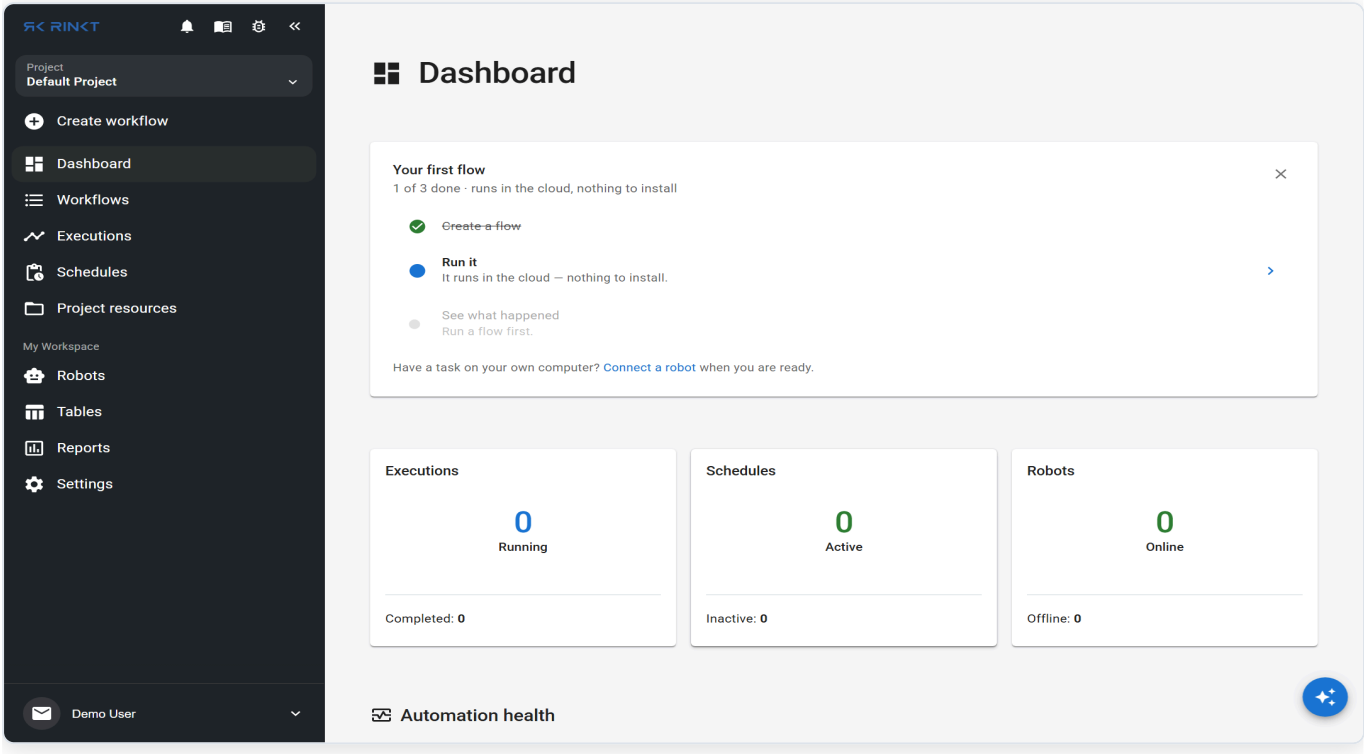
RINKT

Rinkt — Beginner Guide

From your first workflow to your own AI assistant, in ten short chapters.



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1. Sign in and find your way
2. Create your first workflow
3. Run it and see what happened
4. Ask Rinkt, the built-in assistant
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7. Connect a robot for work on your own computer
8. Run on a schedule and get failure alerts
9. Keep results in tables and turn them into reports
10. Good habits and where to go next
11. Things to ask Rinkt
12. Words used in this guide

A short video version of this guide comes with this PDF.

CHAPTER 1

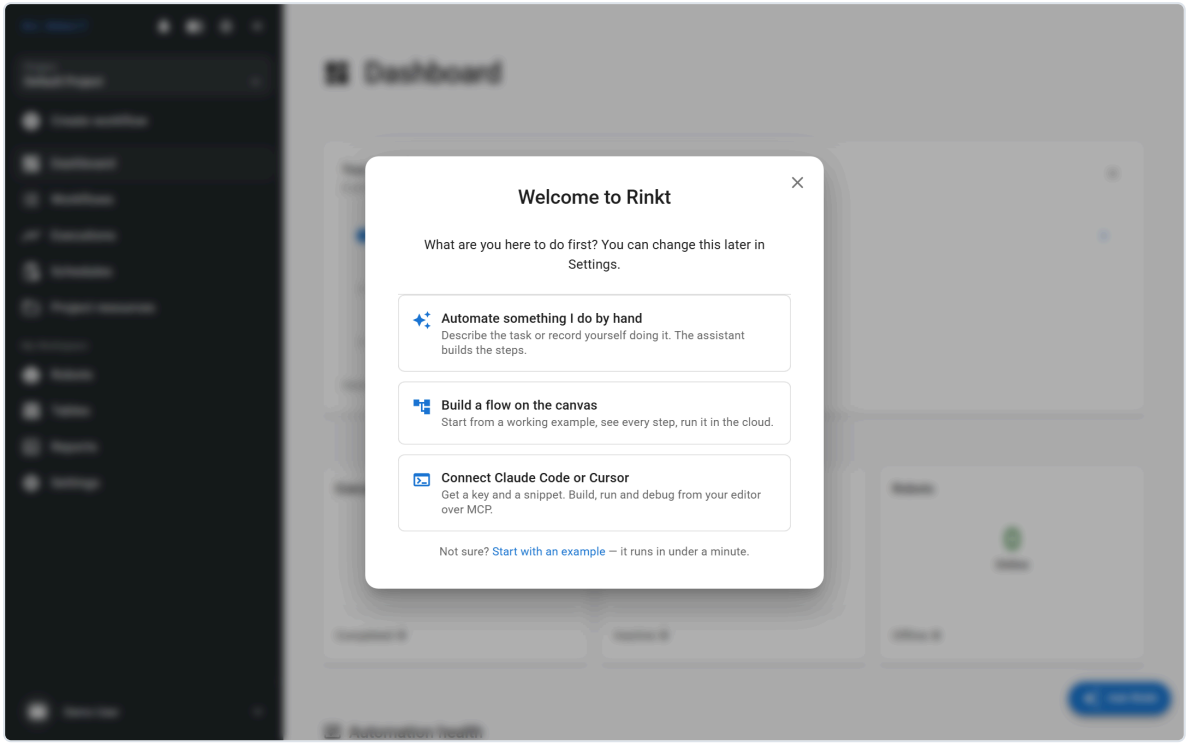
Sign in and find your way

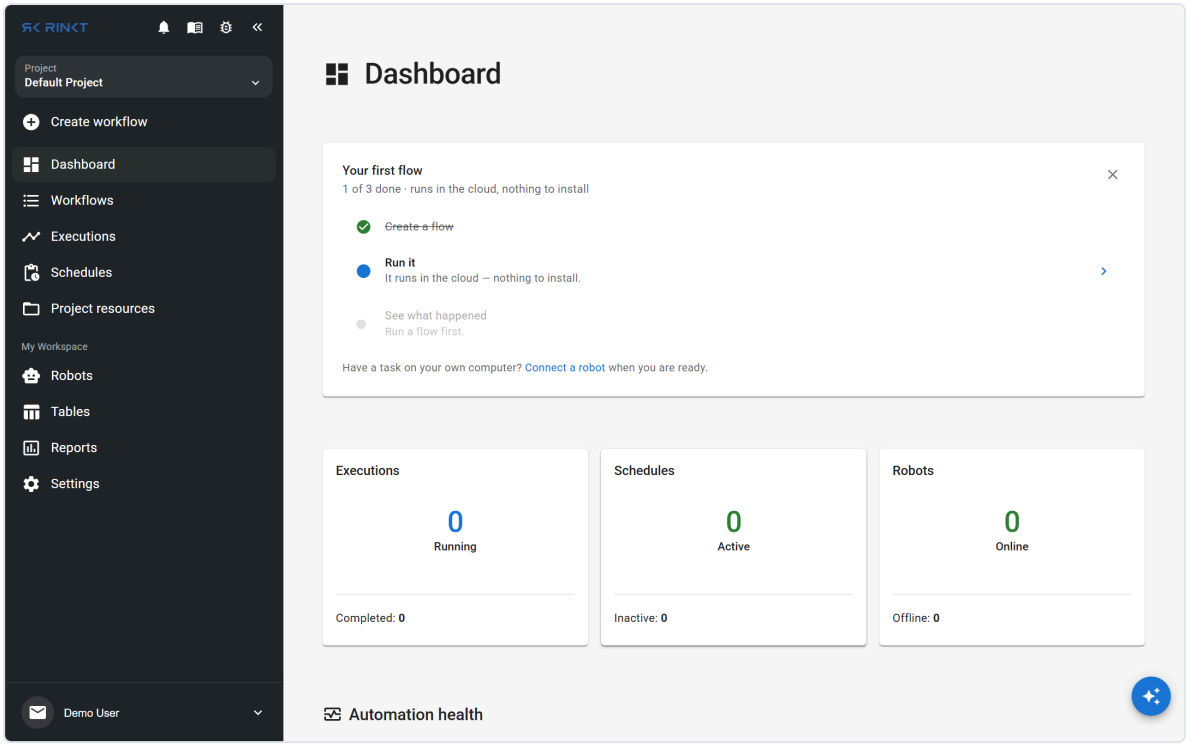
Rinkt automates work you do on a computer: opening sites, reading documents, filling forms. Everything starts on the “Dashboard”.

