 46: My Approvals view

In the **Approvals** group, the **Personal** tab is available to you. It lists the workflow runs that wait for your decision. Below the heading, the **Workflow runs waiting for your decision.** note appears. The **Agents**, **Tool approvals**, and **Configurations** tabs do not appear for your role.

The following information is available for each entry:

Entry	Description
Name of the workflow	Workflow whose run waits for your decision. The name is in the first line of the entry.
Request ed by	Person who started the run. Without a name, the email address appears, otherwise —.
Decide by	Time left until the approval expires, for example in 3 hours . The point in time appears as a hint when you point at the entry. Without a deadline, the entry shows —.
Cost so far	Costs that the run caused up to the approval step.
Step	Name of the approval step in the workflow. The technical key appears as a hint when you point at the entry.
Run	

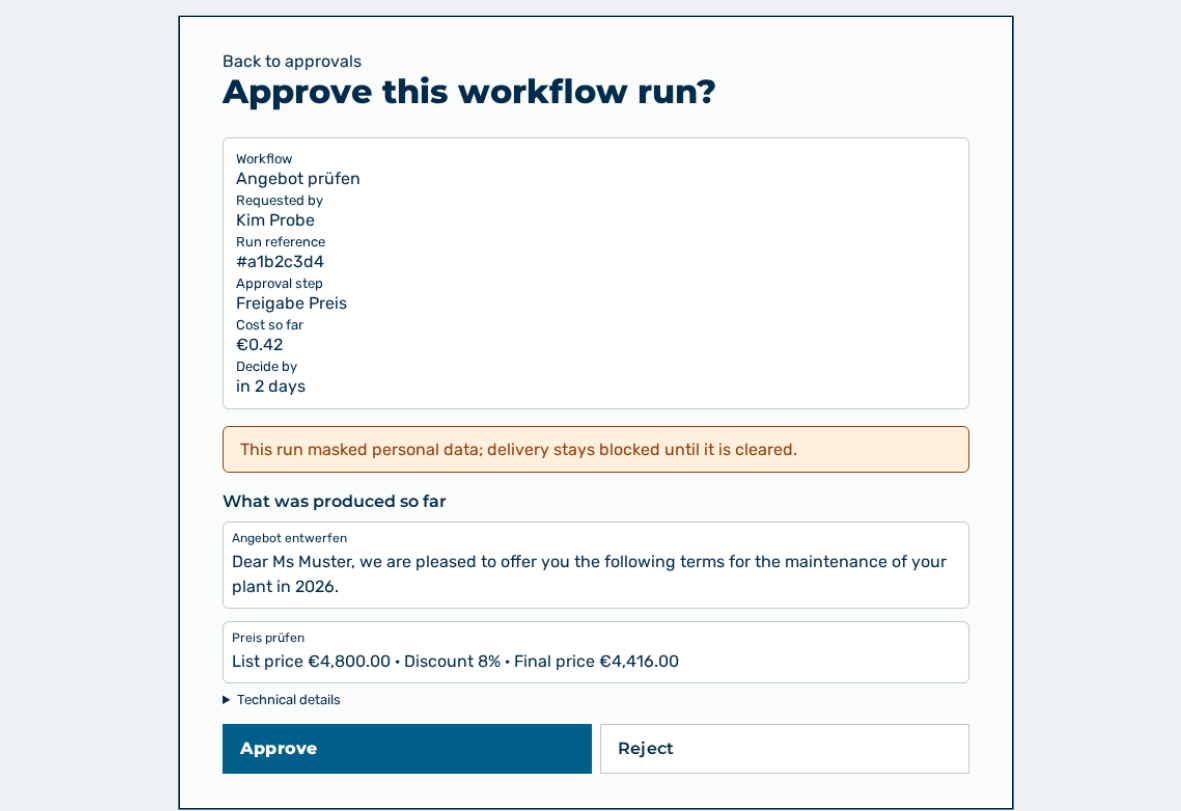
Entry	Description
	Short form of the run ID with a leading number sign, for example #a1b2c3d4 . The complete ID appears as a hint when you point at the entry.

The following option is available:

Option	Description
Entry of the list	Opens the Approve this workflow run? page.

-  If no approval waits for you, the view shows **You have no approvals waiting**. If the list cannot be loaded, the view shows **Could not load your approvals**.
-  The list contains only the runs in which you are the named approver. A run for which another person decides does not appear here.

3.4.1.1 Approve this workflow run? page



Back to approvals

Approve this workflow run?

Workflow

Angebot prüfen

Requested by

Kim Probe

Run reference

#a1b2c3d4

Approval step

Freigabe Preis

Cost so far

€0.42

Decide by

in 2 days

This run masked personal data; delivery stays blocked until it is cleared.

What was produced so far

Angebot entwerfen

Dear Ms Muster, we are pleased to offer you the following terms for the maintenance of your plant in 2026.

Preis prüfen

List price €4,800.00 • Discount 8% • Final price €4,416.00

► Technical details

Approve

Reject

Figure 47: Approve this workflow run? page

The page collects the information that you need for the decision.

The following information is available:

Entry	Description
Workflow	Name of the workflow from which the run comes.
Requested by	Person who started the run.
Run reference	Short form of the run ID, for example #a1b2c3d4 . The complete ID appears as a hint when you point at the entry.
Approval step	Name of the step at which the run waits.
Cost so far	Costs that the run caused up to this step.
Decide by	Time left until the approval expires.

Entry	Description
What was produced so far	Output of the steps that ran already, each under the name of its step.
Technical details	Collapsible area with the complete state of the run in JSON format.

The following options are available:

Option	Description
Back to approvals link	Returns to the list without a decision.
Approve button	Continues the run and shows Approved – the run will continue . While the decision is sent, the button has the Submitting... label.
Reject button	Shows the Reason for rejection input field.
Reason for rejection input field	Takes the reason for the record, at most 1,000 characters. The entry is required.
Confirm rejection button	Ends the run and shows Rejected – the run was ended . The button is disabled while no reason is entered.
Cancel button	Discards the reason and hides the input field again.



If the run masked personal data, the page shows **This run masked personal data; delivery stays blocked until it is cleared**.



If no output is available yet, the page shows **No step output to show yet**. If the output cannot be prepared for reading, the page shows **No readable preview – see technical details below**.



If another approver decided already, Myra AI Workspace shows **This run was already decided.** and returns to the list. Further messages are **You are not the approver for this run., This approval is no longer available to you.,** and **Please enter a rejection reason (up to 1000 characters).**



For the **Demo User** role, this view is not available. The entry shows **Not available in the demo.**

3.4.2 Preferences

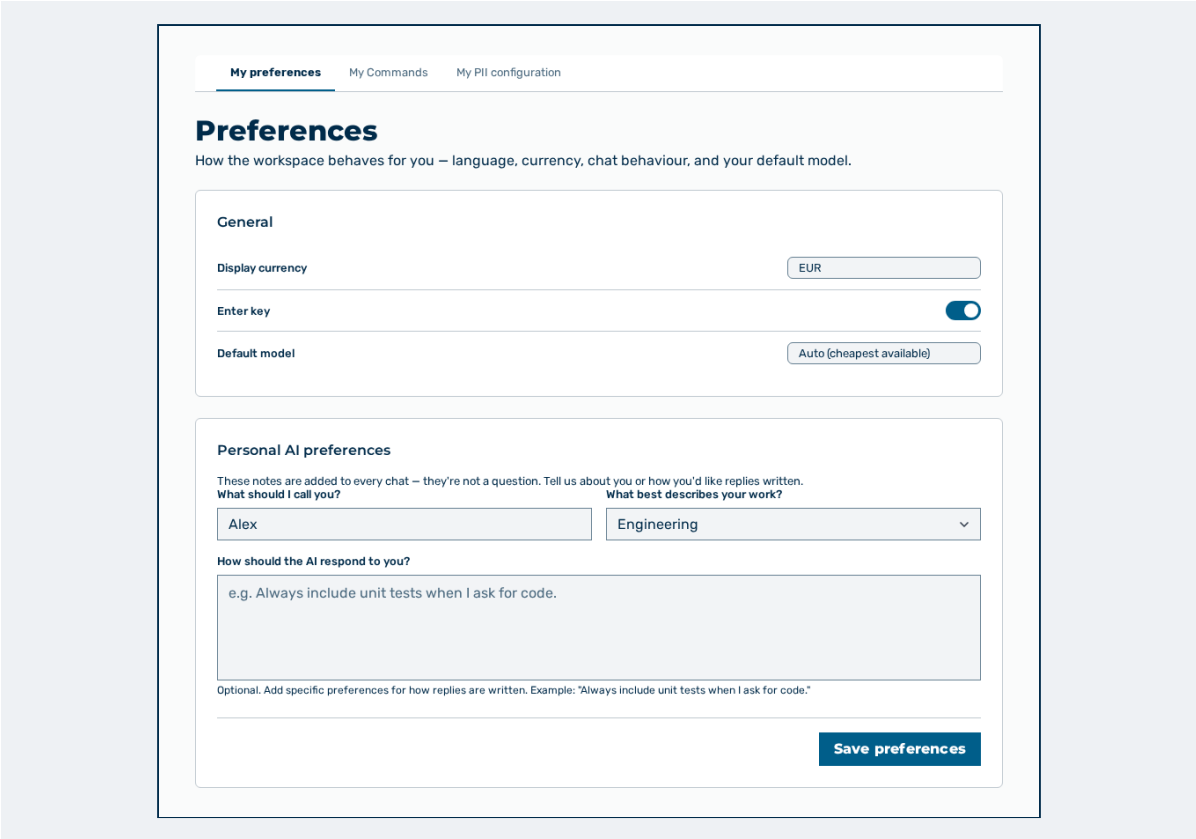


Figure 48: Preferences view

In the **Preferences** group you set how Myra AI Workspace behaves for you. The settings apply to your user account only. Below the heading, the **How the workspace behaves for you – language, currency, chat behaviour, and your default model.** note appears.

The following options are available:

Tab	Description
My preferences	Sets the language, the currency, the chat behaviour, and your default model.
My Commands	Shows the slash-commands available in chat – your own plus any shared with you.

Tab	Description
My PII configuration	Masks the words and phrases you list here in your messages before they leave Myra, in addition to the detectors for personal data configured at the gateway.



For the **Demo User** role, this view is not available. The entry shows **Not available in the demo.**

The following sections describe the view in detail:

- [My preferences tab](#)
- [My Commands tab](#)
- [Command – / dialog](#)
- [Version history – / dialog](#)
- [Share / dialog](#)
- [My PII configuration tab](#)

3.4.2.1 My preferences tab

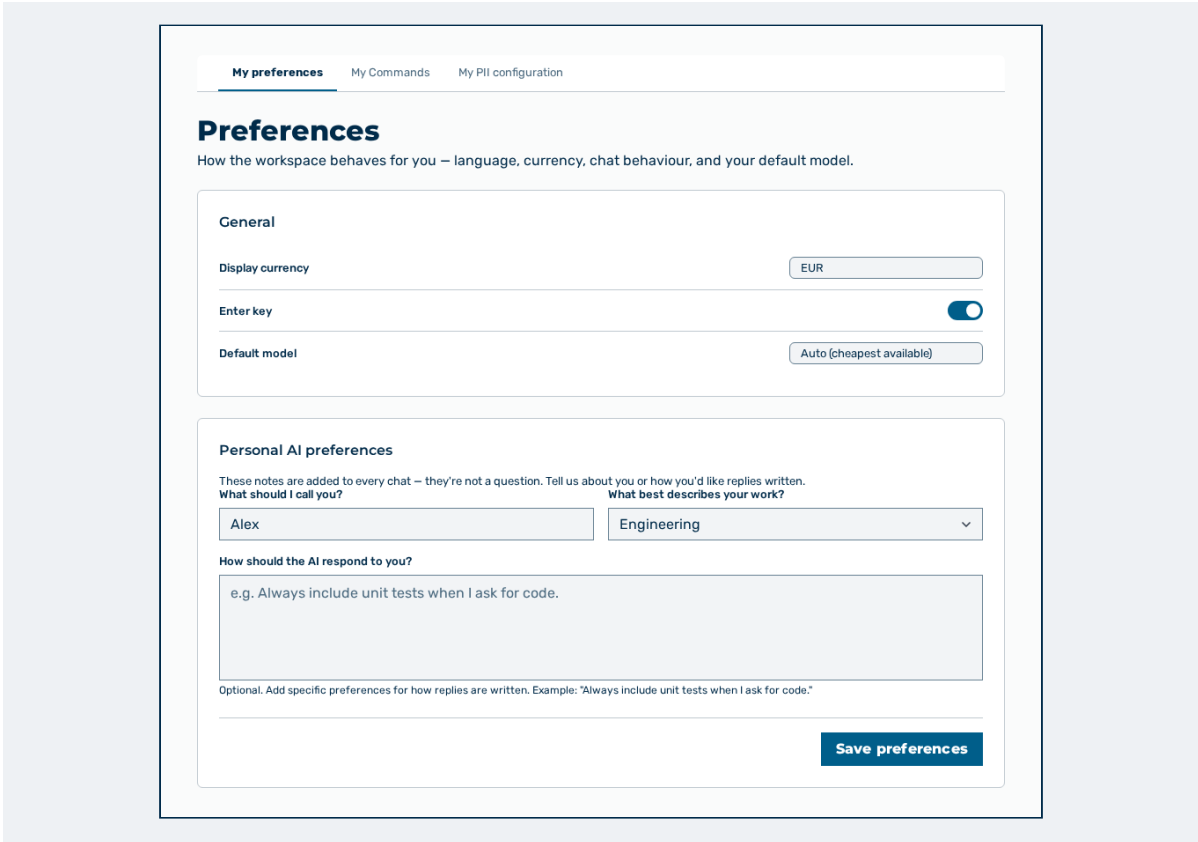


Figure 49: My preferences tab

The tab carries the **General** and **Personal AI preferences** areas.

The following options are available in the **General** area:

Option	Description
Language drop-down list	Language of the interface: English or Deutsch . Myra AI Workspace changes the interface immediately and saves the choice in the user account, so that emails and notifications also follow this language.
Display currency drop-down list	Currency in which the app shows budgets and costs: USD \$ or EUR € . The drop-down list carries this note: Budgets and costs are shown in this currency across the app. Independent of your language, and a display setting only – amounts are stored and enforced in USD.
Press Enter to send	

Option	Description
messages checkbox	Behavior of the Enter key in chat. If the checkbox is selected, the Enter key sends the message. If it is not selected, the Enter key adds a line break and the Ctrl+Enter key combination sends.
Default model button	Opens the model picker. Without a choice, the button shows Auto (cheapest available) . The button carries this note: New chats start with this model unless a project or the message model picker overrides it. Falls back to the cheapest available model when unset or unavailable.

The following options are available in the **Personal AI preferences** area:

Option	Description
What should I call you? input field	Name that the AI uses for you, at most 64 characters.
What best describes your work? drop-down list	Field of work, for example Product Management , Engineering , or Legal . Without a choice, the drop-down list shows – Not set – .
How should the AI respond to you? input field	Permanent instructions for the style of the replies, at most 5,000 characters. Below the field, the / 5000 counter appears.
Save preferences button	Saves the three entries and shows Saved. New chats use these preferences. The button is disabled while no entry is changed or the instructions are too long.



The **General** area saves each entry immediately. The **Personal AI preferences** area saves only with the **Save preferences** button. The note of the area is: **These notes are added to every chat – they're not a question. Tell us about you or how you'd like replies written.**



From 4,000 characters, the counter adds the **long instructions may crowd out conversation context** note. From 5,000 characters, the area shows **Instructions exceed 5000 characters.** and does not save.

3.4.2.2 My Commands tab

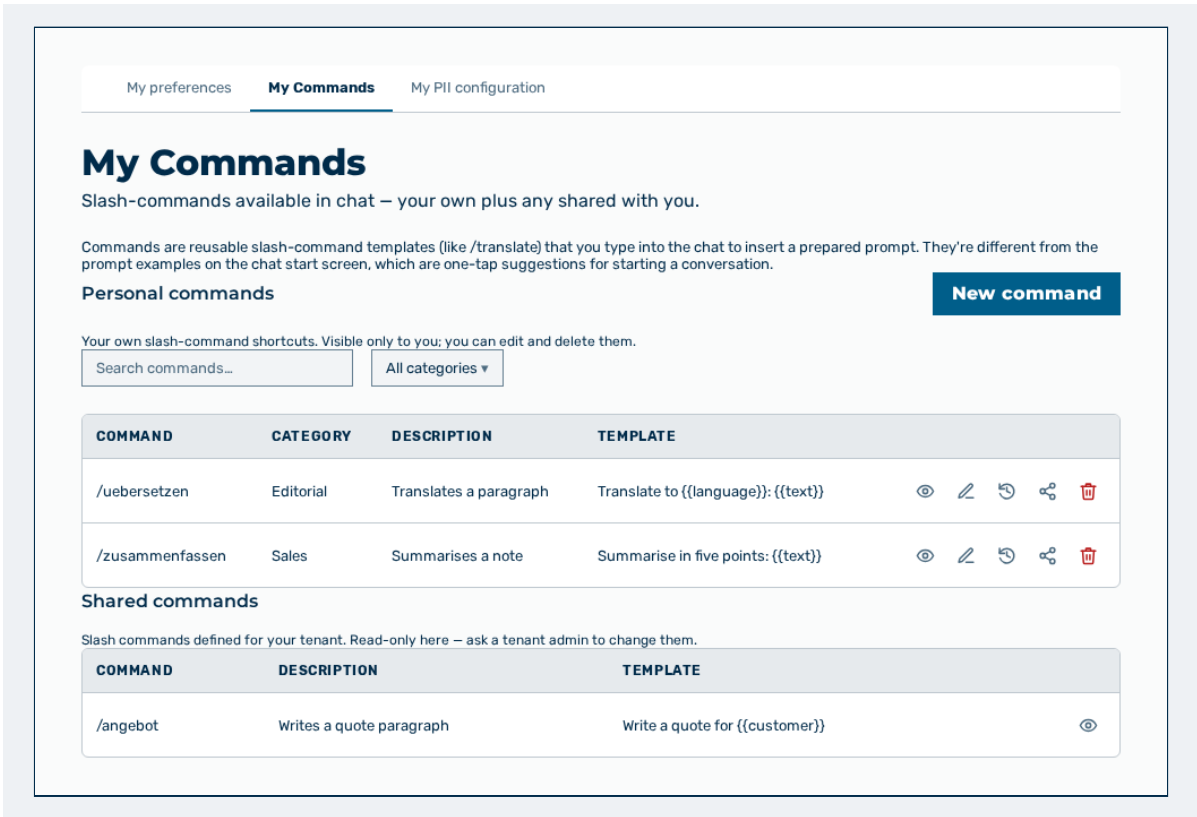


Figure 50: My Commands tab

The tab carries this note: **Commands are reusable slash-command templates (like /translate) that you type into the chat to insert a prepared prompt.** It contains the **Personal commands** and **Shared commands** sections.

The following information is available in both sections:

Column	Description
Command	Name of the slash-command with a leading slash, for example /translate .
Category	Category of the command. Without a category, the column shows — . The column appears in the Personal commands section only.
Description	Short description that appears in the picker of the chat. Without a description, the column shows — .
Template	Prompt of the command. The column truncates long templates. The View row action shows them in full.

The following options are available:

Option	Description
New command button	Opens the New Command dialog.
Search commands... input field	Searches in the personal commands.
Filter by category drop-down list	Limits the list to one category. The drop-down list contains the categories of the shown commands and the All categories entry.
View row action	Opens the Command – / dialog. The row action is in each row of both sections.
Edit row action	Opens the Edit Command dialog. The row action is available for your own command only.
Versions row action	Opens the Version history – / dialog. The row action is available for your own command only.
Share row action	Opens the Share / dialog. The row action is available for your own command only.
Delete row action	Opens the Delete this command? confirmation. The row action is available for your own command only.
Manage tenant commands button	Opens the tenant view in which the shared commands are maintained. The button appears for the Tenant administrator role only.
Shared with you label	Marks a row that another person shared with you. Such a row carries the View row action only.



The **Personal commands** section carries this note: **Your own slash-command shortcuts. Visible only to you; you can edit and delete them.** The **Shared commands** section carries this note: **Slash commands defined for your tenant. Read-only here – ask a tenant admin to change them.**



If no own command exists yet, the section shows **No commands yet. Create one to use /commandname shortcuts in chat.** If the search finds nothing, the section shows **No matches for ""**. If no shared command exists, the section shows **No shared commands defined for this tenant yet.**

3.4.2.3 Command – / dialog

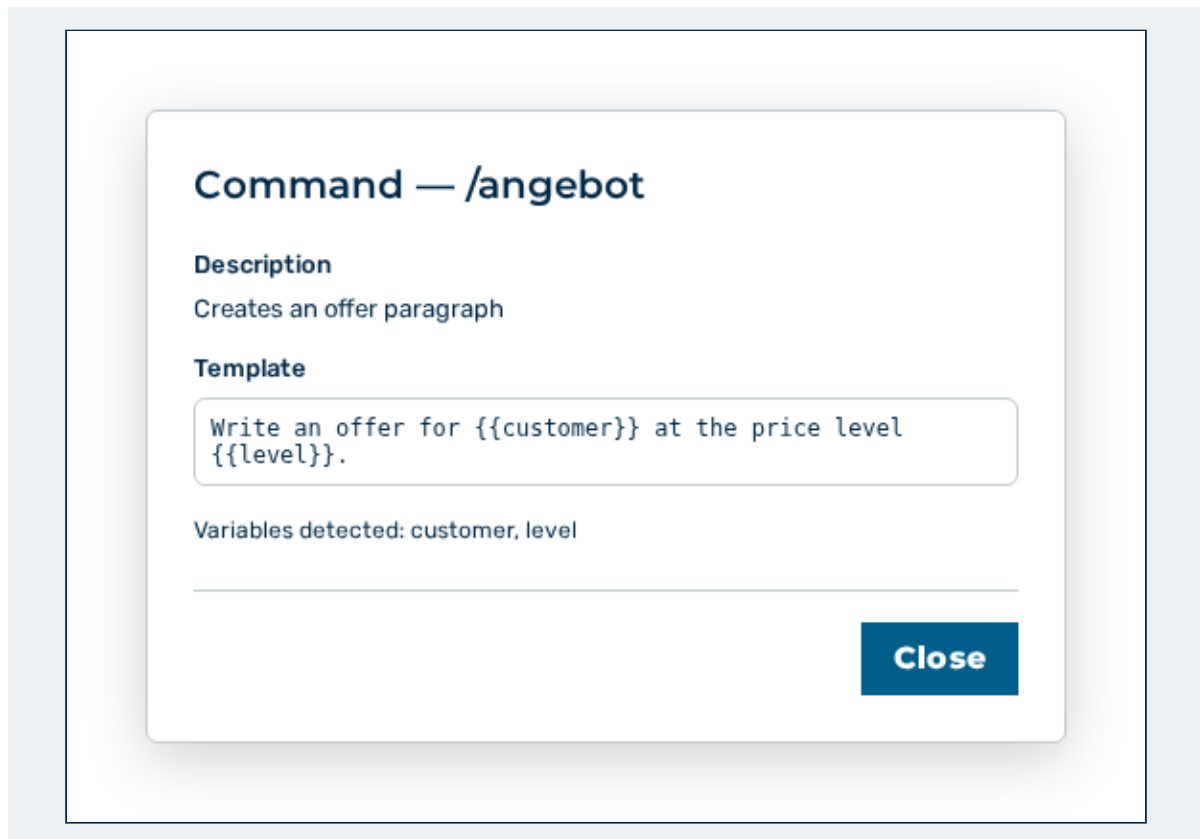


Figure 51: Command dialog

The dialog shows a command in full, including a shared one.

The following information is available in the dialog:

Entry	Description
Description	Short description of the command. Without a description, the entry shows —.
Template	Complete prompt of the command without truncation.

Entry	Description
Variables detected:	Placeholders of the form <code>{{variable}}</code> that the chat asks for on each call. The entry appears only if the template contains a placeholder.

The following option is available in the dialog:

Option	Description
Close button	Closes the dialog.

3.4.2.4 Version history – / dialog

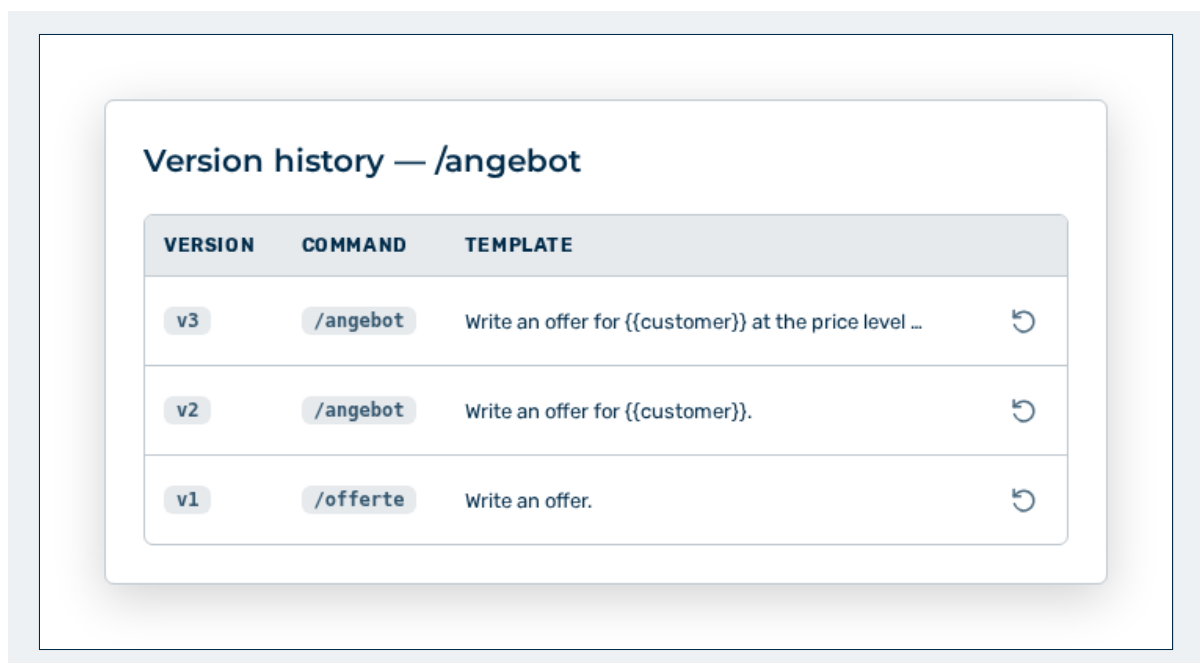


Figure 52: Version history dialog

The dialog lists the earlier versions of your own command.

The following information is available in the dialog:

Column	Description
Version	Number of the version in the form v .
Command	Name of the command at the time of this version.
Template	Prompt of this version, shown truncated.

The following option is available in the dialog:

Option	Description
Restore row action	Opens the Restore version v? This creates a new version with the restored content. confirmation. After the confirmation, Myra AI Workspace shows Version restored.

 If no earlier version exists yet, the dialog shows **No version history yet.** The restore deletes no version. It creates a new version with the old content.

3.4.2.5 Share / dialog

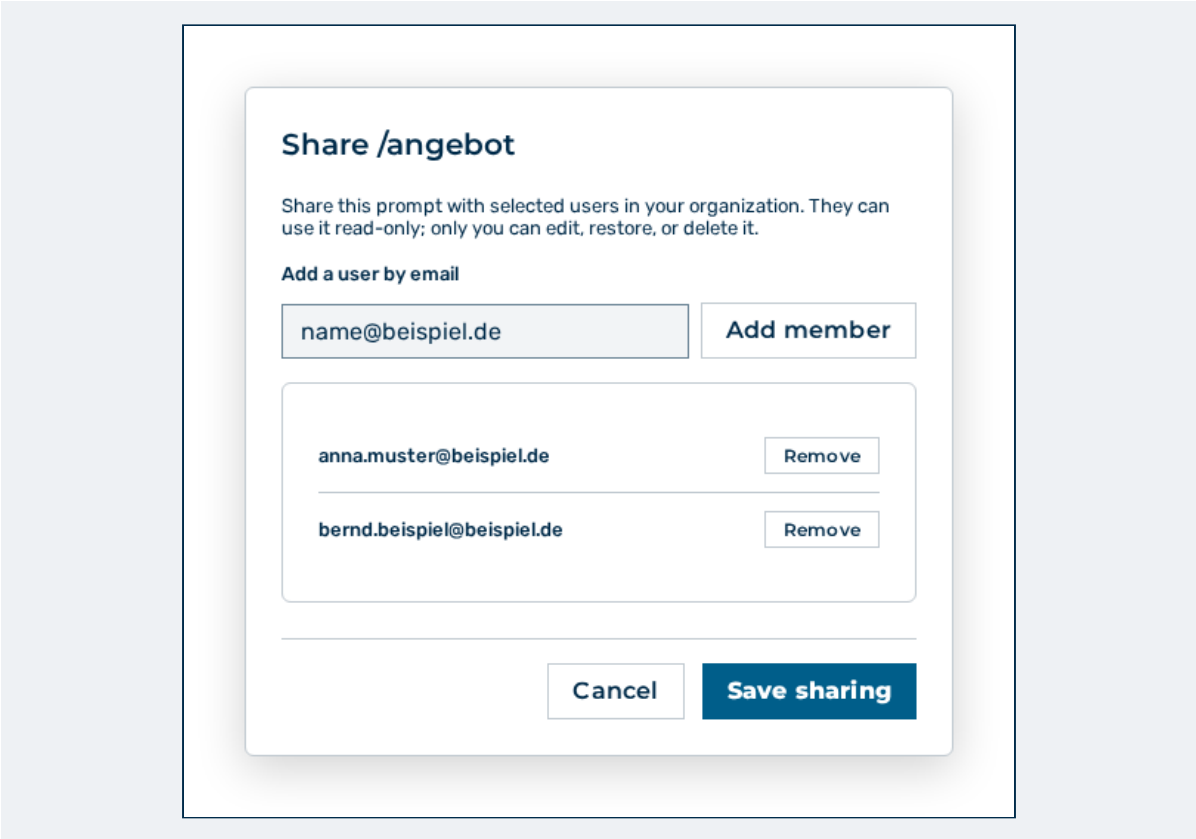


Figure 53: Dialog for sharing a command

The dialog gives selected users access to your own command. It carries this note:
Share this prompt with selected users in your organization. They can use it read-only; only you can edit, restore, or delete it.

