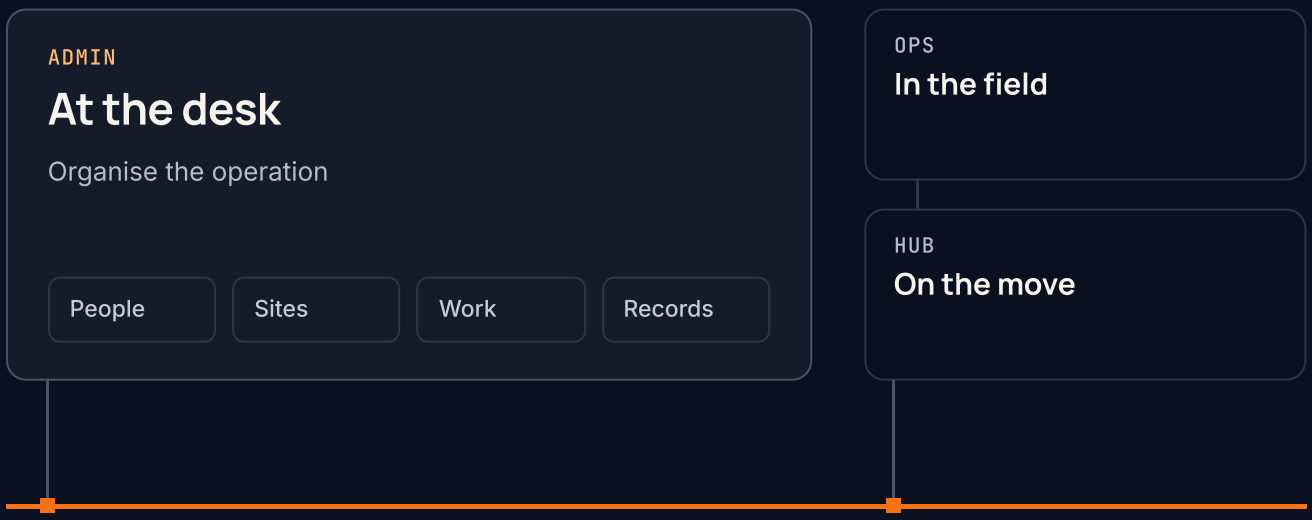
PRODUCT INFORMATION

Roveya Admin Overview

Organise the operation.

The web-based back office for coordinating people, clients, sites, work, compliance and commercial activity.



ADMIN · ONE OF THREE DISTINCT PRODUCTS

01 INTRODUCTION

A clearer view of the operation

Field-led services create activity across many people, sites and teams. Back-office staff need a reliable place to organise that activity, maintain records and see what needs attention.

Roveya Admin is the web-based back-office product in the Roveya ecosystem. It is designed for the people coordinating delivery, supporting the workforce, managing client and site information, overseeing compliance and administering commercial work.

Admin has a distinct role from Roveya Ops, the mobile product used by field operatives, and Roveya Hub, the mobile product for staff and managers acting on the move.

02 WHO IT IS FOR

Operations teams

Coordinate sites, work and day-to-day delivery.

Back-office teams

Maintain records, processes and commercial information.

Managers

Review progress, exceptions and decisions across the operation.

03 CONNECTED FOUNDATIONS

Start with the people, clients and places involved

Admin brings together the records that give operational work its context. Clients and sites identify where services are delivered and for whom. Team records identify the people involved. Work orders, inspections, issues and other activity records show what was requested, carried out and followed up.

A

Clients and sites

Organise customer and location information.

B

People and teams

Maintain the workforce context for delivery.

C

Work and activity

Coordinate tasks, work orders and site records.

D

Evidence and follow-up

Retain the records and actions arising from work.

04 PRODUCT SCOPE

One back office across the main areas of delivery

01 **Field operations**

Work orders, inspections, issues, timesheets and site activity.

02 **Projects**

Organise project work, tasks and schedules.

03 **Workforce & HR**

Administer people and workforce processes.

04 **Compliance & RAMS**

Manage risk assessments, method statements and relevant operational records.

05 **Finance & applications for payment**

Support invoicing, payment applications and commercial administration.

06 **Assets & inventory**

Maintain records of equipment and stock used in operations.

07 **CRM & sales**

Manage contacts, leads and opportunities.

08 **Reports & intelligence**

Review operational information and reporting.

05 IN PRACTICE

From planning to follow-up

An operations team may set up a client and site, organise work, assign responsibility, review activity and deal with the records produced during delivery. Admin gives back-office staff a structured place to coordinate those steps and see where attention is needed.

Illustrative example: Admin's role through a piece of work

ILLUSTRATIVE

MOMENT	ADMIN'S ROLE	RELATED PRODUCT
01 **Set up the work**	Organise the client, site and work record	—
02 **Carry out the work**	Monitor progress and review records	Roveya Ops supports the field operative
03 **Review an exception**	Assess the issue and decide the next action	Roveya Hub supports action on the move
04 **Complete the record**	Follow up evidence and commercial administration	—

Illustrative product roles only. Specific hand-offs and synchronisation are covered in the individual product overviews.

06 INTEGRATIONS

Working with other systems

Roveya's Integrations directory identifies which connections are available, in development or planned. The presence of a provider in that directory does not mean its connection is already available.

Roveya

Keep the operation organised.

07 DOCUMENTATION

Roveya Admin is one of three distinct products in the Roveya ecosystem. Continue with the Platform Overview for the wider picture, or explore how Ops and Hub support different people and ways of working.

Continue exploring

01 Roveya Platform Overview

03 Roveya Ops Overview

04 Roveya Hub Overview

05 Roveya Security & Trust Overview

06 Roveya Implementation Overview

See how Roveya fits your operation

roveya.io

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