Version 2 *The morning list*

April 10, 2026 · Changes since version 1, March 27, 2026

This edition gives the office one list to start the day with, and brings crew certificates into the workspace. Needs you today gathers the open crew places, the certificates about to run out and the double bookings, each one a click away from its fix.

2	2	4	8
new	changed	unchanged	features in all

IN THIS EDITION

1 **What's different in this edition**
One sentence for each change, on this page. Read this to know what's different.

2 **The changes in detail**
Each new, changed or removed feature in full, with how to see it for yourself.

3 **Everything Pellow Workspace does**
Every feature, one line each, area by area. Use it to look something up.

What's different in this edition

One line for each feature that moved, in the order the details give them. The number after each is the feature's number, which it keeps throughout this document.

What's new 2

The office starts each day from one list of open crew places, expiring certificates and double bookings, each a click away from its fix. 1.1

Every crew member's certificates and expiry dates are on their profile, and the crew board marks anyone whose certificate runs out before a shift. 3.3

What changed 2

Project managers can show only their own shows on the calendar, which saves scrolling in busy months like April. 2.1

The crew board warns you before anyone is booked on two stand jobs on the same day. 3.1

The changes in detail

Each feature added, changed or removed in this edition: what it does, what changed, and how to see it for yourself.

What's new 2

TODAY

1.1

NEW

BIG

Needs you today

Needs you today is the list the office starts the day with. It collects what needs a person's decision: stand jobs with crew places still open in the next 14 days, crew whose certificates expire before a shift they're booked on, and crew booked on two stand jobs on the same day. Each item names the stand job or the person, and its button opens the page where you fix it. An item leaves the list as soon as its problem is fixed. You see the items for your own stand jobs first.

> HOW TO SEE IT
>
> Sign in: the workspace opens on Today. Select an item's button to go to the page where it's fixed.

CREW PLANNING

3.3

NEW

MEDIUM

Crew certificates

Each crew profile lists the person's certificates, such as a working-at-height card, an electrical qualification or first aid, each with its expiry date and a scan. The crew board marks anyone whose certificate will have expired on a day they're booked. Each stand job page lists the certificates of everyone booked on it, ready to send to the venue.

> HOW TO SEE IT
>
> Open Crew, select a name, and open Certificates. On the crew board, point to a marked name to see which certificate runs out.

What changed 2

SHOWS AND STANDS

2.1

CHANGED

BIG

Show calendar

The show calendar lists every show Pellow Exhibitions is building for, as a month view or a list.

WHAT CHANGED

- The calendar showed every show to everyone; you can now filter it to one project manager's shows, because with 11 shows in April, project managers were scrolling past other people's shows to find their own.

> HOW TO SEE IT
>
> Open Shows. Switch between Month and List at the top right, and choose a name under Project manager to see only that person's shows.

CREW PLANNING

3.1

CHANGED

BIG

Crew board

The crew board is where the crew coordinator books people onto stand jobs.

WHAT CHANGED

- The board accepted a second booking for the same person on the same day; it now warns you and asks you to confirm, because in the first week the crew coordinator found two double bookings carried over from the old rota.

> HOW TO SEE IT
>
> Open Crew board and choose a week. Drag a name from the list on the right onto a stand job's day.

Everything Pellow Workspace does

Every feature, area by area, numbered as in the rest of this document. A status means it moved in this edition, and links to its details.

AREAS

1 Today — 1 new — 1

2 Shows and stands — 1 changed — 2

3 Crew planning — 1 new · 1 changed — 3

4 Running the workspace — 2

BIG MEDIUM SMALL

Size is how much of the service a feature is: Big, one it is chosen for; Medium, one in its own right inside a bigger one; Small, one narrow enough to describe in a line.

1 Today

1 feature · 1 new

What needs the office's attention today, and the messages and reminders that keep everyone up to date.

1.1 Needs you today — Needs you today is the list the office starts the day with. NEW

2 Shows and stands

2 features · 1 changed

The shows Pellow Exhibitions builds for, and the stand jobs it runs at each one.

2.1 Show calendar — The show calendar lists every show Pellow Exhibitions is building for, as a month view or a list. CHANGED

2.2 Stand jobs — A stand job is one exhibitor's stand at one show, and each one has its own page.

3 Crew planning

3 features · 1 new · 1 changed

Who builds which stand on which day, and what the office knows about each crew member.

3.1 Crew board — The crew board is where the crew coordinator books people onto stand jobs. CHANGED

3.2 Crew directory — The crew directory holds a profile for each of the 64 people Pellow Exhibitions books, staff and freelance.

3.3 Crew certificates — Each crew profile lists the person's certificates, such as a working-at-height card, an electrical qualification or first aid, each with its expiry date and a scan. NEW

4 Running the workspace

2 features

Who can sign in, and how the workspace connects to the tools around it.

4.1	**Sign-in and roles**	Office staff sign in with their Pellow Exhibitions email address.
4.2	**Airtable copy**	Every night, the workspace copies shows, stand jobs and crew bookings into the Airtable base the office worked in before.

