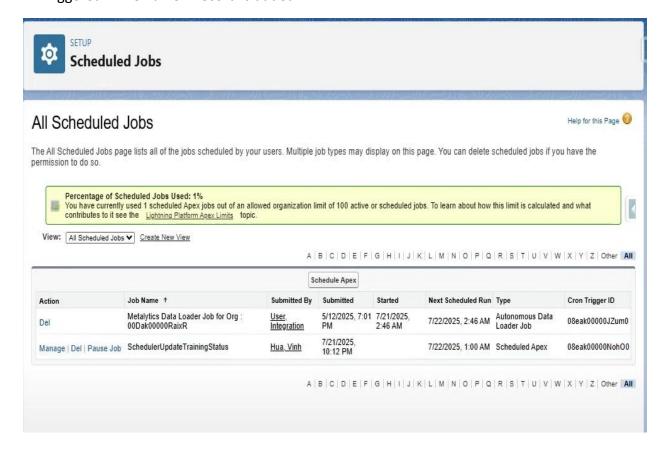
## **Phase 7 – Integration and External Access**

## Step 1: Schedule Regular Sync or Trigger

• Set up:

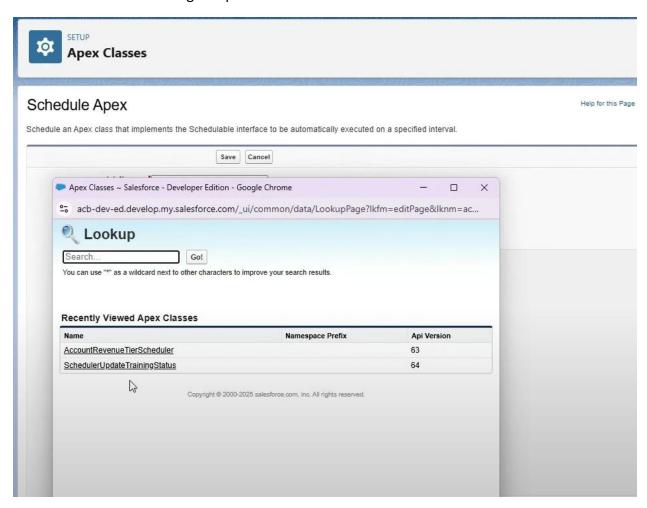
Scheduled: Daily or weekly syncs.

Triggered: When a new record is added.



## **Step 2: Define What Needs Integration**

- Examples:
  - o Import contact lists from HR tool.
  - Push training completion to LWS.



## **Step 3: Choose Integration Method**

- Options:
  - o APIs: Use APIs if you have a developer or IT help.
  - o Middleware tools: Power Automate (Microsoft), Zapier, Make.com, etc.
  - Manual import/export: If systems don't support automation.

