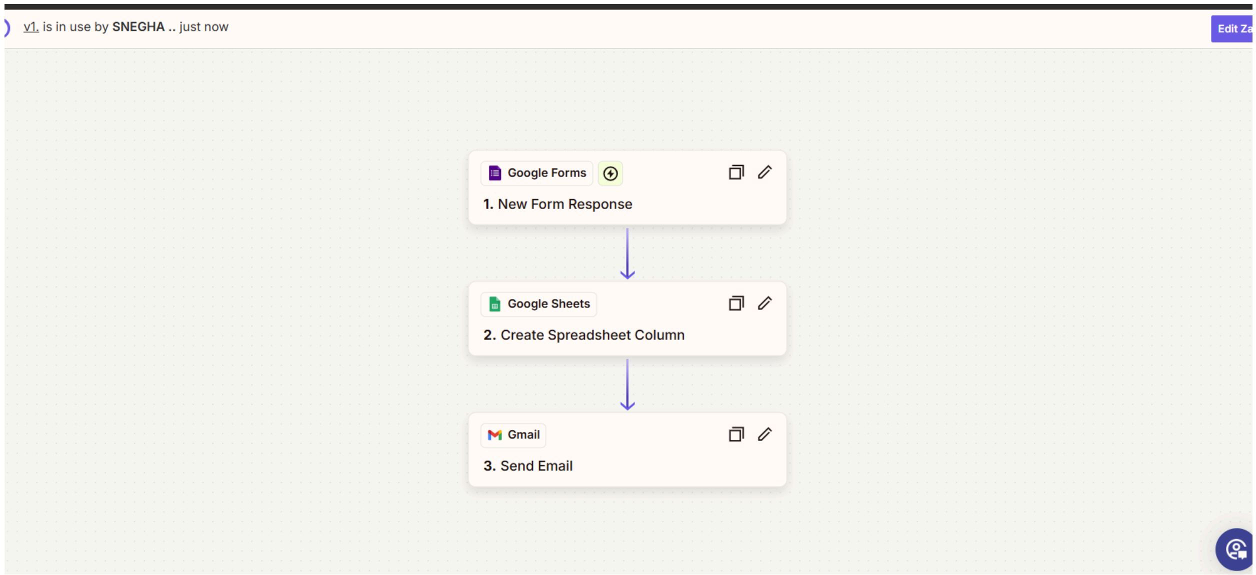
Written Explanation of the Approach to Each Edge Case

