

# User Guide

To enter staff hours



glim

## 1. Access to the application


To access the platform, go to internet and type the following address:

<https://cta.glim.ch>

You can install the application on your phone by clicking "Install".  
You can also access it from a tablet or a computer



Se connecter

 Installer l'application

Android, IOS, Windows

Installer 

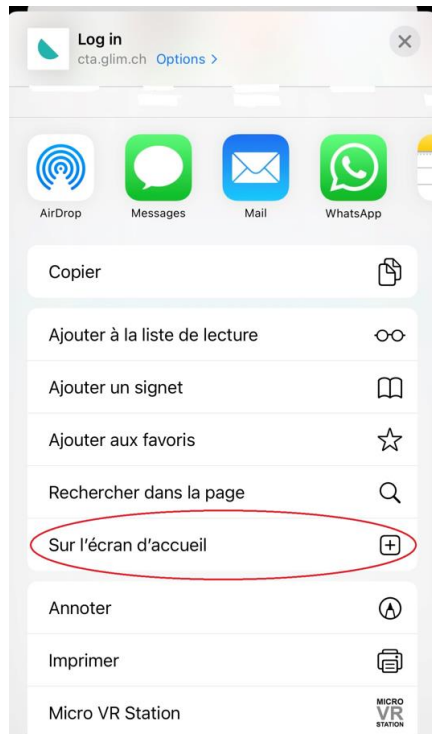
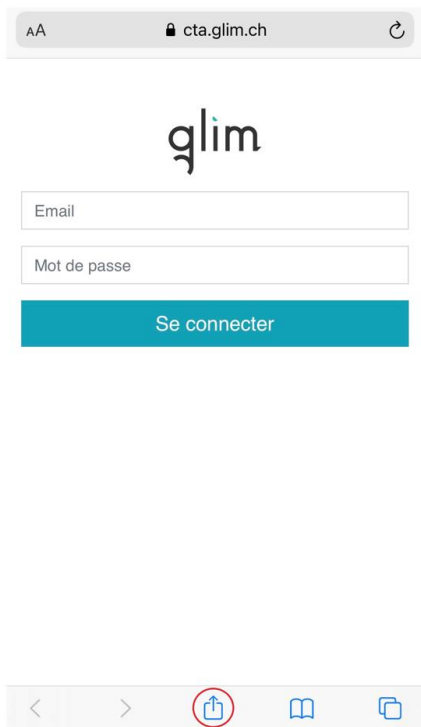
To connect :

Login : employee number.cta  
Password : employee number\_your year of birth  
(EXAMPLE : 19000\_1980)

**Your employee number is .....**

To install the App on Iphone, you can do it like that :

