

Email subject line: Welcome to [Company name]

Dear [Employee's name],

We are all really excited to welcome you to our team!

As agreed, your start date is [date.] We expect you to be in our offices by [time] and our dress code is [casual/ business casual.]

[If necessary, remind your employee that they need to bring their ID/ paperwork.]

At [Company name], we care about giving our employees everything they need to perform their best. As you will soon see, we have prepared your workstation with all necessary equipment. Our team will help you setup your computer, software and online accounts on your first day. *[Plus, if applicable, mention any extra things you've prepared for your new hire, like a parking spot, a coffee mug with their name or a company t-shirt.]*

We've planned your first days to help you settle in properly. You can find more details in the enclosed agenda. As you will see, you'll have plenty of time to read and complete your employment paperwork (HR will be there to help you during this process!) You will also meet with your hiring manager to discuss your first steps. For your first week, we have also planned a few training sessions to give you a better understanding of our company and operations.

Our team is excited to meet you and look forward to introducing themselves to you during *[planned event/ lunchtime]*.

If you have any questions prior to your arrival, please feel free to email or call me and I'll be more than happy to help you.

We are looking forward to working with you and seeing you achieve great things!

Best regards,

[Your name]

[Your signature]

Welcome Email Template For New Employee

Karen Lawson



Welcome Email Template For New Employee:

Salesforce Superbadge: Service Assistant 350 Practice Questions & Detailed Explanations CloudRoar Consulting Services, 2025-08-15 The Salesforce Superbadge Service Assistant 350 Practice Questions Detailed Explanations certification is an essential resource for professionals aiming to master their skills in Salesforce's Service Cloud platform. This certification focuses on the practical application of Salesforce tools, empowering individuals to deliver exceptional customer service through the platform. By earning this credential, professionals demonstrate their ability to manage and resolve complex service scenarios, making them indispensable assets in their roles. In today's fast-paced business environment, the demand for skilled Salesforce Service Cloud professionals is on the rise. This certification is specifically designed for service agents, customer support specialists, and Salesforce administrators who are keen to enhance their expertise and credibility. The skills validated by this certification are highly sought after as companies increasingly rely on Salesforce to streamline customer interactions and improve service efficiency. By pursuing this certification, professionals not only align themselves with industry standards but also position themselves as leaders in service excellence. Within this comprehensive guide, learners will encounter 350 meticulously crafted practice questions that mirror the structure and content of the actual certification exam. The questions are thoughtfully organized to cover all exam domains, ensuring a thorough understanding of key concepts. Each question is paired with detailed explanations that unravel complex topics, allowing learners to grasp the underlying principles rather than simply memorizing answers. Additionally, the practice scenarios present realistic challenges that encourage problem-solving and critical thinking, which are crucial skills for navigating real-world service situations. By investing in this certification, professionals open doors to significant career growth opportunities and enhanced professional recognition. The practical insights gained from these practice questions equip learners with the confidence to excel in their roles and make meaningful contributions to their organizations. Whether you're looking to advance in your current position or seek new opportunities, this resource provides the foundation for success and sets you apart in the competitive job market.

Lead Like an MNC Ashish Verma, 2025-08-26 What if the secret to scaling your MSME wasn't just more sales or better operations, but world-class people systems? In *Lead Like an MNC*, seasoned HR transformation expert Ashish Verma pulls back the curtain on why most Indian MSMEs struggle to retain talent, build a scalable culture, or attract top professionals, and how it all begins with one often overlooked function: Human Resources. Drawing from 30 years of deep experience with both global MNCs and homegrown MSMEs, Ashish presents a step-by-step, founder-friendly playbook that transforms chaotic HR departments and unstructured people management into a scalable strategic system. This is not just another HR manual; it's a mindset shift. From building HR policies that actually work to aligning job roles with business goals, from attracting talent to conducting goal-driven performance reviews, this book offers actionable frameworks, checklists, assessments, and real-world examples that MSME leaders can implement right away. You'll learn how to build an HR strategy that supports your business.

