

MANIFEST WEBSITE DESIGN
GETTING STARTED GUIDE

Viktor.

Your AI Coworker Playbook

Viktor is not ChatGPT with a Slack skin. It has memory, it has hands, and it has a schedule — which means it actually does the work, not just talks about it.

GET STARTED WITH \$100 FREE CREDITS
tinyurl.com/Go-Viktor

It has memory

Tell Viktor about your business once. It remembers clients, SOPs, brand voice, and preferences — forever.

It has hands

Connects to Xero, Gmail, your CRM, Google Drive — and actually does the task, not just tells you to.

It has a schedule

Set automations once. Daily reports, weekly summaries, monthly billing reminders — all run without you.

Your First 24 Hours

You don't need a plan. You need momentum. Follow these five steps in order and Viktor will be working for you in less than an hour.

1 Sign up and connect Slack

Go to tinyurl.com/Go-Viktor and create your account — you get \$100 in free credits. Install Viktor into your Slack workspace in about three minutes. No Slack? Create a free account at slack.com first.

2 Create a dedicated Slack channel

Create a channel called `#business-ops`. This becomes Viktor's home base — where automations post reports and where your team delegates work.

3 Connect your tools

Go to app.viktor.com.au/integrations and connect at least 10 tools. Start with Gmail or Outlook, Google Calendar, and Google Drive. Then add Xero, Stripe, Facebook, Instagram, your CRM, and any other platforms your team uses daily.

4 Upload your business profile

Create a Google Doc with your business name, services, ideal clients, tone of voice, and any important context. DM it to Viktor: "This is our business profile — please read and remember this." Viktor refers to it on every task.

P.S. You can keep adding to this doc over time, and every now and then, just DM Viktor and tell Viktor it has been updated.

5 Give Viktor its first real task

Don't start with a test. Give Viktor something you actually need done today — a summary of your emails, a list of overdue invoices, or a month of social post ideas. The first real result is what makes it click.

BEFORE YOU GO FURTHER

Start using Viktor.

Talk to it like a person. Send a voice note, drop a screenshot, paste a link. Viktor handles messy human input — you don't need perfect prompts.

Correct fast, correct once. If the output is not right, say so plainly: "Too formal." "Shorter." Viktor stores the correction and applies it every time after.

One task, one thread. Keep each Slack conversation focused on a single job. Multi-topic threads inflate token usage and reduce quality.

Automate everything that repeats. If you ask Viktor for the same thing twice, it should be a scheduled automation. That's where the real leverage lives.

To talk to Viktor, just use the @ symbol and treat Viktor like any other team member, for example:

@Viktor *Look at our last five Google Analytics weekly reports and tell me if traffic is trending up or down, and which pages are performing best.*

STEPS 6 - 7

Getting More Out of Viktor

6 Upload your SOPs

For every repeatable process — client onboarding, quoting, social media, invoice follow-up — DM it to Viktor: "This is our SOP for [process]. Please learn this so you can help me follow it." Viktor applies it to every relevant task.

Good SOPs to start with for a service business:

- New client onboarding checklist
- Quote and proposal process
- Social media content calendar process
- Invoice and payment follow-up procedure
- How to handle client complaints
- Weekly reporting process

Supported upload formats: PDF, Word (.docx), plain text, or paste directly into Slack.

7 Install Skills from the Marketplace

Go to app.viktor.com/skills for pre-built workflow packs — blog writing, Meta Ads, social content, and sales reporting. Skills teach Viktor a repeatable process so it doesn't start from scratch each time.

STEP 8

Building Scheduled Tasks

These are the highest-ROI automations for a service-based business. DM Viktor in Slack to set each one up. Tasks visible at app.viktor.com/settings/tasks

Morning Email Digest — weekdays 8am

SAY TO VIKTOR:

Every weekday at 8am, read my Gmail and give me a summary of anything important — new leads, client questions, urgent items. DM me the digest.

Weekly Business Summary — Mondays 8am

SAY TO VIKTOR:

Every Monday at 8am, give me a summary of last week: any open tasks, unread emails that need replies, upcoming calendar appointments, and any flagged items.

Overdue Invoice Alert — Mondays (Xero)

SAY TO VIKTOR:

Every Monday, check Xero for any invoices overdue by more than 7 days and DM me a list with client name and amount.

Weekly Analytics Report — Fridays 5pm

SAY TO VIKTOR:

Every Friday at 5pm, pull last week's Google Analytics data — sessions, top pages, and traffic sources — and post a summary to #business-ops.

