FILM VÄST — FILM FUND SYSTEM

FUNDIT

Handbook for Administrators

For Film Väst staff

Version 2.0 — May 2026
Film i Väst / Västra Götaland Region

Contents

PART 1

The admin interface

Roles, navigation and workflow

1. Overview — the landing surface

The admin interface (AppAdmin) is Film Väst's internal tool for handling all applications, projects and payments. The interface is divided into several main areas reached via the left side menu:

Page	What you do there
Dashboard (home)	Customisable overview with statistics on budget, supported projects, gender and activity
Started applications	Producer drafts that have not yet been submitted
Applications	All submitted applications with filter and search
Projects	Master list with drill-down to project details; Excel export
Messages	The full message queue — incoming and outgoing
Staff	Create, edit and remove staff users
Organisations	Manage production companies and their users
Schemas	List of all project-type templates
Project Template	The schema designer — build and edit workflows
Settings	System lookup types: statuses, action types, document types, genders, and more
Language	Switch UI language
Deleted items	Soft-deleted entities — restore or purge permanently
Purge holds	Manage retention holds on soft-deleted records
Failed queue (DLQ)	Dead-letter queue for failed jobs and messages

1.1 Dashboard tiles

The dashboard consists of movable, resizable tiles. You drag and drop to change the layout — the choice is saved per user. Available tiles:

- Total budget this/last year (stacked bar chart)
- Our contribution this/last year (gauge)
- Supported projects this/last year (count)
- Latest incoming/outgoing messages (table)
- Latest incoming/internal documents (table)
- Production company distribution (bar chart)
- Gender breakdown of producers and directors (pie chart)
- Activity last 3 years (line chart)

2. Roles and the permission system

Fundit uses a role-based permission system with 17 defined roles. Each role has specific responsibilities and permissions that are triggered by workflow events.

2.1 Internal roles (Film Väst staff)

Code	Role	Main responsibility
CEO	Chief Executive Officer	Final decisions, signing rights
CFO	Chief Financial Officer	Fully-financed approval (Sv feature, TV)
PC	Head of Production	Delegation, production-group leadership
PK	Production Coordinator	Create projects, archive, ToDo routing
SFA	Swedish Film Handler	Handle Swedish film + project development
IFA	Int'l Film Handler	Handle international films
KFA	Short Film Handler	Handle short film
DFA	Documentary Handler	Handle documentary + project development
TVA	TV Handler	Handle TV/drama + project development
EA	Finance Officer	Payments, rate handling
AA	Contract Manager	Contracts, spend/final reports, fully-financed (Int, Doc, Short)
DA	Archive Officer	Public 360 integration, archiving
PRK	PR/Communications	Press kit, statistics, audience data
PR	Public Relations	PR material, motion press material
MK	Script Consultant	Script review (conditionally assigned)
DK	Distribution Consultant	Distribution advice (conditionally assigned)

2.2 External roles

Code	Role	Description
PG	Production Group	Collective assessment group for decisions
P	Producer	External applicant — uses the client interface

TIP

MK (script consultant) and DK (distribution consultant) are conditionally assigned roles activated only when needed — they are not automatically attached to projects. SFA, IFA, KFA, DFA and TVA are by contrast automatically present on every project of their type.

2.3 Assigning roles to users

A user can have several roles. Assignment is done under **Staff** → **Roles** on each staff row. When assigning:

- A role is always linked to an organisation (Film Väst)
- Roles control which buttons and tabs are visible on the project detail page
- Roles are used as message-routing recipients — e.g. AA receives all "AA approves spend" messages
- The internal context shows the handler's name as sender to the producer, even when another staff member performs the action

3. The workflow — from application to closure

The full workflow for production applications is shown below. Each step shows who does what and which messages are sent.

1. **Application arrives (Status 3: Unprocessed)**
The producer submits the application. PK creates a project, assigns a handler and requests a Public 360 ID from DA.

