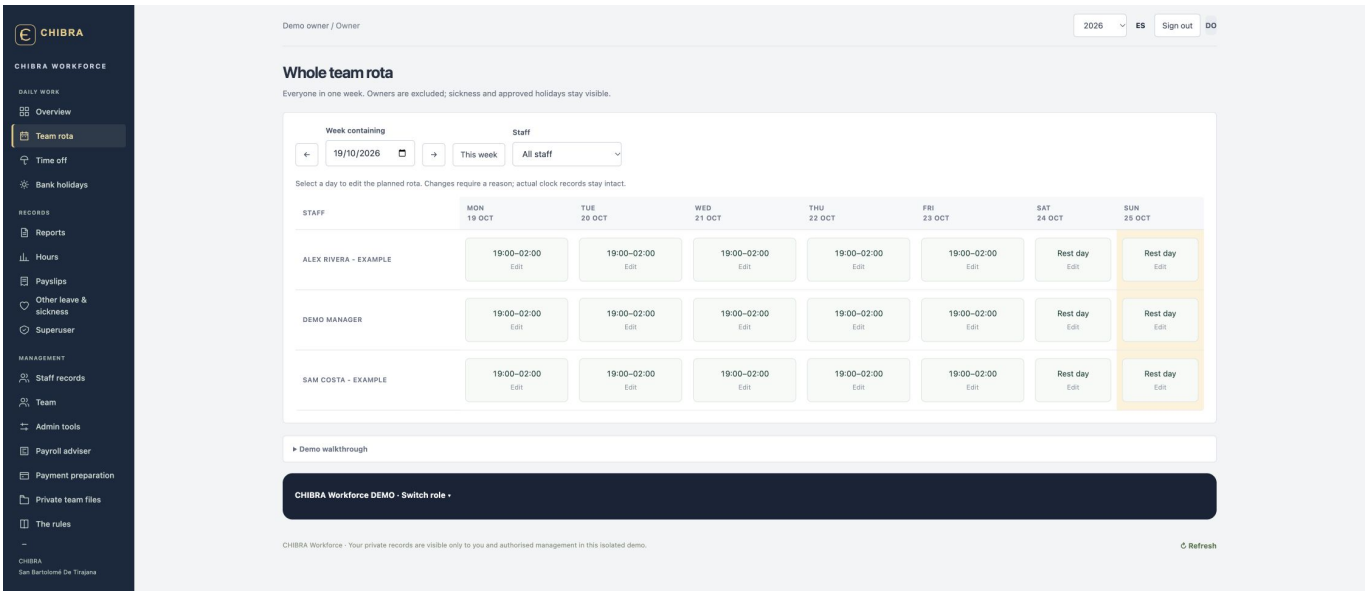
Workforce

Managers 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 CHIBRA on your phone	4
Run a daily management check	5
View and edit the whole team rota	6
Review and move holiday requests	7
Record sickness and other allowances	8
Review hours and later shift adjustments	9
Create the Spanish monthly register	10
Prepare the monthly asesoría handoff	11
Read and sign receipt of your payslip	12
Enter your own bank details	13
Close the month and preserve evidence	14
Understand what is and is not activated	15
Read and confirm team notices	16
Assign and complete everyday tasks	17
Download your personal rota calendar	18
Solve common problems	19

Business links

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

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

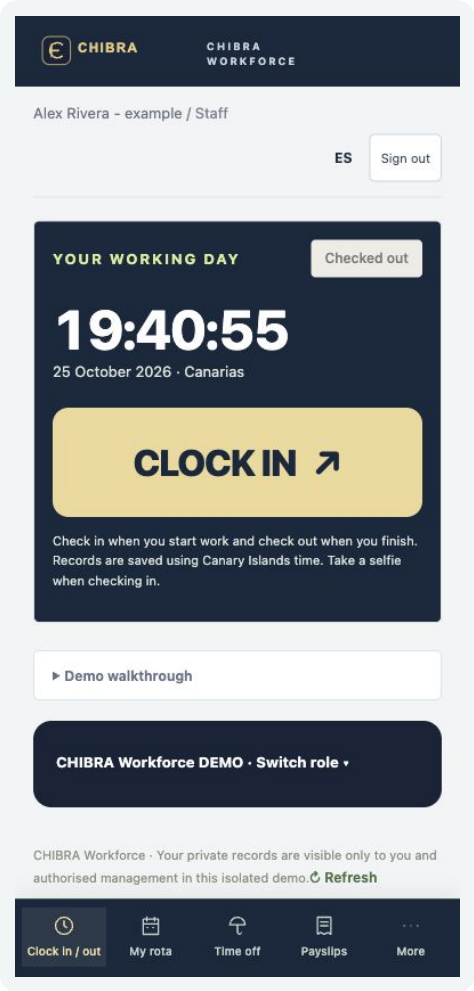
Copacabana - https://copacabana.chibra.online/staff/

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.

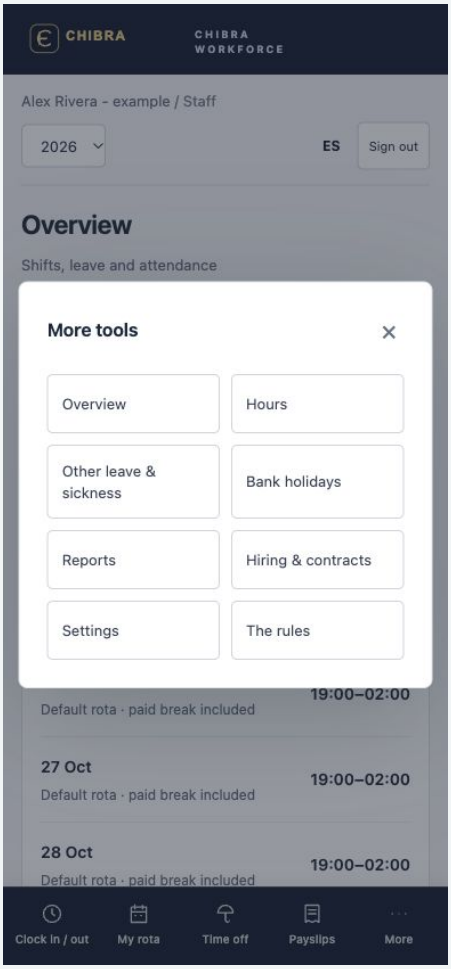


The guide contains no real usernames, passwords or list of named account holders. All people shown in pictures are fictional demo records.

