



Quick Start Guide

2020.01

Thank you for using Jobcan.

This document provides a quick and simple step-by-step guide of initial setup and actual operation for those who simply want to use Jobcan Attendance Management.

If you don't have time to learn the ins and outs, want to improve your work efficiency quickly, or want to know how to use it easily at first, please refer to this document and proceed with the setup.

Flow of basic setting

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Flow of basic setting

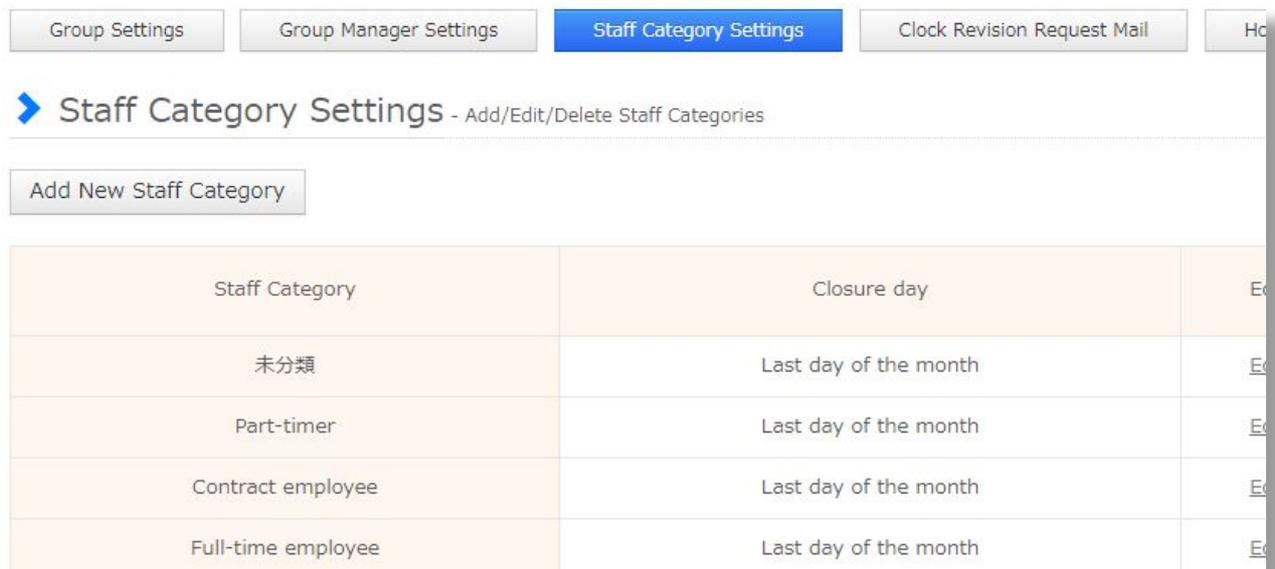
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STEP1 Setting of staff category

(It takes about 3 minutes)

Let's create a "Staff Category" according to the employment type and work regulations.

If you set the staff category, you can set work regulations individually. You can also aggregate the results for each type.



Staff Category	Closure day	Ed
未分類	Last day of the month	Ed
Part-timer	Last day of the month	Ed
Contract employee	Last day of the month	Ed
Full-time employee	Last day of the month	Ed

You can use the already registered staff category as it is, but you can also add a new staff category from "Add New Staff Category".

Add New Staff Category

Even if the employment type is the same, but work regulations are different, please add the staff category.

e.g.) When there are different work regulations such as flextime system and variable working system among employees

⇒Create a category such as "Flex time employee" or " Variable working employee".

Please also check the [help page](#) for details.

STEP2 Group Settings

(It takes about 5 minutes)

Let's set "Group Settings" for each department or store where you work.

Group Settings - Create group based on companies/offices/departments or modify existing groups

Group Name	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	De
未所属	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	
+Kanto	MyPage Settings	Alert Condition Settings	Notification Recipient Settings	Edit	De

Group example 1: Sales Department, General Affairs Department, Accounting Department, etc.

Group example 2: Shinjuku Store, Ikebukuro Store, etc.

To add a group, click the [Add New Group] button.

Add New Group

Groups can have a hierarchy.

