

WORKFLOW LAB / INTERACTIVE DEMONSTRATION

ApprovalTrail

From scattered feedback to a clear revision brief

A step-by-step guide with genuine colour screenshots captured from the working browser interface.

Fictional business: Northstar Creative | Aurora launch campaign

Designed for: Creative agencies, video studios and publishing teams

Test outcome: 2 conflict findings / 0 clean findings / 3 missing-data findings

What works in this release

Editable structured records, local checks, evidence references, accepted or dismissed findings, review notes, browser-local persistence and report exports.

Live LLM analysis, PDF/image extraction and external integrations are not connected. These are test prototypes, not a production AI service. Screenshots show real interactions with fictional records.

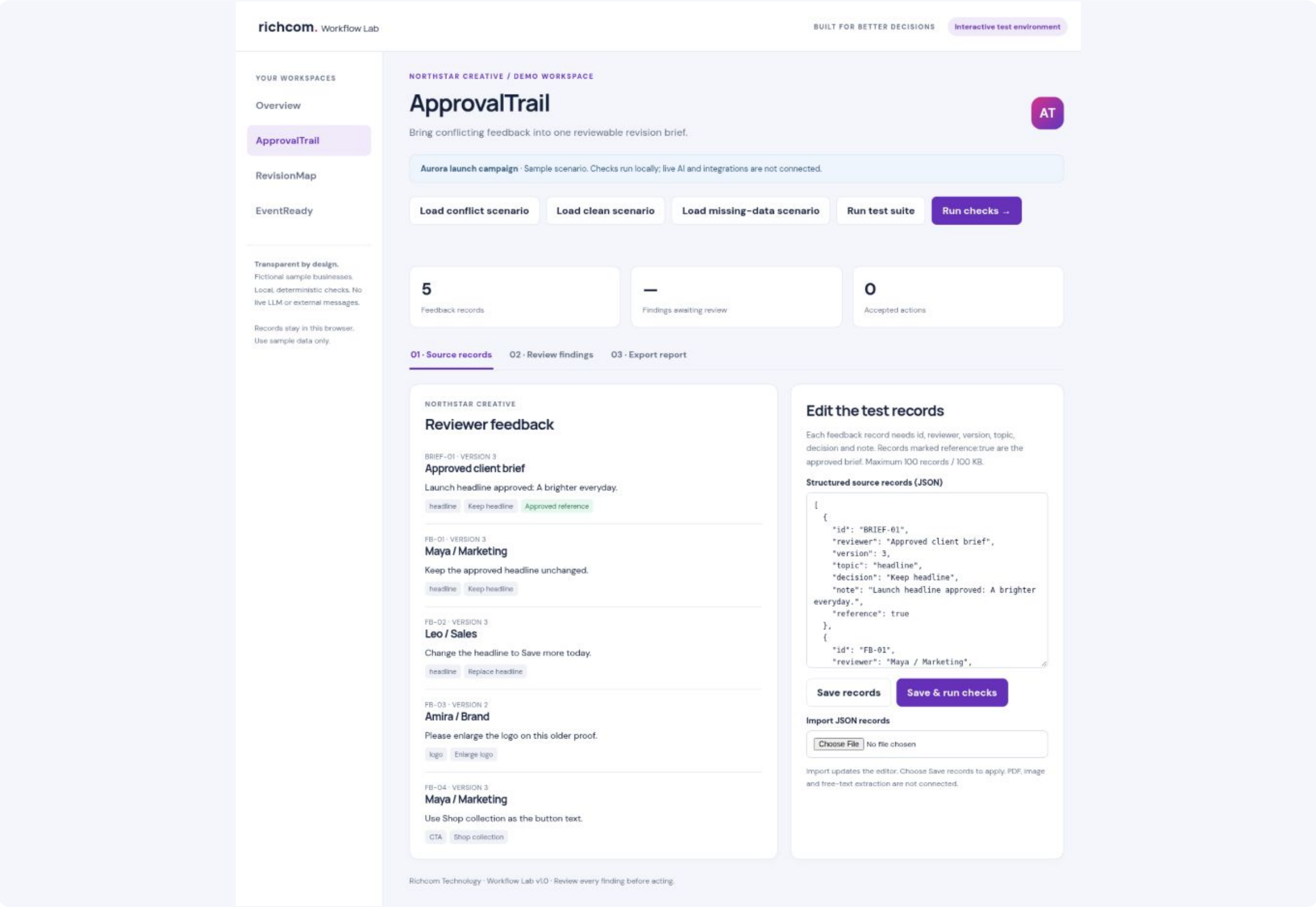
Open your private test workspace from the link supplied with this guide. Product information: <https://richcom.software/approvaltrail/>

STEP 01

Load and inspect the source records

Open ApprovalTrail and choose Load conflict scenario. The fictional campaign contains an approved brief, three current feedback records and one comment on an older proof.

Use Source records to inspect IDs, reviewer names, topic, decision and version. You can edit the JSON or import a JSON array, then choose Save records. Saving records invalidates earlier findings.



STEP 02

Run checks and read the evidence

Choose Run checks. The sample produces two findings: one comment refers to version 2 while version 3 is supplied, and the headline decisions conflict.

