

SEKAI PORT OPERATING SYSTEM

Factory Floor Operating Manual

How the seven dashboards operate as one recursive growth system

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Prepared for Eugene and the Sekai Port operating team

How to use this manual

- Open the root index.html and enter the Daily Control Tower every operating morning.
- Use the Control Tower for priorities and exceptions; use the owning factory floor for the detailed record.
- Follow the stage gates in this manual. The repaired dashboards now block the most important invalid movements.
- Use the Daily Operations Playbook for the exact morning, midday, end-of-day and Friday sequence.

V2 operating principle

The system is not seven unrelated dashboards. It is one recursive loop with seven source-of-truth floors. The Control Tower tells you where to look; the factory floor tells you what to do.

Part I - Architecture and ownership

The recursive operating loop

1. Permanent nodes create trusted access to individual prospects.
2. Category Operations converts individual behavior into category evidence and qualified routes.
3. Product Factory turns proven demand into controlled commercial products and category interfaces.
4. Script Intelligence protects and improves the exact wording used at every stage.
5. Sales creates paid clients; Fulfillment produces results, proof and relationship trust.
6. Suitable clients ascend into Producers, License Owners, Navigators or Growth OS communities.
7. Scaling Operations turns proven categories into recurring distribution; that distribution creates the next prospect flow.

Source-of-truth map

Floor	Owns	Does not own
01 Control Tower	Today's calls, exceptions, commitments and founder decisions	Full histories from specialist floors

02 Category Operations	Individual prospects, qualification, category evidence and route	Permanent node activation or recurring agreements
03 Node Factory	Testing/scaling node recruitment, activation, capacity and output	Buyer conversion history
04 Product Factory	Product, interface, economics, delivery and product experiments	Live DM conversations
05 Script Intelligence	Script families, protected versions and experiments	Lead pipeline truth
06 Fulfillment + Ascension	Paid-client result, proof, node fit and ascension	Pre-sale lead qualification
07 Scaling Operations	Aggregator candidates, pilots and recurring distribution	Early category testing

Buyer fit and node fit are separate

Buyer fit	Node fit	Route
High	High	Sell the correct product; assess ascension after proof.
High	Low	Client route only. Do not force recursion.
Low	High	Node-only/Navigator route when trust and access are real.
Low	Low	Nurture or exit.

Part II - Floor-by-floor standards

Floor 01 - Daily Control Tower

Purpose: Run the day without becoming a duplicate database.

- Start here every morning: booked calls, closest bookings, reply queue, delivery blockers and overdue commitments.

- Select no more than three founder decisions: revenue, system constraint and strategic relationship/delivery.
- Keep only summary, owner, next action, due date and blocker. Full details stay on the owning floor.
- Daily checks now reset automatically when the local calendar day changes.
- Imports accept only the identified Daily Control Tower schema and preserve a pre-import browser backup.

Floor 02 - Category Operations

Purpose: Operate many categories simultaneously as a portfolio of queues.

- Lead VA maintains at least two operating days of inventory; the Router assigns prospects to active testing nodes with capacity.
- Response VA records the conversation, buyer route, buyer qualification, node potential, next action and due date.
- Historical Sent, Replied, Qualified, Call and Won milestones remain counted even if the current stage later changes.
- Radar -> Testing requires hypothesis, lead sources, pain, script, interface and a meaningful sample target.
- Testing -> Validating requires the configured sent sample; Validating -> Packaged requires the full evidence threshold and product route; Packaged -> Scaling requires a scaling handoff beyond Research.

Floor 03 - Permanent Node Factory

Purpose: Manufacture the distribution capacity that makes parallel category operation possible.

- Testing nodes are authorized accounts or operators able to send tracked messages to individual prospects. Record daily capacity.
- Scaling nodes are organizations or audience owners able to repeat distribution after category proof. Record reachable audience separately.
- Create/edit the complete node record: organization, category, kind, channel, owner, source, due date, next action, node-fit scores and output funnel.
- Activation requires 15/20 overall and at least 3/5 in Access, Trust, Execution and Alignment. Testing requires capacity; Scaling requires audience.
- Producing requires sent activity and at least one qualified output. Scaling requires an attributed sale or revenue.

- The funnel must follow sent $\geq$ replies $\geq$ qualified $\geq$ calls $\geq$ sales. Archive pauses and preserves the record; it does not delete it.
- Category candidate/live counts derive from actual node records, preventing manual count drift.

Floor 04 - Product Factory

Purpose: Turn market and delivery evidence into controlled, scalable products.

- Edit only when a real product constraint or decision exists; create one falsifiable experiment around one material variable.
- Readiness is advanced by gates, not by editing the status field.
- Buyer gate: exact buyer, trigger/exclusion and authority. Outcome gate: promised result and proof standard.
- Interface gate: category positioning, page, pitch and pricing presentation. Economics gate: price, margin, delivery load and commission.
- Delivery gate: milestones, owner, assets and proof capture. Node-creation gate: explicit Producer, License Owner, Navigator or Growth OS route.
- Ready/Scaling requires a complete Ready category interface attached to the product.

Floor 05 - Script Intelligence Database

Purpose: Protect reusable wording and learn which messages create downstream outcomes.

- Every live use records the exact script family and version. Never rewrite an Approved or Winner control in place.
- Editing protected wording creates a new Draft challenger linked to the protected parent and resets its evidence counts.
- Valid evidence must follow sent $\geq$ replies $\geq$ qualified $\geq$ calls $\geq$ sales.
- Approved requires at least 20 sends and one reply. Winner requires at least 30 sends, a qualified lead and a call.
- Experiments require a control, challenger, metric, target, owner and due date; measured evidence is required before decision.
- Optimize for qualified conversations, calls and sales rather than reply rate alone.

