Workflow Quick Reference

How to use the automation workflows set up for this workspace.

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Available Workflows

Command	What It Does
/new-session	Scaffolds a full session folder + pre-filled invoice, agreement, and receipt
/generate-pdfs	Converts markdown files → styled PDFs
/search	Searches all business docs by keyword
/organize-files	Batch move, rename, restructure files
/cleanup	Remove empty folders and temp files

All workflows auto-run without approval prompts.

Usage Examples

New session:

"Set up a new session for WNQ — Photo Session on 2026-03-15, 3 hours at $200/hr"

Generate PDFs:

"Generate PDFs for the new session"

Search:

"Search all my docs for scholarship"

Organize:

"Move all PDFs into a PDF folder"

Cleanup:

"Clean up empty folders"

Templates

Reusable document templates live in `Resources/Templates/`:

Template	Purpose
invoice_template.md	Client invoice with rate/total calculations
service_agreement_template.md	Service scope, deliverables, usage rights

`session_receipt_template.md`	Session completion confirmation + payment status

Templates use `{{PLACEHOLDER}}` variables that get filled in automatically by the `/new-session` workflow.

This document will be updated as new workflows are added.