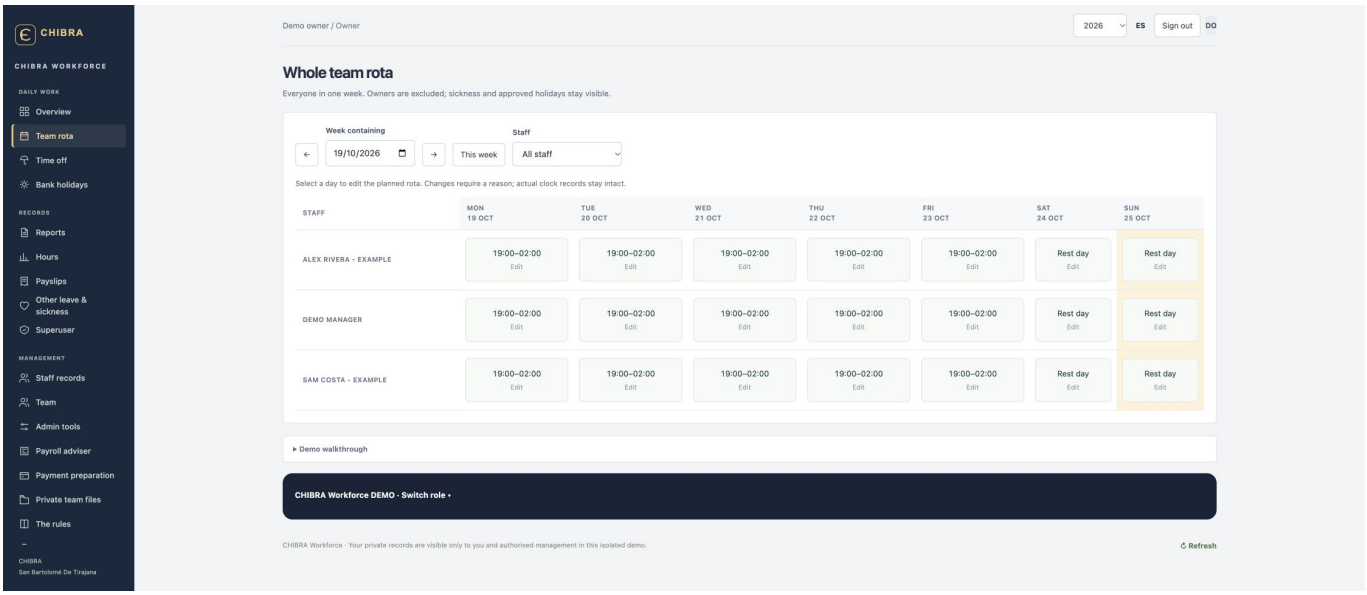
Workforce

Advisers user guide

Clear steps for everyday work and the payroll handoff.



Use this guide with your own account and the correct venue. Available buttons depend on assigned permissions. Screenshots contain no real personnel data.

Covers clocking, rotas, leave, payslips, bank details and documents relevant to your role.

Find your task

Sign in and set your password	3
Use the assigned adviser workspace	4
Prepare the monthly asesoría handoff	5
Check island and agreement configuration	6
Record sickness and other allowances	7
Create the Spanish monthly register	8
Upload and review a payslip batch	9
Add staff and prepare the contract request	10
Receive and file the prepared contract	11
Close the month and preserve evidence	12
Understand what is and is not activated	13
Solve common problems	14

Business links

Basement - https://staff.basementstudios.eu/staff/

Sparkles - https://staff.sparkles-showbar.com/staff/

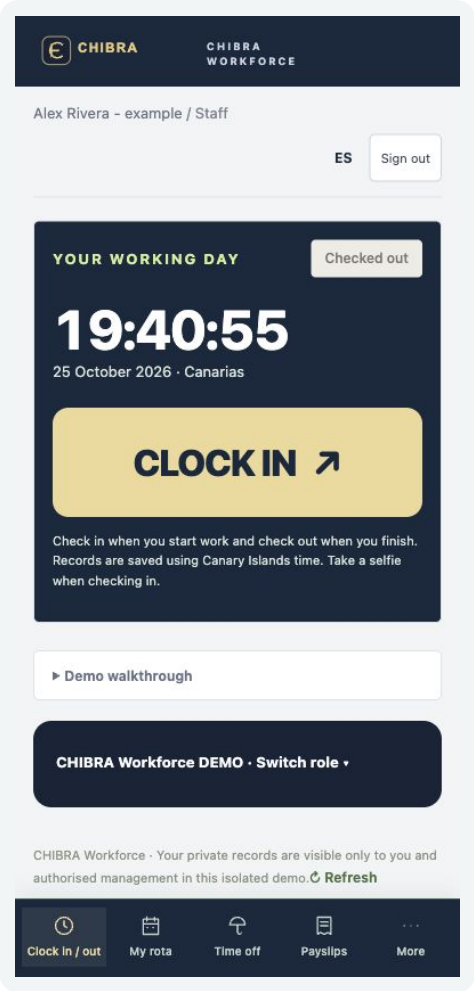
Copacabana - https://copacabana.chibra.online/staff/

