

Guia de utilização

Para a introdução das horas de trabalho



glim

1. Aceder à aplicação

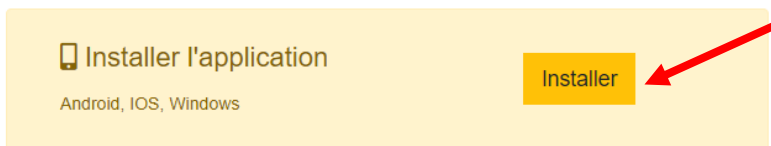
Para aceder à plataforma é necessário abrir a internet et escrever o endereço seguinte :

<https://cta.glim.ch>

Pode instalar a seguinte aplicação no seu telemóvel clicando em « Installer »
Pode igualmente aceder a partir de um computador ou tablet



The image shows the Glim login interface. At the top is the 'glim' logo. Below it are two input fields: the first contains the text '65725.dba' and the second contains a series of dots representing a password. Below the input fields is a teal button with the text 'Se connecter'.



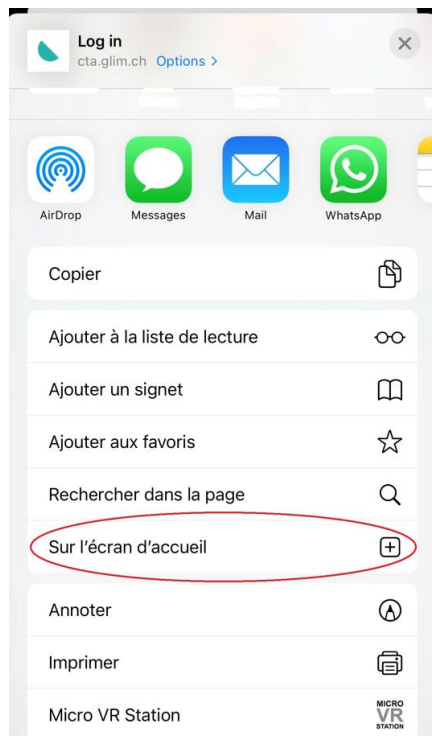
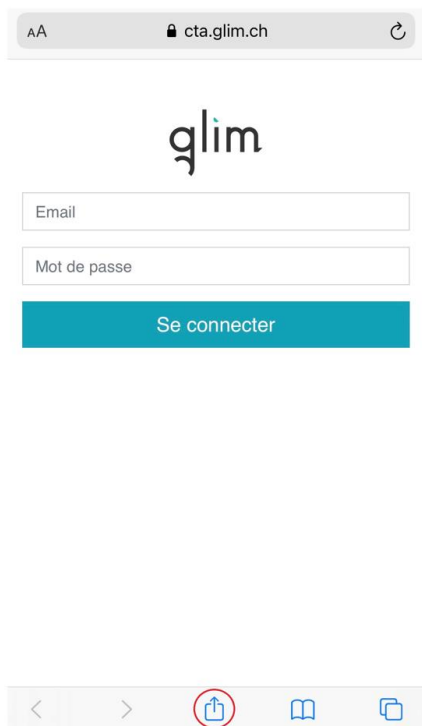
Para iniciar sessão :

Nome de utilizador : n°colaborador.dba
Palavra-passe : n°de colaborador_o seu ano de nascimento
(EXEMPLO : 19000_1980)

O seu n° de colaborador é :


Para instalar a aplicação no seu Iphone, siga as seguintes instruções :

