Sitabula

Construction Site Operations

User Guide

Windows edition

This guide covers the Windows edition of Sitabula.

15 November 2026 edition

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Getting started

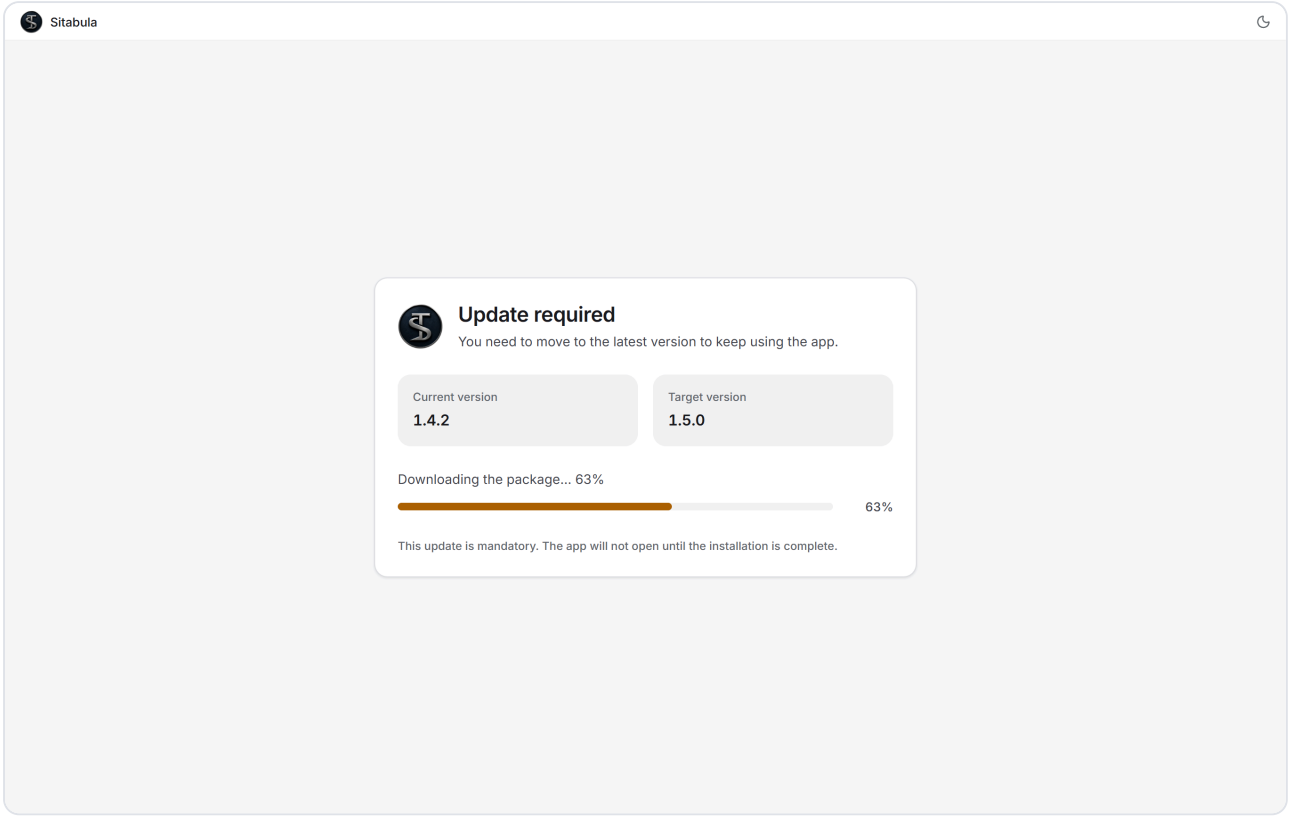
Sitabula is a construction site management program that gathers everything a site produces — on site and in the office — in one place. How much of the work is done, timesheets, material orders, interim payments, accounts: it all sits under the same project, and a record entered in one module shows up in the others by itself.

This section takes a first-time user all the way in: installation, signing in, choosing a project, the layout of the screen, roles and permissions. The modules themselves are covered one by one in the sections that follow.

1. Installing and opening for the first time

Sitabula is a Windows, iOS and Android program; it does not run in a browser. This guide covers the **Windows version.** Once you run the installer it has its own icon, its own window and its own entry in the Start menu.

Every time it opens, before it even shows the sign-in screen, the app **checks your version.** This is deliberate: an old client should not even connect to the server, because the difference between them can turn into lost data.



The screens you may see during the check:

SCREEN	WHAT IT MEANS	WHAT YOU DO
Checking your version	Connecting to the update server	Wait — it takes a few seconds
Update required	A newer version exists	Nothing to do; the download starts by itself and its percentage moves on screen
Installation starting	The package is down, the install is being applied	The app closes and reopens on the new version
The update server could not be reached	No internet, or the server is unreachable	**Try again** · **Download the installer** · **Continue for now**
The update could not be completed	The package could not be downloaded or installed	**Try again** or **Download the installer**

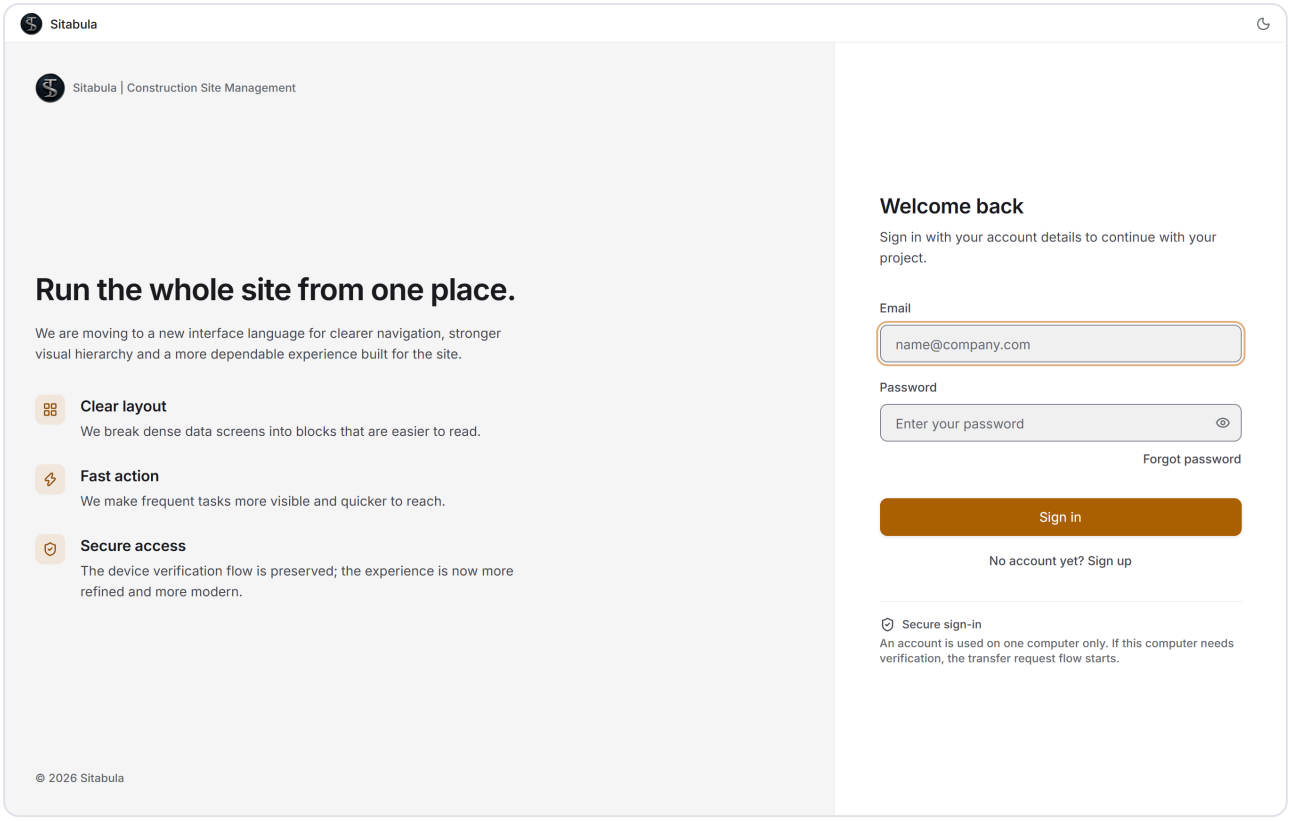
> **Note** **Continue for now** only appears when the *check* failed. In that case it is unknown whether you are up to date, and locking the app because of an internet outage would be wrong. When the download or the install fails, that button is **not there:** there it is certain that a new version exists, and carrying on with the old one is a risk.

Download the installer opens the download page in your browser. If the automatic path is blocked, you can fetch and run the installer yourself.

2. Signing in

2.1 The sign-in screen

The screen is split in two: an introduction panel on the left, the sign-in card on the right.



The card has two fields — **Email** and **Password** — with a **Sign in** button below them. The eye icon in the password field reveals the password. Pressing Enter in either field also starts the sign-in.

Forgot password sits under the password field, and **No account yet? Sign up** under the button.

At the bottom there is a note headed **Secure sign-in**, saying that an account is used on one computer only. What that means is in §2.4.

If something goes wrong, a red strip appears at the top of the card and says why. For a wrong password it reads *"Sign-in failed. Check your email or password and try again."*; with no internet you get a separate message about the connection. The two are deliberately kept apart — "wrong password" and "no internet" are not the same thing.

2.2 Creating an account

Sign up turns the card into a registration form, which asks for:

FIELD	DESCRIPTION
Full name	Your first and last name
Email	The address you will sign in with
Password	At least 8 characters
Password (again)	The same password

Below them are three legal consent boxes: the **Privacy Policy**, the **KVKK Disclosure Notice** and the **Terms of Use.** The link beside each one opens the document in your browser — you do not have to leave the app. Registration does not complete until all three are ticked.

> **Note** Signing up creates a **free temporary account** so you can try Sitabula. If you work for a company, your account is usually created by your company's administrator, who passes the details to you; in that case you do not need the registration form.

2.3 If you have forgotten your password

Forgot password turns the card into the reset panel. You enter your email address and choose **Send reset link**.

The message that follows is deliberately vague: *"If an account matches this email address, a password reset link has been sent."* The app will not tell you whether an account exists at that address; if it did, it would be confirming which addresses on someone's list are real. The **Send again** button is on a 30-second wait.

The rest of the chain works like this:

1. An email arrives in your inbox. Check your junk mail folder too.
2. The link in the email opens a page on **stner.org** in your browser.
3. The page has an **Open in Sitabula** button. That button is for desktop computers; on phones the link opens the app directly.
4. The button brings Sitabula to the front and opens the **Set your new password** screen.
5. You type your new password twice and choose **Update password.** It must be at least 8 characters.

> **Caution** The link **can be used once** and expires after a while. If it has expired, start again from the beginning.

> **Note** If the app has never been opened before, the **Open in Sitabula** button can look as though it does nothing. Open and close the app once, then try the link again.

2.4 Secure sign-in: one account, one computer

A Sitabula account can be used on **one computer at a time.** The app recognises the computer from its name combined with your Windows user name.

If you try to sign in while your account is active on another computer, a **Device mismatch** section opens inside the card. It is not a pop-up; it stays within the sign-in card, so you can read it without dismissing anything.

The section says which device the account is active on and carries **Request transfer** and **Email support** buttons. A transfer request goes to Sitabula support and is resolved **within 24 hours.** You receive the outcome by email. Once it is approved, you can sign in from this computer and your session on the previous device ends. If it is rejected, the email gives the reason.

> **Note** You cannot approve it yourself, and neither can anyone inside your company: a device transfer is approved by **Sitabula support.** Seeing this screen is normal if you have changed computers, or if your computer name or Windows user name has changed. Sitabula is not supported on non-persistent virtual desktops (VDI) that start each session with a different machine name, because every sign-in counts as a new device.

2.5 Legal consents

Right after sign-in, before you choose a project, your consents are checked. If any are missing, the **Complete your consents to continue** screen appears.

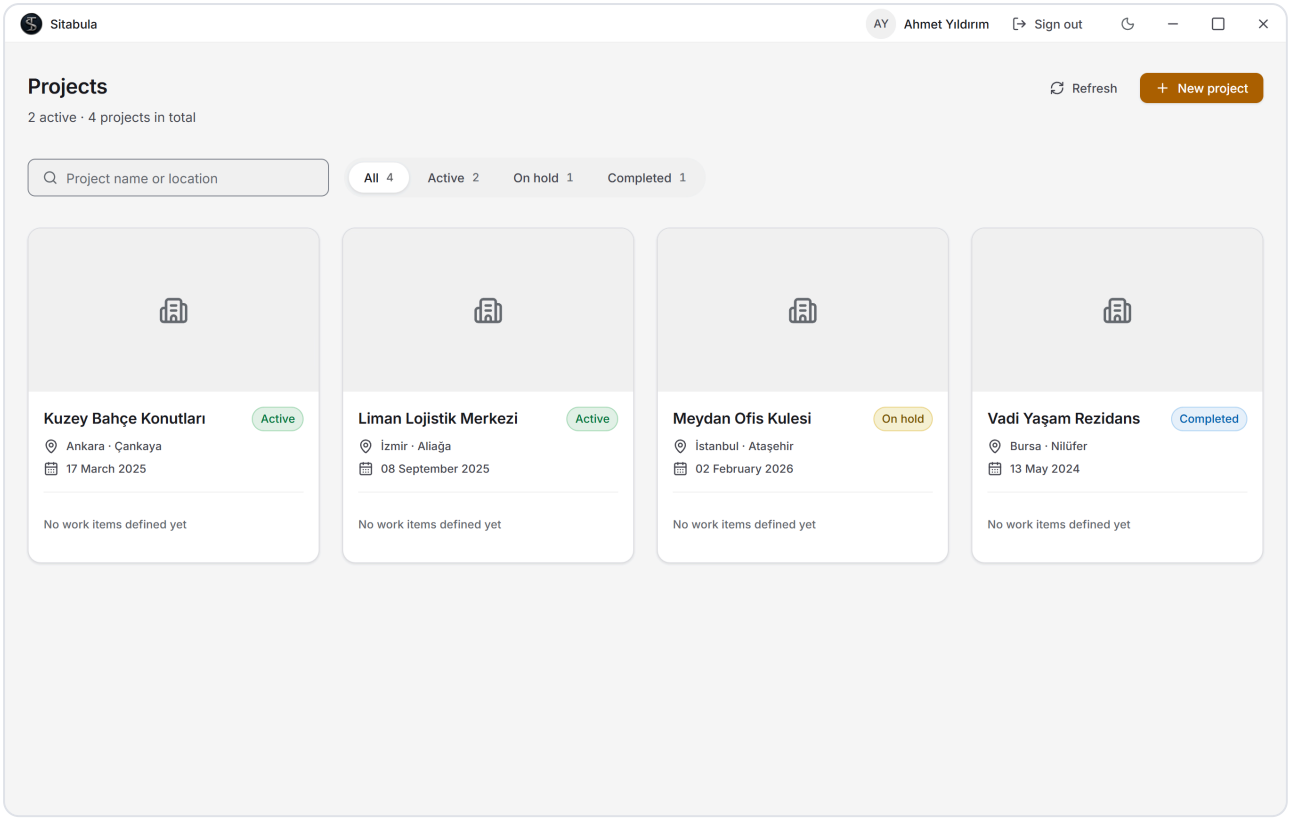
Only the **missing** documents are listed; something you have already accepted is not put in front of you again. You can open each document in your browser, read it, tick its box and then choose **I accept and continue**.

Consents are recorded together with your user, the version and your device details. When the documents change version, everyone is asked again.

> **Note** If this check cannot run because of an internet problem, the app **lets you in.** The gate's job is to catch a missing consent, not to punish an unreachable server.

3. Choosing a project — Projects

After signing in you do not land in a project straight away; the **Projects** screen opens first. Everything in Sitabula sits under a project, so no module opens until you have chosen which project you are working in.



What is on the screen:

- A one-line summary under the title: how many projects are active, how many there are in total.
- The **Project name or location** search box.
- The status filter — **All · Active · On hold · Completed**, each with the number of projects in that state.
- Project cards — each card carries the project's image, its name, a status badge, the location, the start date and a progress line. Clicking a card opens that project.
- **Refresh** and **New project** at the top right.
- Who you are signed in as, and **Sign out**, in the title bar.

Cards can be chosen from the keyboard too: Tab between them and press Enter.

> **Note** If a project has no image, or it cannot be loaded, the card shows a building icon; a record with no name is listed as **Untitled project**. On a project with no work items defined yet, the progress line says so.

If the list is empty

An empty list has three different causes, and the screen tells you which one it is:

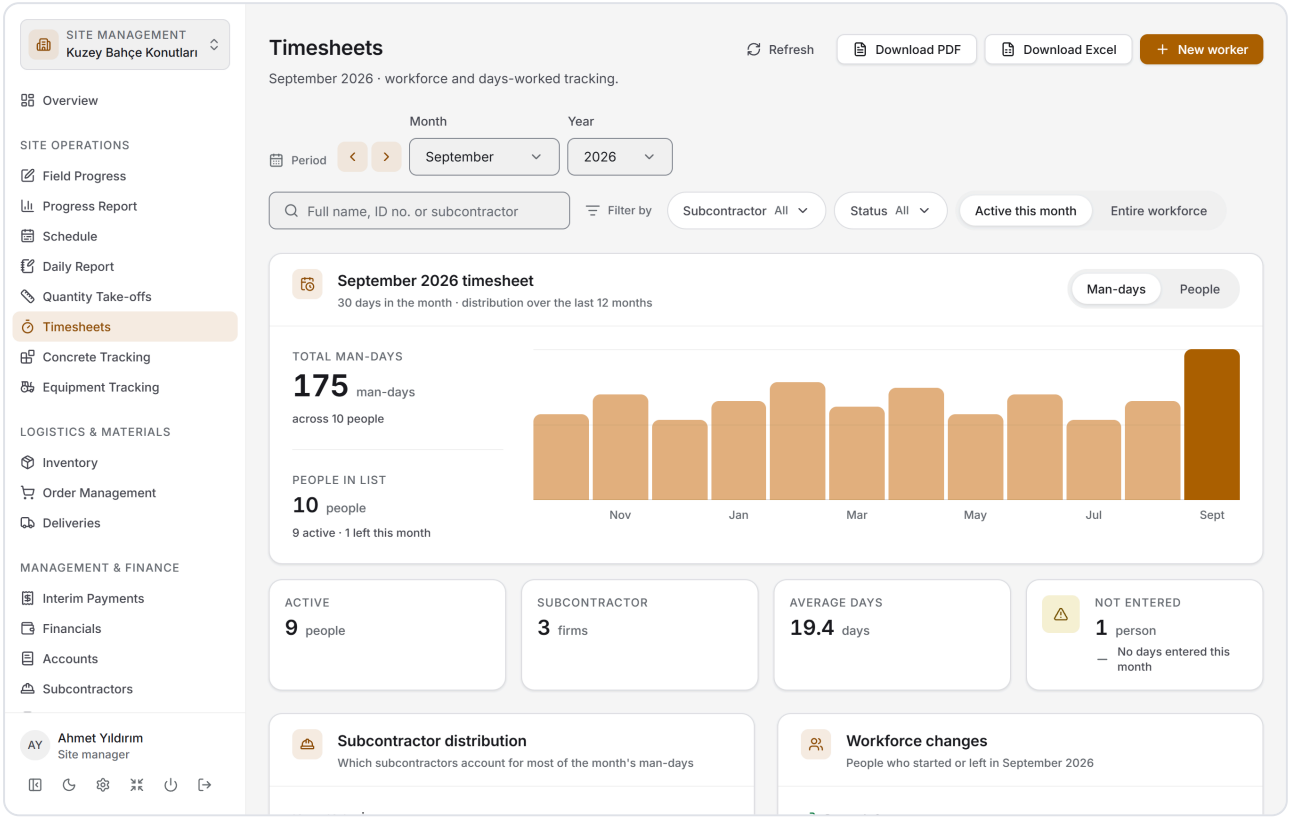
WHAT YOU SEE	WHAT IT MEANS	WHAT TO DO
A message saying your account is pending	Your role is **Suspended**	Talk to your administrator; no project appears until your account is activated
A message saying the company has no projects	You are an administrator but no project has been created yet	Create a project
A message saying no project has been opened to you	Projects exist but none has been opened to you	Ask your project manager for access

Why the choice is not remembered

The app shows the portfolio again on every start; it does not drop you straight into the project you last worked in. This is deliberate: in the meantime your permissions may have changed, the project may have been deleted, or you may have moved to another company. In any of those cases, landing in an empty shell with no explanation is far worse than seeing the list one more time.

4. The layout of the screen

Choosing a project opens the app's actual shell. It has three parts: the title bar at the top, the sidebar on the left, and the content area in the middle.



> **Note** Sitabula **opens in full screen.** In full screen the title bar is deliberately not drawn — the point is to give the screen over to the content. The picture above is the app as it opens, which is why there is no bar at the top. Leave full screen and the bar appears.

4.1 The title bar

Windows' own title bar is switched off; the app draws the bar itself.



From left to right:

1. **The brand mark and the word "Sitabula".**
2. **The context trail:** the open project's name, then an arrow, then the name of the open page — for example *Kuzey Bahçe Konutları › Timesheets.* It tells you where you are at a glance.
3. **The window buttons: Minimise**, **Maximise** / **Restore**, close.

Any empty part of the bar can be used to drag the window.

On screens without a sidebar — sign-in and project selection — this bar also carries the theme switch, who you are signed in as and the **Sign out** button. Inside the shell all of those live in the strip at the bottom of the sidebar.

4.2 The sidebar

The sidebar has three layers.

The project switcher at the top. It reads **Site Management** in small letters with the open project's name underneath. Clicking it returns you to the Projects, where you can pick a different project.

The module list in the middle. The modules are gathered into four groups:

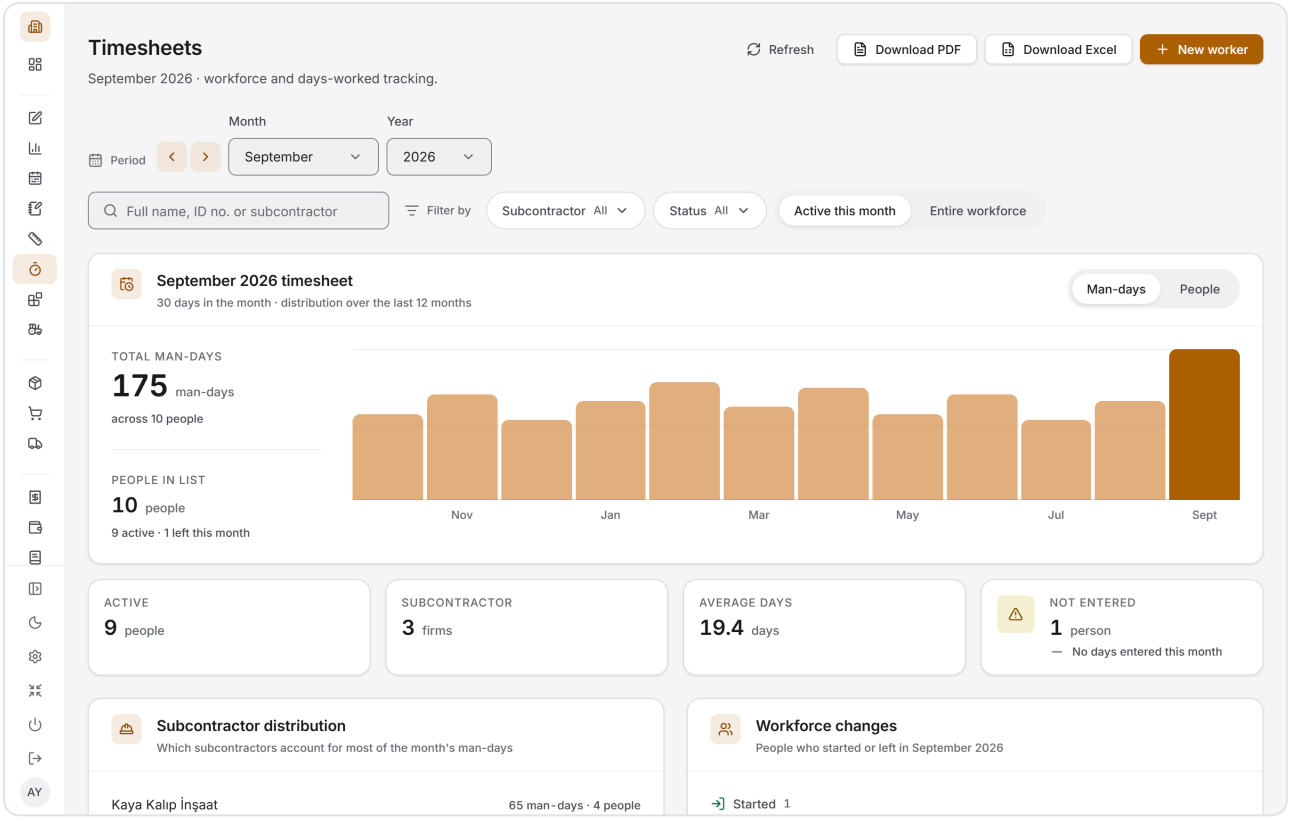
GROUP	MODULES
(no heading)	Overview
Site Operations	Field Progress · Progress Report · Schedule · Daily Report · Quantity Take-offs · Timesheets · Concrete Tracking · Equipment Tracking
Logistics & Materials	Inventory · Order Management · Deliveries
Management & Finance	Interim Payments · Financials · Accounts · Subcontractors · Suppliers · Customers
Office & Tools	Files · Users

The account and shell strip at the bottom. Your name and role on top, six buttons below:

BUTTON	WHAT IT DOES
Collapse sidebar / Expand sidebar	Reduces the sidebar to a narrow strip of icons
Switch to dark theme / Switch to light theme	Changes the theme
Settings	Opens the settings screen
Full screen / Exit full screen	Puts the window into full screen, or takes it out
Quit application	Closes the app
Sign out	Leaves your account and returns to the sign-in screen

> **Note** **Quit application** and **Sign out** are different things. The first closes the program; the second leaves your account and returns to the sign-in screen.

When the sidebar is collapsed the module names are hidden and only the icons remain; the group headings become thin dividing lines. Hovering an icon shows the module's name as a tooltip.



4.3 The content area

The page of the module you chose is drawn here. Most module pages share the same skeleton, so by the time you open the second one you already know the layout:

LAYER	WHAT IT DOES
Title and actions	The page's name, its period, and **Refresh** · **Download PDF** · **Download Excel** · **New ...** on the right
Toolbar	Period or date selection, the search box, and the filters under **Filter by**
Summary cards	The page's few most important numbers and a 12-month chart
Breakdown	The same data distributed across groups
Table	The records themselves; clicking a row opens its detail
Side panel	The selected record's details, its history and the actions available on it

5. Roles and permissions

Access in Sitabula goes through two separate layers: **your role** and **your project permissions.**

5.1 Roles

A role applies company-wide — it is the same whichever project you are in.

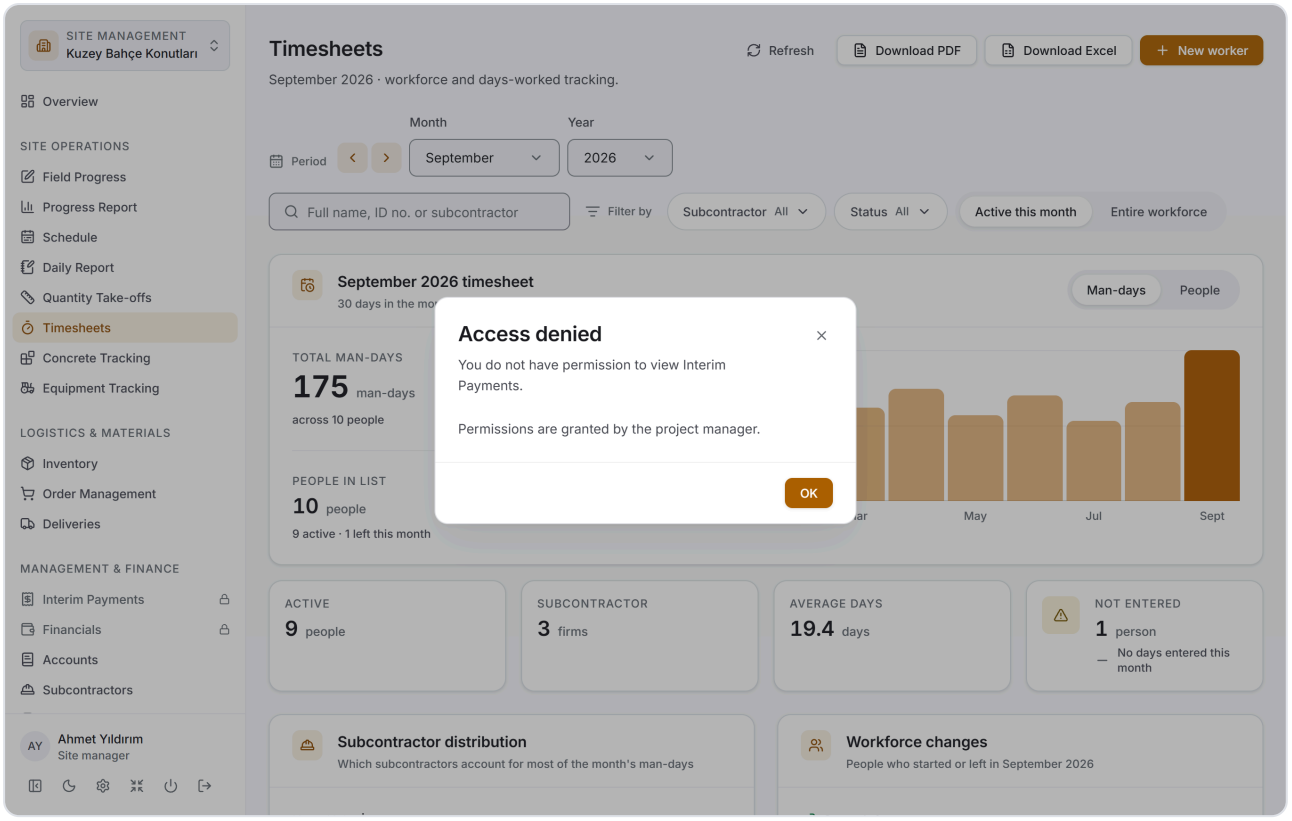
ROLE	WHAT IT MEANS
Administrator	Full access to all projects and all pages. User management is open to this role only; the permission matrix does not apply to administrators.
Site manager	Access is set by the per-project permission matrix.
Field engineer	Access is set by the per-project permission matrix.
Viewer	Read-only. Cannot write notes, files or records even if editing is enabled in the permission matrix.
Suspended	The account is suspended. It cannot see any project even if permissions are granted.

You can see your role in the strip at the bottom of the sidebar, under your name.

5.2 Project permissions

For every role except administrator, each module is opened individually, and this is **per project.** Being able to see Timesheets in one project does not mean you can see it in another. Permissions are granted by the project manager.

A module that is closed to you is **not removed** from the menu — it appears dimmed with a padlock beside it. Hovering it shows a short note saying why. Clicking it opens a window headed **Access denied** which says *"Permissions are granted by the project manager."*



Not hiding the module is deliberate: this way you know that part of the program exists and can ask your manager for it if you need it.

> **Administrators only** The **Users** module is opened by **role**, not by permission. User management belongs to the company rather than to the project, so it does not appear in the project permission matrix; a non-administrator who clicks it sees a different explanation.

5.3 Which page the app opens on

When the shell opens, the **first** module available to you is selected automatically. If you can see Overview, the app opens there; if not, it opens on the first module in the list you can reach.

If you have permission for no module at all, the content area reads *"No sections available to you — no section has been opened to you in this project."*

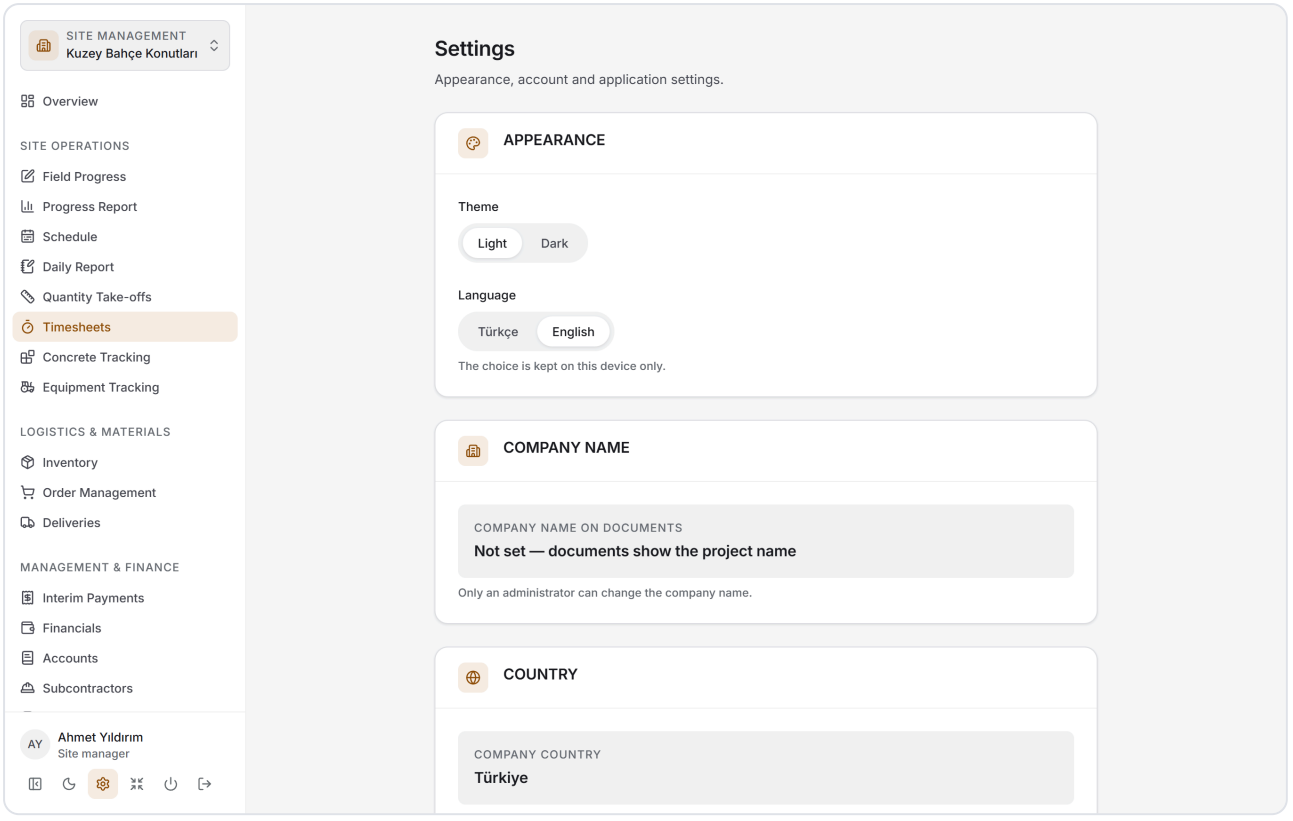
> **Note** While permissions are still loading, or when the server cannot be reached, the menu is **not restricted.** Telling you "you have no permission" during a network outage would turn a non-problem into a real one. The actual security gate is on the server; the padlocks in the menu only shape what you see.

5.4 Sections not yet migrated

Some modules appear in the menu but their page has not been written yet. Today the only example is **Customers**; opening it shows a card saying the section has not been migrated yet. This is not an error and has nothing to do with your permissions.

6. Settings: theme, language and currency

The settings screen opens from the gear icon in the strip at the bottom of the sidebar.



The **APPEARANCE** section holds two settings:

Theme — Light or **Dark.** You can make the same change from the moon/sun button in the sidebar.

Language — Türkçe or **English.** The choice applies immediately; you do not have to restart the app.

> **Note** The language and theme choices are kept **on this device only.** Signing in with the same account on another computer means choosing them again there. Both are personal preferences — they have nothing to do with your role or your permissions, and anyone can change them.

The **CURRENCY** section shows the company's ledger currency. There are nine options: ₺ Turkish lira, $ US dollar, € Euro, £ British pound, A$ Australian dollar, C$ Canadian dollar, UAE dirham, Saudi riyal and Qatari riyal.

> **Administrators only** Only an administrator can change the currency. Changing it reinterprets **all of the company's records, including past entries**, and amounts are not converted: a record showing 1,000 will read 1,000 in the new unit. Everyone sees that symbol, both on screen and in exports.

> **Note** The tax name (VAT, sales tax, GST) and the currency on screen come from your company settings. The screenshots and worked examples in this guide show a Turkish company, so amounts appear in ₺ and the tax as VAT; this guide says "tax" and "currency" instead. Your screens show your own tax name and currency.

The settings screen also carries the company's name, country, region, tax and weekend days; your account's name, email and role; links to the user guide and to support; links to the legal documents; the app's version number; and, at the very bottom, the account deletion section. The details are in the **Settings** section.

7. Updates

Updates are checked at startup (§1). If a new version is published while the app is open, a **New version available** notice appears saying *"The new version has been downloaded. Restart the app to install it."* The **Restart** button completes the installation.

8. Signing out

The **Sign out** button in the strip at the bottom of the sidebar returns you to the sign-in screen. **Quit application**, next to it, closes the program altogether.

You do not need to sign out to move between projects; use the project switcher at the top of the sidebar.

9. Key terms

Terms that recur throughout the guide:

TERM	MEANING
Company	The organisation accounts belong to. Projects, users and definitions belong to the company.
Project	A construction site. Almost every record in Sitabula is attached to a project.
Module	A section in the sidebar — Timesheets, Inventory and so on.
Permission	A user's right to view or edit a particular module in a particular project.
Building / Unit / Area	The physical breakdown of a project. Work items hang from this tree.
Work item	A unit of work done on site — formwork, rebar, plaster and so on.
Quantity take-off	The quantity calculation for a piece of work.
Timesheet	The monthly record of days worked by the workforce.
Interim payment	The periodic calculation of what the completed work is worth.
Account	The debit–credit ledger with a subcontractor, supplier or customer.
Subcontractor	A firm taking on part of the work.
Supplier	A firm selling materials.

Note The screenshots in this guide contain no real company data; the project, person and firm names are examples.

Related sections

- The first page you see after signing in: **Overview**
- Creating, editing and deleting projects: **Projects**
- Language, theme, account and version information: **Settings**
- Creating users and granting roles and permissions: **Users**

Projects

1. What it is for

Projects is the door to the application. Every record in Sitabula sits under a project, so before you start work you choose which project you are in; that choice is made here.

The screen is called **Projects** and it has two jobs: listing the projects you can reach, and managing the projects themselves. A new project is created here, and its name, location, status, start date and photo are changed here; if a project has to go, it is deleted here.

Once you open a project the module menu appears, and from that moment every figure you see belongs to the project you chose.

2. Opening it, and who can see it

It opens by itself right after you sign in — there is no screen in between. To come back while a project is open, use the **Projects** button at the very top of the sidebar; it carries the small heading **Site Management** and shows the name of the open project underneath.

Which projects appear in the list depends on your account:

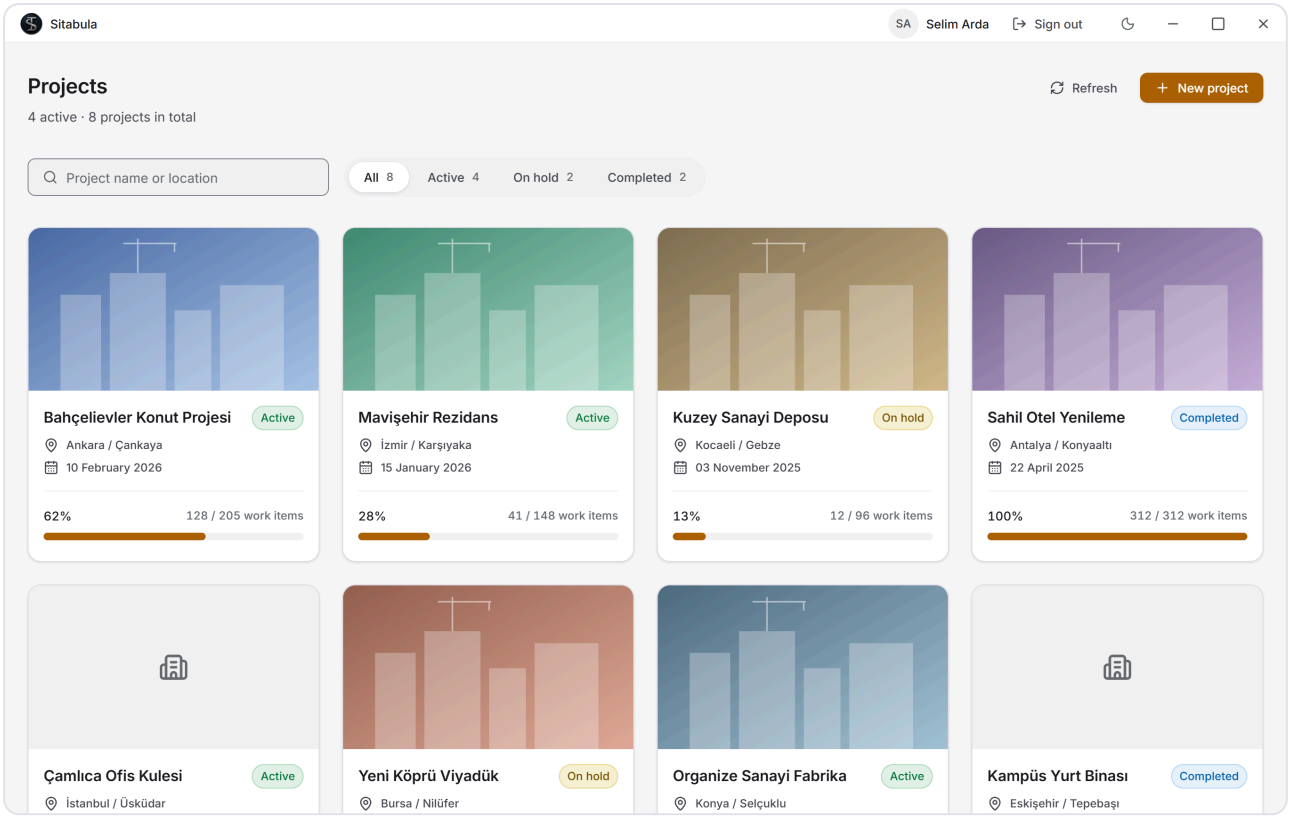
YOUR ROLE	WHAT YOU SEE IN THE LIST
Administrator	Every project in the company
Other roles	Only the projects opened to you. A project that is not opened to you does not appear at all, not even by name
Suspended	Nothing. The screen tells you the account has been suspended

The actions on the screen carry their own permissions:

ACTION	WHO CAN DO IT
Opening a project	Anyone with access to it
Creating a **New project**	Everyone. This button is not restricted by role
Edit details	An administrator, or a user granted edit permission on that project
Delete project	**Administrators only**

> **Note** A button is not drawn for work you cannot do. If **Edit details** is missing from the right-click menu you have no edit permission on that project; if the menu does not open at all, you have neither.

3. Anatomy of the screen



> **Note** The screenshots in this section contain no real company data; the project, person and firm names and the figures are examples.

The page has no sidebar — the headings in the menu would be meaningless before a project is chosen. From top to bottom there are three bands: the heading, the filters, the cards.

The title bar

The strip at the very top of the window shows who is signed in; hover over the name and your role appears as well. Next to it sits **Sign out**, then the theme switch and the window buttons.

Heading and summary

The heading reads **Projects**, and the single line under it summarises the list. It can say two things:

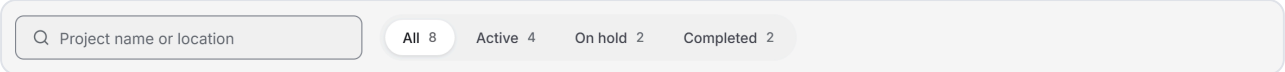
WHEN	WHAT IT SAYS
Search and filter are empty	How many projects are **active**, and how many there are in total
A search or filter is in use	How many projects **matched**, and how many there are in total

The summary line is **not written** before the list arrives. Showing "0 active" while loading would be wrong information for a moment; the grey cards already say that something is on its way.

There are two buttons on the right:

BUTTON	WHAT IT DOES
Refresh	Reads the list and the progress on the cards from the server again. While it runs the icon spins and the button reads **Refreshing**
New project	Opens an empty project window

Search and status filter

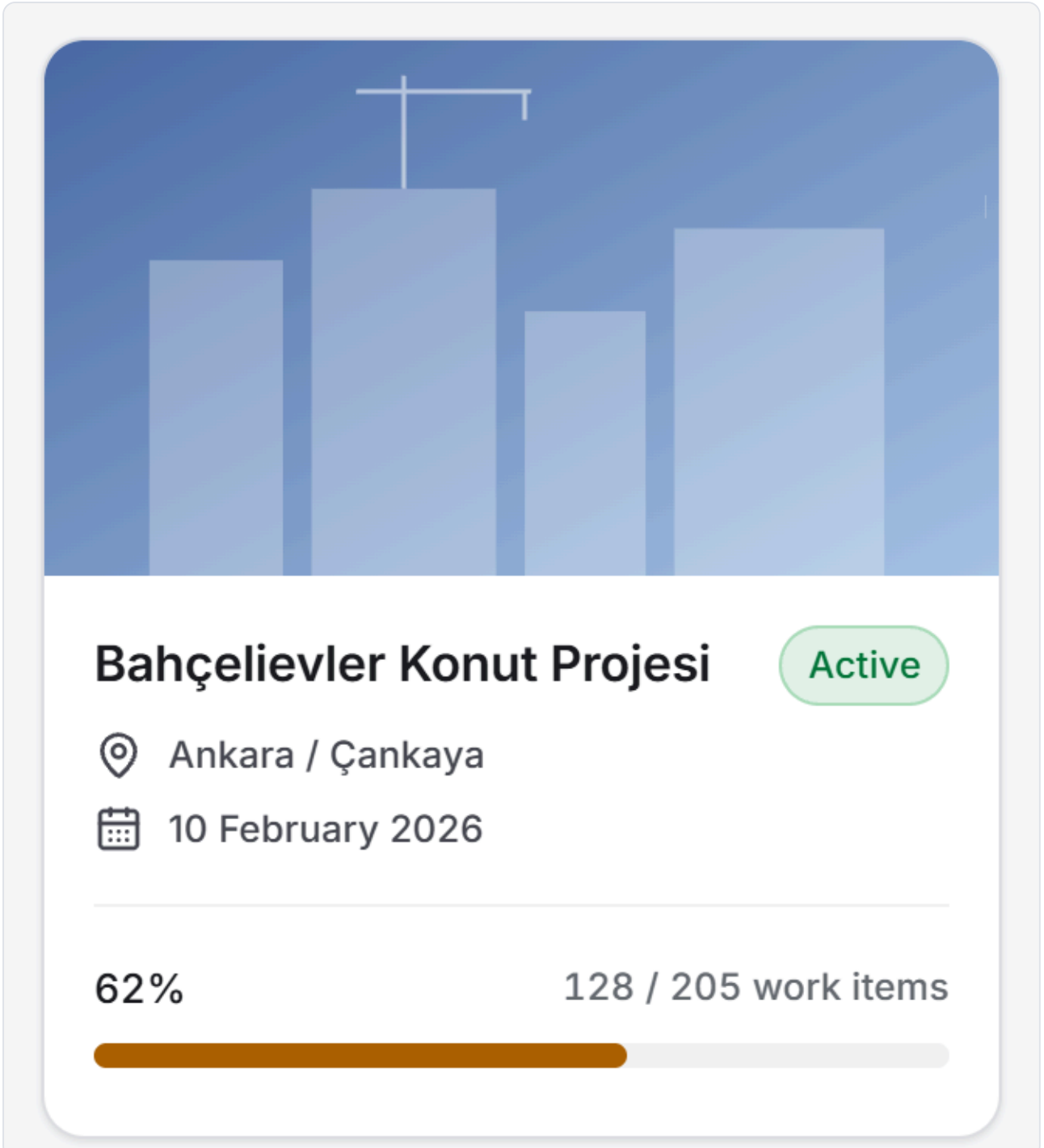


This band is drawn only when the list **has** projects. On the left is the **Search projects** box; you type a project name or a location into it. While it holds text, a clear button appears at its right end. Next to it stands the four-button status filter: **All · Active · On hold · Completed.** Each one carries the number of projects in that status.

The numbers come from the **unfiltered** list. Otherwise a user who picked **Active** would see zeros next to the other buttons and would think those statuses held no projects at all.

The two work together: type "ankara" in the search and press **On hold**, and only the projects that satisfy both remain.

Project cards



Cards are laid out as many per row as the window fits; on a wide screen that is four. The order always puts the **most recently changed project first.**

From top to bottom a card carries:

PART	WHAT IT SHOWS
Image	The project photo. If there is none, or it cannot be loaded, a building icon is drawn
Name and badge	The project name and its status — **Active** · **On hold** · **Completed**
Location	If entered; if not, the line is not drawn at all
Start date	If entered
Progress	Below the divider: the completion percentage (the report's **By count** calculation) and the number of finished work items

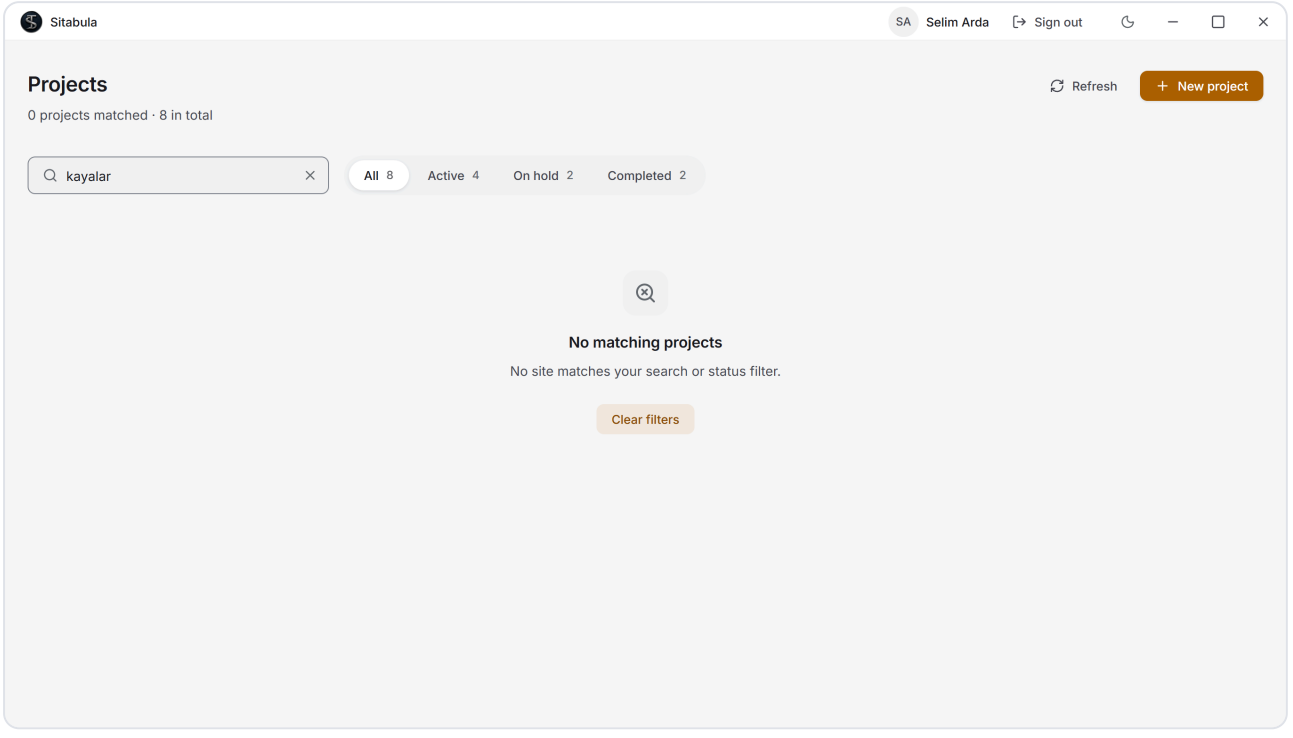
The **whole card is a button** — there is no separate "Open" button; clicking the card opens the project. The keyboard takes the same route: Tab moves between cards, Enter opens.

The progress line can say four things:

- A percentage with the ratio beside it — for example *"128 / 205 work items"*.
- *"No work items defined yet"* — the work list is empty, which is **not the same as 0%.**
- *"Progress could not be read"* — the count for that card did not arrive.
- A grey strip — the count is still running.

> **Note** The *"Progress could not be read"* line is not drawn in a warning colour. A figure that could not be read is not bad news; it is simply not known at that moment.

When the list is empty or incomplete



The empty screen has four separate forms, and which one you see tells you what to do:

WHAT YOU SEE	WHAT IT MEANS	WHAT YOU DO
A message saying your account is suspended	Your role is **Suspended**	Talk to your administrator
A message saying the company has no projects	You are an administrator and no project has been created yet	Create the first one with the **New project** button below the message
A message saying no project is shared with you	Projects exist but none is open to you	Ask your project manager for access
No matching projects	The search or the status filter removed everything	Press **Clear filters**

If the list cannot be read from the server at all, an error card appears instead and carries a **Try again** button. The card also gives the reason: an inactive company, a suspended account and a dropped session are each written as their own sentence.

4. Fields

The fields of the project window

The same window both creates a new project and edits an existing one; only the title differs.

FIELD	WHAT IT MEANS	REQUIRED
Project Name	The name shown in the list, in the shell and in every report	**Yes**
Location	Where the site is — city, district or a free-form address	No
Status	**Active** · **On hold** · **Completed**. A new project arrives as **Active**	Yes, arrives selected
Start Date	The day the project started. A new project arrives with **today**	No
Project Image	The photo shown at the top of the card. JPEG, PNG or WebP	No

The project name cannot be left empty. Pressing **Save** with an empty name does not close the window; a warning appears at the top: *"The project needs a name. This name appears in the list and in reports."*

Leading and trailing spaces in the name and the location are trimmed when the record is saved.

What status is for

Status is a **label**; it changes no calculation and no permission. You can keep entering records into a project marked **Completed.** Its job is to filter the list and to be told apart on the card at a glance.

STATUS	WHEN IT IS USED
Active	The site is working
On hold	Paused, not yet closed
Completed	The work is finished; the records stay as an archive

The rules for the image

Only **JPEG, PNG and WebP** are accepted, and the file can be at most **50 MB.** If you pick a file that is not accepted, a yellow strip appears in the window and says why; that strip does not mean the record failed to save, only that the file was not taken.

The preview has the same shape as the card (a wide rectangle), so whatever you see in the window is what you will see in the list.

Fields that are not here

A project's **Lot / Parcel**, **Construction Area**, **Landscape Area** and **Building Inspection** details are not in this window. They are project details and are entered from the **Edit details** window on the **Overview** page.

Calculated values

VALUE	HOW IT IS FOUND
The percentage on the card	The share of **Done** work items in the project's total
The ratio on the card	Completed work items / total work items
The filter counts	The projects in the list counted by their status
The summary line	The number of active projects and the total number of projects

5. Step by step

5.1 Opening a project

1. Click anywhere on the card.
2. The shell opens and the sidebar arrives on the left.

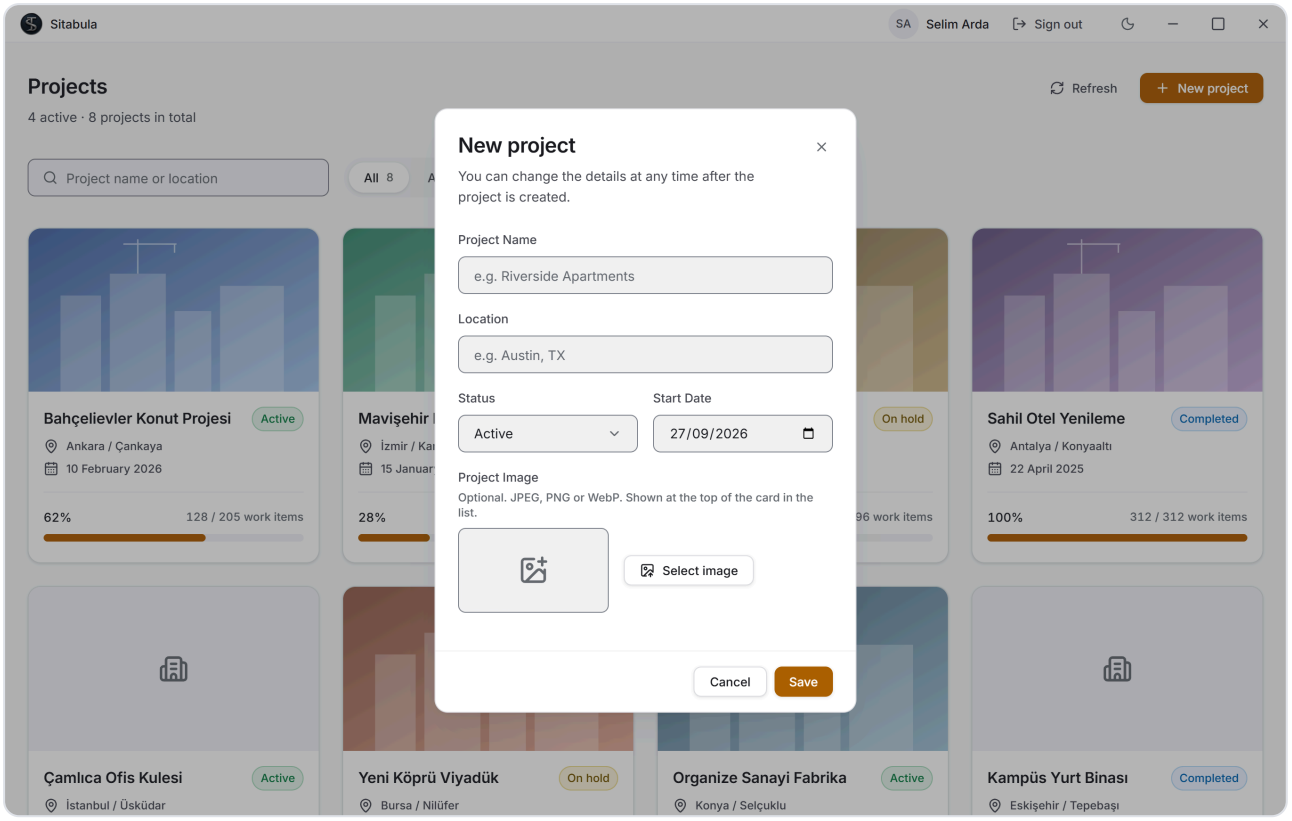
With the keyboard: Tab to the card, press Enter.

5.2 Searching and filtering

1. Type part of a project name or a location into the **Search projects** box. The list narrows as you type; there is no need to press Enter.
2. Press one of the status buttons to narrow the list to that status.
3. To get everything back, press **All** and empty the search box. If nothing matched, the **Clear filters** button on the screen clears both at once.

The search tolerates Turkish letters: typing "santiye" finds **Şantiye**, and "istanbul" finds **İstanbul**. Upper and lower case make no difference either.

5.3 Creating a new project

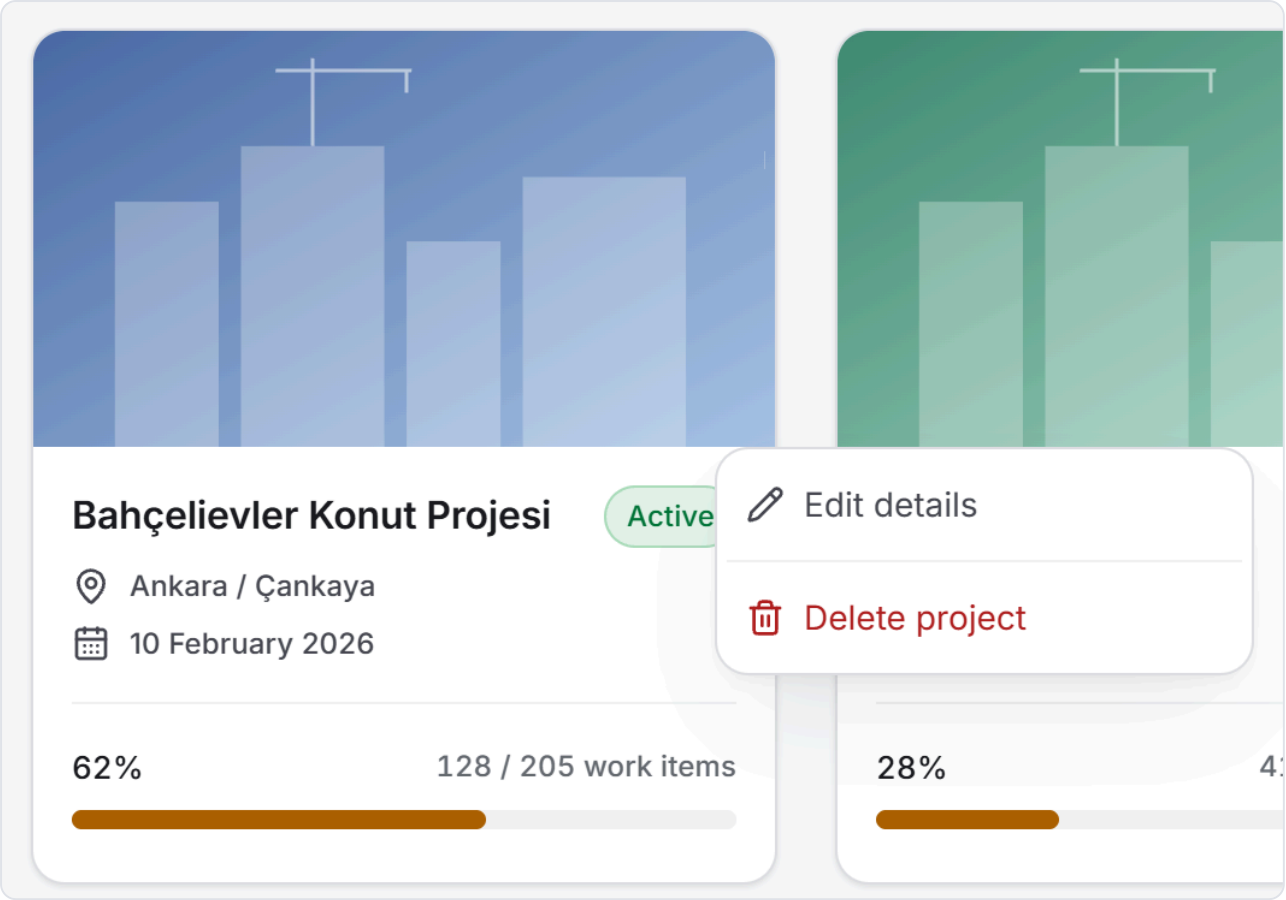


1. Press **New project** at the top right. If the list is empty, the button in the middle of the screen opens the same window.
2. Type the **Project Name**. This is the only required field.
3. If you need to, type the **Location**, pick the **Status** and change the **Start Date.** The date arrives filled with today.
4. If you wish, add a photo with the **Select image** button at the bottom.
5. Press **Save**.

The window closes and the list refreshes; the new project appears first.

> **Note** Pressing Enter in a field also saves. While saving runs the button reads **Saving...** and the window cannot be closed.

5.4 Editing project details



1. **Right-click** on the card. With the keyboard: the Menu key or **Shift + F10** while the card is selected.
2. Choose **Edit details**.
3. Change the fields and press **Save**.

The window opens filled with the project's current details. To clear a piece of information, empty its box.

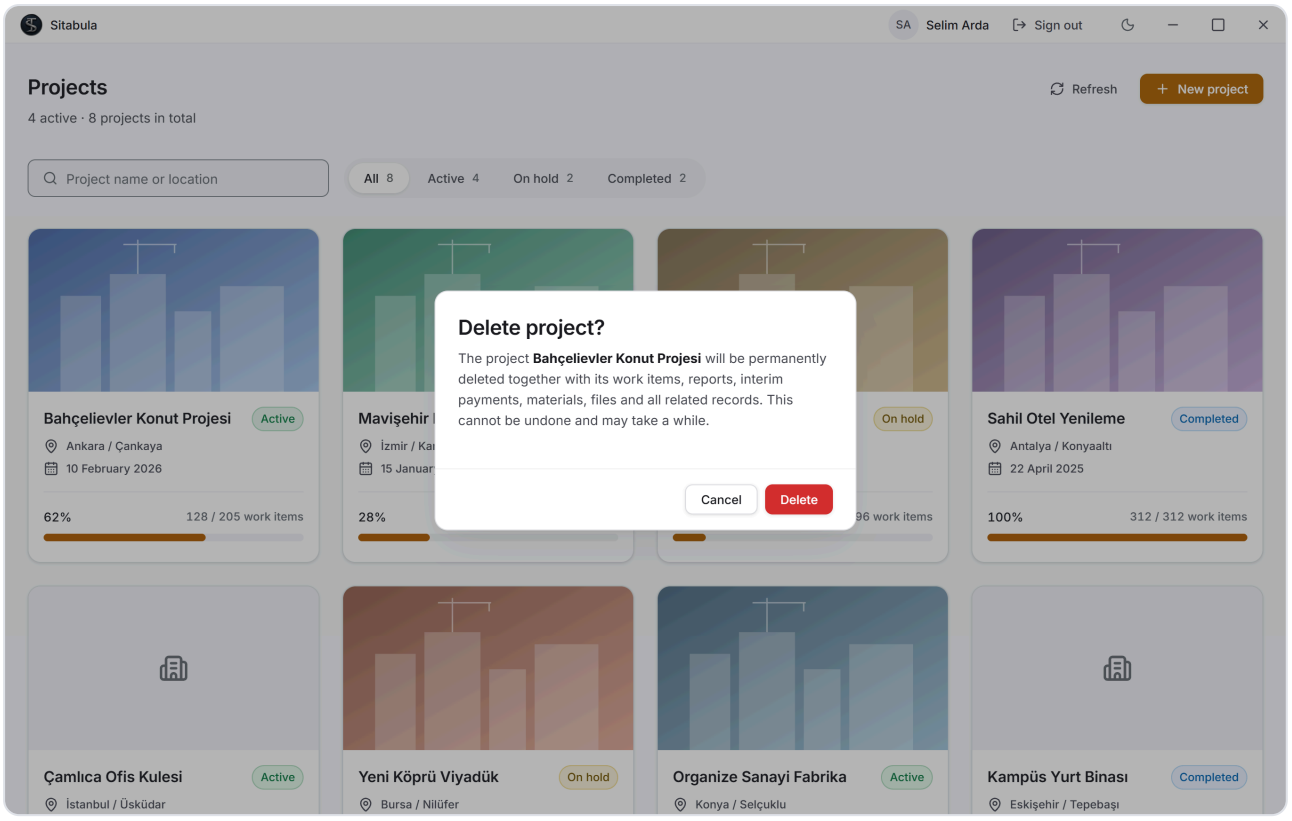
> **Caution** Changing the project name changes it **everywhere**: on the card, at the top of the shell, and in the headings of every report, including ones produced earlier.

5.5 Changing or removing the project image

1. Open the window with right-click › **Edit details**.
2. Press **Change image** to replace it, or **Remove** to clear it.
3. Press **Save**.

Remove appears only while the preview holds something. If you do not touch the image at all, the photo on the server stays as it is — a project opened only to rename it does not lose its photo.

5.6 Deleting a project



> **Administrators only** In other roles this menu item is not drawn at all.

1. Right-click on the card and choose **Delete project**.
2. The window that opens states what will go: the project together with its work items, reports, interim payments, materials, files and all related records.
3. Press **Delete**.
4. While the deletion runs the window shows a progress bar and, underneath it, the name of the record group being cleared at that moment: *Scanning linked records · Interim payments · Quantity take-offs · Work items…*
5. When it finishes the window closes by itself and the list refreshes.

Deletion **may take a few minutes.** Do not close the application until the bar fills; the window will not close either, because if it could, the work would carry on unseen.

At the start of the run the bar sits at zero and reads *"Scanning linked records"*. That is normal: the number of records to delete is counted first, otherwise the progress bar would have nothing to report.

5.7 Refreshing the list

Refresh reads the projects and the progress figures on the cards from the server again. A work item you enter on this computer updates its card by itself; one entered from another device may take a few minutes to appear, and **Refresh** brings it in at once.

5.8 Moving to another project

You do not need to sign out. Use the **Projects** button at the top of the sidebar to come back to this screen and click another card.

6. What you should know

Deletion cannot be undone. The confirmation window says so. What goes with the project is not only the project record: the work item tree, site notes, daily reports, quantity take-offs, interim payments, timesheet records, personnel, concrete and equipment records, material definitions, orders, shipments, stock movements, accounts and their transactions, cheques and promissory notes, payments and collections, invoice documents, files, subcontractors, suppliers and project permissions are deleted as well.

Why can only administrators delete? The financial records the chain passes through are only deletable by an administrator on the server. If someone else started, the deletion would run up to that point, stop there, and leave a half-deleted project behind.

The "Project deleted, some records remain" warning. After a deletion a yellow strip may appear at the top of the page stating how many records were left behind and from which group. The most common cause is **project notes:** a note can only be deleted by the person who wrote it, and that rule lives on the server. The project is gone; what remains are records no screen shows any more.

What happens if deletion stops halfway. If the connection drops the work stops and the window says **where** it stopped. You can refresh the list and try the deletion again; on the second run the records already deleted are skipped.

Temporary accounts have a one-project limit. Accounts opened for trial can create only one project. If you hit the limit the **New project** button does not open the window at all; instead an information window appears with the limit and the sales contact address. The check happens up front so that you are not turned down after filling in four fields.

The status counts may add up to less than "All". An older record may carry a status value that is not recognised; such a project appears in the list with no badge on its card, but it falls into none of the three status buttons.

Progress counts work items, not quantities or amounts. Large and small items count the same. That is why the ratio is written beside it: two out of three items is 67%, and so is six hundred out of nine hundred.

You cannot set the order. The list is always arranged with the most recently changed project first. Editing a project's details from Overview also moves it to the front.

The application does not remember the project you last worked on. The portfolio appears at every start. In the meantime your permissions may have changed or the project may have been deleted; in such a case the application dropping into an empty screen without saying why is worse than seeing the list once more.

A building icon on the card can mean two things: no photo was ever added to the project, or the photo that was added cannot be found on the server. The two are not told apart; uploading the photo again solves both.

7. Related sections

- **Overview** — the summary screen of the project you chose. The project details (lot and parcel, construction and landscape area, building inspection) are entered there.
- **Users** — who a project is opened to, and who may edit it, is decided there; the list on this screen is the result of it.
- **Progress Report** and **Field Progress** — the progress percentage on the cards is counted from the work items there.
- **Getting started** — signing in, the first look at the portfolio, the tour of the shell and the roles.

Overview

1. What it is for

Overview is the summary screen of the selected project. At a glance it answers two questions: **where the project stands** and **how much has been billed.** Below that sit the counters of the day's work, the latest records from the site and the team's notes.

The page is mostly read, not filled in. There are two exceptions: **project details** and **project notes** are entered here. Every other number on the screen is calculated from other modules' ledgers and cannot be changed here — Overview only gathers and shows them.

The page always describes **one project**: whatever project is open in the title bar, the numbers belong to it.

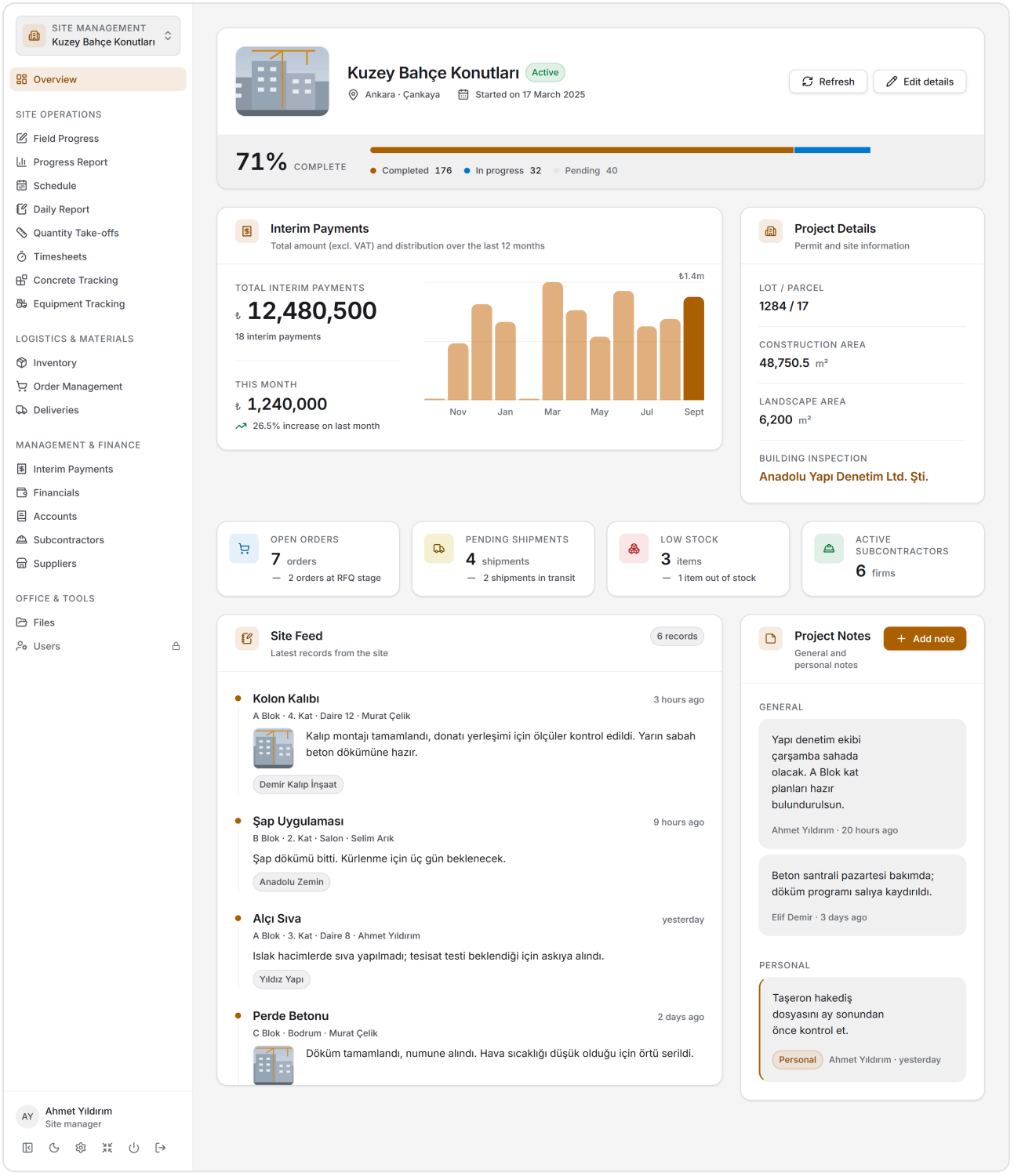
2. Opening it, and who can see it

At the top of the sidebar, under no group heading: *Overview.* It is the first page that opens when you start the application and when you switch projects.

YOUR PERMISSION	WHAT YOU CAN DO
View	You read every block. **Edit details** and **Add note** are visible, but when pressed they tell you that you have no permission
Edit	You can edit the project details, add notes and change or delete your own
No permission	The module appears dimmed and locked in the sidebar; the application opens on the first page that is available to you

> **Note** Accounts with the **Viewer** role cannot add, edit or delete notes even when the project permissions are open. This restriction belongs to the account, not to the project; your company administrator changes roles.

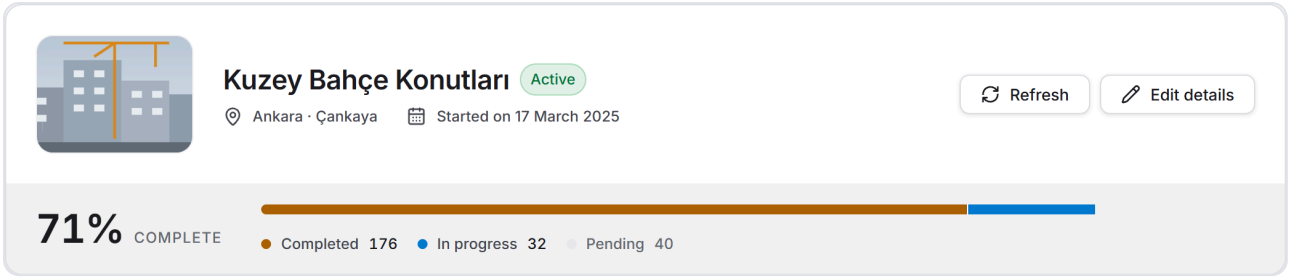
3. Anatomy of the screen



Note The screenshots in this section contain no real company data; the project, person and firm names and the figures are examples.

From top to bottom the page is made of five blocks. The layout is an order, not a grid: the project itself at the top, the money measure right below it, then the counters of the day's work, and the flowing records at the bottom.

The project strip



The wide strip at the very top. On the left is the project photo, next to it the project name and a badge for its status (**Active** · **On hold** · **Completed**). Under the name sit the project location and the *"Started on ..."* line. **Information that was never entered takes up no room:** if there is no location, that line is not drawn at all.

There are two buttons on the right:

BUTTON	WHAT IT DOES
Refresh	Reads every block on the page from the server again. While it runs the icon spins and the button reads **Refreshing**
Edit details	Opens the project details window. Without permission the button stays dimmed with a padlock icon

The lower band of the strip shows **completion**: a large percentage on the left and, to its right, a bar splitting the work items into three, with the name and count of each segment beneath it — **Completed**, **In progress**, **Pending.** Colour never carries meaning on its own; each segment's name and count is written out.

This band can say three different things:

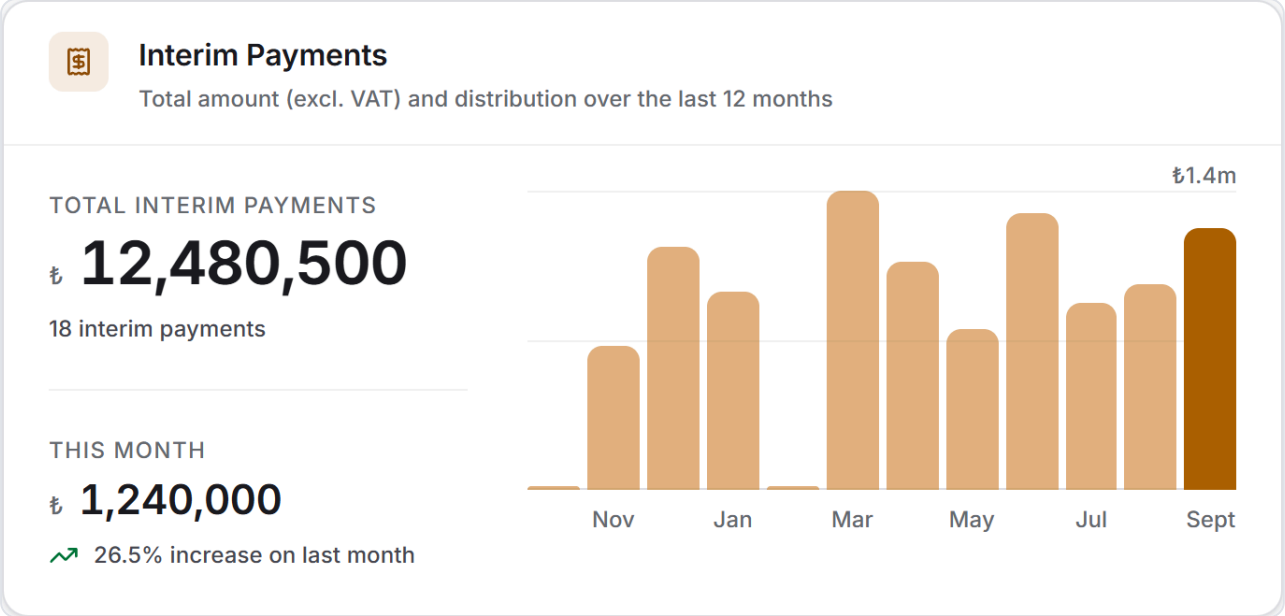
- The percentage and the bar, once the counts arrive.
- *"No work items defined yet — progress will appear here as the work list is built."* That means the work list is empty; it **does not mean 0%.**
- *"Completion could not be calculated — work items cannot be reached right now."* A **Try again** button appears next to it.

The warning strip

The summary figures come from six separate groups, and if one cannot be read the others still fill in. When a group fails, an amber strip appears under the project strip: *"Some summary values could not be loaded"*, and the sections that could not be read are named. The strip carries a **Try again** button.

> **Note** A card whose value could not be read shows —. That **does not mean zero**; that group's data could not be fetched at that moment. The warning strip names which group it was.

Interim Payments



The main measure of the page. The card is titled **Interim Payments**, with the description *"Total amount and distribution over the last 12 months"*.

There are two figures in the left column:

MEASURE	WHAT IT SHOWS
Total Interim Payments	The sum of every interim payment record on the project. Below it, how many records it came from; with no records at all it says *"No interim payments issued yet"*
This Month	The total for the current month. Below it, a line comparing it with last month

The comparison line can say four things: an **increase** or a **decrease** on last month, *"Same level as last month"*, or — when there were none last month — *"No interim payments last month."* Movement under half a point does not count as change; it reads as the same level.

On the right is a column chart of the **last twelve months**. Hovering over a column shows the full name of the month and its amount. Axis labels are written every other month, but **the last month is always labelled.**

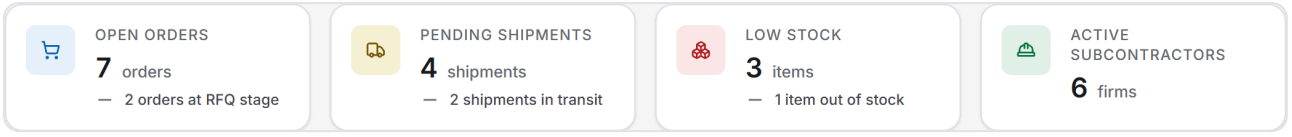
> **Note** Months with no interim payment are not skipped in the chart; they stand at zero height. If they were skipped, the gap between two columns would sometimes mean one month and sometimes four, and the chart would mislead.

Project Details

The narrow card to the right of the interim payments block: **Project Details**, *"Permit and site information."* It carries four rows — **Lot / Parcel**, **Construction Area**, **Landscape Area**, **Building Inspection.**

A row that was not filled in is not drawn. If all four are empty, the card says *"No project details entered"* and carries an **Enter details** button.

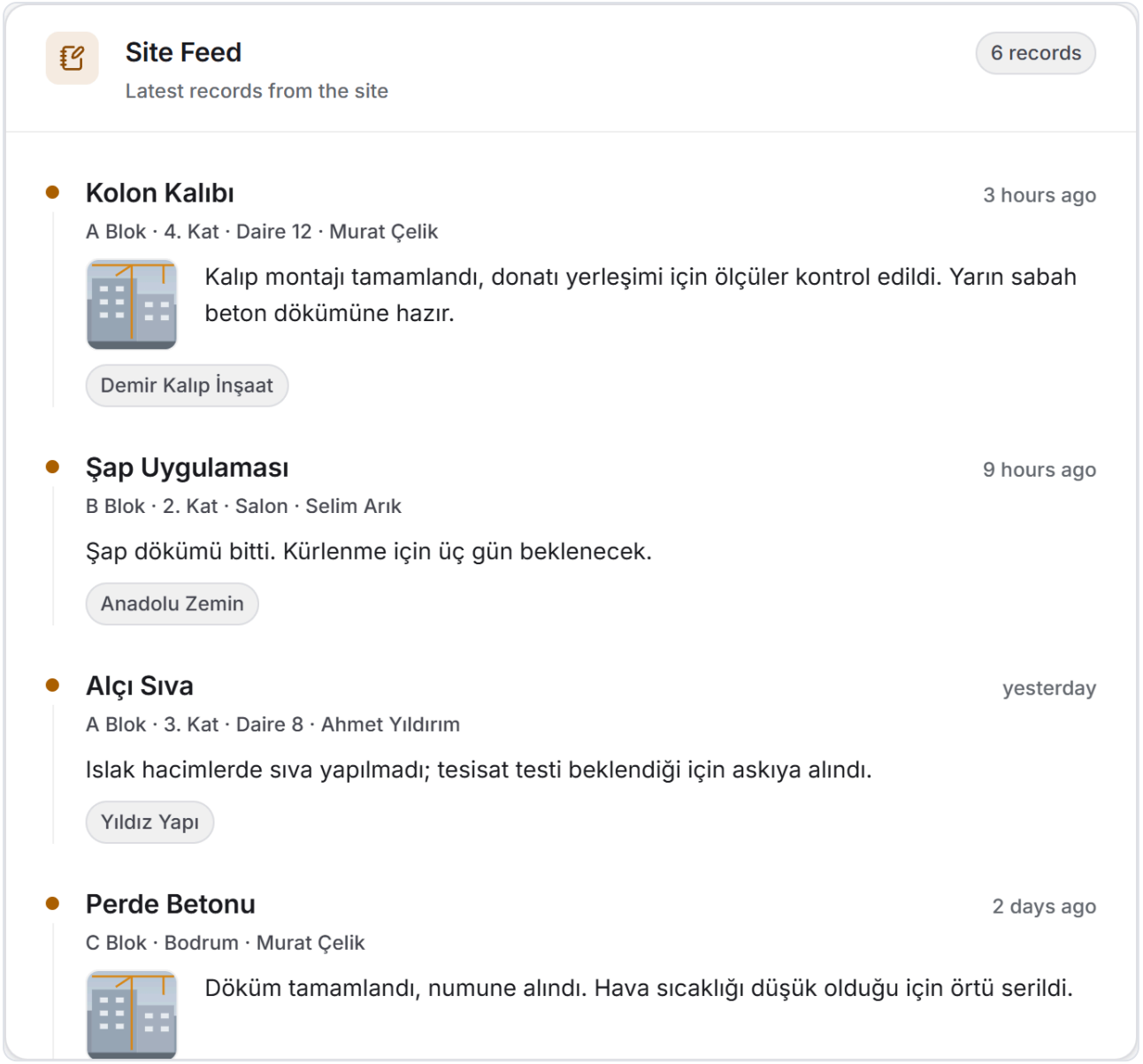
The measure strip



Below the details sit four small cards side by side: **Open Orders**, **Pending Shipments**, **Low Stock**, **Active Subcontractors.** All four count quantities; none of them holds money. Each card has a second line beneath it giving one detail about that number.

The cards take on colour only when there is **something to warn about**: pending shipments and low stock stay neutral at zero and turn amber and red above it. They also stay neutral when the value could not be read — a number nobody could fetch should not look like bad news.

Site Feed

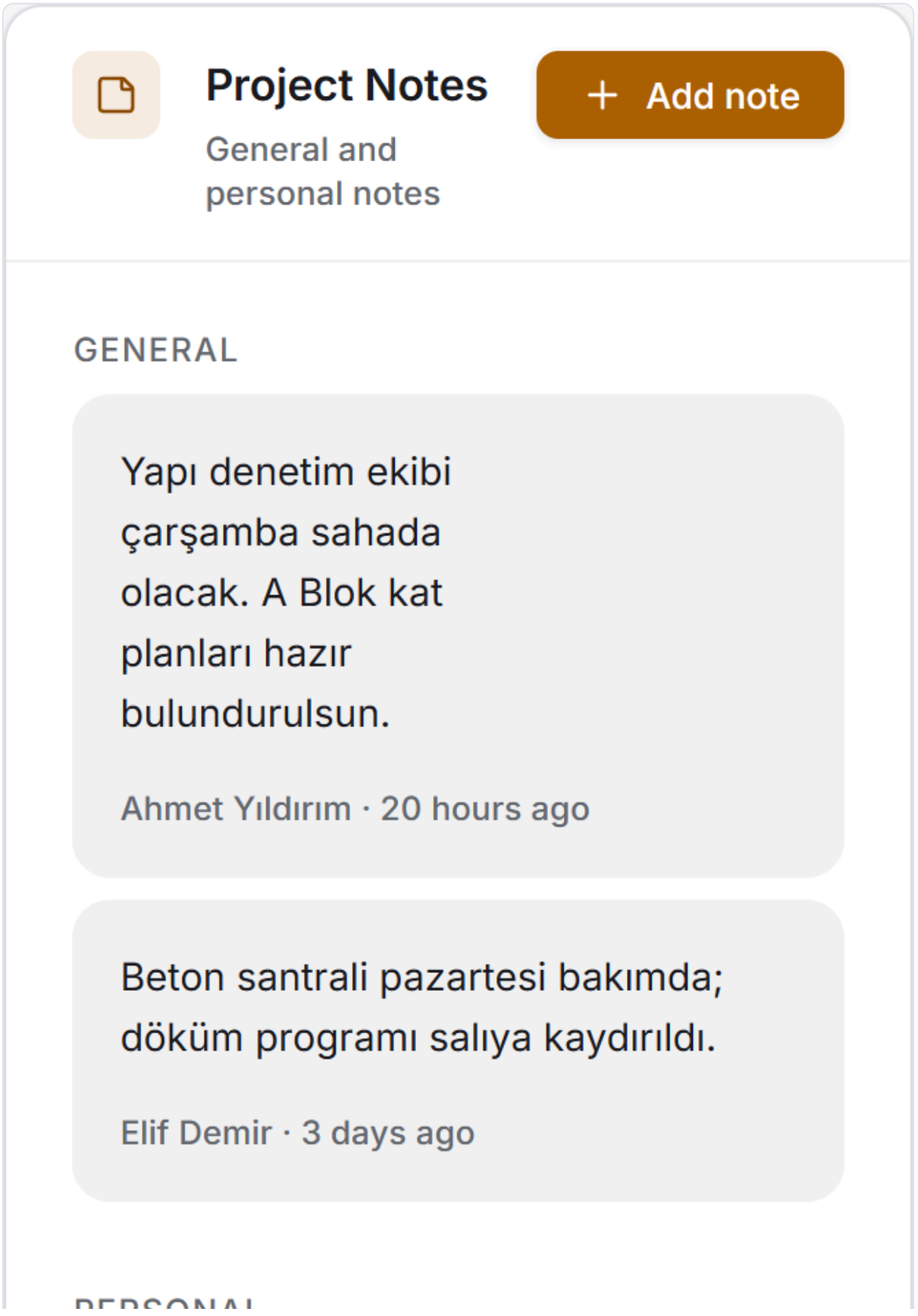


The wide block at the bottom of the page: **Site Feed**, *"Latest records from the site."* The badge next to the heading gives the total number of records — all of them, not just the ones loaded so far.

The records are laid out as a timeline. Each record carries the work item at the top, next to it its location (building · unit · area) and the name of whoever wrote the note, the time since it was entered on the right, and the note itself below. If the subcontractor doing the work is known, it appears as a small badge. When there is a photo, a small preview sits beside the note; clicking it opens the full-size image.

The list scrolls **inside the card**, not the page. As you scroll down the next records load by themselves; there is no button to press. When the feed ends, *"All notes loaded"* appears at the bottom.

Project Notes



The card to the right of the site feed. It has two sections and both are always open:

SECTION	WHO SEES IT
General	Everyone with access to the project
Personal	Only whoever wrote the note

Personal notes are set apart by the accent stripe along their left edge and by the **Personal** badge; colour is never left to carry it alone. Under each note sit the name of whoever wrote it and how long ago it was written.

At the top right of the card is the **Add note** button. While a section is empty it also carries its own **Add general note** and **Add personal note** buttons.

4. Fields

Entered fields — project details

All four are entered from the **Edit details** window and none of them is required.

FIELD	DESCRIPTION	REQUIRED
Lot / Parcel	The lot and parcel number on the title deed	No
Construction Area	The construction area in square metres	No
Landscape Area	The landscape area in square metres	No
Building Inspection	The name of the building inspection firm	No

Construction Area and **Landscape Area** are free text. If what you type can be read as a number, it is shown formatted and with an **m²** unit; if it cannot, it stays exactly as you typed it and no unit is added. The hint line inside the window tells you which of the two it will be as you type.

Notes have a single field: **Note.** It cannot be left empty. When adding one you also choose a **Note Type** (General or Personal).

Calculated measures

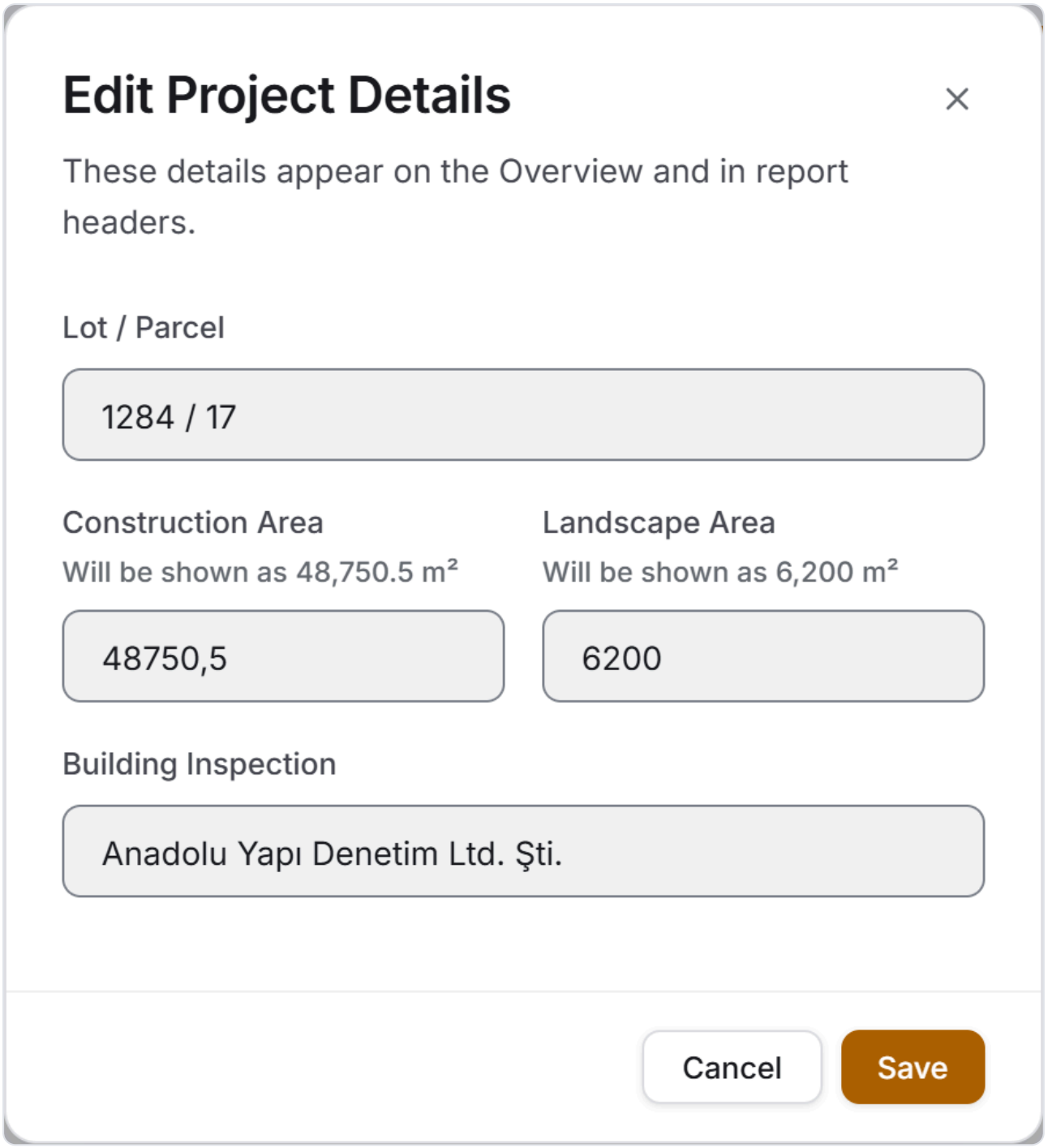
These are not entered; they are counted from other modules' records.

MEASURE	HOW IT IS CALCULATED
Completion percentage	The Progress Report's **By count** calculation: a **Done** work item counts in full, an **In progress** item by its own percentage, divided by all work items on the project
Completed · In progress · Pending	The counts of work items marked **Done**, **In progress**, and everything left over
Total Interim Payments	The sum of every interim payment record on the project — there is no date limit
This Month	The interim payment total for the current month
The column chart	The interim payment total for each of the last twelve months
Open Orders	Orders whose status is neither **Completed** nor **Cancelled**
second line	Those among them whose status is **RFQ sent**
Pending Shipments	Shipments that are not archived and whose status is neither **Delivered** nor **Cancelled**
second line	Those among them whose status is **In transit**
Low Stock	Material items whose stock level has reached or fallen below the reorder point defined for them
second line	Items whose stock level is zero or below
Active Subcontractors	The number of subcontractor firms defined on the project

Note A material with no reorder point **is never shown as low stock.** With no threshold there is nothing to fall below. If you want a material to appear in the low-stock warning, you have to enter its reorder point in Inventory.

5. Step by step

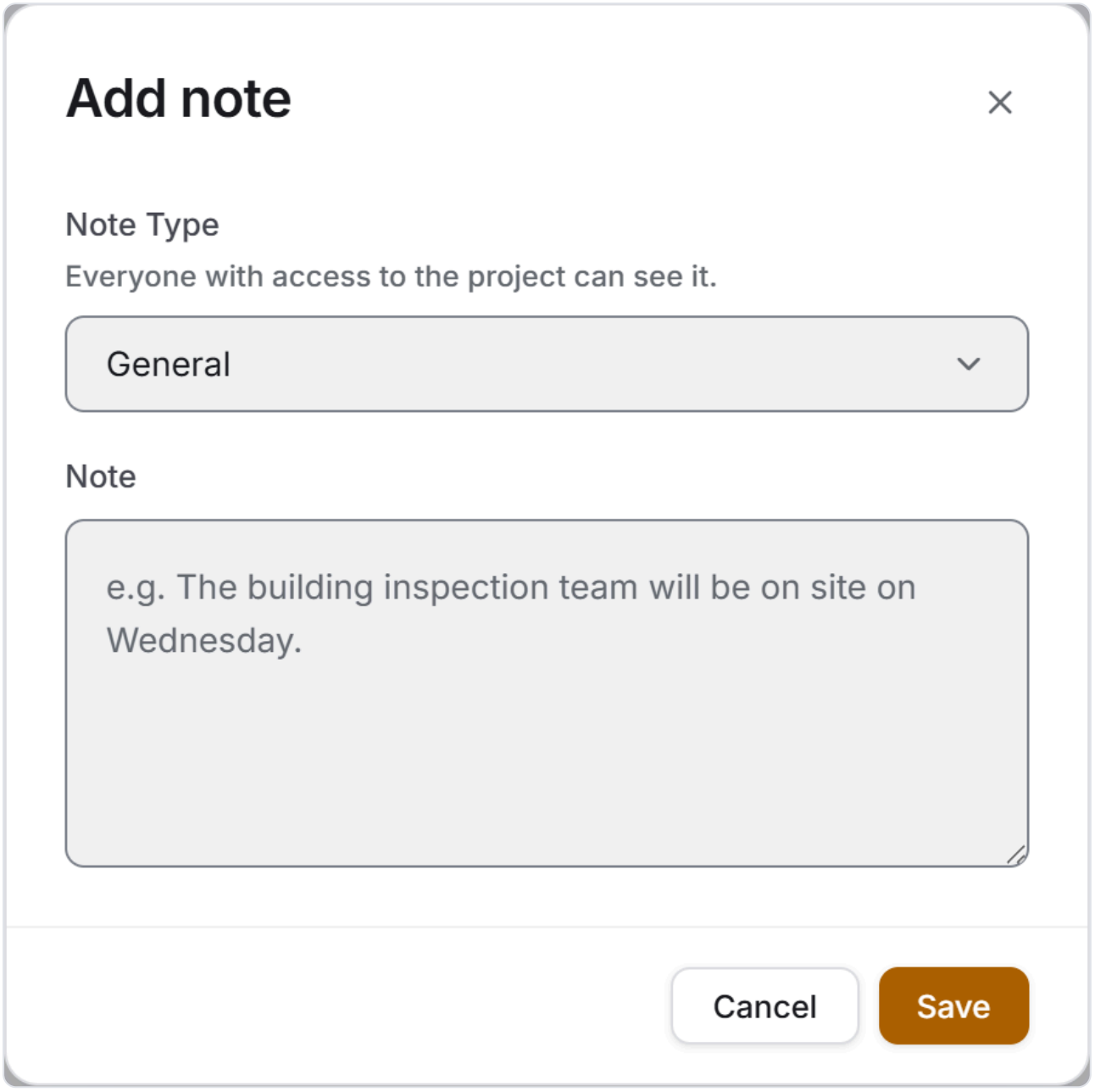
5.1 Entering and editing the project details



1. Press **Edit details** in the project strip. If the details card is completely empty, the **Enter details** button inside it opens the same window.
2. Fill in the four fields. None of them is required; to remove a value you entered by mistake, just clear the box.
3. Watch the hint line that appears between the field name and the box: if your value was read as a number it says *"Will be shown as … m²"*, and if it was not it says *"Not recognised as a number; will be shown as you typed it"*.
4. Press **Save**.

What you save does not stay on this page alone; it **also appears in report headers.**

5.2 Adding a note



1. Press **Add note** at the top right of the card. If you use a section's own add button, the type comes preselected.
2. Choose the **Note Type.** The line above the selector tells you who will see it: *"Everyone with access to the project can see it"* or *"Only you can see it."*
3. Write the note and press **Save**.

The note field takes several lines; **Enter** starts a new line, it does not send the note. Sending happens only through the **Save** button.

5.3 Editing and deleting a note

The edit and delete icons are drawn **only on your own notes.** They do not appear on someone else's note because the server enforces the same rule: if they were drawn, they would be two buttons that could never work.

The edit window has **no type selector** — only the text of the note changes. Turning a general note into a personal one would mean losing it from the sight of the colleagues who have already read it.

> **Caution** Deleting cannot be undone. The confirmation window says so.

5.4 Moving through the site feed

1. Scroll down inside the card; the next records arrive by themselves.
2. To enlarge a record with a photo, click the small preview in the note. The window that opens also carries the name of the work item and its location.
3. Press **Close** to close it.

> **Note** No record is added to this feed from here. A site note is written in Field Progress while the status of a work item is being recorded; Overview only lays them out in time order.

5.5 Refreshing the page

Refresh in the project strip renews every block together. The icon spins while it runs. If only one block failed to load, using that block's own **Try again** button is quicker; it repeats only the query that failed.

6. Things worth knowing

The blocks do not wait for each other. The page is drawn from several separate queries, not one. When interim payments cannot be read, the details, the notes and the site feed stay on screen. That is why you never see an error screen covering the whole page.

"—" does not mean zero. If you see a dash on a card, that value **could not be read.** The warning strip above names the group that failed.

The total and the chart do not cover the same period. The total on the card covers the whole project; the chart shows only the last twelve months. An interim payment older than twelve months is in the total but not in the chart.

Completion counts work items, not quantities or amounts. Large and small items count the same, and an item in progress contributes its entered percentage, so the figure can be higher than the share of finished items and matches the Progress Report's unfiltered **By count** result. The number of finished items is shown separately under **Completed**. For financial progress look at Interim Payments, and for progress against the schedule at Schedule.

"Pending" is not a status but a remainder. The pending segment of the bar is everything outside completed and in progress.

Notes belong to the project, not to you. When you switch projects the notes change too. A personal note also lives inside one project — it is not visible once you move to another.

Active Subcontractors counts every firm defined on the project. It does not look at whether they worked that month; the number is the record count in the Subcontractors module.

A user who cannot see Overview does not meet an empty screen. Without permission the application opens on the first section available to them. If no section is available at all, the screen says so and asks them to contact their project manager.

7. Related sections

None of the numbers on this page are produced here. Where they come from:

- **Progress Report** and **Field Progress** — the completion percentage and the site feed come from the work items kept there.
- **Interim Payments** — the total, this month and the twelve-month chart are read from that ledger.
- **Order Management** — the open order and RFQ-stage counts.
- **Deliveries** — the pending and in-transit shipment counts.
- **Inventory** — the low-stock and out-of-stock item counts; the reorder point is defined there.
- **Subcontractors** — the active subcontractor count.
- **Projects** — the project name, photo, status, location and start date are entered there; the detail fields are edited from this page.

Field Progress

1. What it is for

Field Progress is the screen where you build the physical structure of the project and mark what has been done in each area. You divide the site into four levels — **building**, **unit**, **area** and the **work items** in that area — then mark each work item as *Not done*, *In progress* or *Done*.

Everything the app knows about progress starts here. The percentage on the project card, the completion ratio on Overview and every breakdown in the Progress Report count the work items marked on this screen. Interim payments are fed from here too: once a work item is *Done* and tied to a contract, it appears among the subcontractor's billable items.

This is the daily screen for the site manager and the site engineer; the office side reads the results in reports.

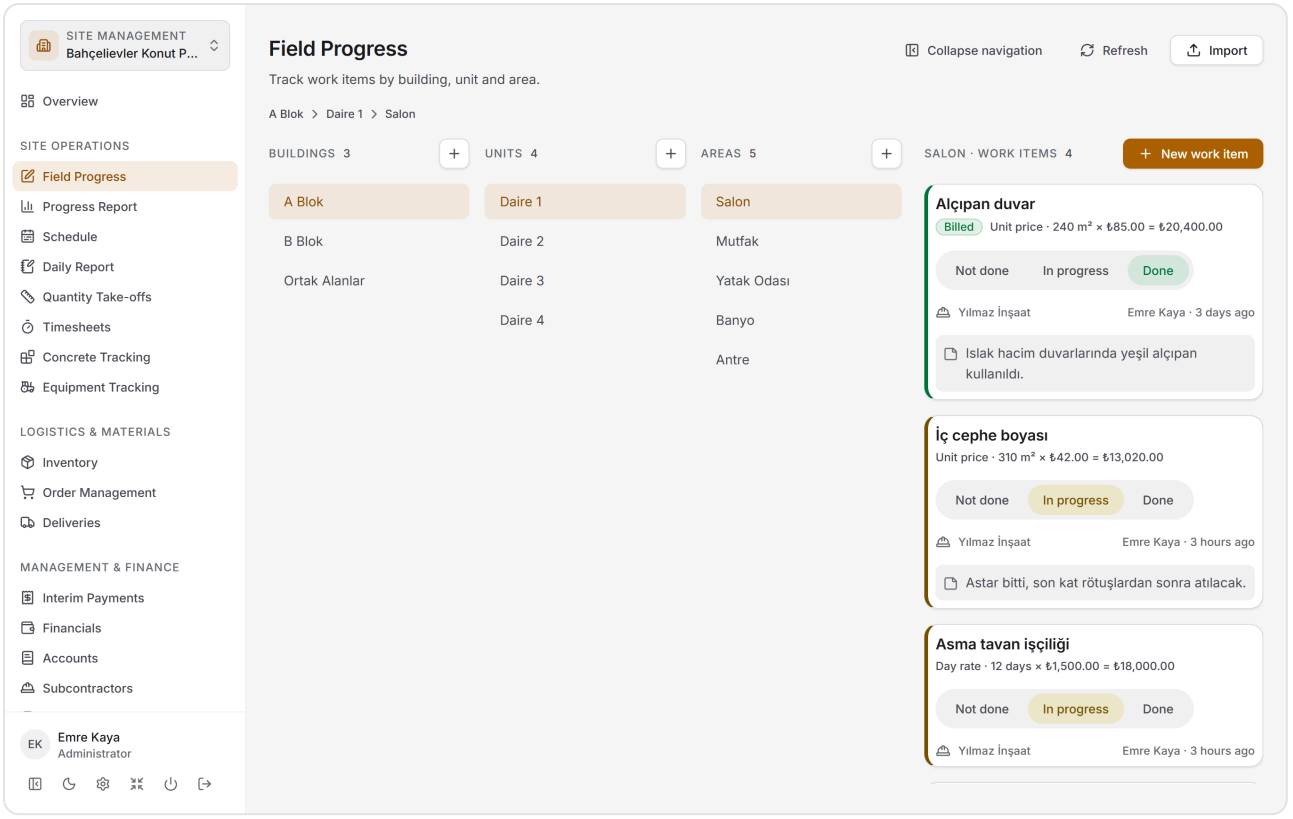
2. Opening it, and who can see it

In the sidebar, *Site Operations › Field Progress.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You read every list and every work item card. Status appears on the card as a **badge**; it cannot be changed. The add, edit, delete, reorder and **Import** controls are not drawn at all
Edit	You can add buildings, units, areas and work items, rename them, delete them, drag them into order and change status
No permission	The module appears dimmed and locked in the menu

> **Note** A button is not drawn for work you cannot do; nothing is left dimmed and unclickable. If a column heading has no plus sign, either you have no edit permission or you have not selected a record at the level above yet.

3. Anatomy of the screen



> **Note** The screenshots in this section contain no real company data; the project, people and company names and the figures are samples.

The page has two halves. Three narrow navigation columns on the left, and the work item area filling the rest on the right. The split is deliberate: the three columns on the left are there to write an address, the work happens on the right.

Heading and buttons

The heading is **Field Progress** and the line under it reads *"Track work items by building, unit and area."* Three buttons sit on the right:

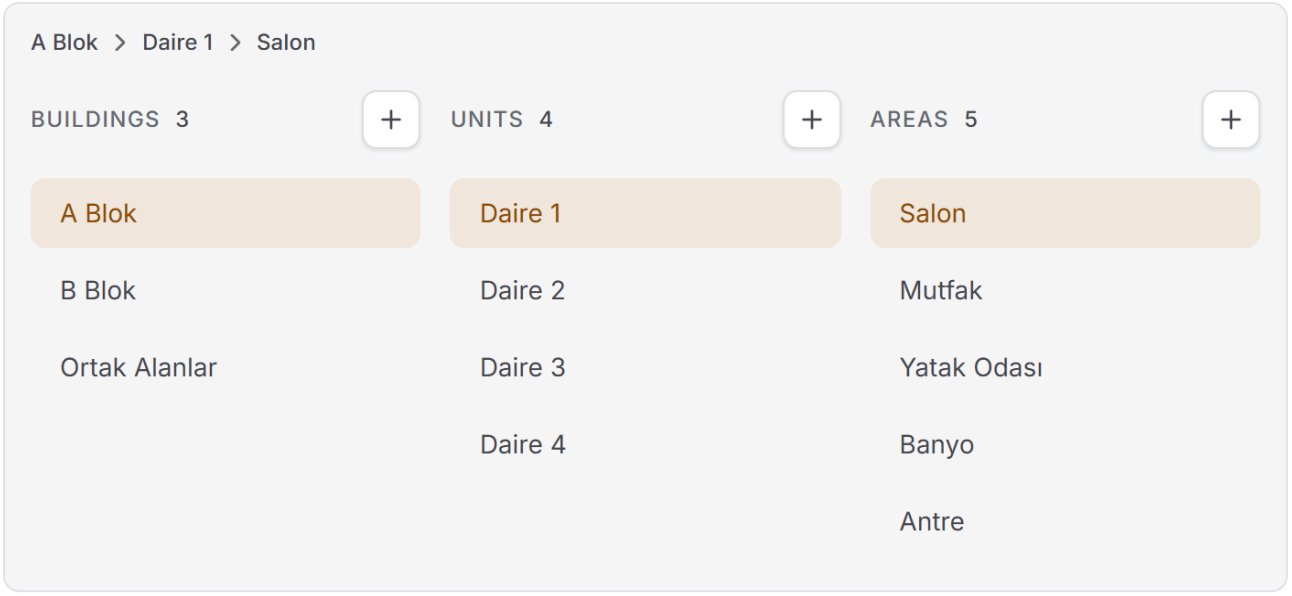
BUTTON	WHAT IT DOES
Collapse navigation	Hides the three columns completely; the work item area is centred and widens. While hidden the button reads **Show navigation**
Refresh	Reads every list from the server again
Import	Opens the bulk work item entry window. Drawn only if you have edit permission

The trail

The thin line under the heading writes the currently selected path as `Building › Unit › Area`. When nothing is selected it reads *"Select a building on the left to get started."*

That line is the only location indicator on the page while navigation is collapsed; it stays when navigation is open too, because reading three levels on one line is faster than scanning three columns.

The navigation columns



All three columns are laid out the same way: the plural name of the level in small caps at the top (**Buildings**, **Units**, **Areas**) with the record count beside it, the add button on the right, the list below.

The record you click in a column is highlighted and the column to its right shows what is under it. Changing the building drops the unit and area selection; changing the unit drops the area selection.

A column can say four different things:

WHAT YOU SEE	WHAT IT MEANS
Grey placeholder rows	The list is coming from the server
Select a building first / **Select a unit first**	You have not selected a record at the level above
No buildings yet *(the same for units and areas)*	The level above is selected but there is nothing under it
The list could not be read	The server could not be reached. Below it: *"Once you are connected, try again with Refresh."*

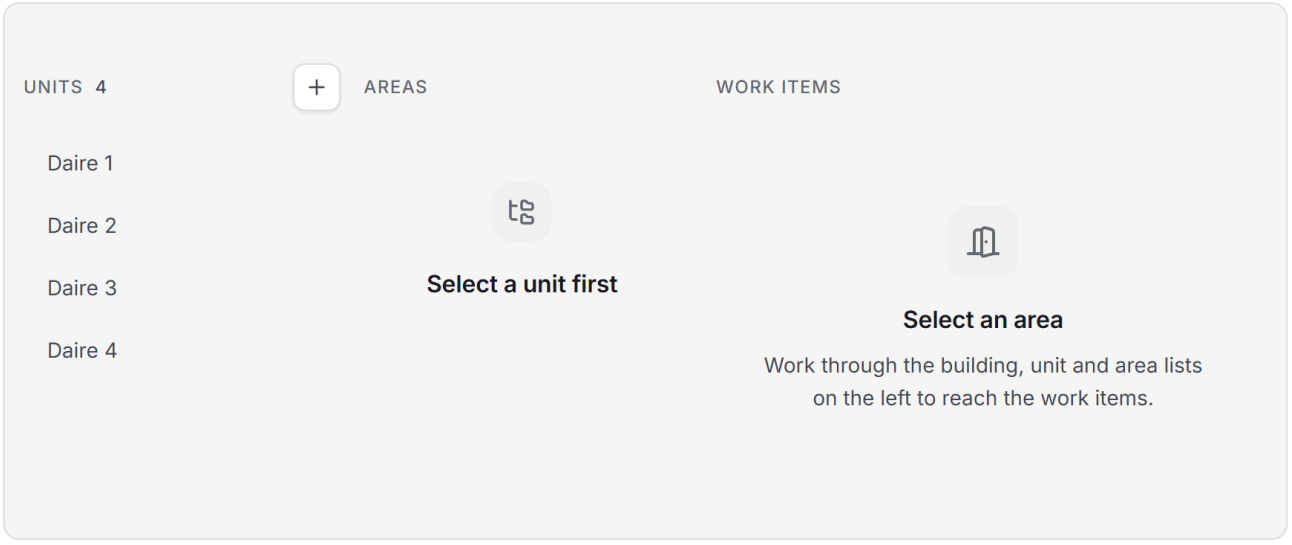
> **Note** "Select a unit first" and "No areas in this unit" are different sentences and the screen does not confuse them. When you see an empty list, look at which one you are reading.

When a column holds **more than eight** records, a search box appears under the heading. It does not appear below that: in a project with three buildings a search box narrows nothing, it only clutters the screen. If the search matches nothing, it says **No matching records**.

The work item area

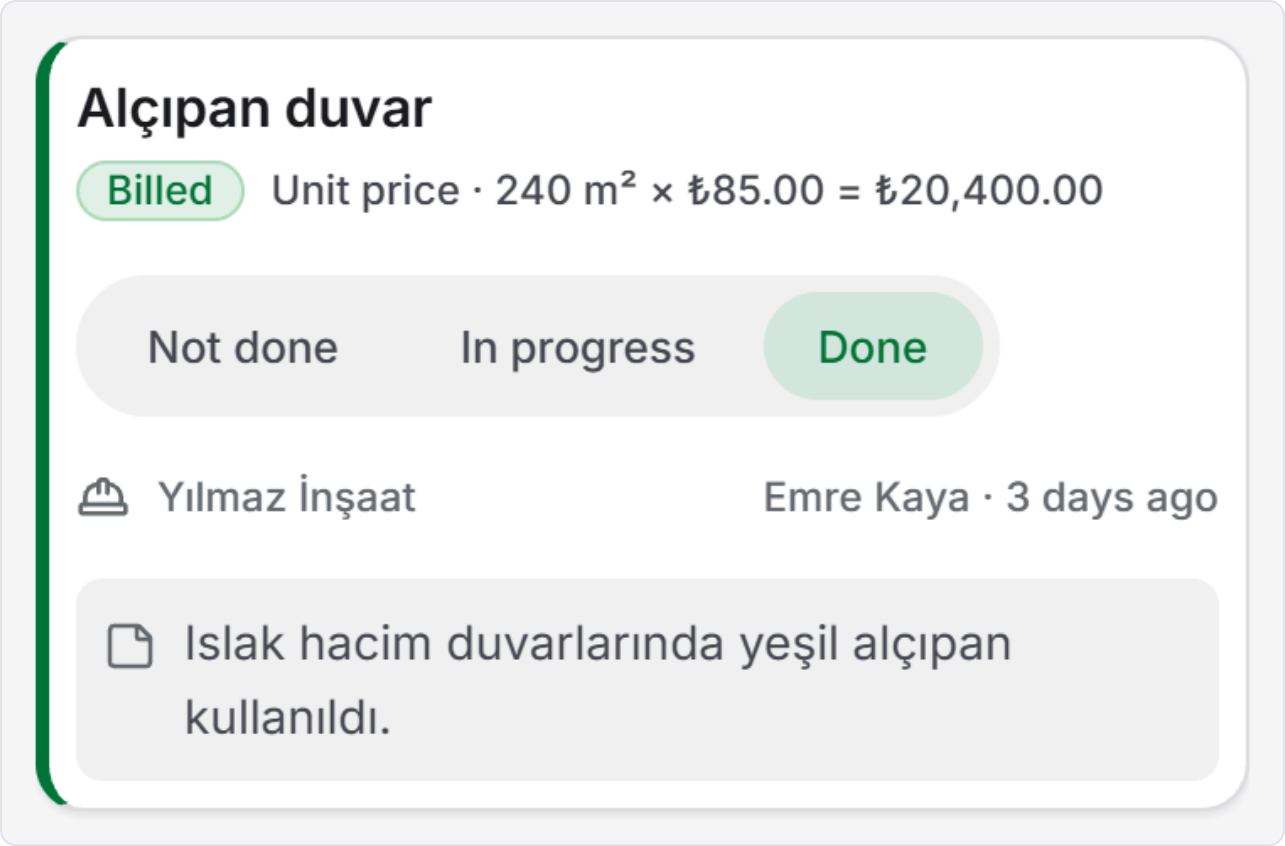
The heading of the right-hand section is **Work items** until an area is chosen and `Area name · Work items` afterwards, with the card count beside it. The **New work item** button sits on the right and is only drawn while an area is selected.

With no area selected, the area says **Select an area** and, below it, *"Work through the building, unit and area lists on the left to reach the work items."* If the area is selected but empty, **No work items in this area** appears and you can add one straight from there.



The work item list gets a search box **after eight cards** as well. This box searches the work item name and its note.

The work item card



The card carries three bands and, when all of them are filled, shows this:

Top band — name and status. The name of the work item on the left, with the payment summary under it if there is one. Beside it the status control: a three-segment switch — **Not done**, **In progress**, **Done**. The active segment takes the colour of the status and the **left edge** of the card is painted in the same colour. The edge stripe is for scanning the list from a distance, the segment colour for looking at the card up close.

In a wide window the control sits to the right of the name; when the work item area narrows (which is the default while navigation is open) it drops under the name by itself.

If the work item has a photo, a **Photo** button sits in the right-hand group as well.

The payment summary takes three forms depending on the source:

PAYMENT SOURCE	WHAT THE CARD READS
Unit price	Unit price · 240 m² × ₺85.00 = ₺20,400.00
Day rate	Day rate · 12 days × ₺1,500.00 = ₺18,000.00
Lump-sum contract	Lump-sum contract · ₺12,500.00 — no quantity, a price
Not chosen	The line is not drawn at all

If the contract has no unit price, no multiplication is done and only the quantity is written. Multiplying by zero and writing "= 0 ₺" would show a work item whose contract has not been entered yet as having no value.

If the work item has been added to an interim payment, a green **Billed** badge appears at the start of the summary. Not being added is the default state of every new work item, and a default is not worth a badge.

Middle band — who and when. The subcontractor's company name on the left, the person who last touched the record and when on the right.

Bottom band — the note. If one was entered, the work item note in a grey well. Line breaks are kept.

4. Fields

Building, unit, area

All three levels have a single field: the **name.** There is nothing else to enter; you set the order of the records by dragging them in the list.

FIELD	WHAT IT MEANS	REQUIRED
Building Name	The largest division of the site. e.g. *Building A*	Yes
Unit Name	The independent unit under the building. e.g. *Unit 3*	Yes
Area Name	The space inside the unit. e.g. *Living room*	Yes
Template to copy	Copies an existing record together with its sub-records. Only asked when creating a new record	No

> **Note** The level names were chosen for buildings but they carry no obligatory meaning. On a road job a building can be a section, a unit a range of kilometres, an area a group of works. The app uses the three levels as a hierarchy, not as a building.

The work item

FIELD	WHAT IT MEANS	REQUIRED
Work Item Name	The work being done. This name appears in the list and in every report. e.g. *Plasterboard wall*	**Yes**
Subcontractor	The company doing the work. Chosen among the subcontractors registered in this project	No
Payment source	The contract form the work will be paid under: *Unit price*, *Lump-sum contract*, *Day rate* or *None / not applicable*	No
Contract	One of the chosen subcontractor's agreements **that matches the chosen source**. The unit price is read from it	No
Quantity source	Only asked for unit price: *Enter manually* or *Choose from a saved take-off*	—
Take-off Quantity	The quantity of work done. Use a comma or a full stop for decimals; do not type a thousands separator	No
Number of Day Rates	On a day rate this is what the quantity is called, and its unit is **day** (the record keeps the Turkish *Gün*)	No
Unit of Measure	The unit of the quantity. Chosen from the preset list or typed by hand	No
Notes	Free text. Appears on the card and in the search box	No
Status	*Not done*, *In progress*, *Done*. A new work item starts as **Not done**	—

The payment source shapes the form

The source you choose decides which of the fields below it are asked:

SOURCE	WHAT IS ASKED
None / not applicable	Nothing. The work item is only tracked on site; it never reaches an interim payment
Unit price	Contract · quantity source · quantity + unit
Day rate	Contract · number of days. The unit box is not drawn at all; it is fixed to **day**
Lump-sum contract	The contract only. No quantity is asked

> **Note** For lump-sum work the quantity is not entered here; the price is entered when the interim payment is created. A line at the bottom of the form says so too.

Preset units

The unit box suggests eight ready values: **m · m² · m³ · lm · pcs · kg · t · day** (in the list each one stands next to the value the record keeps: *mtül*, *adet*, *ton*, *Gün*). On screen and in documents the ready units are written in the interface language. The list is not a constraint; you can type units that come up on site, such as *pack* or *set*, by hand.

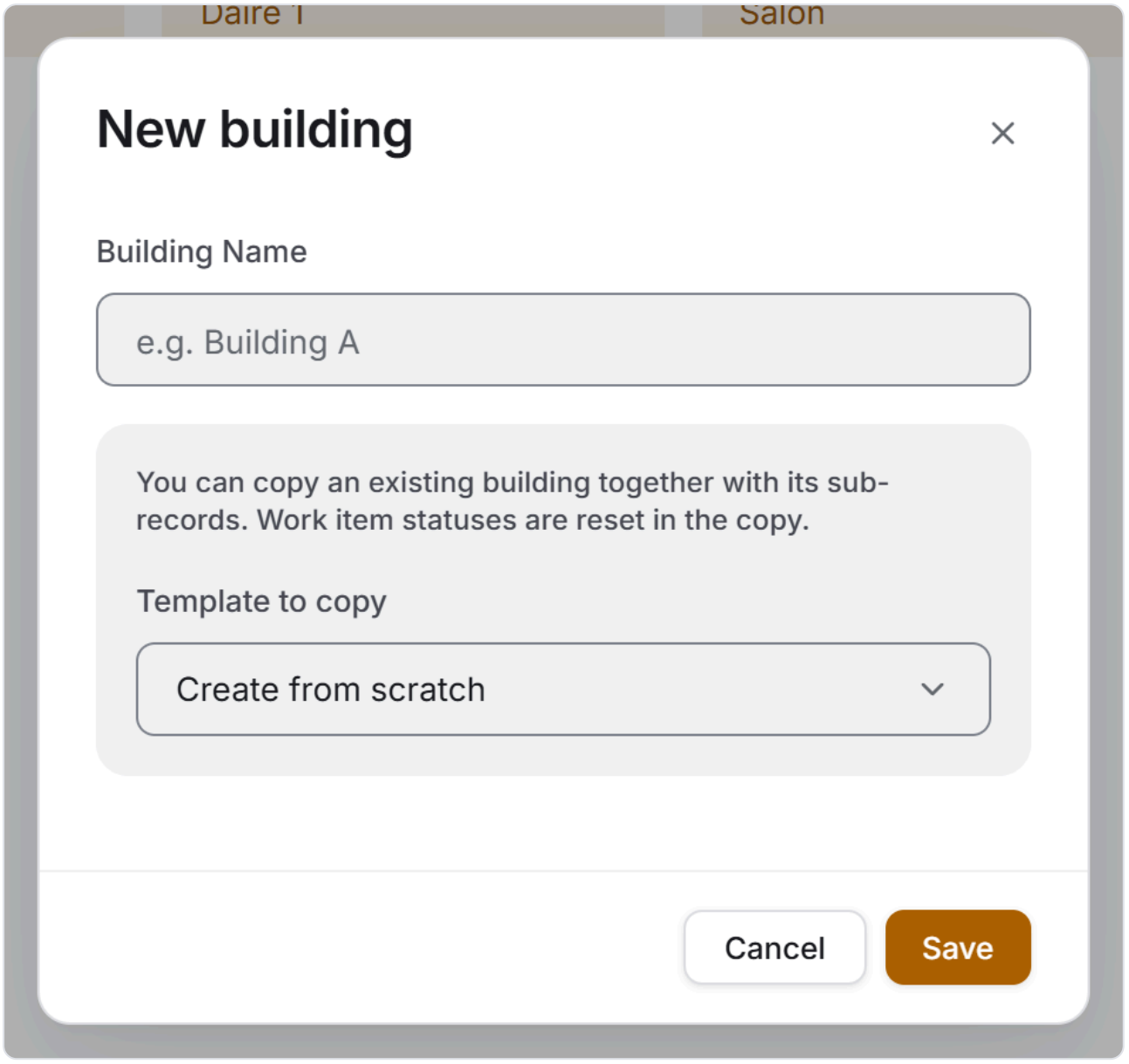
5. Step by step

5.1 Getting down to an area

1. Choose a building from the **Buildings** column on the left.
2. Choose a unit from the **Units** column that opens.
3. Choose the area from the **Areas** column.

The area on the right shows that area's work items; the trail writes the full path.

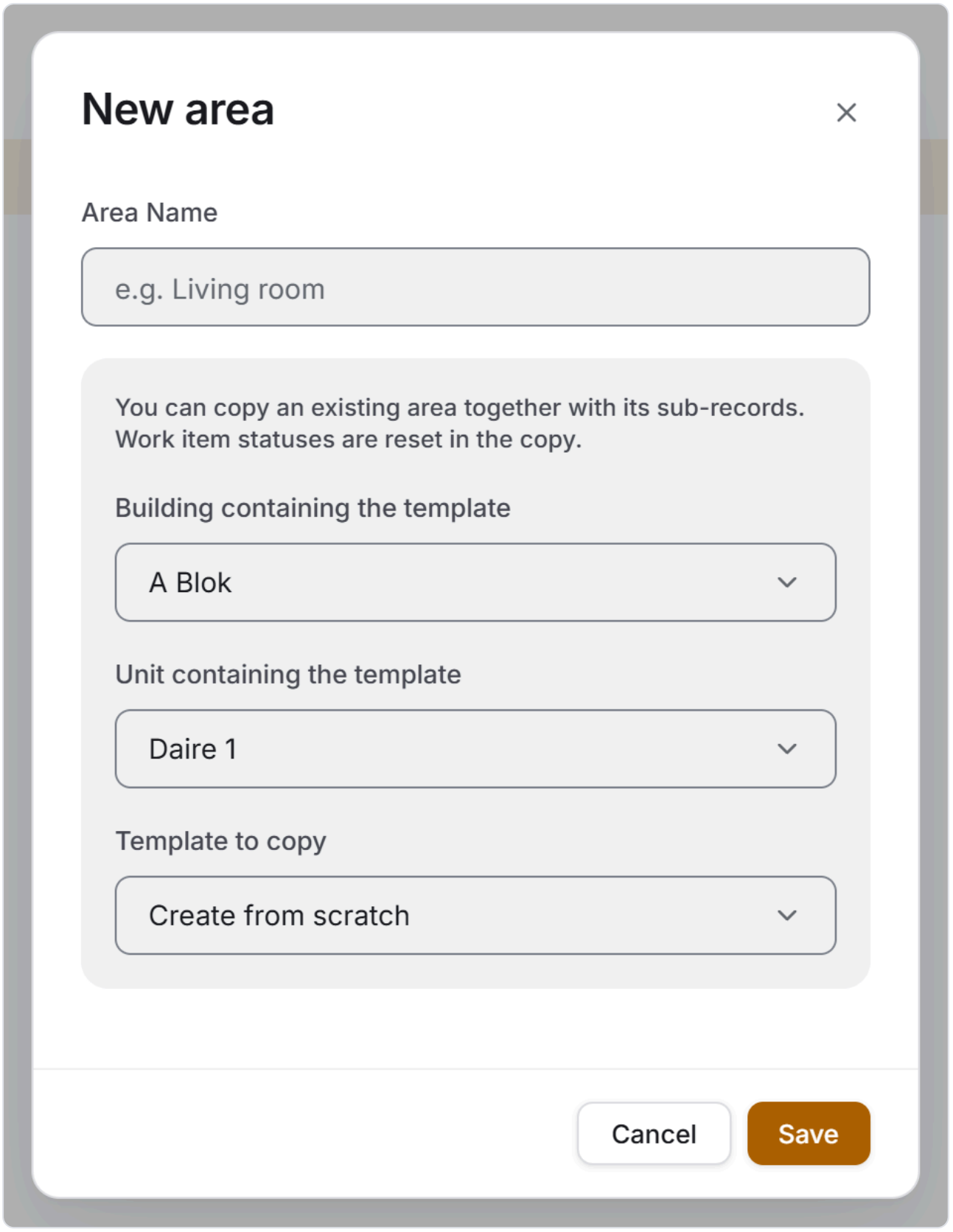
5.2 Adding a building, unit or area



1. Press the **plus** button in the heading of the column concerned. For units and areas a record must be selected at the level above first; otherwise the button is not drawn.
2. Type the name into the window that opens.
3. If you want to build it from scratch, press **Save**.

The record is added to the **end** of the list.

5.3 Copying a record from a template



This is the feature of the page that does the most work. In a building of forty flats, entering the areas of every flat and the work item list of every area by hand takes days; one flat is built and copied thirty-nine times.

1. Open the new record window and type the name.
2. In the box below, choose **which building** (and, when copying an area, **which unit**) the record to be copied sits under. The boxes open with the path selected on screen.
3. Choose the source from the **Template to copy** box.
4. Press **Save**.

Every level and work item under the source is copied. In the copy the following are reset:

- The status of every work item becomes **Not done**.
- The person who last touched the record is cleared.
- Interim payment links are cleared — the copy is tied to no interim payment.
- **The saved take-off link is not copied.** Tying the same take-off to two work items would open the way to billing it twice. The quantity and the unit are copied, the link is not.

> **Caution** Copying can be done from another building as well: you can copy a flat in Building A into Building B. The boxes only give you a starting point, they set no limit.

Copying proceeds level by level on the server; for a large flat it can take a few seconds. Wait until the window closes.

5.4 Renaming

1. **Right-click** the record in the list.
2. Choose **Rename**.
3. Type the new name and press **Save**.

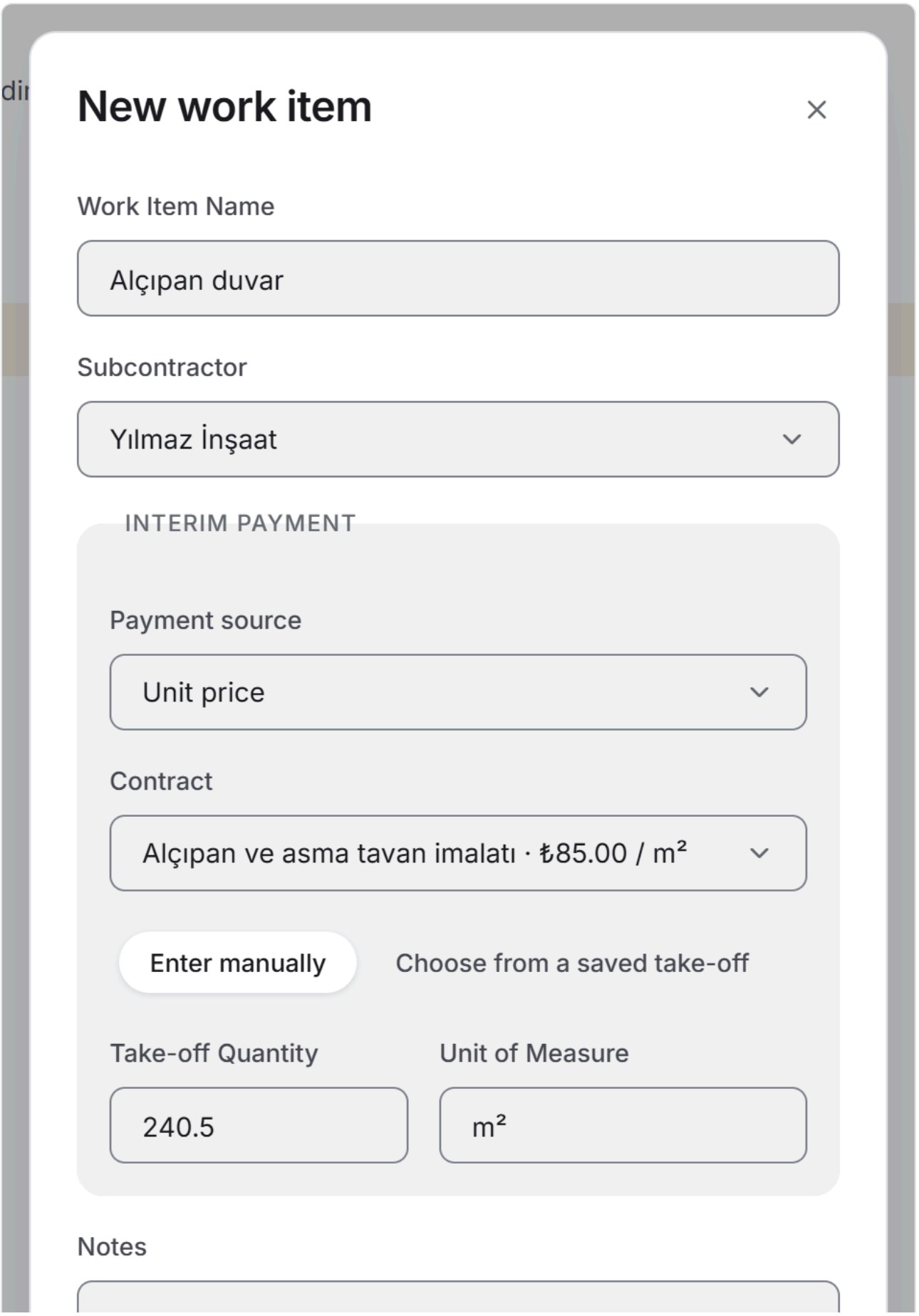
Renaming only changes the name; the record keeps its place in the list.

5.5 Changing the order

You can change a row's or a work item card's place in the list by **dragging** it. The new order is written to the server and looks the same for everyone.

> **Note** **Dragging is off while the search box is filled.** Moving the second row to third in a filtered list would mean swapping two entirely different records in the full list — that is, changing an order you cannot see. Clear the search first, then reorder.

5.6 Adding a work item

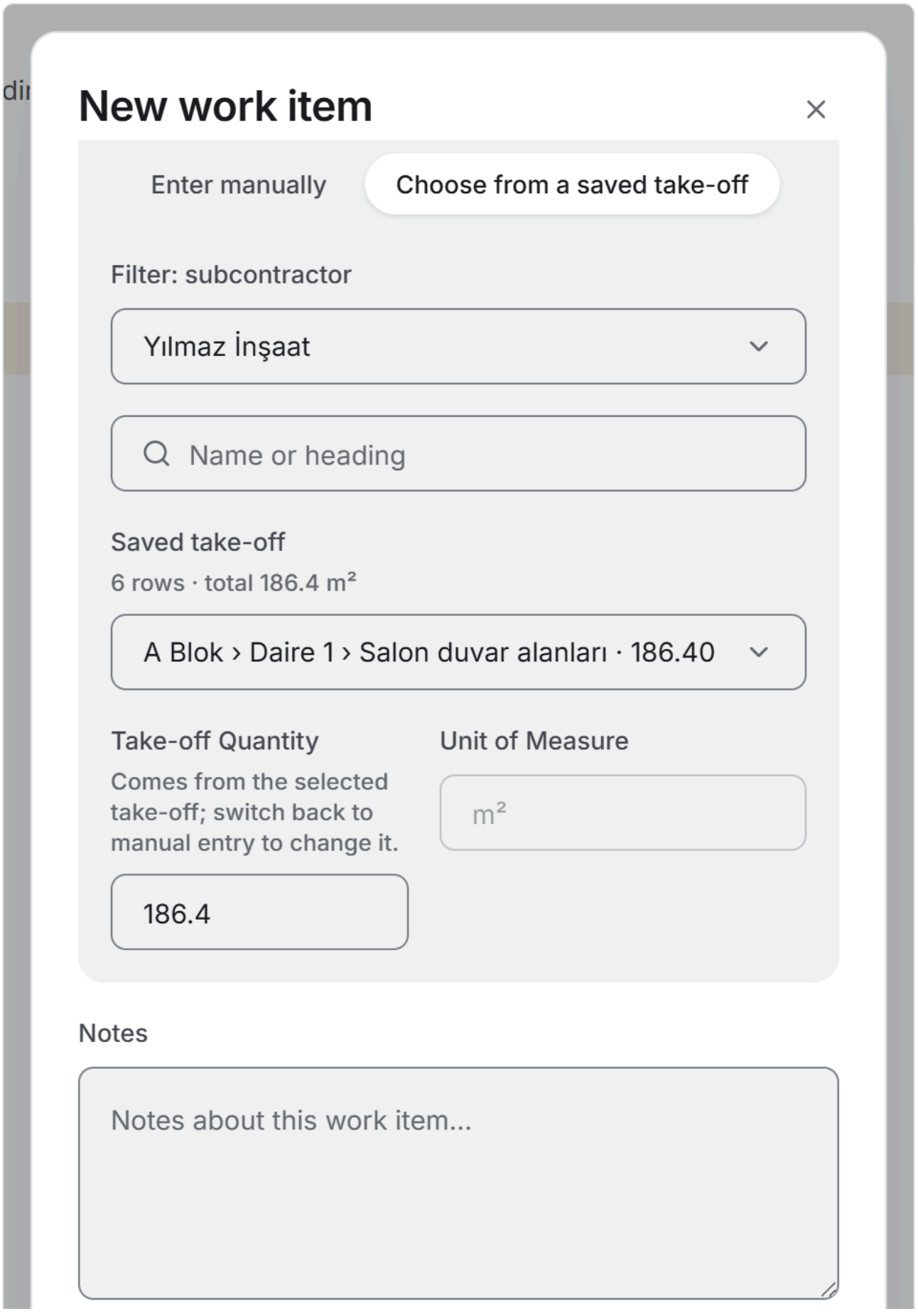


1. Choose an area and press **New work item**.
2. Type the **Work Item Name**. This is the only required field.
3. Choose the **Subcontractor** if you need to.
4. Choose the **Payment source**. If this is a work item that will not be billed, leave it as *None / not applicable*.
5. If you chose a source, choose the **Contract**. The list shows only the agreements that belong to the chosen subcontractor **and match the chosen source**; each line carries the agreement's heading and its price.
6. For unit price or day rate, enter the quantity.
7. Type the **Notes** if there are any and press **Save**.

The work item is added to the end of the list with the **Not done** status.

> **Note** Changing the subcontractor clears the contract choice. Changing the source clears it too: a day-rate agreement cannot be tied to unit-price work.

5.7 Taking the quantity from a saved take-off



You can tie a take-off prepared in the Quantity Take-offs module to a work item; the quantity is not typed, it comes from the take-off.

1. Choose *Unit price* as the **Payment source**.
2. Move the **Quantity source** switch to **Choose from a saved take-off**.
3. Narrow the list with **Filter: subcontractor** if you need to. The box lines itself up with the work item's subcontractor.
4. Type the take-off's name or heading into the **Search take-offs** box.
5. Choose the take-off from the **Saved take-off** box.

The quantity and the unit come from the take-off and are locked. Above the box the take-off's summary is written: how many rows and what the total is. If you want to correct the quantity by hand, move the switch to **Enter manually**; the link is broken and the box opens.

> **Caution** **A take-off carrying more than one unit cannot be chosen.** If m² and m³ sit in the same take-off, their total is meaningless; the app undoes the choice and says why. Split the take-off into a single unit or enter the quantity by hand.

> **Note** If the take-off has no unit defined, the quantity comes but the unit does not; a line under the box says so and you choose the unit yourself.

5.8 Changing status

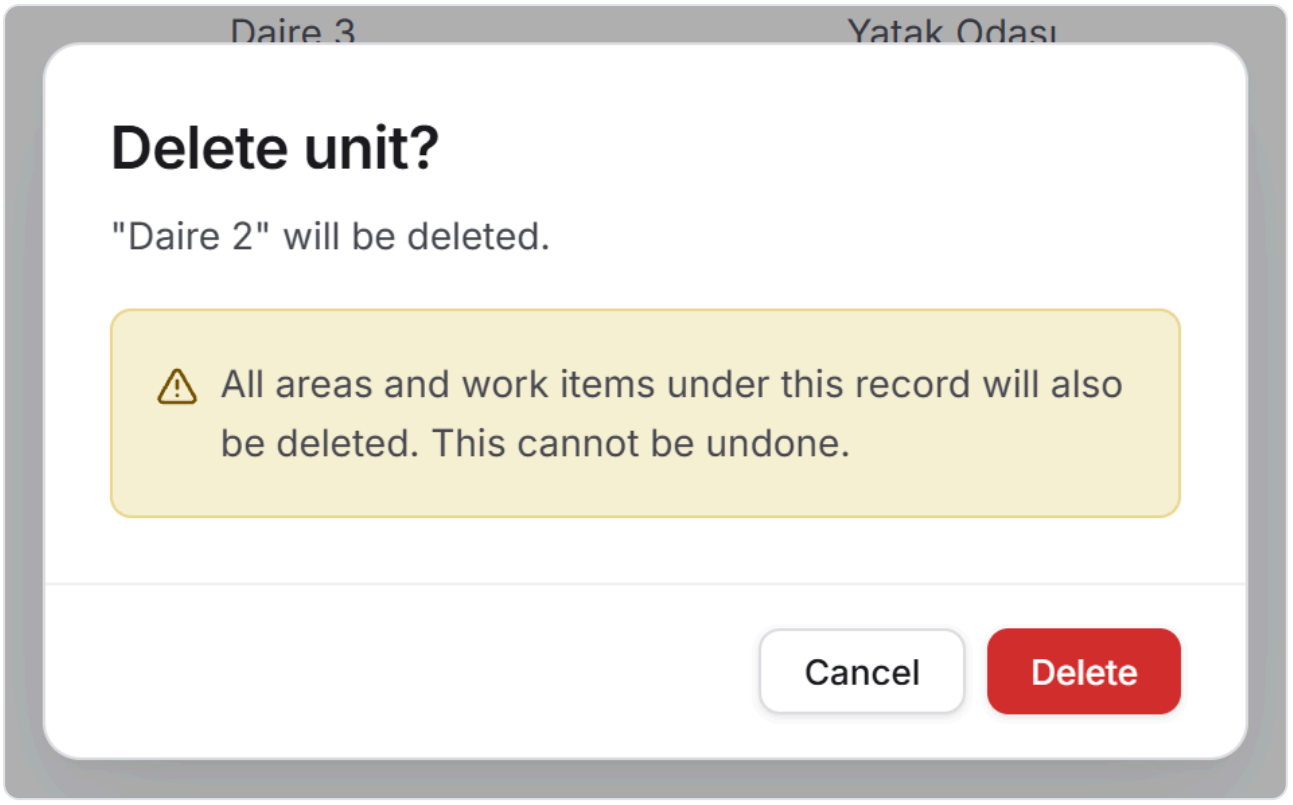
Press the status you want on the three-segment switch on the right of the card. The change appears **immediately** and is saved in the background; in an area with twenty work items you do not wait at every click. If saving fails, the card returns to its old status.

5.9 Editing and deleting a work item

1. **Right-click** the card.
2. Choose **Edit** or **Delete**.

The edit window opens with the saved values. If it is tied to a saved take-off, the take-off is shown but **the quantity is not overwritten** — a quantity you corrected by hand earlier is not crushed by the take-off's total the moment you open the window.

5.10 Deleting a building, unit or area



1. Right-click the record and choose **Delete**.
2. The window that opens says what will be deleted and carries a yellow warning below it.
3. Press **Delete**.

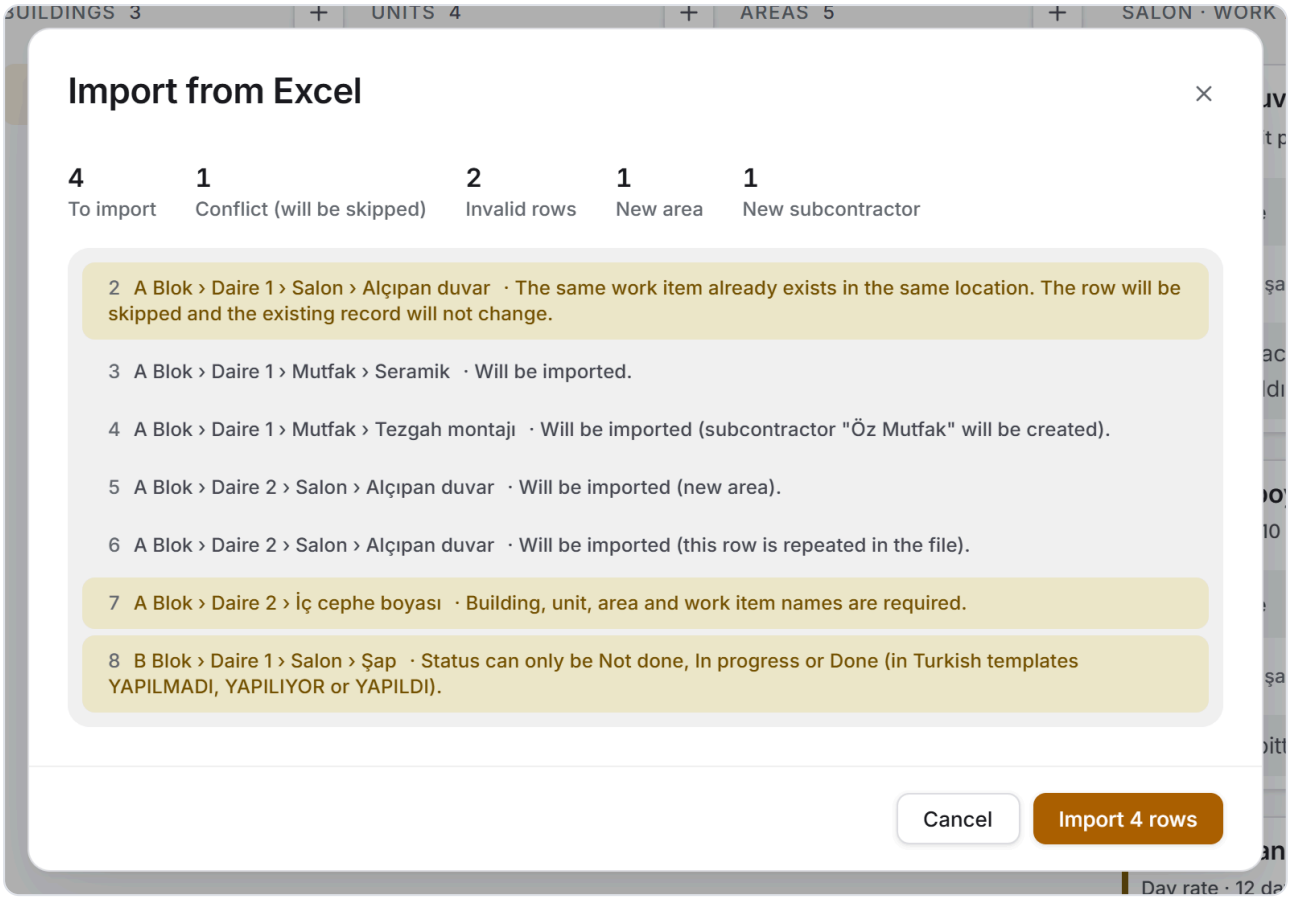
Deletion goes **from leaf to root**: when you delete a unit, every area under it and every work item in those areas are deleted too. The warning says so beforehand.

> **Caution** This cannot be undone. Deleted work items also drop out of every report, every progress percentage and every list of billable items.

5.11 Collapsing the navigation

Collapse navigation hides the three columns on the left entirely and centres the work item area. It makes room while you work with long work item lists; the selected path stays on the trail. Press the same button to bring them back; it now reads **Show navigation**.

5.12 Entering work items in bulk from Excel



There are four steps and a gate in between: **no record is created until you confirm.**

1. Press **Import**.
2. Press **Download template** and choose where the file goes in the save window.
3. Fill in the template in Excel (§6).
4. Point at the file you filled in with **Choose file**.
5. The app reads the file and compares it with the project's existing records.
6. Read the figures and the row-by-row results on the **preview** screen.
7. If it looks right, press **Import {n} rows**.

Counters sit above the preview and only those greater than zero are drawn:

COUNTER	WHAT IT MEANS
To import	The number of rows that will be written
Conflict (will be skipped)	A work item with the same name already exists in the same location. The row is skipped and **the existing record does not change**
Invalid rows	Rows with a required field missing or an unrecognised status
New building / unit / area	Levels that appear in the file and not in the project. They are created during the import
New subcontractor	Companies named in the file that are not registered in the project. They are created automatically

In the list below it, every row is written with its own number, its path and its result. Rows on a yellow background are the ones that will not be written.

A progress bar appears while writing and you are asked not to close the window. When it is done a summary is given: how many work items were imported, how many new subcontractors were created, how many rows were skipped and, if any, how many rows could not be written.

> **Note** If the same row appears twice in the file it is not blocked; the preview adds the note *"this row is repeated in the file"* and the second row is skipped during writing anyway.

6. Exports

The only file this screen produces is the **import template.** For reports, see the Progress Report section.

Import › Download template produces an Excel workbook and opens the save window. The suggested name is `sitabula-work-item-template.xlsx`. The file comes down with the headings of whichever language you are using the app in.

The workbook has two sheets.

The **Work items** sheet has seven columns and their order is fixed:

COLUMN	WHAT GOES IN IT
Building Name	Required
Unit Name	Required
Area Name	Required
Work Item Name	Required
Subcontractor	Optional. Created if not registered in the project
Status	`YAPILMADI` , `YAPILIYOR` or `YAPILDI` . If left empty it counts as `YAPILMADI`
Note	Optional free text

The sheet comes with three sample rows; delete them before entering your own data. The **Status** column has a drop-down list attached to it, so Excel itself stops you from typing an invalid status.

> **Note** The status list in the template comes in the app's language: *Not done*, *In progress*, *Done* in English; *YAPILMADI*, *YAPILIYOR*, *YAPILDI* in Turkish. When the file is read the language does not matter: the values of both languages, and English synonyms such as *Finished*, find the right status, and the record always stores the same status.

The **Instructions** sheet holds a seven-point summary of the same rules.

> **Caution** Do not delete or rename the columns, and do not change their order. A file whose headings do not match is not read; the app asks you to download the template again.

> **Note** The template recognises both languages. You can send a file downloaded in English to a colleague working in Turkish; their app will not reject it.

7. Things worth knowing

Three conditions must hold together for a work item to reach an interim payment: its status must be **Done**, a **payment source** must be chosen, and it must not already be in another interim payment. If one of the three is missing, the work item does not appear in the subcontractor's list of billable items. This is the most common reason why work the site calls finished does not show up in an interim payment.

A work item that is already in an interim payment can still be edited and deleted on this screen. The card carries the **Billed** badge but editing is not locked. Changing the quantity does not change the amount of an interim payment that was already created; from that moment the two records no longer agree. If such a correction is needed, remove the work item from that interim payment first.

A status change appears immediately and the save goes behind it. If the save fails, the card returns to its old status and an error appears above the list; if you have moved to another page, the message stays at the top of that page until you close it. If you have marked twenty items in a row in an area and are not sure of the connection, read the list from the server once more with **Refresh**.

Deleting cannot be undone and spreads downwards. Deleting a building deletes every unit, area and work item under it. The confirmation window says so beforehand.

Progress percentages count work items, not quantities or amounts. Writing a single "Structural work" item in an area and writing ten items give different percentages on the project card. The more detailed your breakdown, the more realistic the progress.

All three levels are required. A work item cannot be tied straight to a building or a unit; it always sits under an area. Where there is no area division, opening a single area (for example *Genel*) and collecting the items there is a common solution.

"A blok" and "A Blok" are the same building. When names are compared during an import, extra spaces and upper/lower case differences are ignored. Without that, every typing difference pasted from Excel would produce a new building.

Photos are only displayed. Site photos are uploaded from the mobile app; the Windows version cannot add a photo, it can only open one that has been added.

The order is yours and it is the same for everyone. The order you drag into place is written to the server; you cannot sort the lists just for yourself.

Temporary accounts have a limit on the number of levels. In one project you can open at most one building, one unit and two areas; when the limit is reached, an information window opens instead of the add window. The same limit applies to imports, and if the file exceeds it the import button is disabled.

8. Related sections

- **Projects** — the progress percentage on the card is counted from the work items on this screen.
- **Overview** — Site Flow and the completion ratio read the records here.
- **Quantity Take-offs** — the take-offs in the "Choose from a saved take-off" box are prepared there.
- **Subcontractors** — the contract list and the unit prices come from there; new companies created during an import land there too.
- **Interim Payments** — work items marked *Done* and tied to a contract appear there as billable items.
- **Progress Report** — the summary of the records on this screen, broken down by building, unit, area and subcontractor.
- **Schedule** — activities are tied to the work items here; changing a work item's subcontractor also updates the subcontractor of the activity tied to it.
- **Users** — who can see this page and who can edit it is decided there.

Progress Report

1. What it is for

The Progress Report is where every work item marked on site is read on a single screen. Each work item entered into an area in Field Progress becomes one row here, together with its status.

These are the questions the page answers: **how much of the project is finished**, **which building has fallen behind**, **which subcontractor carries the most work** and **which work items are still waiting.** The result can be taken out as Excel or PDF and carried into a meeting, an interim payment or an email.

This is not a page where data is entered. No work item is added, changed or deleted from here; the report only reads. If a correction is needed, you go back to Field Progress.

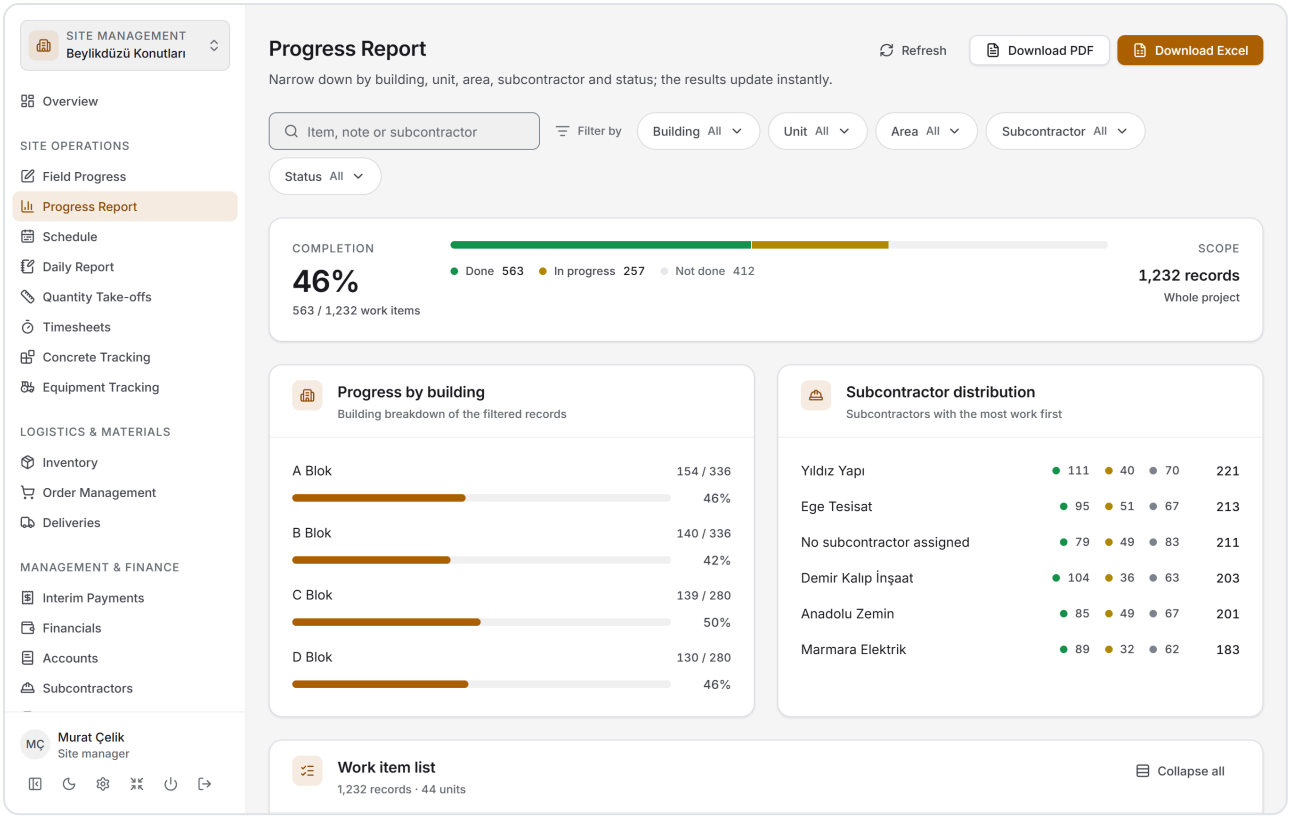
2. Opening it, and who can see it

In the sidebar, *Site Operations › Progress Report.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You read the whole report, filter, search and sort it. The header carries only the **Refresh** button; **Download PDF** and **Download Excel** are not drawn at all
Edit	Everything above, plus exporting the report as Excel and PDF
No permission	The module appears dimmed and locked in the menu

> **Note** The export buttons may not appear for the first few seconds: the app reads your permission first and draws the buttons afterwards. Buttons that appear and then vanish would be more unsettling than buttons that never appear.

3. Anatomy of the screen



> **Note** The screenshots in this section contain no real company data; the project, people and company names and the figures are samples.

The page has three layers from top to bottom, and the order is deliberate: first you **narrow down**, then you read the result **as figures**, and only then you go down to the **rows**.

LAYER	WHAT IT DOES
Filter bar	The search box and five filter chips
Summary + breakdown	Completion percentage, status bar, building progress, subcontractor distribution
Table	The work item list, grouped by building and unit, collapsible

Header and buttons

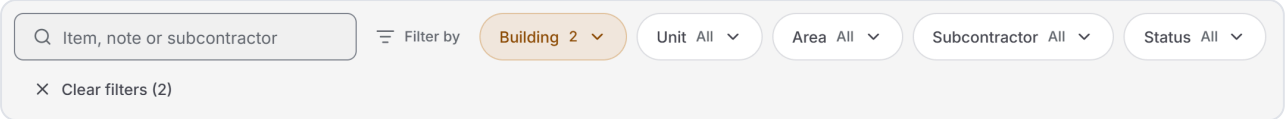
The title is **Progress Report**, and the line below it reads *"Narrow down by building, unit, area, subcontractor and status; the results update instantly."* At most three buttons sit on the right:

BUTTON	WHAT IT DOES
Refresh	Reads the report from the server again. While it runs it says **Refreshing**
Download PDF	Saves the filter currently on screen as a PDF. While it runs it says **Preparing PDF...**
Download Excel	Saves the same filter as Excel. While it runs it says **Preparing...**

The two export buttons are **dimmed when the filter returns nothing** — the export of an empty report is an empty file. While one is running the other waits.

When a file has been saved, a green bar appears under the header: *"Report saved: ..."* followed by the full path of the file. The bar does not disappear by itself; you close it with **Close.** If you press **Cancel** in the save dialog nothing is written — changing your mind is not an error.

Filter bar



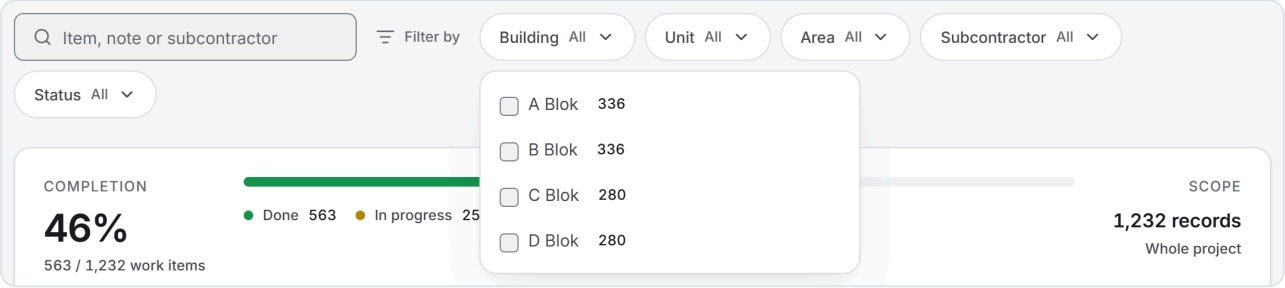
On the left the **Search work items** box, next to it the *Filter by* label and five chips: **Building**, **Unit**, **Area**, **Subcontractor**, **Status.** On a narrow window the chips wrap onto a second line; their order does not change.

Each chip shows what has been selected on it. If nothing is selected it says **All**; otherwise it shows how many are selected. So the chip can be read even while it is closed.

As soon as you make a selection or type in the search box, a clearing button appears to the right of the chips: **Clear filters (N)** if there are chip selections, **Clear search** if only a search term was typed. When the filter is empty the button is not drawn at all.

> **Note** The filter is **live.** There is no "Apply" or "Build analysis" button; every selection changes the percentage, the bar, the two breakdown cards and the table at the same time. No selection goes to the server, which is why it is instant.

Filter menu



Pressing a chip opens a list underneath it. Next to each option is **how many records it would bring** — you see what the result will be before ticking the box.

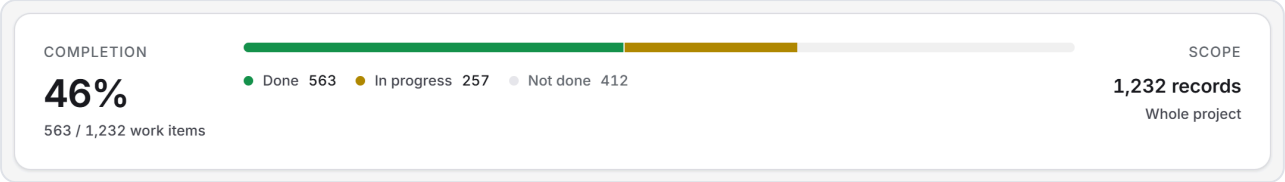
If there are more than eight options, a search box appears above the list. Closing and reopening the menu clears that search.

When you make a selection a strip appears at the bottom of the menu: it says how many are selected and carries a **Clear** button next to it, which empties that chip's selections in one click.

The lists do not **lock** one another. The unit list is full even before a building is selected; when you select a building the list gets shorter and its figures change. The figures in a chip's own list are calculated from the selections on the **other** chips: if "A Blok" is selected and you see "B Blok · 96" in the building list, ticking that box will bring 96 more rows into the list.

> **Note** If an option you have selected stops bringing anything because of another filter, it does **not** drop off the list; its count is written as zero and it appears dimmed. Had it dropped off, you could not see the box you ticked and could not work out why the result was empty.

Summary strip



The strip that states the result of the filter at a glance. It has three parts:

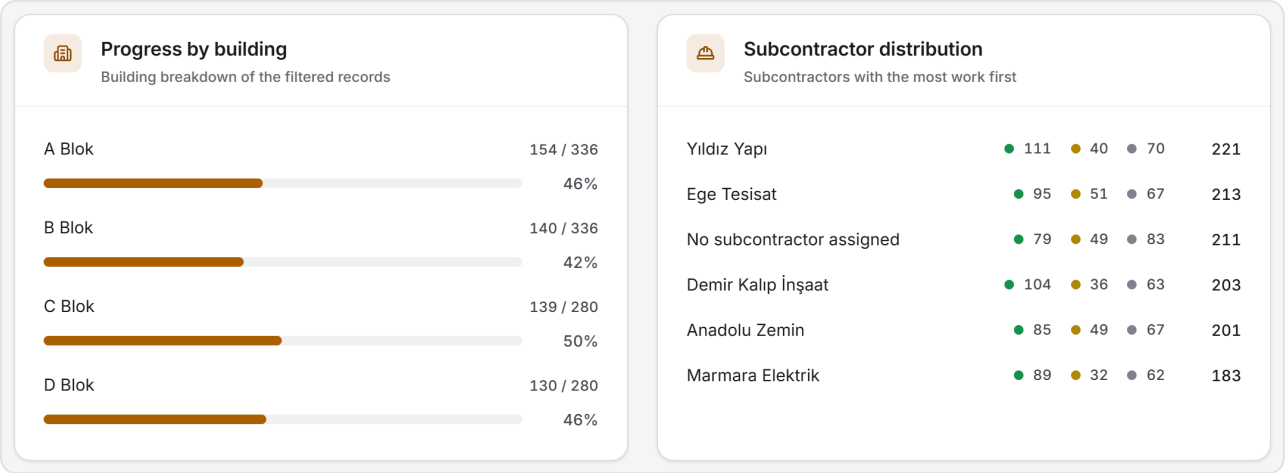
PART	WHAT IT SAYS
Left	**COMPLETION** — the large percentage, and *"563 / 1,232 work items"* below it
Middle	The status bar, with the name and count of each slice
Right	**SCOPE** — how many records, and how much of the project that is

The bar is **two slices and a remainder**: the filled part is **Done** and **In progress**, the empty part is **Not done.** Work that has not started is not an alarm, it is the initial state of the work; that is why it gets no colour of its own.

The scope line on the right can say two things: if a filter is on, *"128 of 205 records"*; if the filter is empty, *"Whole project."*

> **Note** The whole of the bar is **the three recognised statuses, not the record count.** If a record's status is not one of the three values the app recognises, it does not enter the bar at all and a line appears underneath: *"N records have an unrecognised status and are not included in the bar."* If you see such a line, those records need correcting in Field Progress.

Breakdown cards



Two cards sit side by side below the summary strip, and they **do not ask the same question.**

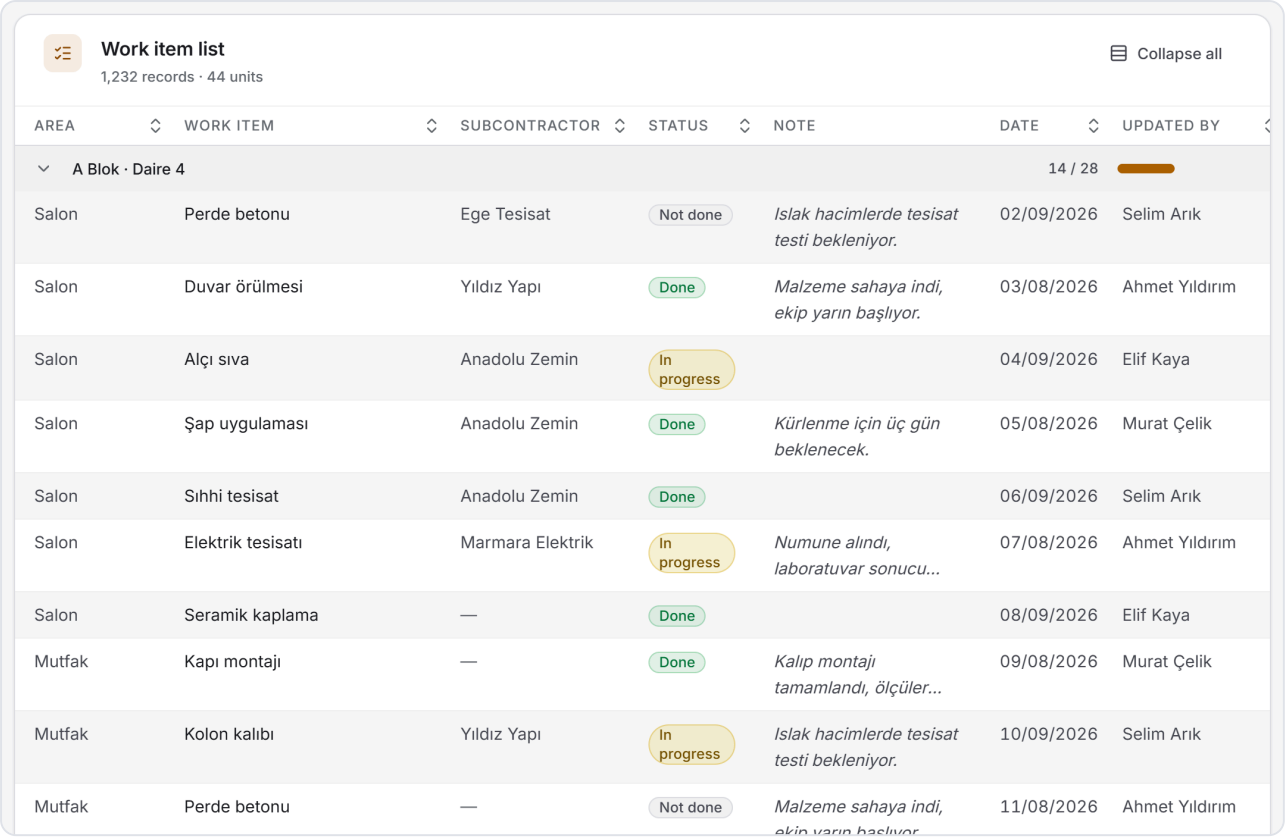
Progress by building asks about a *ratio*: how much of each building is finished. Each line carries the building name, *done / total* on the right and a progress bar underneath. The order is **the order you gave on site** — it is not sorted by percentage, because a list that reorders itself on every filter change cannot be read.

Subcontractor distribution asks about a *distribution*: who carries the work. Each line carries the firm's name, the three status counts as coloured dots, and the total on the far right. This list is ordered so that **the subcontractor with the most work is first.** A status with a count of zero is not drawn on the line at all.

Both lists scroll inside their card; the cards do not grow and stretch the page.

If a card has nothing to show, a single sentence sits in its place: *"No buildings to show"* or *"No subcontractors to show."*

Table



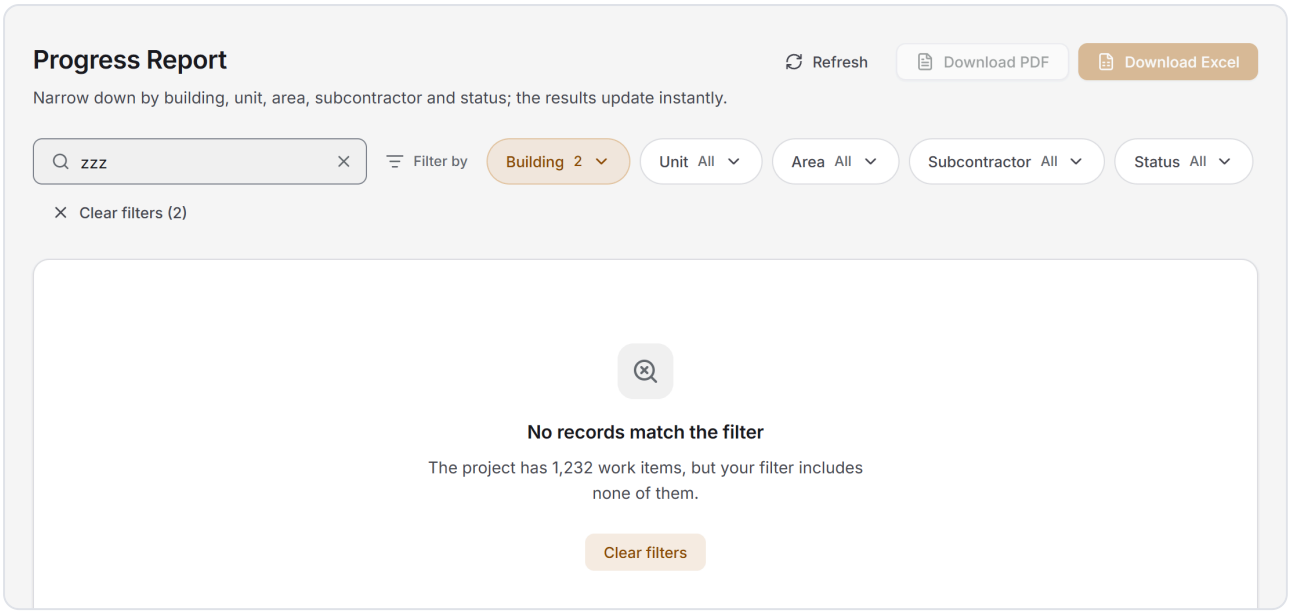
The real output of the page. The card is headed **Work item list**, with the number of records and units below it. On the right sits the **Collapse all** button; pressing it closes every group and renames the button to **Expand all.**

Rows are **grouped by building and unit.** The group heading carries both together (*A Blok · Daire 12*), with that group's *done / total* and a small progress bar to its right. Clicking the heading collapses and expands the group.

Because the group heading has taken over the repetition, **seven columns** remain in the table: Area · Work item · Subcontractor · Status · Note · Date · Updated by.

> **Note** Group headings separate records by their **identity**, not by their name. If two different buildings each contain a unit named "Daire 1", the two become separate groups and never mix.

When the filter brings nothing



The summary strip and the breakdown cards are **not drawn;** a single sentence stands in their place: *"No records match the filter"*, with the number of work items in the project below it. The **Clear filters** button next to it empties every selection and the search in one go.

Both export buttons dim at the same time. That is why a single sentence and a single button are left instead of three empty boxes: there is only one thing to do, and that is to loosen the filter.

4. Fields

Nothing is filled in on this page; the table columns show values entered in Field Progress.

COLUMN	WHAT IT MEANS	SORTABLE
Area	The area the work item is in	Yes
Work item	The name of the item. This is the identity of the row, so it is bold	Yes
Subcontractor	The firm doing the work	Yes
Status	**Not done** · **In progress** · **Done** — as a badge	Yes
Note	The note written on site. At most two lines are shown; the full text appears on hover	No
Date	The date the work item was last updated	Yes
Updated by	The person who last changed the status	Yes

An empty cell is marked with —. That says the value is empty, not that the row has slipped.

Special names

In a few cases the report writes an explanation instead of the record's own name. These are not invented values; they state that the data really is like that.

WHAT IT SAYS	WHAT IT MEANS
Unknown location	The area, unit or building the work item belongs to cannot be resolved. These rows are collected in their own group at the **very end** of the list
No subcontractor assigned	No subcontractor was ever chosen for the work item
Unknown subcontractor	A subcontractor was chosen for the work item, but that firm's record has been deleted
Unrecognised status	The record's status is not one of the three values and carries no readable text either

> **Note** *No subcontractor assigned* and *Unknown subcontractor* are not the same thing. In the first, nobody was ever chosen; in the second, the firm that was chosen has since been deleted — and for whoever reads the report those two lead to different work.

Calculated measures

MEASURE	HOW IT IS CALCULATED
Completion	The share of records in the filter whose status is **Done**
Scope	The number of records in the filter, next to the project total
Building progress	In each building, the **Done** count over that building's total
Subcontractor distribution	Each firm's record count in the three statuses, and the total
Group ratio	The group's **Done** count over the group total

All of them are counted **from the rows on screen.** When you change the filter all five change together, and none of them goes to the server.

5. Step by step

5.1 Narrowing the report down

1. Press the chip for the axis you want to narrow — **Building**, for example.
2. Tick one or more boxes in the list. The result updates on every click.
3. To add another axis, close the menu and move on to the next chip.
4. To lift the filter, use either the **Clear** button at the bottom of the menu (that chip only) or the **Clear filters** button to the right of the chips (all of them at once).

Several selections on the same chip mean **"or"**: if A Blok and B Blok are both selected on the Building chip, the records of both enter the list. Selections on different chips mean **"and"**: if Building is A Blok and Status is Not done, only the unfinished work items of A Blok remain.

5.2 Searching

What you type into the search box is looked for in **the work item name, the note and the subcontractor name.**

The search is tolerant of Turkish letters: typing `sihhi` brings up *Sıhhi tesisat*, typing `istanbul` brings up *İstanbul* records. You will find what you are looking for even without a Turkish keyboard.

The search works **together with** the chips; neither cancels the other.

5.3 Sorting and collapsing the table

1. Click the heading of the column you want to sort by. A second click reverses the direction.
2. Click a group heading to collapse or expand that single group.
3. To close every group at once, use the **Collapse all** button at the top right of the card.

> **Note** Sorting happens **within the group**; the order of the groups themselves never changes. That order is the building and unit order you gave on site, and it sets the reading order of the report.

When you sort by the **Status** column, rows are arranged by **progress**, not alphabetically: Not done → In progress → Done.

5.4 Moving around a long list

The table draws **200 rows** when it first opens. If there are more, a line below the list states how many are shown and how many remain, with a **Show more** button next to it; each press opens 200 more. The heading of a group whose budget has run out states how many of its rows are hidden.

Changing the filter resets this counter.

> **Note** This limit only concerns the **screen.** The Excel and PDF exports always write the **whole** filter, including everything below the 200 rows.

5.5 Refreshing the report

The **Refresh** button in the header reads the report from the server again. The report is a **snapshot**: it shows the data as of the moment you opened it, and it does not refresh itself while you work with the filters. If you want to see a record entered on site in the meantime, you have to refresh.

6. Exports

Both exports write **the filter that is on screen** and carry the same figures. When you press the button, Windows' save dialog opens; the file name comes ready and you choose where it goes.

The file name starts with `Progress_Report_...` and a date stamp is appended, so two reports saved into the same folder do not overwrite one another.

Excel

A single-sheet workbook; the sheet is named **Progress Report.**

ROW	WHAT IS IN IT
1	The project name
2	Report date · Total records · Completion percentage · the three status counts
3	The filter applied — if there is none, *"No filter applied — whole project."*
5	Column headings
6 onwards	The records

The columns, left to right: **Building · Unit · Area · Subcontractor · Work item · Note · Status · Date · Updated by.** That is two more than the table on screen, because the file has no group headings and the building and unit are written on every row.

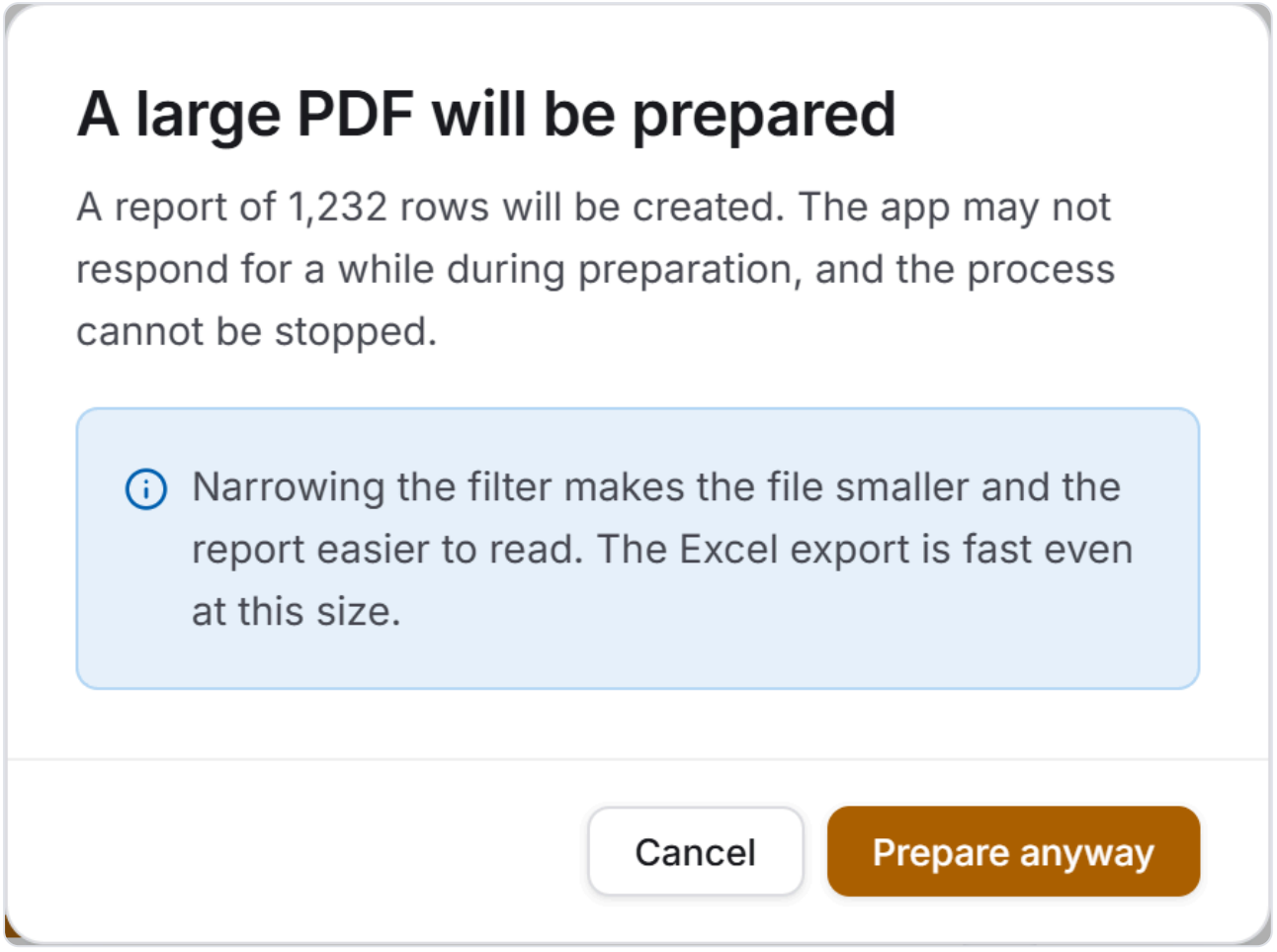
The heading row is **frozen** and an **auto filter** is switched on over it: whoever opens the file can ask their own question independently of our filter. The work item name is bold, the note is italic, and the status cell is written in the colour of that status.

PDF

A landscape A4 document.

- The top of the first page carries the project name, below it *"Progress Report · date time"* and the filter applied. The top right carries the record count, the completion percentage and the distribution of the three statuses.
- The table carries **the same nine columns** as Excel, and the heading row is repeated on every page.
- From the second page onwards a thin strip at the top carries the project name and the report date.
- The page number is written at the bottom of every page.

The large report warning



If **more than 1,000** rows fall inside the filter, the PDF asks first: *"A large PDF will be prepared."* The dialog states how many rows there will be, and that the app may not respond for a while during preparation and that the process cannot be stopped. The information strip inside it suggests narrowing the filter and reminds you that the Excel export is fast even at this size.

If you want to carry on, say **Prepare anyway.**

> **Caution** Once preparation has started it cannot be stopped. On a very large report the window may look frozen for a while; this is not an error, you just have to wait.

> **Note** The dates inside the exported files are written in day.month.year order whatever the language of the app. This is a known limit of the export files.

7. Things worth knowing

The report is a snapshot. The data comes down once when the page opens and stays fixed while you work with the filters. Refreshing happens in one place and in plain sight: **Refresh.** That is the price of the filter being instant, and it was chosen deliberately.

The filter is written into the export. On the third row of the Excel file and under the heading of the PDF, the filter it was taken with is written down. Without that line, a report taken with two buildings selected would be taken for the whole project once it was sent by email.

An empty report can have two different causes, and the screen tells them apart. If the project has no work items at all, the page only says *"No work items in this project yet"* and does not even draw the filter bar — there is no filter to loosen. If the filter brings nothing, it says *"No records match the filter"*, states how many work items the project has, and puts a **Clear filters** button next to it.

If the report brings no data at all, look at Field Progress. The page produces no records of its own; every row you see was entered there.

If every row falls into the "Unknown location" group, that is a data problem. A handful of such records is normal (broken records left over from the old application); all of them being there means the area chain the work items hang from cannot be read. In that case let your project manager know.

Completion counts work items, not quantities or amounts. The percentage says how many items are finished; large and small items count the same. For financial progress look at Interim Payments, and for progress against the schedule look at Schedule.

In a narrow window the table scrolls sideways inside itself. There is a minimum width at which the seven columns can stand without being squeezed; in the app's narrowest state the table falls below that limit and scrolls horizontally inside its box. Because the scrollbar is hidden throughout the app, there is no visible sign of this. You have leverage: collapse the sidebar, or make the window bigger. Since the app opens full screen, you will not run into this in daily use.

The same name can exist in two buildings, and the report keeps them apart. Because groups are separated by identity rather than by name, "Daire 1" stands in its own group in each building.

The page shares its data with Daily Report. If you open the job picker in Daily Report after opening this report, the list comes ready; the same records are not downloaded a second time.

8. Related sections

- **Field Progress** — every row of this report is entered there. Corrections, additions and deletions are done from there.
- **Overview** — draws its completion percentage and its site feed from the same work items; it counts the same total as the scope figure here.
- **Subcontractors** — subcontractor names come from there. If a firm is deleted there, the report shows it as *Unknown subcontractor.*
- **Daily Report** — the job picker in the daily report uses the same work item list.
- **Interim Payments** — work items marked *Done* enter an interim payment if they are tied to a contract.
- **Schedule** — describes the progress of the same work items against the calendar.

Schedule

1. What it is for

Schedule is the page that says **when** the work will be done. Work items defined in Field Progress are tied here to a subcontractor and to a date range; the result is a schedule chart that runs from left to right.

A **activity** is a subcontractor carrying out specific work items within a specific date range. The length of the bar shows the duration, the fill inside it shows how much of that work is finished, and the arrows between bars show which job is waiting for which.

These are the questions the page answers: **who has which job this week**, **which job has slipped**, **if I pull a job forward, where do the ones behind it move to** and **when does the programme finish.** The schedule can be taken out as Excel, PDF and an AutoCAD drawing.

It is the only page in the app with a **time axis.** The other pages show a list; here the first axis is time and the second is the work.

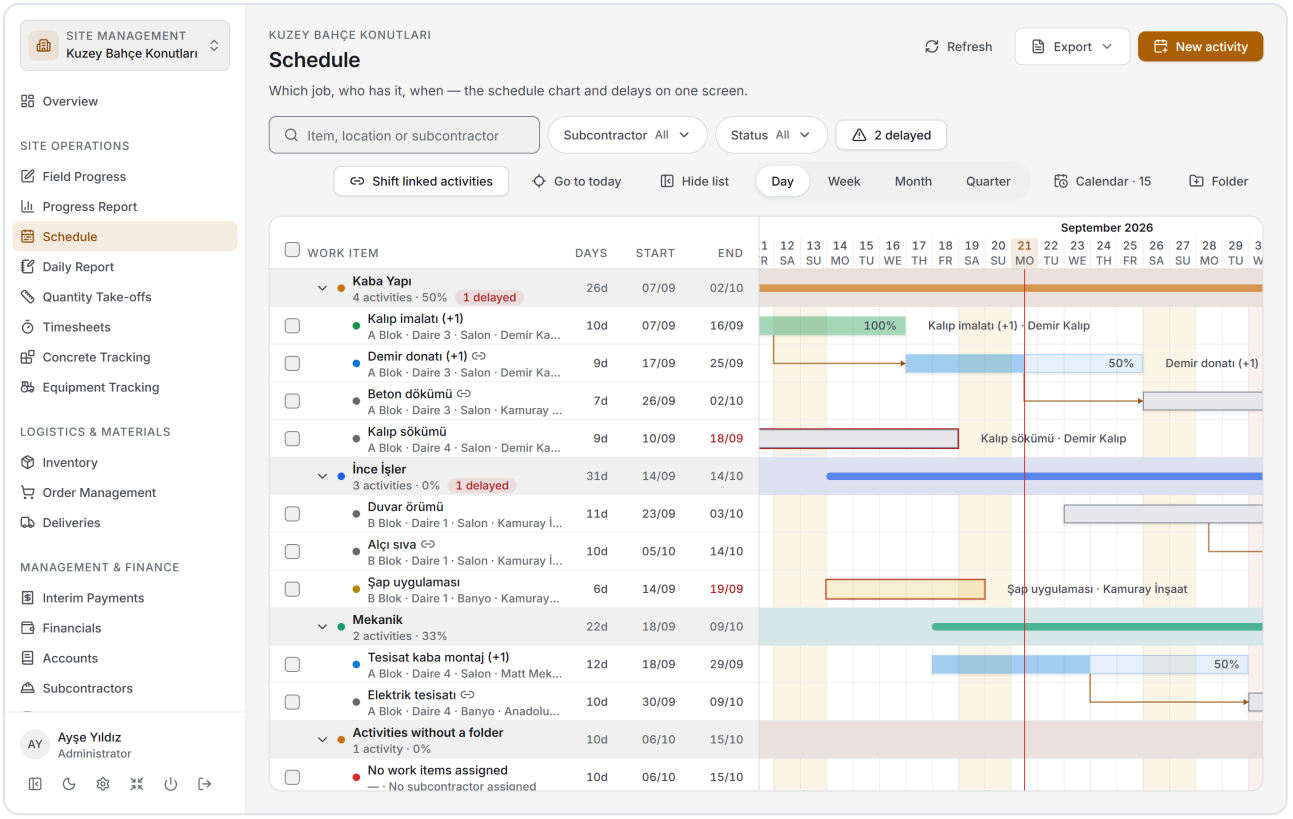
2. Opening it, and who can see it

In the sidebar, *Site Operations › Schedule.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You read the chart, filter it, zoom it and export it. The **New activity** and **Folder** buttons are not drawn; bars cannot be dragged and the right-click menu comes up empty
Edit	Everything above, plus adding activities, changing dates, creating links, and defining folders and non-working days
No permission	The module appears dimmed and locked in the menu

> **Note** The export button does not depend on your permission: anyone who can read the chart can take Excel, PDF and DXF. The only thing that disables it is an empty filter.

3. The anatomy of the screen



> **Note** The screenshots in this section contain no real company data; the project, people, company names and dates are examples.

The page has three layers and the chart takes **all the remaining height.** There is no summary card above the chart: on a schedule chart the most valuable space on screen is the vertical space.

LAYER	WHAT IT DOES
Header	The page name, the project name and the actions: **Refresh**, **Export**, **Import from MS Project**, **New activity**
Toolbar	The buttons that decide what appears on the chart and how it appears
Chart	The job list on the left, the time axis on the right — inside a single scrolling area

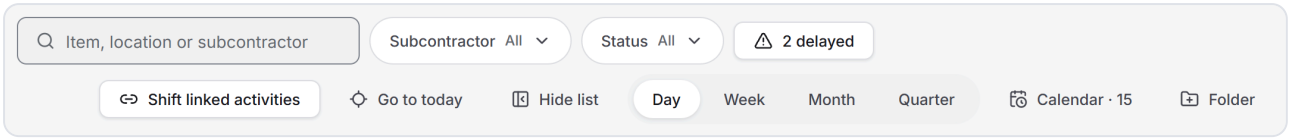
Header and buttons

The title is **Schedule**, with the project name above it and *"Which job, who has it, when — the schedule chart and delays on one screen."* below.

BUTTON	WHAT IT DOES
Refresh	Reads the schedule from the server again. It says **Refreshing** while it runs
Export	Opens a menu: **Download Excel**, **Download PDF (chart)**, **Download DXF (AutoCAD)**, **Download MS Project XML (whole schedule)** (see 5.14). It says **Preparing...** while it runs
Import from MS Project	Brings in activities from an MS Project XML file (see 5.14). Only visible to people who can edit
New activity	Opens the empty activity window

The **Export** button is dimmed if the filter brings back no activities — the export of an empty schedule is an empty file. When a file is saved, a green strip appears under the header with the full path of the file; you close the strip yourself with **Close**.

The toolbar



The toolbar has two groups. The **first group** decides what appears on the chart:

ITEM	WHAT IT DOES
Search activities	Searches the work item name, location, subcontractor, note and status name at once
Subcontractor	The subcontractors that have work in the schedule; each one shows how many activities it has
Status	Those of the five statuses that actually occur on screen
N delayed	Filters down to the delayed activities. It turns red while pressed

The **second group** decides how the chart looks:

ITEM	WHAT IT DOES
Shift linked activities	When on, later activities linked to a moved activity are rescheduled by their dependency type and lag, in workdays
Go to today	Scrolls the chart so that today's line is centred
Hide list	Closes the left list and gives the full width to the chart. Pressing it again says **Show list**
Time scale	**Day · Week · Month · Quarter** — four zoom levels
Calendar	Opens the non-working days window. If days are recorded it also writes the count: **Calendar · 12**
Folder	Opens the new folder window

In a wide window both groups fit on one line; in a narrow one the second group wraps to the line below. Their order never changes.

> **Note** The **N delayed** button is only drawn if there is a delay. An empty *"0 delayed"* button would keep a problem on screen that does not exist.

The left list

The list is a **tree**: folders and the activities under them. Activities that are in no folder are collected under **Activities without a folder.**

An activity row has two levels: the work item name on top, the location and the subcontractor below it. The coloured dot in front of the name is the status, and the chain mark next to it says *Linked to a previous activity.* On the right there are three number columns: **DAYS**, **START**, **END.** The end date is written in red on a delayed activity.

A folder row writes its own colour, its name, how many activities it holds and the total completion rate; if there is a delay inside it, a red number appears next to it. The columns on the right show the number of days the whole folder covers and its first and last date.

You can widen or narrow the list by dragging the thin separator between the list and the chart.

The chart

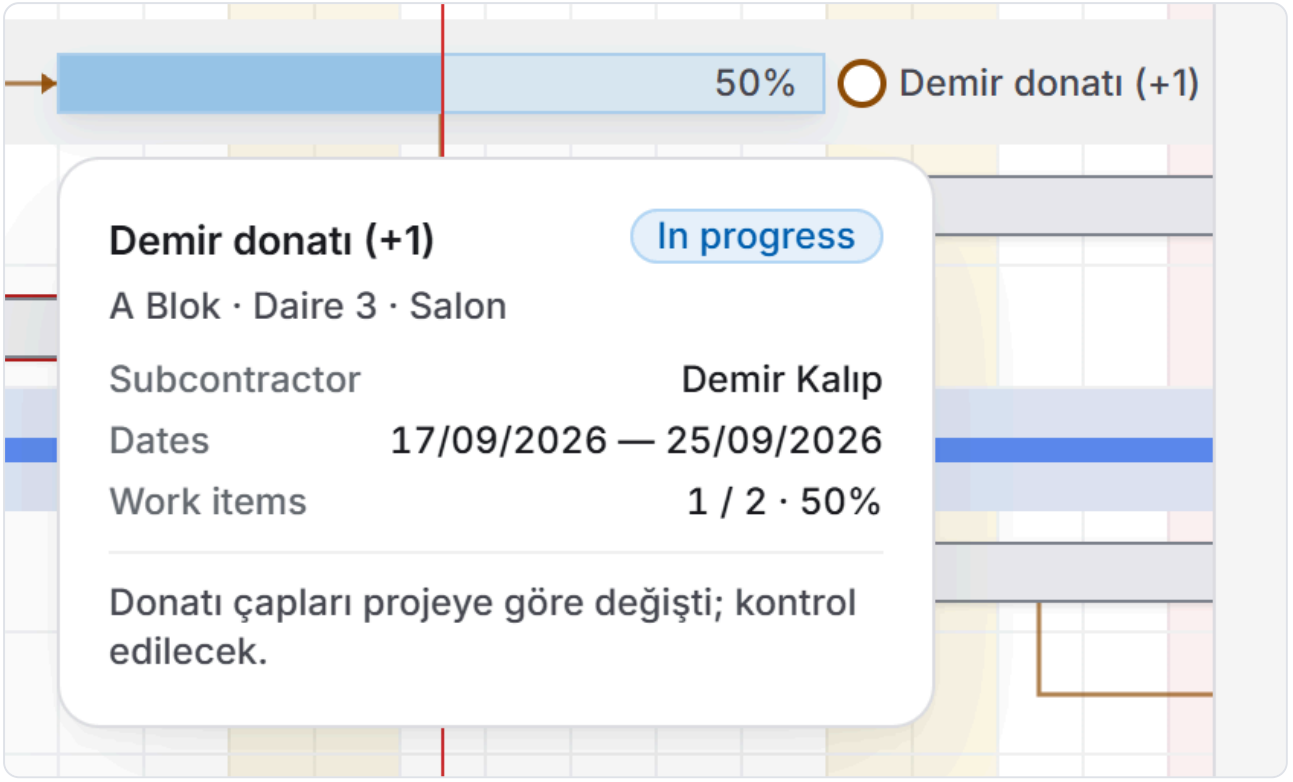
The right-hand side carries a two-line header and a background beneath it.

ITEM	WHAT IT SAYS
Upper header line	Month, quarter or week — depending on the scale
Lower header line	Day numbers (if the scale is wide enough)
Shaded columns	Non-working days. Hovering over one shows its description
Red vertical line	Today
Coloured band	The time range a folder covers
Bars	The activities

A bar has square corners and takes its colour from the status. The lighter fill inside it shows the completion rate; if the bar is wide enough, the rate itself is written inside it. The work item name and the subcontractor are **always written to the right of the bar** — the position does not change however narrow the bar gets. The bar of a delayed activity carries a red frame.

The arrow between two bars says that the later one is linked to the earlier one. It leaves the predecessor from its bottom edge and enters the successor from the left.

The bar details card



When you hover over a bar, a small card opens below it: the activity name, the status badge, the location and four lines — **Subcontractor**, **Dates**, **Work items**, and **Delay** if there is one. If the activity has a note it appears at the bottom of the card. The card is there so that you can read it without leaving the chart.

4. Fields

The fields in the activity window

FIELD	WHAT IT MEANS	REQUIRED
Subcontractor	The company that will do the work. It comes from Subcontractors	Yes
Status	Planned · In progress · Postponed · Completed · Cancelled	No, the default is **Planned**
Folder	Which heading the activity will sit under in the list	No
Start	The first day of the bar	Yes
End	The last day of the bar. Above the box it says how many calendar days the activity comes to	Yes
Previous activity	The activity this one waits for. Selecting it draws an arrow on the chart	No
Scope of work	The work items the activity covers. The completion rate is calculated from them	No, but with an empty scope the rate stays at 0%
Name	Only shown on an activity with no work items selected. The activity appears in the list and on the chart under this name; if it is empty, *No work items assigned* is shown. Up to 200 characters	No
Notes	Free text. It appears on the bar's details card	No

The values read from the chart

VALUE	HOW IT IS CALCULATED
Days	The number of calendar days, start and end included. Non-working days are counted too
Completion	The site progress of the linked work items: **Done** counts 100%, **In progress** its entered partial percentage, the rest 0; every work item weighs the same, one decimal place. The same calculation as the Progress Report and the Overview
Status	By the rule below; partly measured, partly read from the record
Delay	On activities whose end date has passed and that are still not finished, how many days have passed since the end date

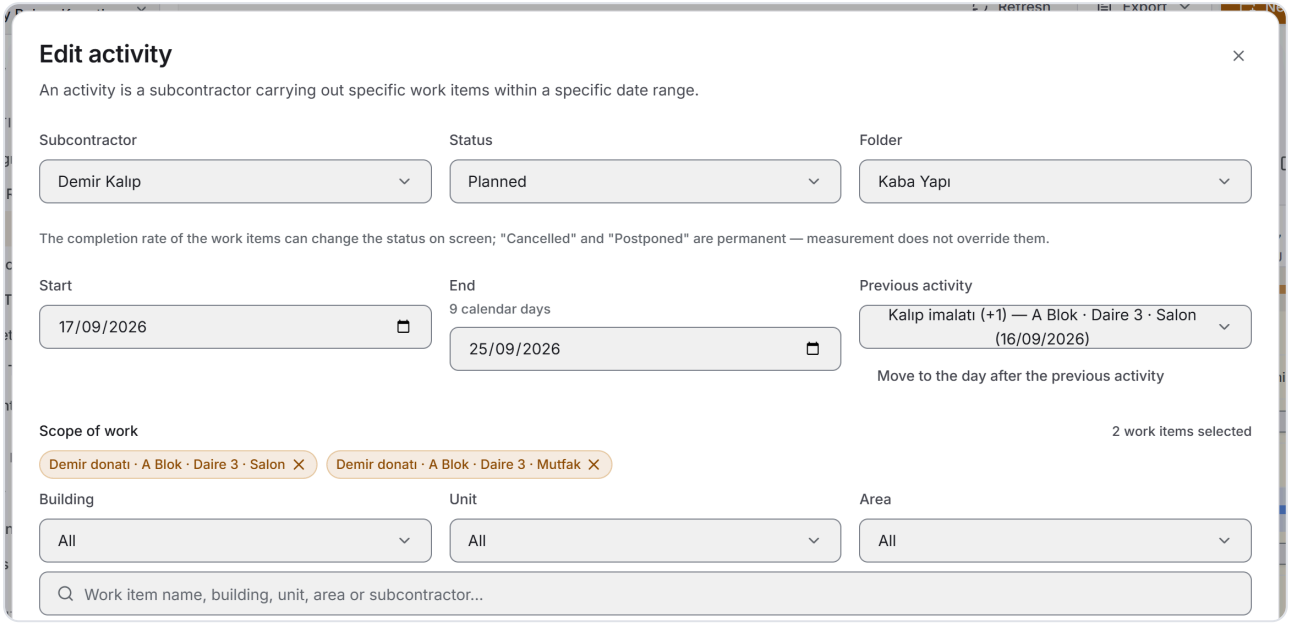
The status comes from two sources. If the record says **Cancelled** or **Postponed**, that is what stays — these are a decision, not a measurement. The other three are measured: if every work item in the scope is finished the status is **Completed**, if one is finished or has a partial percentage it is **In progress**, and if there is no progress at all it is whatever the record says.

The non-working day fields

FIELD	WHAT IT MEANS
Date	The day that will not be worked
Type	Weekend · Public holiday · Site-specific
Description	Free text, shown when you hover over that day on the chart

5. Step by step

5.1 Creating an activity

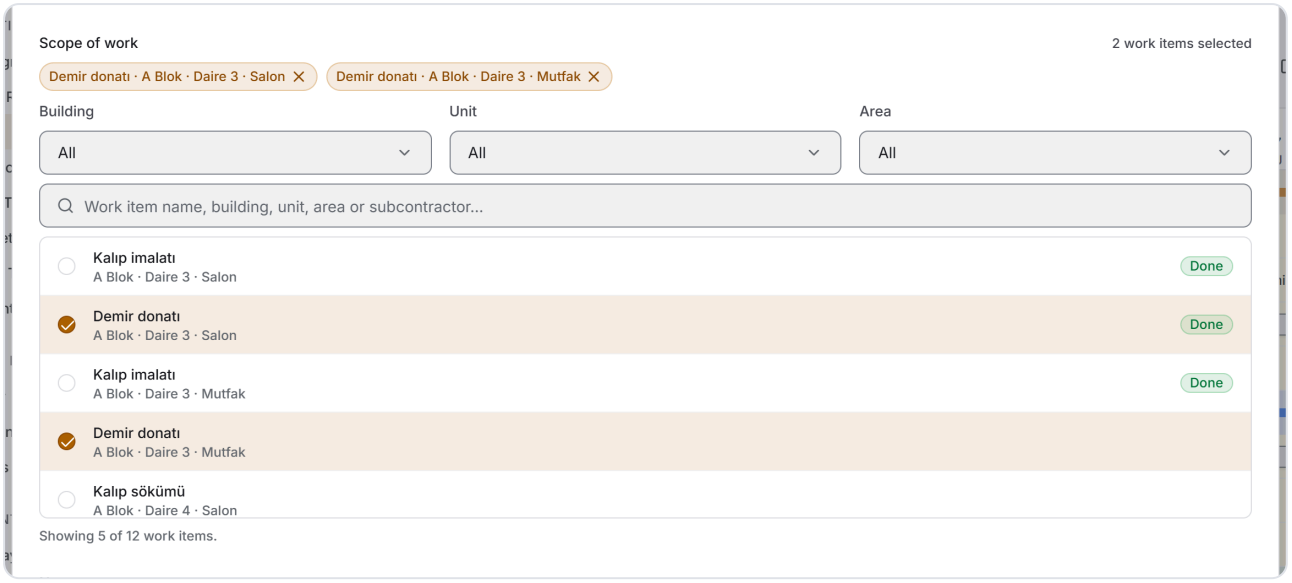


1. Press **New activity** in the header. To add it straight into a folder, right-click that folder and choose **New activity inside.**
2. Fill in **Subcontractor**, **Start** and **End.** When you pick the start date and the end is empty, the end is pulled to the same day; a one-day activity is the most common shape.
3. Choose **Status**, **Folder** and **Previous activity** if you need them.
4. Tick the work items the activity covers under **Scope of work.**
5. Write **Notes** if you want to, and press **Create.**

If a required field is empty, a warning appears at the top of the window: *"Subcontractor, start date and end date are required."* If the end date is before the start date a separate warning appears and nothing is saved.

> **Note** An activity can be saved without work items; settling the calendar first and filling in the scope later is a legitimate way to work. But the window says what that means: the completion rate of an activity with an empty scope cannot be calculated, and its bar will always look empty. You can give such an activity a name in the **Name** field (for example *Excavation*); once work items are selected the list shows the work item's name, and the name you entered is kept.

5.2 Choosing the scope of work



A project can hold thousands of work items; the window narrows the list in three stages.

1. Fill in the **Subcontractor** box at the top of the window — the activity's subcontractor also narrows this list. It comes down to the work items assigned to that subcontractor **and those that have no subcontractor yet**; work assigned to another subcontractor drops out.
2. Narrow the location with the **Building**, **Unit** and **Area** boxes. All three are optional; when an upper level changes, the ones below it return to **All.**
3. Type into the **Search work items** box. The search moves inside the narrowed pool.
4. Tick an item by clicking its row. What you pick collects at the top of the list as removable chips; items already finished on site carry a **Done** badge.

The line under the list says how many work items are shown. If the pool holds more than 300 records, only the first 300 are drawn and you are asked to narrow it down; as the filters do their work, that warning disappears on its own.

When the pool empties, the list says *"No work items for the selected subcontractor and location. Loosen the filters."* — that is, it says the problem is in the filters, not in the search.

5.3 Changing dates from the chart

There is no need to open a window; the bar itself carries three handles.

1. **Grab it by the body and drag** — the activity moves forward or back without its duration changing.
2. **Pull its right edge** — the end date changes and the start stays where it is.
3. It is written when you let go. While you drag, the new date range appears next to the bar.

> **Note** The shortest activity is one day: however far left you pull the bar, the end never goes before the start. If the dates have not actually changed, nothing is sent to the server.

5.4 Linking two activities

1. Hover over the **predecessor** bar. A small ring appears at its right end.
2. Grab the ring and drag it onto the **successor** bar. A dashed line follows you while you drag, and a valid target is highlighted.
3. Let go. The predecessor is added to the successor's **Dependencies** list as a finish-to-start (FS) dependency, and an arrow is drawn between the two bars. The successor does not move: the gap between them is recorded as lag. A dependency that would create a loop (A → B → A) is not added, and a note appears on screen.

An activity can have several predecessors. To remove all of them, right-click the successor and choose **Remove link;** remove a single dependency in the activity window.

Duration and dependency types. In the activity window the duration is entered in **workdays;** the end date skips the company's weekend setting and the non-working days in **Calendar.** If you pick the end date yourself, the duration is counted from the two dates. In **Dependencies, Add dependency** lets you choose the predecessor, the type and the lag:

TYPE	MEANING
Finish-to-start (FS)	The successor starts on the workday after the predecessor finishes
Start-to-start (SS)	The successor starts on the same day as the predecessor
Finish-to-finish (FF)	The successor finishes on the same day as the predecessor
Start-to-finish (SF)	The successor finishes on the workday before the predecessor starts

Lag is in workdays; a negative value is a lead. Example: 29 October is a holiday, and A starts on Monday 26 October and lasts 5 workdays, so A finishes on 2 November. A 3-day B linked FS+2 lands on 5–9 November, C linked SS starts on 26 October, and a 3-day D linked FF−1 lands on 27–30 October. An activity with dependencies takes its start from them; with several, the latest wins. When you save an activity, the later activities linked to it are rescheduled too. On the chart the arrow shape shows the type; dependencies other than plain FS carry a short label at the arrowhead (SS, FS+2, FF−1).

> **Note** Older activities keep their dates; their duration is counted in workdays from the two dates. If the weekend setting or the calendar changes later, activities do not move on their own; the duration is recounted, and the activity follows the new calendar the next time it is saved.

5.5 Shifting the chain together

When **Shift linked activities** is on and you move an activity, the later activities linked to it are rescheduled by their dependency type and lag, in workdays. When it is done the screen says *"3 linked activities were also shifted."* The lag of the moved activity's own dependencies changes by the same number of workdays, so the activity stays where you dropped it.

When it is off, only the activity you are holding moves; the arrows stay where they are and the overlap becomes visible on screen.

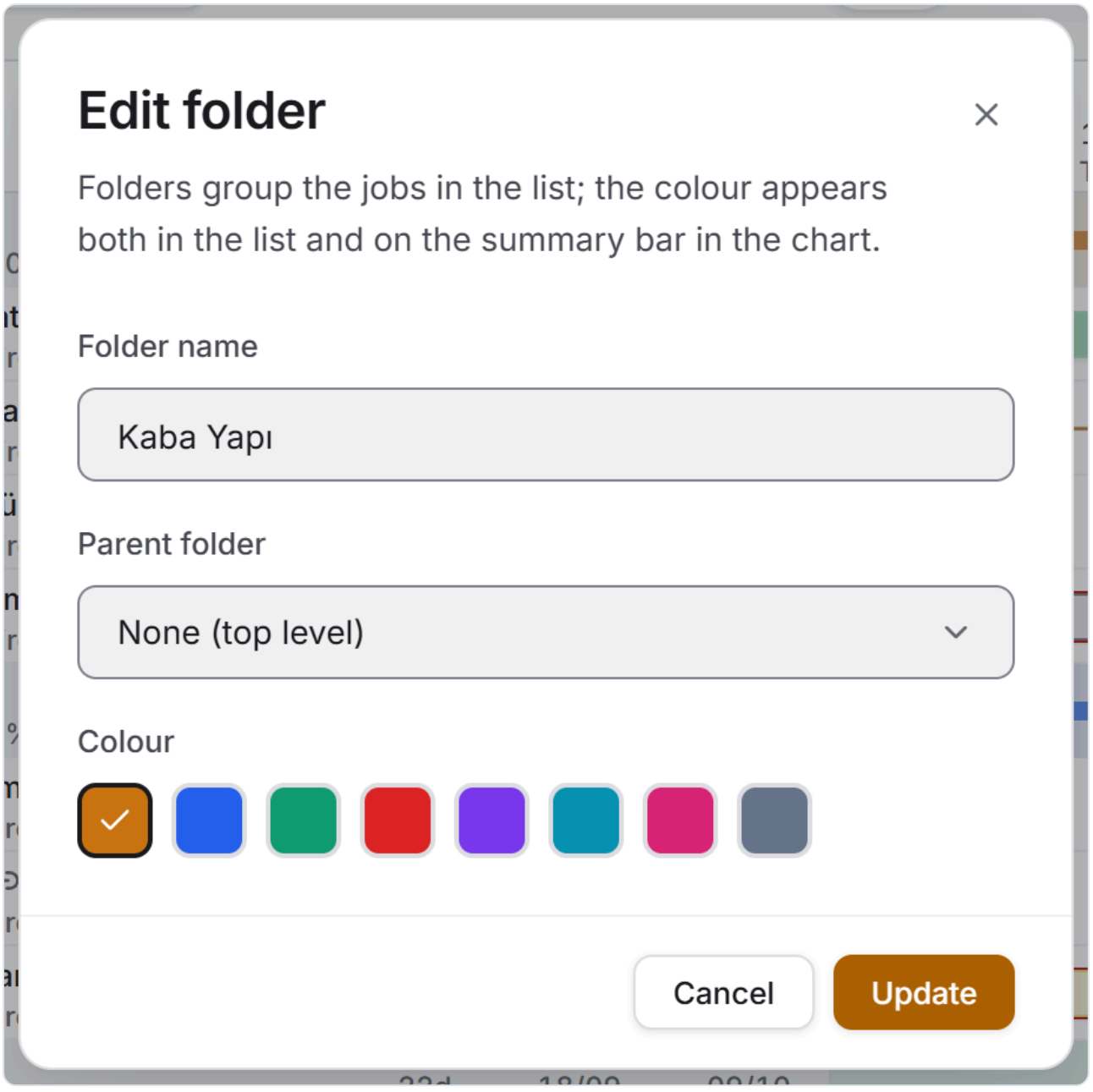
> **Caution** Shifting the chain writes **several records** to the server. On a long chain the operation can take a second or two; do not disturb the chart while it runs.

5.6 Moving around the chart

WHAT YOU WANT	HOW
To zoom	**Ctrl + mouse wheel**, or the **Time scale** on the toolbar
To move sideways	**Alt + wheel** or **Shift + wheel**
To drag freely	Hold the **middle mouse button** and drag
To come back to today	**Go to today**
To give the chart the full width	**Hide list**

While you zoom with Ctrl, the day under the pointer stays where it is; moving between two levels does not drop you somewhere else in the schedule.

5.7 Organising with folders



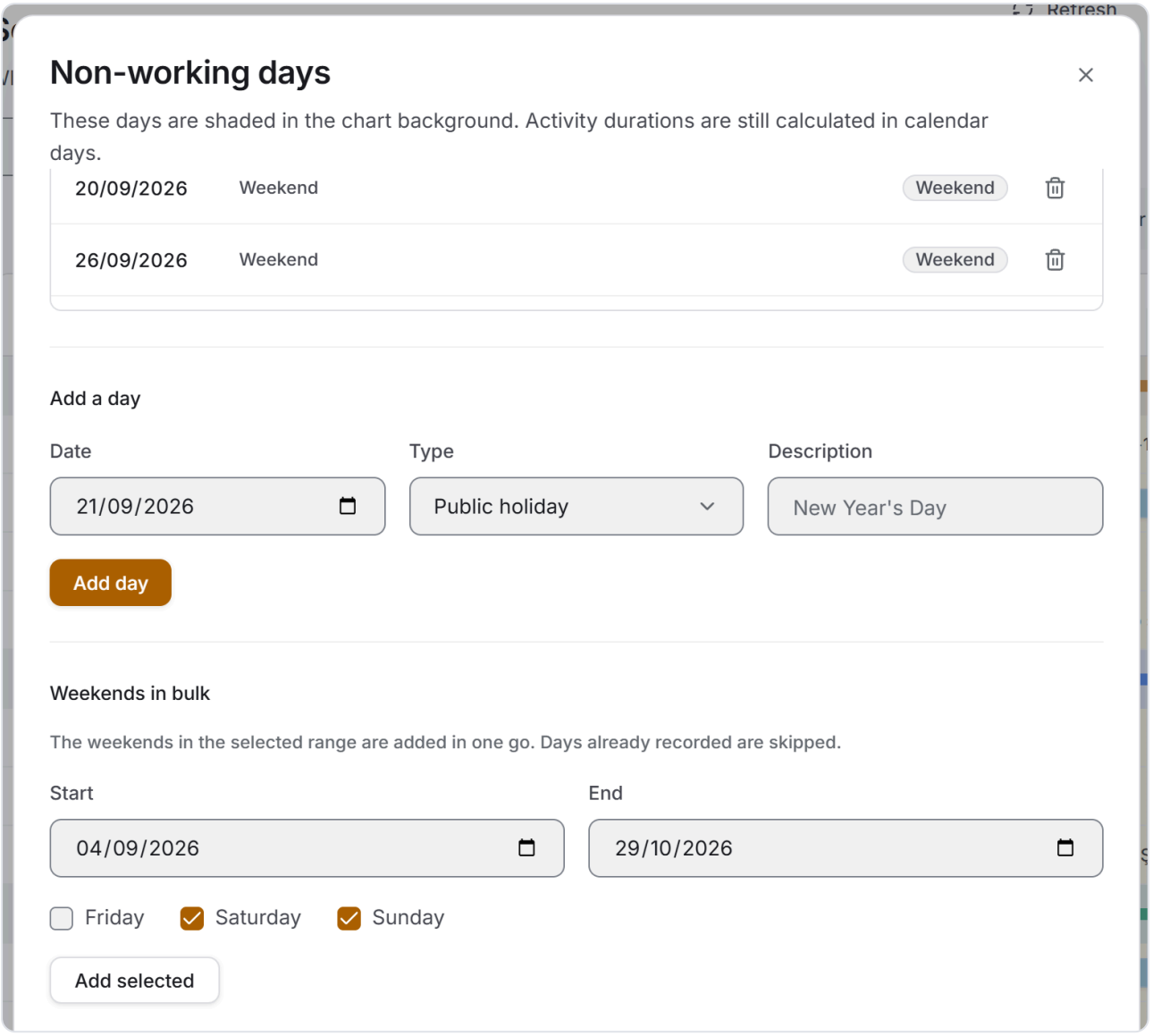
Folders group the jobs in the schedule — *Structural work*, *Finishes*, *Mechanical* and so on.

1. Press the **Folder** button on the toolbar; to put it under another folder, right-click that folder and choose **New subfolder inside.**
2. Write a **Folder name**, choose a **Parent folder** if you need one, and pick one of the eight colours.
3. Press **Create.**

The colour appears both as the dot in the list and as the band on the chart. To move an activity into another folder, grab its row in the list and drag it onto the target; as you move it to the right the row indents and shows you in advance where it will land.

> **Note** Deleting a folder does not delete the activities inside it. The activities move to the top level and appear in the list under **Activities without a folder.**

5.8 Defining non-working days



1. Press the **Calendar** button on the toolbar.
2. In the **Add a day** section pick the date, mark the **Type** and write a description if you want to — *New Year's Day*, for instance. Press **Add day.**
3. Instead of entering weekends one by one, use the **Weekends in bulk** section. The date range comes ready with the chart's current range; tick **Saturday** and **Sunday** as you need and press **Add selected.** When it is done it says how many days were added.

The recorded days are listed in the upper half of the window; the bin at the end of each row deletes that day.

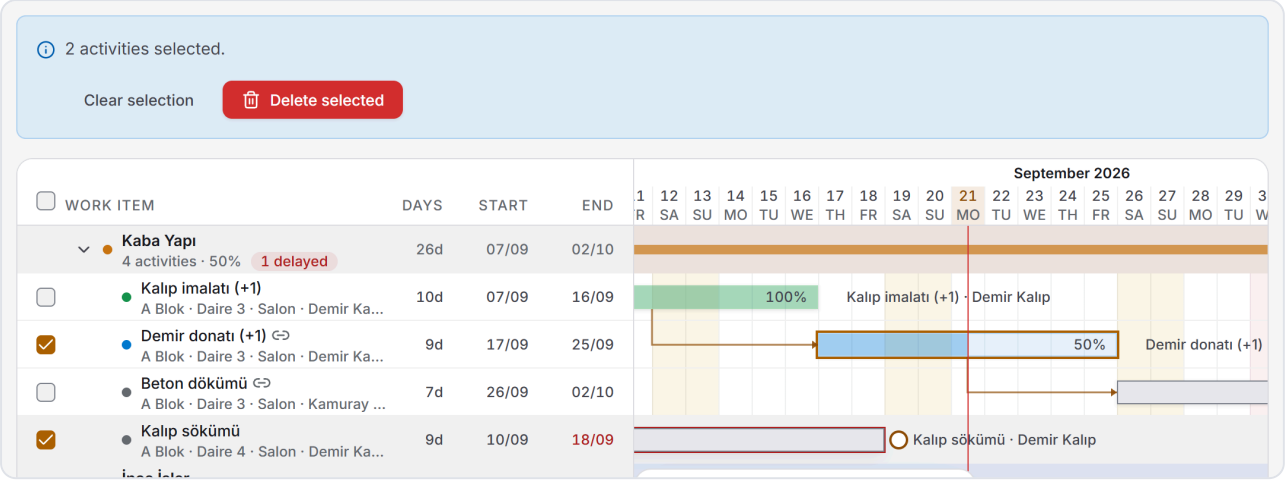
> **Note** The same day is never added twice. If you pick a date that is already recorded the window warns you; in a bulk addition the recorded days are skipped quietly and it says *"No new days to add in the selected range."*

> **Caution** Non-working days are only **shaded in the background.** Activity durations are still calculated in calendar days: an activity that runs across a weekend does not get longer.

5.9 Deleting an activity

1. Right-click the activity and choose **Delete.**
2. The window that opens says what will happen: the work items linked to the activity **stay on the server** and only lose their place in this schedule; the links from later activities that follow this one are **broken.**
3. Press **Delete.**

5.10 Deleting several activities at once



1. Tick the boxes at the start of the activity rows in the list. The box in the header selects **every visible activity. Ctrl + click** flips a single record and **Shift + click** adds the rows in between; both also work on the bars.
2. A strip appears saying *"7 activities selected."*
3. Press **Delete selected** and confirm. The window writes the names of the first five activities and collects the rest as *"... and 3 more activities."*

When it is finished it says how many were deleted. If some of them could not be deleted that is said too, and **the ones that failed stay selected**, so you do not have to tick them again to try once more.

> **Note** Folders do not take part in the selection; the place of the box is left empty on a folder row. Deleting a folder is a different thing anyway — it does not delete the activities inside it, it moves them.

5.11 Freezing the plan (baseline) and tracking variance

A baseline is the schedule frozen at a point in time: the start, finish and workday duration of every activity are kept under a name and a date (*"Contract programme"*, *"Revision 1"*). Several baselines can be kept; one of them is the **compared** baseline.

1. Open the **Baseline** button in the header and choose **Freeze plan (take baseline)...**.
2. Type a name (*Contract programme* is suggested for the first one, *Revision N* after that) and choose **Freeze**. The project's first baseline becomes the compared one on its own.
3. To compare with another baseline, pick it from the same menu; **No comparison** removes the grey bars.

While a comparison is on, a **thin grey bar** under each activity shows the baseline and the list gets a **VARIANCE** column: the finish difference in workdays, *+2* late (red), *−1* early (green). Hovering over a bar shows the baseline dates and the start and finish variance as a sentence (*"+2 workdays late"*). An activity added after the baseline carries a **New** badge; activities that were in the baseline but have since been deleted are listed by name in the yellow strip above the chart.

Example: the baseline was taken while A took 5 workdays. When A is extended to 7 workdays, B, linked to it finish-to-start, slips by two workdays and its row shows *+2*. If you then take a second baseline and switch the comparison to it, every variance becomes *0*.

Taking, renaming and deleting baselines, and changing the project's compared baseline, need **Planning edit** access on the project (administrators always have it). Someone without it sees the list and can change the comparison on their own screen only. Baselines are renamed and deleted in the **Manage baselines...** window.

> **Note** In Excel the baseline dates, baseline workdays and the two variance columns are added at the end of the Schedule sheet; deleted activities are on a separate sheet. In the PDF the grey line sits under the bars and the variance follows the bar's name. Variance is counted with today's calendar (weekends and non-working days are skipped). On the phone the baseline shows as a grey bar and the baseline to compare is chosen on that screen only; baselines are not taken, renamed or deleted on the phone.

5.12 Critical path and float

The schedule works out the critical path by itself every time it opens; there is nothing to choose. **Float** is how many workdays an activity can slip without delaying the end of the project. The activities with the least float (normally 0) are the **critical path**: if one of them slips by a day, so does the project.

- Critical activities are drawn with a **thick yellow outline**, and the links between them as **thick yellow arrows**.
- The **FLOAT** column in the list shows the total float in workdays (*0d*, *6d*); critical ones are yellow.
- The **Critical path · N** button in the toolbar shows only the critical activities; press it again to bring back the whole schedule.
- Hovering over a bar shows the **Early** and **Late** date ranges, the **Total float** and the **Free float** (how far it can slip without delaying the next activity).

Example: A takes 5 workdays, B is linked to it FS+2, C SS and D FF−1. A and B are critical (float 0); C and D can slip by 6 workdays without moving the project.

The calculation uses the link types and lags, the company weekend and the project's non-working days. An activity with no links starts on its saved date. An activity moved later by hand on the chart is treated as not starting before that date, and the gap becomes float for its predecessor. A completed activity stays fixed on its saved dates and still drives the next ones, but no float is counted for it; cancelled and undated activities are left out. Whatever the filter, float is counted over the whole schedule.

> **Note** In Excel the early and late start and finish, the two floats and a **Critical** column are added to the Schedule sheet. In the PDF critical bars have a thick yellow outline, the left column shows the float, and the header gives the number of critical activities and the calculated finish. On the phone the critical path is read-only (thick-outlined bars, yellow arrows, the **Critical path** filter, both floats in the details); Excel and PDF are desktop only.

5.13 Look-ahead list

The **Gantt chart · Look-ahead** switch at the start of the strip turns the schedule into the site meeting list. It shows the activities that fall in a **2, 3 or 6-week window starting today**: work that starts, continues or finishes in the window, and work past its finish date that is not finished. Weeks are 7-day blocks starting today, so the window is always exactly two, three or six weeks.

- **Group by:** *By week* (an activity goes to the week of its first day inside the window; overdue work comes first under *Past finish date, not finished*), *By subcontractor* or *None.*
- **Columns:** activity and location, **subcontractor** (who does the work), dates and duration in workdays, **progress** percentage and status, **In this window** (*Starts*, *Ongoing*, *Finishes*, *Starts and finishes*, *Overdue*), **FLOAT** when the critical path is calculated, **VARIANCE** when a baseline is compared. On the right is the window's day grid: the bar shows only the part inside the window, critical activities have a yellow outline and the baseline is a thin grey line.
- The search, subcontractor, status, delayed and critical path filters on the strip also apply to this list. Clicking a row opens the activity window.
- Completed, cancelled and undated activities are not listed.

Download PDF (meeting) writes the same list on a landscape page in the company's paper size (Letter in the US, A4 elsewhere): the header gives the window, the number of activities, the grouping and the baseline; below come the notes, a meeting date and place line, a ruled area for meeting notes and three signature spaces (*Prepared by*, *Site manager*, *Subcontractor representative*). **Download Excel** writes the same rows on a sheet with day columns; the file name starts with `Look_Ahead_Schedule_…`. On the phone the **Look-ahead** list is read-only (2, 3 or 6-week window, grouped by week or by subcontractor); PDF and Excel are desktop only.

5.14 Exchanging schedules with MS Project (XML)

The schedule can be handed to MS Project, and a schedule prepared in MS Project can be brought in here. In both directions the file is in **MS Project XML** format. In MS Project or ProjectLibre it is saved with *Save As › XML* and opened the same way.

Exporting. Choose **Export › Download MS Project XML (whole schedule).** The file holds the **whole schedule** whatever the filter; links and the critical path are counted over the whole plan, so a filtered schedule would leave broken links.

- Folders become summary tasks, with their activities beneath them.
- Durations are in workdays. The calendar is the company's weekend plus the project's non-working days.
- Link types (FS, SS, FF, SF) and lags are written as they are. Each activity gets its saved start as a "start no earlier than" constraint, so MS Project calculates the same dates and the same critical path.
- The completion percentage, the subcontractor (as a resource), the compared baseline, the critical path and float go into the file too. A cancelled activity is an inactive task.
- The task name is the work item's name and location for an activity with work items, and the **Name** field for one without; if the Name is empty the task is written without a name. The activity's note becomes the task note.
- Activities without dates and empty folders are left out; the strip says how many.

Importing. The **Import from MS Project** button in the header is only visible to people who can edit the Schedule.

1. Press **Import from MS Project** and pick the file with **Choose XML file.**
2. The window reads the file first and shows it: the number of activities, folders, links and warnings, the resources that match none of this project's subcontractors, a note if the file's calendar differs from this project's, and the activity table (first 500 rows). Nothing is written at this stage.
3. Press **Import.** If the project already has activities the button becomes **Add as new**: the file's activities are added as new records, the existing schedule is not touched, and there is no merging or overwriting. If you do not want that, press **Cancel.**
4. The window says how many folders and activities were added. If writing stops halfway it says what was added and what was left.

Each imported activity's name goes into its **Name** field and the note from the file into **Notes.** The activities are **not linked** to work items or rooms, so no progress, interim payment or cost record is created. You can pick the work items later in the activity window; the list then shows the work item's name, and the name entered is kept.

The rules applied when reading the file:

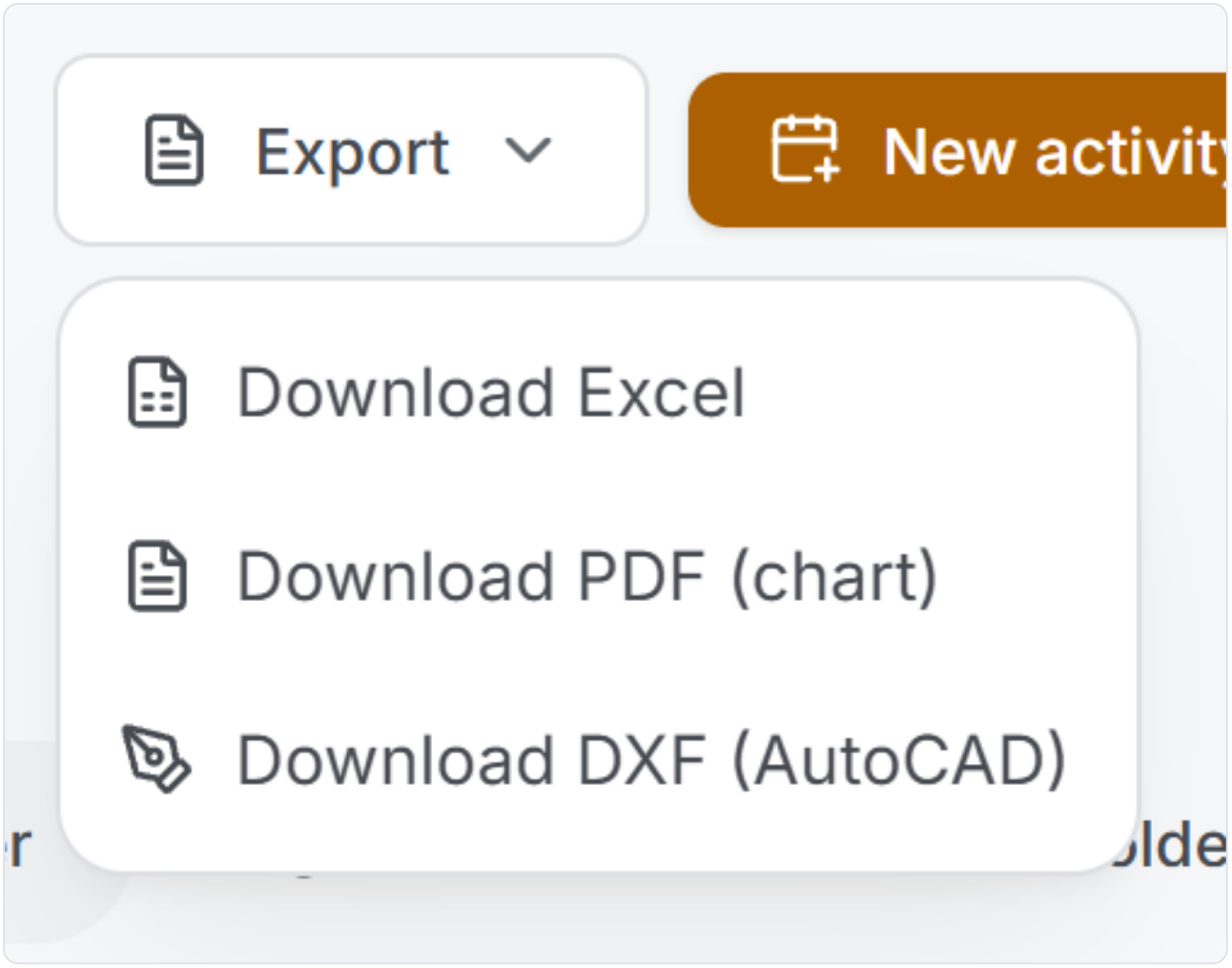
IN THE FILE	IN THE SCHEDULE
Start and finish	Taken as they are, never rescheduled. The workday duration is counted with this project's calendar; a warning appears if it differs
Milestone (zero duration)	A one-workday activity
100% · above 0% · inactive	Completed · In progress · Cancelled
Resource	If its name is the same as one of this project's subcontractors, that subcontractor is assigned; otherwise the activity is added without one. No new subcontractor is created
Several resources	Only the first one is matched
A link to or from a summary task, a link that makes a loop, a second link to the same predecessor	Not taken; listed in the warnings
A task without dates	Not taken

The file can have up to 3,000 activities and be up to 25 MB. MS Project's own `.mpp` file cannot be read; the window says so — save the file as XML and choose it again.

Caution If the window shows the warning *"The server does not have the activity name field yet"*, the server has not been updated: activity names are written on the first line of the note and these activities appear in the list as *No work items assigned.* The name is not lost, it stays in the note; once the server is updated you can enter it in the **Name** field of the activity window.

Note There is no export or import on the phone; imported activities show with their names on the phone too.

6. Exports



All three exports write **the filter that is on screen.** When you press the button the Windows save window opens; the file name comes ready as `Schedule_...` with a date stamp at the end. If you press **Cancel** nothing is written.

Excel

A workbook with three sheets:

SHEET	WHAT IS IN IT
Schedule	The activity rows, together with their folder
Subcontractor Load	Who has how many activities, how many days, how many are delayed, and the completion rate
Non-working Days	The calendar records: date, type, description

The columns of the Schedule sheet are: **Folder · Work item · Location · Subcontractor · Status · Start · End · Days · Work items · Completed · Rate % · Delay (days) · Previous activity · Note.**

Each sheet opens with the project name, the date and the filter that was applied. The header row is frozen and carries an auto-filter. Numbers are written as real numbers and dates as real dates; whoever opens the file can build their own calculation.

> **Note** In the old application this page had no Excel export at all; the schedule could only be taken out as a drawing.

PDF

A landscape A4 document, and what is inside it is **the chart itself** — a drawing, not a table.

- The top of the first page carries **SCHEDULE**, the project name and the date it was prepared. The strip below writes the schedule range, the number of activities, and the numbers in progress, delayed and completed.
- The left column carries the **WORK ITEM / FOLDER** details, and the bar of that row is drawn to its right. The time axis is fitted to the width of the page.
- The day lines, day numbers, non-working day shading, dependency arrows, completion fill and delay marks are the same as on screen.
- A dashed red line marks the day the document was prepared.
- The chart is followed by the **Subcontractor load** table, and notes at the very end.
- The bottom of every page carries the project name, the document name and the filter applied.

If the scale becomes too narrow, the day lines and day numbers are not drawn; a squeezed grid would turn into an unreadable grey block.

DXF (AutoCAD)

The CAD drawing of the schedule. The same chart, written out in layers:

LAYER	WHAT IS IN IT
`0-FRAME`	The frame and the header grid
`0-DAY` · `0-HOLIDAY`	Day lines and non-working day columns
`1-TEXT`	Work item names, rates, dates
`2-FOLDER`	Folder bands
`3-TODAY`	Today's line
`4-LINK`	Dependency arrows
`BAR-...`	The bars, five separate layers by status

The layers are there so that you can switch off what you do not want when you bring the drawing into your own sheet: if the day grid is too busy, `0-DAY` is turned off and the chart itself stays.

> **Note** In DXF the day lines are drawn **at every scale.** Unlike the PDF, the drawing can be enlarged; a line that cannot be read on screen becomes readable when you zoom in.

The long schedule warning

If more than **400** rows go into the chart, the PDF asks first: *"The schedule is very long."* The window says how many rows will be printed and that the window may not respond for a few seconds while it is prepared. To carry on, press **Prepare anyway.**

> **Note** The dates inside the exports are written as **day.month.year** whatever the language of the app. This is a known limitation of the export files.

7. Things worth knowing

The duration is in calendar days. Non-working days are shaded in the background of the chart but do not affect the duration. A five-day job that runs across a Sunday is still five days. This is a deliberate decision: the definition of a "working day" changes from site to site, and a schedule whose day count did not match the difference between two dates on the calendar would create a bigger confusion.

The completion rate comes from Field Progress. For an activity's bar to fill, the work items in its scope have to be marked **Done** there, or given a partial percentage while **In progress**. Example: in a *3rd floor plaster* activity with four rooms, entering 10% for one room makes the activity 2.5% and *In progress*; the Progress Report and the Overview show the same number. Nothing can be marked done from this page.

Cancelled and Postponed are not overwritten by measurement. Every other status is calculated from the work items in the scope, but these two stay as the record has them. A work item inside a cancelled activity being done on site does not turn the activity back into *In progress.*

An activity with no dates has no bar. Records that came from the old application, or whose dates were cleared, stay in the list, show a dash in the days column and appear nowhere on the chart. The notes line of the exports says how many such activities there are.

A delay is an alarm, not a status. Every activity whose end date has passed and that is still not completed counts as delayed; you do not have to select a status as well. Cancelled and Completed activities produce no delay.

Search and filter work together. The search box searches the work item name, location, subcontractor, note and status name at once, while the filter chips narrow the pool. When both are on, the result is the intersection of the two.

The rate inside a bar is not always written. When the bar stays narrow the rate is not written but the fill is still visible; to read the number, either zoom in or hover over the bar and look at the details card.

The schedule is a snapshot. The data comes down once when the page opens and does not refresh by itself while you work with the filters. If someone else has added an activity in the meantime, you have to press **Refresh** to see it.

The successors of a deleted activity are set free. Deleting first breaks the links of the records that point to that activity as their *previous activity.* That is why some arrows disappear after a deletion; what is lost is not the arrow but a link that no longer exists.

Fields left empty have a stand-in in the list. An activity with an empty scope and an empty **Name** appears as *No work items assigned*, an activity without a subcontractor as *No subcontractor assigned*, and activities that are in no folder under the heading *Activities without a folder.* None of the three is a real name; each stands in for a field that was not filled in.

The subcontractor name comes from Subcontractors. If a company has been deleted there, the activity shows *Deleted subcontractor*; if none was ever assigned, *No subcontractor assigned.* Both can be picked from the filter.

Bulk selection only covers what is visible. The box in the header selects the activities that match the filter on screen. Putting a record hidden by a filter into a delete list would mean deleting something you cannot see.

8. Related sections

- **Field Progress** — the work items an activity covers are defined there, and marked *Done* or given a partial percentage there. Whether the bars fill depends on it.
- **Progress Report** — tells the status distribution of the same work items; this page spreads the same work across time.
- **Subcontractors** — the subcontractor list in the activity window and the *Subcontractor Load* sheet in the export are fed from there.
- **Overview** — reads the general progress of the project; the delay against the programme is here, the completion is there.
- **Daily Report** — writes how much of the planned work was actually done on site that day.

Daily Report

1. What it is for

Daily Report is the page that puts on record how a day went on site. One report is written for each day, and that report holds three things: the day's weather, the subcontractor crews on site with their headcounts, and what those crews did and where.

These are the questions the page answers: **how many people were on site yesterday**, **which subcontractor did which job**, **which days this month have no report** and **how many man-days did each firm spend this month.** A single day's report can be taken out as PDF or Excel and carried to a signature, a file or an interim payment meeting; the whole month can also be written into one Excel file.

The page is built around a **month calendar.** A day with a report has a coloured background, a day without one stays empty; so "which day was skipped" is answered at a glance, without reading a list.

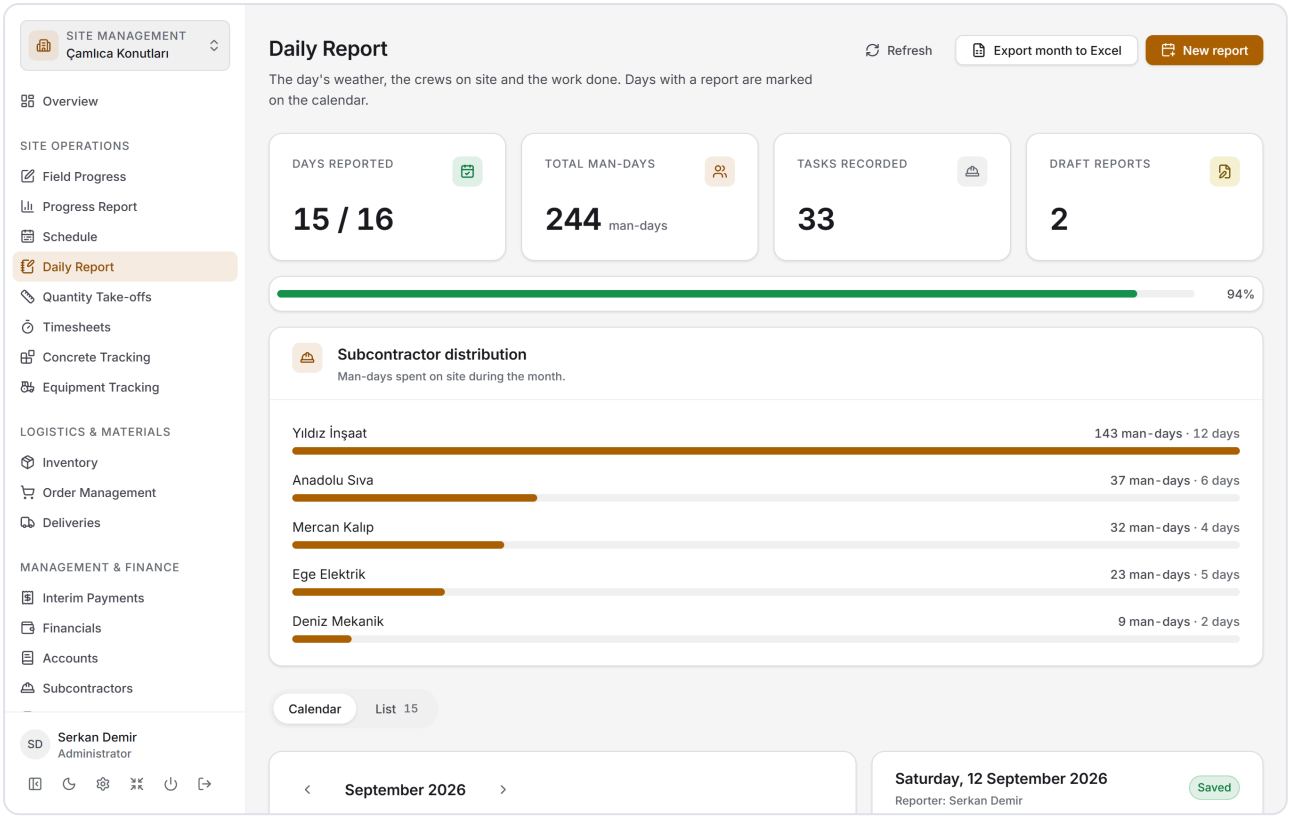
2. Opening it, and who can see it

In the sidebar, *Site Operations › Daily Report.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You read the calendar, the day panel and the list view, and you can export **PDF** and **Excel**. The **New report**, **Edit** and delete buttons are not drawn at all
Edit	Everything above, plus creating, editing and deleting reports
No permission	The module appears dimmed and locked in the menu

> **Note** Exporting does not require edit permission: whoever can read the report should be able to file it. The old app tied both buttons to edit permission, and a user without it got a "you do not have permission" dialog when they pressed one.

3. The anatomy of the screen



> **Note** The screenshots in this section contain no real company data; the project, people, company names and numbers are examples.

The page has three layers, top to bottom:

LAYER	WHAT IT DOES
Month strip	The month's four measures, the coverage bar and the subcontractor distribution
View switch	Switching between **Calendar** and **List**
Calendar + day panel	The month grid on the left, the whole of the selected day on the right

Header and buttons

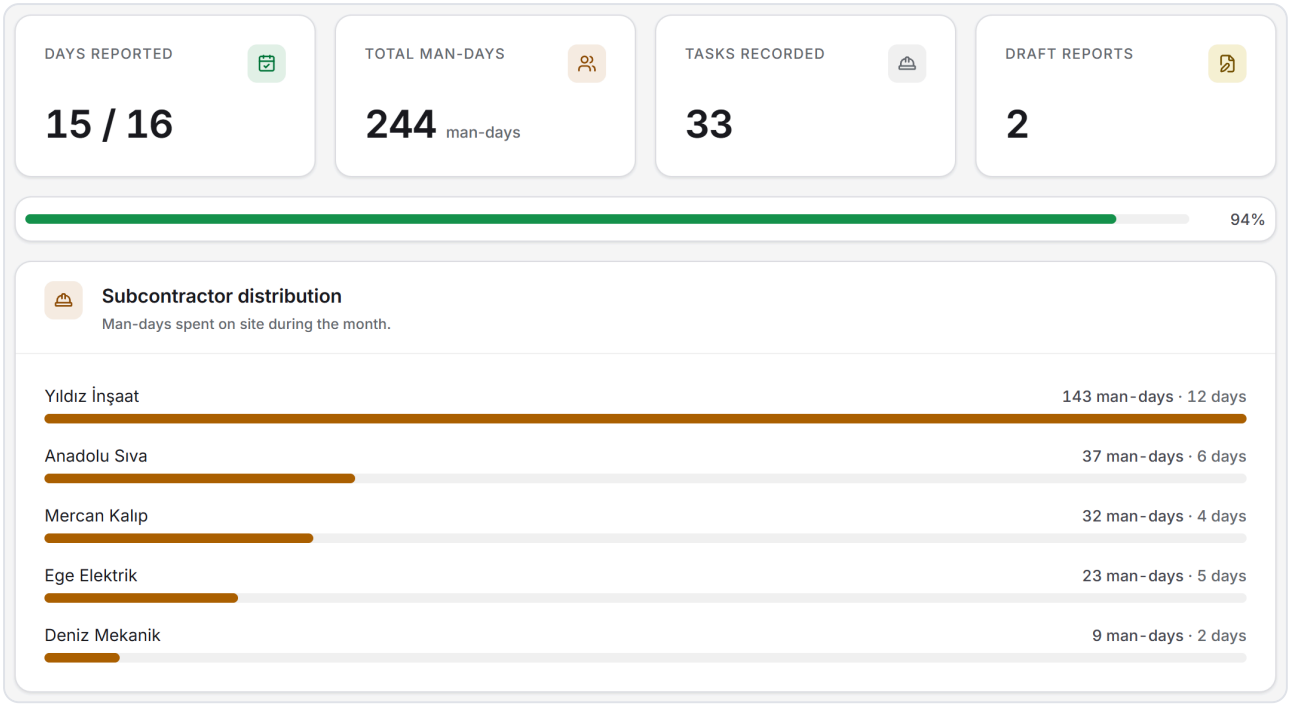
The title is **Daily Report**, with *"The day's weather, the crews on site and the work done. Days with a report are marked on the calendar."* below it. At most three buttons sit on the right:

BUTTON	WHAT IT DOES
Refresh	Reads the month from the server again. It says **Refreshing** while it runs
Export month to Excel	Writes every report in the visible month into one file. It says **Preparing...** while it runs
New report	Opens the empty report page

Export month to Excel is dimmed if the month has no reports. **New report** behaves like this: if today has no report it opens **today**, and if today already has a report it opens the day **selected on the calendar**. If both today and the selected day already have reports, the button stays dimmed — a button that would answer "there is already a report for this date" is a button that does not work.

When a file is saved, a green strip appears under the header with the full path of the file; you close it yourself with **Close**.

Month strip



Four measures, the coverage bar below them, the subcontractor distribution at the bottom. All of them describe the **visible month**; they all change together when you change month.

MEASURE	WHAT IT SAYS
Days reported	The number of days with a report, over the number of days a report is expected for — for example *18 / 21*
Total man-days	The sum of the headcounts in every report of the month
Tasks recorded	The number of task lines written during the month
Draft reports	The number of reports still left as drafts

The denominator of **Days reported** is built like this: in the current month, the number of days **elapsed so far**; in a past month, the whole month; in a future month, zero. **The company's weekend days** in that range (the weekend card in Settings) are not counted; if a report was entered on a weekend day, that day is added. A report entered this month for a day after today counts as well. Since a future month has no denominator, the coverage bar is not drawn either.

The colour of the card follows the ratio: green at 90% and above, the accent colour between 60% and 90%, amber below that. When there are no drafts the **Draft reports** card stays calm; above zero it turns amber.

Subcontractor distribution ranks the firms that spent the most man-days in the month. Each row gives the firm name, its man-day total and how many days it was on site; the bar next to it is scaled against the firm that spent the most, not against the month total. If the month has no crew records, *"No crew records this month"* appears instead.

Calendar



The month name and two arrows sit above the calendar; the arrows move one month back and forth. If the visible month does not contain today, a **Today** button appears next to the arrows and takes the calendar back to this month and the selection back to today.

The week starts on **the day after the company's weekend**: **Monday** with a Saturday-Sunday weekend, Sunday with a Friday-Saturday weekend; always Sunday if the company's region is the US. The grid is made of whole weeks; days from the neighbouring months are dimmed and cannot be clicked.

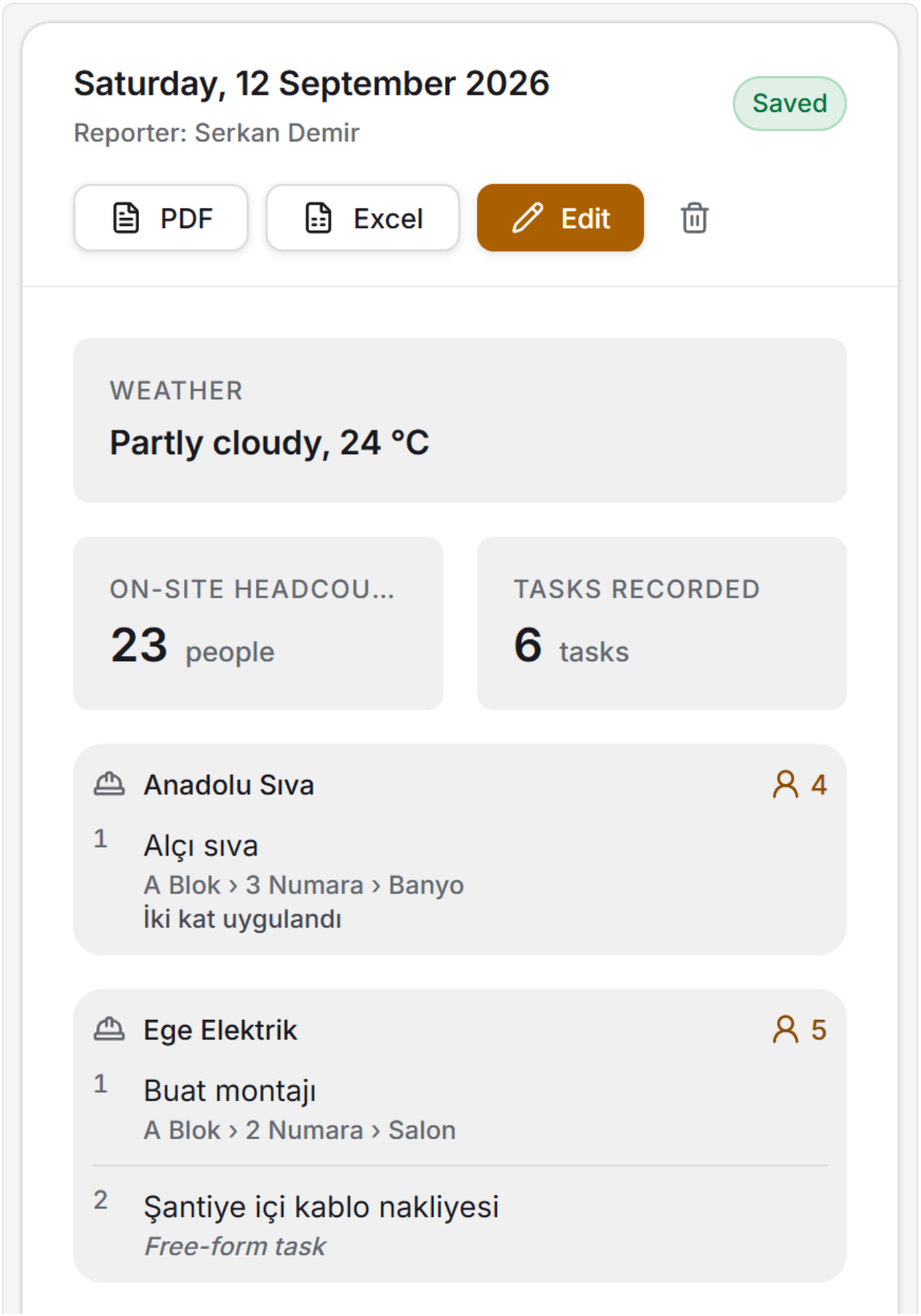
Every cell with a report has two lines:

- **N people** — that day's on-site headcount
- **N crews** — the number of subcontractors on site that day; if the report is a draft, an amber · **Draft** is added to the end of the same line

The background of a cell is green for a saved report and amber for a draft. A day with no report stays **empty**: it has a border but no background. Today's cell has a thin frame and the selected cell a thick one.

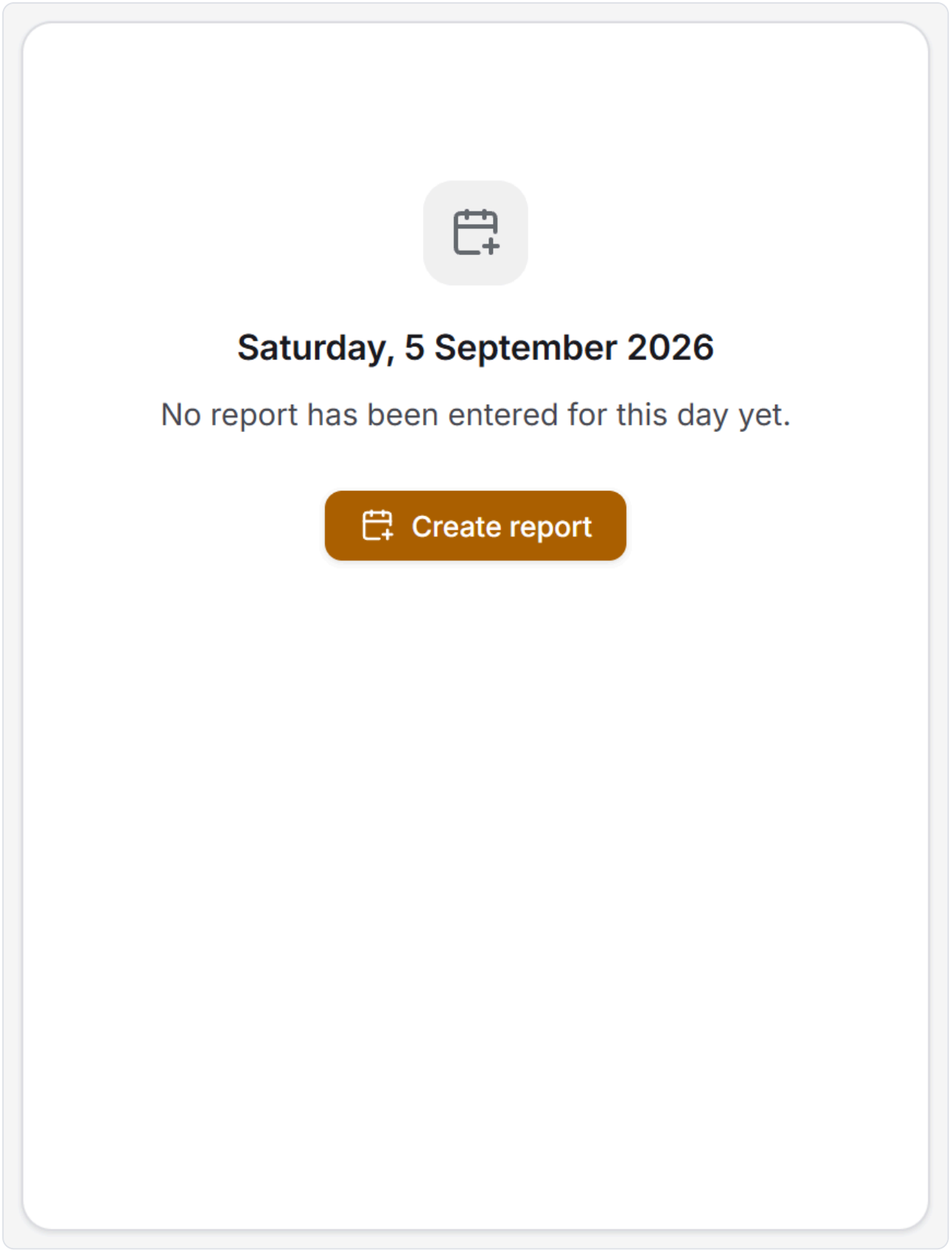
> **Note** The cells are narrow and text that does not fit is clipped: the · **Draft** suffix falls back to an ellipsis in most window sizes, and in English the unit on the headcount line is clipped too (*"20 peo…"*). To read the number and the status in full, select the day and look at the panel on the right.

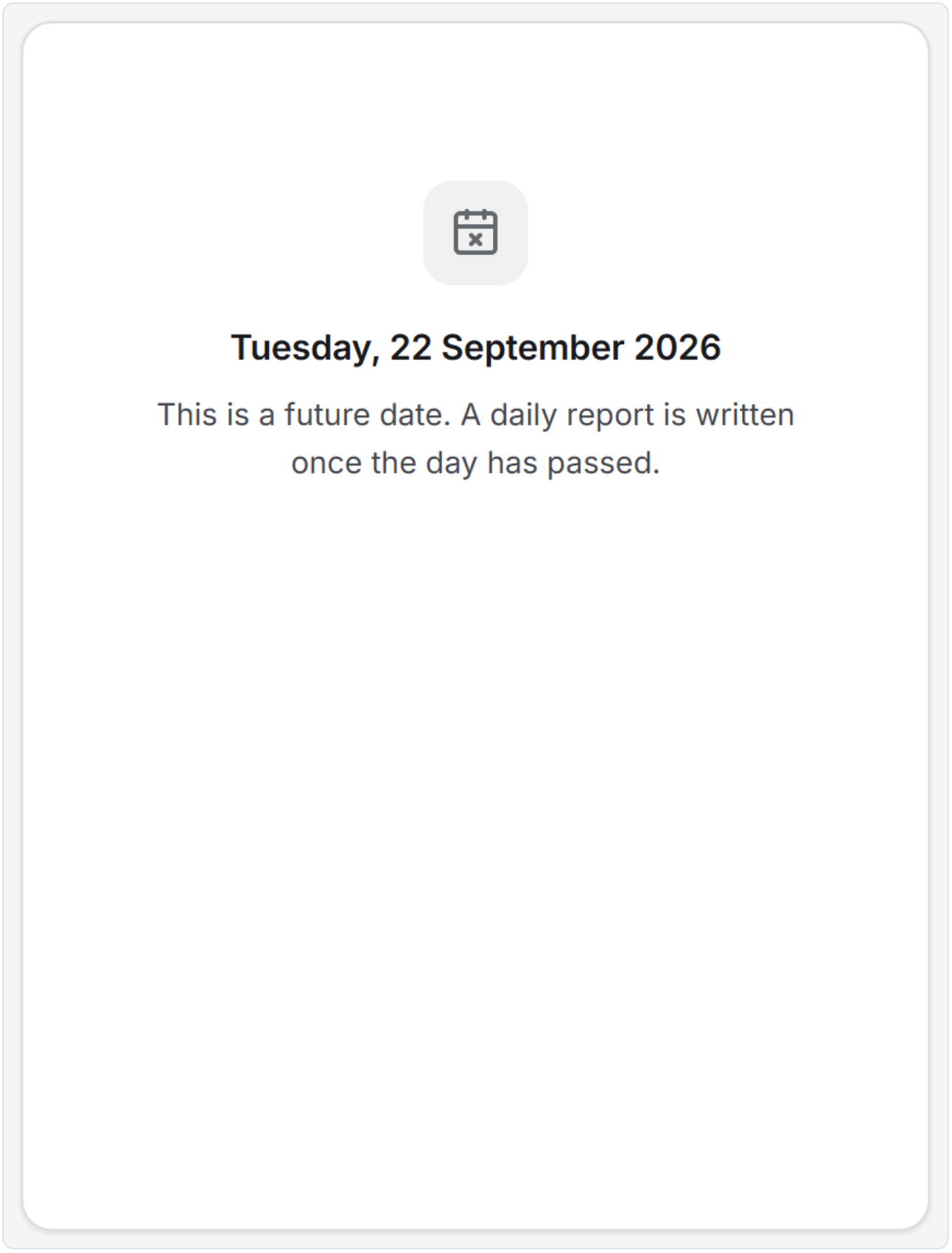
Day panel


Saturday, 12 September 2026
Reporter: Serkan Demir
Saved
PDF
Excel
Edit
WEATHER
Partly cloudy, 24 °C
ON-SITE HEADCOU...
23 people
TASKS RECORDED
6 tasks
Anadolu Sıva
4
1
Alçı sıva
A Blok › 3 Numara › Banyo
İki kat uygulandı
Ege Elektrik
5
1
Buat montajı
A Blok › 2 Numara › Salon
2
Şantiye içi kablo nakliyesi
Free-form task

The column to the right of the calendar shows the whole of the selected day. It has three states, and each one names a different next step:

STATE	WHAT IT SAYS
A future day	*"This is a future date. A daily report is written once the day has passed."* No button is drawn
A past day with no report	*"No report has been entered for this day yet."* and a **Create report** button
A day with a report	The day details, its measures and the crew list


Saturday, 5 September 2026
No report has been entered for this day yet.
Create report



When there is a report, the panel begins with the long date of the day (*Saturday, 12 September 2026*), the *Reporter: …* line below it and the status badge on the right (**Saved** or **Draft**). If it is not known who saved the report, it says *Reporter unknown*.

Four buttons sit under the details: **PDF**, **Excel**, **Edit** and a bin icon (**Delete report**). The first two are drawn for everyone, the last two only for those with edit permission.

Then come three fields:

FIELD	WHAT IT SAYS
Weather	The name of the weather and the temperature, for example *Partly cloudy, 24 °C*
On-site headcount	The sum of the headcounts of every crew
Tasks recorded	The number of task lines written that day

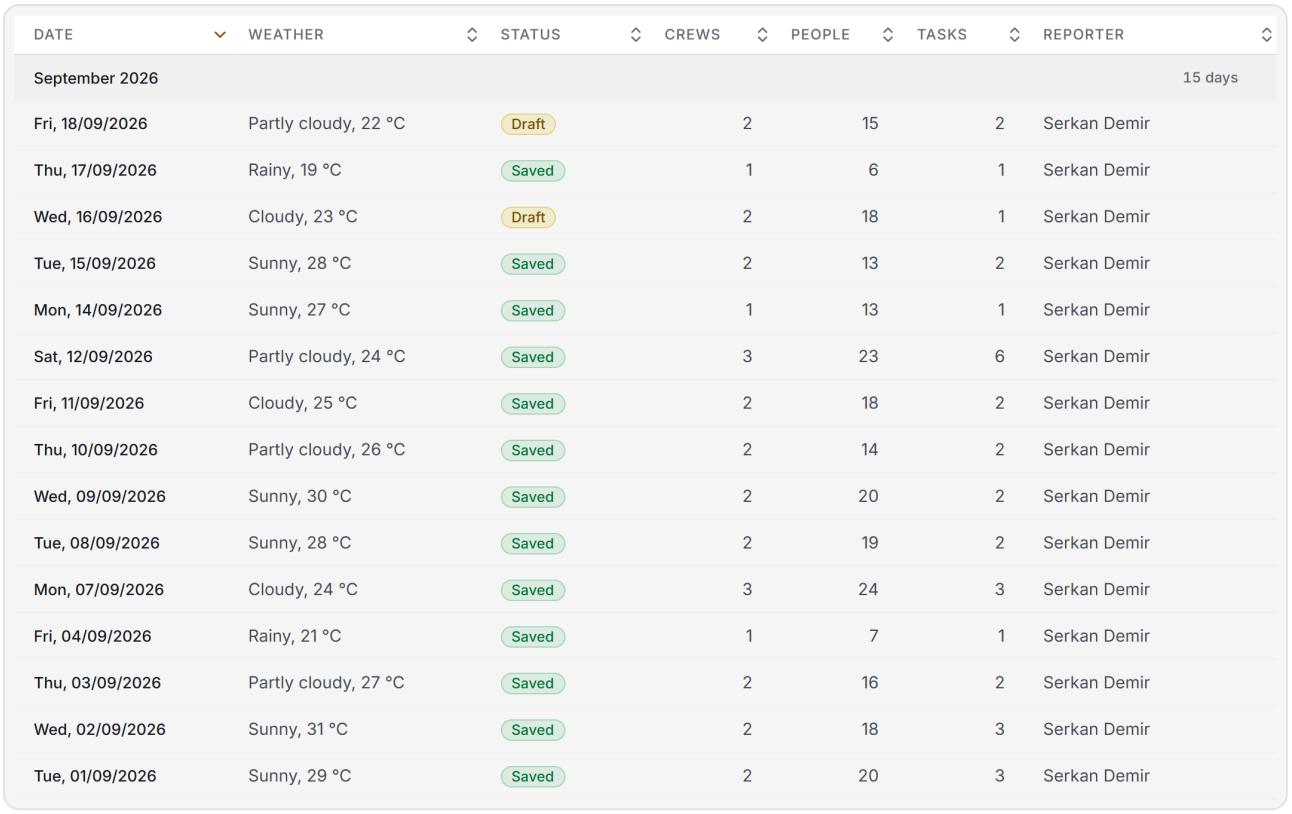
The crew list sits at the bottom. Each crew has its own box, with the subcontractor name at the start and the headcount on the right. The tasks inside the box are **numbered**, and each task has three layers:

LINE	WHAT IT SAYS
First	The name of the work item, in bold — *Slab formwork*
Second	The location path, dimmed — *Building B › Structural work › Floor 5*
Third	The description, if any — *Lowered by crane*

For tasks not linked to a work item, the second line says **Free-form task** in italic instead of the location. If no task has been written for a crew, the box says *"No tasks entered."*

If the report has no crews at all, a *"No crews in this report"* box and an **Add crew** button appear in place of the list. If the weather was left empty, a small *"No weather entered."* line sits at the bottom of the panel.

List view



DATE	WEATHER	STATUS	CREWS	PEOPLE	TASKS	REPORTER
September 2026						15 days
Fri, 18/09/2026	Partly cloudy, 22 °C	Draft	2	15	2	Serkan Demir
Thu, 17/09/2026	Rainy, 19 °C	Saved	1	6	1	Serkan Demir
Wed, 16/09/2026	Cloudy, 23 °C	Draft	2	18	1	Serkan Demir
Tue, 15/09/2026	Sunny, 28 °C	Saved	2	13	2	Serkan Demir
Mon, 14/09/2026	Sunny, 27 °C	Saved	1	13	1	Serkan Demir
Sat, 12/09/2026	Partly cloudy, 24 °C	Saved	3	23	6	Serkan Demir
Fri, 11/09/2026	Cloudy, 25 °C	Saved	2	18	2	Serkan Demir
Thu, 10/09/2026	Partly cloudy, 26 °C	Saved	2	14	2	Serkan Demir
Wed, 09/09/2026	Sunny, 30 °C	Saved	2	20	2	Serkan Demir
Tue, 08/09/2026	Sunny, 28 °C	Saved	2	19	2	Serkan Demir
Mon, 07/09/2026	Cloudy, 24 °C	Saved	3	24	3	Serkan Demir
Fri, 04/09/2026	Rainy, 21 °C	Saved	1	7	1	Serkan Demir
Thu, 03/09/2026	Partly cloudy, 27 °C	Saved	2	16	2	Serkan Demir
Wed, 02/09/2026	Sunny, 31 °C	Saved	2	18	3	Serkan Demir
Tue, 01/09/2026	Sunny, 29 °C	Saved	2	20	3	Serkan Demir

Setting the **View** switch to **List** turns the same month into a table. The data is the same and the switch sends no request to the server; only the way you read it changes. The number next to the **List** option says how many reports the month has.

The table is one group, and the title of that group is **the name of the month**; the number of days sits next to it. The columns:

COLUMN	WHAT IT HOLDS
Date	The short date of the day; clickable
Weather	The name of the weather and the temperature
Status	A **Saved** or **Draft** badge
Crews	The number of subcontractors that day
People	The on-site headcount
Tasks	The number of tasks recorded
Reporter	The person who saved the report; a dash if empty

You can sort by any column by clicking its header; the table opens sorted by date, newest first. Clicking the date in a row takes you back to the **calendar view** and selects that day.

If the month has no reports at all, the table is replaced by *"No reports this month"*.

4. Fields

The fields below are filled in on the report editing page.

Day details

FIELD	WHAT IT MEANS	REQUIRED
Report date	The day the report belongs to	Yes
Weather	One of six choices: Sunny · Partly cloudy · Cloudy · Rainy · Snowy · Stormy	No
Temperature (°C)	The temperature of the day, a whole number	No
On-site headcount	The sum of the crew headcounts — **not typed, calculated**	—
Tasks recorded	The number of task lines written — **not typed, calculated**	—

Temperature is limited to **between −60 and 60**; you cannot type outside that range. Left unlimited, a mistyped key could produce a report saying "320 °C". Zero is a valid reading, and a report saved with zero opens with zero.

Crew

FIELD	WHAT IT MEANS	REQUIRED
Subcontractor	The firm on site; chosen from the Subcontractors section	Yes
Headcount	How many people that firm had on site that day	Yes, at least 0

A newly added crew starts at **1 person**; the headcount can be between 0 and 999.

Task

FIELD	WHAT IT MEANS	REQUIRED
Building · Unit · Area	Where the work was done; selected in order	Yes for a linked task
Work item	The work item record in that area	Yes for a linked task
Description	A note written on top of the task — *"Lowered by crane"*	No
Free-form task	Text for work not linked to a work item — cleaning, transport, formwork stripping	Yes for a free-form task

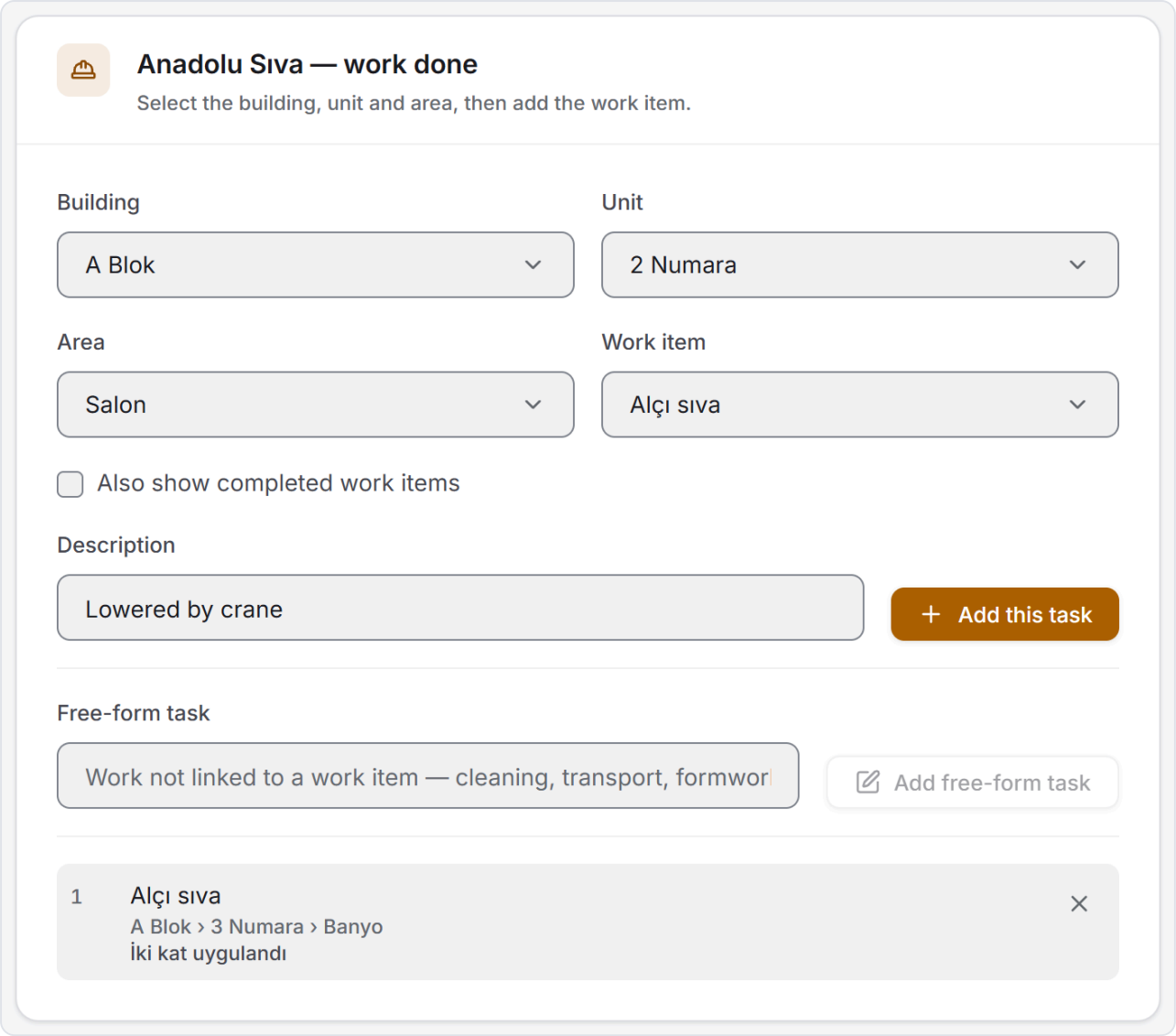
5. Step by step

Writing a new report

1. Select the day on the calendar and press **Create report** in the panel. (The **New report** button in the header goes to the same place.)
2. On the page that opens, fill in **Weather** and **Temperature**. Both are optional.
3. In the **Crews on site** card on the left, pick the firm from the **Add subcontractor** list and press the plus next to it. The crew drops into the list and becomes selected.
4. Set the small number in the crew's box to the headcount on site that day.
5. Write the tasks in the **Work done** card on the right (the two procedures below).
6. If another firm was on site too, carry on from step 3; every crew has its own task list.
7. If the day is not over yet, press **Save draft**; if the day has closed, press **Save report**.

> **Caution** A report is not saved without **at least one crew.** If you try, a warning appears at the top: *"Add at least one crew before saving the report."*

Adding a task linked to a work item



1. Select the **crew** you are writing the task for from the list on the left. Until a crew is selected, the card on the right says *"Tasks are recorded under a crew; first select a crew on the left."*
2. Select **Building**, **Unit** and **Area** in order. Changing a higher level clears the ones below it.
3. Select the task from the **Work item** list.
4. If you want, write what was done in the **Description** box.
5. Press **Add this task**. The task drops in at the end of the list, numbered.

After adding, **the location stays selected** and only the work item and the description are cleared: writing several tasks in the same area is ordinary, and you should not have to pick the four levels again each time.

> **Note** The work item list narrows to the subcontractor of the selected crew. Only items **assigned to that firm** and items **not yet assigned to anyone** appear. Writing a job assigned to another firm under this crew would mean writing the interim payment in the wrong place.

Bringing a completed work item into the list

By default, items marked **Done** do not appear in the list; a daily report is usually about work in progress. If a job finished yesterday was touched up today, tick the **Also show completed work items** box under the four levels. While the box is ticked, completed items enter the list with · *completed* next to their names.

Adding a free-form task

Work not linked to a work item record — site cleaning, transport within the site, formwork stripping — is entered on a separate row. Write the job in the **Free-form task** box at the bottom of the card and press **Add free-form task**. The task appears in the list under its own name, with **Free-form task** written in italic below it.

Editing a report

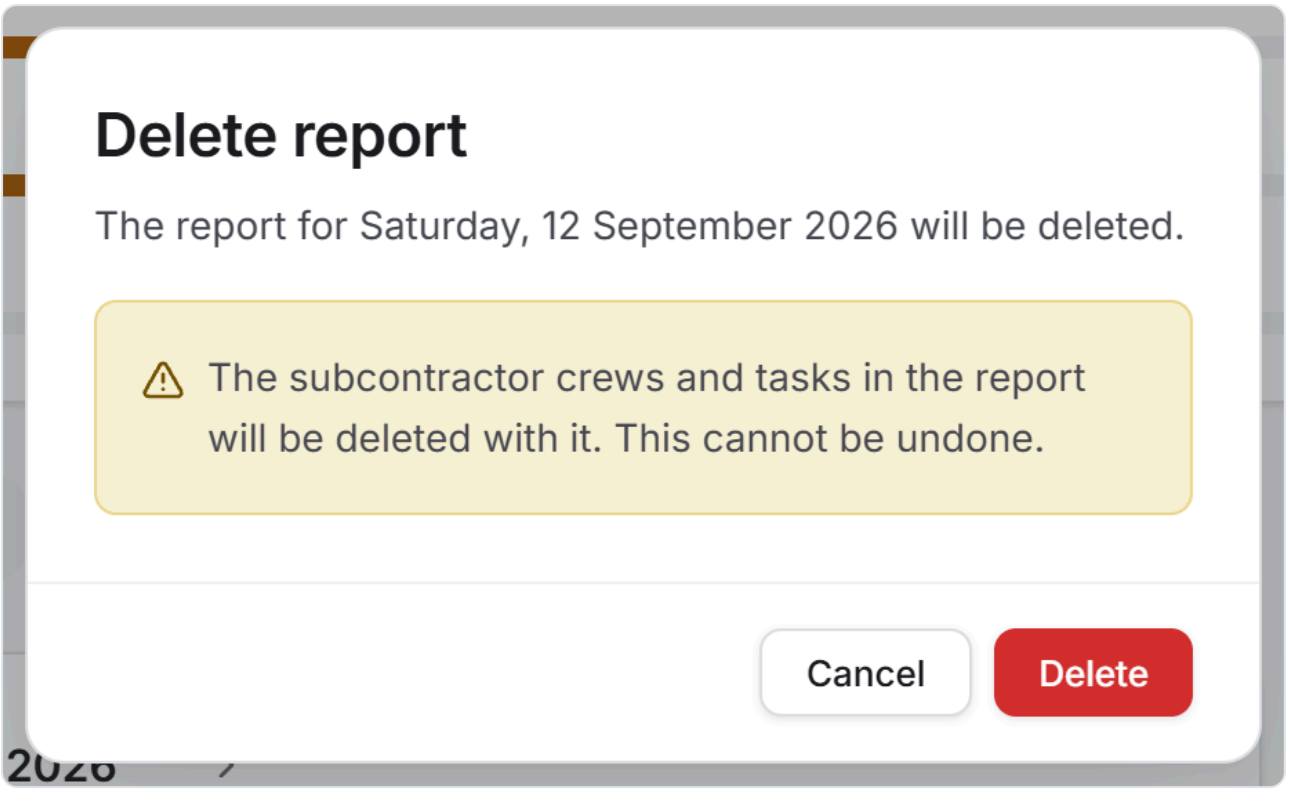
1. Select the day on the calendar and press **Edit** in the panel.
2. Add or remove crews, change headcounts; add tasks or remove them with the cross next to them.
3. Finish with **Save draft** or **Save report**. **Cancel** saves nothing.

Removing a crew removes all of that crew's tasks with it.

Changing the date of a report

You can change the **Report date** field on the editing page. When the date changes, a warning appears under the field: *"The date has changed; when you save, the report moves to this day."* When you save, the calendar goes to the month containing the report's new day and selects it — otherwise the report you moved would look as if it had disappeared.

Deleting a report



1. Select the day and press the bin icon in the panel.
2. The window that opens names the day whose report will be deleted, with an amber warning inside it: *"The subcontractor crews and tasks in the report will be deleted with it. This cannot be undone."*
3. Press **Delete**.

> **Caution** Deleting cannot be undone. The crews and tasks go from the server together with the report.

6. Exports

There are three exports and all three open the Windows save window. If you press **Cancel**, nothing is written and nothing is said on screen either. Only one file is prepared at a time; while one is running the other buttons wait.

EXPORT	WHERE FROM
The day's PDF	**PDF** in the day panel
The day's Excel	**Excel** in the day panel
The month's Excel	**Export month to Excel** in the header

The file name comes ready. The two files for a day start with `Daily_Report_` and end with that day's date; the month's file starts with `Daily_Report_Analysis_` and ends with the date and time the export was taken. In Turkish the names are identical to the old app's, so that files taken from the two programs sit side by side in the same folder.

The day's PDF

A portrait A4 **document**, not a table export: it is prepared to be signed and filed.

- The project name sits at the top of the first page, with **DAILY REPORT** and the long date of the day below it. Top right it says *On-site Headcount: 23 people · 3 crews*.
- Below that is the details strip: **WEATHER**, **REPORTER**, **TASKS RECORDED**.
- Then each crew starts with **its own header strip** and its tasks are listed in a five-column table: **# · Building · Unit · Area · Work Item / Task**. For free-form tasks the location columns are not left empty, they say *Free-form task*.
- The bottom of each page carries the moment the export was taken and the page number; from the second page on, the project name and the report date repeat at the top.

Each crew starting with its own header is so that wherever the page breaks, there is a firm name above every task.

> **Note** The PDF of a saved report does not state its status; a **draft** report says **Draft** in amber at the top right. A half-finished report being passed around and taken for final is a real risk, and if the document itself does not say so, nothing else will.

The day's Excel

A single-sheet workbook. The project name and the **DAILY REPORT** title sit top left, with the details top right: **Report Date**, **Weather**, **Report Status**, **Reporter**, **Total On-site Headcount**.

The columns of the table below: **Subcontractor · People · Building · Unit · Area · Work Item.**

If a crew has several tasks, **the subcontractor and people cells are merged vertically** — a firm with three tasks takes three rows in the file but writes its name once. The zebra shading also changes **per crew** rather than per row. The header row is frozen. If no crew was added to the report, a one-line note takes the place of the table.

The month's Excel

Every report of the visible month on one sheet, oldest to newest. The project name is at the top, with the moment the export was taken and the total number of reports below it.

The columns: **Date/Day · Weather · Report Status · Subcontractor · People (Man-Days) · Building · Unit · Area · Work Item.**

The day details (date, weather, status) are merged across all the rows of that day, and the subcontractor and people cells merge across that crew's tasks. The zebra shading changes **per day**. The header row is frozen with an auto filter on it. The date cell is a real date, so it can be sorted and filtered. A day with no crews entered still takes a row in the file; its columns are filled with dashes.

> **Note** The format of the Excel exports is kept **identical** to the old app's (MSitabula): the same columns, the same colours, the same "5 People" wording and the same dash in empty cells. The two apps will be used side by side for a while, so the file for the same month should look the same whichever one it came from.

> **Note** The dates in the exports are written as **day.month.year** whatever the language of the app. This is a known limit of the export files.

7. Things worth knowing

One report per day. Before saving, the app checks whether another report exists for the same day; if there is one it says *"There is already a daily report for ..."* and does not save. This check is inside the app, not on the server: if two people save at exactly the same moment, both can go through. If such a day occurs, a yellow warning strip appears at the top of the page naming the dates with duplicate records. Only the **last** one shows on the calendar for that day.

No reports are written into the future. When you click a day after today, the panel says *"This is a future date"* and the create button is not drawn.

The coverage ratio follows the company's weekend. The denominator of the *Days reported* card leaves the company's weekend days out of the elapsed days of the month, but every report entered on a weekend day adds that day back. A site that works Saturdays does not go above 100%, and one that does not is not penalised. Public holidays are not in the system, so they are not taken out.

The difference between draft and saved is a habit, not a lock. A saved report can still be edited and deleted later; the only differences are the colour on the calendar, the badge, and the warning at the top right of the PDF.

The weather may hold a value that is not in the list. The field is free text and something else may have been written from the phone version or the old app. Such a value is shown on screen and in the exports **exactly as it is in the record**, not hidden: a screen that hides a value it does not recognise has disregarded the data.

Repeated parts of a location path are collapsed. If the building, the unit and the area carry the same name (*"Site General"*), it is written once on screen instead of three times. Nothing is lost — what is dropped is a repeat of the same thing. **This is not done in the file exports** — there the three names are in their own columns, and an empty column would read as "no data".

A deleted subcontractor and an unselected one are written differently. If a crew's firm was never selected it shows *No subcontractor selected*; if the firm record was deleted later it shows *Unknown subcontractor*. They are not the same thing: one is missing data, the other is a deleted record.

The month is a snapshot. The data comes down once when the page opens. If someone else adds a report at the same time, you need to press **Refresh** to see it.

Editing does not lose entries. When you edit a report and save it, the crews are not deleted and rewritten: a crew that stays is updated, a new one is created, a removed one is deleted. If saving is interrupted, the remaining records stay where they are.

The task picker list can come up empty. If there is no work item assigned to the selected crew's subcontractor or left unassigned, the building list stays empty and says *"No matching work items were found for this subcontractor."* below it. In that case the item either has not been defined in Field Progress or has been assigned to another firm.

The same subcontractor cannot be added to one report twice. A firm that has been added drops out of the list. If every firm in the project has been added, the list says *"All subcontractors in the project have been added to the report."*; if the project has no subcontractor records at all, it says *"There are no subcontractor records in this project."*

8. Related sections

- **Field Progress** — the building, unit, area and work item lists in the task picker come from there. A work item must be defined there before it can be written into a report.
- **Subcontractors** — the firms added to crews come from there; if a firm is deleted there, its name in the report turns into *Unknown subcontractor*.
- **Schedule** — how much of the planned work was actually done on site that day is written here.
- **Timesheets** — it keeps the headcount person by person rather than as a subcontractor crew; the two pages describe the same day at two different levels of detail.
- **Progress Report** — it reads the overall state of the same work items; this page keeps their day-to-day flow.

Quantity Take-offs

1. What it is for

Quantity Take-offs is the page where work quantities are calculated from dimensions. It is unlike any other page in the application: this is not a list but **a real spreadsheet.** You write the item name and the dimensions into the rows, the quantity comes out by itself, and where you need it you can write formulas into cells just as you would in Excel.

A prepared sheet is **saved** to the project and filed under three headings. A saved sheet serves two purposes: it can be exported to Excel or PDF and handed to the subcontractor, the site supervision or the file; and it can be linked to an item in **Field Progress** as its source — there, instead of typing a quantity by hand, you say "select from a saved take-off" and the quantity comes from the sheet's total.

The questions the page answers are these: **where did this item's quantity come from**, **which dimensions were multiplied**, **how much formwork is there in this block in total** and **who last updated this take-off, and when.**

2. How to open it, who can see it

In the sidebar, *Site Operations › Quantity Take-offs.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You read the library, open a sheet, move around inside it, use the **Filter** menu and take **Excel** and **PDF** output. **New take-off**, the delete button, **Save**, **Save as**, **Row**, **Column**, **Cell**, **Undo**, **Redo** and **Import from Excel** are not drawn at all
Edit	Everything above, and you also create, fill in, save and delete sheets
No permission	The module appears dimmed and locked in the menu

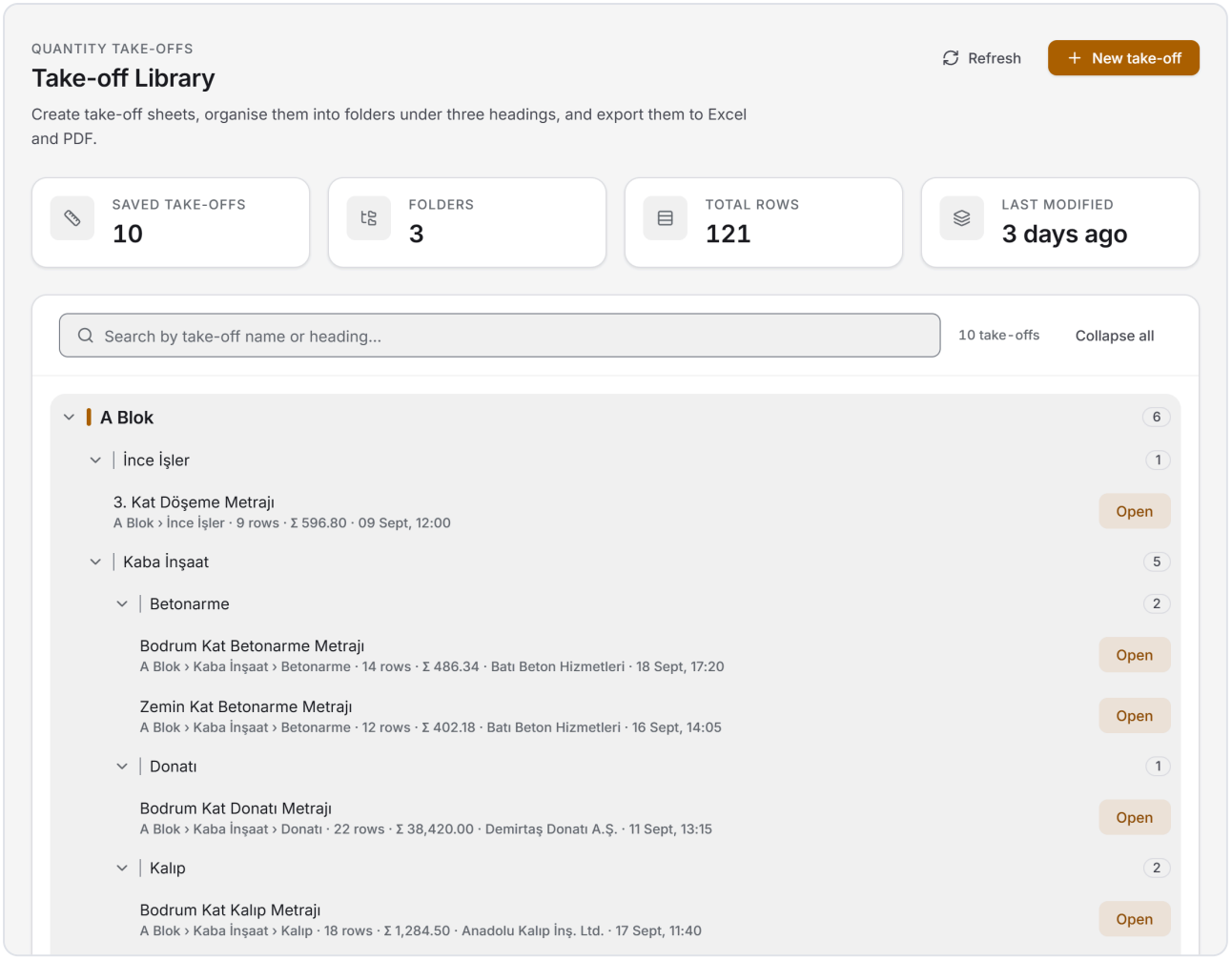
> **Note** Taking output and filtering do not require edit permission. Whoever can read a sheet should be able to file it and search inside it; neither of those changes any data.

3. Anatomy of the screen

The page is **two screens.** The screen you land on is the library; when a sheet is opened or a new one is created, the sheet takes over **the whole page.** The one thing a spreadsheet needs is width.

> **Note** The screenshots in this section contain no real company data; project, company and item names, and the figures, are examples.

The library



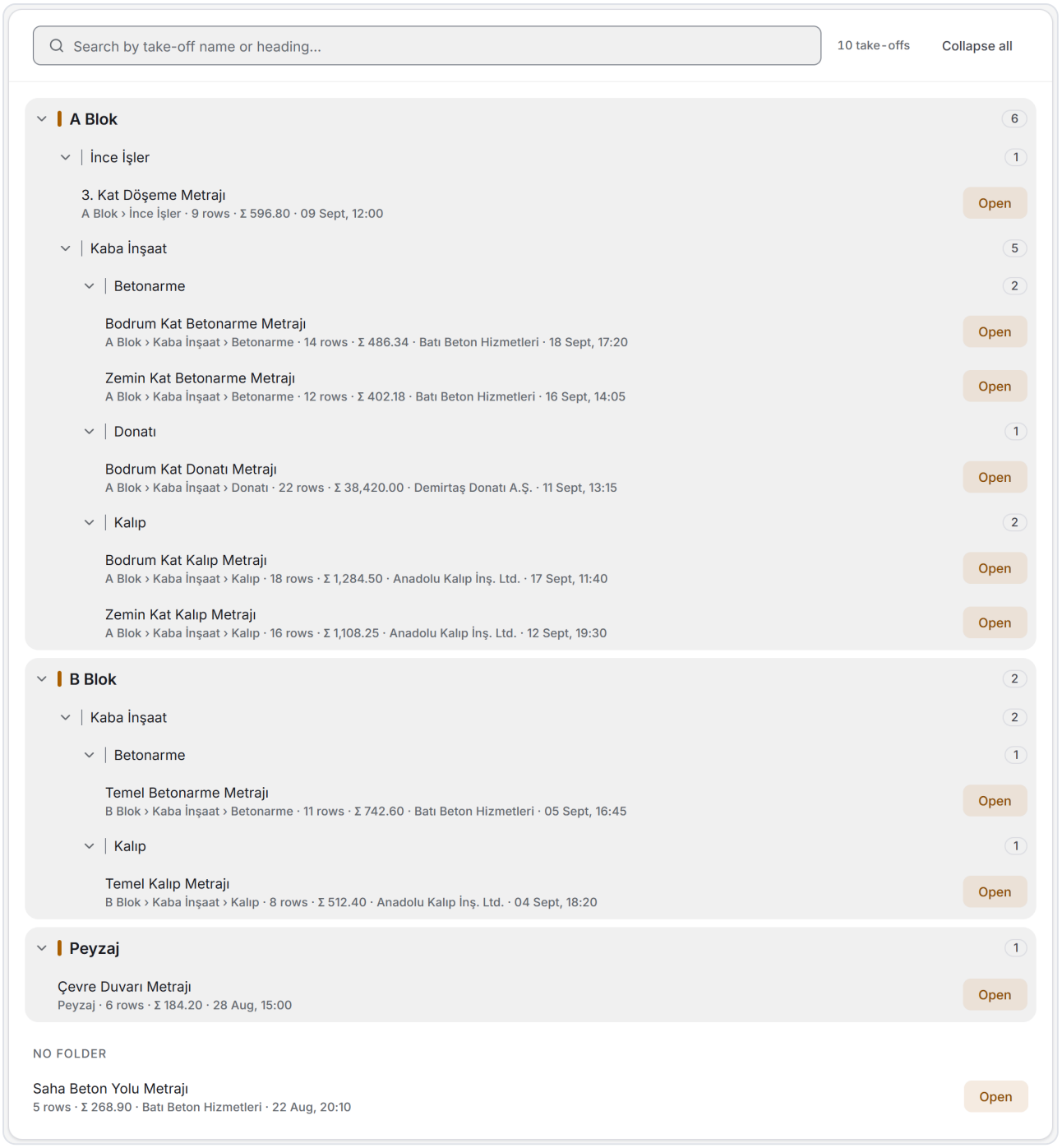
Four layers from top to bottom:

LAYER	WHAT IT DOES
Header	**Take-off Library**, with **Refresh** and **New take-off** on the right
Measure strip	Four figures about the project's take-offs
Search bar	Search box, match counter, **Expand all** / **Collapse all**
Folder tree	Up to three folder levels, with sheet rows underneath

The line under the header reads: *"Create take-off sheets, organise them into folders under three headings, and export them to Excel and PDF."*

The four measures are **Saved take-offs**, **Folders**, **Total rows** and **Last modified**. All four are counted from the list that has already been loaded; a summary shown on screen does not cost a second request to the server.

The folder tree and a sheet row



Sheets are arranged as a tree according to the three headings given when they were saved. The first level is boxed and bold, the second and third are drawn more lightly — in a three-level tree the eye reads the level from the weight, not from the indent. Each node carries a badge with the number of sheets inside it. Sheets saved with no heading at all sit **below** the tree, as plain rows under *No folder*.

Each sheet row carries the take-off's name on top and a one-line summary underneath: the folder path, the row count, the **Σ** total quantity (to two decimals, with its unit; *(mixed units)* if units are mixed), the subcontractor if there is one, and the time it was last modified. A sheet with no total shows *Σ* —.

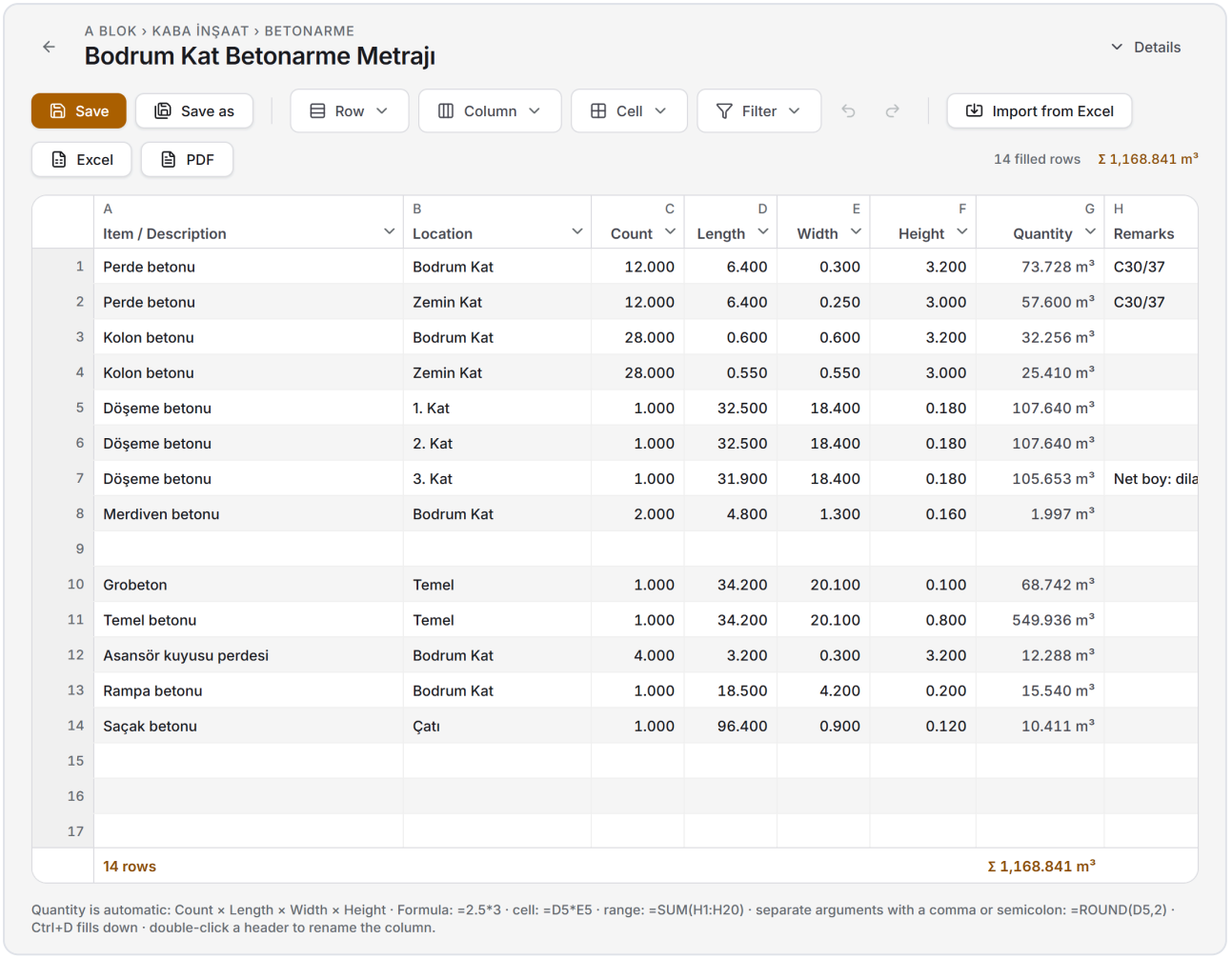
Hovering over a row reveals three icons on the right — **Export to Excel**, **Export to PDF** and **Delete take-off** — and there is an **Open** button at the far right that is always there. Clicking the row itself opens the sheet as well.

When you type into the search box, every level of the tree **expands** by itself: in a collapsed tree a search result would look like "nothing found". While a search is running the **Expand all** / **Collapse all** button is not drawn either.

The library has three empty states, and each one names a different next step:

STATE	WHAT IT SAYS
No take-offs in the project	*"No saved take-offs in this project"* and a **New take-off** button. Without edit permission the button is replaced by *"You do not have permission to create take-offs."*
Nothing matches the search	*"No take-offs match your search"* and **Clear search**
The server could not be reached	*"Take-offs could not be loaded"* and **Try again**

The sheet



	A Item / Description	B Location	C Count	D Length	E Width	F Height	G Quantity	H Remarks
1	Perde betonu	Bodrum Kat	12.000	6.400	0.300	3.200	73.728 m³	C30/37
2	Perde betonu	Zemin Kat	12.000	6.400	0.250	3.000	57.600 m³	C30/37
3	Kolon betonu	Bodrum Kat	28.000	0.600	0.600	3.200	32.256 m³	
4	Kolon betonu	Zemin Kat	28.000	0.550	0.550	3.000	25.410 m³	
5	Döşeme betonu	1. Kat	1.000	32.500	18.400	0.180	107.640 m³	
6	Döşeme betonu	2. Kat	1.000	32.500	18.400	0.180	107.640 m³	
7	Döşeme betonu	3. Kat	1.000	31.900	18.400	0.180	105.653 m³	Net boy: dila
8	Merdiven betonu	Bodrum Kat	2.000	4.800	1.300	0.160	1.997 m³	
9								
10	Grobeton	Temel	1.000	34.200	20.100	0.100	68.742 m³	
11	Temel betonu	Temel	1.000	34.200	20.100	0.800	549.936 m³	
12	Asansör kuyusu perdesi	Bodrum Kat	4.000	3.200	0.300	3.200	12.288 m³	
13	Rampa betonu	Bodrum Kat	1.000	18.500	4.200	0.200	15.540 m³	
14	Saçak betonu	Çatı	1.000	96.400	0.900	0.120	10.411 m³	
15								
16								
17								

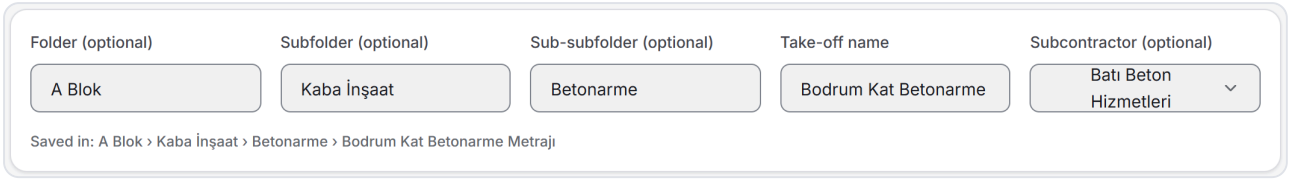
When a sheet is opened, the screen splits into four layers:

LAYER	WHAT IT DOES
Top strip	Back button, folder path, take-off name, status badges, the **Details** switch
Details strip	Three folder fields, take-off name, subcontractor and the "Saved in" preview *(collapsible)*
Toolbar	Saving, four menus, undo/redo, import and two outputs
Grid	The sheet itself, with a one-line hint underneath

At the far left of the top strip sits the **Back to library** arrow. Next to it are two lines: the folder path on top (*"A Blok › Kaba İnşaat › Betonarme"*), the take-off's name below. If no name has been given yet it reads *Untitled take-off*; if no folder was given, the path line reads *No folder*.

Two badges can appear on the right: an amber **Unsaved changes** while there is an unsaved change, and a blue filter badge while a filter is on. The rightmost button opens and closes the details strip and its label changes accordingly — **Hide details** when open, **Details** when closed.

The details strip



Five fields sit side by side, and the order is **the tree's order**, read from folder towards take-off:

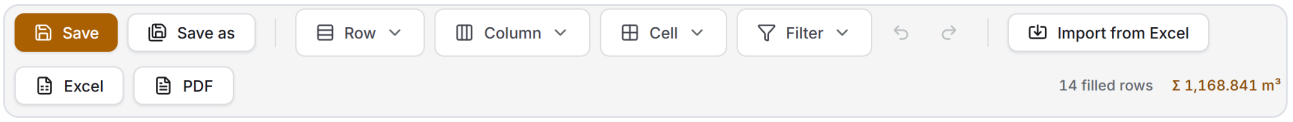
FIELD	WHAT GOES IN IT
Folder (optional)	First level — *"A Blok"*
Subfolder (optional)	Second level — *"Kaba İnşaat"*
Sub-subfolder (optional)	Third level — *"Betonarme"*
Take-off name	The sheet's name — *"3rd Floor Slab Take-off"*
Subcontractor (optional)	One of the project's subcontractors; *Not selected* if none

All three folder boxes suggest headings already used in the same project; the subfolder suggestions narrow according to the level above. Choosing a suggestion is not required — you can type whatever you like into the boxes.

Under the strip is a one-line preview: **Saved in:** followed by where the sheet will land in the tree. This line updates as you type and shows immediately that a level left empty **never appears** in the tree. If no name has been typed, it reads *(no take-off name entered)*.

The details strip comes up **collapsed when a saved sheet is opened** and expanded when a new sheet is created: in a saved sheet the name and headings are already settled and your work is in the figures.

The toolbar



From left to right:

BUTTON	WHAT IT DOES
Save	Saves the open sheet. It reads **Saving…** while it runs
Save as	Saves the open sheet as **a new record**
Row	Menu for inserting and deleting rows and for row height
Column	Menu for adding, deleting, renaming and freezing columns
Cell	Menu for merging, unmerging and units
Filter	Menu for filtering, clearing the filter and sorting
Undo / **Redo**	Takes back the last operation, or puts it back
Import from Excel	Opens the import window
Excel / **PDF**	Writes the sheet to a file

At the right end of the bar are two figures: **N filled rows** and, next to it, **Σ** with the quantity total. Both change as you type. The total carries its unit as well; if the units in the sheet are mixed it reads *(mixed units)* instead.

The **Row**, **Column** and **Cell** menus go **dim** while a filter is on, and are not drawn at all without edit permission. The **Filter** menu opens under any condition.

The grid

The grid's header is **two lines**: the Excel-style column letter on top (A, B, C…), the column's name underneath. The letter is needed when writing formulas — someone typing `=D5*E5` has to see which column D is. On the left is a **gutter** carrying the row numbers, and at the very bottom a thin **totals strip**.

The totals strip holds two figures: the row count under the leftmost column, and **Σ** with the quantity total under the **Quantity** column. The row count sits on the left deliberately; under any other column it would read as if it belonged to that column.

Under the grid is a single line of hints naming the formula language: how the quantity is calculated, formula examples, the fact that the argument separator is a semicolon, and that Ctrl+D fills down.

4. Fields

The sheet's columns are **not fixed.** Every take-off carries its own column layout: a new sheet opens with the columns below, but columns can be added, deleted, renamed and moved.

COLUMN	WHAT IT MEANS	TYPE	IN A NEW SHEET
Item No	Unit-price item number	Text	No
Item / Description	The name of the work — *"Shear wall concrete"*	Text	Yes
Location	Where the work is — *"3rd Floor"*, *"Building A"*	Text	Yes
Count	The number of elements of the same size	Number	Yes
Length	Length dimension	Number	Yes
Width	Width dimension	Number	Yes
Height	Height or thickness dimension	Number	Yes
Quantity	The product of the four dimensions — automatic	Number	Yes
Unit	Unit as plain text	Text	No
Remarks	Free note	Text	Yes

Item No and **Unit** are defined but do not come with a new sheet. A unit is no longer a separate column but part of the cell's number format (see §5). Both can be brought back from the *Add column* window; if an older sheet has them, they are drawn as they are.

No field is mandatory. A row counts as **filled** if any cell in it has content: text, a number or a formula. A row that only has a unit assigned, only a changed row height, or an error marker in it is **empty** — formatting is not content. That distinction matters in the outputs, because empty rows are not printed to the files.

How the quantity is calculated

Quantity = Count × Length × Width × Height. The rule relaxes in two places, and both are deliberate:

- **A dimension left empty does not enter the product at all** — not as 1, but as absent. In a row where only Length and Width are given, the quantity is the product of those two.
- **A dimension written as zero is a real zero.** Leaving a box empty and writing 0 are different things; in a row with a 0 the quantity is zero.

If all four dimensions are empty, the quantity cell stays empty. The quantity cell is drawn in a different colour but is **writable**: if you type a number or a formula into it, that row counts as manually entered and the quantity is **not overwritten** even if you change the dimensions afterwards. Clear the cell and it returns to the automatic calculation.

5. Step by step

Creating a new take-off

1. In the library, choose **New take-off**. An empty sheet opens with forty working rows.
2. In the details strip, type the **Take-off name**; if you want, pick one, two or three folder levels and a subcontractor.
3. Fill in the rows.
4. Choose **Save**.

> **Note** There are two conditions for saving: the take-off **must have a name** and there must be **at least one filled row**. If either is missing, a red strip appears at the top of the page naming what is missing, and nothing is saved.

Filling in rows

Starting to type into a cell opens editing; **F2** and a double-click open it too. There is an Excel-like difference between the two: when you start typing, the arrow keys write the value and move to the neighbouring cell; when opened with F2, the arrow keys move the caret inside the text.

KEY	WHAT IT DOES
Arrow keys	Move between cells; with Shift they grow the selection
Enter	Moves down a row; with Shift, up
Tab	Moves right; at the last column it jumps to the start of the row below
Home / End	Go to the start and the end of the row
Ctrl+Home / Ctrl+End	Go to the start and the end of the sheet
PageUp / PageDown	One screen up, one screen down
Delete or Backspace	Clears the selected cells
Ctrl+A	Selects the whole sheet
Ctrl+D	Fills the cell above downwards
Ctrl+Z / Ctrl+Y	Undo, redo
Esc	Cancels editing

Pressing Enter on the last row **opens a new row**, so you do not come to a stop at the end of the sheet.

Both a comma and a dot are accepted as the decimal separator: someone typing *3.5* in English mode and someone pasting *3,5* from Excel both get the right number. On screen the figures are shown according to the application's language.

Copy and paste work and are **compatible with Excel**: the copied area goes to the clipboard as tab-separated text, and an area copied from Excel can be pasted as it is. If the pasted area runs past the sheet, the missing rows are opened.

The small square at the bottom-right corner of a selection is the **fill handle**; dragging it fills in the direction you drag. Series are recognised in numbers: two cells reading *1* and *2*, dragged down, continue 3, 4, 5.

Writing formulas

Typing text that starts with `=` into a cell is writing a formula. What is supported:

WHAT	EXAMPLE
Constants and the four operations	`=(2+3)*4`
Cell reference	`=D5*E5`
Range and function	`=SUM(H1:H20)`
Absolute reference	`=D5*$B$1`

Function names are valid in both English and Turkish: **SUM · AVERAGE · MIN · MAX · COUNT · PRODUCT · ROUND · ABS · CEILING · FLOOR · SQRT · PI** and their Turkish equivalents (TOPLA, ORTALAMA, MAK, SAY, ÇARPIM, YUVARLA, MUTLAK, TAVAN, TABAN, KAREKÖK, Pİ).

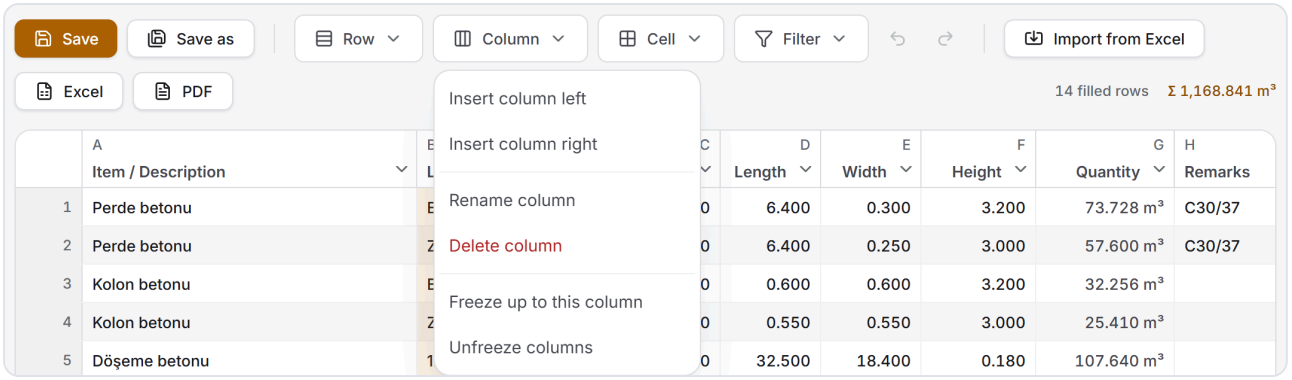
> **Caution** The argument separator is **a semicolon**, not a comma — the same as in Turkish Excel. The comma is a decimal separator, so it cannot separate arguments.

While writing a formula, if the caret is somewhere a reference is expected (at the start, or after an operator, a bracket or a separator), the arrow keys and a mouse click **select a cell** and the chosen reference is written into the text. It is the same as Excel's "point" mode: typing `=` and pressing the up arrow turns the text into `=C1`. Typing any other character closes the mode by itself.

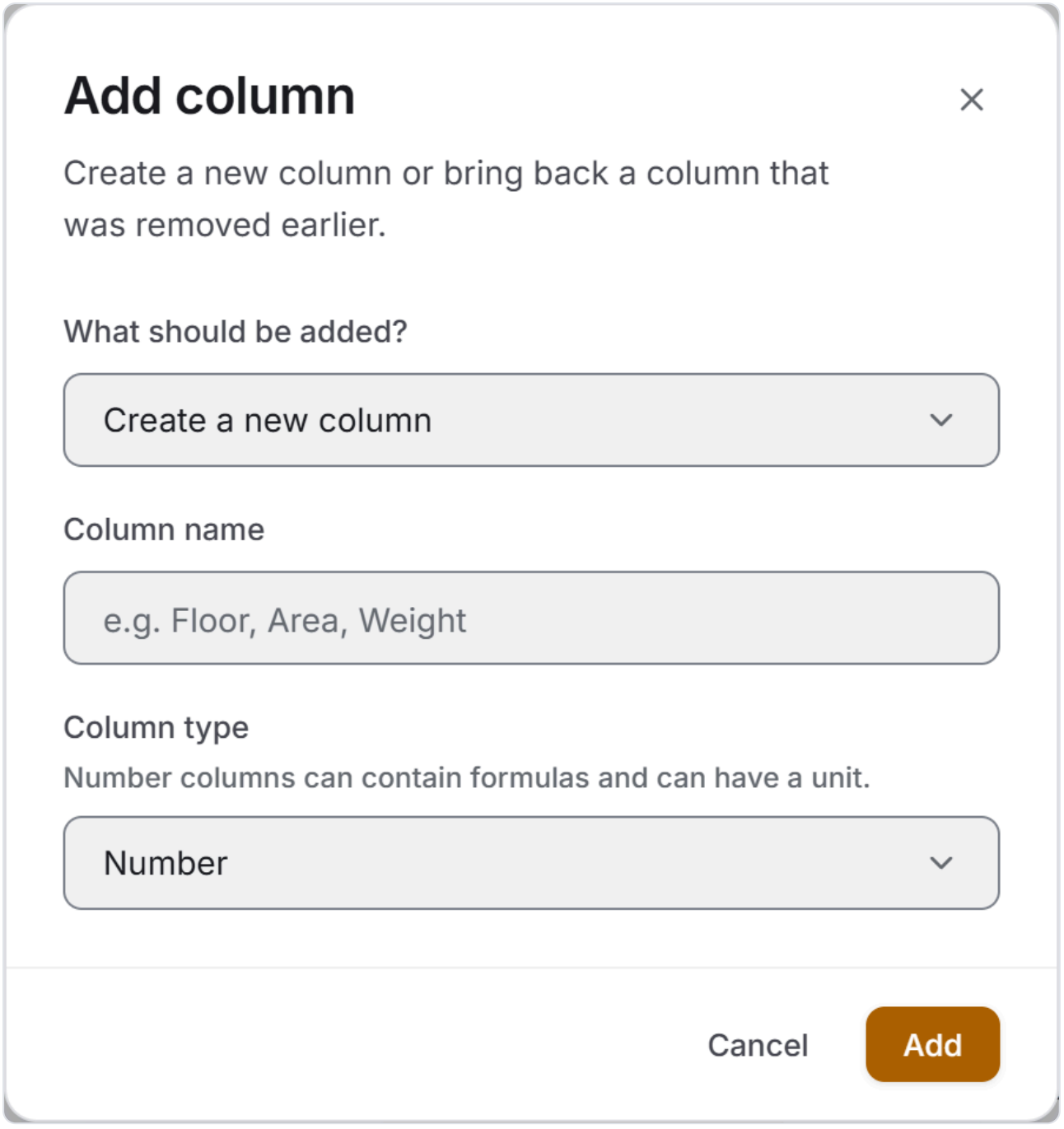
A formula that cannot be calculated writes an error marker into the cell: **#VALUE!**, **#DIV/0!**, **#NAME?**, **#REF!** or **#CYCLE!**. The markers follow the application's language; in Turkish mode you see *#BAŞV!*. Excel does the same.

Working with columns

Column operations live in the **Column** menu and in the menu that opens on a right-click. Both carry the same actions.



1. Choose **Insert column left** or **Insert column right**. The *Add column* window opens.
2. The window offers two choices: **Create a new column** or **bring back** a system column that was deleted.
3. Give the new column a name and choose its type — **Number** or **Text**. Number columns can contain formulas and can have a unit.
4. Choose **Add**.



To **rename** a column, double-click its header or choose *Rename column* from the menu. The **width** changes by dragging the edge of the header; the width is saved with the sheet. To **move** a column, grab its header and drag.

Freeze up to this column pins the selected column and every column to its left: they stay in place when you scroll right. The rightmost column cannot be frozen, because at least one column must stay in the scrolling area. **Unfreeze columns** releases them all.

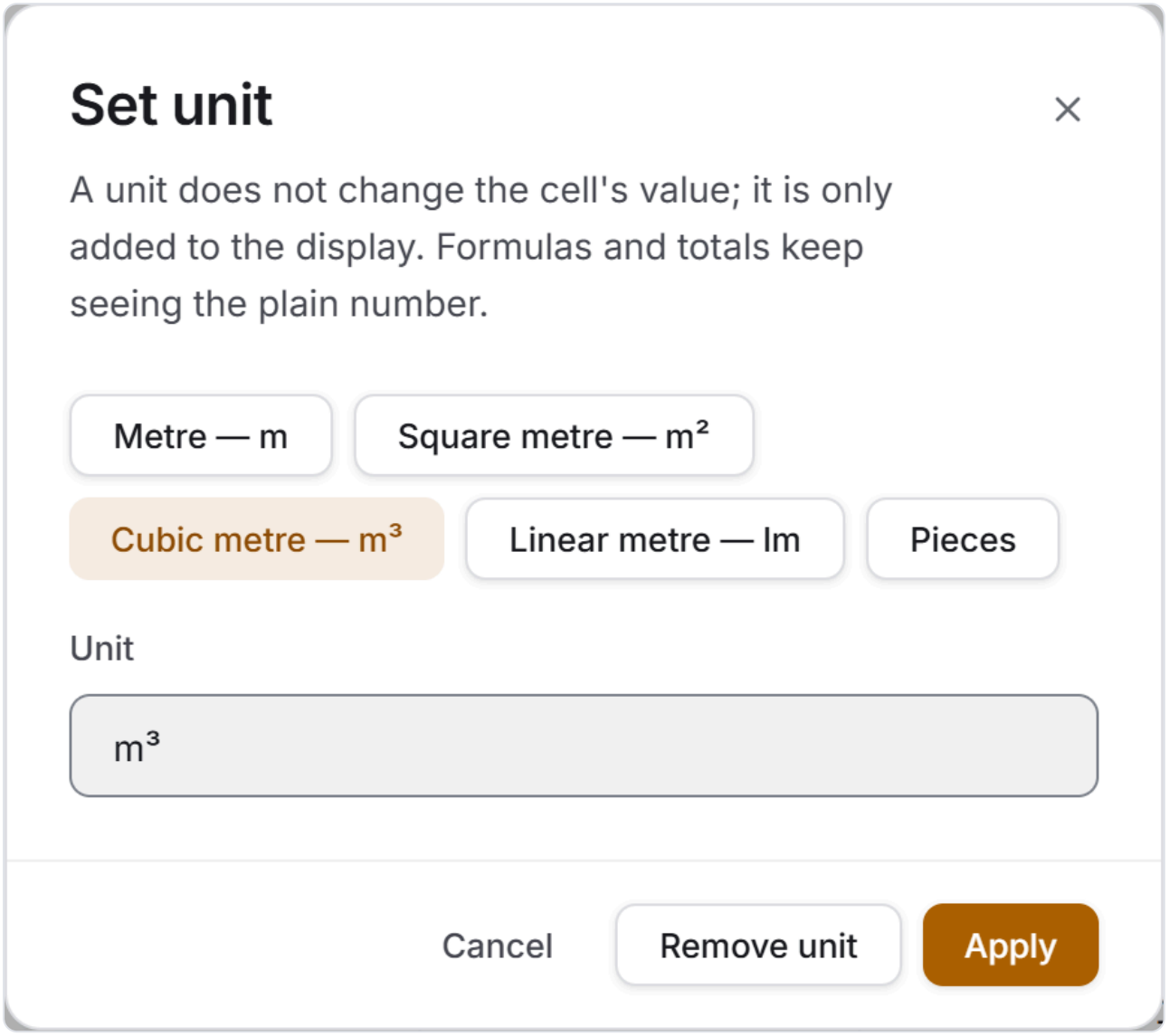
Delete column brings up a confirmation that says three things: how many filled cells the column has, that a system column can be brought back with *Add column*, and that formulas referring to that column will show **#REF!**.

> **Note** **Moving** a column does not break formulas: the letters are rewritten and the values do not change. **Deleting** one does break the formulas that refer to it. The difference is that a move is carried out as a genuine move, not as "delete and insert".

Assigning a unit

A unit **does not touch the cell's value**; it is only added to the display. Formulas and totals keep seeing the plain number.

1. Select the cells that are to get a unit. For a whole column, click its header.
2. Choose **Cell › Set unit...**, or right-click and choose the same thing.
3. Pick one of the ready-made units — **Metre — m**, **Square metre — m²**, **Cubic metre — m³**, **Linear metre — mtül**, **Pieces** — or type your own into the **Unit** box.
4. Choose **Apply**. To remove a unit, choose **Remove unit**.



A unit is applied to **number columns only**. If cells from a text column are selected and a unit is asked for, the application gives a calm warning and names which columns are number columns.

Merging cells

1. Select the cells to be merged — at least two.
2. Choose **Cell › Merge cells**.
3. If the selection has filled cells other than the top-left one, a confirmation appears naming how many cells' contents will be deleted. **Excel does the same.**
4. To undo it, select the merged area and choose **Unmerge**.

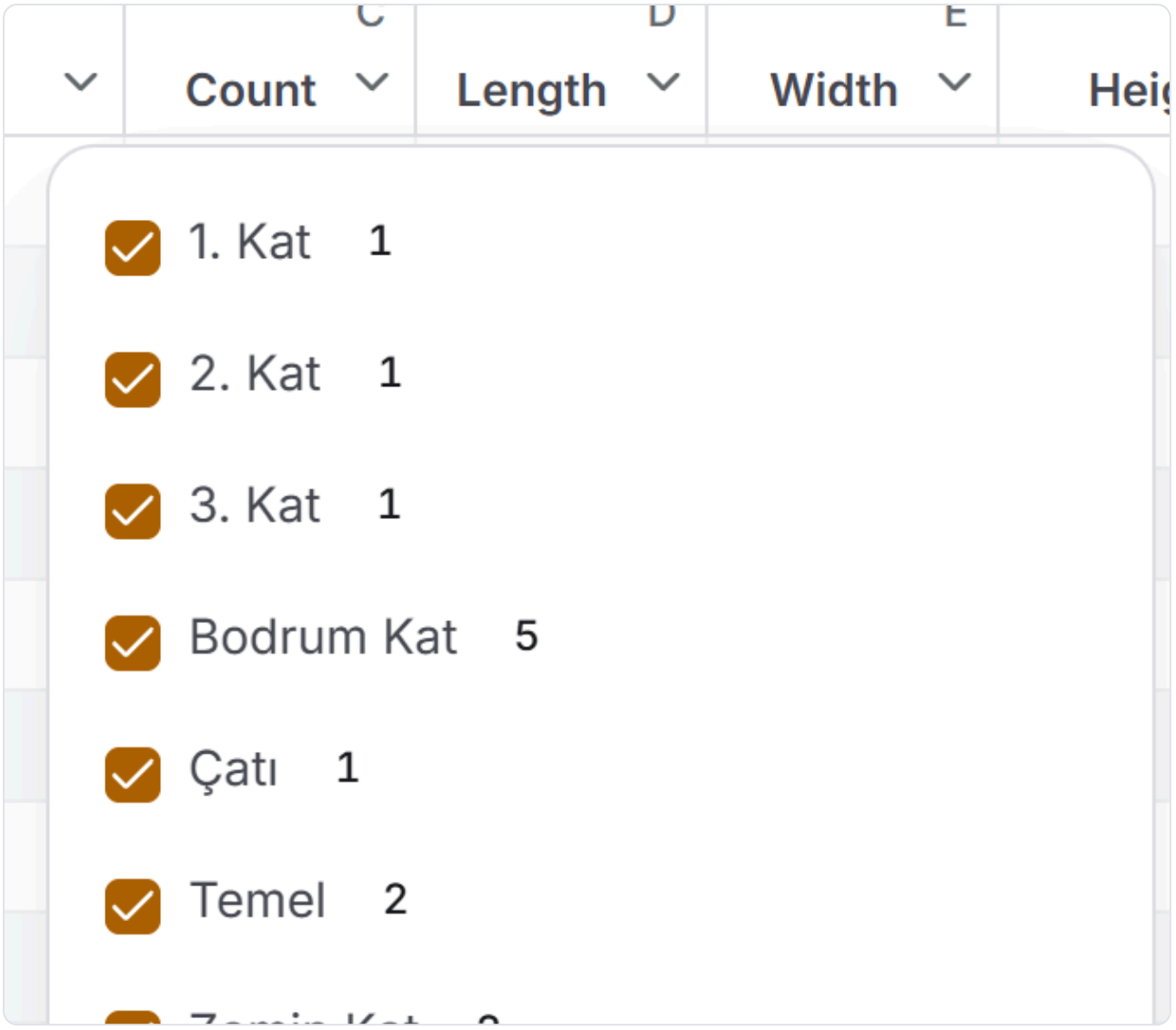
A merge **cannot cross the frozen column boundary**; you have to keep the selection on one side or remove the freeze.

Row height

1. Select the row or rows.
2. Choose **Row › Row height…**.
3. Give a value in pixels — between 16 and 160.
4. If **Apply to all rows (sheet default)** is ticked, the value becomes the sheet's **default** and the per-row overrides are cleared. **Reset to default** puts the selected rows back to the default.

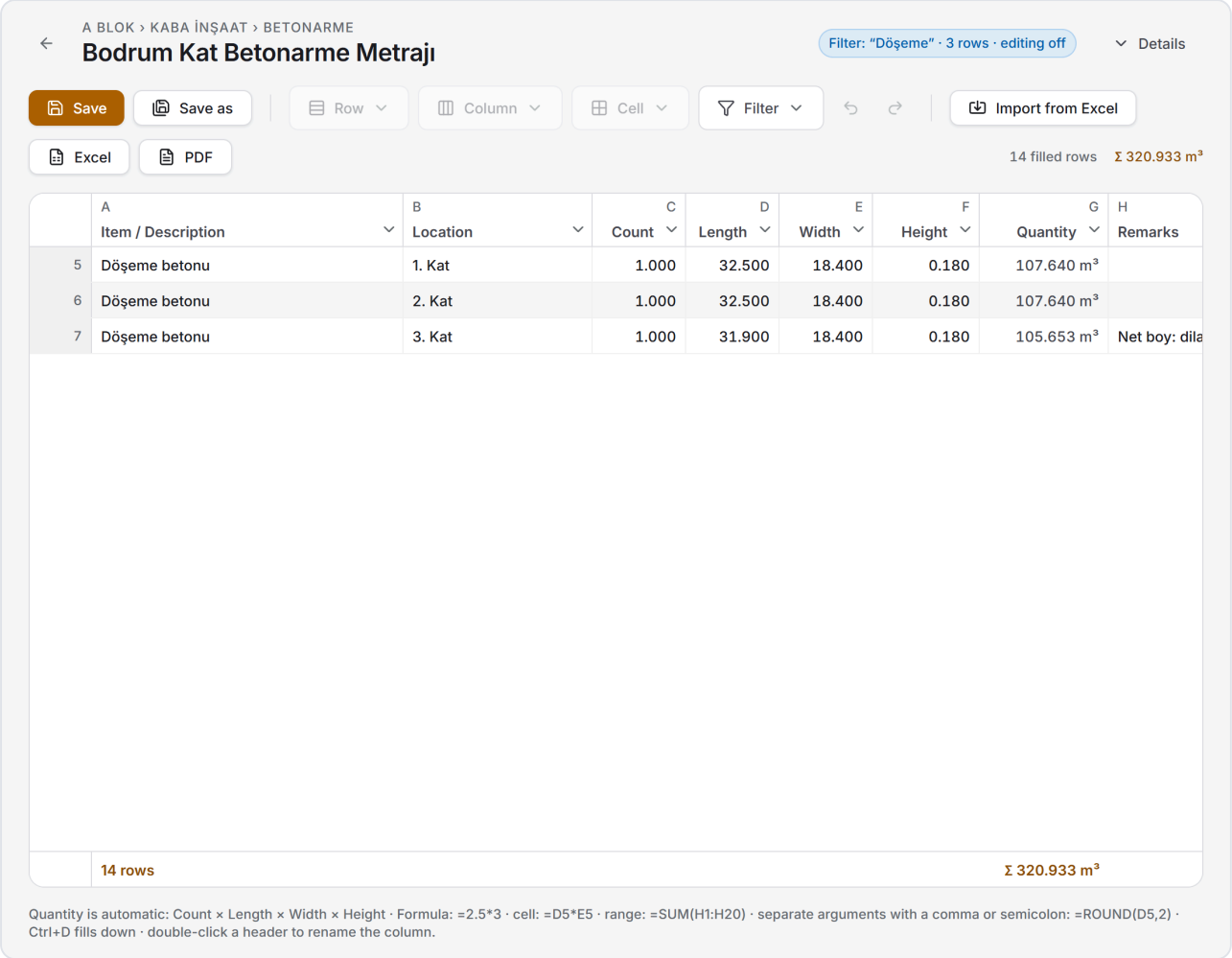
If a default and a per-row height were both in force at once it would be unclear which one wins; that is why "apply to all rows" clears the others.

Filtering and sorting



There are two kinds of filter and they work together:

- **Column filter** — inside every column header there is a small filter button. The menu that opens lists the values in that column and how many rows each one appears in. Empty cells sit in the list under the name *(Blank)*.
- **Text filter** — the window opened with **Filter › Filter...** searches for free text. The search can run across every column or be limited to one chosen column.



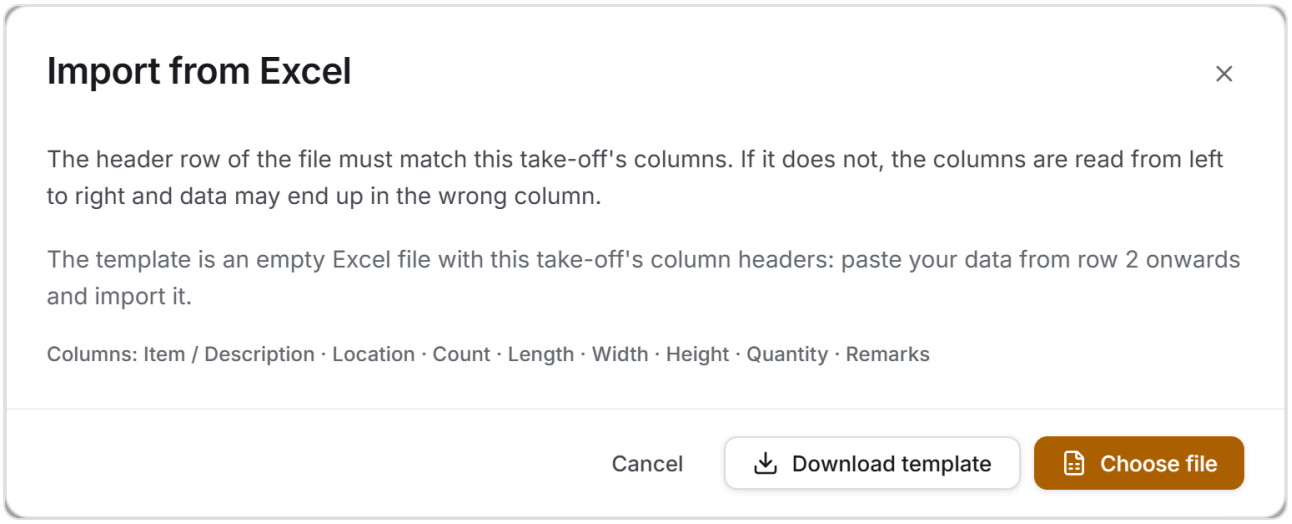
> **Caution** **While a filter is on, the sheet is read-only.** Inserting rows, merging and filling work on adjacent rows, and a range running across hidden rows would silently get those operations wrong. A filter is an **inspection mode.** To get back to editing, choose **Filter › Clear filter**.

While a filter is on, a badge sits in the top strip naming which columns are filtered, how many rows are left, and that editing is off.

If no row matches the search, the filter is **not applied**: rather than dropping to an empty table, the page gives a calm warning and the previous view stays where it was.

To **sort**, select a cell in a column and choose **Filter › Sort by selected column**. There are two directions, A → Z and Z → A. Empty cells go to the **end** in both directions. Sorting is refused in two cases, and it says why: while a filter is on, and while the table has merged cells spanning more than one row.

Importing from Excel



There are four steps, and **no row is written until the preview is confirmed.**

1. Choose **Import from Excel**. In the window that opens, either choose **Download template** and take an empty file, or choose a file directly. The template is an empty Excel file carrying this sheet's column headers: you paste your data from row 2 onwards and import it back.
2. If the file has more than one sheet with data, you are asked which one to import.
3. The **preview** appears: how many rows were read, which columns matched, how many formulas were converted, and the first few rows.
4. Finally you are asked what happens to the existing rows — **Replace existing rows** swaps the whole open sheet for the file, **Append** writes the rows below the existing ones.

If the file's header row matches the sheet's columns, the columns are matched **by name**, even if their order differs. If the header is not recognised, the columns are read from left to right and the window says so plainly; the sample rows in the preview are where you confirm that the data landed in the right columns.

> **Note** An import is **a single step**: if you imported the wrong file, one Ctrl+Z takes it back, not two.

Saving

Save updates the open sheet. **Save as** writes it as **a new record** — that is how you produce a second version of the same sheet.

If another sheet with the same name exists under the same folder path, one of two things happens:

- If the sheet is already saved, *"A take-off with the same name exists"* appears and offers **Overwrite**.
- If you try to save under the same name with **Save as**, nothing is saved; the strip asks you to give a different name or to change one of the headings. Producing two copies with the same name in the same place would make it impossible to tell later which one is right.

If saving cannot reach the server it says *"The take-off could not be saved"* and **your rows stay on screen.**

Deleting a take-off

1. In the library, hover over the sheet and press the bin icon.
2. The window names the take-off and how many rows it contains.
3. Choose **Delete**.

> **Caution** Deleting cannot be undone. The sheet and all its rows leave the server. If this take-off is linked to an item as its source, that link is broken too.

6. Outputs

There are three outputs and all three open Windows' save dialog. If you choose **Cancel**, nothing is written and nothing is said on screen either. Only one file is prepared at a time; while one is running the other buttons wait. When a file has been written, a green strip appears at the bottom of the page naming the file that was saved; you close the strip with **OK**.

OUTPUT	WHERE YOU TAKE IT FROM
Excel	**Excel** in the sheet, the Excel icon on the row in the library
PDF	**PDF** in the sheet, the PDF icon on the row in the library
Import template	**Download template** in the **Import from Excel** window

The file name comes ready: the take-off's name, then the date and time the output was taken. A sheet with no name comes down as `Takeoff`, and the template starts with `Takeoff_Template`. Characters that cannot be used in a file name are turned into underscores.

Excel

A single-sheet workbook. The worksheet is named **Take-off**.

At the top sits a header block, each of its lines merged across the width of the table: the project name, the take-off's name, the folder path, the subcontractor and the moment the output was taken. If no folder or subcontractor was given, those lines are not written at all. Below it comes an empty separator row, then the header row in white on an orange fill, then the data. At the very bottom is the **TOTAL** row: the label goes into the column to the left of Quantity, the total itself into the Quantity column, and it is a live sum formula.

This output has three properties:

- **Numbers are numbers and units are embedded in the format.** A cell reading *63.504 m²* is a real number in Excel and can be summed; the unit is part of the number format. Written as text, the file would have become uncalculable.
- **Formulas come out live.** The formula you wrote is converted into an Excel formula; if the quantity is calculated automatically, a live product goes to Excel too, so changing a dimension in the file changes the quantity as well.
- **The header row is frozen and carries an auto-filter.** Merged cells come out merged in Excel too.

> **Note** The format of the Excel output has been kept **identical** to the output of the old application (MSitabula): the same columns, the same colours, the same number formats. Since the two applications will be used side by side for a while, the file for the same take-off should look the same whichever one it came from.

PDF

A landscape A4 table output. At the top left is the project name in amber, with the take-off's name and folder path below it; at the top right sit **Date**, **Rows**, **Subcontractor** if there is one, and **Total** in bold.

Below comes the sheet's table. There are no vertical rules — the columns are separated by space; number columns are right-aligned and Quantity is bold. The unit in a cell appears in the report as well. Under the table is the **TOTAL** row. From the second page onwards both the top strip and the table header repeat; the page number sits at the foot of the page.

Empty rows are not printed, and the **Rows** figure at the top right counts the rows that were printed — a ninety-one-row sheet with one empty row in it says *Rows: 90*.

The template

An **empty** Excel file carrying the sheet's column headers. It is there for pasting your data from row 2 onwards and importing it back with **Import from Excel**.

> **Note** The dates inside the outputs are written as day.month.year whatever the application's language. This is a known limitation of the output files.

7. Things worth knowing

Empty rows are not printed to the outputs. The empty rows in between stay in the sheet but are not written to the Excel and PDF files. The definition of "empty" matters here: only **content** makes a row filled. When you select the whole Quantity column and assign a unit, a unit lands on the empty working rows too — those rows are **still empty** and do not go into the output. Formatting is not content.

The empty rows in between are kept in the sheet. Only the empty working rows at the end of the sheet are dropped. Had the ones in between been dropped, the row numbers in formulas would have pointed at different cells.

Some formulas turn into values in Excel. Because empty rows are not printed, the row numbers shift in the file; the application builds a mapping and rewrites the formulas accordingly. But a formula that refers to a row that was not printed cannot be mapped — a **calculated value** is written into that cell instead. The number is right, only that cell is not live in Excel. A half-converted formula means a silently wrong take-off.

No total is written for mixed units. If the quantities in the sheet carry different units, the total reads *(mixed units)* instead. Cubic metres and square metres are not summed; had a total been calculated and written anyway, that figure would go into an interim payment and nobody there would see that the units were mixed.

Rounding is the same as in the old application. Products are rounded to six decimal places and halves are thrown away from zero. A rounding difference in a take-off goes straight into an interim payment, so the two applications have to produce the same figure.

There is no horizontal scroll bar. Scroll bars are hidden throughout the application. In a wide sheet, the "there is more on the right" cue is carried by the edge of the frozen band and by the column letters; scrolling sideways with the mouse wheel needs **Shift**. The main way to move around is the arrow keys and Tab, both of which bring the cell into view by themselves.

Column names change between the two languages, the names you give do not. The headings of system columns are not written into the record, they are translated on every draw — a sheet saved in English mode says *İmalat / Tanım* in Turkish mode. The name of a column you added yourself is data and stays as it is.

A filter selection can go stale when the language changes. If you tick *(Blank)* in a column filter and then change the language, the selection will not match *(Boş)* and that column's filter falls through. Clearing the filter and setting it again is enough.

The row counter and the total do not count the same rows. The *N filled rows* at the right of the toolbar and the *N rows* in the totals strip count every row **up to the last filled row** in the sheet, including the empty ones in between. The **Σ** next to it sums only the genuinely filled rows and, while a filter is on, takes **only the visible** ones. So while filtering, the figure on the left describes the whole sheet and the total on the right describes the visible rows. The number of visible rows is written on the filter badge in the top strip, and the row count in the outputs counts filled rows too.

A saved sheet looks empty for a moment while it opens. While the rows are coming down from the server, the empty state of a new sheet stands on the screen and the title reads *Untitled take-off*. On a fast connection this is a blink; on a slow one the sheet may look as if it has been emptied. The screen fills by itself when the rows arrive — do not type while it does.

A sheet is a snapshot. The library and the open sheet show the data that came down the moment they were opened. If someone else has added or changed a take-off in the meantime, you have to choose **Refresh** to see it. If two people edit the same sheet at the same time, **the last one to save wins.**

Error markers are not saved. A **#REF!** or **#CYCLE!** in a cell is rebuilt on every calculation and dropped when saving. An error that has since been fixed does not hang around in the file.

The values of a deleted column do not pile up in the record. When a column is deleted and the sheet saved, that column's values are dropped too; otherwise the file would grow a little with every deleted column and nothing would ever read that data again.

Mixed units are not accepted when linking a saved take-off. When a saved take-off is chosen as the source of an item in Field Progress, the quantity and the unit come from the sheet's total. If the sheet has more than one unit, the selection is undone and a warning appears there — a quantity whose unit is unclear should not go into an interim payment.

8. Related sections

- **Field Progress** — a saved take-off is linked there as the source of an item; the quantity and the unit come from the sheet's total and are locked.
- **Interim Payments** — the quantity of items on a unit-price agreement ends up there; this page is the document showing where that figure came from.
- **Subcontractors** — the subcontractor list in the details strip comes from there.
- **Progress Report** — reads the status of the items on site; this page holds their quantity calculation.

Timesheets

1. What it is for

Timesheets holds the workforce records of everyone working on the project and the number of **days worked** in each month. Who works under which subcontractor, when they started and left, and how many days they worked in a given month all live here.

The module is built around a single month: the screen always shows **one month**, with the whole workforce for that month in one list. You never have to leave the page to enter days.

Timesheets is a self-contained ledger — it holds no amounts, no prices and no link to accounts. What it produces is **man-days**.

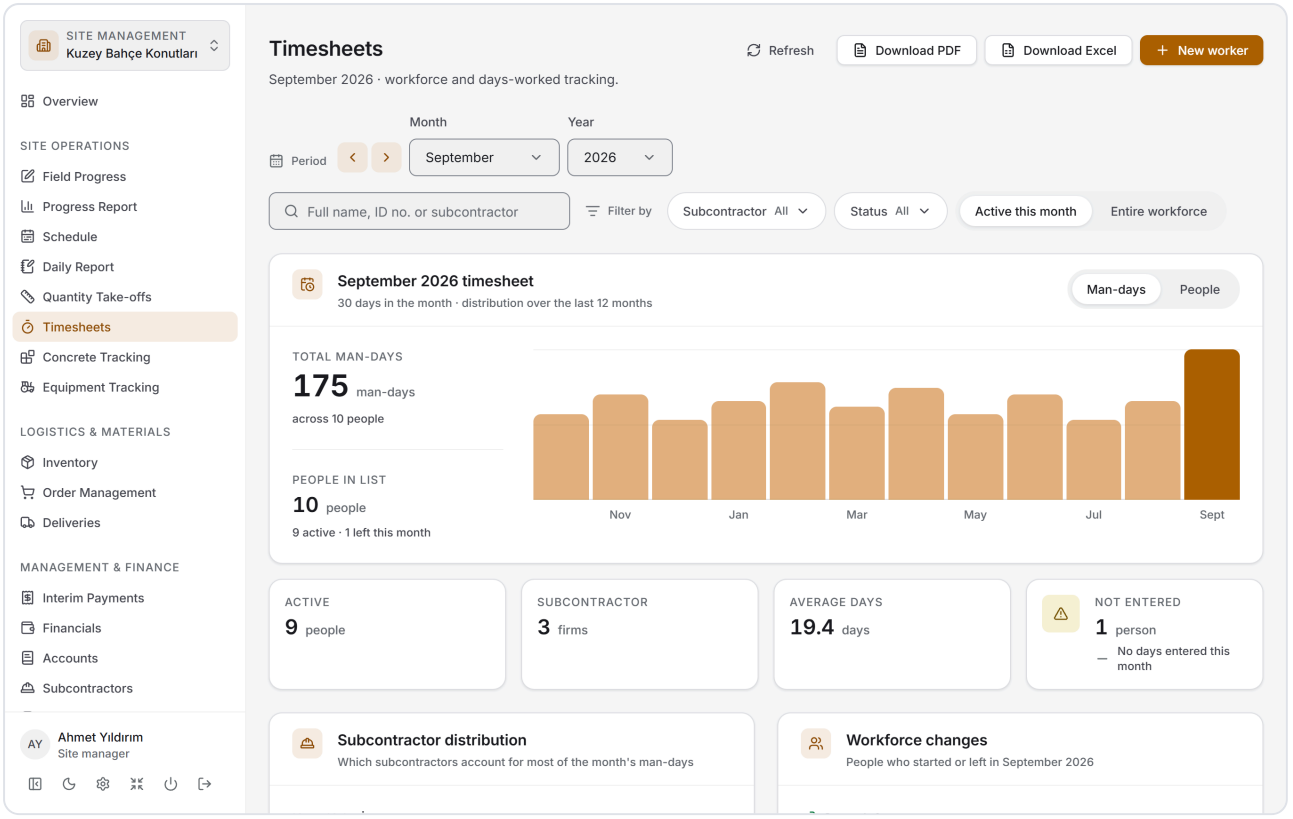
2. Opening it, and who can see it

In the sidebar: *Site Operations › Timesheets.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summaries and the charts. **You can export to Excel and PDF.** The day cells are locked and the **New worker**, edit and delete controls are not drawn at all
Edit	You can enter days and add, edit and delete people in the workforce
No permission	The module appears dimmed and locked in the sidebar

> **Note** Exporting does not require edit permission. Producing a report is a read operation.

3. Anatomy of the screen



From top to bottom, the page is made of these blocks.

Title and actions. The title carries the selected month and the description *"workforce and days-worked tracking"*. On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and — if you have permission — **New worker**.

The save bar. It only appears when there are unsaved changes. It is a single thin strip showing how many people have changes, with two buttons: **Save** and **Discard**.

The toolbar. Three parts:

PART	WHAT IT HOLDS
Period	**Previous month** / **Next month** arrows, the **Month** and **Year** pickers, and **Back to current month** if you have moved away from today
Search workers	Searches full name, ID no. and subcontractor
Filter by	The **Subcontractor** and **Status** filters, with the **Active this month** / **Entire workforce** switch beside them; **Clear filters** appears when any filter is active

The summary card and chart. A wide card sits at the top: the month's two headline numbers on the left, a twelve-month column chart on the right. A **Man-days** / **People** switch at the top right of the chart changes what it plots.

MEASURE	WHAT IT SHOWS
Total Man-Days	The sum of days worked across everyone in the list
People in List	How many people pass the filters, with how many are active and how many left that month underneath

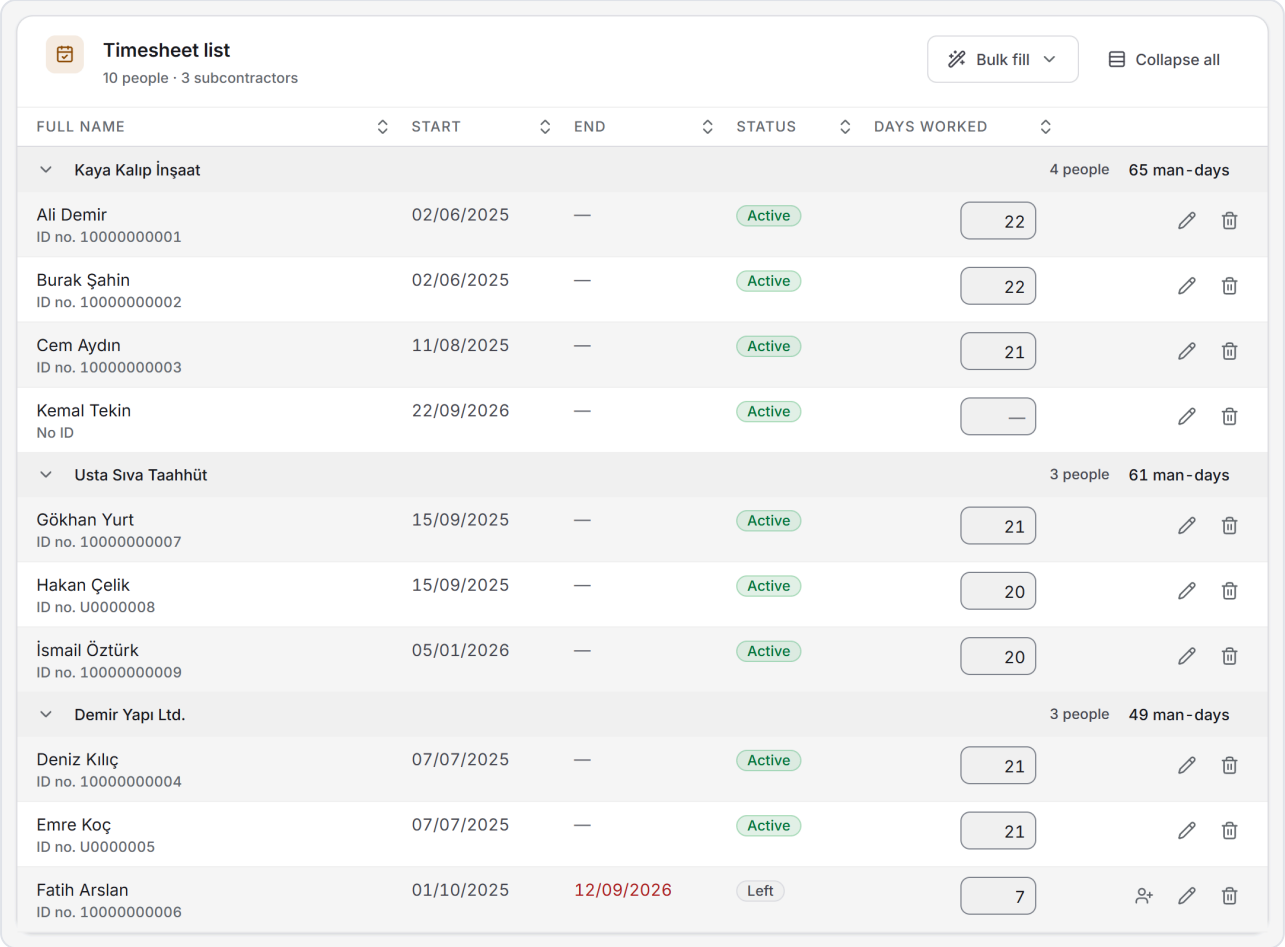
Four smaller measures sit below the card: **Active** · **Subcontractor** (how many firms) · **Average Days** · **Not Entered.**

Breakdown. Two blocks:

- **Subcontractor distribution** — which firms account for most of the month's man-days, with each firm's day total, headcount and percentage share.
- **Workforce changes** — who started and who left during the month, with names and dates. If nothing changed, it says so plainly.

Timesheet list. The table itself. Its columns are **Full name** (the person's ID number sits in small type under the name), **Start**, **End**, **Status**, and on the right the editable **Days worked** cell. The table header carries the **Bulk fill** menu and a **Collapse all** button for the groups.

Rows are grouped by subcontractor: each firm arrives with its own header row showing how many people it has and how many days they add up to for the month. Within a group, rows are sorted alphabetically. At the right end of each row are the **Edit worker** (pencil) and **Delete worker** (bin) buttons; on the row of someone who has left, a **Rehire** button sits in front of them.



4. Fields

What a worker record holds:

FIELD	DESCRIPTION	REQUIRED
Full name	The person's first and last name	Yes
ID no.	The person's identity card, passport or foreign ID number. Up to 20 characters; letters, digits, hyphens and spaces	No
Subcontractor	The firm the person works under; picked from a list	Yes
Start date	The date they started work	Yes
End date	The date they left. If left blank, the person counts as **Active**	No
Days worked	Days worked in the selected month. Entered in the list, not in the form	—

Status is not something you type; it is worked out from the selected month:

STATUS	WHEN IT APPEARS
Active	Still active at the end of the month — no end date, or an end date after this month
Left	The end date falls inside this month
Inactive	Not on the workforce at any point that month — started after it, or left before it began

> **Note** Status is the status **for the selected month**, not for today. Looking at June, someone who left on 1 July shows as **Active** — because they really were active in June and worked that month. The fact that they have left is not lost; it is in the **End** column.

5. Step by step

5.1 Choosing a month

Use the arrows in the toolbar to move one month at a time, or the **Month** and **Year** pickers. If you have moved away from the current month, a **Back to current month** button appears.

> **Caution** If you try to change the month with unsaved changes, the app stops you and tells you how many people are affected. Choose **Save** first and nothing is lost; if you go ahead anyway, your entries are discarded.

5.2 Entering days

1. Click the **Days worked** cell in the person's row. When the cell takes focus its contents are selected, so you can just type over them.
2. Only digits are accepted; letters and symbols never reach the box.
3. **Enter** or ↓ moves to the next row, ↑ to the previous one. You can fill in the whole list without touching the mouse.
4. Every row you change is marked and the save bar appears at the top.
5. Choose **Save**.

Saving sends only the rows that **changed**; no request is made for rows you did not touch. If a row cannot be saved it stays in the list and the message says so.

Discard rolls back every change you made for that month and restores the saved values.

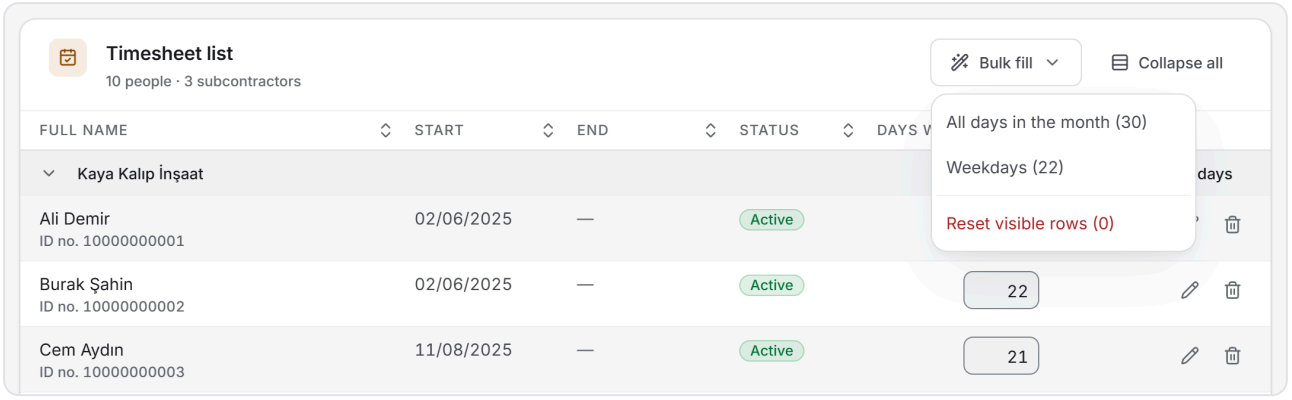
5.3 Filling in bulk

The **Bulk fill** menu in the table header offers three options:

OPTION	WHAT IT DOES
All days in the month	Enters the number of days the person worked for within the month (e.g. 30; fewer for someone who started or left mid-month)
Weekdays	Enters the weekdays in the same period (e.g. 22). The weekend is counted from the company's **weekend** days in Settings
Reset visible rows	Enters 0 for everyone

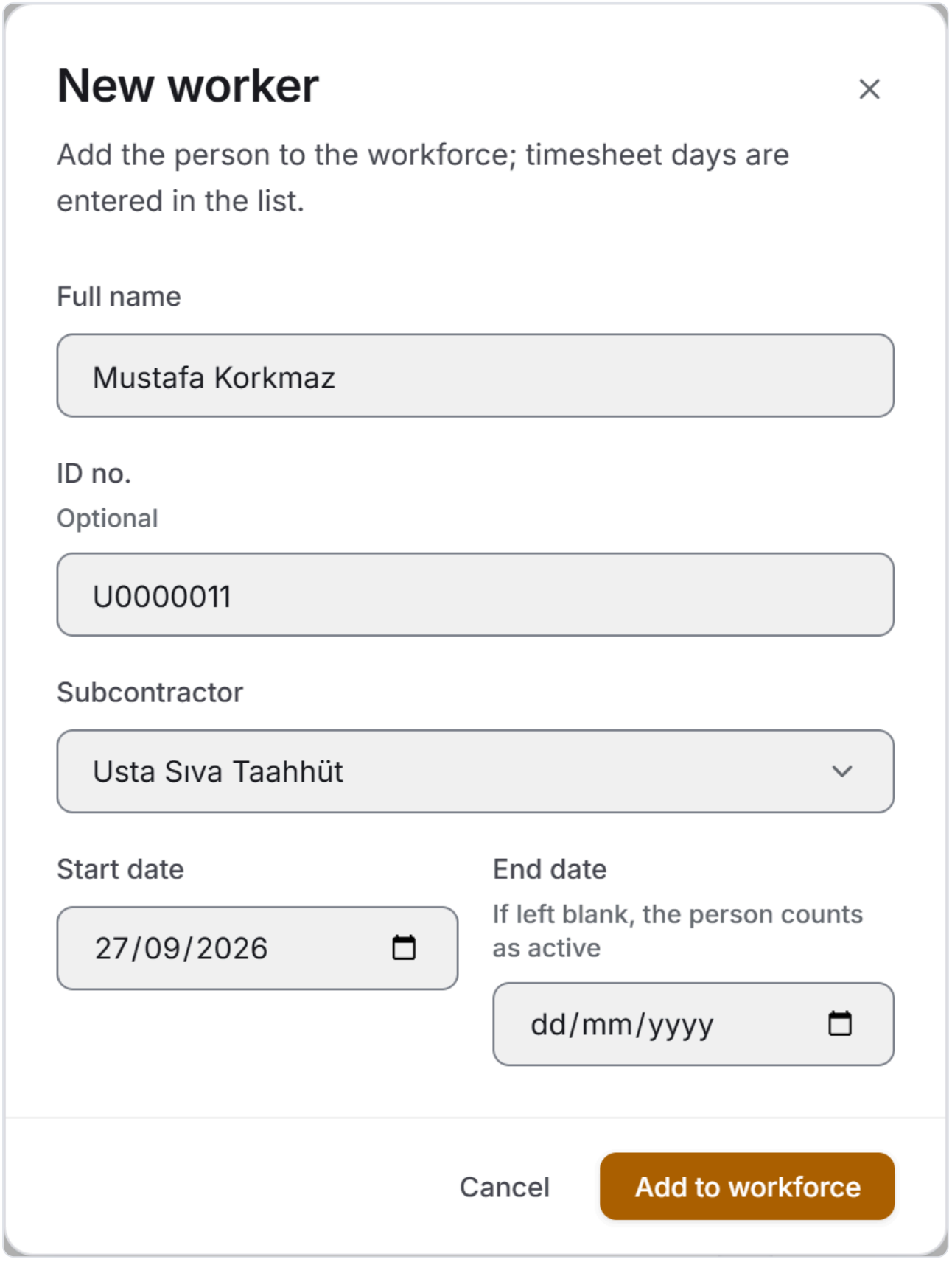
> **Caution** Bulk fill applies to the **visible** rows — the ones that pass the search and the filters. To fill in the whole workforce, clear the filters first. Conversely, to fill in a single subcontractor, narrow the list to that firm first.

Bulk fill is a change like any other; nothing reaches the server until you choose **Save**.



5.4 Adding someone to the workforce

1. Choose **New worker**.
2. Fill in Full name, ID no., Subcontractor and Start date. Leave the end date blank so the person counts as **Active**.
3. Choose **Add to workforce**.



The ID number is optional. If it is entered, the app checks it before saving:

- If it is already registered in this project **for an overlapping period**, it refuses and **names the person** it clashes with. If the working periods do not overlap (the person left and came back), it is accepted.
- Being registered in another project does not block saving: if the same person goes over 1 day in total across projects on the same day, the grid shows a **warning** (two half days do not count as a clash).
- If it is longer than 20 characters or carries anything other than letters, digits, hyphens and spaces, it is not accepted.

5.5 Editing a worker

Choose **Edit worker** (the pencil) on the person's row. The same checks apply when editing; an end date cannot be before the start date.

When someone leaves, the thing to do is **enter an end date.** They stop appearing in the list in later months, while timesheets for past months stay exactly as they were.

If someone who left comes back, do not edit the old record: the **Rehire** button on the row opens the form filled with the person's details and you give the new start date. The earlier record and its timesheet stay as they are; the person joins the workforce as a new period.

Rehire

The earlier record and its timesheet stay as they are; the person joins the workforce again as a separate period from the new start date.

Full name

Fatih Arslan

ID no.

Optional

10000000006

Subcontractor

Demir Yapı Ltd.

Start date

27/09/2026

End date

If left blank, the person counts as active

dd/mm/yyyy

Cancel Add to workforce

5.6 Deleting a worker

Choose **Delete worker** (the bin) on the person's row. The confirmation counts **how many monthly timesheet records** will be deleted along with the person and reminds you that man-day totals for past months will change.

> **Caution** Deleting cannot be undone and takes the person's whole timesheet history with it. If someone has left the job, **do not delete them — enter an end date.** The confirmation dialog recommends this too. Deleting is for records created by mistake.

5.7 Searching and filtering

Search workers looks at the full name, the ID number and the subcontractor name. The search ignores Turkish letter differences: typing *istanbul* finds *İstanbul* and typing *ozturk* finds *Öztürk*.

The **Workforce scope** filter has two values:

VALUE	WHAT IT LISTS
Active this month *(default)*	Only the people active during that month
Entire workforce	Everyone; those inactive that month are marked **Inactive**

The default is deliberate: leaving someone who left two years ago in this month's list, with an editable day box next to them, invites mistakes.

6. Exports

Download PDF and **Download Excel** each open a menu with the same choices. All of them write out **the list as you see it** — whatever the filters and the selected month are, that is what reaches the file. The buttons are disabled while there are unsaved changes: save first, so that a document going for signature carries no unsaved figures.

Every file states the month's approval at the top: who approved it and when, or *"This month is not approved"*. For an approved month, hours and costs use the settings and wages fixed at approval.

Monthly register

A worker × day grid, A4 landscape, firm by firm. Each cell shows the code's abbreviation; a **+** means overtime or hours entered by hand. The end of the row carries the code counts, total days, normal hours, overtime at the two rates and weighted hours. Weekends, holidays and days outside the employment period are shaded, and the code key is at the foot of every page. The document ends with **two signature boxes**. An old record that holds only a monthly total shows *"Monthly total only"* instead of days. The Excel file has the same layout.

Worker summary

This replaces the old worker list: worker, ID no., subcontractor, start and end dates, status and days worked stay in the same order. In a month with daily records, the code counts and hours are added on the right and the PDF turns landscape; with no daily records at all you get the old portrait list. The PDF has two signature boxes. In Excel the heading row is **frozen** and **filtering is on**; dates are real date cells and the ID number is text, so a leading zero is preserved.

Cost report

It appears in the menu **only for users with Finance permission**. The register and the summary carry no wages or amounts. The report lists each person's wage, days, hours and amount. Firms marked **In-house team** go to Finance and their total matches that month's labor total in Finance; other firms sit in a separate section as *"Info"*. People with no wage, days left out of the cost and the paid-day setting are stated at the top of the report.

> **Note** If the list is very long (more than a thousand rows) the app warns you before a PDF and suggests narrowing it by subcontractor. This makes the file smaller and the document that goes for signature easier to read. The Excel export is fast even at this size.

An empty list is not exported; both buttons are disabled while the list is empty.

7. Things worth knowing

An empty cell and a 0 are not the same thing. An empty cell means "this person's timesheet has not been entered yet" and keeps them in the **Not Entered** count. A 0 is a decision: "this person did not work at all this month." That distinction is what lets you see from the screen whether the month is finished.

> **Caution — known defect** If you enter **0** for someone who has no record at all and save, the change is not saved and the person keeps counting as **Not Entered**. Work around it by entering another number first (say 1), saving, then entering 0 and saving again. The defect is known and will be fixed.

Working offline. With no internet connection the page warns you, but the days you entered stay on screen. Once the connection is back, choosing **Save** is enough — you do not have to type them again.

Sorting follows subcontractor groups. It works this way so that each firm's monthly total can be read directly. If you want a different order, use the filter in the Excel export.

Workforce changes ignore the filters. The "who started and who left" block always covers the whole month, even when you have narrowed the list.

The subcontractor list comes from the Subcontractors module. If a firm is missing from the dropdown when you add a worker, it has to be defined there first.

8. Related sections

- **Subcontractors** — the firms workers are attached to are defined there.
- **Daily Report** — the daily headcount is a separate ledger; timesheets hold the monthly total.

Concrete Tracking

1. What it is for

Concrete Tracking keeps a record of every concrete delivery that arrives on site. A truck mixer discharges in the field and a delivery ticket ends up in your hand; the counterpart of that note is one row here — which day, from which concrete supplier, to which location, in which class and how many cubic metres.

The page answers two questions together: **how much concrete was poured** and **what it cost.** Quantity is the site's question, amount is the accounts department's; because both sit on the same screen, you can answer "how many cubic metres did we pour this month and what does that come to" without opening a file.

Every pour that is saved with a price and a concrete supplier also lands in **Accounts** by itself: the concrete supplier gains a receivable from you and it appears in the ledger with its delivery ticket number. You do not have to make that transfer separately.

2. How to open it, who can see it

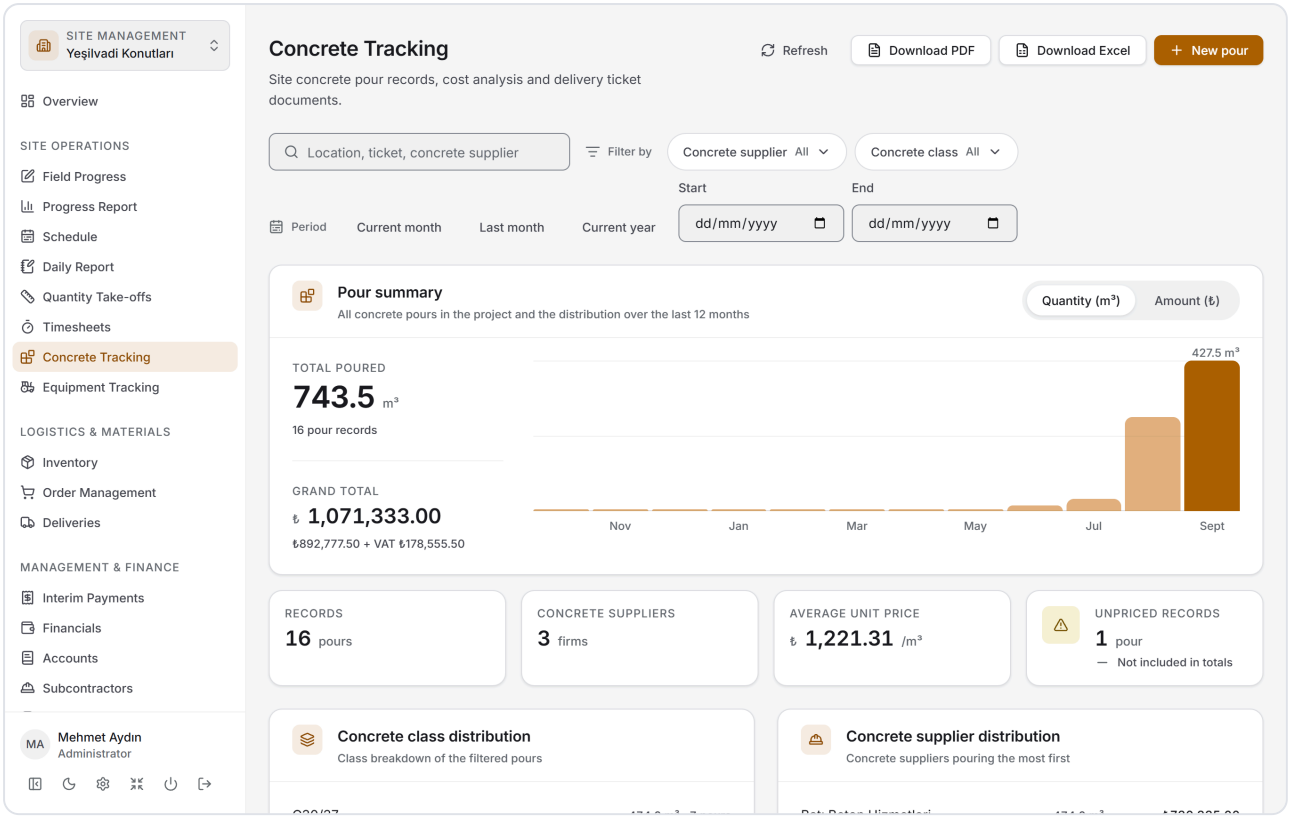
In the sidebar, *Site Operations › Concrete Tracking.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary strip, the chart and the breakdowns. **You can download Excel and PDF exports and open delivery ticket documents and save them to your computer. New pour**, edit and delete buttons are not drawn at all
Edit	The same, plus you can add, edit and delete pours and restart the Accounts transfer
No permission	The module appears dimmed and locked in the menu

> **Note** Downloading an export and viewing a delivery ticket do not require edit permission. Neither changes any data; whoever can see a pour should be able to see its document too.

> **Note** Some buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the writing buttons afterwards.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, firm and item names and the figures are examples.

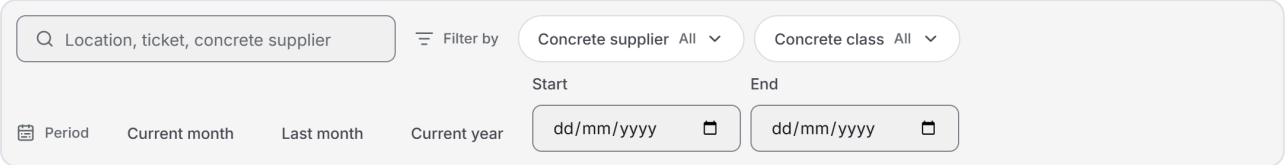
The page has four layers from top to bottom, and the order is deliberate: first you **narrow**, then you read the result **as figures**, then you look at its **breakdown**, and last you go down to the **rows**.

LAYER	WHAT IT DOES
Filter bar	Search, concrete supplier, concrete class and period
Pour summary	Two headline figures, a chart of the last twelve months, four small measures
Breakdown	Concrete class distribution and concrete supplier distribution
Pour list	A table grouped by day

All three lower layers are drawn from the rows that pass the filter above. When you make a selection all four change at once and **no request goes to the server** — the project's data came down once.

Title and actions. The title reads *Concrete Tracking* with the description *"Site concrete pour records, cost analysis and delivery ticket documents."* On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **New pour**. Where the server has the samples section, a **Test results** menu sits among them as well (§6).

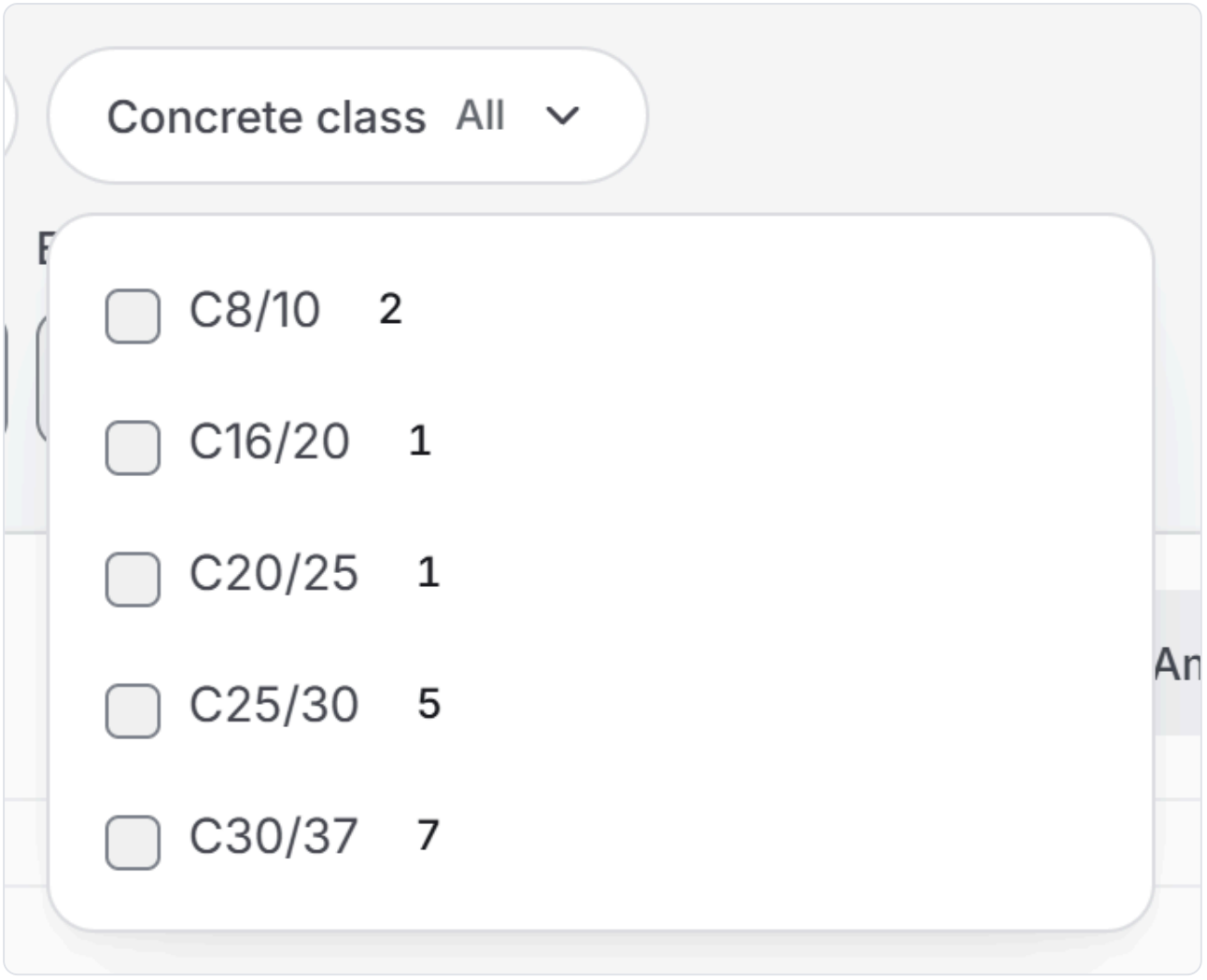
Filter bar



It has two rows. The upper row holds the **Search pours** box and, under the **Filter by** label, the **Concrete supplier** and **Concrete class** filters; the lower row holds the **Period** label, three ready-made ranges and two date boxes.

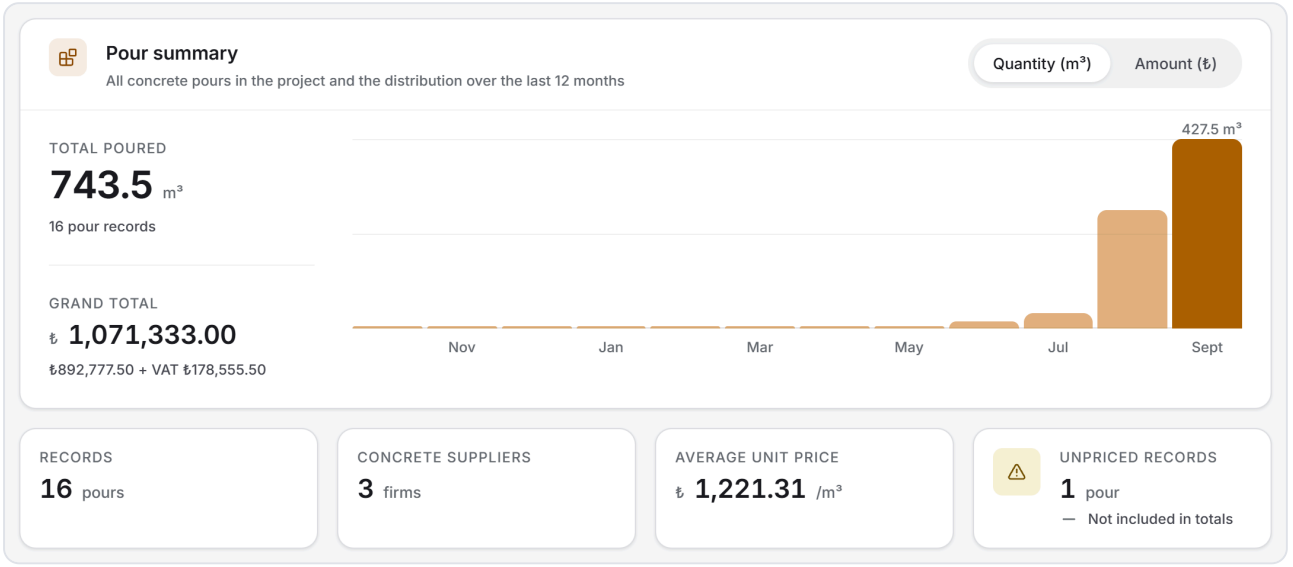
CONTROL	WHAT IT DOES
Search pours	Searches the location, section, delivery ticket no., concrete supplier name, concrete class and agreement name
Concrete supplier	Narrows by firm; each firm's pour count is shown beside it
Concrete class	Narrows by class. The list is not alphabetical but **ordered by strength**
Strength test	Shows pours with an **Overdue** or **Due soon** test (§5.9)
Current month · Last month · Current year	Ready-made ranges. The selected one is highlighted; pressing it again removes the range
Start · End	A free date range. If one is left blank there is no limit in that direction

While a filter is active, a **Clear filters** button appears at the end of the bar with the number of active criteria on it. With no filter, that button is not drawn at all.



The filter menus feed one another: when you pick a concrete supplier, the counts in the class menu are recalculated for that firm's pours. So you can see whether ticking a second box will bring anything before you tick it.

Pour summary



On the left of the card two headline figures sit one above the other:

MEASURE	WHAT IT SHOWS
Total Poured	The cubic metre total of the pours that pass the filter. The record count is written beneath it
Grand Total	The amount including tax. Beneath it the *"amount + tax amount"* breakdown is written

On the right stands a column chart of **the last twelve months.** The **Chart measure** switch at the top right changes what the chart draws: **Quantity (m³)** or **Amount (currency)**. The two do not have the same shape — a large pour of a cheap class is a peak on the quantity chart and middling on the amount chart.

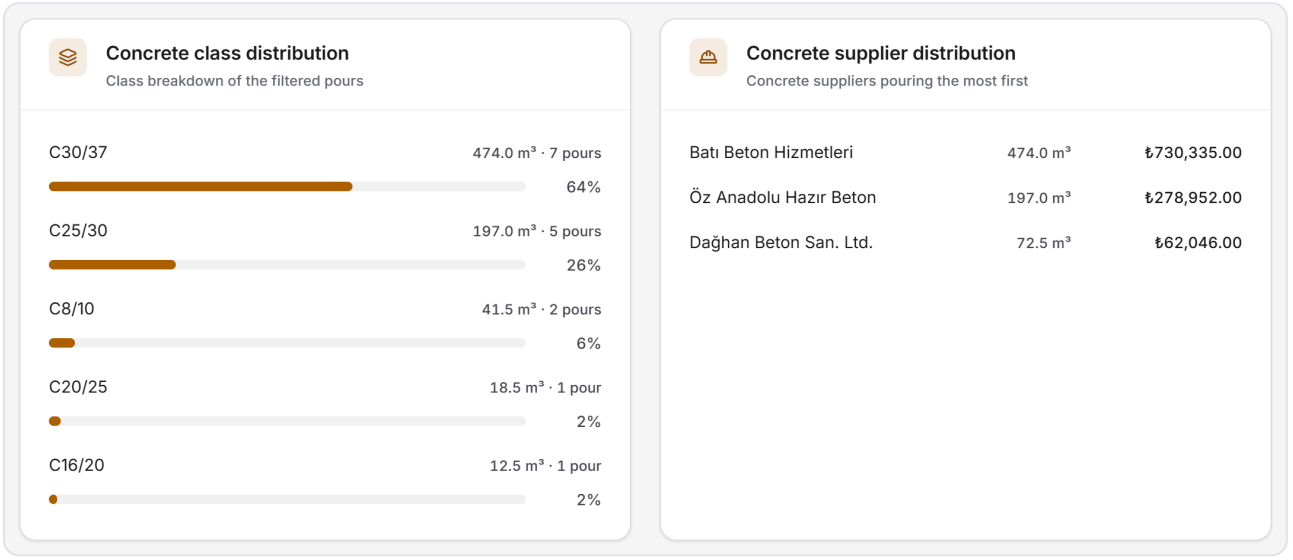
> **Note** The chart's twelve months are counted back not from today but from **the month of the latest pour in the data.** In a project that has stopped or finished, the chart does not fill up with empty months. A month with no records is not skipped, it stands as an empty column — so that "there were no pours in June" can be read off the chart.

Four small measures are lined up beneath the card:

MEASURE	WHAT IT SHOWS
Records	The number of pours that pass the filter
Concrete suppliers	How many different firms the concrete came from
Average Unit Price	The average price per cubic metre
Total tax	The tax total in the filter

If there are **records with no price entered**, the fourth box gives way to the **Unpriced Records** counter; that box has an amber background and *"Not included in totals"* beneath it.

Breakdown



Two cards stand side by side and both are counted from the same rows:

- **Concrete class distribution** — each class's cubic metre total, pour count and **percentage share.** The share is shown with a bar; the card answers "how much of the total is which class".
- **Concrete supplier distribution** — how much concrete came from which firm and what amount it came to. The firm that poured the most is at the top. A firm with no amount shows a dash rather than a zero; that means no price has been entered on that firm's pours.

Pour list


Pour list
16 records · 10 days
Collapse all
CLASS
LOCATION
SECTION
CONCRETE SUPPLIER
DELIVERY TICKET
QUANTITY
UNIT PRICE
GRAND TOTAL
Thursday, 17 September 2026 104.5 m³ ₺168,741.00
C30/37 A Blok 3. Kat Döşeme 1-4 Akslar... Batı Beton Hi... C30/37 hazır b... 2026-04187 42.5 m³ ₺ 1,395.00 ₺ 71,145.00 ₺59,287.50 + VAT 20%
C30/37 A Blok 3. Kat Döşeme 4-8 Aksla... Batı Beton Hi... C30/37 hazır b... 2026-04188 38.0 m³ ₺ 1,395.00 ₺ 63,612.00 ₺53,010.00 + VAT 20%
C25/30 B Blok Perde Zemin Kat Öz Anadolu ... C25/30 hazır b... 2026-03312 24.0 m³ ₺ 1,180.00 ₺ 33,984.00 ₺28,320.00 + VAT 20%
Tuesday, 15 September 2026 95.0 m³ ₺138,948.00
C30/37 A Blok 2. Kat Döşeme 1-8 Akslar... Batı Beton Hi... C30/37 hazır b... 2026-04112 76.5 m³ ₺ 1,250.00 ₺ 114,750.00 ₺95,625.00 + VAT 20%
C20/25 Site Girişi Tretuvar Kuzey Ka... Dağhan Beto... C20/25 hazır b... 2026-01544 18.5 m³ ₺ 1,090.00 ₺ 24,198.00 ₺20,165.00 + VAT 20%
Friday, 11 September 2026 105.5 m³ ₺160,932.00
C30/37 A Blok 1. Kat Döşeme 1-8 Akslar... Batı Beton Hi... C30/37 hazır b... 2026-04051 74.0 m³ ₺ 1,310.00 ₺ 116,328.00 ₺96,940.00 + VAT 20%
C25/30 B Blok Perde 1. Bodrum Öz Anadolu ... C25/30 hazır b... 2026-03270 31.5 m³ ₺ 1,180.00 ₺ 44,604.00 ₺37,170.00 + VAT 20%
Tuesday, 8 September 2026 12.5 m³ —
C16/20 Çevre Duvarı Temeli Batı Cephe Dağhan Beto... 2026-01519 12.5 m³ — No price entered
Friday, 4 September 2026 110.0 m³ ₺162,564.00
C30/37 A Blok Zemin Kat Döşeme 1-8 Akslar... Batı Beton Hi... C30/37 hazır b... 2026-03968 81.0 m³ ₺ 1,250.00 ₺ 121,500.00 ₺101,250.00 + VAT 20%
C25/30 B Blok Perde 2. Bodrum Öz Anadolu ... C25/30 hazır b... 2026-03214 29.0 m³ ₺ 1,180.00 ₺ 41,064.00 ₺34,220.00 + VAT 20%
Friday, 28 August 2026 150.0 m³ ₺212,064.00
C8/10 A Blok Grobeton Tam Alan Dağhan Beto... C8/10 grobeto... 2026-01467 22.0 m³ ₺ 760.00 ₺ 20,064.00 ₺16,720.00 + VAT 20%
C30/37 A Blok Radye Temel Tam Alan Batı Beton Hi... C30/37 hazır b... 2026-03842 128.0 m³ ₺ 1,250.00 ₺ 192,000.00 ₺160,000.00 + VAT 20%
Friday, 21 August 2026 96.5 m³ ₺136,644.00
C25/30 B Blok Radye Temel Tam Alan Öz Anadolu ... C25/30 hazır b... 2026-03105 96.5 m³ ₺ 1,180.00 ₺ 136,644.00 ₺113,870.00 + VAT 20%
Friday, 14 August 2026 19.5 m³ ₺17,784.00
C8/10 B Blok Grobeton Tam Alan Dağhan Beto... C8/10 grobeto... 2026-01402 19.5 m³ ₺ 760.00 ₺ 17,784.00 ₺14,820.00 + VAT 20%
Friday, 24 July 2026 34.0 m³ ₺51,000.00
C30/37 İstinat Duvarı Doğu Cep... Batı Beton Hi... C30/37 hazır b... 2026-03511 34.0 m³ ₺ 1,250.00 ₺ 51,000.00 ₺42,500.00 + VAT 20%
Friday, 19 June 2026 16.0 m³ ₺22,656.00

Rows are grouped **by day.** Each group's heading is the day written out in full — *Thursday, 17 September 2026* — and to the right of the heading row the day's cubic metre total and its amount are written. The day name is not decoration: concrete pouring is work tied directly to weekends and to the weather.

Days are ordered from newest to oldest; records with **no date entered** collect in their own group at the very bottom. Clicking a group heading collapses that day, and the **Collapse all** button in the card header folds them all at once.

The columns from left to right:

COLUMN	WHAT IS IN IT
Class	The concrete class, as a badge
Location	Where the pour was made — the row's identity, written in bold. If pour times were entered they appear beneath it in small type
Section	The part within the location (axis range, floor, part of a block)
Concrete supplier	The firm name; beneath it, in small type, the agreement the price came from
Delivery ticket	The delivery ticket number
Quantity	Cubic metres
Unit price	The price per cubic metre; a dash if none was entered
Grand total	The amount including tax; beneath it the *"amount + tax rate"* line

The rightmost column holds the row's buttons: a **clipboard** (opens the pour record, truck lines and samples), a **paper clip** (opens the delivery ticket) on records that have a document, and, if you have edit permission, a **pencil** and a **waste bin**. The paper clip is drawn only on records that really do have a document attached.

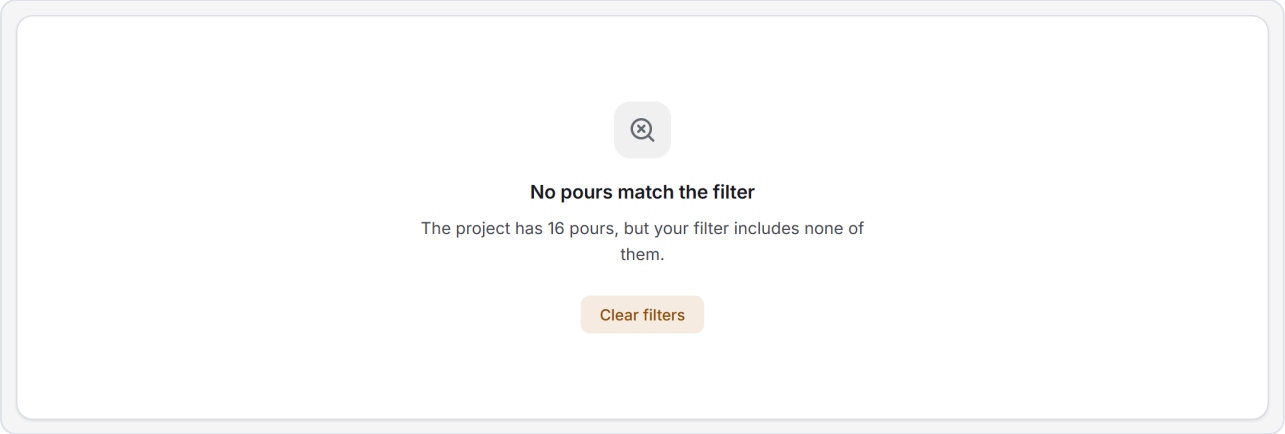
You can sort by clicking the headings. Sorting works **inside the group**: the order of the days is not disturbed, only that day's rows are rearranged.

Values that do not fit a column are shortened with an ellipsis — this is how long firm names, delivery ticket numbers and agreement names appear. Hold the pointer over one for a moment and the full text appears; if you need to read all of it, every value is complete in the Excel export.

On a row with no price entered the amount cell is not left blank, it reads *"No price entered"*. This is a deliberate distinction: an empty cell and "0 ₺" look the same, yet one means *free of charge* and the other *not yet known*.

Empty screens

If the project has no pours at all, the filter bar, the summary strip and the breakdown cards are **not drawn** — with no filter to loosen, three cards saying "loosen the filter" would present a problem that does not exist as though it were yours. All that stands on the screen is a single card and, if you have permission, the **New pour** button.



When there are records but the filter brings nothing, the filter bar stays where it is, the summary and breakdown cards are not drawn, and in place of the table there is a single card telling you how many pours the project has, with a **Clear filters** button.

4. Fields

The information held in a pour record:

FIELD	DESCRIPTION	REQUIRED
Pour date	The day the concrete was poured. The list and the reports are grouped by it	Yes
Delivery ticket no.	The number on the ticket that came with the mixer	No
Concrete supplier	The firm supplying the concrete. The Accounts transfer depends on this field	No
Agreement	The contract the price comes from; selecting it fills the unit price box	No
Surcharge agreements	Items added on top of the main agreement (pump surcharge, winter additive, night premium)	No
Location	Where the pour was made — *Building A, 3rd Floor Slab* for instance	No
Section	The part within the location — *Between Axes 1-4* for instance	No
Concrete class	Typed freely; the list that opens while typing and the arrow button at the right of the box suggest European (*C30/37*), Australian (*N32*) and US (*4000 psi*) classes. A new record opens with **C30/37** (*4000 psi* if the company's region is the US)	No *(it has a default)*
Quantity (m³)	The amount of concrete poured	**Yes**
Unit price (currency/m³)	The price per cubic metre. Can be left blank and entered later	No
Apply tax	On a new record it follows **the company**: ticked, with the rate box filled with the company's tax rate (20% unless another rate is set in Settings), when the company has a tax; unticked when *No tax* is chosen in Settings. When editing, as in the record	No
Delivery ticket document	A PDF or a photo. One document, at most 50 MB	No
Start and finish time	In the Pour record section, written as *08:30*. If the finish is before the start, the pour is treated as running into the next day and the list shows *+1 day*	No
Slump (mm)	A whole number from 0 to 300	No
Concrete and air temperature (°C)	At most one decimal. 0 and minus values are valid; a blank box means "not entered". Concrete from −20 to 80, air from −60 to 60	No
Admixture	Free text, at most 200 characters	No
Pump and pump type	Not specified, Yes or No. If Yes, the type: Truck-mounted boom, Static line, Other. For information only, it does not change the amount; whether the pump is included is stated in the agreement's unit price	No

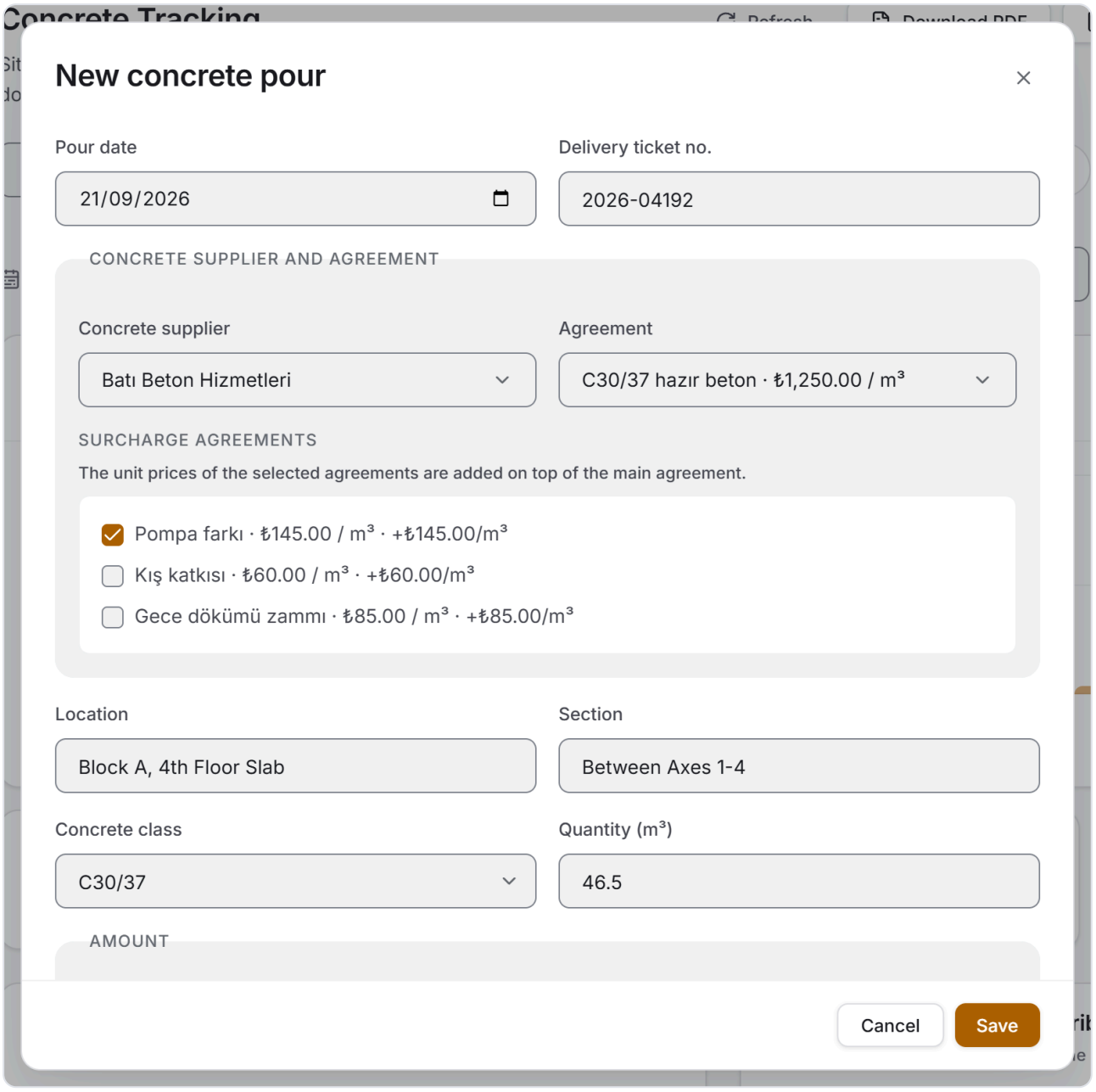
Three values are not entered but **calculated**:

CALCULATED	HOW IT COMES OUT
Amount	Quantity × unit price
Tax amount	Amount × tax rate
Grand total	Amount + tax amount

All three appear in the **Calculated amount** box on the form before you save. Beneath it the working is written out: *46.5 m³ × ₺1,250.00 = ₺58,125.00 + VAT 20% (₺11,625.00)* — here for a Turkish company; your screen shows your own currency and tax name.

5. Step by step

5.1 Recording a pour



1. Press the **New pour** button.
2. The **Pour date** opens on today; change it if the mixer came on another day.
3. Type the number from the ticket into **Delivery ticket no.**
4. In the **Concrete supplier and agreement** section pick the firm, then pick the **Agreement** if there is one. The moment an agreement is selected the unit price box fills by itself.
5. Write where the pour was made into **Location** and **Section**.
6. Type the **Concrete class** or pick a suggestion, and enter the **Quantity**.
7. If you wish, open the **Pour record** section and enter the times, slump, temperatures, admixture and pump. The section starts closed on a new record; all of it is optional and does not affect the amount.
8. Change **Apply tax** and the rate if needed.
9. Add the photo or the PDF of the delivery ticket to the **Delivery ticket document** field.
10. Press **Save**.

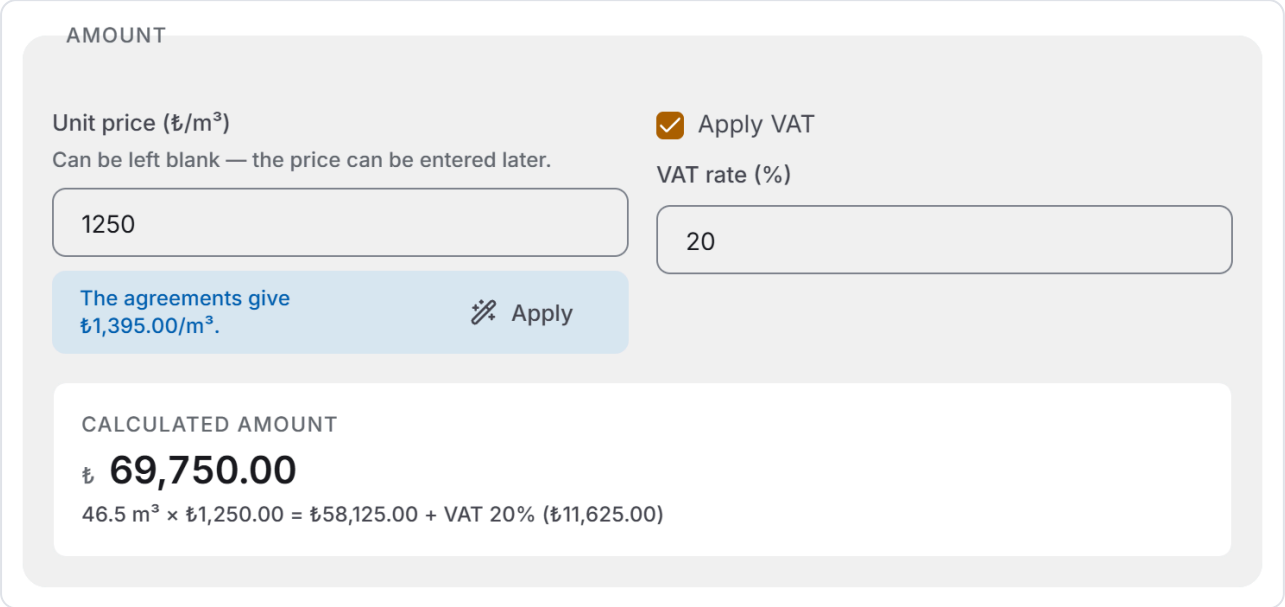
Two fields are required: **pour date** and **quantity.** Warnings appear only after you have tried to **Save** — seeing a red warning at first glance would put on you a mistake you have not yet made.

> **Note** You can use either a comma or a full stop for decimals; do not type a thousands separator. *42.5* and *42,5* are the same thing, *1,250.5* is not accepted.

5.2 Surcharge agreements and the unit price

A pour's unit price may not come from a single agreement. Separate agreements such as a **pump surcharge**, a **winter additive** or a **night premium** are added on top of the main agreement. When you select the main agreement, that concrete supplier's other agreements are listed with tick boxes under the **Surcharge agreements** heading; beside each one is what it adds per cubic metre.

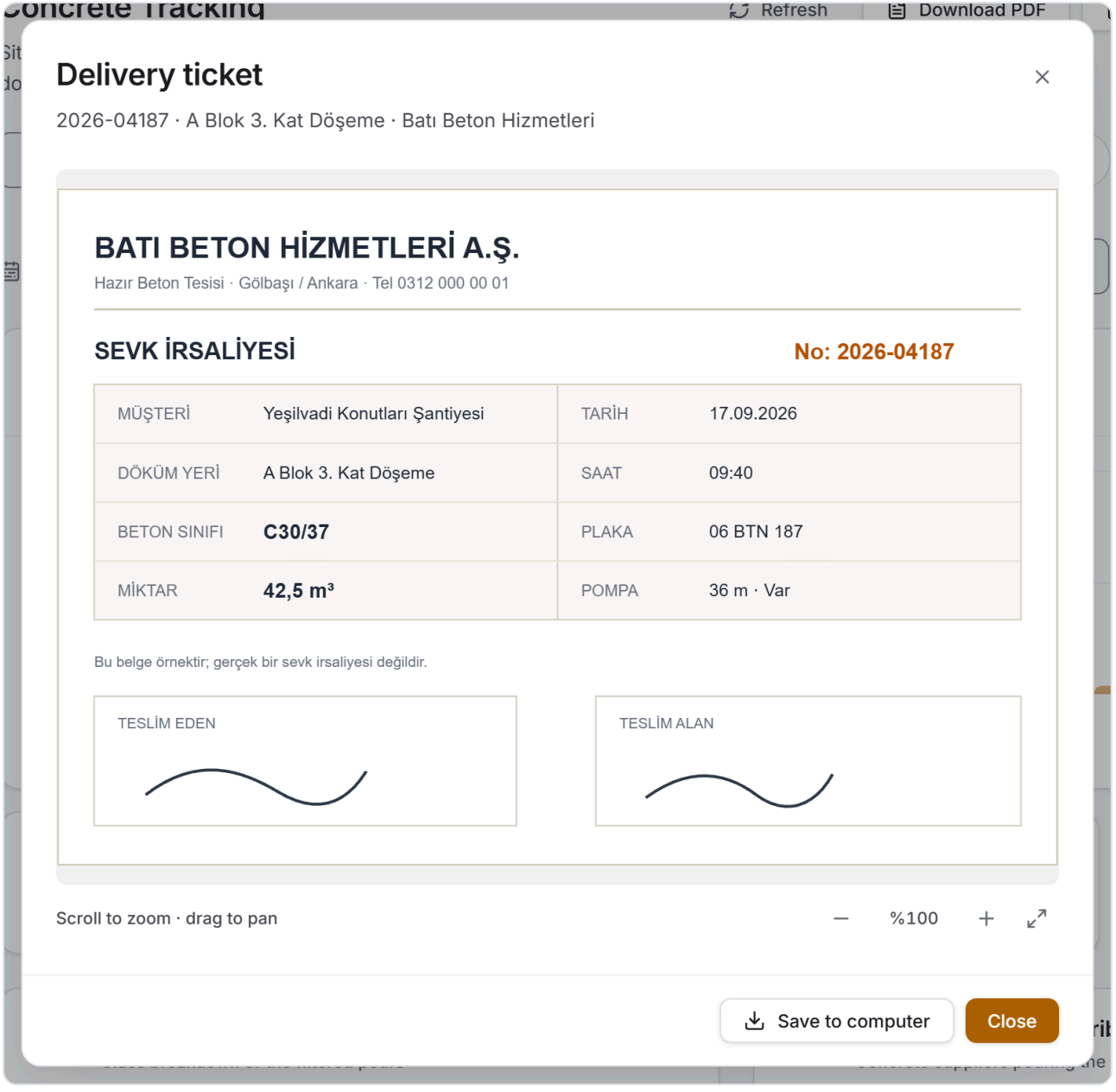
Every surcharge you tick is added to the unit price and the box is recalculated at once.



> **Note** A value you type into the price box by hand is **kept.** When you open a saved pour to edit it, the application does not recalculate the price from the agreements and write over it. If the agreements give a different figure, a line reading *"The agreements give .../m³"* appears beneath the box together with an **Apply** button that puts it in with one click. The decision is yours.

If you change the concrete supplier, the agreement and surcharge selections are reset — another firm's agreement cannot stay selected.

5.3 Attaching and viewing the delivery ticket



The document field accepts **PDF, JPG, PNG and WEBP**; the limit is 50 MB per file. One record holds one document; choosing a new file replaces the previous one.

In the list, a row that has a document ends with a **paper clip** button. Pressing it opens the document in a window:

- If it is a **PDF**, the window's own viewer opens it; zooming and printing come from there.
- If it is a **photo**, you zoom with the plus and minus buttons or with the mouse wheel, and you move a zoomed image around by dragging it. The **Fit** button puts the image back inside the window.

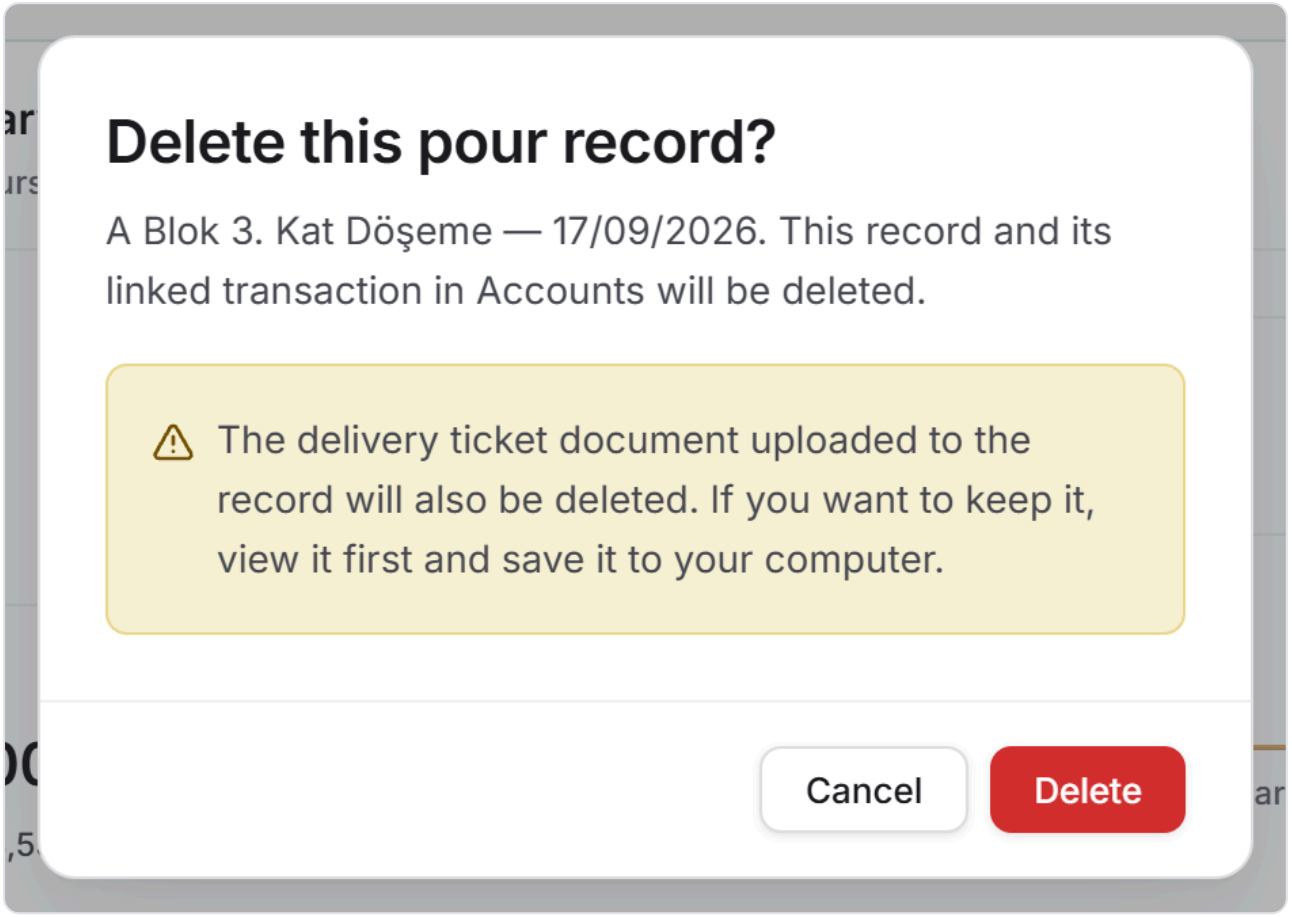
The **Save to computer** button at the bottom of the window downloads the document to disk. That is the way to send a delivery ticket to the accounts department.

5.4 Editing a pour

Press the **pencil** button at the end of the row. The form opens with the saved values; change them and press **Update**. If the saved concrete class is a value that is not among the suggestions (something typed by hand such as *C25*), it stays in the box as it is rather than being written over.

Updating also refreshes the linked transaction in Accounts; no second entry is created in the ledger. The server brings the transaction into line together with the pour, so when a user who is not an administrator changes the quantity or the price, Accounts shows the new amount too.

5.5 Deleting a pour



The **waste bin** button at the end of the row opens a confirmation screen. It says which record will be deleted (location and date) and tells you that the record's linked transaction in Accounts will be deleted as well.

> **Caution** The delivery ticket document uploaded to the record is deleted too. If you want to keep it, **view it first and save it to your computer.** The confirmation screen reminds you of this separately when there is a document.

The server deletes the pour record and its linked transaction in Accounts **together**: either both go or both stay, and no transaction is left in the ledger without a source. Anyone with permission to edit pours can do this; deleting the transaction by hand in Accounts is still an administrator's job.

5.6 Searching and narrowing

The **Search pours** box looks at the location, the section, the delivery ticket number, the concrete supplier name, the concrete class and the agreement name all at once.

There are two ways to choose a period. **Current month**, **Last month** and **Current year** are one click; a range such as *15 March – 2 April* is entered in the two date boxes. If you fill in only one of the boxes, there is no limit in the other direction.

> **Note** The moment you select a date range, records with **no date entered** drop out of the list. They are not lost; they come back in their own group when you clear the filter.

5.7 If the Accounts transfer is left unfinished

When a pour is saved the application does two things: it writes the pour record first, then posts the transaction to Accounts. If the second fails, **the pour has still been saved** — do not enter the record a second time.

In that case an amber strip appears at the top of the page and **says why.** There are two reasons and their remedies differ:

WHAT THE STRIP SAYS	WHAT TO DO
The subcontractor has no account, and only administrators can open new accounts	An administrator creates the firm once in Accounts; later records are transferred by themselves
The server could not be reached	Press the **Resend to Accounts** button on the strip when the connection is back

Editing an existing pour does not bring up a strip: the server updates the linked transaction together with the pour. If you change the concrete supplier to a firm that has no account yet, the transaction stays with the old firm; it moves at the first edit after an administrator opens the new firm's account.

The **Resend to Accounts** button is drawn only for users with edit permission, and it transfers **all** of the project's pours again. When it finishes, a green strip says how many records were written, how many were removed from the ledger and, if any, how many orphaned transactions were cleaned up.

5.8 Truck lines

You can enter the trucks that brought a pour, line by line. All of it is optional; without any lines the pour saves as before. Lines attach to a saved pour, so save the pour first.

1. In the list, press the pour's **clipboard** button. The window shows the pour record and, below it, the **Trucks** section.
2. Choose **Add truck**.
3. Fill in what you know: **Delivery ticket no.**, **Registration**, **Quantity (m³)**, **Left plant**, **Arrived on site**, **Discharged**. Times are written as *08:30*. At least one field must be filled in; a quantity, if entered, must be above zero.
4. Choose **Save**. Correct a line later with the **pencil** and delete it with the **waste bin**.

If a time is earlier than the one before it, the truck is treated as having passed midnight and *+1 day* appears beside it: left at 23:40, arrived at 00:10, for example.

Anyone who can see Concrete Tracking can read this section. Adding, correcting and deleting need edit permission on both the project and Concrete Tracking.

> **Important** Lines carry no money. Adding, correcting or deleting a line does **not** change the pour's quantity, amount, account entry or Financials. The pour's own **Delivery ticket no.** field also stays as it is.

If the lines total differs from the pour quantity, the window says so and, if you have edit permission, a **Set pour quantity to the lines total** button appears. It first shows the new quantity and new grand total and asks you to confirm. If you confirm, the quantity is written, the amount is worked out as the new quantity × unit price, and the account entry is updated as in a normal save. A line with no quantity is not in the total, and the window says how many there are.

When you delete a pour, its truck lines are deleted too.

5.9 Samples and strength tests

You keep the samples taken from a pour and their 7 and 28-day strength results in the same window. All of it is optional; without any samples the pour saves as before.

1. In the list, press the pour's **clipboard** button and go down to the **Samples** section.
2. Choose **Add sample**.
3. Fill in what you know: **Sample ID** and **Specimens**. At least one field must be filled in. Specimens is a whole number from 1 to 9999.
4. Choose **Save**. When the results are in, open the sample with the **pencil** and fill in **7-day strength (MPa)**, **28-day strength (MPa)** and the **result** boxes. Delete a sample with the **waste bin**.

Strength is from 0 to 300 MPa with at most two decimals. An empty box means "not entered"; **0** means zero. MPa is the only unit.

The **test date** is worked out from the pour date: 7 and 28 days later. You do not enter it and cannot change it by hand. If you correct the pour date, the test dates change with it. A pour with no date has no test dates and no reminder.

You mark **Pass** or **Fail** yourself. The app does not compare the strength with the concrete class, because the acceptance criteria vary by country and specification.

The reminder is on the Concrete Tracking page; it does not go to a phone or by email. A test with no result counts as **overdue** once its date has passed and as **due soon** with 3 days or fewer left. The strip at the top of the page counts and lists these samples; pressing a pour's name opens its window, and **Show these pours** narrows the list. In the list, *Test overdue* or *Test due soon* appears under the pour's location, and the **Strength test** filter in the filter bar selects the same pours. If you dismiss the strip with **Close**, it comes back when the page is next opened.

Entering either a strength or a mark closes that test's reminder. Once a 28-day result is in, the 7-day test is no longer asked for.

Anyone who can see Concrete Tracking can read this section. Adding, correcting and deleting need edit permission on both the project and Concrete Tracking.

> **Important** Samples carry no money. They do **not** change the pour's quantity, amount, account entry or Financials.

When you delete a pour, its samples are deleted too.

6. Exports

The list export comes in two formats (Excel and PDF) and both send out **the list as it appears on the screen** — whatever the filter is, that is what goes into the file. On top of these there are the **test results table** and the **pour report** for a single pour (below). There is no separate export window; you have already made your choice in the filter bar.

The file names start with *Concrete_Tracking_* and a date–time stamp is added to the end. If you close the save window nothing happens; when it is saved, a strip appears at the top of the page with the file's full path on it.

> **Note** While the list is empty both buttons are disabled. The export of an empty list is an empty file.

Download Excel

The workbook carries **fourteen columns**: Date · Concrete supplier · Agreement · Delivery Ticket No. · Location · Section · Class · Quantity (m³) · Unit Price · Amount · Tax (%) · Tax Amount · Grand Total · Document.

At the top there are three heading lines: the project name; the report date, the record count, the total poured and the grand total; and **a one-line summary of the filter that was applied.** That last line matters — it is written so that a file taken with a concrete supplier selected is not mistaken for the whole project when it is sent by e-mail. If there are records with no price, the heading also carries the note *"No price in N records"*.

At the end of the list there is a **GRAND TOTAL** row; it totals the quantity, amount, tax and grand total columns and matches the summary on the screen exactly.

If a record with a pour record is in the list, six columns are added on the right: **Pour times** (for example *22:00–03:30 (+1 day)*), **Slump (mm)**, **Concrete temperature (°C)**, **Air temperature (°C)**, **Admixture**, **Pump**. If a record with truck lines is in the list, three more columns follow: **Trucks** (number of lines), **Trucks total (m³)** and, when the lines total differs from the pour quantity, **Trucks difference (m³)**. An empty field is an empty cell; 0 °C and 0 mm are written as numbers. The first fourteen columns, their order and their totals do not change. The file for a list with no pour records and no truck lines is the same as before.

Three useful details: the header row comes **frozen**, so the column names stay on screen as you scroll down; **the filter is on**, so you can ask your own question; and the date and all the figures are **real number cells** — they can be sorted, added up and pivoted.

Download PDF

A4 **landscape**, a list of twelve columns. Of Excel's fourteen columns the cubic metre heading has been shortened and the document column left out.

The first page carries the project name, the module name, the time it was produced and the filter summary; at the top right stand the total quantity and the grand total. From the second page on, a thin strip is repeated at the top, the column headings are written again on every page, and the page number sits at the bottom. The last row is the **total row** and is separated by the heavy rule above it.

No columns are added: the pour record and the truck lines are written in the **Location** cell as two small lines under the location (*22:00–03:30 (+1 day) · Slump 120 mm · Concrete 0 °C · … · Pump: Static line* and *3 trucks, 15.5 m³ · difference -0.5 m³*).

> **Note** For a list of more than a thousand rows, confirmation is asked before the PDF is prepared: the window may stop responding for a while during preparation and the process cannot be stopped. The confirmation screen suggests narrowing the period. The Excel export is fast even at this size.

Test results

Choose **Download Excel** or **Download PDF** from the **Test results** menu in the header. The menu only appears where the server has the samples section. The table gives the samples of the pours shown on the screen, in pour order; if the **Strength test** filter is set, only samples in that state remain. The file name starts with *Concrete_Test_Results_*.

Thirteen columns: Pour date · Location · Section · Class · Sample ID · Specimens · 7-day test date · 7-day (MPa) · 7-day result · 28-day test date · 28-day (MPa) · 28-day result · Status. **Status** is the same calculation as the reminder on the page: *Overdue*, *Due soon* (with the test and the days left), *Complete* once the 28-day result is in, otherwise *Scheduled*; *No date* for a pour without a date. The heading gives the number of samples, the count for each status and how many samples are marked *Fail*. An empty strength is an empty cell; **0** MPa is written as a number. The PDF is A4 landscape. If the selected pours have no samples, the file says so in one sentence.

Pour report

A PDF for a single pour. Take it with the **Pour report (PDF)** button at the bottom of the window opened by the pour's **clipboard** button; anyone who can see Concrete can take it. The file name starts with *Pour_Report_* and the page is A4 portrait.

In order, the report gives: the pour details (date, concrete supplier, agreement, delivery ticket, location, section, class, quantity, unit price, amount, tax and grand total, as on the screen); the pour record (*No pour record entered.* if there is none); the truck lines, the lines total and the pour quantity, the number of lines with no quantity and, if there is a difference, a sentence such as *The lines total is 0.5 m³ less than the pour quantity.*; and the samples with their test status. Where the server has no truck or samples section, that heading is not printed at all.

7. What you need to know

A record with no price entered does not go into the totals. Such a record is not counted as zero and added in; the table reads *"No price entered"*, the summary strip counts it with the **Unpriced Records** measure and a note is added to the Excel heading. If you are reading a **Grand Total** on the page, you can also see from the same screen how many records that total does not cover.

> **Caution — known fault** When you press the **New pour** button a second time after saving a pour, the form opens **filled with the previous record's fields**: the date, the delivery ticket number, the location, the section and the quantity are all still there. If you press **Save** without noticing, the same pour is written a second time and a second transaction lands in Accounts. Workaround: before starting the second record, go over the fields, and especially **the delivery ticket number.** The fault is known and will be fixed.

The price stays in the record, it is not recalculated from the agreement. If an agreement's unit price changes later, the amounts of past pours do not change. That is the right behaviour: the delivery ticket was issued, and it was issued at that day's price. The new price applies only to records made from then on.

Not every pour goes to Accounts. A pour with no concrete supplier selected or no price entered is not transferred to the ledger — its cost is not yet settled. When you later enter a concrete supplier and a price on such a record, the transfer happens by itself.

A pour with **no date entered** is not transferred to the ledger either; an account transaction needs a date. Because the date is required on this page, this only happens with undated records from the old program. A bulk resend counts them as skipped; once you edit the pour and enter its date, it is transferred.

The average unit price is weighted. It is not the flat average of the prices but the total amount divided by the total quantity. Averaging the prices of two pours, one of 5 m³ and one of 500 m³, with equal weight would show the project's real cost wrongly.

A concrete class is not a status but a property. All the badges are the same colour; blinding concrete is meant to be C8/10, it is not "bad". That is also why the filter list is ordered by strength rather than alphabetically — in alphabetical order *C12/15* comes before *C8/10* and the list reads backwards.

The class box is free; the list only suggests. A value that is not in the list (*C25*, *BS20*) can be typed and is saved as written. Only when it matches a suggestion apart from case and spaces is the suggestion's spelling used (*c30 / 37 → C30/37*, *4000PSI → 4000 psi*), so the same class does not become two rows in the filter and the breakdown. A blank class shows as *No class entered*. The filter options come from the records, so older values typed by hand appear there too; opening and closing a record does not change its class.

The concrete supplier and agreement lists come from the Subcontractors module. If a firm is missing from the dropdown, or an agreement does not appear, it has to be defined there first.

The search hint is incomplete. The hint inside the box names three fields; the search also looks at **the section, the concrete class and the agreement name.**

8. Related chapters

- **Subcontractors** — the firms supplying the concrete and the agreements the price comes from are defined there.
- **Accounts** — every priced pour that is saved lands in the ledger as a receivable of the concrete supplier.
- **Financials** — the project's concrete cost is collected there together with the other cost items.
- **Overview** — concrete pouring also appears as an item in the project's summary.

Equipment Tracking

1. What it is for

Equipment Tracking keeps a daily record of the hired machines and vehicles working on site. An excavator spends a day on the foundation dig, a truck hauls spoil for three hours; each of them is one row here — which day, whose machine, how long, and what it comes to.

The page answers two questions: **how much did the equipment work** and **what did that work cost.** A third question sits on the same screen and is usually the most pressing one: **what will go into the interim payment you are about to issue.** Entries that are not yet attached to an interim payment are counted separately and can be listed with one click.

An equipment work entry does **not** reach Accounts directly. The flow is: the entry is saved, it is added to an interim payment when that payment is issued, and the ledger transaction is created on the interim payment side. That is why there is no ledger transfer operation on this page.

2. How to open it, who can see it

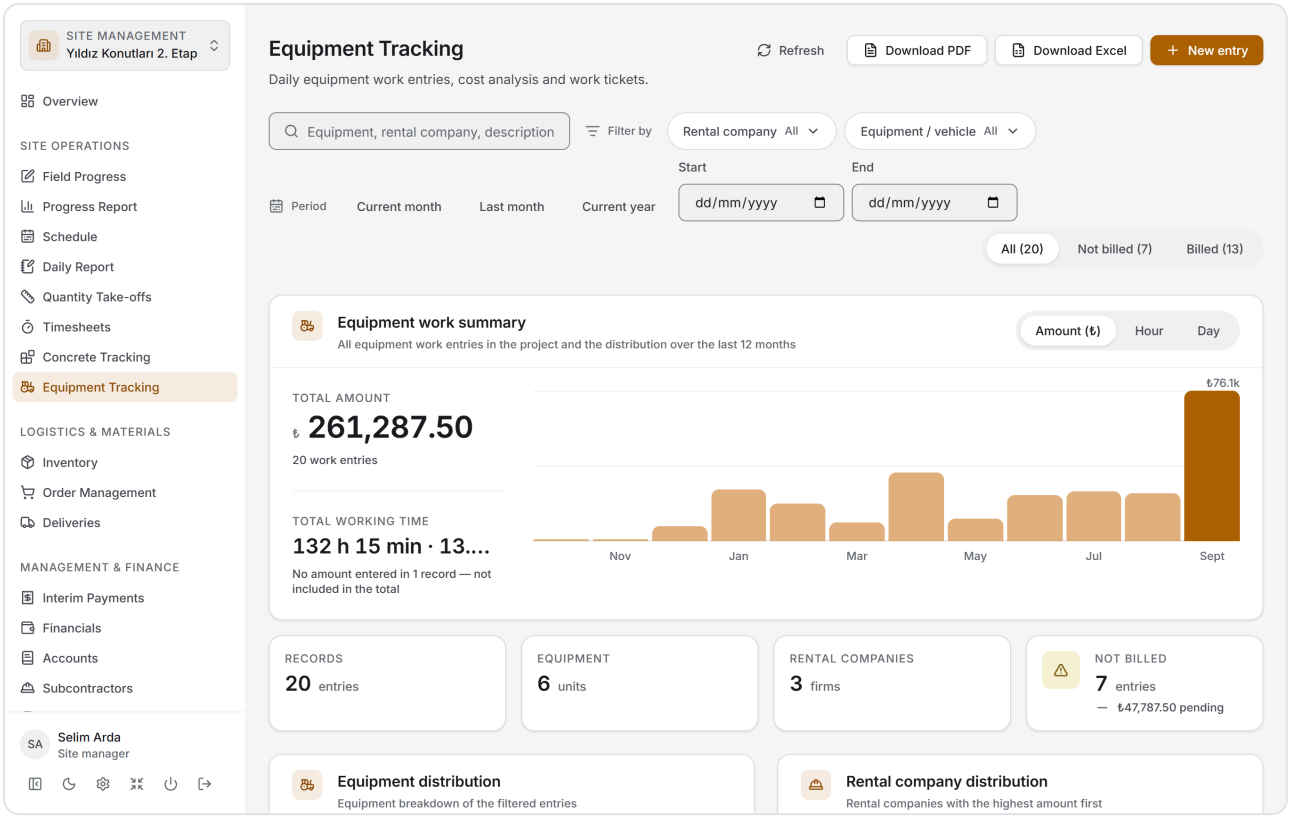
In the sidebar, *Site Operations › Equipment Tracking.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary strip, the chart and the breakdowns. **You can download Excel and PDF exports and open work tickets and save them to your computer. New entry**, edit and delete buttons are not drawn at all
Edit	The same, plus you can add, edit and delete work entries
No permission	The module appears dimmed and locked in the menu

> **Note** Downloading an export and viewing a work ticket do not require edit permission. Neither changes any data; whoever can see an entry should be able to see its document too.

> **Note** Some buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the writing buttons afterwards.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, firm and equipment names and the figures are examples.

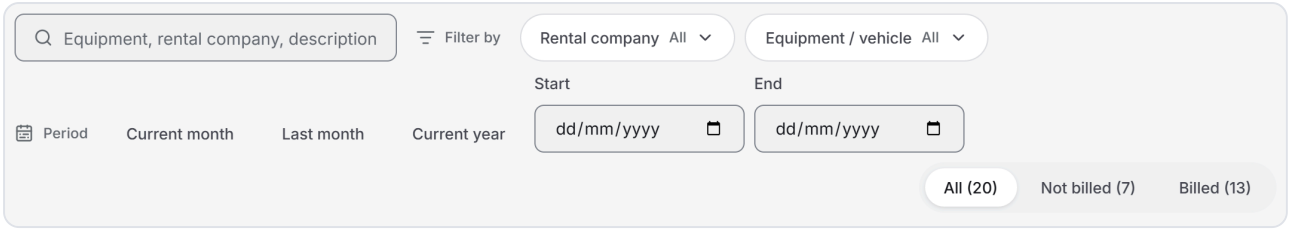
The page is four layers from top to bottom and follows the same order as Concrete Tracking: first you **narrow**, then you read the result **as figures**, then you look at its **breakdown**, and finally you go down to the **rows**.

LAYER	WHAT IT DOES
Filter bar	Search, rental company, equipment, period and billing status
Equipment work summary	Two headline figures, a chart of the last twelve months, four small measures
Breakdown	Equipment distribution and rental company distribution
Work entry list	A table grouped by day

All three lower layers are drawn from the rows that pass the filter above. When you make a selection all four change at once and **no request goes to the server** — the project data came down once.

Title and actions. The title reads *Equipment Tracking* with the description *"Daily equipment work entries, cost analysis and work tickets."* On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **New entry**.

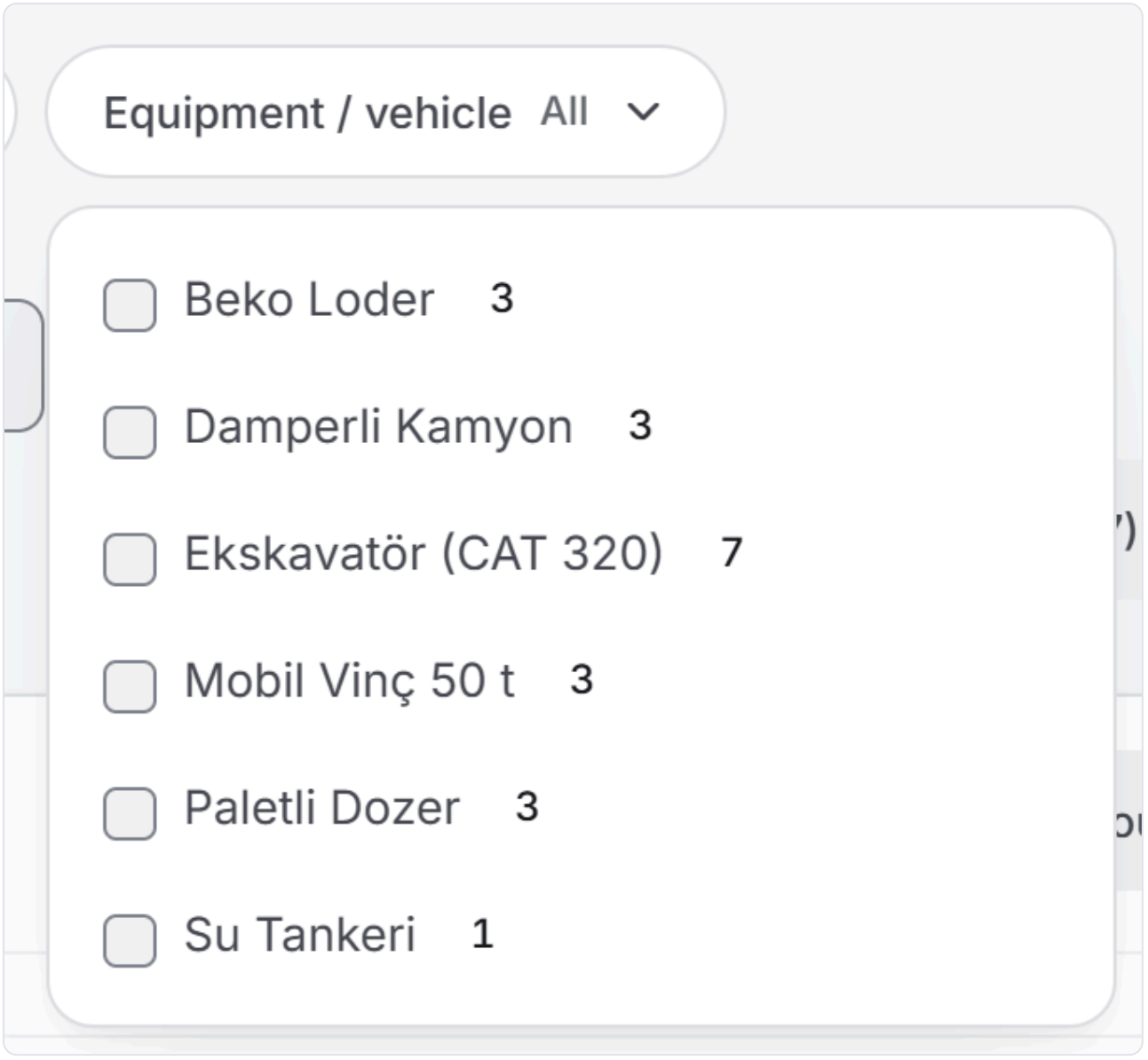
Filter bar



It has two rows. The top row holds the **Search entries** box and, next to a **Filter by** label, the **Rental company** and **Equipment / vehicle** filters; the bottom row holds a **Period** label with three ready-made ranges, two date boxes, and the **Billing status** switch at the right-hand end.

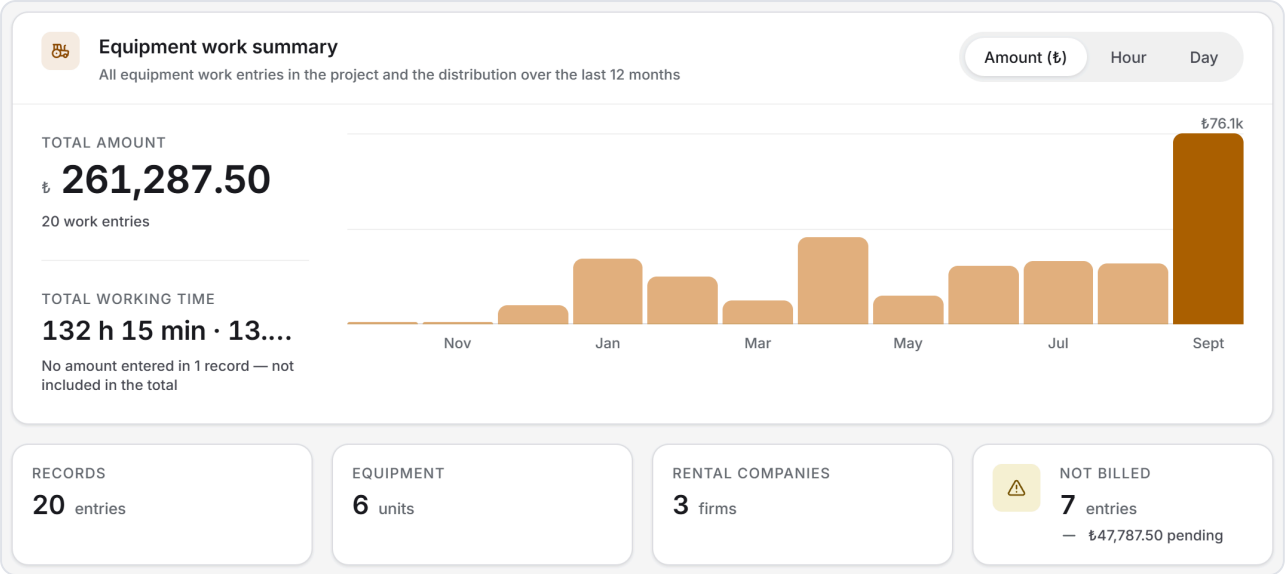
CONTROL	WHAT IT DOES
Search entries	Searches the equipment name, the scope of work, the rental company name and the description
Rental company	Narrows by firm; each firm shows how many entries it has
Equipment / vehicle	Narrows by machine. The list is alphabetical
Current month · Last month · Current year	Ready-made ranges. The selected one is highlighted; pressing it again removes the range
Start · End	A free date range. If one is left empty there is no limit in that direction
Billing status	A three-step switch: **All**, **Not billed**, **Billed**. Each shows its record count in brackets

When a filter is active a clearing button appears at the end of the bar. If you have only typed in the search box it reads **Clear search**; if you have also chosen a filter, a date or a billing status it reads **Clear filters** with the number of active criteria beside it. With no filter at all the button is not drawn.



The filter menus feed each other: when you choose a rental company, the counts in the equipment menu are recalculated for that firm's entries. That way you can see whether ticking a second box will return anything before you tick it. The bracketed counts on the **Billing status** switch are calculated against the other filters in the same way.

Equipment work summary



Two headline figures sit one above the other on the left of the card:

MEASURE	WHAT IT SHOWS
Total Amount	The cost of the entries that pass the filter. The record count is written underneath
Total Working Time	The total duration, **separately per unit** — such as *132 h 15 min · 13.5 days*

The line under the second figure normally reads *"Durations are shown in each agreement's own unit"*; if the filter contains entries with no amount, it gives way to the warning *"No amount entered in N records — not included in the total"*.

> **Caution — known fault** When the **Total Working Time** line carries two units it does not fit the column and the second one is cut off with an ellipsis: *"132 h 15 min · 13...."*. Hovering over it does not reveal the full text either. (The day group headings in the list below are not truncated — but they show one day at a time, not the total.) There are two ways to read the truncated figure: narrow down to a single unit using the **Billing status** switch or one of the filters, or look at the header line of the Excel export — both units are written out in full there. The fault is known and will be fixed.

The bar chart of the **last twelve months** sits on the right. The **Chart measure** switch at the top right changes what the chart draws. The first option is always **Amount (currency)**; the options beside it come **from the units in the data.** If the project only has hourly machines you will see a single hour option; if there are daily agreements as well, a day option is added.

> **Note** The chart's twelve months are counted back not from today but from **the month of the latest work entry in the data.** In a stopped or finished project the chart does not fill up with empty months. A month with no entries is not skipped; it stands there as an empty column.

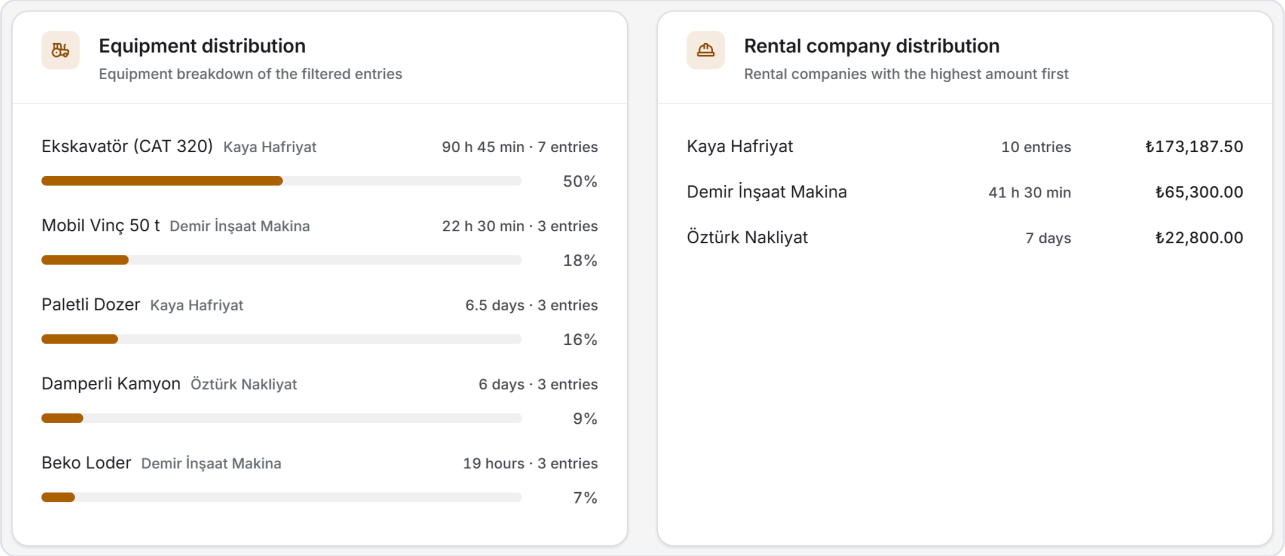
> **Note** The unit names on the switch are written exactly as they appear in the agreement and are not translated — in an English-language project they read as they were typed in the Subcontractors module.

Four small measures are lined up below the card:

MEASURE	WHAT IT SHOWS
Records	The number of entries that pass the filter
Equipment	How many different machines worked
Rental companies	How many different firms supplied machines
Not Billed	The number of entries not yet attached to an interim payment; the amount of those entries is written underneath

The fourth tile is drawn on a yellow background when there are pending entries. It is drawn even when the count is zero: *"everything has been billed"* is also an answer worth reading.

Breakdown



Two cards sit side by side and both are counted from the same rows:

- **Equipment distribution** — each machine's duration, entry count and **percentage share.** The share is shown as a bar; the card answers "what percentage of the cost is which machine". The firm that owns the machine is written next to its name in small type — *Excavator* appears at more than one firm on most projects and what tells them apart is the owner.
- **Rental company distribution** — how much work came from each firm and what amount it produced. The firm with the highest amount is at the top.

> **Note** If a machine's amount has not been entered yet, *"No amount entered — not included in the share"* appears in place of the bar. An empty bar and "0%" would read as though the machine had worked for free.

In the rental company card a firm may show an entry count instead of a duration: if one of that firm's machines is hired by the hour and another by the day, adding the two durations would be meaningless. A firm with no amount shows a dash rather than a zero.

Work entry list



Work entry list
20 records · 14 days
Collapse all

EQUIPMENT / VEHICLE	RENTAL COMPANY	DESCRIPTION / WORK LOCATION	DURATION	UNIT PRICE	AMOUNT	BILLING	
Friday, 18 September 2026						14 h 30 min · 1 day	₺28,725.00
Damperli Kamyon Hafriyat nakli	Öztürk Nakli...	Hafriyat nakli — ...	1 day	₺ 3,800.00 /day	₺ 3,800.00	Pending	
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	B Blok temel kaz...	8 h 30 min	₺ 1,450.00 /hr	₺ 12,325.00	Pending	
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaa...	A Blok 4. kat kalı...	6 hours	₺ 2,100.00 /hr	₺ 12,600.00	Pending	
Thursday, 17 September 2026						12 h 15 min · 1 day	₺15,262.50
Beko Loder Altyapı kazısı	Demir İnşaa...	Altyapı hattı kazısı	5 hours	₺ 950.00 /hr	₺ 4,750.00	Pending	
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	B Blok temel kaz...	7 h 15 min	₺ 1,450.00 /hr	₺ 10,512.50	Pending	
Su Tankeri Toz bastırma	Öztürk Nakli...	Saha yolu toz ba...	1 day	—	No amount entered	Pending	
Wednesday, 16 September 2026						13 h 30 min · 1.5 days	₺32,100.00
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Kazı devam — B...	9 hours	₺ 1,450.00 /hr	₺ 13,050.00	Billed	
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaa...	Donatı boşaltma	4 h 30 min	₺ 2,100.00 /hr	₺ 9,450.00	Billed	
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Saha tesviyesi ...	1.5 days	₺ 6,400.00 /day	₺ 9,600.00	Billed	
Friday, 28 August 2026						8 hours	₺11,600.00
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Temel kazısı	8 hours	₺ 1,450.00 /hr	₺ 11,600.00	Billed	
Friday, 14 August 2026						2 days	₺12,800.00
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Saha tesviyesi	2 days	₺ 6,400.00 /day	₺ 12,800.00	Billed	
Wednesday, 22 July 2026						12 hours	₺25,200.00
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaa...	Vinç ile kalıp mo...	12 hours	₺ 2,100.00 /hr	₺ 25,200.00	Billed	
Tuesday, 30 June 2026						16 hours	₺23,200.00
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Bodrum kazısı	16 hours	₺ 1,450.00 /hr	₺ 23,200.00	Billed	
Tuesday, 19 May 2026						3 days	₺11,400.00
Damperli Kamyon Hafriyat nakli	Öztürk Nakli...	Hafriyat nakli	3 days	₺ 3,800.00 /day	₺ 11,400.00	Billed	
Saturday, 11 April 2026						24 hours	₺34,800.00
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Hafriyat — kuze...	24 hours	₺ 1,450.00 /hr	₺ 34,800.00	Billed	
Monday, 9 March 2026						10 hours	₺9,500.00
Beko Loder Altyapı kazısı	Demir İnşaa...	Altyapı kazısı	10 hours	₺ 950.00 /hr	₺ 9,500.00	Billed	
Tuesday, 17 February 2026						3 days	₺19,200.00
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Şantiye yolu açma	3 days	₺ 6,400.00 /day	₺ 19,200.00	Billed	
Monday, 26 January 2026						18 hours	₺26,100.00
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Kaba hafriyat	18 hours	₺ 1,450.00 /hr	₺ 26,100.00	Billed	

Rows are grouped **by day.** Each group heading is the full name of the day — *Friday, 18 September 2026* — and the day's total duration and cost are written at the right-hand end of the heading row. The day name is not decoration: equipment hire is a cost tied directly to weekends and public holidays.

Days are ordered newest first; entries with **no date entered** are collected in their own group at the very bottom. Clicking a group heading closes that day, and the **Collapse all** button in the card header folds them all at once.

The columns, left to right:

COLUMN	WHAT IT HOLDS
Equipment / vehicle	The machine's name — the identity of the row, written in bold. The agreement's scope of work appears underneath in small type
Rental company	The firm's name
Description / work location	What the machine did that day
Duration	The working time **in its own unit** — *8 h 30 min*, or *1.5 days* where the agreement is not hourly
Unit price	This entry's own unit price, with the unit written underneath — the company currency per *hr* or per *day*
Amount	The cost of the work; *"No amount entered"* if it has not been entered
Billing	A **Billed** (green) or **Pending** (yellow) badge

The row's buttons sit in the right-hand column: a **paperclip** on entries that have a document (it opens the ticket), and, if you have edit permission, a **pencil** and a **bin**. On billed rows a **padlock** stands where the bin would be — that entry cannot be deleted.

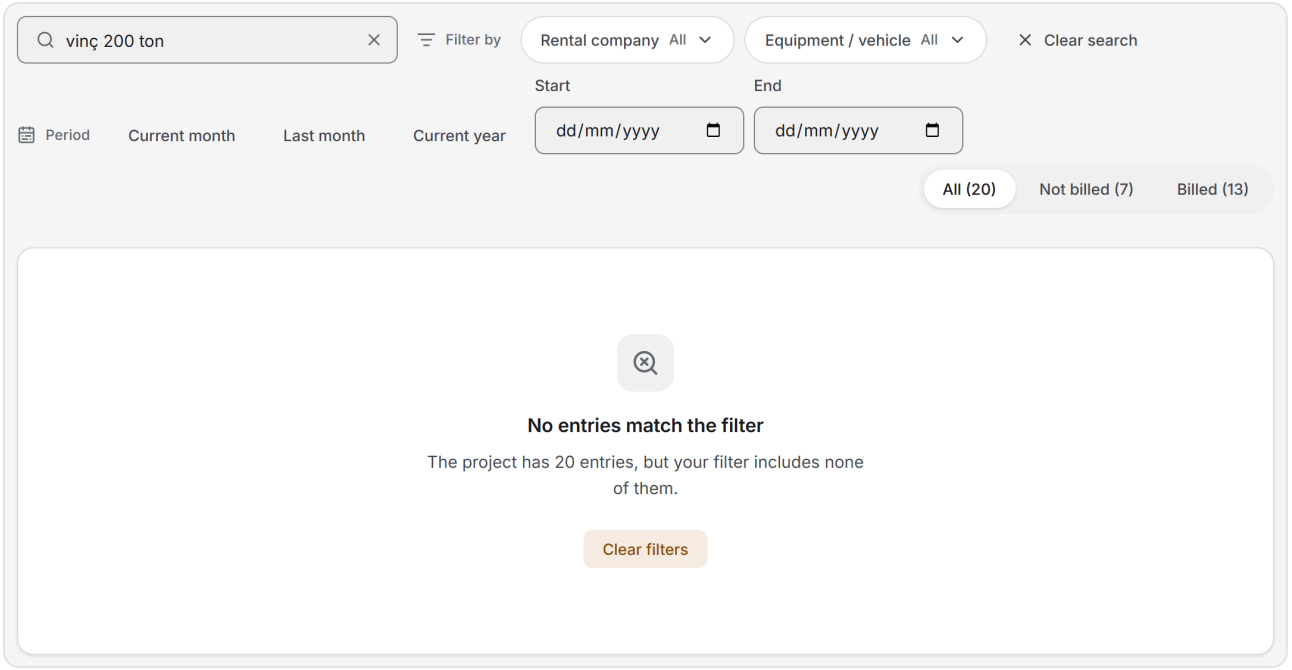
You can sort by clicking the headings. Sorting works **within the group**: the order of the days is not disturbed, only that day's rows are rearranged. The duration column is sorted by the raw figure, so *10 hours* and *2 hours* end up in the right order.

Values that do not fit their column are shortened with an ellipsis. Hold the pointer over one for a moment and the full text appears; if you need to read all of it, every value is complete in the Excel export.

> **Note** The two common units are shown in the interface language — *Saat* as *hr* / *hours*, *Gün* as *day* / *days*. Any other unit typed on the agreement (*Sefer*, *Ton*) is shown exactly as it was written and is not translated: it is a value you entered in the Subcontractors module, not a label of the application.

Empty screens

If the project has no entries at all, the filter bar, the summary strip and the breakdown cards are **not drawn.** A single card reading *"No equipment work entries recorded in this project yet"* stands on the screen, with a **New entry** button if you have permission.



If there are records but the filter returns nothing, the filter bar stays in place, the summary and breakdown cards are not drawn, and in place of the table there is a single card telling you how many entries the project has, with a **Clear filters** button.

4. Fields

The information held in a work entry:

FIELD	DESCRIPTION	REQUIRED
Rental company	The firm that owns the machine. Only firms with an equipment agreement are listed	Yes *(a precondition for choosing the machine)*
Equipment / vehicle	The firm's equipment agreement. The unit price and the unit come from it	**Yes**
Work date	The day the machine worked. The list and the reports are grouped by it. A new entry opens with today's date	**Yes**
Hours · Minutes	Two boxes appear if the agreement's unit is *Saat* (hour). Hours up to 999, minutes up to 59	**Yes** *(one of them must be filled)*
Work quantity	A single box appears if the agreement's unit is not an hour, with the unit's name beside it	**Yes**
Description / work location	What the machine did that day — such as *Foundation dig — Building B*	No
Work tickets	PDF or photo. **Up to five documents**	No

One value is not entered but **calculated**:

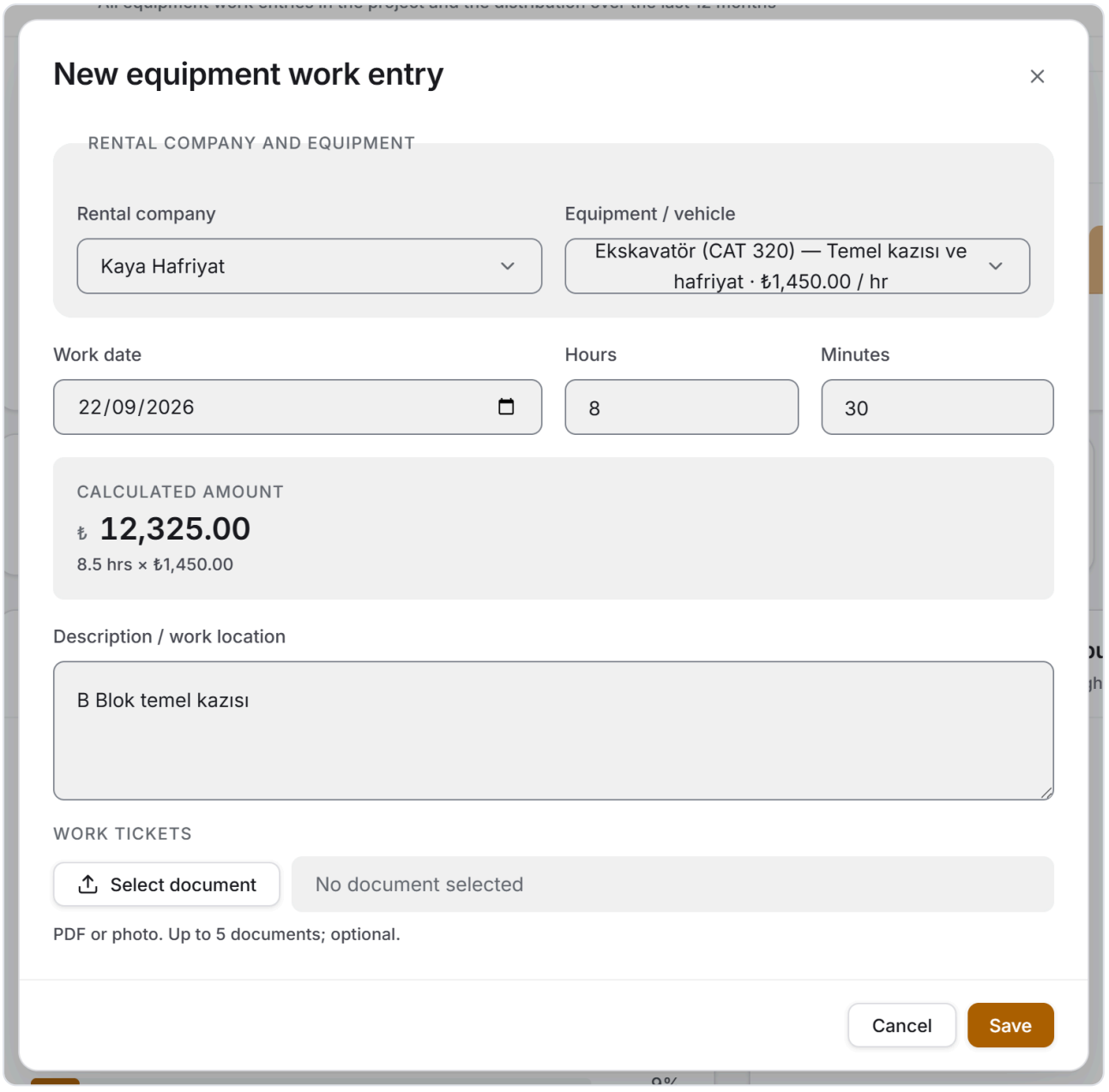
CALCULATED	HOW IT COMES OUT
Amount	Working time × the agreement's unit price

The amount appears in the form's **Calculated amount** box before you save. The arithmetic is written underneath: *1.5 days × ₺6,400.00.*

> **Note** The shape of the duration boxes comes **from the agreement.** On an agreement whose unit is an hour you enter hours and minutes separately; on an agreement whose unit is a day a single quantity box appears and you type **1.5** there — not 12. The hint under the box tells you which unit the amount is calculated in.

5. Step by step

5.1 Recording a work entry

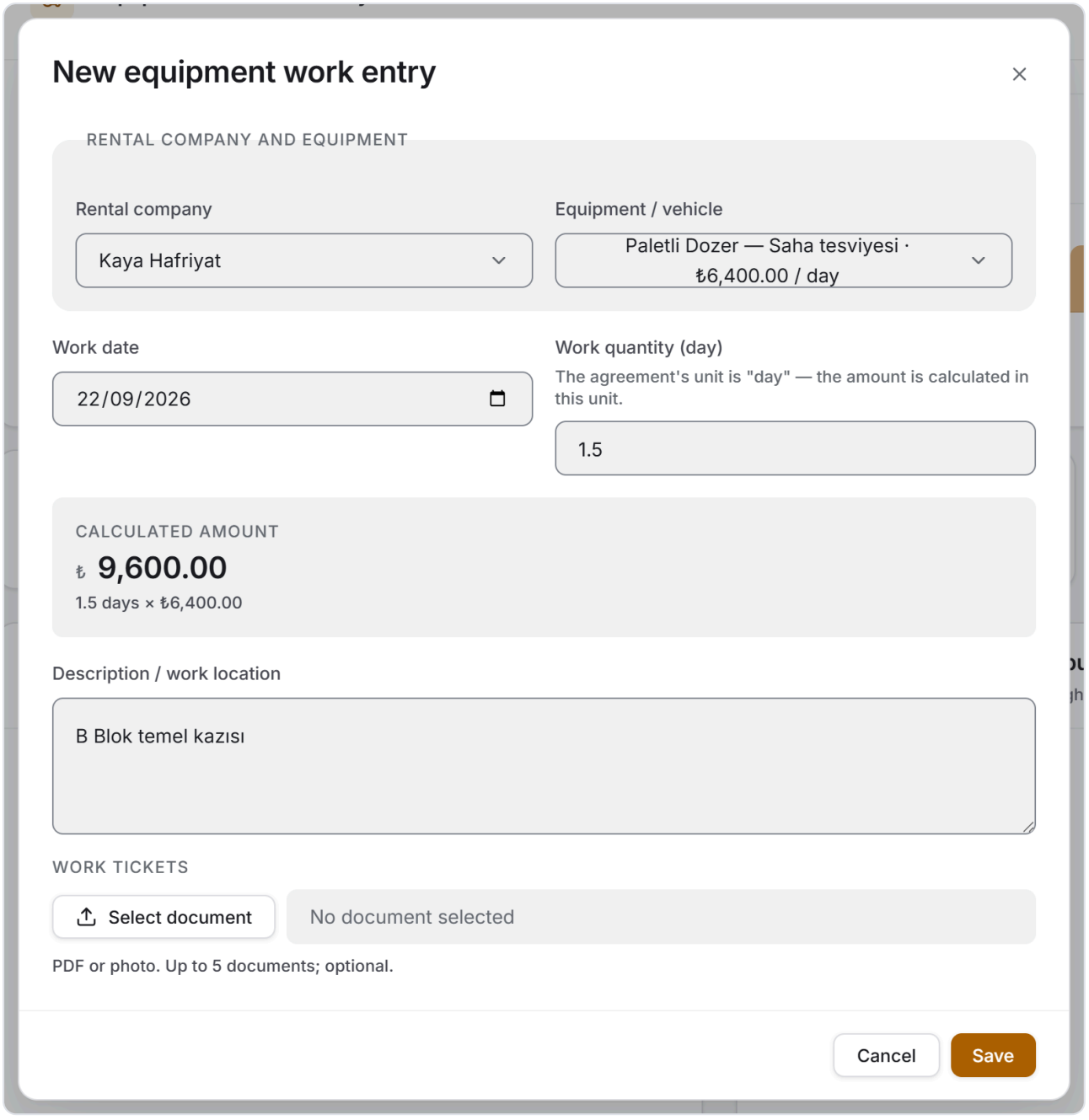


1. Press the **New entry** button.
2. In the **Rental company and equipment** section choose the firm first, then the agreement from the **Equipment / vehicle** box. The equipment box does not open until a rental company is chosen. Each machine in the list carries its scope of work and unit price: *Ekskavatör (CAT 320) — Temel kazısı ve hafriyat · ₺1,450.00 / hr.*
3. **Work date** opens with today's date; change it if the machine worked on another day.
4. Enter the duration. If the agreement's unit is an hour, **Hours** and **Minutes** boxes appear; otherwise a single **Work quantity** box.
5. Write what the machine did in the **Description / work location** field.
6. Add a photo or a PDF of the ticket with the **Select document** button in the **Work tickets** field; after the first one the button becomes **Add document** and takes up to five.
7. Press **Save**.

Three things are required: the **equipment**, the **work date** and the **duration**. Warnings only appear after you have pressed **Save** — seeing a red warning at first glance would be blaming you for a mistake you have not made yet.

> **Note** You may use either a comma or a full stop for decimals; do not type a thousands separator. *1,5* and *1.5* are the same thing.

> **Note** If no rental company in the project has an **equipment** agreement, the form opens with a yellow warning and no box can be filled in. The agreement is defined first in the **Subcontractors** section.

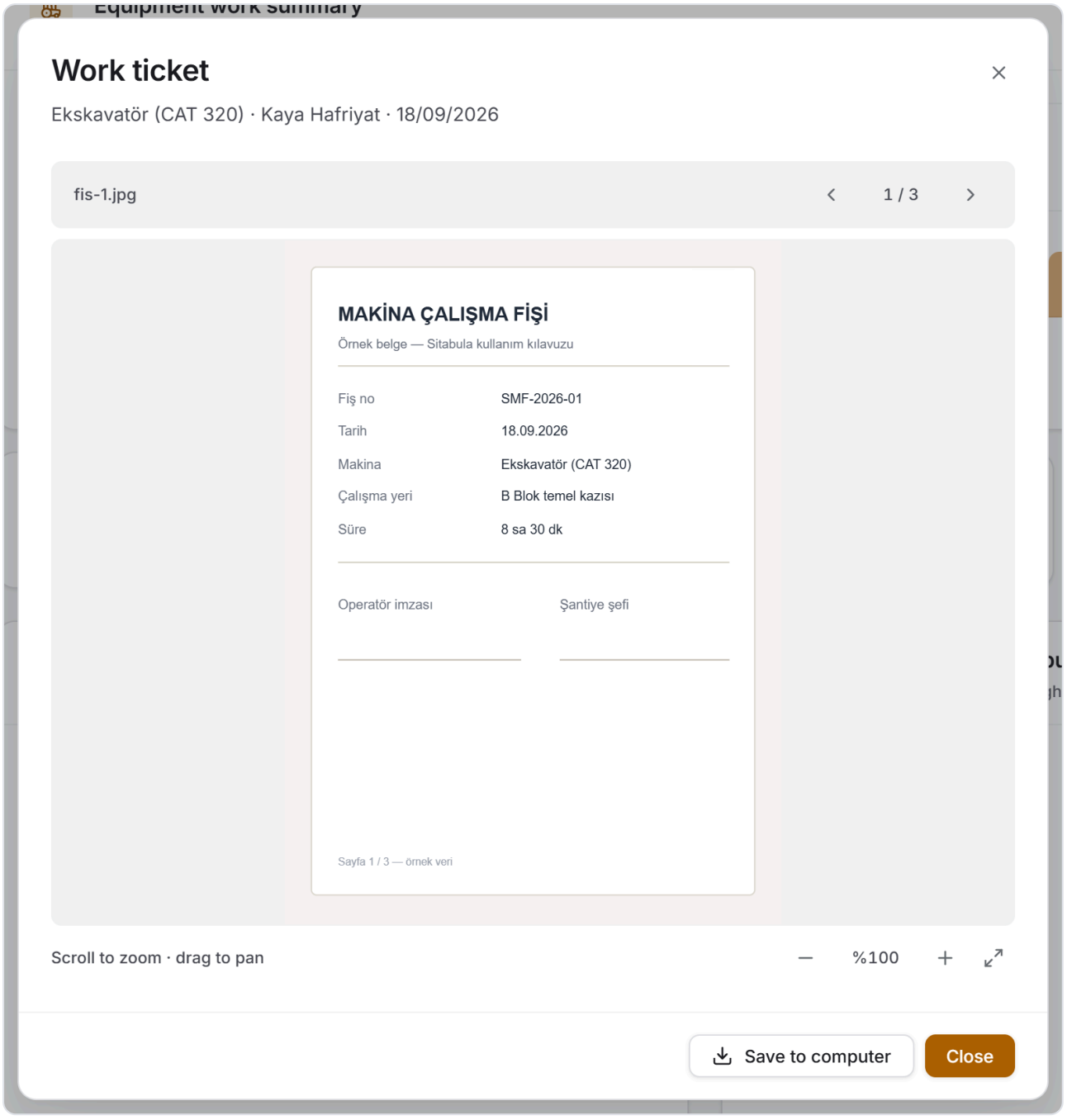


5.2 How the amount is calculated

The amount is the duration you entered multiplied by the agreement's unit price, and it appears live in the box as you type. It is recalculated the moment you change the machine or the duration.

If the agreement you chose **has no unit price**, the box reads *"The selected agreement has no unit price — the entry will be saved without an amount."* The entry can still be saved; it appears in the list as *"No amount entered"* and does not count towards the totals. Once a price is written on the agreement, opening the entry and re-selecting the machine fills the amount in.

5.3 Adding and viewing a ticket



The document field accepts **PDF, JPG, PNG and WEBP** and an entry can hold **up to five documents.** Uploaded documents are listed by name inside the field, each with a **Remove** button beside it and an **Add document** button under the list. When five documents are reached **Add document** is disabled and *"At most 5 documents can be added. Remove one before adding another"* appears underneath.

> **Note** A file you have just chosen carries an *"uploads when saved"* note beside it. The document goes to the server when you press **Save**; if you close the dialog the selection is lost.

A row with a document has a **paperclip** button at its end. Pressing it opens the document in a window:

- If it is a **PDF**, the window's own viewer opens it; zooming and printing come from there.
- If it is a **photo**, it is managed from the strip at the bottom of the window: the plus and minus buttons zoom, the ratio is written between them, the mouse wheel does the same job, and a zoomed image can be panned by dragging. The **Fit** button at the right-hand end of the strip puts the image back inside the window.

If there is more than one document, a counter in the form **1 / 3** and back-and-forward buttons appear at the top of the window; that is how you move between documents. The **Save to computer** button at the bottom downloads the document on screen.

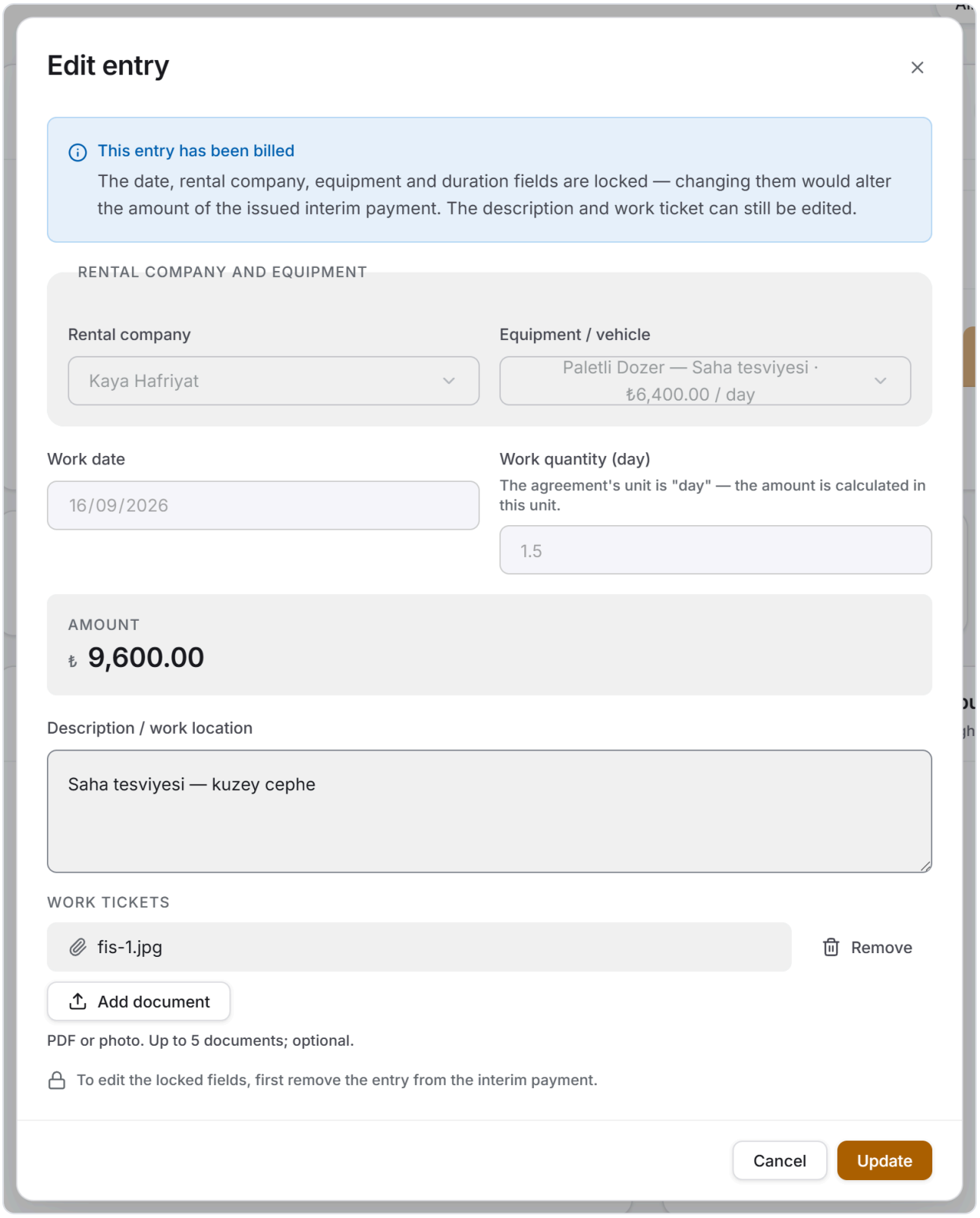
5.4 Editing a work entry

Press the **pencil** button at the end of the row. The form opens with the saved values; change them and press **Update**.

> **Note** Editing **preserves the entry's own amount.** Even if the agreement's unit price has changed in the meantime, correcting only the description does not change the amount. If you want to bring the amount up to the current price, **re-select the duration or the machine** — it is then recalculated and the box heading changes from *Amount* to *Calculated amount*.

If the saved equipment agreement has been deleted, the box holds an option reading *"… (not in list)"* and keeps it selected; opening and closing the entry does not delete its machine.

5.5 Editing a billed entry



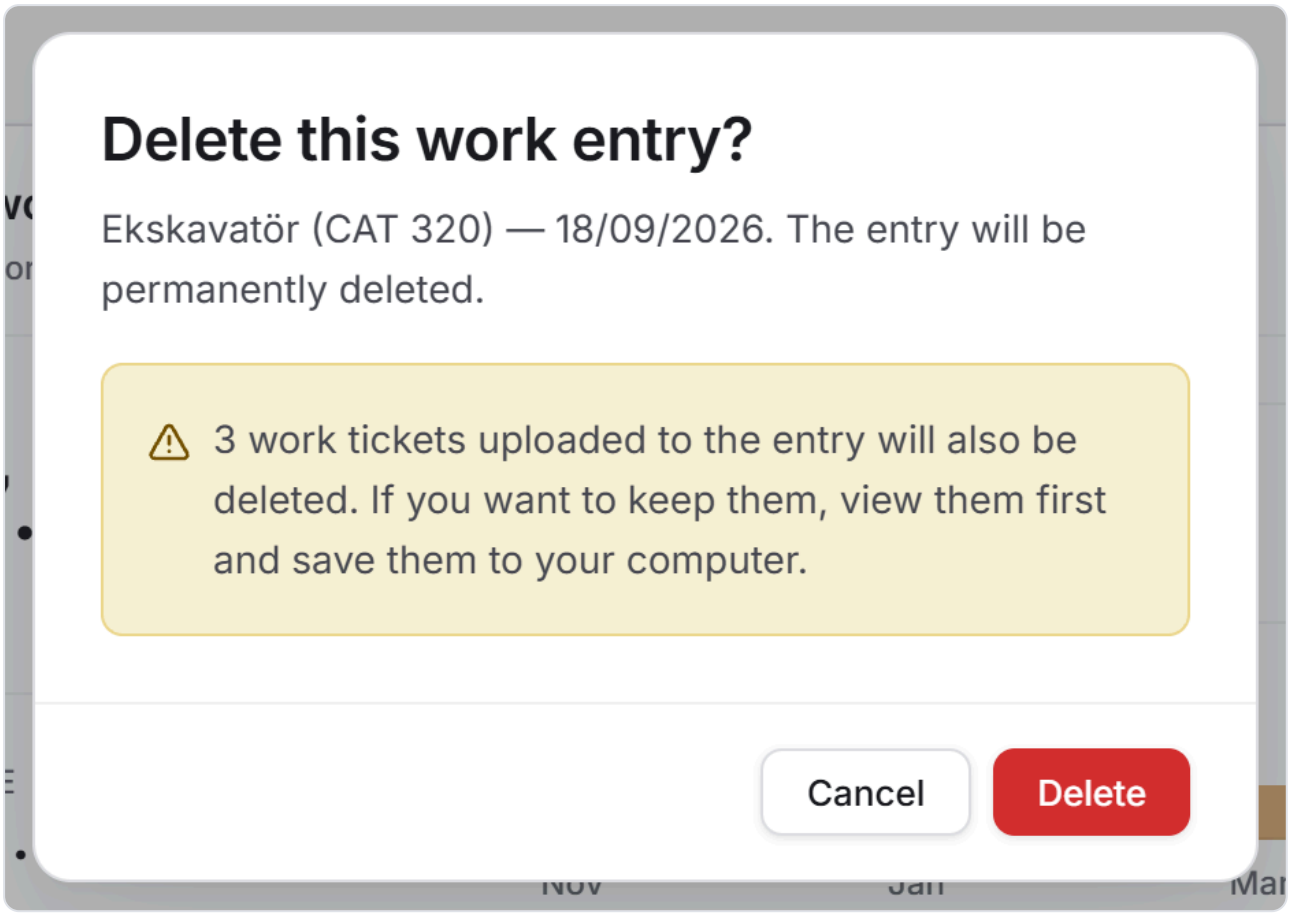
When a work entry is added to an interim payment, part of the record is locked. The form opens with a blue information strip reading *"This entry has been billed."*

FIELD	STATE
Date, rental company, equipment, duration	**Locked** — changing them would alter the amount of the issued interim payment
Description, work tickets	Editable

Leaving those two open is deliberate: the ticket usually arrives the day after the work and the description is corrected later; neither goes into the amount of the interim payment.

If you need to correct the locked fields, first remove the entry from the interim payment in the **Interim Payments** section; the lock opens then.

5.6 Deleting a work entry



The **bin** button at the end of the row opens a confirmation screen. It states which entry will be deleted (the machine's name and the date).

> **Caution** The work tickets uploaded to the entry are deleted as well. If you want to keep them, **view them first and save them to your computer.** When there are documents the confirmation screen reminds you of this separately and tells you how many there are.

A billed entry cannot be deleted. The bin button is not drawn on that row at all; a padlock stands in its place, and hovering over it reads *"A billed entry cannot be deleted. Remove it from the interim payment first."* The protection is deliberate: a deleted entry would leave the issued interim payment without a basis.

5.7 Seeing what will go into the interim payment

This is the most frequently used narrowing on the page and it is one click: choose **Not billed** from the **Billing status** switch at the right of the filter bar. The list, the summary strip, the chart and the two breakdown cards all narrow to those entries at once; the pending amount is already written in the bottom right tile of the strip.

Combining it with a period is useful too: **Last month** + **Not billed** gives you the equipment work entries that will go into last month's interim payment. An Excel export taken in that state can be sent straight to whoever prepares the payment — its header says which narrowing it was taken with.

5.8 Searching and narrowing

The **Search entries** box looks at the equipment name, the scope of work, the rental company name and the description at once. The search ignores Turkish diacritics: typing *ekskavator* finds *Ekskavatör*.

There are two ways of choosing a period. **Current month**, **Last month** and **Current year** are one click; a range such as *15 March – 2 April* is entered from the two date boxes. If you fill in only one of the boxes there is no limit in the other direction.

> **Note** The moment you choose a date range, entries with **no date entered** drop out of the list. They are not lost; they come back in their own group when you clear the filter.

6. Exports

There are two exports and both send out **the list you see on the screen** — whatever the filter is, that is what reaches the file. There is no separate export dialog; you have already made your decision in the filter bar.

File names start with *Equipment_Tracking_* and a date–time stamp is appended. Nothing happens if you close the save dialog; when the file is saved, a strip appears at the top of the page with its full path.

> **Note** Both buttons are disabled while the list is empty. The export of an empty list is an empty file.

Download Excel

The workbook carries **eleven columns**: Date · Rental company · Equipment / Vehicle · Scope of Work · Description · Duration · Unit · Unit Price · Amount · Billing · Documents.

A three-line header sits at the top: the project name; the report date, the record count, the total working time and the total amount; and **a one-line summary of the filter applied.** That last line matters — it is written so that a file taken with a rental company selected is not mistaken for the whole project when it is emailed. If there are entries with no amount, the header also carries a *"No amount in N records"* note, and if there are unbilled entries a *"Not billed: N records / amount"* note.

There is a **GRAND TOTAL** row at the end of the list and it totals **only the amount column.** A dash stands in the duration column: a project may hold hourly and daily agreements at the same time and totalling two units in one cell would be adding apples to oranges. The total working time is written **separately per unit** in the header line.

Three useful details: the heading row is **frozen**, so the column names stay on screen as you scroll down; **the filter is switched on**, so you can ask your own question; and the date and the duration, unit price and amount are **real number cells** — sortable, summable, ready for a pivot table. The duration column carries the raw figure (*8.5*) and the column beside it says what the unit is.

The **Billing** column is coloured: billed rows are written in green and pending ones in blue, so they can be scanned by eye in the file.

Download PDF

A **landscape** A4 list with eight columns. Of the Excel file's eleven, the scope of work has been moved under the equipment name, the unit has been merged into the duration, and the documents column has been dropped.

The first page carries the project name, the module name, the time of production and the filter summary; the total amount, the entry count and the total duration per unit stand at the top right. If there are pending and amountless entries, their lines are there too. From the second page a thin strip is repeated at the top, the column headings are rewritten on every page, and the page number is at the bottom. The last row is the **total row** and is separated by the heavy rule above it; as in Excel, the duration column is not totalled here either.

> **Note** For a list of more than a thousand rows you are asked to confirm before the PDF is prepared: the window may stop responding for a while during preparation and the operation cannot be stopped. The confirmation screen suggests narrowing the period. The Excel export is fast even at this size.

7. Things worth knowing

Durations are totalled per unit, not reduced to a single figure. On one project the excavator may be hired by the hour and the truck by the day. The screen reads *"132 h 15 min · 13.5 days"*; the two figures stand apart because adding them would produce a number that is the counterpart of nothing. For the same reason the duration column is not totalled in the total row of either export.

The shape of the duration field comes from the agreement. For the hours and minutes boxes to appear, the agreement's unit must read *Saat*. With any other unit (*Gün*, *Sefer*, *Ton*) a single quantity box appears and the value is entered in that unit. Unit names appear exactly as they were written on the agreement; the application does not translate them, because they are values you typed.

> **Caution** On an agreement whose unit is *Gün* (day), a day and a half of work is entered as **1.5**, not **12**. The hint under the box says which unit the amount is calculated in; even so, if it is entered wrongly the amount comes out eight times too high and the only place you can catch it is the calculated amount box. Glancing at it once before pressing **Save** is enough.

An entry with no amount does not count towards the totals. Such an entry is not treated as zero and added in; the table reads *"No amount entered"*, it is counted in the summary strip, *"No amount entered — not included in the share"* stands in place of its bar in the breakdown card, and a note is added to the header of both exports.

The unit price in the table is the entry's own price. It is not the agreement's price today but that entry's amount divided by its duration. A work entry may have been recorded two years ago at a different price, and showing the agreement's price of today on that row would be writing a figure that does not explain the row's amount.

The price stays on the record and is not recalculated from the agreement. If an agreement's unit price changes later, the amounts of past entries do not change. That is the right behaviour: the work was done, and it was done at that day's price. The new price only applies to entries recorded from then on.

Nothing is written directly to Accounts. An equipment work entry reaches the ledger through an interim payment: the entry is saved, it is added to an interim payment, and the ledger transaction is created when that payment is issued. Do not look for a ledger transfer strip or a "resend" button on this page — there is none.

> **Caution — known fault** After saving a work entry, pressing **New entry** a second time opens the form **filled with the previous entry's fields**: the date, rental company, equipment, duration and description are still there. If you press **Save** without noticing, the same work entry is written twice. Workaround: review the fields before starting the second entry, especially **the duration and the description.** The fault is known and will be fixed.

> **Caution — known fault** On some records that came from the old program or from the phone the duration may be written as *"2 h 60 min"*; the correct reading is *3 hours*. The figure itself and the amount are correct; only what is printed on the screen is wrong. It does not occur on entries made from this page — the minutes box stops at 59. The fault is known and will be fixed.

Billed entries are protected. They cannot be deleted and their money and duration fields cannot be edited. The only way to do either is to remove the entry from the interim payment first. This is a protection the old program did not have: there, a billed entry could be deleted without warning and the issued interim payment was left short.

The equipment name is read from the agreement. The *Equipment / vehicle* value in the list is the agreement's machine type, or its scope of work if that is empty. An entry whose agreement has been deleted reads *"Deleted agreement"*, and an entry whose machine was never chosen reads *"No equipment selected"* — two different situations.

The rental company and agreement lists come from the Subcontractors module. If a firm is missing from the dropdown, or a machine does not appear, an agreement of the **equipment** type has to be defined there first.

The search hint is incomplete. The hint inside the box names three fields; the search also looks at **the scope of work.**

8. Related chapters

- **Subcontractors** — the firms supplying the machines and the **equipment** agreements the price comes from are defined there. There must be at least one agreement before this page can work.
- **Interim Payments** — unbilled equipment work entries are selected there as line items, and the ledger transaction is created there too.
- **Accounts** — the rental company's receivable lands in the ledger after the interim payment is issued.
- **Financials** — the project's equipment cost is collected there together with the other cost items.
- **Overview** — equipment work also appears as an item in the project's summary.

Inventory

1. What it is for

Inventory keeps the project's warehouse: how much of each material there is, what it is worth, where it came from and where it went. Cement arrives at the warehouse, rebar goes out to site, a year-end count turns up a difference — each of them is one row here.

The page answers three questions: **how much material is in the warehouse**, **what that material is worth** and **which material is about to run out.** The third one is usually the most pressing: materials with a warning threshold are marked in the list and counted in the summary strip when they fall below it — that figure tells you your next order.

Material **purchases** reach Accounts: when a purchase is saved it is posted to the supplier's ledger as a payable. Site issues, count adjustments and project transfers are not financial transactions; they do not reach the ledger.

2. How to open it, who can see it

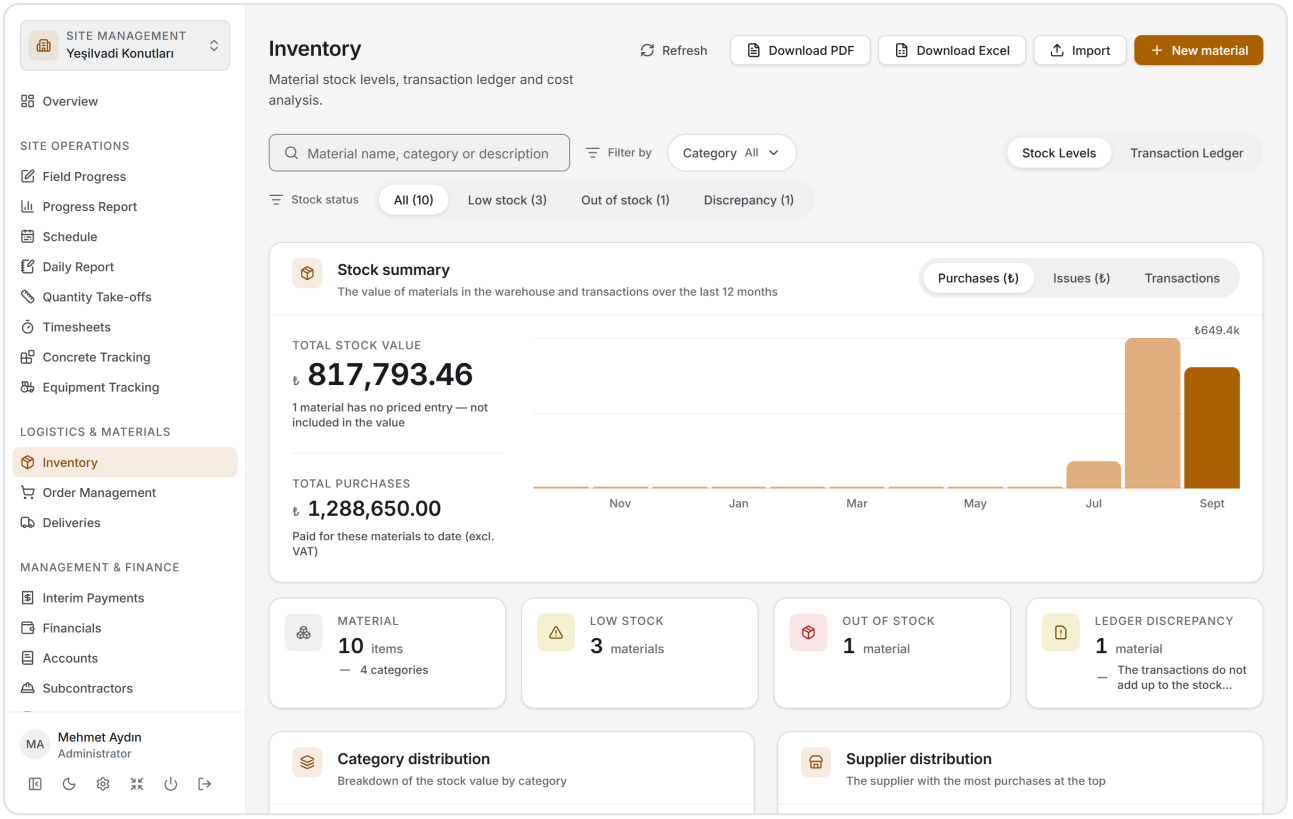
In the sidebar, *Logistics & Materials › Inventory.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary strip, the chart, the breakdowns and the transaction ledger. **You can download Excel and PDF exports and open the delivery tickets and invoices attached to entries. New material**, **Import**, add transaction, transfer and delete buttons are not drawn at all
Edit	The same, plus you can define materials, enter and correct transactions, make transfers and delete
No permission	The module appears dimmed and locked in the menu

Note Downloading an export and viewing a document do not require edit permission. Neither changes any data; whoever can see the stock should be able to see its delivery ticket too.

Note Some buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the writing buttons afterwards.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, firm and material names and the figures are examples.

The page has **two views** and both share the same shell and the same filter. The switch at the right-hand end of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Stock Levels	The **current** state of the materials — a list grouped by category, with a summary and a breakdown above it
Transaction Ledger	**The transactions themselves** — a ledger grouped by day

Stock Levels is four layers and follows the same order as Concrete Tracking and Equipment Tracking: first you **narrow**, then you read the result **as figures**, then you look at its **breakdown**, and finally you go down to the **rows**.

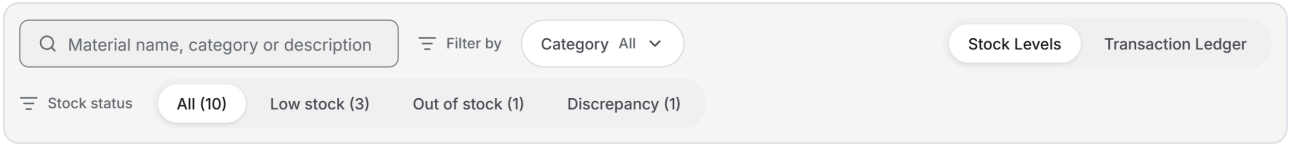
LAYER	WHAT IT DOES
Filter bar	Search, category and stock status
Stock summary	Two headline figures, a chart of the last twelve months, four small measures
Breakdown	Category distribution and supplier distribution
Material list	A table grouped by category

In **Transaction Ledger** the two middle layers are **not drawn.** A ledger is a ledger: the filter bar and the table. The totals are not lost — the day's total is in the table's group header, and the grand total is in the caption line of the Excel and PDF exports.

All the lower layers are drawn from the rows that pass the filter above. When you make a selection they all change at once and **no request goes to the server** — the project data came down once.

Title and actions. The title reads *Inventory* with the description *"Material stock levels, transaction ledger and cost analysis."* On the right there are five buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **Import** and **New material**.

Filter bar



There are two rows, and **the second one changes with the view.**

The top row is the same in both views: the search box, the filters under the **Filter by** label, and the **View** switch at the right-hand end.

CONTROL	WHAT IT DOES
Search materials / Search transactions	The name of the box and what it searches change with the view
Category	Narrows by category; each category shows how many records it holds
Store *(if stores are enabled in the project)*	Narrows by store, **Main store** included. In Stock Levels the quantity and value become the balance of the chosen stores; in the ledger the transactions written to those stores remain
Supplier *(ledger only)*	Narrows by firm
Transaction type *(ledger only)*	Picks from the six types
View	**Stock Levels ↔ Transaction Ledger**

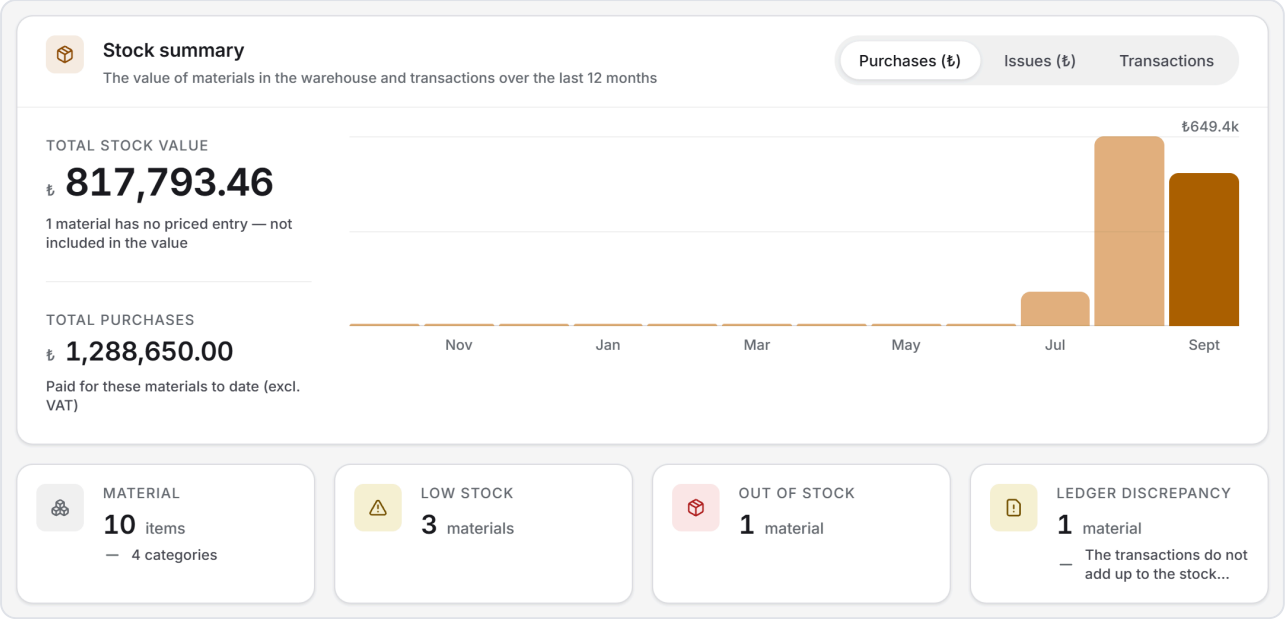
In **Stock Levels** the second row is a four-way switch: **All**, **Low stock**, **Out of stock**, **Discrepancy**. Each one shows how many materials it holds in brackets.

In **Transaction Ledger** the second row is the period selection: three ready-made ranges under the **Period** label (**Current month · Last month · Current year**) and two date boxes (**Start · End**). The selected ready-made range is highlighted; pressing it a second time removes it.

While a filter is active a clearing button appears at the end of the bar. If you have only typed in the search box it reads **Clear search**; if you have also picked a filter, a date or a status it reads **Clear filters** with the number of active criteria beside it.

> **Note** The clearing button only resets the filters of **the view you are in.** A period you picked in the ledger stays in place even if you clear while in Stock Levels; you will find it when you go back. Search and category are shared and are cleared in both.

Stock summary



*Drawn only in the **Stock Levels** view.*

On the left of the card two headline figures sit one above the other:

MEASURE	WHAT IT SHOWS
Total Stock Value	What the material in the warehouse is worth — each material's stock multiplied by its own unit cost (under the selected costing method, see 5.11) and added up. Excl. tax
Total Purchases	What has been paid for these materials to date. Excl. tax

The line below the first normally reads *"At weighted average cost, excl. tax"*; if there is a material with no priced entry it gives way to the warning *"N materials have no priced entry — not included in the value"*. That line matters: the value does not count material whose cost is unknown, and only that line tells you how many were left out.

The line below the second reads *"Paid for these materials to date (excl. tax)"* when there are purchases and *"No purchase records"* when there are none.

On the right is a bar chart of the **last twelve months**. The **Chart measure** switch at the top right offers three options:

MEASURE	WHAT IT DRAWS
Purchases (currency)	The excl.-tax amount of the purchases made that month
Issues (currency)	The **value** of the material issued to site that month
Transactions	The number of transactions that month

> **Note** The issues column shows value, not quantity: every issue is multiplied by its material's average cost. The reason is in section 7: on one project cement is tracked in tonnes, brick in pieces and cable in metres, and those three figures cannot be added up. Money can.

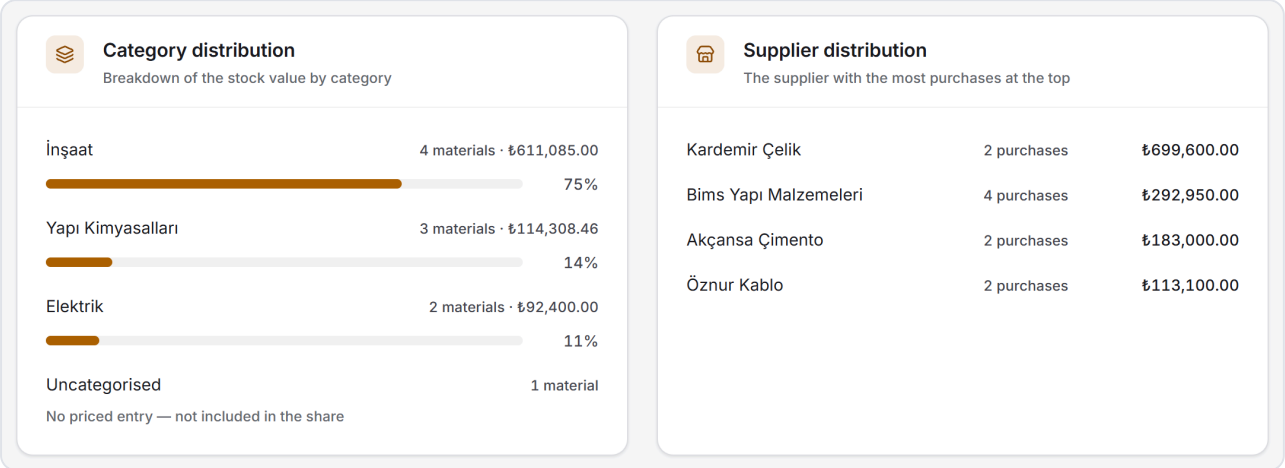
> **Note** The twelve months of the chart are counted back not from today but from **the month of the most recent transaction in the data.** On a project that has stopped, the chart does not fill with empty months. A month with no transactions is not skipped; it stands as an empty column.

Four small measures are lined up below the card:

MEASURE	WHAT IT SHOWS
Material	The number of materials passing the filter; below it, how many categories they spread across
Low Stock	The number of materials that have fallen below their threshold. Drawn even when it is zero
Out of Stock	The number of materials whose stock is zero or negative
Ledger Discrepancy	The number of materials whose recorded stock does not match the total of their transactions

The last measure does not exist in the old program and is explained separately in section 7.

Breakdown



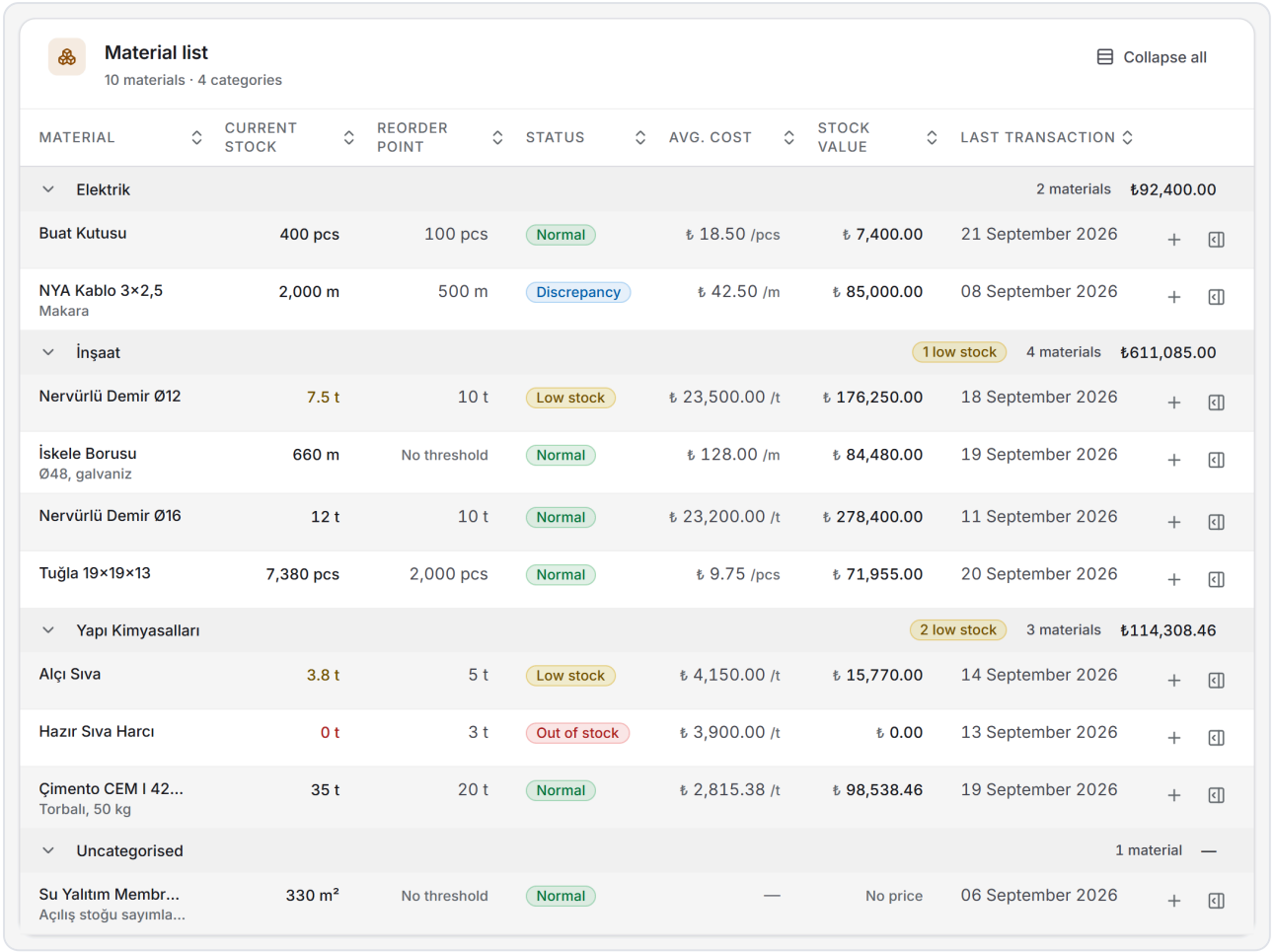
*Drawn only in the **Stock Levels** view.* Two cards sit side by side and ask two different questions.

Category distribution shows each category's share of the stock value: every row carries the number of materials, the amount and a percentage bar. A category with no amount shows *"No priced entry — not included in the share"* instead of a bar — a "0%" next to a row that reads "3 materials" would read as if the category were worthless.

Supplier distribution puts the firm with the most purchases at the top; every row carries the firm name, the number of purchases and the amount. For firms whose entries have no amount entered, a dash stands in place of the figure.

> **Note** The supplier card counts the purchases of **the materials on screen.** When you pick a category or type a search, the card narrows with it.

Material list



The table of the Stock Levels view. The rows are grouped **by category**; the group header carries the category name, a low-stock badge, the number of materials and that category's total stock value. Materials with no category are collected in the *Uncategorised* group, **at the end**.

There are eight columns: **Material · Current stock · Reorder point · Status · Avg. cost · Stock value · Last transaction** and the action column at the end of the row.

The material name is a button; clicking it opens that material's transaction panel. If the material has a **material code** or a description, they sit below the name in muted type (*CEM-01 · Bagged, 50 kg*).

The **Status** column carries one of four badges: **Out of stock** (red), **Low stock** (amber), **Discrepancy** (blue), **Normal** (green). The current-stock figure is coloured by the same three states.

Group headers can be collapsed; the **Collapse all** button in the header folds them all at once. You can sort by clicking the column headers — sorting works **within the group**, the order of the categories does not change.

> **Note** Materials with no threshold fall **to the end** when sorted by the min. stock column; zero here means "no threshold", not "the lowest threshold".

Transaction ledger



The table of the Transaction Ledger view. The rows are grouped **by day**; the group header carries the name of the day, how many inbound and how many outbound movements there were, and that day's purchase total. Entries with no date stand in their own group, at the end.

There are eight columns: **Material · Transaction · Quantity · Unit price · Amount · Supplier / location · Description** and the action column.

The quantity is signed: inbound movements are written in green with a plus, outbound ones in red with a minus.

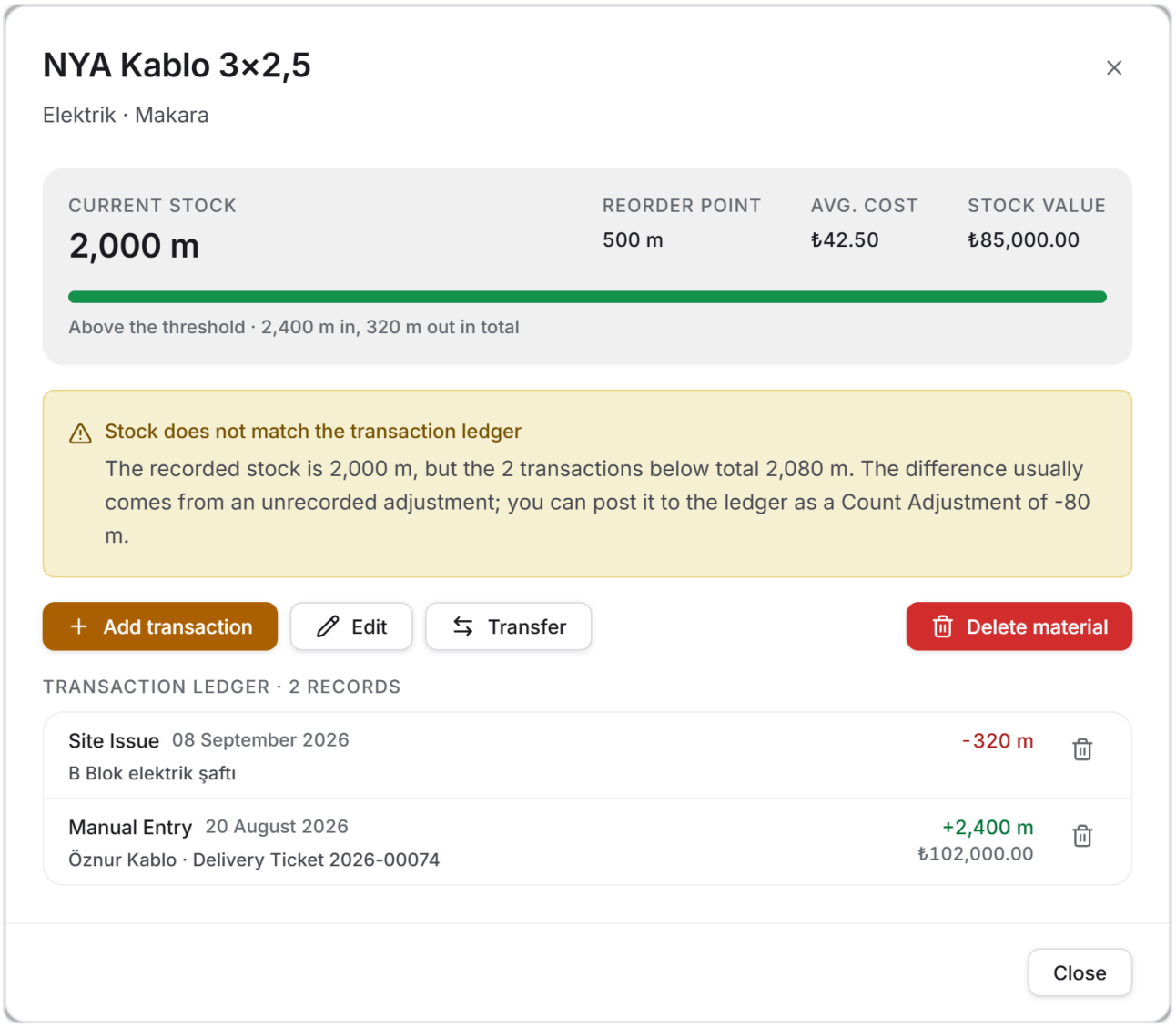
The **Amount** column is filled only for **purchase** transactions; the tax rate and the tax-inclusive total sit on a second line below it. Other transactions show a dash. An entry that is a purchase but whose amount has not been entered reads *"No amount entered"* — these are two different things.

The **Supplier / location** column carries two roles in one column: for an inbound movement the supplier name with the delivery ticket number below it, for an outbound one the place of use with the person who received it below it.

Below the material name, the **material code** is shown with the category if there is one. If stores are enabled, the transaction's **store** is shown under the type in the **Transaction** column (*Main store* for older entries without a store).

At the end of the row there is a **paperclip** button if a document is attached to the entry, and a **pencil** (*Correct transaction*) and a **bin** button if you have permission. The pencil appears only on the three types entered by hand (Manual Entry, Site Issue, Count Adjustment); on a received delivery or a project transfer its place is left empty (5.9).

Transaction panel



This is the window that opens when you click the material name or the panel button at the end of the row. The material's key figures sit at the top: **Current stock**, **Reorder point**, **Avg. cost** and **Stock value**. If a threshold is defined, a fill bar and a line such as *"Above the threshold · 2,400 m in, 320 m out in total"* sit below them.

Below the window title, the material's **code**, **barcode**, category and description are shown (those that are filled in).

If stores are enabled, a **By store** box sits right below the key figures: the main store and each store are listed with their quantity, and a store that has gone negative is shown in red. The **Store transfer** button on the right of the box opens the window in 5.10.

Below that (if you have permission) there are four buttons: **Add transaction**, **Edit**, **Transfer** and, set apart at the right, **Delete material**.

At the very bottom, **all** transactions of that material are listed newest first. Each row carries the transaction type, its date, its context (store, supplier, delivery ticket, place of use, person who received it, counterpart project, description) and, on the right, the signed quantity and the amount. Below the transactions the material's **Store transfers** are listed: direction (*Main store → Container*), date, the person who made it, description and quantity; if you have permission each row has a bin button.

> **Note** This list **ignores** the page filter. The panel answers the question "why is this material's stock what it is", and the answer to that is all of its transactions; a filtered ledger would not explain the stock figure above it.

4. Fields

Material definition

FIELD	WHAT IT MEANS	REQUIRED
Material name	The list, search and project transfers all match on this name	**Yes**
Material code	Your company's stock code (SKU), e.g. *CEM-425*. Shown below the name in the list and found by search. **Two materials in a project cannot share a code**; upper and lower case count as the same	No
Barcode	The product's barcode number; typed in by hand and found by search. Like the code, it is unique within the project	No
Unit	The measure for quantities and the unit price: tonne, piece, m², m…	No
Category	The list is grouped by this; materials left empty are collected in the *Uncategorised* group	No
Reorder point	Once the stock **falls to** this value, the material is shown as low stock	No
Description	Extra information about what the material is; appears below the name in the list	No

> **Caution** A threshold of **zero** does not mean "warn me when it reaches zero", it means "no threshold". Leaving the box empty and typing 0 give the same result: that material is never shown as low stock.

The stock quantity is not on this form and that is deliberate. The quantity changes only through transactions; a box here would create a quantity with no counterpart in the ledger and the page would mark it as a discrepancy.

Three more values are calculated on screen rather than entered:

VALUE	HOW IT IS CALCULATED
Current stock	The material's recorded quantity. Every transaction raises or lowers it
Avg. cost	A **weighted average:** the excl.-tax amounts of the priced entries added up and divided by their quantities. If there is no priced entry at all, a dash is shown
Stock value	Current stock × average cost. If the cost is unknown it reads *"No price"*

> **Note** *"No price"* and *"0.00 ₺"* are not the same thing: the first means no price has been entered, the second that the stock has run out.

Stock transaction

There are six transaction types; **three are entered by hand on this page**, three are the result of other flows.

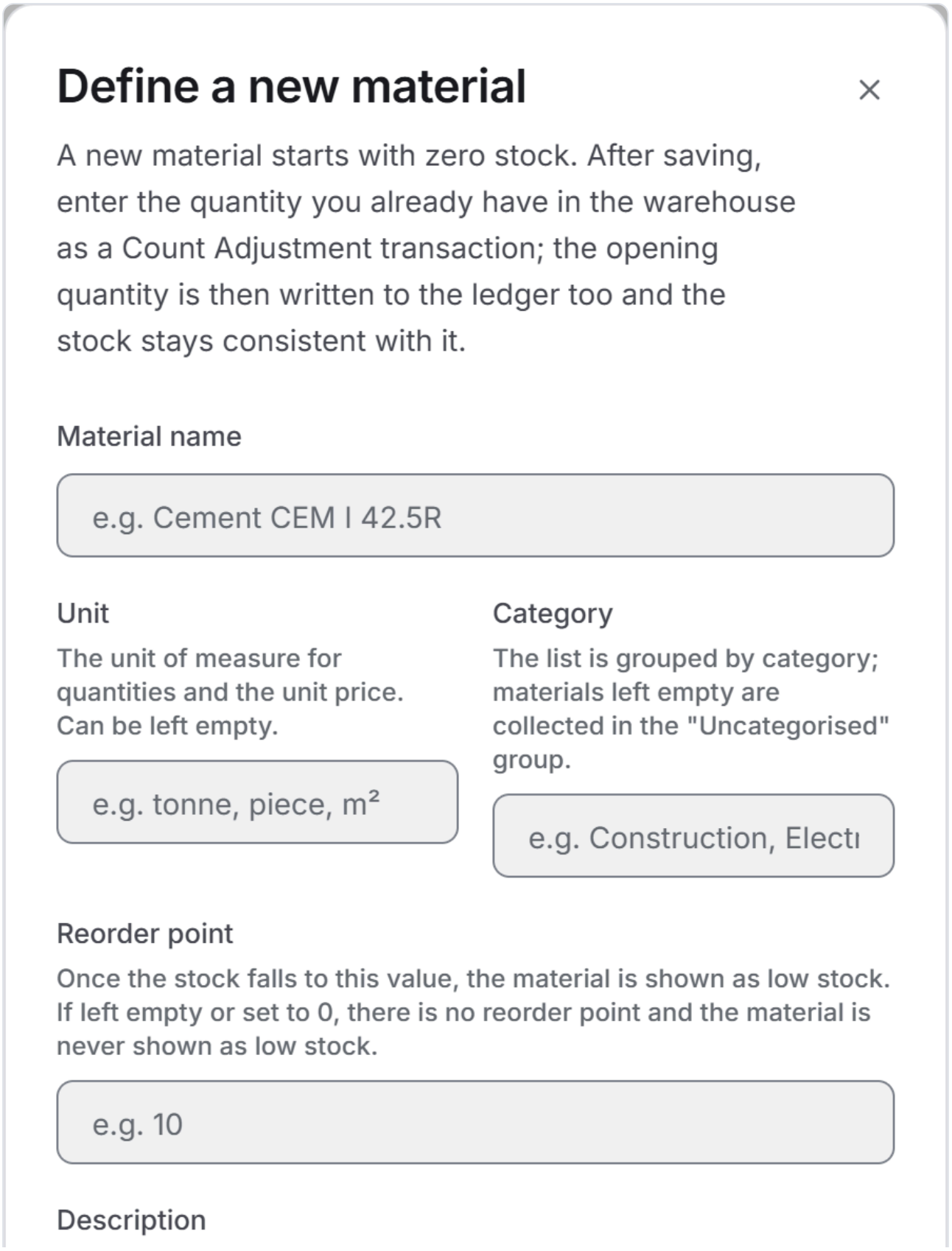
TYPE	WHERE IT COMES FROM	EFFECT ON STOCK
Manual Entry	This page	Raises it
Site Issue	This page	Lowers it
Count Adjustment	This page	Raises or lowers it according to the sign
Delivery received	The **Deliveries** module	Raises it
Transfer In	A transfer made from another project	Raises it
Transfer Out	The **Transfer** action on this page	Lowers it

Each transaction's fields change with its type:

FIELD	IN WHICH TYPE	WHAT IT MEANS
Material	All	The material the transaction will change. **Required**
Date	All	The ledger and the reports are grouped by this. **Required**
Quantity	Entry, issue	Must be greater than zero. **Required**
Adjustment quantity	Count adjustment	**Signed**: positive for an increase, negative for a decrease. Cannot be zero
Unit price	Entry	Excl. tax, per the material's **own unit**
Tax rate	Entry	A box that takes decimals (e.g. 8.875); the **Suggestions** buttons below it fill in the usual rates of the company's country (0%, 1%, 10%, 20% in Türkiye)
Supplier (registered)	Entry	The firms in the Suppliers module
Supplier name	Entry	Typed here if the firm is not in the list; the account is opened under this name
Delivery ticket no.	Entry	Appears below the supplier name in the ledger
Document	Entry	A delivery ticket, an invoice or a photo. **One document**
Place of use	Issue	Where the material went — *Building B, 3rd floor*
Received by	Issue	The person who took delivery of the material
Description	All	Free text
Store	All *(if stores are enabled)*	The store the transaction is written to. If none is chosen, the **main store**; inactive stores are not listed. The quantity in the chosen store is shown above the box

5. Step by step

5.1 Defining a material

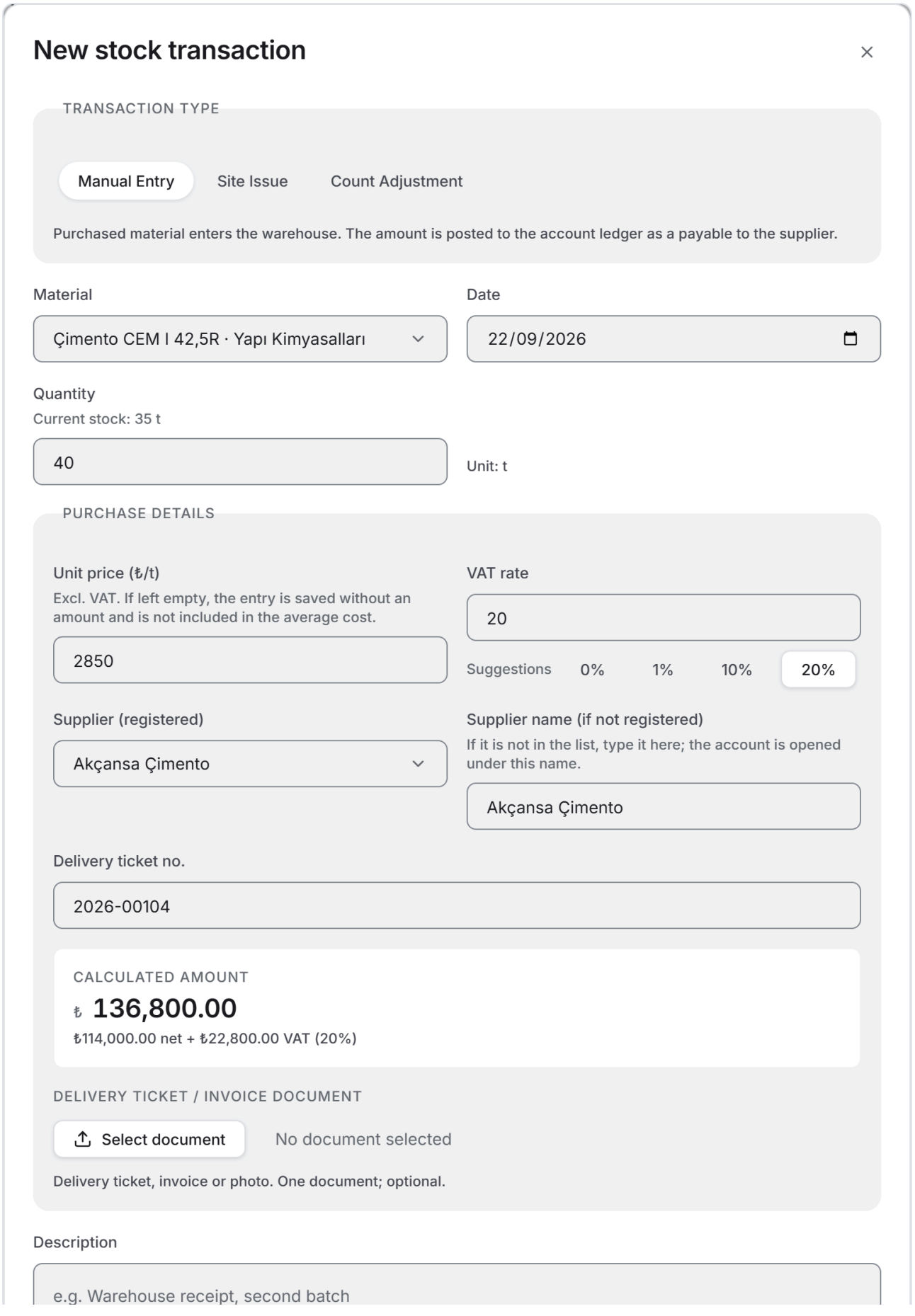


1. Press the **New material** button in the header.
2. Type the **material name**; the other four fields are optional.
3. **Save**.

Below the title of the window there is a sentence reading *"A new material starts with zero stock..."* which tells you the next step: enter the quantity you already have in the warehouse as a **Count Adjustment** transaction after saving. The opening quantity is then written to the transaction ledger too and the stock stays consistent with it.

To edit an existing material, use the **Edit** button in the transaction panel. In edit mode the description becomes *"The stock quantity cannot be changed here; it only changes through transactions."*

5.2 Recording a warehouse receipt



1. Press the **New transaction** button in the **Transaction Ledger** view, or the **+** button on a row of the material list. The second one opens with the material selected.
2. The transaction type comes up as **Manual Entry**.
3. Check the **Material** and the **Date**; the date opens with today.
4. Type the **Quantity**. The material's current stock appears below the box.
5. In the **Purchase details** section enter the **unit price** (excl. tax), the **Tax rate**, the supplier and, if there is one, the **delivery ticket no.**
6. Add the image of the delivery ticket or invoice to the **Document** field.
7. Look at the **Calculated amount** box — what you entered comes to that.
8. **Save**.

> **Note** The unit price box carries the material's unit in its label: *Unit price (currency/t)* — the screenshot shows a Turkish company, so it reads *₺/t* and *VAT rate*. Entering the quantity in kilograms and typing the tonne price inflates the amount a thousandfold, and that mistake is caught only in the **Calculated amount** box. One look at it before you press **Save** is enough.

> **Note** If you are entering several items from the same delivery ticket, use the **Save and new** button: the window stays open, **the material and the date are kept**, and the quantity and price are cleared.

The supplier is two boxes. If the firm is registered in the Suppliers module, pick it from the upper list; the selection fills the name box below it as well. If it is not registered, type into the lower box only — the account is opened under that name.

> **Caution** If the unit price is left empty the entry is saved **without an amount**: the stock rises but it does not enter the average cost, it is not counted in the totals and it is not written to Accounts. When the price becomes known later, **correct** the transaction (5.9) and enter the price.

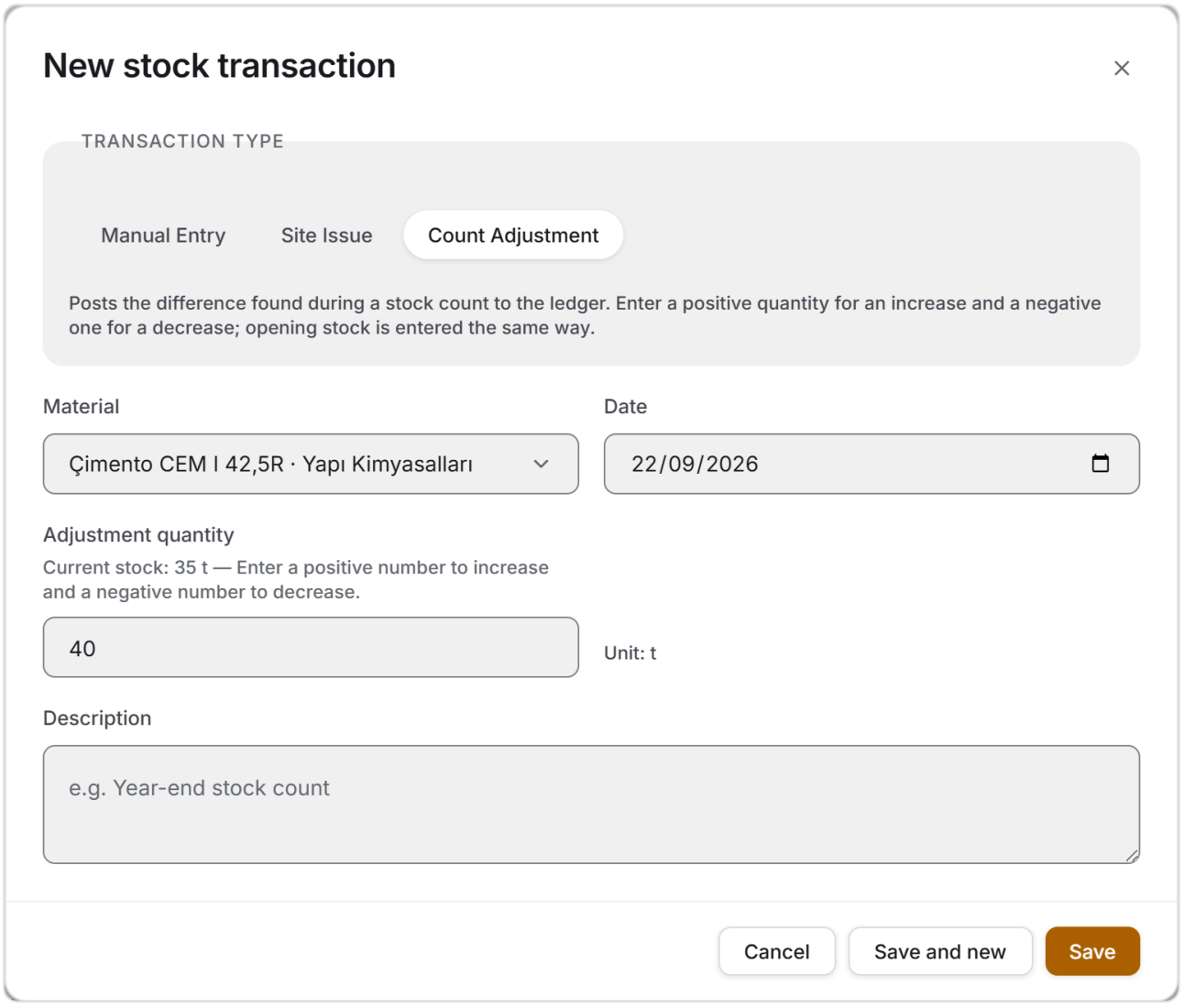
5.3 Recording a site issue

1. Open the transaction window and set the type to **Site Issue**.
2. Enter the **Material**, the **Date** and the **Quantity**; the quantity is written **positive**, the direction comes from the type.
3. Fill in the **Place of use** and **Received by**.
4. **Save**.

An issue is not a financial transaction; the unit price, tax, supplier and document fields are not shown for this type and nothing is written to Accounts.

> **Note** If you write an issue **larger** than the current stock, an amber warning appears in the window saying the stock will go negative. **The entry is not blocked** — negative stock is deliberately allowed, because while you are correcting a wrongly entered transaction the stock may temporarily go negative. The warning also suggests entering a count adjustment first.

5.4 Entering a count adjustment



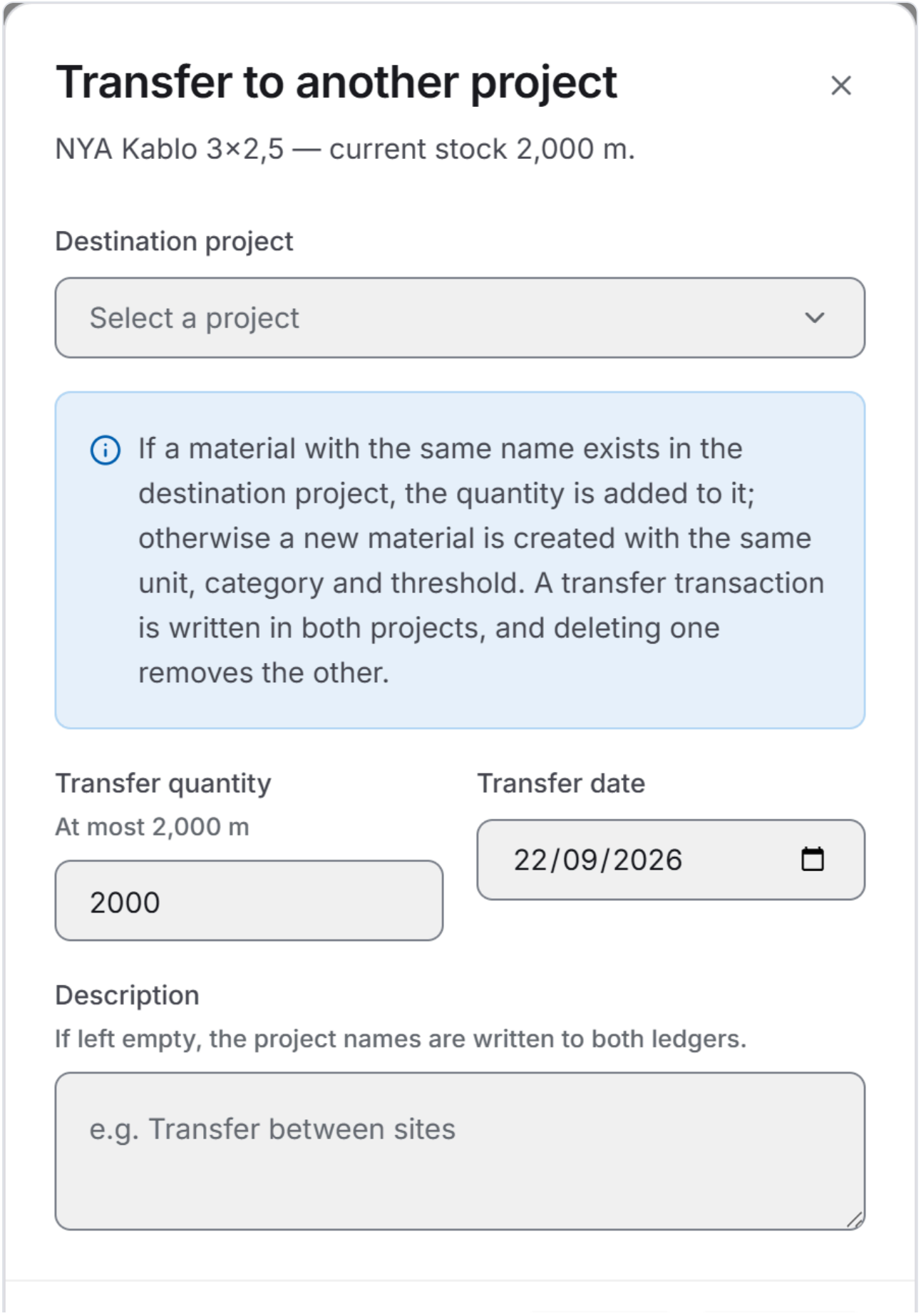
This type does two jobs: entering the **opening stock** and posting the **difference** found during a count.

1. In the transaction window set the type to **Count Adjustment**.
2. Type a signed number into the **Adjustment quantity** box: **2.5** for an increase, **-2.5** for a decrease.
3. Write the reason in the description — *Year-end stock count*, for example.
4. **Save**.

> **Caution** The difference cannot be zero. An adjustment of zero changes nothing and leaves only a noise row in the ledger.

The same type is used to enter material already sitting in the warehouse: you write the quantity you have as a positive adjustment. The opening quantity then reaches both the stock and the ledger.

5.5 Transferring a material to another project



1. Open the material's transaction panel.
2. Press the **Transfer** button.
3. Pick the **Destination project**. Only the other projects you have access to are listed.
4. The **Transfer quantity** comes up filled with the current stock; reduce it if you need to.
5. Enter the **Transfer date** and, if you want, a description.
6. **Transfer**.

The rule standing in the window says this: if a material with the same name exists in the destination project the quantity is added to it; otherwise a new material is created **with the same unit, category and threshold.** The **material code and barcode** are carried over to the new material too; if another material in the destination project already uses the code or the barcode, that field is left empty and the transfer still goes ahead.

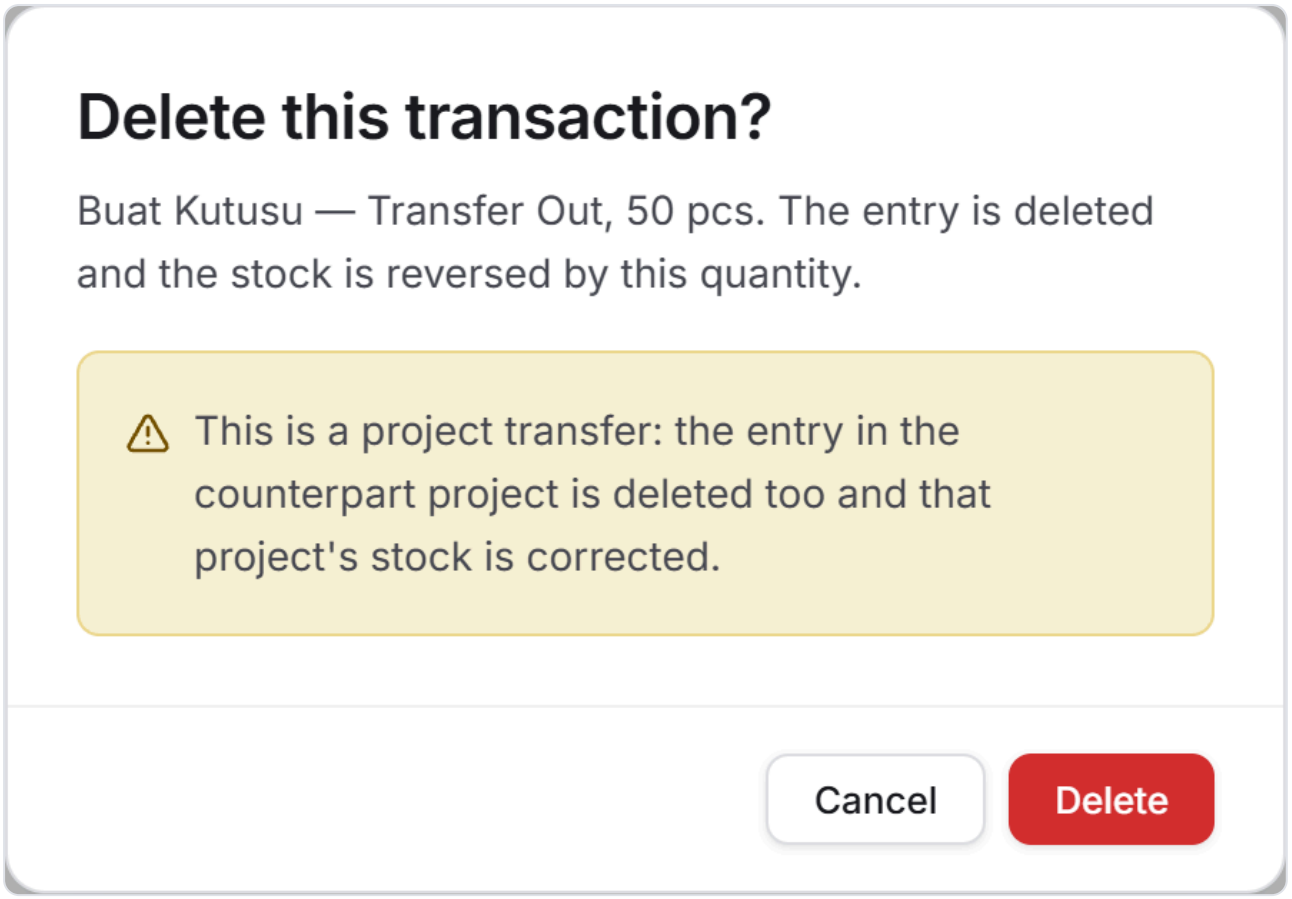
If stores are enabled, the window has two more boxes: **From store** (the store in this project the material leaves; the quantity in it is shown above) and **Store in the destination project**. If neither is chosen, both are the main store. If the source store would go negative, an amber warning appears; the entry is not blocked.

One transaction is written in each project — **Transfer Out** in the source, **Transfer In** in the destination — and the two are linked: **deleting one removes the other.**

> **Note** For a material whose stock is zero or negative the **Transfer** button is disabled; hovering over it tells you why.

> **Note** If you leave the description empty, a readable line such as *"Site A → Site B transfer"* is written to both ledgers.

5.6 Deleting transactions and materials



To delete a transaction, use the **bin** button in the ledger or in the panel. The confirmation screen says which entry will be deleted (material, type, quantity) and tells you that **the stock will be reversed by that quantity.** If the entry is a project transfer it also reminds you that the entry in the counterpart project will be deleted, and if a document is attached, that the document will go too.

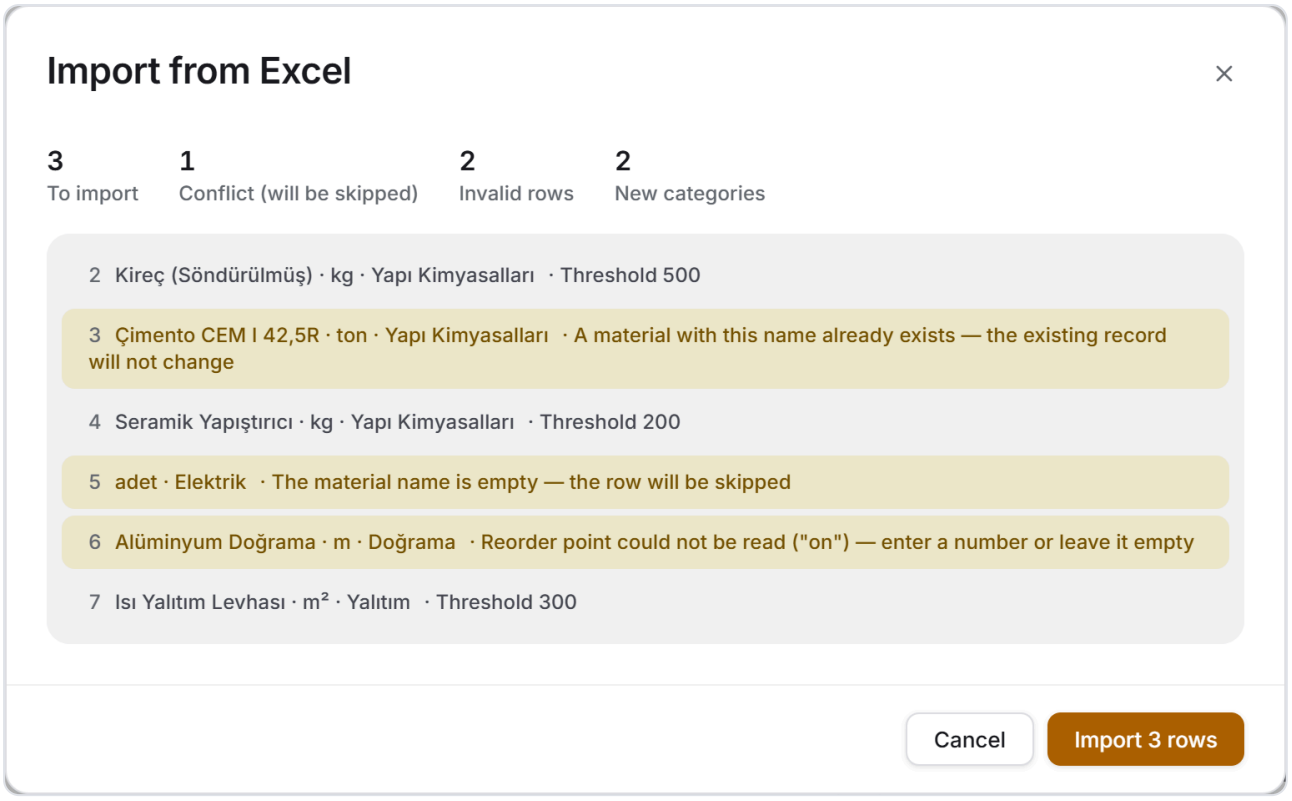
> **Caution** The delivery ticket or invoice attached to the entry is deleted as well. If you want to keep it, **open it and save it to your computer first.**

Received deliveries cannot be deleted here. On those rows the bin button is not drawn at all; a lock icon stands in its place and hovering over it reads *"A received delivery cannot be deleted here; open the shipment on the Deliveries page and delete it from the delivery history."* The reason is in section 7.

To delete a material, use the **Delete material** button in the transaction panel. If the material has transactions, an amber warning appears in the confirmation screen telling you how many will be deleted.

> **Caution** Deleting a material also deletes **all of its transactions** and, if there are any, the linked purchase entries in Accounts. If you want to keep the history, **take the Excel export first.**

5.7 Defining materials in bulk from Excel



Instead of entering a long material list one by one you can import it from Excel. The process has four steps and **no record is created until you confirm.**

1. Press the **Import** button and choose **Download template**. The template has two sheets: *Materials* and *Instructions*.
2. Delete the sample rows and enter your own data. The columns are: **Material Name · Unit · Category · Reorder Point · Description**, plus **Material code · Barcode** in projects where material codes are enabled. Only the name is required; older templates without the code and barcode columns are still read.
3. In the same window choose **Choose file**. The file is read and compared with the project's existing materials.
4. Read the **preview**. Five counters sit at the top — *To import · Conflicts (will be skipped) · Repeated in the file · Invalid rows · New categories* — with a row-by-row result below them. Rows that will not be imported are marked with an amber background and the reason.
5. Confirm with the **Import N rows** button. A progress bar fills; a summary appears when it finishes.

ROW STATUS	WHAT HAPPENS
Name empty	Skipped
Reorder point could not be read (*"ten"*, for example)	Skipped — enter a number or leave it empty
Reorder point negative	Skipped
A material with this name already exists	Skipped; **the existing record is not changed**
The same name appears a second time in the file	The second row is skipped
The material code or barcode is already used by another material in the project or earlier in the file	Skipped

> **Caution** **The stock quantity is not in this file and cannot be.** Every imported material is created with zero stock; you enter the quantities you already have in the warehouse afterwards as **Count Adjustment** transactions. The *Instructions* sheet of the template says the same.

> **Note** The conflict scan respects Turkish letters: a material written *İSKELE* counts as the same record as *iskele* in the file and is not created a second time.

5.8 Searching and narrowing

The search box looks in different places depending on the view:

VIEW	WHERE IT SEARCHES
Stock Levels	Material name, **material code, barcode**, category, description and unit
Transaction Ledger	Material, **material code**, category, supplier, description, delivery ticket no., place of use, person who received it and **the name of the transaction type**

The search ignores Turkish letters: typing *cimento* finds *Çimento*.

There are two ways of picking a period in the ledger. The **Current month**, **Last month** and **Current year** buttons are one click; a range such as *15 March – 2 April* is entered in the two date boxes. If you fill in only one of them there is no limit in the other direction.

> **Note** The moment you pick a date range, transactions **with no date** drop out of the list. They are not lost; they come back in their own group when you clear the filter.

The two most-used narrowings are these: **Low stock** while preparing an order, **Discrepancy** before a count. Both are one click, and the list, the summary, the chart and the breakdowns narrow at the same time.

5.9 Correcting a transaction

You do not need to delete a wrongly entered transaction and enter it again:

1. Press the **pencil** button on the transaction's row in the ledger or in the material's transaction panel. The **Correct transaction** window opens with the saved values.
2. Change what is wrong: the material, date, quantity, unit price, tax rate, supplier, delivery ticket, place of use, person who received it, description, document or cost code.
3. **Update**.

When you save, **the stock, the average cost and the stock value are recalculated**; for a purchase the linked line in Accounts is updated to the new amount at the same time (no administrator rights needed). If you changed the material, the quantity comes off the old material and goes onto the new one.

The transaction type cannot be changed. An entry made as a site issue cannot be turned into a receipt; delete a transaction entered with the wrong type and enter it again with the right one. The correction button exists only on the three types entered by hand: **correct a received delivery on the Deliveries page**, from the shipment's delivery history (the lock icon says so when you point at it); **delete a project transfer** and make it again.

If the correction would take the stock below zero, the window shows a *"Stock will go negative"* warning with the quantity after the correction. **The entry is not blocked** (the rule in 5.3).

Change history sits at the bottom of the window: who changed which field, when, and from what to what (*Quantity: 10 bags → 8 bags*). The original entry is not listed there; only later changes are recorded. The history is kept by the server, so changes made from older versions of the app or from Deliveries are recorded too. When a transaction is deleted, its history goes with it.

If stores are enabled, the transaction's **store** is also corrected in this window; the history shows it as *"Store: Main store → Container"*.

5.10 Setting up stores and transferring between them

Material on a project can sit in more than one place: the main store, a container at the block, an open laydown area. This feature is switched on by a server update; until then the **Stores** button and the store boxes do not appear at all.

Setting up a store

1. Press the **Stores** button in the header. The **Main store** (*Default*) sits at the top of the window, with the project's stores listed below it.
2. Choose **New store**, enter the **Store name** and, if you want, a description, then **Save**.

A store name is unique within the project; letter case does not count and the name *Main store* is reserved. You can close a store with **Make inactive**: an inactive store cannot be chosen for new transactions or as a transfer destination, but its material can still be moved to another store. **Make active** opens it again. A store with transactions or transfers **cannot be deleted**; if you try, the window says so and suggests making it inactive. Anyone with Stock edit permission can set up stores; others can see the list.

What the main store is. Transactions entered without a store, and every entry made before stores were set up, are counted in the main store. You do not need to do anything about older entries.

Transferring between stores

1. Open the material's transaction panel and press **Store transfer** in the **By store** box.
2. Choose the **From store** and the **To store**; the quantity in each is shown above it.
3. Enter the **Quantity**, the **Date** and, if you want, a description, then **Transfer**.

If the source store would go negative, a *"The store will go negative"* warning shows the quantity after the transfer; **the entry is not blocked.** A store transfer cannot be edited; if it is wrong, delete it from the list in the panel and make it again.

> **Note** A store transfer **does not change the stock total, the average cost, the stock value, the supplier account, Financials or the cost report.** The material moves within the same project and no money changes hands. That is why the transfer is not written to the transaction ledger; it is kept in the **Store transfers** list in the material's panel.

5.11 Costing method and stock count

Costing method. Stock value and unit cost are calculated in one of three ways. The choice is a company setting: on the **Settings › Stock costing method** card only an **admin** can change it; other users see the selected method. This feature comes with a server update; if it is not on, the card does not appear and stock is valued with today's rule.

METHOD	HOW IT CALCULATES
Weighted average (all receipts)	The default. The amount of all priced receipts is divided by their quantity; stock is valued at that average
Moving weighted average	The average is rebuilt with the stock on hand at each priced receipt; an issue goes out at the current average
FIFO (first in, first out)	Issues are taken from the oldest receipt; the stock left on hand is valued at the prices of the newest receipts

The method changes **the stock value, the unit cost, the category and supplier breakdowns, the Excel and PDF exports and the monthly issue value in the chart.** The line under the value on the summary card names the selected method (for example *"At FIFO cost (first in, first out), excl. tax"*).

> **Note** **Financials, the cost report and supplier accounts do not change.** They read stock **purchases**; the method only chooses how the material in the warehouse is valued.

> **Note** No cost is stored. When the method changes, all past transactions are read again with the new method; no old figure stays "frozen".

Example: 100 bags were bought at 180 and 100 bags at 200, and 150 bags were issued to site. With the average the 50 bags left are worth 190 each, **9,500**; with FIFO they are valued at the newest receipt's 200, **10,000**. The amount paid is 38,000 with either method.

Stock count. When you count what is in the store, you can post the difference without writing adjustments one by one:

1. Press **Stock count** in the header (shown to anyone who can edit Inventory).
2. If stores are on, choose the **Store** you counted; the system quantity is that store's.
3. Check the **Date**. Type in the box to find a material; on the phone you can scan a material's barcode with the camera.
4. Type what you found in each material's **Counted** box. The row shows *In system*, *Difference* and the difference's value at unit cost. **Materials you leave blank are not touched.**
5. Press **Save count**. A **Count Adjustment** transaction is written automatically for each material with a difference; its description reads *"Count: counted 45 bags, in system 50 bags"*.

A count difference changes the stock quantity and the stock value and **does not go to Financials, the cost report or supplier accounts.** A shortage is removed at the current unit cost with an average, or from the oldest receipt with FIFO; a surplus is added at the current average, or at the last priced receipt's price with FIFO. In the example above, finding 45 bags at the count lowers the value by 950 with the average and by 1,000 with FIFO for the 5-bag shortage.

> **Tip** If saving stops halfway, the differences already written show in the list and the window stays open. Saving the same count again writes only the remaining differences.

6. Exports

There are two exports and both put **the list you see on screen** outside — whichever view you are in is what gets printed, and whatever the filter is, that is what reaches the file. There is no separate export window; you have already made your decision in the filter bar.

The file name changes with the view: it starts with *Stock_Levels_* in the stock view and *Stock_Transaction_Ledger_* in the ledger, with a date-and-time stamp on the end. If you close the save window nothing happens; when it is saved, a band at the top of the page gives the file's full path.

> **Note** While the list is empty both buttons are disabled. The export of an empty list is an empty file.

Download Excel

The workbook has a single sheet, and the sheet is named after the view.

The **Stock Levels** sheet carries **eleven columns**: Material · Category · Unit · Current Stock · Reorder Point · Status · Avg. Cost (currency) · Stock Value (currency) · Total Purchases (currency) · Last Transaction · Description. If any material in the list has a code, a **Material code** column is added right after Material; if no material has a code, the column is not added.

The **Transaction Ledger** sheet carries **fourteen columns**: Date · Material · Category · Transaction · Quantity · Unit · Unit Price (currency) · Net Amount (currency) · Tax % · Tax Incl. (currency) · Supplier / Place of Use · Delivery Ticket · Description · Document. If there are transactions for a material with a code, a **Material code** column comes after Material here too. If stores are enabled, a **Store** column is added on the far right. While the store filter is on, the caption's filter line says *"Store: …"*.

A three-line caption sits at the top: the project name; the report date and the totals; and **a one-line summary of the filter applied.** That last line matters — it is written so that a file taken with one category selected is not mistaken for the whole project when it is sent by e-mail. If there are low-stock materials, materials with no price or purchases with no amount, their counts are noted in the caption too.

Three useful details: the header row comes **frozen**, so the column names stay on screen as you scroll down; **the filter is on**, so you can ask your own question; and the dates and all the figures are **real cell values** — they can be sorted, added up and pivoted. In the ledger the quantity carries a **signed raw number** (*-20*), with its unit in the column beside it.

The quantity column in the ledger is coloured: inbound movements are written in green, outbound ones in orange, so the file can be scanned by eye.

Download PDF

An A4 **landscape** list with **eight columns**. Some of the columns from the screen and the Excel export are left out.

Stock Levels: Material · Category · Unit · Current · Min. · Status · Avg. (currency) · Value (currency).

Transaction Ledger: Date · Material · Transaction · Quantity · Unit (currency) · Net (currency) · Tax Incl. (currency) · Supplier / Location.

As in Excel, if there is a material with a code, both lists get a **Code** column next to Material. If stores are enabled, the ledger list shows each transaction's store under its type.

The first page carries the project name, the name of the view, the time it was produced and the filter summary. From the second page on, a thin band is repeated at the top, the column headers are rewritten on every page and a page number sits at the bottom.

The last row is the **GRAND TOTAL** row. In the stock view only the **stock value** is added up; in the ledger the **net amount** and the **tax-inclusive** total. **The quantity column is not added up** and a dash stands in its place: a project may hold tonnes and pieces side by side, and adding two units in one cell would be adding apples and oranges. The average cost column is not added up either — an average appearing in a total row would read as a total.

> **Note** For a list of more than a thousand rows you are asked to confirm before the PDF is prepared: the window may stop responding for a while during preparation and the process cannot be stopped. The confirmation screen suggests narrowing the filter. The Excel export is fast even at this size.

7. Things worth knowing

Quantities are separated by unit, money is not. On one project cement is tracked in tonnes, brick in pieces and cable in metres; adding those three figures up and saying "1,240 units of stock" would produce a number that stands for nothing. That is why the page's headline measure is the **stock value (currency)**, the chart's measures are money or counts, and the quantity column is empty in the total row of both exports.

The average cost is a weighted average. The excl.-tax amounts of the priced entries are added up and divided by their quantities. Three batches of cement bought at different prices come down to one cost, and the stock value is calculated with it. Entries with no price do not enter the denominator either — they are not counted as free, they are not counted at all.

A material whose price has never been entered does not enter the value. Such a material reads *"No price"* in the list and does not enter the total stock value; how many materials were left out is written on the line below the summary strip. Writing zero would show a material sitting in a full warehouse as worthless.

What a ledger discrepancy is. Every material has two figures: its recorded **stock quantity** and the **total of its transactions.** Normally these match. If they do not, an unrecorded change has happened — a manual correction from the administration screen, or a deletion that stopped halfway. A material with a discrepancy is marked with a blue **Discrepancy** badge in the list, counted in the summary strip, carries its own segment in the filter and is explained by an amber warning in the transaction panel: what the recorded stock is, what the ledger says, and what size **Count Adjustment** would close the difference. In the old program this comparison is never made and the gap grows silently.

Purchases are written to Accounts, the others are not. When a manual entry is saved, a transaction is created in the supplier's ledger as a *payable*: the net amount, the tax and the tax-inclusive total are written separately. Site issues, count adjustments and project transfers do not reach the ledger — the material is already yours, no money has moved.

If the transfer fails an amber band appears at the top of the page and **the transaction still counts as saved** — the stock has changed, do not enter it a second time. The **Resend to Accounts** button in the band retries every purchase in the project. Two reasons are written separately:

REASON	WHAT TO DO
The supplier has no account and only administrators can open one	Have an administrator create the firm once in Accounts; later records are sent automatically
The server could not be reached	Choose **Resend to Accounts** when the connection is back

When a purchase is deleted or changed, the server deletes or updates its linked transaction in Accounts at the same time; this does not need administrator permission.

A purchase **with no date** is not transferred to the ledger; an account transaction needs a date. It does not happen with entries made on this page, only with undated entries from the old program. **Correct** that purchase (5.9) and enter its date; once saved it is transferred to the ledger.

Received deliveries cannot be deleted or corrected here. Transactions of this type belong to the Deliveries page: reversing a delivery also changes the shipment's delivered quantity and the order's status. Running half of that chain from this page would split the rules of two modules in two. The lock icon standing in place of the delete button tells you where the entry can be deleted.

Project transfers are double entries. When you delete one, the entry in the counterpart project goes too and that project's stock is corrected. So before you delete a transfer, know that the other side will be affected as well.

Store values use the project average. When you pick a store in the filter, the stock value is the quantity in that store × the material's average cost across the project; stores do not have separate costs. The reorder point also looks at the project total, so the **Critical** and **Discrepancy** marks are not shown while the store filter is on. The monthly chart and the breakdown cards do not narrow by store.

Negative stock is not blocked. You can write an issue larger than the current stock; the application warns you but takes the entry. This is deliberate: while you are correcting a wrongly entered transaction the stock may temporarily go negative, and blocking the entry would cut off the correction.

Deleting a material deletes its transactions too. This is behaviour the old program does not have: there only the material definition is deleted, the transactions are left orphaned on the server, appear on no screen but **keep counting towards the Financials's cost total.** Here the transactions go first and the definition second.

> **Caution — known defect** After saving a transaction, pressing the **New transaction** button a second time opens the form **filled with the fields of the previous entry**: the quantity, unit price, supplier and description are still there. The same applies to **New material**. If you press **Save** without noticing, the same record is written twice and the stock rises twice. Workaround: look the fields over before starting the second entry, especially **the quantity and the delivery ticket number.** (The **Save and new** button is not affected by this; it keeps the fields deliberately and by a rule.) The defect is known and will be fixed.

> **Caution — known defect** In the transaction ledger the second line of the **Amount** column — the muted line carrying the tax rate and the tax-inclusive total — does not fit the column and covers the start of the second line of the **Supplier / location** column to its right: instead of *"Delivery Ticket 2026-00098"* you see *"...ivery Note 2026-00098"*. Both figures are correct; only the first few characters of the neighbouring column are covered. You can read the full delivery ticket number in the Excel export or in the material's transaction panel. The defect is known and will be fixed.

> **Caution — known defect** If a project has materials defined but **no transactions at all**, switching to the Transaction Ledger shows *"No transactions match the filter — The project has 0 transactions, but your filter includes none of them"* and draws a **Clear filters** button. But there is no filter; the ledger really is empty. What you need to do is not clear the filter but enter the first transaction. The defect is known and will be fixed.

The status counters do not see the search box. The bracketed figures on the **All / Low stock / Out of stock / Discrepancy** switch in the filter bar are calculated against the selected category, not against the text you typed into the search box. The list narrows correctly; only the bracketed figures stay broad.

Inbound and outbound counts follow the sign. The *"2 inbound · 1 outbound"* figures in the ledger's day header are calculated not from the transaction's type but from whether it raises or lowers the stock. A positive count adjustment appears as "inbound" in that figure.

There is no period filter in Stock Levels. The date boxes are drawn only in the ledger. That is why the chart and the supplier card in Stock Levels cover **all time**; they narrow with the category and the search, not with a date. Stock is a moment anyway: there is no such figure as "last month's stock", there is today's stock.

Unit and category names are values you typed. The common units are shown in the interface language — *ton* as *t*, *adet* as *pcs*; any other unit (*m²*, *makara*) appears exactly as it was written. Material names and categories are never translated — they are data, not interface text.

8. Related chapters

- **Suppliers** — the firms on purchase transactions are defined there. A firm that is not in the list can also be typed as free text; its account is opened under that name.
- **Accounts** — material purchases reach the supplier's ledger as a payable from here.
- **Deliveries** — taking delivery of ordered material creates a transaction of type **Delivery received** on this page and raises the stock. Those entries can only be deleted there. If stores are enabled, the delivery window has an optional **Store** box; if none is chosen, the delivery goes into the main store.
- **Order Management** — an order is an intention, it does not change the stock; the material enters the warehouse only when it is delivered. The order window shows the current stock in the warehouse.
- **Financials** — the project's material cost is collected there together with the other cost items.
- **Overview** — low stock appears as one item in the project summary.

Order Management

1. What it is for

Order Management holds the whole purchasing process for a material: a request is opened, quotes are collected from suppliers, the quotes are compared side by side, one is approved, and the approved quote opens a shipment card in Deliveries. As the goods arrive, the delivery rate is reflected back on this page.

The page answers these questions: **what did we order**, **who quoted what**, **which job did we award**, **which order is past its due date** and **what did we save by negotiating.**

An order or a quote is **not a money movement** — it is an intention and an agreement. Money only moves when the goods are received, and that record is written to Accounts by Inventory. So there is no account transfer on this page, and warehouse stock does not change from here either.

2. How to open it, who can see it

In the sidebar: *Logistics & Materials › Order Management.*

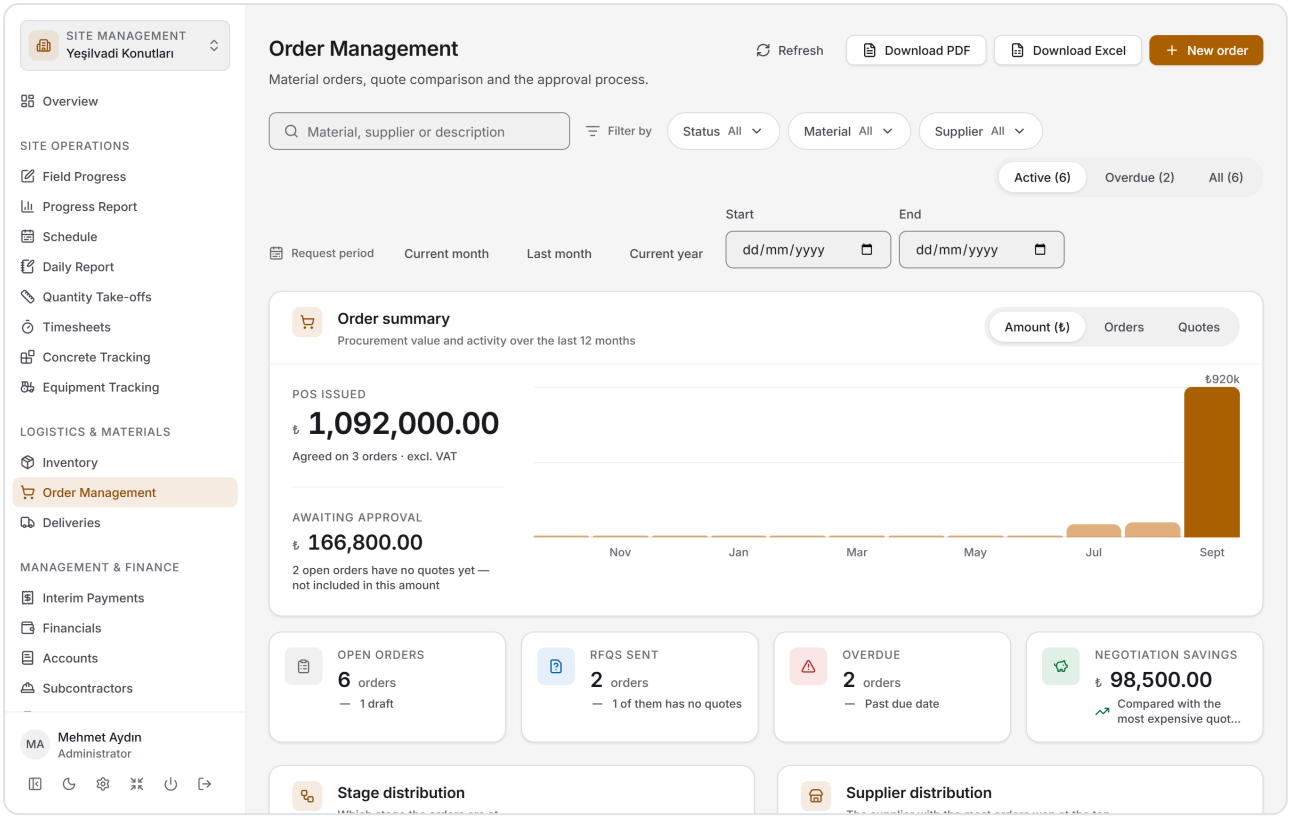
YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary band, the chart, the breakdowns and the quote panel. **You can take the Excel, PDF and purchase-order exports and open quote documents and save them to your computer. New order**, adding quotes, approval, revision, cancelling, closing and deleting are not drawn at all
Edit	Everything above, plus you add and edit orders and quotes, approve quotes, revise them, close, cancel and delete orders
No permission	The module appears dimmed and locked in the menu

Note Taking exports and viewing quote documents do not require edit permission. Neither changes the data; whoever can see the order should be able to see its document too.

Note When the page opens, some buttons may be missing for a few seconds: the app reads your permissions first and draws the write buttons afterwards.

Note If the **order approval limit** is switched on in the company settings, only a **company administrator** can approve a quote above the limit (see *Approving a quote*). The project-wide savings and budget measures, and the same lines in the Excel header, are shown only to people with **Financials** view permission; the savings on a single order are shown to everyone who can see the order.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, company and material names and all figures are examples.

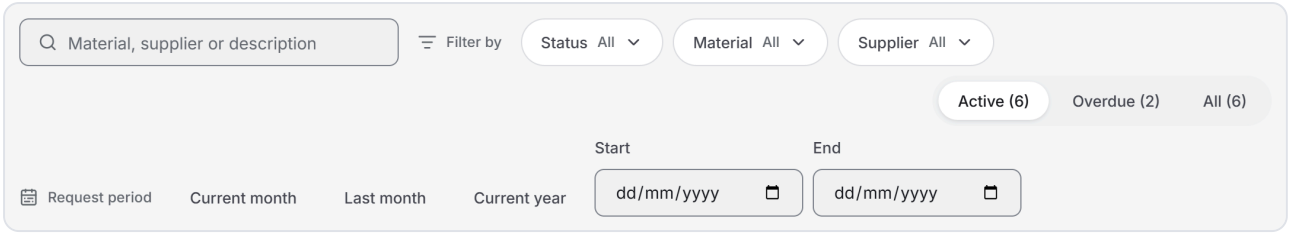
From top to bottom the page has four layers and follows the same order as Concrete Tracking, Equipment Tracking and Inventory: first you **narrow down**, then you read the result as **numbers**, then you look at its **breakdown**, and finally you go down to the **rows.** There is a fifth layer where the real work of the page is done: the **quote panel** that opens when you click a row.

LAYER	WHAT IT DOES
Filter bar	Search, status, material, supplier, scope and request period
Order summary	Two main amounts, a chart of the last twelve months, four small measures
Breakdown	Stage distribution and supplier distribution
Order list	A table grouped by the stage of the process
Quote panel	One order's key facts, actions and quote comparison

All four of the first layers are drawn from the rows that pass the filter above. When you make a selection, all four change at the same time and **no request goes to the server** — the project data came down once.

Title and actions. The title reads *Order Management* with the description *"Material orders, quote comparison and the approval process"*. On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **New order**.

Filter bar

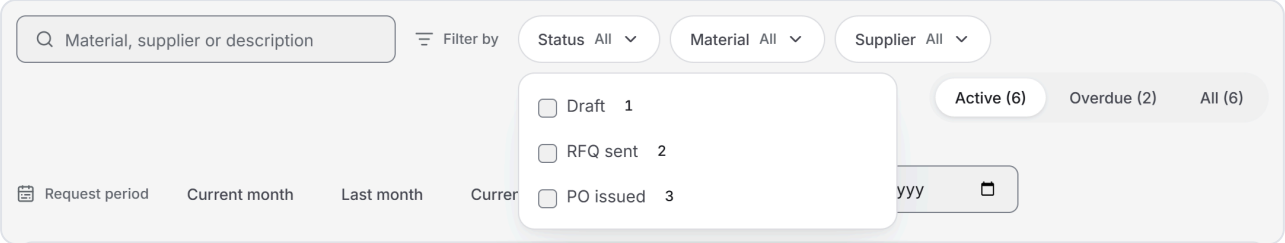


It has two rows. The top row has the **Search orders** box, next to it the **Filter by** label with the **Status**, **Material** and **Supplier** filters, and at the far right the **Scope** switch. The bottom row has the **Request period** label with three preset ranges and two date boxes.

CONTROL	WHAT IT DOES
Search orders	Searches the material name, the description, the category, the **status name** and the **supplier names on the quotes**
Status	Narrows by status. The list is not alphabetical but in **process order**: Draft · RFQ sent · PO issued · Completed · Cancelled. Only the statuses that pass the current scope appear in the menu
Material	Narrows by material
Supplier	Narrows by company. At the end of the list there is a **No quotes yet** option — it brings up the orders that have received no quotes
Scope	A three-step switch: **Active**, **Overdue**, **All**. Each shows in brackets how many orders it holds
Current month · Last month · Current year	Preset ranges. The selected one is highlighted; pressing it again removes the range
Start · End	A free request-date range. If one is left empty there is no limit in that direction

The page opens with the **Active** scope: completed and cancelled orders are not in the list. What you look for day to day is the open work; switch to **All** to see the closed ones.

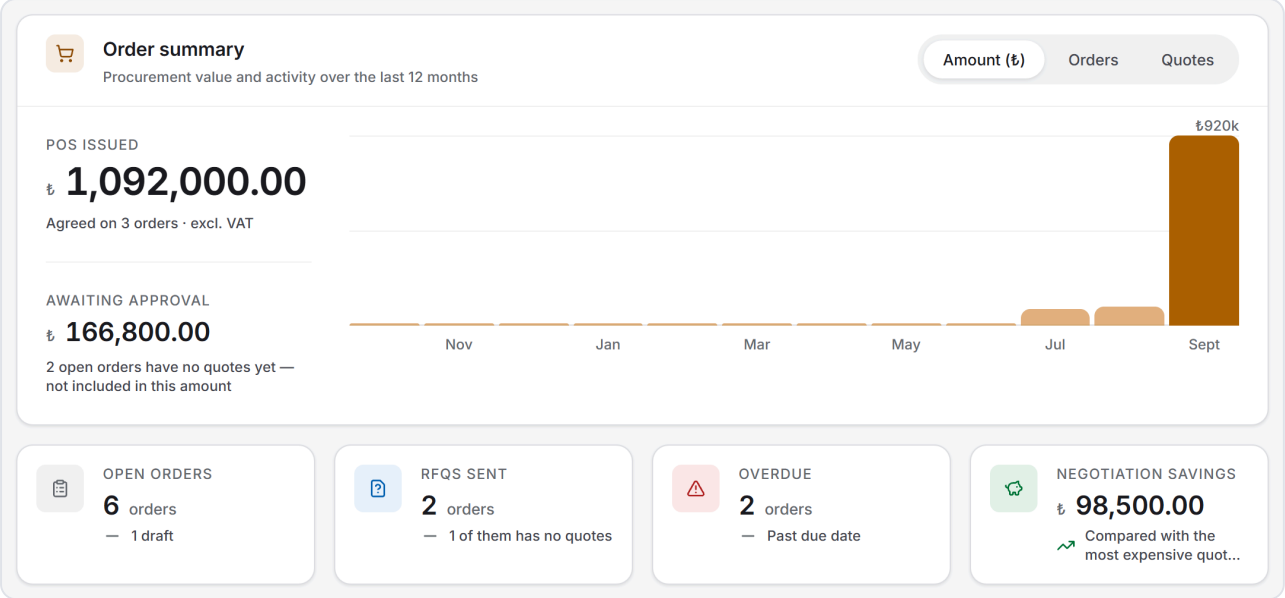
While a filter is active, a clear button appears in the bar. If you have only typed in the search box it reads **Clear search**; if you have also picked a filter, a scope or a date it reads **Clear filters** and shows how many criteria are active. Clearing also resets the scope — but not to **All**: it returns to **Active**, the state the page opens in.



The filter menus feed each other: when you pick a status, the numbers in the material and supplier menus are recalculated for that status. So you can see whether ticking a second box will return anything before you tick it. The bracketed numbers on the **Scope** switch are likewise calculated against the material and status selection.

> **Note** The **Supplier** filter looks at the companies on the **quotes**, not on the order. An order has no supplier; the companies that quoted do, and one of them is approved. When you pick *Akçansa*, **every** order that company quoted for comes up — not just the ones it won.

Order summary



Two amounts sit one above the other on the left of the card:

MEASURE	WHAT IT SHOWS
POs Issued	The total of approved quotes, excluding tax. Cancelled orders are not included
Awaiting Approval	The value of open, not yet approved orders based on their **cheapest** quote

Awaiting Approval is not an estimate, it is a lower bound. If an average were taken, an expensive quote still waiting to be rejected would pull the expected cost up and the number would not support any decision. The line below the figure says how many open orders with no quotes at all are **not** included in this amount; if all of them have quotes, the description *"Based on the cheapest quote for each open order"* takes its place.

On the right there is a column chart of the **last twelve months**. The **Chart measure** switch at the top right offers three options: **Amount (currency)** (the value of POs issued), **Orders** (the number of orders opened) and **Quotes** (the number of quotes received).

> **Note** The months of the chart are laid out by **request date**, not by due date; the due date is a date in the future and would stretch the chart forward. The quotes on an order are written to **the month the order was opened**, not to the quote's own date: how many quotes an order collected is part of that order's story.

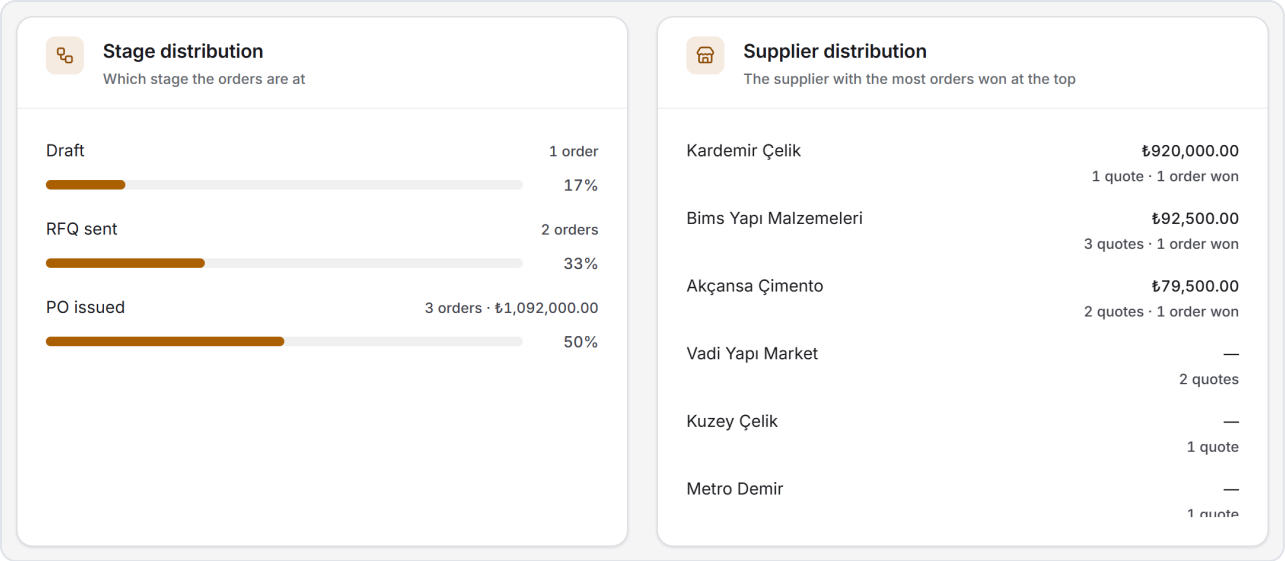
Small measures are lined up below the card. Everyone sees the first three; the last two are project-wide financial totals and are drawn only for people with **Financials** view permission:

MEASURE	WHAT IT SHOWS
Open Orders	Orders that are neither completed nor cancelled. Below it, how many of them are drafts
RFQs Sent	Orders in the *RFQ sent* stage. Below it, how many have received no quotes at all
Overdue	**Open** orders past their due date. Above zero, the tile turns red
Savings vs Average Quote	On approved orders, the sum of the differences between the **average** of that order's priced quotes and the approved quote. If a quote above the average was chosen, that order counts as a minus. Below it, on how many orders it was calculated and the earlier measure, the difference **vs the most expensive** quote
Remaining vs Budget	The total of approved orders whose cost code is linked to a line in the project budget, taken from those codes' **revised budget**. If it is negative the tile is red. Below it, the number of cost codes, the budget and the order total. Not drawn if no order is linked

Orders with a single quote do not count towards savings. No *choice* was made there: with one quote the "average", the "most expensive" and the "approved" are the same quote, and adding zero would make a negotiation that never happened look like a failed one. Revised quotes and quotes with no price entered are left out of the average; rejected ones are included.

The budget link is the cost code. If the order's cost code exists as a line in the budget, the order is linked; an order with no code, or in a code that has no budget, is left out of the comparison. The comparison counts orders only: concrete, plant and invoice costs in the same code are not here; the full picture is in the cost report under Financials.

Breakdown



There are two cards side by side and they do not ask the same question.

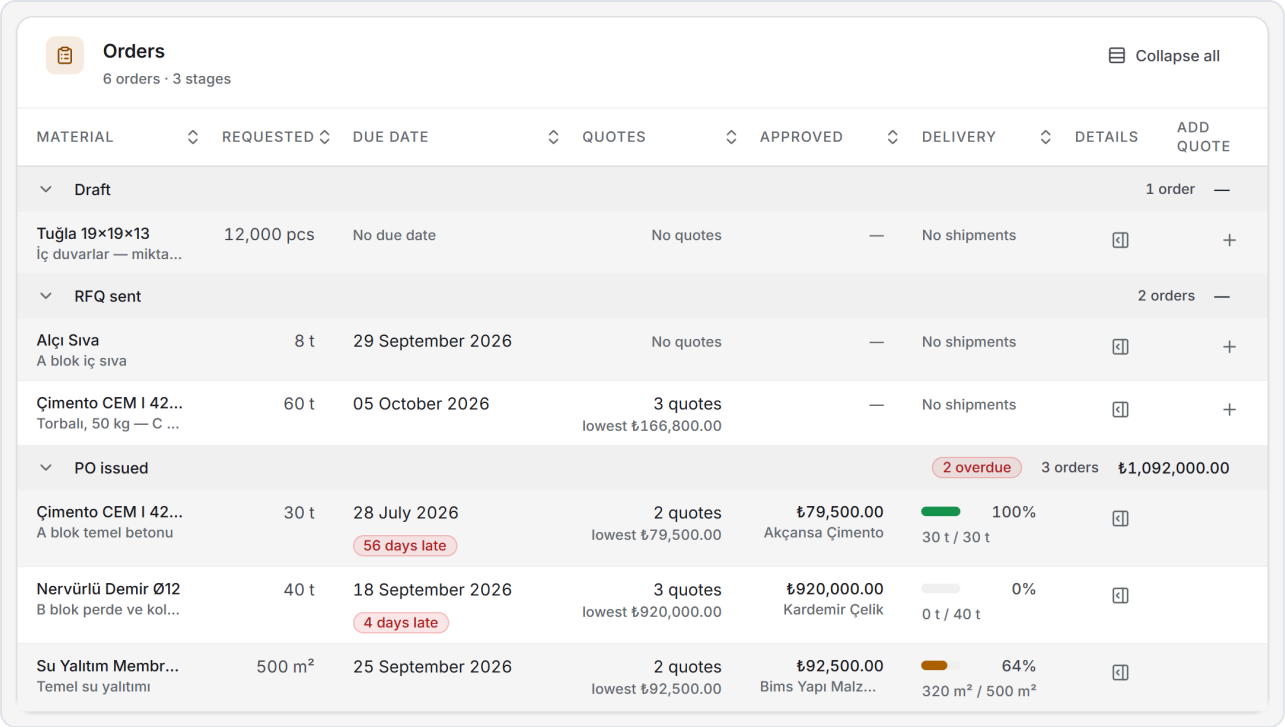
Stage distribution reads like a funnel: which stage the orders are waiting at. Each row holds the name of the stage, how many orders it has, its amount if any, and a share bar. The stages are in process order.

> **Note** The share is calculated from the **count**, not from the amount. Draft orders and orders at RFQ stage have no amount yet; a value-based funnel would not show the early stages at all.

Supplier distribution shows who did what: each row holds the company name, how many quotes it gave, how many jobs it won and the total value of those jobs. The company with the most orders won is at the top. A company that has won nothing shows a dash rather than **0 ₺** in the amount column — so it does not read as "quoted for free".

> **Note** A chain of revisions from the same company on one order counts as a **single quote.** Otherwise the company that was negotiated with the hardest would look like the one that quoted the most.

Order list



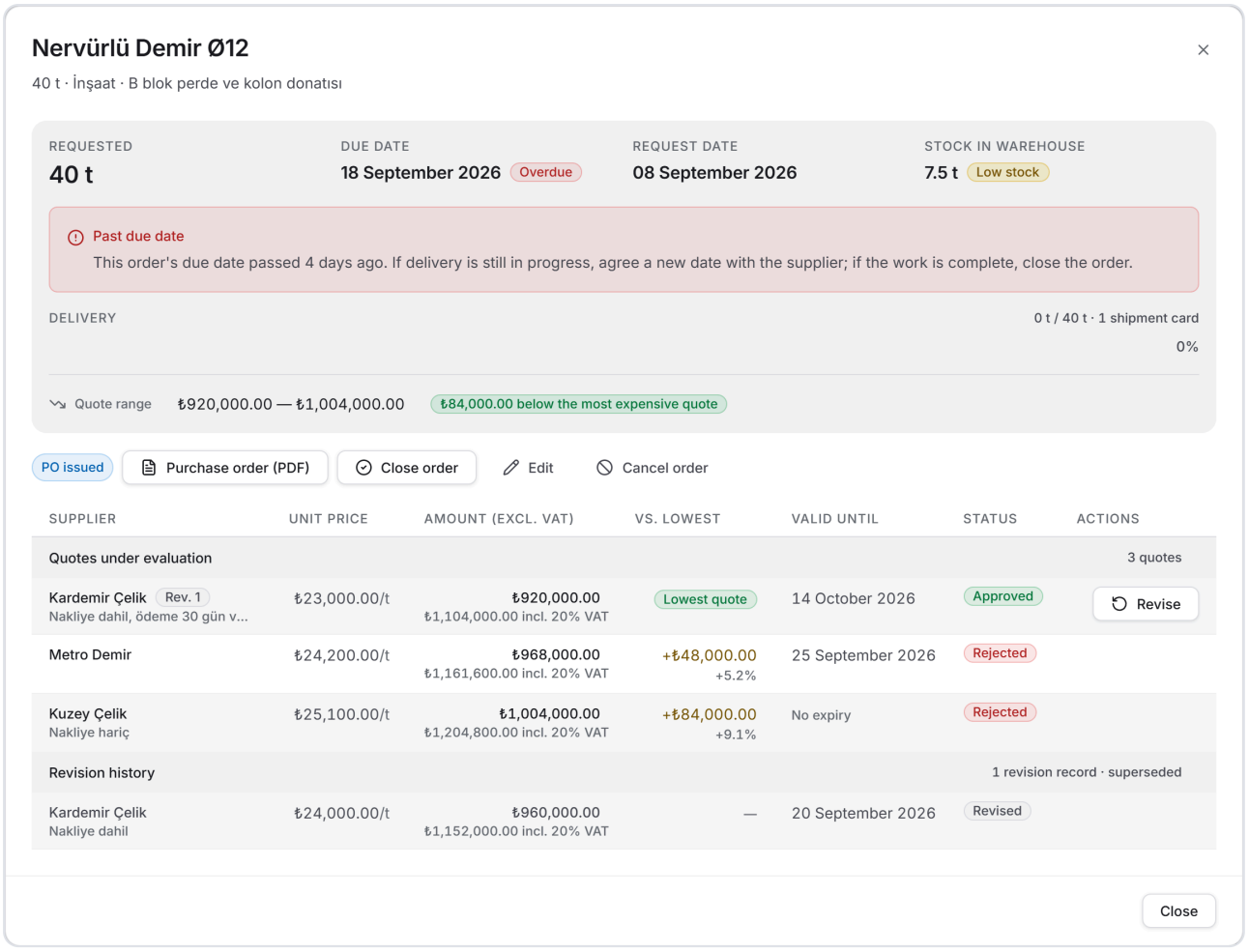
Rows are **grouped by status** and the groups are laid out in process order. The group header shows the name of the stage, a red *overdue* badge if there is one, the number of orders and the total amount at that stage. Clicking a header collapses the group; the **Collapse all** button at the top right folds them all at once.

Inside a group the order is: first the **overdue** ones (the most overdue at the top), then those with an approaching due date, and last those with no due date entered.

COLUMN	WHAT IS IN IT
Material	The material name with the order's description below it. Clicking the name opens the quote panel
Requested	The requested quantity and its unit
Due date	The due date; if it has passed, a red *N days late* badge beside it. If it is not entered, *No due date*
Quotes	The number of quotes in the comparison, with *lowest …* below it
Approved	The approved quote's amount excluding tax, with the company name below it. A dash if there is no approval
Delivery	The delivery rate from the shipment cards, with *delivered / expected* quantity below. If there is no card, *No shipments*
Details	The button that opens the quote panel
Add quote	A plus button, drawn only with edit permission and only on draft orders and orders at RFQ stage

You can sort by clicking the headers. Sorting uses the raw number; rows with no due date and rows with no approval fall to the end of the list.

Quote panel



Clicking a row or the **Details** button opens a wide window. Its title is the material name, with the quantity, the category and the description below it.

At the top of the window are the order's key facts: **Requested**, **Due date**, **Request date** and **Stock in warehouse**. The last field is there so that the decision "shall I order 60 tonnes" is made with the warehouse in view; if the material is at or below its reorder point, an orange **Low stock** badge appears next to it.

Below the key facts, up to three bands can appear depending on the situation:

- If the due date has passed, a red **Past due date** warning says how many days ago and what to do.
- If a shipment card has been opened, a **delivery** bar appears with the delivered / expected quantity and the number of shipment cards beside it.
- If there is more than one priced quote, a **Quote range** line puts the cheapest and the most expensive side by side, gives the **Average quote** next to them and shows the difference from the most expensive in a green badge. Once the order is approved, a second badge gives the **savings against the average**; if a quote above the average was chosen, the badge is orange and reads *… above the average*.
- If you have Financials view permission and the order's cost code is linked to a budget line, a **Budget** line gives the code's revised budget, the total of approved orders in that code and what remains (or the overspend).
- A **PO no.** line gives the order's number; once a quote has been approved, **Approved by** with the person and the time of approval appears next to it.

Then comes the action band: on the left the order's status badge, next to it (if available) **Purchase order (PDF)** and, if you have edit permission, **New quote**, **Request quotes**, **Close order**, **Edit**, **Cancel order** and **Delete** depending on the status.

SUPPLIER	UNIT PRICE	AMOUNT (EXCL. VAT)	VS. LOWEST	VALID UNTIL	STATUS	ACTIONS
Quotes under evaluation						3 quotes
Kardemir Çelik Rev. 1 Nakliye dahil, ödeme 30 gün v…	₺23,000.00/t	₺920,000.00 ₺1,104,000.00 incl. 20% VAT	Lowest quote	14 October 2026	Approved	Revise
Metro Demir	₺24,200.00/t	₺968,000.00 ₺1,161,600.00 incl. 20% VAT	+₺48,000.00 +5.2%	25 September 2026	Rejected	
Kuzey Çelik Nakliye hariç	₺25,100.00/t	₺1,004,000.00 ₺1,204,800.00 incl. 20% VAT	+₺84,000.00 +9.1%	No expiry	Rejected	
Revision history						1 revision record · superseded
Kardemir Çelik Nakliye dahil	₺24,000.00/t	₺960,000.00 ₺1,152,000.00 incl. 20% VAT	—	20 September 2026	Revised	

At the bottom sits the **quote comparison table**, split into two groups:

- **Quotes under evaluation** — the pending ones, the approved one and the rejected ones. A rejected quote stays in this group, because the answer to *"why was this company chosen"* is the prices that were rejected.
- **Revision history** — old prices superseded by their own revision. The group header says *superseded*, the rows are dimmed and the difference columns are empty.

COLUMN	WHAT IS IN IT
Supplier	The company name, a *Rev. N* badge if any, with notes and (in the revision history) the reason for revision below
Unit price	The unit price excluding tax and the order's unit
Amount (excl. tax)	Unit price × requested quantity. Below it, an *incl. 20% tax* line; if there is no tax, *No tax*
Vs. lowest	A green **Lowest quote** badge on the cheapest, *+amount* and *+percentage* on the others
Valid until	The validity date; on a **pending** quote whose date has passed, an orange *Expired* badge. If there is no date, *No expiry*
Status	The quote's status badge, a blue **Admin approval required** badge when the approval limit is on and a pending quote is above it, and a paperclip button that opens the document if one is attached
Actions	On a pending quote **Approve**, edit and delete; on the approved quote **Revise**. On a quote above the limit, **Approve** is drawn only for a company administrator

A quote with no price entered shows *No price entered* rather than **0.00 ₺** in the amount column — so it does not read as "quoted for free".

4. Fields

Order fields

FIELD	WHAT IT MEANS	REQUIRED
Material	The material definition the order is linked to. The list comes from the project's materials	Yes
Requested quantity	How many units are wanted. Use a comma or a full stop for decimals; do not type a thousands separator	Yes, greater than zero
Unit	The unit of measure. It fills in automatically when the material is picked and can be changed by hand	No
Due date	The day the material must be on site. Once it passes, the order is marked *Overdue*	No
Description / specification	The nature of the material and where it is going — *C30/37, pump included — Building A foundation*	No
Delivery address	Where the material is to be delivered. If left blank, the project location is printed on the purchase order	No
Payment terms	For example *30 days after delivery*. Printed under Terms on the purchase order	No
Delivery terms	For example *Delivered to site, unloading included*. Printed on the purchase order	No
Notes to the supplier	Printed under **NOTES** on the purchase order	No
PO no.	Assigned by the server: prefix, year and sequence, for example *PO-2026-0001*. It cannot be changed	—
Request date	The day the record was opened. The app writes it; it cannot be changed	—
Status	Draft · RFQ sent · PO issued · Completed · Cancelled	—

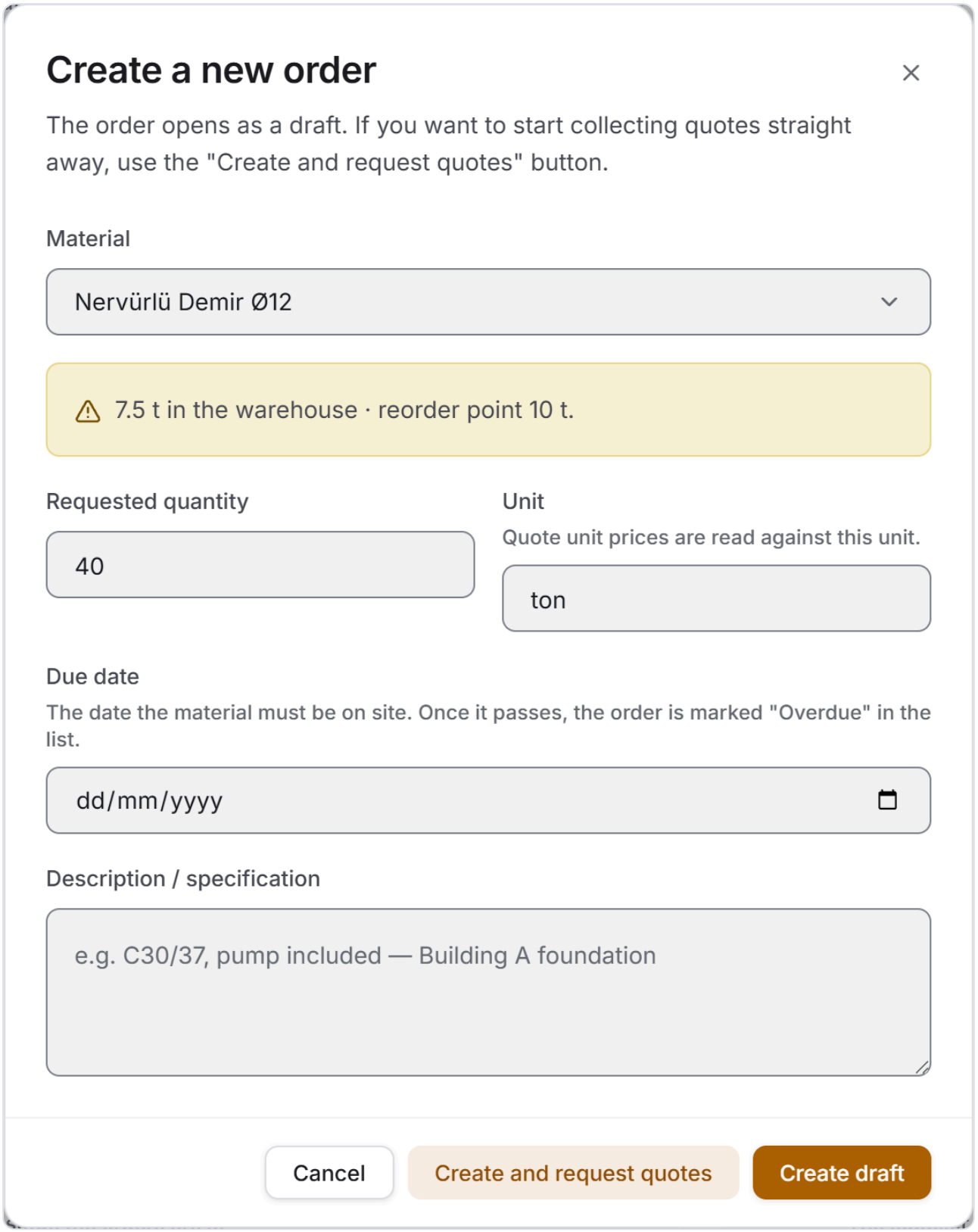
Quote fields

FIELD	WHAT IT MEANS	REQUIRED
Registered supplier	A choice from the companies defined in the project. Selecting is optional	No
Supplier name	The company's name. You can type a company that is not in the list here	Yes
Unit price	The unit price excluding tax. The label also shows the order's unit: *Unit price (currency/t)*	Yes, greater than zero
Add tax · Tax rate (%)	Unticked on a new quote. Ticking it opens the rate box, filled with the company's tax rate (20% unless another rate is set in Settings). The rate is limited to 0–100 and may have decimals	No
Quote date	The day the quote was given. Opens as today	Yes
Validity date	The day until which the price stands. It cannot be earlier than the quote date	No
Reason for revision	Appears only in revision mode. Whether the price, the due date or the terms changed	Yes, in a revision
Notes / terms	Terms such as delivery and payment. They also go onto the purchase order	No
Quote document	The PDF or photo the supplier sent. One document, up to 5 MB	No

In the middle of the form there is a live total box with three lines: **Amount (excl. tax)** (with the *quantity × unit price* calculation next to it), **Tax** and **Grand total**. It changes as you type.

5. Step by step

Opening a new order

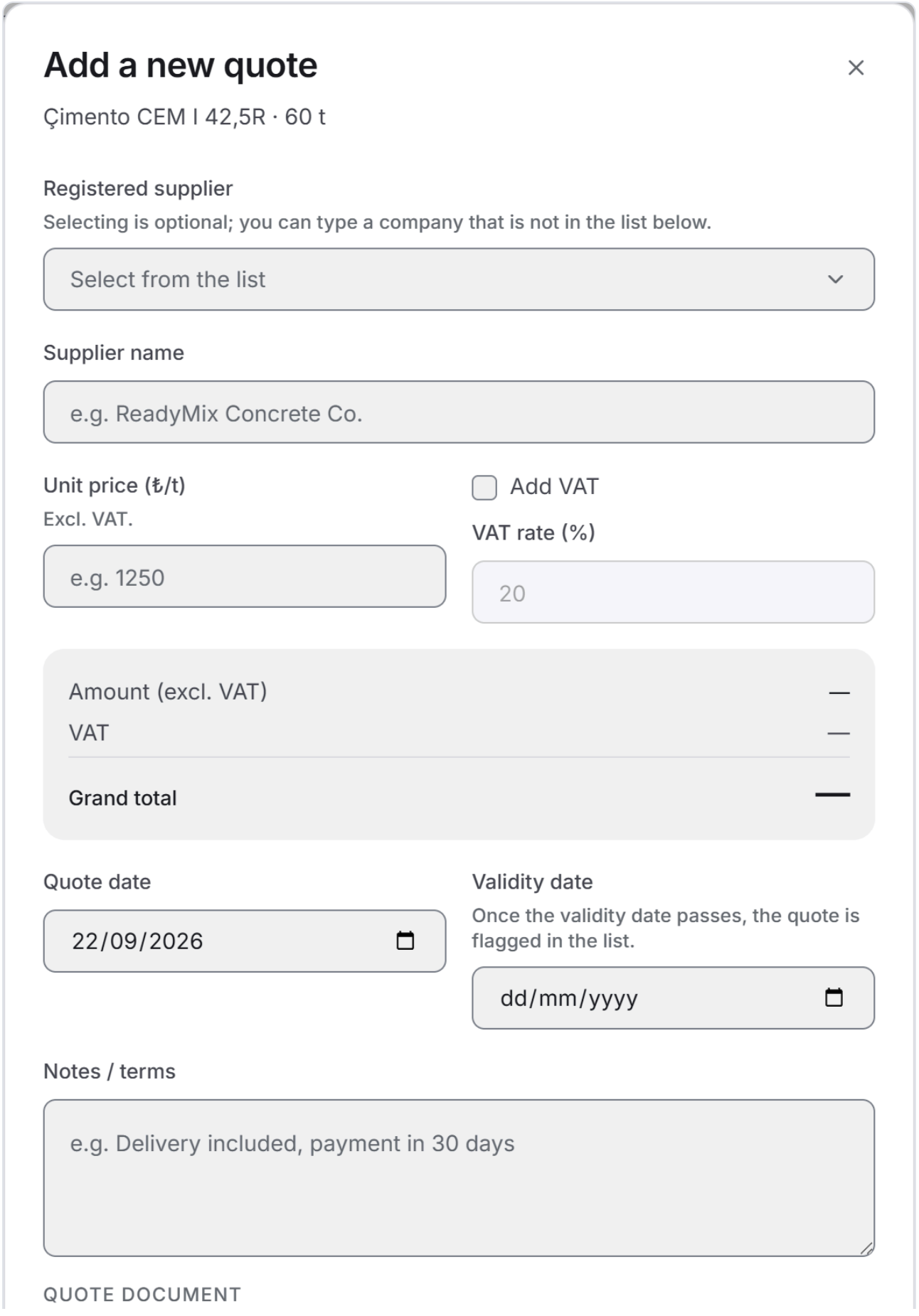


1. Press the **New order** button at the top right.
2. Pick a **Material**. The moment you do, that material's **stock in the warehouse** is shown at the bottom of the form; if it is at or below the reorder point, the band turns orange.
3. Enter the **Requested quantity**; the **Unit** is copied from the material, change it if needed.
4. Add a **Due date** and a **Description** if you want. In the **Purchase order terms** section at the bottom of the form you can enter a delivery address, payment and delivery terms and notes to the supplier; all of them are optional and none of them changes any amounts.
5. There are two ways to save:
6. **Create draft** — the order stays as a draft. When the first quote is added it moves to the *RFQ sent* stage automatically.
7. **Create and request quotes** — the order opens directly in the *RFQ sent* stage.

> **Note** The request date is always written as **today** and cannot be changed afterwards. That field answers "when was the request opened"; the answer to "when do we want it" is the **due date**.

> **Note** If the project has no materials defined, an order cannot be opened. An order is linked to a material definition; define the material in **Inventory** first.

Adding a quote



1. Press the **+** button on the order's row, or **New quote** in the panel.
2. If the company is registered in the project, pick it from the **Registered supplier** list; the name is copied into the box. If it is not registered, type it straight into the **Supplier name** box.
3. Enter the **Unit price** excluding tax. If there is tax, tick **Add tax** and write the rate.
4. The **Quote date** comes in as today; correct it if the supplier gave the quote earlier. If you enter a **Validity date**, the quote is flagged in the list once that date passes.
5. Attach the **Quote document** if there is one and press **Save**.

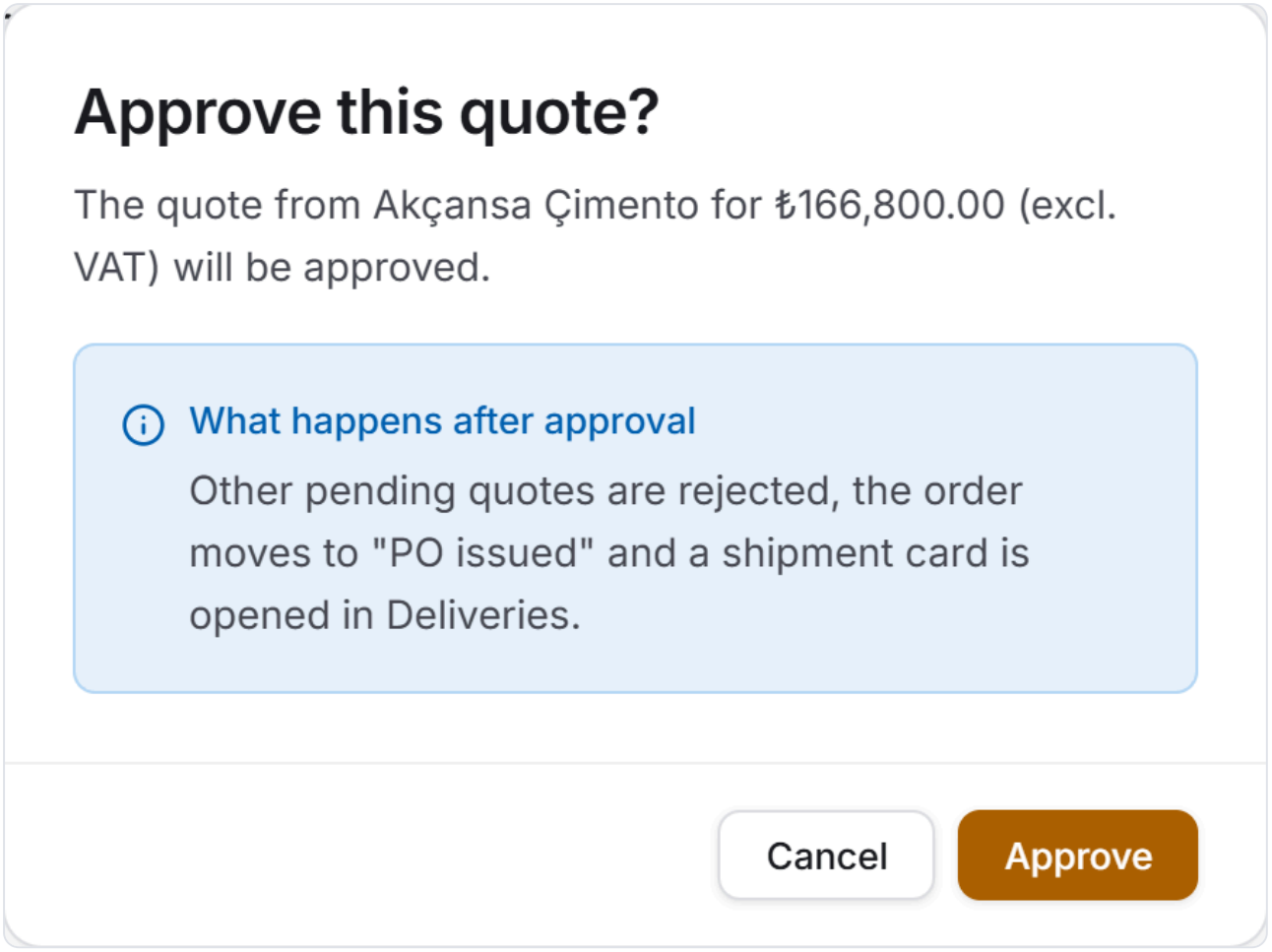
> **Note** A quote can only be added to a **draft** order or one at the **RFQ sent** stage. A parallel quote cannot be entered once the PO is issued; if the supplier is changing, **revise** the approved quote.

Editing and deleting a quote

A pending quote can be edited directly: press the pencil button at the end of its row in the comparison table. The way to change the price of an approved quote is not editing but a **revision**.

The bin button deletes the quote permanently, along with its document if there is one. On rejected and revised quotes these buttons are not drawn — they are the record of the purchasing history and are not changed.

Approving a quote



1. Press the **Approve** button on the row of the pending quote you have chosen in the comparison table.
2. The window that opens names the company and the amount excluding tax, and explains below what will happen after approval. If the quote's validity has expired, a second warning appears as well.
3. Press **Approve**.

The approval does four things at once: the other **pending** quotes are rejected, the chosen quote is approved, the order moves to *PO issued* and **a shipment card is opened in Deliveries.** The rest of the shipment card's life — on the way, received, delivery ticket — is that page's job.

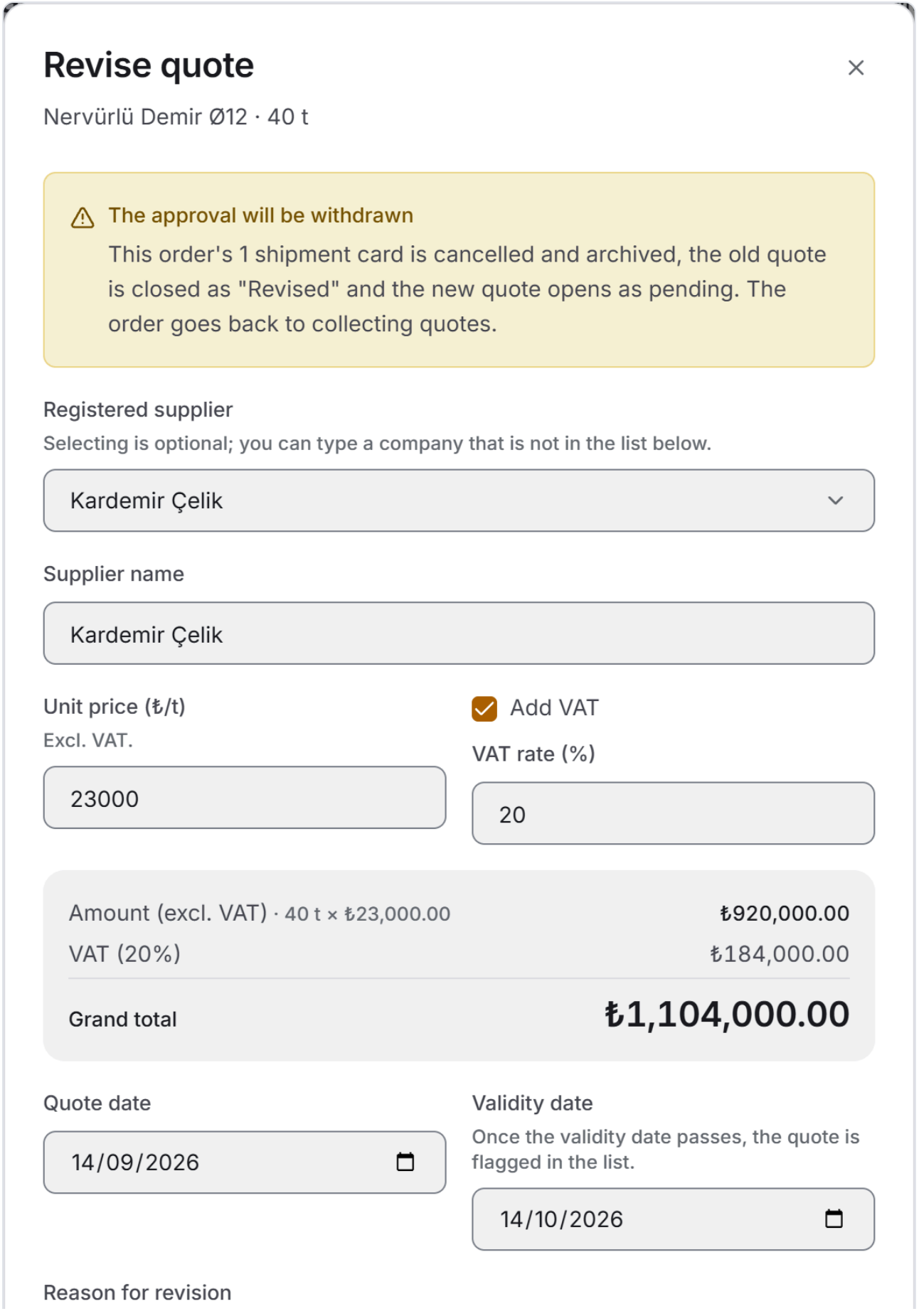
The person who approved and the time of approval are saved with the order; they appear in the panel and in the signature area of the purchase order. If the approval is undone and the quote revised, this is cleared and written again on the next approval.

> **Note** The server assigns the PO number, so two people opening orders at the same moment never get the same number. The prefix, and whether numbers run company-wide or per project, are chosen on the **Purchase order document** card in **Settings**; the sequence starts again at 0001 each year. Orders opened before sequential numbering are not renumbered; they show the last six characters of the record's identifier.

> **Note** Quotes in the revision history are **not rejected** during this step. They are already superseded, and marking them as rejected would make it impossible to read from the record why a quote changed.

Approval limit. If an administrator has set an amount on the *Settings › Order approval limit* card, only a company administrator can approve a quote whose amount excluding tax is **above** that limit. Such a quote has an **Admin approval required** badge in its status column, and the **Approve** button is not drawn for anyone who is not an administrator. Quotes at or below the limit are approved as before by anyone who can edit Order Management. The rule is also enforced on the server: if the limit changed while you were on the page, the approval stops with *Only a company administrator can approve a quote of this amount* and no quote is changed. Raising the quantity of an approved order, or the price of an approved quote, so that the amount goes above the limit is likewise open only to an administrator. While the limit is off (the default), approval works as before.

Revising an approved quote



When the supplier changes the price or the terms, use the **Revise** button on the approved quote's row. The window says **before** you save what will happen:

1. The order's approval is withdrawn.
2. Any shipment cards are cancelled and archived.
3. The old quote is closed as *Revised* and the **reason for revision** you write is recorded on it.
4. The new quote is added to the chain as **Rev. N**, in pending state.
5. The order returns to the *RFQ sent* stage.

> **Caution** If a quantity has already been received on the shipment, **revision is closed.** *Delivery has started* appears in place of the button. Once goods start arriving the agreement cannot be taken back; open a new order for the remaining quantity.

Editing an order

The **Edit** button in the panel changes the order's quantity, unit, due date and description. The material can be changed too.

> **Caution** When you change the requested quantity, **the totals of the competing quotes are recalculated** — keeping their unit prices. Rejected and revised quotes are historical records and keep the old quantity. If a purchase order has been issued, take it again after the quantity change.

Orders with several items

Add item on the order form puts more than one material on an order (the button appears when the server supports it). The cost code, required date and terms apply to the whole order. In the list the row reads *3 items: Rebar, Cement, Sand*. On the quote form each item gets its own unit price; a quote with a missing price can't be approved. An order goes to one supplier: to buy an item from another company, use **Move items to a new order** in the panel to put the selected items on a new order with the same required date, code and terms. The move happens in one step; every quote that priced a moved item comes to the new order with the same supplier, price, dates, note and attachment as a **pending** quote. You approve it on the new order.

With two or more quotes the panel shows an **Item comparison** table: items in rows, quotes in columns, the unit price and line amount in each cell. The lowest price of each item is marked; a cell without a price shows "—". Below are the quote totals (excluding and including tax) and the number of unpriced items. Prices from an incomplete quote are shown but don't count towards the lowest price. When buying items from different companies is cheaper, a suggestion appears under the table: *Cheapest item by item: ৳285,250.00, ৳3,000.00 less than the B quote*. The **Move to a new order** button next to it puts the item whose lowest price is elsewhere on a separate order in one step. The suggestion is for information only and isn't added to any total.

Preparing a request for quote (RFQ)

Before approval the panel has a **Request for quote** button. In the window you can pick a supplier (or leave it empty to send the same text to several companies) and enter a **quote deadline**; the date goes on the document only and isn't saved. The document carries the company address and logo (Settings → Purchase order document), the order number as a reference, the items **without prices** (material, quantity, unit, description), the required date, the delivery address and the terms. Save the file with **Download PDF**, or use **Copy text** and paste the email text into your own email; the app doesn't send email. If the selected company has an email address on file, a *To* line and a **Copy address** button appear. The document and the text are in the app's language.

On approval **each item gets its own shipment card**. On an approved order only quantities can change; to add or remove items, revise the quote. The purchase order and the Excel export list every item on its own line.

> **Caution** Older versions of the app see an order with several items as a single *1 lump sum* line; approval, quote prices and quantity changes can't be made there. Take the purchase order for these orders from the current version.

Material requests

If the server supports it, an **Orders | Requests** switch appears at the top of the page. Needs on site are entered here as requests: use **New request** to enter the needed-by date, where the material is used, a note and the items (material, quantity, description), then **Save draft** or **Save and submit**. Anyone who can view Orders in the project can make a request; the person who made the draft edits, submits, cancels or deletes it.

Someone who can edit orders opens a submitted request, picks items with **Convert to order** and creates a single order (one item gives a single-item order). Example: the site chief asks for 10 t of rebar and 200 bags of cement; purchasing converts both into one order, or converts only the rebar and leaves the cement for later. The request then shows as *Partly ordered*; the remaining item is converted later or rejected with **Reject** and a reason. The *Order PO-...* link next to an item opens the order; in the order panel the *Items from requests* box shows the request. If the order is deleted or cancelled, the item can be converted again.

> **Note** A request on its own records no cost, payable or stock; money arises from the order's usual path (quote, approval, delivery). Older versions of the app don't show requests.

Closing an order

On an order in the *PO issued* state, a **Close order** button appears in the panel. It is used when the job is done: the order is marked *Completed*, shipment cards with nothing received are cancelled, and partly received ones are closed as *delivered*.

> **Caution** This step cannot be undone.

Cancelling an order

Every order that is not closed has a **Cancel order** button. The order is marked *Cancelled* and **stays in the list** — it is not deleted.

> **Caution** Cancelling does not close the shipment cards. The order's open cards go on waiting in Deliveries. If delivery has stopped too, **Close order** closes the pending cards as well, instead of cancelling. The confirmation window reminds you of this.

Deleting an order

The delete button is drawn only on orders with **no shipment card opened**. The confirmation window says that the quotes on the order and their documents will be deleted too.

On an order with a shipment card, the delete button does not appear at all: the owner of that chain is the Deliveries page, and deleting a shipment also touches stock quantities and the account ledger. Rather than removing the record from the list, **cancel** it.

> **Note** If you want to keep the purchasing history, take the **Excel** export before deleting — everything is there, rejected quotes included.

Opening a quote document

The paperclip button next to the status badge in the comparison table opens the document the supplier sent in a viewer. You can save it to your computer from there. Viewing does not require edit permission.

Taking a purchase order

In the panel, orders with an approved quote show a **Purchase order (PDF)** button. That is the document sent to the supplier; details are below.

6. Exports

There are three exports. Two of them send out **the list you see on screen** — whatever the filter is, that is what goes into the file; the third describes a single order and is taken from the quote panel.

If the save dialog is closed, nothing happens; once saved, a band appears at the top of the page showing the full path of the file. All three exports can be taken with **view** permission.

> **Note** While the list is empty, **Download PDF** and **Download Excel** are disabled. The export of an empty list is an empty file.

Download Excel

The file name starts with *Order_Report_* and has a date–time stamp added to the end. The workbook has **three sheets**; the first two answer two different questions. The third sheet, **Order items**, lists every item on its own line (PO no., material, quantity, approved unit price, tax rate, amount), with a subtotal, one line per tax rate and the grand total below.

The **Orders** sheet carries **fourteen columns**: Material · Category · Requested · Unit · Request Date · Due Date · Delay (days) · Status · Quotes · Lowest (currency) · Approved Supplier · Approved Amount (currency) · Delivered (%) · Description.

The **Quotes** sheet writes **all** the quotes of the orders that pass the same filter, eliminated ones included, in **thirteen columns**: Material · Supplier · Quote Date · Valid Until · Unit Price (currency) · Amount (currency) · Tax (%) · Tax Amount (currency) · Grand Total (currency) · Difference to Lowest (currency) · Revision · Status · Notes. The reason for revision is appended to the notes as *Revised: ….*

Both sheets have a three-line header block at the top: the project name; the report date and the totals; and **a one-line summary of the filter applied.** That last line matters — it is written so that a file taken with one status selected is not mistaken for the whole project when it is emailed on. If there are overdue orders, their number goes into the header block too. If you have Financials view permission, the header also gives the **savings vs average quote**, the **negotiation savings (vs the most expensive quote)** and, when orders are linked, an **against budget** line (budget, orders, remaining).

Three useful details: the header row is **frozen**; the **filter is on**; and the dates and all figures are **real cell values** — they can be sorted, summed and pivoted. The amount cell of the lowest quote is written in bold green.

The last row of the Orders sheet is **GRAND TOTAL**; the quote count and the approved amount are summed. **The Requested column is not summed** and a dash stands in its place: a project may hold tonnes and pieces side by side. On the Quotes sheet the **TOTAL** row sums the amount and the grand total.

> **Caution** The TOTAL row of the Quotes sheet also sums **rejected and revised quotes.** That row is not the answer to "how much was spent" — that figure is the **Approved Amount** total on the Orders sheet.

Download PDF

An A4 **landscape** status report with **nine columns**: Material · Requested · Due Date · Status · Quotes · Lowest (currency) · Approved Supplier · Amount (currency) · Delivered.

The first page carries the project name, the *Order Status Report* title, the time it was produced and the filter summary; at the top right it shows the approved total, the order and quote counts, and warnings about overdue orders and orders with no quotes if there are any. From the second page on, a thin band is repeated at the top, the column headers are written again on every page, and the page number is at the bottom.

The delay is written in orange **below** the due date rather than in a separate column. The delivery rate is shown as a percentage, not as a bar.

The last row is **GRAND TOTAL**: the quote count and the approved amount are summed. **The Lowest column is not summed** — adding up the cheapest quotes of different orders would produce a "total" of which none was ever approved.

> **Note** For a list of more than a thousand rows, confirmation is asked before the PDF is prepared: the window may stop responding for a while and the process cannot be stopped. The Excel export is fast even at this size.

Purchase order (PDF)

This is the document sent to the supplier and it is taken from the quote panel, **only on orders that have an approved quote**. The file name is made up of *Purchase_Order_*, the material name and the PO number.

It is a single **portrait** page in the company's paper size (A4 or Letter) and carries:

- The company logo (if one has been uploaded in Settings), the **PURCHASE ORDER** title, the project name, the **PO No.**, the time of issue and the request date.
- Two parties: **ORDERED BY** (the company name, address and project; the project name if no company name has been set) and **SUPPLIER** (the company on the approved quote, the quote date and the revision number if any).
- The line-item table: the material and its description, quantity, unit, unit price, amount; below it **Subtotal (excl. tax)**, **Tax (...%)** and **Grand total**. On an order with several items each item is a line; if the tax rates differ, each rate gets its own line with its base.
- **TERMS**: the delivery address (the project location if blank), payment and delivery terms, the delivery due date, the quote validity and the quote's notes. If there are none, the heading is not drawn either.
- **NOTES**: the notes to the supplier written on the order, if any.
- Two signature areas: *Prepared by / Stamp · Signature* and *Approved by · Signature*; when the approver is known, their name and the time of approval appear under the label.

> **Note** The **PO No. does not change** — the same order gives the same number every time it is printed. On orders opened before sequential numbering, the number is the last six characters of the record's identifier. The document comes out in the language the app is currently in. The material name, the unit and the notes are text inside the record and are not translated.

> **Note** Amounts on the form are read **including tax**: the rest of the screen works excluding tax, but this document describes the agreement made with the supplier and the figure to be paid is the one with tax. All three are on separate lines.

> **Note** The supplier's address, tax ID and contact person are **not** written on the form. A quote carries only the company name, and that name may have been typed by hand; the form holds only what is known for certain.

7. Things worth knowing

All money totals on screen exclude tax. Tax is not the project's cost but the state's share, and the amount of the same goods is read excluding tax in Inventory and Concrete Tracking too. Tax is not lost: it is written below the row in the quote comparison, on its own line in the purchase order, and in its own column on the Excel Quotes sheet.

A quote's amount is calculated from the unit price. *Unit price × requested quantity.* That way every quote answers the same question even when the quantity changes: "what is this company charging per tonne". The stored total is only used for quotes with no price entered at all.

The lowest quote is chosen by price. An approved quote may be more expensive than a pending one; in that case the *Lowest quote* badge sits not on the approved row but on the one that really is the cheapest.

Rejected quotes stay in the comparison. When an order is approved the others are rejected, but they do not drop off the list. A rejected quote is the justification for the choice; without them the fact that "three companies were asked" would be lost. Only the **revision history** moves to a separate group.

The validity warning appears only on a pending quote. Whether a rejected or approved quote has expired changes nothing; the badge would be noise there. The validity day is **inclusive**: a quote valid until 15 March is still valid on 15 March.

Delay is only calculated on an open order. A completed or cancelled order may be past its due date, but no badge appears — that would show a closed job as if it were still open.

The delivery rate comes from the shipment cards. Archived cards are not counted; if there is no card at all, the cell reads *No shipments* — which is not the same as "0% delivered". The bar stops at 100%; if more than expected has been received, read the real figures from the *delivered / expected* line under the bar.

This page does not write to the account ledger. An order and a quote are an agreement; the entry in the supplier's ledger is written by Inventory when the goods are **received**.

Search respects Turkish letters. Typing *santiye* finds *Şantiye Kablosu*, and *oznur* finds *Öznur Kablo*. Search works on the status name too: typing *PO issued* brings up the orders at that stage.

When you pick a date range, records with no request date drop out of the list. They are not lost; they come back when you clear the filter.

Unit names are the values you typed. The common units are shown in the interface language — *ton* as *t*, *adet* as *pcs*; any other unit (m^2) appears exactly as it was written. The material names, descriptions and notes in the screenshots above are likewise data and stay in the language they were entered in.

Caution — known defect After you save an order, pressing **New order** a second time opens the form **filled with the previous record's fields**: the material, the quantity, the due date and the description are still there. The same applies to **New quote** — the supplier name, the unit price and the notes are carried over from the previous quote. If you press **Save** without noticing, the same record is written a second time. Workaround: go over the fields before starting the second record, especially the **supplier name and the unit price.** The defect is known and will be fixed.

Caution — known defect The **Quotes** count on a row does not count revised quotes, but the **grand-total row of the Excel and PDF exports and the quote count in the PDF header block do.** In a project with a revision history the total on screen and the total in the file will not match. The screen figure is the correct one: a revised price no longer competes. The defect is known and will be fixed.

Caution — known defect The *"No quotes received for N open orders"* line at the top right of the PDF **also counts drafts**, whereas the same sentence under the **RFQs Sent** tile on screen counts only orders at RFQ stage. The two figures can differ; the difference is the drafts. The defect is known and will be fixed.

Caution — known defect The *"The totals of the N quotes will be recalculated"* warning that appears when you change an order's quantity **also counts rejected quotes**, whereas only pending and approved quotes are updated. The warning itself is correct, but its number can look larger than it is. The defect is known and will be fixed.

Note The **Request quotes** button does **not** send a request to any supplier. All it does is move the order from draft to the *RFQ sent* stage; collecting quotes is still a matter of phone calls and email. In the same way, if a closed order has no quotes, the sentence that appears in its quote table says *"you can compare them here as you add them"* — yet a closed order cannot take new quotes.

8. Related chapters

- **Inventory** — the material definitions an order is linked to are created there. The order window and the purchase order show that material's **current stock in the warehouse.** The movement that increases stock when goods are received is created there too.
- **Deliveries** — the **shipment card** opened when a quote is approved lands there. Receiving, delivery tickets and the goods-acceptance record are that page's job; the **Delivery** column here shows its result.
- **Suppliers** — the companies that give quotes are defined there. A company that is not in the list can also be typed as free text.
- **Accounts** — this page does not write to the ledger; the entry in a supplier's account is made by Inventory when the goods are received.
- **Financials** — the project's material cost is totalled there together with the other cost items.

Deliveries

1. What it is for

Deliveries holds the part of the process that runs **from the goods leaving the supplier to them entering the warehouse.** When a quote is approved in Order Management, a **shipment card** opens here automatically; as the goods arrive you enter **deliveries** against that card. Every delivery both increases the stock and is posted to the supplier's account.

The page answers these questions: **what am I waiting for**, **how much has arrived**, **which supplier has not delivered**, **how much did the warehouse take in this month** and **which delivery is missing its delivery ticket.**

An order is an intention; **a delivery is a money movement.** That is why the page that writes to the account ledger is this one, not Order Management.

For deliveries that have no order behind them — small purchases, donated material, goods coming from another site — you can open a **manual shipment** by hand.

2. How to open it, who can see it

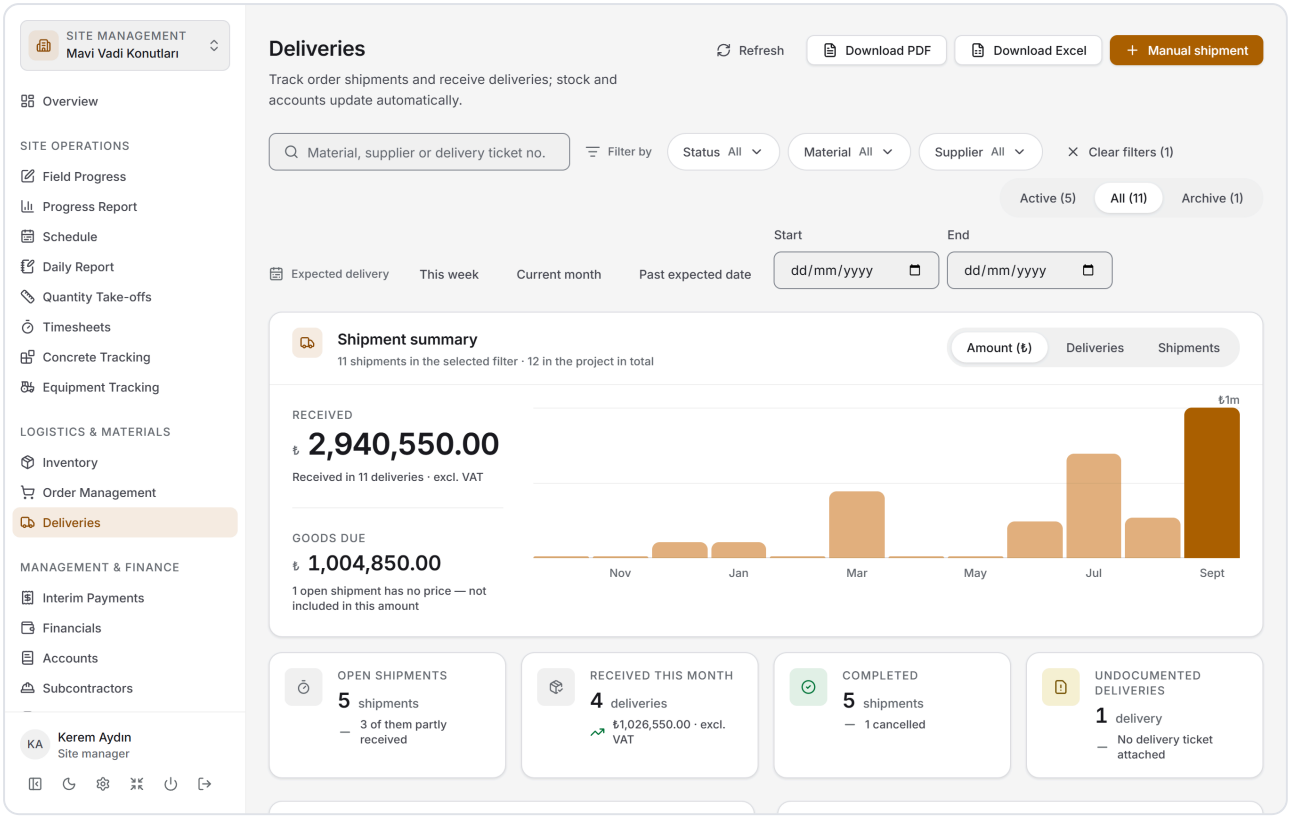
In the sidebar: *Logistics & Materials › Deliveries.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary band, the chart, the breakdowns and the shipment panel. **You can take the Excel, PDF and goods-receipt-note exports and open attached documents and save them to your computer. Manual shipment**, receiving, editing, cancelling, archiving and deleting are not drawn at all
Edit	Everything above, plus you open shipments, receive and edit and delete deliveries, cancel and archive cards, close orders and delete shipments
No permission	The module appears dimmed and locked in the menu

> **Note** Taking exports and viewing documents do not require edit permission. Neither changes the data; whoever can see the shipment should be able to take its goods receipt note too.

> **Note** When the page opens, some buttons may be missing for a few seconds: the app reads your permissions first and draws the write buttons afterwards.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, company and material names and all figures are examples.

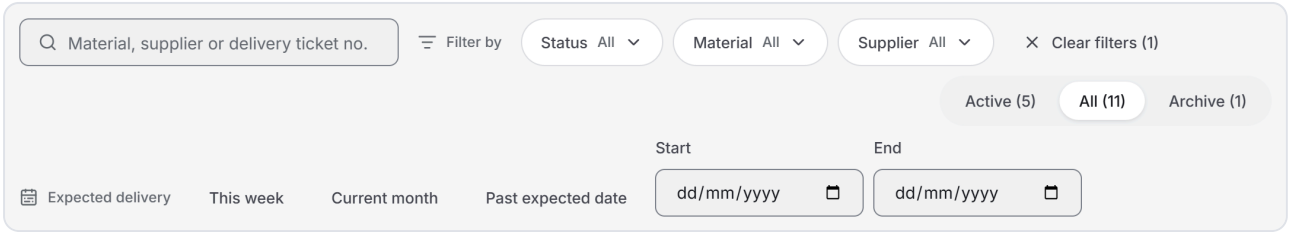
From top to bottom the page has four layers and follows the same order as Concrete Tracking, Equipment Tracking, Inventory and Order Management: first you **narrow down**, then you read the result as **numbers**, then you look at its **breakdown**, and finally you go down to the **rows.** There is a fifth layer where the real work of the page is done: the **shipment panel** that opens when you click a row.

LAYER	WHAT IT DOES
Filter bar	Search, status, material, supplier, scope and expected-delivery period
Shipment summary	Two main amounts, a twelve-month chart, four small measures
Breakdown	Stage distribution and supplier distribution
Shipments	A table grouped by the stage of the process
Shipment panel	A card's details, its actions and its **delivery history**

All four of the first layers are drawn from the rows that pass the filter above. When you make a selection, all four change at once and **no request goes to the server** — the project data came down once.

Title and actions. The title reads *Deliveries* with the description *"Track order shipments and receive deliveries; stock and accounts update automatically."* On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **Manual shipment**.

Filter bar



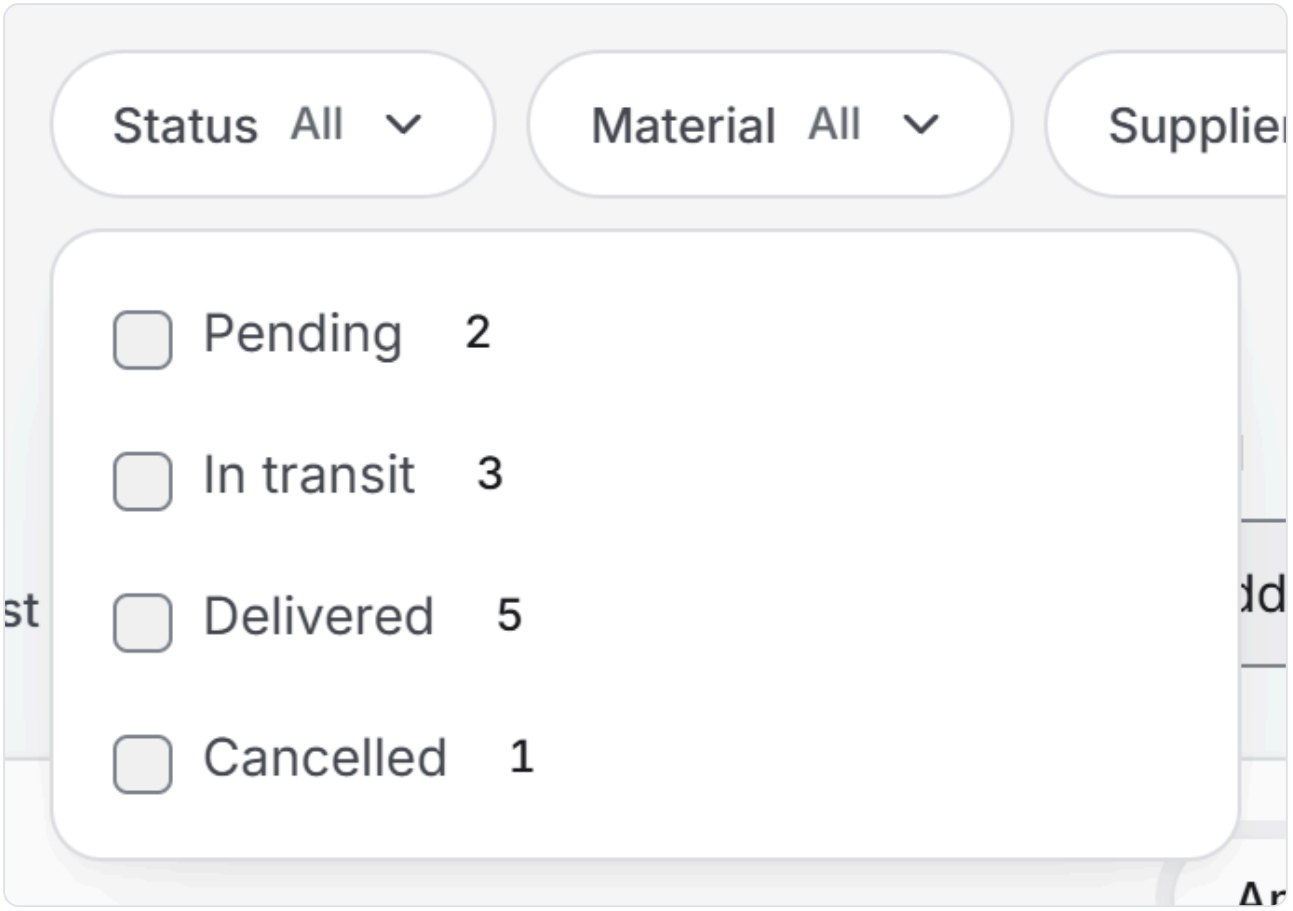
It has two parts. The top one holds the **Search shipments** box, then the **Filter by** label with the **Status**, **Material** and **Supplier** filters; the **Scope** switch sits at the right end. The bottom one holds the **Expected delivery** label, three ready-made ranges and two date boxes.

The controls wrap with the width of the window: in a narrow window the **Scope** switch drops to a line of its own. While a filter is selected, a **Clear filters** button appears on the left and the number next to it says how many narrowings are on; with no filter set, that button is not drawn.

CONTROL	WHAT IT DOES
Search shipments	Searches the material name, supplier, description, category, **status name** and **delivery ticket number**. The delivery ticket number is searched both on the card and in **every delivery**
Status	Narrows by status. The list is not alphabetical but **in process order**: Pending · In transit · Delivered · Cancelled
Material	Narrows by material
Supplier	Narrows by company. Companies typed by hand, which are not registered, also appear as their own groups
Scope	A three-step switch: **Active**, **All**, **Archive**. Each one shows how many shipments it holds in brackets
This week · Current month · Past expected date	Ready-made ranges. The selected one is highlighted; pressing it again removes the range
Start · End	A free expected-delivery range. If one is left empty there is no limit in that direction

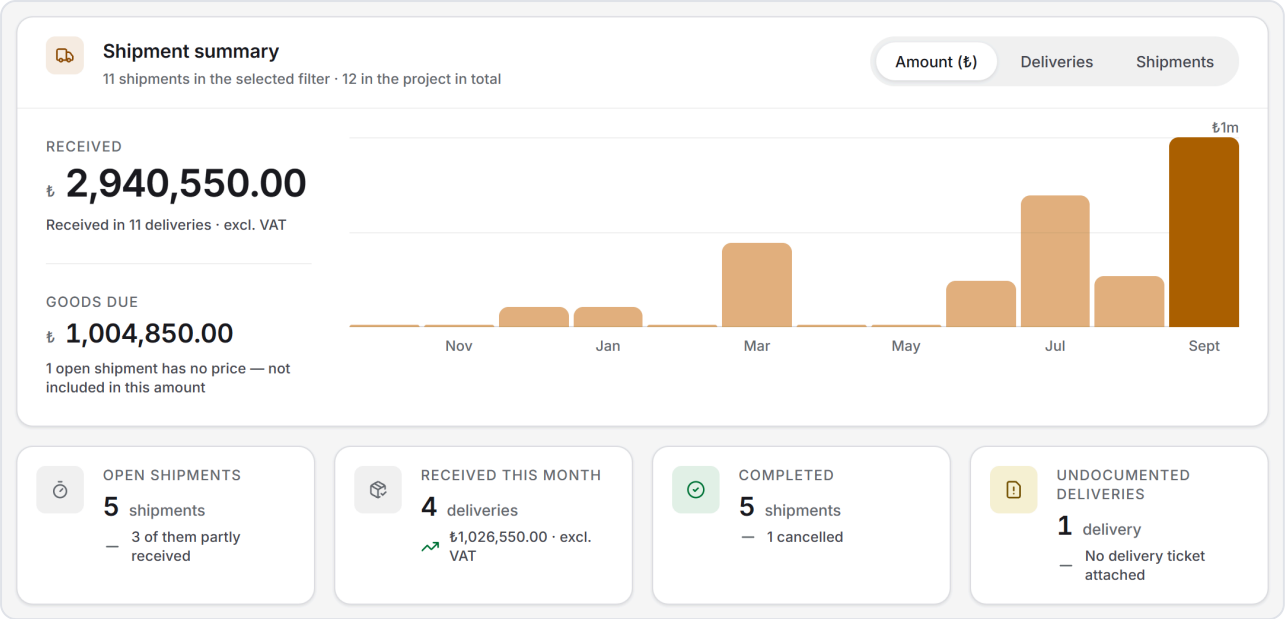
The page opens with the **Active** scope: delivered and cancelled cards are not in the list. In day-to-day work what you are looking for is the goods still on their way; switch to **All** to see the closed ones.

The ready-made ranges here are **weekly** — in Order Management they are monthly. The question a shipment answers is "what is arriving this week"; the question an order answers is "what did I order this month".



In a filter menu each option shows **how many shipments** it matches. These counts are calculated after the **other** filters have been applied; so when you pick a supplier, the numbers in the status menu describe that company's shipments. An option you have selected **stays in the list** even if the narrowing makes it disappear (it then shows a zero) — otherwise you could not undo your own selection.

Shipment summary



Two main amounts on the left, the last twelve months as a chart on the right, four small measures below.

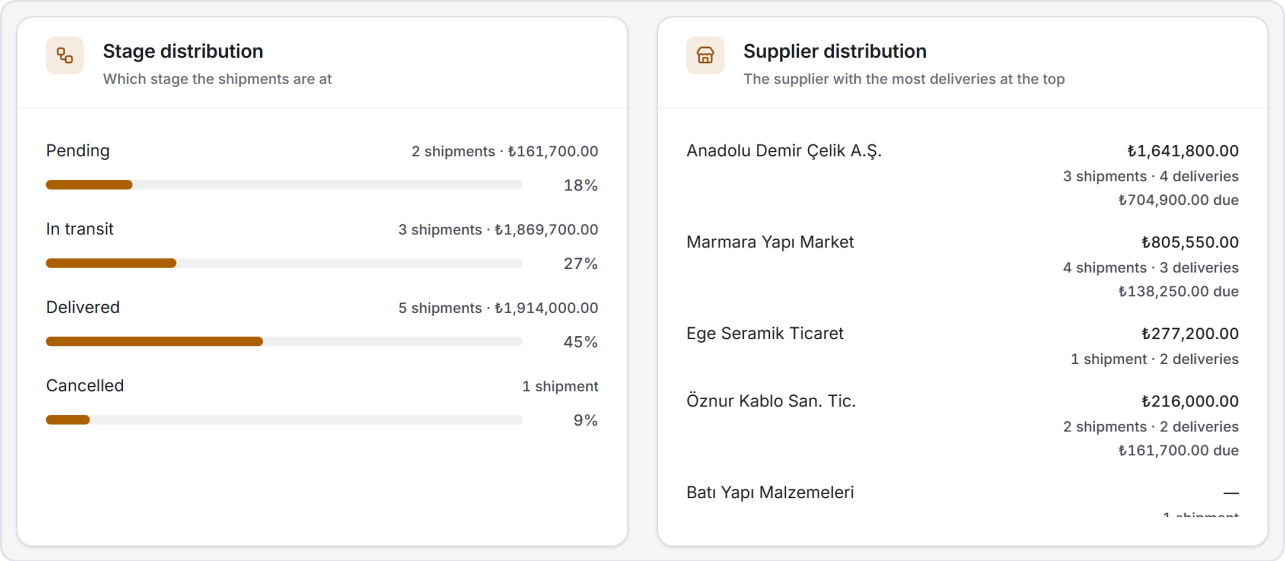
MEASURE	WHAT IT SAYS
Received	The total, excluding tax, of goods that entered the warehouse. Below it, in how many deliveries they came
Goods Due	The value of the **not-yet-arrived** part of open cards: remaining quantity × unit price
Open Shipments	The number of pending and in-transit cards; below it, how many of them are partly received
Received This Month	The number of deliveries received in this calendar month; below it, their value
Completed	The number of delivered cards; below it, the number of cancelled ones
Undocumented Deliveries	The number of deliveries with no delivery ticket attached

The chart measure changes with the switch at the top right: **Amount**, **Deliveries** or **Shipments**.

The chart is drawn **from the deliveries, not from the cards**. A shipment may be opened in January and arrive in March; the answer to "when did the goods come in" is the second date.

> **Note** **Goods Due** is not an estimate but a **lower bound.** Open cards with no unit price entered are not included in it, and how many of them there are is written below the measure. Filling a missing price with a guess would make the number unable to support any decision.

Breakdown



There are two cards and both are counted from the same rows; they cause no extra requests.

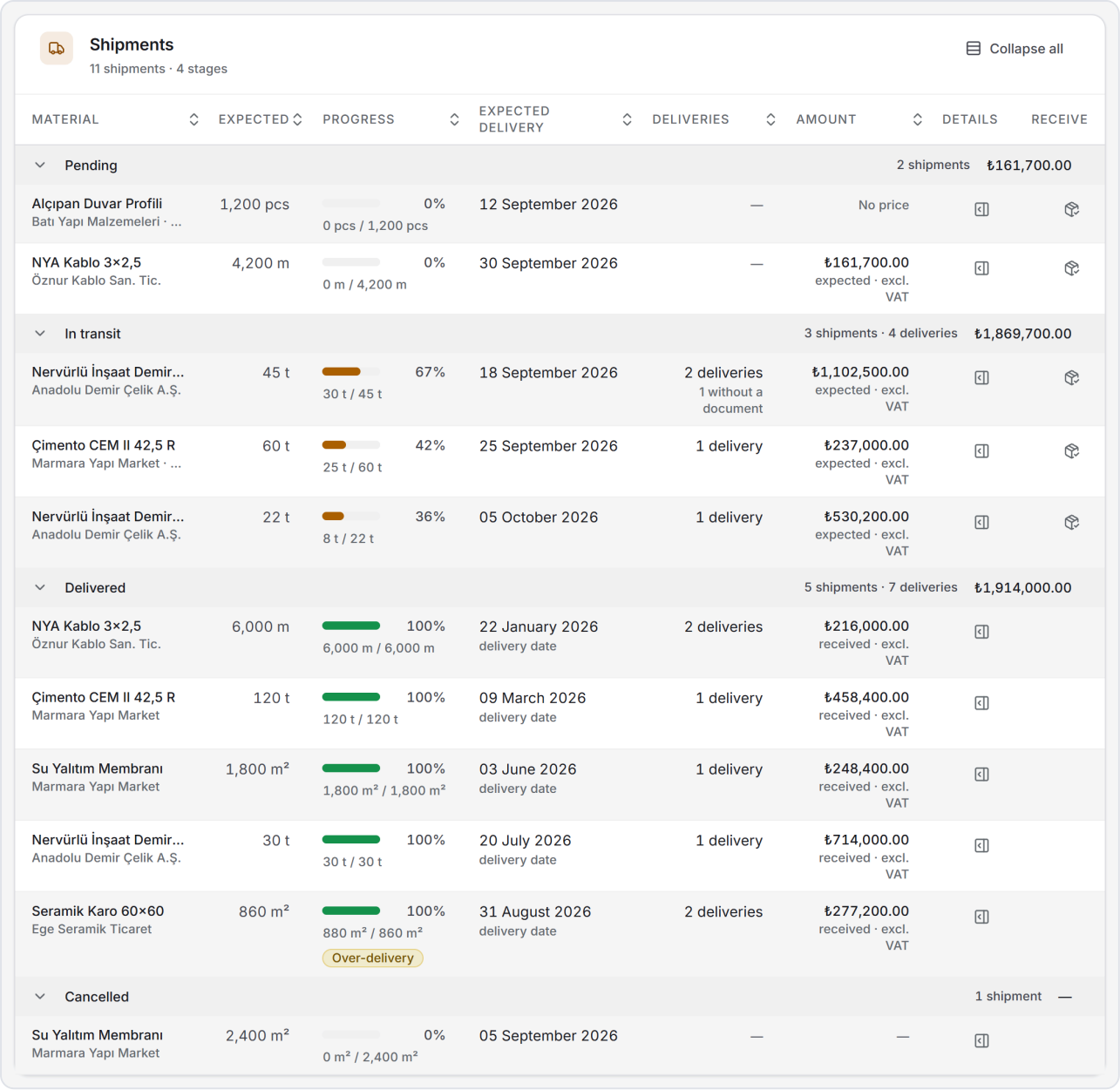
Stage distribution shows with bars how many shipments are at each stage of the process. The share is calculated **from the number of shipments**. The amount next to it changes with the stage: on an **open** card it is the value of the expected goods, on a **closed** card the value of the goods received.

Supplier distribution counts how much each company has delivered. Every line holds the number of shipments, the number of deliveries, the **amount due** if any, and the amount delivered. The order is by the amount delivered. A company that has delivered nothing yet shows a dash, not a zero.

> **Note** "2 shipments · 9 deliveries" and "2 shipments · 2 deliveries" are not the same company: the first one brought the goods in nine trips. That is why the two numbers are written separately.

> **Note** In the supplier distribution, long company names are **shortened** — the figures on the right have fixed widths and little room is left for the name. To see the full name, use the **Supplier** filter in the filter bar or look at the rows in the list.

Shipments



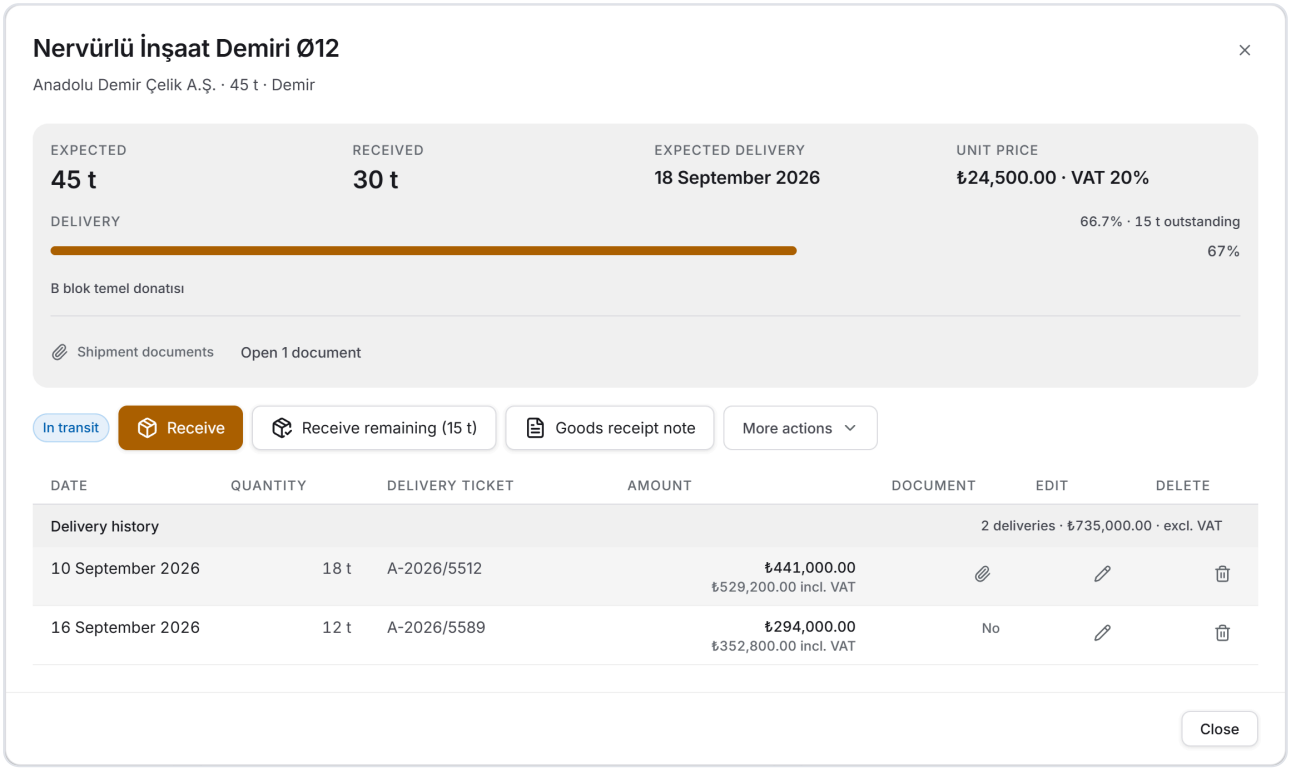
The table is **grouped by the stage of the process**: Pending, In transit, Delivered, Cancelled. The group heading holds the number of shipments at that stage, the number of deliveries and the amount. You can collapse the groups by clicking their headings, or fold them all at once with **Collapse all** at the top right.

COLUMN	WHAT IS IN IT
Material	The material name and the supplier below it. On cards opened by hand *"· opened manually"* is added. Clicking the name opens the shipment panel
Expected	The quantity the card is waiting for, with its unit
Progress	A bar with the percentage to its right; below it, *received / expected*. If more than expected has arrived, an **Over-delivery** badge appears
Expected Delivery	If the goods arrived, the **actual** delivery date with *delivery date* below it; if not, the expected date. If there is no date, *No date*
Deliveries	How many deliveries came; below it, how many of them are **without a document**
Amount	On an open card the expected value, on a closed card the received value, excluding tax. Which one it is, is written below
Details	Opens the shipment panel
Receive	Receives the whole remaining quantity in one step (edit permission only)

You can sort by clicking the column headings. The page opens with **overdue shipments first**: open cards past their expected date are at the top, then the rest by expected date.

> **Note** The **Receive** column only shows a button on **open** cards that still have a remaining quantity; on a delivered or cancelled row the cell is empty.

Shipment panel



It opens when you click a row's material name or its **Details** button. It has three parts.

The details block. Four fields: **Expected**, **Received** (with an **Over** badge if more arrived than expected, and a **Total rejected ...** badge if goods were rejected), **Delivery date** or **Expected delivery**, and **Unit price** (with the tax rate next to it if there is one). Below them a **Delivery** bar, and above its right end a line reading *"66.7% · 15 t outstanding"*. The card's description and its attached **Shipment documents** are here too.

The action row. The status badge on the left, an **Archived** badge if there is one, then the buttons:

BUTTON	WHAT IT DOES
Receive	Opens the delivery form
Receive remaining (...)	Records the whole remaining quantity as received today
Goods receipt note	Prepares the single-shipment PDF document
More actions	Editing, status and deletion actions

Delivery history. The card's ledger; described under its own heading below.

> **Note** If you enter a delivery while the panel is open, the panel **refreshes itself** — you do not need to close and reopen it.

Delivery history

DATE	QUANTITY	DELIVERY TICKET	AMOUNT	DOCUMENT	EDIT	DELETE
Delivery history				2 deliveries · ৳735,000.00 · excl. VAT		
10 September 2026	18 t	A-2026/5512	৳441,000.00 ৳529,200.00 incl. VAT			
16 September 2026	12 t	A-2026/5589	৳294,000.00 ৳352,800.00 incl. VAT	No		

Deliveries are sorted **oldest first**; a history is a ledger and a ledger is read from the beginning. The heading shows how many deliveries came and their total amount.

COLUMN	WHAT IS IN IT
Date	The delivery date; if not entered, *No date*
Quantity	The accepted quantity, with its unit. If anything was rejected, an orange *Rejected … · reason* line below it
Delivery ticket	The delivery ticket or invoice number; if not entered, *No number*. Below it, where entered, *Received by: …*, a small image of the signature taken on the phone, the rejection note and the invoice the lot is linked to (*Invoice …*); a priced lot not linked to an invoice shows a *Not invoiced* badge
Amount	The amount excluding tax; if there is tax, the **incl. tax** figure below it. On a fully rejected delivery, *Fully rejected*
Document	The paperclip button opens the scanned delivery ticket; if there is no document it reads *No*. If there are rejection photos, a camera button next to it opens them
Edit · Delete	Drawn only with edit permission

If the card has received nothing, a one-sentence state message appears instead of the table; on a cancelled card the sentence says so.

Invoices

If any of the lots has been linked to an invoice in Accounts, an **Order, Delivery, Invoice** table appears below the delivery history for each invoice: the order column shows the card's expected quantity and the approved quote price, the delivery column the accepted quantity and the delivery price, and the invoice column the invoice line. The badge reads *Matched*, *Quantity difference* or *Price difference*; for a price difference the amount of the difference is shown. If the invoice also covers lots from other cards, the table shows the whole invoice. The number of priced lots not linked to an invoice is shown here too. The comparison is for information only: the account, Finance, the cost report and stock do not change. The link is made in the invoice form in Accounts; this section is visible to everyone who can see Deliveries and is drawn only once the server update is installed.

The delivery carries the amount owed for a lot linked to an invoice: the invoice is not posted to the ledger or counted as cost separately. If there is a price difference, **Match the delivery price to the invoice** in the invoice form in Accounts sets the lot's unit price to the invoice price; the lot amount, the account line and Finance then use the new price. A matched lot edited here does not go back to the card's quote price; the card details still show the quote price, and the difference is visible in the table.

4. Fields

The fields of the shipment card — entered in the **manual shipment** window and changed in the **edit shipment** window.

FIELD	WHAT IT MEANS	REQUIRED
Material	The material definition the card is linked to. The list comes from the materials defined in Inventory	Yes
Expected quantity	The quantity expected to arrive. The label carries the unit of the selected material	Yes, greater than zero
Expected delivery date	The day the goods are expected on site. The period in the filter bar uses this date	No
Supplier (registered)	One of the companies defined in the project	No
Supplier (if not in the list)	Free text for a company that is not registered. Current-account entries are grouped under this name	No
Unit price (excl. tax)	The unit price of the goods. If left empty, deliveries are saved without an amount and **are not written to the account**	No
Tax rate (%)	As a percentage. On a new card it comes filled with the company's tax rate (0 for a *No tax* company). If left empty or zero, no tax is calculated	No
Shipment documents	PDFs or photos attached to the card; up to **10** documents	No
Description	A free note	No

The fields of a delivery — the same in the **receive** and **edit delivery** windows:

FIELD	WHAT IT MEANS	REQUIRED
Received quantity	The quantity accepted in this delivery. The box opens **filled with the remaining quantity**. Once a rejected quantity is entered, its label becomes **Accepted quantity** and it may be zero	Yes, greater than zero (zero is allowed if something was rejected)
Delivery date	The stock and account entries are recorded on this day. Opens filled with today	Yes
Delivery ticket / invoice no.	The number written on the paper. This number is also included in searches	No
Delivery ticket document	The scanned delivery ticket; one document	No
Description	A free note — *"arrived on two lorries, the second one 200 kg short"*	No
Received by	The person who received the goods: a user in the company, or someone not on the list via **Someone else (type the name)** (up to 100 characters). Defaults to *Not specified*	No

The **Rejected / damaged** section starts closed; when opened it has four fields:

FIELD	WHAT IT MEANS	REQUIRED
Rejected quantity	The quantity that arrived but was not accepted	No
Rejection reason	*Damaged*, *Wrong item or specification*, *Quality not acceptable*, *More than ordered*, *Other*	Yes, if a rejected quantity is entered
Rejection note	A free note, up to 500 characters	No
Rejection photos	Photos or PDFs; up to 5 files, 10 MB each at most. On the phone they can also be taken with the camera	No

Calculated values — these are not entered by hand, they come out of the record:

VALUE	HOW IT IS CALCULATED
Received	The sum of all the card's deliveries
Remaining	Expected − received; zero if more arrived
Progress	Received ÷ expected. The bar stops at 100%
Status	*Pending* if nothing has been received, *In transit* if part has arrived, *Delivered* if it all has. Cancelling is a decision and is not undone by deleting a delivery
Amount	On an open card expected × unit price, on a closed card the total of the deliveries received — both excluding tax

> **Note** In quantity boxes you can use **a comma or a full stop** for decimals; do not type a thousands separator.

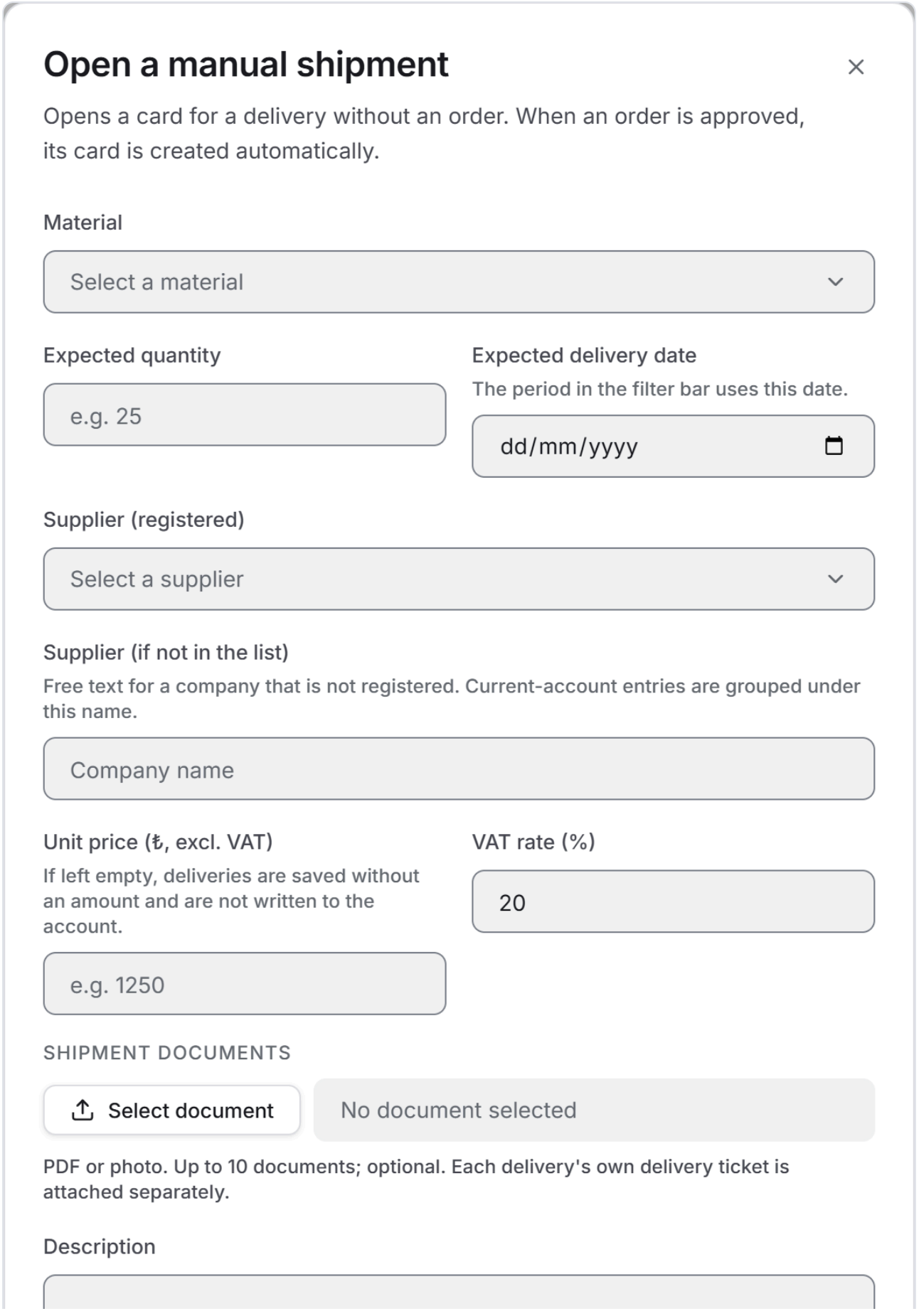
5. Step by step

How a shipment card is born

There are two ways:

1. **By approving an order.** When a quote is approved in Order Management, a card opens here automatically. The material, supplier, expected quantity and unit price come from there.
2. **By hand.** You open it yourself with the **Manual shipment** button in the title.

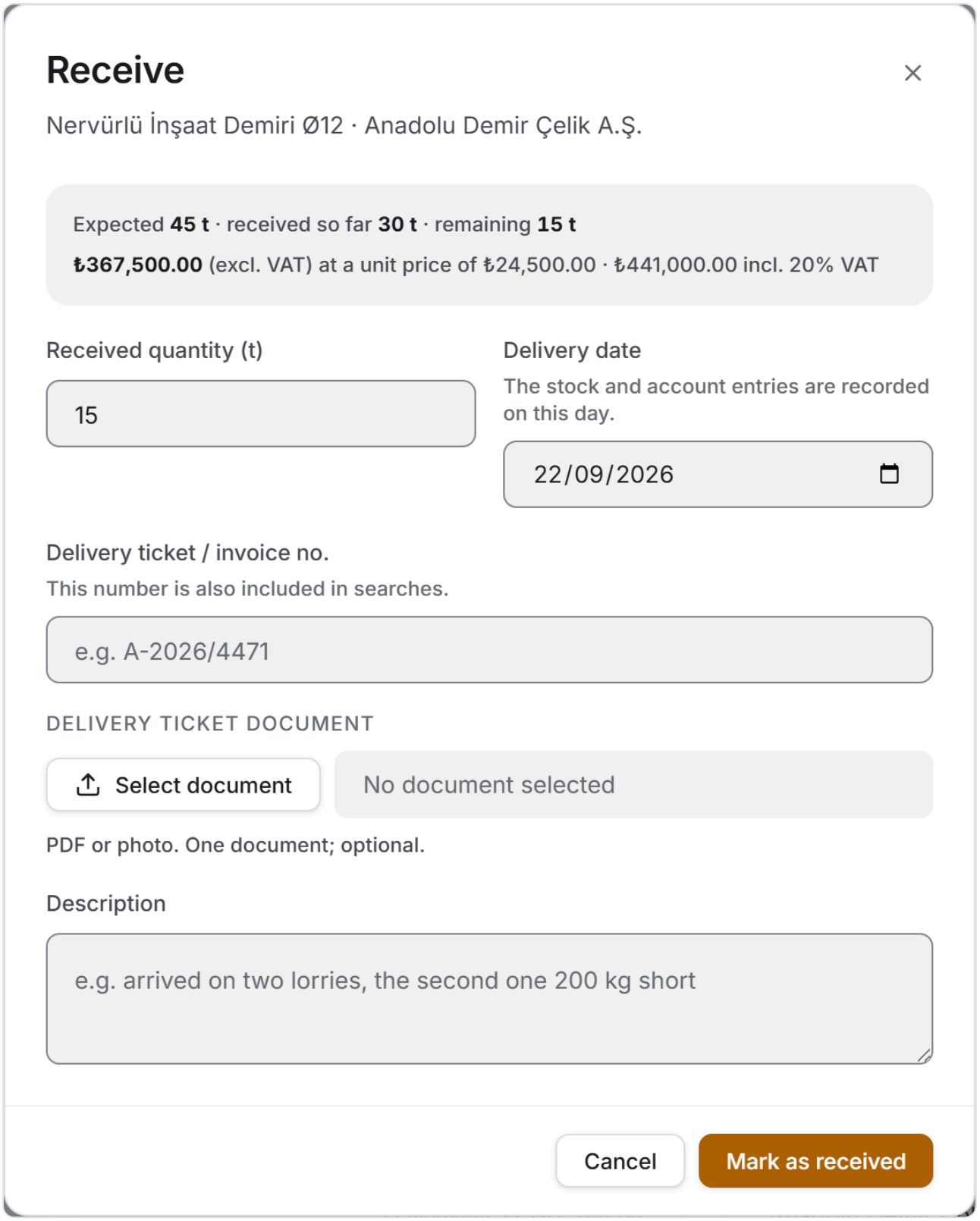
Opening a manual shipment



1. In the title, choose **Manual shipment**.
2. Select a **Material**. If the list is empty, define the material in Inventory first.
3. Type the **Expected quantity** and, if there is one, the **Expected delivery date**.
4. Pick the supplier from the list or type the company name by hand.
5. If you know them, enter the **Unit price** and the **Tax rate**. Both are optional, but if no price is entered the deliveries taken against that card are not posted to the account.
6. Attach a **shipment document** and write a description if you need to.
7. Choose **Open shipment**.

Once a price and a quantity are entered, a line appears under the form: *"Once everything arrives, this will be a purchase of … (excl. tax)."*

Receiving a delivery



1. Open the row and choose **Receive** in the panel.
2. The grey band at the top of the window reads *expected · received so far · remaining*; if the price is known, **the amount of the quantity you type is calculated live** below it.
3. Check the **Received quantity** — the box comes filled with the remaining quantity.
4. Enter the **Delivery date**. The stock and account entries are recorded on this day.
5. Type the delivery ticket number, attach the scan, and leave a description if needed.
6. Choose **Mark as received**.

Three things happen when you save: the stock quantity increases, the card's received total and status are recalculated, and a purchase line is written to the supplier's account.

You can record who received the goods in the **Received by** box. The list holds the company's users; for someone not on the list choose **Someone else (type the name)** and type the name. The name appears in the delivery history and on the goods receipt note.

The **recipient's signature** is taken only in the Android app and is optional: on the delivery form the recipient signs inside the box with a finger, and **Clear** empties the box. An empty box is not sent. The signature is saved with the delivery; if it cannot be uploaded, the delivery is still saved and the app says so. When you edit the delivery on the phone, **Sign again** replaces the old signature with a new one and **Remove signature** removes it when you save. Signatures are not taken on the computer; there the signature is shown as a small image below the receiver's name in the delivery history and on the goods receipt note. Deleting the delivery or undoing the receipt also deletes the signature. Only your company's accounts can see it.

Recording rejected or damaged goods

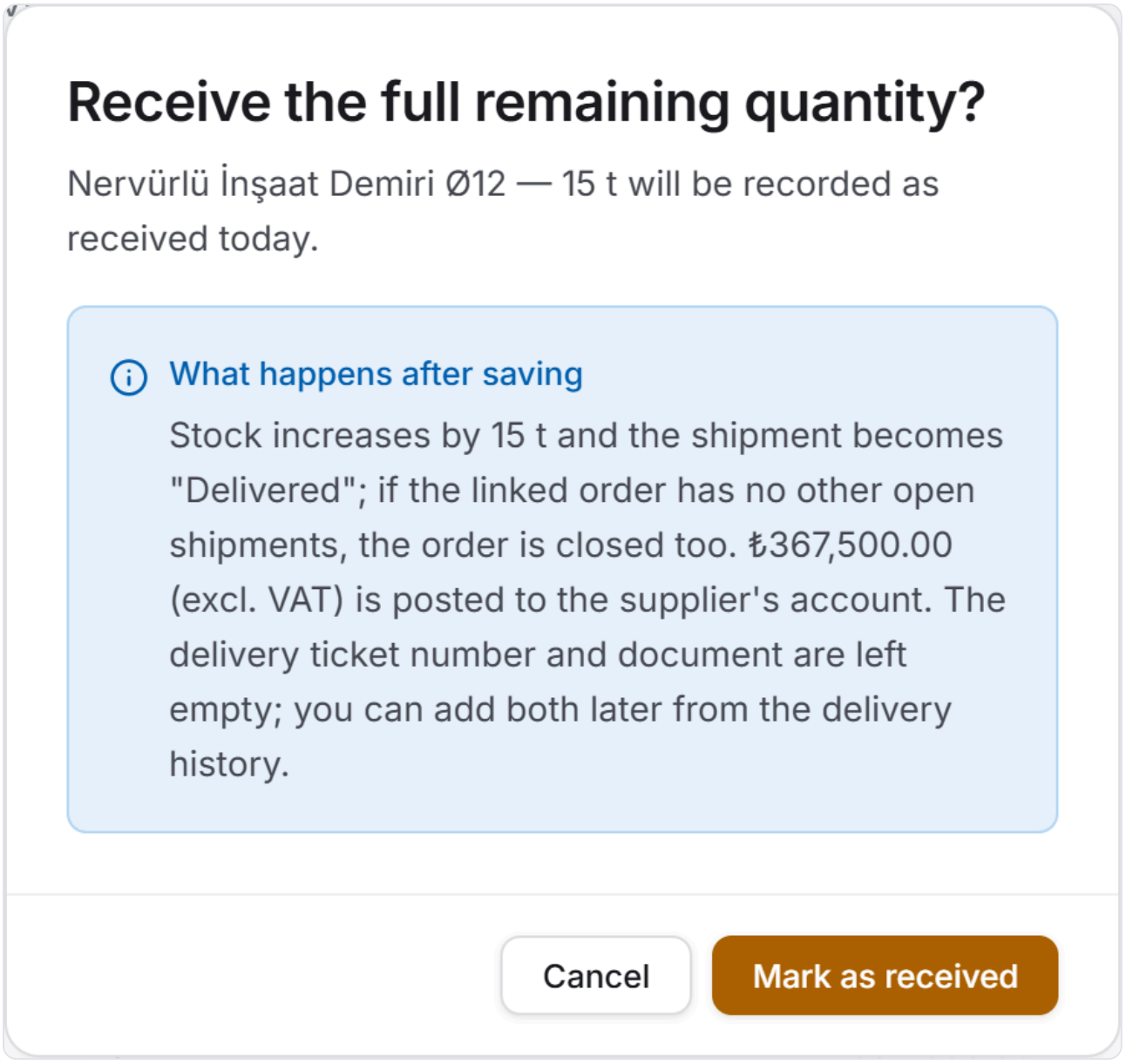
If part of the delivery was not accepted, open the **Rejected / damaged** section in the same form.

1. Type the **Rejected quantity**. The accepted box becomes *remaining − rejected* on its own; if a different quantity arrived, correct the accepted box by hand.
2. Choose the **Rejection reason**, add a note if needed and attach photos of the damage.
3. A line reading *Arrived … · accepted … · rejected …* appears in the grey band. Choose **Mark as received**.

If the whole delivery was rejected, the accepted box stays at **0**. The delivery is still saved; stock and the account do not change and the card stays pending.

The rejected quantity counts as **not delivered**: it is not added to stock or the account, nor to the card's received total or the order's remaining quantity. When the supplier sends replacement goods, enter them as a new delivery; the card and the order close only once the accepted quantity reaches the expected quantity.

Receiving the whole remainder in one step



If the goods arrived exactly as expected there is no need for the form. The **Receive** button in the table, or the **Receive remaining (…)** button in the panel, records the whole remaining quantity as received **today**. The confirmation window states line by line what will happen: how much the stock will grow, which status the card will move to, and what will be posted to the account.

The delivery ticket number and document are left empty; you can add both later from the delivery history.

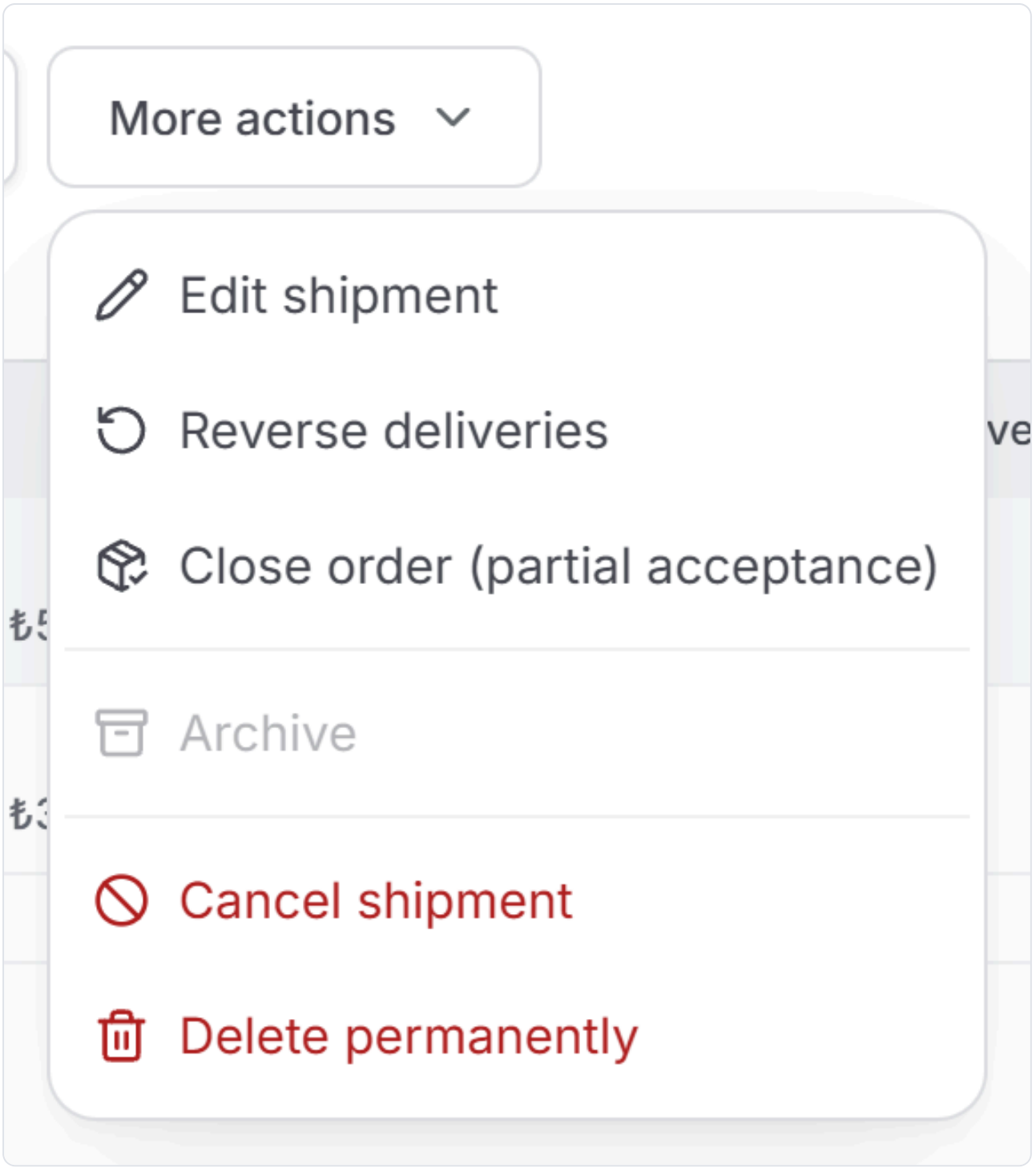
Correcting or deleting a delivery

The pencil button on a line in the delivery history opens the same form in **edit** mode; the quantity, date, number, document, description, receiver and rejection details can be changed. Only the **difference** is applied to the stock. If you close the **Rejected / damaged** section and save, the delivery's rejection details and photos are removed.

> **Note** When a delivery's amount changes, the server updates its line in the account at the same time as the delivery; even if someone who is not an administrator edits it, the account shows the new amount. Changing the account line by hand in Accounts is still a job for a **company administrator** only.

The bin button deletes the delivery. The confirmation window says that three records will be corrected at once: the stock is reduced by that quantity, the card's received total goes down and the line in the account is removed. If the card was closed, it is reopened.

Changing the card's status



Depending on the status, the **More actions** menu in the panel holds the following:

ITEM	WHAT IT DOES
Edit shipment	Opens the card window
Mark as in transit	Sets a pending card to *In transit* when the goods leave
Reverse deliveries	Deletes **all** the card's deliveries and returns the card to *Pending*
Close order (partial acceptance)	Closes the linked order and all of that order's shipments
Close this item (partial acceptance)	Appears instead on a card of an order with several items; closes only this card
Reopen item	Reopens a closed (*Cancelled*) item card
Archive · Unarchive	Takes the card out of the day-to-day view of the list
Cancel shipment	Sets the card to *Cancelled*; the record stays in the list
Delete permanently	Deletes the card and all its deliveries

Caution **Reverse deliveries** deletes all the card's deliveries and takes the received goods back out of stock. If you only want to correct a single delivery, it is better to delete that line in the history.

Note The *Delivered* status cannot be set by hand. That status is the result of the ledger: the card closes itself when the expected quantity has been entered.

Archiving a shipment

Archiving is how you take finished work out of the day-to-day list. **An open shipment cannot be archived** and the menu item is disabled on those cards: the card would disappear while the goods were still on their way. Receive or cancel it first.

To see archived cards, set the **Scope** switch to **Archive**. The archive is not a separate page — the selection carries the summary band, the breakdowns and the exports with it.

Closing an order with partial acceptance

If the supplier is not going to bring the rest — the order shrank, the job changed, the company cannot deliver — **Close order (partial acceptance)** closes all the shipment cards of that order: cards with nothing received are cancelled, partly received ones are closed as *Delivered*. This item only appears on cards **born from an order**; a manual card has no order above it to close.

Caution This step cannot be undone.

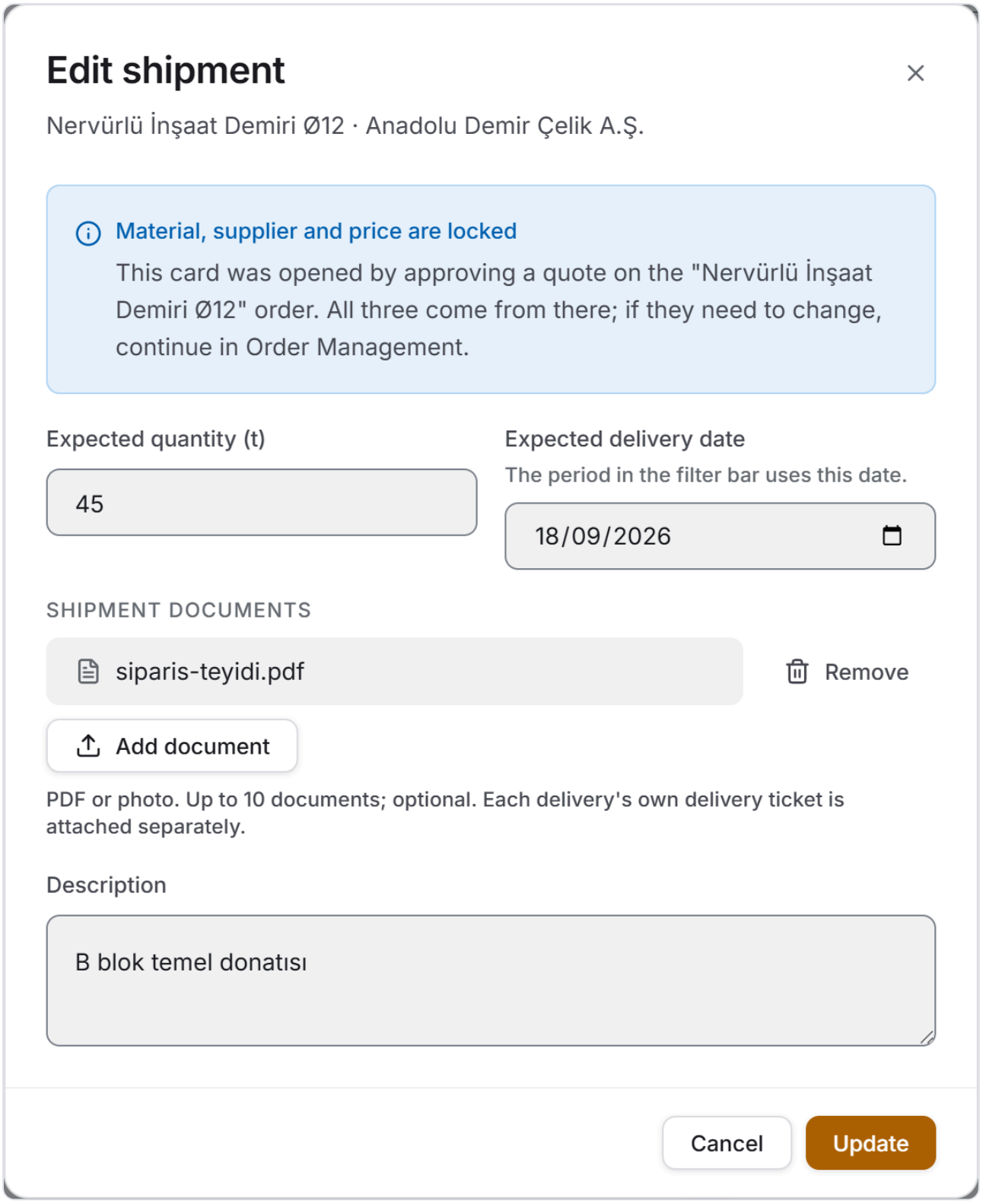
Receiving an order with several items

When an order with several items is approved, each item gets its own card, and the card shows the order number and the item's position below it: *PO-2026-0007 · 2/3*. Receiving card by card works as before. If several items arrived on the same delivery ticket, **Receive whole order** in the card's panel opens a single form: the delivery ticket number, date, receiver, warehouse and delivery document are entered once; below them the order's open items are listed one per row (arrived, rejected and the rejection reason, cost code; the accepted quantity and amount appear under the row). Items left blank are skipped. On saving, each item gets its own delivery batch and **each item is a separate line** in the supplier's account.

On a card of an order with several items, **Close this item (partial acceptance)** closes only that card; the other items stay open, and the order becomes *Completed* once every item is closed. A card closed by mistake is opened again with **Reopen item**.

> **Note** The signature is not taken on Windows; a signature drawn on the phone is only shown here.

Editing a shipment



On a card born from an order, **the material, supplier and unit price cannot be changed** — all three were settled when the quote was approved. On those cards these fields are not disabled, they are **not drawn at all**: the window holds only the expected quantity, the expected delivery date, the documents and the description, with an information band at the top saying why. If they need to change, continue in Order Management. On manual cards all the fields are open.

If you lower the expected quantity **to or below** the received quantity, the card becomes *Delivered* by itself; the window writes this as a warning before you save.

Deleting a shipment

Delete permanently deletes the card and all its deliveries: the goods received are deducted from stock and their account entries are removed. The confirmation window says how many deliveries and how much quantity are involved.

> **Caution** If you want to keep the history, **cancel and archive** the shipment instead of deleting it. The documents of a deleted shipment go too; if there is a document you want to keep, open it and save it to your computer first.

Opening documents

There are two separate document areas and they should not be confused:

- **Shipment documents** are the card's own documents — order correspondence, a proforma, a freight slip. They are opened from the paperclip line in the panel's details block.
- The **delivery ticket document** is each delivery's own scan. It is opened from the paperclip button in the delivery history.
- **Rejection photos** are photos of the rejected goods. They are opened from the camera button in the delivery history; only your company's accounts can open them.

The viewer also lets you save the document to your computer and does not require edit permission.

6. Exports

There are three exports. Two of them send out **the list as it appears on screen** — whatever the filter is, that is what goes into the file; the third describes a single shipment and is taken from the shipment panel.

If you close the save dialog nothing happens; when you save, a band appears at the top of the page with the full path of the file. All three exports can be taken with **view permission**.

> **Note** When the list is empty, **Download PDF** and **Download Excel** are disabled. The export of an empty list is an empty file.

Download Excel

The file name starts with *Delivery_Report_* and a date–time stamp is added to the end. The workbook has **two sheets**, because it answers two separate questions: the first is "what am I waiting for", the second is "what arrived".

The **Shipments** sheet carries **seventeen columns**: Material · Category · Supplier · Status · Expected · Unit · Received · Remaining · Delivered (%) · Deliveries · Expected Delivery · Delivery Date · Unit Price (currency) · Expected Amount (currency) · Received Amount (currency) · Delivery Ticket No. · Description.

The **Deliveries** sheet writes **all** the deliveries of the shipments that pass the same filter in **thirteen columns**: Date · Material · Supplier · Quantity · Unit · Delivery Ticket No. · Unit Price (currency) · Amount (currency) · Tax (%) · Tax Amount (currency) · Grand Total (currency) · Document · Description. If any delivery has rejected goods, **Rejected quantity · Rejection reason · Rejection note** columns are added on the right, and a **Received by** column if any delivery has a receiver; without data these columns are not added. This is the sheet the accounts department is after: it shows a month's entire goods intake with delivery ticket numbers and amounts in one place.

Above both sheets there is a three-line header: the project name; the report date and the totals; and a **one-line summary of the filter that was applied.** That last line matters — it is written so that a file taken with one status selected is not mistaken for the whole project when it is sent by e-mail. If there are undocumented deliveries and over-deliveries, their counts are added to the header too.

Three useful details: the heading row is **frozen**; the **filter is on**; and the dates and all the figures are **real cell values** — they can be sorted, summed and pivoted. The received amount column is written in green and bold, and the received quantity of an over-delivered row in orange; on the Deliveries sheet the *Document* cell of undocumented rows is orange as well.

The last row of both sheets is **GRAND TOTAL**. On the Shipments sheet the number of deliveries, the expected amount and the received amount are summed; on the Deliveries sheet the amount, the tax and the grand total. **The quantity columns are not summed** and a dash sits in their place: a project may hold tons and pieces side by side.

Download PDF

This is a **landscape** A4 status report with **nine columns**: Material · Supplier · Status · Expected · Delivered · Remaining · Expected / Delivered · Deliveries · Amount (currency).

The first page holds the project name, the *Delivery Status Report* title, the time it was produced and the filter summary; at the top right the received total, the numbers of shipments and deliveries, and — where there are any — warnings about goods due, undocumented deliveries and **shipments past their expected date**. From the second page on, a thin band repeats at the top, the column headings are rewritten on every page, and the page number sits at the bottom.

The material's description is written under its name, and the delivery ticket number under the supplier, in italics. An over-delivery is marked in orange **below** the delivered quantity rather than in a column of its own; rejected goods are written in the same place with a *Rejected …* line.

The last row is **GRAND TOTAL**: the number of deliveries and the amount column are summed. **The quantity columns are not summed.**

> **Note** For a list of more than a thousand rows, confirmation is asked before the PDF is prepared: the window may stop responding for a while during preparation and the process cannot be stopped. The Excel export is fast even at this size.

Goods receipt note (PDF)

This is the document signed with the supplier or the site store, and it is taken from the shipment panel. The file name is made of *Goods_Receipt_*, the material name and the note number.

It is a **portrait** A4 document and carries:

- The **GOODS RECEIPT NOTE** title, the project name, the **Note No.**, the time it was issued and, if there is one, the delivery date.
- Two parties: **DELIVERED BY** (the supplier; if the card was opened by hand, a line below says so) and **RECEIVED BY** (the project · site store).
- A four-box summary: **EXPECTED**, **RECEIVED**, **REMAINING**, **STATUS**. Below it, if there is a shortfall or an excess, a note stating the difference; if goods were rejected, a note giving the total and saying it is not included in the amount.
- The **delivery table**: each delivery's date, delivery ticket number and description, accepted quantity, unit price and amount. Where goods were rejected, the row also gives the quantity, the reason and the note; where a receiver was entered, their name, and below it their signature if one was taken on the phone. Deliveries with no document attached are marked on the row.
- The amount breakdown: **Subtotal (excl. tax)**, **Tax (...%)** if there is any, and **Grand total.**
- A **NOTES** section where there is one: the card's description, and on a card that has not arrived yet, the expected date.
- Two signature areas: *Delivered by / Stamp · Signature* and *Received by · Signature*. If the same receiver is entered on every delivery, their name is printed below the *Received by* line.

> **Note** A shipment with nothing received yet has no goods receipt note; the button is disabled on those cards and states the reason on hover.

> **Note** The **Note No.** is derived from the record's identity and **does not change** — the same shipment gives the same number every time it is printed. The document comes out in the language the app is in at that moment; if you want to hand the supplier a Turkish note, switch the language and take it again.

> **Note** In the goods receipt note the amounts are read **including tax**: the rest of the screen goes excluding tax, but this document describes the transaction made with the supplier and the number to be paid is the one including tax. All three are on separate lines.

> **Note** The supplier's address and tax ID are **not written** on the note. A shipment only carries the company name and that name may have been typed by hand; the document holds only what is certain. If no company name was entered at all, that line is **left blank** and filled in by hand.

7. Things worth knowing

All the money totals on the screen exclude tax. Tax is not a cost of the project but the state's share, and the amount of the same goods is read excluding tax in Inventory and Order Management too. Tax is not lost: it is written below the line in the delivery history, on its own line in the goods receipt note, and in its own column on the Deliveries sheet of the Excel export.

Quantities are not summed, money is. Cement comes in tons, bricks in pieces, cable in metres; adding those three numbers is adding apples to oranges. All the page's totals are money; a quantity is only shown within a single shipment or a single delivery.

The received quantity is calculated from the ledger. The number on the card is the sum of the deliveries and is recalculated after every write — it is not added on top of the copy on screen. So if two people enter a delivery on the same shipment at the same time, neither is lost.

Receiving more than expected is not blocked, it is stated. In the field both shortfalls and excesses happen; making the record match reality is better than making reality match the record. The excess appears as a warning in the form before you save, as an **Over-delivery** badge in the list, as a band in the panel and as a note in the goods receipt note. The progress bar stops at 100%; read the real quantities from the *received / expected* line below the bar.

Rejected goods count as not delivered. Stock, the account, the card's received total and the order's remaining quantity are calculated from the accepted quantity only. The rejected quantity is written separately on the delivery, in the delivery history, on the goods receipt note and in Excel; replacement goods are entered as a new delivery. The Android app uses the same fields and the same rule; deliveries entered on either side look the same on the other. The recipient's signature is taken only on the phone; the computer reads it.

Cancelling is a decision. A cancelled card is not reopened even if one of its deliveries is deleted. Cancelling **does not take back goods that have arrived** either — the stock and the account stay as they are. If you want to reverse the received goods too, choose **Reverse deliveries** first.

A card with no unit price writes nothing to the account. The delivery is saved and the stock increases, but no line is created in the supplier's account. If you enter the price on the card later and save the delivery again, the line is created.

A delivery touches three ledgers at once: the shipment card, the stock and the account. All three are updated in the same operation; the quantity in Inventory and the delivery column in Order Management change immediately too.

If the account transfer fails, the delivery has still been saved. A band appears at the top of the page reading *"The delivery was saved but could not be written to the account"*. In that case **do not enter the delivery a second time** — the stock would increase twice. Check your connection and edit and save the delivery, or transfer it again from Accounts.

A received delivery cannot be deleted from Inventory. In the movement list on that page, rows coming from a shipment are locked; to delete one you have to open the shipment here and delete it from the delivery history. The chain has a single owner.

An order's status changes in two directions only. When all of an order's shipments close, the order becomes *Completed*; if a shipment of a closed order is reopened, it goes back to *PO issued*. A cancelled order is not reopened by either route.

When you select a date range, records with no expected date drop out of the list. They are not lost; they come back when you clear the filter.

Search respects Turkish letters. Typing *santiye* finds *Şantiye Kablosu*, and *oznur* finds *Öznur Kablo*. Search works on the status name too: type *in transit* to bring up the cards at that stage.

Unit names are the values you typed. The common units are shown in the interface language — *ton* as *t*, *adet* as *pcs*; any other unit (*m²*) appears exactly as it was written.

There is no badge on the screen for a shipment past its expected date. Being overdue only feeds the default sort order: those cards fall to the top of the list. You can see their count at the top right of the PDF export.

> **Caution — known defect** After you save a shipment, pressing **Manual shipment** a second time opens the form **filled with the fields of the previous record**: the material, quantity, supplier, price and description are still there. The same happens when you enter **two deliveries in a row on the same card** — the quantity box shows the old remaining quantity and the delivery ticket number shows the previous delivery's. If you save without noticing, a wrong quantity or a wrong delivery ticket number is written. Workaround: before starting the second record, go over the fields, especially the **quantity and the delivery ticket number.** The defect is known and will be fixed.

> **Caution** **Delete permanently** also works on a shipment that has been received and posted to the account. The confirmation window states the consequences, but the deletion itself is not conditional; if you want to keep the history, cancel and archive instead.

8. Related chapters

- **Order Management** — most shipment cards are born there when a quote is approved. The material, supplier, expected quantity and unit price come from there and cannot be changed here. The deliveries entered here are reflected in that page's **Delivery** column.
- **Inventory** — the material definitions a shipment is linked to are created there. Every delivery appears there as a **purchase movement** and increases the warehouse quantity; those movements are locked there.
- **Accounts** — the amount of goods received is posted to the supplier's ledger from here. If the supplier is not registered, the entries are grouped under the company name typed by hand.
- **Suppliers** — companies are defined there; on a company's page the promised date and the actual delivery appear side by side.
- **Financials** — the project's material cost is totalled there together with the other cost items.

Interim Payments

1. What it is for

Interim Payments is the page that determines **how much a subcontractor will be paid.** It gathers the work done on site, the lump-sum payments tied to a contract and the equipment work entries into a single record; it calculates the amount, adds the tax and writes **a credit line to the subcontractor's account.**

A single interim payment can carry items from **five different agreement types**, and they can be mixed in one record: **Unit price**, **Day rate**, **Lump sum**, **Deduction** and **Equipment**. The items come from three separate places: work items entered on site, equipment work entries, and lump-sum payments that have no counterpart on site.

The page answers these questions: **how much did we issue this month**, **how much do we owe each subcontractor**, **what is left on the lump-sum contract**, **how much was deducted from this interim payment** and **which record has an item total that does not match.**

2. How to open it, who can see it

In the sidebar: *Management & Finance › Interim Payments.*

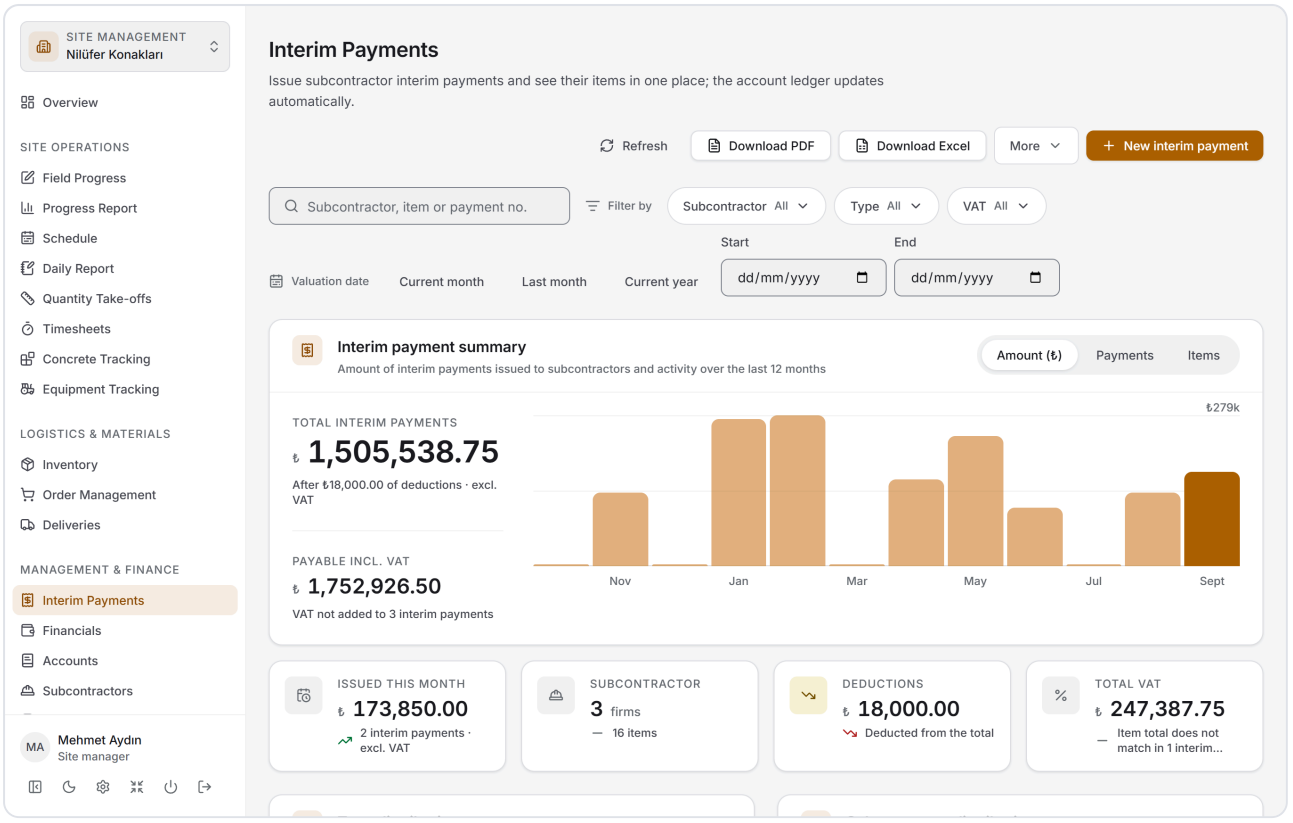
YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary band, the chart, the breakdowns, the interim payment panel and the item breakdown. **You can take all four exports. New interim payment**, editing, deleting, reordering and the ledger transfer are not drawn at all
Edit	Everything above, plus you issue, edit and delete interim payments, change the sequence and re-run the ledger transfer
No permission	The module appears dimmed and locked in the menu

Note None of the four exports requires edit permission. Taking a report does not change the data; whoever can see the interim payment — typically accounting — should be able to take its certificate too.

Administrators only Deleting an interim payment that has a line in the account ledger requires administrator permission. The deletion chain removes **the ledger movement first**; if that step fails because of permissions the interim payment stays in place and the screen says *"The deletion could not be completed. Deleting account transactions requires administrator permission; the record is still in place."*

> **Note** When the page opens, some buttons may be missing for a few seconds: the app reads your permissions first and draws the write buttons afterwards. If the permissions cannot be read at all the buttons come up **enabled**; an attempt to save is then refused by the server.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, company, subcontractor and work item names and all figures are examples.

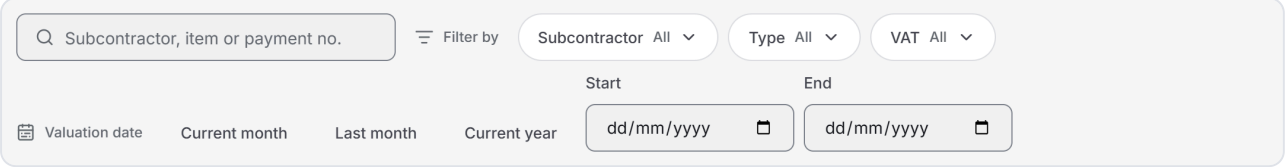
From top to bottom the page has four layers and follows the same order as Concrete Tracking, Timesheets, Equipment Tracking, Inventory, Order Management and Deliveries: first you **narrow down**, then you read the result as **numbers**, then you look at its **breakdown**, and finally you go down to the **rows.** There is a fifth layer where the inside of an interim payment becomes visible: the **interim payment panel** that opens when you click a row.

LAYER	WHAT IT DOES
Filter bar	Search, subcontractor, type, tax and valuation date range
Interim payment summary	Two main amounts, a twelve-month chart, four small measures
Breakdown	Type distribution and subcontractor distribution
Interim payments	A table grouped by subcontractor
Interim payment panel	A payment's details, its actions and its **item breakdown**

All four of the first layers are drawn from the rows that pass the filter above. When you make a selection, all four change at once and **no request goes to the server** — the project data has been loaded once. Every calculation on the page, including the lump-sum balance, comes out of those loaded rows.

Title and actions. The title reads *Interim Payments* with the description *"Issue subcontractor interim payments and see their items in one place; the account ledger updates automatically."* On the right sit **Refresh**, **Download PDF**, **Download Excel**, the **More** menu and (if you have permission) **New interim payment**. The **More** menu holds **Subcontractor balance statement** and — if you have permission — **Edit sequence**.

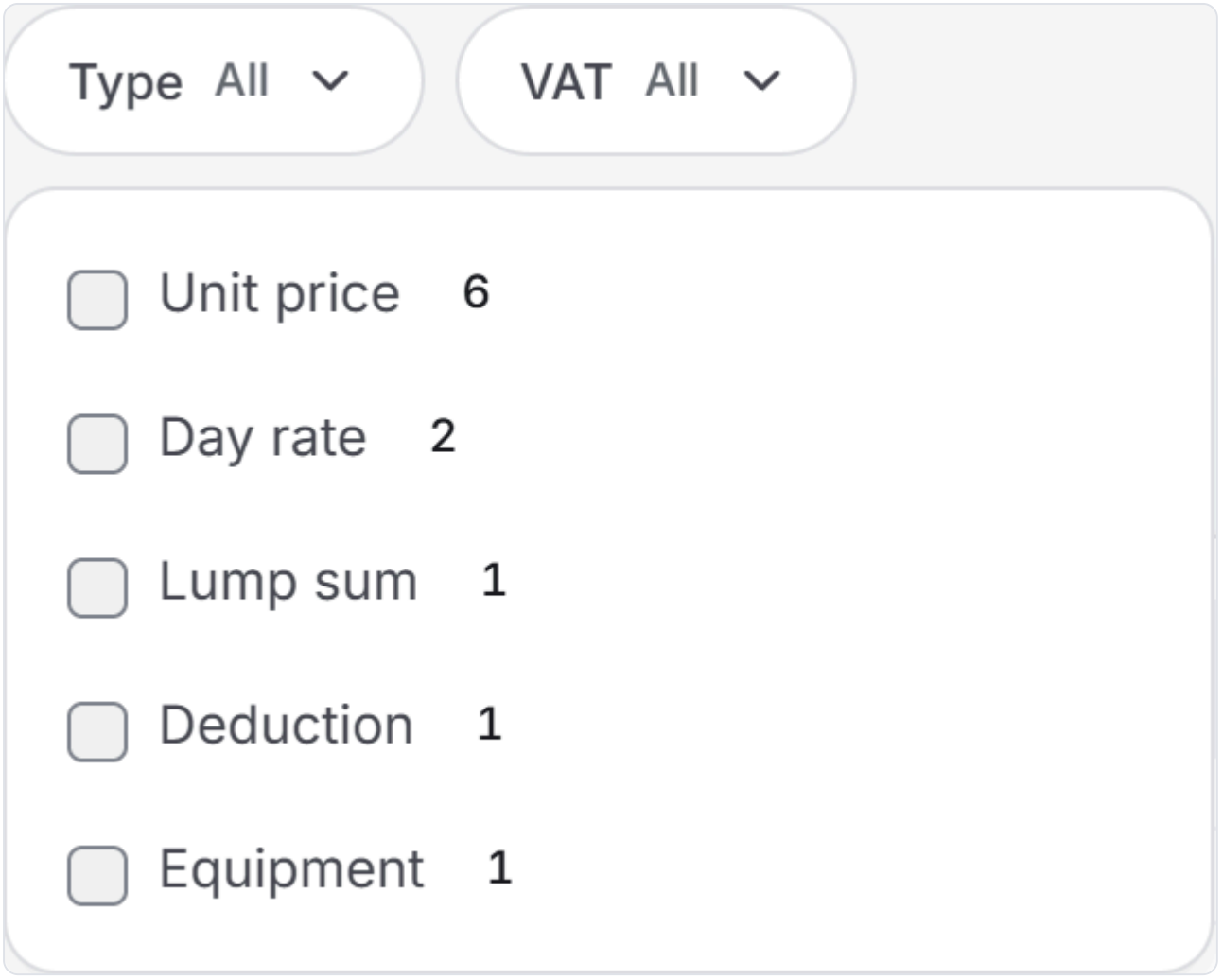
Filter bar



It has two parts. On top a **Search interim payments** box and next to it, under the **Filter by** label, the **Subcontractor**, **Type** and **Tax** filters; below, under the **Valuation date** label, three ready-made ranges and two date boxes. When a filter is active a **Clear filters** button appears and the number next to it says how many narrowings are open; with no filter the button is not drawn.

CONTROL	WHAT IT DOES
Search interim payments	Searches the subcontractor name, description, **payment number**, type name and **item names and locations**. Typing *no 3* or just *3* brings up the third payments
Subcontractor	Narrows down by company. Records with no subcontractor and with a deleted subcontractor are listed as their own groups
Type	Narrows down by agreement type: Unit price · Day rate · Lump sum · Deduction · Equipment
Tax	Two options: **With tax** and **Without tax**
Current month · Last month · Current year	Ready-made ranges. The selected one is highlighted; pressing it a second time removes the range
Start · End	A free valuation date range. If one is left empty there is no limit in that direction

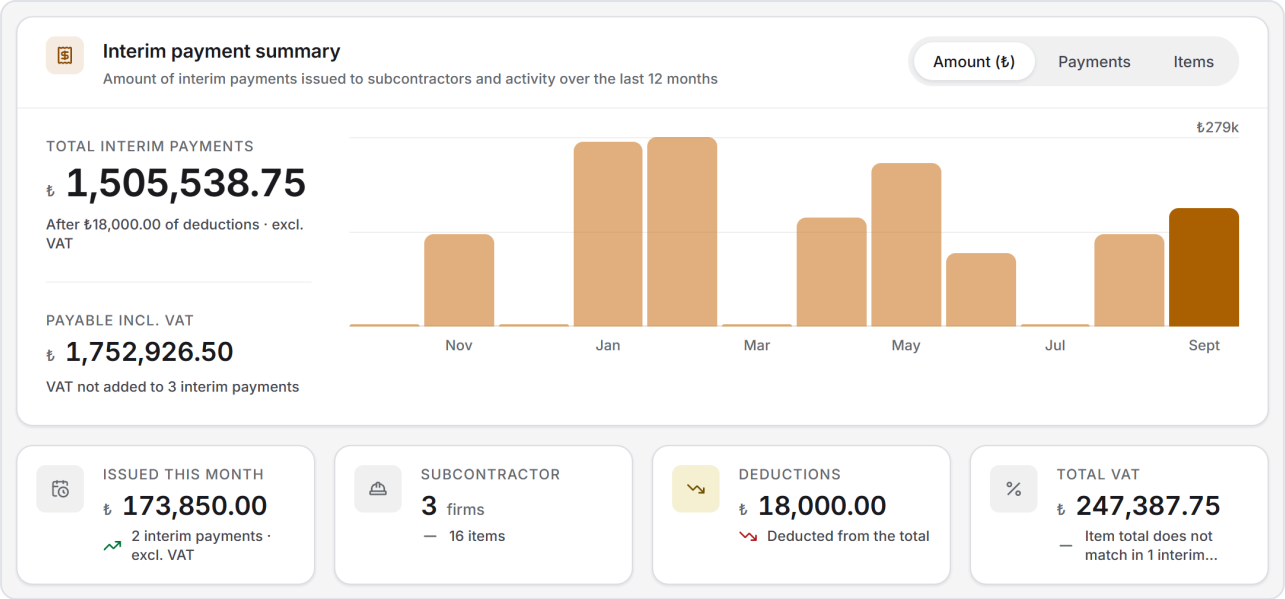
The ready-made ranges here are **monthly and yearly** — in Deliveries they are weekly. The questions an interim payment answers are "what did we issue this month" and "how much did we pay this subcontractor this year".



In a filter menu each option carries **how many interim payments** it matches. These counts are calculated after the **other** filters have been applied; so when you pick a subcontractor, the counts in the type menu describe that company's payments. An option you have selected **stays in the list** even if the narrowed filter makes it disappear (with a zero next to it).

> **Note** The type filter **includes, it does not equal.** A mixed interim payment that contains a deduction item stays in the list when *Deduction* is selected. Were it an equality test, mixed payments would appear under no type selection at all.

Interim payment summary



On the left two main amounts, on the right the chart of the last twelve months, below four small measures.

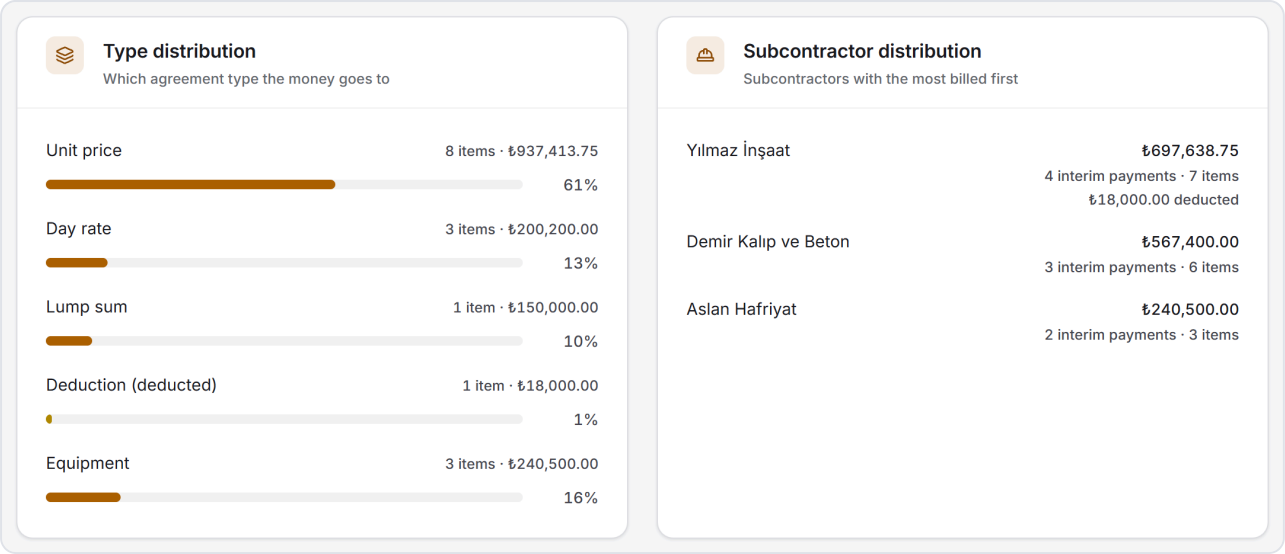
MEASURE	WHAT IT SAYS
Total Interim Payments	The **excl. tax** total of the payments that pass the filter. If there are deductions, the line below says how much was subtracted
Payable incl. tax	The net amount plus the tax — the figure accounting will pay. If any payment has no tax, the count appears below
Issued This Month	The excl. tax total issued in the current calendar month; the count below
Subcontractor	How many companies received a payment; the total item count below
Deductions	The total of the deduction items. Above zero the tile reads orange
Total tax	The total of the tax amounts. If any record's item total does not match, **the count appears under this tile**

The measure of the chart changes with the switch at the top right: **Amount**, **Payments** or **Items**.

> **Note** There is a reason the two main amounts stand apart: the project's cost for the subcontractor is the **excl. tax** figure, while the payable figure is the one including tax. Merging them under a single "total" would leave it unclear which question is being answered.

> **Note** An interim payment with no date **enters no month** in the chart, but it is still in the total above. That is the only case in which the chart and the total can differ.

Breakdown



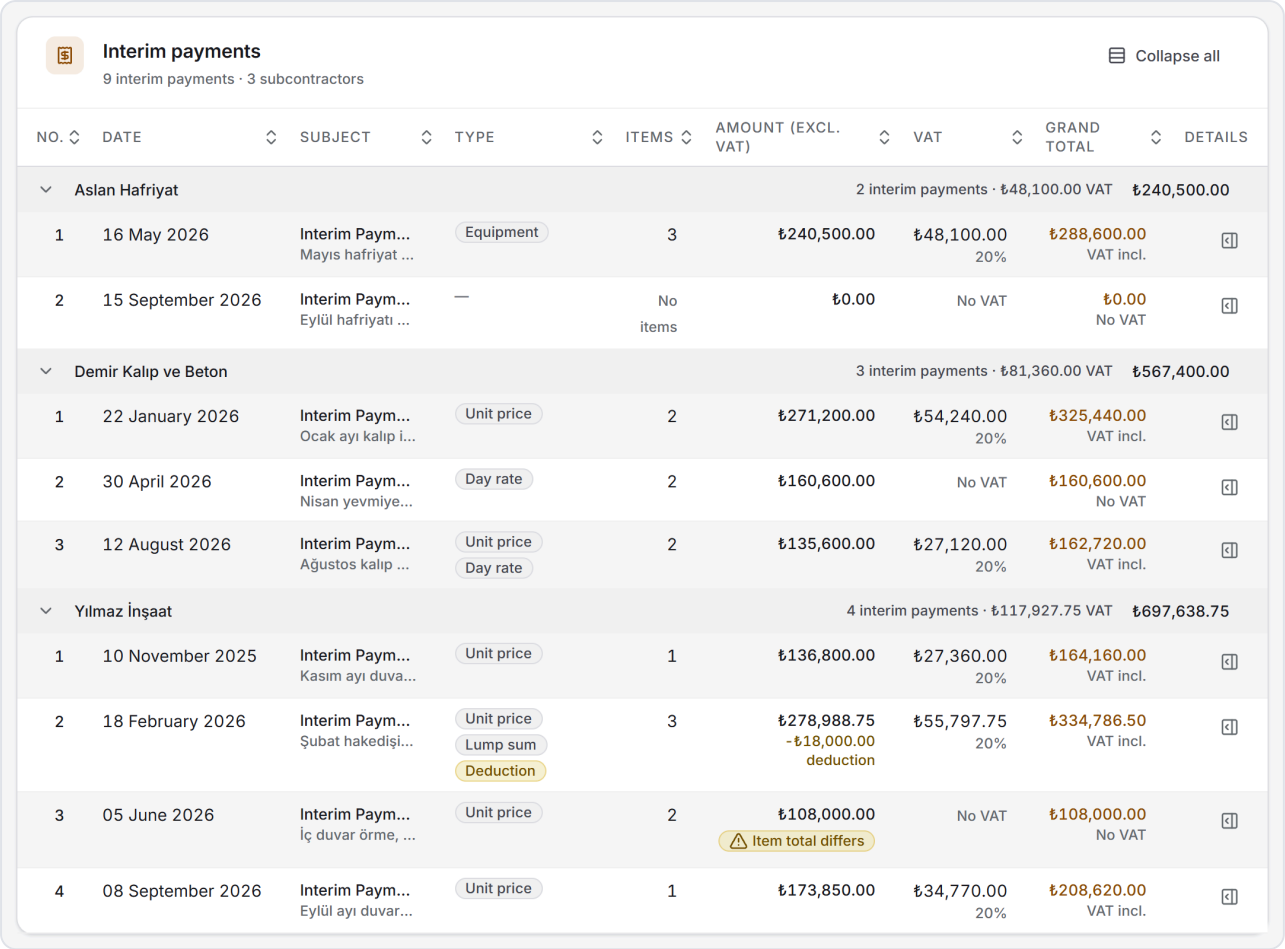
Two cards, both counted from the same rows; neither brings an extra request.

Type distribution shows with a bar which agreement type the money goes to. The share is calculated **from the amount, not the count**: thirty unit-price items could hide that a lump sum took half the money. The deduction row is orange, its label reads *(deducted)* and its bar is drawn with its **absolute value** — a negative bar would be unreadable.

Subcontractor distribution counts how much was issued to each company. Every row carries the number of payments, the number of items, any **deduction** and the excl. tax amount. The order is by amount; a company that has received nothing shows a dash, not a zero.

> **Note** The deduction sits in its own column and is not added to the amount: the amount paid and the amount deducted are not the same figure and adding them would mislead.

Interim payments



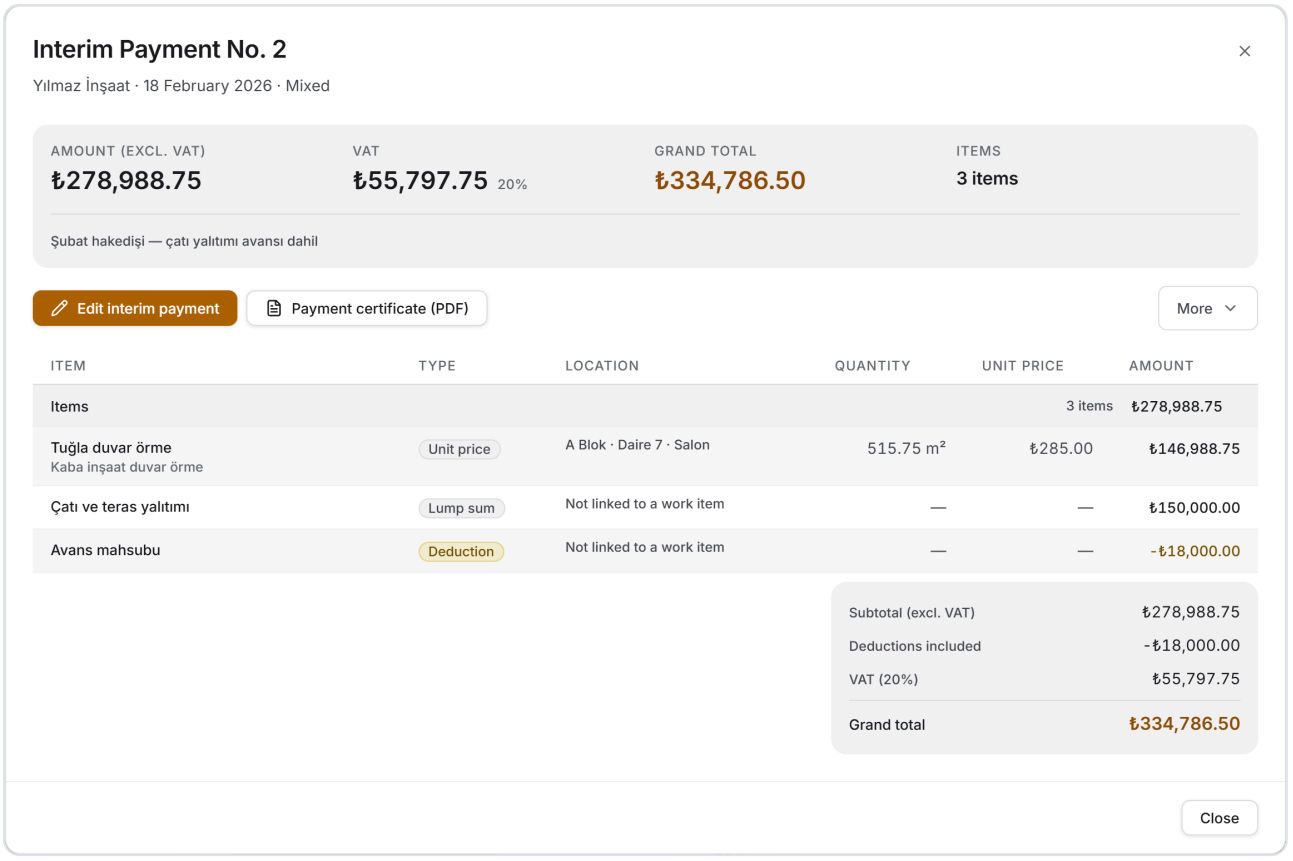
The table is **grouped by subcontractor** and the groups are **alphabetical.** The group header carries that company's payment count, its tax total if any, and its excl. tax amount. You can collapse groups by clicking their headers, or collapse all of them with **Collapse all** at the top right.

COLUMN	WHAT IS IN IT
No.	The payment number. It starts from 1 **within the subcontractor group**
Date	The valuation date; if none was entered, *No date*. Undated records sort to the end
Subject	*Interim Payment No. n* and below it the payment's summary — the description if there is one, otherwise the first two item names and the rest as a count. Clicking it opens the panel
Type	The types present among the items, as badges. Deduction is orange, the rest neutral
Items	The item count. A payment with no items reads *No items*, not zero
Amount (excl. tax)	The recorded net amount. If there is a deduction, *-amount deducted* appears below; if the item total does not match, an **Item total differs** badge appears
Tax	The tax amount and its rate below. A payment without tax reads *No tax* — not zero
Grand total	The net amount plus tax; below it *Tax incl.* or *No tax*
Details	Opens the interim payment panel

You can sort by clicking the column headers. The default order inside a group is **the payment number.**

> **Note** The alphabetical grouping is deliberate: the job of the table is to **find** a record, and people look for a subcontractor by name. The answer to "which subcontractor got the most money" is on the breakdown card, where the order is by amount.

Interim payment panel



It opens when you click the **Subject** column of a row or the **Details** button. The title reads *Interim Payment No. n* and below it the subcontractor · date · type. It has three parts.

Details. Four fields: **Amount (excl. tax)**, **Tax** (with its rate if there is one), **Grand total** and the **Items** count. Below them the payment's description, if any. Two warnings also appear here: an orange band explaining why the item total differs from the recorded amount, and a blue band if no item is linked at all.

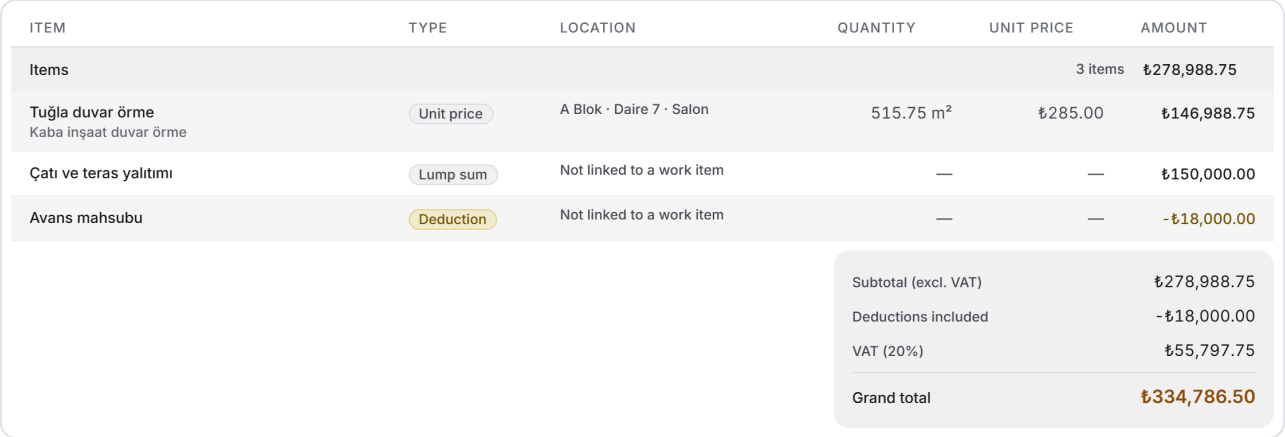
Action row.

BUTTON	WHAT IT DOES
Edit interim payment	Opens the payment window in edit mode
Payment certificate (PDF)	Prepares the one-page document to be signed with the subcontractor
More	Edit sequence · Resend to Accounts · Delete interim payment

Item breakdown. The payment's ledger; described under its own heading below.

> **Note** If you edit the payment while the panel is open, the panel **refreshes itself** — you do not need to close and reopen it. If you delete the payment the panel closes.

Item breakdown



The items are listed **in the order stored in the record**; the header says how many there are and their total **at the prices on the day of issue.**

COLUMN	WHAT IS IN IT
Item	The item's name and below it the subject of the agreement it belongs to
Type	The agreement type badge; deduction is orange
Location	For a work item, *Building · Unit · Area*; for an item not linked to one, *Not linked to a work item*; for an equipment item, **the date of the work entry**
Quantity	The quantity with its unit. There is no such thing as a quantity for lump sum and deduction, so a dash appears
Unit price	The unit price **on the day the payment was issued** (the agreement's current price if that is not known). A dash for lump sum and deduction
Amount	The item's amount. A deduction row is written **with a minus sign and in orange**

Below the table, right-aligned, sits an **amount breakdown**: the subtotal (excl. tax), the deductions included if any, the tax if any, and the grand total.

For a payment with no items the table is not drawn at all; the blue band in the details already says the same thing.

4. Fields

The fields on the top row of the **payment window** — they are the same in *New interim payment* and *Edit interim payment*:

FIELD	WHAT IT MEANS	REQUIRED
Subcontractor	The company the payment is issued to. The items come from this company's agreements	Yes
Valuation date	This date is written to the account ledger. It opens filled with today	Yes
Add tax	When ticked, tax is calculated and the rate box appears	No
Tax rate (%)	As a percentage, between 0 and 100. A new payment opens with the company's tax rate (**20** unless another rate is set in Settings)	Yes, if tax is on
Description	A free note. **It is also shown on the account ledger line** and appears in the list as the payment's summary	No

The fields of the **item picker** — used when adding items to the payment:

FIELD	WHAT IT MEANS	REQUIRED
Agreement	One of the subcontractor's agreements. Next to it stand its type, its subject, how many pending records it has and how many are already in the selection	Yes
Amount payable (currency)	Only on a **lump sum** agreement. The amount to be paid on this interim payment	Yes
Amount to deduct (currency)	Only on a **deduction** agreement. **Do not enter a minus sign** — the type marks it as a deduction	Yes
Work items	The unbilled work items under the agreement. At least one must be selected for unit price and day rate	Depends on the type
Work items in scope	On lump sum and deduction the same list is **optional**: the item may have no counterpart on site	No
Work entries	Only on an **equipment** agreement. The unbilled work entries; at least one must be selected	Yes

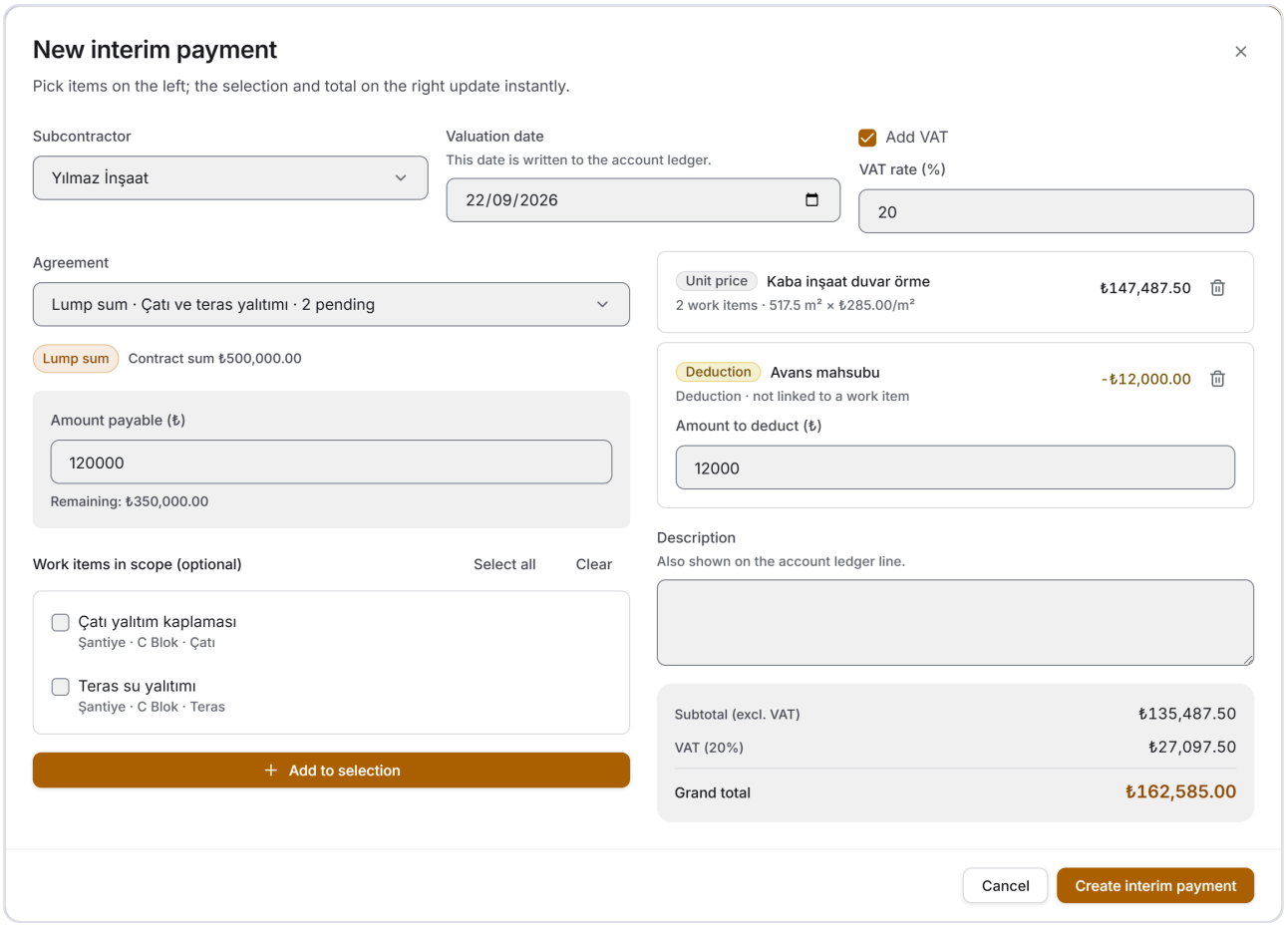
Calculated values — these are not entered by hand, they come out of the record:

VALUE	HOW IT IS CALCULATED
Payment No.	The number within the subcontractor group. A new payment takes the group's highest number plus one, and the number is stored with the record; a manually set sequence wins
Item amount	For unit price and day rate, *quantity × unit price* — the agreement's current price on a new payment, the price on the day of issue on an issued one; for equipment, **the recorded amounts of the work entries**; for lump sum and deduction, the amount entered by hand
Amount (net)	The total of all items in the selection — with deductions subtracted
Tax amount	*Net × rate ÷ 100.* Zero if tax is off
Grand total	Net + tax
Item total	The total of the items at the prices **on the day of issue** (today's prices if those are not known). If it differs from the recorded amount by more than one kuruş, a badge appears
Deduction	The total of the deduction items, as an absolute value
Remaining contract sum	For lump sum and deduction: *contract sum − billed on other payments − other rows in the current selection*

Note In the amount boxes you may use **a comma or a full stop** for decimals; do not type a thousands separator.

5. Step by step

Issuing an interim payment



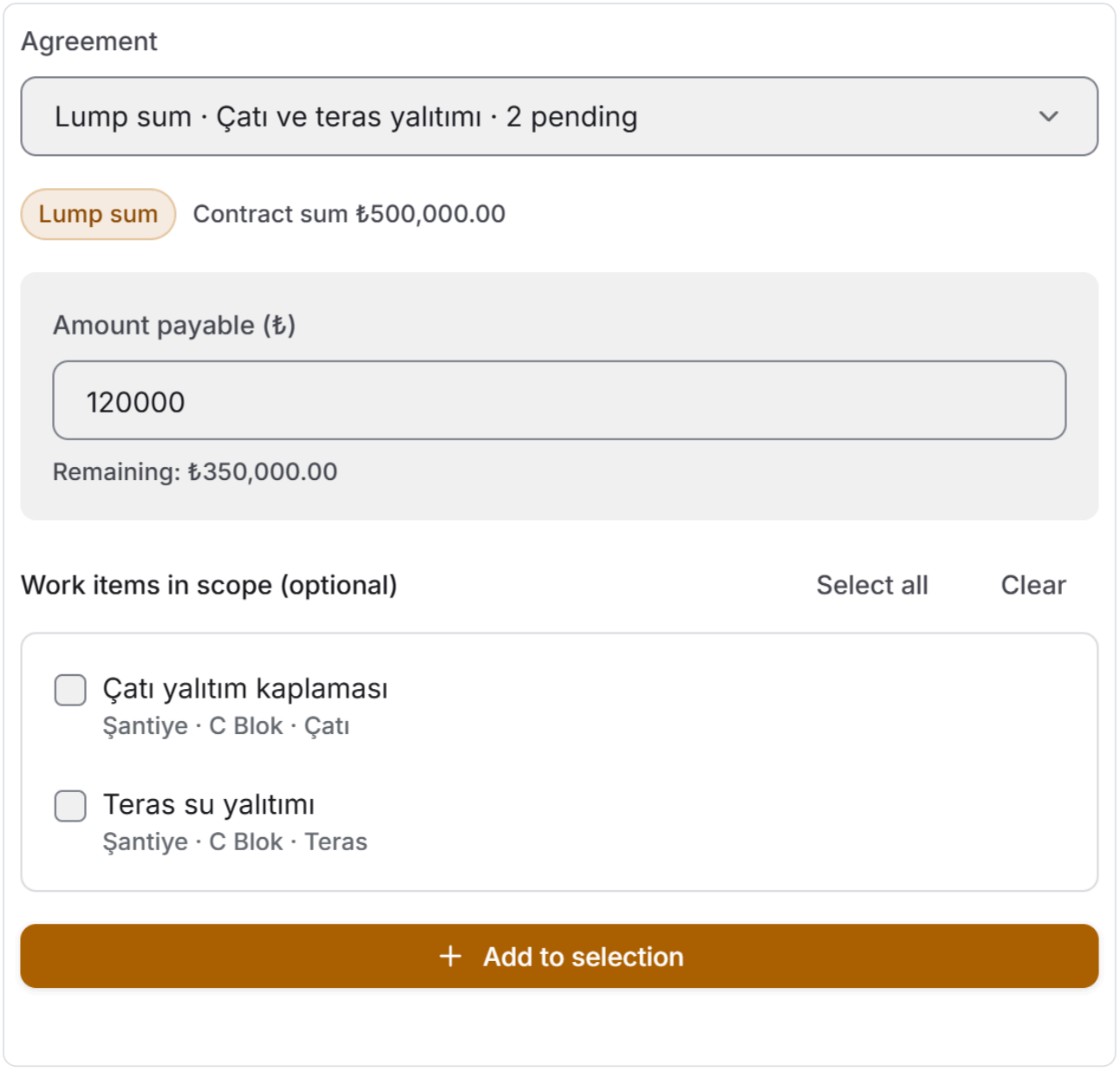
The window has two columns: the **item picker** on the left, the **selection** and the total on the right. The selection and the total update instantly with every pick; while you add the second item you can see the amount of the first.

1. In the title bar choose **New interim payment**.
2. Pick a **Subcontractor**. Until you do, the columns are not drawn and *"Select a subcontractor first"* appears in their place.
3. Check the **Valuation date** — it opens filled with today.
4. If you need to, tick **Add tax** and enter the rate.
5. Add items from the left (described per type below). An interim payment can carry items from **more than one agreement**, and **more than one row** from the same agreement.
6. If you wish, fill in the **Description** box at the bottom right.
7. Choose **Create interim payment**.

Saving does four things: the payment record is created, the selected work items and equipment work entries are linked to it and marked as billed, the lump sum and deduction items that are not linked to a work item are written, and a credit line is posted to the subcontractor's account.

> **Caution** There is a different error and the two must not be confused: *"The interim payment could not be saved; it may have been created without its items linked."* Here the links are **half-done**, so some work items may still be free and a second attempt really would bind them to a second payment. Choose **Refresh** first; if the payment is in the list, do not create it a second time — **edit** that record and add the missing items.

Adding an item



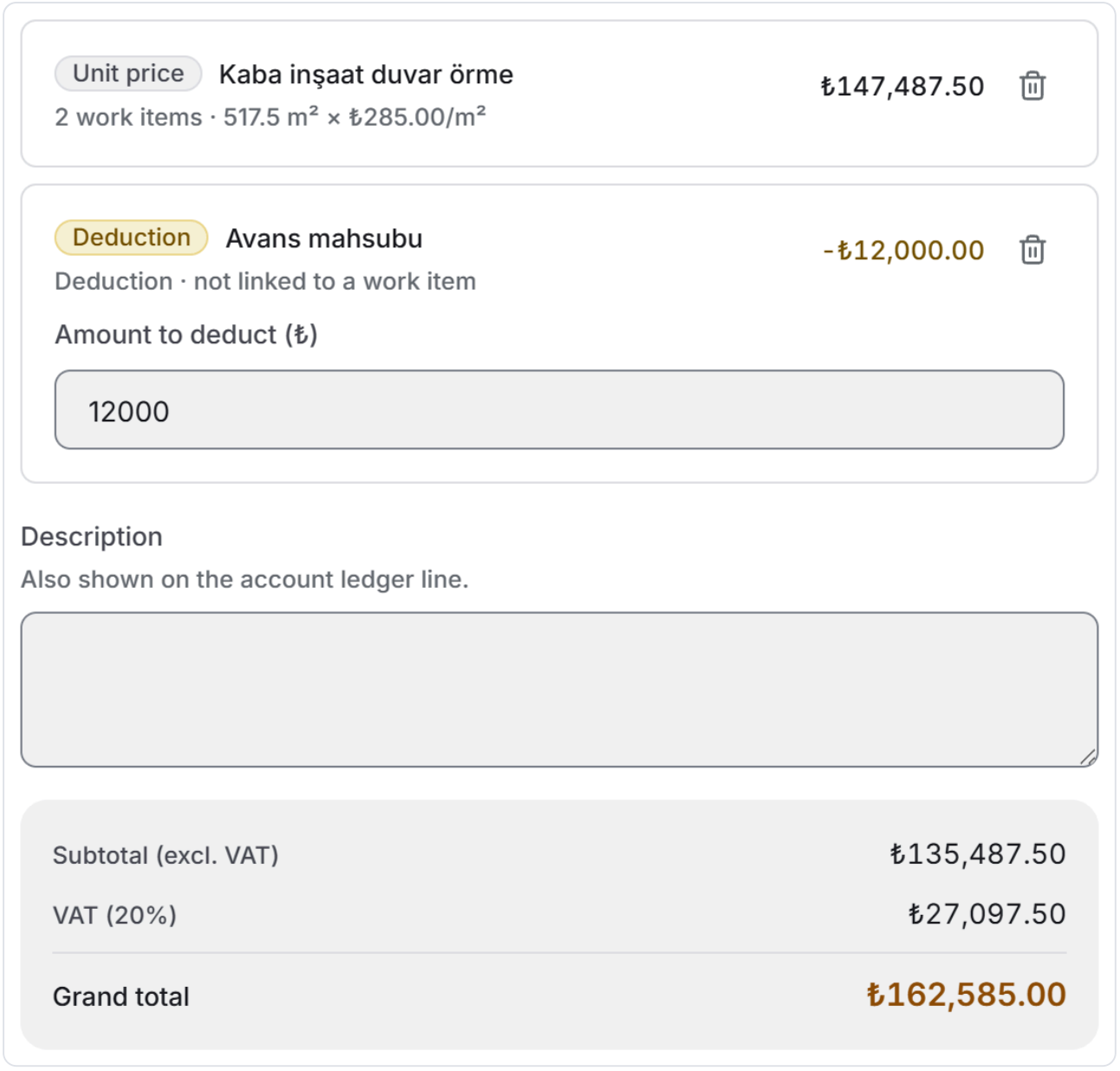
First pick an agreement from the **Agreement** box on the left. The option line carries the type, the subject, how many pending records there are and, if any, how many are already in the selection. Once an agreement is picked, the type badge and the price information appear below it; what follows depends on the type:

- **Unit price and Day rate.** The **unbilled work items with the status *Done* under the agreement are listed. Tick at least one.** Select all **and** Clear** save you from ticking forty boxes one by one on a large agreement. The amount is the quantity total of the selected items multiplied by the agreement's unit price.
- **Equipment.** The **work entries** are listed in the same place: date, duration, amount and description. A work entry with no amount reads *No amount entered*.
- **Lump sum.** Enter the **Amount payable**. Below the box stands the **remaining** contract sum on that agreement, and it shrinks with every row you add to the selection. If you wish you can spread that amount across one or more work items — the **Work items in scope** list is optional.
- **Deduction.** Enter the **Amount to deduct** and **do not put a minus sign**; the type marks it. The item enters the selection with a negative amount and lowers the total.

Finally choose **Add to selection**. The item drops into the selection on the right, the agreement box empties, and you are prevented from adding the same record twice — the work items and work entries in the selection drop out of the picker list.

> **Caution** On lump sum and deduction the amount entered **cannot exceed the remaining contract sum.** When it does, *"Only … remains on this agreement; you cannot enter …"* appears under the box and the item is not added. The check also counts the earlier rows in the selection.

Correcting or removing an item in the selection



Every row in the selection carries its type, the subject of the agreement, a one-line summary and its amount. On lump sum and deduction rows the amount box sits **inside the row** and can be corrected directly — you do not have to remove the item and add it again. The bin button removes the row from the selection.

The **total box** below the selection writes the subtotal, the tax if any and the grand total one under the other.

Three situations block saving, and all three are stated in a red band under the selection: if the selection is empty, if a lump sum or deduction row has a zero amount, or if an agreement's contract sum is exceeded.

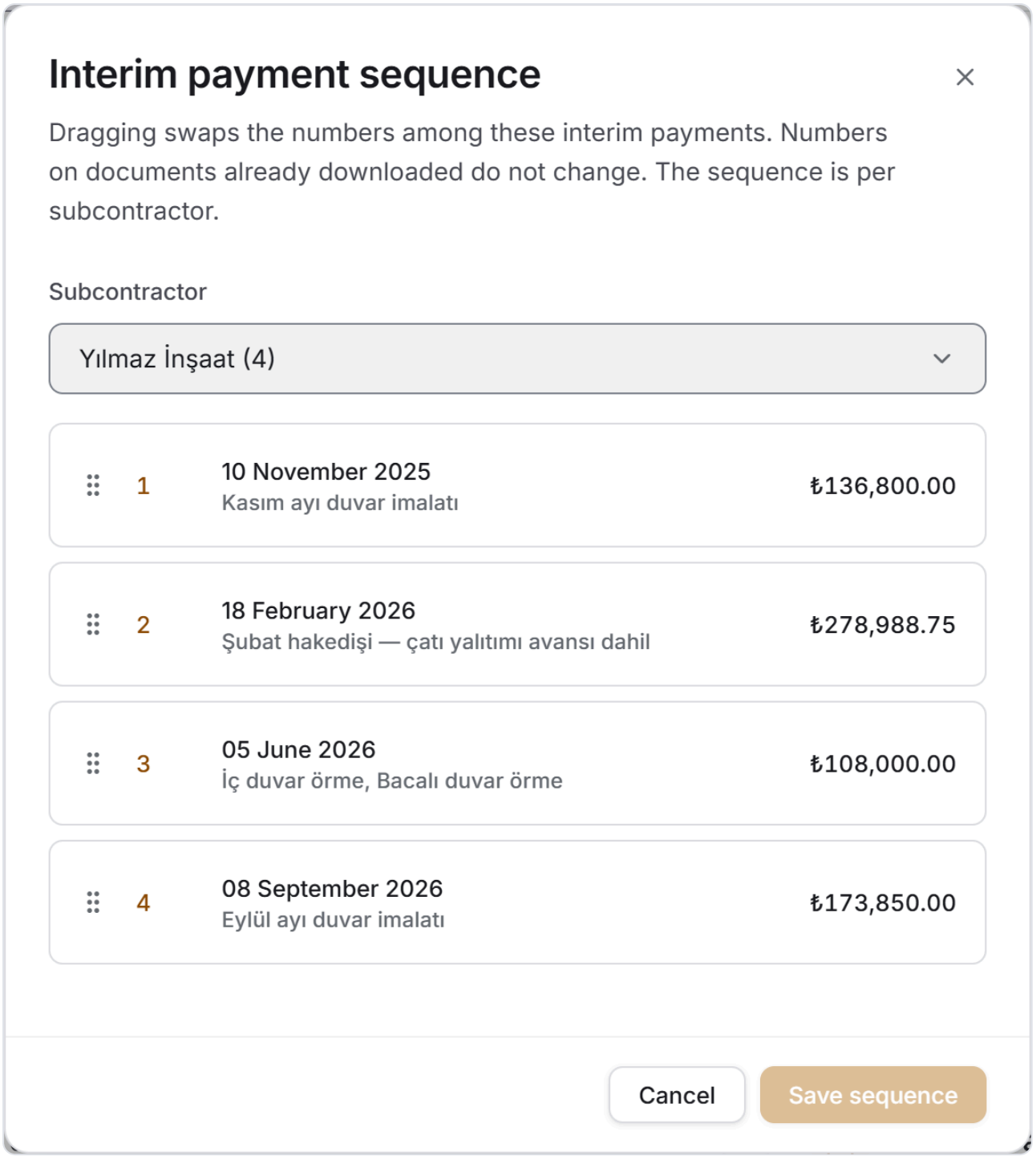
Editing an interim payment

1. Open the row and choose **Edit interim payment** in the panel.
2. It is the same window; the selection is **rebuilt** from the saved items.
3. You can add and remove items, correct the amounts, and change the date, the tax and the description.
4. Choose **Save**.

The subcontractor cannot be changed and the box is locked: every item is tied to that subcontractor's agreements, and changing it would invalidate them all. If you have to change it, delete the payment and issue it again.

> **Caution** If an orange band saying *"Some items could not be added to the selection"* appears as the window opens, **stop before saving.** The agreement, work item or work entry behind those items has changed or been deleted; if you save now they will be removed from the payment and the amount will go down. If that is not what you want, choose **Cancel**.

Changing the payment numbers



The payment number is given **within the subcontractor group** and stored with the record: a new payment takes the group's highest number plus one. If you set a sequence by hand, that wins.

1. Choose **More › Edit sequence** in the title bar, or the same item from the panel — coming from the panel opens it with that payment's subcontractor selected.
2. If there is more than one subcontractor, pick one from the box at the top. With a single subcontractor the box is not drawn.
3. Drag the rows by their handles. **The numbers are reassigned instantly as you drag.**
4. Choose **Save sequence**. If nothing changed the button stays disabled.

Deleting an interim payment

1. Open the panel and choose **More › Delete interim payment**.
2. The confirmation window carries the subcontractor, the number and the summary in its title; the amount and how many items will be released are in the orange band.
3. Choose **Delete interim payment**.

The deletion order is this: first the **ledger movement** is removed, then the work items and equipment work entries are released, then the items not linked to a work item are deleted, and **last of all** the payment record. If any step fails the payment stays in place and you can try again.

The work items and equipment work entries **are not deleted**; they become available to be added to an interim payment again.

> **Note** When a payment is deleted, the numbers of that subcontractor's later payments **do not shift**, and the freed number is not given out again. Only **Edit sequence** changes a number.

Re-running the ledger transfer

If the payment was saved but could not be written to the account ledger, an orange band appears at the top of the page saying *"Interim payment saved, but not written to the account ledger."* The payment is in the list and its work items and equipment work entries are linked to it; the only thing missing is **the line in the subcontractor's ledger.**

In that case **do not issue the payment a second time:** a second record would put a second credit line in the ledger and the same work would look as though it were owed twice. You would not find its items either — the work items and work entries are bound to the first payment and no longer appear in the picker.

Check your connection, open the panel and choose **More › Resend to Accounts**. There are three possible outcomes: the line is created and *"The interim payment was sent to the account ledger"* appears; if the payment has no subcontractor or its amount is zero the ledger line is removed and the reason is stated; if there is a permission or connection problem the error appears in its own words.

> **Note** If the subcontractor has no account at all the transfer cannot be made and the screen says so; an administrator has to create the account once in **Accounts**.

6. Exports

There are four exports. Two of them send **the list you see on screen** out — whatever the filter is, that is what goes into the file; the third describes a single interim payment and the fourth a single subcontractor.

If the save window is closed nothing happens; when it is saved, a band appears at the top of the page with the full path of the file. All four exports can be taken **with view permission.**

> **Note** When the list is empty **Download PDF** and **Download Excel** are disabled. The export of an empty list is an empty file.

Download Excel

The file name starts with *Interim_Payment_Report_* and a date–time stamp is appended. The workbook has **two sheets**, because it answers two separate questions: the first is "how much did we pay whom", the second "what work did we pay for".

The **Interim Payments** sheet carries **eleven columns**: Subcontractor · No. · Date · Subject / Description · Type · Items · Amount (currency) · Tax (%) · Tax Amount (currency) · Grand Total (currency) · Deductions (currency).

The **Items** sheet writes **all** the items of the payments in the same filter across **twelve columns**: Subcontractor · Payment No. · Date · Item · Type · Building · Unit · Area · Quantity · Unit · Unit Price (currency) · Amount (currency).

Above both sheets sit three header lines: the project name; the report date and the totals; and **a one-line summary of the filter that was applied.** That last line matters — it is written so that a file taken with a subcontractor selected is not mistaken for the whole project when it is emailed. The deduction total and the number of records whose item total does not match are also noted in the header if there are any.

Three useful details: the header row comes **frozen**; the **filter is on**; and the dates and all the numbers are **real cell values** — they can be sorted, summed and pivoted. The grand total column is bold and highlighted, the deductions column is orange; on the Items sheet the amount of a negative row is orange too.

The last row of both sheets is the **GRAND TOTAL**, and **every total sums its own column.** On the Interim Payments sheet the item count, the amount, the tax, the grand total and the deductions are summed.

> **Note** On the Items sheet the *Quantity* cell of **lump sum and deduction items is empty.** There is no such thing as a quantity for those types; writing the amount there would mean adding money to square metres when the column is summed.

Download PDF

An A4 **landscape** status report with **nine columns**: Subcontractor · No. · Date · Subject / Description · Type · Items · Amount (currency) · Tax (currency) · Grand Total (currency).

The first page carries the project name, the *Interim Payment Report* subtitle, the time it was produced and the filter summary; at the top right the excl. tax total, the payment and subcontractor counts and, if any, the incl. tax amount and the deduction warning. From the second page on, a thin band repeats at the top, the column headers are rewritten on every page and the page number sits at the bottom.

The deduction is noted in orange **below** the amount. On a payment whose item total differs from the recorded amount, an italic line reading *"item total ..."* is added under the subject — accounting works with this file and should know why the numbers do not match.

The last row is the **GRAND TOTAL**: the item count, the amount, the tax and the grand total columns are summed.

> **Note** For a list of more than a thousand rows you are asked to confirm before the PDF is prepared: during preparation the window may stop responding for a while and the operation cannot be stopped. The Excel export is fast even at that size.

Payment certificate (PDF)

This is the document signed with the subcontractor, and it is taken **from the interim payment panel.** The file name is made of *Payment_Certificate_*, the subcontractor's name and the payment number.

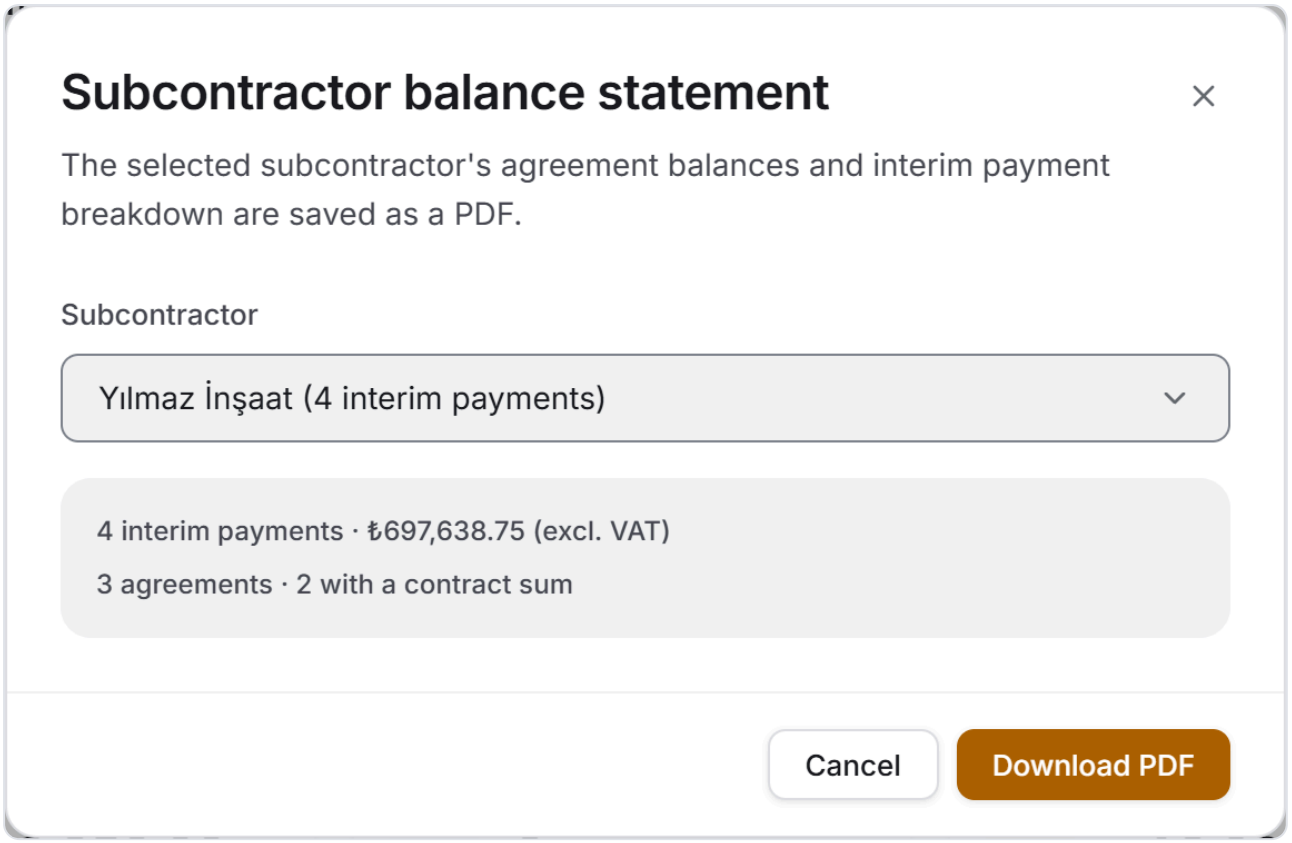
It is an A4 **portrait** document and carries:

- The **PAYMENT CERTIFICATE** title, the project name, the *Interim Payment No.*, the **Document reference**, the time it was issued and the valuation date.
- Two parties: **SUBCONTRACTOR** (the firm) and **ISSUED BY** (the project · site management).
- A four-box summary: **ITEMS**, **TYPE**, **DEDUCTIONS**, **TAX**. If the item total differs from the recorded amount, a note stating the difference sits below.
- An **item table**: every item's name, agreement, type, location, quantity, unit price and amount.
- The amount breakdown: **Subtotal (excl. tax)**, **Tax (...%)** if any, and the **GRAND TOTAL.**
- A **NOTES** section if there is anything to say: the payment's description and the sentence stating the deduction.
- Two signature areas: *Subcontractor / Stamp · Signature* and *Site management · Signature*.

> **Note** The **Document reference** is derived from the record's identity and **does not change** — the same payment gives the same reference every time it is printed. The *Interim Payment No.* is stored with the record but can be changed with **Edit sequence**. That is why the document carries both.

> **Note** The document comes out in the language the app is in at that moment; if you want to give the subcontractor a Turkish certificate, switch the language and take it again.

Subcontractor balance statement (PDF)



This is the document that shows **how much has been billed against each agreement of a subcontractor and how much is left.** It is taken with **More › Subcontractor balance statement** in the title bar.

1. If there is more than one subcontractor, pick one from the box at the top; the number of payments it has is written next to it.
2. The grey box below the window summarises the selection: how many payments, the total amount, how many agreements and how many of them have a contract sum.
3. Choose **Download PDF**.

The file name is made of *Balance_Statement_*, the subcontractor's name and a date–time stamp. The A4 **portrait** document has two tables:

- **AGREEMENT BALANCES** — Agreement · Type · Unit Price · Contract sum · Billed · Remaining. Agreements with a contract sum come first. Unit-price, day-rate and equipment agreements are open-ended and read **Open-ended** in the *Remaining* column; a zero there would read as "finished".
- **INTERIM PAYMENTS** — No. · Date · Type · Items · Amount · Tax · Grand Total, with a **TOTAL** row below.

Caution — known defect The balance statement is calculated from the payments **that pass the filter on screen**, but **the document does not say which filter was applied.** If you take the statement with a period selected, *Billed* looks smaller than it is and *Remaining* larger. **Clear the filters** before taking this document.

Caution — known defect The subcontractor list also contains the *No subcontractor selected* group. If it is picked, the document is produced **empty**: those records have no company behind them and therefore no list of agreements.

Note If the project has a single subcontractor the selection box is not drawn and **the subcontractor's name is never shown in the window.** You can read the name on the document itself.

7. What you need to know

All the money totals on the screen are excl. tax. The project's cost for the subcontractor is the excl. tax figure; the tax goes to the state and is offset. The tax does not disappear: it is in its own tile on the summary band, in its own column in the table, in the panel's amount breakdown and on its own line in every export.

The amount of an issued interim payment is frozen. Every total on the page sums the amount written in the record — not one recalculated from the items. The items, too, are shown not at the agreement's current price but at the unit price **on the day the payment was issued**: the prices are stored with the payment when it is saved, and for older records the day's price is derived from the recorded amount. If the agreement's price changes later, the issued payment does not; **the recorded amount is what applies** and it is what was written to the account ledger.

If a separation remains, it is not hidden. When the day's price cannot be found (an older payment without stored prices that has items from more than one agreement), the items are counted at today's prices and their total may separate from the recorded amount. An **Item total differs** badge appears in the table, a band explaining why in the panel, the number of affected records under the tax tile, and a line each in the Excel header and in the PDF. The panel band usually explains the cause as the agreement's price having changed later.

The payment number is stored with the record. It starts from 1 inside the subcontractor group; a new payment takes the group's highest number plus one, the later ones do not shift when a record is deleted and a freed number is not given out again. Older records without a stored number are fixed at the number they show today the first time that subcontractor's payments are saved, edited or deleted. Only **Edit sequence** changes the number; the one that never changes is the **Document reference** on the certificate.

A deduction lowers the money; the type sets the sign. You do not type a minus sign when entering a deduction; the item enters the selection with a negative amount, lowers the total and reads orange everywhere. On the breakdown card, however, its bar is drawn with its absolute value — a negative bar would be unreadable.

The lump-sum balance is calculated from three sources: the contract sum, what has been billed on other payments, and **the rows currently in the selection.** You are prevented from adding two rows from the same agreement and spending the balance twice. This calculation does not go to the server; moving around the picker list triggers no request.

An interim payment touches four ledgers at once: its own record, the work items on site, the equipment work entries and the subcontractor's account. The first three are written in a single operation; the ledger is reported separately.

If the ledger transfer fails, the payment has still been saved. A band appears on screen saying *"Interim payment saved, but not written to the account ledger."* The record and its links are complete; the only thing missing is the line in the subcontractor's ledger. **Do not issue the payment a second time** — a second record would open a second credit line in the ledger. Use the **Resend to Accounts** button.

A work item can belong to only one interim payment at a time. Billed items drop out of the picker list; they come back when the payment is deleted or the item is removed. The same rule applies to equipment work entries.

Only work items with the status *Done* can enter an interim payment, and an item with no payment type is not listed at all: it is unclear which agreement it would be paid from. Both are set in Field Progress.

An interim payment with no items is real. You can create the record and add the items later; the table writes *No items* rather than zero on that row, and the panel explains why.

When you select a date range, interim payments with no date drop out of the list. They are not lost; they come back when you clear the filter.

The search respects Turkish letters. Typing *yilmaz* finds *Yılmaz İnşaat*. The search also works on the payment number and the item names; the date of an equipment item does not enter the search — searching by date is the job of the period filter.

Unit names are the values you entered. The common units are shown in the interface language — *Gün* as *day*, *Saat* as *hr*; any other unit (m^2) appears exactly as it was written.

> **Caution — known defect** On a lump-sum agreement whose contract sum was entered as **zero**, two lines contradict each other: at the top *"Contract sum 0.00 ₺"*, and under the amount box *"No contract sum is entered on this agreement; the upper limit cannot be checked."* Both say the same thing — there is no upper limit to check. If a sum really is to be entered, correct the agreement in **Subcontractors**.

> **Caution — known defect** The difference note on the payment certificate says *"at current unit prices the items total"*; yet unit-price and day rate items are counted in that total at the prices **on the day of issue** (today's only if those are not known), and **lump sum, deduction and equipment** items with their recorded amounts.

> **Caution** The **Item total differs** badge is not an error; it says the total worked out from the items does not match the recorded amount. The way to remove the badge is to open the payment and save it again — but that **pulls the issued payment's amount to the item total** and changes the line in the account ledger too. If the day's prices are not known, the form says so with the warning *"Unit prices at the time of issue are unknown"* and the amount saving would produce. Do not do it without agreeing with the subcontractor.

8. Related chapters

- **Subcontractors** — the companies and the **agreements** are defined there. An interim payment is always tied to an agreement; the agreement's type, unit price, unit and lump-sum contract sum come from there. An interim payment cannot be issued to a subcontractor with no agreement.
- **Field Progress** — the work items that unit-price, day-rate, lump-sum and deduction items are linked to are entered there. An item's **payment type** and status are set there; billed items appear with a badge and their money fields are locked.
- **Equipment Tracking** — the work entries that equipment items come from are kept there. Billed work entries are marked there.
- **Progress Report** — whether a work item has entered an interim payment appears there as a column.
- **Accounts** — every issued interim payment is written to the subcontractor's ledger as a credit line; the line's date and description go from here.
- **Financials** — the subcontractor cost is totalled there together with the other cost items.
- **Overview** — the project's twelve-month interim payment chart and total are summarised there.

Financials

1. What it is for

The Financials is the page that gathers **everything the project has cost so far** onto a single screen. It brings issued interim payments, purchased materials and poured concrete onto the same scale; it shows how much has been paid to each firm, how the money is spread across the months, and **the open load still ahead of you.**

The page **keeps no records of its own.** Every figure here is calculated from records entered in other chapters; the Financials adds them up, breaks them down and turns them into a report. There is no add, edit or delete button.

The page answers these questions: **what have we spent on this project in total**, **what have we spent this year**, **where did the money go**, **which firm did we pay the most**, **which month was expensive** and **how much ordered material is still undelivered.**

2. How to open it, who can see it

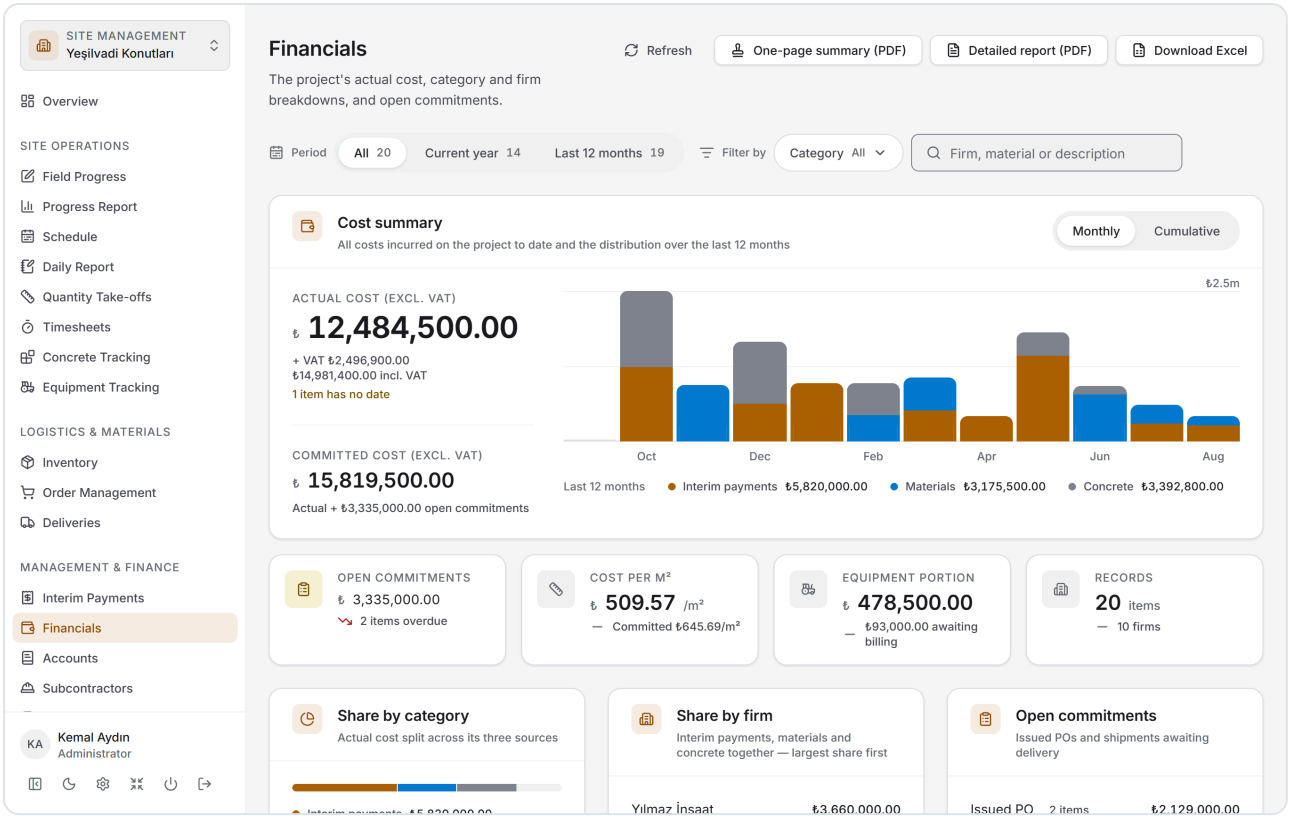
In the sidebar: *Management & Finance › Financials.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the whole page, use the filters, open the detail panels and take **all three exports**
Edit	The same. Since nothing is written on this page, edit permission has no additional effect
No permission	The module appears dimmed and locked in the menu

Note None of the three exports requires edit permission. The page writes nothing, so taking a report from a page you can already read raises no permission question.

Caution The page reads five separate ledgers together: interim payments, stock, concrete, orders and shipments. If one of them does not arrive from the server the screen shows **no figures at all** and says *"Finance data could not be loaded"* instead. Showing nothing rather than an incomplete total is a deliberate decision — the only job of this page is to state a number correctly.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, firm, subcontractor and material names and all figures are examples.

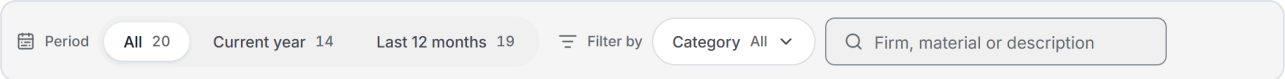
From top to bottom the page has four layers and follows the same order as Concrete Tracking, Inventory, Order Management, Deliveries and Interim Payments: first you **narrow down**, then you read the result **as a number**, then you look at its **breakdown**, and finally you go down to the **rows.** There is a fifth layer as well: the **detail panel** that opens when you click a row.

LAYER	WHAT IT DOES
Control bar	Period, category filter and search
Cost summary	Two main amounts, the chart of the last twelve months, four small measures
Breakdown	Share by category, share by firm and open commitments
Details	A single table whose view changes
Detail panel	One row's header figures, monthly distribution and items

All four layers are fed by the same items. When you change a filter all four change at once and **no request goes to the server** — the project data was downloaded once when the page opened.

Title and actions. The title shows *Financials* and the description *"The project's actual cost, category and firm breakdowns, and open commitments."* On the right are **Refresh**, **One-page summary (PDF)**, **Detailed report (PDF)** and **Download Excel.**

Control bar

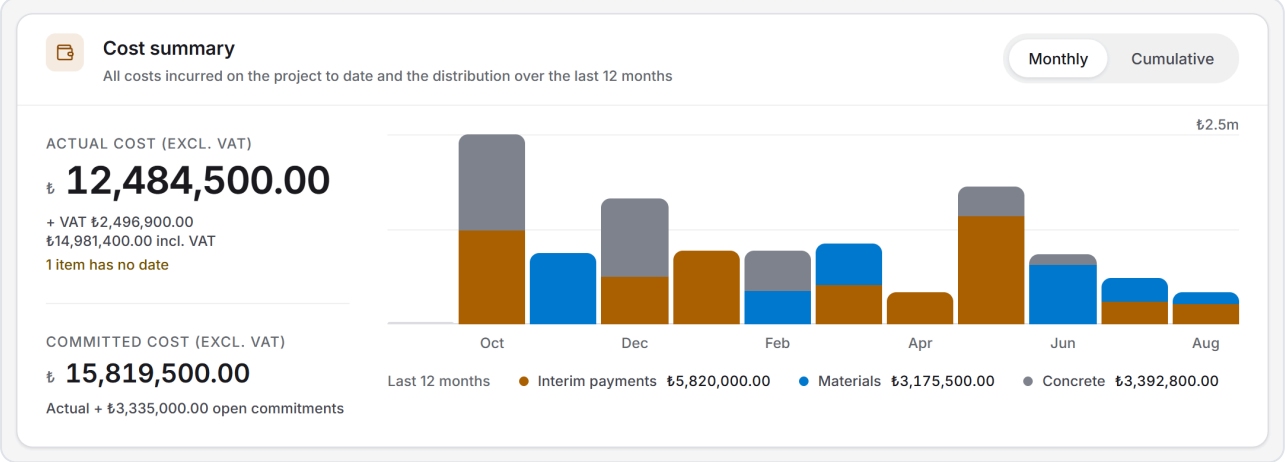


It is a single row. On the left a three-part selector labelled **Period**, in the middle the **Category** filter labelled **Filter by**, on the right the **Search items** box. When a filter is active a **Clear** button appears; with no filter it is not drawn.

CONTROL	WHAT IT DOES
All	Every record in the project. This is the selection on opening
Current year	From 1 January to today. Records before the turn of the year are dropped
Last 12 months	Twelve months **including** the current one; it starts on the first day of the eleventh month back
Category	Three options: **Interim payments**, **Materials**, **Concrete.** More than one can be selected
Search items	Searches the firm name, item name and description

Each of the three period slices and each of the three categories carries a number beside it; it says how many items would remain if that selection were made. The period selector has no upper bound **— a record dated in the future is never hidden.**

Cost summary



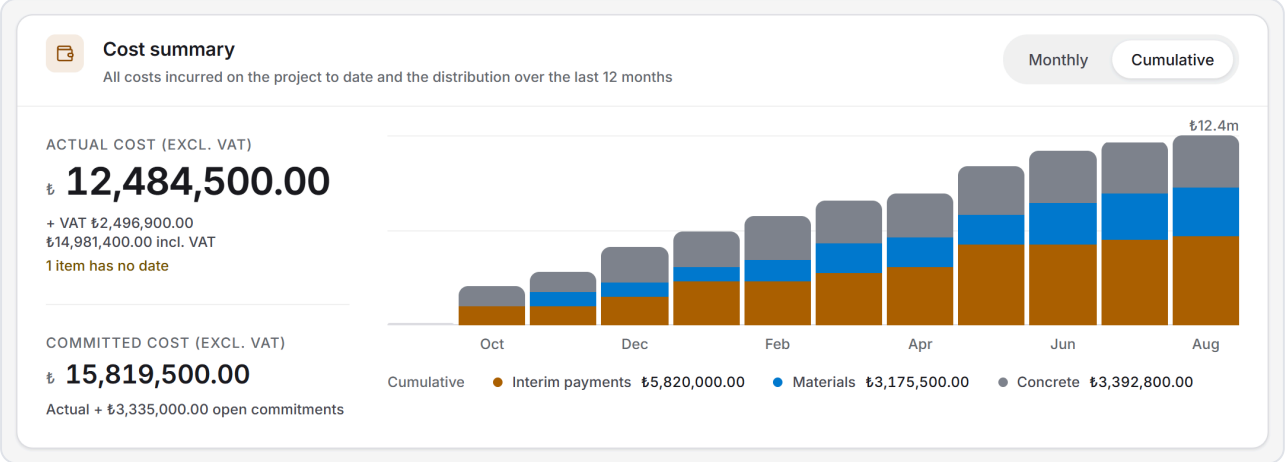
Two amounts sit one below the other on the left of the card:

- **Actual Cost** — the main measure of the page, **excluding tax.** The two lines below give the tax (*"+ tax {vat}"*) and the tax-inclusive total (*"{total} incl. tax"*). If there are records with no date entered, their number is written here too, in an amber line.
- **Committed Cost** — the actual cost with the open commitments added. Below it either *"Actual + {amount} open commitments"* or *"No open commitments — same as actual"* is written.

When a filter is active a line such as *"14 items in the selected filter · 20 in the project in total"* appears under the card title; with no filter the card's own description stands there.

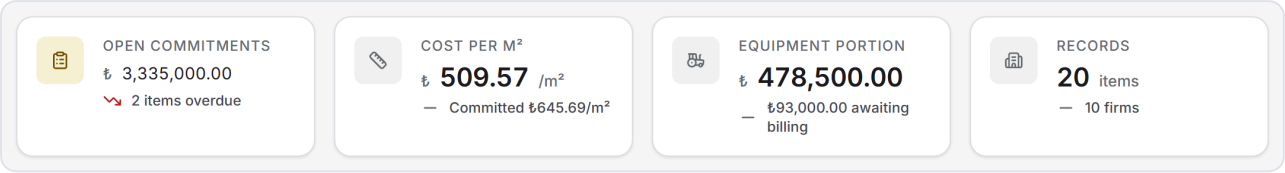
On the right is the column chart of the **last twelve months.** Each column is split into three colours: interim payments, materials and concrete. The two-part selector at the top right of the card changes the measure of the chart:

MEASURE	WHAT IT SHOWS
Monthly	Each month's own spending. The answer to "which month was expensive"
Cumulative	The months added up as they accumulate. The answer to "how did the cost build up"



The twelve months of the chart come from the calendar: **a month with no records stands as an empty column**, it is not skipped. In cumulative mode the legend writes the accumulated amount of the **last month**, not the sum of the months.

The four measure tiles



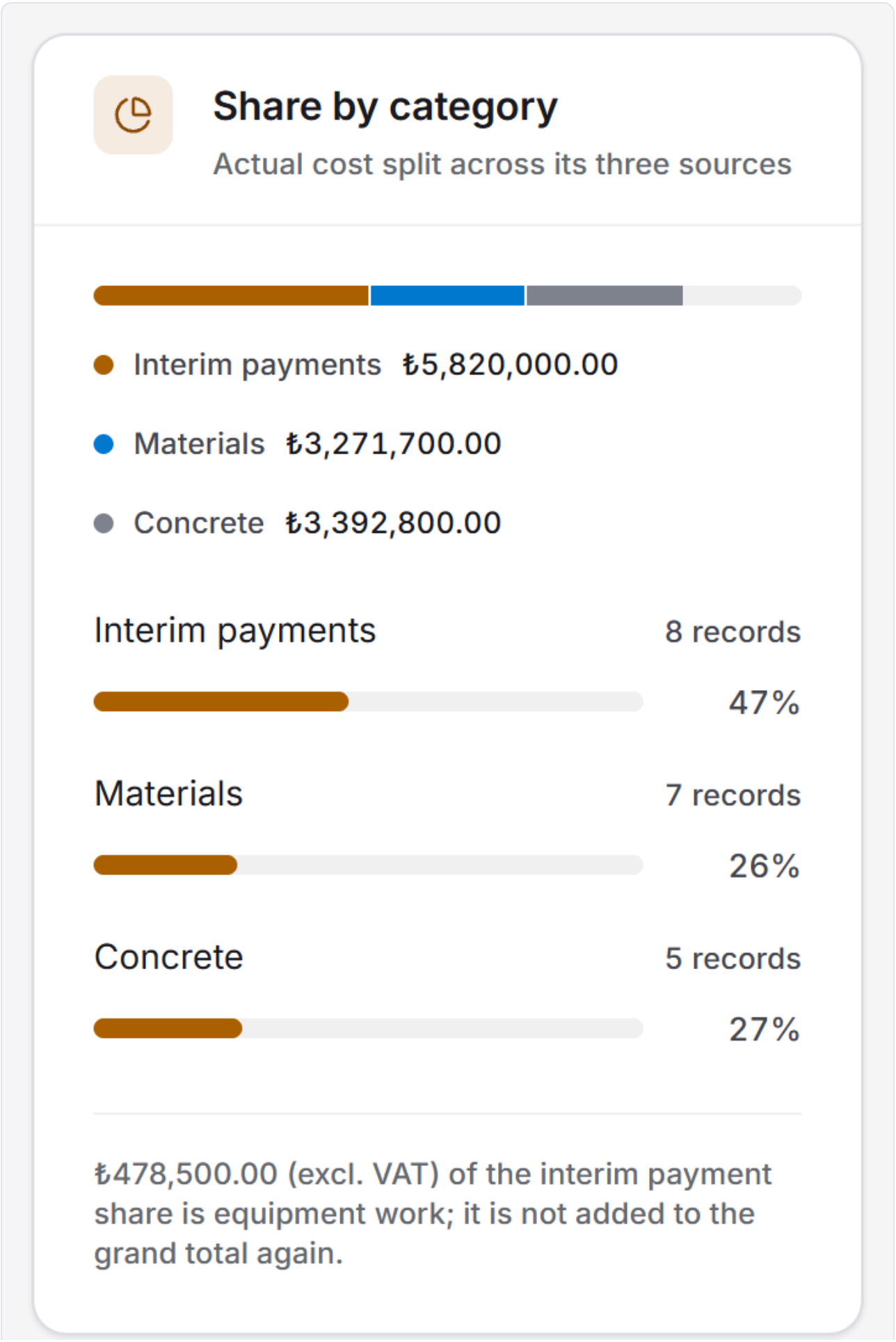
Four small tiles sit below the chart.

TILE	WHAT IT SAYS
Open Commitments	The expected amount of orders and shipments not yet received. The line below says how many open items there are and, if any are late, how many are overdue. While something is overdue the tile turns amber
Cost per m²	The actual cost divided by the construction area. The line below shows the area; if no area is entered the tile shows **—**
Equipment Portion	The amount of equipment work that has entered an interim payment (excl. tax). The line below says *"Within interim payments, not added again"* or, if work is pending, *"{amount} awaiting billing"*
Records	The number of items in the filter; below it, how many firms they come from

Breakdown cards

Three cards stand side by side and each asks a different question.

Share by category. A single three-colour bar with three rows below it. The rows do **not** write the amount — the legend of the bar already says it; what the row carries is the record count and the share bar. If there is equipment work inside an interim payment, a note at the bottom of the card says that the amount is **within** the interim payment share and is not added to the grand total again.


Share by category
Actual cost split across its three sources
Interim payments ₺5,820,000.00
Materials ₺3,271,700.00
Concrete ₺3,392,800.00
Interim payments
8 records
47%
Materials
7 records
26%
Concrete
5 records
27%
₺478,500.00 (excl. VAT) of the interim payment share is equipment work; it is not added to the grand total again.

Share by firm. Interim payments, materials and concrete are counted **together**; if both concrete was bought from a firm and an interim payment was issued to it, the two are added up in one row and the sources are listed underneath. The list shows the **top eight firms.**



Share by firm

Interim payments, materials and concrete together — largest share first

Yılmaz İnşaat	₺3,660,000.00
Interim payments	29.3%
Akçimento Hazır Beton	₺2,846,000.00
Concrete	22.8%
Batı Yapı Malzemeleri	₺1,389,000.00
Materials	11.1%
Demir Kalıp İskele	₺1,055,000.00
Interim payments	8.5%
Öz Elektrik Mekanik	₺830,000.00

Open commitments. First the source totals (**Issued PO** and **Pending shipment**), then the four most overdue items under the **Overdue** heading. If there are more than four, the line below says how many more there are and that all of them are in the **Commitments** view of the details table. If an open shipment has no unit price, its number is stated at the very bottom in an amber line.



Open commitments

Issued POs and shipments awaiting delivery

Issued PO	2 items	₺2,129,000.00
Pending shipment	3 items	₺1,206,000.00

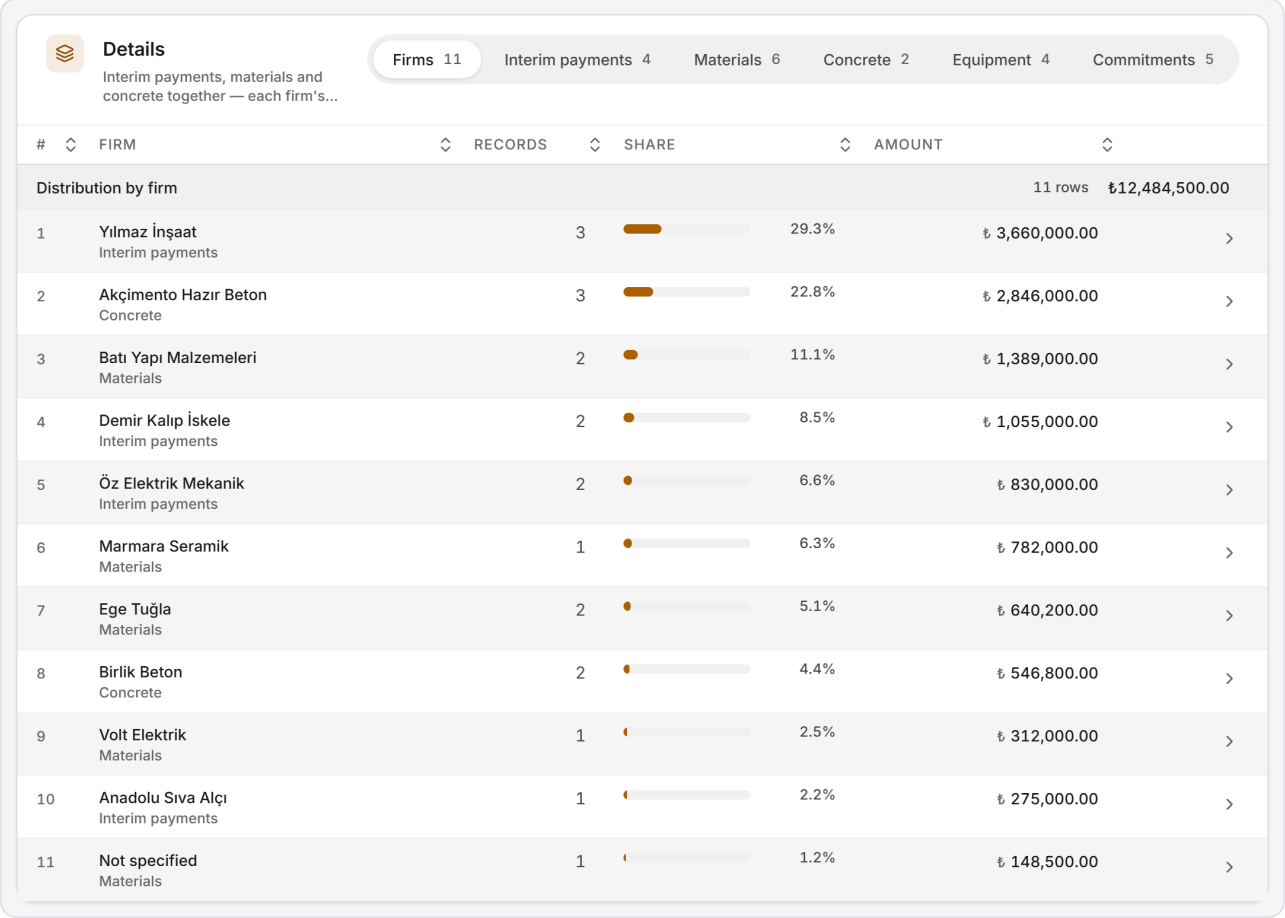
OVERDUE

PVC Pencere Doğraması · Doruk Do...	49 days
NYA Kablo 3×2,5 · Volt Elektrik	41 days

1 open shipment has no unit price; it is not included in the total.

> **Note** The source names are truncated in this narrow column — they appear as *Approv...* and *Pending...*. You can read their full names and their individual items in the **Commitments** view of the details table below.

Details

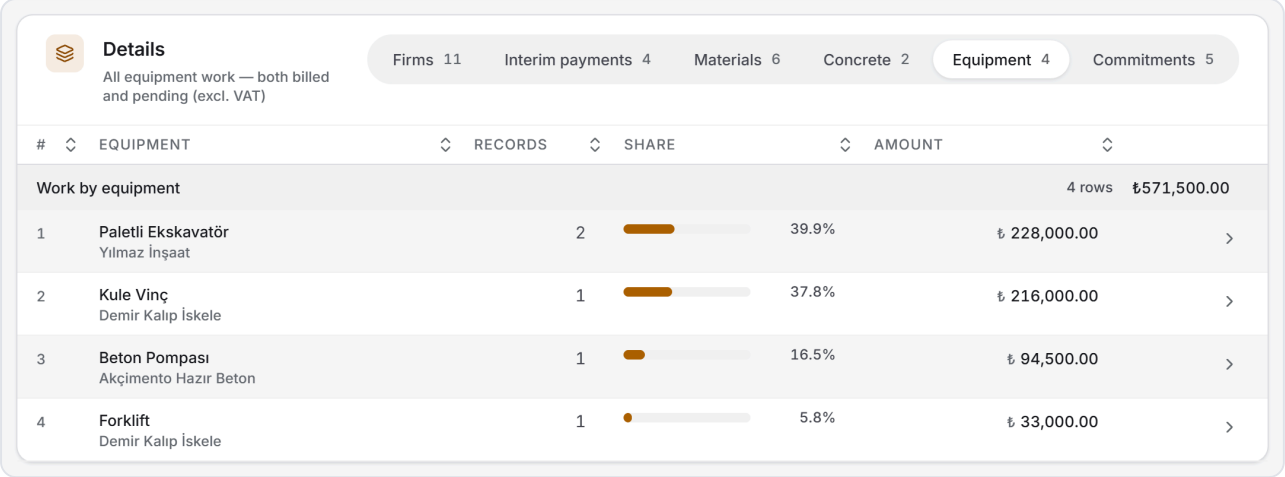


The real output of the page is a single table, and its **view** is changed with the six-part selector at the top right. The number beside each slice says how many rows that view has.

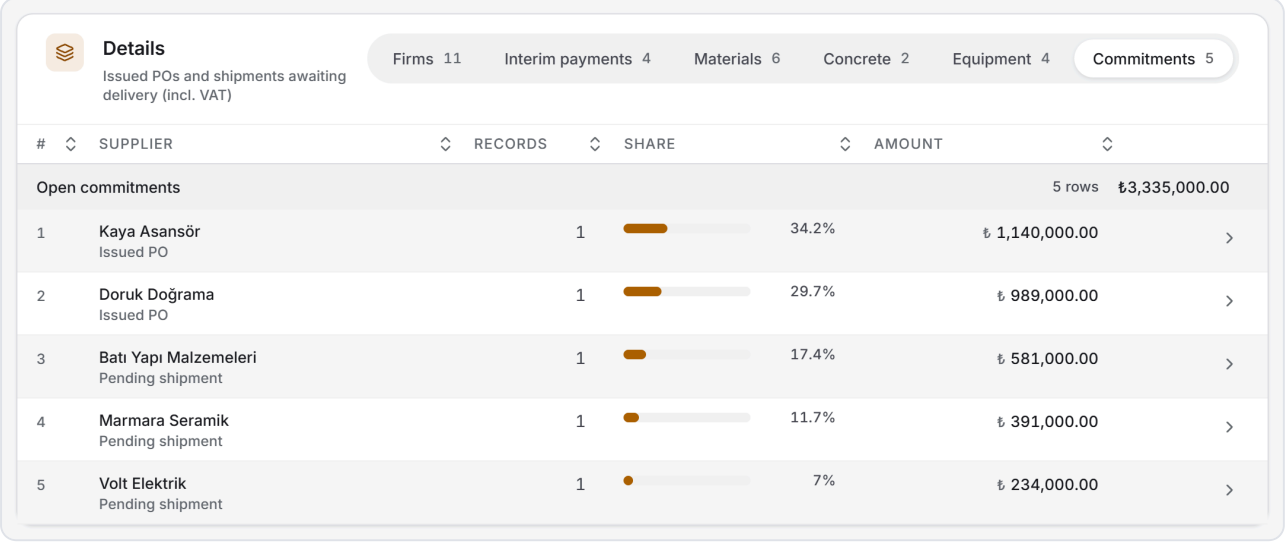
VIEW	HOW THE ROWS ARE GROUPED	NAME COLUMN
Firms	By counterparty; all three categories together	Firm
Interim payments	Interim payments only, by subcontractor	Subcontractor
Materials	Material purchases only, by **material name**	Material
Concrete	Concrete pours only, by firm	Firm
Equipment	All equipment work, by machine	Equipment
Commitments	Open orders and shipments, by supplier	Supplier

The table has six columns: **#** (rank), the name, **Records**, **Share**, **Amount** and the arrow that opens the row. The rank is fixed by amount — "1" is the row with the largest share. Clicking the column headers changes the sorting.

To the right of the group heading stand **the row count and the total of that view.** In the Equipment and Commitments views this total differs from the Actual Cost above; the reason is written in the table's description line.

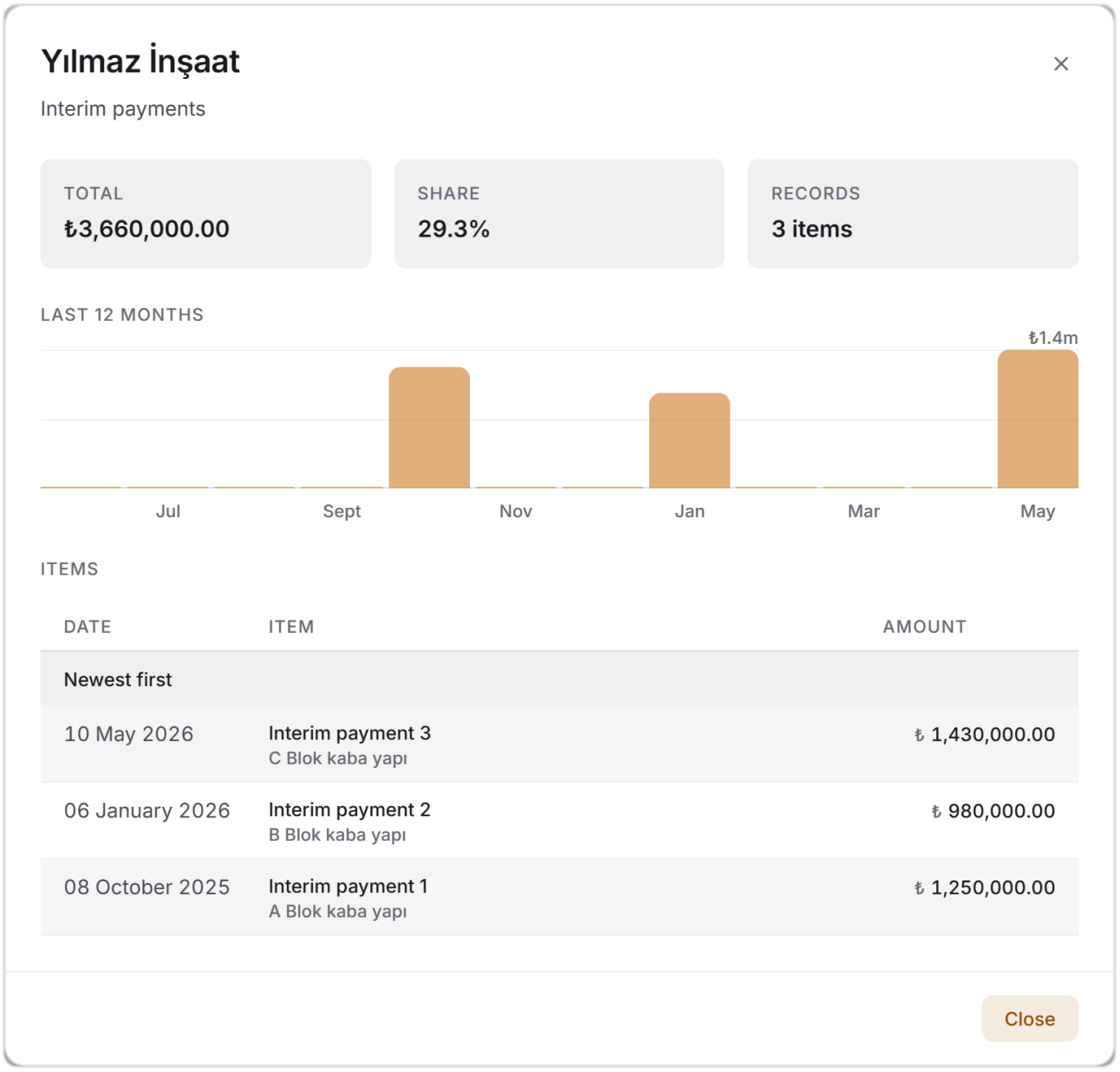


The second line under the name changes with the view: categories for firms, the subcontractor name for equipment, the source for commitments (*Issued PO · Pending shipment*), and the record count for interim payments and concrete.



The total of the Equipment view can be larger than the **Equipment Portion** tile above: the tile counts only work that has entered an interim payment, while the table shows both and separates them with a badge in the panel.

Detail panel



This is the window that opens when you press the arrow on the right of a row. It has three parts:

1. **Header figures** — **Total**, **Share** and **Records.** All three come from the table; the panel does not recalculate them.
2. **Last 12 months** — that row's own monthly distribution. The months again come from the calendar and the series is aligned to the row's **most recent record.** If there are items with no date, their number is written below the chart.
3. **Items** — the individual records that make up the row, sorted **newest first.** Columns: **Date**, **Item**, (in views that carry a badge) **Status** and **Amount.** The list is paged twenty-five rows at a time.

There is no edit or delete button in the panel. To change a record, go to the chapter the record belongs to.

4. Fields

There is no field to fill in on this page; the table below says what the **measures read on the screen** mean and how they are calculated.

MEASURE	WHAT IT MEANS	HOW IT IS CALCULATED
Actual Cost	Everything the project has cost to date, **excluding tax**	The total of the three categories (net amounts)
Incl. tax	The same figure with tax	Actual Cost + tax
Tax	The tax part of the same figure	The tax of the items is added up
Interim payments	Interim payments issued to subcontractors	Each payment's amount **as written in the record**, **before deductions** (excl. tax)
Materials	Purchased material	Only **Manual Entry** and **Delivery received** movements, excl. tax
Concrete	Poured concrete	The amount of the concrete records, excl. tax
Open Commitments	Load that has not yet turned into cost, excl. tax	The whole of issued POs with no shipment card opened + the **remaining quantity × unit price** of open shipments
Committed Cost	The project's visible total load	Actual Cost + Open Commitments
Cost per m²	The cost per square metre	Actual Cost ÷ construction area
Equipment Portion	Equipment work inside an interim payment, **excl. tax**	The amount of work linked to an interim payment
Equipment awaiting billing	Work done but not linked to any interim payment, excl. tax	The amount of work not linked to an interim payment
Share	A row's share	The row's amount ÷ **the total of that view**; on the breakdown cards ÷ the actual total
Records	The number of items in the filter	—
Firm	How many separate firms were worked with	The *Not specified* bucket is **not counted**

What enters a category and what does not

SOURCE	DOES IT ENTER THE COST
An issued interim payment	✓ Yes (excl. tax)
A **manual entry** in stock	✓ Yes
A **received delivery** in stock	✓ Yes
Site issue, transfer, count adjustment	✗ No — these are not money coming into the project
A concrete pour	✓ Yes
Equipment work	✗ Not separately — it is already billed as an interim payment item
Issued PO, open shipment	✗ Not in the cost; counted separately as a **commitment**

Records with no counterparty

Records with no subcontractor or supplier selected are gathered into a single row named **Not specified** and are not counted as a firm. This is why the firm count in the **Records** tile can be one less than the number of rows in the **Firms** view. A deleted subcontractor, or one whose name was left blank, does **not** fall into this bucket — it stands in its own row as *Deleted subcontractor* or *Untitled subcontractor.*

5. Step by step

5.1 Choosing a period

1. Press **Current year** or **Last 12 months** on the control bar.
2. The cost summary, the breakdown cards and the details table narrow together.
3. **The Open Commitments tile does not change.** Commitments look forward; the period of "what did we spend this year" is not the same as that of "what is ahead of us".
4. **All** takes you back.

5.2 Narrowing by category

1. Open the **Category** filter.
2. Tick **Interim payments**, **Materials** or **Concrete** as you need.
3. Items outside the chosen category are dropped; the numbers beside the detail views change accordingly. With only *Concrete* selected no rows remain in the **Interim payments** view and the table says so in a sentence.
4. The **Equipment Portion** tile is not affected by this filter: equipment is not a category but an item inside an interim payment.

5.3 Searching

1. Type part of a firm name, a material name or a description into **Search items.**
2. The list narrows as you type. The search respects Turkish letters: typing *yilmaz* finds *Yılmaz İnşaat.*
3. The search **narrows the open commitments list too** — type a supplier name and you also see that firm's open load.

5.4 Reading the chart

1. Choose **Monthly** or **Cumulative** with the selector at the top right of the card.
2. Hovering over a column shows the name of the month and its split across the three categories.
3. An empty column means "no records were entered that month"; it is not removed from the chart.

5.5 Changing the detail view

1. Choose a view with the selector at the top right of the table: **Firms · Interim payments · Materials · Concrete · Equipment · Commitments.**
2. The table's title, description and name column change with the view.
3. Clicking a column header changes the sorting. In a long list, sorting **by name** is the fastest way to find a firm.

5.6 Opening a row's details

1. Press the arrow on the right of the row.
2. The window that opens shows the row's total, share, record count, monthly distribution and items.
3. The item list is paged twenty-five rows at a time; you move on with the page buttons below.
4. **Close** returns you to your place in the table.

5.7 Taking an export

1. Press one of the three buttons in the title: **One-page summary (PDF)**, **Detailed report (PDF)** or **Download Excel.**
2. Choose the location and the name in the save dialog.
3. Once the file is saved a green band appears at the top of the screen with its path; **Close** removes it.
4. All three exports apply **the filter on the screen** and write which filter was applied into the header of the document.

> **Note** If no item matches the filter all three buttons are disabled. The export of an empty list is an empty file.

5.8 Refreshing the page

Refresh reads all five ledgers again. If another user has issued an interim payment or received a shipment, the figures are up to date after this button.

6. Exports

The three exports serve three different purposes.

Excel — three sheets

File name **Financials_**<date-time>**.xlsx.**

SHEET	WHAT IS IN IT
Summary	Four columns: Measure · Value · Unit · Description. The three categories, actual cost, net amount, tax, equipment portion, equipment awaiting billing, open commitments, committed cost, construction area, cost per m² and the record count. At the bottom of the sheet **the first five rows of every view** stand as separate small tables
Items	The raw rows: **Date · Category · Firm · Item · Description · Net Amount · Tax Amount · Grand Total.** A GRAND TOTAL row at the bottom
Commitments	**Source · Supplier · Item · Description · Expected Date · Delay (days) · Amount.** A TOTAL row at the bottom

The header row is frozen on all three sheets. The **Items** sheet also has the filter turned on — so that whoever opens the file can ask their own question. Every amount comes out as a **real number** and every date as a **real date**; select an amount column and Excel shows the total itself.

Project Cost Report (PDF)

The working document produced by **Detailed report (PDF)**; file name **Financials_**<date-time>**.pdf.** A4 portrait, as long as the number of records requires.

It contains, in order: the project name and the actual total · the applied filter · the **Cost Distribution** table (three categories, the equipment line, the commitment line if any, ACTUAL TOTAL) · the cost per m² and construction area line · then **a separate section for every view** (Firms, Interim payments, Materials, Concrete, Equipment, Commitments) — each section a table with # · name · description · records · share · amount and a TOTAL row below it. From the second page onwards a band with the project name and the report date stands at the top and the page number at the bottom.

> **Note** If the detail rows exceed 800 the app asks first: during preparation the program may not respond for a while and the process cannot be stopped. Narrowing the filter makes the file smaller and the list easier to read; Excel is fast even at this size.

Project Cost Summary (PDF)

The signed statement produced by **One-page summary (PDF)**; file name **Project_Cost_Summary_**<date-time>**.pdf.** A4 portrait and **one page** — it does not grow however many records there are. It is built to be handed to the project owner, a partner or a bank.

It contains: the title and the project name · the report date · the **Scope · Records · Firm** header band · the **Cost Distribution** table (three categories, ACTUAL TOTAL (excl. tax), and if there are commitments, the open commitment line and COMMITTED COST (excl. tax)) · three measures side by side (cost per m², tax, equipment portion) · the **Firms with the Largest Share** table (the top five) · the **Notes** items · and at the bottom the **Prepared by · Signature** and **Approved by · Stamp · Signature** areas.

The notes state the limits of the document itself: which records the amounts were compiled from, why equipment is not added separately, that commitments are not included in the actual cost and — if there are any — the number of records with no date and of shipments with no unit price.

7. Things worth knowing

The page writes nothing. If a figure here is wrong, this page is not where it is corrected; it is corrected in the chapter where the record was entered, and **Refresh** brings it here.

The equipment amount is not added to the grand total again. Equipment work is billed as an interim payment item, so it is already inside the interim payment share. Adding it again would count the same money twice. This is why the equipment tile and the Equipment view are written **excluding tax** — tax is added at the level of the interim payment.

Equipment follows the period selector but not the category filter. "What did we pay for equipment this year" is a valid question; zeroing the equipment counter when only *Concrete* is selected would imply a relationship that does not exist.

The equipment details can be larger than the equipment tile. The tile counts only work that **has entered** an interim payment; the table shows both the billed and the pending work and separates them with a badge.

Open commitments are affected by neither the period nor the category. Only the search narrows them too. If the open load shrank when a period was chosen, a figure that should stay put on the screen would move with the filter.

The same material is never counted twice. The part that has been received is already an actual cost; the open load is calculated from the **remaining** quantity on the shipment card. If a PO has been issued but no shipment card has been opened yet, the whole of the approved quote counts as open load.

Open shipments with no unit price cannot enter the commitment total. Their amounts are not known, so they cannot be added up; their number is written on the breakdown card and in the summary document so that they do not disappear silently.

Records with no date are dropped the moment a period is chosen. They come back under *All* and are included in the total; they never appear in the chart. Their number is written on the summary card.

The twelve months of the chart are aligned to the last month of the data, not to today. In a project that stopped months ago the chart does not stay empty; twelve months are drawn backwards from the last record.

The cumulative chart accumulates only the twelve visible months. The total of older months is not added to the base; if it were, the first column would show an enormous base and the movement of the twelve months itself would become unreadable. The total for the whole project is already written on the summary card.

The table total can differ from the Actual Cost. The Equipment view is already inside the interim payments, and the Commitments view has not yet been incurred. This is not an error, and the table's description line says so.

The share by firm card shows only the top eight firms. For all of them look at the **Firms** view of the table; there is no limit there.

An interim payment's amount is read from the record. Its items are priced as on the day of issue; if their sum still differs from the amount written in the record (for instance because an item's quantity changed later), the correct one is the amount **in the record**; an interim payment is a signed document.

Deductions are not taken off the cost. A deduction from an interim payment (money spent on the subcontractor's behalf: a municipal fee, materials bought on the subcontractor's account) is still a project cost. Financials therefore counts the interim payment at its amount **before deductions**; when there are deductions, an *"Includes {tutar} in deductions"* line sits under the headline, the category card carries a note explaining the rule and the exports have a deduction row. Materials and concrete bought on a subcontractor's account are **not** entered in Inventory or Concrete as a cost — they would be counted twice; if you do enter them, enter them without a price. The interim payment total on the Overview stays net of deductions, because it shows what is owed to the subcontractor.

The cost per m² depends on the construction area. The area is kept as text in the project identity; if it is not entered or cannot be read as a number, the tile shows **—**. It does not show zero — zero is a measurement and would say "this building was free".

The page shares the data of other chapters. For a user arriving from Interim Payments or Inventory the lists have already been downloaded and the server is not asked again.

The search does not work on amounts or dates. It searches the firm name, the item name and the description; narrowing by date is the job of the period selector.

8. Related chapters

None of the figures on this page is produced here. Where they come from:

- **Interim Payments** — the whole of the interim payment category and the equipment portion come from there; the amount and the tax are read from the issued payment's own record.
- **Inventory** — the material category consists of the **manual entry** and **received delivery** movements there.
- **Concrete Tracking** — the concrete category comes from the pour records there.
- **Equipment Tracking** — equipment work is entered there; whether a job has entered an interim payment is also decided there.
- **Order Management** — one half of the open commitments: issued POs that have no shipment card opened.
- **Deliveries** — the other half of the open commitments: the remaining quantity of shipments awaiting delivery. The unit price and the tax rate are read from there.
- **Projects** — the **construction area**, the divisor of the cost per m², is entered in the project identity.
- **Subcontractors** and **Suppliers** — the firm names come from there; the rows of the firm breakdown rest on those records.

Accounts

1. What it is for

Accounts is the page that keeps **the running account with each counterparty.** It shows how much you owe a subcontractor, a supplier, a customer or a staff member, how much they owe you, how long that debt has been waiting, and which cheques and promissory notes you hold.

Most of the ledger fills itself: an issued **interim payment**, a poured batch of **concrete**, a received **material** delivery and every **payment** entered drops a line here from its own page. What is entered on this page is everything else: invoices, advances, deductions, payment and collection records, cheques and notes, and an invoice archive.

The page answers these questions: **how much do we owe whom**, **which debt has passed its due date**, **what happened in the ledger this month**, **how did a firm's account reach this state**, **which cheques are waiting in the portfolio** and **how do I produce the statement to send to the other side.**

2. How to open it, who can see it

In the sidebar: *Management & Finance › Accounts.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see both views, the summary band, the ageing, the breakdowns and the account panel. **You can take all four exports and open bank slips, cheque images and invoices attached to a record. New account**, transaction, payment, cheque and document buttons are not drawn at all
Edit	The same, plus you open accounts, enter manual transactions, record payments and collections, process cheques and notes, and archive documents
No permission	The module appears dimmed and locked in the menu

Note None of the four exports requires edit permission. Taking a report does not change the data; whoever can read the ledger — typically accounting — should be able to take its statement as well.

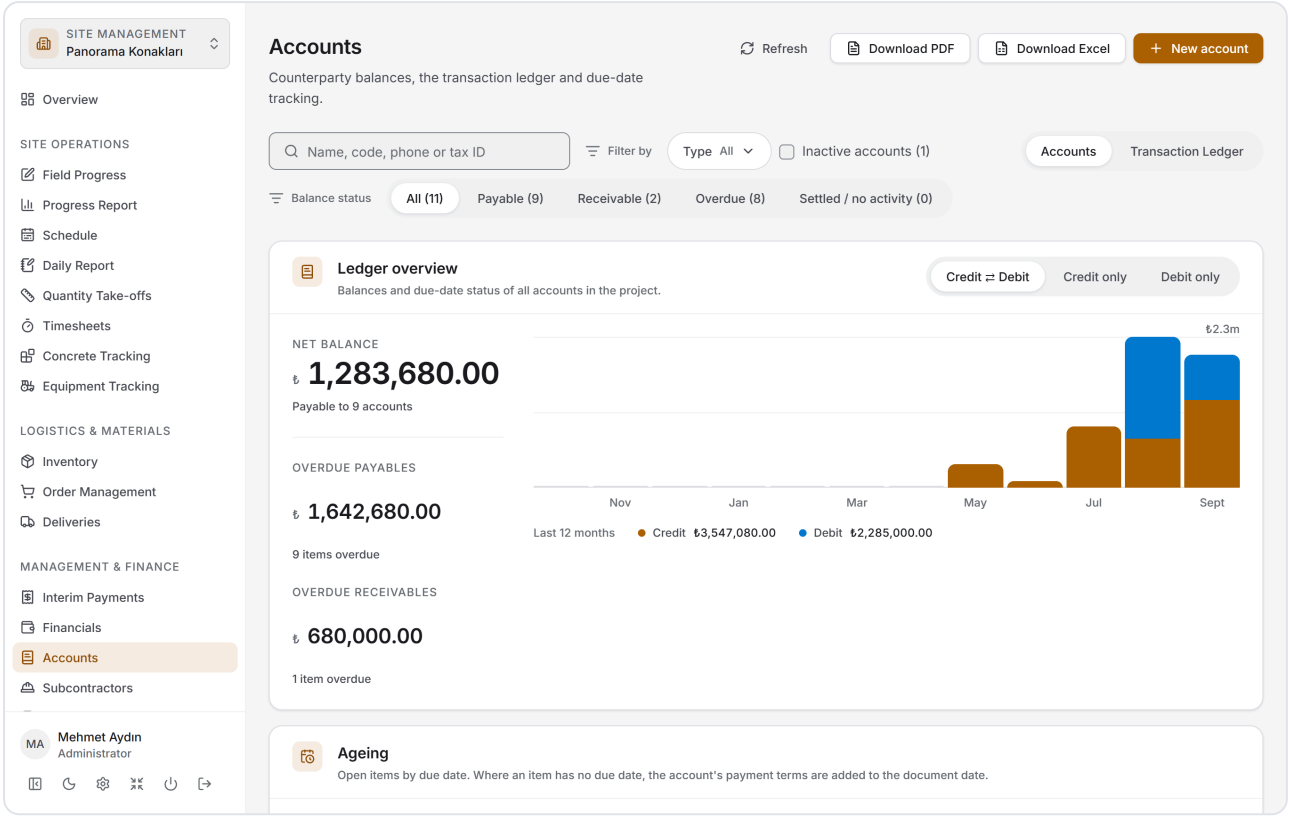
Besides the module permission, a **server role** also applies on this page. Some operations are open to administrators only, even when the project permission is granted:

Administrators only **Opening a new account**, **deleting an account**, **editing or deleting a transaction already posted to the ledger** and **deleting a payment record** require administrator permission. A site manager **can enter** new transactions, payments, cheques and documents; changing and deleting them afterwards is left to an administrator.

Administrators only Changing the **status of a cheque or note** falls under the same rule. Posting a document to the ledger and taking it back out means writing and deleting an account transaction; if your permission is not enough the screen says *"The document status could not be changed. Posting to and removing from the ledger requires administrator permission"* and the document keeps its previous status.

Note Some buttons may be missing for a few seconds while the page opens: the app reads your permission first and draws the write buttons afterwards. If the permission cannot be read at all the buttons appear **enabled**, and a save attempt is then rejected by the server.

3. Anatomy of the screen



Note The screenshots in this chapter contain no real company data; the project, firm, subcontractor and material names and the figures are examples.

The page has **two views**, and both share the same shell and the same filter bar. The switch at the right end of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Accounts	The **current** state of the accounts — a balance list grouped by account type, with a summary, the ageing and the breakdowns above it
Transaction Ledger	**The transactions themselves** — a ledger grouped by day, newest day on top

The **Accounts** view has four layers and follows the same order as Inventory, Order Management, Deliveries and Interim Payments: first you **narrow down**, then you read the result **as a figure**, then you look at its **breakdown**, and finally you go down to **the rows.** There is a fifth layer where a firm's account opens: the **account panel** that appears when you click an account name.

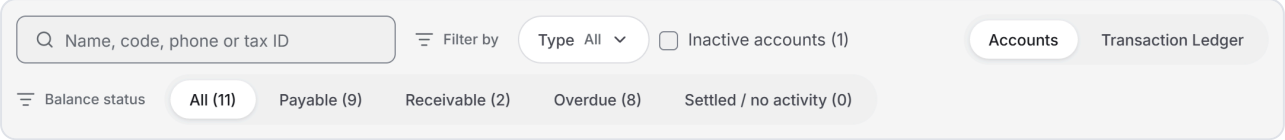
LAYER	WHAT IT DOES
Filter bar	Search, account type, balance status; in the ledger also account, document, credit/debit and period
Ledger overview	Two headline amounts, the chart of the last twelve months, four small measures
Ageing	The open payable by due date
Breakdown	Distribution by type and the largest balances
Table	The balance list or the transaction ledger
Account panel	A firm's details and its **four ledgers**

> **Note** The summary band, the ageing and the breakdown cards are drawn **only in the Accounts view.** The Transaction Ledger is a ledger; it carries no summary above it. The net effect of a day is written in the table's group header, and the overall total in the header of the Excel and PDF exports.

Five ledgers — accounts, transactions, payments, cheques/notes and the invoice archive — are loaded **once** when the page opens. Changing the filter, flipping the view switch, opening the panel and switching tabs send no request to the server.

Header and actions. The header shows *Accounts* and the description *"Counterparty balances, the transaction ledger and due-date tracking."* On the right are **Refresh**, **Download PDF**, **Download Excel** and — if you have edit permission — **New account.**

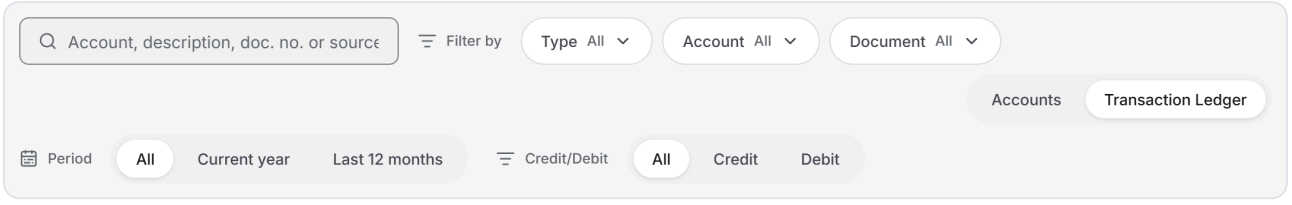
Filter bar



It has two rows. The top row holds the search box, the filters under the **Filter by** label and the view switch at the far right; the bottom row holds the selectors that belong to that view.

CONTROL	IN WHICH VIEW	WHAT IT DOES
Search accounts	Accounts	Searches the account name, code, phone, tax ID and contact
Search transactions	Transaction Ledger	Searches the account name, description, document number and source name
Type	Both	Subcontractor · Supplier · Customer · Staff · Other. More than one can be selected
Inactive accounts	Accounts	Adds closed accounts to the list. Their count is written next to it
Account	Transaction Ledger	Narrows the ledger to specific firms
Document	Transaction Ledger	Invoice · Delivery ticket · Interim payment · Payment · Collection · Advance · Deduction
Balance status	Accounts	All · Payable · Receivable · Overdue · Settled / no activity
Period	Transaction Ledger	All · This year · Last 12 months
Credit/Debit	Transaction Ledger	All · Credit · Debit
View	Both	Accounts ⇄ Transaction Ledger

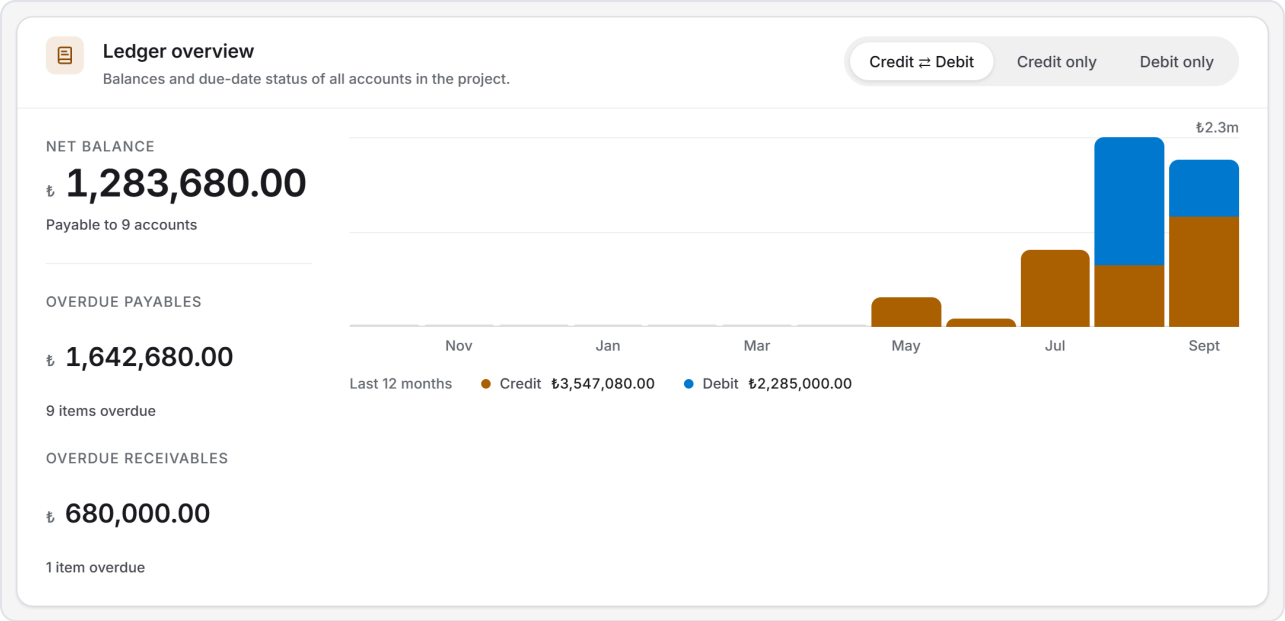
A figure sits next to each balance-status segment and each filter option; it tells you how many records would remain if you made that choice. The **Inactive accounts** switch is drawn only if the project has inactive accounts. While a filter is active, a **Clear filters** button appears.



When you switch to the Transaction Ledger the bottom row changes: the **Balance status** segments are replaced by the **Period** and **Credit/Debit** selectors, and the **Account** and **Document** filters are added to the top row.

> **Note** The filters of the two views do not erase each other. If you pick a document type in the ledger and switch to Accounts, that choice is kept and is still there when you go back. Only the search box and the **Type** filter are shared.

Ledger overview



Three amounts sit one above the other on the left of the card:

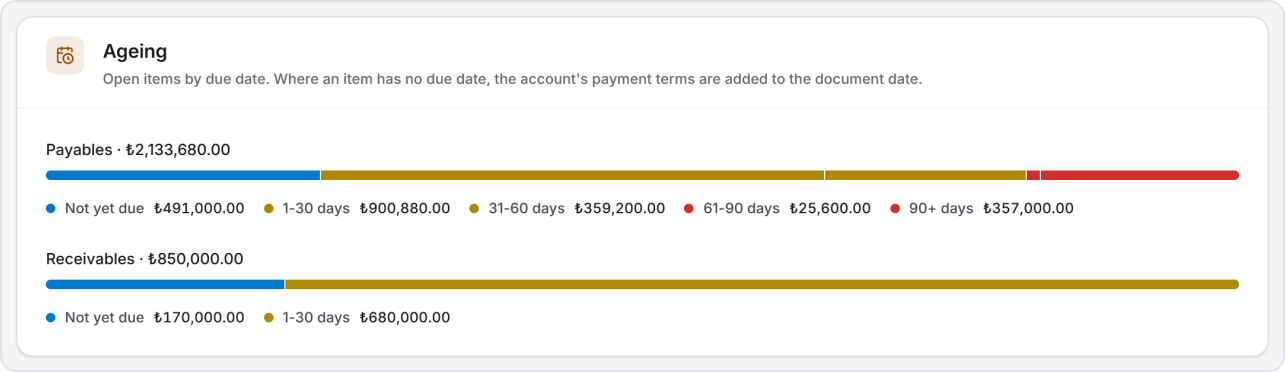
- **Net balance** — the signed total of all accounts. The line under it states the direction **as a sentence**: *"Payable to 9 accounts"*, *"Receivable from 2 accounts"* or *"The ledger is settled."* No minus sign is used; in a ledger "−1,240,000 ₺" could mean two different things.
- **Overdue payables** — the part of the open items we owe that has passed its due date. Under it you read *"9 items overdue"* or *"No overdue open items."*
- **Overdue receivables** — the same for open items owed to us, with the item count below.

The column chart of the **last twelve months** is on the right. Each column is split into two colours: **Credit** and **Debit.** The selector in the top-right corner of the card changes the measure of the chart:

MEASURE	WHAT IT SHOWS
Credit ⇄ Debit	The two stacked. "How much did we take on this month, how much did we settle"
Credit only	Only the lines that create a debt
Debit only	Only payments and settlements

While a filter is active, a line such as *"Balance of the 5 accounts shown (11 in the project)"* appears under the card title; with no filter the card's own description sits there. The twelve months of the chart come from the calendar: **a month with no records stays as an empty column**, it is not skipped.

Ageing



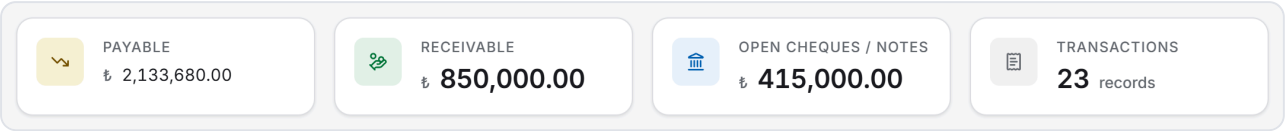
It shows the open items by due date in two horizontal bars: **Payables** on top and — if there are any — **Receivables** below; each bar starts with that direction's total. Where an item has no due date, the account's **payment terms** (days) are added to the document date. There are five buckets, and the colour darkens as the delay grows:

BUCKET	WHAT IT MEANS
Not yet due	Due today or later
1-30 days	Between one and thirty days past due
31-60 days	
61-90 days	
90+ days	Waiting for more than ninety days

If there are any, the line *"3 open items have no date and are not included in ageing."* and a separate note for payments not linked to a document (advance / overpayment) sit below the card.

> **Note** The card is drawn **only when there are open items.** In a project where every debt has been settled, an empty bar would keep a problem that does not exist on the screen.

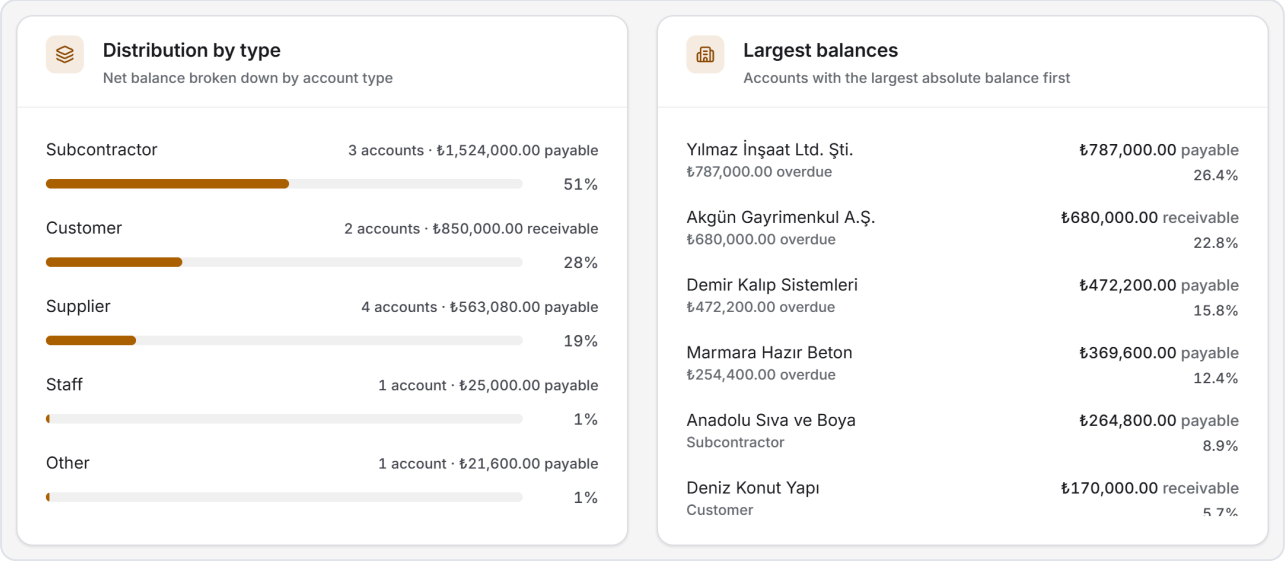
The four measure tiles



TILE	WHAT IT SHOWS
Payable	The total of the accounts whose balance is a debt of ours
Receivable	The total of those who owe us
Open cheques / notes	The total of documents waiting in the portfolio and endorsed ones. **Not included in the balance**
Transactions	The total number of transactions of the accounts on screen

Payable and *Receivable* are written separately, not netted off; the net balance is already in the card above. Owing and being owed by the same firm at the same time is an ordinary situation, and a single net figure would hide it.

Breakdown

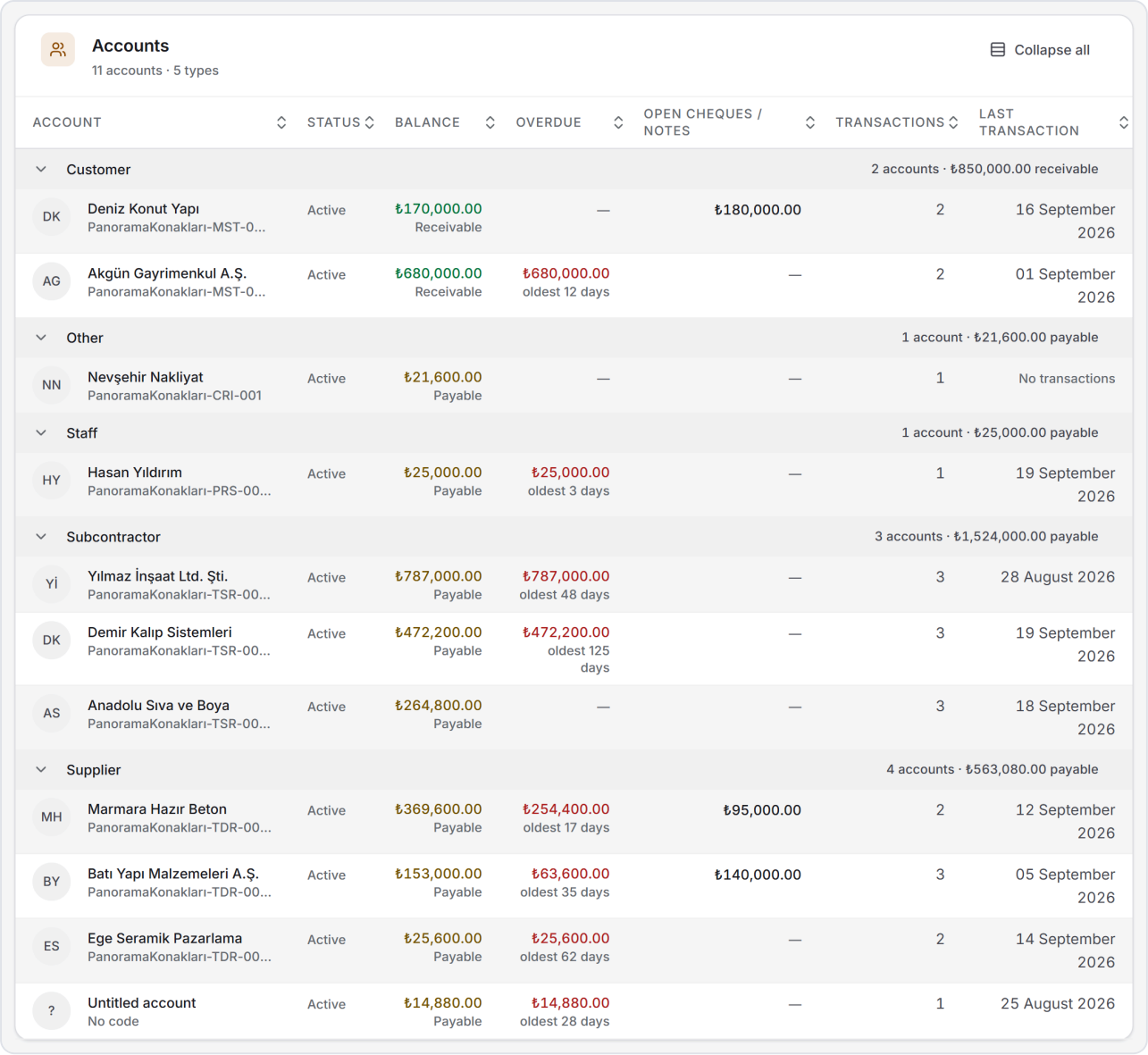


Two cards sit side by side and both are counted from the same rows:

- **Distribution by type** — the share of the net balance by account type, with bars. If a type's credits and debits cancel each other out, the bar is replaced by *"Credits and debits cancel out"*; a "0%" bar next to it would make that type look unimportant.
- **Largest balances** — the **first eight** accounts by absolute balance. Each row shows the firm name, under it either the overdue amount or the account type, and on the right its share and amount. The word next to the amount states the direction: *payable* or *receivable.*

Accounts with a settled balance never enter the second card.

Balance list



The card is titled *Accounts* and described as *"11 accounts · 5 types."* On the right, **Collapse all** folds the groups.

Rows are **grouped by account type**, and the group header carries the net balance of that type (*"3 accounts · 1,524,000.00 ₺ payable"*). The default order puts **the largest payable on top**; you can change it by clicking a column header.

COLUMN	WHAT IT SHOWS
Account	Initials, the firm name and, under it, its code and phone. The name is a button that opens the panel
Status	*Active* or an *Inactive* badge
Balance	The amount and, under it, its direction: *Payable* · *Receivable* · *Settled*
Overdue	The overdue amount and, under it, *"oldest 48 days"*
Open cheques / notes	The total of documents waiting in the portfolio
Transactions	The number of rows this account has in the ledger
Last transaction	The date of the most recent dated record in the ledger

A row with a settled balance shows **—** instead of an amount. An account with no delay falls **to the bottom** when sorted by *Overdue*: zero means "no delay", and sorting it numerically would place it at the head of the least-delayed group.

Transaction ledger



The card is titled *Transaction ledger* and described as *"25 transactions · 24 days."* Rows are **grouped by day**, the newest day sits on top, and the group header states the net effect of the day (*"2 transactions · +10,000.00 ₺"*). Records with no date are gathered **at the very bottom** under the *No date* header.

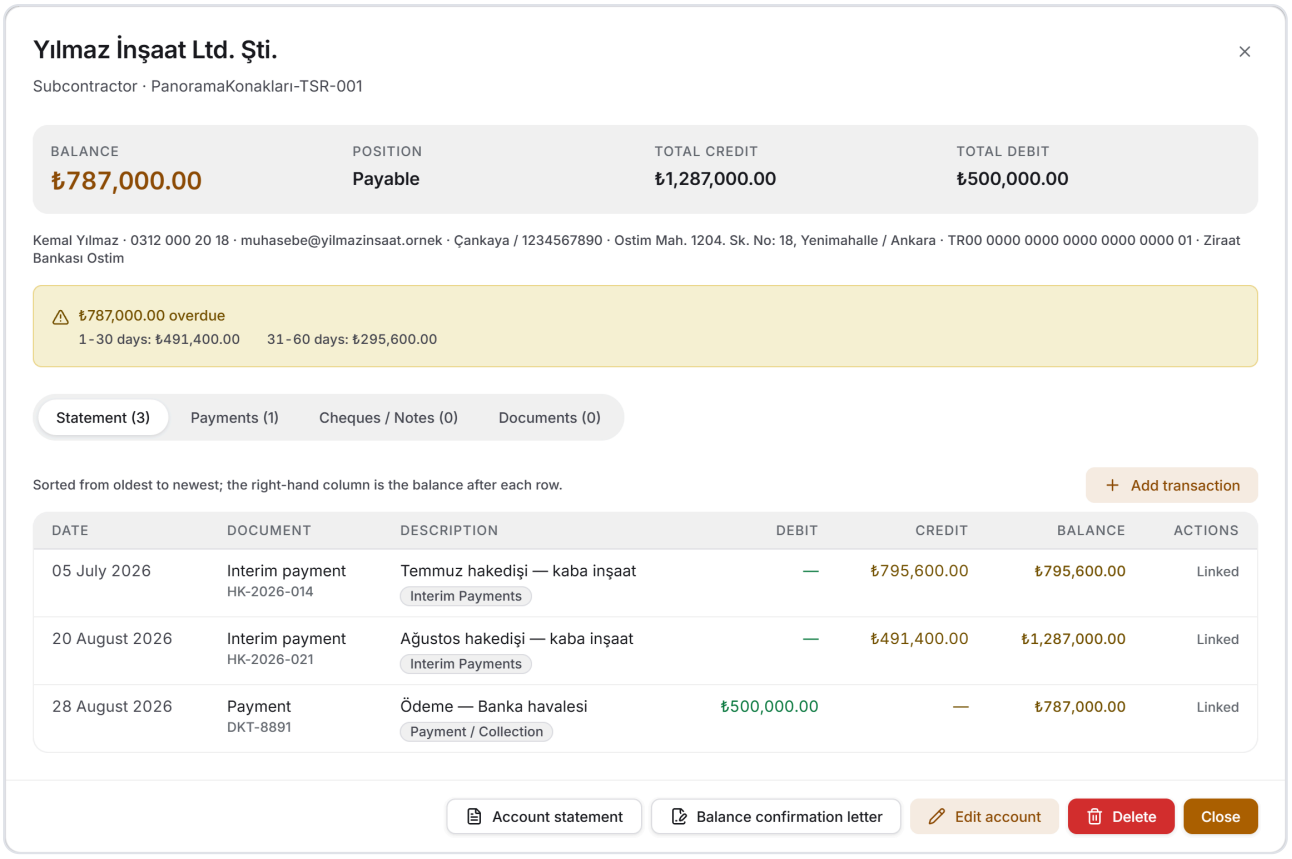
COLUMN	WHAT IT SHOWS
Account	The firm name and code. The name is a button that opens the panel
Document	The document type and, under it, its number
Description	The row's description and, under it, the **source badge**
Due	The due date, if there is one
Amount due	The signed amount (`+` credit, `−` debit) and, if there is tax, the net amount under it
Credit/Debit	A *Credit* or *Debit* badge
Actions	Edit and delete on a manually entered row; *Linked record* on an automatic one

The source badge says where the row comes from: **Concrete Tracking**, **Inventory**, **Interim Payments**, **Equipment**, **Payment / Collection** or **Cheque / Note.** A row without a badge was entered manually on this page.

> **Note** The ledger also shows **the transactions of inactive accounts.** The *Inactive accounts* switch only concerns the balance list; in the ledger a transaction stays in place even if its account has been closed. This is why the transaction count in the ledger header can be larger than the **Transactions** measure in the summary band — that measure counts only the accounts **shown on screen.**

> **Note** There is **no running balance** in this view. In a multi-account list the rows of three different firms follow one another and a running total would mean nothing. The running balance belongs to a single account's statement; it is on the **Statement** tab of the panel and in the Account Statement document.

Account panel



Clicking an account name opens a wide window. The header shows the firm name and, under it, its type and code. The window sends **no new request**; all the data is already loaded.

Four tiles of details sit at the top:

TILE	WHAT IT SHOWS
Balance	The absolute amount; *Settled* if it is level
Position	*Payable* · *Receivable* · *Settled*
Total credit	The total of all credit lines of the counterparty
Total debit	The total of all debit lines

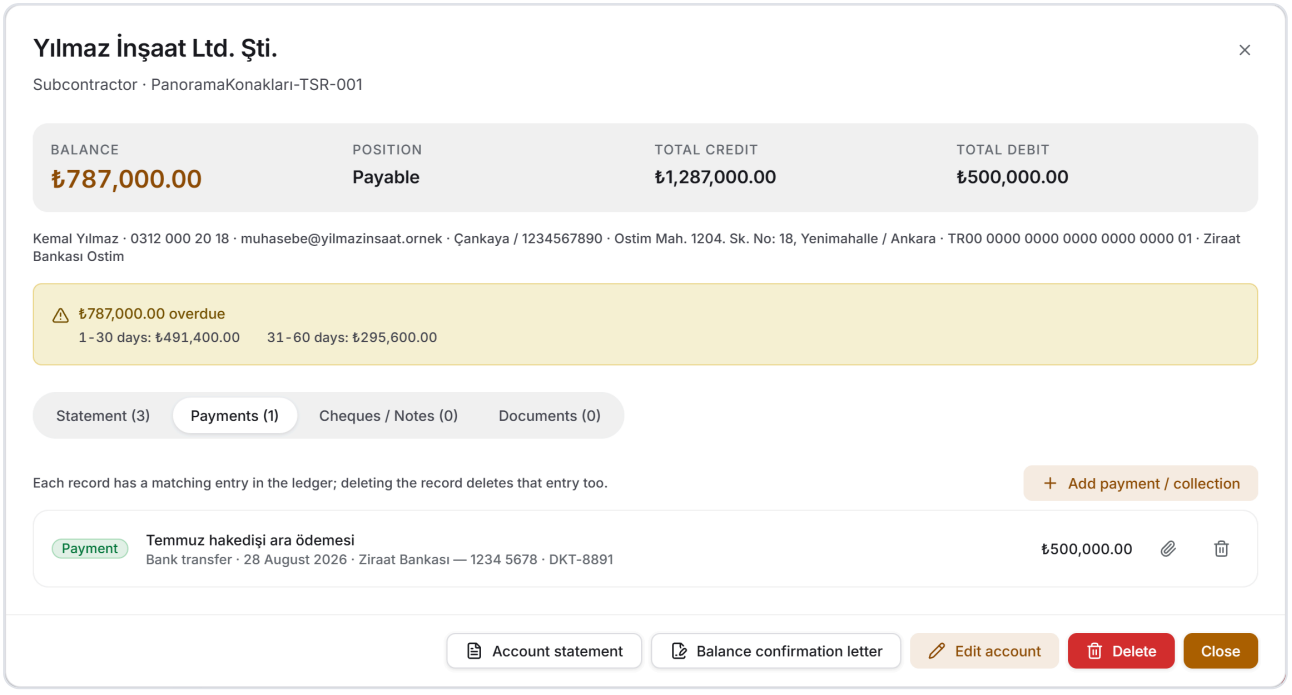
Below the tiles, a single line holds the contact person, phone, email, tax office/number, address and bank details — only the ones that have been filled in. Under that, if there are any, the ageing band (*"63,600.00 ₺ overdue"* and the bucket-by-bucket split) appears, and an information box if the account is inactive.

There are four tabs below, each with its record count:

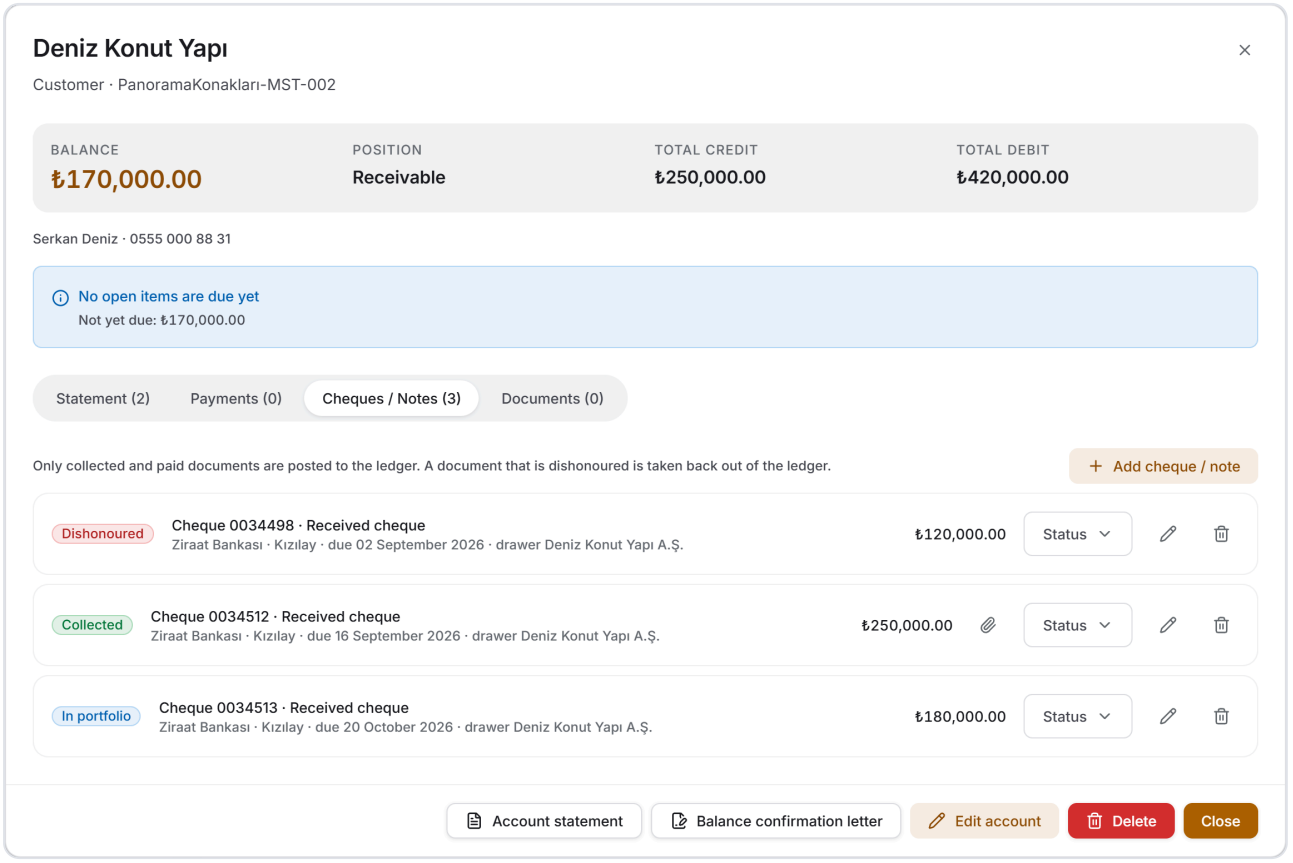
TAB	WHAT IS IN IT
Statement	Every transaction of this account, **oldest to newest**, with its running balance
Payments	The payment and collection records entered, with their documents
Cheques / Notes	Portfolio and settled documents, with their status
Documents	The invoice archive — records that do not enter the balance

At the bottom of the window are **Account statement**, **Balance confirmation letter**, **Edit account**, **Delete** and **Close.** The first two are available with view permission as well.

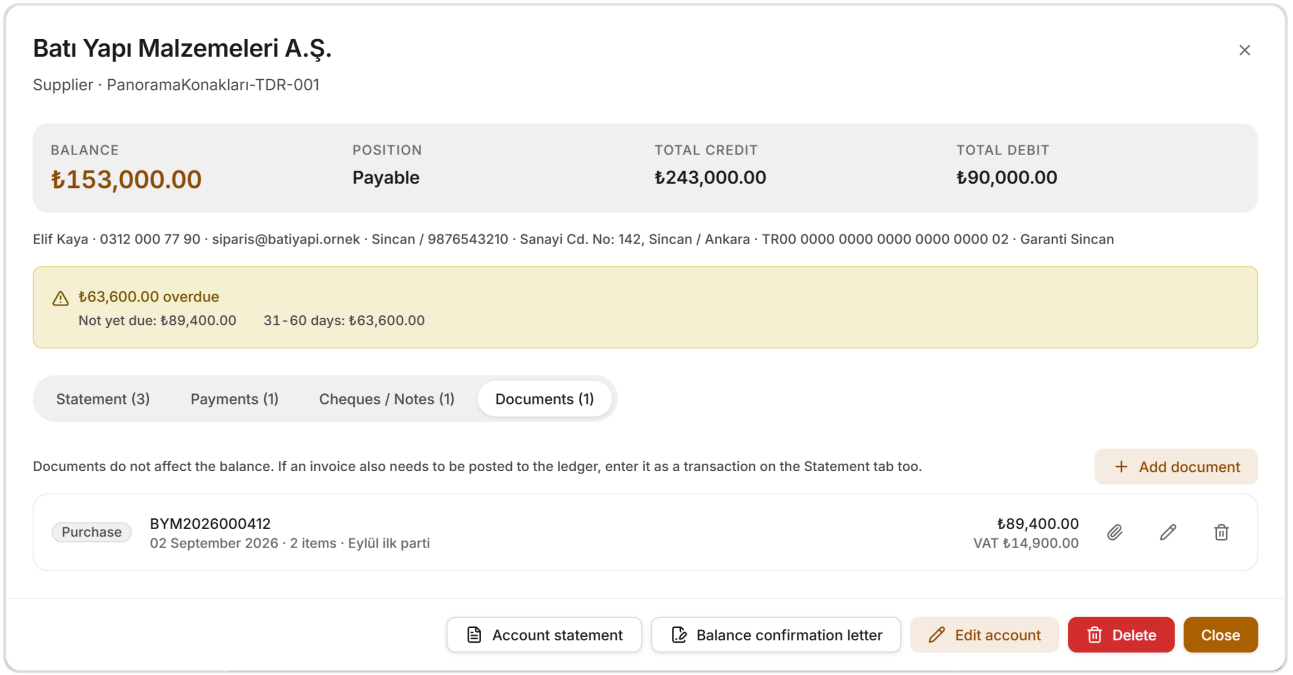
The Statement tab. The columns follow the standard order of a Turkish account statement: **Date · Document · Description · Debit · Credit · Balance.** Debit and credit are read **from the counterparty's point of view**; the interpretation from our side is written in the **Position** tile of the details. The **Balance** column on the right is the balance *after* each row, which is why the list runs from oldest to newest.



The Payments tab. Each row shows a *Payment* or *Collection* badge, its description and, under it, the method, the date, the bank account and the reference number, with the amount on the right. If a bank slip has been uploaded, the paperclip opens it. The line at the top of the tab says the record is posted to the ledger and that deleting it deletes that entry too.



The Cheques / Notes tab. Each row shows a status badge (*In portfolio · Endorsed · Collected · Paid · Returned · Dishonoured*), the document type and number, its direction, bank, due date, drawer and amount. The menu on the right changes the status; the pencil and bin buttons are for editing and deleting. If an image has been uploaded, the paperclip opens it.

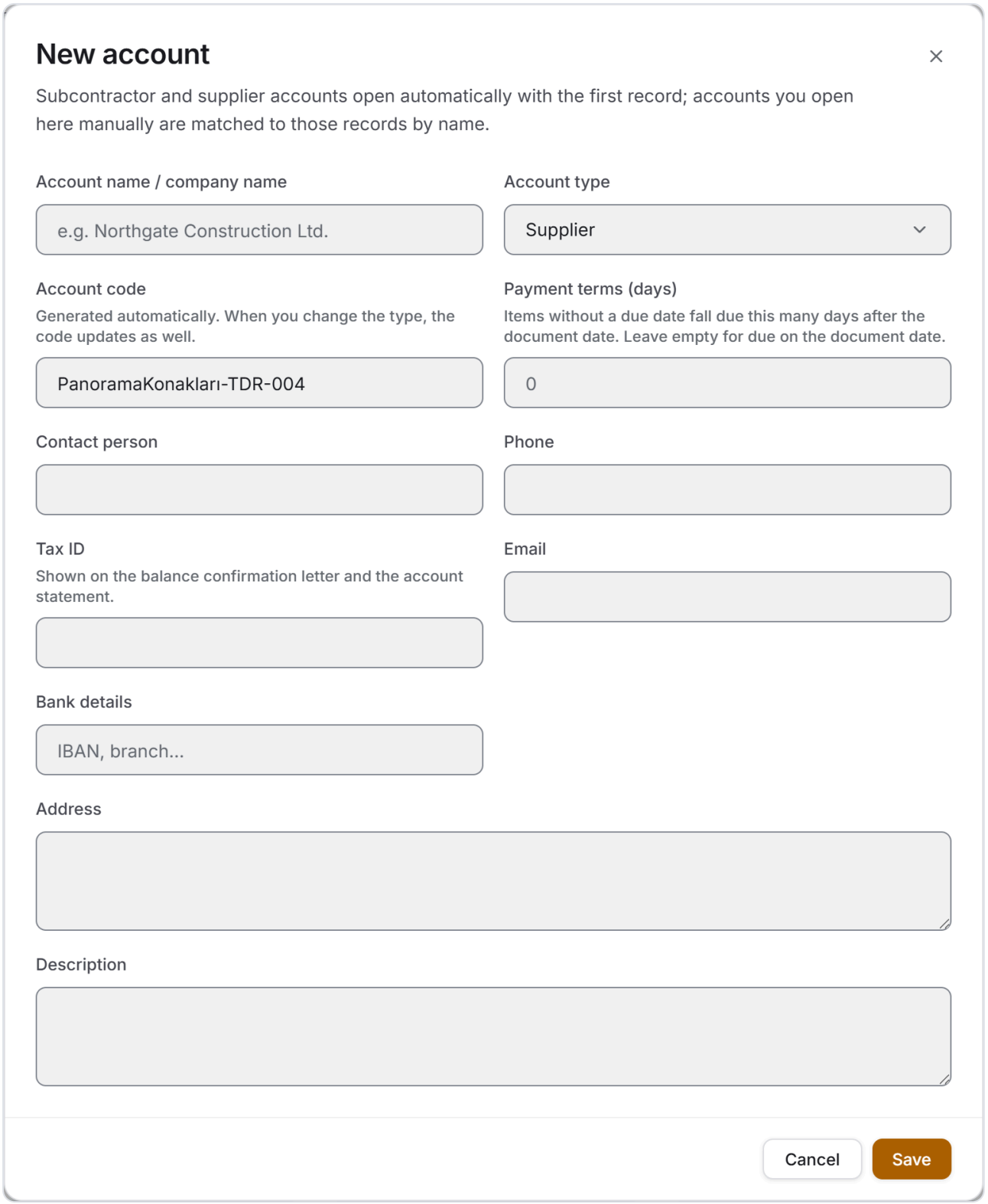


The Documents tab. The invoice archive is **a place for records**: it does not change the balance, it keeps the invoice itself, its items and the scanned file. A line at the top of the tab says so.

4. Fields

There are five forms on the page. Each writes its own record, and three of them also touch the ledger.

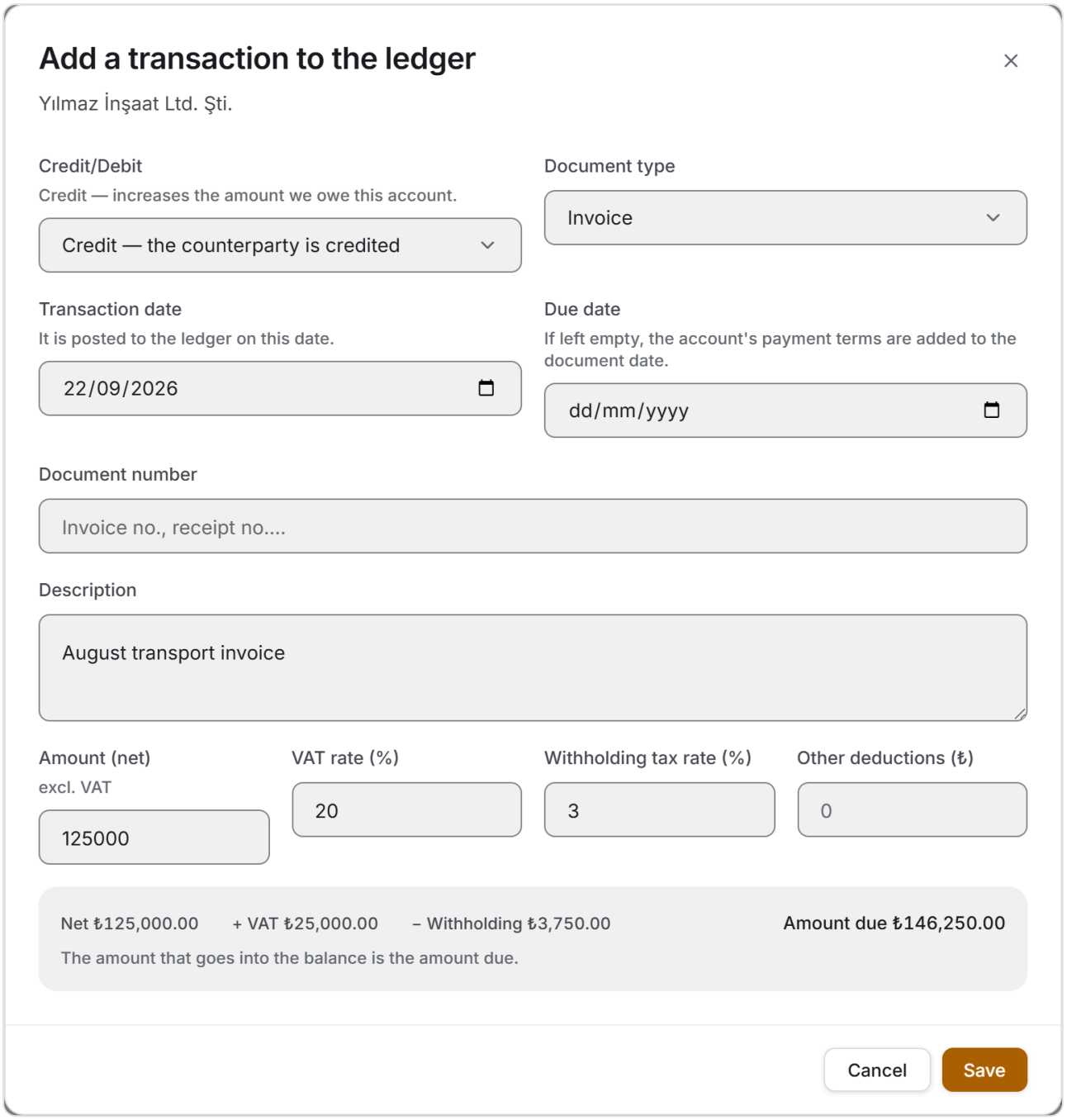
The account form



FIELD	WHAT IT MEANS	REQUIRED
Account name / company name	The name of the account. Automatic records are matched **by this name**	Yes
Account type	Subcontractor · Supplier · Customer · Staff · Other	Yes (Supplier by default)
Account code	Generated automatically in the form `ProjectName-TSR-001`; it cannot be changed by hand	—
Payment terms (days)	Items without a due date fall due this many days after the document date. Left empty, they are due on the document date	No
Contact person	The counterpart. Written on the statement and the confirmation letter	No
Phone	Appears under the firm name in the list and on the statement	No
Tax office	Written on the confirmation letter and the statement. The field appears only when the company's country is Türkiye	No
Tax ID	Written in the same places	No
Email		No
Bank details	IBAN, branch. Appears on the details line of the panel	No
Address	Written in the parties block of the statement	No
Description	A free note	No
Active account	Drawn only when editing. A closed account is hidden from the list by default	—

On a new account the code **updates itself as the type changes**; it does not change once the record has been created. The abbreviations follow the type: subcontractor `TSR`, supplier `TDR`, customer `MST`, staff `PRS`, other `CRI`.

The transaction form



It adds a manual row to the ledger. It opens from the **Statement** tab of the panel or from the pencil button of a row in the ledger.

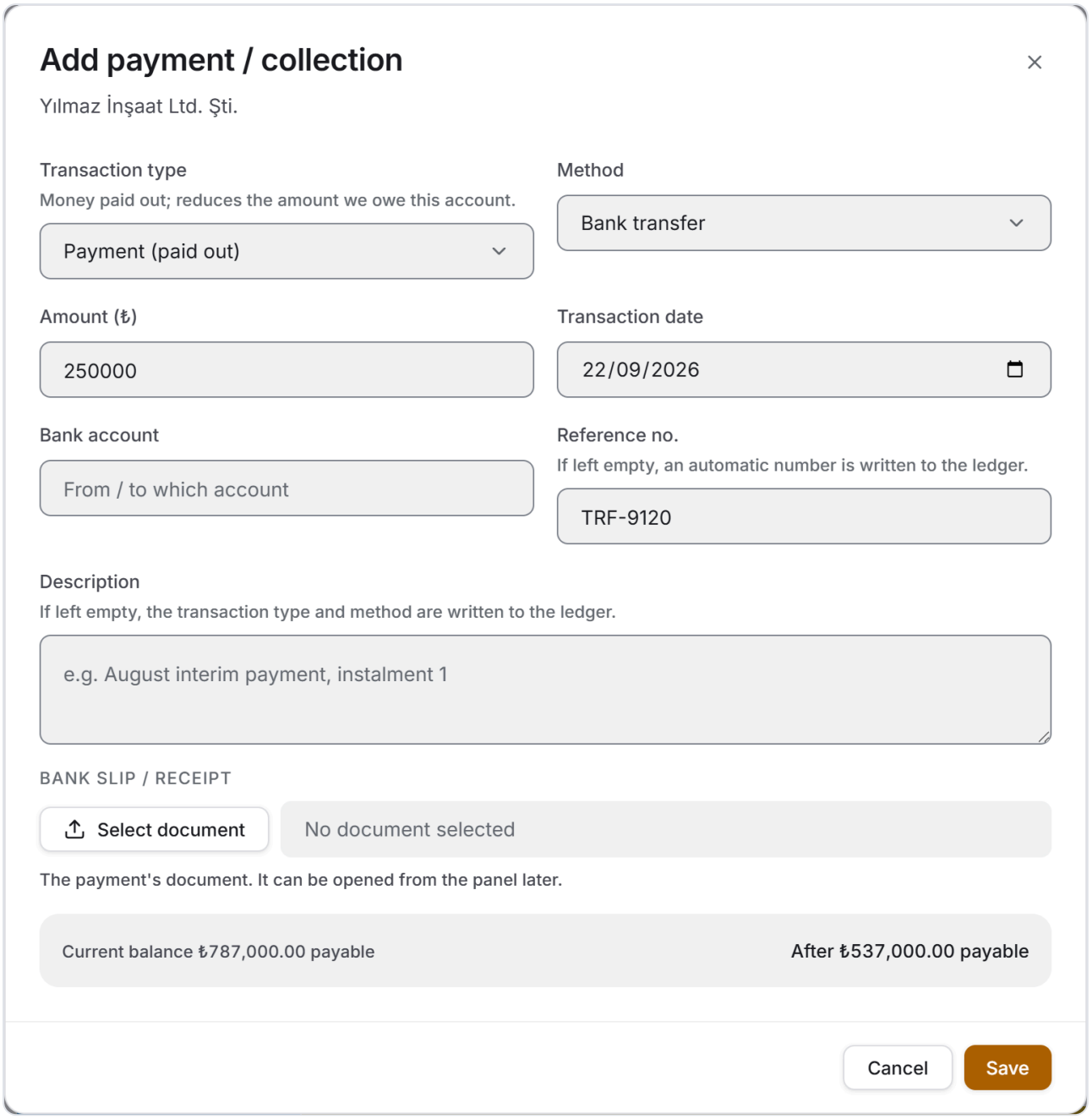
FIELD	WHAT IT MEANS	REQUIRED
Credit/Debit	*Credit* — what the counterparty is owed increases. *Debit* — it decreases	Yes (Credit by default)
Document type	Invoice · Delivery ticket · Interim payment · Payment · Collection · Advance · Deduction	Yes (Invoice by default)
Transaction date	The row is posted to the ledger on this date	Yes
Due date	The field ageing relies on. If left empty the item does not enter ageing	No
Document number	If left empty, an automatic number is written to the ledger	No
Description	The only field that says what a ledger row is	Yes
Amount (net)	The amount excluding tax	Yes, greater than zero
Tax rate (%)	Between 0 and 100	No
Withholding tax rate (%)	Between 0 and 100	No
Other deductions (currency)	An amount, not a rate	No

Four figures at the bottom of the form are calculated live and update as you type:

Net + Tax − Withholding − Deductions = Amount due

The figure that goes into the balance is the **amount due.** The due date cannot be earlier than the transaction date.

The payment / collection form

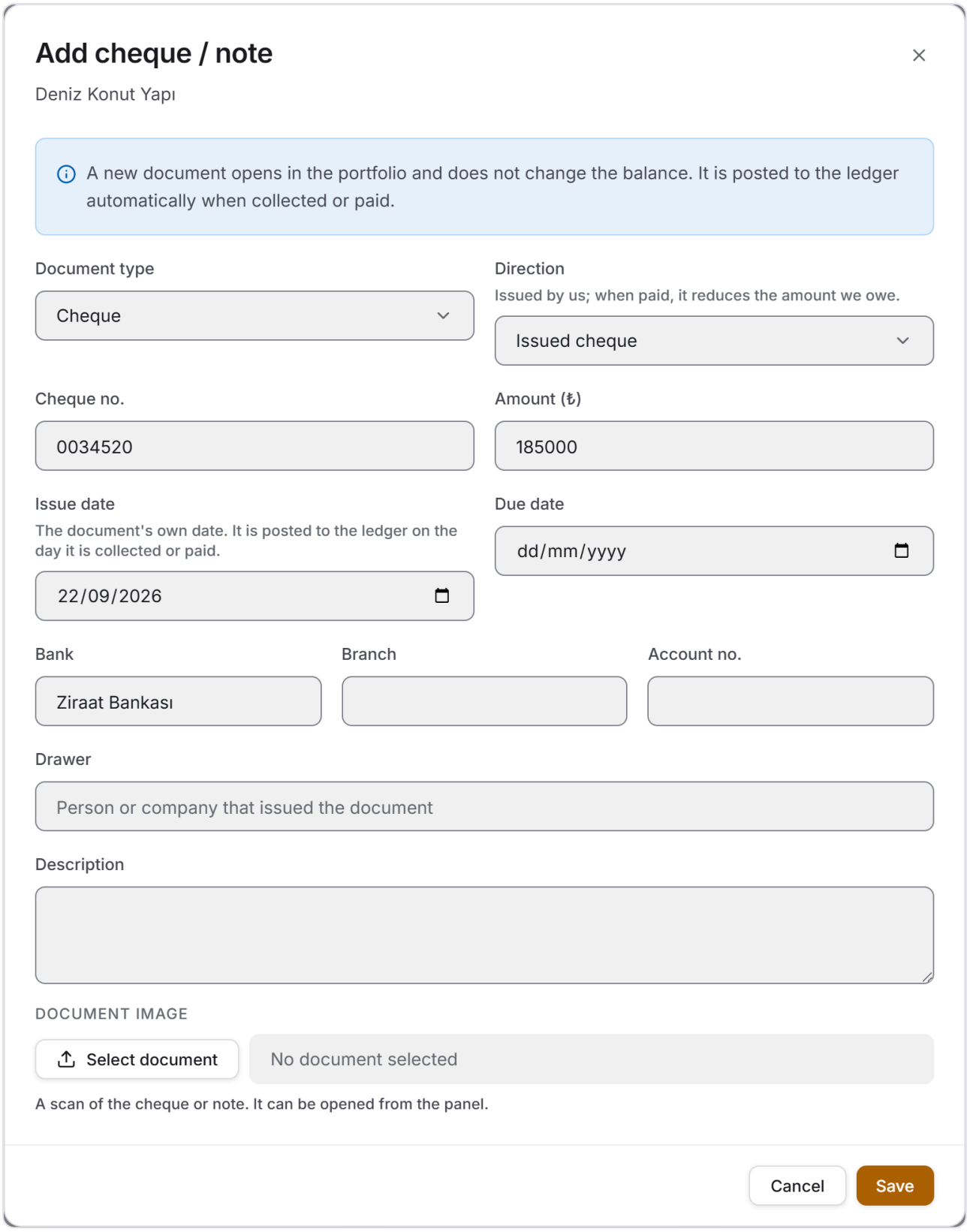


FIELD	WHAT IT MEANS	REQUIRED
Transaction type	*Payment (paid out)* or *Collection (received)*	Yes (Payment by default)
Method	Cash · Bank transfer · Credit card · Cheque · Promissory note · Deduction	Yes
Amount (currency)		Yes, greater than zero
Transaction date		Yes
Bank account	From / to which account	No
Reference no.	Bank slip no., receipt no. Written to the ledger as the document number; if left empty an automatic number is generated	No
Description	If left empty, the transaction type and method are written to the ledger	No
Bank slip / receipt	Up to five files. Opened from the panel later	No

Current balance and **After** sit side by side at the bottom of the form; the second one changes as you type the amount. A payment reduces what we owe, a collection what we are owed.

When a payment is allocated to specific items, the amount not allocated does not settle the oldest item; it waits as an advance. Only a company administrator allocates a waiting advance, with **Edit allocation**; the note at the bottom of the form tells other users this.

The cheque / note form



FIELD	WHAT IT MEANS	REQUIRED
Document type	Cheque or Promissory note	Yes (Cheque by default)
Direction	Received cheque · Issued cheque · Received promissory note · Issued promissory note	Yes
Cheque no. / Note no.	The only field that tells two documents in the portfolio apart	Yes
Amount (currency)		Yes, greater than zero
Issue date	The document's own date	Yes
Due date	What portfolio tracking and overdue warnings rely on	Yes
Bank · Branch · Account no.		No
Drawer	The person or company that issued the document	No
Description		No
Document image	A scan of the cheque or note	No

When the **Document type** changes, the **Direction** moves to the same type as well; choosing "Promissory note" and leaving the direction as "Issued cheque" is not possible. The due date cannot be earlier than the issue date.

The form has **no status box.** The status is the document's life cycle and changes from the panel, in a single-click menu; it should not be changed by accident in a form you opened to correct an amount.

The invoice / document form

FIELD	WHAT IT MEANS	REQUIRED
Invoice no.		Yes
Invoice date		Yes
Type	Purchase · Sale · Return	Yes (Purchase by default)
Items	Row by row: item name, quantity, unit, unit price, tax (%)	At least one item
Description		No
Invoice image / PDF	The scanned document	No

The subtotal, the tax and the grand total are **calculated from the items** and cannot be typed in. A row that has not been filled in at all is skipped silently; a **half-filled** row is an error — if an item whose name was entered but whose price was forgotten were skipped, the invoice total would come out short and you would not see it.

Linked deliveries. On a purchase invoice the form lists this firm's deliveries below (Deliveries receipts and stock entries; deliveries already linked to another invoice and fully rejected lots are not listed). When you tick the deliveries the invoice covers, an **Order, Delivery, Invoice** table appears below: quantity and unit price side by side for each material, with the totals excluding tax underneath. A badge gives the status: *Matched*, *Quantity difference*, *Price difference*; a purchase invoice with no delivery selected shows *No delivery*. If the invoice covers several materials, the lines whose item name matches the material name are compared; a row with no match reads *No matching line*, and the totals are still compared.

The deliveries carry the amount owed. A linked invoice does not enter the amount owed a second time: the amount owed and the cost come from the linked deliveries, and the invoice stays as a document. On a linked invoice **Post to the account ledger** is therefore replaced by this note and **Count as cost** is locked (the tick stays on the record but is not counted). If you link an invoice that is already posted, the form warns you and saving deletes the invoice's ledger line, so the same amount is not owed twice. If a payment is allocated to that line, the link is not saved; remove the allocation first. On the Documents tab a linked invoice's badge reads *Owed via deliveries* and the **Post to ledger** button is not shown.

Price difference. If the invoice unit price differs from the delivery price, the section shows a **Match the delivery price to the invoice** box with the old and new price for each material. The box starts unticked; if you tick it and save, the linked deliveries take the invoice unit price, and the account, Finance and the cost report use the new price. Example: a delivery of 10 m³ × 1,000 + 20% entered 12,000 in the account; the invoice is 10 m³ × 1,050 = 10,500 + 2,100. If you match it, the account shows 12,600 and Finance and the cost report 10,500; if you do not, the account stays at 12,000 and the difference warning remains. Matching is offered only for Deliveries receipts and for matching lines; the price of a stock entry is corrected in Inventory. **A quantity difference is not matched through the price**: for goods short or over-delivered, enter a return invoice or a new delivery. A matched delivery keeps its price even if it is edited later in Deliveries.

> **Note** When a user who is not an administrator matches the price, the server updates the account line. If that part of the server update is not installed yet, the page warns that the account line could not be updated; the line is corrected when an administrator opens and saves the delivery.

This section appears only once the server update is installed. If the link exists but the amount-owed rule is not installed yet, the link is a comparison only: both boxes say the same amount would be counted twice, and you can still tick them. On the Documents tab a linked invoice's row reads *Linked deliveries: ….*

5. Step by step

5.1 Opening a new account

1. Press **New account** in the header.
2. Enter the **account name** and **type**; the code is generated by itself.
3. Fill in the details. The tax office, the tax ID and the address will appear on the balance confirmation letter and the statement.
4. **Save.**

> **Note** Subcontractor and supplier accounts **open by themselves** with the first interim payment, pour or material purchase. Accounts you open here manually are matched to those records **by name** — so it matters that you write the firm's name exactly as it is written there. Customer and staff accounts are opened only here.

5.2 Opening a firm's ledger

1. Click the firm name in the balance list or in the ledger.
2. Read the details and the balance in the panel first.
3. Switch to one of the tabs: **Statement**, **Payments**, **Cheques / Notes**, **Documents.**
4. **Close** returns you to the list; your filter and scroll position are still there.

When the panel opens for a different account, the tab returns to **Statement.**

5.3 Entering a manual transaction

1. Press **Add transaction** on the **Statement** tab of the panel.
2. Choose the direction and the document type; enter the date and the description.
3. Type the net amount; add the tax, withholding and deduction rates if needed. Check the **Amount due** on the line below.
4. If this is a debt with a due date, enter the **due date** as well; otherwise the item does not enter ageing.
5. **Save.**

> **Caution** Interim payments, concrete pours and material purchases are **not entered here.** They reach the ledger from their own pages; a second row entered here would count the same debt twice.

5.4 Recording a payment or a collection

1. Press **Add payment / collection** on the **Payments** tab of the panel.
2. Choose the transaction type and the method, enter the amount and the date.
3. Attach the bank slip if you have one.
4. Check the **After** balance on the bottom line and press **Save.**

Every payment record has a matching entry in the ledger: a payment writes a **Debit** row, a collection a **Credit** row. Deleting the record deletes its ledger row too.

> **Note** If the matching ledger entry cannot be written, the payment record is **rolled back** and the reason appears on screen. A payment that cannot be posted to the ledger would be a record that shows on screen without changing the balance.

5.5 Processing a cheque or a note

1. Press **Add cheque / note** on the **Cheques / Notes** tab of the panel.
2. Enter the type, the direction, the number, the amount, the issue date and the due date.
3. **Save.** The document opens **in the portfolio** and **does not change the balance.**
4. When the document is collected or paid, choose **Collected** or **Paid** from the status menu at the right of the row. Its ledger entry is created at that moment.
5. If it is dishonoured, choose **Dishonoured**: the ledger entry is **taken back out** and the debt appears again.

STATUS	WHAT HAPPENS IN THE LEDGER
In portfolio	No entry. The amount appears in the *Open cheques / notes* measure
Endorsed	No entry
Collected	A **Credit** row is written
Paid	A **Debit** row is written
Returned	The entry is taken back out
Dishonoured	The entry is taken back out

5.6 Archiving an invoice

1. Press **Add document** on the **Documents** tab of the panel.
2. Enter the invoice number, date and type.
3. Add the items row by row; the totals are calculated by themselves.
4. Attach the scanned document and press **Save.**

> **Caution** An archive record **does not enter the balance.** If this invoice also needs to be posted to the ledger, enter a separate transaction on the **Statement** tab.

5.7 Narrowing the ledger

1. Choose **Transaction Ledger** from the view switch.
2. Pick *This year* or *Last 12 months* from **Period.**
3. Narrow down with the **Account**, **Document** and **Credit/Debit** filters.
4. **Clear filters** releases all of them.

> **Note** When a period is chosen, **records with no date are dropped.** If a period has been asked for, a record whose date is unknown cannot claim to belong to it. They come back under *All.*

5.8 Deleting a record

1. Press the bin button of the row to be deleted.
2. Read the confirmation window: for a transaction it states the **balance after deletion**, for a cheque whether the document has been posted to the ledger, and for an account the **number of linked records.**
3. Press **Delete.**

> **Caution** Deleting an account deletes **everything linked to it**: transactions, payments, cheques and notes, archived documents. If you want to keep the history, **take the account statement first.**

> **Note** Even when automatic transactions are deleted, **the source records stay in place** — the interim payment, pour and material records remain on their own pages, and the account is reopened with the next new record. The confirmation window states how many rows are of this kind.

5.9 Taking an export

1. For list exports, press **Download PDF** or **Download Excel** in the header.
2. For a single account, use **Account statement** or **Balance confirmation letter** at the bottom of the panel.
3. Choose the location and the name in the save window.
4. Once the file is saved, a green band with its path appears at the top of the screen; **Close** removes it.

> **Note** The list exports apply **the filter on screen** and write which filter was applied into the header of the document. If no record falls inside the filter, both buttons are disabled.

5.10 Refreshing the page

Refresh reads all five ledgers again. If another user has issued an interim payment, received material or entered a payment, the figures are up to date after this button.

6. Exports

The four exports serve four different purposes: two are **working** documents and two are documents **that go to signature.**

Excel — four sheets

The file is named **Accounts_**<date-time>**.xlsx.** All four sheets are written whichever view you are in.

SHEET	WHAT IS IN IT
Balance List	Account Name · Code · Type · Status · Total Credit · Total Debit · Balance · Position · Overdue · Open Cheques / Notes · Transactions · Last Transaction
Transaction Ledger	Date · Account Name · Code · Type · Document · Document No. · Description · Source · Credit/Debit · Net · Tax · Withholding Tax · Amount Due · Due Date
Ageing	Account Name · Type · the five buckets · Total Overdue · Oldest (days) · Items Without Due Date
Cheques and Notes	Account Name · Type · Direction · No. · Bank · Amount · Issued · Due Date · Status · Collected / Paid · Drawer

The header row is frozen and the filter is on in all four sheets; at the bottom there is a **GRAND TOTAL** row that adds up its own columns. All amounts come out as **real numbers** and all dates as **real dates** — select an amount column and Excel shows the total by itself.

The *Balance* column of the **Balance List** is written **with its sign** (payable positive, receivable negative); its direction sits in a separate column as a word. Had the absolute value been written, the total of the column would have meant nothing.

> **Note** Only accounts with open items enter the **Ageing** sheet. A row whose buckets are all zero would bury the rows that are actually being looked at.

Account Balance List / Account Transaction Ledger (PDF)

The working document produced by **Download PDF**; its name and content change with the view you are in. A4 **landscape**, as long as the number of records requires.

- **Account Balance List** — the header (scope, record count, payable, receivable) · a nine-column balance table · an **Ageing** summary below it (bucket by bucket and TOTAL OVERDUE) · **Notes.**
- **Account Transaction Ledger** — the same header · an eleven-column ledger table (Date · Account · Type · Document · Description · Source · Net · Tax · Amount Due · Credit/Debit · Due Date) · **Notes.**

The notes section states the limits of the document itself: how the balance is found, where the automatic rows come from, that portfolio documents and the invoice archive are not included in the balance, and — if there are any — the number of transactions with no date, of open items with no due date, and of inactive accounts included in the list.

> **Note** If the number of rows exceeds 1,000 the app asks first: during preparation the program may stop responding for a while and the operation cannot be stopped. Narrowing the filter makes the file smaller and the list easier to read; the Excel export is fast even at this size.

Account Statement (PDF)

The signed breakdown produced by **Account statement** at the bottom of the panel; the file is named **Statement_**<account name>**_**<date-time>**.pdf.** A4 portrait; it grows with the number of transactions.

It contains, in order: the title, the firm name and the account code · the **Project · Period · Transactions · Closing balance** header band · the **ISSUED BY** and **ACCOUNT** party boxes (type, contact, tax office/number, phone, address) · the **Account Transactions** table (Date · Document · Description · Debit · Credit · Balance) with a TOTAL and a **CLOSING** row below it · the **Ageing of Open Items** if there is any · **Notes** · and at the bottom the **Issued by · Signature** and **Agreed · Stamp · Signature** areas.

Pressing the button first asks for the **Balance date** (today by default); the window says how many transactions after that date will be left out of the document. Totals, the running balance and the ageing are worked out from the transactions up to that day; records with no date stay in. The period is still worked out from **the first and last dated transaction**, and the header shows the balance date next to it. The **ISSUED BY** box carries the company's name (Settings → *Company name on documents*) with a *"Project: ..."* line below it; without a company name the project name is written. The notes also state that documents waiting in the portfolio and archived documents are not included in this balance, that transactions after the balance date are left out, and the due-date rule.

Balance Confirmation Letter (PDF)

The declaration produced by **Balance confirmation letter** at the bottom of the panel; the file is named **Balance_Confirmation_**<account name>**_**<date-time>**.pdf.** A4 portrait and **a single page** — it does not grow, whatever the number of records. As with the statement, the **Balance date** is asked first; the confirmation date and the date in the body are this date, and the balance is worked out from the transactions up to that day. The **SENDER** box carries the company name and a *"Project: ..."* line (the project name if no company name is set).

It contains: the title and the firm name · the confirmation date · the **SENDER** and **RECIPIENT** party boxes · the *"Dear Sir or Madam,"* salutation and the body sentence stating the balance · the **Balance per Our Records** table (Total credit · Total debit · BALANCE) · the **Recipient's Declaration** section — two boxes to tick (*Our records agree* / *According to our records the balance is different*), an amount field and a description line · **Notes** · and the **Issued by · Stamp · Signature** and **Agreed · Stamp · Signature** areas.

The letter carries **no transaction breakdown**; the side that wants the detail takes the statement, and the two are sent together. The last note says that this is **not a request for payment** but a request to reconcile records.

7. What you need to know

The balance is kept from the counterparty's point of view and interpreted from ours. The columns of the ledger are *Debit* and *Credit* — the standard vocabulary of a Turkish account statement. What the balance means is always stated as a sentence: *Payable* or *Receivable.*

Subcontractor and supplier accounts are matched by name. If you do not want a second account for a firm, write its name as it is written on the source page. An account with an empty name never matches, which is why the form does not allow one.

The uniqueness of the account code is not guaranteed. The number is read from the list on screen; if two users open an account of the same type at the same moment, both may get the same number. The code is a label and records are linked to each other by their own identifiers — but if you see two identical codes in an accounting export, this is why.

Automatic transactions cannot be edited or deleted here. Rows coming from interim payment, pour, material, payment and cheque records are derived from their source; had they been deleted here, the source would have stayed in place and the ledger would have quietly lost a row. The row says *Linked record* and its badge says where to go.

A cheque or note in the portfolio does not enter the balance. Only **collected** and **paid** documents are posted to the ledger. The total of documents in the portfolio and endorsed ones sits separately in the *Open cheques / notes* measure; the ledger entry of a document that is dishonoured is **taken back out** and the debt appears again.

A document's date in the ledger is the day its status changed. When you choose *Collected* from the menu, the ledger row is posted **today**, not on the document's issue date — the collection happened today.

> **Caution** If you **edit** a settled document afterwards, the date of its ledger row is pulled back to the **issue date.** Correcting a cheque that belongs to an earlier month moves its ledger entry into that month. If you want to keep the collection date, leave the ledger row as it is instead of editing the document.

The invoice archive does not enter the balance. The archive is a place that keeps the invoice itself and its items. An invoice that needs to be posted to the ledger must be entered as a separate transaction.

Ageing deducts payments from the oldest invoice. This is the standard accounting rule, and the result is this: the total of the buckets is **always** equal to the account's net payable. Had payments not been deducted, a firm with a balance of 1,704,000 ₺ next to it would have shown 2,604,000 ₺ of "overdue" debt.

Only documents enter ageing: Invoice, Delivery ticket, Interim payment, Advance and Deduction. Payment and collection rows have no due date; they are deducted from the oldest document. A payment not tied to any document (an advance or an overpayment) enters no bucket and is written on a separate line.

Ageing works in both directions. On an account we owe, our payables are aged; on an account that owes us, our receivables are. The card shows two separate bars (*Payables · Receivables*) and the summary keeps *Overdue payables* and *Overdue receivables* apart.

An item without a due date is aged too. Its due date is the document date plus the account's **payment terms** (days; on the account form, 0 when empty). The terms are not written to the record but applied when reading, so changing them re-ages the older items as well. Only an item with **no date at all** stays out of ageing; its count is written under the card and in the notes of the exports.

The document number of an interim payment row carries the interim payment number: `HAK-<date>-<interim payment no.>`. Two interim payments issued to the same subcontractor on the same day therefore get different numbers. Older rows switch to the new number when the interim payment is saved again, or through **Resend to Accounts** on the Interim Payments page.

Inactive accounts are hidden from the list by default. Their records and balance stay as they are; the **Inactive accounts** switch adds them to the list, and the notes of the exports state how many were included.

Differences below one kuruş are treated as settled. The few thousandths left over from percentage tax and withholding calculations are not enough to mark an account as "Payable" on screen.

There is no running balance in the transaction ledger. It would mean nothing in a multi-account list; it belongs to a single account's statement and is in the panel and in the Account Statement.

Transactions whose account has been deleted stay in the ledger. They say *Deleted account*, they keep counting towards the balance, and there are no details to open.

"Unknown supplier" is data, not an error. Inventory gathers purchases with no name entered into an account with this name; the row itself is correct, only the firm name is missing.

Search respects Turkish letters. Typing *yilmaz* finds *Yılmaz İnşaat*; *ISKELE* and *iskele* fall into the same set. Search does not work on amounts or dates.

The page does not start a ledger transfer. Concrete, stock, interim payment and equipment records are written to the ledger on their own pages, and each of them carries its own **"Resend to Accounts"** band. If a record has not reached the ledger, the place to fix it is that page, not this one.

8. Related chapters

Most of the rows in the ledger are produced in other chapters:

- **Interim Payments** — every issued interim payment writes a **Credit** row to the subcontractor's account; the document type becomes *Interim payment.*
- **Concrete Tracking** — pour records drop a *Delivery ticket* row into the subcontractor's account.
- **Inventory** — manual material entries and shipment receipts drop an *Invoice* row into the supplier's account.
- **Equipment Tracking** — equipment work entries that have reached an interim payment come into the ledger from there.
- **Subcontractors** and **Suppliers** — the firm details (tax office, tax ID, address, email, bank) actually live in the account; the form on those pages writes the same record and shows the firm's account balance in its own panel.
- **Financials** — it reads the project's cost from the source modules, not from the account ledger. Deleting an account does not change the total in the Financials.
- **Projects** — the name at the start of the account code comes from the project details.

Subcontractors

1. What it is for

Subcontractors is **the register of the firms you work with.** A firm's details (contact, phone, tax ID, address, bank), the **agreements** signed with it and the **footprint** it has left in the project are all kept in one place.

The footprint is collected from six sources: **interim payments** issued, **concrete pours** linked, **equipment** worked, **timesheets** entered, **agreements** signed and the movements on the firm's **account**. The page does not produce any of these itself; each is entered on its own page and gathered here per firm.

The questions this page answers: **how many firms are we working with on this project**, **which of them are still on site**, **how much work have we billed a firm so far**, **how much of a lump-sum contract is complete**, **how many agreements does the project have and which of them have never been used**, and **what document do we put on the table when we sit down with a firm at month end.**

2. How to open it, who can see it

In the sidebar: *Management & Finance › Subcontractors.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see both views, the summary strip, the breakdowns, both tables and the four ledgers of the firm panel. **You can produce all three exports and open the contract documents attached to agreements.** The **New subcontractor**, **Edit firm**, **Delete**, **Add agreement** buttons and the edit/delete buttons on agreement rows are not drawn at all
Edit	Everything above, plus you can add a firm, write its details, add, edit and delete agreements, and delete the firm
No permission	The module appears dimmed and locked in the menu

> **Note** None of the three exports requires edit permission. Producing a report does not change data; whoever can see the list should also be able to take its breakdown.

Besides the module permission, a **server role** also applies on this page. Two operations are open to administrators only, even when the project permission is granted:

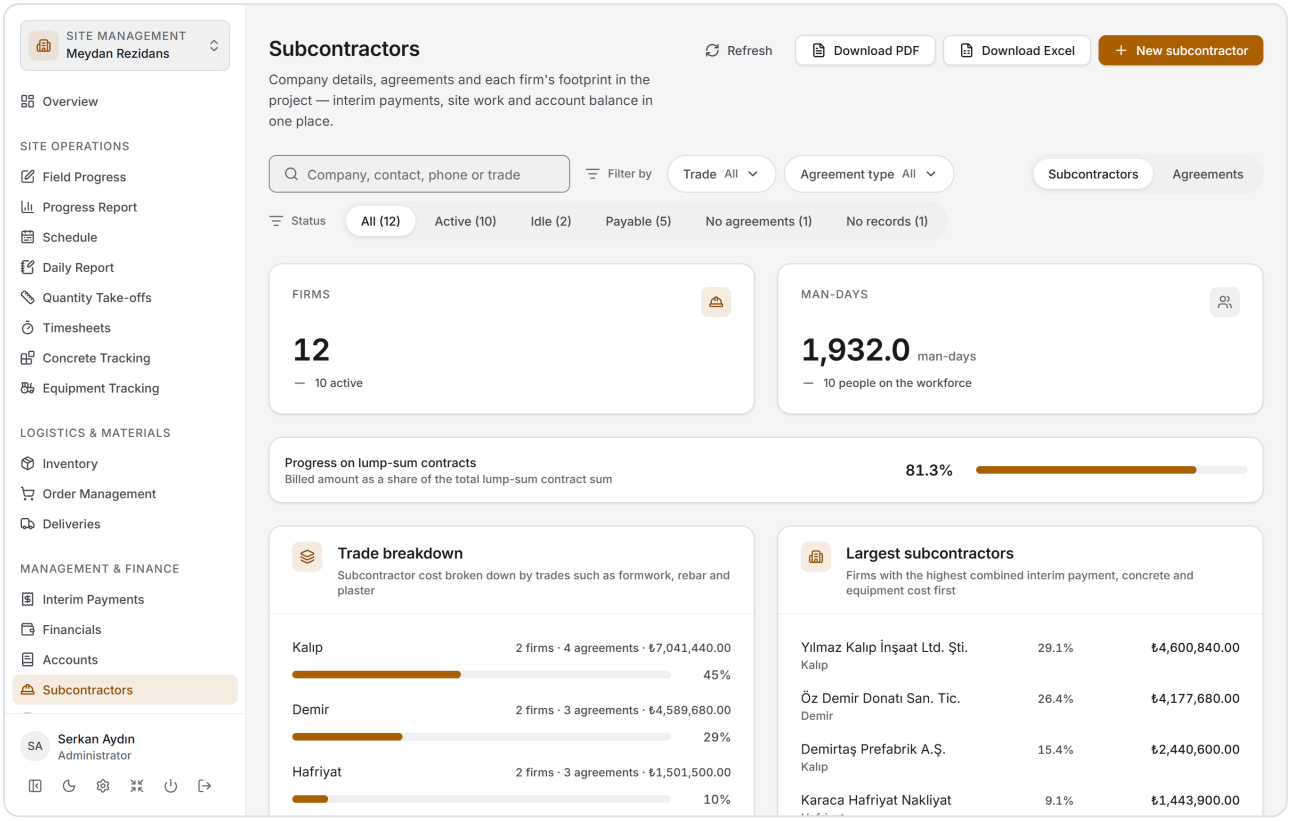
Administrators only **Opening the details of a new firm** requires administrator permission. The detail fields (tax office, tax ID, email, address, bank) live on the firm's **account**, and opening a new account belongs to the administrator. When a site manager adds a firm, the firm **is saved**, the details are not, and a *"Firm saved, but its details were not"* strip appears. The firm record stays in place; an administrator can enter the details later. Updating the details of an **existing** firm is also open to the site manager.

Administrators only **Deleting a firm that has an account** requires administrator permission; the deletion also removes the firm's account and its ledger transactions. If the permission is not enough, the screen says *"You do not have permission to delete. Deleting the account and its transactions requires administrator permission; the firm and its agreements are still in place."*

Adding, editing and deleting agreements does not require administrator permission; it is open to anyone with edit permission. An account with the viewer role that tries to save gets *"Saving an agreement requires edit permission; the viewer role can only read."*

Note Buttons may look incomplete for a few seconds while the page opens: the app reads your permission first and draws the write buttons afterwards. If the permission cannot be read at all, the buttons come up **enabled**; an attempt to save is then rejected by the server.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; project, firm and agreement names and figures are samples.

The page has **two views**, and both share the same shell and the same filter bar. The switch at the right end of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Subcontractors	**The firms themselves** — a list grouped by trade, with a summary and breakdown above it
Agreements	**All agreements in the project** — a single list grouped by type

The **Subcontractors** view has four layers and follows the same order as Inventory, Purchase Orders, Deliveries, Interim Payments and Accounts: first you **narrow**, then you read the result **as figures**, then you look at its **breakdown**, and finally you go down to the **rows**. There is a fifth layer where a firm's whole record opens: the **firm panel** you reach by clicking a firm name.

LAYER	WHAT IT DOES
Filter bar	Search, trade, agreement type, firm status; in Agreements also a period
Summary strip	Number of firms, man-days and progress on lump-sum contracts
Breakdown	Trade breakdown and largest subcontractors
Table	Firm list or agreement list
Firm panel	A firm's details and its **four ledgers**

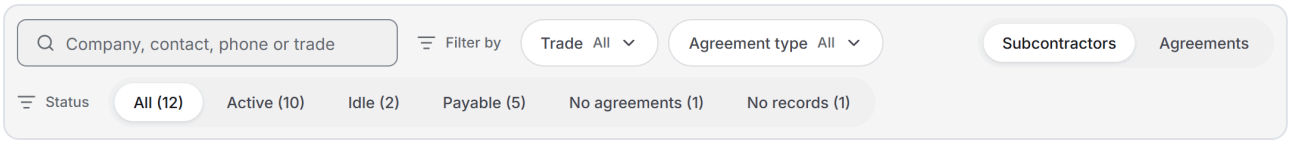
> **Note** The summary strip and the breakdown cards are drawn **only in the Subcontractors view**. Agreements is a list; it carries no summary above it. A type's total contract sum is in the table group header, and the grand total is in the header block of the Excel and PDF exports.

Seven ledgers — firms, agreements, interim payments, equipment entries, concrete pours, the workforce with the current month's timesheets, and the account ledger — are downloaded **once** as the page opens. Changing the filter, flipping the view switch, opening the panel and switching tabs send no request to the server. Because the Interim Payments, Concrete Tracking and Accounts pages use most of these ledgers as well, coming here from those pages opens instantly.

Header and actions. The header shows *Subcontractors* and the description *"Company details, agreements and each firm's footprint in the project — interim payments, site work and account balance in one place"*. On the right are **Refresh**, **Download PDF**, **Download Excel** and — with edit permission — **New subcontractor**.

If the project has no subcontractors yet, the filter bar, the summary strip and the breakdown cards are not drawn at all; a *"No subcontractors in this project yet"* card stands in the middle of the page, and its **New subcontractor** button takes you straight to the form.

Filter bar



The bar has two rows. On the top row:

CONTROL	WHAT IT DOES
Search box	Searches company name, contact, phone and trade; the hint reads *Company name, contact, phone or trade*
Trade	Multi-select menu; each option shows how many firms it covers
Agreement type	Multi-select menu; five types (Unit price, Day rate, Lump sum, Deduction, Equipment)
Clear filters	Appears only while a narrowing is active
View	At the right end: *Subcontractors* ⇄ *Agreements*

The bottom row changes with the view. In the **Subcontractors** view a *Firm status* strip stands there, with a count next to each option:

OPTION	WHO IT BRINGS
All	Every firm in the filter
Active	Firms whose last activity is within **90 days**
Idle	Firms whose last activity is older than 90 days
Payable	Firms whose account balance is against us
No agreements	Firms with no agreement entered
No records	Firms with no record at all in the project

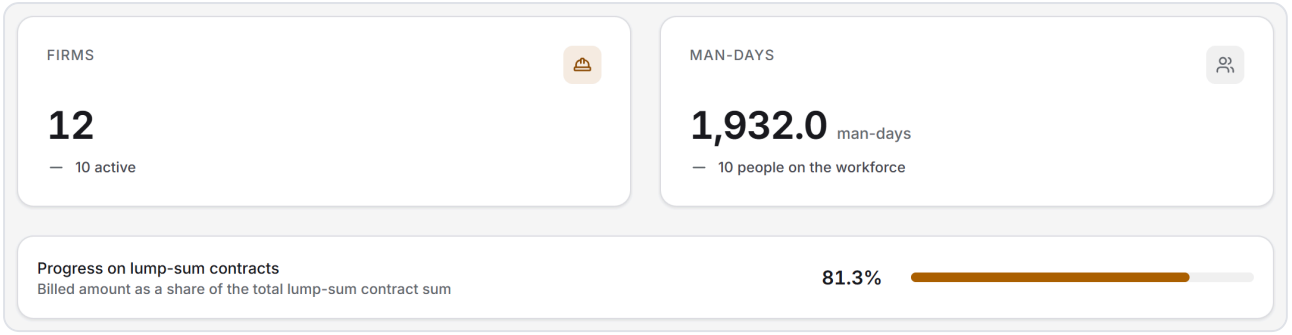
In the **Agreements** view the *Agreement date* strip replaces it: **All time**, **Current year**, **Last 12 months**. The trade menu is not drawn in this view — a trade is a property of a firm, not of a single agreement. The status strip is omitted for the same reason.

> **Note** The count in the agreement type menu depends on the view: in the Subcontractors view it counts **how many firms** have an agreement of that type, in the Agreements view **how many agreements** are of that type. Using one count in both places would mean the number in the menu did not match the rows you can count in the list.

> **Note** **Clear filters** also empties the search box; the only thing that stays is the view switch. To undo just one narrowing, remove the selection from that menu instead.

When a selection brings back no rows, the summary strip and the breakdown cards are not drawn either; a single card remains on screen saying how many firms (or agreements) the project has in total.

Summary strip



The strip **carries no money.** The question it answers is "how many firms and how much labour is this project working with" — workforce and progress:

TILE	WHAT IT SHOWS
Firms	Number of firms in the filter; below it, how many are active
Man-days	The firms' timesheet total for the **last 12 months**; below it, the number of people on the workforce

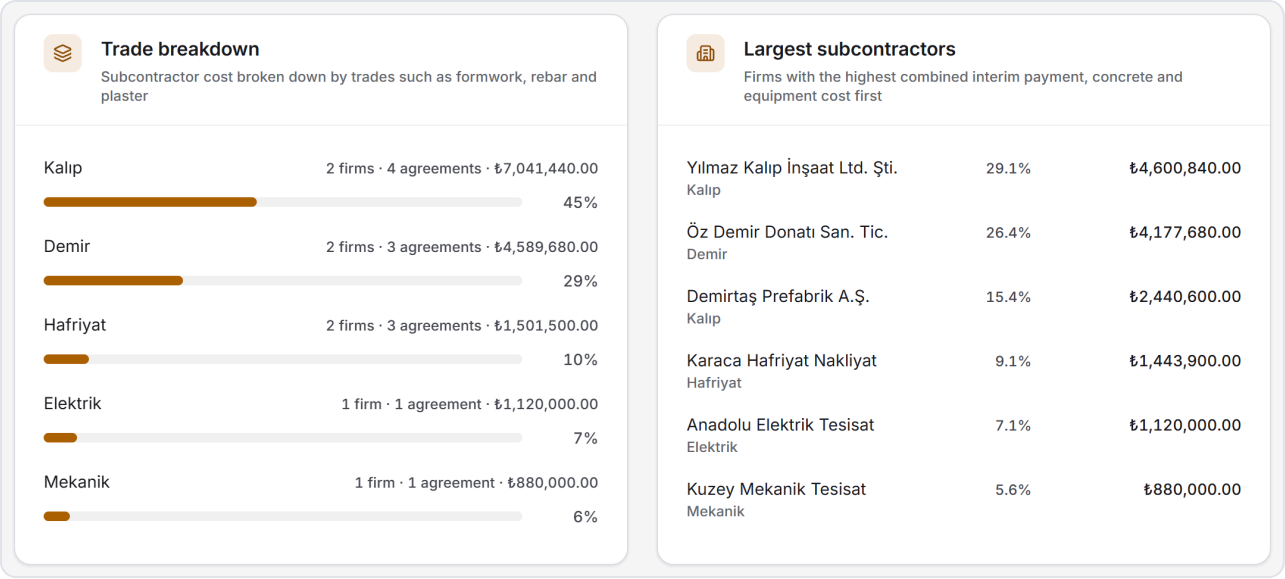
Money lives elsewhere on this page: in the breakdown cards, in the *Billed* column of the table, in the firm panel and in all three exports.

Below them is the **Progress on lump-sum contracts** bar: the billed amount as a share of the total sum of lump-sum agreements. The bar is drawn **only** when a firm with a lump-sum contract exists — the billing of a firm working on unit-price or day-rate agreements is not a percentage of a contract, and putting it in the denominator would make the ratio meaningless.

> **Note** The ratio **can exceed 100%**, and the bar turns to the warning colour when it does. That means more has been billed than the contract sum; work outside the contract may have been done, or the contract sum may not have been updated.

While a narrowing is active, a line appears under the strip: *"The figures above are for the 8 firms in the filter; the project has 14 subcontractors in total."*

Breakdown



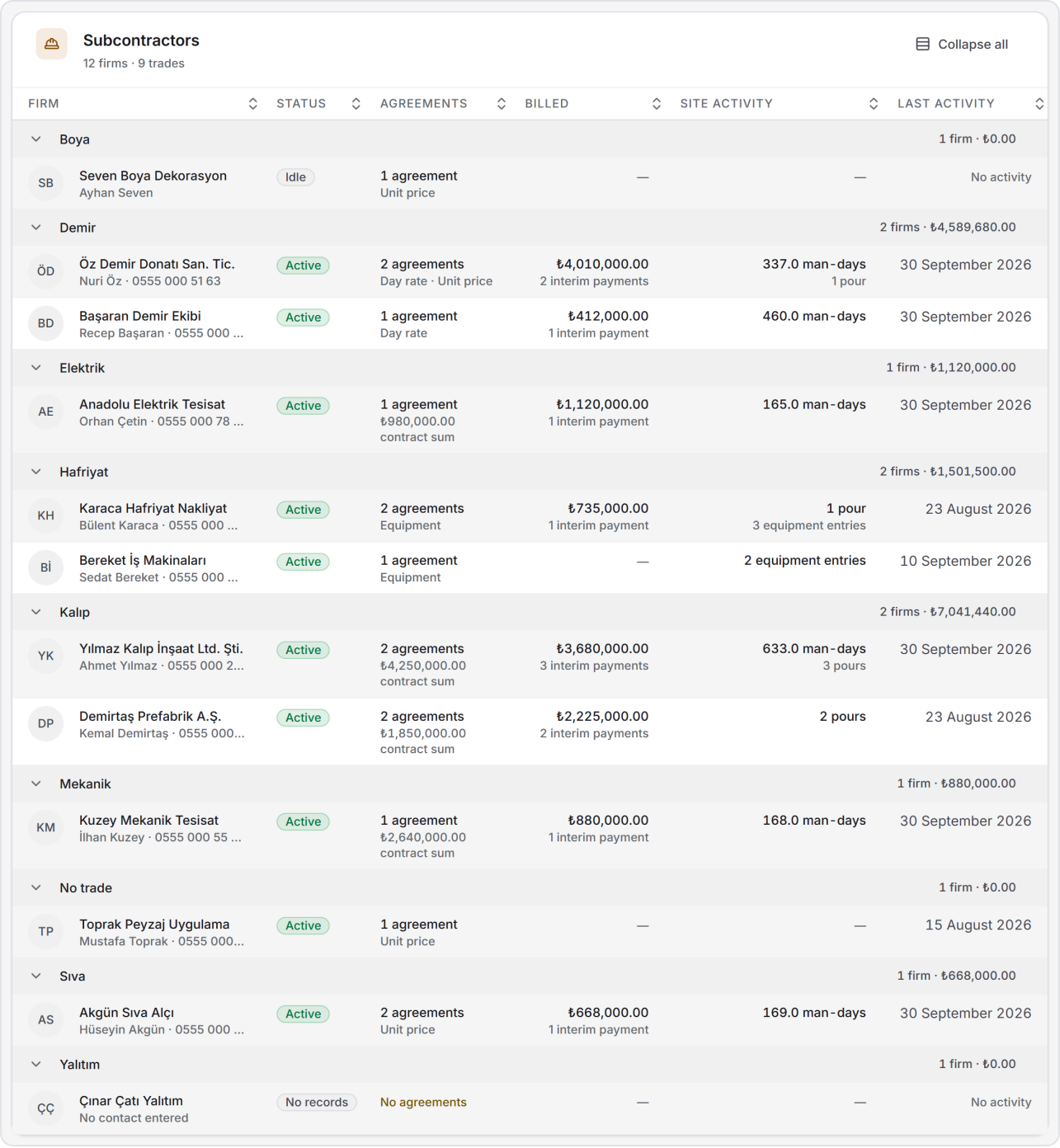
The two cards do not ask the same question:

CARD	ITS QUESTION
Trade breakdown	*What share of the cost went to which trade* — which is why it carries a bar
Largest subcontractors	*Who, and how much* — which is why it carries figures, for at most six firms

Both measure the same amount: **interim payments + concrete + equipment.** The account balance does not enter this total; one is a debt, the other a cost.

If a trade has no records yet, the bar is replaced by *"No records entered for this trade yet"* — writing "0%" would read as if that item were unimportant, whereas in fact the work has not started there.

Firm list



Firms are grouped **by trade** — the site's own breakdown. The group header shows how many firms there are and the total cost of that trade. Groups can be collapsed one by one; **Collapse all** at the top right folds them together.

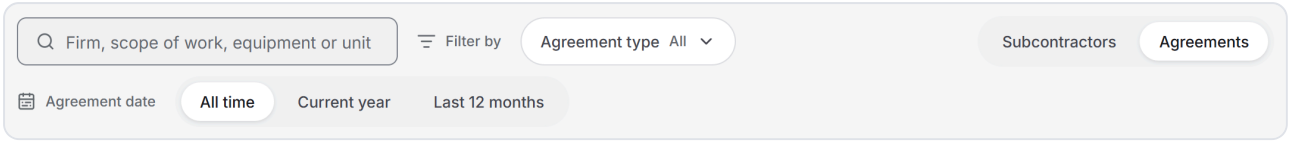
COLUMN	WHAT IT SHOWS
Firm	Initials, company name, and below it the contact and phone. The name is a button
Status	*Active · Idle · No records*
Agreements	How many agreements; below it the lump-sum contract sum or the agreement types
Billed	The total of interim payment **net amounts** (excluding tax); below it the number of interim payments
Site activity	Man-days, number of pours and number of equipment entries
Last activity	The newest date from the six sources; *No activity* if there is none

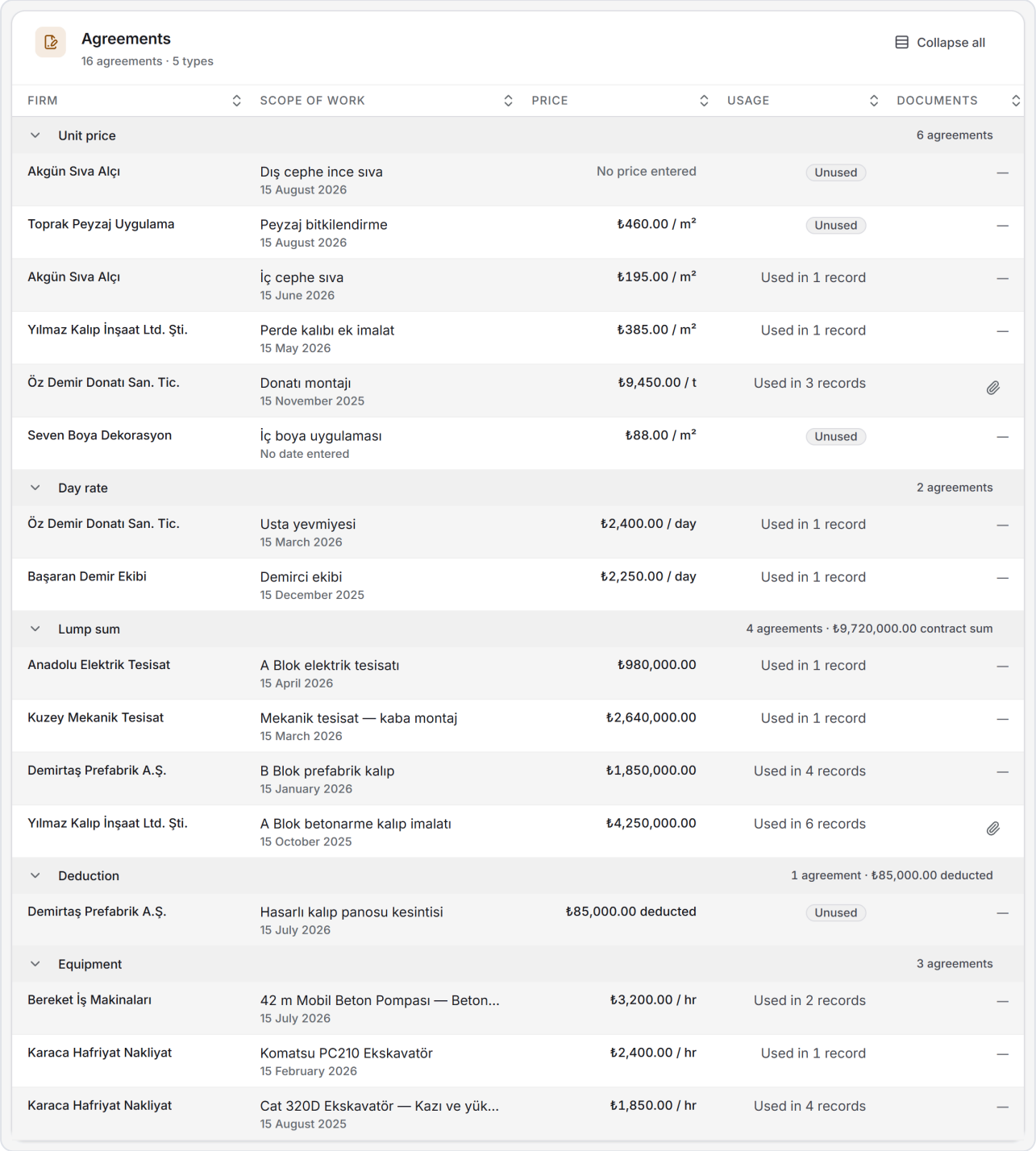
You can sort by clicking the headers. The *Site activity* column sorts by **man-days** — the three measures have different units and cannot be added up, and man-days describe a subcontractor's weight on site most directly. Firms with no record fall to the bottom of the *Last activity* sort.

For a firm with no agreements the agreement column is not left empty; it says *No agreements* in the warning colour: a firm without an agreement cannot be billed and cannot have concrete linked to it.

> **Note** There is **no account balance column** in the list. A firm's balance is shown in the *Account* tab of the panel, on its scorecard and in the Excel export.

Agreement list





When you flip the view switch to **Agreements**, all agreements in the project are gathered into a single list grouped **by type**. The type is the one thing that determines what an agreement means: the same "1,200.00 ₺" is a square-metre price on one row and a total sum on another.

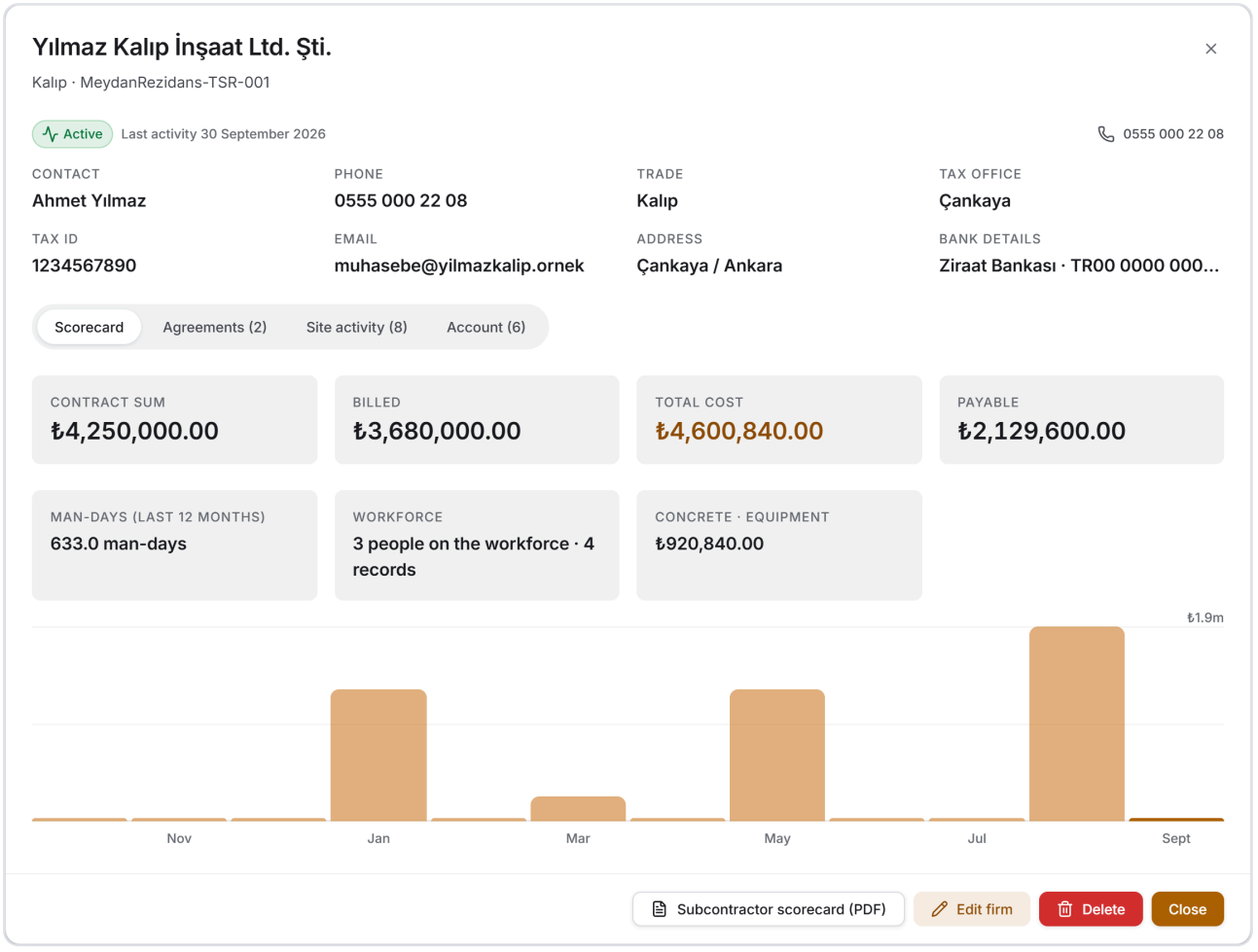
The group header shows the name of the type and how many agreements it holds. The **Lump sum** group also shows the total contract sum and the **Deduction** group the total deducted; the other three types show only the count — writing zero would read as "an agreement with no value".

COLUMN	WHAT IT SHOWS
Firm	The agreement's subcontractor; the name is a button and opens its panel
Scope of work	The agreement's title; below it the date, or *No date entered*
Price	A unit price or a total sum depending on the type; if missing, a dimmed *No price entered*
Usage	The number of records linked to this agreement; an *Unused* badge if there are none
Documents	A paperclip button when a contract document is attached

The **Usage** column counts how many interim payment items, concrete pours and equipment entries are linked to an agreement. An agreement at zero has either just been signed or been entered by mistake; both are worth seeing. The same count also appears in the delete confirmation.

> **Note** The price column sorts by **the row's own number**, not by the contract value: the same column holds both a square-metre price and a total sum, and sorting them on one scale would produce a meaningless order. Since the groups already separate the types, the sort stays meaningful within a group.

Firm panel

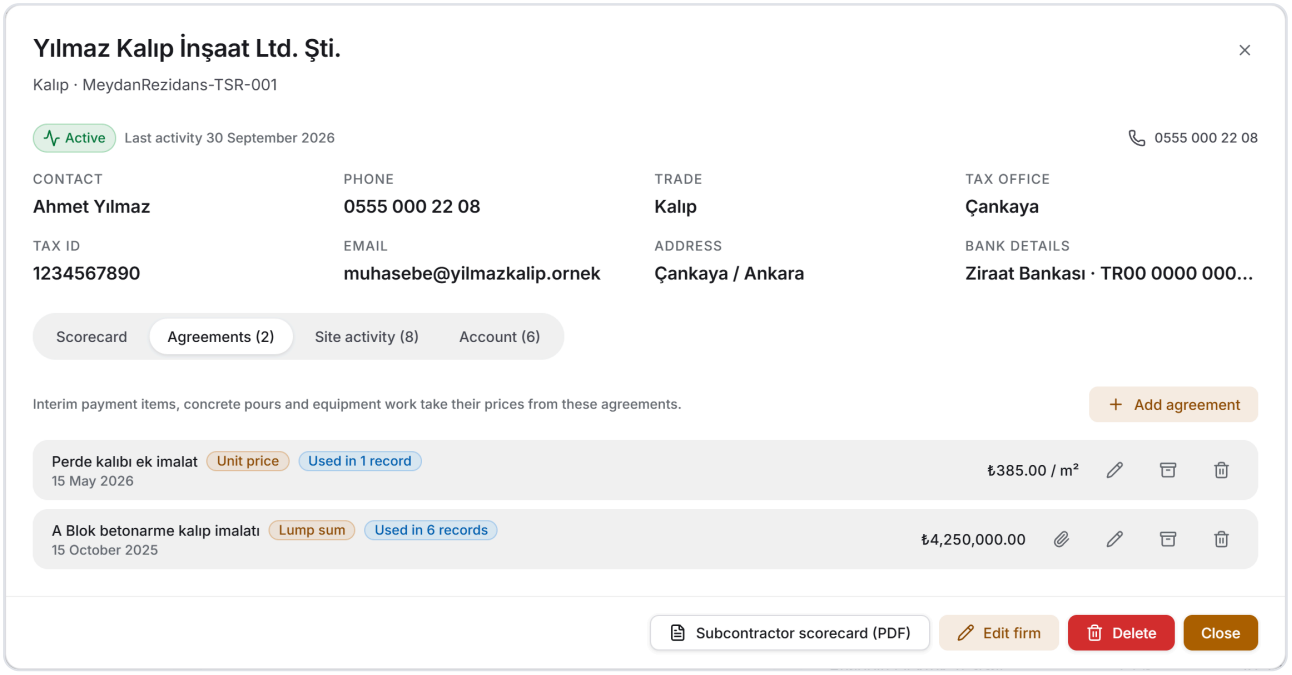


Clicking a firm name opens a wide window. The firm's **details** are at the top, and its **four ledgers** sit below as tabs. Opening the panel sends no request to the server; all the data has already been downloaded.

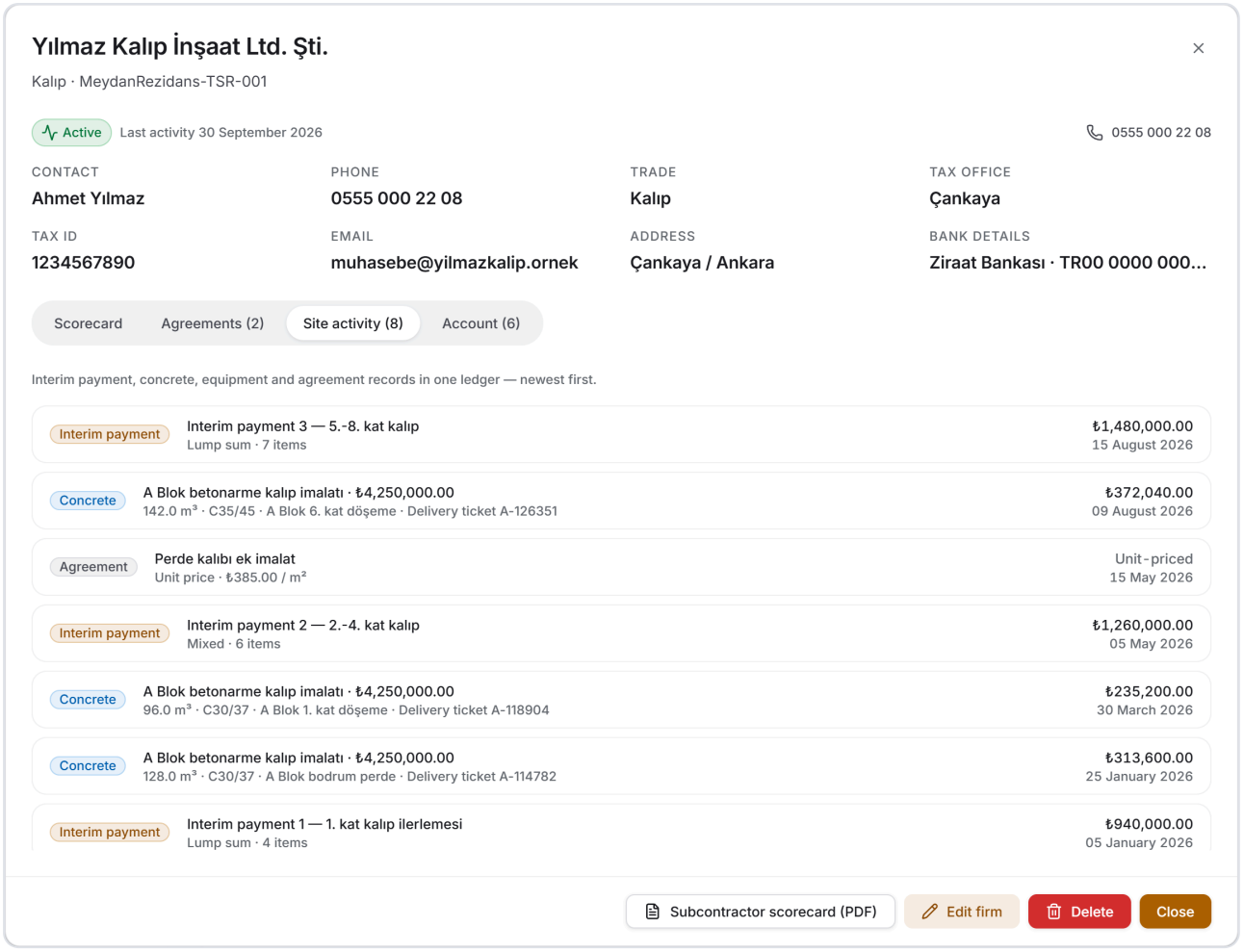
The **details** are merged from two records: company name, contact, phone and trade come from the firm record; tax office, tax ID, email, address and bank details live on the **account**. Empty fields are not drawn at all. Above the details are the status badge, how long ago the last activity was, and — if no account has been opened — the *No account yet* badge.

TAB	WHAT IS IN IT
Scorecard	The firm's eight measures and the monthly cost chart for the last 12 months
Agreements	The firm's agreements, with add, edit, delete and document buttons
Site activity	Four sources (interim payment · concrete · equipment · agreement) in one chronological ledger
Account	The movements of the account — **read only**

The **Scorecard** tab has four tiles at the top: *Contract sum* (the total of lump-sum agreements only, otherwise *No lump-sum agreement*), *Billed*, *Total cost* (interim payments + concrete + equipment) and the **balance**. The **label** of the fourth tile is the direction of the balance — *Payable*, *Receivable* or *Settled*; for a firm with no account the label is *Balance* and the value *No account*. Below are the *Man-days (last 12 months)*, *Workforce*, *Concrete · Equipment* and — where there is one — *Deduction* tiles. At the bottom the firm's monthly cost chart for the last 12 months is drawn; if there are no records, *"No cost records in the last 12 months"* appears in its place.



In the **Agreements** tab each row carries the agreement's title, its type badge, the number of records it is used in, its date and its price. Document, edit, deactivate and delete buttons are on the right; without edit permission only the document button is drawn. A deactivated agreement can no longer be chosen for new records; the same button reactivates it. The **Add agreement** button above the list also appears only with edit permission.

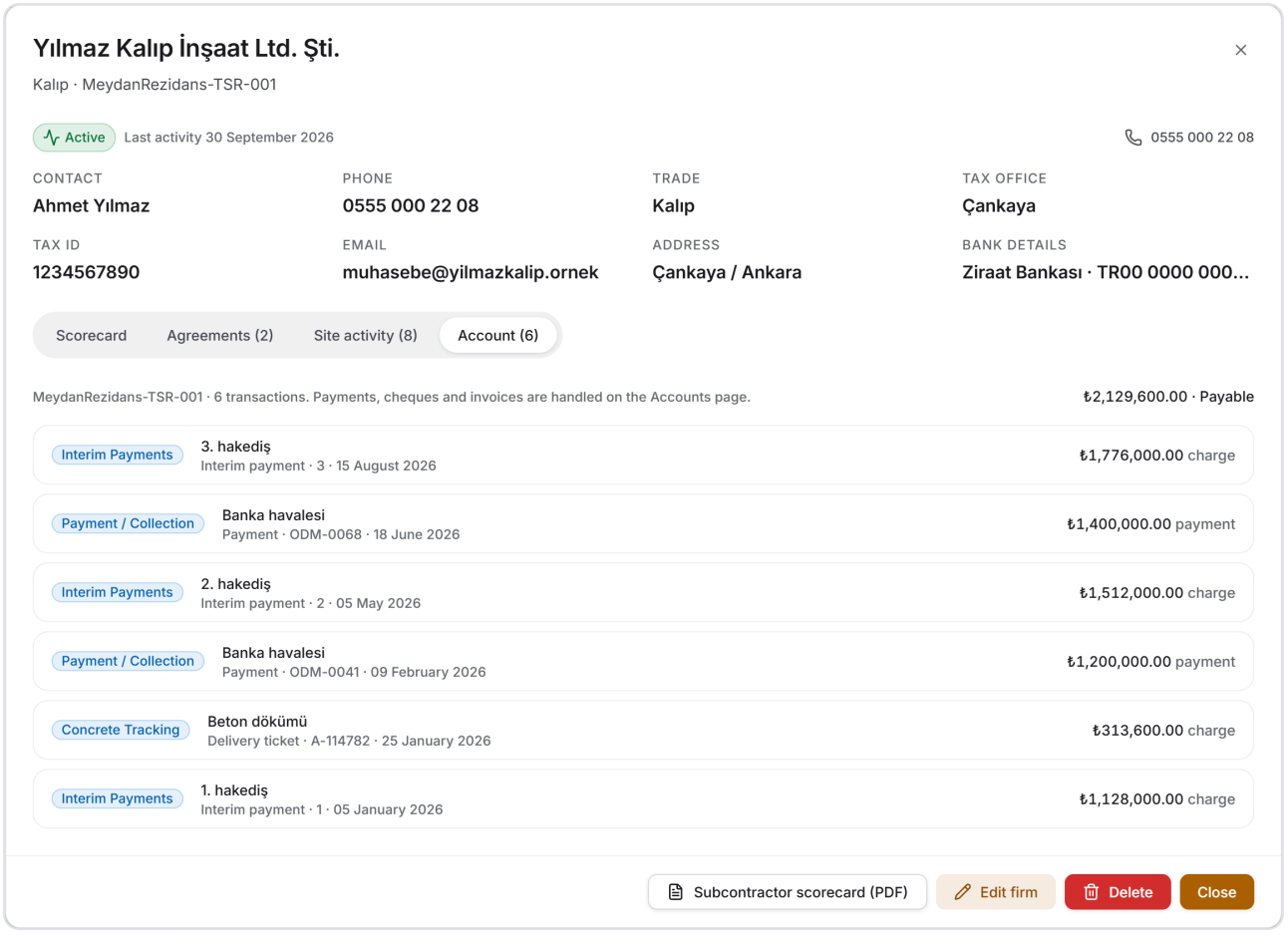


The **Site activity** tab lists everything the firm has on the project in one ledger, **newest first**. On the left of each row is a badge naming its source: *Interim payment*, *Concrete*, *Equipment*, *Agreement*. The amount and date are on the right. The title of a concrete row is the **name and price of the agreement** the pour is linked to; the title of an equipment row is the name of the machine.

The cases where the amount is not a number differ from one another, and the row distinguishes them:

- On a concrete pour with no price: *No price entered* — missing data.
- On an equipment entry with no amount: *No amount entered* — missing data.
- On a unit-price, day-rate or equipment agreement: *Unit-priced* — **not missing**; that type has no total sum in the first place.
- On a deduction agreement: *"85,000.00 ₺ deducted"*.

Records with no date fall to the **end** of the ledger and show *No date* instead of a date.



The **Account** tab shows the firm's account ledger and **writes nothing**: entering payments, handling cheques and writing manual transactions belong to the Accounts page. Above the list are the account code, the number of transactions and the balance. The badge on the left of each row names the page the record came from (*Interim Payments*, *Concrete Tracking*, *Payment / Collection*); a manually entered row says *Entered manually*. The direction of a row is written **in words** and read **from the subcontractor's point of view**: *charge* is a debt we have booked to the firm, *payment* is money we have paid it.

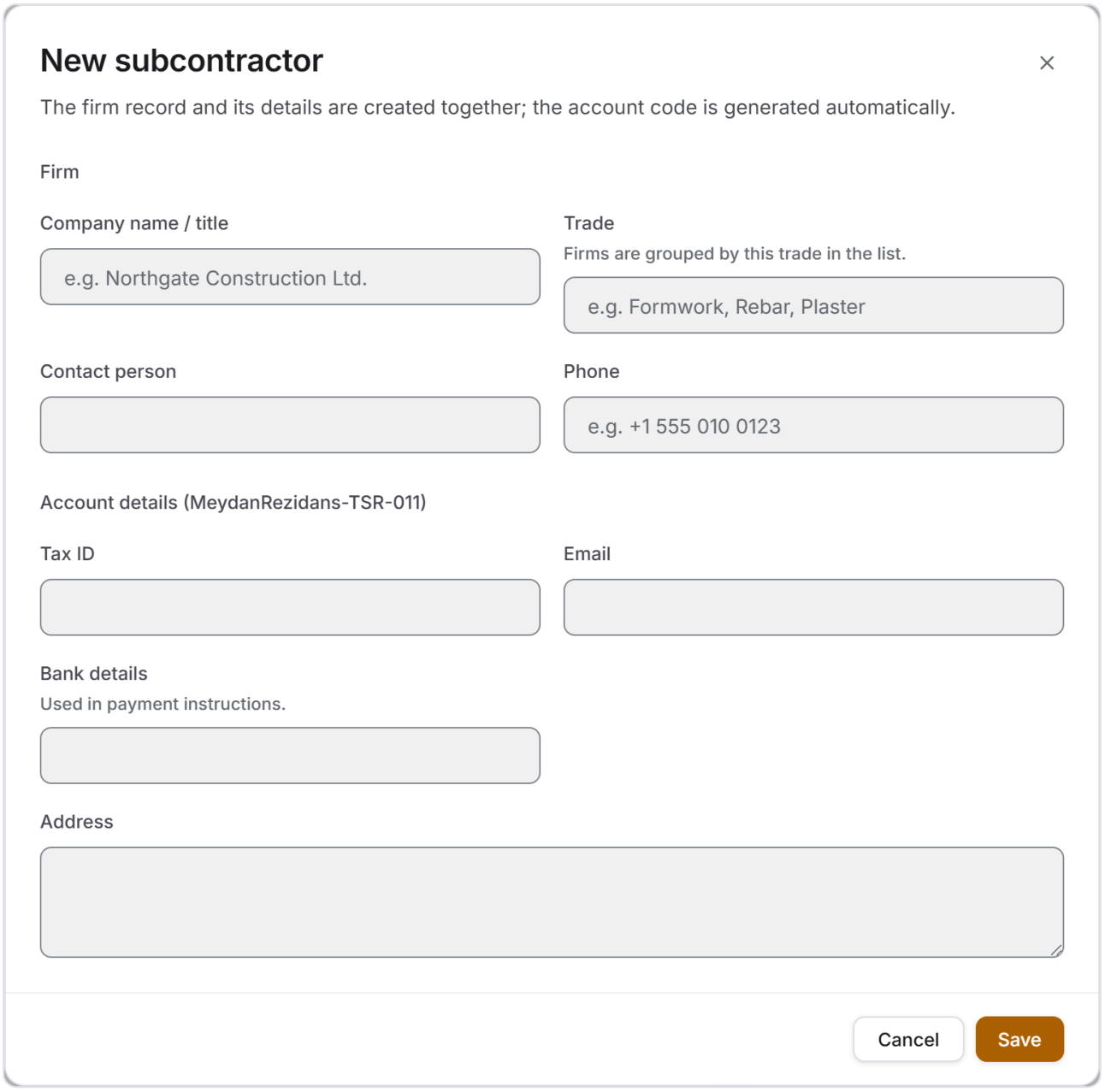
If the firm has no account at all, the tab says so and also says when one will be opened: the account opens automatically with the first interim payment or the first concrete pour.

At the bottom of the panel are the **Subcontractor scorecard (PDF)** button and — with edit permission — the **Edit firm** and **Delete** buttons.

4. Fields

The page has two forms.

Subcontractor form



The form writes **two records at once**: the four fields at the top go to the firm record, the ones below to the firm's **account**. The account code is shown in the heading of the lower section; for a new firm the code is generated automatically.

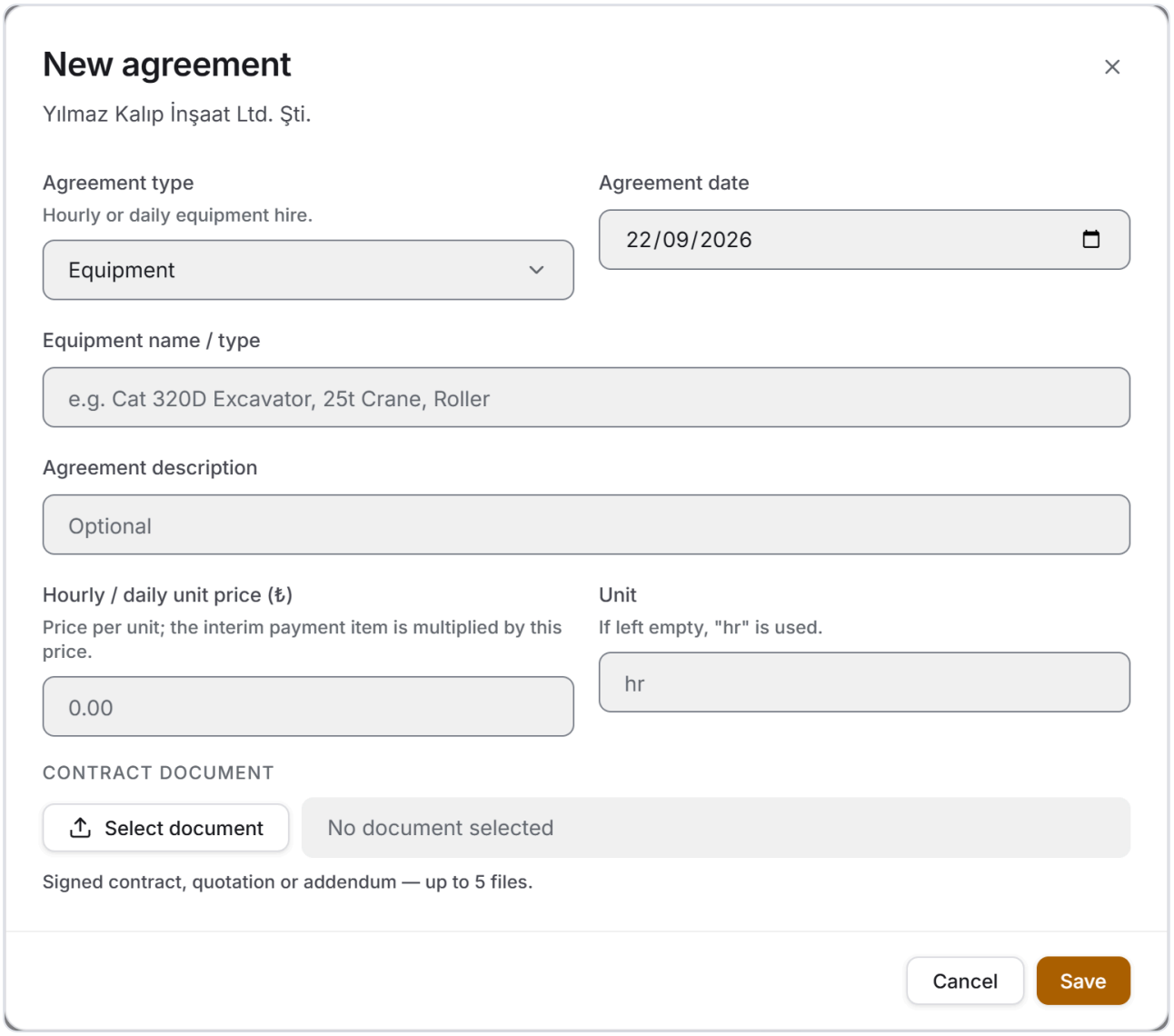
FIELD	WHAT IT MEANS	REQUIRED	WHERE IT IS WRITTEN
Company name / title	The name the firm appears under in lists	**Yes**	Firm record and the name of the account
Trade	*Formwork*, *Rebar*, *Plaster* and so on; firms are grouped by it in the list	No	Firm record
Contact person	The person to deal with	No	Firm record and account
Phone	The firm's phone number	No	Firm record and account
Tax office	Used in contracts and reconciliation documents. The field appears only when the company's country is Türkiye	No	Account
Tax ID	Used in contracts and reconciliation documents	No	Account
Email	The same	No	Account
Bank details	Used in payment instructions	No	Account
Address	Used in contracts and reconciliation documents	No	Account

The company name cannot be left empty; when you try to save, the form says why: interim payment, concrete and timesheet records show the firm by this name, and a subcontractor with no name appears as *"Untitled subcontractor"* in every list.

Caution The name of the account is **kept equal** to the company name. Changing the firm's name here also changes the name of the account. Avoid changing the name so that the name on older documents and the name in the ledger do not diverge; if they do, a second account may be opened for the same firm.

Note The **account code does not change** when you edit. The code appears on statements, reconciliation letters and in the accountant's ledger.

Agreement form



The agreement form **changes shape with the type.** Each of the five types gives the price a different meaning, and different boxes are drawn in the form:

TYPE	NAME OF THE PRICE BOX	UNIT BOX	EQUIPMENT NAME	WHAT IT MEANS
Unit price	Unit price	yes	—	Work measured at a unit price; billing is calculated from quantities
Day rate	Daily rate	no (*Day*)	—	Daily work; billing is multiplied by the number of days
Lump sum	Total agreement sum	no	—	A fixed total sum; billing is issued by percentage complete
Deduction	Deduction amount	no	—	A deduction from the firm; it reduces the balance
Equipment	Hourly / daily unit price	yes (*Hour*)	**required**	Hourly or daily equipment hire

FIELD	WHAT IT MEANS	REQUIRED
Agreement type	One of the five types above; what it means is written below it	Yes (default *Unit price*)
Agreement date	Filled with **today** on a new record	No
Equipment name / type	Drawn only for the Equipment type; it carries the title in lists	**Yes** (for that type)
Scope of work / description	The subject of the agreement; for the equipment type it becomes *Agreement description*	No
Price	A unit price or a total sum depending on the type; the box takes the name in the table above and carries the currency next to it	**Yes**, a valid number
Unit	m², m³, pcs, tonnes... If left empty, the type's default is written	No
Contract document	Signed contract, quotation or addendum — **up to 5 files**	No

The price can be negative only for the **Deduction** type; for the others a negative price is meaningless and the form does not accept it.

> **Note** The deduction amount **is not part of the contract sum or the progress rate.** It is not a commitment but an amount to be deducted from the firm. It appears in the list with the word "deducted" and is read at its absolute value, however the sign was entered.

> **Caution** **Changing the type** of an agreement that is in use causes the price to be written to a different field and the linked interim payment items to be calculated differently. The form says so with a yellow warning before you save and states in how many records it is used.

5. Step by step

5.1 Adding a new subcontractor

1. Press **New subcontractor** at the top right.
2. Fill in **Company name / title** — this is the only required field.
3. Enter the **Trade**. The list groups by it; firms left empty are collected in the *No trade* group.
4. Enter the contact and phone.
5. Fill in the detail fields in the lower section. If a contract or reconciliation will be written, the tax office, tax ID and address are needed.
6. Press **Save**.

The firm is saved and enters the list. If the details cannot be written (see §2), a yellow strip appears at the top of the page; the firm record stays in place and the details can be entered later by an administrator.

5.2 Editing a firm

1. Click the firm name in the list; the panel opens.
2. Press **Edit firm** at the bottom.
3. The same form opens with the fields filled in. Make your changes and press **Update**.

The detail fields are written to the firm's account; the same values also appear on the Accounts page.

5.3 Adding an agreement

1. Open the firm's panel and go to the **Agreements** tab.
2. Press **Add agreement**.
3. Choose the **Agreement type**. The boxes in the form change with the type.
4. For an equipment agreement, enter the **equipment name** — it is required for that type.
5. Enter the price and, where needed, the unit.
6. If there is a signed contract, attach it in the **Contract document** field.
7. Press **Save**.

The agreement is saved against that firm. It now appears in the selection lists of the Field Progress, Concrete Tracking and Interim Payments dialogs.

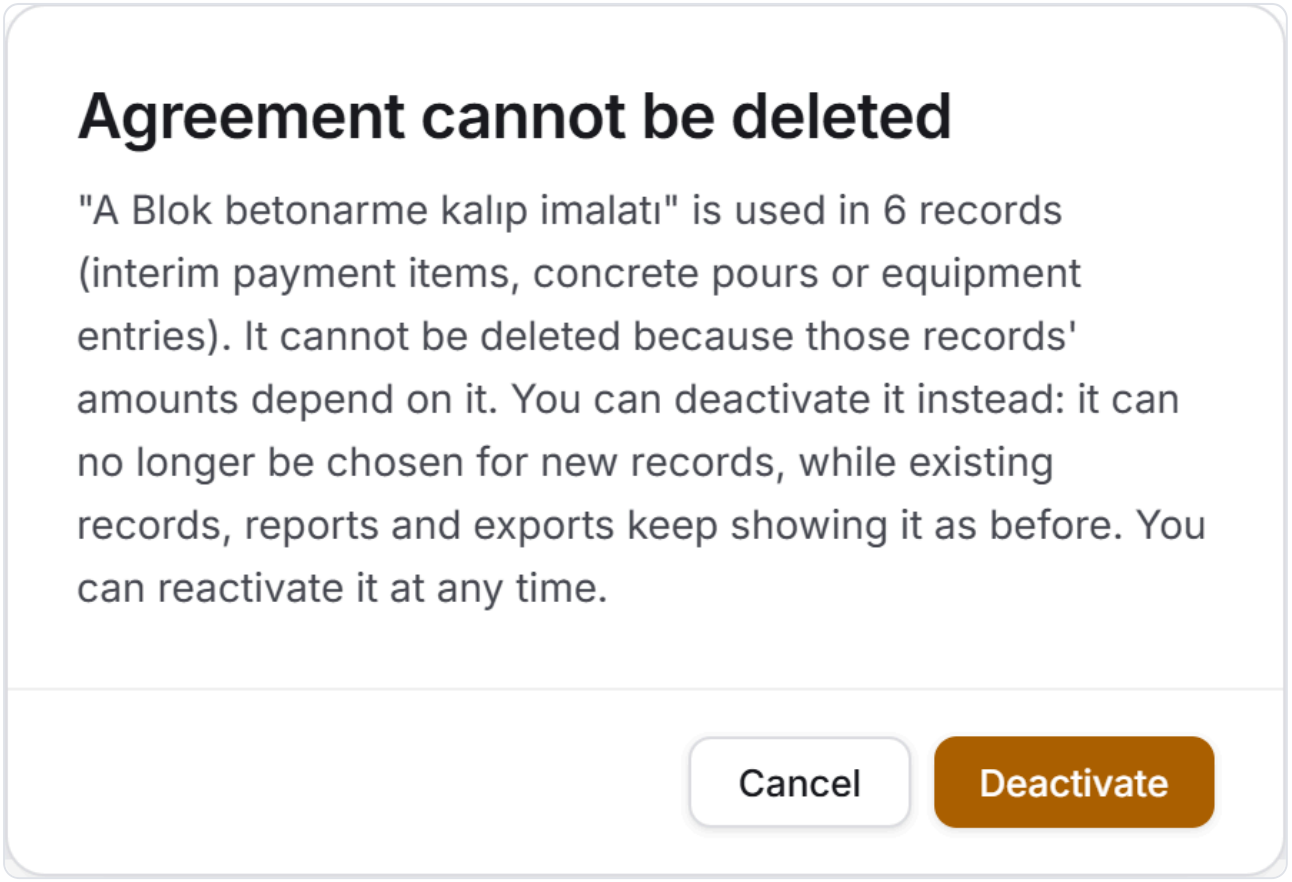
5.4 Editing an agreement

1. In the panel's **Agreements** tab, press the pencil button at the right of the row.
2. Change the fields and press **Update**.

A price change propagates immediately: the new price appears in the Field Progress, Concrete and Interim Payments dialogs.

> **Note** A corrected price does **not** retroactively change the amounts of records entered **earlier**; those records carry their own amounts. The new price applies to records made from now on.

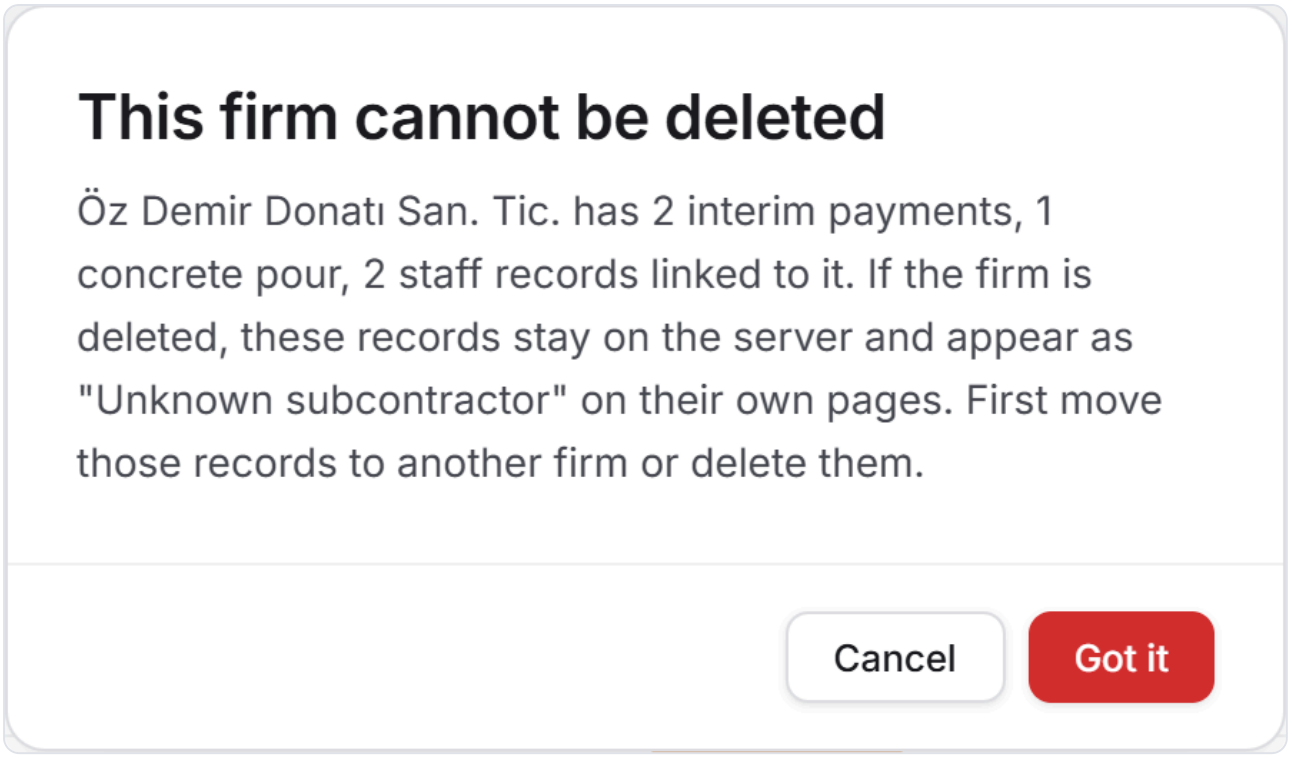
5.5 Deleting an agreement



1. In the panel's **Agreements** tab, press the bin button at the right of the row.
2. Read the confirmation window.

If the agreement is not used in any record, the window says so and the deletion can go ahead. If it is in use, the title reads *Agreement cannot be deleted*: the window states in how many records it is used and that those records' amounts depend on it. Instead it offers **Deactivate** — the agreement can no longer be chosen for new records, while existing records, reports and exports keep showing it as before. You can reactivate it at any time. For an agreement that is already inactive the window only says so and closes with **Got it**.

5.6 Deleting a firm



1. Open the firm's panel and press **Delete** at the bottom.
2. Read the confirmation window.

If the firm has **interim payments, concrete pours, equipment entries or staff records**, the deletion **does not even start.** The window counts the obstacles one by one (*"2 interim payments, 12 concrete pours"*) and says what would happen: if the firm were deleted, those records would stay on the server and appear as *"Unknown subcontractor"* on their own pages. The window has **Cancel** and **Got it** buttons, and **both only close it** — this screen is not a confirmation but a notice. You first have to move those records to another firm or delete them.

If there is no obstacle, the window states what will go: the firm, its **agreements** and — where there is one — its **account and its ledger transactions.** The operation cannot be undone.

> **Caution** Deleting a firm that has an account requires administrator permission (see §2). If the permission is not enough, nothing is deleted; the firm and its agreements stay in place.

5.7 Opening a firm's record

1. Click the firm name in the **Subcontractors** view. (The firm name is a button in the Agreements view too, and opens the same panel.)
2. Read the details and move between the tabs.
3. Press **Close** or the `Esc` key to close it.

5.8 Narrowing the list

1. Type the firm you are looking for into the search box. The search respects Turkish letters: typing *yilmaz* finds *Yılmaz İnşaat*.
2. Make a selection from the **Trade** or **Agreement type** menu; both are multi-select.
3. Pick a status from the **Firm status** strip.
4. To undo everything, use **Clear filters**.

Narrowing affects not only the table but the summary strip, the breakdowns and the **exports** as well: the Excel and list PDF write exactly what you see on screen and state in their header block which narrowing was active.

5.9 Producing an export

1. For the list exports use **Download Excel** or **Download PDF** at the top right.
2. For a single firm's document, open the firm's panel and use **Subcontractor scorecard (PDF)** at the bottom.
3. Choose where to save in the window that opens.

Both buttons are disabled while the list is empty. If the list exceeds **1,000 rows**, the PDF asks first; the app may be unresponsive for a while during preparation.

5.10 Opening a contract document

Documents open from the **Documents** column in the Agreements view or from the paperclip button in the panel's Agreements tab. View permission is enough.

5.11 Refreshing the page

Refresh reads all seven ledgers again. An interim payment, pour or payment entered by another user only appears after this.

6. Exports

The page produces three files. The first two are a breakdown of **the list**, the third is a signed document for **a single firm**.

Excel — three sheets

`Subcontractors_<date>.xlsx`

SHEET	WHAT IS IN IT
Subcontractors	Firm · trade · contact · phone · status · agreement count · contract sum · deductions · billed · concrete · equipment · total cost · man-days · workforce · balance · position · last activity — **17 columns**
Agreements	Firm · type · scope of work · equipment · unit price · unit · contract sum · date · usage · contract document — **10 columns**
Details	Firm · account code · contact · phone · email · tax office · tax no. · address · bank — for whoever writes the contract

Each sheet starts with the project name, the report date, the number of firms, the subcontractor cost and the billed amount; the third line states which narrowing was active. The header row is frozen and a filter is switched on. The first two sheets end with a **grand total** row.

All amounts come through as **real numbers** and dates as **real dates**: selecting a cell makes Excel show the total, and you can sort the column.

> **Note** On the Agreements sheet **deduction rows are written as negatives**, so that the total of the contract sum column reads as a net commitment. The unit price cell is left empty for the lump-sum and deduction types; writing zero would read as "a unit with no price".

Subcontractor List (PDF)

`Subcontractor_List_<date>.pdf` — **A4 landscape**, nine columns: firm (with contact and phone below), trade, status, agreement count, contract, billed, concrete + equipment, man-days and balance. The table ends with a grand total row.

Notes stand at the bottom of the document, written so that no argument is needed later: that amounts exclude tax, that man-days are calculated from the last 12 months, on what condition a firm counts as **active** (90 days), that the contract sum is the total of lump-sum agreements only, how many firms have no record at all in the project, and which date the balance refers to.

Subcontractor Scorecard (PDF)

`Subcontractor_Scorecard_<firm>_<date>.pdf` — **the sheet of paper you put on the table when you sit down with a firm at month end.** It is A4 portrait and **signed**: *Subcontractor · Stamp · Signature* and *Site Manager · Signature* lines are at the bottom.

The blocks of the document:

BLOCK	WHAT IS IN IT
Header	*SUBCONTRACTOR SCORECARD*, firm name, report date and, where there is one, the account code
Details	Project, trade, status, last activity
Parties	The subcontractor on the left (contact, phone, email, tax no., address), the issuer on the right
Summary	Lump-sum contract · billed · concrete pours · equipment work · deduction where there is one · **total cost** — count and amount
Balance strip	Account balance, number of ledger transactions and contract progress
Agreements	Type, scope of work, price, date
Record breakdown	The site activity ledger — the **latest 40 records**
Notes	The block that states the limits

> **Note** In the summary table **the count and the amount are taken from the same set**: the count on the *Lump-sum contract* row counts only lump-sum agreements, not every agreement. Otherwise a reader of "3 agreements · 4,250,000 ₺" would take the amount as the total of all three.

> **Note** The balance strip is drawn only for a firm that **has an account**; for one that does not, the notes block states why.

If the firm has more than 40 records, the document says so in the heading (*"latest 40 records"*) and in the notes. The full breakdown is **not** in the Excel export; there is no record breakdown sheet there.

7. Things worth knowing

"Active" is a signal, not a permission. A firm counts as active if it has an interim payment, concrete, equipment, timesheet, agreement or account record within the last **90 days**. The threshold was chosen to match the rhythm of a construction site: a subcontractor may stay quiet for months between finishing one item and starting the next. The status locks, hides or blocks nothing.

"No records" and "Idle" are not the same thing, but they merge in the filter. The badge says *No records* for a firm with nothing at all in the project — the question of activity is meaningless for it. The **Idle** option in the status strip means "everyone who is not active" and brings the firms with no records as well. Use the **No records** option to see only the genuinely empty ones.

Last activity shows the end of the month for firms with timesheets. A timesheet record has no day, only a month, and the page represents that month by its last day. So for a firm with a timesheet in the current month the *Last activity* column shows **the end of the month** — that is, a few days ahead — and the panel may say something like *"Last activity in 7 days"*. It is not an error but a date standing for the whole month.

An agreement with no date makes the firm "Idle". Because the agreement is counted, the firm is not marked *No records*, but since the agreement has no date there is no last activity either: the row shows the *Idle* badge and the value *No activity*. Entering a date on the agreement corrects both.

The No records badge does not count account transactions. The count behind the badge is interim payments, concrete, equipment, timesheets and agreements. A firm with movements only in the account ledger says *No records* but still carries a date in the *Last activity* column.

The contract sum comes from lump-sum agreements only. In unit-price, day-rate and equipment agreements the unit price is not a total — the agreement does not say how many square metres will be done — and it does not enter the contract sum. Neither does a deduction: it is not a commitment but a deduction. Because the two share the same field in the schema, the distinction is easy to miss, and adding them together would break both the "total contract sum" and the denominator of the progress ratio.

The billed figure is the net amount, not the grand total. Tax is a separate item and its rate can differ between two firms; what is comparable is the net amount. The same figure should match the net total of that firm's group on the Interim Payments page exactly.

Man-days come from the last 12 months of timesheets. Older months do not enter the figure. Because the timesheet module does not record wages, man-days are a measure of **labour**, not a cost; they are not added to the total cost.

Total cost is the sum of three items: interim payments + concrete + equipment. The account balance does not enter it — one is the price of the work done, the other how much we owe at this moment.

The account balance is only shown when the account is linked to the firm. Every account Sitabula opens itself is linked by the firm's identity. An account opened by hand or from the older application, with an empty link, **is not matched by name** and the firm shows *No account yet*. This is deliberate: if two firms share a name, writing nothing is better than writing the wrong balance. If a balance does not match the one on the Accounts page, this is the first place to look.

The account code is not unique. The number is read from the list on screen; if two users open an account of the same type at the same moment, both may get the same number. The code is a label; records are linked to one another by their own identities.

A firm without an agreement cannot be billed. An interim payment item, a concrete pour and an equipment entry take their price from an agreement. If a firm is added and no agreement is entered, no site record can be opened for it; the list marks this as *No agreements*.

An unused agreement can mean two things. It has either just been signed or been entered by mistake. The Agreements view shows both; which one it is can be decided from its date and subject.

Deleting an agreement takes away the price source of the linked records. Interim payment items, concrete pours and equipment entries carry their amounts in their own records, but **where the price came from** is written in the agreement. To correct a wrong price, **edit** it instead of deleting and re-entering it.

Deleting a firm also deletes its agreements and its account. The agreements go first and the firm itself last; if an error occurs in between, the firm **stays in place** and the operation can be repeated. Interim payment, concrete, equipment and staff records are not deleted — they belong to other modules, and if the firm were deleted they would appear as *"Unknown subcontractor"* on their own pages. That is exactly why the page never starts a deletion for such a firm.

Reopening the panel for the same firm lands on the tab you last looked at. Moving to another firm returns the tab to *Scorecard*. If you close the panel and open the same firm again, the tab you left is kept.

Lump-sum progress is calculated only from firms with a lump-sum contract. The denominator is the total of firms with a contract sum entered, and the numerator is only those firms' billed amounts. If the project has no lump-sum contract at all, the bar is not drawn.

An agreement with no price entered is not zero but unknown. The table writes this as a dimmed *No price entered*; writing "0.00 ₺" would read as an agreement with no value.

If the unit is left empty on day-rate and equipment agreements, the default is written: *Day* for a day rate, *Hour* for equipment. This is data, and the Equipment Tracking page reads it.

The search respects Turkish letters. Typing *yilmaz* finds *Yılmaz İnşaat*; *ISKELE* and *iskele* fall into the same set. The search does not work on amounts or dates.

Choosing a period in the Agreements view drops agreements with no date. While *Current year* or *Last 12 months* is selected, records without a date leave the list, and how many were dropped is not stated. Set the period to **All time** to see them all.

Older records with an empty company name appear as *Untitled subcontractor*. The edit form does not fill that fallback into the field; you have to type the name yourself.

8. Related chapters

Everything this page shows as activity is produced in other chapters:

- **Interim Payments** — every interim payment issued goes into the firm's *Billed* column, its scorecard and its site activity ledger. Interim payment items take their prices from the **agreements** here.
- **Concrete Tracking** — pours go into the firm's cost and its activity ledger; every pour's price is linked to an agreement.
- **Equipment Tracking** — equipment entries the same way; the unit price of the equipment agreement is read from here.
- **Timesheets** — man-days and the workforce count come from there. Timesheets do not record wages.
- **Field Progress** and **Take-offs** — work items pick their subcontractor and its agreement from here.
- **Accounts** — the firm's details and balance actually live there. The detail form on this page writes the same record; payments, cheques and invoices are only handled on that page.
- **Suppliers** — the material side of the same arrangement; there too the firm's details live on an account.
- **Users** — who can see this module is set in the project permissions.

Suppliers

1. What it is for

Suppliers is **the register of the firms you buy materials from.** A firm's details (contact, phone, tax ID, tax office, address, bank) and the **activity** that firm leaves across the project are kept together here.

That activity is gathered from five sources: the **quotes** the firm submits, the **shipment cards** opened for it, the **material purchases** that enter the store, its **account ledger** transactions and the **materials** you actually buy from it. The page does not produce any of this; each is entered on its own page and collected here firm by firm.

The questions this page answers are: **who are we buying from on this project**, **how much have we purchased from a firm so far**, **does the firm win quote comparisons, and when it loses how far above the lowest does it stay**, **does it deliver on time**, **how much is committed in pending deliveries**, **how much of our spending goes through an order with collected quotes** and **which sheet goes on the table when we sit down with a firm at year end.**

2. How to open it, who can see it

In the sidebar: *Management & Finance › Suppliers.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see both views, the unregistered firms strip, the analysis strip, the breakdowns, both tables and the four ledgers of the firm panel. **You can take all three exports and open documents attached to quotes.** The **New supplier**, **Edit firm**, **Delete** and **Add as supplier** buttons are not drawn at all
Edit	Everything above, plus you can create a firm, enter its details, edit it and delete it
No permission	The module appears dimmed and locked in the menu

> **Note** None of the three exports requires edit permission. Taking a report does not change data; whoever can see the list should be able to take its breakdown.

On this page the **server role** matters alongside the module permission. Two operations are open to administrators only, even when the project permission is granted:

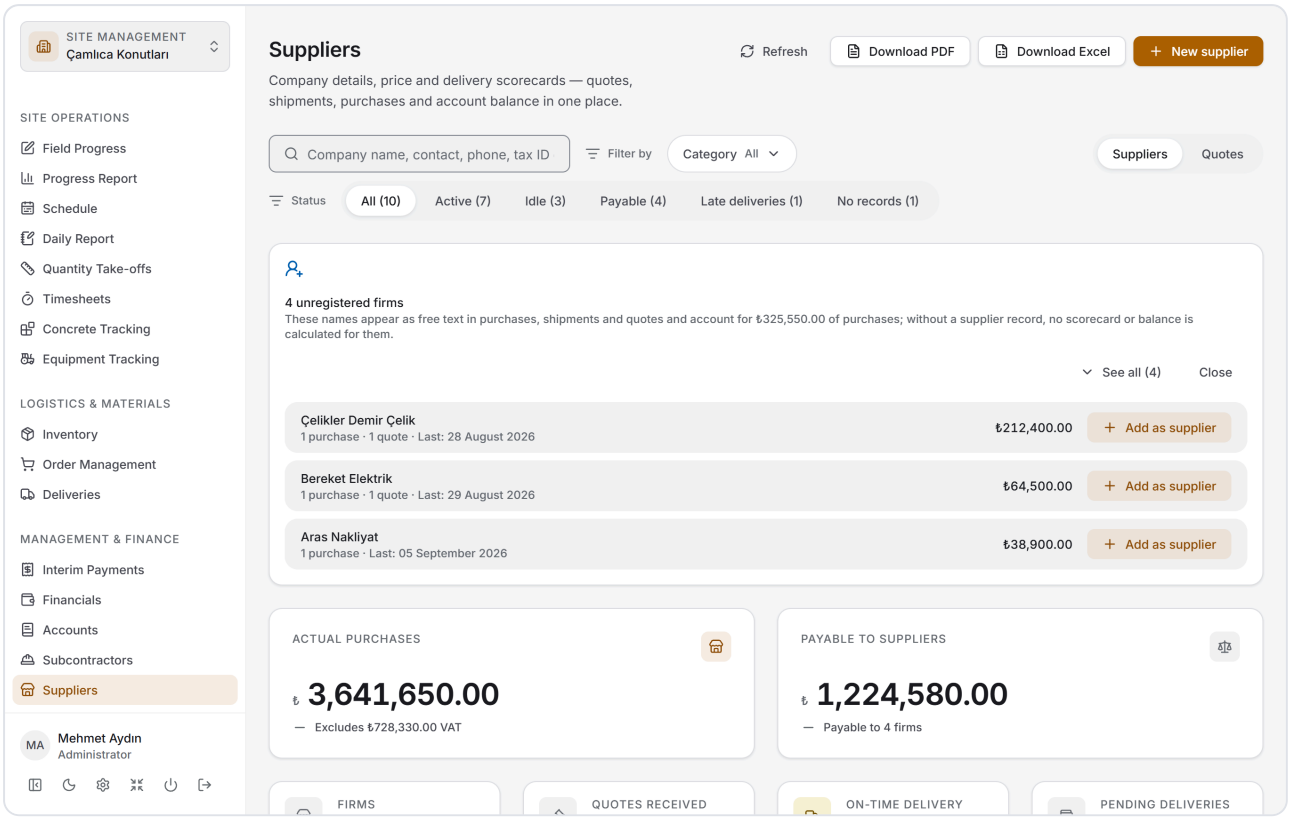
Administrators only **Opening the details of a new firm** requires administrator permission. The detail fields (tax office, address, bank, email) live in the firm's **account**, and opening a new account belongs to administrators. When a store officer adds a firm, the firm **is saved**, its details are not, and a *"Firm saved, but its details were not"* strip appears. The firm record stays in place; an administrator can enter the details later. Updating the details of an **existing** firm is open to anyone with edit permission.

Administrators only **Deleting a firm that has an account** requires administrator permission; the deletion also removes the firm's account and its ledger transactions. If the permission is missing, the screen says *"You do not have permission to delete. Deleting the account and its transactions requires administrator permission; the firm is still in place"*.

Adding and editing firms does not require administrator permission; **administrator or site engineer** is enough. An account with the viewer role that tries to save gets *"You do not have permission to add or edit suppliers in this project"*.

Note Buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the write buttons afterwards. If permissions cannot be read at all, the buttons come up **enabled**; an attempt to save is then rejected by the server.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, firm and material names and the figures are samples.

The page has **two views** and both share the same shell and the same filter bar. The switch at the right end of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Suppliers	**The firms themselves** — a list grouped by category, with a summary and breakdowns above it
Quotes	**Every quote in the project** — grouped by order, cheapest first within each group

The **Suppliers** view has four layers and follows the same order as Inventory, Order Management, Deliveries, Accounts and Subcontractors: first you **narrow down**, then you read the result **as figures**, then you look at its **breakdown**, and finally you go down to the **rows**. There is a fifth layer where a firm's whole ledger opens: the **firm panel** that appears when you click a firm's name.

LAYER	WHAT IT DOES
Filter bar	Search, category, firm status; in quotes, quote status and period
Unregistered firms strip	Firm names entered as free text, with no record
Analysis strip	Actual purchases, net balance, four counters and the share of purchases via orders
Breakdown	Category distribution and largest suppliers
Table	The firm list or the quote ledger
Firm panel	A firm's details and its **four ledgers**

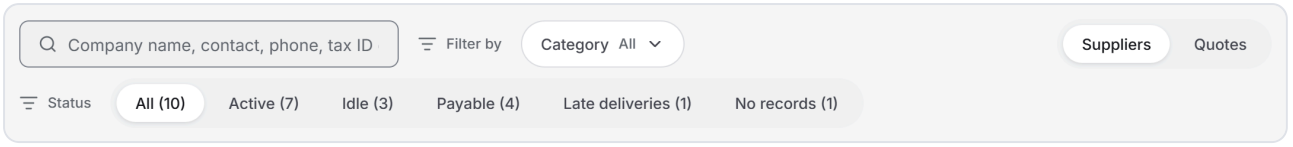
> **Note** The analysis strip, the breakdown cards and the unregistered firms strip are drawn **only in the Suppliers view**. Quotes are a list; they carry no summary above them. An order's quote range is in the table's group header, and the total difference versus the lowest is in the Excel export.

Five ledgers — firms, orders (with their quotes), shipment cards, stock movements and the account ledger — are downloaded **once** when the page opens. Changing the filter, flipping the view switch, opening the panel and switching tabs send no request to the server. **All five** of these ledgers belong to other pages; when you come here from Inventory, Order Management, Deliveries or Accounts, the page opens instantly.

Header and actions. The header reads *Suppliers* with the description *"Company details, price and delivery scorecards — quotes, shipments, purchases and account balance in one place"*. On the right are **Refresh**, **Download PDF**, **Download Excel** and — if you have edit permission — **New supplier**.

If the project has no suppliers yet, the filter bar, the analysis strip and the breakdown cards are not drawn at all; a *"No suppliers in this project yet"* card sits in the middle of the page and its **New supplier** button takes you straight to the form. **The unregistered firms strip is drawn in this branch too** — in fact that is when it matters most, because every purchase made while there was no registered firm was entered as free text.

Filter bar



The bar has two rows. The top row:

CONTROL	WHAT IT DOES
Search suppliers	Searches the company name, contact, phone, email, tax ID, category and the material headings bought from the firm; the hint reads *Company name, contact, phone, tax no. or material*
Category	Multi-select menu; each option shows how many firms it holds
Clear filters	Appears only while something is narrowed
View	At the right end: *Suppliers* ⇄ *Quotes*

The second row changes with the view. In the **Suppliers** view the *Status* strip sits there and each option carries its count:

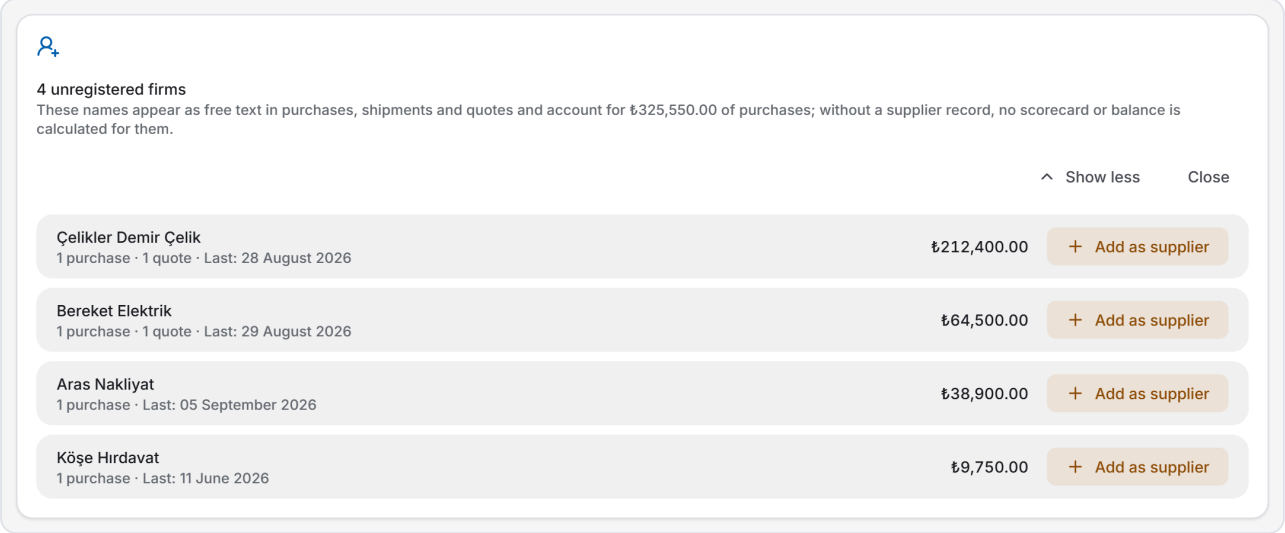
OPTION	WHO IT BRINGS
All	Every firm in the filter
Active	Firms with activity within the last **90 days**
Idle	Firms whose last activity is older than 90 days
Payable	Firms whose account balance is against us
Late deliveries	Firms with an open shipment past its promised date
No records	Firms with no records at all in the project

In the **Quotes** view the *Quote status* menu replaces the category menu, and the *Quote date* period replaces the status strip: **All time**, **Current year**, **Last 12 months**. The category menu and firm status are not drawn in this view — both are properties of a **firm**, not of a single quote.

> **Note** The two views do not clear each other's filters. If you pick a status in Quotes and return to Suppliers, your category selection is still there; go back to Quotes and the quote status is still there too.

> **Note** **Clear filters** empties the search box as well; the only thing that stays is the view switch. To undo a single narrowing, remove that selection from its own menu.

Unregistered firms strip



In purchase, shipment and quote records the supplier can also be entered **as free text**: writing a company name does not require that firm to have a record. This strip collects exactly those names — the firms that money flows to but that never appear in the Suppliers list.

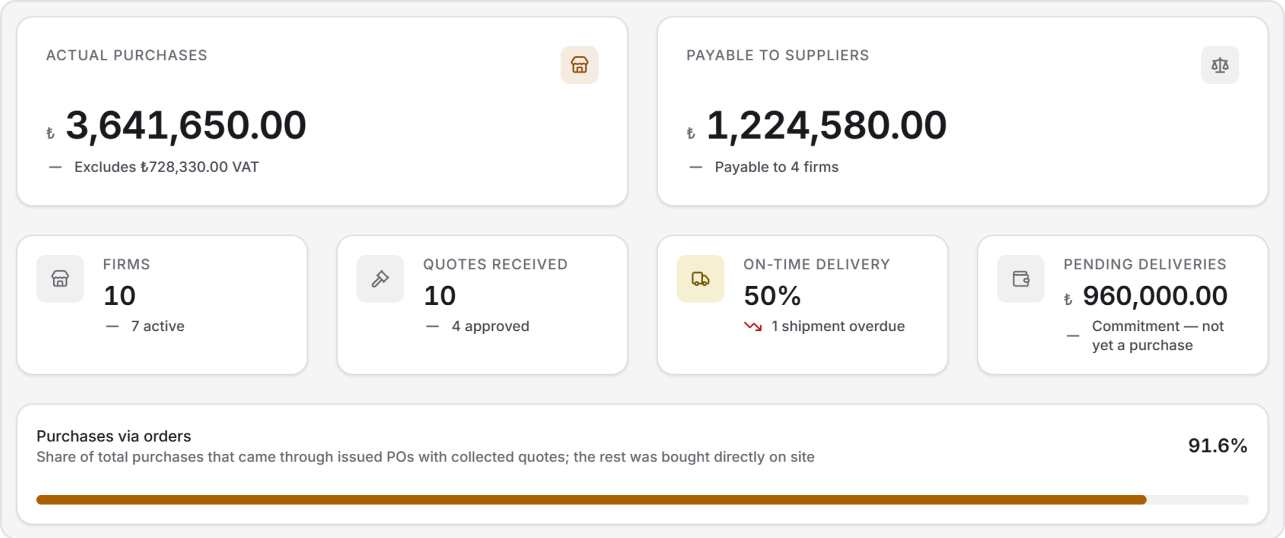
The strip's heading says how many firms there are, and beneath it how much purchasing those names carry in total. Each row shows the firm's name, how many purchases / shipments / quotes it has, when it last appeared and the purchase amount; on a name with no purchases a *No purchases* badge takes the place of the amount. Rows are ordered by purchase amount, largest first.

The **Add as supplier** button on the right opens the firm form with **the name already filled in**. The first three rows are visible immediately; if there are more, **See all** opens the list. The strip can be hidden with **Close** and stays hidden until the page is opened again.

The strip is toned as information, not as a warning: buying with free text is not a mistake. For material bought once on site, opening a firm record may be unnecessary.

> **Caution** Registering a name **does not link the earlier records to that firm.** A new supplier record is created, but purchases, shipments and quotes previously entered as free text stay unregistered and the firm's scorecard starts from zero. The blue strip on the form says so as well. To move the older records you have to open them on their own pages (Inventory, Deliveries, Order Management) and pick the supplier from the list again.

Analysis strip



The strip has two tiers. Two main measures sit side by side on top:

TILE	WHAT IT SHOWS
Actual purchases	The **tax-excluded** total of material that entered the store. The line beneath, *"Excludes … tax"*, gives the tax amount left out
Payable to suppliers	The signed net total of the account ledgers. If the balance is in our favour the title becomes *Receivable from suppliers*, and if it is zero, *Net balance*; beneath it is the number of firms we owe

Four small counters below:

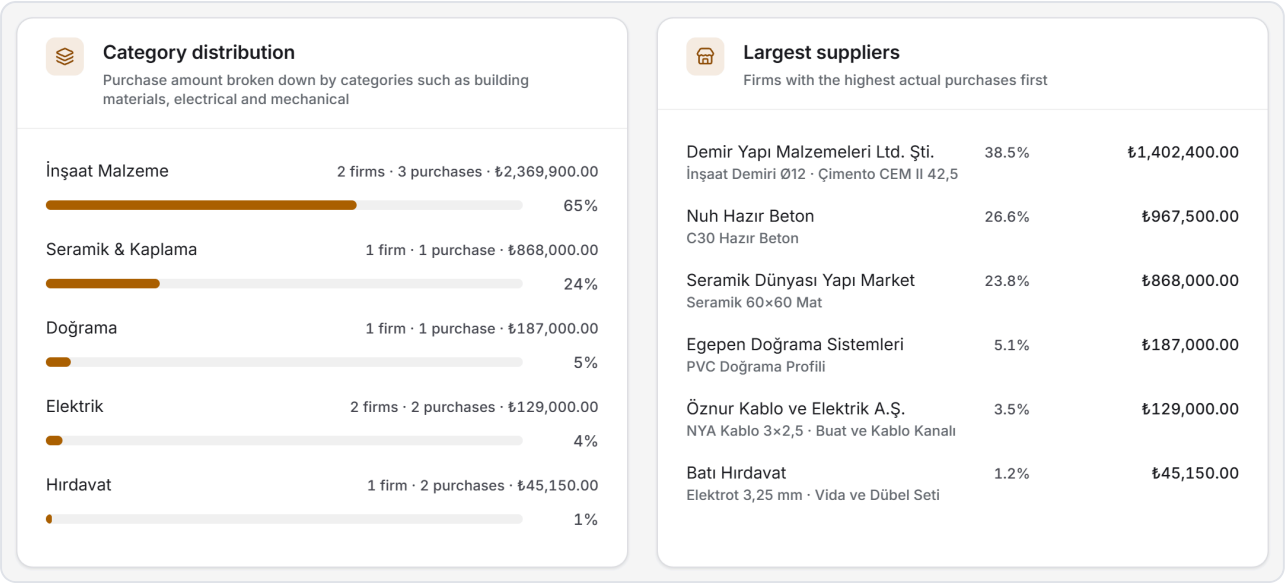
COUNTER	WHAT IT SHOWS
Firms	The number of firms in the filter; beneath it how many are active
Quotes received	The number of quotes taken into comparison; beneath it how many were approved
On-time delivery	The project-wide rate; beneath it the number of overdue or open shipments
Pending deliveries	The value of the part of open shipment cards that has not arrived; beneath it *"Commitment — not yet a purchase"*

The on-time delivery tile carries colour: 80% and above is green, between 50% and 80% amber, below that red. If there is no shipment to measure, *Not measurable* takes the place of the figure — writing "0%" would make a well-running project look bad.

Below the strip is the **purchases via orders** bar: the share of total purchases that came through an order with collected quotes and an approval. The rest was bought directly on site. The bar is drawn only while the project has purchases.

While a filter is open, a line is added under the strip saying **which set** the figures above belong to: *"The figures above are for the 6 firms in the filter; the project has 14 suppliers in total."*

Breakdown cards



Two cards sit side by side and are counted from the same rows:

Category distribution asks about a **share**: the purchase amount broken down by categories such as building materials, electrical and mechanical. Each row carries the category name, how many firms and how many purchases it holds, its amount and a bar showing its share. In a category where a firm has been added but nothing purchased yet, *"No purchases in this category yet"* replaces the bar.

Largest suppliers asks about a **ranking**: the firm with the highest actual purchases first, at most six rows. Each row carries the firm's name, the most purchased material headings beneath it (or its category), and its share and amount on the right. **A firm with no purchases never enters this list;** the card is titled "largest" and adding a zero row at the end would extend the noise, not the ranking. If the project has no purchases at all, the card says *"No firms with purchases"*.

Firm table



Firms are **grouped by category**; the group header carries the category name, how many firms it holds and the total purchases in that category. Firms whose category is left empty gather in the *Uncategorised* group, and that group always sits **last**. Clicking a group header collapses it; the **Collapse all** button at the top right of the card folds them all at once.

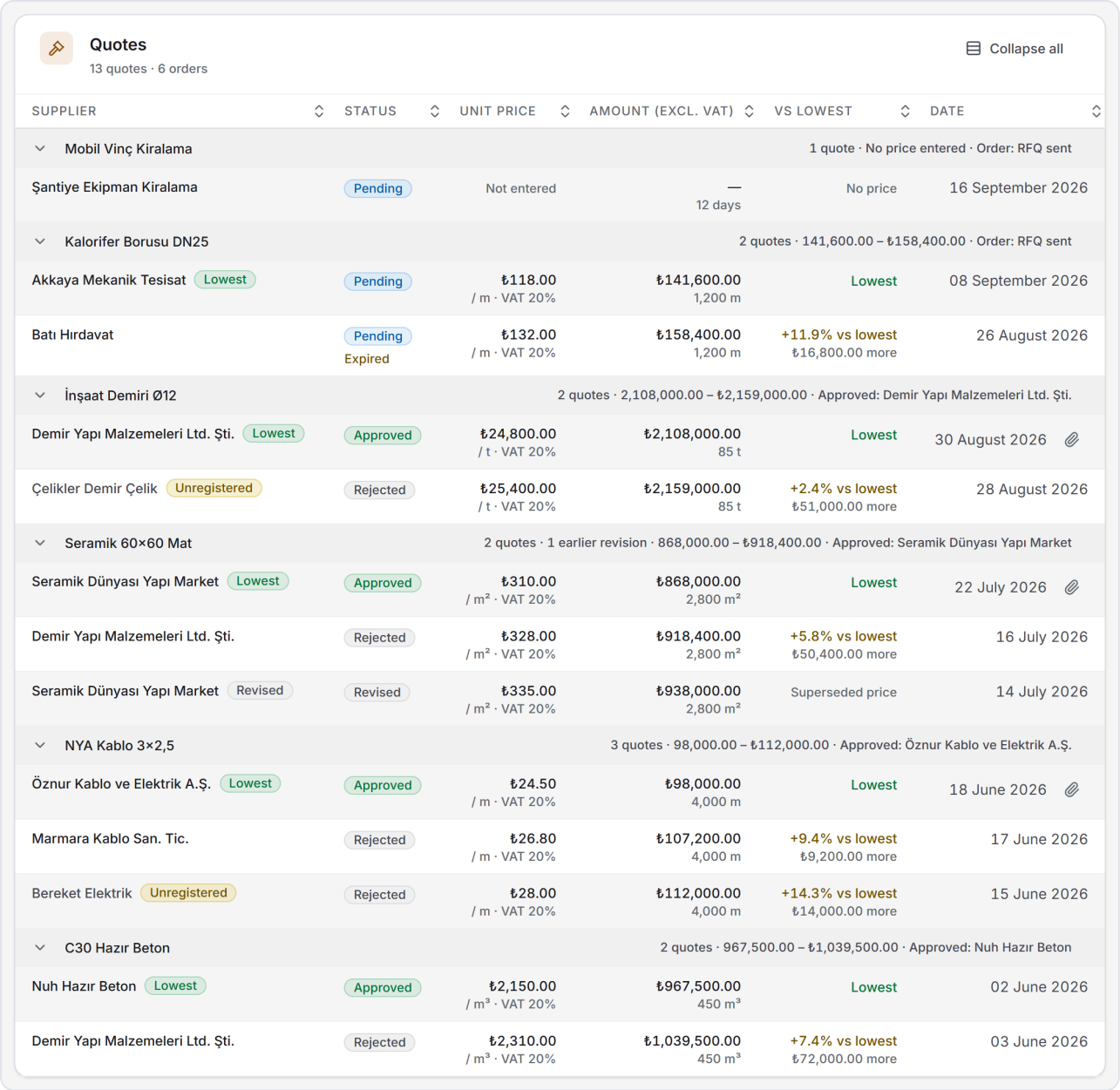
There are seven columns:

COLUMN	WHAT IT SAYS
Firm	Avatar initials, the firm name (clickable), and the contact and phone beneath it
Status	An *Active* / *Idle* / *No records* badge; if there are overdue shipments, a red *"2 delays"* badge beside it
Price scorecard	The win rate, and beneath it the average difference versus the lowest or how many times the firm was the lowest
Delivery scorecard	The on-time rate (coloured), with its basis beneath
Actual purchases	The tax-excluded amount, with the purchase count, the material count and any pending amount beneath
Balance	The amount and its position (*Payable* · *Receivable* · *Settled*); on a firm with no account, *No account*
Last activity	The newest date across the five sources; if there is none, *No activity*

You can sort by clicking the headers. In sorting, **rows that cannot be measured fall to the bottom**: a firm that never quoted stays at the bottom of the price column, a firm with no shipments at the bottom of the delivery column. The balance is sorted by its **signed** value, so the firm we owe the most and the firm that owes us land at the two ends of the list.

> **Note** There is **no** composite "supplier score". Price, delivery and purchases are three separate measures; which one matters more varies by project, and any weighting chosen to reduce them to a single mark would be an opinion. The ranking decision is yours — clicking a column header is enough.

Quote ledger



Quotes
13 quotes · 6 orders

Collapse all

SUPPLIER	STATUS	UNIT PRICE	AMOUNT (EXCL. VAT)	VS LOWEST	DATE
Mobil Vinç Kiralama				1 quote · No price entered · Order: RFQ sent	
Şantiye Ekipman Kiralama	Pending	Not entered	— 12 days	No price	16 September 2026
Kalorifer Borusu DN25				2 quotes · 141,600.00 – ₺158,400.00 · Order: RFQ sent	
Akkaya Mekanik Tesisat Lowest	Pending	₺118.00 / m · VAT 20%	₺141,600.00 1,200 m	Lowest	08 September 2026
Batı Hırdavat	Pending Expired	₺132.00 / m · VAT 20%	₺158,400.00 1,200 m	+11.9% vs lowest ₺16,800.00 more	26 August 2026
İnşaat Demiri Ø12				2 quotes · 2,108,000.00 – ₺2,159,000.00 · Approved: Demir Yapı Malzemeleri Ltd. Şti.	
Demir Yapı Malzemeleri Ltd. Şti. Lowest	Approved	₺24,800.00 / t · VAT 20%	₺2,108,000.00 85 t	Lowest	30 August 2026
Çelikler Demir Çelik Unregistered	Rejected	₺25,400.00 / t · VAT 20%	₺2,159,000.00 85 t	+2.4% vs lowest ₺51,000.00 more	28 August 2026
Seramik 60×60 Mat				2 quotes · 1 earlier revision · 868,000.00 – ₺918,400.00 · Approved: Seramik Dünyası Yapı Market	
Seramik Dünyası Yapı Market Lowest	Approved	₺310.00 / m² · VAT 20%	₺868,000.00 2,800 m²	Lowest	22 July 2026
Demir Yapı Malzemeleri Ltd. Şti.	Rejected	₺328.00 / m² · VAT 20%	₺918,400.00 2,800 m²	+5.8% vs lowest ₺50,400.00 more	16 July 2026
Seramik Dünyası Yapı Market Revised	Revised	₺335.00 / m² · VAT 20%	₺938,000.00 2,800 m²	Superseded price	14 July 2026
NYA Kablo 3×2,5				3 quotes · 98,000.00 – ₺112,000.00 · Approved: Öznur Kablo ve Elektrik A.Ş.	
Öznur Kablo ve Elektrik A.Ş. Lowest	Approved	₺24.50 / m · VAT 20%	₺98,000.00 4,000 m	Lowest	18 June 2026
Marmara Kablo San. Tic.	Rejected	₺26.80 / m · VAT 20%	₺107,200.00 4,000 m	+9.4% vs lowest ₺9,200.00 more	17 June 2026
Bereket Elektrik Unregistered	Rejected	₺28.00 / m · VAT 20%	₺112,000.00 4,000 m	+14.3% vs lowest ₺14,000.00 more	15 June 2026
C30 Hazır Beton				2 quotes · 967,500.00 – ₺1,039,500.00 · Approved: Nuh Hazır Beton	
Nuh Hazır Beton Lowest	Approved	₺2,150.00 / m³ · VAT 20%	₺967,500.00 450 m³	Lowest	02 June 2026
Demir Yapı Malzemeleri Ltd. Şti.	Rejected	₺2,310.00 / m³ · VAT 20%	₺1,039,500.00 450 m³	+7.4% vs lowest ₺72,000.00 more	03 June 2026

When the view switch is set to *Quotes*, the page shows **every quote in the project** in a single list. This list exists nowhere else: Order Management shows quotes only order by order, inside the comparison panel.

Quotes are **grouped by order** and ordered **cheapest first** within the group; quotes with no price fall to the end. Groups are sorted so that the order with the most recent quote is on top.

The group header carries the order's material, how many compared quotes it holds, how many earlier revisions there are, the price range and the winner. If a quote has been approved it reads *"Approved: Öznur Kablo"*; if not, the order's own status is written: *"Order: RFQ sent"*.

There are six columns:

COLUMN	WHAT IT SAYS
Supplier	The firm name; clickable if registered. Beside it the *Lowest*, *Revised* and *Unregistered* badges
Status	The quote's status; on a pending quote past its validity, *Expired* beneath it
Unit price	The tax-excluded unit price, with its unit and tax rate beneath
Amount (excl. tax)	The quote's net amount, with the requested quantity beneath
Vs lowest	The percentage and amount difference; on the cheapest quote a green *Lowest*
Date	The quote date; if a document is attached, a paperclip button beside it

An unregistered firm's name is **not clickable** — there are no details to open. Quotes entered as free text are told apart from registered firms this way.

> **Note** The difference versus the lowest can be incomparable for three reasons, and the table writes all three **separately**: *Superseded price* (the row was invalidated by its own revision), *No price* (no price was entered on the quote) and *No competitor* (no second quote arrived for the order to compare with). Written with one word, the question "is it expensive or is it missing" would stay unanswered.

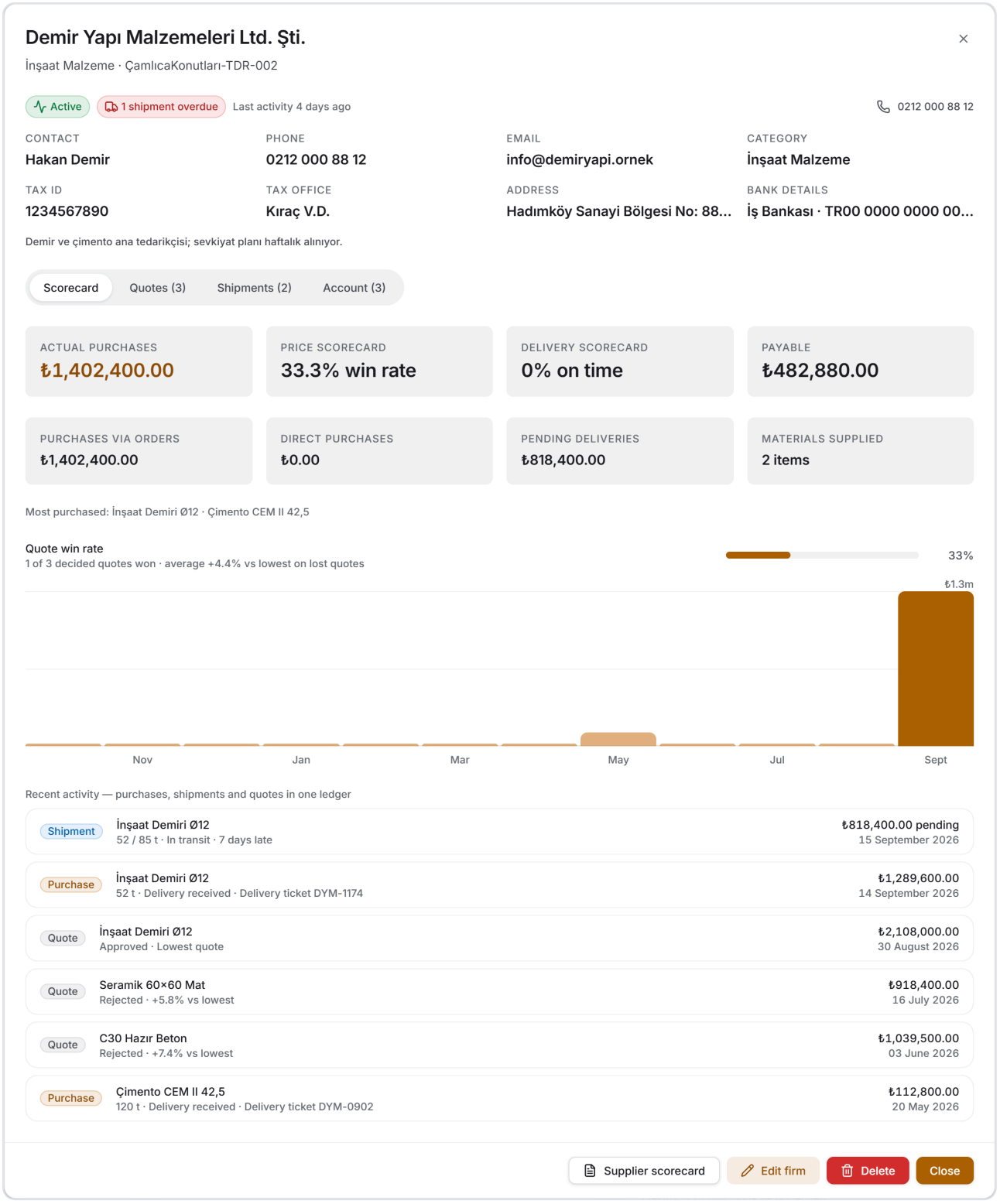
Firm panel

When you click a firm name in the list, the panel opens. The header carries the firm's name, with its category and account code beneath. The panel holds the **details** on top and a four-tab ledger below.

Details show the fields coming from two collections as a single strip: contact, phone, email, category, tax ID, tax office, address and bank. **Empty fields are not drawn at all** — printing a dash for a field that was never filled would turn the screen into a wall of dashes. If the details are entirely empty, the panel says so in one sentence and writes that **Edit firm** can fill them.

The badges above the details carry the firm's status (*Active* / *Idle* / *No records*), the number of overdue shipments if any, how long ago the last activity was, and a *"No account yet"* warning if the account has not been opened.

Scorecard tab



The first tab is the firm's summary. Four tiles on top — **actual purchases**, **price scorecard**, **delivery scorecard** and **balance** — and four more beneath: **purchases via orders**, **direct purchases**, **pending deliveries** and the number of **materials supplied**.

Below them are the **most purchased material headings** from the firm. These are not the category the firm wrote for itself but the goods you actually buy; the two can diverge and the difference is worth knowing.

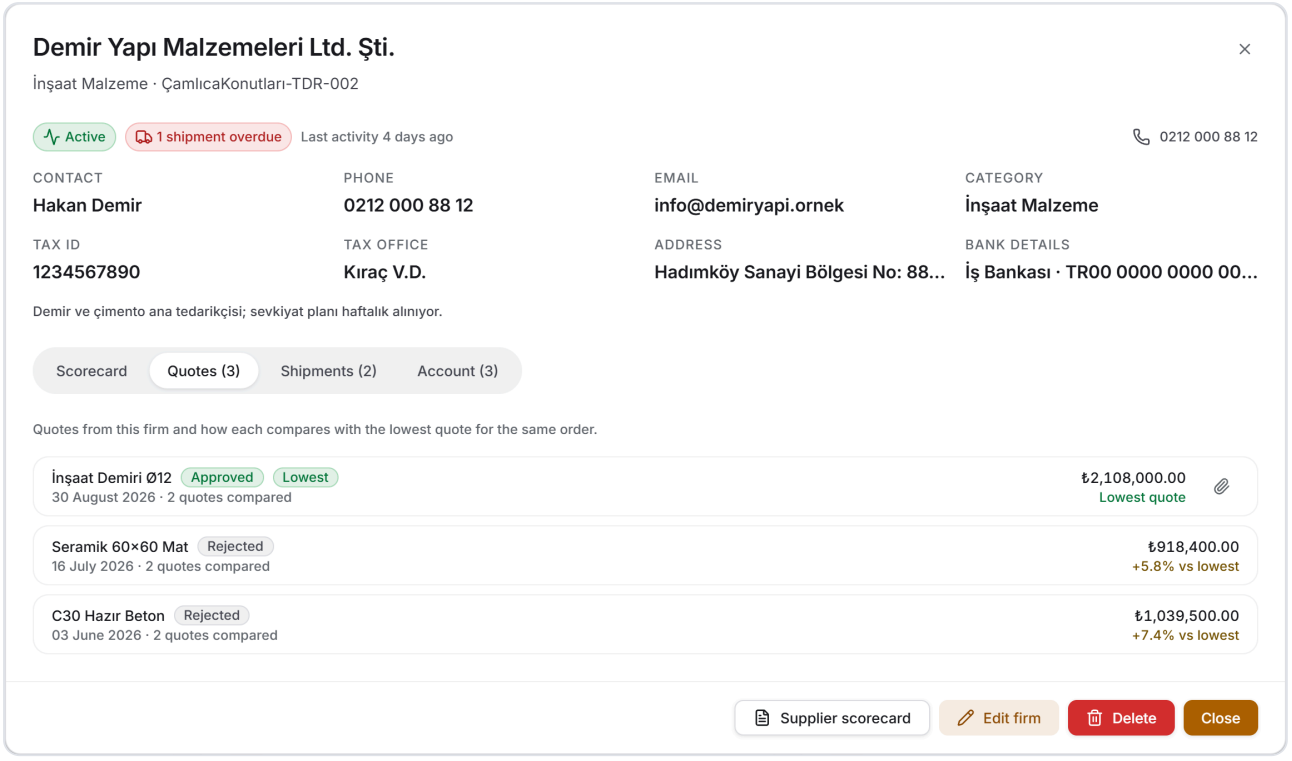
For a firm with a decided quote, a **win rate bar** is drawn; beneath it is how many of how many quotes were won and the average difference versus the lowest on the losses. Pending quotes do not enter this calculation, because a pending quote is not a loss.

Then comes the **monthly purchase chart for the last 12 months**. The chart is a single series; the source split (via orders / direct) is written in the two tiles above. If there were no purchases in the last 12 months, a *"No purchase records in the last 12 months"* card takes the chart's place.

At the bottom is the **recent activity** ledger: purchases, shipments and quotes in one chronological list, the six most recent rows. Each row has a badge on the left naming its source (*Purchase*, *Shipment*, *Quote*).

> **Note** The **Shipment** row in the ledger does not write the amount received, it writes the **pending** value; on a fully arrived card it says *Received*, on a cancelled one *Cancelled*. The reason is in §7: material received already sits in the *Purchase* row, and written twice, anyone totalling the column would count the money twice.

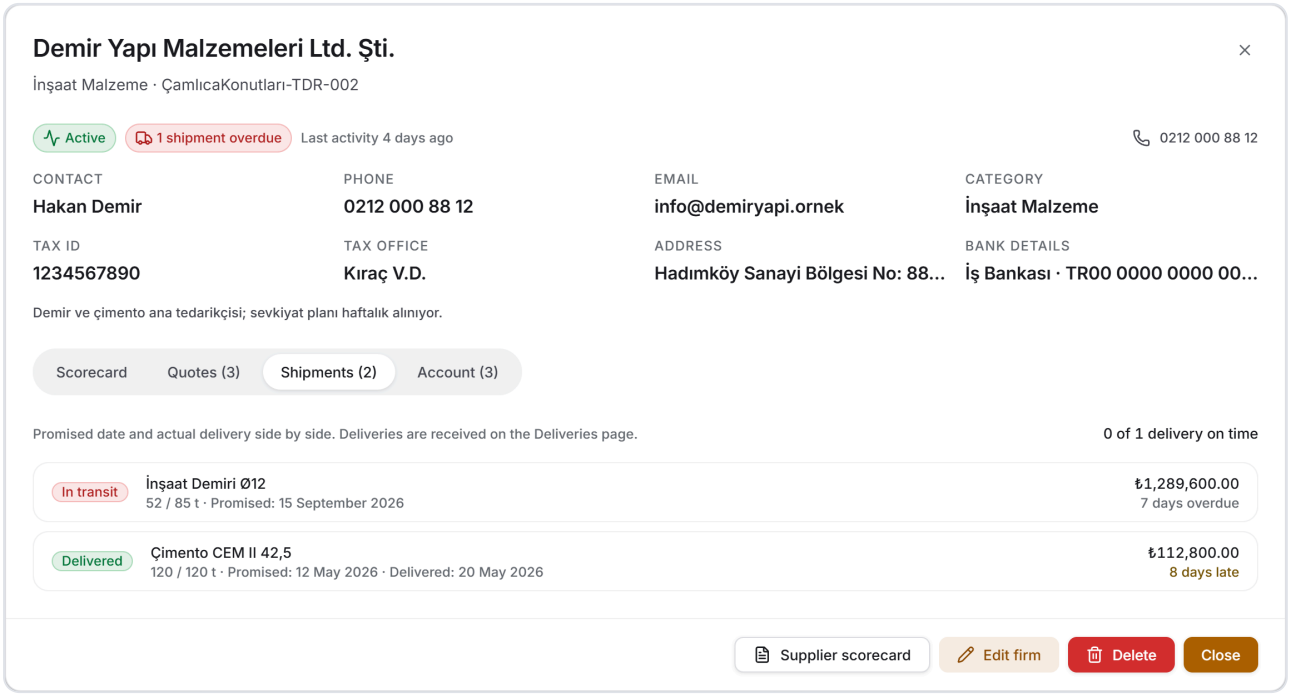
Quotes tab



Every quote the firm has submitted, newest first. Each row carries the material name, the quote's status, a *Lowest* badge where applicable, its date, how many quotes competed and its amount; at the bottom right is its difference versus the lowest for the same order. If a document is attached, the paperclip button at the end of the row opens it.

If no quotes have been received from the firm, the tab says so and writes that quotes are entered on the **Order Management** page.

Shipments tab



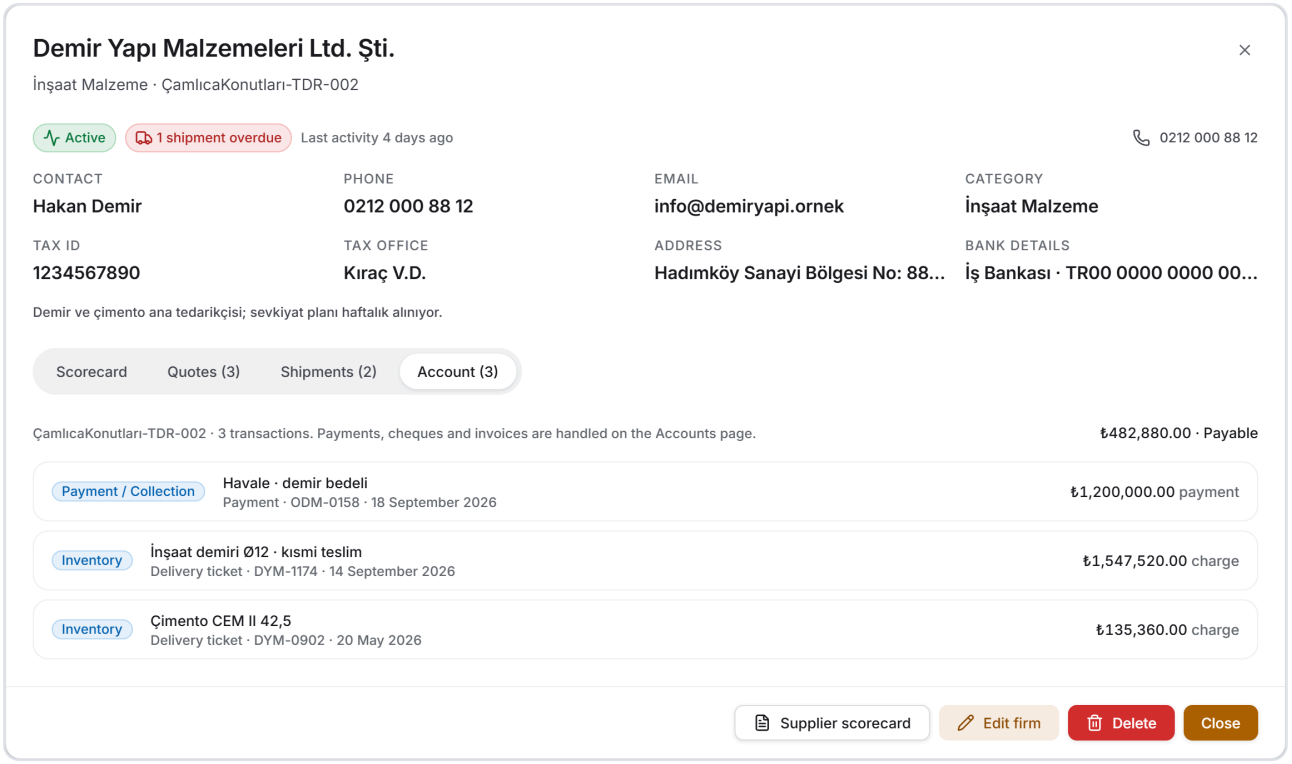
The firm's shipment cards — **read only**. Receiving deliveries, closing cards and uploading documents belong to the Deliveries page; the tab says so at the top.

At the top right is the basis of the firm's delivery scorecard: *"3 of 4 deliveries on time"*, or if it cannot be measured, the reason (*"2 open cards · not yet measurable"* or *"2 cards · no delivery date entered"*).

Each row carries the card's status, the material name, the delivered / expected quantity, the **promised** date and the **actual** delivery date, and its value. At the bottom right it says whether the card arrived on time: *On time*, *3 days late*, or for an open card *5 days overdue*. On a cancelled card, *Cancelled* replaces the amount line, with *Not counted in performance* beneath.

> **Note** The number in the tab heading counts **all cards**, while the delivery scorecard **does not count cancellations.** They are two different figures and do not need to match: a cancelled shipment is not late, it never happened.

Account tab



The firm's account ledger — this too is **read only**: entering payments, handling cheques and writing manual transactions belong to the Accounts page. The account code, the transaction count and the balance sit at the top of the tab.

The badge on the left of each row says which page the record came from; on a manually entered row it says *Entered manually*. The position of a row is written **in words** and read **from the supplier's side**: *charge* is the debt written to the firm, *payment* is what we paid the firm.

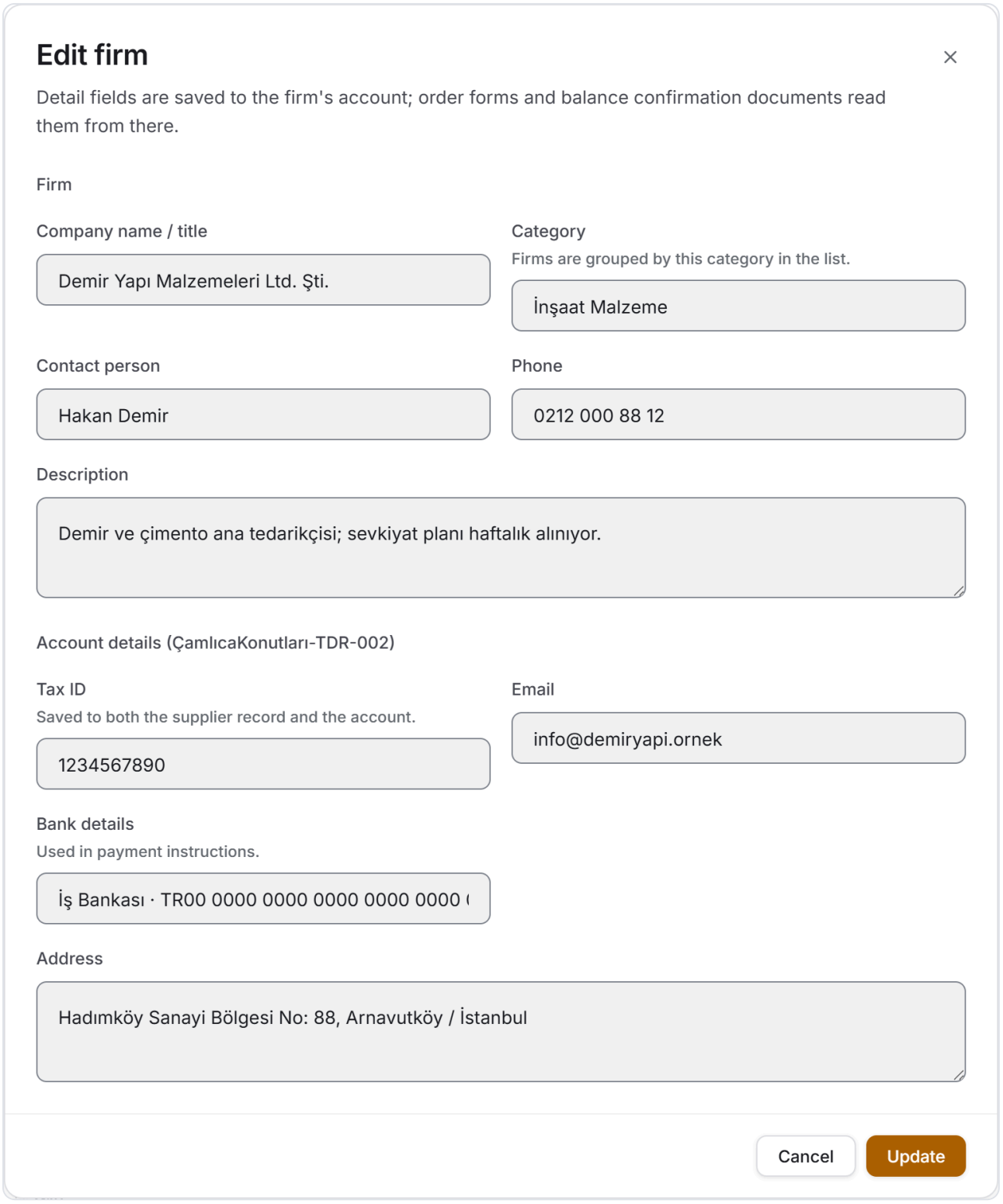
If the firm's account has never been opened, the tab says so and also says when it will open: the account opens by itself with the first purchase from the firm.

At the bottom of the panel are the **Supplier scorecard** button and — if you have edit permission — **Edit firm** and **Delete**.

4. Fields

There is a single form on the page.

Supplier form



The form writes **two records at once**: the top five fields go to the firm record, the bottom ones to the firm's **account**. The heading of the lower section carries the account code; on a new firm the code is generated automatically.

FIELD	WHAT IT MEANS	REQUIRED	WHERE IT IS SAVED
Company name / title	The firm's name as it appears in lists	**Yes**	The firm record and the account name
Category	*Building Materials*, *Electrical*, *Mechanical* and so on; firms are grouped by this in the list	No	The firm record
Contact person	The person you deal with	No	The firm record and the account
Phone	The firm's phone	No	The firm record and the account
Description	A free note; shown beneath the details in the firm panel	No	The firm record
Tax ID	Used in order forms and balance confirmation documents	No	**Both** — the firm record and the account
Tax office	Same. The field appears only when the company's country is Türkiye	No	The account
Email	Same	No	The firm record and the account
Bank details	Used in payment instructions	No	The account
Address	Used in order forms and balance confirmation documents	No	The account

The category box is **free text**, but as you type it suggests the categories already used in the project. You do not have to pick a suggestion; the point of the list is to stop *Electrical* and *electrical* becoming two groups.

The company name cannot be left empty; when you try to save, the form says why: purchase, shipment and quote records show the firm by this name, and a supplier without a name appears as *"Untitled supplier"* in every list.

> **Caution** The account name is **kept equal** to the company name. Changing the firm's name here changes the account name as well. Do not change the name, so that the name in older documents and the name in the ledger do not diverge; if they do, a second account can be opened for the same firm.

> **Note** **The account code does not change** when editing. The code appears in statements, in balance confirmation letters and in the accountant's ledger.

5. Step by step

5.1 Adding a new supplier

1. Press **New supplier** at the top right.
2. Fill in **Company name / title** — this is the only required field.
3. Enter a **Category**. The list is grouped by it; firms left empty gather in the *Uncategorised* group. The box suggests the project's categories as you type.
4. Enter the contact, the phone and a description if needed.
5. Fill in the detail fields in the lower section. If an order form or a balance confirmation will be written, the tax ID, tax office and address are needed.
6. Press **Save**.

The firm is saved and enters the list. If the details cannot be written (see §2) an amber strip appears at the top of the page; the firm record stays in place and an administrator can enter the details later.

5.2 Registering an unregistered firm

1. Find the firm in the unregistered firms strip; if there are more than three, press **See all**.
2. Press **Add as supplier** on the right of the row. The form opens with **the name filled in**.
3. Fill in the category, the contact and the details.
4. Press **Save**.

The firm enters the list, but its scorecard is **empty**: older purchases, shipments and quotes are not linked to this record and stay in the strip. The blue strip on the form says so before you save.

5.3 Editing a firm

1. Click the firm name in the list; the panel opens.
2. Press **Edit firm** at the bottom.
3. The same form opens with the fields filled in. Make your changes and press **Update**.

The detail fields are saved to the firm's account; the same values appear on the Accounts page too.

5.4 Reading a firm's whole ledger

1. Click the firm name.
2. Read the summary measures and the recent activity on the **Scorecard** tab.
3. Look at the firm's pricing behaviour on the **Quotes** tab — how many comparisons it entered, how many it won.
4. See the promised date beside the actual one on the **Shipments** tab.
5. Read where the balance comes from on the **Account** tab.

Opening the panel sends no request to the server; all the data came down when the page opened.

5.5 Comparing quotes

1. Set the view switch to **Quotes**.
2. Narrow from the **Quote status** menu if needed (for example only *Pending*).
3. Pick *Current year* or *Last 12 months* from the **Quote date** period.
4. Look at the price range in the group headers; the items with a wide range are the items with room to negotiate.
5. Clicking a firm's name takes you to that firm's whole scorecard.

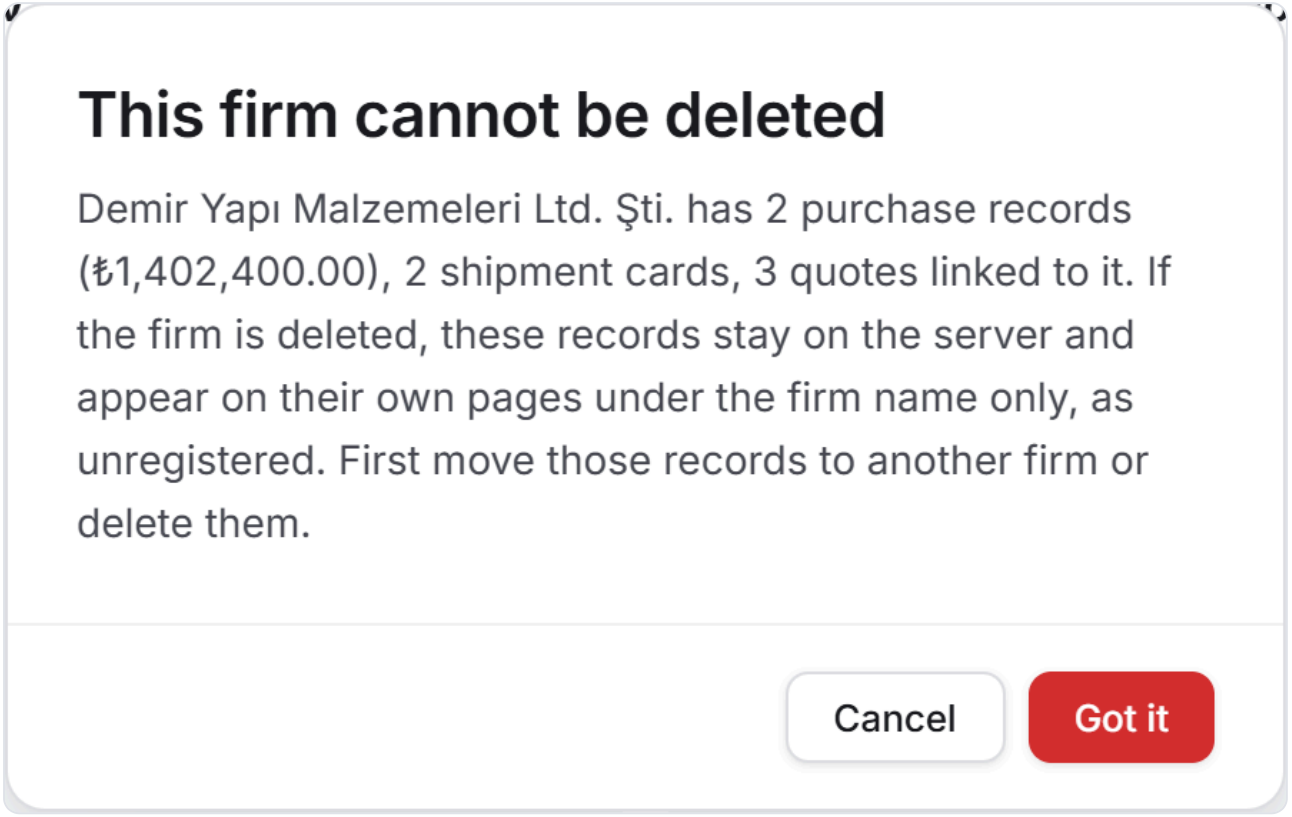
5.6 Opening a quote document

Press the paperclip button at the end of the row, either in the quote ledger or on the Quotes tab of the firm panel. It opens with view permission as well.

5.7 Deleting a firm

1. Open the firm's panel and press **Delete**.
2. Read the confirmation dialog. If the firm has an account, the dialog says how many transactions will be deleted with it.
3. Press **Delete**.

If the firm has any **purchase, shipment or quote** record, the deletion **never starts**; the dialog counts the blockers with their amounts instead.



> **Caution** In this dialog both **Cancel** and **Got it** merely close the window; nothing is deleted. You have to move those records to another firm on their own pages first, or delete them.

5.8 Taking an export

The **Download Excel** and **Download PDF** buttons at the top right write **the set currently on screen**: whichever view you are in and whatever narrowing is open, the file carries that. A single firm's scorecard is taken from the **Supplier scorecard** button at the bottom of the panel.

Both buttons are disabled while the list is empty. Above a thousand rows the application asks first when you request a PDF: the window may look frozen for a few seconds while the document is prepared.

5.9 Refreshing the page

Refresh re-reads all five ledgers. A quote, shipment, purchase or payment entered by another user appears only after that.

6. Exports

The page produces three files. The first two are breakdowns of **the list**, the third is the signed document of **a single firm**.

Excel — three sheets

`Suppliers_<date>.xlsx`

SHEET	WHAT IT CONTAINS
Suppliers	Firm · category · contact · phone · status · quotes · won · win rate % · vs lowest % · shipments · on time % · avg. delay · purchase count · actual purchases · purchases via orders · pending deliveries · balance · position · last activity — **19 columns**
Quotes	Material · category · supplier · status · quantity · unit · unit price · amount · tax rate · quotes compared · vs lowest % · difference · quote date · note — **14 columns**
Details	Firm · account code · category · contact · phone · email · tax office · tax no. · address · bank — for whoever writes the order form and the balance confirmation

Each sheet starts with the project name, the report date, the number of firms, the actual purchases and the pending deliveries; the third line says which narrowing is open. The header row is frozen and the filter is switched on.

All amounts come down as **real numbers** and dates as **real dates**: select a cell and Excel shows the total, and you can sort the column.

> **Note** On the grand total row of the first sheet the **percentage columns are empty.** A sum of percentages is meaningless and their average is misleading — every firm has a different denominator. The project-wide rate is written with the correct denominator in the header strip above. For the same reason rates that cannot be calculated are left **empty**, not written as zero.

> **Note** On the Quotes sheet **the amounts are not totalled**, and that is deliberate: three quotes for the same order describe the same goods, and added together the project would look three times as expensive. The only thing totalled is the **difference versus the lowest** — the answer to "how much less would we have paid had we picked the cheapest".

Supplier List (PDF)

`Supplier_List_<date>.pdf` — **A4 landscape**, nine columns: firm (with the contact and phone beneath), category, status, quotes, win rate, on time, actual purchases, pending deliveries and balance. The table ends with a grand total row; the two percentage columns carry no total.

The header carries the project name, the report date, the firm and active counts and the **project-wide on-time delivery rate**.

Notes sit at the bottom of the document and they are written so that no argument arises later: that amounts exclude tax, on what condition a firm counts as **active** (90 days), how the on-time rate is calculated (a 1-day tolerance), that the win rate comes only from decided orders, that pending deliveries are a commitment, how many firms have no records at all in the project, and which date the balance belongs to.

Supplier Scorecard (PDF)

`Supplier_Scorecard_<firm>_<date>.pdf` — the sheet that goes on the table when **a year end or a contract renewal is discussed with a firm.** A4 portrait and **signed**: *Supplier · Stamp · Signature* and *Purchasing Officer · Signature* lines sit at the bottom.

The blocks of the document:

BLOCK	WHAT IT CONTAINS
Title	*SUPPLIER SCORECARD*, the firm name, the report date and the account code if any
Details	Project, category, status, last activity
Parties	The supplier on the left (contact, phone, email, tax no. and office, address), the issuer on the right
Purchase summary	Purchases via orders · direct purchases · the **actual purchases** total — count and amount; pending deliveries beneath if any
Performance scorecard	Four measures: quote win rate, price competitiveness, on-time delivery, average delay — each with its **result and basis** side by side
Balance strip	The account balance, the number of ledger transactions and the number of materials supplied
Record breakdown	Purchases, shipments and quotes in one ledger — **the latest 40 records**
Notes	The block where the limits are written

> **Note** In the purchase summary the **count and the amount are taken from the same set**: the count on the *Purchases via orders* row counts only the movements that came from a shipment. Otherwise anyone reading a "12 purchases · 1,850,000.00 ₺" row would take the amount as the total of all twelve.

> **Note** Every row of the performance scorecard has a **basis** column saying why the result is what it is: *"4 of 7 decided quotes won"*, *"Lowest quote on 3 orders"*, *"2 shipments not yet received, so they cannot be measured"*. That column answers the "where did this rate come from" question before it is asked after signing.

> **Note** The two balance lines in the strip are drawn only for a firm **with an account**; the number of materials supplied is written for every firm.

If the firm has more than 40 records, the document says so in the heading (*"latest 40 records"*) and in the notes. The whole breakdown is **not** in the Excel export; there is no record breakdown sheet there.

7. What you need to know

The purchase amount is read from one place and never counted twice. When a shipment is received, the application also writes the same goods as a store entry. That is why *Actual purchases* is calculated only from **store entry movements**; the shipment card's value is not added to it. What a shipment adds to the page is not money but **time**: the promised date beside the actual one.

A pending delivery is not a cost. The part of open shipment cards that has not arrived is a **commitment**: the goods have not come, no debt has been incurred. That is why it is written to a separate counter rather than beside actual purchases, and it does not enter the account balance either.

All amounts exclude tax. Tax is a separate item and its rate can differ between two firms; what is comparable is the net amount. The total tax left out is written beneath the purchases tile in the analysis strip.

The denominator of the win rate is deliberately narrow. Only quotes on orders **with an approved quote** are counted. A pending quote is not a loss; with a wider denominator, every firm that had just quoted would appear with a "0% win rate". If no order has been decided, the rate is not calculated and the screen reads *"3 quotes · awaiting decision"*.

The difference versus the lowest comes only from quotes that actually competed. On an order with a single quote, no difference is calculated — there is no competitor to compare with, and "0% difference" would make that firm look like the cheapest. Quotes with no price do not enter the calculation either.

Revision history enters no figure but stays in the ledger. A revised quote is an old price invalidated by its own revision; it does not enter the win rate or the average difference. It keeps appearing in the list with a *Revised* badge, because why a price changed can only be understood by seeing the older row.

There is a one-day tolerance on delivery. A delivery that exceeds the promised date by at most **1 day** counts as on time. Zero tolerance would make a well-run firm whose delivery ticket is dated the next day look bad on paper. The tolerance is only a signal; it is tied to no permission, warning or block.

Delivery performance is calculated from cards that have both dates. If the promised date was not entered, "it was late" cannot be said. If there is no card to measure, the screen says *Not measurable* and the reason is given separately: *"not yet received"* is a normal stage of the process, while *"no delivery date entered"* is missing data.

A cancelled shipment does not enter performance. A cancelled card is not late, it never happened. The number in the panel's tab heading counts all cards while the scorecard does not count cancellations; the two differing is normal.

"Active" is a signal, not a permission. A firm counts as active if it carries a quote, shipment, purchase or account record within the last **90 days**. The threshold was picked from the rhythm of a site: months can pass between one material item finishing and the next starting. The status locks, hides or blocks nothing.

Last activity can be a date in the future. A shipment card's activity is its actual date if it has been received, and its **promised** date if not. That is why a firm with an open card whose delivery date is set ahead shows a future date in the *Last activity* column, and a sentence such as *"Last activity in 13 days"* in its panel. It is not an error but the card's freshest trace at that moment.

"No records" and "Idle" are not the same thing, but the filter merges them. The badge writes *No records* for a firm with no records at all in the project — the question of activity is meaningless for it. The **Idle** option in the status strip, however, means "everyone who is not active" and brings the firms with no records as well. To see only the genuinely empty records, use **No records**.

The unregistered firms strip and the "No records" badge are different things. The strip shows firm names **whose record was never opened**; the badge marks a firm whose record was opened but that has no activity in the project. The first is a firm money flows to, the second an empty record.

Registering a firm entered as free text does not link the older records. The record is created, but earlier purchases, shipments and quotes stay unregistered; the firm keeps appearing in the strip and its scorecard starts from zero. This behaviour was measured on all three platforms.

The account balance appears only if the account is linked to the firm. Every account Sitabula opens by itself is linked with the firm's identity. An account opened manually or by the older application, with an empty link, **is not searched by name** and the firm reads *No account*. This is deliberate: if two firms share a name, writing no balance is better than writing the wrong one. If a balance does not match the Accounts page, this is the first place to look.

The account code is not unique. The number is generated from the list on screen; if two users open an account of the same type at the same moment, both can get the same number. The code is a label; records are linked to each other by their own identities.

Deleting a firm also deletes its account, but not other modules' records. Purchase, shipment and quote records stay on their own pages and appear there under the firm name only, as **unregistered**. That is exactly why the page never starts a deletion for such a firm.

Firms with an empty category sit in the *Uncategorised* group, and that group is always last. Had the fallback word entered the alphabet, it would land in a different place in each language. The edit form does not fill this fallback into the box; you have to write the category yourself.

Older records with an empty company name appear as *Untitled supplier* in the list. The edit form does not fill this fallback into the box either.

Search respects Turkish letters. Typing *oznur* finds *Öznur Kablo*; *SANTIYE* and *şantiye* fall into the same set. Search does not work on amounts or dates.

Picking a period in Quotes drops undated quotes. While *Current year* or *Last 12 months* is selected, records with no date entered leave the list; how many were dropped is not written separately. To see them all, set the period to **All time**.

If a quote has no date, the record's creation date is used. The ledger is chronological and an undated row would land at the top of the list.

A quote past its validity can still appear as *Pending*. The status does not change by itself; the table says so with an *Expired* warning beneath the row.

The panel opens on the tab you last looked at when you open the same firm a second time. When you move to a different firm the tab returns to *Scorecard*. If you close and reopen the same firm, the tab you left is kept.

A quote with no price is not zero but unknown. The table writes it as a faint *Not entered* and sorts it to the end; "0.00 ₺" would make it look like the cheapest on the list.

The page waits for all five ledgers. If one does not arrive, none are shown because the scorecards would be incomplete; a *"Suppliers could not be loaded"* card and a **Try again** button sit on the screen.

8. Related chapters

Everything this page shows is produced in other chapters:

- **Order Management** — quotes are entered there. Every row in the quote ledger, the comparison information and the "lowest" marker come from that page's calculation; the two screens read the same order the same way.
- **Deliveries** — shipment cards are opened and received there. The promised and actual dates are the only source of the delivery scorecard.
- **Inventory** — store entries feed the *Actual purchases* column, the monthly chart and the category breakdown. The supplier box in material entry reads this page's firm list.
- **Accounts** — the firm's details and balance actually live there. The detail form on this page writes the same record; payments, cheques and invoices are handled only on that page.
- **Subcontractors** — the labour side of the same design; there too the firm details live in the account.
- **Finance Dashboard** — pending deliveries are read as a commitment there as well.
- **Users** — who can see this module is set in the project permissions.

Company Directory

1. What it is for

The Company Directory is the single list of the subcontractor and supplier companies your company works with **across all projects**. A company's details (name, tax ID, address, phone, contacts, payment terms) are written **once** in the directory; when the company is added to a project, the details are copied to that project's subcontractor or supplier record. When the address changes, it is corrected once in the directory and reaches every project the company is linked to.

The directory also keeps the company-level information: **bank accounts** and **company documents** (tax registration certificate, quality certificate, general insurance, licences). These too are entered once and appear in every project the company is linked to.

The directory carries no amounts. Progress payments, deliveries, account entries and payments stay in each project's own subcontractor, supplier and account records, as they do today; a payment to Demirci in one project does not settle the balance in another.

2. How to open it, who can see it

The directory has **two entry points**, and both open the same list:

- In the sidebar: *Management & Finance › Company Directory.* Whichever project it is opened from, the list shows all of the company's firms; the top of the page reads **Company-wide · all projects**.
- On the **Projects** screen, the **Company Directory** button above the project cards. It opens without choosing a project; **Back to projects** returns.

ACCOUNT	WHAT IT SEES AND DOES
Company administrator	Sees the directory; adds companies, edits their details, deactivates them and deletes a company that is not linked anywhere. Sees bank accounts and is the **only one** who adds, changes and deletes them. Creates the "In-house team" company
Anyone with view permission for Subcontractors, Suppliers or Accounts in any project	Sees the directory. Edits a company's details if they have edit permission for the matching module (subcontractor or supplier) in a project the company is linked to. Adds and edits company documents. Sees bank accounts **only for a company linked to a project where they can view Accounts**, read only
Viewer	With view permission, reads the directory and company documents; the bank tab is not drawn
Subcontractor account	Does not see the directory at all (neither in the menu nor on the Projects screen)

> **Note** If the server has not enabled the directory yet, the menu item and the Projects button are not drawn at all; the subcontractor and supplier forms work as they do today.

3. Anatomy of the screen

Top bar. The page title and, below it, the number of companies (*4 companies · 0 inactive*). On the right **Refresh**, for an administrator **Add in-house team** (if the company does not have one yet) and **New company**.

Search and filter. The **Search the directory** box searches names, tax IDs and contacts. **Show inactive too** adds deactivated companies to the list. **Clients only** (shown when a company is the client of a project) narrows the list to client companies; this filter replaces the old *Customers* page.

Table. One row per company: **Company**, **Roles**, **Projects**, **Tax ID**, **Phone.** The Roles column shows the company's role in projects as badges: *Client · 1 project* where it is the client of a project, *Supplier · 2 projects*, *Subcontractor · 1 project*, and *Concrete* for a subcontractor with concrete pours. The same company can be both supplier and subcontractor; roles come from the linked project records. If one of the company documents has expired or expires within 30 days, the row shows a **Document expired** or **Document expiring** badge.

Company panel. Opens when you click a company name. Badges at the top, then three tabs:

TAB	WHAT IT CONTAINS
Details	Tax ID, tax office, country, phone, email, website, default payment term, category, address, payment terms, notes, **Contacts** and **Linked project records** (which project as subcontractor, which as supplier)
Documents	The company's documents that apply in every project, with their expiry status
Bank	Bank accounts; drawn only for someone who may see them

The "In-house team" company has no Documents or Bank tab; no bank accounts or documents are kept for it.

4. Fields

Company form (**New company**, or **Edit company** in the panel):

FIELD	MEANING	REQUIRED
Company name / title	Legal name; copied as is to project records	yes
Short name	Shown in lists instead of the legal name	no
Tax ID · Tax office · Country	A second company with the same tax ID in the same country cannot be created	no
Address · Phone · Email · Website	Details	no
Default payment term (days)	Written to the account when the company is linked to a new project; each project then keeps its own term	no
Payment terms	Free text, e.g. *30% advance, balance on delivery*	no
Category · Notes	Free text	no
Contacts	Up to 20 people: full name, role, phone, email, note	no

Bank account form (administrator only):

FIELD	MEANING	REQUIRED
Bank · Branch	Name of the bank and branch	bank yes
IBAN / account no.	Spaces are fine; a value starting with two letters is treated as an IBAN and its country length and check digits are verified. In countries that do not use IBAN, enter the account number	yes
Account holder	The account holder; the company name shows in the box as an example	no
SWIFT / BIC	8 or 11 characters	no
Currency	Defaults to the company currency	no
Default account	Shown at the top of the list with a **Default** badge; making another account default clears the previous one. The company's first account comes ticked	no
Note	Free text	no

Company document form (**Add document**):

FIELD	MEANING	REQUIRED
Document type	Tax registration certificate · Quality certificate · Insurance · Licence / qualification · Health & safety · Other	yes
Sub-type	Free text; suggestions such as *ISO 9001* for quality and *Employer's liability* for insurance	no
Document no. · Issued by	For insurance the labels read **Policy no.** and **Insurer**	no
Validity: Start · End	With no end date the document does not expire and raises no warning	no
Note · Document files	Up to 5 files (PDF or image)	no

5. Step by step

5.1 Adding a company to the directory

1. Click **New company**.
2. Enter the name and whatever details you know; add contacts with **Add contact** if needed.
3. Press **Save**. The panel opens with the new company.

If the same tax ID is already registered to another company in the directory, nothing is saved and an **Open ... in the directory** button appears in the form; use the existing company instead of creating it a second time.

5.2 Adding a company to a project from the directory ("Pick from directory")

1. In the project, on the **Subcontractors** or **Suppliers** page, click **New subcontractor** / **New supplier**.
2. Type the company name in the **Pick from directory** box at the top of the form; the list shows rows such as *Demirci A.Ş. · in 1 project*.
3. Pick the company. The record is created in the project and the form opens with the details filled in; complete the project-specific fields (contact, scope of work, rates) and save.

If you create a company that is not in the directory with the form, it is **also added to the directory** when saved (*"... was also added to the directory."*). If the tax ID belongs to another company in the directory, the record is not linked and the strip shows a **Use ... from the directory** button.

> **Note** Only an administrator can open accounts. When a site manager adds a company from the directory, the project record is created, no account is opened, and the strip says so.

5.3 Linking a project record to the directory, or unlinking it

The directory strip sits at the top of the subcontractor or supplier panel:

- If the record is linked, it reads *In directory: Demirci A.Ş.*; **Open in directory** opens the company panel and **Unlink** removes the link. After unlinking, the copied details, the account and all records stay in place; changes in the directory no longer reach that record.
- If the record is not linked, it reads *This record is not linked to the company directory.*; a company with a similar name or the same tax ID in the directory is shown as a suggestion. In the **Link to directory** window the fields that differ appear side by side and you are asked **Which details to keep**: with **Directory** this record's details are replaced by the directory's; with **This record** the record's filled-in fields are written to the directory and reach the company's other projects too.

5.4 The "Different in this project" band

If a linked record's details differ from the directory (they may have been changed with an older version or on the Accounts page), the panel shows a **Different in this project** band listing each field as *directory … · this project …*. There are two buttons:

- **Apply to directory** — this project's value is written to the directory and reaches every project the company is linked to (requires permission to edit the directory).
- **Restore from directory** — the directory's value is written to this project's record.

5.5 Adding, changing and deleting a bank account

> **Administrator only** Only a company administrator adds, changes and deletes bank accounts.

1. Open the **Bank** tab in the company panel and click **Add account**.
2. Enter the bank, the IBAN and, if needed, the SWIFT code and currency. If the IBAN check digits do not match, nothing is saved and the warning *"The IBAN check digits do not match; a digit may be mistyped."* appears.
3. Press **Save**. Use the pencil on a row to change it and the bin to delete it.

Every addition, change and deletion is written to the activity log with the last four digits of the IBAN. For 30 days a **Bank details changed** warning stays at the top of the company panel, e.g. *"Bank details were changed 3 days ago by Ali Yılmaz. Confirm the account with the company by phone before making a payment."*

5.6 Adding a company document

1. Open the **Documents** tab in the company panel and click **Add document**.
2. Choose the document type, enter the document number, issuer and validity dates, and attach the file.
3. Press **Save**.

Each row in the list has a status badge: **Valid**, *12 days left*, **Expires today**, *Expired · 6 days ago*, **No expiry** and **Renewed.** A document within 30 days of expiry raises a warning; if a document of the same type and sub-type with a later end date has been entered, the older one counts as **Renewed** and raises no warning. For an inactive company the documents are shown but no warnings are raised.

5.7 Company documents in project panels

- The **Documents** tab of the **Subcontractors** panel shows the project-specific documents (insurance policy, health and safety papers) together with the company's directory documents; company documents carry a **Company document** badge. The expiry warning, the badge in the list and the document summary at the top of the page count both. A company document is read only there; open the company in the directory to add or correct one.
- In the **Suppliers** panel, the **Documents** tab of a company linked to the directory shows the company documents only (suppliers have no project-specific documents).

5.8 Deactivating or deleting a company

Deactivate removes the company from the list (it shows with **Show inactive too**) and stops it being added to new projects; linked project records stay in place. **Delete** appears only for an administrator and only on a company that is not linked to any project; a deleted company can be restored from the deleted records archive in Settings.

5.9 Linking the project's client to the directory

The project's client is also a company in the directory; there is no separate customer list.

1. Open **Overview** in the project and press **Edit details**.
2. In the **Contract** section type at least two letters of the company name into **Pick the client from the directory** and choose the company from the list. If it is not in the directory, add it first (5.1); inactive companies and the *In-house team* do not appear.
3. Press **Save**. The client name is written from the directory and the company shows in the directory with a *Client · 1 project* badge.

On a linked project the box is replaced by an *In directory: company name* line: **Open in directory** opens the company panel, **Change** lets you pick another company, **Unlink** removes the link when you save (the client name stays as text). When the company's name changes in the directory, the client name of the linked projects changes too. If the client name was changed in the project with an older version, the **Different in this project** band appears; **Restore from directory** writes the directory name again when you save. An administrator can also pick the client with the same box when creating a new project. The company panel has a **Projects where it is the client** list.

Linking and unlinking the client is open to administrators and to people with edit permission for Overview in that project; viewer and subcontractor accounts cannot link.

6. Things to know

- **Details are written from the directory; projects keep a copy.** A correction made in the directory reaches every linked project together. A correction made in one project (with an older version or on the Accounts page) stays in that project only and shows up in the **Different in this project** band.
- **Payment term, account code, rates and contact person are project-specific.** The directory's payment term is written to the account only when the company is linked to a new project.
- **The company's bank details are not copied to project accounts.** The account's own bank field keeps whatever is written there; statements and confirmation letters use that.
- **Confirm an IBAN change by phone.** A "our account number has changed" email is a well-known way of payment fraud; that is why bank changes are administrator only and stay visible at the top of the panel for 30 days.
- **No amounts move to the directory.** The company's balance, purchases and payments in each project stay in that project's own account.
- **Customers.** The old *Customers* menu item has been removed; a customer joins the directory through the project it is the client of (5.9) and is listed with the **Clients only** filter. The customer account is still opened on the **Accounts** page by choosing **Customer** as the type.
- **The client link does not touch any amounts.** Linking and unlinking only change the project's client name and link; account, interim payment and collection records stay as they are.

7. Related chapters

- **Subcontractors** and **Suppliers** — "Pick from directory", the directory strip, the difference band and the Documents tab.
- **Accounts** — the company's ledger, payments and bank field in each project.
- **Projects** — opening the directory without choosing a project.
- **Settings** — the deleted records archive.

Files

1. What it is for

Files is **the project's document archive.** Contracts, estimates, drawings, records, site photos and anything that will be attached to an interim payment live here; they are sorted into folders, searched, downloaded, and when a newer version arrives the earlier one is kept rather than overwritten.

The page is the team's shared cabinet: the person who sends a document from their computer is not the person who looks for it months later. That is why every file is stored with a name, a category, a description and an upload date, and why the folder it sits in is printed in every list.

The questions this page answers are: **what is in this project's archive**, **which folder holds the document I am looking for**, **how many files and how much space are in a folder**, **which version of a document is the current one and can I go back to the previous one**, **what takes up the most space**, **what was uploaded most recently** and **how do I put the whole archive on paper.**

2. How to open it, who can see it

In the sidebar: *Office & Tools › Files.*

YOUR PERMISSION	WHAT YOU CAN DO
View	You see both views, the folder tree, the analysis strip, the three breakdown cards and the file details; you browse folders and use search and filters. You can **preview** a file, **open it in another app**, **download** it and download its earlier versions. **You can take the Excel and PDF exports.** The **Upload files**, **New folder**, **Edit**, **Move**, **Delete** and **New version** buttons are not drawn at all, and cards cannot be dragged
Edit	Everything above, plus uploading files, creating folders, editing details, moving, deleting and uploading new versions
No permission	The module appears dimmed and locked in the menu

Note Neither export requires edit permission. Taking a register does not change the archive; whoever can see the list should be able to take its register too.

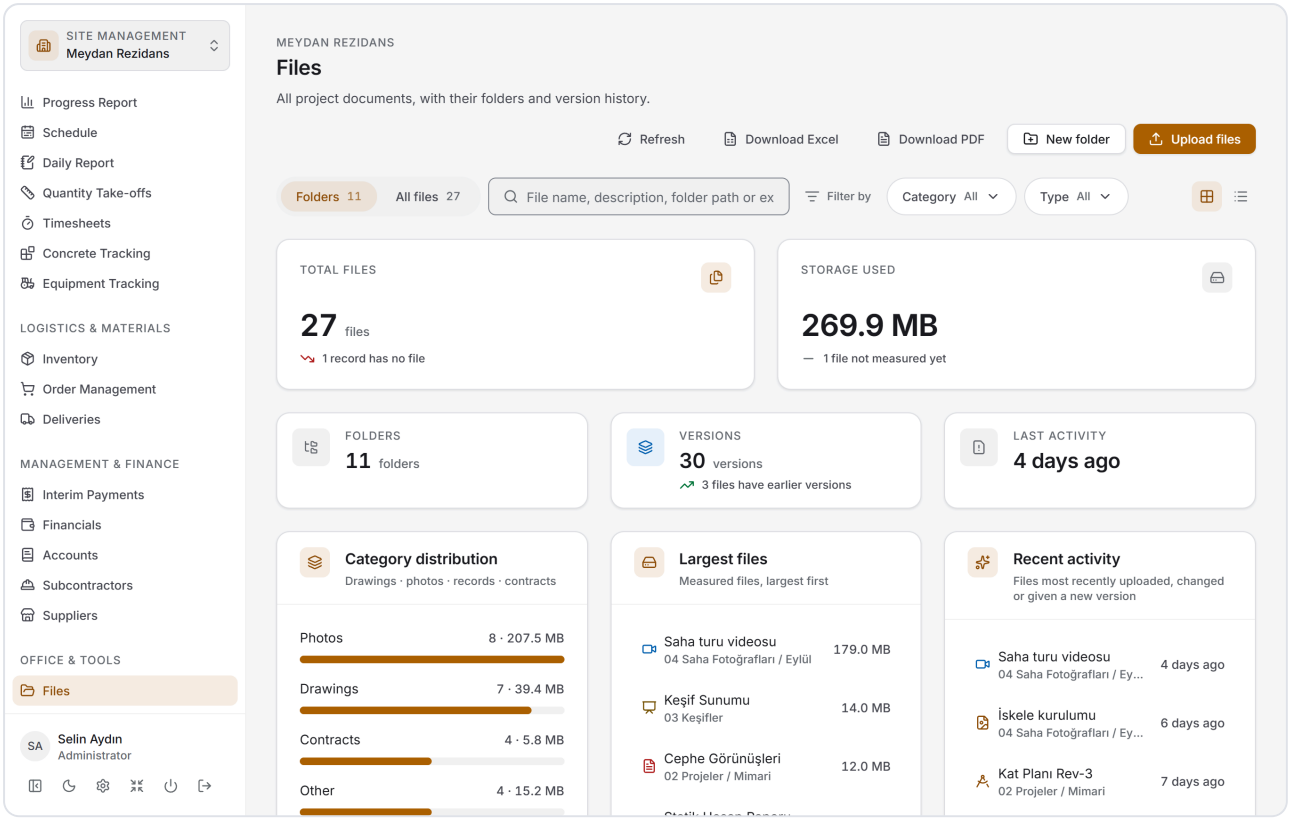
Note Buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the writing buttons afterwards. If permissions cannot be read at all, the buttons appear **enabled**; an attempt to save is then refused by the server.

Alongside the module permission, the **server role** matters here:

> **Caution** **An account with the viewer role cannot see any files.** The server does not give file records to that role. The page opens and the folder tree appears — but every folder comes up **empty**, the counters read zero and search finds nothing. No error message is shown; the screen is indistinguishable from a genuinely empty archive. If a project known to have files looks empty, the first thing to check is the account's role.

On trial (temporary) accounts the module is closed: *"The Files module is not available on temporary accounts. Contact sales for more."* No **Try again** button is offered in that case — there is nothing that trying again would open.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the project, folder and file names and the numbers are examples.

The page has **two views** and both share the same shell and the same filter bar. The switch at the left of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Folders	The **shape** of the archive — the folder tree, the path bar and the cards or list of the folder you are in
All files	**Every file in the project in one table** — grouped by folder, by day or by category

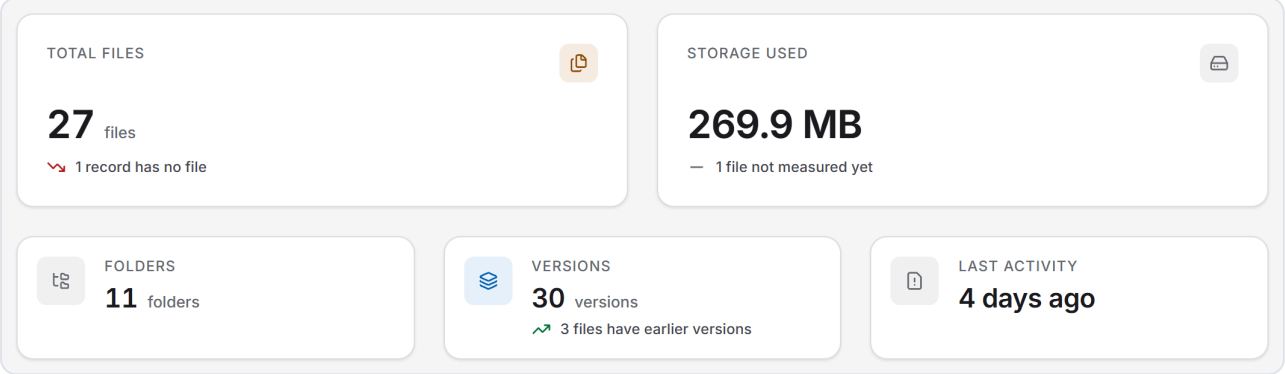
The two views ask the same question in two ways. **Folders** asks "how is this archive organised, where are the estimates", and is browsed folder by folder. **All files** asks "what does the project have", and ignores folder boundaries entirely: every file is in one list, grouped along the axis you choose.

The **Folders** view has four layers:

LAYER	WHAT IT DOES
Filter bar	View switch, search, category and type filters, grid/list switch
Analysis strip	Total files, storage used and three counters
Breakdown	Category distribution, largest files and recent activity
Folder card	The folder tree on the left, the path bar with the grid or list on the right

In the **All files** view the analysis strip and the breakdown cards are **not drawn.** The ledger is a list; it carries no summary above it. The numbers live in the Folders view.

Analysis strip

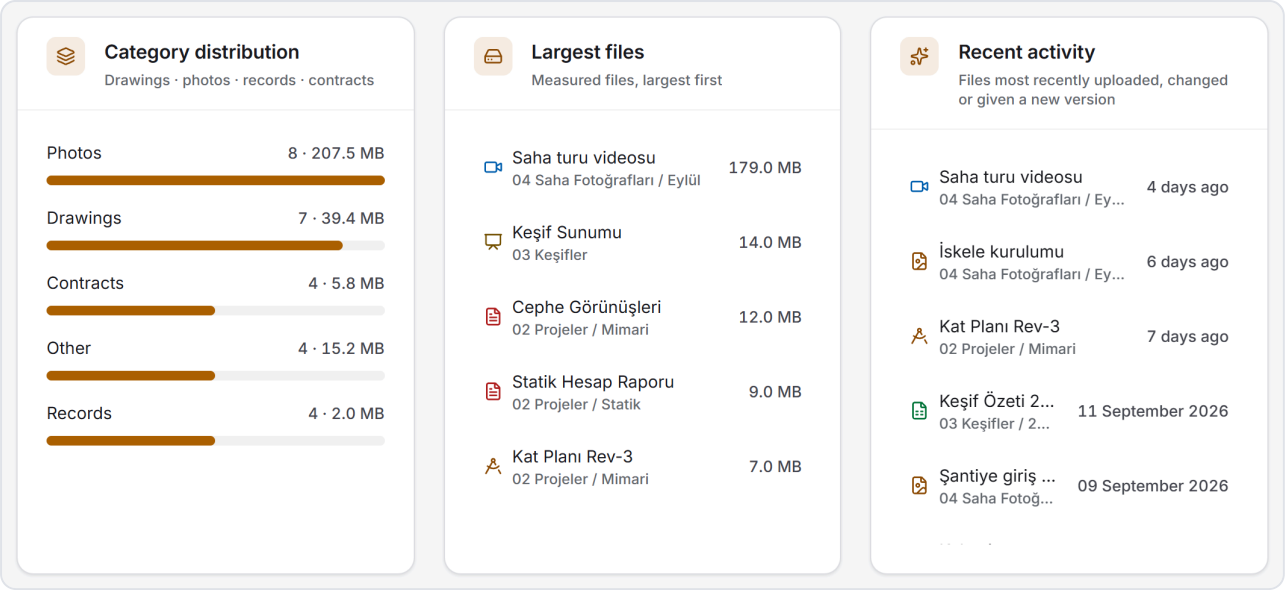


The strip has two tiers: two main measures on top, three counters below.

COUNTER	WHAT IT SAYS
Total files	The number of records in the archive. Below it you may read *"N records have no file"*
Storage used	The total of the files whose size **could be measured**. Below it you may read *"N files not measured yet"*
Folders	The number of folders in the project — filters do not affect it
Versions	The total number of versions carried by all records. Below it: *"N files have earlier versions"*
Last activity	How long ago a file was last touched. If nothing has happened: *Never*

> **Note** The analysis strip and the breakdown cards always describe **the whole project**, not the folder you are in. When a filter is on, they describe the files that pass the filter.

Breakdown cards

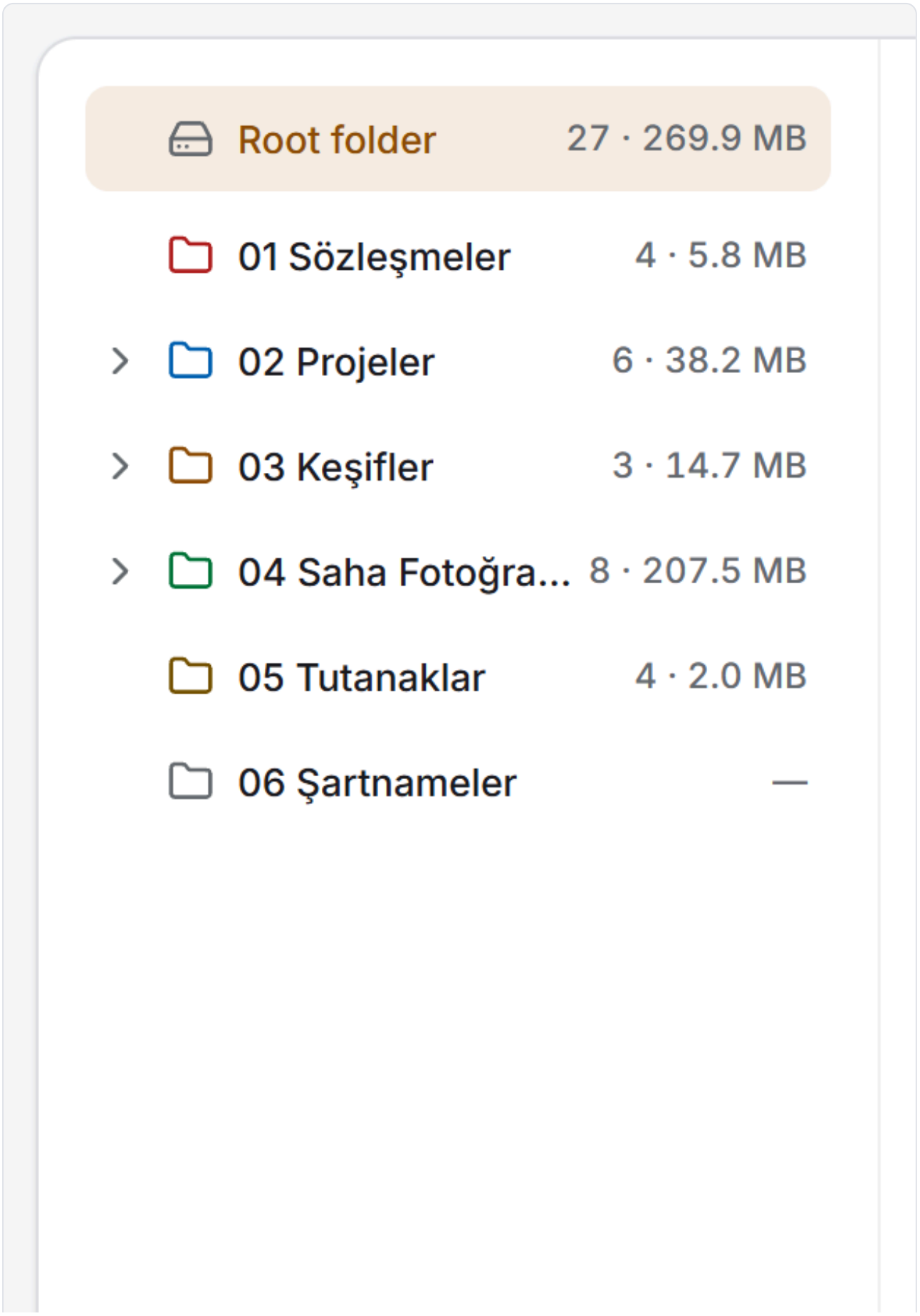


The three cards are counted from the same rows and each looks at a different question:

- **Category distribution** asks about a **share**: what the archive is made of. Each row shows the file count, the measured total size and a bar.
- **Largest files** asks about a **ranking**: the five biggest measured files. Until measuring finishes the card says *"Sizes not measured yet"*.
- **Recent activity** asks about **time**: the six most recently touched files, with a relative date.

Clicking a row in a breakdown card opens that file's details.

Folder tree and path bar



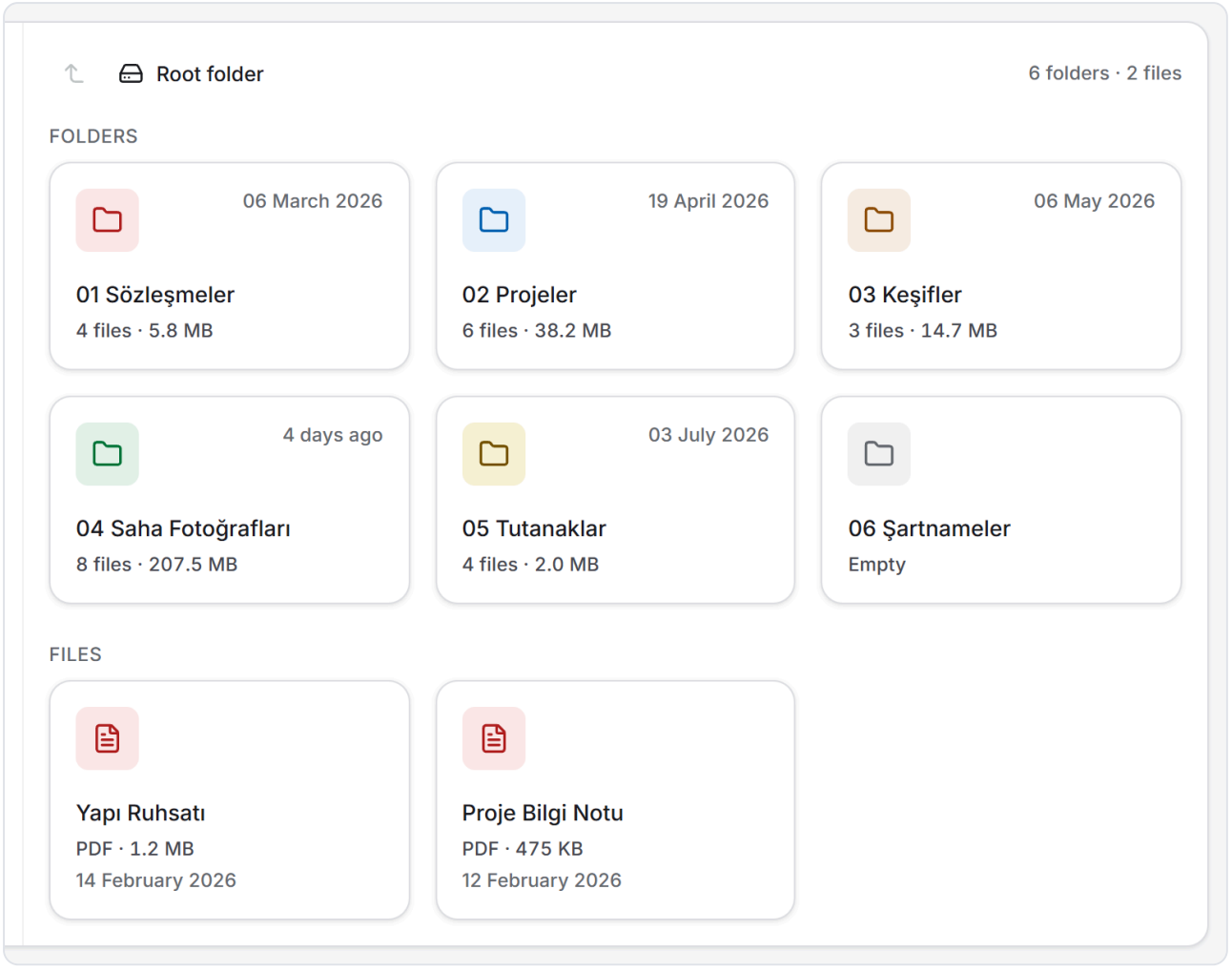
The tree on the left shows the whole archive. The **Root folder** row at the top is the project itself; every branch below it is a folder, drawn in that folder's colour.

> **Note** The number next to a branch is **not what is directly inside the folder — it is the whole subtree.** If the *Estimates* branch reads 40 files, that is *Estimates* plus everything in the folders below it. The size next to it is the subtree total in the same way.

Expanding a branch and **entering** it are two different things: clicking the arrow on the left expands the branch and shows its subfolders, clicking the name goes inside that folder. All the branches above the folder you enter expand by themselves.

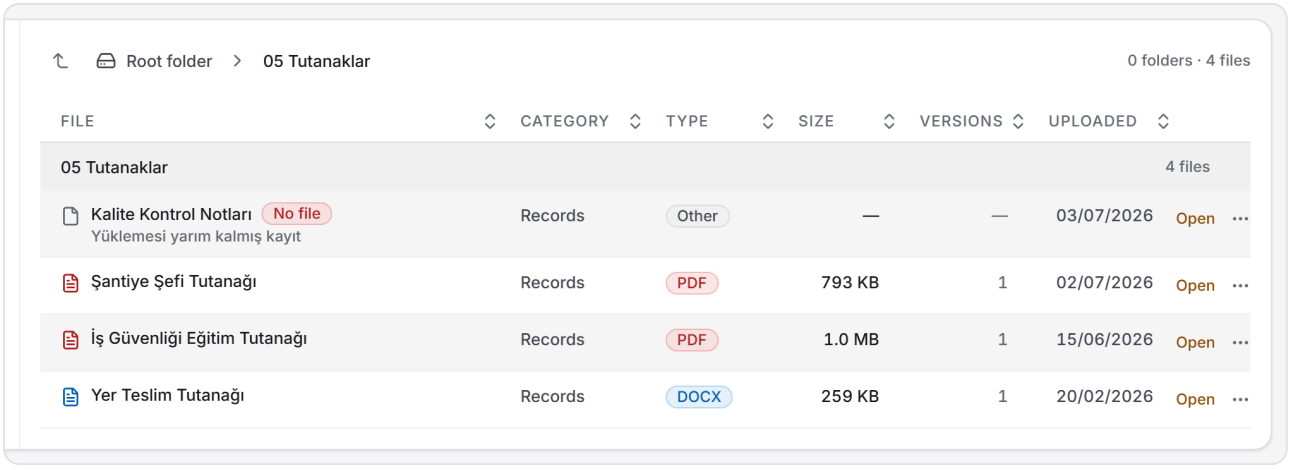
The **path bar** sits above the right-hand area: the **Go to parent folder** button on the far left, then the links from the root down to the folder you are in. Every link can be clicked. At the right end of the bar you read how many folders and how many files are in this folder; while sizes are being measured, *"measuring sizes"* is appended.

Grid and list



The two buttons at the right end of the filter bar choose whether the folder's contents are drawn as a **grid** or as a **list**.

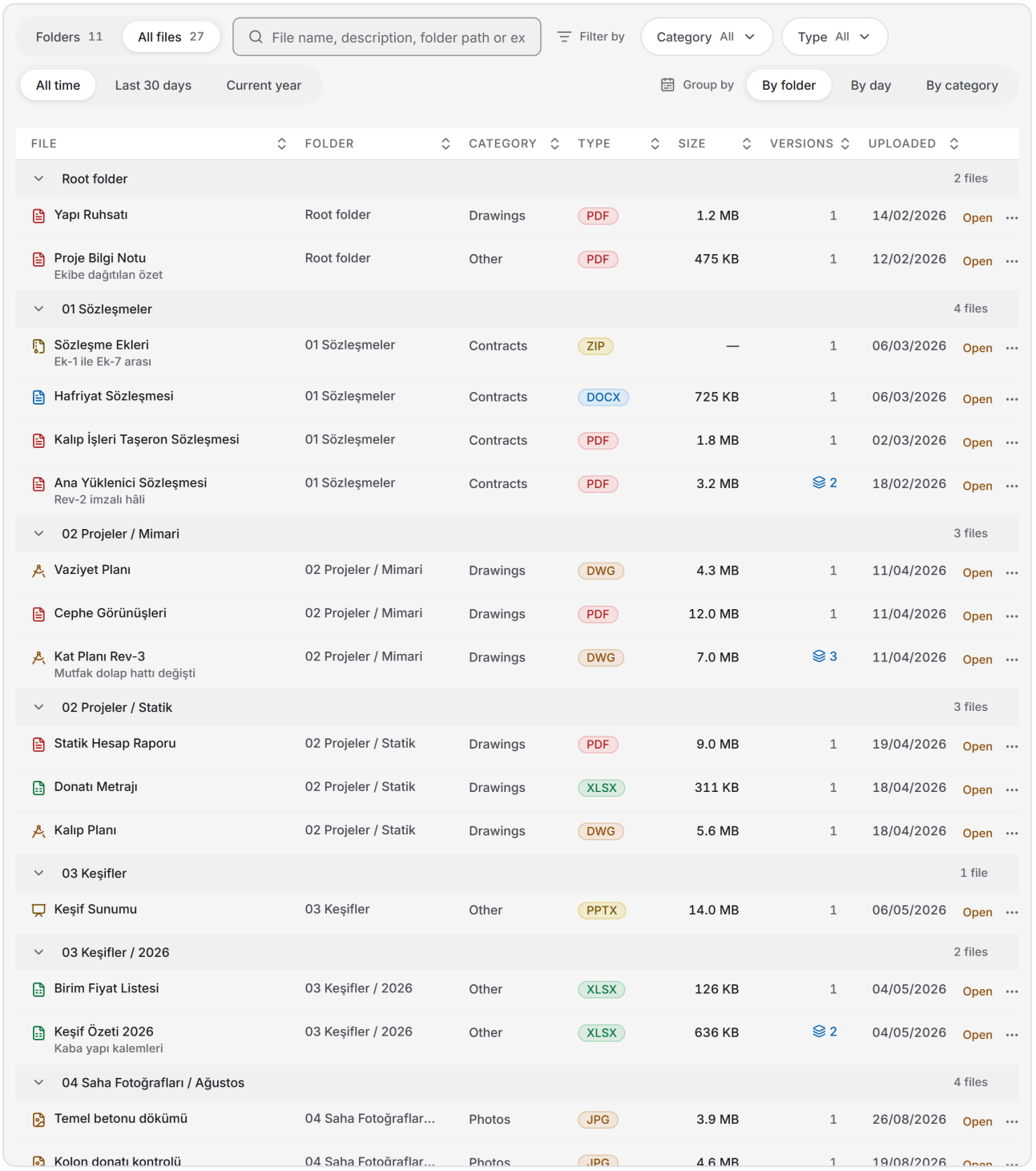
In the **grid**, cards appear under a **Folders** heading and then a **Files** heading. A folder card carries its name, the number of files inside it, the size and the last activity; an empty folder reads *Empty*. A file card shows its type icon, extension, size and when it was last touched. Two badges can appear at the top right of a card: **Open** if the file is open in another app, and **N versions** if it has more than one.



In the **list**, the same files sit in a table: file name, category, type, size, versions and upload date. Click a column heading to sort. **Open** at the right of a row opens the file, and the three dots next to it open the details.

> **Note** In list mode **folders are not shown** — the table holds only the files of the folder you are in. Moving between folders is done with the tree on the left and the path bar.

All files



In this view every file in the project is in one table and a **Folder** column is added. The group headings follow the axis you choose and each group carries its file count; click a group heading to collapse it.

4. Fields

File record

FIELD	WHAT IT MEANS	REQUIRED	HOW IT IS FILLED
File name	The name shown in lists	Yes	The file's own name arrives when uploading; you can change it
Category	One of five options	Yes	Defaults to **Drawings**; chosen while uploading, editable later
Description	Free text	No	Search looks in this text too
Folder	Where the file sits	—	The folder you uploaded into; changed later with **Move**
Type	The type found from the extension	—	Calculated by the application, not chosen
Size	The size of the current version	—	Not stored on the record; asked of the server separately
Versions	How many versions the record carries	—	1 on the first upload; grows with every new version
Uploaded	When the record was created	—	Automatic
Last modified	When the record was last touched	—	When details are edited or a new version arrives

Categories: Drawings · Photos · Records · Contracts · Other. The category is a column in the list, an option in the filter and a share in the breakdown card; it changes no rule, no permission and no calculation.

Type list

The type is found from the file's extension and decides its icon. Any extension not in the list counts as **Other**.

TYPE	EXTENSIONS
PDF	pdf
Word document	doc · docx · odt · rtf
Spreadsheet	xls · xlsx · xlsm · csv · ods
Presentation	ppt · pptx · odp
Image	jpg · jpeg · png · gif · bmp · webp · tiff · tif · svg
CAD drawing	dwg · dxf · dwf · rvt · ifc · skp
Video	mp4 · avi · mov · mkv · wmv · flv · webm
Audio	mp3 · wav · ogg · flac · aac · m4a
Archive	zip · rar · 7z · tar · gz
Text	txt · json · xml · html · css · js · ts · md · log
Other	everything outside the list above

Folder

FIELD	WHAT IT MEANS	REQUIRED
Folder name	The name shown in the tree and the path bar	Yes
Description	What the folder holds	No
Colour	The icon colour in the tree and on the card	No — defaults to **Amber**

Colour options: **Amber** · **Blue** · **Green** · **Orange** · **Red** · **Grey.**

Filter bar

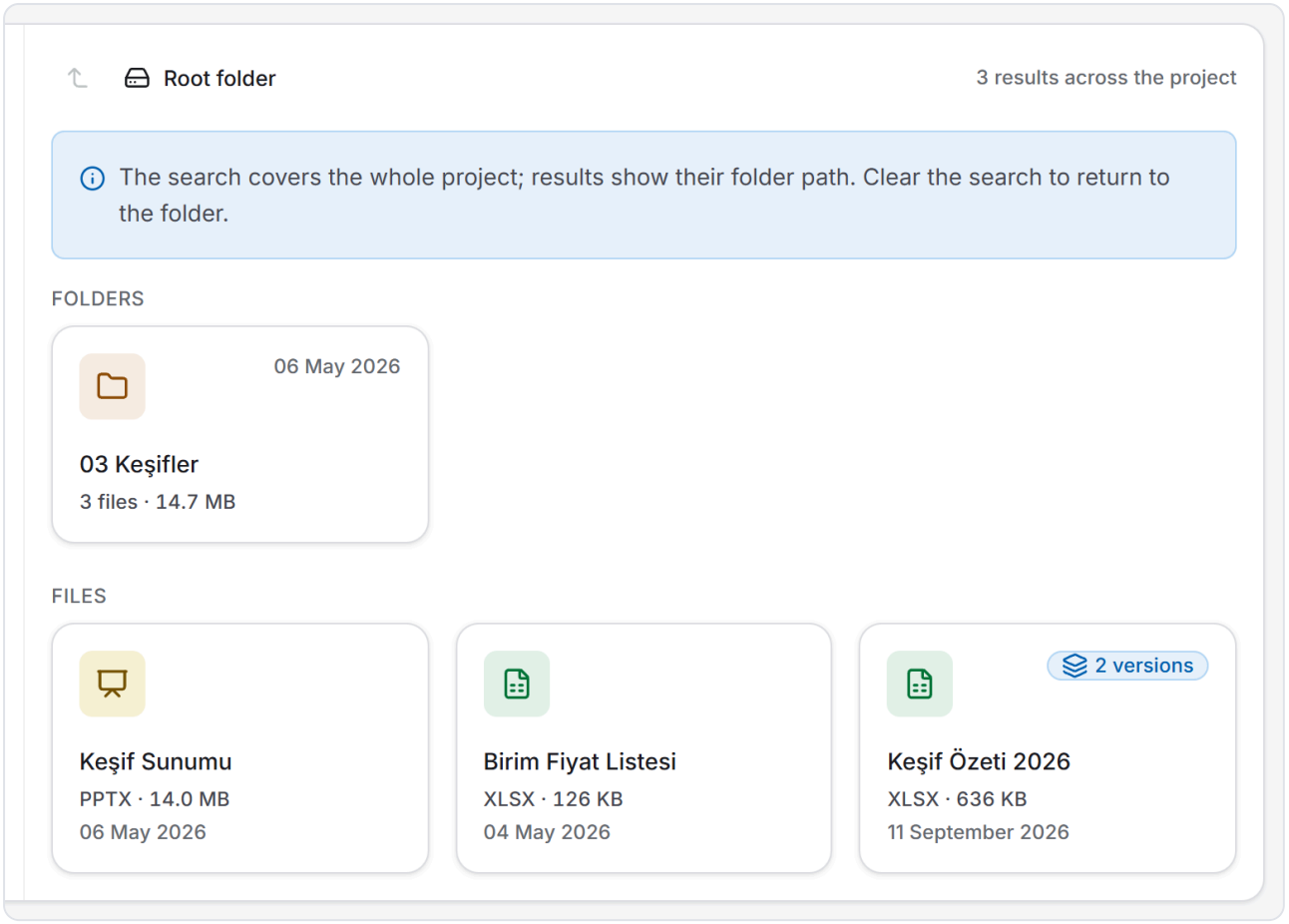
CONTROL	WHAT IT DOES	WHERE
View	Folders ⇄ All files; the number beside each is the folder and file count	Both views
Search files	Searches the name, description, folder path, extension and category	Both views
Category	Files in the selected categories	Both views
Type	Files of the selected type	Both views
Period	All time · Last 30 days · Current year	**All files** only
Group by	By folder · By day · By category	**All files** only
Grid / List	How the contents are drawn	**Folders** only
Clear	Removes the active filters	While a filter is on

> **Note** Period and grouping are not drawn in the Folders view. In the archive the folder tree already does the grouping, and a period filter there would empty the folders and make the tree meaningless.

5. Step by step

Browsing folders and searching for a file

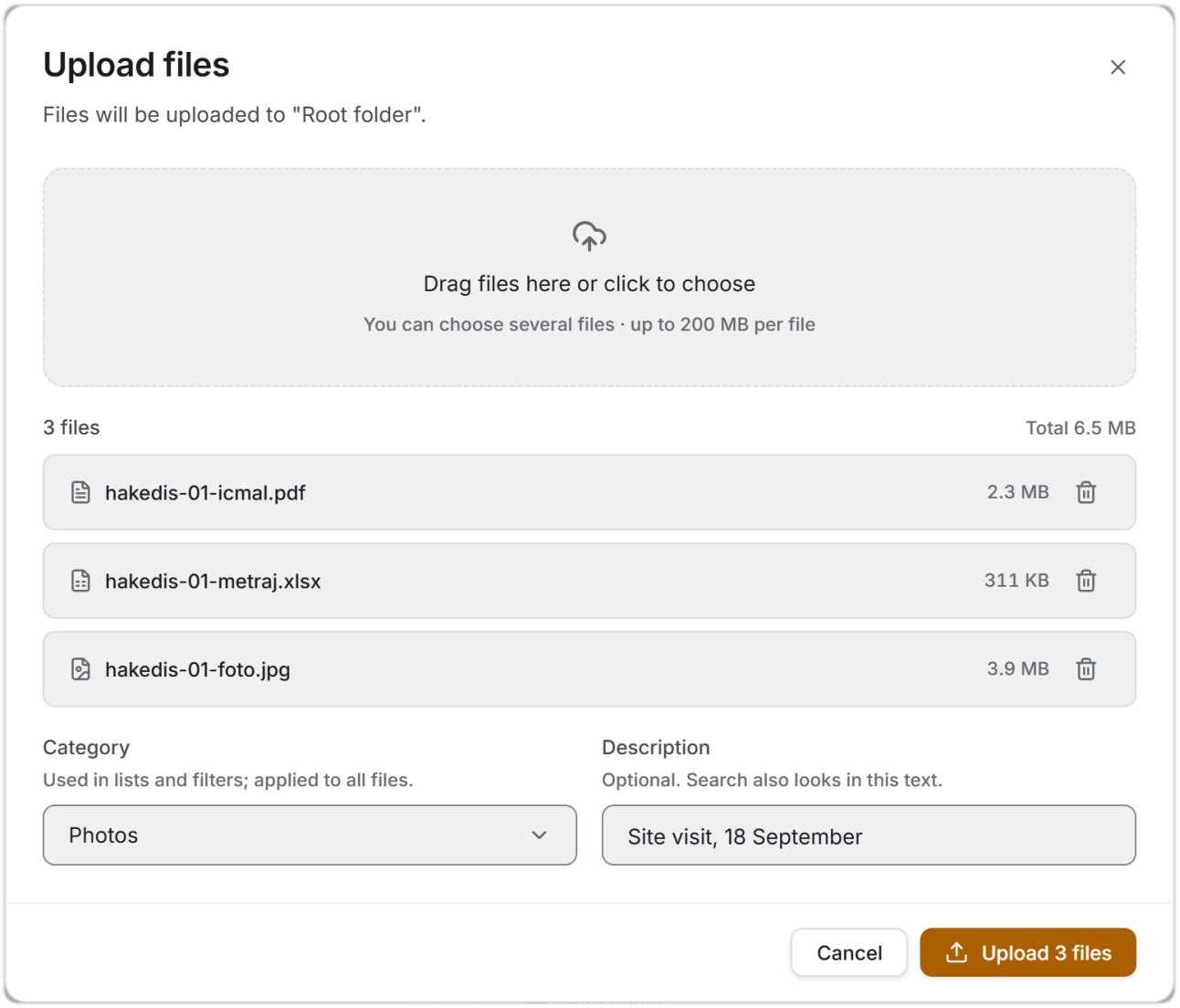
1. Click a folder in the tree on the left, or open a folder card in the grid.
2. To go back up, use the **Go to parent folder** button in the path bar, or one of the links.
3. If you do not know which folder holds the document, type in the **Search files** box.



Note The search covers **the whole project**; it is not limited to the folder you are in. The number of records found is written above the results, and **folders** whose name matches are listed as well. Clear the search to go back to the folder — clicking a folder clears the search by itself.

Note To see which folder a found file belongs to, switch to **list** mode: while a search is on, a **Folder** column is added to the table. Cards in the grid do not print the path.