vision from Day 1 Draft policies that protect your business and empower your people Replace gut feel hiring with structured recruitment funnels Retain top performers through culture not just compensation Create goal sheets review systems and recognition strategies that scale Use simple HR metrics and dashboards even if you re not an HR person Build an employer brand that attracts talent like a magnet Whether you run a factory a tech startup a retail chain or a family run enterprise this book is your blueprint for leading like a multinational without losing your MSME soul Who this book is for MSME Founders Owners First time HR Managers Family Business Successors Business Coaches Consultants Anyone building an HR department from the ground up If you re too busy to fix your HR you ll always be too busy fixing people s problems Ashish Verma

New Employee Orientation Training Karen Lawson,2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF [The Caring University](#) Kevin R. McClure,2025-07 The book is a research based resource that diagnoses major problems of the higher education workplace and offers practical ideas to address them as part of a sustainable change process

The Microsoft AI Human Resources Handbook Ana Inés Urrutia de Souza,2025-09-30 The world of HR is rapidly transforming and Microsoft technologies are leading the charge This book equips both HR professionals and IT specialists with a comprehensive guide to implementing and utilizing the Microsoft HR tech stack We ll delve into the core solution Dynamics 365 Human Resources exploring its capabilities and how to leverage it with Copilot The book goes beyond Dynamics 365 exploring the powerful tools within the Microsoft 365 suite Power Platform apps bots reports and automations Microsoft Teams for seamless collaboration and Viva Learning for fostering a culture of continuous learning Additionally we ll touch upon the strategic integration of LinkedIn for talent sourcing and employer branding What Readers Will Learn HR Professionals HR Solution Architecture Understand the core components of the Microsoft HR tech stack and how they work

together to support HR processes Implementation Strategies Learn best practices for implementing Microsoft HR solutions including configuration data migration and user adoption strategies In Depth Knowledge of Specific Products Gain expertise in utilizing Dynamics 365 Human Resources for talent management performance management and more Leveraging Power Platform Develop basic skills in building automated workflows reports and dashboards within Power Platform to enhance HR processes Optimizing Communication Collaboration Learn how to leverage Microsoft Teams and Viva Learning to foster a more engaged and connected workforce Strategic Use of LinkedIn Understand how to integrate LinkedIn with Microsoft HR solutions for effective talent sourcing and employer branding IT Professionals Implementation Management Learn how to install configure and manage Microsoft HR solutions including security and access controls System Integration Gain skills in integrating Microsoft HR solutions with existing HRIS systems and other enterprise applications Data Management Security Understand best practices for data security governance and compliance within the Microsoft HR tech stack Supporting HR Professionals Gain insights into HR workflows and how to effectively support HR users in utilizing the solutions Customization Automation Learn how to customize Microsoft HR solutions using Power Platform to meet specific organizational needs

AI Prompts for Productivity Gabriel Jones, 2025-10-03 Are you tired of drowning in routine tasks endless emails and repetitive work that drains your energy and stalls your career growth What if you could reclaim hours from your week and focus on the high impact work that truly matters The future of professional productivity isn't about working harder It's about working smarter with artificial intelligence *AI Prompts for Productivity* is your practical beginner friendly guide to mastering the single most valuable professional skill of the decade effective AI prompting This book demystifies generative AI and provides a step by step framework to turn you into a highly efficient AI augmented professional regardless of your technical background Written by workplace productivity expert Gabriel Jones this comprehensive handbook is designed for busy professionals entrepreneurs students and anyone looking to gain a competitive edge in their career Forget generic advice and technical jargon This guide is packed with actionable steps relatable workplace examples and real world scenarios to help you get tangible results fast Inside this book you will discover how to Master the Anatomy of a Perfect Prompt Learn the four essential elements Context Task Format and Constraints CTFC to get precisely the output you need every single time Automate Your Most Tedious Tasks Move beyond simple text generation to automate report summaries data organization meeting preparation and professional correspondence Build a Personal AI Workflow Design a systematic approach to integrating AI into your daily morning midday and evening routines for maximum efficiency Unlock Advanced Prompting Strategies Learn to chain prompts together to automate complex multi step processes from start to finish Accelerate Your Career Growth Use AI to optimize your resume prepare for interviews enhance your personal brand and identify opportunities for advancement With over 150 copy and paste prompt templates organized by profession you won't just read about productivity You will build the habits and systems to achieve it Stop letting repetitive work dictate your day

