

Get your business ready for AI, safely. The open method - free to read, use, and share.

Seven principles

If you remember nothing else, remember these.

01 If it isn't written down, it doesn't exist

Knowledge that lives only in a head is invisible to everyone else, and to AI.

02 One source of truth

One organized home; one place each thing lives - not copies that disagree.

03 Plain on top, precise underneath

Write so the same document works for a newcomer and for an AI.

04 Clean before you connect

Remove passwords, keys and personal data before any AI sees a file.

05 AI earns trust in steps

Start it read-only; widen access only as it proves reliable. Keep the keys.

06 Every claim says where it came from

Tagged to a document, a chat, memory, or a named person on a date. Traced, not guessed.

07 Write the truth, not the brochure

Say plainly what's unbuilt, unsigned, unverified and unknown.

Five steps

Done in order, each step makes the next one safe.



The step people underestimate is the cleaning - do it, thoroughly, before any cloud AI sees your files.

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Mandally Technologies S.R.L.S. · Montone (PG), Italy · Published free, in the open