



● AGENT · ONLINE

Rebbe Yankel *the Renamer*

(*The Agent*)

Reads every slip. Names it. Files it.

~91% filed with zero touch

2× AI check — never a guess

Every scan archived raw

Every decision logged

The Agent

Five boards run the lab's filing. Every node, written down.

[LOOK INSIDE →](#)

The Proof

Twelve days live, the numbers, and why we trust it.

[SEE THE NUMBERS →](#)

The Folders

Your new Dropbox — and the two-minute daily routine.

[LEARN THE LAYOUT →](#)

If anything ever looks off — *message Avi*. The agent alerts us before you'd ever notice.

Every button in this document is clickable — it jumps to the page, and the n8n links open the live boards.

[Home](#) > [The Agent](#)

Five boards, *one job*.

You never need to open these. They're documented here so that if anything ever needs checking, we know exactly where to look. Every board — and every node inside it — is on the pages that follow.

1 Renamer

Reads the barcode, renames to the order number, files into the day.

hourly · 7a–7p

[SEE EVERY NODE →](#)

2 Review Sweeper

Re-attacks stubborn slips with a deeper decode, twice a day.

12:45 + 6:45 PM

[SEE EVERY NODE →](#)

3 AI Rescue

Two independent AI reads — only a perfect match earns a name.

1:15 + 7:15 PM

[SEE EVERY NODE →](#)

4 Nightly Cleaner

Removes empty folders while the lab sleeps.

2:30 AM

[SEE EVERY NODE →](#)

+ 5 temporary boards — scaffolding used during the build

Intake Copier **ACTIVE UNTIL CUTOVER** — bridges the current scanner folder into the system; deleted when the scanner points at 00_Inbox. [See board →](#)

Fix-Move **RETIRED** — relocated the 12 hand-audit misfiles to their correct numbers, one verified day at a time.

Move Auto-Create Test **RETIRED** — proved folders build themselves during a move; why you never see empties.

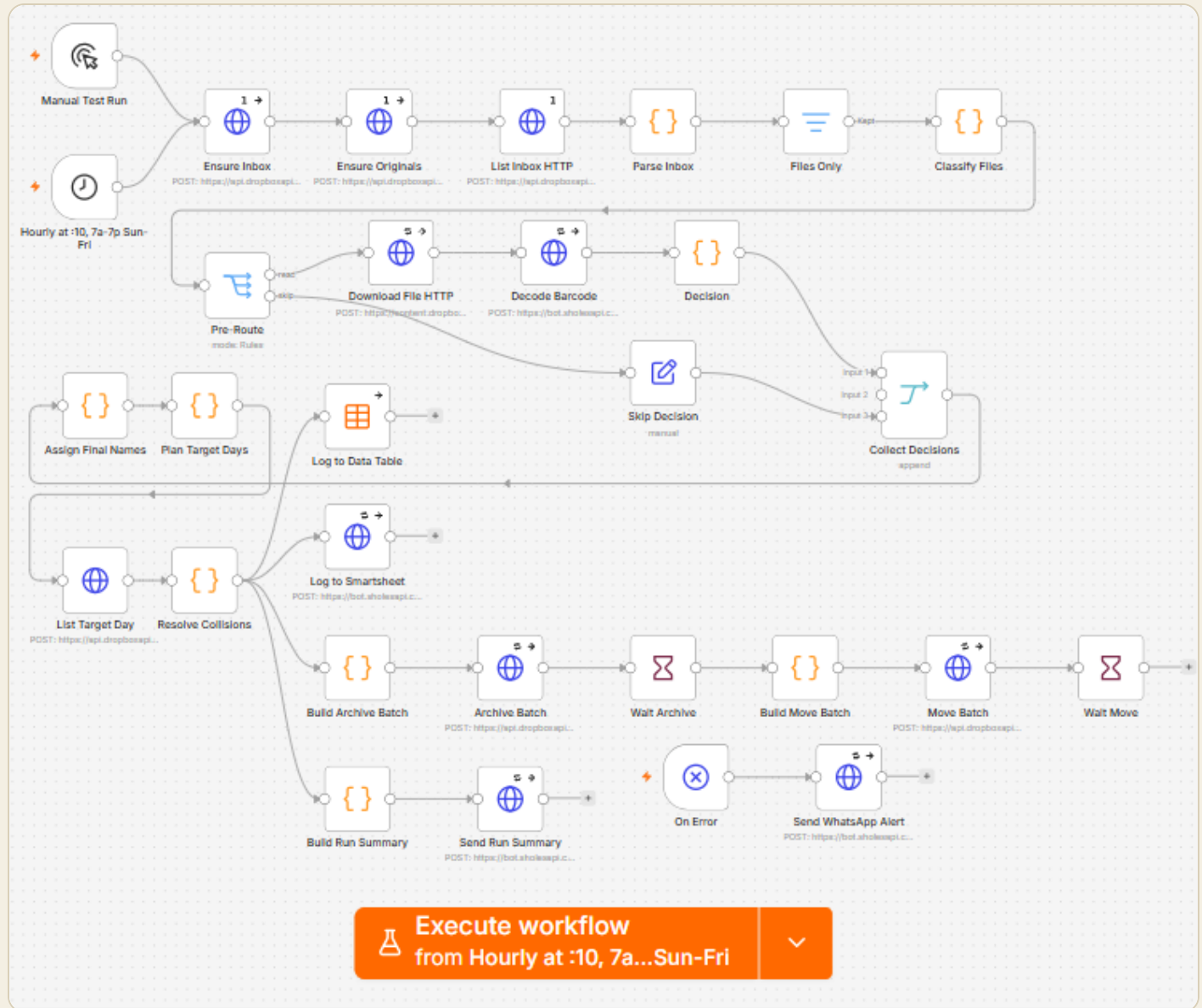
Day Migrator **RETIRED** — moved 919 named files into the date tree; its final scan caught 3 strays before anything was deleted.

