KontroLnovaH

User guide

Hours, reports, purchase orders, invoicing and salaries for your sites. For management, foremen and workers.

Names and figures in the pictures are examples.

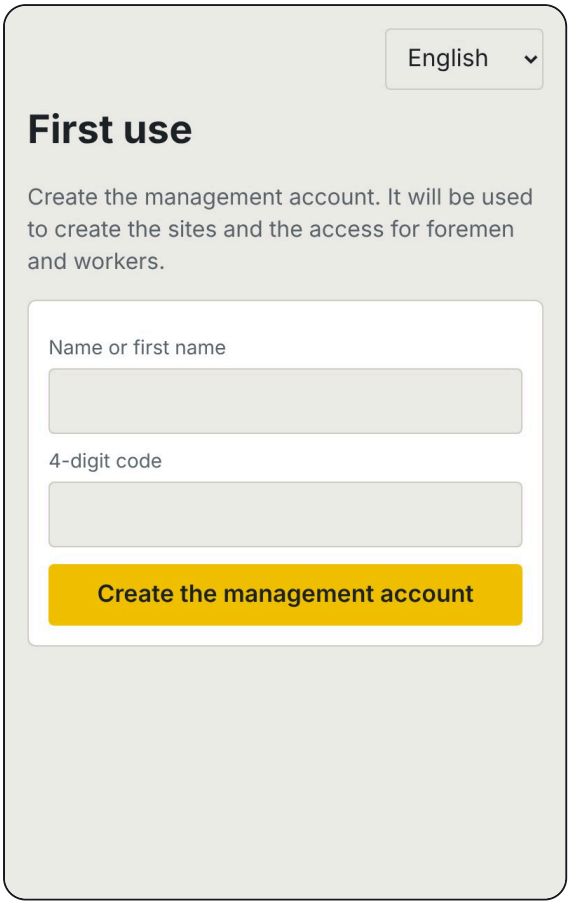
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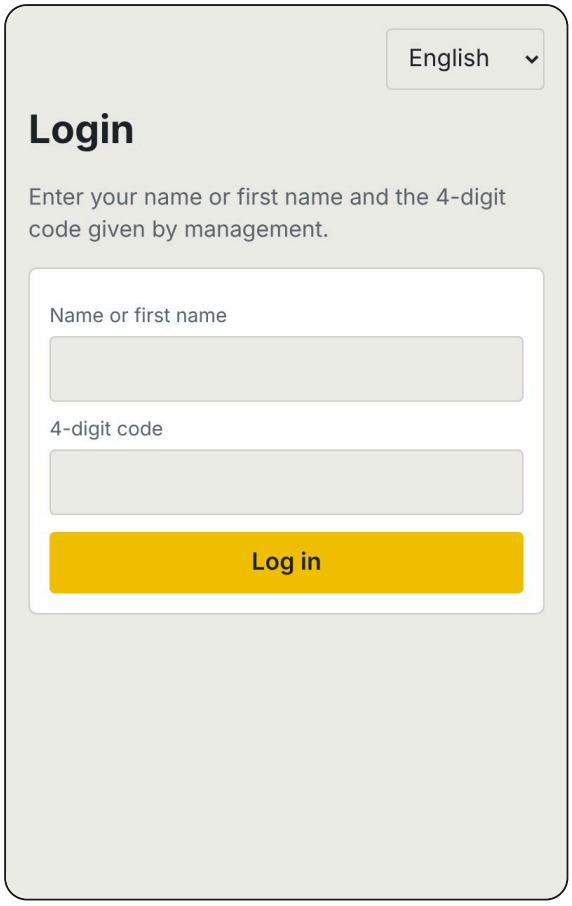
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The app is available in French, German, English and Italian. Every document produced as a PDF also exists in Excel: hours, timesheets, day-work slips, reports, purchase orders, invoices, personal files and payslips.

1 Getting started

Management





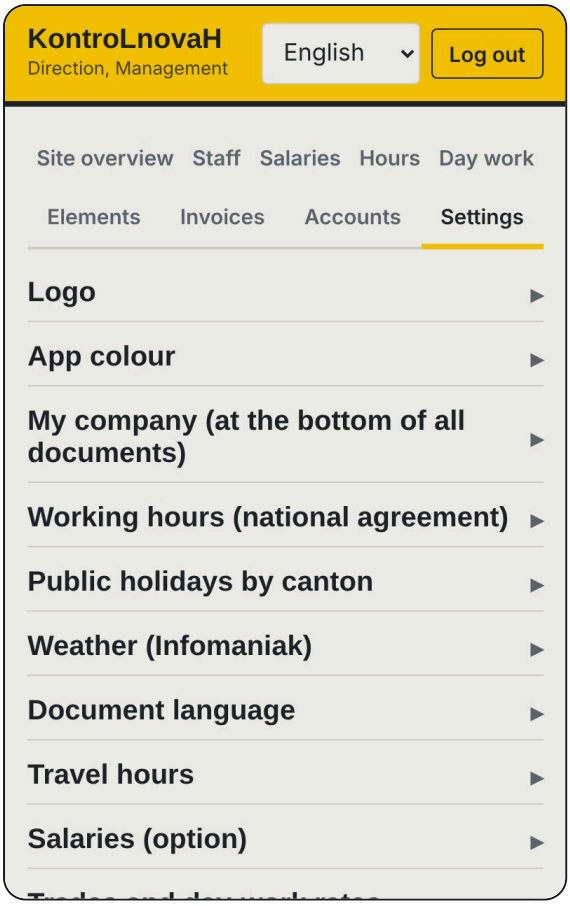
1. At the top of the screen, choose your language: French, German, English or Italian. Each phone keeps its own.
2. The first time you open the app, create the management account: your name and a 4-digit code.
3. This account is used to create the sites and the access for foremen and workers.
4. Then everyone logs in with their name or first name and the 4-digit code given by management.

