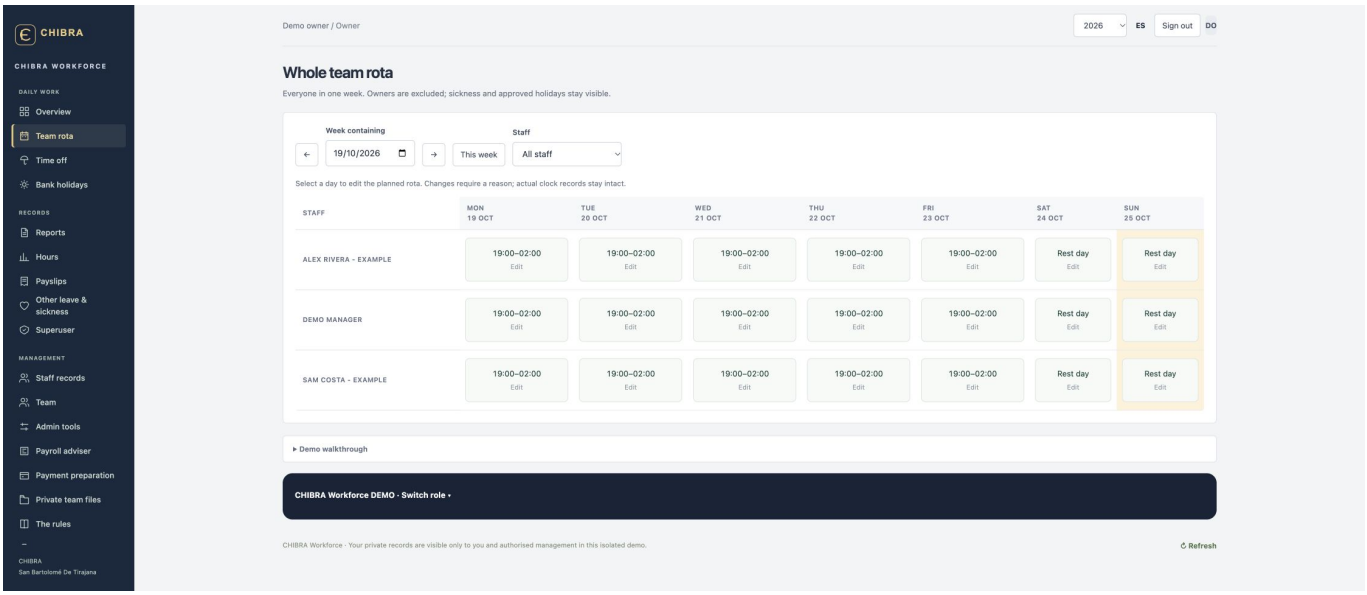
Workforce

Owners 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
Set up the business before first use 4
Use CHIBRA on your phone 5
Run a daily management check 6
View and edit the whole team rota 7
Publish default weekly shifts 8
Review and move holiday requests 9
Find current and former staff files 10
Record leaving and re-employment dates 11
Attach files and keep private notes 12
File warnings and personnel letters 13
Add staff and prepare the contract request 14
Receive and file the prepared contract 15
Record sickness and other allowances 16
Check island and agreement configuration 17
Review hours and later shift adjustments 18
Create the Spanish monthly register 19
Prepare the monthly asesoría handoff 20
Upload and review a payslip batch 21
Sign and release the correct payslip 22
Verify staff bank submissions 23
Prepare a bank file without making payment 24
Close the month and preserve evidence 25
Understand what is and is not activated 26
Read and confirm team notices 27
Assign and complete everyday tasks 28
Download your personal rota calendar 29
Solve common problems 30

Business links

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

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

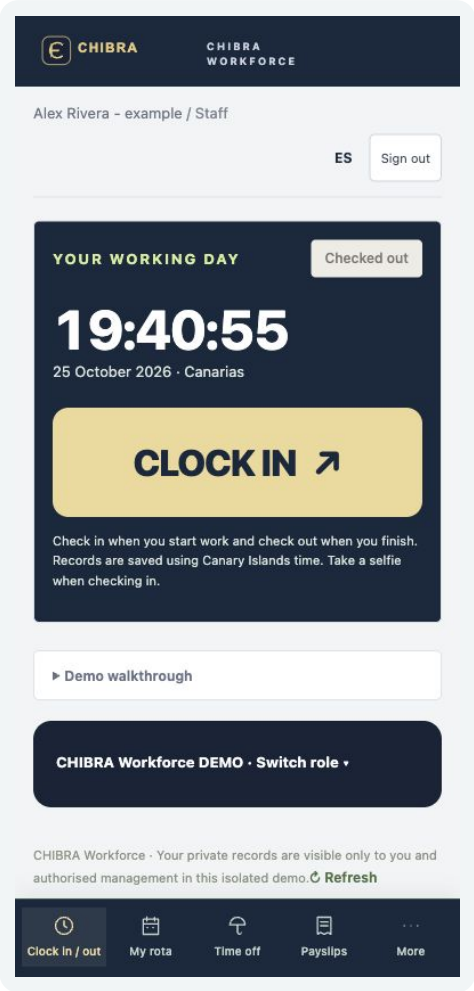
Copacabana - https://copacabana.chibra.online/staff/

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

01

Sign in and set your password

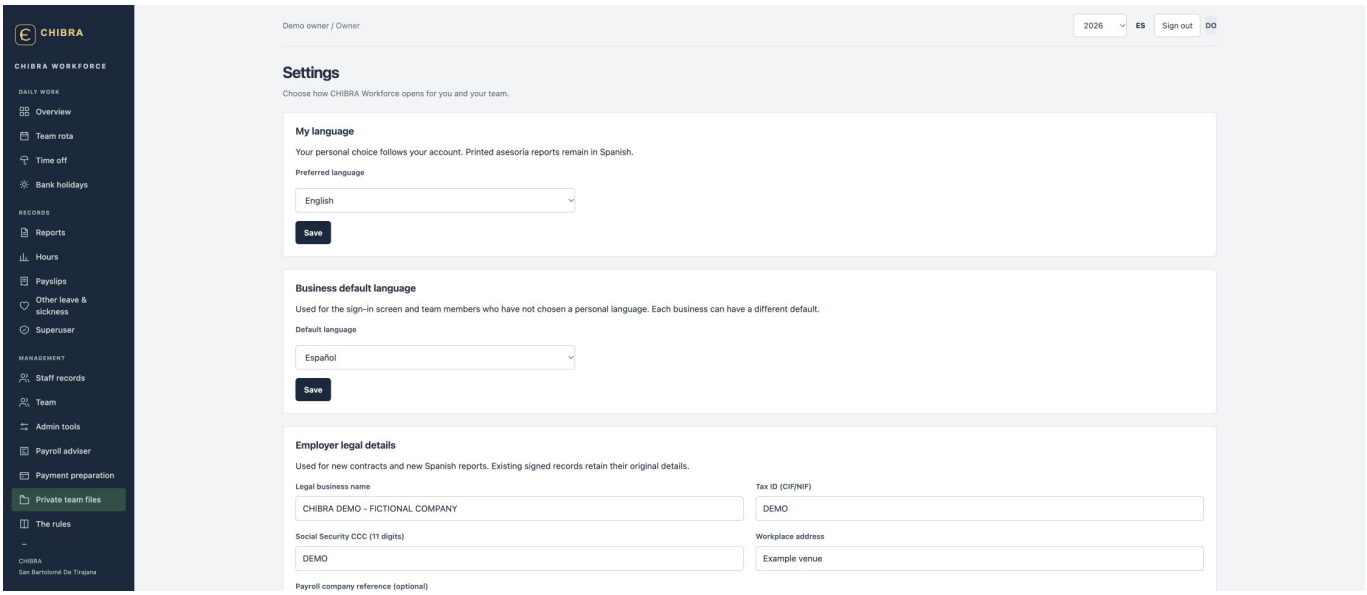
1. Open your business link in Safari on iPhone or Chrome on Android. Check the venue name before signing in.
2. Use your personal invitation to set your first password. Invitation links are single-use and expire after seven days; ask for a new one if needed.
3. Enter your assigned username and password. 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

Set up the business before first use



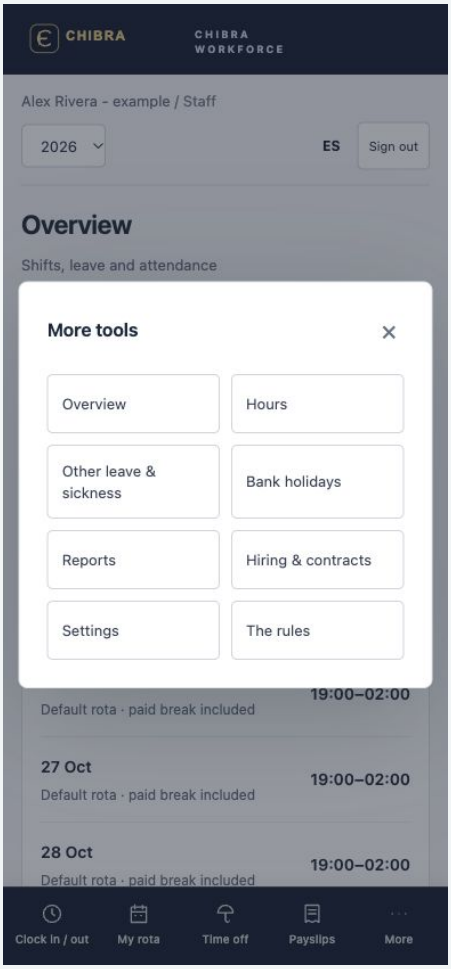
1. Open Settings. Check the business legal name, tax number, Social Security account and work-centre address against the company paperwork.
2. Set the business default language. Each person can choose their own language in My language; printed asesoría records remain Spanish.
3. Configure the work-centre island, municipality and establishment/contract settings in the agreement setup. Confirm the applicable provincial agreement with the asesoría.
4. In Admin tools, verify the actual venue GPS pin and radius, then confirm the premises are covered. Test a real phone at the venue before rollout.

Choosing an island assists configuration; it is not a legal determination of coverage. Confirm the current agreement and company-specific conditions.