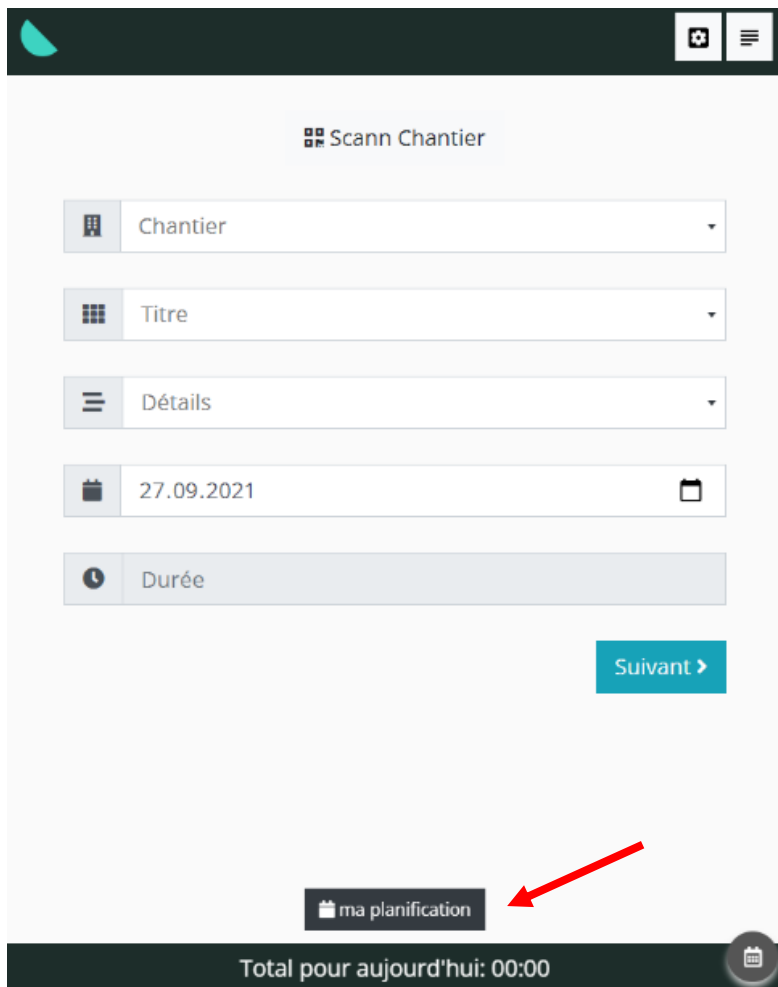
1. Clicar no logo partilhar assinalado abaixo a vermelho
2. Clicar no « Sur l'écran d'accueil + »



2. Introdução das horas previstas segundo o contrato (planificadas)

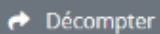
Para validar as suas horas, faç-as aparecer clicando em

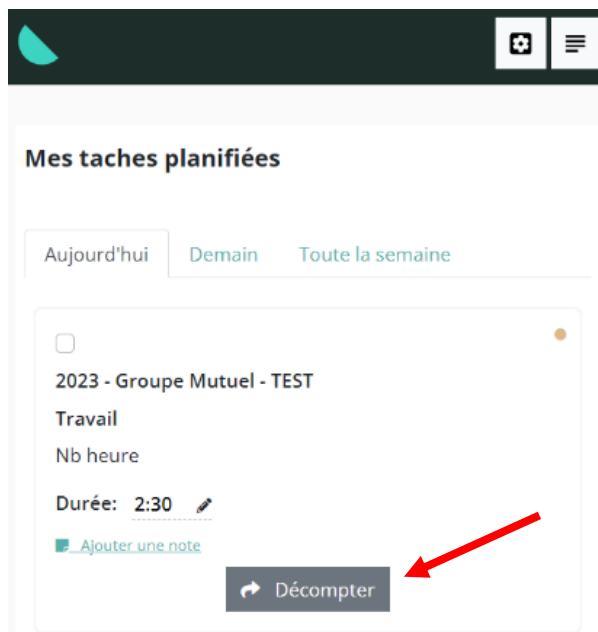
 ma planification



The screenshot shows a mobile application interface for 'Scann Chantier'. At the top, there is a dark header with a teal logo on the left and two icons (a gear and a list) on the right. Below the header, the title 'Scann Chantier' is centered. The main content area contains five input fields, each with an icon on the left and a dropdown arrow on the right: 'Chantier' (with a building icon), 'Titre' (with a grid icon), 'Détails' (with a list icon), '27.09.2021' (with a calendar icon), and 'Durée' (with a clock icon). A teal button labeled 'Suivant >' is positioned to the right of the 'Durée' field. At the bottom of the form, there is a dark button labeled 'ma planification' with a calendar icon, which is highlighted by a red arrow. The bottom of the screen features a dark footer with the text 'Total pour aujourd'hui: 00:00' and a circular calendar icon on the right.


