Check In and Out at Work (ClaO Management)

User guide for employers

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Check In and Out at Work Online service

ClaO (Check In and Out at Work) is the online attendance registration service for the cleaning industry.

Through this online service, employees, self-employed, temporary workers and trainees can record their presence at the workplace in real time.

The CIaO Management application allows both employers and the NSSO to access and manage employee registrations.

Authentication

When an employer goes to the <u>ClaO Management</u> online service, he/she is directed to the authentication page.

To authenticate, he/she clicks on 'Enterprise' and then follows the steps to log in.

		L	e
In what target audience would you like to log in? Citizen	Enterprise	Civil servant	
In collaboration with 📜 CSAM			



Get access to) secure serv	ices	
elD and card reader	itsme app	EIDAS European electronic identification	Access codes
Username/password and a	code via mobile app or ema	ail	Belgian ID for foreigner

Once authenticated, he/she is redirected to the screen where the registrations can be accessed.

Performance

When a user logs in, he/she is directed to the 'Performance' menu by default. The employer sees current-day registrations linked to its company or its subcontractors.

ONSS Cla0					Version : 1.5.1 12/12/2024 16:26:02	Need he	lp7 4	6	AL
Ô Performance ₩ Subcontracting									
Q Search	C Performance over	view						(3
Date of * at * 16/12/2024 18/12/2024	Date 11	DOW n° 11	Place of performance 1	Worker 11	Company 1	IN ŢĮ	out ți	Status / Validity	
Declaration of work no.		Filter	Filter	Filter	Filter	Filter	Filter		
Customer name 0	> 17/12/2024	1Y10041PGFDUZ	Avenue de Stalingrad 122, 1000 Bruxelles	8	- Finnish Defence Intelligence A.	10:12	10:14		
Company number 🖲	> 16/12/2024	1Y10041PGFDUZ	Avenue de Stalingrad 122, 1000 Bruxelles	8	5 - Finnish Defence Intelligence A.	16:40	16:41	₽ ▲	
Company name 🛛	2 record(s)						к с (1) > .»	
Place of performance									
SSIN worker 🖲									
Name First name worker O									
Status									
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Bemarks									
Select									
D Reset Q Search									

The following information is located at the top right:



- Version: version number and date of the application.
- Need help? URL to the official site of the NSSO.
- Notifications: as an employer, you can consult your list of notifications by clicking the ^{L2} button. The notifications contain information regarding changes the NSSO has made to one or more of your registrations. The changes may relate to the company number, declaration

of works number or both. You can view the modified registration using the View registration

button You can also mark the message as read ^{Mark as read} or perform this action for all your notifications *Mark all as read*.

If the CBE number is changed, the registration will be visible only in the list of the performances of the new company and no longer in that of the company for which the registration was originally made.

Version : 1.5.1-SNAPSHOT.1733389 05/12/2024 09:59:00	117 ③ Need help?) 🖓 🧬	AC
		✓ Mark all a	as read
Modification of registration from 03/12/2024 at 17 CBE Number: *425258688" > *406798006" 05/12/2024 at 14:10 View registration	7:47 for John Doe.		
Mark as read			
Modification of registration from 03/12/2024 at 17 CBE Number: "406798006" > "425258688" 05/12/2024 at 14:09	7:47 for Jane Doe.		
Mark as read			
Modification of registration from 20/11/2024 at 13 DOW Number: "1Y1002V9KLZ6Z" > "1Y10033HEAV 20/11/2024 at 13:59 View registration	1 :57 for John Doe . /GZ [*]		
Modification of registration from 20/11/2024 at 13	8:57 for Jane Doe.		
20/11/2024 at 13:58	202		
Mark as read			
Modification of registration from 20/11/2024 at 13 DOW Number: "1Y1002W0ZVMGZ" > "1Y10033HE/	3:57 for John Doe. AVGZ"		

• Language: the language selected by the user (the user has the option to change the languages: FR, NL, DE or EN).

Note: If the language is changed after a search has been performed, the search filters will be retained.

Icon with company's initials: clicking on the icon , displays 'Company' (profile with which the user has logged in) and the name of the company for which the user has logged in. A sign out option is also available.



Consultation

• On the left-hand side, the user will find a list of search fields pre-populated with the current date in the 'Date from' and 'to' boxes.

						Version : 1.4.1 9/08/2024 21:32:45 O Need help?
Performance EE Subcontracting						
Q Search	Terformance ove	rview				ព
Date of * at * 15/09/2024 15/09/2024	Date 11	DOW n° †1	Place of performance 11	Worker 11	Company 11	IN 11 OUT 11 Status / Validity
Declaration of work no.		Filter	Fifter	Filter	Filter	Filter Filter
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] [« « » »
Company number 🛛						
lompany name 🖲						
Sace of performance ()						
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iame First name worker 🗑						
tatus	L.					
Select 🗸						
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D Reset Q Sear	ch					

• On the right-hand side, the user will find the 'Performance overview' that match the search criteria.

