



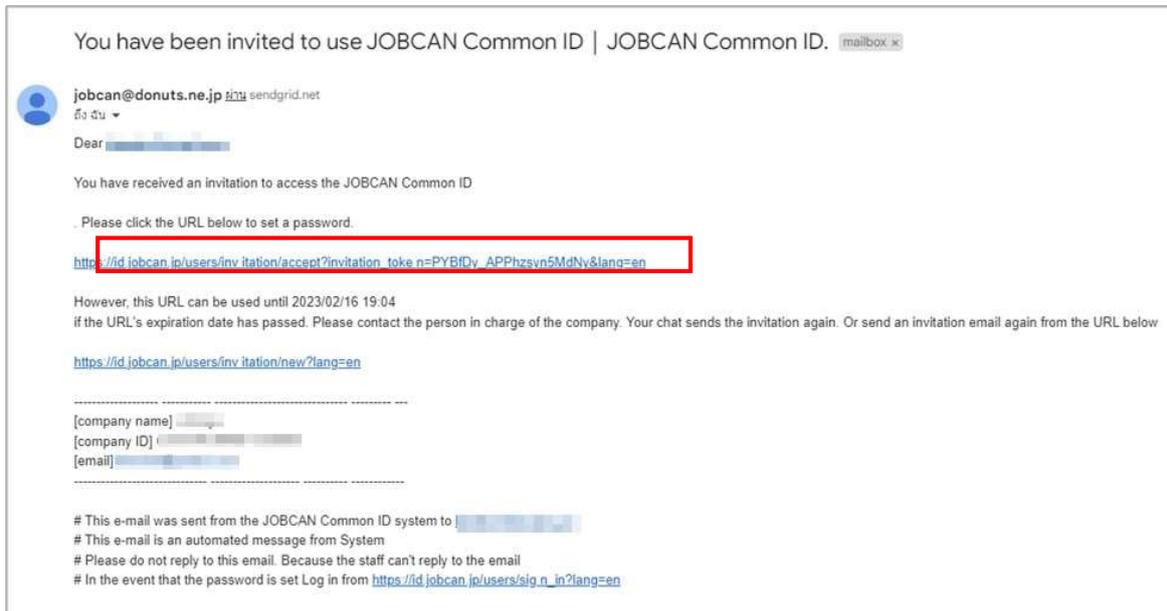
# Manual For Requestor

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## LOG IN TO WORKFLOW

1. When you receive an e-mail invited to use JOBCAN Common ID, click the URL received as below information.



2. Create username and password, click on the "Register" button to proceed.

The screenshot shows the JOBCAN Common ID User Registration form. The form has the following fields and elements:

- Username field: "Siriya"
- Company ID field: "jaldee"
- Password field: "\*\*\*\*\*"
- Confirm Password field: "\*\*\*\*\*"
- Register button: "Register"
- Language dropdown menu: "Language" (highlighted with a red box and an arrow pointing to it with the text "Select the language")

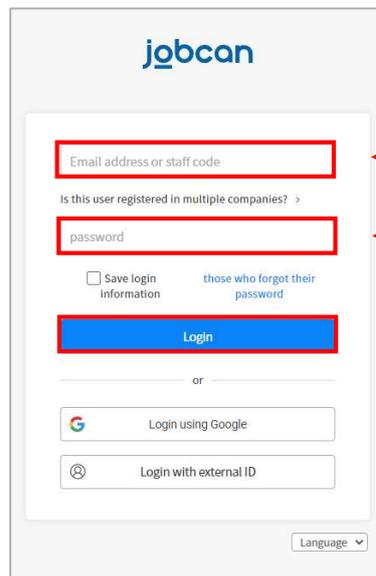
Below the form, there is a note about the password policy:

You need to set a password that meets the password policy.

- Minimum number of characters: From 8 characters and over
- Maximum number of characters: within 200 characters
- Character type: No restriction
- Expiration date: No expiration
- Previous password restriction: No restriction

3. Navigate to [https://id.jobcan.jp/users/sign\\_in](https://id.jobcan.jp/users/sign_in)

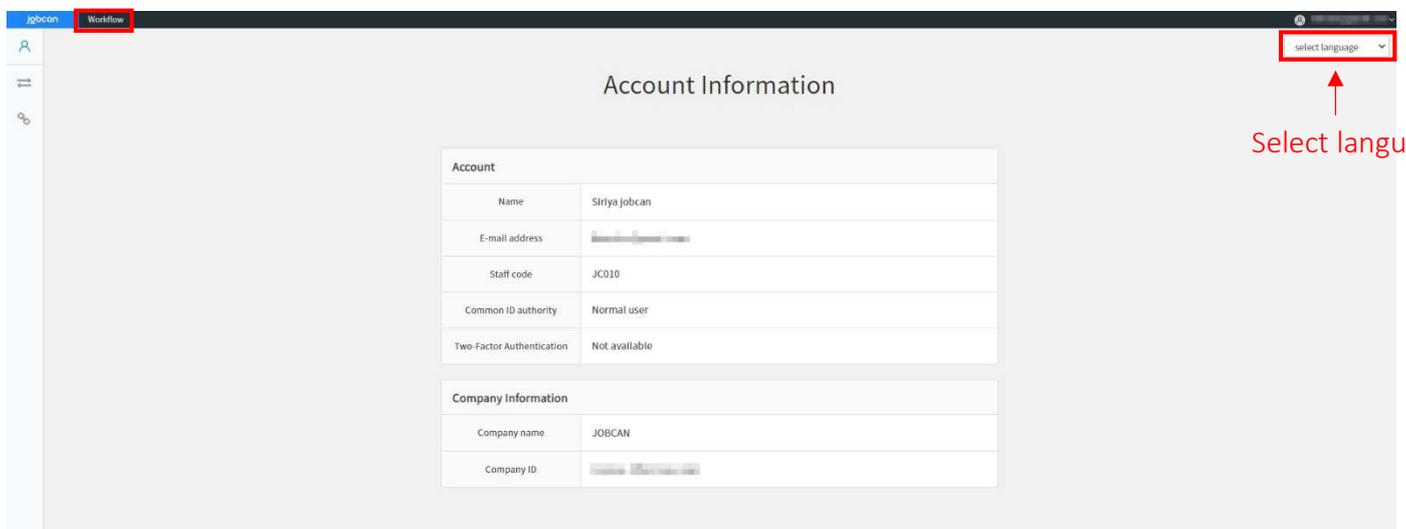
The Login page is displayed. Enter your email address or staff code and password into the respective fields, click on the "Login" button to proceed.