2. **Review (Status 4: Incomplete)**
The handler reviews the application, requests supplementary input from the producer when needed, and marks the application "Complete" once everything is in place.

3. **Assessment (Status 5: Pending decision)**
The Production Group (PG) assesses the application. The handler writes the decision basis. For Sv feature and TV a 360 meeting is booked and held before the decision.

4. **Decision — Approval (Status 7: LOC/LOI)**
PG says yes. CFO/AA review. The handler creates LOC/LOI sent to the producer. All internal roles are notified. PK archives.

5. **Decision — Rejection (Status 6: Rejected)**
PG says no (or the handler does in Pattern B, see section 8). The handler creates the rejection letter. DA archives.

6. **Fully financed (Status 8: Contract process)**
CFO (Sv feature, TV) or AA (others) marks the project as fully financed. The contract process begins.

7. **Contract done (Status 9: Contract process complete)**
AA confirms the contract is signed. The payment process starts. Rate 1 can be triggered.

8 **Production (Status 10–11)**

The handler follows up filming, rough cut and final cut. The producer sends team lists and invoices. Rates 1–2 are paid out.

9 **Reporting (Status 13–14)**

AA approves the spend report and final report. Rate 3 is paid out.

10 **Closure (Status 15–16)**

PRK/PR confirms receipt of PR material. Rate 4 is paid out. The project is marked closed. DA archives the closing documents.

PART 2

Project management

Projects, tabs, next-action arrow, assessment

4. Creating and configuring projects

The production coordinator (PK) creates new projects from incoming applications. Each project receives a unique project number and is linked to a schema (project type).

4.1 Screen flow: application arrives

1. **Identify the new application**
   Under **Applications** — or from the "New application arrived" message in your inbox.
2. **Create project**
   Click *Create project*. The system suggests a project title based on the application name. Adjust as needed.
3. **Assign handler**
   Pick a handler based on project type (SFA, IFA, KFA, DFA or TVA). The handler takes over from here.
4. **Assign other roles (if applicable)**
   Sv feature: PC, AA, possibly MK/DK. TV: PC, AA. Short: AA. Documentary: AA.
5. **Request Public 360 ID from DA**
   Send an archive message to DA. When the ID is returned, store it on the project.

4.2 Project list functionality

- Search applications by free text, status or filter
- AI-driven semantic search to find related projects
- Filter by handler, project type, status, year
- Sort by project number, title, date, support amount
- Export to Excel (.xlsx) with full data
- Large project titles are clickable directly to open the detail view

5. The project tabs

Every project in the admin interface has a detailed view with seven tabs. This is your control panel for a project.

Tab	TabIndex	Contents
Overview	0	Next-action arrow, status progression, role assignments, 360-meeting date, quick checkboxes
Financing	1	Budget breakdown, rate structure, rate conditions, invoice status
Rates & conditions	2	Milestone tracking, filming dates, spend report, final report, PR material, manual mode
Create assessments	3	Handler's assessment, production group's assessment, decision basis

Tab	TabIndex	Contents
Official documents	4	LOC/LOI, rejection letter, contract, spend report, final report — official documents
Customer documents	5	Files uploaded by the producer via the client portal
Advanced	6	Visible only in HelpMode (dev/test). AI analysis, audit trail, event logs, debug tools

IMPORTANT

The Advanced tab is a strict dev/test tool and is not shown in production. Never try to solve a production problem by directing a user to the Advanced tab — it is not there.

5.1 The sticky side rail

On every project detail page there is a sticky side rail on the right with four buttons:

- **Checkmark** — shows the number of pending events on the project (NewEventCounter badge). Click to open the event log.
- **Audit** — shows the number of new audit entries (NewAuditCounter badge). Click to open the audit trail — who changed what and when.
- **AI** — future feature for document analysis and pattern recognition.
- **Play/stop** — pause or resume all automatic events on the project (used in troubleshooting).

