jobcan AM
Attendance Management

Initial Setup Guide

Ver.1.0

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Introduction

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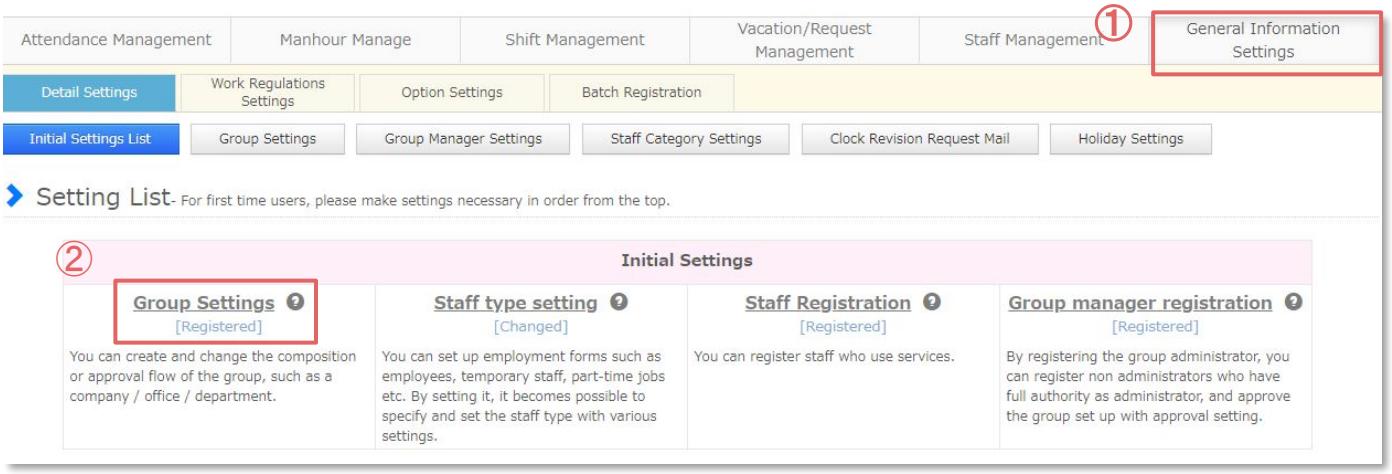
1. Registering Departments/Branches

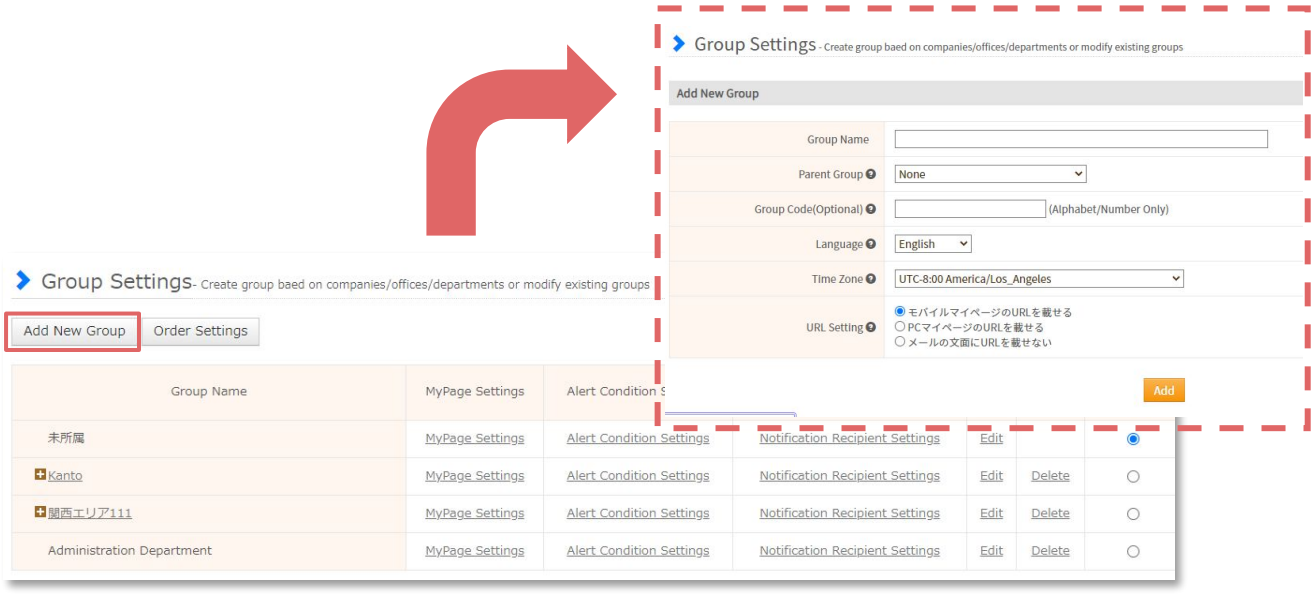
1. Group Settings

First, set up a group.
Jobcan can be used more effectively by creating groups according to the size and organizational structure of the company.
(Groups are mainly used to identify an employee's designated department, branch, etc.)
Department Examples: Sales department, General Affairs department, Accounting department.
Branch Examples: Shinjuku store, Ikebukuro branch.

You can set it in "General information settings"> "Initial Settings List"> "Group Settings".



Click the "Add New Group" button displayed in the upper left to move to the group registration page.



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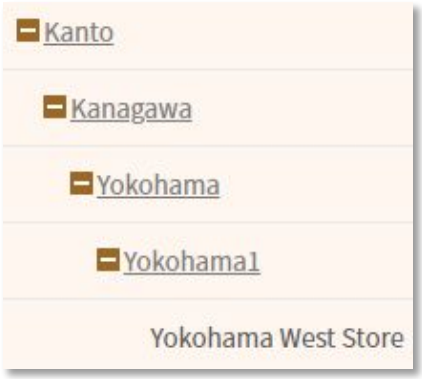
1. Registering Departments/Branches

Please check the table below for each item.
Items marked with "*" are required items.

Group Name *	Register the name of a group such as a company, branch, department, or store.
Parent Group	You can add a hierarchy to the groups by selecting the parent group. You can set up to 5 levels. E.g.) Jobkan Co., Ltd.-> Kanto area 
Group Code (Optional)	You can register a code for each group by entering the code during registration. * The group code must be set in half-width alphanumeric characters.
Language	You can set the language to be displayed on the group's staff's My Page It can be set to Japanese, English, Korean, Thai, or Vietnamese.
Time Zone	You can set the time zone to be reflected in the Attendance Book for a group and its affiliated staff. When clocking on My Page from overseas and you want to reflect the overseas time zone, you need to set the time zones for both the group and the device/terminal to be used for clocking.
URL Setting	You can select the URL to be included in the staff email.

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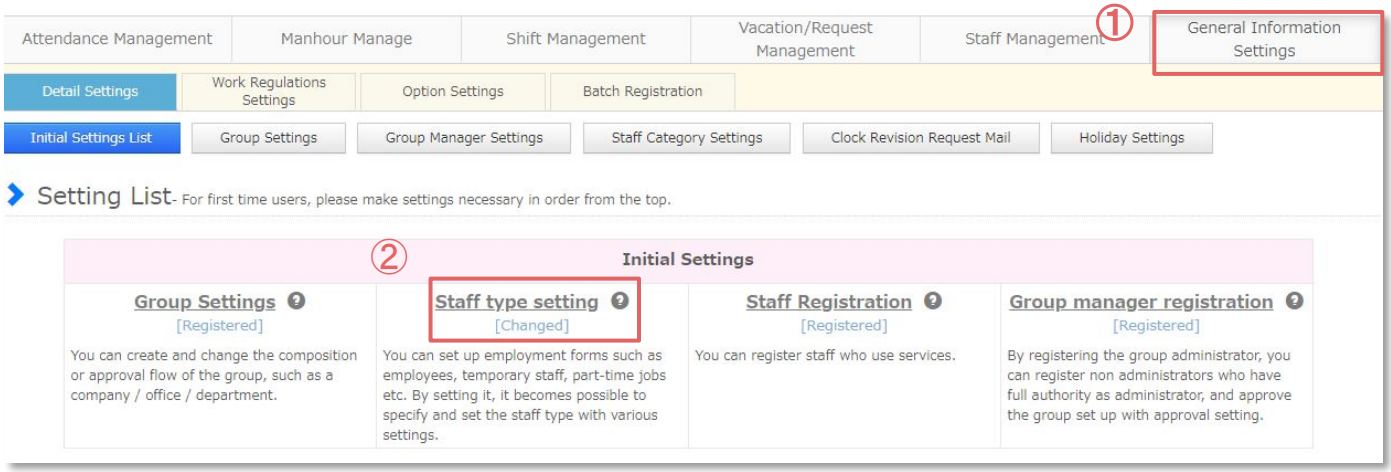
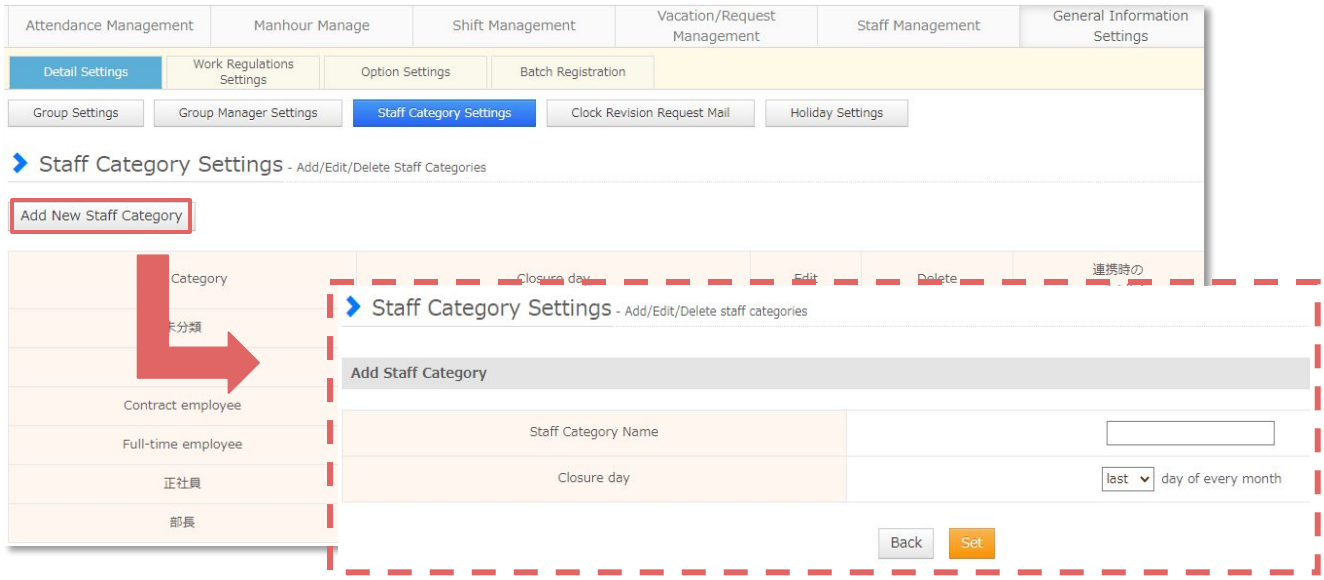
2. Staff Category Settings

1. Staff Category Settings

Set the staff category.
You can set the staff category such as employee, temporary staff, and part-time worker. It is possible to set the preset working hours separately for each staff category.

You can set it in “General information settings"> “Initial Settings List"> “Staff category Settings".



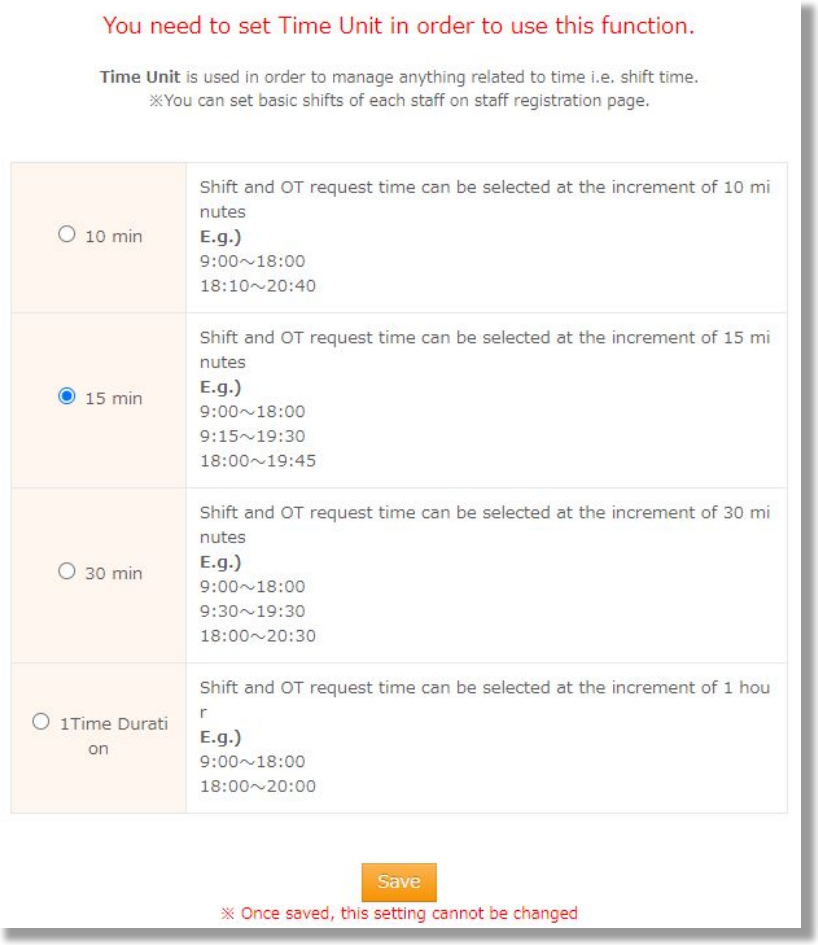


The default staff category can be edited / deleted.
You can create (add) by entering the staff category name you want to create and clicking the “Set” button.

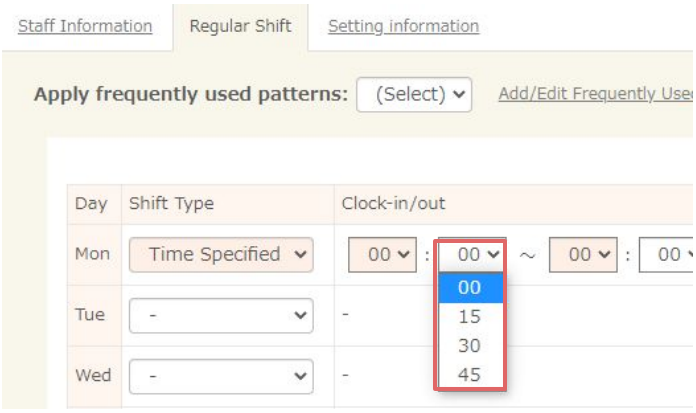
3. Time Unit Settings

1. Time Unit settings

You can set the unit of time used to manage shift patterns, overtime applications, and automatic breaks in increments of 10, 15, 30, or 60 minutes.



