

OPERATOR'S FIELD MANUAL: TRI-BACKLOG RESOLVER

HIGH-QUALITY BUSINESS CONTEXT COMPILING FOR ENTERPRISE AI PROMPT PACKS (V2.0)

THE CORE CONTEXT AXIOM: MORE RESEARCH = MORE INSIGHTS = MORE GROWTH OPPORTUNITIES

A standard client onboarding interview is built to capture raw ideas, intuitive brand voices, and baseline metrics in under 30 minutes. However, advanced business strategies and high-performing AI prompting systems are won or lost on compliance, validated sector data, and resolved business models. The Level 2 Tri-Backlog Resolver Workspace is the tactical workstation where an operator transitions raw, unstructured client statements into highly specialized, structured B2B intelligence. By systematically researching and closing every outstanding information gap, you install an unreplicable, high-fidelity strategic moat around the client's business model.

The Two-Tier Context Compiling System

To build a bulletproof business profile ready to feed massive prompt libraries, the onboarding workflow operates on two distinct speeds:

- **Tier 1 (The Voice Onboarding Tool):** Built for high-velocity spoken discovery. Captures what the client knows off the top of their head in a frictionless, 30-minute natural audio exchange.
- **Tier 2 (The Tri-Backlog Resolver):** Built for precision market intelligence. Captures the hard market parameters, regulatory compliance baselines, and complex industry matrices that require deep research and strategic decisions.
- **Downstream Integration:** Feeding the final `_Level2.txt` context block directly into the Expert AI Prompt Assembler or the CDD Blueprint Builder instantly personalizes over 1,500 structured AI prompts, ensuring 99% accuracy on first-pass outputs and reclaiming 8.75 hours of manual writing per week.

CRITICAL STRATEGIC IMPACT

Downstream Value Multiplier: Downstream AI prompt packs output vague, generic, or robotic 'placeholder slop' when forced to work with shallow background data. By feeding them the compiled Level 2 Context payload — now carrying the complete Level 1 DNA profile forward alongside every resolved decision — every prompt in your 1,500 library instantly outputs hyper-personalized, execution-ready business documents on the first run.

2. INTERFACE CONTROL: MODULE A — OUTSTANDING PERSONAL DECISIONS

Personal Outstanding Questions represent subjective business trade-offs, pricing boundaries, and resource constraints that only the business owner or lead consultant can resolve (e.g., 'What is your exact pricing model for a standard proof-of-concept pilot?' or 'What personal boundaries around work-life balance must be enforced as you scale?'). These questions must be resolved to form a cohesive, structured business operational plan.

Operational Protocol for Module A:

- **Step 1: Copy Decision Prompt** — Click the primary button on the question card. This copies a comprehensive, custom-tailored decision-consulting prompt containing the specific question to your clipboard.
- **Step 2: Dual-Window Analysis** — Paste the prompt into an adjacent browser window running Google Gemini or ChatGPT. The prompt instructs the AI to structure a detailed, objective strategic analysis into six distinct sections: Pros, Cons, Strengths, Weaknesses, Opportunities, and Threats.
- **Step 3: Review and Allocate** — Copy the AI's sectioned analysis. Inside the Resolver card, paste the corresponding bullet points into the dedicated Pros and Cons text areas. Paste the full SWOT analysis details directly into the 25% larger, custom-height SWOT template textarea (pre-formatted with uppercase labels).
- **Step 4: Lock in Strategy** — Synthesize a final, actionable 1-sentence decision inside the 'Synthesized Final Decision' input field and click 'Lock in Decision' to secure the text state in local storage.

3. MODULE B: BATCH FACTUAL METRIC LOOKUPS (FRICTIONAL ELIMINATION)

Quick Google Questions represent objective, verifiable data points (such as active business registry statuses, event registration deadlines, local district office locations, or active regional tenders). Researching these questions manually one-by-one destroys operational velocity. The Tri-Backlog Resolver implements a Batch Search Prompt Builder that extracts all fast lookup queries from the uploaded Level 1 document and compiles them into a single, high-efficiency search query.

Factual Lookup Execution Sequence:

- **Batch Copy:** Click the purple 'Copy Lookup Prompt' button. This aggregates all of the client's quick questions into a single master search command with pre-configured formatting instructions.
- **Single Pass Execution:** Paste the master query into Google Gemini (with real-time Search enabled) or ChatGPT Search. The AI conducts live search sweeps and returns a clean, consolidated, bulleted answer key in a single pass.
- **Pasting and Parsing:** Paste the raw bulleted key back into the large 'Google Results Paste' textarea. The system's custom JavaScript engine instantly parses the raw text and generates an individual interactive 'Insight Card' for every parsed line.
- **Inclusion Filter:** Review each card. Click the YES/NO button to toggle whether that factual insight should be appended to the final Level 2 file. Active cards glow emerald; excluded cards collapse and fade.

4. MODULE C: THE DEEP SECTOR RESEARCH PROTOCOL

Deep Research Questions address massive, complex market trends, competitive positioning, and technical prequalification rules (such as regional municipal procurement cycles, specific ISO compliance frameworks, or local business supplier program joint-ventures). Unlike simple Google lookups, deep research requires comprehensive qualitative reporting, comparative analysis, and risk profiling.

