zvoove Work App - Manual

Table of Contents

1. Scope of Application 1
2. General 1
3. App Installation & Initial Login 3
2. The Modules 5
   - 2.1. Overview 5
   - 2.2. Getting Started – Settings 6
   - 2.3. Contact Person 7
   - 2.4. Assignment List 8
   - 2.5. Advertise Employees Program 9
   - 2.6. Hours Registration / Time Tracking 10
   - 2.6.1. Entering Working Hours 10
   - 2.6.2. Editing and Deleting Working Hours 12
   - 2.6.3. Uploading Recorded Working Hours 13
   - 2.7. Timesheets 15
   - 2.8. Vacation Request / Overtime Compensation Request 16
   - 2.9. Downloads, Payroll, SV Reports, Income Tax Certificates, A1 Requests 18
   - 2.10. My Data 19

1. Scope of Application

This guide applies to bindan GmbH & Co. KG and all associated branches.

2. General

The zvoove Work App is the mobile app for operational employees to record and manage their working hours and absences directly via smartphone. It enables:

- Time tracking and uploading of hours
- Leave and overtime requests
- Downloading important documents
- Referring new employees
- Real-time notifications for assignments and approvals

This keeps all information readily accessible – conveniently in one app.

zvoove Work App - Manual

Don’t want to read through the entire guide?

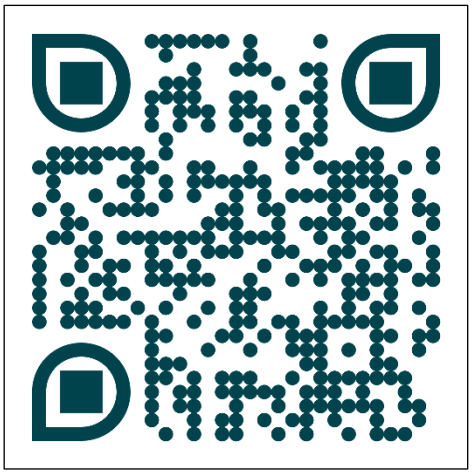
Then watch the quick start guide for the zvoove Work App as a video.

Use the following link:

https://youtu.be/9UJ3qn3TVFQ

OR

scan the QR code with your smartphone



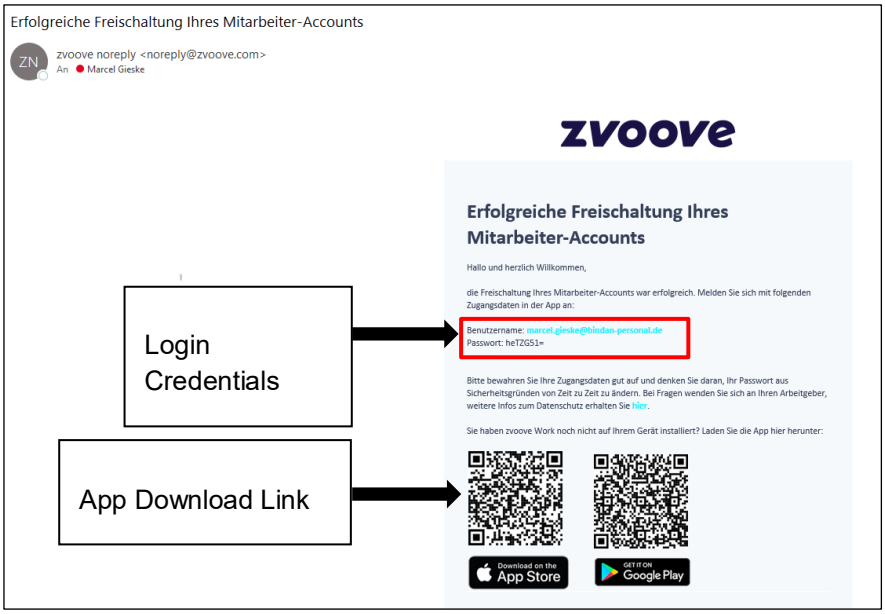
A chapter overview can be found in the video description or below to jump directly to the desired topic:

Chapter	Minute
1. App Installation & Initial Login	0:06
2. Getting Started & Settings	0:55
3. Contact Person	2:14
4. Assignment List	2:35
5. Hours Registration / Time Tracking	3:36
6. Timesheets	7:33
7. Vacation Request & Overtime Compensation	8:27
8. Downloads & Documents	10:55
9. Managing My Data	11:39
10. Advertise Employee	12:49

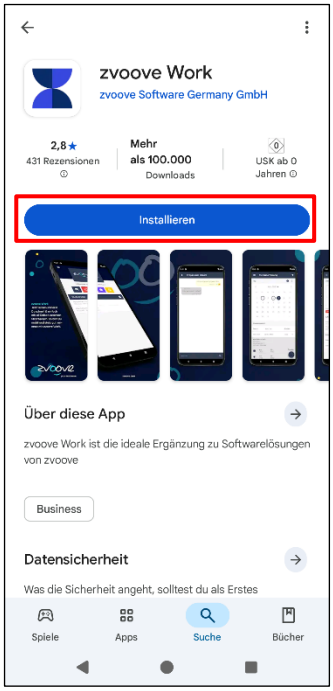
3. App Installation & Initial Login

1. **After the branch has created your access, you will automatically receive an invitation email containing the following:**