03

Use CHIBRA on your phone

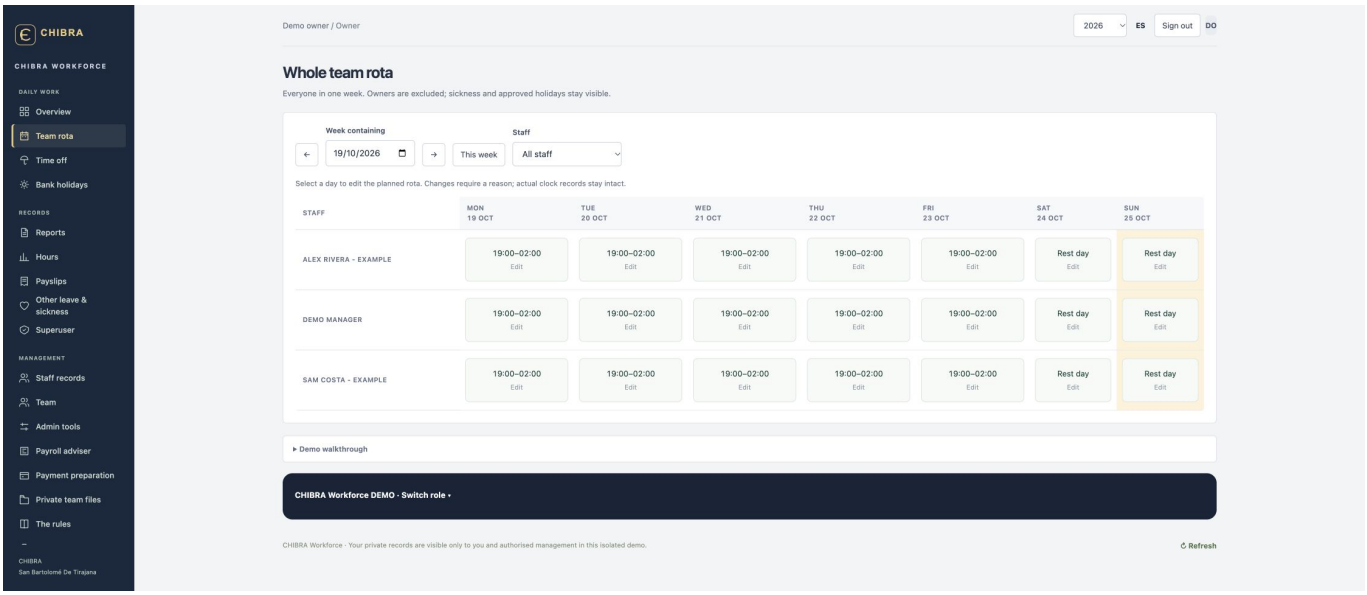
1. Use the bottom bar for Clock in / out, My rota, Time off and Payslips. More opens the remaining pages.
2. On iPhone, open the site in Safari and use Share > Add to Home Screen if available. On Android, use Chrome’s Install or Add to Home screen option.
3. Allow the site to open camera and location 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.

04

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.

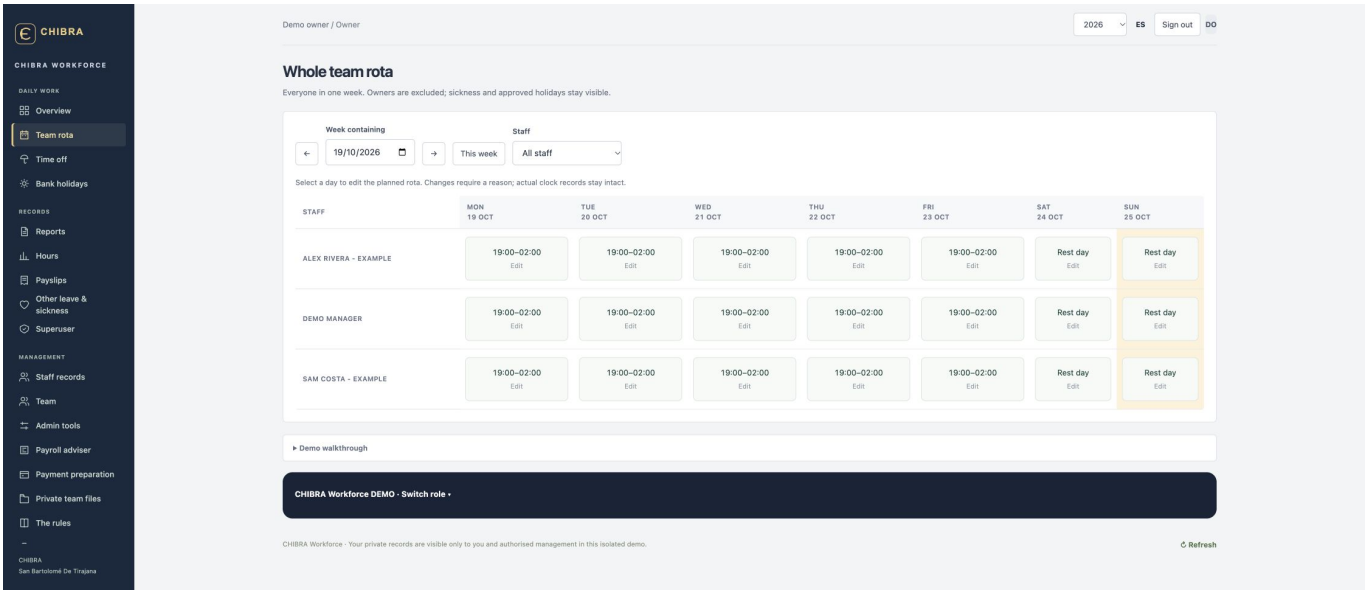
3. Review new holiday or other leave requests promptly. Use only the actions your account is authorised to perform.

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.

05

View and edit the whole team rota

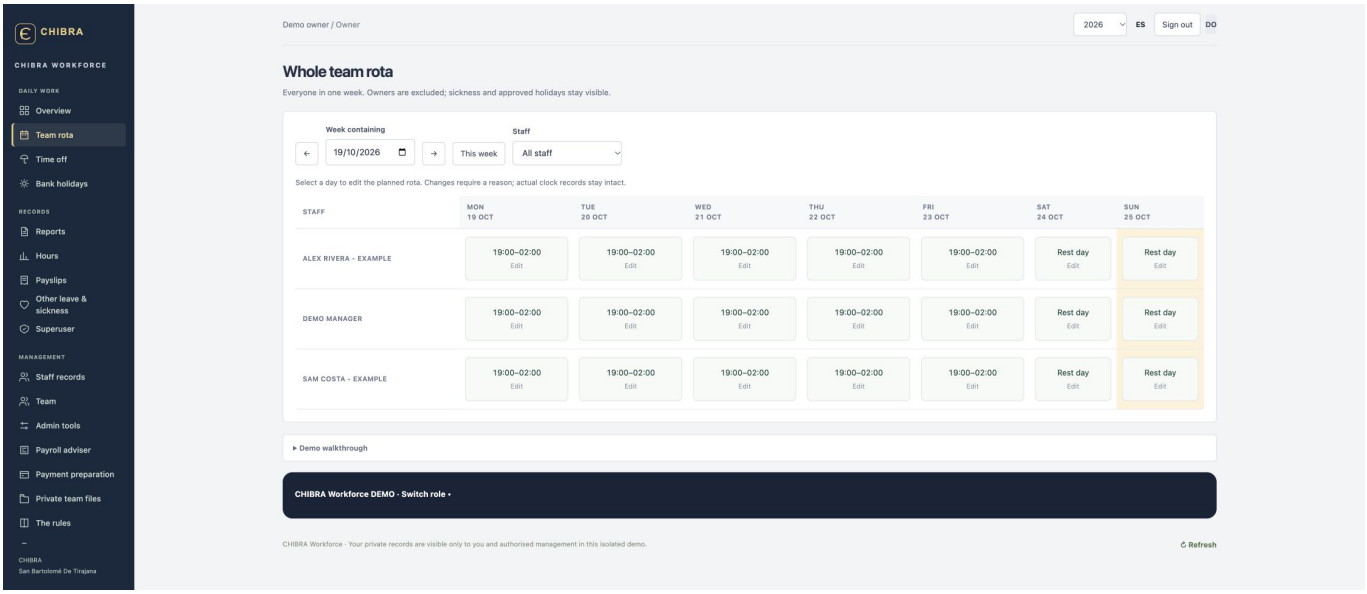


1. Open Team rota and select All staff. Choose the week using the date or previous/next buttons.
2. Check cover across every day. Owners are excluded from working-staff totals; long-term sickness and approved leave remain visible.
3. Select a person’s day, choose work/rest/absence and the correct start/finish, 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.

06

Publish default weekly shifts

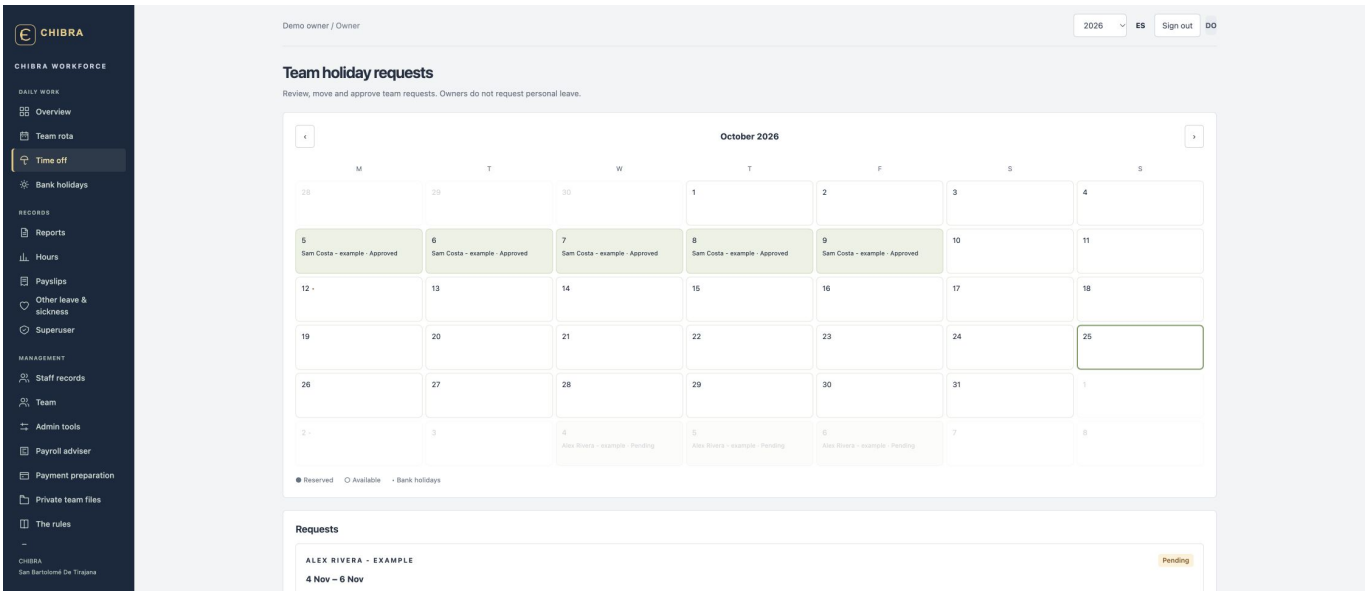


1. Open Admin tools > Default weekly rota. Choose one person and enter their actual agreed weekly pattern.
2. Set work/rest for every day, then start and finish times. Check overnight duration and the contracted weekly hours.
3. Save the default week with a reason. Select the person and publication date range, then publish the rota.
4. Inspect the team view afterwards. Publication fills empty dates and preserves existing records; explicitly review a date that already contains an exception.