Enter your email address or staff code

Enter your password

4. Upon logging in to JOBCAN Workflow, the Account Information dashboard is displayed. Click on **Expense/Workflow** menu to access Workflow page.



Account	
Name	Siriya Jobcan
E-mail address	[REDACTED]
Staff code	JC010
Common ID authority	Normal user
Two-Factor Authentication	Not available

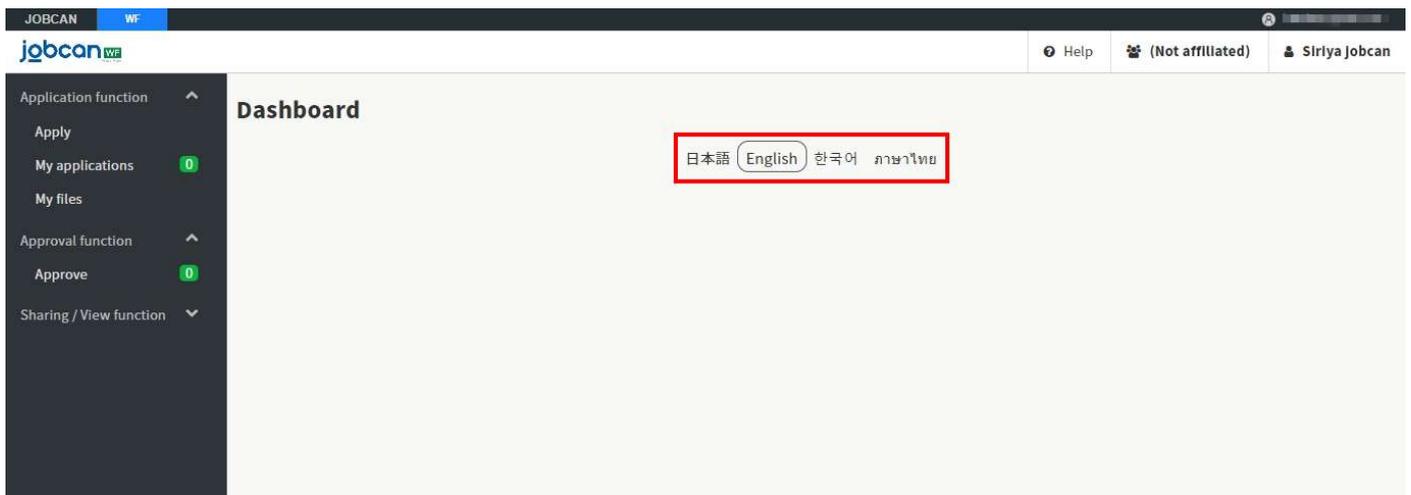
Company Information	
Company name	JOBCAN
Company ID	[REDACTED]

## Dashboard Select the language

1. Click on Logo Jobcan WF to access dashboard select the language.



2. Select the desired language.



## Application function

### 1. Apply Manu

Use for apply to any requests. On click of the “Apply” menu, application forms page is displayed. You can choose the desired form. Then fill out the information and press send request. After send request successfully, the approver can check the document immediately.

The screenshot shows the 'Apply' page in the Jobcan system. The left sidebar contains navigation options: 'Apply' (highlighted with a red box), 'My applications', 'My files', 'Approval function', 'Approve', 'Sharing / View function', 'Applications you shared', 'Applications shared to you', and 'View applications'. The main content area is titled 'Apply' and contains a search bar for 'Form categories' (highlighted with a red box and labeled 'Search a form category'), a 'keyword search' field, and a list of application forms (highlighted with a red box and labeled 'List of application forms'). The list includes:

- Equipment Borrow Form**  
Category: IT Request  
Description: แผนขอขยืม-คืนอุปกรณ์
- Maintenance Request**  
Category: IT Request  
Description: แผนขอรับการแจ้งซ่อม
- REQUEST E-MAIL @jobcanth.com**  
Category: IT Request  
Description: แผนขอรับขออีเมล
- Training Hiring position form**

