

**Match B.B.**  
**Attendance Manual for**  
**Temp Staff**

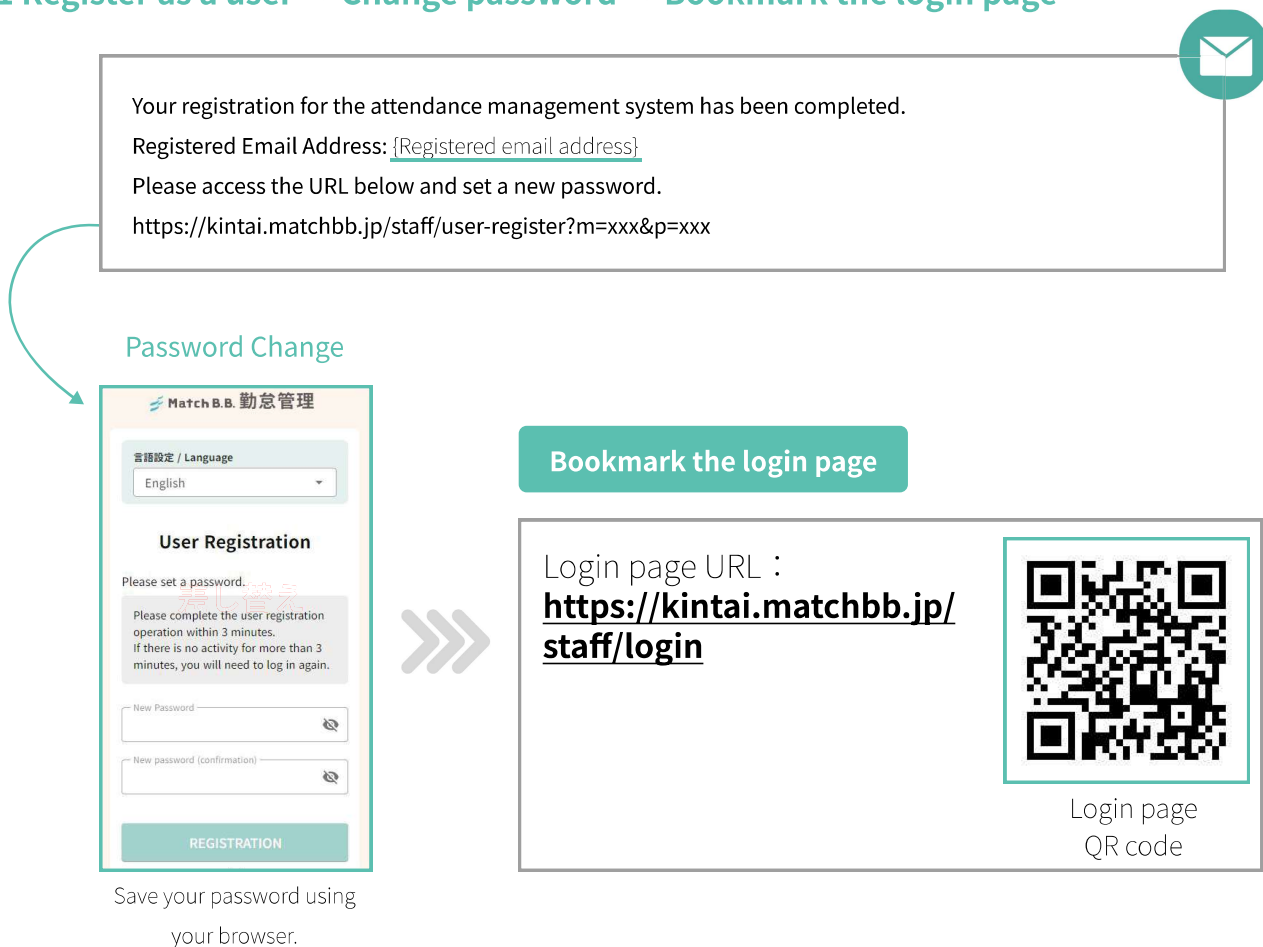
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# Flow of user registration to the day of the shift