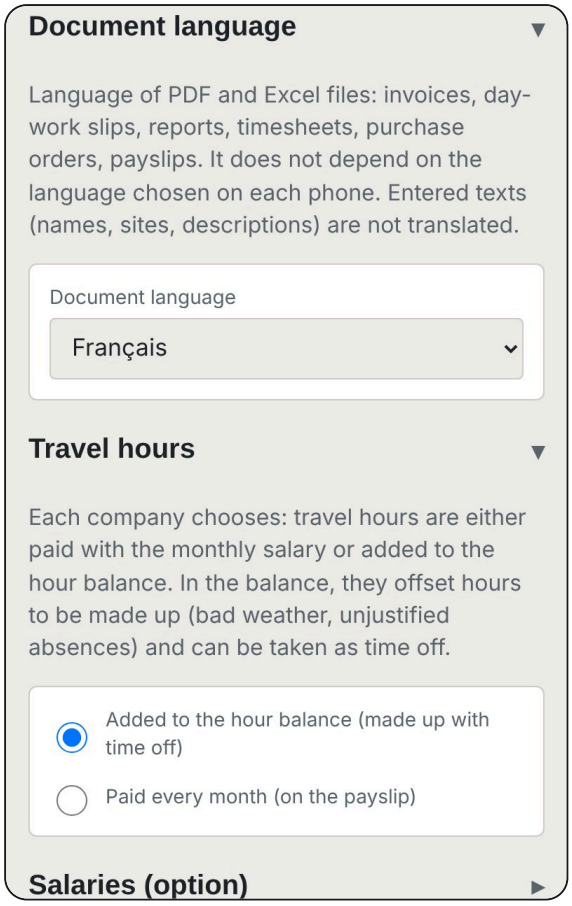
Good to know

Keep your management code to yourself: it opens all sites and salaries.

2 Settings

Management





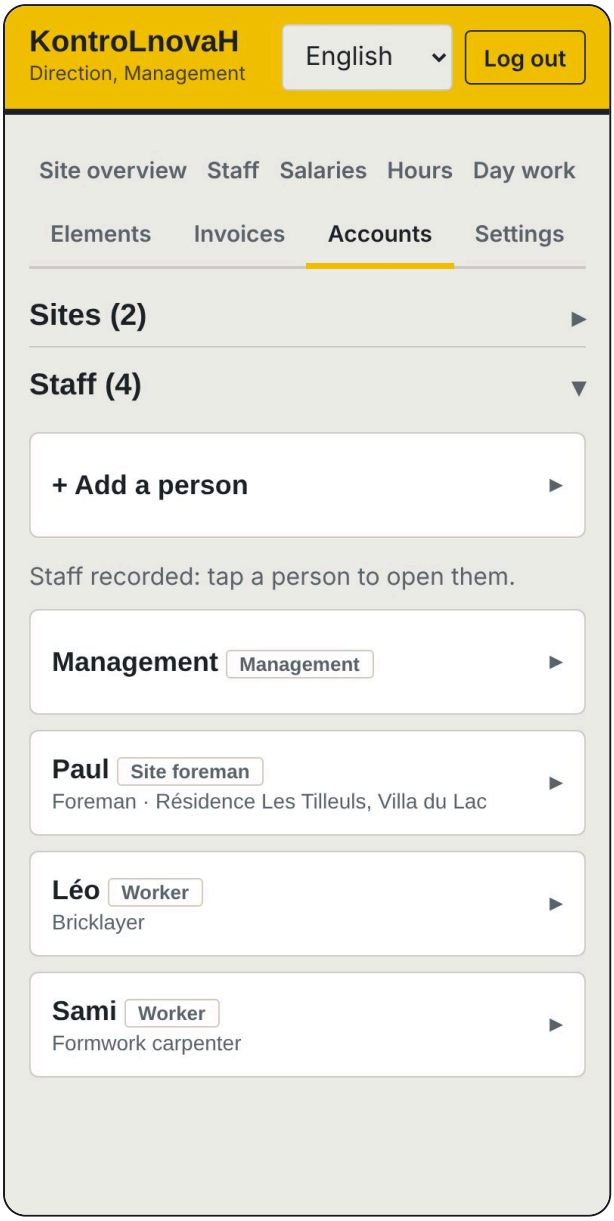
1. Logo, app colour and company details: they are printed at the bottom of every document.
2. Summer and winter hours (national agreement) and the canton's public holidays, paid or unpaid.
3. Travel hours: paid every month on the payslip, or added to the hour balance and made up with time off.
4. Document language: PDF and Excel files come out in French, German, English or Italian, whatever the language of the phones.
5. Trades and day-work rates, VAT, payment terms, tasks and prices; salary rates (option).

Good to know

Tap a heading to open or close it. Everything is saved as soon as you leave the field.