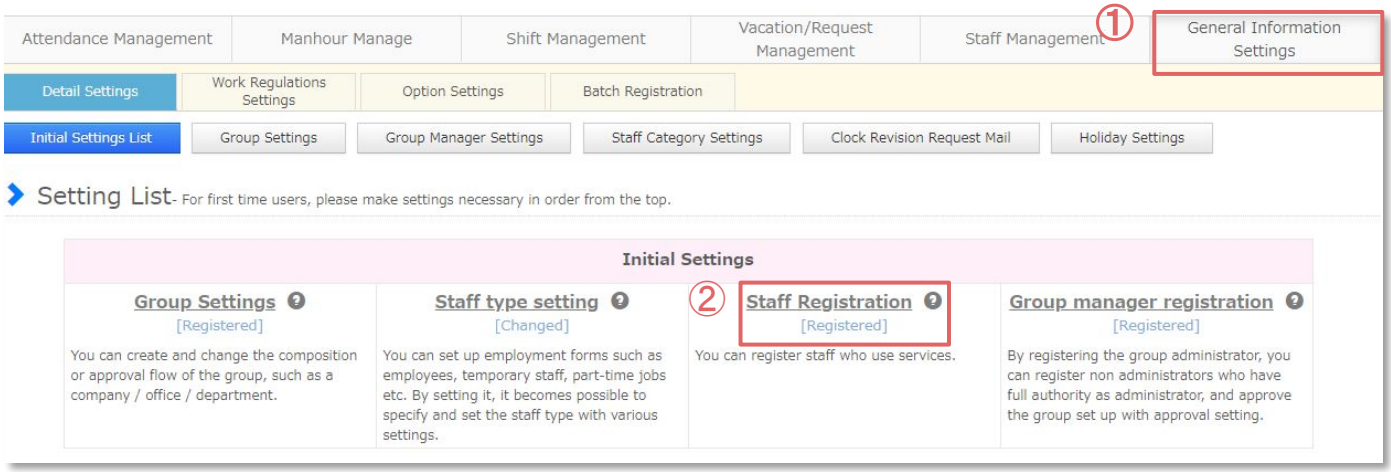
E.g.) When the unit is 15 minutes
A pull-down menu when setting the shift etc. is displayed in increments of 15 minutes.

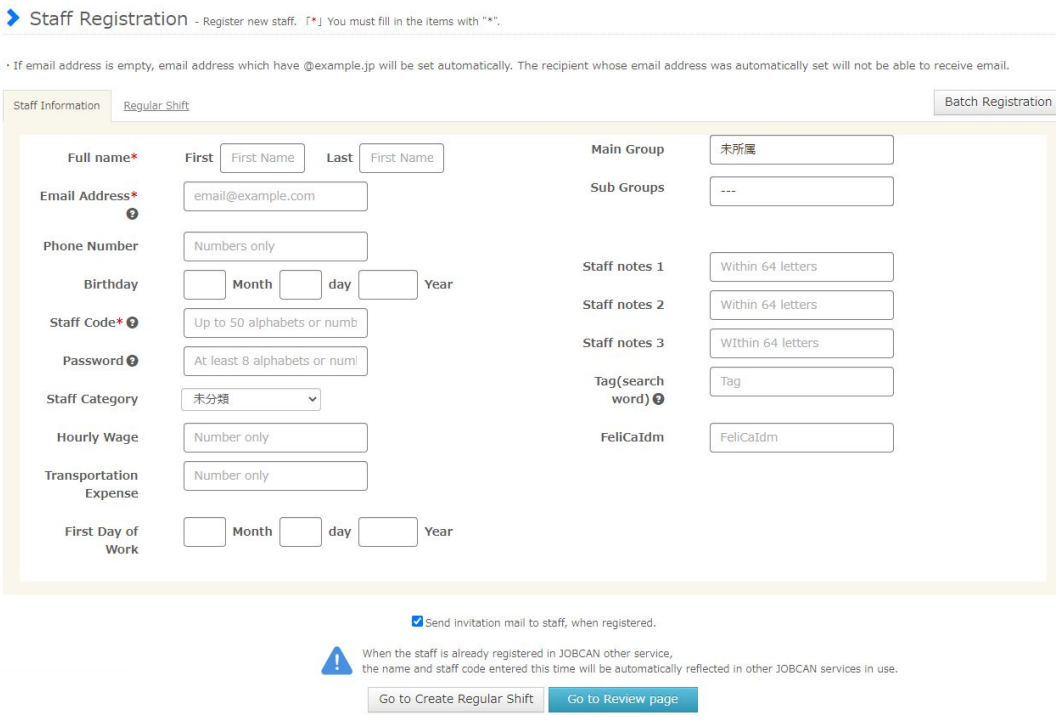


4. Registering Staff

1. Staff Setting

Next, register the staff.
You can set it in “General information settings"> “Initial Settings List"> "Staff Management"> "Staff List".
Click "Staff Registration" to move to the staff registration screen.





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4. Registering Staff

Please check the table below for each item.
Items marked with * are required items.

Full Name *	Register the name of the staff.
Email Address *	You need to register each staff's email address. An email will be sent to this address with a link for each staff to access their respective My Pages. * Email will be sent from noreply@donuts.ne.jp.
Phone Number	You can register the staff's phone number.
Birthday	You can register the staff's birthday.
Staff Code *	You can register an arbitrary code for using an employee number or payroll. When performing batch registration, this code will be collated and imported.
Staff Category	You can set the category of staff. You can assign it to the staff by setting the employment category and job title in "Staff Category Settings".
Hourly Wage	You can set the hourly wage of the staff. If you set it, you will be able to calculate the working hours, overtime pay, transportation expenses, etc. and display the estimated salary. * This is only an approximation, and we recommend the use of dedicated payroll software for accurate calculations
Transportation Expense	You can enter the daily round-trip transportation expenses. Estimated transportation expenses will be calculated by number of days the staff came to work.
First Day of Work (Date of entering company)	This is required for automatically granting paid vacations.
Main Group	You can set the staff's group (see section 1). Any settings regarding work times, break policies, etc., will be automatically set according to the staff's registered group.

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4. Registering Staff

Please check the table below for each item.
Items marked with * are required items.

Sub Groups	If the staff member works at several groups at the same time, you can set sub groups for them. When clocking, the staff member can also select any assigned sub group as their clocking location. If you want to manage working hours for each group, you need to set sub groups.
Staff notes 1/2/3	You can make a note of the staff information. It is also possible to display “Notes" on the Palette Shift page or during data extraction.
Tag (search keyword)	You can search for staff based on the information you entered here.
FeliCaIdm	Enter the staff code and the Idm you want to link the staff with. * When registering a FeliCa Idm, be sure to enter it in lowercase half-width alphanumeric characters.

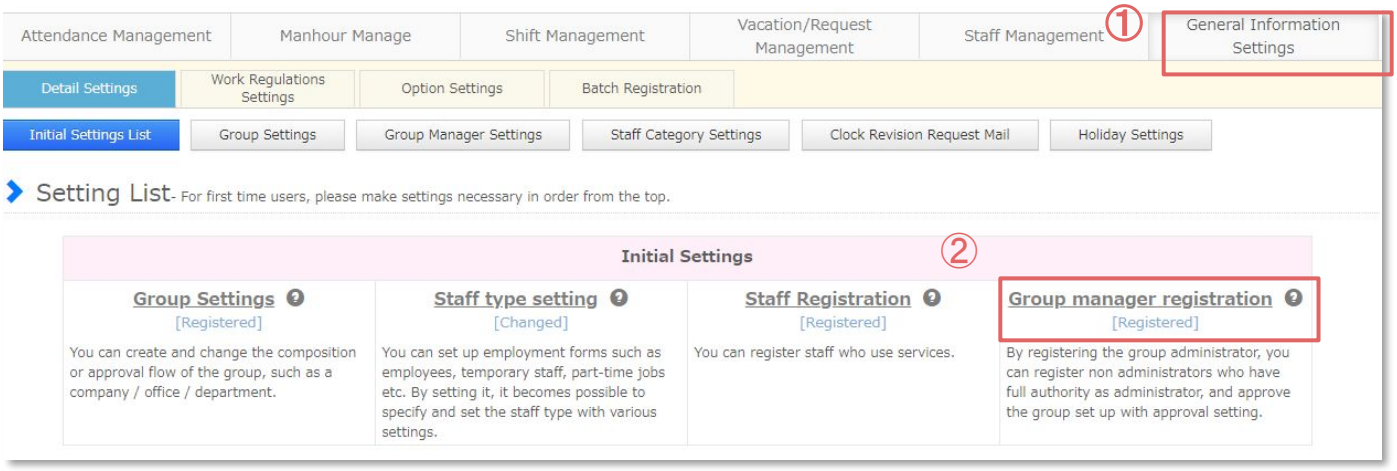
5. Registering Group Managers

1. Group Manager Settings

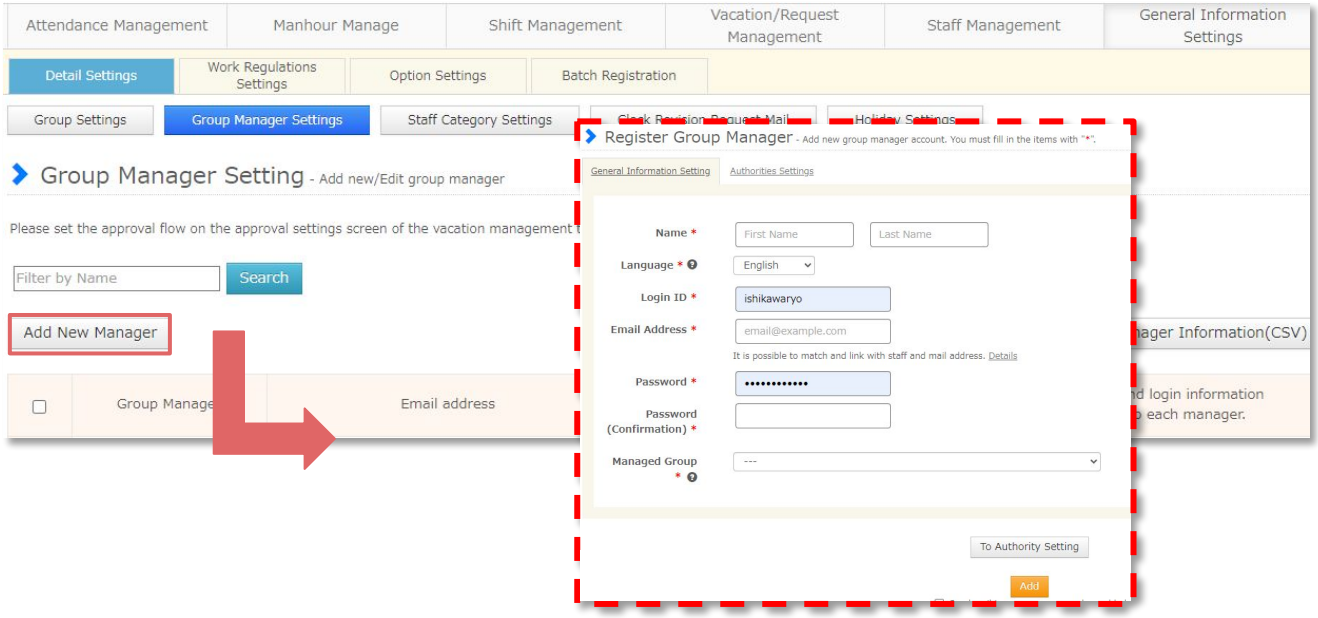
You can give an individual staff member the authority to approve certain applications or overall administrator permissions by registering them as a group manager.

* You can link the staff my page with the group manager screen after matching each email address on Staff List and Group Manager Settings. Please refer to here.

You can set it in “General information settings"> “Initial Settings List"> “Group Manager Settings".



Click the "Add New Manager" button displayed in the upper left to move to the group administrator registration page.



* When you want to change the authority range for each manager, please check here.

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5. Registering Group Managers

Please check the table below for each item.
Items marked with "*" are required items.

Name *	This is to set the name of the group managers' account. If you want to share a this account amongst multiple people, you may also set a generic name such as "Sales Department Manager".
Language *	You can set the language to be displayed on the administrator screen. It can be set to Japanese, English, Korean, Thai, and Vietnamese.
Login ID *	The ID set here will be used to be login to the "Group Manager Login ID" input field when logging in to the Admin Page. * Login ID can only be alphanumeric characters.
Email Address *	You will need to register your email address to receive the Admin Page login URL. Additionally, If any staff has made an application in the Jobcan system, notification emails will be sent to this email address. * Email will be sent from noreply@donuts.ne.jp.
Password *	The password to be used for logging into this administrator account. * The password is only alphanumeric characters and must be set with 8 or more characters.
Password (Confirmation) *	To confirm the password you have set, enter the same password as above.
Managed Group *	You can select the groups this account can manage. You may select multiple management groups. If you set a "Parent Group" as the management group, you will also have the management authority for all the lower hierarchy groups (subgroups).

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Let's Set Work Regulations

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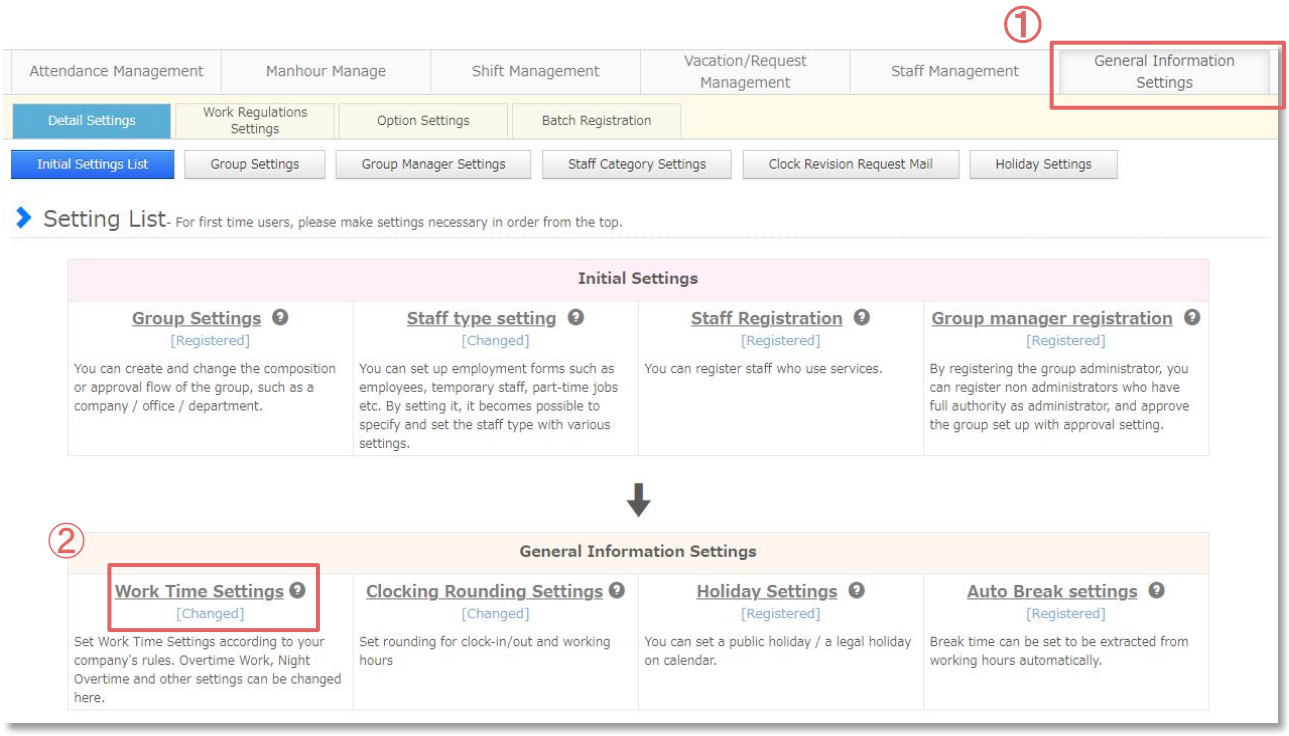
1. Shift/Overtime/Night Shift Settings

1. Shift/Overtime/Night Shift Settings

You can set prescribed working hours, overtime hours, and night shifts.
Working hours and overtime hours are totaled based on the working hours set here. Since it can be set for each group and staff category, when the work regulations differ depending on the staff, it will be easier to manage if the group and staff categories are set separately.