Example of hierarchy

1: Tokyo Headquarters> Sales Department, Kansai Branch> General Affairs Department

2: Kanto Area> Shinjuku Store, Kansai Area> Umeda Store

▶ **Group Settings** - Create group based on companies/offices/departments or modify existing groups

Add New Group

Group Name	<input type="text"/>
Parent Group 	<input type="text" value="None"/>
Group Code(Optional) 	<input type="text"/> (Alphabet/Number Only)
Language 	<input type="text" value="English"/>
Time Zone 	<input type="text" value="UTC-8:00 America/Los_Angeles"/>
URL Setting 	<input checked="" type="radio"/> Post URL of mobile MyPage <input type="radio"/> Post URL of PC MyPage <input type="radio"/> Do not post URL on mails

You can create a hierarchical relationship by registering a higher-level group in the "parent group". There is also a function to apply the settings of the parent group to the child groups all at once by creating a hierarchical relationship. Please check the [help page](#) for detailed settings.

STEP3 Time Unit Setting

You can set a unit of time in increments of several minutes to manage for creating a shift pattern, requesting for overtime, and automatically reflecting breaks.

You need to set Time Unit in order to use this function.

Time Unit is used in order to manage anything related to time i.e. shift time.
 ※You can set basic shifts of each staff on staff registration page.

<input type="radio"/> 10 min	Shift and OT request time can be selected at the increment of 10 minutes E.g.) 9:00~18:00 18:10~20:40
<input checked="" type="radio"/> 15 min	Shift and OT request time can be selected at the increment of 15 minutes E.g.) 9:00~18:00 9:15~19:30 18:00~19:45
<input type="radio"/> 30 min	Shift and OT request time can be selected at the increment of 30 minutes E.g.) 9:00~18:00 9:30~19:30 18:00~20:30
<input type="radio"/> 1Time Duration	Shift and OT request time can be selected at the increment of 1 hour E.g.) 9:00~18:00 18:00~20:00

Save

※ Once saved, this setting cannot be changed

E.g.) When the unit is 15 minutes, pulldown-menu for setting a shift is displayed in increments of 15 minutes

Staff Information Regular Shift Setting information

Apply frequently used patterns: (Select) [Add/Edit Frequently Used Pa](#)

Day	Shift Type	Clock-in/out
Mon	Time Specified	00 : 00 ~ 00 : 00
Tue	-	-
Wed	-	-

Note: A pulldown menu is open over the '00' in the Tue row, showing options: 00, 15, 30, 45.

STEP4 Staff Registration

(It takes about 1 minute)

Let's register staff.

You can use the following basic functions of Jobcan attendance management by registering a staff member.

- Checking staff's My Page
- Verification of clocking method
- Aggregation of working data

Click the "Staff Registration" to add staff.

The screenshot shows a web interface for managing staff. At the top, there are four tabs: "Staff List" (active), "Staff Order Settings", "MyPage Settings", and "Send Email". Below the tabs, the page title is "Staff List" with a subtext "- Click the staff name to edit details.". The main content area contains a search form with the following fields:

- Assigned Group: All (dropdown)
- Staff Category: All (dropdown)
- Staff Code: [text input]
- Name: [text input]
- Tag: [text input]
- Email address: [text input]
- In-Office/Resigned: In-Office (dropdown)

A blue "Search" button is located below the "In-Office/Resigned" field. At the bottom of the page, a "Staff Registration" button is highlighted with an orange border.

1. Enter the employee information.

Staff Registration - Register new staff. [*] You must fill in the items with "*".

* If email address is empty, email address which have @example.jp will be set automatically. The recipient whose email address was automatically set will not be able to receive email.