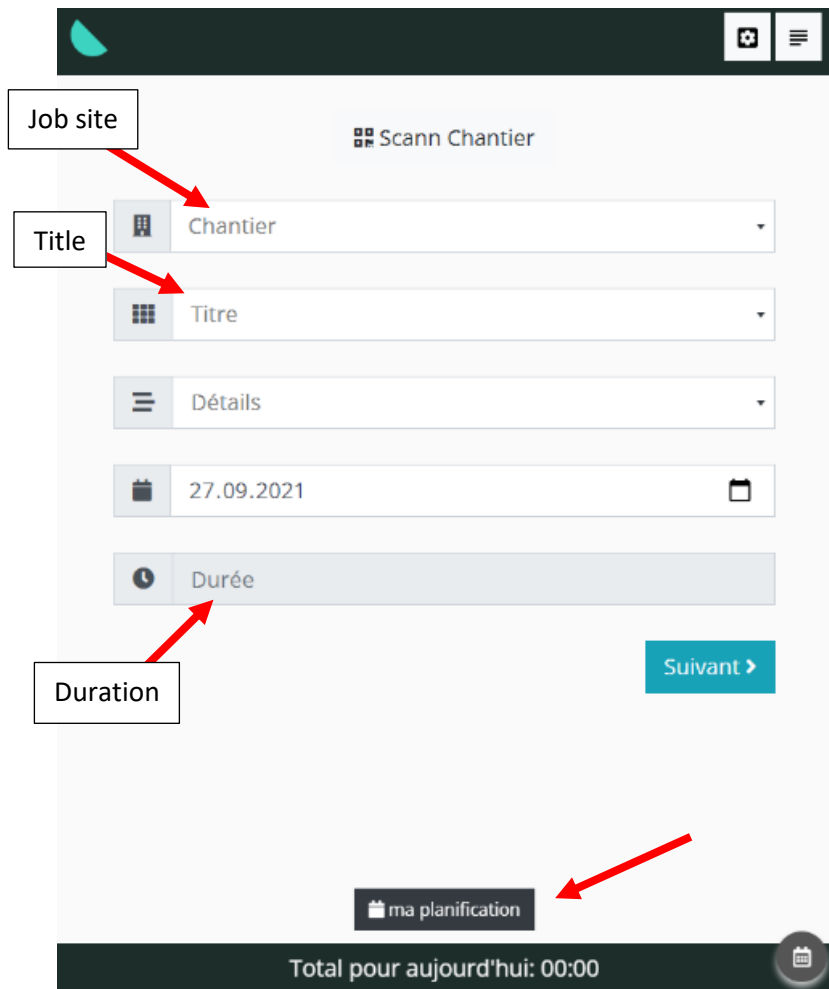
1. Click on the logo « share »
2. Click on « On home screen + »



## 2. Entry of the hours foreseen according to the contract (planned).

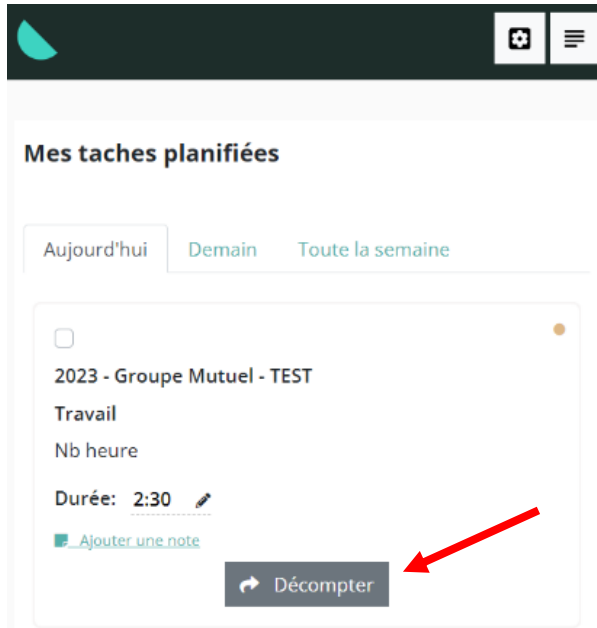
To validate your hours, make them appear by clicking on



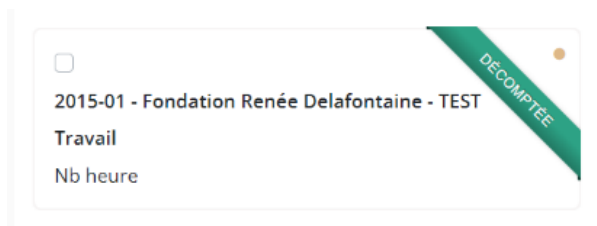



The screenshot shows a mobile application interface for planning hours. At the top, there is a header with a teal logo on the left and two icons (a plus sign and a list icon) on the right. Below the header, the main content area is titled 'Scann Chantier'. It contains several input fields: 'Job site' (with a dropdown menu showing 'Chantier'), 'Title' (with a dropdown menu showing 'Titre'), 'Détails' (with a dropdown menu showing 'Détails'), a date field showing '27.09.2021', and a 'Durée' (Duration) field. A blue button labeled 'Suivant >' is located to the right of the 'Durée' field. At the bottom of the form, there is a dark grey button labeled 'ma planification'. A black footer bar at the very bottom displays 'Total pour aujourd'hui: 00:00' and a calendar icon on the right. Red arrows point from external labels to the 'Job site', 'Title', 'Duration', and 'ma planification' elements.

