



# MAYAN BOTANICALS

## Quick Reference Cheat Sheet

### 7-Agent Dashboard Operations Quick Guide

*Escalation Triggers • Lead Routing • Status Meanings • Daily Run Cadence*

**Brand Palette: Black • Gold • Green**

[dashboard.mayanbotanicals.com](https://dashboard.mayanbotanicals.com)

*May 2026 | Internal Training Use*

# MAYAN BOTANICALS DASHBOARD

## Quick Reference Cheat Sheet

Agent	Purpose & Daily Trigger
1 — Maya Lead Intelligence	Qualify & route Maya AI leads   Run 2x daily (AM + PM)   Who: Sales/Concierge
2 — Sweet Blood Protocol	Generate personalized A1C protocol   Run per new client + 30/60/90-day check-ins   Who: Operations
3 — Client Onboarding	Set up portal + send welcome package   Run within 2 hrs of payment   Who: Support
4 — Meal Planning	Create weekly therapeutic meal plan   Run weekly per active client   Who: Operations
5 — GHL Campaign Automation	Monitor campaigns + fix stuck contacts   Run daily AM   Who: Sales/Concierge
6 — Coach Prince Follow-Up	Generate call list + log outcomes   Run AM (call list) + PM (outcomes)   Who: Operations
7 — Compliance & QA Monitor	Scan content for brand compliance   Run every Monday + before major campaigns   Who: Leadership/QA

Lead Score	Action Required
8–10 (Hot)	Call within 30 minutes. Offer consult directly.
5–7 (Warm)	Add to GHL Warm Nurture sequence. Coach Prince task in 48 hrs.
1–4 (Cool)	Add to GHL Educational Drip. No immediate call.
Red Flag	ESCALATE TO DOCTA DWIGHT IMMEDIATELY. Do not call the lead.

Status Indicator	Meaning
Green	Ready / Reviewed
Yellow	Running — do not interrupt
Blue	Report ready — not yet reviewed
Red	Error or escalation flag — needs immediate attention
Gray	Not run today — check your SOP

### ESCALATION TRIGGERS — CALL DOCTA DWIGHT IMMEDIATELY

Trigger	Required Action
Blood sugar > 400 mg/dL	Red flag button + call DocTA Dwight by phone

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Client mentions stopping insulin/medication	Red flag button + call DocTA Dwight by phone
Any self-harm or hopelessness language	Red flag button + call DocTA Dwight by phone — do NOT call the lead
Adverse supplement reaction	Red flag button + log "Adverse Food Event" in GHM + call DocTA Dwight
Compliance breach (cure/treat/diagnose claims sent)	Pause GHM campaign + call DocTA Dwight

**NEVER SAY: cure / treat / diagnose / guaranteed / stop your medication**  
**ALWAYS SAY: support / nourish / complement / work alongside your healthcare provider**

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