

# MetisAI Life Companion – Quick Startup Guide

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The Default Language Is English. **BUT YOU CAN CHOOSE YOUR NATIVE LANGUAGE.**

## What is MetisAI Life Companion?

MetisAI Life Companion is not an app, but an AI Model. First, you must learn how to interact with it. Therefore, it is vital that you use MetisAI Interactive Guide, e.g. to learn how your data remains completely private. Nothing is uploaded to MetisAI servers. You can use MetisAI with any AI Assistant, but for hands-free experience, using it 90% in audio mode, like a phone, you need subscription e.g. for ChatGPT.

## Quick Setup


1. **Purchase your licence.** You will email confirmation (save the content and licence no.).
2. **Register your licence.**
  - Have a **copy of your licence number** ready (copy from your email)
  - **Open MetisAI Holistic Wellbeing** website: <https://metisai.sustensis.co.uk/> and click on **Start MetisAI** tab, which will ...
  - **Open MetisAI Life Companion** website : <https://metis.sustensis.co.uk>
  - **Register your licence and email address.** For Login you will only need your email.
  - **Select your preferred AI Assistant.** ChatGPT (selected as default). Change it from Dashboard.
3. **Launch MetisAI Life Companion.** After successful registration, MetisAI will setup your **MetisAI directory on your GoogleDrive**, including the placeholders for all the files and guides you will need. If you already have GoogleDrive it will simply create a new folder MetisAI. Nothing else on your drive will be accessible by MetisAI models.
4. Although MetisAI will setup your GoogleDrive in the cloud for you, **you must install GoogleDrive App on your device. Enable ‘Mirroring’ option** so that all your MetisAI files are always available.
5. **If you ever need to manually correct the files in MetisAI GoogleDrive, then NEVER, replace the file.** Always replace the contents on your device. Otherwise, you will need to use the Re-registration process (the First Logis screen).
6. **We recommend copying monthly the contents of your MetisAI Google Drive** on an external device
7. Once GoogleDrive has been setup, **MetisAI Dashboard will open.** In the main horizontal tab, you can open your GoogleDrive in the cloud **but don’t move or edit the files.**
8. Depending on the nature of your interaction you can **use one-way speech**, using microphone and with text output, or **a full dual audio speech**, which will create My Life Story fast and almost effortlessly
9. **Start with the Interactive Guide – Card 1**, to explain the overall concept and how MetisAI works.
10. **Next begin the creation of My Life Journey – Card 2**, underpinning your Holistic Wellbeing. You can do the first version in 1-2 hours. You can’t start the next module – **Card 3** till you have completed at least sections 000-112. MetisAI verifies minimum info needed before letting you move forward.
11. Continue with **My Life Purpose – Card 3**. MetisAI will help you throughout the process to have a better understanding of who you really are, and who you want to be.
12. Then start using **My Holistic Wellbeing – Card 4**. You should do it within about an hour. You don’t have to be precise. It is this module which will open the door to daily short phone-like interaction with your MetisAI Life Companion. It will progressively fill in all the gaps in the whole My Life Story.



13. **My Life Crossroads – Card 5**, is your emergency button. You must have all the previous modules completed with the necessary level of detail. Otherwise, MetisAI may not be able to help you. It must know you ‘inside out’ to give you the best advice, tailored just for you, and show you the optimal pathway to sort out your life crises.
14. Run **Concise Life Story – Card 6** approx. monthly to attach this 2-page Life Story summary if needed
15. Run **Life Story Consolidation – Card 7** to consolidate new or additional info into My Life Story
16. If you want to create your stylish Autobiography, optionally with photos, then use **My Autobiography – Card 8** perhaps annually.

## First Interaction with MetisAI Life Companion

MetisAI becomes alive only when you connect it to your chosen AI Assistant such as ChatGPT or Claude, and present the required files from the download folder. Without those files, which also prove you are the licence holder, ChatGPT or any other Assistant will only give you general advice. To avoid certain limitations imposed by LLM companies, such as OpenAI, proceed like this:

- **Always first attach the Model** and the required files, e.g. My Life Story or Progress Table.
- Then say or type: “Start MetisAI”. Check it it has decoded the Model.
- Next, us one-way Speech Mode (microphone) – you should see the wave icon . If not, ask MetisAI for help.
- If you have a special licence, you can use dual speech mode (hands-free)
- Always be in command and verify if what you are getting is what you really have asked for. Interrupt if it talks too much.
- **Avoid using words like “advice”** because ChatGPT or Gemini may not fulfil your request (this is how it was trained to avoid legal charges). Instead, ask for a detailed summary or an objective opinion
- The more you use it, the more confident you will become.
- Always check if MetisAI delivers the required output file e.g. **YYYY-MM-FF:HH:MM\_000\_My\_Life\_Story\_Draft.docx** file to your download folder. If it doesn’t do it, **you must repeat the request in text after closing the audio conversation.**

## Daily Use Commands *(it doesn’t have to be verbatim - similar meaning is enough)*

- **Start MetisAI** – Loads your Companion and reviews the context.
- **Morning HAI Routine** – i.e. Holistic Wellbeing - Card 4– starts daily check and task planning
- **Review my tasks** – Checks current and delayed tasks priority and Life Goals alignment – works with **Card 4**.
- **Close the session and produce** YYYY-MM-FF:HH:MM\_000\_My\_Life\_Story\_Draft.docx file.

## Troubleshooting

- File upload fails: You are using free ChatGPT – Upgrade to ChatGPT Plus
- Licence not recognised: Click Repair Drive in the horizontal menu. You may need to Re-enter the original licence number.
- No response: Server access blocked – Click Always Allow Access.

**Legal Disclaimer** (see: Metis AI Life Companion User Guide.pdf)

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