Originals Migrator **RETIRED** — moved 941 raw scans into each day's archive, verified to zero before cleanup.

[Home](#) > [The Agent](#) > [Renamer](#)

1. Renamer

The engine. Every hour it reads what the scanner delivered, names each slip by its order number, archives the raw copy, and files everything into the day.



The real board in n8n, as it runs today.

WAKE UP

1 Manual Test Run

WHAT IT DOES · A hand-trigger button. Click it and the whole board runs once, immediately.

WHY IT'S THERE · So we can test or catch up on demand without waiting for the clock.

2 Hourly at :10, 7a-7p Sun-Fri

WHAT IT DOES · The clock. Fires the board every hour, ten past the hour, during lab hours.

WHY IT'S THERE · Slips get filed all day long, not in one risky end-of-day batch — and an hourly rhythm means any backlog drains itself.

PREPARE

3 Ensure Inbox

WHAT IT DOES · Creates /Emerald/00_Inbox if it does not exist.

WHY IT'S THERE · The loading dock must always be there for the scanner — even after a manual cleanup or a brand-new setup.

4 Ensure Originals

WHAT IT DOES · Creates today's 00_Originals folder inside the date tree.

WHY IT'S THERE · The raw archive is sacred; its home for the day must exist before any file is touched.

COLLECT THE WORK

5 List Inbox HTTP

WHAT IT DOES · Asks Dropbox for everything currently sitting in 00_Inbox.

WHY IT'S THERE · The board has to see the work before it can do the work.

6 Parse Inbox

WHAT IT DOES · Reads that listing and takes up to 25 files, oldest first.

WHY IT'S THERE · 25 is the safe memory limit for image files in one run — any overflow is simply picked up next hour. This cap is what keeps the board from ever crashing on a big scan day.

7 Files Only

WHAT IT DOES · Filters the listing down to actual files.

WHY IT'S THERE · Dropbox listings can include folders and system entries; we only ever want scans.

8 Classify Files

WHAT IT DOES · Tags each file with its date, extension, and size.

WHY IT'S THERE · Every later step needs to know which day a scan belongs to — this is where that label is attached.

9 Pre-Route

WHAT IT DOES · Splits the flow: real images go to the reader; anything odd (wrong type, zero bytes) skips it.

WHY IT'S THERE · A corrupted or non-image file should not crash the reader — it gets routed around and still handled.

READ EACH SLIP

10 Download File HTTP

WHAT IT DOES · Pulls one scan down from Dropbox at a time.

WHY IT'S THERE · The reader needs the actual image — and one-at-a-time keeps Dropbox's rate limits happy.

11 Decode Barcode

WHAT IT DOES · Sends the image to our decoder server: two barcode engines, rotations, enhancement, plus an OCR read of the printed number.

WHY IT'S THERE · This is the eyes of the system. Two engines and a printed-number cross-check catch far more than any single reader would.

12 Decision

WHAT IT DOES · Grades each result: clean barcode = processed; number read but unsure = verify; nothing = review. Writes the reason in plain English.

WHY IT'S THERE · Every file must land in exactly one lane, and every landing must be explainable later — no silent judgment calls.

13 Skip Decision

WHAT IT DOES · Gives the skipped (non-image) files their own "review" verdict.

WHY IT'S THERE · Even a file we could not read deserves a lane and a log entry — nothing just disappears.

14 Collect Decisions

WHAT IT DOES · Merges the read files and the skipped files back into one stream.

WHY IT'S THERE · The rest of the board should not care which path a file took — one stream, one set of rules.

NAME AND FILE

15 Assign Final Names

WHAT IT DOES · The brain. Builds each file's destination in the date tree, renames it to the order number, catches same-day duplicates, and runs the age-guard: a barcode far older than today's orders is flagged as a likely remake and sent to Verify instead of filing silently.

WHY IT'S THERE · This is where the remake bug was killed. A remake slip carries two barcodes — if only the old one reads, blind filing would bury it under the wrong number. The age-guard makes that impossible.

16 Plan Target Days

WHAT IT DOES · Works out which day folders this run is about to write into.

WHY IT'S THERE · The next step has to know what is already filed there before a single file moves.

17 List Target Day

WHAT IT DOES · Reads everything already filed in each of those days.

WHY IT'S THERE · So the agent can tell a fresh slip from one whose number is already on file.

18 Resolve Collisions

WHAT IT DOES · Two guards, in order. First the age-guard: it compares each barcode against every order already filed for that day, and anything far older is treated as a likely remake and sent to Verify. Then the duplicate check: if that order is already filed, the file goes to 04_Duplicate.

WHY IT'S THERE · The age-guard used to compare a slip only against the others in the same batch — but this board runs hourly, so a batch is usually one file, and one file is its own comparison. The guard could never fire. It now measures against the whole day.

19 Build Archive Batch

WHAT IT DOES · Prepares the copy instructions: every raw scan into today's 00_Originals.

WHY IT'S THERE · One batch instead of many single copies — the difference between smooth runs and Dropbox rate-limit failures.

20 Archive Batch

WHAT IT DOES · Executes the archive copy in Dropbox.

WHY IT'S THERE · The untouched original is preserved before anything is renamed or moved. Whatever happens later, the raw scan is safe.

21 Wait Archive

WHAT IT DOES · Pauses 45 seconds while Dropbox finishes the archive job.

WHY IT'S THERE · Dropbox copies are asynchronous. Moving files before the archive lands once cost us backups — this wait closes that gap for good.

22 Build Move Batch

WHAT IT DOES · Prepares the move instructions: every file to its final folder with its final name.

WHY IT'S THERE · Same batching principle — one clean instruction set for the whole run.

23 Move Batch

WHAT IT DOES · Executes the moves. Dropbox auto-creates any folder that does not exist yet.

WHY IT'S THERE · This is the moment filing actually happens — and why folders only ever appear when they have files.