Demo - https://chibra.online/demo/

01

Sign in and set your password

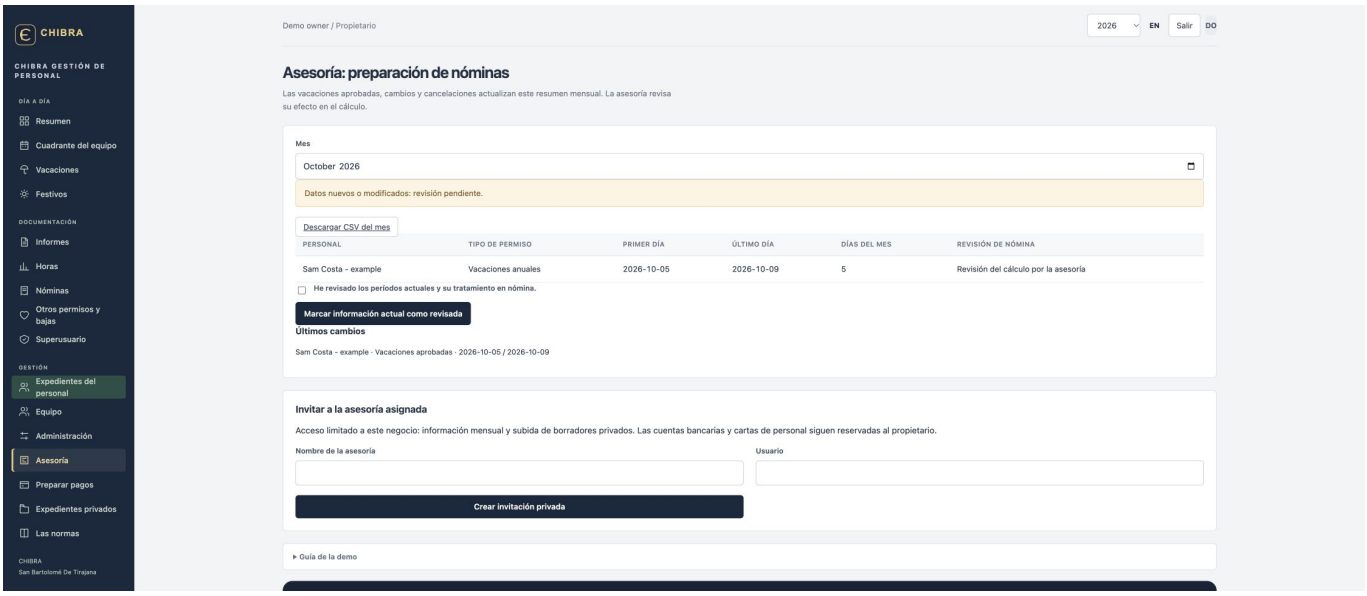
1. Open your business link in Safari on iPhone or Chrome on Android. Check the venue name before signing in.
2. Use your personal invitation to set your first password. Invitation links are single-use and expire after seven days; ask for a new one if needed.
3. Enter your assigned username and password. Usernames ignore upper/lower case; passwords do not. The suggested username is first name plus surname initial.
4. Keep your account personal. Sign out on a shared device. Ask management for access recovery rather than using a colleague’s account.



The guide contains no real usernames, passwords or list of named account holders. All people shown in pictures are fictional demo records.

02

Use the assigned adviser workspace



1. Use the business's private invitation and set your own password. Confirm the business name before handling its payroll records.

2. Review monthly payroll inputs and download the available timesheets/CSV through the authorised business workflow. Check new changes before finalising payroll.

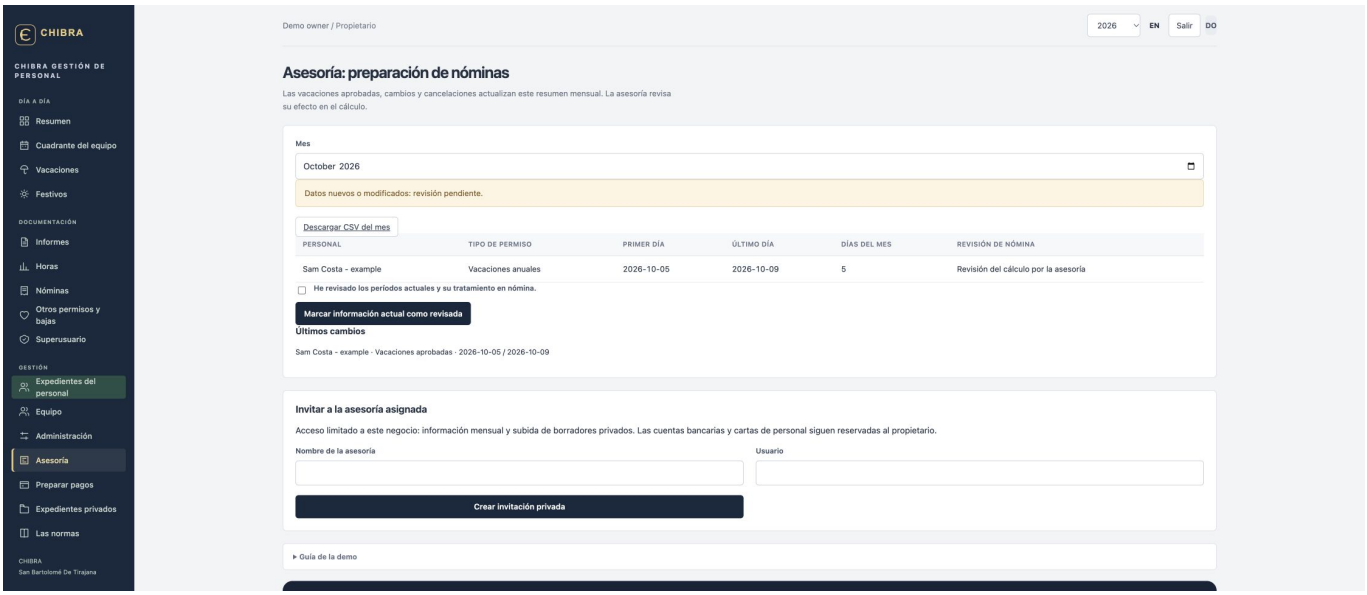
3. Upload the combined payroll PDF as a private batch for owner review. The owner checks assignments, signs and releases the documents.