3 Accounts: sites and staff

Management



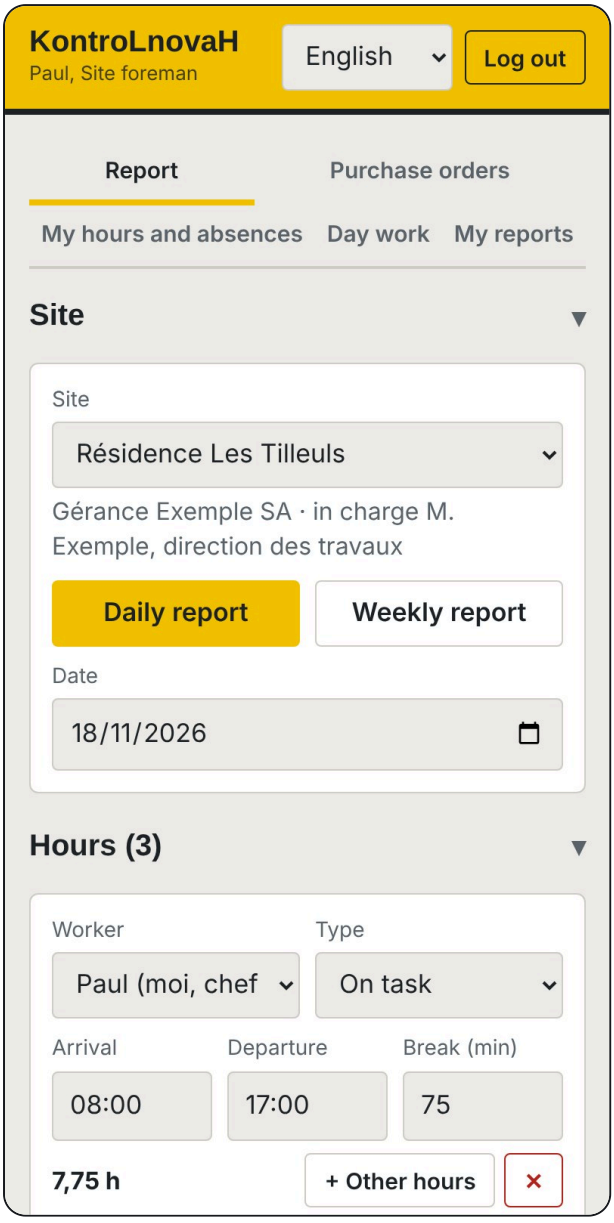
1. "+ New site": name, client company, person in charge, canton, town, travel time and client address.
2. Staff: create each access with its role (foreman or worker), trade and a 4-digit code.
3. Give the person their name and code: they can log in straight away.

Good to know

A finished site can be marked "Finished": it disappears from the lists but its data remains.

4 The daily report

Foreman



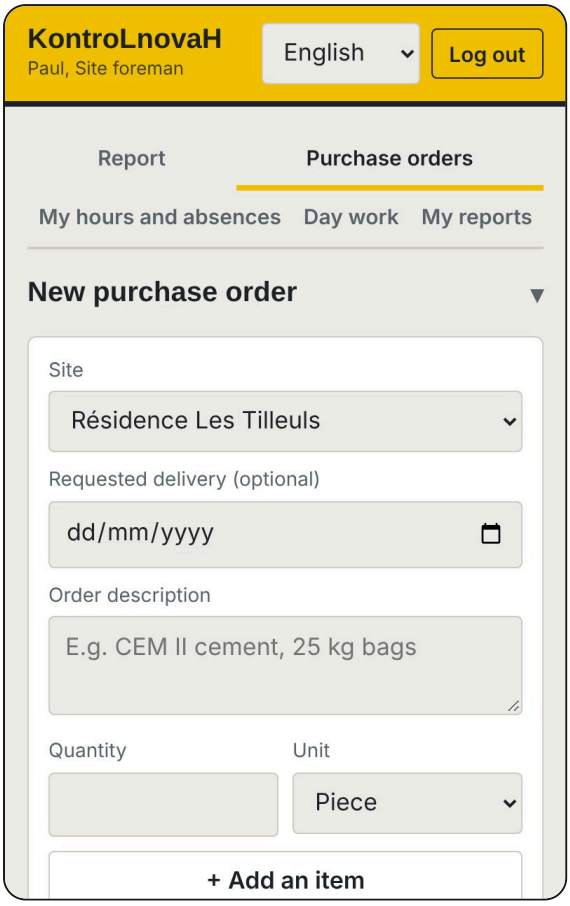
1. Report tab: choose the site, then “Daily report” or “Weekly report”.
2. “Copy the hours” fills in the previous day's hours in one tap; correct what changes.
3. For each person: arrival, departure, break, and “On task” or “Day work” (with the reason).
4. Add bad weather and the work done. To dictate instead of typing, tap the keyboard microphone.
5. Send the report to management.

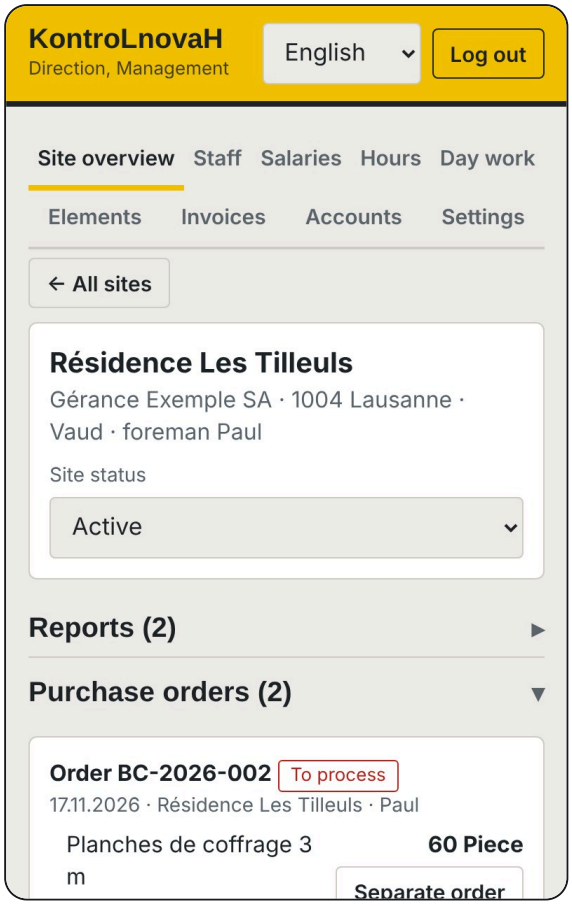
Good to know

The app refuses two overlapping time slots for the same person on the same day.