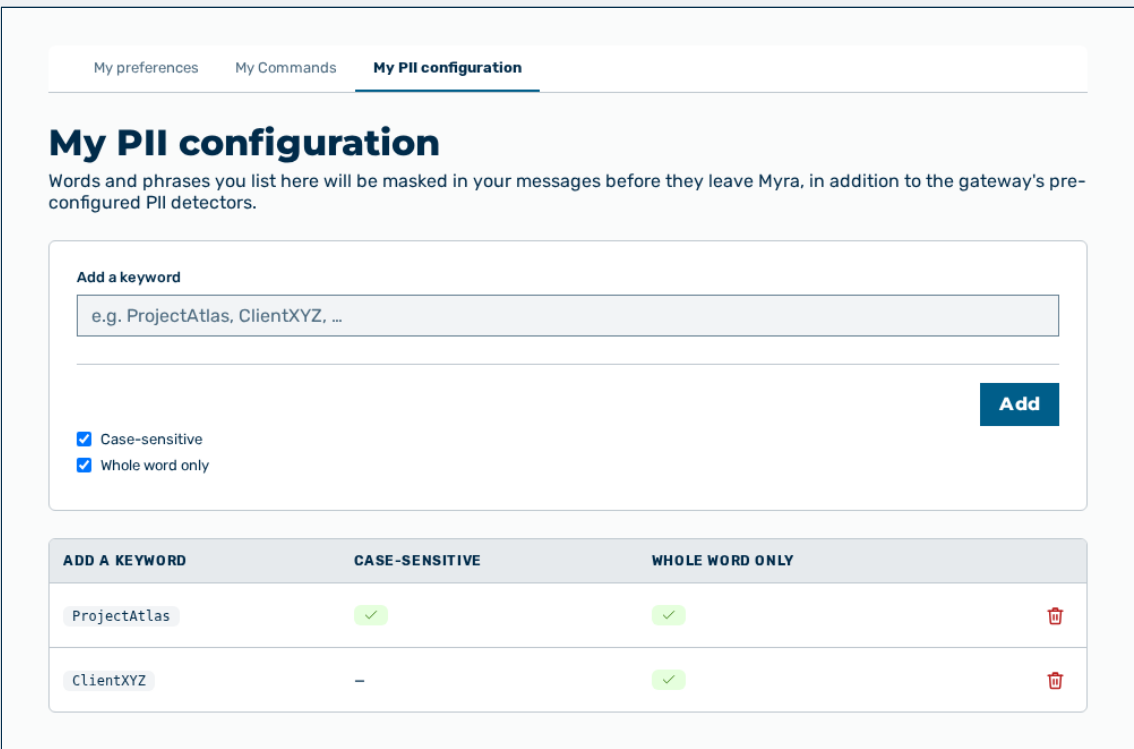
The following options are available in the dialog:

Option	Description
Add a user by email input field	Takes the email address of the person. The Add member button puts the person on the list.
Remove button	Takes the person off the list.
Save sharing button	Applies the list. While the list is saved, the button has the Saving... label.
Cancel button	Closes the dialog without changing the sharing.



If the command is not shared yet, the dialog shows **Not shared with anyone yet**. If the email address belongs to no user account, the dialog shows **User not found. They must have an account first**.

3.4.2.6 My PII configuration tab



The screenshot shows the 'My PII configuration' tab with the following content:

- Navigation tabs: My preferences, My Commands, **My PII configuration**
- Section title: **My PII configuration**
- Description: Words and phrases you list here will be masked in your messages before they leave Myra, in addition to the gateway's pre-configured PII detectors.
- Form area:
 - Label: Add a keyword
 - Input field: e.g. ProjectAtlas, ClientXYZ, ...
 - Buttons: Add
 - Checkboxes:
 - ☒ Case-sensitive
 - ☒ Whole word only
- Table of configured keywords:

ADD A KEYWORD	CASE-SENSITIVE	WHOLE WORD ONLY	
ProjectAtlas	✓	✓	
ClientXYZ	–	✓	

Figure 54: My PII configuration tab

The tab carries this note: **Words and phrases you list here will be masked in your messages before they leave Myra, in addition to the gateway's pre-configured PII detectors.**

The following options are available:

Option	Description
Add a keyword input field	Takes the word or the phrase, at most 200 characters.
Case-sensitive checkbox	Masks the keyword only in the spelling that you entered.
Whole word only checkbox	Masks the keyword only as an independent word, not as part of a longer word.
Add button	Puts the keyword on the list.
Add a list input field	Takes up to 20 words, one word per line. The field appears for the Tenant administrator role only.
Add list button	Applies the entered words. While the words are applied, the button has the Adding... label.
Upload .txt file button	Reads a text file with one word per line. Myra AI Workspace scans the file for malware before it reads the file.
Delete row action	Removes the keyword from the list.

The following information is available:

Column	Description
Add a keyword	Word or phrase that Myra AI Workspace masks.
Case-sensitive	Check mark if the spelling must agree, otherwise —.
Whole word only	Check mark if only the whole word is masked, otherwise —.



If no keyword exists yet, the tab shows **No personal keywords yet. Anything you add will be replaced with [MYRA-CUSTOM:...] tokens before the model sees your message.**



The list takes bare words only – no spaces, commands, or regular expressions. The punctuation @ . - _ is permitted. Myra AI Workspace reports each rejected entry with the reason, for example **too long** or **contains a disallowed character**.

3.4.3 Connections

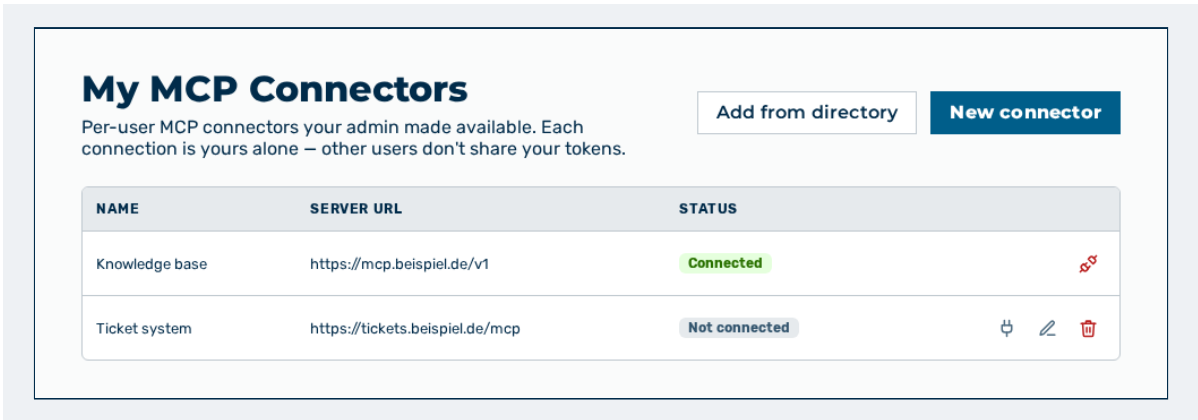


Figure 55: My MCP Connectors view

For your role, the **Connections** group opens the **My MCP Connectors** view directly. The view connects servers for the Model Context Protocol (MCP) so the AI calls their external tools in the chat. Each connection is yours alone. Other users do not share your tokens.

The following information is available:

Col um n	Description
Na me	Name of the connector. For a connector from the directory, the icon of the service comes first.
Ser ver UR L	Address of the MCP server that the connector calls.
Sta tus	State of your personal connection. The Connected value stands for a stored access token. The Ready value stands for a connector that works without a sign-in. The Not connected value stands for a missing access token. The Reconnect needed value stands for an expired access token. A row with an expired token has a red background.

The following options are available:

Option	Description
Add from directory button	Opens the Connector directory dialog.
New connector button	Opens the New MCP Connector dialog.
Connect row action	Opens the Connect dialog. If the connector uses a sign-in via OAuth, the row action goes to the sign-in page of the provider instead. The row action appears while the status is Not connected .
Reconnect row action	Opens the same dialog again. The row action appears if the status is Reconnect needed .
Disconnect row action	Opens the Disconnect ""? You'll lose access to its tools until you reconnect. confirmation. The row action appears if your access token is stored.
Edit row action	Opens the Edit MCP Connector dialog. The row action appears for a connector that you created yourself only.
Delete row action	Opens the Delete ""? This removes the connector and can't be undone. confirmation. The row action appears for a connector that you created yourself only.



If no connector is set up yet, the view shows **No per-user connectors are set up for this tenant yet. Ask your admin to add one.**



If the AI is to call a tool of a connector that is not connected, the chat shows **isn't connected – connect it to use this tool.** and offers the **Connect** button.



The **Viewer** role creates no MCP connectors. For the **Demo User** role, the view is not available.

The following sections describe the view in detail:

- [Connect connector dialog](#)
- [Connector directory dialog](#)

3.4.3.1 Connect connector dialog

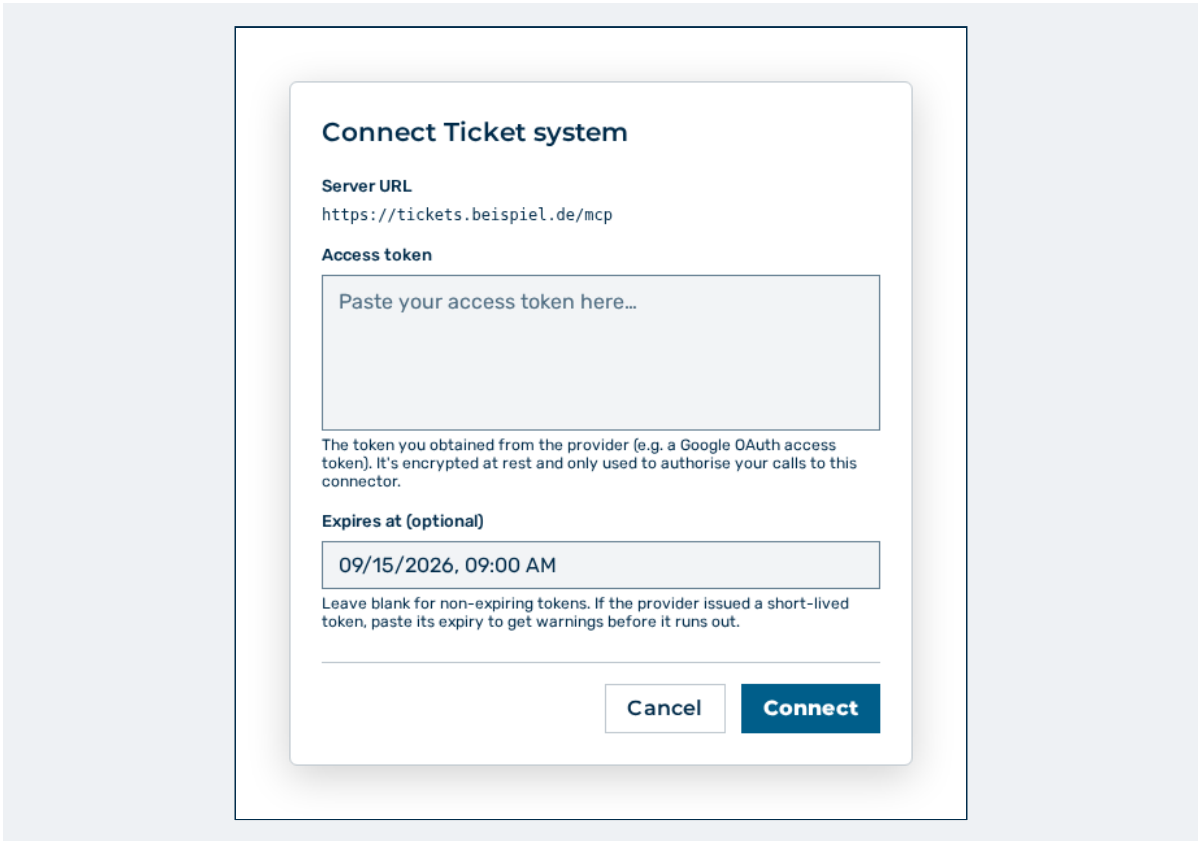


Figure 56: Connect connector dialog

The **Connect** dialog stores your personal access token for a connector.

You set the following entries in the dialog:

Entry	Description
Server URL	Address of the MCP server. The entry is read-only and comes from the connector.
Access token	The token you obtained from the provider, for example a Google OAuth access token. Myra AI Workspace stores it encrypted and uses it for your own calls to this connector only. The entry is mandatory.

Entry	Description
Expires at (optional)	Date and time at which the token expires. If you leave the field blank, Myra AI Workspace treats the token as non-expiring. For a short-lived token, the view warns you before the expiry and then sets the status to Reconnect needed .

The following options are available in the dialog:

Option	Description
Connect button	Stores the access token and shows Connector connected . While it stores, the button carries the Connecting... label.
Cancel button	Closes the dialog without storing the access token.



If an entry is missing or not valid, the dialog shows **Access token is required** or **Expires at must be a valid future date**.



If the connection fails, the view shows one of these messages, depending on the cause: **Connection expired – please reconnect.**, **This connector's OAuth configuration is invalid. Contact an admin.**, **Couldn't save the connection. Please try again.**, **You can't connect this connector.** or **Connecting failed. Please try again.**

3.4.3.2 Connector directory dialog

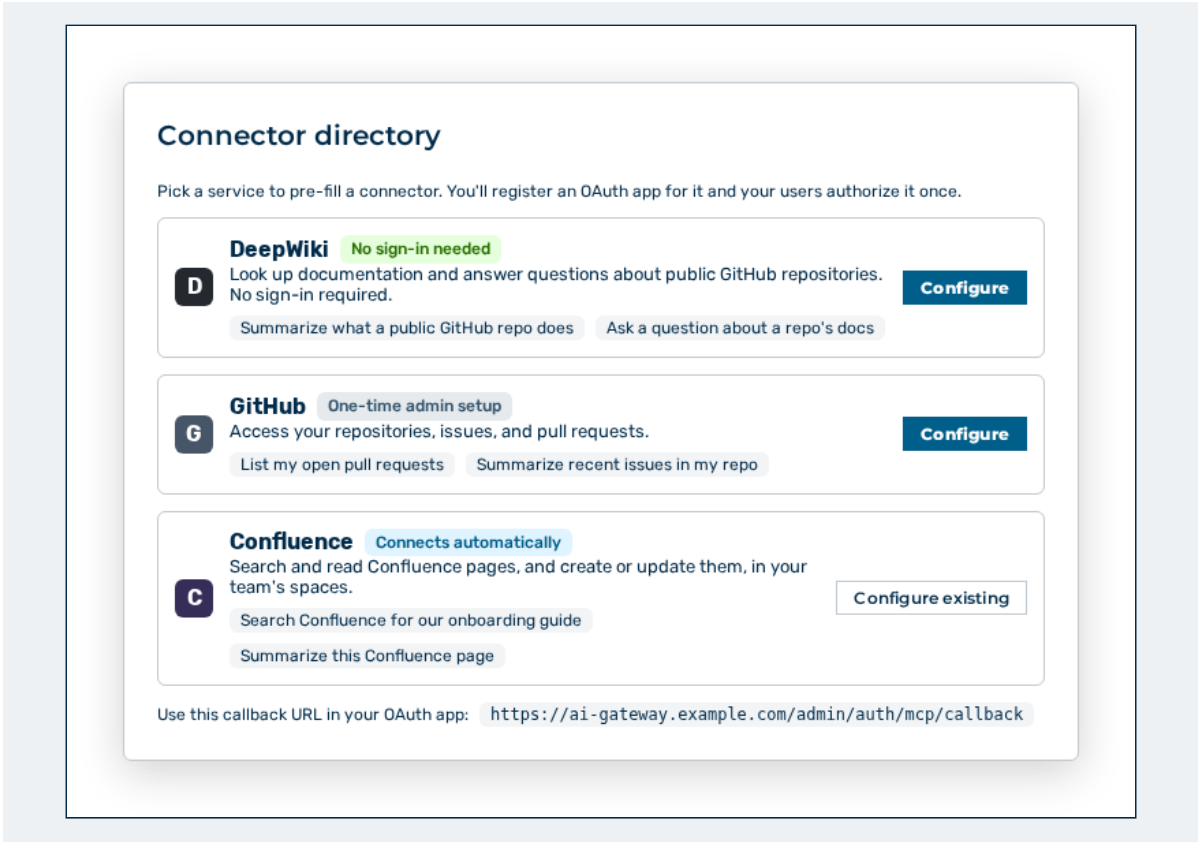


Figure 57: Connector directory dialog

The **Connector directory** dialog pre-fills a connector from a catalogue of known services. The dialog carries the note **Pick a service to pre-fill a connector. You'll register an OAuth app for it and your users authorize it once.**

The following information is available for each service:

Entry Description	
Name and icon	Service that the connector addresses, for example GitHub , Confluence , or Google Drive .
Description	Short description of what the AI does with this service.
Examples	Two example tasks that work in the chat with this connector.
Label	No sign-in needed for a service without a sign-in, Connects automatically for a service that registers itself on the first sign-in, and

Entry	Description
	One-time admin setup for a service for which an OAuth app is to be registered.

The following options are available in the dialog:

Option	Description
Configure button	Opens the New MCP Connector dialog with the entries of the service filled in.
Configure existing button	Opens the Edit MCP Connector dialog for the connector of this service that already exists.
Cancel button	Closes the dialog without creating a connector.



The dialog gives the callback URL for the OAuth app: **Use this callback URL in your OAuth app:** Enter this URL at the provider before the first person signs in.

3.5 My Account

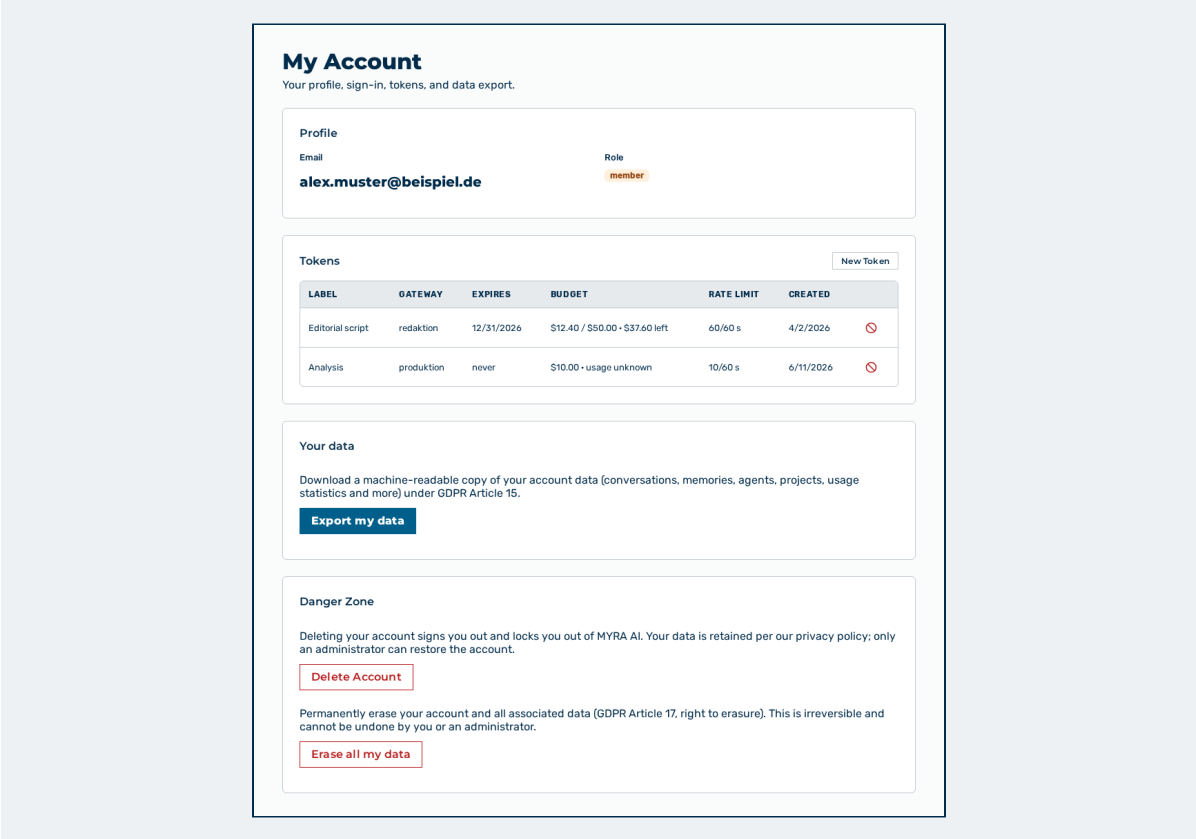


Figure 58: My Account view

The **My Account** view shows your profile, your sign-in, your tokens, and the data export. Below the heading, the **Your profile, sign-in, tokens, and data export.** note appears.

The **Profile** section shows the identity data of your user account.

The following information is available:

En tr y	Description
E m ail	Email address of your user account. You sign in with this address. It is also the confirmation for the permanent erasure of your data. The address is not editable in this view.
Ro le	Role of your user account as a colored label, for example admin , tenant_admin , member , viewer , or finance . The role controls which views

Entry	Description
-------	-------------

and options are available to you. Only users with the **Administrator** role can change the role.



You do not set the interface language, the behavior of the Enter key, and the personal AI preferences here, but in the **Preferences** view in the **Settings** area.

The **Tokens** section lists your personal access tokens for the inference API. A token applies to one gateway and always carries the **inference** scope.

The following information is available:

Column	Description
Label	Name that you entered when you created the token. If you entered no name, the column shows — .
Gateway	Tenant and gateway of the token in the form / . If the gateway is no longer available, the column shows the first eight characters of the gateway ID.
Expires	Date on which the token becomes invalid. If the token does not expire, the column shows never .
Budget	Spend budget and consumption of the token. If the consumption is known, the column shows / • left . If the consumption is unknown, it shows • usage unknown . Without a budget, the column shows used . Without a budget and without a known consumption, it shows — .
Rate Limit	Number of requests and length of the time window in the form /s . Without a rate limit, the column shows — .

Date on which the token was created.

Column	Description
Create	
ated	

The following options are available:

Option	Description
New Token button	Opens the New Token dialog. The button appears only for a role that can create tokens.
Revoke row action	Opens the Revoke this token? confirmation. After the confirmation, Myra AI Workspace makes the token invalid and removes it from the list.



If no token exists yet, the section shows **No tokens yet. Create one to use the inference API.** The **Learn more** link opens the documentation. While the list loads, the section shows **Loading...** If the list cannot be loaded, the section shows **Could not load. Please try again.** and offers the **Retry** button.



If no gateway is available, Myra AI Workspace shows the **No gateways available** warning when you click **New Token** and does not open the dialog.



The **Viewer** role creates no tokens. For it, the **Tokens** section shows the **Viewer users cannot send inference requests.** hint, and the **New token** button does not appear. For the **Demo User** role, the view is not available.

The following sections describe the view in detail:

- [Entries in the New Token dialog](#)
- [Entries in the Token Created dialog](#)
- [Effects in the Delete Account dialog](#)

- Effects in the Erase all my data dialog

3.5.1 Entries in the New Token dialog

You set the following entries when you create the token:

Entry	Description
Gateway	Gateway that the token applies to. The drop-down list contains the gateways of all tenants that you are permitted to use, in the form / . The entry is mandatory. The first gateway of the list is preselected.
Label	Name of the token in the list, for example dev laptop . The entry is optional. Without a name, the Label column shows – later.
Expires At	Date and time on which the token becomes invalid. The field carries the Leave blank = never expires note.
Budget (USD)	Spend budget of the token in US dollars. The field carries the unlimited placeholder. Without an entry, the token does not limit the cost.
Rate limit (req/window)	Number of requests in the left field and length of the time window in seconds in the right field, at least 1 each. The right field is preset to 60 and stays disabled while the left field is empty. The field carries the requests / window_sec (blank = gateway default) note.

The following options are available in the dialog:

Option	Description
Create Token button	Creates the token and opens the Token Created dialog. While the token is created, the button has the Creating... label. The button is disabled while no gateway is selected.
Cancel button	Closes the dialog without creating the token.



If no gateway is selected, the dialog shows **Select a gateway**. The token always carries the **inference** scope. You cannot give it a different scope.

3.5.2 Entries in the Token Created dialog

The **Token Created** dialog shows the created token one single time.

The following options are available in the dialog:

Option	Description
Display of the token	Copies the token to the clipboard when you click it. The display carries the Click to copy note.
Copy button	Copies the token to the clipboard. After the copy, the button briefly has the Copied! label.
Done button	Closes the dialog.



The dialog gives this warning: **Copy this token now – it will not be shown again.** After you close the dialog, Myra AI Workspace does not show the token again. If you lost it, revoke it and create a new one.

The **Your data** section gives you a machine-readable copy of your account data under GDPR Article 15. The section carries this note: **Download a machine-readable copy of your account data (conversations, memories, agents, projects, usage statistics and more) under GDPR Article 15.**

The following option is available:

Option	Description
Export my data button	Creates the export and saves it as the myra-ai-datenexport-.json file. While the export is prepared, the button has the Preparing export... label and is disabled.



If the export fails, the section shows the error above the button. The export does not change your user account. You can repeat it as often as necessary.

The **Danger Zone** section contains the two ways to end your user account. The ways differ in whether your data stays available.

The following options are available:

Option	Description
Delete Account button	Opens the Delete Account dialog. The section carries this note: Deleting your account signs you out and locks you out of MYRA AI. Your data is retained per our privacy policy; only an administrator can restore the account.
Erase all my data button	Opens the Erase all my data dialog. The section carries this note: Permanently erase your account and all associated data (GDPR Article 17, right to erasure). This is irreversible and cannot be undone by you or an administrator.

3.5.3 Effects in the Delete Account dialog

The **Delete Account** dialog deactivates your user account without erasing your data.

The confirmation has the following effects:

Object	Effect
Sign-in	Myra AI Workspace signs you out immediately and does not accept a new sign-in.
Data	Your conversations and your other data stay available as specified in the privacy policy.
Restoration	Only users with the Administrator role can restore the user account. You cannot reactivate it yourself.

The following options are available in the dialog:

Option	Description
Delete Account button	Deactivates the user account and signs you out. While the account is deleted, the button has the Deleting... label.
Cancel button	Closes the dialog without deactivating the user account.
privacy policy link	Opens the privacy policy in a new tab.



The dialog gives the note that you erase your data permanently with the **Erase all my data** button on your profile instead.

3.5.4 Effects in the Erase all my data dialog

The **Erase all my data** dialog erases your user account and your data permanently under GDPR Article 17.

The confirmation has the following effects:

Object	Effect
User account	Myra AI Workspace erases the user account permanently. Neither you nor users with the Administrator role can restore it.
Content	Myra AI Workspace deletes your conversations, memories, agents, projects, uploaded files, and personal settings.
Record	Myra AI Workspace retains a tamper-evident deletion record without any of your content for compliance.
Tokens	Your access tokens become invalid. Calls to the inference API with these tokens fail afterwards.

You set the following entry in the dialog:

Entry	Description
Type your email () to confirm	Confirmation of the erasure. The Erase everything button stays disabled while the entry is not exactly the email address of your user account.

The following options are available in the dialog:

Option	Description
Erase everything button	Erases the user account and all associated data. While the data is erased, the button has the Erasing... label.
Cancel button	Closes the dialog without erasing anything. The confirmation entry is discarded.



If the erasure fails, the dialog shows the error and you stay signed in. In this case, the user account stays unchanged.



Myra AI Workspace cannot undo the erasure under GDPR Article 17. Export your data with the **Export my data** button before you confirm the erasure.

4. Configurations

4.1 Account

The following configurations concern your own user account. They determine how Myra AI Workspace behaves for this account and apply only to the person who makes them.

The following sections describe these configurations:

- [Personal preferences](#)
- [Managing personal commands](#)
- [Managing PII entries](#)
- [Deleting the account](#)
- [Managing tokens](#)

4.1.1 Personal preferences

The personal preferences set how Myra AI Workspace behaves for your user account.

Proceed as follows to edit the personal preferences:

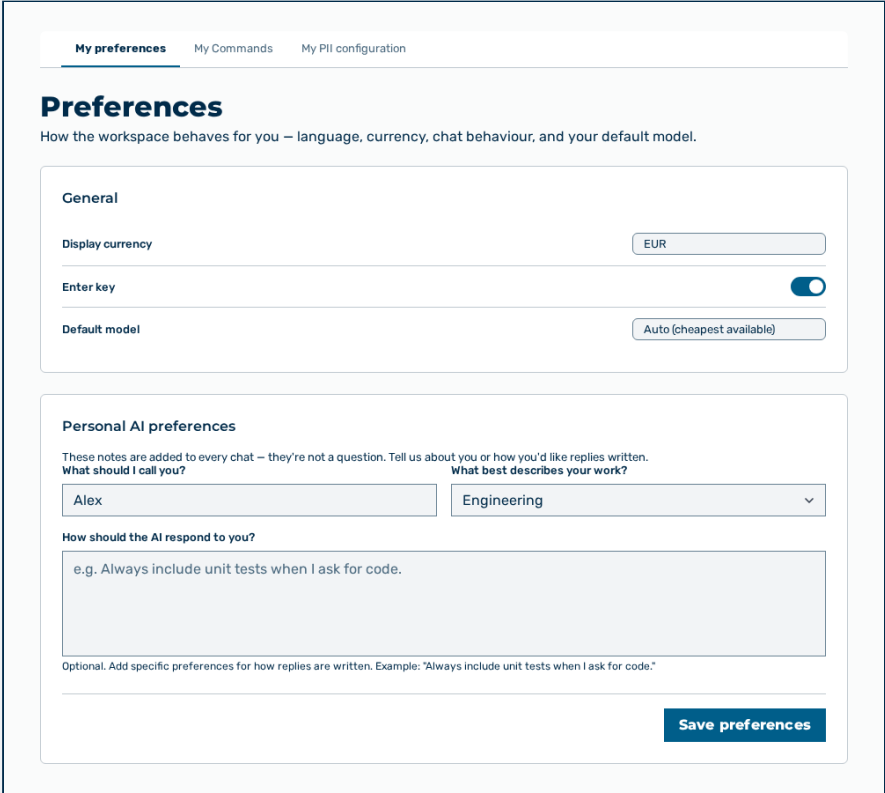


Figure 59: My preferences tab

- ▶ In the **Settings** area, open the **Preferences** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Open the **My preferences** tab.
- ▶ In the **General** area, set the language, the **Display currency**, the behaviour of the **Enter key**, and your **Default model**.
 - ↳ Myra AI Workspace saves each of these immediately.
- ▶ In the **Personal AI preferences** area, enter what the AI is to call you and what describes your work.
- ▶ Enter how the AI is to respond to you.
- ▶ Click on the **Save preferences** button.

→ Myra AI Workspace shows **Saved. New chats use these preferences.**

4.1.1.1 Entries in the General area

You set the following entries in the area:

Entry	Effect of the change
Language drop-down list	Changes the interface to English or Deutsch . Myra AI Workspace applies the language immediately and saves it in the user account. Emails and notifications also follow it.
Display currency drop-down list	Shows budgets and costs in USD \$ or EUR € . The entry applies to the display only. Myra AI Workspace stores each amount in USD and enforces each budget in USD.
Press Enter to send messages checkbox	Sets whether the Enter key in chat sends the message or adds a line break. If the checkbox is not selected, the Ctrl+Enter key combination sends.
Default model button	Sets the model with which a new chat starts. A project or the message model picker overrides it. Without a choice and with an unavailable model, Myra AI Workspace uses the cheapest available model.



The area saves each entry immediately. There is no button to save. If the save fails, Myra AI Workspace restores the previous value and shows **Could not save your Enter-key preference. Please try again.** or **Your default model could not be saved. Please try again.**

4.1.1.2 Entries in the Personal AI preferences area

You set the following entries in the area:

Entry	Effect of the change
What should I call you? input field	Sets the name that the AI uses for you. The field takes at most 64 characters.
What best describes your work? drop-down list	Sets your field of work, for example Product Management , Engineering , or Legal . The – Not set – entry sends no field of work.

Entry	Effect of the change
How should the AI respond to you? input field	Sets permanent instructions for the style of the replies. The field takes at most 5,000 characters.

The following options are available in the area:

Option	Description
Save preferences button	Saves the three entries. While the entries are saved, the button has the Saving... label. The button is disabled while no entry is changed or the instructions exceed 5,000 characters.



