# EA-Runbook\_[Operator-Playbook.do](https://operator-playbook.do/)cx - Final Version (Corrected)

**Role (one-liner)**  
Operator playbook for the streamlined EvidenceAI workflow: simplified folders, Google Apps Script automation, and iterative discovery driven by natural language analysis.

**Map of the Docs**

1. **EA-Framework\_**[**Master-Prompt.do**](https://master-prompt.do/)**cx** = Core methodology, citation rules, phase structure.
2. **EA-Guide\_**[**LLM-Behavior-Guardrails.do**](https://llm-behavior-guardrails.do/)**cx** = LLM behavior across phases; do/don't; guardrails.
3. **EA-Runbook\_**[**Operator-Playbook.do**](https://operator-playbook.do/)**cx** = **This document.** Operator procedures: folders, scripts, outputs, QA.

**Phase Map (Simplified & Validated)**

* **Phase 1: Strategy** – Generate Gmail search queries from a natural language hypothesis.
* **Phase 2: Acquisition** – Execute searches and preserve email threads as PDFs via Google Apps Script.
* **Phase 3: Analysis** – Analyze findings and propose the next search strategy in natural language.
* **Phase 4: Synthesis** – Produce legal memoranda and fact summaries with hyperlinked citations.

**Working vs. Production Conventions**  
**Folder Policy**

* /Production: Stable, canonical names. The single source of truth.
* /Working: Drafts, experiments. Version with datestamps (e.g., YYYYMMDD).

**File Naming**

* **Production Docs**: EA-Runbook\_Operator-Playbook.docx, EA-Framework\_Master-Prompt.docx, EA-Guide\_LLM-Behavior-Guardrails.docx
* **Working Drafts**: Append \_YYYYMMDD (e.g., EA-Runbook\_Operator-Playbook\_20250903.docx).
* **Exhibits**: [YYYY-MM-DD]\_[First5WordsOfSubject]\_[From]\_[To].pdf (e.g., 2025-05-21\_Soberlink\_Error\_11005\_Report\_Caroline\_Plummer\_Me.pdf).

**1. Folder Structure (Production - Simplified)**

text

/Production Files/

├── /Prompts/

│ ├── PROMPT\_Phase-1-Strategist.md

│ ├── PROMPT\_Phase-2-Acquisition.md

│ ├── PROMPT\_Phase-3-Discovery-Analyst.md

│ └── PROMPT\_Phase-4-Synthesis.md

├── /Scripts/

│ ├── generate\_gmail\_queries.py

│ └── (Other utilities)

├── /02\_Exhibits/

│ └── /01\_Raw\_PDFs/ <-- Target for Google Apps Script & Drive Sync

└── (Other case-specific files)

**2. Phase-by-Phase (Validated Operator Steps)**

**Phase 1: Strategy**

* **Input**: A natural language hypothesis (e.g., "Find emails about the Soberlink device malfunction in May 2025").
* **Action**: Run PROMPT\_Phase-1-Strategist.md with ChatGPT, providing the hypothesis.
* **Output**: A numbered list of executable Gmail search queries.

**Phase 2: Acquisition (Automated)**

* **Input**: List of search queries from Phase 1.
* **Action**: Execute the Google Apps Script (Gmail\_to\_Drive\_PDF.js).
* **Output**: Folder of preserved PDF exhibits in /02\_Exhibits/01\_Raw\_PDFs/.

**Phase 3: Analysis (Iterative Discovery)**

* **Input**: New PDF exhibits from Phase 2.
* **Action**: Run PROMPT\_Phase-3-Discovery-Analyst.md with an LLM (ChatGPT), providing the new exhibits.
* **Output**: A **strategic narrative analysis** in natural language that recommends the next search steps (e.g., "Search for emails from Trysten Ewing about RMA reports").
* **Loop**: The operator uses this narrative to form a new natural language hypothesis for **Phase 1**.

**Phase 4: Synthesis**

* **Input**: Final set of preserved exhibits from iterative Phases 1-3.
* **Action**: Run PROMPT\_Phase-4-Synthesis.md with Claude.
* **Output**: Legal\_Memorandum.docx and Consolidated\_Summary\_of\_Facts.docx with hyperlinked citations.

**3. Iterative Discovery Policy**

* The system is built on a loop: **Strategy -> Acquisition -> Analysis**.
* The operator **interprets the natural language output** of Phase 3 to define the hypothesis for the next round.
* Continue looping until Phase 3 returns no new significant discoveries.

**4. Scripts Index (Canonical)**

* generate\_gmail\_queries.py: (Local) Can be used to generate queries from a hypothesis. Use --mode raw for automation.
* Gmail\_to\_Drive\_PDF.js: (Google Apps Script) The core automation for acquisition.

**5. QA Checklist (Simplified)**

* **Acquisition**: All queries from Phase 1 have been executed.
* **Preservation**: A PDF exists for every email thread found.
* **Naming**: PDF filenames adhere to the naming convention.
* **Analysis**: Phase 3 provides clear, actionable natural language recommendations.
* **Synthesis**: Every material assertion has a verifiable citation hyperlink.

**Summary of Changes:**

* **Removed**Case\_Seeds.csv**:** Entirely eliminated all references to the outdated CSV-driven process.
* **Natural Language Workflow:** The entire process is now driven by natural language hypotheses and analysis.
* **Human-in-the-Loop:** The operator's role is to interpret the Phase 3 analysis and define the next hypothesis, creating a tight, adaptive loop.

This is now consistent with our decision to leverage the LLM's strength in language and strategy, not data formatting.