2025

User Manual

E-bop

7/5/2025

Contents

Introduction

EBOP is a comprehensive system developed to optimize personnel management and control, providing key tools for the efficient administration of fieldwork. Its main features include:

- Attendance and work hour tracking
- Daily task planning and monitoring
- Assignment of work locations
- Activity documentation through multimedia evidence (images)

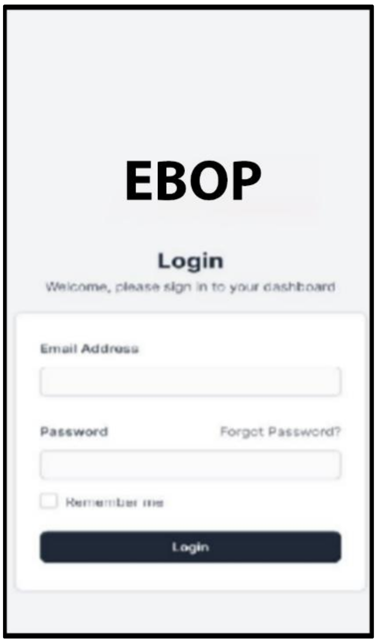
Its design makes it ideal for supervisors and operational teams who require precision, traceability, and efficiency **in managing their daily tasks.**

Main Functions

1. Worker Attendance Registration
1.1. System Authentication
To record their attendance, the worker must log into the system using their assigned credentials (username and password).
This step ensures proper user identification and

accurate activity logging. Steps:

1. Access the EBOP platform from a web browser or mobile application.
2. Enter the corresponding username and password.
3. Click on “Log In” or press the login button.



2. Attendance Registration (Clock-in / Clock-out)

2.1. Assigned Location Verification

To register their attendance (either clock-in or clock-out), the worker must be physically present at the designated worksite for that day.

Coordinates where the worker is located at the time of attendance registration.

Address: Workplace location assigned to the worker where they must be present to complete attendance registration.

Requirements:

2.2. Recording Attendance

Once the worker’s location has been verified, they can register their attendance by clocking in or clocking out through the system.

Steps to record attendance:

1. Log into the system using the appropriate credentials.

3. User Section

This section allows the worker to manage their profile, review their time history, and keep their personal information up to date within the system.

3.2. My Profile

In this section, the user can view relevant personal and work-related information:

- Hours Summary: A detailed display of timesheets and logged hours, organized by day, week, or month.
- Personal Information and Assigned Projects: Displays the registered email address along with a list of active and past projects, showing their start and end dates, as well as their current status.
- Notifications: Access to alerts related to check-in and check-out activity.

3.3. My Timesheets

This section allows the user to track their attendance records and perform specific searches:

- **Hours Summary:** A comprehensive overview of timesheets and logged hours by project, client, or time period.
- **Advanced Searches:**
  The user can filter records by:
  - Date range (current day, previous week or month, or a custom period)
  - Client
  - Project
- **Data Export:**
  Search results can be exported in PDF, Excel, or CSV format, or sent directly to print.

3.4. Edit Profile

The user can update their personal information from this section:

- **Edit Personal Information:** Change name, phone number, or profile picture.
- **Change Password:** Securely update the system login password.
- **Additional Settings:** Customize certain preferences based on user needs (depending on system configuration).

3.5. Log Out

- **Secure Sign-Out:**
  Allows the user to end the current session securely. The system automatically redirects to the login screen, ensuring the user's account remains protected after logging out.

4. Dashboard

The EBOP Dashboard provides a consolidated, real-time view of key business operations, enabling more efficient and centralized management

Among its most notable elements are:

- **User Widget:** Personalized information for the active user.
- **My To Do Items:** A quick overview of the status of assigned tasks.
- **Latest Project Activity:** Tracking of progress and recent activity in ongoing projects.

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In addition, users can customize their view by selecting different options available in the **Dashboard Options** menu, tailoring the information to their specific needs.

5. Clients

The Clients section allows for organized and efficient management of the client database.

- **Add Client:**

  You can register new clients, classifying them by type (company or individual), and entering details such as name, location, contact information, and other relevant data.

Steps to Add a Client:

When selecting the "New Client" option, a form will open where the following fields must be completed:

- Company: Name of the company (required field).