02

Use CHIBRA on your phone

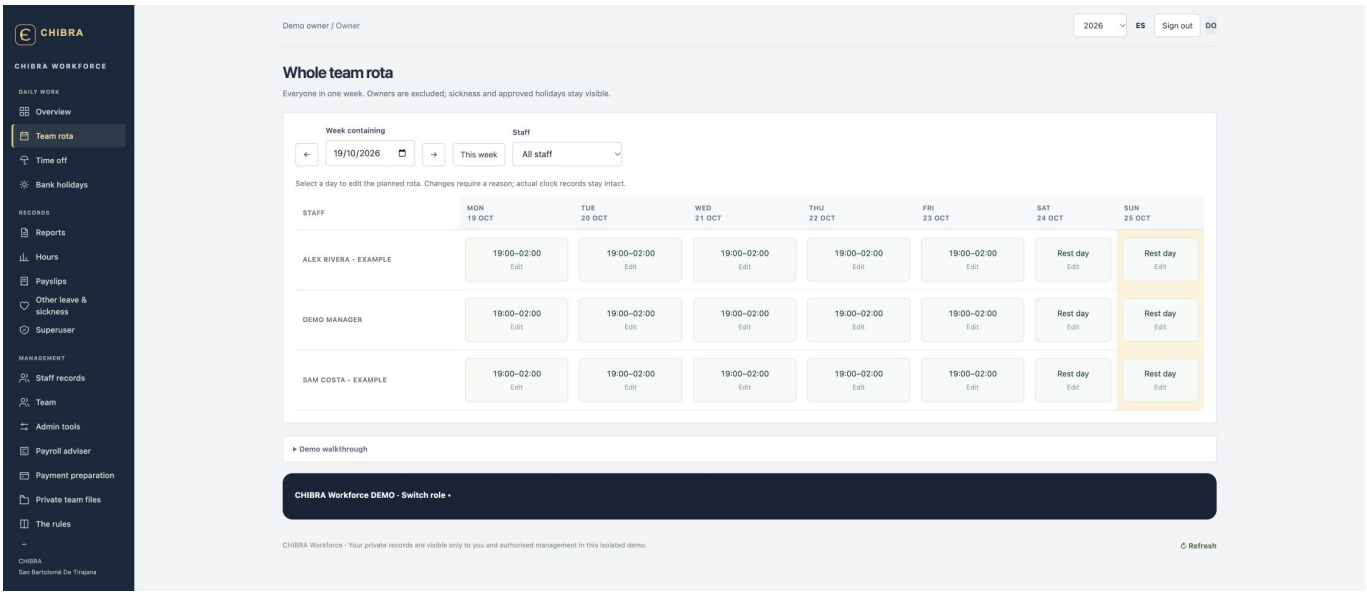
1. Use the bottom bar for Clock in / out, My rota, Time off and Payslips. More opens the remaining pages.
2. On iPhone, open the site in Safari and use Share > Add to Home Screen if available. On Android, use Chrome’s Install or Add to Home screen option.
3. Allow the site to open camera and location when clocking requires them. Keep the phone’s date and time automatic and use a working internet connection.
4. After saving, wait for the confirmation. Refresh once if the screen is stale. If saving fails, keep the error and contact management.



The browser version is usable without an app-store download. TestFlight or a store app requires a separate invitation/release; this guide does not imply either is available.

03

Run a daily management check

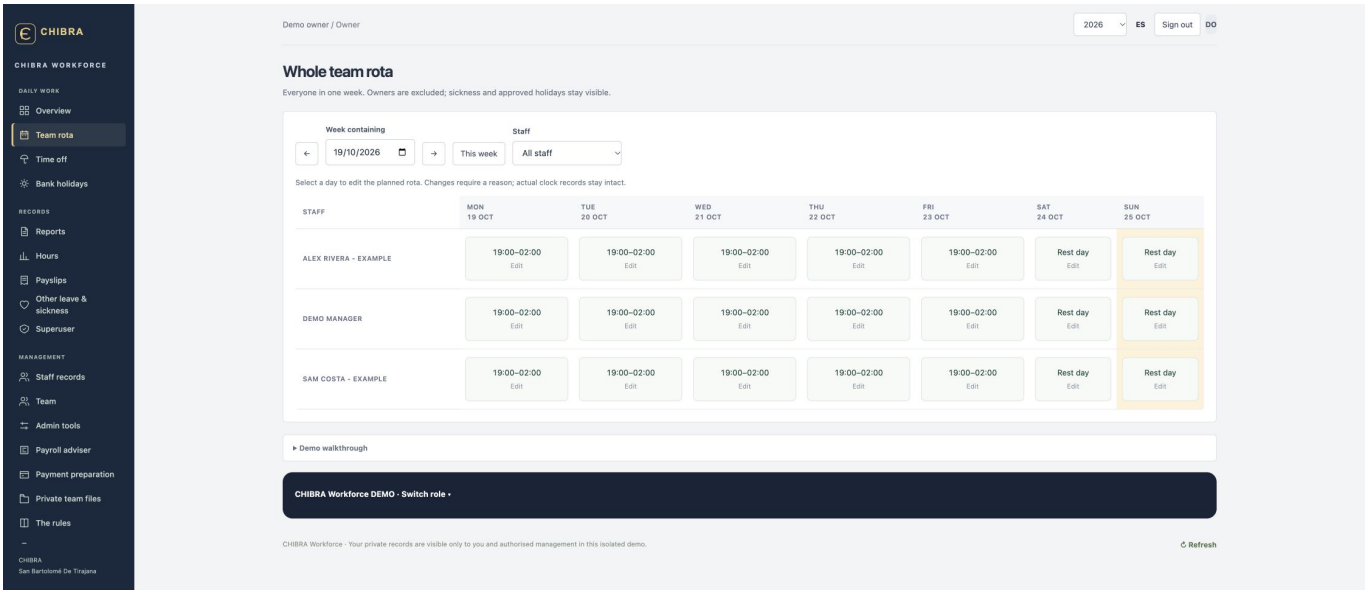


1. Before opening, check today’s rota, coverage, approved leave and long-term absence. Make agreed changes before the shift where possible.
2. Check missing clockings, open sessions and actual breaks. Ask the person what happened and preserve the original evidence.
3. Review new holiday or other leave requests promptly. Use only the actions your account is authorised to perform.
4. At close, note unresolved incidents and hand them to the owner/asesoría with dates and evidence. Do not guess hours to remove a warning.

