



PROCENTER SaaS

User Manual

Version 1.1

September, 2025

NEC Solution Innovators, Ltd.

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Revised history

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Introduction

Thank you very much for subscribing to “PROCENTER SaaS” provided by NEC. Please read through this manual before first attempting to use the Service.

Preface

This manual provides operation instructions for users of PROCENTER SaaS.

This manual is organized into the following chapters.

Chapter 1 Overview of PROCENTER SaaS: Describes the overview of flow to manage data in this Service.

Chapter 2 Login / Logout: Describes how to log in to this Service and log out from this Service.

Chapter 3 Setting of display: Describes operations of initial screen after log in to this Service and menu.

Chapter 4 Data Operations: Describes the procedure of various operations including creation, reference, updating, and deletion about data in this Service.

Chapter 5 Search: Describes how to search for data and users / groups in cabinet.

Chapter 6 Access Control: Describes permission levels and permissions which added to data.

Chapter 7 Useful Tips: Describes some usages, for example 'show e-mail' and etc.

Chapter 8 Others: Describes management of versions, Recycle bin and BBS.

Refer to administrator manual for function / operation description about CA (cabinet administrator) who manages a cabinet in this Service.

Chapter 1 Overview of PROCENTER SaaS

1. About PROCENTER SaaS

PROCENTER SaaS (following, "this Service") is a web application Service which offers various functions for managing documents. This Service is based on "PROCENTER/C" software product to enable controlling distribution / duplication of documents with keeping rules of preservation and disposal strictly.

2. About PROCENTER/C

PROCENTER/C offers new functions of displaying important documents clearly, promoting documents disposal and arranging documents in addition to the general functions of document management such as version management and access control.

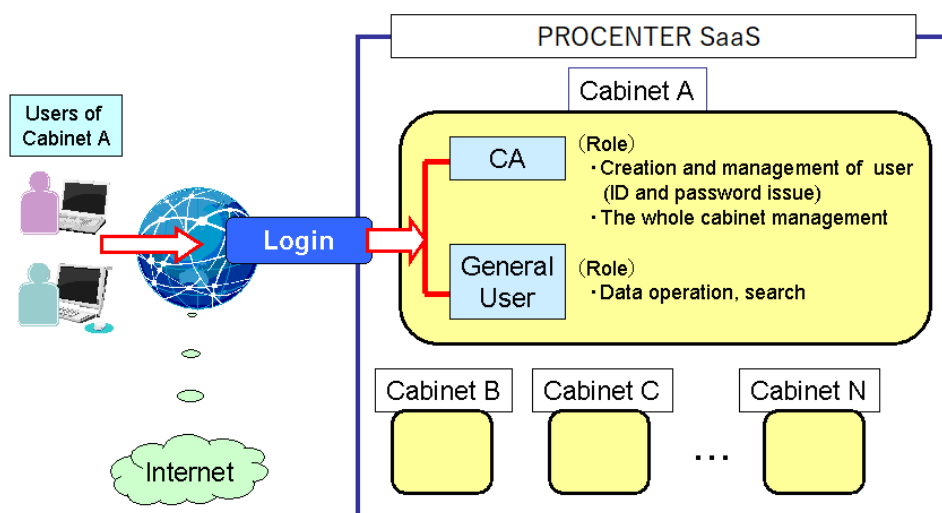
Using these new functions, documents distribution/duplication will be controlled, some rules of preservation and disposal will be kept strictly and good use of documents can be promoted.

Furthermore, for example PROCENTER/C enables users to manage scattered documents in some storage totally, it improves operation efficiency and reduces of IT infrastructure cost drastically.

3. Use image of this Service

In this Service, we offer a new cabinet per contract. Through the Internet, you can freely access and use a cabinet that you belong.

There are two types of users, Cabinet Administrator (CA) and general user.



In addition, the system requirements of this Service is as follows. Be sure to confirm before using.

OS	Microsoft Windows 11
Browser	Microsoft Edge ※ When using Edge, be sure to perform "Before using Edge" in the appendix.

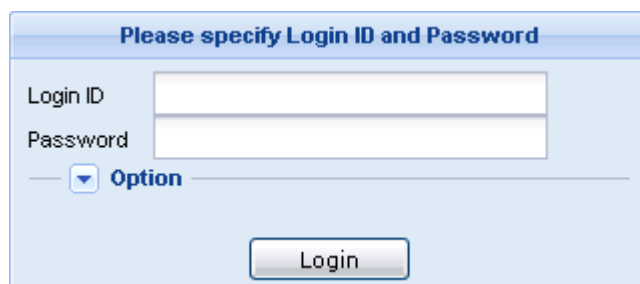
Chapter 2 Login / Logout

2. Login

1.1 Login (No "TOTP authentication")

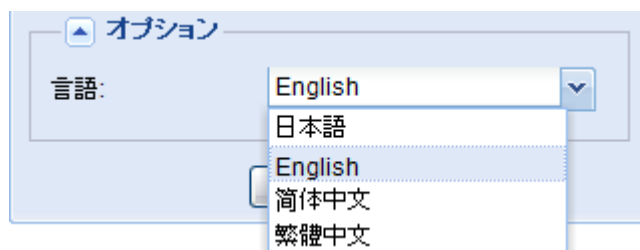
Log in to this Service is as follows.

- 1) Access to this Service (<https://procenter-global.com/procenter/?tenant=XXXXX>) by web browser, then "Login screen" is displayed.
- 2) On the login screen, input [Login ID] and [Password].
- 3) Click [Login] button.
 - Inputted password is displayed by sign of black circles.



Language can be set up by [Option].

- In standard, it is set as same setting of a browser.



- 3) When Login ID and password which were inputted are right, a main screen of this Service is displayed.

—Notes—

- When Login ID and password are unknown, ask CA (Cabinet Administrator).
- URL of access place differs for every cabinet. When you unknown, ask CA.
- User account is locked when it does not log in for 180 days.
User account is locked similarly, if user does not log in for 180 days after user creation.
- User account is locked if you mistake login processing 5 times continuously.
- Although locked account by 5 times login processing mistake is canceled automatically, it takes 15 minutes.

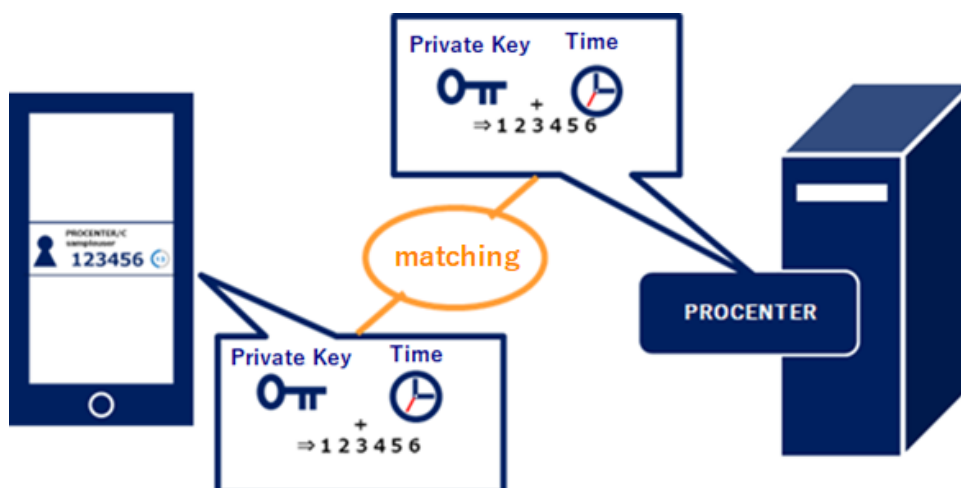
1.2 Login ("TOTP authentication" available)

1.2.1 What is "TOTP authentication function"

This is a function that uses "TOTP (Time-based One-Time Password) Authentication" to allow login with a one-time password.

By enabling the "TOTP function", multi-step authentication using a one-time password is required when logging in to PROCENTER, in addition to authentication using normal user ID and password and IP address restriction.

By entering the password displayed on the smart device on the PROCENTER authentication screen within the expiration date, the password is checked against the password calculated and generated by the PROCENTER side, and if it matches, login is successful.



1.2.2 Preparation in advance for using "TOTP authentication"

For "TOTP authentication", it is necessary to install an application capable of TOTP authentication on the smart device owned by each user in advance.

You must install one of the following authenticator apps.

- Microsoft Authenticator
- Google Authenticator

◆ Download "Microsoft Authenticator "

<https://www.microsoft.com/ja-jp/security/mobile-authenticator-app>

◆ Download "Google Authenticator"

<https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2>

◆ The setting to enable "TOTP authentication" is made by the cabinet administrator.

1.2.3 How to log in "When TOTP authentication is enabled"

- 1) Access the login URL (<https://procenter-global.com/procenter/?tenant=XXXX>) with a web browser and display the login screen.
- 2) On the login screen, enter [User ID] and [Password] and click the [Login] button.
- 3) The QR code display screen is displayed. (※ Only for the first time.)

【QR code display screen】



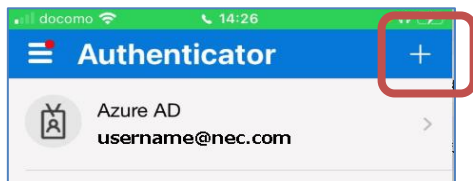
- 4) Use the smart device's authentication app to scan the QR code.

※ Do not use the camera app of the smart device to read the QR code.

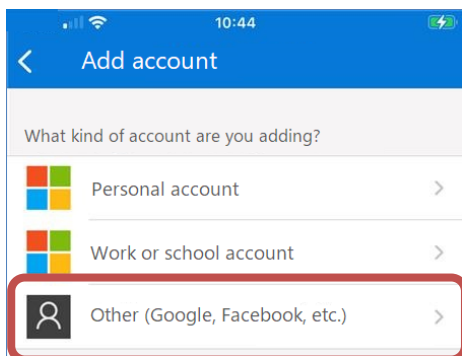
Please be sure to start the authentication application and read the QR code.

【When reading with "Microsoft Authenticator"】

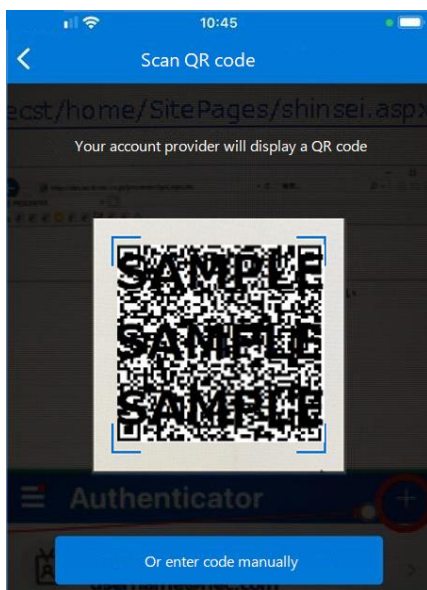
① Press the + button.



② Select "Other".



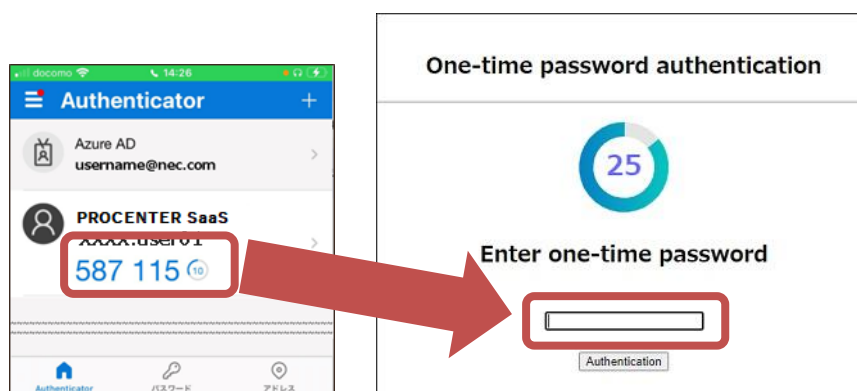
③ Scan the "QR code" of your web browser.



- 5) After reading "QR Code" is completed, select the [Go to authentication screen] button.



- 6) After entering the one-time password displayed on the authentication application on the smart device side in the input field on the one-time password authentication screen, click the [Authentication] button. If the one-time password you entered matches, log in.



1.2.4 Reset of "TOTP Authentication Use"

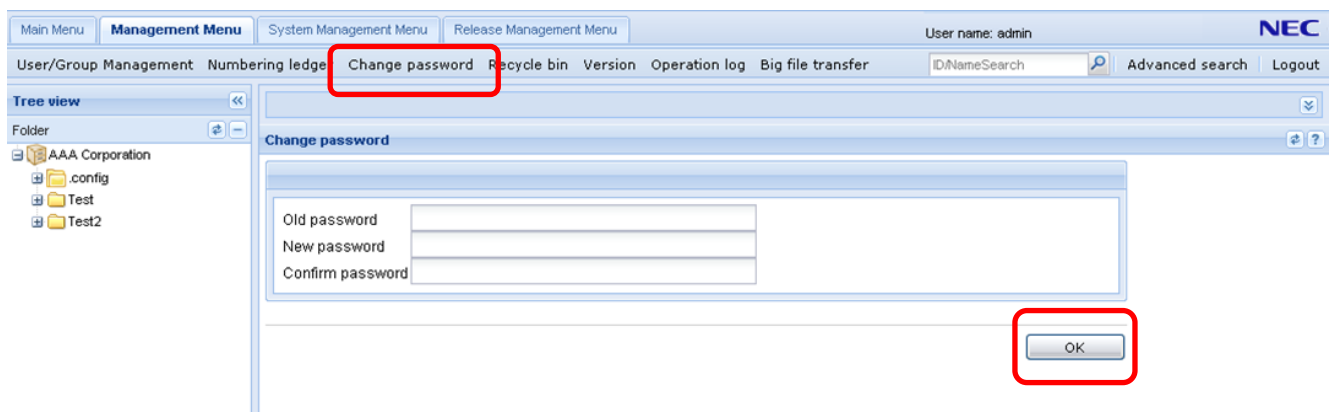
The QR code reading screen is displayed only when you log in for the first time after setting TOTP authentication enabled.

If you need to re-read the QR code, such as when changing your mobile device or if you want to re-read the QR code from the app, please ask the cabinet administrator to reset the TOTP authentication.

3. Change Password

You can change password by the following procedures.

- 1) Click **[Change password]** of “Management Menu tab”, then “Password change screen” is displayed.
- 2) Input **[Old password]** and **[New password]**.
- 3) Input into **[Confirm password]** same character string as what was inputted into **[New password]**.



- 5) Click **[OK]** button, then password is changed.

- You can use new password from next login.

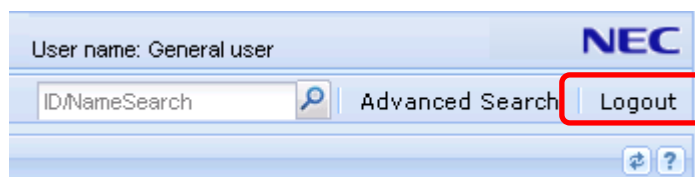
---Notes---

- It is necessary to specify the password 12 characters or more and 16 characters or less.
- It is necessary to specify the password including a number as a password.
- It is necessary to specify the password including a symbols as a password.
- When not changing the password for 182 days, the dialogue for password change request is indicated at login.

4. Logout

Log out from this Service as follows.

- 1) Click **[Logout]** button in menu of screen.



---Notes---

- When there is no access for a while after login , logout processing is performed compulsorily.

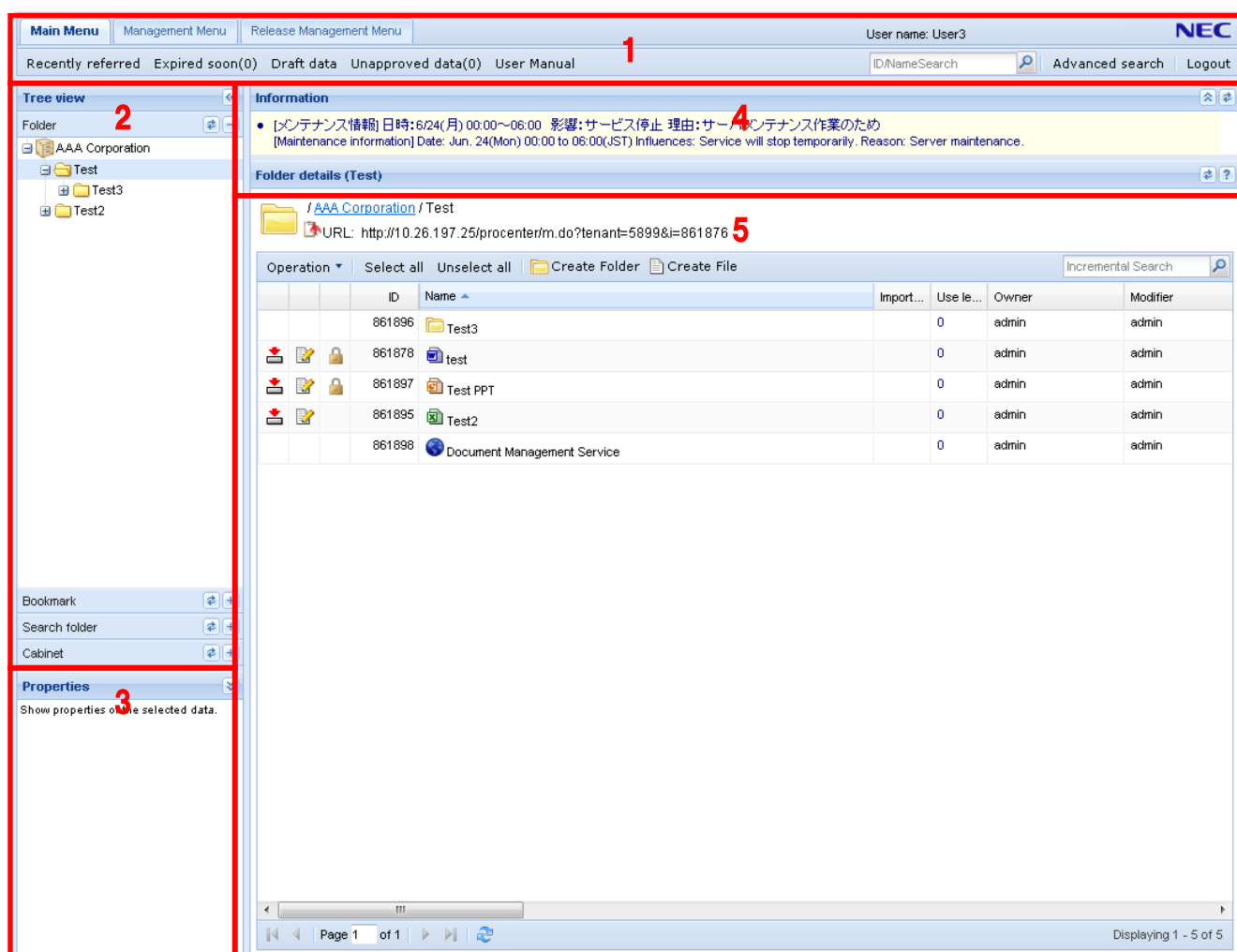
Chapter 3 Setting of display

3.1 Initial screen operations

After Login, a initial screen opens. (Refer to "2.1 Login" about login.)

The initial screen consists of the following areas.

1. "Menu display area"
2. "Tree display area"
3. "Property display area"
4. "Information display area"
5. "Main display area"



1: Menu display area

: Menu display area has [Main Menu] tab, [Management Menu] tab and [Release Management Menu] tab, and menu which corresponding to authority is displayed. Also, this area contains _____, _____ l search] button, and [Logout] button.

(Refer to “3.1 Initial screen operations”, “5.1 Search of data”, and “2.3 Logout” for each details.)

2:Tree view area

: Tree view area contains **[Folder]** tree, **[Bookmark]** tree, **[Search folder]** tree, and **[Cabinet]** tree. (Refer to “4.3 Selection of data” about the operations of tree. Refer to term : “Cabinet” About cabinet.)

3:Property display area

: Property display area displays property information’s for selected data.

4:Information display area

: Information display area displays messages of maintenance information, and so on.

5:Main display area

: Main display area displays a screen corresponding to function being used.

3.2 Switching menus

Switch between Main Menu and Management Menu.

- **[Main Menu]** appears immediately after login.

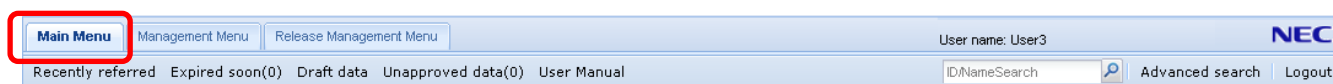
• Main Menu

: Click **[Main Menu]** in menu tab of the screen.

In the **[Main Menu]**, there are following five menus.

- ✓ [Recently referred]
- ✓ [Expired soon]
- ✓ [Draft data]
- ✓ [Unapproved data]
- ✓ [User Manual]

(Refer to “4.18 Reference of data accessed recently”, “4.18 Reference of data expired soon”, “4.20.7 Reference of draft data list”, and “4.20.8 Reference of unapproved data list” for each details.)



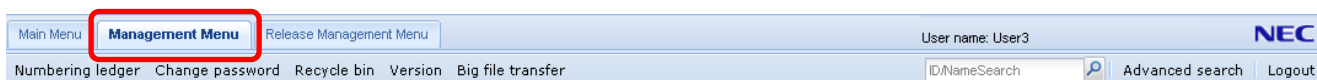
- **Management Menu**

: Click **[Management Menu]** in menu tab of the screen.

In the **[Management Menu]**, there are following five menus.

- ✓ [Numbering ledger]
- ✓ [Change password]
- ✓ [Recycle bin]
- ✓ [Version]
- ✓ [Big file transfer]

(Refer to “4.19 Numbering”, “2.2 Change Password”, “8.2 Management of Recycle bin”, and “8.1 Reference of version information” for each details.)



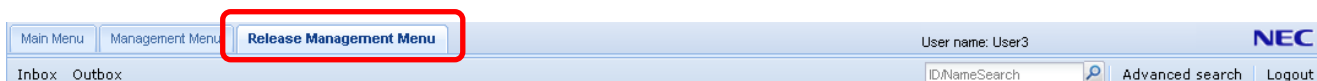
- **Release Management Menu**

: Click **[Release Management Menu]** in menu tab of the screen.

In the **[Release Management Menu]**, there are following two menus.

- ✓ [Inbox]
- ✓ [Outbox]

(Refer to “4.25 Release management menu” for each details.)



Chapter 4 Data Operations

1. What is data?

There are four types of data that can be managed by this Service: "Folder", "File", "Website", and "Shortcut".

Meanings of them are following.

- Folder
 - : Refers to that data which is used to organize multiple items of data used with this Service. It is same image as folder of Windows.
- File
 - : Refers to that data which is assumed to be used for managing files created by applications, such as document files and spreadsheet files. It is same image as file of Windows.
- Website
 - : Refers to data that is assumed to be used for URL management.
- Shortcut
 - : Refers to that data that provides a shortcut to other data being managed by this Service. Shortcut has its own properties that are independent of entity data of link source. It is same image as Shortcut of Windows.

All data has common basic properties as follows. In addition, each data type has its own properties. (Refer to “4.9 Reference/edit of properties” about setting of the properties.)

Property	Description	Supplement
ID(Indispensable)	ID number of data managed in this Service. It is a numerical value automatically assigned by Service.	
Name(Indispensable)	Name of data. Up to 256 characters. It is inputted at the time of registration / updating of data.	
Owner (Indispensable)	Name of user who created data. You can select “Owner” at the time of registration / updating of data. “Owner” can change “Access control” of data and transfer ownership to another user.	
Created (Indispensable)	Date and time when data was created.	
Modifier (Indispensable)	Name of user who updated data.	

Modified (Indispensable)	Data and time when data was last updated.	
Use Level (Indispensable)	Number of times data was operated by users with "Access control" within last six months.	
Expiration Date	Data expiration date (arbitrary).At the time of data registration / updating, you can set up in the form of date (year-month-day).	If the date is near, data will be displayed automatically on "Expired soon" list.
Description	Description of data (arbitrary). Up to 256 characters.	
Remark	Remarks of data (arbitrary). Up to 256 characters.	
Importance	Importance of data (arbitrary).You can select importance from the following. ✓ "None" ✓ "Reference" ✓ "Confidential" ✓ "Private" ✓ "Vital".	

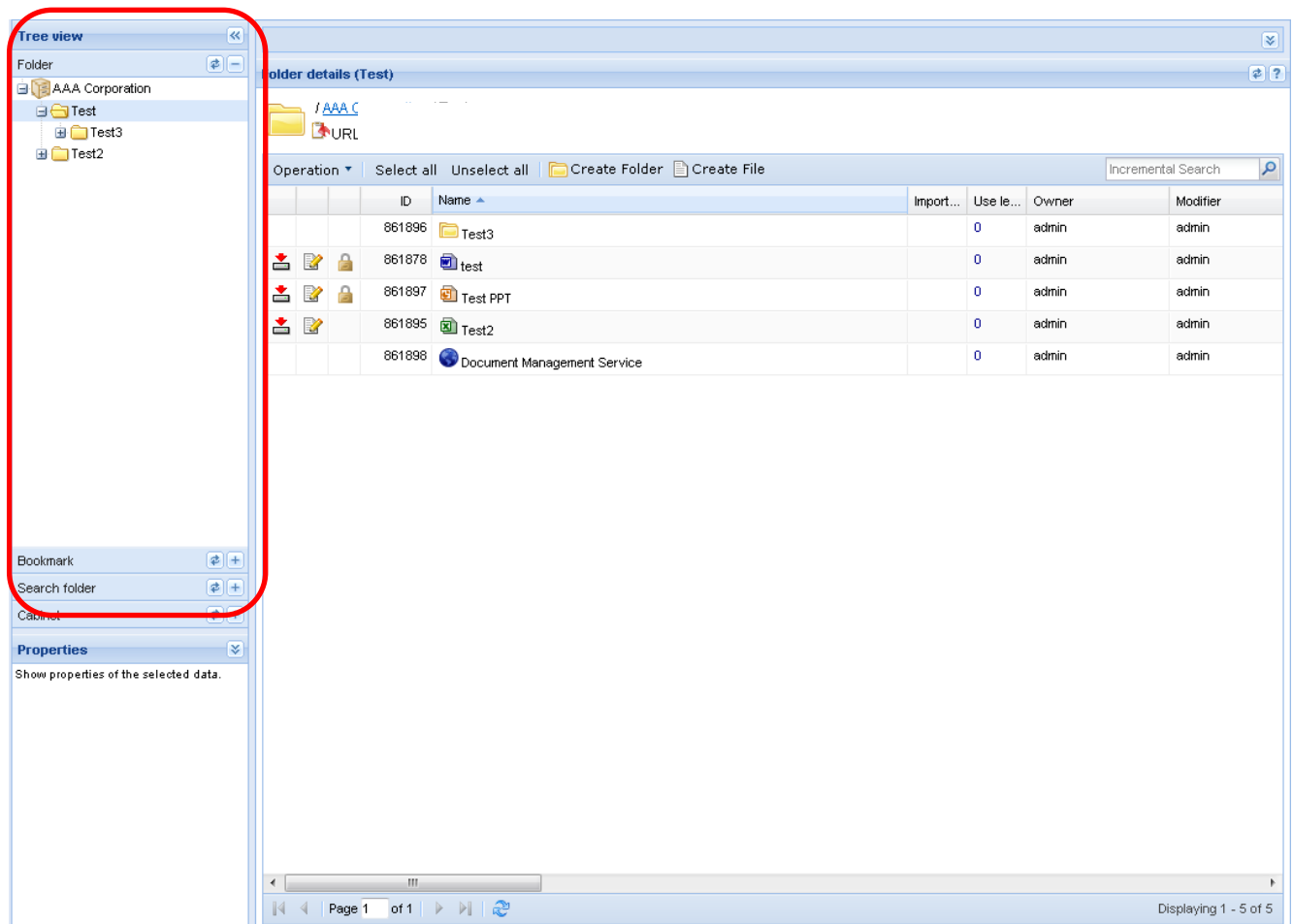
2. Displaying of data operation menu

Right-clicking data to be manipulated displays a menu of appropriate operations for that data.
Possible operations are changed by roles.

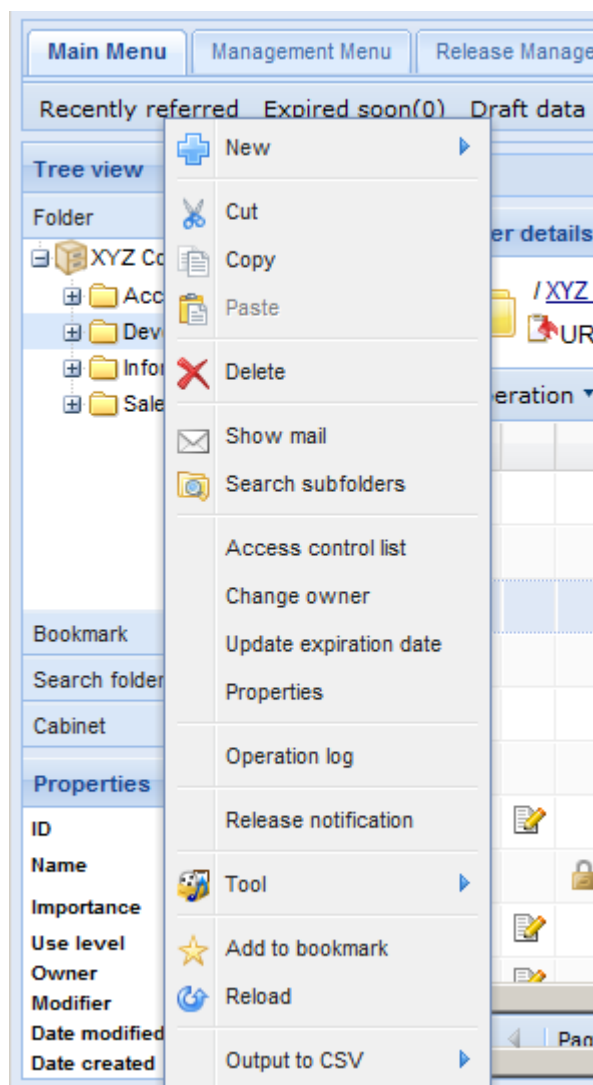
(Refer to Term : Data operating ambit by each role, about role.)

Here, right-click menu of folders is described.

- 1) Navigate through folder hierarchy and display data that you want to operate in list.



2) Operating menu is displayed by right-clicking.



3) Select operation and perform processing corresponding to each function.

- New

- : Creates new data in folder. (Refer to “4.4 Creation of data” about creation of data.)

- Cut

- : Prepares for data move processing. (Refer to “4.14 Movement of data” about movement of data.)

- Copy

- : Prepares for data copy, shortcut creation, or reference registration processing. (Refer to “4.17 Copy of data”, “4.15 Shortcut creation of data”, and “4.10 Registration of reference” for each details.)

- Paste

- : Moves data, copies data, creates a shortcut, or registers a reference. (Refer to “4.14 Movement of data”, “4.17 Copy of data”, “4.15 Shortcut creation of data”, and the “4.10 Registration of reference” for each details.)

- Delete
 - : Deletes data. (Refer to “4.8 Deletion of data” for details.)
- Show Mail
 - : Displays contents of an email for data. (Refer to “7.1 Show mail” for details.)
- Search of subfolders
 - : Searches subfolders in selected folder for data. (Refer to “5.1 Search of data” for details.)
- Change of “Access control”
 - : Changes “Access control” of data. (Refer to “4.11 Setting / changing of ‘Access control’ ” for details.)
- Change of Owner
 - : Changes “Owner” of data. (Refer to “4.12 Changing of Owner” for details.)
- Update expiration date
 - : Changes expiration date of data.(refer to “4.22 Change expiration date”.)
- Properties
 - : References or edits data properties. (Refer to “4.9 Reference/edit of property” for details.)
- Operation log
 - : Displays data operation log. (Refer to “7.2 Reference of operation log” for details.)
- Release notification
 - : Set up release notification you selected. (Refer to “4.25.1 Release” for details.)
- Tool
 - : From sub menu, you can do “File bulk upload” or “File bulk download”. (Refer to “4.23 File bulk uploading” “4.24 File bulk downloading” for details.)
- Add to bookmark
 - : Registers data to bookmark. (Refer to “4.16 Registration to bookmark” for details.)
- Reload
 - : Updates displayed data information to that of the latest version.
- Output in CSV
 - :It's possible to output “Access control” information in CSV.

— —Notes— —

- You cannot back to a screen displayed before by clicking "Return" button of a browser.

3. Selection of data

You can select data and refer to information of properties.

There are the following two procedures to select data in this Service.

- "Select from Tree view"

- "Select from Search"

(Refer to “5.1 Search of data” about select procedure from search.)

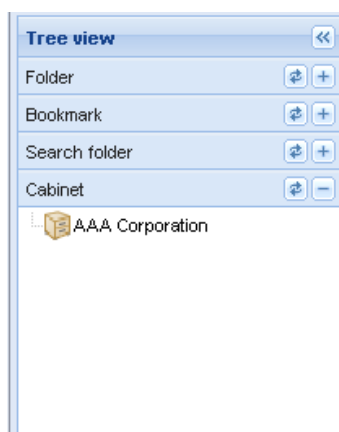
Here, how to select from [Tree view] is described. There are the following two procedures to select data from [Tree view].

- “Select from Cabinet”
- “Select from Folder detail screen”

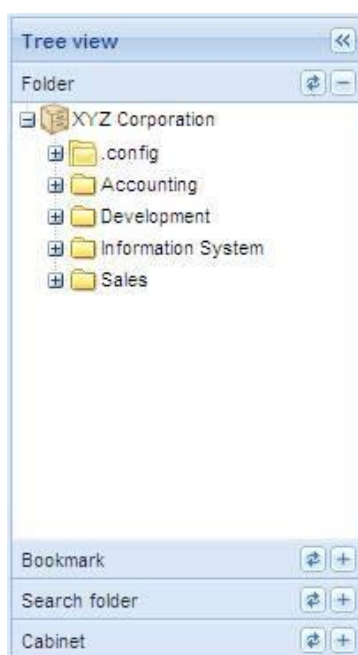
1. Tree view : Data selection from "Cabinet"

1) Select **[Cabinet]** of **[Tree view area]**.

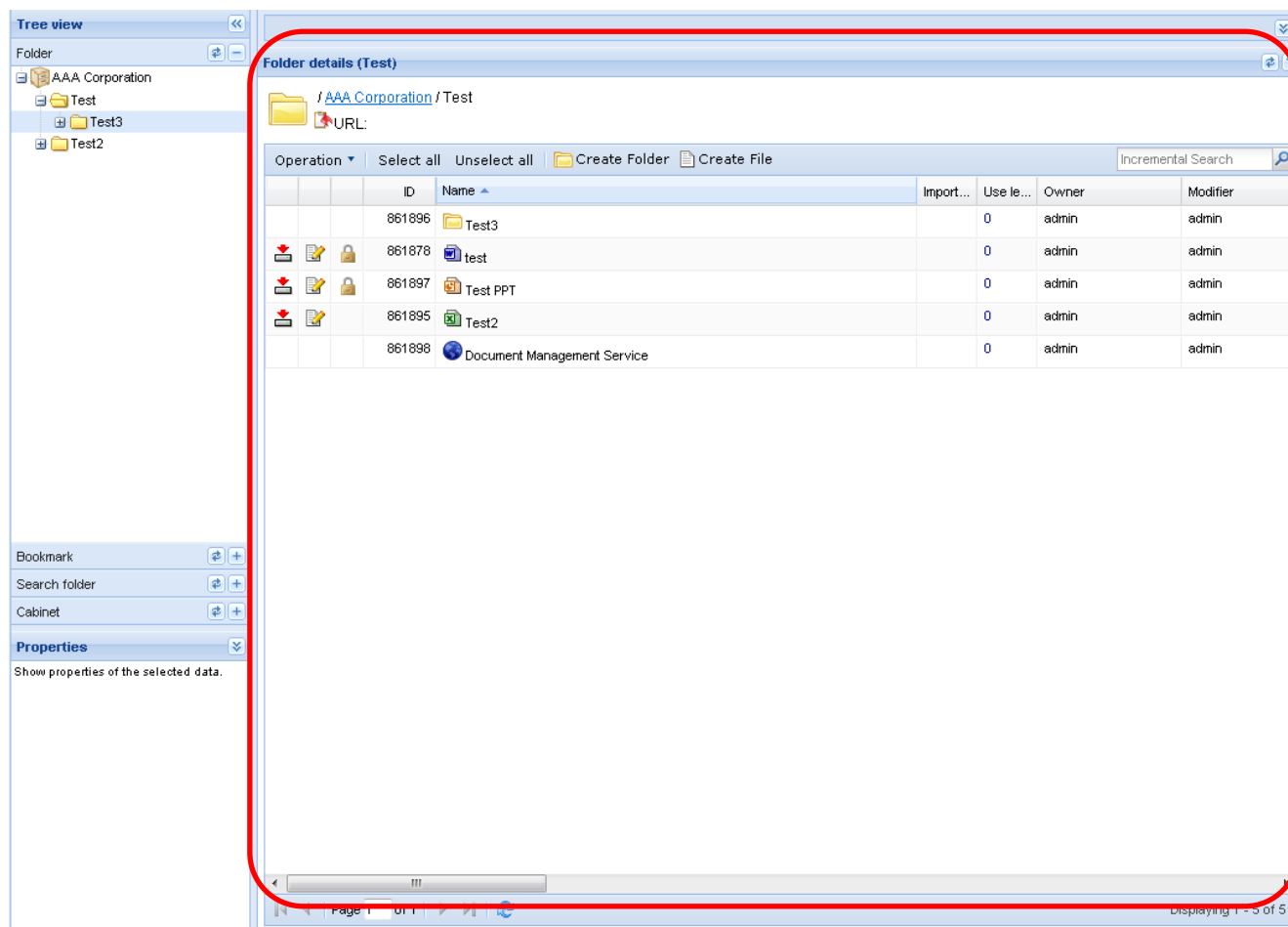
2) Then cabinet is displayed, select.



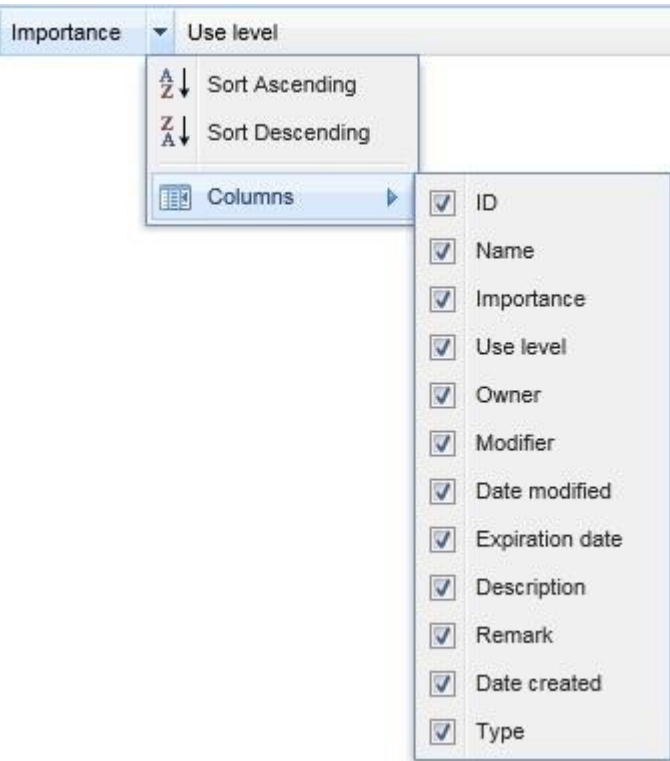
3) Folder list under cabinet is displayed. Then, select folder you want to extract.



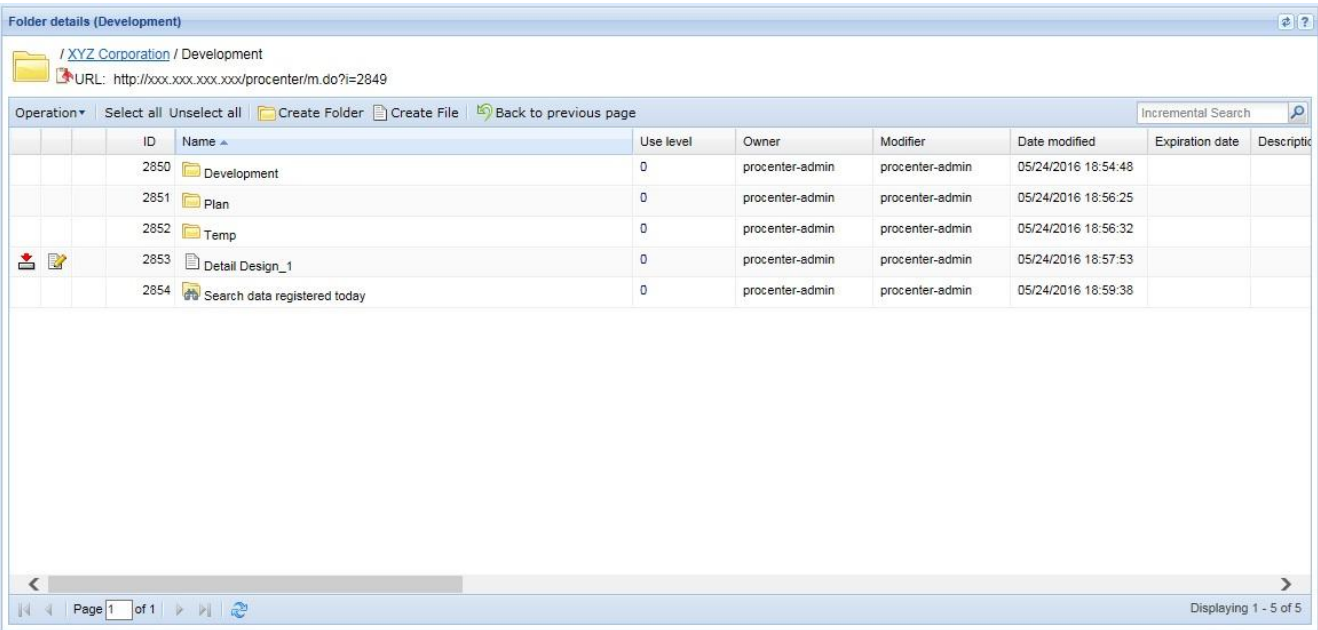
4) Data in folder are listed.



when [▼]-[Columns] in the column of data list is checked, a list of attribute columns will be displayed, and you can choose to set each attribute column to display or to hide.



Uncheck the [Importance] check box, the [Importance] column will not display in the list of data.



[Column order],[Column width],[Sort items],[Column display/hide] information of set data list will be saved according to the each [data type].The information is saved in the Cookie.

- 5) Data property information is displayed on [Property display area].

Folder details (Test)

/ AAA Corporation / Test

UF

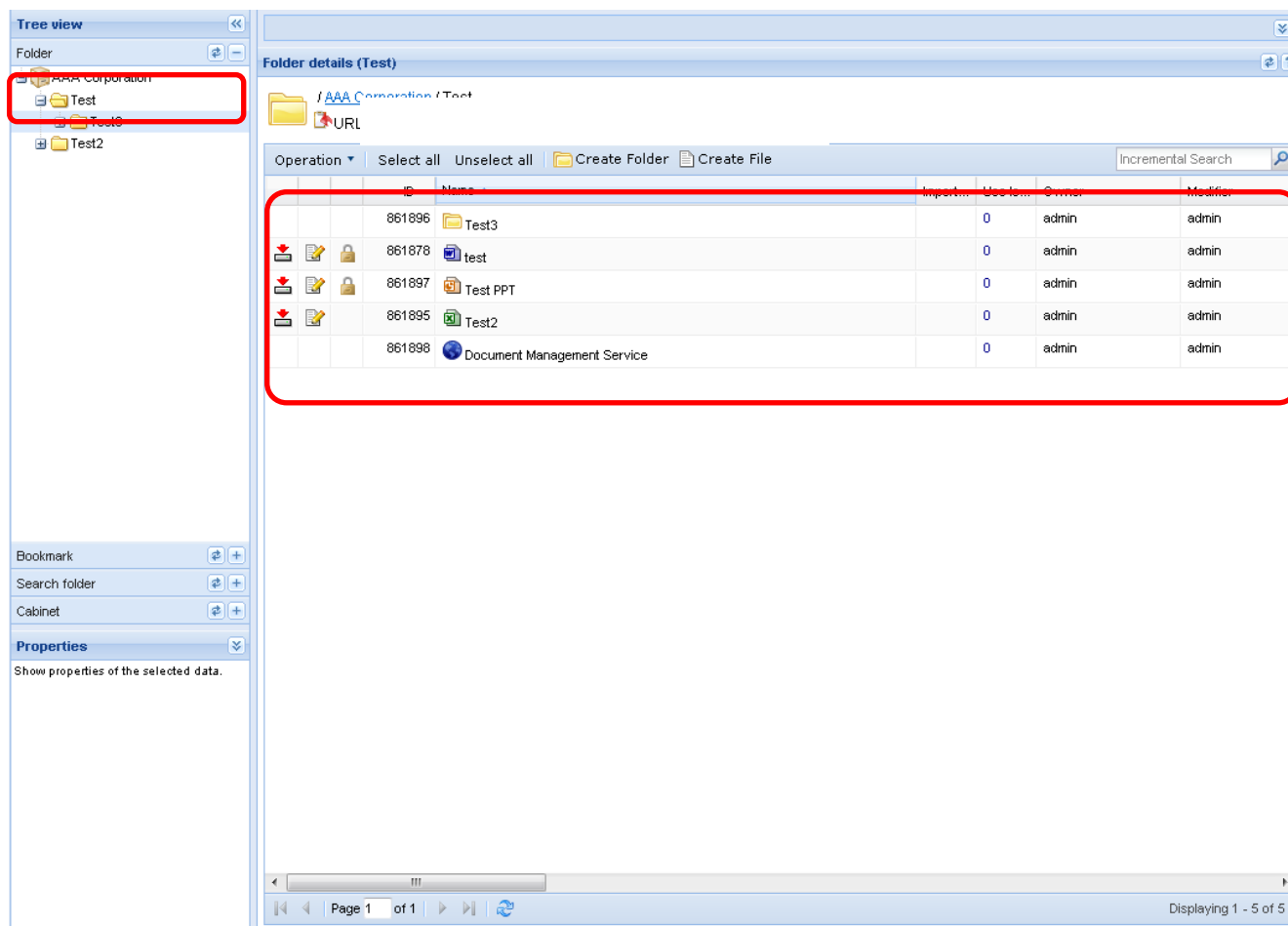
Operation Select all Unselect all Create Folder Create File Incremental Search

	ID	Name	Import...	Use le...	Owner	Modifier
	861896	Test3		1	admin	admin
	861878	test		0	admin	admin
	861897	Test.PPT		0	admin	admin
	861895	Test2		0	admin	admin
	861898	Document Management Service		0	admin	admin

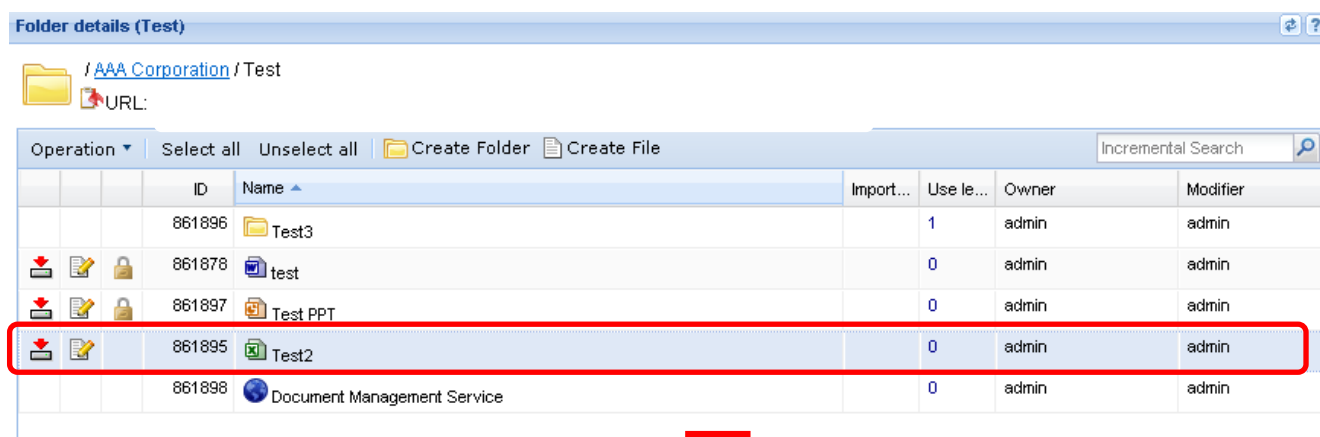
Properties

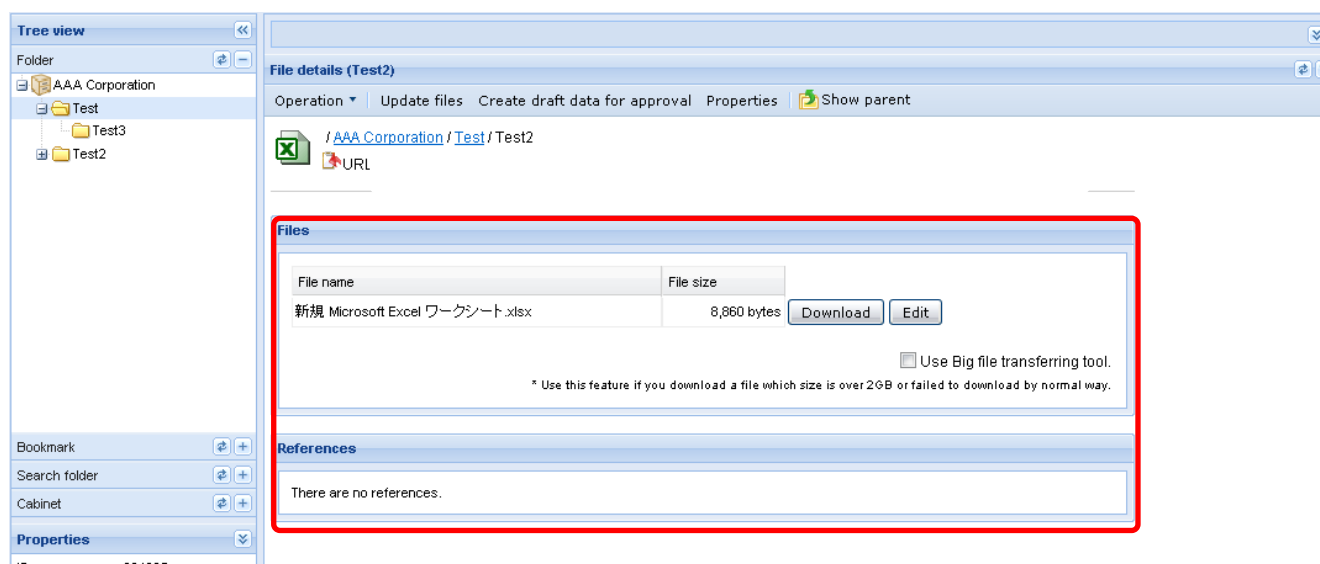
ID	: 861895
Name	: Test2
Importance	:
Use level	: 0
Owner	: admin
Modifier	: admin
Date modified	: 2013/06/10 11:06:40
Created	: 2013/06/10 11:06:39
Type	: FILE
Sequence	: 1
File name	: 新規 Microsoft Excel ワークシート.xlsx
File count	: 1
Reference count	: 0
File size	: 9KB
Total file size	: 9KB
Retention policy	: None
Update reason	: First edition

6) Double-click folder you want to operate from list. Then, data in the folder are listed.



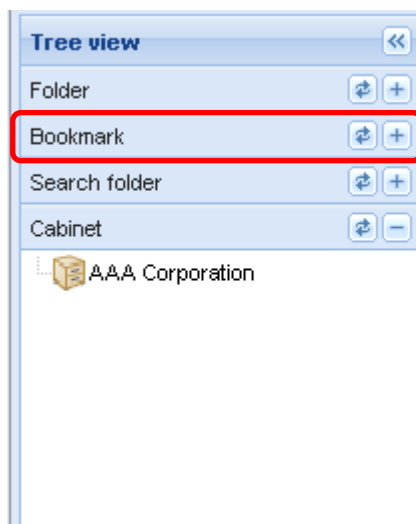
7) Double click data except folder, then the data detail screen will be displayed.



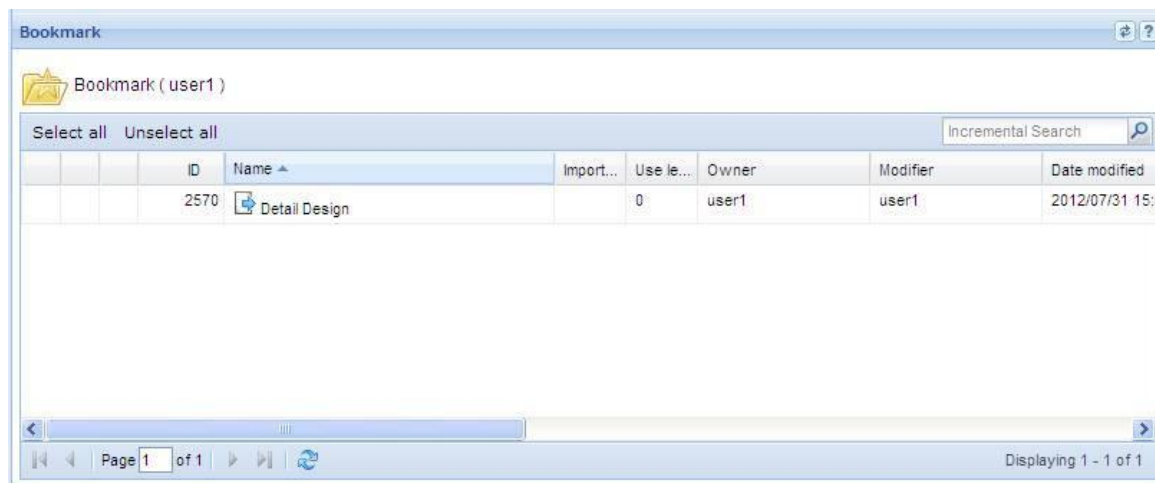


2. Tree view : Data selection from bookmark

- 1) Select [Bookmark] of [Tree view area].



2) Data registered in bookmark are listed. (Refer to “Chapter 4 16.Registration to bookmark” about the registration to bookmark.)



Procedure to select data from data list of bookmark is same as “1. Tree view : Data selection from "Cabinet": (5) ~ (7)”.

4. Creation of data

You can create new data.

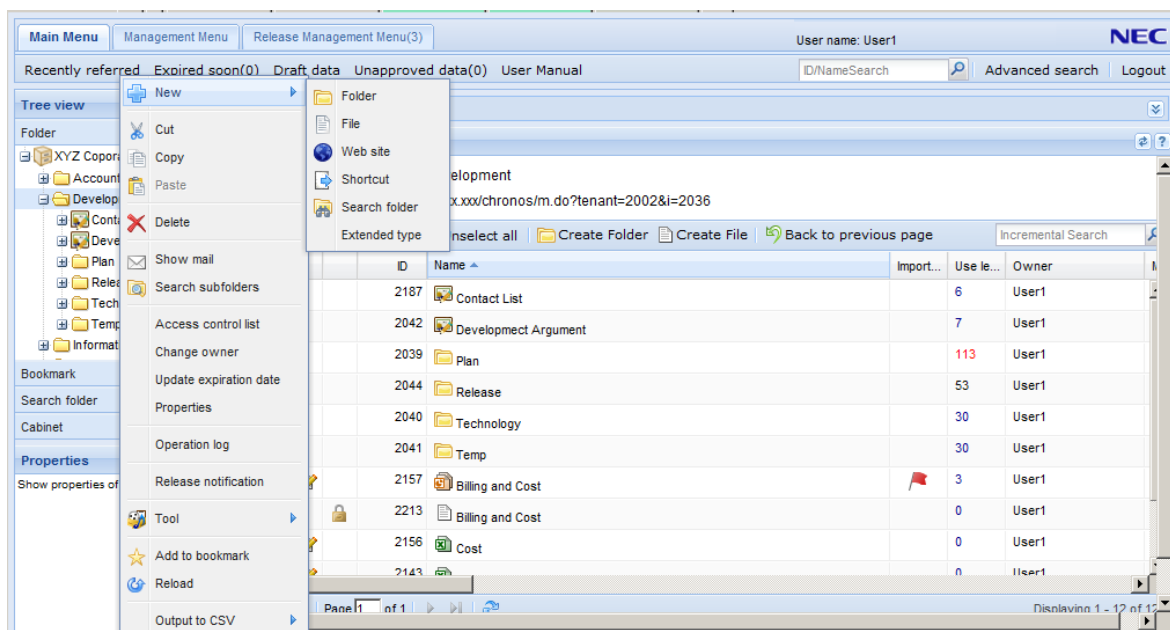
In this Service, you can create new data from the following 2 screens.

- “Data list display screen”
- “Folder detail display screen”

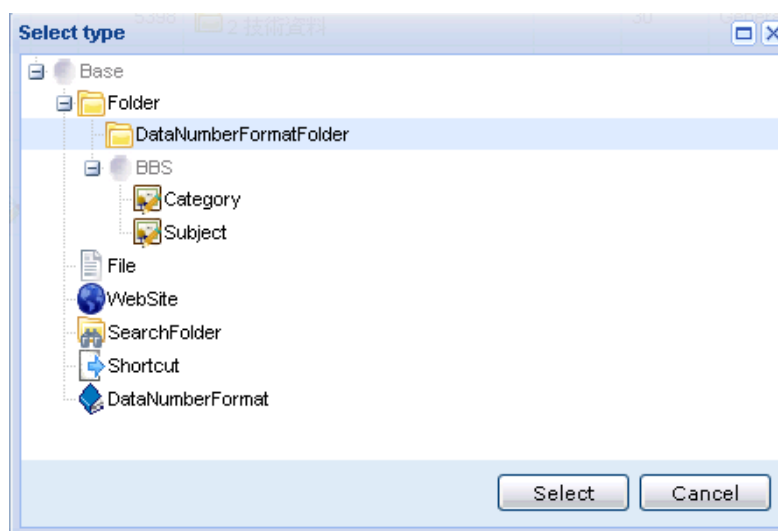
1. Data creation from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List and select folder you want to register new data. (Refer to “Chapter 4 3. Selection of data” about list display and selection of data.)
- 3) Display **[New]** by right-clicking.

4) Select type of new data (Folder, File, Website, Shortcut, Search folder).



If you select [Extended type], data type which you can create is listed. So, select data type you want to create.



