

Aster Workshop - fictional submission

Software tutorial | Not actual project evidence

12 Items	9 Completed	9/12 · 75% Overall progress	2 Attention	1 Documents that might be missing	2 Expired	11 Documents attached
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Document summary	Total pages: 29	Index pages: 4
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+ Submission sections	12 items
+ Company evidence	4 items
+ Commercial offers	3 items
+ Delivery and review	5 items

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Submission sections		
12 items 9 completed		
Company evidence		
4 items 2 completed		
01	Company profile Tags: Tender package Completed Item percentage complete: 100% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. 1 document Company profile: Issued 15.09.2026	Pages 7-8 Page 8
02	Method statement example Tags: Tender package Completed Item percentage complete: 100% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. 1 document Method statement example: Issued 15.09.2026	Pages 9-10 Page 10
03	Safety plan placeholder Tags: Tender package Attention Item percentage complete: 50% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. 1 document Safety plan placeholder: Issued 15.09.2026	Pages 11-12 Page 12
04	Insurance example - invalid Tags: Tender package Blocked High Item percentage complete: 0% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. Needs renewal. 1 document Insurance example - invalid: EXPIRED Issued 01.09.2025 Expires 01.09.2026	Pages 13-14 Page 14
Commercial offers		
3 items 3 completed		

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05 Material price offer

Pages 16-18

Tags: Tender package
Completed
Item percentage complete: 100%
Document | Due 31.10.2026 | Responsible: Aster Works (fictional)
Fictional training evidence.
1 document
Material price offer: Issued 15.09.2026 | Expires 31.10.2026

Pages 17-18

06 Labour price offer

Pages 19-20

Tags: Tender package
Completed
Item percentage complete: 100%
Document | Due 31.10.2026 | Responsible: Aster Works (fictional)
Fictional training evidence.
1 document
Labour price offer: Issued 15.09.2026 | Expires 31.10.2026

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07 Plant and delivery offer

Pages 21-22

Tags: Tender package
Completed
Item percentage complete: 100%
Document | Due 31.10.2026 | Responsible: Aster Works (fictional)
Fictional training evidence.
1 document
Plant and delivery offer: Issued 15.09.2026 | Expires 31.10.2026

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Delivery and review

5 items 4 completed

08 Material declaration example

Pages 24-25

Tags: Tender package
Completed High
Item percentage complete: 100%
Document | Due 31.10.2026 | Responsible: Aster Works (fictional)
Fictional training evidence.
1 document
Material declaration example: INVALID AT DEADLINE: 31.10.2026 | Issued 15.09.2026 | Expires 15.10.2026

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09 Inspection report example

Pages 26-27

Tags: Tender package
Completed
Item percentage complete: 100%
Document | Due 31.10.2026 | Responsible: Aster Works (fictional)
Fictional training evidence.
1 document
Inspection report example: Issued 15.09.2026

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10	Handover letter example Tags: Tender package Completed Item percentage complete: 100% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. 1 document Handover letter example: Issued 15.09.2026	Pages 28-29 Page 29
11	Commercial notes - reused source Tags: Tender package Completed Item percentage complete: 100% Document Due 31.10.2026 Responsible: Aster Works (fictional) Fictional training evidence. 1 document Material offer - commercial notes: Issued 15.09.2026 Expires 31.10.2026	Pages 16-18 Page 18
12	Warranty requested - document pending Tags: Tender package Not Started Item percentage complete: 0% Document Due 31.10.2026 Responsible: Aster Works (fictional) Planned requirement; no fictional warranty has been provided.	

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Submission sections

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Company evidence

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Company profile

Company profile

Aster Works - fictional contractor

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 04-COMPANY-PROFILE

Example date: 15 September 2026

IDENTITY

Aster Works is an invented company for the WorkStudio help examples.

Reference: DEMO-ASTER; this is not a company registration number.

Contact: training@example.test. Address: 10 Example Lane, Example Town.

RESPONSIBILITY

Prepared by Aster Works. Reviewed by the fictional client team.

The package links responsibility to a Company record so items can be grouped by Responsible.

PURPOSE

A concise company profile demonstrates attaching and naming a PDF. It is not evidence of credentials, staffing, or experience.

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Method statement example

Method statement example

Workflow evidence - demonstration only

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 05-METHOD-STATEMENT

Example date: 15 September 2026

SCOPE

Aster Workshop flooring and decoration. The document demonstrates a named attachment and package section.

SEQUENCE

1. Confirm the fictional scope and review the BOQ.
2. Review the resource prices and supporting offer files.
3. Review the linked Breakdowns and quantities.
4. Record completion and retain the review trail.

LIMIT

This is not a technical method statement or instruction for site work. A real project requires competent, project-specific review.

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Safety plan placeholder

Safety plan placeholder

Fictional document register exercise

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 06-SAFETY-PLAN

Example date: 15 September 2026

REGISTER FIELDS

Document type: Method / Plan. Responsible: Aster Works.

Status: Attention. Percentage Complete: 50. Deadline: 2026-10-31.

REVIEW CHECKLIST

The tutorial demonstrates a partially complete item, a deadline and a note.

A real plan must be prepared and reviewed for its actual work and jurisdiction. No operational safety instructions are supplied here.

LEARNING OBJECTIVE

Use the Attention filter to find this explicitly flagged item. Completion is a workflow indicator and does not certify technical adequacy.

