



DE GILDE GROEP

masters of craftsmanship

zvoove Go Manual

Zvoove Go is a secure online environment where you can register your worked hours and find personal documents such as your payslip.

There is both a web environment and a mobile app available via the app stores.

IMPORTANT: First activate your account in the web environment.

Activate account – web environment

You will receive an email from noreply@zvoove.com to activate your account:
(check your junk/spam folder as well)

Welcome to zvoove Go,

To activate your account, click the link: [Link](#)

Your username is: *(user email address)*

After activating your account, you can log in to the zvoove Go portal

Choose your own password:

zvoove Go

Activate Your Account

First Name
First Name

Last Name
Last Name

Email
Email Address

Username
Username

Create Password

Confirm Password

SAVE

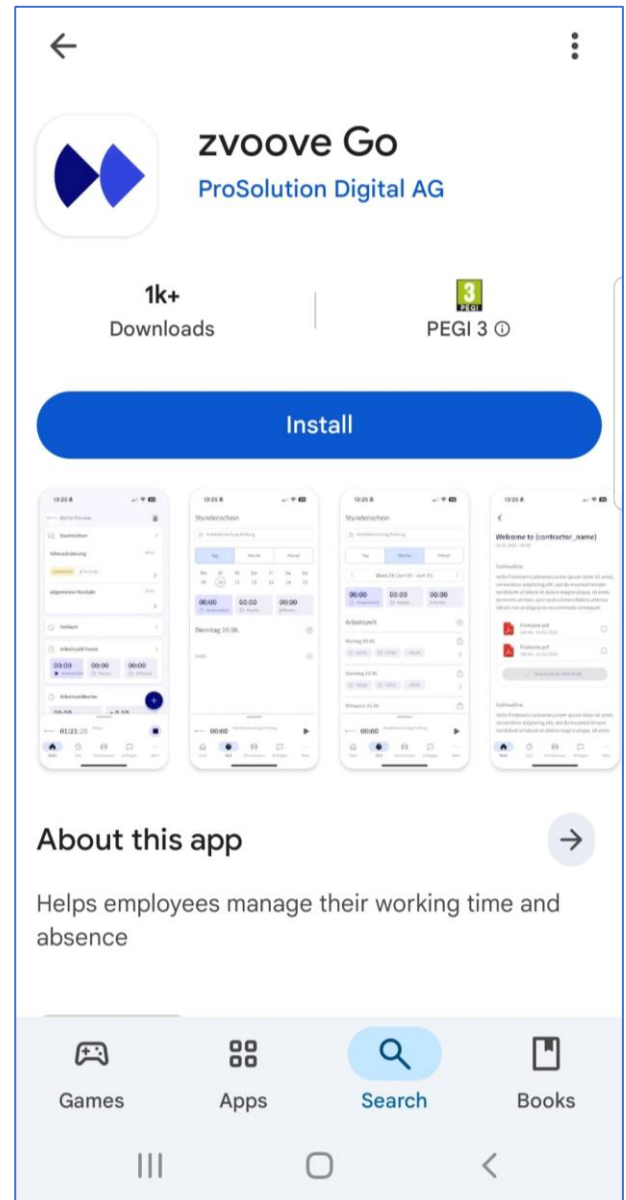
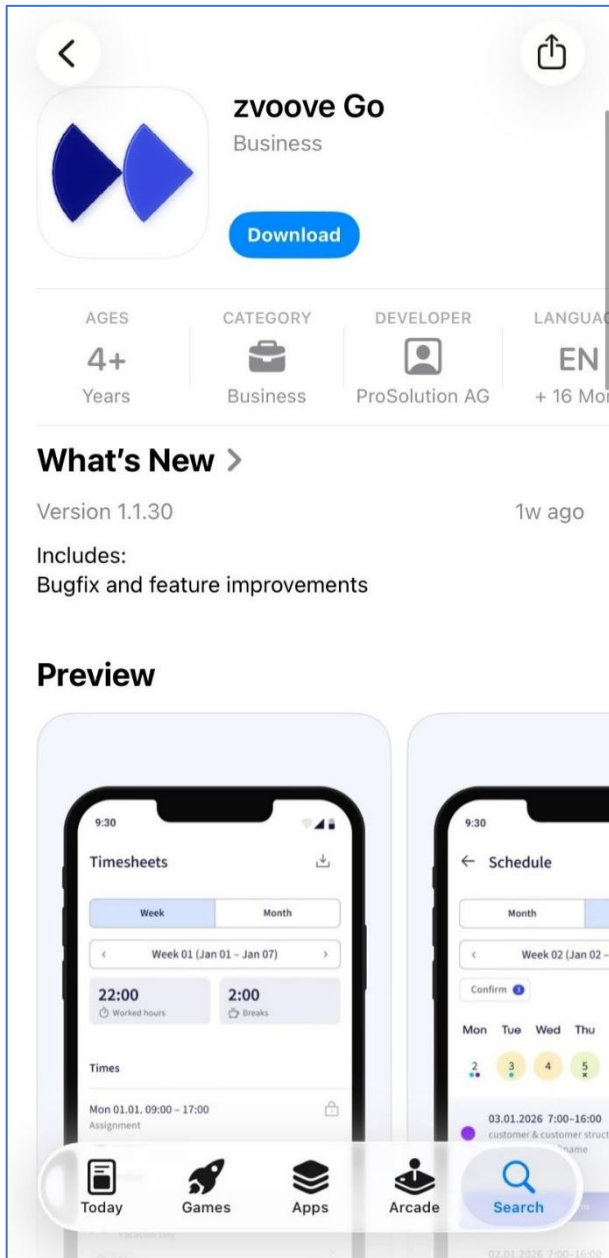


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Activate account – mobile app

Download the app via the App Store or Google Play





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Log in with the username and password you created in the web version.

zvoove Go

Login

E-mail

Password

Login

[Forgot Password?](#)

Version 1.1.30 (Release)
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When using the app for the first time, you will be asked to register.

You will receive an email from noreply@zvoove.com with an activation code:

Activation code for the app

Hello *(user name)*,

This is your activation code:

XXXX

Enter this code to complete the login process.

zvoove Go

REGISTER DEVICE

Activation code sent to user e-mail address Enter the code below.

PIN

Submit


[Back](#)

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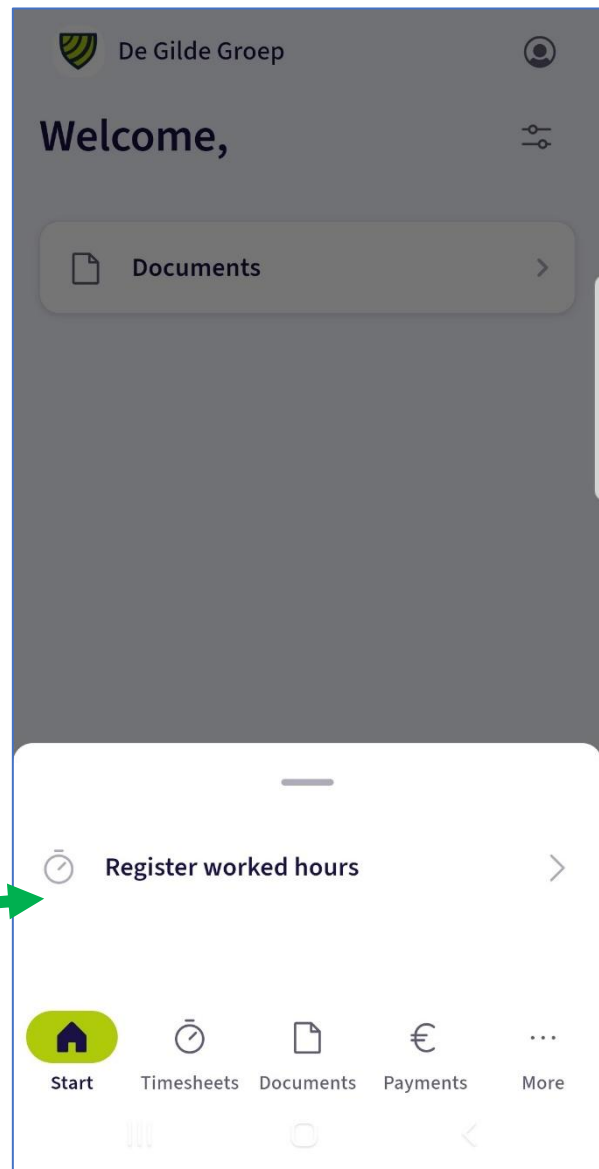
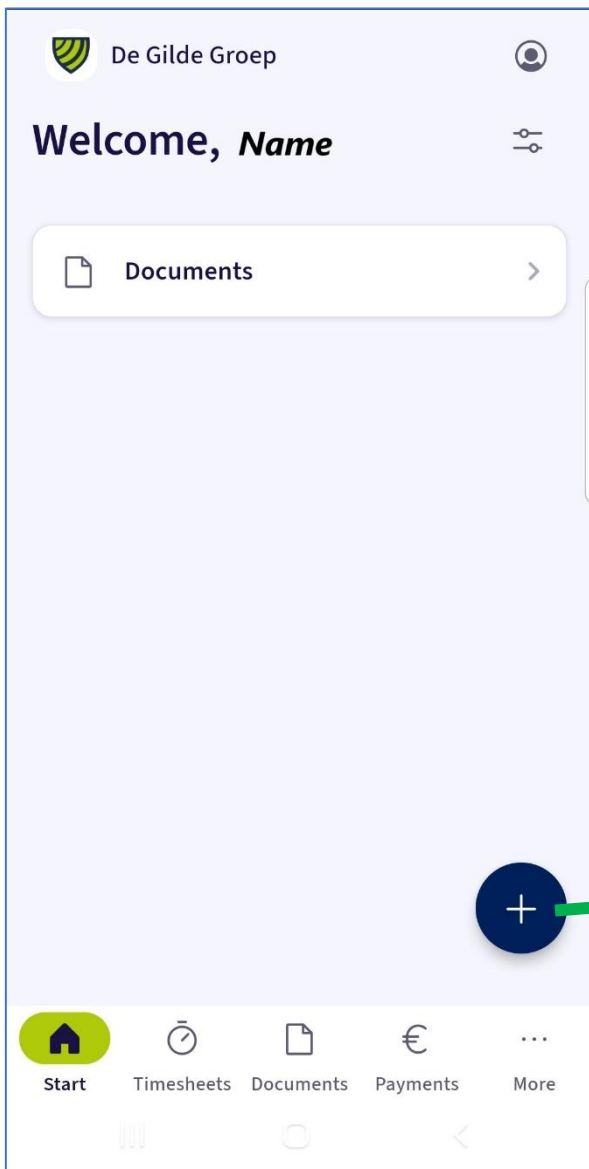
Instructies – mobile app

Enter hours

It is only possible to submit your worked hours once per week.

Click the  button on the home screen

Select “register worked hours”





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Select the correct week:

← Register

< Week 18 (Apr 27 - May 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

Select your working day(s):

Register your hours per day, per contractor.

If you worked the same hours on multiple days for one contractor, you can select multiple days.

← Register

< Week 18 (Apr 27 - May 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

Contractor >

Type >

← Register

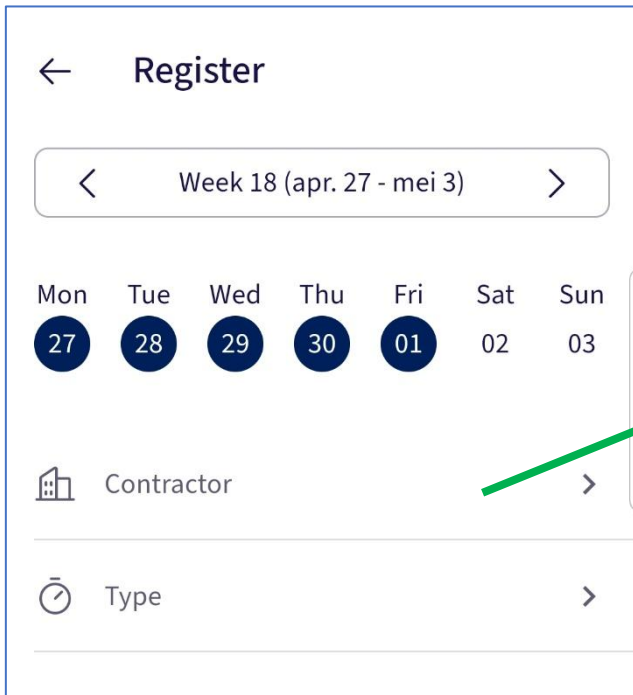
< Week 18 (apr. 27 - mei 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

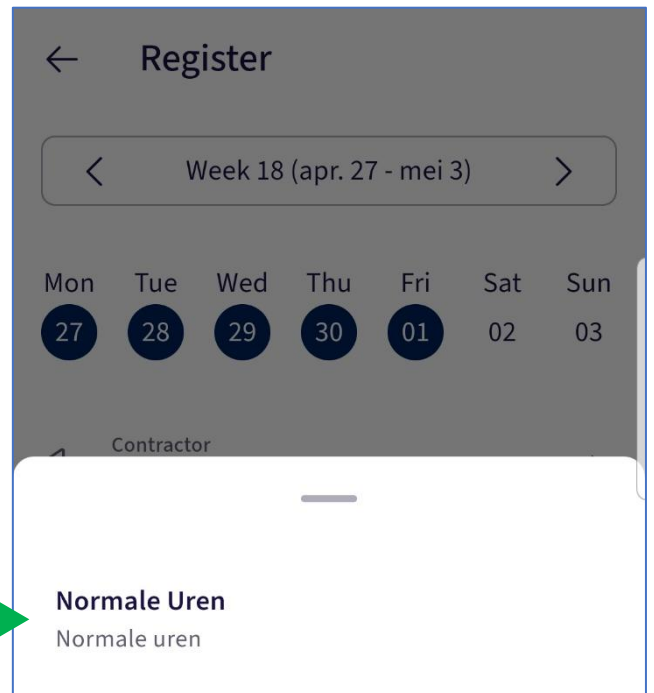
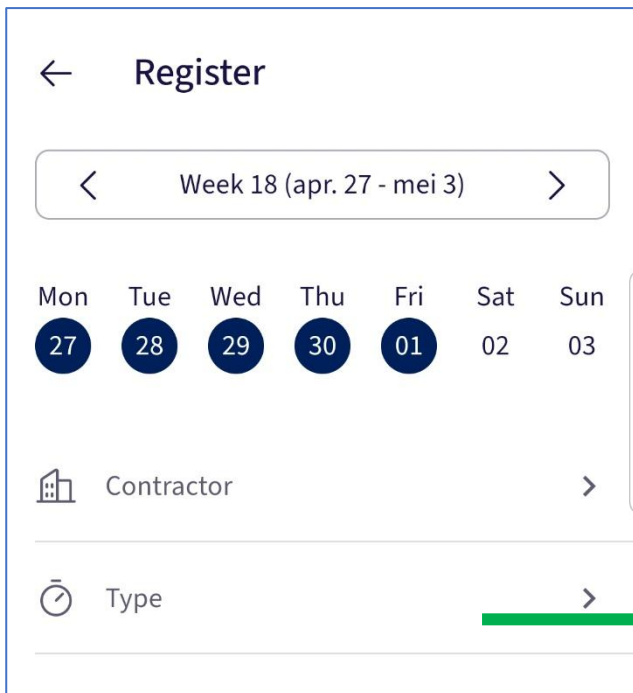
Contractor >

Type >

Select contractor:



Select type (always select "normale uren"):
Any extra allowances are calculated automatically.





Enter your start time and end time:

← Register

< Week 18 (apr. 27 - mei 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

Contractor
De Gilde Groep B.V.

Type
Normale Uren

Start 11:57

End 19:57

Breaks (+)

Save and add new Save draft

Cancel

← Register

MON 27 TUE 28 WED 29 THU 30 FRI 01 SAT 02 SUN 03

Enter time

17 : 00

Hour Minute

Cancel OK

1 2 3 Ger. 4 5 6 7 8 9 .- 0 ,



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Enter your break times, click + :

(Note: this time will be deducted from your worked hours)

The image displays two screenshots of a mobile application interface for registering work hours.