Access depends on the business’s permission settings. A manager may be able to review rotas and requests without access to private personnel or bank files.

04

View and edit the whole team rota

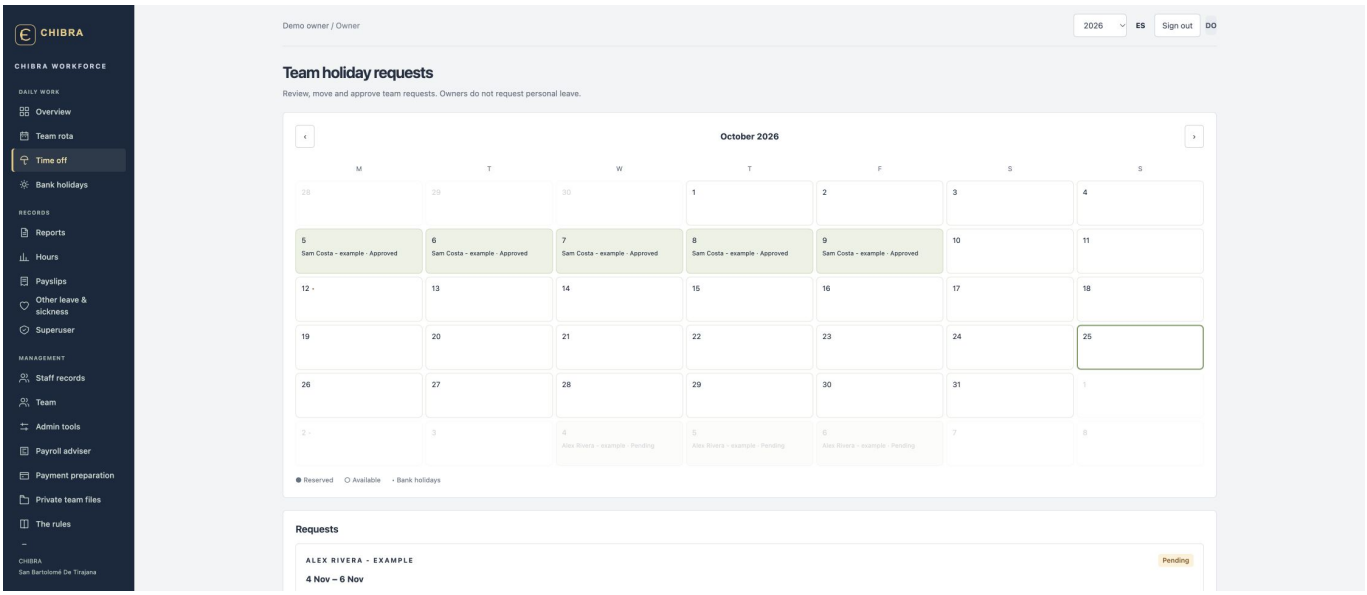


1. Open Team rota and select All staff. Choose the week using the date or previous/next buttons.
2. Check cover across every day. Owners are excluded from working-staff totals; long-term sickness and approved leave remain visible.
3. Select a person’s day, choose work/rest/absence and the correct start/finish, and enter a meaningful reason before saving.
4. Recheck the saved day and surrounding rest periods. Changing a planned rota must never rewrite actual clocking records or a previously signed report.

Basement uses its agreed working-team order, with long-term sickness grouped separately. This is a rota display arrangement, not a permission list.

05

Review and move holiday requests



1. Open Time off and read the pending request, dates, day count and available balance. Check the availability calendar.

2. If different dates are needed, use Change dates before approval. Enter the new first/last day and a reason; review the new clash/balance checks.

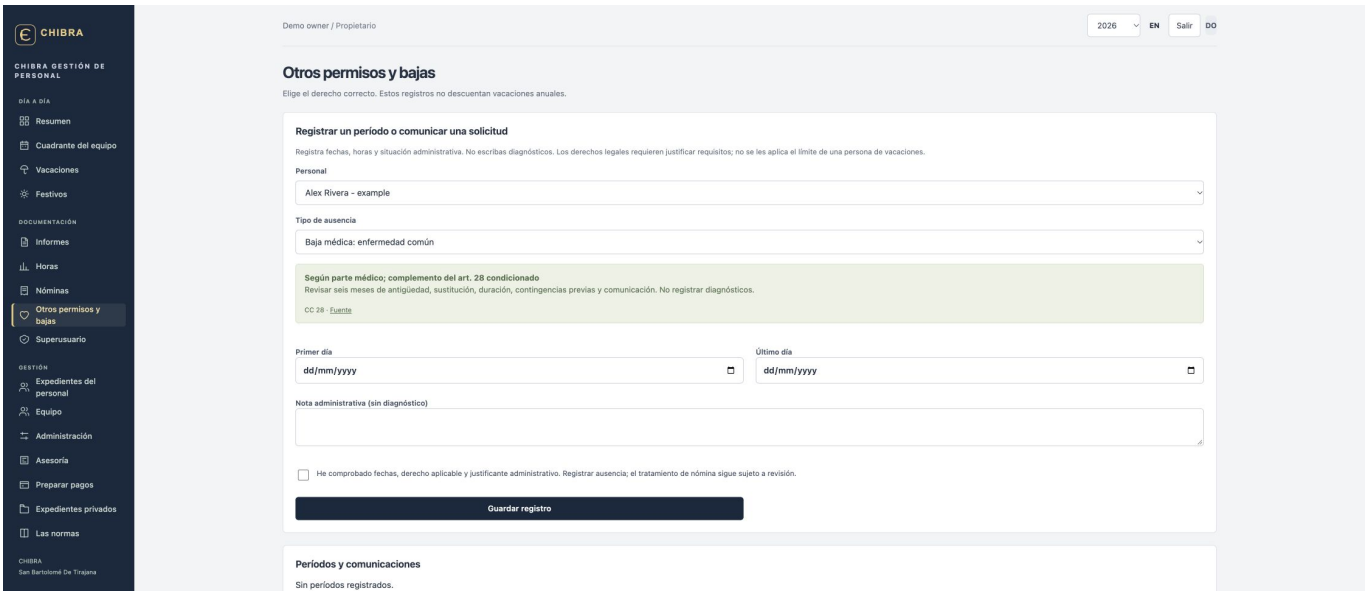
3. Approve or decline with the required explanation. Make sure the saved dates and status are correct and the person knows about any change.