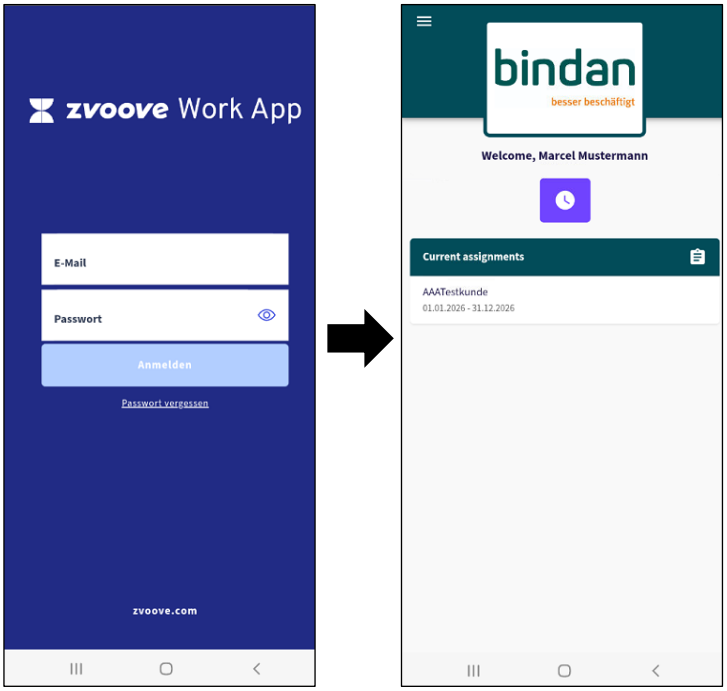
    - your personal login credentials
    - The download link for the Work App in the App Store (iOS) or Google Play (Android)



2. **Open the download link to the Work App in the App Store (iOS) or Google Play (Android) and install the app**



3. **After installing the app, enter the login credentials that were sent to you**
   - after that, the app remains logged in



<u>Note regarding a lost initial login</u>

Reset password in the app
– In the login screen, **„Passwort vergessen“** select and follow the instructions.

4. **After opening the app, the dashboard is displayed directly, offering the following sections:**

Hour Registration / Time Tracking
accessible via the clock icon - This links to the guide of Hours Registration / Time Tracking

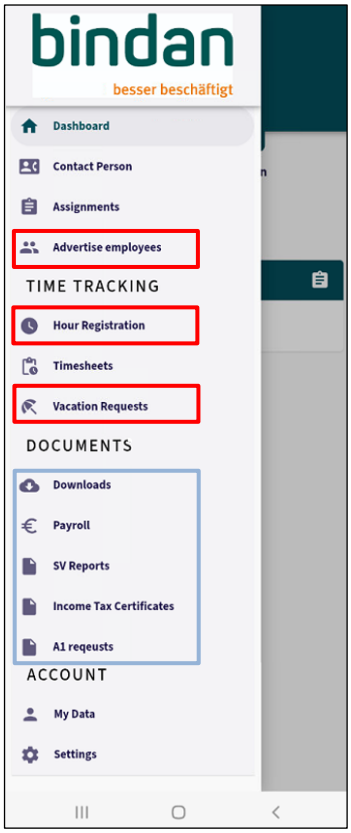
Menu Overview
accessible via the menu icon or by swiping (swipe) from the left screen edge

Current Assignments - Overview of all active assignments (past assignments are viewable)

2. The Modules

2.1. Overview

The menu overview with the various sections can be opened via the menu icon or by swiping (swipe) from the left screen edge.



The Work App offers three interactive functions:

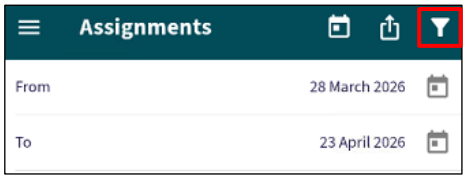
1. **Advertise employees**
2. **Hour Registration / Time Tracking**
3. **Vacation Requests**

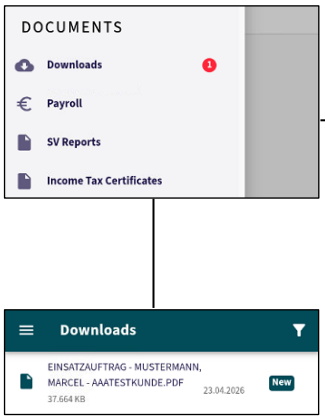
Sections where documents are available for download

Filter Function

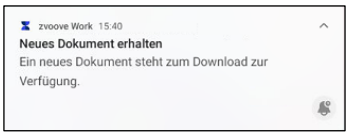
- In many modules, a filter function is available in the top right corner, which can be used to narrow down specific time periods.

Example: Filtering assignments within the assignment list

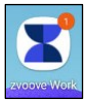




- A red number next to a module indicates that new documents are available there.
- With push notifications enabled, a notification about new documents is sent even before the app is opened.

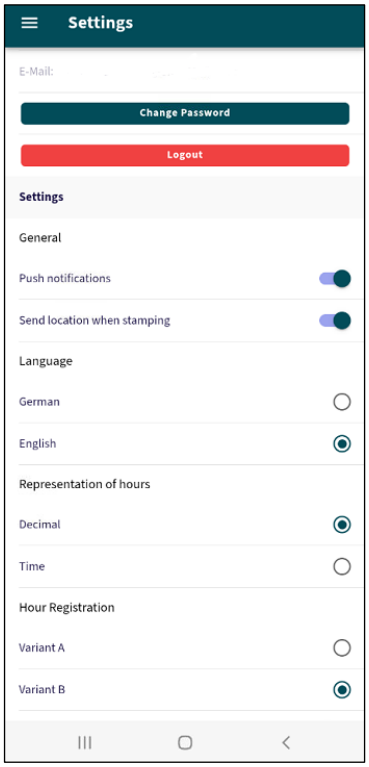


- The red number on the app icon shows the number of new documents



2.2. Getting Started – Settings

Before using the zvoove Work App extensively, it is recommended to configure the **most important settings.**



Enable Push Notifications

- Push notifications provide real-time information about new assignment orders, approvals (e.g. vacation), or documents.