Pellow Workspace · Feature Ledger · Version 2 · April 10, 2026. A sample edition. Pellow Exhibitions and Pellow Workspace are fictional; in a real project, every entry describes behavior that is built and running.

Version 12

Ready for the autumn shows

August 28, 2026 · Changes since version 11, August 14, 2026

This edition gets the office ready for the autumn shows. The workspace now drafts the routine parts of the job, from a show's deadlines to the replies to exhibitors' everyday questions, and a person approves each draft before it counts. The Airtable copy is switched off, because the whole office and finance now work in the workspace.

3	2	1	1	19	25
new	changed	already in place	removed	unchanged	features in all

IN THIS EDITION

1 **What's different in this edition**
One sentence for each change, on this page. Read this to know what's different.

2 **The changes in detail**
Each new, changed or removed feature in full, with how to see it for yourself.

3 **Everything Pellow Workspace does**
Every feature, one line each, area by area. Use it to look something up.

What's different in this edition

One line for each feature that moved, in the order the details give them. The number after each is the feature's number, which it keeps throughout this document.

What's new 3

Routine exhibitor questions arrive with a reply already drafted from the stand job, and the project manager sends, edits or discards it.	1.4
Project managers get a show's deadlines drafted from its exhibitor manual, each with its page number, and accept them one by one.	2.4
Each show has a ready list of who needs a hotel room on which nights, which you can email to the hotel.	3.7

What changed 2

Crew who miss the first reminder get a second one, so fewer unconfirmed shifts reach the crew coordinator. 1.2

The Friday draft keeps crew leads with their usual teams, so the crew coordinator accepts more of it as it is. 3.2

Already in place 1

Crew see the hall map with their stand marked on the day sheet, so they find it quickly in a large hall. 4.2

No longer available 1

The nightly copy to Airtable has stopped, because finance now uses Reports and Export to Xero.

Across the product

Every time in the workspace, the crew app and the exhibitor portal is now shown in the venue's local time.

The changes in detail

Each feature added, changed or removed in this edition: what it does, what changed, and how to see it for yourself.

What's new 3

1.4
NEW
MEDIUM

TODAY

Drafted replies

When an exhibitor asks a routine question in their stand's thread, such as a deadline date, the build-up times or which gate to use, the workspace drafts a reply from the stand job's details. The draft waits on Needs you today for the project manager, who sends it as it is, edits it or discards it. Nothing reaches the exhibitor until the project manager sends it.

> HOW TO SEE IT
> In the portal, ask in Messages when build-up starts. In the workspace, open Today: the drafted reply is under Drafts, with Send, Edit and Discard.

SHOWS AND STANDS

2.4
NEW
MEDIUM

Deadlines from the exhibitor manual

The workspace reads a show's exhibitor manual, the organiser's rulebook for the show, and drafts its deadlines. Each drafted deadline gives the date, what is due and the page of the manual it comes from. The project manager accepts, edits or rejects each one. Only accepted deadlines are tracked on the show's stand jobs and appear on Needs you today.

> HOW TO SEE IT
> Open Shows, select a show, and open Deadlines. Choose Read exhibitor manual and upload the manual as a PDF.

CREW PLANNING

3.7
NEW
SMALL

Hotel rooms list

For each show, the workspace lists the crew booked there who live more than 80 km from the venue, with the nights each one needs a room. The list follows changes on the crew board, marks the rooms added or cancelled since it was last sent, and can be emailed to the hotel from the show's page.

> HOW TO SEE IT
> Open Shows, select a show, and open Hotel rooms. Choose Email to hotel to send it.

What changed 2

TODAY

1.2
CHANGED
BIG

Automatic reminders

The workspace sends routine reminders to crew and exhibitors on a fixed schedule.

WHAT CHANGED

- Crew who haven't confirmed a shift 48 hours before it starts now get a second text message, because in July most crew who hadn't confirmed had missed the first message and answered as soon as they got another.

> HOW TO SEE IT
> Open a stand job and select Reminders to see what was sent and when. Choose Pause reminders to stop them for that job.

CREW PLANNING

3.2

CHANGED

BIG

Weekly crew plan draft

Every Friday, the workspace drafts the crew board for the week after next.

WHAT CHANGED

- The draft now keeps each crew lead with the people they have built with most often, because in the first weeks the crew coordinator rejected about a third of the drafted bookings for splitting teams who work well together.

> HOW TO SEE IT
> On a Friday, open Crew board and go to the week after next. Select a booking marked Draft to accept, change or reject it.

Already in place 1

Part of the product already, and listed here for the first time.

CREW APP

4.2

ALREADY IN PLACE

MEDIUM

Day sheet

Each shift in the crew app opens a day sheet with what a crew member needs on site.

WHAT CHANGED

- The day sheet also shows the venue's hall map with the stand marked, which crew use to find their stand in halls with several hundred stands.

