WAVELINK / AJ OFFSHORE SOLUTIONS

Your team. Your work. One shared workspace.

User guide | Version 1.34.19

Manage checklists, operational logs, private tasks, maintenance, inventory, toolbox talks and recorded evidence in one project workspace. This guide is for administrators, technicians and reviewers.

Choose a project. Open a workspace. Record and review the work.

Link certificates and maintenance to assets, label boxes and equipment, track dates and low stock, and record team work in a shared project.

Use the checklists and procedures approved for your operation. The application records work and reviews; it does not authorise an operation.

Support: support@mywavelink.com

Operational tasks, checklists, Handovers and connected workspaces

1.34.19 | Hosted foundation. Local vessel operation preserved.

Private staging only: no real project has been deployed. See pages 149-152 and docs/HOSTED_RUNTIME.md. Earlier chapters retain historical release examples.
Daily department handovers and all prior GUI chapters remain linked. Task details 145-148; inventory and shipment workflows 125-144. Original files folders remain future work.

In this guide

Select a topic below to open its instructions.

In this guide — continued

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Get started

A shared workspace for your team

Wavelink brings checklists, logs, inventory and toolbox talks into one shared project workspace. One Windows PC runs the hub. Team members use that hub from their phones, tablets or other computers.

In Admin, use the scrollable grouped sidebar. Hide sidebar and Show sidebar let you choose a compact Workspace selector when needed. Read **Find your workspace** for the command locations.

Set up the hub

1. Run the Wavelink installer on the Windows hub PC. Use a 64-bit Windows 10 or 11 computer and an internet connection for setup. Follow your organisation's software approval policy.
2. Open **Wavelink Admin** and choose the project. Create its first administrator if new; otherwise use your current project account.
3. Open **Settings**, review the hub name and project defaults, then save. Under **Users & access**, add a named account for each team member.
4. In **Hub & phones**, choose the team-facing PC IP, select **Save address**, then **Start server**. Share the saved address or QR on the approved local network.
5. Create a practice checklist and check that sign-in, recording, synchronisation and any required approvals work before operational use.

Join an existing hub

You do not need to install another hub. Connect to the team's network, open the address supplied by your administrator and sign in with your own account. From the Operations dashboard, choose Checklists or Logs. Keep the hub PC running and connected while the team needs to share or synchronise work.

> Each separately installed hub has its own accounts and records. To work together, everyone must connect to the same hub.

Your role

Role	What it is for
Technician	Records checks and readings. May approve assigned items, including their own checks.
Supervisor	Coordinates checklist completion and can manage eligible live records.
Administrator	Manages users, checklist types, backups and deletion/restoration.
Assigned reviewer	A named person or member of an approval group. Approval assignment is separate from the user's general role.

Find your workspace

One browser workspace; the familiar desktop Admin sidebar.

Use the main sidebar

Open Home, Checklists, Logs, Fleet & vessels, Inventory, Toolbox Talks, Handovers, Tasks, Maintenance, Certificates or Calendar from the left-aligned browser sidebar. Named administrators also have Administration. The sidebar scrolls independently; it is not replaced by duplicated Home cards.

Fleet stays in the application

Choose **Fleet & vessels**. Its vessel, manifest and access views appear inside the same main workspace, with the project header and sidebar retained. It uses the current valid account. Asset-custody, manifest and administration shortcuts use the same workspace. Returning to Fleet retains its selected view and filters during this page session.

Keep open work safe

Save or close an open Fleet form before switching workspaces. Navigation and browser Back cannot silently discard it or submit it. An expired session opens the main sign-in; an in-memory Fleet form can resume after the same account signs in. Another account cannot adopt that open form. This is **not an offline Fleet draft store**: reloading or closing the page can lose unsubmitted wording.

Expand logs without leaving

In a logbook, choose **Expand view** to hide the surrounding sidebar and project strip in place. Your account, logbook, section and filters remain. Choose **Return to normal** or press Escape when no entry dialog is open. A separate log window is optional, not required for expansion.

Wide screens, phones and desktop Admin

Use Hide sidebar / Show sidebar on wide browsers, or Menu / Close on narrow windows. Desktop Admin retains its own left-aligned sidebar and explicit controls. Its deliberately selected Open browser workspace command still opens a browser; it does not transfer a native credential into a browser.

Account, connection and boundaries

Use Account for account actions and help. Connection & saves reports saved/local/uncertain work; Fleet also reports its live connection. Current permissions are checked by the hub. New navigation does not grant access, synchronise different hubs or fix network reachability. Daily department/shift handovers are available in 1.34.2. Task-specific checklists remain the next separate increment.

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Choose the hub network address

Use the interface your team can reach

A survey PC can have several network interfaces. Choose the IP on the approved network used by phones and other operators, not a sensor-only interface. The address is saved separately for each project.

1. Synchronise or export unsent work on every device. Stop the hub server; keep the existing project and data folder.
2. Open **Admin → Hub & phones**. In **Phone IP address / hostname**, select a detected address or type the correct one. A plain IP is enough. The app adds the saved HTTP/HTTPS protocol and port.
3. Choose **All local interfaces** to keep the usual listener and share just this chosen address. Choose **Selected IP only** to restrict the listener to one numeric IP assigned to this PC. A hostname requires All local interfaces.
4. Choose **Save address**. The displayed address and QR change together. An unsaved edit is labelled Preview; an invalid edit clears the previous QR. Copy saved address uses only the saved setting.
5. Start the server, then use the saved address or QR on the team devices. The browser menu's Connect another phone uses the same saved address.

Changing networks, ports or secure access

Refresh addresses updates the choices without replacing your selection. A saved IP is not silently changed when another adapter is detected. If Selected IP only is unavailable, start is blocked with an explanation rather than switching to a different interface.

Set the listening port and HTTPS certificate/key under Settings while the hub is stopped. A pasted complete URL must match those settings. Changing the IP does not reconfigure Windows networking, firewall rules, routes or certificates. Have IT reserve a suitable IP and ensure the devices can reach it.

> Changing host, port or HTTP/HTTPS creates a different browser workspace. Hub-saved records stay in the same project, but unsent work at the old address does not automatically transfer. Never clear the old browser data to force a change. HTTPS certificates must cover the new address and be trusted; do not bypass certificate warnings.

Use Home and Needs attention

Current saved work, without duplicated workspace cards

Read-only attention summary

Home lists permitted tasks, overdue/upcoming maintenance, certificate dates and assigned issues. Project administrators also see received equipment groups awaiting final placement. Vessel-only accounts retain their restricted Fleet portal. Opening Home does not acknowledge, complete or resolve any item.

Dates and missing information

Task counts distinguish open, overdue, awaiting review and unread work. Maintenance uses a seven-day look-ahead; certificates use their recorded reminder window. Undated work and missing expiry dates remain identified separately, not treated as ready or valid. Dates are UTC.

Refresh and open the actual record

Use Refresh to request a current summary. Unavailable means that the hub did not supply a current result, not that everything is complete. Previews are limited; open the permitted workspace to see the saved records. Background requests do not silently mark notifications as read.

Workspaces are in the sidebar

Checklists, logs, tasks, maintenance, inventory, toolbox talks, certificates, calendar and Fleet remain separate operational workspaces. The shared sidebar replaces the old Home card grid; no records or operational functions were merged or deleted to simplify the page.

Unsent work is separate

Home keeps an Unsent work section where applicable. A device-only draft is not a saved hub record. Review and synchronise supported local work; preserve recovery copies before upgrading. The top connection indicator opens Connection & saves. A successful page read does not confirm an uncertain submission.

What remains unchanged

The existing desktop Admin sidebar, asset workspace, recurring maintenance, task privacy, approval rules and backup review remain available. The phone-reachability investigation is parked, not fixed by this release.

Fleet in the shared navigation

Same vessel controls, clearer access to the workspace

Open Fleet & vessels

In the main browser sidebar, choose Fleet & vessels. In desktop Admin, choose Operations > Fleet & manifests. The browser carries the current sign-in to Fleet in the same tab and checks it against the current project. Save or deliberately retain supported draft work before switching.

One Fleet sidebar

Fleet now uses the same wide-screen sidebar and narrow-screen menu shell. The existing site directory, movement/manifests, receipt/placement, access and vessel-log controls remain. Identity and sign-out are grouped under Account. Changing presentation does not grant new actions.

Vessel logbooks retain separate rights

Administrators must link a book to a site and grant the person separate site-log permissions. A logistics role alone does not grant logbook access. Project-wide accounts retain their broader rights; vessel-only accounts remain restricted to their permitted sites and linked books.

Recorded location is not a physical verification

Receipt and final placement are separate saved actions. An item journey records known movements; it does not automatically locate equipment. The asset identity, documents and maintenance links remain attached through the existing workflow.

Save results and connectivity

Fleet forms require an online save. Request receipts hold metadata, not recoverable form contents. Keep uncertain forms open, inspect the saved result and retry unchanged where offered. Opening the status panel does not submit a draft. Network, IP, port, firewall and TLS settings are unchanged.

Return to project work

Project-wide users can return using Operations home; vessel-only users remain in the restricted portal. Use the same hub address and browser profile. Do not clear browser storage containing unsent work.

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Choose and manage projects

A separate workspace for each job or project

1. Open **Wavelink Admin** and choose a project. Sign in with an enabled Administrator account belonging to that project.
2. Use **Projects → New project…** to create a separate workspace. Enter its name and choose a new or empty data folder. Open the project and create its first administrator.
3. To use a folder already on this PC, choose **Add existing folder…** and select the folder containing that project's saved data.
4. To change projects, synchronise or export phone work first. Choose the project and select **Open selected project**. Confirm the switch. The current hub stops; sign in to the other project, then start its server.

Every project has its own checklists, logs, inventory, toolbox talks, accounts, departments and settings. An administrator in one project does not automatically have access to another. A project name in a job record is descriptive; it does not move that record into another project database.

Use a smaller project-selection window

The project list scrolls while the action buttons stay visible at the bottom. When the window is narrow, the buttons move into two rows. Resize or maximise the window for a larger list; restoring it keeps the controls accessible.

Select a project and choose **Open selected project**, or press Enter while the project list has focus. Use **Tab** to move between controls and Space to activate a focused button. Cancel or Esc closes the chooser without changing projects. Larger text can increase the minimum window size so labels remain readable.

What the phones see

The active project is named below the phone header. When a different project appears at the same address, the phone blocks automatic submission and shows **Keep saved work & switch project**. Review the change and sign in again. The previous project's local work stays separately saved in that browser.

> To resume old unsent work, reopen its original project on the PC and switch back on the phone. A new computer/address has a different browser workspace: synchronise or export before handover. Do not clear browser data or run two copies of one project as if they were synchronised.

A missing project folder is not replaced with an empty database. Reconnect its drive or choose an available project. Your old combined history remains in its original project; it is not automatically divided into projects.

For a saved project handover across all current workspaces, use **Projects → Export — choose contents…** and choose **Complete project** or a supported selection. The preview lists current workspaces and required dependencies. Read **Export and import project workspaces** before sharing; original-file and private-history permissions are not a filter on the exported database.

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Choose application and data folders

Know where the program and project records are saved

Location	What it contains
Application folder	The Admin program, runtime, shortcuts configuration and installed Help. Setup uses this location for the program itself.
Project data folder	That project’s database, settings, project logs, previews and saved files. Each project can use a different folder.

Setup now displays both locations. Changing only the application folder does not move project data. To relocate an existing project during setup, choose a different **Project data folder** and confirm the copy. Use a new or empty folder separate from the application and other projects.

1. Synchronise/export phone work, save a backup and stop the hub. Close other Admin windows and standalone hub processes.
2. In Admin, open **Projects → Change active project data folder…**. Choose a new or empty folder and review both locations.
3. Confirm the copy. The application verifies the database and switches the registered project to the new folder. Sign in again and check your records before restarting the hub.
4. Use **Copy active data-folder path** to confirm the location now in use. Future project settings, logs and records are saved there.

> The old folder remains as a safety copy; do not continue running it as another hub. The program does not remove that copy or your previous backups. Internal certificate paths move with copied project files; certificates stored elsewhere remain external and must stay available.

If a folder change does not finish

Keep the original project folder. Close Setup and all Admin/hub windows, then use the latest installer to try again. Choose a new or empty destination. If a folder left by a failed attempt contains files, keep it and choose a different empty folder; do not merge or delete project copies to force installation.

If access is still denied, ask IT to check access to the chosen folder. Do not disable security protection or switch Windows accounts to bypass the error. Once successful, use Copy active data-folder path and check your records. Use a reliable local drive; separate project copies do not synchronise.

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Manage user accounts

Access for the right people; attribution stays with their work

Open **Admin → Users & access**. Add a named account for each person and assign Technician, Supervisor or Administrator access. Department membership controls eligible item approvals; it does not grant administrator access.

New and reset passwords must contain **6–128 characters**. The same minimum applies when a user changes their own password. Existing passwords continue to work without being reset. Prefer a longer unique passphrase and follow your organisation’s account policy.

Who can open the Admin console?

Any enabled **Administrator** account on the same hub can sign in. It does not have to be the first administrator. An account from a different hub will not give access. A deleted or disabled account cannot sign in.

Remove or restore an account

Action	Result
Delete user…	Removes the account from Current users and immediately blocks hub access. Saved checks, approvals and history remain attributed to the same person.
Restore user…	Select Deleted users, restore the account and review it. It returns Disabled; use Edit / disable to enable it deliberately.
Delete permanently…	Available for an unused deleted account only. Existing checklist, approval or history references block permanent removal. Earlier backups and the account-management audit remain.

Deletion requires the exact User ID and a reason. You cannot delete your signed-in account. At least one enabled administrator must remain.

> Before removing access, ask the person to synchronise or export any unsent work. Deletion does not remove required approvals. Arrange an eligible replacement reviewer or restore the account when necessary; do not clear the phone’s saved work.

Accounts belong to the selected project. Setup-only profile imports create disabled Technicians: assign a password and reviewed role before enabling them. Full-project transfers retain imported administrator credentials.

Per-user operational access

Select a user in Users & access and choose Permissions… to control viewing, entry, correction and other actions. Read Set user permissions for the available choices. Administrators keep full access; restricted users use Technician or Supervisor roles.

For a person who must see only selected vessels, use Fleet & manifests → User vessel access and explicitly choose Vessel-only access. General project permissions and department membership are not vessel boundaries. Read Set vessel-only access before changing an account.

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Complete a checklist

Record the work, then synchronise

Confirm the active project before recording work. **Dive number / Record number is optional.** When it is blank, the app shows a stable REC- reference based on the record ID; it does not invent a dive number.

1. Choose **New checklist / dive**, select a published type and review its title, revision and stages. Enter the job details. Leave **Live checklist** off unless this record needs new items during the job.
2. Open **Checklist document details** and **Read before starting** to read the required instructions. Both panels start collapsed and retain your choice during refreshes. Tap reference pictures to enlarge them.
3. Open each applicable item. Record its result, required readings and notes. Use N/A only where appropriate, with a reason. A required-photo item needs at least one submitted photo for Complete or N/A; instruction pictures do not count.
4. Save and synchronise with the hub. Resolve conflicting or pending entries before treating the shared copy as current. For **Awaiting approval**, the assigned reviewer uses **Review approval**. An assigned checker may also approve their own saved work; checking never approves automatically.
5. Before finalising, resolve outstanding checks and approvals, synchronise participating devices and complete team readiness. Finalise a two-stage checklist in order.

When the connection drops

Answers in an already loaded record can be saved locally for reconnection. Creating records, approving and changing checklist structure need the hub. Local pending work is not part of the hub record or its backup.

> Do not clear browser site data, uninstall the phone app or change the hub address while work is unsent. Reconnect and synchronise, or export the available phone recovery file and ask the administrator for help.

Reports

Use **Export PDF** and review the reference, stages and finalisation status. An active-record report is not proof of completed or approved work.

See **Record photographic evidence** for camera and attachment steps, and **Set up item approval** for reviewer assignments. Follow any separate-review requirements in your organisation’s procedure.

Linked originals open under **Checklist document details → Linked original documents**. Retrieving them needs a hub connection and a compatible viewer.

Background updates keep the visible item and scroll position. Open reading panels keep their state; open forms are not replaced. A new page, section or full reload starts a fresh view.

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Build a checklist step by step

A guided route from an idea to a saved checklist

Open **Admin → Checklist Editor → Builder wizard…**. The wizard creates a new reusable type; it does not create a completed job record or change an existing checklist.

1. **Starting point.** Start blank, paste an outline, or choose a training example. In an outline, use one item per line and put # before a section heading. Examples require review and adaptation to your procedure.
2. **Name & stages.** Enter the checklist name, equipment/system and optional code. Choose one or two stages and name them. A new two-stage draft converted to one stage moves its items to that stage after confirmation.
3. **Sections & items.** Use Manage sections and Add item. Double-click an item or choose Edit item / options for readings, reference pictures, optional/required photographic evidence and a named or department approver. Select the applicable stage(s) for every item.
4. **Introduction & details.** Add explanatory text, warnings and overview pictures, or set document ownership and related procedure references. These optional panels are reading material, not completed checks.
5. **Review & save.** Preview the complete checklist and check reviewer setup. Leave Publish now unticked to save an unfinished draft. To publish, enter a change summary, confirm your review and select Save checklist. New records can use a published checklist.

Keep work without publishing

Back and Next keep your current wizard changes. At Review & save, save as a draft to continue later in the normal Checklist Editor. Cancel asks before discarding unsaved wizard work. The wizard does not save automatically while you move between steps.

> Changing the starting point replaces unsaved wizard content only after confirmation. A publication error leaves the saved draft available; review it in Checklist Editor rather than creating a duplicate. Missing reviewer accounts or departments are never created automatically.

The existing New / Generate, Example setups and advanced editor remain available. Publication records the signed-in administrator and applies to new job records only. Always follow the approved operating procedure.

Optional source links

In **Introduction & details**, choose **Link original documents** and tick the exact revisions already stored in the project. Add originals through the main Original documents tab first. Save the wizard draft or publish after review; no original is mandatory.

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Build a checklist type

Create a reusable template, not a completed record

> For guided setup, open **Checklist Editor → Builder wizard…**. The controls below remain available for direct editing.

1. Choose **New / Generate**. Enter the checklist name, equipment/system and optional code. Choose one or two stages and name them. To change the stage count of an existing type, create a new type.
2. Start blank or paste an outline. Alternatively, use **Example setups → Use example as new draft**. This creates a separate draft without replacing another checklist or copying completed answers.
3. Use **Manage sections**, **Add item**, **Edit item**, **Remove** and the move buttons to organise the tasks. Set each item’s stage(s), readings, units and required fields.
4. Choose **Separate approval** only for items needing a named or department reviewer. **Photographic evidence** can be Off, Optional or Required; it is separate from reusable instruction pictures.
5. Use **Introduction & pictures** before the list and each item’s **Pictures & notes** for guidance. **Import checklist…** accepts a prepared .ajcheck package. Preview the complete draft.
6. Choose **Save draft** to keep unfinished work. After review, use **Publish revision**, enter a change summary and confirm. Existing records keep their original checklist; use optional Live controls for eligible changes to one active record.

Examples and reviewer setup

Examples demonstrate sections, readings, stages and approvals; they are not complete or approved procedures. Replace sample wording and review every requirement. Use **Check reviewer setup** to see missing departments or enabled reviewers. Configure membership before publishing. The practice numeric range is a demonstration, not an operational limit.

Paste your own outline

Use **Show text-format example** in New / Generate. Enter one item per line and start section headings with #. The generator arranges your text; it does not write procedures or invent safety limits.

```
# Preparation
Record the approved procedure reference
# Handover
Record the handover evidence reference
```

Use **Link originals…** to connect the draft to saved source documents. This does not generate checklist items or substitute a file upload for operational review. Save and publish deliberate link changes for new records only.

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Checklist document details

Identify the reusable checklist and its published revision

1. In **Checklist Editor → Library actions → New / Generate**, enter the checklist name, equipment and optional code, such as **AJ-MOB-001**.
2. Open **Checklist details** to set the code, owner or department, procedure reference and purpose or scope. You can also edit the title, stage names and tools.
3. Choose **Save details to draft**, then **Save draft** in the editor to keep unfinished changes on the hub. After review, select **Publish revision**.

Detail	How it is recorded
Created by / Created on	Recorded automatically when a new type is created. These fields cannot be typed over.
Approved by / Approved on	The signed-in administrator and time of revision publication. These are not free-text signature fields.
Code and revision	The code is your optional reference; the revision is assigned automatically at publication.
Record creator	The person creating an individual job record is recorded separately from the reusable template’s creator.

The **Checklist document details** panel starts collapsed. Tap or click its heading to open it, and tap again to close it. Your choice stays in place while the record refreshes. Opening another record or reloading the page starts with the panels collapsed again. The same document information is included in PDF exports, whether the panel is open or closed. Times are identified as UTC.

> Publication records the publishing administrator; it is not an independent template-review signature. Selected-item approvals still require their assigned reviewer. Existing records retain their original details. Missing historical authorship is shown as Not recorded, never guessed.

A prepared document import keeps source references separate from application authorship. Resolve its Import review points, including uncertain source revision or approval status, before publishing.

The collapsed document panel also shows **Linked original documents** when sources were selected. These identify the original file revision, not the app’s checklist revision. Expand the panel to open/save the file through the hub.

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Keep and link original documents

The source file and the working checklist remain separate

1. Open **Admin → Original documents → Add original…**. Select the file, enter its title, code, source revision and notes, then confirm permission to share the complete file.
2. **Open / save original…** downloads an unchanged copy for your normal viewer. Editing that copy does not update the library; use Add revision for an updated source.
3. Optionally select **Checklist Editor → Document tools → Link originals…** or the Builder's Introduction & details step. Save and publish after review. Existing records keep their exact source revision.
4. Project users with access open **Menu → Original documents** or **Checklist document details → Linked original documents**. A hub connection and compatible viewer are required.

Supported files

Original file	Maximum size
Excel: XLSX, XLSM, XLSB, XLS, XLTX and XLTM	100 MB per file
PDF, DOCX, PNG, JPG and JPEG	20 MB per file

Excel originals keep all worksheets, hidden tabs, formatting, formulas, pictures, VBA and saved connections unchanged. Wavelink does not run macros, calculate cells or refresh queries. A container check is not a malware scan or content approval.

> Review the whole workbook: hidden sheets, credentials and metadata are not removed. Project users can download the complete file. Enable macros or connections in Excel only when the source is trusted and IT policy permits it.

Original file or working log?

Original documents stores the source without creating log rows. Use **Logs → Logbook setup → Import workbook…** or a prepared .ajlogs package for the separate reviewed log import.

Revisions, archive and removal

Add revision… keeps the earlier file. **Archive / restore…** hides a source from new selections without breaking saved links. **Used by…** shows those links. Permanent deletion requires an archived, unreferenced source, its exact title and a reason.

There is no embedded Excel editor or automatic offline file cache. Download an authorised copy beforehand. Reports list references without embedding files. Source and checklist revisions stay separate.

For a saved project handover across all current workspaces, use **Projects → Export — choose contents…** and choose **Complete project** or a supported selection. The preview lists current workspaces and required dependencies. Read **Export and import project workspaces** before sharing; original-file and private-history permissions are not a filter on the exported database.

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Add introductions and pictures

Explain the procedure before and alongside the checks

Before the checklist starts

In **Checklist Editor → Document tools → Introduction & pictures**, add sections for purpose, scope, equipment, personnel and warnings. Each section has a heading, plain text and optional pictures. Select Information or Warning and arrange the sections using Move up / Move down. Choose **Save introduction to draft**, then **Save draft**.

Attach a picture to an item

1. Open **Add item** or **Edit item**. In **Pictures & notes**, enter the explanation and optional source section/step. Use **Separate approval** to choose an actual reviewer or department when required.
2. Choose **Add picture…** and select a PNG or JPEG. Add a useful caption and an accessibility description. Preview the image and check its labels remain legible.
3. Save the item, save the checklist draft and use **Preview checklist** to review the introduction and image placements. Publish only after the content has been reviewed.

The original photo is unchanged. A compressed reference copy is included with the checklist, its new records, reports and transfer files. You may attach up to eight pictures to an item or introduction section, with up to 30 distinct pictures per checklist. A checklist has a total picture-size limit; the editor explains when smaller copies are needed.

Earlier checklist annotations

The item editor uses Pictures & notes for instructions and Separate approval for reviewer requirements. There is no separate descriptive-role field to complete. Earlier role text remains under **Original checklist annotations** in the read-only preview and PDF report; it is not shown as an assignment on the checklist screen. Existing source wording, saved checks and approvals are not erased.

Read on a phone or in a report

The introduction appears under **Read before starting**, which starts collapsed. Tap or click the heading to read it, and tap again to close it. Automatic checklist updates keep your open or closed choice; they do not reopen the panel. Read the required instructions before work, then collapse them to return to the checks. Item pictures appear beside their instructions; tap a picture to enlarge it without losing an open answer or review form. The PDF includes the introduction and relevant pictures. Open and save the record while connected before relying on offline access.

> These are instruction pictures, not evidence that a task was completed. Used items and finalised stages remain protected. Eligible unused live items can be illustrated from the PC’s Manage / Live edit window; completion photographs are added separately through Photographic evidence when enabled for the item.

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Record photographic evidence

Make photographs optional or required for selected checks

Choose the requirement

As an administrator, open **Checklist Editor → Add item / Edit item → Photographic evidence (recorded work)**. Choose the requirement for that item, then save the draft and publish the reviewed revision.

Setting	How the item works
Off (default)	The item has no completion-photo attachments. Reference pictures can still explain the procedure.
Optional	The person recording the check may attach photos, but can complete it without a photo.
Required	At least one photo must accompany Complete or Not applicable (N/A). Pending, For later and Issue may be saved while evidence is missing. Up to five photos per item, per stage.

Take or choose photographs

1. Sign in with your own account and open the item on the phone or browser. Under **Photographic evidence**, choose **Take photo** or **Choose photos**. The device controls whether it opens a camera or a file picker.
2. Select JPEG or PNG images. Review each thumbnail, enlarge it to check legibility and add an optional caption. Remove a mistaken selection before saving.
3. Enter the status, readings and note. Select **Save check** or **Confirm complete**, then confirm synchronisation. Merely choosing a photo does not complete the item.

A photo starts as a local draft. Closing the form retains that draft. Only saving and synchronising the check records it on the shared hub. Use **View photo evidence** on the item to inspect the attached photographs.

> Instruction pictures never satisfy a photographic-evidence requirement. The app does not certify when or where a photo was taken. Take photographs only when safe and permitted; never interrupt a lift or other critical task to use the camera.

Existing checklist records keep their original requirements. A new published revision affects new records only. In an explicitly Live record, an administrator may configure evidence for a new or genuinely unused item; recorded items and finalised stages remain protected.

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Review and keep photo evidence

Approvals, offline work, reports and transfers

Review photographs and recorded values together

When the item requires separate approval, its assigned reviewer opens **Review approval**. Saved photos load beside the readings and technician’s note. Enlarge and examine them before approving. A failed photo load blocks the approval control; reconnect and reopen the review.

In Admin, use **Records → Manage / Live edit → select an item → View photo evidence**. Choose a stage when both stages have evidence. The native approval window also has **Review photo evidence**. A photograph alone never grants operational approval.

Changing the attached photos, a caption, an answer or a reading requires fresh approval. Earlier submitted image copies and changes remain in history; removing a photo from a later check does not erase its earlier evidence. Finalised stages cannot be changed.

Work without a connection

Open the app and checklist while connected before relying on offline access. New selected photos are compressed and saved with the local draft or queued check. They reach the hub when the check synchronises. Existing hub photos load on demand: reconnect to view one that is not already loaded in this app session. Approval decisions always need the hub.

Use JPEG/PNG files smaller than 20 MB and no larger than 24 megapixels. The app saves a resized copy, up to 1,600 pixels on its longest side and 500 KB per photo, with camera location metadata removed. Your original file is unchanged. Convert unsupported formats to JPEG before selecting them.

> When storage is full or unavailable, stop adding photos and preserve or export local work. Do not clear browser data. A phone recovery file can contain unsent photographs and must be protected. A saved hub backup does not contain phone-only work.

Reports and project handover

PDF reports include the current item photos, captions, submitting user and hub-received time. The received time is not a verified camera capture time. Full record/audit export retains earlier submitted photos as well.

Project backups and full-project transfers include saved evidence with its records. Checklist-only exports carry the photo requirement and reference pictures, not completed answers or submitted evidence. Transfer files are not encrypted; store and share them using your organisation’s approved method.

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Import a prepared work instruction

Review the source, not just the file format

1. Open the intended project. In **Checklist Editor → Document tools → Import checklist…**, select a supplied **.ajcheck** package. Review its title, item count, pictures and outstanding review points.
2. Confirm **Import as a new draft**. The new type is unpublished and does not replace any existing template or completed record.
3. Use **Preview checklist**, **Introduction & pictures** and each item editor to compare the text, photo placement and stage mapping with the controlled source. Open **Original checklist annotations** in the preview when earlier source notes are present.
4. Open **Import review**. Record what was checked or corrected before marking a point reviewed and resolved. Resolve every outstanding point before publication.
5. Review the code, source procedure reference and local reviewer assignments. Save the draft, publish after responsible local review and test a practice record before operational use.

The app imports prepared checklist packages; it does not automatically interpret arbitrary Word or PDF documents. A prepared adaptation can retain the source's introductory material, numbered steps and pictures. Source revision and Wavelink publication revision are separate.

