



<https://mbc.e-staffing.ne.jp>

Access the above address or scan the QR code with your mobile phone's bar code reader.

\*QR code is a registered trademark of Denso Wave Incorporated.

## ① Log-in

Enter Company ID, User ID, and Password, and tap [Log-in].

Company ID of the company you belong to.

User ID of the company you belong to.

The initial password is the User ID.

● If you forgot your password:  
Access "Forgot my password" and type in the information as instructed. You will receive an e-mail with a link to reset your password.

### ! If you cannot log-in:

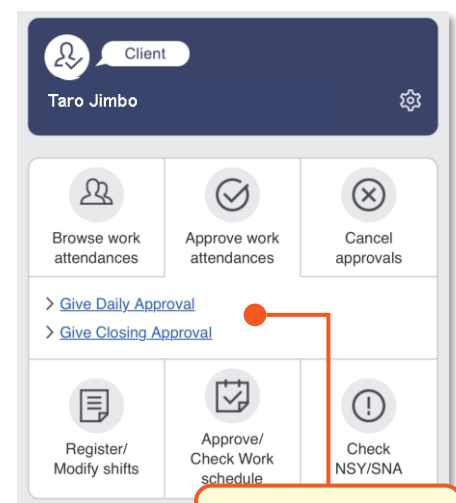
You can change password or unlock the account from "Forgot my password." If the problem is still unsolved, please scroll the long-in screen and check ? FAQ again.

## ② Function List Menu

Select a function that you would like to use from the list of functions.

- **Browse attendances:** to browse attendances
- **Approve attendances:** to approve daily or closing attendances
- **Cancel approvals:** to cancel approved attendances
- **Register/correct shifts:** to register/correct shifts
- **Approve/check work schedule:** to approve/check work schedule

\*Shift and work schedule menus are displayed on the mobile version only if they are displayed on the PC version.



Tap the menu

### ③ TOP Menu Screen

You can check the following information by scrolling down the TOP Menu.

- **Important notices**

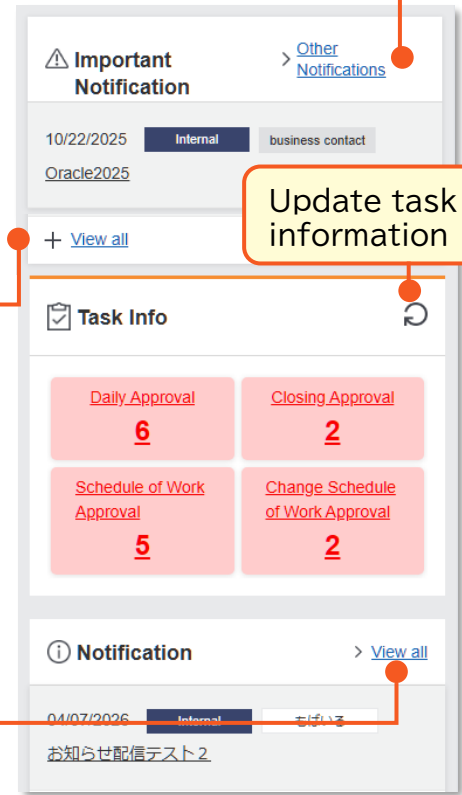
Tap the title to check the details. You can check the past notices from + [See more.](#)

- **Task Information**

You can check the task information set at the PC version portal site. Only the information operable on the mobile version will be displayed.

- **Other notices**

Tap the tile to check the details.  
> You can check the past notices from [See All.](#)



To jump to "Other Notices"

Update task information


### ④ Daily Approval

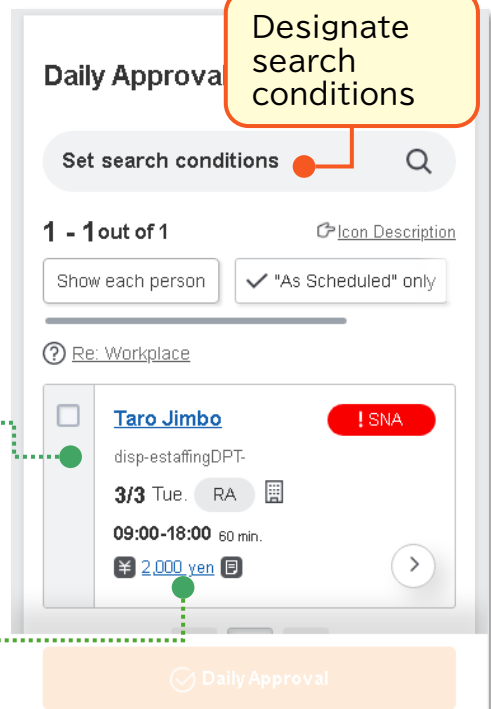
- 1 Select "Approve attendances" from the TOP menu.
- 2 Select "Approve daily attendances."
- 3 Check the applicable staff.
- 4 Tap [Daily Approval] to complete.

- **Attendance list sorted by staff**

Tap staff name to check details. You can also reject applications from this screen.

- **Check expenses**

 icon shows that there is an attached file. Click the file name to open it.