Display of Hours

- Recorded working hours can be displayed in the following formats:
  - Decimal, e.g. 7.50 hrs.
  - Time format, e.g. 7:30

Time Tracking – Mode Selection

- **Option A:** Open calendar first → select day → choose desired assignment
- **Option B:** Select assignment first → the calendar then opens for date selection

Option B: Assignment Selection

Language

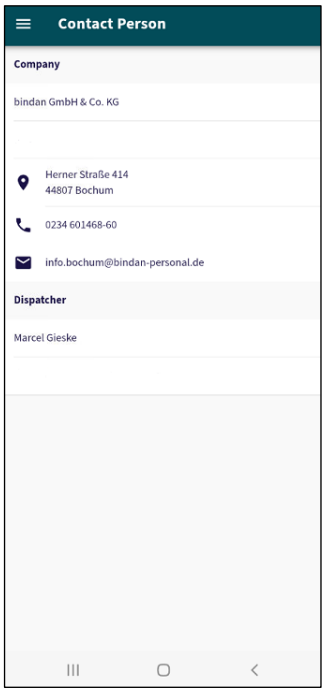
The app is available in the following languages:

- German
- English
- French
- Dutch
- Polish
- Czech
- Danish
- Italian
- Spanish
- Russian

Change Password

- After the first login with the initial password from the activation email, a personal password should be set immediately.
  - Enter current password
  - Set and confirm new password

2.3. Contact Person

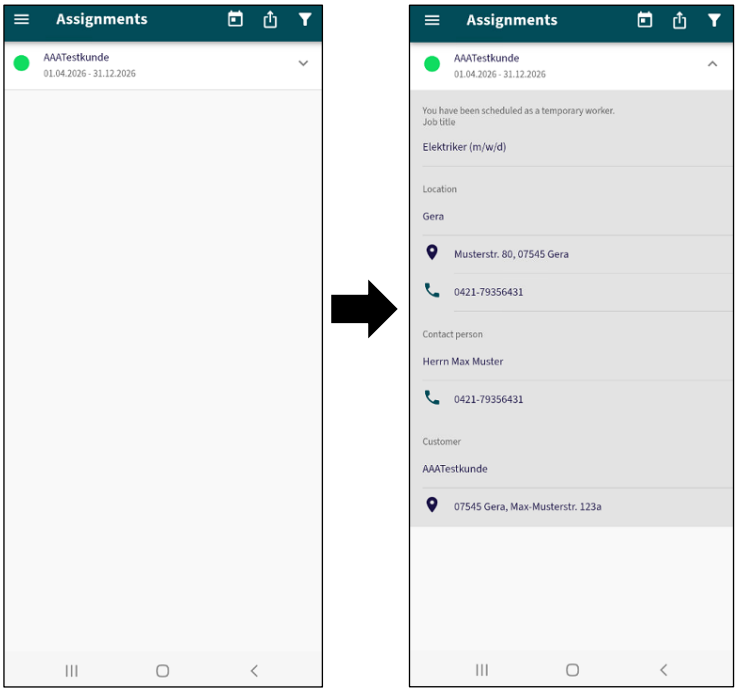


The Contact Person menu displays the following:

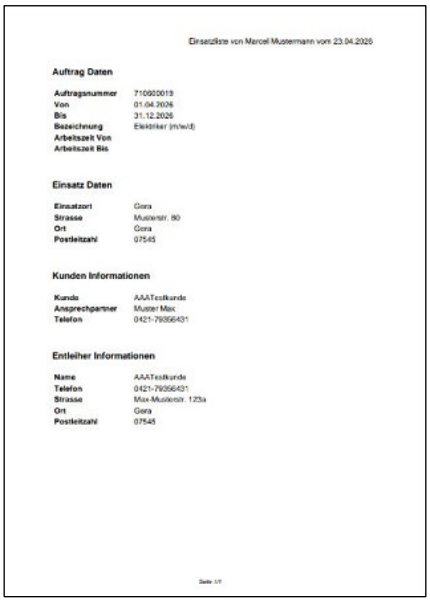
- The contact details of the branch
- Name of the responsible HR consultant

2.4. Assignment List

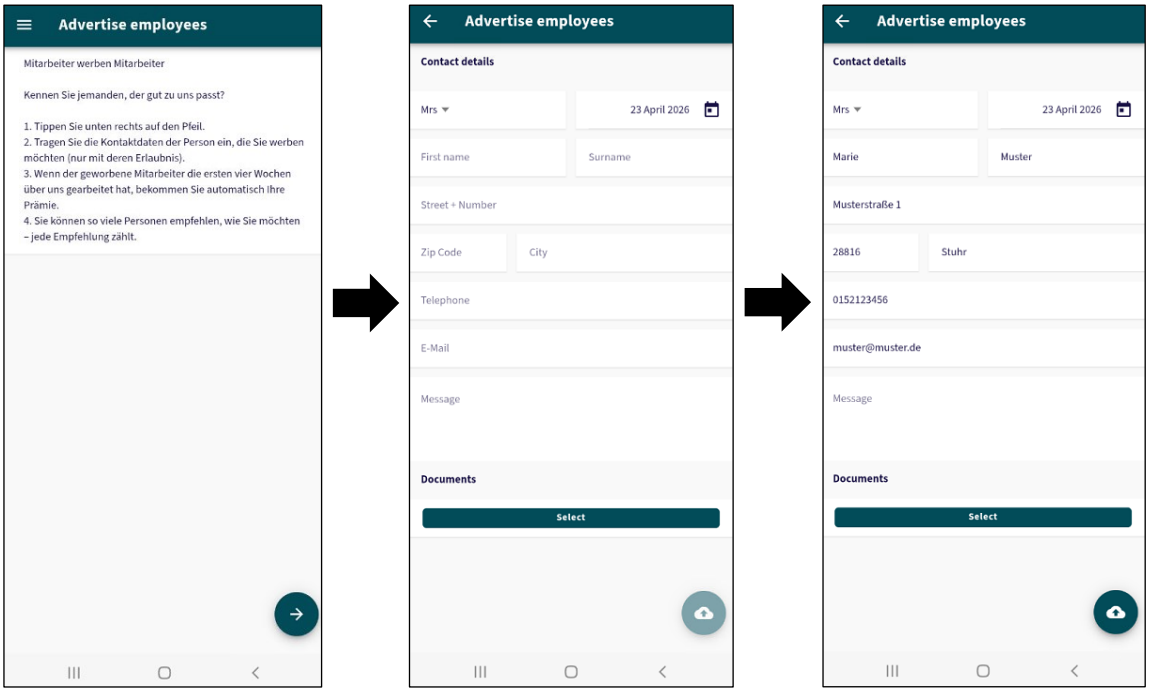
Clicking on the assignment on the dashboard redirects to the **Assignment List Overview**.