Optional fields:

- Tax ID (NIF)
- Phone
- Website
- Client type
- Currency
- Default language
- Address
- City
- Province/State
- Postal Code
- Country

> **To save the changes, click the Save button.**

- Data Export:

  The registered information can be exported in various formats for analysis or backup purposes:

  - PDF

- Excel
- CSV
- Direct print option

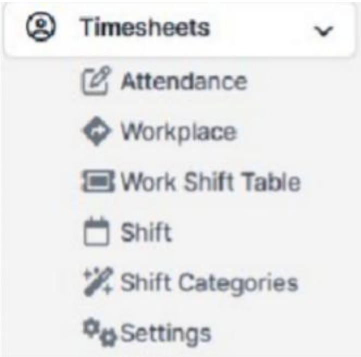
Steps to Export Data:

When selecting the Export option, a list will appear with choices to export to Excel, CSV, PDF, or Print.

- Select the desired option.
- The file will be saved in the chosen format.
- If "Print" is selected, a dialog will appear to choose a printer and print the client list.

6. Timesheets

The **Timesheets** section allows the administrator to perform detailed tracking of daily staff attendance, as well as manage edits, monthly closures, and data exports.



6.2. Attendance

This view displays the daily work hours logged by each worker. It provides search and filter tools to facilitate team analysis and supervision.

Available Features:

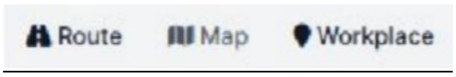
- Record Filtering:
  Allows information to be filtered by:
  - Month
  - Department
  - Role
  - One or multiple team members
- **Register / Verify:**
  The administrator can manually log a worker's attendance or verify an existing record.
- **Export to Excel:**
  Option to download the attendance list in Excel format for analysis or backup.
- **Edit:**
  Ability to manually adjust the number of hours worked per day.
  > Click the Save button to save changes.
  > Click Close if you don't want to keep the edits.
- **Close Attendance:**
  Locks the records for the selected month to prevent further modifications.

- **Reopen Attendance:**

If a monthly attendance record has been closed, this option allows it to be reopened for necessary adjustments.

6.3. Workplace

This feature allows the administrator to assign specific work locations to each worker, based on the corresponding day in the monthly calendar.



Key Features:

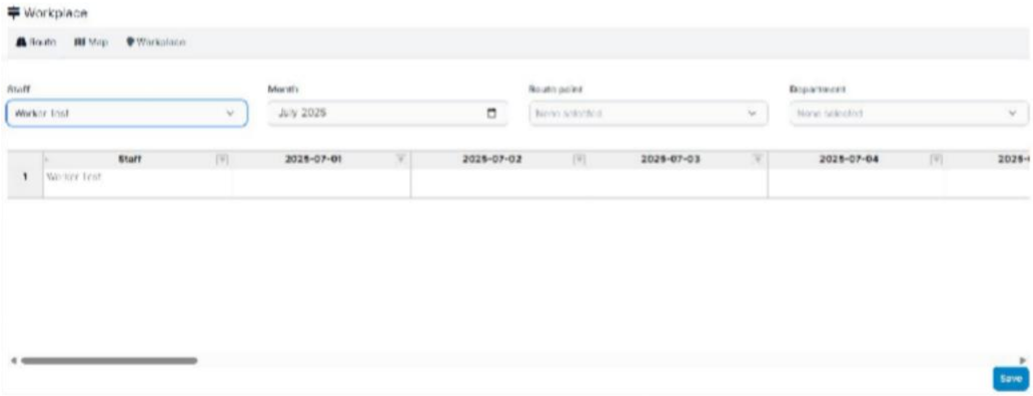
- **Route:**
  Displays a list view detailing the workers and the days of the current month. This layout makes it easy and visual to assign work locations quickly.
- **Work Location by Day:**
  The administrator can select a specific day in the calendar for a given worker and assign a designated work location for that date.

Once a work location is selected for a specific day, the corresponding change must be saved. This process can be repeated day by day and worker by worker, depending on planning needs.

Important:

After assigning all work locations, it is essential to click the Save button located at the bottom of the page. Only by doing this will all changes be confirmed and recorded in the system.

If this button is not clicked, the assignments will not be saved.



- **Map:**
  Displays a geographic view of the assigned work locations, allowing the administrator to verify coverage, distribution, and territorial planning.
- **Workplace:**
  Shows the list of existing work locations, with the ability to **Add**, **Edit**, or **Delete** any of them.

How to Add New route point:

By selecting the **Add** option, a form will open where the following fields must be completed:

- **Code:** The route point code
- **Name:** Name of the route point
- **Related to:** Choose one of the following:
  - **Customer:** Select the associated client
  - **Workplace:** Select the related work location
- **Address:** Physical address of the route point
- **Coordinates:**
  - **Latitude**
  - **Longitude**
- **Radius (m):** Action radius in meters

> Click the **Save** button to save the changes.
> Click **Close** if you do not wish to keep the changes.

Edit and Delete:
Options to edit or delete a work location are available in each row of the table, within the **Options** column.

