

Document control

Operations / Core workflow guide

Approve document revisions and acknowledgements.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1

Documents

Create this reference data first.

2

Revisions

References: documents

3

Acknowledgements

References: revisions

Follow the workflow

Create a document, review a revision and record an acknowledgement against the approved revision.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Documents

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Reference	text	Plain text, up to 200 characters.
Description	longtext	Plain text, up to 12,000 characters.

Revisions

Field	Input type	How to use it
Document id	ref	Select a workspace record from documents.
Revision	text	Plain text, up to 200 characters.
Body	longtext	Plain text, up to 12,000 characters.

Acknowledgements

Field	Input type	How to use it
Revision id	ref	Select a workspace record from revisions.
Name	text	Plain text, up to 200 characters.
Date	date	Calendar date (YYYY-MM-DD).

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Documents	active	Reference data; no state action.
Revisions	draft > approved > superseded	approve to approved, supersede to superseded
Acknowledgements	pending > acknowledged	acknowledge to acknowledged

Revision approval

- A revision references a document in the same workspace. Approval requires an owner or manager.
- Acknowledgement is blocked until the referenced revision is approved.
- This is controlled text and acknowledgement storage, not a cryptographic e-signature service or complete legal document lifecycle system.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.