Staff Information
Regular Shift
Batch Registration

<p>Full name* <input type="text" value="First"/> <input type="text" value="First Name"/> <input type="text" value="Last"/> <input type="text" value="First Name"/></p> <p>Email Address* <input type="text" value="email@example.com"/></p> <p>Phone Number <input type="text" value="Numbers only"/></p> <p>Birthday <input type="text"/> Month <input type="text"/> day <input type="text"/> Year</p> <p>Staff Code* <input type="text" value="Up to 50 alphabets or numt"/></p> <p>Password <input type="text" value="At least 8 alphabets or num"/></p> <p>Staff Category <input type="text" value="未分類"/></p> <p>Hourly Wage <input type="text" value="Number only"/></p> <p>Transportation Expense <input type="text" value="Number only"/></p> <p>First Day of Work <input type="text"/> Month <input type="text"/> day <input type="text"/> Year</p>	<p>Main Group <input type="text" value="未所属"/></p> <p>Sub Groups <input type="text" value="---"/></p> <p>Staff notes 1 <input type="text" value="Within 64 letters"/></p> <p>Staff notes 2 <input type="text" value="Within 64 letters"/></p> <p>Staff notes 3 <input type="text" value="Within 64 letters"/></p> <p>Tag(search word) <input type="text" value="Tag"/></p> <p>FeliCaIdm <input type="text" value="FeliCaIdm"/></p>
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* Full Name, Email Address, Staff Code are required items.

* If the email address is blank, a dummy email address will be automatically assigned. We recommend that you register your email address because otherwise you will be unable to receive email notifications.

2. Set the Regular Shift.

Let's register the start/end time of work or core time for flex time in Regular Shift.

If you register this, you will be able to check for late/leave early or set the truncation of working hours before and after the work (Clocking Rounding Settings).

Day	Shift Type	Clock-in/out	Break	
Mon	<input type="text" value="Time Specified"/>	<input type="text" value="00"/> : <input type="text" value="00"/> ~ <input type="text" value="00"/> : <input type="text" value="00"/>	<input type="text" value="00"/> hrs <input type="text" value="00"/> min	
Tue	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Wed	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Thu	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Fri	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Sat	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Sun	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>
Hol	<input type="text" value="-"/>	-	-	<input type="button" value="Copy the row above"/>

* If the working time pattern is not fixed, please use “[Shift Management](#)” to set it. If you only want to add up the working hours, you can use it without setting a shift.

That's all for Staff Registration. Please check the [help page](#) for details of the settings.

* Batch registration for staffs and groups is also possible by uploading a CSV file. Please check the [help page](#) for details.

That's all for basic settings for Jobcan Attendance Management. Next, let's actually check the operation flow.

Flow of basic operation

p.12 – p.18

STEP1 Confirmation of Clock-in/out

Let's actually clock (record clock-in/out time) and check the work record in the Attendance Book. You can select "Web clocking", "My Page clocking". You can also use both clocking methods together.

Confirmation of clocking method

<Web clocking>



It is a method where an employee selects their own name from a drop-down list and clocks from PCs installed at each site. You can use this without installing a separate clocking device or registering staff's email addresses. This is a recommended method for those who want to start clocking as soon as possible.

1. Click "Web Clocking" from "Links" at the top of Admin Page.



2. Select the group to be used for Web Clocking.



If you want anyone to be able to clock from this device regardless of assigned group, select "(Clock in Main Group of each staff)".

3. Select the name of the staff and clock.



It is also possible to require a password to be entered for Web Clocking.

Please check the [help page](#) for details.

<My Page clocking>

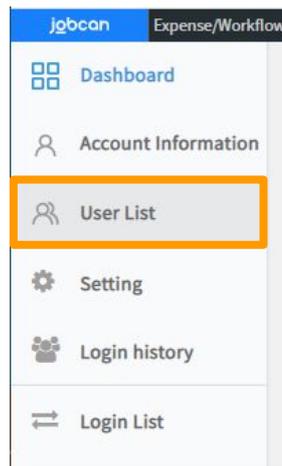
A. PC My Page clocking



This is a method that the staff logs in to My Page from their own PC to clock. It is a recommended method when the staff has their own PC for office work.

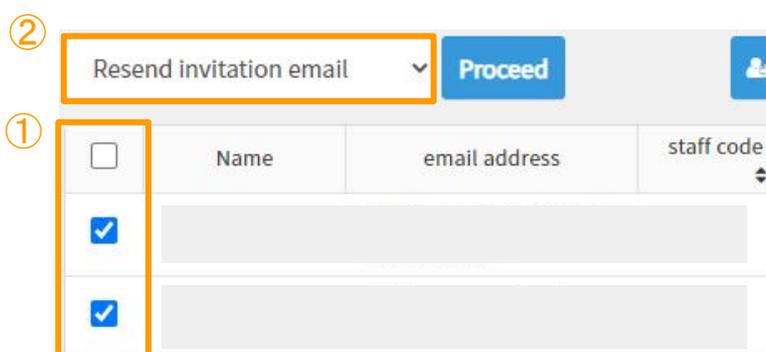
•How to use

1. Log in to the Common ID Login page with the administrator email address.
2. Click “User List” on the left side of the page.