> Do not infer approval from a filename, a signature-like name or an app publication. Keep source copyright and attribution, resolve contradictory document status and use the current vessel/project procedure. A checkbox is not a physical hold point, crane interlock or permission to start work.

For reusable sharing, choose **Export checklist…** in the editor. This exports the current editable draft with its pictures but no completed work or signatures. Imported named-person approvals must be assigned to a local reviewer. Keep the source document available for comparison.

To keep the original Word/PDF alongside the adapted checklist, add it separately to **Original documents**, then link the saved revision in the draft. Importing the prepared .ajcheck does not automatically attach your computer's source file.

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Organise and delete types

Keep the library clear without losing job records

Open **Checklist Editor → Library actions → Manage types…**. Search by name or system and use the filter to view **Available & drafts**, **Archived**, **Deleted** or **All types**. The Records column shows how many records use each type, including deleted records.

Action	Result
Archive type	Hides a type from new-record selection. The draft and revision history remain available under Archived.
Delete type	Moves a type to Deleted and removes it from normal library selection. Existing job records continue unchanged.
Restore deleted	Returns the type to the available library. An unpublished draft still needs to be published.
Delete permanently	Removes any reusable type, including the original, with its saved draft and revisions. Existing job records are kept.

Delete an unwanted type

1. Select the type in Manage types, or select it in the editor and choose **Delete type…**.
2. Review the name and record count. Enter the checklist name exactly as displayed and give a reason.
3. Choose **Delete type**. It is removed from normal selection. To undo this, open the Deleted filter and select **Restore deleted**.

Permanently remove a checklist type

In **Manage types**, select the original or a custom type and choose **Delete permanently…**. There is no need to archive or delete it first. Review the record count, type the name exactly and enter a reason. Confirm only when the reusable template is no longer needed.

> This removes the reusable type, saved draft and template revision history. Existing job records retain their checklist copies, answers, approvals and history. The type will not return after a restart and cannot be restored from Deleted. Existing backups are not changed.

Archived types are hidden from the editor selector by default. Use **Show archived** to find them. A library may be empty: use **New / Generate** or **Example setups** to start again. Existing jobs remain under Records.

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Manage departments

One place for teams, members and approval assignments

1. Open **Admin → Departments → Add department**. Enter a clear name and an optional description, then save.
2. Select the department and choose **Manage members**. Click users to select or remove them; search by name or User ID. Add a reason and save. A user may belong to several departments.
3. Use **Members** to see account status, application role and all department memberships. Disabled accounts cannot approve. Membership does not give administrator access.
4. Open **Assigned checks** to see current templates, saved drafts, record items and historical references. Double-click a row to view its details.
5. In **Checklist Editor → Edit item → Separate approval**, select **Department / group** and choose the team. An enabled member must be assigned before publishing the rule.

Rename or retire a department

Action	What happens
Edit / rename	Changes the directory name or description. Existing approval assignments remain connected. Past records keep the name originally recorded.
Deactivate / Reactivate	Stops or resumes approval access for that team without deleting history. Current templates, saved drafts and open-record assignments must be resolved before deactivation.
Delete permanently	Removes an unused department after exact-name confirmation and a reason. Any member or saved checklist reference, including history and deleted records, prevents permanent deletion.

> Removing the last enabled member does not remove approval requirements: affected items stay awaiting review. Add an eligible reviewer before the team needs to finish those checks. An assigned person may check and approve the same item. Checking and approval remain separate, recorded actions.

Existing approval groups appear automatically in the directory after updating. Membership changes take effect on the next refresh; approvals always check the current assignment. Restore or reactivate the team when reopening older work that needs it. The Change history tab records directory changes.

Departments belong to the current project. Selected setup transfers can include departments and new-user memberships. Review named matches explicitly; imports do not silently give memberships to existing users.

Departments can also receive Issues assignments. Active assigned issues block department deactivation until resolved or reassigned. Historical assignment references are retained and can prevent permanent deletion. Membership and general application access remain separate.

Use Department heads to explicitly designate enabled members who may lead and review private verification work. Supervisor status or ordinary membership is not sufficient. Read Designate department heads for permissions and current-membership rules.

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Set up item approval

Checking an item and approving it are separate actions

Choose who may approve

1. Create enabled accounts in **Users & access**. For department review, assign members through **Departments → Manage members**.
2. In **Checklist Editor → Edit item → Separate approval**, choose **Not required** (default), **Named person**, or **Department / group**. Assign an enabled reviewer, save the draft and publish after review.
3. A named rule permits that account; a department rule permits an eligible enabled member. Being an administrator is not an approval assignment or an override.

Check and approve, including your own check

1. Check the item and supply its required readings and photographs. Save and synchronise. The item shows **Awaiting approval**; its checked result remains visible.
2. The assigned reviewer opens **Review approval** or **My item approvals**. Your own checks are included when you are the named approver or an eligible department member.
3. Review the hub-saved result, readings, notes and submitted photos. Confirm **Approve** or **Request changes**. Requesting changes requires a reason and does not erase the check. Checking and approval are separate actions with their account and time recorded; a same-person approval is labelled in the record and report.

When approval must be repeated

Changing the result, readings, note, record details, photo or caption requires fresh approval. Finalisation stays blocked until all required items have valid approval, including N/A entries. Reconnect if saved photos cannot load; a reference illustration is not submitted evidence.

> Decisions require a hub connection and your own assigned account. Do not share passwords. The assigned checker may approve both new and existing records, but nothing is approved automatically and previous evidence is retained. Follow project procedures that require a separate reviewer.

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Use an optional live checklist

Add job-specific tasks as the work develops

Live mode applies to one record and starts off by default. It is useful for a mobilisation or other evolving work list. It does not change the master template or enable live changes on other records.

1. When creating the record, tick **Live checklist**. For an existing record, the creator, a supervisor or an administrator can select **Enable Live checklist** and record a reason.
2. While connected, choose **Add live item**. Enter the task, section and applicable open stage, then save. On the PC, use **Records → Manage / Live edit**.
3. Review the updated list with the team. Each new item starts Pending; earlier completed checks and readings remain intact.
4. Continue checking the items and complete the team readiness step again before finalisation. Turn live editing off when no further structural changes are needed.

Protected items

Only genuinely unused items can be reworded or removed. Items with recorded work and finalised stages are protected. Add another task rather than rewriting evidence already recorded. An administrator is required to add or change a live item that carries an approval requirement.

Updates on other devices

Connected, active phones receive changes on their next refresh. A sleeping or disconnected phone receives them after it resumes and reconnects. Refresh and confirm the latest list before relying on it. Local work against a changed item may need review rather than automatic submission.

> New tasks do not authorise additional work. Follow your organisation’s change-control and operational approval procedures.

From the PC, an authorised user can add instruction pictures and explanations when adding or editing an unused live item. Pictures in existing saved work are not replaced. Introduction changes are master-draft changes for future records only.

An administrator may set Off, Optional or Required photo evidence when adding or editing an unused live item, on the PC or through the browser. A creator or supervisor cannot remove a photographic-evidence requirement. Once work is recorded, add a new item instead of changing its definition.

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Manage checklist records

A record is one job’s checklist and its evidence

Checklist types are reusable templates. Records are the individual job checklists created from those types. Use **Checklist Editor → Library actions → Manage types** for templates and **Records** for job records.

Delete an active record

1. As an administrator, open **Records** and select the active checklist.
2. Choose **Delete active checklist**. Review the reference, enter the required reason and confirm the exact reference.
3. The record leaves the normal list and can no longer accept edits or synchronisation. To recover it, select the **Deleted** filter, choose the record and use **Restore deleted**.

Deletion here is recoverable: saved answers and history are retained. Fully finalised records are protected from this option. Removing a record does not remove its checklist type.

> Tell the team before deleting an active record. An offline phone cannot see the deletion until it reconnects. Preserve its unsent work. After restoration, review any queued phone entries before submitting them; do not clear browser data to remove the warning.

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Export and import project workspaces

Take the saved work you need to another PC

Open **Admin → Projects → Export — choose contents…**. This screen now lists every current workspace, not just reusable checklist setup. Save unfinished work, stop the hub and make a backup before transferring.

Transfer choice	What is saved
Complete project	All saved workspaces, history and database-held files. This includes the newer Inventory, Tasks, Maintenance, Toolbox Talks, Certificates and asset features.
Selected workspaces	Only the selected workspaces and their required supporting workspaces. These are history-bearing project copies, not blank templates.
Reusable setup	The separate checklist setup workflow provides unpublished checklist templates, source documents and selected user/department setup, without completed checklist records. Other workspaces have their own library export controls.

Choose the contents

1. Choose **Complete project** for a whole-project handover. It is selected by default. Review the workspace counts, including empty sections.
2. Or choose **Selected workspaces**, then tick Checklists, Logs, Inventory, Stock verifications, Private tasks, Maintenance, Toolbox Talks, Asset profiles and pictures, Certificates or Original documents.
3. Required supporting workspaces are included automatically and identified below the selection. Dependencies include entire workspaces, not only linked items. For example, certificates require inventory and asset profiles; private tasks require their verification results and inventory.
4. Review the privacy confirmation and choose **Save project export…**. The file ends in **.ajproject**. Your source project is unchanged.

> All project accounts, password hashes, departments, memberships and permission history accompany a history-bearing project copy. A selected transfer is not a report filtered to a recipient’s normal permissions. Give it only to someone authorised to receive the included information. Files are not encrypted.

What each workspace includes

Workspace	Included content
Checklists	Types, drafts, saved records, readings, approvals and completion photographs, with supporting original files.
Logs	Logbooks, entries, correction history, references and pictures. Linked checklist records and their originals travel too.
Inventory	Lists, item records, nested boxes, locations, custody and movement history.
Stock verifications / Private tasks	Shared verification results, or private tasks with their assignments, reviews, results and access requirements. Unselected private verifications are not converted into shared ones.
Maintenance	Routines, work orders, saved steps, approvals and evidence photographs, plus supporting inventory and originals.
Toolbox Talks	Reusable forms, saved briefings, participant and witnessed-guest acknowledgements, and history.
Asset profiles and pictures	Equipment identification pictures, asset notes, responsible contacts and low-stock rules, with the inventory they describe.
Certificates	All saved certificate revisions, original attachment files, date rules and links to assets.
Original documents	The complete original-file library, including unlinked or restricted files. Review it before sharing.

Calendar events and current date/low-stock alerts are generated from the retained dates and rules. There is no separate calendar database to select. Shared user and department history is retained even when some workspaces are omitted.

Import as a new project

1. On the destination PC, open **Projects → Import — choose contents…** and select the **.ajproject** file. Review the actual saved contents and counts.
2. Keep **Complete project** to import everything in that file, or choose a smaller supported selection. You cannot recover work that was omitted when the file was exported.
3. Confirm the contents and select **Continue to new project…**. Give it a name and a new or empty data folder. An existing project is not overwritten or merged.
4. Open the imported project and sign in using an enabled administrator account from the export. Configure the destination's approved network address and trusted connection separately.
5. Check saved records, attachments, assignments and reports before using it operationally. Coordinate the handover: two independent copies do not synchronise automatically.

> Server HTTPS certificates/private keys, live sign-in sessions, unsent device drafts, external source files, local INI/log files and earlier backup files do not travel in this project package. Stored asset certificate documents DO travel when Certificates is included. Keep necessary device work and connection setup separately.

Imports use a new project identity. QR labels linked to the previous project may need to be generated again. A historical project with additional unrecognised tables can be transferred in Complete mode; a selective transfer stops rather than guessing which data to omit.

Transfer reusable definitions instead

For checklist-only setup, choose **Need reusable setup without operational history?…** in the export window. This is the earlier setup importer/exporter, kept for compatibility; it is not the all-workspaces project handover. It can provide new unpublished checklist drafts, original files, disabled Technician profiles without transferable passwords, department definitions and suggested defaults. Review mappings and assign local reviewers before enabling accounts or publishing.

For a Logs definition, Inventory structure/current-item package, or Toolbox form, use that workspace’s own export option. Those formats are deliberately narrower: do not use them as a substitute for a full backup of certificates, asset pictures, maintenance or task history.

> Exported and downloaded copies cannot be recalled by later changing permissions. Store transfers in an approved protected location. Do not use a project copy as a live multi-vessel synchronisation service.

Fleet and manifest dependencies

Vessels and manifests now appears in the project-workspace selector. Inventory and Fleet depend on each other so a selected inventory transfer cannot drop recorded custody or shipment history. Fleet also retains the supporting asset profiles, certificates, maintenance and source documents. Dependencies include whole workspaces, not just the shipped rows.

> All site-directory and vessel-access settings accompany history-bearing project transfers with the accounts, even when logistics history is omitted. This avoids importing a vessel-restricted account as an unrestricted project user. The export is administrator-only, includes all selected sites and is not filtered to a particular vessel recipient. Review all included sites and supporting files before sharing.

Complete project copies and complete backups retain all fleet tables, original shipping files and history. Narrow Inventory structure/current-item packages cannot retain this complete fleet evidence: exporting allocated item rows through that format is blocked. Use a full or dependency-aware project transfer. Structure-only inventory export remains available.

Vessel log scope in transfers

Complete project copies retain logbook-to-vessel links, per-user site log rights and their access-change history. A history-bearing selected Logs transfer includes these with the retained site directory and accounts; omitting Logs omits its scope and rights too. The transfer remains administrator-only, unencrypted and not filtered to a single vessel.

A standalone **.ajlogs** export transfers a logbook without vessel grants. It imports as a new project-only logbook. Review its content and deliberately link it to a local vessel and users before using it in the vessel portal. It does not modify or restore the original scope automatically.

Phone access and installation

Use the team’s hub address

The administrator chooses and saves the team-facing address in **Hub & phones**. The displayed URL, QR and browser Connect another phone page use that choice. An adapter refresh does not override it. Read **Choose the hub network address** when using a PC with several networks.

Open the hub address supplied by the administrator, or scan the QR code from **Hub & phones**. A phone connects to the PC hub; it does not need its own Windows installer.

Add a home-screen shortcut or install the app

Choose **Install app** below the page header or **Install app / home-screen options** from the menu. Follow the instructions shown for your browser. Some devices provide a shortcut; a full app installation is offered only when the browser supports it.

Full installation and offline reopening require a secure connection trusted by the device and a successfully loaded app. Your administrator or IT team should arrange secure access. Do not bypass certificate warnings or disable browser protection.

Work safely offline

Before depending on offline access, open the app and the relevant record while connected. Test reopening it without the connection. A home-screen icon alone does not prove that offline access works. The hub is still needed to share records, create new records, approve items and change checklist structure.

> Keep one active main Wavelink editing window per browser. Use the dedicated Open separate window command for independent log windows; do not simply duplicate the normal app tab. Before changing browser, address or connection settings, synchronise or export unsent work. Your local drafts may not appear at a different address.

A change of active project at the same address requires an explicit browser switch and a new sign-in. The previous project’s saved work remains separate. At a different address or PC, recover/synchronise the old browser workspace before handover.

The separate Fleet portal requires a live hub connection for its logbooks and entry forms. The main project app’s offline queue does not apply to Fleet. Save or cancel its open form before closing or switching accounts.

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Secure connections

Ask your administrator or IT team to arrange trusted access

A trusted secure address begins with HTTPS and opens without a certificate-warning page. Ask your hub administrator for the approved address and any device-enrolment instructions. Do not simply change the letters in an existing address and assume it is ready.

Before changing the address

1. Synchronise all devices and save a hub backup. Preserve any local work that cannot yet be sent.
2. Have IT confirm the hub’s address and install a suitable certificate. In Admin, the certificate and key settings are under **Settings**.
3. Use only an approved trust certificate on your phone or computer. Never copy or share the hub’s private key.
4. Restart the hub as instructed and open the approved secure address. Sign in again if requested. Stop and ask IT for help if the browser reports a certificate problem.

> A change from HTTP to HTTPS uses a different browser workspace. Hub-saved records remain on the hub, but unsent entries at the old address do not automatically transfer. Do not clear the old workspace until its work has been recovered.

Record certificate renewal responsibility with your administrator. Contact support for setup assistance when no IT-managed certificate service is available.

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Back up and update

Protect project data before changing the application

Save a full project backup

Use **Backups & support → Save hub backup** and keep it in an approved location outside application and removal folders. It contains saved project records, accounts, inventory, task and maintenance history, certificates and original files. Recover unsent forms, photos and unsaved editor changes separately. Full-project packages are not encrypted and do not contain the network certificate setup.

Update in place

1. Save and synchronise device work, including separate log windows, then export a backup.
2. Stop the hub and close Admin. Run Setup under the same Windows account.
3. Keep the detected Application and Project data folders and choose **Install / update**. Do not uninstall first or clear browser data.
4. Open the expected project, check the version and existing records, and restart the hub at the same address. Test a practice record before live work.

Recovery of the application, not the project

Before changing dependencies or files, Setup snapshots the known application files, existing private runtime, settings and project catalogue. On Windows it also snapshots affected shortcuts and uninstall-registry values. Additional disk space is required. Failure to make the snapshot stops before update commands run.

A detected installation failure attempts restoration. Project databases, documents and browser drafts are **not rolled back**. Following interruption recovery, close and reopen Setup so restored locations are read again. If recovery cannot finish, preserve the reported snapshot and journal, do not launch the app, and contact support. Real Windows and power-loss acceptance tests are still required.

Restore or transfer deliberately

A project restore replaces saved project state. Coordinate with the team, preserve current work and stop the hub first. A complete project imported as a new project has a new hub identity; review and reprint QR labels. A copy made during an explicitly requested data move can remain after a failed install: do not operate it as a second hub.

Complete and history-bearing selected Logs transfers retain the applicable vessel links and grants. They remain administrator-only, unencrypted and not filtered to one recipient. A standalone .ajlogs file imports as a project-only book without vessel grants; link it deliberately. Review the transfer guide before sharing.

An unexpected first-account screen means stop: verify the selected project, Windows account and data folder. Reinstalling cannot recover deliberately deleted project data.

Uninstall Wavelink

Keep records unless you deliberately choose to remove them

Open **Uninstall Wavelink** from the Start menu or the Windows installed-app entry, using the Windows account that installed it. Updating does not require uninstalling first.

Remove the app only	DEFAULT. Removes the application and shortcuts while keeping all project data.
Complete uninstall	Removes application files and only the verified project folders you deliberately tick. Those folders may include databases, users, history, photos, settings, originals and internal backups.

Review before confirming

1. Synchronise or export work on every phone. Keep needed backups **outside** the folders being removed. Stop the hub and close Admin and Setup.
2. Application-only removal is preselected and project-deletion boxes start empty. Choosing Complete uninstall alone does not select data. Review each exact path and tick only the projects you intend to delete.
3. Check again keeps your choices only for still-verified folders. Newly discovered or added folders stay unticked; unavailable folders are deselected. Returning to application-only removal clears deletion selections. Refresh clears the typed REMOVE confirmation.
4. Confirm your backup, type **REMOVE**, choose Uninstall and review the final warning. Project deletion is permanent. Read the result and preserve any reported remaining paths.

Pending recovery or locked files

If a setup-recovery journal exists, uninstall stops before deleting anything. Keep the snapshot, close the hub and rerun Setup first. A failed snapshot cleanup can leave recovery files for support. Locked, linked or unverified locations are reported rather than silently declared removed. The tool does not force-close the app or disable security protections.

What uninstall does not remove

The private app runtime and recognised setup logs are removed. Shared Python, unrelated files, other users' installations, external backups, exports and unselected projects remain. The tool does not scan every drive. Shared or network projects must be handled by their owner.

Browser-only work, saved passwords, pinned shortcuts and trust certificates are not removed with the PC hub. Recover required local work first, then use the relevant browser's controls to remove this app's site data or home-screen entry. Do not clear another project's workspace; ask IT before removing shared trust certificates.

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Find and move inventory

Select the equipment, choose its destination and review the move

Open **Inventory** and choose the inventory list. Search by item, model, serial or asset reference. Location, owning department and original source tab are separate filters; a source tab is not automatically a department.

Search remains visible. Use **Filters** for location, department and original source tab. **More tools** holds QR labels, new verification sessions, exports, low-stock alerts and expand/collapse commands; everyday move actions stay visible.

On a smaller Admin window, **Filters…** opens location, department and original-source choices. **More actions…** keeps Add, Edit, Open, History and Archive available while leaving the main movement controls visible.

Select rows on a computer

Click a row to select it. **Ctrl-click** adds or removes individual rows; **Shift-click** selects a range in the displayed order. Ctrl+Shift-click adds a range. On a Mac browser use Command instead of Ctrl. With the table focused, Ctrl+A selects visible rows and Escape clears the selection. Selecting does not move stock or verify any result.

Use **Open selected**, or double-click a box, to see its contents. Double-click an ordinary item for its details. On phones, tap the item name to open it and use the selection boxes to select several items. Filters and collapsed boxes can hide rows: movement uses the displayed selection, not hidden matches.

Choose the right move action

Action	Result
Move to a location	Moves selected top-level records to a standalone location. Selected items are removed from their previous box; nested contents of a selected box remain inside it.
Put in a box	Choose a destination box. The moved equipment inherits that box’s location and owning department automatically.
Take out of a box	Select contents currently inside a box, then choose where to keep them as standalone records. Other contents stay where they are.

The movement form shows the selected top-level records, their current positions and the number of nested records that follow. Review the destination, enter the reason, tick the confirmation and choose **Confirm move**. Nothing moves merely by selecting or opening the form.

Partial quantities apply only to eligible non-serialised, untagged stock with known quantities, never boxes. Blank moves the whole record. Quantities remain conserved; unknown quantities are not assumed.

> Movement requires the existing Move items permission. A box cannot go inside itself or its descendants. A changed source, box contents or destination can require a new preview. A movement can require rechecking an open verification; it does not change completed historical reports. Use a Fleet manifest for movement between vessels, not a location change. Pending received equipment uses **Fleet → Receiving & placement**, not a normal move. **Item journey** shows its saved route.

Build an inventory

Create the structure before entering stock

1. As an administrator, open **Inventory → List setup → Inventory Builder**. Enter the list name and purpose.
2. Add storage locations, one per line. Unassigned and In use are supplied automatically. Department custody uses existing project departments; manage those under Departments.
3. Add optional fields only when needed. Available types are text, number, date and dropdown choice. Item name, model, serial, asset, quantity, dates, department and location are already included.
4. Review and select **Create inventory**. This saves an empty list, not an imported stock count. Add items or import a prepared inventory package separately.

Back and Next retain changes inside the open wizard. Nothing is saved until Create inventory. Cancel asks before discarding unsaved builder changes. Additional-field structure is fixed after creation; locations can be added later through Locations.

Permissions

Administrators build/import lists. Under Users & access → Permissions, control View inventory, Add and edit items, Move items, Run stock verifications and Export reports separately. Users with role defaults receive the applicable new access; users with explicitly restricted settings require an administrator to grant the new permissions.

By default, technicians can view inventory and check stock; supervisors can also add/edit and move items. Administrators have full access. Department membership is not a substitute for an application permission.

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Stock verification

Verify inventory without losing your place

1. Open an inventory and choose **Stock verification → New stock verification** on the PC, or New stock verification in the browser. Name the exercise and choose all items or a location/department scope.
2. Start the stock verification. Its scope is a fixed list of active records at that moment. All start unchecked even when a previous stock verification covered the same equipment.
3. Work through **Still to verify**. Open an item and choose Found / verified, Missing or Discrepancy. Enter counted quantity when an expected quantity is recorded. Explain missing or discrepant results. Save the verification result.
4. Saved results move to **Verified**. Reopen the same stock verification to continue later. Use All items to compare progress. Refresh to see checks saved by other users.
5. Close completed only after every scoped record has a current check. Explain the outcome and explicitly acknowledge any recorded discrepancies. Cancel verification records an unfinished exercise without pretending it was complete.

> Changed or moved items require recheck before an open stock verification can close. A check is not silently transferred to a new department or location. New inventory records added after the start are outside that original scope; use a further stock verification to cover them.

Verified means a result was recorded, including Missing or Discrepancy—not that equipment was found or is fit for use. Results do not automatically change inventory quantities. Selecting rows for movement does not verify them.

Use Return to unverified with a reason to revisit a result; previous evidence remains in History. Closed reports keep their close-time item and check details even if equipment moves later. PDF export is available from the stock verification.

Saving a stock check needs a connection. Browser check forms can be kept locally, but are never submitted automatically. Reconnect, reopen Local forms, review and Save to hub. A changed item/version can require starting the check again against current data.

Review an earlier result

When you reopen an item already verified, its saved result, counted quantity and notes are shown as the starting values. Change only what you have reviewed and provide a reason before replacing that result. Opening the editor does not save a new verification.

Found / verified uses green. Missing uses red; Discrepancy and verification required again use amber. On a phone the outcome is also shown beneath the item name. Always read the result text: colour alone is not a decision about equipment availability.

For a restricted assignment, use Tasks rather than an ordinary stock verification. An ordinary stock verification remains shared with users who have the relevant Inventory access. Read Assign private verification tasks and Keep items inside boxes and kits.

Open the right item by QR

Choose **Scan QR** in the browser verification. Use Start camera on a supported browser with trusted HTTPS, read a QR photograph where supported, or paste the scanned label link or complete asset ID. On the PC, **Scan / enter QR…** accepts a USB/Bluetooth scanner or a pasted link. Scanning only locates the item: inspect it, enter the result and save deliberately. An earlier saved result is shown for review rather than overwritten.

A code from another project or an item outside this verification is rejected. It is not added to the original scope. Use a separate verification for additional items. Read **Scan labels during stock verification** for camera availability and recovery.

Keep an item where you found it

In the item’s verification form, choose **Found elsewhere? Move & verify…**. Select a location / area or destination box and enter a movement reason. Review the affected-item count, then save the move and verification together. This needs both Inventory view and Move items permission, as well as verification access. Without movement permission, record the different position in your notes and ask an authorised person to update it.

> The original expected position remains in the verification. Moving a box moves its contents but does not verify them; their existing checks may need repeating. Other open verifications also require rechecking changed records. A missing item cannot be relocated to an observed position. A failed combined save leaves both the movement and check unsaved; refresh and review newer data before retrying.

Moves do not change the recorded quantity to match a count. Current results and PDF reports include the saved before/after position and movement reason. Earlier movement/check evidence remains in History. Closed verifications are not changed.

In-transit assets cannot be changed or marked Found: receive them through Fleet first. Quarantine release remains a separate, explicit action.

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Import and export inventory

A separate list, not an automatic merge

1. Save a project backup. In Admin → Inventory → List setup → Import inventory, choose a prepared **.ajinventory** file. The inventory importer does not accept an arbitrary Excel layout.
2. Review the proposed list name and item-record count. Confirm to create a new separate inventory. Existing lists, checklists, logs and accounts are not overwritten.
3. Inspect source review notes on imported records. Blank quantities remain unknown; source rows are not automatically merged on repeated names or asset labels.
4. Assign local departments deliberately after import. Source department information may be kept as evidence, but account memberships and active custody assignments are not created from a source name.

Choose what to export

Inventory → List setup → Export offers an .ajinventory package with current active item records, or structure only when Include current active item records is unticked. A structure-only file contains the list, locations and additional-field definitions but no stock. Exact repeated package imports in the same project are blocked.

The CSV export contains current values for active and archived records, along with source information and review notes. Item/source identifiers remain text. CSV is a reference table, not an inventory package to re-import.

Setup packages exclude archived items, movement history and stock verification progress. Use a **full project backup or full-history project transfer** to preserve the complete database, including all inventories, stock verifications and toolbox talks. A full transfer creates a separate project, not two synchronised copies.

> Exports are not encrypted. Review source cells, names, serials and private project information before sharing. Hub backups cannot include forms still held only on a phone. Keep source files and approved backup copies separately.

Imported source worksheet names and cell values remain available independently of current custody. The importer does not guess owning departments from room names, source tabs or empty location cells. Filter by Original source tab and assign custody deliberately after checking the physical stock. Do not import the same stock again merely to change a filter or assignment.

Current-item exports retain container IDs and remap parent links during import. They do not automatically assign source departments. Full project transfers preserve current department assignments, open/private verification work and maintenance history.

Full project transfers include asset photographs, certificate files, contact and low-stock settings. Narrow inventory packages do not include those additional asset records. A transferred project has a new hub identity: review and reprint QR labels.

For a saved project handover across all current workspaces, use **Projects → Export — choose contents…** and choose **Complete project** or a supported selection. The preview lists current workspaces and required dependencies. Read **Export and import project workspaces** before sharing; original-file and private-history permissions are not a filter on the exported database.

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Conduct a toolbox talk

Discussion and understanding, then personal acknowledgement

1. Open **Toolbox Talks → New toolbox talk**. Choose an available published form. The record keeps that exact form revision.
2. Enter Site / Location, Project Number, Client, JSA reference, the work description and event date/time. This application records the event time in UTC; confirm any source document’s time convention.
3. Tick only the discussion elements actually covered. Complete the supervisor’s understanding questions with Yes or No. They start unanswered.
4. Select all named project users attending, and use Add guest for visitors without accounts. Adding a name does not sign for them. Save the talk before requesting acknowledgements.
5. Each attendee signs in, opens the saved talk, reads it and selects **I have read and understood** or Acknowledge personally. Each person confirms only their own acknowledgement.
6. When all understanding answers are Yes, every listed project user has acknowledged and all listed guests have witnessed acknowledgements, the talk owner or an administrator may finalise it. Finalisation locks the record.