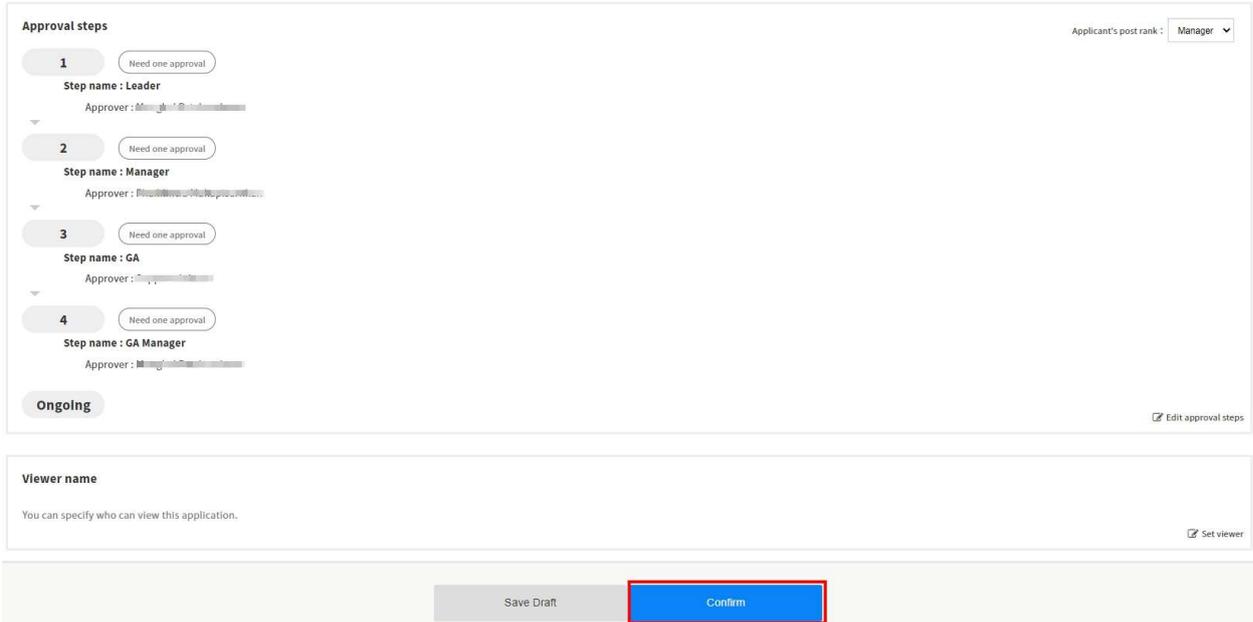
### Example : Fill out the application forms

The screenshot shows the application form for 'Client Visit Samupakam'. The form includes the following fields and sections:

- Application title** (required): Client Visit Samupakam
- Approval deadline**: Radio buttons for 'Set' and 'Not set' (selected).
- Related group**: Human Resource
- Related project**: Search projects
- Total**: 400 Baht (Details (Price), Toll way)
- Details**: A table with columns: Travel Date, Purpose, Destination, Travel Method, Price.
 

Travel Date	Purpose	Destination	Travel Method	Price
2/2/2022	clientvisit	Bangplee	GRAB	400
- Toll way**: Enter the number
- Reference**: Select from registered files, Register new file and attach, Perform drag & drop of files
- File attachment**: Select from registered files, Register new file and attach, Perform drag & drop of files

After filling out the application form's details, scroll to the bottom to see how the form will be approved. To access the Apply page, click [Confirm](#), or to save a draft, click [Save Draft](#).

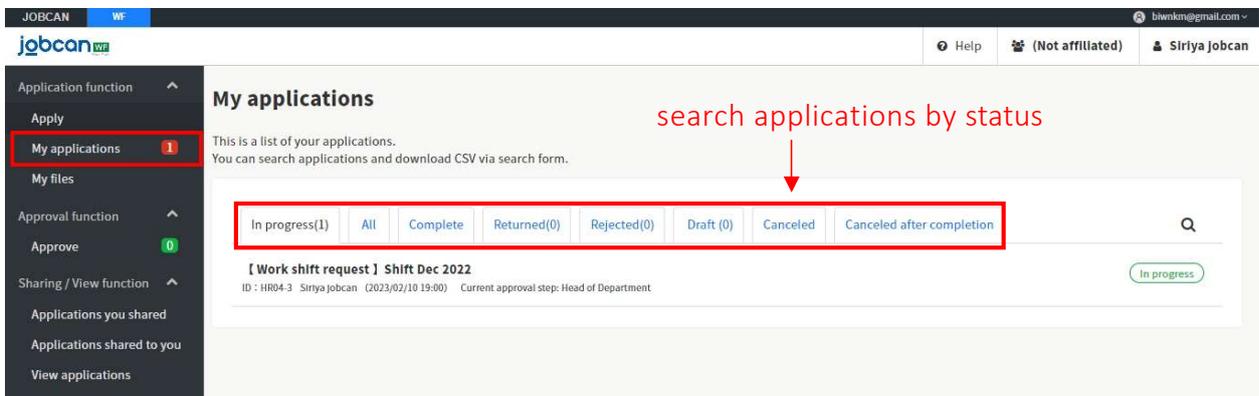


Recheck the request details before clicking [Apply](#) or [Edit](#) to return and make changes to the application.



## 2. My applications Menu

My applications Menu is used to check the status of your previous requests that you've sent. You can view applications all, or search by status : Complete, Returned, Rejected, Draft (requests that have been drafted but haven't been sent to the approver), Canceled , Canceled after completion.



If you click on  marked, you can search application ID or application forms.