- Clicking on the desired assignment expands and displays the assignment detail information.
- The assignment list displays all active assignments for the current date.
  - Click on an assignment: Assignment detail information is expanded and displayed
  - Using the button
    - Generate the assignment list for the filtered date range



2.5. Advertise Employees Program



Note:
To send the referral to bindan via the upload icon , all contact details must be completed

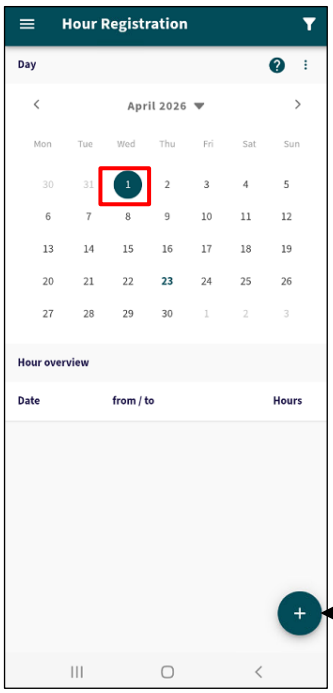
- First name
- Last name
- Phone number
- Email address
- Address details

A message or documents are optional.

2.6. Hours Registration / Time Tracking

2.6.1. Entering Working Hours

The time tracking can be accessed in the dashboard via the icon or via the menu overview.

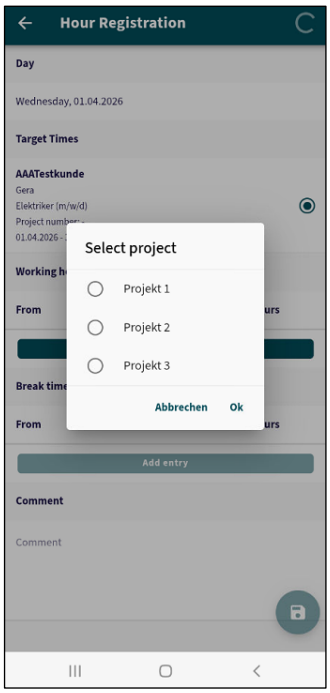


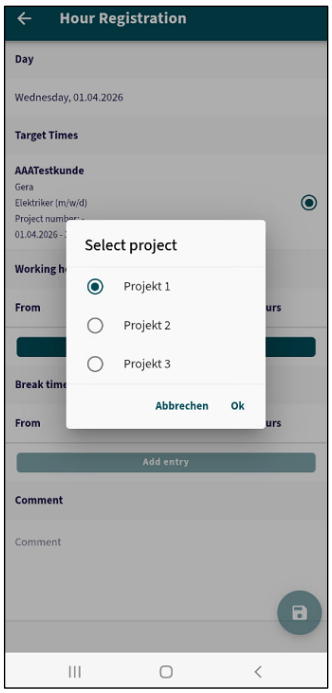
Entry point to time tracking via the **calendar view**

If hours have already been recorded, all hour values for the pre-selected month are displayed

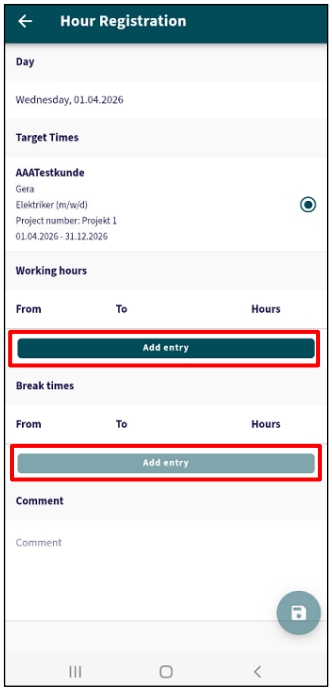
To start time tracking:

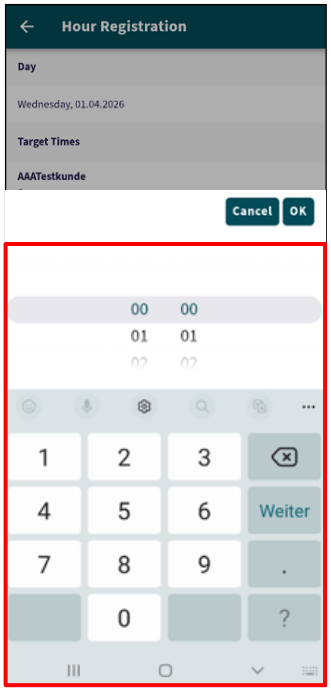
1. Select a day in the calendar
2. Tap the **+ icon**





