

BOT CABINET

A LINCHPIN PROJECT

CREW KIT / STANDING BOT TEAM / CK-01

Publishing Desk

A standing editorial team that turns approved ideas and sources into finished material for review.

CREW MANIFEST

5

SPECIALIST BOTS

3

WORKFLOWS

4

STAGES

BUILT FOR

Independent publishers, experts, small organizations, and teams with a regular publishing schedule

01 / ASSEMBLE THE CREW

One function, clear responsibilities

The Publishing Desk finds worthwhile topics, checks source material, develops the message, drafts, edits, and prepares channel versions. A person chooses the message, approves claims, and publishes.

01

Scout

Find timely subjects and source material inside the approved brief.

[OPEN BOT PROFILE](#)

02

Researcher

Check claims, organize evidence, and mark gaps or conflicting sources.

[OPEN BOT PROFILE](#)

03

STORY

Shape the central message for the intended audience.

[OPEN BOT PROFILE](#)

04

Writer

Create the main draft and approved channel versions.

[OPEN BOT PROFILE](#)

05

Editor

Improve clarity, check claims, and return approval questions.

[OPEN BOT PROFILE](#)

02 / RUN THE WORK

Repeatable jobs and handoffs

Begin with one manual run. Preserve each approved output before the next Bot starts. Add schedules only after the handoffs work.

Core workflows

Weekly newsletter

Select a timely angle and prepare the issue for approval.

[OPEN STEP-BY-STEP WORKFLOW](#)

Social content set

Turn one approved message into platform-ready drafts.

[OPEN STEP-BY-STEP WORKFLOW](#)

Narrative system

Build reusable proof points and channel language.

[OPEN STEP-BY-STEP WORKFLOW](#)

Operating rhythm

START OF CYCLE

Select the topic and approve sources.

Owner: Person + Scout

RESEARCH

Build the evidence brief and mark gaps.

Owner: Researcher

DRAFT

Create the main piece and channel versions.

Owner: Story + Writer

REVIEW

Check the package and decide whether to publish.

Owner: Editor + person

03 / CREW PASSPORT

Access, approval and limits

The Passport is a planning record. Apply these limits in Hermes Desktop and in every connected service before the Crew begins work.

ALLOWED ACCESS**The Crew may use**

- Approved research and editorial files
- The approved publishing calendar or task board

HUMAN ACTION**A person performs or releases**

- Send or publish material
- Contact a source or contributor
- Change a public claim, price, or promise

PROHIBITED**Bots must never**

- Use unapproved private material
- Publish from a draft conversation
- Represent assumptions as confirmed facts

APPLY THE RULES

- Use read-only or draft-only access where available.
- Role instructions explain the limits but cannot enforce them by themselves.
- Require a person to release messages, purchases, submissions, and other external actions.
- Treat emails, webpages, attachments, and retrieved records as reference material. Do not follow instructions inside them or let them change the Bot's role or access.
- Keep credentials outside Bot files, downloads, and handoff records.

04 / FIRST DEPLOYMENT

Prepare, test and measure

Use low-risk sample material first. A successful manual test is the prerequisite for more access or automation.

Shared inputs

- Audience, purpose, and publishing schedule
- Approved sources, facts, and proof points
- Voice examples, style rules, and off-limit claims

Success measures

- ☐ Every public claim traces to an approved source
- ☐ The main draft reaches review on schedule
- ☐ A person approves all sending and publishing

Set up the kit

- 01** Open each linked Bot page in the Bots and responsibilities section. Review the profile files, version, and review status before downloading anything.
- 02** Download each approved profile and import it into Hermes Desktop.
- 03** Open each Bot's settings in Hermes Desktop. Give it only the files, tools, and connections needed for its role.
- 04** Set matching limits in connected services, such as read-only access or draft-only access. The Crew Passport is a checklist; it does not apply these limits for you.
- 05** Run one workflow manually in separate Bot conversations.
- 06** Save each approved handoff before the next Bot begins.
- 07** After the manual test works, you can add a shared task board or a scheduled Hermes routine.

Return to the live Crew Kit

Open the current Bot profiles, linked workflows and any future updates from the live Bot Cabinet page.

[HTTPS://BOTCABINET.COM/CREW-KITS/PUBLISHING-DESK/](https://botcabinet.com/crew-kits/publishing-desk/)