You can set it in “General information settings"> “Initial Settings List"> “Shift/OT/Night Shift Settings".



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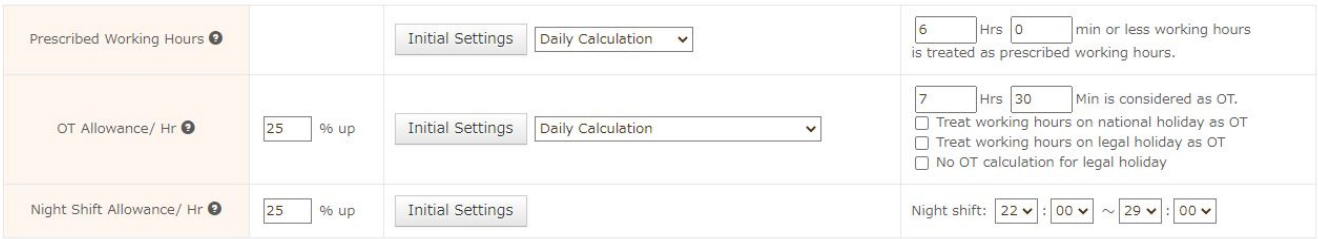
1. Shift/Overtime/Night Shift Settings

Select the target to be set from the pull-down menus displayed next to [Assigned group] and [Staff Category], and click [Show].
* Be sure to set the [Main Group] to which the staff belongs for the [Assigned Group].

The target set above is displayed at the top of the setting screen. After saving the settings, you can select it from [Existing Setting List] to check or revise the settings.



【Prescribed Working Hours】
Prescribed Working Hours and Off-schedule Working Hours can be calculated separately. You can check them on Download Time Sheet.

【OT Allowance/ Hr】
You can set the standard working hours considered as overtime, and set an extra allowance for overtime hours. This will be reflected in the estimated salary calculation. Please refer here for details on overtime settings.

【Night Shift Allowance/ Hr 】
You can set the night shift time range and set an extra allowance for night shift, which will be reflected in the estimated salary calculation.
* The extra rate set in the overtime setting and night setting is linked to the hourly wage registered in [Staff Details]. It is possible to check this in the [Personnel Expenses] item in [Show Working Status], [Line Shift], and [Budget Control], or to calculate and extract the wage up percentage in the [Estimated Payroll] item of the extracted data.

1. Shift/Overtime/Night Shift Settings

Overtime hour totaling supports various work regulations.

【Daily Calculation】

Daily Calculation	You can set a standard for daily working hours and count overtime hours from the hours that exceed it. E.g.) When you want to count the work exceeds 8 hours as overtime.
Daily Calculation (By day of the week)	You can set a standard for daily working hours for each day of the week, and count the hours that exceed that as overtime hours. Set when the working hours are different for each day of the week. E.g.) When you want to count the work exceeds 8 hours on weekdays and 6 hours on weekends and holidays as overtime.
Time Specified	You can set the work hours after the specified time to be overtime hours. E.g.) When you want to count the work after 6 pm as overtime.
Request	Only the hours you request as overtime and are approved will be counted as overtime hours. If the overtime request is not approved, the overtime hours will not be counted even if the staff works overtime. If the overtime request is approved, it will be counted as overtime hours from shift end time to the requested time. However, night shifts are not taken into account, so night overtime hours cannot be counted.
Off-shift Working Hours	If a shift is set, the working hours outside of the shift is counted as overtime hours.

【Daily/Weekly Calculation】

Day or Week (Longer)	You can set a standard for daily working hours and total weekly working hours and count overtime hours from the hours that exceed them. E.g.) When you want to count the work that exceeds 8 hours a day, or 40 hours a week as overtime. * Since whichever is longer is counted as overtime, it is not possible to count both daily overtime hours and weekly overtime hours.

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1. Shift/Overtime/Night Shift Settings

【Weekly Calculation】

Weekly Calculation	You can set a standard for weekly total working hours and count overtime hours from the hours that exceed it. E.g.) When you want to count the work exceeds 40 hours a week as overtime.

【Monthly Calculation】

Monthly Calculation	Set a standard for total monthly working hours, and the hours that exceed it are counted as overtime hours. You can set the standard for total working hours according to the number of days in the month. E.g.) For a variable working hours system. Please refer to the next page for details.
Monthly Calculation (Flex)	Based on the total working hours calculated by multiplying the working hours per day by the prescribed working days per month (weekdays when shifts are set), the overtime hours are calculated from the hours exceeding that. E.g.) In the case of a flex system. Please refer to the next page for details.

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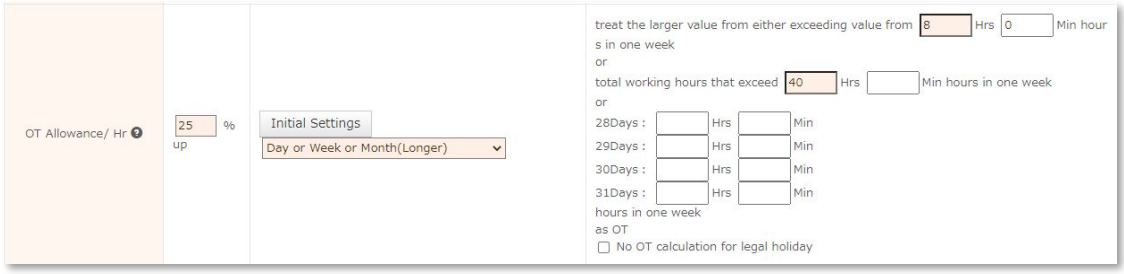
1. Shift/Overtime/Night Shift Settings

POINT

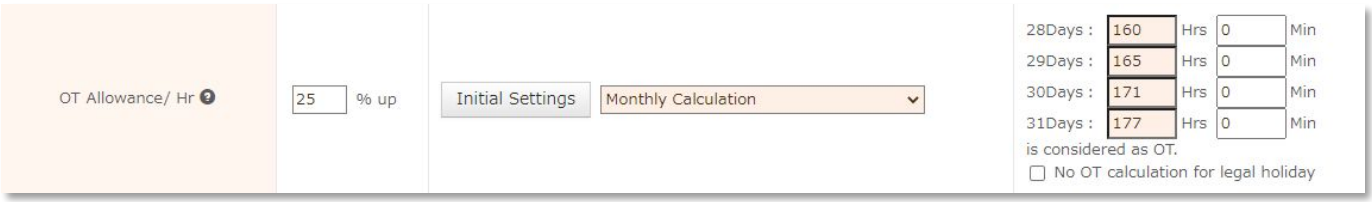
Here are some examples of settings according to work regulations.

■Count the work that exceeds 8 hours a day, or 40 hours a week as overtime hours.
"Day or Week (Longer)"
Overtime is the total of one week's worth of work exceeding 8 hours and 0 minutes per day or the total of work exceeding 40 hours and 0 minutes per week, whichever is longer.

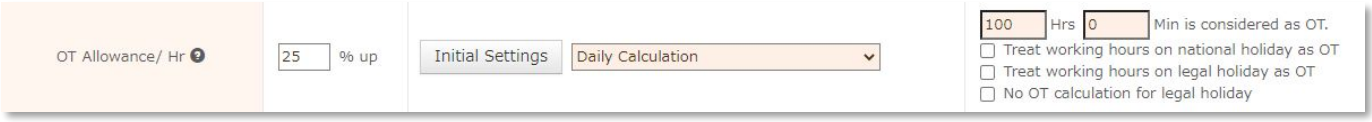


■Flextime system setting
"Monthly Calculation (Flex)"
Overtime is the work exceeds XX hours XX minutes per day multiplied by the prescribed working days.

■Setting of variable working hours system on a monthly basis
"Monthly Calculation"
Set the upper limit for legal working hours during the variable working period.



■Setting of discretionary labor system / supervisor (do not count overtime hours)
"Day Calculation"
Overtime is the work exceeds 100 hours.
(If you set as above, overtime hours will not be counted unless working hours of 100 hours a day occur.)



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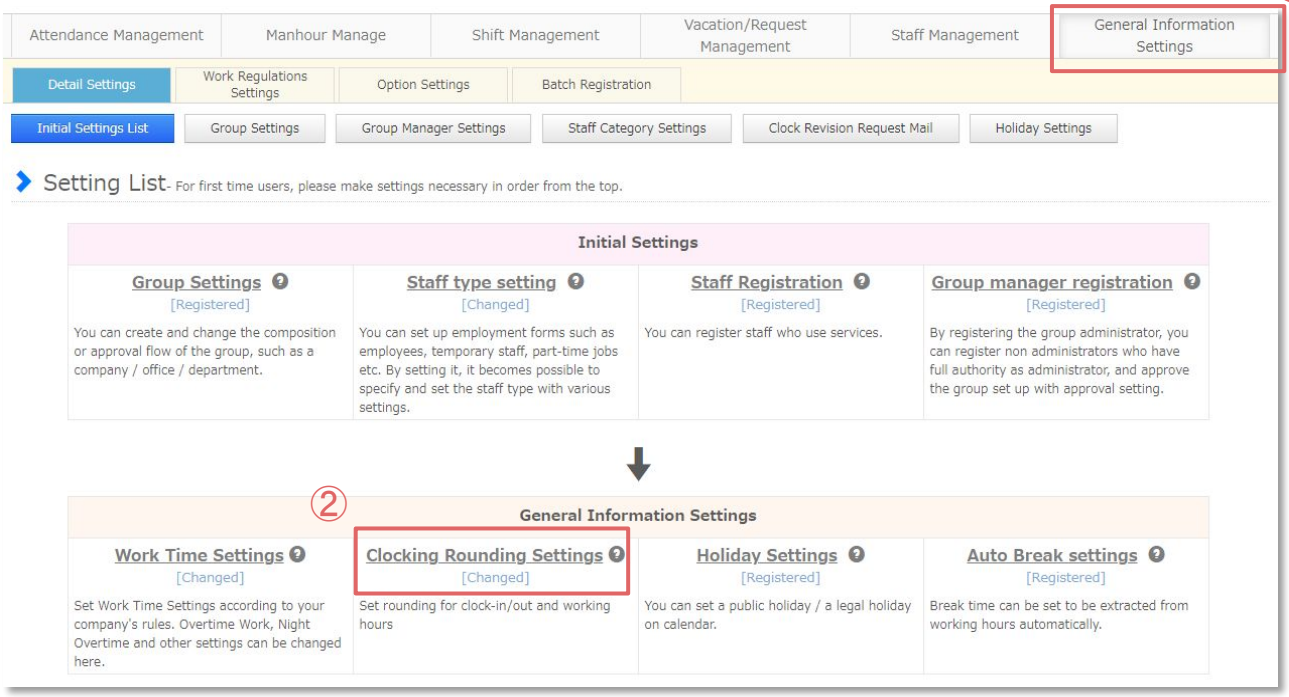
2. Setting of rounding up and rounding down of clocking time

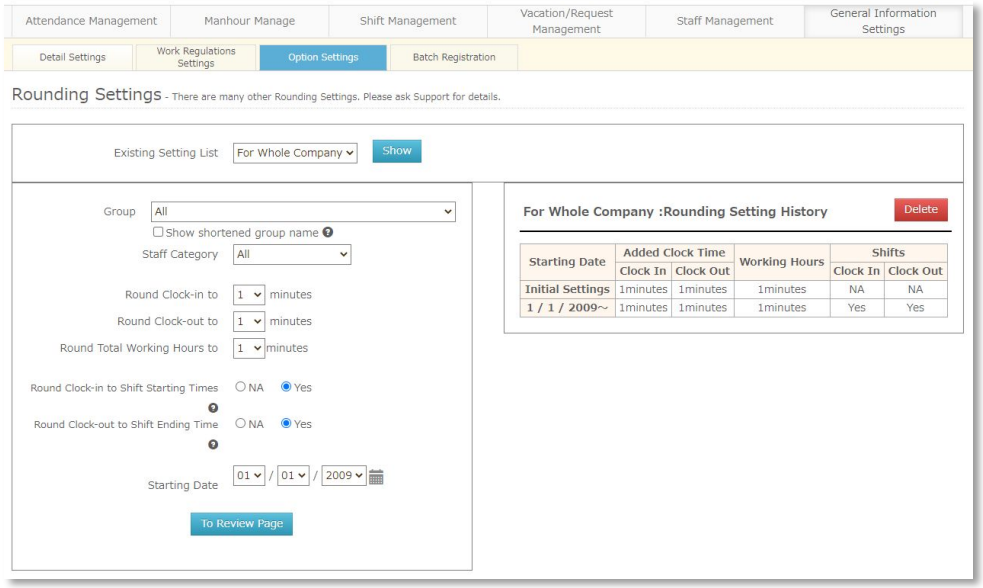
1. Rounding Settings

You can set the clocking time to be managed in 5 minute or 10 minute increments, or round the working hours in Rounding Settings.

You can set it in “General information settings"> “Initial Settings List"> “Clocking Rounding Settings". ①



This is the Rounding Setting page.
You can set it for each group or staff category, and also set the date to apply the setting.



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2. Setting of rounding up and rounding down of clocking time

1. Rounding Settings

These are details of items that can be set in the rounding settings.

【Round in unit time】
The rounding unit can be set in 5/10/15/30/60 minute increments.

■Clock-in
Round the clock-in in the unit you set.

Example: When setting in 15-minute units
Clock-in at 8:46 → The time of attendance is reflected at 9:00

■Clock-out
Round the clock-out in the unit you set.

Example: When setting in 15-minute units
Clock-out at 17:13 → The time of leaving work is reflected at 17:00

■Total working hours
Round the daily actual working hours in the unit you set.

Example: When setting in 15-minute units
Daily actual working hours are reflected in 8 hours 12 minutes
→ Actual working hours 8 hours 00 minutes

【Round Clock-in to Shift Times】

■Round Clock-in to Shift Starting Times
Even if you clock before the shift starting time, it can be rounded to the actual shift start time. In this case, the working hours are totaled from the shift start time.

Example: When the shift start time is 9:00
Clock-in at 8:32 → The time of attendance is reflected at 9:00

■Round Clock-out to Shift Ending Time
Even if you clock after the shift ending time, it can be rounded to shift end time.

Example: When the shift end time is 17:00
Clock-out at 17:45 → The time of leaving work is reflected at 17:00.