Em seguida clique em





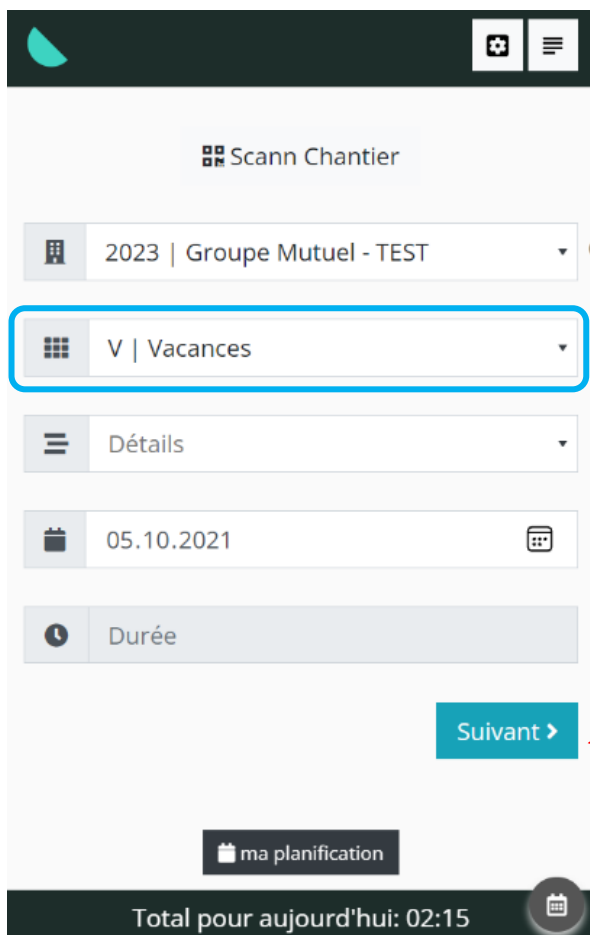
As horas que você validou serão apresentadas com o visual **« Décomptée »**



ANTES DE VALIDAR AS SUAS HORAS é igualmente possível modicá-las clicando no lápis  ou em [Ajouter une note](#) (escrever uma nota)

3. Introdução de uma falta/ausência (férias, doença, acidente, etc.)

As suas ausências devem ser introduzidas 1x por dia no vosso local de trabalho principal.



The screenshot shows the mobile app interface for entering an absence. At the top, there is a header with a logo and navigation icons. Below that, the user's name 'Scann Chantier' is displayed. A dropdown menu shows the year '2023' and the group 'Groupe Mutuel - TEST'. The absence type is set to 'V | Vacances', which is highlighted with a blue box and a blue arrow pointing to the legend on the right. Below this, there is a 'Détails' dropdown menu. The date '05.10.2021' is entered in a date field. The 'Durée' (Duration) field is currently empty. At the bottom right, there is a blue button labeled 'Suivant >' (Next), which is highlighted with a red arrow. At the very bottom, there is a dark bar with a calendar icon and the text 'ma planification' and 'Total pour aujourd'hui: 02:15'.

Tipo de ausência:

V – Férias

M – Doença

A – Acidente

APG – Perda de salário

D – Mudança de casa

DC – Morte

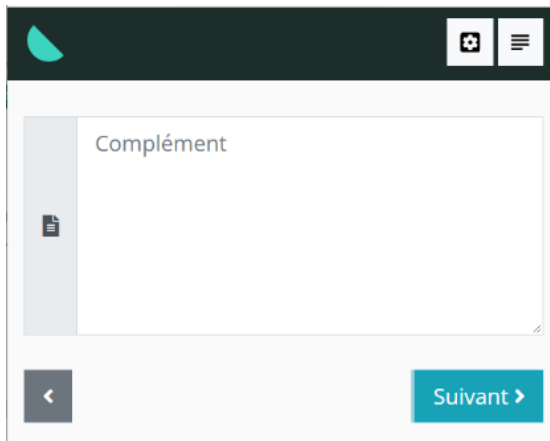
Détails: não preencher

Data: introduzir para cada dia de ausência

Durée: não preencher

Clicar em Suivant >

Pode introduzir comentários na janela: « Complément »



Por ex.:

D – Déménagement
(mudança de casa)

