

Quick Start

Early access is by contacting the project. No public installer or purchases are available. Use the access address and instructions supplied by your operator.

Use Friday to explain each step; compare its guidance with your screen and verify the result. Available controls depend on your role and deployment. This guide is application guidance, not a release certification.

Online help: fridaylocalai.com/help

Contact: fridaylocalai.com/contact

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1. First-Run Checklist

Verify the basics first.

Use this checklist with an authorized account after following the installation procedure for your release.

Access and status

Sign in to the intended deployment. Check the application and model-service status using the controls available to your role.

Storage and model

Review the configured storage and privacy boundaries. Choose an available text-capable model appropriate for the system.

A small conversation

Request a short answer, wait for completion, then refresh and verify the conversation is still present. This checks one workflow, not the entire deployment.

If something fails

Record the error and time. Check the relevant status before restarting anything.

A guided first run

Use a non-sensitive practice task. Confirm your authorized account and intended workspace. If a control is unavailable, ask your operator rather than changing permissions yourself. Keep the first task small so you can distinguish an access problem from a model or attachment problem.

Ask Friday to guide you

In an authorized FridayLocalAI conversation, try:

Walk me through my first FridayLocalAI session one step at a time. Ask me to confirm the intended workspace, visible Agent and Model controls, a short completed response, and saved conversation history. Wait for confirmation after each check.

Tell Friday what you can see and which step you have reached. If the instructions do not match your screen, say so; ask for the relevant Help topic or contact your operator. Friday cannot be assumed to see your screen or know your current settings.

Steps to follow

- Sign in using the access address supplied by your operator; check the displayed organization and account.
- Open Organizer and select the intended conversation, or create a practice conversation if permitted.
- Check the Agent and Model controls. Send: "Give me three ways to organize practice meeting notes."
- Wait for the completed response and check its active model attribution.
- Return to the same conversation after one normal refresh and confirm that your message and the reply remain.

Establish what this first run is for

The goal of a first session is to verify a small, understandable workflow, not to exercise every feature. You should be able to access the intended environment, find a conversation, request a short response, review it, and return to saved history. Once those basics are clear, you can move on to attachments, memory, or more specialized capabilities. Use the account and access address supplied by your operator. The public FridayLocalAI website explains the product but is not the same as the application workspace. A store account, a book purchase, or downloading a consumer guide does not grant application access. If you have not yet been given access, use the early-access contact route rather than trying to infer an installation process from these instructions.

Check identity and orientation first

Confirm that the displayed organization and account are what you expect. Then locate the workspace regions: Organizer, the active conversation, and Dashboard where available. The layout may differ with screen size or saved preferences, so a hidden panel does not necessarily mean a feature is missing. Use the labeled layout controls to orient yourself. Ask Friday for help only after conversation is available. Before that point, use the website's guides or your operator's instructions. If you appear to be in the wrong environment or can see unrelated information, stop and report the issue. Do not explore another person's material to determine how much is visible. Record the minimal observation needed for the operator to investigate.

Choose a harmless practice task

Create or select an appropriate conversation using the controls permitted to your role. Type a small task whose result you can evaluate without outside research. For example, supply three fictional meeting notes and ask for a concise summary. Avoid private documents, external sending, system changes, and complicated generation jobs during this initial exercise. State the expected format and a simple constraint, such as "Use only the information I provide; mark missing dates as unknown." This gives you something concrete to check. If the answer invents a date or owner, ask for a correction and compare the revised result. The purpose is to learn the exchange and review process, not to mistake a pleasant response for complete deployment acceptance.

Observe the response path

Check the Agent and Model controls before sending the request, then inspect the active attribution associated with the response. The requested Model selector affects future replies, while routing may influence the active model actually used. Note that distinction if the result does not match your expectations or if you are comparing behavior across requests. Wait for completion before deciding what happened. An incomplete response, a visible error, and a completed but inaccurate answer are different outcomes. Record which one you observed. If there is an error, preserve its non-sensitive wording and the time. Do not immediately change multiple settings or restart services, because doing so can make it harder to identify the cause of the initial failure.

Verify continuity carefully

After the practice exchange completes, return to the same conversation after one ordinary refresh or navigation away and back. Confirm that the user message and assistant response are still present in the intended place. This is a practical check of that saved conversation workflow. It is not proof that every storage, recovery, or retention behavior has been validated. If the conversation appears missing, avoid creating a series of duplicate replacements. Check the selected project, conversation name, and available search first. Note what you expected to see and what is actually visible. Ask the operator for help if the discrepancy remains. Preserving a clear description of the event is more useful than repeatedly changing the workspace in an attempt to make it look right.

Decide what to learn next

If the basic conversation works, choose one next capability that matters to your intended use. Follow the attachment guide for source work, the model guide for understanding selection and attribution, or the Memory Notes guide for reusable preferences. Keep the example small and define the expected result before proceeding. If the basic workflow fails, use the troubleshooting guide and contact the operator with your observations. Include the feature, time, Agent and model information you can see, and the smallest reproduction. Leave out passwords, tokens, and private source contents. A successful first run ends with an understandable result and a clear next step, not a claim that every part of FridayLocalAI has been certified or enabled for your account.