4. For cancellation of an approved period, use the authorised cancellation flow and reason. Payroll inputs update and need review again.

Only accounts authorised for that business can approve. This manual deliberately lists roles and tasks, not the names of people with access.

06

Record sickness and other allowances

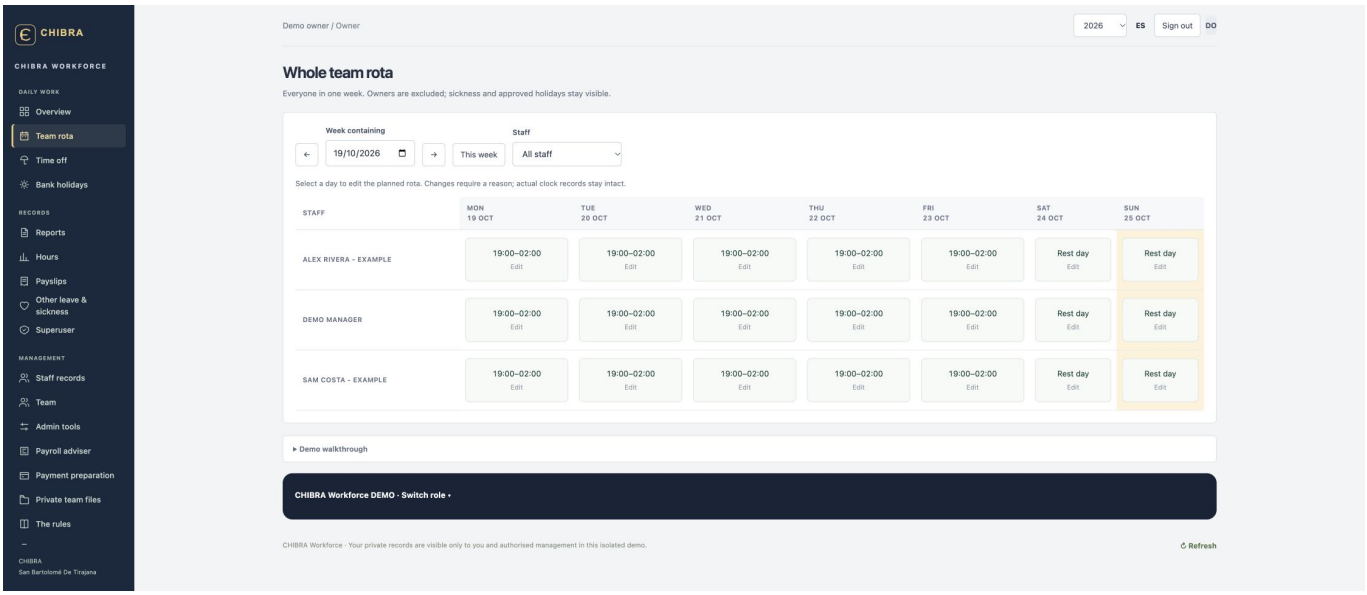


1. Open Other leave & sickness. Choose the correct person if your account has that permission, then the exact leave type.
2. Read the allowance, conditions and source displayed for the applicable agreement. Enter dates and required hours; retain administrative evidence privately.
3. Check eligibility 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.

07

Review hours and later shift adjustments



1. Open Hours for the person and month. Compare the contractual target with actual clocking, planned rota and any unresolved sessions.

2. Investigate missing or unusually long clockings. Keep the original event and record the reason/evidence for any authorised correction.

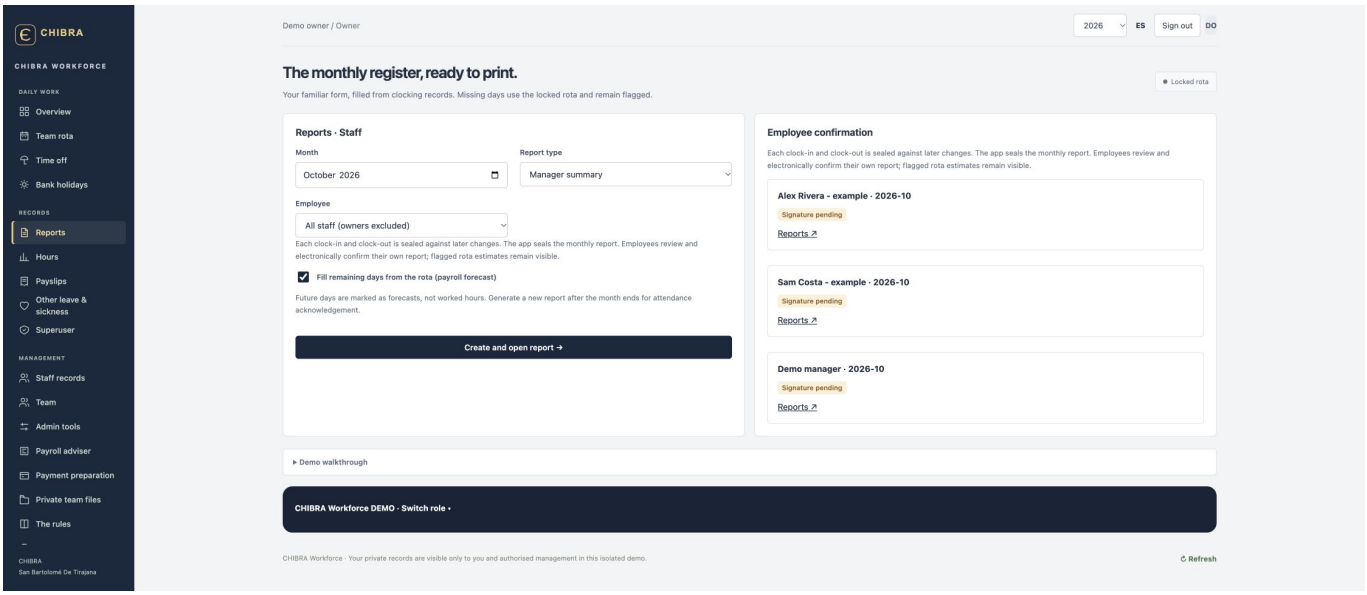
3. If extra work is to shorten a later shift, agree and publish that future change with required notice, rest and payroll checks. Never erase the extra work.