If the instructions read like a question to the AI, the area asks back. The **Cancel** button returns to the input field, and the **Save anyway** button applies the text unchanged. The instructions are no chat – Myra AI Workspace adds them to each new conversation and does not answer them.



If the instructions contain personal data, the area names the types detected and asks back. The **Edit** button returns to the input field, and the **Save anyway** button applies the text unchanged. The instructions go to the model with each new conversation.

4.1.1.3 Effects of the changes

The changes have the following effects:

Object	Effect
New chats	A new chat starts with the default model and takes the name, the field of work, and the instructions into its context.
Ongoing conversations	A conversation already started keeps its model and its context. The changes apply from the next chat only.
Other users	The preferences apply to your user account only. No other user account and no shared project takes them over.

Object	Effect
Budgets and costs	The Display currency changes the display only. A budget remains stored in USD and is enforced in USD.



The **Demo User** role does not open the **Settings** area. For it, this task does not apply.

4.1.2 Managing personal commands

A personal command is available as a slash command in the chat.

4.1.2.1 Creating a personal command

Proceed as follows to create a personal command:

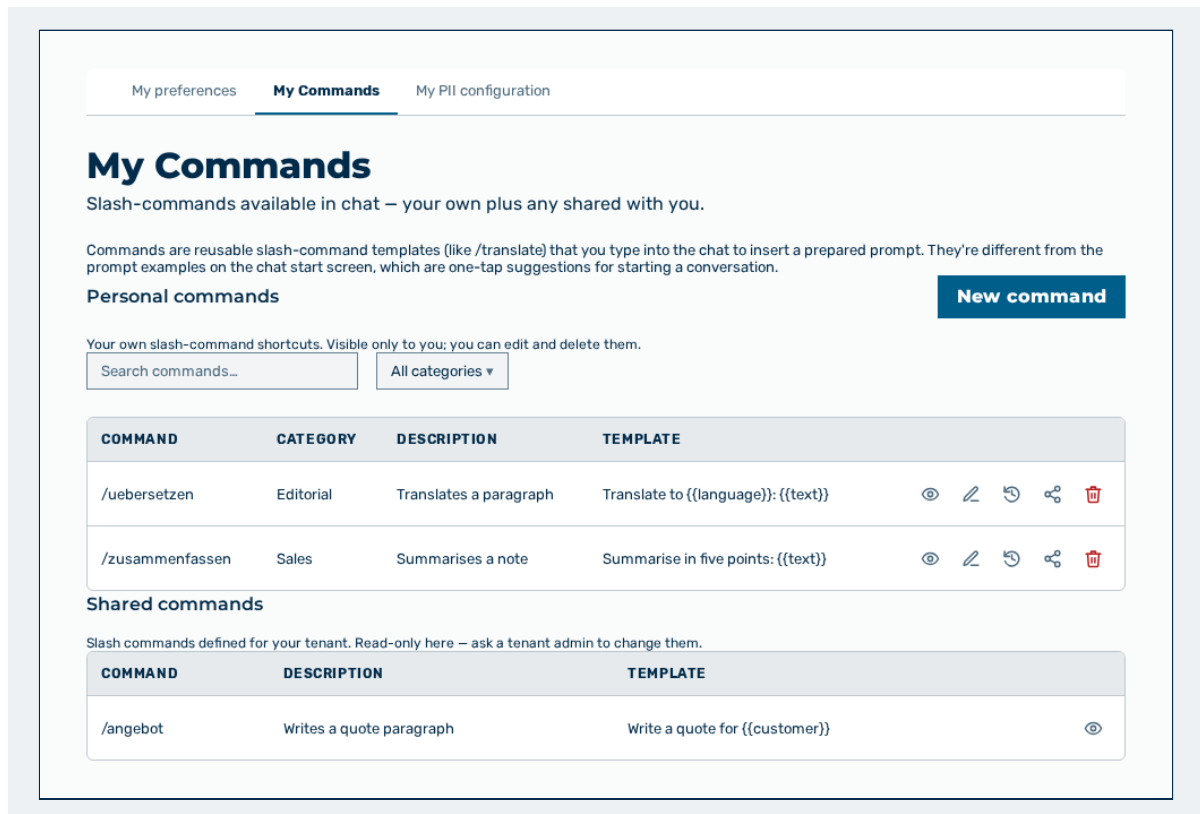
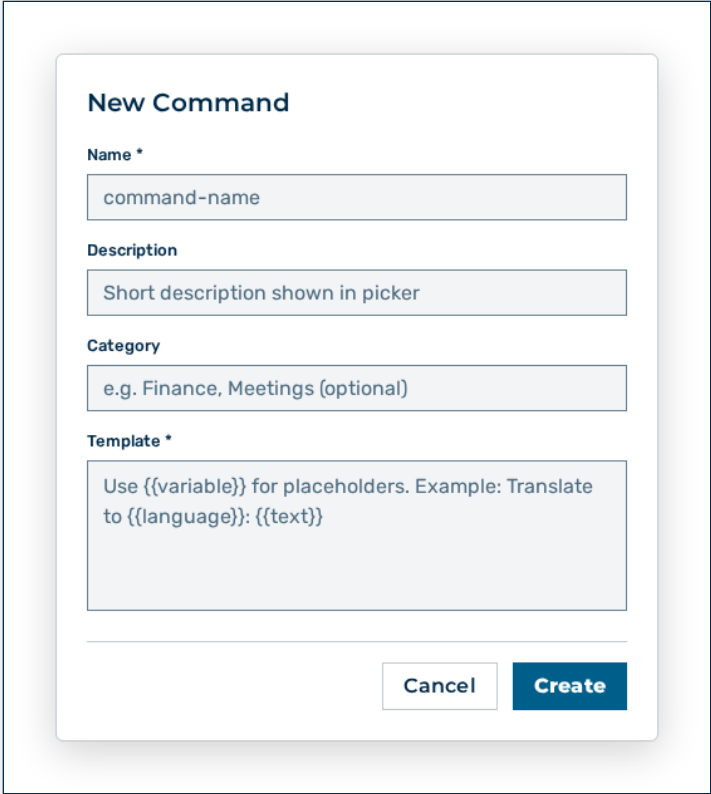


Figure 60: My Commands tab

- ▶ In the **Settings** area, open the **Preferences** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Open the **My Commands** tab.
- ▶ In the **Personal commands** section, click on the **New command** button.
 - ↳ The **New Command** dialog opens.



The image shows a 'New Command' dialog box with the following fields and buttons:

- Name ***: A text input field containing 'command-name'.
- Description**: A text input field containing 'Short description shown in picker'.
- Category**: A text input field containing 'e.g. Finance, Meetings (optional)'.
- Template ***: A text area containing the text: 'Use {{variable}} for placeholders. Example: Translate to {{language}}: {{text}}'.
- Buttons**: 'Cancel' and 'Create' buttons at the bottom right.

Figure 61: New Command dialog

- ▶ In **Name**, enter the name of the command.
- ▶ In **Template**, enter the prompt.
- A placeholder of the form `{{variable}}` is asked for when the command is used in the chat.
- ▶ Click on the **Create** button.
- Myra AI Workspace creates the command in the **Personal commands** section. It is available in the chat as a slash command.

4.1.2.1.1 Entries in the New Command dialog

You set the following entries at creation:

Entry	Description
Name	Name of the command without the leading slash, for example translate . Myra AI Workspace replaces spaces with hyphens. The entry is required.
Description	Short description that appears after the command in the picker of the chat. The entry is optional.

Entry	Description
Category	Category by which the list in the My Commands tab filters. The entry takes at most 64 characters and is optional.
Template	Prompt that the command inserts into the chat. A placeholder of the form <code>{{variable}}</code> is asked for on each call. The entry is required.

The following options are available in the dialog:

Option	Description
Variables detected: display	Lists the placeholders that Myra AI Workspace finds in the template. The display appears as soon as the template contains a placeholder.
Create button	Creates the command. While the command is saved, the button has the Saving... label. The button is disabled while Name or Template is empty.
Cancel button	Closes the dialog without creating the command.



The name is unique within your personal commands. If the name is taken already, Myra AI Workspace does not create the command and reports the conflict.

4.1.2.1.2 Entries in the Edit Command dialog

You change the following entries in the dialog:

Entry	Effect of the change
Name	Changes the shortcut with which you call the command in chat. The previous shortcut is no longer available.
Description	Changes the text in the picker of the chat.
Category	Changes the assignment in the Filter by category drop-down list.

Entry	Effect of the change
Template	Changes the prompt that the command inserts. The change applies from the next call. Messages sent already remain unchanged. If you remove a placeholder, the chat no longer asks for it.
	Myra AI Workspace creates a new version with each save. The Versions row action opens the Version history – / dialog and restores an earlier version with the Restore row action. The restore creates a new version in turn.
	A command that another person shared with you carries the Shared with you label and cannot be edited. Contact the person who created it, or your tenant administration for a command of the tenant.

4.1.2.2 Deleting a personal command

Proceed as follows to delete a personal command:

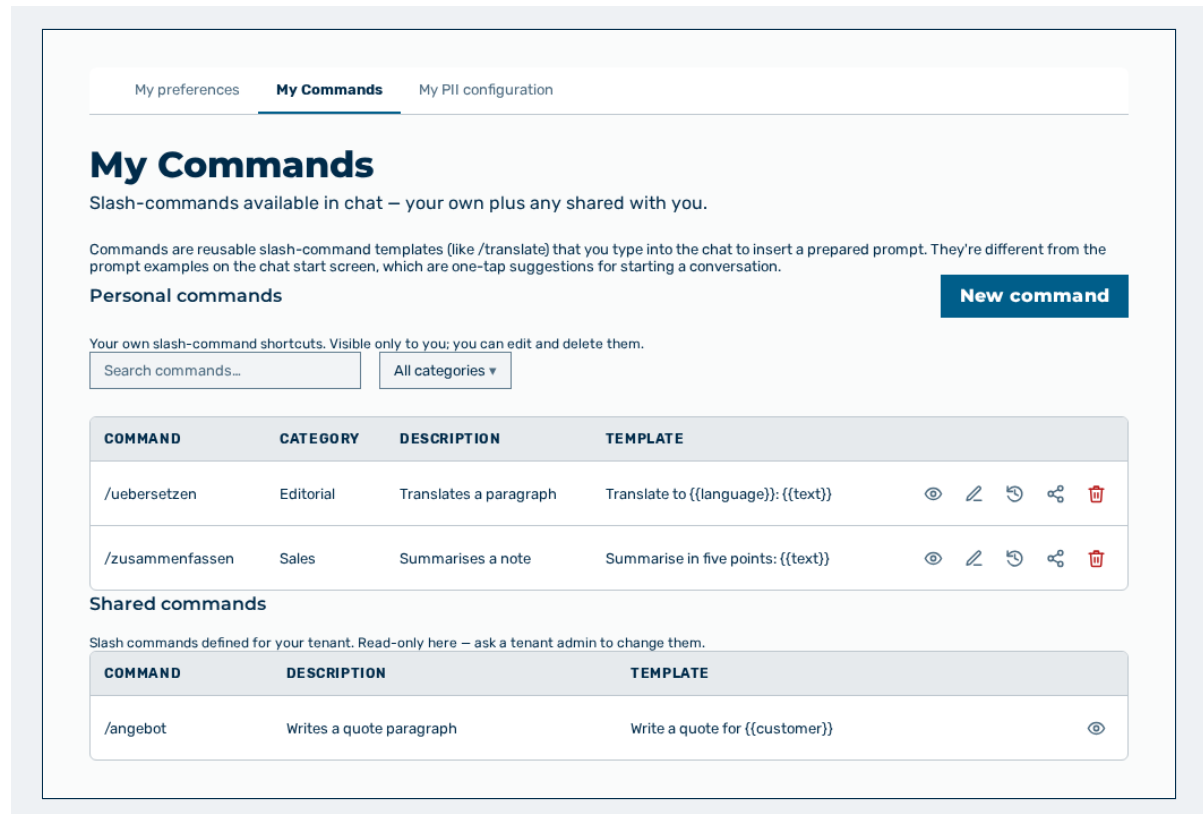


Figure 62: My Commands tab

- ▶ In the **Settings** area, open the **Preferences** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Open the **My Commands** tab.
- ▶ In the **Personal commands** section, delete the command.
 - ↳ The **Delete this command?** query opens.

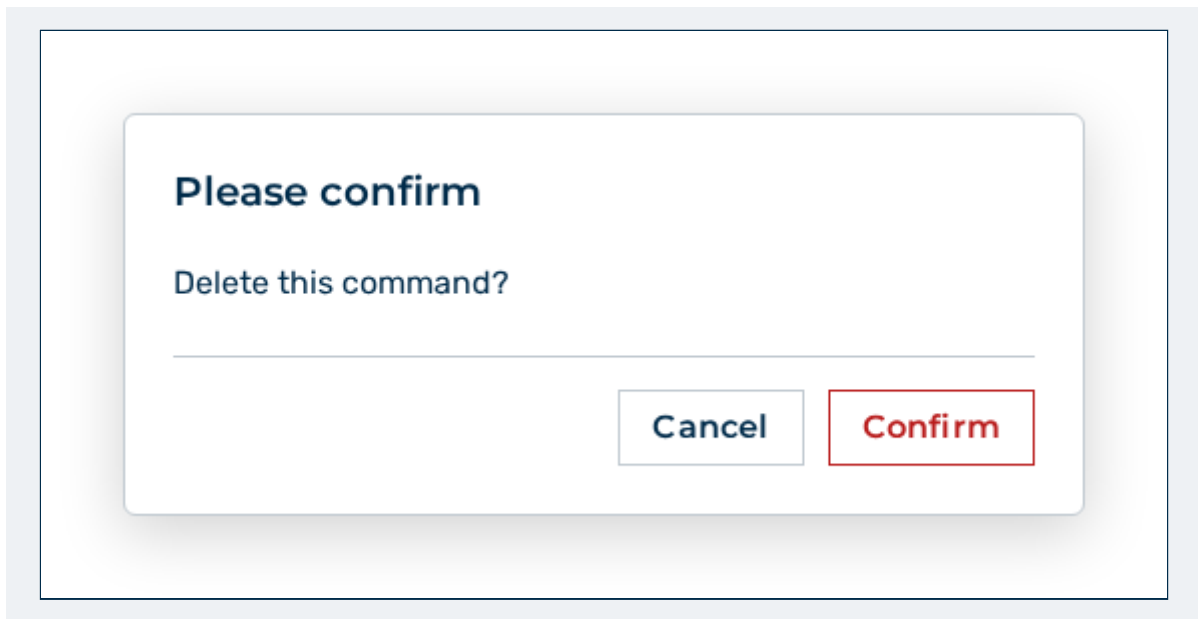


Figure 63: Delete command query

- ▶ Confirm the query.
- Myra AI Workspace deletes the command. It is no longer available in the chat.

4.1.2.2.1 Effects of the deletion of a command

The deletion has the following effects:

Object	Effect
Command	Myra AI Workspace removes the command from the Personal commands section. A restore is not possible.
Version history	The earlier versions of the command are removed with it.
Sharing	The sharing ends. The command is no longer available to the persons with whom you shared it.
Chat	The <code>/<name></code> shortcut is no longer available in the picker. The name is free again for a new command.
Conversations	The messages that the command inserted remain in the conversations.

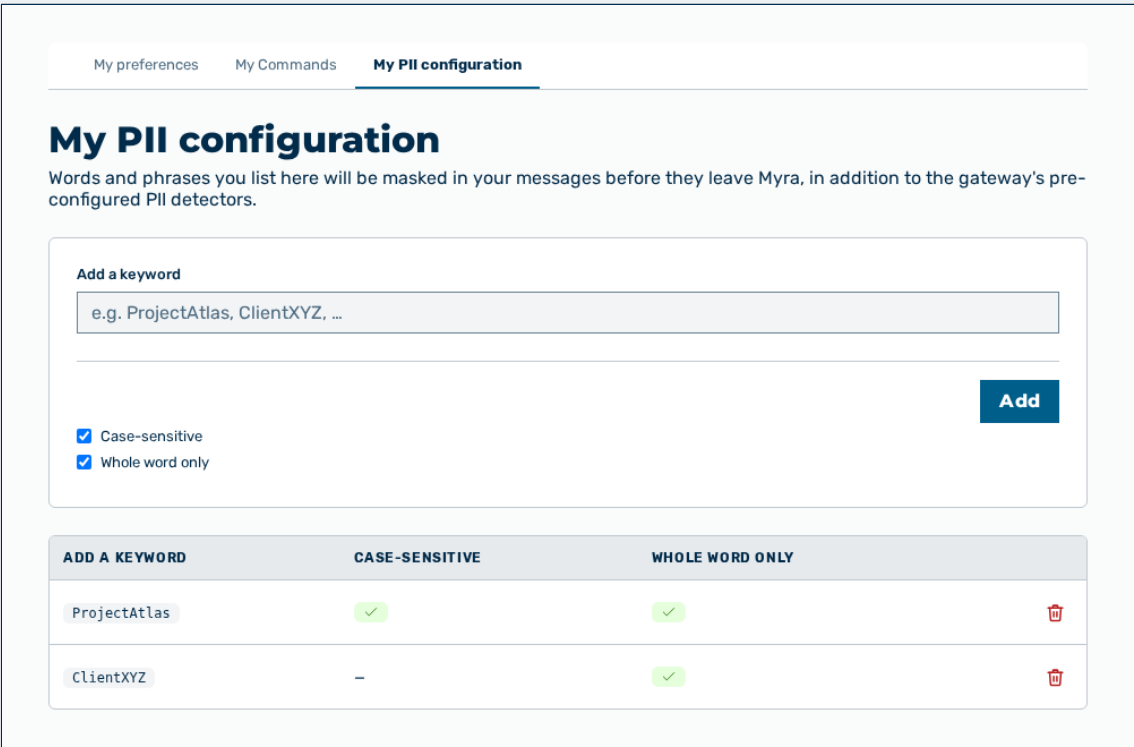


The **Demo User** role does not open the **Settings** area. For it, this task does not apply.

4.1.3 Managing PII entries

A PII entry masks a word or a phrase in your messages before Myra AI Workspace sends them to the provider. The entry applies in addition to the detectors configured on the gateway.

Proceed as follows to create a PII entry:



The screenshot shows the 'My PII configuration' tab within the 'My preferences' section. It includes a title 'My PII configuration' and a description: 'Words and phrases you list here will be masked in your messages before they leave Myra, in addition to the gateway's pre-configured PII detectors.' Below this is a form to 'Add a keyword' with a text input field containing 'e.g. ProjectAtlas, ClientXYZ, ...' and an 'Add' button. There are two checked checkboxes: 'Case-sensitive' and 'Whole word only'. At the bottom, there is a table listing the configured keywords.

ADD A KEYWORD	CASE-SENSITIVE	WHOLE WORD ONLY
ProjectAtlas	✓	✓
ClientXYZ	–	✓

Figure 64: My PII configuration tab

- ▶ In the **Settings** area, open the **Preferences** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Open the **My PII configuration** tab.
- ▶ In **Add a keyword**, enter the word or the phrase.
- ▶ If necessary, set the **Case-sensitive** and **Whole word only** switches.
- ▶ Click on the **Add** button.
- Myra AI Workspace replaces the keyword with a token of the form [MYRA-CUSTOM:...]
before it is sent.

4.1.3.1 Entries for the PII entry

You set the following entries at creation:

Entry	Description
Add a keyword	Word or phrase that Myra AI Workspace masks in your messages. The entry takes at most 200 characters and bare words only. The punctuation @ . - _ is permitted.
Case-sensitive	Sets that Myra AI Workspace masks the spelling entered only. Without the entry, Myra AI Workspace masks each spelling.
Whole word only	Sets that Myra AI Workspace masks the keyword as an independent word only. Without the entry, Myra AI Workspace also masks it as part of a longer word.

The entry has the following effects:

Object	Effect
New messages	Myra AI Workspace replaces the keyword with a token of the form [MYRA-CUSTOM:...] before it sends the message. The model does not see the keyword.
Gateway detectors	The entry adds to the detectors for personal data configured at the gateway. It does not replace them.
Messages sent already	The messages remain unchanged. The masking applies from the next message only.
Other users	The list applies to your user account only.



For the **Tenant administrator** role, the **Add a list** area takes up to 20 words at once – one word per line – or reads a .txt file. Myra AI Workspace scans the file for malware before it reads the file and reports each rejected entry with the reason.

4.1.3.2 Effects of the deletion of a keyword

The deletion has the following effects:

Object	Effect
Keyword	Myra AI Workspace removes the keyword from the list.
New messages	Myra AI Workspace no longer masks the word. The model sees it in clear text from the next message, unless a detector of the gateway applies.
Messages sent already	The masking remains in the messages sent already.



The **Demo User** role does not open the **Settings** area. For it, this task does not apply.

4.1.4 Deleting the account

The deletion of the user account ends your access to Myra AI Workspace. The conversations and the other data are retained per the privacy policy. Only users with the **Administrator** role restore the account.

4.1.4.1 Deleting the account

Proceed as follows to delete your user account:

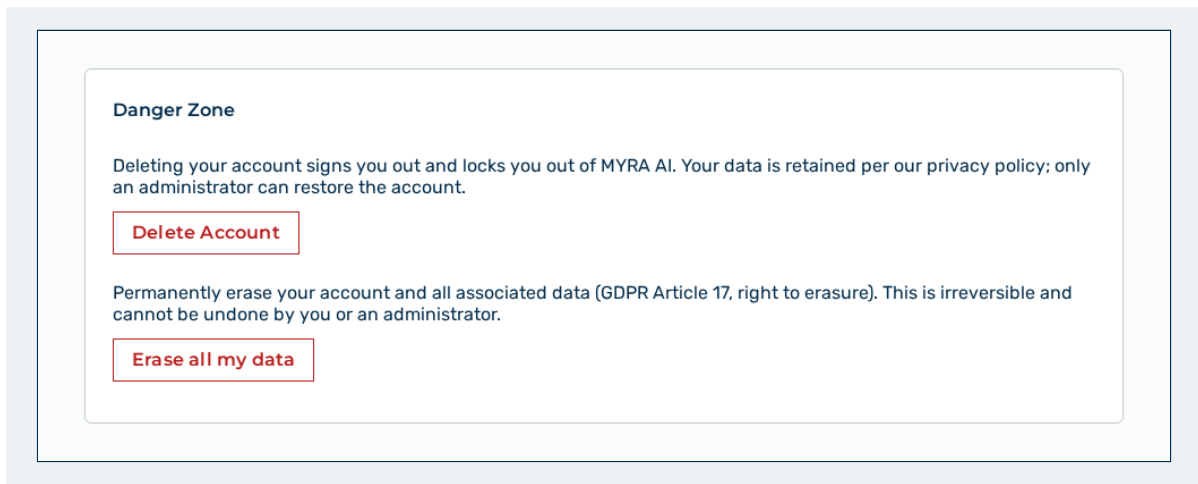


Figure 65: Danger zone section

- ▶ In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- ▶ In the **Danger Zone** section, click on the **Delete Account** button.
 - ↳ The **Delete Account** dialog opens.

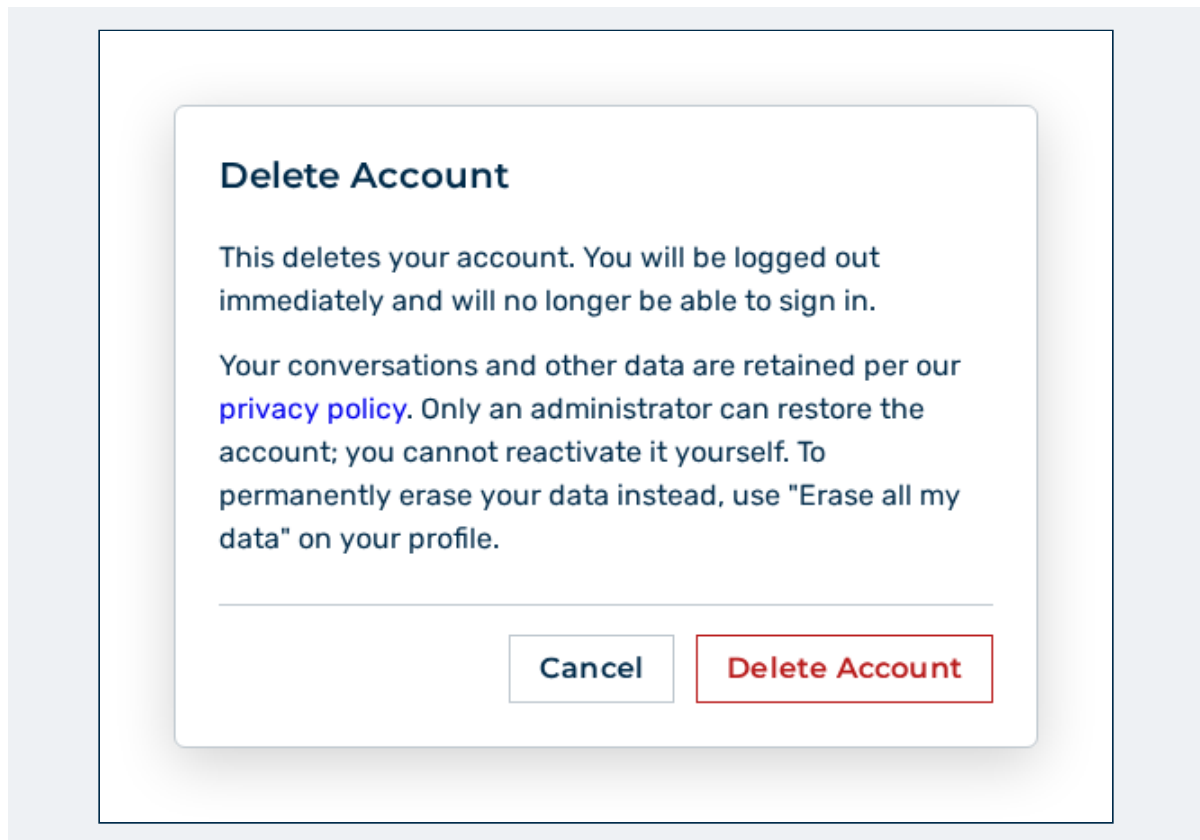


Figure 66: Delete Account dialog

- ▶ Click on the **Delete Account** button.
- Myra AI Workspace signs you out and shows the sign-in.

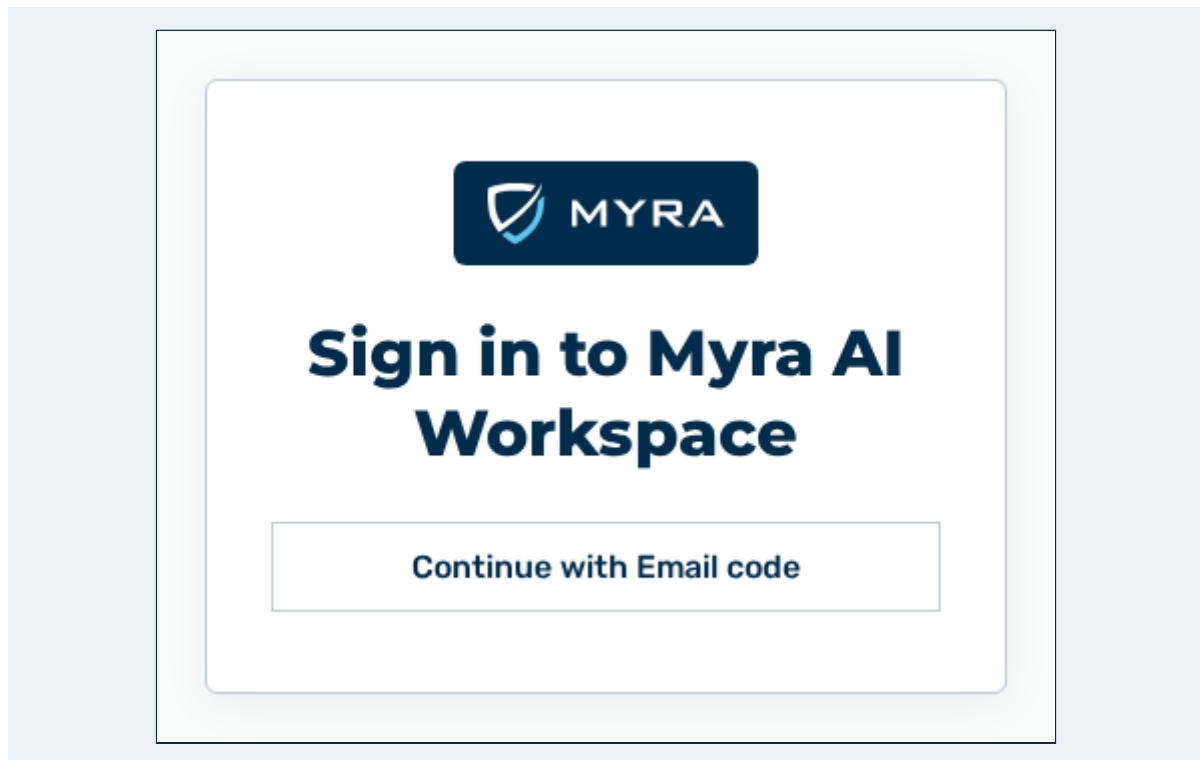


Figure 67: Sign-in

4.1.4.1.1 Effects of the deletion of the user account

The **Delete Account** dialog in the **View: My Account** section lists the effects of the deletion in detail – on the sign-in, on your data, and on the restore.

4.1.4.2 Erasing all your data

The erasure of all your data removes the user account and its content permanently.

The following requirements are met:

- ☒ You know the email address of your user account.

Proceed as follows to erase all your data:

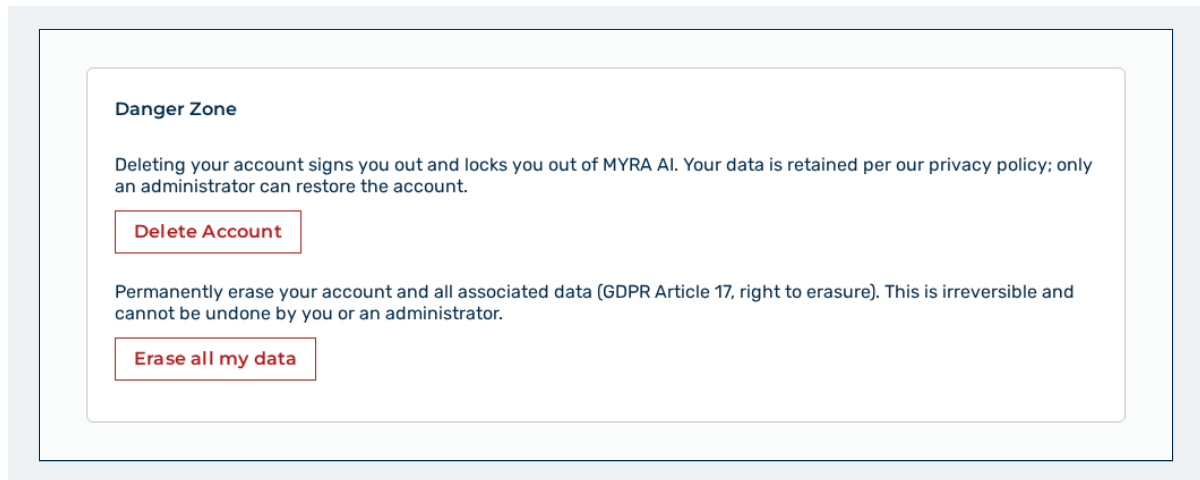


Figure 68: Danger zone section

- ▶ In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- ▶ In the **Danger Zone** section, click on the **Erase all my data** button.
 - ↳ The **Erase all my data** dialog opens.

