

JOBCAN Expense/Workflow

General user's manual

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Service overview

? Service overview

JOBKAN Expense/Workflow is a workflow service that can manage cloud application forms (approval documents, expense reports etc.) in the company. Because you can apply and approve easily anytime anywhere by PC/smartphone, no paper interaction will occur.

Apply



Approve



Manage



? Service effect

We will solve all the troubles concerning application and approval.

Applicant

Cannot grasp approval situation ..

It's difficult to understand the approval steps ..

Approver

Cannot approve while being out of office ..

Due to application errors, it's very hard to fix ..

manager

Paper applications is hard to manage ..

It is hard to find past applications ..

JOBKAN will solve it all

Easy to Apply

Approval route/status are visualized, so you can easily apply without confusion.

Approve anytime

You can approve anywhere, anytime with a smartphone. We have many functions to prevent application errors.

Cloud management

Paper interaction does not occur. By search function, you can check past applications in a minute.

Screen description

TOP

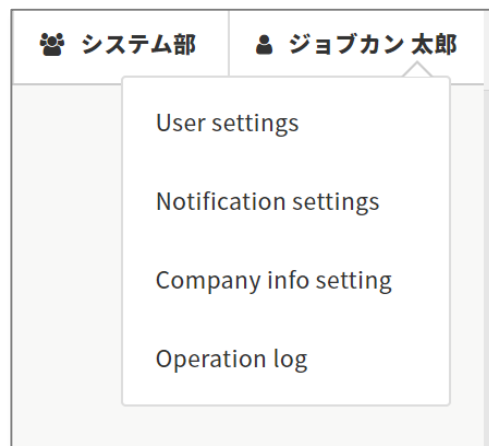


Application screen

Enter the contents and apply.

User setting screen

You can make your own settings.



Approval screen

Confirm the application and approve/return.

TOP



Press the button on the upper left to open the menu



Application screen

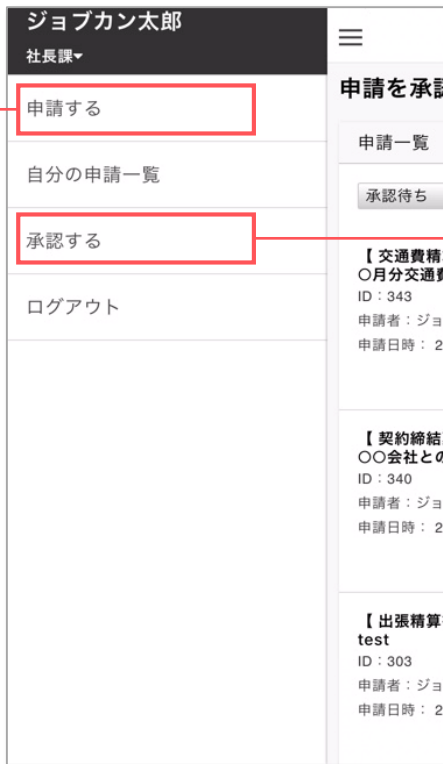
Enter the contents and apply.

Approval screen

Confirm the application and approve/return.



TOP



Press the button on the upper left to open the menu

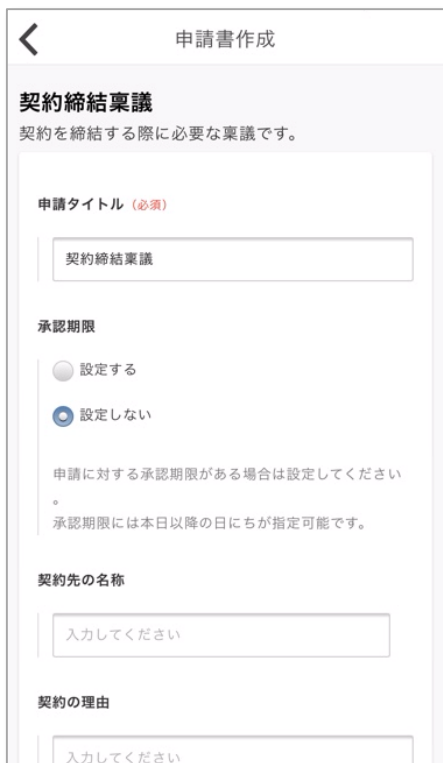


Application screen

Enter the contents and apply.

Approval screen

Confirm the application and approve/return.



Overall flow

(Login ~ Apply ~ Approve)

? How to login

What is login?

Performing authentication using the user information registered in advance to use Jobcan is called "login".

1 Access the login URL

https://id.jobcan.jp/users/sign_in

2 Enter your email address and password to log in

If you forgot your password, click the link below "Login".

jobcan

Common ID Login

✉ test@jobcan.jp

[Is this user registered in multiple companies?](#)

🔒

Save login information

Login

[Please click here if you forgot your password](#)

Login with Google account

Login with external ID

If you have registered with a Google account, you can login with it.

You can also login using Single Sign-on (SAML authentication) from "Login with external ID".

*Setting by the administrator is required in advance.

? About Apply

Submitting an application form by JOBCAN is called "Apply". When you make an application, an approval request is automatically made to the next approver.

1 Click the "Apply" on the left menu

(PC)



(Mobile)



(Smartphone)



* On the mobile/ smartphone screen, you can open the menu by pressing the button on the upper left.