5 Purchase orders

Foreman and management

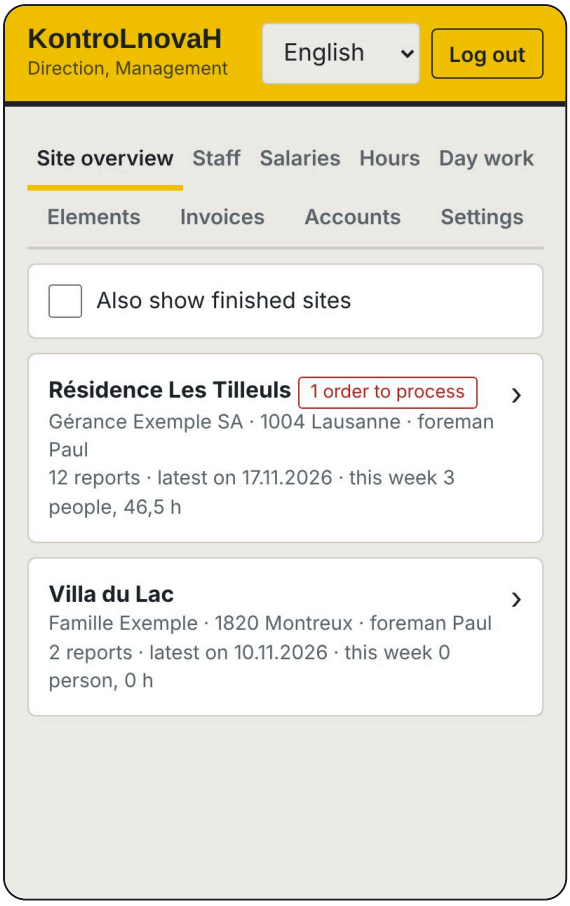


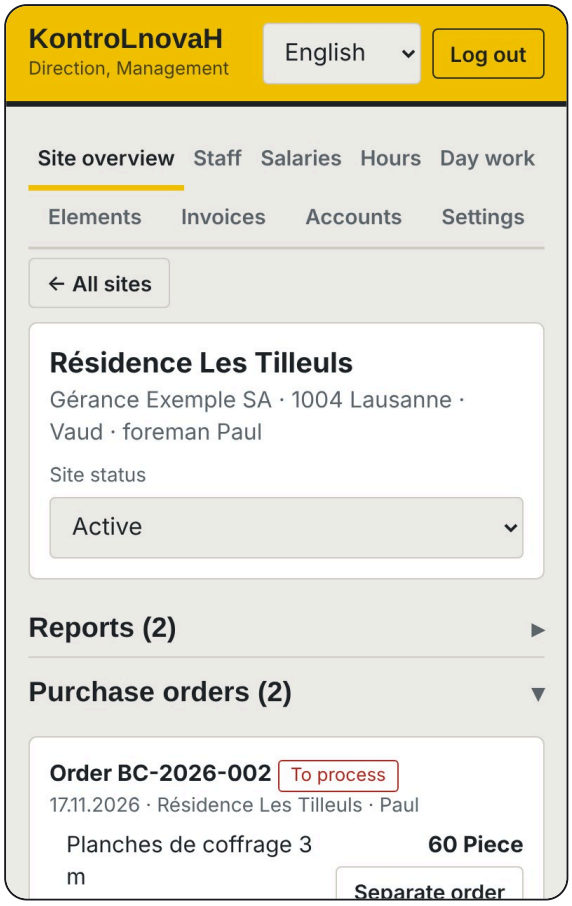


1. The foreman chooses the site and requested delivery, then adds the items (description, quantity, unit).
2. “Send to management”: the order appears in the site overview as “To process”.
3. Management sets it to “Ordered” or “Refused”, with a note for the foreman, or splits an item into a separate order.
4. On delivery, the foreman reports “All received” or “Partly received”, with a photo of the delivery note.
5. Each order can be downloaded as PDF and Excel.

6 Site overview

Management





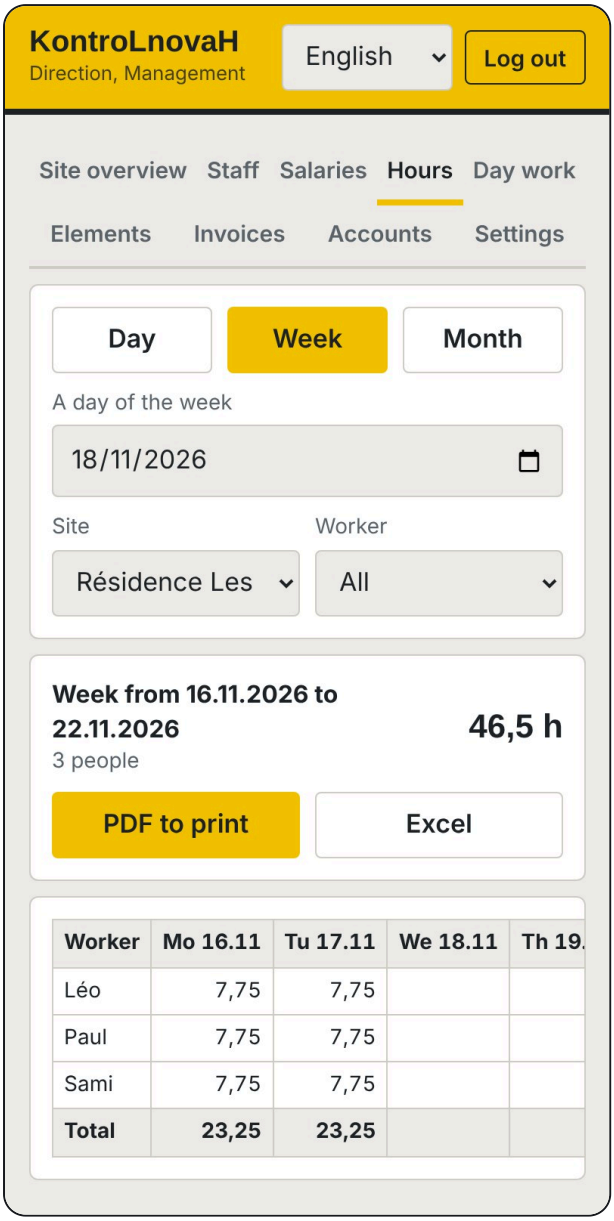
1. Every site at a glance: reports, people and hours this week, orders to process.
2. Tap a site to see its reports, purchase orders and hours.
3. Day, week or month view; everything downloads as PDF and Excel.