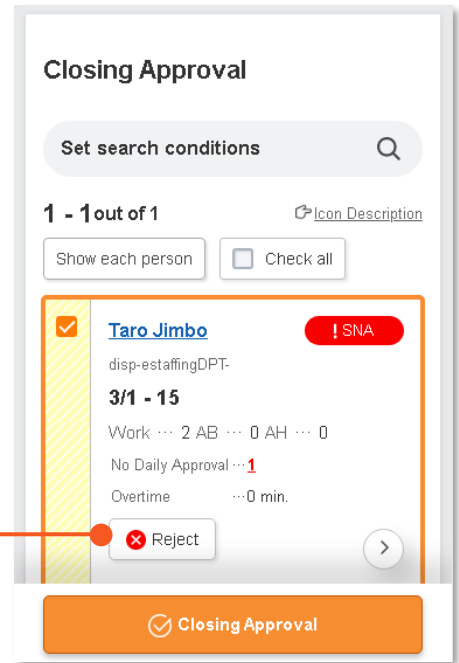
Designate search conditions

\*Expenses and expense attachment files are displayed on the mobile version only if they are displayed on the PC version.

## ⑤ Closing Approvals

- 1 Select "Approve attendances" from the TOP Menu.
- 2 Select "Approve closing attendances"
- 3 Check the subject staff.
- 4 Tap [Closing Approvals] to complete.

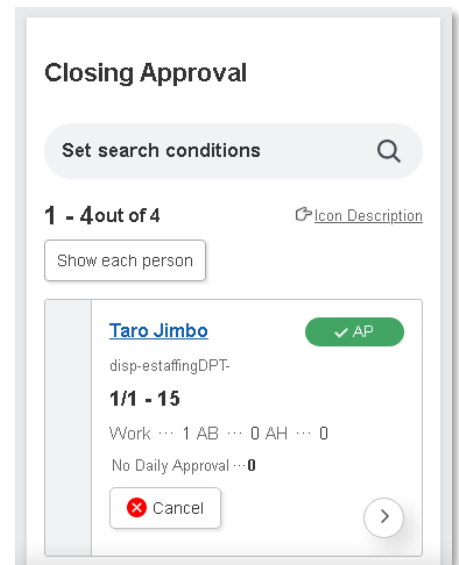
Tap here to reject closing approvals.



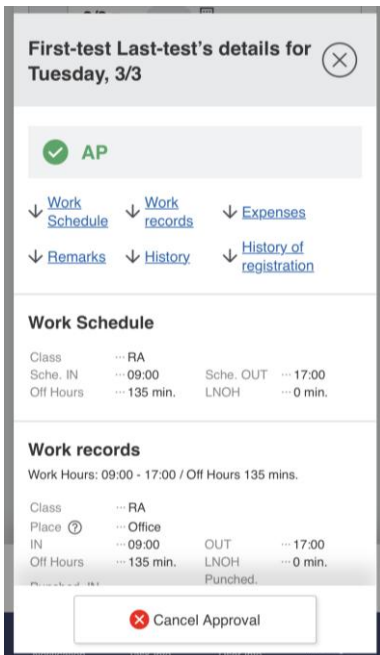
## ⑥ Cancel Approvals

### ○Cancel Closing Approvals

- 1 Select "Cancel approvals" from the TOP Menu.
- 2 Select "Cancel closing approvals."
- 3 Tap [Cancel] of the subject staff in the approval list.



### ○Cancel Daily Approvals



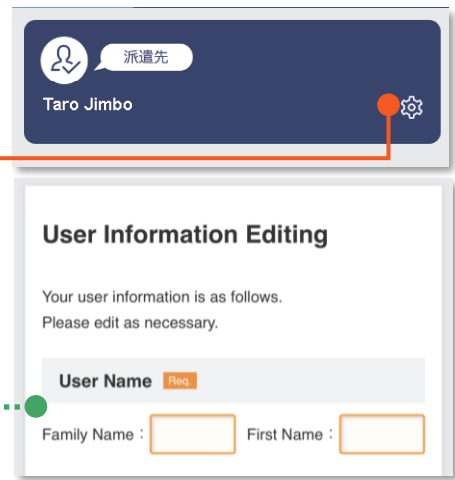
- 1 Select "Cancel approvals" from the TOP Menu.
- 2 Select "Cancel daily approvals."
- 3 Select the staff, and tap the date to cancel the approvals.
- 4 Tap [Cancel Approvals] to complete.

If "Locked by Agency" message appears, you will no longer be able to correct data or "Cancel Approval." If you need to correct data, contact and consult with the subject Agency.

## ⑦ Edit user information

- 1 Tap
- 2 Edit from the user information editing screen.

You can edit only a part of the items from the mobile version. To edit those items that cannot be edited from the mobile version, please use the PC version of the portal site.

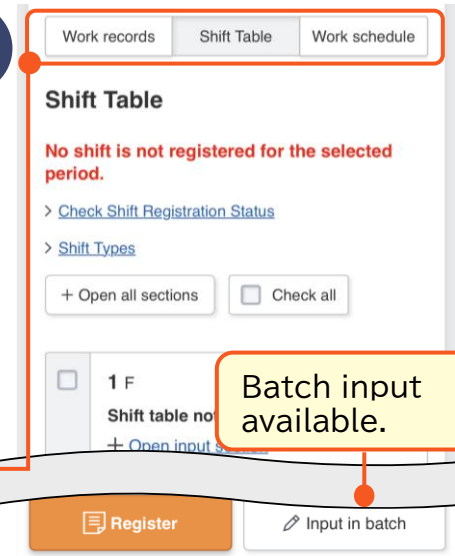


## ⑧ Shift registration/correction

- 1 Select "Shift registration/correction" from the TOP menu.
- 2 Tap "Open the entry field" of the subject date.
- 3 Enter shifts in the shift entry field.
- 4 Tap [Register].

You can switch tabs.

Batch input available.



## ⑨ Work schedule approval

- 1 Select "Approve/check work schedule" from the TOP menu.
- 2 Check the work schedule of the subject date.
- 3 To approve, check the subject date and tap [Work schedule approve].

To reject work schedule approval.