> Any No or unanswered understanding response blocks acknowledgement and finalisation. The supervisor must go through the information again, record the rebrief and deliberately update the answer only after everyone understands. Earlier answers remain in History.

Changing saved content, prompts, understanding answers or attendees requires all attendees to acknowledge the revised content again. Prior acknowledgements stay in History; they do not count as signatures of new content. Refresh before final review when another person is updating the talk.

Project users acknowledge personally; a supervisor cannot sign as another account. Guests use the separate witnessed typed-name process in **Add guests and collect acknowledgements**. Neither method is a certified digital signature or authority to start an operation.

Permissions control viewing, conducting, acknowledgement and export. The owner or an administrator with conduct access can edit, cancel or finalise. Cancellation requires a reason and retains history.

First briefing or a later amendment?

The first briefing uses **Save briefing** without a change reason, including an untouched newly created talk. Later saved changes need a reason and renewed acknowledgements. Saving identical values does not create another content revision.

Select several topics or attendees

Topics and attendees are in separate tick-box groups. **Check all discussion topics** requires confirmation that every topic was covered. Clear discussion topics resets those ticks. **Select all eligible users** selects attendees; Clear attendees removes that selection. These controls do not answer understanding questions, acknowledge or finalise. The title and Close control remain visible while scrolling.

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Build and import toolbox forms

Keep reusable forms separate from recorded meetings

1. In Admin → Toolbox talks, open **Toolbox Builder**. Enter the form name, optional document code and purpose.
2. Add discussion prompts one per line. An optional group prefix uses a vertical bar, for example **LOTO | Electrical**. Prompts are discussed/not-marked ticks, not checklist completion results.
3. Add Yes/No understanding questions and the supervisor instruction. All questions must ultimately be Yes before a meeting can be acknowledged or finalised.
4. Enter the declaration attendees must read. Review the form, then save an unpublished draft.
5. Open **Templates / publish**, preview the form and its source, then deliberately publish the reviewed form with a change summary. A published form can be revised without changing earlier talk records.

Use a prepared source form

Import form accepts a prepared **.ajtoolbox** file. It creates a draft, retains source attribution and does not copy names, signatures, discussion ticks or completed answers. Review and publish locally before use. Uploading the original Word form to Original documents is a separate way to preserve the source; it does not build a talk automatically.

Export form saves the reusable definition and attribution without meeting history or acknowledgements. Archive hides a form from new talks, while previous talks keep their own revision. Full project backups and full-history transfers retain templates, meeting records and acknowledgement history.

Operational briefing drafts and reports

Save native form edits before closing. Operational browser briefings can use Local forms; Keep draft & close does not submit them. Reopen and Save to hub while connected. Browser definition authoring is different: it is online and in memory (pages 86-87).

A toolbox PDF includes site/project/JSA details, event time, work description, all discussion prompts, understanding answers, project-user acknowledgements and a separate table of guest names, typed acknowledgements and witnesses. Open or cancelled records are clearly identified. Source authorship and revision are not the same as the account importing or publishing a form.

Native first publication records the reviewing administrator and time after source/form review. The browser authoring workflow requires an explicit reason and confirmation for every save and publication. Later publications retain their change summary.

For a saved project handover across all current workspaces, use **Projects → Export — choose contents…** and choose **Complete project** or a supported selection. The preview lists current workspaces and required dependencies. Read **Export and import project workspaces** before sharing; original-file and private-history permissions are not a filter on the exported database.

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Add guests and collect acknowledgements

One shared talk, each participant's own confirmation

Project users

The talk owner selects the attendees and saves the briefing. Each participant signs in with their own project account, opens the same talk from Toolbox Talks, reads it and chooses I have read and understood. Several participants can acknowledge independently; no one signs for another account. Up to 150 participants, including guests, can be listed.

Add visitors without accounts

1. The owner opens Conduct / update in the browser, or Open / conduct in Admin. Choose Add guest and enter the visitor's name and optional organisation. Save the changed roster with a reason. Adding a name alone is not confirmation of attendance or a signature.
2. After the briefing details and understanding responses are saved, choose Guest acknowledgement beside the person's name. In Admin, select the talk and choose Guest acknowledgement, then select the guest.
3. Pass the device to the guest. They read the saved work description, discussed elements and declaration, type their full name exactly as listed and confirm personally.
4. The facilitator confirms that they witnessed that guest acknowledge in person, then saves Record witnessed acknowledgement. A browser connection is required; acknowledgements are not queued or sent later automatically.

> A guest acknowledgement is a witnessed typed-name record, not guest account authentication or a certified digital signature. It identifies the guest and the account that recorded the witness statement. Never confirm for an absent guest or use another person's login. Follow your organisation's requirements when a handwritten or certified signature is required.

Changes and final review

Changing saved briefing content or the participant roster requires all participants to acknowledge that revised version again. The earlier acknowledgements remain in History. A stale screen cannot acknowledge newer content. Adding further attendees before collecting acknowledgements avoids unnecessary re-signing.

The owner or an administrator finalises only after every understanding response is Yes, every listed project attendee has personally acknowledged and every guest has a witnessed acknowledgement. A No requires rebriefing, not an automatic change to Yes. Finalisation locks the record; create a further talk when circumstances change.

Viewing or acknowledging a talk does not grant conduct permission. Export PDF identifies registered-user and guest acknowledgements separately, with their recorded UTC times. Full project backups retain the complete history; form-only exports do not transfer signatures or attendance.

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Help and support

Keep the detail useful and your data private

What you see	What to do
Workspace busy or another tab is active	Close other Wavelink tabs in the same browser. Wait about 45 seconds and reopen one. Keep browser data intact.
Storage unavailable or unsent entries	Do not clear site data. Preserve or export local work and contact the administrator.
Cannot reach the hub	Check the hub is running, use its shared address and confirm both devices are on the approved network.
Access denied during a folder change	Close Setup and Admin, keep the original project intact and retry with the latest installer and a new or empty destination. Ask IT to check access if it continues.
A type is missing	Check the Archived and Deleted filters in Manage types. Drafts do not appear when creating a record until published.
An approval cannot be completed	Check the assigned reviewer or group, confirm the reviewer is assigned and synchronise the latest evidence.
Unexpected account setup after updating	Stop. Confirm the Windows account and installation location with the administrator or support.
Page jumps on refresh	Load the current app version after preserving work. Do not clear browser data; report the page and version if it continues.
Display did not update	The action may already be saved. Refresh and check before repeating it. Preserve unsent work and report the error.

Contact Adriano Carneiro

Use **Contact** or email support@mywavelink.com with the version, action and exact message. A non-sensitive screenshot can help. Nothing is sent automatically.

Review logs before sharing. Do not send passwords, private keys, client information or operational records without authorisation.

> For urgent operational or safety issues, use your vessel or company’s established channels. This support address is not an emergency service.

A required-photo warning means completion evidence is missing; instruction pictures do not count. Use JPEG/PNG, preserve drafts and reconnect for unloaded pictures.

Originals need the correct project, access, connection and a compatible viewer. Do not rename extensions to bypass file checks.

Task access may change after reassignment. Preserve unsent work and ask the administrator. Reopen separate log drafts using their saved window links.

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Create and use logbooks

Operational events alongside your checklists

Logbooks belong to the selected project. Use them for events, measurements, issues and offset registers alongside your checklists. For restricted accounts, read **Use vessel-specific logbooks**; that separate portal has no offline queue.

Work in the log table

Open **Admin → Logs**, or **Logs** in the browser. Choose a book and section. Scroll within the rows or across columns; headings and controls remain visible. **All columns** shows every field. Open an event for its full details.

LOG ON is green and LOG OFF is red. New day entries use a warm highlight; a DNP marker stays explicit. Line status uses green for Completed, yellow for Partial and red for Not Attempted. The event/status text remains visible: colours do not control equipment, approve a run or certify work.

Create, enter and correct

1. On the PC, open **Logbook setup → Log Builder wizard** to select sections and fields. Review and create an empty logbook. **Set up offset tables** adds missing standard registers to an older logbook.
2. Choose Add entry. On the phone/browser, LOG ON and LOG OFF prefill an event form only; review its actual UTC time and values, then Save to hub. Nothing is submitted by the shortcut alone. The signed-in account identifies the author; no surveyor initials are required.
3. Select a saved row before choosing **View / correct** or History. The author or an authorised supervisor/administrator can correct it with a reason; earlier values remain in History. Voiding does not erase an entry. Source initials remain separate from the importer.

Filters and automatic updates

Entries are newest first. **Filters** opens over the table without shrinking it. Apply search/dates, then Close filters. Clear UTC dates to include unconfirmed times. Routine updates retain scrolling and forms; desktop Refresh keeps the selected section and page. Another logbook, deliberate navigation or a full reload can start a fresh view.

Open **Logbook details & source notes** separately. On a phone or short window, swipe the action bar sideways for the remaining commands; Add entry and LOG ON/OFF remain at the start.

> Phone forms keep local drafts as you type. Keep draft & close retains an unsent form; resume it through Unsent log drafts. Reconnect, review and Save to hub: drafts are not submitted automatically. Do not clear browser data. Save PC forms before closing. Backups exclude phone-only work; unloaded logs and pictures need a hub connection.

For imported equipment pages, use **References → Review selected**. Releasing a page controls team access; it is not engineering approval.

Assign Issues through the user/department selector. Recipients follow **Assigned to me**; assignment does not grant edit permission.

Use Expand view or Open separate window to keep the log visible while working elsewhere. Section legends are contextual; read Expand a log and keep another window open for independent drafts and recovery.

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Import a multi-tab operations workbook

Review every tab before creating a historical logbook

1. Open Admin → Logs → Logbook setup → Import workbook. Choose an XLSX/XLSM up to 64 MB with no more than 100 worksheets. No macros, calculations, external files or queries are executed.
2. Review the inventory of every sheet, including hidden or excluded sheets. Toggle the desired tabs and use Review selected sheet to inspect counts, mappings, warnings and sample values.
3. Enter the new logbook name and confirm the destination project, source status, units and permission to import. Confirm Survey times as UTC only when verified; otherwise retain the unconfirmed source times.
4. Import into new logbook creates a historical snapshot, not a merge or live connection. An exact repeat workbook import is blocked in that project.

What becomes a working section

Recognised OnlineLog, Survey, SVP, Weather, Line Status, Draft and Issues layouts use explicit field mappings. Recognised Lever Arms and C-O layouts add offset register entries. Blank template rows and status placeholders are not invented records. Unrecognised headers remain reference-only.

Lever Arms convention blocks remain separate, with their original axis labels. C-O Qinsy-sign and respective-system-sign groups become separate entries. Saved values, inactive formulas and source cells are retained. No signs or frames are converted, no units or origins are inferred, and formula results are not recalculated. Imported offsets are unverified source records.

References and sensitive material

Selected tabs also retain source-reference pages containing saved cells, explanatory text, picture placements and layout notes. Source errors stay visible; source names and initials are not authenticated account signatures. The signed-in importer is recorded separately.

Passwords, IO Moxa and Corrections are excluded as whole tabs because of credential/service-access information. Every other reference page starts restricted to administrators. Review the complete cells and pictures before release; other pages may still contain confidential details.

> Keep the original for its exact layout and vector graphics. Import does not recreate live queries, VBA, automatic Qinsy capture or validated calculators. Review errors, coordinates, units, times and offset formulas before use. To store every original tab too, add the workbook in **Original documents**; that separate complete file retains credentials and needs appropriate sharing permissions.

For vessel-only readers, review and link the whole book under **Fleet & manifests → Vessel logbooks & permissions**. That portal requires separate log rights and a hub connection; it does not use this workspace's offline queue.

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Review equipment and illustrated references

Keep historical settings separate from current instructions

Imported equipment pages preserve saved workbook cells, explanatory text and source pictures. They start restricted to administrators. Release lets the project team read a page; it does not approve its technical content.

1. Open **Admin → Logs → References…**. Select a source page; the first available page is selected automatically. Choose **Review selected…** or double-click it.
2. Choose **Open full page** to inspect all the saved cells, notes and full underlying images. If the default viewer cannot open, the app shows the saved file path.
3. Check confidential information, current applicability and equipment revision. Enter a reason and tick the acknowledgement, then choose **Release to team**.
4. Users with Logs and reference-view access can open the released page under **Equipment & references**. Use **Restrict page** to stop future app access; copies already downloaded cannot be recalled.

Pictures and source limitations

Underlying images may reveal content outside an Excel crop. Review every picture before release. Inactive source formulas, source errors and recorded sign conventions are preserved, not recalculated or certified. Vector-only connectors and the exact Excel layout are not reproduced. Instruction pictures are not evidence of newly completed work.

Keep useful evidence

Open full page saves a local preview inside the project’s reference_previews folder. Treat that file as confidential too. Use the log reference export options to transfer the source pages and pictures deliberately; a full project backup preserves their saved database content. The original workbook remains the authoritative source for its exact presentation.

> A saved log entry’s View / correct action and a source page’s Review selected action do different jobs. Select a log row before correcting its values; select a reference page before changing who may read it.

For vessel-only readers, review and link the whole book under **Fleet & manifests → Vessel logbooks & permissions**. That portal requires separate log rights and a hub connection; it does not use this workspace’s offline queue.

Export and transfer logbooks

Choose definitions, historical entries or reference material

Export the working log as a table

On the phone/browser select **Export report**. In Admin use **Logs → Report**. Excel and PDF use a compact log table with the same column order, newest-first rows and LOG ON/LOG OFF colours as the working view, rather than a separate page of labels for every entry.

1. Choose Working columns for the compact view, or All columns and Notes for the complete field set. The browser initially follows the current All columns setting.
2. Review search, UTC dates and Include voided. All matching saved entries are exported, not only the currently displayed page. Clear UTC dates to include unconfirmed source times.
3. Choose Excel log table for the current section, or All log sections for one worksheet per section. Headings and Date/time are frozen. The file contains literal saved values without executable formulas or macros.
4. Choose PDF log table for the selected section. The report is landscape, with repeated table headings and page numbers. Wider tables use A3; very wide All columns reports continue in numbered column groups with identifying columns repeated. The limit is 1,000 entries.
5. CSV contains the same chosen table values but no colours or formatting. Text that could be interpreted as a formula is quoted for spreadsheet safety.

> Routine reports show the current saved values, not unsent drafts, every previous correction, reference-page screenshots or equipment approval. Long text remains in the exported cells; PDF rows wrap and continue onto later pages rather than truncating the entry.

Transfer definitions or full log history

Use **Admin → Logs → Logbook setup → Export / import** for a portable .ajlogs package. Definitions are always included; tick entry history, reference pages and reference pictures as needed. For definitions only, leave all three off. Offset registers travel with their definitions and selected history.

Reference pages may include historical source rows even when entry history is unticked, as well as restricted information. Their export includes restricted pages. Packages are not encrypted. Import creates a new logbook, not a merge; imported pages need a new local review. Full project backups and full-history project transfers include saved logbooks.

> A report is not a restorable backup. Keep project backups and the authorised source workbook. Import either a prepared logbook package or the original workbook for the same history, not both.

For a saved project handover across all current workspaces, use **Projects → Export — choose contents…** and choose **Complete project** or a supported selection. The preview lists current workspaces and required dependencies. Read **Export and import project workspaces** before sharing; original-file and private-history permissions are not a filter on the exported database.

Vessel log scope in transfers

Complete project copies retain logbook-to-vessel links, per-user site log rights and their access-change history. A history-bearing selected Logs transfer includes these with the retained site directory and accounts; omitting Logs omits its scope and rights too. The transfer remains administrator-only, unencrypted and not filtered to a single vessel.

A standalone **.ajlogs** export transfers a logbook without vessel grants. It imports as a new project-only logbook. Review its content and deliberately link it to a local vessel and users before using it in the vessel portal. It does not modify or restore the original scope automatically.

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Record lever arms and angular offsets

Keep coordinates, origins and sign conventions explicit

Lever arms record sensor positions relative to a stated origin and coordinate convention. C-O records angular corrections and their sign convention. Keep different systems and axis conventions separate; do not assume missing units or convert signs without an approved basis.

1. Open the intended logbook and choose **Set up offset tables…**. The window shows whether Lever arms / offsets and C-O / angular offsets already exist, with their entry counts.
2. Choose **Open table** for an existing section. To add missing sections, review the change note and choose **Add missing tables**. If both are present, nothing needs adding.
3. To record an offset, select its section and choose **Add entry**. Enter the sensor, convention, origin, axis labels, values and units.
4. To load historical Excel measurements, use **Import workbook…** or import a prepared **.ajlogs** package. That creates a new populated logbook; setting up tables alone does not copy measurements.

> Existing entries are not rewritten when tables are added. Offset dates, units, reference origins and source formulas that are unconfirmed remain unconfirmed. Verify them against the applicable configuration. Corrections require a reason and retain the previous values in History.

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Set user permissions

Give each account the access it needs

1. Open **Users & access → select user → Permissions…** as an administrator.
2. Start from Role defaults, View only or All operational access, then review each tick box. Viewing an area is required before its action permissions can be enabled.
3. Enter a reason and Save permissions. The user signs in again with the new access; saved work is not erased.

Area	Available controls
Checklists	View, create records, record checks, approve assigned items, manage eligible live items, finalise and export.
Logs	View, add, correct own or all entries, void, export and view released references.
Inventory	View, edit items and asset profiles/pictures, move stock, run verifications and export/print QR labels.
Tasks	View and perform scoped tasks, manage/review eligible assignments and export scoped reports.
Maintenance	View, record assigned work, manage orders, approve assigned steps and export.
Toolbox Talks	View, conduct owned talks, personally acknowledge and export.
Certificates	View including source files, create/update records and export register reports.
Calendar	View dates and links, still subject to each source permission.
Original documents / backups	View/download originals; download the full project backup subject to private-task safeguards.

> Administrators retain full access. Restricted accounts use Technician or Supervisor roles. Private-task membership and assigned approvals are additional checks; a permission does not grant an assignment. Full database downloads are administrator-only while private tasks exist.

Existing explicit restrictions do not gain new capabilities automatically. Source files already downloaded cannot be recalled by changing permissions. Project, user, department, template and library management remain administrator-only.

For a person who must see only selected vessels, use Fleet & manifests → User vessel access and explicitly choose Vessel-only access. General project permissions and department membership are not vessel boundaries. Read Set vessel-only access before changing an account.

Vessel-specific Logs are available through **/fleet → Logbooks** only after an administrator links the book and grants the account separate site log permissions. Existing project-wide accounts retain their broader access. Read Use vessel-specific logbooks and Set vessel log permissions before commissioning restricted accounts.

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Build a logbook step by step

Create the sections and entry forms your team needs

1. Open **Admin → Logs → Logbook setup → Log Builder wizard…**. Choose Vessel operations, Activity only, Issues and handover, Weather and SVP, or Blank custom log.
2. Enter a name and an optional purpose. The logbook belongs to the project currently open.
3. Add, rename, reorder or remove sections. Built-in sections include Activity, Survey runs, SVP, Weather, Line status, Draft measurements, Issues, Lever arms and C-O. Each section becomes a tab.
4. Choose each section and configure its fields: text, number, date, time or dropdown. Add units, required fields and choices. Do not add author initials; the signed-in account and save time are recorded automatically.
5. Review the full structure, tick the review acknowledgement and choose **Create logbook**. The new empty logbook is selected; choose a section and **Add entry** to begin.

Back and Next retain changes only inside the open builder. Nothing is saved until Create logbook. Cancelling asks before discarding the unfinished setup. This does not publish a checklist, copy history or overwrite another logbook.

> Field structures are fixed after creation in this release. Create another logbook for a different structure. The offset setup action can add the two standard offset tables to an older logbook without changing its entries. Units are labels, not automatic conversions or validated operational limits.

Assign issues and follow alerts

Read the record before acknowledging its update

1. Open an Issues section and add an entry, or correct an entry you are allowed to edit.
2. Under Assigned to, choose Unassigned, an enabled user, or an active department with eligible members. In Admin, choose User or Department first.
3. Save to the hub. A device-only draft does not send an alert, and assignment is separate from checklist approval.
4. The recipient opens **Assigned to me**, a Home attention link, or Admin → Logs → Assigned to me, then opens the issue.

Displayed, read and resolved are different

The project browser and Fleet portal acknowledge an issue alert only after its authorised entry actually loads and displays in the same account and hub session. Only notifications covered by that displayed revision are marked read. A failed load or changed account must not clear it. Newer unseen revisions remain unread.

If the entry opens but acknowledging the alert fails, a separate message explains that the alert could remain unread. **Reading does not resolve the issue.** Resolve it by saving Issue status as Resolved with the required correction reason. Resolved, voided and archived issues leave the active list. Reopening or changing the assignee generates a fresh alert; ordinary edits do not create repeated alerts.

Tasks and background updates

Task-badge polling now requests a compact, permission-scoped count, not all verification details. Opening a task explicitly can acknowledge its current revision. Background refreshing of an already open task does not silently acknowledge a later revision. A failed count shows a question mark, not zero outstanding work.

Permissions and connection

Assignment never grants editing rights. A technician may read an assigned issue but need a supervisor to correct it. Department assignments notify eligible readers at assignment time; current department members also see outstanding assigned issues. Imported free-text contacts are evidence, not guessed account identities. Review transferred assignments deliberately.

Browser alerts update while open and connected. The native Admin list has explicit Refresh. There are no email messages or background push notifications. Vessel-only readers require a deliberately linked logbook and separate site log permissions; Fleet forms require a hub connection and do not use the project offline queue.

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Choose dates and times

Calendar and clock controls without changing the time basis

Editable date fields provide a calendar control; time fields provide a time selector. You can still type values manually. In Windows Admin, choose **Date…**, **Time…** or **Calendar / time…**. Select a date, adjust hours/minutes/seconds and choose **Use selection**. Cancel leaves the original value unchanged.

In the browser, use the calendar or clock button beside the field. A full log event timestamp also offers **Calendar & clock…**: choose the date and time, then Use selection. The date and time are combined explicitly as UTC, not converted from the laptop or phone’s local timezone.

Date-only fields stay dates. Time-only measurements keep the time basis stated by their field or source; the picker does not confirm an unknown timezone. Blank optional fields stay blank unless you select or enter a value. Creation, saving and approval timestamps are automatic records, not editable picker fields.

> Check UTC labels before saving, especially around midnight or when working in another timezone. The browser’s native picker appearance depends on the device. When a native picker is unavailable, manual entry remains available. Picking a date does not submit a form or approve an operation.

Assign private verification tasks

Give people only the work they need to see

Tasks are private stock-verification assignments, not ordinary public inventory checks. They are available only to selected assignees, the explicitly designated heads of the responsible department and project administrators.

1. In **Tasks → Create verification task**, enter a clear title and choose the inventory. A creator must be an administrator or a designated head of the responsible department with Task management and Inventory view permission.
2. Choose the responsible department and one or more enabled users with Tasks view and perform access. A Supervisor or department member is not automatically a department head.
3. Select the item records. Choose **Selected records only**, **Selected boxes and all their contents**, or **Selected boxes only**. Check the scope carefully; a box-only task is not a contents verification.
4. Optionally choose a UTC due date/time and add instructions. Save the private task. Its scope is frozen at creation; later inventory additions are not silently added.
5. Assignees open **Tasks → Assigned to me**, record results and submit for review. The responsible head or an administrator reviews the submission and either returns it with instructions or completes it.

> General Inventory access does not reveal private tasks. A task assignee can work the assigned scope without permission to browse the full inventory. Being assigned one item does not expose other items inside its box. The box name may be shown to locate the assigned item.

Task lists, direct links, verification results, history and PDF reports check current access. Removing an assignee or department-head membership removes access to that task on the next request. Existing downloaded reports or saved local recovery copies cannot be recalled. Use trusted accounts and protect devices.

Tasks can contain Missing and Discrepancy results. Submission requires every scoped item to have a current result; the reviewer explicitly acknowledges discrepancies before closing. Moving an item or its box requires rechecking when it changes the expected position. A completed report keeps its closing state.

In-app NEW UPDATE alerts identify assignments, reassignments and review changes. Open a task to acknowledge the current alert. This does not complete the work. Alerts require the app to be open and connected; there is no email or background push notification. A due date does not create an automatic recurring task.

Choose all inventory or a whole section

Create verification task offers all active inventory, a location, an owning department, an original source tab, a box, or selected individual items. Review the item count and separate box-contents choice. Search only filters the preview of a whole section; it does not reduce the scope. The saved scope is fixed; an inventory change before creation requires refreshing. Choosing all never bulk-marks stock Found.

Scan and relocate during assigned verification

Use **Scan QR** in the open task to find one of its assigned items. Scanning does not reveal items outside your task or change its scope. Read-only or submitted tasks do not open an editable check.

An authorised assignee may use **Found elsewhere? Move & verify…** only with Inventory view and Move items permissions. Assignment alone does not grant movement rights. A box containing items outside this private task cannot be moved from the task: an authorised person must use Inventory, then the assigned records are refreshed and rechecked. Submitting, reviewing and task privacy work as before.

On a computer, the inventory-item picker also supports Ctrl-click, Shift-click and Ctrl+A within the visible list. On touch devices keep using the selection boxes. These select records only: confirmation, verification, dispatch and receipt remain separate deliberate actions.

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Designate department heads

Membership and leadership are separate decisions

1. Open **Admin → Departments** and select the responsible team. Add the relevant users under Manage members first.
2. Choose **Department heads…**, select the enabled members who should lead this team, enter a reason and save. More than one head is permitted.
3. In **Users & access → Permissions**, grant Tasks view. Grant Task management plus Inventory view only when this person must create or reassign work. Grant Tasks perform when they will record verification results.
4. A designated head can view and review private tasks for that department. Ordinary members, heads of other departments and unrelated Supervisors cannot open them.

Removing a person from the department, disabling their account or removing task access stops their head access. Existing task results and authorship remain unchanged. Current assignments can block retiring a department until the work is resolved or reassigned.

> Administrators retain full project access. Department-head status does not grant access to the Windows Admin console or make someone an automatic approver for unrelated checklist or maintenance steps.

Record maintenance work

Reviewed routines, saved evidence and optional cycles

A routine is a reusable, reviewed instruction. Each work order records one occasion on which it is carried out. Wavelink does not supply equipment procedures or authorise a return to service.

Create, record and review

An administrator publishes a reviewed routine in Maintenance builder. Choose **Maintenance → New work order**, select the routine, title and equipment, then optionally set a reference, UTC due time and instructions. For an exact inventory link use **Asset details → New linked maintenance**; free-text names are not guessed into links.

Choose the people who may record the work. Empty means any user with Maintenance work permission; managers may record any order. Maintenance view is project-wide for permitted users, not private-task access. Managers do not automatically become step approvers.

Open the order, expand **Introduction, routine details & reference pictures**, and save each required step, reading, note and photograph. The assigned named or department reviewer checks the saved evidence separately. The same checker may approve only when explicitly eligible; both actions are recorded.

A manager explicitly confirms completion only after all steps are complete or justified N/A, with the required readings, evidence and approvals. Cancellation keeps unfinished results but never generates a recurring follow-up. In-transit asset restrictions remain; receipt, placement and quarantine release are separate actions.

Optional recurring cycles

New and existing orders remain **one-off** unless a manager enables a cycle. Choose days, weeks or months, using fixed UTC due dates or an interval from actual saved completion. **Cycle settings** edits an open order with a reason. One completed occurrence can create one empty next order; missed dates are not skipped.

Changed routines, assets or required users hold the follow-up for manager review while completed work stays saved. Use **Review pending follow-up** or **Stop pending follow-up**. See pages **76–77** for examples, month ends, assignments and stopping.

Preserve the evidence

Orders retain their original routine revision, introductions, reference pictures and source links. Amending an open saved step needs a reason and fresh review of earlier approval. Closed checks are locked; follow-up decisions add history without rewriting them.

Reference pictures are instructions, not completion evidence. Use Saved readings & evidence for submitted JPEG/PNG photos; the existing item/format limits apply. Hub receipt time is not verified camera capture time. Browser forms may be kept locally but are never automatically submitted: review and Save to hub. Approval requires a live connection and confirmation. Never clear unsent work. Review project exports for accounts and private history before sharing.

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Build a maintenance routine

A guided path from your procedure to a published revision

Open **Admin → Maintenance → Maintenance builder…**. Start blank or paste your reviewed outline, one step per line with # before a section. Manufacturer limits and technical instructions are not generated.

Enter the title, equipment/system, optional code and one or two labelled stages. Stage labels organise work; they do not operate equipment or substitute for procedural sequencing.

Add and arrange sections and steps. Each step supports text or numeric readings, units, required fields, reference pictures, optional/required photo evidence and a named or department approver.

Add introductory text, warnings and pictures. Record document ownership and procedure references, optionally linking exact original-document revisions.

Preview and check reviewer setup. Leave **Publish now** unticked to keep a draft. To make a revision available for new work, select Publish now, confirm the content review, then save.

Save, publish and retain revisions

Back and Next retain unsaved wizard contents. Nothing is saved until **Save routine** on the final step. Reopen a draft with **Edit routine / builder…**. A validation error does not publish the routine; correct it before retrying.

Publication records the administrator and time, not a free-text signature. Later revisions retain prior history and do not alter existing orders. Archive a routine to prevent its use for new work while keeping old records.

How revisions affect a recurring order

Calendar cycles belong to individual work orders, not the routine. A successor uses the same reviewed published revision only while it is current and available. If the routine changes or is archived/unpublished, the completed order remains saved and its follow-up needs review.