Then, just click on



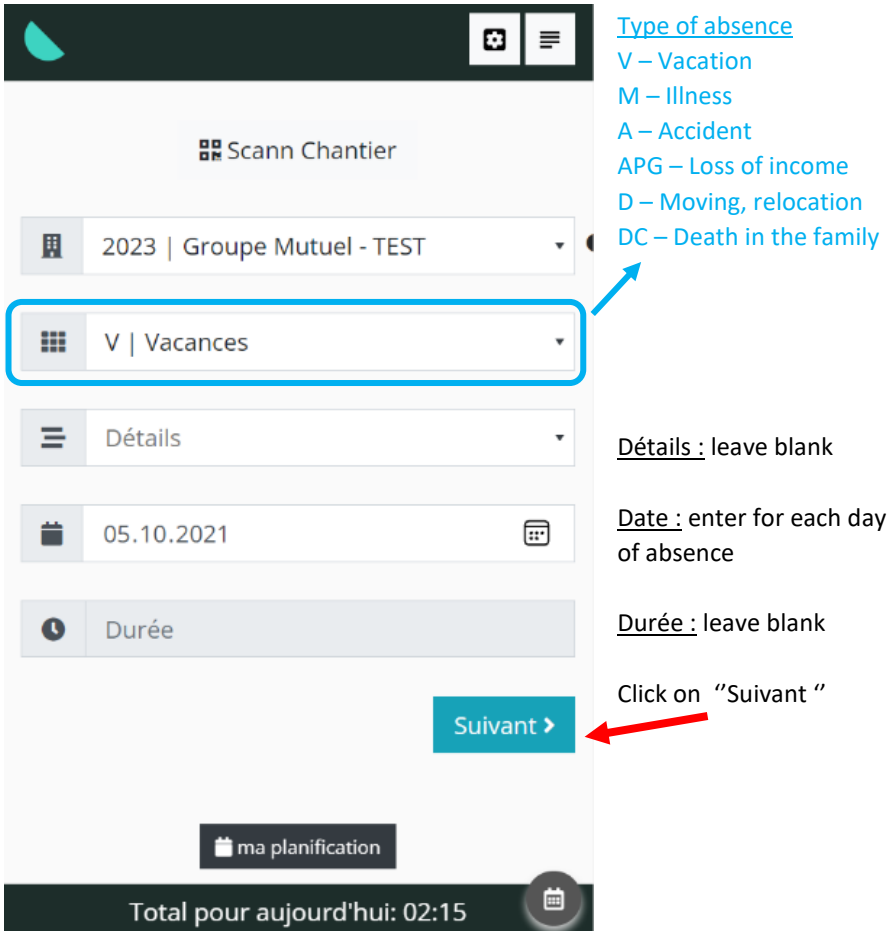
The hours you have validated are displayed with the visual « Décomptée »



BEFORE VALIDATING YOUR HOURS, it is also possible to modify them by clicking on the pencil  or to add a note : [Ajouter une note](#)

### 3. Entering an absence (vacation, illness, accident, etc.)

The absences must be entered 1x per day on your main site.



