

Blog & publishing

Creative / Core workflow guide

Draft and review articles before publication.

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

Categories

Create this reference data first.

2

Articles

References: categories

3

Comments

References: articles

Follow the workflow

Create a category, draft an article, approve and publish; comments require moderation.

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

Categories

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

Articles

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

Comments

Field	Input type	How to use it
Article id	ref	Select a workspace record from articles.
Name	text	Plain text, up to 200 characters.
Body	longtext	Plain text, up to 12,000 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
Categories	active	Reference data; no state action.
Articles	draft > review > published > archived	submit to review, publish to published, archive to archived
Comments	pending > approved > rejected	approve to approved, reject to rejected

Review and moderation

- Article states move from draft to review, publication and archive. Publishing requires an owner or manager.
- Comment approval or rejection requires an owner or manager. Keep unapproved contributions private.
- The publication state is recorded internally. Public distribution, SEO feeds and tenant blog sites need separate verification and completion.

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.