6. The next-action arrow

On the Overview tab there is a graphical indicator called *Next action*. It shows what the next step in the workflow is, aligning the engine and the user on what to do next.

6.1 How it works

1. **The engine evaluates the state**
   The schema specifies which events can fire in the current status. The engine matches against unfinished events.
2. **Returns the next event**
   NextEventId, NextTabIndex, TabItem, NextEventStatus (text label, e.g. "Create decision basis").
3. **Shows the banner**
   "TO DO: [NextEventStatus]" appears in a green banner with a checkmark icon.
4. **Inline buttons or "Show"**
   If the engine can present controls or buttons directly on Overview (UpdateList or ActionButtons) they are shown inline. Otherwise a **Show** button jumps to the right tab and tab-item.

6.2 Guards on the arrow

- **AlreadyAtNextAction** — if the current tab and tab-item already match the next-action target, the "Show" button is suppressed. Prevents jumping to a page you are already on.
- **Terminal status** — the arrow is not shown on closed projects (status 6, 16, 17, 18, 19).
- **Manual mode exception** — in manual mode the arrow points to the manual deactivation, not the next rate.

> **TIP**
>
> The arrow is the user's most important guide for where they are in the flow. If the arrow points to the wrong target, check the schema (Project Template) for correct event configuration. Do not patch the code until the schema has been verified.

7. Assessment and decision process

The assessment is the central step between receipt and approval. Two clearly distinct flows exist: Pattern A and Pattern B.

7.1 Pattern A — Production schemas (Sv feature, Short, TV/Drama, Int, Doc)

1. **The handler locks their assessment**
   On *Create assessments* (TabIndex=3, TabItem=0) the handler sets Yes or No and locks. The flow ALWAYS proceeds to PG assessment regardless of outcome.
2. **PG assessment**
   TabIndex=3, TabItem=1. PG members collectively review, set Yes/No, and lock. **This is where the branch happens:**
3. **Yes → Contract process**
   Status moves to 7 (LOC/LOI). The LOC/LOI document is created and sent to the producer. PK archives.
4. **No → Rejection**
   Status moves to 6 (Rejected). The rejection letter is created and sent. DA archives.

7.2 Pattern B — Project development schemas (Sv, TV, Doc)

1. **The handler locks the assessment**
   Proceeds to a PC meeting (no PG step).
2. **Contract process triggered by a separate button**
   The status change to 8 (Contract process) is done via the "Fully financed" button — NOT by the handler's Yes.
3. **Rejection triggered by a separate button**
   The status change to 6 is done via a separate rejection button — NOT by the handler's No.

IMPORTANT

Never confuse Pattern A with Pattern B. In project development the handler's outcome is a recommendation; a separate administrative action drives the status change. This is a common source of mistakes and is preserved in the project memory as event-flow-canon.

7.3 The 360 meeting (Vision meeting)

The 360 meeting applies only to Swedish feature and TV/Drama. It is a deep-dive meeting between the handler, the production group and the producer before the formal decision.

1. **The handler books the meeting**
   On the Overview tab there is a date field for the 360 meeting. Set the date when the meeting is booked.
2. **Messages are sent**
   PG, PC, AA/CFO and PK are informed of the meeting date.
3. **The meeting is held outside Fundit**
   In person or by video. Notes are taken manually.
4. **The handler writes the decision basis**
   The basis takes the meeting outcome into account — recommendations, comments, conditions.
5. **LOC/LOI is created**
   On a Yes decision the LOC/LOI is created and sent to the producer.

IMPORTANT

The 360 meeting is triggered only if the handler has said Yes AND PG has not yet locked its assessment. This is enforced by a guard in the system. Once PG has locked, no 360 meeting can be booked.

