


差勤系統線上簽到退步驟

1、資料作業—〉線上簽到退



The screenshot shows the main menu of the Attendance Tracking System. The title '差勤系統' is displayed in large white characters on a dark background. Below the title, there are four menu items: '差假申請', '紀錄查詢', '資料作業', and '基本設定'. The '資料作業' item is highlighted with a blue border. A sub-menu box is open under '資料作業', showing the option '線上簽到退'.

新增權限可使用功能，依居家辦公期間設定，請依每日上下班時間於線上簽到退。

2、上班簽到、下班簽退—〉完成簽到退程序



The screenshot shows the online sign-in/sign-out interface. At the top, there is a navigation bar with the system name '差勤系統' and 'Attendance Tracking System'. Below the navigation bar, there is a sub-menu with '線上簽到退' selected. The main content area contains a table with three columns: '簽到退類別', '簽到退時間', and '簽到退地點'. The '簽到退時間' column has a red text instruction: '於本畫面點選上班簽到或下班簽退即可完成簽到退程序.' Below the table, there are two buttons: '上班簽到' and '下班簽退', both of which are highlighted with a red border.

簽到退類別	簽到退時間	簽到退地點
上班簽到	於本畫面點選上班簽到或下班簽退即可完成簽到退程序.	
下班簽退		

上班簽到 下班簽退