Escrever a sua nova morada

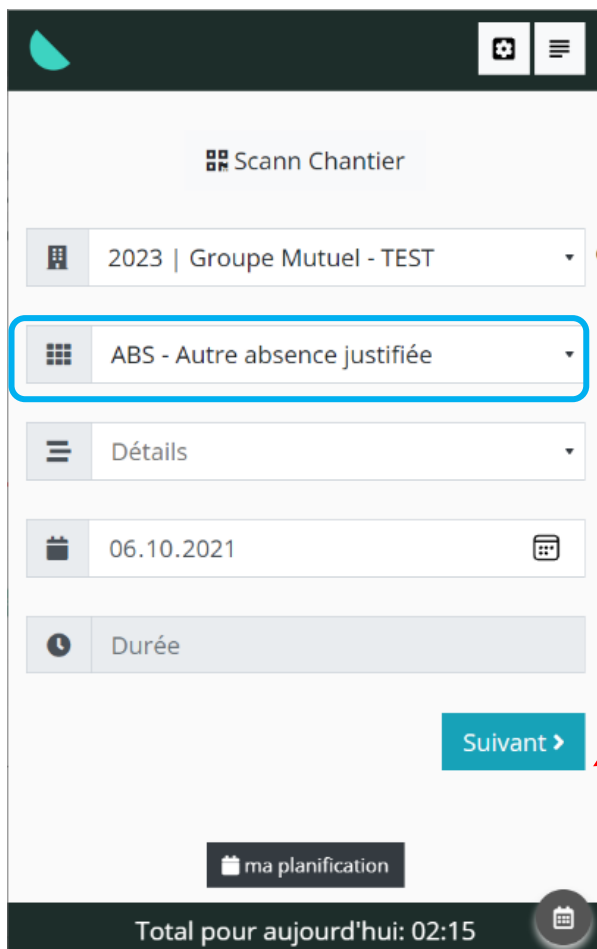
Depois clicar em Suivant >



**E sobretudo, não se esqueça
de validar as suas horas !**



Em caso de ausência parcial (você só trabalha durante a manhã ou durante a tarde) você pode introduzir a sua ausência no seu local de trabalho específico:



Tipo de ausência :
ABS – Outra ausência
X – Ausência injustificada
RHT – Lugar de trabalho
fechado por causa da
COVID-19