4. Sparkles uses a configured 35-hour weekly target. Basement’s requested later-start arrangement begins 1 December 2026; confirm activation/configuration before relying on it.

The system must not make actual hours “perfect” by reducing them to a payroll target. Actual, planned and compensated time need separate records.

08

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.

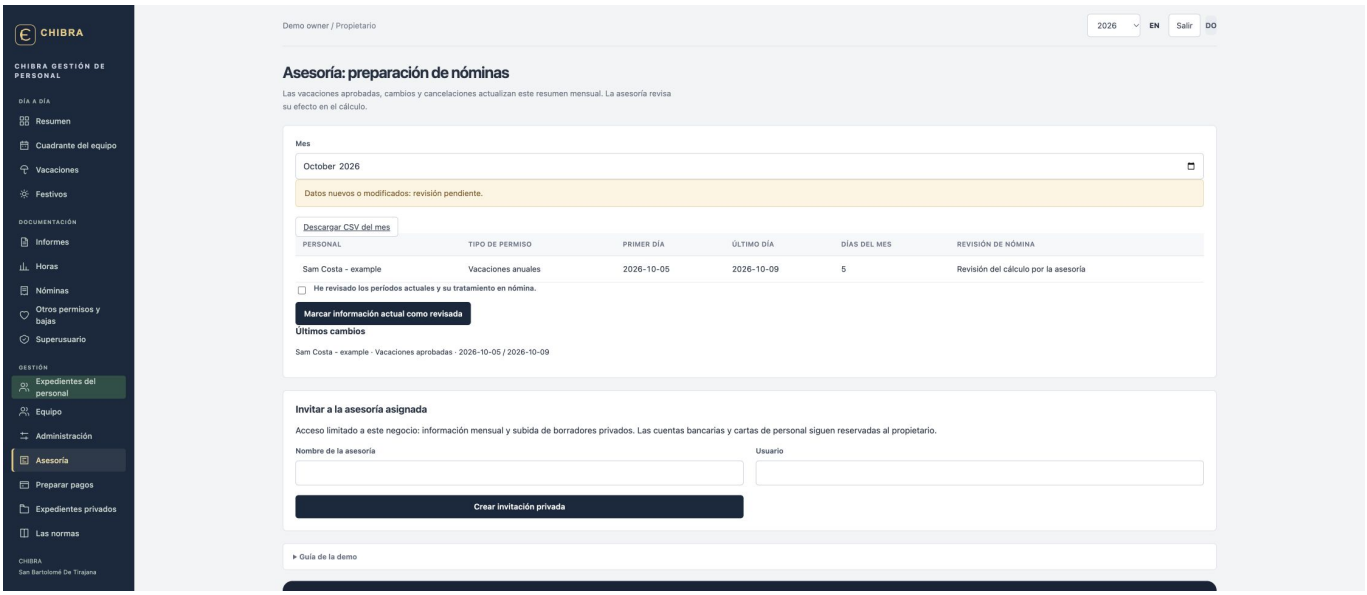
3. Choose Create and open report. Inspect every person’s legal identity, daily rows, totals, flags and signature status before printing or saving the PDF.

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.

09

Prepare the monthly asesoría handoff



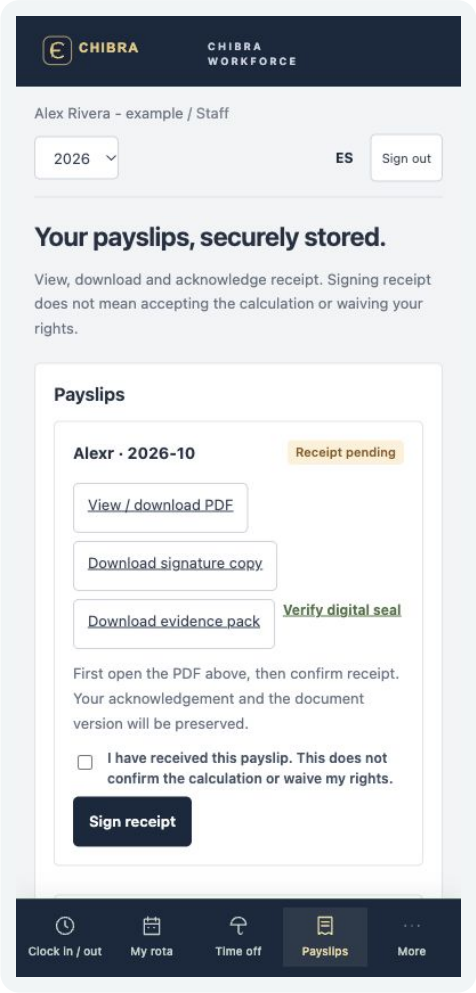
1. Open Payroll adviser and choose the payroll month. Check approved leave, cancellations, sickness and dated employment changes.
2. Download the monthly CSV and the detailed Spanish timesheets. Keep forecasts labelled so the adviser knows which future dates remain estimated.
3. Resolve conflicting records 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.

10

Read and sign receipt of your payslip

1. Open Payslips and choose the correct month. Only documents released to your own account are available to you.
2. Choose View / download PDF and read it. Check your name, month and amounts. Download a copy if you need one.
3. If you have received it, tick the receipt statement and choose Sign receipt. Read the second confirmation and confirm in your own name.
4. Use Download signature copy or Download evidence pack when needed. Tell management about an incorrect calculation; receipt is not agreement with it.