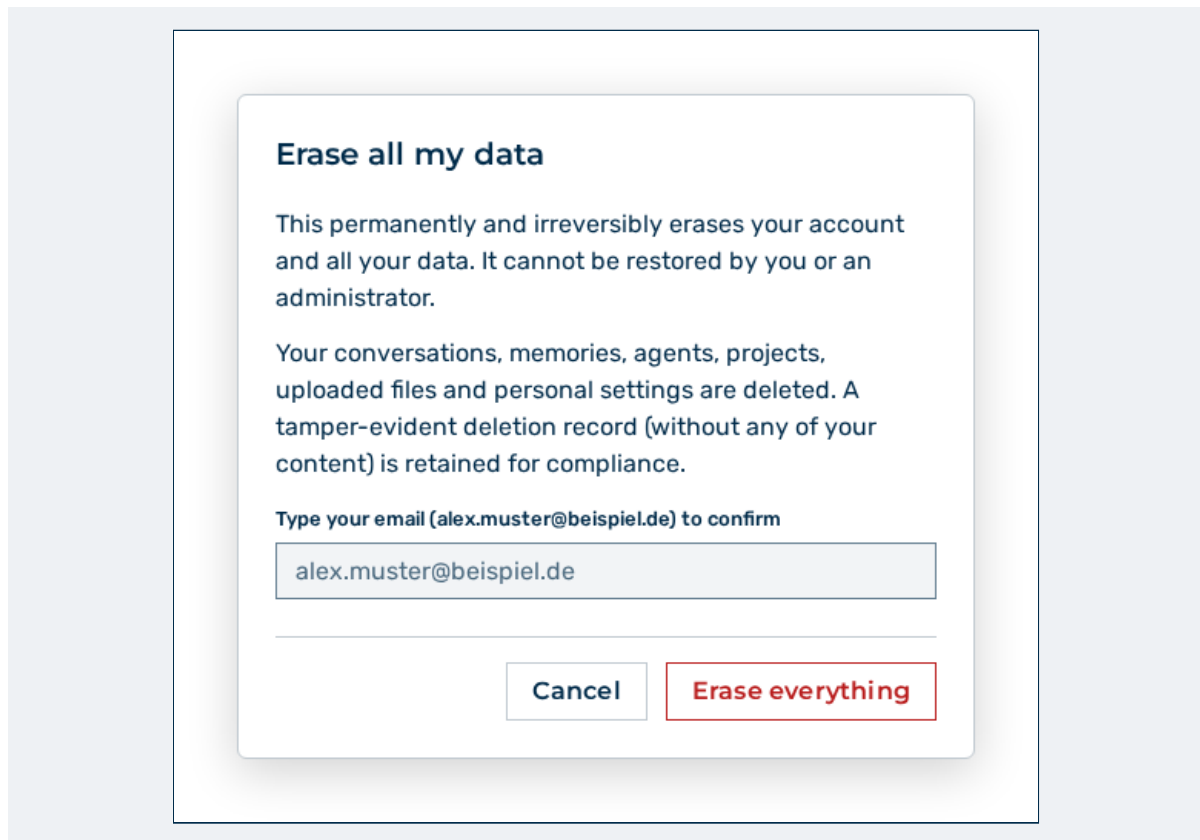


Figure 69: Erase all my data dialog

- ▶ Enter your email address to confirm.
- ▶ Click on the **Erase everything** button.
- Myra AI Workspace signs you out and shows the sign-in.

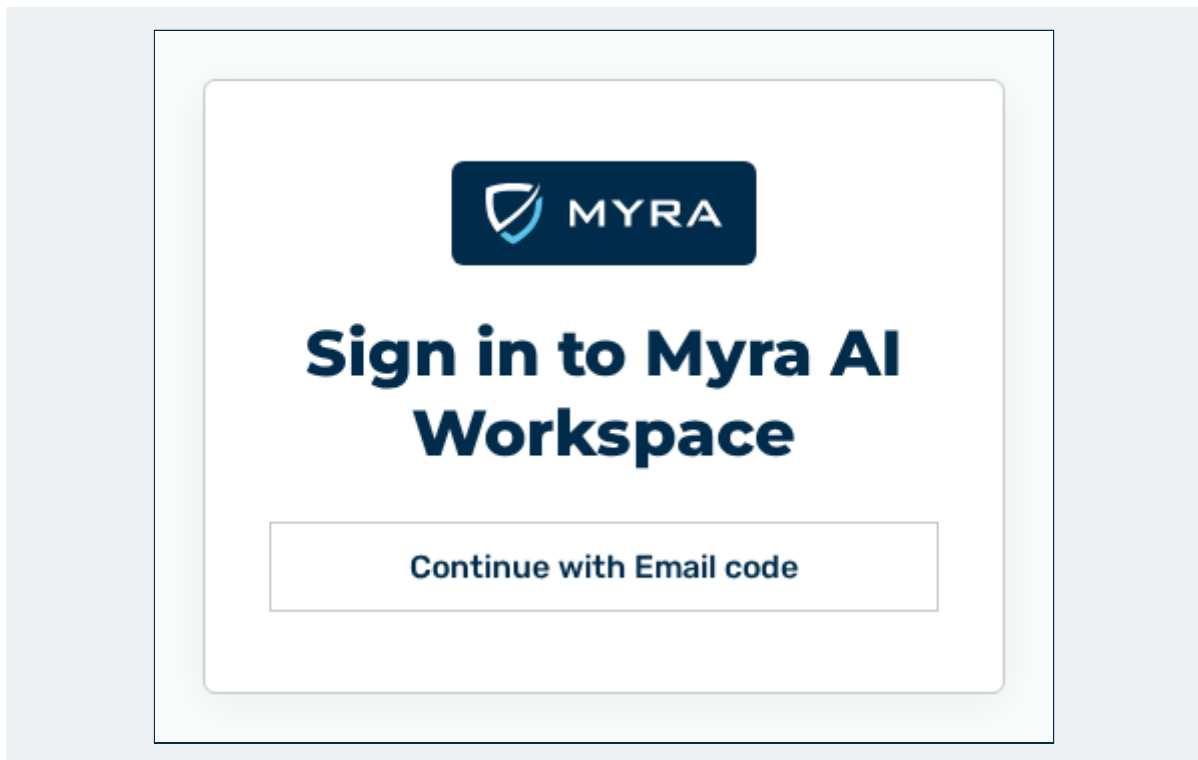


Figure 70: Sign-in



Myra AI Workspace does not undo the deletion under Article 17 GDPR. Users with the **Administrator** role also do not restore the data deleted. A tamper-evident deletion record without any of your content is retained for compliance.



The **Erase all my data** dialog in the **View: My Account** section lists the effects of the erasure in detail – on the user account, on your content, on the deletion record, and on your tokens. Export your data with the **Export my data** button before you confirm the erasure.



The **Demo User** role works without a user account. For it, this task does not apply.

4.1.5 Managing tokens

A personal access token uses the inference API outside the interface.

4.1.5.1 Creating a token

The following requirements are met:

- ☒ At least one gateway exists for your tenant.

Proceed as follows to create a token:

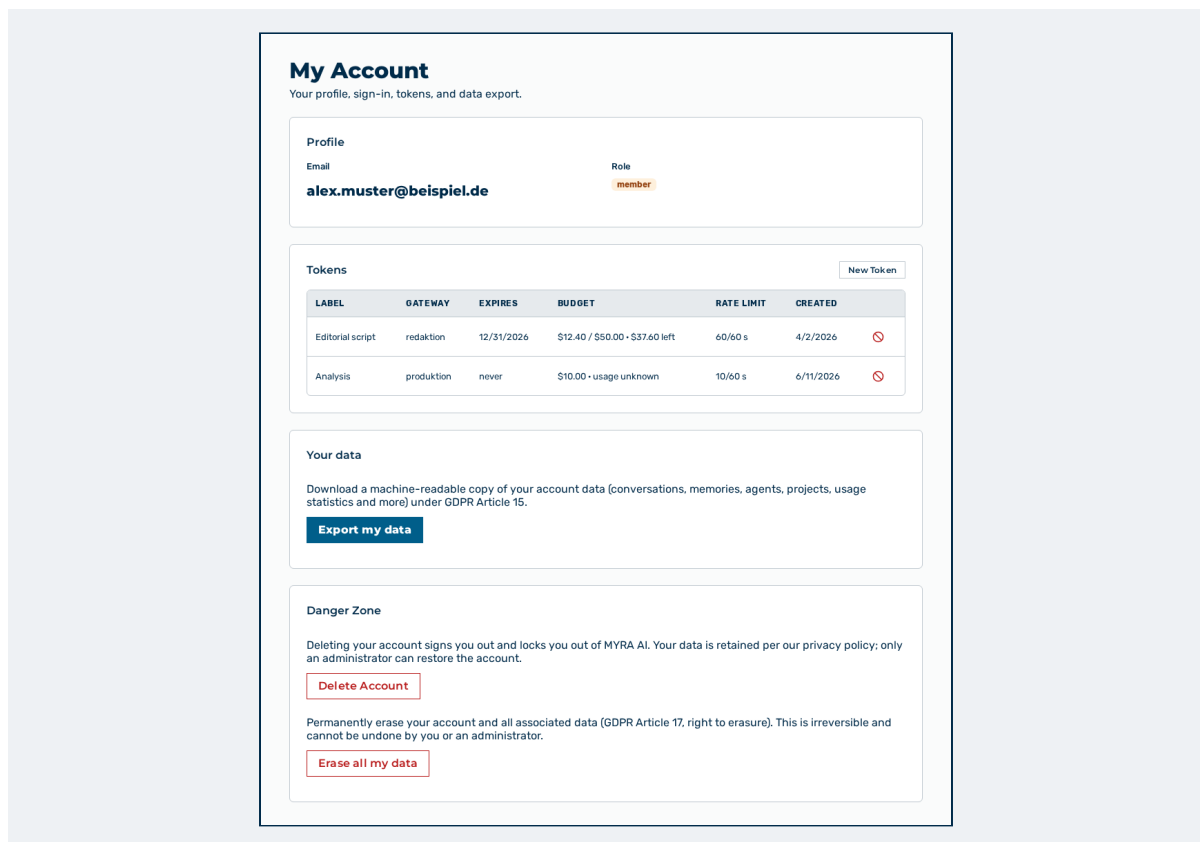
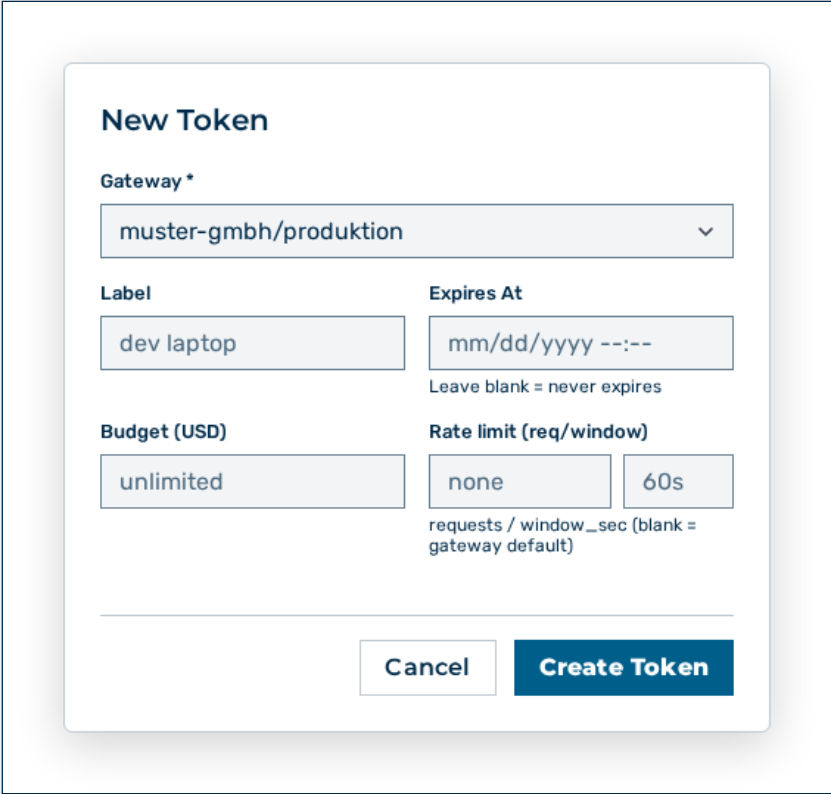


Figure 71: My Account view

- In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- In the **Tokens** section, click on the **New Token** button.
 - ↳ The **New Token** dialog opens.



The 'New Token' dialog box is a light gray rectangular window with a white background. It contains several input fields and buttons. At the top, the title 'New Token' is in bold. Below it, the 'Gateway *' field is a dropdown menu showing 'muster-gmbh/produktion'. The 'Label' field contains 'dev laptop'. The 'Expires At' field has a date format 'mm/dd/yyyy --:--' and a note 'Leave blank = never expires'. The 'Budget (USD)' field contains 'unlimited'. The 'Rate limit (req/window)' field has two sub-fields: 'none' and '60s', with a note 'requests / window_sec (blank = gateway default)'. At the bottom, there are two buttons: 'Cancel' and 'Create Token'.

New Token

Gateway *
muster-gmbh/produktion

Label
dev laptop

Expires At
mm/dd/yyyy --:--
Leave blank = never expires

Budget (USD)
unlimited

Rate limit (req/window)
none 60s
requests / window_sec (blank = gateway default)

Cancel Create Token

Figure 72: New Token dialog

- ▶ Select the gateway and enter the label.
- ▶ If necessary, set the expiry date, the budget, and the rate limit.
- ▶ Click on the **Create Token** button.
- Myra AI Workspace creates the token and shows it one time.

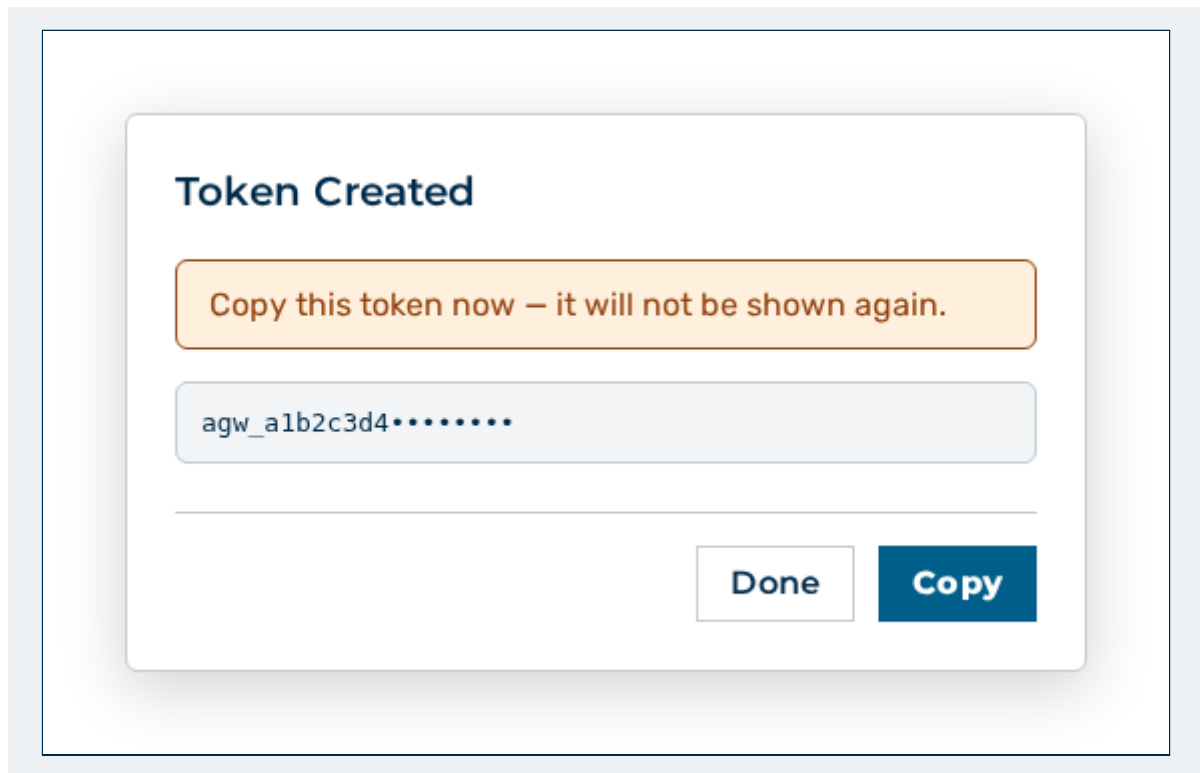


Figure 73: Token Created dialog



A token always applies to exactly one gateway. If no gateway exists, Myra AI Workspace shows **No gateways available** and creates no token.

4.1.5.1.1 Data in the New Token dialog

You set the following data at creation:

Item	Description
Gateway *	Gateway that the token applies to. A token always applies to exactly one gateway. The item is mandatory.
Label	Label of the token, for example dev laptop . The label appears in the Label column of the list. The item is optional.
Expires At	Date on which the token loses its validity. An empty field means: never expires.
Budget (USD)	Amount in USD that requests with this token may consume. An empty field means: unlimited.

Item	Description
Rate limit (req/window)	Number of the requests per window seconds. An empty field applies the default of the gateway.

The following options are available in the dialog:

Option	Description
Create Token button	Creates the token and shows it once. During the creation, the button shows Creating...
Cancel button	Closes the dialog without creating the token.



Myra AI Workspace shows the token only immediately after the creation. Copy it before you close the dialog. For the **Viewer** role, the area shows **Viewer users cannot make inference requests.**

4.1.5.2 Revoking a token

In the **My Account** view, a token cannot be edited. You revoke it and create a new one. The administration changes the spend cap, the rate limit, and the expiry of a token in the detail view of the gateway.

Proceed as follows to revoke a token:

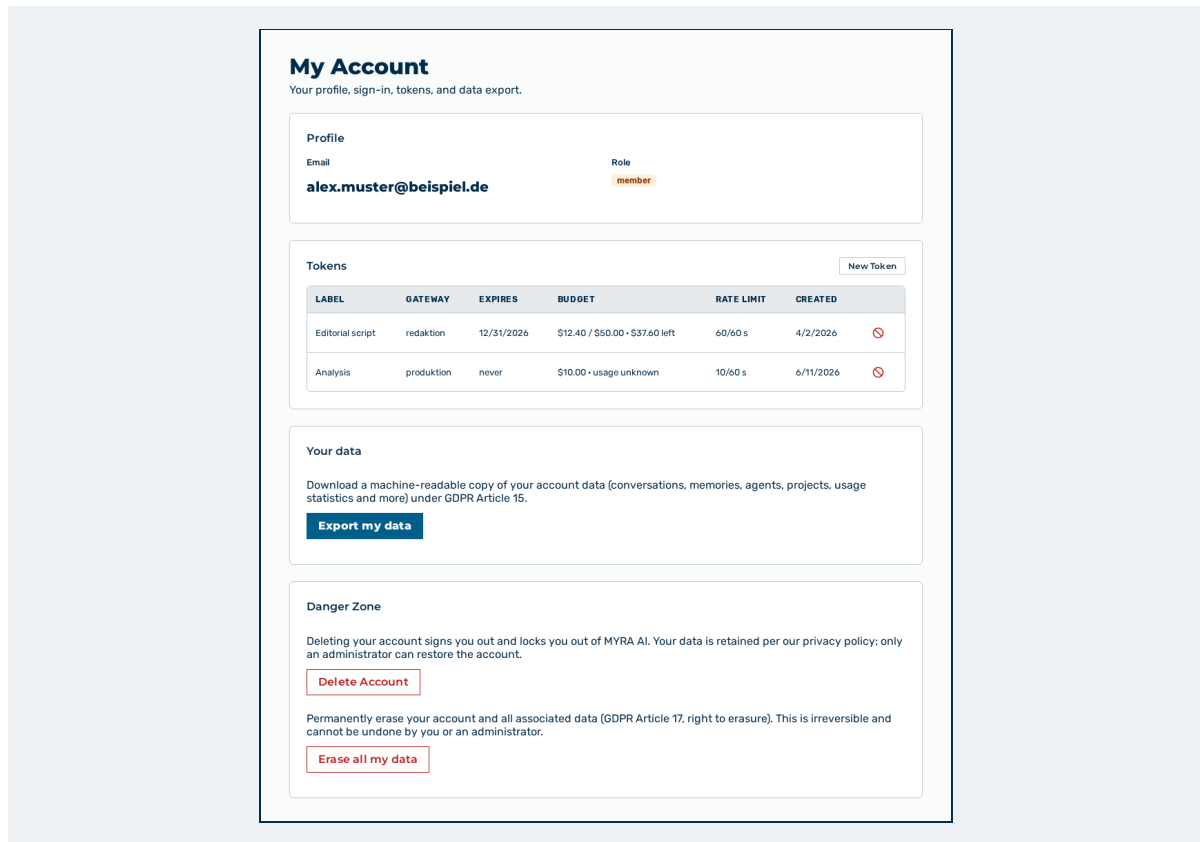


Figure 74: My Account view

- In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- In the **Tokens** section, click on the **Revoke** button at the token.
 - ↳ The **Revoke this token?** query opens.

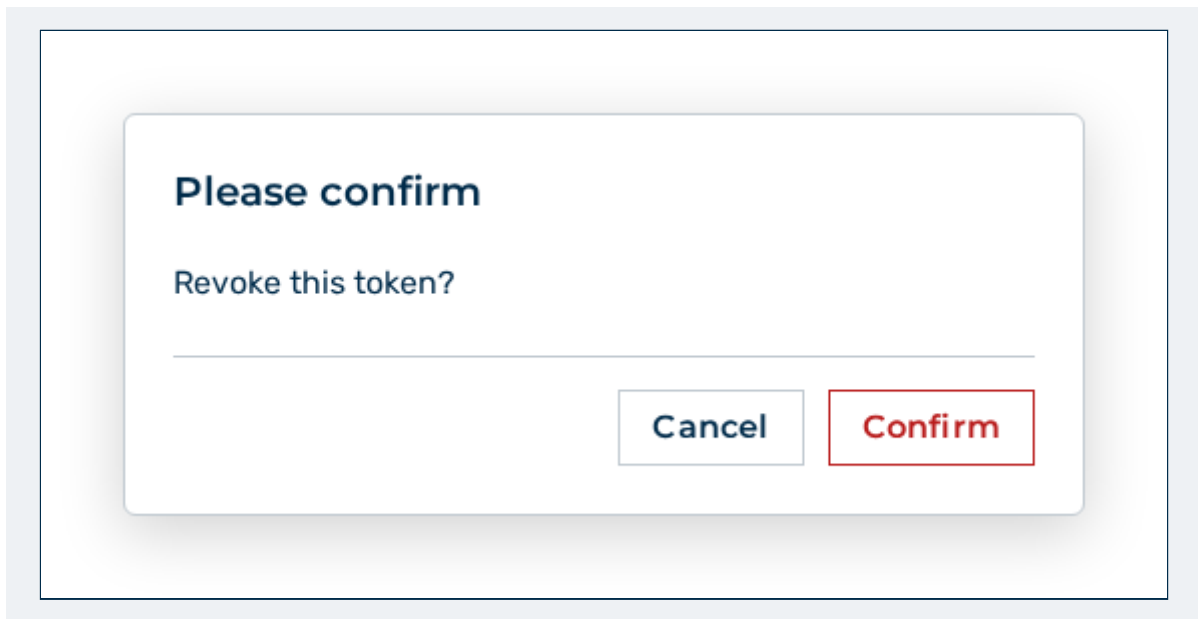


Figure 75: Revoke token query

- ▶ Confirm the query.
- The token loses its validity. The gateway answers requests with this token with **Missing or invalid gateway token.**

4.1.5.2.1 Effects of the revocation

The revocation has the following effects:

Object	Effect
Token	Myra AI Workspace removes the token from the list. The revocation cannot be undone.
Requests	The gateway answers requests with this token with Missing or invalid gateway token.
Budget and rate limit	The data of the token ends with the token. A new token receives its own data.

The following options are available in the confirmation:

Option	Description
Revoke button	Revokes the token.
Cancel button	Closes the confirmation without revoking the token.



The **Viewer** and **Demo User** roles create no tokens. For the **Viewer** role, the **Tokens** section shows the **Viewer users cannot send inference requests.** hint.

4.2 Workspace

The workspace holds the content that is used in the chat:

- Projects bundle related chats, knowledge files, and instructions.
- Agents and workflows run recurring tasks.
- The library keeps the prompts available.

The following configurations create these objects, change them, and remove them again.

The following sections describe these configurations:

- **Managing projects**
- **Managing agents**
- **Managing workflows**
- **Managing scheduled tasks**

4.2.1 Managing projects

A project holds related chats, files, and its own instructions together.

4.2.1.1 Creating a project

The following requirements are met:

- ☒ Your user account has the **Create projects** permission.

Proceed as follows to create a project:

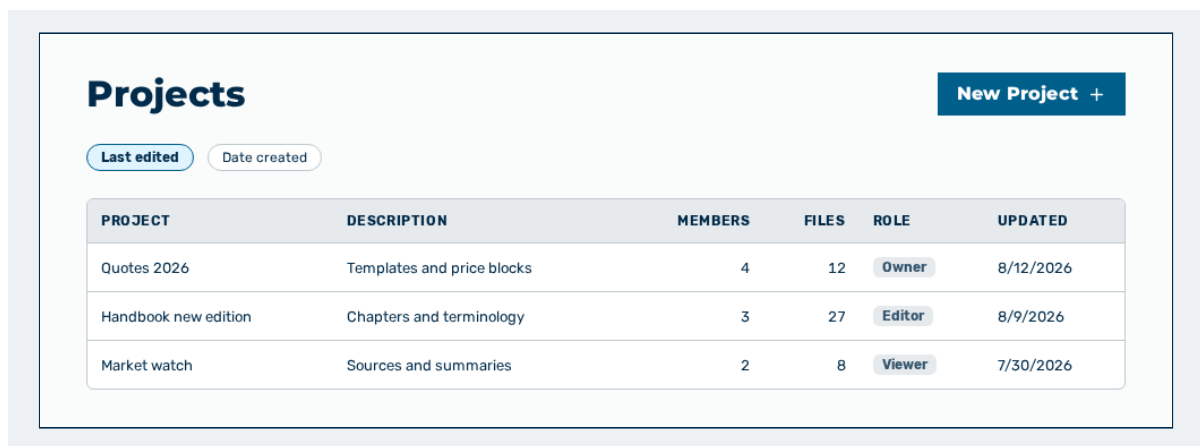
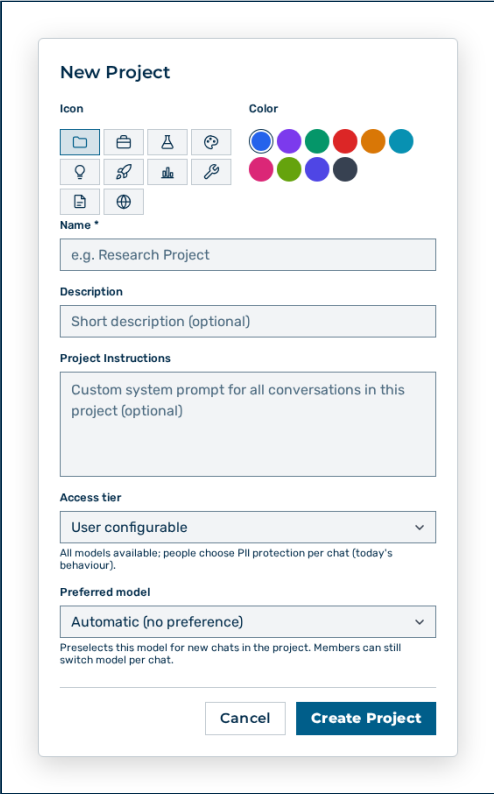


Figure 76: Projects view

- ▶ On the start page, open the **Projects** view in the **Workspace** work area.
- ▶ Click on the **New Project** button.
 - ↳ The **New Project** dialog opens.



The 'New Project' dialog box is a white rectangular window with a thin blue border. It contains several sections for configuring a new project. At the top, there's a title 'New Project'. Below it, the 'Icon' section shows a 3x3 grid of icons, with the first icon (a folder) selected. The 'Color' section shows a row of 10 colored circles, with the first one (blue) selected. The 'Name' section has a text input field with the placeholder 'e.g. Research Project'. The 'Description' section has a text input field with the placeholder 'Short description (optional)'. The 'Project Instructions' section has a larger text input field with the placeholder 'Custom system prompt for all conversations in this project (optional)'. The 'Access tier' section has a dropdown menu currently showing 'User configurable'. Below this, there's a small note: 'All models available: people choose PII protection per chat (today's behaviour)'. The 'Preferred model' section has a dropdown menu currently showing 'Automatic (no preference)'. Below this, there's another small note: 'Preselects this model for new chats in the project. Members can still switch model per chat.' At the bottom right, there are two buttons: 'Cancel' and 'Create Project'.

New Project

Icon

Color

Name *

e.g. Research Project

Description

Short description (optional)

Project Instructions

Custom system prompt for all conversations in this project (optional)

Access tier

User configurable

All models available: people choose PII protection per chat (today's behaviour).

Preferred model

Automatic (no preference)

Preselects this model for new chats in the project. Members can still switch model per chat.

Cancel Create Project

Figure 77: New Project dialog

- ▶ Enter the name of the project.
- ▶ If necessary, set the icon, the color, the description, the project instructions, and the access tier.
- ▶ Click on the **Create Project** button.
- Myra AI Workspace creates the project and opens it.

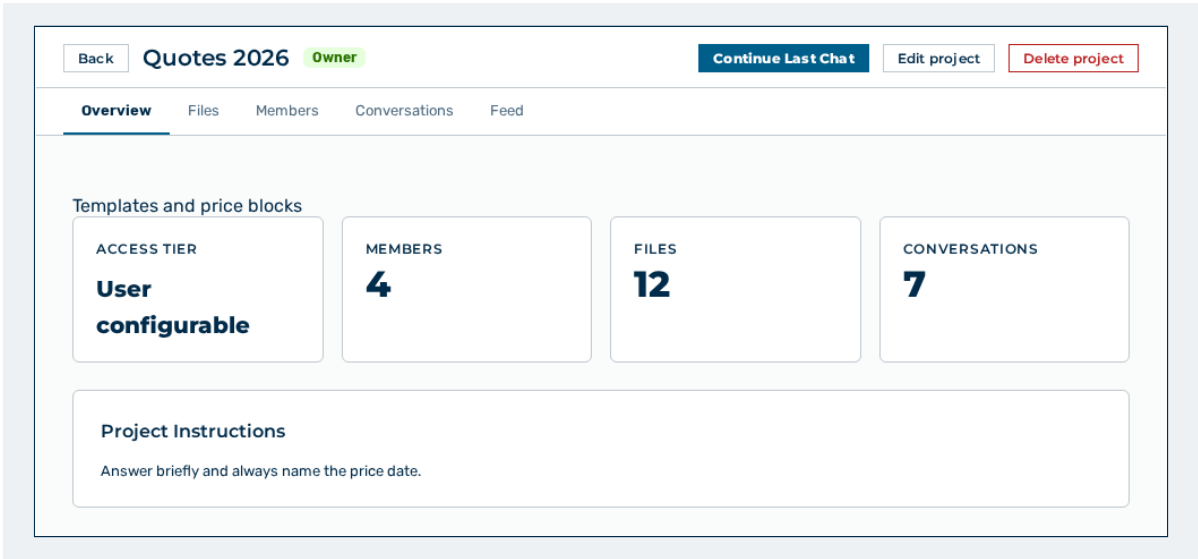


Figure 78: View of a project

4.2.1.1.1 Data in the New Project dialog

You set the following data at creation:

Item	Description
Icon	Icon of the project. The icon marks the project in the list and in the detail view.
Color	Color of the icon. The color applies to the display only.
Name *	Name of the project, for example Research Project . The item is mandatory.
Description	Short description of the project. The description appears in the Description column of the Projects view and in the Overview tab. The item is optional.
Project Instructions	Custom system prompt for all conversations in this project. The AI applies the prompt in every conversation of the project. The item is optional.
Access tier	Sets which models the project uses and whether PII protection can be turned off. The default is User configurable .