A manager must inspect the current published procedure and explicitly confirm it before releasing the follow-up. Earlier checks and evidence are not copied to the new order. See pages **76–77**.

Use the approved procedure for the exact equipment and conditions. A typed step, check, approval or completed order does not authorise an operation. Running-hour counters and automatic stock consumption are not provided.

Keep items inside boxes and kits

One container, separately identifiable contents

Mark an inventory item as a **box / container**. Place other existing items inside it with **Put in box**, or add a new item while the box is open. Each item keeps its own identity, serial, quantity and history; placing it inside a box does not duplicate it.

Browse contents

Use **Open selected** on the PC or tap a box name on the phone. The breadcrumb shows the box path. **Up one box** returns to the parent; **All inventory** returns to the full list. Opening a box clears previous filters so its contents are not hidden by the old search. Expand/collapse arrows remain available in the tree.

Adding an item while a box is open starts with that box selected. Review the field before saving. Search still finds nested items and shows their containing box. Location and owning department are inherited from the containing box.

Move equipment without losing the hierarchy

Select contents and use **Take out of box** to store them elsewhere, or **Put in box** to choose another container. Moving a whole box includes its descendants once, even when a child row was also selected. Invalid destinations are excluded; the server checks the current hierarchy again before saving.

> Finding a box never verifies all its contents. Verification retains the expected hierarchy and a separate result for each scoped record. Checking an item never takes it out of the box. Only an explicit movement changes its position. Existing imported stock is not automatically rearranged.

Received equipment and its journey

An item received into a holding area stays visible as Received — awaiting placement. Use Fleet & manifests → Receiving & placement to record its final position rather than an ordinary local move. Asset details → Item journey shows available saved custody and movement events for the same item ID. Existing receipts are not automatically reclassified.

Expand a log and keep another window open

Keep logging visible without an unnecessary second sign-in.

Expand the current browser view

Use **Expand view** beside the logbook title. It hides surrounding navigation without loading another page or creating another session. The selected logbook, section and filters remain. Choose Return to normal or press Escape when no entry dialog is open. Opening another workspace exits focus mode.

An optional separate browser window

Choose **Open separate window** only when a second view is useful. Wavelink passes a one-use, short-lived session handoff into that new same-origin window, then the hub validates it. A valid account normally continues without another login. No password or token is placed in its URL, and the opener is detached. Popup blocking, expiry, changed hub/account or an invalid handoff can require sign-in.

Keep separate editing workspaces

A separate window retains its own guarded local draft store. It does not merge or share unsent forms with the main writer. Opening the identical saved window twice still has one-active-writer protection. Another account cannot claim earlier account-scoped drafts. An expired or revoked session is not revived; every saved operation retains its ordinary server-side permission checks.

Reopen and recover deliberately

Use **Account > Separate log windows / drafts** to reopen saved window records with a freshly validated current session. Keep the records and browser storage until each window's work is saved or exported. A normal project backup does not include unsent browser drafts. Review uncertain results before retrying; navigation never submits an entry automatically.

A separate Windows Admin window

Desktop Logs > Open separate window uses the same signed-in administrator in its existing native workflow. Resize or maximise that window separately. Each entry still needs a deliberate Save; closing main Admin closes its native log windows.

Connection and recorded meaning

These are views of the same project, not a second hub or synchronised database. Phones may open another tab rather than a floating window. Activity retains LOG ON, LOG OFF and New day; Line Status retains Completed, Partial and Not Attempted. Colours, entries and log views do not authorise equipment operation.

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Keep certificates with equipment

A certificate register, not a certificate issuer

1. Open **Certificates → Certificate wizard**. Enter the title, certificate number, type, issuing organisation and source revision.
2. Select the actual inventory item or items covered by the source. A certificate can cover up to 50 item records; a link is optional.
3. Enter the dates as stated: issue, valid from, expiry, next inspection and renewal target. Choose **Expiry not recorded**, **Expiry date is recorded** or **Source explicitly declares no expiry**. Enter the due-soon reminder window in whole days.
4. Optionally select a responsible project user or department and record scope, conditions, limitations and notes. This is a contact assignment, not a permission grant.
5. Review the information. Save as Draft while unfinished, or Recorded / active when the supplied information is ready for tracking. The PC wizard can attach files on its final page; in the browser, save the record and then use **Attach file**.

Attach the original PDF and supporting PNG/JPEG pictures, up to 12 files of 20 MB each per revision. Certificate attachments are kept unchanged. The file opens or downloads using the device's supported viewer; no signature or authenticity is inferred. On the PC, attachments are saved after the record: an upload error leaves the record available and reports unfinished files.

Dates and renewals

A recorded expiry remains within its stated date until that UTC day ends. Due soon uses your reminder window; Expired means that date has passed. Future valid-from dates, unknown expiry and an explicit no-expiry declaration remain distinct. Draft, withdrawn, archived and superseded revisions do not generate active expiry calendar entries.

Use **New revision** for a renewed source. It creates a draft without inventing new dates or copying old certificate files as new evidence. Add the new source and dates, then **Activate replacement** after review. Earlier revisions, files and history remain available. Archive hides a record from normal selection without erasing it.

> Wavelink records documents and dates supplied by users. It does not issue or authenticate certificates, validate a signature, certify equipment fitness or authorise its use. The register PDF is a summary, not a replacement for the issued source.

Permissions separately control viewing certificate files, changing records and exporting register reports. Asset links do not bypass inventory permission. Full project backups/transfers include the certificate register, files and history. Narrow inventory or checklist-only packages do not carry this register.

Keep the actual certificate file

Use **Attach certificate file** in the browser certificate record, or **Add certificate file…** on the PC. The PC wizard also accepts files in its final step. On a phone, save the certificate record first, then attach the original.

Supported formats are PDF, Word DOCX, Excel XLSX/XLSM/XLSB/XLS/XLTX/XLTM, PNG and JPEG. The limit remains **20 MB per attachment and 12 files per certificate revision**. The larger limit used by Original documents does not apply here.

The original file is retained unchanged, including every page or worksheet. Use **Open / save original file…** on the PC, or the listed file in the browser, to retrieve it with your device’s supported viewer. This is not an embedded Office editor.

> Uploading does not issue, authenticate or approve a certificate. Wavelink does not run Office macros, recalculate workbooks or refresh external connections. Open only trusted files and follow your organisation’s file-security rules. Encrypted Office files and unsupported executable formats are not accepted.

A project transfer that includes Certificates carries the original attachments, all certificate revisions and linked inventory. A renewal is a new reviewed revision; do not replace the previous issued document simply to hide an expired date.

Open asset details and photographs

Connected identity, recorded custody and linked work

From Admin Inventory choose **Asset / pictures / QR**, open the browser asset link, or scan the project-specific label. Quick section buttons keep the same item ID in view. Opening a record does not save work, verify stock or read an alert.

Find the record you need

Overview. Review the serial, asset reference, inventory, recorded location, containing boxes, responsible contact and quantity. Counts reflect current access, not completeness or equipment readiness. Unknown quantity is not zero.

Documents & photographs. Open a certificate for its source files and dates. Current and archived/superseded records are separate; missing-expiry, draft and withdrawn states remain explicit. Admin photos load on request; browser photos show loaded or unavailable.

Maintenance. Open orders show due status and their cycle, if enabled. Completed/cancelled work is separate. **Pending follow-ups needing review** stay visible outside historical records. Use New linked maintenance to add a one-off or repeating order to this exact asset; see pages 76–77.

Linked tasks. Only accessible verification tasks with this exact item in their saved scope are listed. Closed work is separate; a box-only task does not include its contents. General log issues are not guessed from names or serials.

Movement history. Load saved changes, allocations, dispatch, receipt and placement on request. Browser history is inline; Admin opens the item journey. Actual event dates and saved-record dates remain distinct; missing events are not invented.

Contents. Open direct child records, navigate to a child box or use containing-box links. Archived children are separate. Finding a box never verifies its contents.

Custody, failed loads and saved evidence

An in-transit location is **last recorded**, not a confirmed present position. Received items awaiting placement show their **recorded holding location**. Receipt, placement and quarantine release are separate authorised actions. Project access does not grant Fleet access.

The browser needs the hub for this page. Its loaded/checked time is a successful read, not a saved change. Failed loads remove stale summaries; history/photo failures show unavailable. Admin reads the local project.

Editing retains existing permissions. Identification pictures are not work-completion evidence. PNG/JPEG uploads are limited to 20 MB and supported pixel limits; the stored picture is resized JPEG. Keep originals until upload succeeds; files are not offline drafts. Never clear unsent device work. Full project/history-bearing transfers preserve profiles, files and links; narrow inventory packages omit these records. Review private information before sharing.

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Print and scan inventory QR labels

A locator for an asset, not a password or approval

1. Open **Inventory → List setup → Print QR labels…** on the PC, or **Print QR labels** in the browser inventory. Select some rows first only when you need labels for those rows.
2. Choose **All active items**, **Selected rows**, **By location / area**, **By owning department**, **By original source tab** or **One box**. All refers to the current inventory list, not every project or only the rows visible on screen.
3. For a box, select **Include contents** to label its nested items as well. Otherwise only the matching box is labelled. Each item is included once. Archived items are excluded.
4. Review the item count and page count, then choose A4 sheets (eight labels per page) or single 70 × 40 mm labels. **Generate label PDF** creates all matching labels, up to 5,000. The on-screen name preview may be shorter than the full list.
5. Print at **100% / actual size**. Test one label with the intended phone before printing the whole inventory. From an asset page you can still print that one item's label.

What the label opens

The saved project and asset identity are encoded, never a password. A normal phone scan opens the asset after sign-in and access checks. A box opens its current contents; changing those contents does not require another label. Moving or renaming an item in the same project keeps its identity.

Inside an open stock verification or private task, use **Scan QR** instead to open that item's verification form. The app checks that the item is inside the current scope. A box scan opens its own result, not every child result.

> Labels rely on a reachable saved hub address and the correct project. Changing the address, port, protocol or project identity can require new labels. A label does not grant access, verify stock, move equipment or certify its condition. Preserve local work before changing any connection setting.

QR label printing requires Inventory view and export permissions. It does not change stock quantities, verification results or asset history. Keep printed labels and exported PDFs appropriate for the organisation's data-sharing policy.

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Use the linked project calendar

Open the record behind every date

1. Open **Calendar** from Home or the Admin navigation. Use Previous month, Next month or This month. The browser also offers a month picker and Agenda-only view.
2. Tick the categories you need. The default overview includes certificate expiry/inspection/renewal dates, maintenance due dates, private-task deadlines and toolbox talks. Optionally include checklist record dates, inventory onboard/offload dates and confirmed-UTC log events.
3. Choose a day to see its agenda. In the browser click the event itself; on the PC select an event and choose **Open linked record…** or double-click it.
4. The link opens the particular certificate, work order, private task, talk, checklist, asset or log entry—not just its workspace. PC links to talks, checklists and log entries use the running hub and browser; certificates, assets, tasks and maintenance open their native detail windows.

A date-only source is shown as all day. Timed work uses UTC. Missing dates and unconfirmed log times are not invented or assigned to today. Low quantity is not a dated event, so use the separate Low-stock alerts link rather than creating a false expiry date.

Calendar view is an additional permission, not a way around other permissions. It only includes source work the current account may see. Private task titles, counts and links are excluded for unrelated users. A saved link still checks access when opened.

> The calendar shows up to 2,000 events per requested range and explicitly warns if more match. Narrow the categories or use the source workspace for complete history. Calendar reminders are visible inside the connected app; there is no email or background phone-push service. Dates are not automatic maintenance approval or equipment release.

Project administrators can enable Manifest dates for planned shipment departures and arrivals. Each event opens the actual manifest in the Fleet portal. Vessel-only users use the Fleet calendar. It includes their authorised shipments and can show permitted log entry events when selected.

Set low-stock alerts

A separate rule for each quantity-tracked item

1. Open the item’s Asset details, then **Stock alerts & notes** on the PC or **Notes & low-stock** in the browser.
2. Enable the low-stock alert and enter the quantity below which an alert is needed. For example, a threshold of 5 alerts at 4, but not at 5. Use the same unit as the item’s quantity.
3. Optionally select a responsible user or department. Save the settings; later changes require a reason.
4. Open **Low-stock alerts** from Inventory, Calendar or Home’s shortcut. Select an alert to open the exact item and review its current quantity. Update stock through the normal inventory-edit workflow when the physical quantity changes.

Rules start off. Empty quantity means unknown, not zero. A configured item with unknown quantity appears as Quantity unknown, separately from confirmed low stock. Quantities are not summed across boxes, locations or similar names. Each rule covers that one item record.

The alert clears when the saved quantity reaches or exceeds the threshold, the rule is disabled, or the item/list is archived. Moving a whole item retains its rule. A partial-quantity split leaves the source rule with the source record; review and configure any rule needed on the new destination record.

Verification results do not automatically change inventory quantity. A recorded Missing or Discrepancy result therefore does not automatically create a low-stock alert. Review the discrepancy and deliberately correct the current quantity when appropriate.

> These are current in-app alerts, not emails or operating-system notifications. All users permitted to view that inventory can see the alert list; the optional responsible contact does not grant access or make an alert private. Full project backups include threshold settings. Narrow inventory/current-item exports do not include them.

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Scan labels during stock verification

Find the scoped item, then inspect and save

1. Open the intended **Stock verification** or private verification task first. Choose the camera-shaped **Scan QR** button.
2. Choose **Start camera**, allow access on your approved hub and point the rear camera at one AJ Wavelink label. Where supported, **Read a photo of the QR label** can decode a clear picture instead.
3. The scanner stops when it reads a code and checks the current project, permissions and verification scope. It opens that item's check without saving a result. A previously verified item shows its existing values.
4. Inspect the equipment. Record Found / verified, Missing or Discrepancy, counted quantity where required, and notes. Save deliberately. A box is checked separately from its contents.
5. Close the scanner or use Stop camera when finished. Camera capture stops when the scanner closes, the page is hidden or the workspace is left. Frames are processed locally and are not uploaded or stored as task evidence.

When the in-app camera is unavailable

Live camera scanning needs trusted HTTPS, permission to use the camera and a browser that provides a QR detector. The program checks these capabilities; not every browser or device supplies them. QR-photo decoding also needs that detector. There is no cloud decoding service or automatic browser-protection bypass.

On ordinary HTTP, or an unsupported browser, use your phone's normal camera or approved QR reader to **copy the label link**. Return to Scan QR and paste it into **QR link or complete asset ID**, then choose **Open verification item**. A USB/Bluetooth scanner can type there too. On the PC, use **Scan / enter QR...** for the same lookup. Do not clear website data or switch the hub address with unsent work.

A label is a locator, not permission

The code must identify this project and an item in this verification. Other-project and out-of-scope scans show an explanation without opening unrelated inventory. The original scope stays unchanged. Submitted/closed or read-only work cannot be edited through the scanner.

After a successful lookup, **Found elsewhere? Move & verify...** is available only to users allowed to move inventory. Enter the destination and reason, review box contents affected, then explicitly save. Scanning alone never moves equipment, records a result or changes quantity.

> Keep manual lookup available as a backup, and test the actual printed labels, camera, lighting and approved network before relying on this workflow. A readable QR code does not prove that the equipment was physically inspected.

Manage vessels and shore bases

A controlled logistics workspace within the selected project.

Open the integrated workspace

Choose **Fleet & vessels** in the browser sidebar. Vessels, manifests, receiving, assets, logbooks, issues, calendar and setup stay under the same main header and valid login. The standalone **/fleet** bookmark remains available and may require its own sign-in; normal main-workspace navigation does not use that separate page. Desktop Admin keeps Operations > Fleet & manifests.

Set up sites deliberately

A project administrator uses **Vessels & bases > Add vessel / base** for vessels, shore bases, warehouses or workshops. Record the verified name, type and optional site details. Allocate existing stock only after confirming its physical site; boxes include active nested contents. Enter a reason. Initial allocation is not inferred from item names; later site changes use a manifest.

Grant the appropriate access

Use Access & setup for vessel grants. Site names, inventory locations, departments and Supervisor status do not grant vessel access automatically. Logbooks and Assigned issues need separately granted vessel-log permissions. Vessel-only accounts remain restricted to their authorised logistics and enabled logbooks, not older project-wide workspaces. Test sender and receiver access with fictional records first.

Find equipment and evidence

Assets & transit shows permitted equipment, shipments, images, box contents, certificates and linked maintenance. A multi-asset certificate requires access to every linked asset. Recorded site custody is separate from ownership and department custody. Dispatch makes equipment In transit; it does not create a second destination copy. Review confidential document contents before sharing.

Protect unfinished forms

An open Fleet form blocks leaving for another workspace until saved or closed. Lists and filters are retained while the main page remains open. Session expiry requires main sign-in; only the same account can resume its open in-memory form. Nothing is automatically saved by navigating or signing in. Fleet still needs a reachable hub and does not have a new offline draft queue.

Keep project and network boundaries

All sites belong to this project database. Separate databases are not combined or synchronised; imports have a new hub identity. Current custody determines supported asset access; downloaded copies cannot be recalled. Existing accounts and backend permissions still control access. Keep the approved private network; this release adds no public hosting, cloud sync or network repair.

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Set vessel-only access

Explicit site roles without project-wide access

1. Create the person as an enabled, named non-administrator account in **Users & access**. Existing passwords continue to work.
2. In **Fleet & manifests → User vessel access**, select the account. In the browser, use **Access & setup → Edit access**.
3. Choose **Vessel-only access**, then select a role for each permitted site. Leave other sites at No access.
4. Review the access warning, enter a reason and save. Saving revokes the person’s current sessions. They must sign in again with their current account.

Role	Available actions
Viewer	View permitted site assets, relevant shipment records, files, reports and planned shipment dates.
Operator	Viewer access plus prepare at the origin, confirm dispatch, receive at the destination, record physical returns at the origin, and attach shipment evidence.
Manager	Operator access plus close a fully received/returned manifest and record an authorised quarantine release at that site.
Project administrator	Manage every site, access grant and initial allocation in this project, and retain full project access and exports. A site Manager is not a project administrator.

For operational logs, separately grant **Log permissions**. Read Set vessel log permissions; logistics roles do not open logbooks automatically.

Understand the access models

Project workspace access keeps the earlier project-wide permissions. **Vessel-only access** blocks those screens and permits granted logistics sites and separately enabled logbooks. Switching back restores the broader project profile. Preserve earlier device-only work before changing access.

The same checks protect the portal’s lists, guessed links, asset evidence files, shipment reports and calendar results. Vessel-only accounts cannot obtain a full project backup or enter the Windows Admin console. Department membership and Supervisor status do not bypass the restriction.

Shipments involving another site

Preparing a new manifest requires Operator or Manager access at its origin and at least Viewer access at the destination. The recipient needs destination Operator or Manager access to receive an existing manifest. A source-only operator can dispatch a prepared authorised manifest; a destination-only operator can receive it.

A sender or recipient can see the shipment route and line snapshots, not the other site’s unrelated work. Both sides may inspect shipped assets in transit. After receipt, current asset access follows the destination; the sender keeps the shipping snapshot, not future asset records.

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Dispatch and receive with manifests

Record the journey, then the final inventory position

Open Fleet & manifests in Admin, or Fleet & vessels in the browser. The Manifest wizard guides Route, Items and boxes, Transport details and Review. Select an origin and destination site, choose saved equipment and record the carrier, manifest number and planned dates. Save a draft, then attach the actual carrier paperwork as needed.

1. Review the draft and mark it Ready. Neither step moves the equipment. A prepared box includes its selected complete group; review the contents before dispatch.
2. At physical departure, select Confirm dispatch, enter actual UTC, the exact manifest number and a reason. Shipped item identities become In transit; other ordinary moves cannot bypass the shipment.
3. At arrival, select only the complete root items or intact box groups received. Choose Receive selected. By default this records a holding area and leaves final placement outstanding. Choose the explicit Final location alternative only when that is already physically known.
4. Open Receiving & placement for the pending groups. Record the final location or destination box with an actual time, note and confirmation. Unreceived groups remain In transit; pending received groups stay visible until placed.
5. Record a physical return at the origin when appropriate, or an exception for missing or short contents. Close only after every group has an actual receipt or return and no final placement is still pending.

Partial receipt means independently shipped root records or complete box groups. Whole saved records are shipped; split eligible bulk quantities in Inventory before preparing a part-quantity shipment. Per-child receipt of a dispatched box and automatic write-offs are not provided. Unknown quantities are not invented.

A damaged receipt remains quarantined. A final quarantine-store placement and an authorised quarantine release are separate actions; neither automatically does the other. A planned arrival is never an automatic receipt.

Attach PDF, DOCX, Excel, PNG or JPEG originals, up to 20 MB per file and 24 per manifest. Files are stored unchanged; macros and external connections are not executed. The manifest PDF lists saved route, items, receipt/return outcomes, final positions and supporting-file names. It is not a replacement for original carrier documents.

> A manifest refers to the same inventory item IDs throughout the journey. Receiving does not require copying or importing the manifest as new inventory. Fleet grants apply at the relevant physical endpoint. All forms need a connection; after an uncertain save, refresh and inspect the recorded outcome before repeating an action.

Read Receive equipment and record final placement for the full receiving workflow, and Follow an item’s journey for the consolidated history. These controls record actions; they do not authorise lifting, certify equipment or resolve insurance claims.

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Receive equipment and record final placement

Nothing disappears between the manifest and inventory

A manifest refers to existing inventory item records. Do not import or create another copy when those items arrive. Receipt and final placement update the same item identities, keeping certificates, pictures and maintenance links attached.

Stage	Meaning
Draft / Ready	The manifest is prepared; equipment has not been recorded as dispatched.
In transit	Actual dispatch is recorded; the destination has not confirmed physical receipt.
Received — awaiting placement	The recipient confirmed physical receipt into a holding area. The item is visible in Receiving & placement, not marked available at a guessed final location.
Placed in inventory	The recipient recorded the final location or box. Normal available items leave the receiving queue. Quarantine is separate and remains until an authorised release.

Confirm what physically arrived

1. Open the dispatched manifest. Select only the complete root items or intact box groups that physically arrived, then choose Receive selected.
2. The receipt form defaults to **Holding area — place in inventory later**. Enter the actual receiving area, UTC receipt time, condition and note. Confirm the manifest number and save.
3. The saved receipt records custody at the destination. Other unreceived groups remain In transit. Follow **Receiving & placement** to see received groups still needing a final position.

When the equipment is already in its final position, choose **Final location — record placement now** in the receipt form and enter that actual location. This is an explicit alternative; receipt does not silently assume the holding area is final. Older receipts made before this workflow are retained as recorded and are not converted into pending work.

Put received equipment away

1. Open **Admin → Fleet & manifests → Receiving & placement…**, or the Receiving & placement link in the browser Fleet navigation.
2. Review the manifest, receiving site, current holding area, receipt time and number of item records in each group. On the PC, select one or more complete groups from the same manifest and receiving site; on the phone, open one group with Place in inventory.
3. Choose a standalone final location, or an available destination box in the same inventory list at the receiving site. A received box keeps its own contents when placed inside another box. Quarantined stock must stay in a separate location, not an available box.
4. Enter the actual UTC placement time and a note, review the groups and destination, tick the confirmation and save. The whole placement is saved together. A changed item or box requires a new preview; no partial move is reported as successful.

5. Check the updated asset and manifest. The receiving entry disappears only after the final placement is saved; the original manifest line retains its receipt and placement details. Close the shipment after every dispatched group is settled and every pending placement is recorded.

> Receiving operators and managers can place equipment at their permitted site; project administrators can manage the whole project. A sender cannot put stock away at an ungranted destination. Ordinary Inventory movement does not bypass a pending receiving handoff. These controls record physical actions; they do not inspect equipment, verify box contents, adjust quantities, or release quarantine.

Returns, damage and interruptions

A physical return can also be received into an origin holding area and placed later. Damaged receipts remain quarantined. Putting them in a quarantine store records their position but does not release them; a quarantine release before placement still leaves final placement outstanding. Missing or short box contents remain an unresolved shipment exception, not a completed receipt.

Fleet forms need a hub connection. After an uncertain response, inspect the manifest or refresh the receiving list before repeating the action. Retrying the same saved operation does not move equipment twice. Full project backups and history-bearing Fleet transfers retain pending receipts, final placement details and history. No arrival, position or physical action is inferred from a planned date.

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Follow an item’s journey

One item identity from registration to its current position

Open an inventory item through **Asset / pictures / QR… → Item journey…** on the PC, or **Item journey** on the browser asset page. Fleet asset pages also include an Item journey link. In the receiving window, select a group and choose Item journey.

The page shows the current custody state, site, location and container path, followed by the available saved events. It brings together inventory registration, original source/import information, local box and location changes, site allocation, related manifests, dispatch, physical receipt, final placement and recorded quarantine releases.

Information	Interpretation
Event time	The UTC time entered for a physical dispatch, receipt or placement, when recorded.
Recorded time	The time the application saved the action. For an imported item this is not proof of its original physical arrival.
Manifest link	Opens the exact shipment where the account is authorised to view it.
Current position	The latest saved location/custody; not a claim of real-time GPS tracking.

The same inventory ID follows the equipment. No second item is created by receiving or placement, and moving a box does not detach its contents. Use the item’s established History when the full field-change detail is needed. Older evidence is shown as recorded; missing times or undocumented movements are not invented.

> The journey is permission-filtered. Vessel-only accounts require current custody access and see the shipment evidence they are permitted to read, not the whole project history. A previous sender can retain its manifest snapshot without access to the asset’s later private destination records. Previously downloaded files cannot be recalled.

Changes recorded outside Wavelink are not tracked until entered. Physical labels identify the item; scanning never confirms a receipt, move, verification or approval by itself. Keep source documents and follow the project’s movement procedures.

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Use vessel-specific logbooks

Operational logs without opening the wider project

Open the team's saved hub address followed by **/fleet**, sign in with your named project account and choose **Logbooks**. A vessel-only account sees only whole logbooks deliberately linked to sites where it has log access.

Open and record work

1. Choose the vessel or base, then open a logbook. Its vessel name stays above the log title. Use the section tabs to select Activity, Survey runs, Weather, Issues or another configured section.
2. Use **Add entry** when your assigned log permissions allow it. Enter the actual event time in UTC, the required fields and notes. Calendar and time controls are available; no surveyor initials are required.
3. Review the form and choose **Save to hub** while connected. The app separately records your account and the save time. LOG ON/OFF only prefill an Activity event; they do not control recording equipment.
4. Open an entry to read the complete saved values. With the appropriate permission, choose **Correct entry**, enter a reason and save. Earlier values remain in History. **Void entry** preserves the record rather than deleting it.

Keep the log readable

Scroll within the coloured table; headings and the first column stay visible. Use **All columns** for detail, **Filters** for search, UTC dates and voided entries, or **Expand view** for more room. Legends follow the section, not every tab.

Routine updates retain your place and leave an open form alone. Save before changing workspace, signing out or closing the window.

Assigned issues and calendar links

An Issues entry can be assigned to users or departments allowed to read that book. Open **Assigned issues** for outstanding work. Reading an alert does not resolve it or grant editing rights. Alerts are in-app, not email or background push.

In **Calendar**, select Log entry events or Shipments and log events. Each opens its saved source. A range of up to 93 UTC days shows up to 500 authorised events with confirmed times. Voided entries and archived books are excluded. Narrow the range when advised.

References and reports

References appears only when you may view released reference pages. The administrator must first release each page in the project Logs workspace. Source screenshots, text and inactive formulas are reading material, not equipment approval. Uploaded source material may contain confidential information; review it before granting access.

Export report requires its own permission. CSV, PDF and Excel include all matching saved rows, not just the page shown. Choose working/full columns and clear UTC filters to include unconfirmed times. These table reports omit reference pictures and full history.

> Fleet forms need a hub connection and have no offline queue. After a connection error, keep the form open and retry deliberately. Closing loses unsaved text. Inspect the saved entry after an uncertain response before repeating it.

Set vessel log permissions

Link the whole book, then grant only the actions needed

Prepare and link the logbook

1. As a project administrator, create or import the logbook in **Logs → Logbook setup**. Review the complete history and source references. For a new vessel, normally create a separate logbook.
2. Open **Fleet & manifests → Vessel logbooks & permissions**. Select the book and choose **Link / review vessel**. Choose the site, read the entry/reference counts, enter a reason and confirm the content review.
3. Choose **Save vessel link**. The scope covers the entire history and future entries, without editing them or granting access. Do not label mixed-vessel history as one vessel to expose it in the portal.
4. In **User vessel access**, give an enabled non-administrator **Vessel-only access** and the relevant site role. In **Log permissions**, select their vessel row and enable the required actions.

Choose the log actions

Preset	Starting permissions
No log access	No logbook reading or actions. This is the initial state for existing vessel-only accounts.
Read only	Read logbooks and entries, and view reference pages that have been released to the team. No export or changes.
Contributor	Read, add entries, correct their own entries and view released references. No correction of other people’s entries, voiding or report export.
Log coordinator	All seven log permissions, including correcting any entry, voiding and exporting reports. No project or logbook-structure administration.

Adjust the tick boxes after choosing a preset. View is needed for actions; Correct any includes Correct own. A logistics Viewer can separately be a log Contributor. The two permission sets remain independent.