24 Wait Move

WHAT IT DOES · Pauses while the move job completes.

WHY IT'S THERE · The run should not report success until the files have truly landed.

TELL EVERYONE

25 Log to Data Table

WHAT IT DOES · Writes each file's outcome to the board's internal ledger.

WHY IT'S THERE · A machine-readable memory of every run, used for cross-checks.

26 Log to Smartsheet

WHAT IT DOES · Writes one row per file — name, verdict, reason — to the audit sheet.

WHY IT'S THERE · The permanent paper trail. Any slip, any day, you can see exactly what the agent decided and why.

27 Build Run Summary

WHAT IT DOES · Composes the human summary: how many processed, verified, review, duplicates.

WHY IT'S THERE · Numbers you can read in five seconds beat a log you have to dig through.

28 Send Run Summary

WHAT IT DOES · Sends that summary to WhatsApp.

WHY IT'S THERE · You should not have to open anything to know today ran clean.

29 On Error

WHAT IT DOES · A tripwire that fires only if the board itself fails.

WHY IT'S THERE · Silence must never be mistaken for success — failure announces itself.

30 Send WhatsApp Alert

WHAT IT DOES · Sends the failure alert with the error details.

WHY IT'S THERE · We hear about a problem before the lab ever feels it.

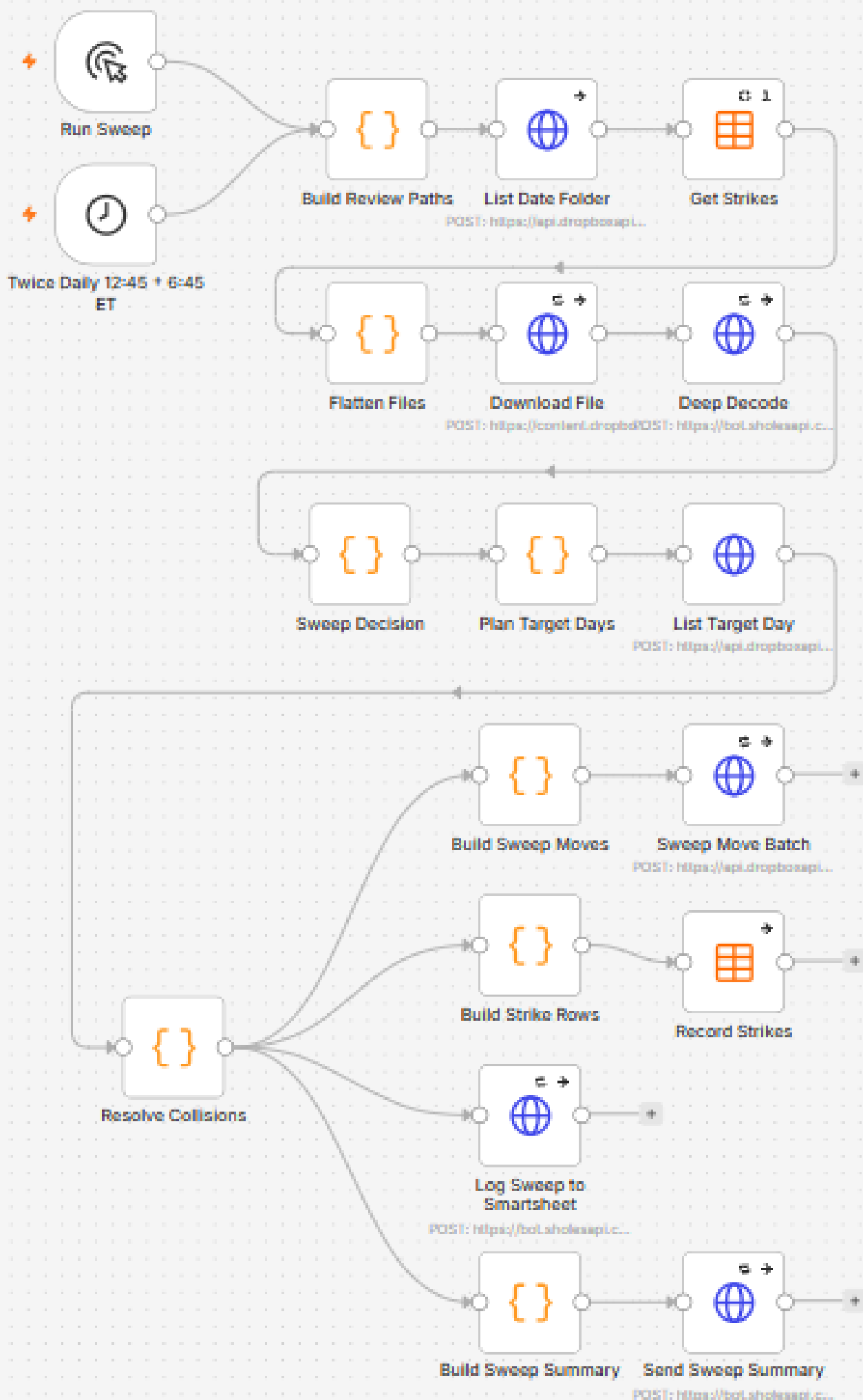
Open the live board in n8n ➤ <https://avismartsheet.app.n8n.cloud/workflow/DJap1e3FnEun6NJQ>



[Home](#) › [The Agent](#) › [Review Sweeper](#)

2. Review Sweeper

Second chances. Twice a day it re-reads everything sitting in Review with a much heavier decode than the hourly pass can afford.



1 BACK TO START

Execute workflow



Execute Workflows

from Twice Daily 12:45 + 6:...ET



The real board in n8n, as it runs today.

WAKE UP

1 Run Sweep

WHAT IT DOES · Hand-trigger for an immediate sweep.

WHY IT'S THERE · For testing, or clearing Review on demand.