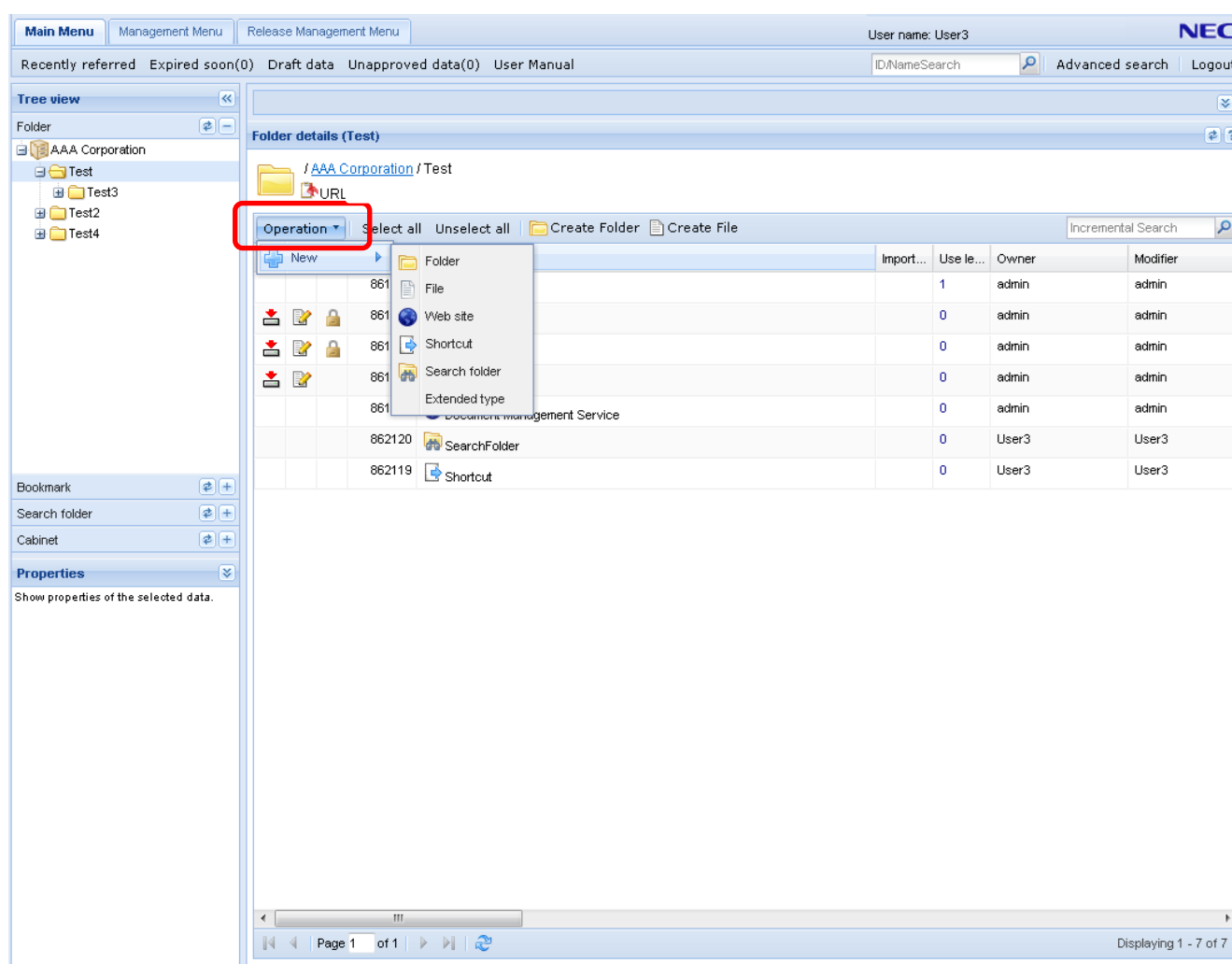
— — Notes — —

Please do not use data type (category) names that have numbers at the beginning, unless permission has been obtained in advance from the operations office. If they are used, attribute definition information and so on may change irregularly.

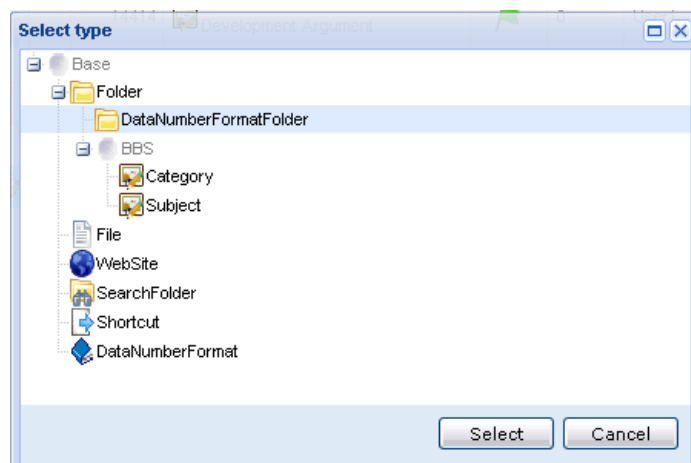
Example) 1234_Electric book law corresponding file, etc.

2. Data creation from “Folder detail screen”

- 1) Double-click a folder you want to register new data.
- 2) “Folder detail screen” is displayed. (Refer to “4.3 Selection of data” about list display and selection of data.)
- 3) Display [New] from pull down menu of [Operation].
- 4) Select type of new data (Folder, File, Website, Shortcut).



If you select **[Extended type]**, data type which you can create is listed. So, select data type you want to create.



4.1 New creation of "Folder"

"Folder registration screen" is displayed if [Folder] is selected as a type of data from **[New]**.
Input required information.

Create Folder

Properties

Name ✓ Required

Expiration date

Description

Remark

Importance ✓ Required

☐ Setup **Setup release notification**

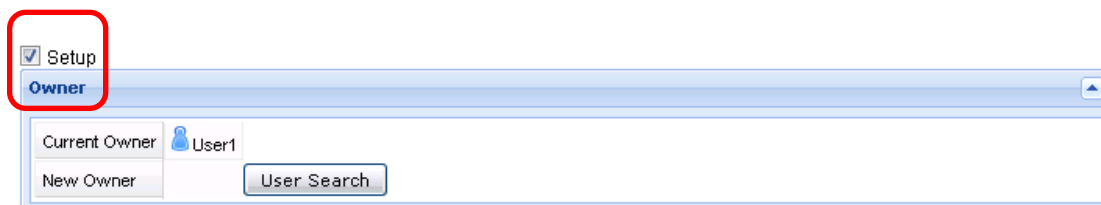
☐ Setup **Owner**

☐ Setup **Policy**

☐ Setup **Access control list**

1) Input property information.

2) "Owner setting screen" is displayed if you check to a check box of **[Setup]** when performing "Owner" setting. (Refer to "4.12 Changing of Owner" about setting of "Owner")

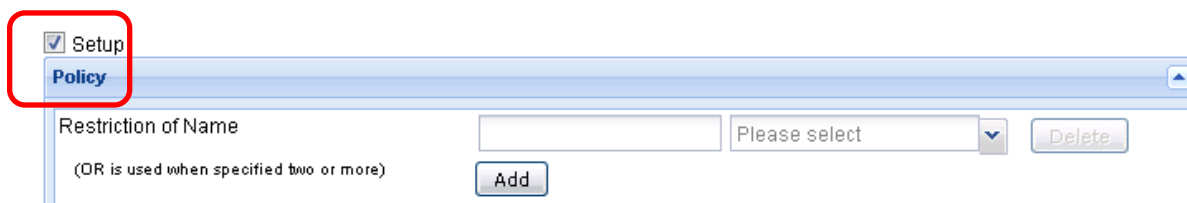


3) "Policy setting screen" is displayed if you check to a check box of **[Setup]** when performing "Policy" setting.

• Restriction of Name

: You can set up "Restriction of Name" about the data that is registered in folder.

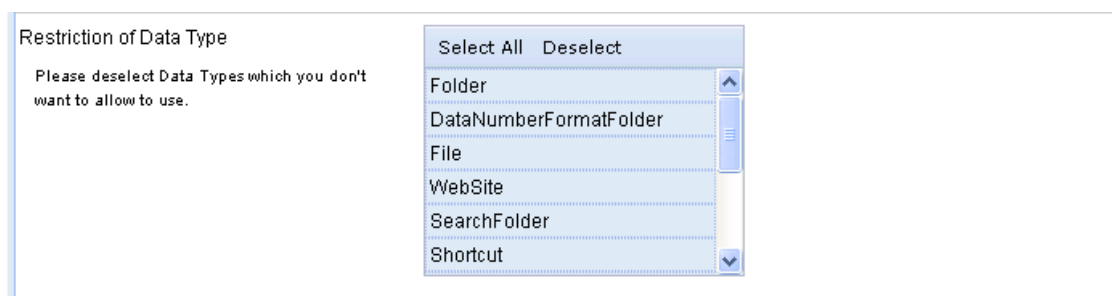
Create "Restrictions of Name", by specifying **[Character String]** and conditions (**[begins with]**, **[ends with]**, **[contains]**). By setting up, the data which not fills restrictions can not be registered in the folder. Click **[Add]** button when you add restrictions. Click **[Delete]** button when you delete restrictions.



• Restriction of data type

: You can set "Restriction of Data type" about data that is registered in folder.

Select data type which you permit creation, by **[Select All]** button, **[Deselect]** button, or click individually. By setting, data which not fills restrictions can not be registered in the folder.



• Default owner

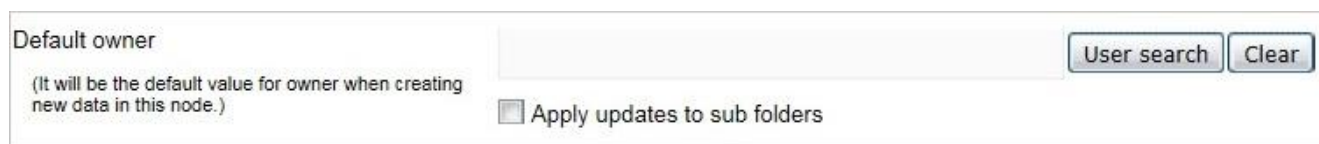
: Set the default owner for registered data on a folder.

If default owner is set up on the cabinet or upper folder, the upper folder's one is set.

By this configuration, the default owner is set when creating data.

Default owner can be specified from User search button. Please refer to Searching user/group for detail of searching user.

When a user who is set to default owner is deleted, set up a successor.



Default owner

(It will be the default value for owner when creating new data in this node.)

☐ Apply updates to sub folders

- Default numbering format

: Set the default numbering format for registered file on a folder.

If default data numbering format is set up on the cabinet or upper folder, the upper folder's one is set.

By this configuration, numbering is automatically done by the specified data numbering format when creating file.

Default numbering format can be specified from References. Please refer to Numbering data for detail of selecting numbering format.



Default data numbering format

(It will be used to get a new data number as the default value for data number when creating new file in this node.)

☐ Apply updates to sub folders

- 4) “Access control setting screen “ is displayed if you check to a check box of **[Setup]** when performing "Access control list" setting. (Refer to “Chapter 4 11.2. Setting / changing of ‘Access control’” About setting of “Access control”).

☒ Setup

Access control list

Users who will be replaced

Apply saved ACL: Select ▼ Apply Delete Back to the original

Select all Unselect	User/Group ▲	Access control list	Expiration date
☒	AAA Corporation	VRW (Write) ▼	 🔍
☒	admin	VRWD (Delete) ▼	 🔍

default permission: VR (Read) ▼ Add user/group Delete Show member(s)

Save ACL: Save name Save

5) If you click **[Create]** button, data is registered.

—Note—

Attention should be paid to fact that disclosure of technical information to users from abroad is subject to Export Control Regulations.

When a user who is set to the default owner can not be refer to in case such as the user moved to another cabinet, the user name of (User who you cannot refer) is shown.

When a user who is set to the default owner can not be refer to in case such as the user moved to another cabinet, data can not be created.

Default numbering format requires all condition below.

- Operation user has an access permission of the numbering format.
- How to input numbering is specified "Allow only automatic numbering" or "Allow both automatic and direct inputting".
- New numbering by numbering format is allowed.

If default numbering format does not satisfy any of following conditions, file can not be created.

- Operation user has an access permission of the numbering format.
- How to input numbering is specified "Allow only automatic numbering" or "Allow both automatic and direct inputting".
- New numbering by numbering format is allowed.

If a default numbering format is deleted, file related to it can not be created.

4.2 New creation of "File"

"File registration screen" is displayed if **[File]** is selected as a type of data from **[New]**. Input required information.

- Because "File" is "container" for keeping actual data, you can register two or more actual data into one "File".

- 1) Click **[Browse...]** button when performing "Registered file".
- 2) Specify file (in your PC) you want to register.

It is also possible to specify file by Drag and Drop. If you want to register files by Drag and Drop, click “Registration files by Drag and Drop from here”. Up to five files can be specified in a single registration operation.

Files (Choose file from Reference button.)		
Registration files by Drag and Drop from here		
	References	Clear
	References	Clear
	References	Clear
	References	Clear
	References	Clear

3) “Reference registration screen” is displayed if you click [**Registered Reference**] when performing "Registration of Reference". (Refer to “Chapter 4 10. Registration of reference” about registration of Reference.)

Registered Reference (Choose reference from Reference button.)	
Name	Destination ID

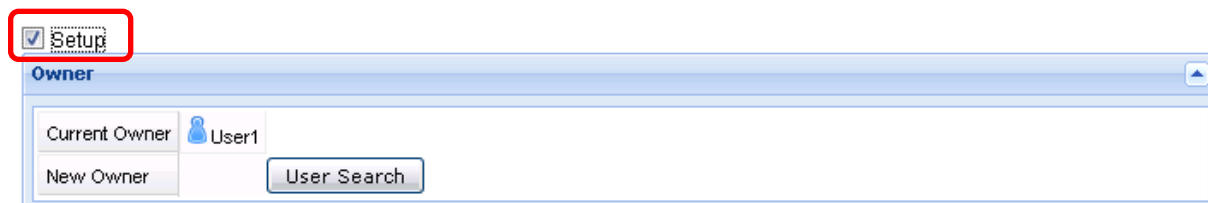
References Clear
References Clear
References Clear
References Clear
References Clear

4) Input property information. (Refer to “Chapter 4 19. Numbering” about Numbering of management number.)

Properties

Name ✓ Required
ExpirationDate
Description
Remark
Importance Confidential ▼ ✓ Required
DataNumber Select Data Number
Revision
RetentionPolicy ☒ None ☐ The last N sequences are preserved N: ☐ The last N days are preserved N:
Reason First edition ✓ Required

5) "Owner setting screen" is displayed if you check to a check box of **[Setup]** when performing "Owner" setting. (Refer to "Chapter 4 12. Changing of Owner" about setting of "Owner".)



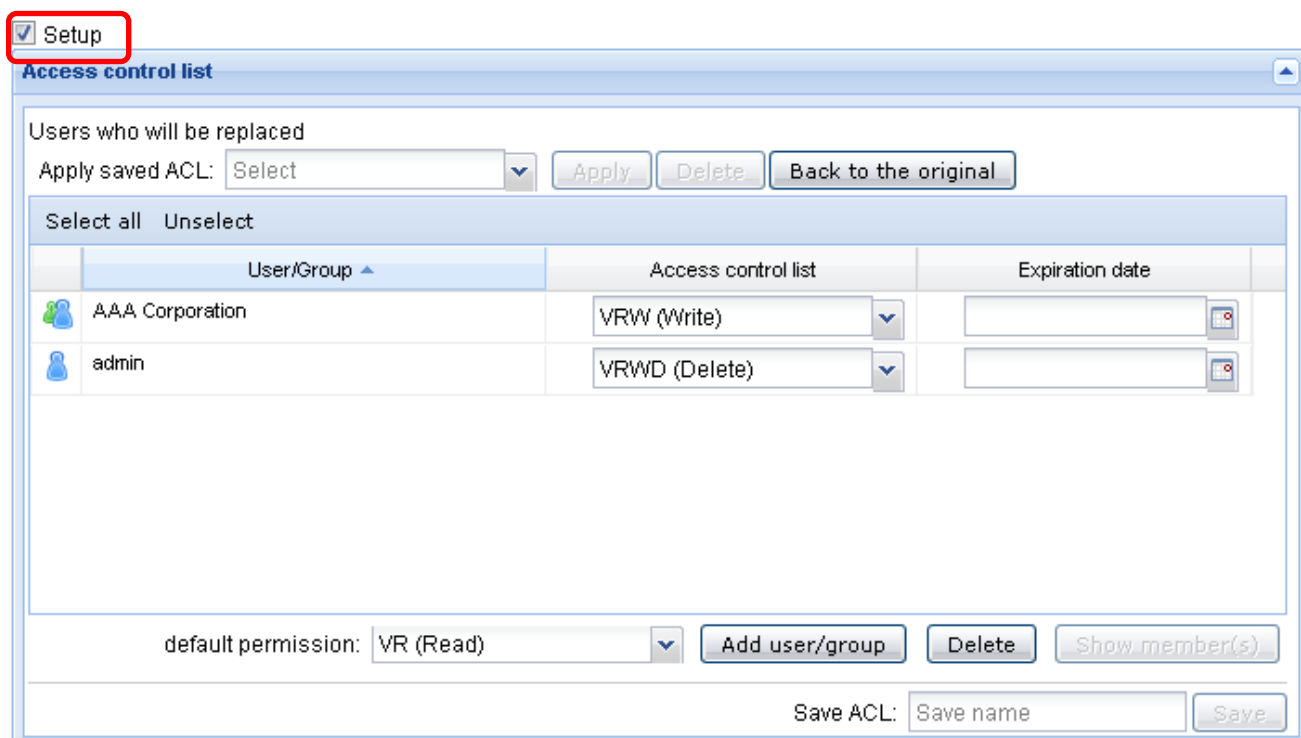
☒ Setup

Owner

Current Owner: User1

New Owner: User Search

6) "Access control setting screen" is displayed if you check to a check box of **[Setup]** when performing "Access control list" setting. (Refer to "Chapter 4 11.2. Setting / changing of 'Access control'" about setting of "Access control".)



☒ Setup

Access control list

Users who will be replaced

Apply saved ACL:

Select all Unselect

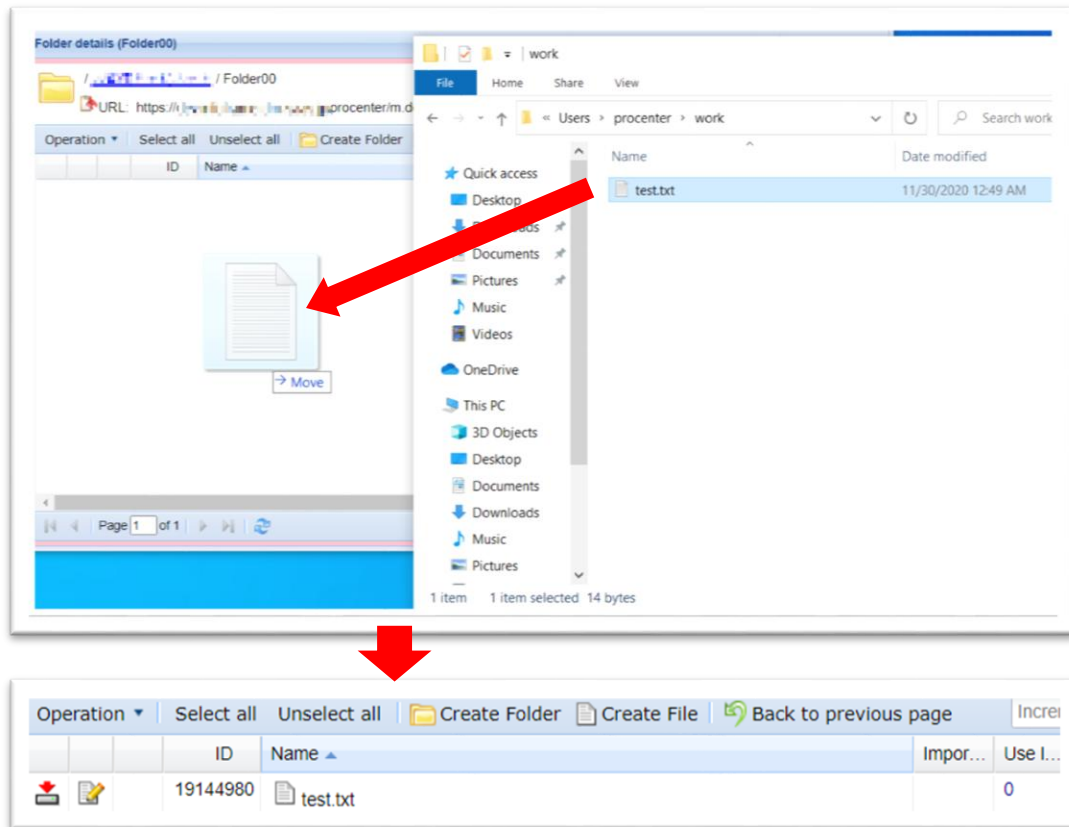
User/Group	Access control list	Expiration date
AAA Corporation	VRW (Write)	
admin	VRWD (Delete)	

default permission:

Save ACL:

7) If you click **[Create]** button, data is registered.

In addition to the above 1) to 7) procedures, it is also possible to register by dragging and dropping files (multiple files are allowed) into the file details area.



4.3 New creation of “Website”

“Website registration screen” is displayed if **[Website]** is selected as a type of creation data from **[New]**. Input required information.

Create WebSite

Properties

Name ✓ Required

ExpirationDate

Description

Remark

Importance Confidential ✓ Required

URL

☐ Setup

Owner

☐ Setup

Access control list

Create Cancel

1) Input property information.

2) “Owner setting screen” is displayed if you check to a check box of **[Setup]** when performing "Owner" setting. (Refer to “Chapter 4 12. Changing of Owner” about setting of “Owner”.)

☒ Setup

Owner

Current Owner User1

New Owner User Search

3) “Access control setting screen” is displayed if you check to a check box of **[Setup]** when performing "Access control list" setting. (Refer to “Chapter 4 11.2. Setting / changing of ‘Access control’ ” about setting of “Access control”.)

☒ Setup

Access control list

Users who will be replaced

Apply saved ACL: Select Apply Delete Back to the original

Select all Unselect

	User/Group ▲	Access control list	Expiration date
	AAA Corporation	VRW (Write) ▼	 
	admin	VRWD (Delete) ▼	 

default permission: VR (Read) ▼

Add user/group
Delete
Show member(s)

Save ACL: Save name

Save

4) If you click **[Create]** button, data is registered.

4.4 New creation of "Shortcut"

"Shortcut registration screen" is displayed if **[Shortcut]** is selected as a type of creation data from **[New]**. Input required information.

Create Shortcut

Properties

Name ✓ Required

ExpirationDate

Description

Remark

Importance Confidential ✓ Required

Shortcuts registered now

Name	Destination ID

References Clear

☐ Setup

Owner

☐ Setup

Access control list

Create Cancel

- 1) Input properties information.
- 2) Click **[References]** button of [Shortcuts registered now].
- 3) Specify data of the Shortcut point.

Shortcuts registered now

Name	Destination ID

References Clear

- 4) If you check to a check box of **[Setup]** when performing "Owner" setting, "Owner setting screen" is displayed. (Refer to "Chapter 4 12 Changing of Owner" about setting of "Owner".)

☒ Setup

Owner

Current Owner User1

New Owner User Search

- 5) If you check to a check box of **[Setup]** when performing "Access control" setting, "Access control setting screen" is displayed. (Refer to "Chapter 4 11.2 Setting / changing of 'Access control'" about setting of "Access control".)

☒ Setup

Access control list

Users who will be replaced

Apply saved ACL: Select Apply Delete Back to the original

Select all Unselect

User/Group ▲	Access control list	Expiration date
AAA Corporation	VRW (Write) ▼	
admin	VRWD (Delete) ▼	

default permission: VR (Read) ▼ Add user/group Delete Show member(s)

Save ACL: Save name Save

6) If you click **[Create]** button, data is registered.

5. Reference of file

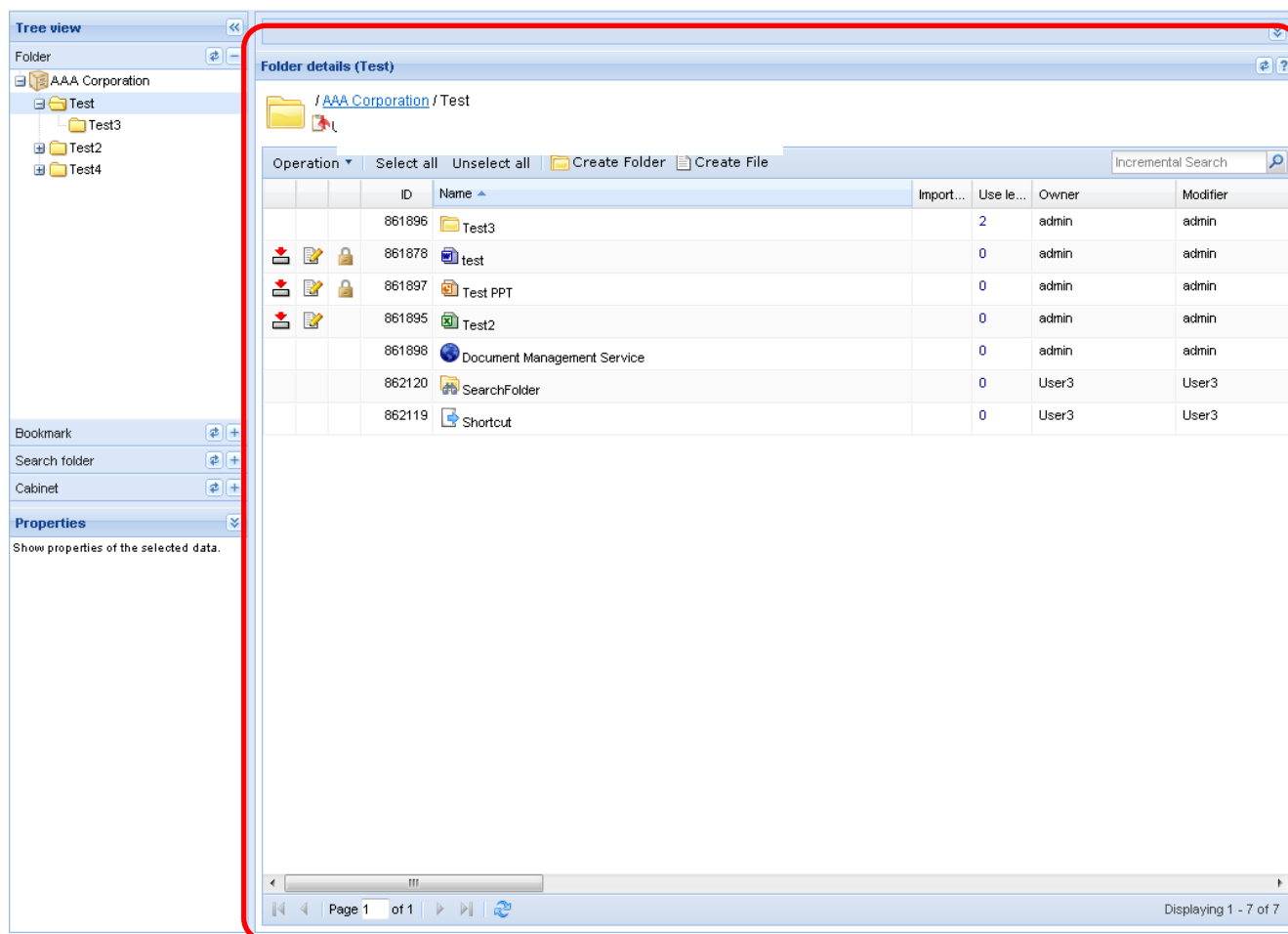
You can refer to file already registered in this Service.

In this Service, you can refer to file from the following 2 screens.

- “Folder detail screen”
- “File detail screen”

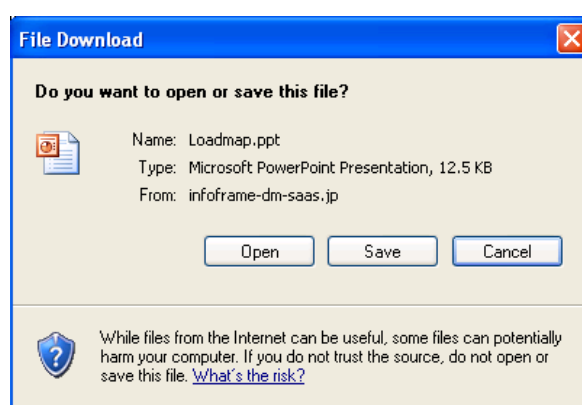
1. Refer to the file from “Folder detail screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List reference data of file.



3) Click icon for download [📄]

4) Dialog for download of browser is displayed.

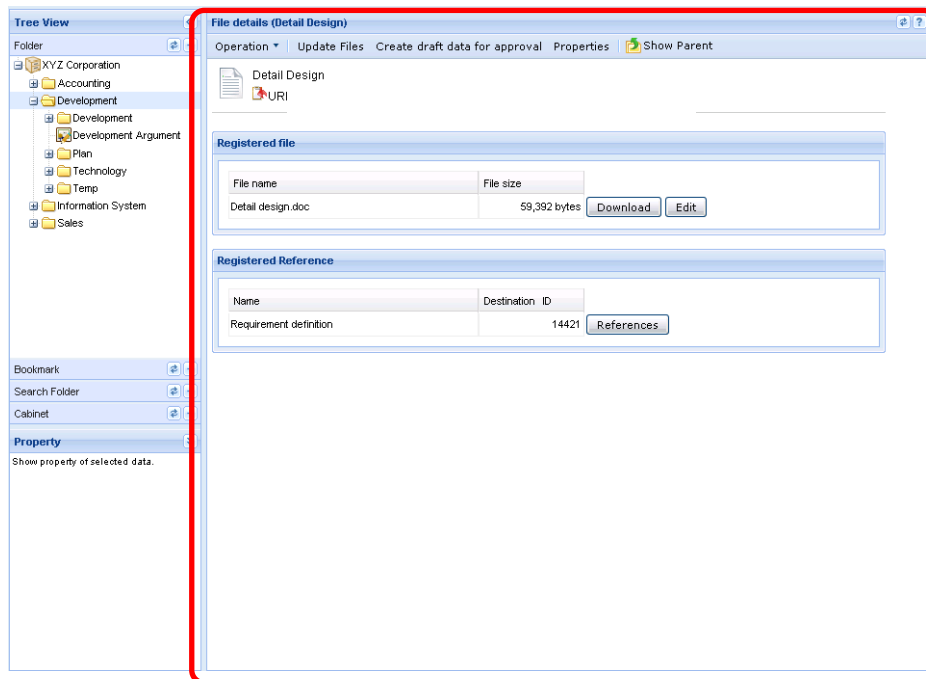


5) Download and refer to file.

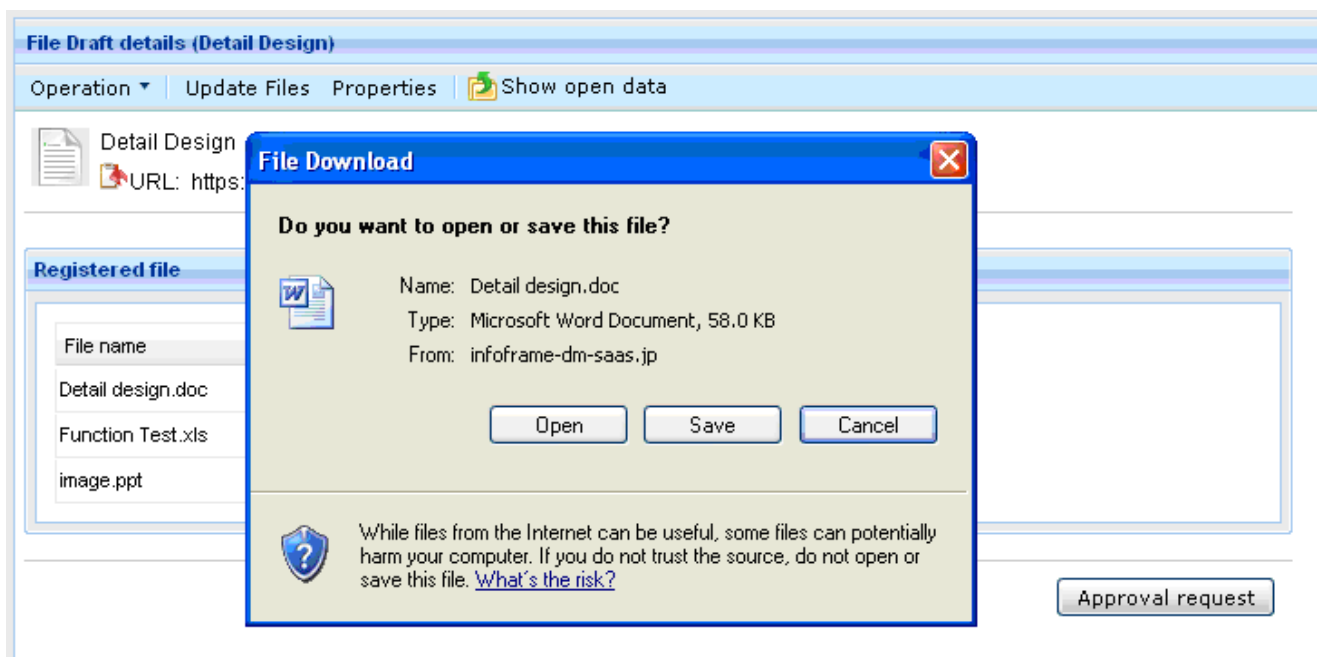
However, when two or more files are registered, if you click file, “File detail screen” is displayed.

2. Refer to the file from “File detail screen”

- 1) Double-click reference data.
- 2) “File detail screen” is displayed.



- 3) Click **[Download]** button.
- 4) Dialog for download of browser is displayed.
- 5) Download and refer to file.



6) You can refer to data registered as “References” if you click **[References]** button when referring to “References”.

— — Notes — —

- When there is no authority to refer to file, a icon for download is not displayed. Refer to “6.1 Types of Access control” about authority.

6. Addition / updating / edit of file

You can perform addition, updating, and edit of entity file registered into “File” data.

6.1 Addition / updating of file

You can perform addition/updating of entity file already registered into “File” data.

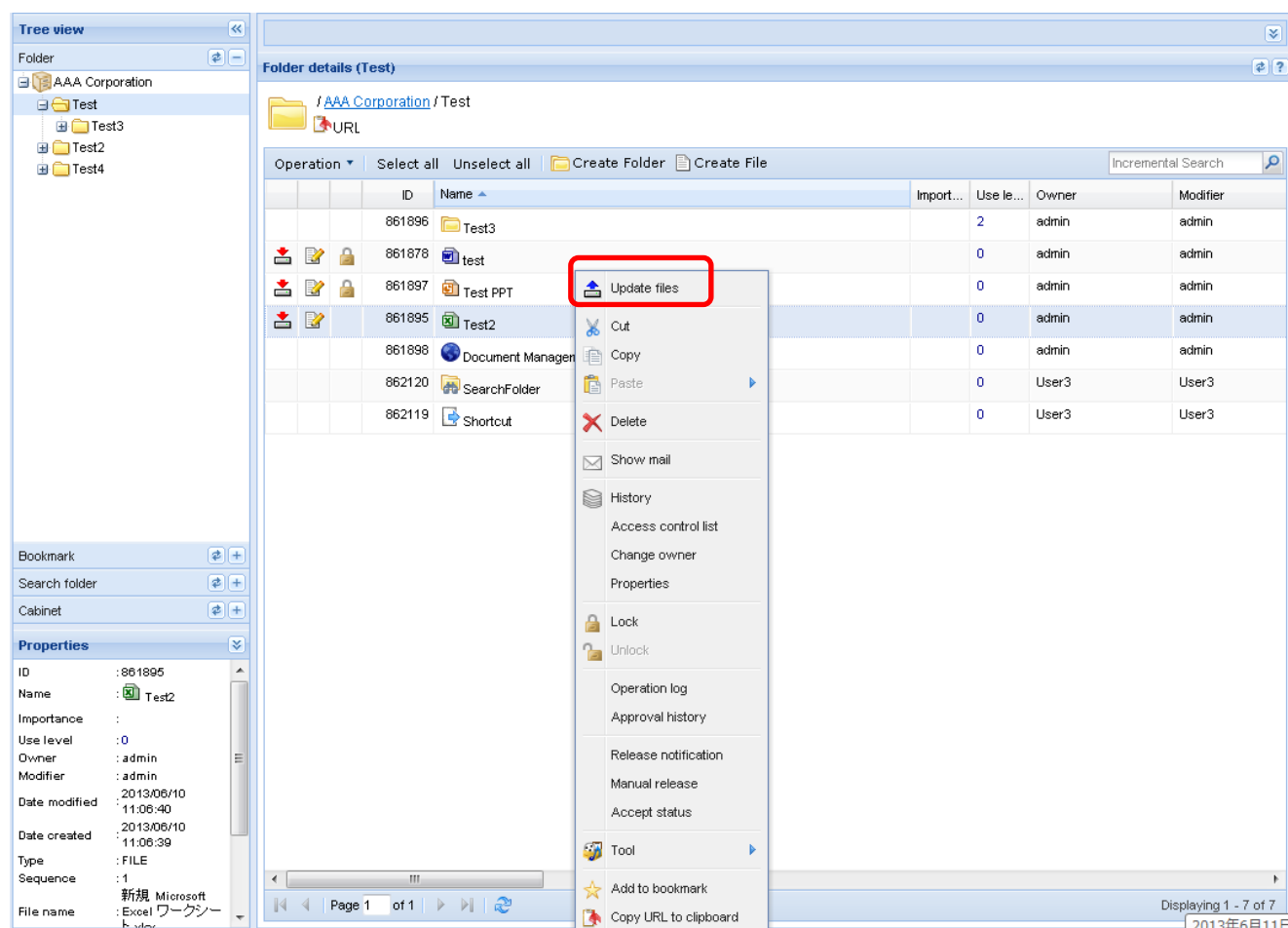
In this Service, you can perform file addition / updating from the following two screens.

- “Data list display screen”
- “File detail screen”

1. Registration and update of the file from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display file data you want to perform addition / updating of entity file.

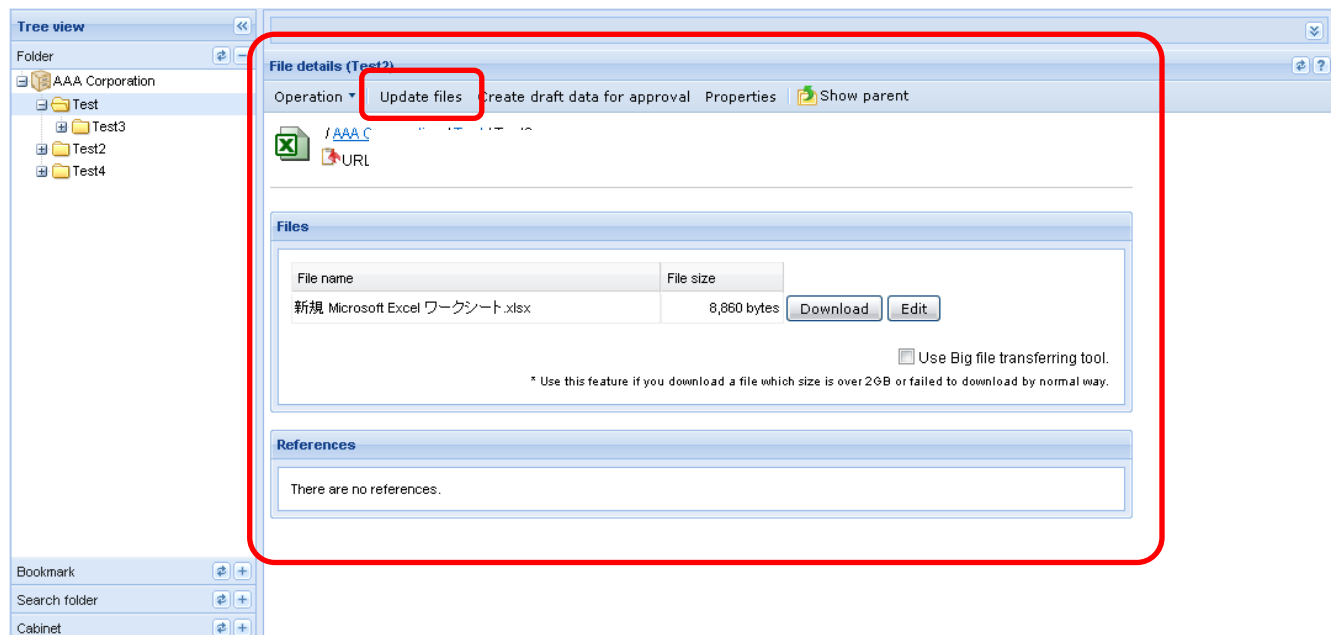
- 3) Select data from list.
- 4) Select **[Update Files]** from right-clicking menu.



- 5) Registration/updating screen of file of selected data is displayed.
(References cannot be registered on file registration/updating screen. Refer to “Chapter 4 10. Registration of references” when registering reference.)

2. Registration and update of the file from “File detail screen”

- 1) Double-click data to perform addition / updating of entity file.
- 2) “File detail screen” is displayed.
- 3) If you click **[Update files]**, registration/updating screen of file is displayed.



3. Registration and update of file

- 1) Display “registration / updating screen” of file.
- 2) Input required information.
- 3) If you click **[Update]** button, file data is updated.

Update files (Test2)

/ AAA Corporation / Test / Test2

URL: http://10.0.0.100:8080/procENTER/procENTER1895

User3 is locking

* If you want to use a large file transfer tool, select the file after the tool starts.

* If you have opened the file to be registered, please close the file and select it. Also, do not change (open, edit, or save) the file after selecting the file to be registered. If you change the file after selecting the file, the file may not be registered correctly.

File

Registration files by Drag and Drop from here

* Files

Delete selected files.

File name

新規 Microsoft Excel ワークシート.xlsx

Update this file

* Files to add.(Choose file from Reference button.)

	References	Clear
	References	Clear
	References	Clear
	References	Clear
	References	Clear

☒ Sequence Up (check saves an old version in history.)

Properties

Revision

Update reason ☒ Required

History

☐ Use Big file transferring tool.

* Use this feature if you upload a file which size is over 2GB or failed to upload by normal way.

4) Click **[Suspend]** button if you register the file temporarily and edit for a long time. If you click, you can update file data with data locked.

6.2 Editing of file

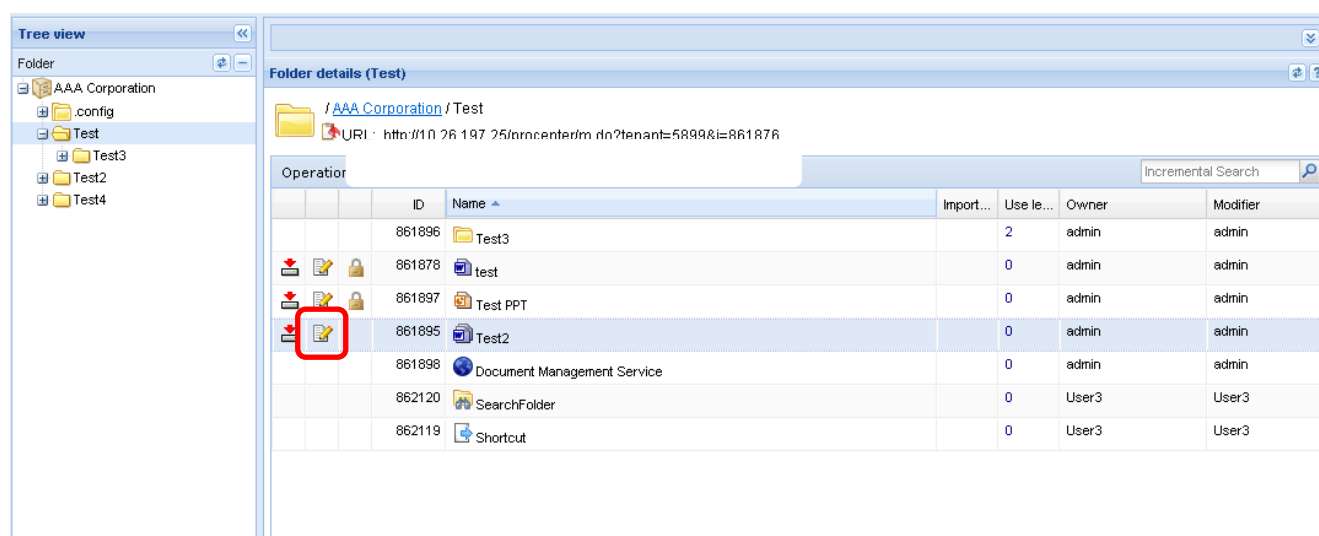
You can edit entity file already registered into “file data”.

In this Service, you can edit entity file from the following 2 screens.

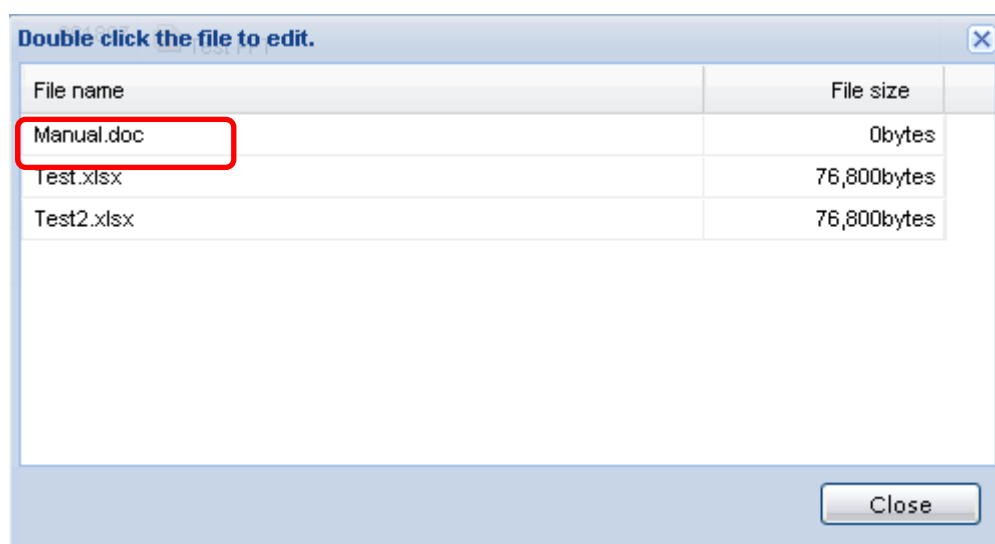
- “Data list display screen”
- “File detail screen”

1. Editing of entity file from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display data you want to edit entity file on list.
- 3) Click icon for editing [].



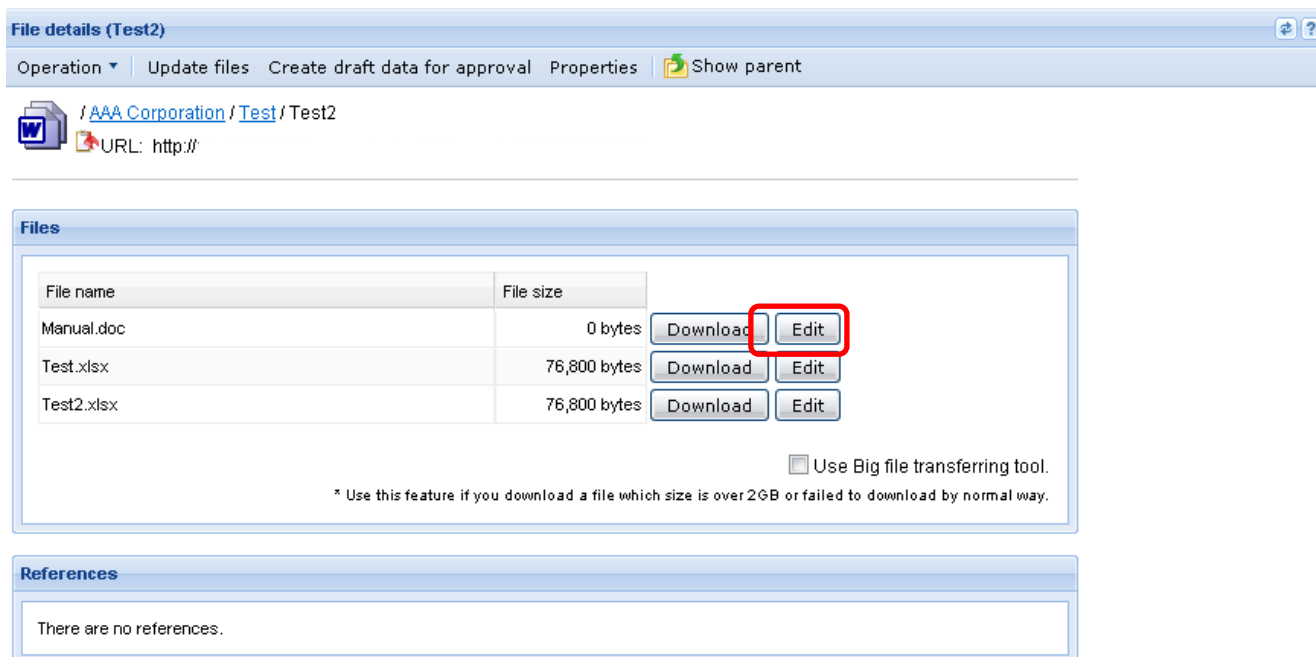
- 4) Select editing target file and double-click when two or more files are registered into data.



- During editing, file is locked and cannot be edited or updated by any other users.

2. Editing of entity file from “File detail screen”

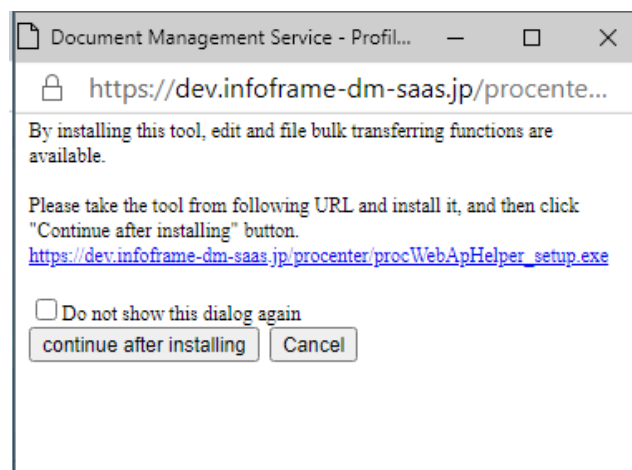
- 1) Double-click data you want to edit entity file.
- 2) “File detail screen” is displayed.
- 3) Click **[Edit]** button of target file when two or more files are registered into data.



- During editing, file is locked and cannot be edited or updated by any other users.

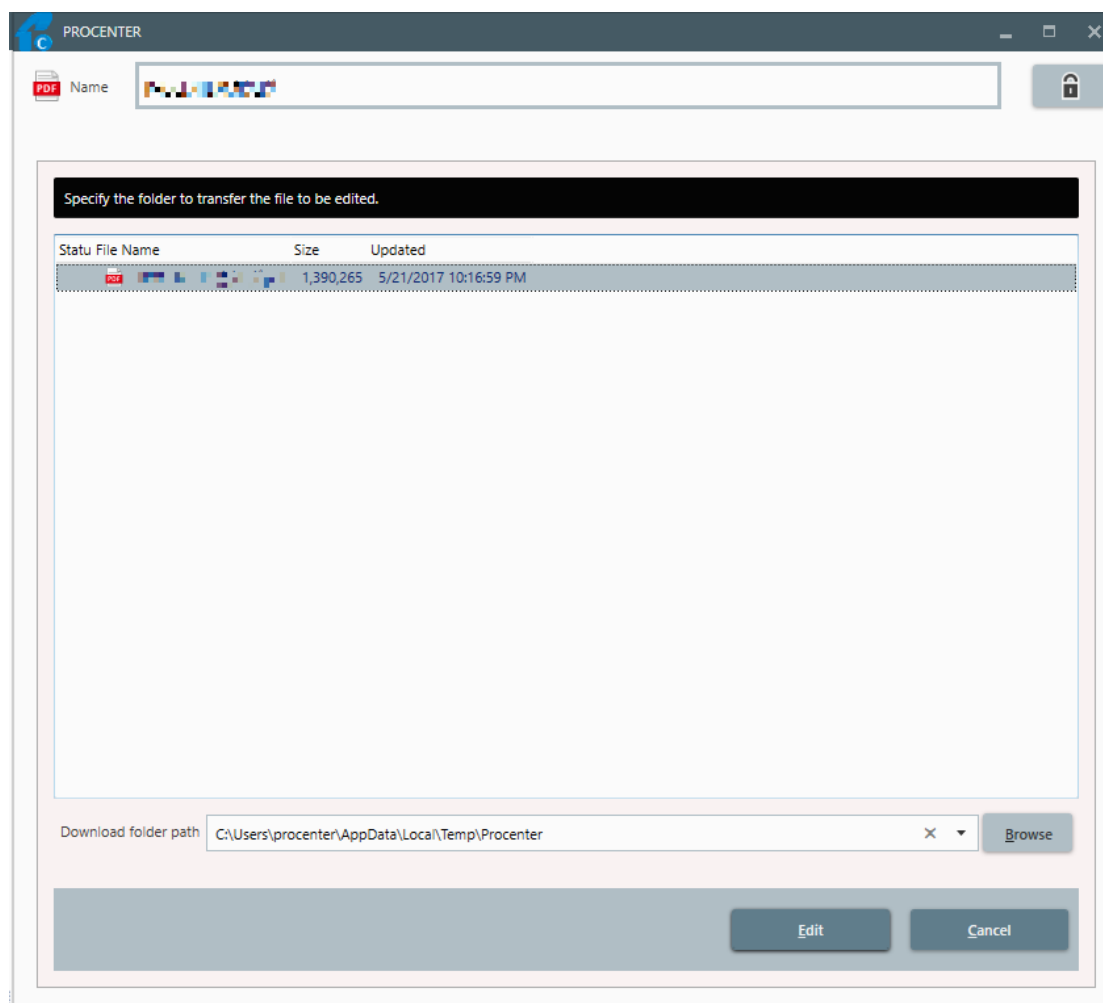
3. Editing of file

- 1) The following screen is output. Click "continue after installing".



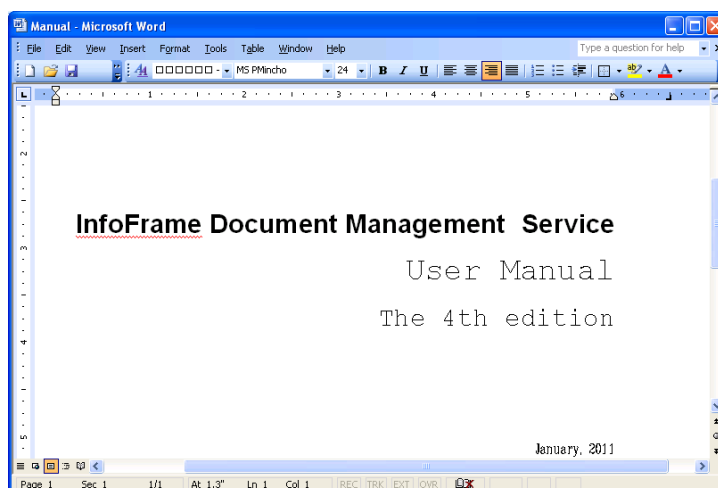
PROCENTER SaaS User Manual

The following screen will be displayed, so click "Edit".



2) Finish editing of opened file. Overwrite and save the file.

3) Close application.



4) The following screen is output. Click "OK" to register.

- When reforming the version: Please clearly state the "reason for the version reform" while checking "Upload files with updating sequence".
- • When registering overridden: Please uncheck "Upload files with updating sequence".

The screenshot shows a 'Check in' dialog box. At the top, there's a 'Name' field with a file icon. Below it is a section titled 'Files to be registered' which contains a table with two columns: 'Status' and 'File Name'. The table has one row with the status 'Edited' and a file icon. Below the table, there is a 'Revision' field, a checkbox labeled 'Upload files with updating sequence' which is checked, and an 'Update reason' text area. At the bottom, there are three buttons: 'Open the file location', 'OK', and 'Cancel'.

— — Notes — —

- File registration is disabled when a path to the download destination on PC consists of 256 bytes or more.
- File registration is disabled if file name itself consists of 257 characters or more (regardless of whether these are one-byte or two-byte).
- If you want to use Edge for the first time, you will need to install the tool. Refer to "Before using Edge" in the appendix to perform the installation.

7. Reference of history

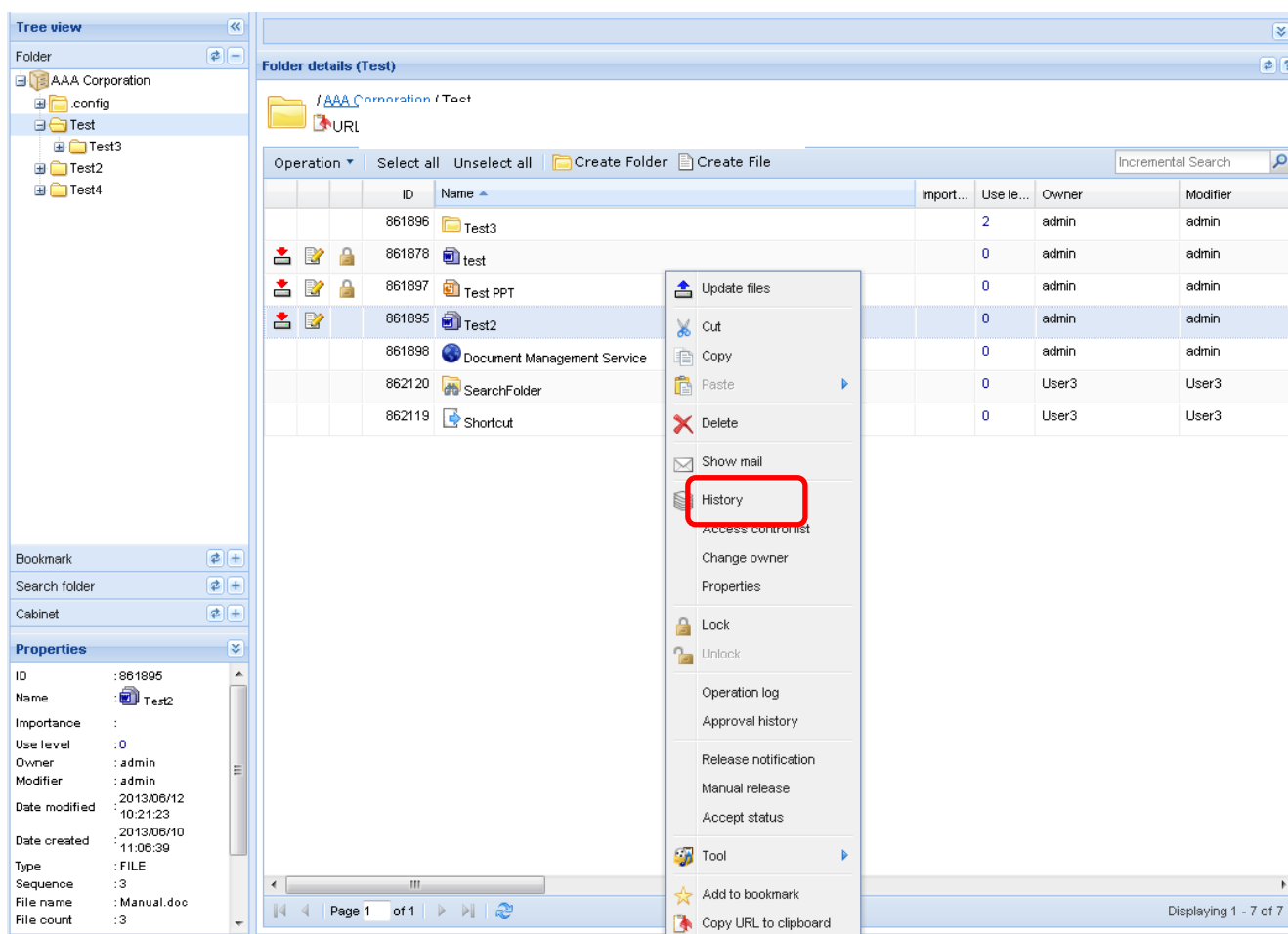
You can refer to a “history” list of files. You can perform reference and deletion of a history data in history list.

In this Service, you can refer to history list (file only) from the following two screens.