It's time to take control, automate the mundane and unlock your true professional potential. *Digital Worker: An AI Agent using Python : Learn in just 3 hours* QuickTechie | A career growth machine, 2025-02-01. *Digital Worker: An AI Agent using Python: Learn in Just 3 Hours* is a practical guide focused on enabling developers, tech enthusiasts, and business professionals to rapidly create and deploy AI-powered digital workers. This book emphasizes a hands-on approach to building AI agents using Python, making it accessible even for those with minimal prior experience in AI development. Designed to be completed within a focused three-hour timeframe, the book eschews lengthy theoretical explanations in favor of practical application. According to the book's approach, readers will quickly learn to build intelligent AI agents leveraging Python and contemporary AI frameworks. This includes understanding how to automate various tasks through the use of AI-driven decision-making processes and natural language processing (NLP). This knowledge will allow readers to integrate their custom-built AI workers into diverse real-world scenarios such as customer support systems, financial applications, and general enterprise automation solutions, as highlighted by the practical examples offered. Furthermore, the book offers guidance on optimizing and scaling AI agents, ensuring they operate with both efficiency and accuracy. The learning is structured through step-by-step tutorials and grounded in real-world examples, allowing the reader to quickly grasp fundamental AI concepts and begin implementing AI digital workers without months of preparatory study. As QuickTechie.com might endorse, whether you are a developer seeking to enhance your skills, an entrepreneur aiming to integrate automation into your business processes, or simply an AI enthusiast eager to explore practical applications, this book provides a rapid and effective pathway to harnessing the power of automation and AI. The book empowers individuals to start creating and deploying AI solutions quickly without a long and complex learning process.

Salesforce Superbadge Business Administration Specialist Certification Prep Guide : 350 Questions & Answers CloudRoar Consulting Services, 2025-08-15. Prepare for the Salesforce Superbadge Business Administration Specialist exam with 350 questions and answers covering advanced administration, process automation, security, reporting, dashboards, and best practices. Each question provides practical examples and explanations to ensure exam readiness. Ideal for Salesforce admins and business analysts. *Salesforce Superbadge Business Administration Specialist Administration Process Automation Security Reporting Dashboards Exam Preparation* TechCertifications, ITCertifications, CareerGrowth, ProfessionalDevelopment, AdminSkills, BusinessSkills.

Working with Microsoft Forms and Customer Voice Welly Lee, James Phillips, 2021-06-14. Work with business scenarios and discover best practices to get the most out of Microsoft Forms and Microsoft Dynamics 365 Customer Voice. Key Features: Explore step-by-step instructions to integrate surveys with Microsoft 365 apps; Automate surveys and follow up actions from survey results using Microsoft Forms; Create custom report dashboards and explore advanced analytics for managing insights. *Book Description: Microsoft Forms and Dynamics 365 Customer Voice enable organizations to collect and analyze feedback from employees and customers, helping developers to integrate their feedback and business users to collect*

feedback that will guide them to develop customer centric solutions This book takes a hands on approach to leveraging Microsoft Forms and Dynamics 365 Customer Voice capabilities for common feedback scenarios and covers best practices and tips and tricks to have your solution up and running in no time You ll start by exploring common scenarios where organizations collect feedback from employees and customers and implement end to end solutions with Forms You ll then discover how to create surveys and get to grips with different configuration options commonly used for each scenario Throughout the book you ll also find sample questions and step by step instructions for integrating the survey with related technology such as Microsoft Teams Power Automate and Power BI for an end to end scenario By the end of this Microsoft book you ll be able to build and deploy your complete solution using Microsoft Forms and Dynamics 365 Customer Voice allowing you to listen to customers or employees interpret their feedback take timely follow up action and monitor results What you will learn Get up and running with Microsoft Forms and Dynamics 365 Customer Voice services Explore common feedback scenarios and survey best practices Understand how to administer Microsoft Forms and Dynamics 365 Customer Voice Use Microsoft Forms or Dynamics 365 Customer Voice to monitor your survey results Set up the Microsoft Forms app for Teams for conducting live polls Automate feedback collection and follow up actions Who this book is for This book is for business users who want to increase customer and employee engagement and collect data for measuring user satisfaction and driving product and process improvements Beginner level knowledge of Microsoft products such as Office 365 including Teams Outlook and Excel is expected The book also includes advanced topics for citizen developers to automate sending Customer Voice surveys follow up actions and creating custom dashboards using Microsoft Power Platform applications like Power Automate and Power BI