2 Twice Daily 12:45 + 6:45 ET

WHAT IT DOES · The clock — after the morning wave and before close.

WHY IT'S THERE · Stubborn slips get second chances the same day they arrive, while the paper is still on hand.

FIND CANDIDATES

3 Build Review Paths

WHAT IT DOES · Generates the last 21 days of Review folder paths in the date tree.

WHY IT'S THERE · Review folders live inside each day now — this is how the sweeper knows every place to look without scanning the whole archive.

4 List Date Folder

WHAT IT DOES · Lists the contents of each of those Review folders.

WHY IT'S THERE · Gets the actual candidate files for each day.

5 Get Strikes

WHAT IT DOES · Loads the strike ledger — how many times each file has already been diagnosed.

WHY IT'S THERE · So the sweeper remembers its past attempts instead of repeating them forever.

6 Flatten Files

WHAT IT DOES · Merges all days into one list, newest first, drops anything with 2+ strikes, caps at 20 per sweep.

WHY IT'S THERE · Newest-first means today's slips never wait behind an old graveyard; the two-strike rule stops wasted effort; the cap keeps runs fast and safe.

DEEP READ

7 Download File

WHAT IT DOES · Pulls each candidate scan down, one at a time.

WHY IT'S THERE · The heavy decoder needs the full image.

8 Deep Decode

WHAT IT DOES · The heavyweight read: 7 image variants — including page-half crops and de-skew for bent paper — through both barcode engines, then a 4-pass OCR that must agree with itself, plus a plain-English diagnosis if all fails.

WHY IT'S THERE · Bent and curled slips beat the fast hourly read. This slower, exhaustive pass rescues most of them — and when it can't, it at least tells the human why.

9 Sweep Decision

WHAT IT DOES · Turns each deep-read into an action: barcode found → file to Processed; OCR consensus → pre-name into Verify; neither → stay, with the diagnosis attached.

WHY IT'S THERE · Recovered barcodes are certain, so they file; OCR is probable, so a human confirms; everything else waits honestly.

THE GUARDS

10 Plan Target Days

WHAT IT DOES · Works out which day folders this sweep is about to write into.

WHY IT'S THERE · The guards below need to know what is already filed in those days before anything moves.

11 List Target Day

WHAT IT DOES · Reads everything already filed in each of those days.

WHY IT'S THERE · This one listing powers both guards — it reveals the day's highest order number and every filename already taken.

12 Resolve Collisions

WHAT IT DOES · Two guards in order. First the age-guard: a recovered barcode far older than the rest of that day's orders is treated as a likely remake and sent to Verify, not Processed. Then the collision check: if that exact file already exists, it goes to 04_Duplicate.

WHY IT'S THERE · The Sweeper could previously file a recovered barcode straight to Processed with no remake check — the same door the 12 historic misfiles came through. This closes it, and stops Dropbox silently renaming a clash to "(1)".

ACT AND RECORD

13 Build Sweep Moves

WHAT IT DOES · Assembles the batch move instructions for the rescues.

WHY IT'S THERE · One batch, no rate limits.

14 Sweep Move Batch

WHAT IT DOES · Executes the moves in Dropbox.

WHY IT'S THERE · The rescues actually get filed.

15 Build Strike Rows

WHAT IT DOES · Lists the files that stayed behind.

WHY IT'S THERE · Each failed attempt must be remembered...

16 Record Strikes

WHAT IT DOES · ...and writes those strikes to the ledger.

WHY IT'S THERE · ...so two failures means the sweeper steps aside and leaves that slip for a human.

17 Log Sweep to Smartsheet

WHAT IT DOES · Writes every verdict — rescued or stayed — to the audit sheet.

WHY IT'S THERE · Second-chance decisions deserve the same paper trail as first-chance ones.

18 Build Sweep Summary

WHAT IT DOES · Composes the digest: checked, rescued, still waiting.

WHY IT'S THERE · A five-second read on how the sweep went.

19 Send Sweep Summary

WHAT IT DOES · Sends it to WhatsApp.