The following options are available in the dialog:

Option	Description
Create Project button	Creates the project and opens it. During the creation, the button shows Creating....
Cancel button	Closes the dialog without creating the project.



If the name field stays empty, the dialog shows **Name is required.**

4.2.1.1.2 Access tiers

The access tier applies to every conversation of the project.

Access tier	Effect
User configurable	All models available. People choose PII protection per chat.
PII protection required	All models available, but PII protection is always on and cannot be turned off in this project.
Local only	Only local Myra models. Data never leaves Myra infrastructure. Cloud models, web search, and external tools are disabled.

4.2.1.2 Editing a project

Proceed as follows to edit a project:

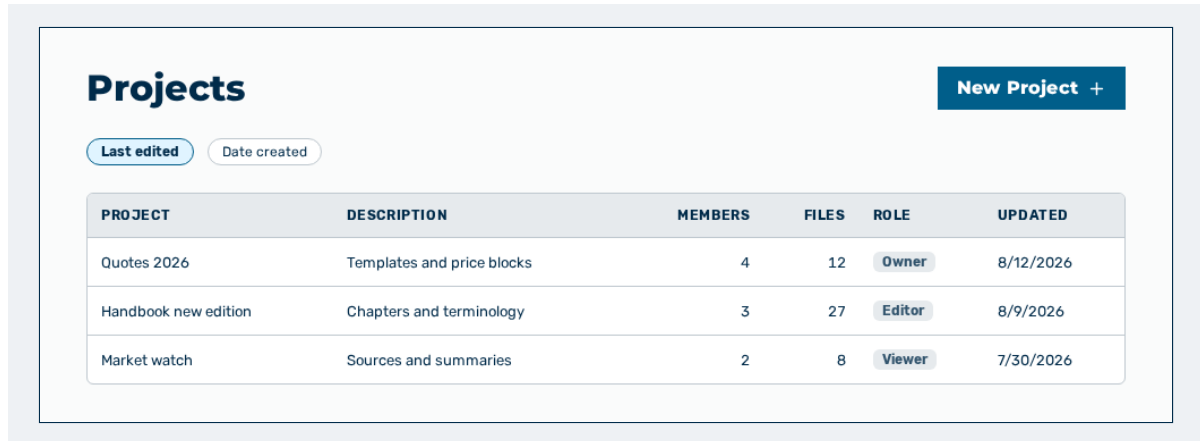


Figure 79: Projects view

- ▶ On the start page, open the **Projects** view in the **Workspace** work area.
- ▶ Open the project.
 - ↳ The view of the project opens.

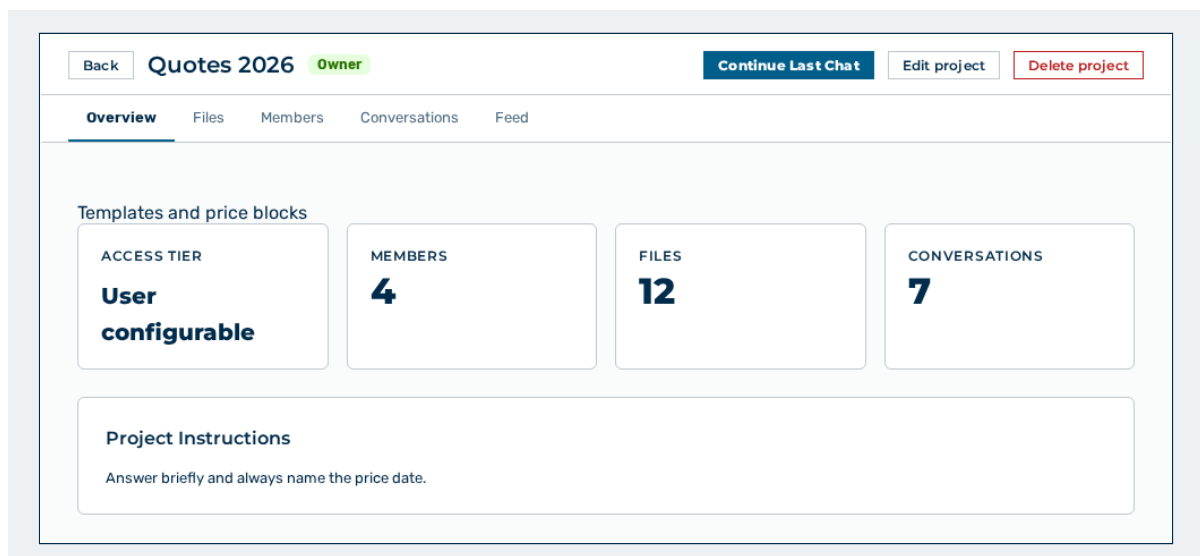


Figure 80: View of a project

- ▶ Click on the **Edit project** button.
 - ↳ The **Overview** tab shows the data of the project as a form.
- ▶ Change the data.
- ▶ Click on the **Save changes** button.
- Myra AI Workspace applies the changes for every conversation of the project.

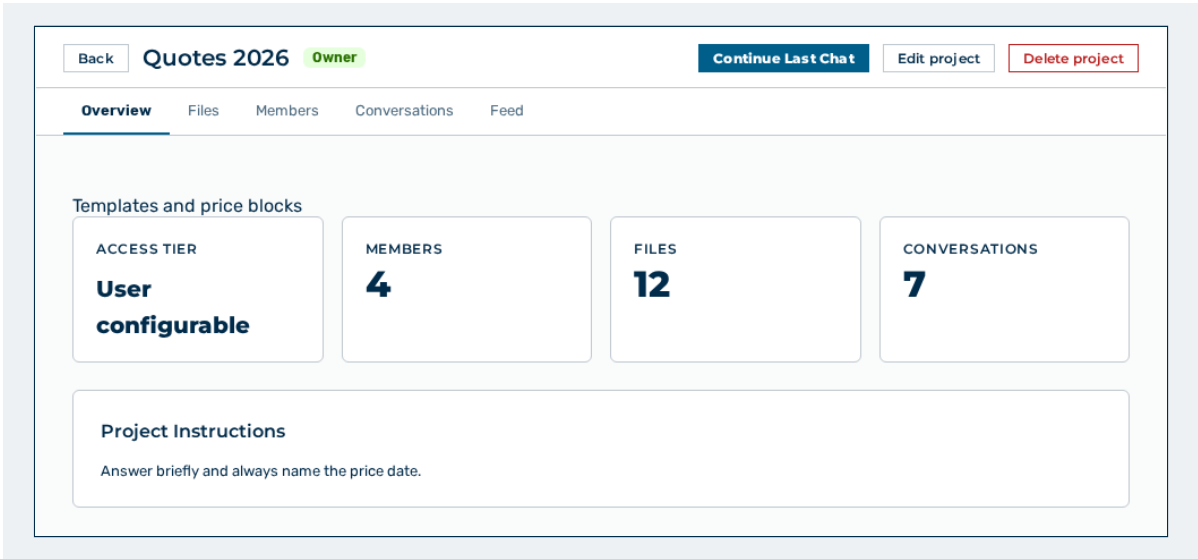


Figure 81: View of a project

4.2.1.2.1 Data in the Edit project form

You change the following data in the form:

Item	Effect of the change
Name	Changes the name in the list of the projects, in the detail view, and in the selection of the project in the chat.
Icon	Changes the icon of the project in the list and in the detail view.
Color	Changes the color of the icon.
Description	Changes the short description in the Description column and in the Overview tab.
Project Instructions	Changes the system prompt for all conversations of the project. The change applies from the next message, in existing conversations as well.
Access tier	Changes the models available and the PII protection of the project. If you select the Local only access tier, only local Myra models are available for selection.
Conversation retention (days)	Permanently deletes this workspace's conversations with no activity for this many days (30–3650). To disable the deletion, leave the field empty. A workspace period may only shorten retention versus the organization policy.

Item	Effect of the change
Preferred model	Preselects this model for new chats in the project. Members can still switch model per chat. With the Automatic (no preference) selection, the project sets no model.

The following options are available in the form:

Option	Description
Save changes button	Applies the changes. During the saving, the button shows Saving....
Cancel button	Closes the form without applying the changes.



The **Owner** and **Editor** project roles and the **Administrator** role open the form. The **Conversation retention (days)** field appears only for the **Owner** project role and for the **Administrator** role. The deletion is irreversible.

4.2.1.3 Deleting a project

Proceed as follows to delete a project:

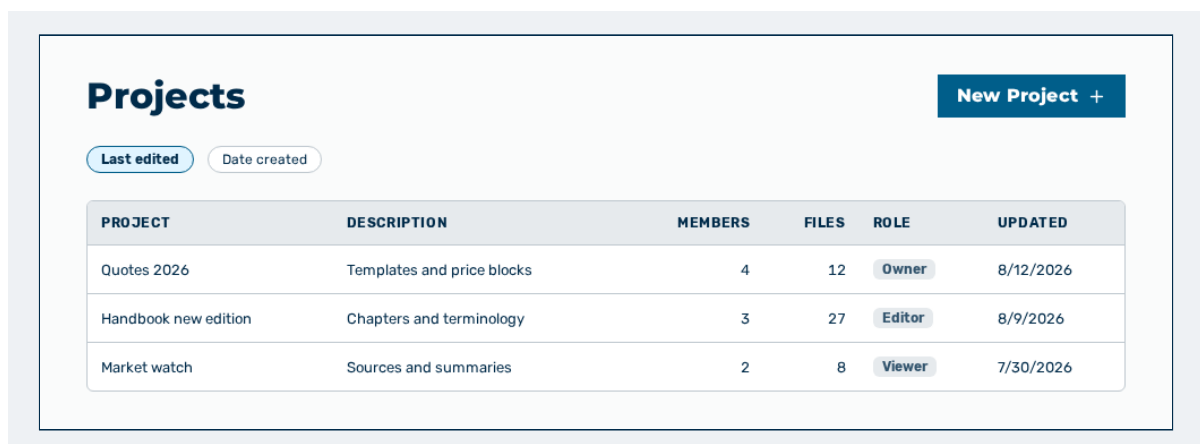


Figure 82: Projects view

- ▶ On the start page, open the **Projects** view in the **Workspace** work area.
- ▶ Open the project.
 - ↳ The view of the project opens.

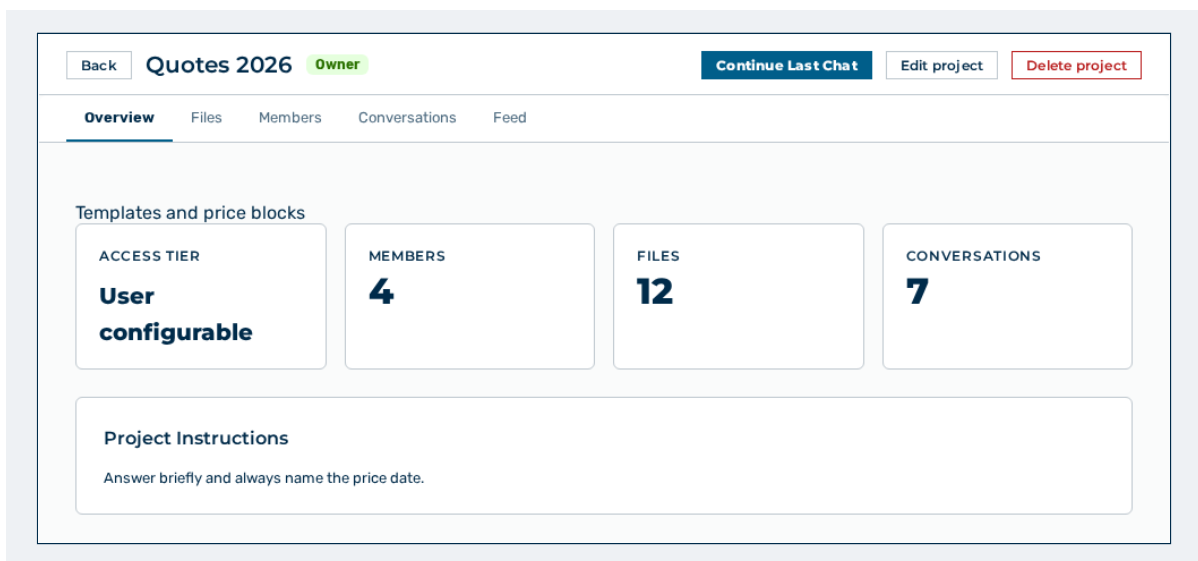


Figure 83: View of a project

- ▶ Click on the **Delete project** button.
 - ↳ The **Delete Project?** dialog opens with the **This cannot be undone.** hint.

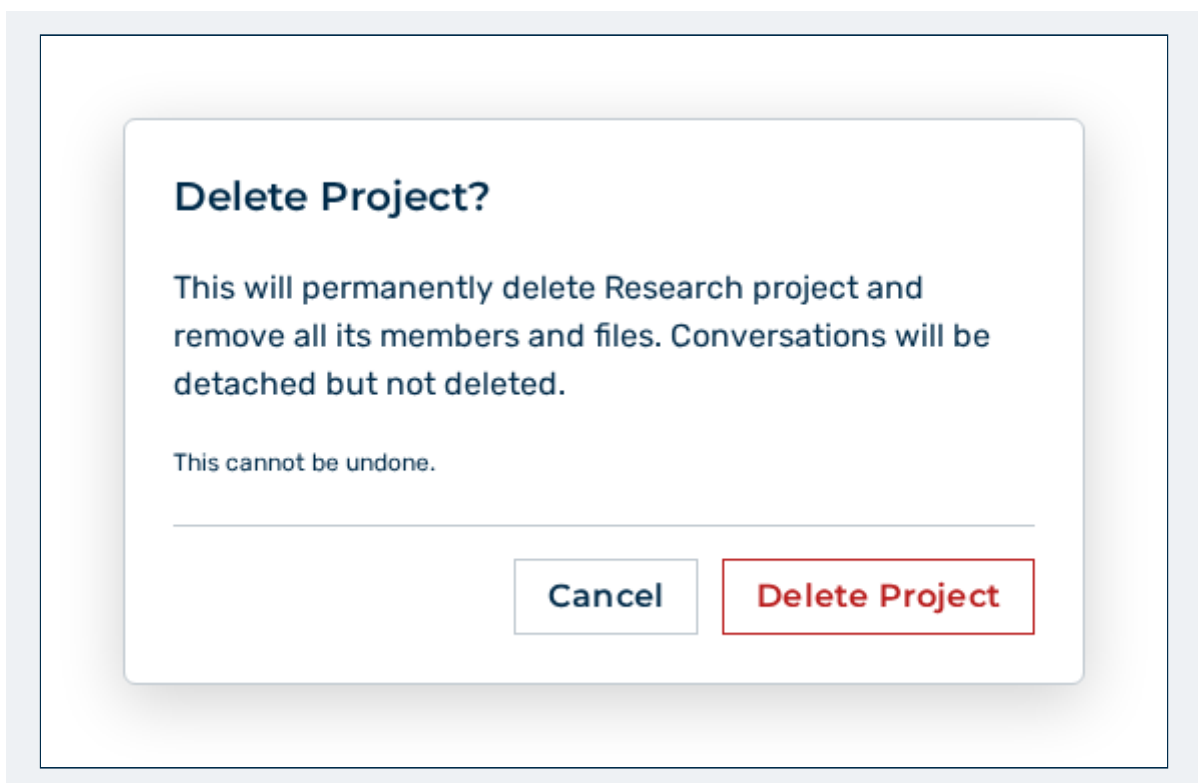


Figure 84: Delete Project dialog

- ▶ Click on the **Delete project** button.
- Myra AI Workspace deletes the project.

4.2.1.3.1 Effects of the deletion

The deletion has the following effects:

Object	Effect
Project	Myra AI Workspace deletes the project permanently.
Members	Myra AI Workspace removes all members of the project.
Knowledge files	Myra AI Workspace removes all files of the project.
Conversations	Myra AI Workspace detaches the conversations from the project, but does not delete them.

The following options are available in the dialog:

Option	Description
Delete Project button	Deletes the project. During the deletion, the button shows Deleting....
Cancel button	Closes the dialog without deleting the project.



The **Owner** project role and the **Administrator** role delete the project. If the deletion fails, the dialog shows **Delete failed** with the cause.



The **Viewer** role creates no projects. It opens the projects that other users have added it to. The **Demo User** role creates no projects.

4.2.2 Managing agents

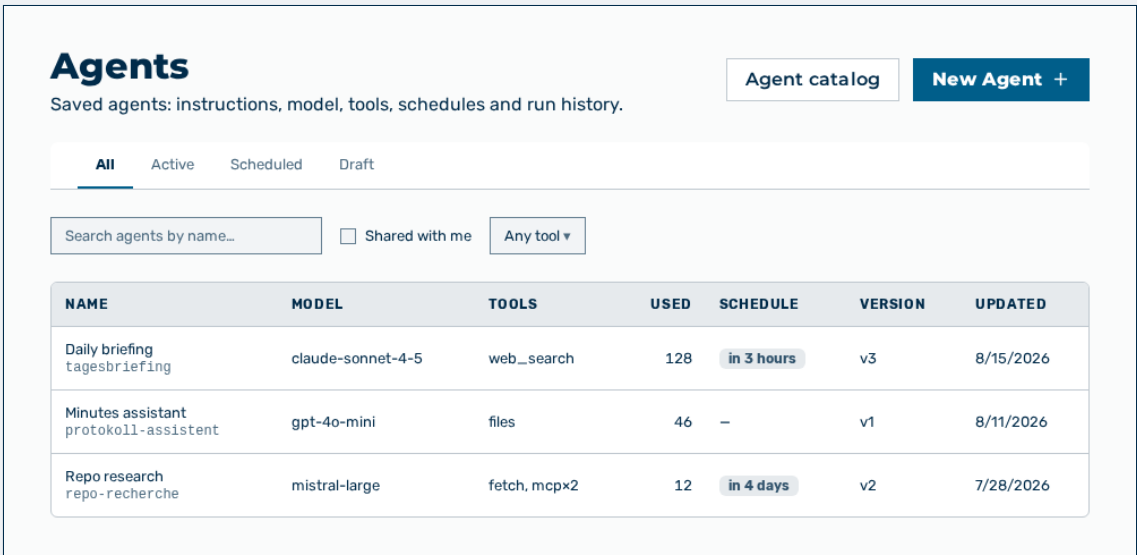
An agent holds instructions, a model, tools, schedules, and the run history together.

4.2.2.1 Creating an agent

The following requirements are met:

- ☑ Your user account has the **Create and manage own agents** permission.
- ☑ At least one model is enabled on the gateway.

Proceed as follows to create an agent:



Agents

Saved agents: instructions, model, tools, schedules and run history.

Agent catalog **New Agent +**

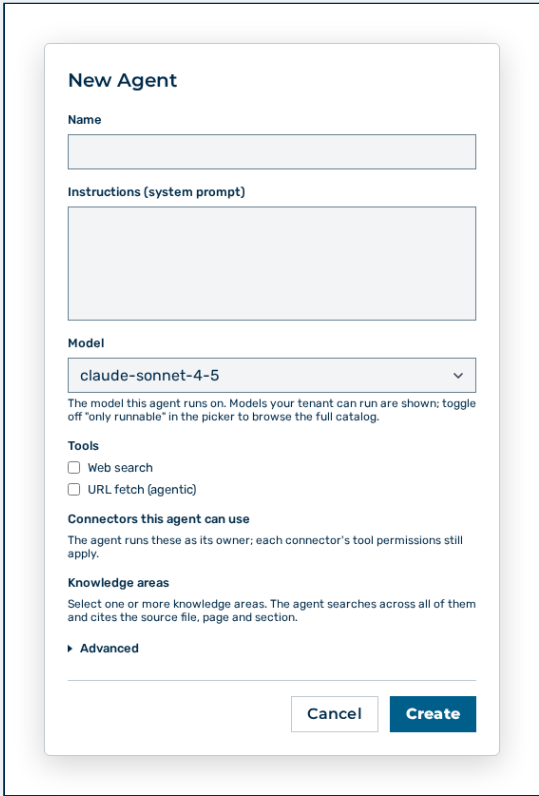
All Active Scheduled Draft

Search agents by name... ☐ Shared with me Any tool ▾

NAME	MODEL	TOOLS	USED	SCHEDULE	VERSION	UPDATED
Daily briefing tagesbriefing	claude-sonnet-4-5	web_search	128	in 3 hours	v3	8/15/2026
Minutes assistant protokoll-assistent	gpt-4o-mini	files	46	—	v1	8/11/2026
Repo research repo-recherche	mistral-large	fetch, mcpv2	12	in 4 days	v2	7/28/2026

Figure 85: Agents view

- ▶ On the start page, open the **Agents** view in the **Workspace** work area.
- ▶ Click on the **New Agent** button.
 - ↳ The **New Agent** dialog opens.



New Agent

Name

Instructions (system prompt)

Model

claude-sonnet-4-5

The model this agent runs on. Models your tenant can run are shown; toggle off "only runnable" in the picker to browse the full catalog.

Tools

☐ Web search

☐ URL fetch (agentic)

Connectors this agent can use

The agent runs these as its owner; each connector's tool permissions still apply.

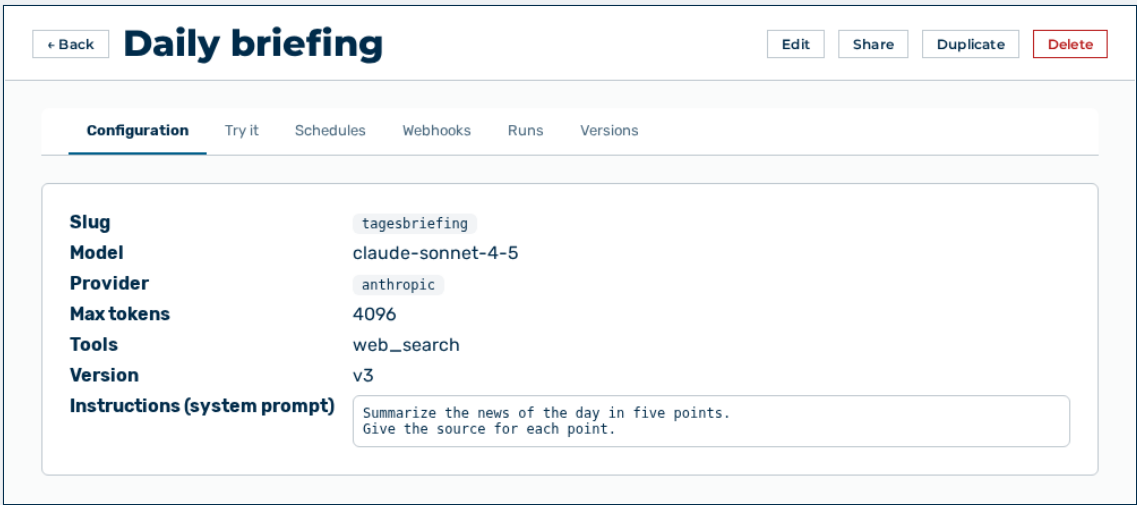
Knowledge areas

Select one or more knowledge areas. The agent searches across all of them and cites the source file, page and section.

► **Advanced**

Figure 86: New Agent dialog

- Enter the name and the slug and select the model.
 - Set the instructions and the maximum number of the tokens.
 - Click on the **Create** button.
- Myra AI Workspace creates the agent and opens its detail view.



← Back **Daily briefing** Edit Share Duplicate Delete

Configuration Try it Schedules Webhooks Runs Versions

Slug tagesbriefing

Model claude-sonnet-4-5

Provider anthropic

Max tokens 4096

Tools web_search

Version v3

Instructions (system prompt) Summarize the news of the day in five points.
Give the source for each point.

Figure 87: Detail view of an agent

4.2.2.1.1 Entries in the New Agent dialog

You set the following entries when you create the agent:

Entry	Description
Name *	Name of the agent in the list of agents and in the detail view. The entry is mandatory.
Instructions (system prompt)	System prompt that controls each run of the agent. The text sets the task, the tone and the limits of the agent.
Model *	Model the agent runs on. The drop-down list shows the models your tenant can run. If you switch off the only runnable setting in the picker, you browse the full model catalog. The entry is mandatory.
Tools: Web search	The agent searches the web to support its answer.
Tools: URL fetch (agentic)	The agent fetches the content of the addresses it selects itself.
Tools: Include sources list in the answer	The agent appends the sources it used to its answer.
Connectors this agent can use	MCP connectors the agent calls. The agent runs these as its owner. The tool permissions of each connector still apply. If no connector exists yet, the dialog shows No connectors yet. and points to the MCP Connectors page.
Knowledge areas	Knowledge areas the agent searches. The agent searches across all selected areas and cites the source file, the page and the section. If no knowledge area exists yet, the dialog shows No knowledge areas yet. and points to the Projects page.
Advanced: Slug *	Stable handle in the invoke URL of the agent. The entry is mandatory.
Advanced: Max tokens	Upper limit of the tokens per answer of the agent. The value is a positive integer.

The following options are available in the dialog:

Option	Description
Advanced group	Expands and collapses the Slug and Max tokens entries.
Test run (preview) area	Runs the draft against a sample prompt before you save it. Model, instructions, web search, agentic fetch, connectors and knowledge areas take effect and run under your user account. The Run preview button starts the test run.
Create button	Creates the agent. While the agent is created, the button shows the label Saving....
Cancel button	Closes the dialog without creating the agent.



The dialog requires the name, the slug and the model. If an entry is missing, it shows **Name is required**, **Slug is required** or **Model is required**. If the **Max tokens** entry is not a positive integer, it shows **Max tokens must be a positive integer**.



If the selected model does not support tools, the dialog shows **The selected model does not support tools. Pick a tool-capable model to enable web search, URL fetch, connectors and knowledge areas**. If the Playground is switched off for the tenant, the **Test run (preview)** area shows the message **The preview requires the Playground, which is disabled for this tenant**.

4.2.2.2 Editing an agent

Proceed as follows to edit an agent:

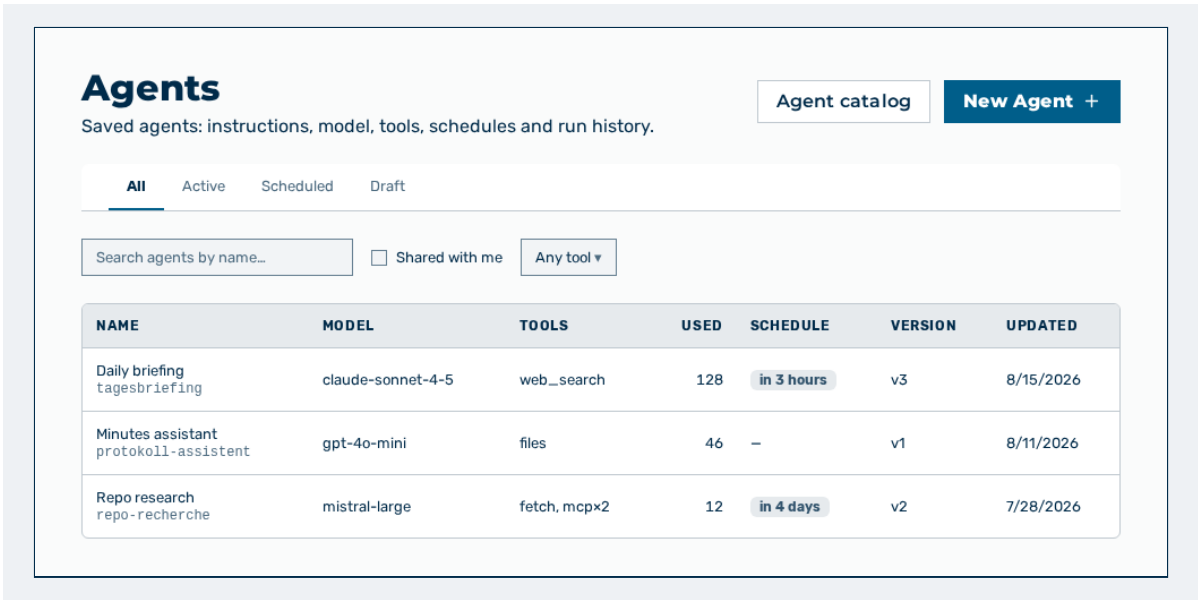


Figure 88: Agents view

- ▶ On the start page, open the **Agents** view in the **Workspace** work area.
- ▶ Open the agent.
 - ↳ The detail view of the agent opens.



Figure 89: Detail view of an agent

- ▶ Click on the **Edit Agent** button.

- ▶ Change the instructions, the model, the tools, the schedules, or the webhook triggers.
- ▶ Click on the **Save** button.
- Myra AI Workspace creates a new version of the agent.



Figure 90: Detail view of an agent

4.2.2.2.1 Entries in the Edit Agent dialog

You change the following entries in the dialog:

Entry	Effect of the change
Name	Changes the name in the list of agents and in the detail view.
Instructions (system prompt)	Changes the behaviour of the agent from the next run on. Completed runs stay unchanged.
Model	Changes the model the agent runs on. If the new model does not support tools, web search, URL fetch, connectors and knowledge areas are no longer available.
Tools	Extends or limits the tools of the agent from the next run on.
Connectors this agent can use	Changes the MCP connectors of the agent. Connectors you do not manage are kept when you save. The dialog shows a note about them.

Entry	Effect of the change
Knowledge areas	Changes the knowledge areas the agent searches. Bindings you do not manage are kept when you save. The dialog shows a note about them.
Advanced: Slug	The entry is locked. The slug cannot be changed after creation, so that the invoke URL of the agent stays valid.
Advanced: Max tokens	Changes the upper limit of the tokens per answer of the agent.

The following options are available in the dialog:

Option	Description
Test run (preview) area	Runs the changed draft against a sample prompt before you save it.
Save button	Applies the changes and creates a new version of the agent. While the agent is saved, the button shows the label Saving...
Cancel button	Closes the dialog without applying the changes.



Each save creates a new version. The **Versions** tab of the detail view lists the versions. The **Restore this version** row action creates a new version with the selected configuration and overwrites nothing.

