

# Human Tasks Execution Guide

GIN System - Step-by-step instructions for completing human-required tasks  
Generated: December 20, 2025

## Tasks Overview (10 Total - 1 Done, 9 Pending)

HW-001: Create Telegram Bot Token	HIGH - 5 min
HW-002: Create Cal.com Account	HIGH - 10 min
HW-003: Production Server Check	HIGH - 15 min
HW-004: EspoCRM Web-to-Lead Form	MEDIUM - 15 min
HW-005: Contact Form Backend	MEDIUM - 10 min
HW-006: DNS Configuration	HIGH - 20 min
HW-007: Stripe Payment Link	HIGH - 10 min
HW-008: LinkedIn Post	MEDIUM - 5 min
HW-009: Storage Box SSH Key	MEDIUM - 5 min
HW-010: Gemini API Access	HIGH - 30 min
HW-011: Redis Setup	DONE

# HW-001: Create Senselt Telegram Bot

HIGH PRIORITY

~5 minutes

## What This Does

Creates a Telegram bot for the Senselt sentiment analysis application. The bot will analyze sentiment in Telegram groups.

## Step-by-Step Instructions

1. Open **Telegram** on your phone or desktop
2. Search for and open: [@BotFather](#)
3. Send the command: `/newbot`
4. When asked for a name, type: `SenseIt`
5. When asked for a username, type: `senseit_bot`  
(If taken, try: `senseit_ai_bot`, `senseit_sentiment_bot`, etc.)
6. BotFather will give you a token that looks like:  
`1234567890:ABCdefGHIjklMNOpqrsTUVwxyz`
7. **Copy this token** - you'll need it for the next step

## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-001_senseit-bot-token.md`
2. Paste the token in the **Result** section
3. Change `**Status:** PENDING` to `**Status:** DONE`
4. Save the file

**What happens next:** The AI agent will automatically update the `.env` file, start the bot, and verify it works.

# HW-002: Create Cal.com Account

HIGH PRIORITY

~10 minutes

## What This Does

Creates a booking calendar that will be embedded on business websites for scheduling discovery calls and consultations.

## Step-by-Step Instructions

1. Go to: <https://cal.com>
2. Click **Sign Up** (free account)
3. Recommended email: `hello@verduona.com`
4. Complete the onboarding wizard
5. Create an event type:
  - Click **Event Types** in sidebar
  - Click **+ New**
  - Name: `Discovery Call`
  - Duration: `30 minutes`
  - Set your available hours
  - Save
6. Get the embed code:
  - Click on your event type
  - Go to **Embed** tab
  - Copy the **Inline Embed** code

## What to Copy

You need three things:

```
Cal.com Username: verduna (or whatever you chose)
Event Slug: discovery-call
Embed Code:
```

```
<cal-inline callLink="verduona/discovery-call"></cal-inline>  
<script src="https://cal.com/embed.js"></script>
```

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### After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-002_cal-com-account.md`
2. Paste all three items in the **Result** section
3. Change Status to `**Status:** DONE`
4. Save the file

# HW-003: Production Server Status Check

HIGH PRIORITY

~15 minutes

## What This Does

Checks if the production server (5.75.129.12) is set up and ready for website deployment.

## Background

- Domain `verduona.com` DNS points to: `5.75.129.12`
- Dev server (where we work) is: `5.9.38.218`
- Currently `https://verduona.com` doesn't load

## Step-by-Step Instructions

1. Open terminal
2. Try to SSH into production server:

```
ssh adminmatej@5.75.129.12
```

3. If you can connect, check:

```
# What's running?
docker ps
pm2 list
systemctl list-units --type=service --state=running

# Is there a web server?
which nginx caddy traefik

# What's on port 80/443?
ss -tlnp | grep -E ':80|:443'
```

## Decision Required

Based on what you find, decide:

Situation	Recommendation
Server works, has web server	Configure it for our sites
Server works, no web server	Install Traefik or use dev server
Can't connect / doesn't exist	Point DNS to dev server (5.9.38.218)

### After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-003_production-server-check.md`
2. Fill in what you found
3. Change Status to `**Status:** DONE`
4. Save the file

# HW-004: Configure EspoCRM Web-to-Lead Form

MEDIUM PRIORITY

~15 minutes

## What This Does

Sets up a lead capture form in our CRM system so website contact forms create leads automatically.

