OperationsIP

OIP-GDE-002 · Version 1.0 · Effective 1 December 2026

Owner Guide

As the Owner you can do everything an Admin can, plus manage billing, branding and Admins. There is one Owner per business.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-002	1.0	1 December 2026	Director	December 2027

Guide · Guides by role

1. Your menu

Menu	What it's for
Today	Who is on shift, today's jobs, flagged clock-ins and how many users you have
Jobs (or Cleans, Shifts, Work orders)	Plan and assign work. See Jobs Guide (OIP-GDE-010)
Team	Add users, change access, archive or remove. See Team, Roles and User Limit Guide (OIP-GDE-012)
Timesheets	Check hours, fix mistakes, download CSV. See Timesheets and Corrections Guide (OIP-GDE-013)
Sites (or Properties, Locations)	Places your team works. See Sites and Location Rules Guide (OIP-GDE-011)
My shift	Clock in and out yourself
Settings	Business details, branding, clock-in rules. See Settings and Branding Guide (OIP-GDE-014)

Menu	What it's for
Billing	Plan, card, invoices, add-ons, annual billing, cancel. See Billing and Subscription Guide (OIP-GDE-015)
Help and policies	These guides and all OperationsIP policies

2. Only the Owner can

- Manage billing and add-ons
- Add, change or remove Admins
- Change branding and the type of business

3. Telling your staff about location

If you turn on location checks, tell your staff in writing before they start. Some places, such as New South Wales, require 14 days' notice. You can adapt this sample:

> From [date], [Business name] uses OperationsIP to record when you start and finish work. When you clock in or out, the app records your phone's location at that moment to confirm you are on site. It does not track your location at any other time. Your manager can see whether you were within the site area. Questions: [contact].

4. Good habits

- Export timesheets before every pay run
- Review flagged clock-ins weekly
- Remove people who have left, so their login stops working
- Keep your own login on one phone and one computer

Related documents

- Jobs Guide (OIP-GDE-010)
- Team, Roles and User Limit Guide (OIP-GDE-012)
- Timesheets and Corrections Guide (OIP-GDE-013)
- Sites and Location Rules Guide (OIP-GDE-011)
- Settings and Branding Guide (OIP-GDE-014)
- Billing and Subscription Guide (OIP-GDE-015)

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