Save with a reason. The affected user must sign in again. Permissions apply to all enabled logbooks of the selected site, not to every vessel or separately to each logbook. Removing a site grant clears that site’s log permissions; adding the site later does not restore them without review.

Withdraw access without moving history

Use **Withdraw vessel access** to hide a linked book without deleting it. Link / review vessel can restore only the same site. Its vessel identity cannot change; create another book for another vessel. Project-wide access is unchanged.

Archived books remain available for authorised reading, not new entries or corrections. Archive or withdraw active books before deactivating their site. Earlier downloads cannot be recalled.

> Project administrators and project-wide users retain their existing access. Vessel-only users get scoped Logs and logistics—not the older operational editors or full-project exports. Department membership is not a vessel grant.

Set up recurring maintenance

Fixed dates or intervals from actual completion

Calendar cycles are optional, per work order. Existing records stay one-off. A manager can set a cycle in Admin or the browser; the asset-linked form keeps the exact inventory item identity.

Choose how to schedule the next order

Open **Maintenance → New work order** or **Asset details → New linked maintenance**. Select the reviewed published routine and intended assignees. Enable the cycle and enter a whole-number interval: **1–3650 days, 1–520 weeks or 1–120 months**.

Fixed scheduled dates need a first due date and time in UTC. All future dates derive from that original anchor, not the completion date. Monthly work due on **31 January → 28 February → 31 March** retains the 31st anchor; February uses 29 days in a leap year.

From actual completion uses the saved completion timestamp plus the interval. Completing a seven-day cycle on 5 March at 10:00 UTC makes the next order due on 12 March at 10:00 UTC, regardless of the first order’s old due date. Monthly dates clamp to the destination month end.

Days and weeks are elapsed UTC days. Local daylight-saving changes are not applied. Check the chosen UTC time before saving; this is not a local-time calendar scheduler.

One completion creates one fresh order

The usual required checks, readings, photos, approvals and custody restrictions still apply. Only a manager’s successful, explicitly confirmed completion generates the next order. It carries the exact asset link, instructions, eligible assignees and reviewed procedure revision.

The next order has **empty results, no copied evidence or approvals and a blank external reference**. Its due date and Previous/Next links are saved with the chain. Repeating a save after a lost response does not create a second successor.

Late work stays visible

For a fixed weekly schedule due on 1 March, a late completion on 20 March creates the 8 March occurrence, still overdue. It does not jump to 27 March or invent completed work for missed dates. Only one successor is generated per explicit completed order.

Cancellation generates no next order. Opening pages, passing a due date, exporting or importing a project does not generate work. There is no background catch-up loop, running-hour counter or automatic stock consumption. Completion is not equipment certification or authority to resume operations.

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Review or stop a follow-up

Keep completed evidence; review the next order explicitly

A completion can be valid even when its next order cannot be planned safely. Wavelink then keeps the completed evidence and saves **Follow-up needs review** rather than silently changing instructions, assignment or asset identity.

Find the reason before taking action

A follow-up is held when the routine is changed, unpublished or archived; the linked asset/inventory is unavailable; a required worker/reviewer loses access; or the next date is outside the supported calendar. No next work order has been created in that state.

Look in **Home → Needs attention**, the **Maintenance** list, or the asset's **Maintenance** section. Pending follow-ups are separate from open overdue work and remain visible outside completed history. Open the completed record to see its reason and proposed due date.

Release a reviewed follow-up

A maintenance manager chooses **Review pending follow-up**. Inspect the current published procedure, choose the next assignees, confirm the review and give a reason. The server rechecks the current revision and permissions before saving.

The selected assignee list **replaces** the old list. Empty allows any user with Maintenance work permission; it is not a private assignment. Managers are not substitutes for a named or department step approver. Restore unavailable accounts/permissions or publish an appropriately reviewed procedure where necessary.

A successful review creates one fresh next order. Unresolved requirements keep it pending. The proposed fixed due date is not shifted to hide delay. A changed procedure is never adopted without the explicit review; closed checks remain unchanged.

Stop or change future repetition

Use **Stop pending follow-up** with a reason to retain the completed record without another order. When a successor already exists, open that order and use **Cycle settings → One-off** to stop later repeats without cancelling the current work.

Saving an enabled cycle on an open order starts a new schedule anchor at that order. A reason and current version are required. Earlier completed records retain their own schedule and evidence; the change is recorded in history.

Browser forms may be kept locally but require an explicit Save to hub. Retry a lost-response save from the same form; a stale-version conflict retains it for review. Never clear unsent work. Full project and Maintenance transfers preserve saved chains without generating orders. Use Wavelink 1.25.0 or later to edit recurring projects. Backups/transfers can contain accounts and private history; review before sharing.

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Connection and save status

A reachable hub is not proof that a form was saved.

Open **Connection & saves** above the main browser workspace or Fleet portal. This panel separates connection observations, local work and request results. Opening it or checking the connection does not submit a form.

Understand the connection label

Connected to hub means this tab recently received a complete response. After 30 seconds without another observation, the status is **not recently checked**. A failed request can mean the hub is stopped, the network is blocked or the response could not be read. It does not diagnose the internet.

Local work needs access to the running hub, not necessarily internet access. Browser network icons and live-update connections do not prove that a save succeeded.

Keep local and hub work separate

The main panel counts queued checklist changes, conflicts, checklist drafts, log drafts, operation forms and a new-checklist draft. **Saving draft on this device** is not yet a completed local write; wait for its confirmation. Drafts depend on the original browser profile and hub address.

Only already-queued checklist changes retry automatically. Log, maintenance, inventory and other operation drafts still require an **explicit Save**. A local photo is not hub evidence until its containing submission succeeds.

Read each request result

A **hub-confirmed request** confirms that request, not every draft or queued change. An **uncertain save result** means the hub may have saved before the response was lost. A later connection check or unrelated successful save never clears it. See the next page before repeating an action.

Fleet forms still need an online save

Fleet forms are **not an offline queue**. Their request receipts hold metadata only in the current tab’s session storage. They may survive a same-tab refresh but can disappear when the tab or session ends; they do not restore unsaved form contents. Keep uncertain forms open and export receipts before leaving.

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Review an uncertain save

Preserve the original action before trying something different.

A timeout or server error can arrive after a maintenance completion, stock movement or equipment receipt has already saved. The panel retains an **uncertain** warning instead of silently treating that action as failed.

Check the saved record first

1. Keep the original form and request identity. Do not immediately create another movement, receipt, placement or completion. Submitting forms lock while waiting so an edit is not silently overwritten by the response.

2. Inspect the linked saved workspace and history. Keep or close any current edit form before following a navigation link. Check physical work as well as recorded work where relevant.

3. Use an unchanged retry only where supported. Forms that retain an operation ID can explicitly retry that same request. The existing server rules reject changed payloads and enforce permissions. A confirmed response can resolve the original receipt; a rejected retry does not disprove an earlier save.

Manual review is not a save confirmation

Choose **I checked this result...** only after checking the saved record. The status becomes **Reviewed — outcome not verified**. This records local review, makes no operational change and releases the local warning gate for a different action. Ask a manager when the outcome cannot be established.

Wavelink blocks a different new request to the same unresolved action/target until review, and blocks simultaneous duplicate submissions. It does not automatically replay manual forms or guess that a physical operation happened.

Preserve recovery information

Main-workspace recovery exports include supported drafts and request metadata. Fleet exports receipts only, not forms. Receipts contain action IDs, status and device-clock timestamps, not passwords, tokens, full form data or evidence. They are **not a server audit trail or project backup**.

If the pre-send receipt cannot be saved locally, the new action is not sent. Preserve the form and recovery information before contacting support. **Do not clear site data, change the hub address or uninstall to repair an uncertain save.** Keep exported operational information access-controlled.

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Review effective access

See the current policy without changing it.

Open **Users & access > select a user > Review effective access...** as a current administrator. This review does not change account settings, open private tasks, acknowledge alerts or authorise an operation.

Account and project scope

Check the account status, role and access mode first. Administrators retain full project access. A project-wide account is not restricted to selected vessels by department membership or a screen filter. Disabled or deleted accounts show no effective access; retained configuration is not erased.

The workspace sections use the existing permission dependencies and show current capabilities. A granted capability is not an assignment: task membership, ownership, named reviewers, record state and approval checks still apply when work is opened or saved. Active department memberships and effective head appointments are listed separately.

Vessels and linked logbooks

A vessel-only account needs explicit site grants. A logistics role does not grant log access. Review the separate site log permissions and each linked logbook's effective capabilities. Withdrawn links and inactive sites block vessel-only log access; administrators retain their project-wide rights.

Current/archived book status and active/inactive site status remain visible. Retained logistics role capabilities on an inactive site do not authorise a new movement; the existing active-site and workflow checks still apply.

Copy or save an internal summary

Copy internal summary and **Save internal summary...** read current access again. Saving also rechecks after the filename dialog. If the reviewing administrator loses access, stale details are cleared and no new summary is exported.

The text file includes account IDs, names, scope and permission information, but no passwords, password hashes, session tokens, private task contents or operational evidence. Protect it as internal information. A temporary sign-in lock is shown separately; this review does not assess every existing session.

A review is a dated snapshot, not a permission grant, certified audit record or proof of continuing access. Use Permissions or the existing Fleet controls for deliberate, separately reviewed changes.

Backups are sensitive copies

Keep recovery files separate from reports for recipients.

In Admin, use **Backups & support > Save full database backup...**. In the browser, use **Workspace menu > Full database backup (sensitive)...**. Read the warning and deliberately tick the acknowledgement before choosing a location or requesting the file.

What the full database contains

It is **unencrypted and not recipient-filtered**. It includes saved workspaces, private records, accounts and password hashes, permissions, original documents and stored evidence. Workspace, department and vessel permissions do not filter the downloaded database. Keep it in an approved protected location; later permission changes cannot recall it.

It excludes active sessions, browser-only drafts, unsent photographs, unsaved editor changes, external files not stored in the database and HTTPS private keys. Preserve those separately. Password hashes are not plaintext passwords, but they still require protection.

Eligibility is checked again

The browser preview checks current access without downloading a database. A download requires explicit acknowledgement and rechecks the current account and the actual snapshot. When any private task exists, the full database is administrator-only. Vessel-only accounts cannot export it. Other named project users still require the existing backup capability.

An older browser client calling the backup address without the new acknowledgement receives a warning. Reload the current application without clearing drafts. Preview does not grant later authority. Closing or replacing the review, or changing account context, prevents a late download hand-off.

Confirm the saved file, not just the message

The application reports **Download requested**, not a verified disk save or successful restore. Check the browser download and the actual protected file. Verify recovery using an isolated test project and the existing restore procedure; never test restore by replacing live work.

For sharing, use the relevant operational report and review its contents and intended recipients. A selected-workspace project transfer is still an unencrypted database copy with dependencies and accounts, not a recipient- or vessel-filtered handover.

This release does not add encryption, automatic redaction, broader vessel isolation or an offline/cloud deployment. It does not change network/firewall behaviour or resolve the deferred phone-connection issue.

Browser administration

People, permissions and effective access

Open the current project

Sign in with an enabled named project administrator. Choose Administration in the browser sidebar or open /admin at the existing hub address. This uses the same account and department services as desktop Admin. A supervisor, department head or vessel role does not by itself grant administration.

People and access

Search by name or User ID. Create users; edit their display name, role or enabled state; reset another user's password; and review/change project permission flags. Enter a reason and tick the review confirmation before saving. Another administrator must disable or demote your own account. Change your own password from Account.

Review the actual policy

Review effective access is read-only. It brings together project capabilities, active departments and heads, Fleet roles, separate vessel-log permissions and full-backup eligibility. Opening it does not impersonate the person, change their rights or acknowledge private work. Record ownership, assignments and approval rules remain additional requirements.

A deliberate backup grant

All operational access does not silently add full-database export permission. Newly granting it requires a separate acknowledgement. The existing actual backup checks still apply. Full backups remain unencrypted and not filtered by recipient, vessel or department; they can contain password hashes and private records.

Vessels are a separate access model

Department membership does not turn a project-wide account into a vessel-restricted one. Vessel-only project flags are retained unchanged; use Fleet for site grants and separate vessel-log rights. Changing a user's credentials or permissions revokes that person's saved sessions.

Confidential administration

HTTP does not encrypt passwords or management traffic. Use approved networking and trusted HTTPS for confidential shared-network work. The host must remain running. This release does not add network repair, cloud deployment or new encryption.

Departments and safe saving

Live forms, current versions and unchanged retries

Manage responsibilities

Choose Administration > Departments. Create or rename a department, edit its description, select members, appoint eligible enabled members as heads, or activate/deactivate it. Review recorded references and recent history. Existing native reference rules can block deactivation. There is no destructive browser deletion or automatic merging.

Preserve the history

Renaming retains former-name references. Removing membership also removes the member's head appointment, but not recorded work or approvals. Concurrent account, permission, membership or department changes invalidate the open version rather than silently overwrite newer saved data.

Online editor, not an offline draft

An open form is held only in memory until the hub confirms the save. It requires a reason and explicit confirmation. Controls lock while waiting; normal route changes are blocked until save/cancel. A changed account context invalidates the form. A failed read removes earlier management details.

After a lost response

The hub may already have saved the change. Keep the editor open and use Retry unchanged request. A minimal receipt and keyed fingerprint identify that exact action; an unchanged retry confirms it without creating a duplicate. A changed request cannot reuse the same ID.

Closing does not undo a saved change

Closing an uncertain form can lose its unsaved contents and does not reverse an action already committed on the hub. Preserve the metadata receipt and check the current saved record before starting a different action. Receipt exports do not contain passwords or the form contents needed to reconstruct a closed editor.

Recovery progress

This recovery line preserves the documented 1.28 browser administration and navigation work. Version 1.29.1 adds browser checklist and maintenance-routine authoring; see pages 84-85. These are tested reconstructions, not identical original archives. Toolbox authoring, Handovers and browser logbook design remain separate steps. Keep the package progress record with the source and installer.

Browser templates and routines

Define future work without rewriting recorded evidence

One definition library

Sign in with an enabled named project administrator. Choose Administration > Templates & routines. Search or filter checklists and maintenance routines. These are the same saved definitions used by native Admin, not another template database.

Create a blank hub draft

Choose New definition, its kind, title, system, document code and one-stage or two-stage labels. Enter a reason and explicitly confirm creation. The empty draft is not published and contains no invented procedures, readings or operating limits.

Details and selected-check editing

Details contains document code, owner/department, purpose, stage labels, new-record defaults and tools. In Sections & steps, choose one section and one check. Add, edit, move or reorder checks, then enter reviewed wording, guidance, responsible role and stage inclusion. Stable check IDs and reading keys stay attached during moves. Numbers change only when edited.

Readings, evidence and review requirements

Choose text or number readings, units and whether a reading is required. Number readings require explicit finite minimum and maximum values; no limits are inferred. Set photo evidence to off, optional or required, and select an eligible reviewer or department group. Unavailable retained reviewer requirements are not silently replaced.

Keep sources and pictures attached

Original document revisions and bytes, source-review notes, pictures, procedure references and protected extension fields stay with the definition. The browser displays them read-only and merges supported edits by stable identity. Removing a protected reference is blocked. Use native Admin for imports, original-link changes, picture editing and source-review resolution.

What remains outside this editor

Changing an existing workflow mode and unsupported document-control extensions requires native Admin review. Toolbox forms now have a separate editor in this library (pages 86-87), with different published-draft rules. Handovers and browser logbook design remain later steps.

Draft review and publication

A saved draft is not a published operating procedure

Save first; publish separately

The Review tab previews the proposed contents in this open editor. Enter a reason and tick the initially unticked confirmation to Save hub draft. Close the saved editor, select Review saved draft for publication and inspect the exact hub-saved wording, readings, references and reviewers. A second reason and confirmation are required to publish. Publication does not authorise an operation.

Review is tied to the saved version

Incomplete checks, uncovered stages, unresolved import review and ineligible reviewers block publication. A changed draft or changed eligible-reviewer list invalidates the review. Open records and maintenance orders keep their saved snapshots, results, photos and approvals; changed recurring routines still use the existing follow-up review rules.

Retained drafts and lifecycle

A checklist draft older than the current published head is read-only. Start from the current published head and separately confirm replacing the retained old draft. Archive prevents new work from choosing the definition without deleting existing work or revision history. Restoring an unpublished draft does not publish it.

A lost response does not mean nothing saved

Authoring needs a reachable hub. Open edits are held only in this tab, not in an offline queue. Controls lock while sending. After an uncertain response, keep the editor open and use Retry unchanged request to confirm the original action. Do not change the request and reuse its ID. Receipt exports contain identifiers/status, not a full recoverable template.

Concurrent changes and closing the tab

A newer native or browser edit blocks a stale save instead of silently merging. Unsent wording stays read-only until deliberately closed or reloaded. Closing the tab, changing account or losing the browser session can discard in-memory edits; it does not undo an action already saved. Inspect the current definition before starting a different action.

Recovery checkpoint

The checklist and maintenance editors were reconstructed in 1.29.1 from verified 1.28.1. This guide now also includes 1.30.1 toolbox form authoring. These recovery builds are not the identical inaccessible original archives. Save source, installer and progress together. Next: 1.31 Handovers. Windows and physical-phone acceptance are still required.

Browser toolbox-talk forms

One library. Reusable wording separate from actual briefings.

Open the shared authoring library

Sign in with a **named project administrator account**, then choose **Administration > Templates & routines**. Filter by Toolbox talk form or search by title/code. This is the same saved library used by native Admin. Actual meetings remain in the operational Toolbox Talks workspace.

Create a complete unpublished form

Choose **New toolbox form**. In Details, enter the title, optional document code, purpose, supervisor instructions and the declaration attendees must read. New wording starts blank. Use reviewed material approved for your operation; no work instructions or completed answers are invented.

Discussion and understanding

In Discussion, add 1–100 grouped prompts. In Understanding, add 1–20 Yes/No questions. Select one entry at a time to edit its wording, remove it or move it up/down. Phone layouts use a compact selector rather than a second full list. Reordering affects the new revision, not answers saved in earlier talks.

Save first; review the saved draft separately

Use Review to inspect every prompt, question and the declaration. Enter a reason, tick the initially unchecked confirmation and choose **Save unpublished hub draft**. Complete native form constraints apply even to saving a draft. Reopen the saved form, choose **Review saved form for publication**, inspect the exact hub-saved wording, then separately confirm publication.

Original source stays attached

Source attribution and import metadata remain with the definition. Pending imported-source review and unsupported extra fields are read-only here; nothing is silently dropped or approved. Importing a form, editing protected sources and resolving source review remain in native Admin.

Do not confuse authoring with operational drafts

Definition authoring is **online and in memory, NOT an offline queue**. Save complete unpublished drafts to the hub regularly. Supported operational briefing Local forms use a separate workflow. Opening or publishing a definition does not record a briefing, acknowledge attendance or authorise an operation.

Publish toolbox revisions safely

Keep previous evidence intact and make publication deliberate.

Published forms have no parallel hub draft

Choose **Propose revision** on a published form. Its unsaved proposal stays only in the open tab. After editing, open Review and choose **Review this complete form with the hub**. Inspect the result, enter a reason and explicitly confirm **Publish reviewed revision**. There is no Save draft action for a published-form proposal.

The review must match the exact wording

Changing wording invalidates the review and confirmation. A current-state check also rejects concurrent native/browser edits, source changes, archive state or changed authority. A form whose wording is unchanged does not receive an unnecessary new revision. Unsent stale text remains read-only until you deliberately close and reload.

Existing talks keep their recorded snapshot

Open, finalised and cancelled briefings retain their exact form revision, discussion results, answers, attendees, guests, personal acknowledgements and witnessed-guest acknowledgements. Publishing or reordering a new form does not rewrite those records. Archive blocks future selection without deleting evidence; restoring an unpublished form does not publish it.

A lost response can mean publication already saved

Controls lock while sending. Keep an uncertain editor open and use **Retry unchanged request**; the original request confirms without a duplicate revision. A later rejection does not prove an earlier uncertain action failed. Check the saved form before a different action. Receipts contain identifiers/status, not the full wording or declaration.

Before closing, reloading or changing account

A proposal is not a recoverable offline draft. Closing/reloading, signing out or session/project invalidation can discard unsaved wording. These actions do not undo a change already saved on the hub. Preserve necessary text or complete the approved save/publication workflow first. Existing operational drafts are not cleared by this authoring editor.

Recovery checkpoint

Toolbox form authoring was reconstructed in 1.30.1. It is retained in this 1.31.1 build; Handovers is now available as a separate operational workspace. Keep each source, installer and progress record together. Next separate step: 1.32 handover preparation, attention summaries and current recipient roster.

Create and publish a handover

One department's day; separately authored and published shifts.

Choose the operational day

In the main sidebar, open **Handovers > Your department's day**. Choose **Operational date**, vessel/site label and department, then **Show day**. The device date is only an initial proposal. This groups your own drafts and permitted publications, not a complete crew roster. Vessel/site is a text label, not Fleet identity or access.

Start once; continue the saved shift

Choose **Start today's handover** or **Start daily handover**. Enter outgoing/incoming shifts, actual period and time basis. Review the exact setup, give a reason and confirm **Create private shift draft**. It opens Work & priorities. **Continue my draft** returns to that saved record instead of starting another. Context is fixed at creation; review it first.

Pass the work to the next shift

After publication, use **Start next shift**. Check the proposed reversed shift names and next start, then enter the actual end. Select earlier outstanding work, hazards and priorities; equipment status and notes are optional. Copied wording is labelled for review. Summary, completed work, named recipients and signatures are not inherited. Recheck the proposed department audience.

Keep the day explicit, including midnight

A night shift can end tomorrow while remaining under the chosen operational day. Choose a different date explicitly when beginning another day. No duration, schedule or time-zone conversion is inferred. Use **Other handover** for an ungrouped or full-hitch record; multi-source preparation remains on page 90. Earlier records are not retrospectively grouped.

Save privately, then publish separately

Write current facts in Work & priorities, select the intended Audience and review/confirm **Save private hub draft**. To share, separately **Review saved draft for publication** and confirm its exact wording and audience. Publication needs period, time basis, summary and another eligible recipient. Each shift keeps its author, revisions and personal acknowledgements; starting the next does not sign the previous one.

Protect unsaved work

These forms are **NOT offline drafts**. Save to the hub regularly. After an uncertain response keep the editor open and use **Retry unchanged request**; a later rejection does not prove the first request failed. Receipts contain identifiers/status, not wording. Closing/reloading can lose edits. Native Admin retains its shortcut to this browser workspace.

Recipients, revisions and privacy

Continuity carries reviewed notes, never another person's signature.

Private means the author's draft

Another administrator or department head cannot read your private handover draft. Published readers need current Handovers permission and either a named selection or membership in a selected active department. Role alone adds no readers; vessel-only accounts are excluded. Historical revision access also requires that revision's audience. The daily view is not a complete crew roster.

Revise without rewriting evidence

Start private revision copies the author's latest publication into a separate working draft. The published version remains unchanged and visible to eligible readers. Save, review and publish deliberately. Changed wording creates a new revision; previous text and acknowledgements stay with their old revision. No signature is copied. Daily context is fixed; the actual work period remains editable.

Acknowledge personally, export deliberately

A recipient reviews the current publication and confirms its acknowledgement declaration using their own account. The author cannot sign as an incoming recipient. Reading, starting the next shift and PDF export do not acknowledge. The author can inspect recorded evidence and the current-recipient view on page 91. A permitted published PDF includes daily date, department snapshot and shift pair, not private draft wording.

Archive and discard deliberately

Archive hides a record from default lists and stops new acknowledgements without deleting history. Restore does not publish. Discarding a private revision leaves its publication intact; discarding an unpublished draft removes its wording but retains an archived audit identity. These actions never close tasks, verify equipment or authorise operations.

Full copies contain private information

Full backups are unencrypted and contain private drafts, source provenance and restricted publications. Browser full-database downloads require an eligible administrator once Handovers content exists; the snapshot is checked too. Selecting Handovers in a transfer includes all its drafts/history, not just one recipient's records. Omitting it removes that component from the disposable copy only. Downloaded copies cannot enforce later access changes.

Keep the compatible application

Daily metadata uses the five existing Handovers tables without a new table migration. After creating grouped daily records, keep **1.34.2 or later**; older versions do not understand the grouping. Earlier Handovers backup restrictions and general-task compatibility still apply. Unknown component formats are rejected; native restore retains a rescue copy. Windows, phone, live-LAN and durable-browser acceptance remain required.

Prepare from previous handovers

The separate multi-source workflow; daily next-shift preparation is on page 88.

Choose published sources and explicit sections

Open **Handovers > Prepare from previous**. On an ungrouped publication, the preparation shortcut opens the same workflow. Enter a new title/type and select up to **12 sources** from accessible active current publications. Choose each source's work sections explicitly; none is selected automatically. Move sources earlier/later to set the order. Private and superseded revisions are not candidates. This creates an ungrouped handover, not a daily group.

Review the exact earlier wording

Choose **Review exact prepared wording**. The hub returns only selected saved text with source title, revision and period above each excerpt. It does not generate a summary, infer completion or inspect other workspaces. Combined sections over 8,000 characters are rejected, not truncated. Changed, archived or inaccessible sources require a new selection and review.

Create a private copy, not a publication

Inspect the copied sections, give a reason and confirm **Create reviewed private draft**. Changing title, type, source order or sections invalidates the review. The copy has its own identity and author-only draft. This multi-source flow inherits no period dates, time basis, location, audience, acknowledgements or operational completion. Source records are not changed.

Update the facts before sharing

Open **Edit private draft**, remove obsolete instructions, set the new period/time basis and choose an authorised audience. Save and review for publication separately. The copy is independent: later source edits or access removal do not update or erase it. Retaining wording does not grant recipients access to the original sources. The daily Start next shift workflow instead proposes its selected department and period start for review.

Keep provenance and save status clear

The author can expand **Preparation sources** to see selected source identities, revisions and sections. Daily preparation has its own author-only earlier-shift provenance. Source links still require current permission. Preparation is online only. Keep an uncertain form open and use **Retry unchanged request**; the committed request returns the same draft, not another copy. Receipts cannot reconstruct a closed form's text.

Current recipients and attention

Current access and personal acknowledgement are different facts.

Current recipients is an author-only view

Open your latest published handover and choose **Current recipients**. The hub resolves enabled accounts, current Handovers permissions and active department memberships. A person selected directly and through a department appears once, with both routes shown. The author is excluded from the incoming count. Administrator or department-head status alone does not grant access to another author's roster.

Separate eligibility from saved evidence

The view distinguishes **Acknowledged this revision**, **Awaiting personal acknowledgement** and **View only - acknowledgement not permitted**. Archived records cannot receive new signatures. Inactive departments and unavailable named selections are identified. Signatures from former recipients remain historical evidence, not current readership; they are never transferred to a newer revision or another shift.

Refresh instead of assuming

Use **Refresh current recipients** after access changes. A changed publication must be reopened. Failed refreshes clear stale names/counts and show unavailable, not a misleading empty list. Reading or refreshing this view never signs for anybody. Daily grouping does not broaden the audience.

Needs attention: only your permitted work

Home shows active private drafts and current publications awaiting your personal acknowledgement. Other accounts do not see your private draft titles. Category totals and up to five previews link to saved records; Handovers has the full permitted list. Archived and view-only items do not request acknowledgement. A failed category shows unavailable, not zero.

Act separately from reading

Attention links open saved records. Reading, preparing the next shift, viewing a roster or exporting does not acknowledge, resolve a task, verify a certificate or authorise equipment. Sign only using your own account after reviewing the publication. All these actions keep the original network and startup settings.

Tasks and continuing usability work

General-purpose Tasks arrived in **1.34.0**, workspace/session continuity in **1.34.1**, and daily department/shift handovers in **1.34.2**. Task-integrated checklists are next, not implemented here. Clarity and usability remain ongoing. Completing a task never silently completes linked maintenance, renews a certificate or grants operating authority.

Design logbooks in the browser

A new empty structure, separate from saved operational evidence.

Open the designer, not the entry form

Use a **named project administrator account**. Open **Administration > Logbook designer**, or **Logs > Design logbook**. The library lists permitted saved structures, with search and an archived filter. Selecting a saved book is **read-only**; it does not edit fields or open its entry history. Use **Open saved logbook** to record daily events.

Choose a starting point and a clear name

Select **New logbook**. Choose Vessel operations, Activity only, Issues & activity, Weather & SVP, or Blank custom logbook. The presets use the existing native log definitions, including explicit offset conventions where applicable. In **Name & purpose**, enter a descriptive name and instructions. Returning to change the starting point requires confirmation before replacing your unsaved sections.

Edit one selected field at a time

In **Sections & fields**, choose the current section and field. Add a standard or custom section, rename it, and move it earlier or later. Add, remove or reorder fields. Choose **Text, Number, Date, Time or Dropdown**, a descriptive unit/label and whether an entry is required. Dropdown choices must be distinct, one per line. Keep at least one field per section. Limits are 25 sections and 40 fields per section, subject to the request size limit. Renaming and reordering retain the new design's identifiers.

Review the exact structure before creation

Choose **Continue** to validate the structure with the hub. Review every section, field type, unit and requirement in **Review & create**. The confirmation starts unticked. Only **Create reviewed logbook** creates one empty saved logbook. Returning to edit invalidates review and confirmation. Review itself does not write a draft or operational record. An unchanged retry confirms the original creation rather than another logbook.