3. Notify the employees of URL.

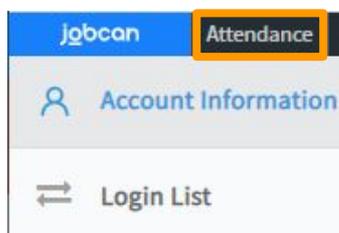
Check the box on the left side of employee's name, select “Resend invitation email” and click “Proceed” to notify.



4. Click the URL from the invitation email sent by the administrator and enter the password to register.

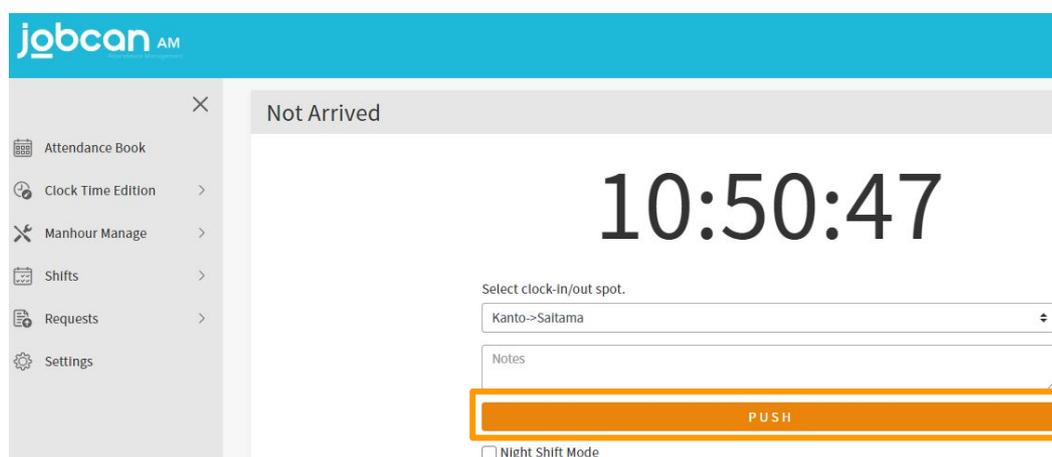
The screenshot shows a registration form titled "jobcan Common ID User Registration". It contains four input fields: "George", "Jobcan", "Password", and "Password (confirmation)". A blue "Register" button is located at the bottom of the form.

5. After the page changes, click the "Attendance" button on the upper left of the page to move to the PC My Page.



6. Click "PUSH" to complete clocking.

We recommend bookmarking the [Common ID Login page](#).



* If there is an employee who has forgotten the password, resend the invitation email in the same way as in "3.Notify the employees of URL".

* If you do not want staff to use the PC My Page to clock, please turn off the "Clocking on PC MyPage" in [Option Settings](#).

B. Clocking on Mobile My Page

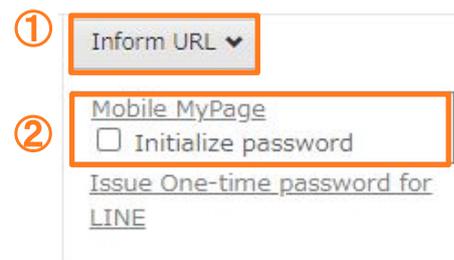
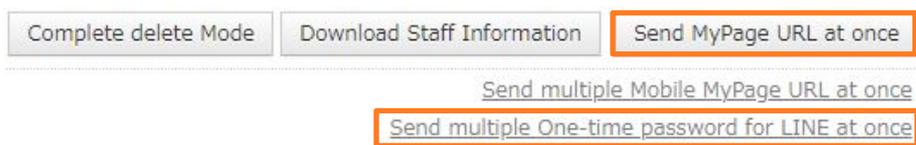


This is a clocking method where the staff accesses their My Page from their own mobile device such as a smartphone. This is recommended for managing employees who work outside the office, because GPS information of the place of clocking can be collected.