> HOW TO SEE IT
> In the crew app, select any upcoming shift and scroll to Hall map.

No longer available 1

REMOVED

Airtable copy

Finance now takes its figures from Reports and its timesheets through Export to Xero, and nobody has opened the Airtable base since early July, so the copy no longer serves anyone.

Across the product 1

Changes that run across the whole product rather than belonging to any one feature.

- Every time in the workspace, the crew app and the exhibitor portal is now shown in the venue's local time. For a show outside the UK, the time zone is named beside each time, such as 07:00 CEST.

Everything Pellow Workspace does

Every feature, area by area, numbered as in the rest of this document. A status means it moved in this edition, and links to its details.

AREAS

1	Today	1 new · 1 changed	4
2	Shows and stands	1 new	4
3	Crew planning	1 new · 1 changed	7
4	Crew app	1 already in place	3
5	Exhibitor portal		4
6	Running the workspace		3

BIG MEDIUM SMALL

Size is how much of the service a feature is: Big, one it is chosen for; Medium, one in its own right inside a bigger one; Small, one narrow enough to describe in a line.

1 Today

4 features · 1 new · 1 changed

What needs the office's attention today, and the messages and reminders that keep everyone up to date.

1.1	**Needs you today**	Needs you today is the list the office starts the day with.	
1.2	**Automatic reminders**	The workspace sends routine reminders to crew and exhibitors on a fixed schedule.	CHANGED
1.3	**Stand messages**	Each stand job has two message threads: one for the office and the crew booked on it, and one for the office and the exhibitor.	
1.4	**Drafted replies**	When an exhibitor asks a routine question in their stand's thread, such as a deadline date, the build-up times or which gate to use, the workspace drafts a reply from the stand job's details.	NEW

2 Shows and stands

4 features · 1 new

The shows Pellow Exhibitions builds for, and the stand jobs it runs at each one.

2.1	**Show calendar**	The show calendar lists every show Pellow Exhibitions is building for, as a month view or a list.	
2.2	**Stand jobs**	A stand job is one exhibitor's stand at one show, and each one has its own page.	
2.3	**Organiser deadlines**	Each show's organiser sets deadlines for the stand builders, such as the dates for submitting the stand plan, ordering electrics and sending the risk assessment.	
2.4	**Deadlines from the exhibitor manual**	The workspace reads a show's exhibitor manual, the organiser's rulebook for the show, and drafts its deadlines.	NEW

3 Crew planning

7 features · 1 new · 1 changed

Who builds which stand on which day, and what the office knows about each crew member.

3.1	**Crew board**	The crew board is where the crew coordinator books people onto stand jobs.	
3.2	**Weekly crew plan draft**	Every Friday, the workspace drafts the crew board for the week after next.	CHANGED
3.3	**Crew directory**	The crew directory holds a profile for each of the 64 people Pellow Exhibitions books, staff and freelance.	
3.4	**Crew certificates**	Each crew profile lists the person's certificates, such as a working-at-height card, an electrical qualification or first aid, each with its expiry date and a scan.	
3.5	**Shift offers**	The crew coordinator can offer an open place on a stand job to several people at once.	
3.6	**Timesheets**	At the end of each shift, crew members enter their start time, finish time and breaks in the crew app.	
3.7	**Hotel rooms list**	For each show, the workspace lists the crew booked there who live more than 80 km from the venue, with the nights each one needs a room.	NEW

4 Crew app

3 features · 1 already in place

What the people who build the stands see on their phones.

4.1	**Crew app**	The crew app is the workspace's view for the people who build the stands.	
4.2	**Day sheet**	Each shift in the crew app opens a day sheet with what a crew member needs on site.	ALREADY IN
4.3	**Availability**	Crew members mark the days they can't work in the crew app.	

5 Exhibitor portal

4 features

What the exhibitors who order a stand see, and what they do there.

5.1	**Exhibitor portal**	The exhibitor portal is the exhibitor's own view of their stand.
5.2	**Design approval**	The project manager uploads each version of the stand design to the stand job, and the exhibitor approves it or comments on it in the portal.
5.3	**Graphics upload**	Exhibitors upload the print files for their stand's graphics in the portal, one for each panel on the panel list the project manager sets up.
5.4	**Handover sign-off**	On the last day of build-up, the crew lead photographs the finished stand in the crew app, and the exhibitor signs it off in the portal.

6 Running the workspace

3 features

Who can sign in, and how the workspace connects to the tools around it.

6.1	**Sign-in and roles**	Office staff sign in with their Pellow Exhibitions email address.
6.2	**Reports**	Reports give the owner and finance the figures for each show.
6.3	**Export to Xero**	Every Monday, the workspace sends the previous week's approved timesheets to Xero: as bills for freelance crew, and as payroll hours for staff.

Pellow Workspace · Feature Ledger · Version 12 · August 28, 2026. A sample edition. Pellow Exhibitions and Pellow Workspace are fictional; in a real project, every entry describes behavior that is built and running.