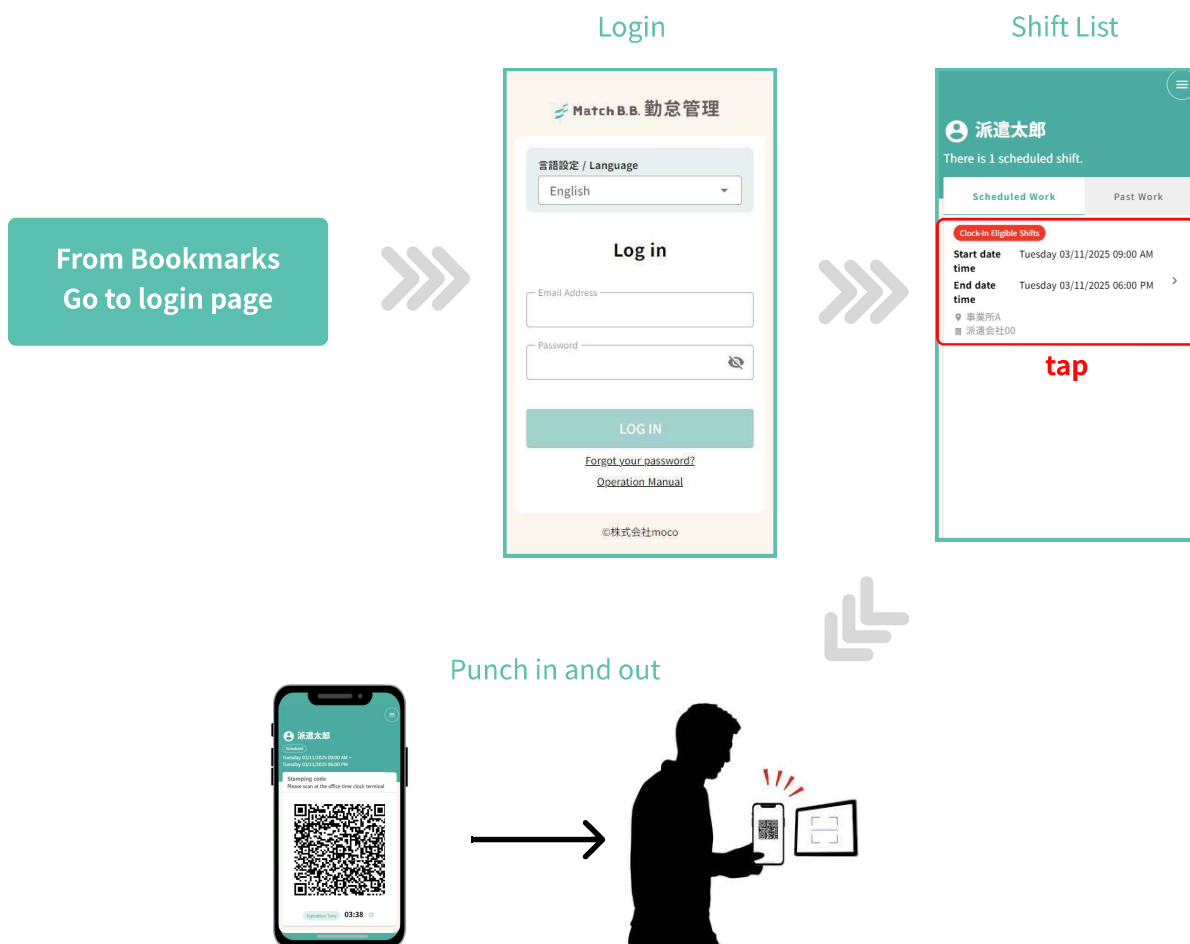
Prepare by shift date

## STEP 1 Register as a user → Change password → Bookmark the login page



Shift day

## STEP 2 Go to the login page from your bookmark → Shift List → Punch in/out



# 1. Preparation for the first shift

## 1.1. First time user registration



### Login ID at the time of user registration

Email address registered with the temporary staffing company

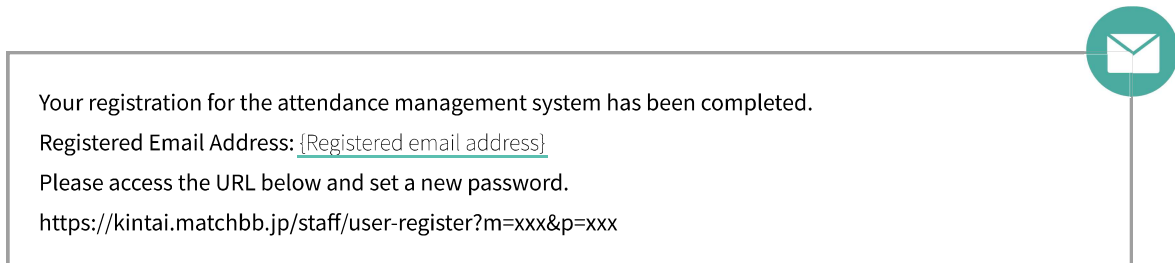
### About email address

If you do not have an email address, you will need to obtain one.

- [How to add an email address account to the Gmail app](#)
- [How to add an email account on iPhone](#)

### ① Access the "Attendance Management System" registration page

You will receive a email titled "[Attendance Management System] Request for Initial Login and Setup"



### ② Set a new password

After moving to the user registration page, set the language and set a new password.

Match B.B. 勤怠管理

言語設定 / Language  
English

**User Registration**

Please set a password.

Please complete the user registration operation within 3 minutes.  
If there is no activity for more than 3 minutes, you will need to log in again.