- “Data list display screen”
- “File detail screen”

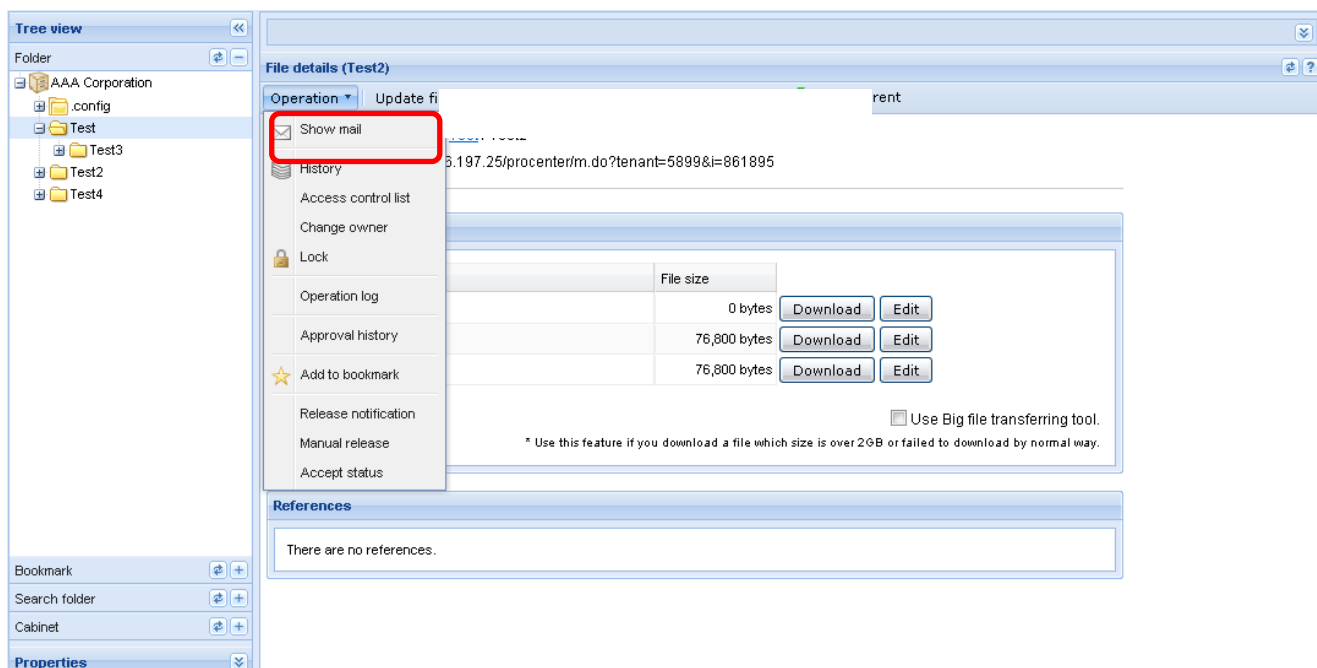
1. Reference of the history from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List and select data you want to refer to history.
- 3) Select [**History**] from right-clicking menu.
- 4) “History display screen” of data is displayed.



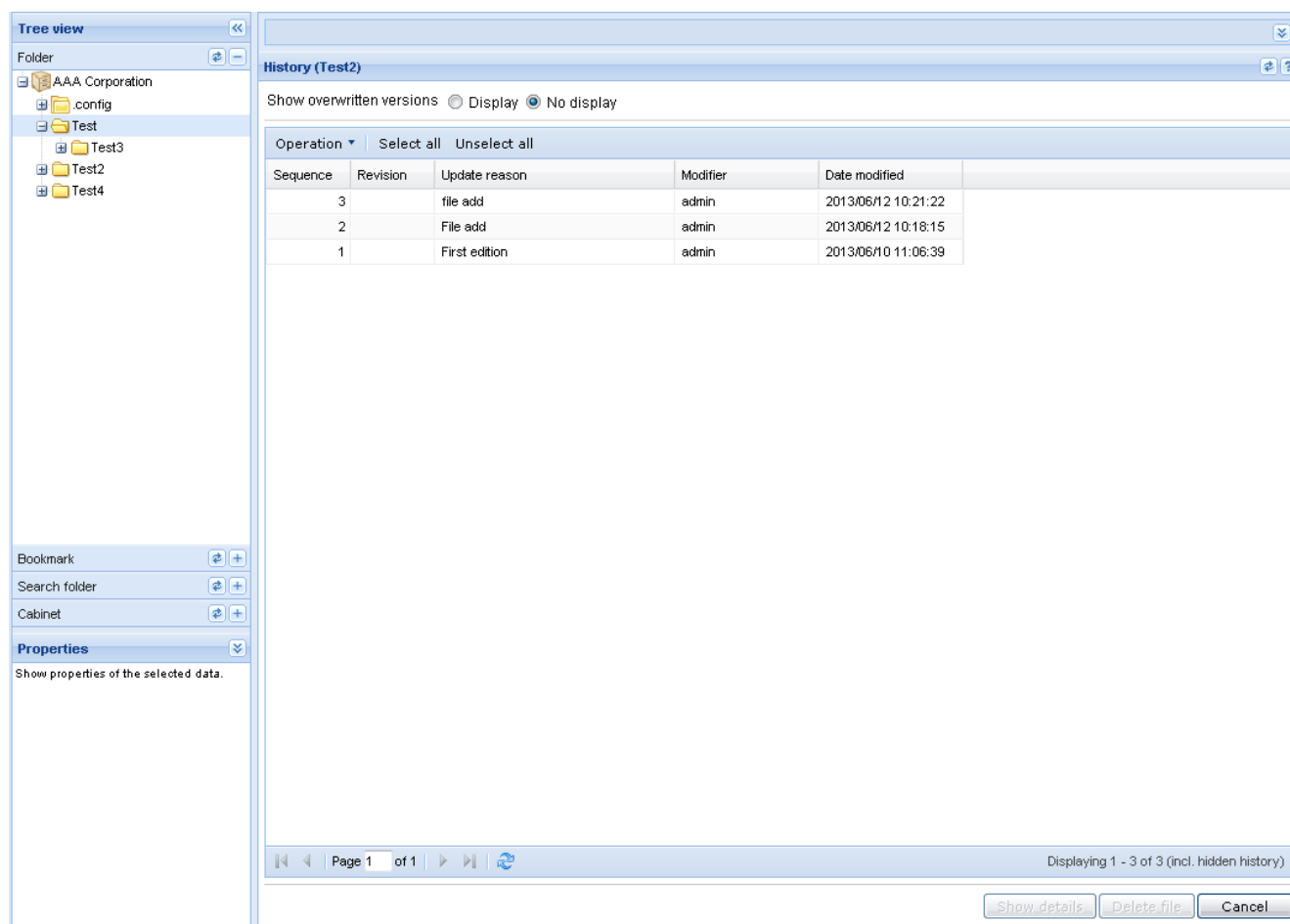
2. Reference of the history from “File detail screen” (file only)

- 1) Double-click file to display a history.
- 2) “File detail screen” is displayed.
- 3) Select **[History]** from pull down menu of **[Operation]**.
- 4) “History display screen” is displayed.

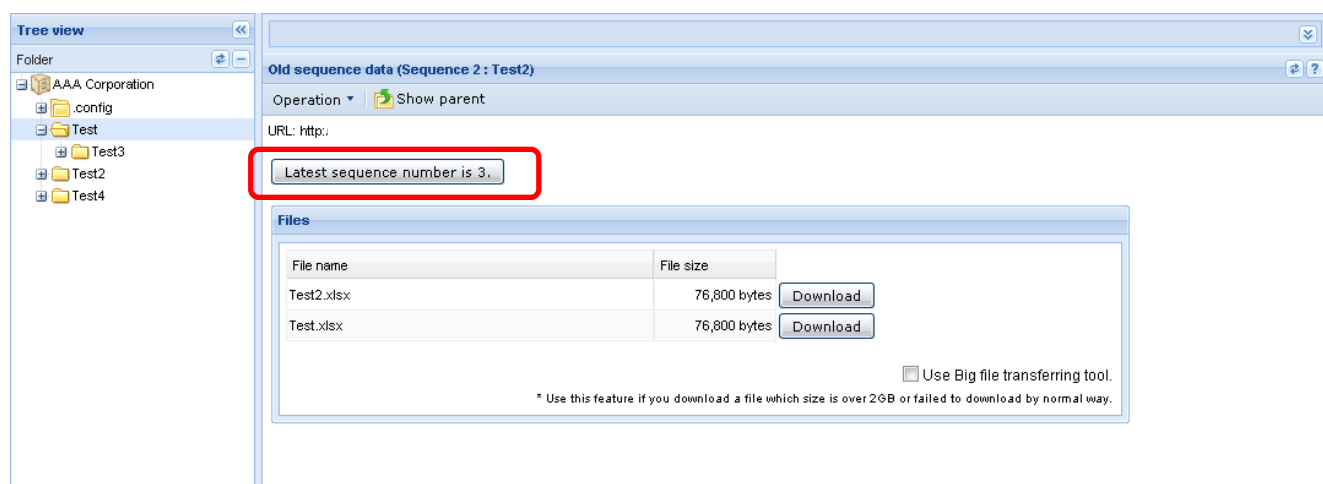


3. Display of history

- 1) “History display screen” is displayed.



- If you check **[Show overwritten versions]** of **[Display]**, overwritten history is also displayed.
 - Those old versions whose entity files have been deleted are grayed out.
- 2) Click **[Show details]** button of past history file.
 - 3) “Detail screen” of old edition is displayed.
 - 4) Click **[Latest sequence number is XX.]** button.
 - 5) “File detail screen” of the latest versions is displayed.



6) If you select past history and click **[Delete file]** button, file is deleted.

— — Notes — —

- It is impossible to register or update file for history file other than the latest version.
- When history file is deleted, it is not moved to the Recycle bin and cannot be recovered.

8. Deletion of data

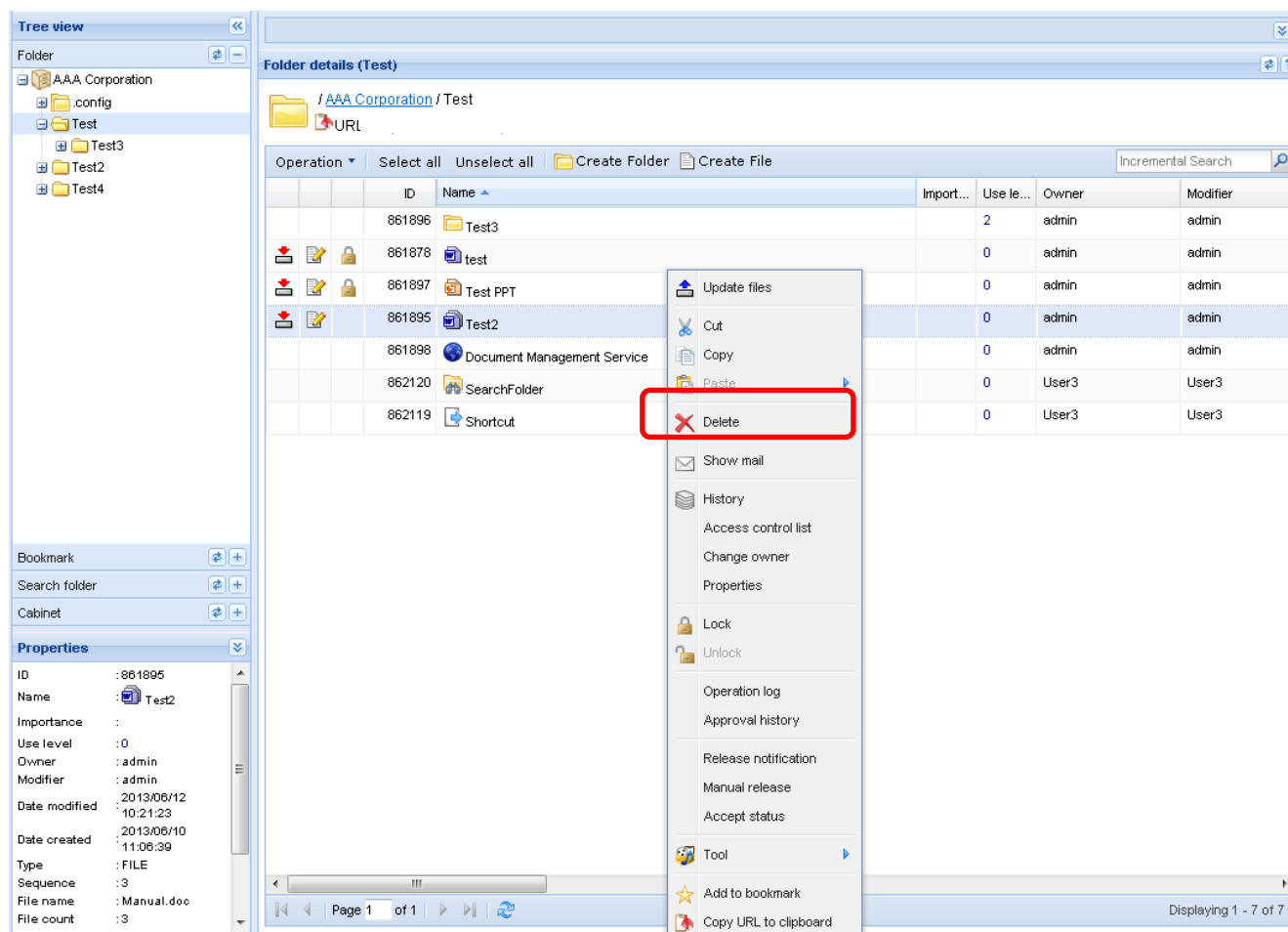
You can delete data having deletion authority. Deleted data goes into Recycle bin. From Recycle bin, you can perform restoration and deletion of data. (Refer to “8.2 Management of Recycle bin” about Recycle bin.)

In this Service, you can delete data from the following two screens.

- “Data list display screen”
- “Folder detail screen”

1. Data deletion from “Data list display screen”

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) List and select data you want to delete.
- 3) Select **[Delete]** from right-clicking menu.
- 4) If you click **[Delete]**, data is deleted. Deleted data goes into Recycle bin.



2. Data deletion from “Folder detail screen”

- 1) Double-click folder into which data for deletion is registered.
- 2) “Folder detail screen” is displayed.
- 3) Select data you want to delete.
- 4) Select [**Delete**] from right-clicking menu. (Two or more selections are also possible.)
- 5) If you click [**Delete**], data is deleted. Deleted data goes into Recycle bin.

— — Notes — —

- When folder is deleted, all data in that folder are deleted.

9. Reference / editing of property

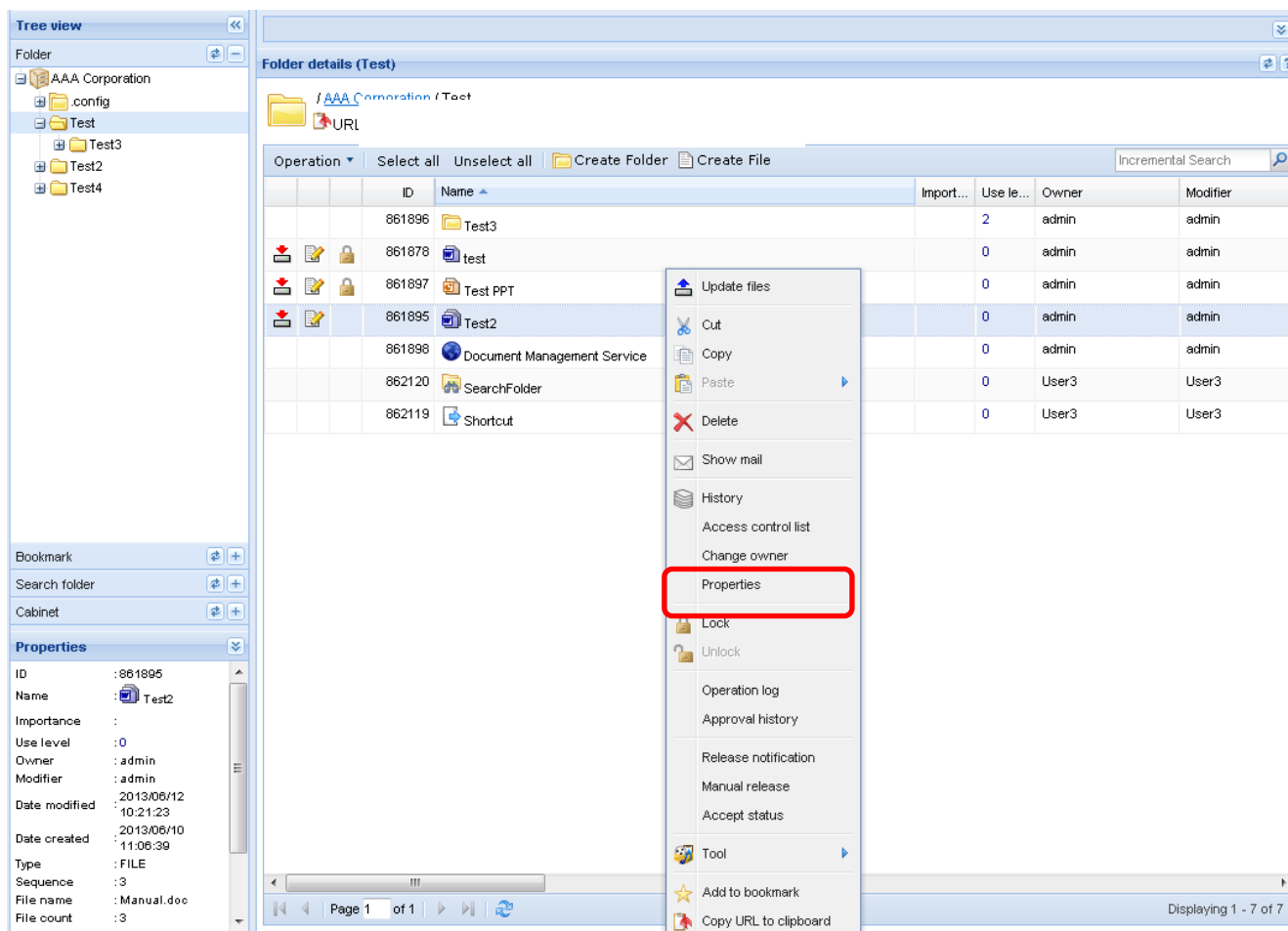
You can refer to and edit properties information of data from “Properties screen” corresponding to data.

In this Service, you can refer to and edit properties of data from the following two screens.

- “Data list display screen”
- “Folder detail screen”

1. Property reference and editing from “Data list display screen”

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) List and select data you want to refer to.
- 3) Edit properties on list.
- 4) Select **[Properties]** from right-clicking menu.
- 5) “Property screen” of the data is displayed.



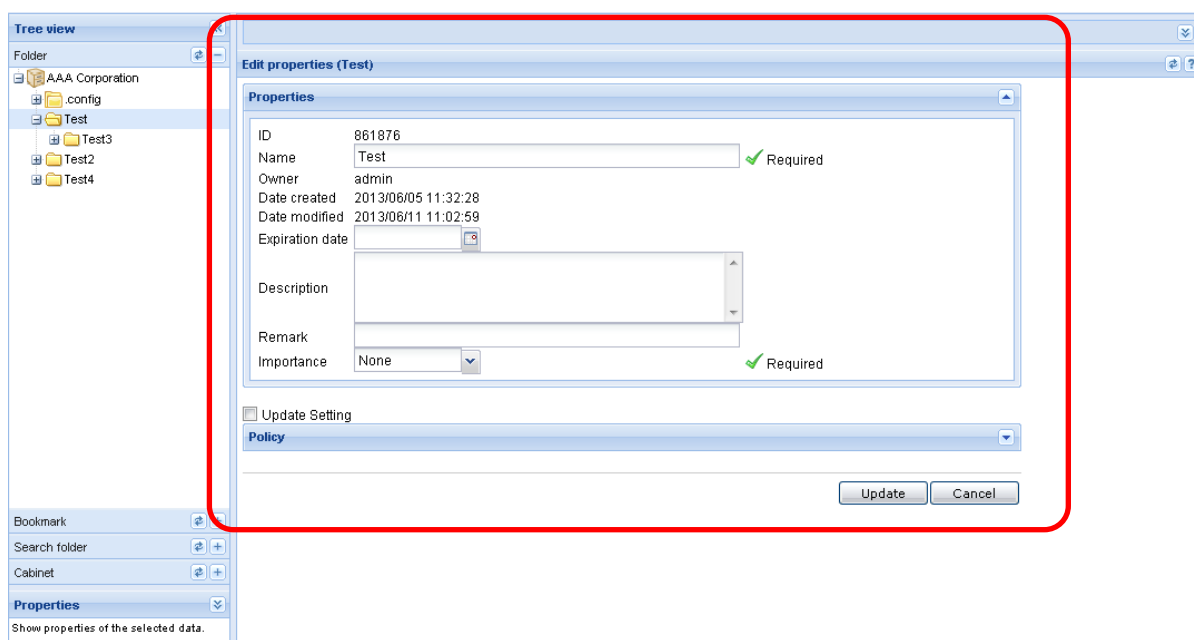
2. Property reference and edit from “Detail screen”

- 1) Double-click data you want to refer to and edit properties.
- 2) “Detail screen” is displayed.
- 3) Click **[Properties]**.
- 4) “Properties screen” is displayed.

3. Reference and edit of property

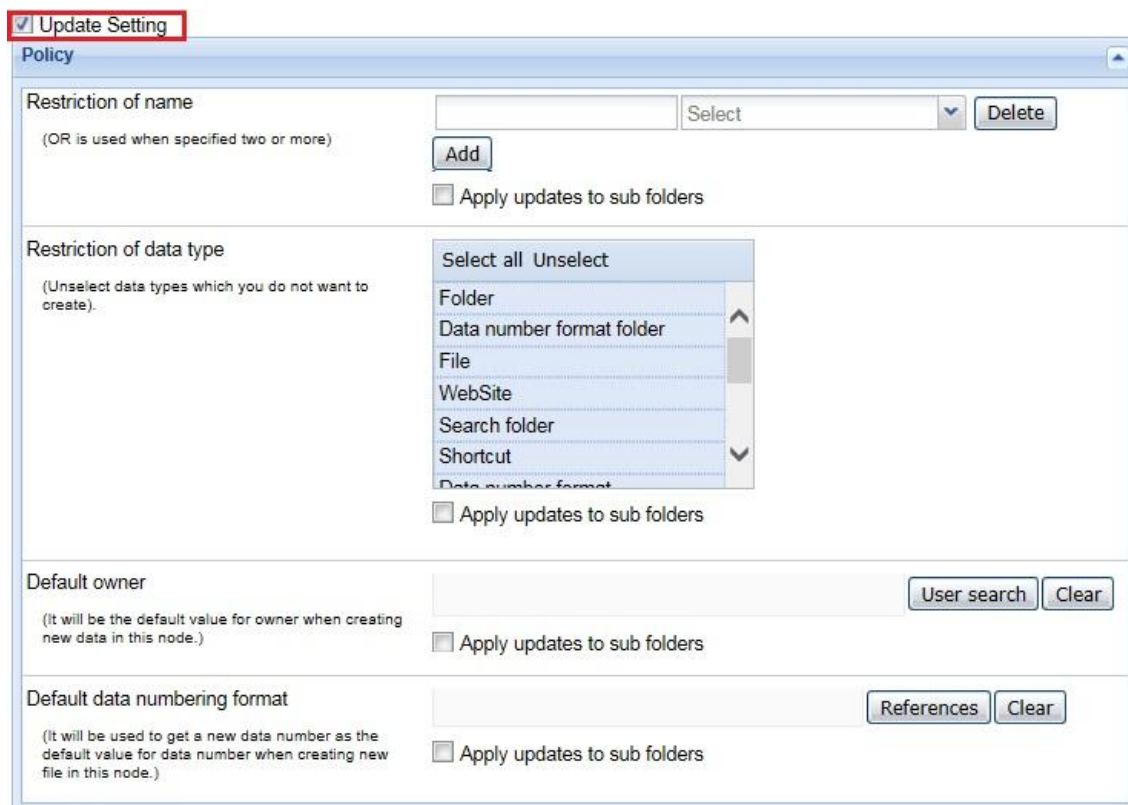
Here, properties of folder are described.

- 1) Display Property screen.
- 2) Input required information.



- 3) If you check to a check box of **[Update Setting]** when performing "Policy" setting, "Policy setting screen" is displayed. (Refer to "Chapter 4 4.1 New creation of 'Folder'" about Policy setting.)

If check **[Apply updates to sub folders]**, you can update the policy to the subfolders.



- 4) Click **[Update]** button.
- 5) Properties information is updated.

10. Registration of reference

You can register "Reference" into a file data.

- "Reference" is the reference information on other data which appropriate data holds.

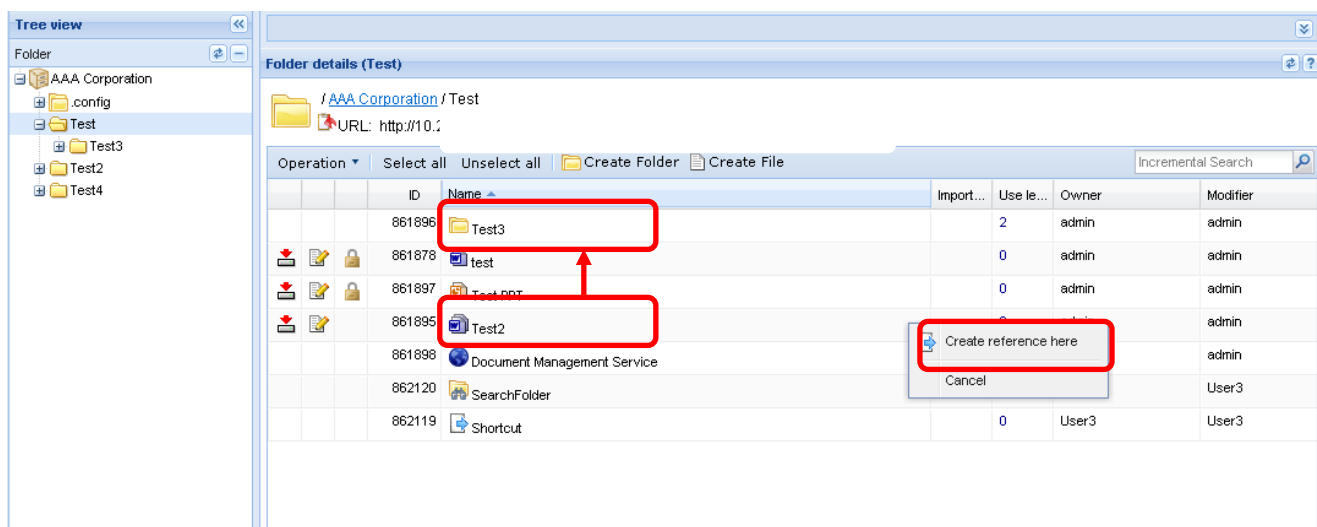
In this Service, you can create reference according to the following four methods.

- "New"
- [Properties edit]
- "Reference registration by Drag and Drop"
- "Reference registration by Copy and Paste"

This section describes "Reference registration by Drag-and-Drop" and "Reference registration by Copy and Paste".

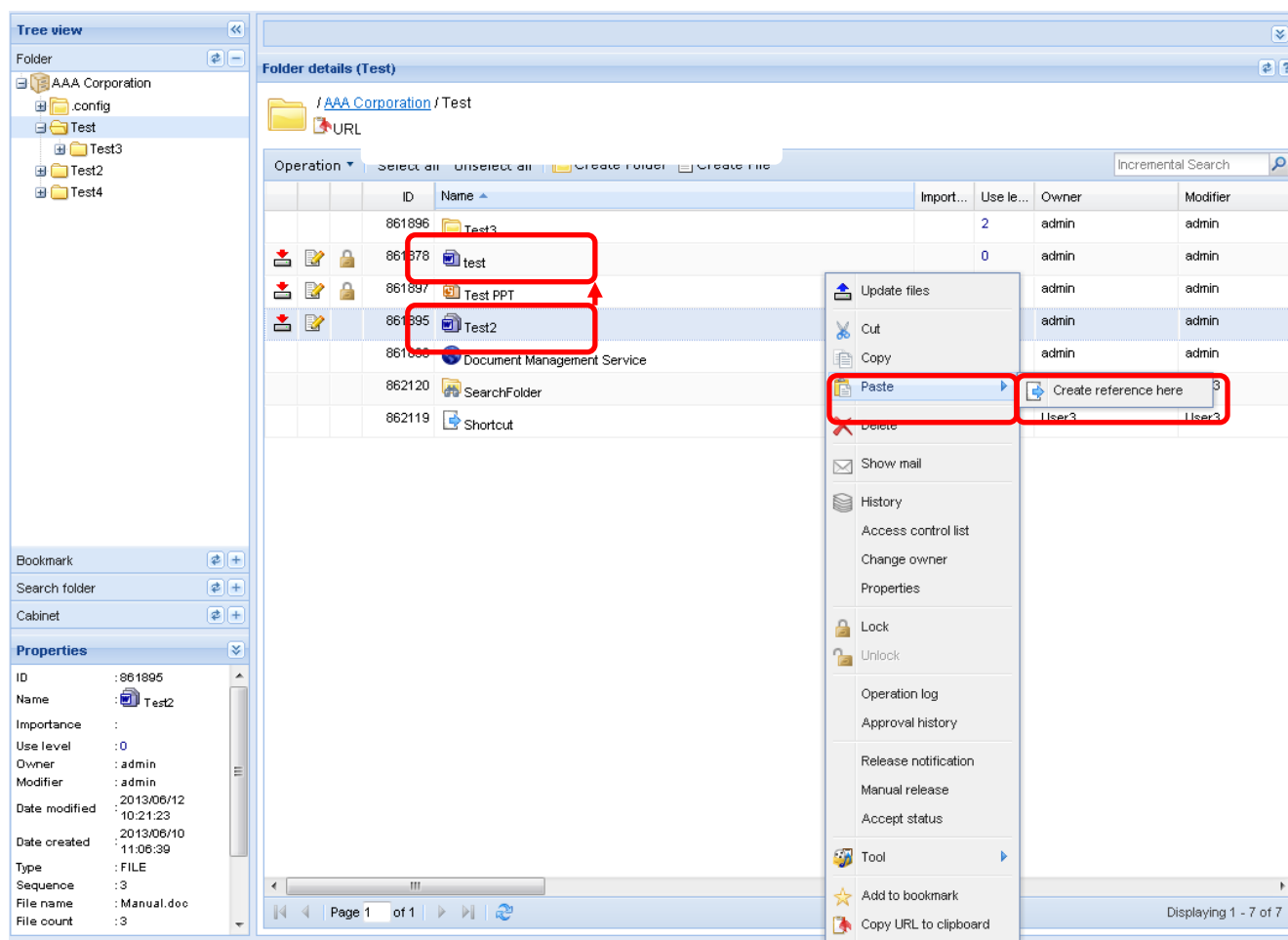
1. Reference registration by Drag and Drop

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display data to register as reference on list.
- 3) Select data you want to register as reference, and drag it to file data as registration destination.
- 4) Drop it to the file data of registration place.
- 5) Click **[Create reference here]**.
- 6) Reference registration is performed.



2. Reference registration by Copy and Paste

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data to register as reference.
- 3) Select data you want to register as reference.
- 4) Select [**Copy**] from right-clicking menu. Multiple selections are also possible.
- 5) Select folder into which to set reference.
- 6) Select [**Paste**] - [**Create reference here**] from right-clicking menu.
- 7) The data is registered.



11. Setting / changing of "Access control"

You can perform setting and changing of "Access control" of data.

11.1 Three types of "Access control" setting / changing

Types of setting / changing of "Access control" are "update", "add", and "delete."

- Default display is "update."

Setting mode	Description
Replace all list	Replaces current "Access control" with specified "Access control" for specified user / group. If this setting is applied to subfolders, "Access control" for all data in folder is changed to specified "Access control".
Add to existing list	Assigns specified "Access control" to specified user / group. If this setting is applied to subfolders, specified "Access control" is also set for each item of data. When "Access control" is added to a user who already has another "Access control" assigned, specified "Access control" replaces current "Access control".
Delete from existing list	Deletes "Access control" for specified user / group. If this setting is applied to subfolders, the "Access control" is deleted from individual data. No error occurs even when "Access control" deletion is executed for a user to whom no "Access control" is assigned.

Moreover, in this Service, there are the following four types of "Access control".

- "Display control (V)"
- "Reading control (VR)"
- "Write control (VRW)"
- "Deletion control (VRWD)"

(Refer to "6.1 Types of 'Access control'" about Description of "Access control".)

(Example) About "Access control" changing to Folder

Case of setting "Access control" of "Jirou Nichiden(VRWD)" to folder A.

("Access control" of Folder A is set as DevelopGroup (VR) and Tarou Nichiden(VRW).)

Setup mode	Before setup	After setup	Description
Replace all list	DevelopGroup(VR) Tarou Nichiden(VRW)	Jirou Nichiden(VRWD)	Access control of Folder A is changed to Jirou Nichiden.
Add to existing list	DevelopGroup(VR) Tarou Nichiden(VRW)	DevelopGroup(VR) Tarou Nichiden(VRW) + Jirou Nichiden(VRWD)	Jirou Nichiden is added to Access control of Folder A.
Delete from existing list	DevelopGroup(VR) Tarou Nichiden(VRW)	DevelopGroup(VR) Tarou Nichiden(VRW)	Since there is no Access control of Folder A in Jirou Nichiden, there is no change in Access control of Folder A.

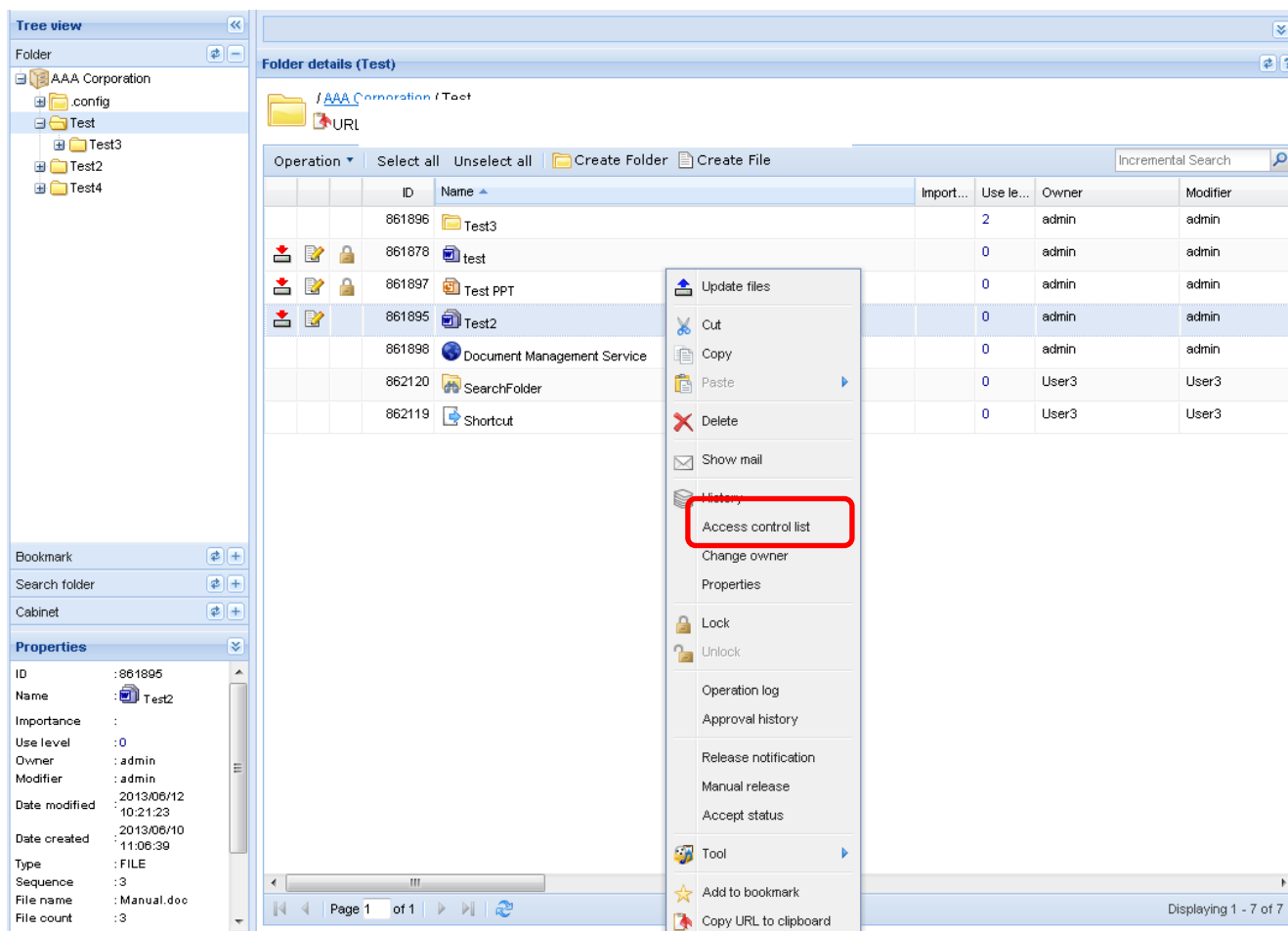
11.2 Setting / changing of “Access control”

- In this Service, you can perform setting / changing of “Access control” from the following.
“Data list display screen”
- “Detail screen”

And if you save “Access control” setting of certain data, you can apply “Access control” setting which is saved after next time.

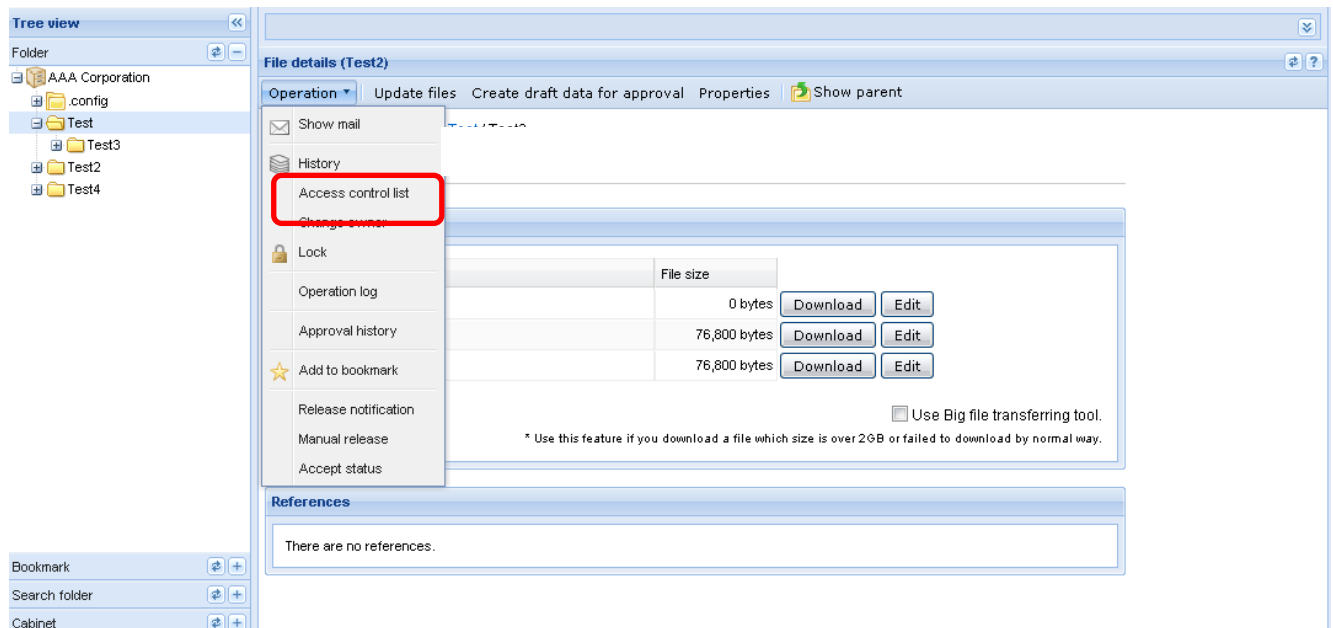
1. “Access control” setting / changing from “Data list display screen.”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display data to change Access control on list.
- 3) Select data.
- 4) Select [**Access Control list**] from right-clicking menu.
- 5) “Access control change screen” of selected data is displayed.



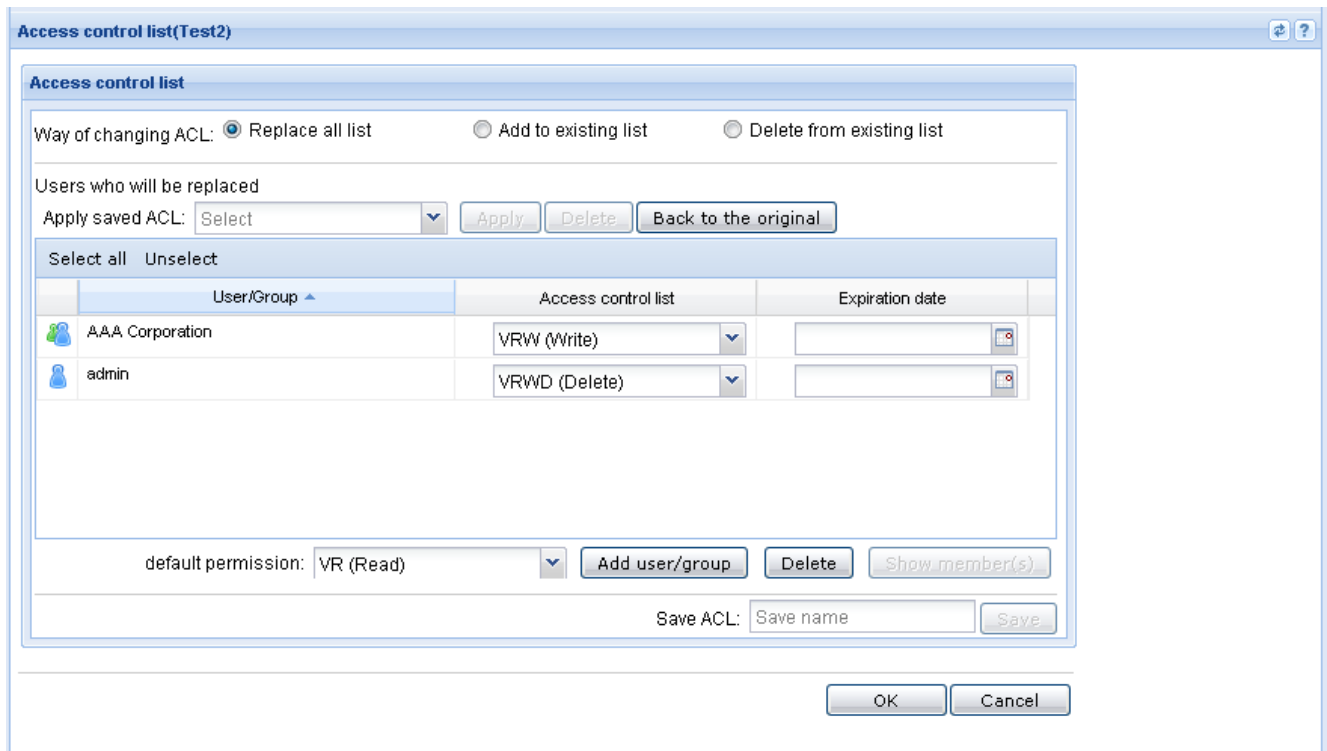
2. “Access control setting” / changing from “Detail screen” (data other than folder)

- 1) Double-click the data you want to change “Access control”.
- 2) “Detail screen” is displayed.
- 3) Select **[Access control list]** from pull down menu of **[Operation]**.
- 4) “Access control change screen” is displayed.



3. Setting / changing of “Access control” (Here, “Access control” setting of folder is explained.)

1) Display “Access control change screen”.



2) You can perform the following operation in this screen.

- ✓ Selection of [Way of changing Access control list]
- ✓ Addition of [User/Group]

✓ Setting of “Access control”

- In case of folder, when [Apply permission to sub folders] is checked, same setting is applied to all data in folder.

3) Perform the following, you can save “Access control” setting which is displayed.

1. Input name of “Access control” in [Save name].
2. Click [Save] button.

4) If you click [OK] button, you can perform changing of “Access control”.

5) Screen is back to “Detail screen” of data.

4. “Access control” selection from “Saved Access control

“Access control” setting by 3-3) can be selected from “Saved Access control”.

- 1) Display “Access control change screen”.
- 2) Select “Access control” history from [Apply saved ACL].
- 3) Perform setting of “Access control”.
- 4) If you click [Apply] button, you can set “Saved Access control”.

● If you want to delete history, perform the following.

- Select name of “Access control” which you want to delete.
- Click [Delete] button.

— —Notes— —

- When [Apply permission to sub folders] is checked, “Access control” changing is applied to all data in folder for which “Access control” changing is permitted.
- If you set time limit to “Access control”, it becomes “Access control with time limit”. “Access control” which time limit is over is automatically deleted by the Service side on the next day at predawn.

12. Changing of Owner

You can change Owner of data.

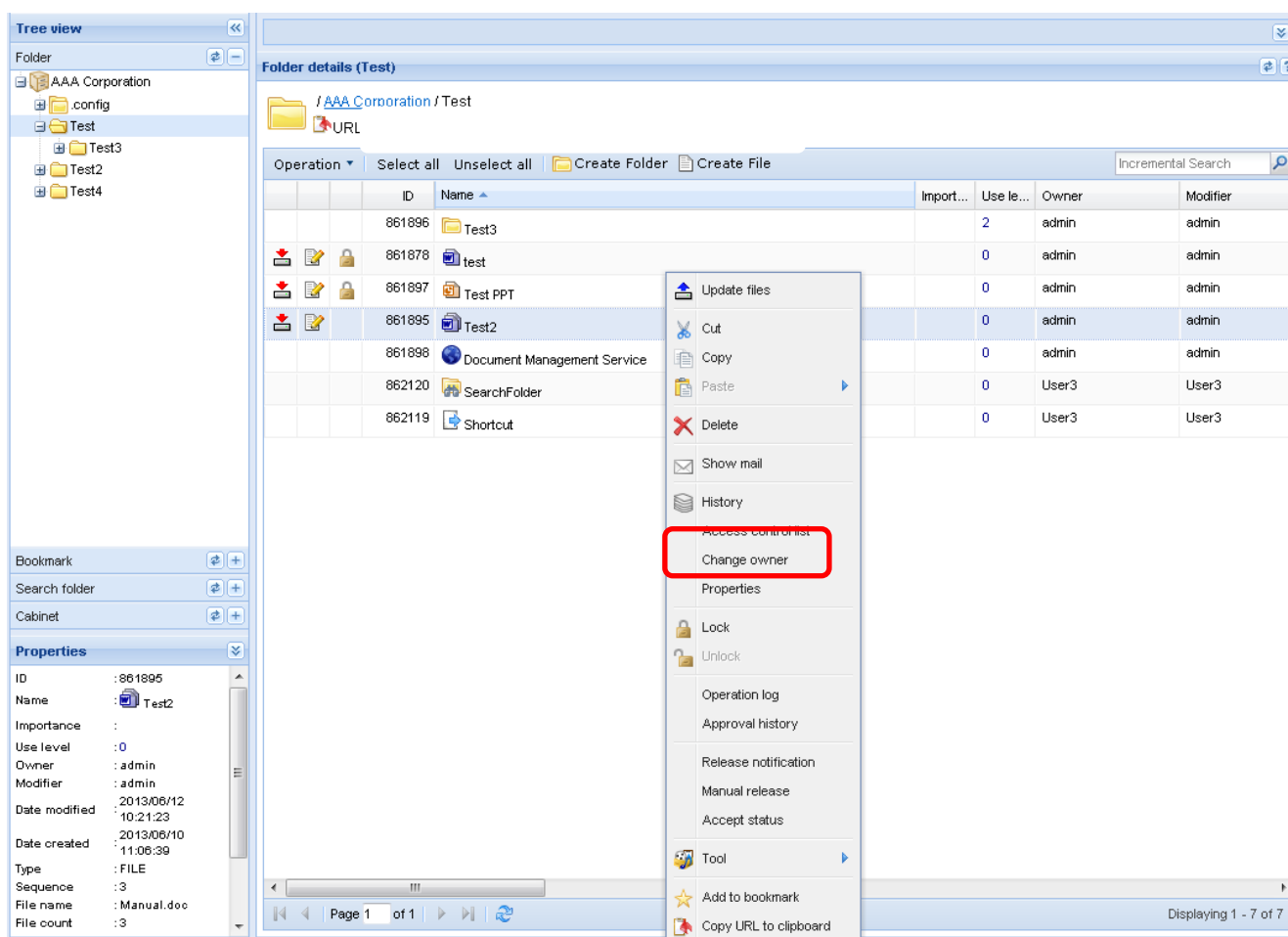
In this Service, you can change Owner from the following screens.

- “Data list display screen”

➤ “Detail screen” (Except folder)

1. Changing of Owner from “Data list display screen”

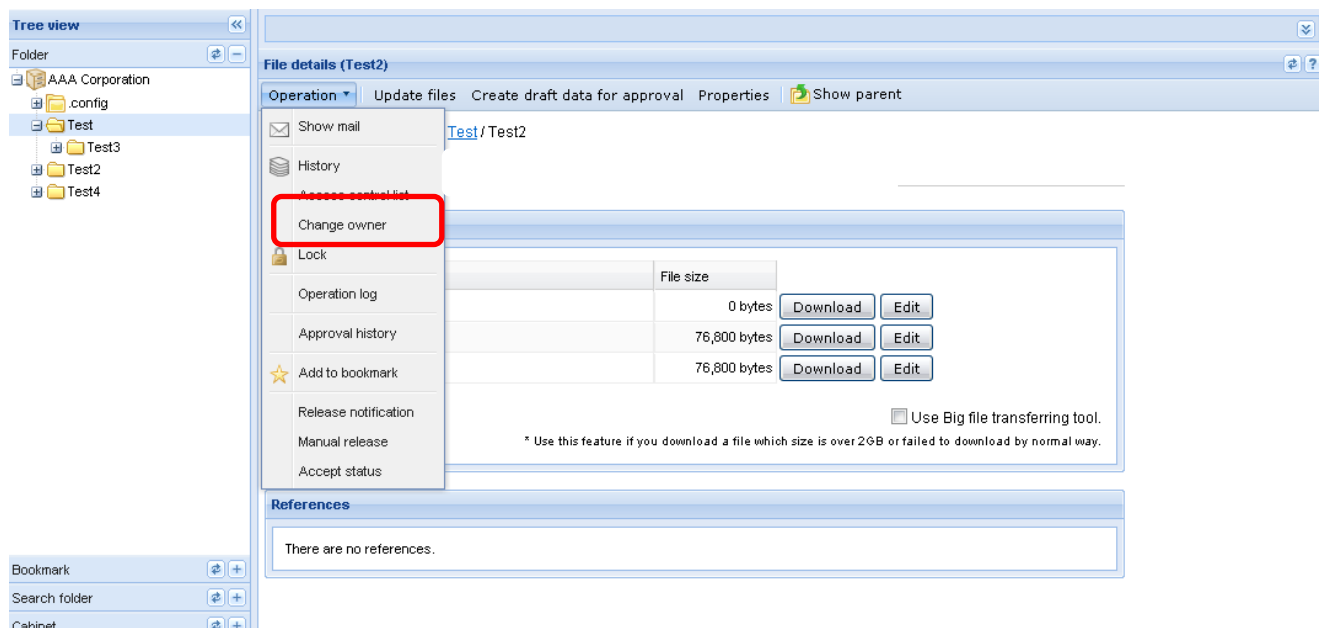
- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data you want to perform Owner changing.
- 3) Select data.
- 4) Select [**Change owner**] from right-clicking menu.
- 5) “Owner change screen” of selected data is displayed.



2. Changing of Owner from “Detail screen” (data other than folder)

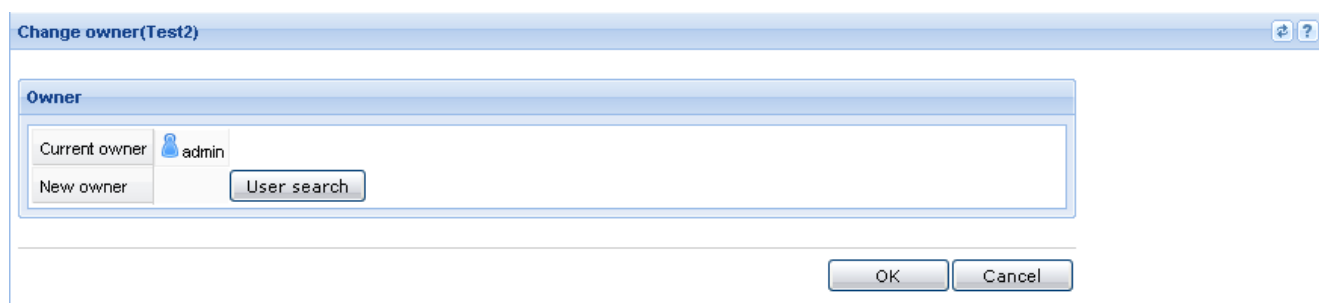
- 1) Double-click data to perform Owner changing.

- 2) “Detail screen” is displayed.
- 3) Select **[Change Owner]** from pull down menu of **[Operation]**.
- 4) “Owner change screen” is displayed.



3. Changing of Owner (Here, Owner changing of folder is explained.)

- 1) Display “Owner change screen”.



- 2) If you click **[User Search]** button, you can set new Owner. (Refer to “5.2 Search of users and groups” about user search.)

- Check **[Apply to sub folders]** when performing Owner changing in folder.

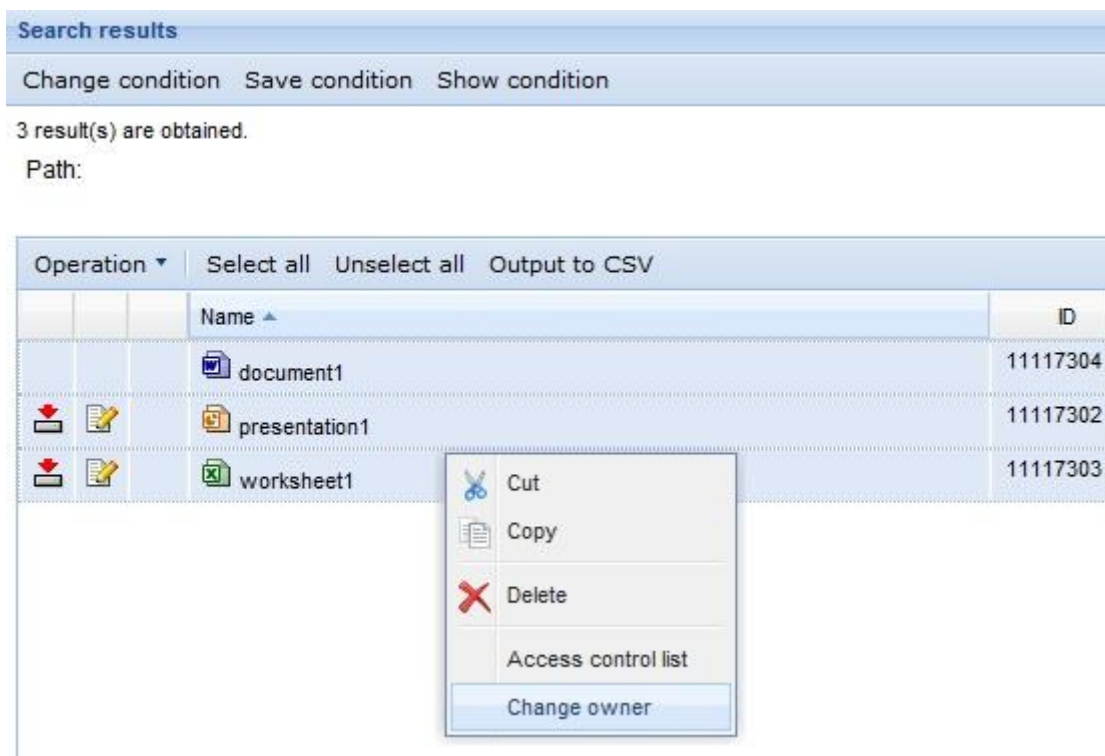
- 3) If you click **[OK]** button, you can perform changing of Owner.
- 4) Screen is back to “Data detail screen”.

4. Changing of Owner (Here, Owner changing of file is explained.)

- 1) Search from the top window menu of [ID/NameSearch] or [Advanced Search] and show the search result screen. Please refer to Searching data for detail of searching data.

Search results				
Change condition Save condition Show condition				
3 result(s) are obtained.				
Path:				
Operation ▾ Select all Unselect all Output to CSV				
			Name ▲	ID
			document1	11117304
			presentation1	11117302
			worksheet1	11117303

- 2) Select two or more data you want to change owner and select [Change owner] from right click popup menu, then change owner screen will appear.
You can select two or more data by left click with Ctrl key.



In this case, user name is not shown at [Current owner].



— — Notes — —

- When [Apply to sub folders] is checked, Owner changing is applied to all data in folder for which owner changing is permitted.

13. Locking of data

This operation temporarily locks data so that it cannot be updated or modified by other users.

- Data locking is a **temporary** measure; permanent write restriction is set using relevant “Access control”. When user locks a file, the user is responsible for subsequently unlocking it.

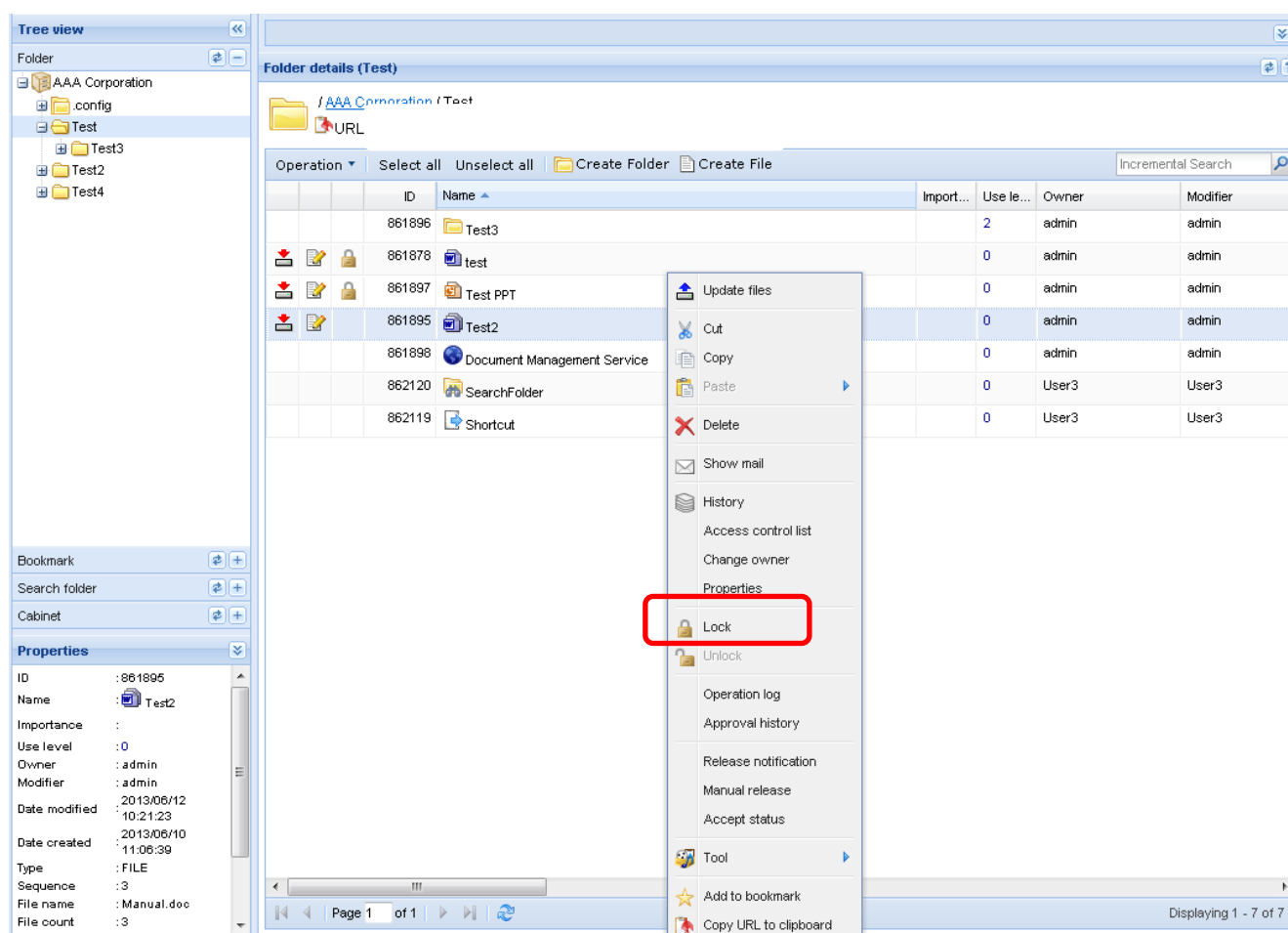
13.1 Locking of data

In this Service, you can lock data from the following 2 screens.

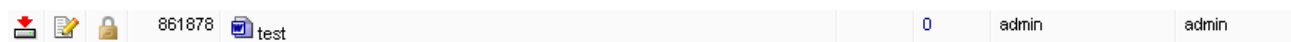
- “Data list display screen”
- “Detail screen”

1. Locking of data from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data you want to lock.
- 3) Select data.
- 4) Select **[Lock]** from right-clicking menu. Then, the data is locked.