A 35-hour target is not a permission to cap recorded work. A historical correction needs evidence and a reason, not a new fabricated clock-in.

07

Review and move holiday requests

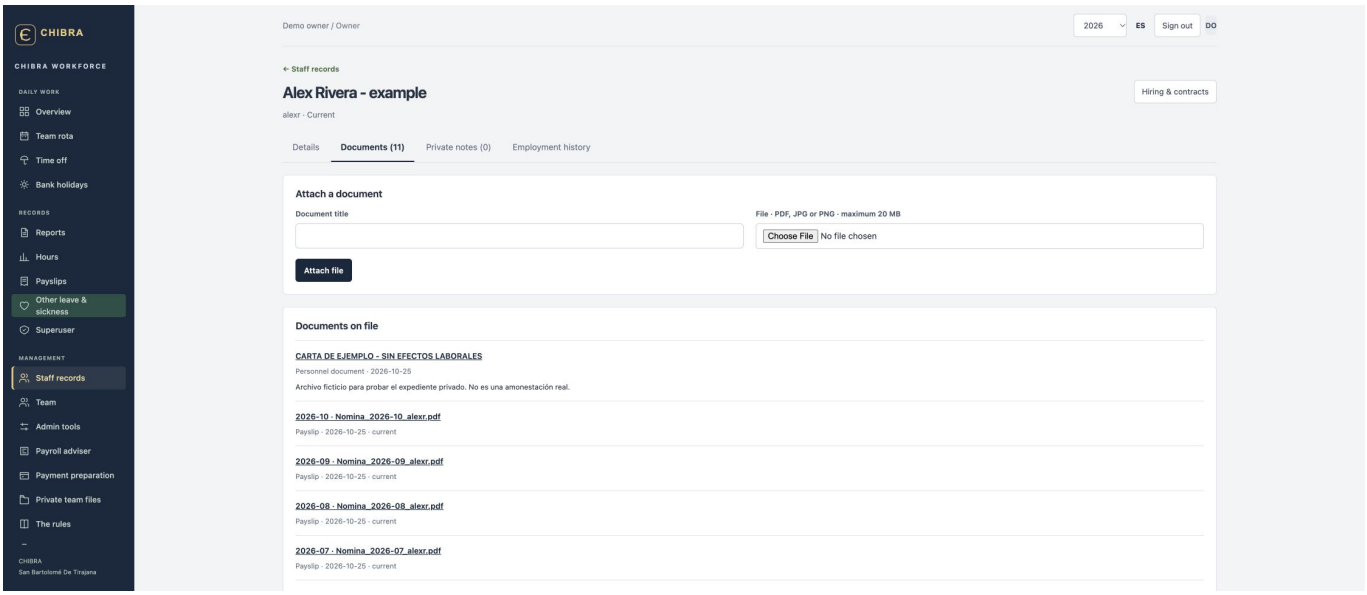


1. Open Time off and read the pending request, dates, day count and available balance. Check the availability calendar.
2. If different dates are needed, use Change dates before approval. Enter the new first/last day and a reason; review the new clash/balance checks.
3. Approve or decline with the required 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.

08

Find current and former staff files

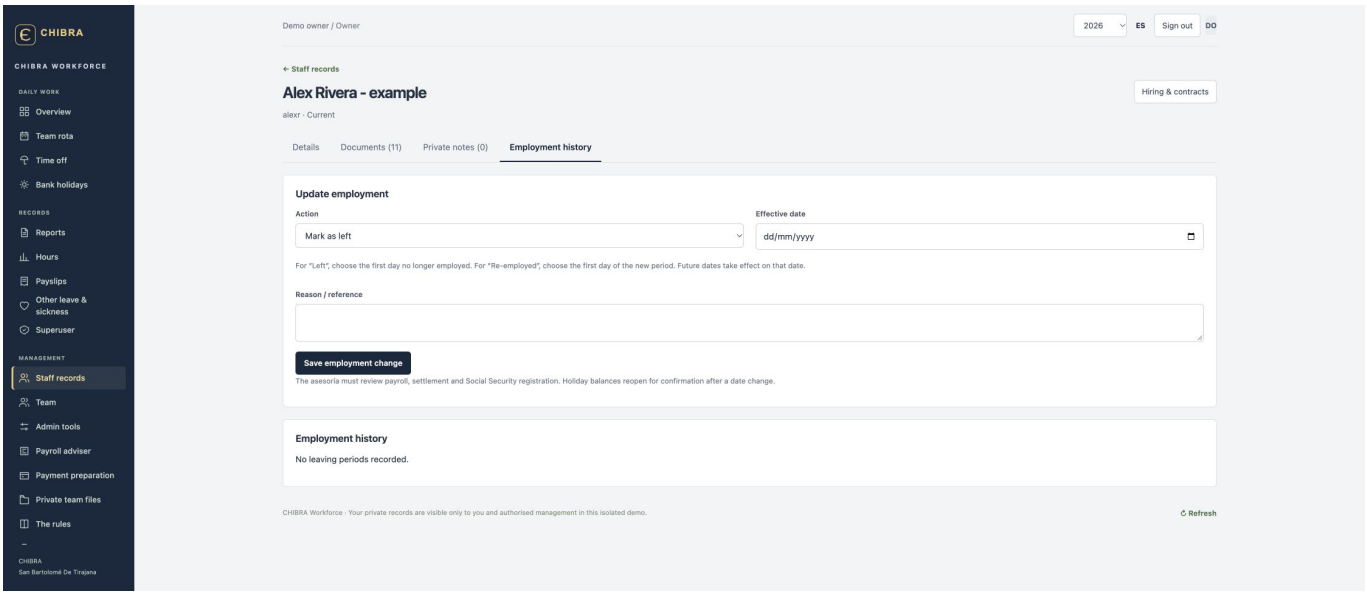


1. Open Staff records. Search by name or username, and filter Current, Former, Long-term sickness, Onboarding or Historical file.
2. Open the correct person and check the legal identity before making a change. Details, Documents, Private notes and Employment history are separate tabs.
3. Edit the required details, including contact, legal name, identifiers, login alias, job and contract information. Enter the reason and save.
4. Reopen the record and check the result. Use the original start/seniority field carefully; a new contract start and historical service are different facts.

Private personnel files are restricted to authorised owners. Signed historical documents retain the identity/details that were recorded at signature.

09

Record leaving and re-employment dates

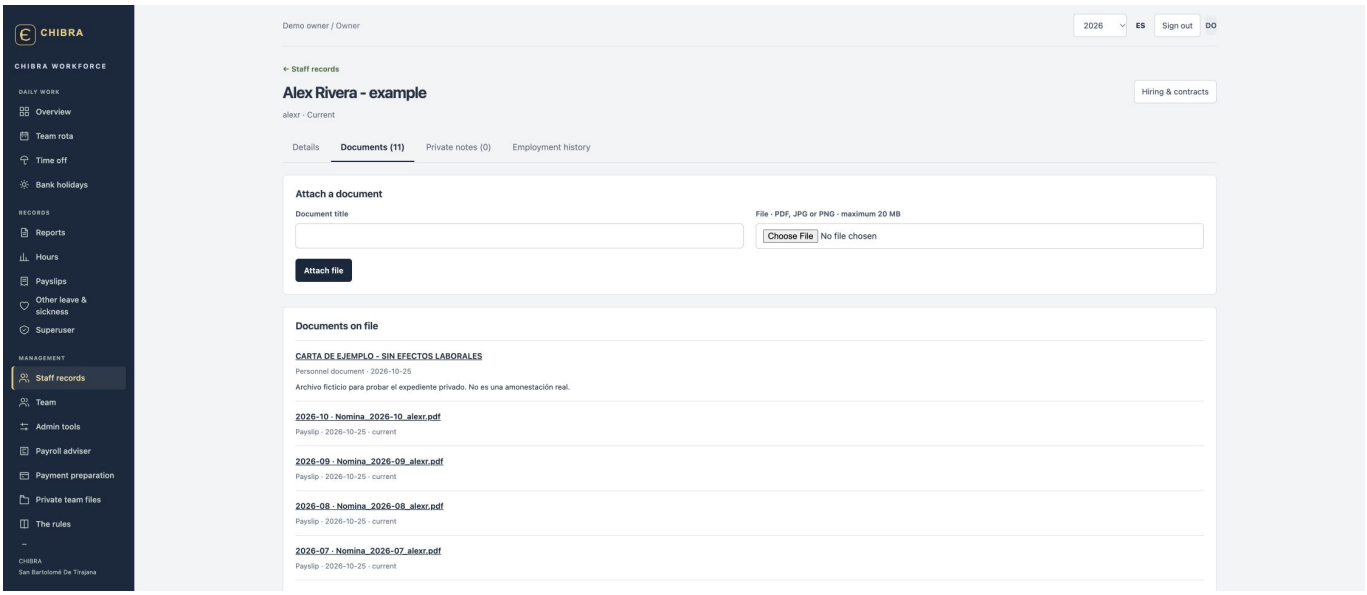


1. Open the person's Staff records > Employment history. Choose the appropriate dated employment event.
2. Enter the effective last/termination date or new re-employment date from verified paperwork. Enter a clear reason and the supporting reference.
3. Confirm the change and inspect the history, current status and rota gap. Keep separate any prior unpaid suspension or sick-leave period.
4. Ask the asesoría to confirm contract, Social Security position, seniority and holiday treatment. Recheck balances where an employment-date change reopens setup review.