•How to use

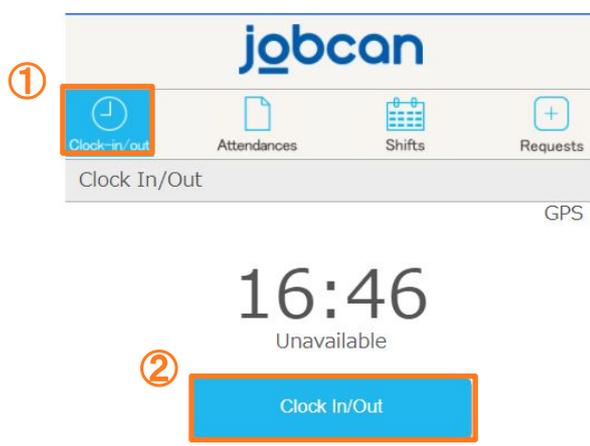
1. Notify the employees of the URL of mobile My Page.

Move to “Staff Management > [Staff List](#)” and click either the “Send multiple Mobile My Page URL at once” on the upper right of the page, or “Inform URL” on the right side of the staff to notify employees.



2. Log in to Mobile My Page.

Click “Clock-in/out” to complete the clocking.



* If you do not want staff to use GPS clocking, please hide GPS clocking from "[My Page Settings](#)".

That's all for the clocking method. Please try it out and select the method that suits you.

In addition, all the various clocking methods can be used together. Please see the "[Help Page](#)" for more details on how to clock.

STEP3 Output of work data

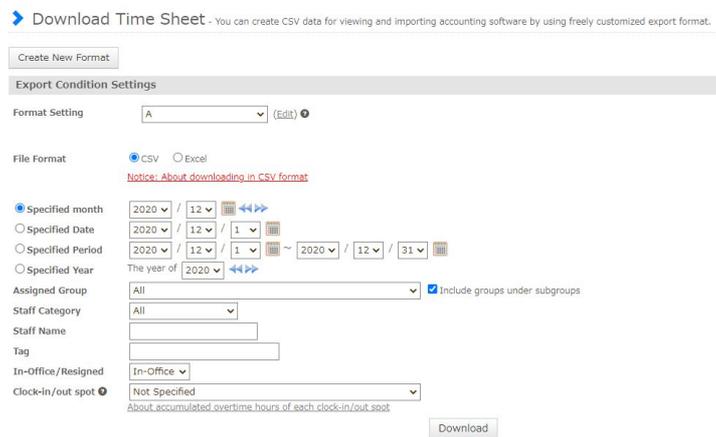
Let's aggregate the working hours recorded by clocking and output it in Excel or CSV format.

In Jobcan, you can output the aggregated work record in Excel or CSV format. You can use a "Basic Format" or create a new format by freely combining output items and forms.

- When creating a new dedicated format

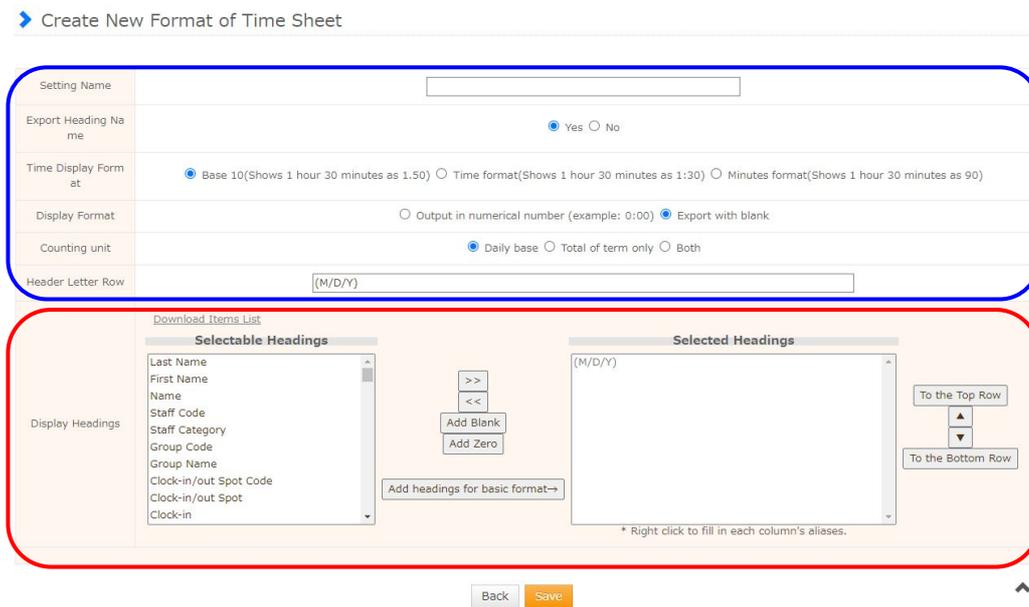
1. Move on to "Attendance Management > Download Time Sheet".