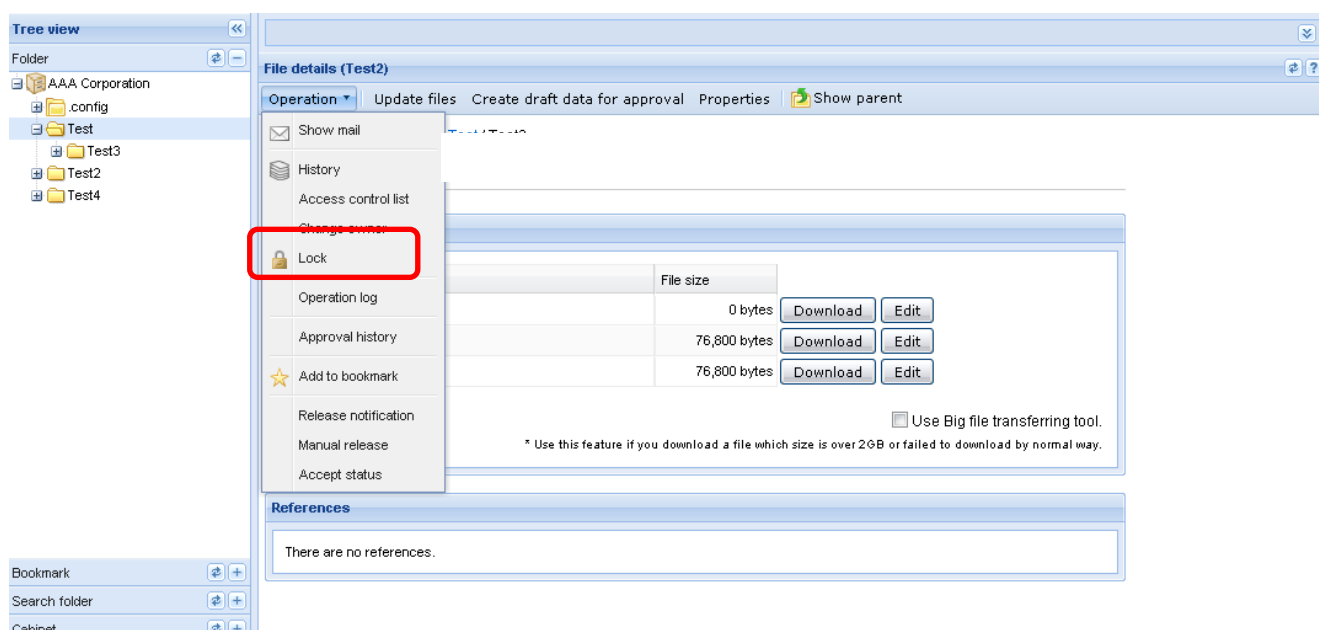


If you locked, key mark is displayed on data and it becomes impossible for other users to change properties and contents of file.

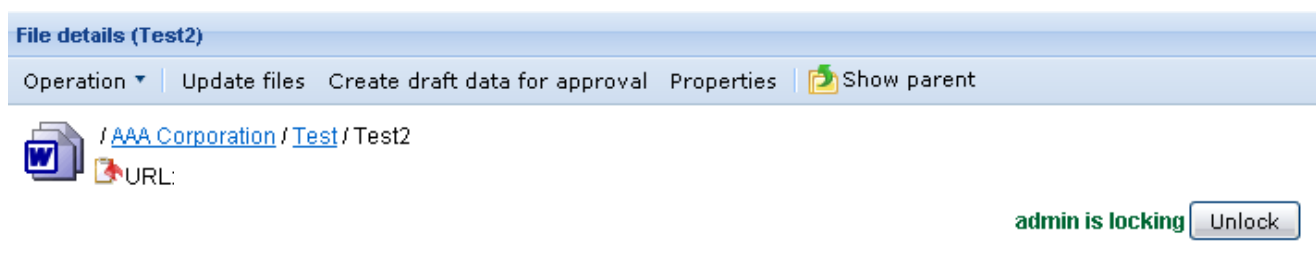


2. Locking of data from "Detail screen"

- 1) Double-click data you want to lock.
- 2) Display "Detail screen".
- 3) Select **[Lock]** from pull down menu of **[Operation]**. Then, data is locked.



"**[Lock Owner name] is locking**" is displayed on upper area of screen. And it becomes impossible for other users to change properties and contents of file.



13.2 Unlocking of data

You can cancel lock (unlock) of data, then the user who has write authority can change data. The persons who can perform unlocking of data are the following.

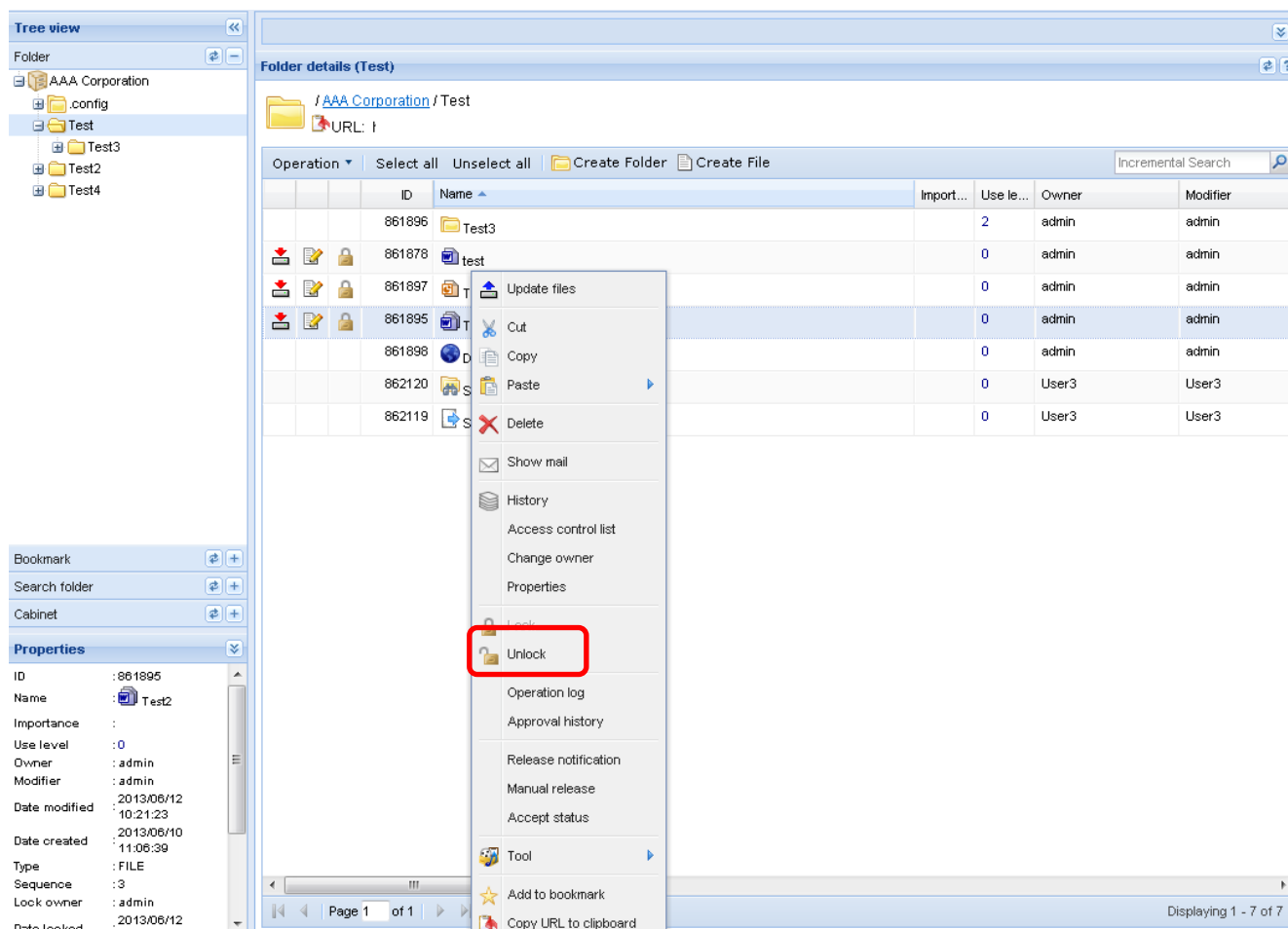
- The user who locked the data
- CA (cabinet administrator)
 - If you want to investigate who is locking, refer to the value of properties: **[Lock owner]**.

In this Service, you can cancel lock of data from the following two screens.

- “Data list display screen”
- “Detail screen”

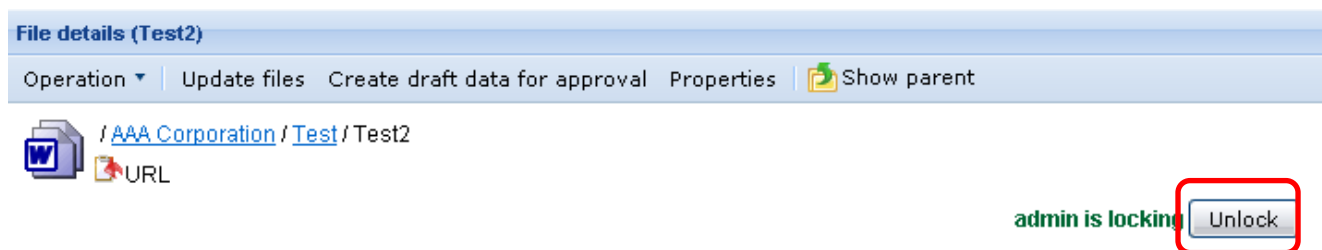
1. Unlocking of data from “Data list screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display data you want to unlock on list.
- 3) Select data.
- 4) Select **[Unlock]** of right-clicking menu. Then, lock of data is canceled.



2. Unlock of data from “Detail screen”

- 1) Double-click data you want to unlock.
- 2) “Detail screen” is displayed.
- 3) Click **[Unlock]** button.
- 4) Lock of data is canceled.



"[Lock owner name] is locking" of upper area of screen is disappeared. And other users who have write authority can change properties and contents of data.

Other than this operation, by registration/ updating of file by user who locked, lock is automatically canceled.

14. Movement of data

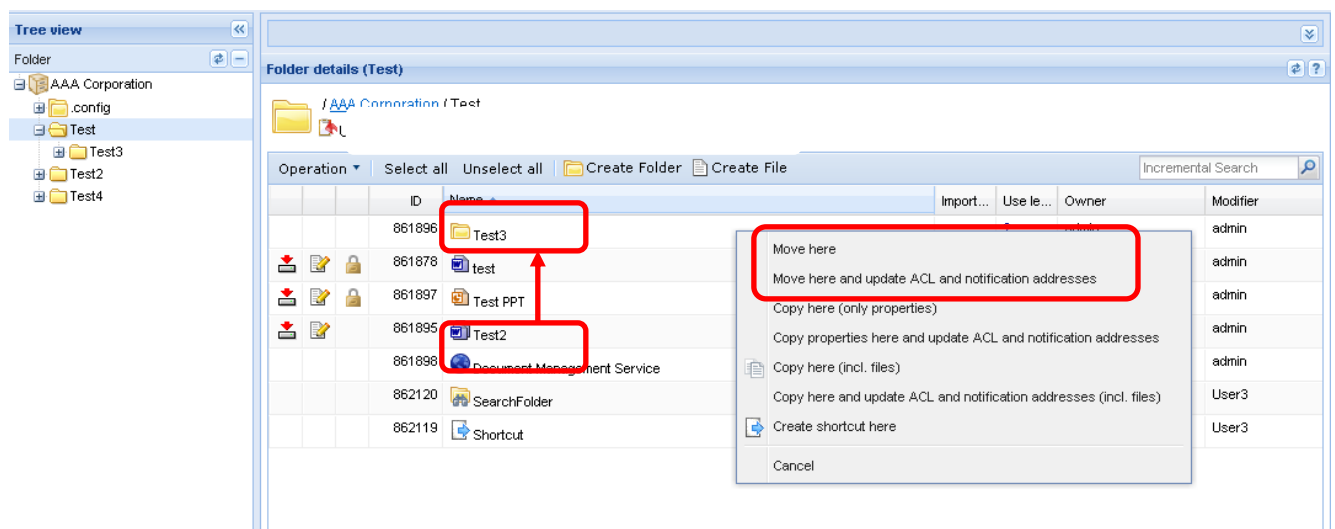
You can move data to another folder.

In this Service, you can move data from the following two kinds.

- "Movement by Drag and Drop",
- "Movement by Cut and Paste."

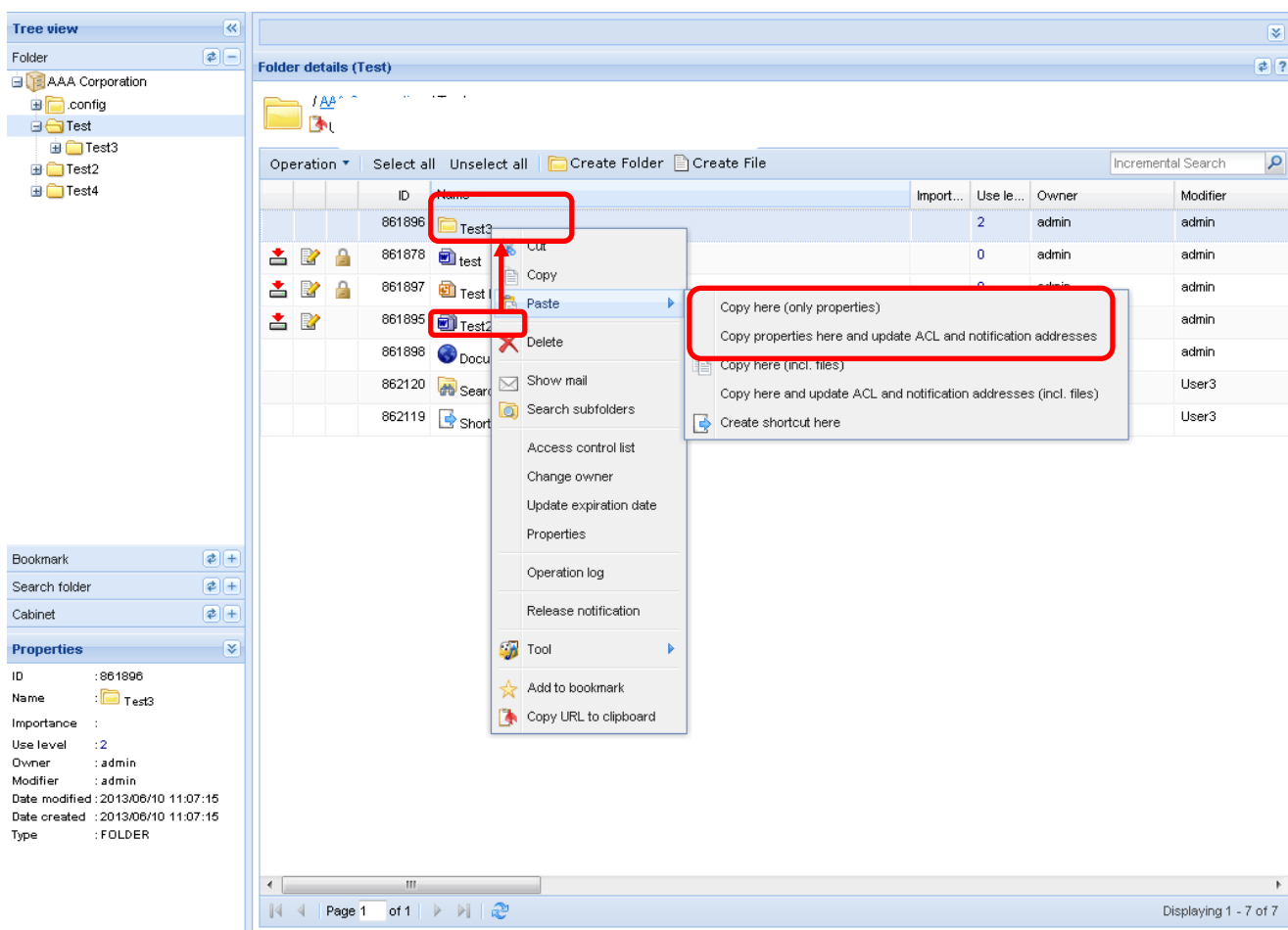
1. Movement of data by Drag and Drop

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Display data you want to move on the list.
- 3) Drag data to destination folder.
- 4) Drop it in folder of movement place.
- 5) Click [Move Here] or [Move Here and update ACL and notification addresses] (From menu displayed by Drop.)
- 6) The data is moved.



2. Movement by Cut and Paste

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) List data you want to move.
- 3) Select data you want to move.
- 4) Select **[Cut]** from right-clicking menu. Multiple selections are also possible.
- 5) Select movement place folder.
- 6) Display right-clicking menu.
- 7) Select **[Paste]** - **[Move Here]** or **[Move Here and update ACL and notification addresses]**.
- 8) The data is moved.



15. Shortcut creation of data

You can create Shortcut of data.

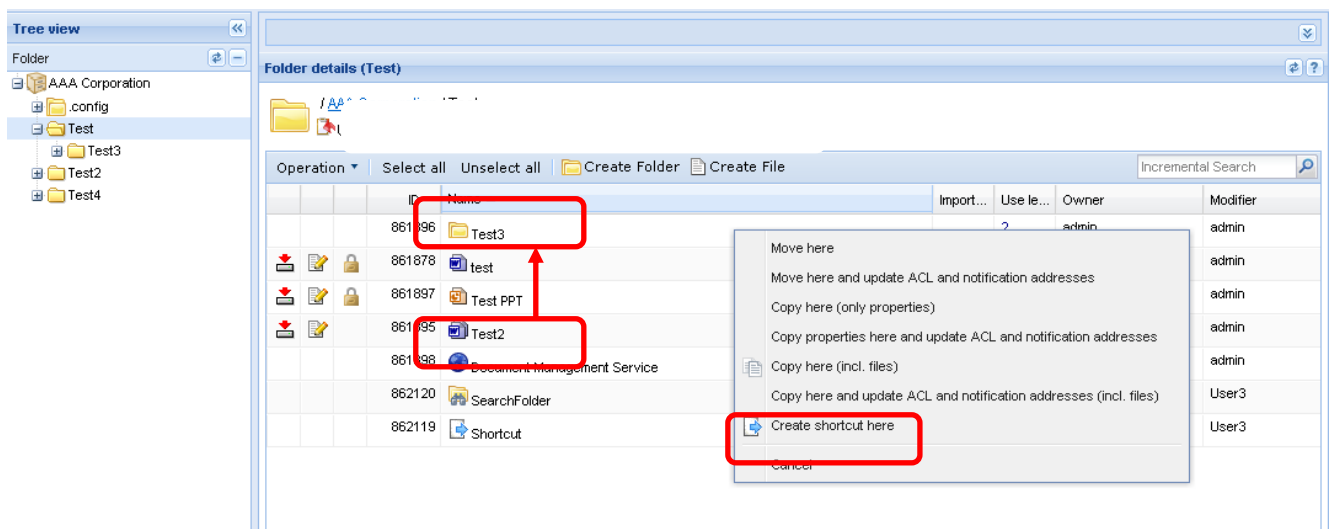
In this Service, you can create Shortcut from the following three kinds.

- "Creation by Drag and Drop"
- "Movement by Copy and Paste"
- "New creation of data"

(Refer to “4.4 Creation of data” about new creation of data.)

1. Shortcut creation by Drag and Drop

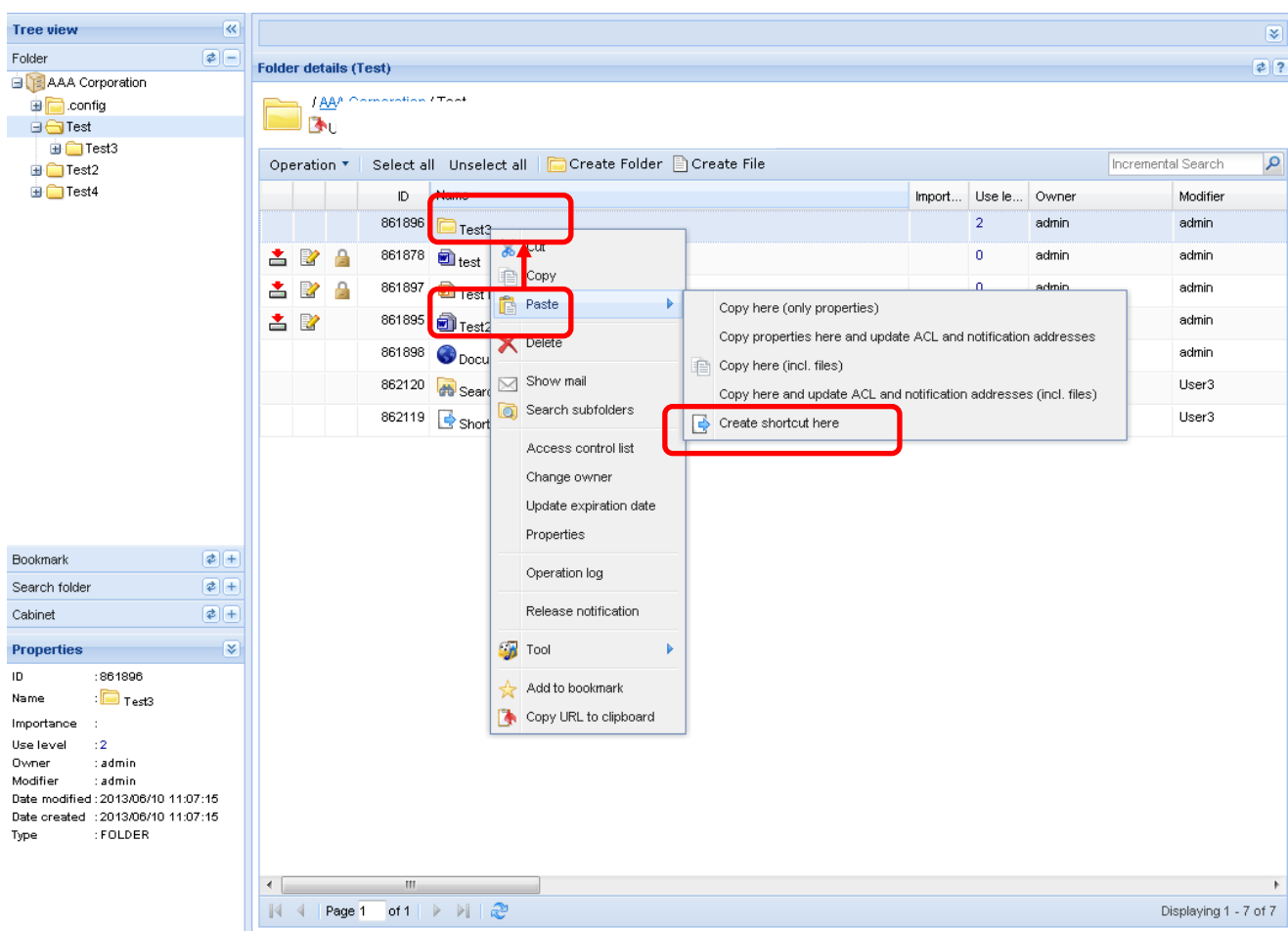
- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data performing Shortcut creation.
- 3) Drag data to destination folder.
- 4) Drop it in folder of shortcut creation place.
- 5) Click [Creates shortcut here].
- 6) Shortcut of the data is created.



2. Shortcut creation by Copy and Paste

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data to create Shortcut.
- 3) Select data to create Shortcut.

- 4) Select **[Copy]** from right-clicking menu. Multiple selections are also possible.
- 5) Select Shortcut creation place folder.
- 6) Select **[Paste]** - **[Creates shortcut here]** from right-clicking menu.
- 7) Shortcut of the data is created.



16. Registration to bookmark

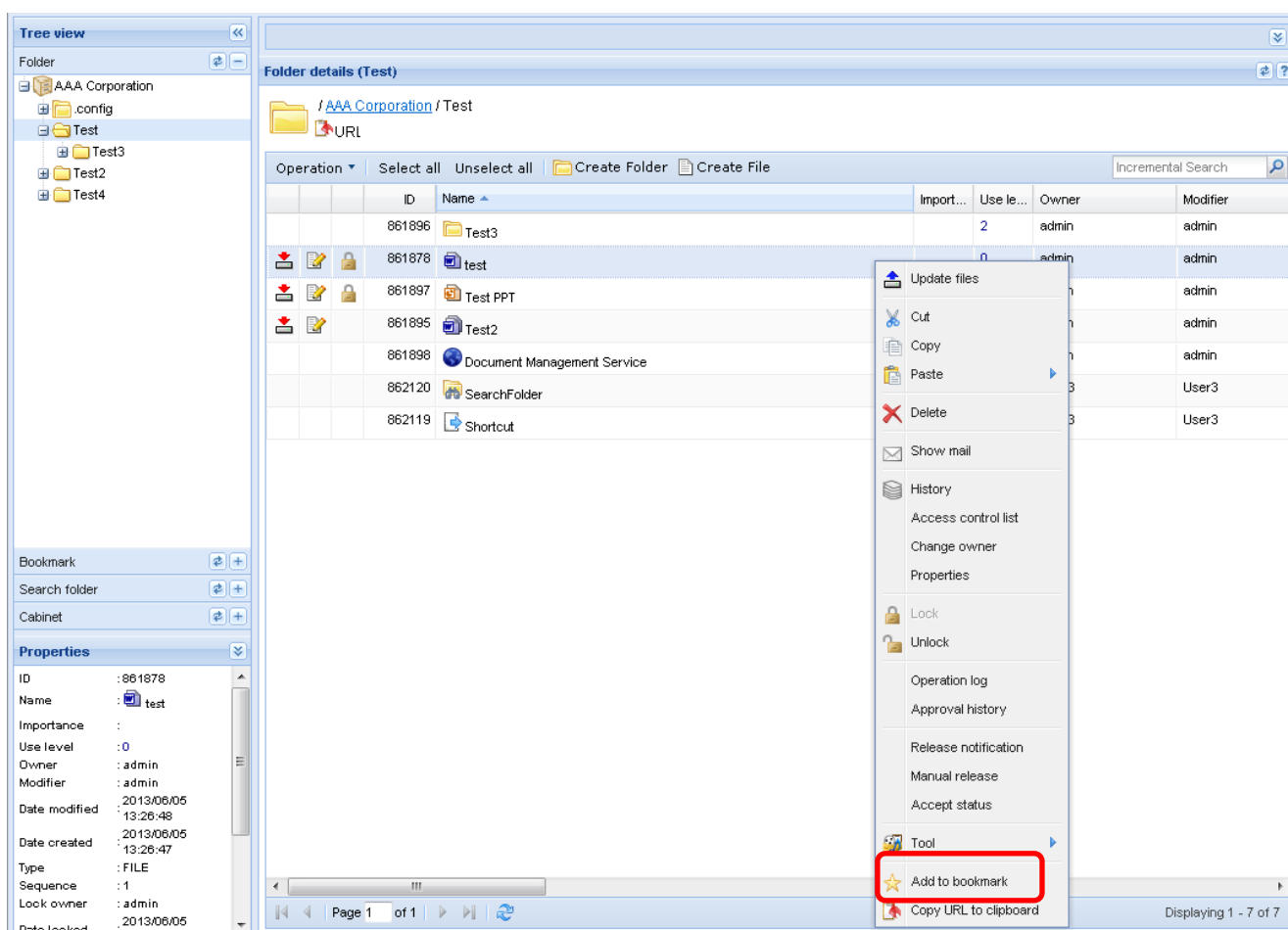
You can register data to bookmark.

In this Service, you can perform registration to bookmark from the following two screens.

- “Data list display screen”
- “Detail screen”

1. Registration to bookmark from “Data list display screen”

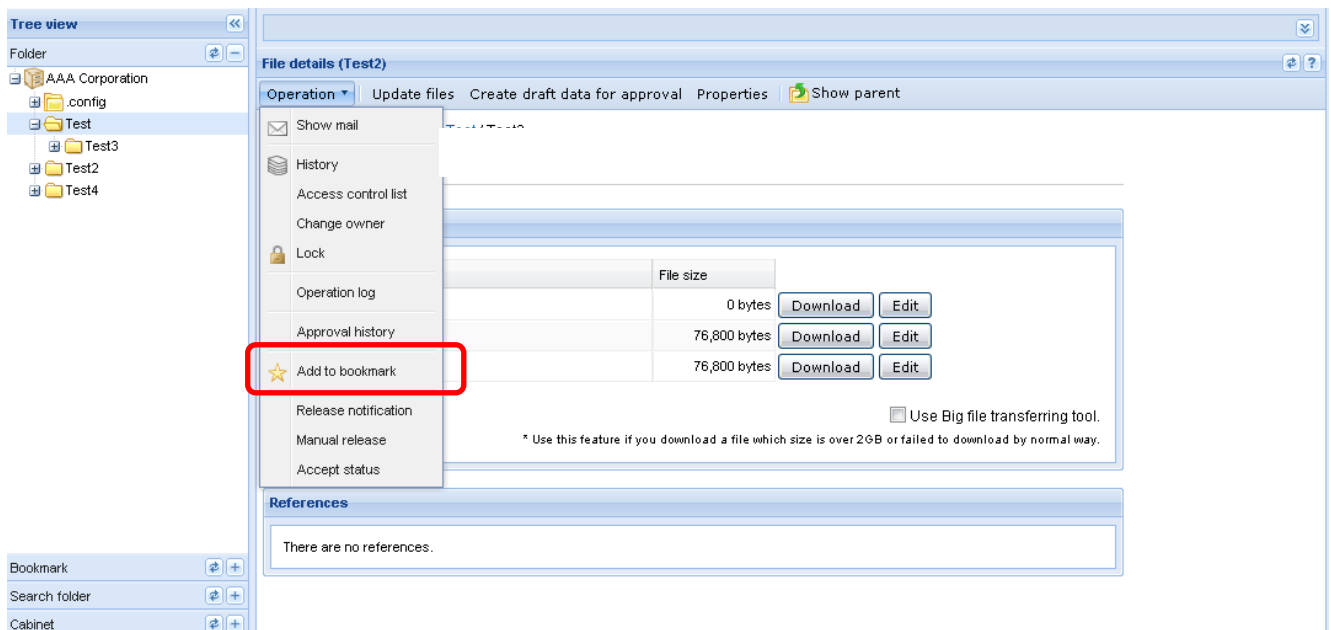
- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data to add to bookmark.
- 3) Select data.
- 4) Select [Add to bookmark] from right-clicking menu.
- 5) “Bookmark registration screen” is displayed.



2. Registration to bookmark from “Detail screen”

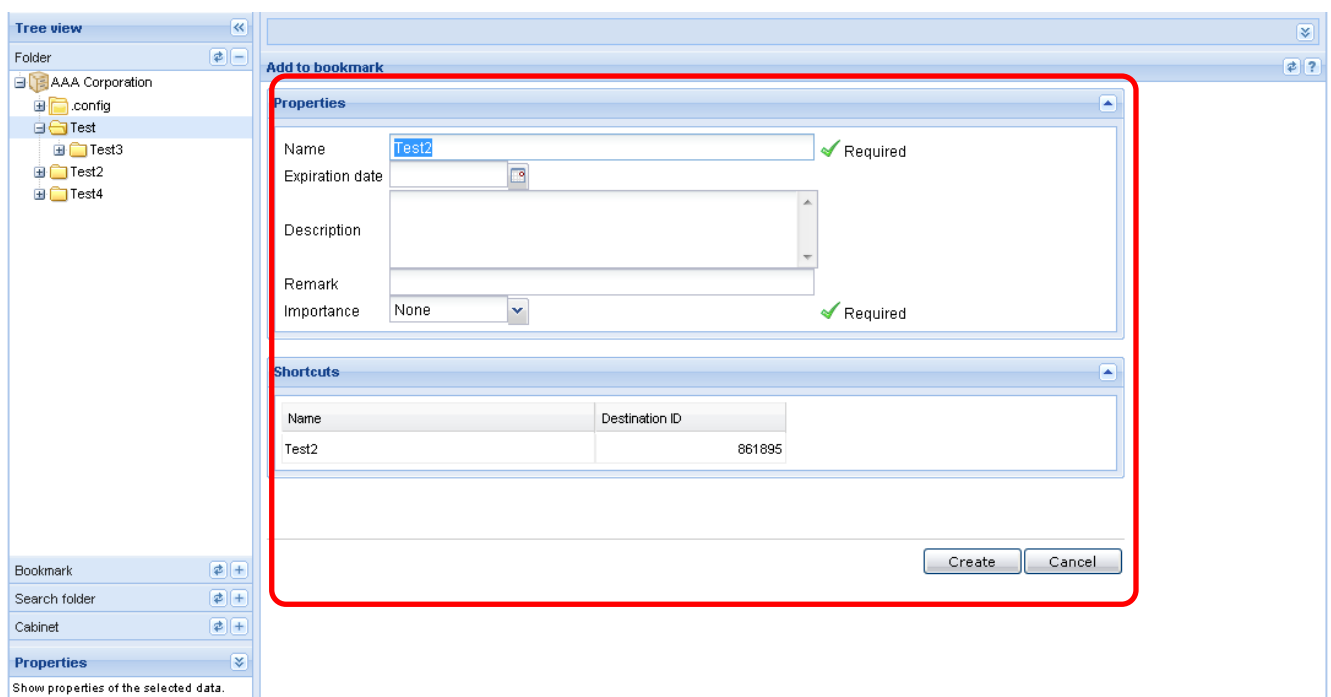
- 1) Double-click the data you want to add to bookmark.
- 2) “Detail screen” is displayed.
- 3) Select [Add to bookmark] from pull down menu of the [Operation].

4) “Bookmark registration screen” is displayed.



3. Bookmark registration

- 1) Display “Bookmark addition screen”.
- 2) Edit property information.



4) Click [Create] button

- 4) Data is registered to bookmark.

17. Copy of data

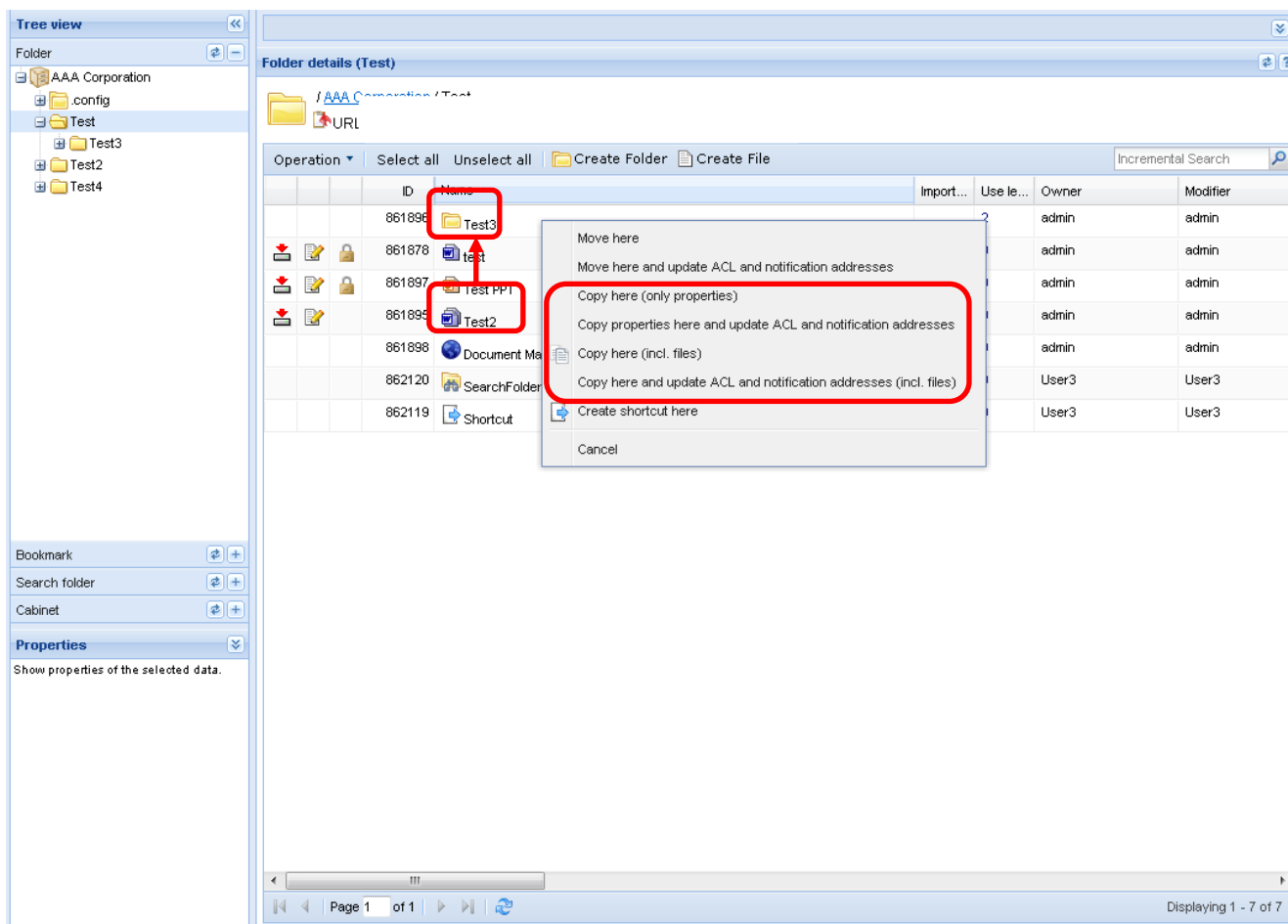
You can copy data to another folder.

In this Service, there are the following two kinds of copy.

- "Copy by Drag and Drop"
- "Copy by Copy and Paste"

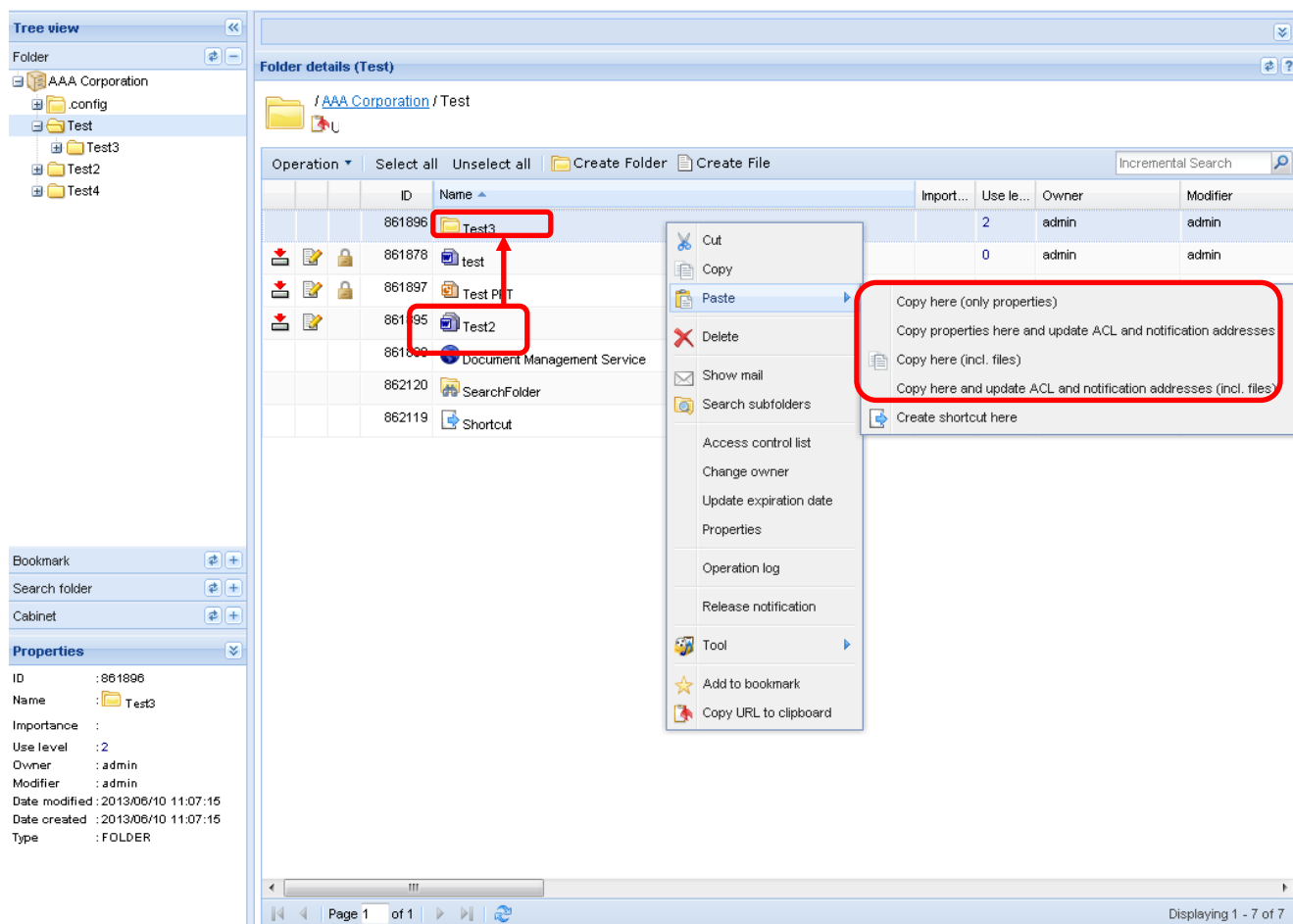
1. Copy by Drag and Drop

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) List data you want to copy.
- 3) Drag data to destination folder.
- 4) Drop it in folder of copy place.
- 5) Data is copied, if you select copy place folder and select one of the following menu from right-clicking menu.
 - **[Copy Here (Only properties)]**
 - **[Copy properties here and update ACL and notification addresses]**
 - **[Copy Here (incl. files)]**
 - **[Copy Here and update ACL and notification addresses (incl. files)]**



② Copy by Copy and Paste

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List data you want to copy.
- 3) Select data you want to copy.
- 4) Select **[Copy]** from right-clicking menu. Multiple selections are also possible.
- 5) Data is copied, if you select copy place folder and select one of the following menu from right-clicking menu.
 - **[Paste] - [Copy Here (Only properties)]**
 - **[Copy properties here and update ACL and notification addresses]**
 - **[Copy Here (incl. files)]**
 - **[Copy Here and update ACL and notification addresses (incl. files)]**



18. Reference of data

You can refer to data already registered.

18.1 Reference of URL data

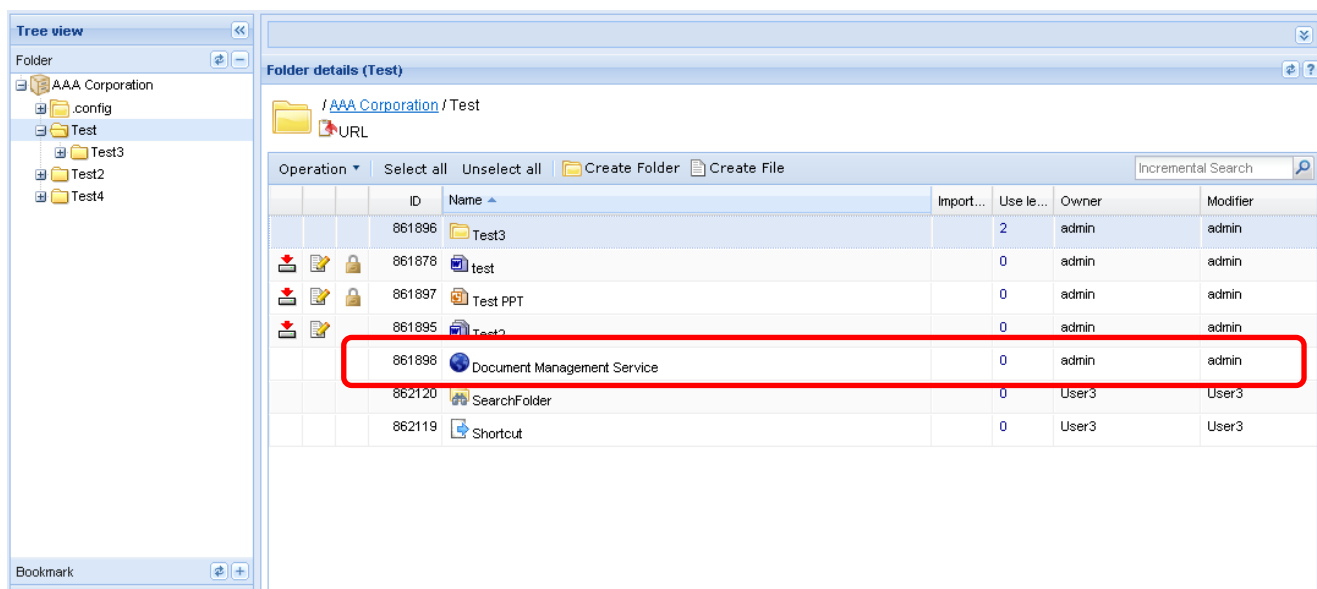
You can refer to URL data registered into this Service. In this Service, you can refer to URL data from the following two screens.

- “Folder detail screen”
- “Website detail screen”

1. Refer to URL data from “Folder detail screen”

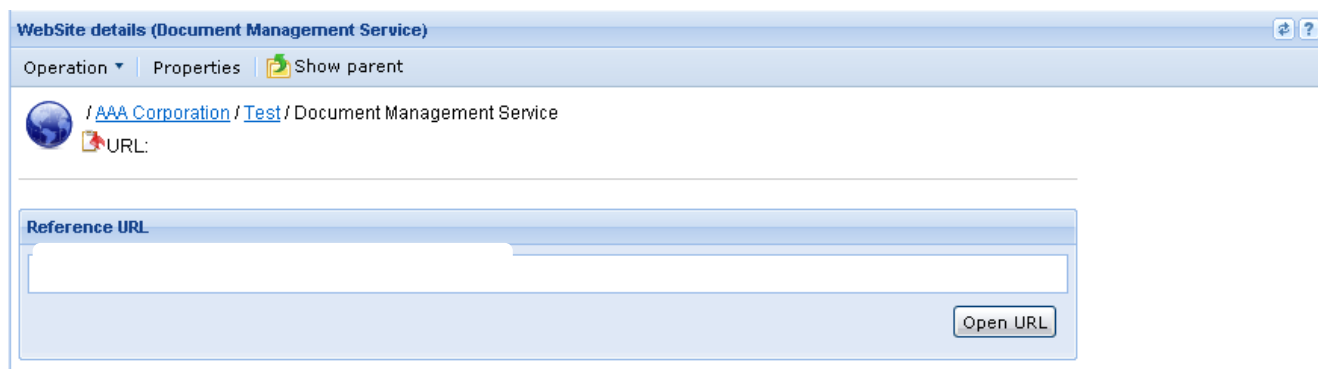
- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List URL data you want to refer to.
- 3) If you click icon for access [🌐], another window is opened.

4) You can access URL registered.



2. Refer to URL data from “Website detail screen”

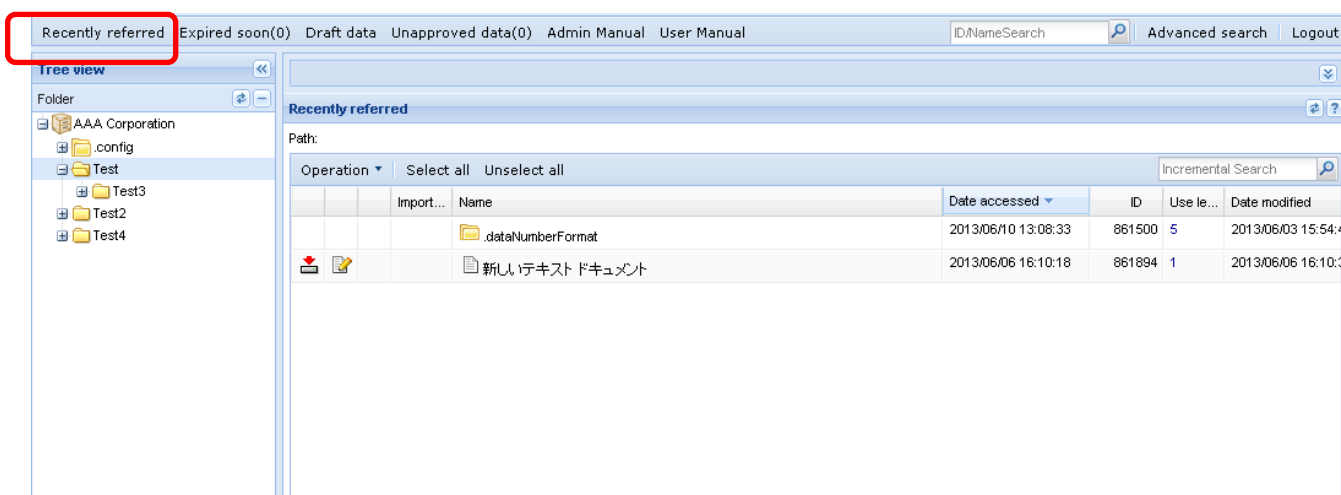
- 1) Navigate through folder hierarchy of [Tree view area].
- 2) List URL data you want to refer to.
- 3) Double click URL data you want to refer to.
- 4) “Website detail screen” is displayed.
- 5) If click [Open URL] button, another window is opened.
- 6) You can access URL registered.



18.2 Reference of data accessed recently

You can refer to data, Website, and Shortcut accessed recently.

- 1) Click [**Recently Referred**] of Main Menu tab.
- 2) Data list accessed recently is displayed.

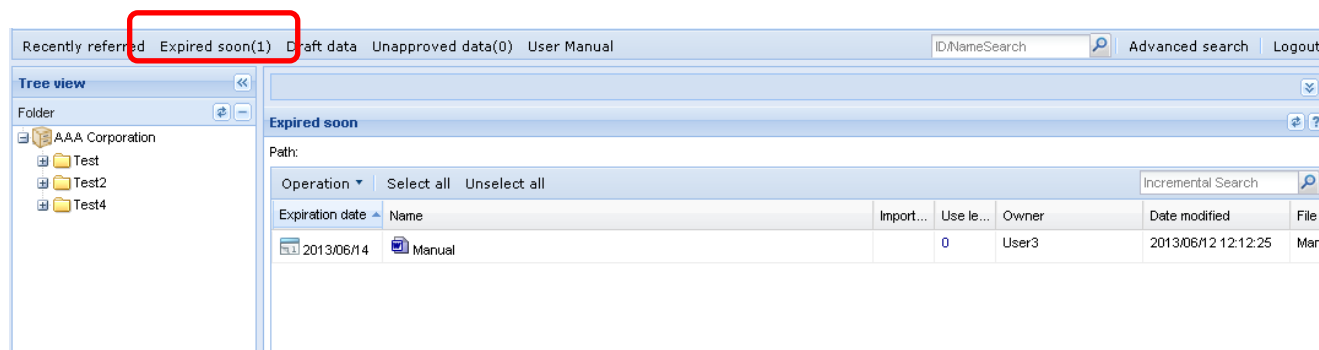


(Like folder, it is possible to operate by data selection.)

18.3 Reference of data which expired soon

You can refer to data which will expire soon, from list.

If you click [**Expired soon (XX)**] of Main Menu tab, "expired soon" list is displayed. The number displayed in () of [**Expired soon (XX)**] is number of data which expired soon.



(Like folder, it is possible to handle by data selection.)

--Notes--

- Data that has already expired is automatically moved to Recycle bin in relevant cabinet.
- While logged in, number of data items that will expire soon, displayed on Main Menu tab, does not change (number XX in **[Expired soon (XX)]**).

19. Numbering

You can perform **“Numbering”** (Numbering is management of data number) of a file. In order to use “Numbering”, it is necessary to create “Numbering format definition” in advance. Only administrator can create “Numbering format definition”. Refer to “6.5 Numbering format definition” in “Cabinet Administrator Manual” about creation of “Numbering format definition”.

19.1 Numbering of a file

You can perform “Numbering” of files on the following two screens.

- “File creation screen”
- “Property edit screen” of the file

Refer to “4.2.New creation of file” about “File creation screen”, and refer to “4.9 Reference /edit of property” about “Property edit screen”.

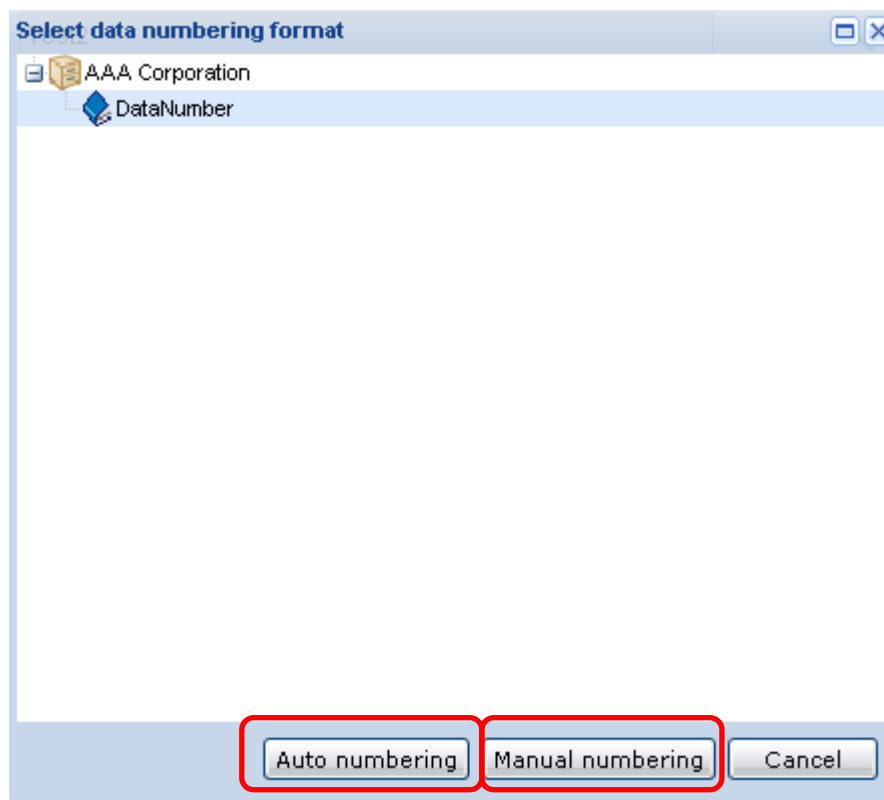
- 1) Click **[Select data number]** button of “Data Number” in “Properties screen”.

The screenshot shows a 'Properties' window with the following fields and values:

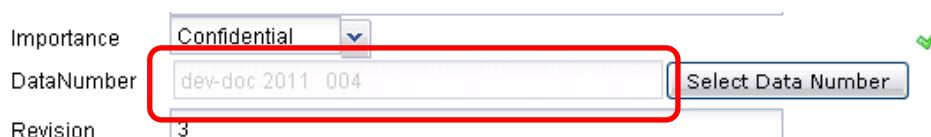
ID	861895	
Name	Test2	✓ Required
Owner	admin	
Date created	2013/06/10 11:06:39	
Date modified	2013/06/12 10:21:23	
Expiration date		
Description		
Remark		
Importance	None	
Data number	Select data number	✓ Required
Revision		
Sequence	3	

The 'Select data number' button is highlighted with a red rectangular box.

- 2) Selection window of Numbering format is displayed.
- 3) Select Numbering format you use.
- 4) Click **[Auto numbering]** button when performing “numbering automatically”. Click **[Manual numbering]** button when performing “number direct entry”.



- 5) If you click a button, selection window of “Numbering format” is closed.
 - 6) Data number is displayed on column of data number.
- When you click **[Auto numbering]** button, next management number (next "Numbering") is displayed. At this time, number cannot be edited directly.



- When you click **[Manual numbering]** button, the latest management number which can be given is displayed. At this time, you can edit and set number directly manually.



Importance Confidential

DataNumber dev-doc 2011 004 Select Data Number

Revision 3

7) After setting data number, if file creation and updating are performed, you can perform Numbering of file.

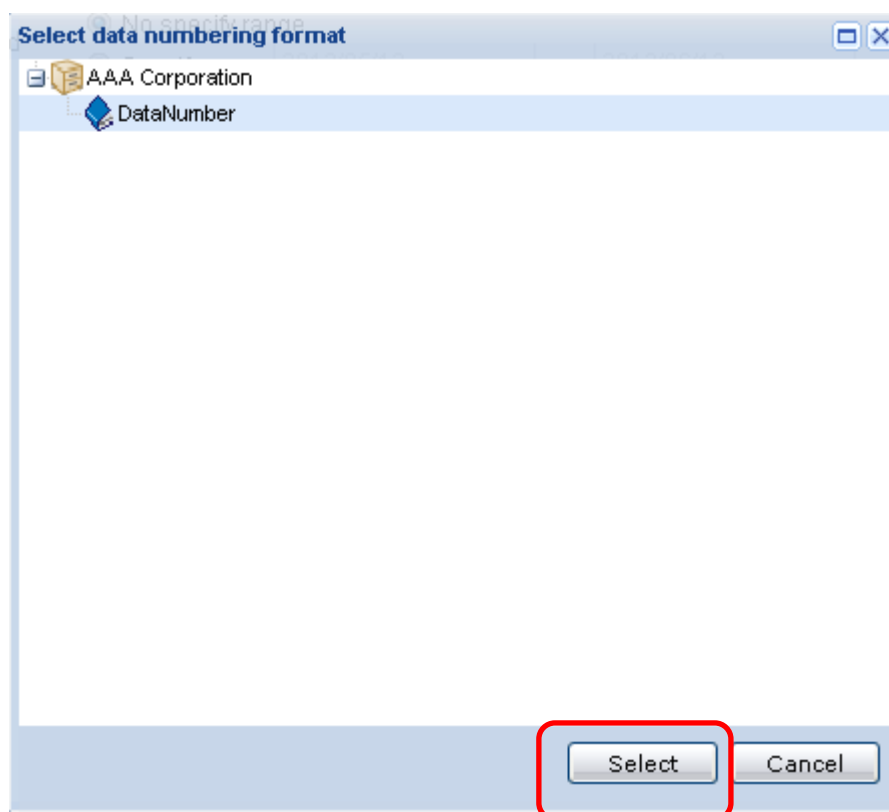
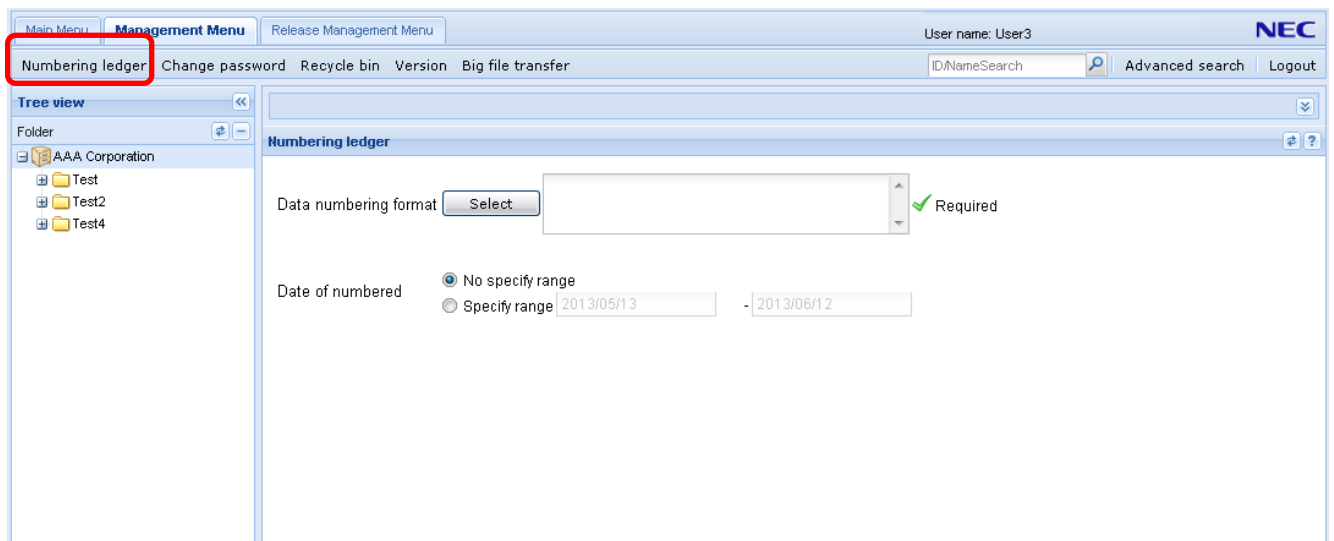
— — Notes — —

- Whether you can click two buttons (**[Auto numbering]** or **[Manual numbering]**) on “Numbering format selection” depends on “Numbering format definition” setting.
- In case of **[Auto numbering]**, management number is the minimum number which is not used yet when file is created / updated.
- In case of **[Manual numbering]**, you cannot specify data number already performed “Numbering”. And, you can not edit it except “year” and “number”.
- When you select new “Numbering format” by using “Numbering” at property edit, new data number is given.