Data Export:
The recorded information can be exported in different formats for analysis or backup:

- PDF
- Excel
- CSV
- Direct print option

Search Filters:

- By client
- Search by any item in the work location list

Export Steps:

When selecting the **Export** option, a list will appear with choices to export to Excel, CSV, PDF, or Print.

- Select the desired option.
- The document will be saved in the selected format.
- If **Print** is chosen, a form will appear to select the printer and print the client list.

6.4. Work Shift Table

The **Shift** Board section allows viewing the distribution of shifts assigned to each worker throughout the month.

Available Features:

- Shift visualization by worker.
- Search filters by:
  - Month
  - Department
  - Role
  - One or multiple workers

This view facilitates the planning and review of work schedules, ensuring adequate staff coverage.

6.5. Shift

This feature allows registering modifications to the team's work shifts, either individually or in groups.

Main Functionality: New (New Change)

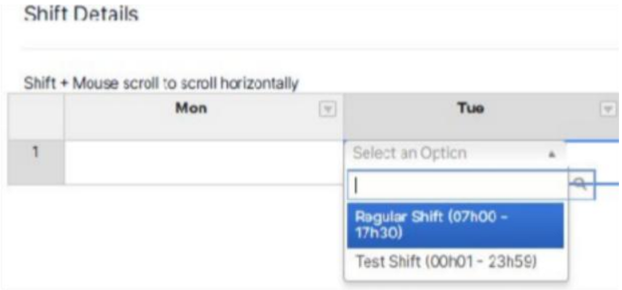
- **Enables creating a new shift change applicable to:**
  - Department
  - Role
  - Entire team
  - Specific workers

- **Change Period:**
  Define a date range during which the new shift will be applied.
- **Additional Options:**

- Repeat weekly
- Apply within a specific period

The system displays a table with the days of the week, where the user can manually enter the desired shift for each day.

Important:
To save the changes made, it is mandatory to click the Save button at the bottom of the page. If this is not done, the modifications will not be recorded.

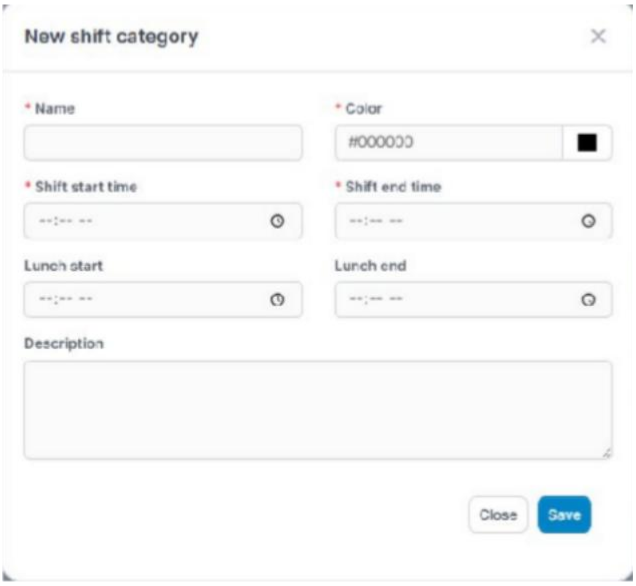


Edit and Delete:
The options to edit or delete a shift are available in each row of the table, within the Options column. From there, the administrator can modify the assigned shift details or delete it if necessary.

6.6. Shift Categories

The Shift Categories section displays the complete list of different work shifts registered in the system.
Available Features:

- **Shift Display:**
  Each shift includes detailed information on:
  - Start time
  - End time
  - Assigned lunch break schedule
- **Data Export:**
  The shift list can be exported in the following formats:
  - PDF
  - Excel
  - CSV
  - Direct print option
- **Add Shift:**
  Allows registering new work shifts with their respective start, end, and lunch break times. This feature is useful for adapting to different work schedules according to the area or type of personnel.



- **Edit and Delete:**
  Actions to edit or delete a shift are available for each item in the Options column.

6.7. Settings

The **Settings** section allows configuring general parameters related to personnel time and leave management. These configurations directly impact system functionality and the enforcement of the organization's internal policies.

Available Options:

- **Leave Rules:**
  Definition of general rules for requesting, accruing, or using leave.
- **Vacations:**
  Configuration of types of rest, including:
  - Planned event leave (scheduled vacations)
  - Unplanned leave (unexpected absences)
- **Approval Process:**
  Enables setting the steps and responsible parties for validating leave or absence requests.
- **Leave Types:**
  Classification of different types of leave available (sick leave, maternity, special permits, among others).
- **Other Parameters:**
  Ability to define additional settings related to internal time management policies.