Saved structures and history remain distinct

Saved field structures are fixed. This designer does not change an existing book, entry, correction, reference image, source document, issue assignment or vessel grant. Native workbook/package import and offset-table setup remain in desktop Admin. The new book uses the existing project log access rules, not inherited access from another book. Unit text does not convert values or set safe operating limits. Event time, author identity, notes and correction history are provided by the existing entry workflow.

Navigation and safe editing

Consistent workspace navigation and deliberate online editing.

Use a left-aligned workspace list

The main browser and Fleet use consistent icon slots, left-aligned labels and compact row spacing. The selected workspace has a distinct edge and background. Desktop Admin uses left-aligned navigation labels and smaller group headings. The sidebar scrolls independently; adding workspaces does not force desktop Admin into a dropdown on a short screen.

Show only the navigation you need

On a wide browser screen, use **Hide sidebar / Show sidebar**. On a narrow screen, use **Menu / Close**; Escape and the backdrop close the drawer. Native Admin retains its explicit Hide sidebar / Show sidebar controls: compact selection is a deliberate choice, not an automatic reaction to window height. Existing workspace identities and permissions do not change.

Separate setup from daily operations

Administration contains People & access, Departments, Templates & routines and the Logbook designer. Actual checks, readings, briefings and handovers remain in their operational workspaces. The logbook designer uses four steps and a single selected-field editor. The field list becomes a compact selector on phones; Back and Continue stay in the same footer positions.

Keep an unsaved design open

The logbook designer requires a reachable hub and is **NOT an offline draft**. Nothing is saved until creation is confirmed. Background rendering preserves the open design, but reloading or closing the tab discards unsaved wording. Account/project changes clear it. Creation locks the controls while waiting. After an uncertain response, keep the editor open and use **Retry unchanged request**. Check saved Logs before starting a different creation. Receipts contain identifiers/status, not the text needed to reconstruct a closed design.

Continue improving usability, not just adding features

These bounded improvements do not mean every application screen is fully polished. General Tasks arrived in 1.34.0; workspace/session continuity is described on pages 7, 60 and 68. Daily department/shift handovers arrived in 1.34.2 (pages 88-91); task checklists in 1.34.3. Version 1.34.4 adds next-action guidance and checklist search/filtering (page 95). Network/startup settings are unchanged. Windows, phone and durable-storage acceptance remain required.

Assign operational tasks

Keep the job, people, authored checklist and optional source in one guided flow.

1. Work / 2. People & due date

Open **Tasks > New task** in the browser or native Admin. Choose General work, Maintenance activity or Certificate check. Enter instructions, priority, department, named assignees and optional due date/time (**UTC**). Inventory verification keeps its separate stock-check workflow.

3. Checklist & link

Choose **No checklist**, **Use an existing template** or **Build from scratch** without leaving creation. Scratch keeps the quick outline: one step per line, # for sections. **Edit steps & add readings** converts it to a selected-step editor, or starts a blank step. Edit wording, section and guidance; add, remove or reorder draft steps with their readings.

Author readings, not operating limits

Choose **Add text reading** or **Add numeric reading** for a step. Enter a distinct label, optional unit and **Required for Done**. Numeric fields require explicit lower and upper limits; both are inclusive and within ±1e12. Blank, non-finite or inverted limits are rejected. Use values from your approved procedure; the app invents no safe operating limits. Up to 200 steps, 12 readings per step and 40,000 authored text characters.

A fixed, reviewed copy

A published Checklist template needs preview and explicit audience confirmation. The task freezes its revision/checksum, stages, guidance and readings, not answers or signatures. Templates needing photo evidence, item approvals, source pictures/files or conditional winch checks remain unavailable; use the original Checklist workspace. Neither scratch creation nor task completion publishes a library template or authorises equipment.

Optional source / 4. Review & create

Keep **No link - standalone task**, or choose one exact permitted asset, maintenance order or certificate revision. A link does not grant source access. Review people, instructions, every step and reading definition, then explicitly create. An eligible unstarted task without findings can also receive one checklist through **Add checklist**. Saved definitions are fixed.

Private work and separate results

Current assignees, designated heads and administrators retain private task access. Creating/adding needs task-management authority; copying a template also requires Checklist viewing. Scratch authoring does not. Required readings, findings, submission and exception review remain separate, enforced by the hub (page 95). Task completion does not complete linked operational records.

Preserve drafts when updating

Browser forms retain existing account-scoped draft/retry protection, not a new offline queue. Native unsaved forms are memory-only. Keep **1.34.5 or later while structured scratch drafts remain**; older editors cannot interpret them. Saved checklist format and the 1.34.3 minimum remain unchanged. Preserve every browser/window, back up, stop the hub and close Admin. Update in place; do not uninstall first or clear browser storage.

Work, review and follow-up

Recorded steps support the task; they do not approve linked operational work.

Follow the next action

The task opens with **Next action**, based on hub-saved work and your access. **Continue checklist** opens the first unrecorded step, labelled Step N of total. It never marks a result Done. Then **Save work findings**, **Prepare submission** or **Open review** guides the existing action. These steps do not replace operating procedures.

Find a step without changing its result

Search step wording, stage, section or saved notes. Filter **All steps**, **Not recorded**, **Issues / not applicable** or **Recorded**. Shown/total counts identify filtering; **Clear filters** restores the original order. Hidden steps still count toward submission. Preferences are in-memory for the same task/account context, not cross-device or durable drafts.

Record a result and preserve measurements

Use Done, Issue / outstanding, Not applicable or Not recorded. Issue and Not applicable need explanations. Done needs required readings within saved limits; out-of-limit readings require Issue and a note. Not recorded / Not applicable cannot contain readings. Saved results retain author/time; amendments require a reason and preserve History.

Record findings, then submit and review

Save **Work performed & findings** separately. Submission stays disabled until findings and every checklist result are saved. Prepare submission opens an unchecked confirmation; nothing is submitted automatically after the last result. A reviewer sees the saved work. Local drafts do not count as hub-saved results.

Exceptions require explicit review

Completing with Issue or Not applicable also requires explicit acceptance. Its box starts unchecked. Otherwise return for correction. Acceptance does not convert Issue into Done, release equipment, verify stock, complete maintenance or renew a certificate. Same-person review remains labelled, not independent approval.

Return, reopen and follow the history

Returning retains results for explained correction. Reopening requires a reason and clears current findings/results and old acceptance, starting a fresh cycle with the same fixed steps. Earlier evidence stays in **History**. The task PDF shows the current saved cycle.

Access, conflicts and unfinished forms

Only authorised assignees record work. Refresh after another person saves. The hub rejects stale versions; identical retries do not duplicate history. Keep an uncertain form and use Retry unchanged request. Browser drafts remain account-scoped; native unsaved forms are memory-only. Do not clear storage or overwrite another person's work.

Boundaries and acceptance

File/photo evidence, advanced approvals, definition editing and recurrence remain pending. Daily handovers and Fleet/log continuity are retained; no network changes. The unsigned online setup is compiled/inspected, not run on Windows. Real installation, phone/LAN, popup and durable-storage acceptance remain required.

Manage unfinished and retained work

Record management / one reviewed administrator action at a time

Open the administration workspace

In the browser, open Administration > Record management. In desktop Admin, select Record management in the sidebar, or use Postpone / cancel / archive from Records. Choose a category, Active / open, Retained / closed or All saved records, and a name or reference. Lists show up to 100 records per page.

Postpone a checklist without pretending it is complete

Select the saved checklist and choose Postpone checklist. Enter a reason, type its exact displayed name and confirm. The checklist leaves active work with a Postponed state. Its recorded answers, evidence and audit history stay saved. No step, signature or finalisation is invented.

Bring the same checklist back

Choose Retained / closed, find the record and select Restore. Saved answers remain. Open-stage item and structure versions advance so old offline edits cannot silently overwrite the restored record. Review dates, answers and current conditions before relying on earlier work.

Keep cancellation, archiving and completion separate

Cancel unfinished work means it did not finish as planned. Archive retains completed or inactive records outside normal selection. Void identifies an incorrect log entry while preserving its history. None of these means the equipment is safe or the work was performed.

A failed connection is not proof of failure to save

Wait for the hub receipt. After an uncertain response, Retry unchanged request uses the same operation rather than repeating a different change. Inspect the saved state before starting another action. This online-only form does not automatically save its reason or clear another device's unsent work.

No blanket purge

This centre deliberately offers reversible lifecycle actions, not Delete everything. Source permissions, private handovers, frozen finalisations, stock custody and movement dependencies remain enforced. Workspaces that retain completed historical records continue to use their existing closed/archived filters.

Choose the right lifecycle action

Existing owning-service rules still decide what can change

Checklists, Tasks and maintenance

Standalone open checklists: Postpone or Cancel; finalised checklists: Archive. A task-owned checklist stays with its Task: cancel the Task rather than deleting its steps. Reopen a general Task only when fresh results and findings are appropriate; old work remains in History. Inventory-verification Tasks cannot be reopened. Open maintenance orders can be cancelled; this does not cancel a separately linked Task or release equipment.

Logs and briefing records

Archive a logbook to stop normal selection and new entries, or Void an incorrect entry. An administrator can restore the entry after review; its parent book must be active first. Open toolbox talks can be cancelled without invented acknowledgements. Finalised and cancelled talks remain historical records. Archive reusable forms separately to stop new use.

Inventory, boxes and certificates

Archive inventory items or lists only when current dependency checks allow it. Resolve open verifications, box contents, custody and shipments first. Archiving is not disposal, an adjustment or quarantine release. A certificate archive retains its actual stored dates, source links and attachments; it never renews or validates the certificate.

Manifests and sites

Only Draft or Ready manifests can be cancelled. After dispatch, record the actual receipt or return and resolve final placement. A cancelled shipment must never make in-transit equipment reappear ashore. Held stock, open shipments and enabled vessel logbooks can block site deactivation.

Handovers and originals

The centre lists only your own author-controlled handovers; administrator status does not reveal another person's private draft. Archive and restore keep revisions and acknowledgements. Original documents are archived, not permanently removed, here. Specialised permanent-deletion controls remain separate and retain their dependency checks.

Review current data, not a stale screen

Every confirmed change rechecks the account, current source access and saved revision within one transaction. A record changed after preview must be refreshed and reviewed again. There is no mass purge, automatic cascade or automatic linked-record completion.

Imports & examples

A labelled route to each supported desktop importer

Start in desktop Admin

Open Imports & examples, choose the kind of file and use Open selected import. Read the preview, review the destination and confirm deliberately. The browser's matching page explains these routes; it is not a universal browser uploader. Open example files and Read import & demo guide access the installed reusable sample folder.

Checklist and maintenance definitions

An .ajcheck package opens a new Checklist Editor draft, or a new unpublished maintenance routine through Import routine draft. Review sections, phases, readings, guidance and approval targets before publication. No previous answers or signatures are imported.

Inventory and toolbox forms

An .ajinventory package creates a separate inventory and remaps imported box links. It does not bring Fleet custody or verification progress. An .ajtoolbox package creates an unpublished briefing form, not a meeting, attendance list or acknowledgement.

Logbooks and workbooks

An .ajlogs package creates a separate logbook; it never merges into an existing one. Use Definitions Only for a clean design or the explicitly labelled Fictional History sample for training. .xlsx/.xlsm workbooks are reviewed sheet by sheet. Known layouts become rows; other material remains a reference for administrator review. Macros, external files and queries never run.

Projects and reusable setup

Use the complete demo .ajproject as a NEW separate training project, never a restore over live data. .ajlibrary transfers checklist definitions; .ajbundle carries selected reusable setup. Imported setup users are disabled profiles without transferred passwords or operational sign-offs.

Original reference files

Adding an original PDF, supported Office workbook/document or image preserves its bytes and metadata. It does not automatically turn an arbitrary document into a checklist, a certificate or a Task. Use each workspace's actual authoring/attachment controls. Unsupported file types must not simply be renamed.

Open the complete fictional demo

Examples & Demo ZIP / isolated project with linked records

Import without touching real project data

Extract Wavelink_1.34.6_Examples_and_Demo.zip. In desktop Imports & examples, choose Full demo / reusable setup and select 01_Complete_Demo/DEMO_Offshore_Training_Fleet.ajproject. Review Complete project, give it a distinct DEMO name and choose a new empty destination. A direct Admin session without Projects uses the project launcher instead.

Use the included training identities

Open TRAINING_ACCESS.txt beside the .ajproject. Sign in as demo.admin for the administrator tour; demo.shift1 and demo.shift2 demonstrate separate shift authors and personal acknowledgements. demo.vessel is restricted to DEMO Meridian. The package and disposable training password are not encrypted. Never enable these accounts in a real project or reuse their password.

Follow a real application journey with fictional data

The complete project contains 56 equipment/box rows and 12 consumables, four Fleet sites including two vessels, nine manifest scenarios, nine Tasks, four saved checklist records, four training templates, two toolbox forms/talks, four certificate registers and two logbooks. The completed monthly maintenance example has its own fresh follow-up order.

Try one end-to-end example

Open DEMO-MAN-001: the outer case, four equipment rows, nested accessory case and two spare-part rows are in transit together. Compare DEMO-MAN-003 awaiting final placement, DEMO-MAN-004 received damaged/quarantined and DEMO-MAN-007 partially received. The detailed pack guide explains the next correct action for every shipment.

Explore shifts, tasks and safe cleanup

In Handovers, choose 23 September 2026 and DEMO Meridian / DEMO Survey. The two shift authors have separate publications and acknowledgements. Review the submitted Task, continue an in-progress checklist, and restore DEMO-CHECK-002 from Postponed in Record management. All authors, work and sign-offs are simulated.

A project import has a new identity

Generate new QR labels and connection links from the imported project before using them. Do not reuse exported source-project locators. Relative expiry/due labels depend on the computer date; the walkthrough is anchored to 23 September 2026. No network, firewall or startup configuration is changed by this feature release.

Reuse examples safely

What imports, what is created, and what is only a report

Reusable sample files versus the complete demo

Individual .ajcheck, .ajinventory, .ajtoolbox, .ajlogs and setup packages demonstrate their own importers. They intentionally do not reconstruct every cross-module link or history. The complete .ajproject is the linked training environment. It is a separate project, not a universal merge file.

Use the blank workbook without moving its headers

Blank_Operations_Workbook.xlsx preserves the known sheet names and header rows. Enter actual authorised data and confirm time basis explicitly. READ ME and Lever Arms in these examples are reference-only. Generic inventory XLSX/CSV samples are preparation aids, not a claimed inventory spreadsheet importer.

Create operational records in their workspace

Tasks, daily handovers, maintenance jobs, certificate registers, Fleet sites and manifests do not have individual general-purpose spreadsheet importers here. The guide gives the actual create, assign, save, review, dispatch and receive paths. A supporting PDF attachment never moves stock or signs off work.

Review permissions after reusable setup import

Imported setup users are disabled and have no password. Assign current roles, department membership, asset responsibilities and vessel/log permissions deliberately. External department IDs and old QR locators are not permissions in the destination project. Other authors' private handovers remain author-controlled.

Keep evidence and preserve unfinished device work

Before an update, stop the hub, close Admin, back up the project and preserve/synchronise every browser and separate log window. Update in place without uninstalling or clearing browser storage. New lifecycle states should be managed in 1.34.6 or later. No persistent offline Fleet form or new automatic upload queue is introduced.

Still on the roadmap

Fault Reports is now available; see pages 101-104. File/photo evidence, broader file/column mapping, task evidence and advanced approval/recurrence work remain future increments. Actual Windows installation, durable browser storage and live phone/LAN acceptance remain required.

Report the observed fault

One workspace in the browser and desktop Admin; no separate sign-in.

Start with what was observed

Open **Fault Reports > Report a fault**. Enter a clear title and observed fault. Add impact or restrictions, immediate actions already taken and an optional observed date. Do not present an assumed cause as a confirmed diagnosis. Urgent safety concerns must also follow your organisation's immediate reporting procedures.

Choose the responsible context

Choose your active department, or Project administration when unassigned. Administrators may select any active department. Select a reported priority; this is a recorded classification, not an automatic risk assessment, escalation or equipment stop instruction.

Link equipment deliberately

Search accessible equipment by name or serial, then select one exact saved record. Search alone does not create a link. The report remembers its source version; a changed version is flagged. A link does not move, quarantine or release equipment.

Review who can read the report

A report is private to its reporter, current assigned owner, current designated heads of its selected active department, and project administrators with Fault Reports access. Written narratives are shared with that audience. Linked equipment or Task metadata still requires separate source access.

Confirm and save

Review the wording and audience, tick the confirmation and select Create fault report. The hub assigns a reference such as FR-000001. A saved report is distinct from an unsaved form. No file or photo upload is included in this first increment.

Keep unfinished wording safe

Browser forms are online and held in memory only. Navigation warns while a form is open; the same account can resume a parked form after sign-in within the same page. Other accounts cannot see it. Closing or reloading the page can lose it. There is no persistent offline fault queue.

Assign, work and review

Reported > In progress > Awaiting review > Closed, with explicit decisions.

Assign / triage

An administrator or designated head with Manage permission chooses one current named owner, priority and optional target date, with a reason. The owner must have View and Record fault work permissions. A department head cannot transfer a report to a department they do not manage. An unassigned report stays Reported.

Record progress separately

Only the current assigned owner records progress notes or requests closure. Saved notes retain their author, hub UTC timestamp and work cycle. Administrators are not automatically the work owner. Saving a note does not request review or close the report.

Link an existing corrective Task

An authorised manager can search and select one accessible existing Task, or remove the optional link with a reason. The report records the exact Task version. No Task is generated automatically. Completing a Task does not close a fault; closing a fault does not complete the Task.

Request closure

The assigned owner supplies both corrective work / proposed resolution and verification performed, including remaining limitations. After review and confirmation, the report becomes Awaiting review. This is a request, not a completed closure or equipment-release decision.

Review the proposed resolution

A designated head or project administrator with Manage permission reads the saved resolution and verification. Choose Close with an explicit review reason, or Return for further work. Returned proposals remain in History and a new current proposal is required.

Be clear about self-review

The same account may propose and review when it is both the assigned owner and an authorised manager. This is explicitly labelled as same-person review, not independent review. Mandatory independent approval and configurable approval chains are future extensions.

Hold, retain and reopen

Stop indefinite active work without destroying its evidence.

Put on hold / resume

Managers can put Reported or In progress work On hold, with a reason and optional review date. Existing notes remain and the owner may still add progress notes. Resume work continues the same report. Hold dates are recorded information; they do not create reminders or automatic resumption.

Cancel work that is no longer required

Cancel an active report with a reason, for example a confirmed duplicate. Cancellation is not successful completion. The report, original wording, notes, proposed resolution and amendment history are retained. There is no blanket permanent-delete action.

Archive terminal reports

Only Closed or Cancelled reports can be archived. Restore retained report removes that archive flag without reopening the work. To work again, restore first, then explicitly Reopen with fresh review. Active reports cannot be silently archived.

Reopen with a fresh resolution

Reopening retains the reference, notes and full audit history, increments the work cycle, and clears the current resolution and closure. The assigned owner must save a fresh proposal, and an authorised reviewer must decide again. Old approval never becomes approval of new work.

Find and inspect retained records

Use Active reports, a specific state, Archived or All accessible reports, together with reference/title/department/owner search. Results are paged in groups of 100. On hold remains visible in the active backlog. Record management also lists Fault Reports and opens the same dedicated workspace.

History and PDF

History shows saved amendments and lifecycle changes. Export current PDF contains the current report, retained progress notes and current proposed resolution/review, not every old audit snapshot. Source metadata is rechecked for the exporting account. Preserve PDFs according to your organisation's access and retention policy.

Practice and update safely

Seven fictional scenarios, plus permissions and compatibility checks.

Open the complete training project

Import the matching Examples & Demo .ajproject as a **new, separate project in an empty folder**. Never restore it over live work. Use the disposable accounts in TRAINING_ACCESS.txt only for this unencrypted, isolated demonstration. The individual component files do not recreate linked operational history.

Explore seven Fault Reports

The updated demo includes Reported, In progress with an existing Task link, On hold, Awaiting review, Closed, Cancelled and Archived examples. Open 12_Fault_Reports for the walkthrough, blank manual-entry worksheet and seven real report PDF exports from fictional data. The worksheet is not an import format.

Review user access after updating

Fault Reports adds View, Report/amend, Record fault work, Manage/review and Export permissions. Defaults apply only where the account uses role defaults. Existing explicit permission sets do not silently gain new permissions; review Users & access. A supervisor title alone is not designation as a department head. Vessel-only accounts do not gain access.

Protect full-project exports

Fault reports are private records. Full project database exports and snapshots containing them require project-administrator authority, including review of the selected snapshot. Reports do not add encrypted backups or recipient-scoped project sharing. A report PDF is also not an access-control container. Selected Fault Reports transfer also includes Tasks and equipment dependencies. Selection is not a recipient filter.

Update in place and keep compatible software

Preserve or synchronise every browser/window's unfinished work, back up the project, stop the hub and close Admin. Update in place without uninstalling or clearing browser storage. Keep the saved address/profile. **Stay on 1.34.7 or later after saving private fault reports**; older releases lack this workspace and its private-backup checks.

First-increment boundaries

No fault evidence uploads, standalone spreadsheet importer, automatic recurrence/escalation, automatic Task creation, mandatory independent review or equipment-release control is included. The unsigned online installer still needs internet for dependencies. Windows installation, live phone/LAN, actual popup navigation and persistent browser storage need acceptance testing.

New in 1.34.8: see pages 105-108 for guided corrective Task creation, deliberate audience review and recovery. The seven original scenarios remain; FR-000008 adds a Task created through the new workflow. This brings the full demo to eight faults and ten Tasks. Keep 1.34.8+ while corrective Task drafts remain.

Create corrective work from a fault

Use the same four-step Task editor, in the same application.

Start from the current report

Open **Fault Reports**, select a current report and choose **Create corrective Task**. The action is available for Reported, In progress or On hold reports without an existing corrective Task link. Opening the editor does not save a Task or change the fault.

Review work, people and timing

The normal sequence is **Work > People & due date > Checklist & link > Review & create**. A generic title includes the fault reference. The department and eligible current owner are suggested, not silently assigned. Review the work category, people, priority and instructions.

Set the due time deliberately

A fault target contains only a date; the Task requires an explicit due date/time when used. No midnight or other time is inferred. A Critical fault suggests Urgent Task priority for review; this is not an automatic escalation or operational risk assessment.

Keep the checklist inside the job

Choose No checklist, an available published template, or Build from scratch. Existing step guidance, text/numeric readings, units and limits are supported by the same editor. No prior results or signatures are copied. Normal source-link and template restrictions still apply.

Confirm one save for both records

Review the final Task and its separate audience, then confirm both checkboxes and select Create task. Task creation and the fault link are one transaction: either both save or neither saves. The resulting Task opens in the existing workspace. A successful retry does not create a second Task.

Share the wording deliberately

Task readers and fault readers are not automatically the same people.

Begin with neutral instructions

Private observations, impact and immediate actions are not copied into Task instructions automatically. Write the actual assigned work in the editor. A reference number is not a grant of access to the original report.

Copy only after reviewing the audience

Copy observed fault wording... asks before replacing the current instructions. It copies the observed description, impact and immediate actions for editing; it does not copy progress notes, the proposed resolution, signatures or previous work results. If the combined text exceeds 6,000 characters, write a reviewed summary: nothing is silently truncated.

Understand what remains shared

The Task has its own assignees, designated department heads and project-administrator access. Wording deliberately entered or copied into it is visible to its authorised readers and retained in its history. Removing someone's fault access later does not retract wording already shared in a Task.

Review related reports without widening access

The Task shows **Related fault reports** only when the current reader can also read those faults. Selecting a permitted link returns to that fault in the same workspace. Task-only readers can do their assigned work without private fault metadata or an unusable report link. Existing linked Tasks receive the same permission-filtered view.

Use current permissions

Creating requires authority to manage the fault and to create Tasks in the selected department, with current View/Manage access. A supervisor title alone is not designation as a department head. Assignment to a Task does not grant fault or equipment access. These checks run again when saving and retrying.

Keep work and closure separate

The shortcut links records; it does not combine their lifecycles.

Work through the Task

The assignee records checklist results and work findings, then explicitly submits the Task. Existing reviewer decisions, required readings, issue acceptance and reopening history remain. Related fault information is navigation, not evidence that the fault was reviewed.

Close the fault through its own review

The assigned fault owner still records progress and requests closure with the proposed resolution and verification. An authorised manager then closes or returns it. Completing the Task does not close the fault, and fault closure does not complete the Task.

Respect paused work

A manager can create a separate corrective Task while a fault is On hold. The fault stays On hold and its review date remains unchanged. The Task has its own schedule and status; the shortcut does not resume paused work, generate reminders or make a hold date actionable automatically.

Keep one current corrective link

An existing Task link blocks new guided creation, even if its details are not visible to the current reader. Review or explicitly change the existing link instead. Removing a link does not delete that Task or its history, and replaying an earlier successful creation does not restore a link deliberately removed later.

Keep operational release separate

Neither record authorises equipment use, removes quarantine, changes custody or stock, completes maintenance or renews a certificate. Follow approved procedures and the responsible operational release process separately. This increment adds no attachments, mandatory independent review or automatic Task generation.

Resume, practise and update

Original draft context is preserved; stale reports are not silently rebased.

Protect a browser draft

The corrective editor reuses the existing account/project-scoped General task draft workflow. Use Keep draft & close and resume as the original account. The source fault revision and retry operation stay with the draft; review confirmations reset. Another account cannot take it over. Desktop Admin retains the open form only in memory.

Handle changes and uncertain saves

If another window changes the fault, a new save is rejected and the entered Task wording remains available. Preserve that wording, review the latest fault, then start again deliberately. After an uncertain response, retry the unchanged form: the original operation returns its saved Task, not a duplicate. Editing it creates a new proposed operation and is not a substitute for checking what saved.

Explore the updated demonstration

Import the matching .ajproject into a **new, separate project in an empty folder**. The demo preserves its original records and adds FR-000008 with a Task created through this workflow: eight faults and ten Tasks in total. Folder 13_Corrective_Tasks explains the exercise and contains real PDF exports. Use FR-000001 in a fresh copy to practise creating your own corrective Task.

Update without losing earlier work

Preserve or synchronise all unfinished work, back up, stop the hub and close Admin. Update in place without uninstalling or clearing browser storage; keep the saved address/profile. **Use 1.34.8 or later while corrective Task drafts remain**. The saved private-fault format still requires 1.34.7 or later.

Know what was and was not tested

The unsigned online installer requires internet for dependencies. Local automated tests use fictional data, real Tk/Chromium controls and controlled transport/storage. Windows installation, actual popup navigation, durable browser storage and live phone/LAN behaviour still require acceptance. Overall interface improvements and the remaining roadmap continue separately.

New in 1.34.9: see pages 109-112 for Task Postpone / Resume. The ten previous Tasks and all eight faults remain; two additional Tasks demonstrate retained paused and resumed work. Use 1.34.9+ while postponed Tasks or their action drafts remain.

Pause the assignment, keep the work

Postpone is a retained working state, not completion or deletion.

Use the Task's own controls

In browser or desktop Admin, open **Tasks**, select an operational assignment and use **Assignment & status controls > Postpone task**. A task-owned checklist stays with its Task; do not cancel the checklist separately.

Who can act

A currently authorised project administrator or designated head of the responsible department needs **Tasks manage** access. An ordinary assignee cannot pause or resume work merely because they are assigned. The hub checks current account, permissions and record version on every save and retry.

State the reason and review date

Enter a clear reason. Choose an optional **review date in UTC**, then review and confirm. Leaving it blank means no review-date cue is scheduled. Past dates are allowed but appear as needing review. Opening or cancelling the form makes no saved change.

Which Tasks are supported

General work, Maintenance activity and Certificate check Tasks may be paused from **Not started, In progress or Returned**. Submitted work must first be deliberately returned through its existing review. Completed or cancelled work cannot be postponed. Inventory-verification counts are not included.

Saved evidence stays saved

Checklist definitions, readings/results, result cycle, findings, comments, people, links and due date remain. Their original authors and times are preserved. Resume does not certify that old observations are still valid; review their relevance before relying on them.

Find and review postponed work

The date is a manual planning cue, not a timer that resumes the job.

A separate view, not lost work

The default **Open work** filter excludes postponed assignments. Choose **Status > Postponed** or **All statuses** to find them. The list shows a postponed count and retained checklist progress. Nothing is presented as completed.

Keep the original due date visible

Postponement does not silently extend the due date. The Calendar keeps the original due event, marked as postponed, and adds an all-day review event when a review date is supplied. The current attention panel counts dates reached using today's UTC date, separately from active overdue work.

Update the delay without resuming

Open the paused Task and choose **Update postponement** to change or clear its review date and record a reason. The previous working state, original pause identity and saved results remain. Every change is retained in History.

What remains available

Authorised readers can inspect the Task and export its scoped PDF. Permitted discussion and explicit reassignment/due-date changes remain available. Recording checklist results, adding an unstarted checklist, saving findings and submitting work are locked until an authorised manager resumes.

No automatic action

A review date does not send an automatic email, push notification or reminder, and does not resume or submit the Task. The attention display changes when refreshed from the hub; it is not a new scheduler. A manager decides the next action.

Resume is not reopen

Continue this result cycle, or start fresh deliberately - choose the correct action.

Resume the same assignment

Open the postponed Task and choose **Resume work**. Review the saved findings/checklist, enter a reason and confirm. The service restores the exact previous **Not started, In progress or Returned** status. Results, authors/times, due date and checklist cycle are not reset.