New Password

New password (confirmation)

REGISTRATION

Japanese/English switching

### Password Requirements

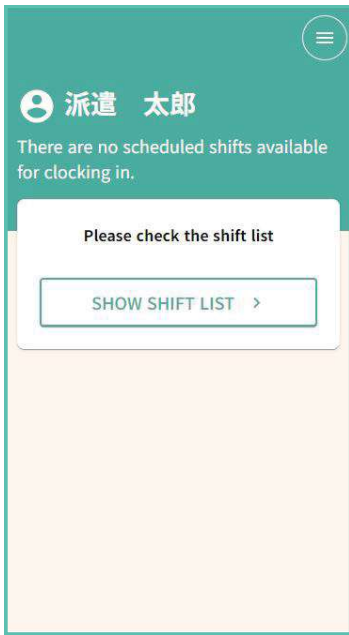
- At least 10 characters
- At least one uppercase letter, one lowercase letter, and one number

Example      A                                  a                                  123

### **i** Password change is mandatory

If you do not change the temporary password, the QR code for Punch in/out required on the day of the shift will not displayed.

Please change your password in advance.

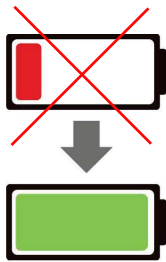


### ③ Transition to the screen after logging in to the attendance management system

After successfully changing the password, you will be transferred to the Attendance Management System page.

If you are scheduled to work, a QR code may appear.

### i On the day of your shift, you can use your smartphone to imprint your shift.



Smartphones should be keep it charged.



To be able to connect to a network system

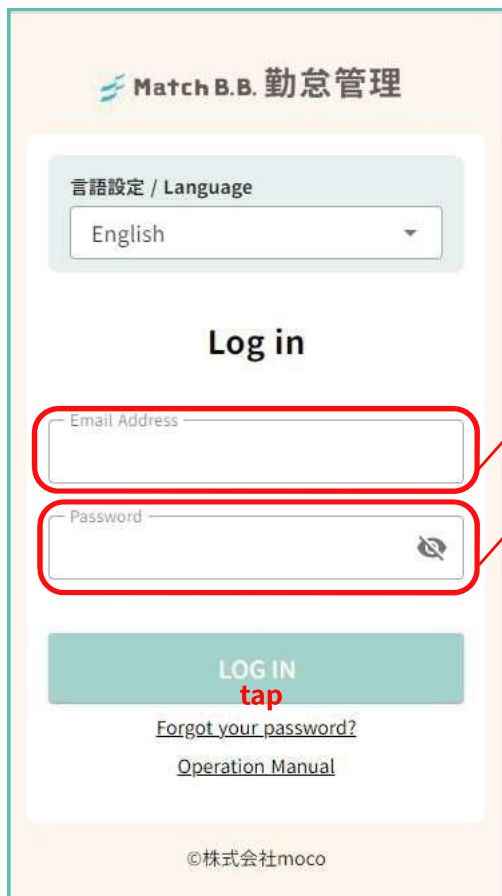
Be prepared to connect to the network system.

## 2. Things to do before work on the day of your shift

### 2.1. Log in to the attendance management system

Start a web browser and open the login page of the attendance management system.

Login page URL: <https://kintai.matchbb.jp/staff/login>



Login page  
QR code

Email address registered with the temp staffing agency

Password set during initial user registration

#### **i** For smooth login in the future

- Use your browser's functionality to remember your password.
- Bookmark the login page URL as it will be used in the future.

#### **i** Keep your password strictly confidential.

The password must be kept strictly confidential.

#### If you are logging in for the first time>>

Display the user registration screen from the new password setting URL notified by email from the temp staffing agency and set a password.

※See P1 for details.

#### Forgot your password?>>

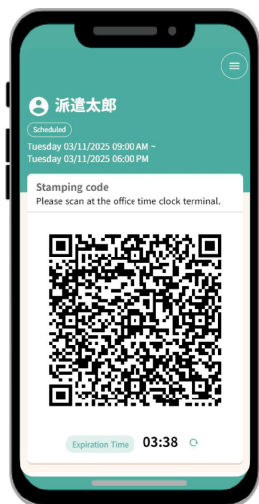
You need to reset your password. For instructions, please see the FAQ 'Forgot my password'.

## 2.2 Register your attendance

### ① Process of punch in and out

The QR code is used to punch in and out of work.

If you have a work schedule that can be punched in, a QR code will be displayed.



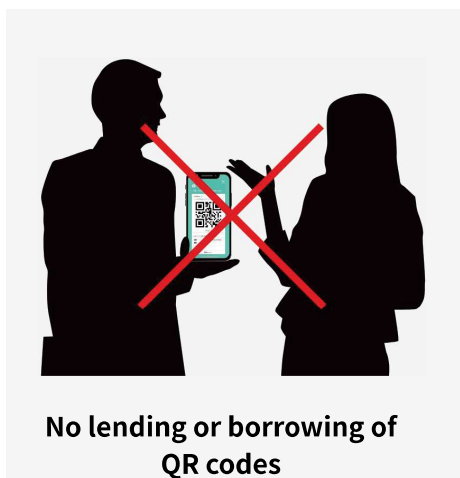
Log in to My Page  
Obtain a QR code for punch in/out



QR code reader (iPad) installed at each base

### **i** QR codes are updated regularly

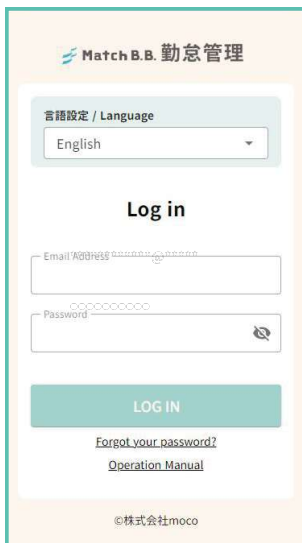
The QR code is valid for 5 minutes after it is displayed, so please get it just before punch in and out. Additionally, once used, a QR code cannot be reused.