8. Contract process and payments

8.1 The contract process

When a project is approved and marked **Fully financed** the contract process begins. AA is the primary owner:

- Drafting the contract with terms and attachments
- Communicating with the producer about contract terms
- Signing and confirmation (digital or paper)
- Loop monitoring ("Is the contract signed?") until the contract is complete

8.2 Who clicks Fully financed?

Project type	Fully-financed role
Swedish feature	CFO

Project type	Fully-financed role
TV / Drama	CFO
International feature	AA
Documentary	AA
Short film	AA
Project development (all)	AA

8.3 The payment flow

Each rate has specific conditions that must be met. The finance officer (EA) executes the payment outside Fundit once all conditions are fulfilled:

1. **Handler/AA checks the milestone**
   On the *Rates & conditions* tab the milestone is marked fulfilled (e.g. "Filming start approved").
2. **The system verifies**
   Guards check that the correct status and conditions are met. Incorrect requests are blocked.
3. **Message to the producer**
   "Send invoice for Rate N" is sent to the producer via ToDo and email.
4. **Producer sends invoice**
   To ekonomi@filmivast.se with project number and rate reference in the invoice reference field.
5. **EA executes the payment**
   In Film Väst's financial system (outside Fundit). EA then marks the rate as paid in Fundit.

8.4 Manual mode

For projects with non-standard rate structures (complex co-productions) a manual mode is available from status 9 (Contract process complete). In manual mode:

- Standard ToDo messages for rates are suppressed
- Rate conditions can be handled individually — e.g. split a rate into two part-payments
- Manual cross-messages can be created between AA and producer
- Disabled with *Turn off manual mode and move to [next status]*

PART 3

Documents, messages, users

Public 360, the message queue, staff and organisations

9. Document handling and Public 360

9.1 Document flow

Document	Created by	Sent to	Archived by
LOC/LOI	Handler	Producer	PK
Rejection letter	Handler	Producer	PK → DA
Decision basis	Handler	PK	PK/DA
Contract	AA	Producer	AA
Spend report	Producer	AA	AA
Final report	Producer	AA	AA
Team list	Producer	PK / Handler	—

9.2 Public 360 integration

All official documents are archived in Public 360 (external archive system). Archiving is semi-automatic:

1. **Click the grey 'D' button**
   On the *Official documents* tab at the document to be archived.
2. The document is sent to your emailYou receive the attachment with contextual information (project number, document type, date).
3. **Archive manually in Public 360**
   External system. Use the project number as reference.
4. **Check the "Archived" checkbox**
   On the project overview you mark archiving as complete. The corresponding archive message to DA is dismissed.

9.3 File storage

- **Primary**: Local NFS mounted at /data per deployment
- **Secondary**: Google Drive as backup and archival
- **Backup frequency**: Incremental nightly, full backup weekly
- **Max file size**: 100 MB. Larger files (trailers) are handled via alternative delivery.

10. The message queue

10.1 Message structure

Messages are schema-based and configured per project type. Each message has:

Field	Description
Trigger	The event that fires the message (e.g. "handler clicks Complete")
Text (8 languages)	Localised message body
Recipients	Role codes (SFA, PG, EA, AA, etc.)
Channel	todo (internal), email, todo+email
Navigation target	URL to jump to (e.g. /project/{id}/tabindex/3)
Dismissal rule	What removes the message (auto-event, manual, conditional)
Guards	Conditions that must hold for the message to be sent

10.2 Managing the message queue

On the **Messages** page you see the full queue. You can:

- **Filter** by message type, recipient, status (active/inactive), date range
- **Search** by project/application title
- **Toggle** a message on/off — the toggle switch hides it from inboxes but keeps history
- **Reply** to incoming messages from producers
- **Navigate** to the project/page referenced by the message
- **Delete** old or expired messages

10.3 Sender identity

When an internal user (e.g. PK) performs handler tasks via ToDo, all external messages to the producer show the **handler's** name, email and mobile as sender — not PK's. This is deliberate so the producer has a stable contact point.

11. Staff and organisations

11.1 Create a new staff user

1. **Go to Staff**
   In the side menu.