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	ΦP	erformance over	view						
at •	1				and the second sec				Status
24/09/2024		Date 11	DOM N 11	Place of performance 11	Worker 1	company 14	14 11	001 11	Validi
	~	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
	\rightarrow	24/09/2024	1Y102MYCGQMPZ	Boulevard du Jardin Botanique 50, 1000 Br		CLEANINGFIRM	10:45		•
	> >	24/09/2024	1Y102MYCGQMPZ	Boulevard du Jardin Botanique 50, 1000 Br	· ·····	MRBEANCORP	10:43		•
	>	24/09/2024	1Y102MYCGQMPZ	Rue Marie-Thérèse 10, 1000 Bruxelles	1	000000000	10:36		
	>	24/09/2024	1Y102MYCGQMPZ	Spiegelstraat 37, 1000 Brussel		- Aquinos Bedding ' . 🗄	09:26	10:44	
	>	24/09/2024	1Y10041PGFDUZ	Place Victor Horta 18B, 1060 Saint-Gilles	C. alass	SMALS	09:22		6
	>	19/09/2024	1Y10041PGFDUZ	Korenmarkt, 9000 Gent	C	· · · · A AERTS	11:15		6
	>	19/09/2024	1Y10041PGFDUZ	Acaciastraat, 3500 Hasselt	···· ···	····· · WEYME CONSTRUCT	10:06		
	7 res	cord(s)						« < (1	
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×)									
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	41- 24/09/2024	dir 24/09/2024 2 3 3 3 3 3		#* 24/09/2024 24/09/2024 Date [] Date [] DOW e* [] 24/09/2024 Filter Pilter Filter 24/09/2024 1v102MrC00MPZ 24/09/2024 1v102MrC00MPZ 24/09/2024 1v102MrC00MPZ 24/09/2024 1v102MrC00MPZ 24/09/2024 1v1004Hr0FDUZ 24/09/2024 1v1004Hr0FDUZ 2 19/09/2024 1v1004Hr0FDUZ 7 record(s) ************************************	#* 24/09/2024 24/09/2024 Date 11 DOW n* T I. Place of performance 11 * Filter Filter Filter Filter > 24/09/2024 1Y102MYC0QMPZ Boulerward du Jardin Botanique 50, 1000 Br > > 24/09/2024 1Y102MYC0QMPZ Boulerward du Jardin Botanique 50, 1000 Br > > 24/09/2024 1Y102MYC0QMPZ Boulerward du Jardin Botanique 50, 1000 Br > > 24/09/2024 1Y102MYC0QMPZ Boulerward du Jardin Botanique 50, 1000 Br > > 24/09/2024 1Y102MYC0QMPZ Rue Marie-Theitse 10, 1000 Bruxelle > > 24/09/2024 1Y1004IPGFDUZ Ruee Watchr Horta 180, 1000 Swint-Gilles > > 19/09/2024 1Y1004IPGFDUZ Koreenmarkt, 9000 Gent > > 19/09/2024 1Y1004IPGFDUZ Acaciestrast, 3500 Hasselt Trecord(e)	#* 24/09/2024 Date [] DOW n* T] Place of performance [] Worker [] * Filter Filter Filter Filter Filter > 24/09/2024 1Y102MYC00MPZ Bouleward du Jardin Botanique 50, 1000 Br. ************************************	#* 24/09/2024 Date [] DOW e* [] Place of performance [] Worker [] Company [] * Filter Filter	#* 24/09/2024 Doke 11 DOKe 11 Place of performance 11 Weeker 11 Company 11 Ht 11 # Filter Filter	#* 24/09/2024 Dow * T1 Place of performance: T1 Worker T1 Dompsoy T1 In T1 OUT T1 R Filer Filer </td

The user only sees the registrations that he/she has access to, specifically:

- the registrations of company employees and registrations of subcontractors in the declaration of work,
- the registrations of employees who have registered for this declaration of work even if their employer is not part of it.

Activities table

The table contains the following columns that can be filtered/sorted:

ð Pe	rformance ove	erview						Cosv
	Date ↑↓	DOW n° ↑↓	Place of performance 1	Worker ↑↓	Company †↓	IN †↓	OUT 11	Status / Validity
*	Filter	Filter	Filter	Filter	Filter	Filter	Filter	

- Date: date of registration. ٠
- **DOW no.:** declaration of work number.
- Place of performance: the address of the place of performance obtained by converting GPS • coordinates or entered manually.
- Worker: SSIN number followed by first name and surname.
- **Company:** company number followed by the name of the company, if it could be retrieved.
- **IN:** hour of IN registration.
- **OUT:** hour of OUT registration.
- **Status/Validity**: the status/validity of the registration, with the options below:

Created/registered: for handling the registration, 0 To verify: if a comment is present for the registration, 0

- Validated: if there are no comments for the registration,
- Cancelled: if all related registrations were cancelled,
- Edited: if the registration was adjusted by the NSSO.