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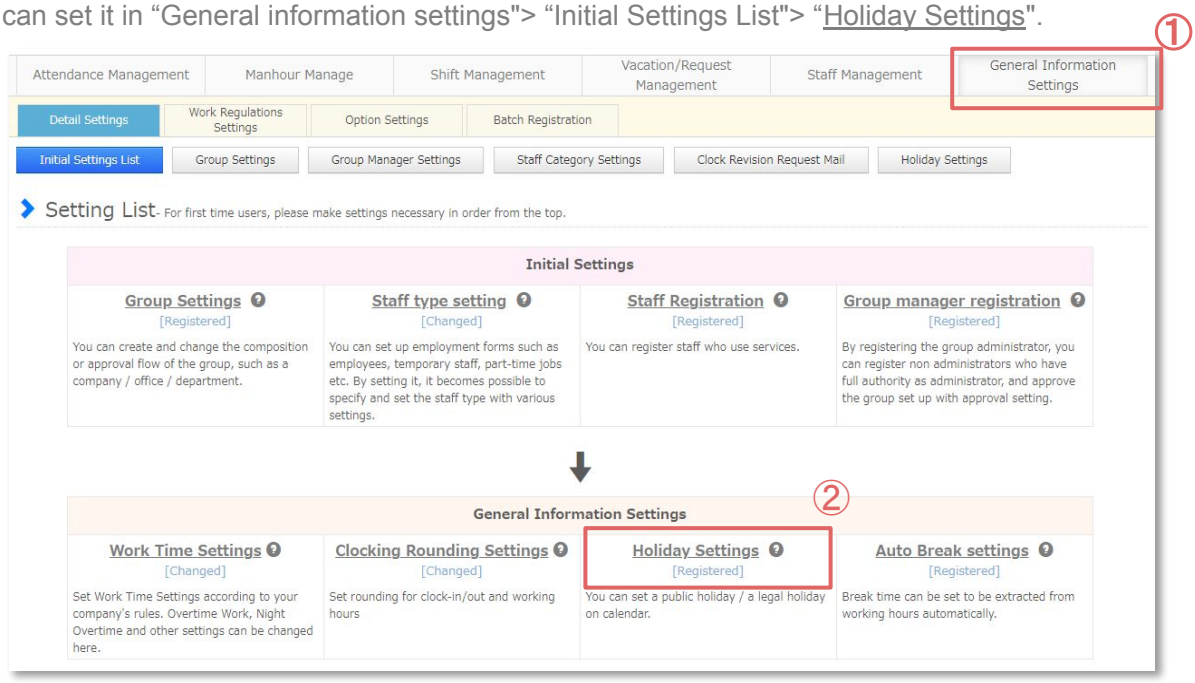
3. Setting of National Holidays and Legal Holidays

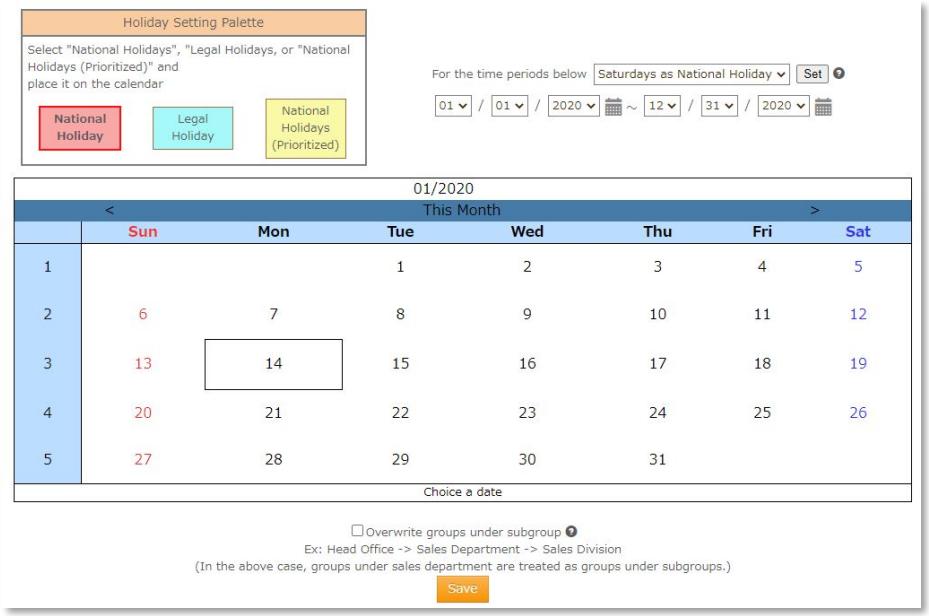
1. Holiday Settings

You can set holidays set by the company (National Holiday) and holidays set by law (Legal Holiday). If you work on a holiday set here, you can extract the data as holiday work (National Holiday Work / Legal Holiday Work). You can also set it differently for each group and staff category.

* If holidays are set for all group / staff category and each group / staff category, both settings will be adopted.

You can set it in “General information settings"> “Initial Settings List"> “Holiday Settings".





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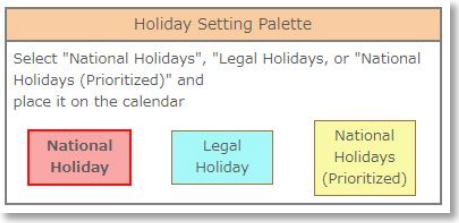
3. Setting of National Holidays and Legal Holidays

■When setting Saturdays, Sundays, and public holidays at once
① Select the period you want to set from the date pull-down menu.

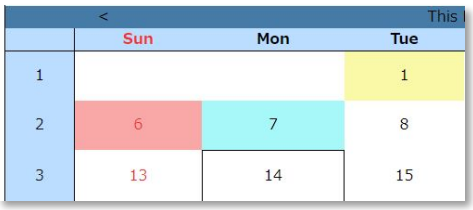
② Select “Saturdays as National Holiday” on pull-down menu next to ”For the time periods below”, and click the “Set” button. Set Sundays in same way.

③ When you click the "Save" button, the holiday settings will be reflected for the specified period.

■When you want to specify and set the date individually.
① Select “National Holiday" or "Legal Holiday" from the Holiday Setting Palette.
* If you select " National Holidays (Prioritized)", it will be fixed to "No shift / National Holiday" and you will not be able to enter shift information.



② When you click the holiday you want to set on the calendar, and each holiday will be colored.
If you want to cancel a holiday, select the same type of holiday and click on the date to cancel it.



③ When you click the "Save" button, the holiday settings will be reflected for the specified period.

■When you delete Holiday Settings (when you put them all back to weekday)
① Select the period you want to set on pull-down menu.

② Select “XXX as Weekday” on pull-down menu next to ”For the time periods below”, and click the “Set” button.

③ When you click the "Save" button, the holiday setting will be canceled for the specified period. It will also be deleted from the pull-down menu of the existing setting list.

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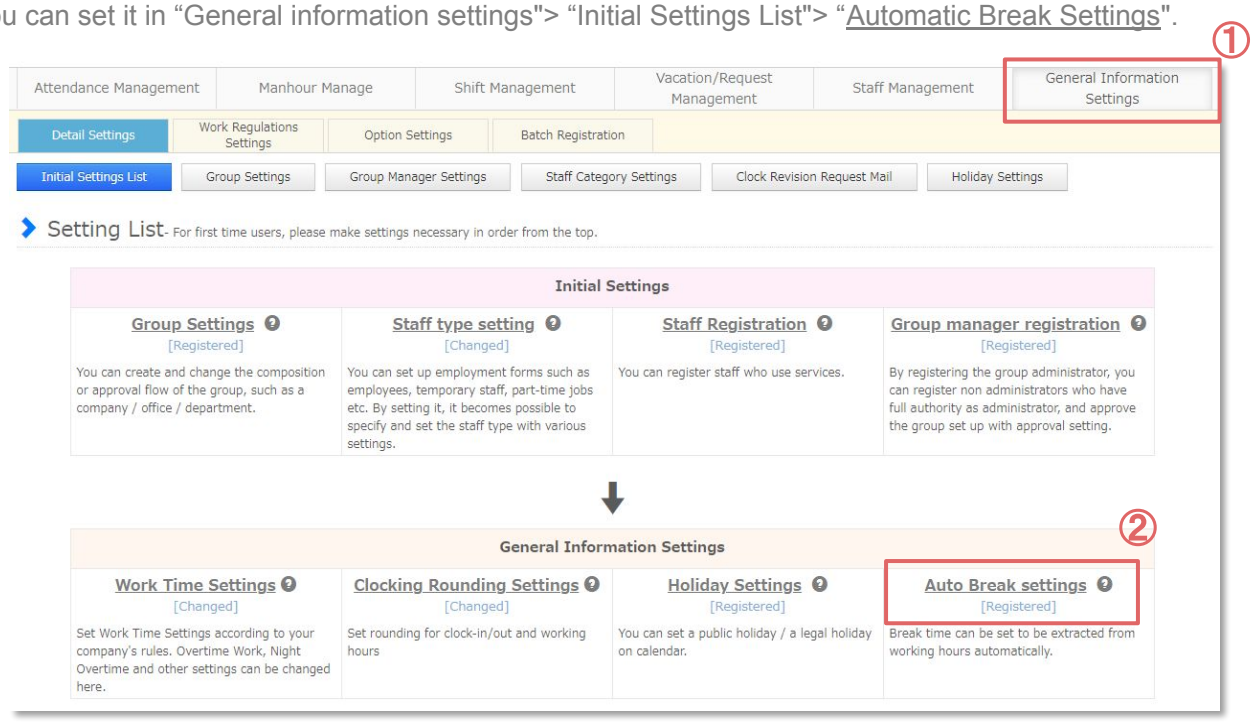
4. How to calculate break time

1. Automatic Break Settings

Break time can be reflected automatically without clocking. If the conditions set in this function are met, the break time will be reflected in the attendance book.

* If you use both automatic break of shift pattern / line shift and management by hour / time in Automatic Break Settings, the automatic break settings in shift pattern are always prioritized.

You can set it in “General information settings"> “Initial Settings List"> “Automatic Break Settings".

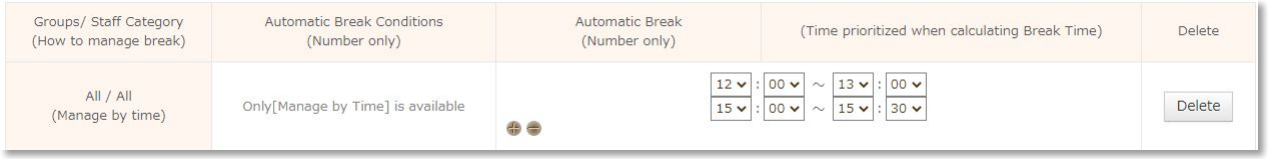


There are two types of management methods that can be set with this function. You can select from "Manage by hour" and "Manage by time". Also, it is not possible to set these two types together for the same group or staff category.

■ Manage by time

You can set the time range you want to be recorded as break time. Up to 6 time ranges can be set.

Example: Take breaks from 12:00 to 13:00 and 15:00 to 15:30.



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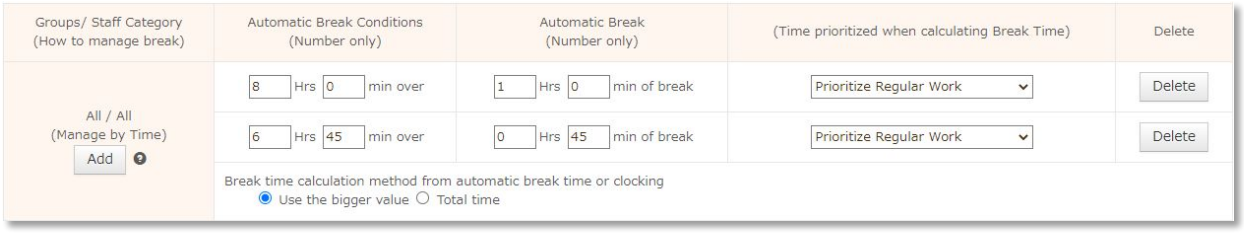
4. How to calculate break time

■Manage by hour
You can set how many hours of breaks will be reflected depending on the time that has passed since the time of clock-in.

Example: If the working time is 8 hours 0 minutes or more, the break will be 1 hour.
If the working time is 6 hours 0 minutes or more, the break will be 45 minutes.



■Time to subtract preferentially
You can choose from which working hours to prioritise break time subtraction.

Prioritize Regular Work	Break time subtraction from shift work (that is not a night shift) is prioritised..
Prioritize Night Shift	Break time subtraction from night shifts is prioritised.
Prioritize Off-shift Working	Break time subtraction from off-shift work is prioritised.
Prioritize Off-shift & Night Shift	Break time subtraction from both off-shift work and night shifts is prioritised.

■How to calculate break time
With the automatic break settings, you can select how to calculate break time when you clock Start/End Break.

Use the bigger value	E.g.) When automatic break is set to 1 hour If the break time on clocking is 1 hour and 15 minutes, the break time is 1 hour and 15 minutes If the break time on clocking is 45 minutes, the break time is 1 hour
Total time	E.g.) When automatic break is set to 1 hour If the break time on clocking is 15 minutes, the break time is 1 hour and 15 minutes

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Let's Set the shift

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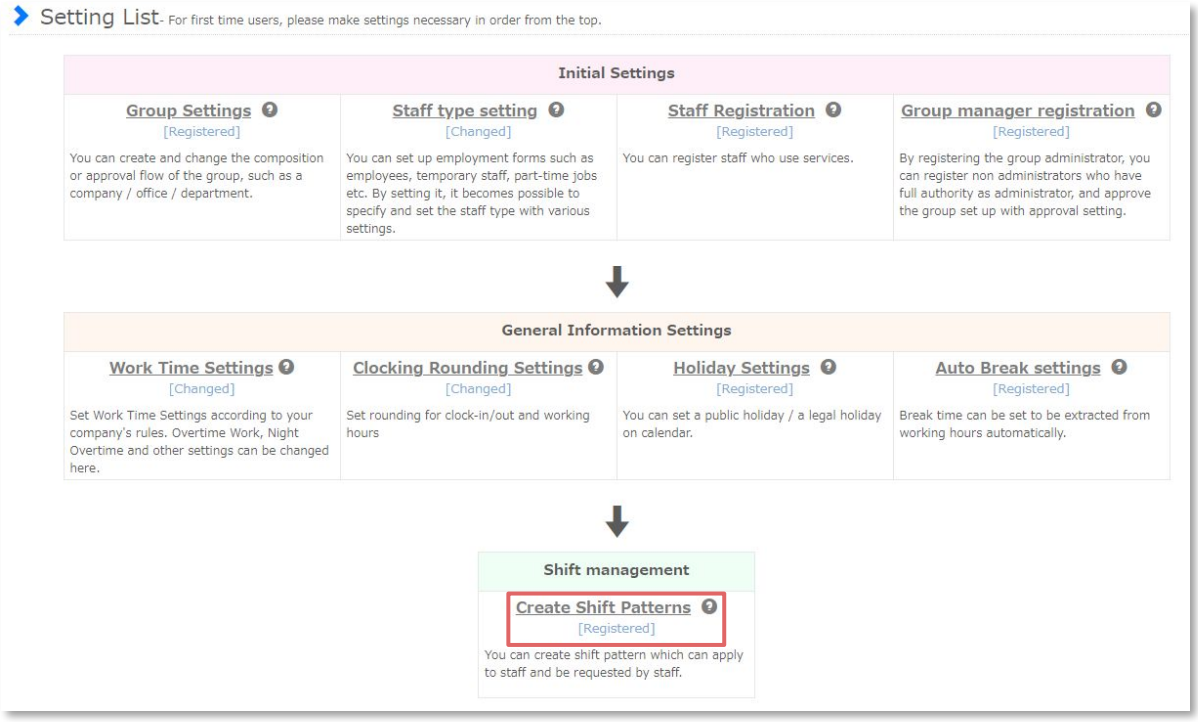
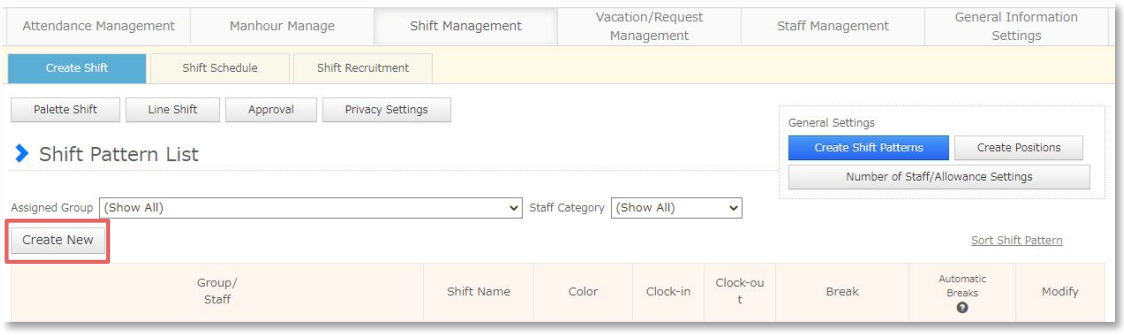
1. Create Shift Patterns

1. Create Shift Patterns

You can set it in “General information settings"> “Initial Settings List"> “Create Shift Patterns".