Steps

1. Sign in at cloud.rinkt.com.
2. The first time, “Welcome to Rinkt” asks what you want to do. Pick the card closest to your goal.
3. The “Your first flow” card on the “Dashboard” guides you through three steps: create, run, see what happened.
4. The menu on the left takes you to every part of Rinkt.

> **Tip:** Lost the checklist? Bring it back under “Settings” → “Getting started”.




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Dashboard
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Executions
Schedules
Project resources
My Workspace
Robots
Tables
Reports
Settings
Demo User
Dashboard
Your first flow
1 of 3 done · runs in the cloud, nothing to install
Create a flow
Run it
It runs in the cloud — nothing to install.
See what happened
Run a flow first.
Have a task on your own computer? Connect a robot when you are ready.
Executions
0
Running
Completed: 0
Schedules
0
Active
Inactive: 0
Robots
0
Online
Offline: 0
Automation health

CHAPTER 2

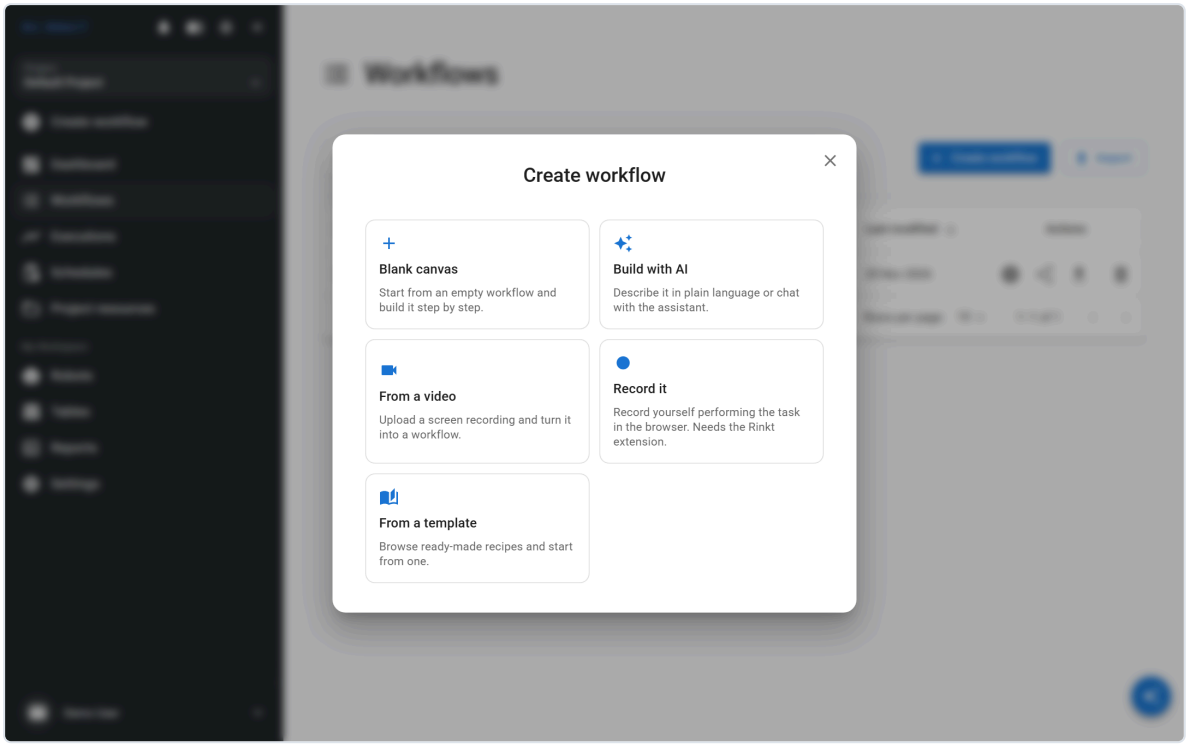
Create your first workflow

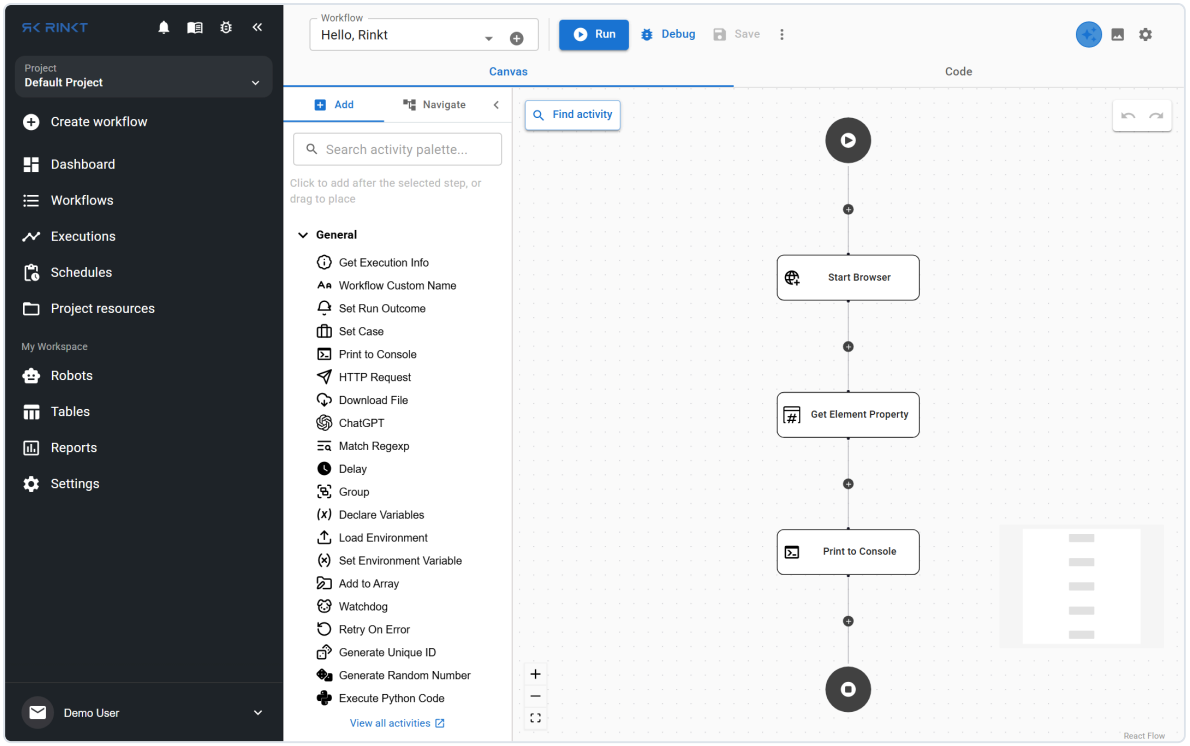
A workflow is a list of steps (activities) that Rinkt runs for you, in order.

Steps

1. Click “Create workflow” in the menu.
2. Choose how to start: “Blank canvas”, “Build with AI” (describe it in your own words), or “From a template”.
3. The workflow opens in the “Designer”. Each box is one step; click a box to change it.
4. Changes are saved automatically.

> **Tip:** “Build with AI” is the quickest start: write what you want in one sentence and Rinkt drafts the steps.




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Hello, Rinkt
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Debug
Save
Canvas
Code
Add
Navigate
Search activity palette...
Click to add after the selected step, or drag to place
General
Get Execution Info
Workflow Custom Name
Set Run Outcome
Set Case
Print to Console
HTTP Request
Download File
ChatGPT
Match Regexp
Delay
Group
Declare Variables
Load Environment
Set Environment Variable
Add to Array
Watchdog
Retry On Error
Generate Unique ID
Generate Random Number
Execute Python Code
View all activities
Find activity
Start Browser
Get Element Property
Print to Console
React Flow