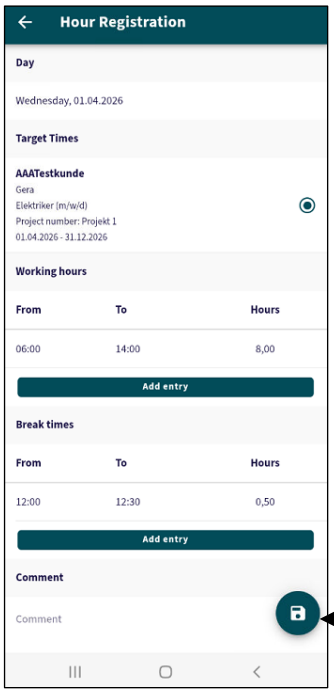
3. If projects are stored in the assignment, the appropriate project must be selected





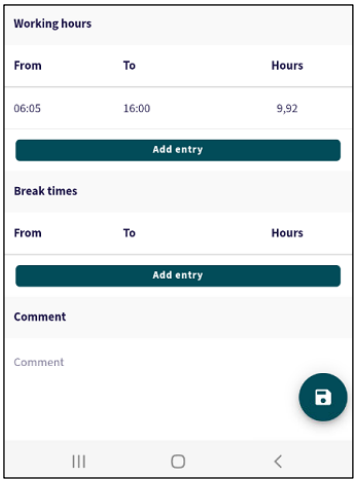
4. **„Add Entry“** click

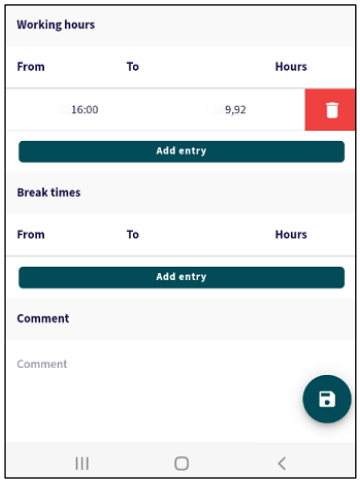
5. Set the **“From”** and **“To”** times for working hours and breaks. Either scroll to the desired time and confirm with **“OK”**, or tap the displayed time in the selection area and enter the time directly.



6. After checking the times, tap the ***save icon***

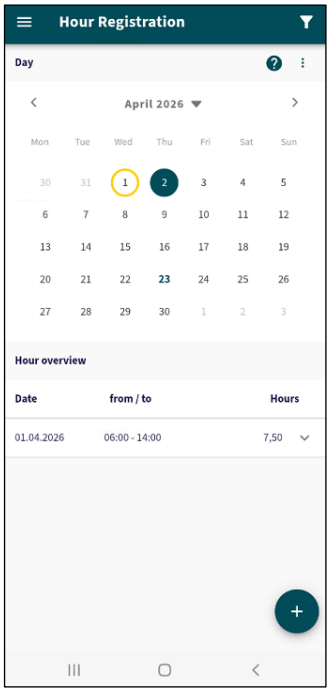
2.6.2. Editing and Deleting Working Hours

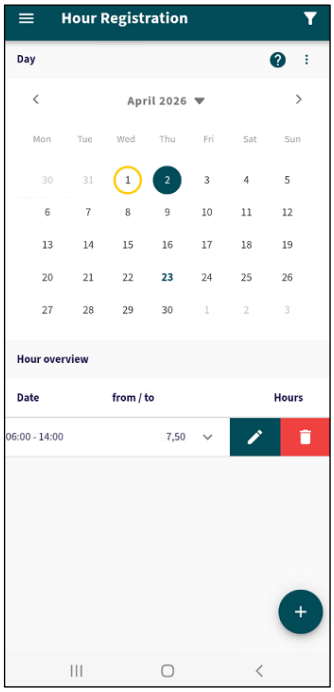




<u>Within the recording of a working day</u>

1. In the daily recording, swipe **from right to left**.
2. The ***trash icon*** is displayed.
3. Tapping the icon deletes the entry





<u>After recording and saving a working day</u>

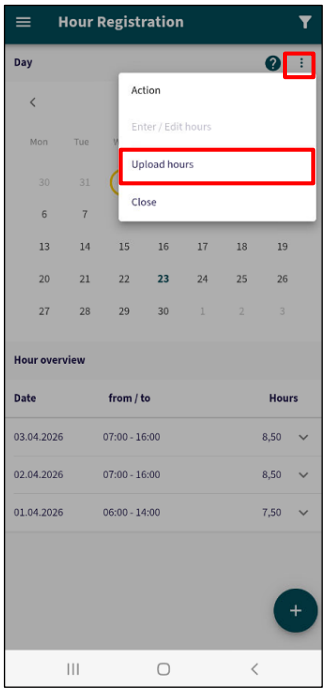
1. Select the day and within the recorded times, swipe **from right to left**.
2. The ***trash icon*** and the ***pen icon*** are displayed.
3. Tapping the ***trash icon*** deletes the entry
4. Tapping the ***pen icon*** opens the time tracking for that day for editing

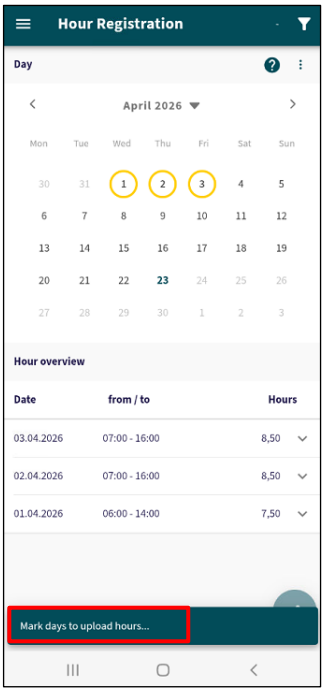
Note:
Deleting and editing times is only possible **before** uploading the hours.