Expand Read source records to see the evidence. The current demo compares structured topics and decisions. It does not understand arbitrary feedback text or retrieve email.

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Workflow Lab

YOUR WORKSPACES

Overview

ApprovalTrail

RevisionMap

EventReady

Transparent by design.

Fictional sample businesses.

Local, deterministic checks. No live LLM or external messages.

Records stay in this browser.

Use sample data only.

BUILT FOR BETTER DECISIONS

Interactive test environment

NORTHSTAR CREATIVE / DEMO WORKSPACE

ApprovalTrail

Bring conflicting feedback into one reviewable revision brief.

Aurora launch campaign · Sample scenario. Checks run locally; live AI and integrations are not connected.

Load conflict scenario

Load clean scenario

Load missing-data scenario

Run test suite

Run checks

Checks completed. Review the evidence before accepting actions.

5

Feedback records

2

Findings awaiting review

0

Accepted actions

01 · Source records

02 · Review findings

03 · Export report

Resolve the feedback before the next revision

Each finding links back to the supplied records. Accept adds it to the action plan; dismiss requires a reason.

medium priority

Feedback refers to an older proof

Amira / Brand commented on version 2; the latest supplied version is 3.

Evidence: FB-03

Suggested action: Ask the reviewer to confirm the comment against the latest proof.

Read source records

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STEP 03

Record a review decision

Enter a review note and choose Accept for action. For example: Amira to reconfirm the logo request against version 3. The finding becomes accepted and the counters update.

Accepting records an action; it does not approve the artwork or contact the reviewer. Dismiss with reason requires a note. Reopen finding removes the decision.

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Load conflict scenario

Load clean scenario

Load missing-data scenario

Run test suite

Run checks →

Review decision saved.

5

Feedback records

0

Findings awaiting review

2

Accepted actions

01 · Source records

02 · Review findings

03 · Export report

Resolve the feedback before the next revision

Each finding links back to the supplied records. Accept adds it to the action plan; dismiss requires a reason.

accepted

Feedback refers to an older proof

Amira / Brand commented on version 2; the latest supplied version is 3.

Evidence: FB-03

Suggested action: Ask the reviewer to confirm the comment against the latest proof.

► Read source records

Review note: Amira to reconfirm the logo request against version 3.

Reopen finding

STEP 04

Export the consolidated revision brief

Choose Export report. The brief includes each finding, its source IDs, action, review note and audit trail. Unreviewed items remain visible rather than being silently discarded.

Scroll to the export controls: Download report (.txt), Export records & audit (.json), or Print / save PDF. The text download was verified in the browser.

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Load conflict scenario

Load clean scenario

Load missing-data scenario

Run test suite

Run checks →

5

Feedback records

0

Findings awaiting review

2

Accepted actions

01 · Source records

02 · Review findings

03 · Export report

Consolidated revision brief

Review recorded

APPROVALTRAIL / Consolidated revision brief

Northstar Creative — Aurora launch campaign

TEST ENVIRONMENT: deterministic structured checks; no live LLM or external integrations.

5 source records / 2 findings

1. Feedback refers to an older proof

Status: ACCEPTED

Amira / Brand commented on version 2; the latest supplied version is 3.

Evidence: FB-03

Next step: Ask the reviewer to confirm the comment against the latest proof.

Review note: Amira to reconfirm the logo request against version 3.

STEP 05

Check the built-in scenarios

Choose Run test suite. The seeded conflict, clean and missing-data scenarios all pass their expected finding-ID checks. This does not overwrite the records you are reviewing.

Expected results: two findings for the conflict example, zero for the clean example and three for missing data. A pass checks the implemented rules, not live AI quality.

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Bring conflicting feedback into one reviewable revision brief.

Aurora launch campaign · Sample scenario. Checks run locally; live AI and integrations are not connected.

Load conflict scenario

Load clean scenario

Load missing-data scenario

Run test suite

Run checks →

Scenario suite completed without changing your records.

5
Feedback records

0
Findings awaiting review

2
Accepted actions

01 · Source records

02 · Review findings

03 · Export report

Built-in scenario checks

Scenario	Expected	Actual	Result
Conflict scenario	2 findings	2 findings	PASS
Clean scenario	0 findings	0 findings	PASS
Missing-data scenario	3 findings	3 findings	PASS

These checks test seeded rule behaviour, not language-model accuracy or production readiness.

From test workspace to client pilot

1. Agree the real inputs

Choose one repeatable workflow and a small, permissioned sample. Define record types, ownership, retention, review steps and the output that makes the task complete.

2. Connect paid model processing

The intended model ceiling is GPT-6.1 Sol or a benchmarked equivalent. A live connection needs server-side provider credentials, an allowed-model list and usage caps. No API key belongs in this browser demo.

3. Evaluate against a held-out test set

Test correct, conflicting, incomplete and unusual examples. Measure missed issues, false positives, evidence accuracy, total latency and cost per completed case. Seeded rule tests are only a starting point.

4. Keep actions reviewable

Drafts must remain distinguishable from approved decisions. Add access controls, shared records and an auditable approval step before connecting email, document publishing or supplier actions.

5. Demonstrate honestly

Use fictional records for public demonstrations. Explain which features work now and which need integration. Do not present a local rule result as a language-model result.