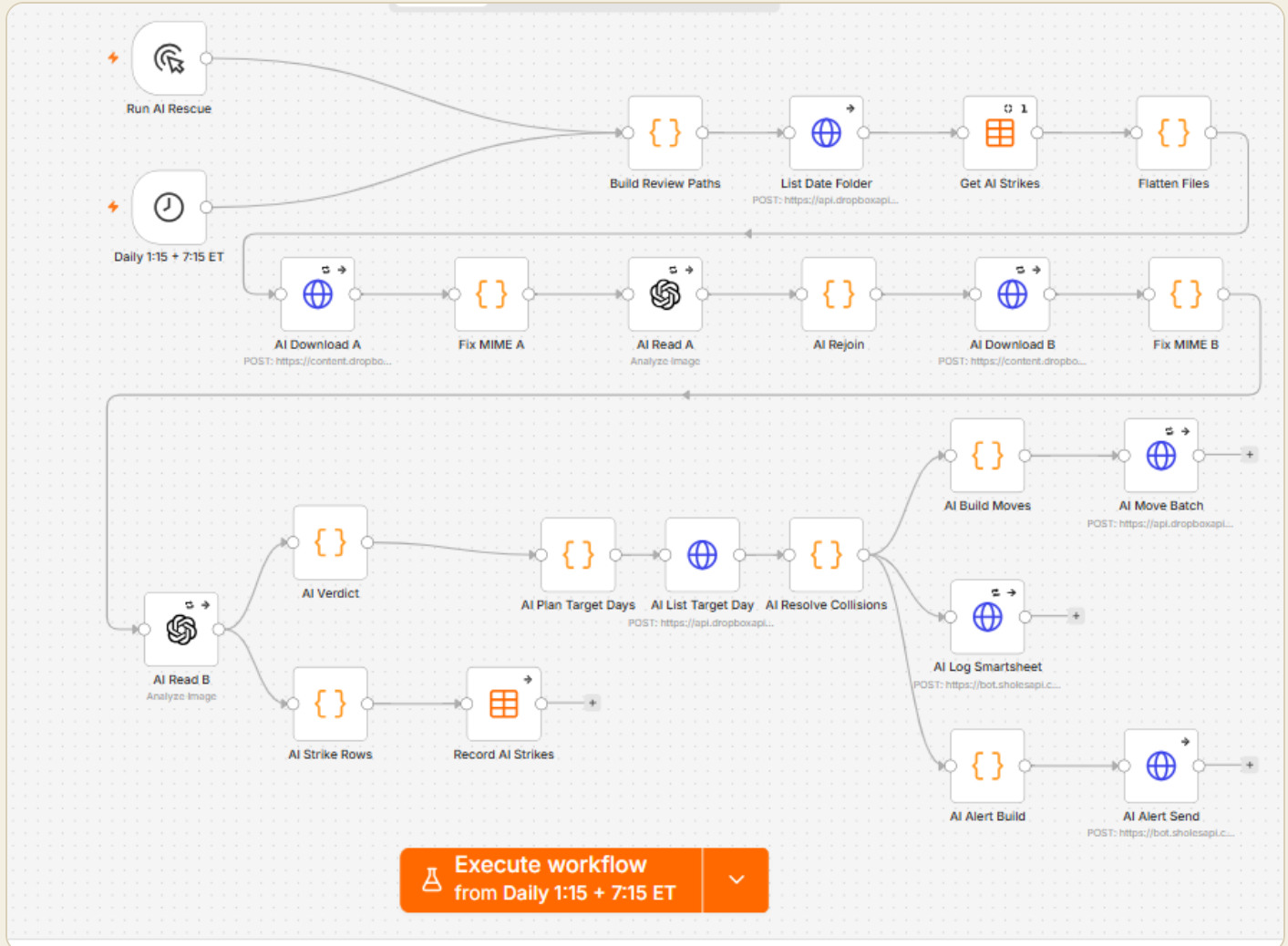
WHY IT'S THERE · You know Review shrank without opening a folder.

Open the live board in n8n ↗ <https://avismartsheet.app.n8n.cloud/workflow/25V03yS86F3G8UPf>

[Home](#) > [The Agent](#) > [AI Rescue](#)

3. AI Rescue

The last resort. Slips nothing else could read get AI vision — under the strictest rule on any board.



The real board in n8n, as it runs today — note the two separate AI Read nodes.

WAKE UP

1 Run AI Rescue

WHAT IT DOES · Hand-trigger for an immediate AI pass.

WHY IT'S THERE · For testing, or when you want Review cleared right now.

2 Daily 1:15 + 7:15 ET

WHAT IT DOES · The clock — half an hour after each sweep.

WHY IT'S THERE · The classical sweeper goes first; AI only spends money on what it could not crack.

FIND CANDIDATES

3 Build Review Paths

WHAT IT DOES · Generates the last 21 days of Review paths in the date tree.

WHY IT'S THERE · Same date-tree awareness as the sweeper — it looks everywhere Review lives.

4 List Date Folder

WHAT IT DOES · Lists each Review folder's contents.

WHY IT'S THERE · Collects the stubborn files.

5 Get AI Strikes

WHAT IT DOES · Loads the AI's own strike ledger.

WHY IT'S THERE · AI attempts are tracked separately — it gets three tries (it's cheap), the classical sweeper gets two.

6 Flatten Files

WHAT IT DOES · One list, newest first, drops 3-strike files, caps at 15.

WHY IT'S THERE · Focus the pennies where they matter; retire what has genuinely failed.

FIRST READ

7 AI Download A

WHAT IT DOES · Downloads the scan for the first read.

WHY IT'S THERE · The AI needs the actual image.

8 Fix MIME A

WHAT IT DOES · Stamps the file as a proper JPEG image.

WHY IT'S THERE · Dropbox hands files over as anonymous bytes; the AI service refuses anything not labeled as an image. Small fix, mandatory.

9 AI Read A

WHAT IT DOES · The first AI vision read: "find the order number under the barcode; reply with digits only, or NONE."

WHY IT'S THERE · A modern vision model reads curled paper that defeats every classical decoder.

10 AI Rejoin

WHAT IT DOES · Pairs each answer back with its file and extracts a valid 6-digit number — or nothing.

WHY IT'S THERE · Only a clean, in-range order number counts; chatter and partial guesses are discarded here.

SECOND READ

11 AI Download B

WHAT IT DOES · Downloads the same scan again, fresh.

WHY IT'S THERE · The second read must be truly independent — same paper, clean slate.

12 Fix MIME B

WHAT IT DOES · Same image-labeling fix for the second copy.

WHY IT'S THERE · Same requirement, second lane.

13 AI Read B

WHAT IT DOES · The second AI vision read — differently worded prompt, no knowledge of read A.

WHY IT'S THERE · Two independent witnesses. One AI can hallucinate a digit; two agreeing on the exact same six digits, asked differently, effectively cannot.

THE FIREWALL

14 AI Verdict

WHAT IT DOES · Compares A and B. Only an exact match on a valid number goes forward — pre-named into that day's 05_AI_Verify.

WHY IT'S THERE · This is the anti-hallucination rule in one node: agreement or nothing. And even agreement only earns a suggestion — never a direct file to Processed.

THE DUPLICATE GUARD

15 AI Plan Target Days

WHAT IT DOES · Works out which day folders the agreed reads are about to be filed into.

WHY IT'S THERE · The next step has to know what is already sitting in those folders before a single file moves.

16 AI List Target Day

WHAT IT DOES · Reads what is already filed in each of those days.

WHY IT'S THERE · So the agent can tell a genuine rescue from an order that is already on file.

17 AI Resolve Collisions

WHAT IT DOES · Checks each AI suggestion against the day already on disk. If that order is filed, it becomes a duplicate. And if the suggested number sits far below the day's newest order, it is flagged as a likely remake — in the log and in the WhatsApp summary.