19. 2 Numbering ledger

Ledger of file performed “Numbering” by specified “Numbering format definition” is displayed.

- 1) Click **[Numbering ledger]** of Management Menu tab.
- 2) “Numbering ledger screen” is displayed.



7) Specify Numbering date.

- When not specifying, all periods are target.

Numbering ledger

Data numbering format - DataNumber ✓ Required

Date of numbered
☒ No specify range
☐ Specify range 2013/05/13 - 2013/06/12

8) Click **[Show list]** button at lower right of screen.

9) “Numbering ledger” is displayed.

Numbering ledger

Data numbering format - DataNumber ✓ Required

Date of numbered
☒ No specify range
☐ Specify range 2013/05/13 - 2013/06/12

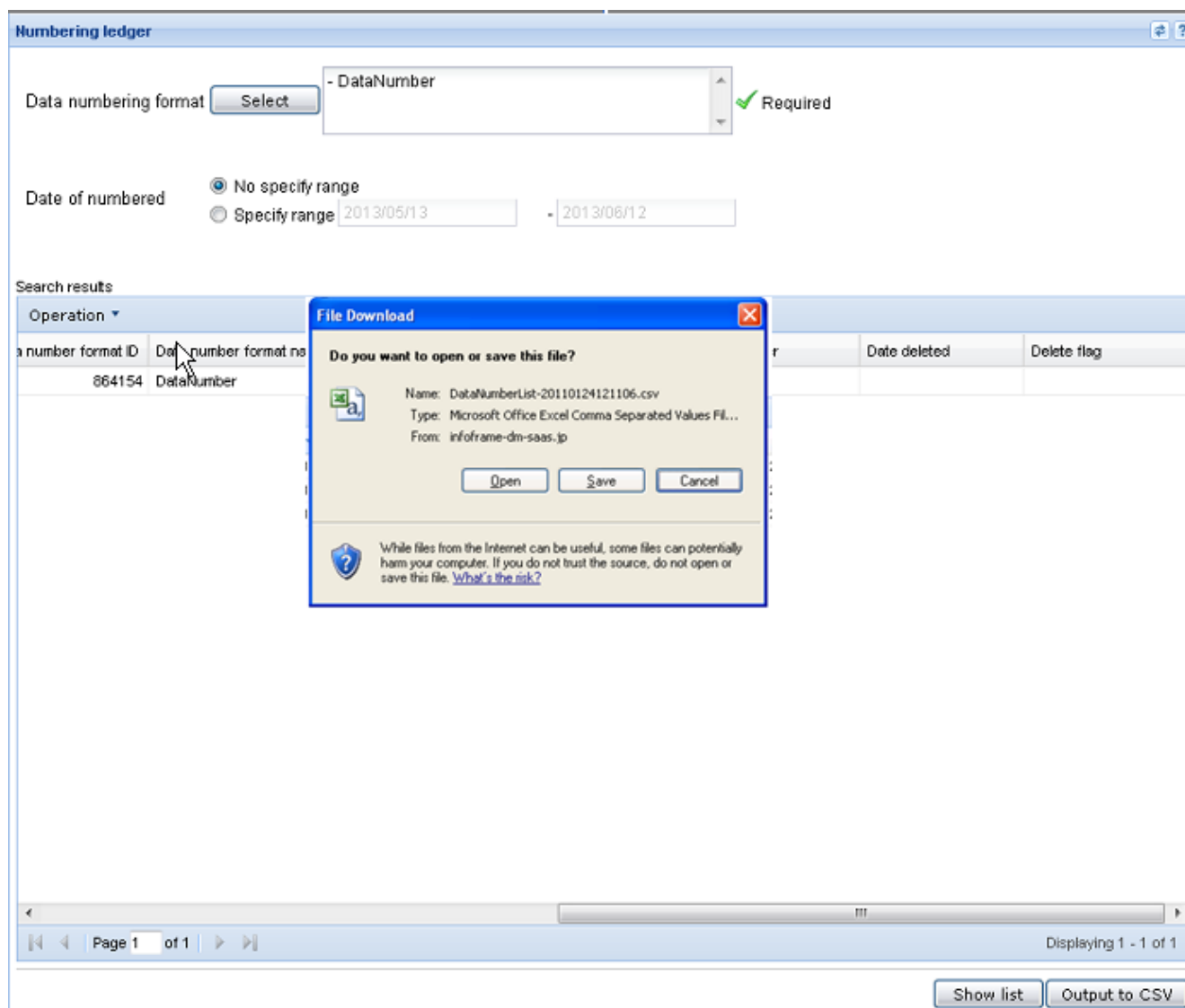
Search results

Operation ▼					
a number format ID	Data number format name	Cabinet name	Delete user	Date deleted	Delete flag
864154	DataNumber	AAA Corporation			

Page 1 of 1 Displaying 1 - 1 of 1

10) Click **[Output to CSV]** button at lower right of screen.

11) You can download “Numbering ledger” file.



20. Approval

With approval function, until a registered file is disclosed, original data (open data) is locked and a different file (draft data) from the registered file is used for editing. So, it is necessary to create draft data for approval in order to perform approval request and approval about file. Perform approval request after creating draft data.

20.1 Draft data creation for approval

1. Case creating draft data when creating new data

1) Creating new file data.

When creating file, check [Create draft data] and click [Create] button to create draft data.

Create File

☒ Create draft data

Files (Choose file from Reference button.)

Registration files by Drag and Drop from here

	References	Clear
	References	Clear
	References	Clear
	References	Clear
	References	Clear

2. Case creating draft data from file detail screen of existing data.

1) Open “File detail screen” after creating a file.

2) Click [**Create draft data for approval**] button from simple menu of “File detail screen”.

File details (In All Team Draft Plan)

Operation ▾ Update files **Create draft data for approval** Properties Show parent

ATZ Coporation / Development / Plan / Folder / In All Team Draft Plan

URL: <http://xxx.xxx.xxx/chronos/m.do?tenant=2002&i=2223>

Accept

Files

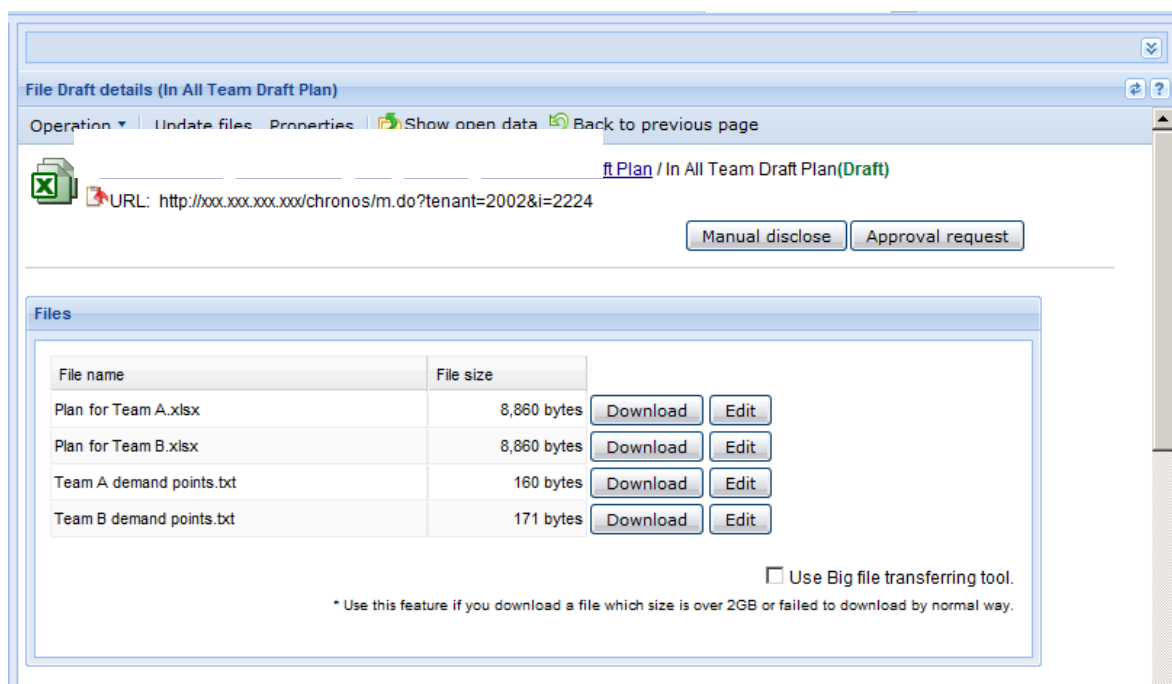
File name	File size		
Plan for Team A.xlsx	8,860 bytes	Download	Edit
Plan for Team B.xlsx	8,860 bytes	Download	Edit
Team A demand points.txt	160 bytes	Download	Edit
Team B demand points.txt	171 bytes	Download	Edit

☐ Use Big file transferring tool.
* Use this feature if you download a file which size is over 2GB or failed to download by normal way.

References

There are no references.

- 3) Then a check dialog is displayed, click **[Yes]** button.
- 4) Draft data is created.
- 5) Screen is changed to “Draft data detail screen”.



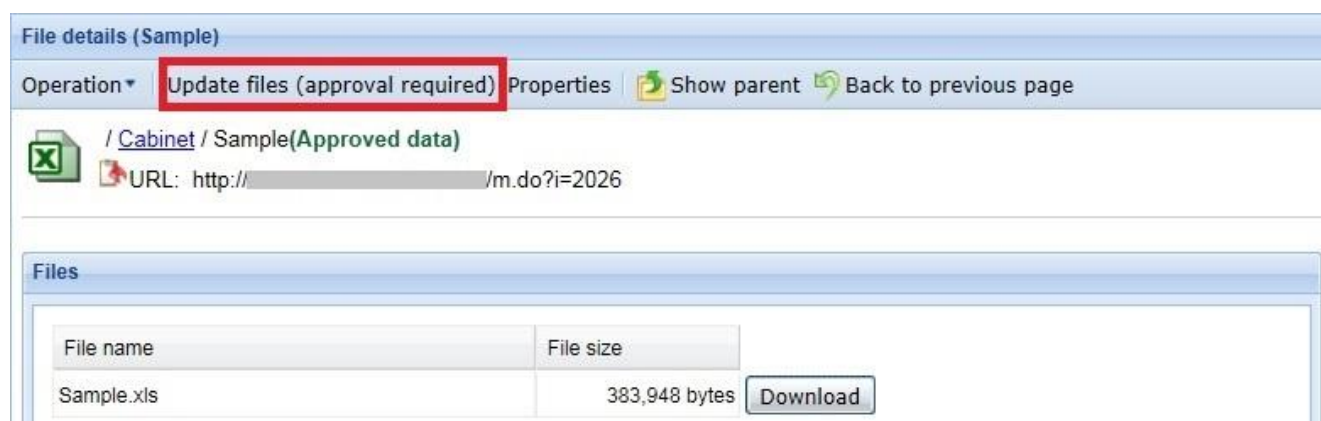
— — Notes — —

- Reference cannot be registered into draft data.

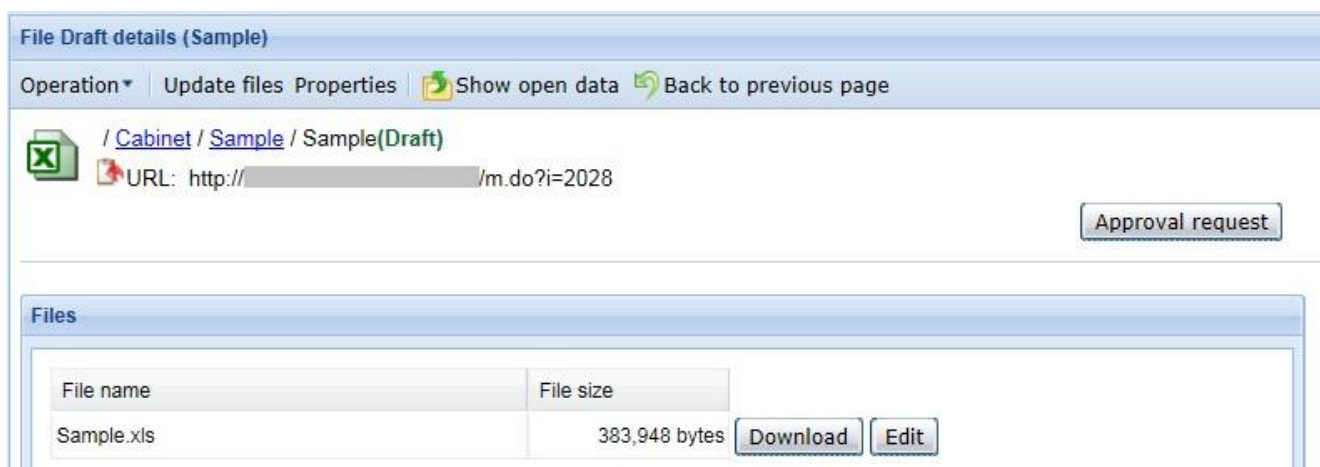
3. Case creating draft data from file detail screen of existing data.

If you want to update approved data, you need to create draft data.

- 1) Click **[Update files(approval required)]** on the file details screen.



- 2) Click **[Yes]** when confirming dialog is displayed.
- 3) The draft data will be created and the draft data details screen will be displayed.



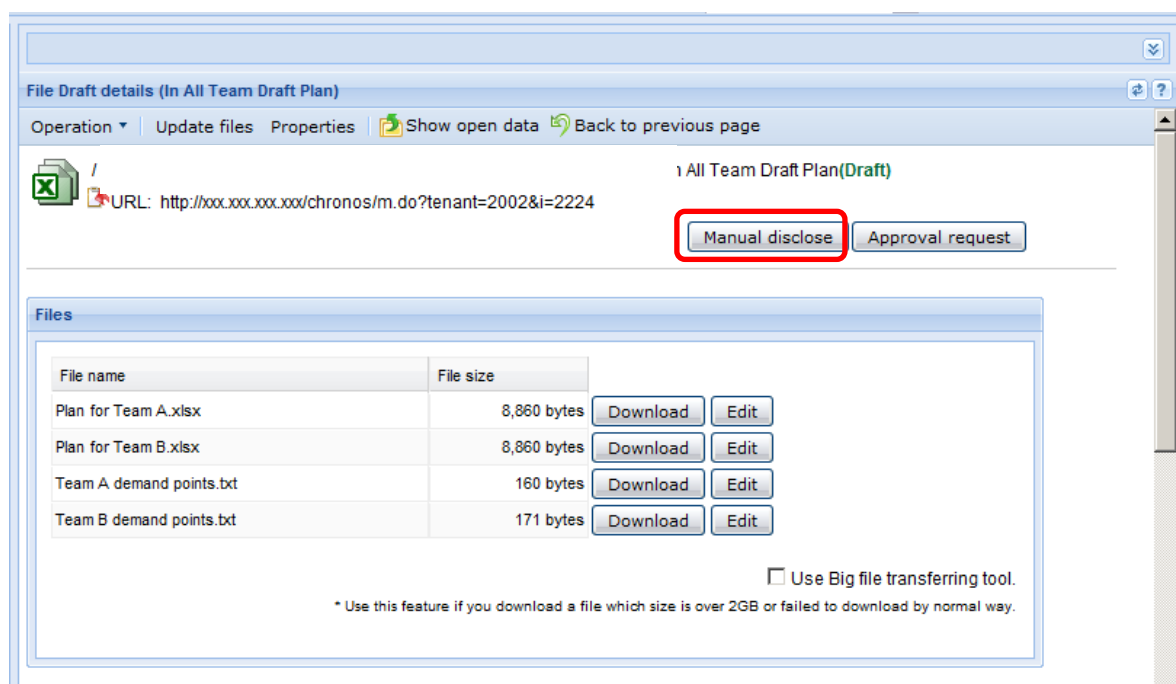
— —Notes— —

- References can not be registered into draft data.
- Access control list of draft data will be take over access control list of open data.
According to the contents of the changed system configuration file, you can change to access control list of draft data which has only authority of operator.

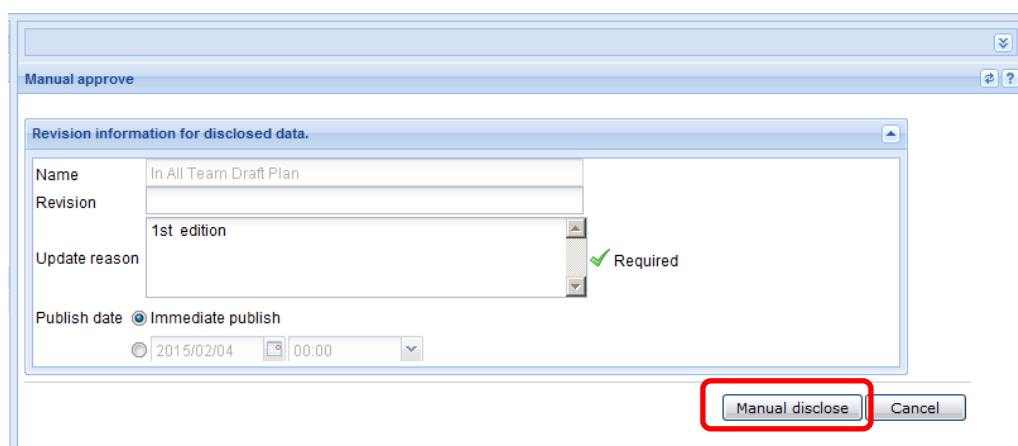
20.2 Manual disclose

You can use “manual disclose” when overwriting original data with edited draft data, without having to gain approval.

- 1) Click **[Manual disclose]** button on “Draft data detail screen” of file.



- 2) “Revision information input screen” which correspond to open data, is displayed.
- 3) Input revision information.
- 4) Click **[Manual disclose]** button.



- 5) “Manual disclose” is performed.
- 6) Screen is changed to “File detail screen” of former data.

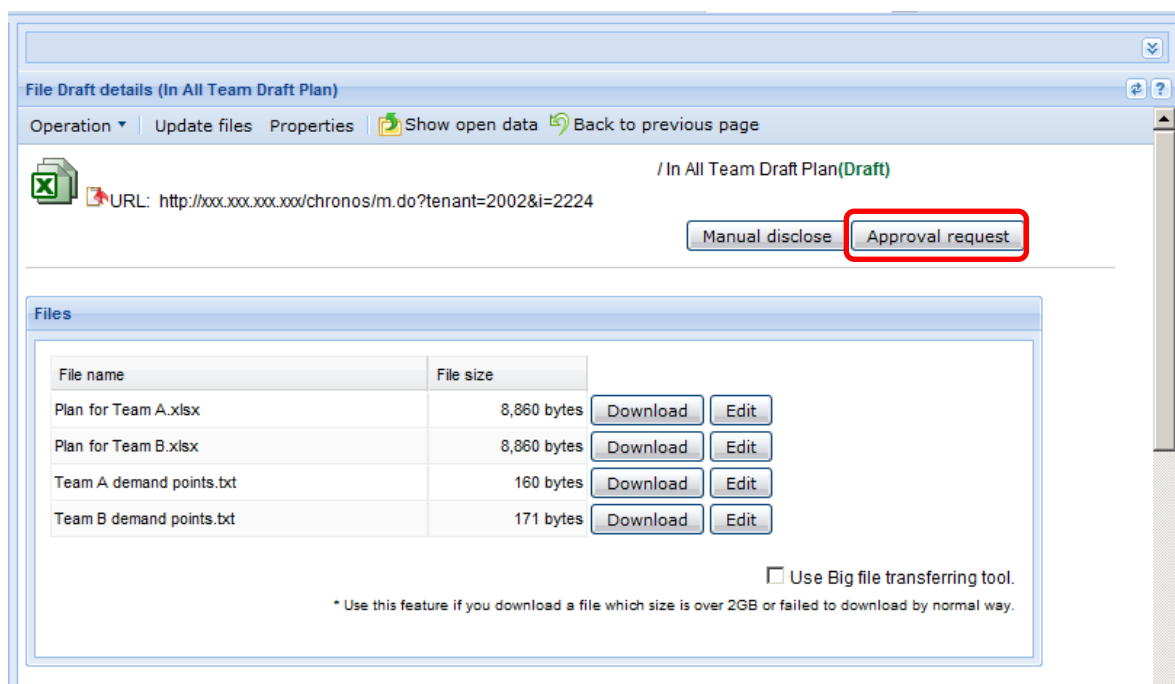
— —Notes— —

- When the open data is approved, “manual disclose” is not permitted.

20.3 Approval request

You can perform approval of draft data.

- 1) Click **[Approval request]** button on “Draft data detail screen” of file.



- 2) Screen is changed to “Approval request screen”.

- 3) On “Approval request screen”, input "revision information" and "comments" about open data. When establishing **[Publish date]**, it's opened on a designated day after approval completion.

Revision information for disclosed data.		
Name	In All Team Draft Plan	
Revision		
Update reason	update demand points	☒ Required

☐ Setup

Publish date

Comment

Comment

* The comment will be added to E-mail.

Select approvers.

Approver List

Apply saved approver: Select

Select all Unselect **Grouping by approval order**

Approval order ▲	Approval type	User/Group
------------------	---------------	------------

default approval sequence when user is added : 1st approver(s)

Save Approver: Save name

☒ Send E-mail

E-mail settings

- 4) Select a person who perform approve.
- 5) Specify approval order at the time of addition.
- 6) Click **[Add user]** button, and search and add user.

Select approvers.

Approver List

Apply saved approver: Select Apply Delete

Select all Unselect **Grouping by approval order**

Approval order ▲	Approval type	User name
Approval order: 1st approver(s) (1 person(s))		
1st approver(s)	Review	admin
Approval order: 2nd approver(s) (1 person(s))		
2nd approver(s)	Approval	User2

default approval sequence when user is added : 1st approver(s) Add user Delete

Save Approver: Save name Save

[Approval order] expresses order which approval person approves. Low number approval person approves earlier.

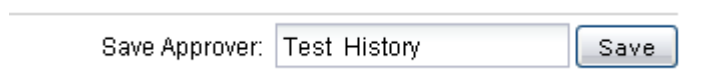
[Approval type] expresses type of approval. You can select from the following.

- “Proofread”
- ”Approval”
- “Circulation”
- “Managerial decision”

Check **[Each notification after requesting (e.g. Completion of approval) will be made for all approved user.]** optionally.

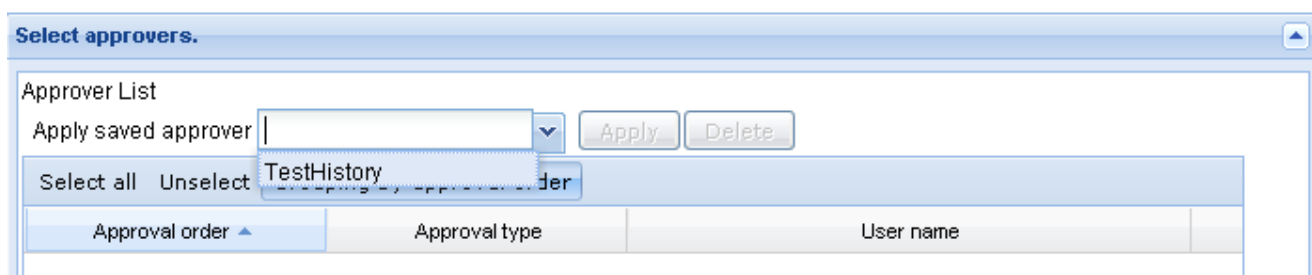
[Save name] and **[Save]** save approval person's setting.

- ✓ Input saving name into **[Save name]** column.
- ✓ Click **[Save]** button.
- ✓ "Approval persons" and "Approval Order" which are set as list are saved.

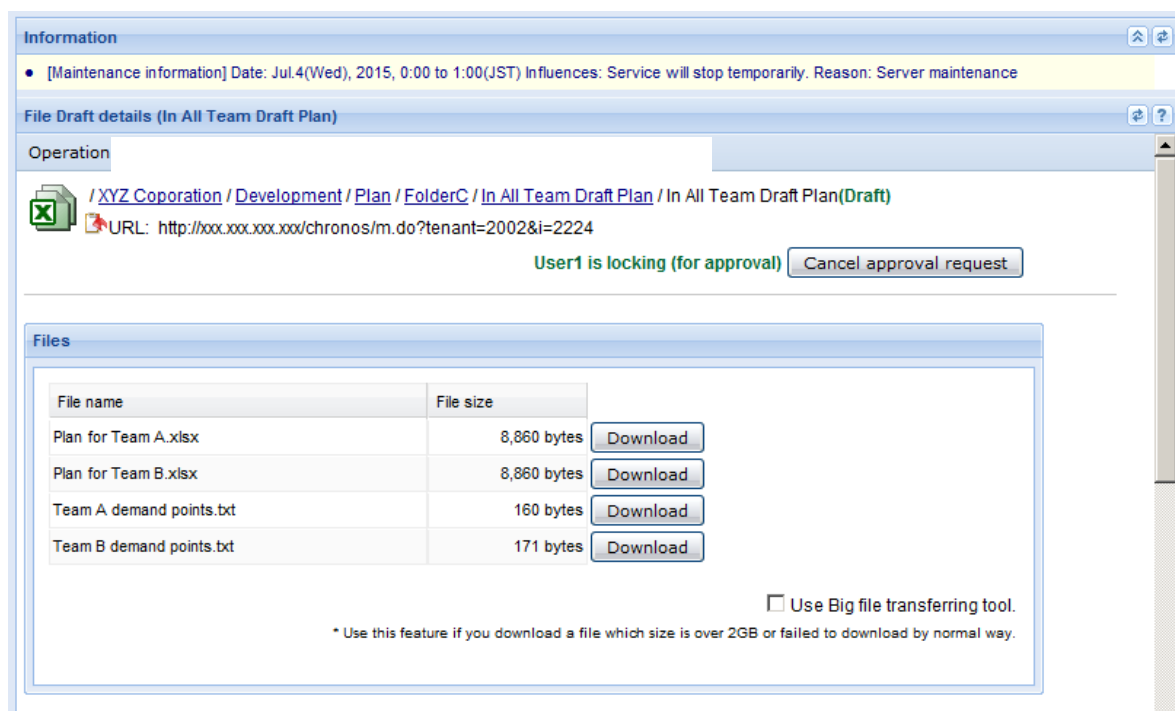


You can apply saved setting of approval person to present list from **[Apply saved approver]**.

- ✓ Select saved setting name from list of **[Apply saved approver]**.
 - ✓ Click **[Apply]** button.
 - ✓ History setting is applied to list.
- After select saved name, if you click **[Delete]** button, you can delete saved contents.



- 7) Click **[Approval request]** button.
- 8) Approval request is performed.
- 9) Screen is changed to "Draft data detail screen".



— —Notes— —

When two or more approvers are set in same approval order at approval request, transition to higher approval order will not occur until all approvers set in same approval order provide their approval.

You can input two or more comma separated e-mail addresses to the CC field.

20. 4 Approval Flow

If you use approval flow when requesting approve, you need to create approval flow in advance.

- 1) Click **[choose/apply]** on the Approval request screen.

Select approvers.

Approver List

Apply saved approver: Select [v] [Apply] [Delete]

Apply approval flow: [choose / apply] [To remove the effects of applying]

Description: [Text Area]

Approval order	Approval type	User/Group

approval order: 1st approver(s) [v] [Add user / group] [Delete] [Show member(s)]

Save Approver: Save name [Save]

2) Selection of approval flow window will be displayed. Select the approval flow you want to use.

Selection of approval flow

- Approval flow
 - ApprovalFlowFolder
 - ApprovalFlow

[Select] [Cancel]

- 3) Selection of approval flow window will be closed if you click **[Select]** button and approval flow which was defined will be displayed.

- 4) Click **[Approval request]** to complete requesting approval and the draft data details screen will be displayed.

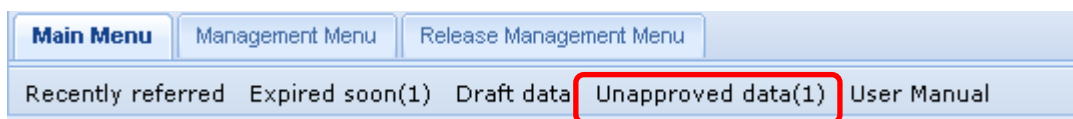
20.5 Approval / rejection

You can approve or reject data for which approval is requested. You can perform approval or reject from the following screen.

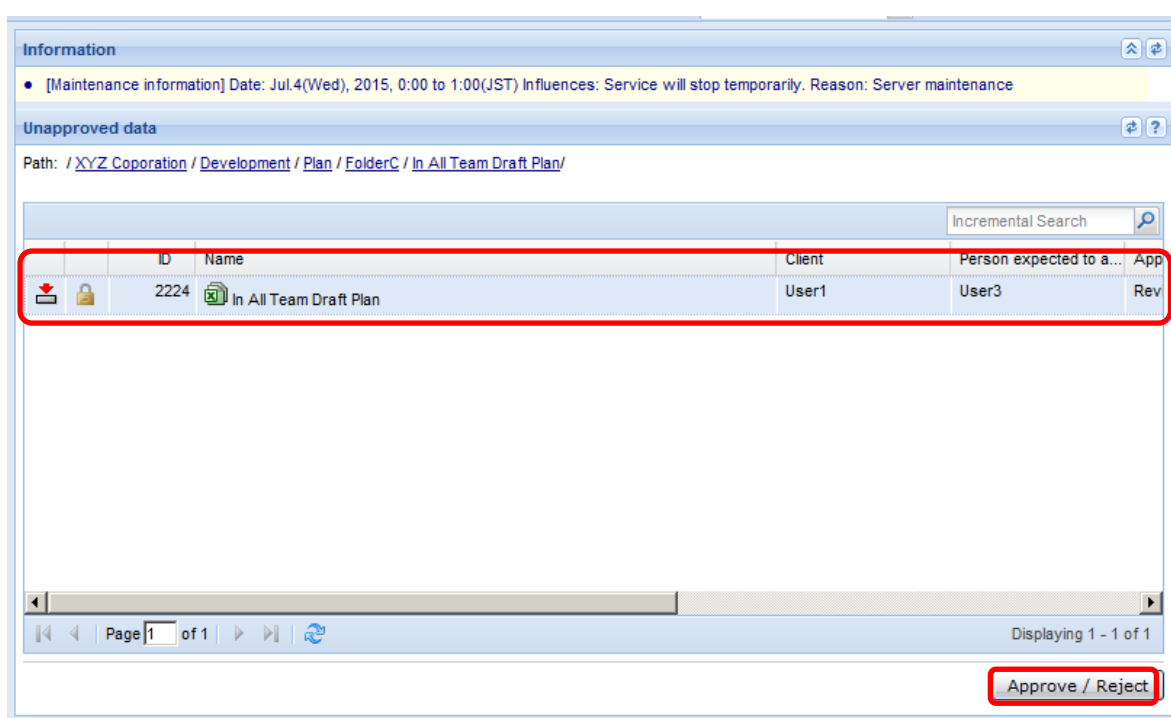
- “Non-approval Data list screen”
- “Draft data detail screen”

1. Approval from unapproved data list

- 1) In Main Menu, if number in () of **[Unapproved data]** is one or more, the unapproved data needed to approval exists. Click **[Unapproved data]** menu.



- 2) Unapproved data list is displayed.
- 3) Select data to perform approval / reject.
- 4) Click **[Approval / Reject]** button.
 - If you want to see the contents of data in advance, download and check file from download icon.



- 5) “Approval screen” is displayed
- 6) Input comments.
- 7) Click **[Approval]** button or **[Reject]** button.

Approve

Revision information for disclosed data.

Name

Test2

Revision

Update reason

file add

Comment

Comment

* The comment will be added to E-mail.

☐ Send E-mail

E-mail settings

Approve

Reject

Cancel

8) Approval / reject are completed.

9) Screen is changed to “Draft data detail screen”.

2. Approval from “Draft data detail screen”

1) Select **[Draft data]** of Main Menu.

Main Menu

Management Menu

Release Management Menu

Recently referred

Expired soon(1)

Draft data

Unapproved data(1)

User Manual

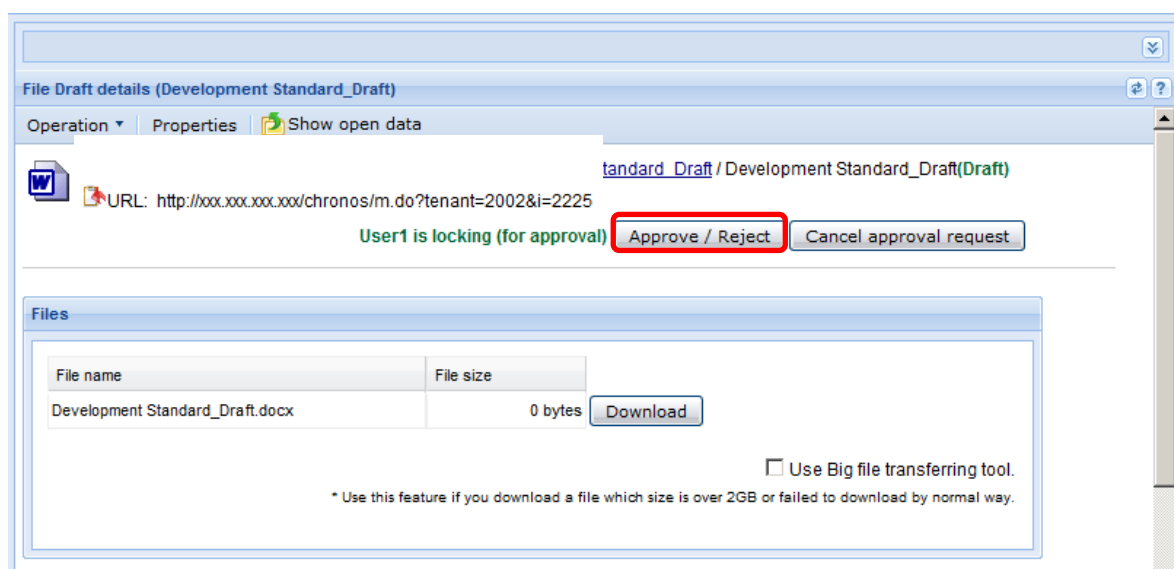
2) Draft data list is displayed

3) Double-click data you want to perform approval / reject.

Draft data						
Path:						
						Incremental Search
		ID	Name	Client	Approval order	Approval status
		864155	 Test2	User3	1st approver(s)	Approving
		861879	 test			Editing

4) Click **[Approval / Reject]** button on “Draft data detail screen”.

- If you want to see contents of data in advance, download and check with download button.



5) Approval screen is displayed.

6) Input comments.

7) Click **[Approval]** button or **[Reject]** button.

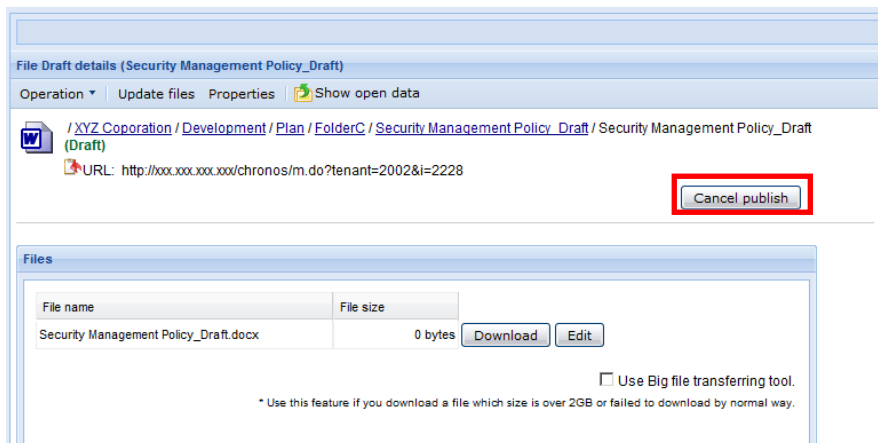
8) Approval / reject are completed.

9) Screen is changed to “Draft data detail screen”.

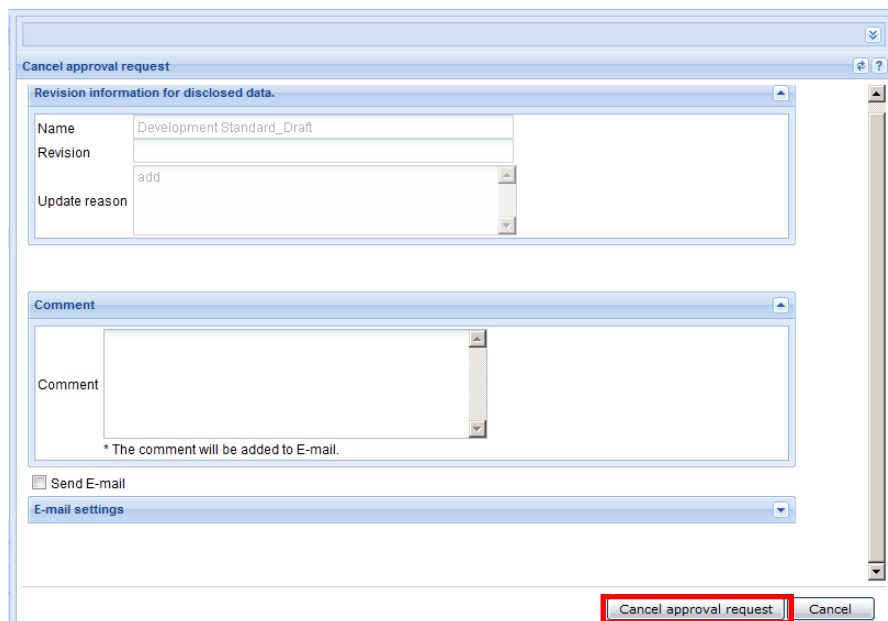
20. 6 Cancel publish

It's possible to cancel publish of approval data.

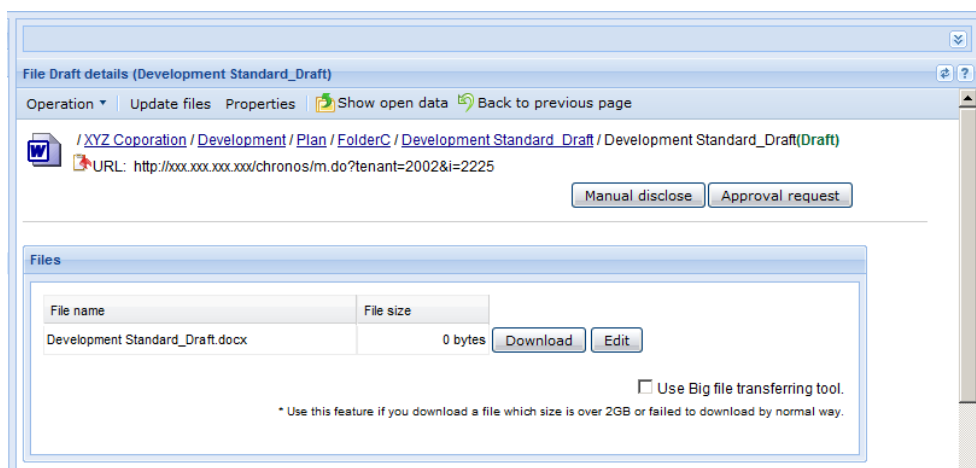
- 1) Click **[Cancel publish]** button in the “Draft data detail screen” of data which you want to cancel publish.



- 2) Click **[Cancel approval request]** button at the “Cancel approval request screen”



3) Click **[Yes]** button in confirmation screen of “Are you sure you want to stop disclosing?” A screen transfers in “Draft data detail screen”.



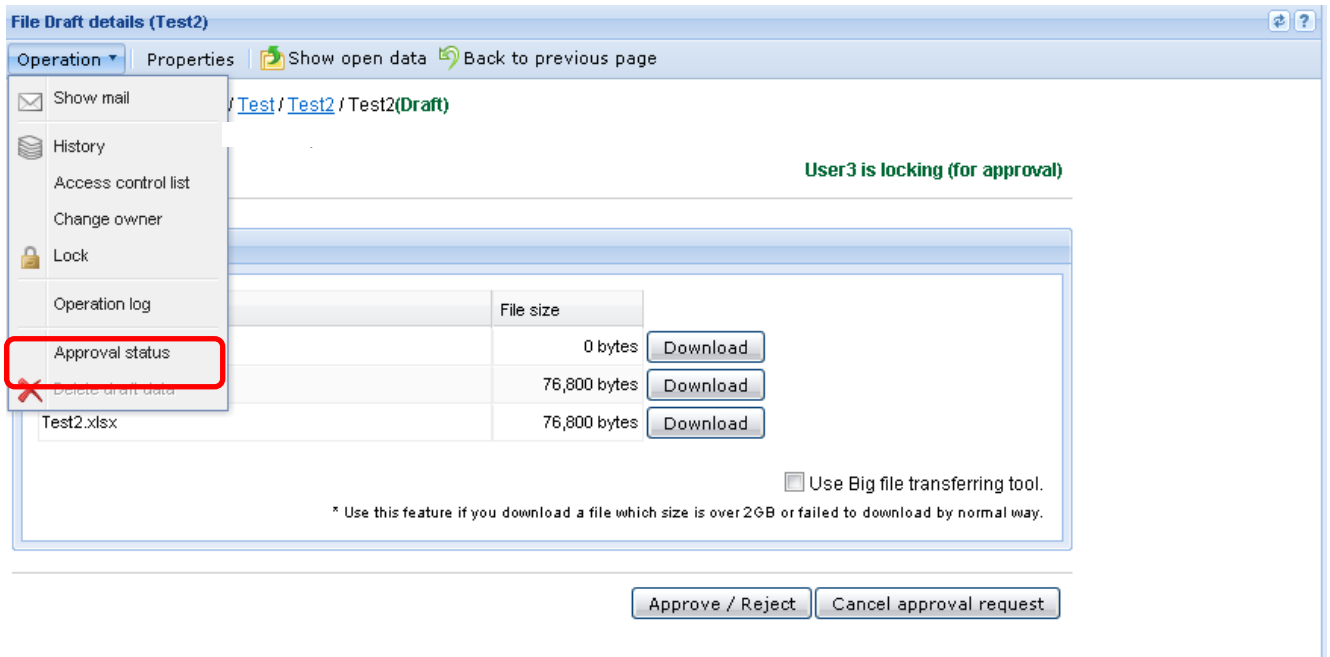
20. 7 Reference of approval situation list

You can check approval status of data. You can perform check from the following two screens.

- “Draft data detail screen”
- “Draft data list screen”

1. Reference from “Draft data detail screen”

- 1) Open operation menu of “Draft data detail screen” of target data.
- 2) Select **[Approval status]**.



3) Approval status list is displayed.

4) If there is approval person's comment when you click data, comment is displayed on comment field of lower area of screen.

Approval status (Test2)							
Request number	Approval order	Approval type	Client	Approver	Approval status	Date status modified	De
4	1st approver(s)	Review	User3	admin	Approving	2013/06/12 14:38:46	20
3	1st approver(s)	Approval	User3	User3	Canceled	2013/06/12 14:38:33	20
2	1st approver(s)	Review	User3	admin	Canceled	2013/06/12 14:30:12	20
1	1st approver(s)	Review	User3	admin	Canceled	2013/06/12 14:27:33	20

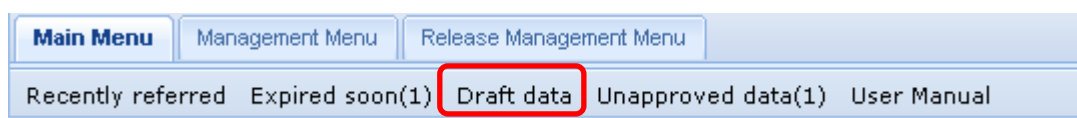
Comment

Cancel

- [Request number] expresses number which issued request in same version of open data.
- [Approval status] expresses approval status of each Approval person.

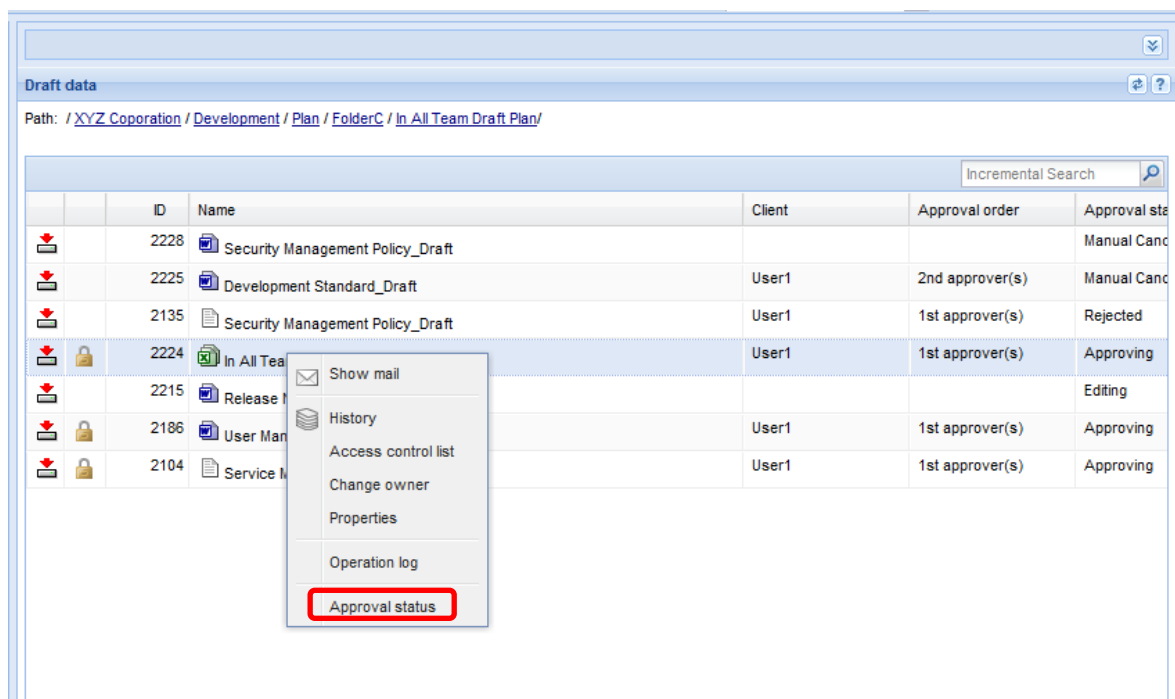
2. Reference from “Draft data list screen”

- 1) Select [Draft data] of Main Menu.



- 2) Draft data list is displayed.

- 3) Select [Approval status] from right-clicking menu of data you want to refer to.



4) Approval status list is displayed.

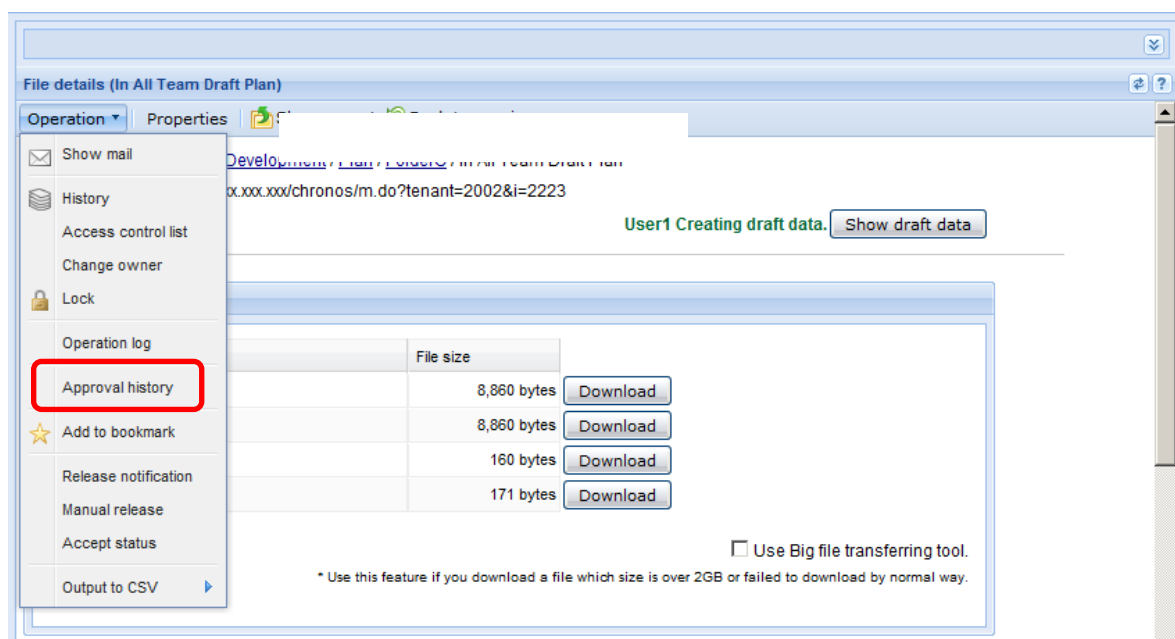
20.8 Reference of approval history list

You can check approval history of data. You can perform check from the following.

- From operation menu of “File detail screen”
- From right-clicking menu of the target data of “Folder detail screen”

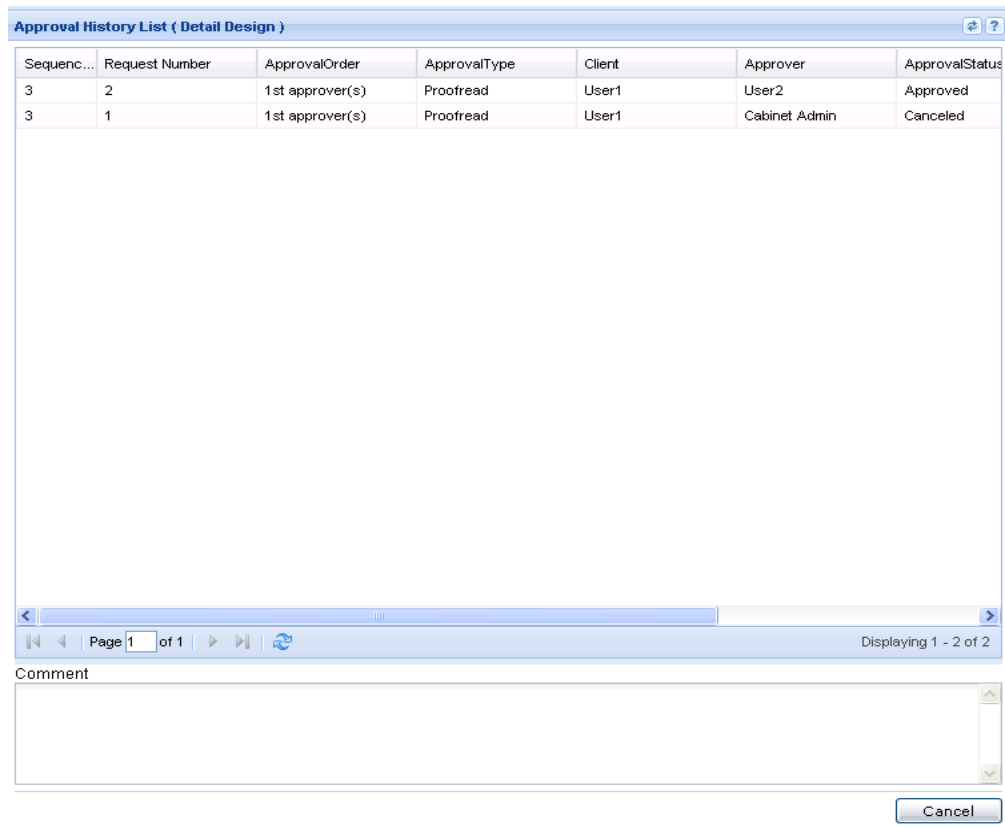
1. Reference from operation menu of “File detail screen”

- 1) Open operation menu of “File detail screen” of target data
- 2) Select **[Approval history]**.



3) Approval history list of target data is displayed.

- [Request number] expresses number of versions of approval data.

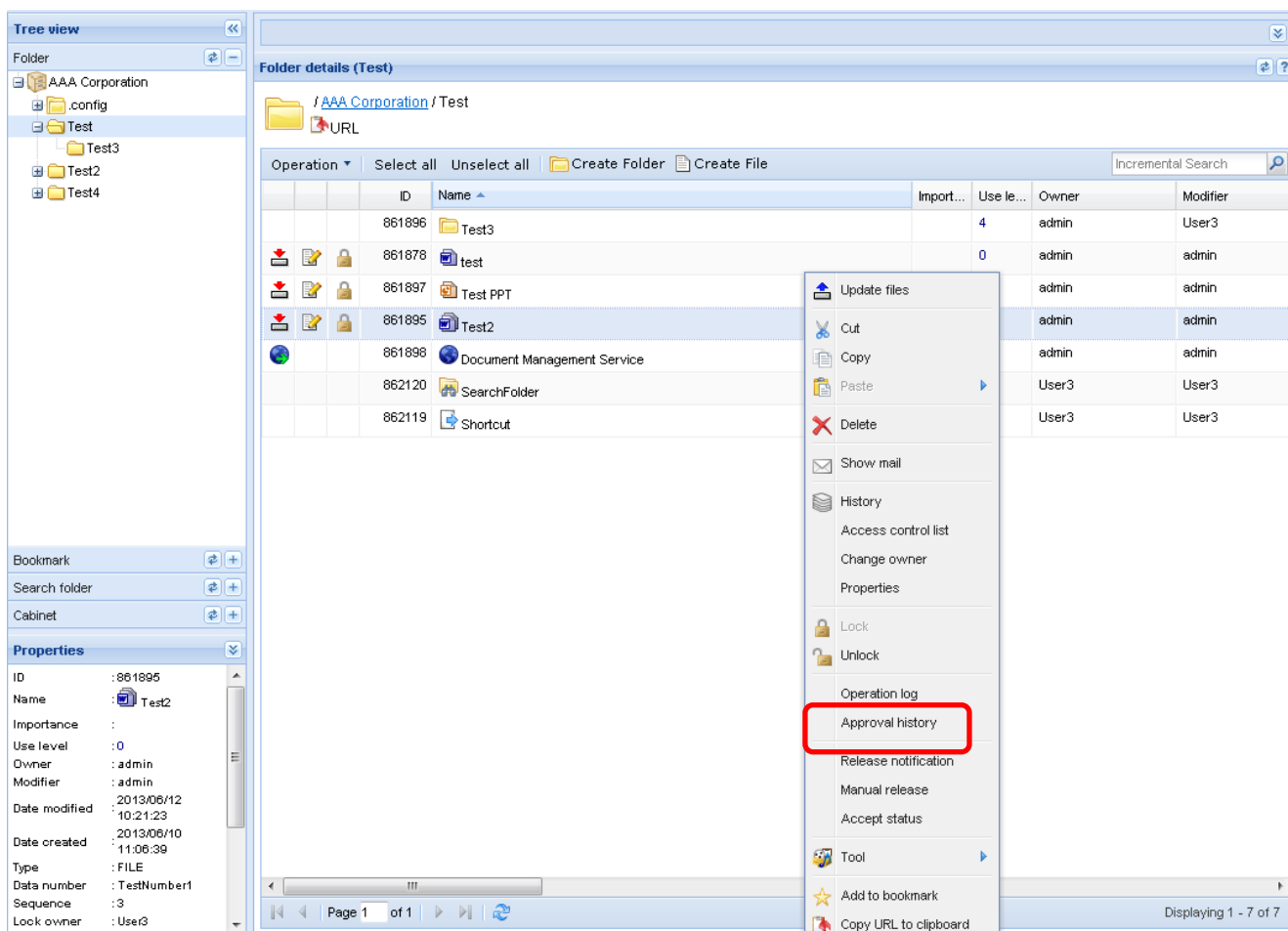


2. Reference from right-click menu of data of “Folder detail screen”

1) Right-click target data on “Folder detail screen”.

2) Menu is opened.

3) Select **[Approval history]**.



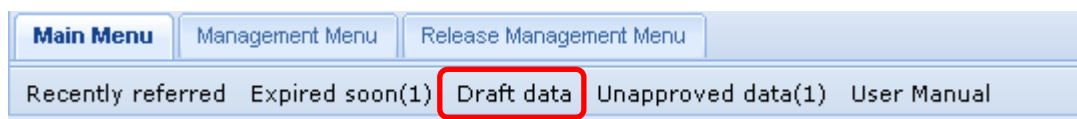
4) Approval history list of target data is displayed.

20.9 Reference of draft data list

You can check list of draft data. Displayed condition is the following.

- ✓ Draft data that is edited or requested.
- ✓ Draft data from which "Access control" is being given to person who confirms it.

1) Select **[Draft data]** of Main Menu.



- 2) Draft data list is displayed.
- 3) Double-click specification data.
- 4) Screen is changed to “Draft data detail screen”.

Draft data

Path:

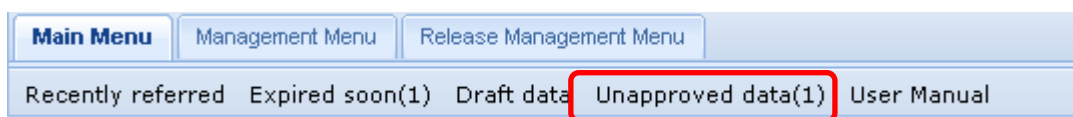
Incremental Search

	ID	Name	Client	Approval order	Approval status
	864155	Test2	User3	1st approver(s)	Approving
	861879	test			Editing

20. 10 Reference of unapproved data list

You can check the list of unapproved data.

- 1) Select **[Unapproved data]** of Main Menu.



- 2) Unapproved data list is displayed.
- 3) Right-click specification data.
- 4) You can perform **[Approve / Reject]**. Or, you can refer to **[Status list]**.

Unapproved data

Path: / AAA Corporation / Test / Test2

Incremental Search

		ID	Name	Client	Approver	Approval type
		864155	Test2	User3	admin	Review

Page 1 of 1

Displaying 1 - 1 of 1

Approve / Reject

20. 11 Approval request cancel

You can cancel approval request.

- 1) Double-click data you want to cancel approval request in draft data list.

