STEPHEN OCHIENG

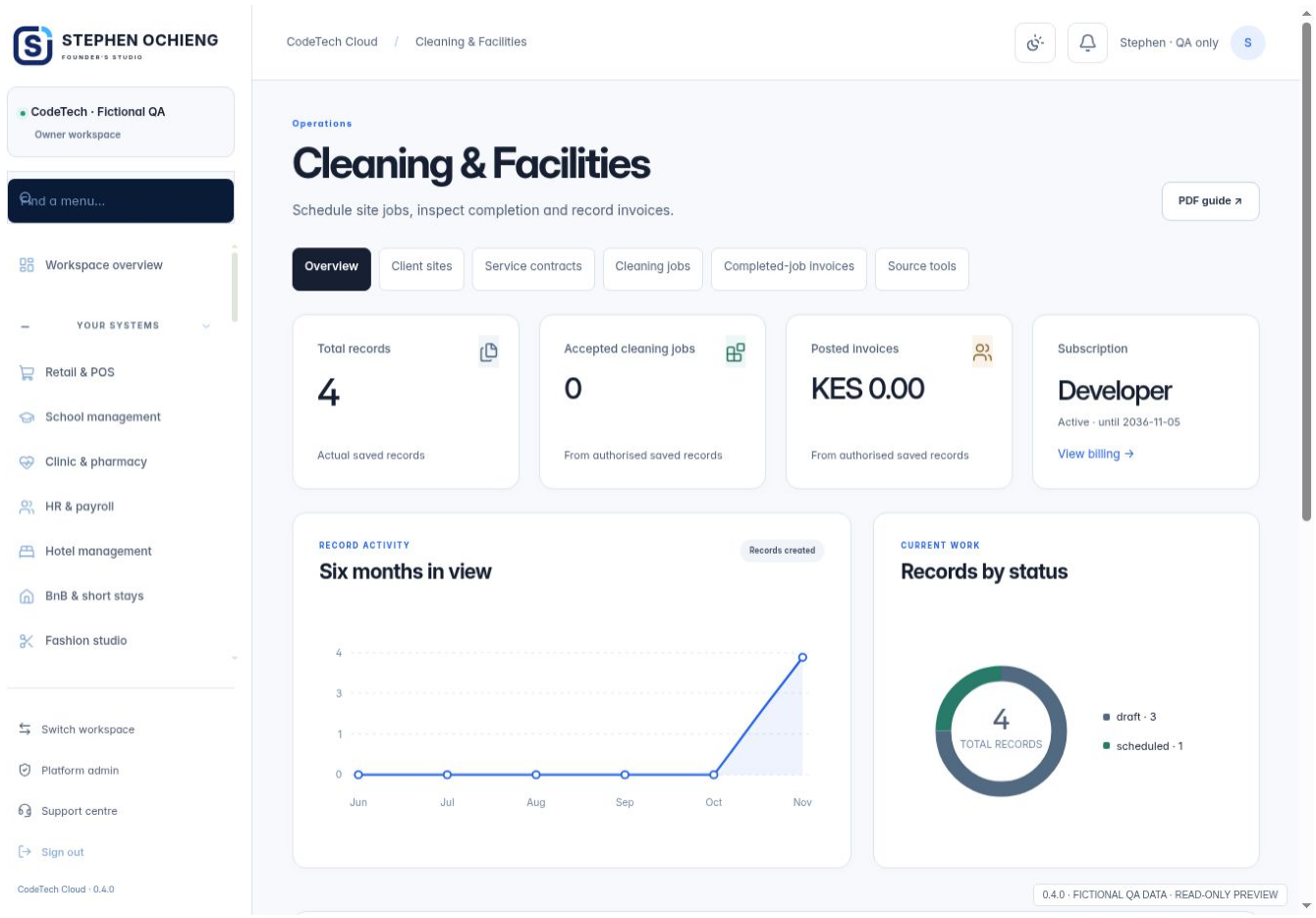
FOUNDER'S STUDIO

SYSTEM USER GUIDE / VERSION 0.4.0

Cleaning & Facilities

Schedule site jobs, inspect completion and record invoices.

The delivered connected workflow, fields, roles and reporting. Demonstration images use fictional data. Advanced sector requirements are identified separately in the release matrix.



Complete one useful task

Create the linked reference records, complete the controlled workflow, and verify the resulting report.

1. Sign in and select the correct organisation. Confirm the selected system and your role.

2. Create the required reference records first. Only records in your authorised workspace can be linked.

3. Save the transaction. The server validates fields and calculates configured totals.

4. Use the available next action on the saved record. Approvals require a manager or an explicit scoped product role. Refresh if another person changed the version.

5. Inspect the linked result, audit history and report. A manual payment record is bookkeeping; it does not itself transfer money.

Connected sections

Section	State path	Actions
Client sites	draft > approved	approve
Service contracts	draft > approved	approve
Cleaning jobs	scheduled > in_progress > completed > accepted	start, complete, inspect
Completed-job invoices	draft > posted	post

Fields and relationships

Client sites

Field	Format / relationship
Name	text
Address	text
Contact	text

Service contracts

Field	Format / relationship
Site	ref: sites
Name	text
Starts On	date
Ends On	date
Amount	money

Cleaning jobs

Field	Format / relationship
Contract	ref: contracts
Assigned To	text
Starts At	datetime
Ends At	datetime
Checklist	longtext

Completed-job invoices

Field	Format / relationship
Job	ref: jobs
Amount	money
Reference	text

Reports, permissions and documents

Live cards use saved records visible to your role. Product measures identify their source and statuses. Monetary totals are recorded values; they are not automatically settled revenue. Charts show record creation and current states.

Eligible owners and managers can filter a report, export CSV and issue a PDF snapshot. Record documents are private, versioned snapshots. Cryptographic issuance proofs are distinct from personal signatures. Signature/stamp/seal images require authentic owner-authorised assets.

A workspace owner can assign a named product role with exact read, write and action permissions. Record bindings restrict access to assigned student, client or other record IDs. Sensitive products require explicit specialist access for ordinary staff.

Independent hosting

An eligible hosted plan permits a source request. The platform owner separately approves the exact user, tenant, system, version, domain and rights. Download links expire and are checked on the server. Revocation stops future downloads; it cannot erase an archive already received.

For a clean client installation, extract the selected system ZIP into an empty public_html. Create an empty MySQL database in Hostinger hPanel. Open /install.php over HTTPS and use the private installation key from _private/storage/app/install-token.txt. The installer checks extensions, private-file denial and storage, creates a fresh root .env/APP_KEY and locks installation. No SSH or Composer is needed on the host.

Use your own SMTP, merchant and issuer credentials. Client ZIPs do not contain central users, tenant records or signing private keys. Use a product-specific signed update, not the central multi-product release. Save verified recovery backups and their separate key.

Configuration and scope

Paystack needs your authorised merchant and activated channels. Mobile money renewals require fresh authorisation; eligible reusable cards require explicit consent. AI generation needs provider credentials and a separate isolated worker. The supplied worker starter accepts static projects; Laravel builds remain gated for a certified PHP worker.

This is a connected core workflow edition. The release capability matrix identifies outstanding advanced sector work and environment acceptance. Actual Hostinger/MySQL installation, live merchant acceptance, external AI deployment and any tenant-data migration require separate validation.

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