An app status change does not submit a TGSS registration, legally terminate a contract or prove a payment. Keep the official acknowledgements on file.

10

Attach files and keep private notes

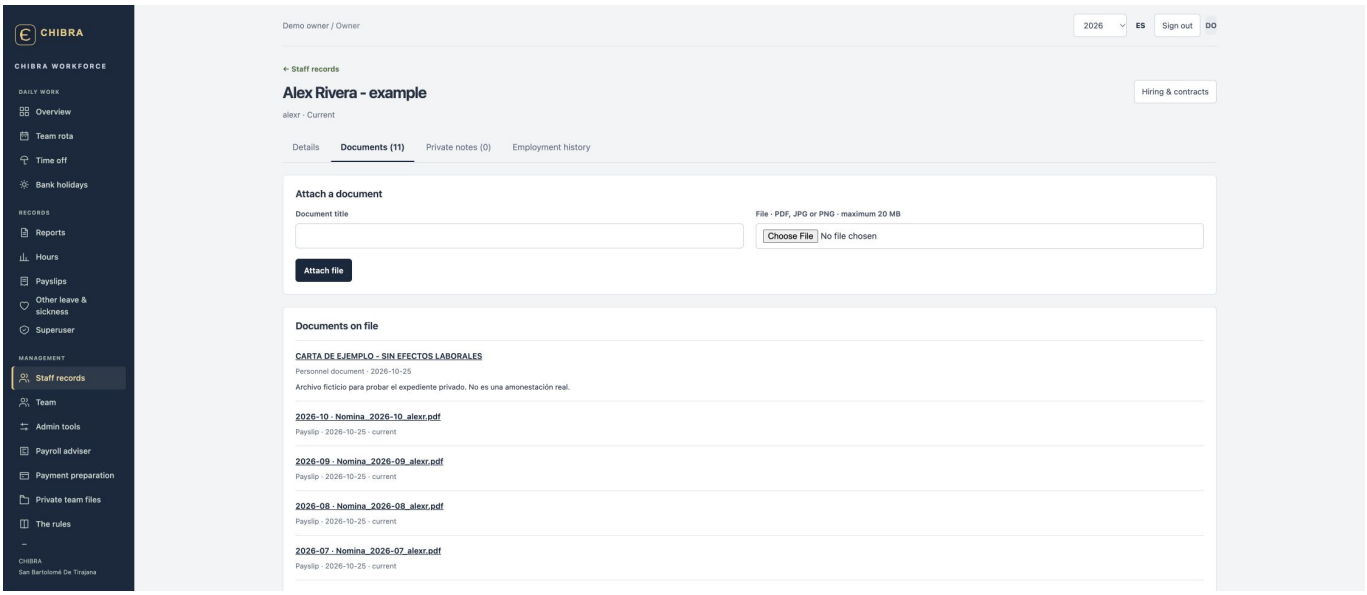


1. Open the person’s Documents tab. Add a useful title and upload a PDF, JPG or PNG up to 20 MB. Check that the file belongs to the right person.
2. Open the saved document to verify it. Preserve the source original; file corrected versions separately with a clear date and explanation.
3. Use Private notes for factual dated information: what happened, source, date, what is confirmed and what remains unverified.
4. For email evidence retain sender, recipient, date and Message-ID. For reviews retain platform, author/date and source link. Avoid duplicates and unnecessary personal information.

A review is customer opinion; an allegation is not an established finding. Do not assign an unnamed review to a person by guesswork or change payroll from it.

11

File warnings and personnel letters



1. Use Private team files or the person’s Documents tab to retain the exact PDF and its date, category and administrative explanation.

2. For an amended letter, select the previous version where the form allows it. Keep the original and clearly identify the replacement.

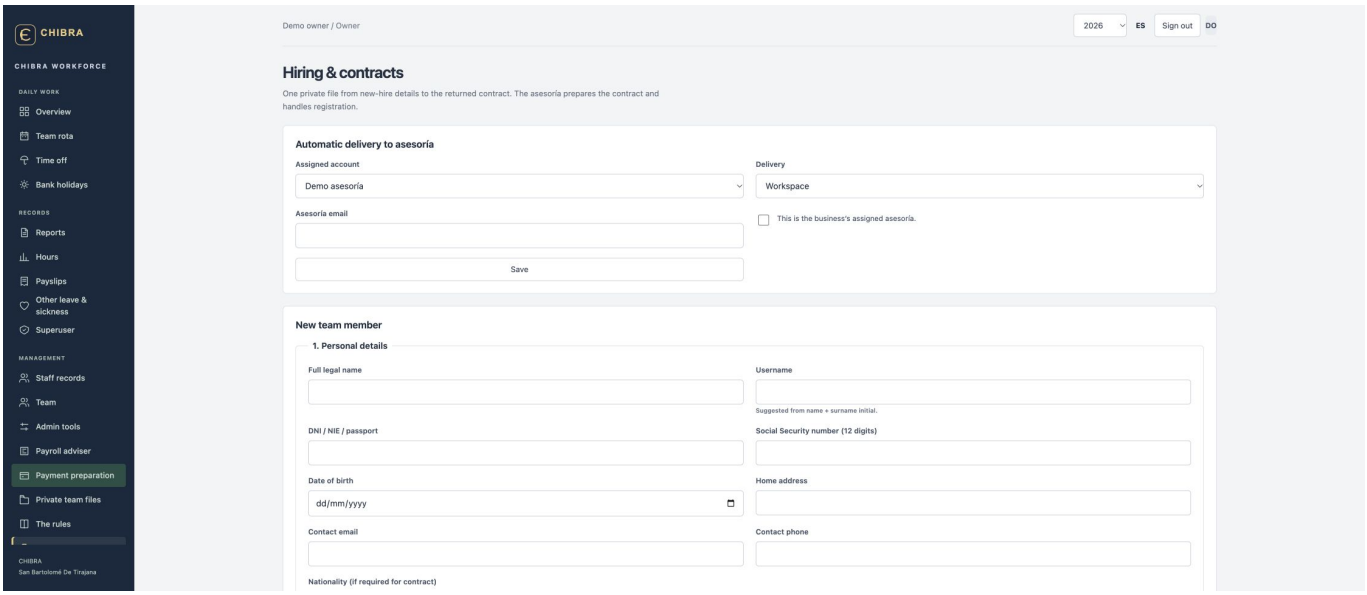
3. Uploading is private filing. It does not apply a sanction, notify the person or produce a staff receipt signature. Arrange authorised service separately.

4. The requested document-specific sign/send/decline extension must be activated before use. After activation, require explicit individual confirmation; never treat opening as agreement.

Keep legal review and delivery timing separate. A final warning does not authorise automatic dismissal for any future minor issue.

12

Add staff and prepare the contract request

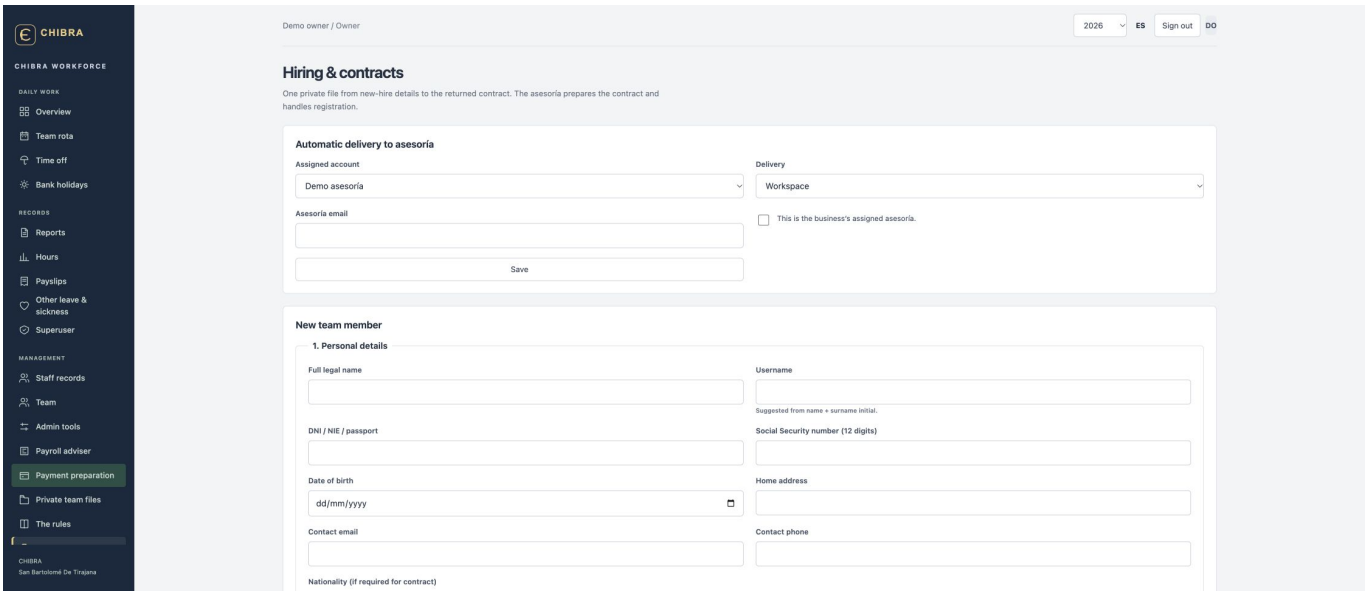


1. Open Hiring & contracts > New team member. Enter legal name, personal identifiers, contact and Social Security details from the person’s documents.
2. Complete the contract proposal: start date, role/category, weekly hours, shift pattern, work centre, pay proposal and any required work authorisation.
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.