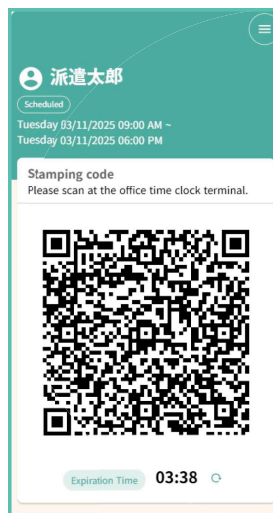
**No lending or borrowing of  
QR codes**

## ② How to display QR code for punch in and out

After logging in to My Page, you will be able to view the QR code for punch in and out.  
If the QR code is not displayed, there are no shifts available for punch in and out.  
You can check your shifts on the Shift List page.

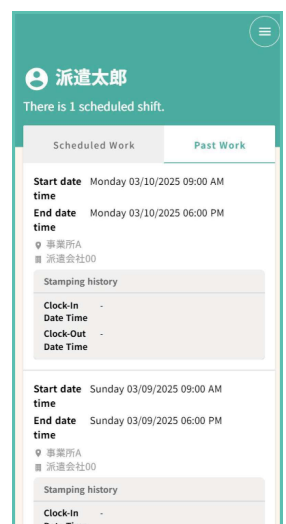
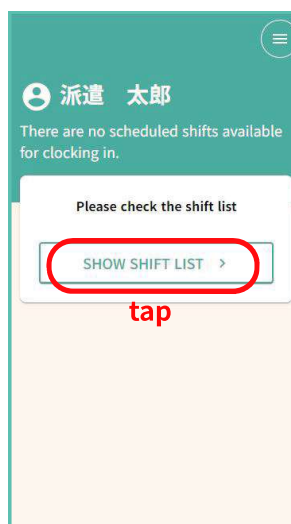


Shifts available for punch in/out.



When there is a shift available for punch in/out QR code is automatically displayed.

No shifts available for punch in/out



The shift list will be displayed.


### i What is a shift available for punch in/out?

When 60 minutes prior to the workday, the shift becomes "imprintable" and the QR code for punch in/out will be displayed.

Even on the day of your shift, you will not be able to punch in/out until 60 minutes before the start of your shift.

### i How to update your QR Code

If the QR Code displayed on the page has expired, you can renew it.

To renew the QR Code, click the symbol  under the QR Code.



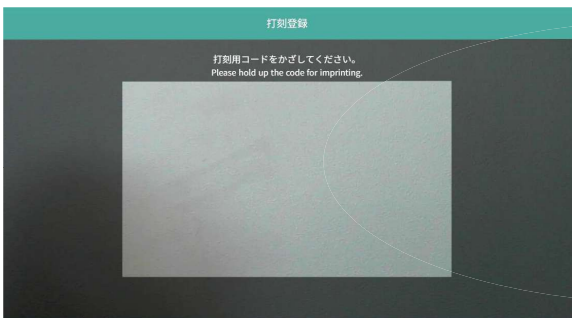
### ③ punch in/out method

Stamping is done by reading the QR code for punch in/out into the iPad installed at each base.



Display the QR code for punch in/out on your smartphone

- If the QR code has expired when you leave work Press ↻ to renew the code.
- No need to punch in/out during breaks



QR code readers (iPad) installed at each base read QR codes for punch in/out.



If you have trouble reading the QR code, Try brightening the screen



iPhone



Swipe down  
Brightness adjustment

android



Swipe down  
Brightness adjustment

attendance at work

**出勤しました**  
Clock-In

打刻時間 2025年03月11日(火) 17:00

派遣社員情報

氏名 派遣太郎  
所属派遣会社 派遣会社00  
シフト名 シフトA  
開始終了時間 2025年03月11日(火) 09:00 ~ 2025年03月11日(火) 18:00

OK

leaving work

**退勤しました**  
Clock-Out

打刻時間 2025年03月11日(火) 17:02

派遣社員情報

氏名 派遣太郎  
所属派遣会社 派遣会社00  
シフト名 シフトA  
開始終了時間 2025年03月11日(火) 09:00 ~ 2025年03月11日(火) 18:00

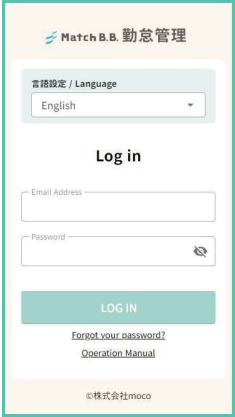
OK

### 2.3. How to check your shift

Upcoming and past shifts can be viewed on the "Shift List" page.

