OperationsIP

OIP-GDE-003 · Version 1.0 · Effective 1 December 2026

Admin Guide

Admins run the business day to day. You can do everything except billing, branding and managing other Admins.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-003	1.0	1 December 2026	Director	December 2027

Guide · Guides by role

1. Your day

1. Open Today to see who is on shift and today's jobs
2. Check flagged clock-ins and follow up
3. Add or change jobs for tomorrow
4. Approve hours in Timesheets and fix any mistakes with a correction

2. What you can do

- Jobs: add, edit, assign, cancel (Jobs Guide (OIP-GDE-010))
- Sites: add, edit, set location and radius (Sites and Location Rules Guide (OIP-GDE-011))
- Team: add Staff, edit details, mark inactive, archive or remove Staff (Team, Roles and User Limit Guide (OIP-GDE-012))
- Timesheets: review, correct, download (Timesheets and Corrections Guide (OIP-GDE-013))
- Settings: business details and clock-in rules (Settings and Branding Guide (OIP-GDE-014))

3. What you can't do

- Billing (Owner only)
- Add, change or remove Admins (Owner only)

- Change the time someone clocked in. You add a correction instead

Related documents

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

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