



Manual for group managers

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Login to Group Manager Page

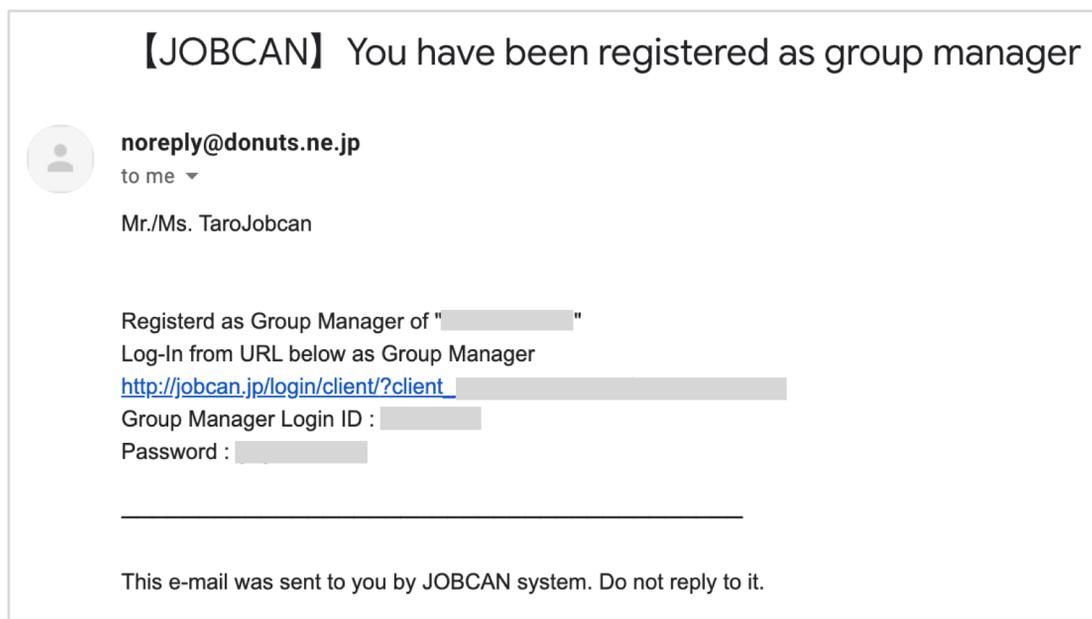


Login to Group Manager Page

Check the login information

We will show you how to check your login information.

If you are registered as a group manager, the login information will be sent from the administrator.
If you did not receive the email, please contact the administrator.



Subject : 【JOBCAN】 You have been registered as group manager

From : noreply@donuts.ne.jp

*If you have set junk e-mail, please make settings so that you can receive notifications from this e-mail address.

The notified email contains the following information.

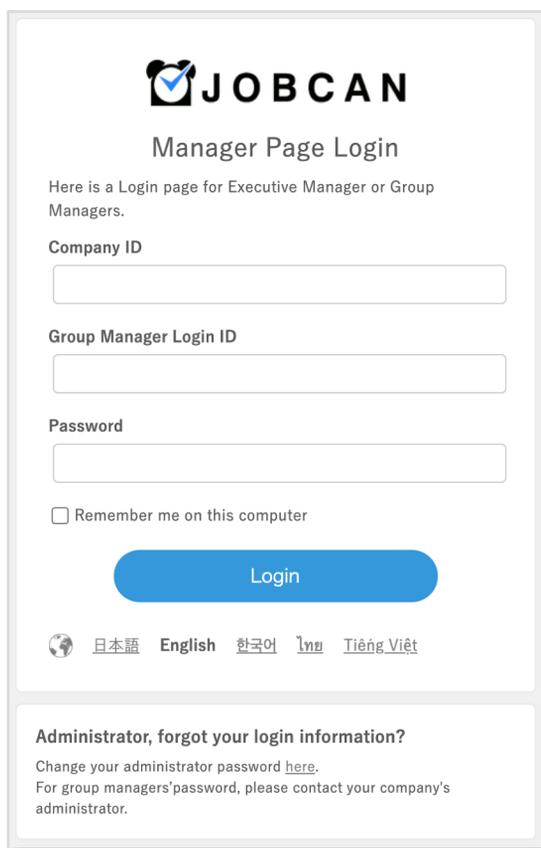
- Login page URL
- Group Manager Login ID
- Password

Please enter the above information to login.

Login to Group Manager Page

Login page overview

This section explains the items displayed on the [Manager Login Page](#).



The screenshot shows the JOBCAN Manager Page Login interface. At the top is the JOBCAN logo, which consists of a blue checkmark inside a square followed by the word 'JOBCAN' in bold black letters. Below the logo is the title 'Manager Page Login'. A message states: 'Here is a Login page for Executive Manager or Group Managers.' The form contains three input fields: 'Company ID', 'Group Manager Login ID', and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me on this computer'. A blue rounded button labeled 'Login' is positioned below the checkbox. At the bottom of the form, there are language selection options: a globe icon, '日本語', 'English', '한국어', 'ไทย', and 'Tiếng Việt'. Below the form is a section titled 'Administrator, forgot your login information?' with the text: 'Change your administrator password [here](#). For group managers' password, please contact your company's administrator.'

- **Company ID**
It is set for each company.
If you click the URL in the notification email, it will be automatically entered.
- **Group Manager Login ID**
It is set for each group manager.
This information can be changed from the administrator account.
If you want to change it, please contact the administrator.
- **Password**
It is set for each group manager.
If you forget your password, you can change it from the administrator account.
Please contact the administrator.



Check the Top Page



Check the Top Page

Top page overview

We will show you the items displayed on the top page.