WHY IT'S THERE · Two AI reads agreeing proves they saw the same number, not the right one. On a remake the old number is often the clearest thing on the page, so both reads agree on it. The flag tells whoever confirms it exactly where to look. Nothing is rerouted — it still goes to a human either way.

18 AI Build Moves

WHAT IT DOES · Assembles the batch move for the agreed slips.

WHY IT'S THERE · One batch, clean and rate-limit-safe.

19 AI Move Batch

WHAT IT DOES · Executes the moves into 05_AI_Verify.

WHY IT'S THERE · The rescues land where a human will glance at them.

20 AI Strike Rows

WHAT IT DOES · Lists the files where the reads disagreed or failed.

WHY IT'S THERE · Disagreement is a strike, not a guess...

21 Record AI Strikes

WHAT IT DOES · ...written to the AI ledger.

WHY IT'S THERE · ...three strikes and the AI retires that slip to the human queue.

TELL EVERYONE

22 AI Log Smartsheet

WHAT IT DOES · Logs each AI-labeled slip with both-reads-agreed noted.

WHY IT'S THERE · The audit trail shows exactly which names came from AI — full provenance, forever.

23 AI Alert Build

WHAT IT DOES · Composes the digest of what the AI rescued.

WHY IT'S THERE · So the wins are visible.

24 AI Alert Send

WHAT IT DOES · Sends it to WhatsApp.

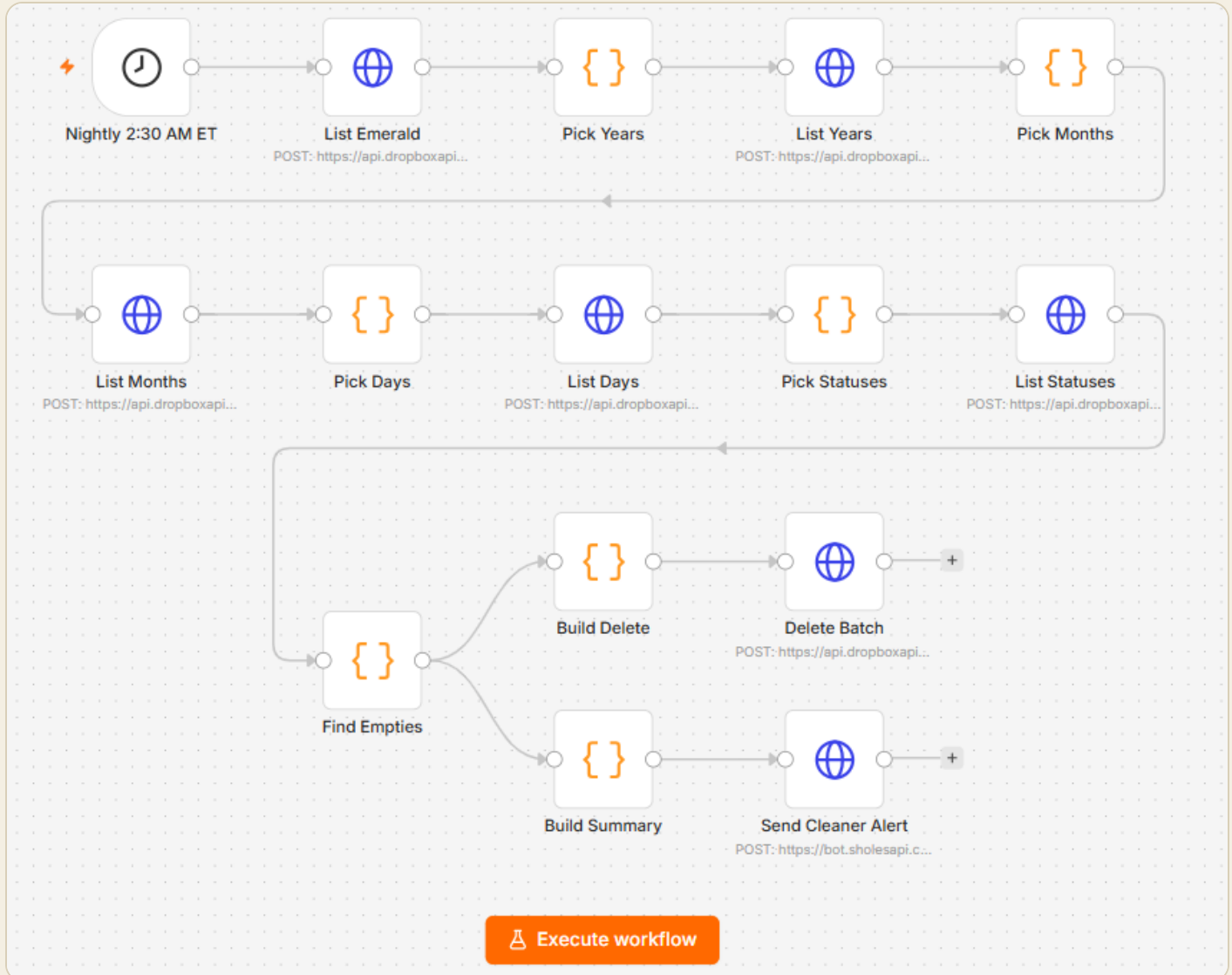
WHY IT'S THERE · You see what the AI saved without opening anything.

Open the live board in n8n ➤ <https://avismartsheet.app.n8n.cloud/workflow/VNP5eaAhtj7AZje>

[Home](#) > [The Agent](#) > [Nightly Cleaner](#)

4. Nightly Cleaner

Housekeeping. At 2:30 AM — the one hour nothing else moves files — it sweeps the date tree for empty folders.



The real board in n8n — the tree walk, then Find Empties splits into the delete branch and the report branch.