4.2.2.3 Deleting an agent

Proceed as follows to delete an agent:

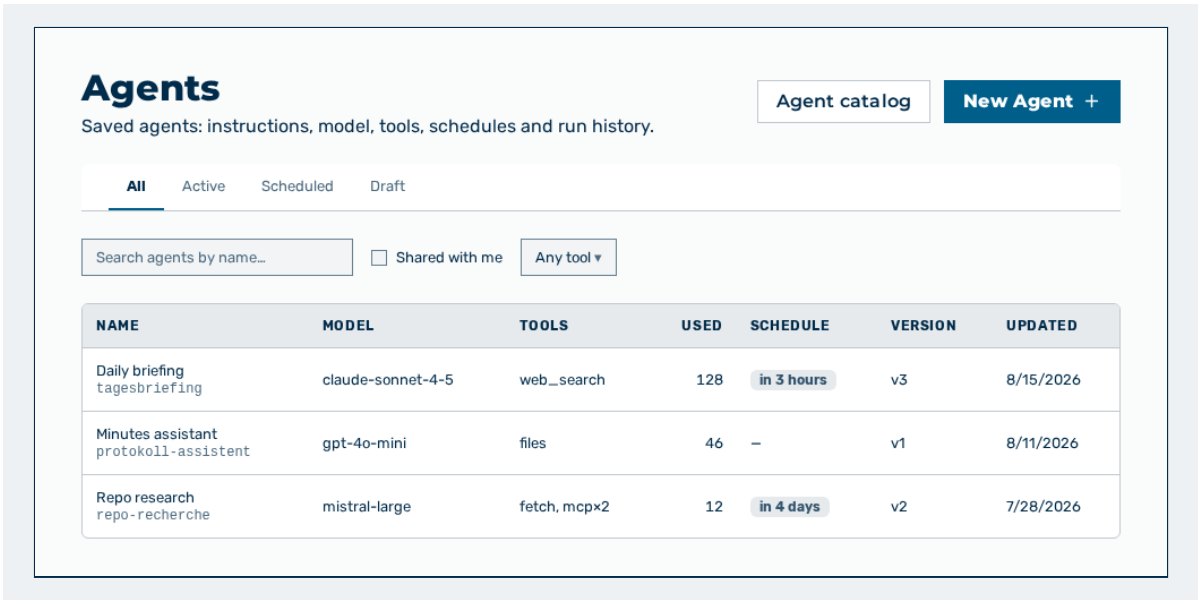


Figure 91: Agents view

- ▶ On the start page, open the **Agents** view in the **Workspace** work area.
- ▶ Open the agent.
 - ↳ The detail view of the agent opens.



Figure 92: Detail view of an agent

- ▶ Click on the **Delete** button.
 - ↳ The **Delete agent** ""? query opens.

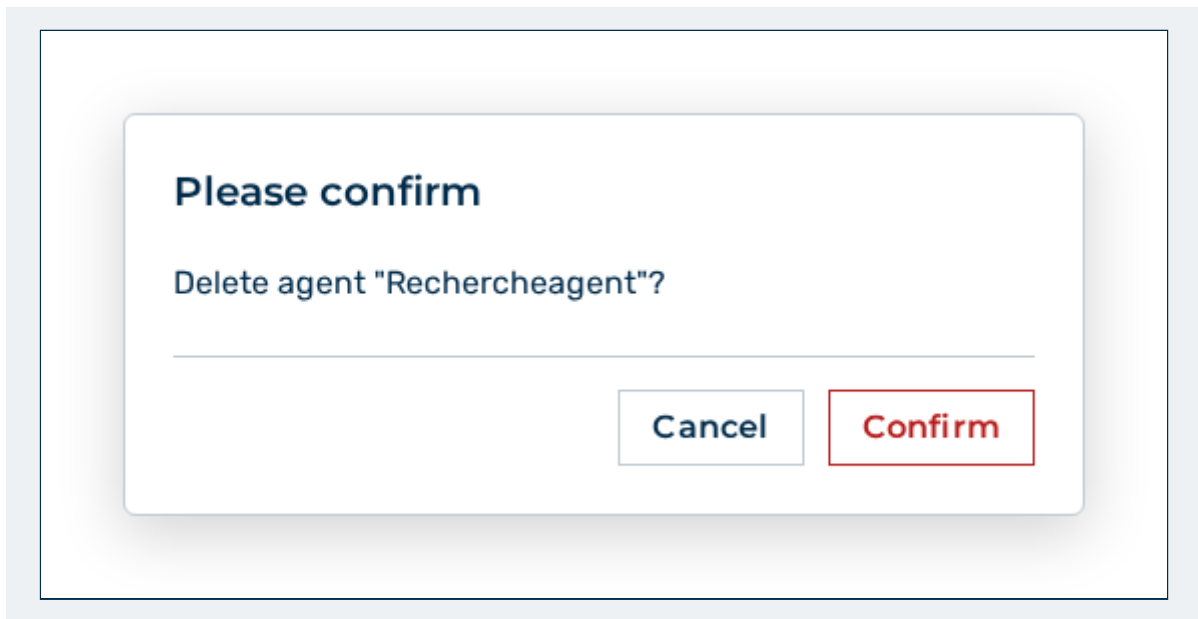


Figure 93: Delete agent query

- ▶ Confirm the query.
- Myra AI Workspace deletes the agent with its schedules and webhook triggers.

4.2.2.3.1 Effects of the deletion

The deletion has the following effects:

Object	Effect
Agent	Myra AI Workspace removes the agent from the list of agents. The invoke URL of the slug no longer responds.
Schedules	Myra AI Workspace removes the schedules of the agent. Scheduled runs no longer take place.
Webhook triggers	Myra AI Workspace removes the webhook triggers of the agent. Calls to the trigger addresses fail from then on.
Runs	The Runs tab with the run history of the agent is no longer available.
Shares	The shares to people, groups or the organization end. The agent no longer appears in their list of agents.



If the deletion fails, the detail view shows **The agent could not be deleted.**



The **Viewer** and **Demo User** roles create no agents. The **Viewer** role starts an agent shared with it.

4.2.3 Managing workflows

A workflow chains your agents into a multi-stage sequence with branches, approvals, and delivery.

4.2.3.1 Creating a workflow

The following requirements are met:

- ☑ Your user account has the **Create and run own workflows** permission.
- ☑ Your administration has switched on the workflows for the workspace.

Proceed as follows to create a workflow:

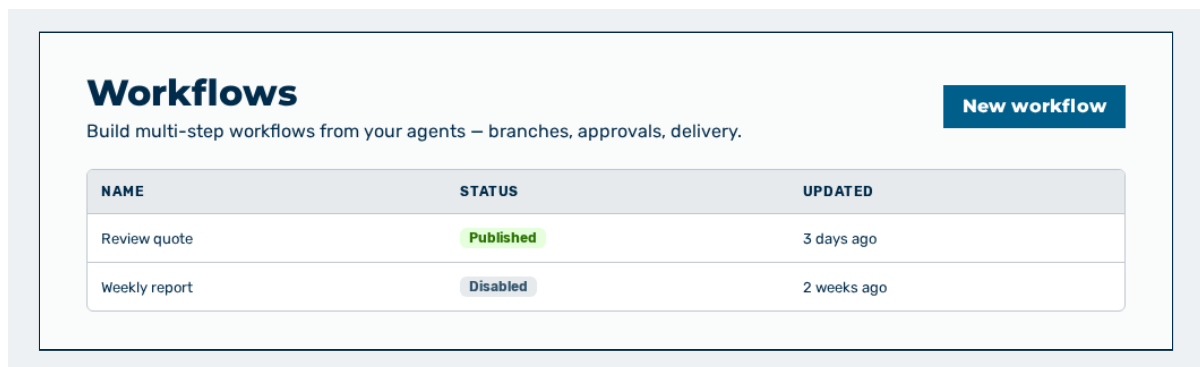


Figure 94: Workflows view

- On the start page, open the **Workflows** view in the **Workspace** work area.
- Click on the **New workflow** button.
 - ↳ The **New workflow** dialog opens.

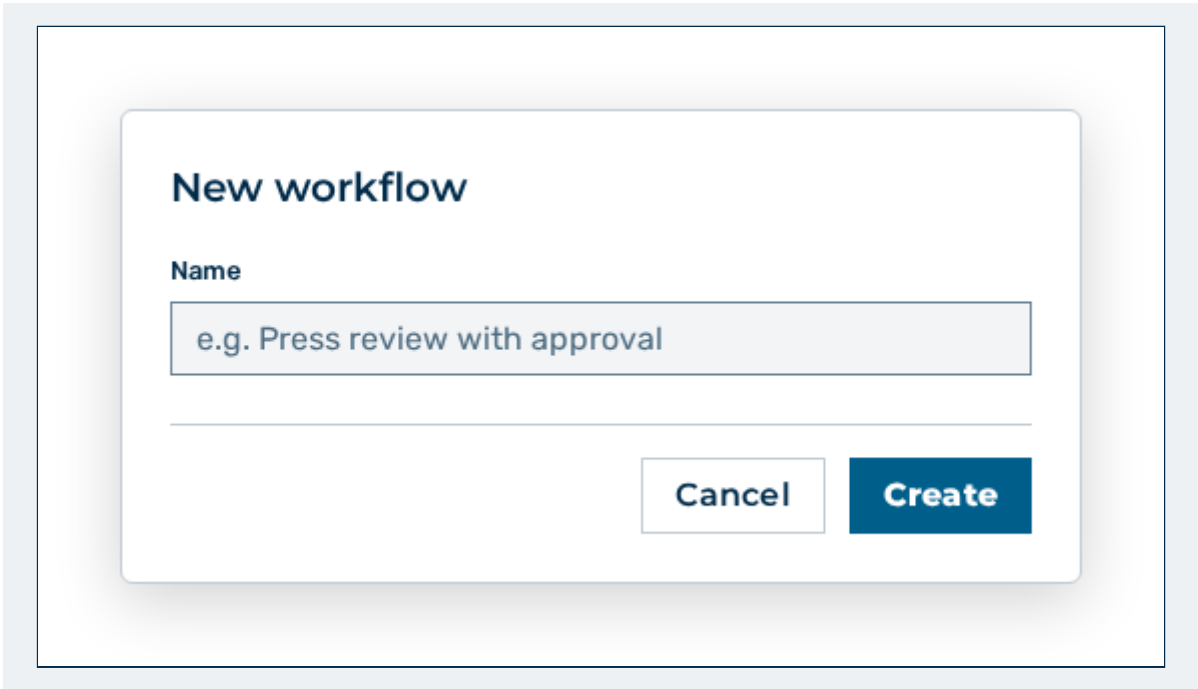


Figure 95: New workflow dialog

- ▶ In the **Name** text field, enter the name.
- ▶ Click on the **Create** button.
- Myra AI Workspace creates the workflow and opens the editor.

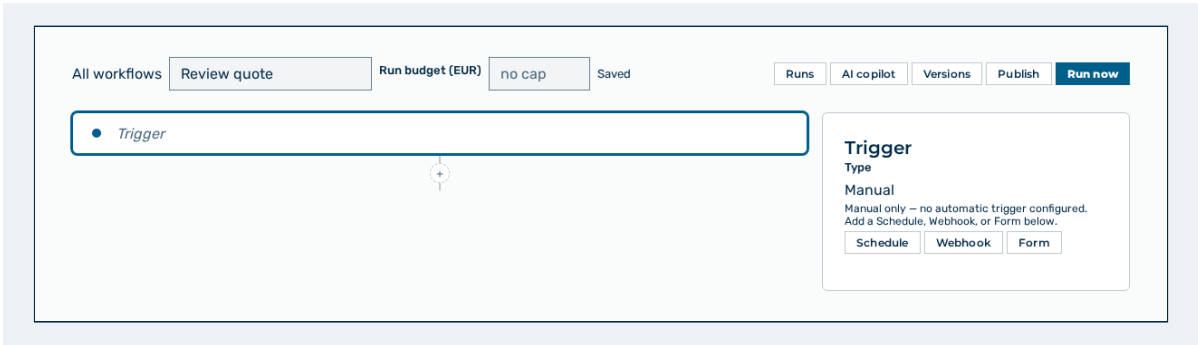


Figure 96: Editor of a workflow

4.2.3.1.1 Entries in the New workflow dialog

You set the following entries when you create the workflow:

Entr y	Description
Name *	Name of the workflow in the list of the workflows, for example Press review with approval . The entry is mandatory.

The following options are available in the dialog:

Option	Description
Create button	Creates the workflow and opens its builder. The button is locked while the Name input field is empty.
Cancel button	Closes the dialog without creating the workflow.



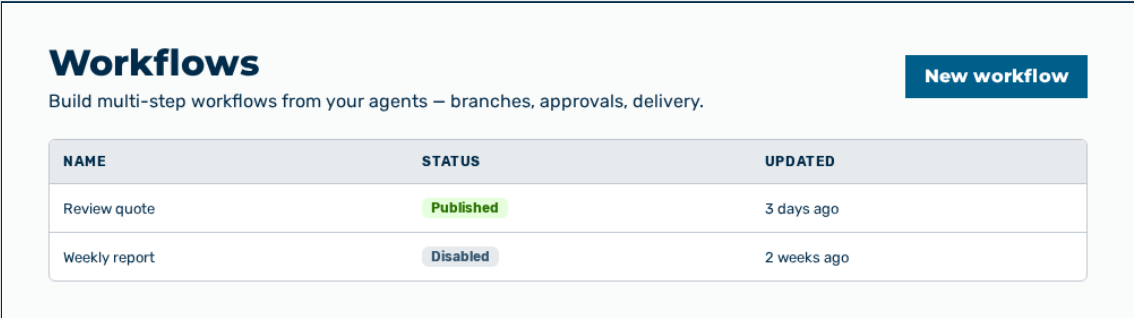
Myra AI Workspace creates the workflow on the access tier that is selected in the **Workflows** view. An agent step uses only agents of the same access tier. If the creation fails, the dialog shows **The workflow could not be created.**



A new workflow carries the **Draft** status and does not run yet. Only the **Publish** button in the builder makes it runnable.

4.2.3.2 Editing a workflow

Proceed as follows to edit a workflow:



Workflows

Build multi-step workflows from your agents – branches, approvals, delivery.

[New workflow](#)

NAME	STATUS	UPDATED
Review quote	Published	3 days ago
Weekly report	Disabled	2 weeks ago

Figure 97: Workflows view

- ▶ On the start page, open the **Workflows** view in the **Workspace** work area.
- ▶ Open the workflow.
 - ↳ The editor of the workflow opens.

4.2.3 Managing workflows

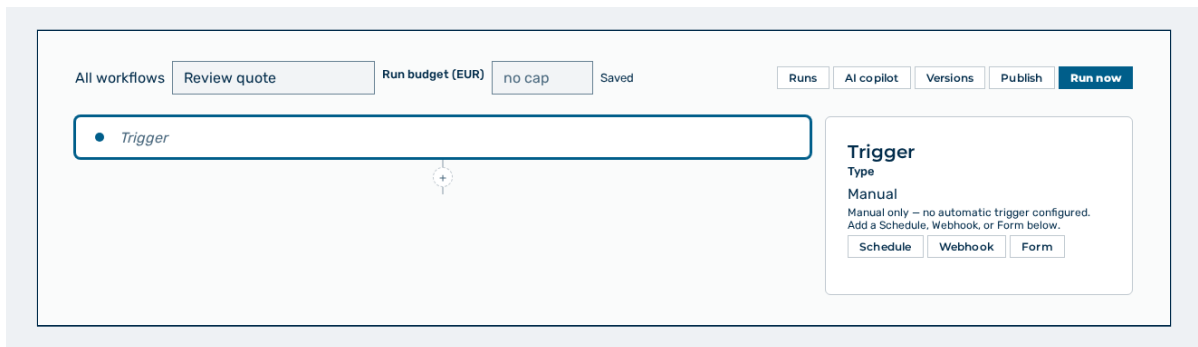


Figure 98: Editor of a workflow

- ▶ Click on the **Add step** button and select the step type.
- ▶ Connect the steps and set their settings.
- The editor shows the save state as **Saved**.



Figure 99: Editor of a workflow



If the editor shows **Changed in another tab**, click on the **Reload** button. If you do not, the save operation writes over the change of the other tab.

4.2.3.2.1 Entries for the workflow

You change the following entries in the toolbar of the builder:

Entry	Effect of the change
Name	Changes the name in the list of the workflows. The builder saves the change automatically.
Run budget (EUR)	Limits the cost of a single run. If the run exceeds the budget, Myra AI Workspace stops it. If the field stays empty, no limit applies.

4.2.3.2.2 Entries per step type

You set the following entries on the selected step:

Step	Entries
Trigger	Type: Manual , Schedule , Webhook or Form . Form fields: label, key, type (Text , Number , Select , File upload) and Required for each field. For a file field also Allowed file types (PDF, PNG, JPEG, WebP, Text, Word (DOCX), Excel (XLSX)) and Max size per file (MB, 0 = default 10 MB) . At most five file fields are allowed per form.
Agent step	Agent: the agent that runs the step. Input for this step: the task the agent receives. It may reference earlier steps. The system prompt of the agent is set on the agent, not here.
Condition	Value , Comparison (equals , not equal , contains , greater than , less than , is empty) and Compare with . The result leads into the If true branch or into the Otherwise branch.
Loop	Iterate over: the list whose items run through the For each item branch once each, up to ten items per run.
Approval	Approver: the user account that decides. It finds the request in the My Approvals view. If not decided in time: End the run (nothing goes out) or Continue automatically (auto-approve) . Timeout (hours): period until the decision.
Deliverer	Channel: Mattermost with the Mattermost channel ID (26 characters), Webhook with the Webhook URL (https) or Email with a Subject . The email goes to the recipient configured for the workspace. Message: the text to deliver. An empty message delivers nothing.

4.2.3.2.3 Error handling of a step

You set the following entries in the **Error handling** area:

Entry	Effect of the change
If this step fails	

Entry	Effect of the change
	Stop the run (default) ends the run. Continue without this step's result continues the run without the result. Run the error branch runs the steps in the On error branch.
Attempts (1–5)	Number of the attempts before the step counts as failed.
Seconds between attempts (0–30)	Waiting time between two attempts.

4.2.3.2.4 Entries in the Schedule dialog

You set the following entries in the dialog:

Entry	Effect of the change
Trigger	Every fixed interval runs the workflow at the selected interval. Once a day (UTC) runs it at a set time.
Interval and Interval unit	Distance between two runs. The value lies between one minute and 366 days.
Time of day (UTC)	Time of the daily run in the format HH:MM in UTC. The dialog shows the matching local time below it.
Schedule enabled	Switches the automatic run on and off. A switched-off schedule starts no run. The manual run stays available.

The following options are available in the dialog:

Option	Description
Save schedule button	Applies the schedule. While the schedule is saved, the button shows the label Saving....
Remove schedule button	Deletes the schedule. The workflow then runs only manually or through another trigger.



If several scheduled runs fail in a row, Myra AI Workspace switches the schedule off and shows **This schedule was turned off automatically**. Fix the cause, switch the schedule back on and save – only the saving resumes the automatic runs.

4.2.3.2.5 Entries in the Webhook dialog

The following options are available in the dialog:

Option	Description
Create webhook button	Creates the webhook. The dialog then shows the Webhook URL and the Secret .
Secret entry	Is shown only once and cannot be retrieved later. Copy the secret immediately.
Delete webhook button	Deletes the webhook. Calls to the address no longer start a run.



An external system starts a run by POSTing to the webhook URL with the secret header. The JSON body becomes the output of the trigger step and is available to the following steps.

4.2.3.2.6 Entries in the Form dialog

You set the following entries in the dialog:

Entry	Effect of the change
Form enabled	Switches the public form page on and off. The form works only while the workflow is published.
Require anti-spam check (CAPTCHA)	Requires a check against automated input before the form is submitted.

The following options are available in the dialog:

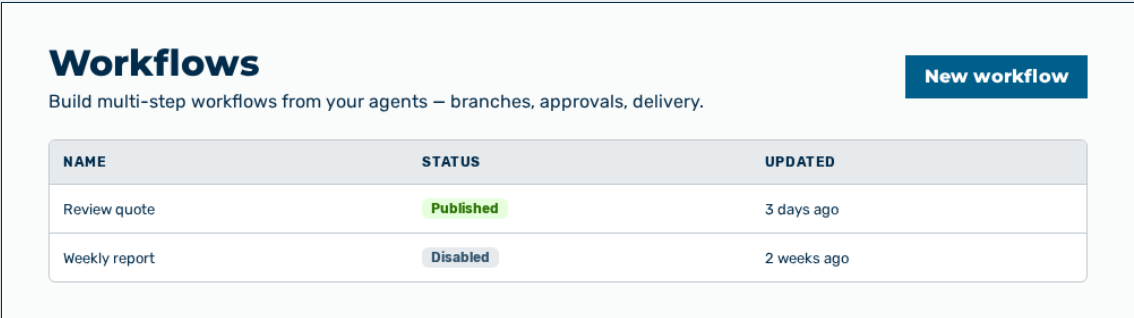
Option	Description
Create form button	Creates the public form page and shows the Public form URL .
Regenerate link button	Assigns a new address. The previous address then leads nowhere.
Delete form button	Deletes the public form page.



Anyone with the link submits the form without signing in and thereby starts a run that drives the agents of this workflow with their full tool access. Only enable the form on a workflow you trust with anonymous input.

4.2.3.3 Deleting a workflow

Proceed as follows to delete a workflow:



Workflows

Build multi-step workflows from your agents – branches, approvals, delivery.

[New workflow](#)

NAME	STATUS	UPDATED
Review quote	Published	3 days ago
Weekly report	Disabled	2 weeks ago

Figure 100: Workflows view

- ▶ On the start page, open the **Workflows** view in the **Workspace** work area.
- ▶ Click on the **Delete** button at the workflow.
 - ↳ The **Delete this workflow and all its runs?** query opens.

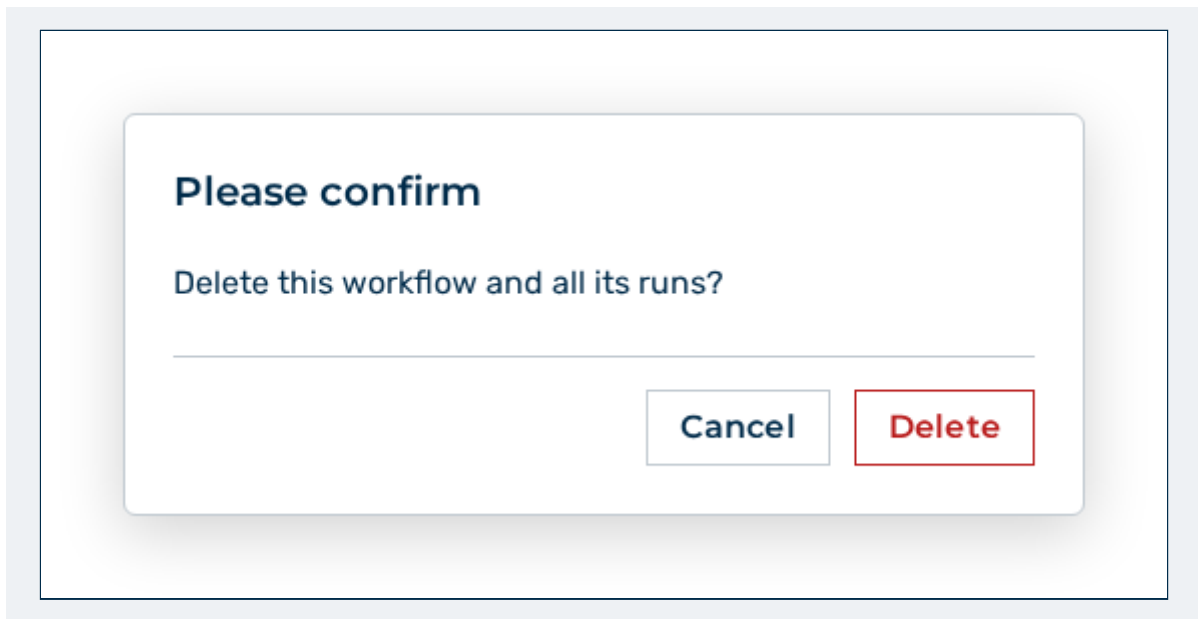


Figure 101: Delete workflow query

- ▶ Confirm the query.
- Myra AI Workspace deletes the workflow with all its runs.

4.2.3.3.1 Effects of the deletion

The deletion has the following effects:

Object	Effect
Workflow	Myra AI Workspace removes the workflow from the list of the workflows. The builder is no longer available.
Runs	Myra AI Workspace deletes all runs of the workflow with their history and their cost.
Versions	The published versions are removed. A roll back to an earlier version is no longer possible.
Triggers	Schedule, webhook and public form are removed. Calls to the webhook address and to the form address no longer start a run.
Open approvals	Approvals that wait for a decision are removed. They no longer appear in the My Approvals view.
Agents	The agents of the steps stay. The deletion of the workflow deletes no agent.



If the deletion fails, the view shows **The workflow could not be deleted.**



The **Viewer** and **Demo User** roles create no workflows. The **Workflows** view does not appear for them.

4.2.4 Managing scheduled tasks

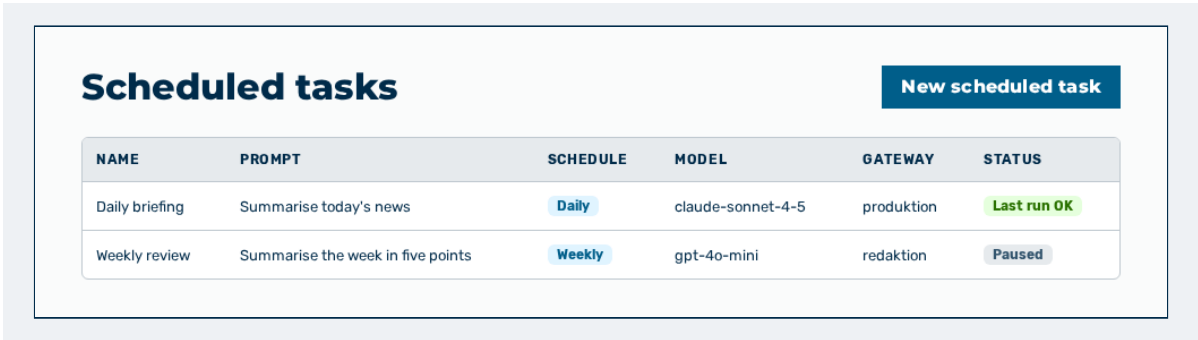
A scheduled task runs a prompt on a schedule.

4.2.4.1 Creating a scheduled task

The following requirements are met:

- ☑ Your user account has the **Create and manage own scheduled tasks** permission.

Proceed as follows to create a scheduled task:



Scheduled tasks						New scheduled task
NAME	PROMPT	SCHEDULE	MODEL	GATEWAY	STATUS	
Daily briefing	Summarise today's news	Daily	claude-sonnet-4-5	produktion	Last run OK	
Weekly review	Summarise the week in five points	Weekly	gpt-4o-mini	redaktion	Paused	

Figure 102: Scheduled view

- ▶ On the start page, open the **Scheduled** view in the **Workspace** work area.
- ▶ Click on the **New scheduled task** button.
 - ↳ The **New scheduled task** dialog opens.

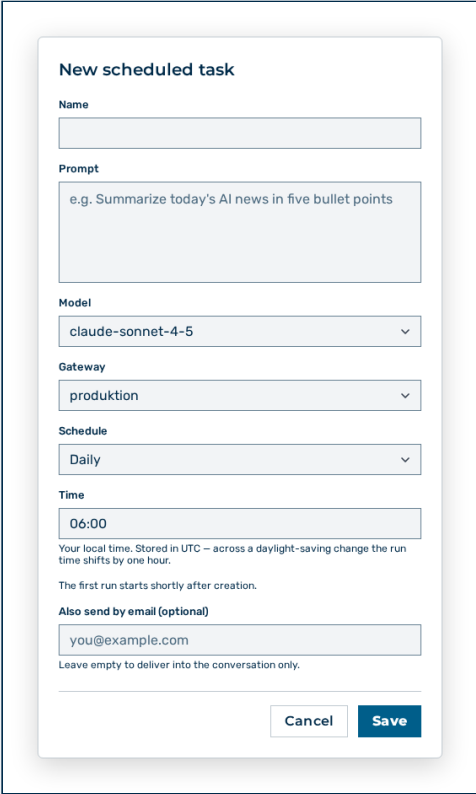
A screenshot of a 'New scheduled task' dialog box. It contains several input fields: 'Name' (empty), 'Prompt' (with placeholder text 'e.g. Summarize today's AI news in five bullet points'), 'Model' (dropdown menu showing 'claude-sonnet-4-5'), 'Gateway' (dropdown menu showing 'produktion'), 'Schedule' (dropdown menu showing 'Daily'), and 'Time' (input field showing '06:00'). Below these is a checkbox for 'Also send by email (optional)' with an email address 'you@example.com' entered. At the bottom are 'Cancel' and 'Save' buttons. Small text explains that the time is in UTC and the first run starts shortly after creation.

Figure 103: New scheduled task dialog

- ▶ Enter the prompt and set the schedule.
 - ▶ If necessary, switch on the delivery of the result by email.
 - ▶ Save the task.
- Myra AI Workspace runs the prompt on the schedule. The result appears in a conversation.

4.2.4.1.1 Entries in the New scheduled task dialog

You set the following entries when you create the task:

Entry	Description
Name *	Name of the task in the list of the scheduled tasks. The entry is mandatory.
Prompt *	Prompt Myra AI Workspace sends to the model on each run, for example Summarize today's AI news in five bullet points . The entry is mandatory.
Model *	Model that answers the prompt. The entry is mandatory.

Entry	Description
Gateway	Gateway the task runs on. The drop-down list appears only when you create the task and only if more than one gateway is available.
Schedule	Daily, Weekly or Interval. The selection decides which further entries the dialog shows.
Run every and Unit	Distance between two runs for the Interval selection, in minutes, hours or days . The value lies between one minute and 366 days.
Weekday	Weekday of the run for the Weekly selection.
Time	Time of the run in the format HH:MM for the Daily and Weekly selections. You enter your local time. Myra AI Workspace stores it in UTC. Across a daylight-saving change the run time shifts by one hour.
Also send by email (optional)	Email address Myra AI Workspace sends the result to in addition. If the field stays empty, the result arrives in the conversation only.

The following options are available in the dialog:

Option	Description
Save button	Creates the task. While the task is saved, the button shows the label Saving....
Cancel button	Closes the dialog without creating the task.



The first run starts shortly after creation. After that the task follows its schedule.



If an entry is missing or invalid, the dialog shows **Please enter a name., Please enter a prompt., Please choose a model., The interval must be at least 1 minute and at most 366 days. or Please enter a time as HH:MM.** If the model does not belong to your plan, the dialog shows **This model is not available on your plan.**

4.2.4.2 Editing a scheduled task

Proceed as follows to edit a scheduled task:

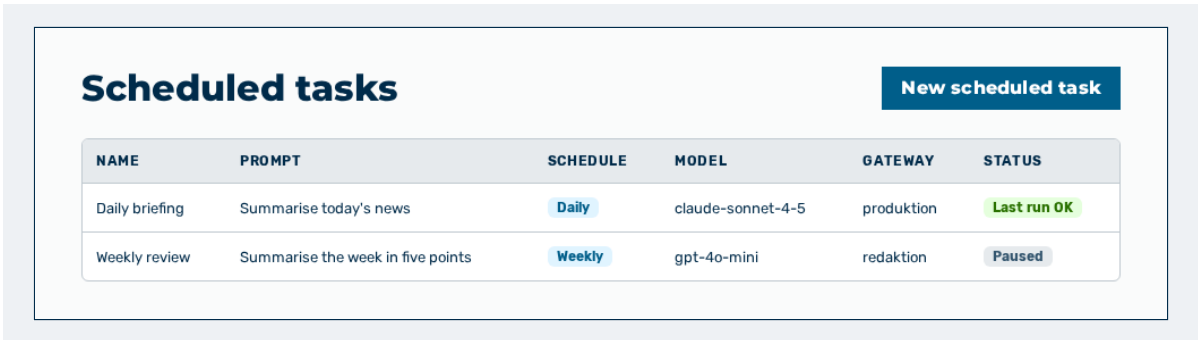


Figure 104: Scheduled view

- ▶ On the start page, open the **Scheduled** view in the **Workspace** work area.
- ▶ Open the task.
 - ↳ The **Edit scheduled task** dialog opens.