CHAPTER 3

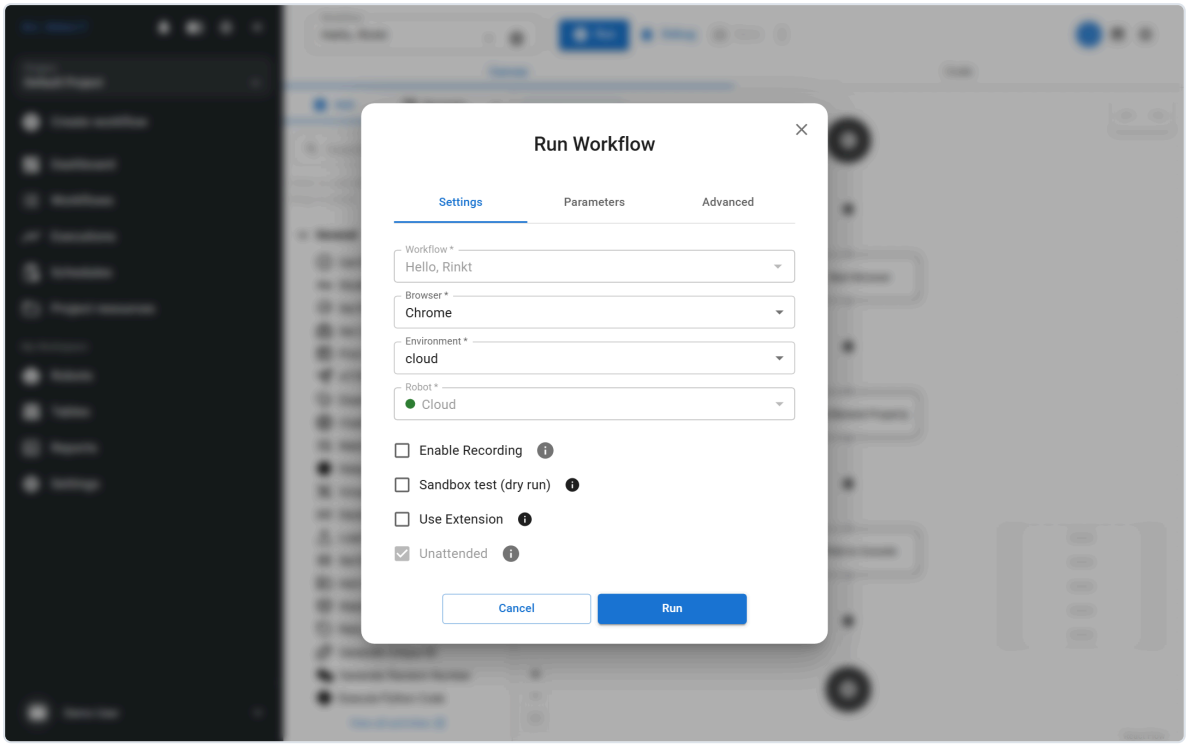
Run it and see what happened

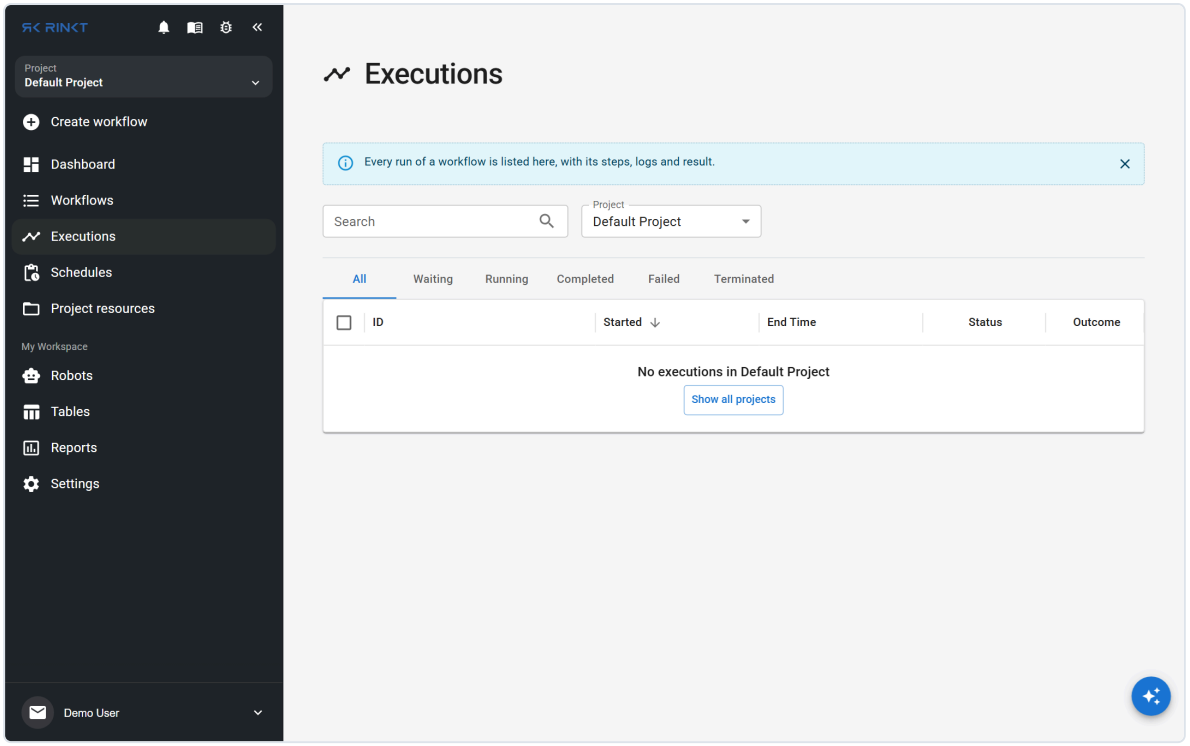
You can run a workflow in the cloud straight away: there is nothing to install.

Steps

1. In the “Designer”, click “Run”.
2. Keep the worker on “Cloud” and confirm with “Run”.
3. Open “Executions” in the menu. Every run is listed, with its status: Running, Completed or Failed.
4. Open a run to see its log and a screenshot of each step.

> **Tip:** A run failed? Open it and ask Rinkt “Why did the last run fail?” (chapter 4).




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Executions
Every run of a workflow is listed here, with its steps, logs and result.
Search
Project
Default Project
All
Waiting
Running
Completed
Failed
Terminated
ID
Started
End Time
Status
Outcome
No executions in Default Project
Show all projects

CHAPTER 4

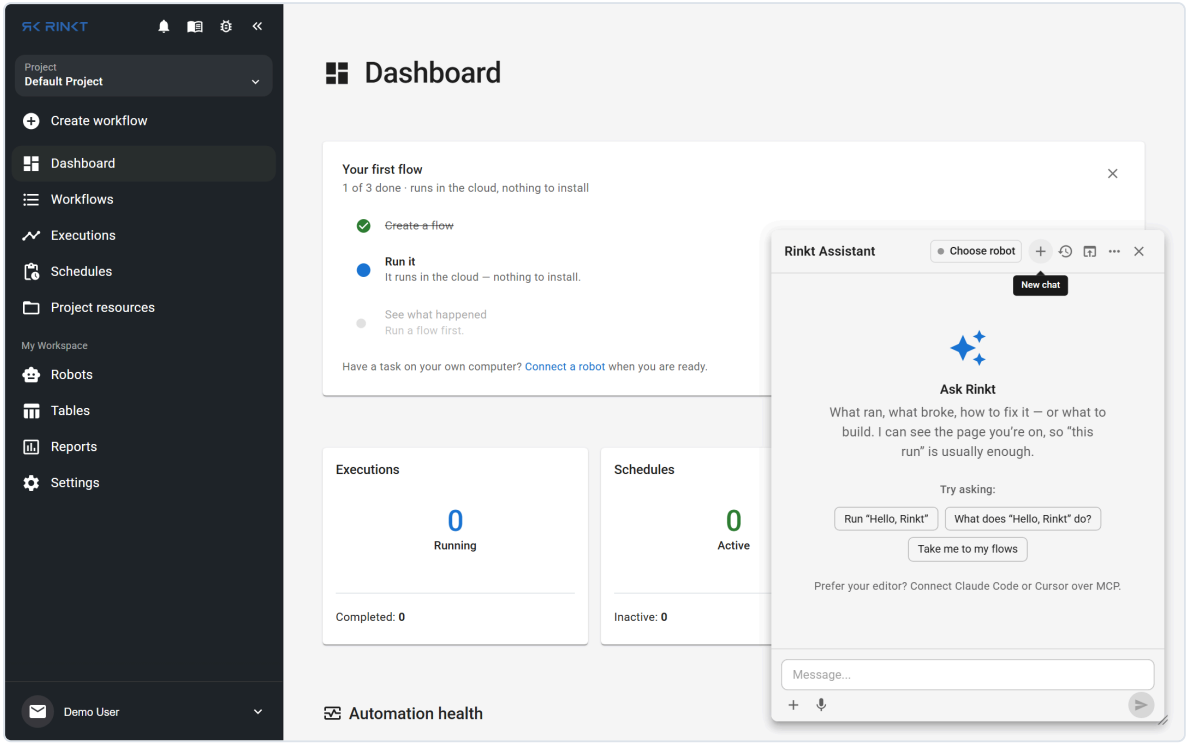
Ask Rinkt, the built-in assistant

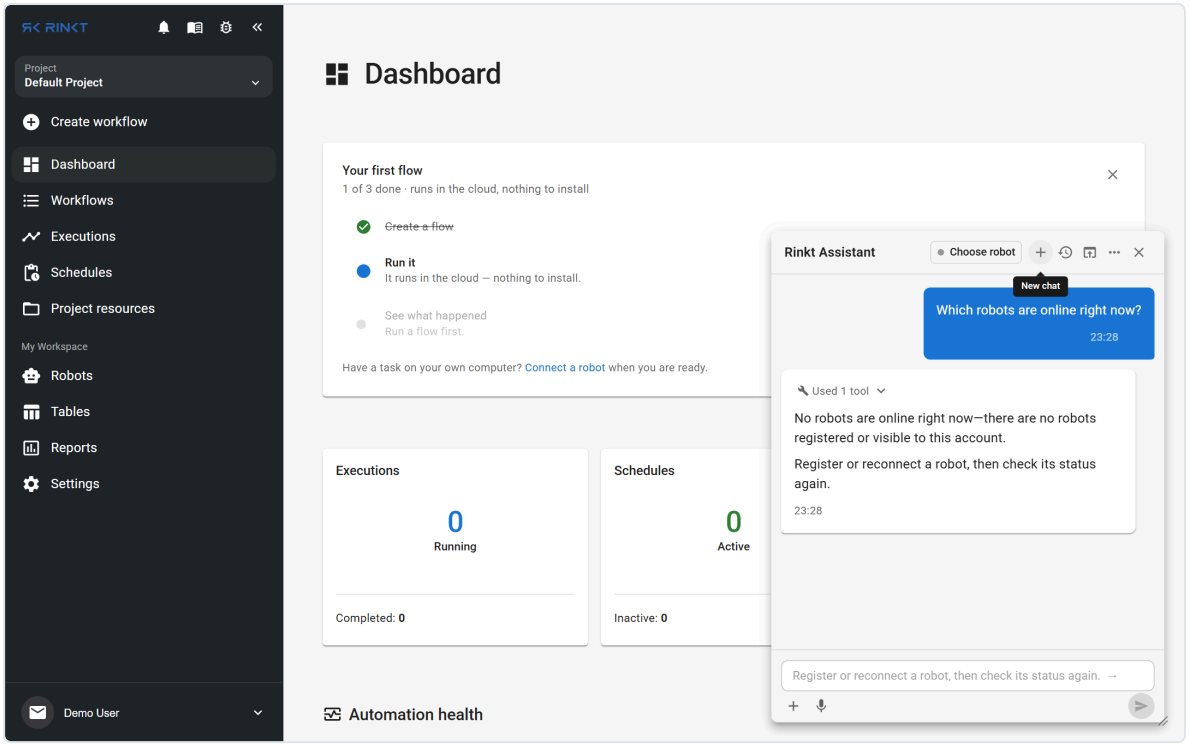
“Ask Rinkt” answers in plain language and can act for you: check the system, build or fix workflows, run them, schedule them and draw charts.