The screenshot shows a mobile application interface for entering an absence. The form includes the following fields and options:

- Scann Chantier** (Company name)
- 2023 | Groupe Mutuel - TEST** (Year and group)
- V | Vacances** (Type of absence, highlighted with a blue box and arrow)
- Détails** (Details dropdown)
- 05.10.2021** (Date)
- Durée** (Duration)
- Suivant >** (Next button, highlighted with a red arrow)
- ma planification** (My planning button)
- Total pour aujourd'hui: 02:15** (Total for today)

**Type of absence**  
V – Vacation  
M – Illness  
A – Accident  
APG – Loss of income  
D – Moving, relocation  
DC – Death in the family

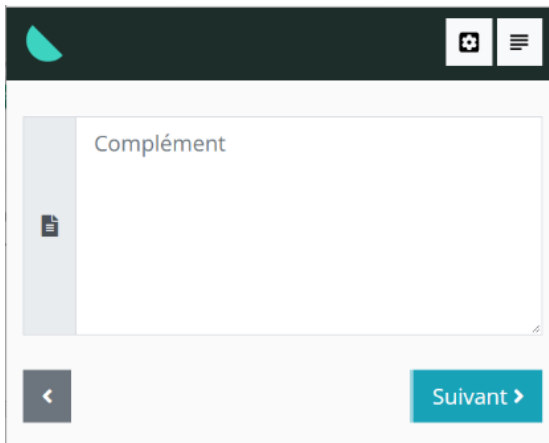
**Détails :** leave blank

**Date :** enter for each day of absence

**Durée :** leave blank

Click on “Suivant”

You can add comments in « Complément »



For ex. :

D – Moving, relocation

Indicate the new address

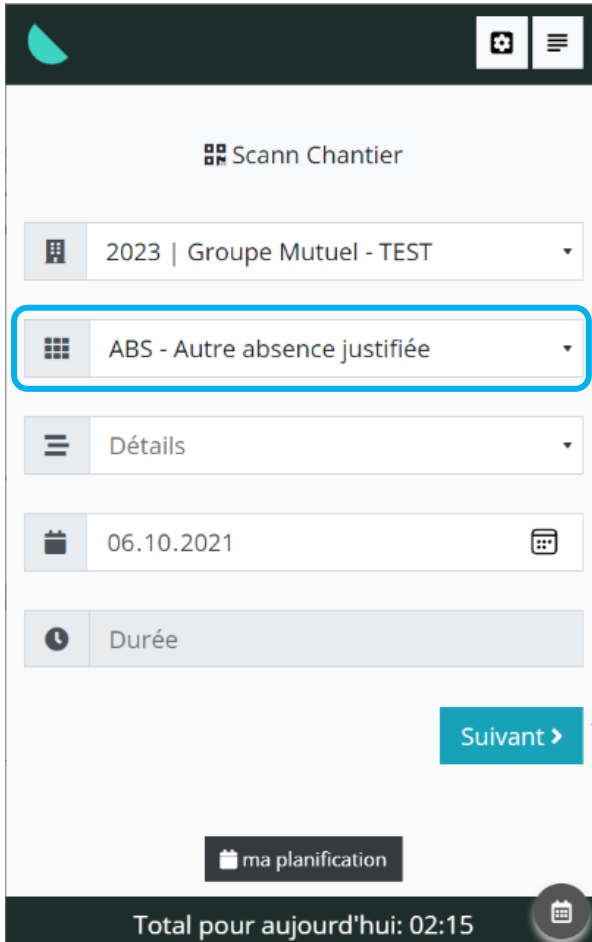
Then click on “Suivant >”



And don't forget to **validate**  
your hours !



In case of partial absence (you work in the morning and you are absent in the afternoon) you can enter an absence on a specific site :



Type of absence  
ABS – Other absence  
X – Unjustified absence  
RHT – Site closed COVID