Good to know

Tick “Also show finished sites” to find an old site.

7 Hours

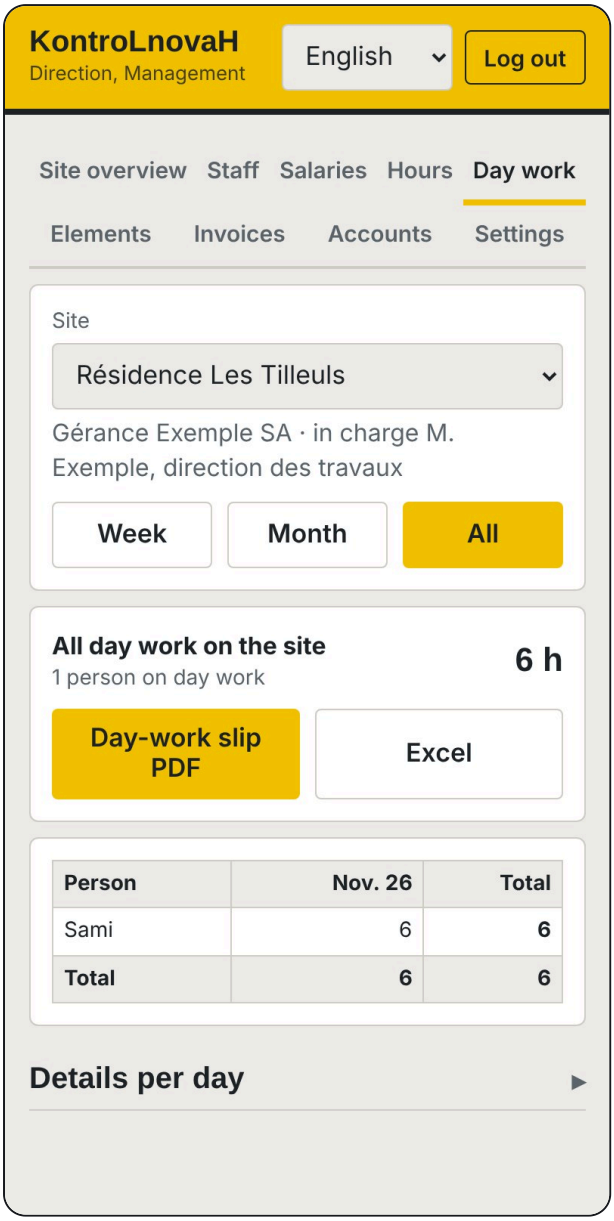
Management



1. Choose Day, Week or Month, then a site and a worker (or “All”).
2. The table shows each person's hours per day, with the total.
3. “PDF to print” and “Excel”: by month, each person's timesheet (absences, overtime, travel, meals, balance).

8 Day work

Management



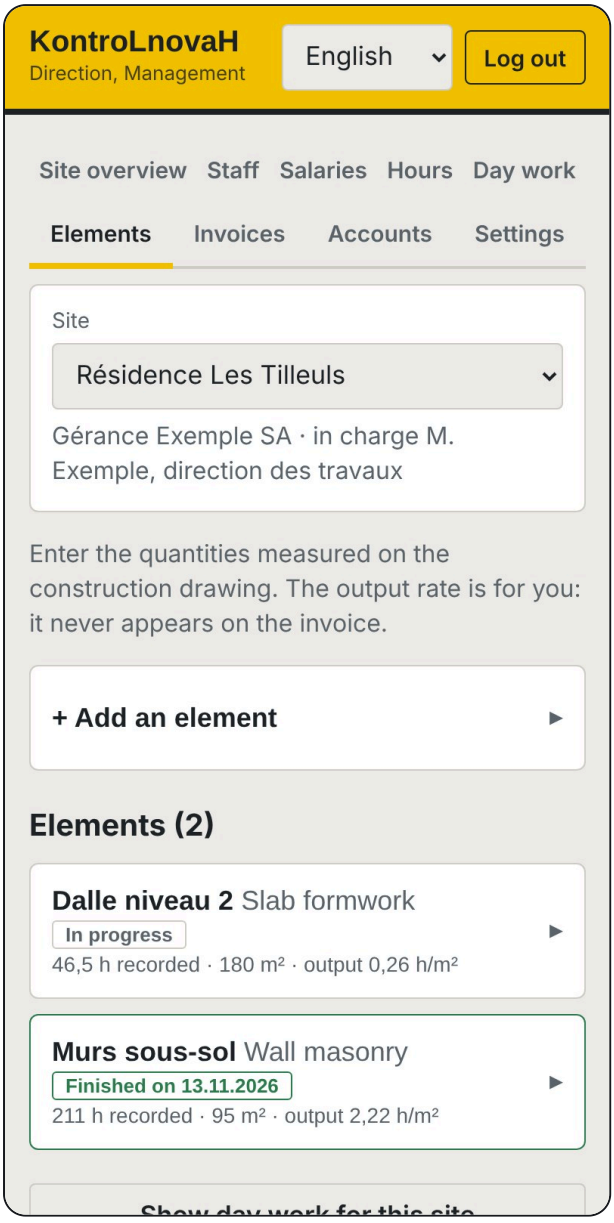
1. Choose the site and the period: week, month or all.
2. The table shows day-work hours per person.
3. “Day-work slip PDF” prepares the slip for the client to sign; it also exists in Excel.