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings	
Notices from Admin Please approve the unapproved list by the end of the month. Links Web Clocking Data DL App DL Manual			[Information]		
Alert List Show This Month Refresh Clock-in/out Errors 0 Items Overtime Without Requests 0 Items No clocking on shift 0 Items Late or Early Leave 0 Items			Notice サポート窓口 お盆休み期間休業のお知らせ 2020-07-16 09:00 平素よりジョブカン勤怠管理をご利用いただきありがとうございます。 サポート窓口は下記期間中、休業とさせていただきます。 【サポート窓口休業期間】 2020年8月13日(木) ~ 2020年8月16日(日) 上記期間中にお問い合わせいただきました内容については、2020年8月17日(月)以降に順次で登録のメールアドレス宛にご連絡をいたします。 機能のご不明点については、ヘルプページもご利用くださいませ。 https://jobcan.zendesk.com/hc/ja 何卒ご理解、ご協力のほど宜しくお願いいたします。		
Unapproved List Refresh Unapproved Clock-in/out 0 Items Unapproved Shift Requests 0 Items Unapproved Vacation Requests 0 Items Unapproved Holiday Work Requests 0 Items Unapproved OT Requests 0 Items			Notice サポート復旧のお知らせ (07/08 10:20更新) 2020-07-07 15:30 Notice 【リリース情報】 モバイルマイページのログイン機能完全… 2020-06-18 09:00 Update Info 【お知らせ】 4/2 アクセス障害に関するお詫びとご報告 平素よりジョブカン勤怠管理をご利用いただきありがとうございます。 2020年04月02日(木) 下記時間帯にてジョブカン勤怠管理にてアクセス障害が発生しておりました。 ご利用のお客様には、多大なるご迷惑をおかけしたと、深くお詫び申し上げます。		

- Notices from Admin
Displays notices from the administrator.
- Alert List
Regarding the staff's clocking, the items that need confirmation and response and the number of said items are displayed in this list.
Click the number of items to check the details of each item and make corrections.
- Unapproved List
The number of each application that the staff has applied from My Page is displayed in this list.
By clicking the number of items, you can check the details and approve/reject.

※The display may differ from the above screen depending on the authority settings.
For the settings, please contact the administrator.

Check the Top Page

Check the Alert List

We will show you how to check the alert list.

Alert List		Show This Month	Refresh
Clock-in/out Errors	1 Items		
Overtime Without Requests	0 Items		
No clocking on shift	0 Items		
Late or Early Leave	0 Items		

You can check the content and the number of alerts for the current and previous month. The contents of the alert displayed is set by the administrator. Click the number to go to the error list page and check the details.

Now, we will explain “Clock-in/out Errors”.

➤ Clock-in/out Error List - You can check and edit unrevised clock-in/out errors.

Search Conditions Settings

Specified Month < 07 / 2020 >

Specify Period 07 / 01 / 2020 ~ 07 / 29 / 2020

Assigned Group All

Staff Category All

Staff Name

Tag

Search Type Omission & Mistake Clock-in/out Error Both
 Late Arrival/Early Leave

Show

Staff	Day/Time	Details	
Jilly Jobcan	2020/07/29	Omission & Mistake	>>

The error for the current month is displayed in a list, and you can check the staff name and the date. You can also search for errors other than this month.

If you want to correct the error, click the [>>] button to go to the detailed page of the day and make the correction.

➤ Clock-in/out Details - Jilly Jobcan / 7/29/2020 Check and modify your clock-in/out details

Change Search Conditions

Clock-in/out Errors
No clock-out.
The number of clocking is invalid.

The details of the error are displayed at the top of the screen and can be checked.

Check the Top Page

Check the Unapproved List

We will show you how to check the Unapproved List.

Unapproved List Refresh	
Unapproved Clock-in/out	1 Items
Unapproved Shift Requests	0 Items
Unapproved Vacation Requests	0 Items
Unapproved Holiday Work Requests	0 Items
Unapproved OT Requests	0 Items

You can check the number of unapproved applications.

*The contents of the displayed application will differ depending on the plan and settings you are using.

By clicking on the number of items, you can approve or check the details of the application.

We will show you about “Unapproved Clock-in/out” applications.

▶ Unapproved Clock-in/out List You can see the request of unapproved clock-in/out or time revision, and either approve or reject it.

Search Conditions Settings

Specified Month < 07 / 2020 >

Specified Period 06 / 01 / 2020 ~ 07 / 30 / 2021

Assigned Group Tokvo Headquarters | Main Groups

Staff Category All

Staff Name

Tag

Show

<input type="checkbox"/>	Staff Name	Request Details	Date	Working Status	Clock-in	Clock-out	Working Hours	Break	Off-shift Working Hours	Overtime	Night Shift Hours	
<input type="checkbox"/>	Lilly Jobca n	2 items of clocking revision request	2020/07/28	Late =>	09:30 =>09:00	18:00 =>18:00	7 hrs 30 min =>8 hrs 0 min	1 hrs 0 min =>1 hrs 0 min	-	-	-	>>
										Notes: Last Time Requested : 2020/07/30 16:21:10		

*The time behind the arrow shows the modified time.

Approve All Reject All

In the unapproved clock-in/out list, unapproved applications for the current month are displayed in the list, and you can check the staff name, the date, and request details.

Also, the checked applications can be collectively approved.

If you want to check the detailed clocking data of a day and approve it, click [>>] button to go to the detailed page of that day.



Check the Attendance Book



Check the Attendance Book

Daily attendance book

Click "Attendance Management" or hover your cursor over it and click on "[Attendance Book](#)".

A list of employee attendance books for the day is displayed. You can filter by 1.Date 2.Assigned Group 3.Staff Category 4.Tag 5.Staff Name in the search conditions. Attendance records such as working hours and overtime hours is displayed in real-time.

Staff	Holiday Type	Attendance Status	Shift	Revision Requests	Clock-in	Clock-out	Working Hours	Break	Overtime	Night Shift	Admin Notes3	Delete Late	Details
Taro Jobcan	Monthly	-	09:00 ~ 18:00		09:00 (08:55)	18:00 (18:10)	08:00	01:00					▶
Billy Jobcan	Monthly	-											▶

Staff	Holiday Type	Attendance Status	Shift	Revision Requests	Clock-in	Clock-out	Working Hours	Break
Taro Jobcan	Monthly	-	09:00 ~ 18:00		09:00 (08:55)	18:00 (18:10)	08:00	01:00

Check the Attendance Book

Monthly attendance book

You can check the entire month's attendance book for each staff.

The number of working days, the number of late clock-ins, and the number of absences are displayed at the top.

Attendance Book(Monthly) - Lilly Jobcan / 6/2020 - Show monthly attendance book of specified staff.