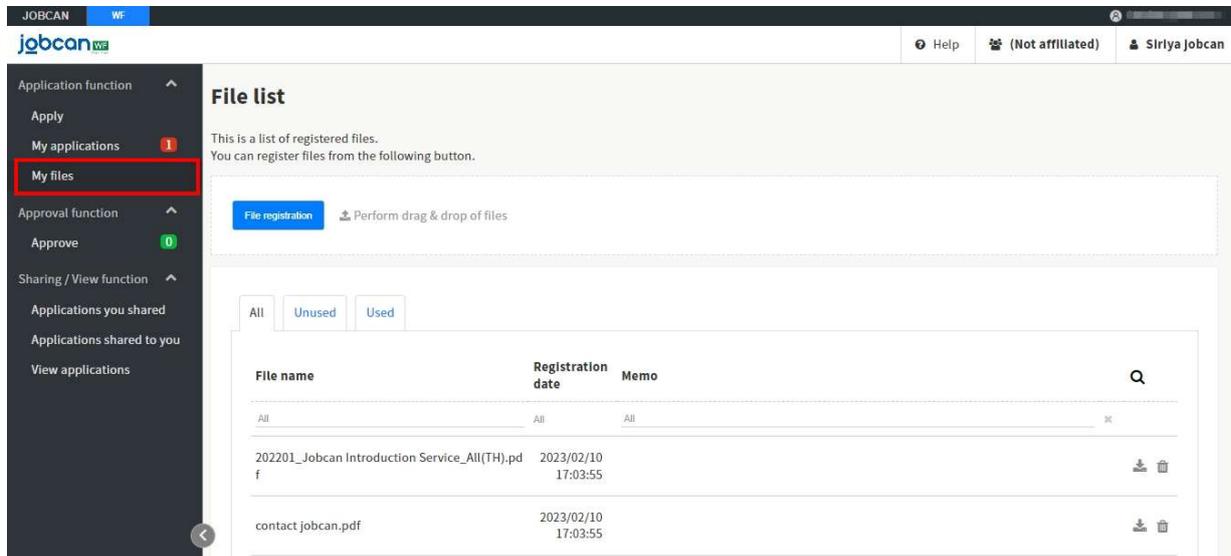
You can click to access your application, details page and check the approval status are displayed.

When over mouse the application, the icon below appears.

-  Click to print
-  Click to copy and create a new application
-  Click to copy URL of the application
-  Click to copy share the application
-  Click to edit the application, editor must be the applicant only \*\* Only editors with management approval may use the edit function.
-  Click to cancel applicant

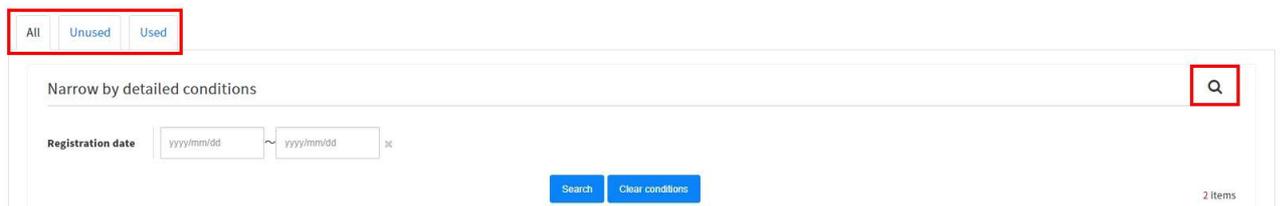
### 3. My files Menu

Use the My files Menu to upload files or to view uploaded files. There are no files larger than 10MB.



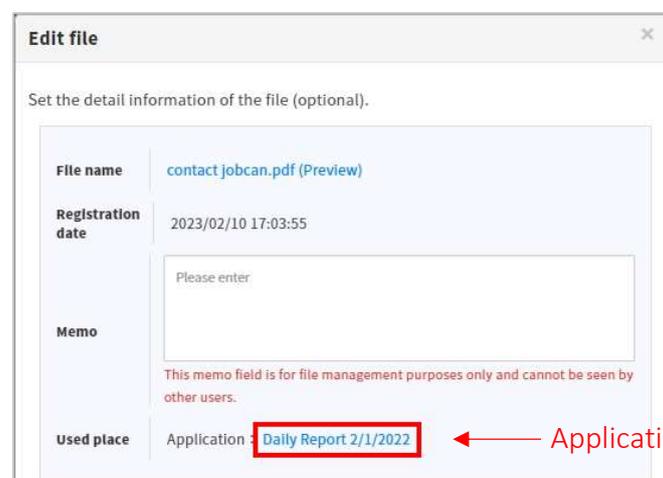
The screenshot shows the Jobcan web application interface. On the left, a dark sidebar contains a menu with 'My files' highlighted in red. The main content area is titled 'File list' and contains a table of registered files. The table has columns for 'File name', 'Registration date', and 'Memo'. Two files are listed: '202201\_Jobcan Introduction Service\_All(TH).pdf' and 'contact jobcan.pdf', both registered on 2023/02/10 at 17:03:55. A search icon is visible in the top right of the table area.

To check if the files have ever been utilized in the application, click on each tab. As an alternative, you can click  to search for files based on registration date.



This screenshot shows the search interface for filtering files. It features three tabs: 'All', 'Unused', and 'Used', with 'All' selected. Below the tabs is a search bar with a magnifying glass icon. A 'Registration date' filter is present, with input fields for 'yyyy/mm/dd' and a range selector. There are 'Search' and 'Clear conditions' buttons at the bottom. The text '2 Items' is displayed in the bottom right corner.

You can click on a registered file to view the file's detailed information.



The 'Edit file' dialog box displays the following information for the file 'contact jobcan.pdf':

- File name:** contact jobcan.pdf (Preview)
- Registration date:** 2023/02/10 17:03:55
- Memo:** A text input field with the placeholder 'Please enter'. A note below it states: 'This memo field is for file management purposes only and cannot be seen by other users.'
- Used place:** Application: **Daily Report 2/1/2022**

← Application to this file is attached

- Upload files to My files Menu

1. Click to [File registration](#) or drag and drop the files to be uploaded.

## File list

This is a list of registered files.  
You can register files from the following button.



