

GENESIS OS

Genesis OS User Manual

Practical guide for workspace creation, lead intake, inbox flow, and daily operations

Purpose

Guide new users through signup, lead intake, inbox, and daily Genesis workflow.

Version

Current workspace manual • April 2026

Audience

Owners, operators, and team members using Genesis OS.

Prepared for

DardaCode / Genesis OS users

Sign up • Add Lead • Lead Pipeline • Inbox • Mailbox Sources • Billing • Settings

1. What Genesis OS is

Genesis OS is a premium lead management and operational workspace built by DardaCode. It helps businesses capture leads, review inbox activity, filter weak or suspicious signals, and follow a clearer action path inside one workspace.

Core workspace modules

Lead Pipeline, Add Lead, Inbox, Mailbox Sources, Billing, Settings, and Team when enabled.

- Lead Pipeline • Shield • Mission Brain • Action Center • Suggested Reply • Recommended Channel
- Website lead intake and direct email intake can work together inside the same workspace.
- Starter is the clean entry level; Pro and Agency extend workflow depth and team readiness.

2. How users enter Genesis

A typical user journey begins on the public Genesis OS page, then continues through plan selection, signup, and workspace login.

The screenshot shows the Genesis OS pricing page. At the top, there is a navigation bar with the DardaCode logo, 'Genesis OS', and links for Features, Workflow, Pricing, and FAQ. A 'Sign In' button is visible in the top right corner. The main heading reads 'Choose the Genesis OS package that fits your workflow'. Below this, a sub-heading says 'Start simple, upgrade when your business needs more control, analytics, and team visibility.' Three pricing cards are displayed:

- STARTER**: Starter, 'For solo users and first workspace access.' Price: **Free** entry. Features: Dashboard access, Lead pipeline, Add lead, Billing overview, Settings.
- MOST RECOMMENDED**: Pro, 'For businesses that need deeper operational control.' Price: **€29** / month. Features: Everything in Starter, Team access, Premium messages, Advanced analytics, Stronger workflow visibility.
- AGENCY**: Agency, 'For scaling operations and broader internal'. Price: **€79** / month. Features: Everything in Pro, Broader control, Future scaling support, Stronger team workflow, Agency-ready structure.

Genesis OS pricing page with Starter, Pro, and Agency paths.

3. Plan selection and signup

Genesis supports three entry points: Starter, Pro, and Agency. Starter is the clean entry path. Pro and Agency continue to billing after the account is created.

1. Open the Genesis OS pricing page and choose the plan that matches your workflow.
2. Use Starter for a free entry path. Use Pro or Agency when you want to continue directly toward activation.
3. Complete the signup form with business name, full name, email, and password.
4. After account creation, Starter continues to onboarding. Pro and Agency continue into billing.

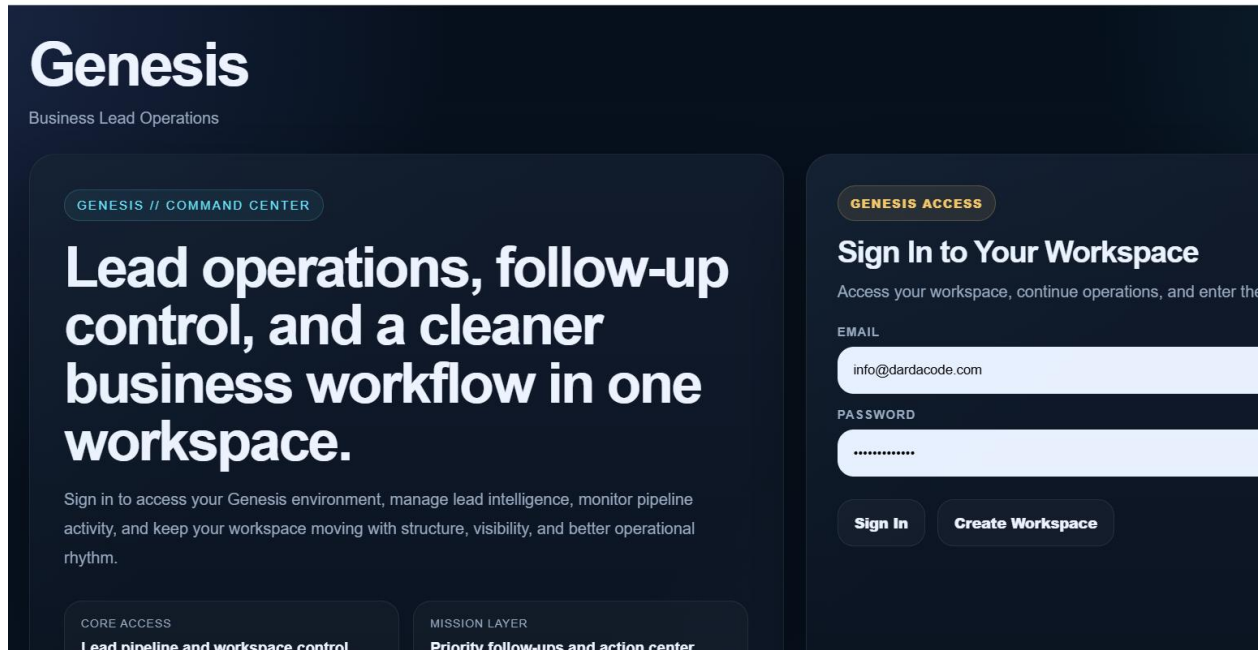
Plan behavior

Starter creates the workspace and continues into onboarding. Pro and Agency create the workspace first,

then continue to the billing step.

