OperationsIP

OIP-GDE-014 · Version 1.0 · Effective 1 December 2026

Settings and Branding Guide

Settings is where you make OperationsIP work your way.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-014	1.0	1 December 2026	Director	December 2027

Guide · Feature guides

1. Business

- Business name, time zone and currency
- Type of business (Owner only). Changing it updates the wording across the app

2. Branding (Owner only)

1. Add a link to your square logo (starting with https)
2. Choose your main and second colours, or tap Use OperationsIP colours
3. Tap Save branding

Your logo shows when the app opens and across the menus.

3. Clock-in rules

Require location, default radius and what happens outside it. See Sites and Location Rules Guide (OIP-GDE-011).

4. Photos

Choose how many days to keep before and after photos. Older photos are deleted automatically (when photos are released).

5. Request a feature

Tell us what would help your business. Our team reviews requests every month.

Related documents

- Sites and Location Rules Guide (OIP-GDE-011)

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