## Step-by-Step Instructions

1. In VS Code, make sure port 8080 is forwarded (check PORTS panel)
2. Open browser: <http://localhost:8080>
3. Login credentials are in: `/github/secrets/espocrm_creds.txt`
4. Navigate to: **Administration** (gear icon top right)
5. Click **Lead Capture**
6. Click **Create Lead Capture**:
  - Name: `Website Contact`
  - Entity Type: `Lead`
  - Enable required fields: Name, Email
  - Optional: Company, Message
7. Save and copy the **API endpoint URL**

## What to Copy

```
Endpoint URL: http://localhost:8080/api/v1/LeadCapture/xxxxx
API Key: (if shown)
Available Fields: name, email, company, message
```

## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-004_espocrm-web-to-lead.md`

2. Paste the endpoint details

3. Change Status to `**Status:** DONE`

4. Save the file



# HW-005: Setup Contact Form Backend (Formspree)

MEDIUM PRIORITY

~10 minutes

## What This Does

Sets up a simple backend for website contact forms using Formspree (easiest option).

## Step-by-Step Instructions

1. Go to: <https://formspree.io/>
2. Click **Get Started** (free tier: 50 submissions/month)
3. Sign up with: `hello@verduona.com` (or your email)
4. Click **+ New Form**
5. Give it a name: `Verduona Contact`
6. Copy the form endpoint - looks like:

```
https://formspree.io/f/xyzabc123
```

**Note:** Free tier allows 50 submissions/month. For more, paid plans start at \$8/month.

## What to Copy

```
Formspree Endpoint: https://formspree.io/f/YOUR-FORM-ID
```

## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-005_form-backend.md`
2. Paste the Formspree endpoint
3. Change Status to `**Status:** DONE`

#### 4. Save the file

# HW-006: Configure DNS Records

HIGH PRIORITY

~20 minutes

## What This Does

Points the verduona.com domain and subdomains to our server so websites become publicly accessible.

**Prerequisite:** Complete HW-003 first to decide which server to use (5.75.129.12 or 5.9.38.218).

## Step-by-Step Instructions

1. Login to your DNS provider (likely [Cloudflare](#))
2. Select the verduona.com domain
3. Go to **DNS** settings
4. Add/update these **A records**:

Type	Name	Value (IP)	TTL
A	@	5.9.38.218	Auto
A	www	5.9.38.218	Auto
A	business	5.9.38.218	Auto
A	consulting	5.9.38.218	Auto
A	family	5.9.38.218	Auto
A	company	5.9.38.218	Auto
A	tldr	5.9.38.218	Auto
A	magicbox	5.9.38.218	Auto

A	inzenyring	5.9.38.218	Auto
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*Note: Use 5.9.38.218 (dev server) unless HW-003 determined production server is ready.*

## Verification

After 5-10 minutes, test with:

```
# Check DNS propagation
dig verduona.com +short
# Should return: 5.9.38.218

# Test website loads
curl -I https://verduona.com
```

## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-006_dns-pointing.md`
2. Note which records were updated
3. Change Status to `**Status:** DONE`
4. Save the file

# HW-007: Create Stripe Payment Link

HIGH PRIORITY

~10 minutes

## What This Does

Creates a Stripe payment link for TL;DR Bot Pro subscription (\$5/month).