2. **Click Add user**
   Fill in first name, last name, email and a temporary password (the user changes it on first login).
3. **Assign roles**
   A staff member can have several roles (SFA + MK + PRK for example). Pick all relevant ones.
4. **Add address and contact details**
   Postal address, phone, gender (for statistics), department.
5. **Send invitation**
   The user receives an email with a password reset link.

11.2 Manage organisations

On the **Organisations** page you can:

- See all production companies with a Fundit account
- Show users per organisation
- Edit organisation info (if the customer cannot)
- Invite new organisations (Film Väst admin)
- Disable an organisation (e.g. dissolved company)

PART 4

Configuration and administration

Settings, schemas, guards, statistics, data integrity

12. Settings and lookup tables

Under **Settings** the system lookup tables are managed. These tables are used throughout the system for categorisation.

Table	Used for
Claim Types	Authentication and claim definitions
Sections	Form-section groupings (Financing, Team, PR)
Statuses	Status codes for applications and projects
Action Types	Classification of event actions
Budget Types	Cost categories
Control Types	Form control types (text, date, file upload, etc.)
Document Types	Document classification (LOC/LOI, Contract, etc.)
Document Delivery Types	How documents are delivered (email, in-app)
Genders	Gender codes for statistics
Message Types	Message classification
Milestone Requirement Types	Conditions tied to milestones
Phone Number Types	Phone number kinds (mobile, office)
Reaction Types	User/system reaction codes
Event Types	Event trigger types
System Message Destinations	Where system notifications are routed (email, in-app)

13. Templates and schema management

The schema is the heart of Fundit — it defines the whole workflow for each project type. Through the schema editor in the admin interface you configure form, flow and rules.

13.1 The Project Template designer

On **Project Template / [SchemaId]** there is a visual designer with four inner tabs:

1. **Schema overview**
   A timeline of all statuses and events. Drag and drop to visualise the flow.
2. **Controls & tabs**
   Define form fields (segments) and tab groupings. Field types: textbox, multiline, numeric, date, dropdown, multi-select, radio, checkbox, listbox variants, upload, etc.

3. **Events & actions**
   Event definitions with action mappings. Create new events with triggers and transitions (success/failure branches).

4. **Messages**
   Schema-driven message configuration: delivery channel, recipients, dismissal rules, navigation targets.

13.2 Event — Action chains

The engine is built on event-action chains. When an event fires it triggers a chain of actions:

Action	Description
send_message	Internal ToDo message
send_email	Email notification via Mailjet
send_sms	SMS notification (premium)
change_status	Update application status
compute_value	Compute field automatically (e.g. sum)
create_document	Generate document from template
trigger_event	Chain to the next event
show_field / hide_field	Control field visibility
lock_field / unlock_field	Make fields read-only or editable

IMPORTANT

Schema changes affect only NEW projects — existing projects keep the schema snapshot from when they were created. This is deliberate (Principle XII, copy-on-create) to protect historical integrity. For an urgent migration, consult the architecture team.

14. Guards and rules

Fundit uses a guard system to ensure actions can be performed only when correct preconditions are met. There are 17 defined guards.

14.1 Guard types

Type	Description	Example
status_equals	Requires a specific status	Rough cut guard: status must be 'Contract process complete'
status_not_in	Forbids specific statuses	Terminal guard: never when Closed
checkbox_state	Requires a checkbox in a state	360 meeting: handler must have said Yes
first_occurrence	Triggers only on first occurrence	Rate guard: only first time a rate is ticked

Type	Description	Example
todo_exists	Requires a ToDo to exist	LOC guard: only if LOC is in ToDo
date_offset	Date-based condition	6 months after premiere, 2 weeks before filming
field_not_empty	The field must be filled	Filming date guard

14.2 Important guards in practice

- Rates can be triggered only in the right order and at the right status
- The 360 meeting is triggered only if the handler has said Yes AND PG has not locked its assessment yet
- The terminal guard prevents actions on closed projects
- The manual-mode guard only shows the deactivation button when the project is in manual mode
- The filming-date guards prevent payment if the producer has not submitted dates

TIP

Guards are configured in the schema (form template) and are project-type specific. A guard that applies to Sv feature does not necessarily apply to Short film.