4. Review submitted hiring requests, return missing-information questions and upload the prepared/signed contract to the same person/request.

The verified workspace is limited to the assigned business. A universal multi-company portal, adviser subdomains and subscription billing are not established by this guide.

03

Prepare the monthly asesoría handoff

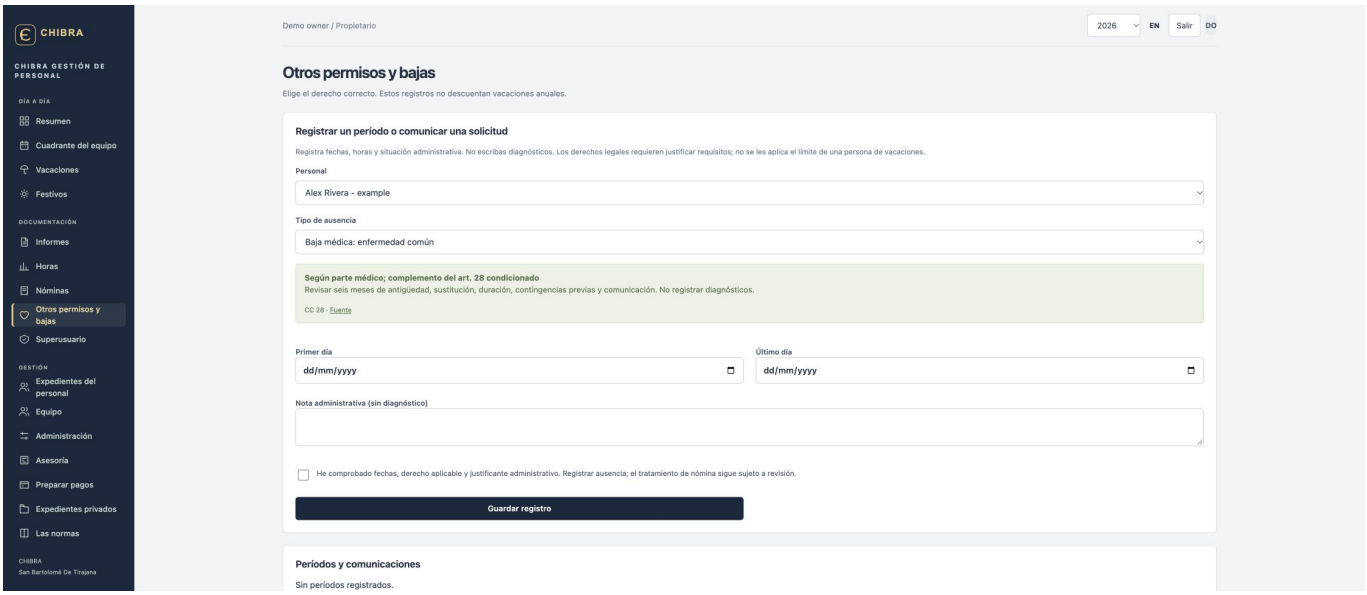


1. Open Payroll adviser and choose the payroll month. Check approved leave, cancellations, sickness and dated employment changes.
2. Download the monthly CSV and the detailed Spanish timesheets. Keep forecasts labelled so the adviser knows which future dates remain estimated.
3. Resolve conflicting records with the owner and adviser. Keep original correspondence and a dated clarification rather than silently overwriting it.
4. Mark the current inputs reviewed only after checking the latest version. A later leave/status change reopens review and may require a corrected payslip.

This prepares payroll information; it does not independently calculate or certify every wage, tax or Social Security amount. The asesoría validates the result.

04

Check island and agreement configuration



1. Identify the island and actual work centre. Las Palmas province covers Gran Canaria, Lanzarote, Fuerteventura and La Graciosa; Santa Cruz covers Tenerife, La Palma, La Gomera and El Hierro.

2. Confirm business activity, establishment type and applicable agreement with the asesoría. Check the municipality’s local holiday calendar for the selected year.