Steps

1. Click the “Ask Rinkt” button in the bottom-right corner of any page.
2. Type a question, or click one of the suggestions.
3. When Rinkt wants to change something (run, schedule, edit), it shows what it will do. Click to approve.
4. Inside the “Designer”, the assistant sees the workflow you have open.

> **Tip:** See “Things to ask Rinkt” at the end of this guide for prompts you can copy.




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Have a task on your own computer? Connect a robot when you are ready.
Executions
0
Running
Completed: 0
Schedules
0
Active
Inactive: 0
Automation health
Rinkt Assistant
Choose robot
New chat
Which robots are online right now?
23:28
Used 1 tool
No robots are online right now—there are no robots registered or visible to this account.
Register or reconnect a robot, then check its status again.
23:28
Register or reconnect a robot, then check its status again. →

CHAPTER 5

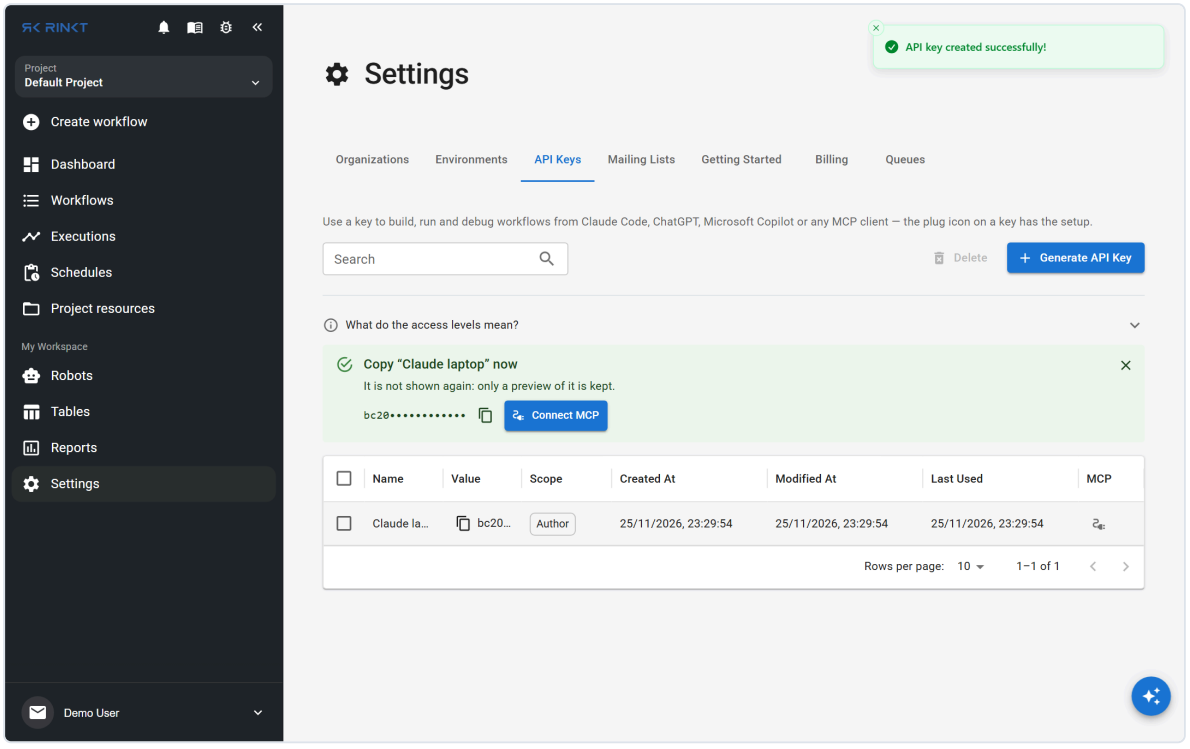
Use Rinkt from Claude, ChatGPT or Microsoft Copilot

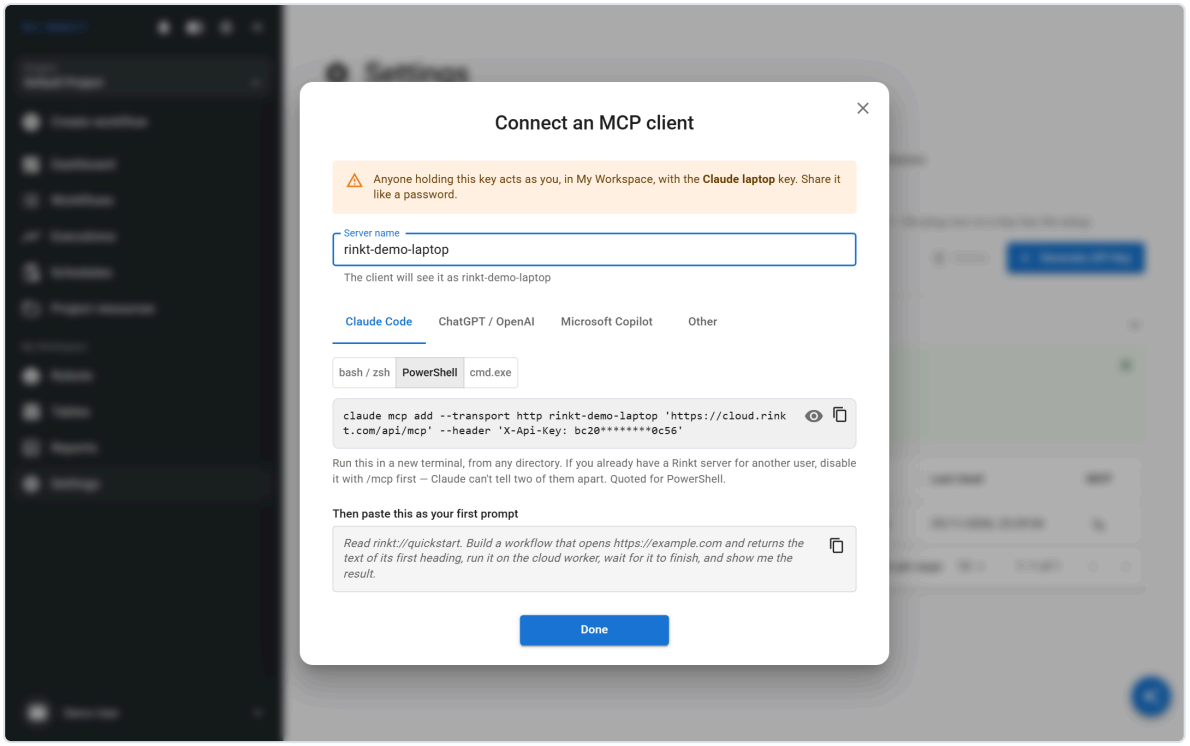
If you already work in an AI tool, connect it to Rinkt over MCP. It can then build, run and debug your workflows.