13

Receive and file the prepared contract

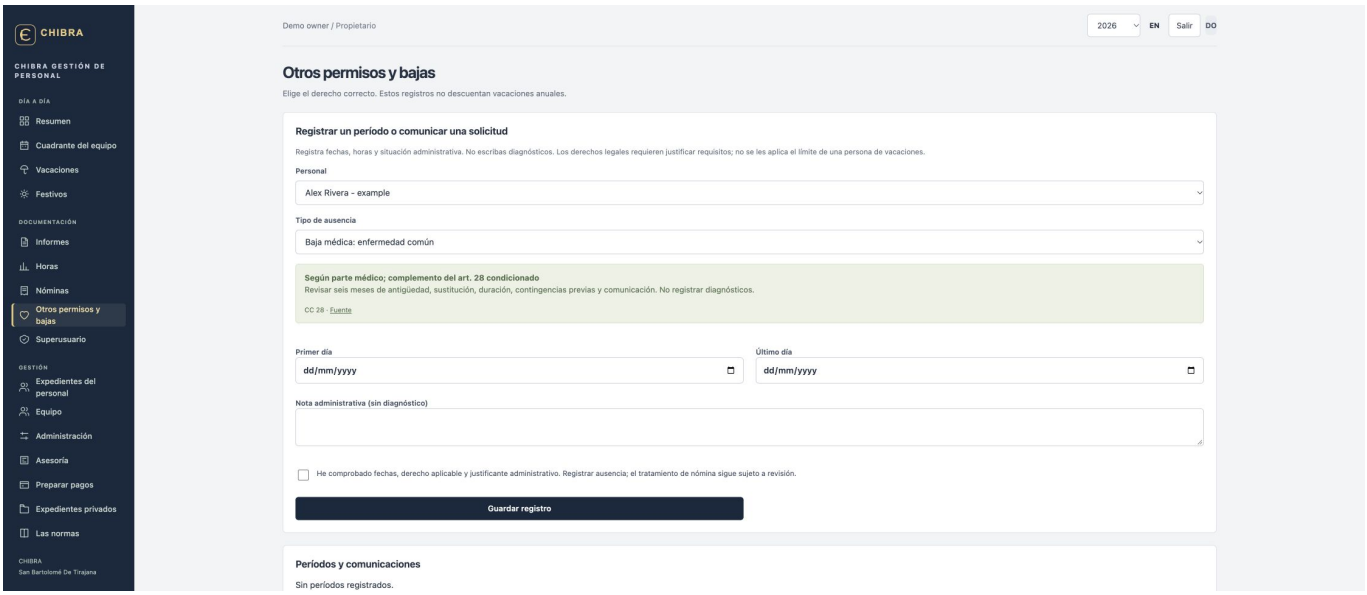


1. Open the submitted hiring request and check any adviser feedback or request for missing information. Correct the draft rather than creating duplicate staff.
2. The adviser uploads the prepared or signed contract PDF against the same request. Check name, dates, hours and category against the agreed 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.

14

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.

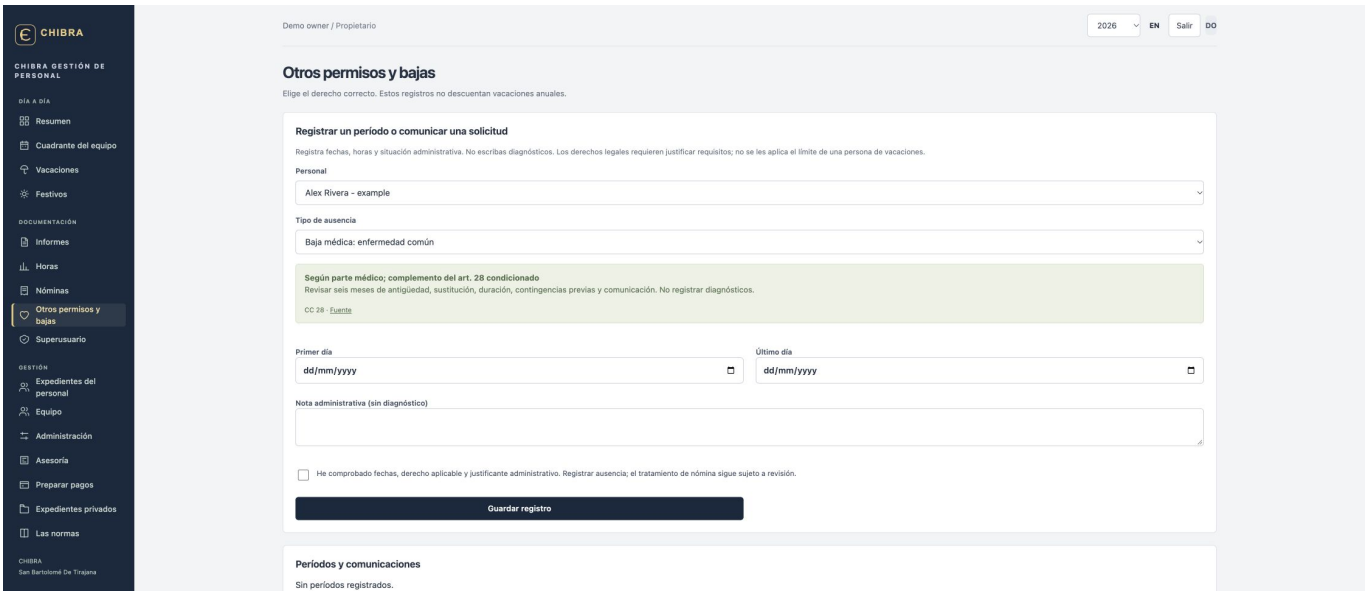
3. Check eligibility before confirming a record. If a manager account cannot confirm or amend a period, pass it to an authorised owner.

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.

15

Check island and agreement configuration

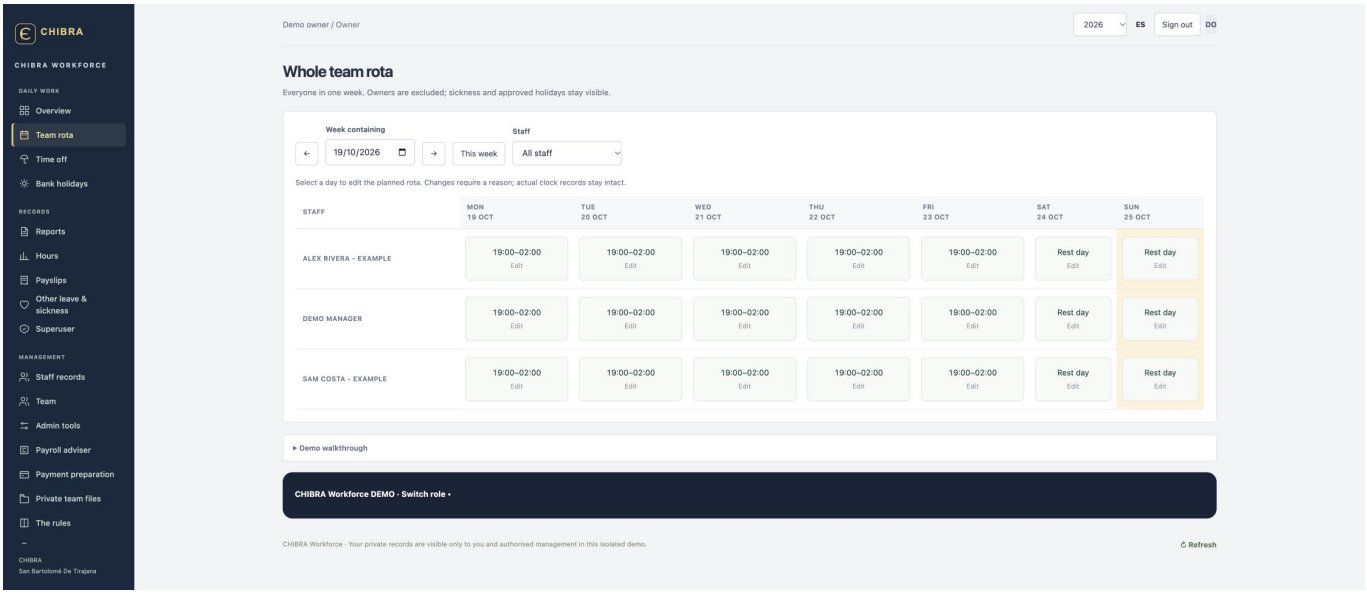


1. Identify the island and actual work centre. Las Palmas province covers Gran Canaria, Lanzarote, Fuerteventura and La Graciosa; Santa Cruz covers Tenerife, La Palma, La Gomera and El Hierro.
2. Confirm business activity, establishment type and applicable agreement with the asesoría. Check the municipality’s 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.

16

Review hours and later shift adjustments

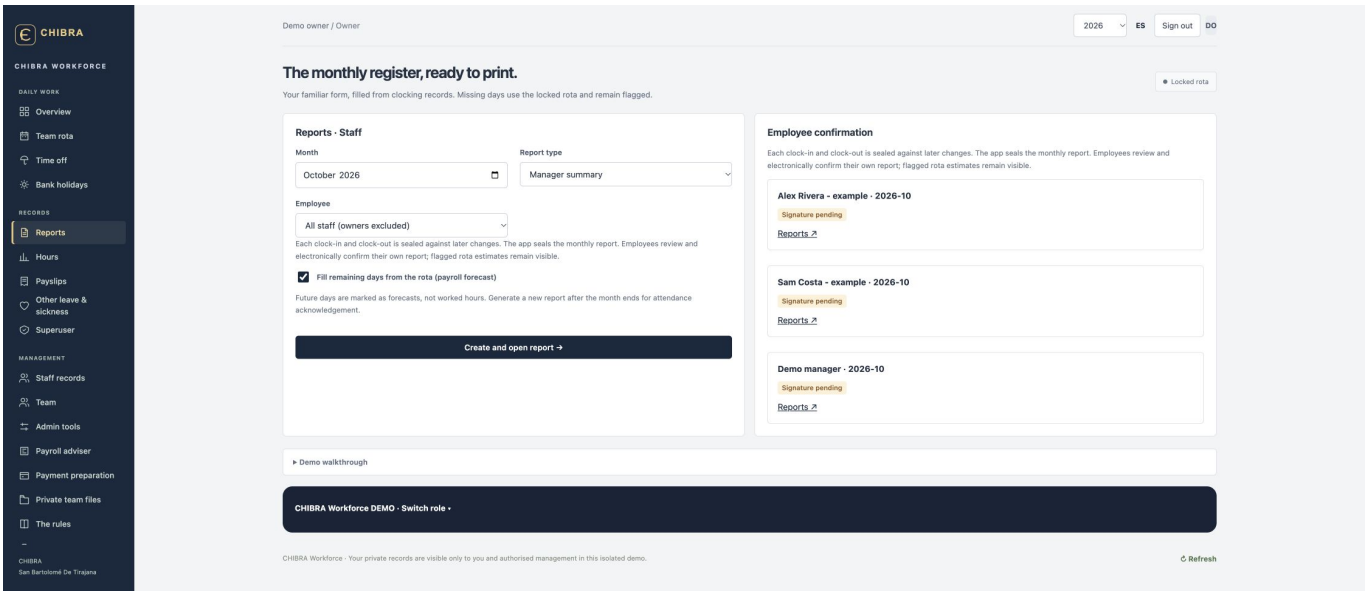


1. Open Hours for the person and month. Compare the contractual target with actual clocking, planned rota and any unresolved sessions.
2. Investigate missing or unusually long clockings. Keep the original event and record the reason/evidence for any authorised correction.
3. If extra work is to shorten 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.