Click the “Create New” button displayed in the upper left to move to the registration page for new shift patterns.



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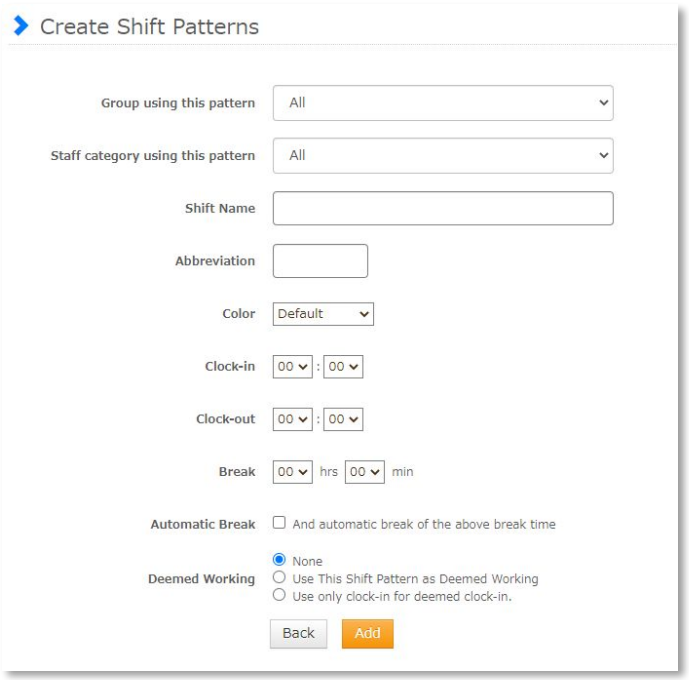
1. Create Shift Patterns

Input the shift information and click the "Add" button to complete the shift pattern registration.
Please register as many shifts as you need, such as “Early shift", “Late shift“ and “Day shift“.



■Setting items

Group using this pattern	Specify the main or sub group of the staff that uses this shift. E.g.) If you set “Sales Department”, the shift will be available only to staff belonging to “Sales Department”
Staff category using this pattern	You can specify the staff category that uses this shift.
Shift Name	You can specify the name of this shift.

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1. Create Shift Patterns

■Setting items

Abbreviation	You can set the abbreviation of this shift. The abbreviation is displayed on the Palette Shift page.
Color	Click to set the color of this shift pattern. The color set is reflected on Palette Shift page. Option settings: Color picker mode on "Create Shift Patterns" page
Clock-in Clock-out	You can enter the clock-in/out time of this shift respectively.
Break	You can set the break time of this shift. You can enter up to 4 break times by clicking "+". The break time management method can be changed in the option settings.
Automatic Break	Check “Automatic break of the above break time” to automatically subtract break time set for the shift from actual working hours. If you set this, it will take precedence over the setting on “General information settings"> “Setting List"> “Automatic Break Settings".
Deemed Working	If you check “Use This Shift Pattern as Deemed Working”, the time of shift will be enter as the clock-in/out time even if you do not clock. The actual clocking is not reflected. Please use it for going straight office/home or business trips.

The Item below will also be displayed when you update a shift pattern that has already been registered.

Options when saving	Simultaneously update existing data from the past: You can also reflect the edited information for shifts that have already been entered. Leave existing data as it is: The change will not reflected in the data that has already been entered.

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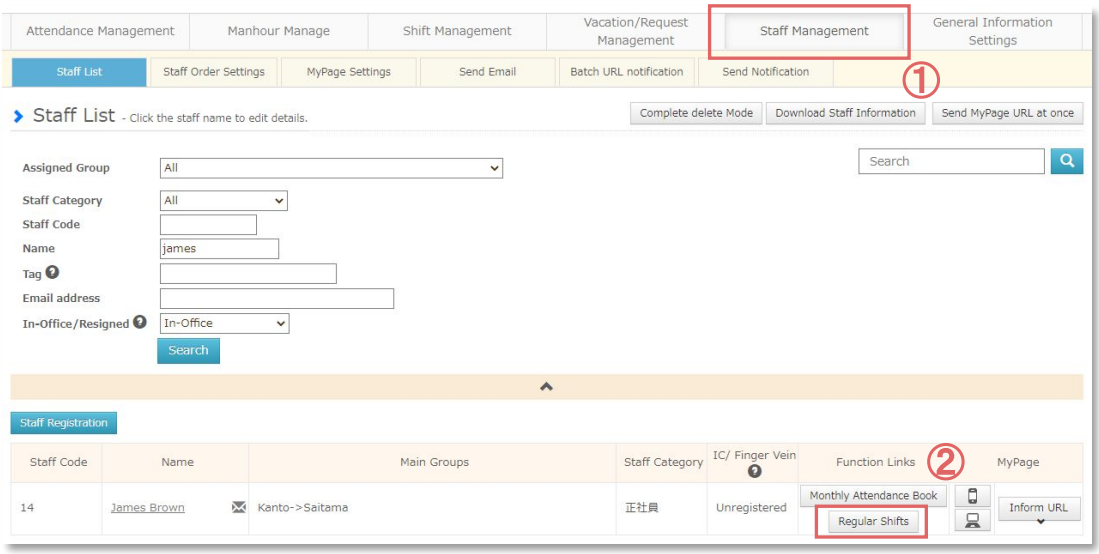
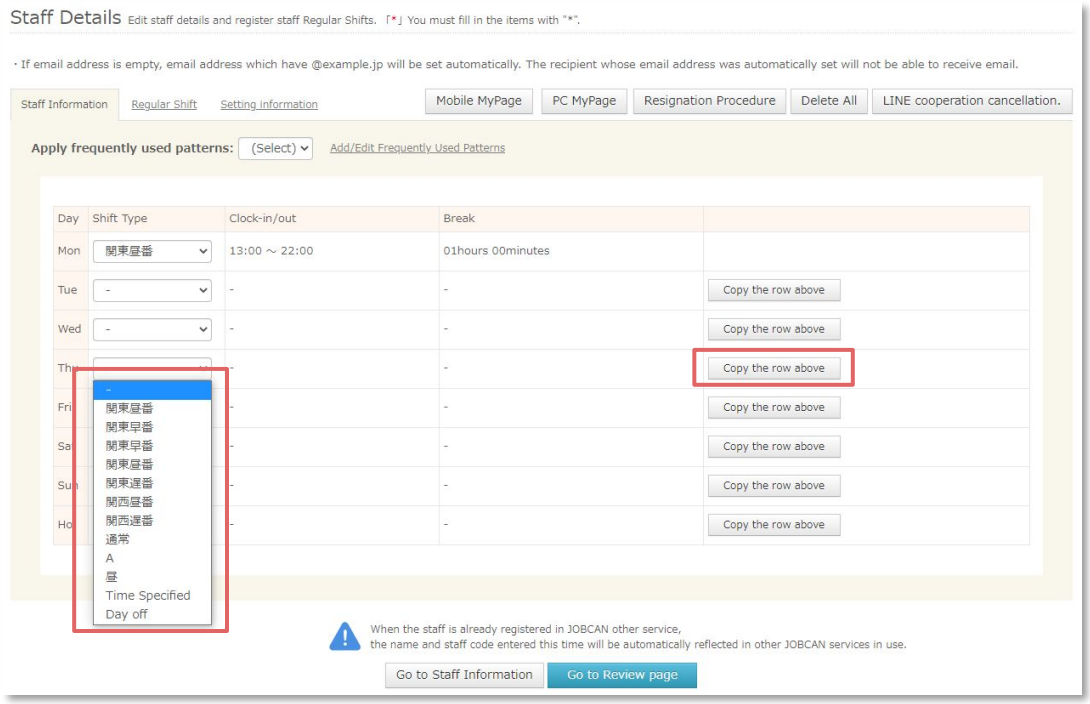
2. Register Regular Shift

1. How to put fixed shift

It can be set from “Regular Shifts" of the target staff in "Staff Management"> "Staff List".



Since the days of the week are displayed as Monday-Friday, Saturday, Sunday, public holidays, please register the shift pattern you want to set from the pull-down menu of "Shift Type".
Click "Copy the row above" to copy the same contents from the row above.



Click “Go to Review page” after setting shift, if there are no mistakes in the entered information, click the “Save” button (* “Register” button if it is new staff registration) to complete the setting.

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Let's Set the Vacation/Request Function

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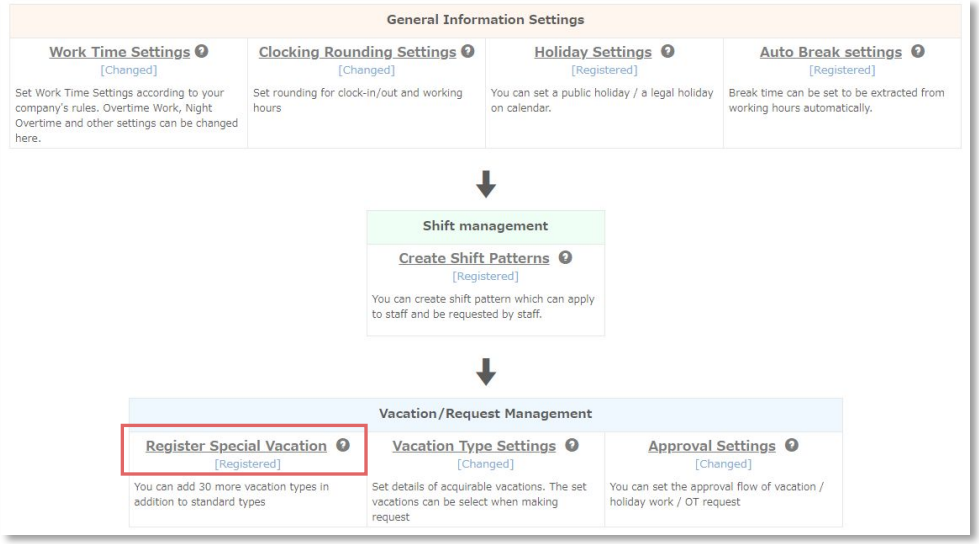
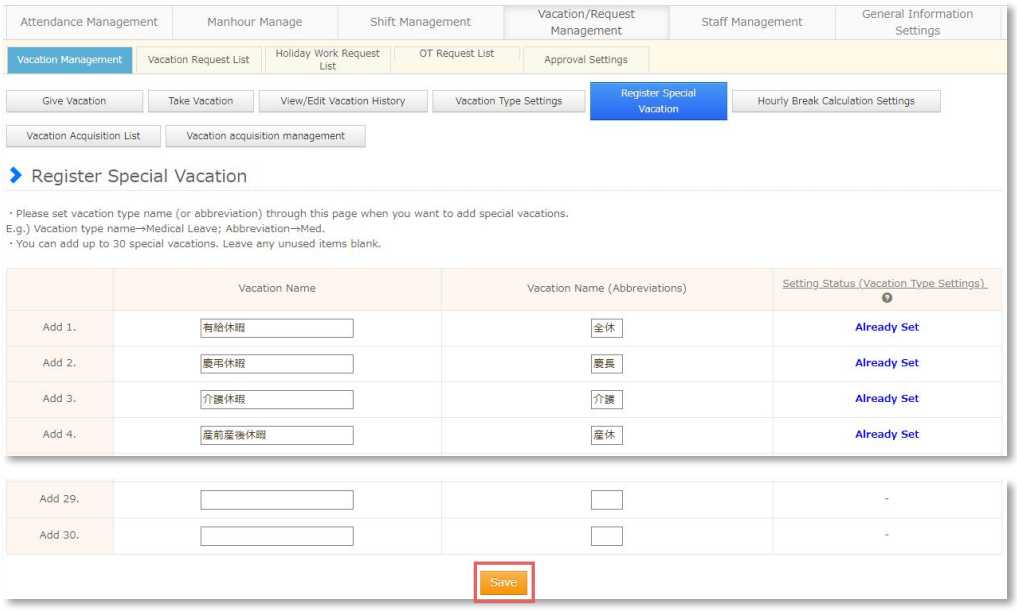
1. Initial settings of Vacation/Request Management

1. Register Special Vacation

There are only three patterns of vacations registered as default settings in Jobcan: "Paid Vacations", “Substitute Holiday", and "Make Up Holiday". If you need a vacation other than the above, start with "Registering Special Vacation".
Click “General information settings"> “Initial Settings List"> “Register Special Vacation".



After entering vacation name and vacation abbreviation (2 letters), click the "Save" button at the bottom of the page to complete the registration of the special vacation name.