The left screenshot shows the "Register" screen. At the top, there is a back arrow and the title "Register". Below the title, there are several fields: "De Gilde Groep B.V." (Contractor), "Normale Uren" (Type), "Start" (08:15), and "End" (17:00). A green box highlights the "Breaks" section, which includes a "+" icon and a list of breaks: "Break" (12:00 - 12:30) with a trash icon. Below the breaks section is a "Note" field with a "+" icon. At the bottom, there are three buttons: "Save and add new", "Save draft", and "Cancel".

The right screenshot shows the "Enter time" dialog box. It has a title "Enter time" and a numeric keypad. The hour is set to "12" and the minute is set to "30". Below the keypad, there are "Hour" and "Minute" labels, and "Cancel" and "OK" buttons. A green arrow points from the "Breaks" section in the left screenshot to the "Enter time" dialog box.

Optionally, you can add a note.

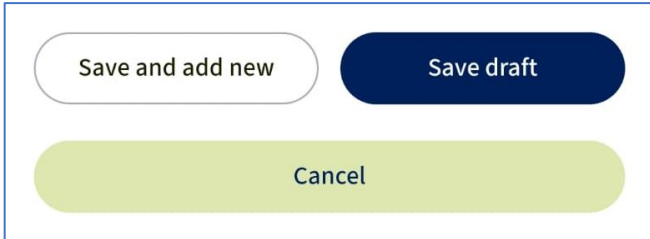


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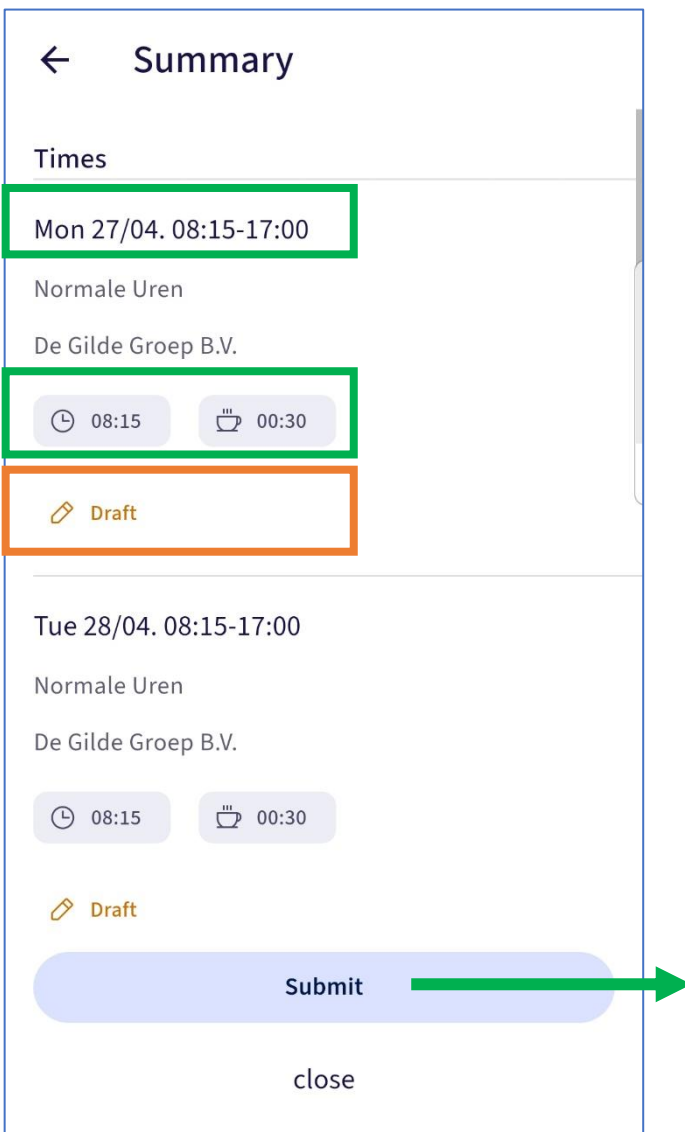
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Want to enter another day or week? Click **Save and add new**.