Month: 06/2020 Staff Name: Lilly Jobcan [Heading Settings](#) [Print](#) [Statistical Info ON/OFF](#)

Working Days				Working Hours				Vacations Taken		End of month Remaining Vacations			
Prescribed Worki...	22	Actual Working D...	21	Actual Worki...	168:00	Actual Overti...	00:00	<u>Paid Vacation</u>	1.00	<u>Paid Vacations</u>	9.00	<u>Substitute Holiday</u>	0.00
Weekdays Worked	21	Holidays Worked	0	Actual Night ...	00:00	Weekday Wo...	168:00			<u>Make Up Holiday</u>	0.00		
Absences	0	Late Clock-ins	0	Weekday Ove...	00:00	Weekday Nig...	00:00						
Early Leaves	0			Holiday Work...	00:00	Holiday Overt...	00:00						
				Holiday Night...	00:00								

[Save Changes](#)

Date	Holiday Type	Attendance Status	Shift	Revision Requests	Clock-in	Clock-out	Working Hours	Break	Overtime	Night Shift	Admin Notes3	Delete Late	Details
06/01(Mon)	-		09:00 ~ 18:00		09:00 (08:50)	18:00 (18:20)	08:00	01:00					
06/02(Tue)	-		09:00 ~ 18:00		09:00 (08:45)	18:00 (18:05)	08:00	01:00					
06/03(Wed)	-		09:00 ~ 18:00		09:00 (08:50)	18:00 (18:01)	08:00	01:00					

Working Days				Working Hours				Vacations Taken	
Prescribed Worki...	22	Actual Working D...	21	Actual Worki...	168:00	Actual Overti...	00:00	<u>Paid Vacation</u>	1.00
Weekdays Worked	21	Holidays Worked	0	Actual Night ...	00:00	Weekday Wo...	168:00		
Absences	0	Late Clock-ins	0	Weekday Ove...	00:00	Weekday Nig...	00:00		
Early Leaves	0			Holiday Work...	00:00	Holiday Overt...	00:00		
				Holiday Night...	00:00				

Check the Attendance Book

Attendance Correction

You can edit staff's attendance and check the history from "Details".

Date	Holiday Type	Attendance Status	Shift	Revision Requests	Clock-in <input checked="" type="checkbox"/>	Clock-out <input checked="" type="checkbox"/>	Working Hours	Break	Overtime	Night Shift	Admin Notes3	Delete Late	Details
07/01(Wed)	-		09:00 ~ 18:00		09:00 (08:50)	18:00 (18:10)	08:00	01:00					▶
07/02(Thu)	-		09:00 ~ 18:00		09:00 (08:55)	18:00 (18:03)	08:00	01:00					▶

If there is an error, it will be displayed in the upper left of the screen.

▶ Clock-in/out Details - Hanako Jobcan / 7/1/2020 Check and modify your clock-in/out details

Change Search Conditions ▼

Clock-in/out Errors
 No clock-out.
 The number of clocking is invalid.

You can delete or approve the attendance.

Even if you delete the clocking, the original data and operation records will be saved.

Clocking Type	Time	Clocking Method	Clock-in/out Spot	Notes	Approve/Delete
Clock-in	09:45	Modify by PC 07/31 12:51	Tokvo Headquarters->Sales dept.	Notes:Forgot to clock in.	Request Approved Delete
-	10:10	Modify by PC 07/31 12:51	Tokyo Headquarters->Sales dept.	Notes:Forgot to clock in.	Deleted
Start Break	12:00	Modify by PC 07/31 12:51	Tokvo Headquarters->Sales dept.		Request Approved Delete
End Break	13:00	By Admin 07/31 12:52	Tokvo Headquarters->Sales dept.		Delete

Modify

You can add new clock-ins/outs from the bottom of the screen.

Also, inputs made by the administrator is recorded.

Add New Clocking

Clocking Type	Automatically sort clocking type
Time	<input type="text"/> (i.e.: 09:15⇒ 0915)
Clock-in/out Spot	Tokvo Headquarters->Sales dept. ▼
Notes	<input type="text"/>

Clock In/Out

 **Data Export** 

Data Export

Closing Procedures

Finalize the data for payroll.

Click "[Closing Procedures](#)" in "Attendance Management".

Attendance Management	Shift Management	Vacation/Request Management	Staff Management	General Information Settings
Data Export Attendance Book Show Working Status Overtime Situation List	Download All Attendance Book + Download Time Sheet + Budget Control	Approval Unapproved Clock-in/out List	Error List Clock-in/out Error List Overtime List 36 agreement alert notification list Lack of Break List	Closing Procedures Closing Procedures

Select the specified month, assigned group, date, and execute closing procedures.

The status will be "Confirmed" if the date is finalized, and "Revisable" if it's not.

Also, if there are unapproved applications on that date, the number will be displayed.

Closing Procedures

*After closing procedure is finished, please download time sheet of the relevant month. Calculation processing is done and data is fixed. There is no format specification.

Search Conditions Settings

Specified month: /

Assigned Group:

Confirmation Status of Tokyo Headquarters->Sales dept. Closure Status

What do you want to do with all checked dates?

<input type="checkbox"/>	Date	Unapproved Clock-in/out	Clock-in/out Errors	Unapproved Vacation Request	Unapproved Holiday Work Request	Unapproved OT Request	Status
<input type="checkbox"/>	7 / 1 / 2020		1 people / person				Revisable
<input type="checkbox"/>	7 / 2 / 2020	1 people / person					Revisable
<input type="checkbox"/>	7 / 3 / 2020						Revisable

Unapproved Clock-in/out	Clock-in/out Errors
	1 people / person
1 people / person	

Data Export

Download Time Sheet

Outputs data in tabular format such as CSV, to be used for payroll calculation.
Click "[Download Time Sheet](#)" in "Attendance Management".

Attendance Management	Shift Management	Vacation Management
Data Export		
Attendance Book	Download All Attendance Book ↓ +	
Show Working Status 📊	Download Time Sheet ↓ +	
Overtime Situation List	Budget Control	

Set the export condition and download.