7. Tasks

The **Tasks** section allows you to create, assign, and manage activities based on type, location, and execution date. It is ideal for coordinating the team's daily work and tracking task completion.

Creating a New Task

When selecting the New Task option, a form opens where the following fields must be completed:

- **Activity Type:**
  Choose between:
  - Completed Activities
  - Closing Activities
- **Task Name:**
  Free text field to specify the task name.
- **Start Date:**
  Indicate the scheduled start date for the task.
- **Related To:**
  Select the option Work Location.
- **Work Location:**
  Specify the location to which the task will be assigned. Type to search and select.
- **Attach Files:**
  Allows uploading one or more images as evidence for the task (optional).
- **Add Bulk Tasks:**
  Option to add multiple tasks at once; each entered line will be registered as a separate task (optional).
- **Task Description:**
  Additional details about the activity to be performed (optional).

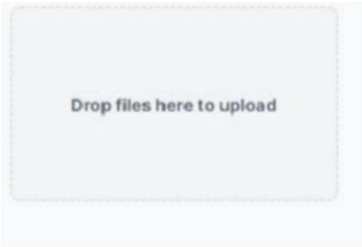
Available Actions for Each Task

When hovering over a task, the following options appear:

- **Edit:**
  Allows modifying the basic details of the task.
  Note: It is not possible to add or delete images from this view.
- **Delete:**
  Permanently removes the task from the system.

Manage Images:
To add or remove attached files:

1. Click on the task.
2. A screen with the task details will open.
3. To add images, drag them into the right-hand area labeled "Attached Files."
4. To delete an image, click the “X” located on the corresponding image.



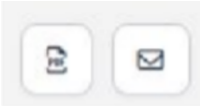
To delete an image in the **"Attached Files"** section, simply click the “**X**” icon that appears over the corresponding image. This action will remove the file from the task record.

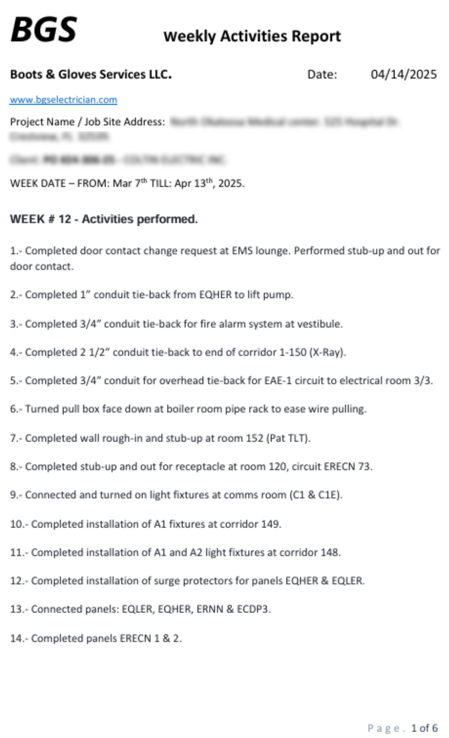
8. Reports

The **Reports** section provides detailed reports to facilitate the monitoring and analysis of completed activities.

Weekly Activities
This report provides a weekly summary of completed tasks, filtered by the selected day and work location.

- **The report includes:**
  - Breakdown of tasks grouped by activity type
  - Display of images attached to each task during the week
- **Additional available actions:**
  - Export the report in PDF format
  - Send the PDF file via email to one or more recipients





BGS **Weekly Activities Report**

Boots & Gloves Services LLC. Date: 04/14/2025

www.bgselectrician.com

Project Name / Job Site Address: [illegible]

[illegible]

WEEK DATE – FROM: Mar 7th TILL: Apr 13th, 2025.

WEEK # 12 - Activities performed.

1.- Completed door contact change request at EMS lounge. Performed stub-up and out for door contact.

2.- Completed 1" conduit tie-back from EQHER to lift pump.

3.- Completed 3/4" conduit tie-back for fire alarm system at vestibule.

4.- Completed 2 1/2" conduit tie-back to end of corridor 1-150 (X-Ray).

5.- Completed 3/4" conduit for overhead tie-back for EAE-1 circuit to electrical room 3/3.

6.- Turned pull box face down at boiler room pipe rack to ease wire pulling.

7.- Completed wall rough-in and stub-up at room 152 (Pat TLT).

8.- Completed stub-up and out for receptacle at room 120, circuit ERECN 73.

9.- Connected and turned on light fixtures at comms room (C1 & C1E).

10.- Completed installation of A1 fixtures at corridor 149.