Information on status

0

0

0

- Registration overview: Cancelled registrations are not listed in the registration overview. When a registration is cancelled, the overview will be updated.
- Generating the comments: comments are no longer updated for registration with the "cancelled" status.
- Visibility: all registrations are visible in ClaQ, "Citizen" and ClaQ, "Management", exception made for the cancelled registrations which are only visible in ClaO Mangement,

A line contains IN and OUT registration data.

The user can display line details by clicking $\stackrel{>}{\sim}$.

To close all expanded cards at once, simply click \land at the top left of the table.

		Version : 1.4.1 09/08/2024 21:32:45	eed help? 🕀 🗚
♂ Performance EE Subcontracting			
Q Search	Terformance overview		C sv
Date of • at • 24/09/2024 24/09/2024	Filter Filter Filter Filter	Filter	Filter
Declaration of work no.	>> 24/09/2024 1Y102MYCGQMPZ Boulevard du Jardin Botanique 50, 69121927014 ANNICK LAUWAERT CLEAN	NGFIRM 10:45	
Customer name	→] IN 24/09/2024 10:45:47 🖂 Torenty		
Company number 🜑	CiuO ID ID CAW Status 23159 Created / registered		
Company name 🖲	Channel Reporter ID Mobile / Manual 69:12,19-270,14		
Place of performance 🛛	Teception time Place of performance L 24/09/2024 10.45:47 Boulevard du Jardin Botanique 50, 1000 B Customer name		
SSIN worker 🔮	WILLY NAESSENS INDUSTRIEBOUW Remarks 25. No GPS coordinates returned following a refusal to locate or a technical problem		
Name First name worker 🕲	33. Please check that the employer is entered correctly for this declaration of work		
Status	> 24/09/2024 1Y102MYCGQMPZ Boulevard du Jardín Botanique 50, 69121927014 ANNICK LAUWAERT MRBEA	NCORP 10:43	₽ ▲
S Reset Q Search	> 24/09/2024 1Y102MYCGQMPZ Rue Marie-Thérèse 10, 1000 Brux 69121927014 ANNICK LAUWAERT 000000	000 10:36	a

Cards are displayed by registration type and contain the following information.

- Type of registration: IN or OUT.
- Date and time of registration: the time when the registration was made.
- Construction that allows an amendment to a registration to be requested from the NSSO. When the user clicks on the envelope, he/she is taken to the Check In and Out at Work form.

NSSO MARK	EN 👻
Check In and Out at Work	- A. AERTS
Check In and C	Dut at Work form
Check In and Out at Work form	
 The purpose of this form is to ask the NSSO [the Belgian National S registration for one of these 2 cases: An employee has selected the wrong company number. An employee has registered his/her presence and selected th requested. 	ocial Security Office] for an adjustment of an erroneous presence ne wrong Declaration of work or has not completed the field
Details of the registration	
Employee's social security identification number (INSZ-NISS) *	

The employee information and registration are automatically entered in the form.

Employee's social security identit	fication number (INSZ-NIS	ss) *					
69 11100000111							
Employee's surname *	ne * Employee's First Nar		Date and Time				
Lastname	firstname	firstname		Ē	14:08	Q	
Company number *		Company No	ame				
2067		Name emp	Name employer				
Declaration of work number							
1Y102MYCGQMPZ							

Simply fill in the reason for the application and submit the form. It is possible to append an attachment.

Request	
Sector	
Cleaning	*
Reason for request * 🕕	
Registration of an incorrect company number	
Missing Declaration of work number or registration with incorrect Declaration	n of work number
Document	
f you wish, you can add a document to your request.	
+ Add file	
f you have any other questions about Check In and Out at Work, please get in tour	ch with the <u>contact center</u> using the contact
orm.	

Note: 30 days after the registration date, the envelope disappears and it is no longer possible to request another adjustment. For the time being, only an adjustment of the CBE and/or DOW number can be requested.