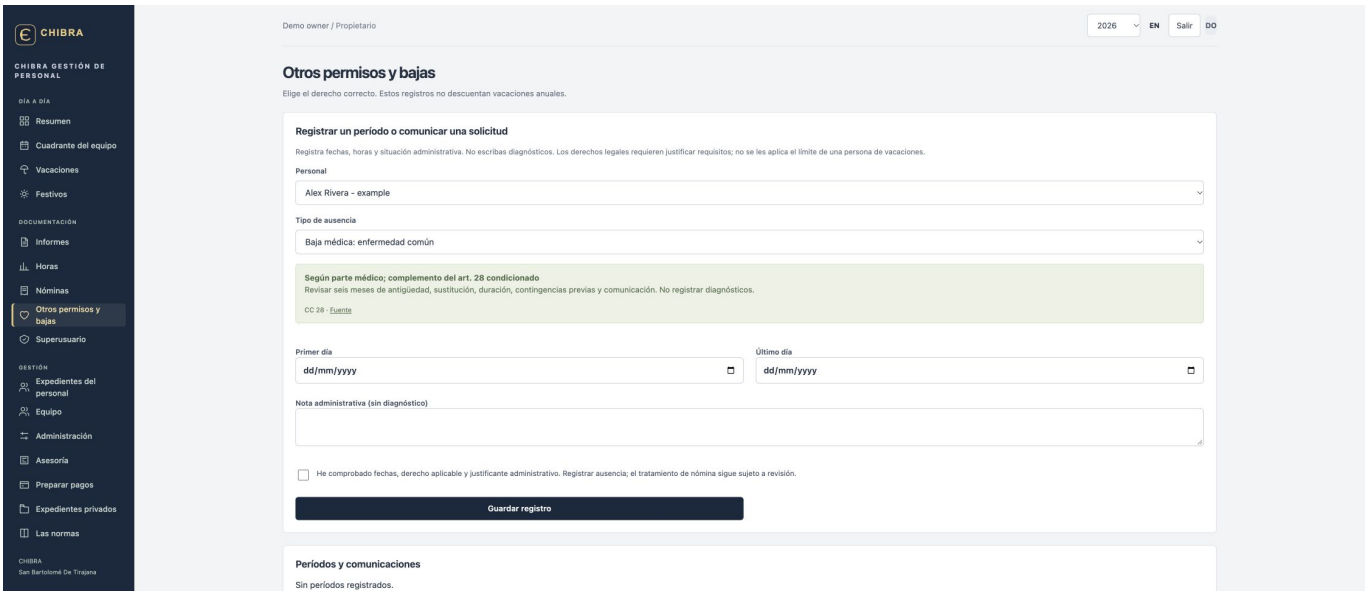
3. Confirm each person’s contract hours and shift type before relying on break, holiday or sickness previews. Review source links and current registered text.

4. Use the displayed allowance as a prompt for eligibility/evidence checks. Escalate a missing or uncertain rule rather than applying another province’s conditions.

The app supports provincial selection; it is not a guarantee that every agreement clause, court interpretation or later amendment is automated.

05

Record sickness and other allowances



1. Open Other leave & sickness. Choose the correct person if your account has that permission, then the exact leave type.

2. Read the allowance, conditions and source displayed for the applicable agreement. Enter dates and required hours; retain administrative evidence privately.

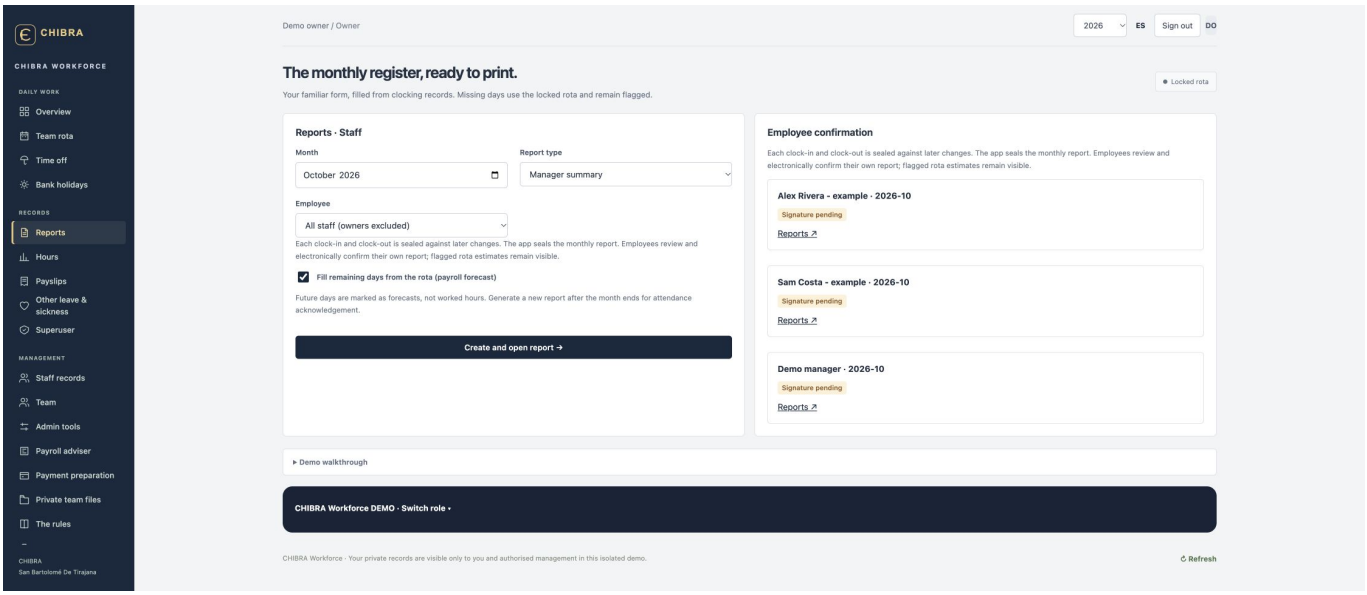
3. Check eligibility before confirming a record. If a manager account cannot confirm or amend a period, pass it to an authorised owner.