Review who can do the work

Resume requires currently eligible assignees. When a person has been disabled or lost Tasks perform permission, use **Reassign / due date** deliberately before resuming. Reassignment itself does not resume the work.

Choose Cancel/Reopen only for a different purpose

Cancel retains abandonment without claiming completion. **Reopen** after cancellation or completion starts fresh current findings and checklist results, keeping the previous evidence in History. This existing behaviour is intentionally different from Resume.

Manage through Administration as well

In **Record management > Tasks**, use Postpone unfinished work or Resume task keeping saved work. The typed-name, reason and confirmation safeguards remain. Review dates are managed inside Tasks. Paused records appear under retained records, not deleted records.

Separate records stay separate

A Task pause/resume does not pause or close its fault, maintenance order or certificate. It never changes stock, custody, quarantine or equipment permissions. A linked fault can remain On hold while its Task is resumed, and vice versa. Follow approved operating procedures separately.

Protect drafts, practise and update

Use the fictional demonstration before relying on a live workflow.

Handle another window changing the Task

Preserve or save other forms before changing status. A work form opened before postponement remains stale even after the Task resumes. Its save is rejected instead of overwriting the newer record. Review the latest Task and retain the unsent wording; it is not automatically rebased.

Handle an uncertain response

Use the existing **Keep draft & close** and resume as the original project/account. Confirmations reset and the original version/operation remain. An unchanged retry returns the saved outcome rather than adding duplicate history. Another account cannot take over the form. Native forms stay only in the open window's memory.

Try the new demonstration

Import the full demo into a **new separate project in an empty folder**, never over real work. Folder **14_Task_Postponement** demonstrates one paused assignment with saved results and one resumed assignment retaining them. All earlier data remains: eight faults, twelve Tasks, 68 inventory records and nine manifests. No new individual importer is added.

Update in place

Preserve/synchronise unfinished work in every window, back up, stop the hub and close Admin. Do not uninstall first or clear browser storage; retain the detected folders and saved address/profile. Use **1.34.9 or later** while postponed Tasks or their local action drafts remain. Earlier private-fault and corrective-draft safeguards still apply.

Acceptance still required

The unsigned online installer needs internet for dependencies. Local automated tests use fictional data, Tk controls and Chromium with controlled transport/storage. Windows installation/update, actual popup navigation, durable browser storage and live phone/LAN use remain unverified here. No network/startup settings changed.

Your company. Your reports.

Wavelink 1.34.10 / Company branding & reports

One profile in each project

In the browser, open **Administration > Company branding**. In desktop Admin, choose **Company branding** in the existing sidebar. A current named project administrator is required. Each project has its own saved company identity.

Separate customer and software identities

The company logo, company name and chosen header/footer identify the report owner. Wavelink remains the software identity in a small generation marker. The app interface, sign-in screen, installer and publisher details are not rebranded.

Start deliberately

Existing projects retain their default appearance until an administrator enables company branding. Choose **Edit company branding**, enter the company name and select the generated PDF report types that should use it.

What you can set

Company name; company address on an optional cover; company email, phone and website; header/strapline; footer note; classification wording; report accent colour; left/right logo position; and an optional cover page. The accent decorates the report frame; safety/status colours in the data remain unchanged.

No change to saved evidence

Branding is applied at export time. It does not change the saved checklist, task, fault, signature, approval, reading, original document or record number. A newly exported report may therefore use a newer company profile than an earlier downloaded copy.

Set up and preview your identity

Choose logo > edit company details > preview > confirm and save

Upload a real company logo

Choose one PNG or JPEG up to 2 MB, 4096 pixels per side and 8 million pixels. Wavelink decodes and normalises it, strips image metadata, and preserves its aspect ratio. Transparent PNG is suitable. SVG, animation, external image URLs and arbitrary file paths are not accepted.

Preview before saving

Download unsaved PDF preview in the browser, or **Preview PDF** in desktop Admin, generates fictional sample content with a continuation page. An enabled cover setting adds a cover. This does not create a checklist or task, save the logo/profile or publish any operational record.

Confirm one project-wide change

Supply a reason, review the report-type selection, tick the confirmation and choose **Save company profile**. The saved profile has a revision, author and UTC time. Recent changes are shown in the workspace. Changes are checked again against your current authority.

Remove or disable without deleting records

Remove the logo from the draft and save to use text-only branding. Disable company branding and save to return future PDFs to their default appearance. Deselecting one report type leaves that type on its original layout. No existing exported PDF is edited or deleted.

Conflicts and interrupted saves

When another administrator saves first, reload and review rather than overwriting their profile. A retry of an unchanged save uses the same operation reference. After an uncertain save, retry unchanged or export the draft before discarding and reloading. Never assume a timeout means nothing was saved.

Reuse profiles without changing records

Portable company settings, not a project-data import

Export a reusable profile

Export saved profile creates a **.ajbrand** file containing company settings and the normalised logo. It does not contain user accounts, passwords, tasks, signatures or the profile audit history. **Export draft** retains an unsaved proposal instead; it is not proof of a saved change.

Import into another project

Open Company branding in the destination project and choose **Import company profile**. The file is validated and staged as an unsaved draft. Inspect the destination, company details, classification wording and report types. Preview and save explicitly. It does not automatically overwrite the saved profile.

Keep project backups

Full-project backups and full-project transfers include the saved company profile and its change history. Selected workspace/template transfers do not silently import branding; use .ajbrand for that purpose. Protect profiles because company contact information and the logo are included.

Work in one authorised account

Browser edits are held only in the current page memory. Same-account re-entry can resume wording after expiry; a different account cannot take it over. Closing/reloading can lose unsaved work. Desktop edits stay in the current application session. Neither interface adds an automatic offline save queue.

Practise with fictional examples

The example folder **15_Company_Branding** includes enabled demo profiles, a disabled blank starter and a sample preview. Use them in an isolated training project; replace all fictional identity details before producing company deliverables. Importing a profile never certifies the company or a logo licence.

Know the output boundaries

Branding is presentation, not evidence editing or access control

Generated PDF coverage

Selected checklist records, inventory-verification reports, Tasks, maintenance work orders, certificate-register records, toolbox talks, published handovers, Fault Reports, shipment manifests and operations-log PDFs use the common company envelope. Continuation pages repeat the company header/footer.

Kept outside this first increment

Raw Excel/CSV/JSON data, original uploaded files, reusable checklist definitions, backup/transfer formats, QR labels and software documentation are unchanged. The company address appears on the optional cover. This is not a drag-and-drop report designer or arbitrary per-template layout editor.

Keep records recognisable

Mandatory statuses, warnings, saved authors, approvals and results are not configurable branding fields. Table semantics and safety/status colours stay intact. Wavelink generation details, company-profile revision and page numbers remain on branded outputs. No signature is fabricated by a logo or footer.

Language and document security

Company text currently uses Western European characters supported by the built-in report font. Other scripts can appear in the uploaded logo; broader multilingual fonts are pending. A confidentiality label is printed wording, not encryption or recipient enforcement. Existing source permissions still control export.

Update safely

Back up the project, preserve unsent work in every browser/window, stop the hub and close Admin. Update in place without uninstalling or clearing storage. Use 1.34.10+ on the machine generating branded reports. The unsigned online installer is not a Windows acceptance test; verify installation and representative company outputs before operational deployment.

HSE and quality, in one place

Wavelink 1.34.11 / HSE / QSHE

One workspace, not another website

Open **HSE / QSHE** in the browser or desktop Admin sidebar. It brings health, safety, environmental and quality follow-up into the existing application. Related-workspace buttons open Toolbox talks, Checklists, Tasks and Equipment faults without creating or submitting any record.

Eight report types

Choose Safety observation / hazard; Near miss; Incident; Environmental event / concern; Quality nonconformity; Quality observation; Audit / inspection finding; or Improvement suggestion. These are reported categories, not automatic legal classifications or a severity/risk calculation.

Choose the right record

Use **Fault Reports** for the equipment problem, **HSE / QSHE** for the safety/environmental/quality event or finding, and **Tasks** for assigned work. A report may link one exact equipment record and one existing corrective Task. The records remain separate; no fault narrative is copied into HSE / QSHE automatically.

Not an emergency channel

Follow company emergency, escalation and external reporting procedures first. A Critical priority label does not notify anyone automatically. This increment is not a permit-to-work approval, clinical/medical record, statutory reporting service or a complete company management system.

Privacy before detail

Use concise factual descriptions and avoid unnecessary names or medical details. Reports are not anonymous. The reporter, current owner, designated heads of the selected active department and project administrators can read them when they have the relevant permission. This is not an HSE-team-only confidentiality boundary.

Report what was observed

New report > choose type > describe > review and save

Start an online report

Choose **New HSE / QSHE report**. Select the type and enter a title, observed event/condition, impact or restrictions and immediate actions actually taken. Add an optional observed date. Dates are date-only; no observation time is invented. The hub separately records the author and save time in UTC.

State the expected condition

For **Quality nonconformity** and **Audit / inspection finding**, enter the requirement or expected condition being assessed. This field is optional for other types. Wavelink does not supply a regulation, acceptance limit or root cause; the responsible team must review the wording.

Select scope deliberately

Choose an active department available to your account, or leave Project administration for initial triage. A vessel/site/area text label helps finding reports but is not linked to Fleet and does not grant or restrict vessel access. The optional equipment picker selects an exact saved inventory record with separate source access checks.

Confirm the audience and save

Review the report, tick the confirmation and save. Only a hub-confirmed save creates the QH reference and first revision. Opening the form, searching equipment or changing filters does not create a report. Search supports reference, title, location, requirements, department and owner; filters separate type and status.

Keep unfinished wording safe

Browser text is held only in the current page memory. The same account can resume after session expiry; a different account cannot take it over. Closing or reloading may lose unsaved wording. There is no durable offline queue or photo/file upload in this increment. After an uncertain save, retry the unchanged request or inspect saved records; a confirmed retry does not duplicate the report.

Assign, investigate and review

Triage > progress > proposed resolution > reviewed closure

Assign an owner

An authorised project administrator or designated department head selects a current owner, priority and optional target date. A supervisor title alone is not a department-head appointment. Transferring a report between departments changes who can read retained wording and requires appropriate authority.

Keep work and reporting connected

Use **Link an existing corrective Task** to search and confirm one accessible Task. Create the Task in the existing Tasks workspace, including its checklist as required, then link it. This release does not add automatic or guided Task creation from HSE / QSHE. Linking does not disclose the report to the Task assignees.

Record findings, not assumptions

Only the current assigned owner saves progress notes and requests closure. Notes retain author, time and review cycle. Record investigation conclusions, corrective work and preventive measures in the saved notes/proposed resolution as applicable; no cause is inferred by the program. A saved note does not close the report.

Separate verification from closure

The owner submits the proposed resolution plus verification performed and remaining limitations. An authorised manager then closes the report or returns it for more work. Same-person proposal/review is labelled, not presented as independent. Completing a linked Task neither closes the report nor bypasses this review.

Pause or retain instead of erasing

Put on hold with a reason and optional review date; resume deliberately. Cancel work that is no longer required without marking it complete. Closed/cancelled reports may be archived or restored. Restore does not reopen; Reopen starts a fresh resolution/review cycle while keeping earlier notes and audit. Review dates do not send reminders or resume work automatically.

Reports, access and safe practice

Saved evidence stays separate from appearance and release authority

Export a company-branded report

Export current report PDF uses the saved type, location, observations, linked-source visibility, notes and current resolution/review. In **Company branding**, an administrator can enable **HSE / QSHE reports**. Existing saved company profiles do not select this new type automatically. Add it, preview and save explicitly. Previously exported PDFs are unchanged.

Retain the amendment history

Each saved amendment requires current version checks and a reason. History retains earlier values; the PDF is a current snapshot, not the full amendment audit. Changing permissions cannot recall a downloaded file. No completion, signature or equipment release is created by a logo or report export.

Review access after updating

Users with explicit older permission sets do not silently gain HSE / QSHE rights. Review Users & access and, where required, department-head assignments. Vessel-only accounts remain excluded. Source links never add permissions to inventory or Tasks. Losing owner/head/access status also removes current access to the relevant report history.

Protect whole-project copies

Full backups containing private HSE / QSHE records require administrator authority. Full-project and selected HSE / QSHE transfers include all selected reports/history, not a recipient-filtered subset. Task/equipment dependencies are included in selected transfers. Excluding this workspace removes its rows, replay data and audit from the disposable export copy, not from the live project. Copies are unencrypted.

Practise and update safely

The separate demo pack has eight fictional type examples and a walkthrough in **16_HSE_QSHE**. Import the full demo into a NEW empty training folder, never over real work. Back up, preserve unfinished work, stop the hub and close Admin before updating in place. Do not uninstall or clear browser storage. Stay on 1.34.11+ after saving these private reports or a branding profile selecting their report type. Windows/phone/live-network acceptance remains separate.

Find your workspace

Wavelink 1.34.12 / mobile and desktop

A clearer starting point

Home offers Tasks, Checklists, Logs and Handovers. Tasks is the assigned job with its steps and review; Checklists opens standalone checklist records. The browser only shows destinations allowed for your current account. Native Admin starts at its own Home with the same four daily destinations plus operational and setup shortcuts.

Related work stays together

The main groups are **Overview**, **Daily work**, **Equipment & logistics** and **Safety & quality**. Browser Administration stays a single destination with its existing tools. Native Admin also separates Libraries, Team & project and Setup & support. The left-aligned sidebar remains; it is not replaced automatically by a dropdown.

Find a workspace

Type part of a name into **Find a workspace**: for example Tasks, Inventory or HSE. This filters the existing navigation labels only. It does not search private records, change access or create anything. Clear restores the full permitted list. No matching workspace means change the search, not that project records have been removed.

Keep the project and account visible

The project header, current account and connection controls retain their roles. Fleet still opens inside the main browser workspace. In native Admin, the deliberately selected Open browser workspace command opens a browser separately and does not transfer the native login.

A visual increment, not a new module

This release refines the shared palette, headings, spacing, cards, fields and primary/secondary actions. It does not add a new data schema, operational workflow, cloud service or network setting. Legacy dialogs and detailed tables remain candidates for further user-led improvement.

Use the smaller screen

Visible actions without a crowded toolbar

Open and close navigation

On phones and narrow browser windows, **Menu** opens a drawer. Search is inside the drawer. Close menu, the backdrop or Escape closes it and returns focus. Escape first clears a populated search. Keyboard focus stays inside the open drawer; the background workspace is not interactive until it closes.

Keep Task search visible

The Tasks list keeps its search field visible. **Filters** reveals Show, Task type and Status. The summary shows the selected values even while collapsed. Hidden filter controls still apply: a filtered-out task is not deleted and an unfinished step is not completed.

Defaults follow the first visit

The first Task-list visit at 600 pixels or less starts with Filters collapsed; a wider first visit starts expanded. Opening or closing is your choice. That choice and existing filter values remain in the current session on refresh. Resizing alone does not override your choice. No permanent preference or offline queue is added.

Open the task deliberately

Task cards retain type, status, priority, assignees, dates and saved checklist progress where applicable, with an explicit **Open task** affordance. New task remains the primary creation action. Refresh and Local forms remain separate. Submission, result recording, review and postponement continue to use the established controls and confirmations.

Readable inputs, real tables

Narrow layouts increase common input readability and control target sizes. Forms and headings reflow; existing data tables keep their own horizontal scrolling rather than squeezing or hiding evidence columns. The change is not a claim that every legacy dialog or every physical phone has been validated.

Read Home without losing context

Saved-record attention and unfinished work remain distinct

Unsent work comes first

When applicable, **Unsent work on this device** or **Saved work needs attention** appears above the daily destinations. Review it before closing or updating. A Home card or connected indicator alone does not prove a particular local edit reached the hub.

Counts stay visible

The existing **Needs attention** categories still use saved, permission-scoped records. Counts, overdue/review information and unavailable messages remain visible. An unavailable summary does not mean zero outstanding work. No invented HSE/fault metrics or new automatic reminders are introduced.

Expand only the preview needed

Use **View record preview** to see examples within a category. The default is compact; its existing workspace link opens the complete accessible list. Expansion and keyboard focus survive a current-session refresh. Changing account or session clears the disclosure choice. Private summary data is not written to a new persistent store.

Native Home is a launcher

The native Admin Home opens existing panels. It does not duplicate browser attention counts or start a new polling service. Its cards reflow with window width. Task search, type and status now have visible labels and reflow together; the underlying table and saved filters retain their existing functions.

Use the connection and account tools

Account retains the existing account, help and document actions. **Connection & saves** distinguishes hub-confirmed, local and uncertain work. The main Fleet workspace and in-place log expansion keep their existing session/draft safeguards; no additional login is required merely because a group or preview was opened.

Keep work safe while updating

Appearance changes; evidence and permissions do not

Existing work is preserved

The data schemas, user/source permissions, task and checklist rules, independent review/acknowledgement actions, faults, HSE / QSHE and company report branding are unchanged. Opening a shortcut, finding a workspace or collapsing a filter does not complete, submit, discard or approve work.

Do not confuse memory with a saved draft

Some forms keep unsaved wording only in the current page or native window. Closing or reloading can lose that text. Existing durable draft capabilities and limitations remain module-specific. This release does not add a universal offline queue or automatic Fleet, Fault, HSE or branding save.

Update in place

Preserve or synchronise unfinished work in EVERY browser and separate log window, back up the real project, stop the hub and close Admin. Extract the Installer ZIP and run **Wavelink_1.34.12_Setup.exe**. Keep detected folders and the same saved address/profile. Do not uninstall first or clear browser storage.

Training and compatibility

The 1.34.11 Examples & Demo pack remains compatible and its fictional operational data is unchanged. Import demonstrations into a NEW empty training folder, never over real work. No new data-format floor is introduced; preserve the earlier 1.34.11+ private HSE / QSHE/branding requirement and existing older draft restrictions.

What still needs acceptance

The compiled installer is unsigned and online, inspected but not run on Windows here. Chromium checks use fictional in-process responses and in-memory persistence; native previews use actual Tk under Linux/Xvfb. Physical phones, live LAN, real popup navigation, Windows install/update and durable storage remain unverified. Overall usability, screen-reader and legacy-dialog refinement are ongoing.

Browse inventory like folders

Wavelink 1.34.13 / inventory and box navigation

Open the inventory, then one box

Choose **Inventory** and the inventory list. The default **Folder view** shows only top-level items and boxes. On desktop, select a row and choose **Open box**, or double-click its name. On a touch phone, tap the name. Opening a box shows its direct contents in the SAME inventory workspace, not an expanding tree or a new box window.

Know where you are

The current box name, location, custody and direct/nested record counts describe the current folder. **Up** opens its parent; **All inventory** opens the top level of this list. It does not select every record. **Back** restores the previous folder, filters and visible selection during this open view. These navigation choices are memory-only, not saved inventory edits.

Read the path without filling the screen

Native Admin shows All inventory and the last two ancestor buttons. **Full path** displays every saved ancestor name in a read-only window. Long names are shortened only in compact display labels; stored names and IDs are not changed. The browser shows the breadcrumb path above the box. Existing nesting restrictions remain unchanged.

Select is different from Open

Select a row to inspect or move it. Ctrl / Shift extends desktop selection; phones have explicit checkboxes. The selection summary counts the selected movement groups and all included records. Selecting a box and one of its children still counts that child once. Nothing is packed, moved, verified or received just by selecting or opening it.

See details without losing the list

Wide native windows and large browser layouts show a selection inspector with identity, position, custody and scope. The native inspector has scrollable read-only text and separate Asset details, Item journey and linked-manifest actions. Smaller windows hide this panel; use Open details or Item actions instead. Detailed editors, asset profiles and native manifests still use their established windows.

Find equipment and prepare a move

Direct contents, filtered results and explicit movement

Search includes nested equipment

Search the current inventory or box by name, model, reference, serial, location, containing box or available source information. Any active location/department/source/archive filter searches ALL levels within this scope. Matching children appear directly; unmatched parent rows are not added to the selection. The summary states when filtered results include nested levels.

Choose the working view

Folder view is compact. **All contents** is an explicit flat view of every matching level. Hidden selections are removed when the visible set changes. **Clear filters** restores unfiltered results in the current scope. Opening a new box clears the old filters so its contents are not accidentally hidden; Back can restore the earlier view.

Keep the table focused

Default desktop columns show item/box, reference, location, custody and quantity. **All columns** exposes model, department, source/review information as applicable. The table owns its horizontal scroll. Phones use labelled record cards. Unknown quantities remain **Unknown**; box contents counts are inventory RECORDS, not units or confirmation that those records were physically checked.

Move, pack and unpack deliberately

Select the intended records, then choose **Move location**, **Put in box** or **Take out**. On a small browser screen these actions sit under **Move & pack**. The existing form reviews the destination and full scope, requires a reason/confirmation, and rechecks saved versions and hierarchy. Opening that form does not submit it. Use the existing quantity-split workflow before shipping only part of a bulk row.

Keep setup out of everyday work

Native **Inventory tools** holds the builder, import/export, locations, QR labels, low-stock tools, stock verification and archive controls. **Item actions** applies to one selected record. Browser **More tools** includes stock verification, labels, exports, manifests and Receiving & placement. On phones, selecting or expanding a menu never automatically saves.

Follow the shipment, not just the box

Manifest overview, packing groups and final placement

Read the current saved stage

Open **Fleet & manifests** in Admin, or Fleet in the main browser sidebar and then Manifests. The overview separates **Drafts**, **Ready**, **In transit** and **Awaiting placement**. Search reference, route or title; use Shipment view for the relevant state. Summary numbers count shipments, while table transit/placement numbers count item records.

Use the next-step explanation

Select a native manifest to see its route and suggested next step before opening it. Browser lists show the next step alongside the reference, and details repeat it. Draft means review packing; Ready means confirm physical departure; transit means record outstanding receipt/return; received holding means record final placement. These are explanations, not new permissions or automatic transitions.

Open a packing group only when needed

Saved manifest details begin with top-level shipment groups. **Expand packing groups** / **Expand all contents** reveals their saved contents; Collapse hides them again. Descendants are grouped beneath their shipment root, not reconstructed into a new packing hierarchy. Native hidden child selections are cleared. Receipt/return still accepts COMPLETE pending root groups, not arbitrary visible child rows.

Receiving and placement are separate

A saved physical receipt into holding leaves the SAME equipment records awaiting their final position. Use **Receiving & placement** to place those records in a location or box. Do not import or create them again. A local storage move is not a vessel/base transfer and does not replace a physical receipt. Use manifests for journeys between sites.

Retain the movement safeguards

The existing version checks, full-box scope, confirmation wording, partial receipts, returns and delivery exceptions remain authoritative. Missing/pending records stay in transit until an explicit receipt/return. Damaged receipts retain quarantine. Closing a manifest, moving a box or completing a Task never certifies equipment or releases quarantine. Read the item journey for recorded events, not an invented inferred journey.

Practise, preserve and update

A focused interface increment; earlier operational records stay intact

Use the compatible training project

The separate **1.34.11 Examples & Demo** pack remains compatible and is not regenerated by this release. In a NEW empty training folder, import the complete project and inspect DEMO-BOX-001 and the manifest scenarios. It is fictional, unencrypted training material. Never restore it over real work, and do not treat training readings, certificates or acknowledgements as operational evidence.

A safe visual walkthrough

Open a box, open its nested case, then use Up and Back. Search for a nested item, clear the filter, compare Folder view with All contents, and inspect the selection scope. In Fleet, compare In transit with Awaiting placement and expand a saved packing group. These browsing actions are read-only. Review every confirmation before practising an actual movement in the isolated demo.

Preserve unfinished work before updating

Preserve or synchronise unfinished work in EVERY browser and separate log window. Back up your real project, stop the hub and close Admin. Extract the installer ZIP and run **Wavelink_1.34.13_Setup.exe** in place. Keep detected folders and the same saved address/browser profile. Do not uninstall first or clear browser storage.

What is unchanged

No new operational module, importer, data schema, cloud service, runtime dependency, network setting or hub-startup change is introduced. The earlier 1.34.11+ private HSE / QSHE compatibility floor and all existing draft restrictions remain. View history and filters are not a new offline store. Established movement forms, receipt/placement editors, permissions and save protections remain in use.

Acceptance still matters

Automated checks use fictional in-process HTTP and controlled in-memory browser storage. Native previews use actual Linux/Tk under Xvfb; the hub is not started. The unsigned online x64 setup is compiled/inspected, not run on Windows here. Windows scaling/install/update, physical phones and LAN, real popup navigation, durable storage and full accessibility still need acceptance. Further receiving/movement/editor polish remains a priority, not a finished claim.

Choose a clear inventory destination

Wavelink 1.34.14 / Destination → Details → Review

Start from the selected equipment

Open **Inventory**, select the item or box, then choose **Move location**, **Put in box** or **Take out**. Browser phones group these under **Move & pack**. A selected box includes its active nested contents; choosing both parent and child does not count the child twice. Counts describe records and groups, not quantities.

Find the destination without guessing

The new chooser shows the box name, reference and saved full path. Search by name, reference or path, then select the exact destination. The first box is not selected automatically. Filtering out a chosen destination clears it; clearing search does not reselect it. For an ordinary location move, choose a saved inventory location. A box applies its own location and department.

Continue to details

Enter the movement reason. The owning-department option remains available for a location move; a destination box supplies its own department. Eligible bulk records retain the optional partial-quantity field. A local storage movement is not a shipment to another vessel/base; use a Fleet manifest for those journeys.

Review before confirming

The third step names the destination and summarises the selected groups, included records and reason. Review the source records and confirm explicitly. **Continue** and Enter on an intermediate step advance only; they do not save a move. Back retains entered values but resets confirmation. Current permissions, source/box versions and service rules are checked when you confirm.

Use the available space

The native dialog shows one stage at a time. In the browser, the movement step body scrolls while the footer remains reachable, including on a narrow phone. These are focused dialogs within the current workflow, not a claim that all editors are embedded pages. Selection/search never verifies stock, releases equipment or changes its custody.

Receive a physical shipment deliberately

Holding and direct receipt have different outcomes

Select complete pending groups

Open the saved manifest, select the outstanding complete item/box groups and choose **Record physical receipt** or the physical return action. Expanding a packing group does not make an arbitrary child independently receivable. The new dialog shows **Receipt destination** → **Physical event** → **Review**. The original manifest snapshot and group identities remain.

Choose holding or direct receipt

Holding area — place later is the default. Enter the actual holding area; these same equipment records will remain on Receiving & placement until their final location or box is recorded. **Final inventory location — direct receipt** records that final location immediately, without a later placement step for those groups. Neither choice releases quarantine.

Record what actually happened

Choose the recorded condition, actual UTC event time and a physical-event or delivery note. These fields describe the physical event, not a planned arrival. A physical return records the equipment back at the manifest origin. Groups not explicitly received or returned remain pending/in transit under the existing rules.

Confirm the exact shipment

Review the route, receipt/return destination, condition, group count, time and reason. Type the **exact manifest number** to confirm. A different number is rejected. Going Back clears this confirmation while retaining the other entered values. The service rejects stale versions or insufficient access rather than guessing what should happen.

Keep related operations separate

Damaged equipment remains quarantined. Receipt is not final placement when Holding was chosen, and neither operation certifies equipment or completes a Task, maintenance order or certificate check. Use the item journey and saved manifest to inspect recorded events. The new form does not infer missing goods, manufacture receipts or perform automatic arrival actions.

Put received equipment in its final place

The receiving queue stays beside the rest of Fleet

Open Receiving & placement

In native Admin, the queue now opens inside the same Fleet workspace rather than another list window. **Back to manifests** returns to the existing manifest view. The browser keeps its existing embedded Fleet session and sidebar. A native manifest's Place received items action closes that read-only detail window before showing the queue.

Find the group that needs placement

Search equipment or manifest wording, filter by exact receiving site and choose All conditions, Quarantined or Other conditions. Selecting a group reveals its receiving context and next action. A filtered-out group cannot retain an invisible Place action. No matches and no outstanding placements have different messages. Viewing the queue never moves equipment.

Choose a final location or box

Select a received group and choose **Place selected** / **Place received items**. Native Admin can select compatible complete groups from one manifest/site; the browser works from the selected group. Choose a final location/area or an eligible existing box at that site. The box chooser identifies the exact record and path, not merely an ambiguous label.

Record details, then review

Enter the actual UTC placement time and reason. Review the final destination and complete received groups, then confirm. Changing destination type keeps the typed location and box choice separately until you deliberately choose which one to use. Back preserves the form values and clears the final confirmation. Earlier source, destination and manifest version checks remain.

Keep the same records

Confirmed placement updates the original equipment/group identities; it does not import or duplicate them. The group leaves the holding queue after its final placement is saved. Quarantine remains in force until separately reviewed through its existing authorised procedure. Saved inventory quantities, verification semantics and equipment approvals are not replaced by these presentation changes.

Preserve work and continue the shared design

Bounded interface increment / unchanged operating safeguards

Understand what is saved

Browser inventory movement retains the existing account-scoped local-form workflow. **Keep draft & close** and resume preserve entered values; a resumed movement starts at Destination and requires a new review. A local form is not proof that the hub saved a move. Native dialogs are memory-only; Fleet receipt/placement forms remain online and page-memory only. Closing/reloading can lose unsaved wording.