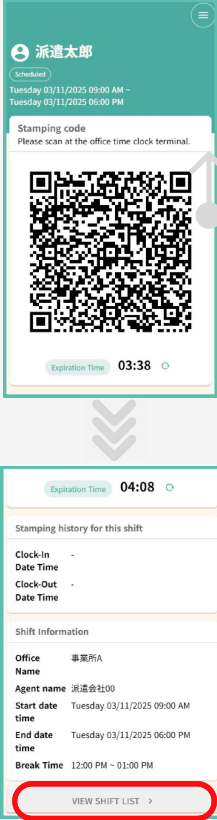
The display page and operations will change depending on whether or not a shift is available for punch in/out.

Login page



When there is a shift available for punch in/out

Display page

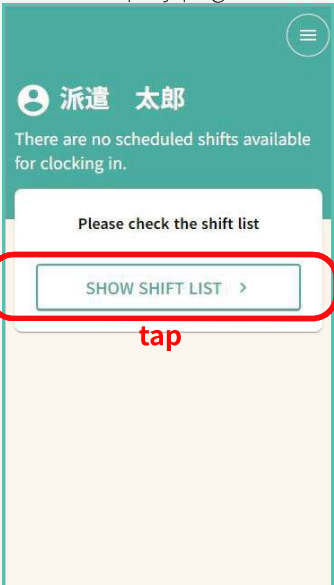


scroll

tap

When there is no shift available for punch in/out

Display page

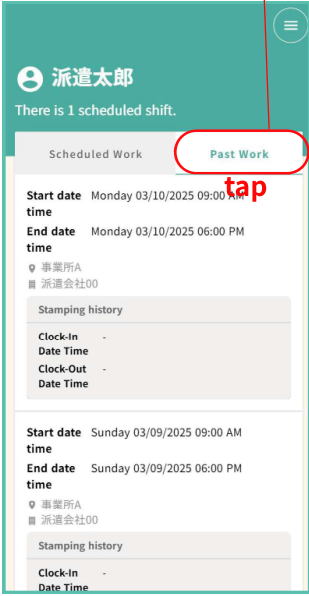


tap

The upcoming shift schedule will be displayed.

To view past shifts

Click on the "Past Employment" tab



tap

**i** What is a shift available for punch in/out?

60 minutes before work time and the QR code for punch in/out will be displayed.

The QR code will not be displayed until 60 minutes before the start of the shift, even on the day of the shift.

### 3. FAQ

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P9

- Email not delivered
- I can't log in
- How to log out
- Is it necessary to punch in/out in during breaks?
- I forgot to punch out when I left work

P10

- How to change the language
- How to change Work Notice Email settings
- I don't know my temporary password

P11

- How to change your password

P12

- Forgot my password

P14

- QR code for punch in/out is not displayed
- Cannot punch in/out
- Error is displayed when punch in/out
- I forgot my smartphone
- Smartphone battery is dead

- **Email not delivered**

The email address used by the time and attendance system is the address registered with the temporary staffing agency.

Check to see if it has not been classified as trash or junk mail.

If you still do not receive the email, contact the temp staffing agency as the registered email address may be incorrect.

- **I can't log in**

Check if your email address and password are correct.

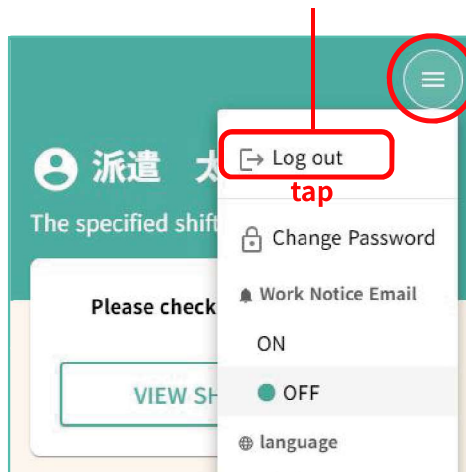
✓Check for leading or trailing spaces

✓The temporary password notified by the temp agency can only be used for the first login.

If you can't log in because you've forgotten your password, please check the FAQ 'Forgot my password'.

- **How to log out**

Click in the upper right corner of the page  and click  Logout



- **Is it necessary to punch in/out in during breaks?**

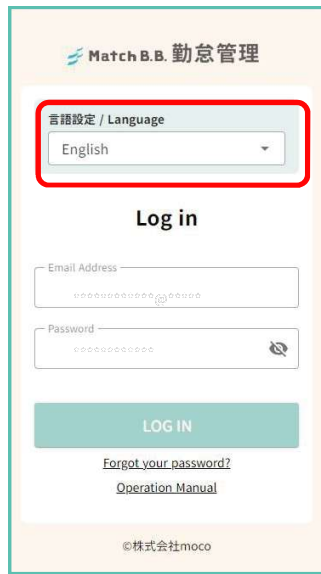
No punching in/out is required during breaks.

