**Welcome to [Your Web Product Name]!**

This guide will walk you through how our system automates tasks and what steps you need to take to ensure everything runs smoothly.

**1. Automatic Data Fetch and Storage (Every Wednesday)**

**What happens?**

• Every Wednesday, the system automatically fetches data from our datasource, **Clearfactor**.

• It filters and processes the data as per predefined rules.

• The processed data is stored securely on our server for future use.

**What do you need to do?**

• Nothing! This is fully automated. You will receive notifications if there are any issues with the data fetching process.

**2. Email Notifications to Managers (Every Monday)**

**What happens?**

• On Monday mornings, the system sends an automatic email to managers with important updates about **new joinees**.

**What do you need to do?**

• If you’re a manager, simply check your email every Monday morning for the latest updates.

**3. Completing Task Calendar Invite (Manual Process)**

**What happens?**

• After the Monday email is sent, you (or an admin) will need to **manually trigger** a function to send calendar invites to users. These invites prompt them to complete their assigned tasks.

**What do you need to do?**

• As an admin or responsible user, go to the web product’s dashboard and manually trigger the “Send Calendar Invites” button. This will send the invite to all users on the list who need to complete their tasks.

**4. Training Completion Email Reminders (Every Monday)**

**What happens?**

• After sending the new joinees email to managers, another email is automatically sent to users who need to complete their **training**.

**What do you need to do?**

• If you are a user required to complete training, keep an eye on your inbox every Monday for this reminder email.