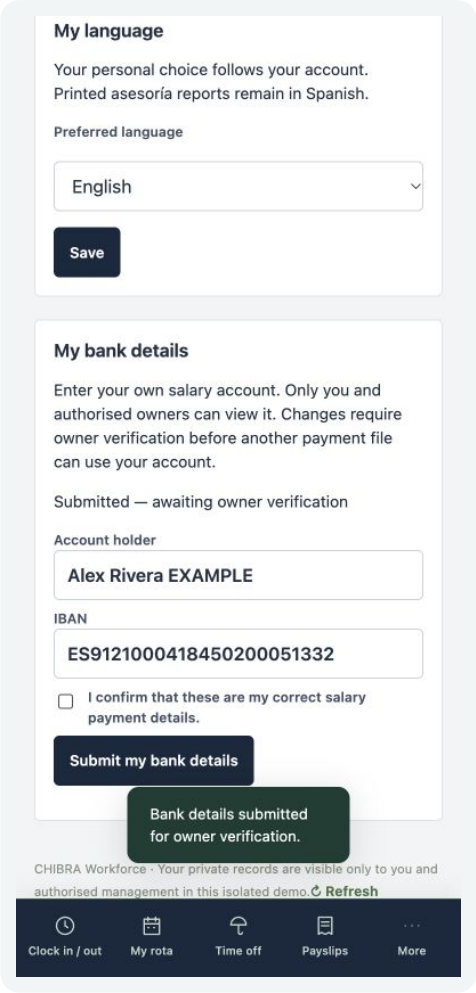


Opening the PDF is not a signature. Signing receipt does not confirm wage payment, accept the calculation or waive employment rights.

11

Enter your own bank details

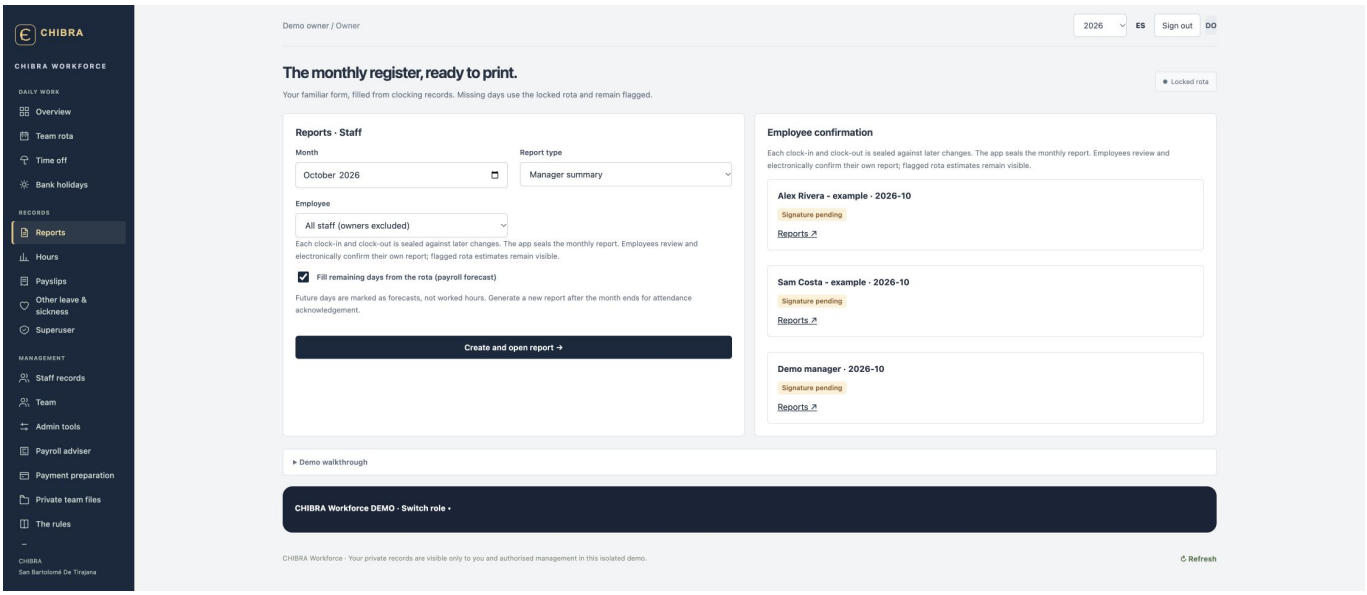
1. Open More > Settings and find My bank details. Enter the account holder exactly as it appears on the bank account.
2. Enter your IBAN, not your bank-card number. Check every character against your bank app or an account certificate.
3. Tick the confirmation and choose Submit my bank details. The system validates the IBAN format/check digits and shows pending owner verification.
4. If the account changes, submit the new details here and notify the owner before payroll is prepared. The owner must verify the latest version.



Never enter a PIN, card security code, online-banking password or SMS code. Staff see only their own bank details; advisers do not receive access through this form.