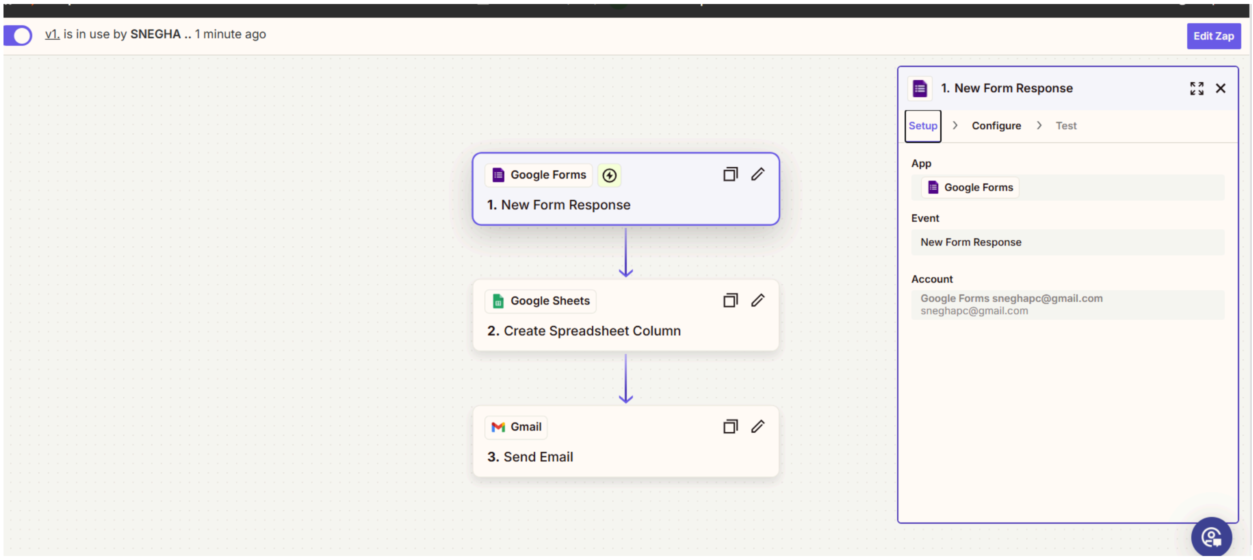


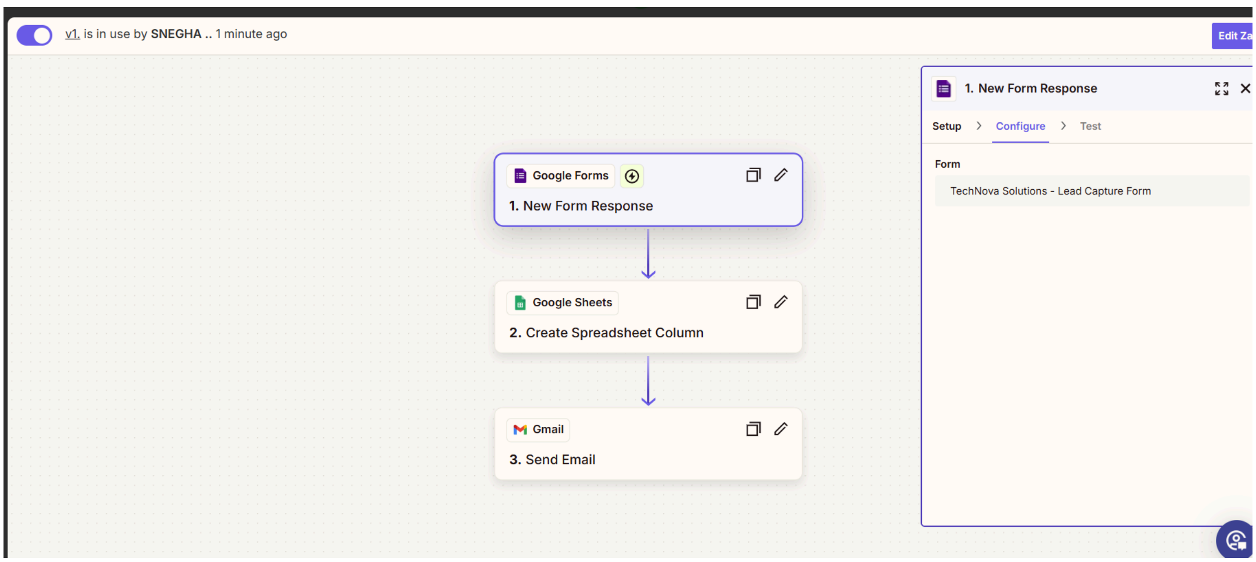
---

1. Handling Incomplete Data

To address the issue of incomplete leads, the workflow filters out any submissions with missing critical fields like name, email, phone number, or budget. Here's how it works:

- **Filter Step**: A condition checks if any required field is empty. If data is missing, the workflow triggers specific actions.
  (Upload Screenshot: Filter Step Configuration in Zapier)
- **Notifications**: An automatic notification is sent to the sales team via Slack or email, alerting them to the incomplete submission.
  (Upload Screenshot: Slack/Email Notification Setup in Zapier)
- **Follow-Up Email**: The system sends an email to the lead requesting the missing information, providing a direct link to update their details or respond.
  (Upload Screenshot: Automated Email Action Setup in Zapier)
- **CRM Update**: The lead's status is updated to "Incomplete" in the CRM, ensuring it is tagged for review and action by the team.





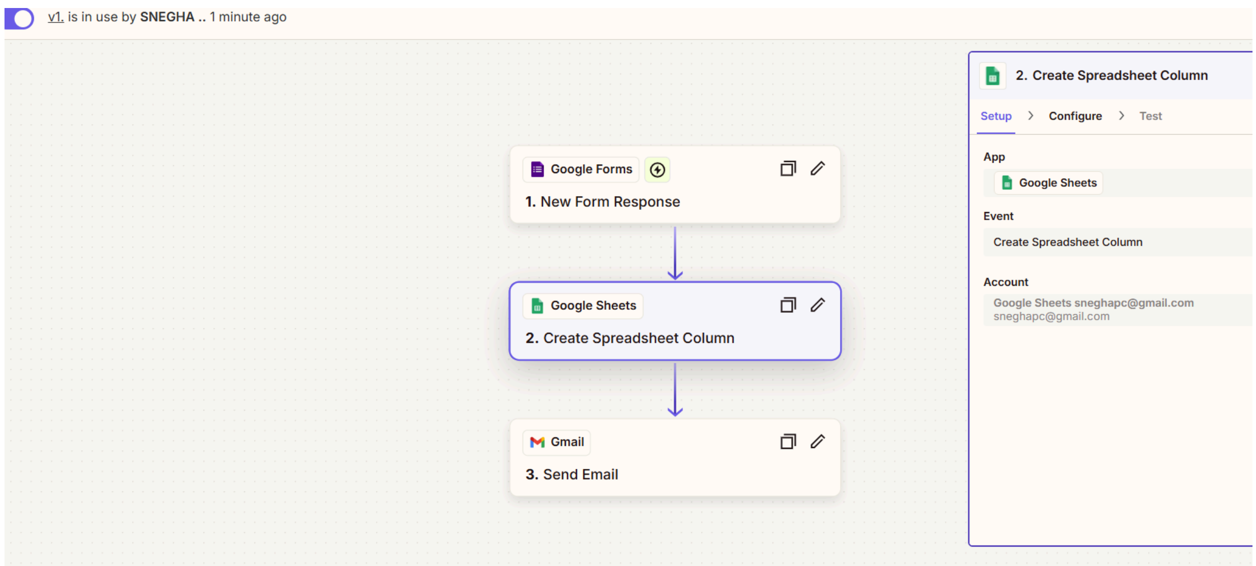
This process ensures that incomplete data is addressed promptly without losing the lead entirely.