Documentum Content Management Foundations Pawan Kumar, 2007-06-13 Learn the technical fundamentals of the EMC Documentum platform while effectively preparing for the E20 120 exam

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learn to make insightful design decisions You ll explore use cases like ChatGPT powered chat and recommendation engines while uncovering the AI magic behind the scenes The book introduces a and feeding model enabling you to leverage feedback and monitoring to iterate and refine any Large Language Model solution Packed with hundreds of tips and tricks this guide will help you build a continuous improvement cycle suited for AI solutions By the end you ll know how to craft powerful accurate responsive and brand consistent generative AI experiences revolutionizing your organization s use of ChatGPT What you will learn Align with user needs by applying design thinking to tailor ChatGPT to meet customer expectations Harness user research to enhance chatbots and recommendation engines Track quality metrics and learn methods to evaluate and monitor ChatGPT s quality and usability Establish and maintain a uniform style and tone with prompt engineering and fine tuning Apply proven heuristics by monitoring and assessing the UX for conversational experiences with trusted methods Refine continuously by implementing an ongoing process for chatbot and feeding Who this book is for This book is for user experience designers product managers and product owners of business and enterprise ChatGPT solutions who are interested in learning how to design and implement ChatGPT 4 solutions for enterprise needs You should have a basic to intermediate level of understanding in UI UX design concepts and fundamental knowledge of ChatGPT 4 and its capabilities

How To Outsource Your Brain (Without Losing Your Mind) Carol Dippenaar-Etsebeth, Samantha, 2025-11-01 This book shows business owners how to use AI to save time sharpen thinking and scale smarter in every day work senarios From writing content to managing admin handling customers and planning strategy AI can now help you do the work you already do just faster and sometimes better Inside you ll find ready to use prompts and easy strategies to bring AI into your marketing sales HR finance and operations even if you don t know where to start You ll also learn how to Write powerful prompts that get results Build your own custom GPTs that already get your brand The human side of AI and much more Use AI to think bigger plan smarter and which will help you make better decisions faster Because AI doesn t replace people it empowers them It s not here to take your job It s here to do the boring parts of it Practical Local No fluff Reimagining Collaboration Phil Simon, 2021-01-20 Never attribute to malice that which can be adequately explained by ignorance Hanlon s Razor Over the past five years organizations adopted Slack Zoom and Microsoft Teams in droves Think of COVID 19 as pouring gasoline on the fire The pandemic didn t start a trend as much as it accelerated an existing one Unfortunately far too many of us mistakenly view these applications as Email 2 0 As a result we are missing out on extraordinary opportunities to create more collaborative work environments increase organizational transparency reduce manual work make our work lives less stressful simplify core business processes and much more Blame ignorance not malice We have lacked a holistic framework to understand the remarkable power of new collaboration technologies much less unleash them At least until now In *Reimagining Collaboration* award winning author and recognized technology expert Phil Simon provides this essential framework He advances a new bold and holistic model of work one based upon hubs and spokes No theoretical text Simon