1. [Format Setting] Select one from multiple formats.
2. [File Format] Select "CSV" or "Excel".
3. [Period] Select specified month, date, period, or year.
4. [Staff information] Select "Assigned Group", "Staff Category", "Staff Name", "Tag", etc.

*If you close the browser before the download is complete, you will receive the file by email after completion.

Export Condition Settings

Format Setting:

File Format: CSV Excel
[Notice: About downloading in CSV format](#)

Specified month: 2020 / 7 [Calendar] [Left] [Right]

Specified Date: 2020 / 7 / 1 [Calendar]

Specified Period: 2020 / 7 / 1 [Calendar] ~ 2020 / 7 / 31 [Calendar]

Specified Year: The year of 2020 [Left] [Right]

Assigned Group: Include groups under subgroups

Staff Category:

Staff Name:

Tag:

In-Office/Resigned:

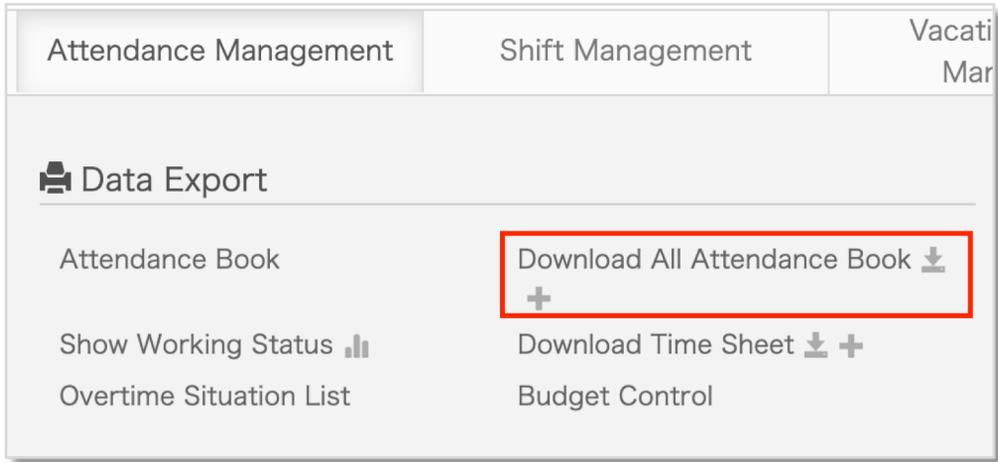
Clock-in/out spot :
About accumulated overtime hours of each clock-in/out spot

Data Export

Download All Attendance Book

Outputs data in form format.

Click "[Download All Attendance Book](#)" in "Attendance Management".



Set the export condition and download.

1. [Format Setting] Select one from multiple formats.
2. [Summation Method] Select "total value" or "based on clock-in/out spot".
3. [File Format] Select "Excel" or "PDF".
4. [Period] Select "month" or "period".
5. [Staff information] Select "Assigned Group", "Staff Category", "Staff Name", "Tag", and "In-Office/Resigned".

*If you close the browser before the download is complete, you will receive the file by email after completion.

The 'Export Condition Settings' dialog box contains the following fields and options:

- Export Format: Test2 (dropdown)
- Summation Method: Export total value, Export based on clock-in/out spot
- File Format: Excel, PDF
- Number of Sheets Per File: Person Per Sheet (Recommended), Multiple Staffs (multiple sheets)
- Specified month: (07 / 2020)
- Specified Period: (07 / 01 / 2020 ~ 07 / 31 / 2020)
- Assigned Group: Tokvo Headquarters (dropdown), Main Groups (dropdown), Include groups under subgroups
- Staff Category: All (dropdown)
- Staff Name: (text input)
- Tag: (text input)
- In-Office/Resigned: In-Office (dropdown)
- Download (button)



Create Shift

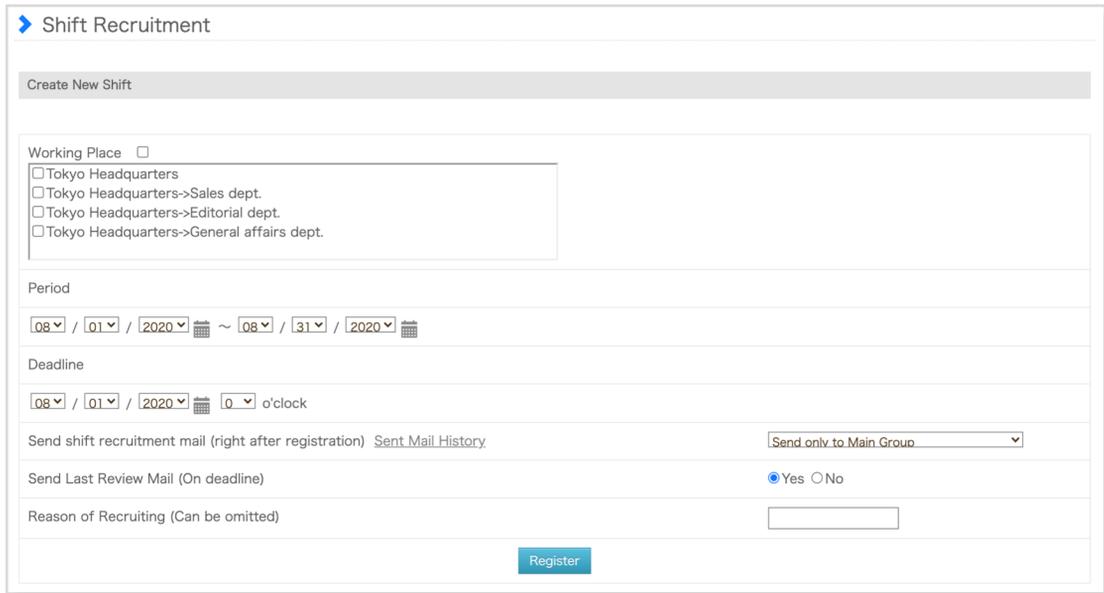


Create Shift

Flow from shift recruitment to application

First, let the staff know about the recruitment. Click “[Shift Recruitment](#)” in “Shift Management”. Set “Working Place”, “Period” “Deadline”, and click “Register”.

A confirmation page will be displayed. If there are no problems, click “Create”.



