Maybe each ledger update -> export as excel and send to 2nds, they mark whatever is not an asset, used, destroyed, etc, and also take photos of each thing and send back to me

* I reconcile transactions and upload photos

1. Introductory email
   1. Intro email should clearly state that asset hub is required for all
   2. Intro email should give clear instructions to CC the asset manager on all sales conversations with vendors
      1. Canned “INTRO EMAIL”
         1. Overall flowchart of the entire process of asset management from the crew perspective to send them with reminder email
2. Inviting to Asset Hub
   1. Always invite the HODS and 2nds to AH and assign them this way
      1. Example
3. BI-WEEKLY Ongoing update emails coinciding with ledger updates
   1. Canned “LEDGER UPDATE EMAIL”
4. Track down every high ticket asset as it comes in on AH and add photos
   1. Send individual reminders/talk to people until they put the photos up for each high ticket item
5. Canned “INDIVIDUAL REMINDER EMAIL”
   1. This is how many transactions you have pending
   2. This is how many reconciled transactions you have that need photos
   3. Automated email filler
      1. Create integration that pulls from Google Sheets and populates the Canned “INDIVIDUAL REMINDER EMAIL” accordingly
         1. See if there is an Asset Hub API that can be integrated to auto-populate the spreadsheet and dynamically update it
   4. Reminder email process
      1. Create spreadsheet titled “PROGRESS\_REPORT”
         1. Make rows for pending transactions, photos, and final dispositions
         2. Make columns for each prep, production, and wrap week  
             EITHER
         3. Check transactions pending for each department
            1. Mark in spreadsheet
         4. Check assets for photos
            1. High ticket items need photos
            2. Mark in spreadsheet  
               OR
         5. Use third party integration tools to automate according to 3aii
6. Halfway reminder
   1. Canned “HALFWAY REMINDER EMAIL”
7. Two-four week notice
   1. Canned “ASSET WRAP NOTICE EMAIL”
8. Mtg w each department
   1. Sales convo finalizes plans
9. Asset unload logistics finalized w Prod Coord
   1. Flow chart
10. Wrap -> unload logistics to departments
11. Meet the departments at the unload spot to inventory assets
    1. Make sure nothing leaves on the truck
       1. Mark the department as returned and bulk update the dispositions of their assets accordingly
12. Sales
    1. Individual vendor sale conversations come to fruition as sales or no-goes
       1. Sell to crew
          1. Individual requests
          2. Fire sale
       2. Sell to vendor
          1. Individual outreach
          2. Vendors fire sale
       3. Liquidate
          1. Individual outreach
       4. Donate
          1. Look for Benevity approved organizations

Overall notes:  
  
1) Assets + Costumes needs their own process whereby costumes photographs everything that comes in and sends the photos to BOX.

Assets can get from BOX and put on AH with info

2) Assets + Set Dec needs their own process whereby Set Dec uploads continuity to BOX and

Assets can see any items seen on camera that need to be asseted because theyre difficult to replace

Automation notes:  
1) Canned emails

2) Chatbot that explains everybody’s role and how to do all of their job lol