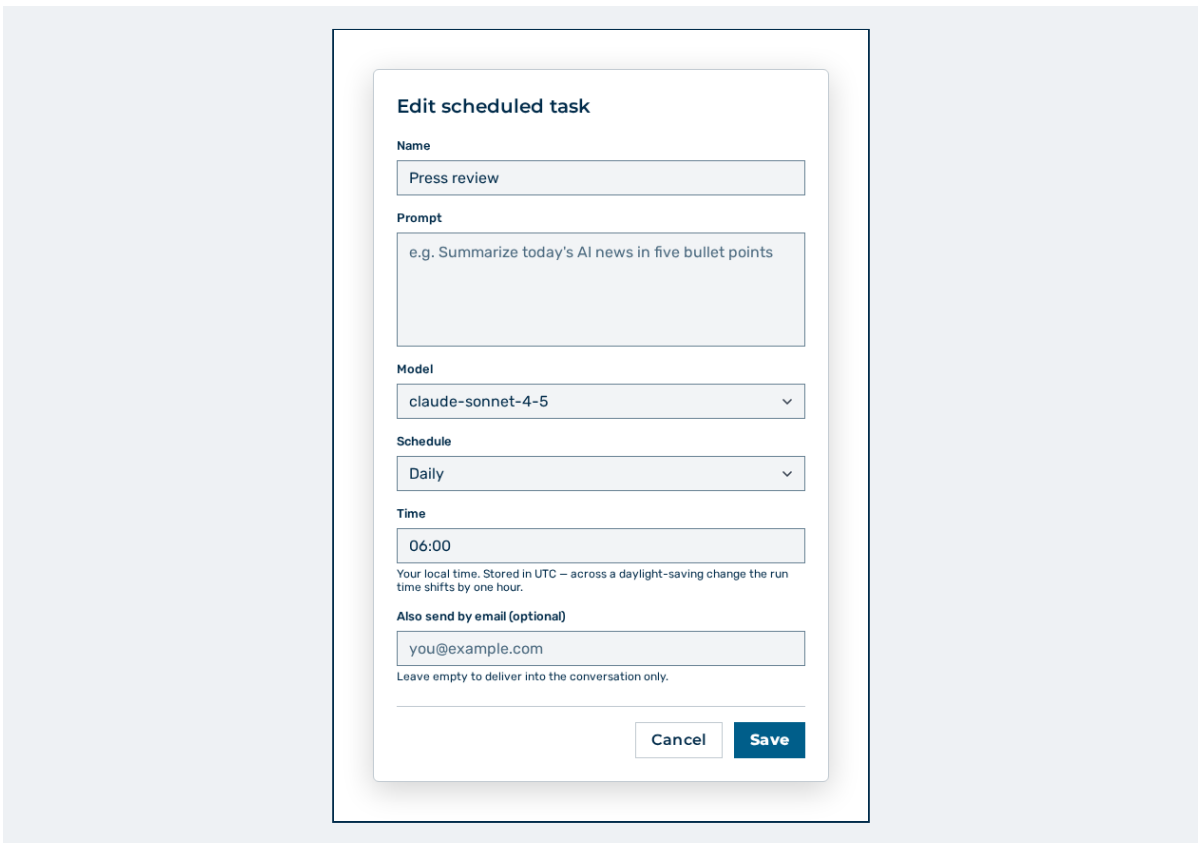


Figure 105: Edit scheduled task dialog

- ▶ Change the prompt, the schedule, or the delivery.

- Save the task.
- Myra AI Workspace uses the change from the next run.

4.2.4.2.1 Entries in the Edit scheduled task dialog

You change the following entries in the dialog:

Entry	Effect of the change
Name	Changes the name in the list of the scheduled tasks.
Prompt	Changes the prompt from the next run on. Results that were already delivered stay unchanged.
Model	Changes the model that answers the prompt.
Schedule	Changes the kind of the schedule: Daily , Weekly or Interval . Myra AI Workspace calculates the next run again.
Run every, Unit, Weekday and Time	Change the time of the next run.
Also send by email (optional)	Changes or removes the additional delivery by email. If you clear the field, the result arrives in the conversation only.

The following options are available in the dialog:

Option	Description
Save button	Applies the changes. Myra AI Workspace uses them from the next run on.
Cancel button	Closes the dialog without applying the changes.



The gateway of an existing task cannot be changed. The **Gateway** drop-down list appears only when you create the task. If the saving fails, the dialog shows **The task could not be saved – please check the fields.** or **Saving failed. Please try again.**



The **Pause** row action holds the task without changing it. The **Resume** row action takes it up again. A paused task does not count against the limit of your plan. If the switch fails, the view shows **Could not update the task. Please try again.**

4.2.4.3 Deleting a scheduled task

Proceed as follows to delete a scheduled task:

Scheduled tasks

New scheduled task

NAME	PROMPT	SCHEDULE	MODEL	GATEWAY	STATUS
Daily briefing	Summarise today's news	Daily	claude-sonnet-4-5	produktion	Last run OK
Weekly review	Summarise the week in five points	Weekly	gpt-4o-mini	redaktion	Paused

Figure 106: Scheduled view

- ▶ On the start page, open the **Scheduled** view in the **Workspace** work area.
- ▶ Delete the task.
 - ↳ The **Delete the scheduled task ""? It will stop running and this cannot be undone.** query opens.

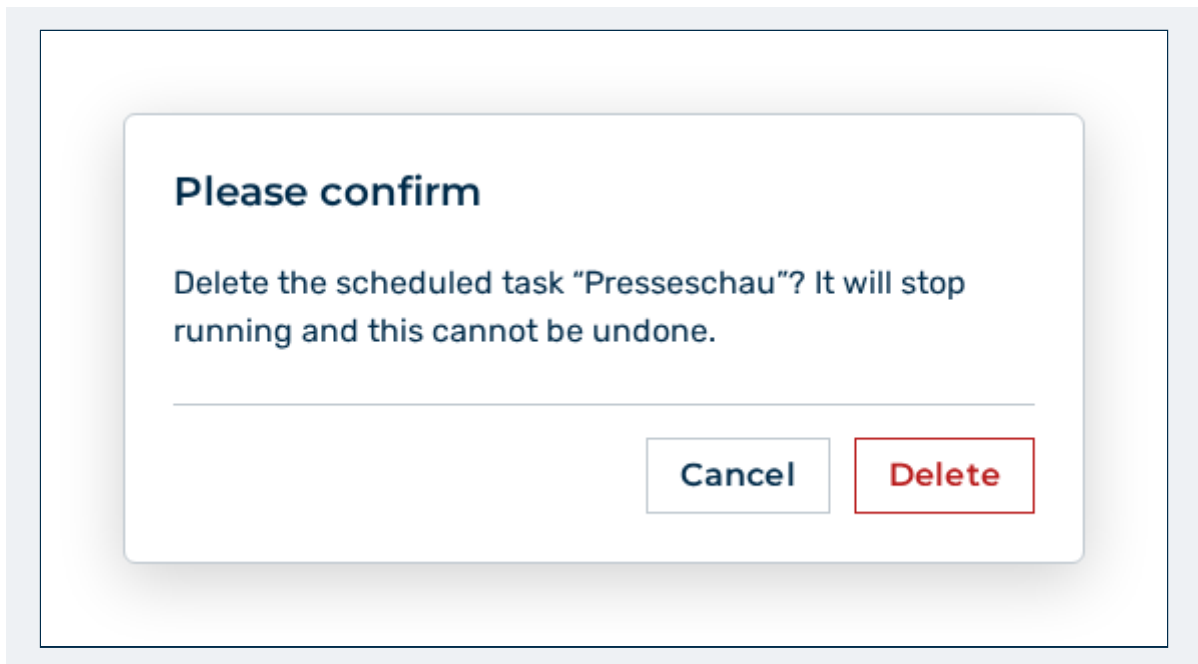


Figure 107: Delete task query

- ▶ Confirm the query.
- Myra AI Workspace does not run the task any more. A run that is still due does not occur.

4.2.4.3.1 Effects of the deletion

The deletion has the following effects:

Object	Effect
Scheduled task	Myra AI Workspace removes the task from the list. The deletion cannot be undone.
Schedule	A run that is still due is removed. Myra AI Workspace no longer runs the prompt.
Results	The results that were already delivered stay in their conversations.
Limit of the plan	The deletion frees a slot. You can then create another task.



If the deletion fails, the view shows **Could not delete the task. Please try again.**



The **Viewer** and **Demo User** roles create no scheduled tasks. The **Scheduled** view does not appear for them.

4.3 Managing MCP connectors

A connector for the Model Context Protocol (MCP) makes the tools of an external server available to the AI in the chat. A connector that you create yourself is yours alone – other users do not share your tokens.

4.3.1 Creating an MCP connector

The following requirements are met:

- ☑ Your user account has the **Create and manage own MCP connectors** permission.
- ☑ The address of the MCP server and the related credentials are available.

Proceed as follows to create an MCP connector:

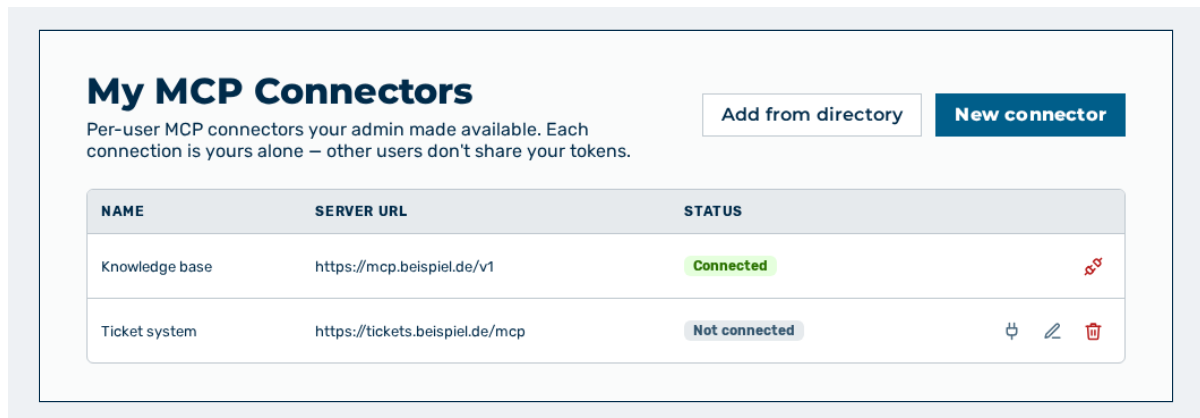
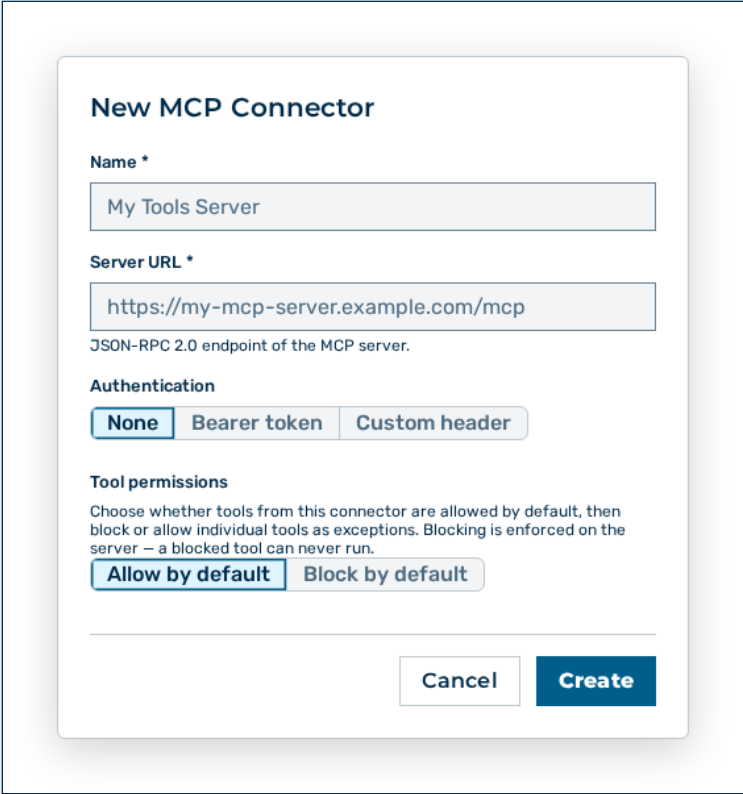


Figure 108: My MCP Connectors view

- ▶ In the **Settings** area, open the **Connections** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ Click on the **New connector** button.
 - ↳ The **New MCP Connector** dialog opens.



The image shows a 'New MCP Connector' dialog box. It has a title bar and a main content area. The content area includes a 'Name *' field with the text 'My Tools Server', a 'Server URL *' field with the text 'https://my-mcp-server.example.com/mcp', and a note 'JSON-RPC 2.0 endpoint of the MCP server.' Below these are 'Authentication' options: 'None', 'Bearer token', and 'Custom header'. There are also 'Tool permissions' options: 'Allow by default' and 'Block by default'. At the bottom right are 'Cancel' and 'Create' buttons.

Figure 109: New MCP Connector dialog

- ▶ Enter the name and the address of the server and give the credentials.
- ▶ Save the connector.
- Myra AI Workspace creates the connector. The AI calls its tools in the chat.



A connector that your administration made available can only be connected and disconnected. Edit and delete are available for your own connectors only.

4.3.1.1 Entries in the New MCP Connector dialog

You set the following entries when you create the connector:

Entry	Description
Name	Name of the connector in the list, for example My Tools Server . The entry is mandatory.

Entry	Description
Server URL	JSON-RPC 2.0 endpoint of the MCP server, for example https://my-mcp-server.example.com/mcp . The entry is mandatory.
Authentication	Method with which the connector signs in to the server: None or Bearer token . For your own connector, a custom header is not available, because Myra AI Workspace always sends a personal credential as a bearer token.
Tools permissions	Basic rule for the tools of this connector: Allow by default or Block by default . Myra AI Workspace enforces the rule on the server. A blocked tool never runs.

If you select **Bearer token**, the **OAuth (advanced)** area gives you these entries in addition:

Entry	Description
Authorize URL	Address at which you sign in to the provider.
Token URL	Address at which the provider issues the tokens.
OAuth Client ID	Identifier of the OAuth app at the provider.
OAuth Client Secret	Secret of the OAuth app. Myra AI Workspace stores it encrypted and never shows it again. PKCE is always used. For a public client, the field stays blank.
Scopes	Space-separated permissions that the sign-in requests. The entry is optional.

The following options are available in the dialog:

Option	Description
Create button	Creates the connector. While it stores, the button carries the Saving... label.
	Closes the dialog without creating the connector.

Option	Description
Cancel button	
	If a mandatory entry is missing, the dialog shows Name is required or Server URL is required .
	The dialog carries the note You'll provide your personal credential after saving – either via Connect (paste a token) or by configuring the sign-in below . The OAuth (advanced) area is the way for a connector with a sign-in at the provider. Without it, you paste your token through the Connect row action.

4.3.2 Editing an MCP connector

Proceed as follows to edit one of your own MCP connectors:

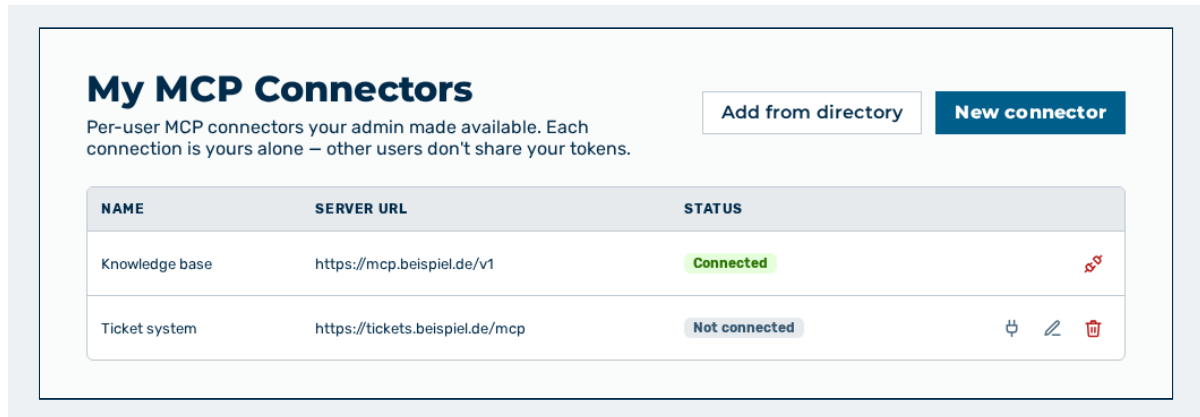


Figure 110: My MCP Connectors view

- ▶ In the **Settings** area, open the **Connections** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ In the row of the connector, click on the **Edit** button.
 - ↳ The **Edit MCP Connector** dialog opens.

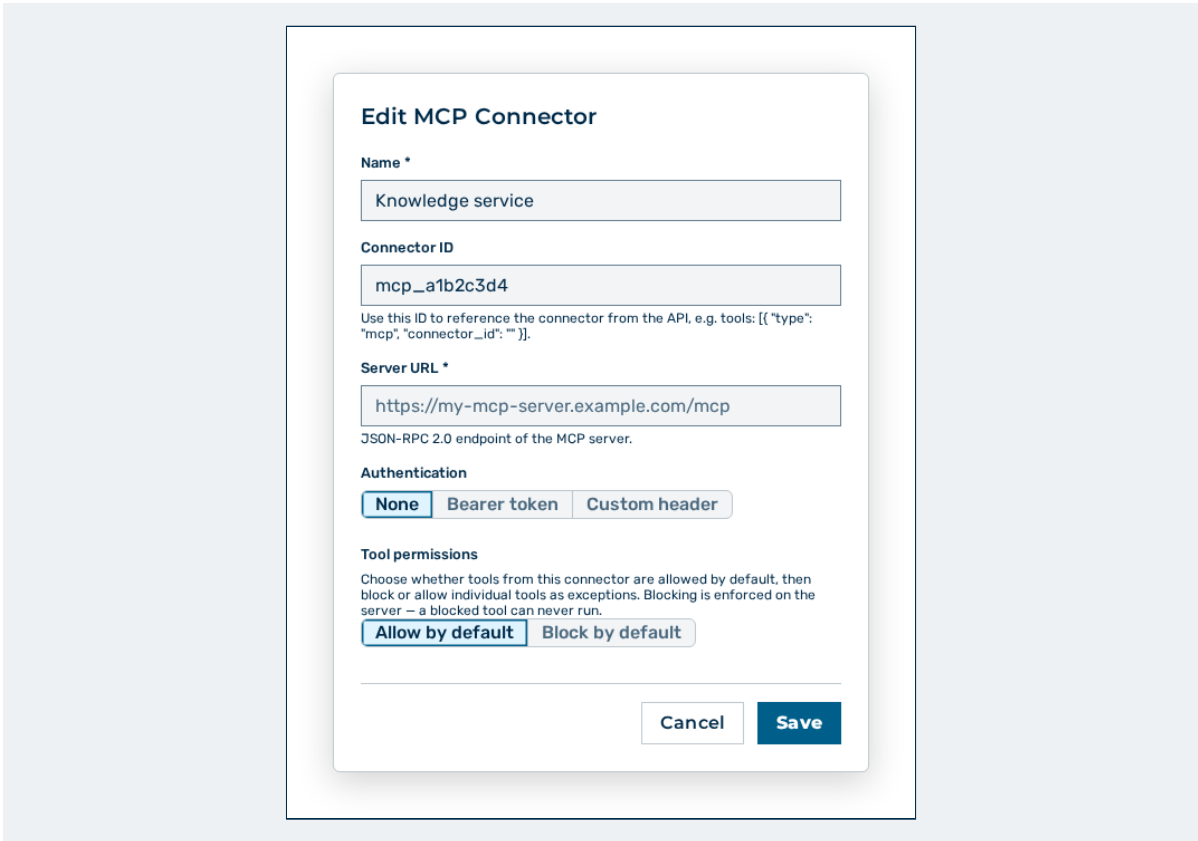


Figure 111: Edit MCP Connector dialog

- ▶ Change the data.
- ▶ Save the connector.
- Myra AI Workspace applies the change.



The field for the stored secret stays empty. Leave it empty to keep the stored secret.

4.3.2.1 Entries in the Edit MCP Connector dialog

You change the following entries in the dialog:

Entry	Effect of the change
Name	Changes the name in the list and in the heading of the Connect dialog.
Server URL	Points the connector at a different server. The AI then calls the tools of this server. If your access token is not valid there, the calls fail and you connect the connector again.

Entry	Effect of the change
Authentic ation	Changes the sign-in method. On a change, Myra AI Workspace discards the value entered so far. Store your credential again through the Connect row action.
OAuth Client Secret	Replaces the stored secret. If you leave the field blank, Myra AI Workspace keeps the stored secret.
Tool permissi ons	Changes which tools the AI calls. The change applies immediately to each new call. A blocked tool never runs.

The following entry is no longer changeable after the connector is created:

Entry	Description
Conne ctor ID	Identifier of the connector. You address the connector by this identifier from the API. The Copy button puts the identifier on the clipboard.



The per-tool exceptions appear as soon as the tools of the server are known. While none are known, the **Tool permissions** area carries the note that you load this connector's tools with the **Test connection** button and then set per-tool exceptions. For each tool, you then set **Allow** or **Block**.

4.3.3 Deleting an MCP connector

Proceed as follows to delete one of your own MCP connectors:

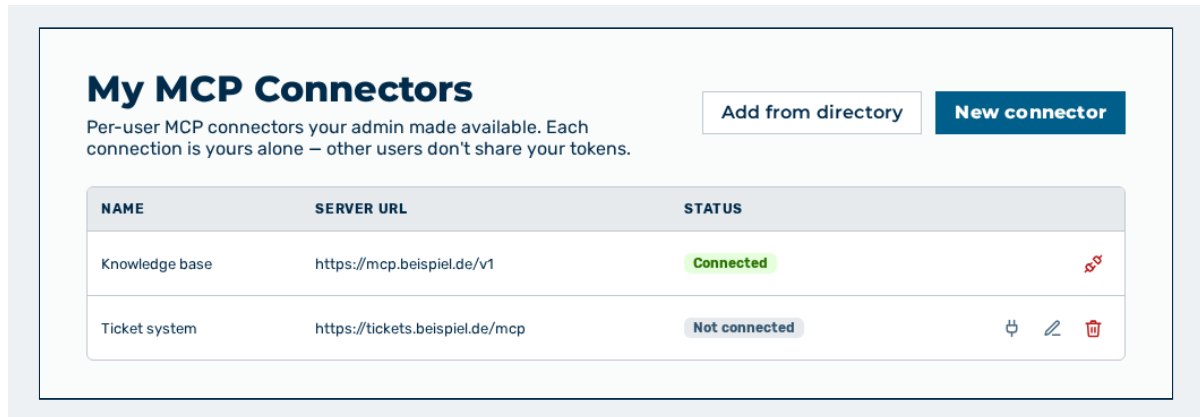


Figure 112: My MCP Connectors view

- ▶ In the **Settings** area, open the **Connections** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ In the row of the connector, click on the **Delete** button.
 - ↳ The **Delete ""? This removes the connector and can't be undone.** query opens.

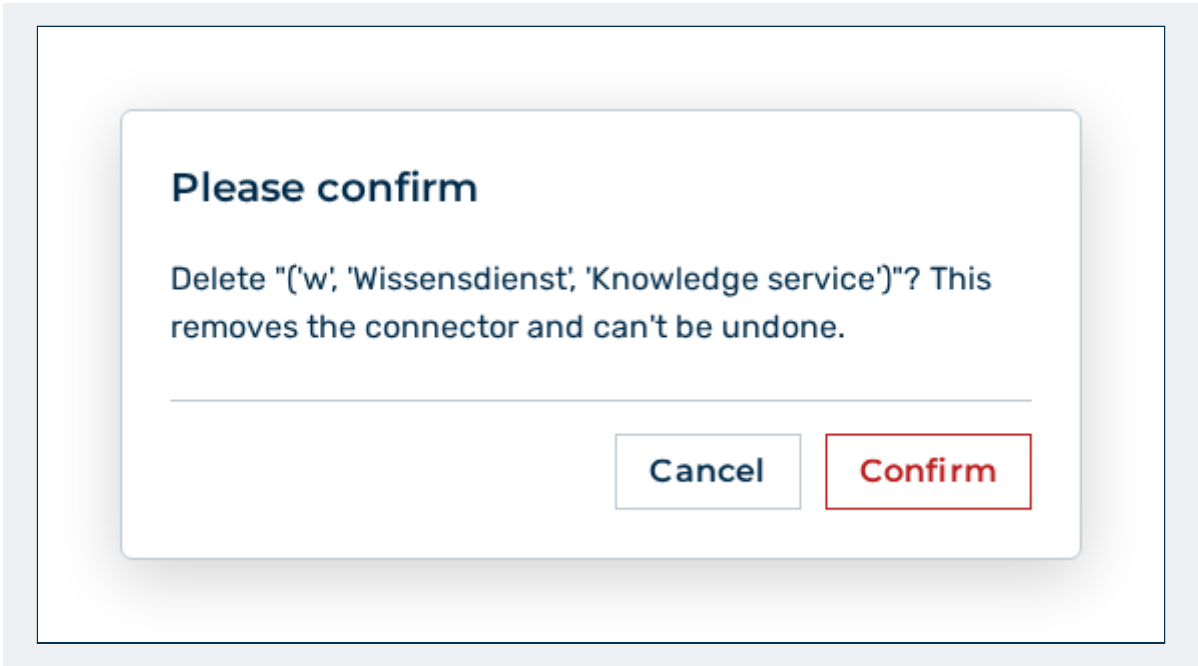


Figure 113: Delete MCP connector query

- ▶ Confirm the query.
- Myra AI Workspace deletes the connector.

4.3.3.1 Effects of the deletion

The deletion has the following effects:

Object	Effect
Connector	Myra AI Workspace removes the connector from the list. It cannot be restored.
Credential	Myra AI Workspace deletes your stored access token together with the connector. The token at the provider stays. Revoke it there if it is no longer to be valid.
Tool permissions	The basic rule and the per-tool exceptions go with the connector.
Chat	The AI no longer calls the tools of this server. A task that needs such a tool then fails.
Conversations	The answers already produced stay in the conversations.

Object	Effect
API	Calls that address the connector by its Connector ID no longer find it.

The **Viewer** and **Demo User** roles create no MCP connectors.

5. FAQ & Error messages

5.1 Sign-in

This section names the messages that appear during the sign-in, their cause, and their remedy.

5.1.1 Messages

The following sections give the cause and the remedy for these messages:

- That code is incorrect or has expired
- Too many attempts
- Could not reach the server

5.1.2 That code is incorrect or has expired

The sign-in shows **That code is incorrect or has expired. Please request a new one.**

5.1.2.1 Cause

The one-time code entered does not match the one sent, or its validity has expired.

5.1.2.2 Solution

- ▶ Click on the **Didn't get the code? Resend** link.
 - ↳ The link becomes available again 30 seconds after the last send. Until then it shows the remaining time.
- ▶ Enter the new code from the email and click on the **Sign in** button.
- Myra AI Workspace starts with the navigation bar of your role.

5.1.3 Too many attempts

The sign-in shows **Too many attempts. Please request a new code.**

5.1.3.1 Cause

Myra AI Workspace has used up the number of the attempts for this code and does not accept it any more.

5.1.3.2 Solution

- ▶ Click on the **Didn't get the code? Resend** link.
- ▶ Enter the new code.
- The sign-in accepts the new code.

5.1.4 Could not reach the server

The sign-in shows **Could not reach the server. Check your connection and try again.**

5.1.4.1 Cause

The request did not reach the server.

5.1.4.2 Solution

- ▶ Check your network connection.
- ▶ Reload the page and sign in again.
- The sign-in appears again.

5.1.5 Frequently asked questions

This section answers the questions most frequently asked about the sign-in.

5.1.5.1 How long is a one-time code valid?

A one-time code has six digits and is valid for 15 minutes. After that, the sign-in refuses it with the **That code is incorrect or has expired. Please request a new one.** message. Request a new code with the **Didn't get the code? Resend** link. See [Getting access](#).

5.1.5.2 How often can I enter a code?

Myra AI Workspace accepts five attempts for each code. After that, the sign-in shows **Too many attempts. Please request a new code.** and no longer accepts this code. A new code sets the count back. See [Getting access](#).

5.1.5.3 Why do I get no email with the code?

The sign-in always confirms the send with **If that email is registered, a code has been sent.** and thus does not disclose whether a user account for an address exists. Myra AI Workspace sends an email only to an address that has a user account. If the email does not arrive, check the spelling of the address and the spam folder. The **Didn't get the code? Resend** link becomes available again 30 seconds after the send. See [Getting access](#).

5.1.5.4 How long do I stay signed in?

A session is valid for 8 hours. The **Stay logged in for 30 days on this device** checkbox extends it to 30 days. The checkbox applies only to the device on which you select it. See [Getting access](#).

5.1.5.5 Can I sign in with a password?

No, Myra AI Workspace uses no password. The sign-in uses a one-time code sent by email. If your tenant has an identity provider, the **Continue with SSO** button also appears. See [Getting access](#).

5.2 Gateway

This section names the messages that the gateway shows for a request, their cause, and their remedy.

5.2.1 Messages

The following sections give the cause and the remedy for these messages:

- Rate limit exceeded
- The usage budget of this workspace is used up
- Request blocked by content policy
- The prompt is too long for this model
- The request took too long to complete
- The requested model is not available on this gateway
- This gateway requires EU model hosting
- The model provider returned an error

5.2.2 Rate limit exceeded

The gateway shows **Rate limit exceeded – please slow down.**

5.2.2.1 Cause

The number of the requests went over the rate limit of the token or of the gateway in the current time window.

5.2.2.2 Solution

- ▶ Wait for the end of the current time window and send the request again.
- ▶ Contact your administration if the limit is permanently too low.
- The gateway answers the requests again.

5.2.3 The usage budget of this workspace is used up

The gateway shows **You've used up this workspace's usage budget. It renews at the start of the next cycle.** The cost of the workspace reached the budget set.

5.2.3.1 Cause

Myra AI Workspace blocks new requests.

5.2.3.2 Solution

- ▶ Wait for the start of the next billing cycle.
- ▶ Contact your administration if the budget must be increased before that.
- After the renewal or the increase, the gateway accepts the requests again.

5.2.4 Request blocked by content policy

The gateway shows **Request blocked by content policy**. A guardrail of the gateway rejected the input or the output.

