FORM 03 OF 10 · WORKFLOW AGENTS

Scheduled agent

It runs at set times, or over a batch of items, and produces the same kind of output each run.

NOT WHEN	USE IT WHEN
The work must happen within minutes of a change. Use an event-triggered agent.	**The work follows the organisation's rhythm: a morning digest, a weekly report, a nightly check.**

IT NEEDS

A history of runs, an alert when a run fails or produces nothing, and a named person who reads the output.

EXAMPLE

Every morning at six, read what the regulators published overnight and write a digest of what changed and whom it affects.

BUILD IT ON KATONIC

01 New agent, **Automate a process**. Start blank. The builder opens on **Build the flow** with six sections: Identity, Trigger, Steps, Branches & approvals, Output, Guardrails.

02 **Identity.** Name the workflow and describe it.

03 **Trigger.** Under "How does this workflow start?" choose **Schedule**, "Run on a cron / interval". Enter a **Cron expression**: a standard five-field one, in the workflow's timezone. `0 7 * * 1-5` runs at 07:00 on weekdays.

04 **Steps.** A blank workflow starts with one LLM step. Add more from **Add a step**: LLM, Tool, Knowledge, Skill, Loop, Code.

05 **Output.** Give the output a label and a destination.

06 **Test.** Type a message to run the draft live, then save the run as a test case.

07 **Deploy**, then **Publish**.

ALSO CALLED Batch agent, recurring agent.

One of ten forms in "Types of AI agents". KATONIC.AI/RESOURCES/WHITE-PAPERS/TYPES-OF-AI-AGENTS