2. “[File registration](#)” pop up box appears in step two. You can fill out the file name and memo about the file. The “File Name” will no longer be modifiable after the file has been uploaded and used in the application. File searches will be able to use the “Registration date”. And after uploading, a memo can be changed.

**File registration** ✕

Set the detail information of the file (optional).

**File name**

**Memo**

Please enter

G

This memo field is for file management purposes only and cannot be seen by other users.

Register

3. The uploaded file will be show in the tap “[All](#)” or “[Unused](#)”. Once the file has been uploaded, the request can now have it attached.

All
Unused
Used

File name	Registration date	Memo	Q
All	All	All	✕
WF User Authority.jpg	2023/02/13 11:18:55	AU	⬇️ 🗑️
202201_Jobcan Introduction Service_All(TH).pdf	2023/02/10 17:03:55		⬇️ 🗑️

- **Download file from your files list**

Uploaded files can be downloaded. The download symbol is located on the right side of the file.

File name	Registration date	Memo	
All	All	All	Q
WF User Authority.jpg	2023/02/13 11:18:55	AU	 
202201_Jobcan Introduction Service_All(TH).pdf	2023/02/10 17:03:55		 
contact.jobcan.pdf	2023/02/10 17:03:55		 

- **Delete the file from your list of files**

You can delete any files from your file list that you desire.

\*\*\* Only files that are not on the request can be removed. If the file is attached to the request, the attachment must be removed from the request.

1. To delete the file, click the trash symbol on the file's right-hand side.

File name	Registration date	Memo	
All	All	All	Q
contact.jobcan.pdf	2023/02/10 17:03:55		 

File name	Registration date	Memo	
All	All	All	Q
WF User Authority.jpg	2023/02/13 11:18:55	AU	 
202201_Jobcan Introduction Service_All(TH).pdf	2023/02/10 17:03:55		 

2. The "Confirm Delete" pop-up box appears. To delete the file, choose Yes.

\*\*\*After deleted file, it unrecoverable.

**Are you sure you want to delete it?** ✕

Are you sure to delete WF User Authority.jpg?

---

Yes
No

## Sharing / View function

Applications that can be shared are your applications, applications you can approve, and applications shared to you.

\* Administrator can share applications from "All applications" and "Applications that can be referred".

### 1. Application you shared

- How to check the application you shared to other users

1. Click to "Applications you shared" from "Sharing / View function" menu on the left-hand side.

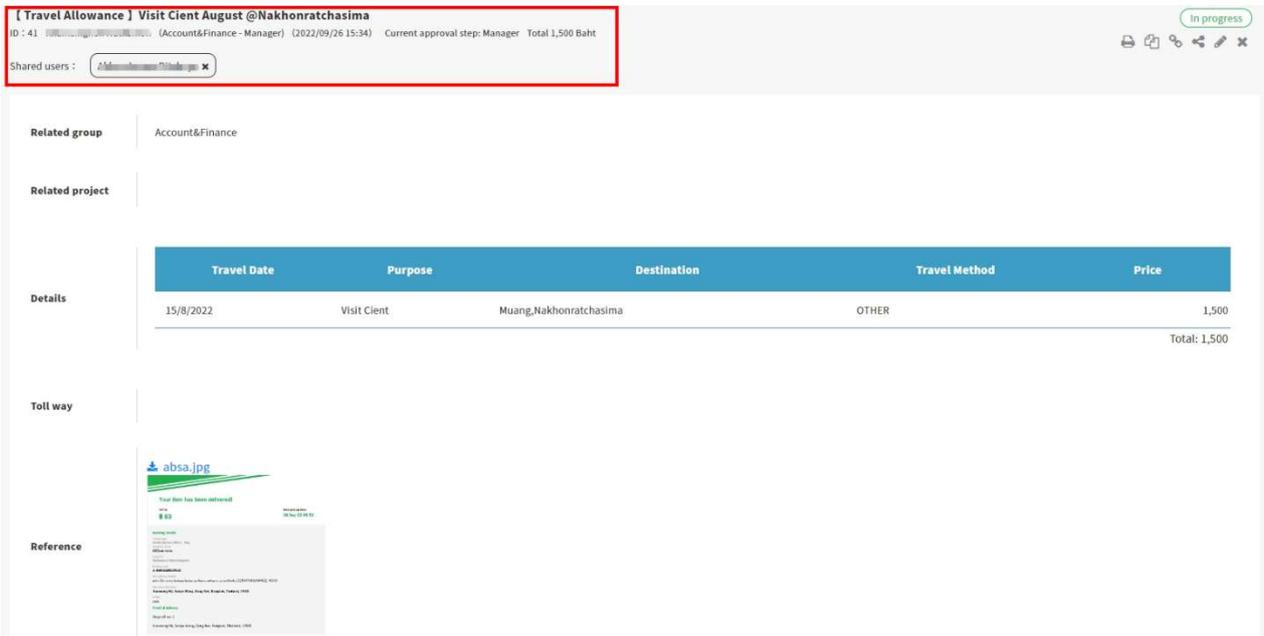
The screenshot shows the Jobcan web application interface. The left sidebar menu is visible, with 'Applications you shared' highlighted in red. The main content area is titled 'Applications you shared' and contains the following information:

- Header: 'Applications you shared' and a description: 'This is a list of applications shared with other users. You can cancel sharing and check details of the application. You can search applications and download CSV via search form.'
- Filters: 'All', 'In progress', 'Complete', 'Canceled after completion'. A dropdown menu is set to 'By shared date (newest first)' and '20 items'.
- Application 1: '[ Travel Allowance ] test' (ID: 44, Account&Finance - Manager, 2022/09/26 17:23, Current approval step: Leader, Total 500 Baht). Status: In progress. Shared users: [Redacted].
- Application 2: '[ Travel Allowance ] Visit Client August @Nakhonratchasima' (ID: 41, Account&Finance - Manager, 2022/09/26 15:34, Current approval step: Manager, Total 1,500 Baht). Status: In progress. Shared users: [Redacted].