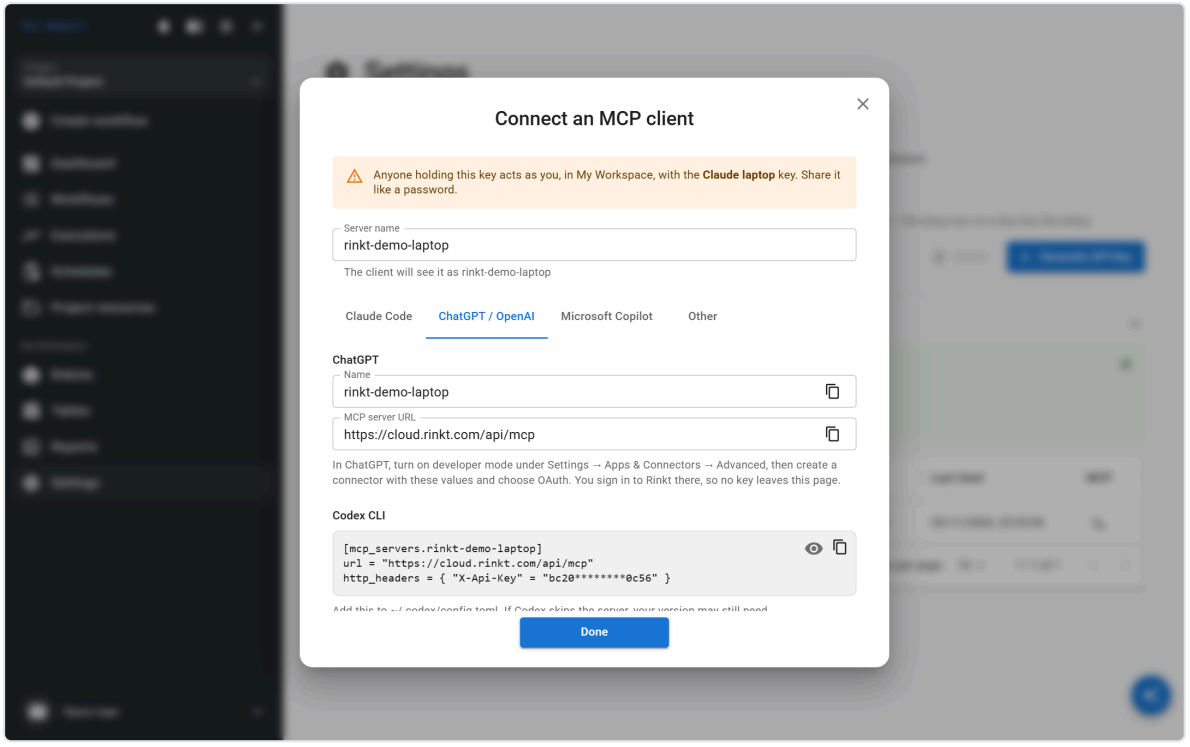
Steps

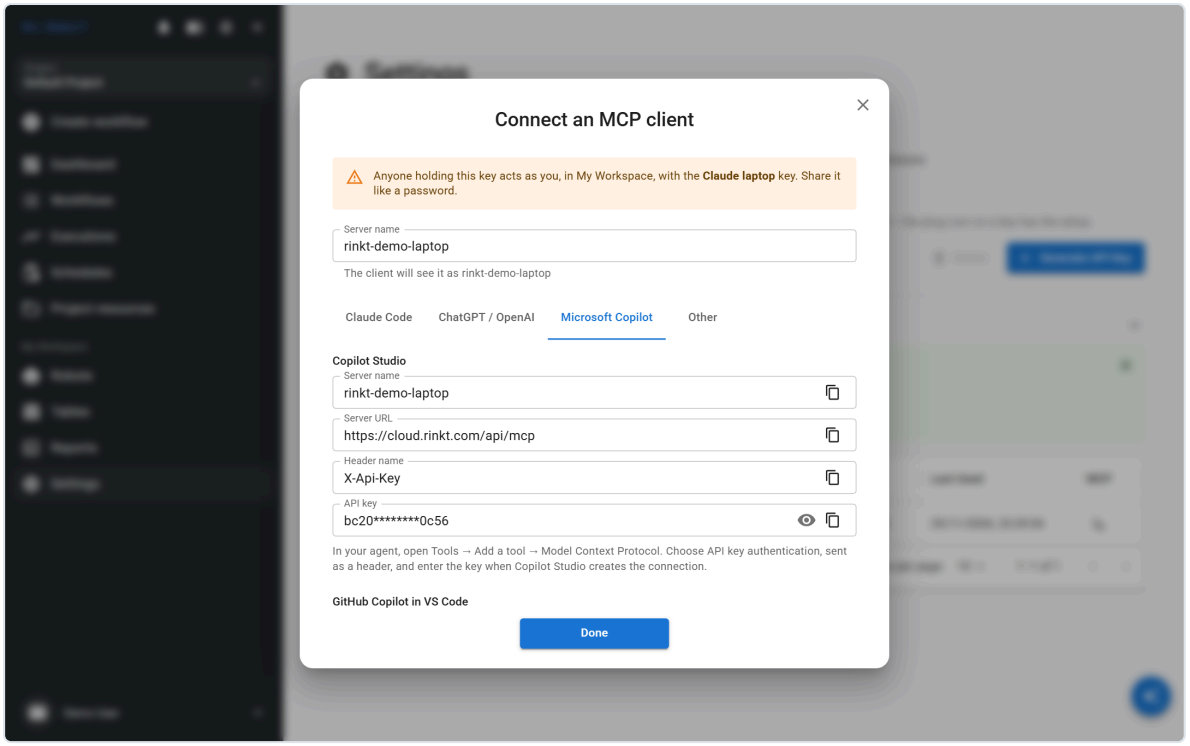
1. Go to “Settings” → “API Keys” and click “Generate API Key”. Give it a name and a scope (“Author” is a good start).
2. Copy the key right away: Rinkt shows it only once.
3. Click the plug icon next to the key, then pick your tool’s tab.
4. Claude Code: run the command shown. ChatGPT: create a connector with the name and URL, choose OAuth and sign in — no key needed.
5. Microsoft Copilot Studio: add a Model Context Protocol tool and fill in the values shown. VS Code: paste the snippet into your user MCP settings.
6. Paste the suggested first prompt into your AI tool.

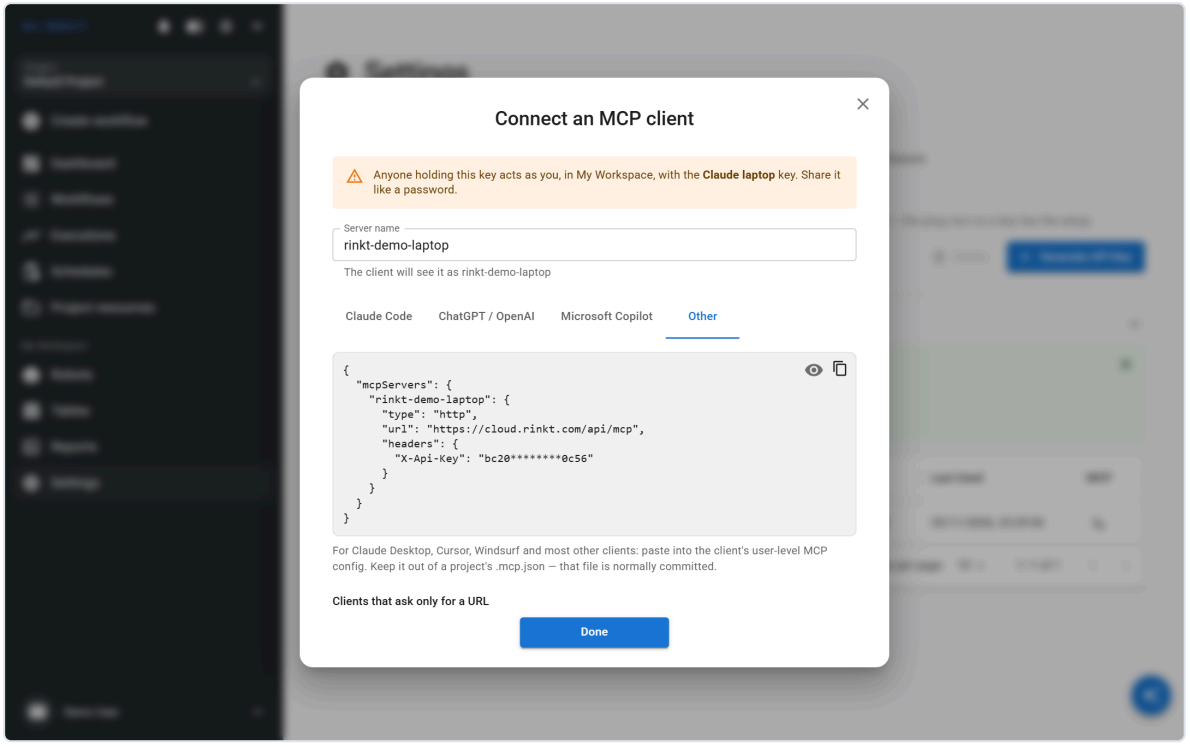
> **Tip:** A key acts as you. Never paste it into a shared file or chat.




Connect an MCP client
Anyone holding this key acts as you, in My Workspace, with the Claude laptop key. Share it like a password.
Server name
rinkt-demo-laptop
The client will see it as rinkt-demo-laptop
Claude Code
ChatGPT / OpenAI
Microsoft Copilot
Other
bash / zsh
PowerShell
cmd.exe
claude mcp add --transport http rinkt-demo-laptop 'https://cloud.rinkt.com/api/mcp' --header 'X-Api-Key: bc20********0c56'
Run this in a new terminal, from any directory. If you already have a Rinkt server for another user, disable it with /mcp first — Claude can't tell two of them apart. Quoted for PowerShell.
Then paste this as your first prompt
Read rinkt://quickstart. Build a workflow that opens https://example.com and returns the text of its first heading, run it on the cloud worker, wait for it to finish, and show me the result.
Done


Connect an MCP client
Anyone holding this key acts as you, in My Workspace, with the Claude laptop key. Share it like a password.
Server name
rinkt-demo-laptop
The client will see it as rinkt-demo-laptop
Claude Code
ChatGPT / OpenAI
Microsoft Copilot
Other
ChatGPT
Name
rinkt-demo-laptop
MCP server URL
https://cloud.rinkt.com/api/mcp
In ChatGPT, turn on developer mode under Settings → Apps & Connectors → Advanced, then create a connector with these values and choose OAuth. You sign in to Rinkt there, so no key leaves this page.
Codex CLI
[mcp_servers.rinkt-demo-laptop]
url = "https://cloud.rinkt.com/api/mcp"
http_headers = { "X-Api-Key" = "bc20********0c56" }
Done


Connect an MCP client
Anyone holding this key acts as you, in My Workspace, with the Claude laptop key. Share it like a password.
Server name
rinkt-demo-laptop
The client will see it as rinkt-demo-laptop
Claude Code
ChatGPT / OpenAI
Microsoft Copilot
Other
Copilot Studio
Server name
rinkt-demo-laptop
Server URL
https://cloud.rinkt.com/api/mcp
Header name
X-Api-Key
API key
bc20********0c56
In your agent, open Tools → Add a tool → Model Context Protocol. Choose API key authentication, sent as a header, and enter the key when Copilot Studio creates the connection.
GitHub Copilot in VS Code
Done


Connect an MCP client
Anyone holding this key acts as you, in My Workspace, with the Claude laptop key. Share it like a password.
Server name
rinkt-demo-laptop
The client will see it as rinkt-demo-laptop
Claude Code
ChatGPT / OpenAI
Microsoft Copilot
Other
{
"mcpServers": {
"rinkt-demo-laptop": {
"type": "http",
"url": "https://cloud.rinkt.com/api/mcp",
"headers": {
"X-Api-Key": "bc20********0c56"
}
}
}
}
For Claude Desktop, Cursor, Windsurf and most other clients: paste into the client's user-level MCP config. Keep it out of a project's .mcp.json — that file is normally committed.
Clients that ask only for a URL
Done