Good to know

Day-work rates per trade are set in Settings.

9 Elements

Management



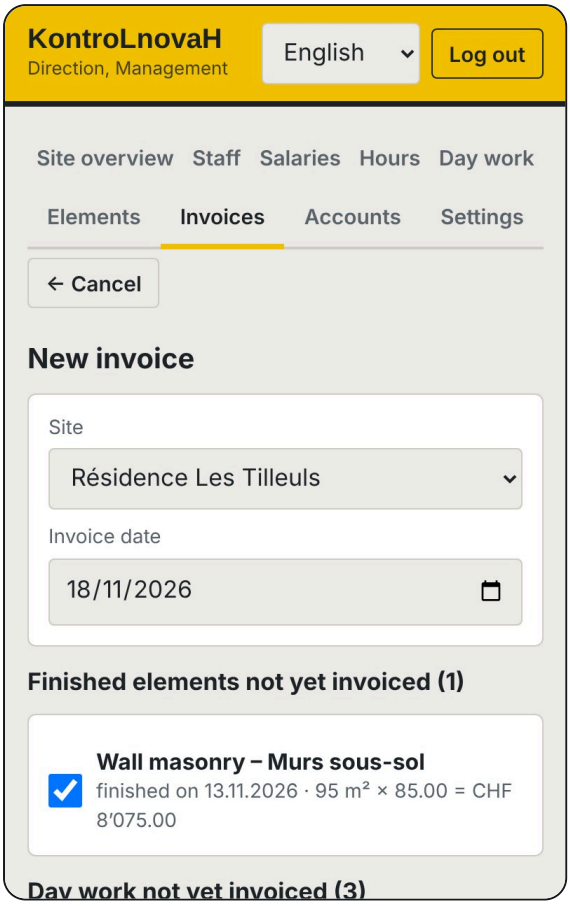
1. An element is a part of the work, for example “Level 2 slab”.
2. Enter the measured quantity: the app calculates the hours recorded and the output rate.
3. When the foreman marks an element finished, it is ready to invoice.

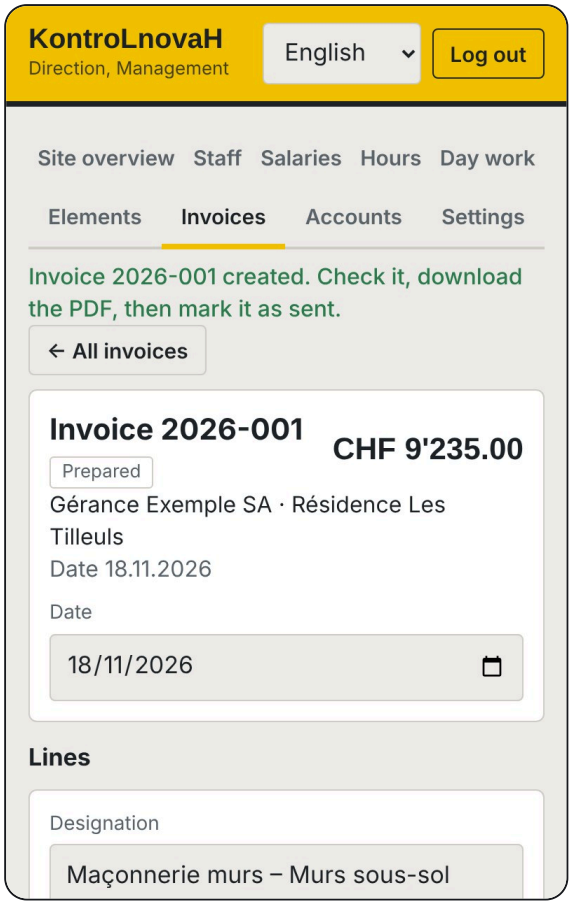
Good to know

The output rate is for you only: it never appears on the invoice.

10 Invoices

Management





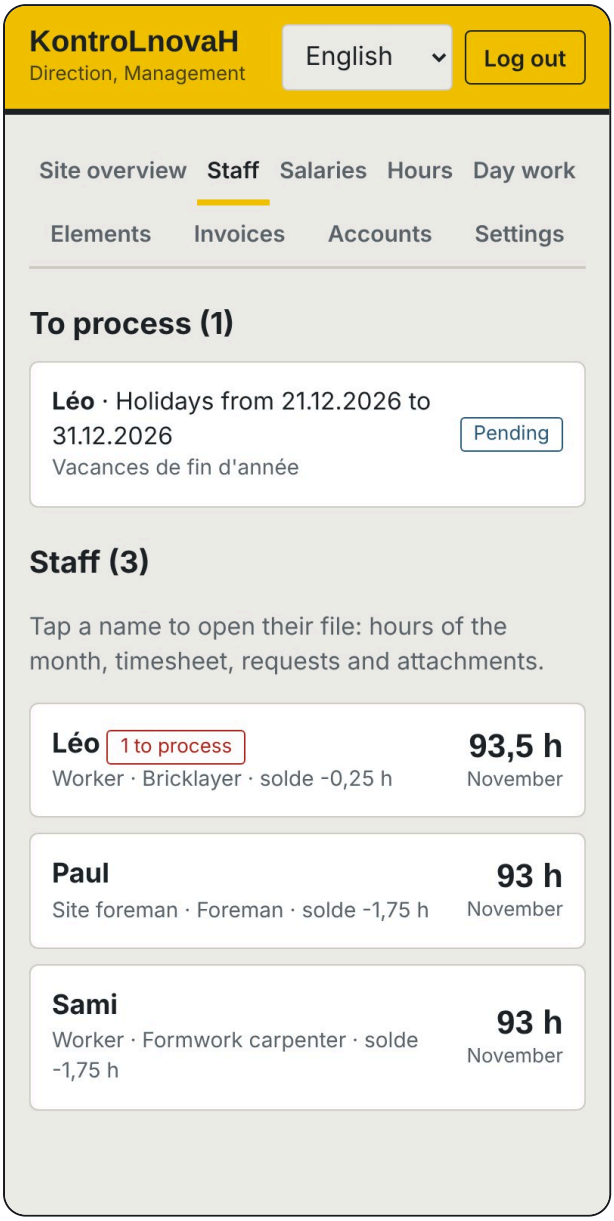
1. “+ Create an invoice”: finished elements and day work not yet invoiced are suggested.
2. Tick what you invoice, check quantities and prices, then “Create the invoice”.
3. Download the PDF with the Swiss QR-bill, or the Excel file.
4. Mark the invoice “Sent”, then “Paid”: you see what is still outstanding.