12

Close the month and preserve evidence

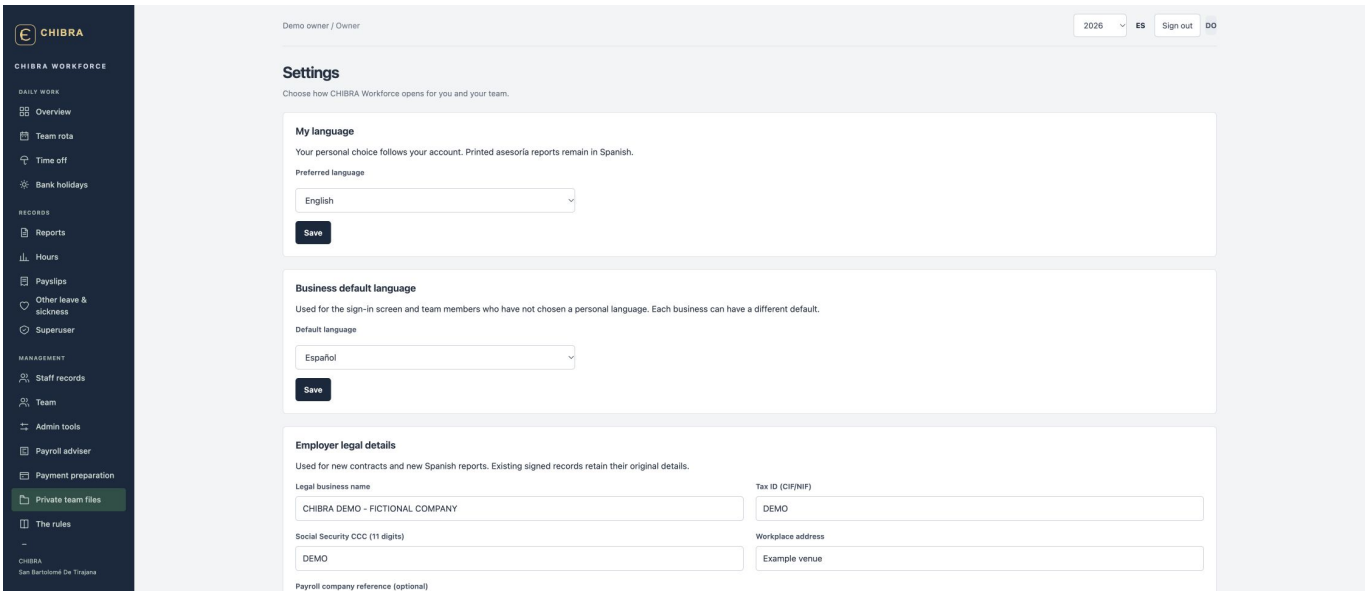


1. Resolve missing clockings, reviewed corrections and forecast days. Check employment dates, leave and public-holiday evidence.
2. Generate the final Spanish register for each person and the detailed asesoría version. Ask each person to review their own report.
3. Review the payroll-input revision, 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.

13

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.

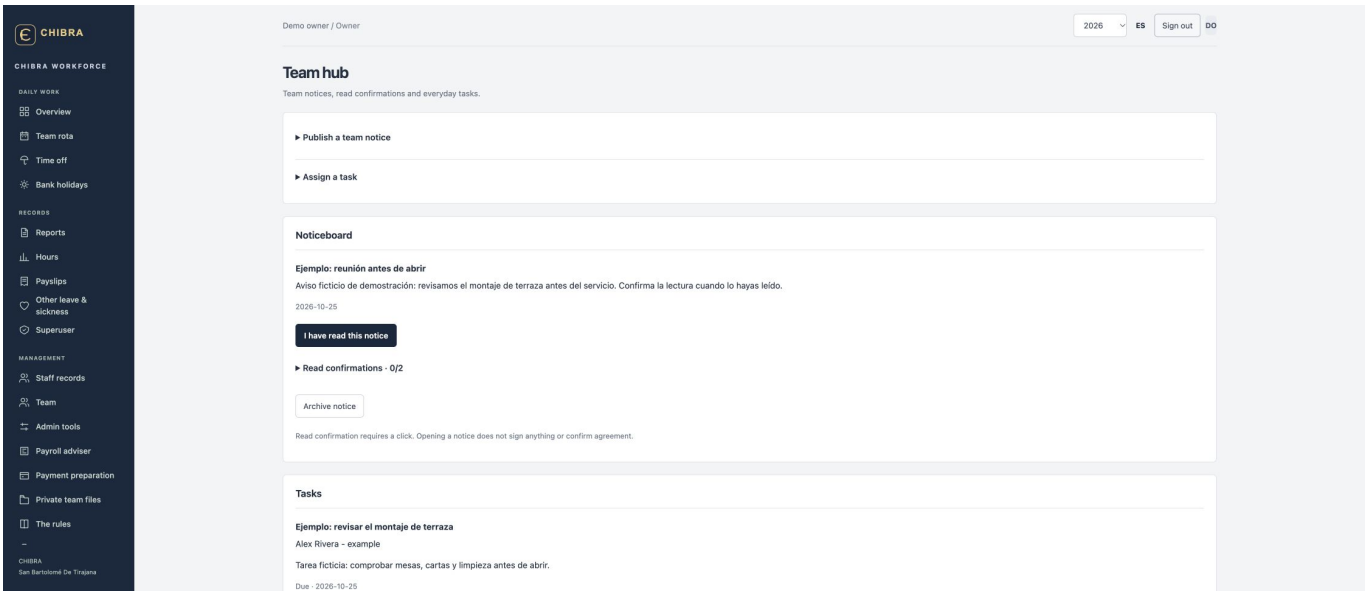
3. Private personnel-letter signing, separate timed sending, refusal recording and urgent automatic release are a separate extension awaiting activation. Private filing alone does not deliver them.

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.

14

Read and confirm team notices



1. Open More > Team hub on mobile, or Team hub in the desktop menu. The inbox on Overview or Clocking shows your unread notices and open tasks.