4. Login and workspace access

After signup, the owner can log into the admin workspace. This is the command center where daily lead operations are managed.



Genesis login page and access entry into the admin workspace.

- The login page is designed as a clean access point for owners and future team members.
- From here, users can sign in or create a new workspace.

5. Lead Pipeline and daily work

The Lead Pipeline is the core workspace for reviewing leads, checking urgency, and deciding the next move.

Lead Pipeline
Search, filter, and export lead records.

1 SHIELD SPAM 1 SHIELD SUSPICIOUS 5 SHIELD CLEAN

Search All status All due All shield Apply Clear

Export CSV

ID	NAME	PRIORITY	STATUS	FOLLOW-UP	QUICK ACTION
#29	TEST 01 - CLEAR contact@lumbakery.com • 044123456	65 • WARM CLEAN HIGH INTENT	NEW		Open
#30	TEST 02 - SUSPICIOUS reviewrequest@gmail.com	10 • COLD CLEAN COLD LEAD	NEW		Open
#31	TEST 03 - SPAM growthboost@gmail.com	20 • COLD SPAM VENDOR SPAM	NEW		Mark LOST

PRIORITIZE RESPONSE
Business email domain detected.

HIGH INTENT
Strong inquiry structure and buying signals detected.

Shield — High Intent Buyer
Type: Commercial Intent
Spam Score: 0/100
Confidence: High
Recommended Action: Prioritize Immediately
Signals: BUSINESS-LIKE INQUIRY STRUCTURE DETECTED

Mission Brain • NORMAL
Summary: Lead score: 65 • Status: NEW
Next Move: PRIORITIZE RESPONSE
Reason: Business email domain detected.

Action Center — Business Email Response
Business domain detected. Best next move is a structured email response.

Lead Pipeline with Shield, Mission Brain, and Action Center visible in the right panel.

- Review score, status, follow-up timing, and quick action from the main table.
- Open a lead to view Shield verdict, risk state, probability to close, recommended channel, and follow-up plan.
- Action Center is used to guide the next move: qualification, outreach, email, follow-up, or escalation.

6. Manual lead creation

Use Add Lead when a lead comes from a call, WhatsApp conversation, manual referral, showroom visit, or any source that does not arrive automatically through the website or inbox.

5. Open Add Lead from the top navigation.
6. Enter the contact name, email, phone, business context, and lead message.
7. Save the lead so it appears inside the Lead Pipeline for review and follow-up.
8. Use notes and follow-up date whenever the opportunity needs structured tracking.

Website intake vs manual intake

Website lead intake is for inquiries that arrive from the website contact flow. Add Lead is best for manual opportunities entered by the operator.

7. Inbox and direct email intake

Inbox is the email-to-lead intelligence layer. It gives visibility into incoming messages, triage status, and the option to review and convert a clean message into a lead.

Inbox view showing triage counts, inbox queue, and direct message review.

- Inbox is used for direct email lead intake and early message review.
- Messages can carry Shield and status labels such as clean, suspicious, or spam.
- A clean message can be reviewed and converted into a lead when it deserves structured follow-up.
- Inbox is especially useful for info@ and other mailbox-based business channels.

8. Mailbox Sources

Mailbox Sources lets the owner connect and organize inbox channels such as info@, billing@, or other business mailboxes.

Add Mailbox Source

Owner-managed mailbox intake setup.

Email Address

Display Name **Source Name**

Role **Provider**

Fetch Method

Active mailbox
 Use as lead intake
 System mailbox
 Set as default source

Notes

Mailbox Source setup for email intake, source role, and fetch method.

- Define the business mailbox address and display name.
- Set the source role and provider so the mailbox is classified correctly.
- Choose the fetch method and mark whether the mailbox is active, lead intake, system, or default.
- Use mailbox notes so the owner knows what each inbox channel is used for.

9. Billing, team, and settings

Genesis keeps operational pages close together: Billing for plan control, Team for coordinated access when enabled, and Settings for workspace-level configuration.

- Billing controls the plan path: Starter, Pro, and Agency.
- Settings is the place for workspace-level adjustment and operational preferences.
- Team is intended for coordinated access when the chosen plan enables multi-user workflow.
- Owners should review these sections early so the workspace is operationally ready.

10. Recommended first-day setup

The checklist below is the fastest way to get a new Genesis workspace operational.

Step	What to do
1	Choose your entry plan on the Genesis OS pricing page.
2	Create the workspace and confirm owner email access.
3	Log into Genesis and review the dashboard / lead pipeline.
4	Create one manual test lead with Add Lead.
5	Open Inbox and review triage labels such as clean, suspicious,

	or spam.
6	Create at least one mailbox source for direct email intake.
7	Review Billing and Settings so the workspace is ready for real use.

11. Best practices

- Use Add Lead for manual business opportunities that arrive outside the website form.
- Use Inbox for direct email intake and early message review before conversion.
- Review Shield, Mission Brain, and Action Center together; they are designed to support the same decision.
- Use follow-up dates consistently so overdue and due soon signals stay meaningful.
- When team access is enabled, keep owner control focused on workspace structure, plan, and source setup.

Final note

Genesis OS works best when plan choice, inbox setup, lead review, and follow-up discipline are treated as one operating flow.