4. Review the monthly payroll input feed after recording or changing the period. Ask the asesoría to validate paid/unpaid status and conditional supplements.

The menu covers sickness, family events/care, parental rights, urgent/public duties, training, agreed unpaid leave, excess leave and documented suspensions. Do not record diagnoses.

06

Create the Spanish monthly register



1. Open Reports. Select month, report audience and one person or All staff. Owners are excluded from the working-staff batch.

2. For an early payroll forecast, enable Fill remaining days from the rota. Review the locked/published rota first, including rests, leave and employment gaps.

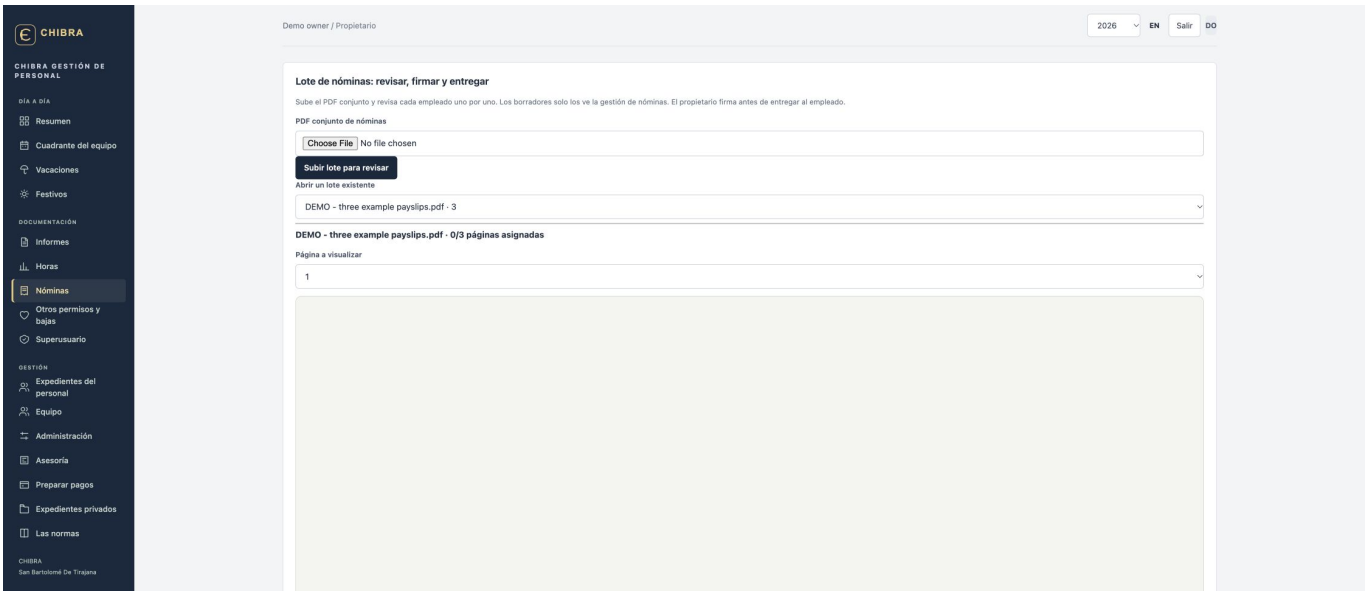
3. Choose Create and open report. Inspect every person’s legal identity, daily rows, totals, flags and signature status before printing or saving the PDF.

4. Use the detailed Owner / asesoría report for review of breaks, evidence and exceptions. At month end generate a final actual record and request the person’s confirmation.

Future rows are forecasts and missing clockings remain flagged. Staff summaries are concise; required attendance facts must not be concealed or falsified in any version.