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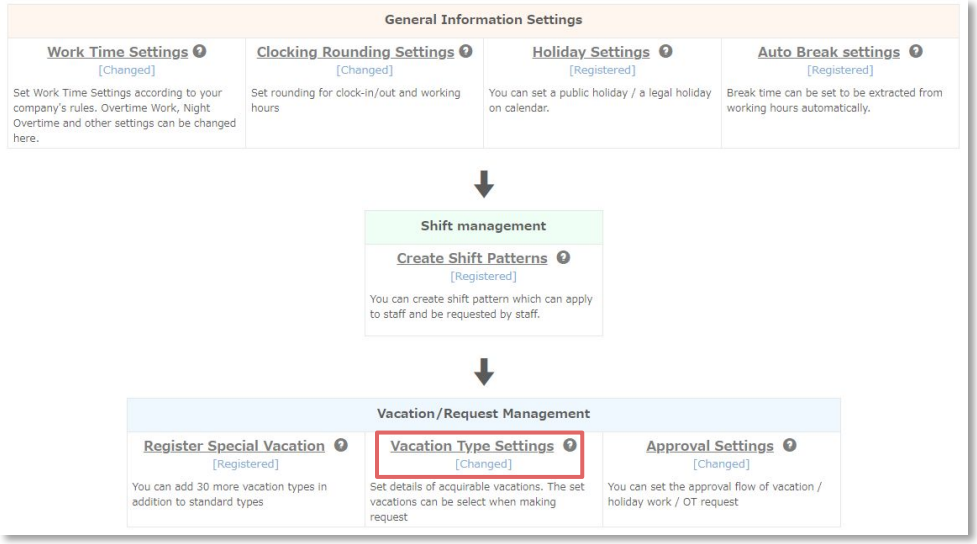
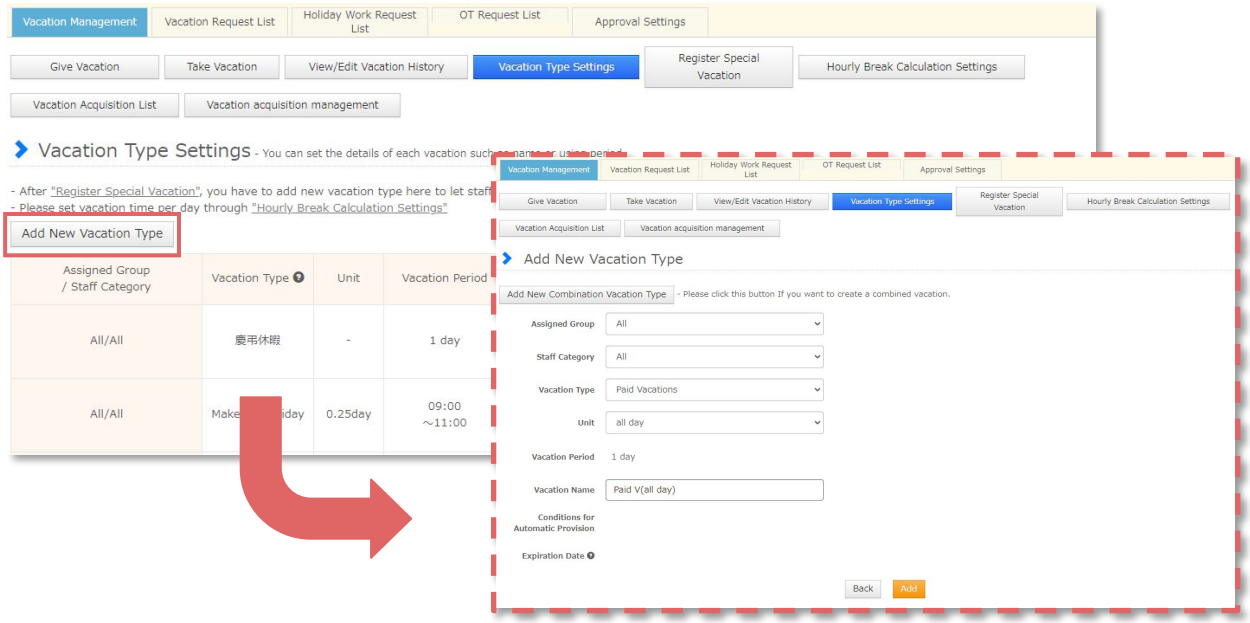
1. Initial settings of Vacation/Request Management

2. Vacation Type Settings

It is necessary to set the vacation type in order to actually use the various vacations. You can also create paid half-day vacations, etc. from "Vacation type settings".
Click “General information settings"> “Initial Settings List"> “Vacation Type Settings".



A list of existing vacation types is displayed (Paid Vacation, Substitute Holiday, and Make Up Holiday are registered by default). * Please use "Edit" to change the existing vacation type settings, and "Delete" to delete.
Click "Add New Vacation Type" to move to the vacation setting page.



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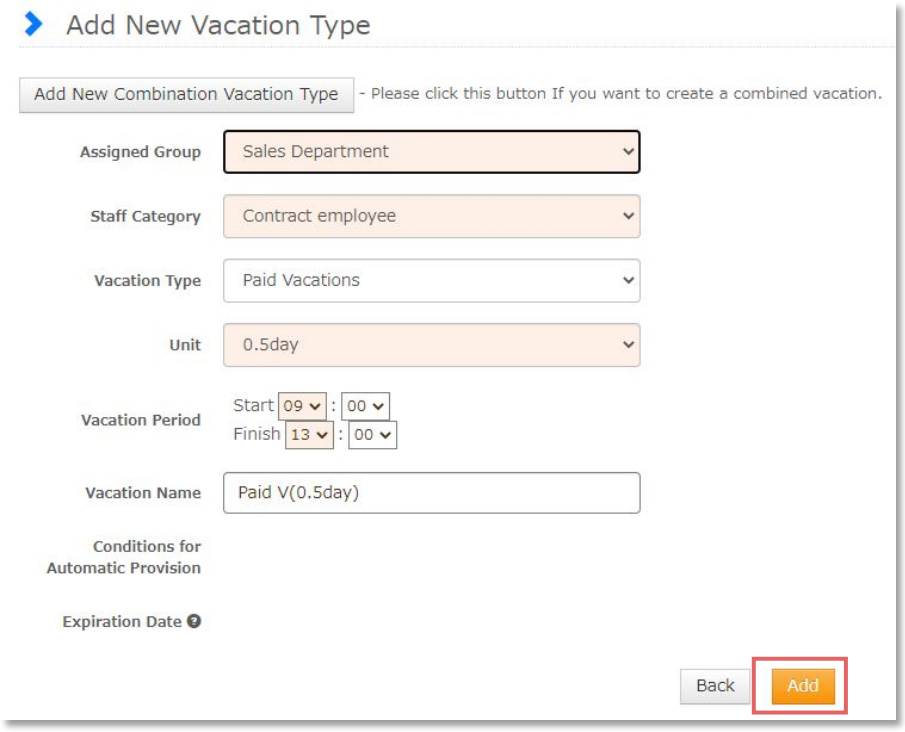
1. Initial settings of Vacation/Request Management

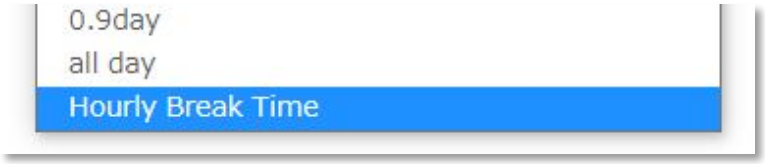
Fill the items according to the content you want to set. In the case of image below, it will be a half-day paid vacation that can only be used by Contract employees of the Sales Department.



If there are no mistakes in the entered information, click the "Add" button to complete the addition of the vacation type.

POINT

■When you want to create hourly paid leave
If you open the pull-down menu of “Unit" in the 4th item in the above image, the selection item “Hourly Break Time" will be displayed at the bottom.



Please select and add this as a new vacation type.

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1. Initial settings of Vacation/Request Management

■Setting items

Assigned Group	You can specify the groups that can use this vacation type. *Staff can only request for vacation created by their main group or its parent group (or vacations available for the whole company).
Staff Category	You can specify the staff category that can use this vacation type.
Vacation Type	You can choose from the vacations you registered on Register Special Vacation, Paid Vacation, Substitute Holiday, or Make Up Holiday.
Unit	You can set the amount of units to be subtracted from an employee's remaining vacation pool when they take this vacation type.
Vacation Period	The time range that the vacation is valid for.
Vacation Name	You can set the name that will be displayed when this vacation is requested.
Expiration Date	You can set an expiration date when you give a Substitute Holiday or a Make Up Holiday to a staff.

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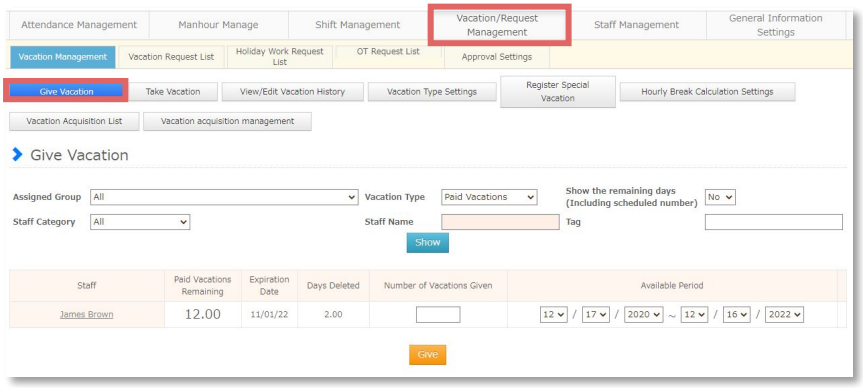
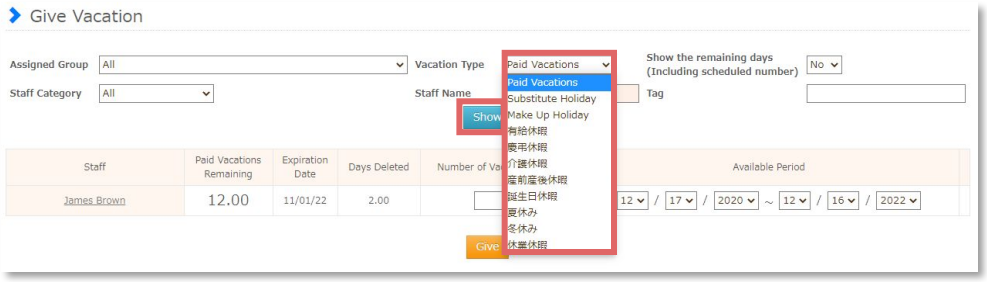
2. Register remaining vacation days

1. Give Vacation

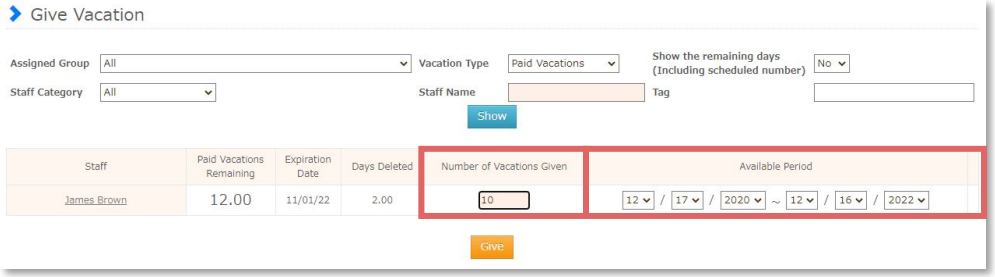
If any staff already have several vacation days banked and ready to use, you can manually add these days in “Vacation/Request Management"> “Vacation Management "> “Give Vacation".



Select the vacation type you want to grant from pull-down menu and click the “Show “ button.



Since the page will change, enter the number of vacation days you want to grant in “Number of Vacations Given” (you can register up to the second decimal place) and the expiration date (vacation allocation date to vacation expiration date) and click the "Give" button to complete the vacation grant.



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Let's set the Approver

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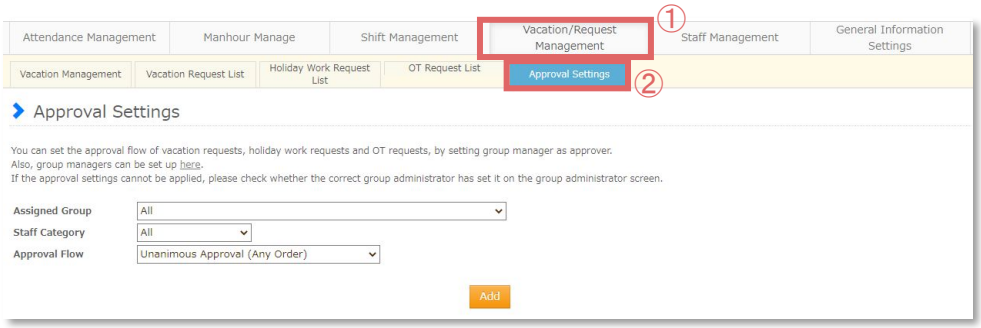
1. Application Approver Assignment

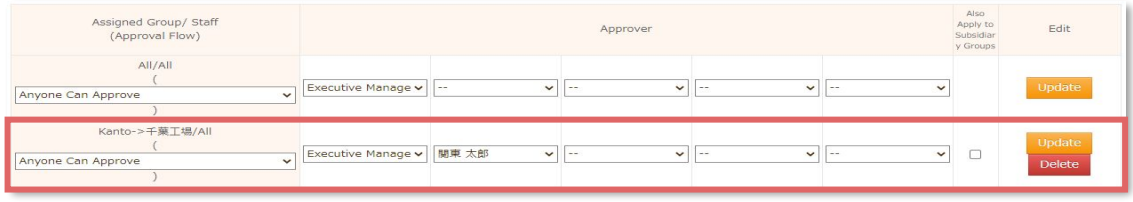
1. Approval Settings

You can set this from “Vacation/Request Management“ > “Approval Settings".
Only these three items can be approved according to the approval flow set on this page.
・Vacation request ・Holiday work request ・Overtime request



In “Approval Settings”, you can assign an approver by group (department or office) and staff category (employee type). Select the group or staff category you want to set from pull-down menu and click the “Add” button.

Assign the approvers (up to 5 people) from the pull-down menu and click the “Update” button to complete the settings.
If you check “Also Apply to Subsidiary Groups”, the approval flow will be also applied to any subgroups of the applicable group.



When a staff member creates an application, if an approval flow is available for that staff’s assigned group, the request will be submitted to that flow.

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1. Application Approver Assignment

Please refer to the table below for each item.

Unanimous Approval (Any Order)	Approval will be confirmed when all the set approvers approve. The order of approval does not matter.
Unanimous Approval (In order from left → right)	Set approvers approve in order from left to right. Approval will be confirmed when they all approve.
Anyone Can Approve	If even one of the set approvers approves, the approval will be confirmed.
Highest Approver Prioritized (Rightmost has highest priority)	Decision made by highest priority approver takes precedence. If a lower priority approver were to make a decision, it will be confirmed by the system at that point. However, the decision may be overruled by any higher-priority approver at a later time. Similarly, a lower-priority approver can not change any decisions made by a higher-priority approver.

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Let's set Man-hour Management

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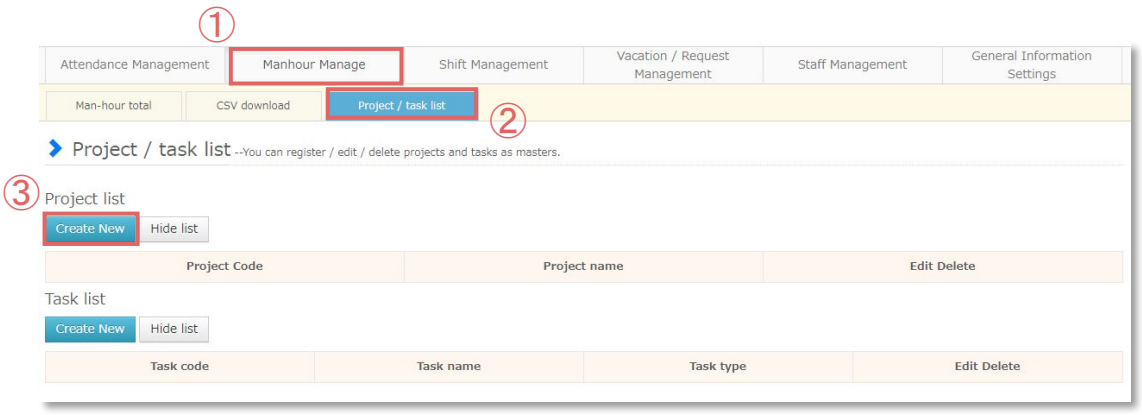
1. Project settings

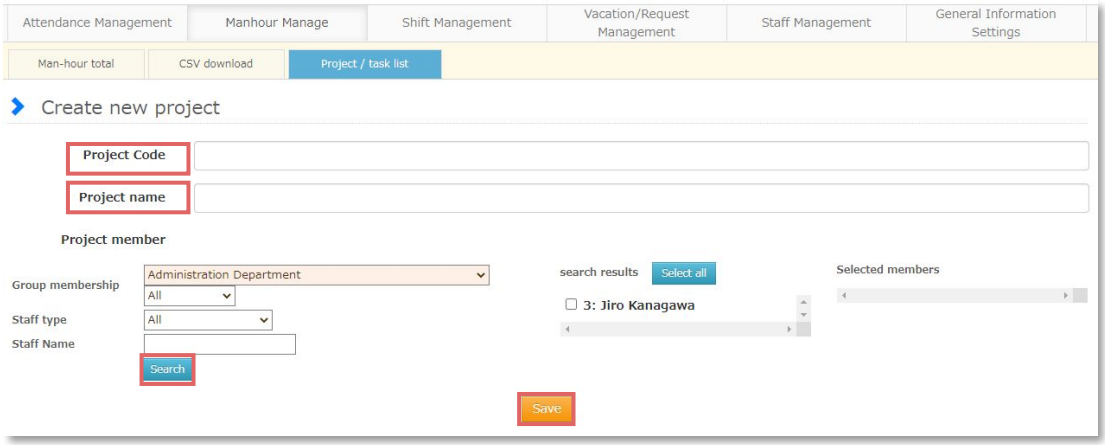
1. Project settings

Click “Man-hour Management” > “Project / Task List” and the “Create New” button under the “Project / Task List”.