- Status of registration (top right of the card):
 - 'Created/registered' (before asynchronous processing).
 - *Validated:* the asynchronous checks were performed and no comments were identified.
 - *'Cancelled':* the registration was cancelled by the NSSO.
 - *'To verify':* asynchronous checks were performed and at least one comment was identified. Details of the comments are available in the expanded card.
- **ClaO ID:** the technical identifier of the registration in ClaO.
- **CAW ID:** the technical identifier of the registration in CAW (either the ID of the registration in question if it is the first IN, or the identifier of the first IN if it is another IN or OUT).
- Channel:

- *'Mobile/URL':* if the registration was done by scanning the QR code.
- *'Mobile/Manual'*: if the registration was done through the application without scanning the QR code.
- 'Web service (WS)': if the registration was done via a web service (badge reader).
- 'Web App Management': if the registration was done through ClaO Management.
- Reporter ID:
 - SSIN number of the person who did the registration (in case, an employee).
 - ID of the web service: for registrations made via a web service.
 - 'NSSO' notification: where it concerns an action by an NSSO employee.
- **Reception time:** time when registration was made in ClaO.
- Place of performance : if this was entered manually or Place of performance : if the address was calculated from GPS coordinates.
- **Customer name:** name of the customer in the declaration of work. If the customer name cannot be retrieved (in case the declaration of work does not exist for this entity), the message 'not known' appears.
- **Remarks:** all points of interest of the registration.
- **Cancelled by**: where a registration was cancelled, the person who made the cancellation is identified.

ONSS ClaO		Version : 1.4.1 09/08/2024 21:32:45	Need help?
Performance EE Subcontracting			
Declaration of work no.	✓ 04/09/2024 1Y102MYCG0MPZ Dinantplein 4,1000 Brussel	Contract - Office National Contract	11.05
sustomer name 🜒			
	→] IN 04/09/2024 11:05:00		
Company number 🕲	Cia0 ID ID CAW Status 22812 4373388 Cuceled		
Company name 🖲	Cancelled by Channel NSSO Mobile / Manual		
Place of performance ()	Reception time 04/09/2024 11.05:13		
SSIN worker 🜑	Place of performance 2 Customer name Dinantplein 4, 1000 Brussel WILLY NAESSENS INDUSTRIEBOUW		
Name First name worker O	Remarks 21. Two or more INs in a row 25. No GPS coordinates returned following a refusal to locate or a technical problem		
Status	> 04/09/2024 1Y10041PGFDUZ Korenmarkt 9000 Gent	、 3 - Media Markt Hasselt	11:04 🛇 🛦
D Reset Q Search	> 04/09/2024 1Y1003WFD3K1Z Victor Hortaplein 20, 1060 Sint-GiL	A. AERTS	10:38 🕤 🛦
Information			
n order to search, please enter the from and to			

The following actions options are available in the table:

- The icon 🔓 : allows the user to export registrations,
- **Sort** ¹¹ : via the corresponding icon.
- Filtering: to refine the data shown. The filter is run on all results.

F	Filter		Fil	ter			Fi	lte
	Septe	ember	2024			<	>	i
		Мо		We			Sa	
	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	27	28	
	29	30		2	3	4	5	

RSZ ClaO									Versie : 1.4.0-SNAPSH0T.1721 23/07/2024 10:16:18		() Hulp rod	D 🖑
Prestaties k1 Onderaannem	ing											
Q Opzoeking		°	Overzicht van de prei	itaties								
05/07/2024	23/07/2024		Datum 11	NI: AVW 11	Werkplaats 11	Werkner	mer ti	Orderneming 11		IN 11	007 11	Status / Geldigheid
ti: aangiha van warkan 🛛			Film	Fitter	Fitter	Fitter		Filter		Filter	Filter	
Naam van de klart. 🛛		-	23/07/2024		10 × 10 × 10 × 10 × 10 × 10 × 10 × 10 ×					15:17		
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Naam voomaam werknamer Ø			10 Out0 26935 Kanaal Mobiel / URL	41674462	Status Character () generation 10 van die aangever		ID Club ID CAIA 25937 41674 Kanaal Mobiel / LIRL	462	Statue Crossbert/productioned IO van de aangever			
Salantaran		~	Repartationar 23/07/2024 14:15:57		Workplasts O		Registrational 23/07/2024 14:24:00		mediplears O			
uidahuid			Naam van de klent				Naam van de klant					
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Selecteren		~	0									
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DR	leinitialiseren Q Z	Zoeken	23/07/2024		No. of Concession, Name and Advances					14:08	1414	
		>	23/07/2024		Name and Address of States of Concession					13:53		

Show (1)/hide (2) details: displays/hides the details of an activity line.

At the bottom of the table, the number of results matching the search criteria is shown (1). Clicking on the page numbers or arrows (2) moves from one page to another.

RSZ	ClaO								Versie : 1.4.0-SNAPSHOT 172172255 23/07/2024 10:16:18	(0 H)	la rodig?	6 @
👌 Prestaties 🛛 👪	Onderaanneming											
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	S Reinitialiseren Q Zoeken	>	23/07/2024		1011000-000-000				13.2	é.		
		143 8	Registratie(s)						2	2 3	4 5 →	30
Informatie												

Displaying registration history

In the 'Performance' menu, under 'Performance overview,' the user can expand the line (>) of the selected registration to view its details. When the selected line is expanded, a 'card' with the details is displayed for each recorded activity (IN and OUT).