5.2.4.1 Cause

The request does not reach the provider.

5.2.4.2 Solution

- ▶ Write the request without the content objected to.
- ▶ Contact your administration if the rule rejects the content incorrectly.
- The gateway sends the request to the provider.

5.2.5 The prompt is too long for this model

The gateway shows **The prompt is too long for this model. Start a new chat or shorten the input.**

5.2.5.1 Cause

Together with the new input, the conversation goes over the context window of the selected model.

5.2.5.2 Solution

- ▶ Shorten the input or remove an attachment.
- ▶ Start a new conversation.
- ▶ Select a model with a larger context window.
- The model accepts the request.

5.2.6 The request took too long to complete

The gateway shows **The request took too long to complete. Try a simpler request, narrow the scope, or turn off web search.**

5.2.6.1 Cause

The model did not answer within the time limit.

5.2.6.2 Solution

- ▶ Narrow the scope of the request.
- ▶ Turn off the web search for this chat.
- ▶ Send the request again.
- The model answers within the time limit.

5.2.7 The requested model is not available on this gateway

The gateway shows **The requested model is not available on this gateway. Check the model id, or pick a model this gateway serves.**

5.2.7.1 Cause

The selected model is not enabled on the gateway, or the model ID is spelled incorrectly.

5.2.7.2 Solution

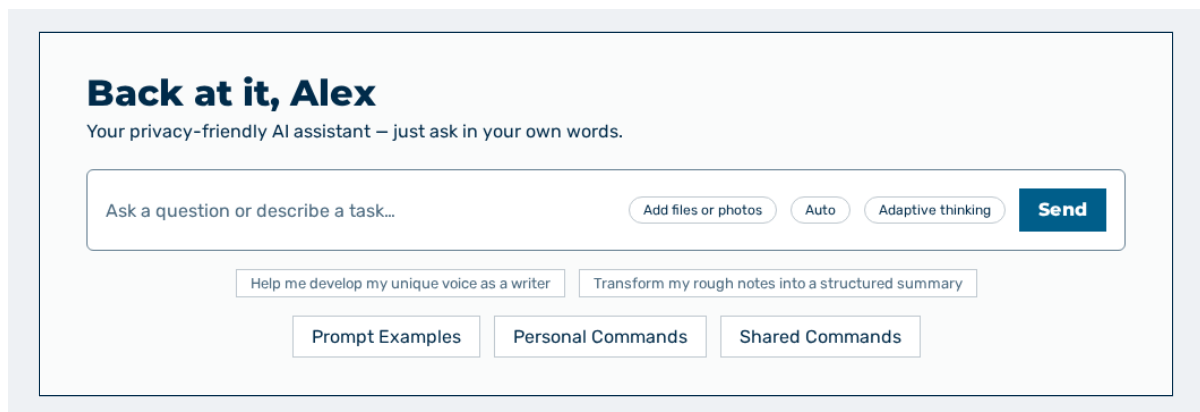


Figure 114: Chat

- ▶ Open the model selection in the chat.
- ▶ Select a model from the list.
- ▶ Contact your administration if the model you want is missing.
- The gateway sends the request to the provider.

5.2.8 This gateway requires EU model hosting

The gateway shows **This gateway requires EU model hosting. The selected model routes to a provider that is not EU-hosted.**

5.2.8.1 Cause

A residency requirement applies to the gateway that the selected model does not meet.

5.2.8.2 Solution

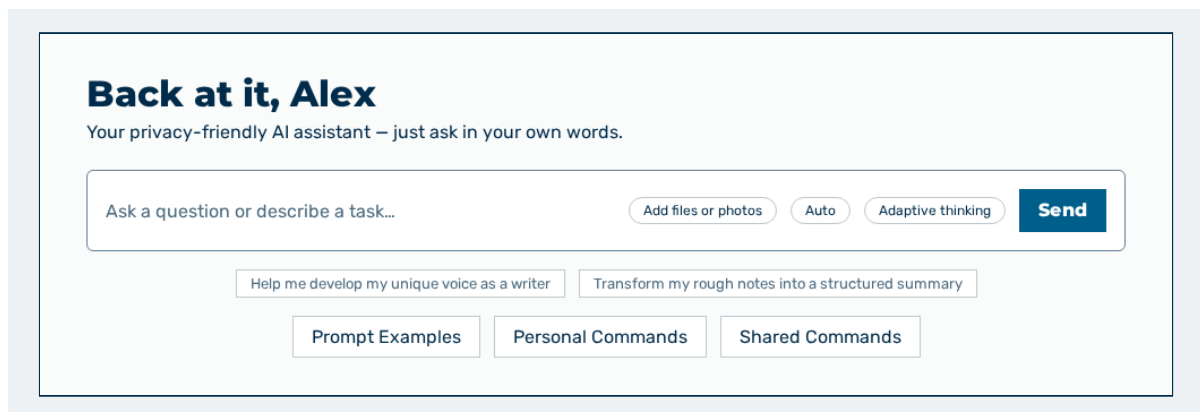


Figure 115: Chat

- ▶ Open the model selection in the chat.
- ▶ Select a model of an EU provider – Myra, Mistral, or an EU-region adapter.
- The gateway sends the request to the provider.

5.2.9 The model provider returned an error

The gateway shows **The model provider returned an error. Please try again.** The provider accepted the request and answered it with an error.

5.2.9.1 Cause

Related messages are **The model provider is rate-limiting requests.**, **The model provider is temporarily unavailable.**, and **All configured providers failed.**

5.2.9.2 Solution

- ▶ Wait a moment and send the request again.
- ▶ Select a model of a different provider.
- ▶ Contact your administration if the error stays.
- The provider answers the request.

5.2.10 Frequently asked questions

This section answers the questions most frequently asked about the gateway.

5.2.10.1 Which budget is used up?

The **The usage budget of this workspace is used up.** message does not name the scope. The notice banner above the **Dashboard** view names it:

- **Tenant**
- **Gateway**
- **Token**
- **Plan allowance**
- **Rate limit**

A budget renews at the start of the next billing cycle. See [Dashboard](#).

5.2.10.2 How high is my rate limit?

The rate limit applies to each token. The **My Account** view lists it in the **Tokens** section in the **Rate Limit** column as requests for each time window. A gateway carries a rate limit of its own in addition, and the two apply independently of each other. The **Rate limit exceeded – please slow down.** message does not name which of the two applied. See [Managing tokens](#).

5.2.10.3 Why are other models available to me than to other users?

The gateway through which your request goes decides the available models, not your user account. For a model that is not enabled on the gateway, the gateway answers with **The requested model is not available on this gateway.** Users who work through a different gateway therefore see a different selection. See [Dashboard](#).

5.2.10.4 What does EU model hosting mean?

A gateway can require that requests only go to providers that host in the EU. For a model outside this requirement, the gateway answers with **This gateway requires EU model hosting. The selected model routes to a provider that is not EU-hosted.** The Myra and Mistral providers and the EU region adapters meet the requirement. See [Product description](#).

5.3 Gateway token

This section names the messages that concern a gateway token, their cause, and their remedy.



The messages of this section appear for the requests through the inference API. The **Viewer** and **Demo User** roles create no tokens and therefore send no such requests.

5.3.1 Messages

The following sections give the cause and the remedy for these messages:

- Access denied for this gateway
- Missing or invalid gateway token

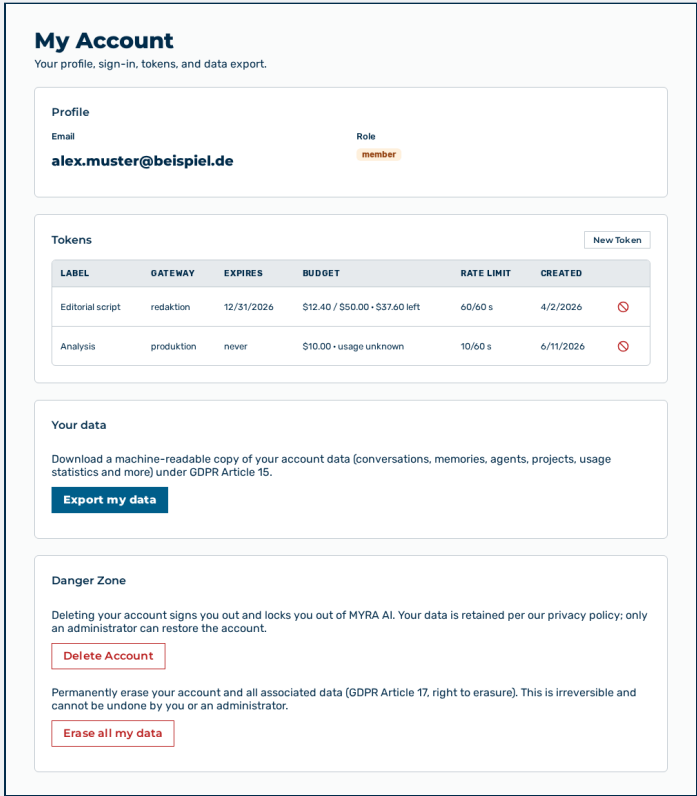
5.3.2 Access denied for this gateway

The gateway shows **Access denied for this gateway**.

5.3.2.1 Cause

Your user account or your token has no access to this gateway.

5.3.2.2 Solution



My Account
Your profile, sign-in, tokens, and data export.

Profile

Email: alex.muster@beispiel.de Role: member

Tokens New Token

LABEL	GATEWAY	EXPIRES	BUDGET	RATE LIMIT	CREATED
Editorial script	redaktion	12/31/2026	\$12.40 / \$50.00 • \$37.60 left	60/60 s	4/2/2026
Analysis	produktion	never	\$10.00 • usage unknown	10/60 s	6/11/2026

Your data

Download a machine-readable copy of your account data (conversations, memories, agents, projects, usage statistics and more) under GDPR Article 15.

[Export my data](#)

Danger Zone

Deleting your account signs you out and locks you out of MYRA AI. Your data is retained per our privacy policy; only an administrator can restore the account.

[Delete Account](#)

Permanently erase your account and all associated data (GDPR Article 17, right to erasure). This is irreversible and cannot be undone by you or an administrator.

[Erase all my data](#)

Figure 116: My Account view

- ▶ In the **Tokens** section of the **My Account** view, check which gateway your token applies to.
 - ▶ In the same row, check the **Rate Limit** column.
 - ▶ Contact your administration if your user account must be assigned to the gateway.
- After the assignment, the gateway accepts your requests.

5.3.3 Missing or invalid gateway token

The gateway shows **Missing or invalid gateway token**.

5.3.3.1 Cause

The request carries no token, or the token used is revoked or expired.

5.3.3.2 Solution

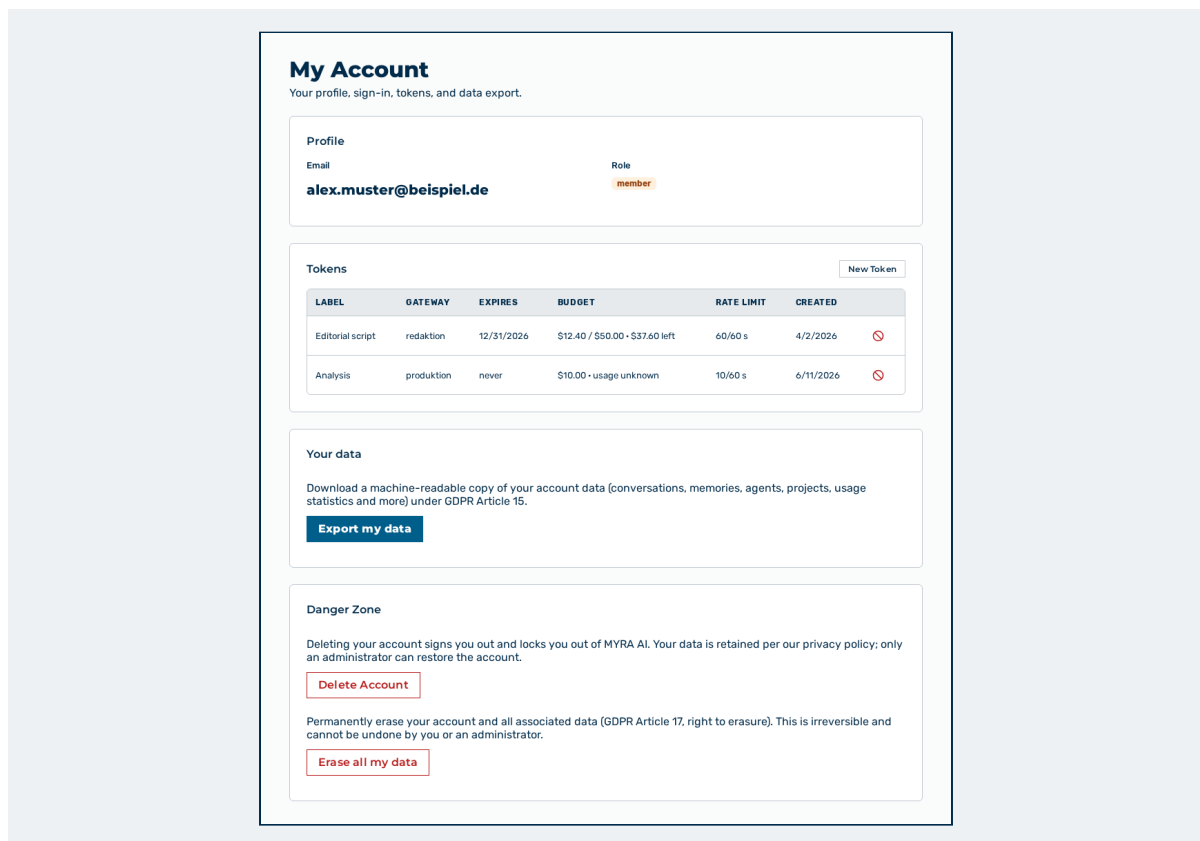


Figure 117: My Account view

- In the **Account** area, open the **Profile** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Account**.
- In the **Tokens** section, check the **Expires** column.
- Create a new token with **New Token** and enter it in the calling application.
- The gateway accepts the requests again.

5.3.4 Frequently asked questions

This section answers the questions most frequently asked about gateway tokens.

5.3.4.1 Where do I find my tokens?

In the **Account** area in the **Profile** group. The **My Account** view lists them in the **Tokens** section with the **Label**, **Gateway**, **Expires**, **Budget**, **Rate Limit**, and **Created** columns. See [Managing tokens](#).

5.3.4.2 Does a token apply to more than one gateway?

No, each token belongs to exactly one gateway. For a second gateway, create a second token. For a request to a gateway to which the token does not apply, Myra AI Workspace answers with **Access denied for this gateway**. See [Managing tokens](#).

5.3.4.3 Does a token expire?

A token expires only if you make an **Expires At** entry in the **New Token** dialog. The field carries the **Leave blank = never expires** note. Without an entry, the **Expires** column shows **never**. See [Managing tokens](#).

5.3.4.4 What do I do if a token gets into the wrong hands?

Revoke it in its row and confirm the **Revoke this token?** query. After that, the gateway answers each request with this token with **Missing or invalid gateway token**. Then create a new token with **New Token** and enter it in the calling application. See [Managing tokens](#).

5.4 MCP connectors

This section names the message that concerns an MCP connector, its cause, and its remedy.

5.4.1 A connector needs to be reconnected

The gateway shows **A connector needs to be reconnected before it can be used.**

5.4.1.1 Cause

The credentials of an MCP connector are expired or withdrawn.

5.4.1.2 Solution

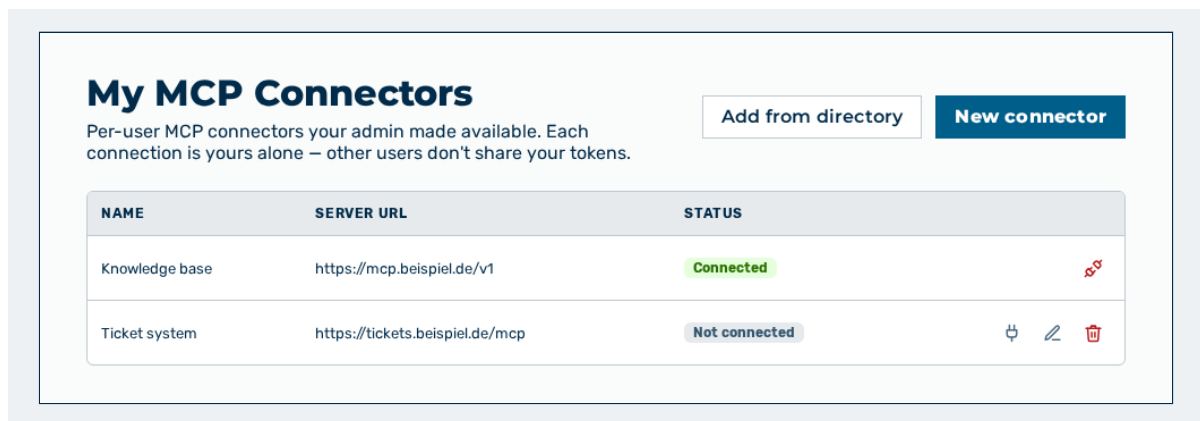


Figure 118: My MCP Connectors view

- ▶ In the **Settings** area, open the **Connections** group.
 - ▷ On the start page, click on your name at the bottom of the navigation bar.
 - ▷ In the user menu, click on **Settings**.
- ▶ In the row of the connector, connect the credentials again with **Reconnect**.
- ▶ Send the request again.
- The AI calls the tools of the connector again.

5.4.2 Frequently asked questions

This section answers the questions most frequently asked about MCP connectors.

5.4.2.1 How do I see that a connector needs to be reconnected?

In the **Status** column of the **My MCP Connectors** view. While a connector needs to be reconnected, the AI does not call its tools and the gateway shows **A connector needs to be reconnected before it can be used**. See [Connections](#).

5.4.2.2 Why must I reconnect a connector?

An MCP connector works with the credentials that you gave it when you connected it. If they expire or the provider withdraws them, the connector loses its access. The **Reconnect** row action does the sign-in with the provider again. See [Managing MCP connectors](#).

5.4.2.3 Do other users see my connectors?

No, a connector of your own applies to your user account alone. Separately from that, the administration manages the MCP connectors of the tenant, which are available to all users of the tenant. See [Managing MCP connectors](#).

5.5 Your own objects

This section names the messages that appear when you edit your own agents, workflows, and MCP connectors, their cause, and their remedy.



The messages of this section appear during the work on your own agents, workflows, and connectors. The **Viewer** and **Demo User** roles create no own objects.

5.5.1 Messages

The following sections give the cause and the remedy for these messages:

- The agent could not be saved
- The workflow could not be created
- Changed in another tab
- Duplicate step
- Save the connector first, then test
- No gateways available

5.5.2 The agent could not be saved

The **New Agent** or **Edit Agent** dialog shows **The agent could not be saved**.

5.5.2.1 Cause

A mandatory entry is missing, or the server rejected the change. The dialog shows a missing entry as **Name is required**, **Slug is required**, or **Model is required**.

5.5.2.2 Solution

- ▶ Check the **Name**, **Slug**, and **Model** entries.
- ▶ Check whether **Max tokens** contains a positive integer.
- ▶ Click on the **Save** button.
- Myra AI Workspace saves the agent.

5.5.3 The workflow could not be created

The **New workflow** dialog shows **The workflow could not be created**.

5.5.3.1 Cause

The name is missing, or the server rejected the request.

5.5.3.2 Solution

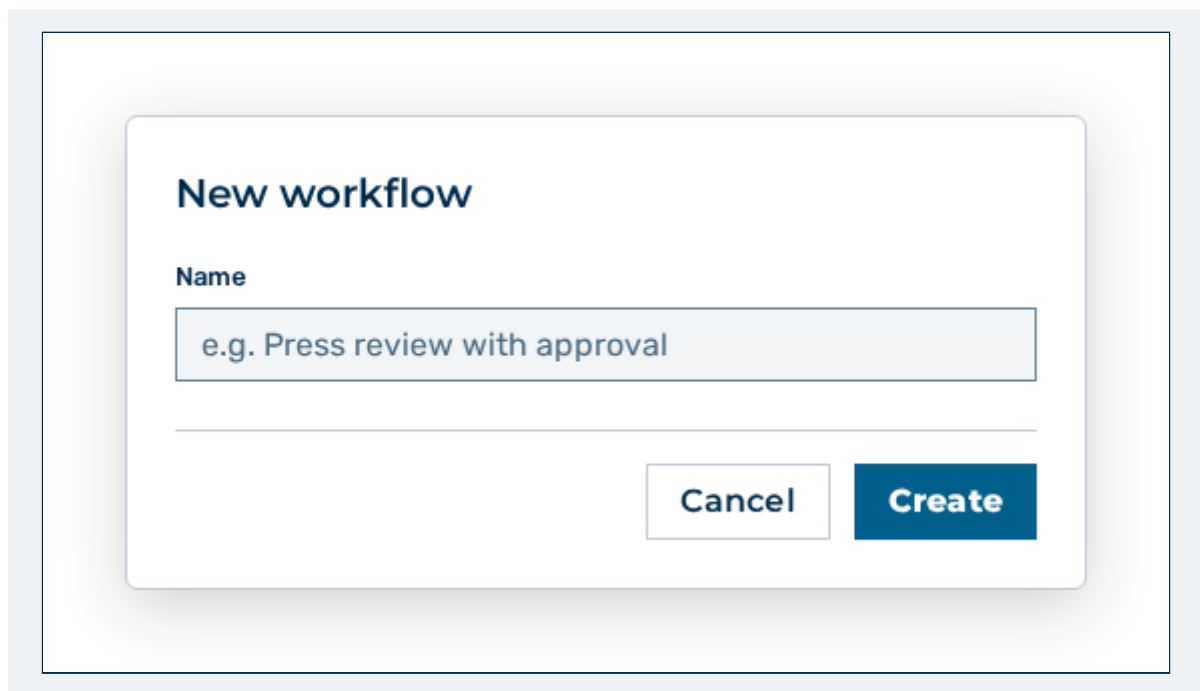


Figure 119: New workflow dialog

- ▶ Enter a name in the **Name** text field.
- ▶ Click on the **Create** button.
- Myra AI Workspace creates the workflow and opens the editor.



Figure 120: Editor of a workflow

5.5.4 Changed in another tab

The editor of a workflow shows **Changed in another tab**.

5.5.4.1 Cause

The same workflow was edited and saved in another browser tab or by another person.

5.5.4.2 Solution

- ▶ Click on the **Reload** button.
 - ↳ The editor loads the current state of the workflow.
- ▶ Repeat your change.
- The editor shows **Saved**.

5.5.5 Duplicate step

The editor of a workflow shows **Duplicate step**. Two steps carry the same key.

5.5.5.1 Cause

Myra AI Workspace does not save the workflow.

5.5.5.2 Solution

- ▶ Rename one of the two steps.
- The editor saves the workflow.

5.5.6 Save the connector first, then test

The **New MCP Connector** dialog shows **Save the connector first, then test**.

5.5.6.1 Cause

The test needs a saved connector.

5.5.6.2 Solution

- ▶ Save the connector.
- ▶ Start the test again.
- The dialog shows the result of the test.

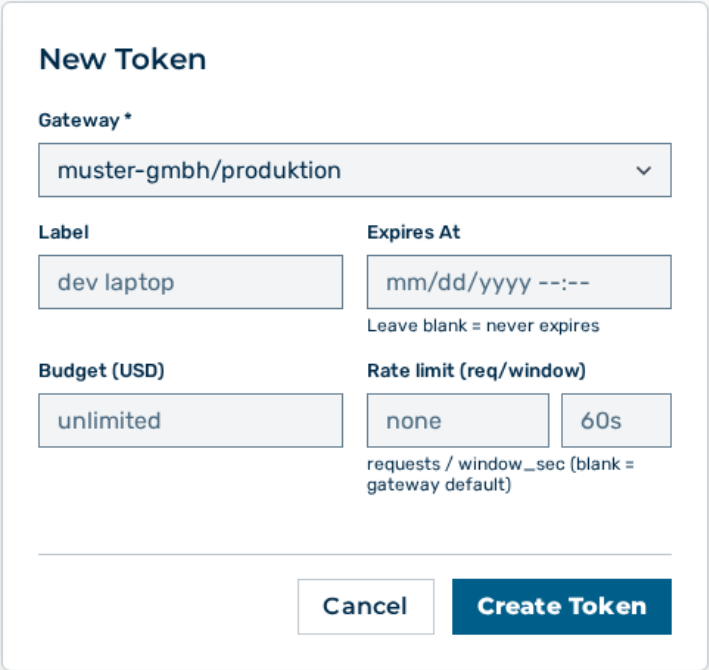
5.5.7 No gateways available

The **New Token** dialog shows **No gateways available**.

5.5.7.1 Cause

A token always applies to one gateway. No gateway exists for your tenant.

5.5.7.2 Solution



The image shows a 'New Token' dialog box with the following fields and options:

- Gateway ***: A dropdown menu showing 'muster-gmbh/produktion'.
- Label**: A text input field containing 'dev laptop'.
- Expires At**: A date input field showing 'mm/dd/yyyy --:--'. Below it, a note says 'Leave blank = never expires'.
- Budget (USD)**: A text input field containing 'unlimited'.
- Rate limit (req/window)**: Two buttons, 'none' and '60s'. Below them, a note says 'requests / window_sec (blank = gateway default)'.
- At the bottom, there are two buttons: 'Cancel' and 'Create Token'.

Figure 121: New Token dialog

- ▶ Contact your administration so that it creates a gateway.
- ▶ Open the **New Token** dialog again.
- The gateway is available for selection.

5.5.8 Frequently asked questions

This section answers the questions most frequently asked about your own agents, workflows, and MCP connectors.

5.5.8.1 Why does the editor show Changed in another tab?

When it saves, the editor of a workflow checks whether the state is still the one that it loaded. If the same workflow was saved in another browser tab or by another person in the meantime, the editor does not save but asks for the current state with **Reload**. Thus neither of the two edits overwrites the other unnoticed. See [Managing workflows](#).

5.5.8.2 Why can an MCP connector only be tested after it is saved?

The test calls the connector through the server, not from the browser. While the connector is not saved, the server does not know its address and its credentials. The dialog shows this with **Save the connector first, then test**. See [Managing MCP connectors](#).

5.5.8.3 Who can edit my agents, workflows, and connectors?

You and the administration. A permission for your own objects applies to the objects of your user account only. A role of the administration goes beyond that. An agent that you share can be started by the recipients but not edited. See [Managing agents](#).

5.6 Interface

This section names the message that the interface itself shows, its cause, and its remedy.

5.6.1 Something went wrong

The interface shows **Something went wrong** or **The app couldn't finish loading**.
Please reload to try again.

5.6.1.1 Cause

A part of the interface did not load.

5.6.1.2 Solution

- ▶ Click on the **Try again** button.
- ▶ If the message stays, reload the page.
- The interface appears completely.

5.6.2 Frequently asked questions

This section answers the questions most frequently asked about the interface.

5.6.2.1 The message stays after a reload – what now?

Sign out and sign in again. If the message stays after that too, speak to your administration and name the view in which it appears and the time. Myra AI Workspace logs the errors of the interface and uses that to find them. See [Home page and GUI layout](#).

5.6.2.2 How do I report an unsuitable response of the AI?

With the **Report** action on the response. The **Report this response** dialog asks for the type of the complaint in the **Reason** selection field and accepts a description in the **Notes (optional)** text field. After the **Submit report** button, Myra AI Workspace confirms with **Report submitted**. See [Report this response dialog](#).

5.6.2.3 Why do I not see a view that this manual describes?

The navigation bar shows only the views for which your role has the permission. The **Product description** section names the functions of your role. For a view that you need, speak to your administration. See [Product description](#).

5.7 Demo

This section names the messages that appear in the demo, their cause, and their remedy.



The messages of this section appear for the **Demo User** role only.

5.7.1 Messages

The following sections give the cause and the remedy for these messages:

- [Not available in the demo](#)
- [That's the demo](#)
- [Demo unavailable](#)
- [We couldn't save your details](#)

5.7.2 Not available in the demo

Myra AI Workspace shows **Not available in the demo. Sign in or contact us to use the full app.** The demo does read-only steps only.

5.7.2.1 Cause

Creating, editing, and deleting stay locked.

5.7.2.2 Solution

- ▶ Continue the demo with the read-only views.
- ▶ Contact Myra to get a full access.
- With a full user account, the locked steps are available.

5.7.3 That's the demo

Myra AI Workspace shows **That's the demo** with the text **You've used all demo prompts. To keep going with the full product, get in touch with us.**

5.7.3.1 Cause

The number of the prompts of the demo is used up.

5.7.3.2 Solution

- ▶ Click on the **Contact Myra** button.
- ▶ If you are already a customer, click on the **Already a customer? Sign in** link.
- Myra AI Workspace shows the contact form or the sign-in.

5.7.4 Demo unavailable

Myra AI Workspace shows **Demo unavailable** with the text **This demo link isn't available. Please contact Myra.**

5.7.4.1 Cause

The demo link opened is not valid any more.

5.7.4.2 Solution

- ▶ Contact Myra to get a valid demo link.
- The new link opens the demo.

5.7.5 We couldn't save your details

The **Before you start** form shows **We couldn't save your details. Please try again., Please fill in every field.** or **Please enter a valid email address.**

5.7.5.1 Cause

An entry is missing or incorrect, or the server did not accept the entries.

5.7.5.2 Solution

- ▶ Fill in the **Full name**, **Email address**, **Company**, and **Phone number** fields.
- ▶ Check the spelling of the email address.
- ▶ Click on the **Start the demo** button.
- The demo starts.

5.7.6 Frequently asked questions

This section answers the questions most frequently asked about the demo.

5.7.6.1 How many prompts do I have in the demo?

The demo accepts five prompts for each visit. In addition, Myra AI Workspace accepts a maximum of 100 prompts for each demo account within 24 hours. If one of the two limits is reached, **That's the demo** appears. See [Getting access](#).

5.7.6.2 How long does a demo session run?

A demo session runs for two hours. After that the session ends, and the demo link starts a new one. See [Getting access](#).

5.7.6.3 Which functions are available in the demo?

The conversation in the chat only. Each other function shows **Not available in the demo. Sign in or contact us to use the full app**. The user menu contains the **Log out** entry only. See [Getting access](#).

5.7.6.4 What happens to the details from the Before you start dialog?

Myra AI Workspace stores the name, the email address, the company, and the phone number so that Myra can contact you about the demo. The dialog appears once for each demo session. See [Getting access](#).

6. Reference

6.1 Notational conventions

The pages of this documentation use the following notational conventions throughout.

Formatting	Description
Text in bold	Identifies screen elements of the interface, such as views, tabs, buttons, fields, and messages.
Links	Identifies references to other sections of this documentation and to external sources.
Text in monospace	Identifies commands, code, endpoints, addresses, and input.
<ABC>	Identifies a placeholder that the application fills with the respective value, such as the name of the selected object.
☑	Identifies a prerequisite that must be fulfilled before the first step.
▶	Identifies a step that you perform.
▷	Identifies a subordinate step.
↳	Identifies the interim result after one or more steps.
→	Identifies the result that is available after the last step.
■	Identifies an item of a list, such as the sections that an overview summarizes.
	Identifies information that supports the procedure. It appears as a separate box or, within a table cell, as a short form in the cell.
	Identifies information that, if not observed, leads to incorrect settings, additional cost, or data loss.