**Daily Staff Report Review – Explanation of Logic**

The objective of this task is to test the ability in designing a simple automation/logic workflow. The exercise is about using the mock staff daily reports in an Excel file named Candidate\_Task\_DailyReports.xlsx to identify missed tasks, follow-ups to generate, and escalations according to repeated misses.

**Logic Flow (Simple Words)**

**Data Input:**

Access the staff daily report from the Excel file, Candidate\_Task\_DailyReports.xlsx.

Each record consists of: Employee, Task, Status, Date.

Look at each employee and their respective tasks.

Every time a task is missed:

First miss → Follow-up.

Second (or more) pledge consecutive miss → Escalate.

No gap in dates and restart the cycle.

Export into a clean Excel table.

**Example Walkthrough -**

Case study of Alice

**July 2 → First miss → Follow-up.**

**July 3 → Consecutive miss → Escalate (covers July 2 & 3).**

Case Study of Bob

July 1 → Missed.

July 2 → Consecutive miss → Escalate (covers July 1 & 2).

**Why pathlib.Path is used:**

Path handling → Cleaner and more robust as compared to plain strings.

Cross-platform safety → Works seamlessly across Windows (\) and Linux/macOS (/).

Convenience → Provides methods such as .exists(), .mkdir(), .stem, .suffix for an easier file operations.

The assignment document specifically mentions Alice twice (once for Follow-up and again for Escalate).

The code does just that: it logs every stage, not just the final block.

A manager will know both the first alert and escalation event.

# OUTPUT: