



Sitabula

Construction Site Operations

User Guide

Windows edition



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Getting started

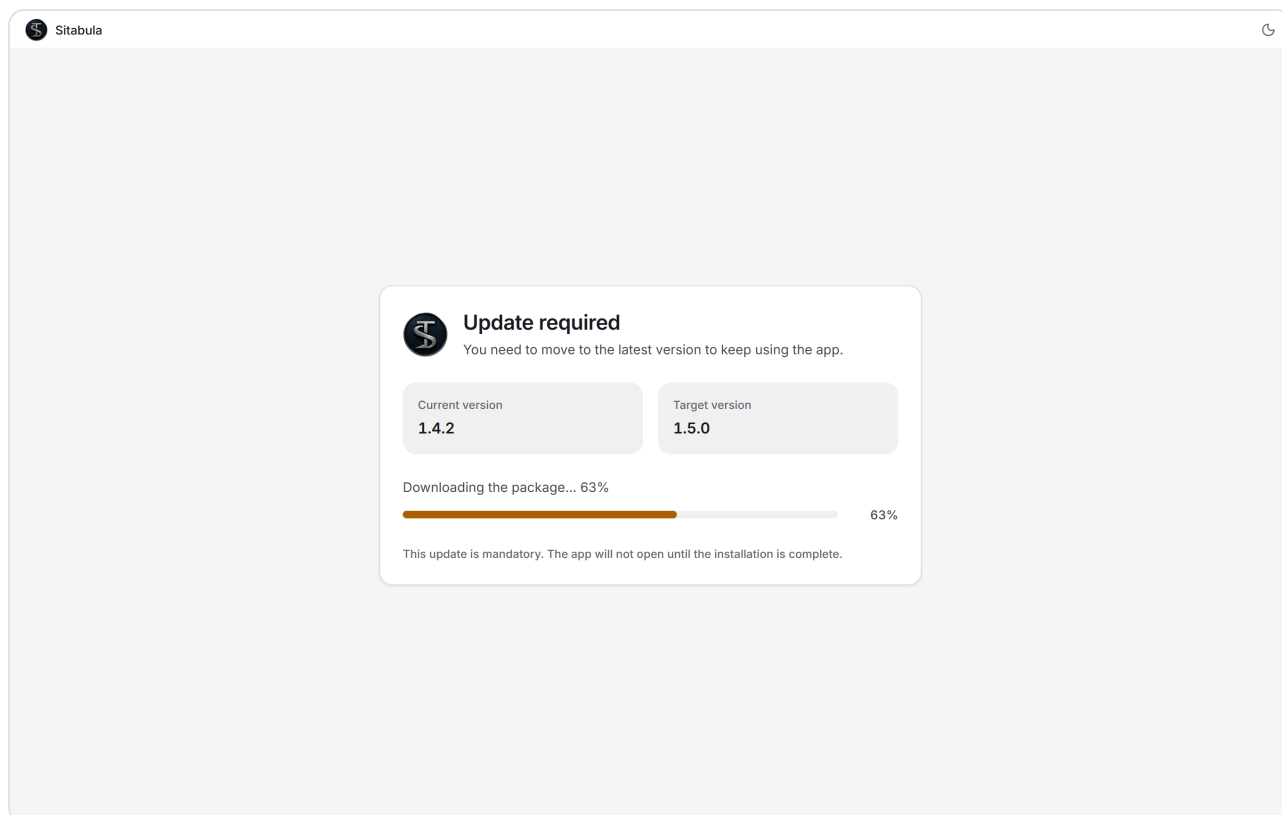
Sitabula is a construction site management program that gathers everything a site produces — on site and in the office — in one place. How much of the work is done, timesheets, material orders, progress payments, current accounts: it all sits under the same project, and a record entered in one module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

Run the whole site from one place.

We are moving to a new interface language for clearer navigation, stronger visual hierarchy and a more dependable experience built for the site.

- Clear layout**
We break dense data screens into blocks that are easier to read.
- Fast action**
We make frequent tasks more visible and quicker to reach.
- Secure access**
The device verification flow is preserved; the experience is now more refined and more modern.

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Welcome back

Sign in with your account details to continue with your project.

Email
name@company.com

Password
Enter your password

[Forgot password](#)

Sign in

[No account yet? Sign up](#)

Secure sign-in
An account is used on one computer only. If this computer needs verification, the transfer request flow starts.

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 a **Request transfer** button. When you press it the request goes to your service provider, and the message on screen reads *"Your device change request has been sent to your administrator."* Once your service provider approves it, you can sign in from this computer.

Note You cannot approve it yourself, and neither can anyone inside your company: a device transfer is approved by your **service provider**. The wording on screen says "administrator"; that is who approves it. Seeing this screen is normal if you have changed computers or if your computer has been reinstalled.

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.

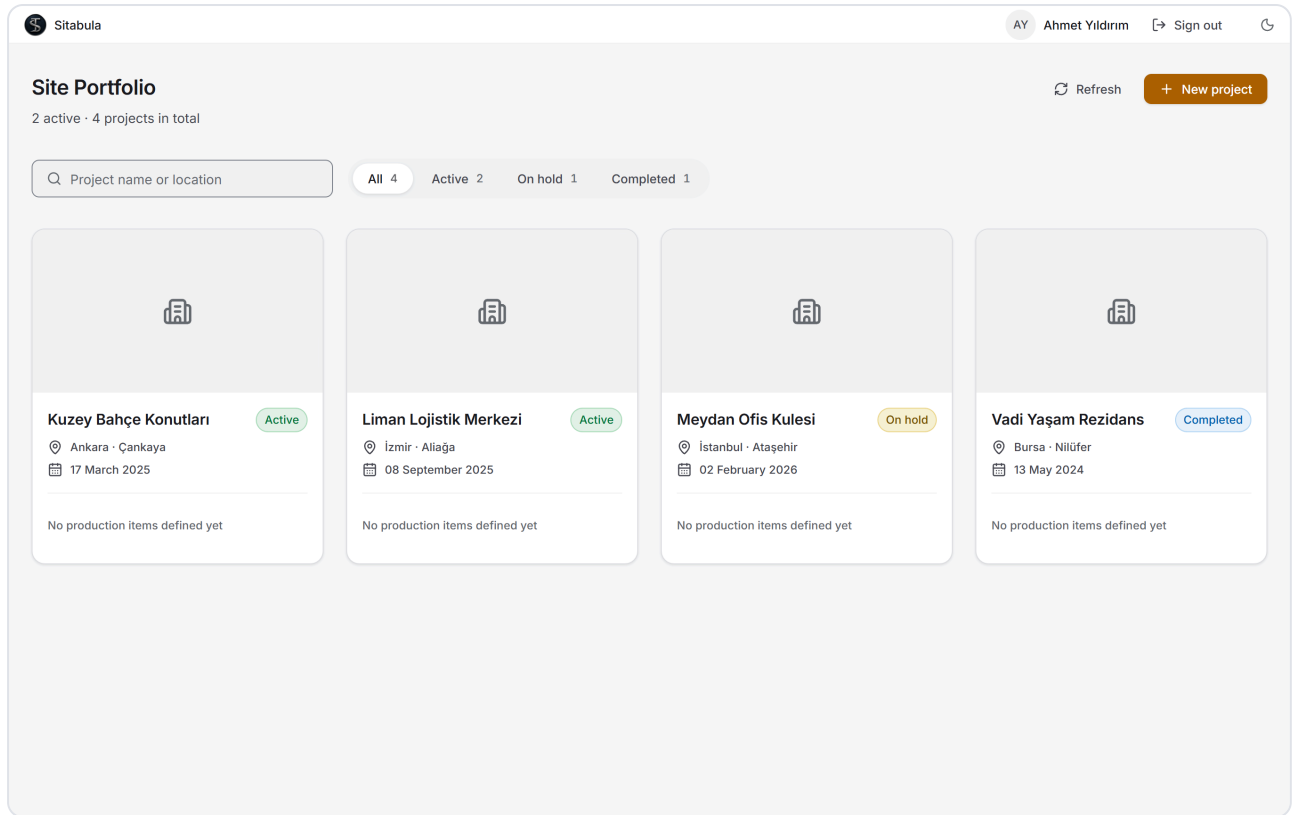
Only the **missing** documents are listed; something you have already accepted is not put in front of you again. You can open each document in your browser, read it, tick its box and then choose **I accept and continue**.

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 — Site Portfolio

After signing in you do not land in a project straight away; the **Site Portfolio** 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 production 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:

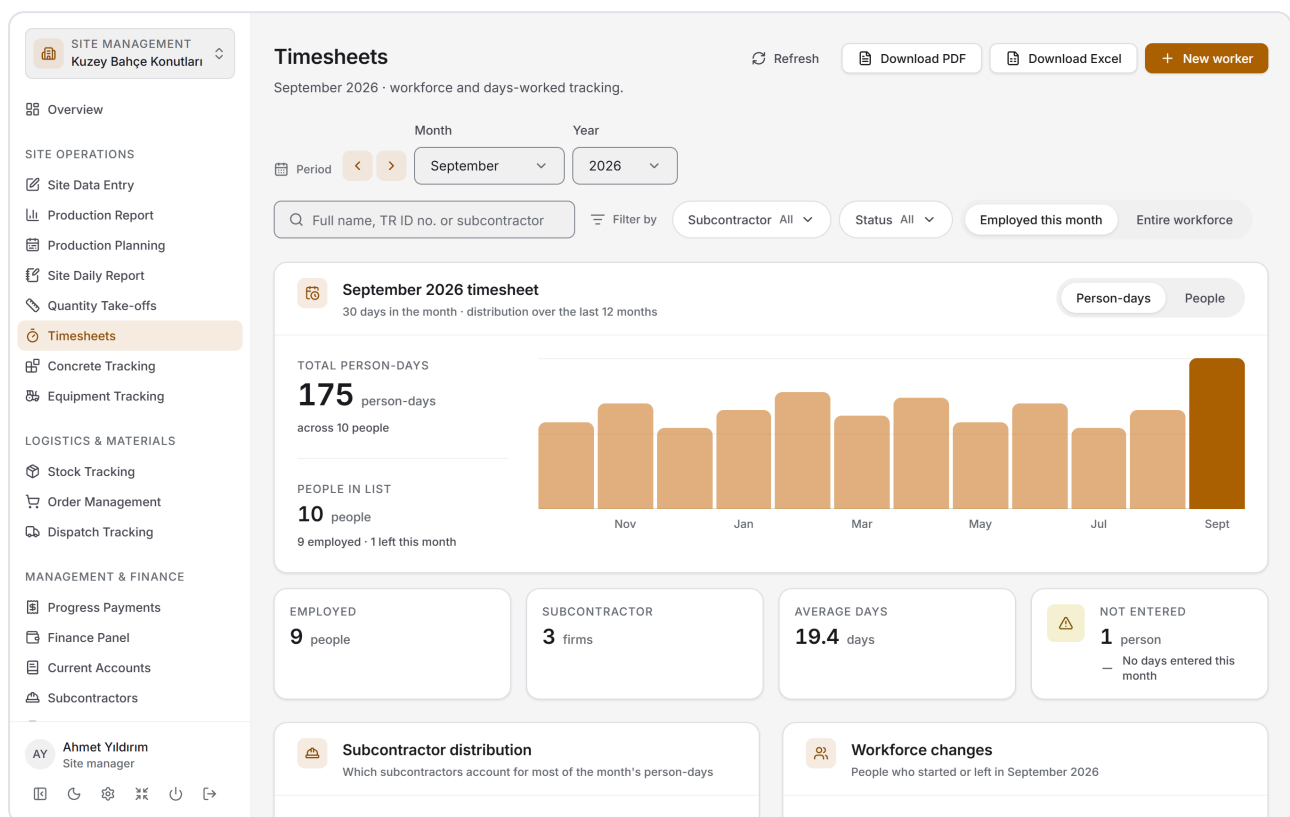
WHAT YOU SEE	WHAT IT MEANS	WHAT TO DO
A message saying your account is pending	Your role is Suspended	Talk to your administrator; no project appears until your account is activated
A message saying the company has no projects	You are an administrator but no project has been created yet	Create a project
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 Site Portfolio, where you can pick a different project.

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

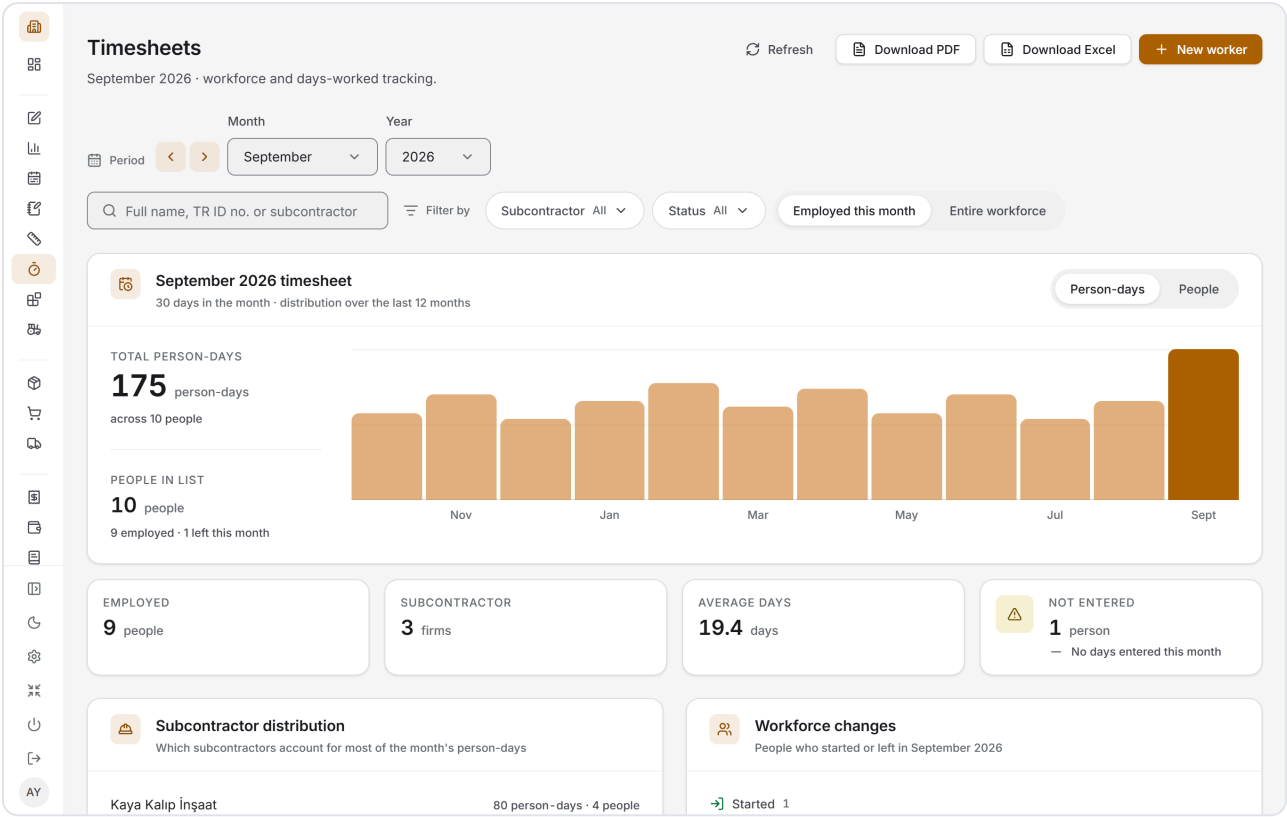
GROUP	MODULES
<i>(no heading)</i>	Overview
Site Operations	Site Data Entry · Production Report · Production Planning · Site Daily Report · Quantity Take-offs · Timesheets · Concrete Tracking · Equipment Tracking
Logistics & Materials	Stock Tracking · Order Management · Dispatch Tracking
Management & Finance	Progress Payments · Finance Panel · Current 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.

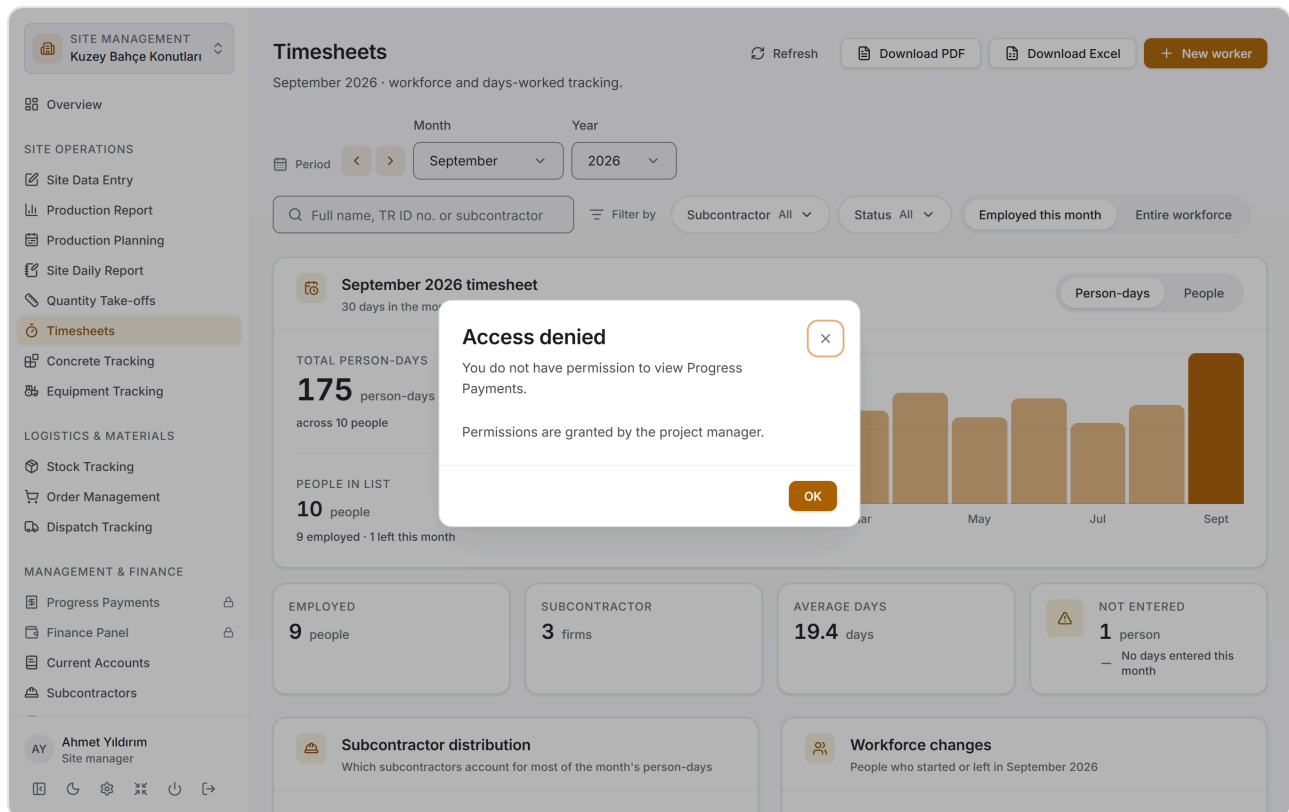
ROLE	WHAT IT MEANS
Administrator	Full access to all projects and all pages. User management is open to this role only; the permission matrix does not apply to administrators.
Site manager	Access is set by the per-project permission matrix.
Field engineer	Access is set by the per-project permission matrix.
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."*

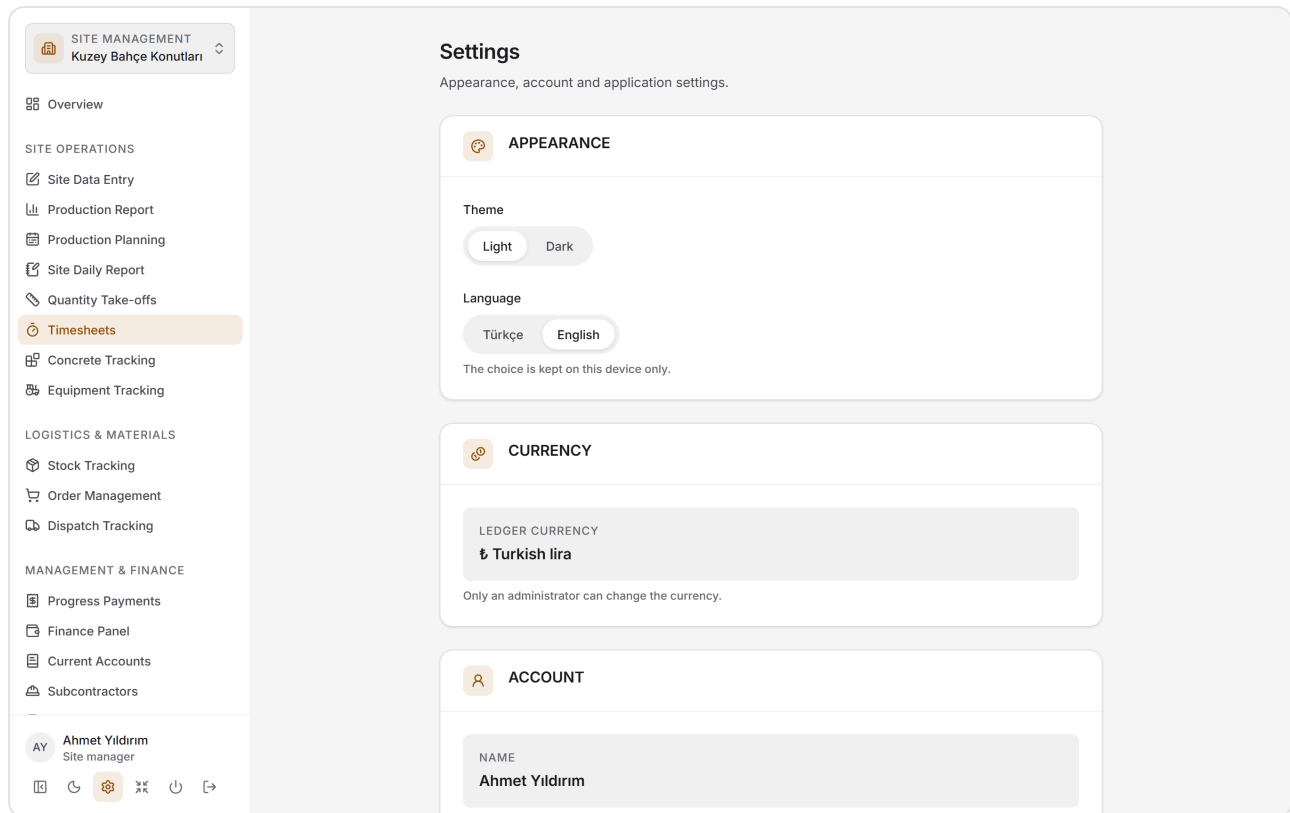
Note While permissions are still loading, or when the server cannot be reached, the menu is **not restricted**. Telling you "you have no permission" during a network outage would turn a non-problem into a real one. The actual security gate is on the server; the padlocks in the menu only shape what you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

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.

The settings screen also carries your account's name, email and role; 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, Stock Tracking and so on.
Permission	A user's right to view or edit a particular module in a particular project.
Block / Unit / Room	The physical breakdown of a project. Production records hang from this tree.
Production 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.
Progress payment	The periodic calculation of what the completed work is worth.
Current 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 **Site Portfolio** 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:

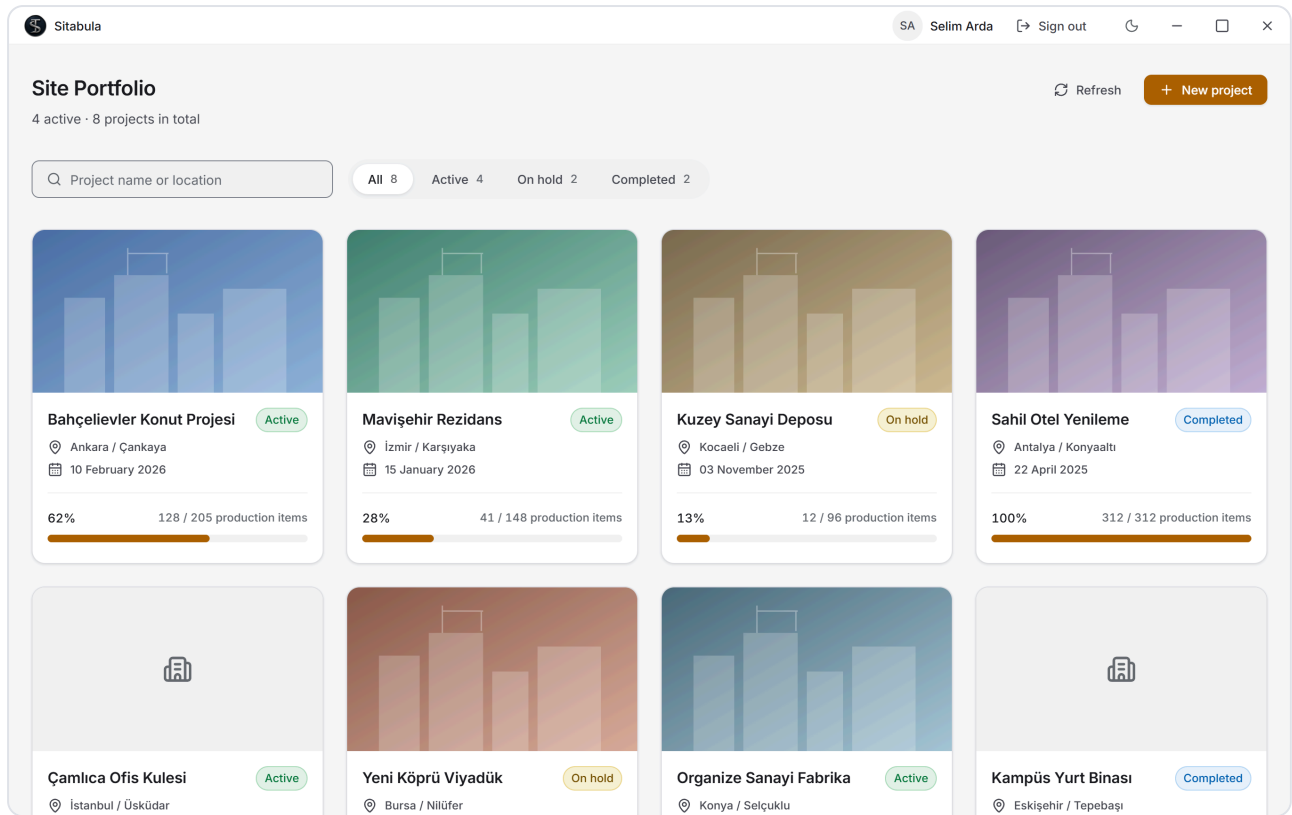
YOUR ROLE	WHAT YOU SEE IN THE LIST
Administrator	Every project in the company
Other roles	Only the projects opened to you. A project that is not opened to you does not appear at all, not even by name
Suspended	Nothing. The screen tells you the account has been suspended

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 **Site Portfolio**, and the single line under it summarises the list. It can say two things:

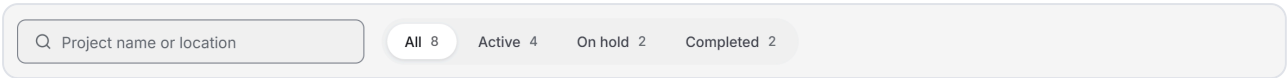
WHEN	WHAT IT SAYS
Search and filter are empty	How many projects are active , and how many there are in total
A search or filter is in use	How many projects matched , and how many there are in total

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 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

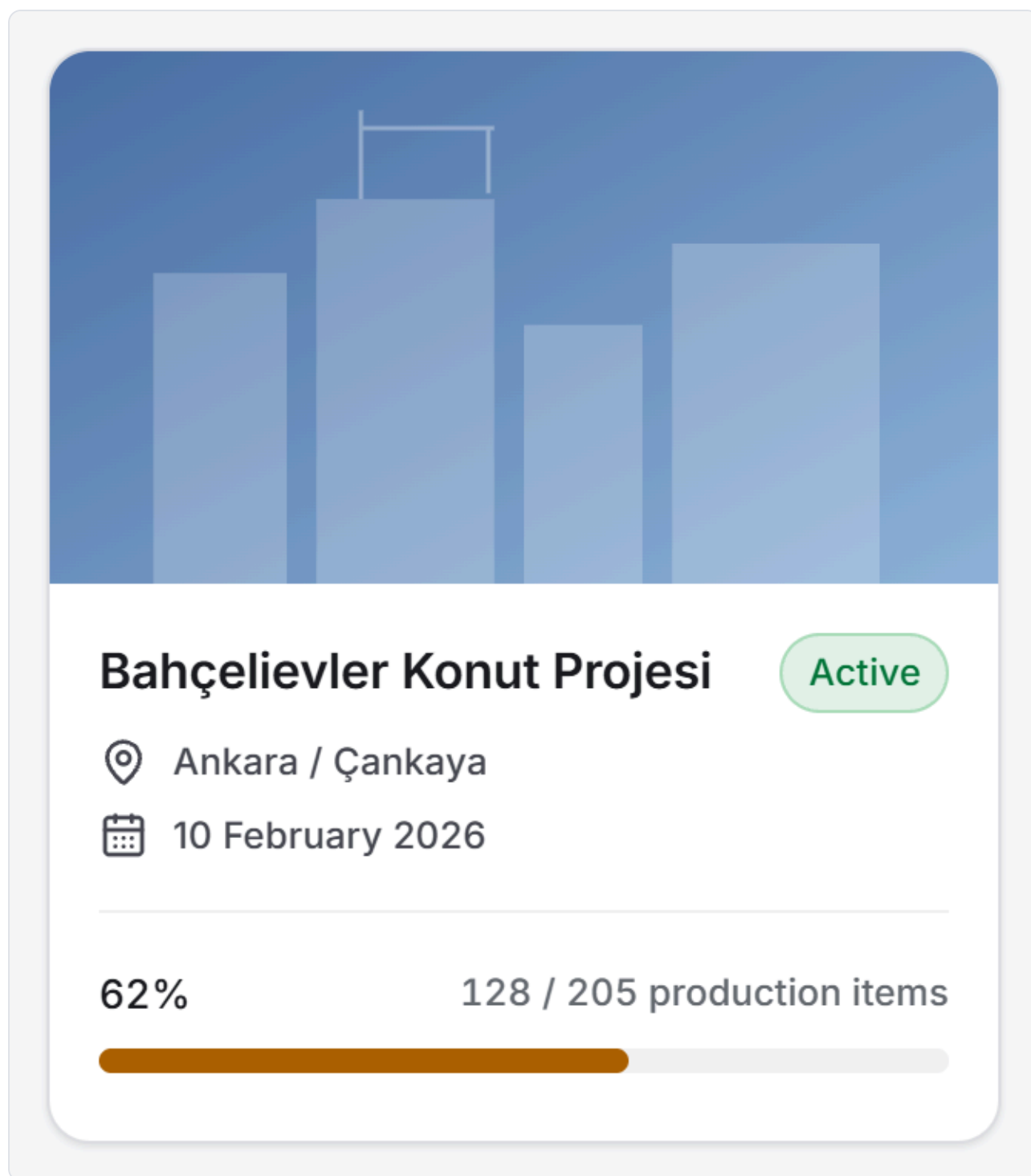


This band is drawn only when the list **has** projects. On the left is the **Search projects** box; you type a project name or a location into it. While it holds text, a clear button appears at its right end. Next to it stands the four-button status filter: **All · Active · On hold · Completed**. Each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

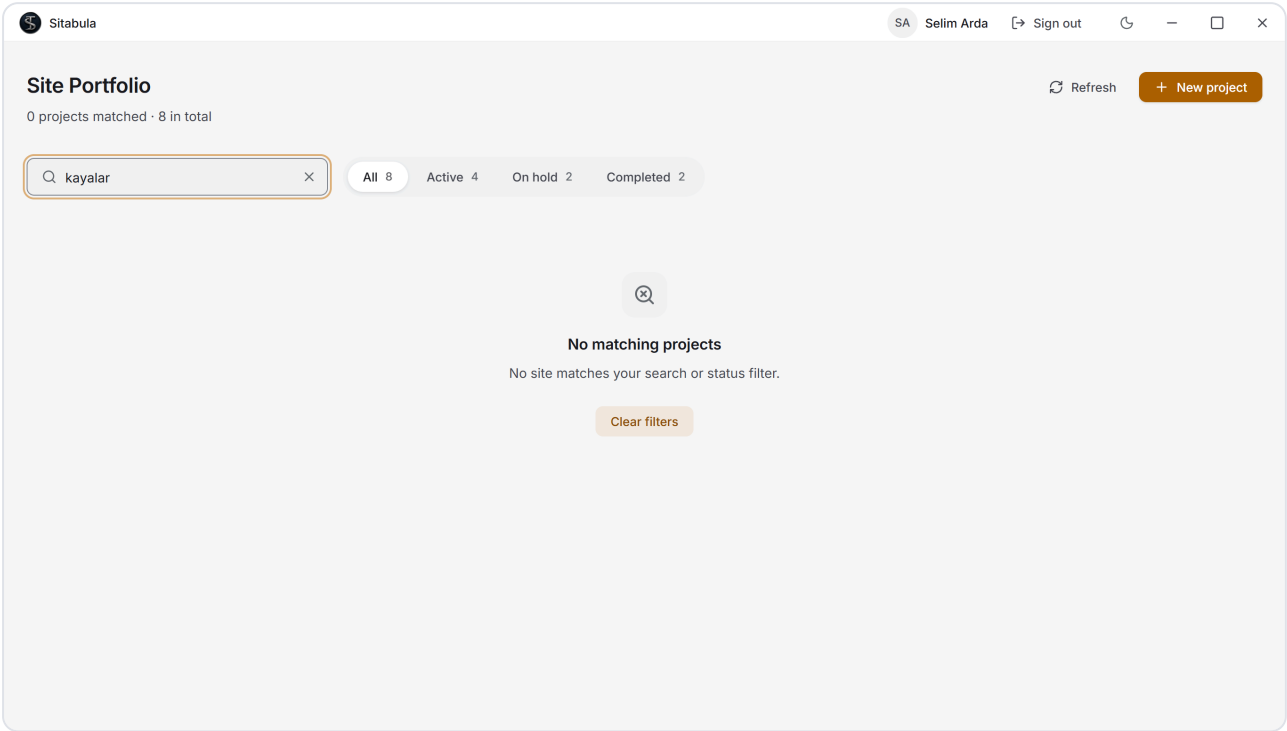
The **whole card is a button** — there is no separate "Open" button; clicking the card opens the project. The keyboard takes the same route: Tab moves between cards, Enter opens.

The progress line can say four things:

- A percentage with the ratio beside it — for example *"128 / 205 production items"*.
- *"No production 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 **Block / 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 production items in the project's total
The ratio on the card	Completed production items / total production 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.

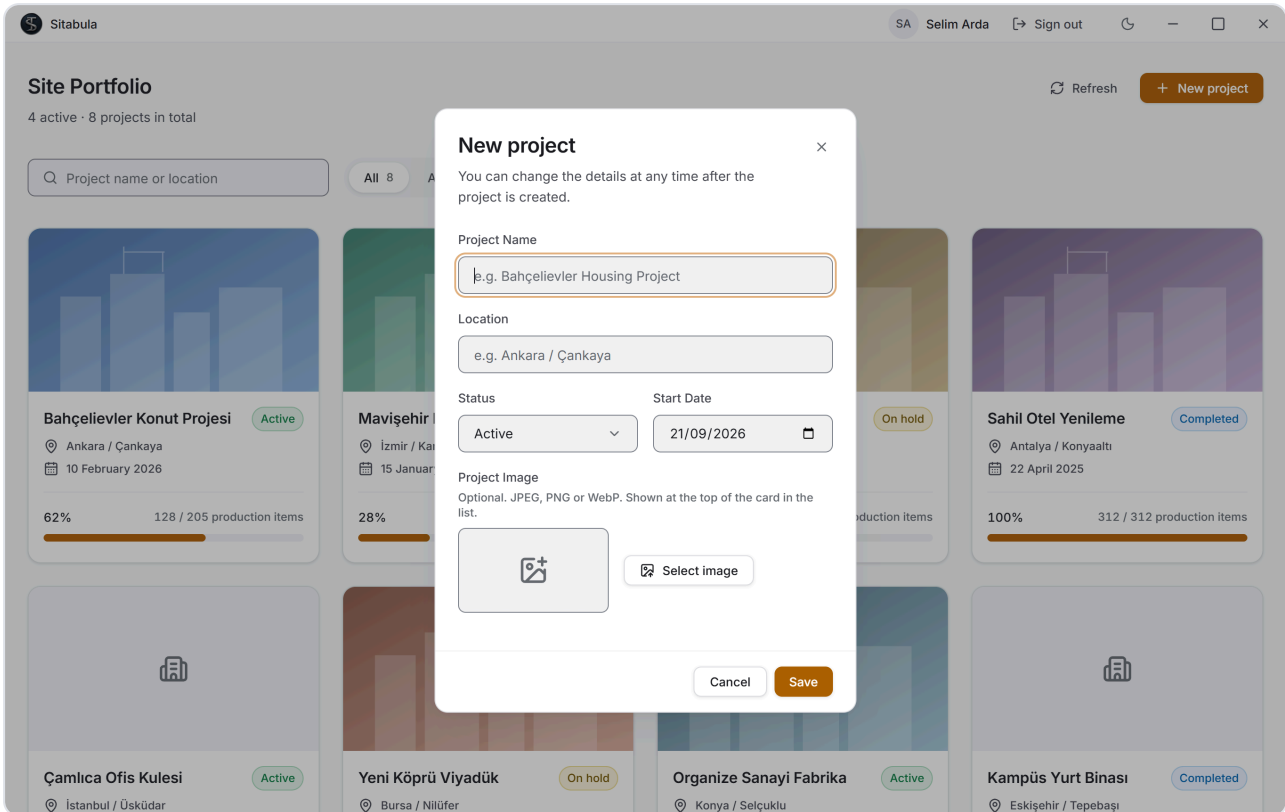
With the keyboard: Tab to the card, press Enter.

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

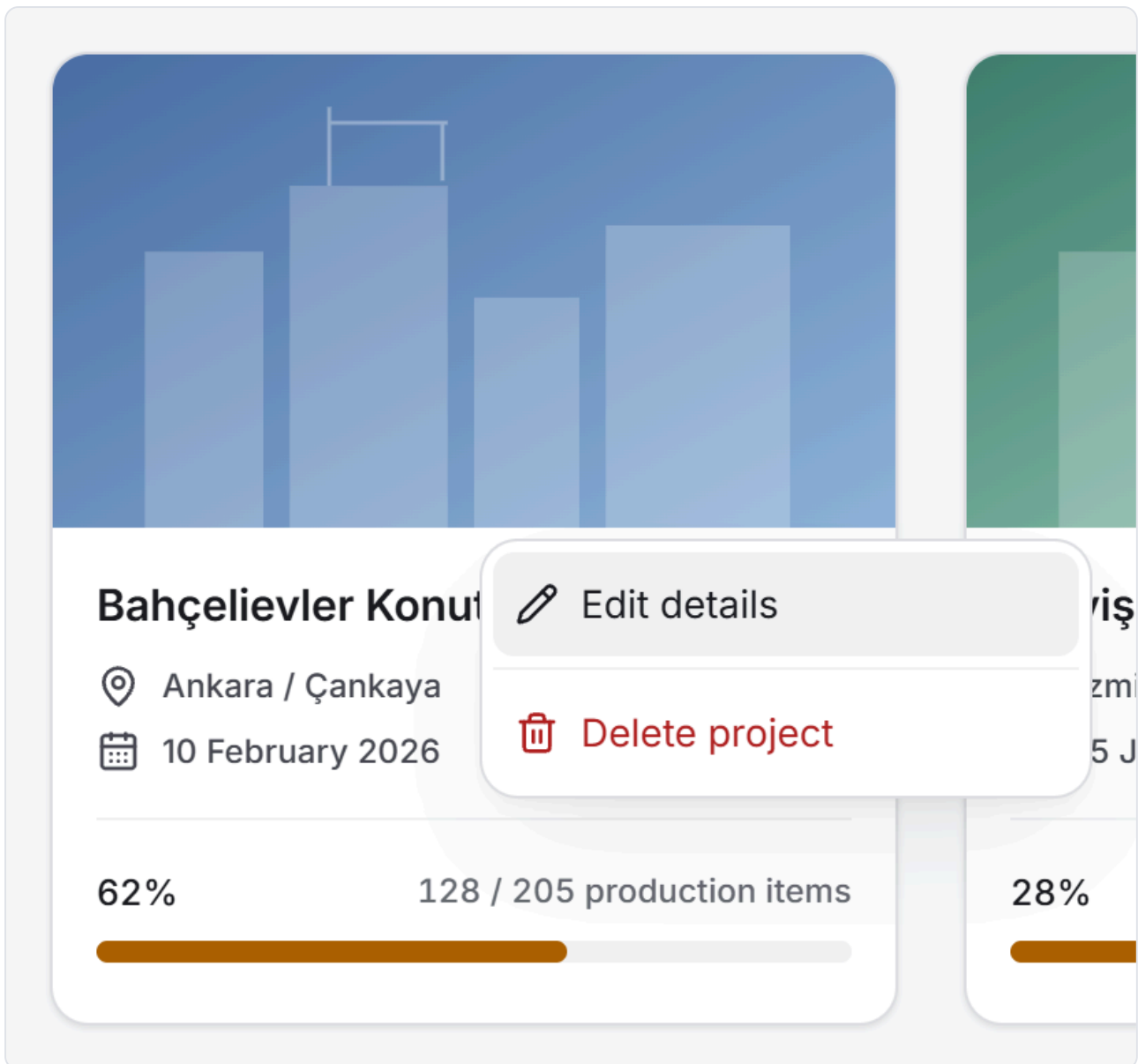


1. Press **New project** at the top right. If the list is empty, the button in the middle of the screen opens the same window.
2. Type the **Project Name**. This is the only required field.
3. If you need to, type the **Location**, pick the **Status** and change the **Start Date**. The date arrives filled 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.

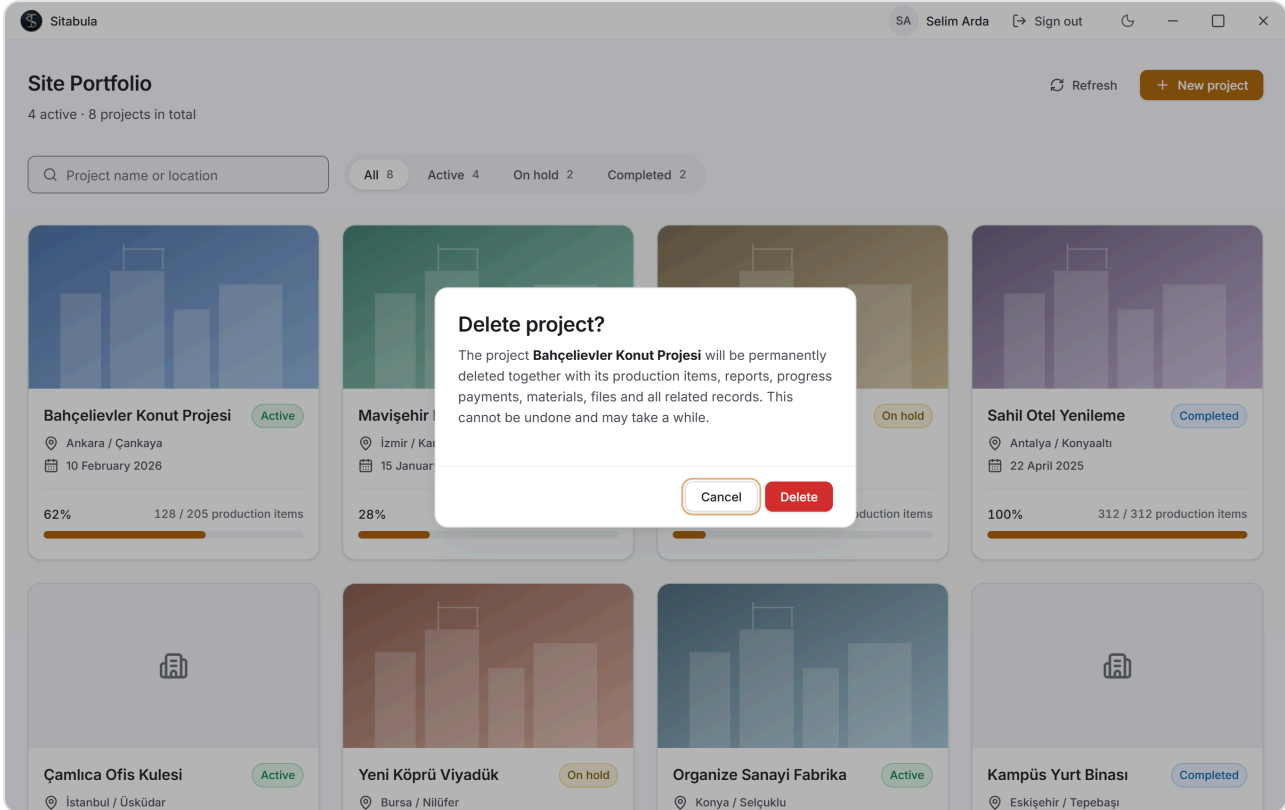
Caution Changing the project name changes it **everywhere**: on the card, at the top of the shell, and in the headings of every report, including ones produced earlier.

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 production items, reports, progress 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 · Progress payments · Quantity take-offs · Production 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 from the server again. The progress figures on the cards are renewed by this button too; otherwise they are shown from the cache for a while.

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 production tree, site notes, daily reports, quantity take-offs, progress payments, timesheet records, personnel, concrete and equipment records, material definitions, orders, dispatches, stock movements, current 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 production 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 (block 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.
- **Production Report** and **Site Data Entry** — the progress percentage on the cards is counted from the production records 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.

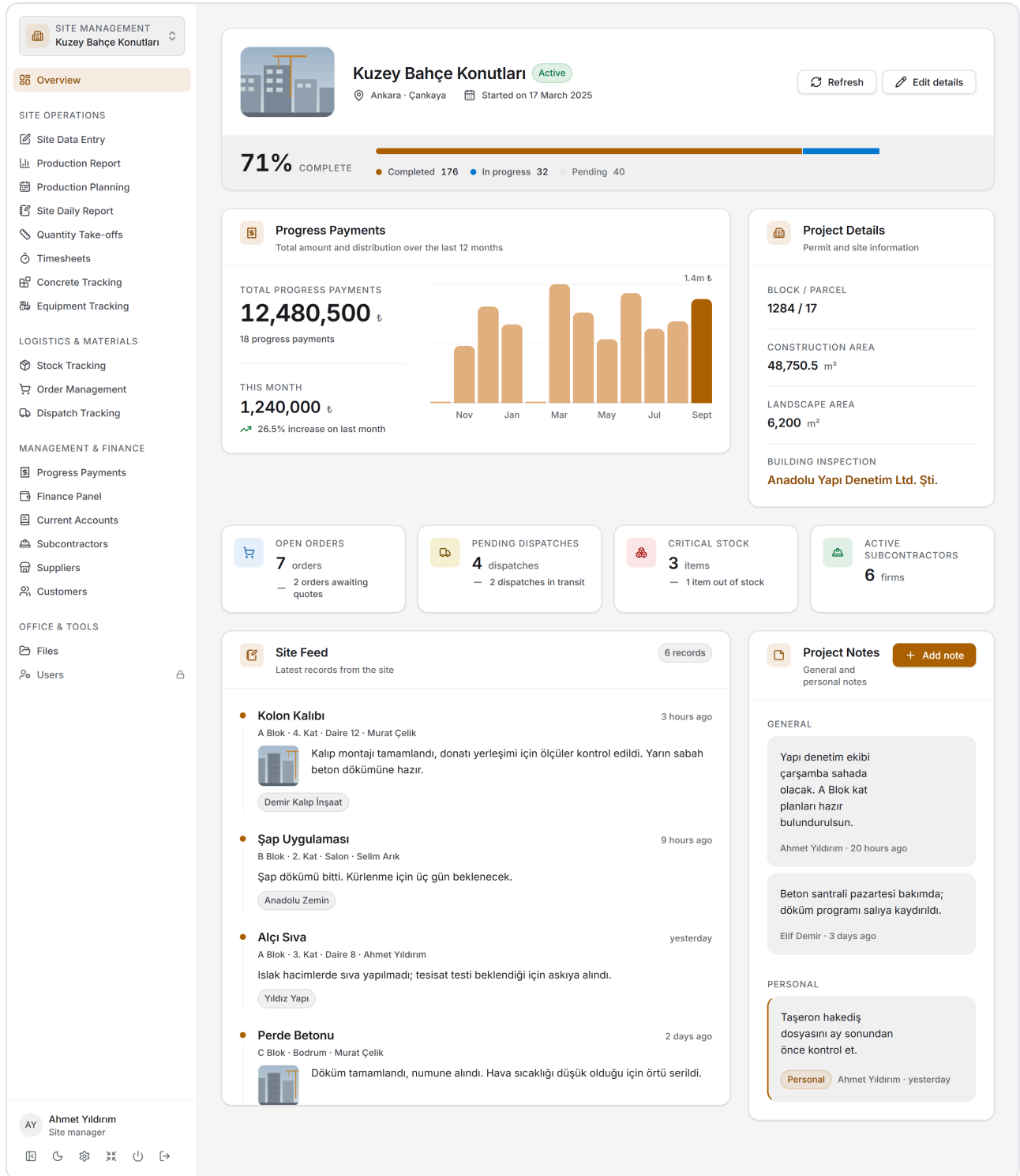
2. Opening it, and who can see it

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.

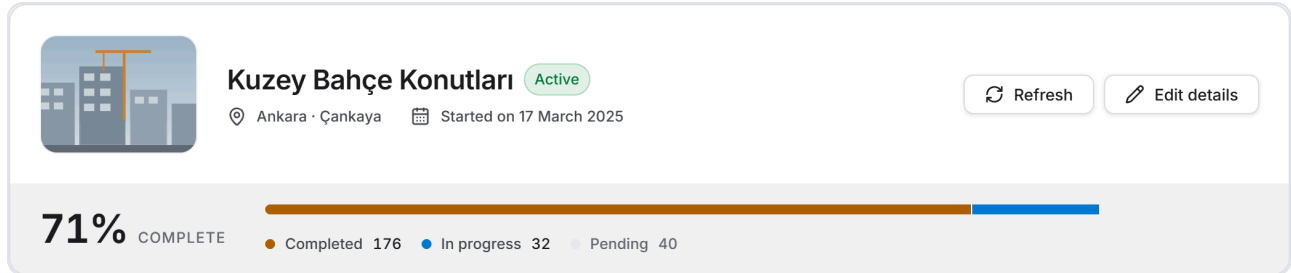
3. Anatomy of the screen



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 production 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:

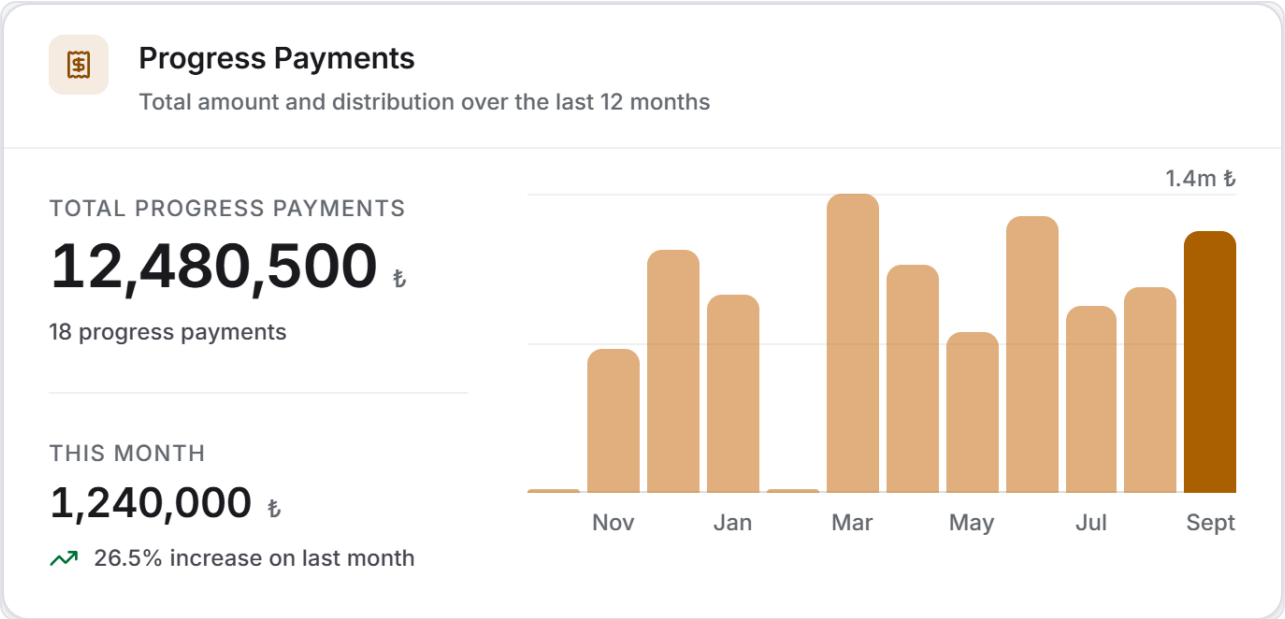
- The percentage and the bar, once the counts arrive.
- *"No production items defined yet — progress will appear here as the work list is built."* That means the work list is empty; it **does not mean 0%**.
- *"Completion could not be calculated — production records cannot be reached right now."* A **Try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

Progress Payments



The main measure of the page. The card is titled **Progress 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 Progress Payments	The sum of every progress payment record on the project. Below it, how many records it came from; with no records at all it says <i>"No progress payments issued yet"</i>
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 progress 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**.

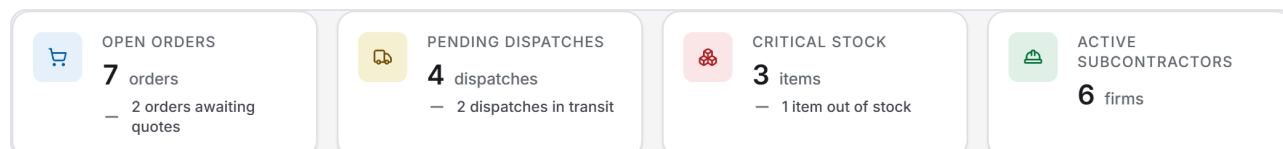
Note Months with no progress payment are not skipped in the chart; they stand at zero height. If they were skipped, the gap between two columns would sometimes mean one month and sometimes four, and the chart would mislead.

Project Details

The narrow card to the right of the progress payments block: **Project Details**, "*Permit and site information.*" It carries four rows — **Block / 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 Dispatches**, **Critical 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 dispatches and critical 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


Site Feed
6 records

Latest records from the site

- Kolon Kalıbı** 3 hours ago
 A Blok · 4. Kat · Daire 12 · Murat Çelik

 Kalıp montajı tamamlandı, donatı yerleşimi için ölçüler kontrol edildi. Yarın sabah beton dökümüne hazır.
 Demir Kalıp İnşaat
- Şap Uygulaması** 9 hours ago
 B Blok · 2. Kat · Salon · Selim Arık
 Şap dökümü bitti. Kürlenme için üç gün beklenecek.
 Anadolu Zemin
- Alçı Sıva** yesterday
 A Blok · 3. Kat · Daire 8 · Ahmet Yıldırım
 Islak hacimlerde sıva yapılmadı; tesisat testi beklendiği için askıya alındı.
 Yıldız Yapı
- Perde Betonu** 2 days ago
 C Blok · Bodrum · Murat Çelik

 Döküm tamamlandı, numune alındı. Hava sıcaklığı düşük olduğu için örtü serildi.

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 production item at the top, next to it its location (block · unit · room) 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



Project Notes

General and
personal notes

+ Add note

GENERAL

Yapı denetim ekibi
çarşamba sahada
olacak. A Blok kat
planları hazır
bulundurulsun.

Ahmet Yıldırım · 20 hours ago

Beton santrali pazartesi bakımında;
döküm programı salıya kaydırıldı.

Elif Demir · 3 days ago

PERSONAL

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
Block / Parcel	The block 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 ratio of production items marked Done to all production items on the project
Completed · In progress · Pending	The counts of production items marked Done , In progress , and everything left over
Total Progress Payments	The sum of every progress payment record on the project — there is no date limit
This Month	The progress payment total for the current month
The column chart	The progress payment total for each of the last twelve months
Open Orders	Orders whose status is neither Completed nor Cancelled
<i>second line</i>	Those among them whose status is Awaiting quotes
Pending Dispatches	Dispatches that are not archived and whose status is neither Delivered nor Cancelled
<i>second line</i>	Those among them whose status is In transit
Critical Stock	Material items whose stock level has reached or fallen below the minimum stock threshold defined for them
<i>second line</i>	Items whose stock level is zero or below
Active Subcontractors	The number of subcontractor firms defined on the project

Note A material with no minimum stock threshold **does not count as critical**. With no threshold there is nothing to fall below. If you want a material to appear in the critical warning, you have to enter its threshold in Stock Tracking.

5. Step by step

5.1 Entering and editing the project details

Edit Project Details

×

These details appear on the Overview and in report headers.

Block / Parcel

1284 / 17

Construction Area	Landscape Area
Will be shown as 48,750.5 m ²	Will be shown as 6,200 m ²
48750,5	6200

Building Inspection

Anadolu Yapı Denetim Ltd. Şti.

Cancel

Save

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

Add note ×

Note Type
Everyone with access to the project can see it.

General ▼

Note

e.g. The building inspection team will be on site on Wednesday.

Cancel

Save

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 production 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 Site Data Entry while the status of a production 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 progress 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. A progress payment older than twelve months is in the total but not in the chart.

Completion counts production items, not quantities or amounts. The percentage tells you how many production items are finished; large and small items count the same. For financial progress look at Progress Payments, and for progress against the schedule at Production Planning.

"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:

- **Production Report** and **Site Data Entry** — the completion percentage and the site feed come from the production records kept there.
- **Progress Payments** — the total, this month and the twelve-month chart are read from that ledger.
- **Order Management** — the open order and awaiting-quotes counts.
- **Dispatch Tracking** — the pending and in-transit dispatch counts.
- **Stock Tracking** — the critical and out-of-stock item counts; the critical threshold 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.

Site Data Entry

1. What it is for

Site Data Entry is the screen where you build the physical structure of the project and mark what has been done in each room. You divide the site into four levels — **block**, **unit**, **room** and the **production items** in that room — then mark each production 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 Production Report count the production items marked on this screen. Progress payments are fed from here too: once a production 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* > *Site Data Entry*.

YOUR PERMISSION	WHAT YOU CAN DO
View	You read every list and every production 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 blocks, units, rooms and production 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 production 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 **Site Data Entry** and the line under it reads *"Track production items by block, unit and room."* Three buttons sit on the right:

BUTTON	WHAT IT DOES
Collapse navigation	Hides the three columns completely; the production 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 production item entry window. Drawn only if you have edit permission

The trail

The thin line under the heading writes the currently selected path as `Block > Unit > Room` . When nothing is selected it reads *"Select a block 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

A Blok > Daire 1 > Salon

BLOCKS 3

+

UNITS 4

+

ROOMS 5

+

A Blok

B Blok

Ortak Alanlar

Daire 1

Daire 2

Daire 3

Daire 4

Salon

Mutfak

Yatak Odası

Banyo

Antre

All three columns are laid out the same way: the plural name of the level in small caps at the top (**Blocks, Units, Rooms**) 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 block drops the unit and room selection; changing the unit drops the room 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 block first / Select a unit first	You have not selected a record at the level above
No blocks yet (the same for units and rooms)	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."

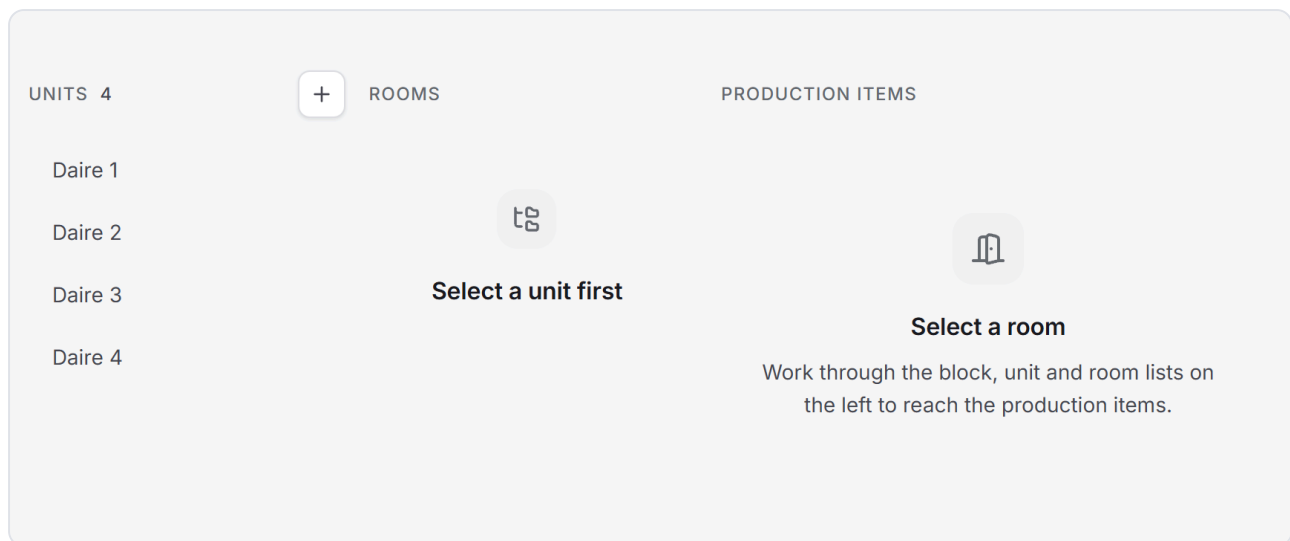
Note "Select a unit first" and "No rooms in this unit" are different sentences and the screen does not confuse them. When you see an empty list, look at which one you are reading.

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 blocks a search box narrows nothing, it only clutters the screen. If the search matches nothing, it says **No matching records**.

The production item area

The heading of the right-hand section is **Production items** until a room is chosen and **Room name** · **Production items** afterwards, with the card count beside it. The **New production item** button sits on the right and is only drawn while a room is selected.

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



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

The production item card

Alçıpan duvar

Billed Take-off · 240 m² × 85 ₺ = 20,400 ₺

Not done In progress **Done**

Yılmaz İnşaat Emre Kaya · 3 days ago

Islak hacim duvarlarında yeşil alçıpan kullanıldı.

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

Top band — name and status. The name of the production 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 production item area narrows (which is the default while navigation is open) it drops under the name by itself.

If the production 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
Take-off	Take-off · 240 m ² × 85 ₺ = 20,400 ₺
Day rate	Day rate · 12 Gün × 1,500 ₺ = 18,000 ₺
Lump-sum contract	Lump-sum contract · 12,500 ₺ — 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 production item whose contract has not been entered yet as having no value.

If the production item has been added to a progress payment, a green **Billed** badge appears at the start of the summary. Not being added is the default state of every new production 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 production item note in a grey well. Line breaks are kept.

4. Fields

Block, unit, room

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
Block Name	The largest division of the site. e.g. <i>Block A</i>	Yes
Unit Name	The independent unit under the block. e.g. <i>Unit 3</i>	Yes
Room Name	The space inside the unit. e.g. <i>Living room</i>	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 block can be a section, a unit a range of kilometres, a room a group of works. The app uses the three levels as a hierarchy, not as a building.

The production item

FIELD	WHAT IT MEANS	REQUIRED
Production Item Name	The work being done. This name appears in the list and in every report. e.g. <i>Plasterboard wall</i>	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: <i>Take-off, Lump-sum contract, Day rate</i> or <i>None / not applicable</i>	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 take-offs: <i>Enter manually</i> or <i>Choose from a saved take-off</i>	—
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 Gün (day)	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	<i>Not done, In progress, Done</i> . A new production 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 production item is just a work item; it never reaches a progress payment
Take-off	Contract · quantity source · quantity + unit
Day rate	Contract · number of days. The unit box is not drawn at all; it is fixed to Gün
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 progress 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** · **mtül** · **adet** · **kg** · **ton** · **Gün**. The list is not a constraint; you can type units that come up on site, such as *paket* or *takım*, by hand.

5. Step by step

5.1 Getting down to a room

1. Choose a block from the **Blocks** column on the left.
2. Choose a unit from the **Units** column that opens.
3. Choose the room from the **Rooms** column.

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

5.2 Adding a block, unit or room

New block ×

Block Name

e.g. Block A

You can copy an existing block together with its sub-records.
Production item statuses are reset in the copy.

Template to copy

Create from scratch ▼

Cancel Save

1. Press the **plus** button in the heading of the column concerned. For units and rooms 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

New room ×

Room Name

e.g. Living room

You can copy an existing room together with its sub-records.
Production item statuses are reset in the copy.

Block containing the template

A Blok

Unit containing the template

Daire 1

Template to copy

Create from scratch

Cancel

Save

This is the feature of the page that does the most work. In a block of forty flats, entering the rooms of every flat and the production item list of every room 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 block** (and, when copying a room, **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 production item under the source is copied. In the copy the following are reset:

- The status of every production item becomes **Not done**.
- The person who last touched the record is cleared.
- Progress payment links are cleared — the copy is tied to no progress payment.
- **The saved take-off link is not copied.** Tying the same take-off to two production 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 block as well: you can copy a flat in Block A into Block 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 production 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 production item

New production item

Production Item Name

Alçıpan duvar

Subcontractor

Yılmaz İnşaat

PROGRESS PAYMENT

Payment source

Take-off

Contract

Alçıpan ve asma tavan imalatı · 85.00 ₺ / m²

Enter manually

Choose from a saved take-off

Take-off Quantity

240.5

Unit of Measure

m²

Notes

1. Choose a room and press **New production item**.
2. Type the **Production 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 a take-off or a day rate, enter the quantity.
7. Type the **Notes** if there are any and press **Save**.

The production 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 take-off work.

5.7 Taking the quantity from a saved take-off

by

New production item

×

Enter manually

Choose from a saved take-off

Filter: subcontractor

Yılmaz İnşaat

▼

🔍 Name or heading

Saved take-off

6 rows · total 186.4 m²

A Blok > Daire 1 > Salon duvar alanları · 186.4

▼

Take-off Quantity

Comes from the selected take-off; switch back to manual entry to change it.

186.4

Unit of Measure

m²

Notes

Notes about this production item...

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

1. Choose *Take-off* 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 production 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

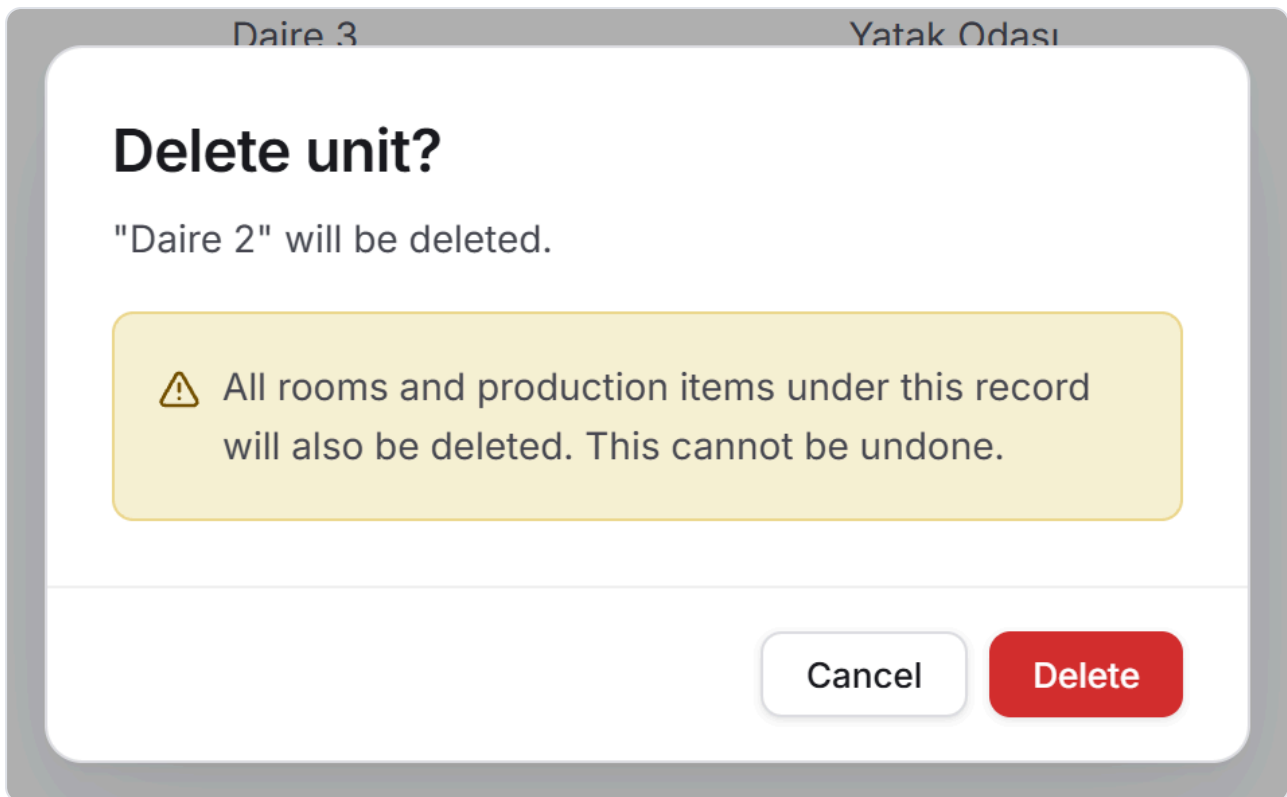
Press the status you want on the three-segment switch on the right of the card. The change appears **immediately** and is saved in the background; in a room with twenty production items you do not wait at every click. If saving fails, the card returns to its old status.

5.9 Editing and deleting a production 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 block, unit or room



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**.

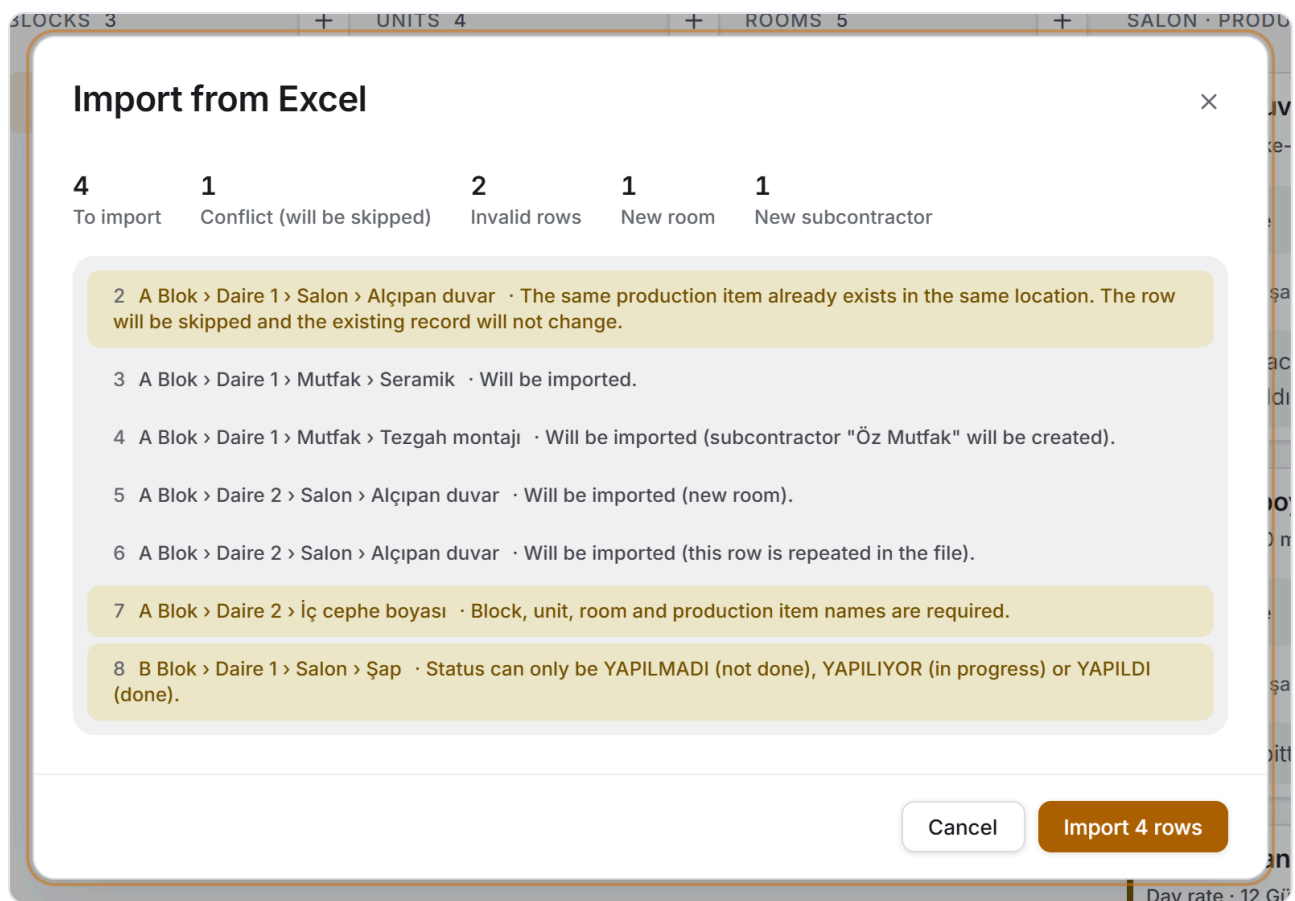
Deletion goes **from leaf to root**: when you delete a unit, every room under it and every production item in those rooms are deleted too. The warning says so beforehand.

Caution This cannot be undone. Deleted production 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 production item area. It makes room while you work with long production 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 production 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 production 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 block / unit / room	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 production 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 Production Report section.

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

The workbook has two sheets.

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

COLUMN	WHAT GOES IN IT
Block Name	Required
Unit Name	Required
Room Name	Required
Production 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 values are written in the record itself, so they are not translated. The list is the same in both languages.

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 production item to reach a progress payment: its status must be **Done**, a **payment source** must be chosen, and it must not already be in another progress payment. If one of the three is missing, the production 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 a progress payment.

A production item that is already in a progress 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 a progress payment that was already created; from that moment the two records no longer agree. If such a correction is needed, remove the production item from that progress payment first.

A status change appears immediately and the save goes behind it. If the connection drops, the card returns to its old status. If you have marked twenty items in a row in a room 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 block deletes every unit, room and production item under it. The confirmation window says so beforehand.

Progress percentages count production items, not quantities or amounts. Writing a single "Structural work" item in a room 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 production item cannot be tied straight to a block or a unit; it always sits under a room. Where there is no room division, opening a single room (for example *Gene*) and collecting the items there is a common solution.

"A blok" and "A Blok" are the same block. 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 block.

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 block, one unit and two rooms; 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 production 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.
- **Progress Payments** — production items marked *Done* and tied to a contract appear there as billable items.
- **Production Report** — the summary of the records on this screen, broken down by block, unit, room and subcontractor.
- **Production Planning** — plans are tied to the production items here; changing a production item's subcontractor also updates the subcontractor of the plan tied to it.
- **Users** — who can see this page and who can edit it is decided there.

Production Report

1. What it is for

The Production Report is where every production item marked on site is read on a single screen. Each production item entered into a room in Site Data Entry becomes one row here, together with its status.

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

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

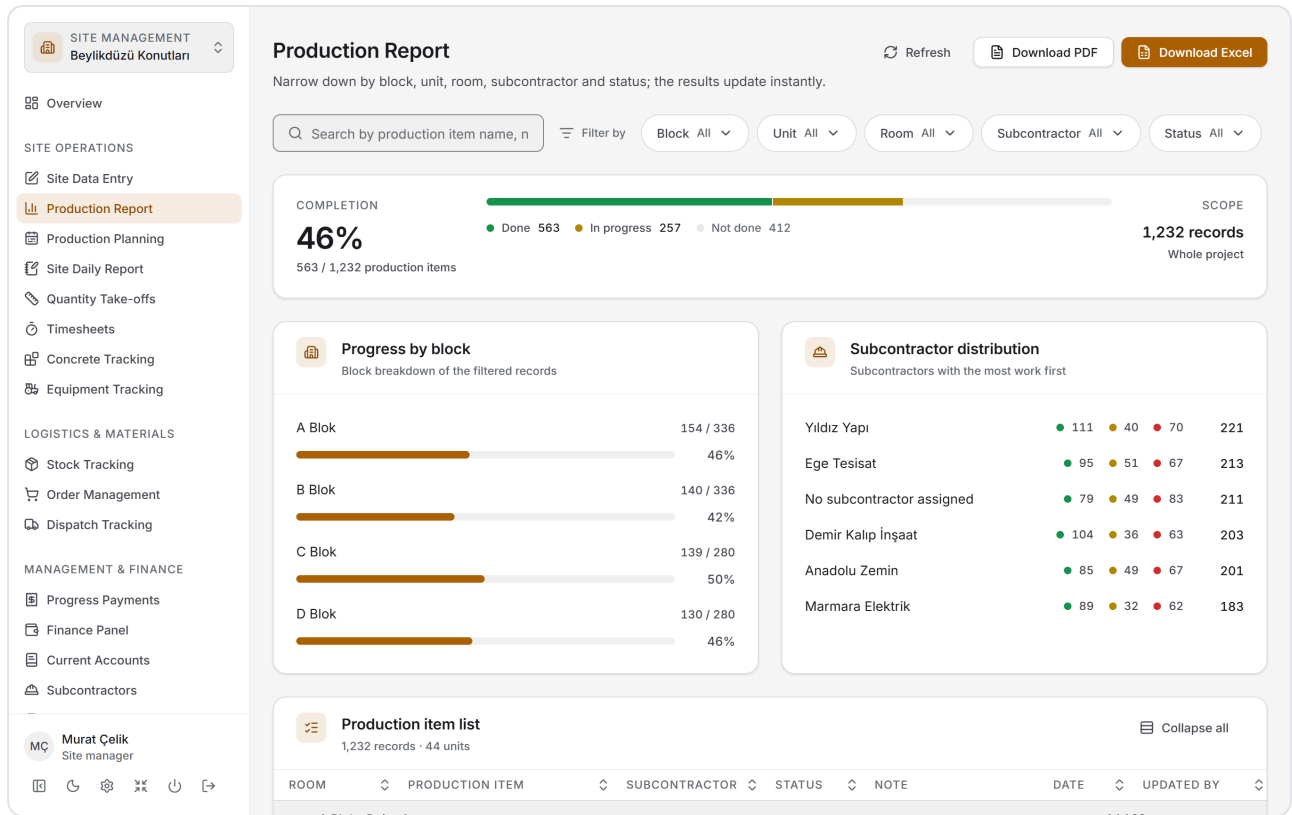
2. Opening it, and who can see it

In the sidebar, *Site Operations* > *Production 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, block progress, subcontractor distribution
Table	The production item list, grouped by block and unit, collapsible

Header and buttons

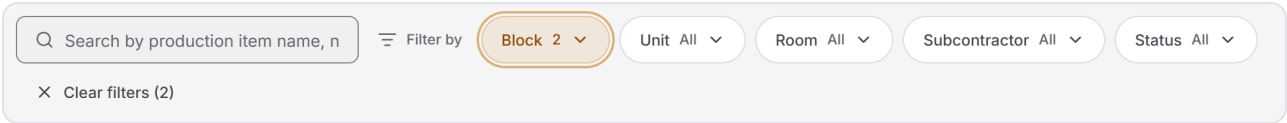
The title is **Production Report**, and the line below it reads *"Narrow down by block, unit, room, subcontractor and status; the results update instantly."* At most three buttons sit on the right:

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



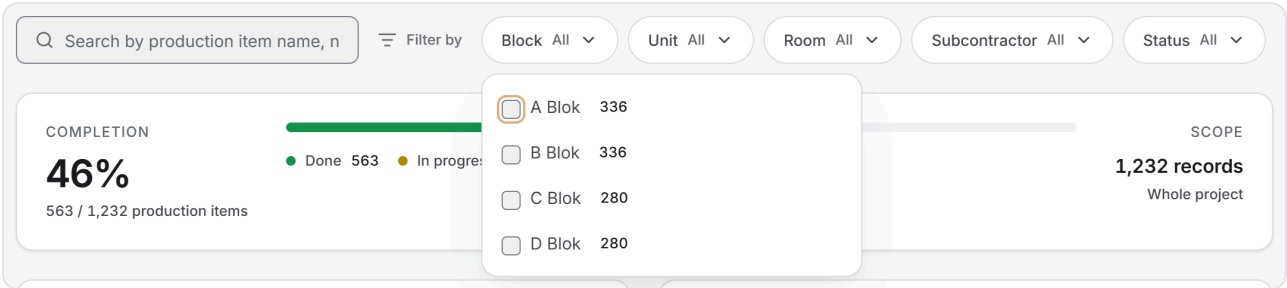
On the left the **Search production items** box, next to it the *Filter by* label and five chips: **Block**, **Unit**, **Room**, **Subcontractor**, **Status**. On a narrow window the chips wrap onto a second line; their order does not change.

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.

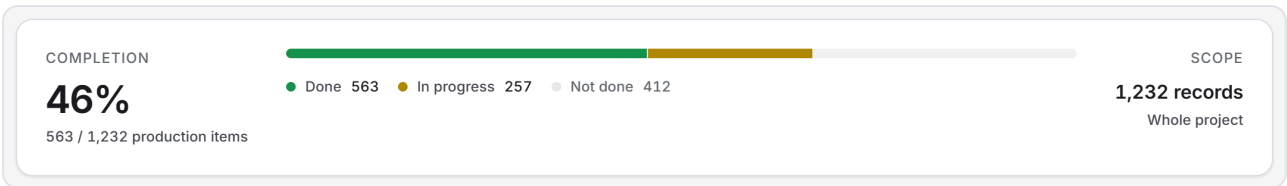
If there are more than eight options, a search box appears above the list. Closing and reopening the menu clears that search.

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 block is selected; when you select a block 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 block 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:

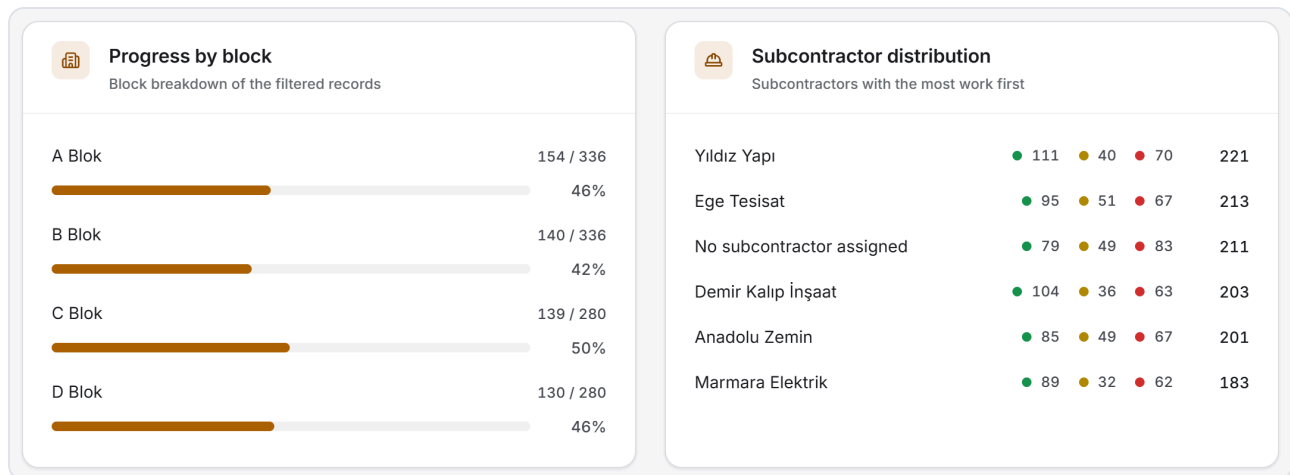
PART	WHAT IT SAYS
Left	COMPLETION — the large percentage, and <i>"563 / 1,232 production items"</i> below it
Middle	The status bar, with the name and count of each slice
Right	SCOPE — how many records, and how much of the project that is

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 Site Data Entry.

Breakdown cards



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

Progress by block asks about a *ratio*: how much of each block is finished. Each line carries the block 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 blocks to show*" or "*No subcontractors to show*."

Table

Production item list 1,232 records · 44 units Collapse all							
ROOM	PRODUCTION ITEM	SUBCONTRACTOR	STATUS	NOTE	DATE	UPDATED BY	
A Blok · Daire 4 14 / 28							
Salon	Perde betonu	Ege Tesisat	Not done	Islak hacimlerde tesisat testi bekleniyor.	02/09/2026	Selim Arık	
Salon	Duvar örülmesi	Yıldız Yapı	Done	Malzeme sahaya indi, ekip yarın başlıyor.	03/08/2026	Ahmet Yıldırım	
Salon	Alçı sıva	Anadolu Zemin	In progress		04/09/2026	Elif Kaya	
Salon	Şap uygulaması	Anadolu Zemin	Done	Kürlenme için üç gün beklenecek.	05/08/2026	Murat Çelik	
Salon	Sihhi tesisat	Anadolu Zemin	Done		06/09/2026	Selim Arık	
Salon	Elektrik tesisatı	Marmara Elektrik	In progress	Numune alındı, laboratuvar sonucu...	07/08/2026	Ahmet Yıldırım	
Salon	Seramik kaplama	—	Done		08/09/2026	Elif Kaya	
Mutfak	Kapı montajı	—	Done	Kalıp montajı tamamlandı, ölçüler...	09/08/2026	Murat Çelik	
Mutfak	Kolon kalıbı	Yıldız Yapı	In progress	Islak hacimlerde tesisat testi bekleniyor.	10/09/2026	Selim Arık	
Mutfak	Perde betonu	—	Not done	Malzeme sahaya indi, ekip yarın başlıyor.	11/08/2026	Ahmet Yıldırım	

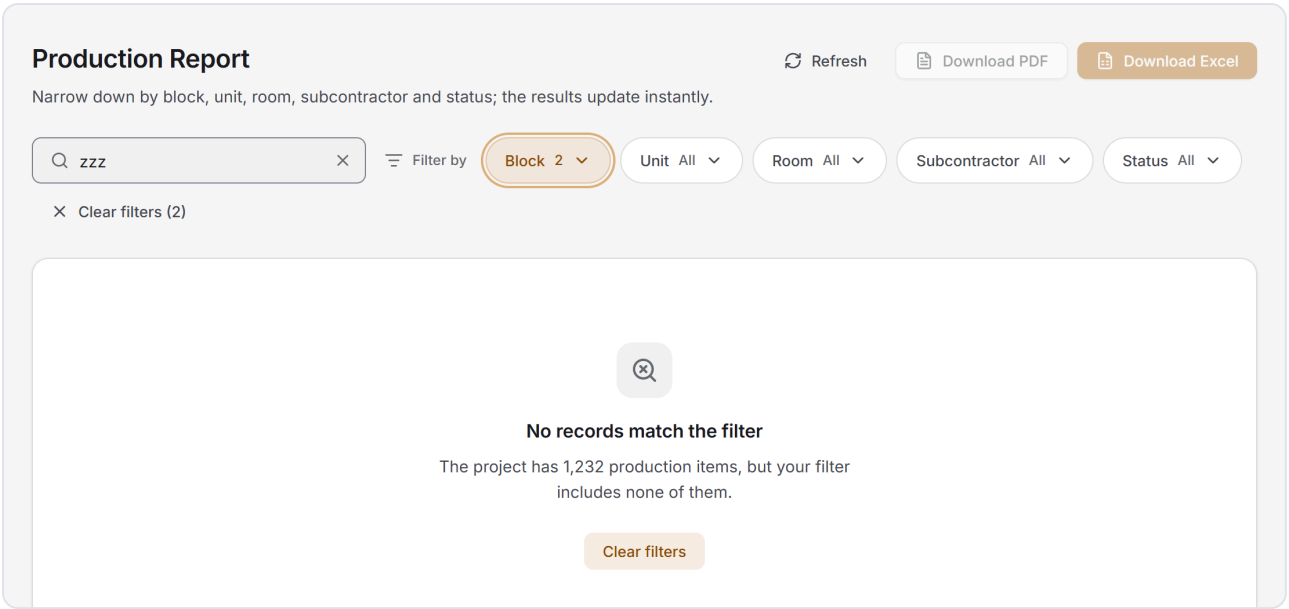
The real output of the page. The card is headed **Production item list**, with the number of records and units below it. On the right sits the **Collapse all** button; pressing it closes every group and renames the button to **Expand all**.

Rows are **grouped by block 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: Room · Production item · Subcontractor · Status · Note · Date · Updated by.

Note Group headings separate records by their **identity**, not by their name. If two different blocks 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 production 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 Site Data Entry.

COLUMN	WHAT IT MEANS	SORTABLE
Room	The room the production item is in	Yes
Production 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 production 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 room, unit or block the production 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 production item
Unknown subcontractor	A subcontractor was chosen for the production 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
Block progress	In each block, the Done count over that block'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 — **Block**, 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 Block chip, the records of both enter the list. Selections on different chips mean "**and**": if Block is A Blok and Status is Not done, only the unfinished production items of A Blok remain.

5.2 Searching

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

The search is tolerant of Turkish letters: typing `sihhi` brings up *Sihhi 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 block 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 `Production_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 **Production 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, <i>"No filter applied — whole project."</i>
5	Column headings
6 onwards	The records

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

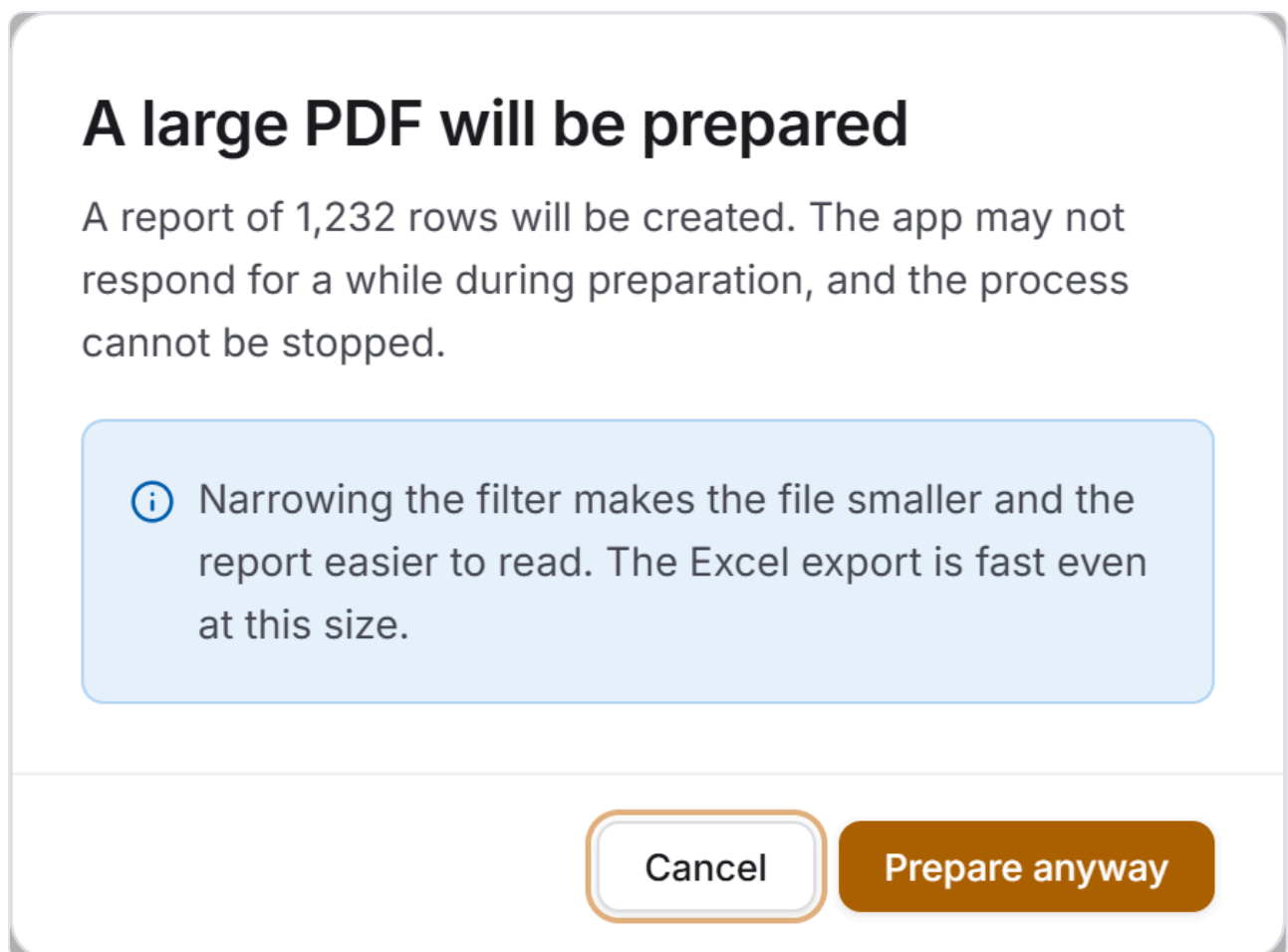
The heading row is **frozen** and an **auto filter** is switched on over it: whoever opens the file can ask their own question independently of our filter. The production item name is bold, the note is italic, and the status cell is written in the colour of that status.

PDF

A landscape A4 document.

- The top of the first page carries the project name, below it *"Production 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 blocks 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 production items at all, the page only says *"No production records 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 production items the project has, and puts a **Clear filters** button next to it.

If the report brings no data at all, look at Site Data Entry. 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 room chain the production items hang from cannot be read. In that case let your project manager know.

Completion counts production 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 Progress Payments, and for progress against the schedule look at Production Planning.

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 blocks, 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 block.

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

8. Related sections

- **Site Data Entry** — 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 production records; 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*.
- **Site Daily Report** — the job picker in the daily report uses the same production item list.
- **Progress Payments** — production items marked *Done* enter a progress payment if they are tied to a contract.
- **Production Planning** — describes the progress of the same production items against the calendar.

Production Planning

1. What it is for

Production Planning is the page that says **when** the work will be done. Production items defined in Site Data Entry are tied here to a subcontractor and to a date range; the result is a schedule chart that runs from left to right.

A **plan** is a subcontractor carrying out specific production 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.

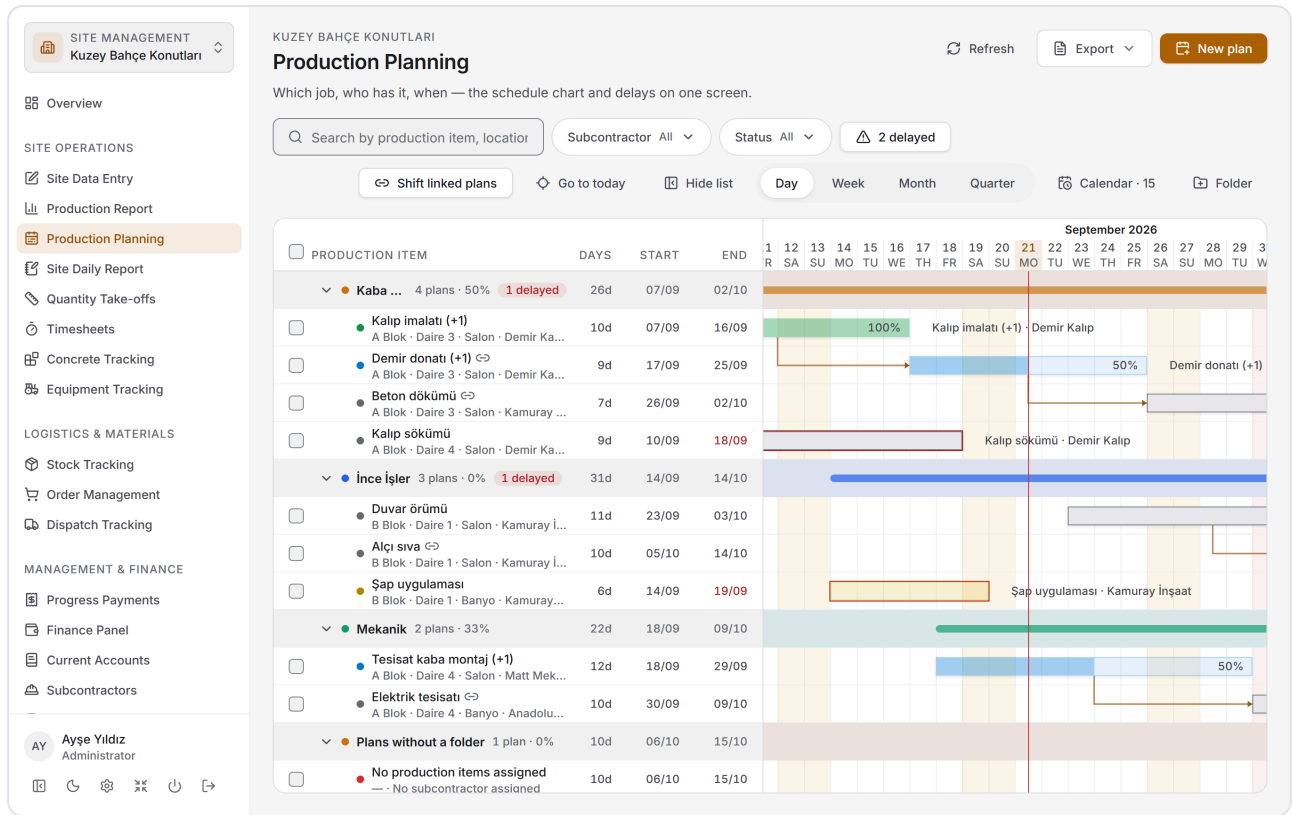
2. Opening it, and who can see it

In the sidebar, *Site Operations* > *Production Planning*.

YOUR PERMISSION	WHAT YOU CAN DO
View	You read the chart, filter it, zoom it and export it. The New plan and Folder buttons are not drawn; bars cannot be dragged and the right-click menu comes up empty
Edit	Everything above, plus adding plans, 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 three actions: Refresh , Export , New plan
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

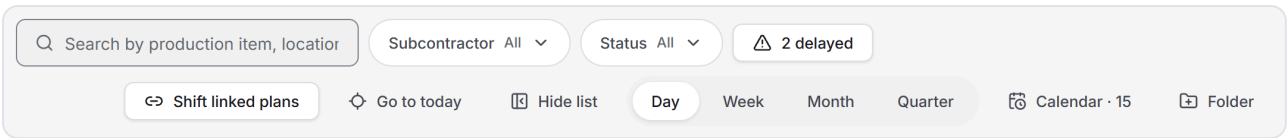
Header and buttons

The title is **Production Planning**, 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 with three choices: Download Excel , Download PDF (chart) , Download DXF (AutoCAD) . It says Preparing... while it runs
New plan	Opens the empty plan window

The **Export** button is dimmed if the filter brings back no plans — 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 plans	Searches the production item name, location, subcontractor, note and status name at once
Subcontractor	The subcontractors that have work in the schedule; each one shows how many plans it has
Status	Those of the five statuses that actually occur on screen
N delayed	Filters down to the delayed plans. It turns red while pressed

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

ITEM	WHAT IT DOES
Shift linked plans	When on, later plans linked to a moved plan are shifted by the same number of days
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 plans under them. Plans that are in no folder are collected under **Plans without a folder**.

A plan row has two levels: the production 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 plan*. On the right there are three number columns: **DAYS, START, END**. The end date is written in red on a delayed plan.

A folder row writes its own colour, its name, how many plans 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

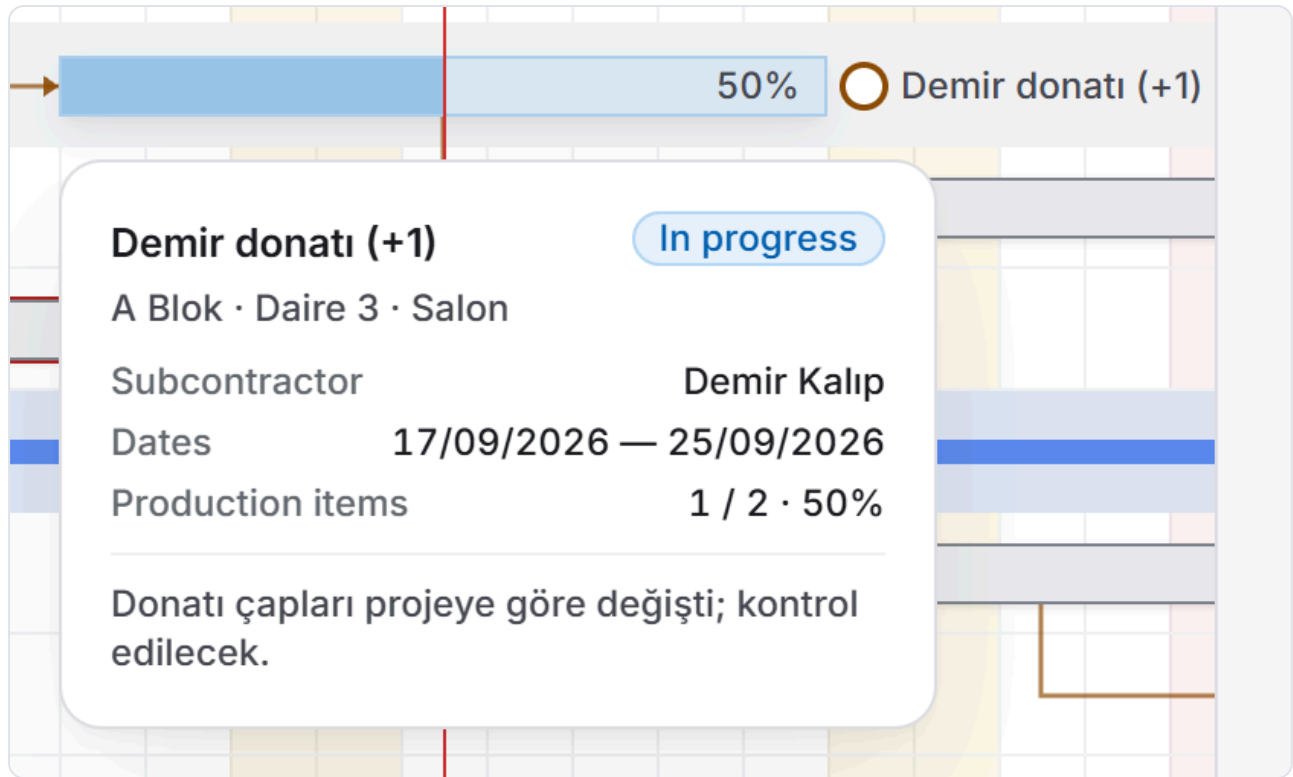
The right-hand side carries a two-line header and a background beneath it.

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 plans

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 production 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 plan 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 plan name, the status badge, the location and four lines — **Subcontractor**, **Dates**, **Production items**, and **Delay** if there is one. If the plan 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 plan 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 plan 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 plan comes to	Yes
Previous plan	The plan this one waits for. Selecting it draws an arrow on the chart	No
Production scope	The production items the plan covers. The completion rate is calculated from them	No, but with an empty scope the rate stays at 0%
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 share of the linked production items marked Done
Status	By the rule below; partly measured, partly read from the record
Delay	On plans 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 production item in the scope is finished the status is **Completed**, if some of them are finished it is **In progress**, and if none of them are 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 a plan

Edit plan

A plan is a subcontractor carrying out specific production items within a specific date range.

Subcontractor: Demir Kalip | Status: Planned | Folder: Kaba Yapı

The completion rate of the production items can change the status on screen; "Cancelled" and "Postponed" are permanent — measurement does not override them.

Start: 17/09/2026 | End: 25/09/2026 (9 calendar days) | Previous plan: Kalıp imalatı (+1) — A Blok · Daire 3 · Salon (16/09/2026)

Move to the day after the previous plan

Production scope: 2 production items selected
 Demir donatı · A Blok · Daire 3 · Salon X Demir donatı · A Blok · Daire 3 · Mutfak X

Block: All | Unit: All | Room: All

Q Production item name, block, unit, room or subcontractor...

1. Press **New plan** in the header. To add it straight into a folder, right-click that folder and choose **New plan 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 plan is the most common shape.
3. Choose **Status**, **Folder** and **Previous plan** if you need them.
4. Tick the production items the plan covers under **Production scope**.
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 A plan can be saved without production 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 a plan with an empty scope cannot be calculated, and its bar will always look empty.

5.2 Choosing the production scope

The screenshot shows the 'Production scope' window. At the top, it says '2 production items selected'. Below this are two removable chips: 'Demir donatı · A Blok · Daire 3 · Salon' and 'Demir donatı · A Blok · Daire 3 · Mutfak'. There are three dropdown menus for 'Block', 'Unit', and 'Room', all currently set to 'All'. Below these is a search bar with the placeholder text 'Production item name, block, unit, room or subcontractor...'. The main list contains six items, each with a radio button, a name, a location, and a 'Done' badge. The first two items are 'Kalıp imalatı' (A Blok · Daire 3 · Salon) and 'Demir donatı' (A Blok · Daire 3 · Salon). The next two are 'Kalıp imalatı' (A Blok · Daire 3 · Mutfak) and 'Demir donatı' (A Blok · Daire 3 · Mutfak). The last item is 'Kalıp sökümü' (A Blok · Daire 4 · Salon). The 'Demir donatı' items have their radio buttons checked. At the bottom, it says 'Showing 6 of 12 production items.' and there is a 'Notes' section.

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

1. Fill in the **Subcontractor** box at the top of the window — the plan's subcontractor also narrows this list. It comes down to the production 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 **Block, Unit** and **Room** boxes. All three are optional; when an upper level changes, the ones below it return to **All**.
3. Type into the **Search production 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 production 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 production 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 plan 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 plan 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 plans

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 successor's *Previous plan* field is now the predecessor, and an arrow is drawn between the two bars.

To remove a link, right-click the successor plan and choose **Remove link**. The same link can also be made from the **Previous plan** box in the plan window; there you also get a **Move to the day after the previous plan** button, which shifts the start with one click.

5.5 Shifting the chain together

When **Shift linked plans** is on and you move a plan, the later plans linked to it are shifted by the same number of days. When it is done the screen says *"3 linked plans were also shifted."*

When it is off, only the plan 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

Edit folder ×

Folders group the jobs in the list; the colour appears both in the list and on the summary bar in the chart.

Folder name

Kaba Yapı

Parent folder

None (top level) ▼

Colour

✓

Cancel

Update

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 a plan 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 plans inside it. The plans move to the top level and appear in the list under **Plans without a folder**.

5.8 Defining non-working days

Non-working days ×

These days are shaded in the chart background. Plan durations are still calculated in calendar days.

13/09/2026	Weekend	Weekend	
19/09/2026	Weekend	Weekend	

Add a day

Date	Type	Description
21/09/2026	Public holiday	New Year's Day

Add day

Weekends in bulk

The weekends in the selected range are added in one go. Days already recorded are skipped.

Start	End
04/09/2026	29/10/2026

☒ Saturday ☒ Sunday

Add selected

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**. Plan durations are still calculated in calendar days: a plan that runs across a weekend does not get longer.

5.9 Deleting a plan

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

5.10 Deleting several plans at once

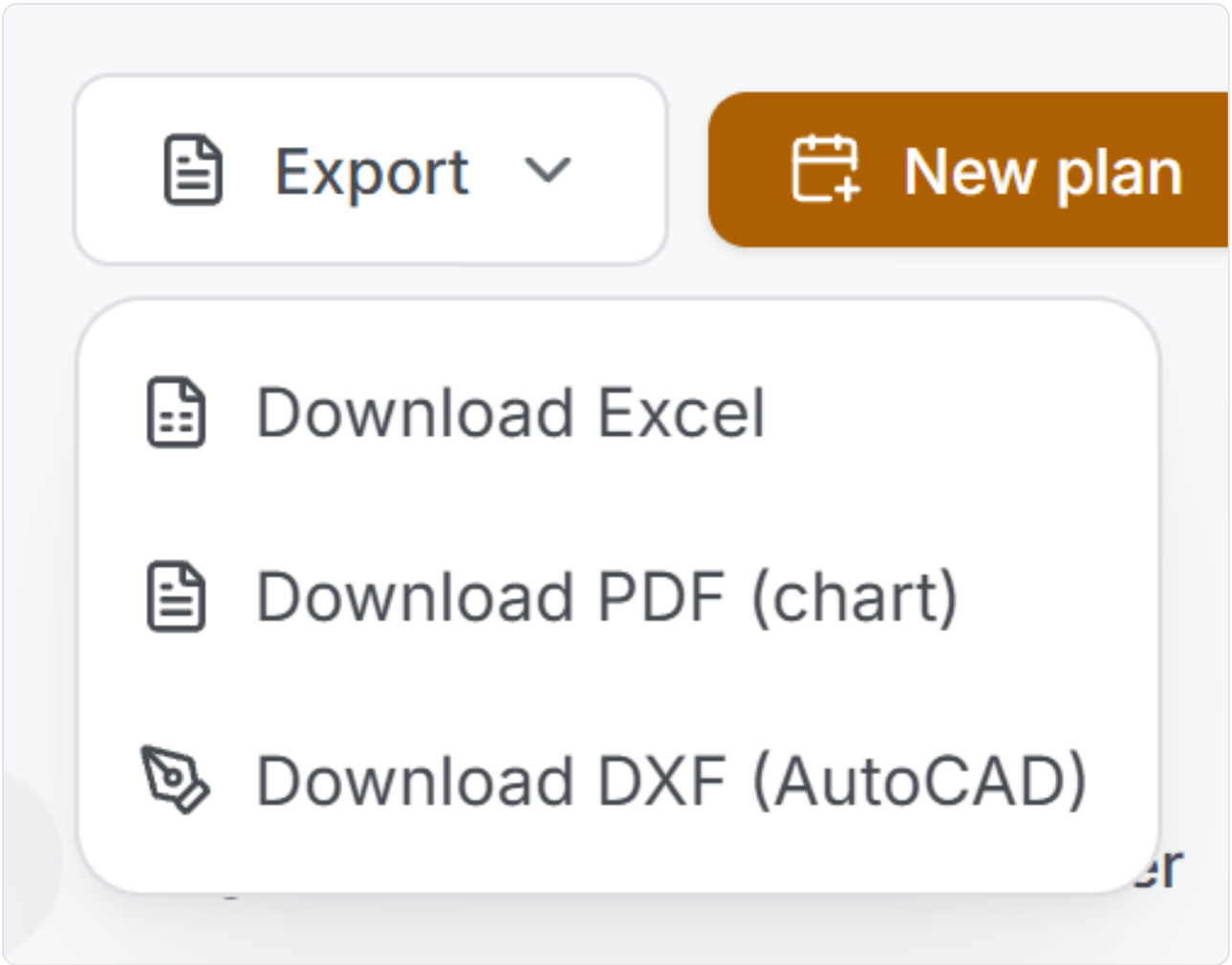
The screenshot shows a software interface for production planning. At the top, a light blue bar indicates '2 plans selected.' with a 'Clear selection' button and a red 'Delete selected' button. Below this is a table with columns for 'PRODUCTION ITEM', 'DAYS', 'START', and 'END'. The table lists several plans, including 'Kaba ...', 'Kalıp imalatı (+1)', 'Demir donatı (+1)', 'Beton dökümü', and 'Kalıp sökümü'. To the right of the table is a Gantt chart for September 2026, showing the timeline for these plans with colored bars and progress indicators.

1. Tick the boxes at the start of the plan rows in the list. The box in the header selects **every visible plan**. **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 plans selected."*
3. Press **Delete selected** and confirm. The window writes the names of the first five plans and collects the rest as *"... and 3 more plans."*

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 plans inside it, it moves them.

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 `Production_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 plan rows, together with their folder
Subcontractor Load	Who has how many plans, 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 · Production item · Location · Subcontractor · Status · Start · End · Days · Production items · Completed · Rate % · Delay (days) · Previous plan · 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 **PRODUCTION SCHEDULE**, the project name and the date it was prepared. The strip below writes the schedule range, the number of plans, and the numbers in progress, delayed and completed.
- The left column carries the **PRODUCTION 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	Production 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 Site Data Entry. For a plan's bar to fill, the production items in its scope have to be marked **Done** there. Nothing can be marked done from this page.

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

A plan 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 plans there are.

A delay is an alarm, not a status. Every plan 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 plans produce no delay.

Search and filter work together. The search box searches the production 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 a plan in the meantime, you have to press **Refresh** to see it.

The successors of a deleted plan are set free. Deleting first breaks the links of the records that point to that plan as their *previous plan*. 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. A plan with an empty scope appears as *No production items assigned*, a plan without a subcontractor as *No subcontractor assigned*, and plans that are in no folder under the heading *Plans 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 plan 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 plans 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

- **Site Data Entry** — the production items a plan covers are defined there, and marked *Done* there. Whether the bars fill depends on it.
- **Production Report** — tells the status distribution of the same production items; this page spreads the same work across time.
- **Subcontractors** — the subcontractor list in the plan 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.
- **Site Daily Report** — writes how much of the planned work was actually done on site that day.

Site Daily Report

1. What it is for

Site 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 teams on site with their headcounts, and what those teams 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 person-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 a progress 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.

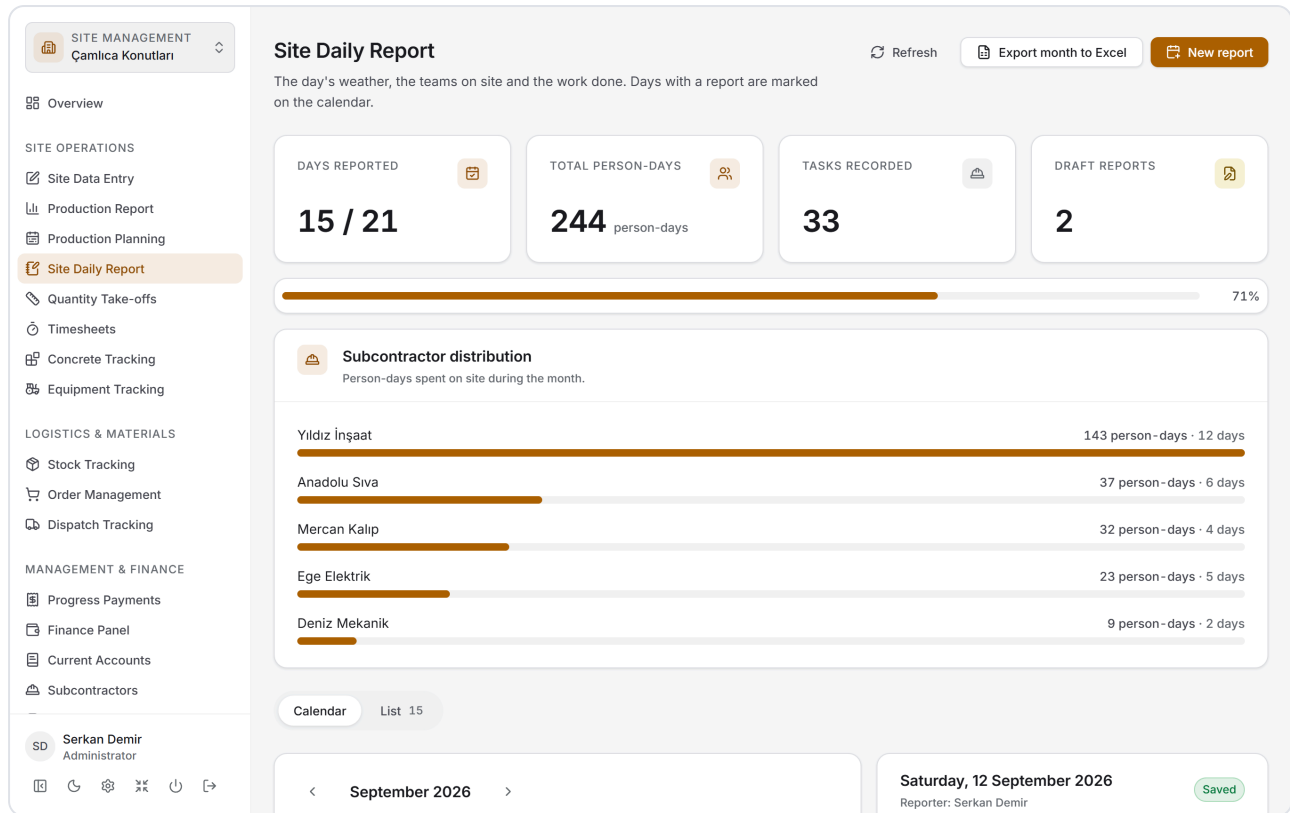
2. Opening it, and who can see it

In the sidebar, *Site Operations* > *Site 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

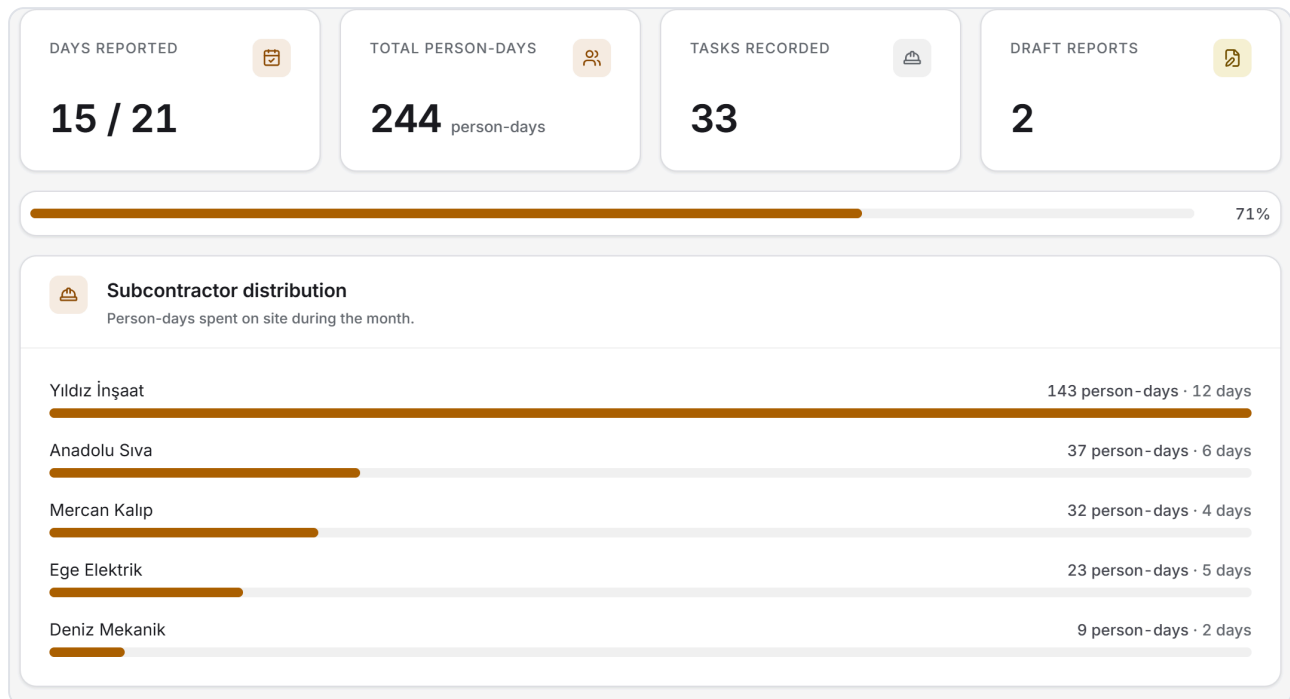
The title is **Site Daily Report**, with *"The day's weather, the teams on site and the work done. Days with a report are marked on the calendar."* below it. At most three buttons sit on the right:

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 <i>18 / 21</i>
Total person-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. 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 person-days in the month. Each row gives the firm name, its person-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 team records, *"No team 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 **Monday**. 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 teams** — 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

 PDF

 Excel

 Edit



Saved

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

Sitabula | Construction Site Operations

95

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	<i>"This is a future date. A daily report is written once the day has passed."</i> No button is drawn
A past day with no report	<i>"No report has been entered for this day yet."</i> and a Create report button
A day with a report	The day details, its measures and the team list



Saturday, 5 September 2026

No report has been entered for this day yet.

 **Create report**



Tuesday, 22 September 2026

This is a future date. A daily report is written
once the day has passed.

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 <i>Partly cloudy, 24 °C</i>
On-site headcount	The sum of the headcounts of every team
Tasks recorded	The number of task lines written that day

The team list sits at the bottom. Each team 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 production item, in bold — <i>Slab formwork</i>
Second	The location path, dimmed — <i>Block B > Structural work > Floor 5</i>
Third	The description, if any — <i>Lowered by crane</i>

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

If the report has no teams at all, a *"No teams in this report"* box and an **Add team** 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	TEAMS	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
Teams	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 team 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.

Team

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 team starts at **1 person**; the headcount can be between 0 and 999.

Task

FIELD	WHAT IT MEANS	REQUIRED
Block · Unit · Room	Where the work was done; selected in order	Yes for a linked task
Production item	The production item record in that room	Yes for a linked task
Description	A note written on top of the task — <i>"Lowered by crane"</i>	No
Free-form task	Text for work not linked to a production 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 **Teams on site** card on the left, pick the firm from the **Add subcontractor** list and press the plus next to it. The team drops into the list and becomes selected.
4. Set the small number in the team'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 team 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 team**. If you try, a warning appears at the top: *"Add at least one team before saving the report."*

Adding a task linked to a production item


Anadolu Sıva — work done

Select the block, unit and room, then add the production item.

Block

A Blok

Unit

2 Numara

Room

Salon

Production item

Alçı sıva

☐ Also show completed production items

Description

Lowered by crane

+ Add this task

Free-form task

Work not linked to a production item — cleaning, transport, for

Add free-form task

1

Alçı sıva

A Blok > 3 Numara > Banyo

İki kat uygulandı

×

1. Select the **team** you are writing the task for from the list on the left. Until a team is selected, the card on the right says *"Tasks are recorded under a team; first select a team on the left."*
2. Select **Block**, **Unit** and **Room** in order. Changing a higher level clears the ones below it.
3. Select the task from the **Production 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 production item and the description are cleared: writing several tasks in the same room is ordinary, and you should not have to pick the four levels again each time.

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

Bringing a completed production 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 production 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 production 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

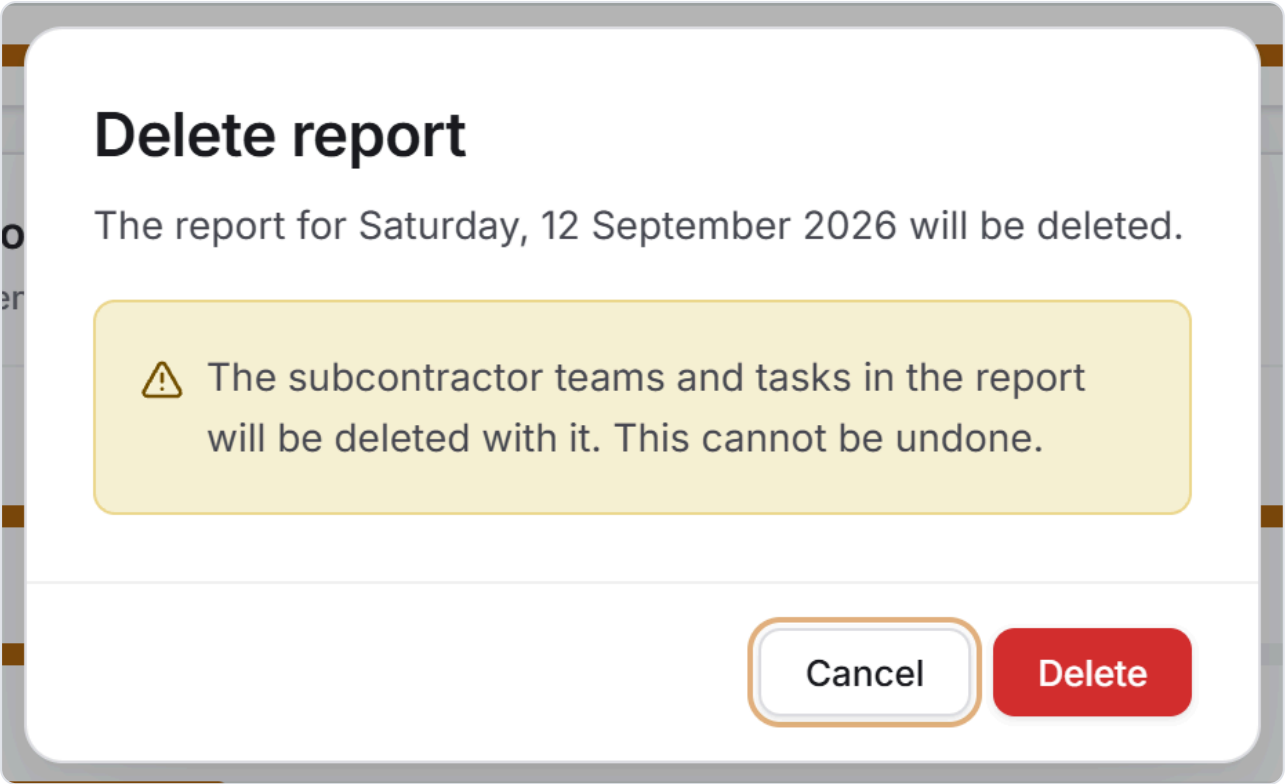
1. Select the day on the calendar and press **Edit** in the panel.
2. Add or remove teams, change headcounts; add tasks or remove them with the cross next to them.
3. Finish with **Save draft** or **Save report**. **Cancel** saves nothing.

Removing a team removes all of that team'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 teams and tasks in the report will be deleted with it. This cannot be undone."*
- 3. Press **Delete**.

Caution Deleting cannot be undone. The teams 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 `Site_Daily_Report_` and end with that day's date; the month's file starts with `Site_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 **SITE DAILY REPORT** and the long date of the day below it. Top right it says *On-site Headcount: 23 people · 3 teams*.
- Below that is the details strip: **WEATHER, REPORTER, TASKS RECORDED**.
- Then each team starts with **its own header strip** and its tasks are listed in a five-column table: **# · Block · Unit · Room · Production 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 team 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 **SITE 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 · Block · Unit · Room · Production Item**.

If a team 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 team** rather than per row. The header row is frozen. If no team 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 (Person-Days) · Block · Unit · Room · Production 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 team'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 teams 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 does not separate weekends. The denominator of the *Days reported* card is every elapsed day of the month; Saturday and Sunday are counted too. Saturdays are worked on site, Sundays can be too, and the system holds no information about which day was a holiday. An invented working calendar would turn the coverage ratio into a number you could not trust.

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 block, the unit and the room 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 team'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 teams are not deleted and rewritten: a team 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 production item assigned to the selected team's subcontractor or left unassigned, the block list stays empty and says *"No matching production items were found for this subcontractor."* below it. In that case the item either has not been defined in Site Data Entry 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

- **Site Data Entry** — the block, unit, room and production item lists in the task picker come from there. A production item must be defined there before it can be written into a report.
- **Subcontractors** — the firms added to teams come from there; if a firm is deleted there, its name in the report turns into *Unknown subcontractor*.
- **Production Planning** — 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 team; the two pages describe the same day at two different levels of detail.
- **Production Report** — it reads the overall state of the same production 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 **Site Data Entry** 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

Search by take-off name or heading... 10 take-offs Collapse all		
A Blok 6		
İnce İşler 1		
3. Kat Döşeme Metraji A Blok > İnce İşler · 9 rows · ₺ 596.800 · 09 Sept, 12:00 Open		
Kaba İnşaat 5		
Betonarme 2		
Bodrum Kat Betonarme Metraji A Blok > Kaba İnşaat > Betonarme · 14 rows · ₺ 486.340 · Batı Beton Hizmetleri · 18 Sept, 17:20 Open		
Zemin Kat Betonarme Metraji A Blok > Kaba İnşaat > Betonarme · 12 rows · ₺ 402.180 · Batı Beton Hizmetleri · 16 Sept, 14:05 Open		
Donatı 1		
Bodrum Kat Donatı Metraji A Blok > Kaba İnşaat > Donatı · 22 rows · ₺ 38,420.000 · Demirtaş Donatı A.Ş. · 11 Sept, 13:15 Open		
Kalıp 2		
Bodrum Kat Kalıp Metraji A Blok > Kaba İnşaat > Kalıp · 18 rows · ₺ 1,284.500 · Anadolu Kalıp İnş. Ltd. · 17 Sept, 11:40 Open		
Zemin Kat Kalıp Metraji A Blok > Kaba İnşaat > Kalıp · 16 rows · ₺ 1,108.250 · Anadolu Kalıp İnş. Ltd. · 12 Sept, 19:30 Open		
B Blok 2		
Kaba İnşaat 2		
Betonarme 1		
Temel Betonarme Metraji B Blok > Kaba İnşaat > Betonarme · 11 rows · ₺ 742.600 · Batı Beton Hizmetleri · 05 Sept, 16:45 Open		
Kalıp 1		
Temel Kalıp Metraji B Blok > Kaba İnşaat > Kalıp · 8 rows · ₺ 512.400 · Anadolu Kalıp İnş. Ltd. · 04 Sept, 18:20 Open		
Peyzaj 1		
Çevre Duvarı Metraji Peyzaj · 6 rows · ₺ 184.200 · 28 Aug, 15:00 Open		
NO FOLDER		
Saha Beton Yolu Metraji 5 rows · ₺ 268.900 · Batı Beton Hizmetleri · 22 Aug, 20:10 Open		

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, 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 BLOK > KABA İNŞAAT > BETONARME

Save

Save as

Row

Column

Cell

Filter

↶

↷

Import from Excel

Excel

PDF

14 filled rows

Σ 1,168.841 m³

	A	B	C	D	E	F	G	H
	Item / Description	Location	Count	Length	Width	Height	Quantity	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								
	14 rows						Σ 1,168.841 m³	

Quantity is automatic: Count × Length × Width × Height · Formula: =2.5*3 · cell: =D5*E5 · range: =SUM(H1:H20) · argument separator is a semicolon · Ctrl+D fills down · double-click a header to rename the column.

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 (<i>collapsible</i>)
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

Folder (optional)

Subfolder (optional)

Sub-subfolder (optional)

Take-off name

Subcontractor (optional)

A Blok

Kaba İnşaat

Betonarme

Bodrum Kat Betonarme

Batı Beton Hizmetleri

Saved in: A Blok > Kaba İnşaat > Betonarme > Bodrum Kat Betonarme Metraji

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

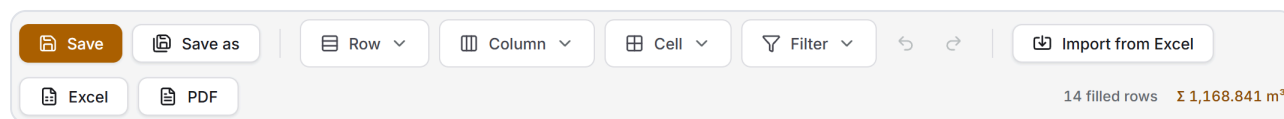
FIELD	WHAT GOES IN IT
Folder (optional)	First level — <i>"A Blok"</i>
Subfolder (optional)	Second level — <i>"Kaba İnşaat"</i>
Sub-subfolder (optional)	Third level — <i>"Betonarme"</i>
Take-off name	The sheet's name — <i>"3rd Floor Slab Take-off"</i>
Subcontractor (optional)	One of the project's subcontractors; <i>Not selected</i> 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 — <i>"Shear wall concrete"</i>	Text	Yes
Location	Where the work is — <i>"3rd Floor", "Block A"</i>	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	<code>=(2+3)*4</code>
Cell reference	<code>=D5*E5</code>
Range and function	<code>=SUM(H1:H20)</code>
Absolute reference	<code>=D5*\$B\$1</code>

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.

Save		Save as		Row	Column	Cell	Filter	Import from Excel	
Excel		PDF							14 filled rows 1,168.841 m³
	A								
	Item / Description								
1	Perde betonu								
2	Perde betonu								
3	Kolon betonu								
4	Kolon betonu								
5	Döşeme betonu								

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**.

Add column

×

Create a new column or bring back a column that was removed earlier.

What should be added?

Create a new column

Column name

e.g. Floor, Area, Weight

Column type

Number columns can contain formulas and can have a unit.

Number

Cancel

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**.

Set unit

×

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

Metre — m

Square metre — m²

Cubic metre — m³

Linear metre — mtül

Pieces

Unit

e.g. m, kg, t

Cancel

Remove unit

Apply

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

▼	Count ▼	Length ▼	Width ▼	Height ▼
☒	1. Kat	1		
☒	2. Kat	1		
☒	3. Kat	1		
☒	Bodrum Kat	5		
☒	Çatı	1		
☒	Temel	2		
☒	Zemin Kat	2		

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.

A BLOK > KABA İNŞAAT > BETONARME

← **Bodrum Kat Betonarme Metrajı** Filter: "Döşeme" · 3 rows · editing off Details

Save Save as Row Column Cell Filter Import from Excel

Excel PDF 14 filled rows $\Sigma 320.933 \text{ m}^3$

	A Item / Description	B Location	C Count	D Length	E Width	F Height	G Quantity	H Remarks
5	Döşeme betonu	1. Kat	1.000	32.500	18.400	0.180	107.640 m ³	
6	Döşeme betonu	2. Kat	1.000	32.500	18.400	0.180	107.640 m ³	
7	Döşeme betonu	3. Kat	1.000	31.900	18.400	0.180	105.653 m ³	Net boy: dila

14 rows $\Sigma 320.933 \text{ m}^3$

Quantity is automatic: Count x Length x Width x Height · Formula: =2.5*3 · cell: =D5*E5 · range: =SUM(H1:H20) · argument separator is a semicolon · Ctrl+D fills down · double-click a header to rename the 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

Import from Excel

The header row of the file must match this take-off's columns. If it does not, the columns are read from left to right and data may end up in the wrong column.

The template is an empty Excel file with this take-off's column headers: paste your data from row 2 onwards and import it.

Columns: Item / Description · Location · Count · Length · Width · Height · Quantity · Remarks

Cancel [Download template](#) [Choose file](#)

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 a progress 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 a progress 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 Site Data Entry, 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 a progress payment.

8. Related sections

- **Site Data Entry** — 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.
- **Progress Payments** — the quantity of items on a take-off 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.
- **Production 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 current accounts. What it produces is **person-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 Employed 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 **Person-days / People** switch at the top right of the chart changes what it plots.

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

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

Breakdown. Two blocks:

- **Subcontractor distribution** — which firms account for most of the month's person-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. Clicking a row opens the **Person details** panel on the right, with the person's information, their days worked in the selected month, and the edit and delete actions.

4. Fields

What a worker record holds:

FIELD	DESCRIPTION	REQUIRED
Full name	The person's first and last name	Yes
ID No.	11 digits, numbers only	Yes
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 Employed	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
Employed	Still employed at the end of the month — no end date, or an end date after this month
Left	The end date falls inside this month
Not employed	Not employed during that month at all — 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 **Employed** — because they really were employed 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 in the month (e.g. 30)
Weekdays	Enters the number of weekdays in the month (e.g. 22)
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 **Employed**.
3. Choose **Add to workforce**.

The app checks the ID number before saving:

- If it is already registered in this project, it refuses and **names the person** it clashes with.
- If it appears to be active in another project, it says *"An end date must first be entered in that project."*
- If it is not 11 digits of numbers only, it is not accepted.

5.5 Editing a worker

Click the row and choose **Edit worker** in the details panel. 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.

5.6 Deleting a worker

Choose **Delete worker** in the details panel. The confirmation counts **how many monthly timesheet records** will be deleted along with the person and reminds you that person-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
Employed this month (<i>default</i>)	Only the people employed during that month
Entire workforce	Everyone; those not employed that month are marked Not employed

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

There are two exports, and both write out **the list as you see it** — whatever the filters, the sort order and the selected month are, that is what reaches the file.

Download Excel

The file carries the header rows, then the column headings and the records. The columns are worker, ID no., subcontractor, status, start date, end date and days worked. A **TOTAL** row closes the sheet.

Two useful details: the heading row is **frozen**, so the column names stay on screen as you scroll, and **filtering is switched on**, so you can build your own sort order. Dates are real date cells — they can be sorted and pivoted. The ID number is written as text so that a leading zero is preserved.

Download PDF

A4 **portrait**, laid out for signature, with **two signature boxes** at the end (one of them for the subcontractor's representative).

Note If the list is very long (more than a thousand rows) the app warns you before going ahead 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.
- **Site 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 note ends up in your hand; the counterpart of that note is one row here — which day, from which subcontractor, 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 subcontractor also lands in **Current Accounts** by itself: the subcontractor gains a receivable from you and it appears in the ledger with its delivery note number. You do not have to make that transfer separately.

2. How to open it, who can see it

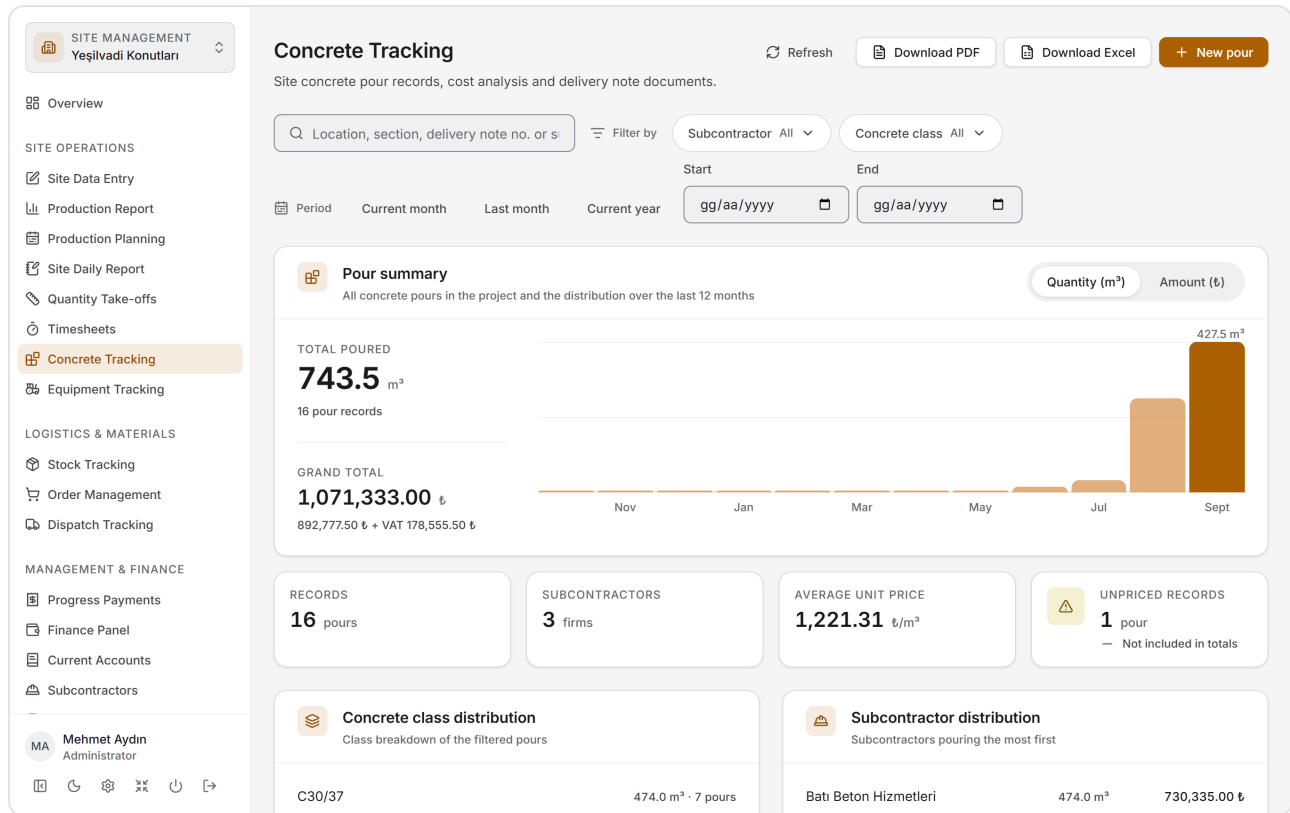
In the sidebar, *Site Operations* › *Concrete Tracking*.

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 note 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 Current Accounts transfer
No permission	The module appears dimmed and locked in the menu

Note Downloading an export and viewing a delivery note 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, subcontractor, concrete class and period
Pour summary	Two headline figures, a chart of the last twelve months, four small measures
Breakdown	Concrete class distribution and subcontractor 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 note documents."* On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **New pour**.

Filter bar

Q Location, section, delivery note no. or si

Filter by

Subcontractor All

Concrete class All

Start

End

Period

Current month

Last month

Current year

gg/aa/yyyy

gg/aa/yyyy

It has two rows. The upper row holds the **Search pours** box and, under the **Filter by** label, the **Subcontractor** 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 note no., subcontractor name, concrete class and agreement name
Subcontractor	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
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.

Concrete class All ▾

☒ C8/10 2

☐ C16/20 1

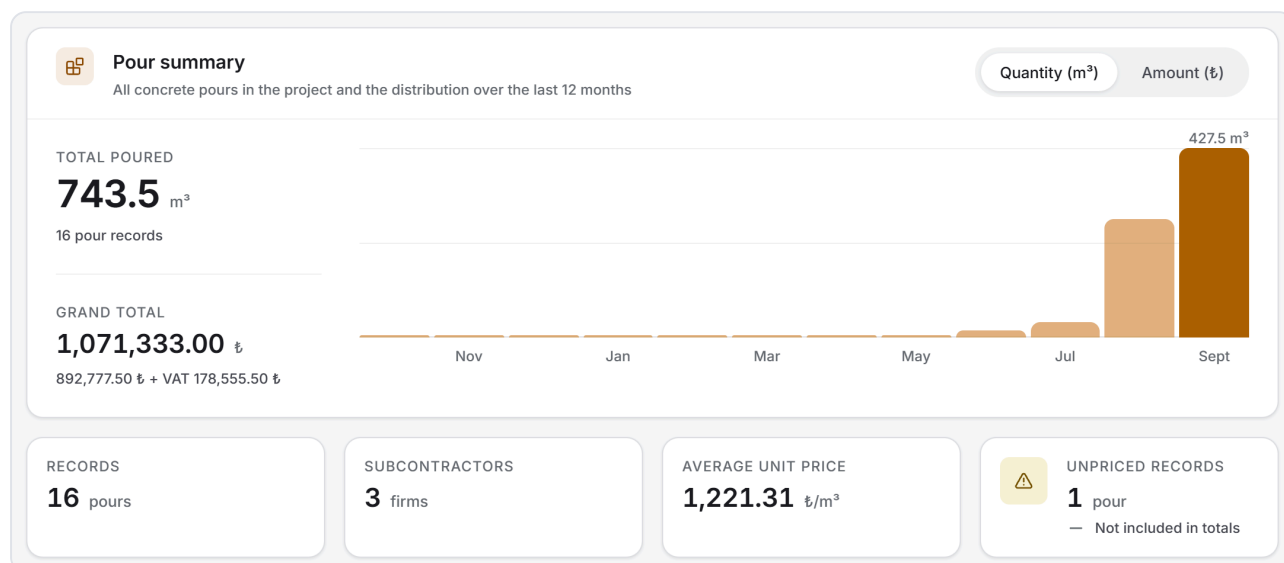
☐ C20/25 1

☐ C25/30 5

☐ C30/37 7

The filter menus feed one another: when you pick a subcontractor, 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 VAT. Beneath it the <i>"amount + VAT amount"</i> 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 (₺)**. 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.

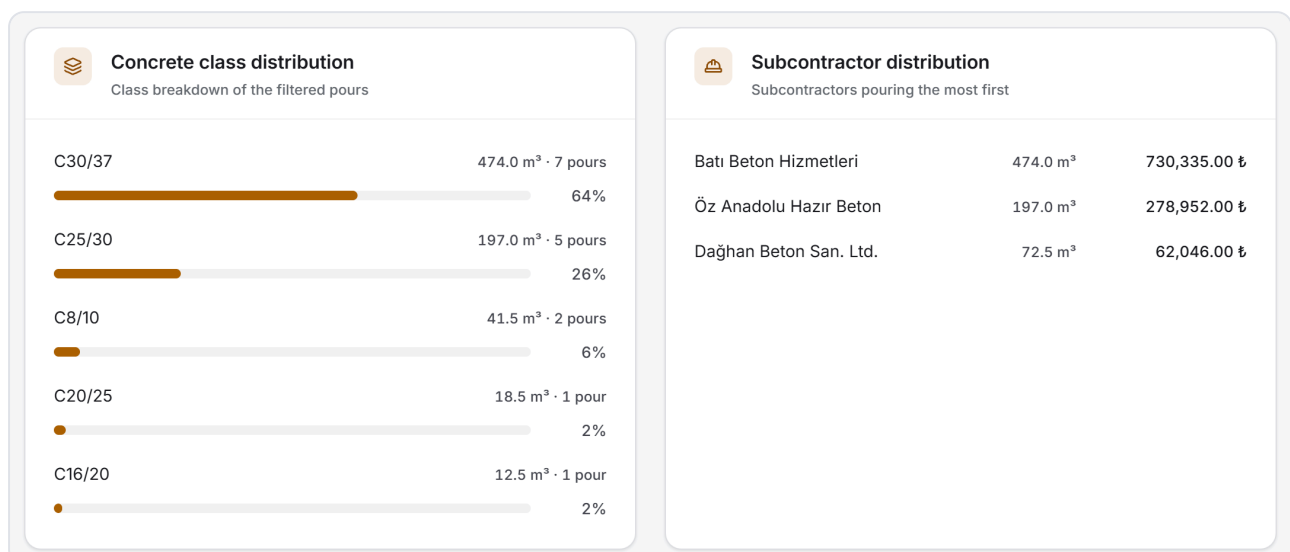
Note The chart's twelve months are counted back not from today but from **the month of the latest pour in the data**. In a project that has stopped or finished, the chart does not fill up with empty months. A month with no records is not skipped, it stands as an empty column — so that "there were no 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
Subcontractors	How many different firms the concrete came from
Average Unit Price	The average price per cubic metre
Total VAT	The VAT 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".
- **Subcontractor 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	SUBCONTRACTOR	DELIVERY NOTE	QUANTITY	UNIT PRICE	GRAND TOTAL
Thursday, 17 September 2026							104.5 m³ 168,741.00 ₺
C30/37	A Blok 3. Kat Döşeme	1-4 Aksları ...	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	42.5 m³	1,395.00 ₺	71,145.00 ₺ 59,287.50 ₺ + VAT 20%
C30/37	A Blok 3. Kat Döşeme	4-8 Aksları ...	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	38.0 m³	1,395.00 ₺	63,612.00 ₺ 53,010.00 ₺ + VAT 20%
C25/30	B Blok Perde	Zemin Kat	Öz Anadolu Ha... C25/30 hazır beto...	2026-0...	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 Aksları ...	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	76.5 m³	1,250.00 ₺	114,750.00 ₺ 95,625.00 ₺ + VAT 20%
C20/25	Site Girişi Tretuvar	Kuzey Kanat	Dağhan Beton ... C20/25 hazır beto...	2026-0...	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 Aksları ...	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	74.0 m³	1,310.00 ₺	116,328.00 ₺ 96,940.00 ₺ + VAT 20%
C25/30	B Blok Perde	1. Bodrum	Öz Anadolu Ha... C25/30 hazır beto...	2026-0...	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 Beton ...	2026-0...	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 Aksları ...	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	81.0 m³	1,250.00 ₺	121,500.00 ₺ 101,250.00 ₺ + VAT 20%
C25/30	B Blok Perde	2. Bodrum	Öz Anadolu Ha... C25/30 hazır beto...	2026-0...	29.0 m³	1,180.00 ₺	41,064.00 ₺ 34,220.00 ₺ + VAT 20%
Friday, 28 August 2026							150.0 m³ 212,064.00 ₺
C30/37	A Blok Radye Temel	Tam Alan	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	128.0 m³	1,250.00 ₺	192,000.00 ₺ 160,000.00 ₺ + VAT 20%
C8/10	A Blok Grobeton	Tam Alan	Dağhan Beton ... C8/10 grobeton · ...	2026-0...	22.0 m³	760.00 ₺	20,064.00 ₺ 16,720.00 ₺ + VAT 20%
Friday, 21 August 2026							96.5 m³ 136,644.00 ₺
C25/30	B Blok Radye Temel	Tam Alan	Öz Anadolu Ha... C25/30 hazır beto...	2026-0...	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 Beton ... C8/10 grobeton · ...	2026-0...	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 Cephe	Batı Beton Hiz... C30/37 hazır beto...	2026-0...	34.0 m³	1,250.00 ₺	51,000.00 ₺ 42,500.00 ₺ + VAT 20%
Friday, 19 June 2026							16.0 m³ 22,656.00 ₺
C25/30	Trafo Binası Döşeme	Tam Alan	Öz Anadolu Ha... C25/30 hazır beto...	2026-0...	16.0 m³	1,180.00 ₺	22,656.00 ₺ 18,880.00 ₺ + VAT 20%

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
Section	The part within the location (axis range, floor, part of a block)
Subcontractor	The firm name; beneath it, in small type, the agreement the price came from
Delivery note	The delivery note number
Quantity	Cubic metres
Unit price	The price per cubic metre; a dash if none was entered
Grand total	The amount including VAT; beneath it the <i>"amount + VAT rate"</i> line

The rightmost column holds the row's buttons: a **paper clip** (opens the delivery note) 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.

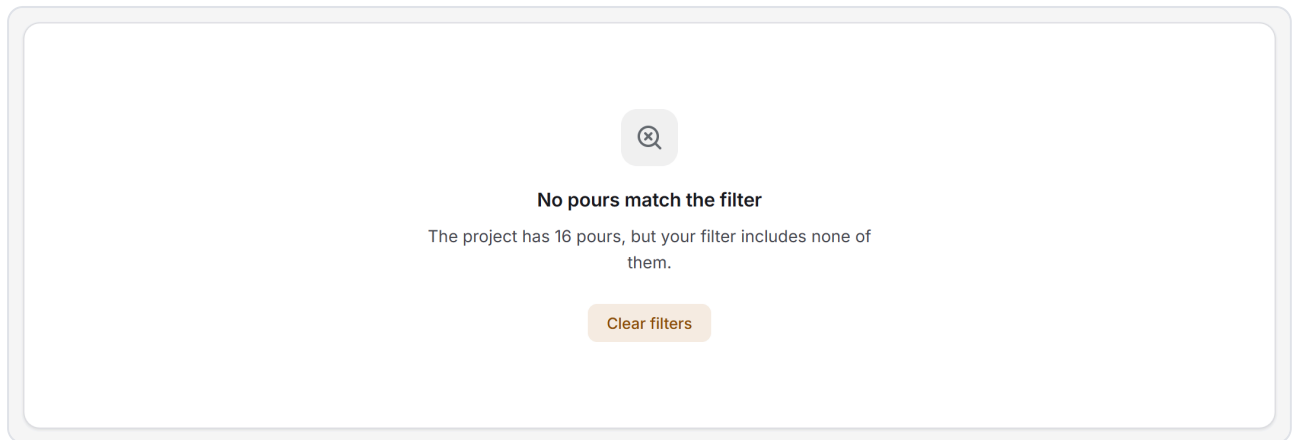
You can sort by clicking the headings. Sorting works **inside the group**: the order of the days is not disturbed, only that day's rows are rearranged.

Values that do not fit a column are shortened with an ellipsis — this is how long firm names, delivery note 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 note no.	The number on the note that came with the mixer	No
Subcontractor	The firm supplying the concrete. The Current 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 — <i>Block A, 3rd Floor Slab</i> for instance	No
Section	The part within the location — <i>Between Axes 1-4</i> for instance	No
Concrete class	Selected from a list; a new record opens with C30/37	Yes (<i>it has a default</i>)
Quantity (m³)	The amount of concrete poured	Yes
Unit price (£/m³)	The price per cubic metre. Can be left blank and entered later	No
Apply VAT	Ticking it opens the rate box; the default is 20%	No
Delivery note document	A PDF or a photo. One document, at most 50 MB	No

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

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

All three appear in the **Calculated amount** box on the form before you save. Beneath it the working is written out: $46.5 \text{ m}^3 \times 1,250.00 \text{ £} = 58,125.00 \text{ £} + \text{VAT } 20\% (11,625.00 \text{ £})$.

5. Step by step

5.1 Recording a pour

Concrete Tracking

RefreshDownload PDF

New concrete pour

×

Pour date

21/09/2026

Delivery note no.

2026-04192

SUBCONTRACTOR AND AGREEMENT

Subcontractor

Batı Beton Hizmetleri

Agreement

C30/37 hazır beton · 1,250.00 ₺ / m³

SURCHARGE AGREEMENTS

The unit prices of the selected agreements are added on top of the main agreement.

☒ Pompa farkı · 145.00 ₺ / m³ · +145.00 ₺/m³

☐ Kış katkısı · 60.00 ₺ / m³ · +60.00 ₺/m³

☐ Gece dökümü zammı · 85.00 ₺ / m³ · +85.00 ₺/m³

Location

Block A, 4th Floor Slab

Section

Between Axes 1-4

Concrete class

C30/37

Quantity (m³)

46.5

AMOUNT

Cancel

Save

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 note into **Delivery note no.**
4. In the **Subcontractor 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. Pick the **Concrete class** and enter the **Quantity**.
7. If needed, tick **Apply VAT** and type the rate.
8. Add the photo or the PDF of the delivery note to the **Delivery note document** field.
9. 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 subcontractor'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.

AMOUNT

Unit price (£/m³)
Can be left blank — the price can be entered later.

☒ Apply VAT
VAT rate (%)

The agreements give 1,395.00
£/m³.

Apply

CALCULATED AMOUNT

69,750.00 £

46.5 m³ × 1,250.00 £ = 58,125.00 £ + VAT 20% (11,625.00 £)

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 subcontractor, the agreement and surcharge selections are reset — another firm's agreement cannot stay selected.

5.3 Attaching and viewing the delivery note

Concrete Tracking Refresh Download PDF

Delivery note

2026-04187 · A Blok 3. Kat Döşeme · Batı Beton Hizmetleri

BATI BETON HİZMETLERİ A.Ş.
Hazır Beton Tesisi · Gölbaşı / Ankara · Tel 0312 000 00 01

SEVK İRSALİYESİ **No: 2026-04187**

MÜŞTERİ	Yeşilvadi Konutları Şantiyesi	TARİH	17.09.2026
DÖKÜM YERİ	A Blok 3. Kat Döşeme	SAAT	09:40
BETON SINIFI	C30/37	PLAKA	06 BTN 187
MIKTAR	42,5 m³	POMPA	36 m · Var

Bu belge örnektir; gerçek bir sevk irsaliyesi değildir.

TESLİM EDEN

TESLİM ALAN

Scroll to zoom · drag to pan — %100 + ↗

Save to computer Close

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.

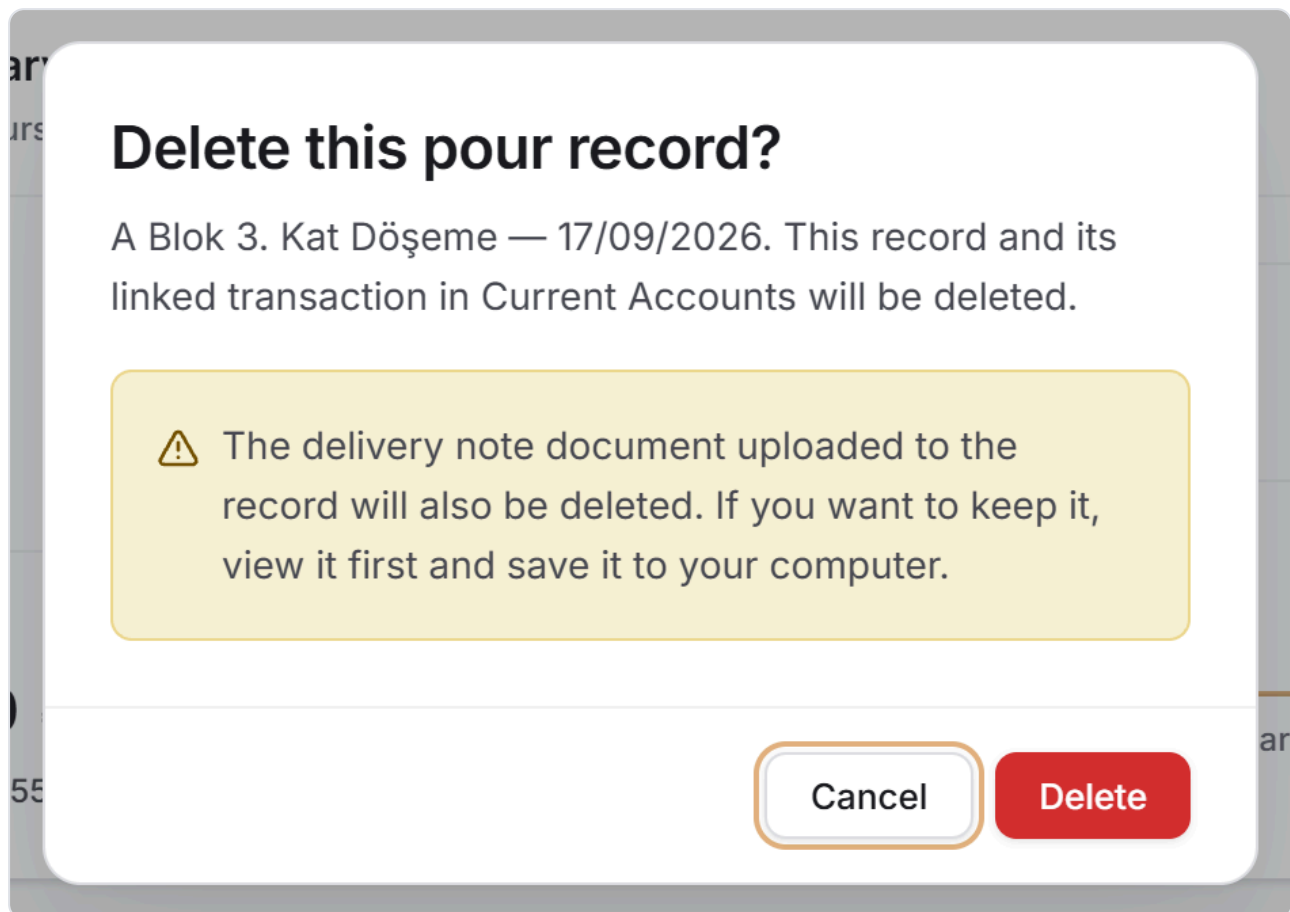
The **Save to computer** button at the bottom of the window downloads the document to disk. That is the way to send a delivery note to the accounts department.

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 an older value that is not in the list (something typed by hand such as *C25*), it is added to the list rather than written over.

Updating also refreshes the linked transaction in Current Accounts; no second entry is created in the ledger.

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 Current Accounts will be deleted as well.

Caution The delivery note 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.

Deleting removes the ledger transaction first and the pour record second. The order is deliberate: if the Current Accounts side cannot be deleted, the pour record **stays where it is** and no transaction is left in the ledger without a source.

Caution Deleting a ledger transaction requires **administrator permission**. On an account without it, deletion stops halfway and the screen reads *"The pour could not be deleted... the record is still in place."* This is not a fault but a deliberate halt — to delete the record you need to go to an administrator.

5.6 Searching and narrowing

The **Search pours** box looks at the location, the section, the delivery note number, the subcontractor 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 Current 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 Current 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 three reasons and their remedies differ:

WHAT THE STRIP SAYS	WHAT TO DO
The subcontractor has no current account, and only administrators can open new accounts	An administrator creates the firm once in Current Accounts; later records are transferred by themselves
Only administrators can change account transactions	Go to an administrator to have the amount updated; the figure in the ledger stays at its old value
The server could not be reached	Press the Resend to Current Accounts button on the strip when the connection is back

The **Resend to Current 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.

6. Exports

There are two exports and both send out **the list as it appears on the screen** — whatever the filter is, that is what goes into the file. 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 · Subcontractor · Agreement · Delivery Note No. · Location · Section · Class · Quantity (m³) · Unit Price · Amount · VAT (%) · VAT 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 subcontractor 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, VAT and grand total columns and matches the summary on the screen exactly.

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.

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.

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 note 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 Current Accounts. Workaround: before starting the second record, go over the fields, and especially **the delivery note 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 note 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 Current Accounts. A pour with no subcontractor selected or no price entered is not transferred to the ledger — its cost is not yet settled. When you later enter a subcontractor and a price on such a record, the transfer happens by itself.

Caution — known fault The Current Accounts transfer of a pour with **no date entered** can **never** succeed: the server does not accept a transaction without a date, yet a strip appears on the screen saying *"you can try again"* — and trying again will never work. Because the date is required on this page, the fault only shows up on dateless records that **came from the old program or from the phone**; the *"N records could not be transferred"* line in a bulk resend comes from those records. The remedy is to edit that pour and **enter its date**. The fault is known and will be fixed.

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 list does not overwrite records. The dropdown on the form holds eight standard classes, but older records may contain other values typed by hand. When you open such a record, that value is added to the list; opening and closing a record does not change its class.

The subcontractor 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 four fields; the search also looks at **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.
- **Current Accounts** — every priced pour that is saved lands in the ledger as a receivable of the subcontractor.
- **Finance Panel** — 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 progress payment you are about to issue**. Entries that are not yet attached to a progress payment are counted separately and can be listed with one click.

An equipment work entry does **not** reach Current Accounts directly. The flow is: the entry is saved, it is added to a progress payment when that payment is issued, and the ledger transaction is created on the progress payment side. That is why there is no ledger transfer operation on this page.

2. How to open it, who can see it

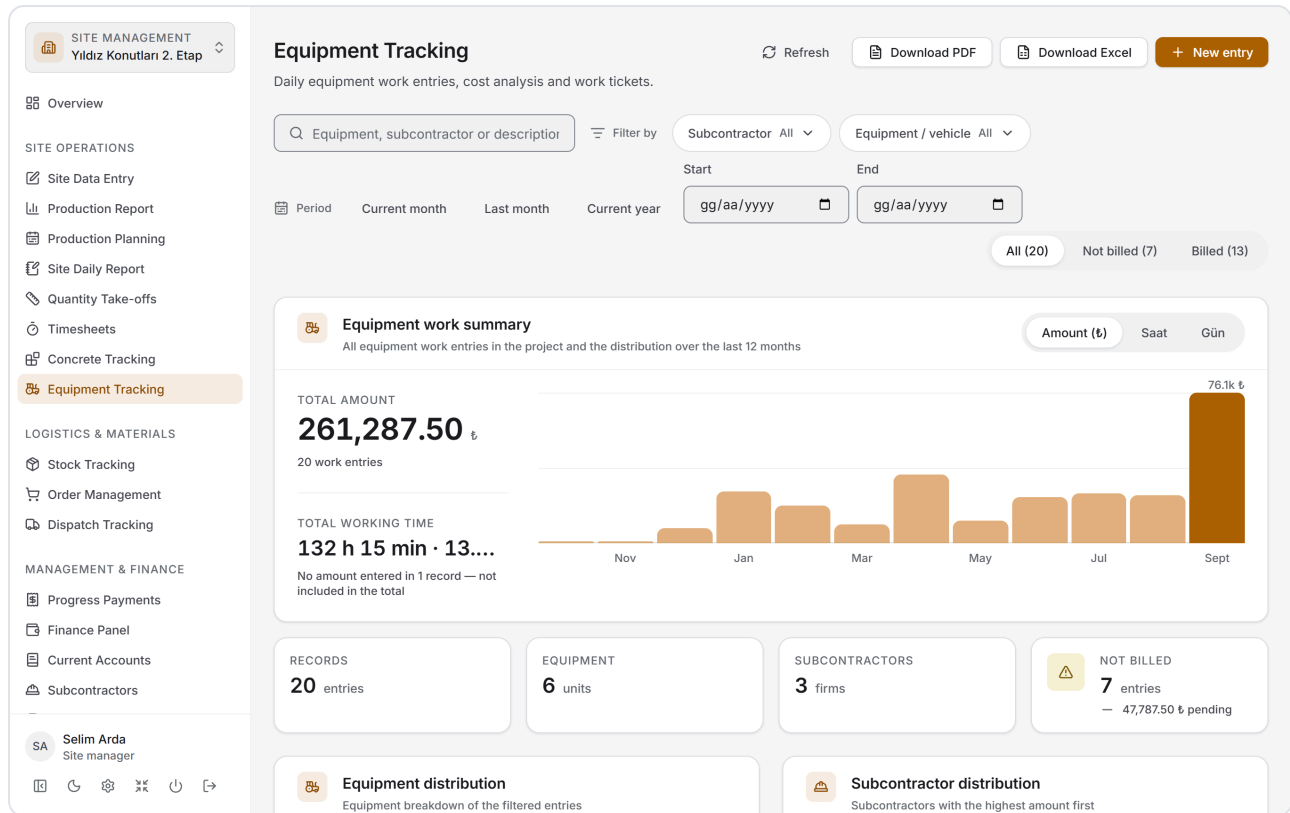
In the sidebar, *Site Operations* > *Equipment Tracking*.

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, subcontractor, 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 subcontractor 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

Q Equipment, subcontractor or description

Filter by

Subcontractor All

Equipment / vehicle All

Start

End

Period

Current month

Last month

Current year

gg/aa/yyyy

gg/aa/yyyy

All (20)

Not billed (7)

Billed (13)

It has two rows. The top row holds the **Search entries** box and, next to a **Filter by** label, the **Subcontractor** 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 subcontractor name and the description
Subcontractor	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.

Equipment / vehicle All ▾

☐ Beko Loder 3

☐ Damperli Kamyon 3

☐ Ekskavatör (CAT 320) 7

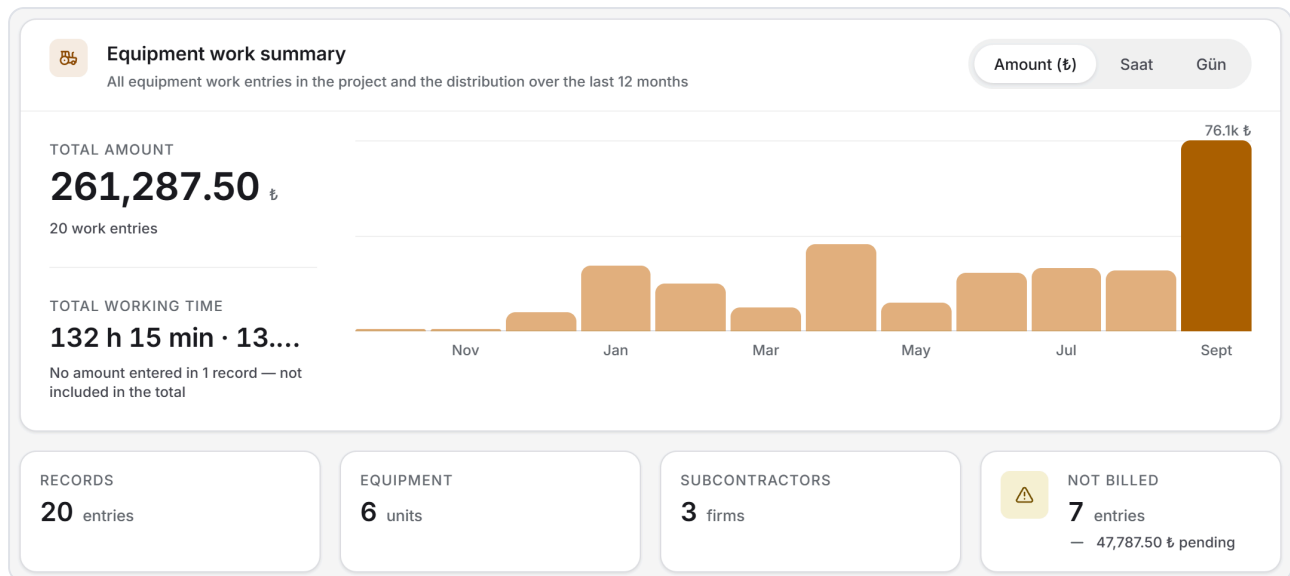
☐ Mobil Vinç 50 t 3

☐ Paletli Dozer 3

☐ Su Tankeri 1

The filter menus feed each other: when you choose a subcontractor, 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 <i>132 h 15 min · 13.5 gün</i>

The line under the second figure normally reads *"Duration shown in the 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 (£)**; 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.

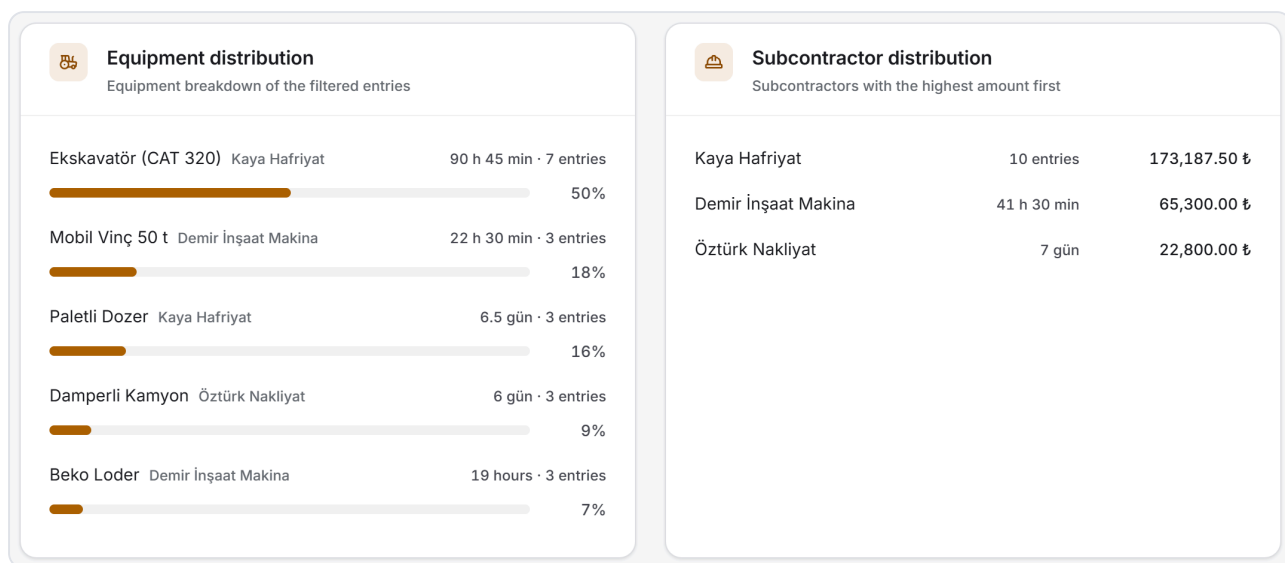
Note The unit names on the switch are written exactly as they appear in the agreement and are not translated — in an English-language project they read as they were typed in the Subcontractors module.

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
Subcontractors	How many different firms supplied machines
Not Billed	The number of entries not yet attached to a progress 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.
- **Subcontractor 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 subcontractor 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							Collapse all	
20 records · 14 days								
EQUIPMENT / VEHICLE	SUBCONTRACTOR	DESCRIPTION / WORK LOCATION	DURATION	UNIT PRICE	AMOUNT	BILLING		
Friday, 18 September 2026							14 h 30 min · 1 gün 28,725.00 ₺	
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	B Blok temel kazısı	8 h 30 min	1,450.00 ₺/saat	12,325.00 ₺	Pending		
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaat ...	A Blok 4. kat kalıp ...	6 hours	2,100.00 ₺/saat	12,600.00 ₺	Pending		
Damperli Kamyon Hafriyat nakli	Öztürk Nakliyat	Hafriyat nakli — d...	1 gün	3,800.00 ₺/gün	3,800.00 ₺	Pending		
Thursday, 17 September 2026							12 h 15 min · 1 gün 15,262.50 ₺	
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	B Blok temel kazısı	7 h 15 min	1,450.00 ₺/saat	10,512.50 ₺	Pending		
Beko Loder Altyapı kazısı	Demir İnşaat ...	Altyapı hattı kazısı	5 hours	950.00 ₺/saat	4,750.00 ₺	Pending		
Su Tankeri Toz bastırma	Öztürk Nakliyat	Saha yolu toz bastır...	1 gün	—	No amount entered	Pending		
Wednesday, 16 September 2026							13 h 30 min · 1.5 gün 32,100.00 ₺	
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Saha tesviyesi — k...	1.5 gün	6,400.00 ₺/gün	9,600.00 ₺	Billed		
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaat ...	Donatı boşaltma	4 h 30 min	2,100.00 ₺/saat	9,450.00 ₺	Billed		
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Kazı devam — B Bl...	9 hours	1,450.00 ₺/saat	13,050.00 ₺	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 ₺/saat	11,600.00 ₺	Billed		
Friday, 14 August 2026							2 gün 12,800.00 ₺	
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Saha tesviyesi	2 gün	6,400.00 ₺/gün	12,800.00 ₺	Billed		
Wednesday, 22 July 2026							12 hours 25,200.00 ₺	
Mobil Vinç 50 t Kalıp ve donatı taşıma	Demir İnşaat ...	Vinç ile kalıp montajı	12 hours	2,100.00 ₺/saat	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 ₺/saat	23,200.00 ₺	Billed		
Tuesday, 19 May 2026							3 gün 11,400.00 ₺	
Damperli Kamyon Hafriyat nakli	Öztürk Nakliyat	Hafriyat nakli	3 gün	3,800.00 ₺/gün	11,400.00 ₺	Billed		
Saturday, 11 April 2026							24 hours 34,800.00 ₺	
Ekskavatör (CAT 320) Temel kazısı ve hafriyat	Kaya Hafriyat	Hafriyat — kuzey ...	24 hours	1,450.00 ₺/saat	34,800.00 ₺	Billed		
Monday, 9 March 2026							10 hours 9,500.00 ₺	
Beko Loder Altyapı kazısı	Demir İnşaat ...	Altyapı kazısı	10 hours	950.00 ₺/saat	9,500.00 ₺	Billed		
Tuesday, 17 February 2026							3 gün 19,200.00 ₺	
Paletli Dozer Saha tesviyesi	Kaya Hafriyat	Şantiye yolu açma	3 gün	6,400.00 ₺/gün	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 ₺/saat	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
Subcontractor	The firm's name
Description / work location	What the machine did that day
Duration	The working time in its own unit — <i>8 h 30 min</i> , or <i>1.5 gün</i> where the agreement is not hourly
Unit price	This entry's own unit price, with the unit written underneath — <i>₺/saat</i> , <i>₺/gün</i>
Amount	The cost of the work; <i>"No amount entered"</i> 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 Unit names — *saat*, *gün* and anything else typed on the agreement — are shown exactly as they were written and are not translated. They are values you entered in the Subcontractors module, not labels 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.

×

Filter by

Subcontractor All

Equipment / vehicle All

× Clear search

Period
Current month
Last month
Current year

Start
gg/aa/yyyy

End
gg/aa/yyyy

All (20)
Not billed (7)
Billed (13)

No entries match the filter

The project has 20 entries, but your filter includes none of them.

Clear filters

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
Subcontractor	The firm that owns the machine. Only firms with an equipment agreement are listed	<i>Yes (a precondition for choosing the machine)</i>
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 <i>Saat</i> (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 <i>Foundation dig — Block B</i>	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

New equipment work entry

SUBCONTRACTOR AND EQUIPMENT

Subcontractor

Kaya Hafriyat

Equipment / vehicle

Ekskavatör (CAT 320) — Temel kazısı ve hafriyat · 1,450.00 ₺ / Hour

Work date

22/09/2026

Hours

8

Minutes

30

CALCULATED AMOUNT

12,325.00 ₺

8.5 saat × 1,450.00 ₺

Description / work location

B Blok temel kazısı

WORK TICKETS

📎 Select document

No document selected

PDF or photo. Up to 5 documents; optional.

Cancel

Save

1. Press the **New entry** button.
2. In the **Subcontractor and equipment** section choose the firm first, then the agreement from the **Equipment / vehicle** box. The equipment box does not open until a subcontractor 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 / Saat*.
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 subcontractor 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.

New equipment work entry

SUBCONTRACTOR AND EQUIPMENT

Subcontractor

Kaya Hafriyat

Equipment / vehicle

Paletli Dozer — Saha tesviyesi · 6,400.00
₺ / Gün

Work date

22/09/2026

Work quantity (gün)

1,5

The agreement's unit is "Gün" — the amount is calculated in this unit.

CALCULATED AMOUNT

9,600.00 ₺

1.5 gün × 6,400.00 ₺

Description / work location

B Blok temel kazısı

WORK TICKETS

📎 Select document

No document selected

PDF or photo. Up to 5 documents; optional.

Cancel

Save

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

Work ticket ×

Ekskavatör (CAT 320) · Kaya Hafriyat · 18/09/2026

fis-1.jpg < 1 / 3 >

MAKİNA ÇALIŞMA FİŞİ
Örnek belge — Sitabula kullanım kılavuzu

Fiş no	SMF-2026-01
Tarih	18.09.2026
Makina	Ekskavatör (CAT 320)
Çalışma yeri	B Blok temel kazısı
Süre	8 sa 30 dk

Operatör imzası

Şantiye şefi

Sayfa 1 / 3 — örnek veri

Scroll to zoom · drag to pan — %100 + ↗

↓ Save to computer Close

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

Edit entry

This entry has been billed

The date, subcontractor, equipment and duration fields are locked — changing them would alter the amount of the issued progress payment. The description and work ticket can still be edited.

SUBCONTRACTOR AND EQUIPMENT

Subcontractor
Kaya Hafriyat

Equipment / vehicle
Paletli Dozer — Saha tesviyesi · 6,400.00 ₺ / Gün

Work date
16/09/2026

Work quantity (gün)
The agreement's unit is "Gün" — the amount is calculated in this unit.
1.5

AMOUNT
9,600.00 ₺

Description / work location
Saha tesviyesi — kuzey cephe

WORK TICKETS

fis-1.jpg

Remove

Add document

PDF or photo. Up to 5 documents; optional.

To edit the locked fields, first remove the entry from the progress payment.

Cancel

Update

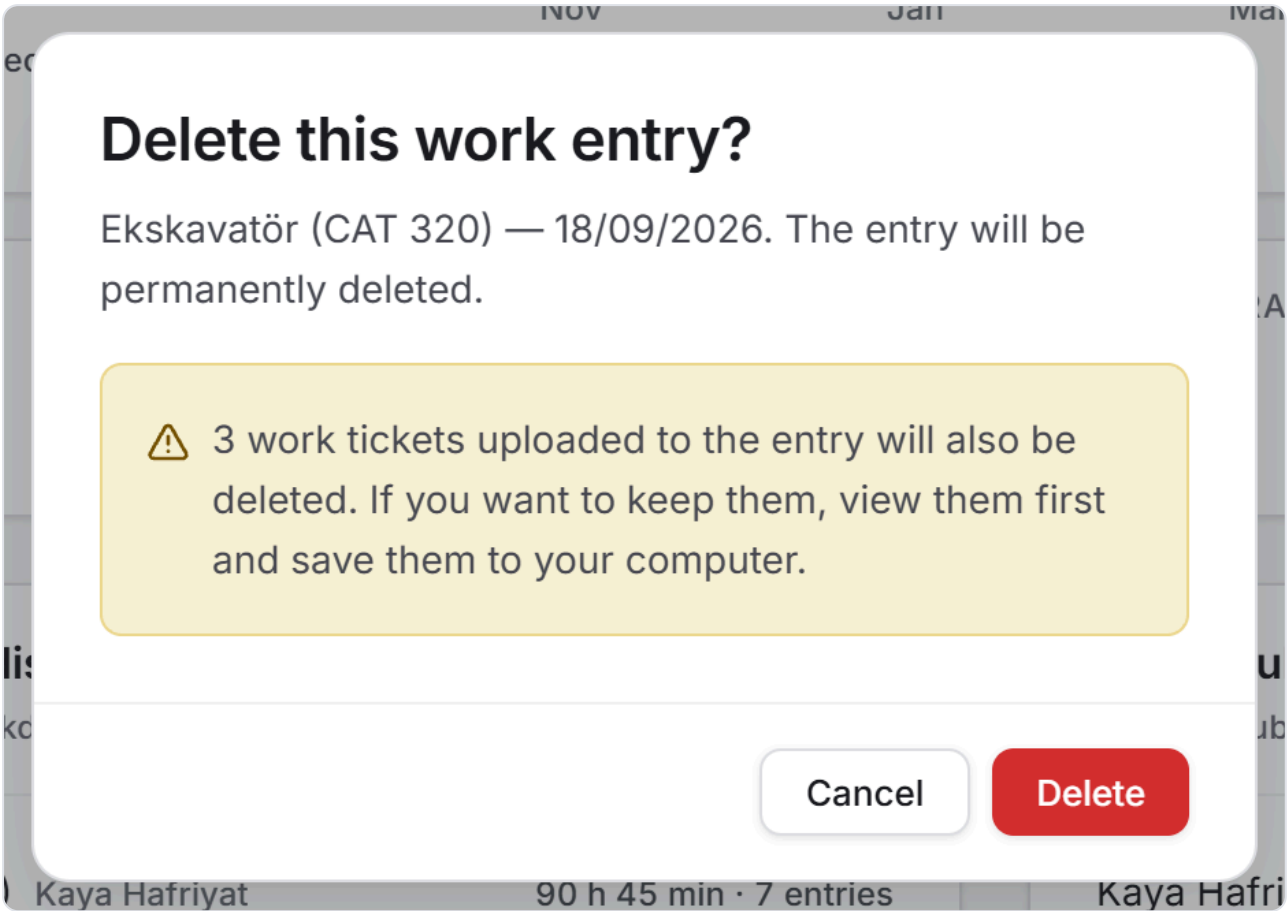
When a work entry is added to a progress payment, part of the record is locked. The form opens with a blue information strip reading *"This entry has been billed."*

FIELD	STATE
Date, subcontractor, equipment, duration	Locked — changing them would alter the amount of the issued progress 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 progress payment.

If you need to correct the locked fields, first remove the entry from the progress payment in the **Progress 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 progress payment first."* The protection is deliberate: a deleted entry would leave the issued progress payment without a basis.

5.7 Seeing what will go into the progress 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 progress 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 subcontractor 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 · Subcontractor · 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 subcontractor 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 Current Accounts. An equipment work entry reaches the ledger through a progress payment: the entry is saved, it is added to a progress 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, subcontractor, 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 progress payment first. This is a protection the old program did not have: there, a billed entry could be deleted without warning and the issued progress 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 subcontractor 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.
- **Progress Payments** — unbilled equipment work entries are selected there as line items, and the ledger transaction is created there too.
- **Current Accounts** — the subcontractor's receivable lands in the ledger after the progress payment is issued.
- **Finance Panel** — 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.

Stock Tracking

1. What it is for

Stock Tracking 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 Current 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

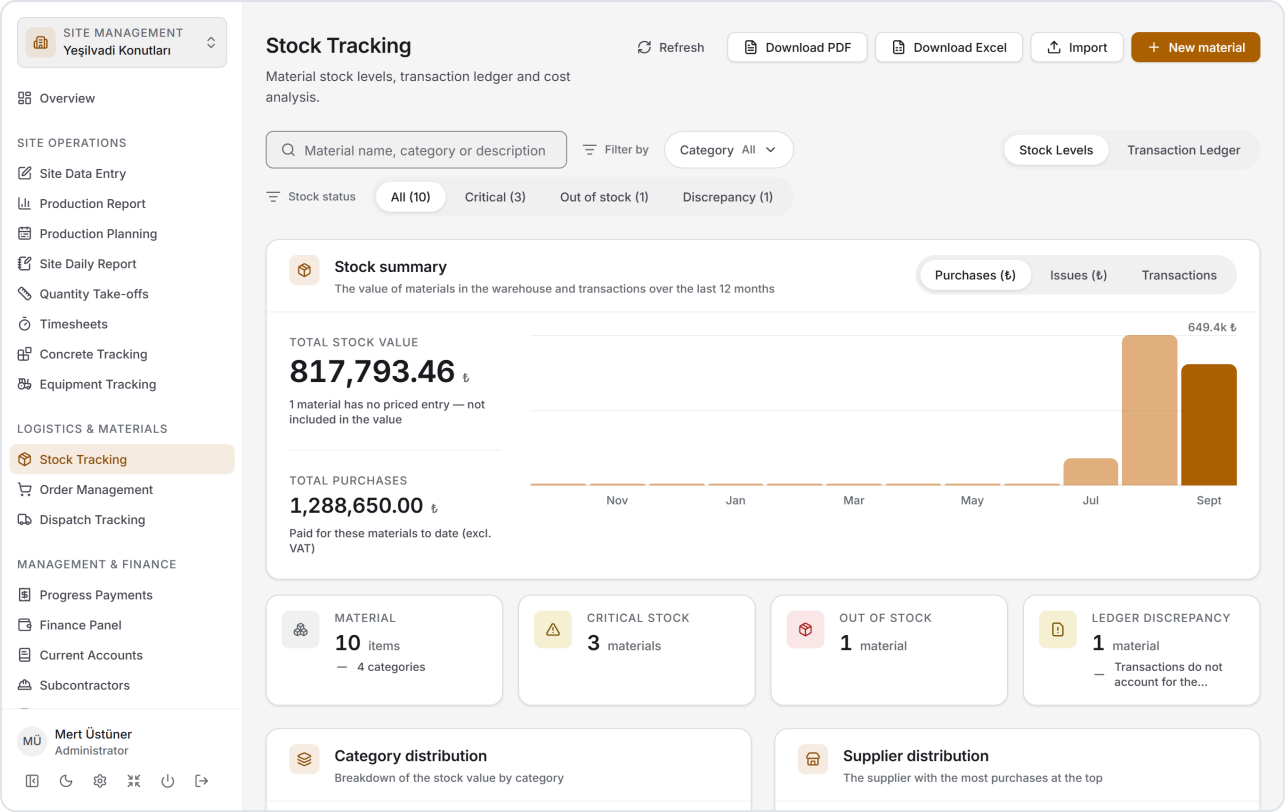
In the sidebar, *Logistics & Materials > Stock Tracking*.

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 notes 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 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 note 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 *Stock Tracking* 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

Q

Material name, category or description

Filter by

Category All ▾

Stock Levels

Transaction Ledger

Stock status

All (10)

Critical (3)

Out of stock (1)

Discrepancy (1)

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
Supplier <i>(ledger only)</i>	Narrows by firm
Transaction type <i>(ledger only)</i>	Picks from the six types
View	Stock Levels ↔ Transaction Ledger

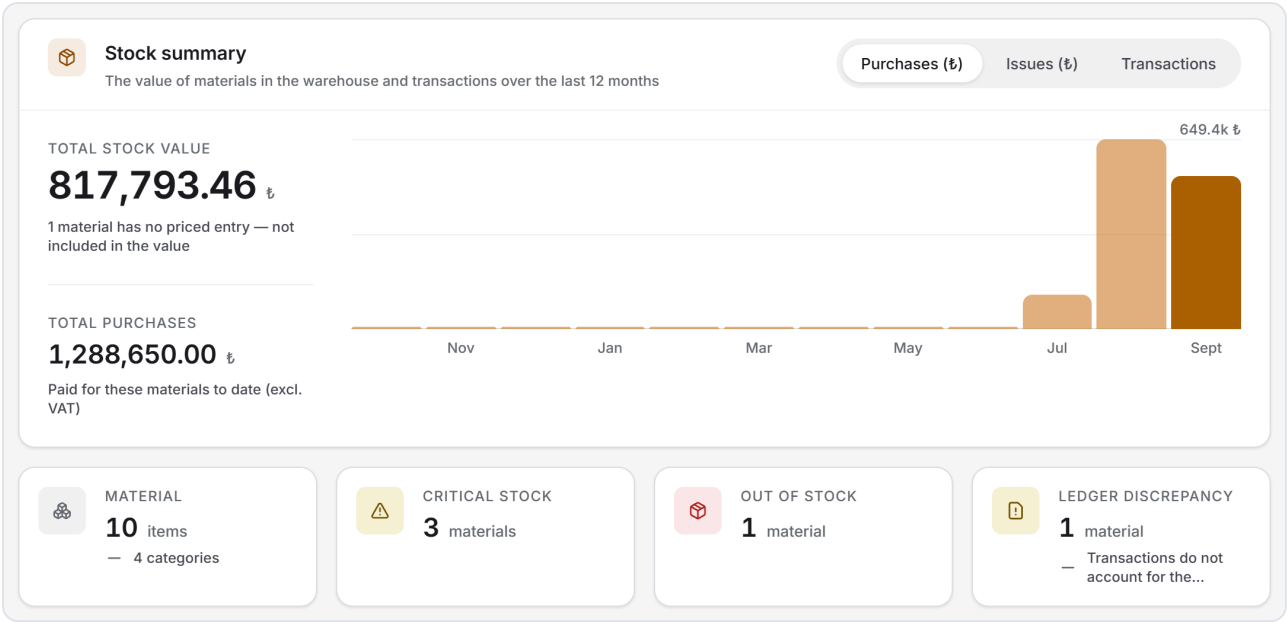
In **Stock Levels** the second row is a four-way switch: **All**, **Critical**, **Out of stock**, **Discrepancy**. Each one shows how many materials it holds in brackets.

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 average cost and added up. Excl. VAT
Total Purchases	What has been paid for these materials to date. Excl. VAT

The line below the first normally reads *"At weighted average cost, excl. VAT"*; 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. VAT)"* 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 (₺)	The excl.-VAT amount of the purchases made that month
Issues (₺)	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.

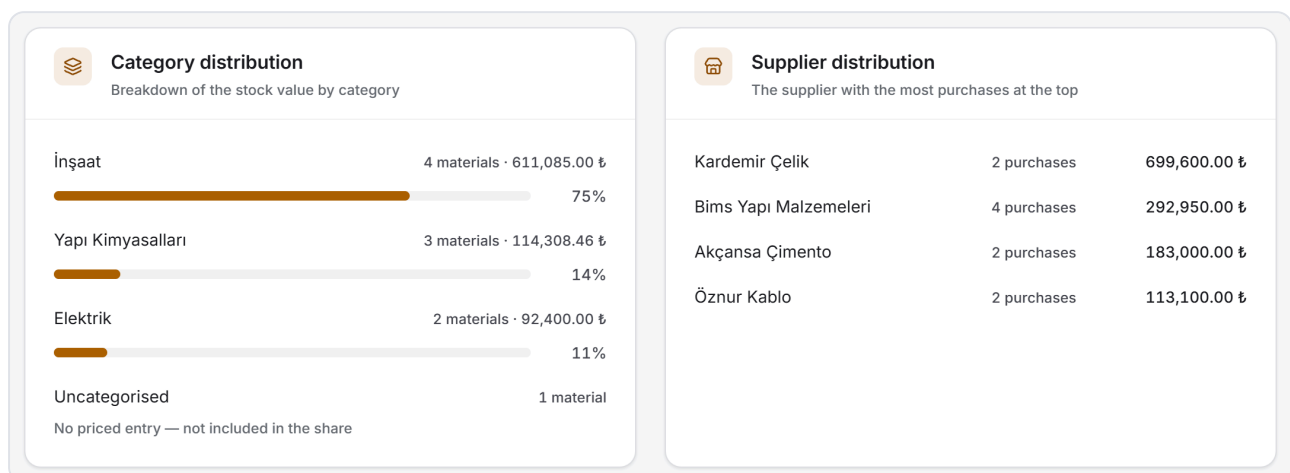
Note The twelve months of the chart are counted back not from today but from **the month of the most recent transaction in the data**. On a project that has stopped, the chart does not fill with empty months. A month with no transactions is not skipped; it stands as an empty column.

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
Critical 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

Material list							
10 materials · 4 categories							
MATERIAL	CURRENT STOCK	MIN. STOCK	STATUS	AVG. COST	STOCK VALUE	LAST TRANSACTION	
Elektrik 2 materials 92,400.00 ₺							
Buat Kutusu	400 adet	100 adet	Normal	18.50 ₺/adet	7,400.00 ₺	21 September 2026	+
NYA Kablo 3×2,5 Makara	2,000 m	500 m	Discrepancy	42.50 ₺/m	85,000.00 ₺	08 September 2026	+
İnşaat 1 critical 4 materials 611,085.00 ₺							
Nervürlü Demir Ø12	7.5 ton	10 ton	Critical	23,500.00 ₺/ton	176,250.00 ₺	18 September 2026	+
İskele Borusu Ø48, galvaniz	660 m	No threshold	Normal	128.00 ₺/m	84,480.00 ₺	19 September 2026	+
Nervürlü Demir Ø16	12 ton	10 ton	Normal	23,200.00 ₺/ton	278,400.00 ₺	11 September 2026	+
Tuğla 19×19×13	7,380 adet	2,000 adet	Normal	9.75 ₺/adet	71,955.00 ₺	20 September 2026	+
Yapı Kimyasalları 2 critical 3 materials 114,308.46 ₺							
Alçı Sıva	3.8 ton	5 ton	Critical	4,150.00 ₺/ton	15,770.00 ₺	14 September 2026	+
Hazır Sıva Harcı	0 ton	3 ton	Out of stock	3,900.00 ₺/ton	0.00 ₺	13 September 2026	+
Çimento CEM I 42,5R Torbalı, 50 kg	35 ton	20 ton	Normal	2,815.38 ₺/ton	98,538.46 ₺	19 September 2026	+
Uncategorised 1 material —							
Su Yalıtım Membranı Açılış stoğu sayımla girildi	330 m ²	No threshold	Normal	—	No price	06 September 2026	+

The table of the Stock Levels view. The rows are grouped **by category**; the group header carries the category name, a critical-material 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** · **Min. stock** · **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 description it sits below the name in muted type.

The **Status** column carries one of four badges: **Out of stock** (red), **Critical** (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

Transaction ledger									
24 transactions · 20 days									
MATERIAL	TRANSACTION	QUANTITY	UNIT PRICE	AMOUNT	SUPPLIER / LOCATION	DESCRIPTION			
Monday, 21 September 2026							0 inbound · 1 outbound		
Buat Kutusu Elektrik	Transfer Out → Mavişehir Sitesi	-50 adet	—	—	—	Yeşilvadi Konu...			
Sunday, 20 September 2026							0 inbound · 1 outbound		
Tuğla 19×19×13 İnşaat	Count Adjustment	-120 adet	—	—	—	Kırık tuğla, say...			
Saturday, 19 September 2026							0 inbound · 2 outbound		
Çimento CEM I 42,5R Yapı Kimyasalları	Site Issue	-12 ton	—	—	B Blok 3. kat Kalıp ekibi	—			
İskele Borusu İnşaat	Site Issue	-240 m	—	—	B Blok cephe	—			
Friday, 18 September 2026							2 inbound · 0 outbound		
Çimento CEM I 42,5R Yapı Kimyasalları	Manual Entry	+40 ton	2,850.00 ₺/ton	114,000.00 ₺ 20% VAT · 136,800.00 ₺	Akçansa Çimento Delivery Note 2026-00098	Depo girişi, üç...			
Nervürlü Demir Ø12 İnşaat	Manual Entry	+12 ton	23,500.00 ₺/ton	282,000.00 ₺ 20% VAT · 338,400.00 ₺	Kardemir Çelik Delivery Note 2026-00103	—			
Wednesday, 16 September 2026							0 inbound · 1 outbound		
Nervürlü Demir Ø12 İnşaat	Site Issue	-4.5 ton	—	—	B Blok kolon Demir ekibi	—			
Monday, 14 September 2026							0 inbound · 1 outbound		
Alçı Sıva Yapı Kimyasalları	Site Issue	-5.2 ton	—	—	A Blok 1. kat Sıva ekibi	—			
Sunday, 13 September 2026							0 inbound · 2 outbound		
Buat Kutusu Elektrik	Site Issue	-150 adet	—	—	A Blok 2. kat	—			
Hazır Sıva Harcı Yapı Kimyasalları	Site Issue	-6 ton	—	—	B Blok 1. kat	—			
Friday, 11 September 2026							1 inbound · 1 outbound		
İskele Borusu İnşaat	Dispatch Delivery	+900 m	128.00 ₺/m	115,200.00 ₺ 20% VAT · 138,240.00 ₺	Bims Yapı Malzemeleri Delivery Note 2026-00095	—			
Nervürlü Demir Ø16 İnşaat	Site Issue	-6 ton	—	—	A Blok perde	—			
Tuesday, 8 September 2026							0 inbound · 1 outbound		
NYA Kablo 3×2,5 Elektrik	Site Issue	-320 m	—	—	B Blok elektrik şaftı	—			
Sunday, 6 September 2026							0 inbound · 1 outbound		
Su Yalıtım Membranı	Site Issue	-120 m²	—	—	A Blok teras	—			
Saturday, 5 September 2026							1 inbound · 0 outbound		
Buat Kutusu Elektrik	Manual Entry	+600 adet	18.50 ₺/adet	11,100.00 ₺ 20% VAT · 13,320.00 ₺	Öznur Kablo Delivery Note 2026-00091	—			
Thursday, 3 September 2026							0 inbound · 1 outbound		
Tuğla 19×19×13 İnşaat	Site Issue	-4,500 adet	—	—	A Blok duvar	—			
Wednesday, 2 September 2026							0 inbound · 1 outbound		
Çimento CEM I 42,5R Yapı Kimyasalları	Site Issue	-18 ton	—	—	A Blok temel	—			
Friday, 28 August 2026							1 inbound · 0 outbound		
Nervürlü Demir Ø16 İnşaat	Manual Entry	+18 ton	23,200.00 ₺/ton	417,600.00 ₺ 20% VAT · 501,120.00 ₺	Kardemir Çelik Delivery Note 2026-00081	—			
Thursday, 20 August 2026							1 inbound · 0 outbound		
NYA Kablo 3×2,5 Elektrik	Manual Entry	+2,400 m	42.50 ₺/m	102,000.00 ₺ 20% VAT · 122,400.00 ₺	Öznur Kablo Delivery Note 2026-00074	—			
Tuesday, 18 August 2026							1 inbound · 0 outbound		
Hazır Sıva Harcı Yapı Kimyasalları	Manual Entry	+6 ton	3,900.00 ₺/ton	23,400.00 ₺ 20% VAT · 28,080.00 ₺	Bims Yapı Malzemeleri Delivery Note 2026-00068	—			
Wednesday, 12 August 2026							1 inbound · 0 outbound		
Çimento CEM I 42,5R Yapı Kimyasalları	Manual Entry	+25 ton	2,760.00 ₺/ton	69,000.00 ₺ 20% VAT · 82,800.00 ₺	Akçansa Çimento Delivery Note 2026-00061	—			

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 VAT rate and the VAT-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 note number below it, for an outbound one the place of use with the person who received it below it.

At the end of the row there is a **paperclip** button if a document is attached to the entry and a **bin** button if you have permission.

Transaction panel

NYA Kablo 3x2,5

Elektrik · Makara

CURRENT STOCK

2,000 m

MIN. STOCK

500 m

AVG. COST

42.50 ₺

STOCK VALUE

85,000.00 ₺

Above the threshold · 2,400 m in, 320 m out in total

⚠ Stock does not match the transaction ledger

The recorded stock is 2,000 m, but the 2 transactions below total 2,080 m. The difference usually comes from an unrecorded adjustment; you can post it to the ledger as a Count Adjustment of -80 m.

+ Add transaction

Edit

↔ Transfer

Delete material

TRANSACTION LEDGER · 2 RECORDS

Site Issue 08 September 2026

B Blok elektrik şaftı

-320 m

🗑

Manual Entry 20 August 2026

Öznur Kablo · Delivery Note 2026-00074

+2,400 m

102,000.00 ₺

🗑

Close

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**, **Min. stock**, **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 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 (supplier, delivery note, place of use, person who received it, counterpart project, description) and, on the right, the signed quantity and the amount.

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
Unit	The measure for quantities and the unit price: tonne, piece, m ² , m...	No
Category	The list is grouped by this; materials left empty are collected in the <i>Uncategorised</i> group	No
Minimum stock threshold	Once the stock falls to this value, the material is shown as critical	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 never shows as critical.

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.-VAT 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 <i>"No price"</i>

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
Dispatch Delivery	The Dispatch Tracking 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. VAT, per the material's own unit
VAT rate	Entry	0%, 1%, 10%, 20%
Supplier (registered)	Entry	The firms in the Suppliers module
Supplier name	Entry	Typed here if the firm is not in the list; the current account is opened under this name
Delivery note no.	Entry	Appears below the supplier name in the ledger
Document	Entry	A delivery note, an invoice or a photo. One document
Place of use	Issue	Where the material went — <i>Block B, 3rd floor</i>
Received by	Issue	The person who took delivery of the material
Description	All	Free text

5. Step by step

5.1 Defining a material

Define a new material ×

A new material starts with zero stock. After saving, enter the quantity you already have in the warehouse as a Count Adjustment transaction; the opening quantity is then written to the ledger too and the stock stays consistent with it.

Material name

e.g. Cement CEM I 42.5R

Unit

The unit of measure for quantities and the unit price. Can be left empty.

e.g. tonne, piece, m²

Category

The list is grouped by category; materials left empty are collected in the "Uncategorised" group.

e.g. Construction, Electri

Minimum stock threshold

Once the stock falls to this value, the material is shown as critical. If left empty or set to 0, there is no threshold and the material never becomes critical.

e.g. 10

Description

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

New stock transaction

TRANSACTION TYPE

Manual Entry

Site Issue

Count Adjustment

Purchased material enters the warehouse. The amount is posted to the current-account ledger as a payable to the supplier.

Material

Çimento CEM I 42,5R · Yapı Kimyasalları

Date

22/09/2026

Quantity

Current stock: 35 ton

40

Unit: ton

PURCHASE DETAILS

Unit price (₺/ton)

Excl. VAT. If left empty, the entry is saved without an amount and is not included in the average cost.

2850

VAT rate

20%

Supplier (registered)

Akçansa Çimento

Supplier name (if not registered)

If it is not in the list, type it here; the current account is opened under this name.

Akçansa Çimento

Delivery note no.

2026-00104

CALCULATED AMOUNT

136,800.00 ₺

114,000.00 ₺ net + 22,800.00 ₺ VAT (20%)

DELIVERY NOTE / INVOICE DOCUMENT

↑ Select document

No document selected

Delivery note, invoice or photo. One document; optional.

Description

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. VAT), the **VAT rate**, the supplier and, if there is one, the **delivery note no**.
6. Add the image of the delivery note 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 (£/ton)*. 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 note, 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 current 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 Current Accounts. When the price becomes known later you have to delete the entry and enter it again.

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, VAT, supplier and document fields are not shown for this type and nothing is written to Current 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

New stock transaction ×

TRANSACTION TYPE

Manual Entry Site Issue **Count Adjustment**

Posts the difference found during a stock count to the ledger. Enter a positive quantity for an increase and a negative one for a decrease; opening stock is entered the same way.

Material Date

Çimento CEM I 42,5R · Yapı Kimyasalları 22/09/2026

Adjustment quantity

Current stock: 35 ton — Enter a positive number to increase and a negative number to decrease.

40 Unit: ton

Description

e.g. Year-end stock count

Cancel Save and new Save

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

Transfer to another project ×

NYA Kablo 3×2,5 — current stock 2,000 m.

Destination project

Select a project ▼

i 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. A transfer transaction is written in both projects, and deleting one removes the other.

Transfer quantity

At most 2,000 m

2000

Transfer date

22/09/2026



Description

If left empty, the project names are written to both ledgers.

e.g. Transfer between sites

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**.

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

Delete this transaction?

Buat Kutusu — Transfer Out, 50 adet. The entry is deleted and the stock is reversed by this quantity.



This is a project transfer: the entry in the counterpart project is deleted too and that project's stock is corrected.

Cancel

Delete

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 note 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**.

Dispatch 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 dispatch delivery cannot be deleted here; open the dispatch on the Dispatch Tracking 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 Current Accounts. If you want to keep the history, **take the Excel export first**.

5.7 Defining materials in bulk from Excel

Import from Excel

×

3

1

2

2

To import

Conflict (will be skipped)

Invalid rows

New categories

2 Kireç (Söndürülmüş) · kg · Yapı Kimyasalları · Threshold 500

3 Çimento CEM I 42,5R · ton · Yapı Kimyasalları · A material with this name already exists — the existing record will not change

4 Seramik Yapıştırıcı · kg · Yapı Kimyasalları · Threshold 200

5 adet · Elektrik · The material name is empty — the row will be skipped

6 Alüminyum Doğrama · m · Doğrama · Min. stock could not be read ("on") — enter a number or leave it empty

7 Isı Yalıtım Levhası · m² · Yalıtım · Threshold 300

Cancel

Import 3 rows

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** · **Min. Stock** · **Description**. Only the name is required.
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
Min. stock could not be read (" <i>ten</i> ", for example)	Skipped — enter a number or leave it empty
Min. stock 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

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 *ÍSKELE* 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, category, description and unit
Transaction Ledger	Material, category, supplier, description, delivery note 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: **Critical** 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.

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 · Min. Stock · Status · Avg. Cost (£) · Stock Value (£) · Total Purchases (£) · Last Transaction · Description.

The **Transaction Ledger** sheet carries **fourteen columns**: Date · Material · Category · Transaction · Quantity · Unit · Unit Price (£) · Net Amount (£) · VAT % · VAT Incl. (£) · Supplier / Place of Use · Delivery Note · Description · Document.

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 critical 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. ₺ · Value ₺.

Transaction Ledger: Date · Material · Transaction · Quantity · Unit ₺ · Net ₺ · VAT Incl. ₺ · Supplier / Location.

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 **VAT-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 (₺)**, 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.-VAT 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 Current 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 VAT and the VAT-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 Current Accounts** button in the band retries every purchase in the project. Three reasons are written separately:

REASON	WHAT TO DO
The supplier has no current account and only administrators can open one	Have an administrator create the firm once in Current Accounts; later records are sent automatically
The existing transaction in Current Accounts could not be updated (administrator permission)	Ask an administrator to update it; for now the amount shows its old value
The server could not be reached	Choose Resend to Current Accounts when the connection is back

Caution — known defect The transfer to Current Accounts of a purchase **with no date** never succeeds; the band says "you can try again", but trying will not work. It does not happen with entries made on this page — the date is required. It only shows up in undated entries that came from the old program or from a phone. Workaround: since the entry cannot be opened and given a date, delete that purchase and enter it again with its date. The defect is known and will be fixed.

Dispatch deliveries cannot be deleted here. Transactions of this type belong to the Dispatch Tracking page: reversing a delivery also changes the dispatch'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.

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 Finance panel'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 note 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 VAT rate and the VAT-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 Note 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 note 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 / Critical / 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. *ton*, *adet*, *m²* appear exactly as they were written; the application does not translate them. The same is true of the material names and the categories — 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 current account is opened under that name.
- **Current Accounts** — material purchases reach the supplier's ledger as a payable from here.
- **Dispatch Tracking** — taking delivery of ordered material creates a transaction of type **Dispatch Delivery** on this page and raises the stock. Those entries can only be deleted there.
- **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.
- **Finance Panel** — the project's material cost is collected there together with the other cost items.
- **Overview** — critical 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 dispatch card in Dispatch Tracking. 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 Current Accounts by Stock Tracking. So there is no current-account transfer on this page, and warehouse stock does not change from here either.

2. How to open it, who can see it

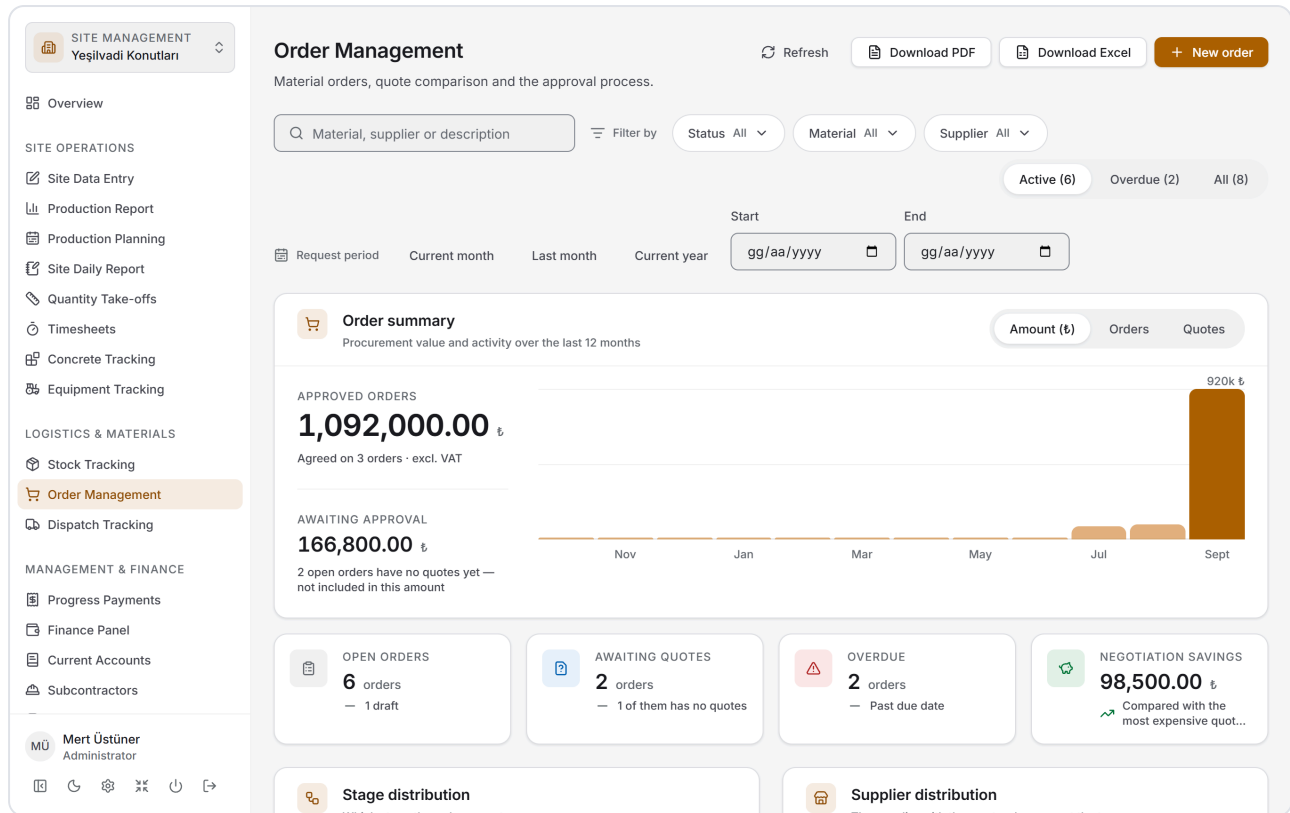
In the sidebar: *Logistics & Materials > Order Management.*

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.

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 Stock Tracking: 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

Q Material, supplier or description

Filter by

Status All

Material All

Supplier All

Active (6)

Overdue (2)

All (8)

Request period

Current month

Last month

Current year

Start

gg/aa/yyyy

End

gg/aa/yyyy

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 · Awaiting quotes · Approved · 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.

Material, supplier or description

Filter by

Status All

Material All

Supplier All

Active (6)

Overdue (2)

All (8)

Request period

Current month

Last month

Current

yyy

Draft 1

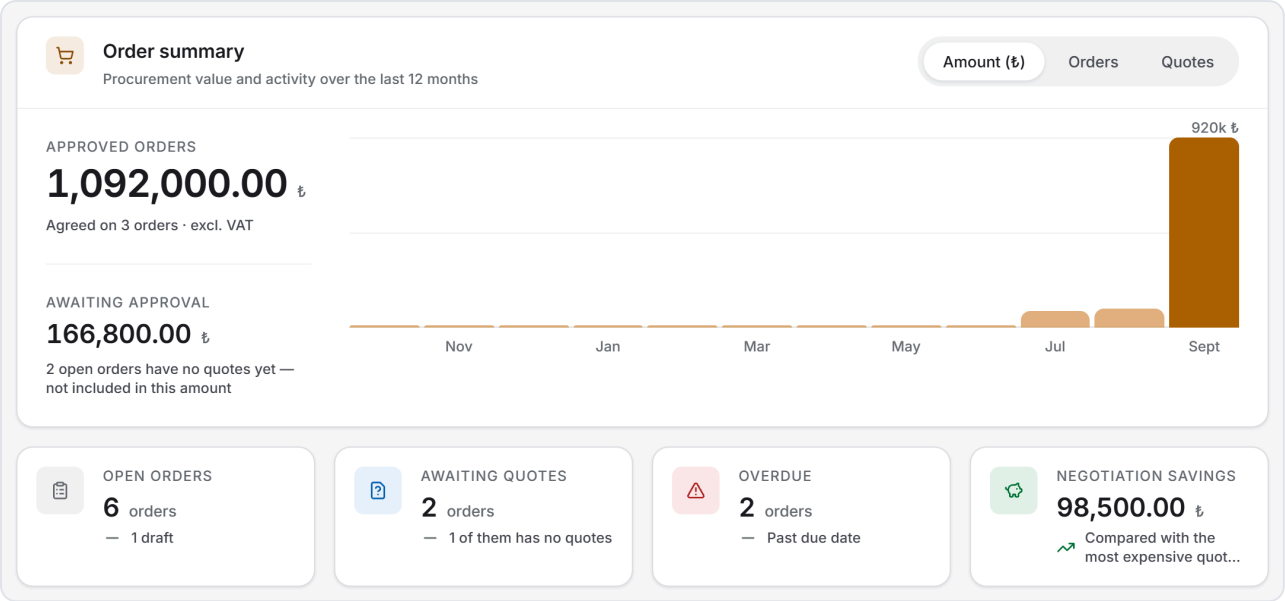
Awaiting quotes 2

Approved 3

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
Approved Orders	The total of approved quotes, excluding VAT. 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 (₺)** (the value of approved orders), **Orders** (the number of orders opened) and **Quotes** (the number of quotes received).

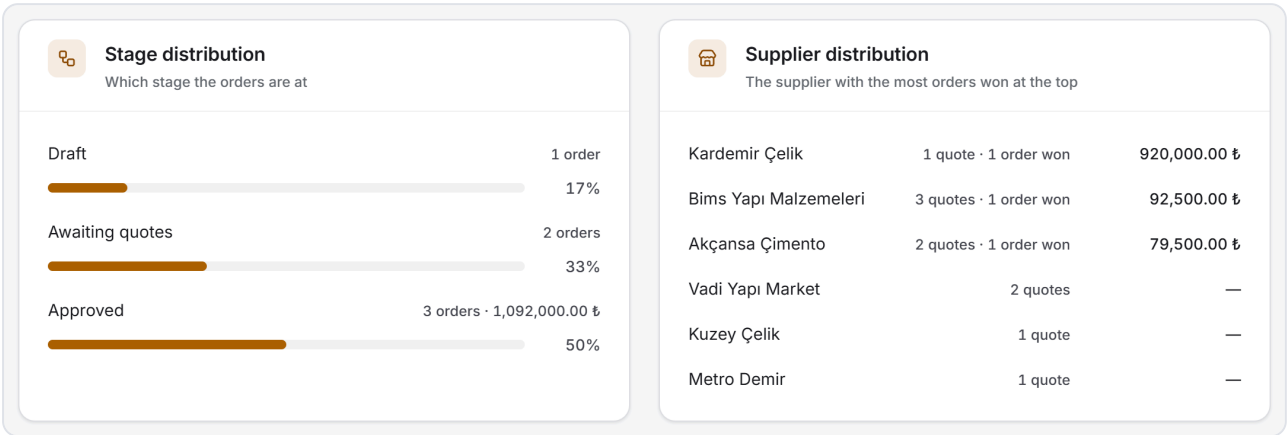
Note The months of the chart are laid out by **request date**, not by due date; the due date is a date in the future and would stretch the chart forward. The quotes on an order are written to **the month the order was opened**, not to the quote's own date: how many quotes an order collected is part of that order's story.

Four small measures are lined up below the card:

MEASURE	WHAT IT SHOWS
Open Orders	Orders that are neither completed nor cancelled. Below it, how many of them are drafts
Awaiting Quotes	Orders in the <i>Awaiting quotes</i> stage. Below it, how many have received no quotes at all
Overdue	Open orders past their due date. Above zero, the tile turns red
Negotiation Savings	The sum of the differences between the approved quote and the most expensive quote on that order

Orders with a single quote do not count towards negotiation savings. No *choice* was made there: with one quote 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.

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 awaiting quotes 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

Orders 6 orders · 3 stages Collapse all									
MATERIAL	REQUESTED	DUE DATE	QUOTES	APPROVED	DELIVERY	DETAILS	ADD QUOTE		
Draft									1 order —
Tuğla 19×19×13 İç duvarlar — miktar metrajdan teyit edi...	12,000 adet	No due date	No quotes	—	No dispatches		+		
Awaiting quotes									2 orders —
Alçı Sıva A blok iç sıva	8 ton	29 September 2026	No quotes	—	No dispatches		+		
Çimento CEM I 42,5R Torbalı, 50 kg — C blok kaba yapı	60 ton	05 October 2026	3 quotes lowest 166,800.00 ₺	—	No dispatches		+		
Approved									2 overdue 3 orders 1,092,000.00 ₺
Çimento CEM I 42,5R A blok temel betonu	30 ton	28 July 2026 56 days late	2 quotes lowest 79,500.00 ₺	79,500.00 ₺ Akçansa Çimento	100% 30 ton / 30 ton				
Nervürlü Demir Ø12 B blok perde ve kolon donatısı	40 ton	18 September 2026 4 days late	3 quotes lowest 920,000.00 ₺	920,000.00 ₺ Kardemir Çelik	0% 0 ton / 40 ton				
Su Yalıtım Membranı Temel su yalıtımı	500 m²	25 September 2026	2 quotes lowest 92,500.00 ₺	92,500.00 ₺ Bims Yapı Malzemeleri	64% 320 m² / 500 m²				

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 <i>N days late</i> badge beside it. If it is not entered, <i>No due date</i>
Quotes	The number of quotes in the comparison, with <i>lowest ...</i> below it
Approved	The approved quote's amount excluding VAT, with the company name below it. A dash if there is no approval
Delivery	The delivery rate from the dispatch cards, with <i>delivered / expected</i> quantity below. If there is no card, <i>No dispatches</i>
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 awaiting quotes

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

Nervürlü Demir Ø12

40 ton · İnşaat · B blok perde ve kolon donatısı

REQUESTED

40 ton

DUE DATE

18 September 2026 Overdue

REQUEST DATE

08 September 2026

STOCK IN WAREHOUSE

7.5 ton Critical

ⓘ

Past due date

This order's due date passed 4 days ago. If delivery is still in progress, agree a new date with the supplier; if the work is complete, close the order.

DELIVERY

0 ton / 40 ton · 1 dispatch card

0%

Quote range

920,000.00 ₺ — 1,004,000.00 ₺

84,000.00 ₺ below the most expensive quote

Approved

Purchase order (PDF)

Close order

Edit

Cancel order

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 vadeli	23,000.00 ₺/ton	920,000.00 ₺ 1,104,000.00 ₺ incl. 20% VAT	Lowest quote	14 October 2026	Approved	Revise
Metro Demir	24,200.00 ₺/ton	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 ₺/ton	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 Reason for revision: Termin 2 haft...	24,000.00 ₺/ton	960,000.00 ₺ 1,152,000.00 ₺ incl. 20% VAT	—	20 September 2026	Revised	

Close

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 below its critical threshold, an orange **Critical** 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 dispatch card has been opened, a **delivery** bar appears with the delivered / expected quantity and the number of dispatch 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 and shows the difference in a green badge.

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 vadeli	23,000.00 ₺/ton	920,000.00 ₺ 1,104,000.00 ₺ incl. 20% VAT	Lowest quote	14 October 2026	Approved	Revise
Metro Demir	24,200.00 ₺/ton	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 ₺/ton	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 Reason for revision: Termin 2 haft...	24,000.00 ₺/ton	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 <i>Rev. N</i> badge if any, with notes and (in the revision history) the reason for revision below
Unit price	The unit price excluding VAT and the order's unit
Amount (excl. VAT)	Unit price × requested quantity. Below it, an <i>incl. 20% VAT</i> line; if there is no VAT, <i>No VAT</i>
Vs. lowest	A green Lowest quote badge on the cheapest, <i>+amount</i> and <i>+percentage</i> on the others
Valid until	The validity date; on a pending quote whose date has passed, an orange <i>Expired</i> badge. If there is no date, <i>No expiry</i>
Status	The quote's status badge, 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

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 <i>Overdue</i>	No
Description / specification	The nature of the material and where it is going — <i>C30/37, pump included</i> — <i>Block A foundation</i>	No
Request date	The day the record was opened. The app writes it; it cannot be changed	—
Status	Draft · Awaiting quotes · Approved · 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 VAT. The label also shows the order's unit: <i>Unit price (£/ton)</i>	Yes, greater than zero
Add VAT · VAT rate (%)	Ticking it opens the rate box; the default is 20%. The rate is limited to 0–100	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. VAT)** (with the *quantity × unit price* calculation next to it), **VAT** and **Grand total**. It changes as you type.

5. Step by step

Opening a new order

Create a new order ×

The order opens as a draft. If you want to start collecting quotes straight away, use the "Create and request quotes" button.

Material

Nervürlü Demir Ø12 ▼

⚠ 7.5 ton in the warehouse · critical threshold 10 ton.

Requested quantity

40

Unit

Quote unit prices are read against this unit.

ton

Due date

The date the material must be on site. Once it passes, the order is marked "Overdue" in the list.

gg/aa/yyyy 📅

Description / specification

e.g. C30/37, pump included — Block A foundation

Cancel

Create and request quotes

Create draft

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 below the critical threshold, 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.
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 *Awaiting quotes* stage automatically.
7. **Create and request quotes** — the order opens directly in the *Awaiting quotes* 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 **Stock Tracking** first.

Adding a quote

Add a new quote



Çimento CEM I 42,5R · 60 ton

Registered supplier

Selecting is optional; you can type a company that is not in the list below.

Select from the list



Supplier name

e.g. Akçansa Beton A.Ş.

Unit price (₺/ton)

Excl. VAT.

e.g. 1250

☐ Add VAT

VAT rate (%)

20

Amount (excl. VAT)



VAT



Grand total



Quote date

22/09/2026



Validity date

Once the validity date passes, the quote is flagged in the list.

gg/aa/yyyy



Notes / terms

e.g. Delivery included, payment in 30 days

QUOTE DOCUMENT

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 VAT. If there is VAT, tick **Add VAT** 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 **awaiting quotes**. A parallel quote cannot be entered on an approved order; 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

Approve this quote?

The quote from Akçansa Çimento for 166,800.00 ₺ (excl. VAT) will be approved.

What happens after approval

Other pending quotes are rejected, the order moves to "Approved" and a dispatch card is opened in Dispatch Tracking.

Cancel

Approve

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 VAT, 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 *Approved* and **a dispatch card is opened in Dispatch Tracking**. The rest of the dispatch card's life — on the way, received, delivery note — is that page's job.

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.

Revising an approved quote

Revise quote



Nervürlü Demir Ø12 · 40 ton

 The approval will be withdrawn

This order's 1 dispatch card is cancelled and archived, the old quote is closed as "Revised" and the new quote opens as pending. The order goes back to collecting quotes.

Registered supplier

Selecting is optional; you can type a company that is not in the list below.

Kardemir Çelik



Supplier name

Kardemir Çelik

Unit price (₺/ton)

Excl. VAT.

23000

☒ Add VAT

VAT rate (%)

20

Amount (excl. VAT) · 40 ton × 23,000.00 ₺

920,000.00 ₺

VAT (20%)

184,000.00 ₺

Grand total

1,104,000.00 ₺

Quote date

14/09/2026



Validity date

Once the validity date passes, the quote is flagged in the list.

14/10/2026



Reason for revision

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 dispatch 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 *Awaiting quotes* stage.

Caution If a quantity has already been received on the dispatch, **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.

Closing an order

On an order in the *Approved* state, a **Close order** button appears in the panel. It is used when the job is done: the order is marked *Completed*, dispatch 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 dispatch cards. The order's open cards go on waiting in Dispatch Tracking. 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 dispatch card opened**. The confirmation window says that the quotes on the order and their documents will be deleted too.

On an order with a dispatch card, the delete button does not appear at all: the owner of that chain is the Dispatch Tracking page, and deleting a dispatch also touches stock quantities and the current-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 **two sheets**, because it answers two different questions.

The **Orders** sheet carries **fourteen columns**: Material · Category · Requested · Unit · Request Date · Due Date · Delay (days) · Status · Quotes · Lowest (₺) · Approved Supplier · Approved Amount (₺) · 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 (₺) · Amount (₺) · VAT (%) · VAT Amount (₺) · Grand Total (₺) · Difference to Lowest (₺) · 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 or negotiation savings, their figures go into the header block too.

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 (€) · Approved Supplier · Amount (€) · 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 form number.

It is a single A4 **portrait** page and carries:

- The **PURCHASE ORDER** title, the project name, the **Form No.**, the time of issue and the request date.
- Two parties: **ORDERED BY** (the project) 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. VAT)**, **VAT (...%)** and **Grand total**.
- **TERMS**: the delivery due date, the quote validity and the quote's notes. If there are none, the heading is not drawn either.
- Two signature areas: *Prepared by / Stamp · Signature* and *Approved by · Signature*.

Note The **Form No.** is derived from the record's identifier and **does not change** — the same order gives the same number every time it is printed. 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 VAT**: the rest of the screen works excluding VAT, but this document describes the agreement made with the supplier and the figure to be paid is the one with VAT. All three are on separate lines.

Note The supplier's address, tax number 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 VAT. VAT is not the project's cost but the state's share, and the amount of the same goods is read excluding VAT in Stock Tracking and Concrete Tracking too. VAT 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 dispatch cards. Archived cards are not counted; if there is no card at all, the cell reads *No dispatches* — 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 current-account ledger. An order and a quote are an agreement; the entry in the supplier's ledger is written by Stock Tracking 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 *approved* 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. *ton*, *adet*, *m²* appear exactly as they were written; the app does not translate them. 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 **Awaiting Quotes** tile on screen counts only orders awaiting quotes. 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 *Awaiting quotes* 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

- **Stock Tracking** — 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.
- **Dispatch Tracking** — the **dispatch card** opened when a quote is approved lands there. Receiving, delivery notes 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.
- **Current Accounts** — this page does not write to the ledger; the entry in a supplier's account is made by Stock Tracking when the goods are received.
- **Finance Panel** — the project's material cost is totalled there together with the other cost items.

Dispatch Tracking

1. What it is for

Dispatch Tracking 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 **dispatch 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 current 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 note**.

An order is an intention; **a delivery is a money movement**. That is why the page that writes to the current-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 dispatch** by hand.

2. How to open it, who can see it

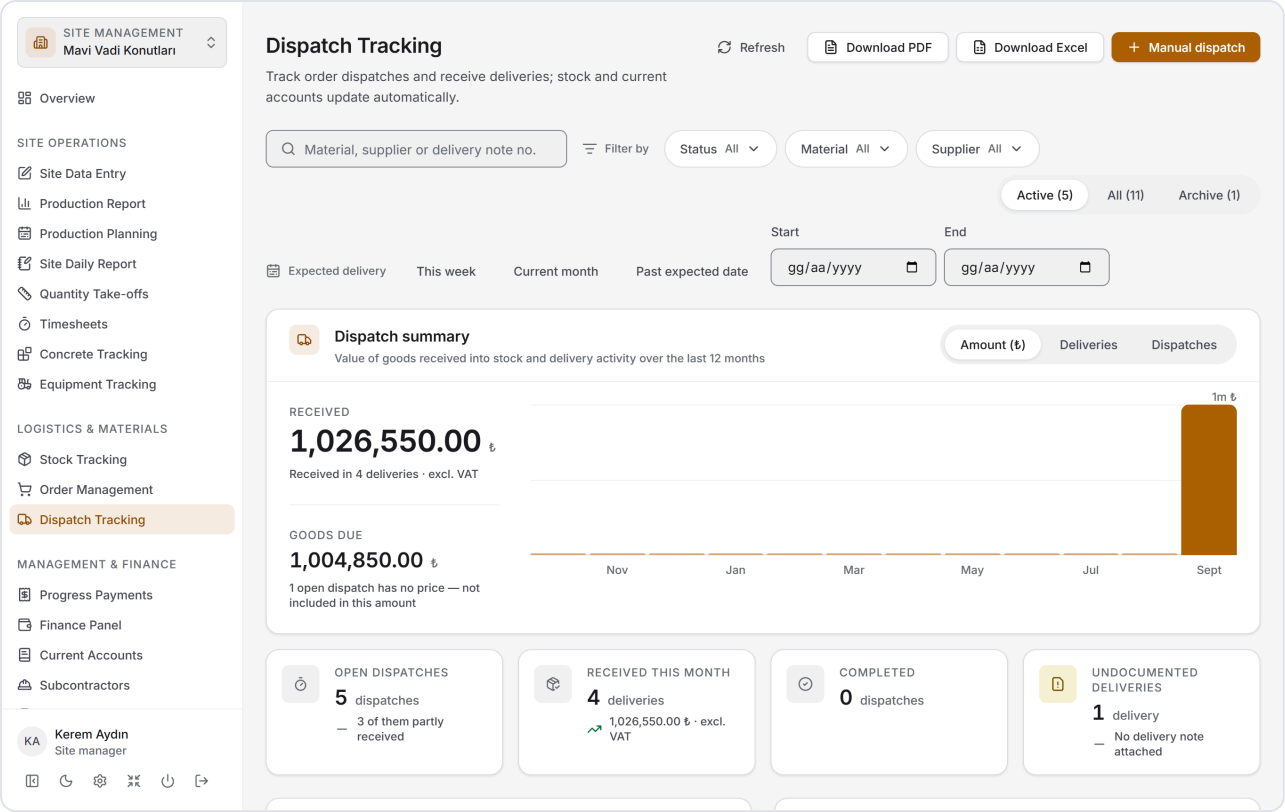
In the sidebar: *Logistics & Materials > Dispatch Tracking*.

YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary band, the chart, the breakdowns and the dispatch panel. You can take the Excel, PDF and goods-receipt-note exports and open attached documents and save them to your computer. Manual dispatch, receiving, editing, cancelling, archiving and deleting are not drawn at all
Edit	Everything above, plus you open dispatches, receive and edit and delete deliveries, cancel and archive cards, close orders and delete dispatches
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 dispatch 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, Stock Tracking 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 **dispatch panel** that opens when you click a row.

LAYER	WHAT IT DOES
Filter bar	Search, status, material, supplier, scope and expected-delivery period
Dispatch summary	Two main amounts, a twelve-month chart, four small measures
Breakdown	Stage distribution and supplier distribution
Dispatches	A table grouped by the stage of the process
Dispatch 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 *Dispatch Tracking* with the description *"Track order dispatches and receive deliveries; stock and current accounts update automatically."* On the right there are four buttons: **Refresh**, **Download PDF**, **Download Excel** and (if you have permission) **Manual dispatch**.

Filter bar

Q Material, supplier or delivery note no.

Filter by

Status All

Material All

Supplier All

Clear filters (1)

Active (5)

All (11)

Archive (1)

Expected delivery

This week

Current month

Past expected date

Start

End

gg/aa/yyyy

gg/aa/yyyy

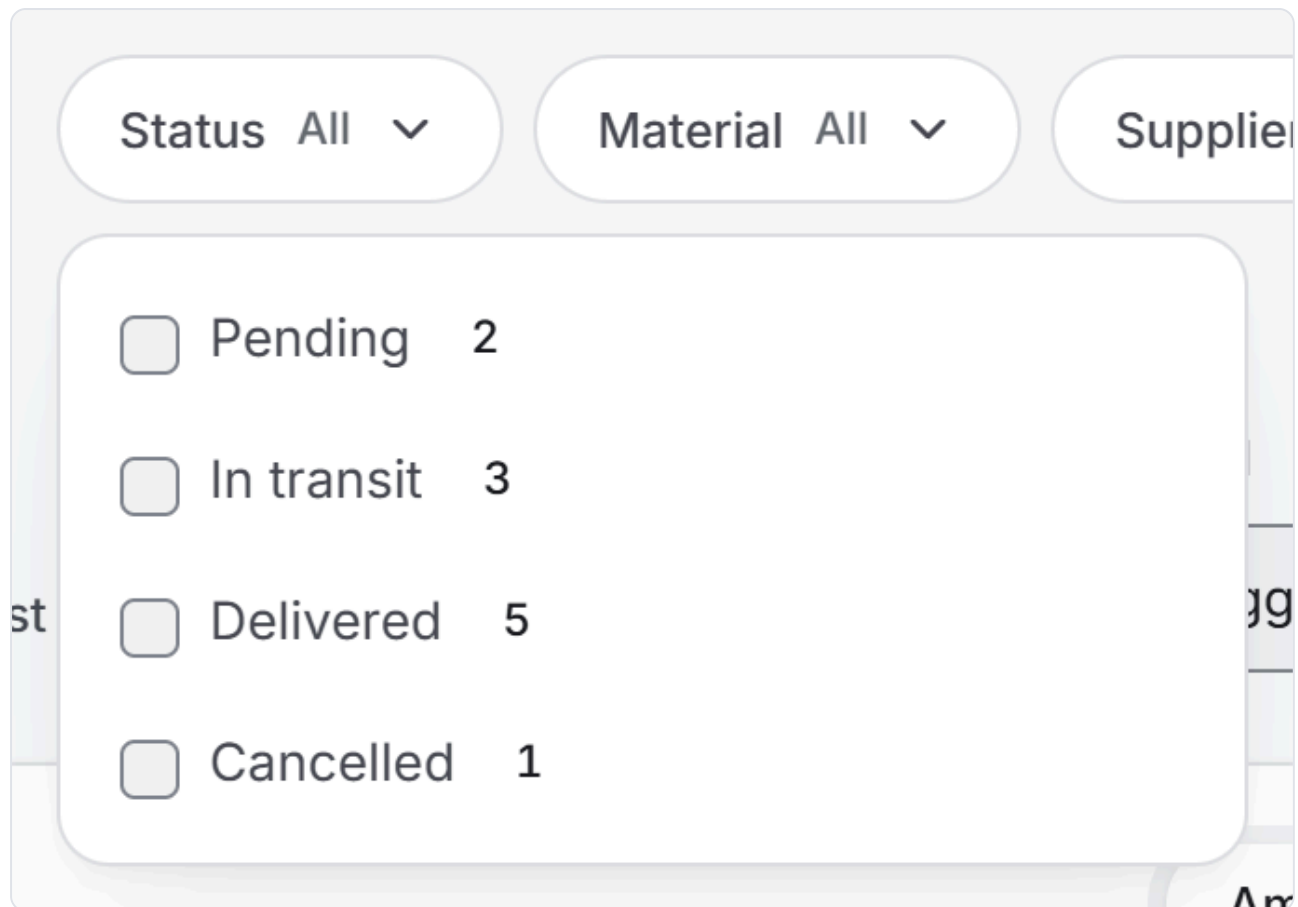
It has two parts. The top one holds the **Search dispatches** box, then the **Filter by** label with the **Status**, **Material** and **Supplier** filters; the **Scope** switch sits at the right end. The bottom one holds the **Expected delivery** label, three ready-made ranges and two date boxes.

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 dispatches	Searches the material name, supplier, description, category, status name and delivery note number . The delivery note 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 dispatches 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

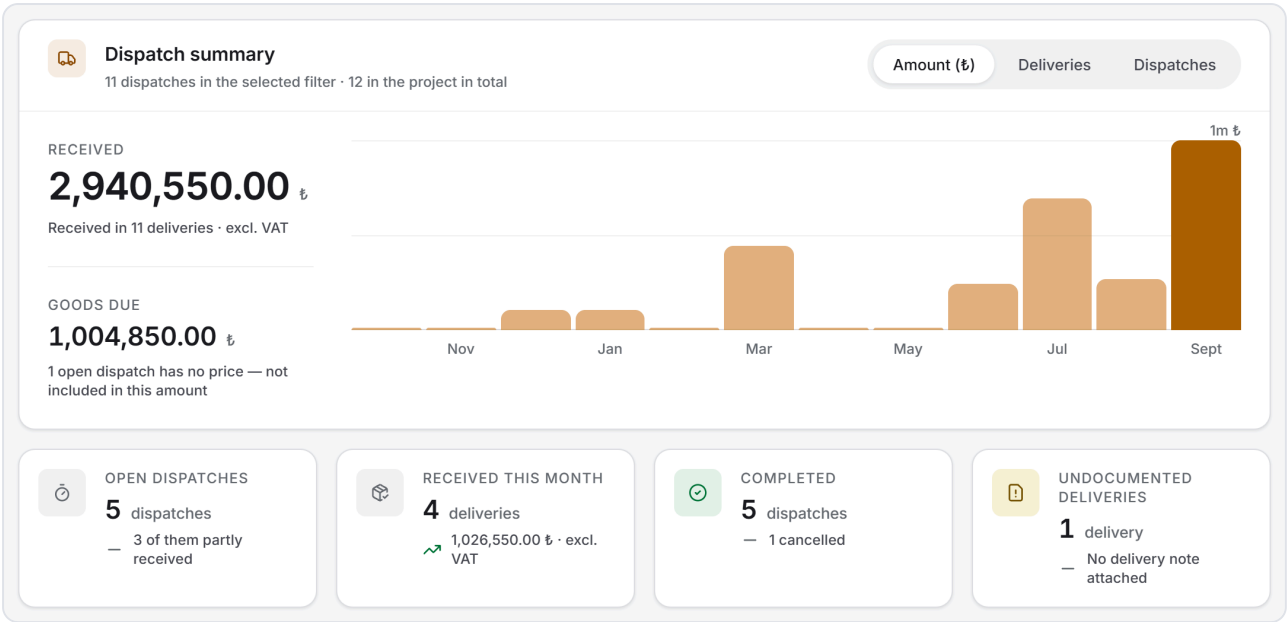
The page opens with the **Active** scope: delivered and cancelled cards are not in the list. In day-to-day work what you are looking for is the goods still on their way; switch to **All** to see the closed ones.

The ready-made ranges here are **weekly** — in Order Management they are monthly. The question a dispatch answers is "what is arriving this week"; the question an order answers is "what did I order this month".

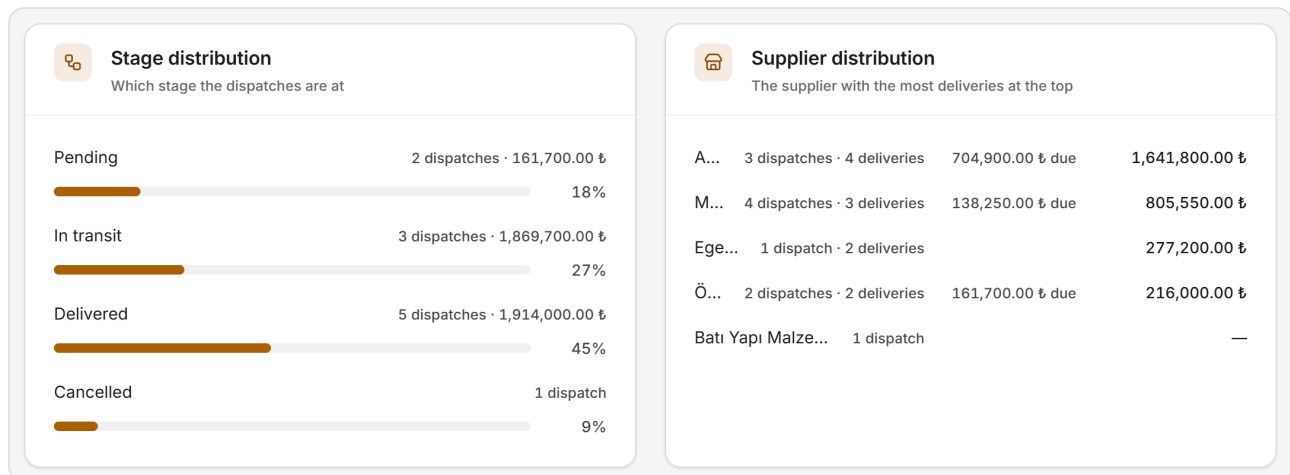


In a filter menu each option shows **how many dispatches** it matches. These counts are calculated after the **other** filters have been applied; so when you pick a supplier, the numbers in the status menu describe that company's dispatches. An option you have selected **stays in the list** even if the narrowing makes it disappear (it then shows a zero) — otherwise you could not undo your own selection.

Dispatch summary



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 dispatches are at each stage of the process. The share is calculated **from the number of dispatches**. 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 dispatches, 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 dispatches · 9 deliveries" and "2 dispatches · 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.

Dispatches

Dispatches

11 dispatches · 4 stages

Collapse all

MATERIAL	EXPECTED	PROGRESS	EXPECTED DELIVERY	DELIVERIES	AMOUNT	DETAILS	RECEIVE
Pending							2 dispatches161,700.00 ₺
Alçıpan Duvar Profili Batı Yapı Malzemeleri · opened manu...	1,200 adet	0 adet / 1,200 adet	0%	12 September 2026	—	No price	
NYA Kablo 3×2,5 Öznur Kablo San. Tic.	4,200 m	0 m / 4,200 m	0%	30 September 2026	—	161,700.00 ₺ expected · excl. VAT	
In transit							3 dispatches · 4 deliveries1,869,700.00 ₺
Nervürlü İnşaat Demiri Ø12 Anadolu Demir Çelik A.Ş.	45 ton	30 ton / 45 ton	67%	18 September 2026	2 deliveries 1 without a document	1,102,500.00 ₺ expected · excl. VAT	
Çimento CEM II 42,5 R Marmara Yapı Market · opened manu...	60 ton	25 ton / 60 ton	42%	25 September 2026	1 delivery	237,000.00 ₺ expected · excl. VAT	
Nervürlü İnşaat Demiri Ø12 Anadolu Demir Çelik A.Ş.	22 ton	8 ton / 22 ton	36%	05 October 2026	1 delivery	530,200.00 ₺ expected · excl. VAT	
Delivered							5 dispatches · 7 deliveries1,914,000.00 ₺
NYA Kablo 3×2,5 Öznur Kablo San. Tic.	6,000 m	6,000 m / 6,000 m	100%	22 January 2026 delivery date	2 deliveries	216,000.00 ₺ received · excl. VAT	
Çimento CEM II 42,5 R Marmara Yapı Market	120 ton	120 ton / 120 ton	100%	09 March 2026 delivery date	1 delivery	458,400.00 ₺ received · excl. VAT	
Su Yalıtım Membranı Marmara Yapı Market	1,800 m²	1,800 m² / 1,800 m²	100%	03 June 2026 delivery date	1 delivery	248,400.00 ₺ received · excl. VAT	
Nervürlü İnşaat Demiri Ø12 Anadolu Demir Çelik A.Ş.	30 ton	30 ton / 30 ton	100%	20 July 2026 delivery date	1 delivery	714,000.00 ₺ received · excl. VAT	
Seramik Karo 60×60 Ege Seramik Ticaret	860 m²	880 m² / 860 m² Over-delivery	100%	31 August 2026 delivery date	2 deliveries	277,200.00 ₺ received · excl. VAT	
Cancelled							1 dispatch—
Su Yalıtım Membranı Marmara Yapı Market	2,400 m²	0 m² / 2,400 m²	0%	05 September 2026	—	—	

The table is **grouped by the stage of the process**: Pending, In transit, Delivered, Cancelled. The group heading holds the number of dispatches 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 dispatch panel
Expected	The quantity the card is waiting for, with its unit
Progress	A bar with the percentage to its right; below it, <i>received / expected</i> . If more than expected has arrived, an Over-delivery badge appears
Expected Delivery	If the goods arrived, the actual delivery date with <i>delivery date</i> below it; if not, the expected date. If there is no date, <i>No date</i>
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 VAT. Which one it is, is written below
Details	Opens the dispatch 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 dispatches 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.

Dispatch panel

Nervürlü İnşaat Demiri Ø12

Anadolu Demir Çelik A.Ş. · 45 ton · Demir

EXPECTED

45 ton

RECEIVED

30 ton

EXPECTED DELIVERY

18 September 2026

UNIT PRICE

24,500.00 ₺ · VAT 20%

DELIVERY

66.7% · 15 ton outstanding

67%

B blok temel donatısı

Dispatch documents

Open 1 document

In transit

Receive

Receive remaining (15 ton)

Goods receipt note

More actions

DATE	QUANTITY	DELIVERY NOTE	AMOUNT	DOCUMENT	EDIT	DELETE
Delivery history				2 deliveries · 735,000.00 ₺ · excl. VAT		
10 September 2026	18 ton	A-2026/5512	441,000.00 ₺ 529,200.00 ₺ incl. VAT			
16 September 2026	12 ton	A-2026/5589	294,000.00 ₺ 352,800.00 ₺ incl. VAT	No		

Close

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), **Delivery date** or **Expected delivery**, and **Unit price** (with the VAT rate next to it if there is one). Below them a **Delivery bar**, and above its right end a line reading *"66.7% · 15 ton outstanding"*. The card's description and its attached **Dispatch 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-dispatch 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 NOTE	AMOUNT	DOCUMENT	EDIT	DELETE
Delivery history				2 deliveries · 735,000.00 ₺ · excl. VAT		
10 September 2026	18 ton	A-2026/5512	441,000.00 ₺ 529,200.00 ₺ incl. VAT			
16 September 2026	12 ton	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, <i>No date</i>
Quantity	The quantity received, with its unit
Delivery note	The delivery note or invoice number; if not entered, <i>No number</i>
Amount	The amount excluding VAT; if there is VAT, the incl. VAT figure below it
Document	The paperclip button opens the scanned delivery note; if there is no document it reads <i>No</i>
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.

4. Fields

The fields of the dispatch card — entered in the **manual dispatch** window and changed in the **edit dispatch** window.

FIELD	WHAT IT MEANS	REQUIRED
Material	The material definition the card is linked to. The list comes from the materials defined in Stock Tracking	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. VAT)	The unit price of the goods. If left empty, deliveries are saved without an amount and are not written to the current account	No
VAT rate (%)	As a percentage. If left empty or zero, no VAT is calculated	No
Dispatch 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 that arrived in this delivery. The box opens filled with the remaining quantity	Yes, greater than zero
Delivery date	The stock and current-account entries are recorded on this day. Opens filled with today	Yes
Delivery note / invoice no.	The number written on the paper. This number is also included in searches	No
Delivery note document	The scanned delivery note; one document	No
Description	A free note — <i>"arrived on two lorries, the second one 200 kg short"</i>	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	<i>Pending</i> if nothing has been received, <i>In transit</i> if part has arrived, <i>Delivered</i> 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 VAT

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 dispatch 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 dispatch** button in the title.

Opening a manual dispatch

Open a manual dispatch



Opens a card for a delivery without an order. When an order is approved, its card is created automatically.

Material

Select a material



Expected quantity

e.g. 25

Expected delivery date

The period in the filter bar uses this date.

gg/aa/yyyy



Supplier (registered)

Select a supplier



Supplier (if not in the list)

Free text for a company that is not registered. Current-account entries are grouped under this name.

Company name

Unit price (€, excl. VAT)

If left empty, deliveries are saved without an amount and are not written to the current account.

e.g. 1250

VAT rate (%)

e.g. 20

DISPATCH DOCUMENTS

 Select document

No document selected

PDF or photo. Up to 10 documents; optional. Each delivery's own delivery note is attached separately.

Description

1. In the title, choose **Manual dispatch**.
2. Select a **Material**. If the list is empty, define the material in Stock Tracking 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 **VAT rate**. Both are optional, but if no price is entered the deliveries taken against that card are not posted to the current account.
6. Attach a **dispatch document** and write a description if you need to.
7. Choose **Open dispatch**.

Once a price and a quantity are entered, a line appears under the form: *"Once everything arrives, this will be a purchase of ... (excl. VAT)."*

Receiving a delivery

Receive

×

Nervürlü İnşaat Demiri Ø12 · Anadolu Demir Çelik A.Ş.

Expected **45 ton** · received so far **30 ton** · remaining **15 ton**
367,500.00 ₺ (excl. VAT) at a unit price of 24,500.00 ₺ · 441,000.00 ₺ incl. 20% VAT

Received quantity (ton)

15

Delivery date

The stock and current-account entries are recorded on this day.

22/09/2026 

Delivery note / invoice no.

This number is also included in searches.

e.g. A-2026/4471

DELIVERY NOTE DOCUMENT

 Select document

No document selected

PDF or photo. One document; optional.

Description

e.g. arrived on two lorries, the second one 200 kg short

Cancel

Mark as received

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 current-account entries are recorded on this day.
5. Type the delivery note 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 current account.

Receiving the whole remainder in one step

Receive the full remaining quantity?

Nervürlü İnşaat Demiri Ø12 — 15 ton will be recorded as received today.

What happens after saving

Stock increases by 15 ton and the dispatch becomes "Delivered"; if the linked order has no other open dispatches, the order is closed too. 367,500.00 ₺ (excl. VAT) is posted to the supplier's current account. The delivery note number and document are left empty; you can add both later from the delivery history.

Cancel

Mark as received

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 current account.

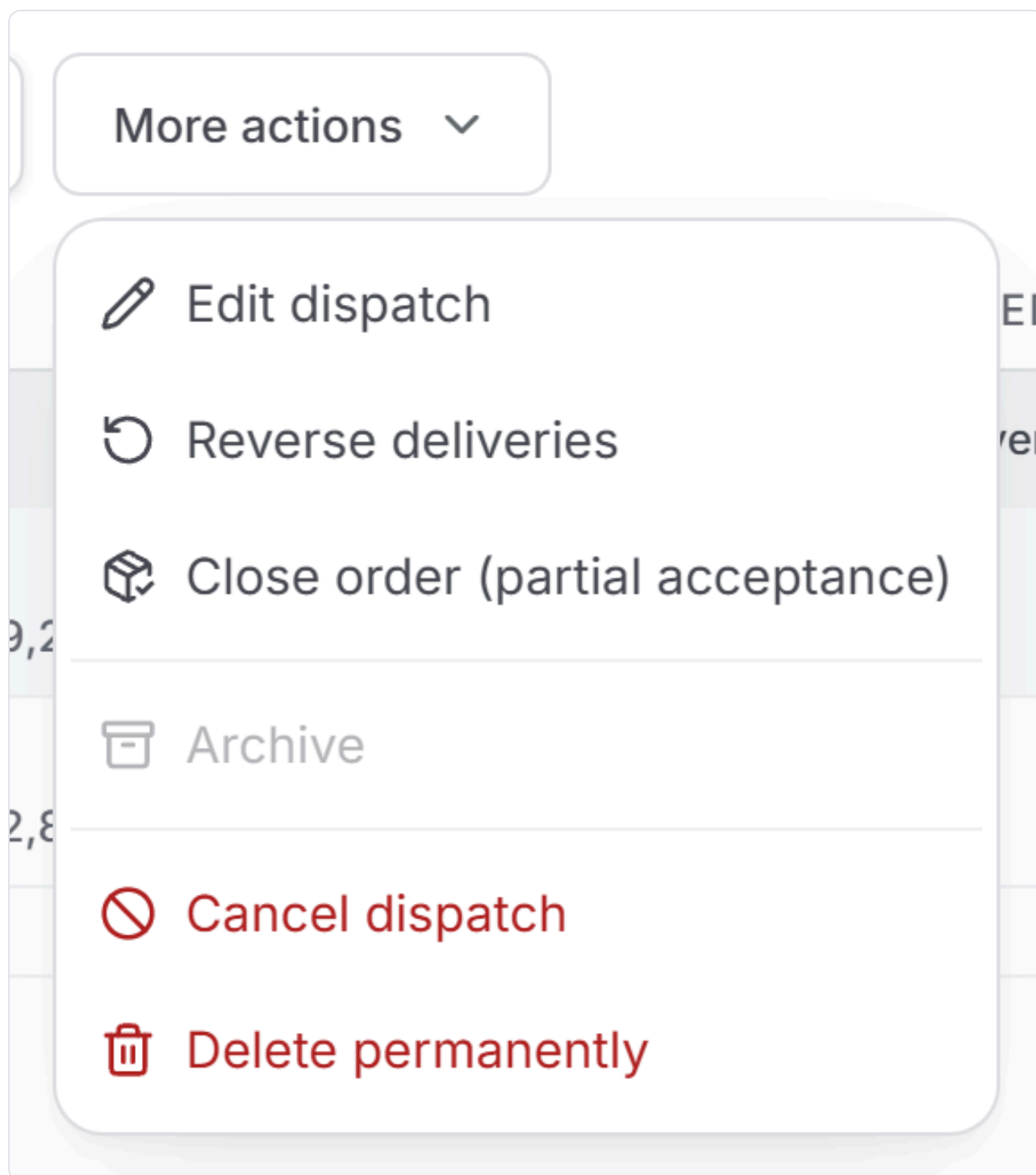
The delivery note number and document are left empty; you can add both later from the delivery history.

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 and description can be changed. Only the **difference** is applied to the stock.

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 current 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 dispatch	Opens the card window
Mark as in transit	Sets a pending card to <i>In transit</i> when the goods leave
Reverse deliveries	Deletes all the card's deliveries and returns the card to <i>Pending</i>
Close order (partial acceptance)	Closes the linked order and all of that order's dispatches
Archive · Unarchive	Takes the card out of the day-to-day view of the list
Cancel dispatch	Sets the card to <i>Cancelled</i> ; 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 dispatch

Archiving is how you take finished work out of the day-to-day list. **An open dispatch 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 dispatch 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.

Editing a dispatch

Edit dispatch

×

Nervürlü İnşaat Demiri Ø12 · Anadolu Demir Çelik A.Ş.

 **Material, supplier and price are locked**

This card was opened by approving a quote on the "Nervürlü İnşaat Demiri Ø12" order. All three come from there; if they need to change, continue in Order Management.

Expected quantity (ton)

45

Expected delivery date

The period in the filter bar uses this date.

18/09/2026



DISPATCH DOCUMENTS

 siparis-teyidi.pdf

 Remove

 Add document

PDF or photo. Up to 10 documents; optional. Each delivery's own delivery note is attached separately.

Description

B blok temel donatısı

Cancel

Update

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 dispatch

Delete permanently deletes the card and all its deliveries: the goods received are deducted from stock and their current-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 dispatch instead of deleting it. The documents of a deleted dispatch 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:

- **Dispatch 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 note document** is each delivery's own scan. It is opened from the paperclip button in the delivery history.

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 dispatch and is taken from the dispatch 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 *Dispatch_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 **Dispatches** sheet carries **seventeen columns**: Material · Category · Supplier · Status · Expected · Unit · Received · Remaining · Delivered (%) · Deliveries · Expected Delivery · Delivery Date · Unit Price (₺) · Expected Amount (₺) · Received Amount (₺) · Delivery Note No. · Description.

The **Deliveries** sheet writes **all** the deliveries of the dispatches that pass the same filter in **thirteen columns**: Date · Material · Supplier · Quantity · Unit · Delivery Note No. · Unit Price (₺) · Amount (₺) · VAT (%) · VAT Amount (₺) · Grand Total (₺) · Document · Description. This is the sheet the accounts department is after: it shows a month's entire goods intake with delivery note 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 Dispatches sheet the number of deliveries, the expected amount and the received amount are summed; on the Deliveries sheet the amount, the VAT 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 (₺).

The first page holds the project name, the *Dispatch Status Report* title, the time it was produced and the filter summary; at the top right the received total, the numbers of dispatches and deliveries, and — where there are any — warnings about goods due, undocumented deliveries and **dispatches 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 note 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.

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 dispatch 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.
- The **delivery table**: each delivery's date, delivery note number and description, quantity, unit price and amount. Deliveries with no document attached are marked on the row.
- The amount breakdown: **Subtotal (excl. VAT), VAT (...%)** 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*.

Note A dispatch 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 dispatch 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 VAT**: the rest of the screen goes excluding VAT, but this document describes the transaction made with the supplier and the number to be paid is the one including VAT. All three are on separate lines.

Note The supplier's address and tax number are **not written** on the note. A dispatch 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 VAT. VAT is not a cost of the project but the state's share, and the amount of the same goods is read excluding VAT in Stock Tracking and Order Management too. VAT 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 dispatch 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 dispatch 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.

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 current 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 current 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 dispatch card, the stock and the current account. All three are updated in the same operation; the quantity in Stock Tracking and the delivery column in Order Management change immediately too.

If the current-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 current 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 Current Accounts.

A dispatch delivery cannot be deleted from Stock Tracking. In the movement list on that page, rows coming from a dispatch are locked; to delete one you have to open the dispatch 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 dispatches close, the order becomes *Completed*; if a dispatch of a closed order is reopened, it goes back to *Approved*. 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. *ton*, *adet*, *m²* appear exactly as they were written; the app does not translate them.

There is no badge on the screen for a dispatch 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 dispatch, pressing **Manual dispatch** 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 note number shows the previous delivery's. If you save without noticing, a wrong quantity or a wrong delivery note number is written. Workaround: before starting the second record, go over the fields, especially the **quantity and the delivery note number**. The defect is known and will be fixed.

Caution **Delete permanently** also works on a dispatch that has been received and posted to the current 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 dispatch 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.
- **Stock Tracking** — the material definitions a dispatch is linked to are created there. Every delivery appears there as a **purchase movement** and increases the warehouse quantity; those movements are locked there.
- **Current 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.
- **Finance Panel** — the project's material cost is totalled there together with the other cost items.

Progress Payments

1. What it is for

Progress 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 VAT and writes **a credit line to the subcontractor's current account**.

A single progress payment can carry items from **five different agreement types**, and they can be mixed in one record: **Take-off, Day rate, Lump sum, Deduction and Equipment**. The items come from three separate places: production 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 progress 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 > Progress Payments*.

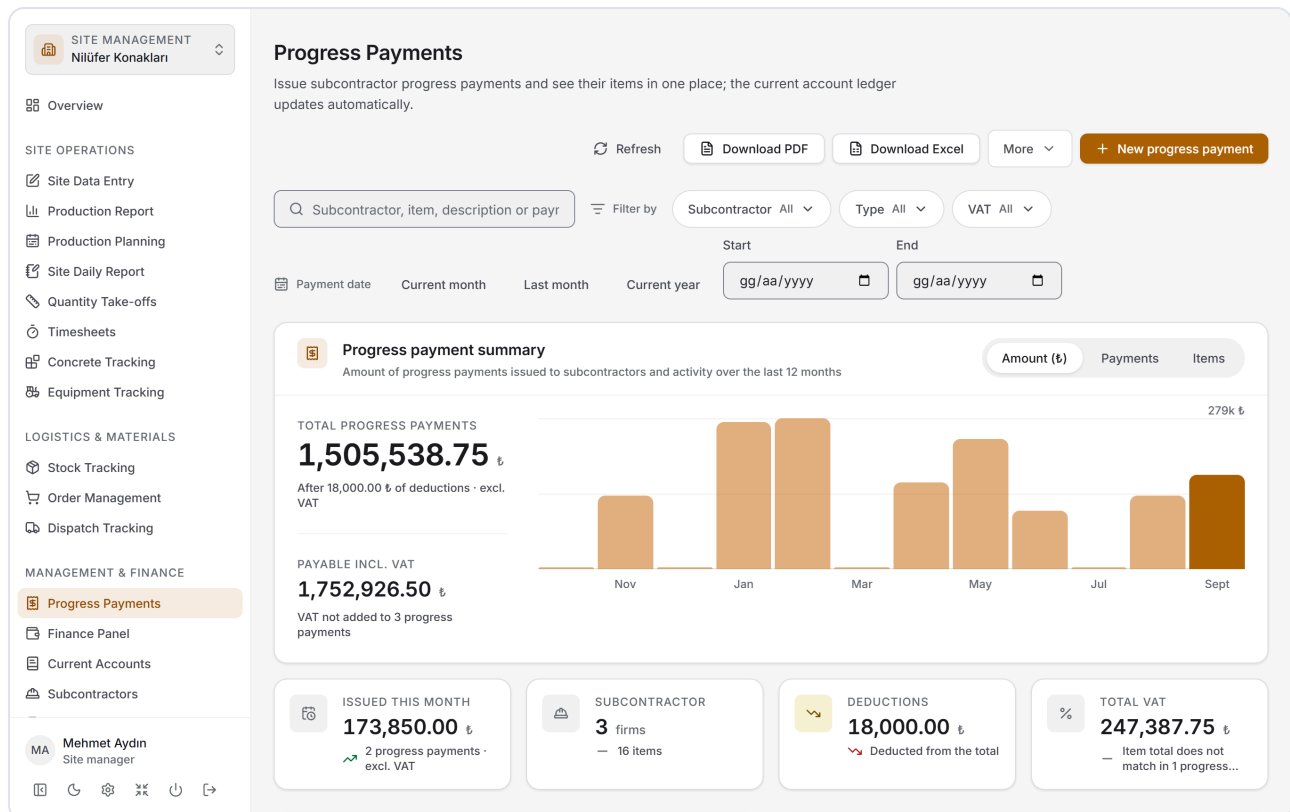
YOUR PERMISSION	WHAT YOU CAN DO
View	You see the list, the summary band, the chart, the breakdowns, the progress payment panel and the item breakdown. You can take all four exports. New progress payment, editing, deleting, reordering and the ledger transfer are not drawn at all
Edit	Everything above, plus you issue, edit and delete progress 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 progress payment — typically accounting — should be able to take its certificate too.

Administrators only Deleting a progress payment that has a line in the current-account ledger requires administrator permission. The deletion chain removes **the ledger movement first**; if that step fails because of permissions the progress 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 production 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, Stock Tracking, Order Management and Dispatch Tracking: 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 a progress payment becomes visible: the **progress payment panel** that opens when you click a row.

LAYER	WHAT IT DOES
Filter bar	Search, subcontractor, type, VAT and payment date range
Progress payment summary	Two main amounts, a twelve-month chart, four small measures
Breakdown	Type distribution and subcontractor distribution
Progress payments	A table grouped by subcontractor
Progress 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 *Progress Payments* with the description *"Issue subcontractor progress payments and see their items in one place; the current account ledger updates automatically."* On the right sit **Refresh**, **Download PDF**, **Download Excel**, the **More** menu and (if you have permission) **New progress 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 progress payments** box and next to it, under the **Filter by** label, the **Subcontractor**, **Type** and **VAT** filters; below, under the **Payment 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 progress payments	Searches the subcontractor name, description, payment number , type name and item names and locations . Typing <i>no 3</i> or just <i>3</i> 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: Take-off · Day rate · Lump sum · Deduction · Equipment
VAT	Two options: With VAT and Without VAT
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 payment date range. If one is left empty there is no limit in that direction

The ready-made ranges here are **monthly and yearly** — in Dispatch Tracking they are weekly. The questions a progress payment answers are "what did we issue this month" and "how much did we pay this subcontractor this year".

Type All ▾

VAT All ▾

☐ Take-off 6

☐ Day rate 2

☐ Lump sum 1

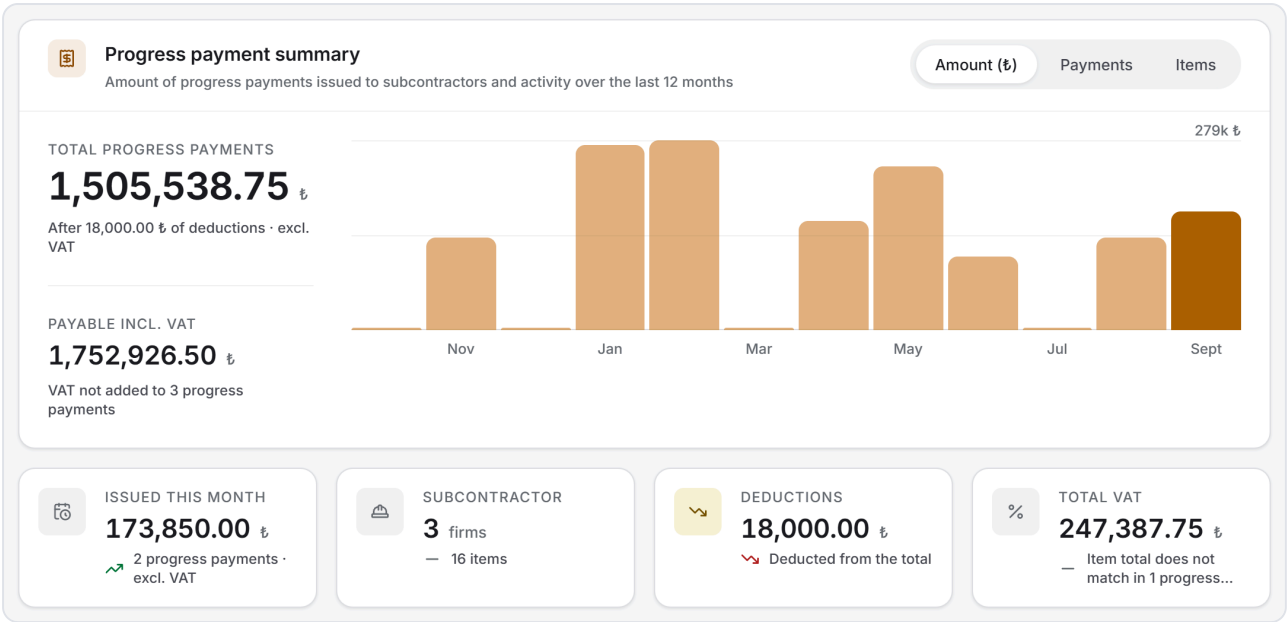
☐ Deduction 1

☐ Equipment 1

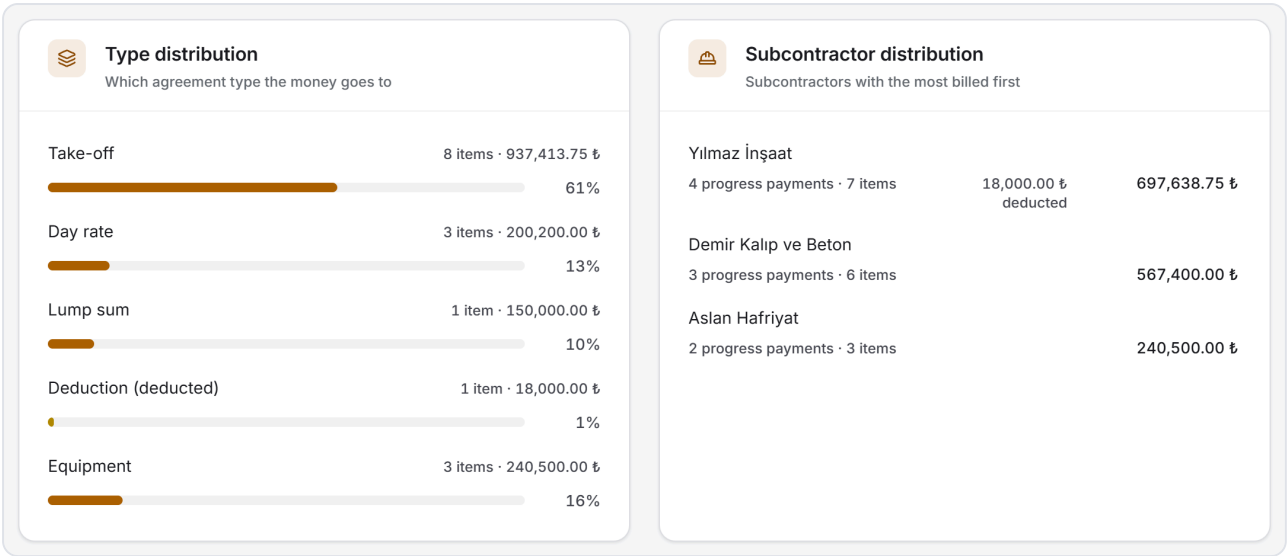
In a filter menu each option carries **how many progress payments** it matches. These counts are calculated after the **other** filters have been applied; so when you pick a subcontractor, the counts in the type menu describe that company's payments. An option you have selected **stays in the list** 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 progress 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.

Progress payment summary



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 take-off 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. VAT 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.

Progress payments

Progress payments

9 progress payments · 3 subcontractors

Collapse all

NO.	DATE	SUBJECT	TYPE	ITEMS	AMOUNT (EXCL. VAT)	VAT	GRAND TOTAL	DETAILS
Aslan Hafriyat					2 progress payments · 48,100.00 ₺ VAT			240,500.00 ₺
1	16 May 2026	Progress Payment No. 1 Mayıs hafriyat çalışmaları	Equipment	3	240,500.00 ₺	48,100.00 ₺ 20%	288,600.00 ₺ VAT incl.	
2	15 September 2026	Progress Payment No. 2 Eylül hafriyatı — kalemler girilecek	—	No items	0.00 ₺	No VAT	0.00 ₺ No VAT	
Demir Kalıp ve Beton					3 progress payments · 81,360.00 ₺ VAT			567,400.00 ₺
1	22 January 2026	Progress Payment No. 1 Ocak ayı kalıp imalatı	Take-off	2	271,200.00 ₺	54,240.00 ₺ 20%	325,440.00 ₺ VAT incl.	
2	30 April 2026	Progress Payment No. 2 Nisan yevmiyeleri	Day rate	2	160,600.00 ₺	No VAT	160,600.00 ₺ No VAT	
3	12 August 2026	Progress Payment No. 3 Ağustos kalıp ve yevmiye	Take-off Day rate	2	135,600.00 ₺	27,120.00 ₺ 20%	162,720.00 ₺ VAT incl.	
Yılmaz İnşaat					4 progress payments · 117,927.75 ₺ VAT			697,638.75 ₺
1	10 November 2025	Progress Payment No. 1 Kasım ayı duvar imalatı	Take-off	1	136,800.00 ₺	27,360.00 ₺ 20%	164,160.00 ₺ VAT incl.	
2	18 February 2026	Progress Payment No. 2 Şubat hakedişi — çatı yalıtımı avansı dahil	Take-off Lump sum Deduction	3	278,988.75 ₺ -18,000.00 ₺ deduction	55,797.75 ₺ 20%	334,786.50 ₺ VAT incl.	
3	05 June 2026	Progress Payment No. 3 İç duvar örme, Bacalı duvar örme	Take-off	2	108,000.00 ₺ Item total differs	No VAT	108,000.00 ₺ No VAT	
4	08 September 2026	Progress Payment No. 4 Eylül ayı duvar imalatı	Take-off	1	173,850.00 ₺	34,770.00 ₺ 20%	208,620.00 ₺ VAT incl.	

The table is **grouped by subcontractor** and the groups are **alphabetical**. The group header carries that company's payment count, its VAT total if any, and its excl. VAT 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 payment date; if none was entered, <i>No date</i> . Undated records sort to the end
Subject	<i>Progress Payment No. n</i> 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 <i>No items</i> , not zero
Amount (excl. VAT)	The recorded net amount. If there is a deduction, <i>-amount deducted</i> appears below; if the item total does not match, an Item total differs badge appears
VAT	The VAT amount and its rate below. A payment without VAT reads <i>No VAT</i> — not zero
Grand total	The net amount plus VAT; below it <i>VAT incl.</i> or <i>No VAT</i>
Details	Opens the progress 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.

Progress payment panel

Progress Payment No. 2

Yılmaz İnşaat · 18 February 2026 · Mixed

AMOUNT (EXCL. VAT)

278,988.75 ₺

VAT

55,797.75 ₺ 20%

GRAND TOTAL

334,786.50 ₺

ITEMS

3 items

Şubat hakediş — çatı yalıtımı avansı dahil

Edit progress payment

Payment certificate (PDF)

More

ITEM	TYPE	LOCATION	QUANTITY	UNIT PRICE	AMOUNT
Items					3 items 278,988.75 ₺
Tuğla duvar örme Kaba inşaat duvar örme	Take-off	A Blok · Daire 7 · Salon	515.75 m ²	285.00 ₺	146,988.75 ₺
Çatı ve teras yalıtımı	Lump sum	Not linked to a production item	—	—	150,000.00 ₺
Avans mahsubu	Deduction	Not linked to a production item	—	—	-18,000.00 ₺

Subtotal (excl. VAT)

278,988.75 ₺

Deductions included

-18,000.00 ₺

VAT (20%)

55,797.75 ₺

Grand total

334,786.50 ₺

Close

It opens when you click the **Subject** column of a row or the **Details** button. The title reads *Progress Payment No. n* and below it the subcontractor · date · type. It has three parts.

Details. Four fields: **Amount (excl. VAT)**, **VAT** (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 progress 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 Current Accounts · Delete progress 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

ITEM	TYPE	LOCATION	QUANTITY	UNIT PRICE	AMOUNT
Items					3 items 278,988.75 ₺
Tuğla duvar örme Kaba inşaat duvar örme	Take-off	A Blok · Daire 7 · Salon	515.75 m ²	285.00 ₺	146,988.75 ₺
Çatı ve teras yalıtımı	Lump sum	Not linked to a production item	—	—	150,000.00 ₺
Avans mahsubu	Deduction	Not linked to a production item	—	—	-18,000.00 ₺
Subtotal (excl. VAT)					278,988.75 ₺
Deductions included					-18,000.00 ₺
VAT (20%)					55,797.75 ₺
Grand total					334,786.50 ₺

The items are listed **in the order stored in the record**; the header says how many there are and their total **at current prices**.

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 production item, <i>Block · Unit · Room</i> ; for an item not linked to one, <i>Not linked to a production item</i> ; 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 agreement's current unit price. 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. VAT), the deductions included if any, the VAT 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 progress payment* and *Edit progress payment*.

FIELD	WHAT IT MEANS	REQUIRED
Subcontractor	The company the payment is issued to. The items come from this company's agreements	Yes
Payment date	This date is written to the current account ledger. It opens filled with today	Yes
Add VAT	When ticked, VAT is calculated and the rate box appears	No
VAT rate (%)	As a percentage, between 0 and 100. The default is 20	Yes, if VAT is on
Description	A free note. It is also shown on the current 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 (£)	Only on a lump sum agreement. The amount to be paid on this progress payment	Yes
Amount to deduct (£)	Only on a deduction agreement. Do not enter a minus sign — the type marks it as a deduction	Yes
Production items	The unbilled production items under the agreement. At least one must be selected for take-off and day rate	Depends on the type
Production 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 position within the subcontractor group. The default order is by date; a manually set sequence wins
Item amount	For take-off and day rate, <i>quantity × the agreement's unit price</i> ; 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
VAT amount	<i>Net × rate ÷ 100</i> . Zero if VAT is off
Grand total	Net + VAT
Item total	The total of the items at today's prices. 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: <i>contract sum – billed on other payments – other rows in the current selection</i>

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 a progress payment

New progress payment

Pick items on the left; the selection and total on the right update instantly.

Subcontractor
Yılmaz İnşaat

Payment date
This date is written to the current account ledger.
22/09/2026

☒ Add VAT
VAT rate (%)
20

Agreement
Lump sum · Çatı ve teras yalıtımı · 2 pending

Lump sum
Contract sum 500,000.00 ₺

Amount payable (₺)
120000
Remaining: 350,000.00 ₺

Take-off
Kaba inşaat duvar örme
2 production items · 517.5 m² × 285.00 ₺/m²
147,487.50 ₺

Deduction
Avans mahsubu
Deduction · not linked to a production item
Amount to deduct (₺)
12000
-12,000.00 ₺

Production items in scope (optional)
Select all Clear

☐ Çatı yalıtım kaplaması
Şantiye · C Blok · Çatı
☐ Teras su yalıtımı
Şantiye · C Blok · Teras
+ Add to selection

Description
Also shown on the current account ledger line.

Subtotal (excl. VAT) 135,487.50 ₺
VAT (20%) 27,097.50 ₺
Grand total 162,585.00 ₺

Cancel Create progress 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 progress 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 **Payment date** — it opens filled with today.
4. If you need to, tick **Add VAT** and enter the rate.
5. Add items from the left (described per type below). A progress 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 progress payment**.

Saving does four things: the payment record is created, the selected production 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 production item are written, and a credit line is posted to the subcontractor's current account.

Caution There is a different error and the two must not be confused: *"The progress payment could not be saved; it may have been created without its items linked."* Here the links are **half-done**, so some production 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

Agreement

Lump sum · Çatı ve teras yalıtımı · 2 pending

Lump sum Contract sum 500,000.00 ₺

Amount payable (₺)

120000

Remaining: 350,000.00 ₺

Production items in scope (optional)

Select all

Clear

☐ Çatı yalıtım kaplaması
Şantiye · C Blok · Çatı

☐ Teras su yalıtımı
Şantiye · C Blok · Teras

+ Add to selection

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:

- **Take-off and Day rate.** The ****unbilled production 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 production items — the **Production 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 production 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

Take-off

Kaba inşaat duvar örme

147,487.50 ₺



2 production items · 517.5 m² × 285.00 ₺/m²

Deduction

Avans mahsubu

-12,000.00 ₺



Deduction · not linked to a production item

Amount to deduct (₺)

12000

Description

Also shown on the current account ledger line.

Subtotal (excl. VAT)

135,487.50 ₺

VAT (20%)

27,097.50 ₺

Grand total

162,585.00 ₺

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 VAT 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 a progress payment

1. Open the row and choose **Edit progress 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 VAT 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, production 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

Progress payment sequence ×

Numbers are reassigned as you drag. The sequence is per subcontractor.

Subcontractor

Yılmaz İnşaat (4) ▼

⋮ 1	10 November 2025 Kasım ayı duvar imalatı	136,800.00 ₺
⋮ 2	18 February 2026 Şubat hakedişi — çatı yalıtımı avansı dahil	278,988.75 ₺
⋮ 3	05 June 2026 İç duvar örme, Bacalı duvar örme	108,000.00 ₺
⋮ 4	08 September 2026 Eylül ayı duvar imalatı	173,850.00 ₺

Cancel Save sequence

The payment number is **the position within the subcontractor group**. The default is by date; 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 a progress payment

1. Open the panel and choose **More > Delete progress 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 progress payment**.

The deletion order is this: first the **ledger movement** is removed, then the production items and equipment work entries are released, then the items not linked to a production 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 production items and equipment work entries **are not deleted**; they become available to be added to a progress payment again.

Note When a payment is deleted, **the numbers of that subcontractor's later payments shift**. The number is a position, not an identity.

Re-running the ledger transfer

If the payment was saved but could not be written to the current account ledger, an orange band appears at the top of the page saying *"Progress payment saved, but not written to the current account ledger."* The payment is in the list and its production 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 production 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 Current Accounts**. There are three possible outcomes: the line is created and *"The progress payment was sent to the current 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 current account at all the transfer cannot be made and the screen says so; an administrator has to create the account once in **Current 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 progress 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 *Progress_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 **Progress Payments** sheet carries **eleven columns**: Subcontractor · No. · Date · Subject / Description · Type · Items · Amount (£) · VAT (%) · VAT Amount (£) · Grand Total (£) · Deductions (£).

The **Items** sheet writes **all** the items of the payments in the same filter across **twelve columns**: Subcontractor · Payment No. · Date · Item · Type · Block · Unit · Room · Quantity · Unit · Unit Price (£) · Amount (£).

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 Progress Payments sheet the item count, the amount, the VAT, 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 (£) · VAT (£) · Grand Total (£).

The first page carries the project name, the *Progress Payment Report* subtitle, the time it was produced and the filter summary; at the top right the excl. VAT total, the payment and subcontractor counts and, if any, the incl. VAT 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 VAT 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 progress 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 *Progress Payment No.*, the **Document reference**, the time it was issued and the payment date.
- Two parties: **SUBCONTRACTOR** (the firm) and **ISSUED BY** (the project · site management).
- A four-box summary: **ITEMS, TYPE, DEDUCTIONS, VAT**. 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. VAT)**, **VAT (...%)** 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 *Progress Payment No.* is a position and changes when a record is deleted. 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)

Subcontractor balance statement

The selected subcontractor's agreement balances and progress payment breakdown are saved as a PDF.

Subcontractor

Yılmaz İnşaat (4 progress payments)

4 progress payments · 697,638.75 ₺ (excl. VAT)
3 agreements · 2 with a contract sum

Cancel
Download 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. Take-off, day rate and equipment agreements are open-ended and read **Open-ended** in the *Remaining* column; a zero there would read as "finished".
- **PROGRESS PAYMENTS** — No. · Date · Type · Items · Amount · VAT · 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. VAT. The project's cost for the subcontractor is the excl. VAT figure; the VAT goes to the state and is offset. The VAT 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 progress payment is frozen. Every total on the page sums the amount written in the record — not one recalculated from the items. If the agreement's unit price changes after the payment was issued, the items' total at today's prices separates from the recorded amount; **the recorded amount is what applies** and it is what was written to the current account ledger.

This separation is not hidden. An **Item total differs** badge appears in the table, a band explaining why in the panel, the number of affected records under the VAT tile, and a line each in the Excel header and in the PDF. If you want the new price to apply, open the payment and save it again.

The payment number is a position, not an identity. It starts from 1 inside the subcontractor group and the later ones shift when a record is deleted. The number that does not change 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.

A progress payment touches four ledgers at once: its own record, the production items on site, the equipment work entries and the subcontractor's current 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 *"Progress payment saved, but not written to the current 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 Current Accounts** button.

A production item can belong to only one progress 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 production items with the status *Done* can enter a progress 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 Site Data Entry.

A progress 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, progress 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. *m², Gün, Saat* appear exactly as they were written; the app does not translate them.

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 **lump sum, deduction and equipment** items are counted in that total with their recorded amounts too. The sentence is literally true only for take-off and day rate items.

Caution The **Item total differs** badge is not an error; it says the agreement's price changed later. The way to remove the badge is to open the payment and save it again — but that **pulls the issued payment's amount to today's prices** and changes the line in the current account ledger too. Do not do it without agreeing with the subcontractor.

8. Related chapters

- **Subcontractors** — the companies and the **agreements** are defined there. A progress payment is always tied to an agreement; the agreement's type, unit price, unit and lump-sum contract sum come from there. A progress payment cannot be issued to a subcontractor with no agreement.
- **Site Data Entry** — the production items that take-off, 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.
- **Production Report** — whether a production item has entered a progress payment appears there as a column.
- **Current Accounts** — every issued progress payment is written to the subcontractor's ledger as a credit line; the line's date and description go from here.
- **Finance Panel** — the subcontractor cost is totalled there together with the other cost items.
- **Overview** — the project's twelve-month progress payment chart and total are summarised there.

Finance Panel

1. What it is for

The Finance Panel is the page that gathers **everything the project has cost so far** onto a single screen. It brings issued progress 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 Finance Panel 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

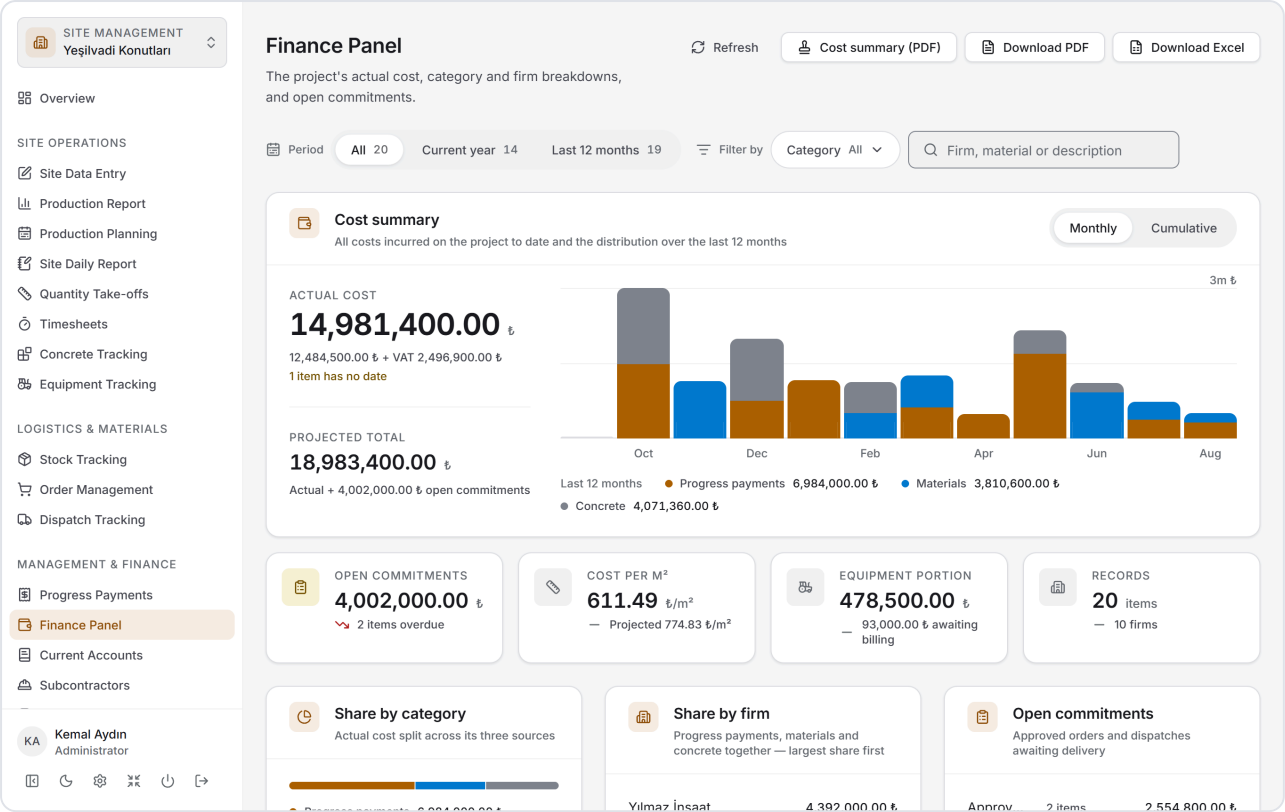
In the sidebar: *Management & Finance > Finance Panel*.

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: progress payments, stock, concrete, orders and dispatches. 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, Stock Tracking, Order Management, Dispatch Tracking and Progress 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 *Finance Panel* and the description *"The project's actual cost, category and firm breakdowns, and open commitments."* On the right are **Refresh**, **Cost summary (PDF)**, **Download PDF** and **Download Excel**.

Control bar

Period

All 20

Current year 14

Last 12 months 19

Filter by

Category All

Q

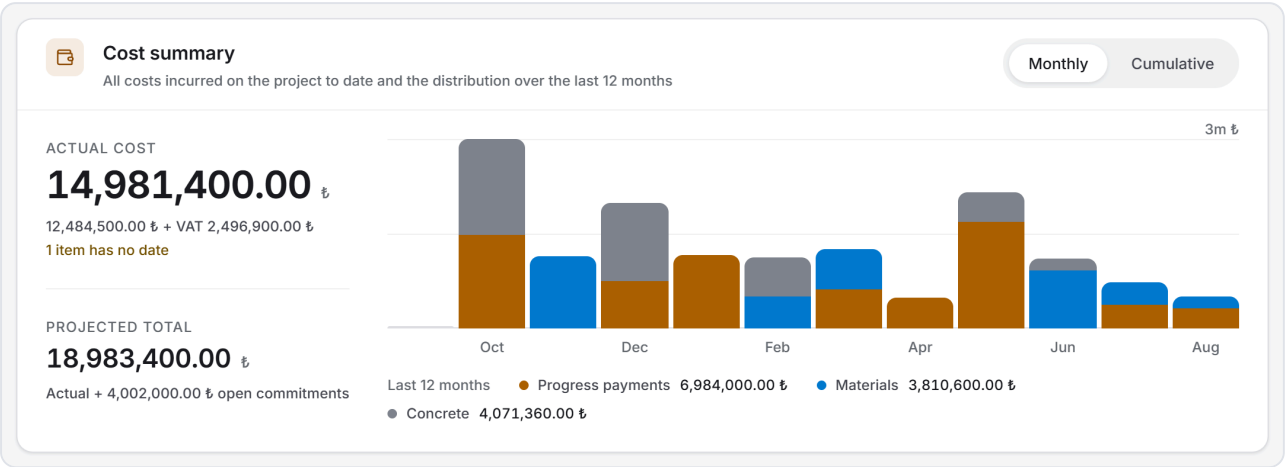
Firm, material or description

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: Progress 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



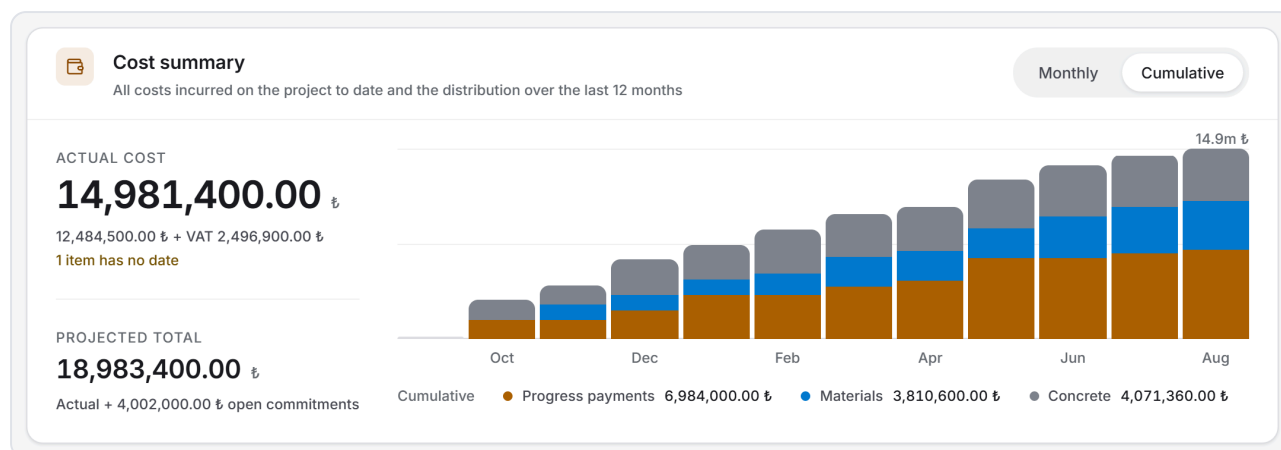
Two amounts sit one below the other on the left of the card:

- **Actual Cost** — the main measure of the page, VAT included. The line below splits the same figure as "*{net amount} + VAT {vat}*". If there are records with no date entered, their number is written here too, in an amber line.
- **Projected Total** — 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.

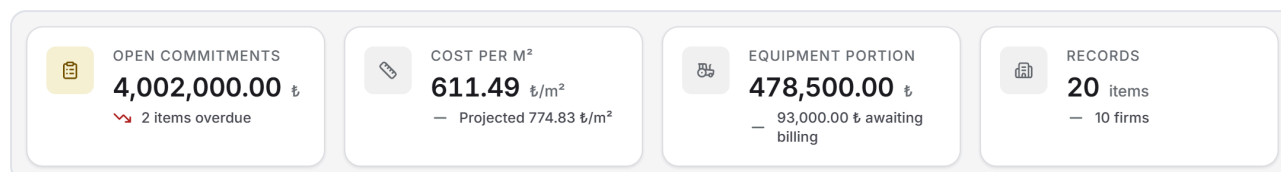
On the right is the column chart of the **last twelve months**. Each column is split into three colours: progress payments, materials and concrete. The two-part selector at the top right of the card changes the measure of the chart:

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 dispatches 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 a progress payment (excl. VAT). The line below says " <i>Within progress payments, not added again</i> " or, if work is pending, " <i>{amount} awaiting billing</i> "
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 a progress payment, a note at the bottom of the card says that the amount is **within** the progress payment share and is not added to the grand total again.



Share by category

Actual cost split across its three sources



● Progress payments 6,984,000.00 ₺

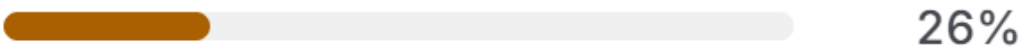
● Materials 3,926,040.00 ₺

● Concrete 4,071,360.00 ₺

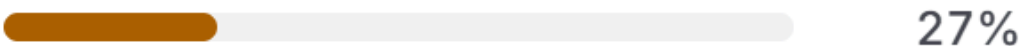
Progress payments 8 records



Materials 7 records



Concrete 5 records



478,500.00 ₺ (excl. VAT) of the progress payment share is equipment work; it is not added to the grand total again.

Share by firm. Progress payments, materials and concrete are counted **together**; if both concrete was bought from a firm and a progress 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

Progress payments, materials and concrete together — largest share first

Yılmaz İnşaat	4,392,000.00 ₺
Progress payments	29.3%
Akçimento Hazır ...	3,415,200.00 ₺
Concrete	22.8%
Batı Yapı Malzem...	1,666,800.00 ₺
Materials	11.1%
Demir Kalıp İskele	1,266,000.00 ₺
Progress payments	8.5%
Öz Elektrik Meka...	996,000.00 ₺
Progress payments	6.6%
Marmara Seramik	938,400.00 ₺
-----	-----

Open commitments. First the source totals (**Approved order** and **Pending dispatch**), 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 dispatch has no unit price, its number is stated at the very bottom in an amber line.



Open commitments

Approved orders and dispatches
awaiting delivery

Approv...	2 items	2,554,800.00 ₺
Pending...	3 items	1,447,200.00 ₺

OVERDUE

PVC Pencere Doğraması · Doruk Do...	49 days
NYA Kablo 3x2,5 · Volt Elektrik	41 days

1 open dispatch 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

Details

Progress payments, materials and concrete together — each...

Firms 11

Progress payments 4

Materials 6

Concrete 2

Equipment 4

Commitments 5

#	FIRM	RECORDS	SHARE	AMOUNT	
Distribution by firm					11 rows 14,981,400.00 ₺
1	Yılmaz İnşaat Progress payments	3	29.3%	4,392,000.00 ₺	>
2	Akçimento Hazır Beton Concrete	3	22.8%	3,415,200.00 ₺	>
3	Batı Yapı Malzemeleri Materials	2	11.1%	1,666,800.00 ₺	>
4	Demir Kalıp İskele Progress payments	2	8.5%	1,266,000.00 ₺	>
5	Öz Elektrik Mekanik Progress payments	2	6.6%	996,000.00 ₺	>
6	Marmara Seramik Materials	1	6.3%	938,400.00 ₺	>
7	Ege Tuğla Materials	2	5.1%	768,240.00 ₺	>
8	Birlik Beton Concrete	2	4.4%	656,160.00 ₺	>
9	Volt Elektrik Materials	1	2.5%	374,400.00 ₺	>
10	Anadolu Sıva Alçı Progress payments	1	2.2%	330,000.00 ₺	>
11	Not specified Materials	1	1.2%	178,200.00 ₺	>

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
Progress payments	Progress 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 dispatches, 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.

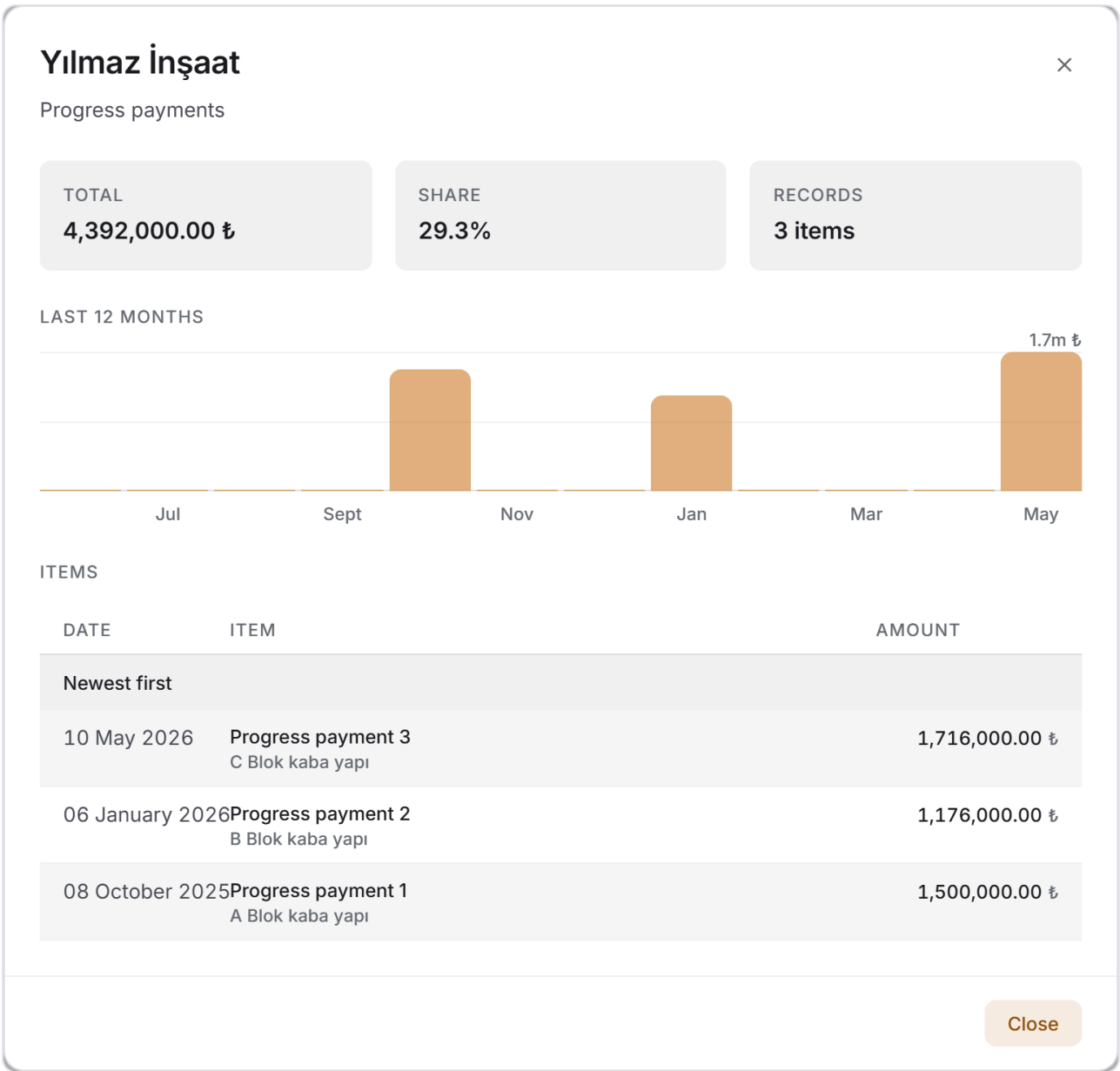
#	◇	EQUIPMENT	◇	RECORDS	◇	SHARE	◇	AMOUNT	◇
Details All equipment work — both billed and pending (excl. VAT) Firms 11 Progress payments 4 Materials 6 Concrete 2 Equipment 4 Commitments 5									
Work by equipment 4 rows 571,500.00 ₺									
1		Paletli Ekskavatör Yılmaz İnşaat	2			39.9%		228,000.00 ₺	>
2		Kule Vinç Demir Kalıp İskele	1			37.8%		216,000.00 ₺	>
3		Beton Pompası Akçimento Hazır Beton	1			16.5%		94,500.00 ₺	>
4		Forklift Demir Kalıp İskele	1			5.8%		33,000.00 ₺	>

The second line under the name changes with the view: categories for firms, the subcontractor name for equipment, the source for commitments (*Approved order · Pending dispatch*), and the record count for progress payments and concrete.

#	◇	SUPPLIER	◇	RECORDS	◇	SHARE	◇	AMOUNT	◇
Details Approved orders and dispatches awaiting delivery (incl. VAT) Firms 11 Progress payments 4 Materials 6 Concrete 2 Equipment 4 Commitments 5									
Open commitments 5 rows 4,002,000.00 ₺									
1		Kaya Asansör Approved order	1			34.2%		1,368,000.00 ₺	>
2		Doruk Doğrama Approved order	1			29.7%		1,186,800.00 ₺	>
3		Batı Yapı Malzemeleri Pending dispatch	1			17.4%		697,200.00 ₺	>
4		Marmara Seramik Pending dispatch	1			11.7%		469,200.00 ₺	>
5		Volt Elektrik Pending dispatch	1			7%		280,800.00 ₺	>

The total of the Equipment view can be larger than the **Equipment Portion** tile above: the tile counts only work that has entered a progress 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, VAT included	The total of the three categories
Net amount	The same figure without VAT	The net amounts of the items are added up
VAT	The VAT part of the same figure	The VAT of the items is added up
Progress payments	Progress payments issued to subcontractors	Each payment's amount as written in the record + its VAT
Materials	Purchased material	Only Manual Entry and Dispatch Delivery movements, VAT included
Concrete	Poured concrete	The grand total of the concrete records
Open Commitments	Load that has not yet turned into cost, VAT included	The whole of approved orders with no dispatch card opened + the remaining quantity × unit price of open dispatches
Projected Total	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 a progress payment, excl. VAT	The amount of work linked to a progress payment
Equipment awaiting billing	Work done but not linked to any progress payment, excl. VAT	The amount of work not linked to a progress 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 <i>Not specified</i> bucket is not counted

What enters a category and what does not

SOURCE	DOES IT ENTER THE COST
An issued progress payment	✓ Yes (VAT included)
A manual entry in stock	✓ Yes
A dispatch 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 a progress payment item
Approved order, open dispatch	✗ 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 **Progress 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 **Progress 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 a progress 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 · Progress 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: **Cost summary (PDF)**, **Download 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 a progress payment or received a dispatch, the figures are up to date after this button.

6. Exports

The three exports serve three different purposes.

Excel — three sheets

File name **Finance_Panel_<date-time>.xlsx**.

SHEET	WHAT IS IN IT
Summary	Four columns: Measure · Value · Unit · Description. The three categories, actual cost, net amount, VAT, equipment portion, equipment awaiting billing, open commitments, projected total, construction area, cost per m ² 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 · VAT 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 **Download PDF**; file name **Finance_Panel_<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, Progress 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 **Cost 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, and if there are commitments, the open commitment line and PROJECTED TOTAL) · three measures side by side (cost per m², VAT, 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 dispatches 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 a progress payment item, so it is already inside the progress payment share. Adding it again would count the same money twice. This is why the equipment tile and the Equipment view are written **excluding VAT** — VAT is added at the level of the progress 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** a progress 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 dispatch card. If an order has been approved but no dispatch card has been opened yet, the whole of the approved quote counts as open load.

Open dispatches 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 exclusive of VAT and inside the progress 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.

A progress payment's amount is read from the record. If the sum of its items at today's unit prices differs from the amount written in the record, the correct one is the amount **in the record**; a progress payment is a signed document.

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 Progress Payments or Stock Tracking 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:

- **Progress Payments** — the whole of the progress payment category and the equipment portion come from there; the amount and the VAT are read from the issued payment's own record.
- **Stock Tracking** — the material category consists of the **manual entry** and **dispatch 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 a progress payment is also decided there.
- **Order Management** — one half of the open commitments: orders that are approved but have no dispatch card opened.
- **Dispatch Tracking** — the other half of the open commitments: the remaining quantity of dispatches awaiting delivery. The unit price and the VAT 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.

Current Accounts

1. What it is for

Current 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 **progress 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 > Current 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.

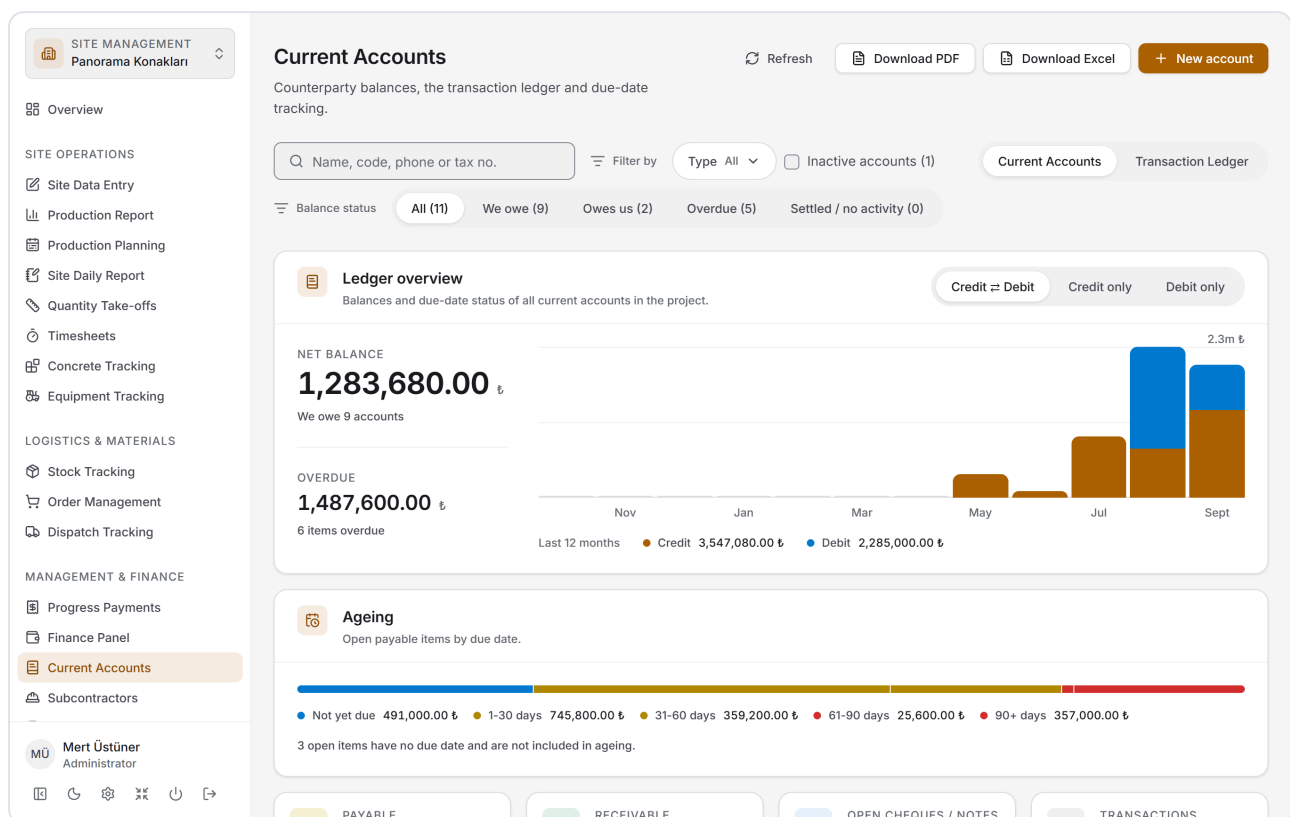
Besides the module permission, a **server role** also applies on this page. Some operations are open to administrators only, even when the project permission is granted:

Administrators only Opening a new current account, deleting a current 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
Current 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 **Current Accounts** view has four layers and follows the same order as Stock Tracking, Order Management, Dispatch Tracking and Progress 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 Current 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 *Current 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

The screenshot shows the Filter bar with the following elements:

- A search input field with the placeholder text "Q Name, code, phone or tax no."
- A "Filter by" section containing a "Type" dropdown menu set to "All" and a checkbox for "Inactive accounts (1)".
- Two view toggle buttons: "Current Accounts" (active) and "Transaction Ledger".
- A "Balance status" section with a dropdown menu and several filter buttons: "All (11)", "We owe (9)", "Owes us (2)", "Overdue (5)", and "Settled / no activity (0)".

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	Current Accounts	Searches the account name, code, phone, tax number 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	Current 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 note · Progress payment · Payment · Collection · Advance · Deduction
Balance status	Current Accounts	All · We owe · Owes us · Overdue · Settled / no activity
Period	Transaction Ledger	All · This year · Last 12 months
Credit/Debit	Transaction Ledger	All · Credit · Debit
View	Both	Current Accounts ⇌ Transaction Ledger

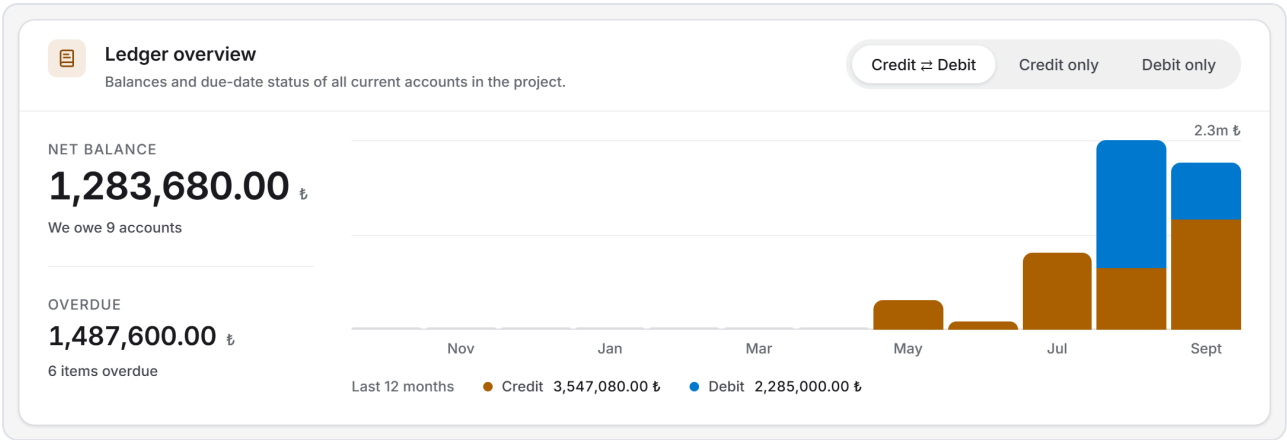
A figure sits next to each balance-status segment and each filter option; it tells you how many records would remain if you made that choice. The **Inactive accounts** switch is drawn only if the project has inactive accounts. While a filter is active, a **Clear filters** button appears.

The screenshot shows a filter interface with a search box containing 'Account, description, doc. no. or source'. To the right is a 'Filter by' label followed by three dropdown menus: 'Type All', 'Account All', and 'Document All'. Below these are two view switch buttons: 'Current Accounts' and 'Transaction Ledger'. At the bottom, there are two rows of selectors. The first row has a 'Period' label followed by 'All', 'Current year', and 'Last 12 months' buttons. The second row has a 'Credit/Debit' label followed by 'All', 'Credit', and 'Debit' buttons.

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 Current 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



Two amounts sit one above the other on the left of the card:

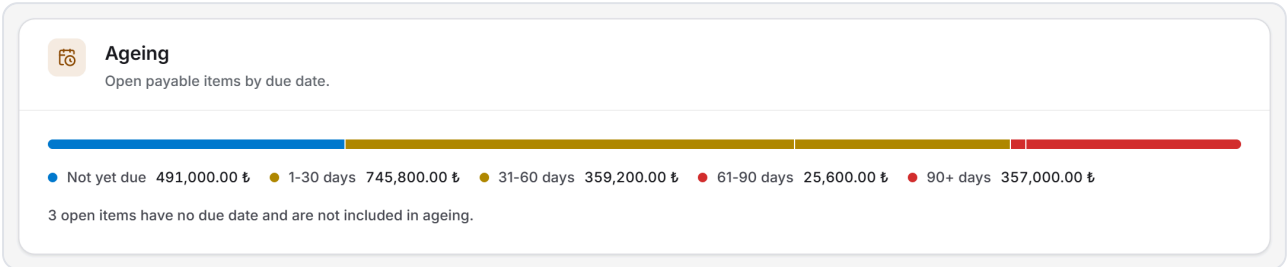
- **Net balance** — the signed total of all accounts. The line under it states the direction as a sentence: "We owe 9 accounts", "2 accounts owe us" or "The ledger is settled." No minus sign is used; in a ledger "-1,240,000 ₺" could mean two different things.
- **Overdue** — the part of the open items that has passed its due date. Under it you read "6 items overdue" or "No overdue open items."

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



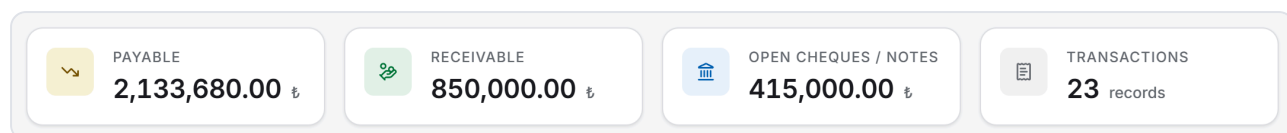
It shows the open payable by due date in a single horizontal bar. There are five buckets, and the colour darkens as the delay grows:

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 due date and are not included in ageing"* sits 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.

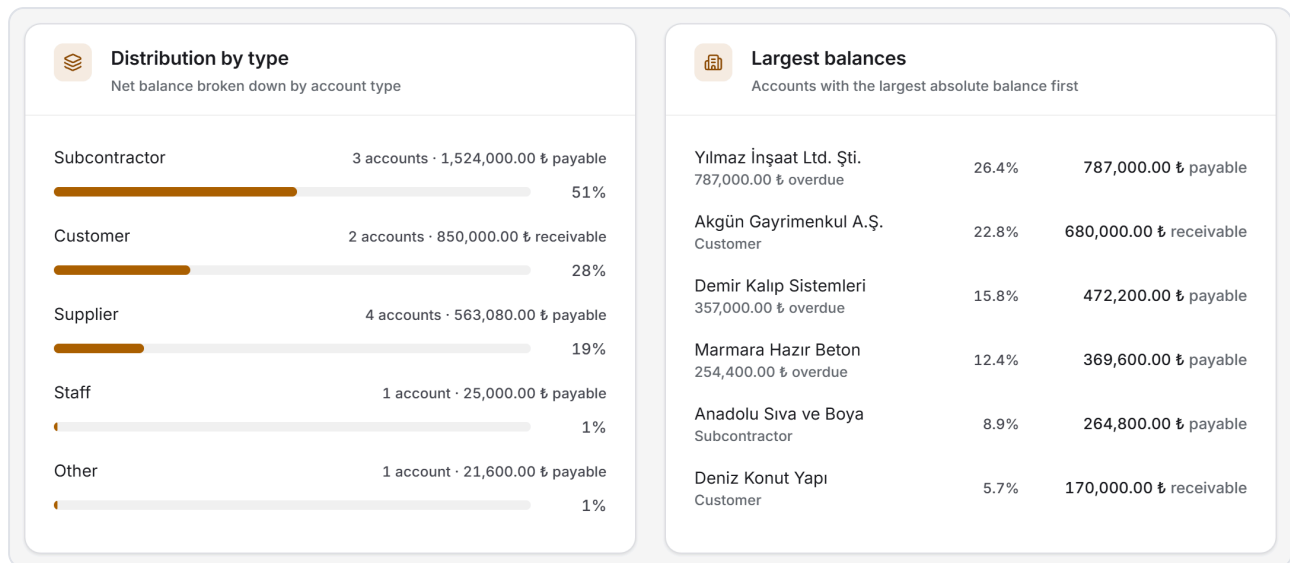
The four measure tiles



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

 Current accounts 11 accounts · 5 types Collapse all							
ACCOUNT	STATUS	BALANCE	OVERDUE	OPEN CHEQUES / NOTES	TRANSACTIONS	LAST TRANSACTION	
Customer					2 accounts · 850,000.00 ₺ receivable		
DK Deniz Konut Yapı PanoramaKonakları-MST-002 ...	Active	170,000.00 ₺ Owes us		— 180,000.00 ₺	2	16 September 2026	
AG Akgün Gayrimenkul A.Ş. PanoramaKonakları-MST-001 ...	Active	680,000.00 ₺ Owes us		— —	2	01 September 2026	
Other					1 account · 21,600.00 ₺ payable		
NN Nevşehir Nakliyat PanoramaKonakları-CRI-001	Active	21,600.00 ₺ We owe		— —	1	No transactions	
Staff					1 account · 25,000.00 ₺ payable		
HY Hasan Yıldırım PanoramaKonakları-PRS-001 ...	Active	25,000.00 ₺ We owe		— —	1	19 September 2026	
Subcontractor					3 accounts · 1,524,000.00 ₺ payable		
YI Yılmaz İnşaat Ltd. Şti. PanoramaKonakları-TSR-001 ...	Active	787,000.00 ₺ We owe	787,000.00 ₺ oldest 48 days	—	3	28 August 2026	
DK Demir Kalıp Sistemleri PanoramaKonakları-TSR-002 ...	Active	472,200.00 ₺ We owe	357,000.00 ₺ oldest 125 days	—	3	19 September 2026	
AS Anadolu Sıva ve Boya PanoramaKonakları-TSR-003 ...	Active	264,800.00 ₺ We owe		— —	3	18 September 2026	
Supplier					4 accounts · 563,080.00 ₺ payable		
MH Marmara Hazır Beton PanoramaKonakları-TDR-002 ...	Active	369,600.00 ₺ We owe	254,400.00 ₺ oldest 17 days	95,000.00 ₺	2	12 September 2026	
BY Batı Yapı Malzemeleri A.Ş. PanoramaKonakları-TDR-001 ...	Active	153,000.00 ₺ We owe	63,600.00 ₺ oldest 35 days	140,000.00 ₺	3	05 September 2026	
ES Ege Seramik Pazarlama PanoramaKonakları-TDR-003 ...	Active	25,600.00 ₺ We owe	25,600.00 ₺ oldest 62 days	—	2	14 September 2026	
BT Unknown supplier No code	Active	14,880.00 ₺ We owe		— —	1	25 August 2026	

The card is titled *Current 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	<i>Active</i> or an <i>Inactive</i> badge
Balance	The amount and, under it, its direction: <i>We owe</i> · <i>Owes us</i> · <i>Settled</i>
Overdue	The overdue amount and, under it, " <i>oldest 48 days</i> "
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

Transaction ledger

25 transactions · 24 days

Collapse all

ACCOUNT	DOCUMENT	DESCRIPTION	DUE	AMOUNT DUE	CREDIT/DEBIT	ACTIONS
Saturday, 19 September 2026						2 transactions · +10,000.00 ₺
Hasan Yıldırım PanoramaKonakları-PRS-001	Advance AVN-2026-31	Eylül ayı personel avansı	—	+25,000.00 ₺	Credit	
Demir Kalıp Sistemleri PanoramaKonakları-TSR-002	Deduction MHS-2026-03	Şantiyeden verilen kereste mahsubu	—	-15,000.00 ₺	Debit	
Friday, 18 September 2026						1 transaction · -100,000.00 ₺
Anadolu Sıva ve Boya PanoramaKonakları-TSR-003	Payment MKB-204	Ödeme — Nakit Payment / Collection	—	-100,000.00 ₺	Debit	Linked record
Wednesday, 16 September 2026						1 transaction · +250,000.00 ₺
Deniz Konut Yapı PanoramaKonakları-MST-002	Collection 0034512	Çek · 0034512 · Ziraat Bankası Cheque / Note	—	+250,000.00 ₺	Credit	Linked record
Tuesday, 15 September 2026						1 transaction · +288,000.00 ₺
Anadolu Sıva ve Boya PanoramaKonakları-TSR-003	Progress payment HK-2026-026	Eylül hakedişi — iç sıva Progress Payments	15 October 2026	+288,000.00 ₺ net 240,000.00 ₺	Credit	Linked record
Monday, 14 September 2026						1 transaction · -80,000.00 ₺
Ege Seramik Pazarlama PanoramaKonakları-TDR-003	Payment 9981234	Çek · 9981234 · Akbank Cheque / Note	—	-80,000.00 ₺	Debit	Linked record
Saturday, 12 September 2026						1 transaction · +115,200.00 ₺
Marmara Hazır Beton PanoramaKonakları-TDR-002	Delivery note MRB2026001180	B Blok temel betonu — C30/37 Concrete Tracking	12 October 2026	+115,200.00 ₺ net 96,000.00 ₺	Credit	Linked record
Thursday, 10 September 2026						1 transaction · +115,200.00 ₺
Demir Kalıp Sistemleri PanoramaKonakları-TSR-002	Delivery note BT-2026-118	B Blok perde betonu — C30/37 Concrete Tracking	—	+115,200.00 ₺ net 96,000.00 ₺	Credit	Linked record
Tuesday, 8 September 2026						1 transaction · +76,800.00 ₺
Anadolu Sıva ve Boya PanoramaKonakları-TSR-003	Progress payment MK-2026-047	Kepçe çalışması — 12 saat Equipment	08 October 2026	+76,800.00 ₺ net 64,000.00 ₺	Credit	Linked record
Sunday, 6 September 2026						1 transaction · -420,000.00 ₺
Deniz Konut Yapı PanoramaKonakları-MST-002	Invoice DNZ2026000012	C Blok 2. kat daire ön satışı	06 October 2026	-420,000.00 ₺ net 350,000.00 ₺	Debit	
Saturday, 5 September 2026						1 transaction · -90,000.00 ₺
Batı Yapı Malzemeleri A.Ş. PanoramaKonakları-TDR-001	Payment DKT-9042	Ödeme — Banka havalesi Payment / Collection	—	-90,000.00 ₺	Debit	Linked record
Wednesday, 2 September 2026						1 transaction · +89,400.00 ₺
Batı Yapı Malzemeleri A.Ş. PanoramaKonakları-TDR-001	Invoice BYM2026000412	Çimento 42.5R ve demir alımı Stock Tracking	02 October 2026	+89,400.00 ₺ net 74,500.00 ₺	Credit	Linked record
Tuesday, 1 September 2026						1 transaction · +400,000.00 ₺
Akgün Gayrimenkul A.Ş. PanoramaKonakları-MST-001	Collection DKT-9103	Tahsilat — Banka havalesi Payment / Collection	—	+400,000.00 ₺	Credit	Linked record
Friday, 28 August 2026						1 transaction · -500,000.00 ₺
Yılmaz İnşaat Ltd. Şti. PanoramaKonakları-TSR-001	Payment DKT-8891	Ödeme — Banka havalesi Payment / Collection	—	-500,000.00 ₺	Debit	Linked record
Tuesday, 25 August 2026						1 transaction · +14,880.00 ₺
Unknown supplier	Invoice	Adı girilmemiş alım — hırdavat Stock Tracking	—	+14,880.00 ₺ net 12,400.00 ₺	Credit	Linked record
Thursday, 20 August 2026						1 transaction · +491,400.00 ₺
Yılmaz İnşaat Ltd. Şti. PanoramaKonakları-TSR-001	Progress payment HK-2026-021	Ağustos hakedişi — kaba inşaat Progress Payments	20 September 2026	+491,400.00 ₺ net 420,000.00 ₺	Credit	Linked record
Monday, 10 August 2026						1 transaction · -1,080,000.00 ₺
Akgün Gayrimenkul A.Ş. PanoramaKonakları-MST-001	Invoice AKG2026000045	A Blok 4. kat daire teslimi	10 September 2026	-1,080,000.00 ₺ net 900,000.00 ₺	Debit	
Wednesday, 5 August 2026						1 transaction · +254,400.00 ₺
Marmara Hazır Beton PanoramaKonakları-TDR-002	Delivery note MRB2026001044	A Blok döşeme betonu — C30/37 Concrete Tracking	05 September 2026	+254,400.00 ₺ net 212,000.00 ₺	Credit	Linked record
Saturday, 18 July 2026						1 transaction · +153,600.00 ₺
Batı Yapı Malzemeleri A.Ş.	Invoice	Demir (12.5 ton)	18 August 2026	+153,600.00 ₺	Credit	Linked record

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 VAT, the net amount under it
Credit/Debit	A <i>Credit</i> or <i>Debit</i> badge
Actions	Edit and delete on a manually entered row; <i>Linked record</i> on an automatic one

The source badge says where the row comes from: **Concrete Tracking, Stock Tracking, Progress 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

Yılmaz İnşaat Ltd. Şti.

Subcontractor · PanoramaKonakları-TSR-001

BALANCE

787,000.00 ₺

POSITION

We owe

TOTAL CREDIT

1,287,000.00 ₺

TOTAL DEBIT

500,000.00 ₺

Kemal Yılmaz · 0312 441 20 18 · muhasebe@yilmazinsaat.com.tr · Çankaya / 4780215963 · Ostim Mah. 1204. Sk. No: 18, Yenimahalle / Ankara · TR21 0001 0004 1234 5678 9012 34 · Ziraat Bankası Ostim

⚠ 787,000.00 ₺ overdue

1 - 30 days: 491,400.00 ₺ 31 - 60 days: 295,600.00 ₺

Statement (3)

Payments (1)

Cheques / Notes (0)

Documents (0)

Sorted from oldest to newest; the right-hand column is the balance after each row.

+ Add transaction

DATE	DOCUMENT	DESCRIPTION	DEBIT	CREDIT	BALANCE	ACTIONS
05 July 2026	Progress payment HK-2026-014	Temmuz hakedışı — kaba inşaat Progress Payments	—	795,600.00 ₺	795,600.00 ₺	Linked
20 August 2026	Progress payment HK-2026-021	Ağustos hakedışı — kaba inşaat Progress Payments	—	491,400.00 ₺	1,287,000.00 ₺	Linked
28 August 2026	Payment DKT-8891	Ödeme — Banka havalesi Payment / Collection	500,000.00 ₺	—	787,000.00 ₺	Linked

Account statement

Balance confirmation letter

Edit account

Delete

Close

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; <i>Settled</i> if it is level
Position	<i>We owe · Owes us · Settled</i>
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.

Yılmaz İnşaat Ltd. Şti.
×

Subcontractor · PanoramaKonakları-TSR-001

BALANCE	POSITION	TOTAL CREDIT	TOTAL DEBIT
787,000.00 ₺	We owe	1,287,000.00 ₺	500,000.00 ₺

Kemal Yılmaz · 0312 441 20 18 · muhasebe@yilmazinsaat.com.tr · Çankaya / 4780215963 · Ostim Mah. 1204. Sk. No: 18, Yenimahalle / Ankara · TR21 0001 0004 1234 5678 9012 34 · Ziraat Bankası Ostim

⚠ **787,000.00 ₺ overdue**
1 - 30 days: 491,400.00 ₺ 31 - 60 days: 295,600.00 ₺

Statement (3) **Payments (1)** Cheques / Notes (0) Documents (0)

Each record has a matching entry in the ledger; deleting the record deletes that entry too.
+ Add payment / collection

Payment

Temmuz hakedişleri ara ödemesi
Bank transfer · 28 August 2026 · Ziraat Bankası — 1234 5678 · DKT-8891

500,000.00 ₺

Account statement

Balance confirmation letter

Edit account

Delete

Close

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.

Deniz Konut Yapı

Customer · PanoramaKonakları-MST-002

BALANCE	POSITION	TOTAL CREDIT	TOTAL DEBIT
170,000.00 ₺	Owes us	250,000.00 ₺	420,000.00 ₺

Serkan Deniz · 0505 224 88 31

Statement (2)
Payments (0)
Cheques / Notes (3)
Documents (0)

Only collected and paid documents are posted to the ledger. A document that is dishonoured is taken back out of the ledger.

+ Add cheque / note

Collected

Cheque 0034512 · Received cheque
Ziraat Bankası · Kızılay · due 16 September 2026 · drawer Deniz Konut Yapı A.Ş.

250,000.00 ₺

Status ▾

In portfolio

Cheque 0034513 · Received cheque
Ziraat Bankası · Kızılay · due 20 October 2026 · drawer Deniz Konut Yapı A.Ş.

180,000.00 ₺

Status ▾

Dishonoured

Cheque 0034498 · Received cheque
Ziraat Bankası · Kızılay · due 02 September 2026 · drawer Deniz Konut Yapı A.Ş.

120,000.00 ₺

Status ▾

Account statement
Balance confirmation letter
Edit account
Delete
Close

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.

Batı Yapı Malzemeleri A.Ş.

Supplier · PanoramaKonakları-TDR-001

BALANCE	POSITION	TOTAL CREDIT	TOTAL DEBIT
153,000.00 ₺	We owe	243,000.00 ₺	90,000.00 ₺

Elif Kaya · 0312 256 77 90 · siparis@batiyapi.com.tr · Sincan / 1120448873 · Sanayi Cd. No: 142, Sincan / Ankara · TR55 0006 2000 0990 0006 2984 11 · Garanti Sincan

63,600.00 ₺ overdue

Not yet due: 89,400.00 ₺ 31 - 60 days: 63,600.00 ₺

Statement (3)
Payments (1)
Cheques / Notes (1)
Documents (1)

Documents do not affect the balance. If an invoice also needs to be posted to the ledger, enter it as a transaction on the Statement tab too.

+ Add document

Purchase

BYM2026000412
02 September 2026 · 2 items · Eylül ilk parti

89,400.00 ₺
VAT 14,900.00 ₺

Account statement
Balance confirmation letter
Edit account
Delete
Close

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 current account form

New current account

×

Subcontractor and supplier accounts open automatically with the first record; accounts you open here manually are matched to those records by name.

Account name / company name	Account type
e.g. Yilmaz Construction Ltd.	Supplier

Account code

Generated automatically. When you change the type, the code updates as well.

Contact person	Phone
Tax office	Tax / ID no.
	Shown on the balance confirmation letter and the account statement.
Email	Bank details
	IBAN, branch...
Address	
Description	

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	—
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	No
Tax / ID no.	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

Add a transaction to the ledger ×

Yılmaz İnşaat Ltd. Şti.

Credit/Debit

Credit — what we owe this account increases.

Credit — the counterparty is credited ▼

Document type

Invoice ▼

Transaction date

It is posted to the ledger on this date.

22/09/2026 📅

Due date

If left empty, it is not included in ageing.

gg/aa/yyyy 📅

Document number

Invoice no., receipt no....

Description

August transport invoice

Amount (net) excl. VAT	VAT rate (%)	Withholding tax rate (%)	Other deductions (₺)
125000	20	3	0

Net 125,000.00 ₺ + VAT 25,000.00 ₺ – Withholding 3,750.00 ₺ Amount due 146,250.00 ₺

The amount that goes into the balance is the amount due.

Cancel Save

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	<i>Credit</i> — what the counterparty is owed increases. <i>Debit</i> — it decreases	Yes (Credit by default)
Document type	Invoice · Delivery note · Progress 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 VAT	Yes, greater than zero
VAT rate (%)	Between 0 and 100	No
Withholding tax rate (%)	Between 0 and 100	No
Other deductions (€)	An amount, not a rate	No

Four figures at the bottom of the form are calculated live and update as you type:

Net + VAT – 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

Add payment / collection

×

Yılmaz İnşaat Ltd. Şti.

Transaction type

Money went out; what we owe this account decreases.

Payment (paid out) ▾

Method

Bank transfer ▾

Amount (₺)

250000

Transaction date

22/09/2026 

Bank account

From / to which account

Reference no.

If left empty, an automatic number is written to the ledger.

TRF-9120

Description

If left empty, the transaction type and method are written to the ledger.

e.g. August progress payment, instalment 1

BANK SLIP / RECEIPT

 Select document

No document selected

The payment's document. It can be opened from the panel later.

Current balance 787,000.00 ₺ payable

After 537,000.00 ₺ payable

Cancel

Save

FIELD	WHAT IT MEANS	REQUIRED
Transaction type	<i>Payment (paid out) or Collection (received)</i>	Yes (Payment by default)
Method	Cash · Bank transfer · Credit card · Cheque · Promissory note · Deduction	Yes
Amount (₺)		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.

The cheque / note form

Add cheque / note

×

Deniz Konut Yapı

 A new document opens in the portfolio and does not change the balance. It is posted to the ledger automatically when collected or paid.

Document type

Cheque

Direction

Issued by us; when paid, what we owe decreases.

Issued cheque

Cheque no.

0034520

Amount (₺)

195000

Issue date

The document's own date; it is also the date written to the ledger.

22/09/2026

Due date

gg/aa/yyyy

Bank

Ziraat Bankası

Branch

Account no.

Drawer

Person or company that issued the document

Description

DOCUMENT IMAGE

 Select document

No document selected

A scan of the cheque or note. It can be opened from the panel.

Cancel

Save

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 (₹)		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, VAT (%)	At least one item
Description		No
Invoice image / PDF	The scanned document	No

The subtotal, the VAT 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.

5. Step by step

5.1 Opening a new current 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 number 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 progress 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 VAT, 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 Progress 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 <i>Open cheques / notes</i> 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 a current 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 progress 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 a progress 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 **Current_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 · VAT · 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 · VAT · 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 **CURRENT 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.

The document is not asked for a period; it works one out from **the first and last dated transaction** and writes it into the header. The notes also state that documents waiting in the portfolio and archived documents are not included in this balance.

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.

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: *We owe* or *Owes us*.

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 progress 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 debt documents enter ageing: Invoice, Delivery note, Progress payment, Advance and Deduction. Payment and collection rows have no due date and are not counted as "open items with no due date".

There is no ageing on an account that owes us. If the net balance is zero or in our favour we have no open payable; all the buckets come back empty.

An item with no due date never enters ageing. Its count is written under the card and in the notes of the exports. For ageing to work, the **due date** must be filled in on manually entered debts.

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 VAT and withholding calculations are not enough to mark an account as "we owe" 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. Stock Tracking 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, progress payment and equipment records are written to the ledger on their own pages, and each of them carries its own **"Resend to Current 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:

- **Progress Payments** — every issued progress payment writes a **Credit** row to the subcontractor's account; the document type becomes *Progress payment*.
- **Concrete Tracking** — pour records drop a *Delivery note* row into the subcontractor's account.
- **Stock Tracking** — manual material entries and dispatch receipts drop an *Invoice* row into the supplier's account.
- **Equipment Tracking** — equipment work entries that have reached a progress payment come into the ledger from there.
- **Subcontractors** and **Suppliers** — the firm details (tax office, tax number, address, email, bank) actually live in the current account; the form on those pages writes the same record and shows the firm's account balance in its own panel.
- **Finance Panel** — it reads the project's cost from the source modules, not from the current account ledger. Deleting an account does not change the total in the Finance Panel.
- **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 number, 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: **progress payments** issued, **concrete pours** linked, **equipment** worked, **timesheets** entered, **agreements** signed and the movements on the firm's **current 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 number, email, address, bank) live on the firm's **current account**, and opening a new current 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 a current account requires administrator permission; the deletion also removes the firm's current account and its ledger transactions. If the permission is not enough, the screen says *"You do not have permission to delete. Deleting the current 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

Subcontractors

Company details, agreements and each firm's footprint in the project — progress payments, site work and account balance in one place.

Refresh Download PDF Download Excel + New subcontractor

Search: Company name, contact, phone or trade Filter by Trade: All Agreement type: All Subcontractors Agreements

Status: All (12) Active (10) Idle (2) We owe (5) No agreements (1) No records (1)

FIRMS
12 — 10 active

PERSON-DAYS
1,932.0 person-days — 10 people on the workforce

Progress on lump-sum contracts
Billed amount as a share of the total lump-sum contract sum 81.3%

Trade breakdown
Subcontractor cost broken down by trades such as formwork, rebar and plaster

Trade	Firms	Agreements	Amount (₺)	Percentage
Kalıp	2	4	7,041,440.00	45%
Demir	2	3	4,589,680.00	29%
Hafriyat	2	3	1,501,500.00	10%

Largest subcontractors
Firms with the highest combined progress payment, concrete and equipment cost first

Subcontractor	Percentage	Amount (₺)
Yılmaz Kalıp İnşaat Ltd. Şti. Kalıp	29.1%	4,600,840.00
Öz Demir Donatı San. Tic. Demir	26.4%	4,177,680.00
Demirtaş Prefabrik A.Ş. Kalıp	15.4%	2,440,600.00
Karaca Hafriyat Nakliyat	9.1%	1,443,900.00

SA Serkan Aydın Administrator

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 Stock Tracking, Purchase Orders, Dispatch Tracking, Progress Payments and Current 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, person-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, progress payments, equipment entries, concrete pours, the workforce with the current month's timesheets, and the current 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 Progress Payments, Concrete Tracking and Current 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 — progress 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 <i>Company name, contact, phone or trade</i>
Trade	Multi-select menu; each option shows how many firms it covers
Agreement type	Multi-select menu; five types (Take-off, Day rate, Lump sum, Deduction, Equipment)
Clear filters	Appears only while a narrowing is active
View	At the right end: <i>Subcontractors</i> ⇌ <i>Agreements</i>

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
We owe	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

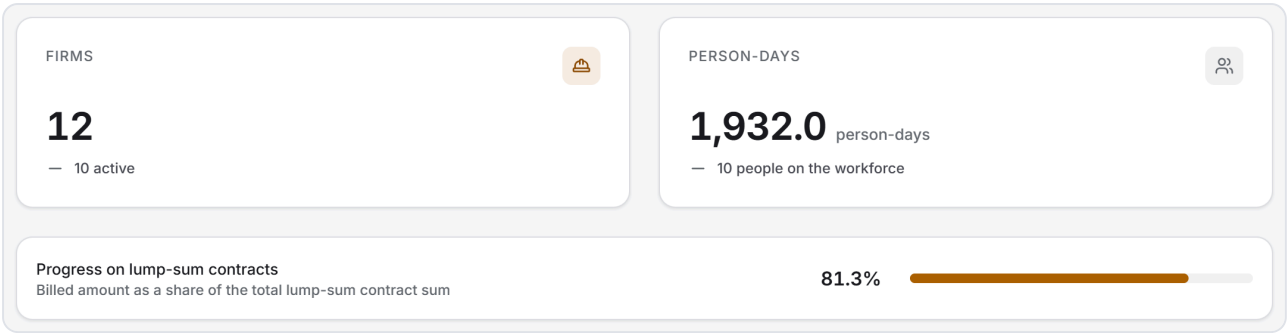
In the **Agreements** view the *Agreement date* strip replaces it: **All time, Current year, Last 12 months**. The trade menu is not drawn in this view — a trade is a property of a firm, not of a single agreement. The status strip is omitted for the same reason.

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
Person-days	The firms' timesheet total for the last 12 months ; below it, the number of people on the workforce

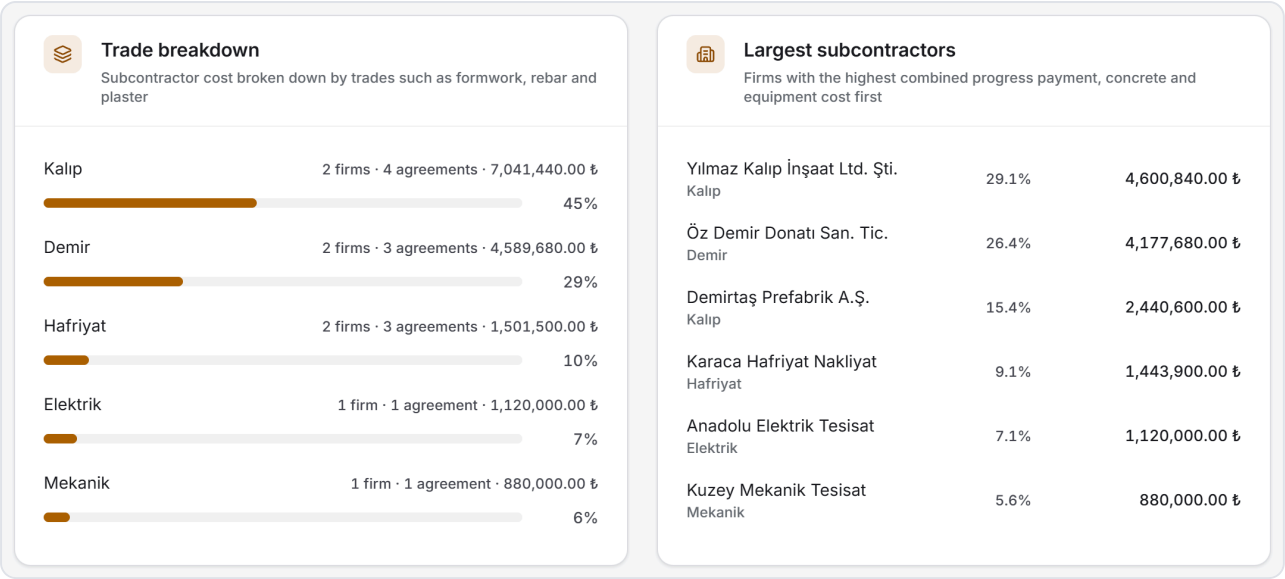
Money lives elsewhere on this page: in the breakdown cards, in the *Billed* column of the table, in the firm panel and in all three exports.

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 take-off or day rates 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: **progress 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

Subcontractors							Collapse all
12 firms · 9 trades							
FIRM		STATUS	AGREEMENTS	BILLED	SITE ACTIVITY	LAST ACTIVITY	
Boya							1 firm · 0.00 ₺
SB	Seven Boya Dekorasyon Ayhan Seven	Idle	1 agreement Take-off	—	—	No activity	
Demir							2 firms · 4,589,680.00 ₺
ÖD	Öz Demir Donatı San. Tic. Nuri Öz · 0542 309 51 63	Active	2 agreements Take-off · Day rate	4,010,000.00 ₺ 2 progress payments	337.0 person-days 1 pour	30 September 2026	
BD	Başaran Demir Ekibi Recep Başaran · 0505 771 ...	Active	1 agreement Day rate	412,000.00 ₺ 1 progress payment	460.0 person-days	30 September 2026	
Elektrik							1 firm · 1,120,000.00 ₺
AE	Anadolu Elektrik Tesisat Orhan Çetin · 0544 612 78 ...	Active	1 agreement 980,000.00 ₺ con...	1,120,000.00 ₺ 1 progress payment	165.0 person-days	30 September 2026	
Hafriyat							2 firms · 1,501,500.00 ₺
KH	Karaca Hafriyat Nakliyat Bülent Karaca · 0555 930 4...	Active	2 agreements Equipment	735,000.00 ₺ 1 progress payment	1 pour 3 equipment entries	23 August 2026	
Bİ	Bereket İş Makinaları Sedat Bereket · 0530 207 6...	Active	1 agreement Equipment	—	2 equipment entries	10 September 2026	
Kalıp							2 firms · 7,041,440.00 ₺
YK	Yılmaz Kalıp İnşaat Ltd. Şti. Ahmet Yılmaz · 0532 114 2...	Active	2 agreements 4,250,000.00 ₺ c...	3,680,000.00 ₺ 3 progress payments	633.0 person-days 3 pours	30 September 2026	
DP	Demirtaş Prefabrik A.Ş. Kemal Demirtaş · 0533 220...	Active	2 agreements 1,850,000.00 ₺ co...	2,225,000.00 ₺ 2 progress payments	2 pours	23 August 2026	
Mekanik							1 firm · 880,000.00 ₺
KM	Kuzey Mekanik Tesisat İlhan Kuzey · 0549 318 55 04	Active	1 agreement 2,640,000.00 ₺ c...	880,000.00 ₺ 1 progress payment	168.0 person-days	30 September 2026	
No trade							1 firm · 0.00 ₺
TP	Toprak Peyzaj Uygulama Mustafa Toprak · 0538 145 ...	Active	1 agreement Take-off	—	—	15 August 2026	
Sıva							1 firm · 668,000.00 ₺
AS	Akgün Sıva Alçı Hüseyin Akgün · 0537 448 ...	Active	2 agreements Take-off	668,000.00 ₺ 1 progress payment	169.0 person-days	30 September 2026	
Yalıtım							1 firm · 0.00 ₺
ÇÇ	Çınar Çatı Yalıtım No contact entered	No records	No agreements	—	—	No activity	

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 progress payment net amounts (excluding VAT); below it the number of progress payments
Site activity	Person-days, number of pours and number of equipment entries
Last activity	The newest date from the six sources; <i>No activity</i> if there is none

You can sort by clicking the headers. The *Site activity* column sorts by **person-days** — the three measures have different units and cannot be added up, and person-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

Filter by

Agreement type All

Subcontractors

Agreements

Agreement date

All time

Current year

Last 12 months

Agreements

16 agreements · 5 types

Collapse all

FIRM	SCOPE OF WORK	PRICE	USAGE	DOCUMENTS
Take-off6 agreements				
Akgün Sıva Alçı	Diş cephe ince sıva 15 August 2026	No price entered	Unused	—
Toprak Peyzaj Uygulama	Peyzaj bitkilendirme 15 August 2026	460.00 ₺ / m²	Unused	—
Akgün Sıva Alçı	İç cephe sıva 15 June 2026	195.00 ₺ / m²	Used in 1 record	—
Yılmaz Kalıp İnşaat Ltd. Şti.	Perde kalıbı ek imalat 15 May 2026	385.00 ₺ / m²	Used in 1 record	—
Öz Demir Donatı San. Tic.	Donatı montajı 15 November 2025	9,450.00 ₺ / ton	Used in 3 records	
Seven Boya Dekorasyon	İç boya uygulaması No date entered	88.00 ₺ / m²	Unused	—
Day rate2 agreements				
Öz Demir Donatı San. Tic.	Usta yevmiyesi 15 March 2026	2,400.00 ₺ / Day	Used in 1 record	—
Başaran Demir Ekibi	Demirci ekibi 15 December 2025	2,250.00 ₺ / Day	Used in 1 record	—
Lump sum4 agreements · 9,720,000.00 ₺ contract sum				
Anadolu Elektrik Tesisat	A Blok elektrik tesisatı 15 April 2026	980,000.00 ₺	Used in 1 record	—
Kuzey Mekanik Tesisat	Mekanik tesisat — kaba montaj 15 March 2026	2,640,000.00 ₺	Used in 1 record	—
Demirtaş Prefabrik A.Ş.	B Blok prefabrik kalıp 15 January 2026	1,850,000.00 ₺	Used in 4 records	—
Yılmaz Kalıp İnşaat Ltd. Şti.	A Blok betonarme kalıp imalatı 15 October 2025	4,250,000.00 ₺	Used in 6 records	
Deduction1 agreement · 85,000.00 ₺ deducted				
Demirtaş Prefabrik A.Ş.	Hasarlı kalıp panosu kesintisi 15 July 2026	85,000.00 ₺ deducted	Unused	—
Equipment3 agreements				
Bereket İş Makinaları	42 m Mobil Beton Pompası — Beton pompası kirası 15 July 2026	3,200.00 ₺ / Hour	Used in 2 records	—
Karaca Hafriyat Nakliyat	Komatsu PC210 Ekskavatör 15 February 2026	2,400.00 ₺ / Hour	Used in 1 record	—
Karaca Hafriyat Nakliyat	Cat 320D Ekskavatör — Kazı ve yükleme 15 August 2025	1,850.00 ₺ / Hour	Used in 4 records	—

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 <i>No date entered</i>
Price	A unit price or a total sum depending on the type; if missing, a dimmed <i>No price entered</i>
Usage	The number of records linked to this agreement; an <i>Unused</i> badge if there are none
Documents	A paperclip button when a contract document is attached

The **Usage** column counts how many progress 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

Yılmaz Kalıp İnşaat Ltd. Şti.

Kalip · MeydanRezidans-TSR-001

Active

Last activity in 7 days

0532 114 22 08

CONTACT

Ahmet Yılmaz

TAX / ID NO.

1234567890

PHONE

0532 114 22 08

EMAIL

muhasabe@yilmazkalip.com

TRADE

Kalıp

ADDRESS

Çankaya / Ankara

TAX OFFICE

Çankaya

BANK / IBAN

Ziraat Bankası · TR12 0001 0012 ...

Scorecard

Agreements (2)

Site activity (8)

Account (6)

CONTRACT SUM

4,250,000.00 ₺

BILLED

3,680,000.00 ₺

TOTAL COST

4,600,840.00 ₺

WE OWE

2,129,600.00 ₺

PERSON-DAYS (LAST 12 MONTHS)

633.0 person-days

WORKFORCE

3 people on the workforce · 4 records

CONCRETE · EQUIPMENT

920,840.00 ₺

Subcontractor scorecard (PDF)

Edit firm

Delete

Close

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 number, email, address and bank details live on the **current 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 current account has been opened — the *No current 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 (progress payment · concrete · equipment · agreement) in one chronological ledger
Account	The movements of the current 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* (progress payments + concrete + equipment) and the **balance**. The **label** of the fourth tile is the direction of the balance — *We owe*, *Owes us* or *Settled*; for a firm with no current account the label is *Balance* and the value *No account*. Below are the *Person-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.

Yılmaz Kalıp İnşaat Ltd. Şti.
×

Kalıp · MeydanRezidans-TSR-001

Active

Last activity in 7 days

0532 114 22 08

CONTACT

Ahmet Yılmaz

TAX / ID NO.

1234567890

PHONE

0532 114 22 08

EMAIL

muhassebe@yilmazkalip.com

TRADE

Kalıp

ADDRESS

Çankaya / Ankara

TAX OFFICE

Çankaya

BANK / IBAN

Ziraat Bankası · TR12 0001 0012 ...

Scorecard

Agreements (2)

Site activity (8)

Account (6)

Progress payment items, concrete pours and equipment work take their prices from these agreements.

+ Add agreement

A Blok betonarme kalıp imalatı

Lump sum

Used in 6 records

15 October 2025

4,250,000.00 ₺

Perde kalıbı ek imalat

Take-off

Used in 1 record

15 May 2026

385.00 ₺ / m²

Subcontractor scorecard (PDF)

Edit firm

Delete

Close

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 and delete buttons are on the right; without edit permission only the document button is drawn. The **Add agreement** button above the list also appears only with edit permission.

Yılmaz Kalıp İnşaat Ltd. Şti.

Kalip · MeydanRezidans-TSR-001

Active

Last activity in 7 days

0532 114 22 08

CONTACT

Ahmet Yılmaz

TAX / ID NO.

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PHONE

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Ziraat Bankası · TR12 0001 0012 ...

Scorecard

Agreements (2)

Site activity (8)

Account (6)

Progress payment, concrete, equipment and agreement records in one ledger — newest first.

Progress payment	Progress payment 3 — 5.-8. kat kalıp Lump sum · 7 items	1,480,000.00 ₺ 15 August 2026
Concrete	A Blok betonarme kalıp imalatı · 4,250,000.00 ₺ 142.0 m³ · C35/45 · A Blok 6. kat döşeme · Delivery note A-126351	372,040.00 ₺ 09 August 2026
Agreement	Perde kalıbı ek imalat Take-off · 385.00 ₺ / m²	Unit-priced 15 May 2026
Progress payment	Progress payment 2 — 2.-4. kat kalıp Mixed · 6 items	1,260,000.00 ₺ 05 May 2026
Concrete	A Blok betonarme kalıp imalatı · 4,250,000.00 ₺ 96.0 m³ · C30/37 · A Blok 1. kat döşeme · Delivery note A-118904	235,200.00 ₺ 30 March 2026
Concrete	A Blok betonarme kalıp imalatı · 4,250,000.00 ₺ 128.0 m³ · C30/37 · A Blok bodrum perde · Delivery note A-114782	313,600.00 ₺ 25 January 2026
Progress payment	Progress payment 1 — 1. kat kalıp ilerlemesi Lump sum · 4 items	940,000.00 ₺ 05 January 2026

Subcontractor scorecard (PDF)

Edit firm

Delete

Close

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: *Progress 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 take-off, 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.

Yılmaz Kalıp İnşaat Ltd. Şti.

Kalip · MeydanRezidans-TSR-001

Active

Last activity in 7 days

0532 114 22 08

CONTACT

Ahmet Yılmaz

TAX / ID NO.

1234567890

PHONE

0532 114 22 08

EMAIL

muhassebe@yilmazkalip.com

TRADE

Kalıp

ADDRESS

Çankaya / Ankara

TAX OFFICE

Çankaya

BANK / IBAN

Ziraat Bankası · TR12 0001 0012 ...

Scorecard

Agreements (2)

Site activity (8)

Account (6)

MeydanRezidans-TSR-001 · 6 transactions. Payments, cheques and invoices are handled on the Current Accounts page.

2,129,600.00 ₺ · We owe

Progress Payments	3. hakediş Progress payment · 3 · 15 August 2026	1,776,000.00 ₺ charge
Payment / Collection	Banka havalesi Payment · ODM-0068 · 18 June 2026	1,400,000.00 ₺ payment
Progress Payments	2. hakediş Progress payment · 2 · 05 May 2026	1,512,000.00 ₺ charge
Payment / Collection	Banka havalesi Payment · ODM-0041 · 09 February 2026	1,200,000.00 ₺ payment
Concrete Tracking	Beton dökümü Delivery note · A-114782 · 25 January 2026	313,600.00 ₺ charge
Progress Payments	1. hakediş Progress payment · 1 · 05 January 2026	1,128,000.00 ₺ charge

Subcontractor scorecard (PDF)

Edit firm

Delete

Close

The **Account** tab shows the firm's current account ledger and **writes nothing**: entering payments, handling cheques and writing manual transactions belong to the Current 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 (*Progress 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 current account at all, the tab says so and also says when one will be opened: the account opens automatically with the first progress 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

New subcontractor ×

The firm record and its details are created together; the account code is generated automatically.

Firm

Company name / title e.g. Yilmaz Construction Ltd.	Trade Firms are grouped by this trade in the list. e.g. Formwork, Rebar, Plaster
Contact person	Phone 0555 000 00 00

Details — current account (MeydanRezidans-TSR-011)

Tax office	Tax / ID no.
Email	Bank / IBAN Used in payment instructions.

Address

CancelSave

The form writes **two records at once**: the four fields at the top go to the firm record, the five below to the firm's **current 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 current account
Trade	<i>Formwork, Rebar, Plaster</i> 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 current account
Phone	The firm's phone number	No	Firm record and current account
Tax office	Used in contracts and reconciliation documents	No	Current account
Tax / ID no.	The same	No	Current account
Email	The same	No	Current account
Bank / IBAN	Used in payment instructions	No	Current account
Address	Used in contracts and reconciliation documents	No	Current account

The company name cannot be left empty; when you try to save, the form says why: progress 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 current account is **kept equal** to the company name. Changing the firm's name here also changes the name of the current 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

New agreement ×

Yılmaz Kalıp İnşaat Ltd. Şti.

Agreement type

Hourly or daily equipment hire.

Equipment ▼

Agreement date

22/09/2026 📅

Equipment name / type

e.g. Cat 320D Excavator, 25t Crane, Roller

Agreement description

Optional

Hourly / daily unit price (₺)

Price per unit; the progress payment item is multiplied by this price.

0,00

Unit

If left empty, "Hour" is used.

Hour

CONTRACT DOCUMENT

📎 Select document

No document selected

Signed contract, quotation or addendum — up to 5 files.

Cancel

Save

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
Take-off	Unit price	yes	—	Work measured at a unit price; billing is calculated from quantities
Day rate	Daily rate	no (<i>Day</i>)	—	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 (<i>Hour</i>)	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 <i>Take-off</i>)
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 <i>Agreement description</i>	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	m ² , m ³ , 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 progress 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 number 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 current account; the same values also appear on the Current 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 Site Data Entry, Concrete Tracking and Progress 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 Site Data Entry, Concrete and Progress 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

Delete agreement

"A Blok betonarme kalıp imalatı" is used in 6 records (progress payment items, concrete pours or equipment entries). If it is deleted, those records lose their price source and their amounts can no longer be explained. To correct the price, edit the agreement instead of deleting it.

Cancel

Delete

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 window states in how many records it is used and explains what will happen: those records lose their price source and their amounts can no longer be explained. In that case the window suggests **editing instead of deleting**.

5.6 Deleting a firm

This firm cannot be deleted

Öz Demir Donatı San. Tic. has 2 progress payments, 1 concrete pour, 2 staff records linked to it. If the firm is deleted, these records stay on the server and appear as "Unknown subcontractor" on their own pages. First move those records to another firm or delete them.

Cancel

Got it

1. Open the firm's panel and press **Delete** at the bottom.
2. Read the confirmation window.

If the firm has **progress payments, concrete pours, equipment entries or staff records**, the deletion **does not even start**. The window counts the obstacles one by one ("*2 progress 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 **current account and its ledger transactions**. The operation cannot be undone.

Caution Deleting a firm that has a current 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. A progress 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 · person-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, person-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 VAT, that person-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	<i>SUBCONTRACTOR SCORECARD</i> , 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 a current 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 a progress 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 progress 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 take-off, 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. VAT is a tax 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 Progress Payments page exactly.

Person-days come from the last 12 months of timesheets. Older months do not enter the figure. Because the timesheet module does not record wages, person-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: progress 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 current 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 Current 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. A progress 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. Progress 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 current 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. Progress 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:

- **Progress Payments** — every progress payment issued goes into the firm's *Billed* column, its scorecard and its site activity ledger. Progress 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** — person-days and the workforce count come from there. Timesheets do not record wages.
- **Site Data Entry** and **Take-offs** — production records pick their subcontractor and its agreement from here.
- **Current 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 a current 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 number, 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 **dispatch 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 **current account**, and opening a new current 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 a current account requires administrator permission; the deletion also removes the firm's current account and its ledger transactions. If the permission is missing, the screen says *"You do not have permission to delete. Deleting the current 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

The screenshot displays the 'Suppliers' management interface. On the left is a sidebar with navigation options: SITE MANAGEMENT (Çamlica Konutları), Overview, SITE OPERATIONS (Site Data Entry, Production Report, Production Planning, Site Daily Report, Quantity Take-offs, Timesheets, Concrete Tracking, Equipment Tracking), LOGISTICS & MATERIALS (Stock Tracking, Order Management, Dispatch Tracking), and MANAGEMENT & FINANCE (Progress Payments, Finance Panel, Current Accounts, Subcontractors). The main header shows 'SITE MANAGEMENT Çamlica Konutları' and a dropdown arrow. The main content area is titled 'Suppliers' and includes a description: 'Company details, price and delivery scorecards — quotes, dispatches, purchases and account balance in one place.' It features a search bar for 'Company name, contact, phone, tax no.', a 'Filter by' dropdown set to 'Category All', and buttons for 'Refresh', 'Download PDF', 'Download Excel', and '+ New supplier'. Below the search bar are status filters: 'Status' (All (10), Active (7), Idle (3), We owe (4), Late deliveries (1), No records (1)). The main list shows '4 unregistered firms' with a note: 'These names appear as free text in purchases, dispatches and quotes and account for 325,550.00 ₺ of purchases; without a supplier record, no scorecard or balance is calculated for them.' A 'See all (4)' link and a 'Close' button are provided. The list contains three entries: 'Çelikler Demir Çelik' (212,400.00 ₺), 'Bereket Elektrik' (64,500.00 ₺), and 'Aras Nakliyat' (38,900.00 ₺), each with an 'Add as supplier' button. At the bottom, two summary cards are shown: 'ACTUAL PURCHASES' (3,641,650.00 ₺, excluding 728,330.00 ₺ VAT) and 'PAYABLE TO SUPPLIERS' (1,224,580.00 ₺, 'We owe 4 firms'). The bottom navigation bar includes icons for Firms, Quotes Received, On-Time Delivery, and Pending Deliveries. The user profile 'MA Mehmet Aydın Administrator' is visible in the bottom left.

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 Stock Tracking, Order Management, Dispatch Tracking, Current 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), dispatch 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 Stock Tracking, Order Management, Dispatch Tracking or Current Accounts, the page opens instantly.

Header and actions. The header reads *Suppliers* with the description *"Company details, price and delivery scorecards — quotes, dispatches, 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

Q Company name, contact, phone, tax no.

Filter by

Category All

Suppliers Quotes

Status All (10) Active (7) Idle (3) We owe (4) Late deliveries (1) No records (1)

The bar has two rows. The top row:

CONTROL	WHAT IT DOES
Search suppliers	Searches the company name, contact, phone, email, tax number, category and the material headings bought from the firm; the hint reads <i>Company name, contact, phone, tax no. or material</i>
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: <i>Suppliers ⇌ Quotes</i>

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
We owe	Firms whose account balance is against us
Late deliveries	Firms with an open dispatch 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



4 unregistered firms
These names appear as free text in purchases, dispatches and quotes and account for 325,550.00 ₺ of purchases; without a supplier record, no scorecard or balance is calculated for them.

^ Show less Close

Çelikler Demir Çelik 1 purchase · 1 quote · Last: 28 August 2026	212,400.00 ₺	+ Add as supplier
Bereket Elektrik 1 purchase · 1 quote · Last: 29 August 2026	64,500.00 ₺	+ Add as supplier
Aras Nakliyat 1 purchase · Last: 05 September 2026	38,900.00 ₺	+ Add as supplier
Köşe Hırdavat 1 purchase · Last: 11 June 2026	9,750.00 ₺	+ Add as supplier

In purchase, dispatch 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.

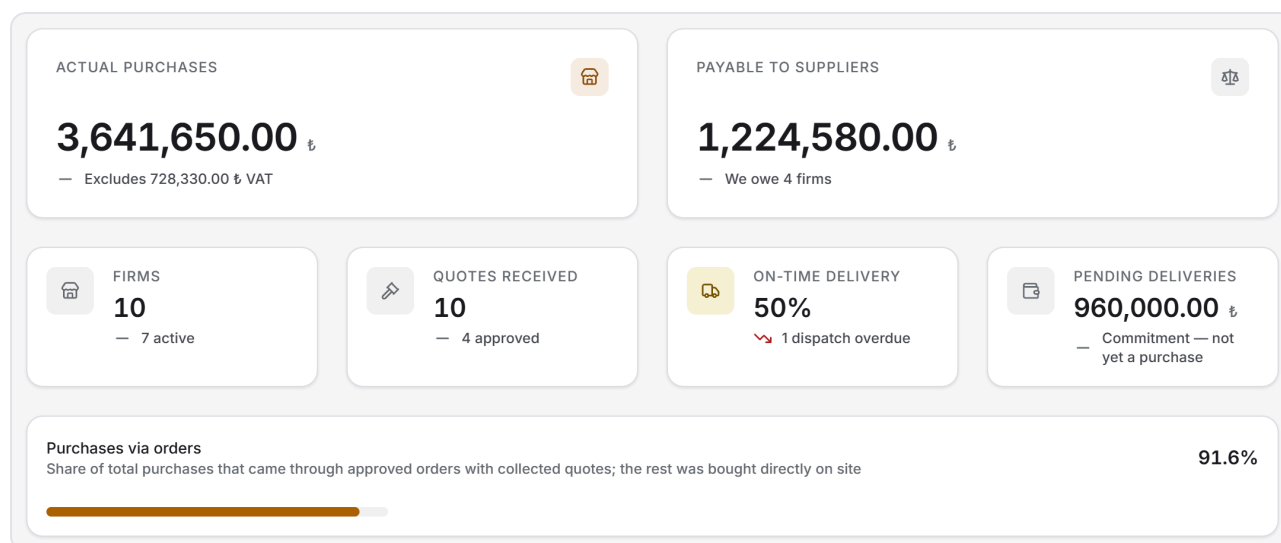
The strip's heading says how many firms there are, and beneath it how much purchasing those names carry in total. Each row shows the firm's name, how many purchases / dispatches / quotes it has, when it last appeared and the purchase amount; on a name with no purchases a *No purchases* badge takes the 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, dispatches 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 (Stock Tracking, Dispatch Tracking, 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 VAT-excluded total of material that entered the store. The line beneath, <i>"Excludes ... VAT"</i> , gives the VAT amount left out
Payable to suppliers	The signed net total of the account ledgers. If the balance is in our favour the title becomes <i>Receivable from suppliers</i> , and if it is zero, <i>Net balance</i> ; beneath it is the number of firms we owe

Four small counters below:

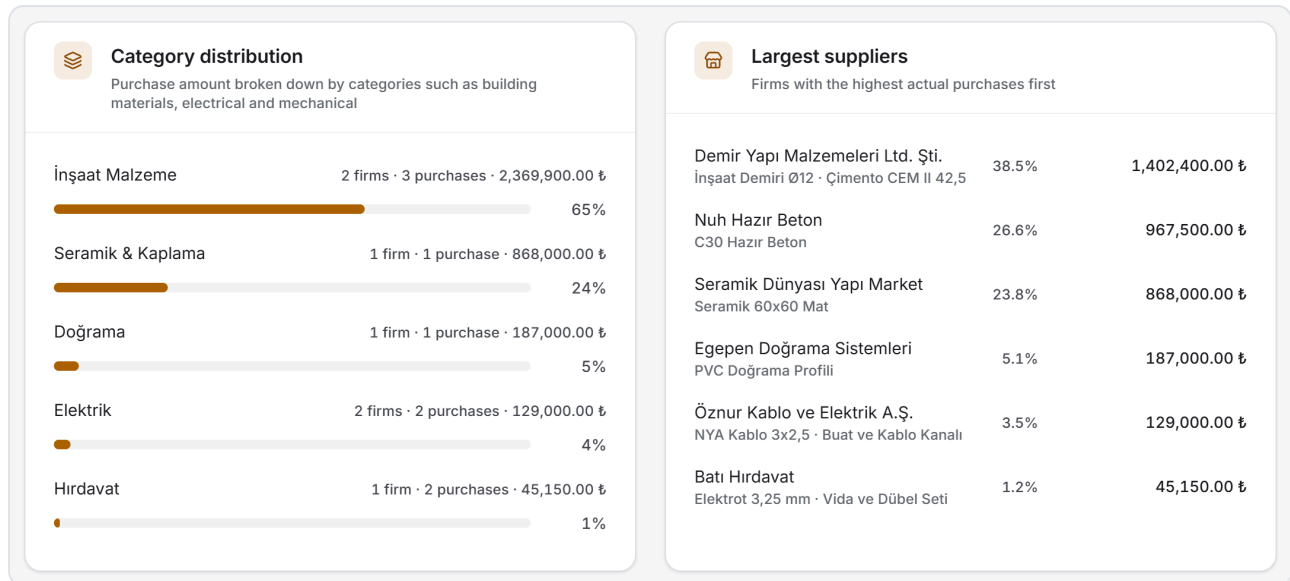
COUNTER	WHAT IT SHOWS
Firms	The number of firms in the filter; beneath it how many are active
Quotes received	The number of quotes taken into comparison; beneath it how many were approved
On-time delivery	The project-wide rate; beneath it the number of overdue or open dispatches
Pending deliveries	The value of the part of open dispatch cards that has not arrived; beneath it <i>"Commitment — not yet a purchase"</i>

The on-time delivery tile carries colour: 80% and above is green, between 50% and 80% amber, below that red. If there is no dispatch 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

Suppliers							
10 firms · 8 categories							
FIRM	STATUS	PRICE SCORECARD	DELIVERY SCORECARD	ACTUAL PURCHASES	BALANCE	LAST ACTIVITY	
Boya & İzolasyon							1 firm · 0.00 ₺
YB Yıldız Boya ve İzolasyon No contact entered · 0224 445 9...	No records	No quotes submitted	No dispatches	—	No account	No activity	
Doğrama							1 firm · 187,000.00 ₺
ED Egepen Doğrama Sistemleri Gülcan Er · 0232 330 66 14	Idle	No quotes submitted	No dispatches	187,000.00 ₺ 1 purchase · 1 material	— Settled	06 February 2026	
Elektrik							2 firms · 129,000.00 ₺
ÖK Öznur Kablo ve Elektrik A.Ş. Serkan Aydın · 0216 455 21 30	Active	100% win rate Lowest 1 time	100% on time 1 delivery measured	129,000.00 ₺ 2 purchases · 2 materials	54,800.00 ₺ We owe	12 September 2026	
MK Marmara Kablo San. Tic. Onur Bilgin · 0262 741 12 08	Idle	0% win rate +9.4% vs lowest	No dispatches	—	No account	17 June 2026	
Hırdavat							1 firm · 45,150.00 ₺
BH Batı Hırdavat Ali Ceylan · 0216 508 33 21	Active	1 quote +11.9% vs lowest	No dispatches	45,150.00 ₺ 2 purchases · 2 materials	5,820.00 ₺ Owes us	10 September 2026	
İnşaat Malzeme							2 firms · 2,369,900.00 ₺
DY Demir Yapı Malzemeleri Ltd. Şti. Hakan Demir · 0212 674 88 12	Active 1 delay	33.3% win rate +4.4% vs lowest	0% on time Late deliveries avg. 8 days	1,402,400.00 ₺ 2 purchases · 2 materials · 8...	482,880.00 ₺ We owe	18 September 2026	
NH Nuh Hazır Beton Erdem Kaya · 0216 311 07 45	Active	100% win rate Lowest 1 time	0% on time Late deliveries avg. 5 days	967,500.00 ₺ 1 purchase · 1 material	— Settled	03 July 2026	
Mekanik							1 firm · 42,600.00 ₺
AM Akkaya Mekanik Tesisat Volkan Akkaya · 0532 220 18 77	Active	1 quote Lowest 1 time	Not measurable 1 open dispatch · not yet r...	42,600.00 ₺ 1 purchase · 1 material · 141,...	51,120.00 ₺ We owe	05 October 2026	
Seramik & Kaplama							1 firm · 868,000.00 ₺
SD Seramik Dünyası Yapı Market Nihal Şen · 0212 902 45 60	Active	100% win rate Lowest 1 time	100% on time 1 delivery measured	868,000.00 ₺ 1 purchase · 1 material	641,600.00 ₺ We owe	28 August 2026	
Uncategorised							1 firm · 0.00 ₺
ŞE Şantiye Ekipman Kiralama Burak Tuna · 0555 118 40 02	Active	1 quote 1 quote · no competitor	No dispatches	—	No account	16 September 2026	

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 <i>Active</i> / <i>Idle</i> / <i>No records</i> badge; if there are overdue dispatches, a red " <i>2 delays</i> " 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 VAT-excluded amount, with the purchase count, the material count and any pending amount beneath
Balance	The amount and its position (<i>We owe</i> · <i>Owes us</i> · <i>Settled</i>); on a firm with no current account, <i>No account</i>
Last activity	The newest date across the five sources; if there is none, <i>No activity</i>

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 dispatches 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						Collapse all	
13 quotes · 6 orders							
SUPPLIER	STATUS	UNIT PRICE	AMOUNT (EXCL. VAT)	VS LOWEST	DATE		
Mobil Vinç Kiralama						1 quote · No price entered · Order: Awaiting quotes	
Şantiye Ekipman Kiralama	Pending	Not entered	— 12 gün	No price	16 September 2026		
Kalorifer Borusu DN25						2 quotes · 141,600.00 – 158,400.00 ₺ · Order: Awaiting quotes	
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 ₺ / ton · VAT 20%	2,108,000.00 ₺ 85 ton	Lowest	30 August 2026		
Çelikler Demir Çelik	Unregistered Rejected	25,400.00 ₺ / ton · VAT 20%	2,159,000.00 ₺ 85 ton	+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: Awaiting quotes*".

There are six columns:

COLUMN	WHAT IT SAYS
Supplier	The firm name; clickable if registered. Beside it the <i>Lowest</i> , <i>Revised</i> and <i>Unregistered</i> badges
Status	The quote's status; on a pending quote past its validity, <i>Expired</i> beneath it
Unit price	The VAT-excluded unit price, with its unit and VAT rate beneath
Amount (excl. VAT)	The quote's net amount, with the requested quantity beneath
Vs lowest	The percentage and amount difference; on the cheapest quote a green <i>Lowest</i>
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 number, 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 dispatches if any, how long ago the last activity was, and a *"No current account yet"* warning if the account has not been opened.

Scorecard tab

Demir Yapı Malzemeleri Ltd. Şti.

İnşaat Malzeme · ÇamlıcaKonutları-TDR-002

Active

1 dispatch overdue

Last activity 5 days ago

0212 674 88 12

CONTACT

Hakan Demir

PHONE

0212 674 88 12

EMAIL

info@demiryapi.ornek

CATEGORY

İnşaat Malzeme

TAX / ID NO.

2910447361

TAX OFFICE

Kıraç V.D.

ADDRESS

Hadımköy Sanayi Bölgesi No: 88...

BANK / IBAN

İş Bankası · TR44 0006 4000 00...

Demir ve çimento ana tedarikçisi; sevkiyat planı haftalık alınıyor.

Scorecard

Quotes (3)

Dispatches (2)

Account (3)

ACTUAL PURCHASES

1,402,400.00 ₺

PRICE SCORECARD

33.3% win rate

DELIVERY SCORECARD

0% on time

WE OWE

482,880.00 ₺

PURCHASES VIA ORDERS

1,402,400.00 ₺

DIRECT PURCHASES

0.00 ₺

PENDING DELIVERIES

818,400.00 ₺

MATERIALS SUPPLIED

2 items

Most purchased: İnşaat Demiri Ø12 · Çimento CEM II 42,5

Quote win rate

1 of 3 decided quotes won · average +4.4% vs lowest on lost quotes

33%

1.3m ₺

Recent activity — purchases, dispatches and quotes in one ledger

Dispatch

İnşaat Demiri Ø12

52 / 85 ton · In transit · 7 days late

818,400.00 ₺ pending

15 September 2026

Purchase

İnşaat Demiri Ø12

52 ton · Dispatch Delivery · Delivery note DYM-1174

1,289,600.00 ₺

14 September 2026

Quote

İnşaat Demiri Ø12

Approved · Lowest quote

2,108,000.00 ₺

30 August 2026

Quote

Seramik 60×60 Mat

Rejected · +5.8% vs lowest

918,400.00 ₺

16 July 2026

Quote

C30 Hazır Beton

Rejected · +7.4% vs lowest

1,039,500.00 ₺

03 June 2026

Purchase

Çimento CEM II 42,5

120 ton · Dispatch Delivery · Delivery note DYM-0902

112,800.00 ₺

20 May 2026

Supplier scorecard

Edit firm

Delete

Close

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, dispatches and quotes in one chronological list, the six most recent rows. Each row has a badge on the left naming its source (*Purchase, Dispatch, Quote*).

Note The **Dispatch** 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

Demir Yapı Malzemeleri Ltd. Şti.
×

İnşaat Malzeme · ÇamlıcaKonutları-TDR-002

Active
1 dispatch overdue

Last activity 5 days ago

0212 674 88 12

CONTACT	PHONE	EMAIL	CATEGORY
Hakan Demir	0212 674 88 12	info@demiryapi.ornek	İnşaat Malzeme
TAX / ID NO.	TAX OFFICE	ADDRESS	BANK / IBAN
2910447361	Kıraç V.D.	Hadımköy Sanayi Bölgesi No: 88...	İş Bankası · TR44 0006 4000 00...

Demir ve çimento ana tedarikçisi; sevkiyat planı haftalık alınıyor.

Scorecard

Quotes (3)

Dispatches (2)

Account (3)

Quotes from this firm and how each compares with the lowest quote for the same order.

İnşaat Demiri Ø12 Approved Lowest	2,108,000.00 ₺
30 August 2026 · 2 quotes compared	Lowest quote
Seramik 60×60 Mat Rejected	918,400.00 ₺
16 July 2026 · 2 quotes compared	+5.8% vs lowest
C30 Hazır Beton Rejected	1,039,500.00 ₺
03 June 2026 · 2 quotes compared	+7.4% vs lowest

Supplier scorecard

Edit firm

Delete

Close

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.

Dispatches tab

Demir Yapı Malzemeleri Ltd. Şti.

İnşaat Malzeme · ÇamlıcaKonutları-TDR-002

Active

1 dispatch overdue

Last activity 5 days ago

0212 674 88 12

CONTACT	PHONE	EMAIL	CATEGORY
Hakan Demir	0212 674 88 12	info@demiryapi.ornek	İnşaat Malzeme
TAX / ID NO.	TAX OFFICE	ADDRESS	BANK / IBAN
2910447361	Kıraç V.D.	Hadımköy Sanayi Bölgesi No: 88...	İş Bankası · TR44 0006 4000 00...

Demir ve çimento ana tedarikçisi; sevkiyat planı haftalık alınıyor.

Scorecard

Quotes (3)

Dispatches (2)

Account (3)

Promised date and actual delivery side by side. Deliveries are received on the Dispatch Tracking page.

0 of 1 delivery on time

In transit	İnşaat Demiri Ø12 52 / 85 ton · Promised: 15 September 2026	1,289,600.00 ₺ 7 days overdue
Delivered	Çimento CEM II 42,5 120 / 120 ton · Promised: 12 May 2026 · Delivered: 20 May 2026	112,800.00 ₺ 8 days late

Supplier scorecard

Edit firm

Delete

Close

The firm's dispatch cards — **read only**. Receiving deliveries, closing cards and uploading documents belong to the Dispatch Tracking 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 dispatch is not late, it never happened.

Account tab

Demir Yapı Malzemeleri Ltd. Şti.

İnşaat Malzeme · ÇamlıcaKonutları-TDR-002

Active

1 dispatch overdue

Last activity 5 days ago

0212 674 88 12

CONTACT

PHONE

EMAIL

CATEGORY

Hakan Demir

0212 674 88 12

info@demiryapi.ornek

İnşaat Malzeme

TAX / ID NO.

TAX OFFICE

ADDRESS

BANK / IBAN

2910447361

Kıraç V.D.

Hadımköy Sanayi Bölgesi No: 88...

İş Bankası · TR44 0006 4000 00...

Demir ve çimento ana tedarikçisi; sevkiyat planı haftalık alınıyor.

Scorecard

Quotes (3)

Dispatches (2)

Account (3)

ÇamlıcaKonutları-TDR-002 · 3 transactions. Payments, cheques and invoices are handled on the Current Accounts page.

482,880.00 ₺ · We owe

Payment / Collection

Havale · demir bedeli

Payment · ODM-0158 · 18 September 2026

1,200,000.00 ₺ payment

Stock Tracking

İnşaat demiri Ø12 · kısmi teslim

Delivery note · DYM-1174 · 14 September 2026

1,547,520.00 ₺ charge

Stock Tracking

Çimento CEM II 42,5

Delivery note · DYM-0902 · 20 May 2026

135,360.00 ₺ charge

Supplier scorecard

Edit firm

Delete

Close

The firm's account ledger — this too is **read only**: entering payments, handling cheques and writing manual transactions belong to the Current 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 current 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

Edit firm

×

Detail fields are saved to the firm's current account; order forms and balance confirmation documents read them from there.

Firm

Company name / title	Category
Demir Yapı Malzemeleri Ltd. Şti.	İnşaat Malzeme

Contact person

Phone

Hakan Demir

0212 674 88 12

Description

Demir ve çimento ana tedarikçisi; sevkiyat planı haftalık alınıyor.

Details — current account (ÇamlıcaKonutları-TDR-002)

Tax / ID no. Saved to both the supplier record and the current account.	Tax office
2910447361	Kıraç V.D.

Email	Bank / IBAN Used in payment instructions.
info@demiryapi.ornek	İş Bankası · TR44 0006 4000 0011 2233 4455 6

Address

Hadımköy Sanayi Bölgesi No: 88, Arnavutköy / İstanbul

CancelUpdate

The form writes **two records at once**: the top five fields go to the firm record, the bottom five to the firm's **current 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	<i>Building Materials, Electrical, Mechanical</i> 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 no.	Used in order forms and balance confirmation documents	No	Both — the firm record and the account
Tax office	Same	No	The account
Email	Same	No	The firm record and the account
Bank / IBAN	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, dispatch 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 number, 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, dispatches 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 current account; the same values appear on the Current 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 **Dispatches** 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 a current account, the dialog says how many transactions will be deleted with it.
3. Press **Delete**.

If the firm has any **purchase, dispatch or quote** record, the deletion **never starts**; the dialog counts the blockers with their amounts instead.

This firm cannot be deleted

Demir Yapı Malzemeleri Ltd. Şti. has 2 purchase records (1,402,400.00 ₺), 2 dispatch cards, 3 quotes linked to it. If the firm is deleted, these records stay on the server and appear on their own pages under the firm name only, as unregistered. First move those records to another firm or delete them.

Cancel

Got it

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, dispatch, 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 % · dispatches · 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 · VAT 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 VAT, 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	<i>SUPPLIER SCORECARD</i> , 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, dispatches 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 dispatch. 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 dispatches 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 a current 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 dispatch 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 dispatch card's value is not added to it. What a dispatch 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 dispatch 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 VAT. VAT is a tax item and its rate can differ between two firms; what is comparable is the net amount. The total VAT 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 note 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 dispatch 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, dispatch, 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 dispatch 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, dispatches 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 Current 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 current account, but not other modules' records. Purchase, dispatch 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.
- **Dispatch Tracking** — dispatch cards are opened and received there. The promised and actual dates are the only source of the delivery scorecard.
- **Stock Tracking** — 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.
- **Current 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 current 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.

Customers

This chapter has not been written yet, because the page itself has not been built yet.

The *Management & Finance > Customers* row is in the sidebar and it opens; but what opens is not a page, it is a single information card. The card is titled **Customers**, and the line below it reads *"This section has not been migrated yet. Pages will arrive here one by one once the pilot page is approved."* There is nothing to click, no field to fill in and no output to take. If your module permission is off, the row appears locked in the menu and clicking it brings up the permission dialog instead of this card.

Note Customer records are kept in the **Current Accounts** section today. You pick **Customer** as the account type when you open an account there; collections, open items and cheque-note movements are followed from that same page. So the money trail of a customer is not lost, it simply does not have a page of its own yet.

When the Customers page is built, this chapter will be written from scratch like the others: anatomy of the screen, fields, step-by-step procedures and outputs.

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 a progress 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.

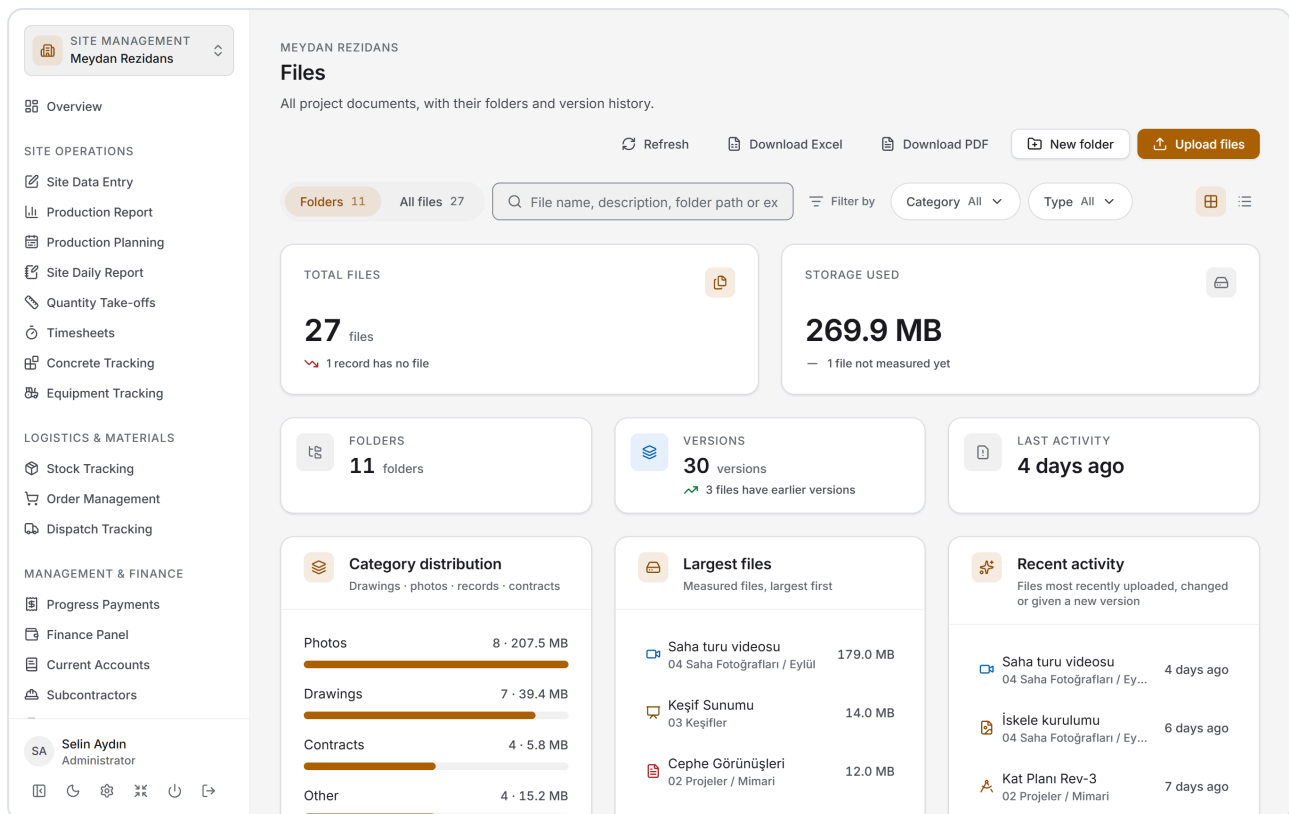
Note Buttons may be missing for a few seconds while the page opens: the application reads your permissions first and draws the writing buttons afterwards. If permissions cannot be read at all, the buttons appear **enabled**; an attempt to save is then refused by the server.