2. Read the notice. Tap I have read this notice to confirm receipt. Opening the page does not confirm it automatically.

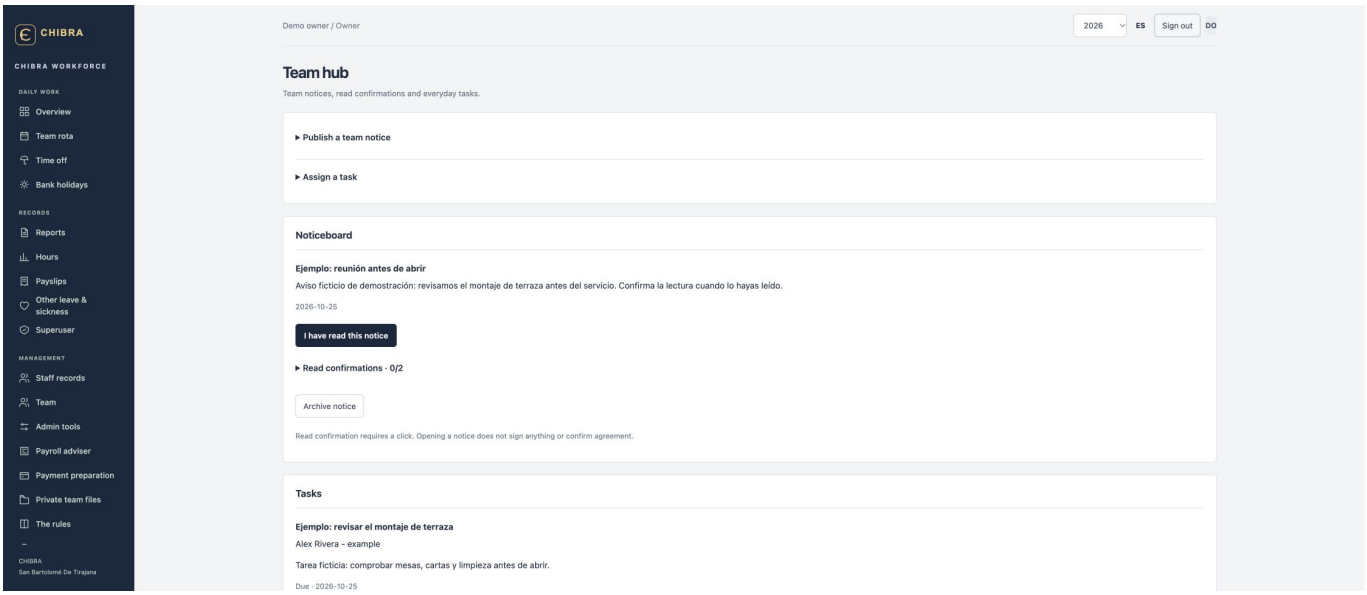
3. Managers and owners can publish a routine notice to selected people and see who has confirmed it. Only its author or an owner can archive it; receipts are retained.

4. Use private staff documents for individual HR matters. Notices appear in the app; they do not send WhatsApp or email automatically.

Confirming a notice records receipt, not a legal signature, consent to a contract or acceptance of a sanction.

15

Assign and complete everyday tasks



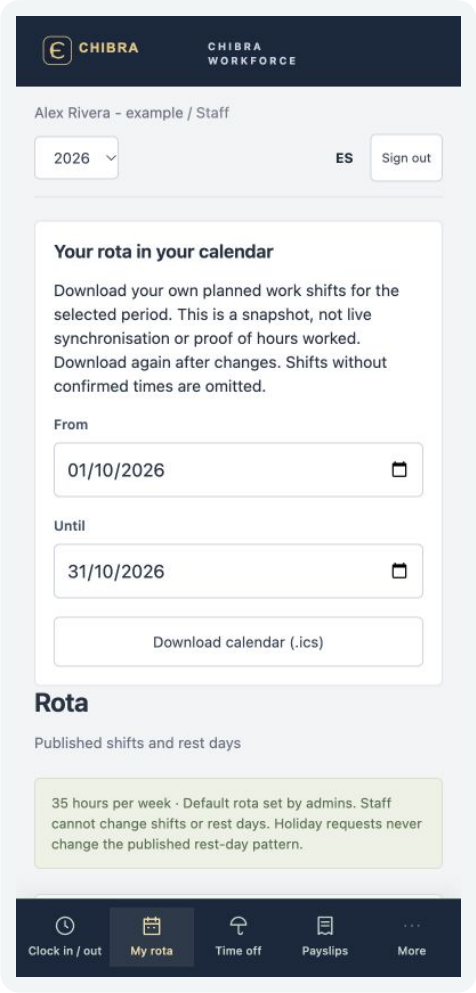
1. Open More > Team hub and scroll to Tasks. Staff see their own tasks; managers and owners see the team task list.
2. Managers and owners: expand Assign a task, choose the person, add a clear title, instructions and due date, then assign it.
3. When the work is actually done, tap Mark complete. Overdue tasks are highlighted. Reopen a task if more work is needed.
4. Completion and reopening are logged with the account and time. If another person changed the task, refresh before trying again.

Task completion never creates a clocking or changes pay or holiday balances. Managers must keep sensitive HR details out of routine tasks.

16

Download your personal rota calendar

1. Open My rota or Team rota and find Your rota in your calendar above the rota. On a manager account the export still contains only your own shifts.
2. Choose the first and last day, up to 366 calendar days. Tap Download calendar (.ics).
3. Open the downloaded file with your phone or computer calendar. Shifts crossing midnight and Canary summer/winter time are included.
4. This is a snapshot. Download again after rota changes; your calendar may ask whether to replace imported events. Check the current rota in CHIBRA before working.

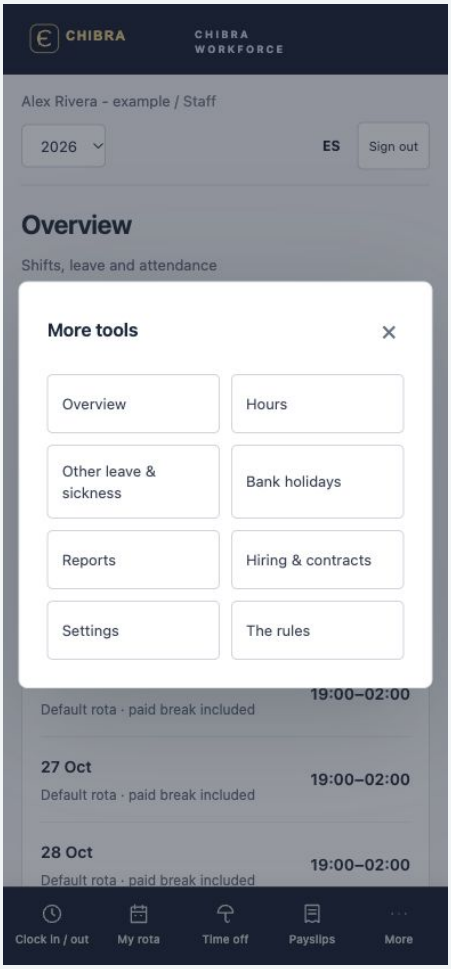


Only planned work with confirmed start and finish times is exported. Rest days, private notes and other people are excluded. The file is not attendance evidence or live calendar synchronisation.

17

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.