The screenshot shows a web form titled "Shift Recruitment" with a sub-header "Create New Shift". The form contains several sections:

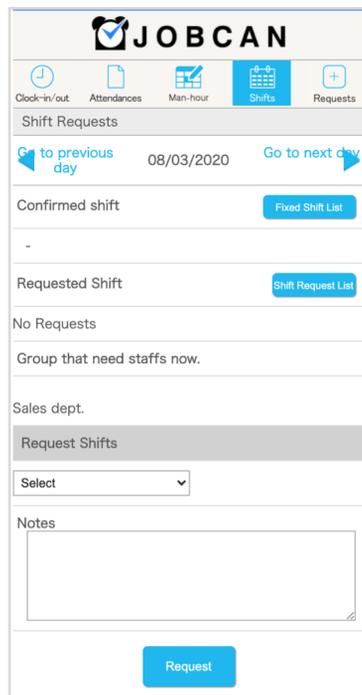
- Working Place:** A list of checkboxes for "Tokyo Headquarters", "Tokyo Headquarters->Sales dept.", "Tokyo Headquarters->Editorial dept.", and "Tokyo Headquarters->General affairs dept."
- Period:** Date pickers for start and end dates, currently showing 08/01/2020 to 08/31/2020.
- Deadline:** A date and time picker, currently showing 08/01/2020 at 0 o'clock.
- Send shift recruitment mail (right after registration):** A link to "Sent Mail History" and a dropdown menu set to "Send only to Main Group".
- Send Last Review Mail (On deadline):** Radio buttons for "Yes" (selected) and "No".
- Reason of Recruiting (Can be omitted):** An empty text input field.

A blue "Register" button is located at the bottom center of the form.

Notification of recruitment will be sent to the registered email address of the staff.

Go to My Page and request the shift.

The image below is an example of the application page for the Mobile My Page.



The screenshot shows the "JOB CAN" mobile application interface. At the top is the logo and a navigation bar with icons for "Clock-in/out", "Attendances", "Man-hour", "Shifts", and "Requests". The "Shifts" icon is highlighted.

The main content area is titled "Shift Requests" and shows the date "08/03/2020". It includes navigation links "Go to previous day" and "Go to next day".

Below this, there are sections for "Confirmed shift" (with a "Fixed Shift List" button), "Requested Shift" (with a "Shift Request List" button), and "No Requests".

A section titled "Group that need staffs now." lists "Sales dept." with a "Request Shifts" button.

Under "Request Shifts", there is a "Select" dropdown menu and a "Notes" text area.

A blue "Request" button is located at the bottom center of the screen.

Create Shift

Approve the requests

This is the flow to check and approve shifts requested by staff on the management page.
The applied shift can be checked as shown in the figure below.

Palette Shift

A palette shift is a shift creation table that has staff on the vertical axis and dates on the horizontal axis.
Create by applying an arbitrary pattern such as early shift, late shift, etc. for each day.

The application shift will be reflected as "Requesting" next to the name.

*You can specify any period such as 1 month or 2 weeks.

09/01/2020~15		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	Sum
		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Taro Jobcan	Requesting	Off	Off	E	E	Off	L	L	L	Off	L	L	L	Off	E	E	62:00
	Confirmed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00
Billy Jobcan	Requesting	E	E	Off	E	E	E	Off	L	L	L	L	Off	E	E	E	44:00
	Confirmed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00

Click "Confirm all application shifts" in the upper right of the shift table, and the application shifts will be reflected in the "Confirmed" column.

Click "Save changes" to confirm.

09/01/2020~15		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	Sum
		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Taro Jobcan	Requesting	Off	Off	E	E	Off	L	L	L	Off	L	L	L	Off	E	E	62:00
	Confirmed	Off	Off	E	E	Off	L	L	L	Off	L	L	L	Off	E	E	62:00
Billy Jobcan	Requesting	E	E	Off	E	E	E	Off	L	L	L	L	Off	E	E	E	44:00
	Confirmed	E	E	Off	E	E	E	Off	L	L	L	L	Off	E	E	E	44:00

You can edit by selecting any pattern {early shift, late shift etc.} or "Day-off" from the "Shift Setting Palette" at the top of the shift table and clicking the confirmation field.

When you have finished editing, click "Save changes" to finish.

Shift Setting Palette Unlock

Fixed Value: No Shift Day-off Shift

Holiday Type:

Vacation Pattern:

Shift Pattern: For All Group

Time Specified: Input by time specification

Edit Confirmed Shift
 Edit Requested Shift

09/01/2020~15		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	Sum
		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Taro Jobcan	Requesting	Off	Off	E	E	Off	L	L	L	Off	L	L	L	Off	E	E	62:00
	Confirmed	Off	Off	E	E	E	L	L	L	Off	L	L	L	Off	E	E	62:30
Billy Jobcan	Requesting	E	E	Off	E	E	E	Off	L	L	L	L	Off	E	E	E	44:00
	Confirmed	Off	E	Off	E	E	E	Off	L	L	L	L	Off	E	E	E	43:30

Create Shift

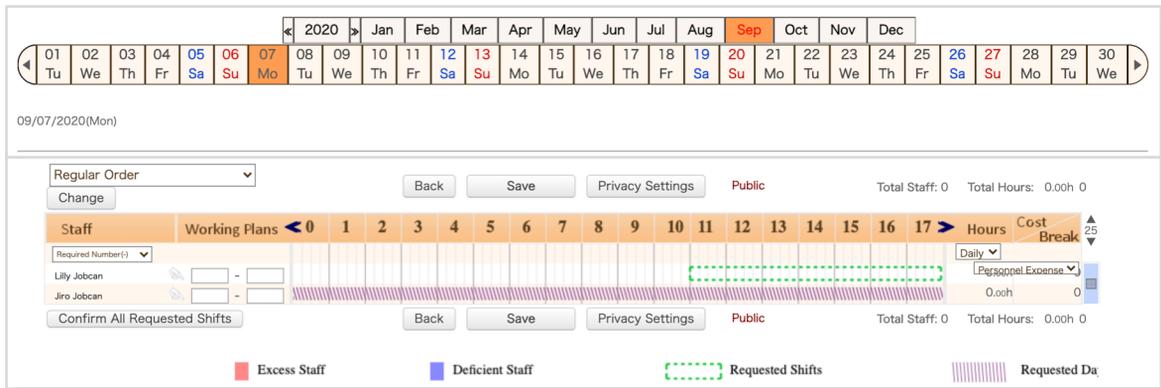
Approve the requests

This is the flow to check and approve shifts requested by staff on the management page. The applied shift can be checked as shown in the figure below.