offers concrete tips for companies and groups on how to transform the way they work *The Enterprise Cloud* James Bond, 2015-05-19 Despite the buzz surrounding the cloud computing only a small percentage of organizations have actually deployed this new style of IT so far If you're planning your long term cloud strategy this practical book provides insider knowledge and actionable real world lessons regarding planning design operations security and application transformation This book teaches business and technology managers how to transition their organization's traditional IT to cloud computing Rather than yet another book trying to sell or convince readers on the benefits of clouds this book provides guidance lessons learned and best practices on how to design deploy operate and secure an enterprise cloud based on real world experience Author James Bond provides useful guidance and best practice checklists based on his field experience with real customers and cloud providers You'll view cloud services from the perspective of a consumer and as an owner operator of an enterprise private or hybrid cloud and learn valuable lessons from successful and less than successful organization use case scenarios This is the information every CIO needs in order to make the business and technical decisions to finally execute on their journey to cloud computing Get updated trends and definitions in cloud computing deployment models and for building or buying cloud services Discover challenges in cloud operations and management not foreseen by early adopters Use real world lessons to plan and build an enterprise private or hybrid cloud Learn how to assess port and migrate legacy applications to the cloud Identify security threats and vulnerabilities unique to the cloud Employ a cloud management system for your enterprise private or multi provider hybrid cloud ecosystem Understand the challenges for becoming an IT service broker leveraging the power of the cloud **n8n No Mysteries: The Mental and Technical Preparation You Need to Automate Like an Expert** Azor Lage, 2025-05-23

Tired of automation feeling like a complex puzzle Want to master tools like n8n but feel you're missing the foundational knowledge n8n No Mysteries isn't just another technical manual it's the mental and conceptual preparation you need to become a true automation architect even if you don't have a technical background This book will guide you step by step to move beyond being a mere tool user and transform into a creator of efficient and robust solutions Discover how to Develop a process oriented mindset Learn to see the world through the eyes of an automation expert identifying opportunities where others only see tasks Demystify the technical pillars Clearly and simply understand what APIs JSON and HTTP HTTPS are and how they work the secret language connecting the digital universe No incomprehensible jargon Recognize patterns and apply algorithmic logic accessibly laying the groundwork for designing intelligent workflows Understand the silent revolution of automation and how you can be a key player in it Strategically plan your automation projects to maximize their impact and avoid common pitfalls Who is this book for Professionals in marketing operations administration who want to automate tasks without being programmers Current or future users of no code low code platforms like n8n Zapier or Make Entrepreneurs and small business owners looking to optimize their processes Anyone wishing to understand the fundamentals of modern digital automation and stop feeling intimidated by technology If you're

looking for a guide that teaches you to think before you click build on solid foundations and approach automation with confidence and strategic vision n8n No Mysteries is your ideal starting point Get ready to unlock the secrets of automation and take your skills to the next level **The Art And Science Of Employee Experience** Amol Anantrao

Londhe,2025-01-30 The Art and Science of Employee Experience is a groundbreaking guide for leaders HR professionals and managers committed to creating exceptional workplaces This book delves into the strategic and human elements of employee experience EX offering actionable insights to drive engagement productivity and innovation Drawing from real world case studies global trends and cutting edge research this book explores every facet of EX from designing meaningful onboarding journeys to fostering a culture of trust inclusion and resilience With practical frameworks and inspiring stories The Art and Science of Employee Experience equips readers to align business goals with employee well being *ChatGPT-Powered HR:*

The Ultimate HR Playbook Monir Azzouzi,Marwan Elgamal,2024-02-13 ChatGPT Powered HR The Ultimate HR Playbook is an essential guide for HR professionals and business leaders looking to harness the capabilities of ChatGPT in human resources This book offers a practical roadmap for integrating ChatGPT to streamline HR operations ensuring efficiency and ethical compliance Key Highlights Mastering Prompt Writing Learn the art of crafting effective prompts to engage ChatGPT to come up with solutions and solving HR tasks efficiently throughout the people journey from attraction onboarding till training and exit everything through powerful prompts It provides the foundational knowledge needed to interact with AI ensuring clear and actionable outcomes Extensive HR Prompt Examples Dive into 100 of prompt examples tailored for HR functions such as recruiting onboarding employee feedback and more These practical examples are designed for easy adaptation to fit the unique needs of any organisation offering a hands on toolkit for immediate implementation Audience ChatGPT Powered HR is crafted for HR professionals business leaders and anyone tasked with HR responsibilities regardless of their prior AI and HR knowledge It s the perfect guide for those eager to improve their HR practices with the innovative use of technology Why Choose This Book In a rapidly evolving workplace staying ahead means leveraging new technologies like ChatGPT ChatGPT Powered HR not only provides the tools and knowledge to effectively integrate ChatGPT into HR processes but also emphasises ethical considerations making it a comprehensive guide for modernising HR practices Transform your HR department and lead your organisation into a new era of efficiency and innovation with ChatGPT Powered HR The Ultimate HR Playbook **Help Desk Management: How to run a computer user support Service Desk**