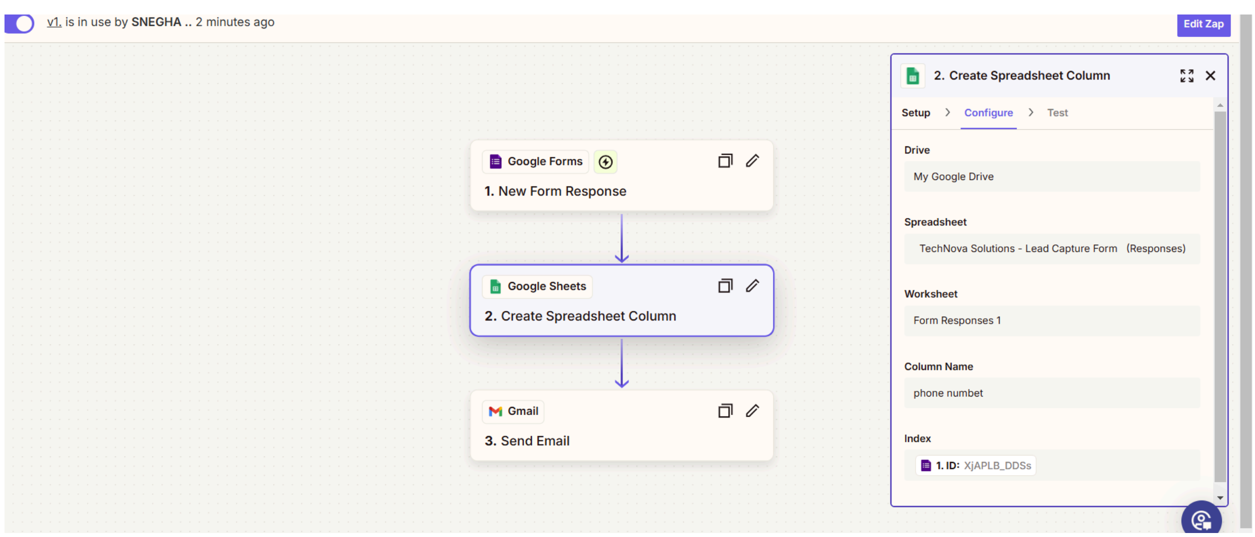
---

2. Ensuring High-Value Leads Are Properly Managed

High-value leads are prioritized based on predefined criteria, such as budget exceeding a certain threshold, specific industries, or important designations. The workflow for handling these leads includes:

- **Conditional Filtering**: Leads meeting high-value criteria are routed through a separate workflow path for immediate action.
  (Upload Screenshot: Conditional Path or Filter for High-Value Leads)
- **Assignment**: These leads are automatically assigned to specific sales representatives in the CRM or tagged as "High Priority" for quick follow-up.
  (Upload Screenshot: CRM Assignment Setup)
- **Notifications**: Notifications are sent in real time to alert the team or manager about the high-value lead.