17

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.

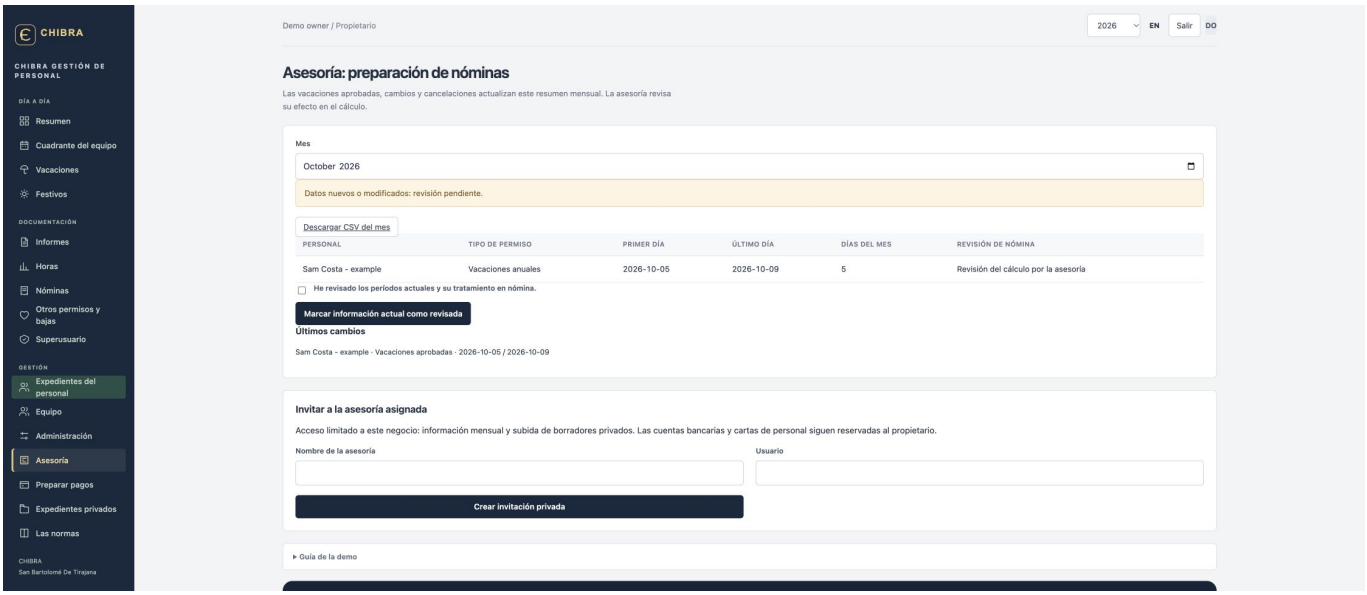
3. Choose Create and open report. Inspect every person’s legal identity, daily rows, totals, flags and signature status before printing or saving the PDF.

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.

18

Prepare the monthly asesoría handoff

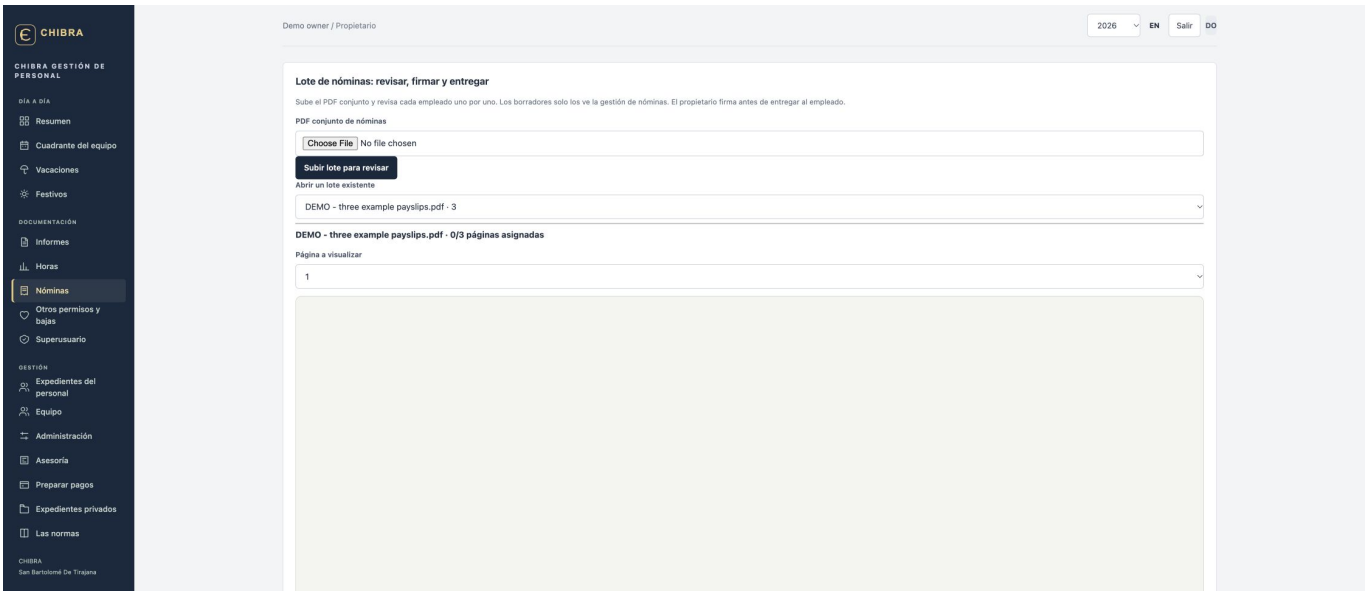


1. Open Payroll adviser and choose the payroll month. Check approved leave, cancellations, sickness and dated employment changes.
2. Download the monthly CSV and the detailed Spanish timesheets. Keep forecasts labelled so the adviser knows which future dates remain estimated.
3. Resolve conflicting records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

19

Upload and review a payslip batch

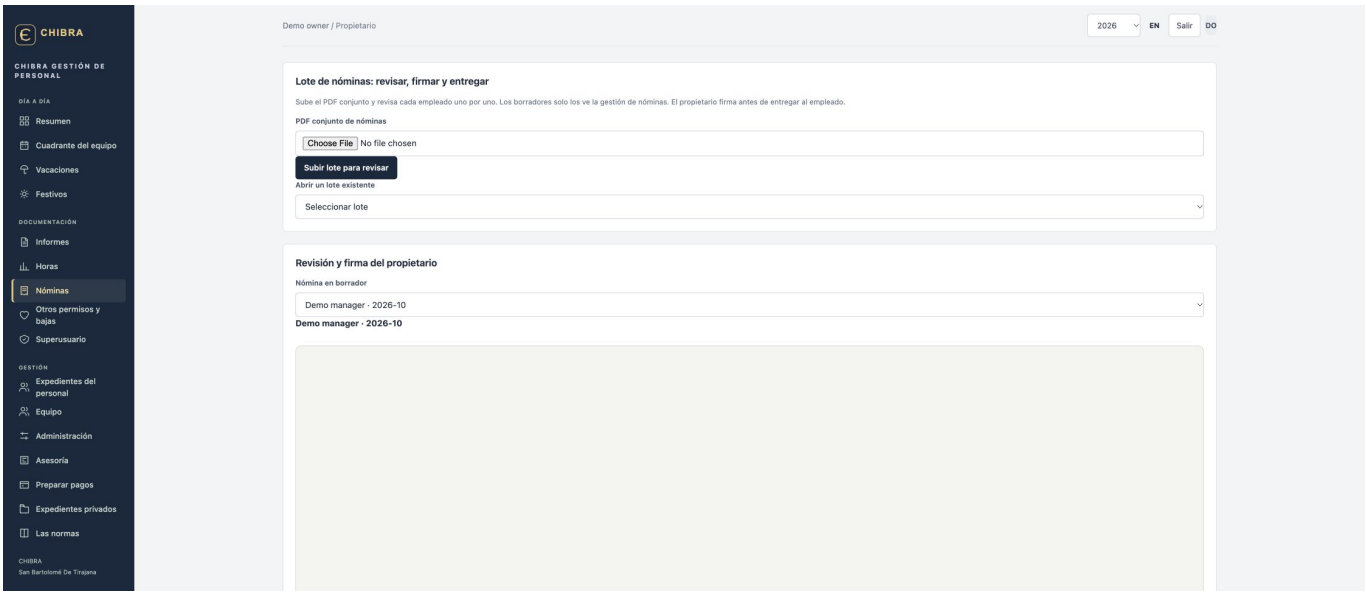


1. Open Payslips > Combined payroll PDF and upload the batch, or choose an existing batch. Keep the original combined PDF.
2. Review each person one by one. Check legal name, DNI/NIE, payroll month and every page included in that person’s document.
3. Correct the assignment or page selection before accepting 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.

