

# AI Daily Digest

## User Guide

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Two timezone-aware daily messages — a morning brief with today's jobs and an AI end-of-day summary for managers.

### Quick Reference

Morning brief: 7am local time — safety tip + today's jobs

EOD digest: 5pm local time — AI summary (weekdays, managers)

Timezone: /timezone to set from 10 common zones

Toggle: /notifications to turn on/off

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# 1. Overview

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The AI Daily Digest replaces six separate daily notifications with two consolidated, timezone-aware messages. A morning brief starts your day and an AI-generated end-of-day summary wraps it up.

Both messages are delivered at the right local time based on your timezone setting, so they arrive when they are useful — not in the middle of the night.

## 2. Morning Brief

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Every morning at 7am your local time, you receive:

- A safety tip based on the device categories you worked with last week
- A list of today's scheduled jobs with locations and times
- Any pending items that need attention (unanswered requests, overdue tasks)

Tip: The safety tip is personalized. If you've been working with electric strikes, you get the electrical safety brief. Recent camera work? Working-at-height reminder.

## 3. End-of-Day Digest

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Every weekday at 5pm local time, managers receive an AI-generated summary:

- Jobs completed today across the team
- Active work still in progress
- Items needing attention — overdue tasks, unanswered requests
- Key highlights — AI picks out the most important events

The digest is AI-generated from actual team activity data. It highlights what needs attention so you start tomorrow prepared.

## 4. Timezone Setup

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Type /timezone in the bot to set your timezone. Ten common zones are available, covering US time zones, Europe, and Asia-Pacific.

Once set, all scheduled messages (morning brief, evening digest, weekly summary) are delivered at the correct local time.

Note: If you don't set a timezone, messages default to UTC. Set your timezone once and it persists permanently.

## 5. Quick Reference

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<b>Set timezone</b>	Type /timezone in bot
<b>Toggle morning brief</b>	/notifications > Morning Brief
<b>Toggle evening digest</b>	/notifications > Evening Digest
<b>Turn off safety brief</b>	Type /nosafety