

Illustrative customer evidence report structure

Use this accessible outline to evaluate the intended scope and review sequence without presenting invented performance values as product output.

IMPORTANT BOUNDARY

This is an illustrative structure, not a generated Dayrook report. It contains no customer data, live metrics, or proof of current report delivery.

FOUR REVIEWABLE SECTIONS

Use one source-aware structure from operating scope to owned follow-through.

The prompts below show what a customer-safe report should make reviewable. They are evaluation prompts, not populated product output.

01

Operating scope

Audience, reporting period, permitted sources, and observation times.

Source references

Confirm the permitted records and observation times used.

Exceptions

Identify unresolved gaps without substituting a blank or invented value.

Owner review

Record who reviewed the section and what still requires confirmation.

02

Service and endpoint evidence

Source-linked work, health, actions, and exceptions selected for review.

Source references

Confirm the permitted records and observation times used.

Exceptions

Identify unresolved gaps without substituting a blank or invented value.

Owner review

Record who reviewed the section and what still requires confirmation.

03

Protection and recovery evidence

Protection state, verification context, and unresolved recovery exceptions.

Source references

Confirm the permitted records and observation times used.

Exceptions

Identify unresolved gaps without substituting a blank or invented value.

Owner review

Record who reviewed the section and what still requires confirmation.

04

Actions, outcomes, and review notes

Owned follow-up, decision context, and the evidence still requiring confirmation.

Source references

Confirm the permitted records and observation times used.

Exceptions

Identify unresolved gaps without substituting a blank or invented value.

Owner review

Record who reviewed the section and what still requires confirmation.

BEFORE A REPORT IS SHARED

Confirm permission, provenance, exceptions, and ownership.

A polished export is not evidence by itself. Review the operating context behind every included statement before delivery.

01 / AUDIENCE

Confirm who may receive it.

Verify customer, tenant, role, region, and delivery-channel scope before any record is included.

02 / SOURCES

Retain observation context.

Identify the permitted source record, observation time, and transformation behind each reported item.

03 / EXCEPTIONS

Show gaps instead of filling them.

Mark unavailable, stale, disputed, or still-unverified evidence rather than substituting a reassuring value.

04 / OWNERSHIP

Assign the next decision.

Connect every unresolved action to an owner, review state, and follow-up path appropriate to the workflow.

Stop before distribution when evidence cannot be verified.

This illustrative structure does not certify current Dayrook reporting capability, delivery formats, integrations, or generated outputs. Confirm the applicable release and configured environment during evaluation.