Détails : leave blank

Date : enter for each day of absence

Durée : leave blank

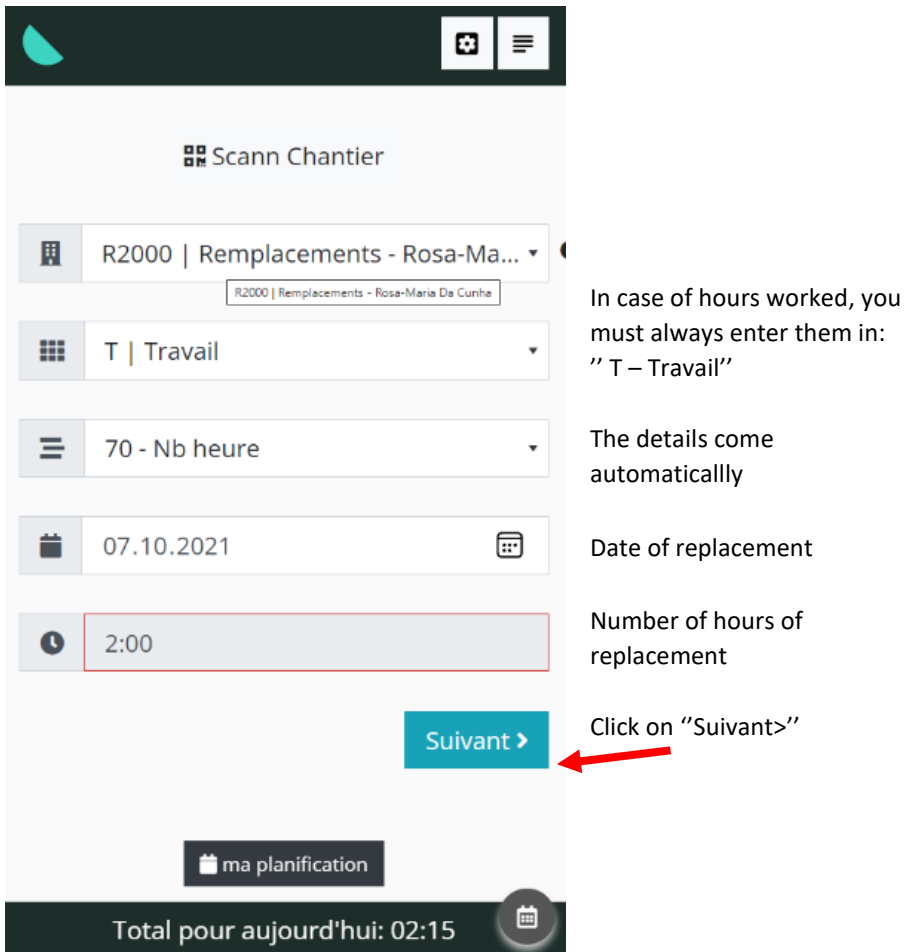
Click on "Suisant >"

And again, you must validate your entry (see previous page)



## 4. Entering replacement hours

When you need to do replacement hours on another job site, you will have to enter all your hours in a job site « Replacement – LEADER’S NAME » (in the name of the leader who asked you to work)



Scann Chantier

R2000 | Remplacements - Rosa-Ma...  
R2000 | Remplacements - Rosa-Maria Da Cunha

T | Travail

70 - Nb heure

07.10.2021

2:00

Suivant >

ma planification

Total pour aujourd'hui: 02:15

In case of hours worked, you must always enter them in: " T – Travail"