Line Shift

The line shift is a shift creation table that has staff on the vertical axis and time on the horizontal axis. It is used to create irregular shifts out of pre-set time periods.

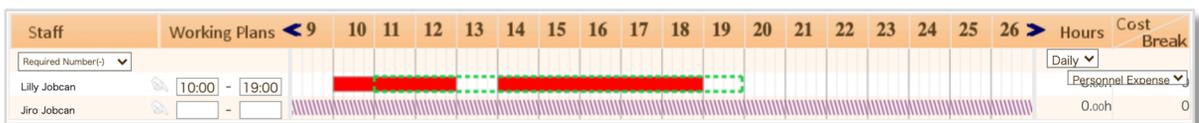
As an example, let's look at the line shift on September 7th. The requested shift time is displayed as a green dotted line. The requested holiday is displayed as a purple diagonal patterned line.



If you click "Confirm all requested shifts" in the lower left, the green dotted line will be painted in red. Click "Save" to confirm and it will turn orange.



You can lengthen or shorten the line by dragging the orange line. It is also possible to adjust the shift time this way.



Create Shift

Detailed functions

We will show you about other functions when creating shifts.

Palette Shift tips

1) Look at the far right of the shift table. You can check the total time of each staff shift. If you change the "Sum" part, you can check the number of holidays and work days.

14	15	Sum
Mon	Tue	
E	E	Requ estin g 80:00
E	E	Conf irmed 88:00

2) Please see the bottom of each date. You can check how many people are in each shift and how many people are on each date.

09/01/2020~15	01	02	03
	Tue	Wed	Thu
Sum	0	08:00	08:00
Val			
ue			
E	0	1	1
(09:30-18:30)			
(Day-off:1:00)			
L	0	0	0
(11:00-20:00)			
(Day-off:1:00)			
Time Specified	0	0	0
-	0	0	0
Day-off	2	1	1
Number of shift staff	0	1	1

Line Shift Tips

1) Look at the far right of the shift table. If hourly wages are set for each staff, Estimated labor costs (daily, weekly, monthly) are displayed. In addition to personnel expenses, break time can also be displayed.

Hours	Cost	Break
Total Hours: 8.00h 96		
Daily		25
Personnel Expense		
0.00h	0	
8.00h	96	
Total Hours: 8.00h 96		

2) In line shift, you can also create a position (content of work, etc.) and assign the position to the shift. (E.g. Kitchen, Server)

*It may not be displayed depending on the authority settings.

The screenshot shows the 'Position Palette' interface for 'General affairs dept. 09/07 (Mon)'. It displays a grid of positions (Kitchen(K) and Server(S)) and their assignments to staff (Jilly Jobcan, Mily Jobcan, Hanako Jobcan) across a range of dates (9 to 26). The interface includes buttons for 'Regular Order', 'Change', 'Back', 'Save', and 'Privacy Settings'. A summary at the bottom indicates 'Total Staff: 3' and 'Total Hours: 24.00h 288'. A small table on the right shows 'Hours', 'Cost', and 'Break' for each staff member.

Create Shift

Publish confirmed shifts to staff

If you set the public setting, staff can view their shifts from their My Page.
First, go to "Privacy settings" from Shift Management.
The status below is set to "Private".

Palette Shift | Line Shift | Approval | **Privacy Settings**

General Settings
Create Shift Patterns | Create Positions
Number of Staff/Allowance Settings

Privacy Settings

Specified Month: 09 / 2020
Assigned Group: Tokyo Headquarters [Show](#)

Accessibility of Confirmed Shifts: Only Individual All Group Members
What do you want to do with all checked dates? [Public](#) [Private](#)

List of Tokyo Headquarters shift privacy status [Notify staff of the Confirmed Shifts](#)

<input type="checkbox"/>	Date	Status
<input type="checkbox"/>	9 / 1 / 2020	Private
<input type="checkbox"/>	9 / 2 / 2020	Private
<input type="checkbox"/>	9 / 3 / 2020	Private
<input type="checkbox"/>	9 / 4 / 2020	Private
<input type="checkbox"/>	9 / 5 / 2020	Private

Check the date you want to publish and click "Public" on the upper left of the screen to publish the shift information to the staff.

At this time, there are two ways to publish.

- Publishing individual shifts
- Publishing all group members

Please choose according to your operation.

Accessibility of Confirmed Shifts Only Individual All Group Members
What do you want to do with all checked dates? [Public](#) [Private](#)

It is possible to make it public by default.

* Only the administrator can set this.



Approve the requests



Approve the requests

Check the top page

First, open the top page and check the unapproved list.

If there is an application from the staff, the number is displayed in the list.

The screenshot shows the top page of a system with several navigation tabs: Attendance Management, Shift Management, Vacation/Request Management, Staff Management, and General Information Settings. Below the tabs, there are sections for Notices from Admin, Links, Alert List, and an Unapproved List. The Unapproved List is highlighted with a red box and contains the following items:

Clock-in/out Errors	0 Items
No clocking on shift	0 Items
Late or Early Leave	0 Items
Unapproved List	Refresh
Unapproved Clock-in/out	1 Items
Unapproved Shift Requests	0 Items
Unapproved Vacation Requests	1 Items
Unapproved Holiday Work Requests	1 Items
Unapproved OT Requests	1 Items

On the right side of the page, there are several notices and an update info section. The notices include:

- Notice: アクセス障害のお詫びとご報告 (08/03 09:30) 2020-08-03 09:30
- Notice: サポート窓口 お盆休み期間休業のお知らせ 2020-07-16 09:00
- Notice: 【リリース情報】モバイルマイページのログイン機能完全… 2020-06-18 09:00

The update info section contains a notice dated 2020年04月02日 (木) regarding a system access issue.

Click the number displayed in the unapproved list to go to the page of each application list.

At the each application list, you can check application details and approve it.

