HAL cheat sheet

Write to HAL in plain words in your HAL channel. These are the requests customers use most.

Run the whole process

"Find 10 leads and run the whole process."

HAL takes every lead from New to Outreach, in parallel. The drafts wait for you.

Schedule it

"Every Monday at 7, find 10 new leads and run the whole process."

One weekday or every day, on the hour, Danish time. One schedule per HAL.

Use folders

"Create a Jutland folder in Outreach."

Coloured groups inside a stage, 15 colours. A lead leaves its folder when it moves on.

Change your profile

"We now also sell to logistics companies."

HAL updates its search criteria, qualification and templates. Then say "please reload".

Good to know: write in plain words, in your own language. HAL never sends email: it prepares the drafts, you send them.

WORKING WITH HAL

Run every stage in one go

New → Researched → Qualified → Outreach

Say it in one sentence

"Find 10 leads and run the whole process."

HAL finds the leads first, then works on all of them in parallel.

Each lead goes through research, quality control, qualification, brief and email draft.

You get a short update as each lead is done. The drafts wait in Outreach.

Or one stage at a time

"Research the leads in New."

"Run quality control on my pipeline."

"Qualify my researched leads."

"Draft intro emails for my qualified leads."

WORKING WITH HAL

Put the pipeline on autopilot

Set it up in chat

You

"Every Monday at 7, find 10 new leads and run the whole process."

HAL

"Done! Every Monday at 07:00 I'll receive: Find 10 new leads and run the whole process, and act on it."

How it works

- **Pick the day and the hour.** One weekday or every day, from 00 to 23, Danish time.
- **At that hour** HAL gets your message and runs it, as if you had just written it.
- **Ready when you are.** New leads are researched, and the drafts wait in Outreach.
- **One schedule per HAL.** Change it, or say "pause the schedule", at any time.

WORKING WITH HAL

Group leads in coloured folders

Folders split a busy stage into groups, for example by region, segment or product.

Create a folder, then fill it

"Create a Jutland folder in Outreach."

"Make it emerald."

"Put the Outreach leads from Jutland in it."

"Move [company] into the Jutland folder."

"Rename it to Western Denmark."

Good to know

A folder belongs to one stage. When a lead moves on, it leaves the folder.

Deleting a folder keeps its leads: they go back to the stage.

15 colours to choose from

- violet
- indigo
- blue
- cyan
- teal
- emerald
- lime
- yellow
- amber
- orange
- red
- rose
- pink
- fuchsia
- slate

CHEAT SHEET

What you can ask HAL

Pipeline

“Find 10 new leads for [offer].”

“Run the whole process on the new leads.”

“Mark [company] as won.”

Organise

“Create a Jutland folder in Outreach.”

“Put the Jutland leads in it.”

“Make the folder emerald.”

Automate

“Every Monday at 7, find 10 new leads.”

“Change the schedule to every day at 6.”

“Pause the schedule.”

Drafts and documents

“Show me the draft for [company].”

“Export my qualified leads to Excel.”

“Draft a proposal in Word for [company].”