20

Sign and release the correct payslip

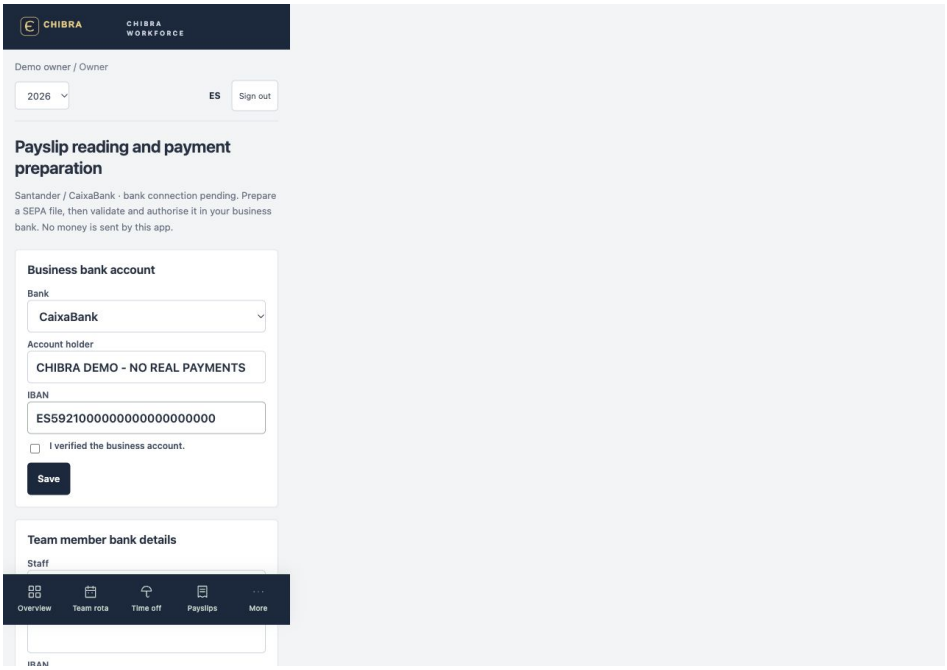


1. In Owner review and signature, choose the exact person/month draft and read the original PDF preview or full-screen copy.
2. Check the document against the approved payroll calculation. Tick the explicit company review/release confirmation only when ready.
3. Choose Sign for company and deliver to staff. This payslip action combines company signing and release; do not use it early if delivery should wait.
4. Check the recipient’s receipt status and download the signature/evidence copy when needed. A replacement preserves the earlier version and its acknowledgement.

A company seal or staff receipt is not proof the salary has been paid. Do not sign on behalf of another person or claim a qualified certificate is configured.

21

Verify staff bank submissions

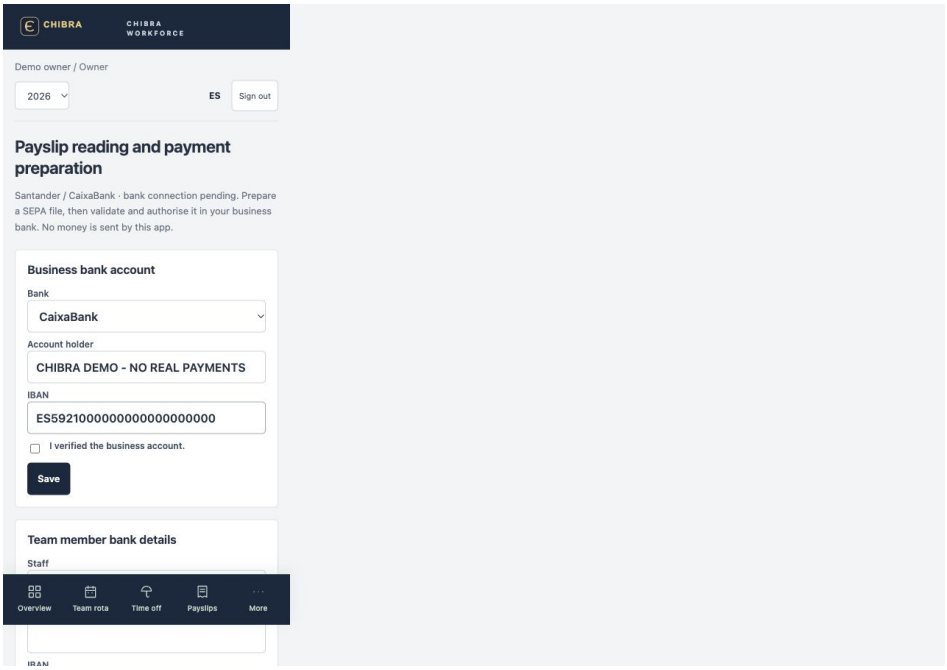


1. Ask staff to enter their own holder name and IBAN in More > Settings > My bank details. Do not ask for banking passwords or codes.
2. Open Payment preparation > Bank details submitted by staff. Confirm the correct person and latest account directly with them.
3. Tick that you verified the details and choose Verify and use this account. If they changed again, refresh and review the new revision.
4. Recheck payment preparation approval afterwards. A pending bank change blocks new preparation; check any already-exported file separately before bank authorisation.

IBAN validation checks structure/check digits, not ownership of the account. Staff can view their own details; authorised owners handle verification.

22

Prepare a bank file without making payment

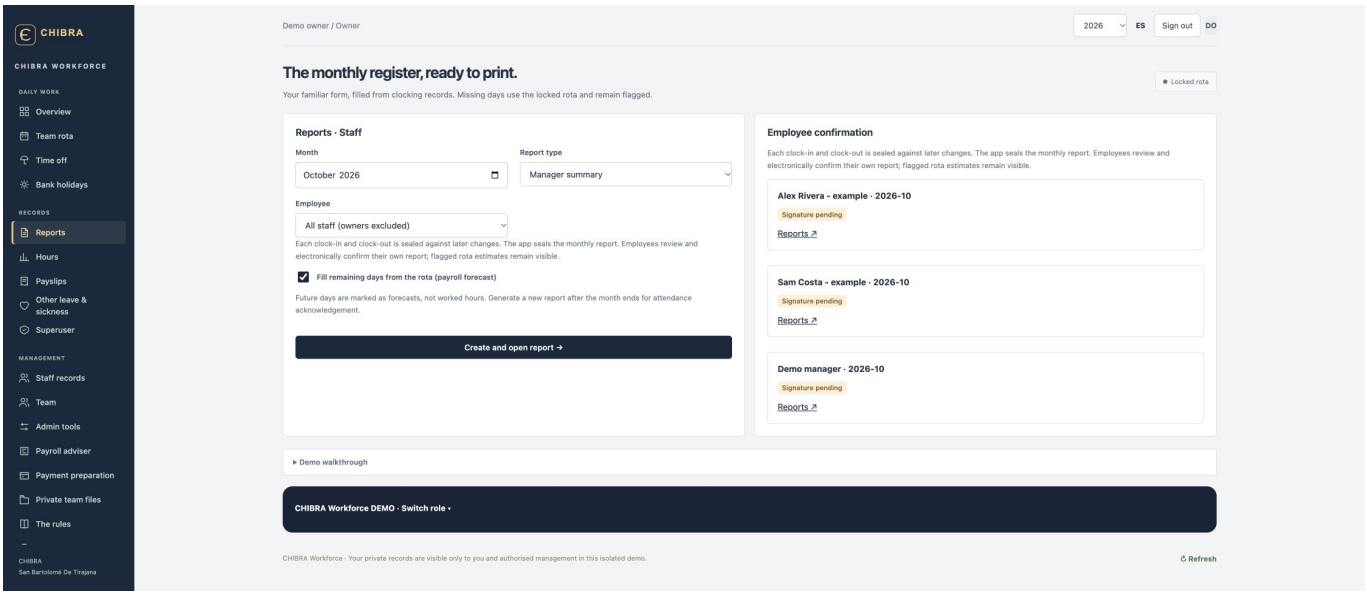


1. In Payment preparation, verify the business account and bank. Open the original released payslip and choose Read net amount.
2. Compare the extracted net with the PDF and check holder, IBAN and month. Enter the exact verified net amount and approve preparation.
3. Select the approved payments and execution date, then prepare the SEPA XML. Check total amount and number of recipients.
4. Upload/validate the file in the bank and authorise there yourself. Retain the bank’s actual acceptance/payment evidence and reconcile before attempting another file.

Santander/CaixaBank connection is not active. Prepared does not mean paid. Existing exported files cannot be assumed updated after an IBAN or payslip change.

23

Close the month and preserve evidence

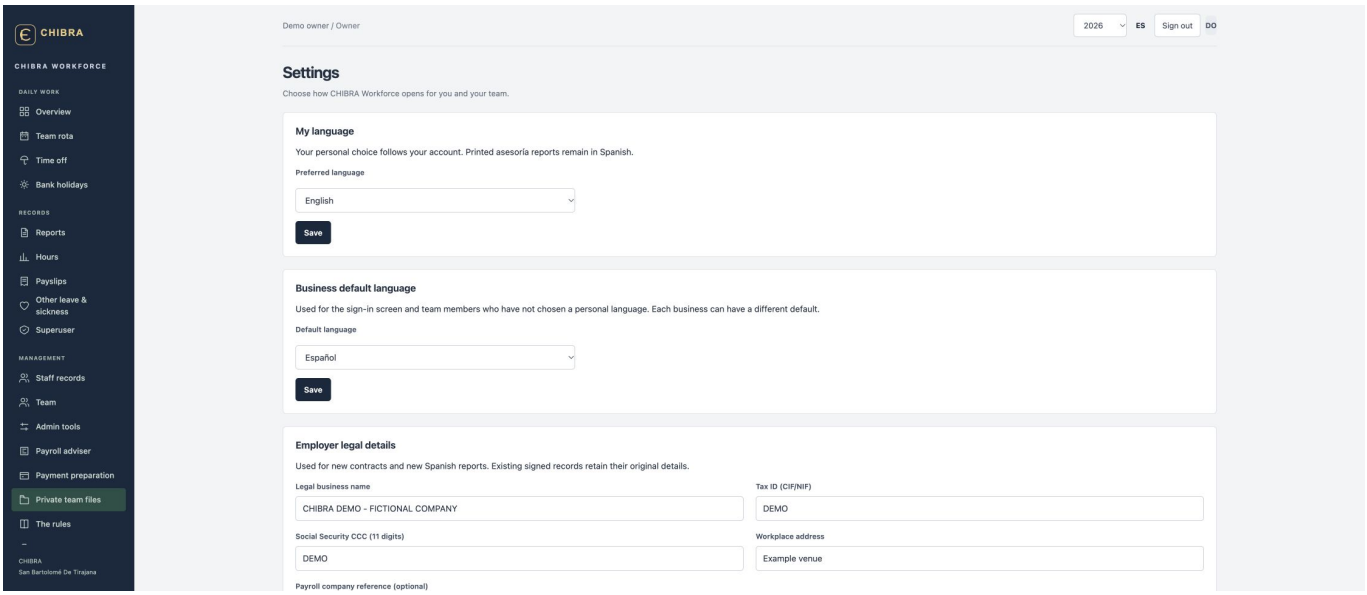


1. Resolve missing clockings, reviewed corrections and forecast days. Check employment dates, leave and public-holiday evidence.
2. Generate the final Spanish register for each person and the detailed asesoría version. Ask each person to review their own report.
3. Review the payroll-input revision,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

24

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.