Social Media Reminder — Thursdays 9am

SAY TO VIKTOR:

Every Thursday at 9am, remind me to prepare next week social media posts and suggest three content ideas based on our recent blog posts or current offers.

REAL-WORLD USE CASES

Viktor in Action

See how different businesses put Viktor to work from day one.

TRADES & CONSTRUCTION

You say to Viktor:

Go into Xero and find all outstanding invoices overdue by more than 7 days. Draft a polite payment reminder for each client and send them.

What Viktor does: Scans Xero, identifies every overdue invoice, writes a personalised reminder for each client, and sends — before your first coffee.

Also useful for: Job enquiry replies, scope of works drafts, review requests, T&C templates, Google Business Profile updates, materials checklists, before/after social posts, chasing progress payments.

REAL ESTATE

You say to Viktor:

Every morning at 7am, check my inbox for any leads that came in overnight. Send me a summary with name, contact details, and what they are looking for.

What Viktor does: Runs a daily scan of your inbox, filters for new enquiries, and has a briefing ready when you wake up. No lead falls through the cracks.

Also useful for: Lead follow-up emails, listing descriptions, open home preparation, property reports, contract deadline reminders, buyer qualification emails, social media listings.

ACCOUNTANT / PROFESSIONAL SERVICES

You say to Viktor:

Go into Xero and pull all invoices overdue by more than 14 days. Draft a professional reminder for each client and send them on my behalf.

What Viktor does: Handles the uncomfortable money conversations — politely, professionally, and on schedule — while you focus on client work.

Also useful for: Client file summaries, monthly invoice reports, plain-

English explanations, client newsletters, engagement letters, meeting agendas, EOFY client communications.

MARKETING

You say to Viktor:

Create a month's worth of social content for Instagram and LinkedIn — 60% educational, 40% promotional. Base it on our latest blog posts and current offers.

What Viktor does: Researches, writes, and formats a full content calendar. You review and approve — you do not write from scratch.

Also useful for: Competitor research, email campaigns, lead magnet ideas, ad copy, blog outlines, SEO audits, referral campaigns, website copy.

MARKETING DEPARTMENT

You say to Viktor:

Every Monday, pull last week Google Analytics data — sessions, top pages, traffic sources — and post a summary to our team Slack channel.

What Viktor does: Delivers an automated weekly report to the whole team. No one manually pulls data. Accountability, without the admin.

Also useful for: Campaign performance reports, content planning, social scheduling, competitor monitoring, email sequences, keyword research, job ads, brand audits.

ADMIN

You say to Viktor:

Check my email and triage it — flag anything urgent, draft responses to routine enquiries, and summarise the rest into a morning briefing.

What Viktor does: Turns a 50-message inbox into a 5-item action list. You decide what happens next — Viktor clears the noise.

Also useful for: Meeting agendas, follow-up scheduling, invoice filing, document summaries, appointment confirmations, onboarding checklists, SOP documentation, weekly task summaries.

Moves to Get More Out of Viktor

1 Upload a context document

Share your business background, client types, tone of voice, and ongoing priorities. One doc, used on every task — forever.

2 Connect your tools first

Viktor can only do work in the tools it is connected to. Integrate Gmail, Xero, and your CRM before anything else.

3 DM Sensitive Information

If you ever need Viktor to log in to a website that's not in the integrations, you can DM login and password details securely. Just remember to do it as a private DM.

4 Use voice notes

Drop a Slack voice note instead of typing. Viktor transcribes, understands context, and gets to work — faster than a typed prompt.

5 Build SOPs

Every repeatable process — quoting, onboarding, reporting — write it up and send it to Viktor. One instruction, used on every relevant task.

6 Schedule your top 3 reports

Morning digest, Xero overdue, and weekly summary are the best starting trio. Automate the things you check every week.

7 Install skills

The Viktor Skills Marketplace has pre-built workflow packs for content, ads, and reporting. Install bundles rather than building from scratch.

8 Review token spend monthly

Check app.viktor.com.au/settings/billing once a month. Identify your most-used automations and make sure the ROI is clear.

9 Tell Viktor what it got wrong

Corrections are permanent training. "Too long." "Wrong tone."
Each correction makes every future task sharper.

NEED HELP GETTING SET UP?

We'll get Viktor working for you.

Our team can install Viktor for you and build out your first few automations, or you may wish to have a look at our Orbit system, which incorporates a state-of-the-art CRM for even more complex AI agent work.

**[Book a meeting with Jill ->
go.manifestwebsitedesign.com.au/book-a-meeting](https://go.manifestwebsitedesign.com.au/book-a-meeting)**