WAKE UP

1 Nightly 2:30 AM ET

WHAT IT DOES · The clock — fires once, in the middle of the night.

WHY IT'S THERE · 2:30 AM is the one hour nothing else moves files. A cleaner must never run beside a mover.

WALK THE TREE

2 List Emerald

WHAT IT DOES · Lists the top of /Emerald.

WHY IT'S THERE · Finds the year folders to walk into.

3 Pick Years

WHAT IT DOES · Keeps only folders named like a 4-digit year.

WHY IT'S THERE · The safety fence: 00_Inbox and anything else at the top level are invisible to the cleaner by design.

4 List Years

WHAT IT DOES · Lists inside each year.

WHY IT'S THERE · Finds the month folders.

5 Pick Months

WHAT IT DOES · Collects the month folders.

WHY IT'S THERE · Next level of the walk.

6 List Months

WHAT IT DOES · Lists inside each month.

WHY IT'S THERE · Finds the day folders.

7 Pick Days

WHAT IT DOES · Collects the day folders.

WHY IT'S THERE · Next level down.

8 List Days

WHAT IT DOES · Lists inside each day.

WHY IT'S THERE · Finds the status folders (Originals, Processed, Verify...).

9 Pick Statuses

WHAT IT DOES · Collects those status folders.

WHY IT'S THERE · The deepest level — where empties actually appear.

10 List Statuses

WHAT IT DOES · Lists inside each status folder.

WHY IT'S THERE · The final check: does it actually contain anything?

JUDGE AND CLEAN

11 Find Empties

WHAT IT DOES · Marks a folder deletable only if Dropbox returned a clean, truly-empty listing. Any file — or any error — and it is left alone.

WHY IT'S THERE · The one rule that makes a deleting robot safe: when in doubt, do nothing. An error is never treated as empty.

12 Build Delete

WHAT IT DOES · Assembles the delete instructions for the confirmed empties.

WHY IT'S THERE · One batch, bottom-up — an empty day disappears the night after its folders do.

13 Delete Batch

WHAT IT DOES · Executes the deletions in Dropbox.

WHY IT'S THERE · Mornings always look clean.

14 Build Summary

WHAT IT DOES · Composes the list of what was removed.

WHY IT'S THERE · Even housekeeping reports its work.

15 Send Cleaner Alert

WHAT IT DOES · Sends that list to WhatsApp.

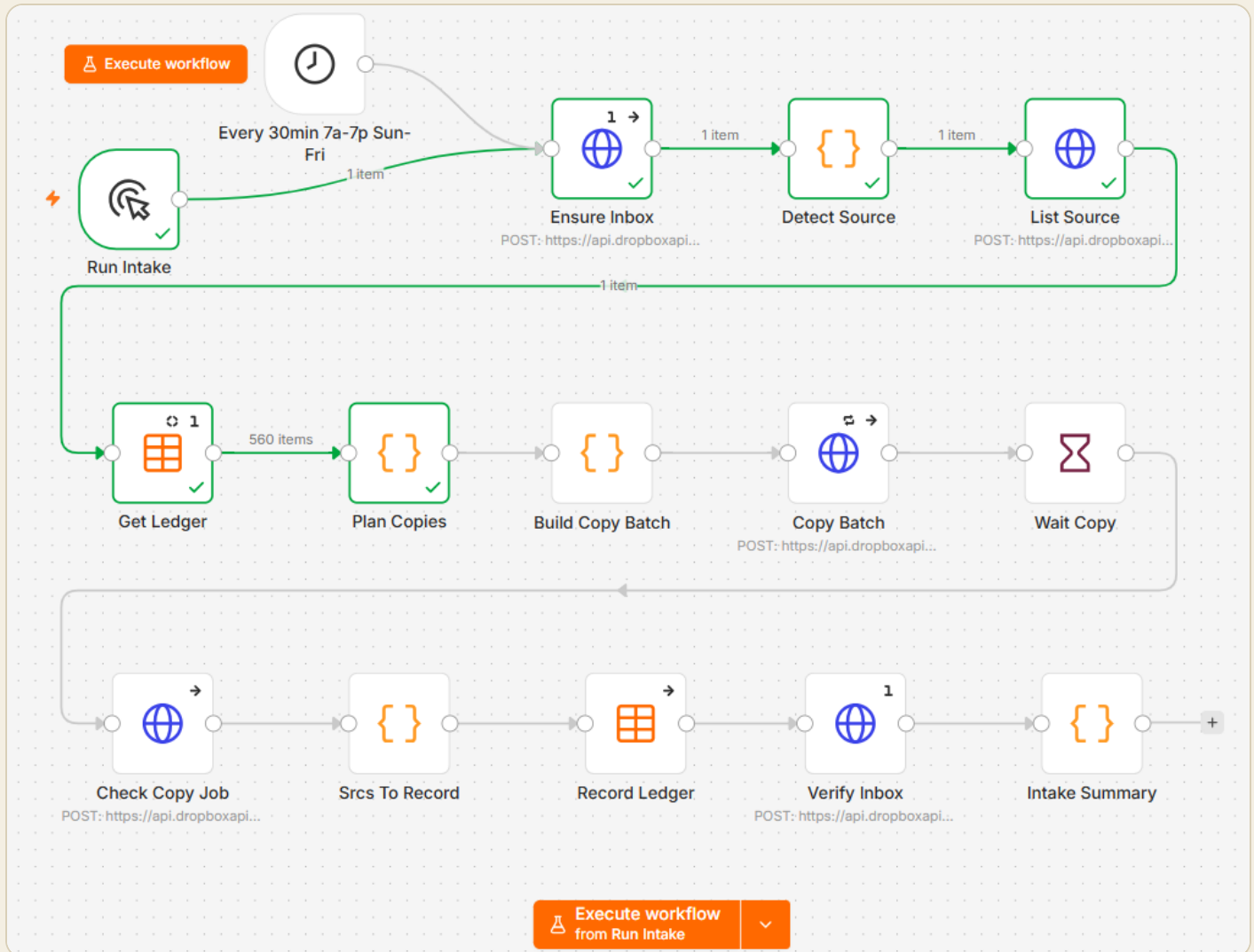
WHY IT'S THERE · A deleting robot must never work in silence.