- **I forgot to punch out when I left work.**

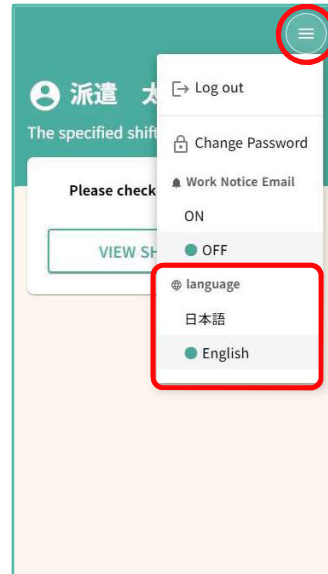
Contact the base manager immediately.

## • How to change the language

You can change the language on the login page or after logging in by clicking 



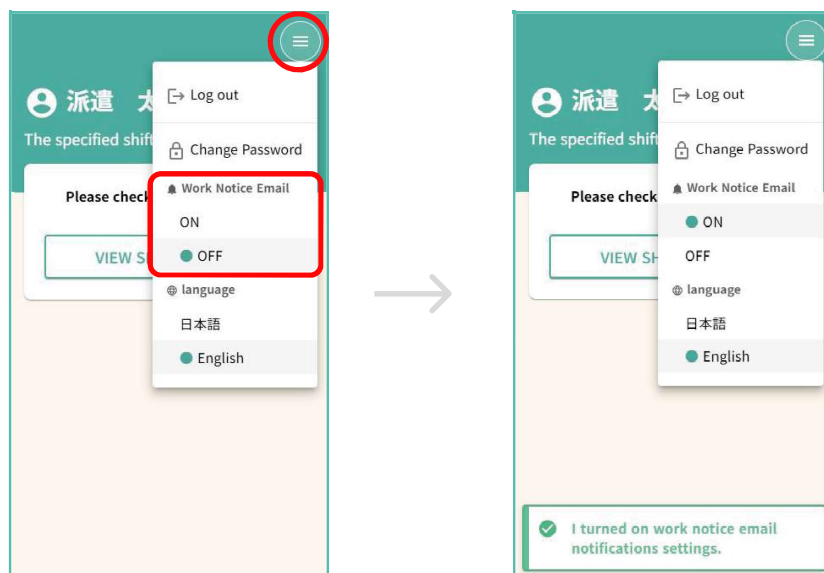
Before login



After login

## • How to change Work Notice Email settings

After logging in, tap the upper right corner of the screen to change the notification settings for Work Notice Emails (ON/OFF)



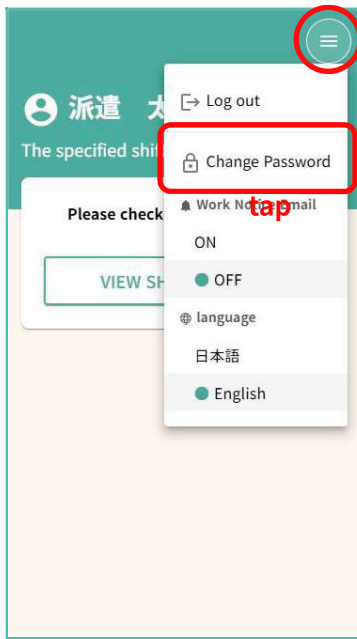
## • I don't know my temporary password.

The temporary password is listed in the email notified to you at the time of system registration.

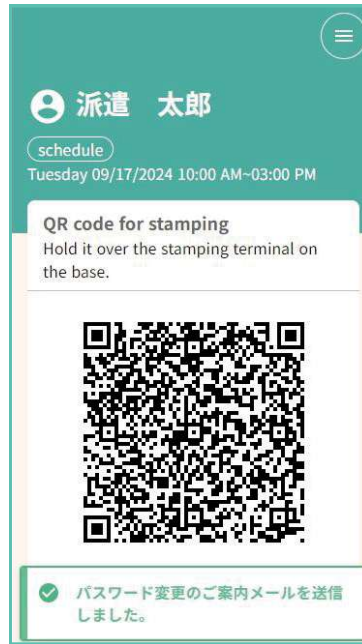
If you can't find your email, please see the FAQ "Forgot my password"

## • How to change your password

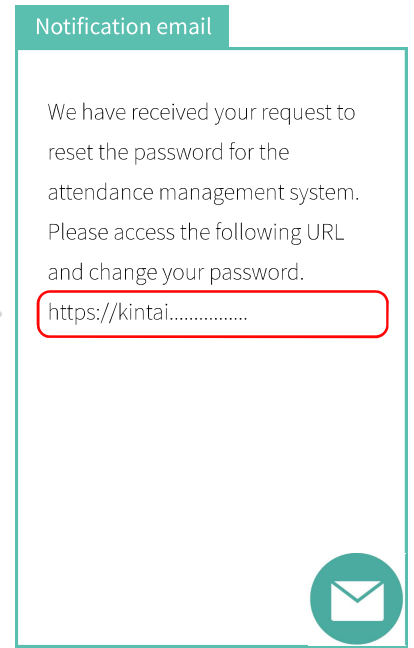
After logging in, click on the upper right corner of the page and select Change Password.