2.6.3. Uploading Recorded Working Hours

Recorded times can be uploaded at any time – even multiple times within the same week

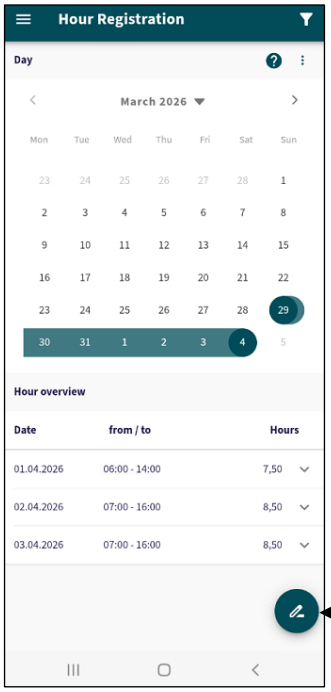
Recommendation: Upload recorded hours collectively once a week.





1. tap **„three points“**
2. A menu with actions opens
3. Select the action **„Upload hours“**
4. A prompt appears: **„Mark days for upload hours…“**

Note:
yellow-bordered days:
Hours recorded but not yet uploaded



5. Tapping on any day will **automatically select the entire calendar week for upload**.

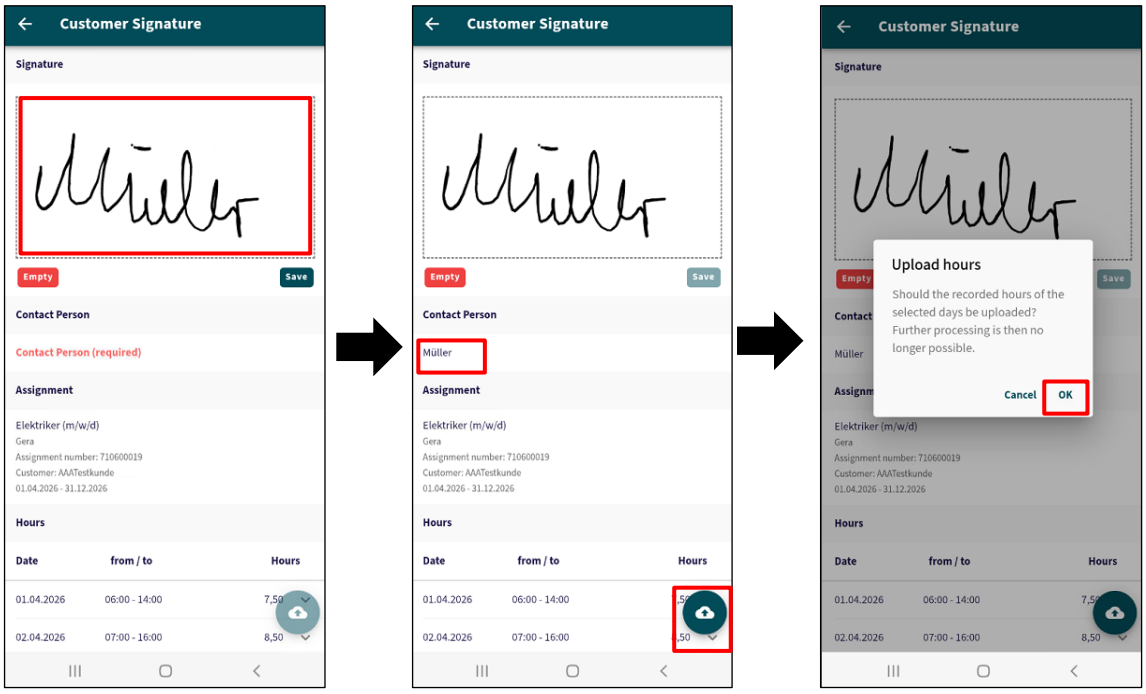
All hour details are displayed below the calendar for a final review.

6. Tapping the ***signature icon*** opens the signature field to confirm the hours

Signature of the Employee

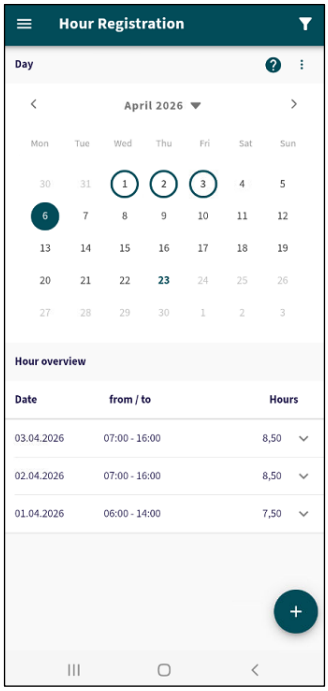
6. Sign with finger in the signature field
7. Tap ***Save***
8. Review the hours once more, then tap the ***arrow icon*** to proceed to the client company signature

Note:
The signature field can be cleared and re-signed at any time before pressing the arrow icon.



Customer/Client Company Signature

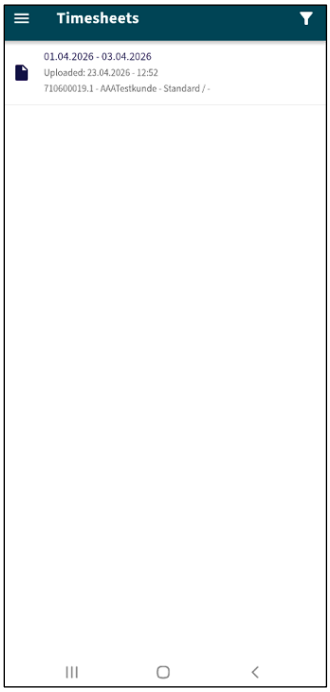
9. Have the contact person at the client company sign digitally in the signature field
10. Since the signature may not always be clearly legible and the contact person at the client company may change, additionally enter the **name of the signatory**
11. Tap the ***upload icon*** and confirm the hour upload with **OK**

