OperationsIP

OIP-GDE-004 · Version 1.0 · Effective 1 December 2026

Staff Guide

This guide is for staff who use OperationsIP on their phone. It is quick to learn.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-004	1.0	1 December 2026	Director	December 2027

Guide · Guides by role

1. Getting in

1. Your employer adds you with your email
2. Open the OperationsIP link they send and tap Create an account
3. Use the same email they added. You'll see your business straight away
4. Add OperationsIP to your home screen for quick access

2. Clock in

1. Open My shift when you arrive
2. If there is more than one job today, choose it
3. Tap Clock in
4. If asked, allow location. Your employer may require it

The time comes from OperationsIP's servers. Changing the time on your phone doesn't change it.

3. Clock out

1. Open My shift
2. Tap Clock out when you finish

4. Forgot to clock in or out?

Tell your manager. They can add a correction with a reason. Your original times stay on record.

5. Location

- Location is only checked when you clock in or out, never in the background
- If your employer requires location, the app won't work until location is on
- If you're outside the site area, your clock-in may be flagged for your manager, or blocked, depending on your employer's settings

6. One device

You can be signed in on one device at a time. Signing in on another phone signs out the old one.

7. Your jobs and hours

- My jobs (or My cleans, My shifts) shows what's coming up
- My hours shows your last 3 weeks, including any corrections

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