Good to know

The QR-bill needs the company IBAN (Settings → My company).

11 Staff

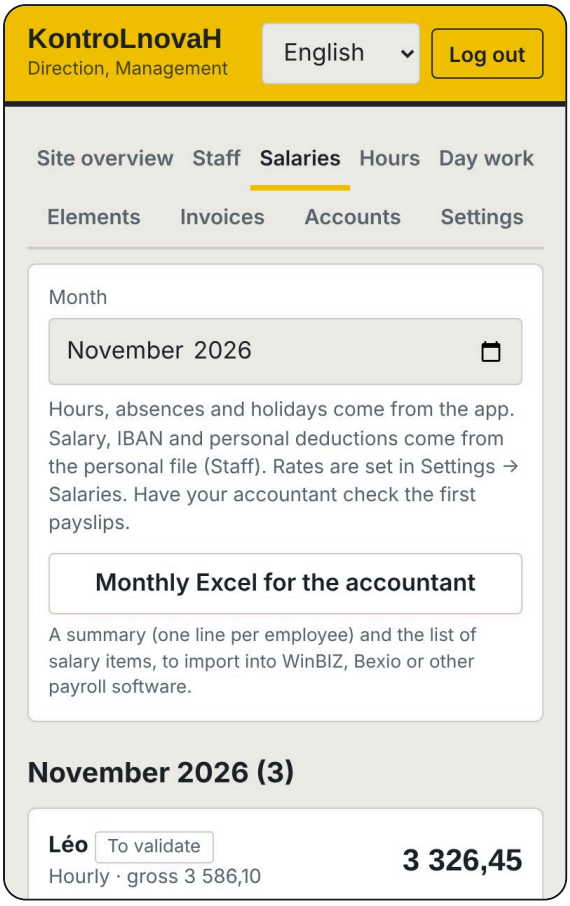
Management

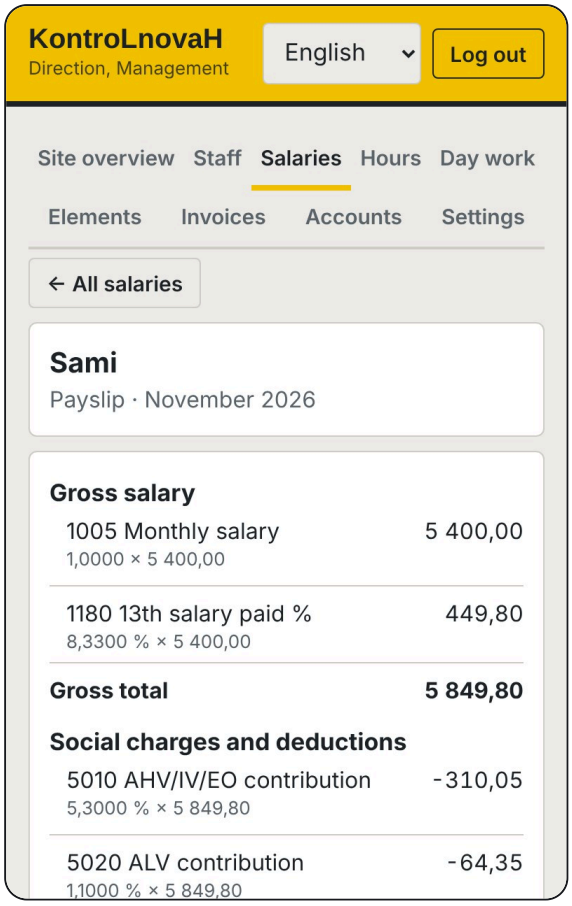


1. “To process”: employees' leave requests, absences and messages.
2. Tap a name to open their file: hours of the month, balance, timesheet, requests and attachments.
3. With the Salaries option, the personal file (address, AHV, salary, IBAN, children…) is filled in here, once.

12 Salaries (option)

Management





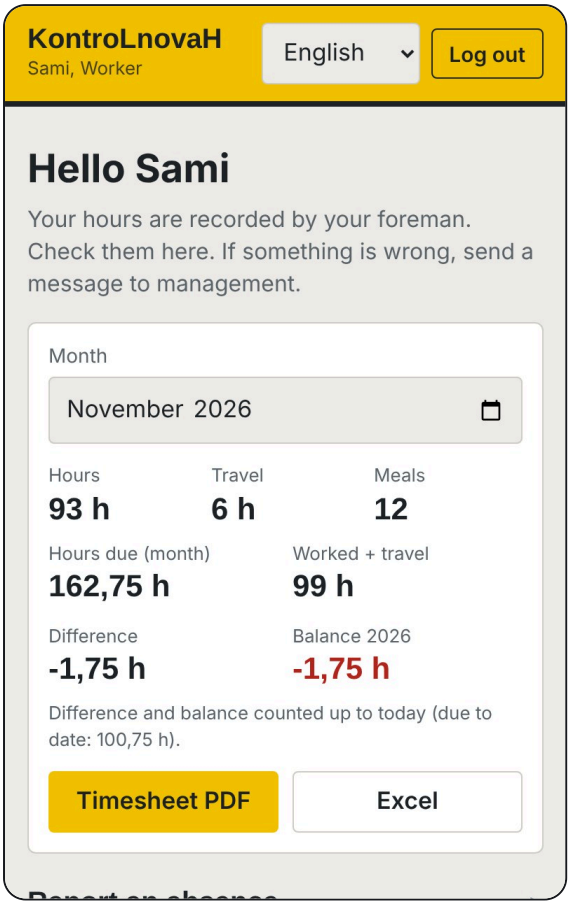
1. Choose the month: each payslip is calculated from the hours recorded, monthly or hourly.
2. Tap a name: gross salary, deductions, net, holidays and hour balance.
3. Add a bonus or deduction if needed, enter the payment date, then “Validate the payslip”.
4. PDF or Excel for each payslip; “Monthly Excel for the accountant” prepares a summary of all employees.