Enter any project code and project name. You can select the members to assign from the project member.

First, if you search by group or staff category, the search results will appear on the right. If you check the staff displayed in the search results, the staff will be displayed on “Selected Members”. Move all the staff to join in the project to “Selected Members” and click the “Save” button to complete the creation.



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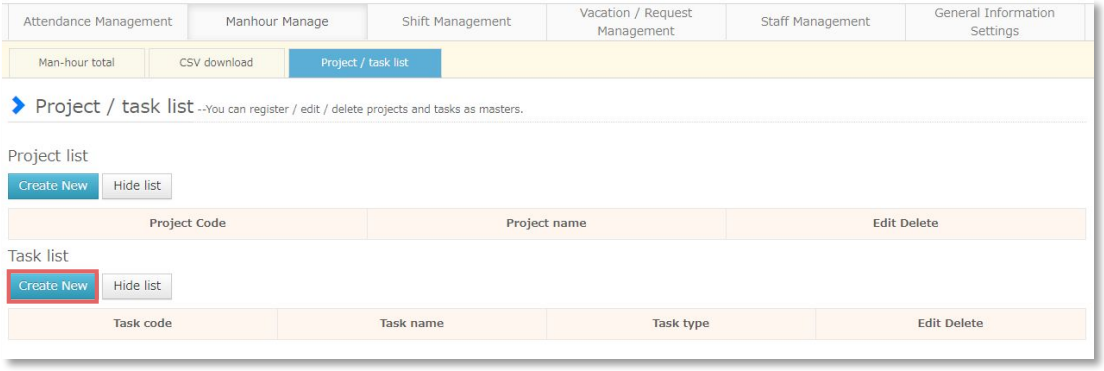
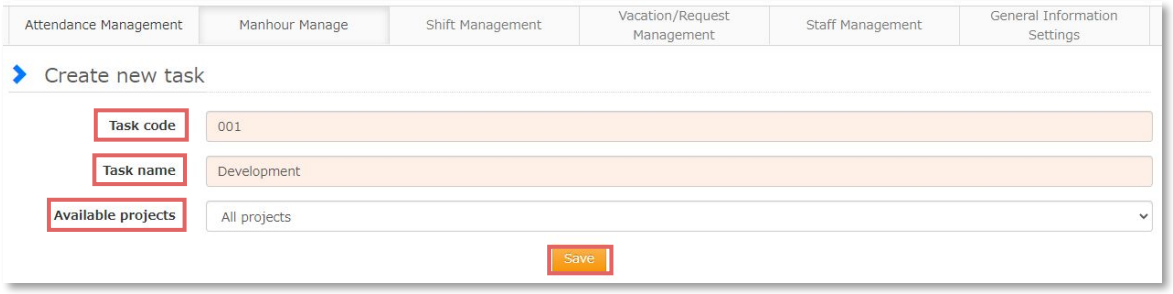
2. Task settings

1. Task settings

Task can be set from “Create New” button under “Task List”.



Enter the three fields consisting of “Task Code” “Task Name” “Available Projects”. Finally, click “Save” to complete creating a new task.
* Creating a task is mandatory.



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Let's Download the Data

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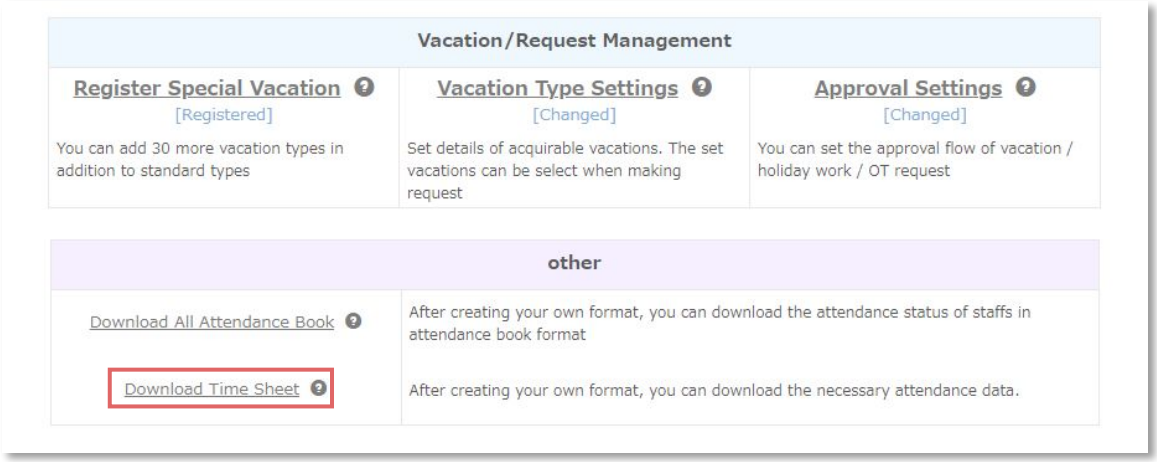
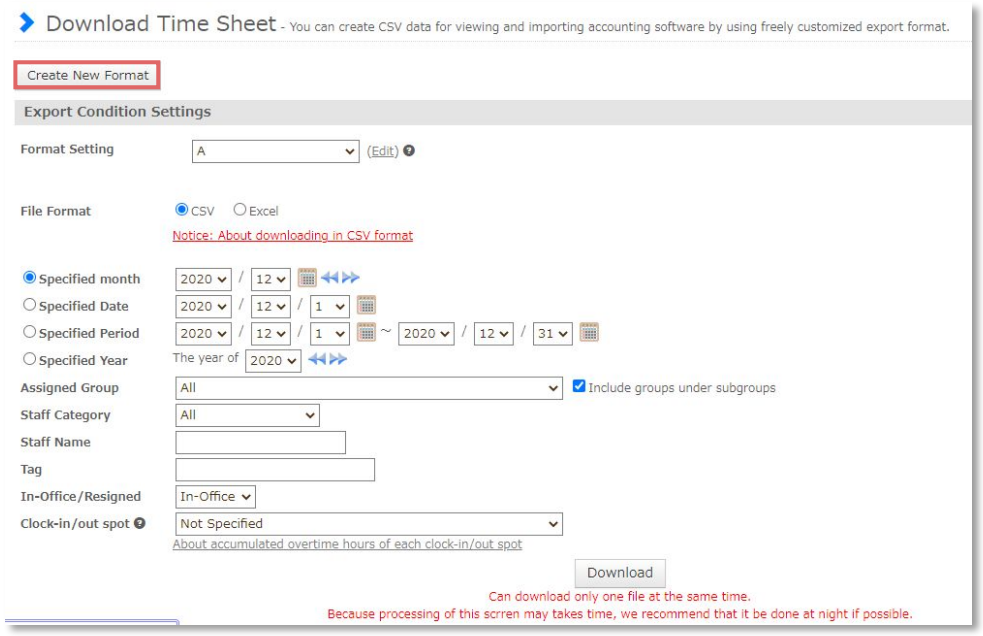
1. Data for payroll

1. Creating a format for payroll

Click “General information settings"> “Initial Settings List"> “Download Time Sheet".



Click “Create New Format”.



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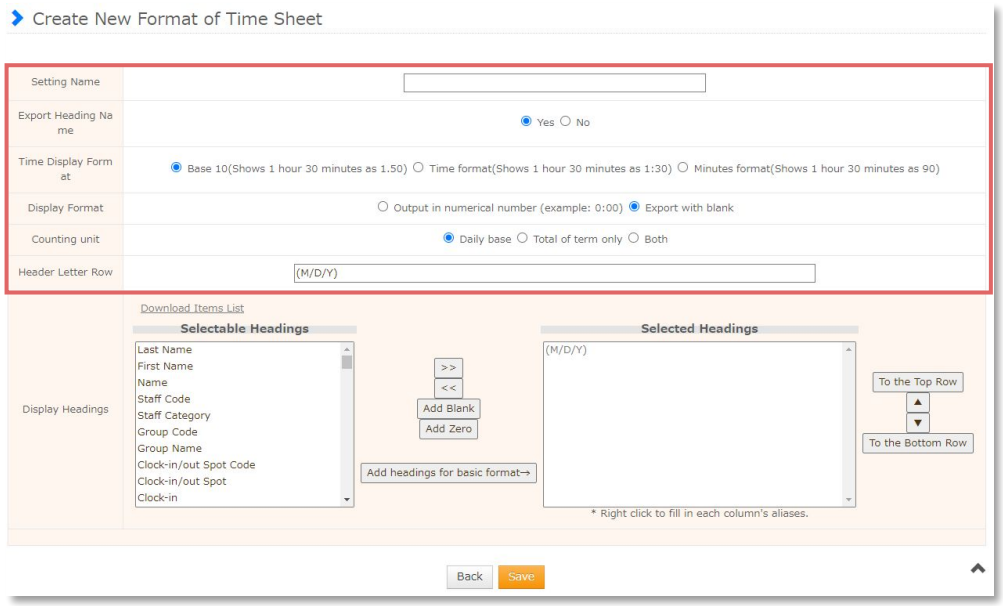
1. Data for payroll

First, make some format settings in the upper row.



Setting Name	Set the name of the created format.
Export Heading Name	If you select “Yes”, the name of extracted item will be displayed at the top when you create an output.
Time Display Format	You can change the time display method for when you create an output. Base 10 - 1 hour 30 minutes → 1.50 1 hour 45 minutes → 1.75 Time format - 1 hour 30 minutes → 1:30 1 hour 45 minutes → 1:45 Minutes format - 1 hour 30 minutes → 90 1 hour 45 minutes → 105
Display Format	Whether decimal places ending in 0 should be displayed or cut out. Output in numerical number - Displayed as “0:00” for time, “0.00” for base 10. Export with blank - Extract without displaying numerical data for 0
Counting Unit	Daily base - You can extract information on a daily basis Total of term only - You can only extract the total for the selected time period. Both - You can extract both daily information and total of the term.
Header Letter Row	You can change the item name displayed when extracting. Enter the item names you want to display in the same order as the selected items, separated by commas.

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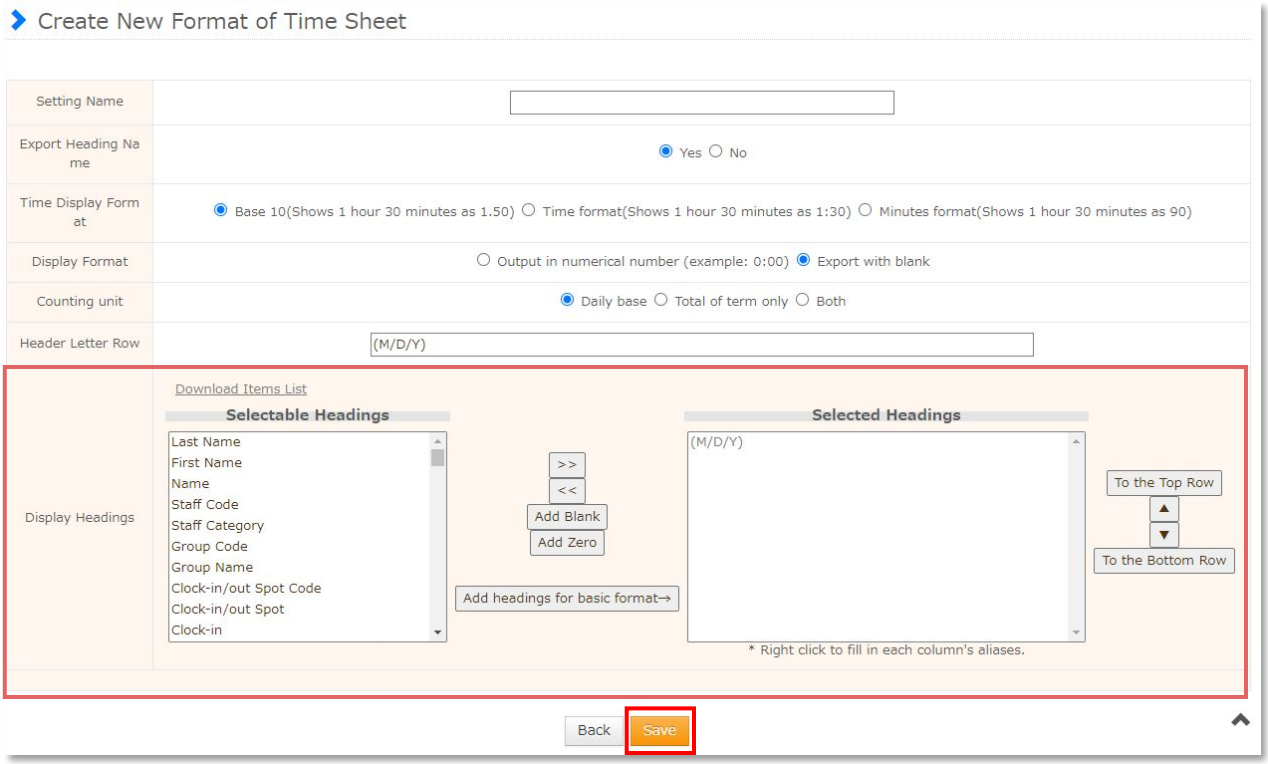
1. Data for payroll

Next, select the item you want to output in the lower row.

You can add it by double-clicking the item name or clicking the “>>” mark. Click “Add headings for basic format” to enter the basic format item.
Click here for a detailed list of items that can be extracted.

