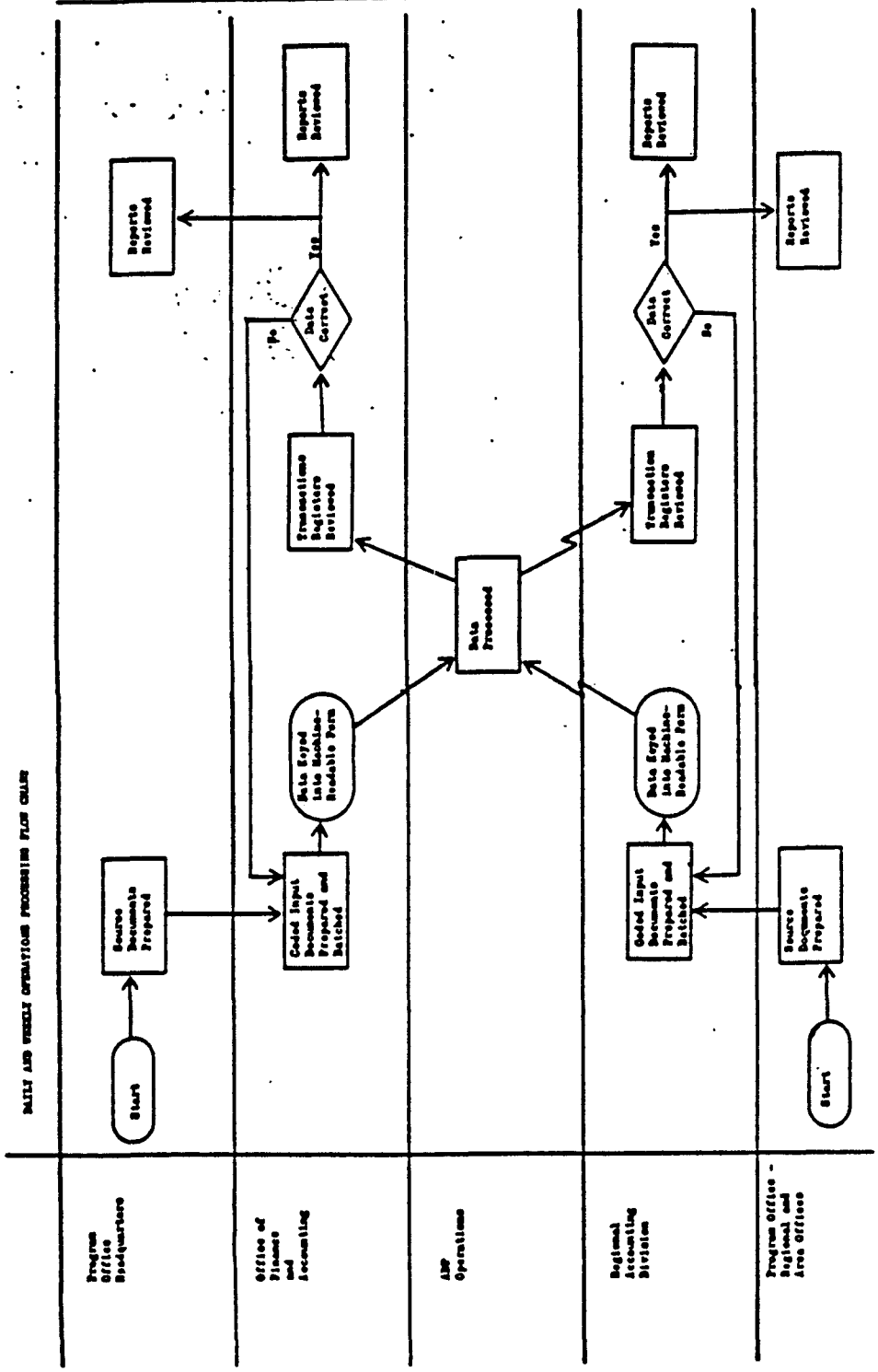DAILY AND WEEKLY OPERATIONS PROCESSING FLOW CHART