07

Upload and review a payslip batch

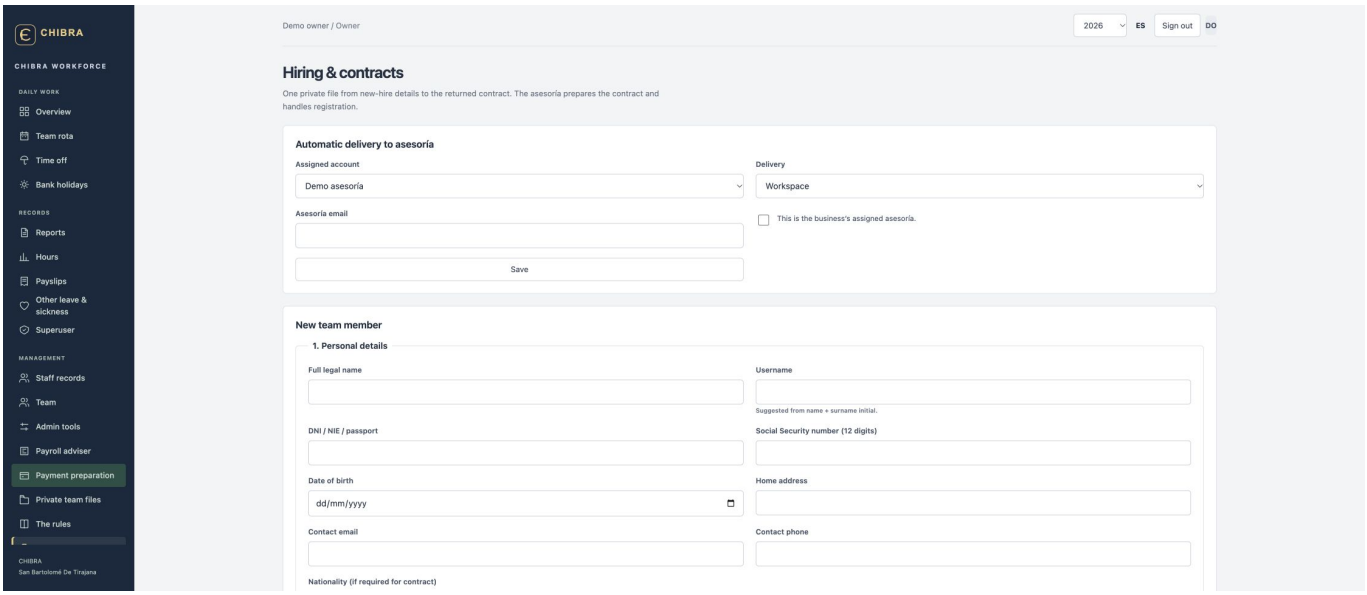


1. Open Payslips > Combined payroll PDF and upload the batch, or choose an existing batch. Keep the original combined PDF.
2. Review each person one by one. Check legal name, DNI/NIE, payroll month and every page included in that person’s document.
3. Correct the assignment or page selection before accepting it. Do not assume an extracted name or OCR reading is correct. Save as private drafts.
4. Open each private draft in the owner review section. The adviser’s upload does not automatically deliver payroll PDFs to staff.

A combined file can contain several people’s confidential data. Never attach the full batch to one staff member’s personal payslip or send it to a staff group.

