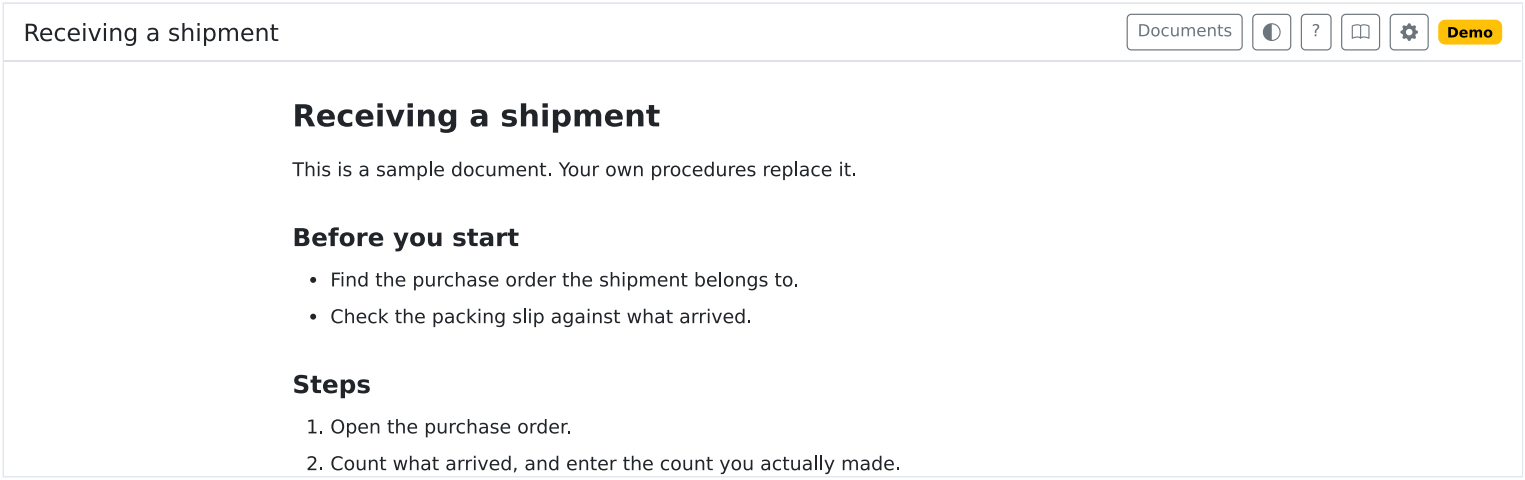
Module Docs

Your company's procedures, on the screen they belong to



WHAT IT'S FOR

Every company runs Fishbowl its own way. Which field carries the customer's PO number. Whether a receipt is photographed before it is put away. Who is allowed to reopen a closed order, and what they check first. None of that is in Fishbowl's own help, because none of it is about the software.

It is written down somewhere. A binder, a shared drive, a document from the last onboarding, a folder nobody can find. So people ask the person next to them, and the answer depends on who they asked. When that person is out, or leaves, the procedure leaves with them.

New staff feel it worst. They are shown a screen once, and afterwards they are guessing at a step somebody already decided years ago.

WHAT IT DOES

- **Puts the procedure on the screen it describes.** A Docs button sits in every module. Opening it in Receiving shows what your company does when a shipment arrives, not a general help topic.
- **Shows your words, not ours.** Every document is written by your own team. Nothing ships with the page.
- **Keeps the documents inside Fishbowl.** They live in the Fishbowl database with everything else, so they are on every workstation, they are in your backup, and there is no other system to log into.
- **Separates reading from writing.** Reading is a button anyone in the module can press. Writing happens in a second page, and only the people you give that page to can open it.
- **Keeps the earlier versions.** Every save keeps the previous one, so a procedure that changed can be read as it stood before.
- **Carries pictures.** A document can hold screenshots of the screen it describes, stored the same way as the text.

USE IT FOR

- Training somebody new on a module without sitting beside them for it.
- The step your company does differently from every other Fishbowl site, that only two people currently know.
- A procedure that changed, when you need everyone reading the new one from the same day.
- An audit or a certification that asks you to show your written procedures and who has them.

GOOD TO KNOW

- The documents are yours to write. This is an empty shelf on the day it is installed, and it is worth what your team puts on it.
- Documents are written in Markdown — headings, lists, bold, links, pictures. It is not a word processor, and it does not do page layout, tables of contents, or print formatting.
- Reading is open to anyone who can open the module. Anything you would not show to every Fishbowl user does not belong in these documents.
- One person edits a document at a time. Two people writing the same document at once will have one of them overwrite the other.
- The revisions show what a document said and when it was saved. They are a history you can read, not a controlled-document system with approvals or sign-off.

AT A GLANCE

Type	App · Administration
Fishbowl	TBD and later
For	Operations managers and supervisors who write procedures, and every user who follows them
Data	Reads and writes — stores documents inside Fishbowl
Output	Nothing leaves the page; documents stay in Fishbowl
Install	None — runs inside Fishbowl

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