OperationsIP

OIP-GDE-001 · Version 1.0 · Effective 1 December 2026

Getting Started with OperationsIP

OperationsIP runs your service business in one place: your team, sites, jobs, clock in and out, and timesheets. This guide gets you going in about 10 minutes.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-001	1.0	1 December 2026	Director	December 2027

Guide · Guides for every user

1. What you need

- An email address and a mobile phone or computer
- Your business name and the type of service you offer
- The names and emails of the people you want to add (there's no limit)

2. Create your account

1. Go to the OperationsIP portal and tap Create an account
2. Enter your name, email and a password of at least 8 characters
3. If asked, open the confirmation email and tap the link
4. Sign in. You are now the Owner of your business

3. Set up your business

1. Enter your business name
2. Choose your type of business: cleaning, gardening, maintenance, care provider, plumbing, electrical or handyman
3. Choose your country, currency and time zone

4. Tick the box if you are a social enterprise or non-profit (we check this, then apply 50% off user prices)
5. Tap Create business

> Your type of business changes the wording and suggestions in the app. For example, a cleaning business sees Cleans and Cleaners, and a care provider sees Shifts and Support workers. See Service Types Guide (OIP-GDE-016).

4. Your first 10 minutes

1. Add your sites or properties (see Sites and Location Rules Guide (OIP-GDE-011))
2. Add your team (see Team, Roles and User Limit Guide (OIP-GDE-012))
3. Choose your clock-in rules in Settings (see Settings and Branding Guide (OIP-GDE-014))
4. Add your first jobs (see Jobs Guide (OIP-GDE-010))
5. Ask your team to create their accounts with the email you used for them

5. Your free period

- Every new business gets 12 months free, with every feature and no card needed
- You can add a card any time in Billing. You won't be charged until the free period ends
- See Billing and Subscription Guide (OIP-GDE-015) and Billing, Cancellation and Refund Policy (OIP-LEG-007)

6. Coming soon

- Accounting links (Xero, QuickBooks) and payment links (Stripe, Square)
- Before and after photos with automatic deletion
- Onboarding content and policy templates for your own staff
- Emails and SMS to staff and customers
- Two-factor sign-in for Owners and Admins

7. Need help?

Open Help and policies in the app, or email support@operationsip.com. For pricing, demos or partnerships, email sales@operationsip.com.

Related documents

- Service Types Guide (OIP-GDE-016)
- Sites and Location Rules Guide (OIP-GDE-011)

- Team, Roles and User Limit Guide (OIP-GDE-012)
- Settings and Branding Guide (OIP-GDE-014)
- Jobs Guide (OIP-GDE-010)
- Billing and Subscription Guide (OIP-GDE-015)
- Billing, Cancellation and Refund Policy (OIP-LEG-007)

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