Uploading files

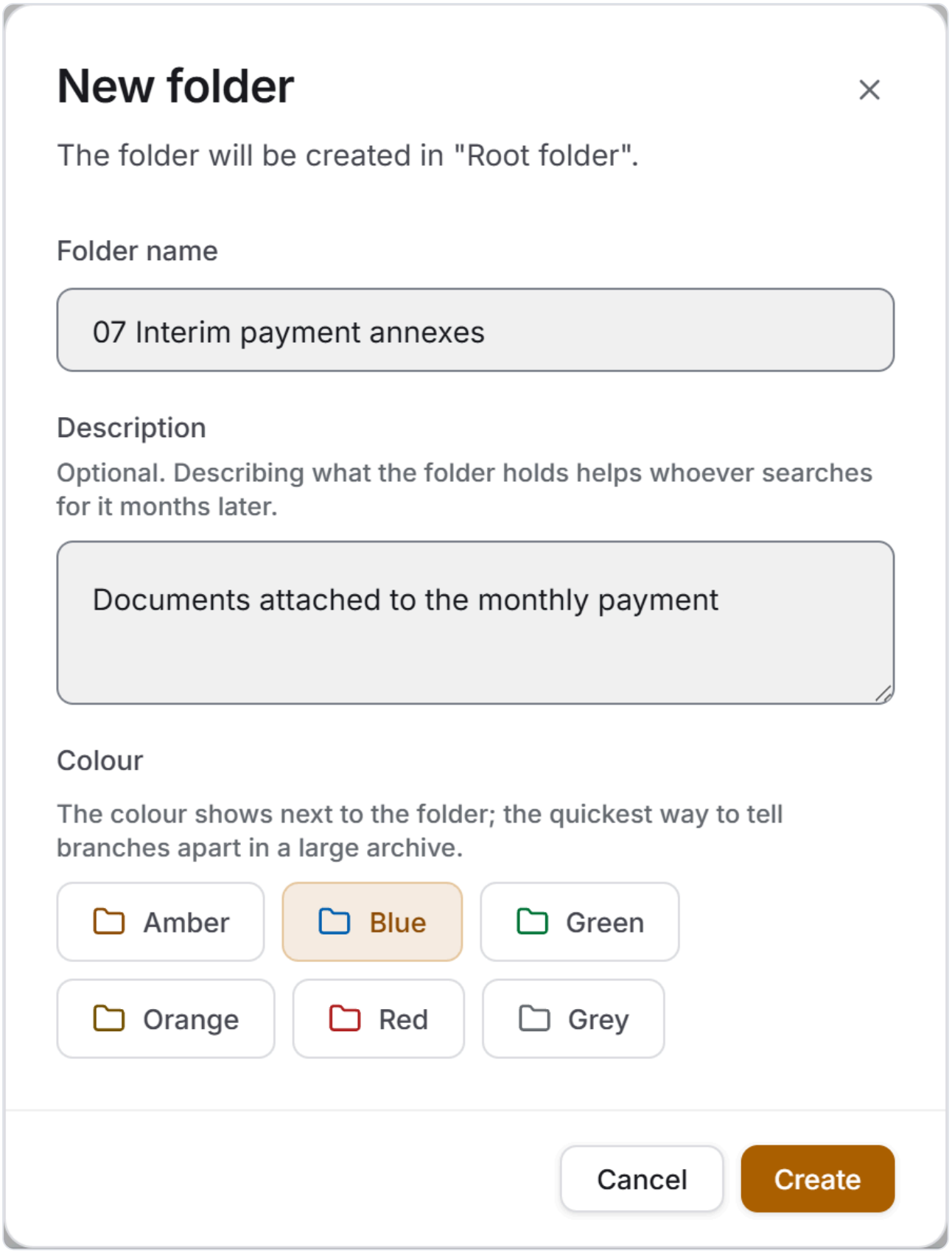


1. Go into the folder the files should go to.
2. Press **Upload files** at the top right of the page. The line under the dialog title says which folder the files will go to.
3. Drag the files onto the drop area, or click it and pick them. **You can select several files at once.**
4. You can correct the name of each file in the list, and remove one with the bin button.
5. **Category** and **Description** are written once and applied to **every file in the list**.
6. Press **Upload**. With more than one file the button reads *"Upload N files"*.

> **Caution** Files are sent to the server **one at a time** and the progress bar counts the ones that are really finished. Do not close the dialog while it is running.

If some of them fail, the dialog **stays open**: the uploaded ones leave the list, the rest stay, and a *"Upload incomplete"* strip at the top says how many went up, how many are left and what the first error was. Pressing **Upload** again sends only the remaining ones.

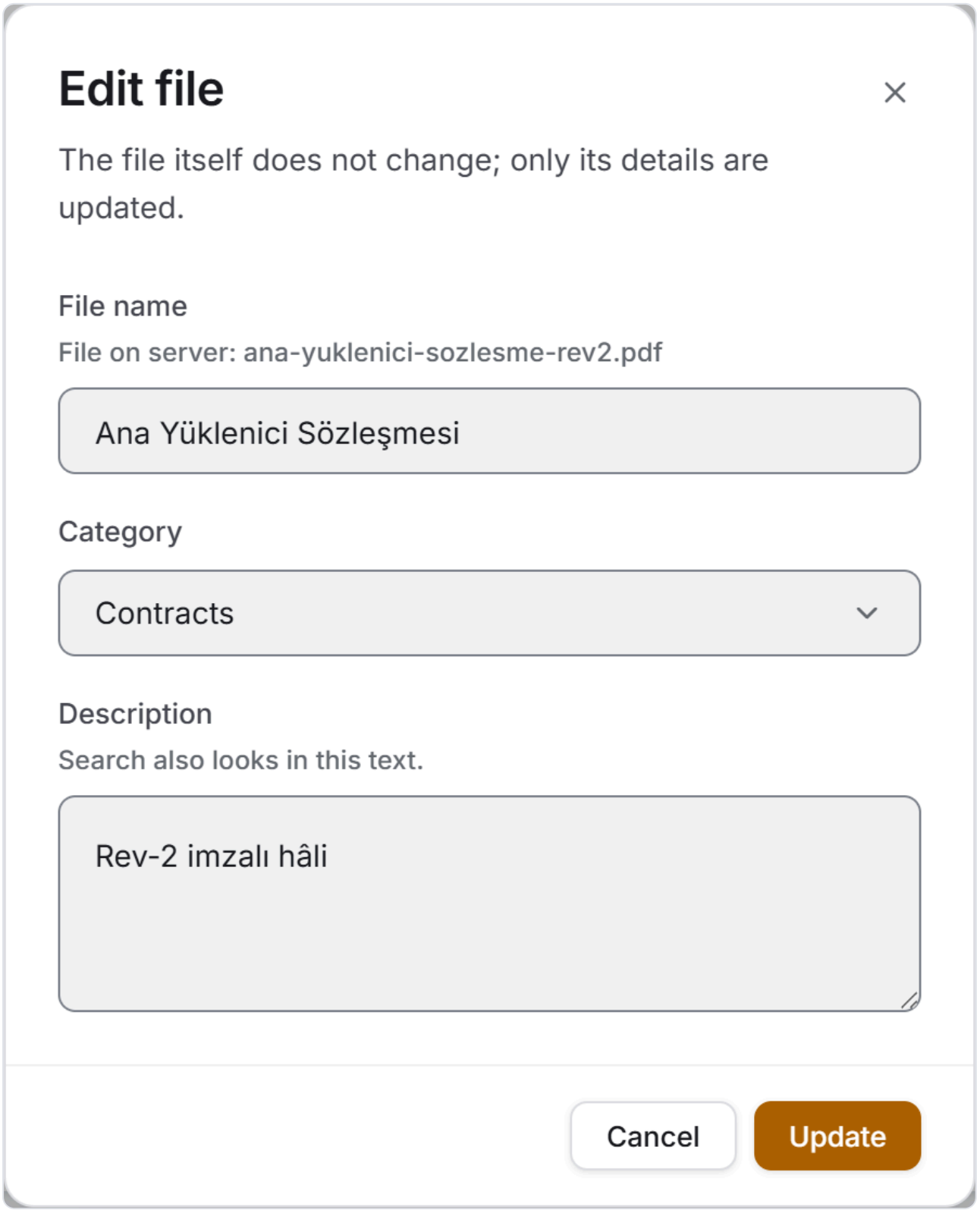
Creating a folder



1. Go to where the folder should be created — a new folder is created **inside the folder you are in**.
2. Press **New folder**.
3. **Folder name** is required. The description is optional; it tells whoever searches months later what the folder holds.
4. Pick a **colour** if you like and press **Create**.

> **Note** If another item at the same level carries the same name, the dialog says so as **information** and does **not** stop you saving. Two folders on site really can share a name.

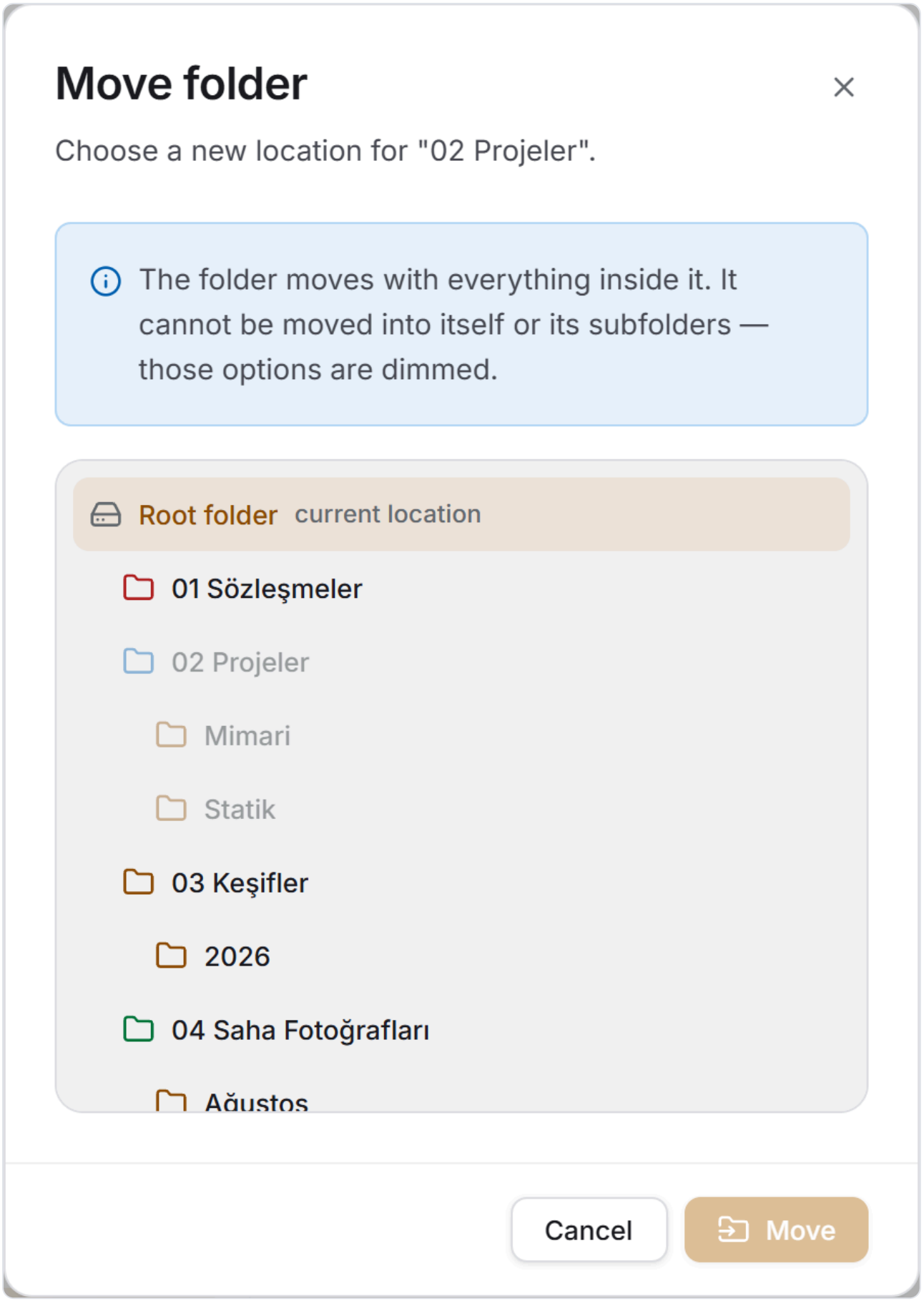
Correcting the name, category and description



Right-click a file card and choose **Edit**, or open the details and press **Edit**. The name, category and description change; **the file itself is not touched.** The real file name on the server is written as a hint under the name box.

For folders the same job is done with **Rename** in the right-click menu; the name, description and colour change and the folder **stays where it is**.

Moving


Move folder
Choose a new location for "02 Projeler".
The folder moves with everything inside it. It cannot be moved into itself or its subfolders — those options are dimmed.
Root folder current location
01 Sözleşmeler
02 Projeler
Mimari
Statik
03 Keşifler
2026
04 Saha Fotoğrafları
Ağustos
Cancel
Move

There are two ways:

- **By dragging:** drop a file card onto a folder in the tree on the left, or onto a link in the path bar. The card dims while it is dragged and the target is outlined.
- **With the dialog:** choose **Move** from the right-click menu, pick the target in the tree and press **Move**. The record's current place is marked *current location* on the right of the row, and the button only becomes active once you pick somewhere else.

> **Note** A folder moves **with everything inside it**. A folder cannot be moved into itself or into one of its own subfolders; those rows appear dimmed in the list and cannot be selected.

Opening a file

Clicking a card, or pressing **Open** in a list row, opens the file. What happens depends on the type:

- **PDFs and images** open **in the application's own window**. The window has zoom, fit and a **Save to computer** button; on a photo you zoom with the wheel and pan by dragging.
- **Everything else** (spreadsheets, documents, drawings, video…) opens in the **default application** on your computer. The file is downloaded to a temporary copy for this.



Editing and sending it back

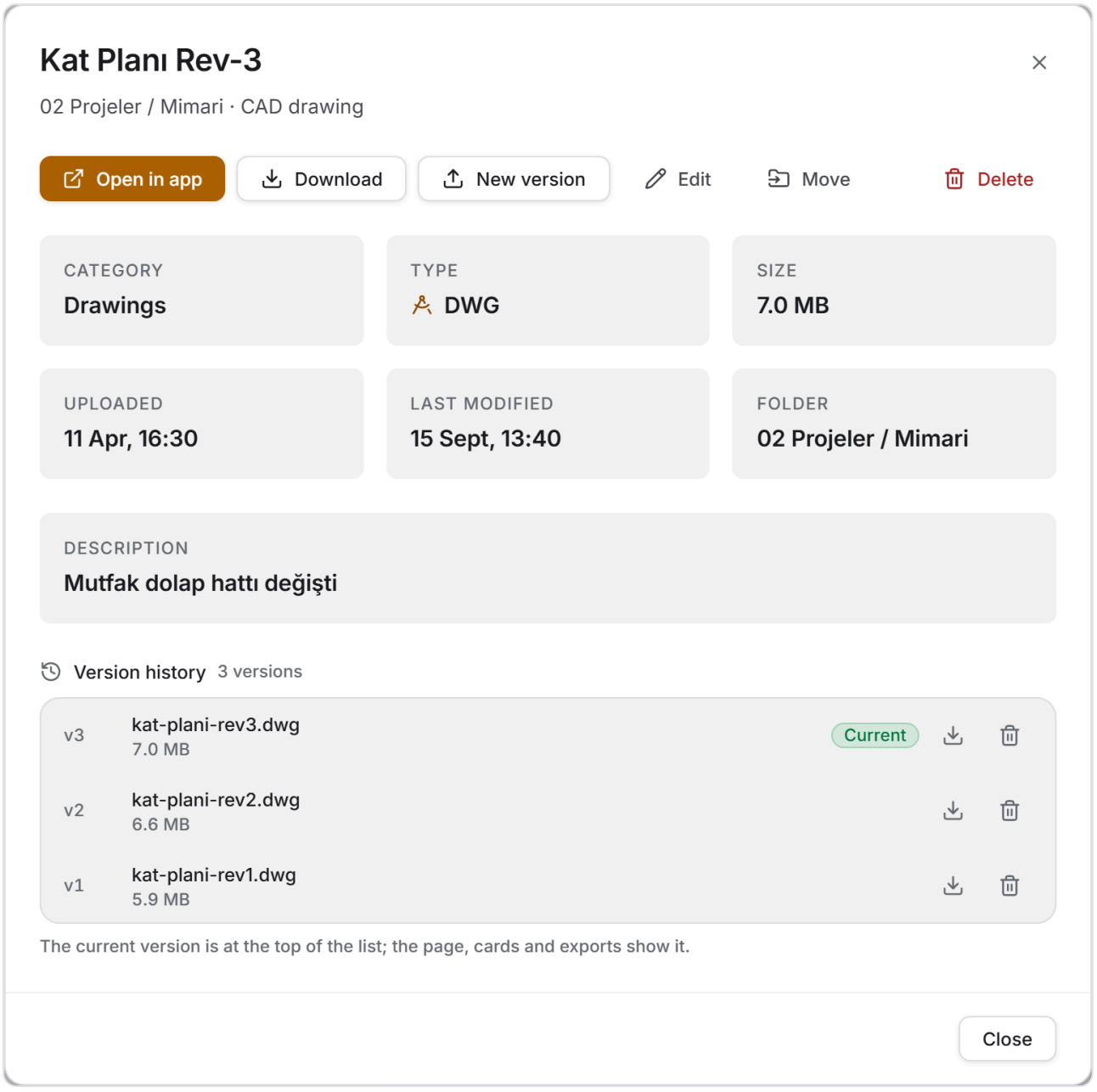
If you edit a file you opened in another app and **save** it there, Sitabula notices. When you return to the application a *"... has changed"* strip sits at the top of the page:

- **Upload as new version** — what you saved goes to the server and becomes the **current version**.
- **Not now** — the change is passed over and the file stays watched.

An open file shows an **Open** badge on its card and in its details. To stop watching it, use the **Stop watching** button in the details; the temporary copy is deleted.

> **Note** The application does not pull its window to the front. The question waits in the strip and is there when you come back.

Working with versions



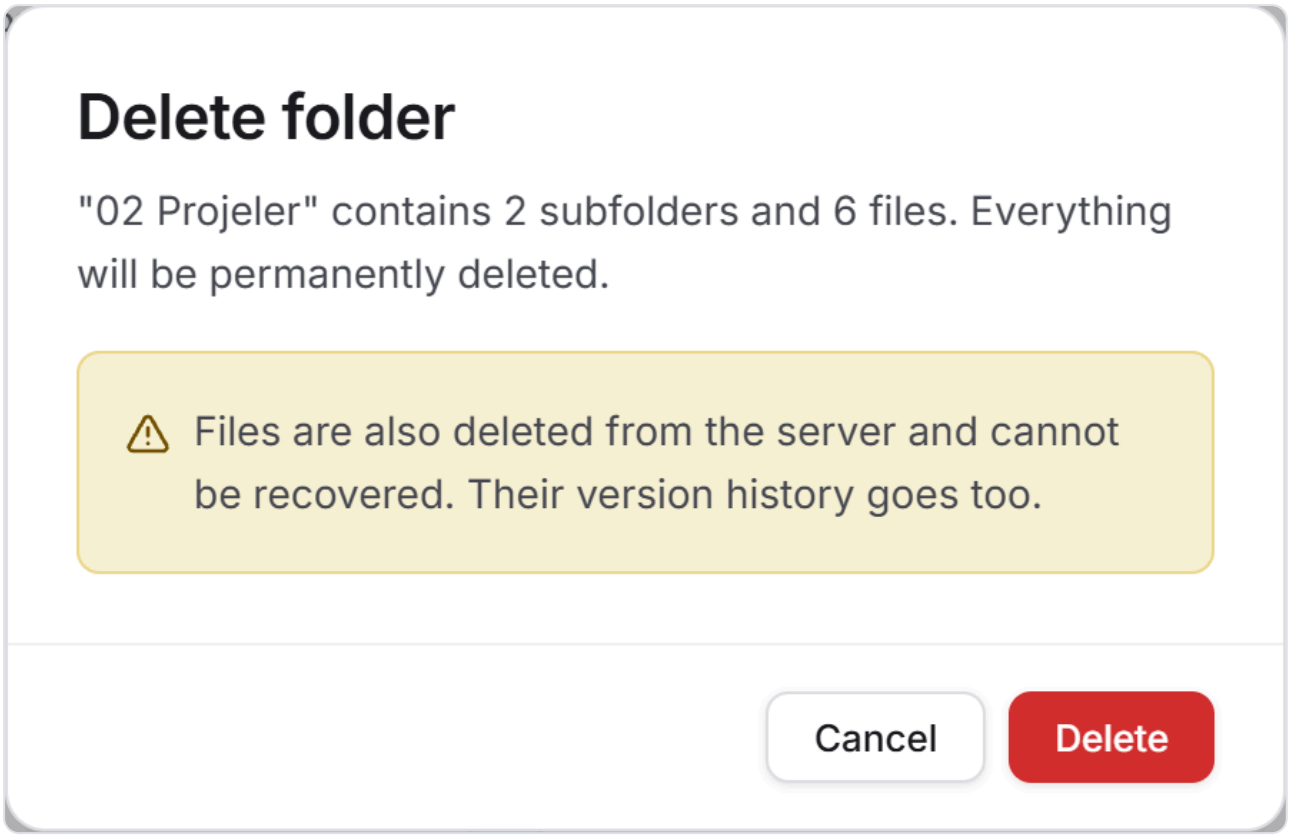
Versions live in the file's **details**. The details open from three places: the three dots at the right of a row in list mode, the same button in the **All files** ledger, and a row in a breakdown card. The dialog shows both the record's information and its **version history**.

1. The **New version** button asks for a file and makes it the record's **new current version**. The earlier one is not deleted; it stays in the list.
2. The version list runs **newest to oldest**; the top one carries the **Current** badge. The page, the cards and the exports always show the current version.
3. The download button on each row downloads **that version** — this is how you go back to an earlier state.
4. A version uploaded by mistake can be deleted with the bin button; the card and the list go back to the previous version.

> **Caution** **The only version of a file cannot be deleted** — deleting it would leave a record with a name that cannot be opened. To remove such a file, delete the record itself.

Deleting

Choose **Delete** from the right-click menu.



- For a **file**, the confirmation says the file will be permanently deleted. If the file has more than one version, a *"This file has N versions; all of them are deleted"* warning is added.
- For a **folder**, the confirmation **counts what is inside**: how many subfolders and how many files. If there are files, *"Files are also deleted from the server and cannot be recovered. Their version history goes too"* is added below.

> **Caution** Deleting cannot be undone. When a folder goes, **everything inside it** — the subfolders, the files and all their version histories — goes with it.

If you delete the folder you are in, the page returns to the root level.

6. Outputs

There are two export buttons at the top right of the page. Both are disabled while the archive has no files.

Download Excel

The workbook carries **two sheets**:

SHEET	WHAT IS IN IT
Files	File · Folder · Category · Type · Extension · Size (bytes) · Size · Versions · Uploaded · Last modified · Description
Folders	Folder path · Name · Depth · Files directly inside · Total files · Size (bytes) · Size · Last upload · Description

Both sheets open with a header block: the project name, the report date, the file and folder counts, the storage used and, if not everything was measured, how many were. The third line carries whatever filter was on.

> **Note** Size comes down in **two columns**: the readable one (*12.4 MB*) and **the real number in bytes.** The second one is what adds up in Excel; the readable one cannot be summed. The **GRAND TOTAL** row at the end of the sheet totals the size and version columns. Dates are real dates too, not text.

The **Folders** sheet gives something no screen does: the tree flattened. The number of files directly inside a folder and the total of its whole subtree stand side by side.

Download PDF

Not a one-page summary but **the list** of the archive: A4 **landscape**, seven columns (file · folder · category · type · size · versions · uploaded). Under the file name sits its description, or the real file name on the server if there is no description. A **GRAND TOTAL** row closes the table, and the project name and report date sit at the foot of every page.

The header block carries the line *"Size measured for N files"*; if everything was measured it reads *"All file sizes measured"*. That line says how much of the total is real.

> **Note** If the list runs past a thousand rows the application asks first: the window may not respond for a while during preparation and the job cannot be stopped.

For both exports you choose where the file is saved; when it is saved a *"File saved: …"* strip appears at the top of the page. If you close the save dialog nothing is said — cancelling is not an error.

> **Caution** **An export taken in the Folders view always carries the whole project.** The folder you are in is not a narrowing, it is your position on the screen. Even with a category or type filter on, the export still holds every file, while the header line describes the filter — so the paper comes out longer than the narrow list you see on screen. For a genuinely filtered register, take the export from the **All files** view; there, the paper is what the list is.

7. Things worth knowing

A file's size is not stored, it is measured. The server does not return it with the record; the application asks for each file separately. That is why **Storage used** starts small when the page opens and grows as the measuring goes on, with *"measuring sizes"* in the strip. The measuring never makes you wait.

A file that cannot be measured is not counted as zero. It shows **—** in the list, stays out of the total and sorts to the bottom. Writing zero would make it look like an empty file.

The same file is not measured twice. Refreshing the page does not restart the measuring; only new addresses are measured. When a file gets a new version it is measured again by itself.

The size of earlier versions is only measured when the details are opened. A row in the version list may briefly read *"Measuring the size of earlier versions"*.

The search covers the whole project and scans five fields: name, description, folder path, extension and category. Typing *pdf* brings every PDF; typing *estimate* brings everything whose name or path mentions it. The search folds Turkish letters: typing *kesif* finds *Keşifler*.

Entering a folder clears the search. With both on at once, what is on screen would belong to neither.

The category and type filters only remove files. Folder cards and the tree stay; a folder whose name matches the search appears even when its contents do not pass the filter.

The folder counter ignores filters. The **Folders** number in the analysis strip is always every folder in the project.

Numbers in the tree cover the whole subtree, and so do the sizes. The size on a branch is the total of the **measured** files below it; while measuring goes on, that number grows too.

A duplicate name is not an error, it is a warning. You can create a second item with the same name in the same folder; the application says so but does not stop you.

Old records left without a name are shown with a fallback. A folder with an empty name reads *Untitled folder* in the tree, a file with an empty name reads *Untitled file* in the list. These fallbacks live on the screen only; they are not written to the record and they do not join the search.

Some records have no file on the server. A record whose name is there but whose content is not shows a **No file** badge in the list, **—** in the versions column, and its details say *"This record has no file"*. There is nothing to open or download; you can make the record usable again by uploading a **New version**. The analysis strip counts these as *"N records have no file"*.

A new version does not overwrite the old one. The earlier states of a file stay on the record and can be downloaded one by one. A record can carry at most **100 versions**; beyond that the server refuses the new version and the message about the file limit appears.

Version compatibility with the older Sitabula: the old application sees a record's **last version**, so it opens the right file. But if a new state is uploaded to the same file there, the old one is **deleted** — the version count looks smaller here afterwards. That is expected.

Folders created by the old application appear amber. The old version writes the folder colour in a form this one does not recognise, and any unrecognised colour falls back to the default. To change it, pick a colour in the rename dialog.

The limit is 200 MB per file. Files over the limit appear in red in the upload list and **Upload** does not run until they are removed. The server enforces the same limit itself.

You do not have to put an extension in the file name. You can save it as *Floor Plan Rev-3*; when it is downloaded the extension is taken from the real file on the server, so the file opens with the right application on your computer.

An incomplete deletion is silent. If some records cannot be deleted while a folder is being removed, the confirmation still closes and nothing is written on screen; the folder or file that survived stays in the list. Check the list once after a deletion, and repeat it if something is still there.

The delete order is deliberate. Files go first, then folders from the deepest up to the root, so that even if something goes wrong no record is left "visible in no folder at all".

In the grid the details cannot be opened. Clicking a card opens the file itself, and the right-click menu has no details entry. To see a file's category, description, size and version history, switch to **list** mode, use the **All files** ledger, or click the file in one of the breakdown cards if it is there.

Dragging is for files only. Folders cannot be dragged; use the **Move** dialog for them.

A file opened in another app is a temporary copy on your computer. It is deleted when you leave the page or press **Stop watching**. If the application closes unexpectedly, copies can be left behind.

Only one "file has changed" question is shown at a time. If you opened three files, the questions queue up: answering one brings out the next.

"Last activity" is not the upload date, it is the touch date. It is refreshed when a file's details are edited or a new version arrives; the day the record was created does not change.

If the archive cannot be read, the page shows nothing. The folders and the file records come down together; if one of them fails the tree would be incomplete, so a *"Could not load files"* card and a **Try again** button are shown instead.

8. Related chapters

This archive is closed in on itself: its data comes from no other module, and uploading a file changes no other module's numbers.

> **Note** **Documents attached on other pages do not appear in this archive.** The delivery ticket attached to a concrete pour, the ticket attached to an equipment work record, the quote document attached to an order and the photos in the daily report belong to their own records; each opens from its own page. This page shows only the files that were **uploaded here**.

- **Projects** — the archive belongs to a project. When you switch projects, the whole tree, the counters and the files change.
- **Users** — who can see this module and who can upload and delete is decided in the project permissions. The server role matters here too: an account with the viewer role cannot see any files.

Users

1. What it is for

Users is **the company's team and permission page.** Who uses the application, how much of each project each person can reach, who signs in from which computer and whose account sits idle are all read here. Creating an account, changing someone's role, opening and closing their projects and removing an account from the team are this page's work as well.

It differs from every other chapter in this guide in one way: **the data belongs to the company, not to the project.** Switching projects does not change the team; the list always holds every user in the company and their permissions in every project. The one exception is the panel's **Activity** tab — that tab looks only at the project currently selected.

The questions this page answers are: **how many people the company has and how many actually use the app**, **how many seats the plan has left**, **what this person can view and edit in which projects**, **who can reach a given project**, **who signed in last and when**, **who registered which device**, **whether there are accounts that have never signed in or cannot reach any project** and **how to put one person's permissions on a signable sheet of paper.**

2. How to open it, who can see it

In the sidebar: *Office & Tools › Users.*

This section is open to accounts with the administrator role only. Every other page is opened by the project permission matrix; this one is not. There is no *Users* row in the permission matrix, and rightly so: user management is the company's business, not a project's.

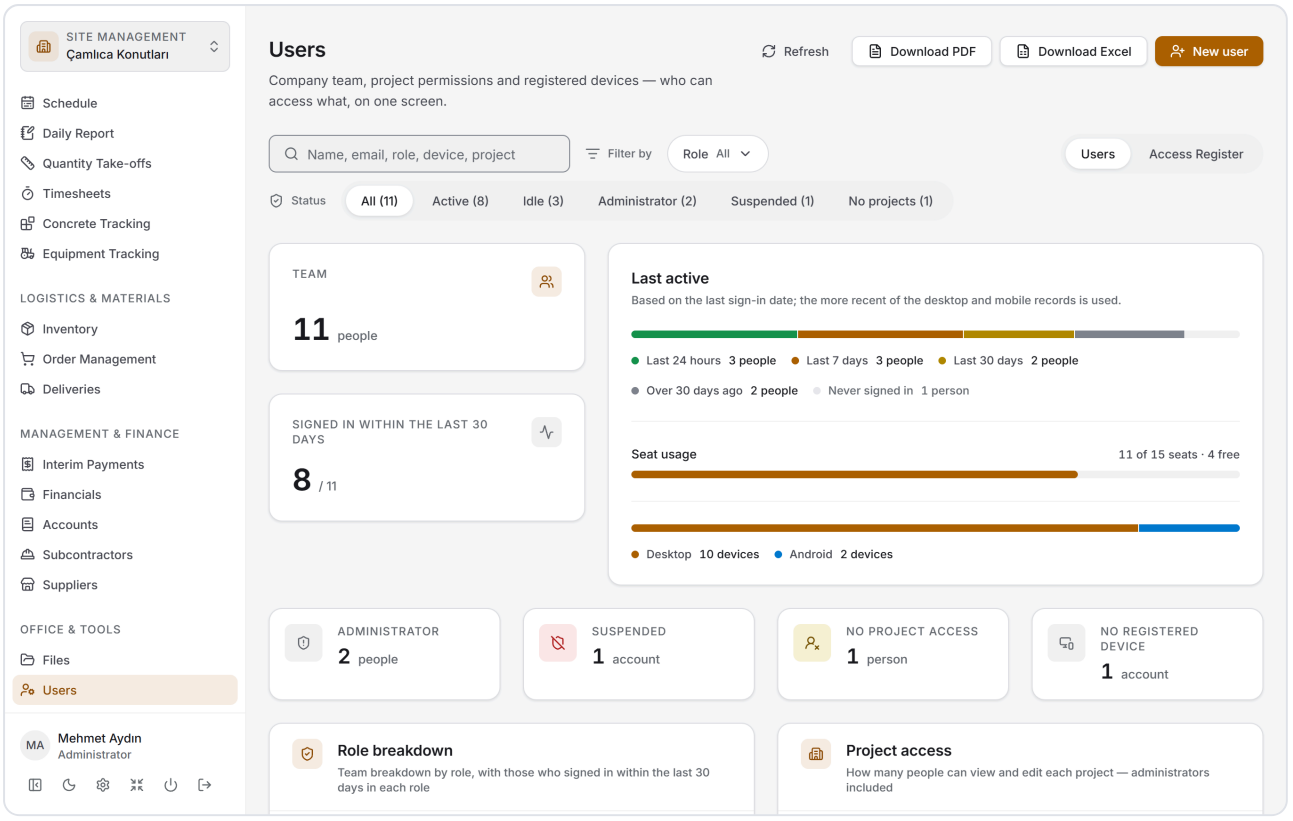
YOUR ROLE	WHAT YOU SEE
Administrator	The whole page; creating users, changing roles, editing details, editing permissions, deleting and every export
Any other role	The row appears **dimmed and locked** in the menu; hovering it reads *"Users — administrators only"*. Clicking it does not open the page, an **Access denied** dialog appears instead

The dialog gives the reason too: *"Users is open to administrator accounts only"*, and below it *"User management belongs to the company, not to the project; this section is opened by role, not by permission."*

> **Note** Because you are an administrator, every button on this page is always there. The "view permission / edit permission" split of the other chapters does not exist here; whoever can open the page can edit it too.

> **Caution** If the application cannot read permissions from the server (the connection dropped), the menu is not restricted and locked rows may appear enabled for a while. If a non-administrator enters the page at that moment, the list does not come down; a **Users could not be loaded** card is shown. The server protects the team list, as well as adding and deleting, with administrator permission of its own.

3. The screen



> **Note** The screenshots in this chapter contain no real company data; the names, email addresses, device names and dates are examples.

The page has **two views** and both share the same header and the same filter bar. The switch at the right-hand end of the filter bar changes the view:

VIEW	WHAT IT SHOWS
Users	The **team** — who is there, in which role, how many projects they reach, which device they signed in from
Access Register	**Every access row in the company** — each row is one person's permission in one project

The two views look at the same data from two directions. **Users** starts from the person: one row is one person. **Access Register** starts from the access itself: one row is one person–project pair, and the list is grouped by person, so a group is one person's whole portfolio.

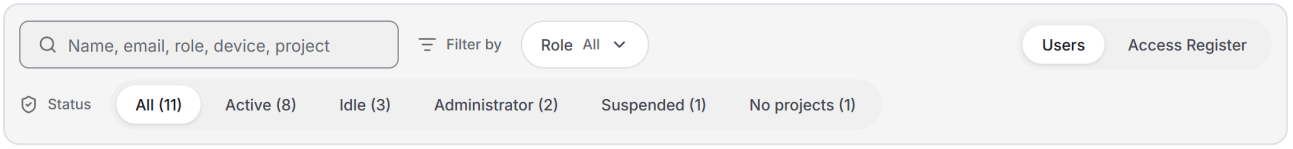
The **Users** view has four layers:

LAYER	WHAT IT DOES
Filter bar	Search, role filter, user status and the view switch
Analysis strip	Team, last active, seat usage, device platforms and four counters
Breakdown	Role breakdown and project access
Team table	The user list grouped by role

In the **Access Register** view the analysis strip and the breakdown cards are **not drawn.** The register is a list; it carries no summary above it.

Four buttons sit at the top right of the page: **Refresh**, **Download PDF**, **Download Excel** and **New user**.

The filter bar



The bar has two rows. The top row holds the search box, the **Role** filter and, at the far right, the view switch; the bottom row holds the **Status** segments.

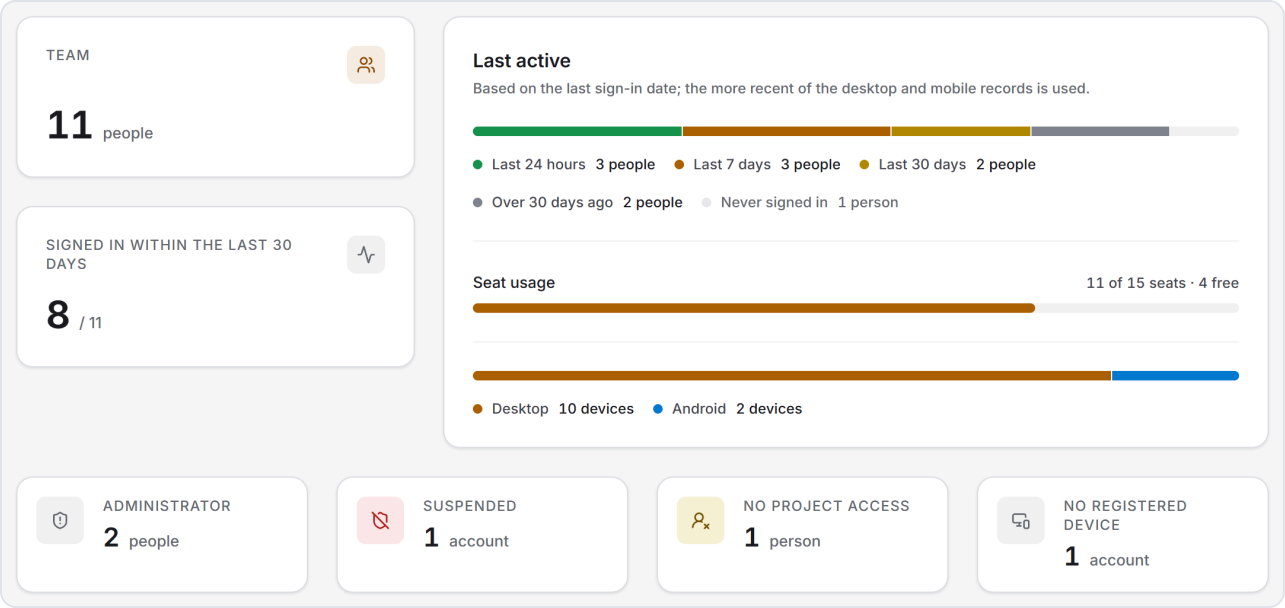
CONTROL	WHAT IT DOES
Search box	Searches names, email addresses, role names, **registered device names** and the names of the projects a person can reach
Role	The roles present in the team; each option carries the number of people in that role
Status	*All · Active · Idle · Administrator · Suspended · No projects* — each segment carries its count
View switch	*Users ⇄ Access Register*

In the **Access Register** view two controls change: **Status** is replaced by **Access** (*All · Has access · Can edit · No access*) and a **Project** filter is added next to the role filter. The search box narrows as well: in the register it searches person names, project names and roles.

> **Note** Switching views does not clear your selections. A role you picked in the team view is still there when you come back from the register. **Clear filters** resets the filters only; it does not change the view.

> **Note** The counts beside the segments take each other into account: once you pick a role, *Idle (3)* is the number of idle people **in that role**.

The analysis strip



The strip has two tiers. Two headline measures on the left, a three-part card on the right:

MEASURE	WHAT IT SAYS
Team	The number of users in the filter
Signed in within the last 30 days	Of the same set, those who signed in during the last 30 days; `/ total` below it
Last active	One bar in five tiers: *Last 24 hours · Last 7 days · Last 30 days · Over 30 days ago · Never signed in*
Seat usage	How many seats the plan allows, how many are taken and how many are free
Platform bar	The untitled bar at the bottom of the card: the **Desktop / Android / iOS** split of registered devices

Four small counters sit below:

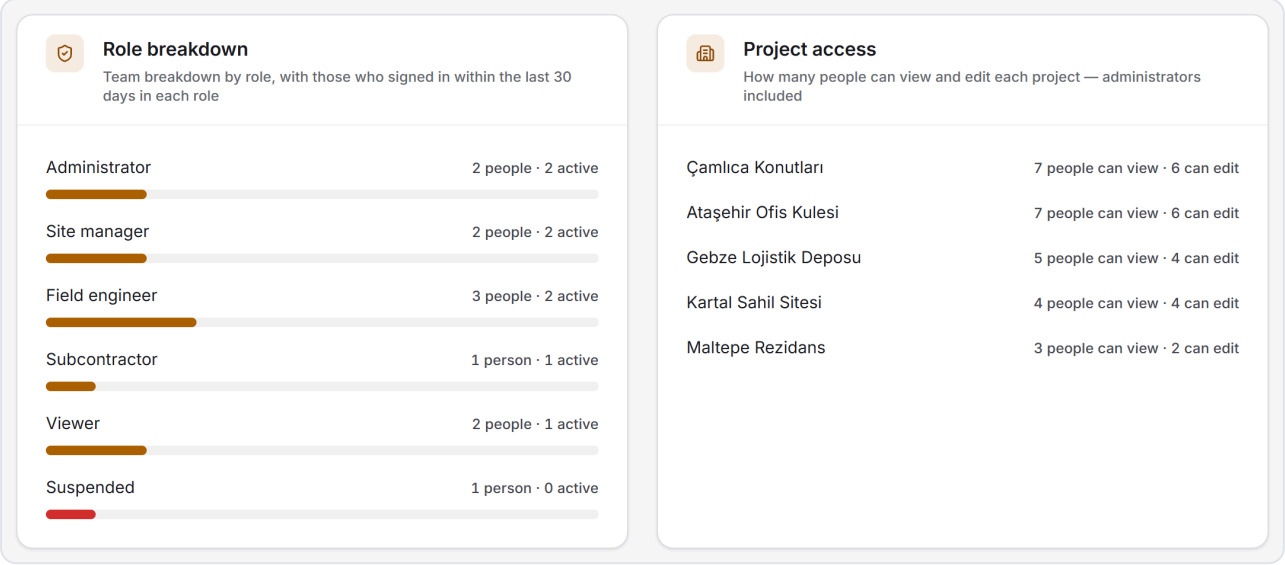
COUNTER	WHAT IT SAYS
Administrator	The number of administrators. **It turns amber when only one is left**
Suspended	The number of suspended accounts; red when above zero
No project access	Accounts that are not administrators yet cannot reach a single project
No registered device	Accounts that have never signed in — a device is registered at first sign-in

> **Note** There is **no 12-month chart** on this page. The server keeps no sign-in history; what exists is a single "last sign-in" date, not a series. The activity ladder stands where the chart would be.

> **Caution** **The seat bar ignores the filters.** Seats are consumed by the whole company; even with the *Suspended* filter on, the bar keeps saying *"11 of 15 seats · 4 free"*. Every other number in the strip belongs to the people in the filter, and while a filter is on a line below the strip says so.

> **Note** Accounts without a device are **not** in the denominator of the platform bar — a device that does not exist is not counted. Those accounts have their own counter, under **No registered device**. Because one person can register both a desktop and a mobile device, the device count can be higher than the number of people.

The breakdown cards

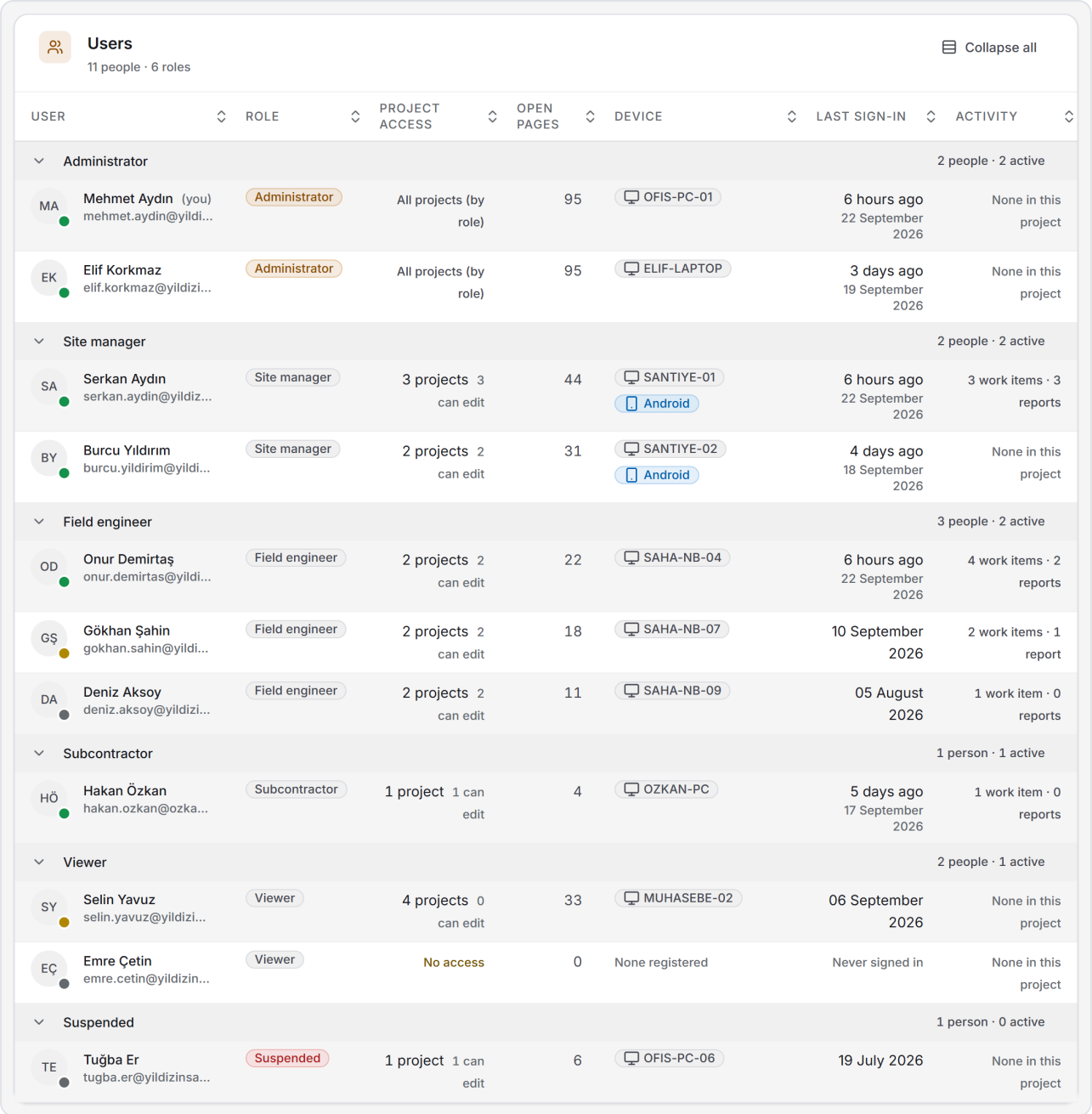


Both cards are counted from the same rows and each asks a different question:

- **Role breakdown** asks about a **share**: which roles the team is made of. Each row carries the number of people, how many of them signed in during the last 30 days, and a bar. The *Suspended* row's bar is red.
- **Project access** asks about **reach**: how many people can view each project and how many can edit it. A project nobody can reach says **Nobody has access** in amber instead of a number.

> **Note** **Administrators are counted in every project.** Their access is real even without permission rows; otherwise a project three administrators can open would read "nobody has access". Because the card counts the people in the filter, the **Nobody has access** warning can only appear while a filter that excludes administrators is on — and then it means "nobody in the set you selected can reach it".

The team table



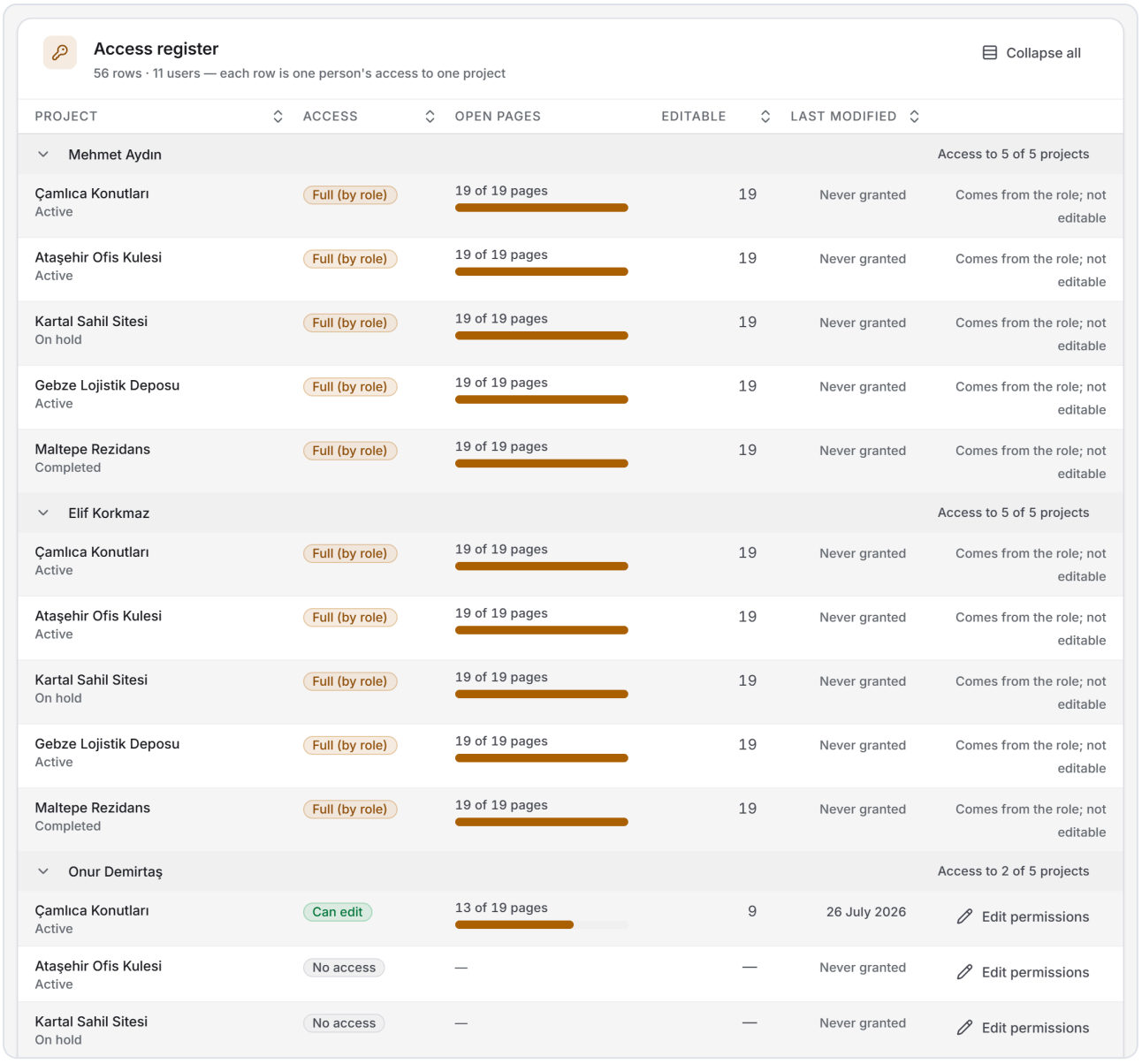
The table is **grouped by role**, and each group header carries the number of people in that role and how many of them are active. Groups collapse one by one or all at once with **Collapse all**. Clicking a header sorts the table.

The initial order is: **administrators first**, then by last active, then by name. That way who runs the company is visible without reading the list.

The circle on the left is the person's profile picture; without one it shows their initials. The dot at its bottom right carries the **last sign-in tier** — green for today or this week, amber for this month, grey for older or never. Colour alone carries no meaning; the same information is written out in the *Last sign-in* column.

Clicking a name opens that person's **panel**.

The access register

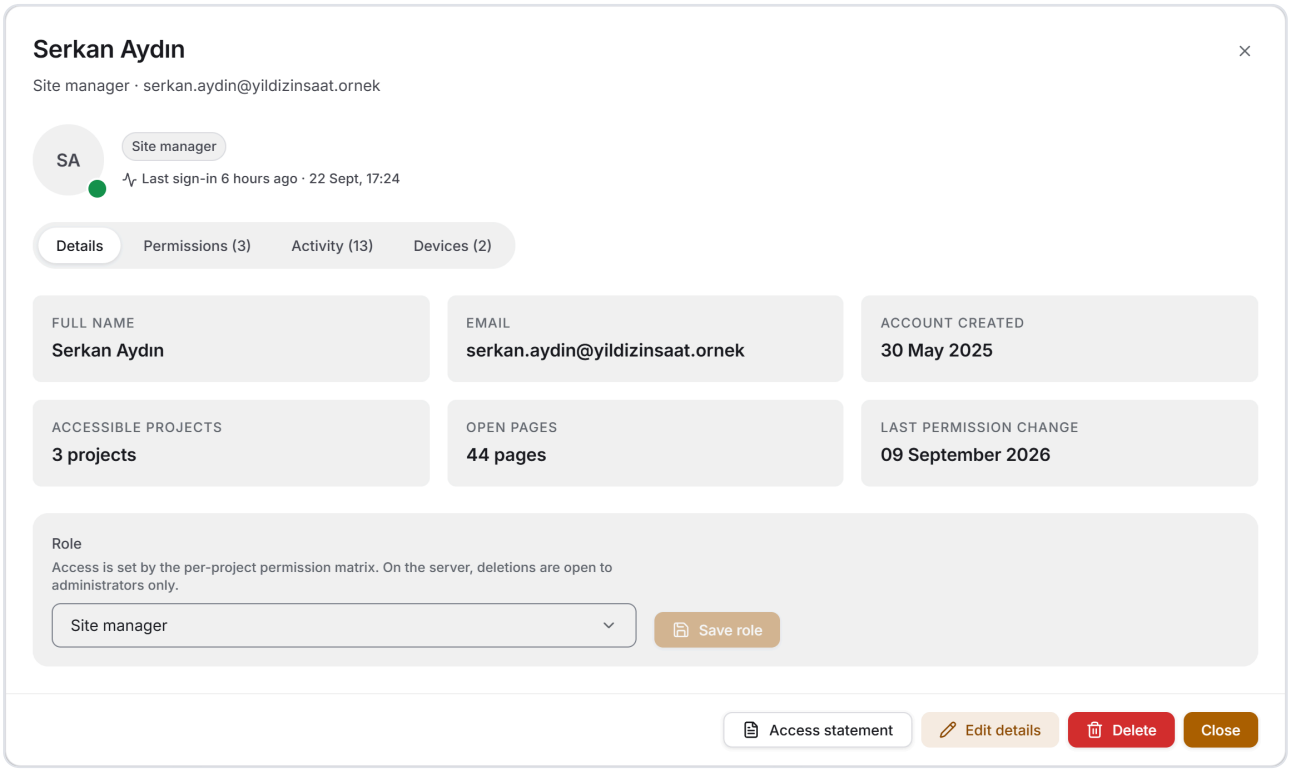


In the register each row is one person's access to one project, and the list is grouped **by user**. The group header says how many projects that person can reach: *"Access to 3 of 8 projects"*.

Rows with no access stay in the list too — the point of the register is to show what is closed as well. The **Edit permissions** button at the end of a row opens the permission dialog.

> **Note** Administrator rows have no button; *"Comes from the role; not editable"* stands in its place.

The user panel



Clicking a name in the list opens a wide dialog. At the top are the person's picture, role, badges and last sign-in line; below them four tabs:

TAB	WHAT IS IN IT
Details	Name, email, account created, accessible projects, open pages, last permission change and the **role box**
Permissions	Their access in every project, each with the share of open pages
Activity	A timeline — sign-in, device registration, permission change, work items and daily reports
Devices	The details of the registered devices

Access statement, **Edit details**, **Delete** and **Close** sit at the bottom of the dialog.

> **Note** The number beside a tab name is, for **Permissions**, the number of projects the person can reach; the list inside the tab shows **every** project in the company and the ones with no access stand there with a *"No access to this project"* line. Seeing five rows under a tab that reads *Permissions (3)* is correct.

> **Note** Opening the panel sends no request to the server; all of its data came down when the page loaded.

The top line gives the person's pulse: *"Last sign-in 2 hours ago · 22 Sep 2026 09:14".* For an account that has never signed in it reads *"Never signed in — the seat is in use but the account sits empty"* instead. Your own card carries a **You are signed in with this account** badge, and a suspended account carries a **The server rejects all their requests** badge.

4. Fields

Columns of the team table

COLUMN	WHAT IT MEANS
User	The name with the email address below it. Your own row is marked *(you)*
Role	One of the six roles; administrator in amber, suspended in red
Project access	How many projects they can view, and next to it how many they can edit. For an administrator, *All projects (by role)*; with no access at all, *No access*
Open pages	The total of the open pages across every project
Device	Registered devices; *None registered* if there are none
Last sign-in	If newer than seven days, a relative phrase with the date below it (*"3 days ago" / 18 Sep 2026*); older than that, the date alone. *Never signed in* if they never did
Activity	The number of work items they updated and daily reports they wrote **in the selected project**

> **Note** **Open pages are counted out of 19 pages.** Project access is not included in that number; it is not a page but the key to all of them.

> **Note** The email column may read *"Email cannot be read from this server"*. That is not missing data but a difference between server versions: when the endpoint that returns email addresses openly cannot be found, the list still comes down and only this column stays empty.

Columns of the access register

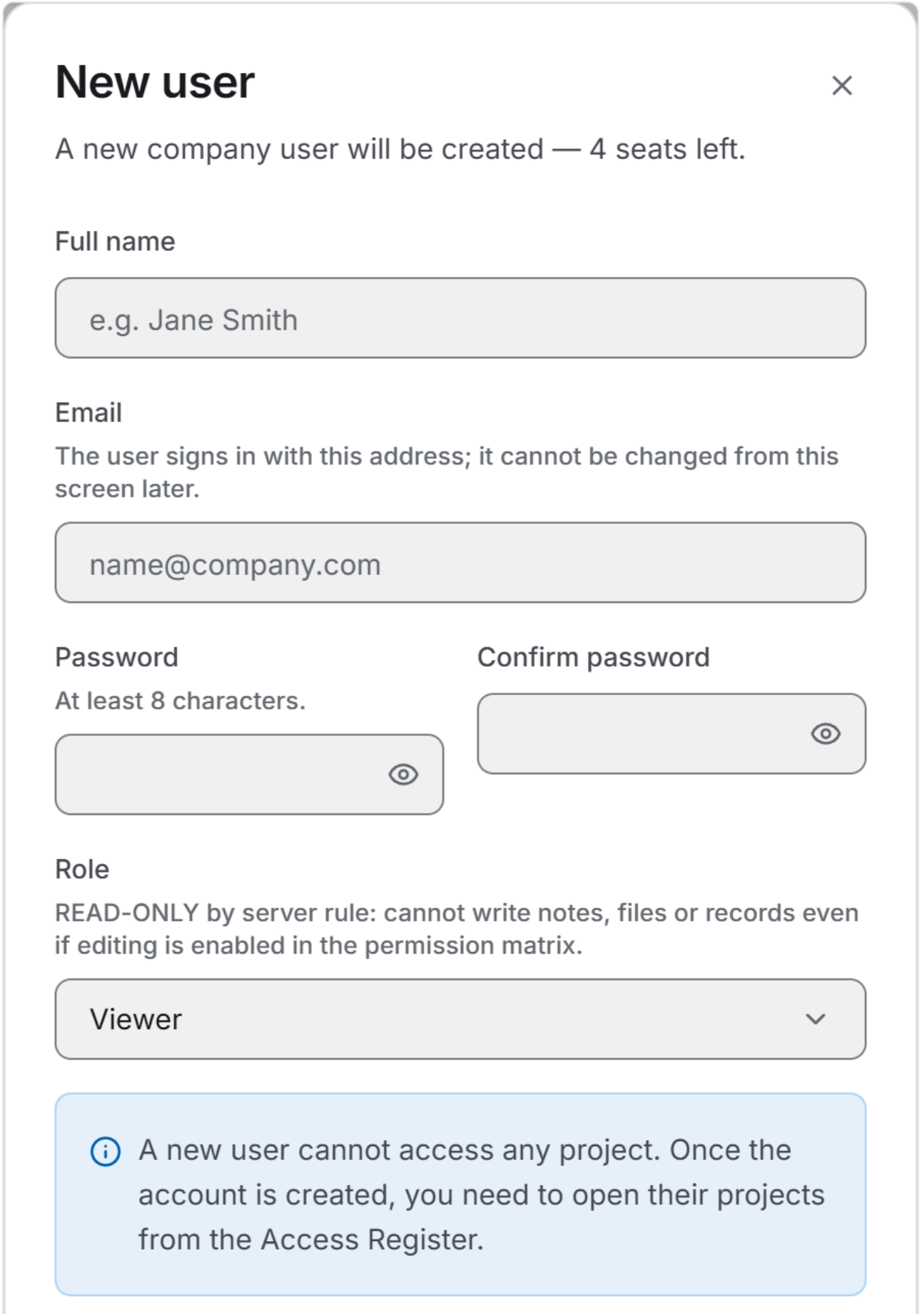
COLUMN	WHAT IT MEANS
Project	The project name with its status below it
Access	*Can edit · Can view · No access*, or *Full (by role)* for an administrator
Open pages	The number of open pages in this project, out of 19, with a share bar
Editable	How many pages in the same project can be edited
Last modified	When this row's permissions were last touched; *Never granted* if they never were

Roles

A role is **company-wide**: a person has the same role in every project. There are six values, and what the one you pick does is written under the box.

ROLE	WHAT IT DOES
Administrator	Full access to all projects and all pages; user management is open to this role only. The permission matrix does not apply to administrators
Site manager	Access is set by the per-project permission matrix. On the server, deletions are open to administrators only
Field engineer	The same
Subcontractor	The same; subcontractor records may also be restricted by firm
Viewer	**Read-only** by server rule: cannot write notes, files or records even if editing is enabled in the permission matrix
Suspended	The account is suspended. The server rejects all requests even if permissions are granted; the user cannot see any project

The new user form

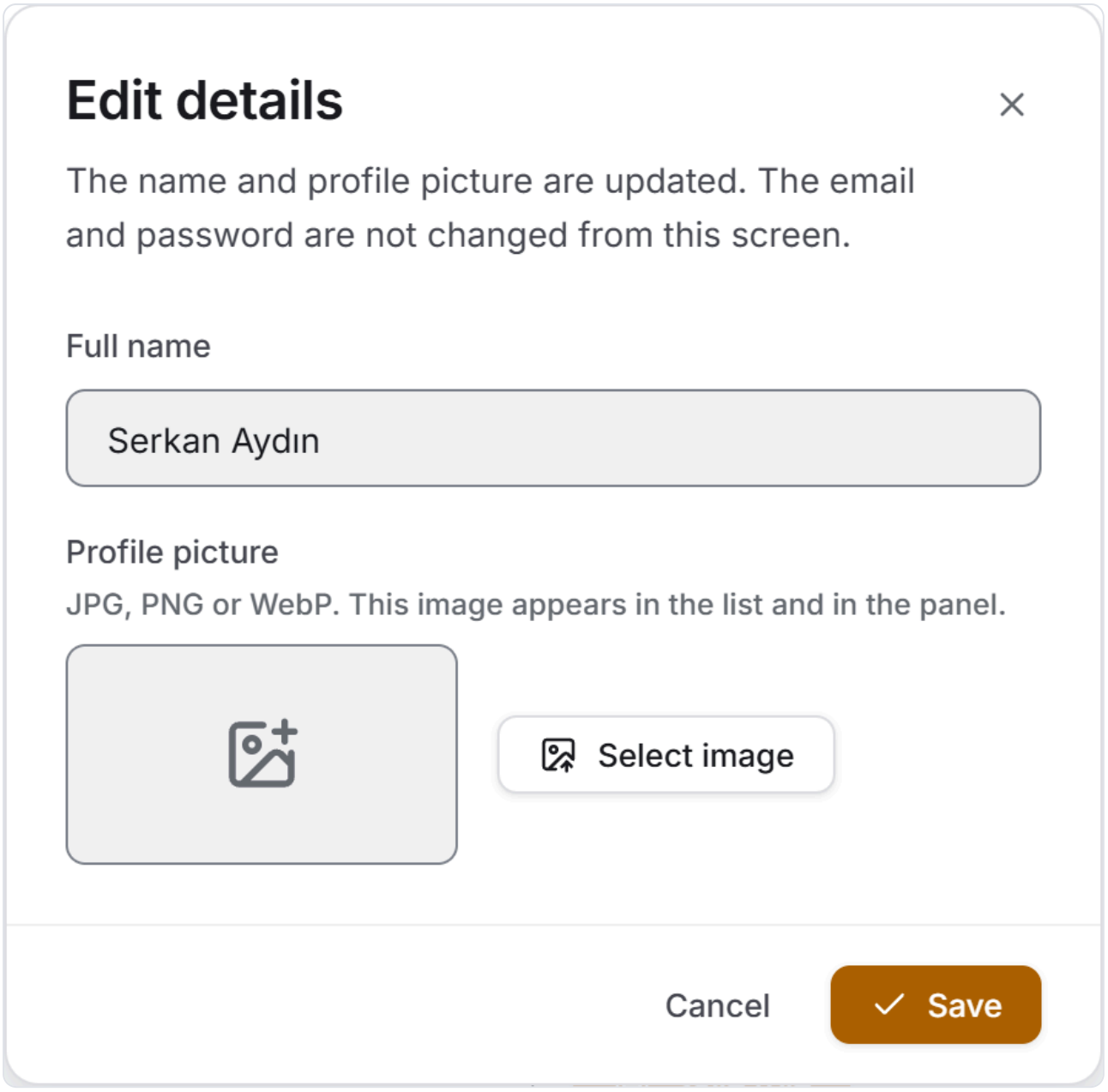


FIELD	WHAT IT MEANS	REQUIRED
Full name	The name that will appear in the list and on every record	**Yes**
Email	The user signs in with this address	**Yes**
Password	At least 8 characters	**Yes**
Confirm password	The same password	**Yes**
Role	One of the six roles	Yes — *Viewer* by default

Below the dialog title it says how many seats are free. At the bottom, a blue banner says up front that the new user **will not be able to reach any project.**

> **Caution** **The email address cannot be changed from this screen afterwards.** The address is the account's sign-in identity; changing it requires a verification flow.

The details form



For an existing user the form comes down to two fields: **Full name** and **Profile picture** (JPG, PNG or WebP). The email address and the password are **not drawn at all** — changing somebody else's password means access without the account owner's knowledge.

5. Step by step

5.1 Adding a user

1. Press **New user** at the top right.
2. Fill in **Full name** and **Email**.
3. Type the password twice — at least eight characters.
4. Pick the **Role**. The line under the box says what that role does.
5. Press **Add user**.

The account is created and joins the team, but it **cannot reach any project.** For the person to start working you need to open at least one project for them, following §5.4.

> **Note** If the email address is already in use the form says so and no account is created. If the seats are full, the **New user** button does not open at all; hovering it gives the reason, and an amber banner at the top of the page shows the seat limit and the sales address.

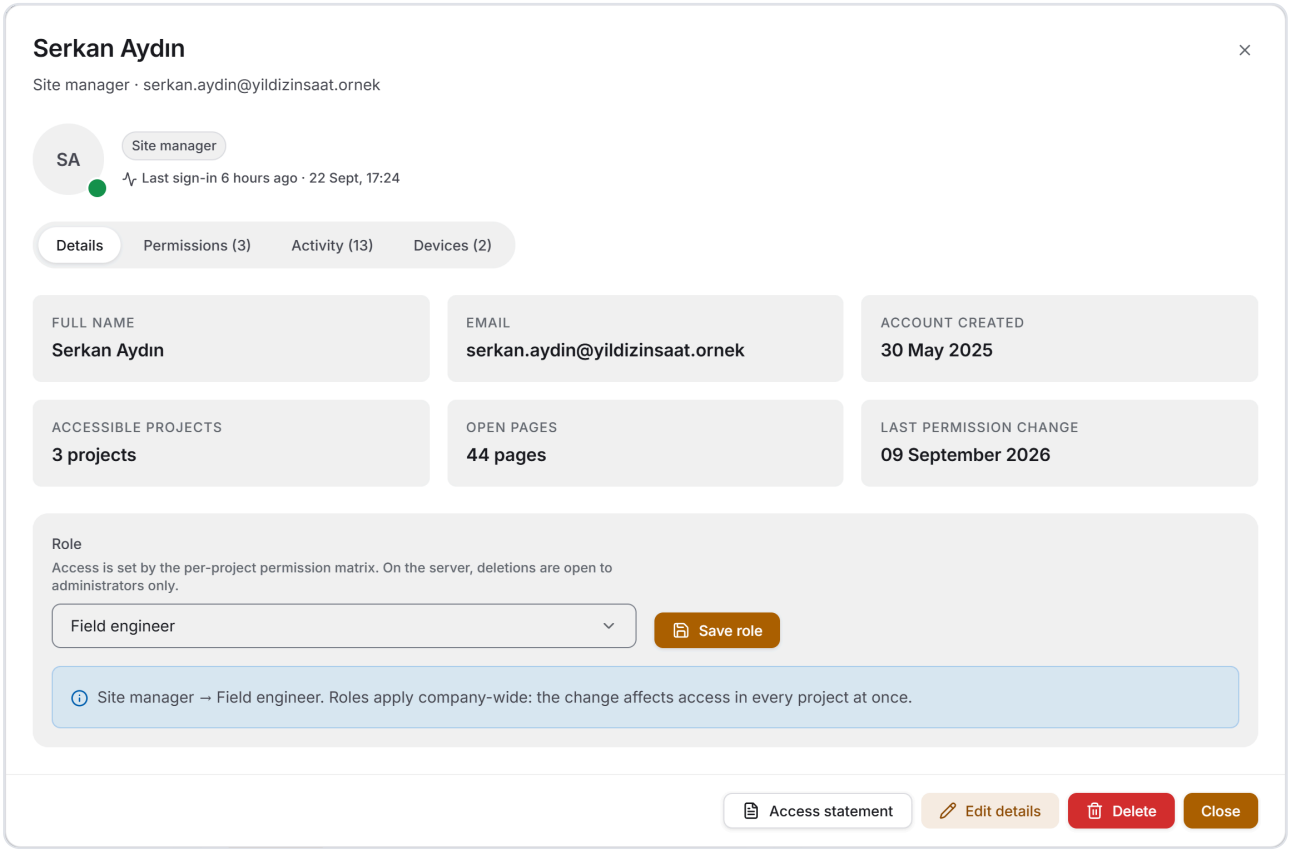
5.2 Editing the details

1. Click the person's name in the list.
2. Press **Edit details** at the bottom of the dialog.
3. Correct the name and pick a profile picture if you want one.
4. Press **Save**.

Use the clear control in the image field to remove a picture. The name cannot be left empty.

5.3 Changing a role

1. Open the person's panel and stay on the **Details** tab.
2. Pick the new role from the **Role** box. The hint under the box and the blue banner below it say what the change will do as soon as you pick it.
3. Press **Save role**.



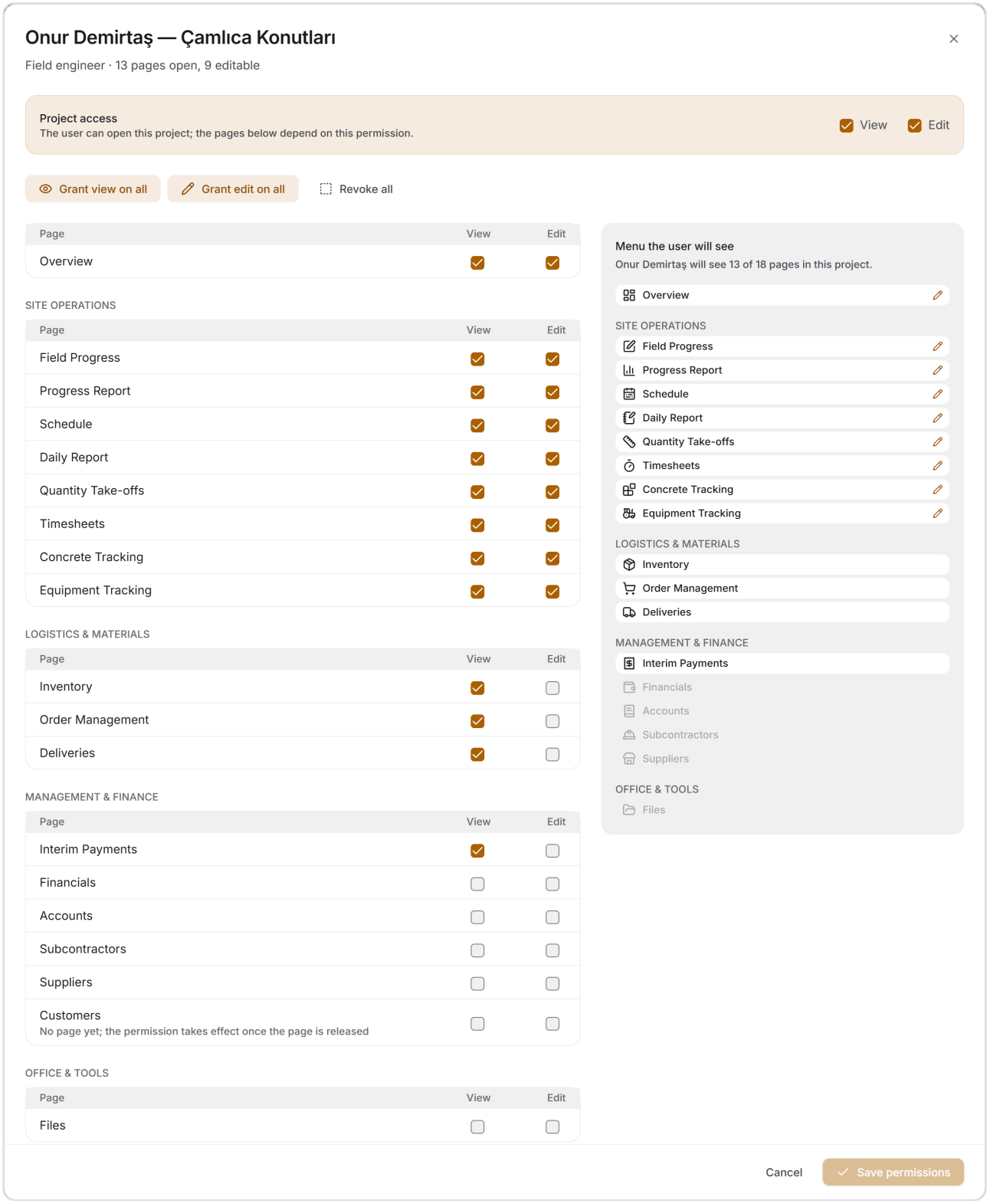
> **Caution** Roles are company-wide: the change affects access in **every** project at once. Once someone is an administrator the permission matrix no longer applies; their old permission rows are not deleted and come back if the role is downgraded again.

In two cases the box is locked or asks for confirmation:

- When the company's **only administrator** is open, the box comes down disabled and an amber banner gives the reason: if that account's role is downgraded, nobody will be left who can open user management. Make somebody else an administrator first.
- If you are downgrading **your own** role, a confirmation dialog appears before saving. The moment it is saved you lose this page, adding users and editing permissions; you will need another administrator to undo it.

5.4 Editing one person's permissions in one project

1. Open the person's panel and go to the **Permissions** tab — or switch the view to **Access Register** and find their group.
2. Press **Edit** on the project's row (**Edit permissions** in the register).
3. In the dialog that opens, switch on the **Project access** row at the top. While that row is off, the project will not open no matter what is ticked below it.
4. Tick the pages one by one, or grant them together with **Grant view on all** / **Grant edit on all**; **Revoke all** takes everything back.
5. Check the menu the user will see in the preview on the right.
6. Press **Save permissions**.



The right-hand half of the dialog holds the person's **own sidebar** and it changes with every tick: rows they will not see fade, and the ones they can edit carry a pencil. The preview is not a mock-up; it comes from the same source that draws the menu.

Three rules are applied as you tick:

- **Editing covers viewing.** Ticking Edit switches View on as well.
- **If any page is open, project access is opened too** — a page cannot be seen without entering the project.
- **If project access is switched off, every page closes.**

> **Note** If you changed nothing, **Save permissions** stays disabled; if you did, the number of changes is written to the left of the button. **Cancel** really cancels: reopening the same row brings the boxes back as they are on the server.

> **Note** For an administrator no boxes are drawn at all; the dialog gives the reason instead — their access comes from the role and writing permission rows would change nothing.

> **Caution** **If you edit your own permissions, your own menu changes too.** Once the save finishes, the sidebar is redrawn with the new permissions.

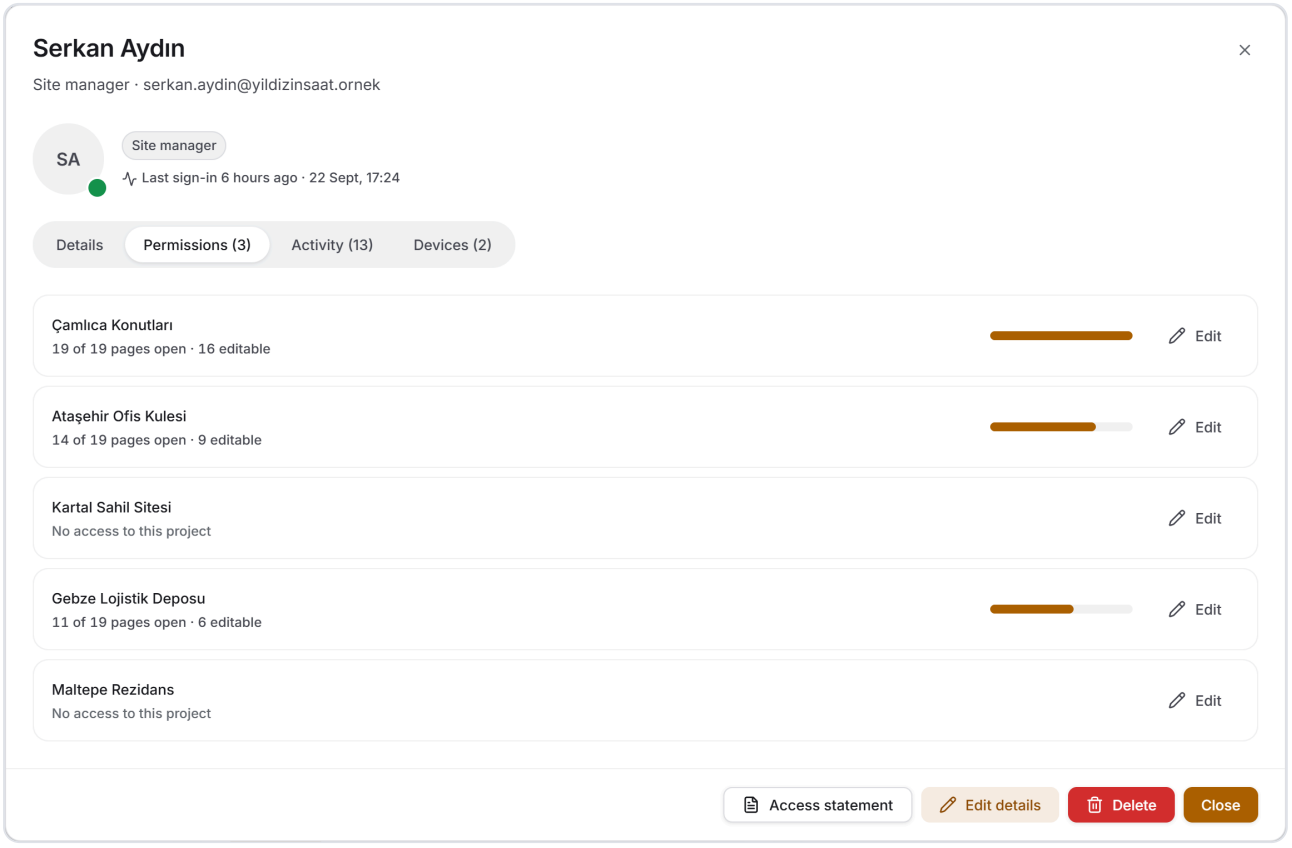
5.5 Seeing who can reach a project

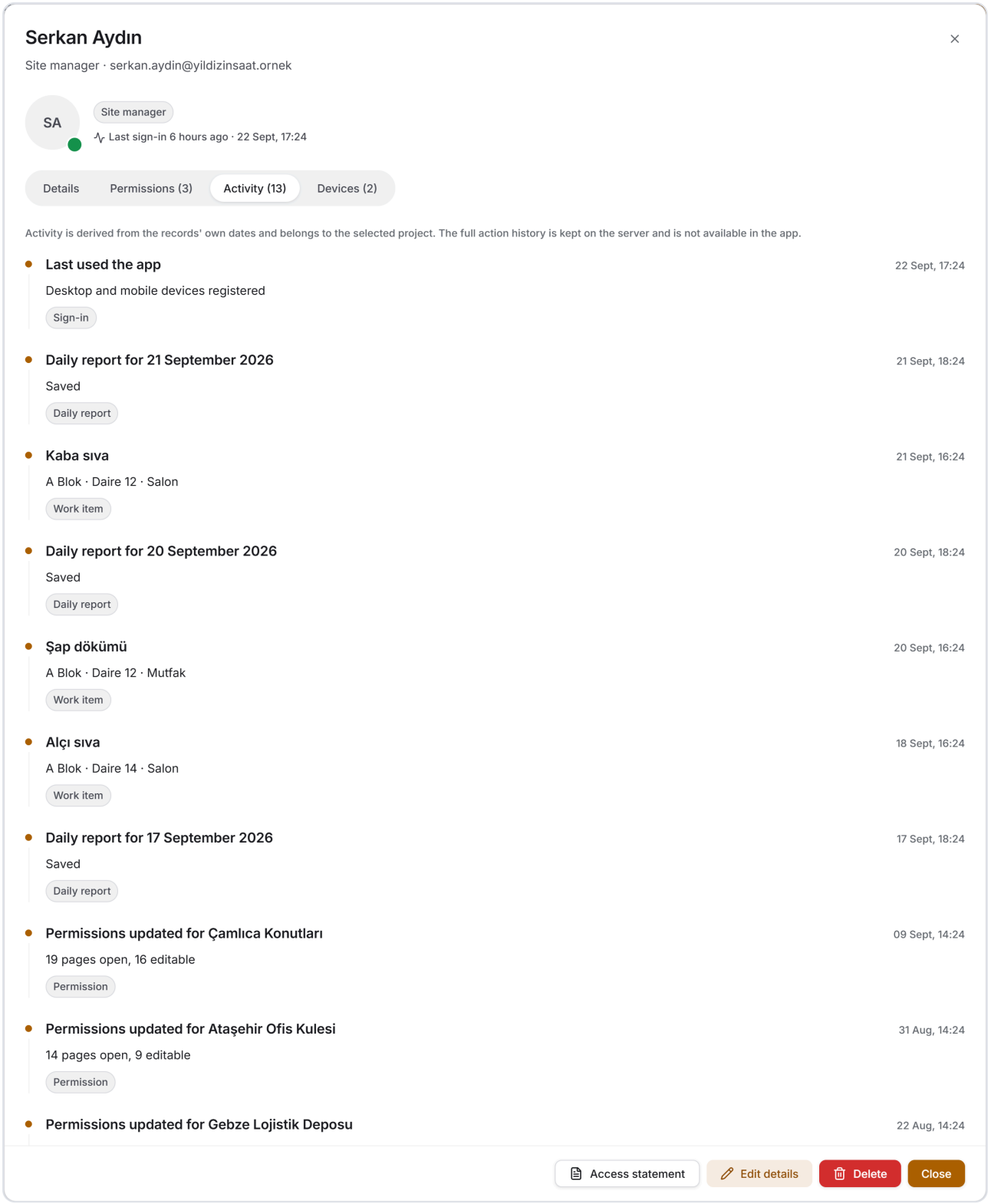
1. Switch the view to **Access Register**.
2. Pick the project from the **Project** filter.
3. Pick *Has access* from the **Access** segments.

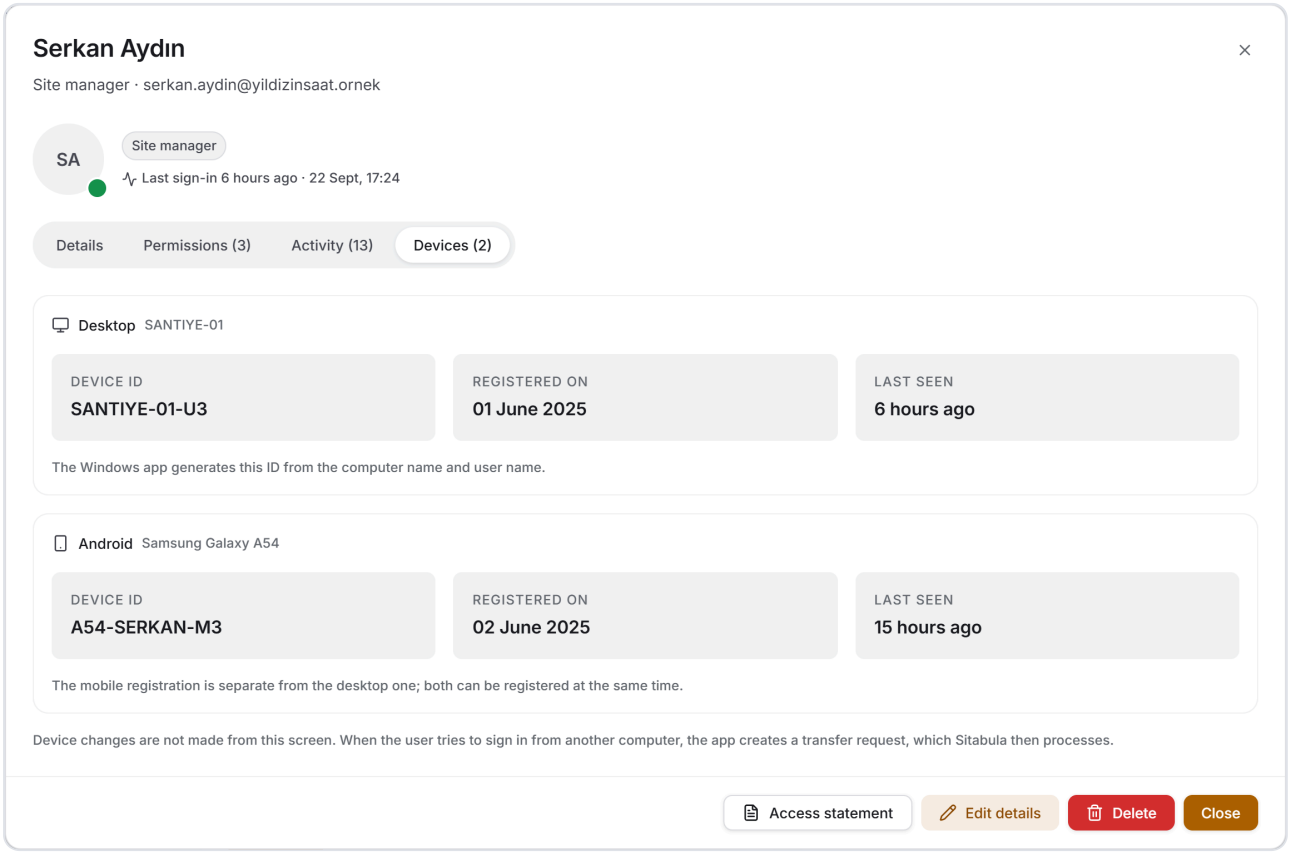
The remaining rows are the people who can reach that project. For a quick look, the **Project access** breakdown card in the **Users** view gives the same number.

5.6 Reading one person's file

1. Click the name in the team table.
2. Read the identity fields and the access numbers on the **Details** tab.
3. See how many pages are open in which project on the **Permissions** tab.
4. Follow the person's work in the selected project on the **Activity** tab.
5. Read the registered device's name, ID, registration date and last-seen time on the **Devices** tab.


Serkan Aydın
Site manager · serkan.aydin@yildizinsaat.ornek
SA
Site manager
Last sign-in 6 hours ago · 22 Sept, 17:24
Details
Permissions (3)
Activity (13)
Devices (2)
Çamlıca Konutları
19 of 19 pages open · 16 editable
Edit
Ataşehir Ofis Kulesi
14 of 19 pages open · 9 editable
Edit
Kartal Sahil Sitesi
No access to this project
Edit
Gebze Lojistik Deposu
11 of 19 pages open · 6 editable
Edit
Maltepe Rezidans
No access to this project
Edit
Access statement
Edit details
Delete
Close


Serkan Aydın
Site manager · serkan.aydin@yildizinsaat.ornek
SA
Site manager
Last sign-in 6 hours ago · 22 Sept, 17:24
Details
Permissions (3)
Activity (13)
Devices (2)
Activity is derived from the records' own dates and belongs to the selected project. The full action history is kept on the server and is not available in the app.
Last used the app
22 Sept, 17:24
Desktop and mobile devices registered
Sign-in
Daily report for 21 September 2026
21 Sept, 18:24
Saved
Daily report
Kaba sıva
21 Sept, 16:24
A Blok · Daire 12 · Salon
Work item
Daily report for 20 September 2026
20 Sept, 18:24
Saved
Daily report
Şap dökümü
20 Sept, 16:24
A Blok · Daire 12 · Mutfak
Work item
Alçı sıva
18 Sept, 16:24
A Blok · Daire 14 · Salon
Work item
Daily report for 17 September 2026
17 Sept, 18:24
Saved
Daily report
Permissions updated for Çamlıca Konutları
09 Sept, 14:24
19 pages open, 16 editable
Permission
Permissions updated for Ataşehir Ofis Kulesi
31 Aug, 14:24
14 pages open, 9 editable
Permission
Permissions updated for Gebze Lojistik Deposu
22 Aug, 14:24
Access statement
Edit details
Delete
Close



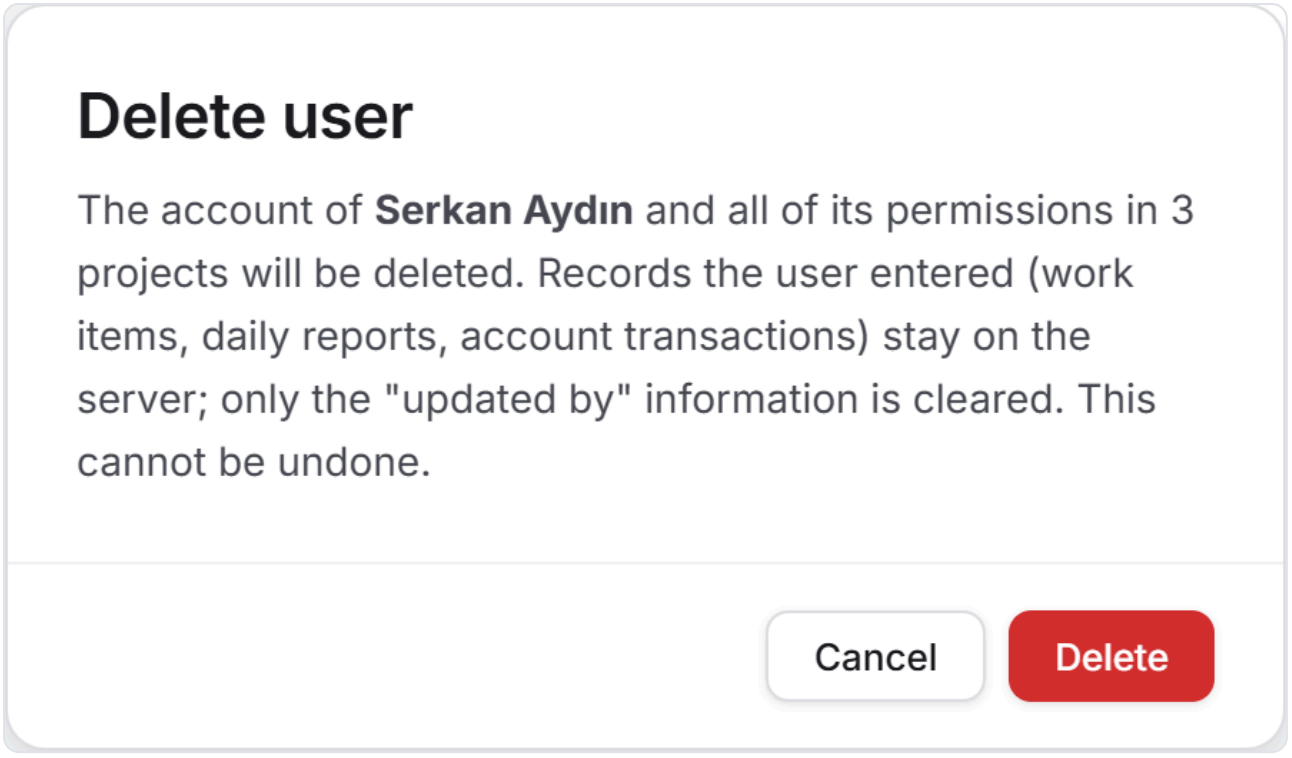
5.7 Suspending an account

Set the role of an account that is no longer used, but that you do not want to delete, to **Suspended** (§5.3). From that moment the server rejects all of that account's requests; even if the user signs in they cannot see any project.

> **Caution** **A suspended account does not free its seat.** It does not touch the plan's limit; to actually free a seat you have to delete the account.

5.8 Deleting a user

1. Open the person's panel.
2. Press **Delete** at the bottom.
3. Read the confirmation dialog — it says how many projects' permissions will be deleted.
4. Press **Delete**.



The account and all of its permission rows are deleted and the seat is freed. **The records the user entered stay on the server** — work items, daily reports and account transactions remain; only the "updated by" information is cleared. This cannot be undone.

> **Note** **You cannot delete your own account.** The **Delete** button is disabled on your own card, and the server refuses the request as well. If your account needs to be removed from the team, another administrator can do it.

5.9 Searching and filtering

- Type a name, an email address, a role name, a **device name** or a **project name** into the box. Typing *"suspended"* brings the suspended accounts; typing a project name brings the people who can reach it.
- Pick one or more roles from the **Role** menu.
- Pick one of the **Status** segments: *Active* is those who signed in during the last 30 days, *Idle* those who did not, *No projects* those who cannot reach any project.
- If nothing matches, a card summarising what you searched for and a **Clear filters** button appear.

6. Exports

The page produces three exports. Two of them are registers of the list and are taken from the buttons at the top of the page; the third is one person's signable statement and is taken from their panel.

All three follow the filter on screen; the header line says which filter is on. With no filter it reads *"No filter applied"*.

Download Excel

A workbook of three sheets:

SHEET	WHAT IS IN IT
Users	Full name · email · role · accessible projects · editable projects · open pages · device · last sign-in · last active · account created
Access Matrix	User · role · project · project access · open pages — followed by **one column for each of the 19 pages**
Devices	Full name · role · platform · device name · device ID · registered on · last seen

The top of every sheet carries the company name, the report date, the number of users and administrators, and the seat usage. The header row is frozen and filtered; the dates are real dates, not text.

> **Note** The **Access Matrix** sheet gives something that exists on no screen: who can open which page in which project, all in one grid. On administrator rows the cells read *By role*.

> **Note** On the Devices sheet one person can take **two rows**; the desktop and mobile registrations are separate rows. An account with no device takes a single row reading *None registered*.

Download PDF

This is the **register** of the team: A4 **landscape**, eight columns (full name · role · project · can edit · open pages · device · last sign-in · last active). The email address is printed under the name. At the end of the table a **TOTAL ACCESS ROWS** line adds up the project, editable and open-page columns.

> **Note** That total is **not a company total**, it is the total of the rows: two people who can reach the same project are counted twice. The label says as much — it says "access rows", not "projects".

The top of the page carries the company name, the report date, the number of users and active users, and the seat usage; the bottom of every page carries the company name and the date.

> **Note** If the list is longer than a thousand rows the application asks first: the window may stop responding for a while during preparation.

The access statement

The **Access statement** button at the bottom of a person's panel produces one user's **signable** register. This is the document asked for in an audit, at a handover or when somebody leaves.

The statement holds, in order: the title and the company name, the user ID, the details (name · role · account created · last sign-in), the **parties** (the user and the administrator who issued it), the **project access** table, a **page breakdown** for each project, the notes and **two signature blocks**.

The statement also writes its own limits. Depending on the case, the notes carry these sentences: that an administrator's access comes from the role rather than the matrix, that the viewer role is read-only, that the account is suspended, how many more projects the user cannot reach, that access is limited to the registered device, and that deletions are open to the administrator role only.

> **Note** Only the **projects the user can access** enter the table; the number of the others is given in the notes. In an administrator's statement the page-breakdown tables are not drawn at all — they would be a nineteen-row repetition of the word "all".

For all three exports you choose where the file is saved; once it is saved a *"File saved: …"* banner appears at the top of the page. If you close the save dialog, nothing is said.

7. Worth knowing

A phone appears next to the computer. Someone who signs in both from a computer and from the phone application has two registrations: the **Device** column shows both, the **Devices** tab lists them as two cards and the platform bar counts the **Android** or **iOS** segment. The phone registration needs the server update that comes with this version; on an older server only computers are listed and a user who signs in only from their phone counts as *"No registered device"*.

"Last sign-in" is refreshed on the server at every sign-in. It is the only live measure on this page; there is no other number that says whether a person really uses the application. The page does not refresh itself — use the **Refresh** button.

Last active is a tier, not a number. *"37 days ago"* is information but does not prompt a decision; *"Over 30 days ago"* does. The five tiers are: **Last 24 hours**, **Last 7 days**, **Last 30 days**, **Over 30 days ago** and **Never signed in** for an account that never did.

An account with no device has never signed in. A device is registered automatically at first sign-in; an account without one takes a seat in the team but has never been used.

Device changes are not made from this screen. When a user tries to sign in from another computer, the application creates a transfer request. It goes to Sitabula support and is resolved within 24 hours, and the user receives the outcome by email. The page only lets you see why the user cannot get in.

An administrator has no permission records, and that is correct. Their access comes from the role; that is why the team row reads *"All projects (by role)"*, the register *"Full (by role)"*, the Excel *"By role"* and the PDF *"(by role)"*. Ticking something in the permission matrix does not change an administrator's access.

A suspended account keeps taking a seat. The role makes the server reject all of its requests, but it does not touch the plan's limit.

The viewer role overrides the permission matrix. Even with editing switched on in the matrix, the server grants this role no write access; notes, files and records cannot be written. On top of that, **an account with the viewer role cannot see the Files module at all.**

Delete permission comes from the role, not from the matrix. The "edit" tick in the permission matrix does not grant delete permission; on the server, deletions are open to the administrator role only.

The seat limit comes from the plan. On trial (temporary) accounts the capacity is **one person** regardless of the plan; once the company goes premium, the plan's limit applies. If the limit cannot be read, the strip says *"Your plan's user limit could not be read"* and the **New user** button stays enabled — in that case the server applies the limit when the user is added.

The company's last administrator is protected. When only one administrator is left the role box is locked; because the team list and adding users require administrator permission on the server, there would be no easy way back if that account's role were downgraded.

Activity belongs to the selected project only. The panel's **Activity** tab and the column of the same name in the team table count the person's work item updates and daily reports in that project; their work in other projects does not appear here. Switching projects changes these numbers and nothing else on the page.

The timeline is not an action history. The real audit log on the server is not available to the application; the list here is derived from the records' own dates and shows at most **40 events**. A line at the top of the tab says so. In other words, an action missing from the timeline does not mean it never happened.

The date of a permission change is read from the permission row. The *"Last modified"* column and the *"Last permission change"* field say when that row was last written on the server — not who wrote it.

A deleted project's permissions can stay in the list. A permission row belonging to a project that is not in the project list appears under the name *Deleted project*. It is not hidden: a permission you cannot see is a permission you cannot clear.

The team is not sorted alphabetically. Administrators come first, then last active, then the name. For an alphabetical order, click the **User** header.

The page shows the administrator's own record too. Your own row is marked *(you)*; you cannot delete your own account, and if you are the only administrator you cannot downgrade your own role.

If the team cannot be read, the page shows nothing. The user list and the permissions come down together; if one of them fails, a **Users could not be loaded** card and a **Try again** button are shown. If the work item and daily-report sources fail, the page keeps working and only the **Activity** tab stays empty.

The profile picture only appears in this application. The old Sitabula does not use that field at all.

8. Related chapters

This page is the company's centre: who can see what in the rest of the application is decided here.

- **Projects** — the projects in the access register come from there. Nobody can reach a newly created project; access has to be granted here. Administrators are the exception, they see every new project automatically.
- **Every module** — each row in the sidebar is drawn, or appears locked, according to the permission granted on this page. If a user says "I cannot see a page", their permission row is the place to look.
- **Progress Report** and **Daily Report** — the panel's **Activity** tab and the *Activity* column are counted from these two modules' records.

Settings

1. What it is for

Settings is **the application's own settings page.** It keeps no site records, shows no list and produces no export. Its work is this: setting how the app looks and which language it speaks, keeping the company's own settings (the name printed on documents, the country, the region, the tax, the currency and the weekend days), showing your account details and the app's version, opening the user guide, support and the legal documents and — at the very bottom, on its own — deleting your account.

Two different kinds of setting sit side by side on this page, and the difference matters. Theme and language are **personal:** they are kept only on the computer you are sitting at, they do not change anyone else's screen and they have nothing to do with your role. The company cards — company name, country, region, tax, currency, weekend — are **the company's:** when an administrator changes one, everyone in the company sees the change. Having both on one page is not a contradiction, it is what the page is — this is the application's own switchboard.

2. How to open it, who can see it

It opens from the gear button in the **strip at the very bottom of the sidebar.** Settings is not a module: it has no row in the module list above, it sits in the same strip as the collapse and theme buttons.

The button is a **switch.** Press it once and Settings opens, press it again and it closes, returning you to the module you had open. Choosing any module from the menu also closes Settings. While Settings is open the button appears highlighted.

> **Note** While Settings is open, the row of the module you came from **stays highlighted** in the menu. This is not a fault: it shows the page you will return to when you press the gear again. If you leave full screen, the top bar shows *Settings* as the page name.

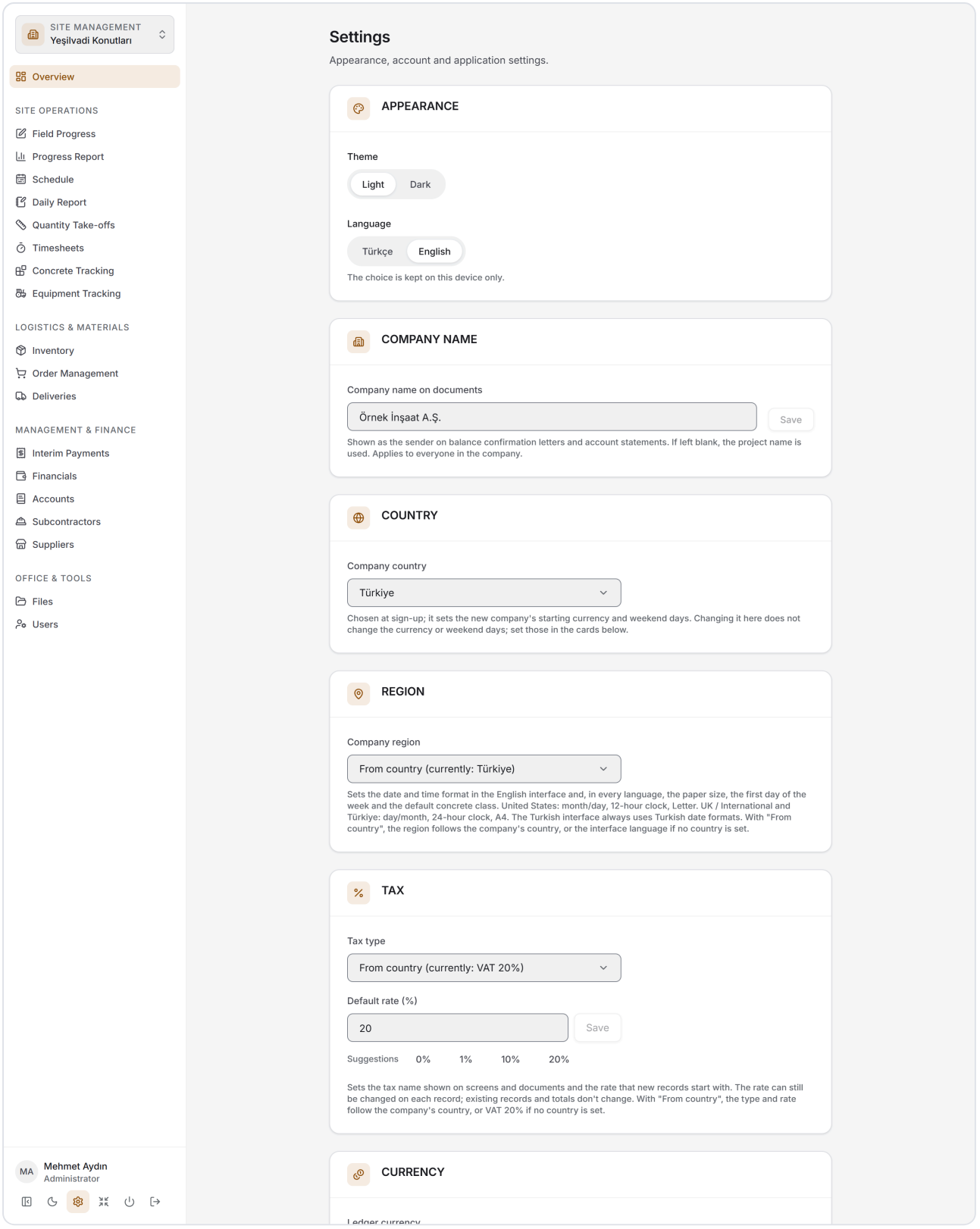
The page asks for no permission. There is no *Settings* row in the project permission matrix, and that is deliberate: the language is every user's own preference. An account with no access to any project, whose permissions have not been granted yet, or that has been suspended can still open Settings. The button works even when every row in the menu is locked.

YOUR ROLE	WHAT YOU SEE
Administrator	The whole page. The company cards (**COMPANY NAME**, **COUNTRY**, **REGION**, **TAX**, **CURRENCY**, **WEEKEND**) can be changed
Any other role	The whole page. The one difference: each company card shows a **read-only field** rather than a choice, and below it reads, for example, *"Only an administrator can change the currency."*

> **Note** The company settings are **not hidden** from users who are not administrators. If they were, they could not tell where the "$" on their screen came from. They see them, they cannot change them.

> **Caution** Settings is reachable only after you have signed in **and chosen a project.** There is no gear button on the sign-in screen or on the project selection screen, so **the language cannot be changed on those two screens.** On first run the app follows Windows' display language, so in normal use this is not a problem; but a user who has changed the language by hand has to sign in first to change it back.

3. Anatomy of the screen



> **Note** The screenshots in this chapter contain no real company data; the names, email addresses and figures are examples.

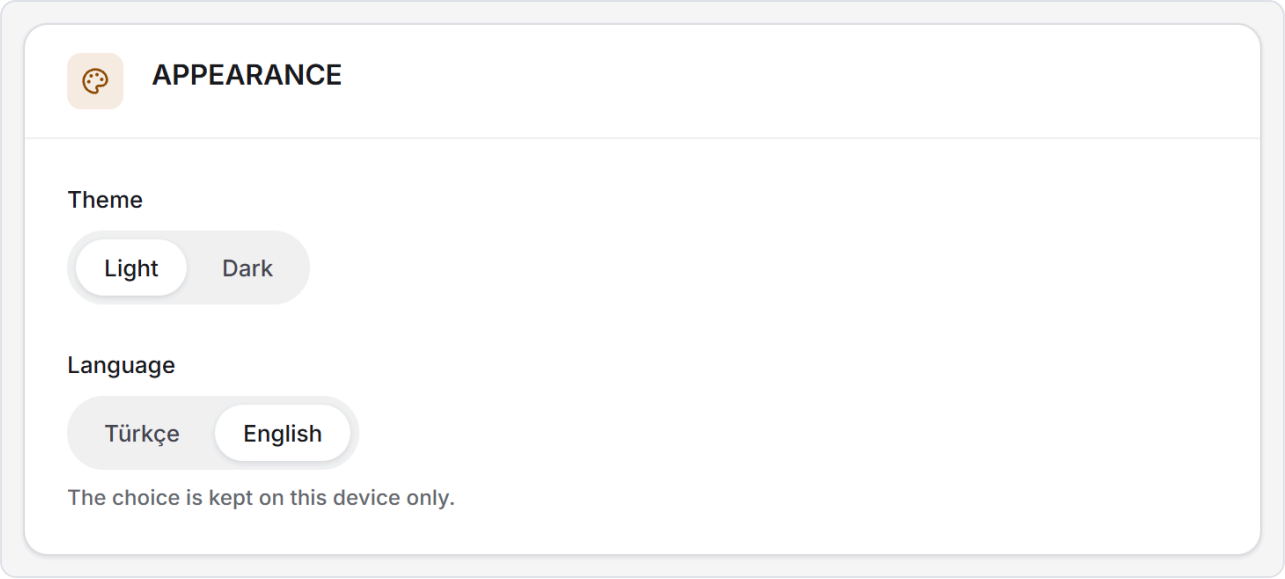
Settings does not look like the other pages in this guide. There is **no** toolbar, no filter bar, no summary strip, no breakdown card and no table. In the middle of the screen there is a narrow column, and in that column **twelve cards** stacked one above the other. At the top of the page sits the **Settings** heading and, below it, the description *"Appearance, account and application settings."*

The order of the cards is fixed and follows one logic from top to bottom — your own view first, then the company's settings, then your account, and what you touch once at the very end:

#	CARD	WHAT IS IN IT
1	**APPEARANCE**	The theme and language switches
2	**COMPANY NAME**	The company name printed on documents
3	**COUNTRY**	The company's country
4	**REGION**	Date format, paper size and first day of the week
5	**TAX**	The tax type and the default rate
6	**CURRENCY**	The company's ledger currency
7	**WEEKEND**	The company's weekend days
8	**ACCOUNT**	Your name, email, role
9	**HELP AND SUPPORT**	The user guide and the support address
10	**LEGAL DOCUMENTS**	Links to the three documents
11	**APPLICATION**	The version number and **Sign out**
12	**DELETE ACCOUNT**	Permanently deleting the account

> **Note** Account deletion is at the bottom and **in a card of its own.** The one action that cannot be undone should not stand next to a neighbouring button.

The APPEARANCE card



Two switches sit one above the other. Both are two-option segmented bars; the selected option appears highlighted.

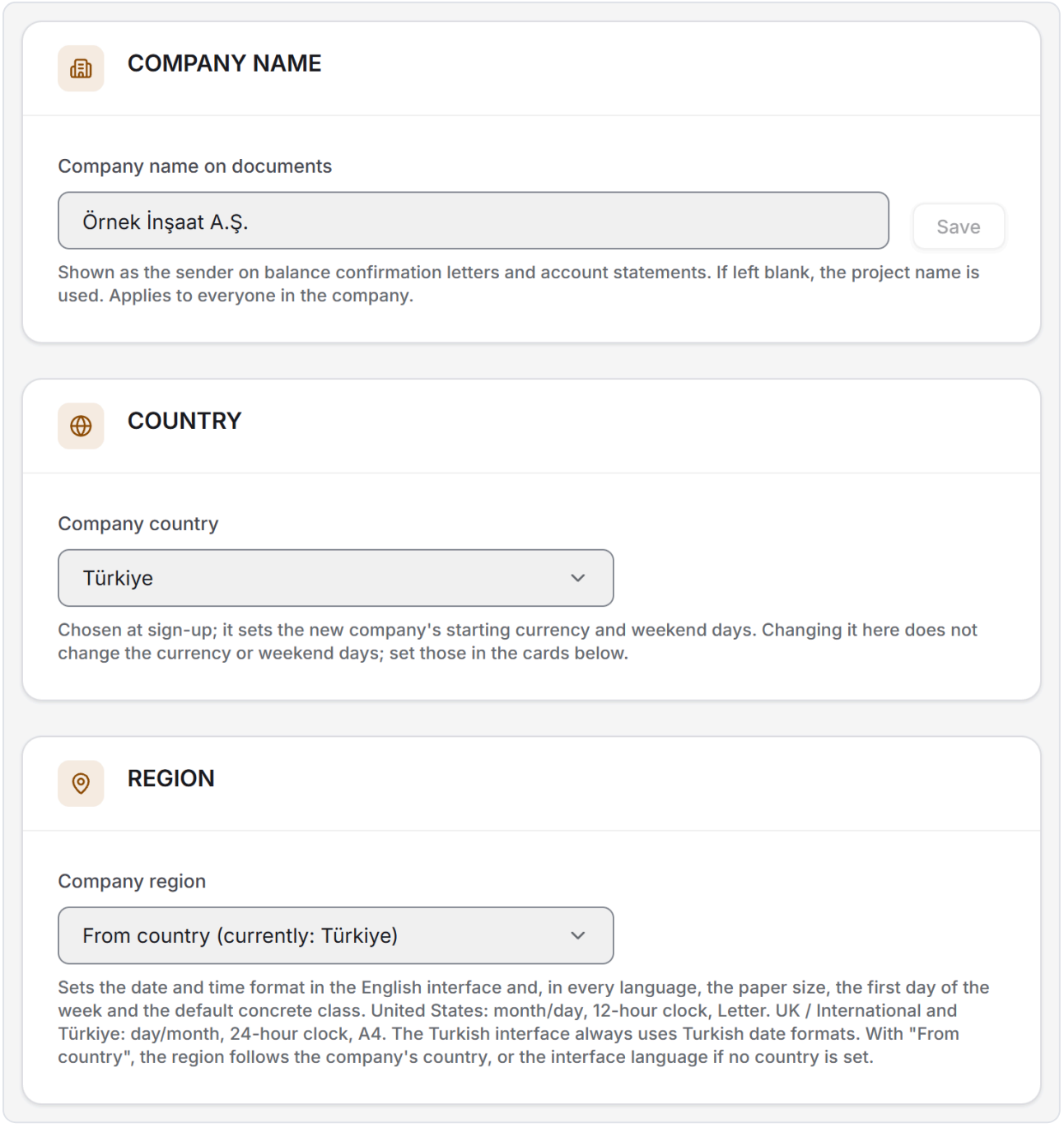
Theme — **Light** or **Dark.** Applied the moment you click.

Language — **Türkçe** or **English.** Applied the moment you click; you do not have to restart the app. Below it reads *"The choice is kept on this device only."*

> **Note** The language names are written **in their own language in both modes**: *Türkçe* and *English* in Turkish mode, the same in English mode. The reason is simple — a user who has switched by accident into a language they cannot read can only find the row back if it is written in their own language.

> **Note** The theme switch is also in the strip at the bottom of the sidebar (the moon/sun icon). They are the same setting; changing one changes the other.

The COMPANY NAME, COUNTRY and REGION cards



COMPANY NAME — the *Company name on documents* box and a **Save** button. The name is *"Shown as the sender on balance confirmation letters and account statements. If left blank, the project name is used."*

COUNTRY — the *Company country* list. It was chosen at sign-up and set the new company's starting currency and weekend days; changing it here **does not change** the currency or the weekend days — those have their own cards below.

REGION — the *Company region* list: **From country**, **United States**, **UK / International** or **Türkiye.** It sets the date and time format in the English interface and, in every language, the paper size, the first day of the week and the default concrete class. United States: month/day, 12-hour clock, Letter; UK / International and Türkiye: day/month, 24-hour clock, A4. With *From country* the region follows the company's country.

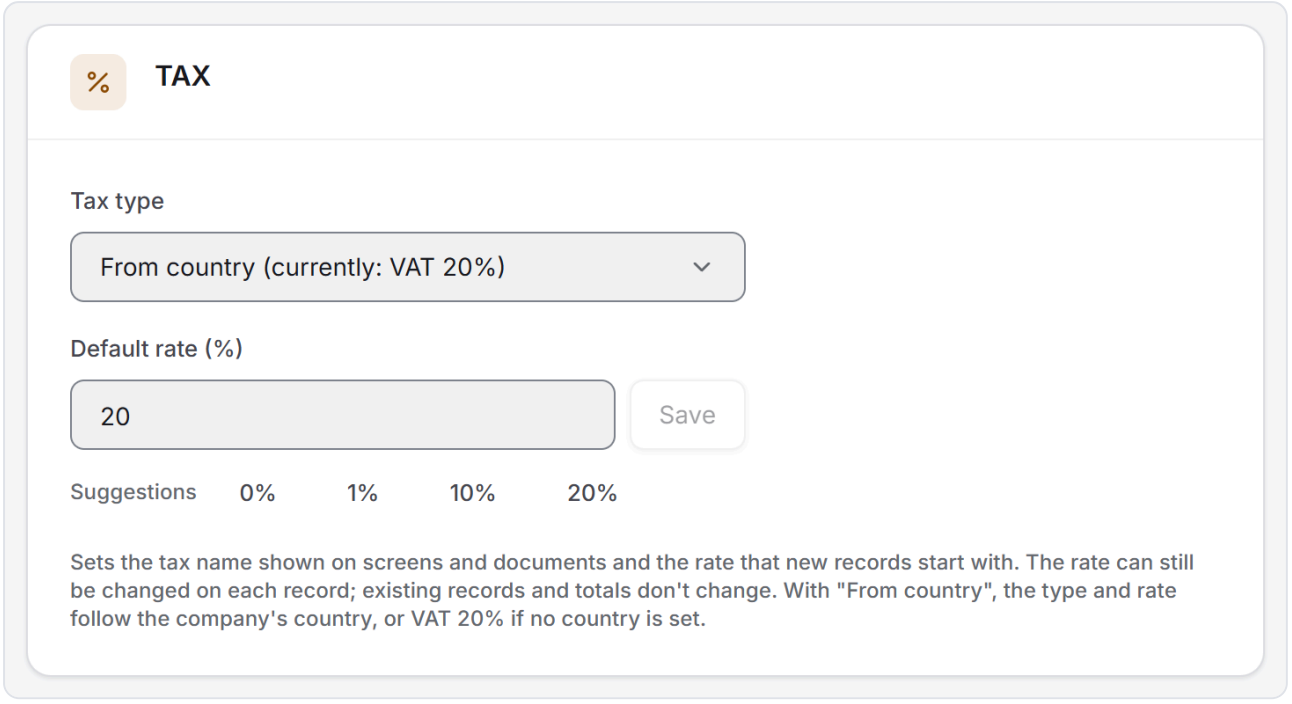
The PURCHASE ORDER DOCUMENT card

The **company address** and **logo** shown as the buyer on the purchase order (Order Management) are entered here; the logo is a PNG or JPEG of up to 1 MB and only your company's users can see it. The **PO number prefix** (up to 12 characters, no spaces; *PO* if blank) and **Numbering** (*Company-wide* or *Per project*) set the PO number the server assigns: prefix, year and sequence, for example *PO-2026-0001*; the sequence starts again at 0001 each year. The example under the box shows your choice. Only an administrator can change these; other users can read them. Changes affect orders opened and documents prepared from now on; existing orders are not renumbered.

The ORDER APPROVAL LIMIT card

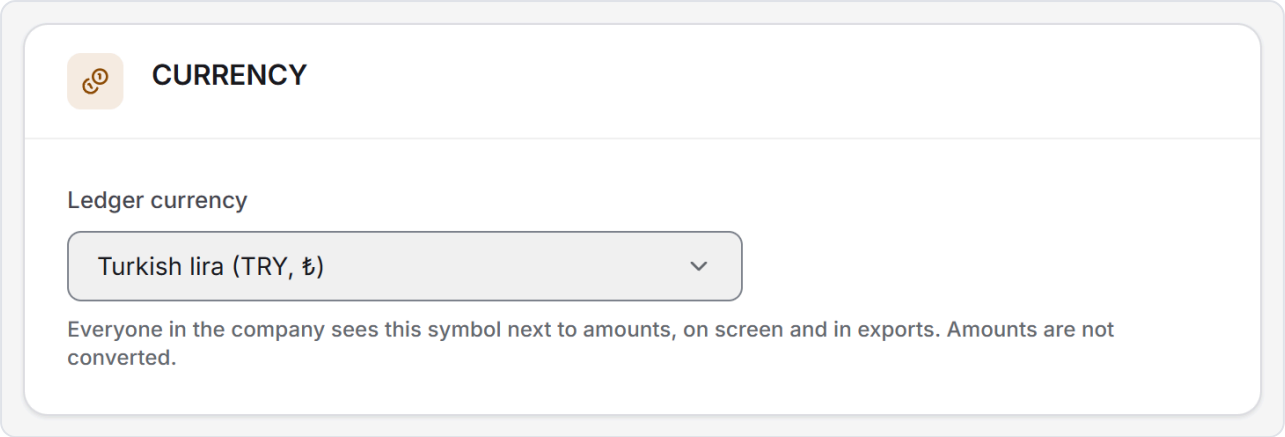
A single amount limit for approving quotes in Order Management. It is **off** by default, and while it is off approval works as before: anyone who can edit Order Management can approve quotes. If you tick **Use an amount limit** and enter a **Limit amount (excl. tax)**, only a company administrator can approve a quote whose amount is **above** the limit; quotes at or below it are approved as before. The amount is the quote's amount excluding tax, in the company currency. The formatted amount appears above the box as you type. Untick the box and press **Save** to switch the limit off. Only an administrator can change it; other users read the limit or *Off*. The card is not drawn at all if the server does not support this setting yet.

The TAX card



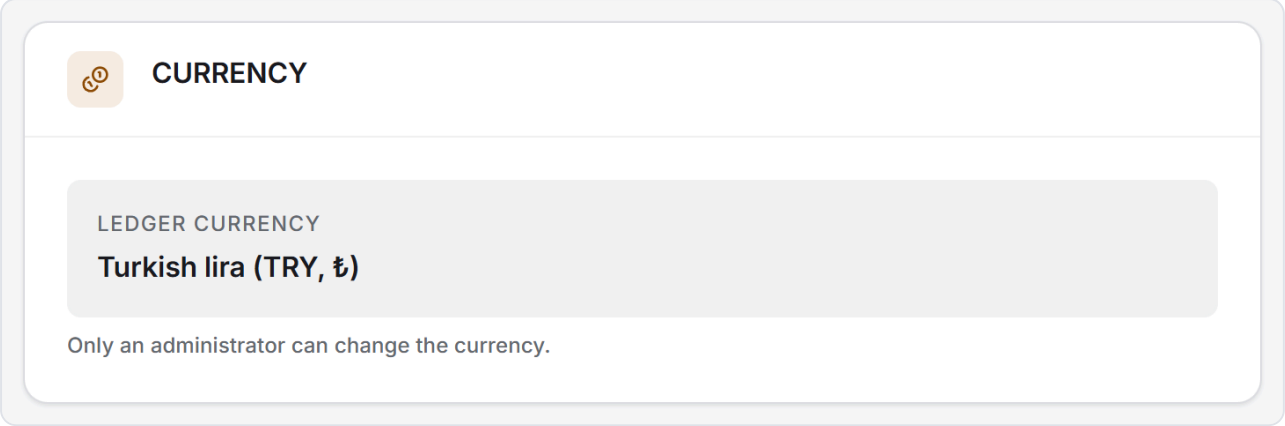
Tax type — **From country**, **VAT**, **Sales tax**, **GST** or **No tax.** The type sets the tax name shown on screens and documents (for example *VAT* or *Sales tax*). **Default rate (%)** — the rate new records start with; the buttons under **Suggestions** fill in the usual rates of the country, and **Save** stores the rate. The rate can still be changed on each record; existing records and totals don't change. With *From country*, the type and rate follow the company's country, or VAT 20% if no country is set. With **No tax**, new records start at 0% and the "excl. tax" notes disappear from the screens.

The CURRENCY card

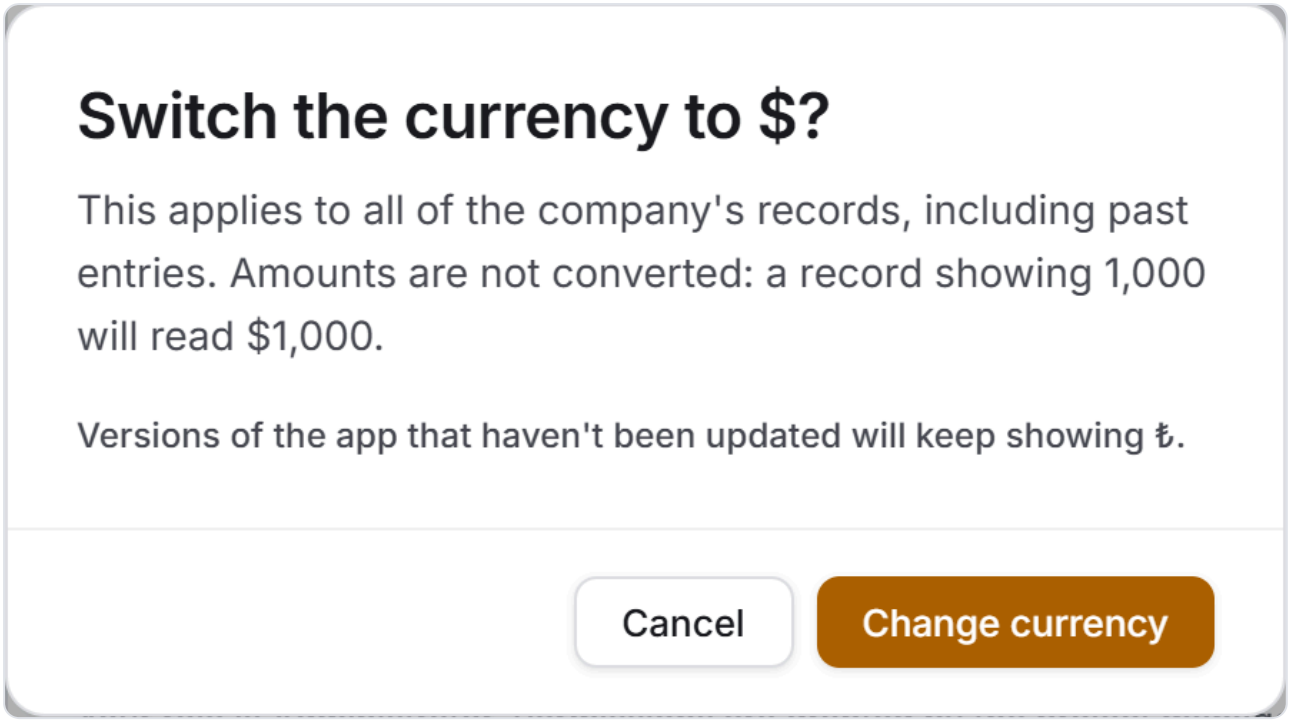


The card carries the company's **ledger currency.** It is a drop-down with nine currencies: **Turkish lira (TRY, ₺)**, **US dollar (USD, $)**, **Euro (EUR, €)**, **British pound (GBP, £)**, **Australian dollar (AUD, A$)**, **Canadian dollar (CAD, C$)**, **UAE dirham (AED)**, **Saudi riyal (SAR)** and **Qatari riyal (QAR)**. Below it reads *"Everyone in the company sees this symbol next to amounts, on screen and in exports. Amounts are not converted."*

On an account that is not an administrator, the same card shows a **read-only field:**

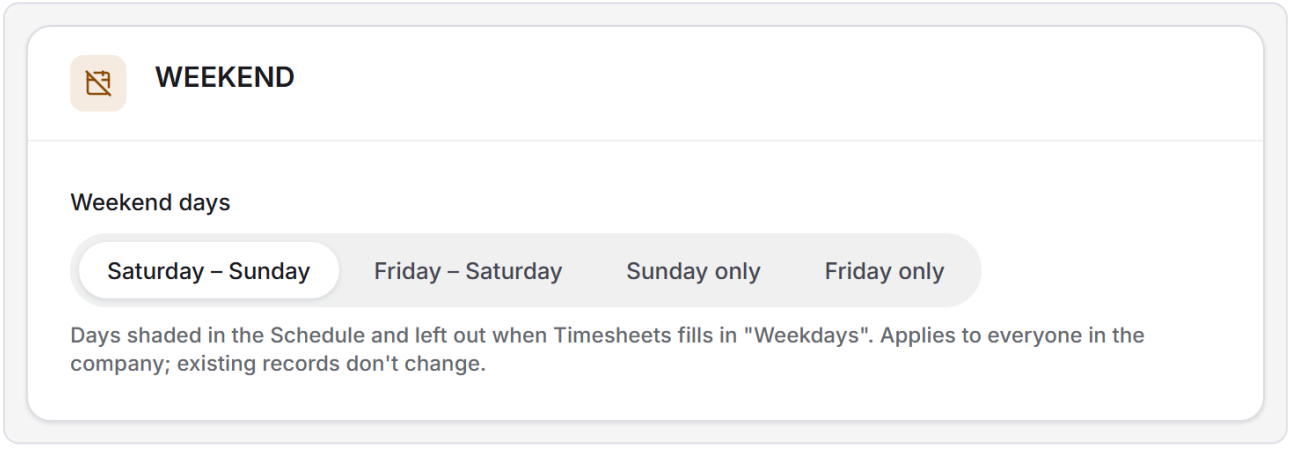


Choosing a currency does **not** save the setting straight away. A confirmation dialog opens first:



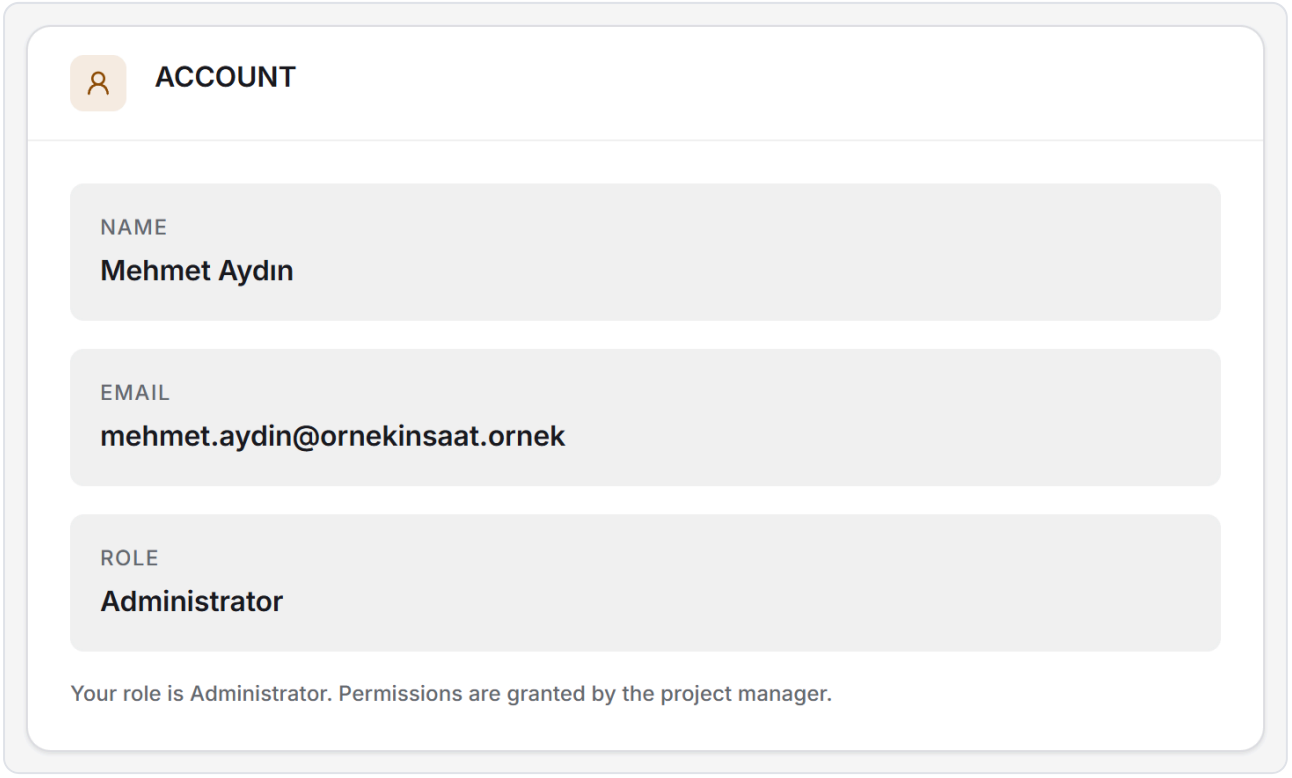
The dialog asks *"Switch the currency to $?"* and says in one sentence what will happen: the setting applies to all of the company's records, including past entries; amounts are not converted, a record showing 1,000 will read $1,000. Below it sits a second line: *"Versions of the app that haven't been updated will keep showing ₺."* The buttons are **Cancel** and **Change currency.**

The WEEKEND card



Weekend days — **Saturday – Sunday**, **Friday – Saturday**, **Sunday only** or **Friday only.** These are the days shaded in the Schedule and left out when Timesheets fills in *Weekdays*. The setting applies to everyone in the company; existing records don't change.

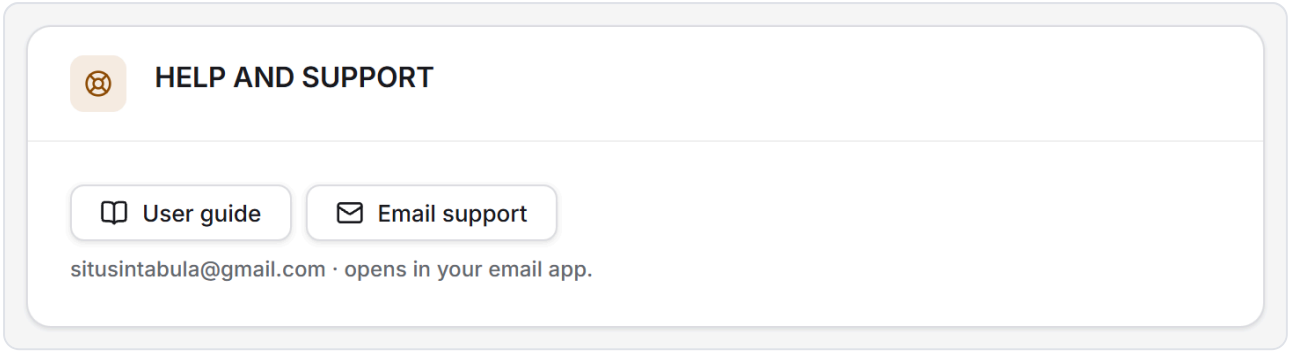
The ACCOUNT card



Three read-only fields: **Name**, **Email**, **Role.** Below them sits one sentence: *"Your role is Administrator. Permissions are granted by the project manager."*

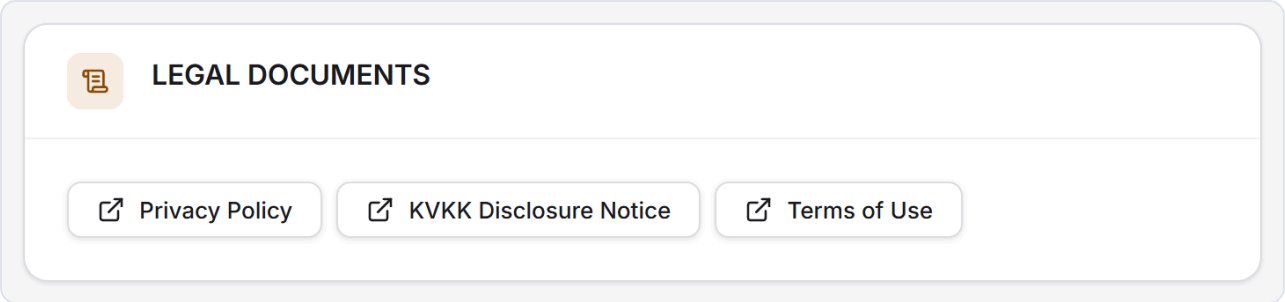
Nothing on this card can be edited. Your name, your email and your role are only displayed here; changing them is the **Users** section's work and belongs to an administrator.

The HELP AND SUPPORT card



Two buttons: **User guide** opens this guide in the computer's browser; **Email support** opens a new email to the support address in your email app, with the app's version already in the subject. If no email app is found, the address is copied to the clipboard instead.

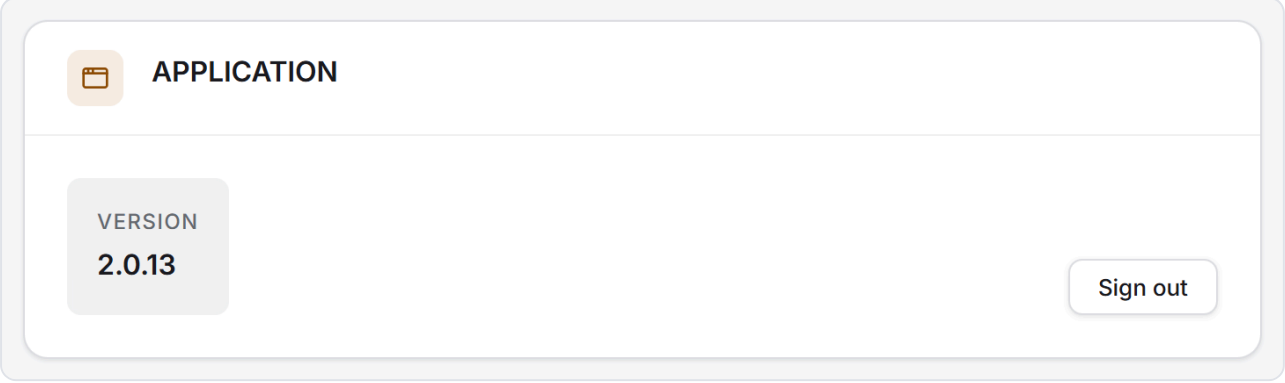
The LEGAL DOCUMENTS card



Three buttons side by side: **Privacy Policy**, **KVKK Disclosure Notice**, **Terms of Use.** Each carries an outward arrow icon — the document opens in **the computer's browser**, not inside the application.

These are the same documents you accepted when you registered. When the app is in English mode the links open the English version of the pages.

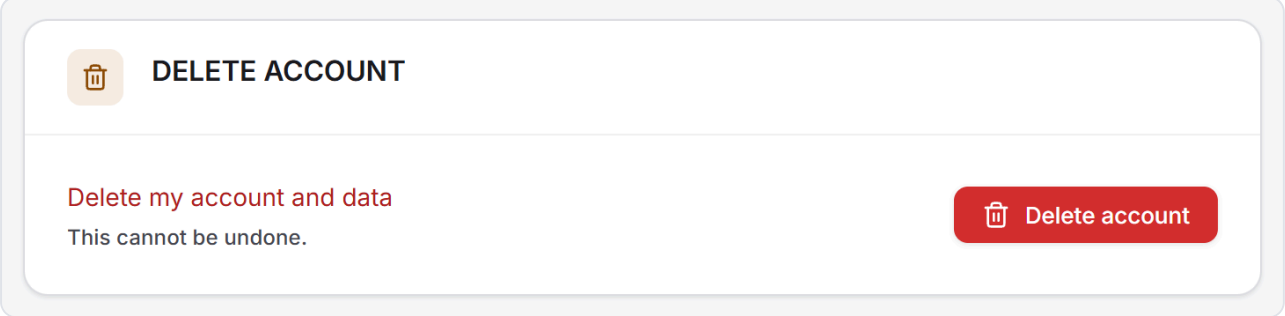
The APPLICATION card



On the left the **Version** field, on the right the **Sign out** button. The version is the number of the installed application; it is the first thing you are asked when you ask for support.

Sign out returns you to the sign-in screen. It does the same job as the sign-out button in the sidebar.

The DELETE ACCOUNT card



On the left a red line — *"Delete my account and data"* — and below it *"This cannot be undone."* On the right the red **Delete account** button.

Pressing the button deletes nothing. The only thing it does is ask the server *"if I delete my account, what goes with it"*; the button reads **Loading…** until the answer arrives, then a dialog opens. The question is not destructive, it only counts.

If the question cannot be answered, a red banner appears above the card: **Could not start account deletion**, with the reason below it. No dialog opens.

4. Fields

FIELD	WHAT IT MEANS	WHO CAN CHANGE IT	WHERE IT IS KEPT
Theme	Whether the app looks light or dark	Anyone, for themselves	On this computer
Language	The language the app speaks — Türkçe or English	Anyone, for themselves	On this computer
Company name on documents	The sender name on letters and statements	Administrators only, for the whole company	On the server, in the company record
Company country	The company's country	Administrators only, for the whole company	On the server, in the company record
Company region	Date format, paper size, first day of the week	Administrators only, for the whole company	On the server, in the company record
Tax type · Default rate	The tax name and the rate new records start with	Administrators only, for the whole company	On the server, in the company record
Ledger currency	The currency written next to amounts (nine options)	Administrators only, for the whole company	On the server, in the company record
Weekend days	The company's non-working days	Administrators only, for the whole company	On the server, in the company record
Name	The account's display name	An administrator, from the **Users** section	On the server
Email	The address you sign in with	An administrator, from the **Users** section	On the server
Role	Administrator · Site manager · Field engineer · Subcontractor · Viewer · Suspended	An administrator, from the **Users** section	On the server
Version	The number of the installed application	Cannot be changed; rises with an update	—

The fields in the account deletion dialog are separate and all come from the server:

FIELD	WHAT IT MEANS
Company	The name of the company to be deleted. Drawn only in the company-owner branch, and only if the company has a real name
Projects	The number of projects to be deleted
User accounts	The number of accounts to be deleted. If any belong to someone else, the count of those is written next to it

5. Step by step

5.1 Changing the theme

1. Press the gear icon at the bottom of the sidebar.
2. In the **APPEARANCE** card, choose **Light** or **Dark** from the **Theme** switch.

The change is applied immediately and kept; the next time you open the app, the theme you chose comes up.

5.2 Changing the language

1. Open Settings.
2. In the **APPEARANCE** card, choose **Türkçe** or **English** from the **Language** switch.

The whole screen moves to the new language at once. Open dialogs are translated too; you do not have to close and reopen anything.

> **Note** Numbers, dates and money formats change with the language as well. Turkish mode writes `1.234,50`, English mode `1,234.50`.

5.3 Changing the currency (administrators only)

1. Open Settings.
2. Choose the currency you want from the drop-down in the **CURRENCY** card.
3. Read what will happen in the dialog that opens.
4. Press **Change currency.** While it is being saved the button reads **Saving...**

The drop-down **stays on the old currency** until you confirm. It moves to the new one only after the server has accepted it; from that moment everyone in the company sees the new symbol. If it cannot be saved the dialog does not close and the reason is written inside it in a red banner; when you leave with **Cancel**, the same warning stays above the card. In other words, the symbol you see on screen is always the value on the server.

> **Caution** This setting does **not convert** amounts. There is no exchange rate and past records are not recalculated. A line reading 1,000 in the ledger reads $1,000 once the currency is switched to dollars. Choose the setting according to the currency the company actually keeps its books in; do not use it to view a report temporarily in another unit.

5.4 Reading a legal document

1. Open Settings.
2. Press the document's name in the **LEGAL DOCUMENTS** card.

The document opens in a new tab in the computer's browser. The application stays open.

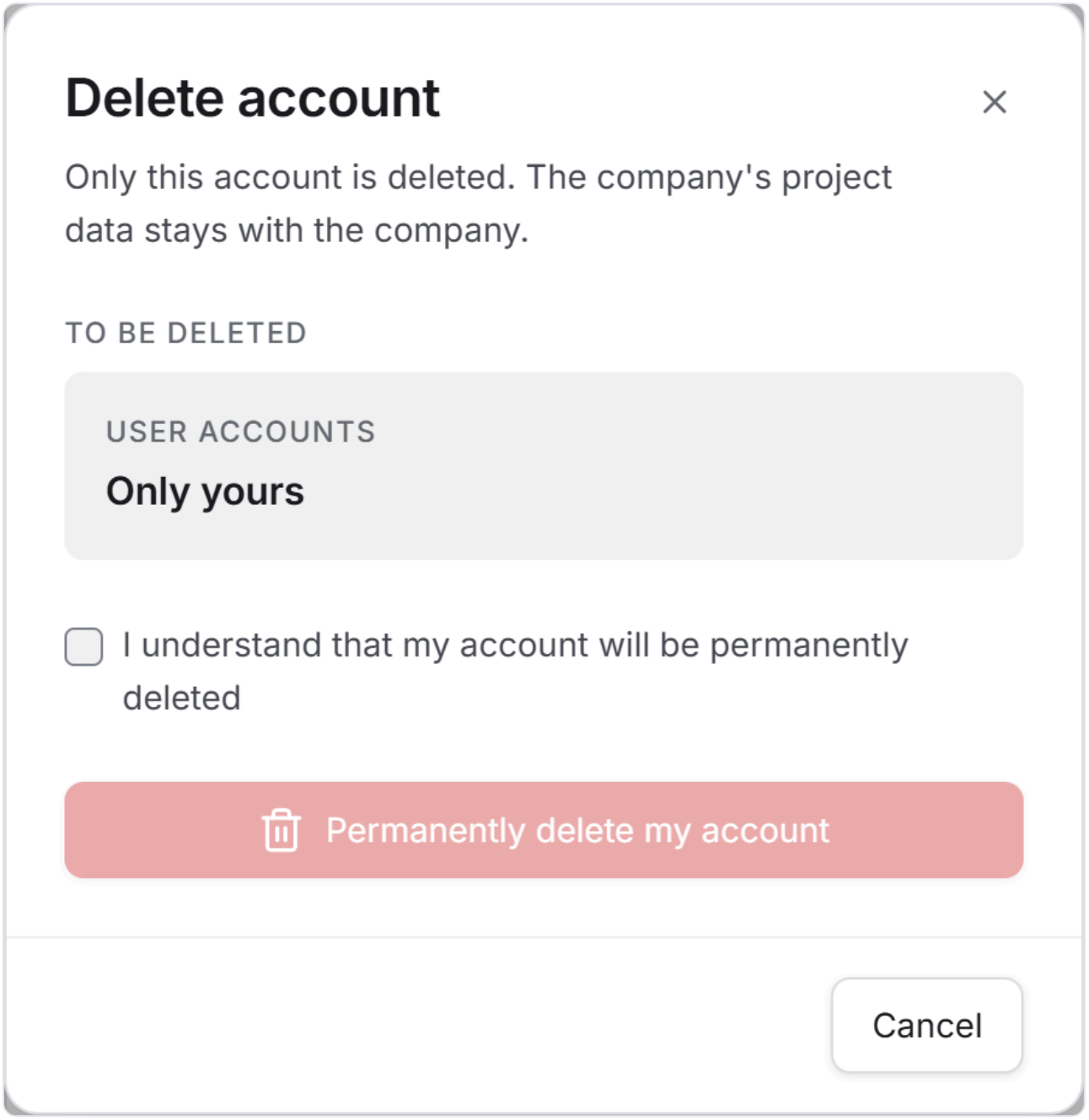
5.5 Finding the version

1. Open Settings.
2. Read the **Version** field in the **APPLICATION** card.

5.6 Deleting your own account

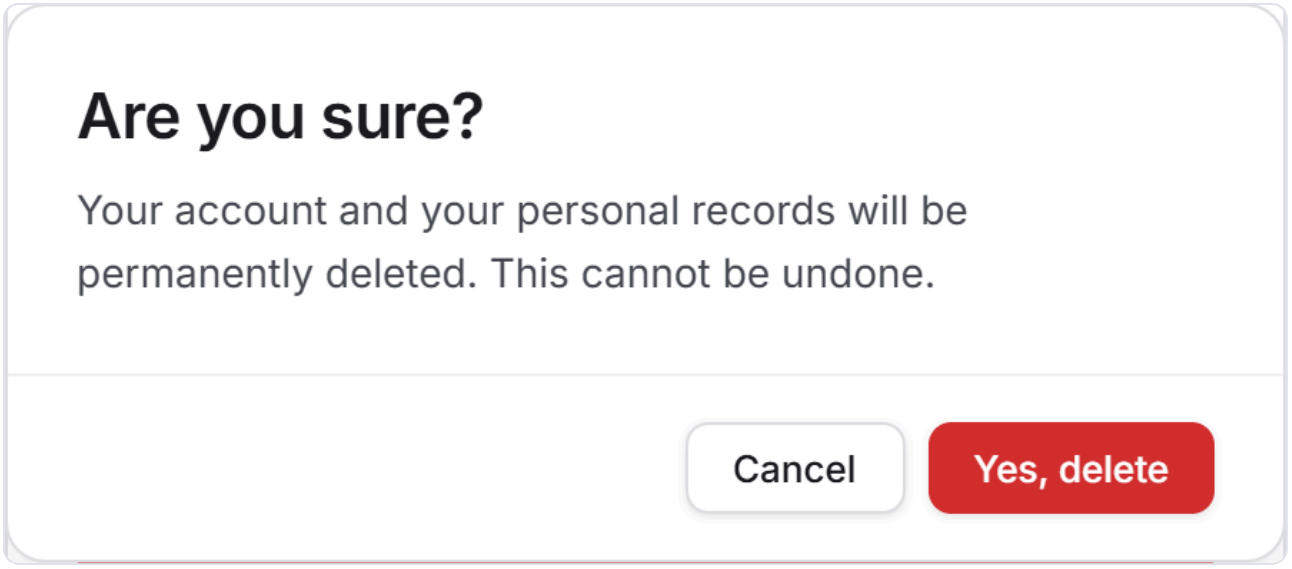
> **Caution** This **cannot be undone.** A deleted account and its records cannot be brought back.

1. Open Settings and scroll to the bottom.
2. Press **Delete account.** The app asks the server what will go.
3. In the **Delete account** dialog that opens, read the figures under the **TO BE DELETED** heading.



If only your account is to be deleted, the dialog begins with *"Only this account is deleted. The company's project data stays with the company"* and the **User accounts** field reads *Only yours*.

1. Tick the *"I understand that my account will be permanently deleted"* box. The red button below does not work until the box is ticked.
2. Press **Permanently delete my account.**
3. In the second dialog — **Are you sure?** — press **Yes, delete.**



When the deletion is complete the app **returns you to the sign-in screen automatically.**

You can back out at every step: the **Cancel** button at the bottom of the dialog, or a click outside the dialog, is enough. Until the deletion starts, nothing happens.

5.7 Deleting the account as the company owner

> **Caution** When the account that owns the company is deleted, **all of the company's data and the other user accounts in the company are permanently deleted too.** This is an action that ends several people's work at once.

The steps are the same as 5.6, but the dialog speaks differently:

Delete account

This account owns the company. Deleting it also permanently deletes all of the company's data and the other user accounts in the company.

TO BE DELETED

COMPANY

Örnek İnşaat A.Ş.

PROJECTS

5 projects

USER ACCOUNTS

11 accounts (10 belong to others)

⚠ **Cancel your subscription separately**

Deleting your account does not cancel a Google Play or App Store subscription bought on your phone. You need to cancel it separately in the store where you bought it.

☐ I understand that all of the company's data and the other accounts will be permanently deleted

The dialog begins with *"This account owns the company. Deleting it also permanently deletes all of the company's data and the other user accounts in the company."* Under **TO BE DELETED** you see the company's name, the number of projects and the number of accounts; next to the accounts line is written how many of them belong to someone else. The text of the tick box changes too: *"I understand that all of the company's data and the other accounts will be permanently deleted."* The red button reads **Permanently delete the company and account**, and the second confirmation repeats the number of accounts that will go.

If your account has a subscription bought on a phone, a yellow warning banner also appears in the dialog: **Cancel your subscription separately.** Deleting the account does not cancel the subscription; you have to cancel it separately in the store where you bought it.

> **Note** **The server** decides the scope of the deletion, not the app. If the situation on the server has changed while you were confirming (the last person in the company has left, ownership has been transferred), the deletion is refused and nothing is deleted; a banner in the dialog says why.

6. Things worth knowing

Language and theme belong to the computer, not to the account. Signing in with the same account on another computer means choosing them again there. They are not sent to the server and are not kept anywhere an administrator can see.

On first run the language comes from Windows' display language. If the computer's language is Turkish the app opens in Turkish, otherwise in English. Once you have chosen by hand the system language is no longer consulted — your choice stays. The theme always starts on **Light.**

The currency is only a symbol and a format. There is no exchange rate in the app, no conversion, and past records are not recalculated.

The currency can be changed from a phone too. The Android and iOS versions carry the same setting. When it is changed from another device, the Windows version re-reads the server every time you return to the window, so you do not have to close and reopen the app.

If the server does not support this setting, saving fails. If you are connected to an older server the card reads *"The server doesn't support this setting yet. Try again once the server has been updated."* This is not a fault, it means the server has not been updated yet.

Name, email and role cannot be changed from this page. All three are only displayed. Changing them happens in the **Users** section and by an administrator's hand.

The password is not changed from this page. The way to change a password is the **Forgot password** link on the sign-in screen: a link arrives at your email address and you set the new password there.

The legal documents do not open inside the application. They open in the computer's browser; this is deliberate, because a web page opened inside the app's own window has no back button.

Account deletion is a single operation on the server. Either everything is deleted or nothing is. While it is running the dialog does not close and **Cancel** does not work — since closing the screen would not stop the request, this is deliberate.

The subscription warning is drawn on Windows too. The Windows version is not sold through a store, but the subscription information comes from the server: a company owner who subscribed from their phone needs to see the warning when they delete their account from the computer.

Settings has no Excel or PDF export. The page keeps no records, so there is nothing to export.

The version field is filled in only in the real application. Run outside the app's own window, the field shows a dash (`—`); a thing that is not running was left blank rather than made to show a wrong number.

7. Related sections

- **Getting started** — what the theme, language and currency mean on first use is described briefly there; this chapter is the full account of the same settings.
- **Users** — your name, email and role are managed from there. Settings only displays them.
- **Financials**, **Interim Payments**, **Accounts**, **Order Management**, **Inventory** and every section that shows amounts — the currency symbol next to them comes from the **CURRENCY** setting on this page. The Excel and PDF exports carry the same symbol.
- **Projects** — Settings is reachable only after a project has been chosen; there is no gear button on the project selection screen.