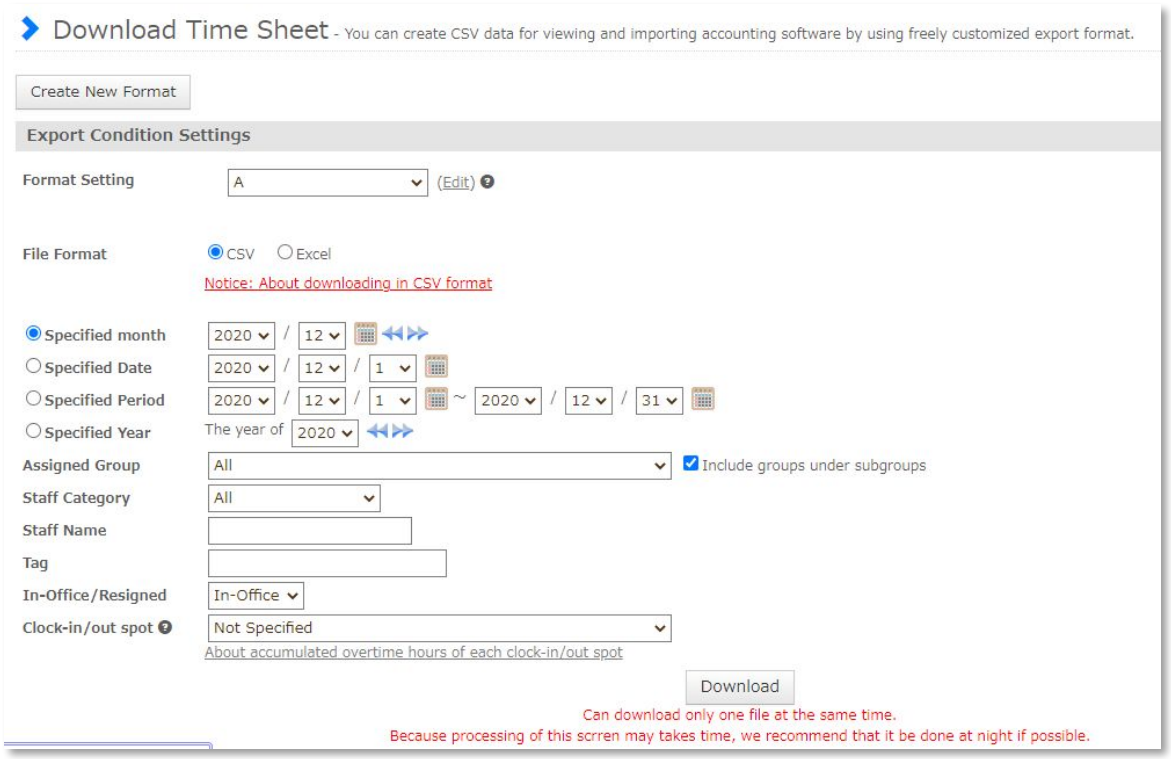
The order of the items can be adjusted with the arrows on the right side of the page.
Finally, click "Save" to complete creating the format.



1. Data for payroll

2. Download data

Click “General information settings"> “Initial Settings List"> “Download Time Sheet".
Select the file format and the period you want to extract and click “Download” to start downloading.
You can also download by group, by staff category, or by selecting one staff member.



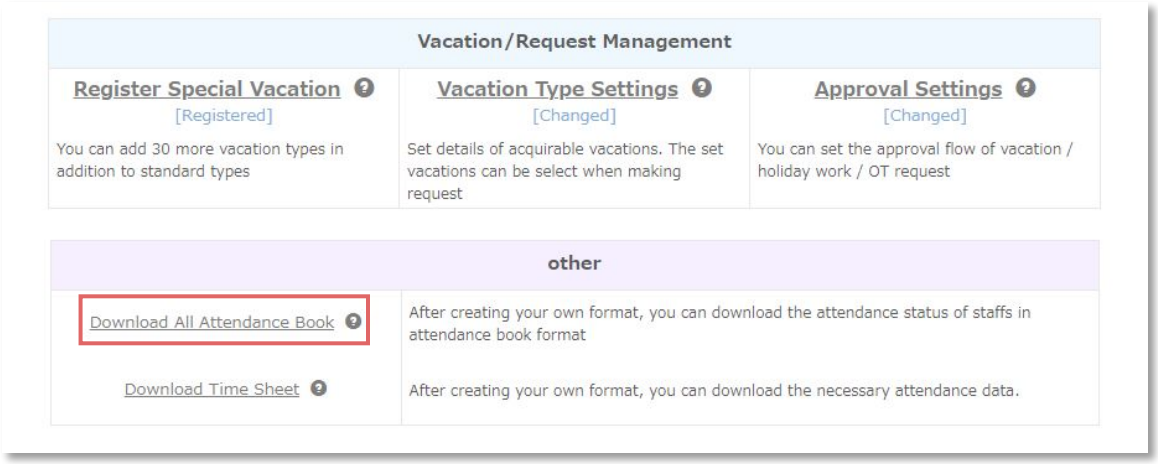
■In-Office/Resigned
If you select “Resigned”, you can also download the information of the staff who have been marked as retired/resigned.

■Clock-in/out spot
・Not Specified：Extracts clocking information at all clock-in/out spots.
・Select the name of clock-in/out spot：Extract clocking information at the selected clock-in/out spot.
・All Clock-in/out spot：Extracts clocking information at each clock-in/out spot. (Multiple lines are displayed for each clock-in/out spot)
* This is displayed only when the “Clock-in/out spot” item is selected in the selected format.

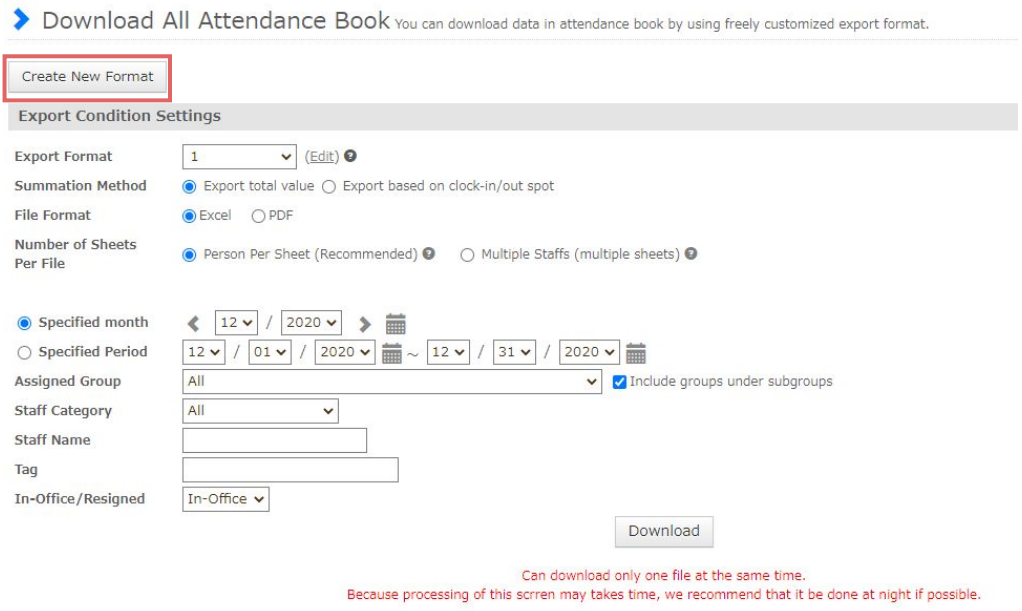
2. Data for Attendance Book

1. Creating format for Attendance Book

Click “General information settings"> “Initial Settings List"> “Download All Attendance Book".



Click the “Create New Format”.



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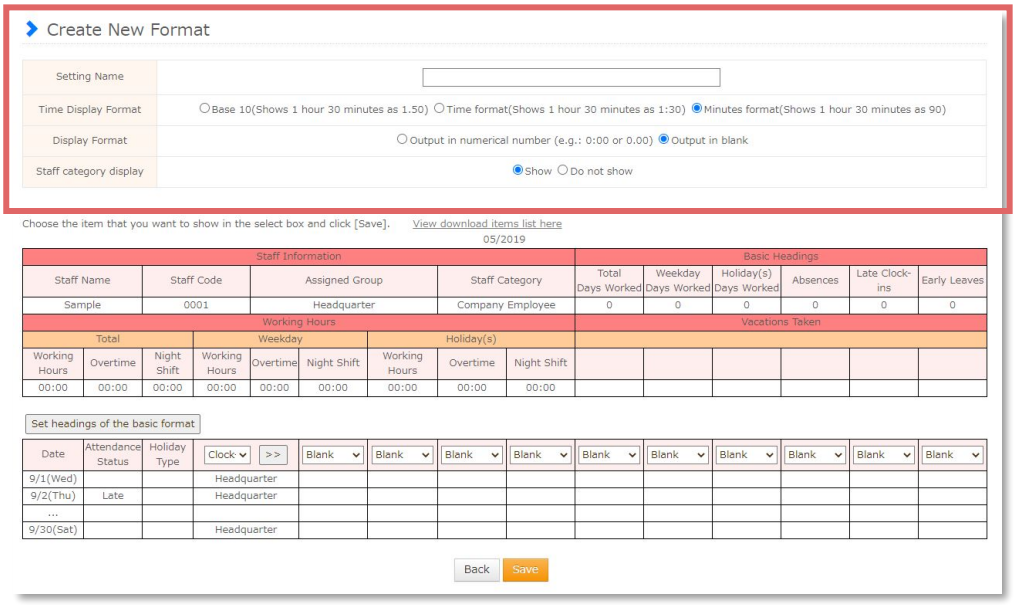
2. Data for Attendance Book

1. Creating format for Attendance Book

Firstly, make various format settings in the upper row.



Setting Name	You are free to name the format.
Time Display Format	You can change to display the time in Base 10 or Time format. ・Base 10 - 1 hour 30 minutes → 1.50 1 hour 45 minutes → 1.75 ・Time format - 1 hour 30 minutes → 1:30 1 hour 45 minutes → 1:45
Display Format	Whether decimal places ending in 0 should be displayed or cut out. Output in numerical number - Displayed as “0:00” for time, “0.00” for base 10. Output in blank - Extract with nothing in it.
Staff Category Display	You can select to show or hide the staff type when extracting.

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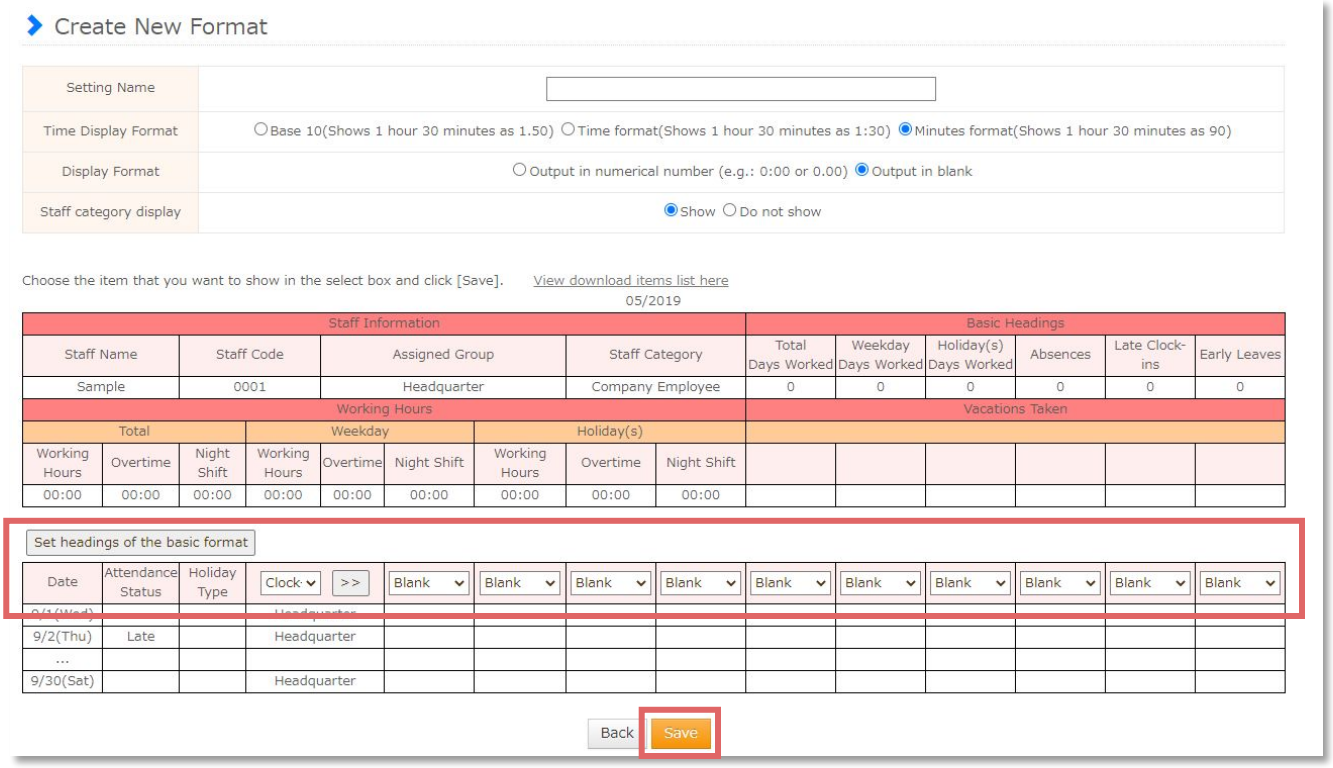
2. Data for Attendance Book

Next, click the pull-down menu displayed “Blank” and select the item to extract. Click “Set headings of the basic format” to enter the items that can be downloaded in the basic format in the item field.

Click “Save” to complete creating the format.
Please refer to here for a list of items that can be extracted.

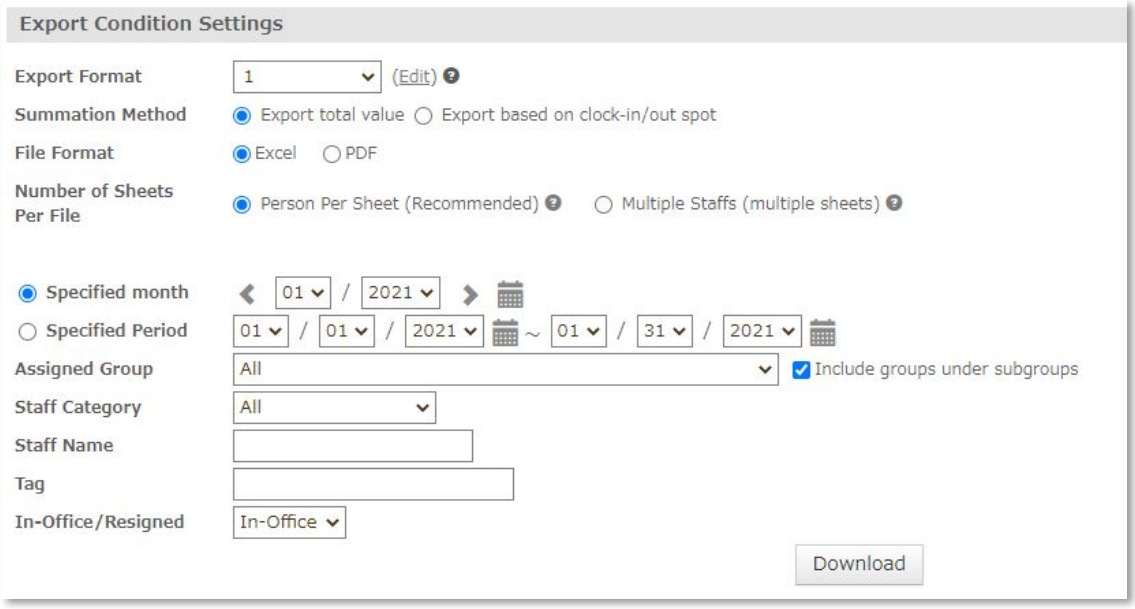


2. Data for Attendance Book

2. Download the data

Click “General information settings"> “Initial Settings List"> “Download All Attendance Book".

Specify the conditions and click “Download” to start downloading. Once you start the download, you cannot interrupt it. Please wait until the download is completed.
If you close the browser while downloading or move to another page during the download, the data will be sent to the administrator by e-mail as soon as the download is completed.



Export Format	You can select which format to download from the created formats and edit the contents of the selected format by clicking “Edit”. *The basic format cannot be edited.
Summation Method	Export total value - The clocking at all clocking locations are totaled and extracted. Export based on clock-in/out spot - Working hours can be extract for each clocking location. ※If you want to put out for each clocking place, you need to set the option setting separately.
File Format	You can select the download format from Excel or PDF.
In-Office/Resigned	In-Office - Only staff who are not retired will be extracted. Resigned - Only staff who are retired will be extracted.