The details come automatically

Date of replacement

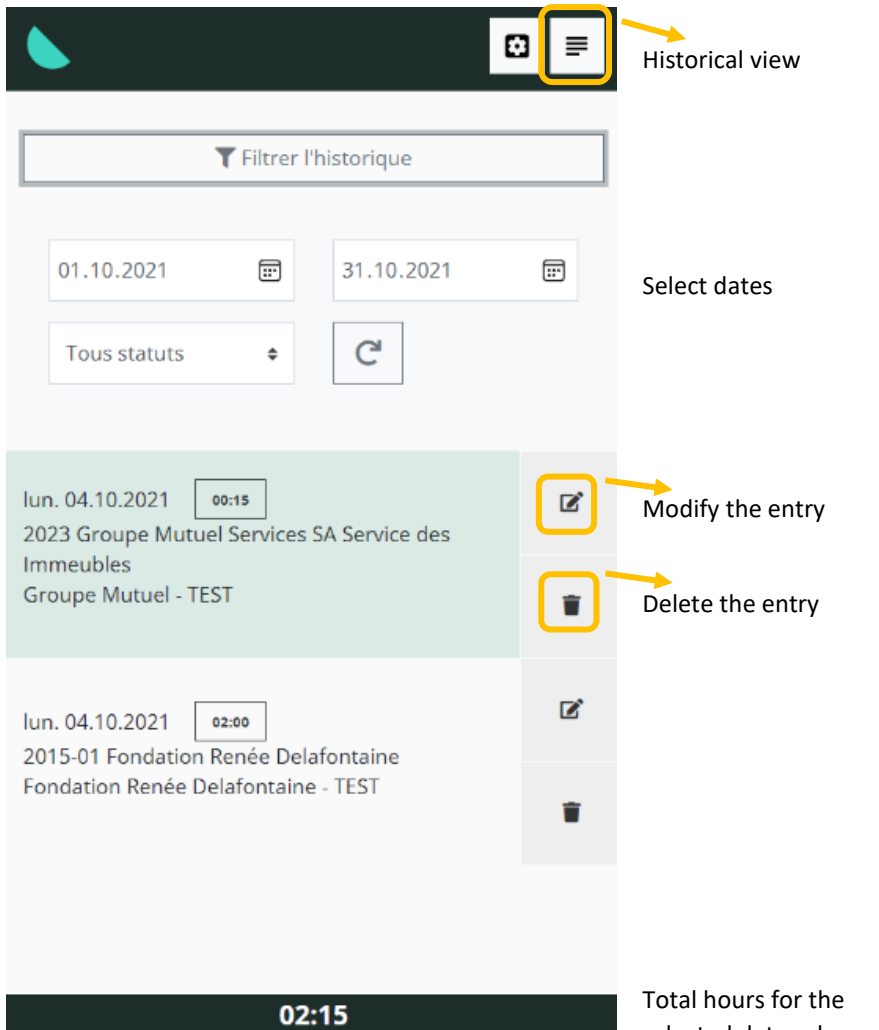
Number of hours of replacement

Click on "Suivant>"

As for the absence, do not forget to validate your entry by going to the end (see page 6).

## 5. Consult the history of entries and modify them

As long as your manager has not validated your hours, you can modify them



The screenshot shows a web interface for viewing and managing work history. At the top right, there is a 'Historical view' button (represented by a list icon) highlighted with a yellow box. Below this is a search bar labeled 'Filtrer l'historique'. Two date selection fields are present, with '01.10.2021' and '31.10.2021' selected, and a 'Tous statuts' dropdown menu. A list of entries follows, each with a date, a time box, and a description. The first entry is for '00:15' on 'lun. 04.10.2021' for '2023 Groupe Mutuel Services SA Service des Immeubles' and 'Groupe Mutuel - TEST'. This entry has a yellow box around its edit icon and a yellow arrow pointing to the text 'Modify the entry'. Below it, another yellow box highlights the delete icon, with a yellow arrow pointing to 'Delete the entry'. The second entry is for '02:00' on 'lun. 04.10.2021' for '2015-01 Fondation Renée Delafontaine' and 'Fondation Renée Delafontaine - TEST'. At the bottom, a dark bar displays '02:15' as the total hours for the selected dates. A yellow arrow points from the text 'Total hours for the selected dates above.' to this bar.