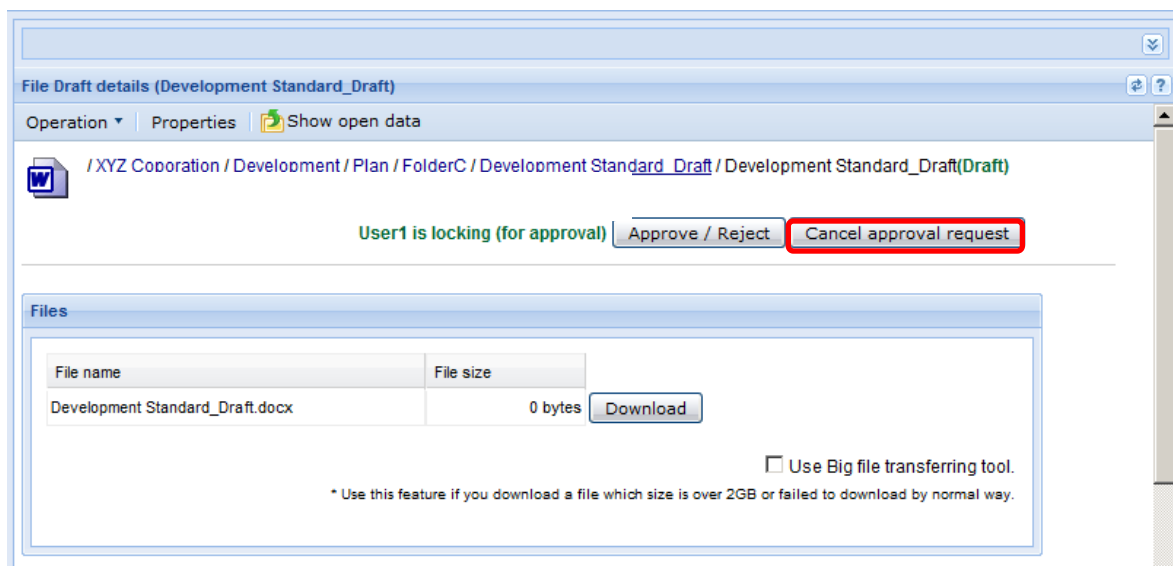
Draft data

Path:

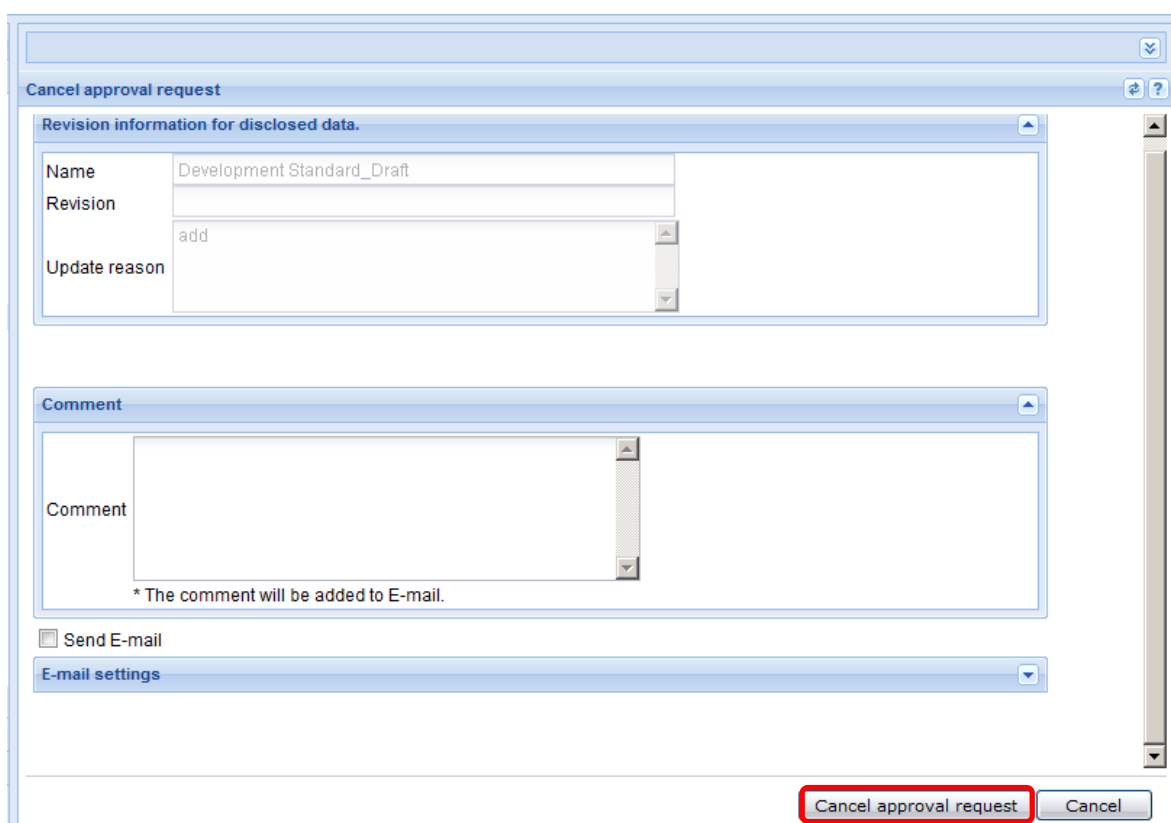
Incremental Search

		ID	Name	Client	Approval order	Approval status
		864155	Test2	User3	1st approver(s)	Approving
		861879	test			Editing

- 2) Click [Cancel approval request] button on “Draft data detail screen”.

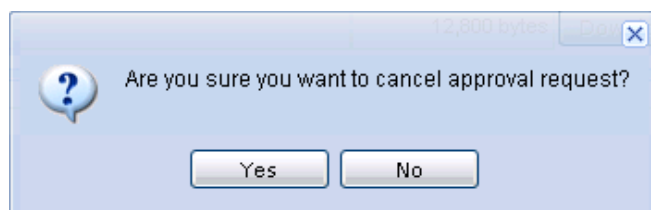


3) Approval request cancel screen is displayed. Click **[Cancel approval request]** button



4) The Cancel approval request screen will be displayed, then input a comment. If you want to send an e-mail notification, check **[Send E-mail]** and add users whom you want to send e-mail to.

- 5) Click **[Cancel approval request]**. Click **[Yes]** when confirming dialog is displayed.



21. BBS

You can use and create BBS in folder.

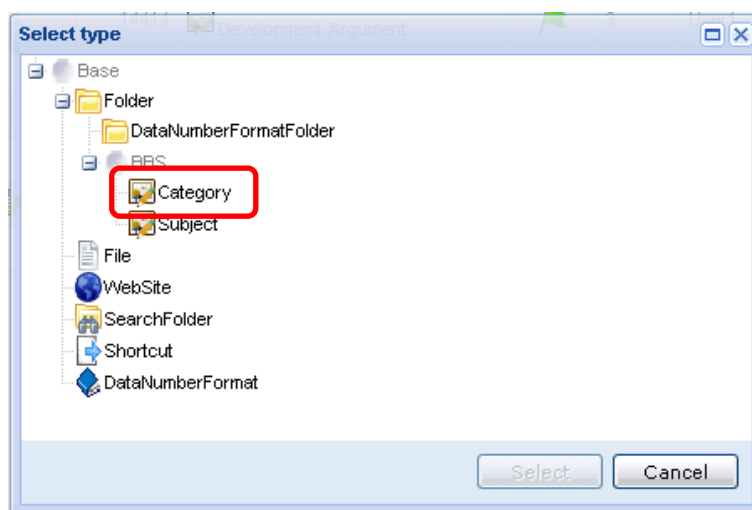
The bulletin board Service (BBS) function allows users to share information by registering comments with the BBS and sending comments by email as necessary.

Like folders and files, the BBS is also assigned “Access control”. It can be read with the read authority, and comments can be posted with the write authority.

With the BBS function, you can create a category and make subjects (issues, considerations) within the category, and then post comments.

21.1 Initial registration of category

- 1) Right-click folder which you want to create BBS.
- 2) Select the **[New] - [Extended type]**, or select the **[New] - [Extended type]** from the **[Operation]** menu of “Folder detail screen”.
- 3) Select the **[Folder] - [BBS] - [Category]** of “Open type selection screen”.
- 4) “Category registration screen” is displayed.



- 5) On category registration screen, input name, etc. to properties.

6) If required, set user to Owner setting column.

- The user who specified here becomes administrator of all Subjects and comments which are created under.

Create Category

Properties

Name ✓ Required

Description

Remark

Importance Confidential ✓ Required

☐ Setup

Owner

Access control list

User list of this category

Select All Deselect

User/Group

7) Set user to “Access control” setting column of “Category registration screen”.

- Users and groups specified here become the user of all Subjects and comments which are created under.

Access control list

User list of this category

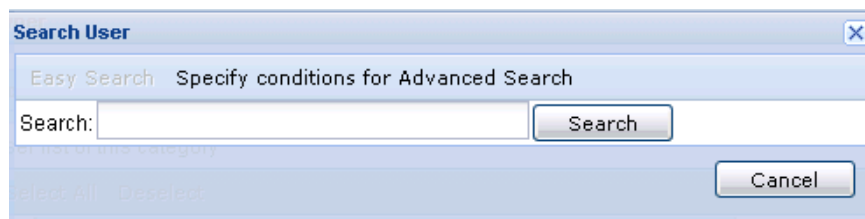
Select All Deselect

User/Group
Development

8) Click **[Add user/group]** button.

9) Search dialog is displayed.

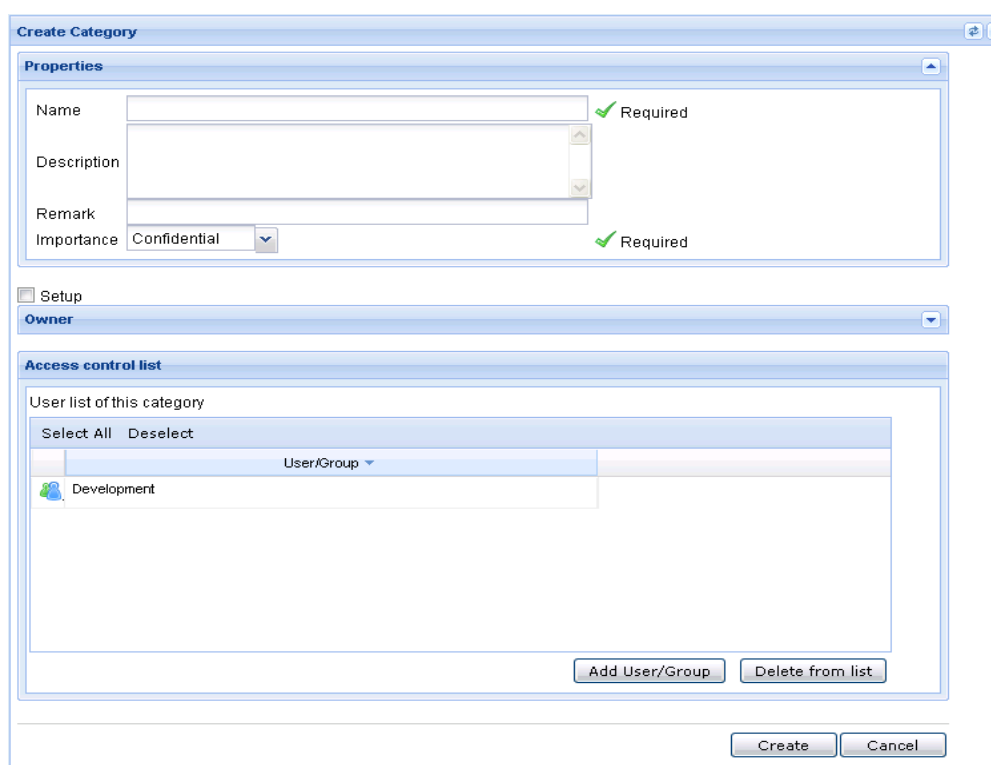
10) Search and select by the name of users or groups you want to set.



The 'Search User' dialog box has a title bar with a close button. It contains two tabs: 'Easy Search' (selected) and 'Specify conditions for Advanced Search'. Below the tabs is a 'Search:' text box followed by a 'Search' button. At the bottom right is a 'Cancel' button. Faint text below the search box reads 'Find in this category' and 'Select All Deselect'.

11) If click **[Create]** button, category is created.

12) Screen is changed to the “Registration screen” of Subjects.



The 'Create Category' dialog box has a title bar with a close button and a help icon. It is divided into three main sections. The top section, 'Properties', contains fields for 'Name' (with a 'Required' indicator), 'Description', 'Remark', and 'Importance' (set to 'Confidential' with a 'Required' indicator). Below this is a 'Setup' checkbox. The middle section, 'Owner', has a dropdown menu. The bottom section, 'Access control list', contains a 'User list of this category' table with columns for 'User/Group' and a selection column. The table lists 'Development' with a user icon. Above the table are 'Select All' and 'Deselect' buttons. Below the table are 'Add User/Group' and 'Delete from list' buttons. At the very bottom of the dialog are 'Create' and 'Cancel' buttons.

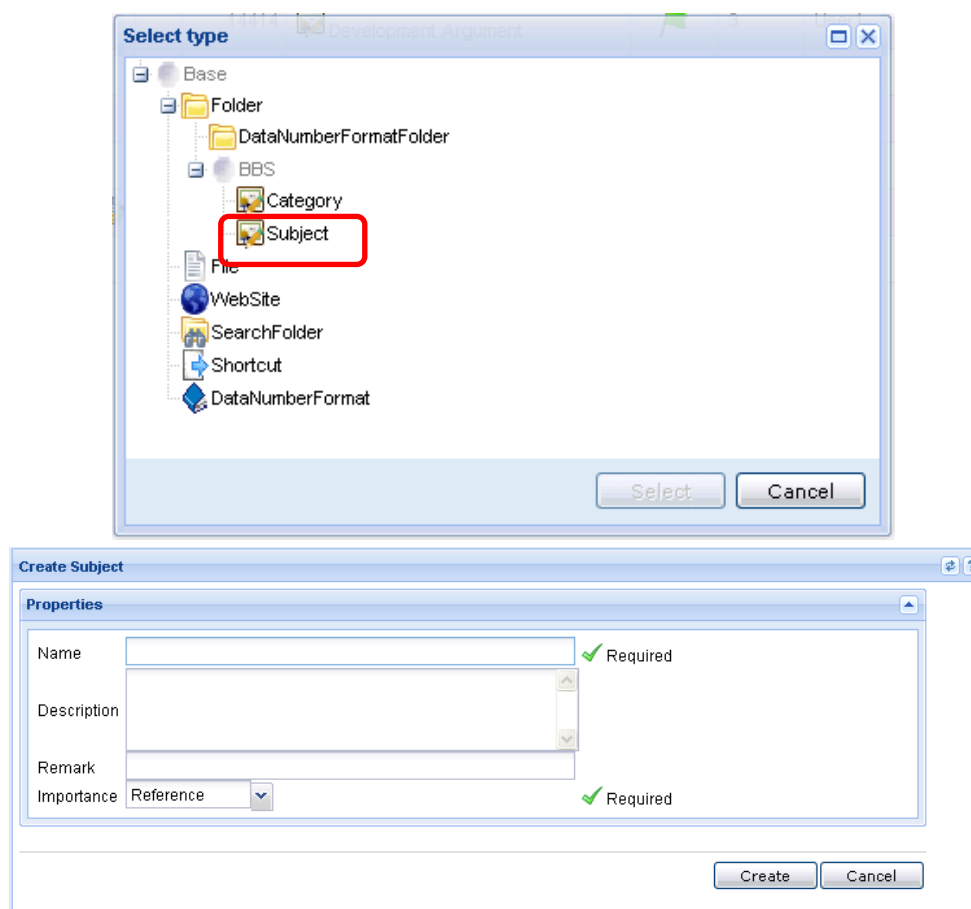
— — Notes — —

- Write authority is given to user who is set as user of Category and Subject.
- Write authority of user who is set as user of category is given to data created to under category.
- Case : "Access control changing" after category creation
 - Check "Apply permission to subfolders".
 - Otherwise, you cannot give "Access control" to data in subfolders.
- Case : "Owner changing" after category creation
 - Check "Apply permission to subfolders".
 - Otherwise, you cannot change Owner of data in subfolders together.

21.2 Registration of subject

- 1) Select **[New]-[Extended type]**,

- 2) Select **[Folder]-[BBS]-[Subject]** from opened “Type selection screen”.
- 3) “Subject registration screen” is displayed. (※Also after the initial registration of category, screen is changed to this screen.)



- 4) Input properties.
- 5) Click **[Create]** button.
- 6) Subject is created and screen is changed to “Subject detail screen”.

Subject details (About Ver4.0)

• Create a new comment

CommentTitle ✓ Required

Comment

Create Cancel

— —Notes— —

- The following "Access control" is given to Subject.
 - ✓ Write authority of user who is set "Access control" in parent category.
 - ✓ Deletion authority of person who created Subject.
- Owner of Subject is set by administrator of parent category.

21.3 Registration of comment

- 1) Click subject data on tree of BBS.
- 2) Screen is changed to "Subject detail screen".
- 3) When there is no effective comment, comment registration area is displayed. (※Also after Subject registration, it changes to this screen.)

The screenshot shows a window titled "Subject details (About Ver4.0)". Inside, there is a section titled "Create a new comment". It contains two input fields: "CommentTitle" and "Comment". The "CommentTitle" field has a green checkmark and the word "Required" next to it. The "Comment" field is a larger text area. At the bottom right of the window, there are two buttons: "Create" and "Cancel".

4) Input comment title and contents of comment.

5) Click **[Create]** button.

This screenshot is similar to the previous one, but the "Create a new comment" section and the "Create" button are highlighted with a red rectangular box. The "CommentTitle" field now contains the text "New function", and the "Comment" field contains a long string of zeros. The "Required" label is still present next to the "CommentTitle" field.

6) Registered comment is displayed on comment tree and comment list.

Subject details (Test Subject)

/ [AAA Corporation](#) / [Test](#) / [BBS Test](#) / Test Subject

URL:

NEW About DMS User = User3 Date commented = 2013/06/12 17:23:43

Comment title	Comment	Date commented	Comment user
About DMS	TEST	2013/06/12 17:23:43	User3

Characters except alphanumeric may be garbled.

☒ Outlook 2007, 2010 etc.
 (Using UTF-8 for mailto link)
 ☐ Outlook Express, 2003 etc.

7) In order to answer comment, select the comment for reply from comment tree or comment list.

8) Click **[Reply]** button.

Subject details (Test Subject)

/ AAA Corporation / Test / BBS Test / Test Subject

URL:

NEW About DMS User = User3 Date commented = 2013/06/12 17:23:43

Comment title	Comment	Date commented ▲	Comment user
About DMS	TEST	2013/06/12 17:23:43	User3

Characters except alphanumeric may be garbled.
☒ Outlook 2007, 2010 etc.
(Using UTF-8 for mailto link)

☐ Outlook Express, 2003 etc.

9) Comment registration area is displayed.

10) Input comment title and comment.

11) Click **[Create]** button.

• Reply for comment About DMS

Comment title Re:About DMS ✓ Required

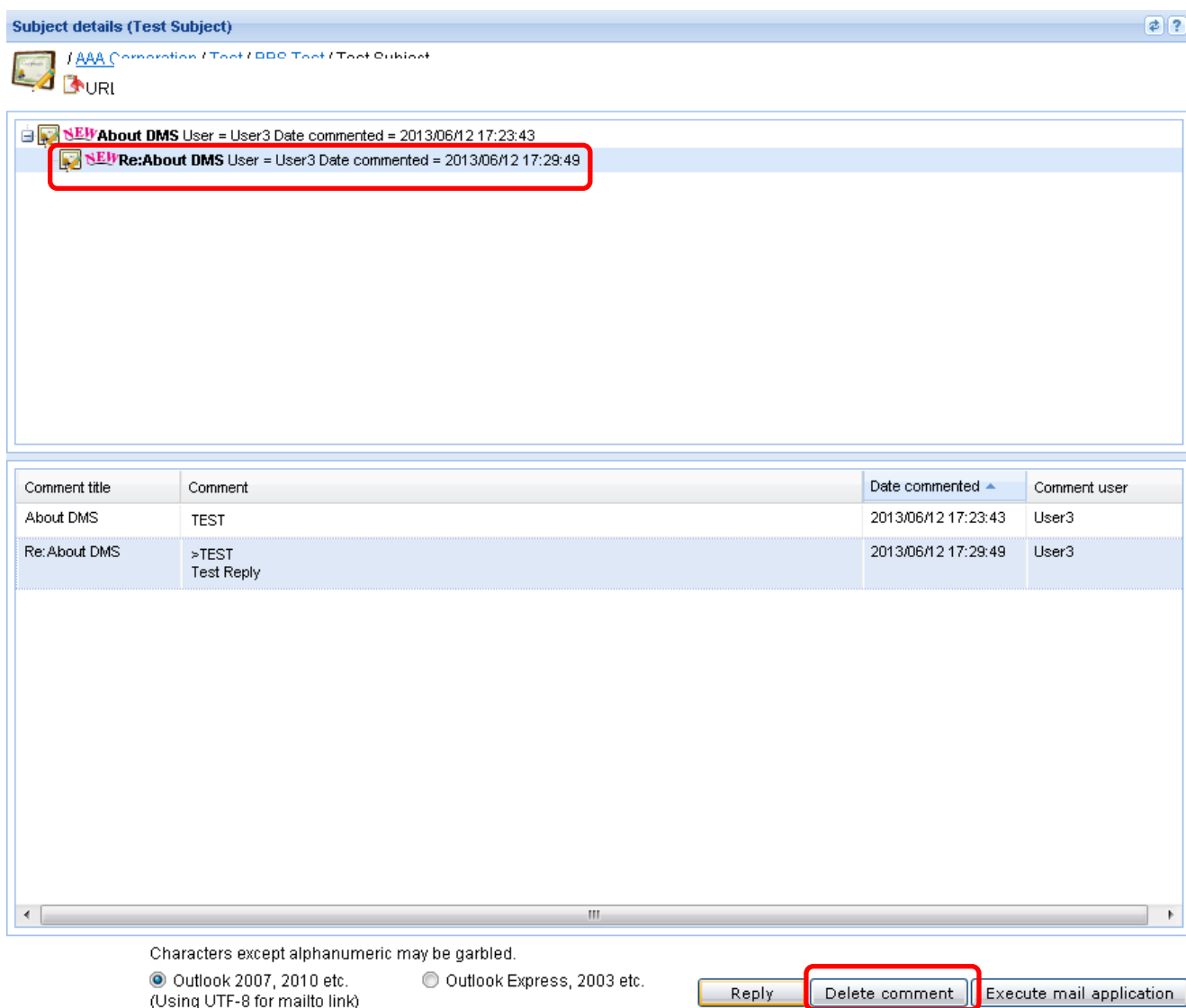
Comment >TEST
Test Reply

Create Cancel

12) Comment is registered and comment is displayed on comment tree and comment list.

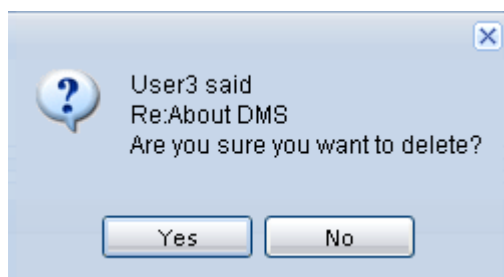
21. 4 Delete comment

- 1) Select comment you want to delete from comment tree and comment list.
- 2) Click **[Delete comment]** button.



3) Check dialog is displayed.

4) Click **[Yes]**.



5) Comment is deleted.

- On comment tree, deleted comment is displayed by "This comments was deleted."

Subject details (Test Subject)

Deleted.

/ AAA Corporation / Test / BBS Test / Test Subject

URI

About DMS User = User3 Date commented = 2013/06/12 17:23:43

This comment was deleted.

Comment title	Comment	Date commented	Comment user
About DMS	TEST	2013/06/12 17:23:43	User3

☒ Outlook 2007, 2010 etc.
(Using UTF-8 for mailto link)

☐ Outlook Express, 2003 etc.

Reply

Delete comment

Execute mail application

21.5 Mail application executing

- 1) Select comment you want to perform e-mail transmission from comment tree and comment list.
- 2) Click **[Execute mail application]** button.

Subject details (Test Subject)

/ [AAA Corporation](#) / [Test](#) / [BBS Test](#) / Test Subject

URL:

NEW

About DMS

User = User3

Date commented = 2013/06/12 17:23:43

This comment was deleted

Comment title	Comment	Date commented ▲	Comment user
About DMS	TEST	2013/06/12 17:23:43	User3

☒ Outlook 2007, 2010 etc.
(Using UTF-8 for mailto link)

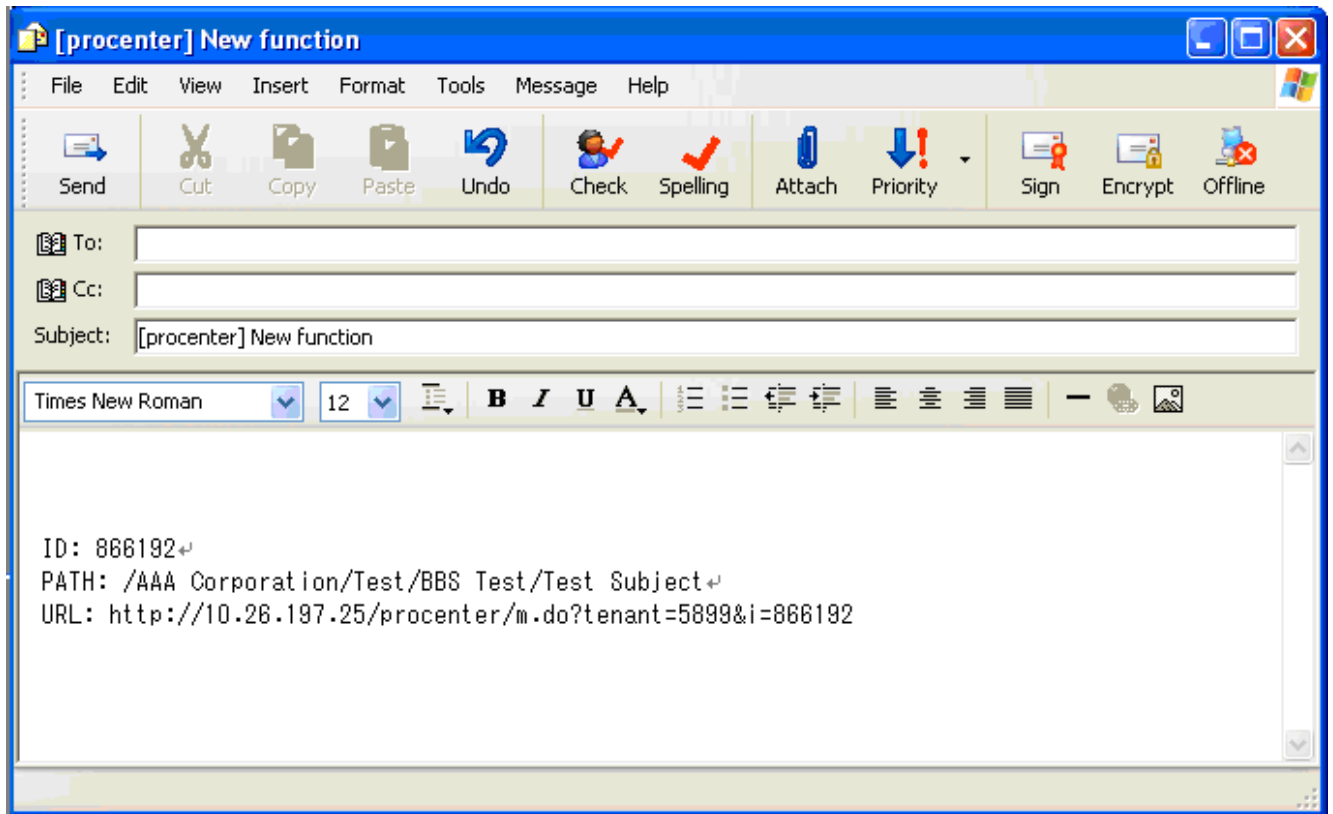
☐ Outlook Express, 2003 etc.

Reply

Delete comment

Execute mail application

- 3) “E-mail new creation screen” is displayed with mail application related with client.
- 4) Transmit e-mail. (※The screen is an example of “Microsoft Office Outlook 2003 SP3”.)

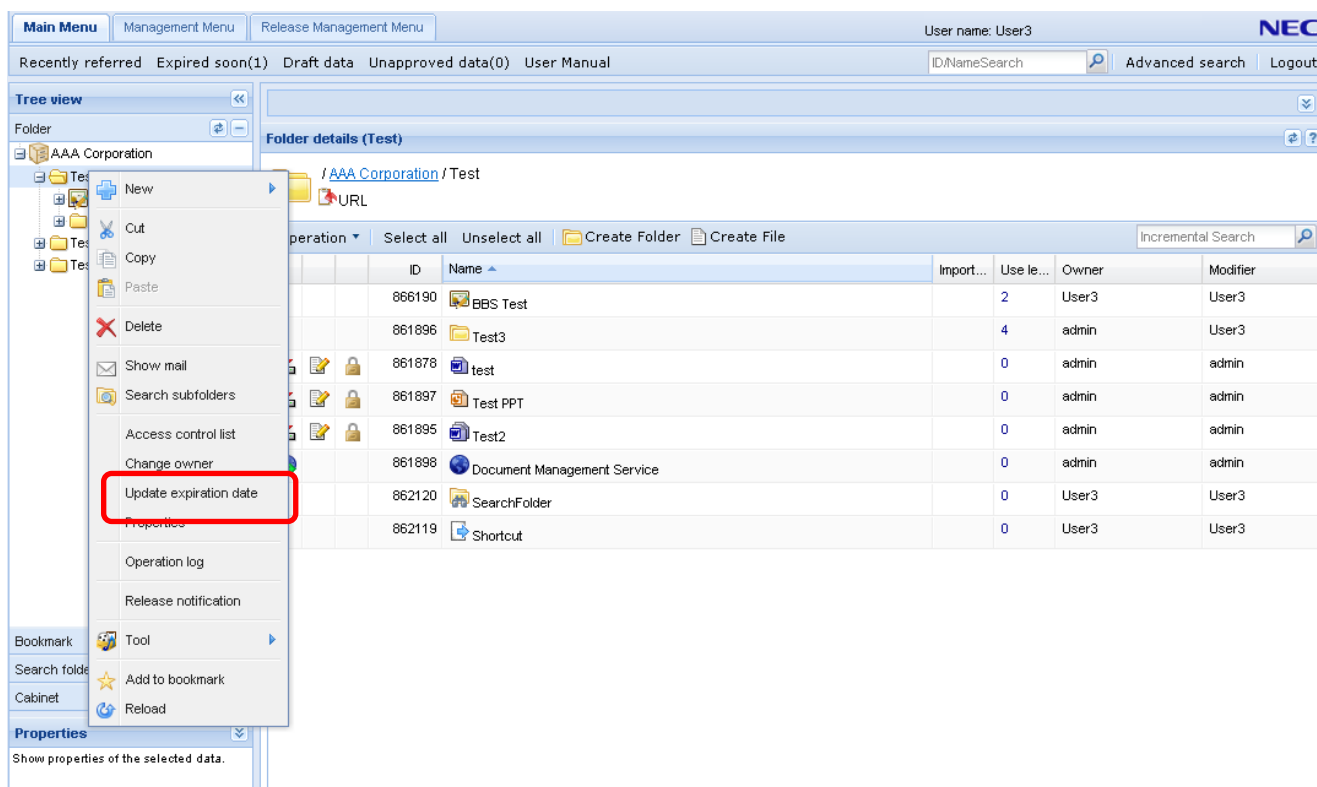


22. Changing of expiration date

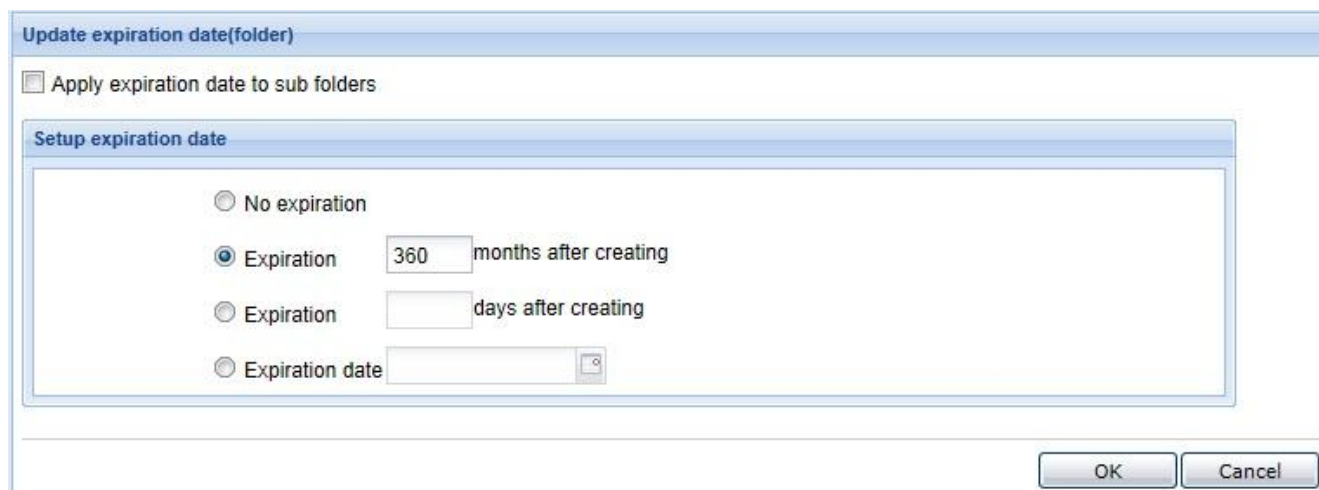
Change the policy of expiration date and expired date.

22.1 New registration of a category

- 1) Right-click data to change expiration date.
- 2) Select **[Update expiration date]**.



3) You can set a policy of the expiration date when creating new data. Specify condition from [No expiration], [N months after creating], [N days after creating] or [Expiration date]. If you checked [Apply expiration date to sub folders], the data in subfolders also changed by the same contents of a setting.



--Notes--

- ✓ If you checked [Apply expiration date to sub folders], expiration date of all data that you have write authority in subfolders is changed.
- ✓ About BBS category, subject, comment, approval draft data, you cannot change expiration date.

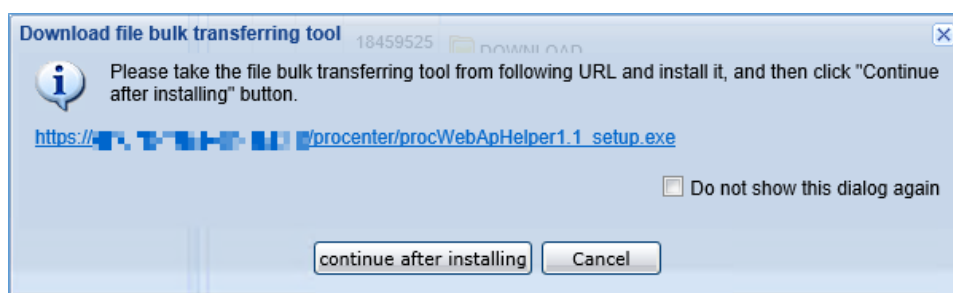
- ✓ A folder which has data (not expired or expiration date is not set) in it will not be automatically deleted, even if expired.
- ✓ Expired data is automatically moved to the cabinet recycle bin.
CA or higher role is required for restoring data from the cabinet recycle bin.

23. How to install file bulk transferring tool

Installing file bulk transferring tool is required to use File bulk upload or File bulk download.

File bulk transferring tool has both bulk uploading and downloading, so once you install it, you can use both features.

1. Navigate through folder hierarchy and select a folder you want to file bulk upload or download.
2. Select [File bulk upload] or [File bulk download] from [Tool] on the right click menu then following dialog is displayed.

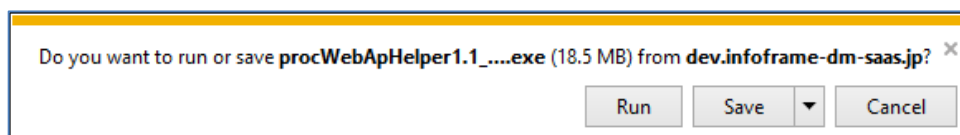


- **Case the dialog is not displayed**

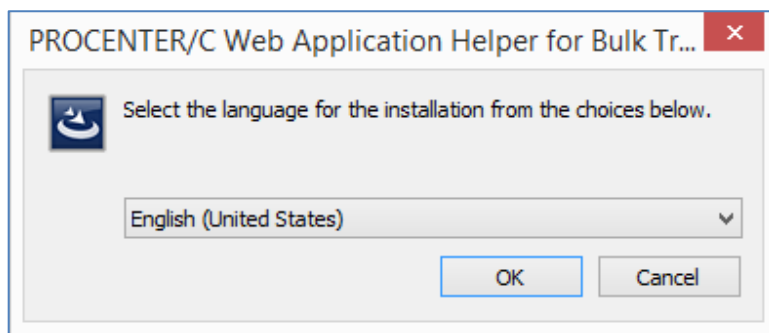
Once access the following link then try to show right click menu again.

<https://procenter-global.com/procenter/system/resetCookie.jsp>

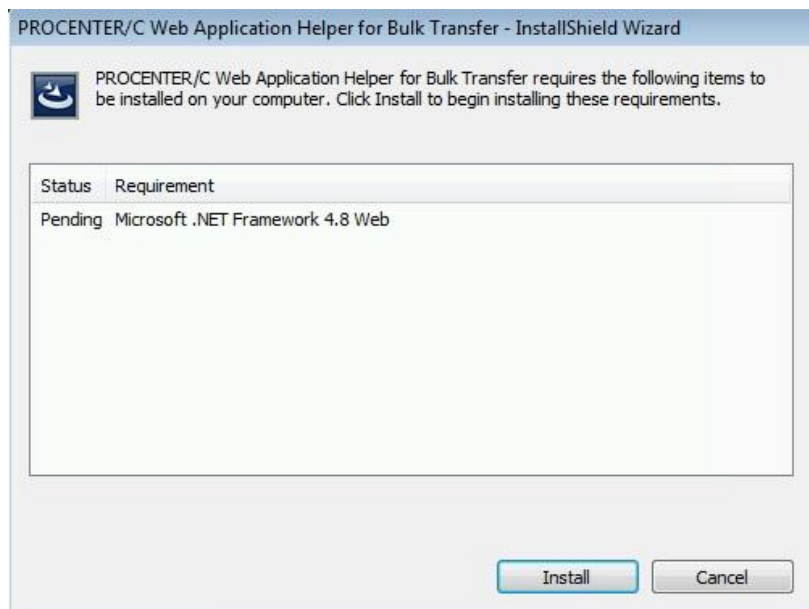
3. Click the link of dialog then following dialog is displayed, and click **[Run]** to start the installer.



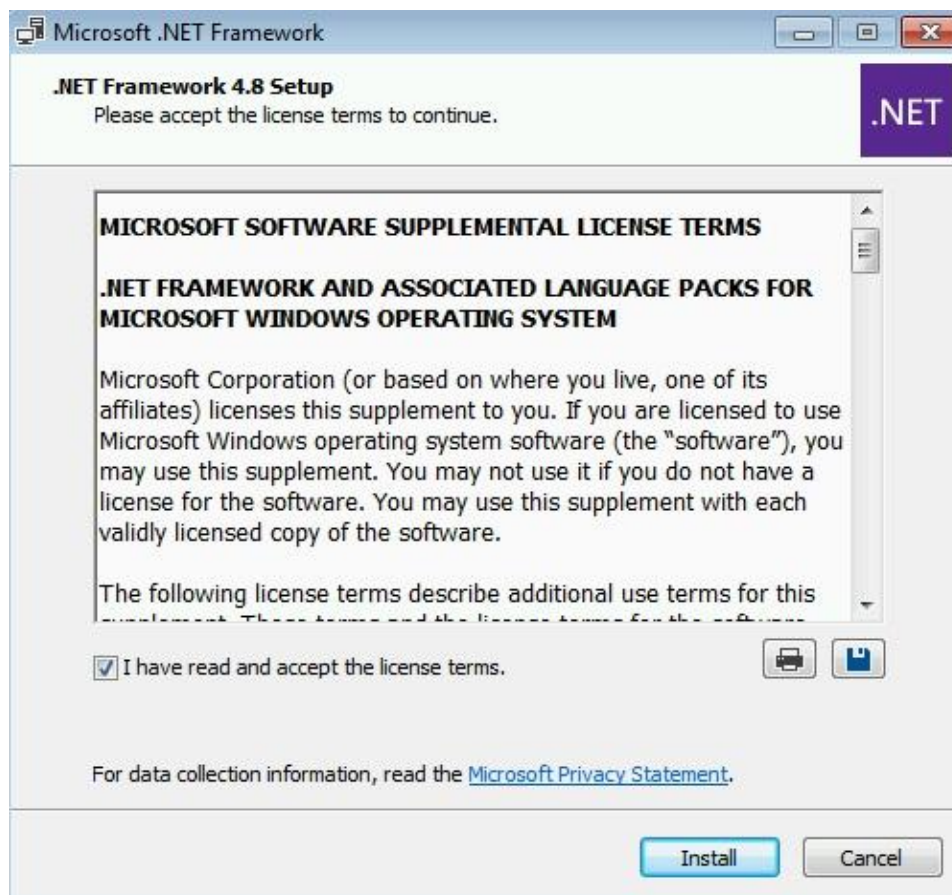
4. Select a language of the installer, then click **[OK]** button. You can choose Japanese or English.



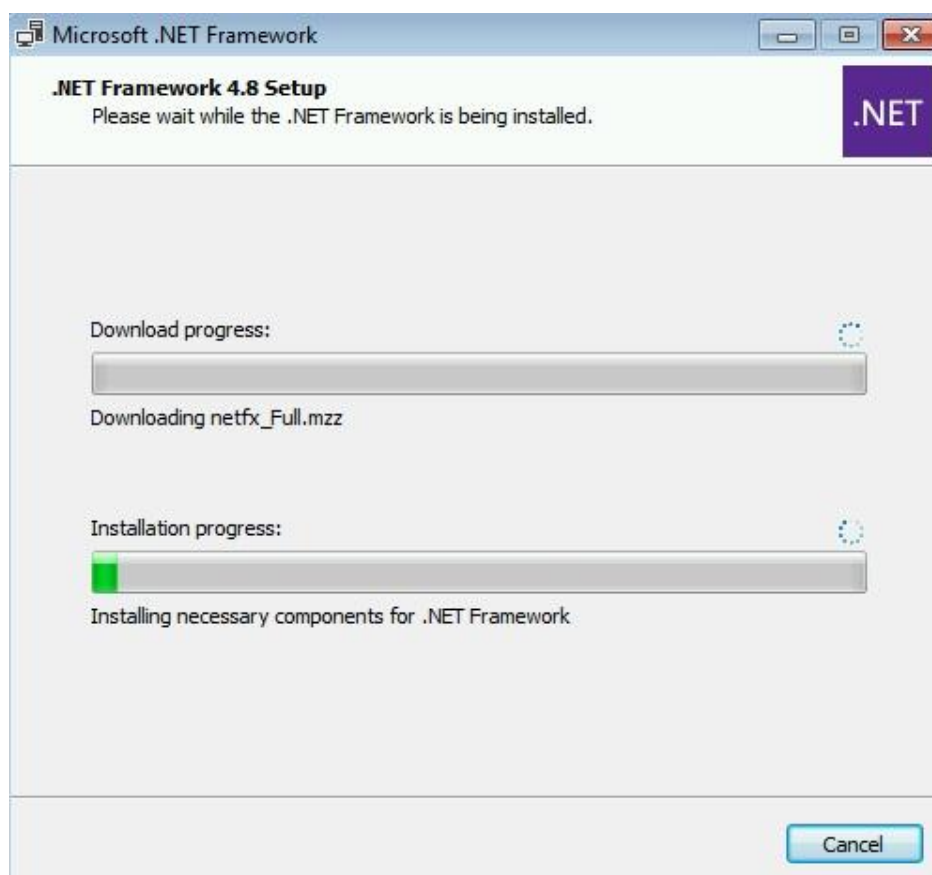
5. If only .Net Framework that is necessary to start the File bulk transferring tool is not installed, following screen of .Net Framework is displayed. If it is displayed click **[Install]** button to install .Net Framework.
If this screen is not displayed, go to next step.



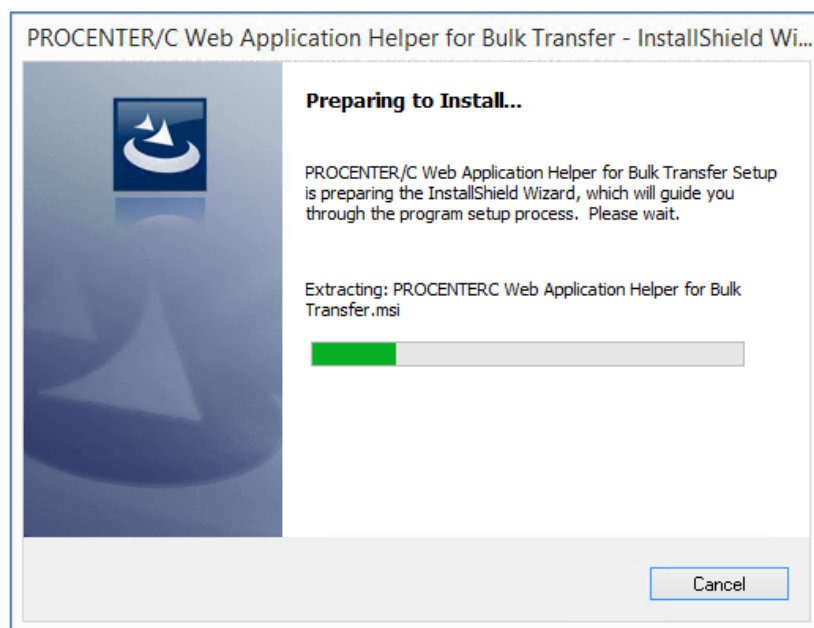
- Click **[Agree]** and add the check then click **[Install]** button.



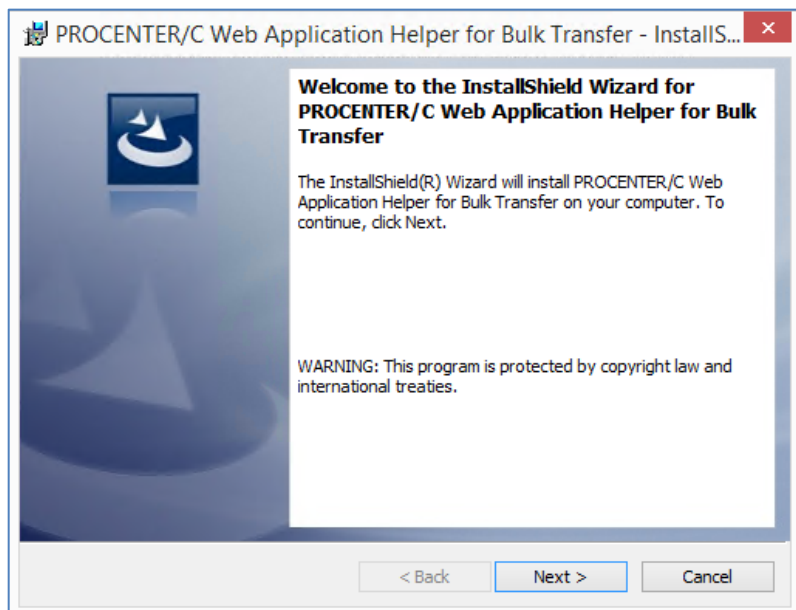
- .Net Framework will be started. Please wait for a while to finish installing.



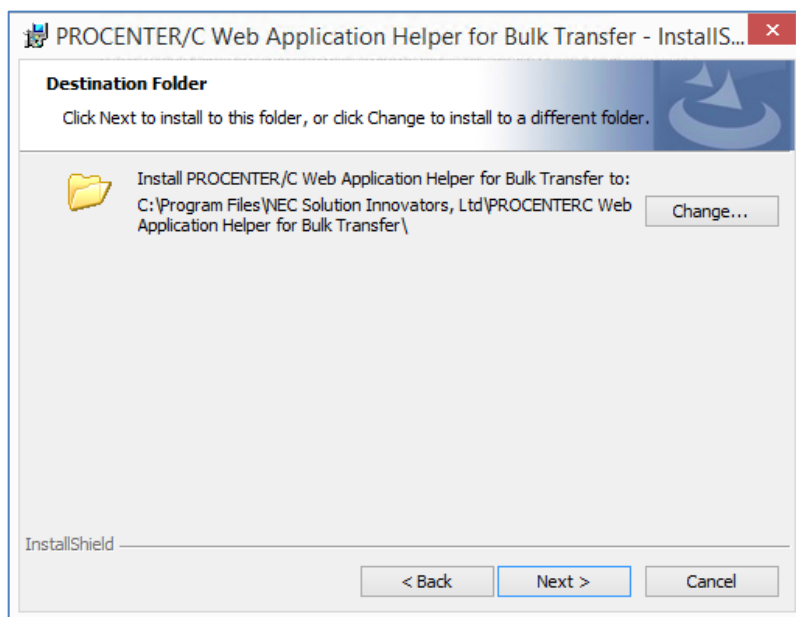
- Click **[Finish]** button when finished installing .Net Framework.
6. Installer of the File bulk transferring tool will be started. Please wait for a while.



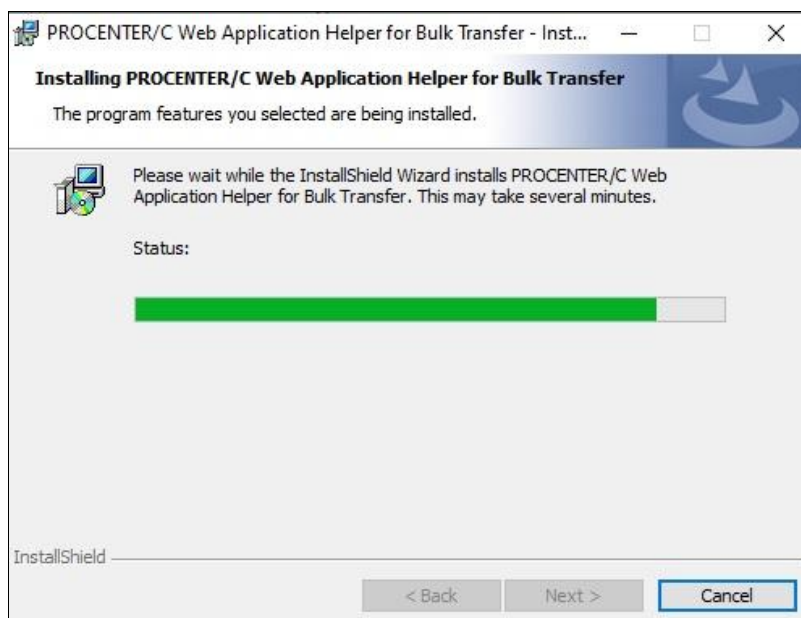
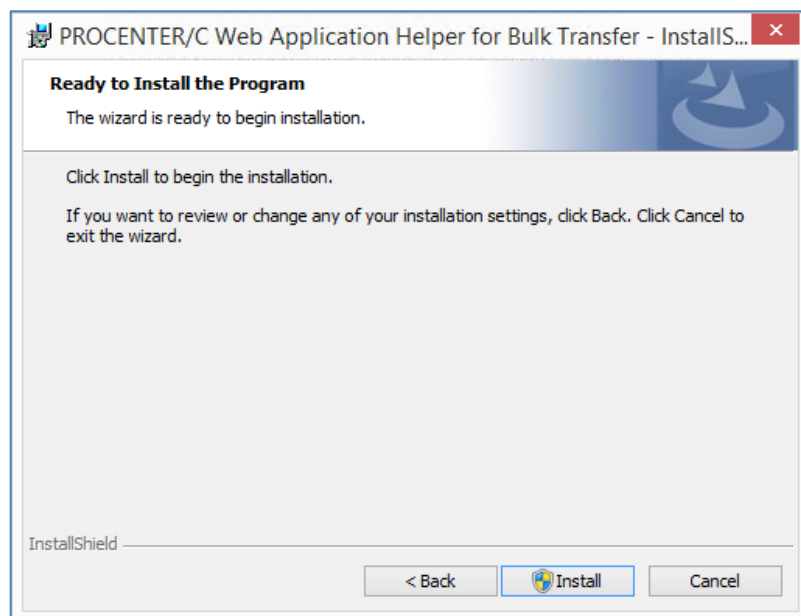
7. After starting installer of the File bulk transferring tool, following screen is displayed then click **[Next]** button.



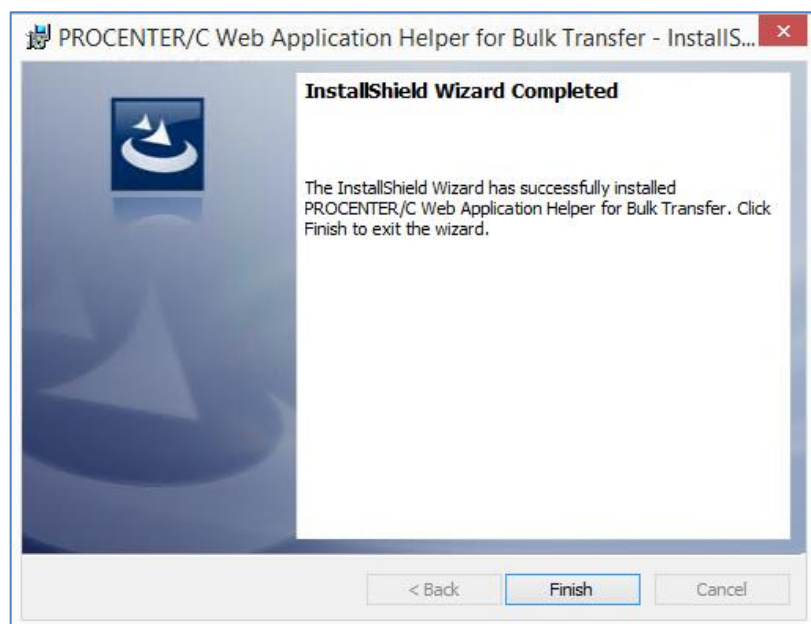
8. Select a folder where the File bulk transferring tool is installed then click **[Next]** button.



9. Click **[Install]** button to start installing.



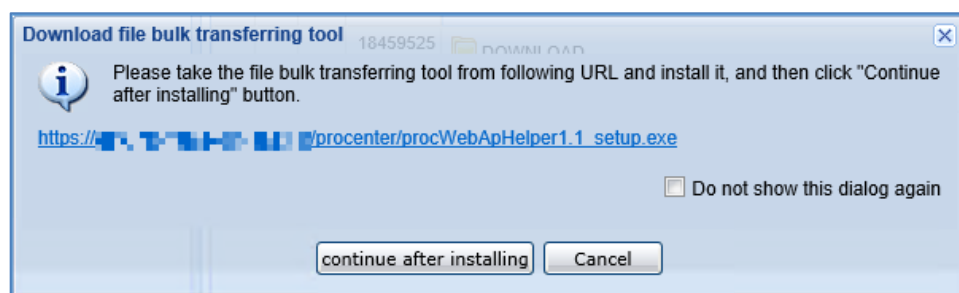
10. Click **[Finish]** button to finish the File bulk transferring tool installer.



11. Return to the browser and finish downloading dialog of the File bulk transferring tool.

Press **[continue after installing]** button then close the dialog and start the File bulk transferring tool.

Press **[Cancel]** button then close the dialog without starting the File bulk transferring tool.



Installing the File bulk transferring tool completed.

— Note —

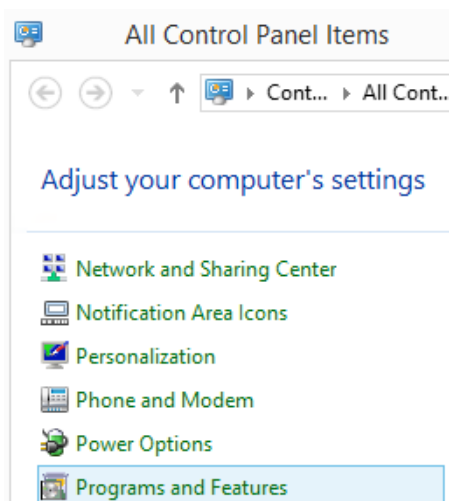
- When click **[continue after installing]** button, if you click **[Do not show this dialog again]** to check, the dialog of downloading the File bulk transferring tool will not be displayed again.

If you want to display the dialog of downloading the File bulk transferring tool again, please access the following link.

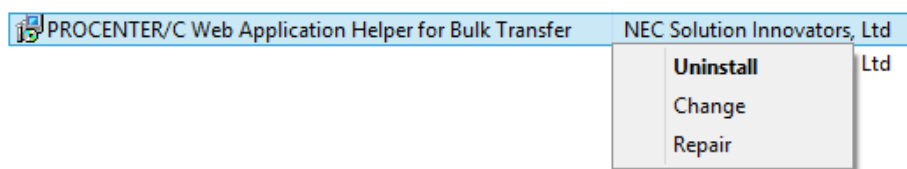
<https://procenter-global.com/procenter/system/resetCookie.jsp>

- Uninstalling the File bulk transferring tool :
Select [Start] > [Control Panel].

Click [Programs and Features].



Select **[PROCENTER/C Web Application Helper for Bulk Transfer]**, right click and click **[Uninstall]**.



* After uninstalling, if the following folder remains in the installation directory, please delete it manually.

C:\Program Files (x86)\NEC Solution Innovators, Ltd\
PROCENTERC Web Application Helper for Bulk Transfer

24. File bulk uploading

File bulk uploading to the server with keeping the folder structure which are in a local computer.

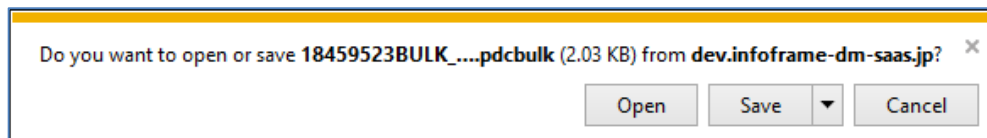
When using file bulk uploading for the first time

Please refer to Installing file bulk transferring tool and install the file bulk transferring tool.

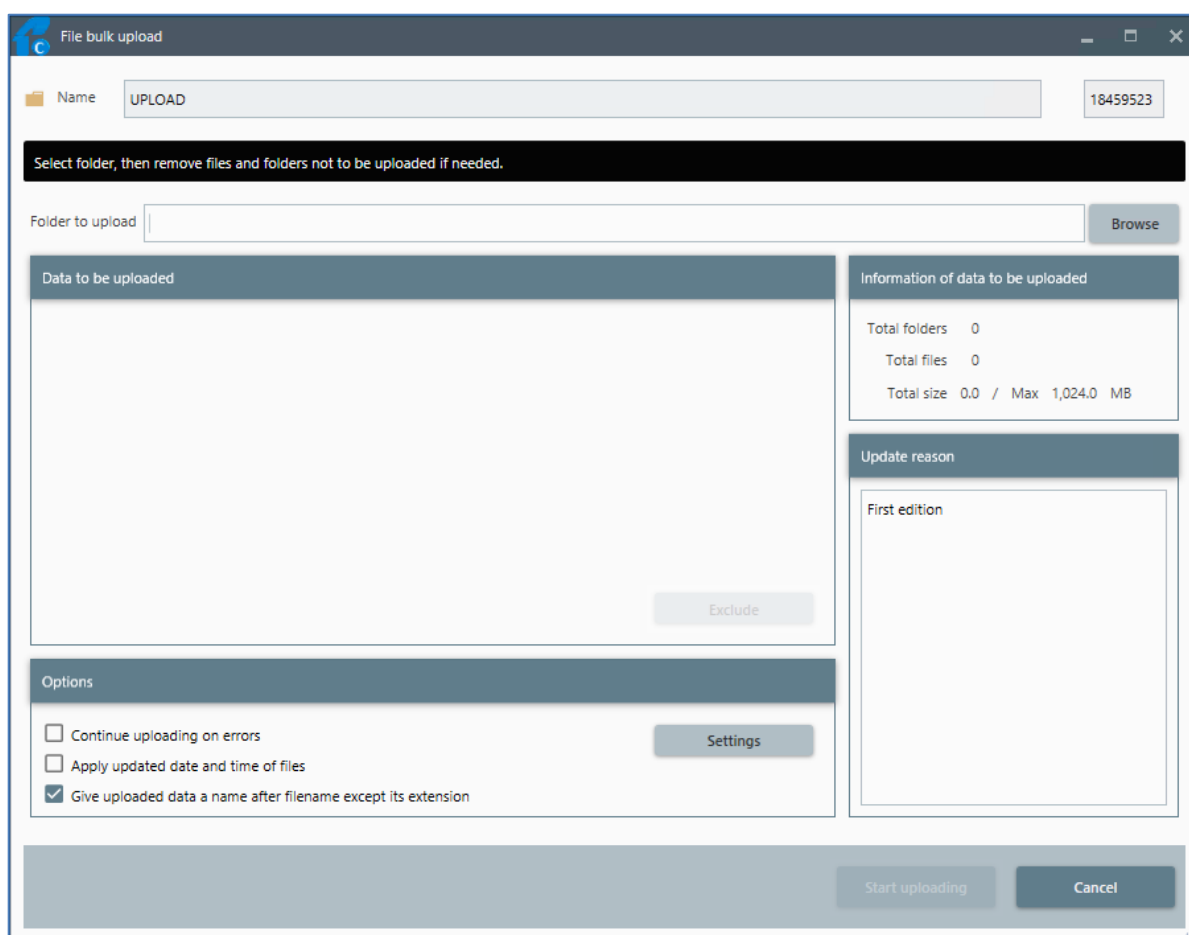
File bulk uploading in the data list screen

1. Navigate through folder hierarchy and select a folder you want to bulk upload files in the list.
2. Select **[Tool] > [File bulk upload]** from the right click pop-up menu, then the File bulk uploading application will be executed.