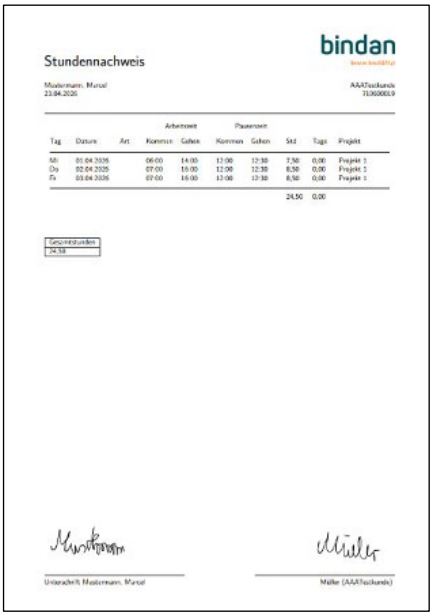


Note:
teal-bordered days: Hours have been sent to the bindan branch

2.7. Timesheets

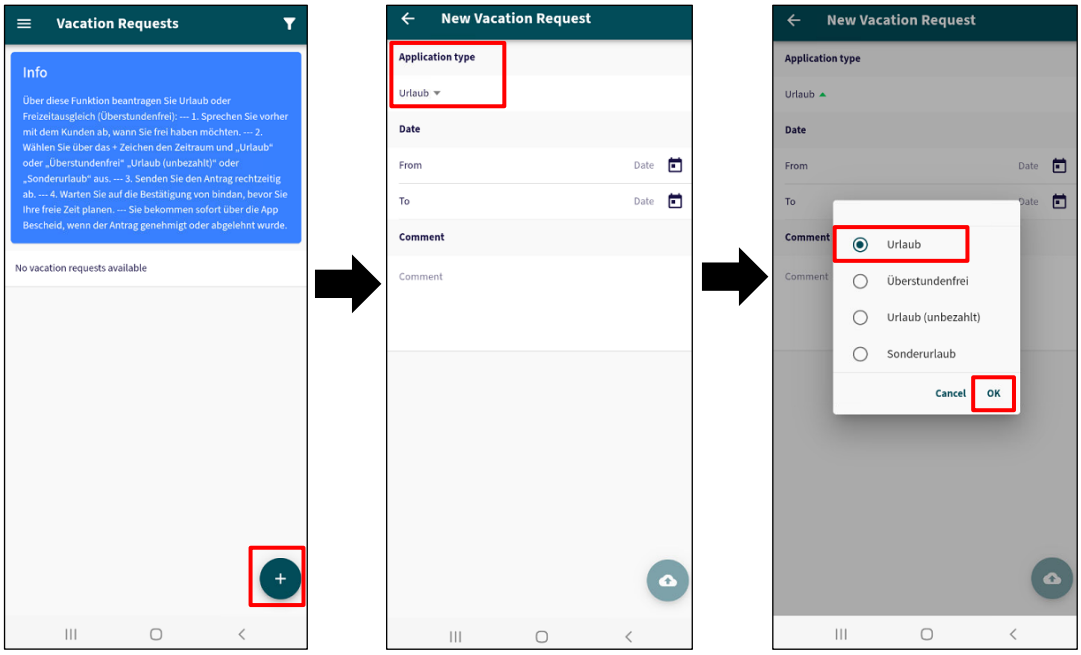
- After uploading the working hours, they can be viewed in the Timesheet module.
- The timesheet is available for download.



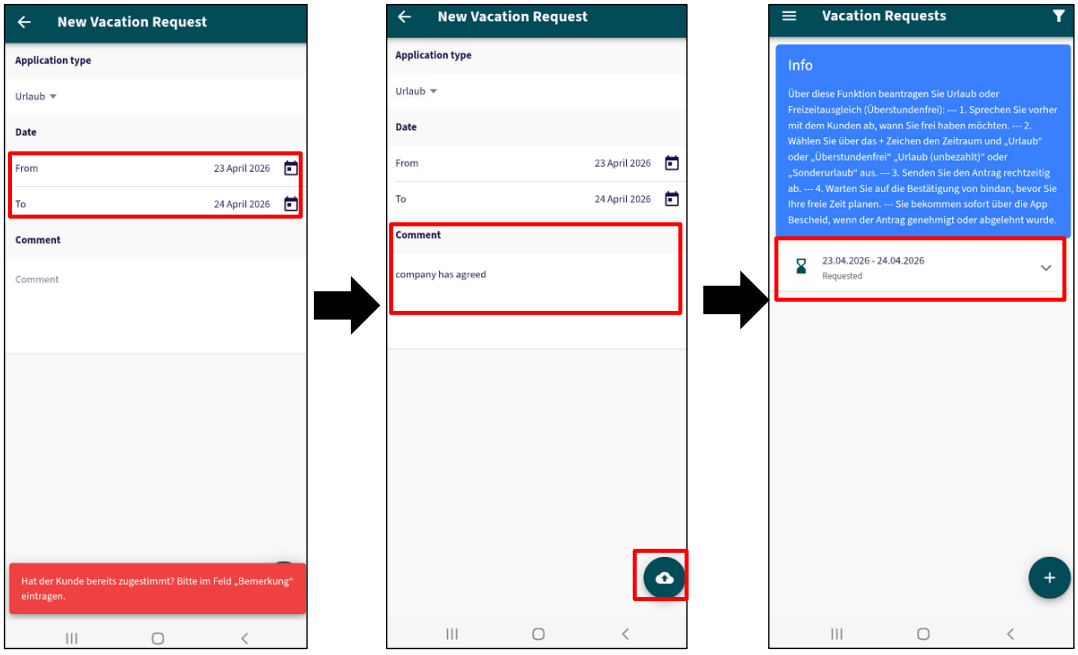


2.8. Vacation Request / Overtime Compensation Request

The vacation request function can be used to request vacation, compensatory time off (overtime compensation -> *„Überstundenfrei“*), unpaid vacation (*„Urlaub unbezahlt“*), and special vacation (*„Sonderurlaub“*) at bindan. Approval or rejection appears immediately in the app. A separate paper form is no longer required.