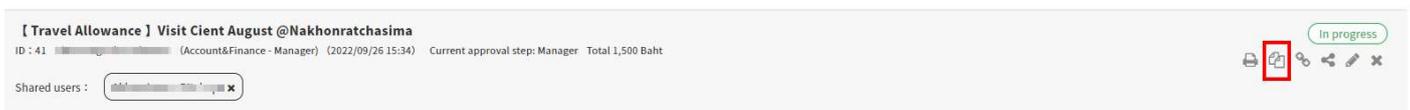
2. The list of application you shared to other users will be displayed by status. You can click on **Q** marked to search applicable applications. And can change the total items and step to show in the displayed by selecting the pulldown list.

This close-up screenshot focuses on the filter and search area of the application list. A red box highlights the dropdown menu for sorting, which is currently set to 'By shared date (newest first)', and the search icon (magnifying glass). The dropdown menu also shows '20 items'.

- When you click on the request you want to review, the details will show up. Additionally, it has the ability to comment on application you shared, share application to other users, and cancel application sharing.



By copying the application form from the applications sharing, you can submit additional applications.



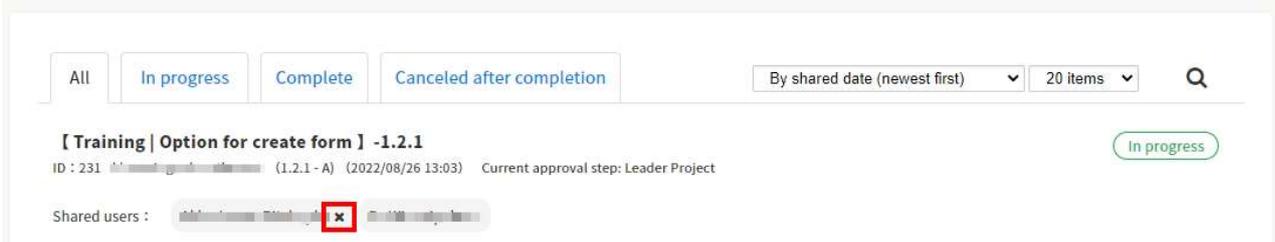
- Cancel application sharing**

How to cancel application sharing from being shared with another user. Click the “Shared users” column of the requests, then click the **X** marked next to the username you want to remove from the list.

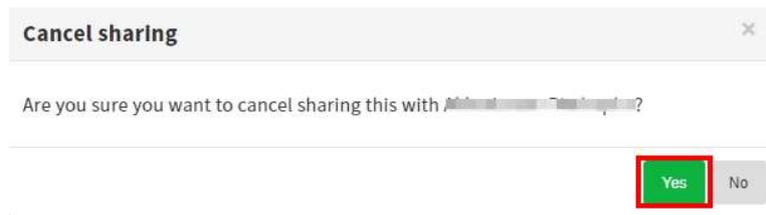
A user request shared by another user is one that doesn't have an **X** next to it.  
 \*\*Only requests that you shared can be canceled.

### Applications you shared

This is a list of applications shared with other users.  
 You can cancel sharing and check details of the application.  
 You can search applications and download CSV via search form.



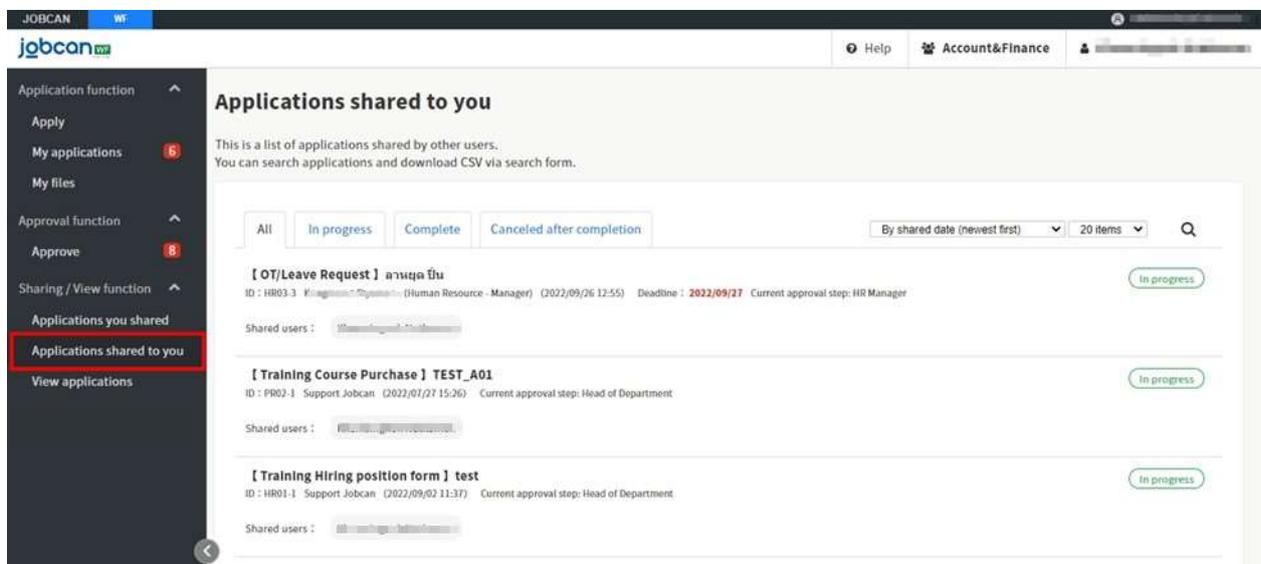
After that, a pop-up box "Cancel sharing" appears, select "Yes" to end sharing for that user.