2. Click the "Create New Format" button to create a dedicated format.



3. In the upper row, you can select the data display format. (Inside the blue frame)

In the lower row, you can set the items you want. (Inside the red frame)



5. After creating the format, select a Specified Period or Assigned Group and click “Download” to complete.

Download Time Sheet - You can create CSV data for viewing and importing accounting software by using freely customized export format.

Create New Format

Export Condition Settings

Format Setting ① A (Edit)

② File Format

CSV Excel

Notice: About downloading in CSV format

Specified month 2020 / 12

Specified Date 2020 / 12 / 1

Specified Period 2020 / 12 / 1 ~ 2020 / 12 / 31

Specified Year The year of 2020

Assigned Group All Include groups under subgroups

Staff Category All

Staff Name

Tag

In-Office/Resigned In-Office

Clock-in/out spot Not Specified

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

Download ③

•When using the created format

Please select the format you want from the pull-down menu.

Export Condition Settings

Format Setting 1 (Edit)

File Format

Basic Format

Not Overtime Classification CSV format

Specified month 2021 / 1

Specified Date 2021 / 1 / 1

Specified Period 2021 / 1 / 1 ~ 2021 / 1 / 31

Specified Year The year of 2021

Assigned Group All

* How to download the data in Attendance Book format

If you would like, you can also check work dates in Attendance Book format. Please download it from “[Download All Attendance Book](#)”.

Others

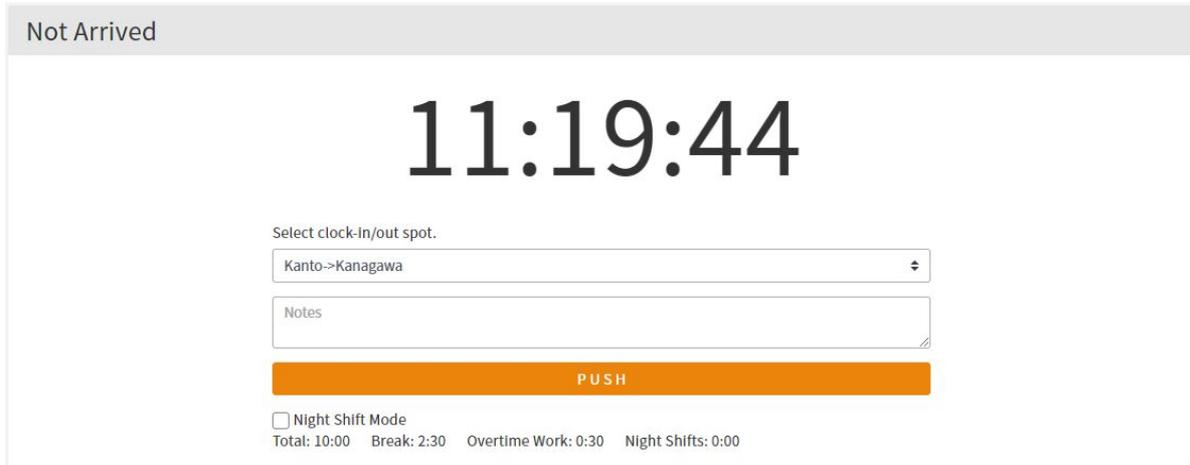
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MyPage

Let's check staff's MyPage.

You can clock, make various requests and check the Attendance Book.

* The image below is of the PC MyPage.