From the next page, we will show you how to operate each list page.

This image shows a detailed view of the Unapproved List section. It features a header with a refresh button and a table with the following data:

Unapproved List Refresh	
Unapproved Clock-in/out	1 Items
Unapproved Shift Requests	0 Items
Unapproved Vacation Requests	1 Items
Unapproved Holiday Work Requests	1 Items
Unapproved OT Requests	1 Items

Approve the requests

Approve the clock-in/out requests

Click the number of “Unapproved Clock-in/out” on the top page to check the list.

The unapproved applications for the current month are displayed in the list, and you can check the staff name, date, and request details.

You can approve multiple applications by checking the boxes on the left.

Also, you can search for unapproved requests for other months here.

Unapproved Clock-in/out List You can see the request of unapproved clock-in/out or time revision, and either approve or reject it.

Search Conditions Settings

Specified Month < 07 / 2020 >

 Specified Period 06 / 01 / 2020 ~ 07 / 31 / 2021

Assigned Group: Tokvo Headquarters | Main Groups

Staff Category: All

Staff Name:

Tag:

[Show](#)

<input type="checkbox"/>	Staff Name	Request Details	Date	Working Status	Clock-in	Clock-out	Working Hours	Break	Off-shift Working Hours	Overtime	Night Shift Hours	
<input type="checkbox"/>	Lilly Jobcan	2 items of clocking revision request	2020/07/27	Absence ⇒ -	⇒09:00	⇒18:00	⇒8 hrs 0 min	⇒1 hrs 0 min	-	-	-	<input type="button" value="Last Time Requested : 2020/07/31 18:32:59"/>

*The time behind the arrow shows the modified time.

[Approve All](#) [Reject All](#)

Click the [>>] button of each request to check the detailed clocking data for that day.

Clock-in/out Details

Clocking Type	Time	Clocking Method	Clock-in/out Spot	Notes	Approve/Delete
Clock-in	09:00	Modify by PC 07/31 18:32	Tokvo Headquarters->Editorial dept.		Approval Rejection
Clock-out	18:00	Modify by PC 07/31 18:32	Tokvo Headquarters->Editorial dept.		Approval Rejection
Modify					Approve All

Approve the requests

Approve the vacation requests

Click the number of “Unapproved Vacation Requests” on the top page to check the list. A list of vacation requests from staff is displayed and you can approve them here.

How to check the vacation request
About search conditions settings

- Specify Period : You can specify the period.
- Vacation Name : You can select the type of vacation requested by the staff.
- Response Status : You can select the approver and approval response status.

The screenshot shows the 'Vacation Request List' search interface. It includes a search bar, a 'Search Conditions Settings' section with various filters, and a 'Search' button. The filters include:

- Specify Period: 06 / 01 / 2020 ~ 07 / 31 / 2021
- Assigned Group: Tokyo Headquarters
- Staff Category: All
- Vacation Name: All, Make U(All Day)(Make Up Holiday), Substi(All Day)(Substitute Holiday), Paid Vacation(Paid Vacations)
- Your Response Status: Unprocessed
- Other Approver's Response Status: Not Specify
- Response Status of All Requests: Unprocessed

> Vacation Approval Method 1: Collective Approval on the List

Check the checkbox and click "Approve" or "Reject" in the upper left of the list. If there are multiple applications, check the ones you want to process collectively and click "Approve" or "Reject".

Approval Button		Approve	Reject											
Request Date	Staff	Desired Vacation Date	Vacation Name	Reason for Vacation	Note from Approver	Approval Status (Approval Flow)	Name					Details		
							1	2	3	4	5			
<input type="checkbox"/>	07/31/2020	Billy Jobcan	08/07/2020	Paid Vacation (Paid Vacations)		Unapproved (Anyone Can Approve)	Executive Manager (Unapproved)	Myself (Unapproved)						<input type="button" value="Details"/>

About the displayed information

- The requested date, the staff name, the desired vacation date, the vacation name, and the reason for vacation are displayed.
- The current approval status of each application is displayed in the approval status.
- The status is displayed below the name of each approver in the "Name" column.

Approve the requests

Approve the vacation requests

> Vacation Approval Method 2: Approve on Vacation Request Details page

On the vacation request list page, click "Details" of each application.

You can check the number of remaining vacations, as well as staff application and approval information.

▶ Vacation Request Details

Request Details

Staff	Billy Jobcan
Vacation Name	Paid Vacation(Paid Vacations)
Desired Vacation Date	08 / 07 / 2020 (Fri)
Reason for Vacation	
Remaining Vacations	Paid Vacations:8.00 Days Substitute Holiday:0.00 Days Make Up Holiday:0.00 Days
Approval Flow	Anyone Can Approve
Response Status of All Requests	Unapproved

Approval Information of Other Admins

Approver	Approval Status	date/time update	Comment
Executive Manager	Unprocessed Requests		

Admin Setting

Approval Status	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Comment	<input type="text"/>

Also, if you enter in the comment field and click "Approve" or "Reject", you can notify the staff by email.

Admin Setting

Approval Status	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Comment	<input type="text" value="The application date is incorrect."/>

Approve the requests

Approve the OT request

Click the number of "Unapproved OT Requests" on the top page to check the list.
You can approve overtime applications from staff.

How to check the OT request

About search conditions settings

- Specified Period : You can specify the period.
- Response Status : You can select the approver and approval response status.

OT Request List

Search Conditions Settings

Specified Month < 07 / 2020 >

Specified Period 06 / 01 / 2020 ~ 07 / 31 / 2021

Assigned Group Tokvo Headquarters Main Groups

Staff Category All

Staff Name

Tag

Your Response Status Not Specify Unprocessed Approved Rejected

Other Approver's Response Status Not Specify Unprocessed by Approver Approved by Approver Rejected by Approver

Response Status of All Requests Not Specify Unprocessed Approved Rejected

[Search](#)

Approval method for overtime request 1 : Collective approval on the list

Check the checkbox and click "Approve" or "Reject" in the upper left of the list.

If there are multiple applications, check the ones you want to process collectively and click "Approve" or "Reject".