## 2. Applications shared to you

It can check Applications that other users have shared with you.

1. Click to "Applications shared to you" from "Sharing / View function" menu on the left-hand side.



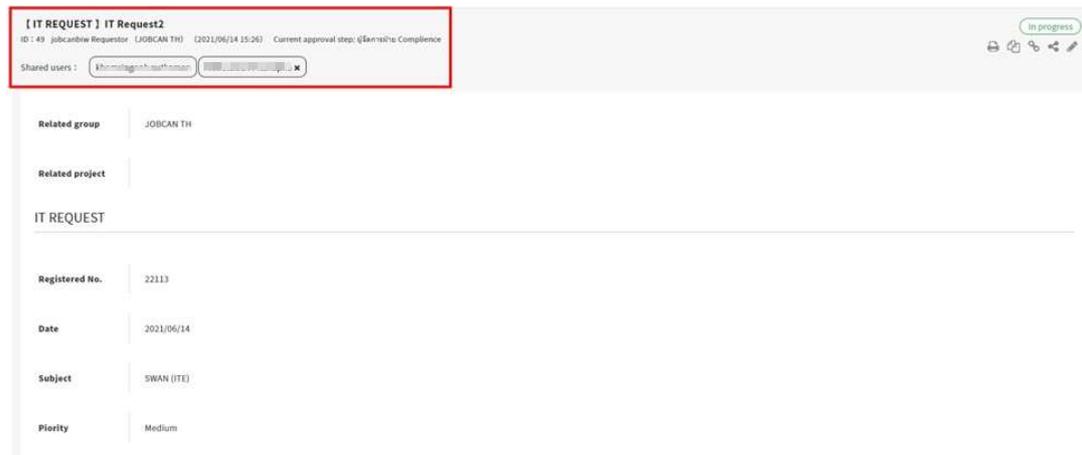
2. The list of application other users shared you will be displayed by status. You can click on  marked to search applicable applications. And can change the total items and step to show in the displayed by selecting the pulldown list.

## Applications shared to you

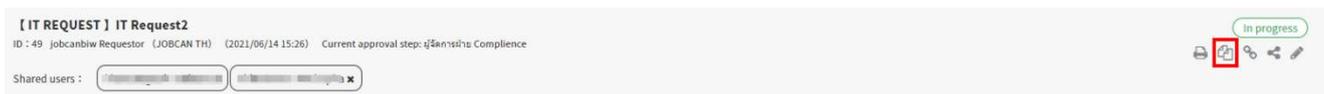
This is a list of applications shared by other users.  
You can search applications and download CSV via search form.



- After you click the request want to review, its details will be displayed.



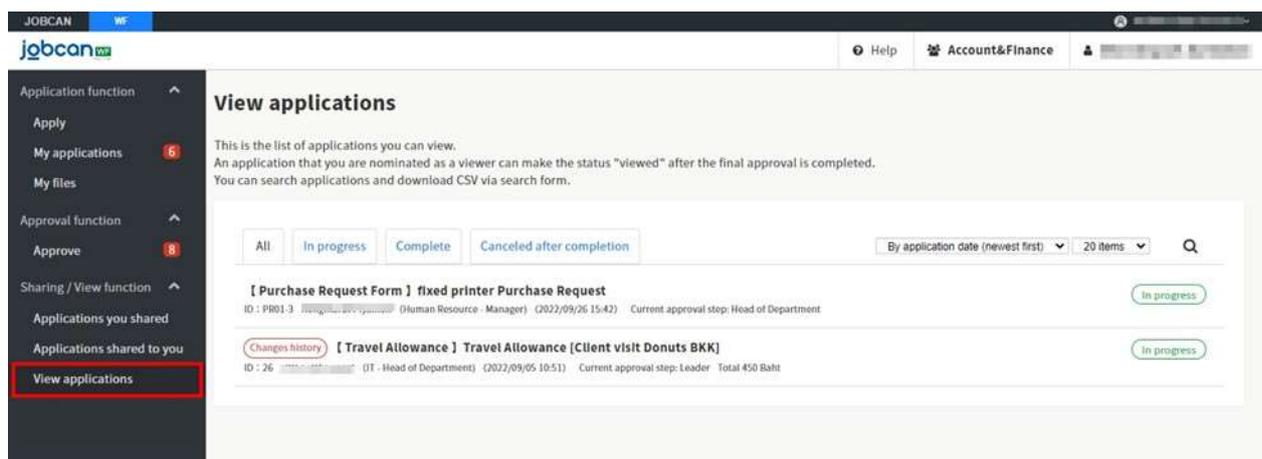
You can comment on application you shared, share application to other users, and cancel application sharing. And you can apply new application by copying the applications form and send it in this page.



### 3. View applications

This menu is the list of applications you can view, can view applications that you are nominated as a viewer without having to be an Applicant or an Approver.

- Click to "View applications" from "Sharing / View function" menu on the left-hand side.