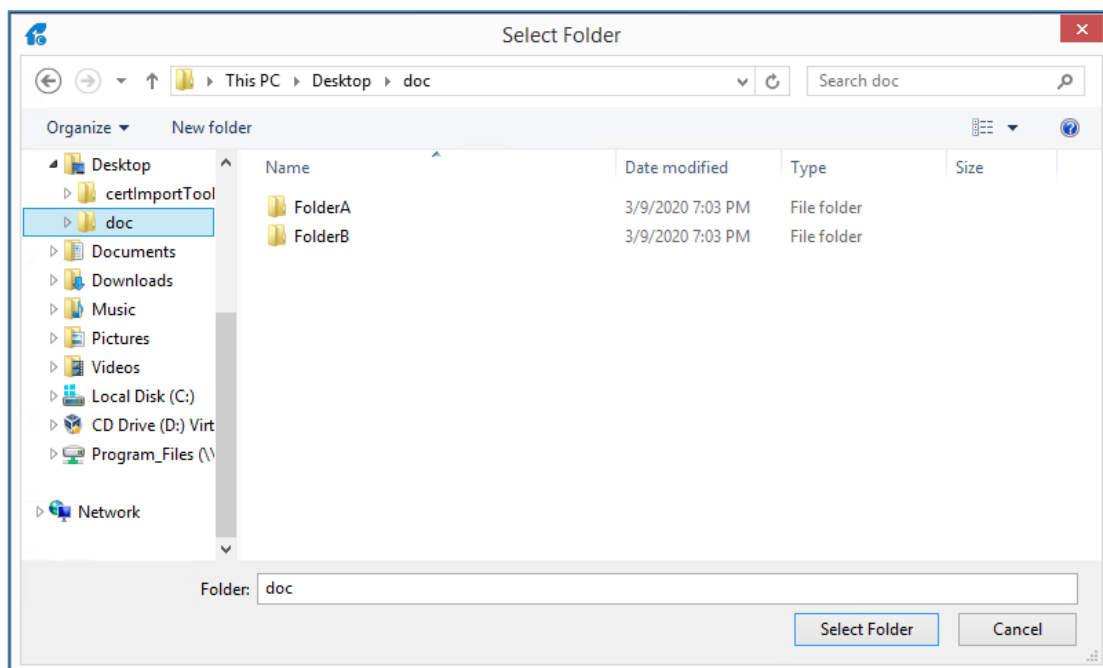
Following dialog is opened at the bottom of the screen then please click [Open] button.



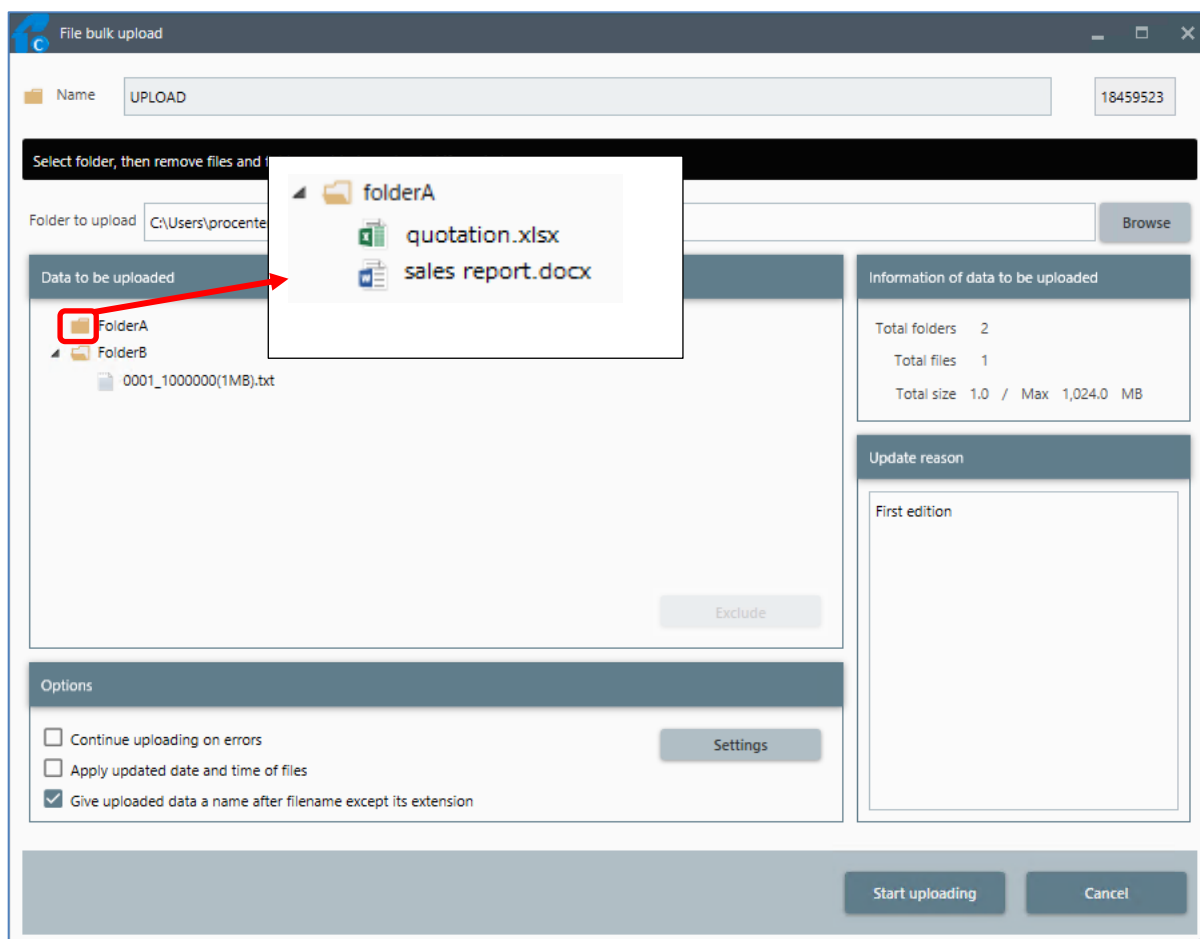
3. The main window of the bulk file uploading application will be displayed. In the main window, you can see the folder name, ID and the limitation of file size.



4. Click [**Browse**] and click [**Select Folder**] to specify a source folder you want to bulk upload.



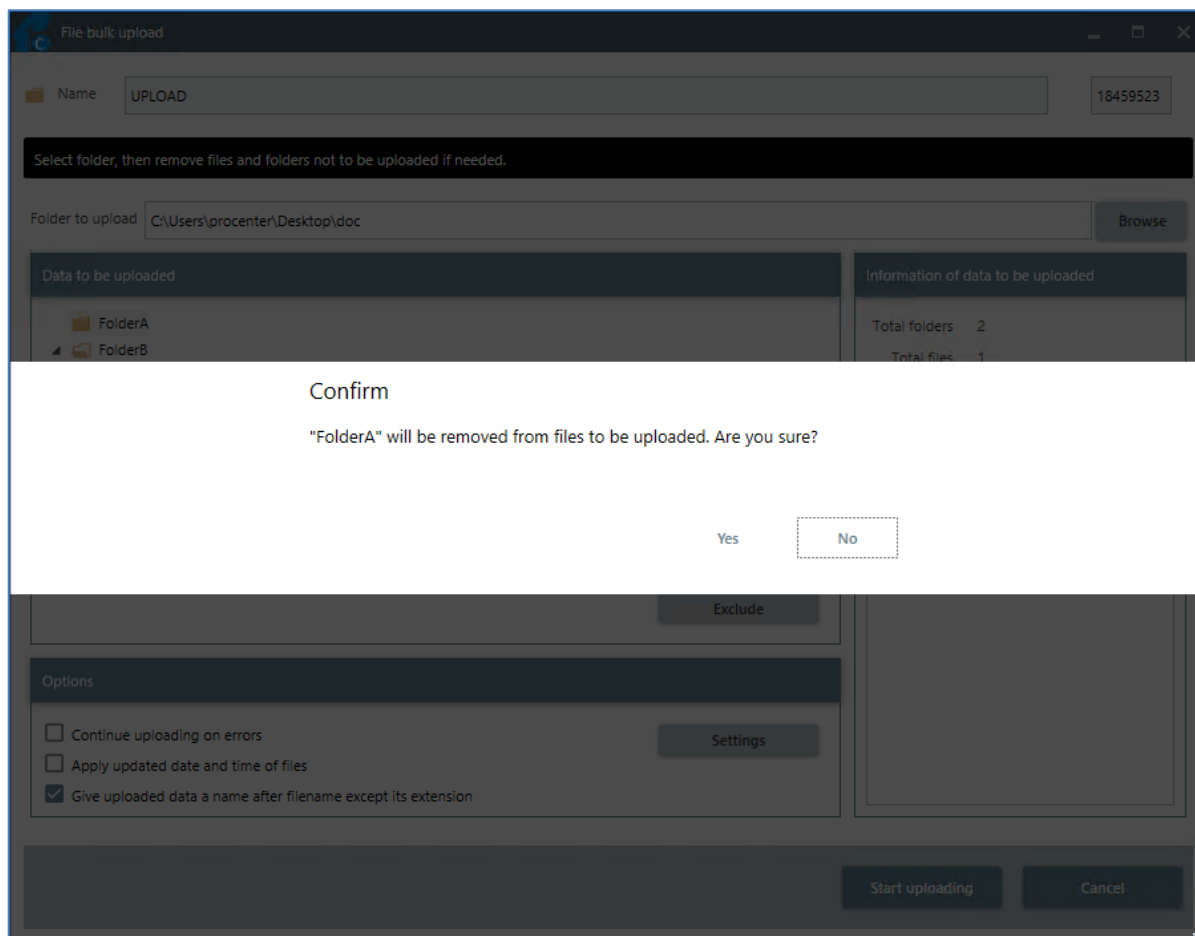
5. When a folder specified, all folders and files in the folder are displayed in the tree area. If there are folders or files you do not have a read permission, they will not be displayed. Folders are displayed with collapsed first, but you can open folders by clicking [>] button at the left side of the folder.



6. If checked **[Continue uploading on errors]** on the main window, continue uploading even if errors occur on the way and shows the detail of errors on the error screen.
If not checked, stop uploading when an error occurs and shows the detail of error on the error screen.
Data that was already uploaded until an error occurs are registered to the PROCENTER.
7. If checked **[Apply updated date and time of file]** on the main window, local file updated time and date (time stamp) is applied to Date created/Date modified on the PROCENTER.
If not checked, file uploaded time and date is applied to Date created/Date modified on the PROCENTER.

	Apply updated date and time of file : OFF		Apply updated date and time of file : ON	
Type	Date created	Date modified	Date created	Date modified
Folder	file uploaded time and date	file uploaded time and date	file uploaded time and date	file uploaded time and date
File	file uploaded time and date	file uploaded time and date	local file updated time and date (time stamp)	local file updated time and date (time stamp)

8. If clicked **[Give uploaded data a name after filename except its extension]** on the main window, uploaded data name is file name except its extension on the PROCENTER.
If not checked, upload data name is file name including its extension on the PROCENTER.
9. If you have folders and files that you don't want to register, you can exclude bulk uploads.
Click on the tree and press **[Delete] key**, or click the **[Exclude]** button on the folders and files displayed in the main window. The following confirmation dialog appears, and if you click **[Yes]**, the selected folder or file disappears from the main window and is not eligible.



10. After specifying folder you upload, click **[Start uploading]** button to start uploading.

It is an error if files can not be read and displayed on the error list screen

When complete bulk uploading process, message dialog is shown and Bulk file uploading tool ends.

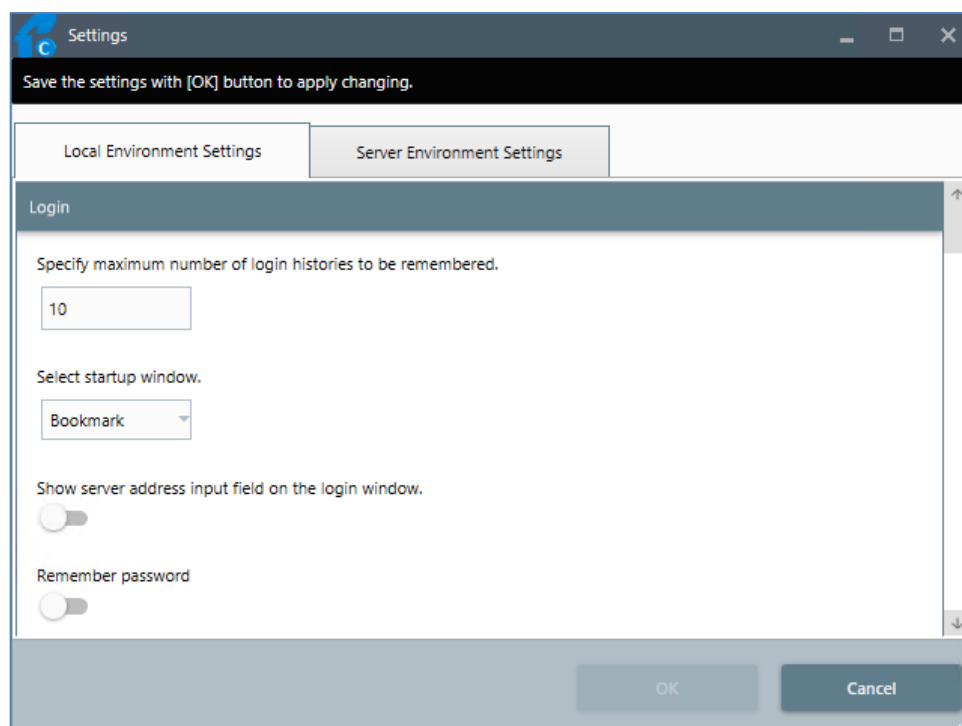
You can cancel uploading by pressing **[Cancel all]** button but data by the time it canceled are registered to the PROCENTER.



11. Click **[OK]** button in a popup appeared after uploading to end the application.

Changing data type

1. From the Settings button in the main window, you can change the folder and file type to be registered in the file bulk upload. PROCENTER does not need to change the type, so no configuration is required.



— Note —

- Bulk file uploading is available when you use the Microsoft Edge.
- The specified folder itself is created on the PROCENTER.
- You can input directly folder name but if it does not exist on the local computer, the tree of the main window is blank.
- When total file size of uploading exceeds the limitation size, an error will occur and you can not upload files. You need to reduce files.
- When **[Continue uploading on errors]** is set to [no] and an error occurs, the uploading will be aborted. But files before aborting would be uploaded.
- Folders and files at the time of bulk file upload are set to be expiration date policies for registered data based on the storage deadline policy for the destination folder.
The expiration date will be set by calculating from file uploaded date.
(e.g. If the policy is [3 months after creating] and file uploaded date is 2020/1/1, the expiration of the data will be 2020/4/1.)
- It may take time to start up the File bulk uploading tool due to the influence of antivirus. If it takes time to start up the tool, please set up an exception of antivirus and start up the tool again.

25. File bulk downloading

File bulk downloading to a local computer with keeping the folder structure in the server.

Data except file or folder can not be downloaded.

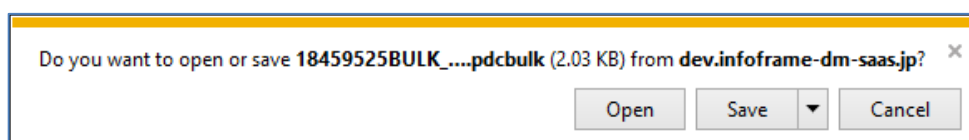
When using file bulk downloading tool for the first time

Please refer to Installing file bulk transferring tool and install the file bulk transferring tool.

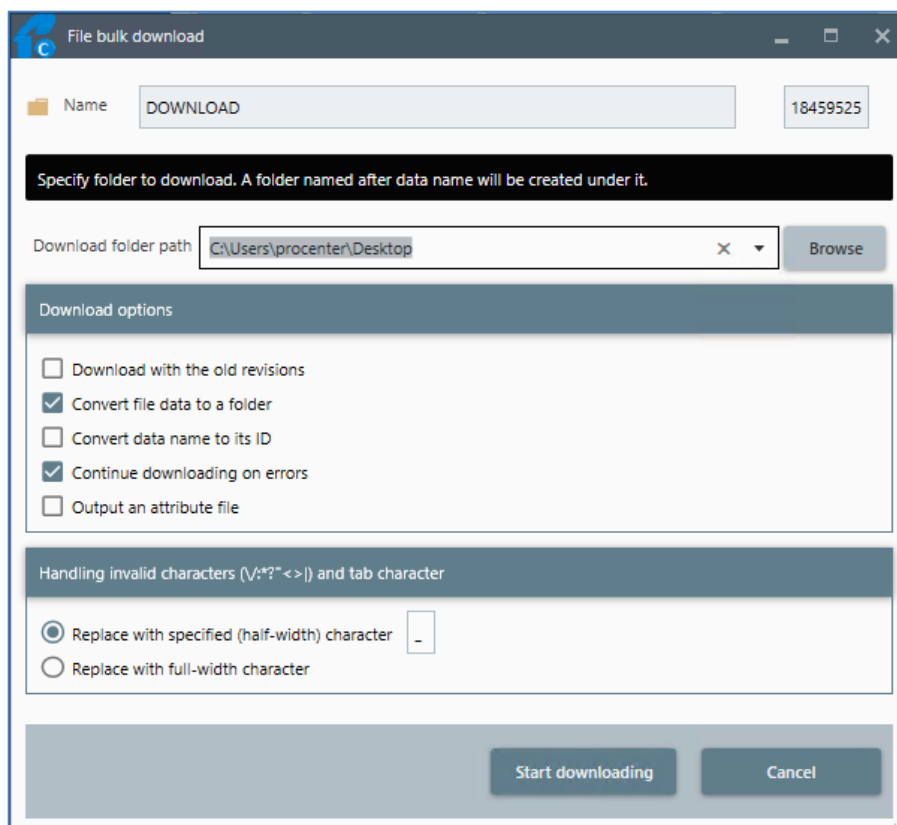
File bulk downloading in the data list screen

1. Navigate through folder hierarchy and select a folder you want to bulk download files in the list.
2. Select **[Tool] > [File bulk download]** from the right click pop-up menu, then the File bulk downloading application will be executed.

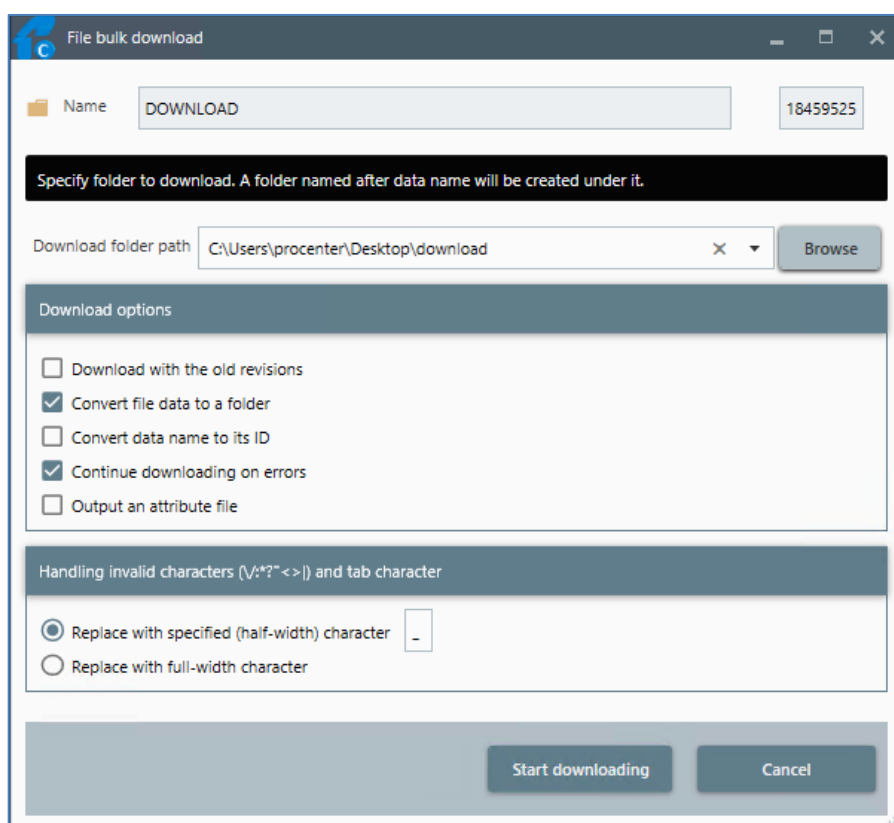
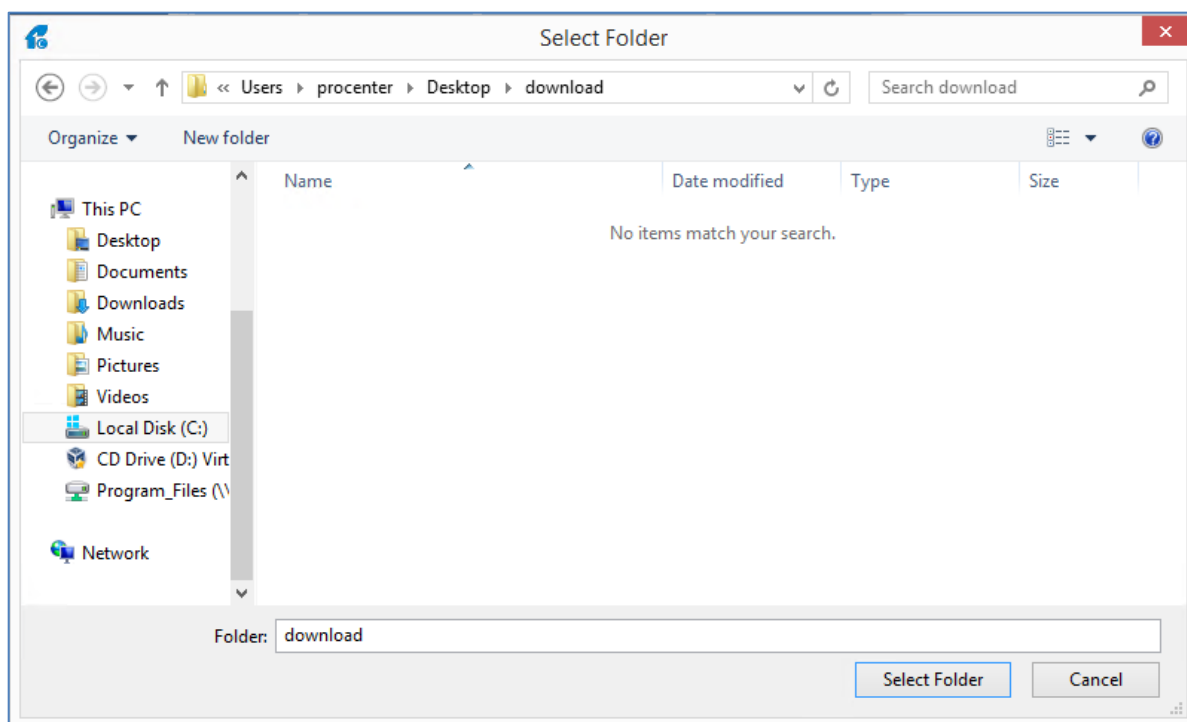
Following dialog is opened at the bottom of the screen then please click [Open] button.



3. The main window of the bulk file downloading application will be displayed. In the main window, you can see the data name, ID.



4. Click **[Browse]** and click **[Select Folder]** to specify a destination folder you want to bulk download.



5. When **[Download with the old revisions]** is checked, files with all the old revisions(sequences) are downloaded. In this case, folder of sequence numbers will be also created on the local computer.

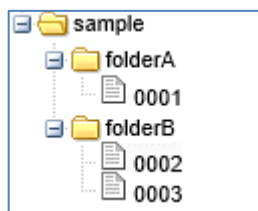
When it is not checked, files of the latest revision only is downloaded.

When the **[Download with the old revisions]** is checked, **[Convert file data to a folder]** will be automatically checked.

6. When **[Convert file data to a folder]** is checked, registered files are downloaded after creating folder of file data name.

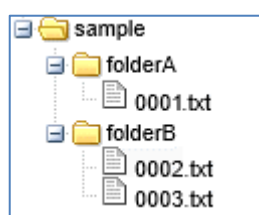
When it is not checked, registered files are downloaded as the original file name, so there may be differences between 'data name' on the PROCENTER and downloaded 'file name'.

Expected behavior when the case there is a following folder structure in the server is like below:

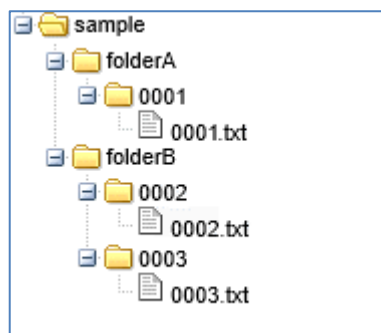


- Case both **[Download with the old revisions]** and **[Convert file data to a folder]** are not checked:

The folder structure will be created as it is in the server and files will be downloaded to each folder. The folder/file structure in the local computer will be following:

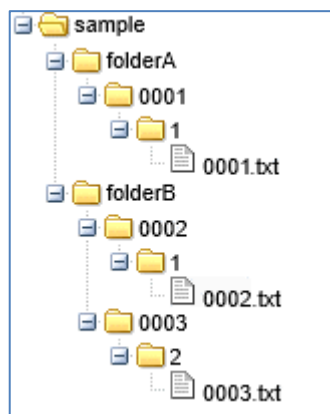


- Case only **[Convert file data to a folder]** is checked: A folder which name is data name will be created for each data and files will be downloaded to each folder. The folder/file structure in the local computer will be following:



- Case **[Download with the old revisions]** is checked:

Folders of sequence numbers will be created to the local computer and files will be downloaded there. If the old version files were already deleted, folder of that sequence will not be created. The folder/file structure in the local computer will be following:



7. When **[Convert data name to its ID]** on the main window is checked, folder name are created as its data ID.

When it is not checked, folder name are created as each folder data name and file data name(case **[Convert file data to a folder]** is checked).

	Convert data name to its ID : OFF	Convert data name to its ID : ON
Folder name	folder data name / file data name	folder data ID / file data ID
File name	original file name	original file name

8. When **[Continue downloading on errors]** on the main window is checked, even if errors occur in downloading, the process is continued and error details are shown on the error screen. When it is not checked, if an error occurs in downloading, downloading is interrupted and error detail is shown on the error screen. Downloaded data before interrupting are downloaded to the local computer.

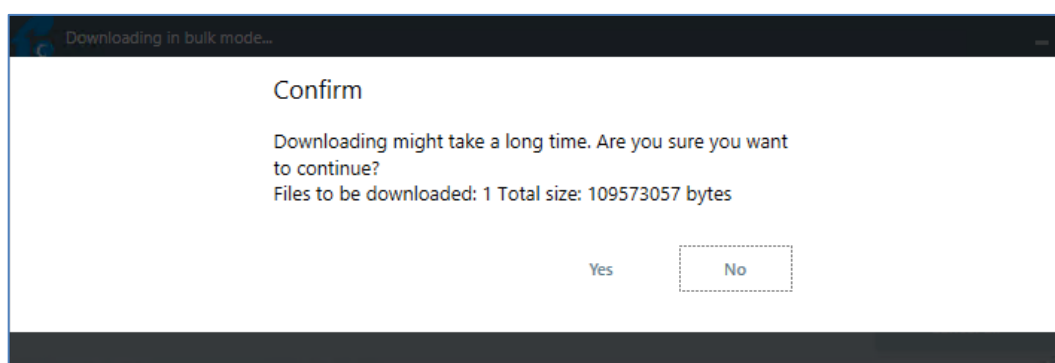
9. If data name contains characters which are prohibited by Windows (¥ / : * ? " < > | [Tab]), they will be substituted automatically. There are 2 ways to replace a prohibited character. You can choose one.
 - In case specified **[Replace with specified (half-width) character]**, all prohibited characters will be replaced with the specified character.
 - In case specified **[Replace with full-width character]**, each prohibited character will be replaced with full-width character.
10. When finished specifying a folder to download, click **[Start downloading]** button on the main window.

In case the number of downloading file is more than 100,000 or the sum file size is larger than 1GB, the dialog confirming if you are sure to download is displayed like below.

But the number and file size for warning depend on server setting.

If you click [Yes], continue downloading, but if you click [No], the application exits without downloading.

If there are many files to download, it may take time to check.



11. You can cancel downloading by clicking **[Cancel all]** button but downloaded data before canceling are downloaded to the local computer.



12. To end file bulk downloading, click [OK] button in a popup appeared after downloading then application ends.

— **Note** —

- Bulk file downloading is available when you use the Microsoft Edge.
- If path length of a downloaded file is greater than 259 characters, an error will occur. In this case, change the destination folder to another one which path length is shorter, or specify a source folder which hierarchy is lower in the system.
- Files and folders you do not have a read permission can not be downloaded.
- **[Output an attribute file]** is available only if you have the CA role or higher.
- It may take time to start up the File bulk downloading tool due to the influence of antivirus. If it takes time to start up the tool, please set up an exception of antivirus and start up the tool again.
- Create date of downloaded file is time when you download. Update date is time of the substantial file in the PROCENTER.

26. Release management menu

Release management menu is the function to deliver the file which can be put between during a section and the enterprise certainly and easily.

When release management menu is introduced, release information is recorded at the time of the file registration and update, and notice is delivered automatically to the target user of notice. For it to be also recorded in release information that a recipient received a target file, it becomes possible to grasp strict record maintenance of file transfer and receipt circumstances.

It's possible to set a release notice destination to a folder and a file by release management menu. It's notified a designated address of at the timing of registration, update or elimination of a file and elimination of a folder.

※Address preservation of a file by the same edition is prohibited by the file by which release processing was performed(It's always necessary to give and register the number of editions).

Release processing :

It's recorded that who released which file to which user or group when.

Release notice is sent automatically.

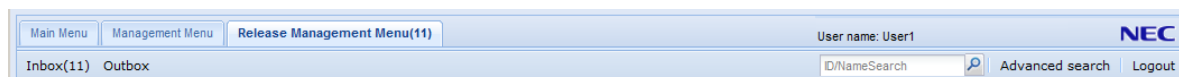
Receipt processing :

It's recorded that who received a released file when.

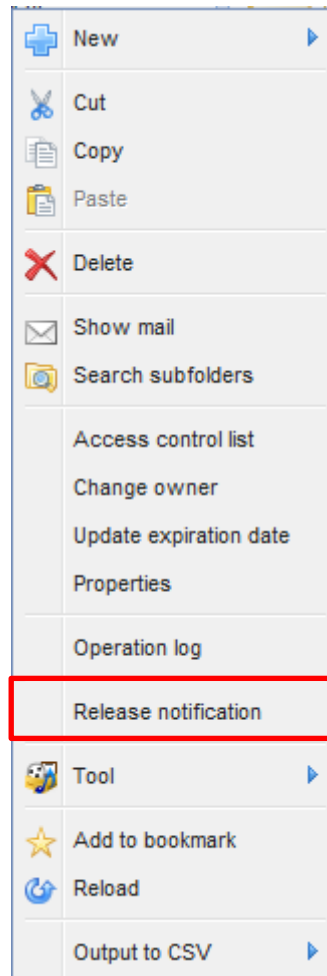
Release management menu

1) When [**Release management menu**] is clicked from the menu tab in the screen upper part, release management menu is indicated.

2) The menu of [**Inbox**] and [**Outbox**] is shown to release management menu.



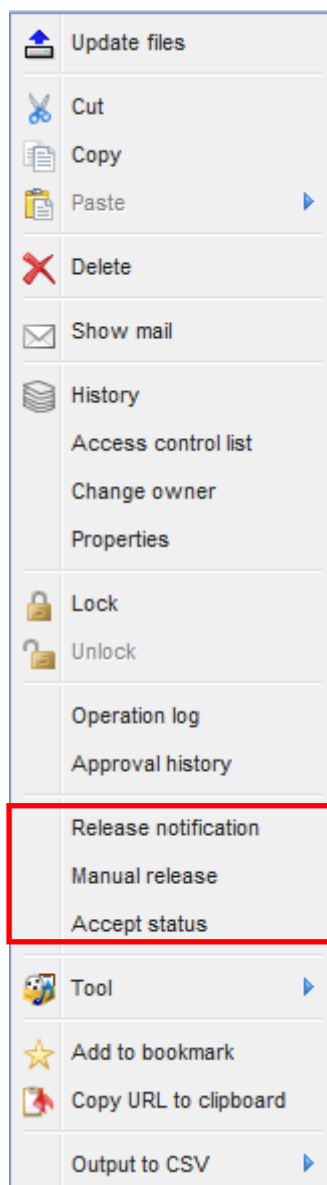
Right click menu of folder



1) Release notification

Release notification is set. Please refer to release processing for details.

Right click menu of file



1) Release notification

Release notification is set. Please refer to release processing for details.

2) Manual release

Manual release is performed. Please refer to release management menu for details.

3) Accept status

Accept status is indicated. Please refer to reference of accept status for details.

26.1 Release

There are 2 ways to set up the release notification. One is setting it up when a new file or file is created and the other is setting it up to an existing file or folder.

①Set up when a new folder or a file is created.

- 1) Click **[Set up release notification]** panel on the Create Folder or the Create File screen.
- 2) Select a user/group from by **[Add user/group]** button.

☒ Setup

Setup release notification

Users who will be notified

Apply saved notification: Select ▼ Apply Delete Back to the original

Select all Unselect

User/Group ▲
 AAA Corporation

Add user/group Delete Show member(s)

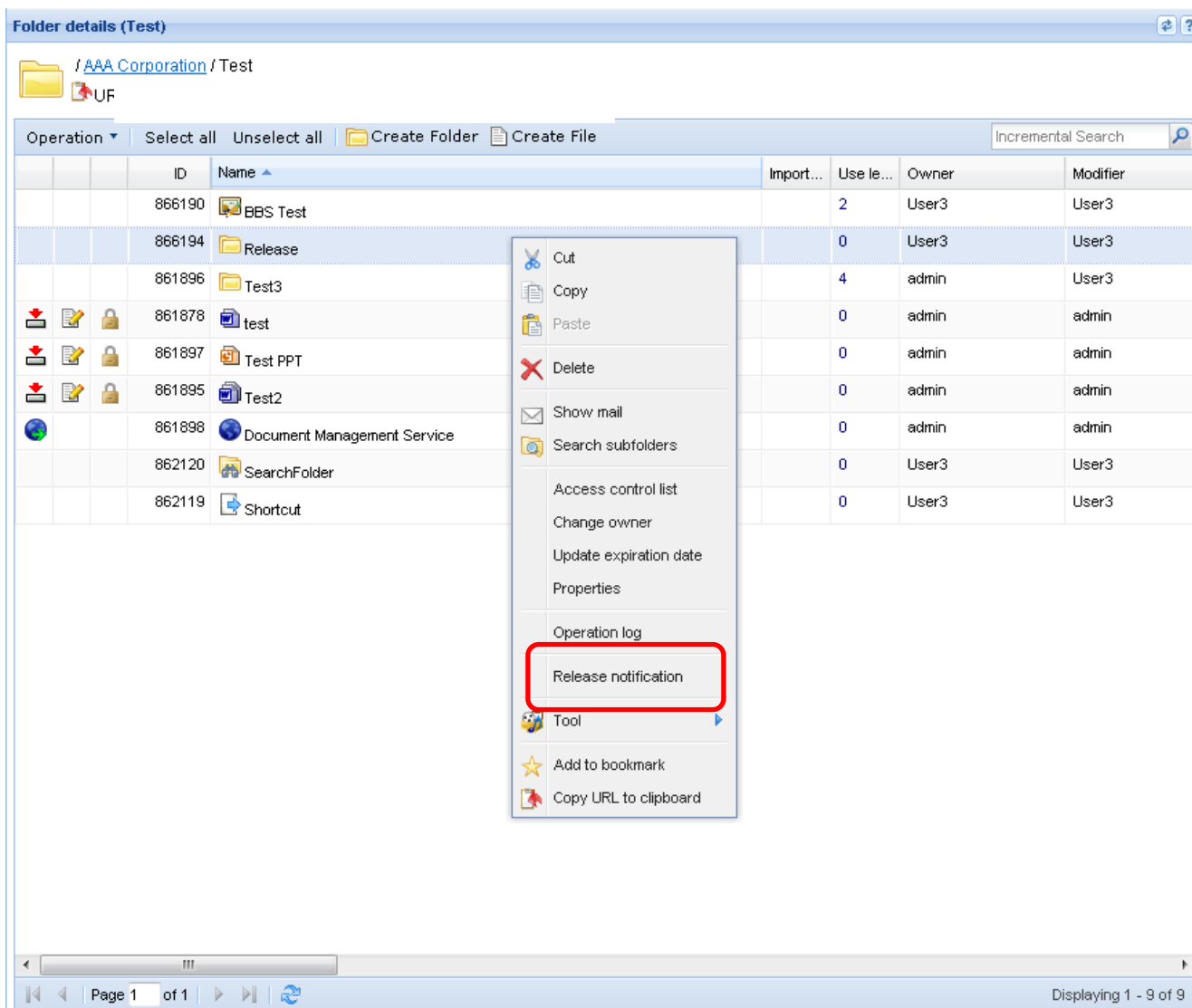
Save list: Save name Save

- 3) Click **[Create]** button and create the folder or the file.

※In case of "Create new folder", if you set release notification, release is not performed.

②Set up release notification of an existing folder or file.

- 1) Navigate through folder hierarchy and select a folder or file.
- 2) Select **[Release notification]** from the right click pop-up menu and the Update release notification screen will be displayed.



3) Select a user/group from by **[Add user/group]** button.

Update release notification(Release)

☐ Apply updates to sub folders

Setup release notification

Way of changing notification: ☒ Replace all list ☐ Add to existing list ☐ Delete from existing list

Users who will be notified

Apply saved notification: Select Apply Delete Back to the original

Select all Unselect

User/Group
A.A.A Corporation

Add user/group Delete Show member(s)

Save list: Save name Save

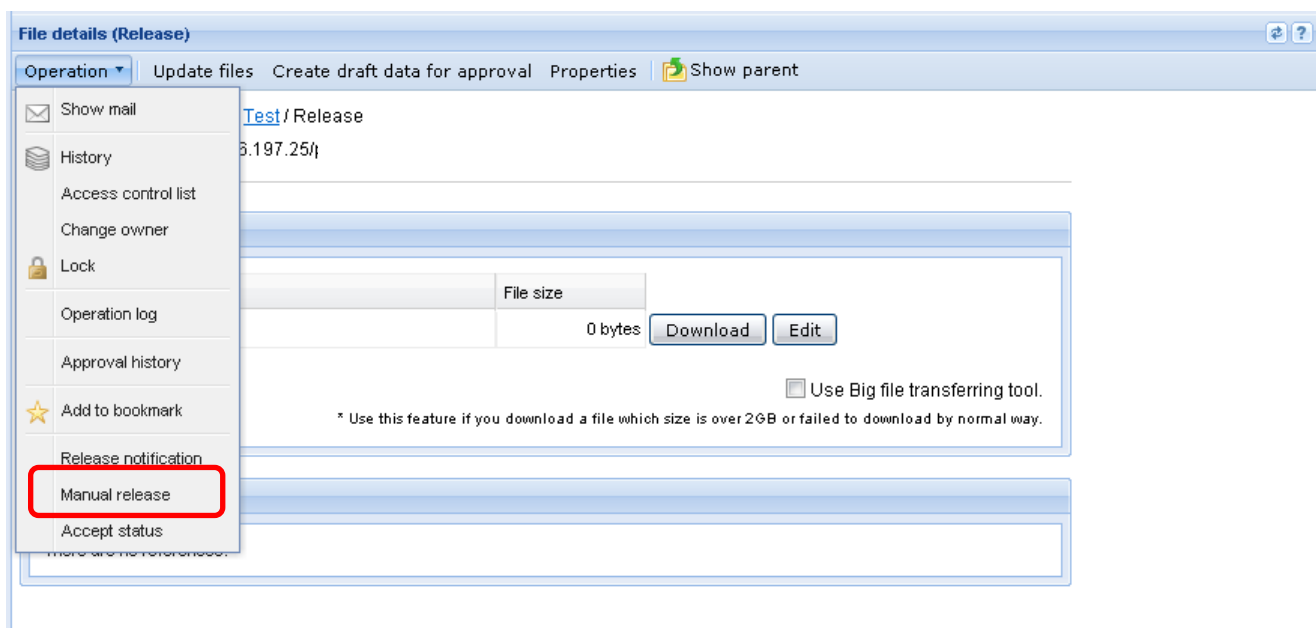
OK Cancel

- 4) Click **[OK]** button and complete updating the release notification.
- ※ In case of setting release notification, release is not performed.

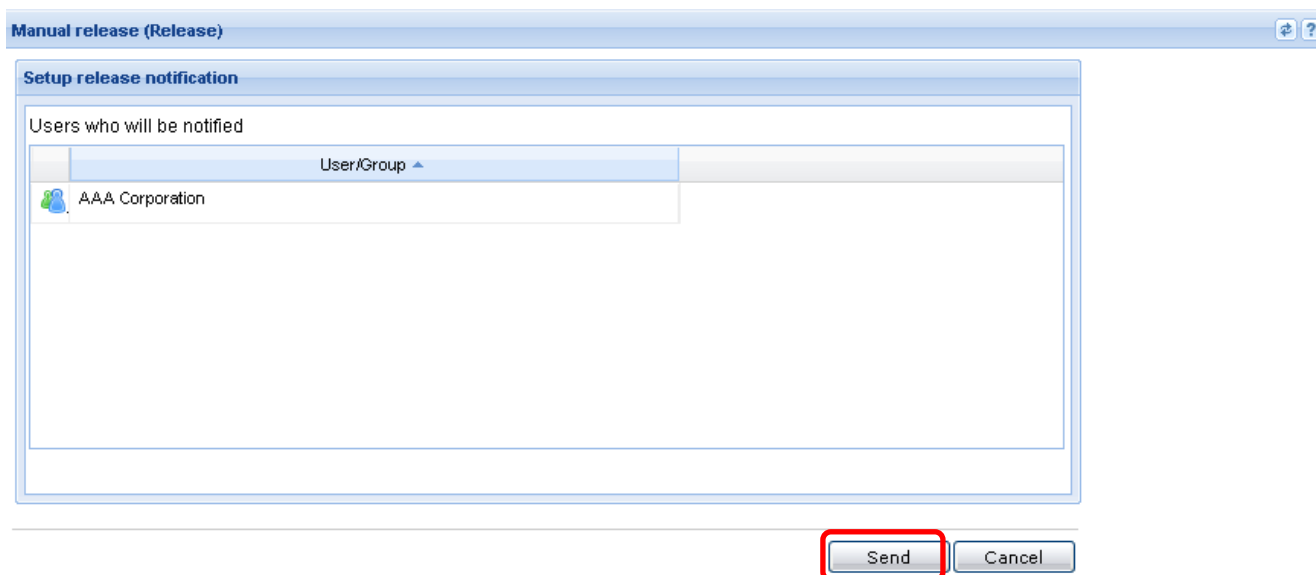
The procedure of setting release notification is finished 1) ~ 4).

If you want to perform “release” for release notification you set, perform “Manual release” following 5) ~ 7).

- 5) Click **[Manual release]** from the Operation menu of data which you want to release.



- 6) Default notification contents will be displayed. Edit the contents if necessary, and click [Send].



- 7) Complete manual release.

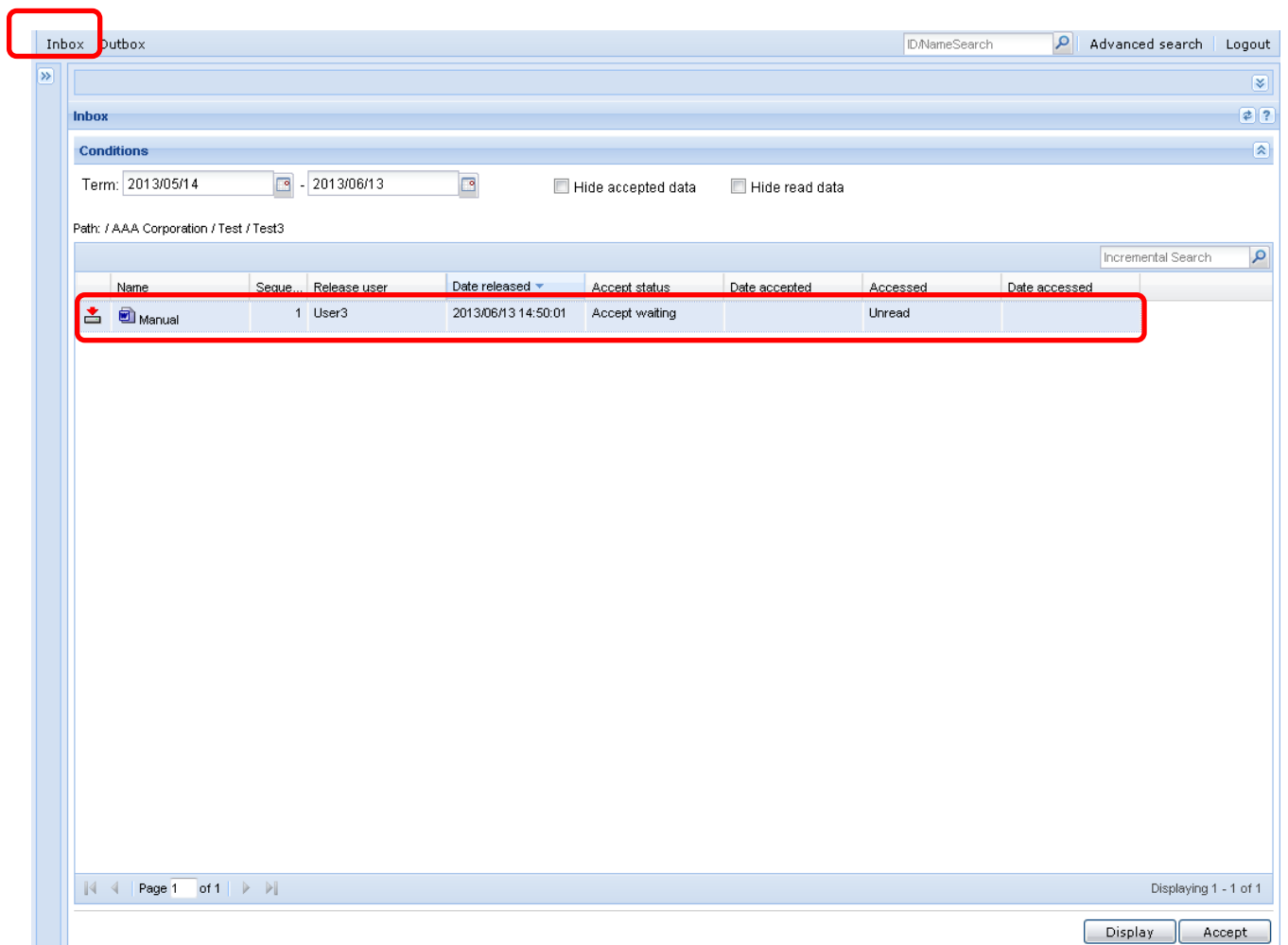
26.2 Acceptance

You can perform “acceptance” to the data that released. “Release” is performed to the same timing as the following operations for file that release notification is set.

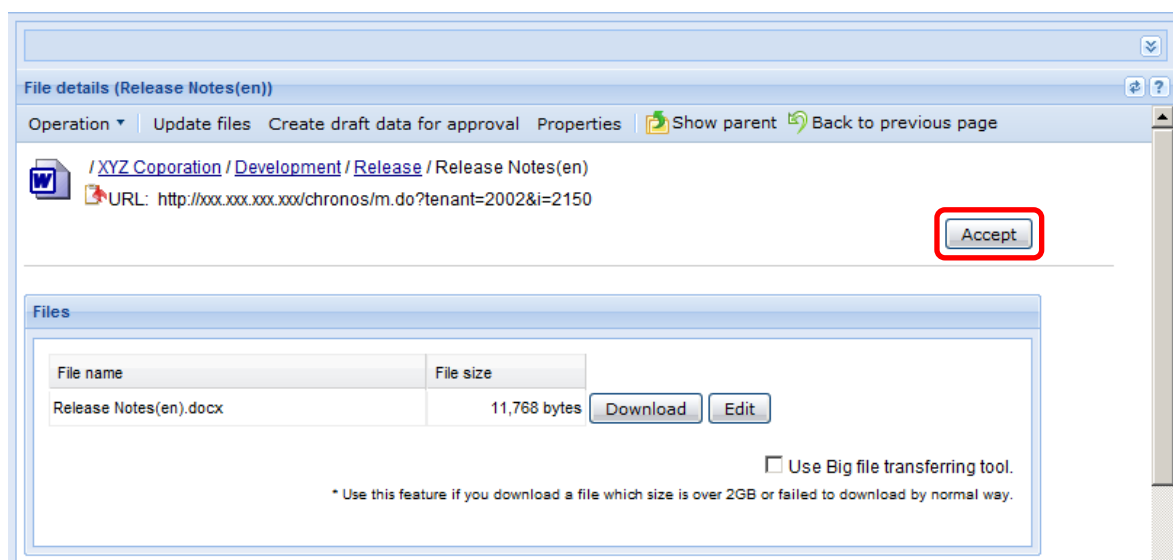
- New creation
- Registration / Update
- Manual release

① Accepting the released data

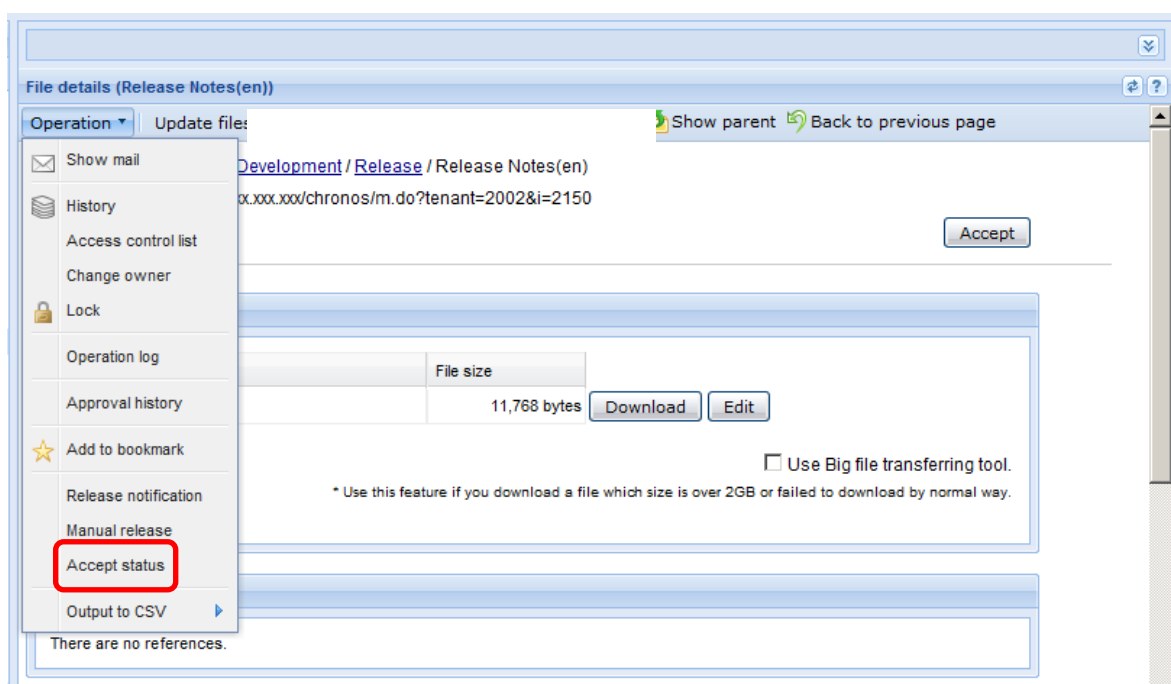
1) Click released data from **[Inbox]**.



2) Click **[Accept]** button on the file detail screen, then complete the acceptance.



- 3) You can see the accept status from Operation > **[Accept status]** menu of the file detail screen.



② Downloading released data

- 1) Click released data from Inbox.
- 2) Click **[Download]** button on the file detail screen, then complete downloading.

- 3) You can see the download status from Operation > **[Accept status]** menu of the file detail screen.

26.3 Reference of accept status

① Reference of accept status list

- 1) Open the file detail screen of data and select Operation > **Accept status** menu or select **Accept status** from the right click pop-up menu on the data list screen.
- 2) Accept status list will be displayed.

Accept status (sequence 1 : Manual)(Release date : 2013/06/13, Release user : User3)					
Back to previous page					
UserName ▲	Accept status	Date accepted	Accessed	Date accessed	
admin	Accept waiting		Unread		
User2	Accept waiting		Unread		
User3	Accepted	2013/06/13 14:57:42	Read	2013/06/13 14:57:57	

② Reference of Inbox

- 1) Click **[Inbox]** from the Release Management Menu.

Main Menu	Management Menu	Release Management Menu(11)	User name: User1	NEC
Inbox(11)	Outbox		ID/NameSearch	Advanced search Logout

- 2) List of data you received will be displayed.
Data received between 30 days ago and current date will be displayed as the initial setting.

Inbox

Conditions

Term: 2013/05/14 - 2013/06/13 ☐ Hide accepted data ☐ Hide read data

Path:

Incremental Search

Name	Seque...	Release user	Date released	Accept status	Date accepted	Accessed	Date accepted
Manual	1	User3	2013/06/13 14:50:01	Accepted	2013/06/13 14:57:42	Read	2013/06/13

Page 1 of 1

Displaying 1 - 1 of 1

Display **Accept**

--Note--

Data which was deleted is also displayed in the list of data you received.

③ Reference of Outbox

- 1) Click **[Outbox]** from the Release Management Menu.

Main Menu Management Menu **Release Management Menu**

User name: User3

Inbox **Outbox**

ID/NameSearch **Advanced search** **Logout**

- 2) List of data you released will be displayed.

Data released between 30 days ago and current date will be displayed as the initial setting.

Accept status: Number of accepted users/Number of released users

Accessed: Number of accessed users/Number of released users

Outbox

Conditions

Term: 2013/05/14 - 2013/06/13

☐ Hide accepted data
 ☐ Hide read data

Path:

Incremental Search

Name	Seque...	Date released ▼	Accept status	Accessed
Manual	1	2013/06/13 14:50:01	Accept waiting (1/3)	Unread (1/3)

Page 1 of 1

Displaying 1 - 1 of 1

Display

--Note--

When user who is specified as TO does not exist, you can not release the data.

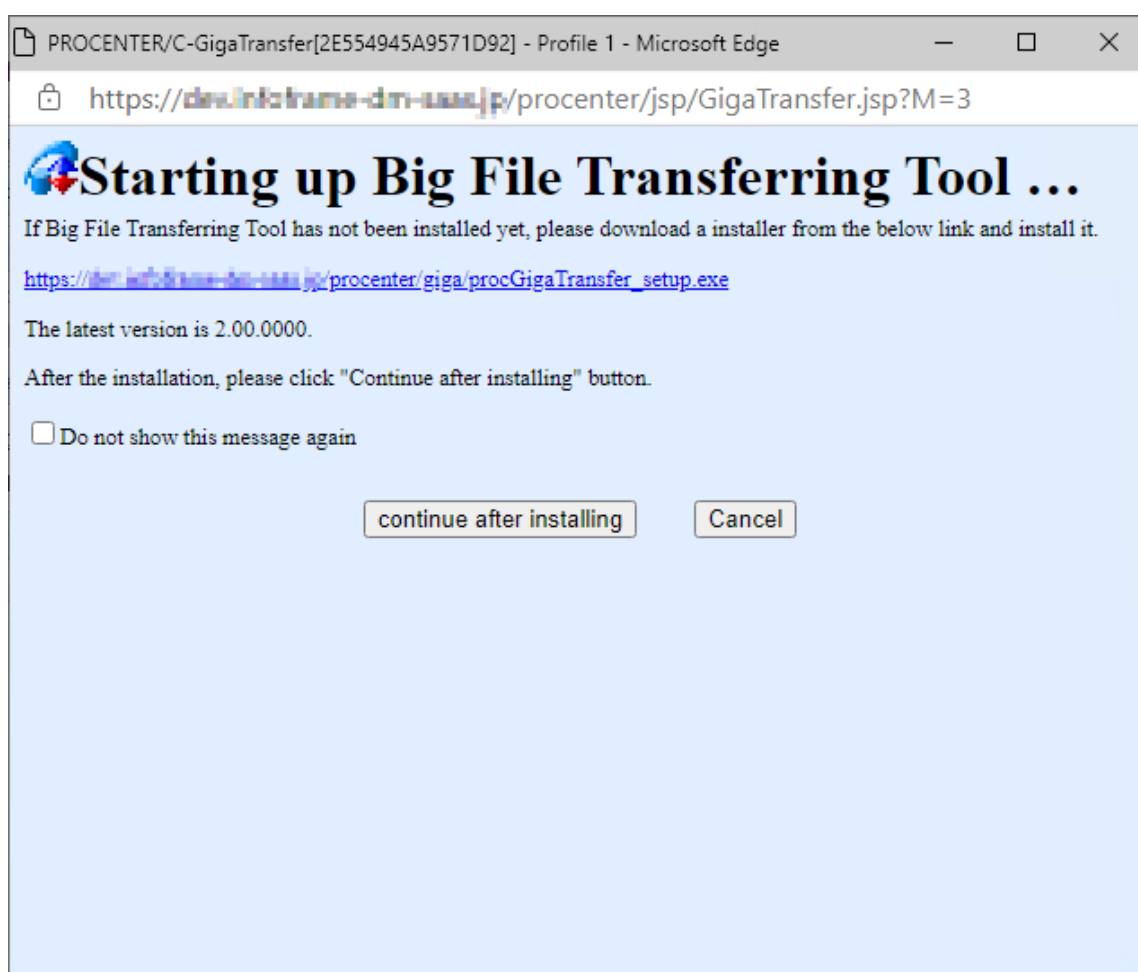
27. Big File Transferring

If this is your first time using the large-capacity transfer feature, install the Large File Transfer Tool. Please install it again even if it is already installed.

27. 1 How to install Big File Transferring Tool

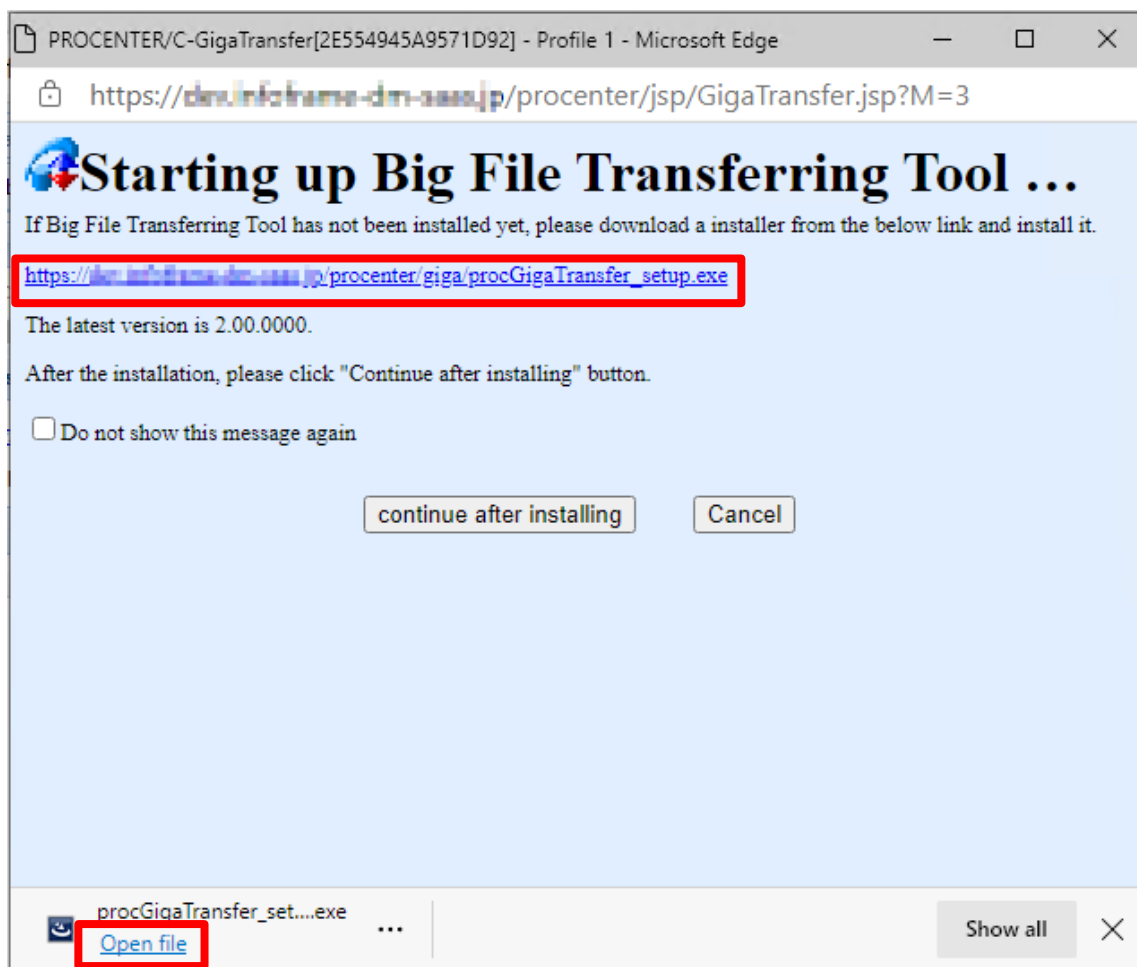
To use Big File Transfer option (feature), it is necessary to install Big File Transferring Tool.