Practise on isolated fictional data

The separate **1.34.11 Examples & Demo** pack stays compatible. Import it only into a new empty training folder, never over real work. Practise finding a box, viewing its complete scope, reviewing a movement, receiving into holding and placing the same group. Training certificates, readings and acknowledgements are not operational evidence. No new importer is introduced here.

Update without resetting the project

Preserve or synchronise unfinished work in EVERY browser and separate log window, back up the real project, stop the hub and close Admin. Extract the installer ZIP and run **Wavelink_1.34.14_Setup.exe** in place. Keep detected folders and the same saved address/profile. Do not uninstall first or clear browser storage. Existing private-data and draft compatibility restrictions remain.

Keep the design direction clear

This release refines movement destinations, receipt/return and placement. Detailed item/asset editors and transport preparation remain priorities, followed by Tasks, standalone checklists and maintenance, then other existing modules. The app-wide plan does not impose box-like folders or identical state rules everywhere. Earlier chapters describe preceding layouts; pages 129–132 describe this increment.

Read validation boundaries honestly

No operational service, schema, API, network, hub startup or runtime dependency was changed. The unsigned online x64 setup is compiled and inspected, not run on Windows here. Tests use fictional controlled HTTP/storage and Linux/Tk previews. Windows installation/scaling, physical phones/LAN, real popup navigation, durable storage and full accessibility still require acceptance. No new background queue or cloud sync is claimed.

Edit the record without losing context

Wavelink 1.34.15 / Identity, details, storage and review

Start from the existing inventory

Open an item and choose **Edit item**. In native Admin, use the existing edit action for the selected record. A box still opens as a folder; editing is a deliberate separate action. **Add item / box** inside an opened box starts with that exact parent selected. Nothing is saved merely by opening the editor.

Work through four focused sections

Identity holds the item name, asset/box reference, model, serial, type, recorded quantity and unit. **Details & source** retains pairing, dates, notes, custom fields, import warnings and read-only original evidence. **Storage & department** identifies the selected parent and the effective inherited location/department. **Review** shows the values before confirmation.

Keep identity editing distinct from movement

A saved edit retains the original item ID and source evidence. Recorded quantity is not a stock-verification result; an unknown quantity is not zero. Use **Move location / Put in box / Take out** for physical storage movements, especially boxes with contents. Existing storage-field restrictions still apply. This editor cannot dispatch, receive or release equipment.

Review and save deliberately

Existing item changes require a reason. Confirm the reviewed identity, quantity and storage details, then choose **Save item**. Intermediate Continue/Enter actions advance only. Back keeps your inputs and clears confirmation. Current access, versions and container/custody rules are checked when saving; an earlier open editor cannot silently overwrite a later revision.

Know where unfinished wording lives

Browser item forms keep their existing account-scoped **Keep draft & close** workflow. Resume returns to the first page for another review, not an automatic save. Native editors retain wording only while open and ask before discarding changes. A local form is not proof that the hub accepted an edit.

Separate notes from stock-alert settings

The asset profile is not the inventory quantity

Open the asset profile

From **Asset details**, choose **Notes & low-stock settings**. The form now uses **Notes & responsibility**, **Stock alerts** and **Review**. It stays separate from the item identity editor and the existing photos, certificates, maintenance and journey views.

Record responsibility and guidance

Retain or change the existing responsible-user/department choice and enter the asset notes. This responsibility setting is not a new Task assignment or an access permission. Linked records keep their own current access rules. Changing these settings does not complete maintenance or renew a certificate.

Set an intentional threshold

An enabled low-stock alert requires a finite, non-negative threshold. It compares the current saved item quantity using **strictly below**: an exact match does not alert. Unknown remains unknown, not zero. A box does not automatically total its contents and stock-verification counts are not substituted for the item quantity.

Review before saving

Review notes, responsibility and whether the alert is enabled, then confirm and choose **Save settings**. An existing profile change requires a reason. Back keeps your wording and resets confirmation. The profile revision is checked separately from the inventory record. Saving the profile does not change the stock quantity or move equipment.

Retain the existing draft boundary

Browser profile forms use the established account-scoped local-form mechanism and require a new review after resumption. Native forms are memory-only. This increment does not add permanent offline storage to Fleet, automatically synchronise forms or change the server connection. Preserve unfinished work before reloading or updating.

Build an explicit packing selection

Origin stock on one side. The intended shipment on the other.

Choose the route first

Open **Fleet & manifests > New manifest**. Choose the origin and destination explicitly. The next page contains accessible available origin records from the existing service, not every item in the project. A visible candidate list is not proof that a later dispatch will be authorised.

Browse boxes, then choose what to ship

Open a box to see its direct contents, use **Up** or **All origin stock**, or search for nested equipment by name, reference, model or location. Native Admin uses **Add to packing** after row selection; the browser uses selection checkboxes. Merely highlighting a desktop row or opening a box never packs or saves it.

Keep the selection visible

Wider native dialogs show Origin stock and Packing selection side by side; smaller ones stack the panes. The browser keeps a separate packing tray below its candidates and pages candidates at 60 records. That is a display-page size, not a shipment limit. Search and navigation retain the explicit packing selection.

Count whole groups without double-counting

Selecting a containing box replaces an explicit child pick while keeping that child included once. Removing the parent removes its packing group, not any inventory record. The summary counts groups and visible records, **not summed quantities**. Inspect the reference and origin location of a native selected packing group. The hub still validates complete active contents.

Change origin deliberately

Back to the same origin keeps your chosen records, folder/search context and original versions. Changing origin requires confirmation before clearing packing. No new origin stock is selected automatically. A stale selection is rejected on save rather than silently refreshed and submitted without your review.

Review a Draft, not a dispatch

Transport details, confirmation and safe updating

Add shipment identity and transport details

Enter the manifest number and purpose/title, then the existing carrier, transport method, tracking reference, contacts, planned UTC times and notes as applicable. Optional browser transport fields stay compact and reopen when populated. The form does not infer missing times or fabricate a carrier.

Review route and complete groups

The final page shows the route, transport details and packing groups. Expand a group to inspect its included records. Back preserves your entries and requires a new confirmation. **Save draft** uses the existing manifest service with the same item IDs and version checks. A retry of the same submitted operation is not a second deliberate shipment.

Keep preparation and physical events separate

Saving creates a **Draft**, not an In transit shipment. Review the saved manifest and attachments before separately marking Ready and Dispatch. Receipt, return and final placement retain their distinct controls. Detailed saved-manifest/edit/Ready windows are not all redesigned by this creation wizard.

Preserve work and practise safely

Fleet preparation is online/page-memory only; native forms are memory-only. Closing or reloading can lose unsent wording. The **1.34.11 Examples & Demo** remains compatible: use a separate empty training project, never restore it over real work. No new importer is introduced here.

Update and understand the test boundaries

Preserve unfinished work in **every browser and separate log window**, back up, stop the hub and close Admin. Run **Wavelink_1.34.15_Setup.exe** in place; keep detected folders and the same saved address/profile. Do not uninstall or clear storage. The unsigned online installer is compiled/inspected, not Windows-executed. Physical Windows/phone/LAN, durable storage and full accessibility acceptance remain outstanding.

Open the saved shipment in one workspace

Wavelink 1.34.16 / Packing, transport and history

Open without stacking list windows

In desktop Admin, open a saved manifest from **Fleet**. Its detail now occupies the same Fleet workspace. **Back to manifests** returns to the underlying overview and filters. When opened from Receiving & placement, **Back to receiving** returns there. The browser keeps the existing authorised main workspace. Inventory shortcuts reveal Fleet; item-journey links reuse their window for a read-only shipment with Back. Use main Fleet for changes.

Read the summary before acting

The header identifies the exact saved number, purpose, route, status and revision. It explains the next step and separates equipment **groups**, **records**, actual **in-transit** records and records awaiting placement. These are not summed stock quantities. Draft and Ready show zero in transit until an actual dispatch is recorded.

Use the relevant section

Packing contains the saved equipment groups. **Transport** shows the saved contacts, carrier, tracking, planned times and notes. **Files & history** holds the supporting files, deliberate history lookup and exception details. Reading a tab or expanding a box never dispatches, receives or verifies equipment.

Keep actions in context

The visible primary actions depend on the saved state and current permissions. Export stays accessible; secondary lifecycle and file actions sit under **More actions**. The interface does not add authority: the service rechecks access when an action is submitted. Ready, Dispatch, Receipt, Placement and Close remain distinct.

Protect the form you are working in

Native Back, Refresh and replacement of an open shipment view are blocked while its child form is open. Finish or deliberately cancel that form first. Native refresh preserves the detail section and filters but clears equipment selection. Browser detail preferences are temporary, not a new durable store.

Find the whole packing group

Cleaner lists without changing shipment scope

Start with collapsed groups

Saved packing groups begin collapsed. Expand only the box you need, or use **Expand all contents** and **Collapse contents**. The native view keeps a compact table; phone layouts display readable stacked rows. At smaller native sizes, redundant count labels yield space to the list without hiding the recorded data.

Search the recorded equipment

Search by item name, reference, model or recorded location. A matching child brings its complete saved group into view, not an isolated record that looks independently receivable. Search terms must match one record. Clearing filters restores the full group list; this does not edit the manifest or inventory.

Separate receipt from placement

Use the group-state filter to distinguish pending receipt, awaiting placement, received/damaged and returned groups. A received box in holding still needs placement. Damaged equipment retains its restrictions. The detail uses saved shipment information; it is not a new physical inspection or a fresh stock count.

Select the eligible root deliberately

Receipt needs a selected **top-level pending group**. Selecting a child alone cannot receive the containing box. Expanding a box does not select it. A filter or section change that hides the selection clears the receipt scope. The service still validates full groups, custody and the recorded revision when you confirm.

Inspect context rather than duplicate records

Follow the existing manifest, equipment and journey links according to current access. A shipment, receipt or placement continues the same item identities. The new view adds no spreadsheet importer, duplication, stock correction or change to the custody ledger.

Review Draft changes before saving

Saved values beside proposed changes

Start from an authorised Draft

Choose **Edit transport details**. Work through **Shipment details**, **Transport & dates** and **Review changes**. The form retains the original saved manifest revision. The route and complete packing remain fixed; no route-edit or repacking API is added by this release.

Edit only the intended metadata

Change the number, purpose, notes, carrier, method, tracking and contacts as needed. Planned times are UTC, not physical dispatch or receipt. Blank optional fields remain blank. Reversed planned dates are rejected. To change the route or packed equipment, deliberately cancel an undispatched Draft and prepare another manifest.

Compare Saved with Proposed

The final page identifies changed fields and shows their before/after values. Enter a change reason and explicitly confirm the reviewed changes. Back preserves the wording but clears confirmation. Continue or Enter on an intermediate step advances the form; it cannot silently save the manifest.

Keep stale and uncertain saves safe

An open editor cannot silently replace a newer saved revision. A rejected save leaves unsent wording in the form for review. Retrying the same operation after a lost accepted response uses existing duplicate prevention, not a second deliberate revision. Changing the payload requires another operation identity and still undergoes version checks.

Close forms without accumulating controls

Repeated guided forms now remove their Back/Continue controls and submit handlers on close and restore ordinary form validation. Native forms ask before discard. Fleet browser forms remain online/page-memory only; closing or reloading can lose unsent wording. No automatic save or new offline queue is introduced.

Ready is not a dispatch

Deliberate review and the next saved priorities

Review the saved shipment

Choose **Review & mark Ready**. The first page shows the saved route, complete groups, recorded quantities and transport details. Unknown quantities remain unknown. Review supporting documents under **Files & history** before opening this confirmation; a file count does not mean the documents have been reviewed.

Record the readiness decision

Continue to **Confirm Ready**, enter a readiness review note and explicitly confirm. Back preserves the note and clears acceptance. The service checks the original revision, eligible custody and full current box contents; an altered box cannot be silently incorporated by this interface.

Keep physical and operational authority separate

Ready records preparation review. It does **not** dispatch or reserve equipment, verify stock, certify a physical inspection, remove quarantine, complete maintenance or authorise operation. Actual dispatch, receipt, return and final placement retain the earlier separate guided actions and safeguards.

Continue the inventory-first plan

The saved detail and its edit/Ready forms are now reorganised. Detailed action forms remain focused dialogs. Full asset-detail controls and later Tasks/checklists/maintenance consistency remain pending. Existing **1.34.11 Examples & Demo** still works: import only into a separate training project. There is no new module, importer, schema or network change.

Preserve work before updating

Preserve unfinished work in **every browser and separate log window**, back up, stop the hub and close Admin. Run **Wavelink_1.34.16_Setup.exe** in place with detected folders and the same saved address/profile. Do not uninstall or clear storage. The unsigned online installer is compiled/inspected, not Windows-executed. Physical Windows/phone/LAN, durable storage and full accessibility acceptance remain outstanding.

One asset. One focused section.

Wavelink 1.34.17 / Connected asset details

Open the existing asset

In Inventory, select an item or box and open **Asset details**. The browser uses the existing authorised workspace. Native Admin uses one focused asset window; its heading, section navigation and recorded custody stay above the scrolling detail. This release does not embed every linked record editor in the main window.

Choose the information you need

Use **Overview**, **Documents & photos**, **Maintenance**, **Linked tasks** or **Movement history**. Boxes also show **Contents**. Only the selected section is displayed, not a long page of every record type. Changing section reads no new work result and does not mark anything completed.

Keep actions beside their context

Notes, responsibility, stock alerts and QR printing sit with Overview. Identification photos and certificate creation sit with Documents. Linked work-order creation sits with Maintenance. The browser retains its existing eligible Move item / box action in Overview; the native movement workflow remains in Inventory. Controls appear only under their existing permissions and archive restrictions.

Read custody separately from readiness

The custody summary distinguishes recorded site, transit, holding and quarantine. An in-transit location is the last recorded inventory location, not a confirmed present position. A holding location still needs final placement. Saved record counts are access-limited, not a completeness check, equipment approval or verification of the physical contents.

Use Overview for identity

Overview keeps the stable item ID, asset reference, serial number, department, responsible contact, recorded quantity and dates. Its summary counts lead to the corresponding records. An unknown quantity stays unknown; a box quantity is not a sum of its contents. The QR opens the same item after sign-in and does not verify, move or approve it.

Browse the direct contents of a box

A deliberate drill-down, not stacked windows

Inspect one level at a time

Contents shows only the selected box's direct child records. A box inside the box has its own Contents section. Search by **name or serial number** to narrow those direct children; it is not a full-inventory or nested-descendant search. Open a child to see its complete asset reference and stable identity.

Keep desktop browsing in one window

In native Admin, select a visible child and choose **Open selected child**, or double-click it. The same asset window displays that child. **Back to previous asset** returns to the earlier asset, section and search. Parent-box links use that same navigation. Opening a row does not pack, move, receive, verify or duplicate it.

Search without a hidden action target

The native list separates item/box name, recorded serial number and quantity. Selecting a row reveals its stable ID. Searching or changing the archive filter clears the selection, so Open cannot target a row hidden by that filter. Refresh keeps the current section and query but also clears row selection. Clear filters restores the active direct children.

Keep historical records explicit

Native Admin starts with active children and offers **Include archived child records**. In the browser, archived children remain in an explicitly labelled collapsed group. A matching archived child is reported separately; search does not silently expand it or present it as active. Empty states explain when no visible child matches.

Retain only temporary view choices

Native Back history contains record IDs and presentation choices in that window, not frozen evidence or an offline project copy. Browser refresh retains the selected section and child query only for the same currently displayed asset and authorised session. Opening another asset or changing sessions resets that local view context; this is not durable cross-page history.

Documents and work without the clutter

Existing records, permissions and approvals remain separate

Open certificate records deliberately

The Documents section lists currently linked certificate records and keeps archived/superseded revisions separate. Open a certificate to inspect its original supplied files, dates and revision history. The register entry is not an original issuer signature. Missing links do not establish that no certificate is required.

Load identification photos when needed

Both interfaces offer an explicit **Load identification photos** action. The browser no longer downloads the gallery merely because you open the asset. After a request, each photo shows its loading outcome; refresh the record and request again to retry. Photo reads remain bound to the current render and authorised session. Identification photos are not task-completion evidence.

Keep photo changes explicit

Existing permitted photo upload and removal controls remain in Documents. Uploads require a connection; a selected source file is not an offline draft. Do not close the upload until its result is known. Removing a gallery photo uses the existing reason and revision checks, with earlier audit evidence retained. No new file-upload format or evidence store is introduced.

Review exact linked work

Maintenance shows saved linked work orders, including follow-ups requiring review. Linked tasks shows only exact task scope/record links permitted to the current account. Completed/historical work stays separate. Opening this page does not acknowledge a Task alert, complete maintenance, renew a certificate, remove quarantine or authorise operation.

Load the saved journey separately

Movement history remains an explicit read. In the browser choose **Load movement history**; native Admin opens the established item-journey dialog. The history follows the same stored item ID through allocation, dispatch, receipt and placement. Missing events and physical dates remain unknown. History loading, filtering and section changes are not inventory actions.

Protect the record you are working on

Safe navigation and the next GUI priorities

Finish the child form before navigating

Native section changes, Back, Refresh, close and child-asset navigation are blocked while a linked record/editor window remains open. Finish or deliberately cancel that form first. This prevents a profile editor from being retargeted to a different asset while its unsaved wording still refers to the earlier one. Closing the asset returns control to its original caller.

Keep private summaries current

Asset reloads still check the current account and permissions. An unavailable or rejected reload removes earlier detail rather than presenting it as current. Browser late QR/photo/history replies cannot populate a different render or session. The new layout changes no permissions, operational schemas, custody rules or service endpoints.

Know what is saved

The view itself is read-only. Native navigation choices and unsent forms are memory-only. Browser item/profile forms retain the existing account-scoped local-draft workflow; this release adds no durable asset-view, Fleet or automatic offline queue. Preserve unsent work before closing windows, reloading or changing accounts.

Continue the agreed organisation

The asset overview and its linked sections now follow the cleaner inventory direction. Linked certificate, Task and work-order editors still use their established workspaces or focused dialogs. Next, apply the same organisation to Tasks, checklists and maintenance. Continue inventory, shipment, receiving and placement acceptance before adding further modules.

Update without losing the project

Preserve unfinished work in **every browser and separate log window**, back up, stop the hub and close Admin. Update with **Wavelink_1.34.17_Setup.exe** in place, keeping detected folders and the same saved address/profile. Do not uninstall first or clear storage. The unsigned online setup is compiled/inspected, not run on Windows here. Windows scaling/install, physical phone/LAN, durable storage and full accessibility acceptance remain outstanding. The separate 1.34.11 training demo remains compatible.

One Task. One focused section.

Wavelink 1.34.18 / Consistent desktop and browser organisation

Open the work, not every control

In **Tasks**, select a General work, Maintenance activity or Certificate check assignment. Its detail uses the existing browser workspace or one native Task window. Use **Overview**, **Checklist**, **Work & review**, **Discussion** or **Linked records**. Authorised reviewers also have **Manage task**. Only the chosen section is shown.

Start with Overview

Overview keeps the instructions, assignment, due date and **Next action**. The heading identifies the current status, priority and saved revision. Next action reveals the relevant section before opening the established work, checklist or review form. It does not fill answers, submit work or approve a record for you.

Keep everyday controls accessible

Native Admin keeps the heading and section navigation above the scrolling detail. The bottom action area changes with the selected section. Refresh, History, Export task PDF and Close remain available. In the browser, use All tasks to return to the list; the section buttons wrap on smaller screens rather than forcing a wide table onto a phone.

Different work keeps different rules

Inventory-verification tasks retain their existing scoped count and review workflow. They are not converted into general work by this layout. A general Task may have no equipment link or no checklist; it still needs the work and review required by its saved definition.

Know what opening means

Opening a Task retains the existing acknowledgement of that saved Task revision in its attention alerts. It is not a work signature, checklist answer, submission or completion. Changing section records no work result. Summary and linked information remain limited by the current account and record permissions.

Checklist, findings and review

Separate steps, one coherent task workspace

Record steps in Checklist

Use Checklist for the saved task-owned definition, step search, state filters and recorded results. Continue checklist opens the first unrecorded step through the existing form. Done, Issue / outstanding and Not applicable keep their reading, limit, explanation and history requirements. Opening a step does not record a result.

Save findings in Work & review

Record what was actually done and any outstanding findings in Work & review. Saved notes show their author and time. Notes are separate from checklist results: completing the last checklist step does not automatically write findings or submit the Task. Reopening completed work still requires fresh current results, with earlier evidence retained in History.

Submit deliberately

All required checklist results and saved work findings still gate submission. **Hidden sections and filtered-out steps count in full.** Once eligible, Prepare submission or Submit for review opens the existing explicit confirmation. Saving a result, navigating to Review or opening a form does not bypass it.

Keep review explicit

An authorised reviewer uses Work & review to inspect the saved findings, then the existing Review submission form. Issues and not-applicable results still need explicit reviewer acceptance. Same-person submission/review is labelled, not represented as independent review. Returned work and its reason remain visible.

Retain the operational boundary

Completing this Task does not complete linked maintenance, renew a certificate, verify inventory, close a Fault Report, release quarantine or authorise equipment operation. The layout changes no safety limits, access permissions, review authority or evidence rules. Original task definitions remain fixed after their existing save point.

Context, discussion and management

Keep the relevant action beside its information

Discuss without submitting

Discussion contains the saved comments and Add comment action. A comment is not a saved work finding or submission. The existing permissions and final-state restrictions still apply. The author and saved time remain attached to each comment.

Inspect linked records separately

Linked records shows the exact source link and related faults the current account may read. Assignment to a Task does not grant equipment, certificate, work-order or fault access. Missing access is not a claim that a source does not exist. A changed source revision remains explicitly identified for separate review.

Manage the assignment

Manage task groups deliberate reassignment, postponement, cancellation and reopening. It is shown only to an authorised reviewer/manager under the existing rules. A worker does not gain management rights simply because the button moved to a clearer section. Save, Submit, Review, Resume and Reopen retain different meanings.

Pause without losing the saved work

Postpone and Resume keep the same assignment and retained checklist result cycle. Cancel and Reopen retain their existing fresh-current-results behaviour. A postponed Task blocks result recording, work findings and submission; authorised discussion and management remain separate. The review date does not automatically resume work or send a scheduled reminder.

Use reports and history deliberately

History remains the saved change record, including earlier results. Export uses the existing Task PDF and optional company branding, not a screenshot of the selected section. Hiding a section does not remove it from the saved Task or modify report authority. The existing files, original source documents and report formats are unchanged.

Keep your place. Protect unfinished work.

Temporary view state and the next organisation step

Refresh the same work in context

For the same Task and authorised session, refresh retains the selected section and checklist filters. Another Task or session starts with Overview. These are temporary presentation choices, not a new permanent offline draft store. Existing browser keep-draft actions retain their own scope and save rules.

Finish the open form first

Native section changes, Refresh and Close are guarded while a child action/editor is open. Browser section changes likewise require you to finish or cancel the open dialog. These guards do not submit or discard the form. A failed authorised reload clears the prior private detail; delayed replies cannot replace a newer route or login session.

Original files: requested for a future update

The Original files library is planned to gain clearer **folders, paths and destination selection**. This is not implemented in 1.34.18. The future work must preserve original bytes, stable IDs, exact source revisions, Used by links, archive history and access restrictions. No document is moved on disk or duplicated by this GUI release.

Continue the existing-module cleanup

Standalone checklist and maintenance layouts are next in the shared organisation plan. Inventory, manifest, receiving and placement acceptance issues remain first when reported. Original-file folder migration and import/export mapping will be a separately tested increment, not a cosmetic change that risks breaking source evidence.

Update in place

Preserve unsent work in **every browser and separate log window**, back up, stop the hub and close Admin. Run **Wavelink_1.34.18_Setup.exe** in place using detected folders and the same saved address/profile. Do not uninstall first or clear storage. The unsigned online setup is compiled/inspected, not run on Windows here. Physical phone/LAN, Windows scaling/install, durable storage and full accessibility acceptance remain outstanding. The 1.34.11 training demo stays compatible.

One application. Two explicit runtimes.

Local vessel operation stays as it is.

What this update delivers

Wavelink 1.34.19 adds a separate, non-GUI hosted launcher for **private staging only**. It uses the same browser interface and existing operational services. Installing this update does not publish your project, open a public port, select a provider or synchronise vessel databases.

Keep the local workflow

The existing local launcher, desktop Admin, project catalogue and saved vessel network settings are unchanged. Inventory, boxes, manifests, receiving, Tasks, checklists, maintenance and private records retain their established permissions and review rules. No operational schema is added.

Start with a separate fictional project

Prepare an isolated project using the established local Admin/import workflow. The 1.34.11 demonstration remains compatible. **Never restore training data over real work.** Stop its local hub and Admin before the hosted trial; they must not be concurrent writers to the same project.

No blank replacement database

Hosted startup requires the existing hub.json and dives.sqlite3, the exact expected hub UUID, compatible schema and an enabled named administrator. Missing, corrupt, mismatched or incomplete storage stops startup. It does not guess a folder or quietly create another project.

What stays pending

Real HTTPS/proxy deployment, hosted-wide credentials/MFA/recovery policy, encrypted off-host backups with tested restoration, full upload/isolation/load review and physical-phone acceptance remain separate gates. **No public deployment or real-company migration is approved by this release.**

Prepare. Check. Start deliberately.

Operator commands, not another desktop setup switch.

An explicit configuration

Copy examples/hosted_runtime/hosted.example.json outside the application. Set the existing absolute project directory, exact hub UUID and approved HTTPS origin. The supplied UUID placeholder intentionally fails validation. Do not include passwords or tokens. Read **docs/HOSTED_RUNTIME.md** for every required field.

Check before serving

Run **python run_hosted.py check --config /absolute/operator/hosted.json**. Inspection does not create a database, change accounts or rewrite hub.json. SQLite may use its normal WAL sidecars. A successful check does not verify a domain, TLS, backup recovery or permission to publish.

Initial administrator only

A prepared project with ZERO accounts can use **bootstrap-admin**, with the exact hub identity confirmed. A real terminal prompts twice without echo for a 14-128-character initial passphrase. No password flag, piped secret, default password or echoed fallback is accepted. Any existing account blocks this command; it is not a reset/backdoor.

Run without an open desktop window

The **serve** command uses one worker and a loopback-only listener. Its lifespan holds the local Admin and hub leases. A second cooperating Admin/hub/hosted instance is refused. This increment does not install a system service, container, reverse proxy, firewall rule or TLS certificate.

Keep existing account rules explicit

The new initial-passphrase rule does not silently strengthen all existing users or password-change routes. Current named-account permissions and revocation still apply. Hosted-wide authentication hardening and a reviewed recovery process are required before a live pilot.

Trust one approved entry point.

A strict same-machine proxy contract.

One HTTPS origin

The hosted configuration names one lowercase HTTPS DNS origin, optionally with a non-default port. Paths, credentials, queries, fragments and wildcards are rejected. The service listens only on 127.0.0.1 or ::1. It does not accept an arbitrary remote proxy or multiple workers.

Replace forwarding headers at the edge

The proxy must set the exact canonical **Host**, **X-Forwarded-Proto: https** derived from actual TLS, and one validated **X-Forwarded-For** client IP. It must overwrite client-supplied values, not append a forwarding chain. Uvicorn automatic proxy interpretation is disabled so the application can verify the actual loopback peer.

Reject ambiguity rather than fall back

Unapproved hosts, duplicate protected headers, extra forwarding headers and IP chains are rejected. Browser Origin must match the complete approved HTTPS origin. WebSockets require that Origin plus their existing token and permission checks. The operator must still test the real gateway and WebSocket timeouts.

A smaller public bootstrap

Before login, hosted bootstrap reports only stable browser protocol fields and the approved address - not private project defaults, local adapter addresses or source-template details. Current authorised users receive their permitted context. A company label or folder is not a company-isolation boundary.

Links point to the approved address

Automatic hub/phone links and asset QR labels use the canonical external origin, without saving a new vessel address. The existing generic user-entered QR utility remains deliberate. Changing scheme, host or port creates a different browser storage origin; old drafts do not move automatically.

Check readiness. Prove recovery next.

Preserve work before changing runtime or address.

Small health responses

/healthz reports alive. **/readyz** reports ready or returns 503/not_ready. GET and HEAD are supported with no-store responses, no paths, accounts or record counts. Direct plain HTTP is allowed only for exact local probe requests; ordinary application traffic needs the configured proxy contract.

What readiness actually checks

The probe checks an enabled administrator, readable storage and acquisition/release of a short SQLite write lock. Temporary contention can recover. This is **not** a free-space, durable-write, backup-integrity or restoration test. Missing/replaced storage or changed hub settings latch the runtime unavailable until reviewed restart.

One project, one active writer

Hosted connections open existing SQLite files only. The original transactions, saved-version checks, movement/custody rules and duplicate-operation protection remain. Existing backup exports still require authority and are unencrypted. Independent vessel/cloud copies are not a synchronisation protocol.

Update and stop safely

Preserve unsent work in **every browser and separate log window**, back up, stop the hub and close Admin. Update in place; do not uninstall or clear browser storage. Wait for hosted shutdown/lease release before another writer starts. Earlier chapters retain historical examples; use the current 1.34.19 package for this update.

Next gates and retained roadmap

Test actual HTTPS/proxy operation and recovery before any external pilot. Continue checklist/maintenance GUI organisation and the separate Original files folder plan, preserving bytes, IDs/revisions and Used by links. No original files moved here. Windows installation/scaling, real phones/LAN, durable browser storage and full accessibility remain unverified.