The history (\leq 'Information about the original registration') of the registration is available for consultation at the bottom of the card.

Once the history is expanded, the original registration card displays on a grey background. If this registration is a copy of an original registration, the ' Information about the original registration' option reappears to display the original registration, and so on. The history contains the same fields as the original card.

<pre>status: the status:</pre>	<pre>in a new in a new in a new in a new in the basis of the address entered in the interest in the interest in</pre>							12/12/202	4 16:26:02 ① Need help? 4
Stands Introduction about the original registration Introduction 2	with the second	Performance VE Subcontracting	0						
Image: mean image:	<pre>int is in the iso is in the iso is in the iso is it is in the iso is it i</pre>	Search	ð Pe	rformance overvie	ew				
<pre>www.www.www.www.www.www.www.www.www.ww</pre>	Image: mean in a constraint of the co	ate of * at *		Date 11	DOW n° †↓	Place of performance 11	Worker 11	Company 11	IN 11 OUT 11 Status
Information about the original registration Information I, 1000 Brussel WoodD WINDOW Respired by AN, Re	Image: market in the second secon	eclaration of work no.	-	1	7 1 1 2 2	1 (1.0		
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• WE DIVENTIAL USE ALL ALL ALL ALL ALL ALL ALL ALL ALL AL	IN 03/12/2024 13.06.34 0 LN 03/12/	ompany number Ø							
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In Oran/2/2024 13:06:34 Clancel Web app management Roporter ID Bill possible to determine the address on the baddress on the address entered In formation about the original registration In formation about the original registr	Image: section of the address on the basis of the address entered Image: section of the address on the address entered	ompany name 0		CIaO ID 23927	ID CAW	Status Edited			
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The user only sees the registrations that he/she has access to:

• The employer sees the registrations of employees linked to its company and its chain of subcontractors (i.e. the registrations by its subcontractors in the declaration of work).

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In the left part of the screen, the user can enter the following criteria to filter the data:

- Date of ... at: these two fields are mandatory. A maximum of 100 days between these two dates is set.
- **Declaration of work no:** the DOW no. can be entered with or without hyphen. Other characters will not be accepted. Subcontractor registrations for declarations that are already closed are only available if the declaration number is entered as a filter.
- **Customer name**: name of the customer of the declaration of work.
- **Company number:** enter a company number or VAT number. The company number may only contain spaces, dots and digits.
- **Company name:** enter the name of the company. The search shows a result according to the 'contains' type.
- **Place of performance**: enter an address. The search shows a result according to the 'contains' type.
- **SSIN worker:** enter an SSIN number. The search returns a result if the number entered is identical, excluding spaces, hyphens and full stops.
- **Name First name worker:** enter the name/first name of the employee. The search shows a result according to the 'contains' type.
- Status: drop-down menu with the option to indicate multiple criteria.
- Validity: drop-down menu with the option to indicate multiple criteria.
- Remarks: drop-down menu with the possibility of indicating multiple criteria.
- **Present:** check box to display the number of employees present at a place of performance.

The user can combine the search criteria.

Clicking on the descent button shows the registrations according to the criteria entered. If the mandatory criteria are not filled in, the 'Search' button is not enabled.

The button is used to reset the filters in this window. By default, the 'Date of ... at ...' filter is reset to the current date to prevent a search from taking too long.

Export

The user with the required rights can also export the worked performed result using the icon

						Version : 1.4.1 09/08/2024 21:32:45	(1) Need	d help?	€N
Performance E Subcontracting									
ζ Search	C Ter	rformance o	overview						>[
Date of • at • 22/09/2024 22/09/2024		Date ↑↓	DOW n° ↑↓	Place of performance 1	Worker ↑↓	Company 1	IN ↑↓	OUT ↑↓	Status / Validity
Declaration of work no. 💿	*	Filter	Filter	Filter	Filter	Filter	Filte	Filte	
Customer name 🛛	No rec	ords found							
Company number 💿								~~ <	>
ompany name 💿									

When the user clicks the 'Export' button, he/she can choose to export with or without remarks.



Once the selection is made, the CSV is downloaded to the user's PC.



The CSV contains the following information:

	Column title	
А	Type of registration	Values: IN or OUT
В	Time of registration	Date + hour (DD-MM-YYYY hh:mm)
С	DOW No.	

D	Place of performance	The address of the place of performance is obtained by converting GPS coordinates or entered manually
E	Worker	Social security identification number (SSIN) – first name – last name
F	Company	CBE or VAT – company name
G	Status	
Н	Validity	
1	ClaO ID	
J	Channel	
К	Remarks	Only when exporting with comments. Corresponds to a remark.

For an export:

- without remarks: one line per card.
- with remarks: one line per card per remark.

Registrations to be exported are limited to the number of days allowed for the search (currently 100 days).