08

Add staff and prepare the contract request

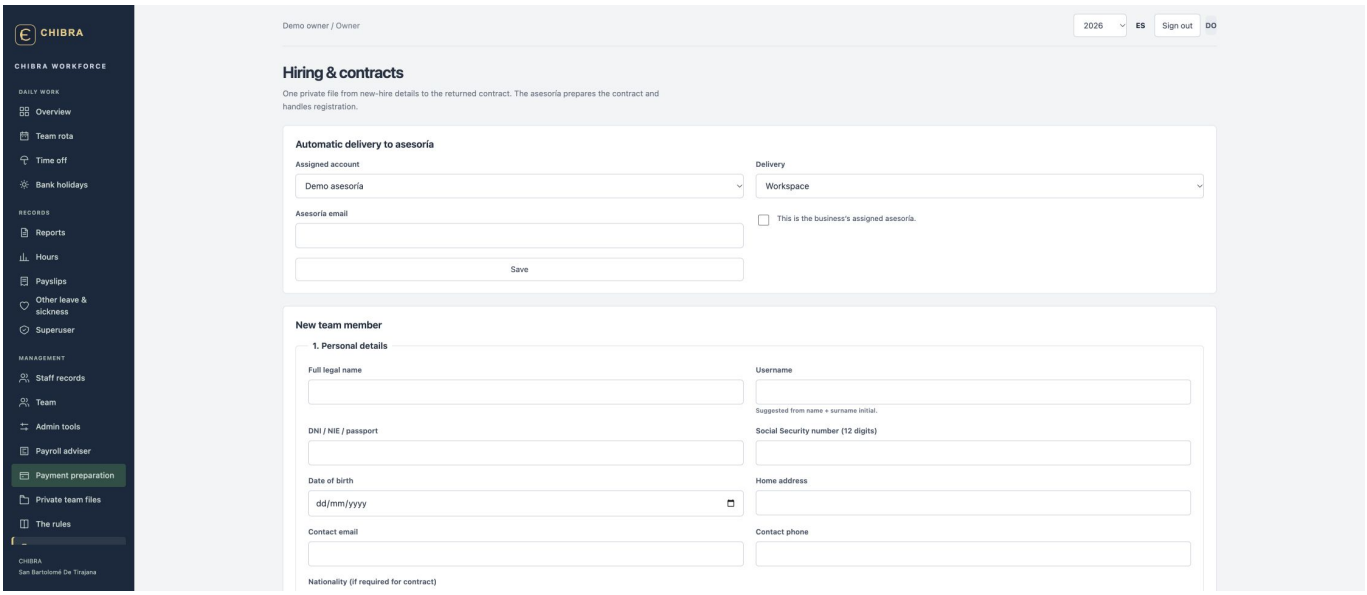


1. Open Hiring & contracts > New team member. Enter legal name, personal identifiers, contact and Social Security details from the person's documents.
2. Complete the contract proposal: start date, role/category, weekly hours, shift pattern, work centre, pay proposal and any required work authorisation.
3. Save draft and check missing items. Complete or correct the listed requirements and upload the appropriate supporting PDF category.
4. Send only the reviewed complete request to the assigned asesoría workspace or configured email notice route. The asesoría prepares and returns the contract.

Creating a draft leaves clocking disabled. The contract signature, official registration and activation of working status are separate confirmed steps.

09

Receive and file the prepared contract

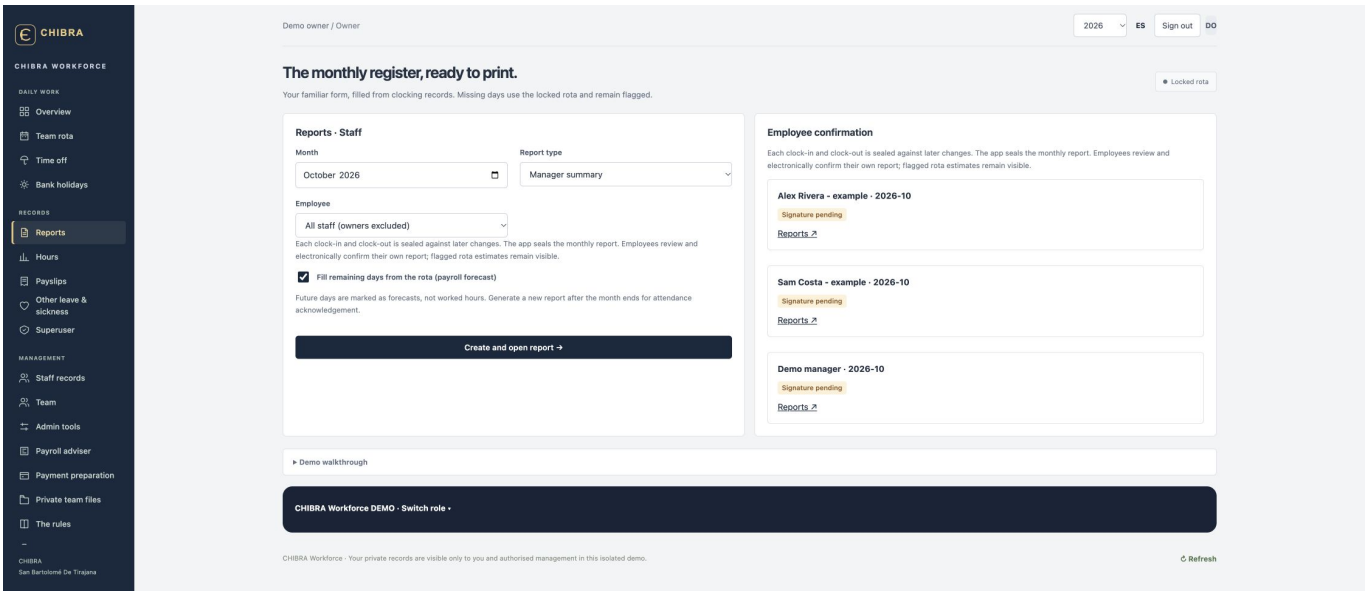


1. Open the submitted hiring request and check any adviser feedback or request for missing information. Correct the draft rather than creating duplicate staff.
2. The adviser uploads the prepared or signed contract PDF against the same request. Check name, dates, hours and category against the agreed terms.
3. Keep the signed contract and registration evidence as distinct document types. The uploaded contract is automatically linked to the person’s file.
4. Use Make available to this team member only when ready to deliver that document. Staff receipt acknowledgement records delivery; it does not execute a new contract.

Email sending requires a configured service and a successful delivery status. A saved request or workspace submission alone is not proof that an email was sent.