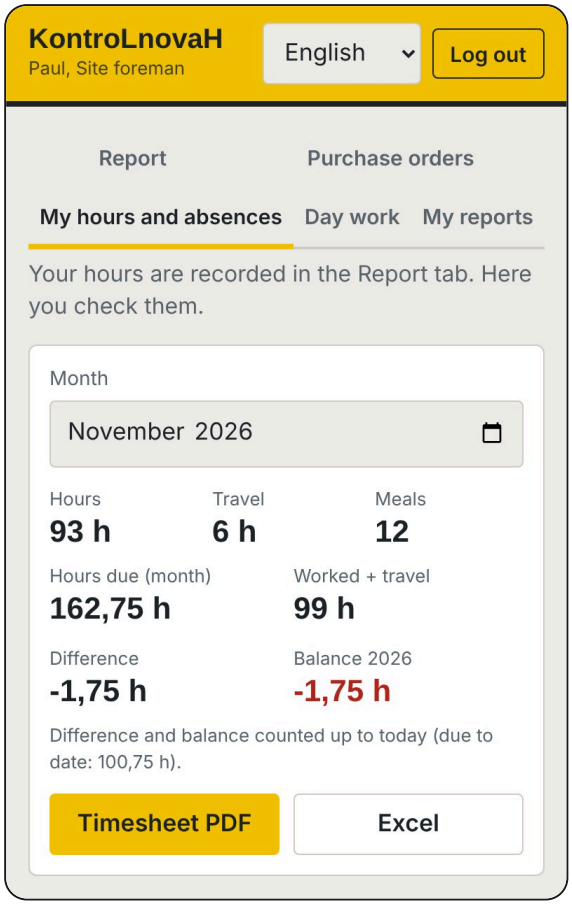
Good to know

Have your accountant check the first payslips.

13 My hours and absences

Worker and foreman





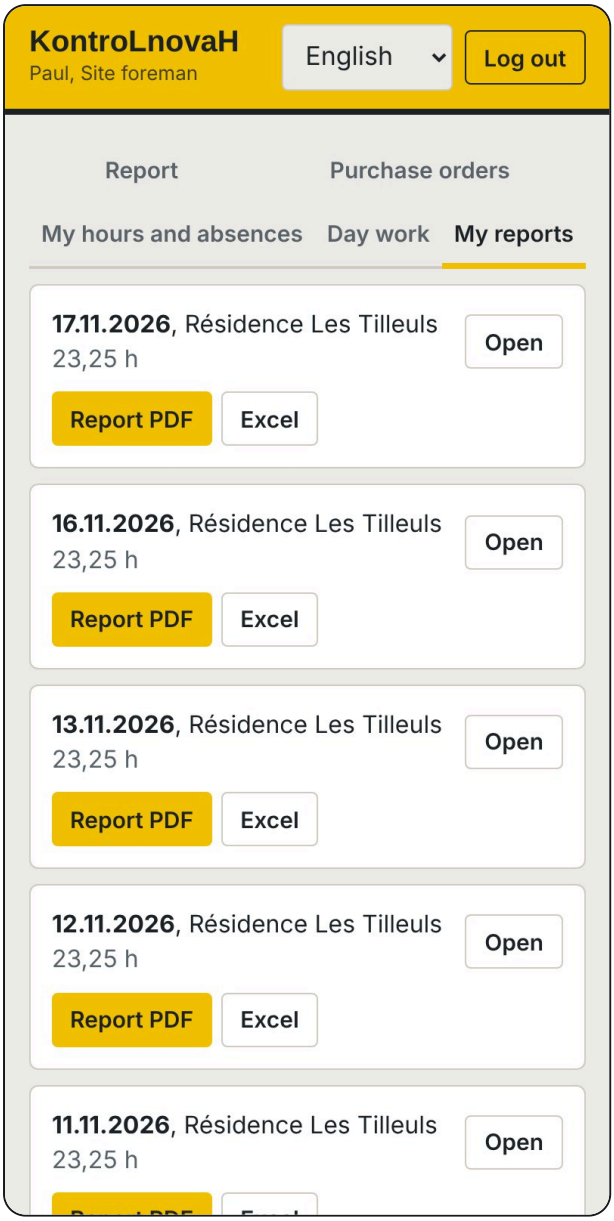
1. Everyone sees their hours for the month, hours due, balance and timesheet as PDF or Excel.
2. An incomplete day is shown in red: “Report these hours” lets you give the reason.
3. “Report an absence”: illness, accident, leave… for a whole day or part of it.
4. “Leave request or message”: the request goes to management, who reply in the app.
5. “Note my hours”: the worker keeps their own hours to compare, then “Report the error”.

Good to know

With the Salaries option, validated payslips also appear here.

14 My reports

Foreman



1. The list of reports sent, from newest to oldest.
2. “Open” to read a report, “Report PDF” or “Excel” to download it.