Desired Process Steps

# User Registration

1. User sends registration email with the following details:
   1. First Name
   2. Last Name
   3. Address
   4. Email address
   5. Interval (Daily or Weekdays only)
   6. Content
2. Email will be picked up by the automation, ensure all details have been provided. If so, details will be added to the database. Each user will be provided a unique ID for internal use only.
3. If details are missing, and automated email will be sent informing them to resend details with the required information.

# Content Aggregation

1. A document will be created for each subject of content.
2. A list of websites will be scheduled for scraping of content every day *(Read further details on this in the Content Aggregation section below).*
3. This will be appended to the subject content document.
4. There will be many error handlings processes, as data scraping from websites are prone to many errors. May also need to consider manual assistance *(Read further details on this in the Content Aggregation section below)*.
5. Each entry in the document represents a days’ worth of content to be sent to a user.

# Content Manipulation

1. Content scraped will be set a font, page layout, paragraph orientation.
2. Each entry will have a starting point, ending point and a unique ID so it can be easily be identified.   
   (*Read further details on Content Manipulation in the section below).*

# Delivery of Content

1. Automation will filter the database by preferred content, going through one ‘subject’ at a time.
2. The subject document will be automatically be opened.
3. A Content received database which shows which user has received what entry will be created. This Excel sheet will also be open.
4. The first entry unique code will be selected and marked across the Content received database to see which users have not received this entry. For those who have not received, his entry will be associated to this user.
5. For those who have already received the entry, it will iterate to the next entry and search through the users again, this will be done until all users have been assigned an entry.
6. All assigned entries will be saved in an excel sheet with the user details.
7. Email will be sent after cut-off time, relevant content to its assigned email addresses.
8. Any emails which have failed to be delivered will be added to a log.

# Update Details / Removal Details

1. The user will send an email, subject with either CHANGE or DELETE. In the main content of the email the user will provide their first name, last name, email, interval, and preferred content.
2. For changes, they will also need to include details they would like to change alongside current details.
3. Automation will read the email and identify the details.
4. Action will be completed, changes made in database.
5. Confirmation email sent.
6. If automation is unable to pick up the details, automated email send to ensure correct format is followed.  
   *(For more details read the Reports Create section below)*

# Reports Created

1. A document will be created every day with a set formatted structure.
2. The content transmission spreadsheet will be opened, navigated to the relevant date and extracted and pasted into the document.
3. The user request spreadsheet will be opened, navigated to the relevant date and extracted and pasted into the document.
4. The document will be converted into a PDF.
5. PDF will be saved locally, and emailed to the company.

*(Read more details on this under the Reports Created section below)*