10

Close the month and preserve evidence

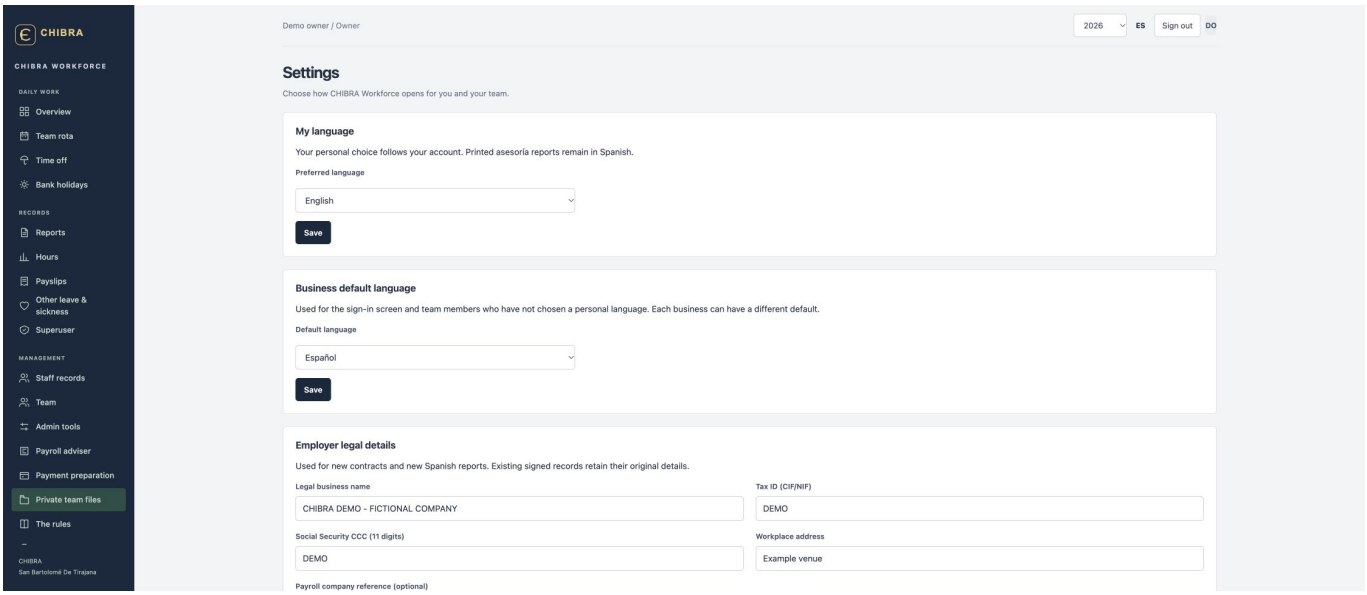


1. Resolve missing clockings, reviewed corrections and forecast days. Check employment dates, leave and public-holiday evidence.
2. Generate the final Spanish register for each person and the detailed asesoría version. Ask each person to review their own report.
3. Review the payroll-input revision, final payslips, company release and individual receipt status. Keep pending items visible.
4. Archive originals, corrections, signatures and bank evidence separately. Share only what the recipient is authorised to receive.

A seal detects certain later changes; it does not establish that every input is true or that an inspection will accept the record without further evidence.

11

Understand what is and is not activated



1. Available screens covered here include rotas, leave, clocking, payslip drafts/release/receipt, staff files, employment dates, onboarding, reports and language settings.

2. Staff bank submission with owner verification is included in this edition. Production clocking still requires verified venue settings and a real device test.

3. Private personnel-letter signing, separate timed sending, refusal recording and urgent automatic release are a separate extension awaiting activation. Private filing alone does not deliver them.

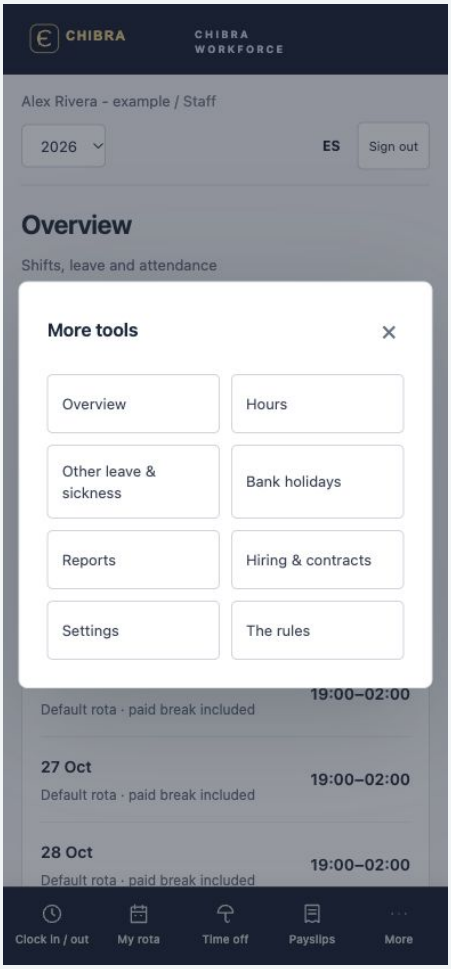
4. Email/WhatsApp delivery depends on its configured service and successful result. Native store/TestFlight distribution and a universal multi-company adviser portal need separate release verification.

This edition describes the checked interface on 25 October 2026. If a button is absent, check permissions, feature activation and current version before following that workflow.

12

Solve common problems

1. Cannot sign in: check the correct venue, assigned username and password case. For an expired invitation, ask management for a fresh one.
2. Cannot clock: check camera permission, precise location, internet and whether you are within the venue area. Report the real time immediately if still blocked.
3. Leave refused or blocked: read the balance, date clash, notice or setup message. Ask the authorised approver; do not move rest days yourself.
4. Missing payslip/report: check the month and year, then ask whether it has been released. For a document error, identify the month and version without sending it to a group chat.



Send support the page name, time and exact error. Keep passwords, bank codes, other people’s PDFs and unnecessary personal data out of screenshots.