

Projects & tasks

Operations / Core workflow guide

Follow project work, ownership and time.

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

Projects

Create this reference data first.

2

Tasks

References: projects

3

Time logs

References: tasks

Follow the workflow

Create a project and task, record time, complete tasks and close the project.

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

Projects

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Client	text	Plain text, up to 200 characters.
Budget	money	Non-negative amount; at most two decimal places.
Due on	date	Calendar date (YYYY-MM-DD).

Tasks

Field	Input type	How to use it
Project id	ref	Select a workspace record from projects.
Name	text	Plain text, up to 200 characters.
Assignee	text	Plain text, up to 200 characters.
Due on	date	Calendar date (YYYY-MM-DD).

Time logs

Field	Input type	How to use it
Task id	ref	Select a workspace record from tasks.
Date	date	Calendar date (YYYY-MM-DD).
Hours	quantity	Non-negative; at most three decimals. Transaction quantities must exceed zero.
Description	text	Plain text, up to 200 characters.

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
Projects	active > completed	complete to completed
Tasks	todo > in_progress > completed	start to in progress, complete to completed
Time logs	recorded	Reference data; no state action.

Work and time records

- Each task references a workspace project; each time log references a task.
- Task completion and project completion are separate recorded actions. Time entries do not automatically generate invoices.
- Resource levelling, dependencies and client approval portals are outside this core workflow.

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.