15. Statistics and reporting

Fundit provides several reporting tools for follow-up and analysis:

- **Gender distribution** — statistics on representation in supported projects (director, producer, screenwriter)
- **Budget tracking** — overview of granted amounts and payments per year/type
- **Activity timelines** — visualisation of workflow and events
- **Supported projects** — aggregated per project type and year
- **Production company analysis** — statistics per organisation
- **Premiere and audience statistics** — data from PRK after closure

Statistics are available both in the admin interface and (in limited form) in the client interface for producers. Excel export is available on every report.

16. Data integrity and deletion

16.1 Soft delete — never hard delete

Fundit uses soft delete throughout. When a record is marked for deletion:

- The record is hidden from all normal views
- A marking with deletion timestamp is added

- The retention policy (default 7 years per GDPR and the Accounting Act) starts
- After retention the system purges the record permanently — unless a purge hold is in place

16.2 The Deleted items page

On **Deleted items** you see all soft-deleted entities. You can:

- Filter by entity type (applications, projects, messages, documents, users)
- Filter by date range
- Filter by hold status (has purge hold or not)
- Restore (undelete) a record
- Place a purge hold to protect against future purge

16.3 Purge hold

A purge hold blocks permanent deletion. Used for records that need to be preserved longer than standard retention — e.g. affected by an ongoing legal process or investigation. Managed on **Purge holds**:

- Apply a hold with free-text justification
- View hold history (who, when, why)
- Release the hold once the process is over — purge resumes

16.4 Dead-letter queue

On **Failed queue (DLQ)** you find jobs and messages that failed despite retries. Typical causes:

- Email server errors (Mailjet credit exhausted, recipient blocking)
- Schema configuration errors (reference to a non-existent event)
- Temporary database locks under heavy load
- Corrupt data in message bodies (invalid JSON in structured fields)

For each DLQ entry you can:

- **Retry** — manually re-execute (after root cause is fixed)
- **Discard** — mark as unrecoverable and dismiss
- **Export** — download error logs as CSV for further analysis

PART 5

Account, security, troubleshooting

Own account, MFA administration, Advanced mode

17. Your own account and MFA administration

17.1 Your admin account

As an admin you have essentially the same profile functions as client users:

- Change password
- Enable 2FA (strongly recommended for all internal users)
- Create API keys
- Link external logins (Google, Microsoft)
- Export personal data

17.2 Resetting MFA for another user

As an admin you can reset 2FA for a user who has lost their phone and cannot find recovery codes.

1. **Go to the AdminMfaReset page**
   Via Staff → pick user → Reset MFA, or directly /Account/AdminMfaReset.
2. **Find the user**
   By email or name.
3. **Confirm identity out-of-band**
   Call the user or verify identity by another means — never email-only.
4. **Click Disable MFA**
   The user can now log in with password only and must immediately enable a new 2FA app.
5. **The action is logged**
   The action is automatically recorded in the audit log with you as performer.

IMPORTANT

MFA reset is a powerful operation. Always verify the user's identity on a side channel before performing a reset. This is a vulnerable point against social-engineering attacks.

18. Troubleshooting and Advanced mode

18.1 Common troubleshooting steps

When a producer reports a problem, start with these checks:

1. **Verify current status**
   Go to the project, check status and the next-action arrow. Does the arrow show what the user expects?

2. **Check the audit log**
   Audit button on the sticky rail. What happened last? Who clicked what?
3. **Check the event log**
   Checkmark button. Pending events? Failed events?
4. **Check the DLQ**
   Are there failed messages or jobs related to the project?
5. **Check guards**
   Go to the schema and review guards for the current status. Is a guard blocking unintentionally?