Détails: não preencher

Data: introduzir para
cada dia de ausência

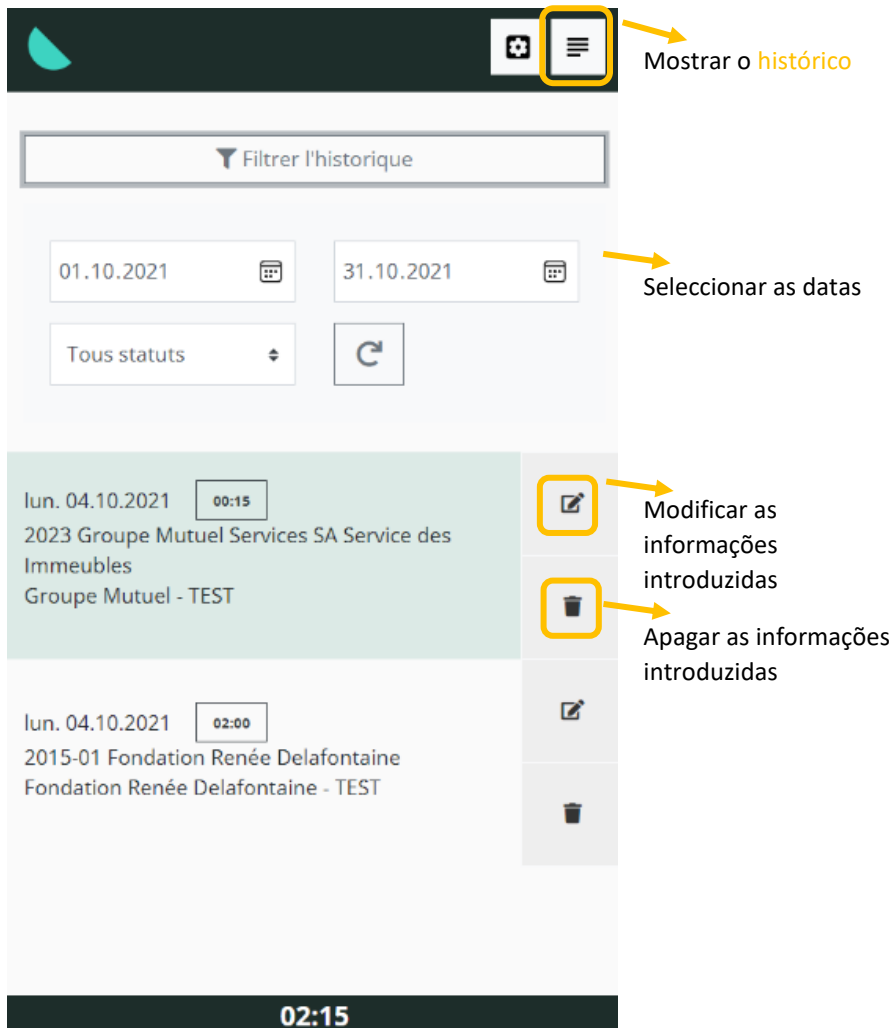
Durée: não preencher

Clicar em Suivant >

É novamente necessário clicar em validar « valider » as informações que introduziu (ver página anterior).

4. Consultar o histórico de horas introduzidas e modificá-las

Se o seu responsável ainda não validou as suas horas, você pode modificá-las



Mostrar o **histórico**

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

Modificar as informações introduzidas

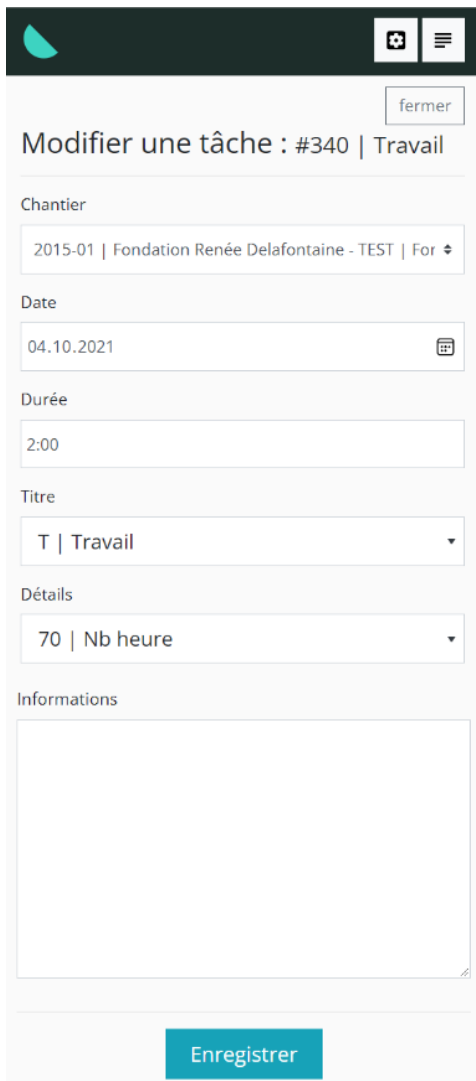
Apagar as informações introduzidas

Seleccionar as datas

Total de horas para as datas seleccionadas acima

Modifier as informações et depois clicar em

Enregistrer



The image 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 button labeled "fermer". 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 button labeled "Enregistrer".