The number of exported registrations is a second limit set within the application (currently 100,000 lines).

Subcontracting

When the user logs in, the 'Performance' menu is automatically displayed.

A 'Subcontracting' tab is accessible, located under the header and next to the 'Performance tab:



This tab displays the search results for a subcontracting chain and the registrations for each of these companies can be consulted. A user with access to the 'Performance' menu also has access to the 'Subcontracting' menu (by default). So, there is no difference in role for these two tabs.

The following information is available here:

1. Displayed at top left, a window with a search field for the date. This is pre-populated with the current date by default as well as a field for the 'Declaration of work no.,' along with the option to reset the search (using the reset button).

Search				
Date *			Declaration of work no. *	
26/09/2024	Ċ	5	1Y102MYCGQMPZ	
5	Reset		Q	Search

2. Displayed at top right, a window with the 'General information for the place of performance'. This is where the place of performance, the activity period and the ordering party will be listed.

	General information for the place of performance
	Place of performance : 1Y102MYCGQMPZ (Building work)
	Activity period : from 19/09/2022 at 01/12/2024
	Ordering party : WILLY NAESSENS INDUSTRIEBOUW (1

3. Below, the subcontracting chain is displayed along with the registrations (from the date in the filter) linked to the company the user has access to.

UNSS	ClaO				Version : 1.4.1 09/08/2024 21:32:45	Need help?	e (
Performance	EE Subcontracting						
∃ Subcontractir	ng						
Search Date * 24/09/2024	Reset	Declaration of work no 1Y10041PGFDUZ	o.+ Search	General information for the place of performance Place of performance : 1Y10041PGFDUZ (Building work) Activity period: from 20/12/2022 at 20/12/2024 Ordering party: WOOD WINDOW (?			
☆ Collapse all [Export					Total number of Att	tendance(s)
> A. AERTS -	Company number						
> A. AERTS -	Company number "						
> A. AERTS -	Company number 11						
A AERTS - SIDA A AERTS - SIDA A AERTS - ISS I	Company number ************************************	pany number /					
A AERTS - SIDA SIDA A AERTS - SIDA A AERTS - ISS I A AERTS -	Company number "******* LL - Company number **** Company number ***** INDUSTRIAL CLEANING NV - Comp n(s) for a company with no contract	pany number /	(6)				

Between the 'General information for the place of performance' window and the chain of subcontracting, the total number of attendances will be displayed. This is the total number of workers per workplace and thus the sum of all registrations in the chain of subcontracting to which the user has access. The idea is to monitor how many workers register each day and whether they actually register.

Total attendance is calculated from all IN registrations for workers in the chain of subcontracting, based on the SSINs. If the worker did not register an IN but did register an OUT, the OUT will be counted. Cancelled registrations are not counted, but overflow is (see the section on overflow – registration error).

Example: the worker has registered for two different companies (A and B) for the same declaration of work for the same date.

Company A

- 1. The worker records an OUT
- 2. The worker records an IN
- 3. The worker records an OUT

Company B

- 1. The worker records an IN
- 2. The worker records an OUT

Two attendances are counted that are linked to this registration. The number of individual workers /companies for this declaration/date is counted.

Visualisation of the chain of subcontracting

- The lines for active contracts are closed by default and can be expanded one by one.
- The declaration of work number and the contract number are separated by a '/.'
- The following information is displayed for each active contract:
 - the registrations made for the company on the contract.
 - the company's subcontractors on the contract.
- By subcontractor: name of subcontractor company number number of registered workers.
- Under the 'Subcontractor' name, the list of registrations can be opened to display the following columns: 'Date', 'Place of performance', 'Worker', 'IN', 'OUT' and 'Status/Validity'. Each line can also be opened to display the card with the same information as appears in the 'Performance' tab.

The 'Worker' column shows the social security number (SSIN) followed by the worker's full name. If the SSIN and full name are too long, the full information entry will also show by hovering over it.

- Subcontractors are listed in alphabetical order per level.
- Windows and lines can be collapsed simultaneously:



SS ClaO					Version : 1.4.1 09/08/2024 21:32:45	③ Need hell	2) (
rmance to Subcontracting Ad	ministration ~						
bcontracting							
h		Declaration of work no + 1Y102MYCGQMPZ Q	Search	General information for the place of performance Place of performance Place of performance Place of performance Activity period. from 19/09/2022 at 0/17/2/2024 Ordemorp.nmtr, WILLY NAESSENG INDUSTRIEBOUM (************************************			
stration can be found at several points in	the subcontracting chain					Total combine	6 4 10 1
WILLY NAESSENS INDUSTRIEBOUW - C	empany number						
WILLY NAESSENS INDUSTRIEBOUW - Contract number declaration of work. 11/1028/VCGCB	mpany number						
WILLY NAESSENS INDUSTRIEBOUW - C Contract number declaration of work. 111CEN/CCGN CACCENT CONSTRUCT - Company	number (Stat
WILLY NAESSENS INDUSTRIEBOUW - C Contract number defauation of work 111/02/MCG04 C ACCENT CONSTRUCT - Company Date 11	number (1 worker(s) Place of per	rformance 11		Worker TL	и јь	ONL 41	Sta' Vali
WILLY NAESSENS INDUSTRIEBOUW - C Contract number destanded of lass 11/12/07/02 ✓ ACCENT CONSTRUCT - Company Date 11 ✓ 24/09/2024	mpany number 1 worker(s) Place of per Martelaard	rformance 11 aan 3,9000 Gent		Worker 11	94 †k 1439	out 11	Stat Vali
WILLY NAESENS INDUSTRIEBOUW - C Date: THISINGS V ACCENT CONSTRUCT - Company Date: Ti V 24/09/2024 I) N24/09/2024	mpany number 1 worker(s) Place of per Martelaard 19	rformance 11	Ľ () ==	Worker 11 500	N [1. 14:39	out 11	Stat Vali
Date: 11 24/09/2024 INI 24/09/2024 10 2028 228	engang number 1 worker(s) Place of per Manebard 9 D Cow	rformance 11 taan 3, 9000 Gent Satra Satra Satra Satra	ế () 🚥	Worker 11 5 ⁰⁰	94 Ta 14:39	out 11	Sta' Vali
WILLY NAESENS INCUSTREEOUW - C Control hadro developed of the THEORYCE ACCENT CONSTRUCT - Company Date: 11 24/09/2024 4) IN 24/09/2024 14:39:3 23208 Channel Web app management	engany number :	formance 11 aan 3, 9000 Gent Solars Google Cassioned Records C	e o =	Worker TL	рі _{Та} 1439	олт 11	Stati Vali
WILLY MASSENS INDUSTRIEBOUN - Control for the THEORY of the Control of of the Co	engany number:	formance 11 aan 3, 9000 Gent Sonton Register D Place of performance Ja- Martelasatian 1, 9000 Cent	20	Worker 11 ***	ві †ь 1439	олт 11	Stat Valik
WILLY NAESEINS INDUSTRIEBOUW - O Control humbo de developer of the Internet of the	engany number: number (formance 11 aan 3, 9000 Gent Contest Contest Contest Reporter D Reporter D Reporter Contest Place of performance Lo Martelaarsiaan 3, 9000 Cent	20	Worker 11	ві †ь 1439	out 11	Stati

The user sees only the registrations he/she has access to:

- The employer will see the registrations of its employees as well as the subcontracting chain (i.e. the registrations linked to its subcontractors in a DOW).
- The NSSO sees the entire subcontracting chain and therefore all registrations.

Subcontractor without CBE/VAT number

>	A. AERTS - Company number 43200 Contract number declaration of work : 1Y102MYCGQMPZ/3
	Cleaning firm - Unknown company number
	Mr Bean Corp - Unknown company number
	Registration(s) for a company with no contract in the declaration of work - 1 worker(s)
Ĺ	

In the subcontracting chain, subcontractors without a CBE or VAT number are represented by a line that cannot be expanded, with the name of the company and the message: 'Unknown company number.'

Subcontractor appearing multiple times in the subcontracting chain

When a company appears several times in the chain of subcontracting, the registrations for this company are placed at each corresponding level of this chain. An information message is displayed to alert the user that the registration is present at multiple points in the subcontracting chain.

			Version : 1.4.1 09/08/2024 21:32:45	③ Need help?	¢	AL
	·					
te = Subcontracting						
Search Date • 19/09/2024	Declaration of work no. • 1Y10041PGFDUZ	General information for the place of performance Place of performance : 1Y10041PGFDUZ (Building work) Activity period : from 20/12/2022 at 20/12/2024 Ordering period : 0/10/10/10/10/10/10/10/10/10/10/10/10/10				
5 Heset	C Search	ordering party . HOOD WINDOW (c)				
A registration can be found at several points in the subcontra	acting chain					
				Total number of Att	endance(s): 2
Heidelberg Materials Benelux - Company number (Contract number declaration of work: 1 V10041PGFDU2/1	-					
Geens, Frédéric - Company number						h
> STAMNUMMER TEST23 - Company numb	ber 1234569973					ň
						5

Registration error (Overflow)

Registrations not linked to a company that was officially declared in the declaration of work are shown on the last line. If there is a comment, a tool tip is present.

These registrations are visible to the declarant(s) and subcontractors.

