# Step 1: Local Manager Registration

1. Local Manager registers to WeBCP using reg command

**Syntax**

bcp reg <username> <location>

*Note: <location> can be ceb or mnl*

*Example:*

bcp reg juan.cruz ceb

1. Local Manager add LM role

**Syntax**

add role lm

*Example:*

add role lm

1. Local Manager sets rbu

**Syntax**

set rbu <rbu-code>

*Example*:

set rbu japan

1. Local Manager sets serviceline

**Syntax**

set serviceline <serviceline-code>

*Example*:

set serviceline jdu.as

\*Note. Currently only jdu.as is allowed, will add others soon.

# Step 2: Project Manager Registration

1. Project Manager registers to WeBCP using reg command

**Syntax**

bcp reg <username> <location>

*Note: <location> can be ceb or mnl*

*Example:*

bcp reg juan.cruz ceb

1. Project Manager add PM role

**Syntax**

add role pm <LM-username>

*Example:*

add role pm joseph.benavides

\*Note: Please ask your LM’s username for <LM-username>

1. Local Manager sets rbu

**Syntax**

set rbu <rbu-code>

*Example*:

set rbu japan

1. Local Manager sets serviceline

**Syntax**

set serviceline <serviceline-code>

*Example*:

set serviceline jdu.as

\*Note. Currently only jdu.as is allowed, will add others soon.

# Step 3: Project Registration

1. Project Manager registers to project

**Syntax**

bcp project activate <project-name>

*Example:*

bcp project activate chuden.youchi

1. Local Manager registers to project

**Syntax**

bcp project activate <project-name>

*Example:*

bcp project activate jdu-as-div5

# Step 4: Member Registration

1. Member registers to WeBCP using reg command

**Syntax**

bcp reg <username> <location>

*Note: <location> can be ceb or mnl*

*Example:*

bcp reg juan.cruz ceb

# Step 5: PM/LM/Member joins the project

1. Project member will join the project

**Syntax**

bcp join <project-name> <effective-date> <manager>?

\*\* <project-name> is a registered project.

<effective-date> Date when the member will start reporting BCP to the project.

<manager> Optional. Required if project is owned by multiple managers.

Effective date format: MMM-DD-YYYY

\*Important:

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

Example:

bcp join chuden.youchi jun-16-2021

bcp join bench jun-21-2021 justin.villa

# Step 6: Send daily BCP status

Daily, each user will send his or her bcp status using the bcp commad below.

Syntax

bcp <status> <reason>?

Note: This is done on a daily basis, accepts from 6:00AM – 4:59PM. BCP can updated within this time range.

<status> can be

tw,sl,vl,el,lwop,slam,slpm,vlam,vlpm,elam,elpm,lowpam,lowppm

<reason> reason is required if status is not tw. Free text.

*Examples:*

bcp tw

BCP SL I have fever

Bcp VLAM Go to bank

As of 8/12, bcp tw does not accept additional comment/information but this may change as an optional parameter.

# Generating Reports

* **Syntax**
* bcp report <role>? by <formatting>?

Note:

**<role>** If not specified highest role is used.

So if member has LM role, then by default LM role is used.

**<formatting>** There is default formatting for specific role.

Can be overridden. Formatting can be “project” “location”.

Examples:

Bcp report

Bcp report pm

Bcp report lm2ic by location

Bcp report lm2ic by project

Bcp report om

# FAQ

1. Question: How to transfer to a new project?

Answer: The command to transfer to a new/different project is still the BCP Join command.

1. Question: How to show my bcp status of the day?

Answer: You have to execute the command “bcp show”

1. Question: How to know who my members are?

Answer: You have to execute the command “bcp members”

1. Question: How to remove my pm role?

Answer: You have to execute the command “remove role pm”. To remove lm role “remove role lm”, same will be fore lm2ic, bcp2ic, and om.

1. Question: How to change my username?

Answer: To change your usrename execute “set username <new-username>”

1. Question: How to change my location?

Answer: To change your location execute “set location <new-location>”. Currently support ceb or mnl

# Missing Feature? Please add below.

1. There is a plan to add a command to be able to send bcp status by proxy. Tentative syntax is below.

proxy <username> bcp <status> <reason>

e.g.

proxy juan.cruz sl need to go to hospital

Here, the person sending the command is the proxy of juan.cruz

1. Add a feature to apply planned vacation leaves. Or is it possible to integrate with Zinzai?