Finished entering everything? Click **Save draft**.



Check the summary of your entered hours:



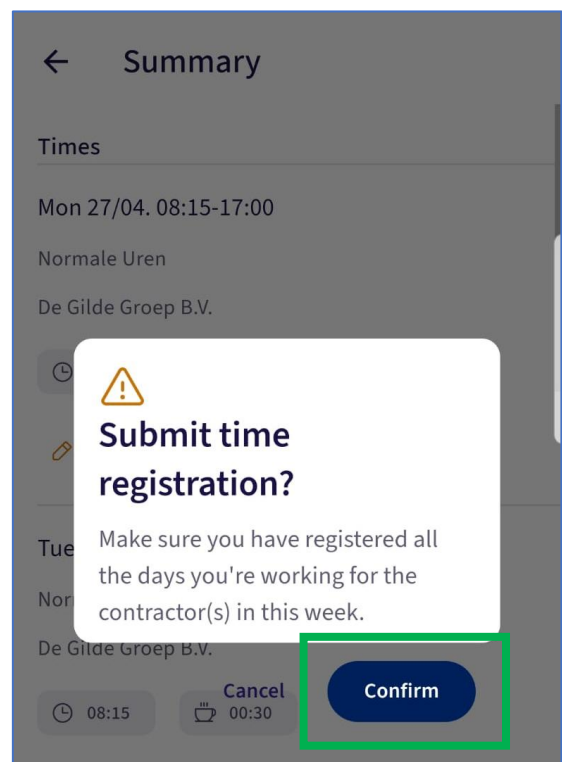
Click **Draft** to make changes.

Are all hours correct?

Click **Submit**

After submitting your hours, you can no longer make changes or add hours for that week.

Click **Confirm**





Other functionalities

Timesheets

You can view the status of the days for which you have registered hours or expenses under “**Timesheets**”.

You can immediately see the current status of your entries.

Timesheets are processed once per week. Entries can have the following statuses:

- **Draft** Created, not yet submitted.
- **In progress** Submitted for approval or processing and/or approved.
- **Rejected** Rejected by your contact person.
Adjust the entry and submit it again.
- **Confirmed** Processed.
- **Failed / Error** Something went wrong while submitting your entry.
Adjust the entry or enter it again.
If needed, contact your contact person.

Documents

You have access to an overview of all documents, such as your contract, placement confirmations, payslips, and annual statements.

By default, you will see all documents from the past year.

Do you only want to view payslips or annual statements?
Use the filters to refine the selection.

Assignments

Here you can find information about your contract and current assignments.

You can view the agreements made with you in your contract, including additional information about contract phases or chain regulations.

Different terms may apply to specific assignments.
You can view this information per assignment.

Contact

Contact details of De Gilde Groep.



Instructions – web environment

Log in via <https://app.zvoovego.com>. Use your username and password.

The screenshot shows the login interface for zvoove Go. At the top left is the zvoove Go logo. Below it is the heading "Login". There are two input fields: "E-mail" and "Password" (with a visibility toggle icon). A "Login" button is positioned below the password field. A link for "Forgot Password?" is located below the login button. At the bottom of the page, the version "Version 1.1.30 (Release)" and copyright "© zvoove Group GmbH" are displayed.

Home page:

The screenshot displays the home page dashboard for zvoove Go. The top left corner features the zvoove Go logo and the user's name "De Gilde Groep Pivoton". A "New" button is visible. A vertical sidebar on the left contains navigation options: "Start" (highlighted in green), "Timesheets", "Documents", "Payments", "Assignments", and "Contact". The main content area shows a "Dashboard" breadcrumb, a "Welcome," message, and two primary action cards: "Timesheets" with a "Show all" button, and "Documents". A "Documents" card is also visible on the right side of the dashboard.



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Enter hours

It is only possible to submit your worked hours once per week.