18.2 Advanced mode (HelpMode)

In dev and test deployments **HelpMode** is enabled in appsettings.json, which exposes the *Advanced* tab on project detail pages. There you have:

- **Event queue** — raw view of pending events
- **Trigger event ad-hoc** — manually fire events to test flows
- **Control values as JSON** — raw data on all fields
- **Lifecycle position** — where the project sits in the schema
- **Simulation tools** — test transitions without affecting data

> **IMPORTANT**
>
> The Advanced tab is NOT available in production. Use it in staging/test when troubleshooting. No production user should ever see it.

APPENDIX

Quick reference

Status codes, role codes, guard types, actions, glossary

Status codes

Code	Status	Description
1	Created	Draft on producer side, not submitted
3	Unprocessed	Submitted, awaiting assignment
4	Incomplete	Under handler review
5	Pending decision	Complete, with PG
6	Rejected	Application denied (terminal)
7	LOC/LOI	Approved, commitment sent
8	Contract process	Fully financed, contract being drafted
9	Contract complete	Contract signed
10	Rough cut ready	First cut delivered
11	Final cut / DCP ready	Final version
13	Spend approved	Spend report approved
14	Final report approved	Financial closing report approved
15	PR material received	Press kit delivered
16	Closed	Project closed (terminal)
17	Closed without PR	Closed without PR (terminal)
18	Project dev complete	PU project closed (terminal)
19	Closed no co-prod	Closed (terminal)
20	Spend+Final (Short)	Combined approval (short film)
21	Actioned	Internal working state
22	Unread	Internal working state

Role codes

Code	Role	Level
CEO	Chief Executive Officer	Internal
CFO	Chief Financial Officer	Internal
PC	Head of Production	Internal
PK	Production Coordinator	Internal

Code	Role	Level
SFA	Swedish Film Handler	Internal
IFA	Int'l Film Handler	Internal
KFA	Short Film Handler	Internal
DFA	Documentary Handler	Internal
TVA	TV Handler	Internal
EA	Finance Officer	Internal
AA	Contract Manager	Internal
DA	Archive Officer	Internal
PRK	PR/Communications	Internal
PR	Public Relations	Internal
MK	Script Consultant (conditional)	Internal
DK	Distribution Consultant (conditional)	Internal
PG	Production Group	Collective
P	Producer	External

Guard types

Type	Use
status_equals	Requires a specific status
status_not_in	Forbids a list of statuses
checkbox_state	Requires a checkbox in a state
first_occurrence	Triggers only on first occurrence
todo_exists	Requires a specific ToDo
todo_not_exists	Requires absence of a specific ToDo
date_offset	Date-based condition (e.g. 2 weeks before filming)
field_not_empty	Field must be filled
field_equals	Field must have a specific value
role_present	Specific role must be assigned

Action types

Action	Use
send_message	Internal ToDo message
send_email	Email notification
send_sms	SMS notification
change_status	Change application status
compute_value	Compute a field value
create_document	Generate a document from template
trigger_event	Chain to next event
show_field	Show a hidden field
hide_field	Hide a visible field
lock_field	Lock a field against editing
unlock_field	Unlock a field

Glossary

LOC Letter of Commitment — formal funding decision

LOI Letter of Intent — statement of intent

PG Production Group — assessment group

360 meeting Deep-dive meeting for Sv feature and TV

Rate Partial payment tied to a milestone

Spend Expenditure in Västra Götaland

Rough cut First cut

Final cut Final cut

DCP Digital Cinema Package — cinema delivery format

Guard A rule that blocks invalid actions

Schema Form and workflow template

ToDo Task/notification in Fundit's inbox

VGR Västra Götaland Region

Public 360 External archive system for diarisation

DLQ Dead-Letter Queue — failed jobs and messages

HelpMode Dev/test flag exposing the Advanced tab

TabIndex / TabItem Numeric identifiers for tab and tab-item

NextActionArrow The next-action indicator on the Overview tab

Pattern A / B	Two distinct assessment flows — production vs project development