Historical view

Filtrer l'historique

01.10.2021 31.10.2021

Tous statuts

lun. 04.10.2021 00:15  
2023 Groupe Mutuel Services SA Service des Immeubles  
Groupe Mutuel - TEST

lun. 04.10.2021 02:00  
2015-01 Fondation Renée Delafontaine  
Fondation Renée Delafontaine - TEST

02:15

Select dates

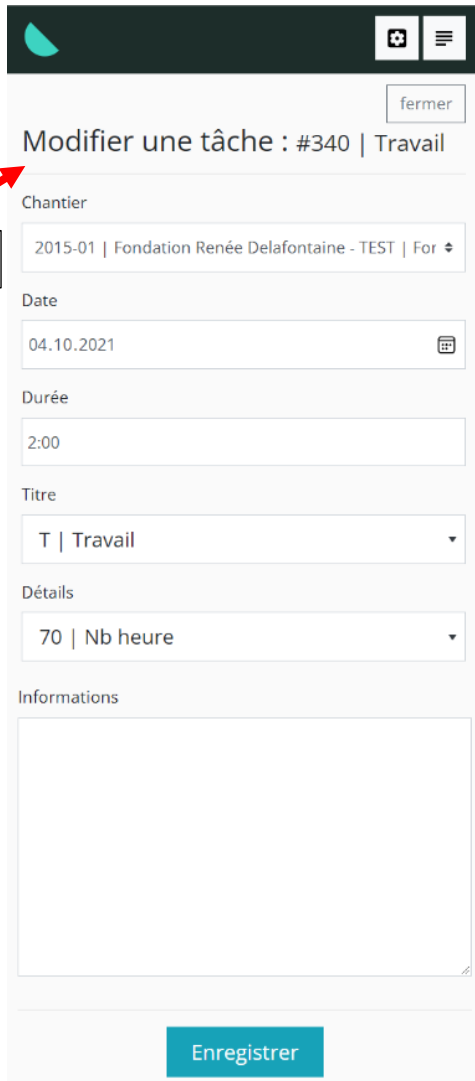
Modify the entry

Delete the entry

Total hours for the selected dates above.

Modify what is necessary and click on :