Not Arrived

11:19:44

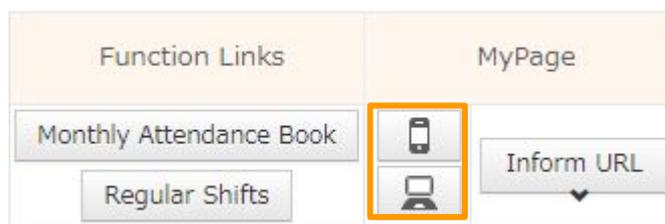
Select clock-in/out spot.
Kanto->Kanagawa

Notes

PUSH

Night Shift Mode
Total: 10:00 Break: 2:30 Overtime Work: 0:30 Night Shifts: 0:00

Click the icon below from the “Staff Management > [Staff List](#)” page to log in the registered staff's MyPage. There are two types of MyPage, one for mobile terminals such as smartphones and the other for PCs.



Each staff can do the following:

- Check their own attendance status
- Revision when there is an omission of clocking
- Request for desired shift and checking confirmed shift (only when using the Shift Management plan)
- Request for Vacation/Overtime/Holiday Work (only when using the Vacation/Request Management plan)

Clocking revision function

If there are any mistakes related to clocking, you can revise it. There are two methods: 1 to have an administrator approve and revise according to the employee's revision request, and 2 to have the administrator revise without the need of a request.

1. When an employee requests a revision

Go to My Page and select "Attendance Book". Click the date you want to revise.

To revise the already recorded clocking, click the "Revise" or "Delete" button on the right side of the target clocking.

Edit clocking

01 / 05 / 2021 Show Request late reason

Revise Clocking Data

Clocking Type Clocking type is automatically sorted

Time

To make it the previous day please add * to the beginning.
ex) 9:15 a.m. ⇒ 0915
ex) 2:00 a.m. ⇒ 2600

Clock-in/out spot

Notes

PUSH

*The time behind the arrow shows the modified clock-in/out.

Working Hours	2 hrs 0 min
Break	1 hrs 0 min
Off-shift Working Hours	0 hrs 0 min
Overtime	0 hrs 0 min
Night Shift Hours	0 hrs 0 min
Status	Early Leave

Clocking list

Clocking Type	Time	Clocking Method	Clock-In/out spot	Clocking Note	Revision/Delete
Clock In	14:00	By Admin 01/08 11:53	Kanto->Kanagawa	Notes:	Requests Approved Revision Delete
Clock Out	17:00	By Admin 01/08 11:53	Kanto->Kanagawa	Notes:	Requests Approved Revision Delete

To add a new clocking due to input omission, add it from Revise Clocking Data.

01 / 05 / 2021 Show

Revise Clocking Data

Clocking Type Clocking type is automatically sorted

Time

To make it the previous day please add * to the beginning.
ex) 9:15 a.m. ⇒ 0915
ex) 2:00 a.m. ⇒ 2600

Clock-in/out spot

Notes

PUSH

* It is also possible to revise clocking from the Mobile MyPage.

2. When the administrator makes a revision

You can revise in a similar way to the revision request from an employee.

Click the “>” button on the right side of the “Attendance Management > Attendance Book (Specify by date)” or the “Attendance Book (Monthly)” page to enter the “Clock-in/out Details”.

Staff	Holiday Type	Attendance Status	Shift	Revision Requests	Clock-in <input type="checkbox"/>	Clock-out <input type="checkbox"/>	Working Hours	Overtime	Delete Late	Paid Vacations	Admin Notes 1	Night Shift	Break	Delete Early Leave	Details
神奈川 次郎	Monthly	-	<input type="text"/> ~ <input type="text"/>		<input type="text"/>	<input type="text"/>							<input type="text"/>		<input type="button" value="▶"/>
關西 太郎	Monthly	-	<input type="text"/> ~ <input type="text"/>		<input type="text"/>	<input type="text"/>							<input type="text"/>		<input type="button" value="▶"/>
關東 太郎	Monthly	-	<input type="text"/> ~ <input type="text"/>		<input type="text"/>	<input type="text"/>							<input type="text"/>		<input type="button" value="▶"/>

• Deleting clocking data

Click the “Delete” button below to delete it in Clock-in/out Details.

