

HQ FIELD GUIDE

Your next report should start from everything the last one learned.

Give every authorized analyst, teammate, and agent the same data sources, metric definitions, narrative style, prior reports, corrections, and review rules.

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01 For executives, analysts, and operators

02 Faster review-ready reporting with consistent metrics, narrative quality, and institutional memory.

THE CURRENT COST

The report is recurring. The reporting system is not.

Every cycle begins with collecting data, explaining the metric logic, finding last week's format, and remembering which corrections the stakeholder made.

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- 01 The method lives with the analyst: The person who knows the source quirks, calculations, and narrative bar becomes the only reliable operator.
 - 02 History is hard to reuse: Prior reports exist, but the decisions and corrections behind them are buried across comments and chats.
 - 03 Automation stops at extraction: Data can be pulled automatically while interpretation, storytelling, and review still restart every cycle.
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THE HQ WORKFLOW

Automate from the full reporting context.

HQ keeps the connection, metric definitions, analysis method, prior output, narrative style, and review loop together for every run.

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- 01 Ground the reporting system: Connect the approved source and record metric definitions, known caveats, and the stakeholder's real decision needs.
 - 02 Package the analysis and style: Add the prior report, narrative structure, reference examples, checks, and delivery format to a shared skill.
 - 03 Generate, review, and retain the learning: Produce the next draft, have a teammate review it, and save corrections for the following run.
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PROOF AND EXAMPLE

The proof is a report someone else can reproduce and review.

A useful system connects the same trusted inputs to the same interpretation and output standard, even when a different teammate starts the work.

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- 01 Metric contract: Sources, calculations, date logic, and caveats are explicit and reusable.
 - 02 Narrative standard: Prior reports, examples, structure, tone, and review checks travel with the workflow.
 - 03 Review history: Stakeholder corrections become inputs to the next report instead of a private memory.
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Examples are anonymized. Named customer claims and proprietary artifacts require recorded approval before public reuse.

START SMALL

Reproduce one trusted report from shared context.

Start with a report the business already values, then prove that the next draft can be produced and reviewed from the company-owned method.

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- 01 Add one approved data source and one strong prior report
 - 02 Capture metric definitions, narrative structure, and review checks
 - 03 Generate the next draft and have a second teammate review it
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TRY HQ

Make the next report the first run of a better system.

Start with one source, one trusted example, and one teammate reviewing a draft that already knows how your company reports.

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- 01 Reduce analyst setup and rework
 - 02 Keep metrics and narrative consistent
 - 03 Let each report improve the next cycle
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Start free with HQ

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