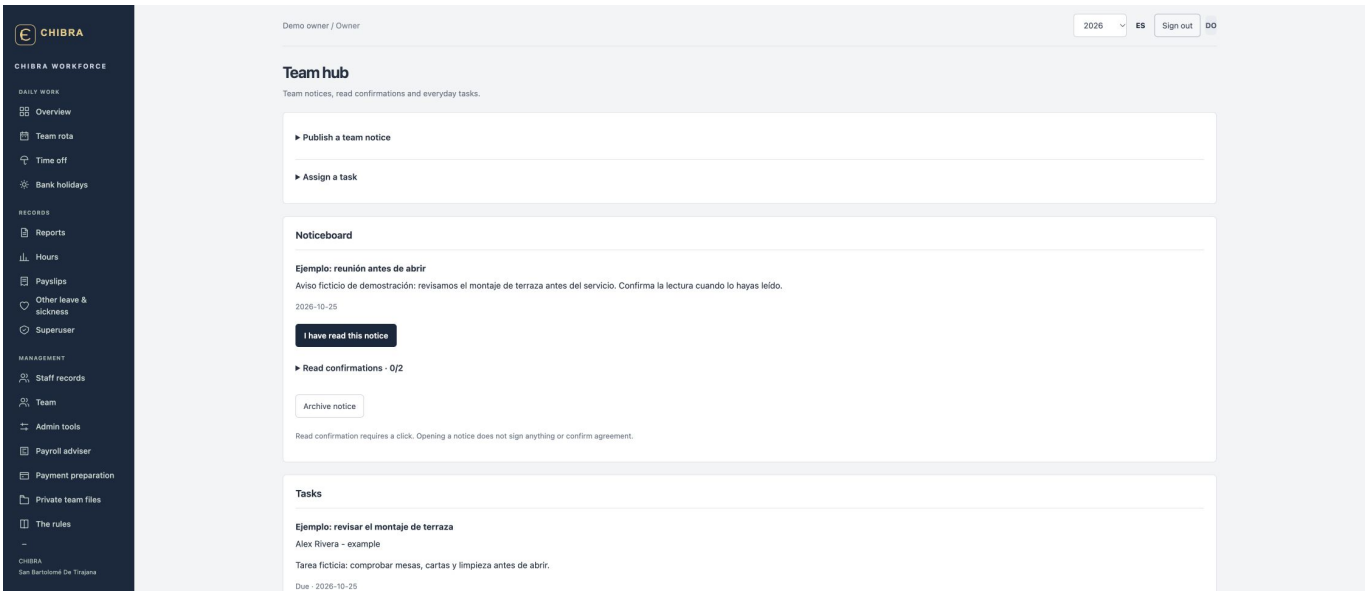
3. Private personnel-letter signing, separate timed sending, refusal recording and urgent automatic release are a separate extension awaiting activation. Private filing alone does not deliver them.

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.

25

Read and confirm team notices

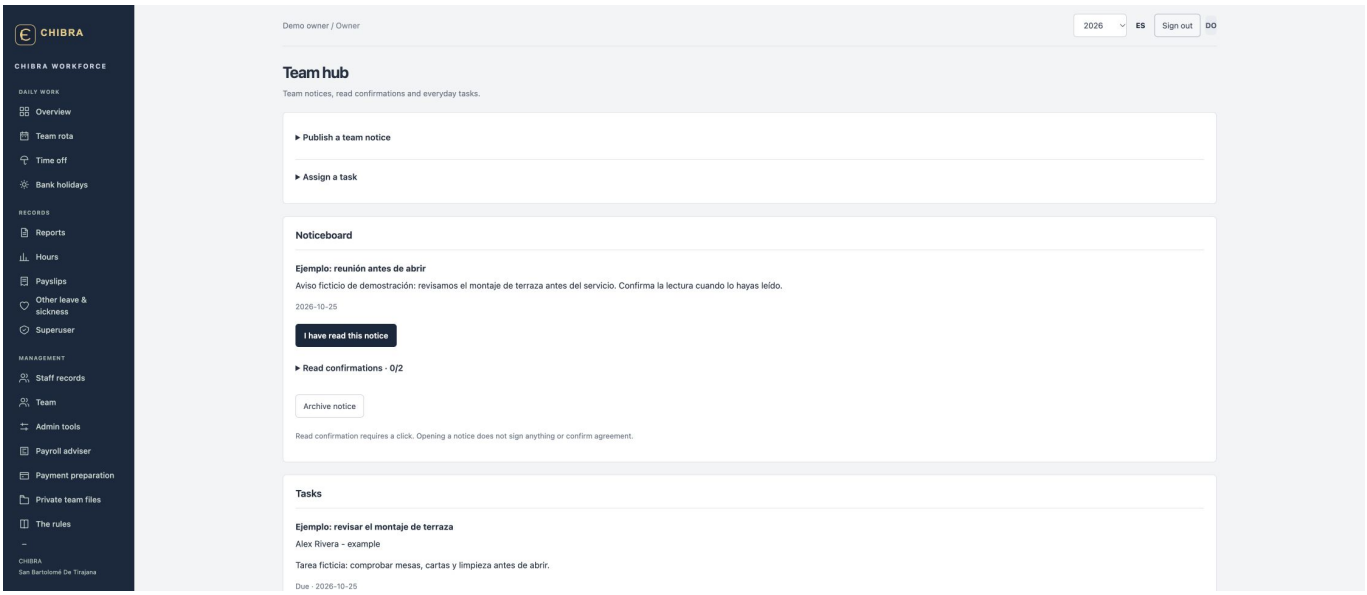


1. Open More > Team hub on mobile, or Team hub in the desktop menu. The inbox on Overview or Clocking shows your unread notices and open tasks.
2. Read the notice. Tap I have read this notice to confirm receipt. Opening the page does not confirm it automatically.
3. Managers and owners can publish a 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.

26

Assign and complete everyday tasks



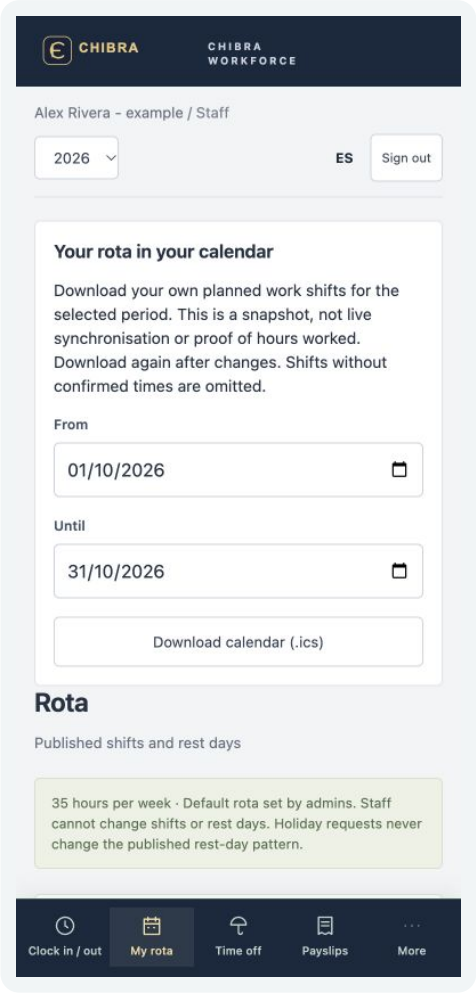
1. Open More > Team hub and scroll to Tasks. Staff see their own tasks; managers and owners see the team task list.
2. Managers and owners: expand Assign a task, choose the person, add a clear title, instructions and due date, then assign it.
3. When the work is actually done, tap Mark complete. Overdue 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.

27

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.

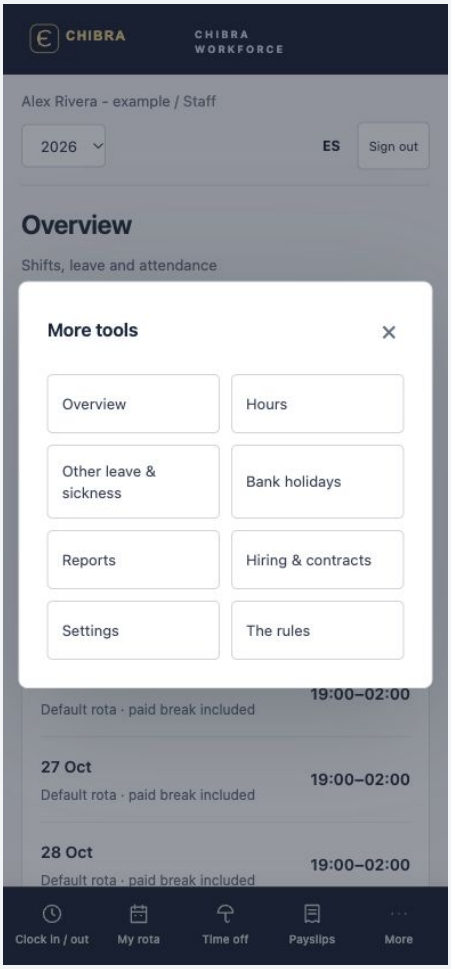


Only planned work with confirmed start and finish times is exported. Rest days, private notes and other people are excluded. The file is not attendance evidence or live calendar synchronisation.

28

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.