CHAPTER 6

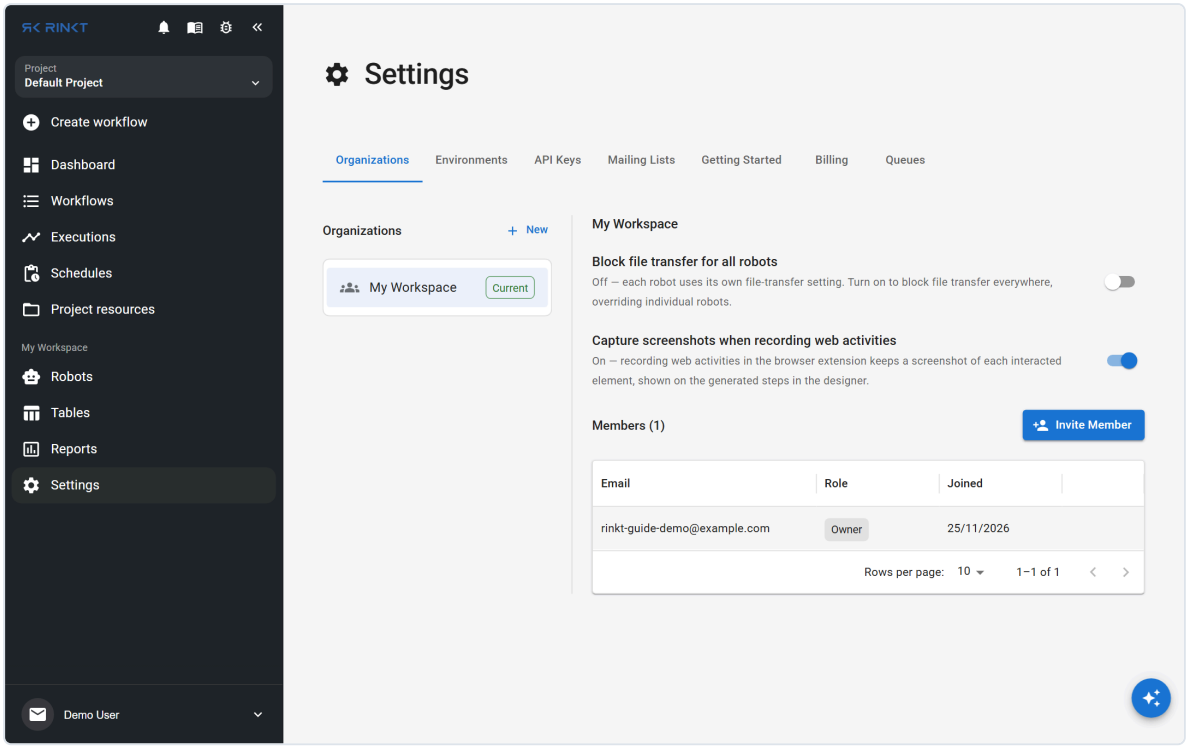
Invite a colleague

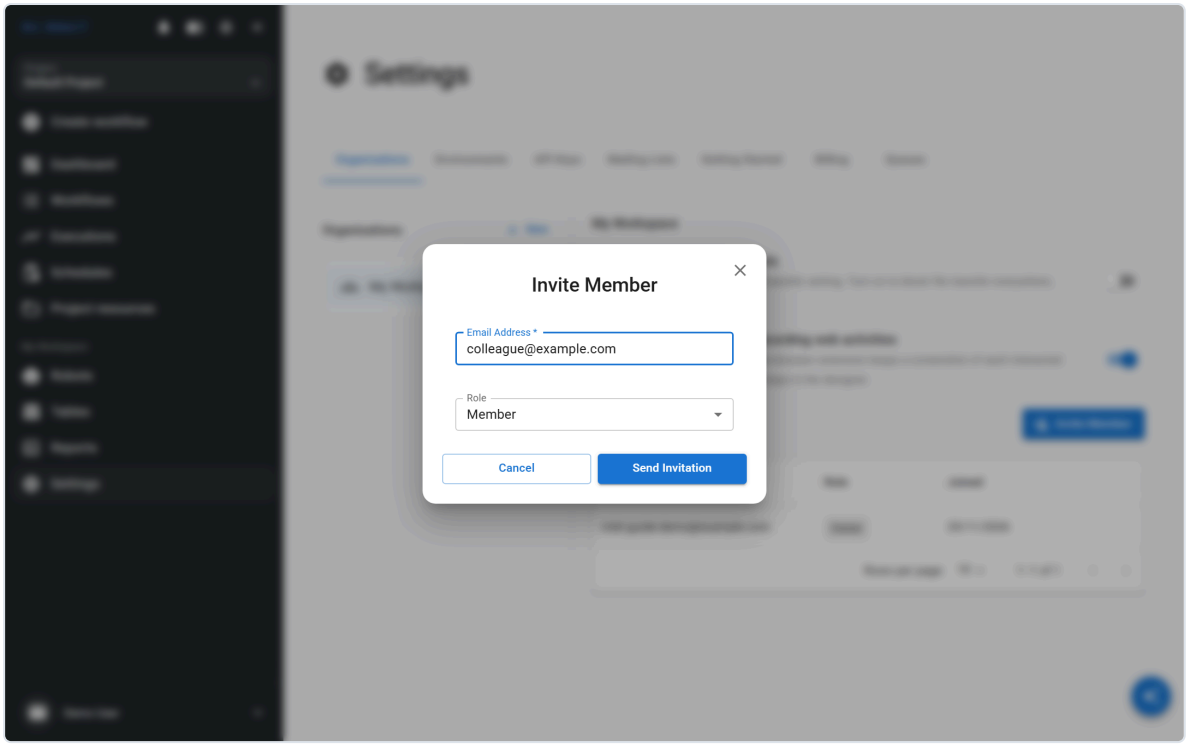
Work together in one organization: everyone sees the same workflows, runs and robots.

Steps

1. Go to “Settings” → “Organizations” and open your organization.
2. Click “Invite Member”.
3. Enter their email and choose a role: “Admin” manages people and settings, “Member” works with workflows.
4. Click “Send Invitation”. They get an email; the invitation is valid for 7 days.
5. Until they accept, they appear under “Pending Invitations”.

> **Tip:** Only owners and admins can invite.




Settings
Invite Member
Email Address *
colleague@example.com
Role
Member
Cancel
Send Invitation

CHAPTER 7

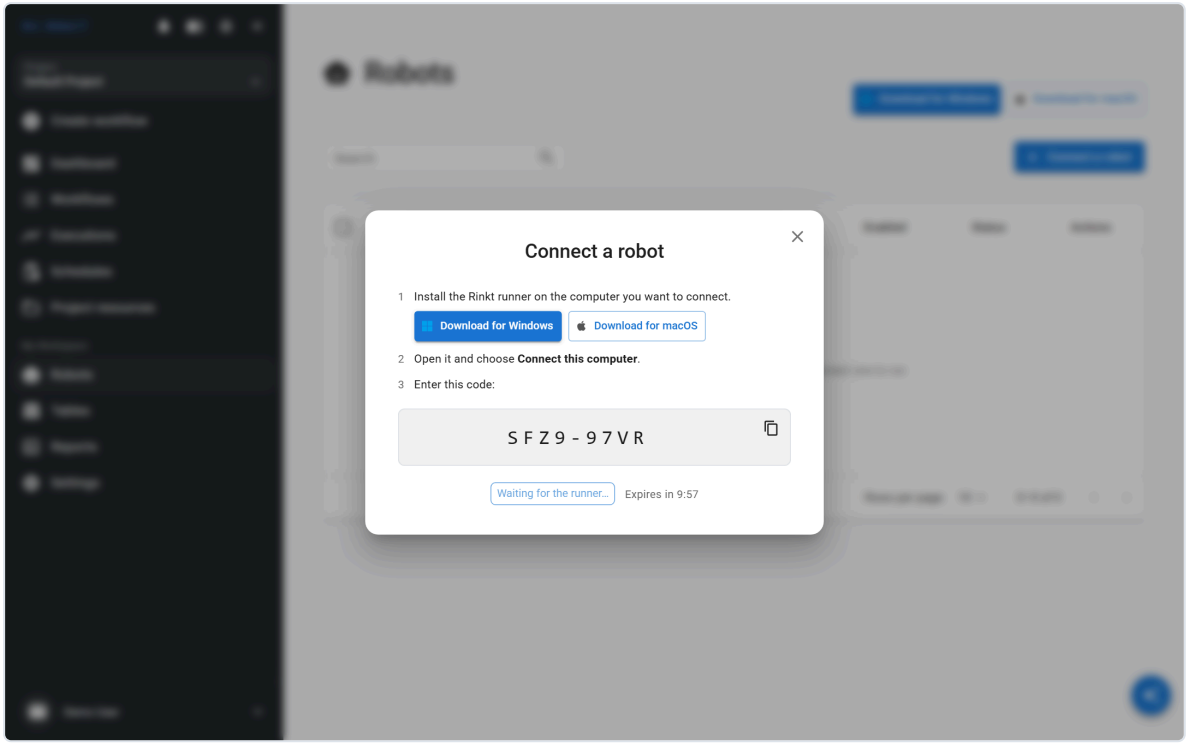
Connect a robot for work on your own computer

Some tasks need your own computer: desktop apps, files on your disk, internal sites. A robot is a computer connected to Rinkt.