ON	Cla0 Version: 1.4.1 09/08/2024 21:32:45 0 Need help? 4										AL
ð Per											
	MetalMatch Envelope Building B.V Company number TT RecTITE										
	Osipov, Valentin - Company number TTTTTLock										
		Gheorge Botnaru - Un	known company number								
		Petru Mamaliga - Unk	nown company number								
	>	PRZEDACH - VAT-numb	Ner - 2003130-9000								
	>	LUKASZ KWIATKOWSK	I - VAT-number "Luc Loost								
Registration(s) for a company with no contract in the declaration of work - 1 worker(s)											
		Date 11	Place of performance 1		Worker 1		Company 1	IN Ţis.	OUT †↓	Status / Validity	
	>	19/09/2024	Acaciastraat, 3500 Hasselt		**** *********************************		886733K913	10:04			
					« < (1 > »						

Export of subcontracting chain

The user can export the results using the Export icon.

One has the choice of an export with or without remarks. The Excel file is then downloaded to the user's computer. The exported document is an Excel file (.xlsx) with several tabs. The first tab contains a summary of the subcontracting chain as seen on the screen in the ClaO Management application, along with the following information:

- Name of the company
- Company number
- Number of workers
- Declaration of work number

Aside from the 'Subcontracting' tab that shows the chain, the registrations per company can be found on separate tabs.

A	В	C	U	E	F	G	
A. AERTS	Company number 456229206	0 worker(s)	1Y102MYCGQMPZ/3				
	Cleaning firm	VAT number null	0 worker(s)	1Y102MYCGQMPZ/3			
	Mr Bean Corp	VAT number null	0 worker(s)	1Y102MYCGQMPZ/3			
Out of DOW							
Subcontracting A AERTS	Cleaning firm Mr Bean Corp Out	of DOW +	: •				

There are links between the tabs to facilitate navigation in the export. To view the registrations for a given company, simply click on the name of the company under the 'Subcontractor' tab.

	А	В	C	D	E	F
5			Firmin OTTEVAERE & C°.	Company number (116 and 3	0 worker(s)	1Y102MYCGQMPZ/1
6		ZIND	Company number 11200021	0 worker(s)	1Y102MYCGQMPZ/1	
7		dLo Coutsourcing_export_ 1Y102MYCGOMPZ 26-	pwnloads\CIAOer721000013	0 worker(s)	1Y102MYCGQMPZ/1	
8	WILLY NAESSENS INDUSTRIEBOUW	- 'ZIND'IA1 - Kik eenma Company numhyperink wit volgen. Kii muisknop ingedrukt als	al als u de c en houd de ser(s) u deze cel wit selecteren.	1Y102MYCGQMPZ/2		
:9	A. AERTS	Company number	0 worker(s)	1Y102MYCGQMPZ/3		
0		Cleaning firm	VAT number null	0 worker(s)	1Y102MYCGQMPZ/3	
1		Mr Bean Corp	VAT number null	0 worker(s)	1Y102MYCGQMPZ/3	
12	Out of DOW					
3						
4						
5						
7						
8						
9						
4	Subcontracting WILLY NA	ESSENS INDUSTRIEBOUW ACCENT CO	ONSTRUCT Universal Rubber Manufac	turing AF (+) ; (+)		

The tab linked to the company then opens and displays the registrations. Click the 'Subcontracting' button at the top left of the tab to return to the 'Subcontracting' tab.

A	D	L	U	c	F	U	n		1
← Subcontracting									
Type of registration	Date/time registration	DOW n°	Place of performance	Worker	Company	Status	Validity	ClaO ID	Channel
IN	24-09-2024 14:39:39	1Y102MYCGQM	Martelaarslaan 3, 9000 Gent	E-121 27014 ***. 100 *1 84/**	- ACCENT CONSTRUCT	Created / registered	To verify	23268	Web app managemen
IN	24-09-2024 14:39:39	1Y102MYCGQM	Martelaarslaan 3, 9000 Gent	CONTRACTOR A DODD AND A DODD	5 - ACCENT CONSTRUCT	Created / registered	To verify	23268	Web app managemen
IN	24-09-2024 14:39:39	1Y102MYCGQM	Martelaarslaan 3, 9000 Gent	E	- ACCENT CONSTRUCT	Created / registered	To verify	23268	Web app managemen
 Subcontracti 	ng WILLY NAESSENS IN	DUSTRIEBOUW	ACCENT CONSTRUCT Uni	versal Rubber Manufacturing 🔰 Af	···· (+) : (+)				

Registrations by company are shown in the export as follows:

- with remarks, one line per card of the registration and per remark;
- without remarks, one line per card of the registration.

The Excel file contains the following data:

Column name	Comments
Type of registration	Values: IN or OUT
Date/time of registration	Display date + hour (YY-MM-AAAA hh:mm:ss)
DOW no.	
Place of performance	
Worker	SSIN - Surname First name
Company	CBE or VAT – Company name
Status	
Validity	
ClaO ID	
Channel	
Remarks	Only when exporting with remarks. Corresponds to a remark.

The overflow is also displayed in the export file, on a specific tab.



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