2 Select an application form

Click the application form that matches the content you want to apply.



3 Enter content

The application form can be customized freely by the administrator.

(PC)

The screenshot shows a web form titled '物品購入稟議' (Purchase Request). It contains the following fields and options:

- 申請タイトル (必須)**: Text input field containing '名刺の発注'.
- 関与部署**: Radio button options for '経理課', 'サポート課', '営業課' (checked), and '総務課'.
- 購入金額 (必須)**: Text input field containing '6800', with '6,800 円' displayed to the right. Below the field is the instruction: '物品購入にかかる金額を記入してください'.
- 購入品目 (必須)**: Text input field containing '名刺', with the instruction: '購入物品の正式名称を入力してください'.

At the bottom of the form, there is a note: '部署異動に伴い、新規名刺が必要になったため'.

(Mobile)

The screenshot shows a mobile application form titled '契約締結稟議' (Contract Conclusion Request). It includes the following elements:

- Header: 'ジョブカンWF/経費' and 'logout'.
- Section title: '契約締結稟議' with a sub-note: '契約を締結する際に必要な稟議です。'.
- 申請タイトル (必須)**: Text input field containing '契約締結稟議'.
- 承認期限**: Radio button options for '設定する' and '設定しない' (selected).
- Instruction: '申請に対する承認期限がある場合は設定してください。承認期限には本日以降の日にちが指定可能です。'.

(Smartphone)

The screenshot shows a smartphone application form titled '契約締結稟議' (Contract Conclusion Request). It includes the following elements:

- Header: '申請書作成'.
- Section title: '契約締結稟議' with a sub-note: '契約を締結する際に必要な稟議です。'.
- 申請タイトル (必須)**: Text input field containing '契約締結稟議'.
- 承認期限**: Radio button options for '設定する' and '設定しない' (selected).
- Instruction: '申請に対する承認期限がある場合は設定してください。承認期限には本日以降の日にちが指定可能です。'.

4 Apply

Confirm the application content and click "Apply" if there is no problem.

The screenshot shows a confirmation screen with a text box at the top containing the message: '能者を指定することができます。?'.

At the bottom, there are two buttons: a grey '修正する' (Correct) button and a green '申請する' (Apply) button.

? About Approve

Unlike paper applications, there is no need to imprint or pass an application to the next approver, just by pressing the approval button they will be done automatically.

1 Click the "Approve" on the left menu

(PC)



(Mobile)



(Smartphone)



* On the mobile/ smartphone screen, you can open the menu by pressing the button on the upper left.

2 Confirm application

Clicking on the application you can check details. By switching the tab with the red frame line, you can check the applications for each status.

(PC)



(Mobile / Smartphone)



3 Confirm the contents and approve or return

You can interact with the applicant with "comment". Once approved, the next approver will be automatically requested for approval.



* If you select "Return", you can choose to either return the application or dismiss the application.



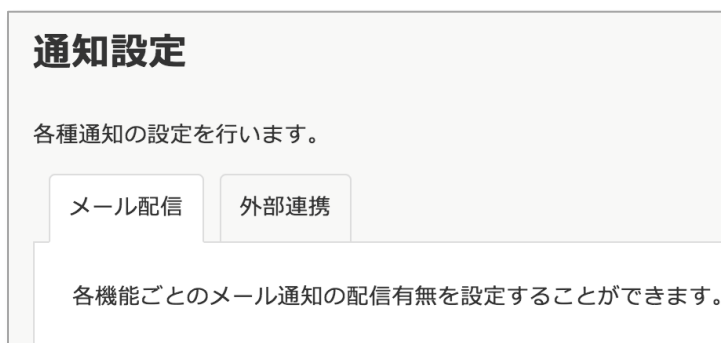
Notification settings

* Notification settings can be set only on PC

? About Mail delivery settings

JOBCAN has a wealth of notification functions. You can fine-tune to which action you will be notified by email.

- 1 Click the "Notification setting" on the pop-up menu in the upper right
- 2 Click "Mail delivery"



- 3 Perform delivery settings for each action
By default, it is set to "deliver".

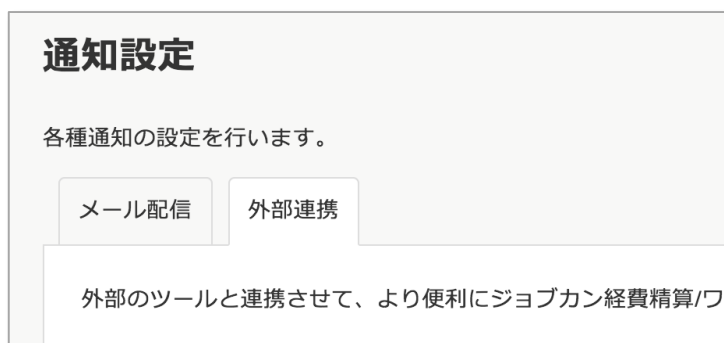


? About "External cooperation"

By linking with an external chat tool, you can notify notices of chat as well as email.

1 Click the "Notification setting" on the pop-up menu in the upper right

2 Click "Mail delivery"



3 Select external tool to be notified and set up cooperation

The cooperation method differs with ChatWork and Slack. For details, please check Help (?) next to each logo.