Steps

1. Open “Robots” and click “Connect a robot”.
2. Install the Rinkt runner on that computer (the dialog has the download).
3. Enter the pairing code shown. It is valid for 10 minutes.
4. The robot appears as Online. When you run a workflow, choose it instead of “Cloud”.

> **Tip:** Web-only workflows don’t need a robot: “Cloud” is enough.



CHAPTER 8

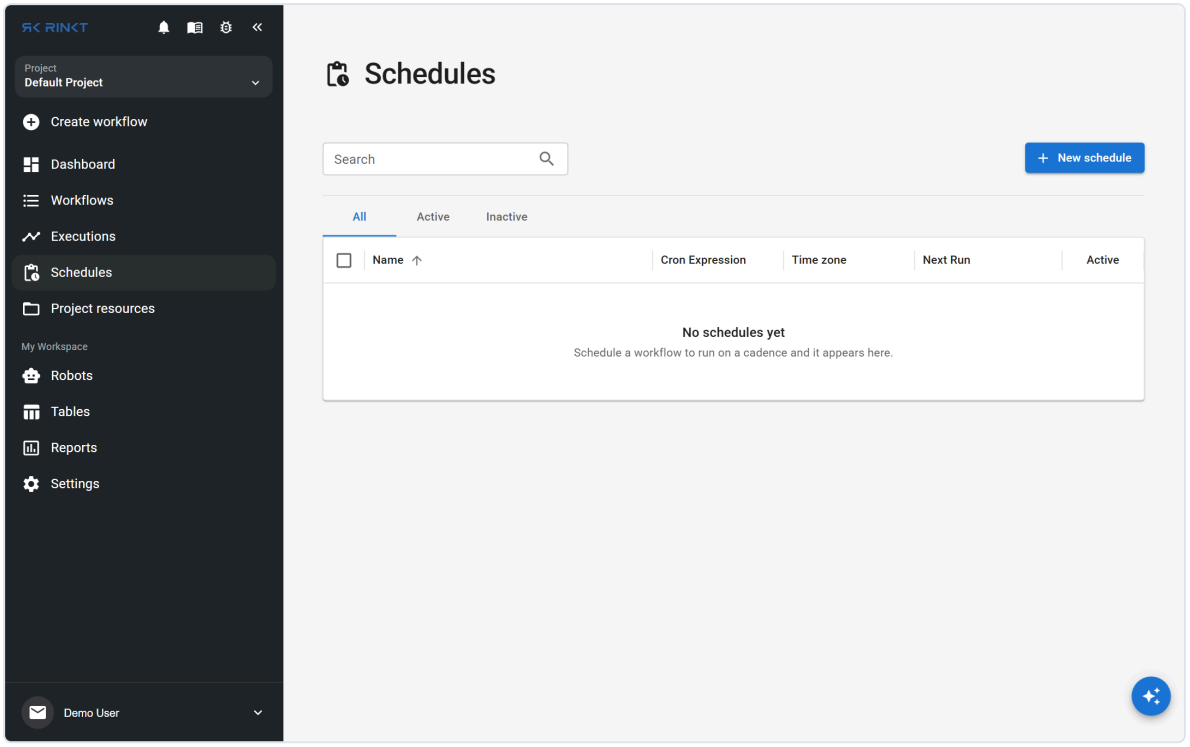
Run on a schedule and get failure alerts

Let workflows run on their own, and hear about it only when something breaks.

Steps

1. The easiest way: ask Rinkt, for example “Schedule my workflow every weekday at 09:00”.
2. See and pause schedules in “Schedules”.
3. In the “Designer”, open the workflow settings and turn on “Alert someone when this workflow stops working”.
4. Choose a mailing list (create one in “Settings” → “Mailing Lists”) or a webhook.

> **Tip:** Times use your time zone unless you choose another.



CHAPTER 9

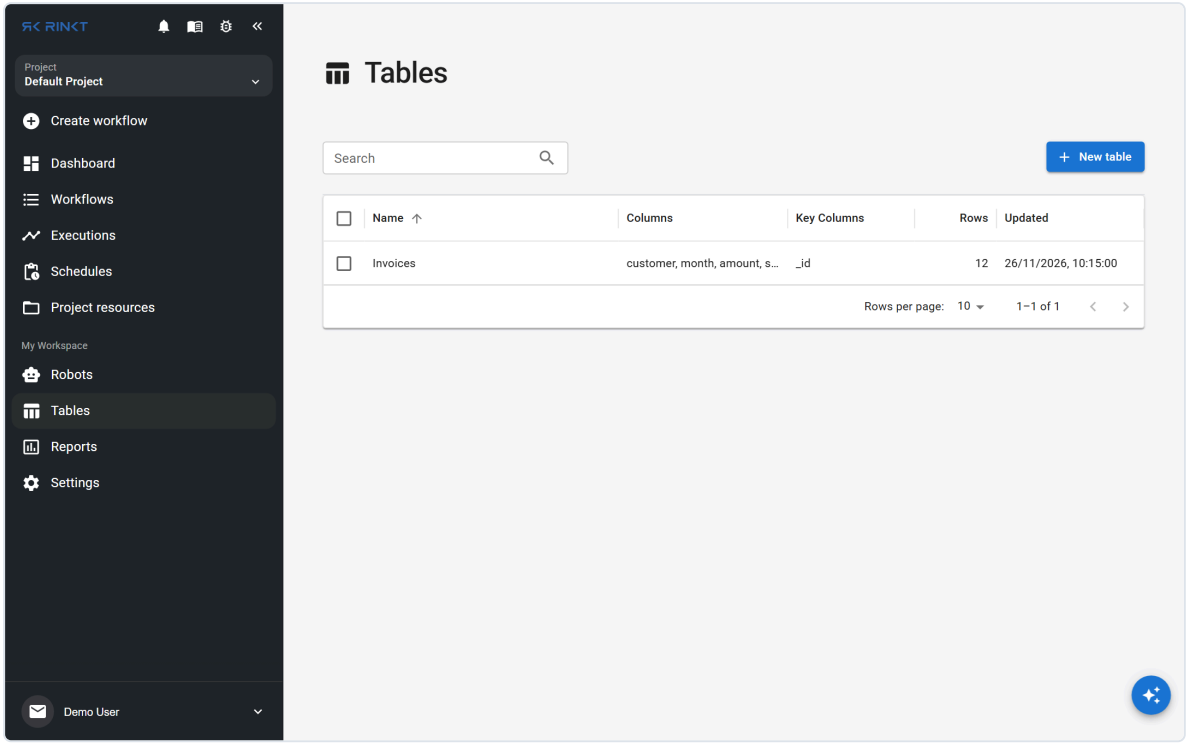
Keep results in tables and turn them into reports

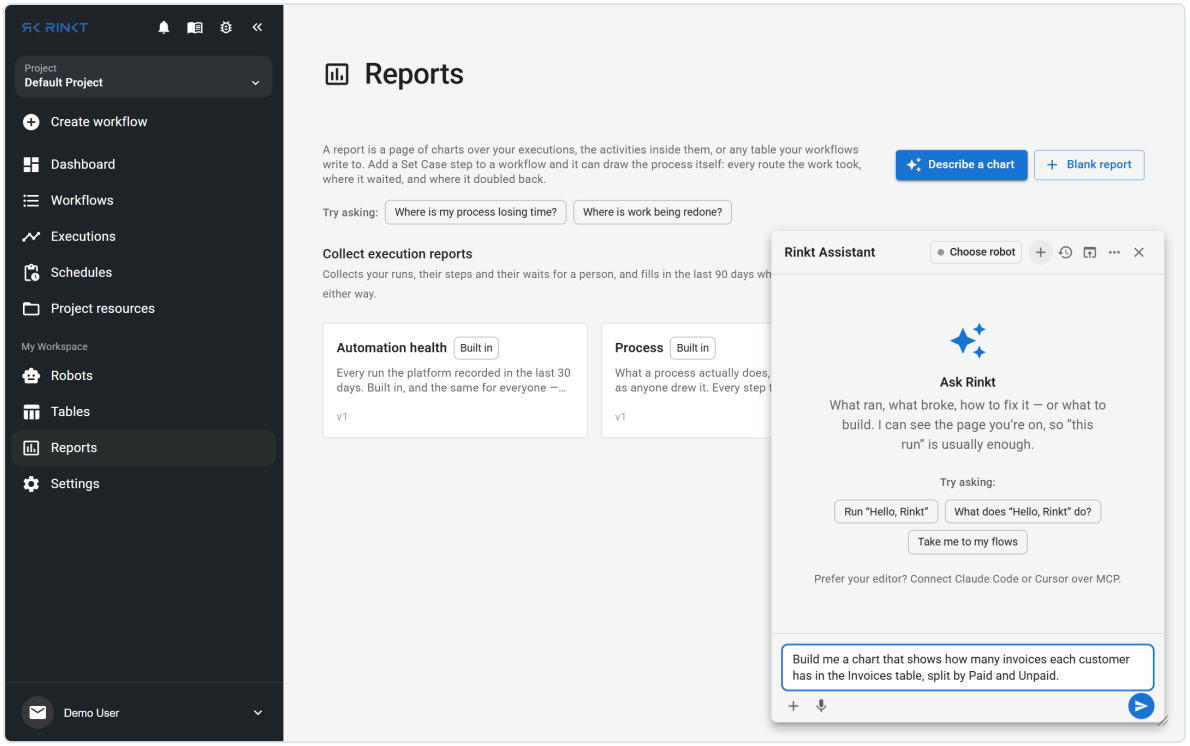
Workflows can save what they find into tables. Reports turn tables and runs into charts, and the assistant builds one from a single sentence.