Floor 06 - Fulfillment + Node Ascension

Purpose: Protect client results first, then activate the right future role.

- Move due and at-risk milestones; capture proof when the outcome occurs and record client permission/context.

- Node eligibility is 15/20 overall and at least 3/5 on every Access, Trust, Execution and Alignment axis.
- A client cannot enter ascension without usable proof; duplicate active ascension records are blocked.
- Ascension stages are advanced by gates: role reason, owner/action/date, first measurable campaign and first output.
- High-Ticket may later ascend to Producer/License after proof. License intends an operating role but still requires activation. Growth OS becomes a scaling community and may produce internal Navigators.
- Client-only remains valid. Never damage fulfillment to force recursion.

Floor 07 - Scaling-Node Operations

Purpose: Turn proven category evidence into measurable pilots and recurring distribution.

- Research organizations only for categories that passed the category scale gate.
- Record decision-maker, audience access, source, evidence package, member value, owner, next action and due date.
- Node and pilot stages are advanced by gates; the pilot category is derived from the selected node.
- Pilot data must follow introductions >= qualified >= calls >= sales and include a measurable proposition, CTA, owner and date.
- Recurring requires a measured pilot with at least one qualified lead and call, plus recurring frequency and valid commission terms.
- A large declared audience without access, trust or execution is not a scaling node.

Part III - Complete handoffs

Handoff definition

A handoff is complete only when the receiving floor has a real record, an accountable owner and enough context to act without reconstructing the history.

8. Finish and save the source-floor record first.
9. Create or update the receiving-floor record using the same stable person, organization, category, product and script identity.
10. Transfer the evidence, decision/route, owner, next action and due date.
11. In the sending record, note the receiving floor, receiving record name and handoff date.

12. Mirror only founder-visible status, owner, next action, due date and blocker into the Control Tower.
13. The receiving owner confirms acceptance. No receiving record means no completed handoff.

Required handoff packet

Field	Required content
Identity	Person/organization, category and originating node/source
Evidence	Exact script/version, meaningful replies, metrics, proof assets and objections
Decision	Buyer route, node route or scale decision, with reason
Ownership	Receiving owner, next action and due date
Commercial	Product/version, value and payment status when applicable
Node fit	Access, Trust, Execution and Alignment scored separately from ability to pay

Part IV - Cadence and control

Daily

- Morning: Control Tower triage, then floor-owned production.
- Midday: founder decision window for qualified sales, category promotion, product/script decisions, strategic nodes and fulfillment risk.
- End of day: every reply, client milestone, experiment and node has an owner, next action and date.

Friday review

- Category portfolio: started, validating, packaged, scaling, redesigned or stopped.
- Node capacity: recruited, activated, producing, archived and reproduced; output per active node.
- Products/scripts: promoted versions, losing challengers, delivery load and downstream sales effect.
- Fulfillment: due milestones, proof captured, risk and approved ascensions.

- Scaling: pilots, qualified output, recurring agreements, revenue and commission.
- Export a same-floor JSON backup from every active floor.

Data safety

- Use one stable hosted URL and primary browser profile. Changing domain/origin or clearing site data creates a separate or empty dataset.
- Imports are floor-specific. Export the current floor before import; the repaired apps also preserve a browser pre-import backup.
- Keep dated weekly exports outside the browser. Test a restore monthly in a safe browser profile.
- This edition is local-first and has no built-in authentication, shared cloud database or true multi-user synchronization.
- Deploy the entire suite behind private access control. A private source repository does not make a deployed URL private.

Part V - Fast troubleshooting

Problem	Action
Dashboard looks empty	Confirm the same URL/origin and browser profile; do not reset. Check exports before importing.
Stage will not advance	Read the gate message and complete the missing evidence, scores, owner/action/date or output.
Import rejected	Use a backup exported by that exact floor and current schema version.
Counts appear different	Check whether the metric is cumulative, daily capacity, reachable audience or current-stage inventory.
Handoff is missing	Create the receiving-floor record and assign the receiving owner; a note alone is not a handoff.
Operator wants to edit a winner	Create a Draft challenger. The Approved/Winner wording remains protected.

Control rule: The Control Tower prioritizes; factory floors own truth; evidence advances stages; results create the next node.

Floor 08 — Opportunity Intelligence & Supply

Purpose: convert a specific client or category need into a verified, sellable opportunity route. This floor owns research requests, candidate supply, verification evidence, fit decisions and the handoff packet. It is not a generic link list.

Source of truth

- Research request: client, category, purpose, criteria, owner, due date and receiving destination.
- Opportunity record: organizer, format, country, price, deadline, action URL, verification evidence, fit score and decision status.
- Commercial route: qualified supply connected to Product Factory, Lead Conversion or Fulfillment.
- Factory handoff: receiving floor, subject, evidence packet, timestamp and status.

Qualification gate

An opportunity may be marked Qualified only after the organizer and program, participation format, price/payment route, deadline/call to action, client criteria and non-rental status are verified. Organizer, price, deadline, action URL and evidence must be recorded.

Operating sequence

14. Create one research request from a real client, category or product question.
15. Add candidates against that request; do not collect unrelated links.
16. Verify the six-part gate and record evidence before qualification.
17. Build the commercial route from qualified supply.
18. Send the complete packet to Product Factory for packaging, Lead Conversion for pitching, Fulfillment for purchased delivery, or Category Operations for reusable evidence.
19. Export the Floor 08 backup every Friday and before any import.

Boundary

Floor 08 qualifies external opportunity supply. Product Factory owns what Sekai Port sells; Lead Conversion owns the sales conversation; Fulfillment owns purchased delivery; Category Operations owns reusable category proof. Handoffs are recorded but do not automatically create records in another floor in this local-first edition.