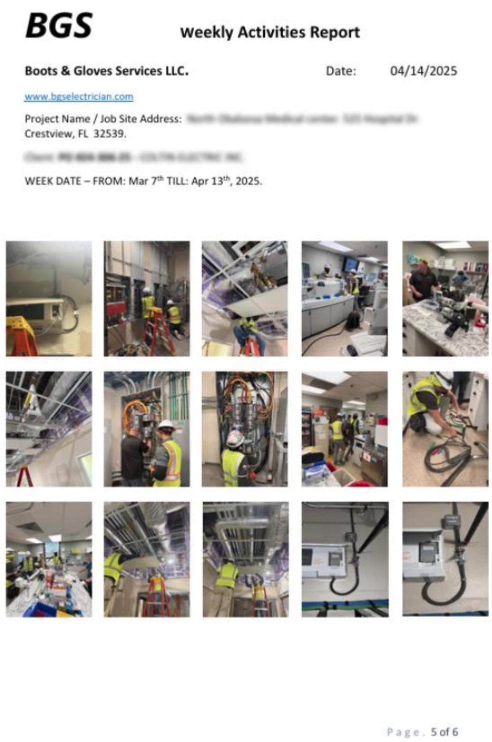
11.- Completed installation of A1 and A2 light fixtures at corridor 148.

12.- Completed installation of surge protectors for panels EQHER & EQLER.

13.- Connected panels: EQLER, EQHER, ERNN & ECDP3.

14.- Completed panels ERECN 1 & 2.

Page. 1 of 6



BGS **Weekly Activities Report**

Boots & Gloves Services LLC. Date: 04/14/2025

www.bgselectrician.com

Project Name / Job Site Address: [illegible]
Crestview, FL 32539.

[illegible]

WEEK DATE – FROM: Mar 7th TILL: Apr 13th, 2025.

Page. 5 of 6

Timesheet Reports

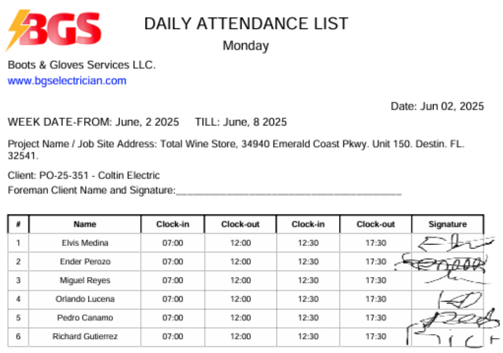
This section displays a detailed report that includes:

- Daily attendance list per worker
- Daily hours worked by each worker
- Total hours worked per worker during the week

Additional Actions:

- Export the report in PDF format
- Send the report via email to one or more recipients

Each of the displayed reports can be exported in the following formats: **PDF**, **Excel**, and **CSV**, and also includes the option to **print directly** from the system.



DAILY ATTENDANCE LIST

Monday

Boots & Gloves Services LLC.

www.bgselectrician.com

Date: Jun 02, 2025

WEEK DATE-FROM: June, 2 2025 TILL: June, 8 2025

Project Name / Job Site Address: Total Wine Store, 34940 Emerald Coast Pkwy. Unit 150. Destin. FL. 32541.

Client: PO-25-351 - Coltin Electric

Foreman Client Name and Signature:____________________________________

#	Name	Clock-in	Clock-out	Clock-in	Clock-out	Signature
1	Elvis Medina	07:00	12:00	12:30	17:30	
2	Ender Perozo	07:00	12:00	12:30	17:30	
3	Miguel Reyes	07:00	12:00	12:30	17:30	
4	Orlando Lucena	07:00	12:00	12:30	17:30	
5	Pedro Canamo	07:00	12:00	12:30	17:30	
6	Richard Gutierrez	07:00	12:00	12:30	17:30	

8. Settings

- **Team:** Displays the list of workers, allowing the administrator to add new team members, view their details, delete them, and export the list to PDF, CSV, Excel, or print.
- **Roles:** Role management section, where different roles within the system can be created, edited, or removed.
- **Settings:** General company settings, where you can change the language, date format, time zone, company information, financial settings, and more.

9. Settings

The **Settings** section allows the administrator to manage key aspects of the system and the organization, adapting it to specific needs.

- **Team:**
  Displays the list of workers. The administrator can:
  - Add new team members
  - View and edit worker information
  - Remove team members
  - Export the list in PDF, CSV, Excel formats, or print it directly
- **Roles:**
  Manage team roles and permissions, defining functions and access levels for each member.
- **Preferences:**
  General company settings, including:
  - System language
  - Date format
  - Time zone
  - General company information
  - Financial parameters and other relevant settings