Open the live board in n8n ➤ <https://avismartsheet.app.n8n.cloud/workflow/knhfBEjIpsFIVycg>

[Home](#) > [The Agent](#) > [Intake Copier](#)

T1. Intake Copier

Temporary. Bridges the current scanner folder into the system during the transition — copies, never moves, so nothing about today's process changes.



The real board in n8n.

WAKE UP

1 Run Intake

WHAT IT DOES · Hand-trigger for an immediate pickup.

WHY IT'S THERE · Testing, or grabbing a fresh batch on demand.

2 Every 30min 7a-7p Sun-Fri

WHAT IT DOES · The clock — twice an hour during lab hours.

WHY IT'S THERE · The lab empties the scanner folder during the day; frequent pickups catch scans while they exist.

COPY SAFELY

3 Ensure Inbox

WHAT IT DOES · Creates 00_Inbox if missing.

WHY IT'S THERE · The destination must always exist.

4 Detect Source

WHAT IT DOES · Works out today's scanner folder.

WHY IT'S THERE · Staff sometimes mistype folder names — the board finds today's scans by their timestamps, not by trusting the folder name.

5 List Source

WHAT IT DOES · Lists what the scanner has produced.

WHY IT'S THERE · Sees the day's scans.

6 Get Ledger

WHAT IT DOES · Loads the record of every file already copied.

WHY IT'S THERE · The memory that makes double-ingestion impossible.

7 Plan Copies

WHAT IT DOES · Compares the source against the ledger and keeps only genuinely new files.

WHY IT'S THERE · Copy each scan exactly once — no repeats, no misses, even across re-runs.

8 Build Copy Batch

WHAT IT DOES · Assembles the batch copy instructions.

WHY IT'S THERE · One batch, rate-limit-safe.

9 Copy Batch

WHAT IT DOES · Executes the copies into 00_Inbox. Copies — never moves.

WHY IT'S THERE · The lab's current process stays completely untouched during the transition. Their folder is never disturbed.

10 Wait Copy

WHAT IT DOES · Pauses while Dropbox finishes the copy job.

WHY IT'S THERE · Don't record success before it's true.

11 Check Copy Job

WHAT IT DOES · Confirms the batch actually completed.

WHY IT'S THERE · Verification before bookkeeping.

BOOKKEEP

12 Srcs To Record

WHAT IT DOES · Prepares the ledger entries for the files just copied.

WHY IT'S THERE · Every copy becomes memory...

13 Record Ledger

WHAT IT DOES · ...written to the ledger.

WHY IT'S THERE · ...so tomorrow's runs know exactly what has been taken.

14 Verify Inbox

WHAT IT DOES · Confirms the files are really sitting in 00_Inbox.

WHY IT'S THERE · Trust, then verify.

15 Intake Summary

WHAT IT DOES · Composes the pickup report.

WHY IT'S THERE · Every pickup is visible, every day.

Open the live board in n8n ➤ <https://avismartsheet.app.n8n.cloud/workflow/V7k4A7VRFJEMnOdO>

[Home](#) > [The Proof](#)

Twelve days live. *Audited by hand.*

The agent ran beside your team for a full shadow period before touching anything alone. These are the numbers.

~940

real slips processed during the live shadow period

~91%

auto-filed with zero human touch

1,860

files organized into the new date-first Dropbox

12

silent misfiles caught by hand-audit — all fixed, cause now auto-flagged

25

fixes & upgrades hardened in before handoff

~\$5/mo

total AI running cost at current volume

Why we trust it

- **Shadow-tested**, not simulated — it ran on real scans, next to your team, for the full period.
- **Hand-audited** — every day of the shadow week was checked slip-by-slip against the paper. That audit found the remake bug; the fix now catches it automatically.
- **It never guesses** — an unreadable slip waits for a human. AI needs two matching independent reads, and even then a human confirms.
- **Nothing can be lost** — every scan is archived raw before anything moves, and every decision is one row in the audit log.
- **One-week watch** — after your team steps back, Avi personally eyeballs every run for a week before calling it fully hands-off.

The full written reports — Shadow-Week Report, Build & Hardening Log, Technical Handoff, Folder Map — ship alongside this document.

[Home](#) > [The Folders](#)

Open the day. *Everything is inside.*

Files are organized by date first — year, month, day. Inside each day, the same folders every time.

/Emerald/

- └ 00_Inbox **AUTOMATIC** — *the agent's loading dock; never touch*
- └ 2026 > 07 > 27 — *pick the year, month, day...*
 - └ 00_Originals **ARCHIVE** — *every raw scan, untouched, forever*
 - └ 01_Processed **DONE ✓** — *~91% land here, nothing to do*
 - └ 02_Verify **JUST GLANCE** — *named already; confirm, drag to Processed*
 - └ 03_Review **YOU NAME IT** — *no readable number; the only real work*
 - └ 04_Duplicate **EXTRA** — *second scans; never overwrites*
 - └ 05_AI_Verify **JUST GLANCE** — *AI rescues; confirm, drag to Processed*

1

Open today's date.

2026 > month > day.

2

Glance at Verify & AI_Verify.

Confirm the names, drag to Processed.

3

Name whatever sits in Review.

That's the whole job — about two minutes.

Where do I find a slip?

Search Dropbox for the order number — the file is named exactly that. Or open the day it was scanned.

A folder is missing from a day?

Nothing was there. Folders appear only when they have files, and a 2:30 AM sweep removes any left empty.

Something looks wrong?

Message Avi. Don't move files around to fix it — the raw scan is always safe in 00_Originals, and the log shows exactly what happened.