- A list of requests is shown for your viewing. You can check each approval status: In progress, Complete, Cancel after completion, default is on the "All" tab

[All](#) | [In progress](#) | [Complete](#) | [Canceled after completion](#)

By application date (newest first) | 20 items | 🔍

**【 Purchase Request Form 】 fixed printer Purchase Request** Complete  
 ID : PR01-3 Kongmarut Piyamon (Human Resource - Manager) (2022/09/26 15:42)

[Changes history](#) **【 Travel Allowance 】 Travel Allowance [Client visit Donuts BKK]** In progress  
 ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

- The list of application you shared to other users will be displayed by status. You can click on 🔍 marked to search applicable applications. And can change the total items and step to show in the displayed by selecting the pulldown list

[All](#) | [In progress](#) | [Complete](#) | [Canceled after completion](#)

By application date (newest first) | 20 items | 🔍

**【 Purchase Request Form 】 fixed printer Purchase Request** Complete  
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[Changes history](#) **【 Travel Allowance 】 Travel Allowance [Client visit Donuts BKK]** In progress  
 ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

When over mouse the application, the icon below appears.

-  Click to print
-  Click to copy URL of the application
-  Click to edit the application, editor must be the applicant only \*\* Only editors with management approval may use the edit function.

Following completion of the final approval, you can review the request's details and change the status to "viewed".

Click to "View applications" from "Sharing / View function" menu on the left-hand side.

Application function  
 Apply  
 My applications 6  
 My files  
 Approval function  
 Approve 8  
 Sharing / View function  
 Applications you shared  
 Applications shared to you  
**View applications**  
 Adn

**View applications**  
 This is the list of applications you can view.  
 An application that you are nominated as a viewer can make the status "viewed" after the final approval is completed.  
 You can search applications and download CSV via search form.

[All](#) | [In progress](#) | [Complete](#) | [Canceled after completion](#)

By application date (newest first) | 20 items | 🔍

**【 Purchase Request Form 】 fixed printer Purchase Request** In progress  
 ID : PR01-3 Kongmarut Piyamon (Human Resource - Manager) (2022/09/26 15:42) Current approval step: Head of Department

[Changes history](#) **【 Travel Allowance 】 Travel Allowance [Client visit Donuts BKK]** In progress  
 ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

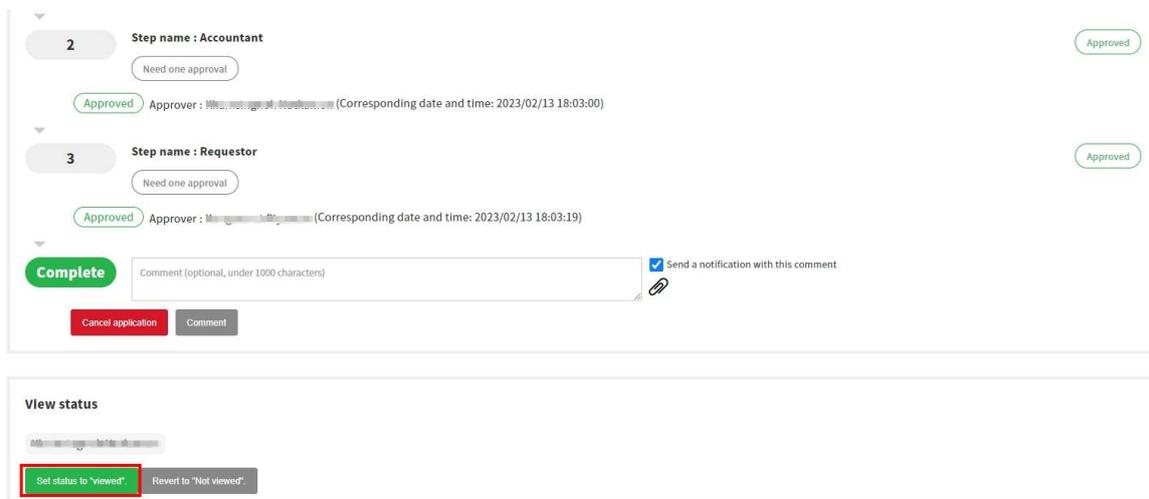
4. Click to "Complete" tap



\* Only requests having a status of "Completed" may have the status "Viewed" added.

For requests with a status other than "Completed", the buttons "Set status to viewed" and "Revert to "Not viewed"" will not be shown.

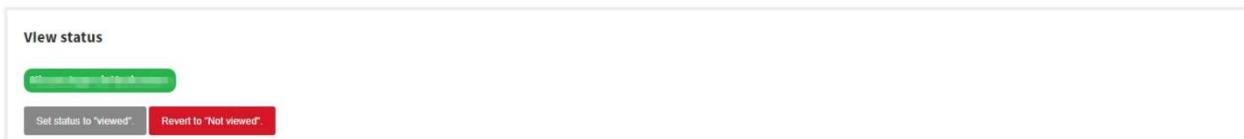
1. By clicking on the request want to add viewed status to, you can access the request's details. then select "View status" from the request's bottom menu.



The "Set status to viewed" button is green for requests that have the "Not viewed" status. You can add a "viewed" status to your applications by clicking "Set status to "viewed"".

When you change the status to "Viewed", the name viewer button turns green and the "Revert to Not viewed" button turns red.

Click "Revert to Not viewed" to remove the viewed status from the requests.



On the page "List of requests that can be viewed," you can search for requests based on their "viewed" or "unviewed" status.

### View status

You can check the view status of any requests you have submitted or for which you have been designated as an approver. To examine the details, click the application with the "Completed" status. You may see the approver's name and the approval status.

As shown in the image below, users who have viewed the requests are listed in the green box.

