

## I. For all users

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### *Register command*

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**SYNTAX:** **BCP REG <USERNAME> <LOCATION>**

Note: <location> can be manila or cebu

e.g

bcp reg juan.cruz manila

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### *You want to Join/Transfer to a project*

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**SYNTAX:** **BCP JOIN <PROJECT-NAME> <EFFECTIVE-DATE> <MANAGER>?**

Notes:

<manager> is optional, only specify if multiple manager owns the same project name.

<effective-date> format is MMM-DD-YYYY

MMM – First 3 letters of the month, for example jun,jul,dec

DD – 2-digit day, should prepend 0 if day is 1-9, so should be 01, 02, 09

e.g

bcp join chuden nov-09-2021

bcp join chuden nov-09-2021 justin.villa

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### *Set RBU*

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**SYNTAX:** **SET RBU <RBU>**

e.g

set rbu japan

set rbu asia

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## *Set SERVICE LINE*

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**SYNTAX:** `SET SERVICELINE <SERVICELINE>`

e.g

set serviceline jdu.as

set serviceline erp

set serviceline apps-dev-ceb

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## *Set Local Manager*

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**SYNTAX:** `SET LM <LM-USERNAME>`

e.g

set LM juan.cruz

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## *Sending of your own BCP*

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**SYNTAX:** `BCP <STATUS> <REASON>?`

Note: <reason> is required for non-tw <status>

e.g

bcp tw

bcp SL I have headache

BCP VLAM I have to go to the bank

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## *Proxying the sending of bcp for someone else*

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**SYNTAX:** **BCP** <USERNAME> <STATUS> <REASON>

Note: <username> is someone else's name, your team member for example

e.g

bcp juan SL no internet connection

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## *Show account information*

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**SYNTAX:** **BCP SHOW**

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## *Show commands info*

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**SYNTAX:** bcp help commands

## II. For managers or 2ic of managers only

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### *Register a project*

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**SYNTAX:** `BCP PROJECT ACTIVATE <PROJECT-NAME>`

e.g

bcp project activate Toki

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### *Add user role*

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**SYNTAX:** `ADD ROLE <ROLE>`

e.g

add role PM

add role BCP2IC

add role LM

add role LM2IC

add role OM

add role OM2IC

add role RBUHEAD

add role RBUHEAD2IC

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### *Show members*

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**SYNTAX:** `BCP MEMBERS`

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## *Sending reminder for NR members*

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**SYNTAX:** `BCP REMIND <CUSTOM MESSAGE>?`

Note: <custom message> is optional

e.g

bcp remind

bcp remind please send your bcp now

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## *Removing users*

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**SYNTAX:** `REMOVE USER <USERNAME> <EFFECTIVE-DATE>?`

Note:

<effective-date> is optional, format is MMM-DD-YYYY

MMM – First 3 letters of the month, for example jun,jul,dec

DD – 2-digit day, should prepend 0 if day is 1-9, so should be 01, 02, 09

Effective date should be 1 day after last day of employee with the company.

e.g

remove user juan.cruz

remove user juan.cruz nov-03-2021

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## *Proxy the joining/transferring of a member to a project*

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**SYNTAX:** `BCP <USERNAME> JOIN <PROJECT-NAME> <EFFECTIVE-DATE>`

Note:

<effective-date> format is MMM-DD-YYYY

MMM – First 3 letters of the month, for example jun,jul,dec

DD – 2-digit day, should prepend 0 if day is 1-9, so should be 01, 02, 09

e.g

bcp juan join chuden nov-12-2021

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## *Generating bcp report*

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**SYNTAX:** `BCP REPORT <ROLE>? BY <FORMATTING>?`

Note:

<role> is optional

<formatting> is optional, can be location or project

e.g

bcp report

bcp report PM by location

bcp report LM by project