CRITICAL BACKGROUND COMPUTING COMMAND

Do Not Rush the Intelligence: To produce high-ticket, prequalification-grade B2B analyses, you must leverage multiple advanced AI engines, specifically Google Gemini, ChatGPT (GPT-4o), and Qwen.ai. When conducting a deep research run, allow up to **10 minutes of background computing time** per query. Set the prompts running in background browser tabs and continue working with your client on other modules. To prevent any browser timeouts or data loss, **always save the full deep research output as a separate, dedicated text or markdown file** (e.g., `[Company]_[Person]_Subject_Research.txt`) on your local hard drive. This creates a permanent strategic library before you generate your 3-bullet workspace summaries.

Operational Steps for Module C:

- **Step 1: Execute Deep Prompt** — Click the indigo 'Copy Research Prompt' button for the target card. Paste this into Gemini, ChatGPT, or Qwen.ai and let it run in the background for 10 minutes.
- **Step 2: Archive the Report** — Once the AI outputs the extensive, multi-page report, copy the text. Immediately paste and save it into a separate text file on your local drive for permanent archival.
- **Step 3: Generate 3-Bullet Summary** — Copy the raw research report. Inside the workspace card, paste the text into the 'Step 2: Paste Raw Research' box. This automatically activates and unlocks the 'Copy Summary Prompt' button.
- **Step 4: Synthesize** — Click the summary prompt button, paste it into your active AI tab, and copy back the resulting exactly three (3) highly tactical strategic bullet points. Paste these into the Step 4 box and click 'Lock in Research'.

5. WORKFLOW MATRIX & BACKGROUND PROCESSING ARCHITECTURE

To maximize B2B consulting delivery, operators must run a disciplined, multi-app workspace. The table below details the target strategic engine, background processing times, and local filing requirements for each specific backlog component:

Backlog Module	Target AI Engine	Filing & Background Computing Protocol
Module A: Personal Decisions	Google Gemini (or ChatGPT-4o)	Review client trade-offs. No local file archiving required. Active processing time: < 1 minute. Lock in decisions locally.
Module B: Quick Google Lookups	Google Gemini (with Live Search)	Combine all fact checks into 1 master prompt. Run in a single pass. Toggle YES/NO cards. Active processing time: < 2 minutes.
Module C: Deep Sector Research	Gemini / ChatGPT / Qwen.ai	Allow up to 10 minutes of background computing time. Operators must save the full research reports as separate files on local hard drives before summarizing.

6. THE FILE EXPORT ENGINE & DOWNSTREAM PLACEMENT

The Tri-Backlog Resolver Workspace operates as a pure, privacy-first client-side compiler. It implements a strict **Parse, Preserve, Carry-Through, and Append** model. When you click the master button 'Compile & Export Level 2 File', the following automated actions are executed in the browser:

- Machine Data Block Parsing:** The compiler locates the uploaded Level 1 file's `# MACHINE DATA BLOCK` banner and parses the JSON `Level1_DNA` payload directly from between the fences — a fixed anchor, not a heading-text match, so parsing stays reliable even if surrounding wording changes.
- DNA Carry-Through:** Every field captured in the Voice Onboarding Tool — person and company name, date run, the full stage data set, and its QA metadata — is carried forward into the Level 2 file unchanged, under `DNA` and `DNA_QA`. Nothing captured in the voice interview is ever dropped or overwritten by the resolver stage.
- Preservation Barrier:** The original Header, Section A (Interview Prompts), and Section B (Raw Transcript) are preserved verbatim from the Level 1 file, exactly as they were recorded.
- Level 2 Appending:** It appends three brand-new, comprehensive sections: SECTION D — RESOLVED PERSONAL DECISIONS, SECTION E — RESOLVED GOOGLE INSIGHTS, and SECTION F — RESOLVED DEEP RESEARCH INSIGHTS.
- Programmatic JSON Payload:** It constructs a beautifully structured `Level2_Context` JSON payload — including the carried-through DNA, a freshly computed compile date, and all resolved decisions and insights — inside a matching MACHINE DATA BLOCK banner at the bottom of the file.
- Suffix Renaming:** It packages the compiled text into a blob and renames the output file by appending `_Level2` immediately before the `.txt` extension (e.g. `Expert_AI_Prompts_Matthew_Bulat_CustomerPersona_17Aug2026.txt` becomes `Expert_AI_Prompts_Matthew_Bulat_CustomerPersona_17Aug2026_Level2.txt`), then triggers an automatic browser download.
- Invalid File Handling:** If the uploaded file has no valid Level 1 machine data block (an old pre-V2.0 export, or a file that's already a Level 2 export), the resolver shows a clear on-screen error instead of guessing — the workspace stays hidden until a valid Level 1 file is loaded.

Next-Stage Placement: Feeding the Prompt Pack

The generated `_Level2.txt` file is a highly advanced, multi-stage context key. Copy the entire contents of this Level 2 file and paste it into the Expert AI Prompt Assembler or the CDD Blueprint Builder. Because the file now carries forward the complete Level 1 DNA profile alongside every resolved decision, compliance standard, and market bottleneck, the AI downstream can immediately output hyper-personalized, execution-ready business documents, Capability Statements, and procurement bids on the first run with 99% accuracy.