Click **+ New** in the menu

Select **"register worked hours"**

The image shows two screenshots of the zvoove Go mobile application. The left screenshot displays the main dashboard with a sidebar menu containing options like Start, Timesheets, Documents, Payments, Assignments, and Contact. A '+ New' button is visible in the top left. A green arrow points from this button to the right screenshot, which shows the dropdown menu that appears after clicking '+ New'. The menu items include Timesheets, Documents, Payments, Assignments, and Contact. The 'Register worked hours' option is highlighted with a green bar and a right-pointing arrow.

Select the correct week:

The screenshot shows a 'Register' dialog box with a close button (X) in the top right corner. Below the title, there is a navigation bar with left and right arrows and the text 'Week 18 (Apr 27 - May 3)'. Below this is a table with columns for the days of the week and their corresponding dates.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03



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Select your working day(s):

Register your hours per day, per contractor.

If you worked the same hours on multiple days for one contractor, you can select multiple days.

← Register

< Week 18 (Apr 27 - May 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

🏠 Contractor >

🕒 Type >

← Register

< Week 18 (apr. 27 - mei 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

🏠 Contractor >

🕒 Type >

Select contractor:

← Register

< Week 18 (apr. 27 - mei 3) >

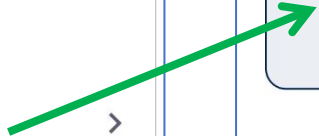
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

🏠 Contractor >

🕒 Type >

← Choose Contractor

🏠 De Gilde Groep B.V.
Betonafwerker
01/02/2026 - Ongoing





Select type (always select "normale uren"):
Any extra allowances are calculated automatically.

The image displays two screenshots of a mobile application interface. The left screenshot shows the 'Register' screen with a calendar for Week 18 (apr. 27 - mei 3) and a 'Type' dropdown menu. A green arrow points from the 'Type' dropdown to the right screenshot. The right screenshot shows the 'Type' dropdown menu open, with 'Normale Uren' selected.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

Contractor

Type

Normale Uren
Normale uren

Further instructions on the following page...



Enter your start time and end time:

← Register

< Week 18 (apr. 27 - mei 3) >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03

Contractor
De Gilde Groep B.V.

Type
Normale Uren

Start 11:57

End 19:57

Breaks (+)

Save and add new Save draft

Cancel

← Register

MON 27 TUE 28 WED 29 THU 30 FRI 01 SAT 02 SUN 03

Enter time

17 : 00

Hour Minute

Cancel OK

1 2 3 Ger.
4 5 6
7 8 9 .-
0 ,



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Enter your break times, click + :

(Note: this time will be deducted from your worked hours)

The image displays two screenshots of a mobile application interface for registering work hours. The left screenshot shows the 'Register' screen with fields for company (De Gilde Groep B.V.), type (Normale Uren), start time (08:15), and end time (17:00). Below these fields is a 'Breaks' section with a '+' icon and a list of breaks (Break, 12:00, 12:30) with a trash icon. A green box highlights the 'Breaks' section, and a green arrow points from the '+' icon to the right screenshot. The right screenshot shows the 'Enter time' dialog box with a numeric keypad and a calendar view. The dialog box displays '12 : 30' and has 'Hour' and 'Minute' labels. The keypad has numbers 1-9, 0, and a backspace icon. The calendar view shows 'Week 17 (Apr 20 - Apr 26)' and days Mon-Sun. The 'Save and add new', 'Save draft', and 'Cancel' buttons are visible at the bottom of the left screenshot.

Optionally, you can add a note.



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To add a new day or week,
click **"save and add new"**

When finished,
click **"save as draft"**

Save and add new Save draft

Cancel

Check the summary of your entered hours:

Summary

Times

Mon 04/05. 09:00-18:00

Normale Uren

De Gilde Groep B.V.

🕒 08:30 🕒 00:30

Draft

Click **Draft** to make changes.

Are all hours correct?

Click **Submit**

After submitting your hours, you can no longer make changes or add hours for that week.

Click **Confirm**

Submit

close

Submit time registration?

Make sure you have registered all the days you're working for the contractor(s) in this week.

Cancel **confirm**