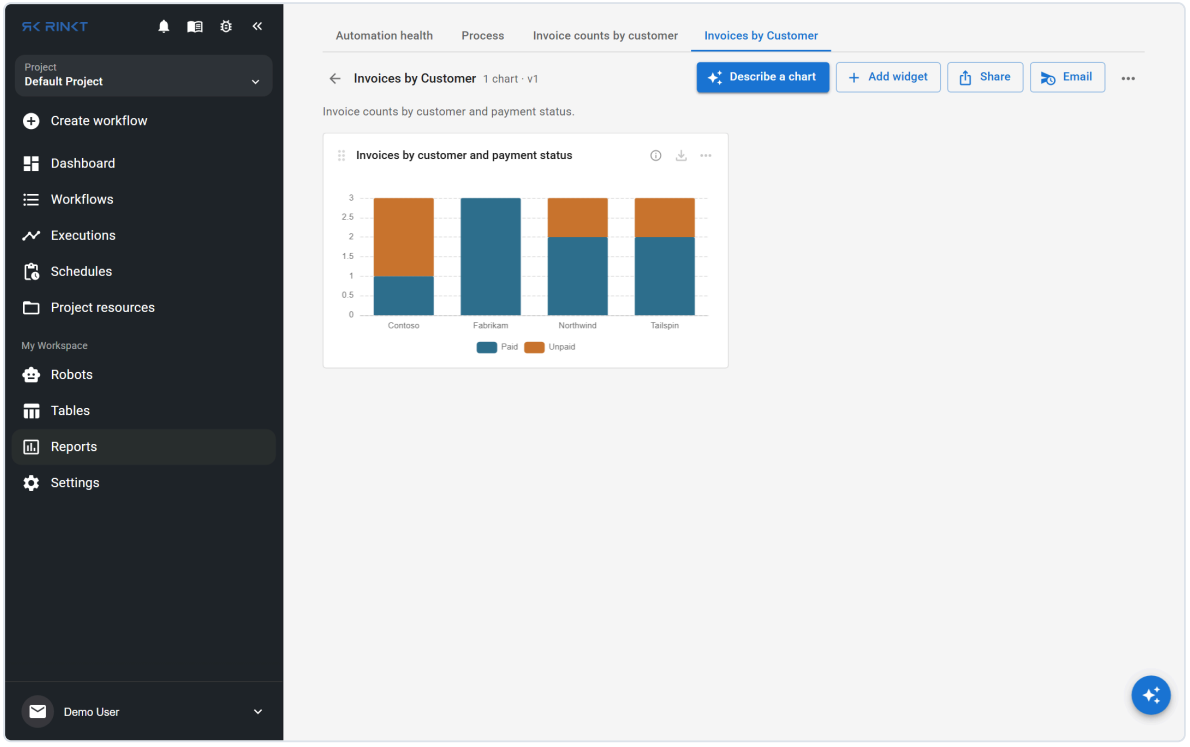
Steps

1. “Tables” lists the data your workflows saved. You can also create a table with “New table” and fill it with “Import CSV”.
2. In “Reports”, click “Describe a chart” and finish the sentence, for example: “…how many invoices each customer has in the Invoices table, split by Paid and Unpaid.”
3. Approve the step when asked. The assistant creates the report, checks the numbers and links to it.
4. Share a report with a link, or email it on a schedule.

> **Tip:** Charts over tables work straight away. Charts over runs need “Collect execution reports” turned on in Reports. Columns of a table made with “New table” are stored as text, so ask for counts, not sums.




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Reports
A report is a page of charts over your executions, the activities inside them, or any table your workflows write to. Add a Set Case step to a workflow and it can draw the process itself: every route the work took, where it waited, and where it doubled back.
Describe a chart
Blank report
Try asking:
Where is my process losing time?
Where is work being redone?
Collect execution reports
Collects your runs, their steps and their waits for a person, and fills in the last 90 days wh
either way.
Automation health
Built in
Every run the platform recorded in the last 30 days. Built in, and the same for everyone —...
v1
Process
Built in
What a process actually does,
as anyone drew it. Every step t
v1
Rinkt Assistant
Choose robot
Ask Rinkt
What ran, what broke, how to fix it — or what to build. I can see the page you're on, so "this run" is usually enough.
Try asking:
Run "Hello, Rinkt"
What does "Hello, Rinkt" do?
Take me to my flows
Prefer your editor? Connect Claude Code or Cursor over MCP.
Build me a chart that shows how many invoices each customer has in the Invoices table, split by Paid and Unpaid.


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Process
Invoice counts by customer
Invoices by Customer
Invoices by Customer
1 chart · v1
Describe a chart
Add widget
Share
Email
Invoice counts by customer and payment status.
Invoices by customer and payment status
3
2.5
2
1.5
1
0.5
0
Contoso
Fabrikam
Northwind
Tailspin
Paid
Unpaid

CHAPTER 10

Good habits and where to go next

A few habits that save time later.

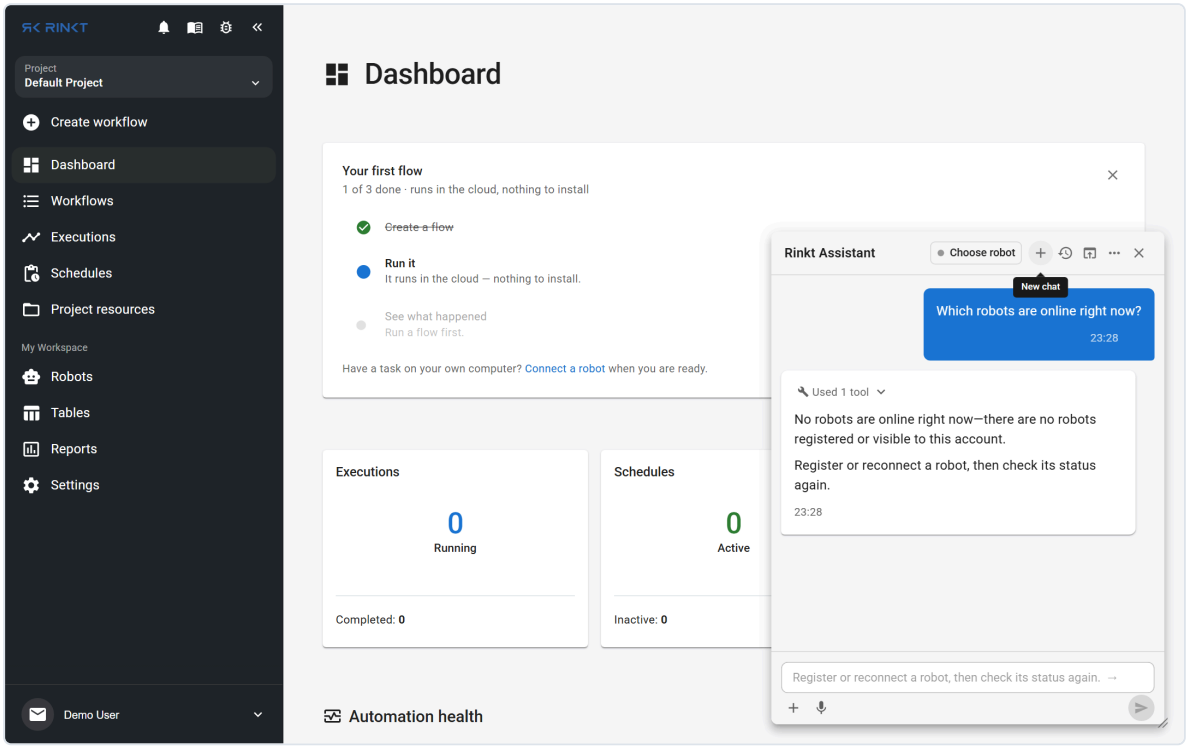
Steps

1. Give workflows clear names: you, your colleagues and Rinkt will find them faster.
2. Use “Settings” → “Environments” for passwords and addresses instead of typing them into steps.
3. Give each AI tool its own API key with the smallest scope it needs, and delete keys you no longer use.
4. Group related workflows in “Projects”.
5. Stuck? Ask Rinkt first; it knows your account. The full documentation is at docs.rinkt.com.

Things to ask Rinkt

Paste any of these into “Ask Rinkt”. Rinkt asks before it changes anything.

You type	What Rinkt does
`Which robots are online right now?`	Checks the status of your robots.
`Show me the last run`	Finds your latest run and links to it.
`Why did the last run fail?`	Reads the error, the log and the screenshot, and can propose a fix.
`Build me a workflow that opens https://example.com and reads its first heading`	Creates the workflow, adds the steps and checks them.
`Run “Hello, Rinkt”`	Starts the run after you approve, then tells you the result.
`Schedule “Hello, Rinkt” every weekday at 09:00`	Creates a schedule in your time zone, after you approve.
`What’s scheduled to run tonight?`	Lists upcoming scheduled runs.
`Build me a chart that shows how many invoices each customer has in the Invoices table, split by Paid and Unpaid`	Creates a report with the chart, after you approve, and links to it.



Words used in this guide

Workflow	A list of steps Rinkt runs for you. Also called a flow.
Activity	One step of a workflow.
Run / Execution	One time a workflow ran. Listed in “Executions”.
Cloud	Rinkt’s own computers. Runs web workflows with nothing to install.
Robot	Your computer, connected to Rinkt through the runner app.
Ask Rinkt	The built-in assistant.
MCP	The standard that lets AI tools like Claude, ChatGPT and Copilot use Rinkt.
API key	A password for tools, acting as you. Its scope limits what it may do.
Organization	Your team’s shared space. Members have a role: Owner, Admin or Member.
Schedule	A rule that runs a workflow at set times.
Report	A page of charts over your runs or tables. Shareable by link or email.