OperationsIP

OIP-GDE-005 · Version 1.0 · Effective 1 December 2026

Super Admin Guide (OperationsIP team)

Super Admins run the OperationsIP platform from the admin portal. Business users can't open this portal.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-005	1.0	1 December 2026	Director	December 2027

Guide · Guides for the OperationsIP team

1. Signing in

Open the admin portal (admin.operationsip.com) and sign in with your OperationsIP staff account and two-factor sign-in.

2. Customers

- See every business, its type, status, free period end and users (for example 6)
- Edit: change a business's user limit, subscription status, free period end, or confirm social enterprise status
- Mirror: view a business as one of its users (see Support Team Guide (OperationsIP team) (OIP-GDE-006))

3. Platform settings

Setting	Default
Plan price per month	US$19.00
Users included in plan	10

Setting	Default
Price per extra user	US$3.00 per month
User limit	Blank (unlimited)
Social enterprise discount	50%
Annual discount	25%
Free months	6
Storage	2 GB free, 10 GB paid
SMS credit price	Blank until decided (not on sale)
Extra storage price	Blank until decided (not on sale)

Price changes apply to new subscriptions. Tell existing customers at least 30 days before changing their price.

4. Demo businesses

1. Tap Create demo business
2. Name it and choose a type
3. Open it from My businesses to add sample data

Demo businesses are never charged and must not contain real customer data.

5. Logs to review

- Support sessions, every month
- Feature requests, every month

Related documents

- Support Team Guide (OperationsIP team) (OIP-GDE-006)

OperationsIP by Filo Cleano Services Pty Ltd · operationsip.com · Printed copies are uncontrolled. The current version is always online.