Web guide: fridaylocalai.com/help-first-run-checklist

2. Your First Conversation

Give the task a clear beginning.

A focused prompt helps distinguish the goal from the background.

Choose the context

Open the intended project or conversation. Select an appropriate available agent and model when those controls are exposed.

State the task

Describe what you need, the constraints, relevant context, and the desired output format. For example: compare two approaches, state assumptions, and identify what remains uncertain.

Review the response

Wait for completion, then check source indicators, limitations, and important factual claims. A fluent answer is not proof of a completed operation.

Continue deliberately

Keep ongoing work in the appropriate project and verify saved history. Record durable guidance explicitly in the relevant memory scope.

Write a prompt that can be checked

Use four parts: goal, context, constraints, and output. For example: "Turn these three practice notes into a five-item checklist. Use only the notes. Mark missing owners or dates as unknown." Review the answer, give one correction, and ask for a revised version.

Ask Friday to guide you

In an authorized FridayLocalAI conversation, try:

Help me turn my goal into a clear FridayLocalAI prompt. Ask for the goal, context, constraints, and desired output. Then guide me through reviewing the answer without assuming that fluent text is correct.

Tell Friday what you can see and which step you have reached. If the instructions do not match your screen, say so; ask for the relevant Help topic or contact your operator. Friday cannot be assumed to see your screen or know your current settings.

Steps to follow

- Open the intended conversation in Organizer.
- Enter a goal and the small amount of context needed to answer it. Use Shift+Enter for a new line; Enter sends the message.
- Wait for the reply. Compare it with your inputs and look for unsupported details.
- Ask for one specific revision, such as a shorter checklist or a correction.
- Give the conversation a useful name using Rename conversation where available.

Choose one outcome

Before writing a prompt, decide what you want to have when the exchange is finished. An outline, a comparison table, a corrected paragraph, and an explanation are different outcomes. If you ask for all of them at once without enough context, it becomes difficult to decide whether the answer is useful. Start with one result and build from it. A good first task is small enough that you can check it yourself. Ask Friday to organize a short list of notes or explain a concept using an example you provide. Avoid making the first conversation depend on a large document, a remote service, or a system change. Learning the basic interaction is easier when the input and expected result are both visible and uncomplicated.

Give context that changes the answer

Context is useful when it helps Friday make a relevant choice. State the audience, purpose, constraints, and source material needed for the task. "Write an outline for a five-minute introduction aimed at new users" is more informative than "write about AI." You can also state what to exclude, such as unsupported release dates or claims that a feature is available everywhere. Do not paste unrelated background merely because it exists. A focused prompt helps you notice whether the response used the information that matters. If important facts are missing, ask Friday to question you before drafting. This is especially useful when the answer depends on your preferences or circumstances, which the application cannot be assumed to know without context.

Make the output easy to review

Choose a format that supports the task. A short numbered list works for steps. A table can make a comparison easier to scan. A paragraph may be better for an explanation that needs connected reasoning. State any practical limit, such as a short introduction or a list of the three most important questions. For a practice prompt, try: "Here are three notes. Make a concise action list using only these notes. Keep unknown owners and dates marked as unknown." You can check whether every item comes from the supplied material. The format gives the answer a clear structure without implying that the information is automatically correct. Review the content as well as whether it followed the requested shape.

Revise with a specific instruction

After reading the response, identify the change you need. "Remove the invented deadline and keep the original order" gives Friday more useful direction than "try again." If the tone is wrong, describe the audience and desired level of formality. If a point is missing, supply the relevant information or ask which evidence would be needed. Keep the correction connected to the current objective. If a new requirement changes the task substantially, say so. You can ask Friday to summarize the revised goal before producing another draft. This reduces the chance that an earlier assumption continues unnoticed. Review the new result against both the original request and the correction; a second answer is not automatically an improvement merely because it is different.

Distinguish writing from doing

Friday may describe a plan, draft a message, or explain how a setting could be changed. Those are useful outputs, but they are not evidence that the message was sent or the setting was saved. If your task requires an actual operation, the application needs a permitted capability and a result you can verify. For a first conversation, make that boundary explicit. Ask for guidance or a draft and perform the intended interface action yourself when appropriate. If a reply claims a completed action, look for the corresponding artifact or saved state. You can ask, "What result can I inspect?" rather than treating confident wording as proof. This habit becomes more important as tasks involve files, tools, or external destinations.