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Insurance example - invalid

Insurance example - invalid

Fictional expiry exercise; no coverage

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 07-INSURANCE-EXAMPLE

Example date: 15 September 2026

NO INSURANCE

This document is invented. It is not an insurance policy, certificate or evidence of coverage. No insurer is represented.

EXAMPLE DATES

Issue date 2025-09-01. Validity 12 months. Expiration 2026-09-01.

The date intentionally precedes the demonstration review date and package deadline, so the item is flagged for attention.

ACTION IN THE TUTORIAL

Review the red expiry warning, replace the attachment with a reviewed current document in real work, and recheck validity and selected pages.

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Commercial offers

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Material price offer

Material price offer

Juniper Supply - invented supplier

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 01-MATERIAL-OFFER

Example date: 15 September 2026

SCOPE

Aster Workshop renovation. Price Set ASTER-26. Delivery location: Workshop site, Example Town. Currency EUR. No tax calculation is represented.

OFFERED RESOURCES

MAT.01 | Floor panels | m2 | September price 18.00 EUR.

MAT.02 | Interior paint | litre | September price 6.00 EUR.

The earlier July observation for floor panels is 16.00 EUR/m2.

The separate ALT-26 floor-panel observation is 20.00 EUR/m2; it must not enter ASTER-26 pricing.

DELIVERY

Material prices exclude delivery. The separate transport resource is 2.00 EUR per installed floor m2. Do not add it when another quotation already includes transport.

VALIDITY

Teaching offer date: 2026-09-15. Valid until 2026-10-31. This is a fictional offer, not a price recommendation.

Material price offer

Juniper Supply - invented supplier

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 01-MATERIAL-OFFER

Example date: 15 September 2026

COMMERCIAL NOTES

This second page demonstrates page selection and reusable evidence.
The tutorial links to this source PDF once and can reference page 2 from another item without duplicating the full document.

ASSUMPTIONS

Floor installation consumption is 1.05 m2 of panels per 1 m2 of finished output.
Paint consumption is 0.20 litres per 1 m2 of painted output.
These assumptions exist only to demonstrate the app. No specification or construction instruction is implied.

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Labour price offer

Labour price offer

Rowan Crew - invented supplier

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 02-LABOUR-OFFER

Example date: 15 September 2026

RATE

General finishing crew member: 25.00 EUR/hour. Price Set ASTER-26, observation 2026-09-15, Workshop site.

EXAMPLE CONSUMPTION

Floor: 0.40 crew hours per output m2, one resource.
Painting: 0.20 crew hours per output m2, one resource.
Total for 60 m2 floor and 120 m2 paint: 48.00 hours.

COMMERCIAL NOTE

The hourly amount is the assumed teaching cost. Payroll taxes and employment terms are outside this fictional example. Valid until 2026-10-31.

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Plant and delivery offer

ASTER WORKSHOP / COMPANY EXAMPLE

Plant and delivery offer

Willow Plant - invented supplier

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 03-EQUIPMENT-TRANSPORT-OFFER

Example date: 15 September 2026

EQUIPMENT

Portable floor cutter: 15.00 EUR/hour. Quantity factor: 0.10 h per floor m2.

TRANSPORT

Local delivery allocation: 2.00 EUR per installed floor m2. This separate line is used only because panel prices exclude transport.

PRICE CRITERIA

Date 2026-09-15. Price Set ASTER-26. Location Workshop site. Valid until 2026-10-31.

EXPECTED QUANTITIES

60 m2 floor consumes 6 hours of cutter time and 60 m2 of delivery allocation.

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Delivery and review

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Material declaration example

Material declaration example

Fictional product evidence - not certification

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 08-MATERIAL-DECLARATION

Example date: 15 September 2026

PRODUCT REFERENCE

MAT.01 Floor panels. Supplier: Juniper Supply. No real product, standard, test result or performance declaration is asserted.

EXAMPLE METADATA

Document Type: Declaration. Issue date: 2026-09-15.

Validity: Exact date 2026-10-15. The document is valid at the example review date but expires before the package deadline of 2026-10-31.

LEARNING OBJECTIVE

The package can warn about deadline coverage even before a document expires. Review both the date and its intended use.

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Inspection report example

Inspection report example

Synthetic completion record

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 09-INSPECTION-REPORT

Example date: 15 September 2026

REVIEW SUMMARY

Teaching scope: 60 m2 floor and 120 m2 decorated surfaces.

No inspection occurred. The quantities are the same as the fictional BOQ.

WORKFLOW FIELDS

Status: Completed. Percentage Complete: 100.

Document Type: Inspection Report. Date: 2026-09-20.

The example demonstrates how completed items differ from partially complete and blocked items.

NOTES

Record findings in item Notes. Container item status does not change the linked Catalog record.

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Handover letter example

ASTER WORKSHOP / COMPANY EXAMPLE

Handover letter example

Aster Works to fictional client

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 10-HANDOVER-LETTER

Example date: 15 September 2026

SUBMISSION

Please review the fictional Aster Workshop package. The index organizes company documents, commercial offers and delivery evidence.

ENCLOSURES

Ten generated source PDFs, plus a reference to page 2 of the material offer. The source is reused without another full copy.

OUTSTANDING POINTS

Insurance example is expired. The material declaration does not cover the package deadline. The safety-plan placeholder remains incomplete.

CLOSING

This letter is a software demonstration. It is not signed, sent or legally effective.