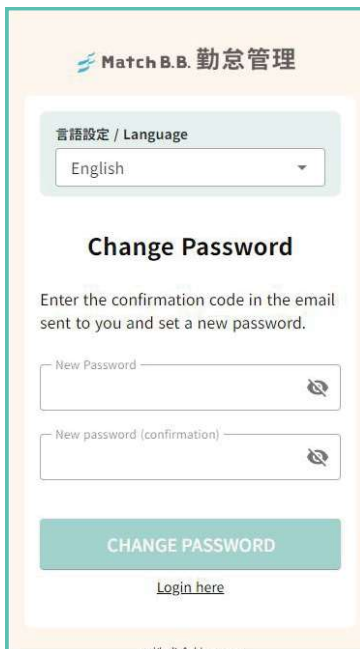
Click on "Change Password"



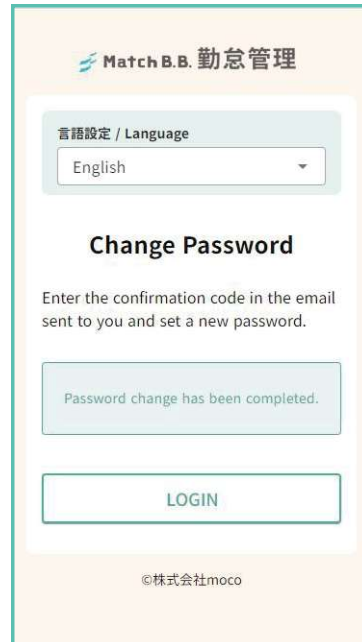
A email with a URL to change your password will be sent to the email address registered with the temp staffing agency.



Access URL for change



Set a new password



If the password change is successful  
The above message will be displayed.

### **i** Password Requirements

- At least 10 characters
- At least one uppercase letter, one lowercase letter, and one number

Example      A                                      a                                      123

## • Forgot my password - When you set a new password

If you forget your password, you can reset it from the login page.

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言語設定 / Language  
English

**Log in**

Email Address  
Password

**LOG IN**

[Forgot your password?](#)  
[Operation Manual](#)  
**tap**

©株式会社moco

Forgot your password?  
Click here



言語設定 / Language  
English

**Password reset**

Please enter the email address registered with the temp staffing agency.

If you have not registered as a user (changed your temporary password), you will not be able to reset your password.  
If you do not know your initial login information, please contact your base representative.

Email Address  
\*\*\*\*\*@\*\*\*\*\*

**SEND EMAIL**

[Login here](#)


Enter the email address you registered with the temp staffing agency



Notification email

We have received your request to reset the password for the attendance management system. Please access the following URL and change your password.

<https://kintai.....>



You will receive an email with a URL to change your password. Access the URL to change your password



Match B.B. 勤怠管理

言語設定 / Language  
English

**Change Password**

Enter the confirmation code in the email sent to you and set a new password.

New Password  
New password (confirmation)

**CHANGE PASSWORD**

[Login here](#)

Set a new password



Match B.B. 勤怠管理

言語設定 / Language  
English

**Change Password**

Enter the confirmation code in the email sent to you and set a new password.

Password change has been completed.

**LOGIN**

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If the password change is successful  
The above message will be displayed.

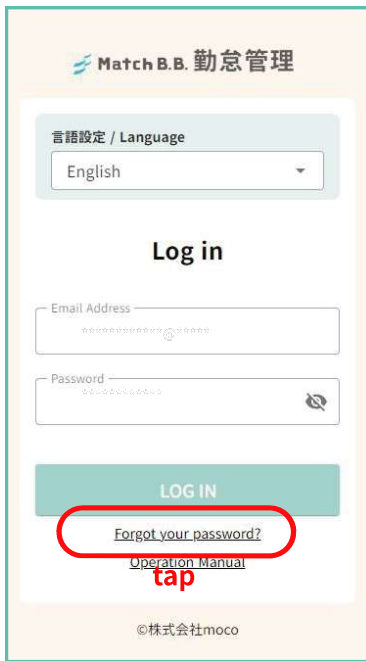
### Password Requirements

- At least 10 characters
- At least one uppercase letter, one lowercase letter, and one number