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

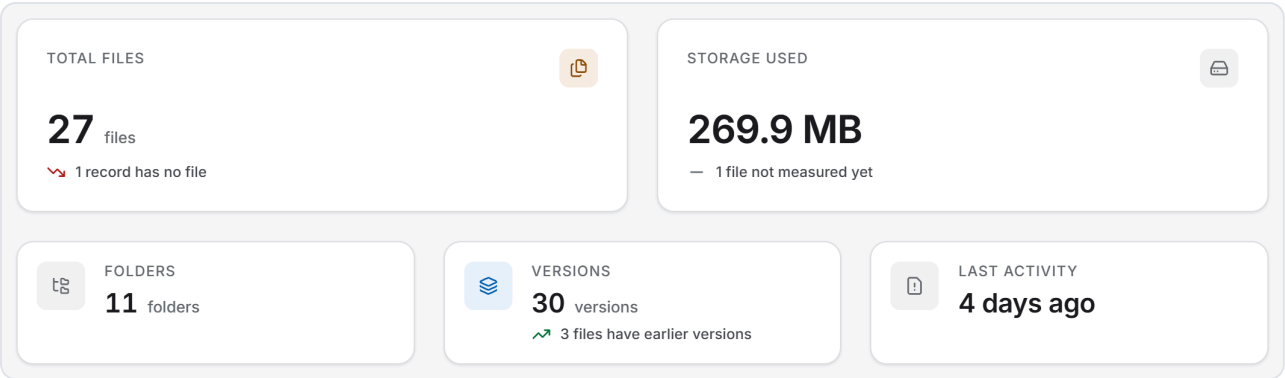
The two views ask the same question in two ways. **Folders** asks "how is this archive organised, where are the estimates", and is browsed folder by folder. **All files** asks "what does the project have", and ignores folder boundaries entirely: every file is in one list, grouped along the axis you choose.

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

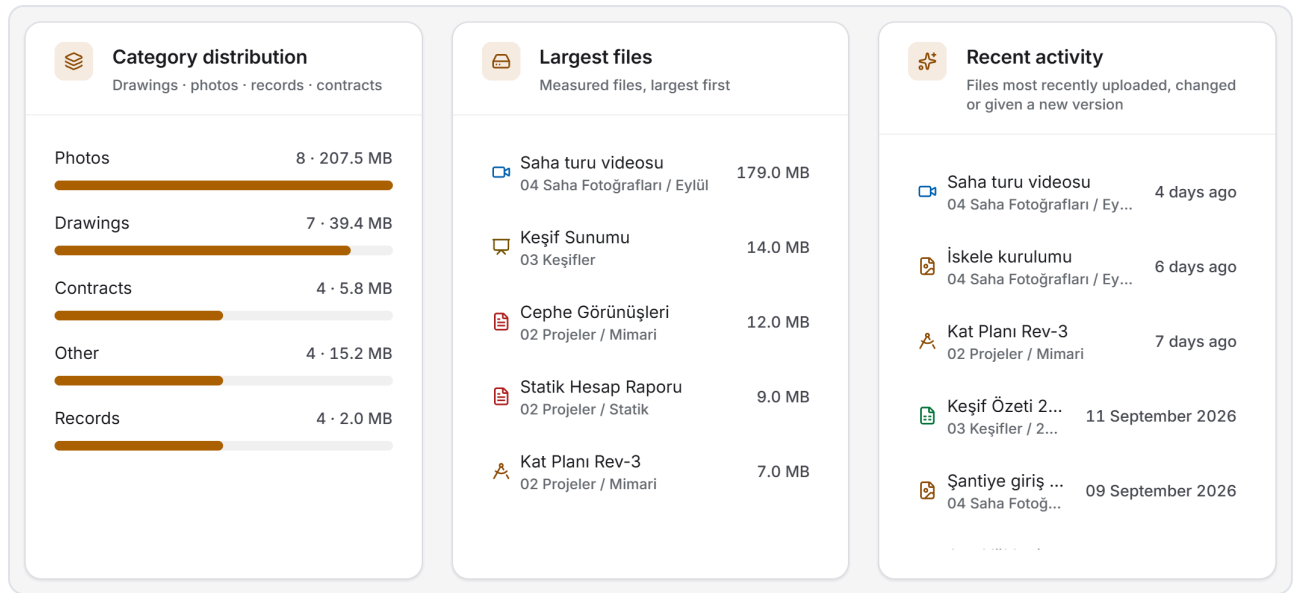


The strip has two tiers: two main measures on top, three counters below.

COUNTER	WHAT IT SAYS
Total files	The number of records in the archive. Below it you may read <i>"N records have no file"</i>
Storage used	The total of the files whose size could be measured . Below it you may read <i>"N files not measured yet"</i>
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: <i>"N files have earlier versions"</i>
Last activity	How long ago a file was last touched. If nothing has happened: <i>Never</i>

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

 Root folder 27 · 269.9 MB		
	 01 Sözleşmeler	4 · 5.8 MB
>	 02 Projeler	6 · 38.2 MB
>	 03 Keşifler	3 · 14.7 MB
>	 04 Saha Fotoğra...	8 · 207.5 MB
	 05 Tutanaklar	4 · 2.0 MB
	 06 Şartnameler	—

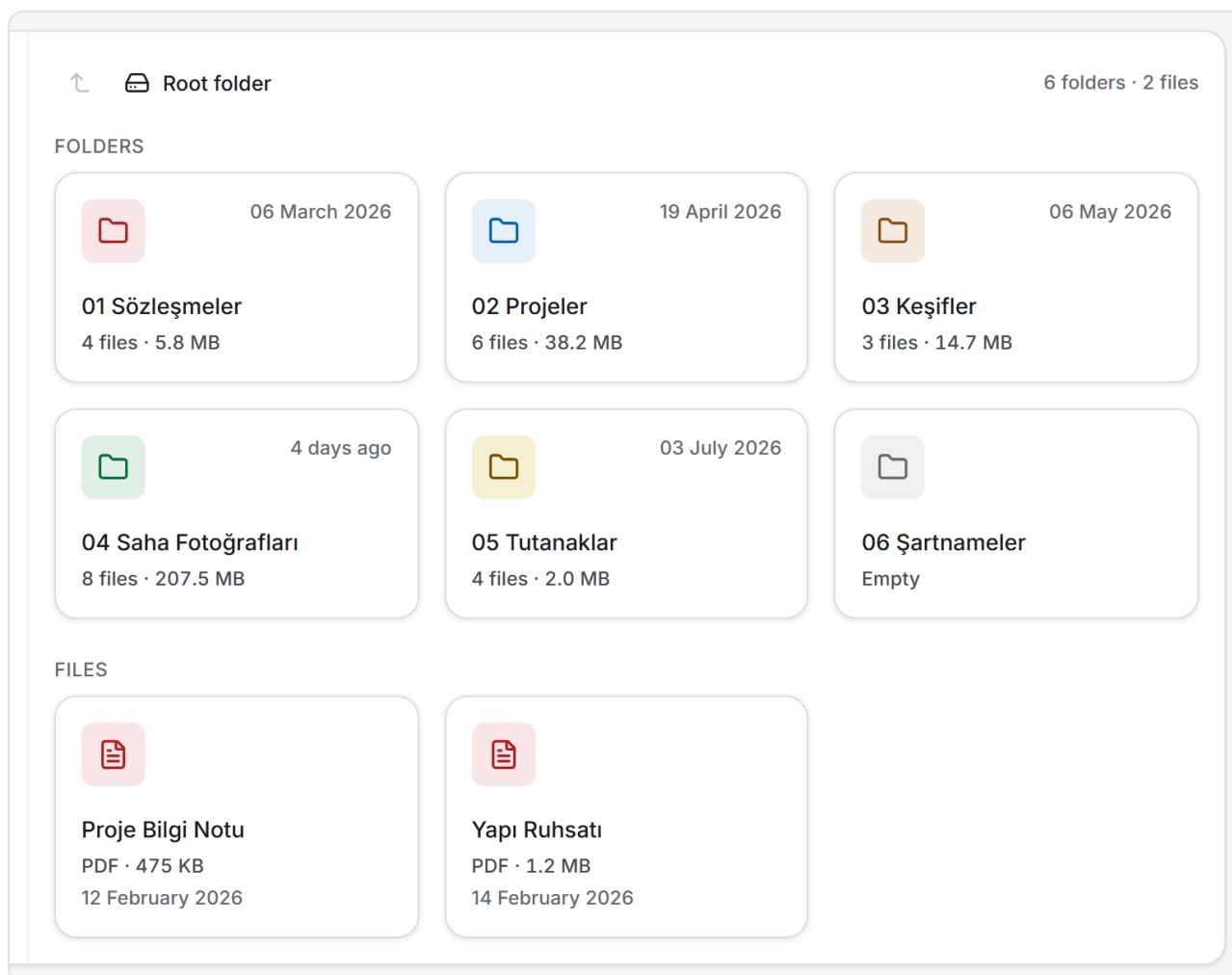
The tree on the left shows the whole archive. The **Root folder** row at the top is the project itself; every branch below it is a folder, drawn in that folder's colour.

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.

FILE	CATEGORY	TYPE	SIZE	VERSION	UPLOADED	
05 Tutanaklar						4 files
Yer Teslim Tutanağı	Records	DOCX	259 KB	1	20/02/2026	Open ...
İş Güvenliği Eğitim Tutanağı	Records	PDF	1.0 MB	1	15/06/2026	Open ...
Şantiye Şefi Tutanağı	Records	PDF	793 KB	1	02/07/2026	Open ...
Kalite Kontrol Notları Yüklemesi yarım kalmış kayıt	Records	Other	—	—	03/07/2026	Open ...

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

Folders 11

All files 27

File name, description, folder path or ex

Filter by

Category All

Type All

All time

Last 30 days

Current year

Group by

By folder

By day

By category

FILE	FOLDER	CATEGORY	TYPE	SIZE	VERSION	UPLOADED	
Root folder							2 files
Proje Bilgi Notu Ekibe dağıtılan özet	Root folder	Other	PDF	475 KB	1	12/02/2026	Open ...
Yapı Ruhsatı	Root folder	Drawings	PDF	1.2 MB	1	14/02/2026	Open ...
01 Sözleşmeler							4 files
Ana Yüklenici Sözleşmesi Rev-2 imzalı hâli	01 Sözleşmeler	Contracts	PDF	3.2 MB	2	18/02/2026	Open ...
Kalıp İşleri Taşeron Sözleşmesi	01 Sözleşmeler	Contracts	PDF	1.8 MB	1	02/03/2026	Open ...
Hafriyat Sözleşmesi	01 Sözleşmeler	Contracts	DOCX	725 KB	1	06/03/2026	Open ...
Sözleşme Ekleri Ek-1 ile Ek-7 arası	01 Sözleşmeler	Contracts	ZIP	—	1	06/03/2026	Open ...
02 Projeler / Mimari							3 files
Kat Planı Rev-3 Mutfak dolap hatlı değişti	02 Projeler / Mimari	Drawings	DWG	7.0 MB	3	11/04/2026	Open ...
Cephe Görünüşleri	02 Projeler / Mimari	Drawings	PDF	12.0 MB	1	11/04/2026	Open ...
Vaziyet Planı	02 Projeler / Mimari	Drawings	DWG	4.3 MB	1	11/04/2026	Open ...
02 Projeler / Statik							3 files
Kalıp Planı	02 Projeler / Statik	Drawings	DWG	5.6 MB	1	18/04/2026	Open ...
Donatı Metraji	02 Projeler / Statik	Drawings	XLSX	311 KB	1	18/04/2026	Open ...
Statik Hesap Raporu	02 Projeler / Statik	Drawings	PDF	9.0 MB	1	19/04/2026	Open ...
03 Keşifler							1 file
Keşif Sunumu	03 Keşifler	Other	PPTX	14.0 MB	1	06/05/2026	Open ...
03 Keşifler / 2026							2 files
Keşif Özeti 2026 Kaba yapı kalemleri	03 Keşifler / 2026	Other	XLSX	636 KB	2	04/05/2026	Open ...
Birim Fiyat Listesi	03 Keşifler / 2026	Other	XLSX	126 KB	1	04/05/2026	Open ...
04 Saha Fotoğrafları / Ağustos							4 files
Bodrum perde kalıbı	04 Saha Fotoğraflar...	Photos	JPG	3.5 MB	1	06/08/2026	Open ...
Zemin kat döşeme donatısı	04 Saha Fotoğraflar...	Photos	JPG	4.0 MB	1	12/08/2026	Open ...

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 · xlsx · 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.

Root folder

3 results across the project

The search covers the whole project; results show their folder path. Clear the search to return to the folder.

FOLDERS

06 May 2026

03 Keşifler

3 files · 14.7 MB

FILES

2 versions

Keşif Özeti 2026

XLSX · 636 KB

11 September 2026

Birim Fiyat Listesi

XLSX · 126 KB

04 May 2026

Keşif Sunumu

PPTX · 14.0 MB

06 May 2026

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.

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Uploading files

Upload files

×

Files will be uploaded to "Root folder".



Drag files here or click to choose

You can choose several files · up to 200 MB per file

3 files

Total 6.5 MB

 hakedis-01-icmal.pdf	2.3 MB	
 hakedis-01-metraj.xlsx	311 KB	
 hakedis-01-foto.jpg	3.9 MB	

Category

Used in lists and filters; applied to all files.

Photos

▼

Description

Optional. Search also looks in this text.

Site visit, 18 September

Cancel

Upload 3 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.

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Creating a folder

New folder

×

The folder will be created in "Root folder".

Folder name

07 Progress payment annexes

Description

Optional. Describing what the folder holds helps whoever searches for it months later.

Documents attached to the monthly payment

Colour

The colour shows next to the folder; the quickest way to tell branches apart in a large archive.

 Amber

 Blue

 Green

 Orange

 Red

 Grey

Cancel

Create

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

Edit file ×

The file itself does not change; only its details are updated.

File name
File on server: ana-yuklenici-sozlesme-rev2.pdf

Ana Yüklenici Sözleşmesi

Category

Contracts ▼

Description
Search also looks in this text.

Rev-2 imzalı hâli

Cancel

Update

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

Kat Planı Rev-3

02 Projeler / Mimari · CAD drawing

Open in app

Download

New version

Edit

Move

Delete

CATEGORY

Drawings

TYPE

DWG

SIZE

7.0 MB

UPLOADED

11 Apr, 16:30

LAST MODIFIED

15 Sept, 13:40

FOLDER

02 Projeler / Mimari

DESCRIPTION

Mutfak dolap hattı değişti

Version history

3 versions

v3	kat-plani-rev3.dwg 7.0 MB	Current	Download	Delete
v2	kat-plani-rev2.dwg 6.6 MB		Download	Delete
v1	kat-plani-rev1.dwg 5.9 MB		Download	Delete

The current version is at the top of the list; the page, cards and exports show it.

Close

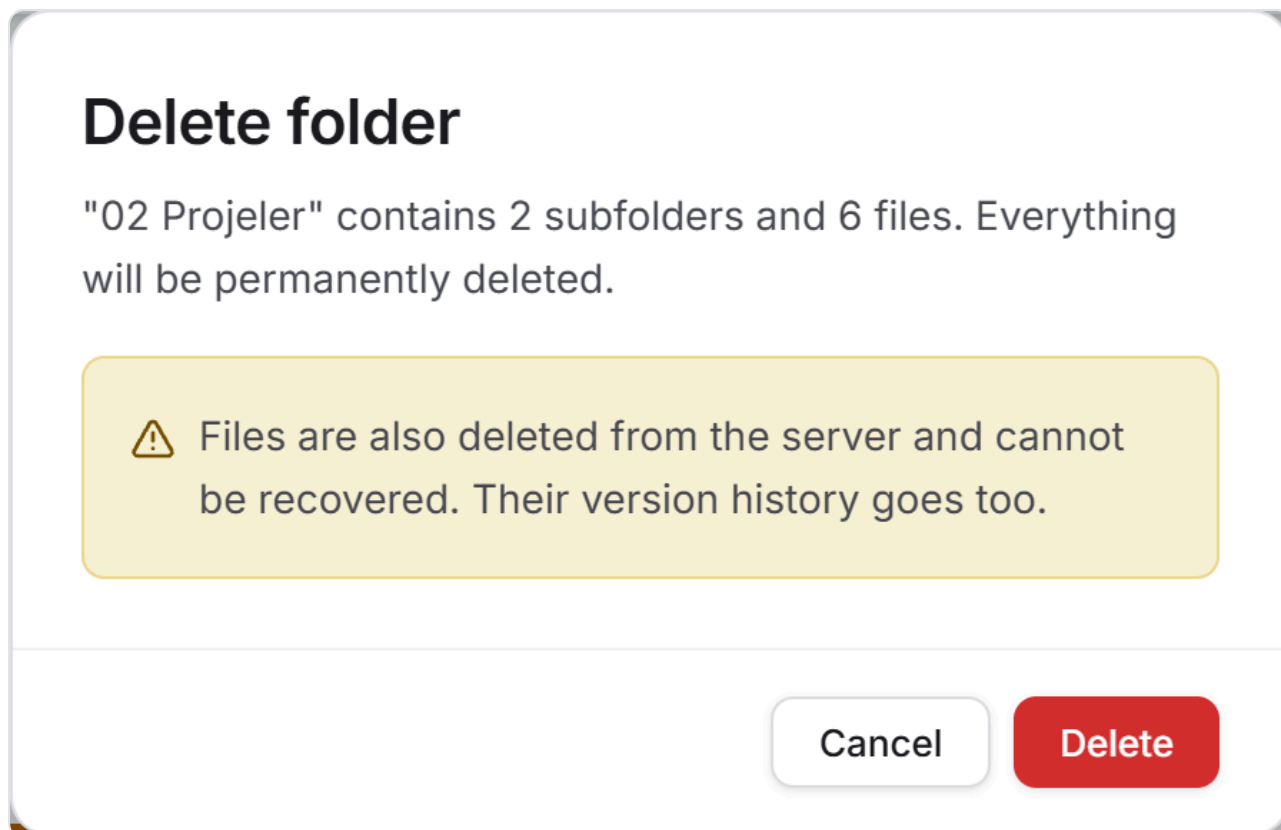
Versions live in the file's **details**. The details open from three places: the three dots at the right of a row in list mode, the same button in the **All files** ledger, and a row in a breakdown card. The dialog shows both the record's information and its **version history**.

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 note 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 site 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.

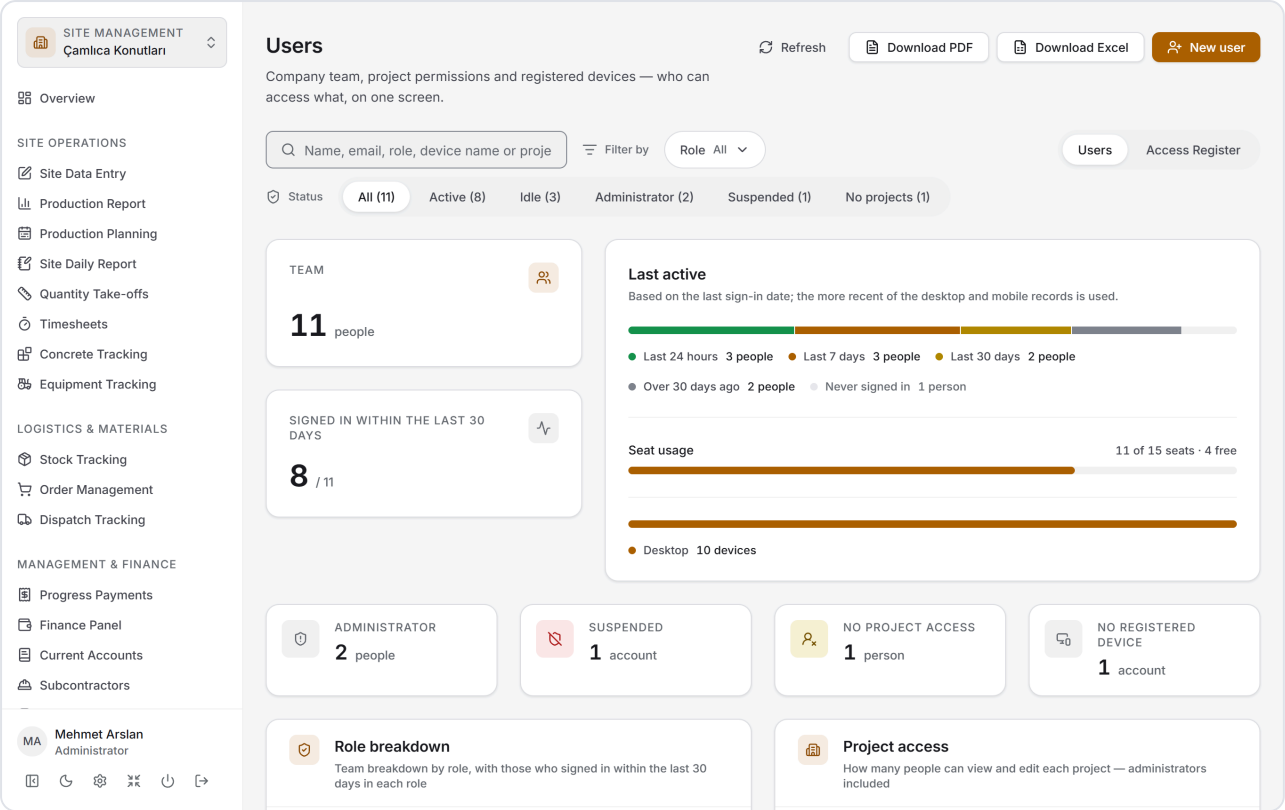
YOUR ROLE	WHAT YOU SEE
Administrator	The whole page; creating users, changing roles, editing details, editing permissions, deleting and every export
Any other role	The row appears dimmed and locked in the menu; hovering it reads <i>"Users — administrators only"</i> . Clicking it does not open the page, 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.

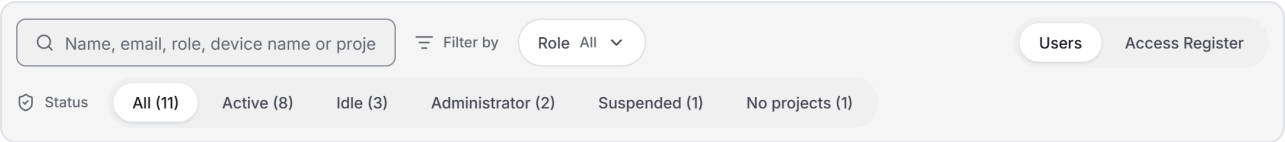
The **Users** view has four layers:

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.

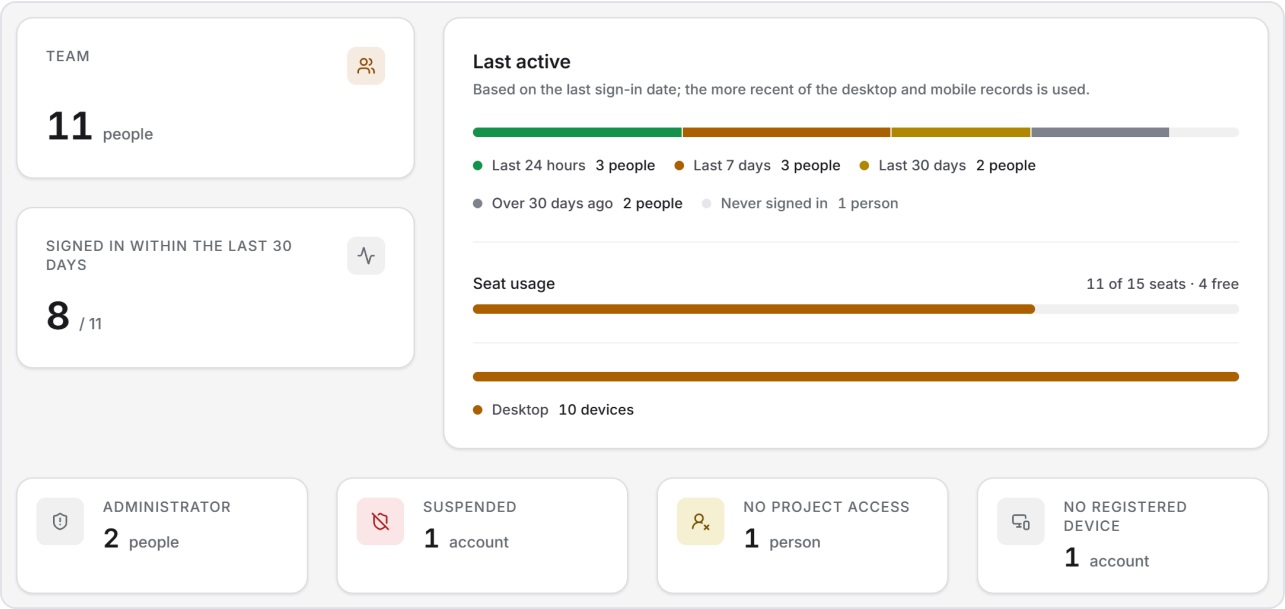
CONTROL	WHAT IT DOES
Search box	Searches names, email addresses, role names, registered device names and the names of the projects a person can reach
Role	The roles present in the team; each option carries the number of people in that role
Status	<i>All · Active · Idle · Administrator · Suspended · No projects</i> — each segment carries its count
View switch	<i>Users ⇌ Access Register</i>

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:

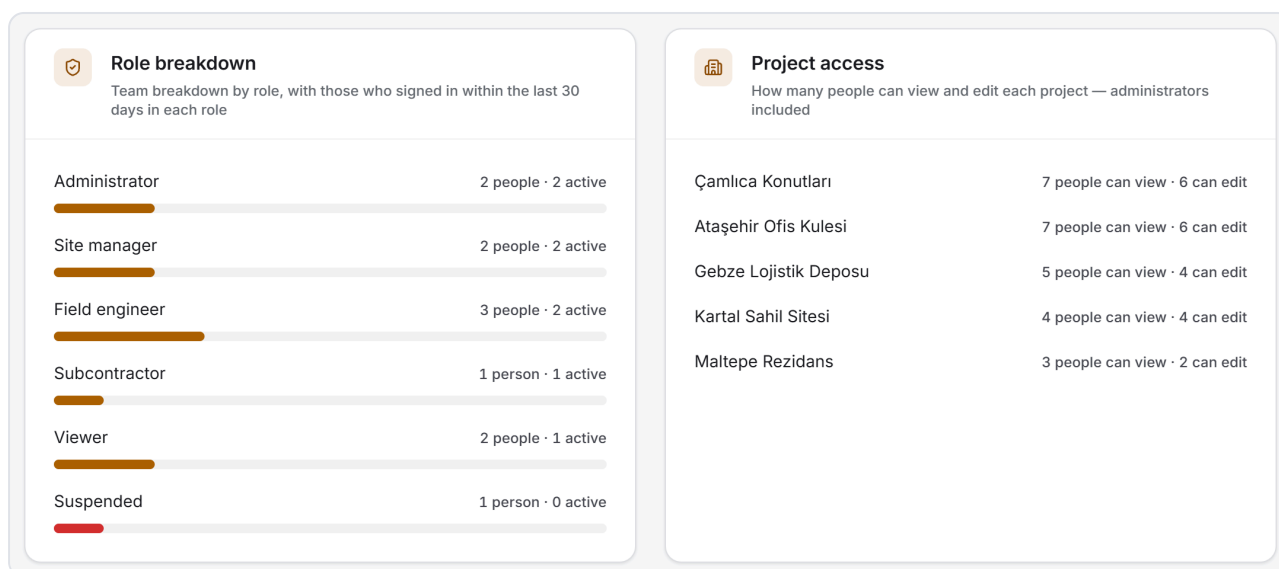
COUNTER	WHAT IT SAYS
Administrator	The number of administrators. It turns amber when only one is left
Suspended	The number of suspended accounts; red when above zero
No project access	Accounts that are not administrators yet cannot reach a single project
No registered device	Accounts that have never 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

Users

11 people · 6 roles

Collapse all

USER	ROLE	PROJECT ACCESS	OPEN PAGES	DEVICE	LAST SIGN-IN	ACTIVITY
Administrator2 people · 2 active						
MA Mehmet Arslan (you) mehmet.arslan@yildizinsaat.com	Administrator	All projects (by role)	95	OFIS-PC-01	6 hours ago 22 September 2026	None in this project
EK Elif Korkmaz elif.korkmaz@yildizinsaat.com	Administrator	All projects (by role)	95	ELIF-LAPTOP	3 days ago 19 September 2026	None in this project
Site manager2 people · 2 active						
SA Serkan Aydın serkan.aydin@yildizinsaat.com	Site manager	3 projects 3 can edit	44	SANTIYE-01	6 hours ago 22 September 2026	3 production items · 3 reports
BY Burcu Yıldırım burcu.yildirim@yildizinsaat.com	Site manager	2 projects 2 can edit	31	SANTIYE-02	4 days ago 18 September 2026	None in this project
Field engineer3 people · 2 active						
OD Onur Demirtaş onur.demirtas@yildizinsaat.com	Field engineer	2 projects 2 can edit	22	SAHA-NB-04	6 hours ago 22 September 2026	4 production items · 2 reports
GŞ Gökhan Şahin gokhan.sahin@yildizinsaat.com	Field engineer	2 projects 2 can edit	18	SAHA-NB-07	10 September 2026	2 production items · 1 report
DA Deniz Aksoy deniz.aksoy@yildizinsaat.com	Field engineer	2 projects 2 can edit	11	SAHA-NB-09	05 August 2026	1 production item · 0 reports
Subcontractor1 person · 1 active						
HÖ Hakan Özkan hakan.ozkan@ozkanyapi.com	Subcontractor	1 project 1 can edit	4	OZKAN-PC	5 days ago 17 September 2026	1 production item · 0 reports
Viewer2 people · 1 active						
SY Selin Yavuz selin.yavuz@yildizinsaat.com	Viewer	4 projects 0 can edit	33	MUHASEBE-02	06 September 2026	None in this project
EÇ Emre Çetin emre.cetin@yildizinsaat.com	Viewer	No access	0	None registered	Never signed in	None in this project
Suspended1 person · 0 active						
TE Tuğba Er tugba.er@yildizinsaat.com	Suspended	1 project 1 can edit	6	OFIS-PC-06	19 July 2026	None in this project

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



Access register

56 rows · 11 users — each row is one person's access to one project

</

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

Serkan Aydın

Site manager · serkan.aydin@yildizinsaat.com

SA

Site manager

Last sign-in 6 hours ago · 22 Sept, 17:24

Details

Permissions (3)

Activity (12)

Devices (1)

FULL NAME

Serkan Aydın

EMAIL

serkan.aydin@yildizinsaat.com

ACCOUNT CREATED

30 May 2025

ACCESSIBLE PROJECTS

3 projects

OPEN PAGES

44 pages

LAST PERMISSION CHANGE

09 September 2026

Role

Access is set by the per-project permission matrix. On the server, deletions are open to administrators only.

Site manager

Save role

Access statement

Edit details

Delete

Close

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, production 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 <i>(you)</i>
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, <i>All projects (by role)</i> ; with no access at all, <i>No access</i>
Open pages	The total of the open pages across every project
Device	Registered devices; <i>None registered</i> if there are none
Last sign-in	If newer than seven days, a relative phrase with the date below it (<i>"3 days ago" / 18 Sep 2026</i>); older than that, the date alone. <i>Never signed in</i> if they never did
Activity	The number of production 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	<i>Can edit · Can view · No access</i> , or <i>Full (by role)</i> 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; <i>Never granted</i> 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

New user ×

A new company user will be created — 4 seats left.

Full name

Email

The user signs in with this address; it cannot be changed from this screen later.

Password
At least 8 characters.

Confirm password

Role

READ-ONLY by server rule: cannot write notes, files or records even if editing is enabled in the permission matrix.

Viewer ▼

i A new user cannot access any project. Once the account is created, you need to open their projects from the Access Register.

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 — <i>Viewer</i> 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

Edit details ×

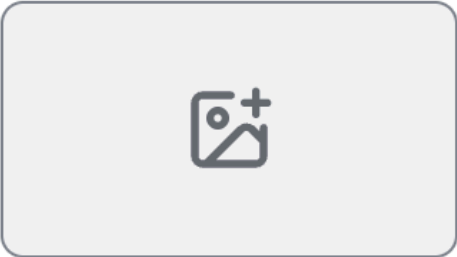
The name and profile picture are updated. The email and password are not changed from this screen.

Full name

Serkan Aydın

Profile picture

JPG, PNG or WebP. This image appears in the list and in the panel.



 Select image

Cancel

✓ Save

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**.

Serkan Aydın

Site manager · serkan.aydin@yildizinsaat.com

SA

Site manager

Last sign-in 6 hours ago · 22 Sept, 17:24

Details

Permissions (3)

Activity (12)

Devices (1)

FULL NAME

Serkan Aydın

EMAIL

serkan.aydin@yildizinsaat.com

ACCOUNT CREATED

30 May 2025

ACCESSIBLE PROJECTS

3 projects

OPEN PAGES

44 pages

LAST PERMISSION CHANGE

09 September 2026

Role

Access is set by the per-project permission matrix. On the server, deletions are open to administrators only.

Field engineer

Save role

Site manager → Field engineer. Roles apply company-wide: the change affects access in every project at once.

Access statement

Edit details

Delete

Close

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

- Open the person's panel and go to the **Permissions** tab — or switch the view to **Access Register** and find their group.
- Press **Edit** on the project's row (**Edit permissions** in the register).
- 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.
- Tick the pages one by one, or grant them together with **Grant view on all** / **Grant edit on all**; **Revoke all** takes everything back.
- Check the menu the user will see in the preview on the right.
- Press **Save permissions**.

Onur Demirtaş — Çamlica Konutları

Field engineer · 13 pages open, 9 editable

Project access

The user can open this project; the pages below depend on this permission.

☒ View
 ☒ Edit

☒ Grant view on all
 ☒ Grant edit on all
 ☐ Revoke all

Page	View	Edit
Overview	☒	☒

SITE OPERATIONS

Page	View	Edit
Site Data Entry	☒	☒
Production Report	☒	☒
Production Planning	☒	☒
Site Daily Report	☒	☒
Quantity Take-offs	☒	☒
Timesheets	☒	☒
Concrete Tracking	☒	☒
Equipment Tracking	☒	☒

LOGISTICS & MATERIALS

Page	View	Edit
Stock Tracking	☒	☐
Order Management	☒	☐
Dispatch Tracking	☒	☐

MANAGEMENT & FINANCE

Page	View	Edit
Progress Payments	☒	☐
Finance Panel	☐	☐
Current Accounts	☐	☐
Subcontractors	☐	☐
Suppliers	☐	☐
Customers	☐	☐

OFFICE & TOOLS

Page	View	Edit
Files	☐	☐

Menu the user will see

Onur Demirtaş will see 13 of 19 pages in this project.

Overview

SITE OPERATIONS

Site Data Entry

Production Report

Production Planning

Site Daily Report

Quantity Take-offs

Timesheets

Concrete Tracking

Equipment Tracking

LOGISTICS & MATERIALS

Stock Tracking

Order Management

Dispatch Tracking

MANAGEMENT & FINANCE

Progress Payments

Finance Panel

Current Accounts

Subcontractors

Suppliers

Customers

OFFICE & TOOLS

Files

Cancel

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.com

SA

Site manager

Last sign-in 6 hours ago · 22 Sept, 17:24

Details

Permissions (3)

Activity (12)

Devices (1)

Çamlica 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.com



SA

Site manager

Last sign-in 6 hours ago · 22 Sept, 17:24

Details

Permissions (3)

Activity (12)

Devices (1)

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: SANTIYE-01
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
Production
- Daily report for 20 September 2026** 20 Sept, 18:24
Saved
Daily report
- Şap dökümü** 20 Sept, 16:24
A Blok · Daire 12 · Mutfak
Production
- Alçı sıva** 18 Sept, 16:24
A Blok · Daire 14 · Salon
Production
- 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

Serkan Aydın

Site manager · serkan.aydin@yildizinsaat.com

SA

Site manager

Last sign-in 6 hours ago · 22 Sept, 17:24

Details

Permissions (3)

Activity (12)

Devices (1)

Desktop SANTIYE-01

DEVICE ID

SANTIYE-01-U3

REGISTERED ON

01 June 2025

LAST SEEN

6 hours ago

The Windows app generates this ID from the computer name and user name.

Device changes are not made from this screen. When the user tries to sign in from another computer, the app creates a transfer request, which Sitabula then processes.

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**.

Delete user

The account of **Serkan Aydın** and all of its permissions in 3 projects will be deleted. Records the user entered (production items, daily reports, current account transactions) **STAY** on the server; only the "updated by" information is cleared. This cannot be undone.

Cancel

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** — production items, daily reports and current-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

Mobile devices do not appear on Windows in this version. The server's team list sends only the desktop device fields; the mobile registration is not in the response at all. As a result the **Device** column and the **Devices** tab show computers only, the platform bar never shows an Android or iOS segment, and a user who signs in from their phone but never registered a computer counts as *"No registered device"*. The phone application can show the same records. This is a known gap on the server side.

"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 and Sitabula processes it. 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 production 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 production 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.
- **Production Report** and **Site 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, deciding which currency symbol sits next to the company's amounts, showing your account details and the app's version, opening 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 currency is **the company's**: when an administrator changes it, everyone in the company sees the new symbol. 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 CURRENCY card holds a switch with three options
----------------------	--

Any other role	The whole page. The one difference: the CURRENCY card shows a read-only field rather than a switch, and below it reads <i>"Only an administrator can change the currency"</i>
----------------	---

Note The currency is **not hidden** from users who are not administrators. If it were, they could not tell where the "\$" on their screen came from. They see it, they cannot change it.

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

SITE MANAGEMENT
Yeşilvadi Konutları

Overview

SITE OPERATIONS

- Site Data Entry
- Production Report
- Production Planning
- Site Daily Report
- Quantity Take-offs
- Timesheets
- Concrete Tracking
- Equipment Tracking

LOGISTICS & MATERIALS

- Stock Tracking
- Order Management
- Dispatch Tracking

MANAGEMENT & FINANCE

- Progress Payments
- Finance Panel
- Current Accounts
- Subcontractors
- Suppliers
- Customers

OFFICE & TOOLS

- Files
- Users

AD Ayşe Demir
Administrator

Settings

Appearance, account and application settings.

APPEARANCE

Theme

Light Dark

Language

Türkçe English

The choice is kept on this device only.

CURRENCY

Ledger currency

₺ Turkish lira \$ US dollar € Euro

Everyone in the company sees this symbol next to amounts, on screen and in exports. Amounts are not converted.

ACCOUNT

NAME
Ayşe Demir

EMAIL
ayse.demir@ornekinsaat.com

ROLE
Administrator

Your role is Administrator. Permissions are granted by the project manager.

LEGAL DOCUMENTS

[Privacy Policy](#)
[KVKK Disclosure Notice](#)
[Terms of Use](#)

APPLICATION

VERSION
2.0.9

Sign out

DELETE ACCOUNT

Delete my account and data
This cannot be undone.

Delete account

Note The screenshots in this chapter contain no real company data; the names, email addresses and figures are examples.

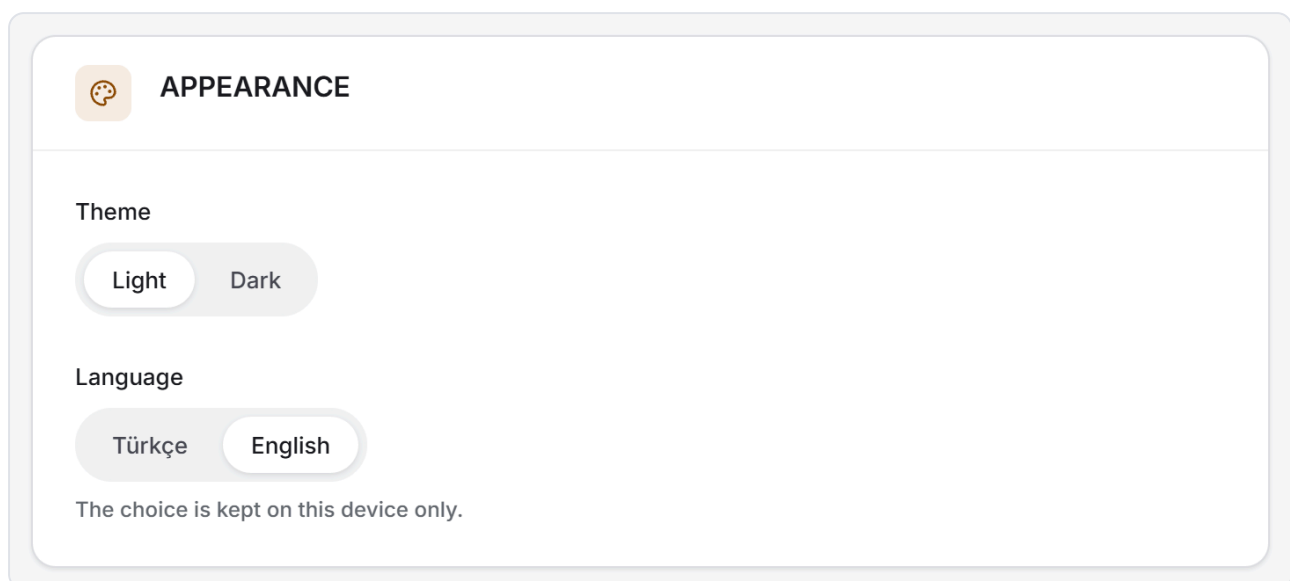
Settings does not look like the other pages in this guide. There is **no** toolbar, no filter bar, no summary strip, no breakdown card and no table. In the middle of the screen there is a narrow column, and in that column **six cards** stacked one above the other. At the top of the page sits the **Settings** 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 — what you touch every day first, what you touch once at the very end:

#	CARD	WHAT IS IN IT
1	APPEARANCE	The theme and language switches
2	CURRENCY	The company's ledger currency
3	ACCOUNT	Your name, email, role
4	LEGAL DOCUMENTS	Links to the three documents
5	APPLICATION	The version number and Sign out
6	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.

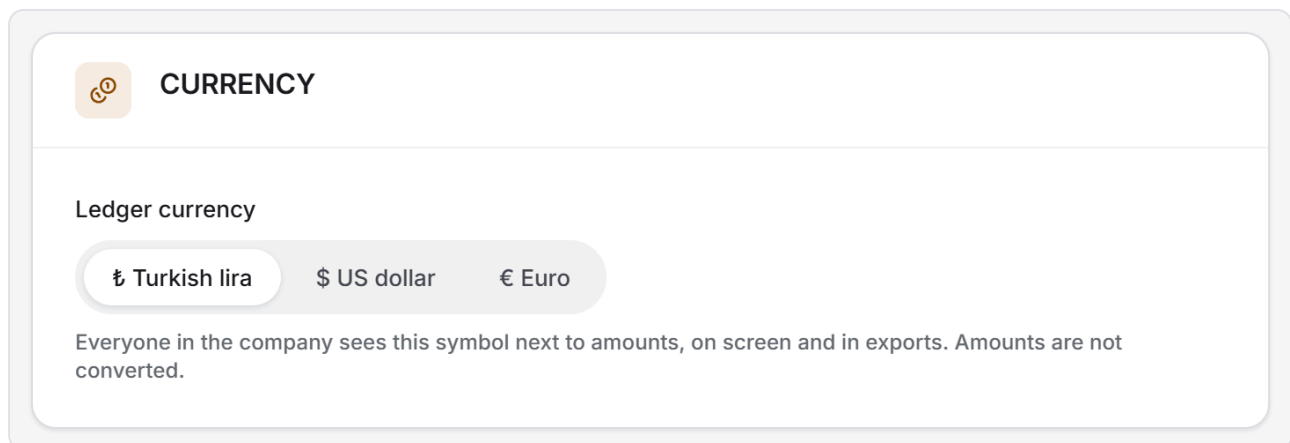
Theme — **Light** or **Dark**. Applied the moment you click.

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.

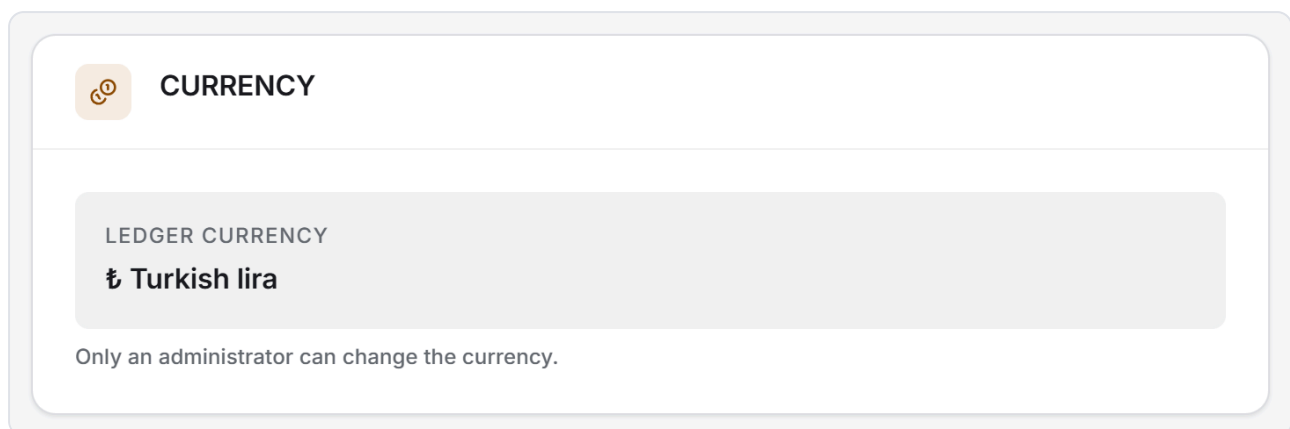
The CURRENCY card



The screenshot shows a card titled "CURRENCY" with a coin icon. Below the title, the text "Ledger currency" is followed by a segmented bar with three options: "₺ Turkish lira" (selected), "\$ US dollar", and "€ Euro". Below the bar, a note states: "Everyone in the company sees this symbol next to amounts, on screen and in exports. Amounts are not converted."

The card carries the company's **ledger currency**. There are three options: **₺ Turkish lira**, **\$ US dollar**, **€ Euro**. For an administrator this is a segmented bar; 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**:



The screenshot shows the same "CURRENCY" card, but the segmented bar is replaced by a read-only field. The field is labeled "LEDGER CURRENCY" and displays "₺ Turkish lira". Below the field, a note states: "Only an administrator can change the currency."

Clicking an option does **not** save the setting straight away. A confirmation dialog opens first:

Switch the currency to \$?

This applies to all of the company's records, including past entries. Amounts are not converted: a record showing 1,000 will read 1,000 \$.

Versions of the app that haven't been updated will keep showing ₺.

Cancel

Change currency

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 ACCOUNT card



ACCOUNT

NAME

Ayşe Demir

EMAIL

ayse.demir@ornekinsaat.com

ROLE

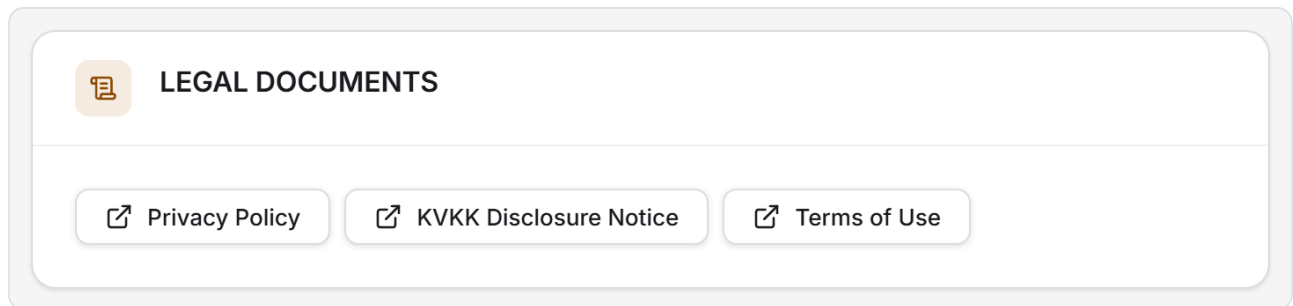
Administrator

Your role is Administrator. Permissions are granted by the project manager.

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.

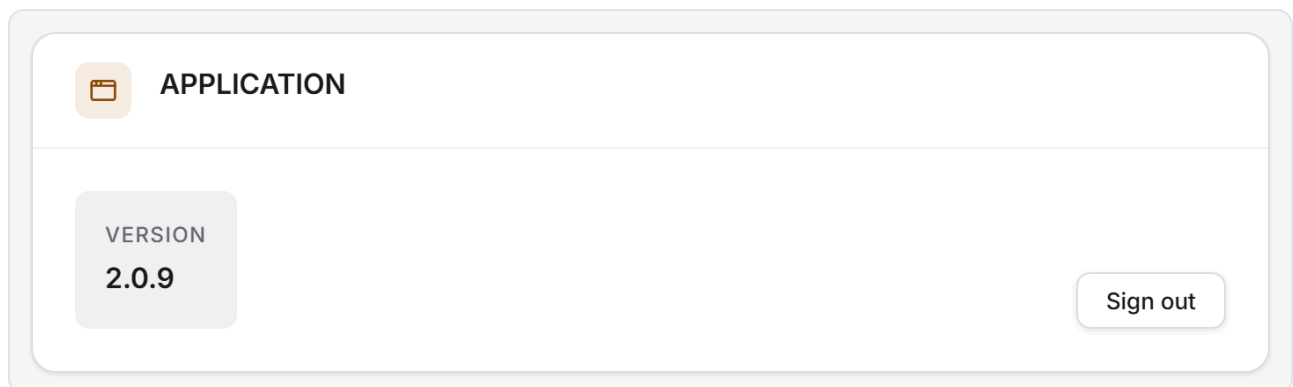
The LEGAL DOCUMENTS card



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.

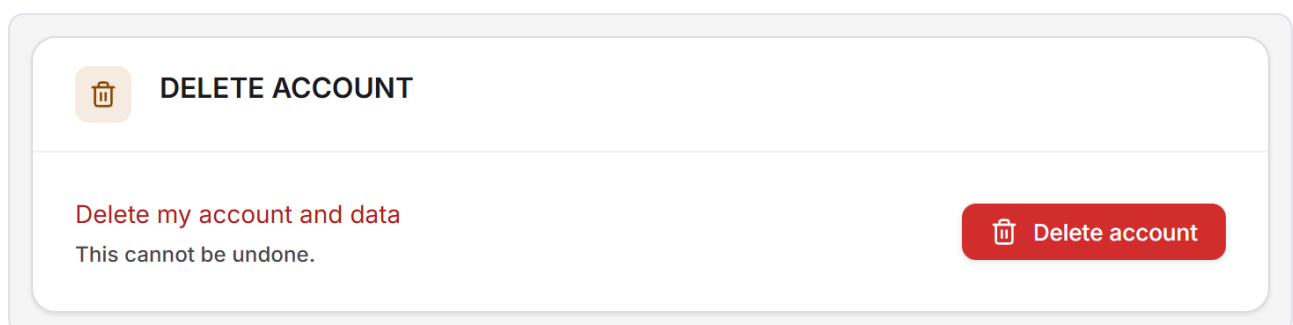
The APPLICATION card



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
Ledger currency	The symbol written next to amounts: ₺ · \$ · €	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 unit you want from 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 switch **stays on the old unit** until you confirm. It moves to the new unit 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.

Delete account ×

Only this account is deleted. The company's project data stays with the company.

TO BE DELETED

USER ACCOUNTS

Only yours

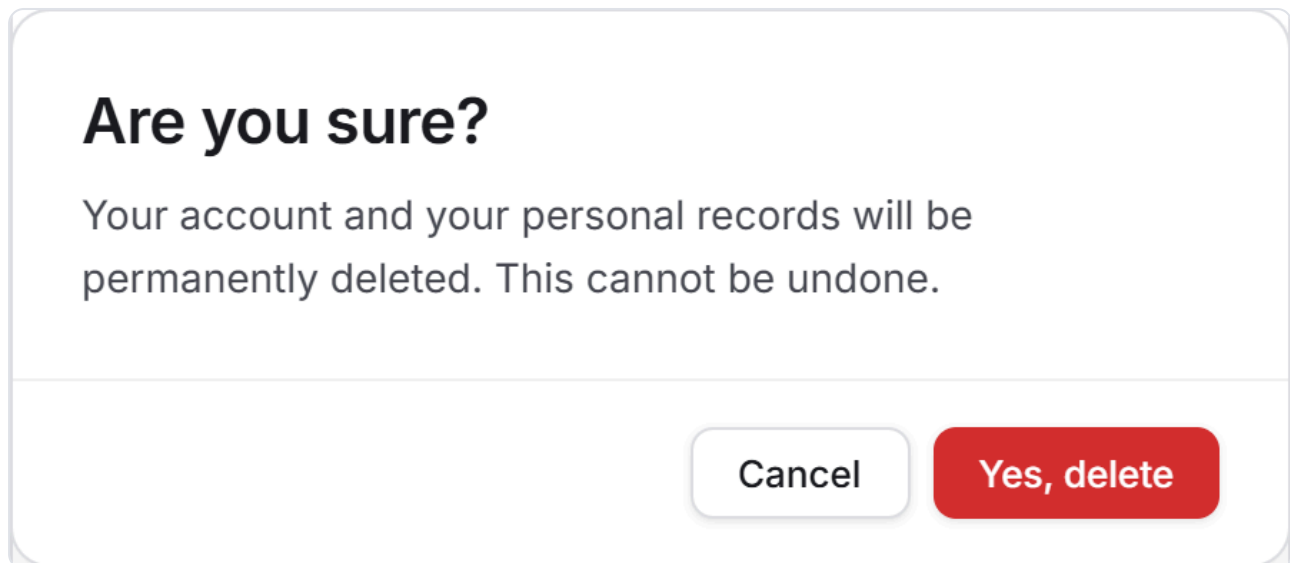
☐ I understand that my account will be permanently deleted

 Permanently delete my account

Cancel

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.
- **Finance Panel, Progress Payments, Current Accounts, Order Management, Stock Tracking** 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.