Approval Button		Approved	Reject										
Request	Requested Date	Staff Actual Overtime (Request-Approved OT)	Desired OT Date	Reason for OT	Comment	Approval Status (Approval Flow)	Approver Name					Details	
							1	2	3	4	5		
<input type="checkbox"/>	07/31/2020	Billy Jobcan -Hours-Minutes	07/31/2020 ~ 21:00			Not yet (Anyone Can Approve)	Executive Manager (Not yet)	Myself (Not yet)					Details Attendance

About the displayed information

- The requested date, the staff name, the desired OT date, and the reason for OT are displayed.
- The current approval status of each application is displayed in the approval status column.
- The status is displayed below the name of each approver in the "Name" column.
- Click "Attendance" to open the attendance book of the day and check the attendance information.

Approve the requests

Approve the OT request

Approval method for overtime request 2 : Approve on OT request details page
On the OT request list page, click "Details" of each application.
You can check the staff application and approval information.

▶ OT Request List

Request Details

Staff	Billy Jobcan
Desired OT Date	07/31/2020(Fri) ~ 21:00
Reason for OT	
7/2020 Actual Overtime	-Hours-Minutes
Approval Flow	Anyone Can Approve
Response Status of All Requests	Unapproved

Approval Information of Other managers

Approver	Approval Status	Update date and time	Comment
Executive Manager	Not compatible		

Admin Setting

Approval Status	<input type="button" value="Approved"/> <input type="button" value="Reject"/>
Comment	<input type="text"/>

Also, if you enter in the comment field and click "Approve" or "Reject", you can notify the staff by email.

Admin Setting

Approval Status	<input type="button" value="Approved"/> <input type="button" value="Reject"/>
Comment	<input type="text"/>

Admin Setting

Approval Status	<input type="button" value="Approved"/> <input type="button" value="Reject"/>
-----------------	---

Approve the requests

Approve the holiday work request

Click the number of "Unapproved Holiday Work Requests" on the top page to check the list.
You can approve holiday work requests from staff.

How to check the holiday work requests

About search conditions settings

- Specified Period : You can specify the period.
- Response Status : You can select the approver and approval response status.

▶ Holiday Work Request List

🔍 Search Conditions Settings

Specified Month < 08 / 2020 > 📅

Specified Period 07 / 01 / 2020 📅 ~ 08 / 31 / 2021 📅

Assigned Group Tokyo Headquarters Main Groups

Staff Category All

Staff Name

Tag

Your Response Status Not Specify Unprocessed Approved Rejected

Other Approver's Response Status Not Specify Unprocessed by Approver Approved by Approver Rejected by Approver

Response Status of All Requests Not Specify Unprocessed Approved Rejected

[Show](#)

Approval method for holiday work request 1 : Collective approval on the list

Check the checkbox and click "Approve" or "Reject" in the upper left of the list.

If there are multiple applications, check the ones you want to process collectively and click "Approve" or "Reject".

Approval Button		Approved	Reject												
☐	Requested Date	Staff	Desired Holiday Work Date	Vacation Type	Reason for Holiday Work	Note from Approver	Approval Status (Approval Flow)	Name					Details		
								1	2	3	4	5			
☐	08/03/2020	Lilly Jobcan	08/08/2020(Sat)	Substitute Holiday	For event management.		not yet (Anyone Can Approve)	Executive Manager (not yet)	Myself (not yet)						Details

About the displayed information

- The requested date, the staff name, the desired holiday work date, vacation type, and the reason for holiday work are displayed.
In the "Vacation Type" column, "Make Up holiday", "Substitute holiday", and "-" are displayed.
* "-" is displayed when "Holiday Work Request Only" is selected.
- The current approval status of each application is displayed in the approval status column.
- The status is displayed below the name of each approver in the "Name" column.

Approve the requests

Approve the holiday work request

Approval method for holiday work request 2 : Approve on holiday work request details page
On the holiday work request list page, click "Details" of each application.
You can check the staff application and approval information.

▶ Vacation Request Details

Request Details

Staff	Lilly Jobcan
Desired Holiday Work Date	08/08/2020(Sat)
Vacation Type	Substitute Holiday
Reason for Holiday Work	For event management.
Approval Flow	Anyone Can Approve
Response Status of All Requests	Unapproved

Approval Information of Other Admins

Approver	Approval Status	Edit time	Comments
Executive Manager	Not managed		

Admin Setting

Approval Status	<input type="button" value="Approved"/> <input type="button" value="Reject"/>
Comments	<input type="text"/>

Also, if you enter in the comment field and click "Approve" or "Reject", you can notify the staff by email.

Admin Setting

Approval Status	<input type="button" value="Approved"/> <input type="button" value="Reject"/>
Comments	<input type="text" value="The submission deadline has passed. Please be careful next time."/>



Approve the requests

About the request list

When canceling an approved application

Once an application has been approved, it can be canceled only on the management screen of the administrator who has the authority to approve the application.

When changing the status

All the applications are displayed by selecting "Not Specify" for all three "Response status" in the search conditions settings of each application list and clicking "Display".

OT Request List

Search Conditions Settings

Specified Month < 08 / 2020 >

Specified Period 07 / 01 / 2020 ~ 08 / 31 / 2021

Assigned Group Tokyo Headquarters Main Groups

Staff Category All

Staff Name

Tag

Your Response Status Not Specify Unprocessed Approved Rejected

Other Approver's Response Status Not Specify Unprocessed by Approver Approved by Approver Rejected by Approver

Response Status of All Requests Not Specify Unprocessed Approved Rejected

Search

Click "Details" of the request and click "Reject" at the bottom of the request details page to reject the request. You can also use the same method if you want to approve the rejected request again.

*You can change the status of other requests in the same way.

OT Request List

Request Details

Staff Billy Jobcan

Desired OT Date 07/31/2020(Fri) ~ 21:00

Reason for OT

7/2020 Actual Overtime -Hours-Minutes

Approval Flow Anyone Can Approve

Response Status of All Requests Approved

Approval Information of Other managers

Approver	Approval Status	Update date and time	Comment
Executive Manager	Not compatible		

Admin Setting

Approval Status **Reject** (Update date and time)

Admin Setting

Approval Status **Reject** (Update date and time : 2020-08-03 17:33:12)

Comment