Enregistrer

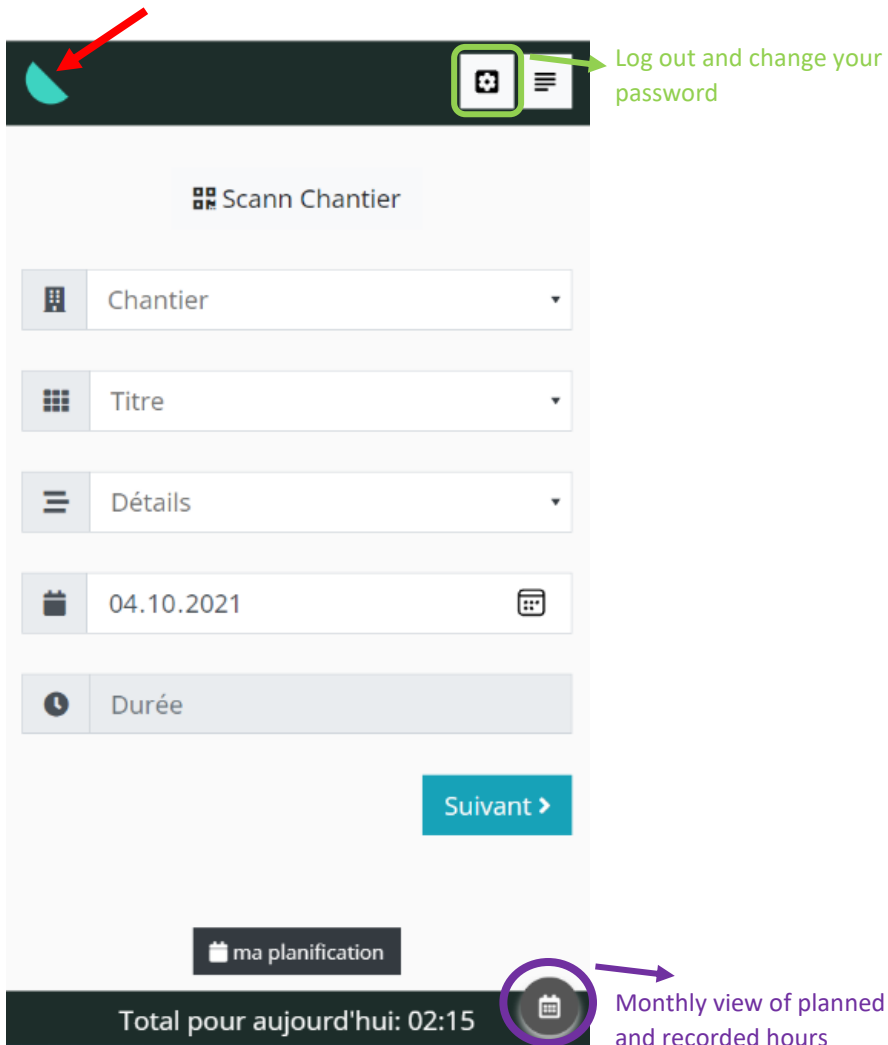


The screenshot shows a mobile application interface for editing a task. At the top, there is a dark header with a teal logo on the left and two icons (a plus sign and a list icon) on the right. Below the header is a light gray bar with a 'fermer' button. The main title is 'Modifier une tâche : #340 | Travail'. The form contains several fields: 'Chantier' with a dropdown menu showing '2015-01 | Fondation Renée Delafontaine - TEST | For'; 'Date' with a text input '04.10.2021' and a calendar icon; 'Durée' with a text input '2:00'; 'Titre' with a dropdown menu showing 'T | Travail'; 'Détails' with a dropdown menu showing '70 | Nb heure'; and 'Informations' with a large empty text area. At the bottom, there is a teal 'Enregistrer' button.

Modify a task

## 6. Explanation of other buttons

Return to the home page “accueil ” and make a new entry.



The screenshot shows the mobile application interface for "Scann Chantier". At the top, there is a dark navigation bar with a teal home icon on the left and a settings icon (a square with a gear) on the right. A red arrow points to the home icon, and a green box highlights the settings icon with a green arrow pointing to the text "Log out and change your password". Below the navigation bar, the main content area is titled "Scann Chantier" and contains several input fields: "Chantier", "Titre", "Détails", and a date field "04.10.2021". There is also a "Durée" field. A teal button labeled "Suivant >" is positioned to the right of the "Durée" field. At the bottom, there is a dark bar with a calendar icon and the text "ma planification". A purple circle highlights this icon with a purple arrow pointing to the text "Monthly view of planned and recorded hours". At the very bottom of the screen, a dark bar displays the text "Total pour aujourd'hui: 02:15".

## Monthly view of the planned and recorded hours

Septembre 2021						
Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi	Dimanche
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Association Rente Desalpinisme - Amalgameurs 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> </div>						
27	1.50	28	4.00	29	1.00	30
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Association Rente Desalpinisme - Amalgameurs 1.50 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Fondation Rente Desalpinisme - Fondation 4.00 Rente Desalpinisme - TEST</p> </div> <div style="width: 15%;"> <p>Fondation Rente Desalpinisme - Fondation 1.00 Rente Desalpinisme - TEST</p> </div> <div style="width: 15%;"> <p>Fondation Rente Desalpinisme - Fondation 2.00 Rente Desalpinisme - TEST</p> </div> </div>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Association Rente Desalpinisme - Amalgameurs 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> <div style="width: 15%;"> <p>Groupes Mutual Services SA Service des Amalgameurs - Groupe Mutual - TEST</p> <p>Fondation Rente Desalpinisme - Fondation 0.00 Rente Desalpinisme - TEST</p> <p>COSEC Code Supplémentaire en - COSEC - Code 0.00 Supplément en - TEST</p> </div> </div>						
Heures effectuées 8.50						

This procedure is available in the GED under general documents « Documents généraux ».