Clock-in/out Details

Clocking Type	Time	Clocking Method	Clock-in/out Spot	Notes	Approve/Delete
<input type="button" value="Clock-in"/>	13:00	By Admin 01/13 14:38	Kanto->Kanagawa		<input type="button" value="Delete"/>
<input type="button" value="Modify"/>					

• Adding clocking data

Enter it from “Add New Clocking” at the bottom of the page.

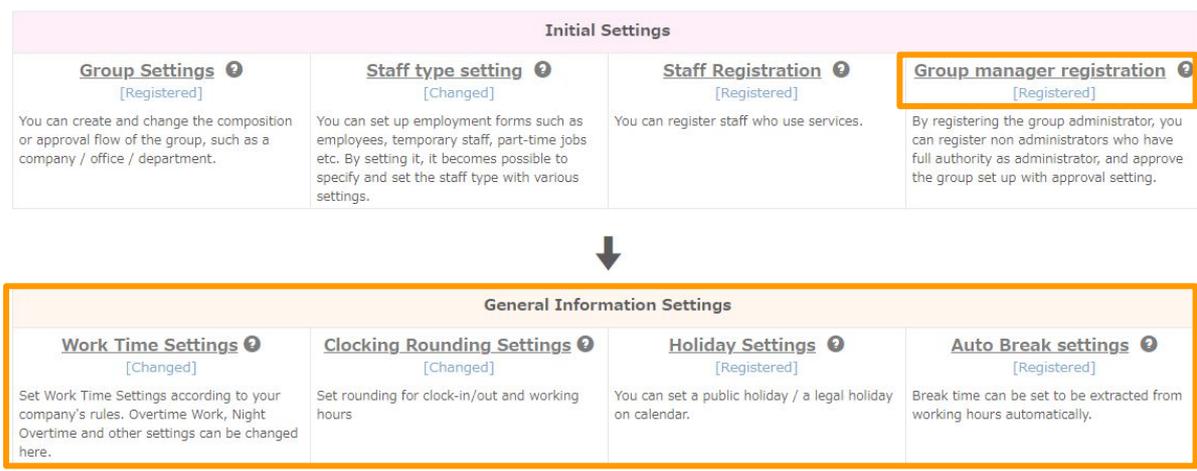
Add New Clocking

Clocking Type	Automatically sort clocking type
Time	<input type="text"/> (i.e.: 09:15⇒ 0915)
Clock-in/out Spot	<input type="text" value="Kanto->Kanagawa"/>
Notes	<input type="text"/>
<input type="button" value="Clock In/Out"/>	

Settings related to work regulations

You can adjust basic settings such as working hour calculation rules and administrator registration from the “[General Information Settings](#)” page. Jobcan allows you to register various settings for each group or staff category.

▶ **Setting List** - For first time users, please make settings necessary in order from the top.



Items that have not been set are displayed as “Unchanged” or “Unregistered”.

■ [Group Manager Registration](#)

When there is a staff member you want to give management authority to apart from the administrator, you can register the manager who has lower authority. You can customise which management functions/authority level you give to the Group Manager. We recommend that you register the manager of the base or department (store manager, department manager, etc.) as a Group Manager.

- In Jobcan, only the number of registered staff members is subject to being charged. Those who are registered only as Group Managers will not be charged.

■ [Shift/OT/Night Shift Settings](#)

You can set prescribed working hours, night shifts, overtime hours, and allowances. Working hours that meet the conditions you set here can be extracted individually when extracting data.

■ [Clocking Rounding Settings](#)

This setting allows you to round up/down clocking times.

■ [Holiday Settings](#)

You can set holidays. If staff works on holiday set here, you can extract the data as holiday work. (National/Legal Holiday work)

■ [Automatic Break Settings](#)

You can set the break to be automatically counted under the specified conditions.

End

That's all for the basic operation flow of Jobcan Attendance Management.

Jobcan offers the following functions in addition to those introduced in this document.

Vacation/Request Management

This is a function to manage request for Overtime/Vacation/Holiday Work and manage the number of remaining days of each vacation. Various applications can be reflected in the attendance book, and annual paid vacation can be automatically granted.

Shift Management

This is a function to recruit/request/create shift. Convenient for managing employees who work irregularly or whose work days are not fixed on certain days of the week.

Please check the [help page](#) for detailed information and how to set it up.