effectively Wayne Schlicht,2019-09-29 Do you want your Help Desk to maximize customer satisfaction quality and first contact resolution Or just make sure your IT management processes are repeatable Does it seem your computer user support can be ad hoc at times Are you always running around putting out fires In this book you will learn powerful industry standard best practices that can be used to mature your IT Service Management processes practices and procedures today What makes this book different Instead of just providing you a lot of technical information I empower you with a step by step

approach to mature your Help Desk Each chapter includes straight forward processes that are easy to understand Once you completely understand the process chapters are concluded with a quick start implementation worksheet to put your new process into action This format will allow you to rapidly transform your people processes and technology into a customer focused center of excellence today You can never underestimate the power of industry standard best practices The recommendations shared in Help Desk Management are based on real life experiences building successful customer focused teams Through trial and error I am sharing what worked for my teams at small medium and Fortune 500 sized companies Look no further I will help you succeed This information is designed to improve your management skills your team engagement and set you on a successful path to building a truly great team What actionable and realistic end user support processes will you learn How to justify funding for improvement projects Creating an inspiring mission statement Designing an employee performance management plan that works Building an effective employee training and development program Implementing a call and ticket quality assurance audit program that empowers the manager Driving up the First Contact Resolution FCR percentage Reducing cost per ticket costs by moving work from system engineers to the Help Desk Marketing the Help Desk for company wide recognition Implementing ITIL incident problem change knowledge and event management Do not hesitate to pick up your copy today *Bringing Up the Boss* Rachel Pacheco,2021-08-10 AXIOM BUSINESS BOOK AWARD SILVER MEDALIST HUMAN RESOURCES EMPLOYEE TRAINING Managing is hard Managing for the first time is even harder First timers want to quickly learn what it takes to be a successful manager like they learned how to code how to design how to sell and put those learnings into practice But what does it mean to manage and how do you teach someone to be a good manager Enter Rachel Pacheco an expert at helping start ups solve their management and culture challenges Pacheco a former chief people officer and founding team executive at multiple start ups conducts research on management and works with CEOs and their managers to build the skills necessary to navigate a rapidly scaling organization In *Bringing Up the Boss* Practical Lessons for New Managers you ll learn how to give effective feedback how to motivate your team members and how to hire and fire well among many other critical management skills You ll also learn what it means to manage yourself in this new role and how to navigate the often awkward and sometimes challenging situations that arise in this new position Pacheco shares what makes a manager great along with anecdotes research tools and how to s that help overwhelmed employees become expert managers fast *Building a Web Site For Dummies* David A. Crowder,2010-05-25 The bestselling guide to building a knockout Web site newly updated An effective Web site is the key to success for every venture from class reunions to major corporations And since Web technology changes rapidly Building a Web Site For Dummies 4th Edition is fully updated for the cutting edge tools and trends If you need to build and maintain a Web site even if your experience is severely limited this book makes it easy and fun You ll learn to plan design create launch and maintain your site using the most up to date tools A quality Web presence is essential in today s marketplace and many

individuals charged with creating one are unaware of the challenges This guide gives novice Web designers the tools and know how to plan design and build effective Web sites Provides a nuts and bolts guide to site building including coverage of HTML WYSIWYG construction software CSS and navigation plans Shows how to spruce up your site with topnotch graphics video and great content Guides you through getting your site online promoting it and even making money from it Building a Web Site For Dummies 4th Edition is the tool every first time Web designer needs to build a professional looking site

Whispering the Secrets of Language: An Emotional Quest through **Welcome Email Template For New Employee**

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Welcome Email Template For New Employee Introduction

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