

出面登録（前日コピー機能）

コネキャリに出面（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. At the top left, the button '前日コピー' (Previous Day Copy) is circled in red. Other elements include a 'ヘルプ' (Help) button, a date field set to '2020/04/20', an '出面情報' (Attendance Information) section with a dropdown menu set to '出勤' (Attendance), a '備考' (Remarks) text area, and time selection fields for '*開始' (Start) at '08:00' and '*終了' (End) at '17:30'. At the bottom, there are input fields for '通常残業' (Regular Overtime) and '深夜残業' (Night Overtime), both set to '0'.

The screenshot shows the '今日の出面にコピー' (Copy to Today's Attendance) form. The date field is highlighted with a blue box and contains the date '2020/04/17'. Other elements include a 'ヘルプ' (Help) button, an '出面情報' (Attendance Information) section with a dropdown menu set to '出勤' (Attendance), a '備考' (Remarks) text area, and time selection fields for '*開始' (Start) at '08:00' and '*終了' (End) at '17:30'. At the bottom, there are input 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 '前日コピー' (Previous Day Copy) button. A green confirmation message 'コピーしました。' (Copied) is displayed in a box with a close button (X). The rest of the form is identical to the previous screenshot, showing the '前日の出面' form with the date '2020/04/20' and other fields.

The screenshot shows the '出面登録' (Attendance Registration) form. The date is '2020/04/20'. The '*終了' (End) time field is circled in red and set to '18:30', indicating a correction from the original '17:30'. The '*開始' (Start) time remains '08:00'. The '通常残業' (Regular Overtime) field is now set to '1', and the '深夜残業' (Night Overtime) field remains '0'.