



LOGIMETER

web Shift Request User Manual
[For Staff]

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1-1. About this manual

This manual explains how staff can use the web shift request system. Please read this manual before using the system.

1-2. What you can do with web shift request system

You can use the system from a smartphone, computer, or other internet-connected device to:

- Submit or change shift requests
- Cancel shift requests
- Check confirmed shifts

1-3. Important notes

- After your manager completes your registration, a first-time login email will be sent to your registered email address.
The login link in the email is unique to each user.
Do not share the link with anyone else.
- Keep your password safe. Do not share it with anyone else.
- The period when you can submit shift requests is set by your workplace manager.
You cannot submit or change shift requests outside the request period.
- When using this service, follow the instructions from your workplace and the notes in this manual.

2. Login

2-1. First-time login



Open the first-time login email sent after your registration is completed, and select the login link.

Enter your login password and select "設定" (Set).
*Use at least 8 characters and 2 or more character types (uppercase, lowercase, numbers, symbols).

When you receive the login setup completion email, select "シフト希望を登録" (Register shift requests).

Enter your email address and password, then select "ログイン" (Log in).

2. Login

2-2. Logging in after the first time

Log in



LOGIMETER

東京深川センター

web シフト申請

メールアドレス

パスワード

ログイン

パスワードを忘れた方はこちら

© KURANDO Inc.

Enter your email address and password, then select "ログイン" (Log in).

Login complete



シフト申請 東京深川センター

お知らせ:
8/16~8/31のシフト登録可能期間は7/31(金)までです
期日までに必ずシフトを登録してください

7月1日~8月31日のシフト希望申請 一括選択

< 2026年7月 > 今月へ

日	月	火	水	木	金	土
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

When the shift request screen appears, you are logged in.

3. Requesting shifts

3-1. Submit or change a shift request for one day

* You can change submitted shift requests using the same steps.

Select the date



The screenshot shows the 'シフト申請' (Shift Application) screen for '東京深川センター'. It includes a notice about the shift registration period (8/16~8/31) and a button for '一括選択' (Select All). Below is a calendar for July 2026. The date '1' (July 1st) is highlighted with a blue box, indicating it is the selected date for the shift request.

Select the date to request.

Enter the time



The screenshot shows the '7月1日のシフト希望' (Shift Request for July 1st) screen. The '出勤' (Attendance) option is selected. The time range is set to 9:00~18:00. There are input fields for start and end times, and a list of suggested time ranges. The '保存' (Save) button is highlighted with a blue box.

Select the start time and end time fields, then choose a time from the list.
*Selecting an entry in the input history below the input fields will auto-fill both the start and end times.

Save the time



The screenshot shows the '7月1日のシフト希望' (Shift Request for July 1st) screen. The '出勤' (Attendance) option is selected. The time range is set to 9:00~18:00. The '保存' (Save) button is highlighted with a blue box, indicating it is the final step to register the shift request.

Select the "保存" (Save) button to register the shift request and display the entered times.

3. Requesting shifts

3-2. Submit or change shift requests for multiple days * You can change submitted shift requests using the same steps.

Enabling bulk selection

お知らせ：
8/16～8/31のシフト登録可能期間は7/31(金)までです
期日までに必ずシフトを登録してください

7月1日～8月31日のシフト希望申請

一括選択

< 2026年7月 > 今月へ

日	月	火	水	木	金	土
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Select the "一括選択" (Bulk Select) button to switch to bulk selection mode.

Select dates

お知らせ：
8/16～8/31のシフト登録可能期間は7/31(金)までです
期日までに必ずシフトを登録してください

7月1日～8月31日のシフト希望申請

解除

< 2026年7月 > 今月へ

日	月	火	水	木	金	土
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

一括入力 (3)

Select the dates, then select the "一括入力" (Bulk Entry) button.

Enter and save the time

お知らせ：
8/16～8/31のシフト登録可能期間は7/31(金)までです
期日までに必ずシフトを登録してください

7月1日～8月31日のシフト希望申請

解除

選択中日付のシフト希望

☒ 出勤

09:00 ~ 18:00

9:00～18:00

☐ シフトなし

キャンセル 保存

一括入力 (3)

Enter the start and end times, then select the "保存" (Save) button.

Cancel bulk selection

お知らせ：
8/16～8/31のシフト登録可能期間は7/31(金)までです
期日までに必ずシフトを登録してください

7月1日～8月31日のシフト希望申請

解除

< 2026年7月 > 今月へ

日	月	火	水	木	金	土
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

一括入力 (0)

Select the "解除" (Cancel) button to exit bulk selection mode.

4. Check confirmed shifts

Check the confirmed shift

Dates for which shift requests can no longer be changed appear with a gray background.



日	月	火	水	木	金	土
28	29	30	1 確	2 確	3 確	4
			9:00 18:00	9:00 18:00	9:00 18:00	
5	6 確	7 確	8 確	9 確	10 確	11
	9:00 18:00	9:00 18:00	9:00 18:00	9:00 18:00	9:00 18:00	
12	13 確	14 確	15 確	16	17	18
	9:00 18:00	9:00 18:00	9:00 18:00	9:00 18:00	9:00 18:00	
19	20	21	22	23	24	25
	9:00 18:00	9:00 18:00	9:00 18:00	9:00 17:00	9:00 17:00	
26	27	28	29	30	31	1
	9:00 17:00	9:00 17:00	9:00 17:00			

Shifts confirmed and published by the administrator are shown in dark blue with a "確" (Confirmed) mark.

*This shows the shift in its confirmed state, after the administrator has reviewed and adjusted the submitted shift request.

5. FAQ

1. I have not received the first-time login email
2. I forgot my login password
3. I cannot select a date for my shift request
4. I forgot the login URL

Q1. I have not received the first-time login email

Open your email app and check for the first-time login email.
If you cannot find it, check your spam or junk folder.
If you still cannot find it, contact your workplace manager.

5. FAQ

Q2. I forgot my login password

Reset your password using the steps below.



On the login screen, select "パスワードを忘れた方はこちら" (Forgot your password?).

Enter your email address and select "Eメール送信" (Send email).

Select "パスワードリセット" (Password Reset) in the email you receive.

Enter a new password and select "設定" (Set).

Q3. I cannot select a date for my shift request

The period for submitting shift requests may have passed.

Dates outside the request period cannot be selected.

If you need to change your request, contact your workplace manager.

Q4. I forgot the login URL

The login URL is included in the "ログイン設定完了のお知らせ" (Login Setup Complete) email sent after you complete the first-time login setup.

If you cannot find the "ログイン設定完了のお知らせ" (Login Setup Complete) email, contact your workplace manager.

Change History

#	Date	Version	Changed pages	Details	Change d by
01	2026/06/04	v1	All pages	Created	Komuro
02	2026/07/22	v2		Revisions due to feature changes	Komuro
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					