

出面登録（前日コピー機能）

コネキヤリに出面（前日コピー機能）を利用するためのマニュアルです。

作業内容や現場が前日と同じ場合は、前日の出面の内容をコピーし、入力を省略できます。

1. 「前日コピー」ボタンをタップする

前日の出面

The screenshot shows the '前日の出面' (Previous Day's Attendance) form. The '前日コピー' (Previous Day Copy) button is circled in red. The form includes fields for '日付' (Date) set to 2020/04/20, '出勤' (Attendance) type set to '出勤', and start/end times of 08:00 and 17:30. There are also fields for '通常残業' (Regular Overtime) and '深夜残業' (Night Overtime), both set to 0.

The screenshot shows the '前日の出面' (Previous Day's Attendance) form. The '今日の出面にコピー' (Copy to Today's Attendance) button is circled in blue. The form includes fields for '日付' (Date) set to 2020/04/17, '出勤' (Attendance) type set to '出勤', and start/end times of 08:00 and 17:30. There are also fields for '通常残業' (Regular Overtime) and '深夜残業' (Night Overtime), both set to 0.

2. 前日の出面の内容がコピーされる。

3. コピー後、修正箇所があれば修正する。

(例)「終了」時間を 18:30 に修正する。

The screenshot shows the '前日の出面' (Previous Day's Attendance) form. The '前日コピー' (Previous Day Copy) button is highlighted. A green confirmation message 'コピーしました。' (Copied) is displayed in a box with a close button. The form includes fields for '日付' (Date) set to 2020/04/20, '出勤' (Attendance) type set to '出勤', and start/end times of 08:00 and 17:30. There are also fields for '通常残業' (Regular Overtime) and '深夜残業' (Night Overtime), both set to 0.

The screenshot shows the '前日の出面' (Previous Day's Attendance) form. The '終了' (End) time field is circled in red and set to 18:30. The form includes fields for '日付' (Date) set to 2020/04/20, '出勤' (Attendance) type set to '出勤', and start time of 08:00. There are also fields for '通常残業' (Regular Overtime) set to 1 and '深夜残業' (Night Overtime) set to 0.