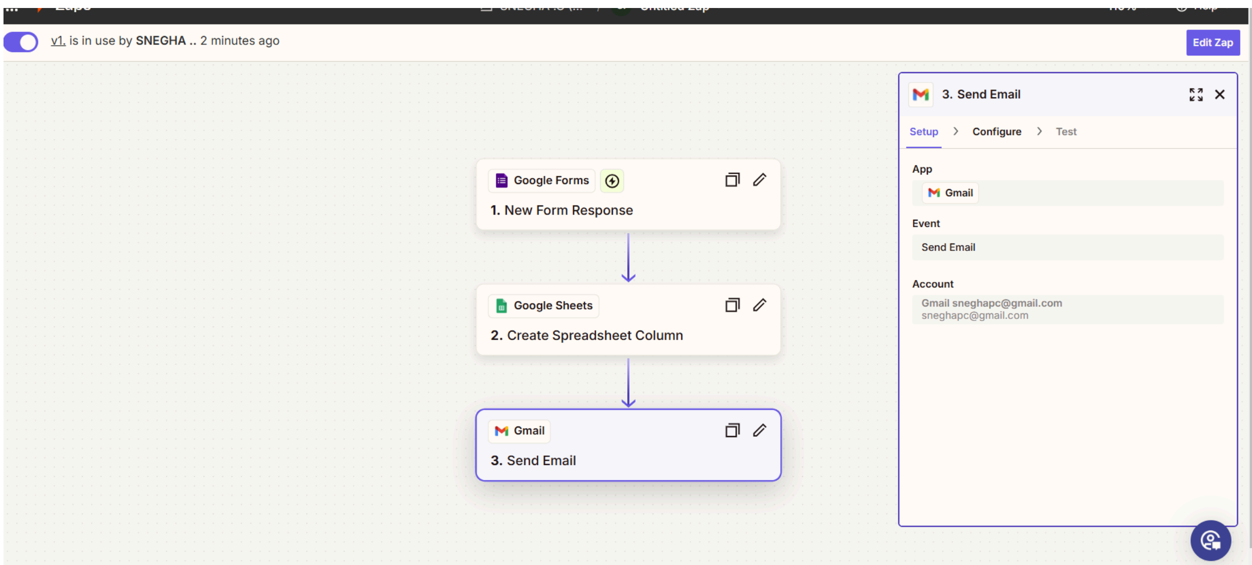


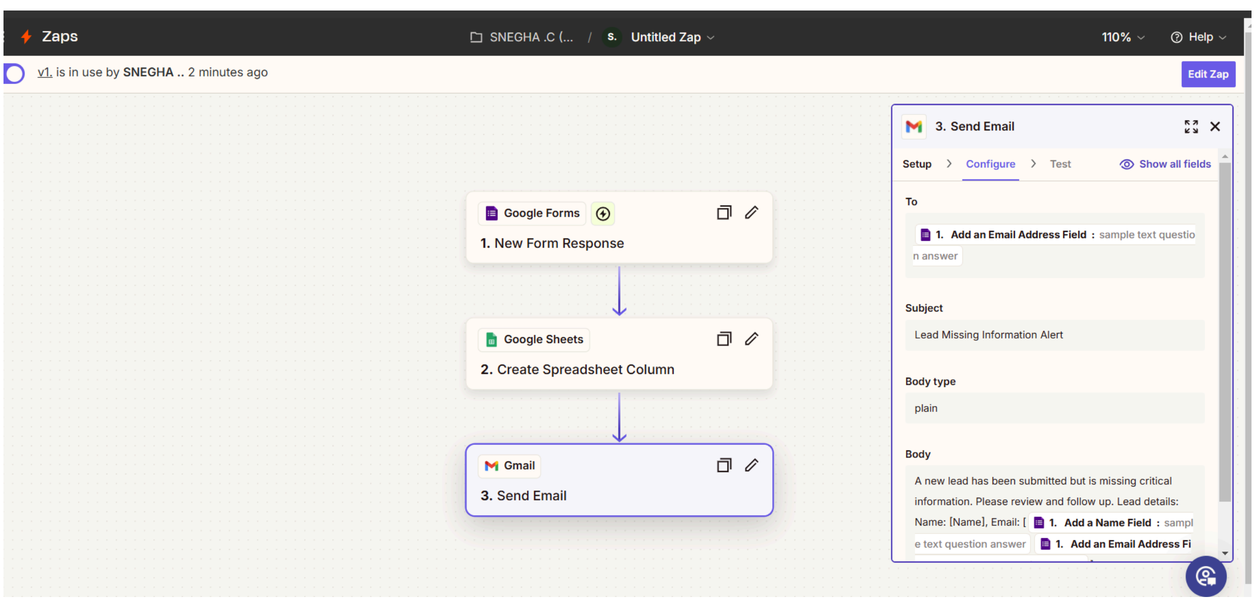
This ensures that valuable opportunities are not missed and receive the necessary attention.

3. Accommodating Different Time Zones

To handle leads from different time zones, the workflow uses geolocation or time zone data captured during lead submission to dynamically adjust follow-up timings.

- **Time Zone Detection**: The workflow identifies the lead's time zone using the location field or an IP-based geolocation tool.
  (Upload Screenshot: Time Zone Conversion Step Setup)
- **Adjust Follow-Ups**: Follow-up emails or meeting schedules are automatically converted into the lead's local time.
  (Upload Screenshot: Email/Calendar Action with Time Zone Integration)
- **Optional Meeting Booking**: The lead is sent a link to book meetings in their local time zone through tools like Calendly or Google Calendar.





This ensures that communication is timely and convenient for the lead, improving engagement and response rates.