Preserve a useful record

Give the conversation a name that describes its purpose where renaming is available. Return to it when continuing the same task, and review the last decision before proceeding. If the exchange becomes long, ask for a concise recap of established facts, open questions, and next steps, then check the recap against the conversation. Save reusable guidance separately when it belongs in Memory Notes and your role permits that action. Do not assume that saying "remember this" establishes a durable record without verification. Temporary details can remain in the current exchange. A useful conversation is one you can understand later: what was requested, what was supplied, what changed, and what still needs review. That is a stronger foundation than a collection of disconnected prompts with unclear outcomes.

Web guide: fridaylocalai.com/help-first-conversation

3. Attach and Verify a Document

Check upload. Then check understanding.

Uploading a file and making its contents available to a model are separate steps.

Select the right place

Open the target conversation or project and add a supported file through its attachment control.

Wait for processing

Review the upload and available extraction or processing status. Do not infer readable content from a filename or preview alone.

Ask a verifiable question

Choose a narrow question answered by the document. Compare the response with the original text and any source indicators.

Isolate a failure

Check supported type and size, processing status, model capability, and actual source delivery. Use one small attachment to narrow the problem.

Practice with a small text file

Create a harmless text file with three short facts you can verify. Select the intended conversation, use its attachment control, and wait for the available upload or processing result. Ask a question about one fact, then compare the answer with the file. Supported upload types are not a promise that every format can be read by every model.

Ask Friday to guide you

In an authorized FridayLocalAI conversation, try:

Help me verify whether you can read my attached practice file. Name the file you can access, quote one short passage, and answer this question from it: [question]. If it is unavailable, explain what I should check without inventing its contents.

Tell Friday what you can see and which step you have reached. If the instructions do not match your screen, say so; ask for the relevant Help topic or contact your operator. Friday cannot be assumed to see your screen or know your current settings.

Prepare a source you can check

For your first document task, choose a short, non-sensitive text file with facts you understand. Give it a meaningful filename and include a clear title or section heading in its contents. This makes it easier to identify the source and compare the answer with the original. Avoid beginning with a large scan or a complex archive when you are still learning the attachment workflow. Confirm that you are allowed to use the material in the intended deployment. A file being available on your device does not settle whether it should be supplied to an AI workflow. If it contains proprietary or personal information, follow your organization's handling rules and ask the operator about the processing path. Use the smallest relevant source rather than uploading unrelated material as background.

Select the intended conversation

Open the project and conversation where the work belongs before using the attachment control. Check the active title and context, especially after navigating through search results or switching tasks. An attachment should support the question you are asking in that conversation. Clear placement also makes it easier to revisit the source-dependent exchange later. Use the interface's supported upload mechanism and wait for the available result. The file picker may accept many types, but acceptance is only one stage. Different formats can require different processing, and some contents may not be available to the selected model. Do not infer universal readability from a filename, an attachment badge, or the ability to preview the file in the browser.

Test access with a narrow question

Ask something whose answer is clearly present in the source. For example, request the exact date stated under a known heading or ask for a short quotation from a particular section. Compare the response with the original file. A general summary can sound plausible even when source access is incomplete, so a narrow question is a stronger initial check. Tell Friday to say when it cannot access the content. Do not ask it to guess what a document probably contains from its title. If the answer includes a passage reference, confirm that the passage exists and supports the claim. This check does not guarantee complete understanding of the entire document, but it gives you evidence about whether the supplied material is being used for the specific question.

Move from verification to analysis

Once you have evidence that the relevant content is available, ask the actual question. Specify the section, comparison, or output needed. "Summarize the obligations described in section two and list ambiguities" is more focused than "analyze everything." For an important task, keep source statements separate from interpretation and ask for references to the material supporting the answer. Review any extracted figures, names, and dates carefully. If a document contains tables, images, or scanned pages, verify that the relevant part was processed appropriately. An answer based on readable text may not account for information in an image. Ask Friday to identify limitations and unresolved items, then inspect the original source where the result depends on details that are easy to misread or omit.

Investigate unreadable material systematically

If the source is unavailable, describe the file type, approximate size, and visible upload or processing status. Try a small supported text sample to determine whether the issue is general or specific to the original file. Do not repeatedly upload the same private document without understanding what happened to earlier attempts. Ask the operator about supported processing when the file needs extraction or conversion. A smaller excerpt may help if you are allowed to share it, but keep the relationship to the original clear. Do not treat a pasted summary as equivalent to reviewing the full source. The useful question is which content reached the task and in what form, not simply whether a storage operation accepted the upload.

Keep source authority clear

FridayLocalAI can help explain, organize, and compare material, but the original document remains the reference for what it actually says. A generated answer can contain an omission or an interpretation that the source does not support. Where the result matters, verify the relevant passage and record any uncertainty rather than silently resolving it through guesswork. Instructions embedded in the document should also be distinguished from your own request. If the task is to summarize a document, text inside it is source material to analyze, not automatic permission to change files or contact a service. State the desired operation clearly. This makes document review more useful and helps keep the workflow aligned with your goal, the available capabilities, and the boundaries established for the deployment.

Web guide: fridaylocalai.com/help-attach-verify-document