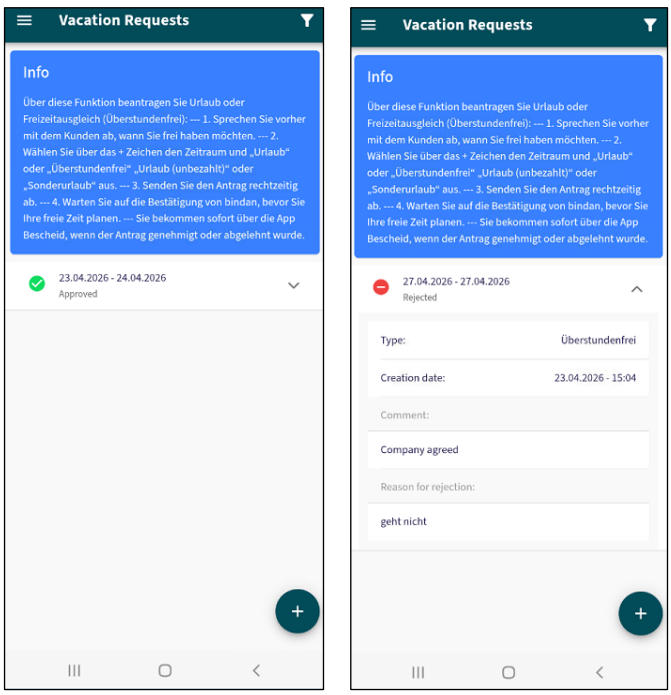


1. In the menu overview, select **"Vacation Requests"**
2. tap **+ icon**
3. Select the request type and confirm with **OK**



4. Enter the "From" and "To" dates
5. In the **"Comment"** field, note that the contact person at the client company has agreed
6. Tap **Upload** – the request has been submitted to the bindan branch

Approval and Rejection – View in the App



Canceling a Request

1. Swipe the record from right to left
2. Tap the trash icon and confirm deletion with OK

Note:

Deleting/canceling a request is only possible **before** before approval by the branch.

2.9. Downloads, Payroll, SV Reports, Income Tax Certificates, A1 Requests

The following document sections are available in the Work App:

- Downloads, e.g. assignment documents
- Payroll
- SV Reports (Social Security Notifications)
- Income Tax Certificates
- A1 Requests (A1 Applications)

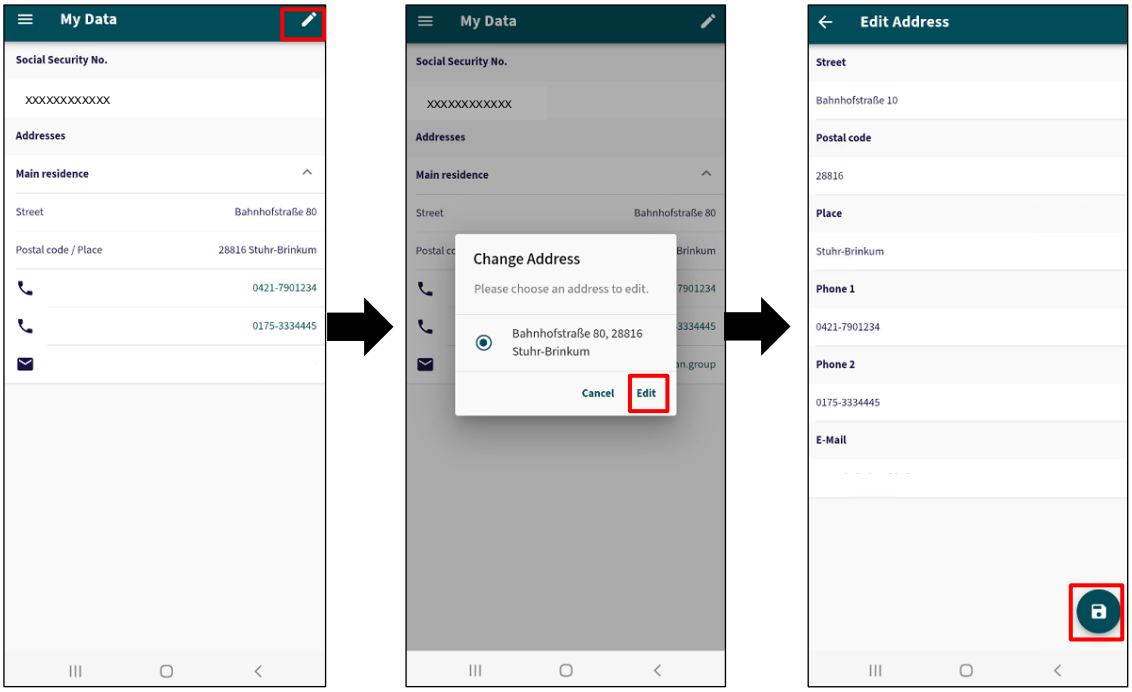
Procedure

1. Open the desired menu item (e.g. Payroll, A1 Requests, etc.)
2. Select the file in the list view
3. Tapping the file name triggers display or download

2.10. My Data

In the module “My Data,” the social security number and the address details stored with bindan are displayed.

In the Work App, it is possible to independently update contact details (street, postal code, city/place, phone number, mobile number, email address) for primary, secondary, and tertiary residence.



1. **Tap the pen icon**
2. Select and edit the address details to be changed
3. Make the change and confirm with the **save icon**