## Step-by-Step Instructions

1. Go to: <https://dashboard.stripe.com>
2. Login or create account
3. **Create a Product:**
  - Go to **Products** tab
  - Click **+ Add product**
  - Name: `TL;DR Bot Pro`
  - Description: `Unlimited Telegram chat summaries, extended  
lookback, priority processing`
  - Price: `$5.00` per month (recurring)
  - Click **Save product**
4. **Create Payment Link:**
  - Go to **Payment Links** tab
  - Click **+ New**
  - Select `TL;DR Bot Pro`
  - Settings:
    - Allow quantity adjustment: **No**
    - Collect email: **Yes**
    - After payment redirect: `https://t.me/sumarium_bot?start=paid`
  - Click **Create link**
5. Copy the payment link URL (looks like: `https://buy.stripe.com/xxx` )

**Test Mode First:** Toggle "Test mode" in top-right of Stripe dashboard.  
Use test card: 4242 4242 4242 4242 with any future date and CVC.

### After Completion

1. Open file: /github/ai-automation/humans-work-needed/HW-007\_stripe-payment-link.md
2. Paste the payment link URL
3. Change Status to **\*\*Status:\*\* DONE**
4. Save the file

## HW-008: Post TL;DR Bot to LinkedIn

MEDIUM PRIORITY

~5 minutes

### What This Does

Announces the TL;DR Telegram bot on LinkedIn to drive initial users.

### Step-by-Step Instructions

1. Go to: <https://linkedin.com>
2. Click **Start a post**
3. Copy and paste this content:

500+ Telegram messages waiting for you after a meeting.

We've all been there.

So I built @sumarium\_bot - a Telegram bot that summarizes your group

How it works:

1. Add the bot to your group
2. Type /summary when you need to catch up
3. Get the key points in seconds, not hours

No scrolling through hundreds of messages.

No missing important decisions.

Just the context you need.

Free tier: 3 summaries/month

Pro: \$5/mo or 250 Telegram Stars for unlimited

Try it: [t.me/sumarium\\_bot](https://t.me/sumarium_bot)

#telegram #ai #productivity #chatbot #buildinpublic

4. Click **Post**

### After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-008_linkedin-post-tldr.md`
2. Change Status to `**Status:** DONE`
3. Save the file



# HW-009: Configure Storage Box SSH Key

MEDIUM PRIORITY

~5 minutes

## What This Does

Sets up SSH key access to Hetzner Storage Box for remote PostgreSQL backups.

## Step-by-Step Instructions

1. Open terminal on the server
2. Run this command:

```
cat ~/.ssh/id_ed25519.pub | ssh -p 23 u496928@u496928.your-storagebox.de
```

3. When prompted for password, enter:

```
gdjak172981389LLLAHdas796982394da1UUHKD!
```

4. Verify it works:

```
ssh -p 23 u496928@u496928.your-storagebox.de "ls -la backups/"
```

*Should list files without asking for password*

## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-009_storagebox-ssh-key.md`
2. Change Status to `**Status:** DONE`
3. Save the file

# HW-010: Enable Gemini Native Audio API

HIGH PRIORITY

~30 minutes

## What This Does

Enables access to Gemini's native audio models for voice AI features in CC-Lite and Voice of People apps.

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## Step-by-Step Instructions (Vertex AI Method)

1. Go to: [Google Cloud Console](#)
2. Select or create a project
3. Enable **Vertex AI API**:
  - Go to **APIs & Services > Library**
  - Search for "Vertex AI API"
  - Click **Enable**
4. Create a service account:
  - Go to **IAM & Admin > Service Accounts**
  - Click **+ Create Service Account**
  - Name: `gemini-audio-access`
  - Grant role: `Vertex AI User`
5. Create and download key:
  - Click on the service account
  - Go to **Keys** tab
  - Click **Add Key > Create new key**
  - Choose JSON format
  - Download the file
6. Save the JSON file to: `/github/secrets/google-vertex-ai.json`

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## After Completion

1. Open file: `/github/ai-automation/humans-work-needed/HW-010_gemini-api-key.md`
2. Note the project ID and confirm key is saved
3. Change Status to `**Status:** DONE`
4. Save the file

## HW-011: Redis Setup

DONE

**Completed:** Redis was set up via Docker on December 20, 2025.

```
docker run -d --name redis-bots --restart unless-stopped -p 127
```

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### GIN System - Human Tasks Guide

Generated by AI Automation System

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After completing each task, remember to:

1. Update the Result section in the task file
2. Change Status to DONE
3. Save the file