OperationsIP

OIP-GDE-011 · Version 1.0 · Effective 1 December 2026

# Sites and Location Rules Guide

Sites are the places your team works. Adding a location lets OperationsIP check people are on site when they clock in.

| DOCUMENT | VERSION | EFFECTIVE | OWNER | NEXT REVIEW |
|---|---|---|---|---|
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## 1. Add a site

1. Open Sites and tap Add
2. Enter a name and address
3. Tap Use my current location while standing at the site, or type the latitude and longitude
4. Set a radius in metres, or leave it blank to use your default
5. Add notes for staff, such as parking or access
6. Tap Save

## 2. Clock-in rules (Settings)

| Setting | What it does |
|---|---|
| Require location | Staff can't use the app until location is on |
| Default radius | How close staff must be, if a site has no radius of its own |
| Outside the radius: flag | The clock-in works, and you see a flag with the distance |
| Outside the radius: block | The clock-in is refused, with the distance shown to the staff member |

| Setting | What it does |
| --- | --- |
| Outside the radius: don't check | No location check |

## 3. Tips

- Large sites, such as schools or airports, need a bigger radius (300 to 500 metres)
- Phones can be less accurate indoors. Start with flagging before you choose blocking
- Tell staff about location in writing (see Owner Guide (OIP-GDE-002) and Location Data Policy (OIP-DAT-004))

**Related documents**

- Owner Guide (OIP-GDE-002)
- Location Data Policy (OIP-DAT-004)

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