fermer

Modifier une tâche : #340 | Travail

Chantier

2015-01 | Fondation Renée Delafontaine - TEST | For

Date

04.10.2021

Durée

2:00

Titre

T | Travail

Détails

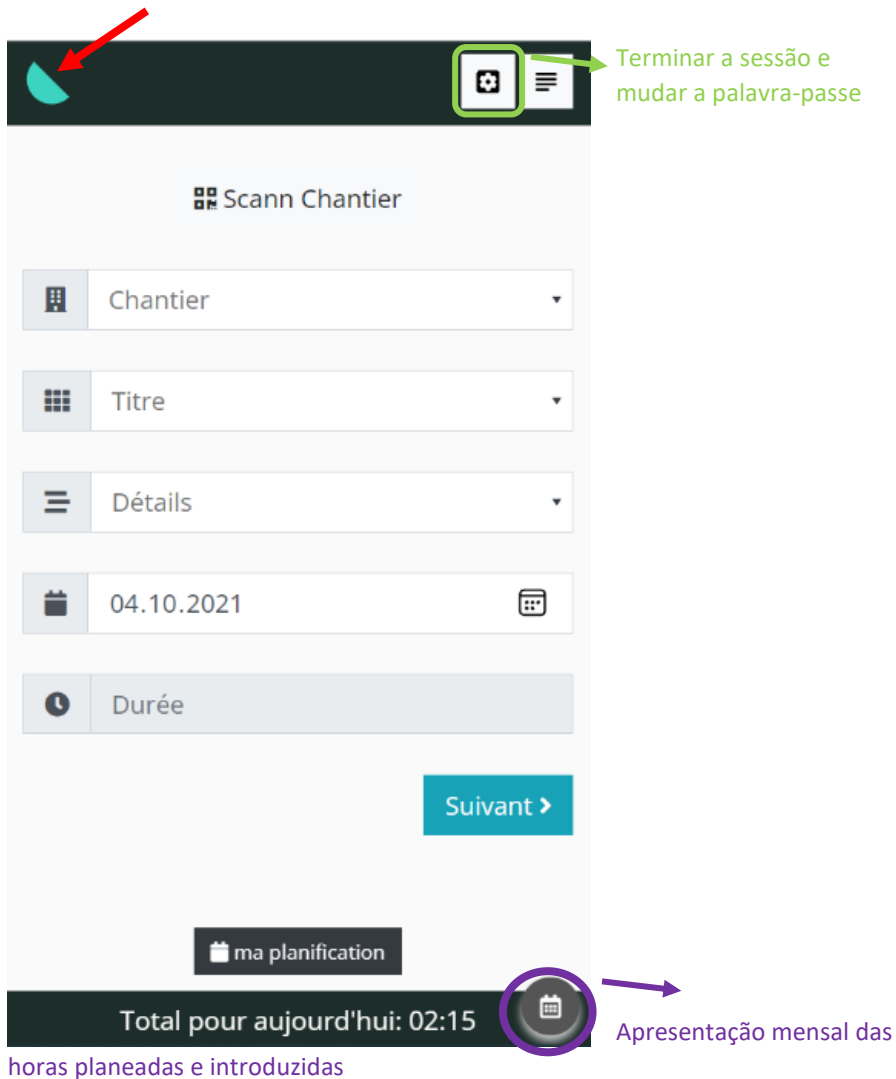
70 | Nb heure

Informations

Enregistrer

5. Explicação para outros botões

Voltar à **página inicial** e introduzir novamente horas



The screenshot shows the Scann Chantier mobile application interface. At the top, there is a dark header bar. On the left side of the header, there is a teal circular icon with a white crescent shape inside, pointed to by a red arrow. On the right side of the header, there is a white square button with a teal gear icon, highlighted by a green box and pointed to by a green arrow. To the right of this button is a white square button with a teal list icon. A green arrow points from the text "Terminar a sessão e mudar a palavra-passe" to the gear icon button.

Below the header, the main content area is white. At the top of this area, there is a header "Scann Chantier" with a grid icon. Below this, there are several input fields:

- A field labeled "Chantier" with a grid icon on the left and a dropdown arrow on the right.
- A field labeled "Titre" with a grid icon on the left and a dropdown arrow on the right.
- A field labeled "Détails" with a list icon on the left and a dropdown arrow on the right.
- A field labeled "04.10.2021" with a calendar icon on the left and a calendar icon on the right.
- A field labeled "Durée" with a clock icon on the left.

At the bottom right of the main content area, there is a teal button labeled "Suivant >".

At the bottom of the main content area, there is a dark grey button labeled "ma planification" with a calendar icon.

At the very bottom, there is a dark grey bar with white text: "Total pour aujourd'hui: 02:15". To the right of this bar, there is a circular purple button with a white calendar icon, highlighted by a purple circle and pointed to by a purple arrow. A purple arrow points from the text "Apresentação mensal das horas planeadas e introduzidas" to this button.

Apresentação mensal das horas planeadas e introduzidas

Octobre 2022											
Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi	Dimanche					
					1	2					
3	5.00	4	5	5.00	6	5.00	7	5.00	8	5.00	9
- Interhome - Vecorin Appart. Mensuels	5.00		- Interhome - Vecorin Appart. Mensuels	5.00	- Interhome - Vecorin Appart. Mensuels	5.00	- Interhome - Vecorin Appart. Mensuels	5.00	- Interhome - Vecorin Appart. Mensuels	5.00	

Este documento é disponível na GED na rubrica « Documents généraux ».