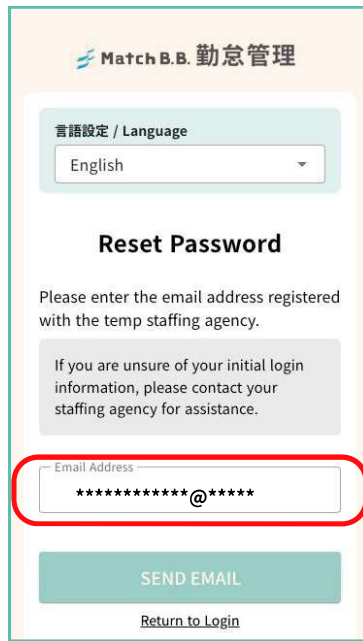
Example      A                      a                      123

• **Forgot my password - When you haven't set a new password.**

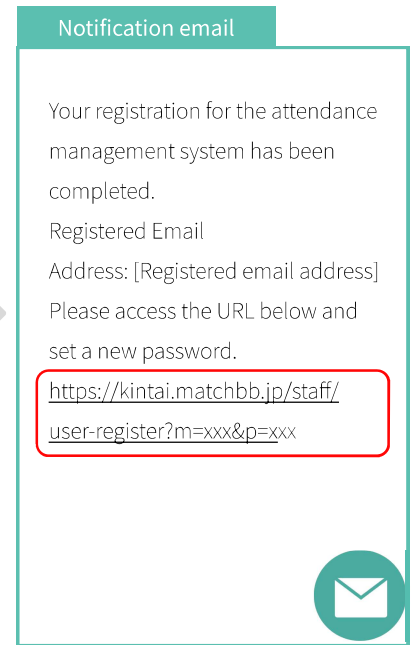
If you have not set a password for '1. Preparation for the first shift' you will be able to receive the same email as during the initial registration.



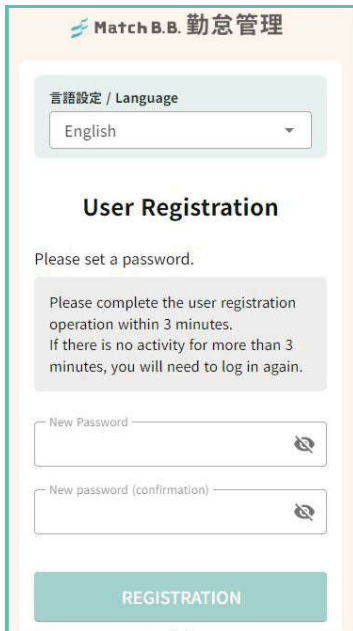
Forgot your password?  
Click here



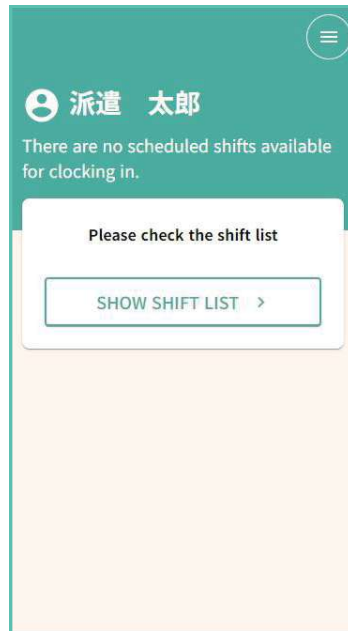
Enter the email address you registered with the temp staffing agency



You will receive an email containing the registration URL.  
Access the registration URL.



Set a new password.



Once the new password is successfully registered, you will be redirected to the attendance management system screen.

**i Password Requirements**

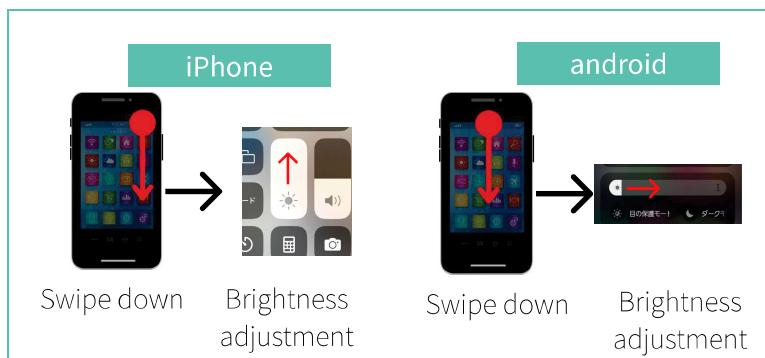
- At least 10 characters
  - At least one uppercase letter, one lowercase letter, and one number
- Example      A                                      a                                      123

- **QR code for punch in/out is not displayed**

The QR code for punch in/out is displayed 60 minutes before the start of your shift. If you want to check your shift, please check P7.

- **Cannot punch in/out**

If you cannot read the QR code with the QR reader installed at the base or the iPad camera, try brightening the screen and moving the smartphone screen up and down left or right. If this does not work, contact the base administrator.



- **Error is displayed when punch in/out**

You cannot use the same QR code for 10 minutes after you have used the QR code to punch in/out an entry.

If you want to check if you have been able to punch in/out your work, check the "stamp history for this shift" below the QR code.

- **I forgot my smartphone**

Ask the base manager for instructions.

- **Smartphone battery is dead**

Ask the base administrator for instructions.