1. Select **[Big File Transfer]** on the **[Management Menu]**, then the following window will be displayed.

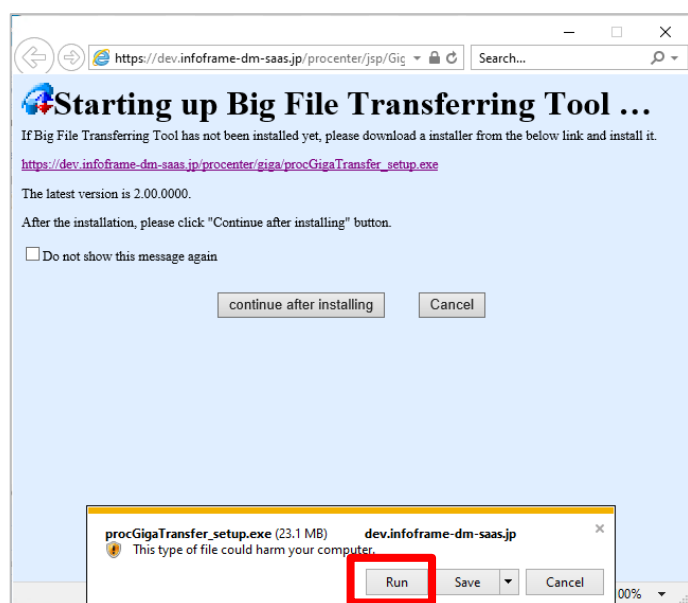


- In case the window is not displayed
Access the following link then try selecting [Big File Transfer] menu again.
<https://procenter-global.com/procenter/system/resetCookie.jsp>

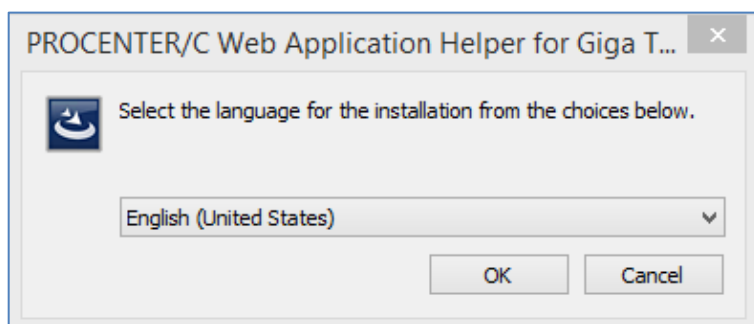
2. Click the link in the window and click **[Open file]** to launch the installer.



- For IE, click **[Run]** to start the installer.



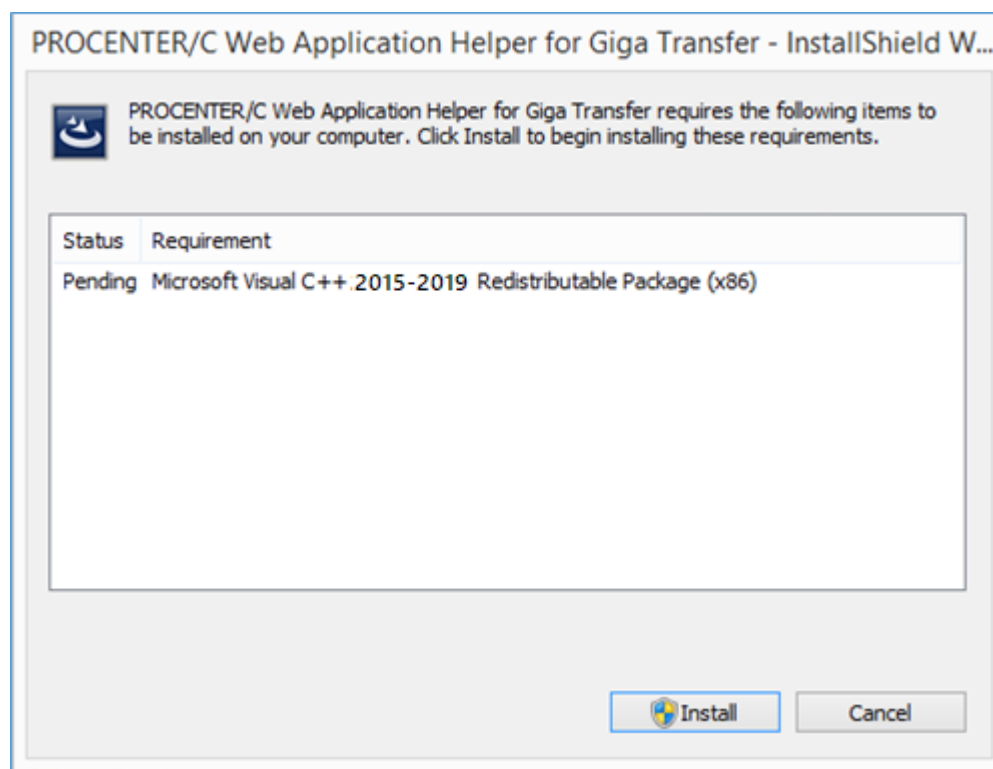
3. Select a language, then click [OK] button. You can choose Japanese or English.



In case Microsoft Visual C++ 2015 is not installed, the following screen is displayed.

When it is displayed, click the **[Install]** button to install Microsoft Visual C++ 2015.

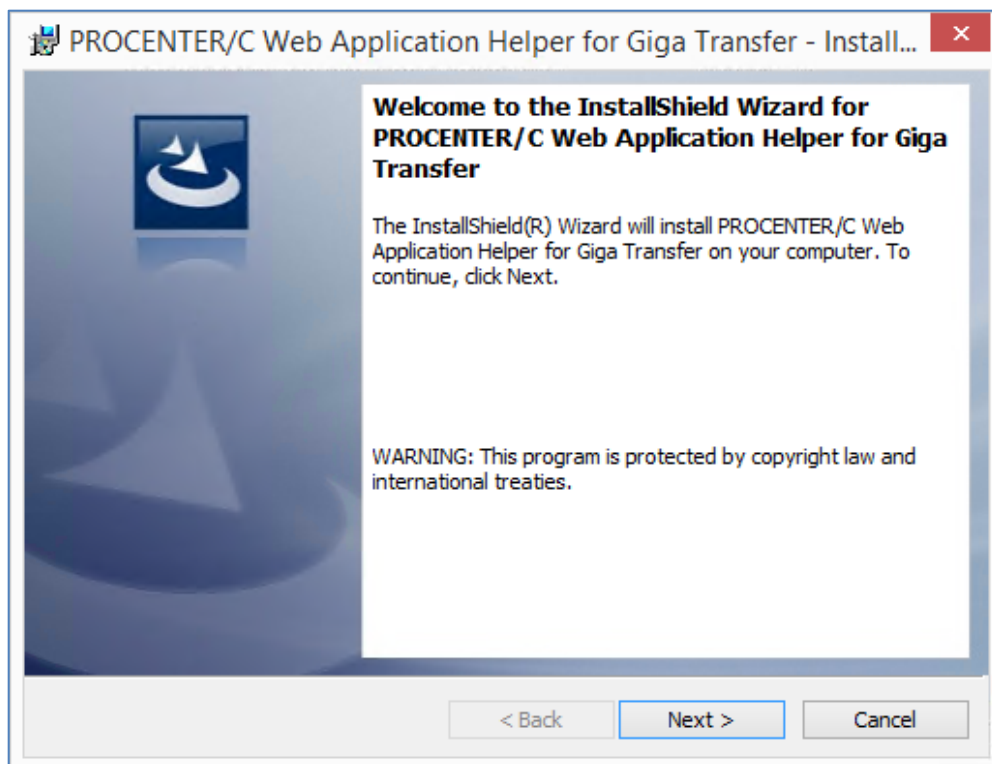
Otherwise go to next step.



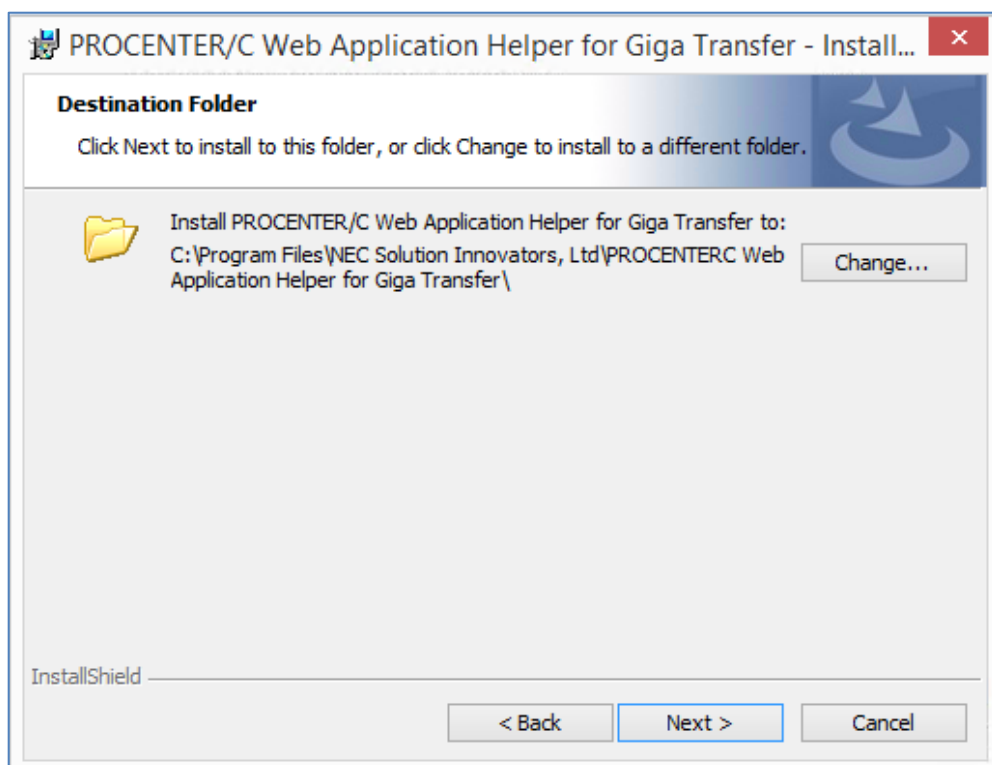
5. The Big File Transferring Tool installer will start. Please wait for a while.

**After installing the Microsoft Visual C++ 2015,
if the following screen (installer of PROCENTER/C Web Application Helper for Giga Transfer)
does not appear, you have to do over again (step '1').**

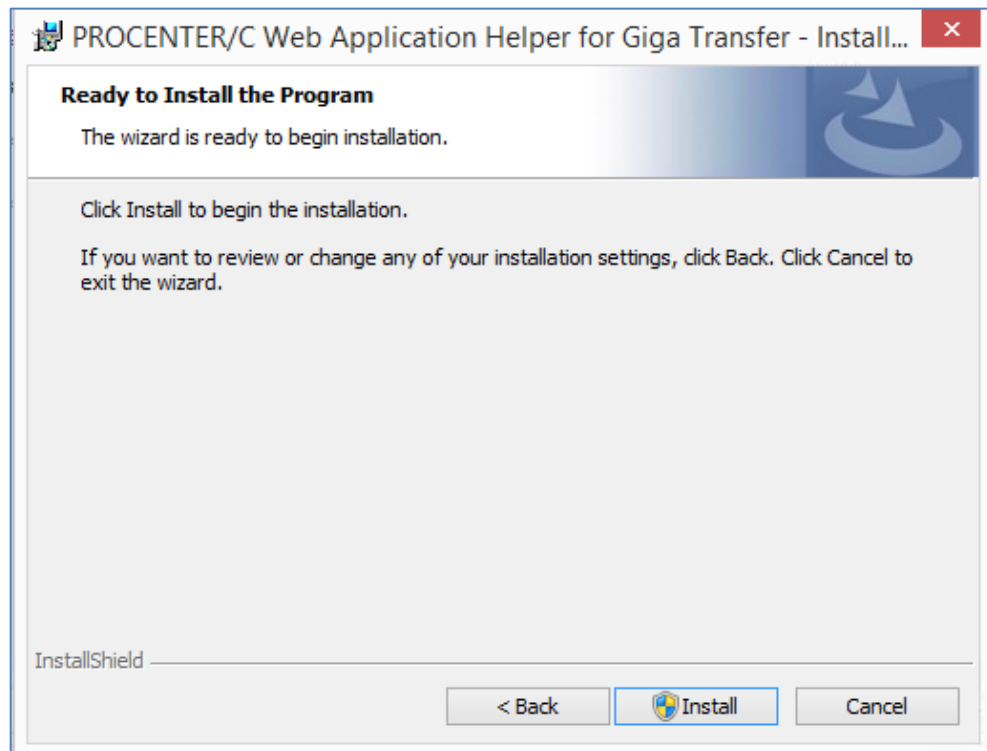
6. After the Big File Transferring Tool installer start, following screen will be displayed. Then click the **[Next]** button.



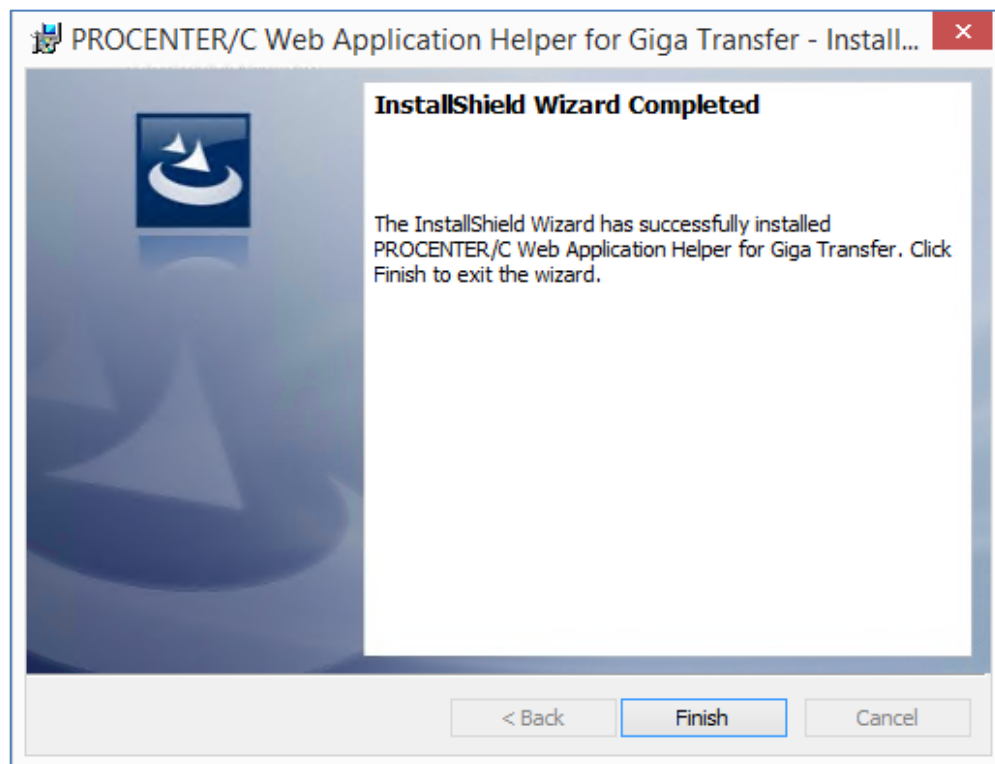
7. After the Big File Transferring Tool installer start, following screen will be displayed. Then click the **[Next]** button.



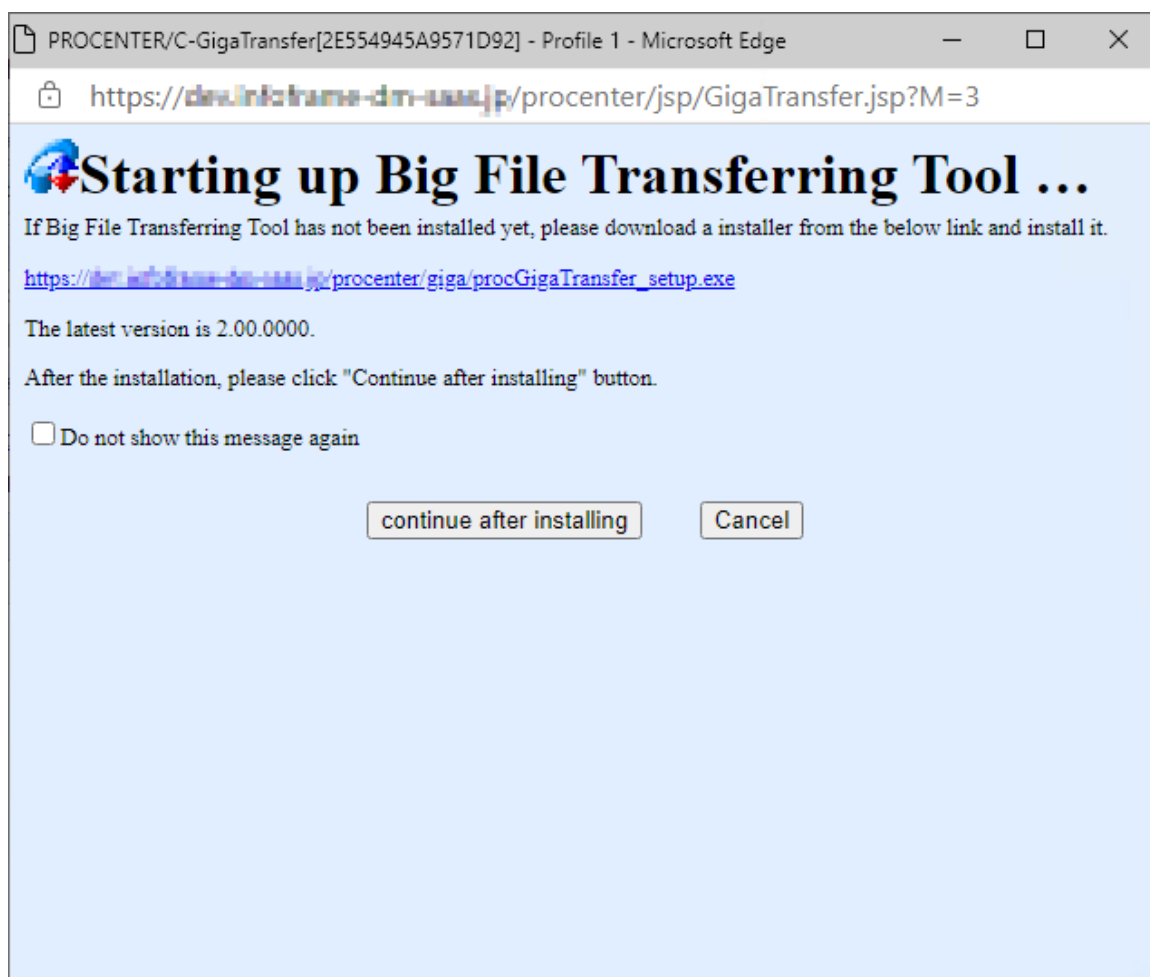
8. Click the **[Install]** button to start install.



9. Click the **[Finish]** button to finish the Big File Transferring Tool installer.



10. Back to the web browser and finish the downloading window of the Big File Transferring Tool.
Click the **[continue after installing]** button to start the Big File Transferring Tool.
Click the **[Cancel]** button to close the window without starting the Big File Transferring Tool.

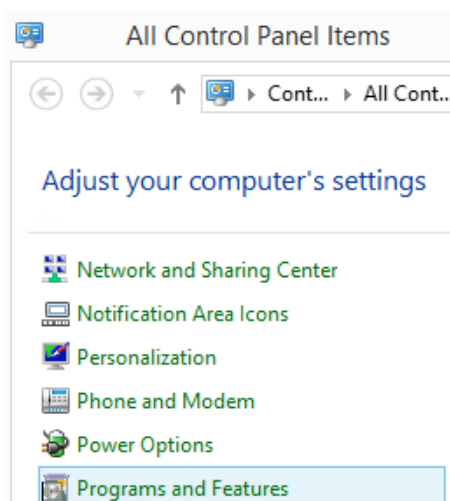


Installing the Big File Transferring Tool is completed.

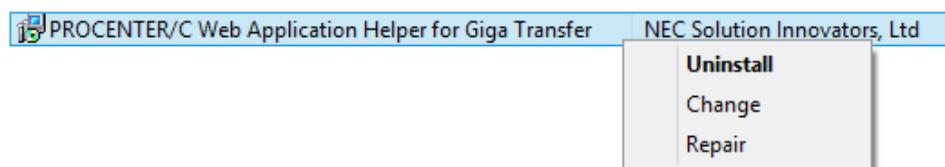
— Note —

- When you press the **[continue after installing]** button, if you click **[Do not show this message again]** to check, the downloading window of the Big File Transferring Tool will not be displayed again.
If you want to display the downloading window of the Big File Transferring Tool again, please access the following link.
<https://procenter-global.com/procenter/system/resetCookie.jsp>
- Uninstalling the Big File Transferring Tool :
Select [Start] > [Control Panel].

Click [Programs and Features].



Select [PROCENTER/C Web Application Helper for Giga Transfer], right click and click [Uninstall].



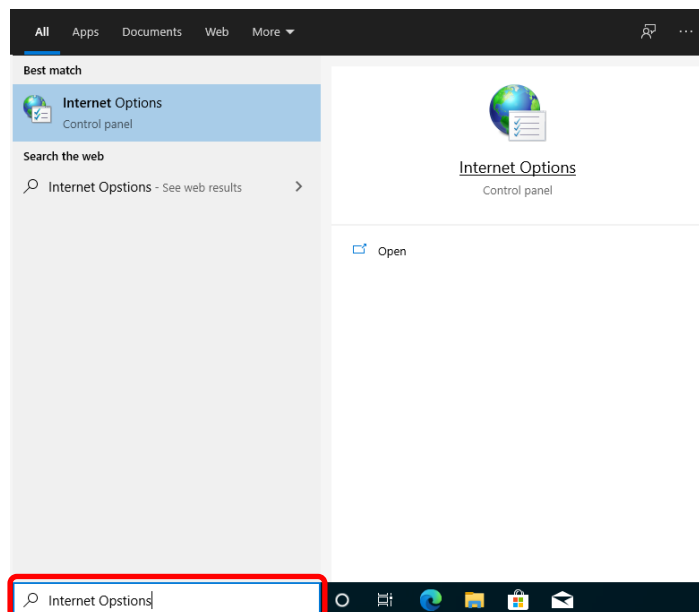
* After uninstalling, if the following folder remains in the installation directory, please delete it manually.

C:\Program Files (x86)\NEC Solution Innovators, Ltd\
PROCENTERC Web Application Helper for Giga Transfer

27. 2 Big File Transfer option (setup)

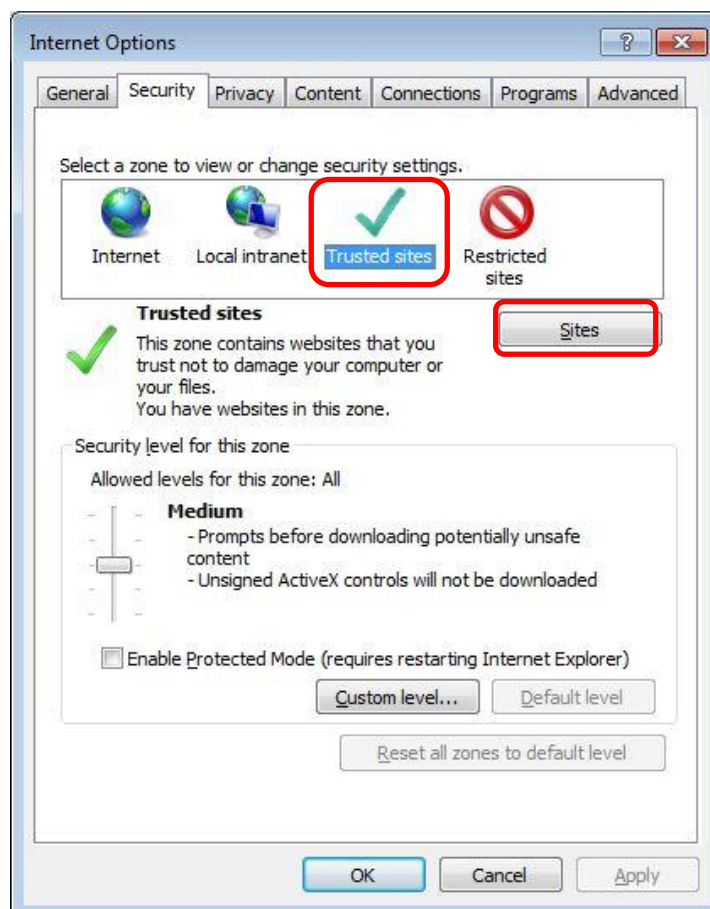
When you use the Big File Transferring feature, you have to add the PROCENTER SaaS web site to a [Local intranet] or a [Trusted site] zone (If you use PROCENTER SaaS on the [Internet] zone, add the web site to the [Trusted sites]).

- 1) Enter and search for [Internet Options] in the "Search Box" of Windows and display the Internet options.

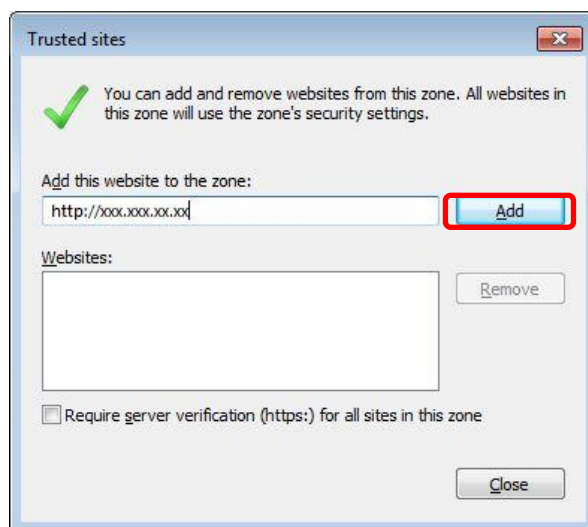


* If you use Edge, Open [Internet options] on the control panel.

- 2) Open the Security tab and select the [Trusted sites], and then click the [Sites] button.



- 3) Click the **Add** button on the **[Trusted sites]** dialog.



- 4) Click the [Close] button, and finish setup.

-- Note --

- If you are logged in the PROCENTER while you setup above, once logout before using the Big File Transfer option.

27. 3 Big File Transfer option (feature)

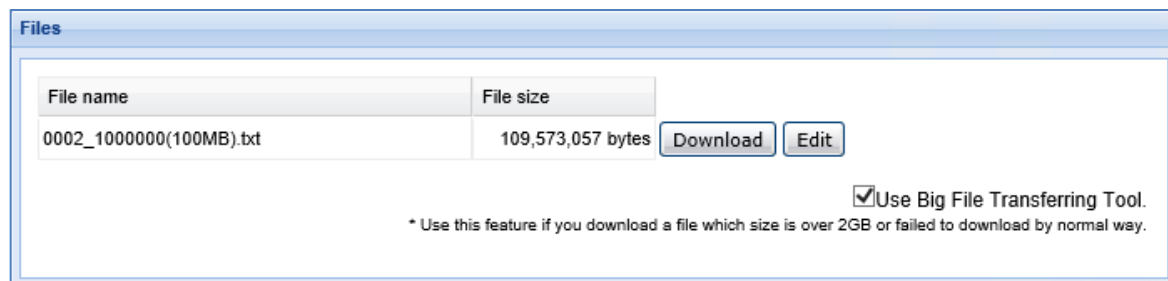
The Big File Transfer option provides a feature of surely transferring a big file of which size is over 2GB (e.g. DVD images, simulation data and so on).

When using Big File Transferring Tool for the first time

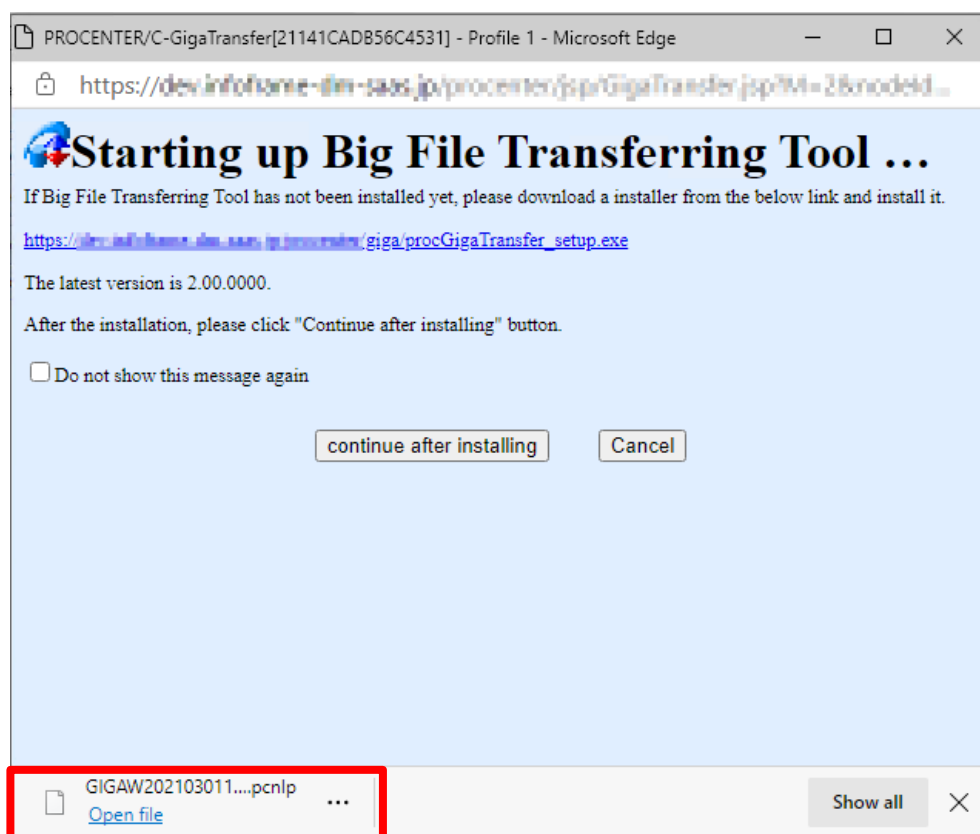
Please refer to How to install Big File Transferring Tool and install the Big File Transferring Tool.

Downloading

1. Check the [Use Big File Transferring Tool.] at a file detail screen and click the [Download] button.



2. The dialog below will open, so click on the [Continue now that you have installed] button and click [Open file].



3. A download dialog will be displayed.

The screenshot shows a Windows-style dialog box titled "PROCENTER/C Big File Transferring Tool - Download Settings". It has a standard Windows icon in the top-left corner and a close button (X) in the top-right corner. The dialog contains several input fields and sections:

- Download Data Name :** 0002_1000000(100MB)
- ID :** 18459899
- Sequence :** 1
- Download file(s) :** 0002_1000000(100MB).txt
- Download folder :** C:\Users\procenter\AppData\Local\NEC\PROCENTER\Download
- Browse...** button next to the Download folder field.
- Connection Profile Setting** section with three radio buttons:
 - ☒ Fast line (Optic fiber etc.)
 - ☐ Middle line (ADSL, 4G etc.)
 - ☐ Slow line (3G, ISDN etc.)
- Transfer option** section with two checkboxes:
 - ☐ Compress data.
 - ☐ Validate data.
- OK** and **Cancel** buttons at the bottom right.

4. Click the [**Browse...**] button and specify a location of downloaded files.
5. Select line speed on the [**Connection setting**] (This may be unselectable by the server configuration).
6. Optionally, check the [**Compress data**] (*1) and [**Validate data**] (*2) (This may be unselectable by the server configuration).

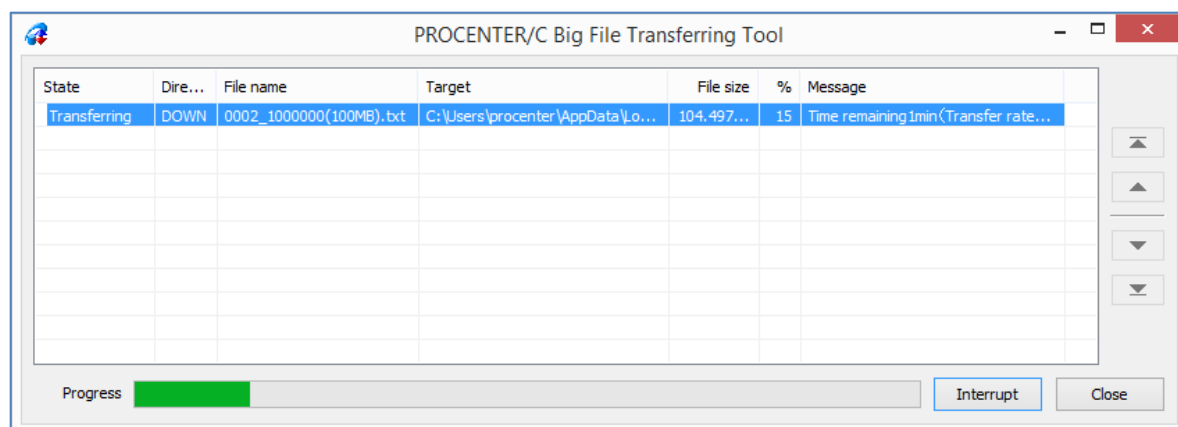
(*1) Compress data

Transfer the data with ZIP compression. Transfer time may not be shortened depending on the data. This feature will make CPU load of the computer high.

(*2) Validate data

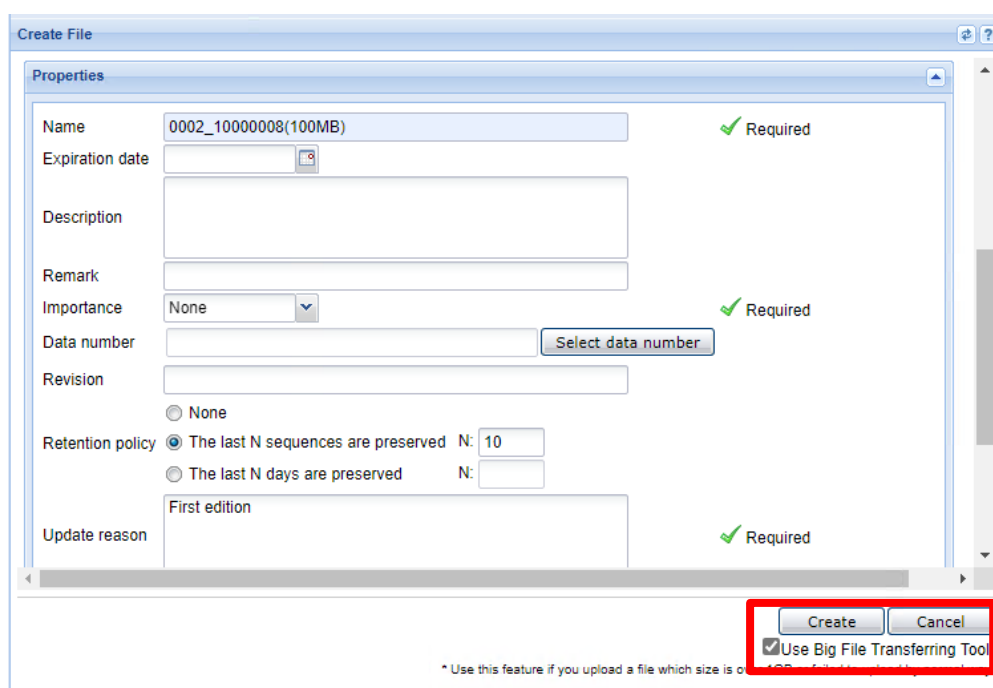
Verify the data by a hash value for every transmission block between a client and a server. Transfer time will be longer due to calculating the hash value.

- Click the [OK] button, then the following transfer dialog will be displayed and start downloading.

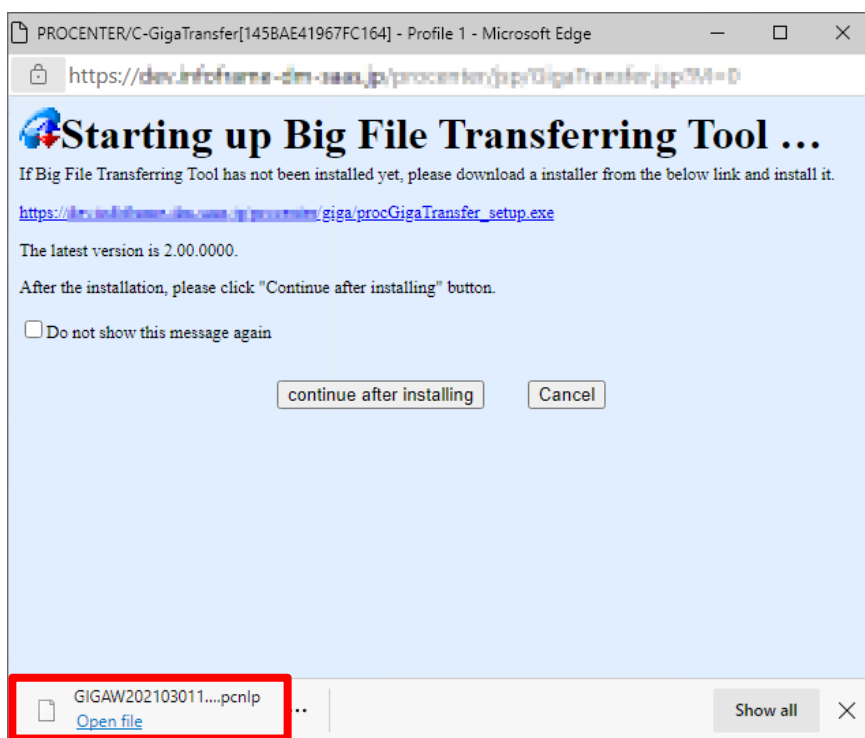


Uploading

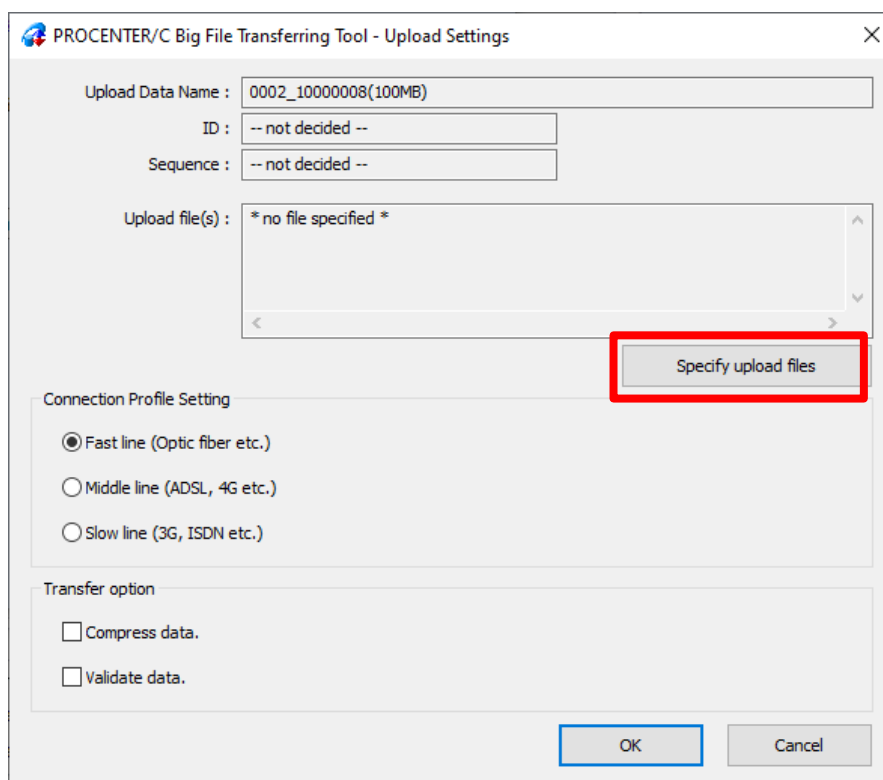
- Check [Use Big File Transferring Tool.] when creating new data or updating files, and then click the [Create] or [Upload] button.



2. The dialog below will open, so click on the **[Continue now that you have installed]** button and click **[Open file]**.

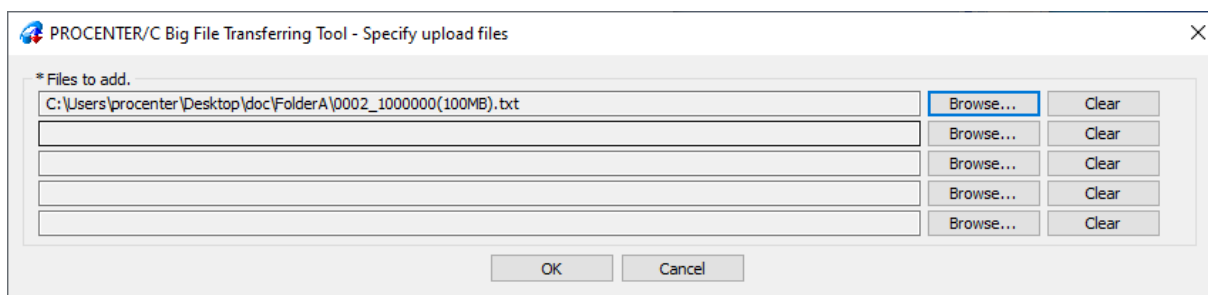


3. The upload dialog will be displayed, please click the **[Select upload file]** button.



4. Click the **[Browse]** button, select the file, and then click the **[OK]** button.

You can select a file by dragging it.

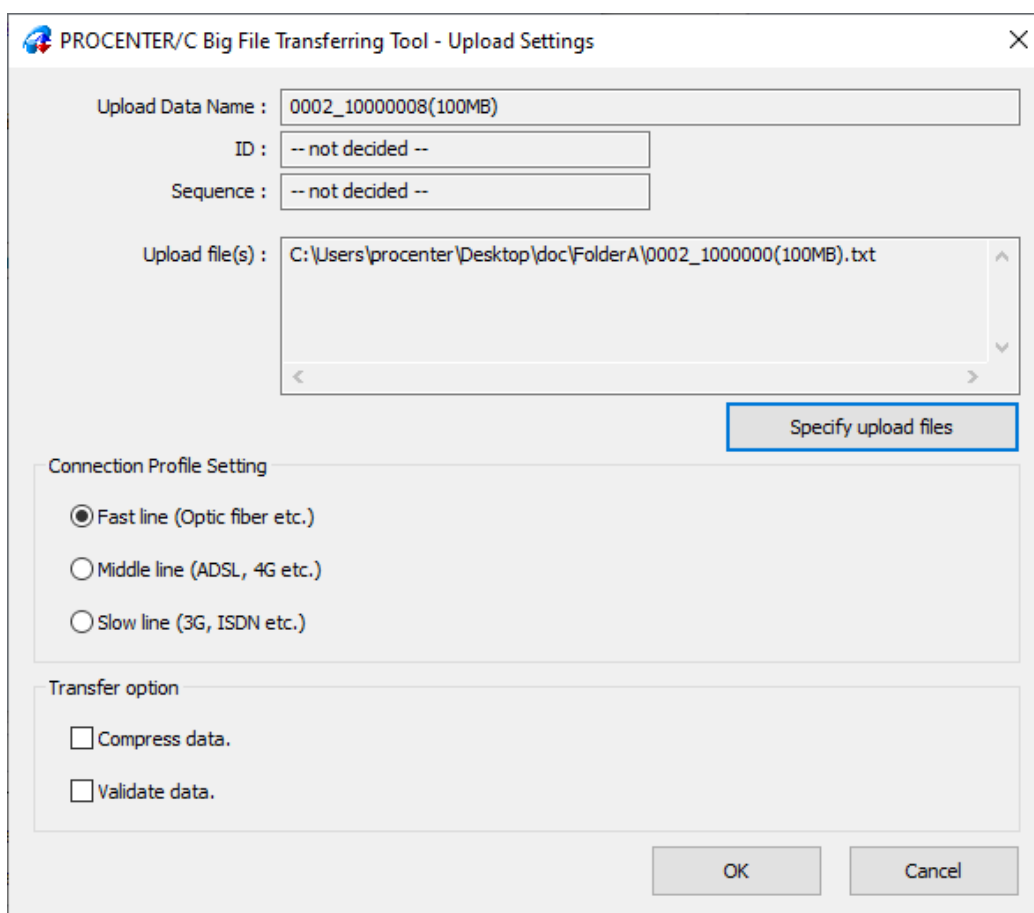


--Notes--

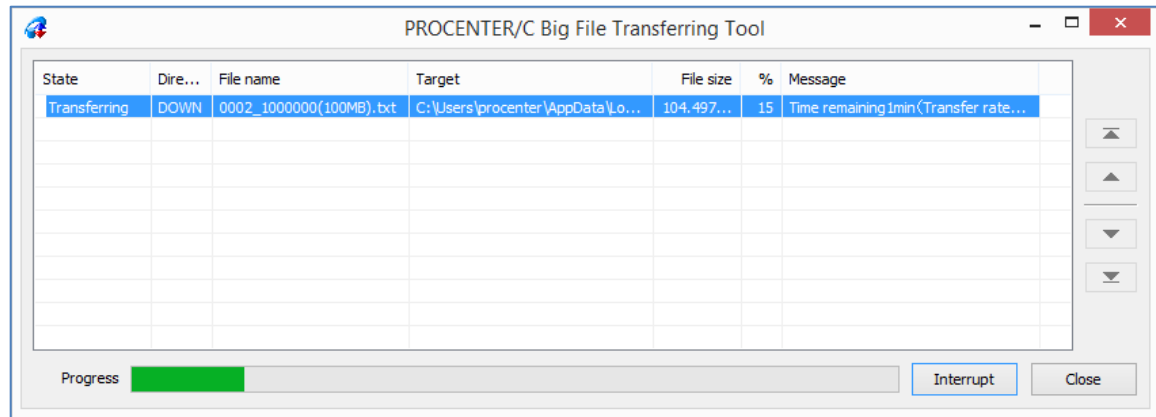
Path limit when selecting a file by dragging large amounts of space

- Please note that paths of 256 characters or more cannot be dragged.

5. Return to the upload dialog.



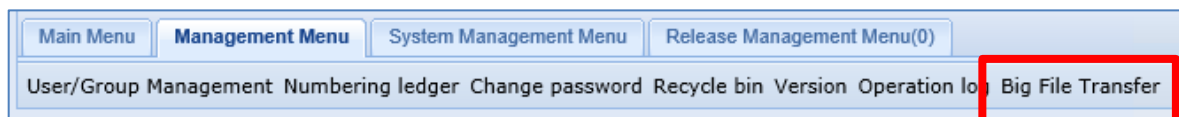
6. Optionally, check the **[Compress data]** (*1) and **[Validate data]** (*2). (*1), (*2): Refer to Downloading for details.
7. Click the **[OK]** button, then the following transfer dialog will appear and start uploading.



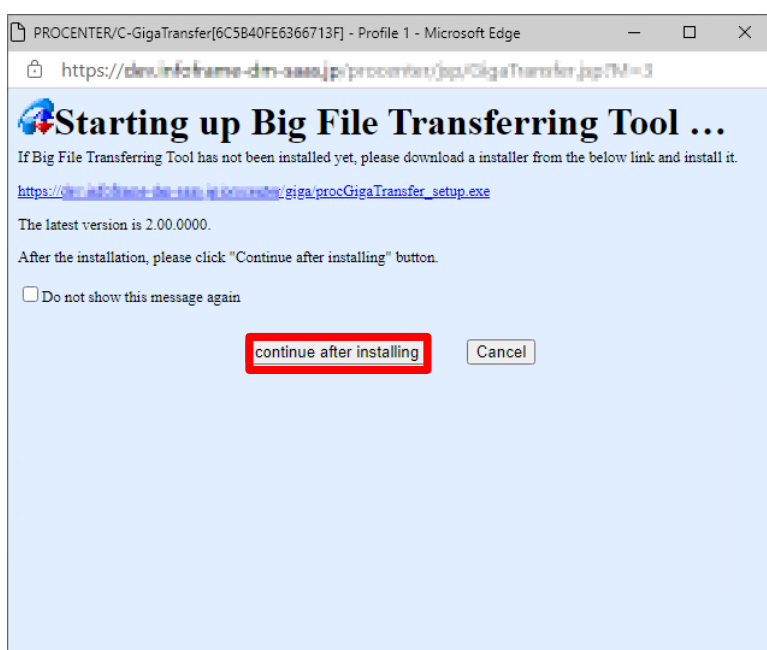
Launching the Big File Transferring Tool

When you want to resume downloading/uploading files, launch the Big File Transferring Tool as following procedure:

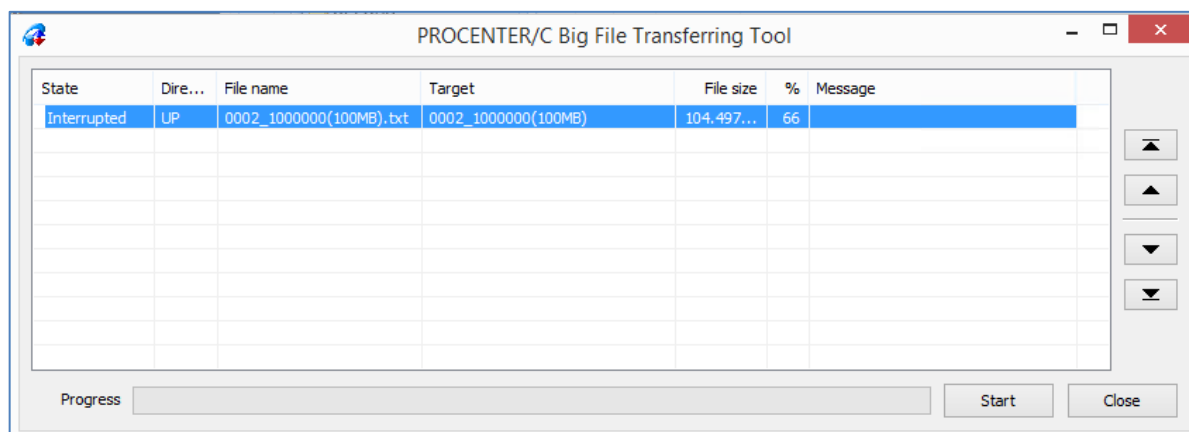
1. Click the **[Big File Transfer]** from the Management Menu.



2. The following dialog will open, so please click the **[Continue now that you have installed]** button.



The transfer dialog will be displayed and current transfer requests is listed in a menu. If you interrupted downloading/uploading before, you can resume them by clicking the **[Start]** button.

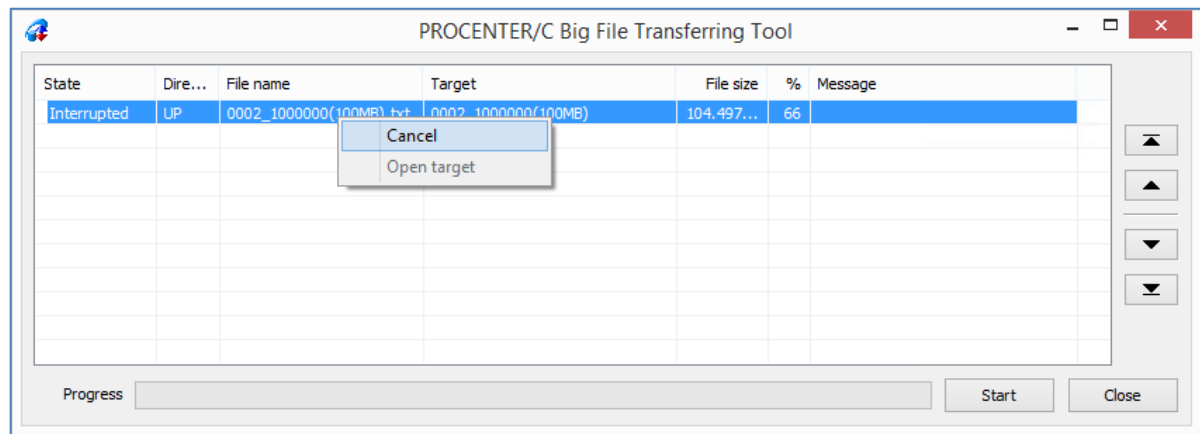


3. You can interrupt transferring by clicking the **[Interrupt]** button.
4. When transferring is on interrupting, you can change a transferring order by clicking



button.

5. When you can cancel the current transfer requests, select and right click the row and click the **[Cancel]** menu.



6. Click the **[Close]** button to finish the tool. If there is transferring data when you click the button, it will be interrupted.

--- Note ---

- The Big File Transferring Tool can not be launched when you use a file editing feature.
- The Big File Transferring Tool can not be launched when you click the download icon .
- It is not supported to work while the computer sleeps. If you leave the computer for a long time, please review power options of your computer as it does not go to sleep.

Chapter 5 Search

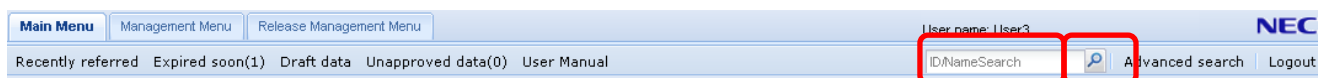
1. Search of data

You can search data on condition of property information managed in this Service.

1.1 Search by ID/name specify

- 1) Input data ID or data name you want to display on **[ID / NameSearch]** input field of screen top menu.

- When inputted value is numerical value, it is treated as data ID. When other, it is treated as data name, and is used for partial match search.



- 2) Click **[Search]** icon.

- 3) Search is performed.

- When you specify data ID, detail page of data ID is displayed.
- When you specify name of data, list of data including specified name is displayed.

The screenshot displays the PROCENTER SaaS interface. On the left, a 'Tree view' shows a folder structure under 'AAA Corporation' including 'Test', 'BBS Test', 'Release', 'Test3', 'Test2', and 'Test4'. The main area is titled 'search results' and shows 13 results found for the search condition 'String condition: Name is contains "test"'. The results are listed in a table with columns: Name, ID, Use le..., Date modified, Revision, and Sequence.

Name	ID	Use le...	Date modified	Revision	Sequence
BBS Test	866190	2	2013/06/12 17:23:08		
test	861879	0	2013/06/05 13:27:03		1
test	861878	0	2013/06/05 13:26:48		1
Test	862117	0	2013/06/11 11:01:32		
Test	861876	67	2013/06/13 11:19:16		
Test PPT	861897	0	2013/06/10 11:07:52		1
Test Subject	866191	9	2013/06/12 17:29:49		
Test2	861877	8	2013/06/13 01:29:44		
Test2	862118	0	2013/06/11 11:01:41		
Test2	861895	0	2013/06/12 10:21:23		3
Test2	864155	0	2013/06/12 12:09:56		1
Test3	861896	6	2013/06/12 12:12:25		
Test4	862116	0	2013/06/11 11:01:24		

The interface also includes a 'Tree view' on the left, a 'Properties' section at the bottom left, and a 'Search results' panel on the right. The 'Search results' panel shows the search condition 'String condition: Name is contains "test"' and the results table. The 'Advanced search' button is highlighted in the top right corner.

1.2 Search by detail conditions specified

- 1) Click **[Advanced Search]** button from the menu of upper area of screen.
- 2) "Search condition setting screen" is displayed. (It is displayed by "Search for All".)

The screenshot shows the top navigation bar of the PROCENTER SaaS interface. The 'Advanced search' button is highlighted with a red box. The navigation bar includes tabs for 'Main Menu', 'Management Menu', and 'Release Management Menu'. The user name 'User3' is displayed in the top right corner. The 'Advanced search' button is located in the top right corner of the navigation bar.



3) Input search condition.

- ✓ Case: Setting type condition
 - Select type.
 - Click **[Add condition for extended property]** button.
 - When canceling setting, click **[Select Type]**.

Type

Please select ▼ Add condition for extended property

- ✓ Case: Setting string condition
 - Select string condition.
 - Set search condition.
 - When you add more than one, click **[Add Conditions]** button.
 - On the contrary, when you delete, click **[Delete]** button.

- When **[Match all of the conditions]** is selected, search conditions are ANDed.
- When **[Match any of the conditions]** is selected, search conditions are ORed.

String conditions

☒ Match all of the conditions
 ☐ Match any of the conditions

☐ Case Insensitive (You can check only when all conditions are [contains].)

Please select begins with

✓ Case: Setting numerical value condition

- Select numerical condition.
- Set search condition.
- Click **[Add conditions]** button, when you add more than one.
- On the contrary, when you delete, click **[Delete]** button.

Number conditions

☒ Match all of the conditions
 ☐ Match any of the conditions

Please select greater than

✓ Case: Setting date condition

- Select date condition.
- Set search condition
- Click the **[Add conditions]** button, when you add more than one.
- On the contrary, when you delete, click **[Delete]** button.

Date conditions

☒ Match all of the conditions
 ☐ Match any of the conditions

Please select ☒ Specified Date

☐ Specified Range ☒ Specified Date

☐ Specified Particu

✓ Case: Setting search condition.

- Select search condition.
- Setup search condition.
- Click **[Add conditions]** button, when you add more than one.
- On the contrary, when you delete, click **[Delete]** button.

Select conditions

☒ Match all of the conditions
 ☐ Match any of the conditions

Select ▼ Select ▼ Delete

Add conditions

- 4) If click **[Advanced Search]** button, search is performed
- 5) List of data appropriate for conditions is displayed.
(Each of type, character string conditions, numerical conditions, date conditions, and search condition are performed as search conditions combined by AND.)
- 6) By search-results list, if click name of data, in case of folder, data in the folder is displayed.
- 7) When it is except a folder, the detail information of data is displayed.
- 8) You can save the conditions by clicking **[Save condition]** button and it will be saved as a Search folder. Refer to Creating a search folder for details of the Search folder..

Search results

Change condition Save condition Show condition

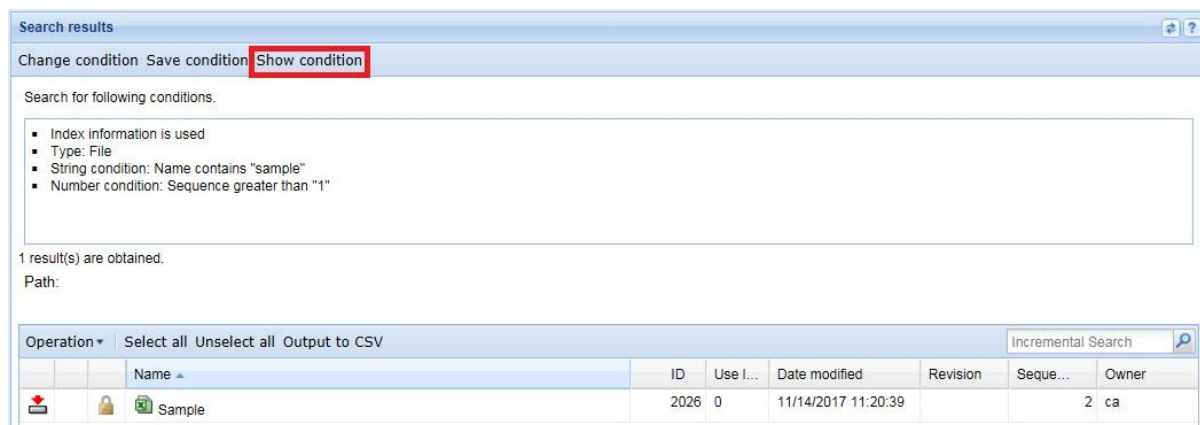
1 result(s) are obtained.

Path:

Operation ▼ Select all Unselect all Output to CSV

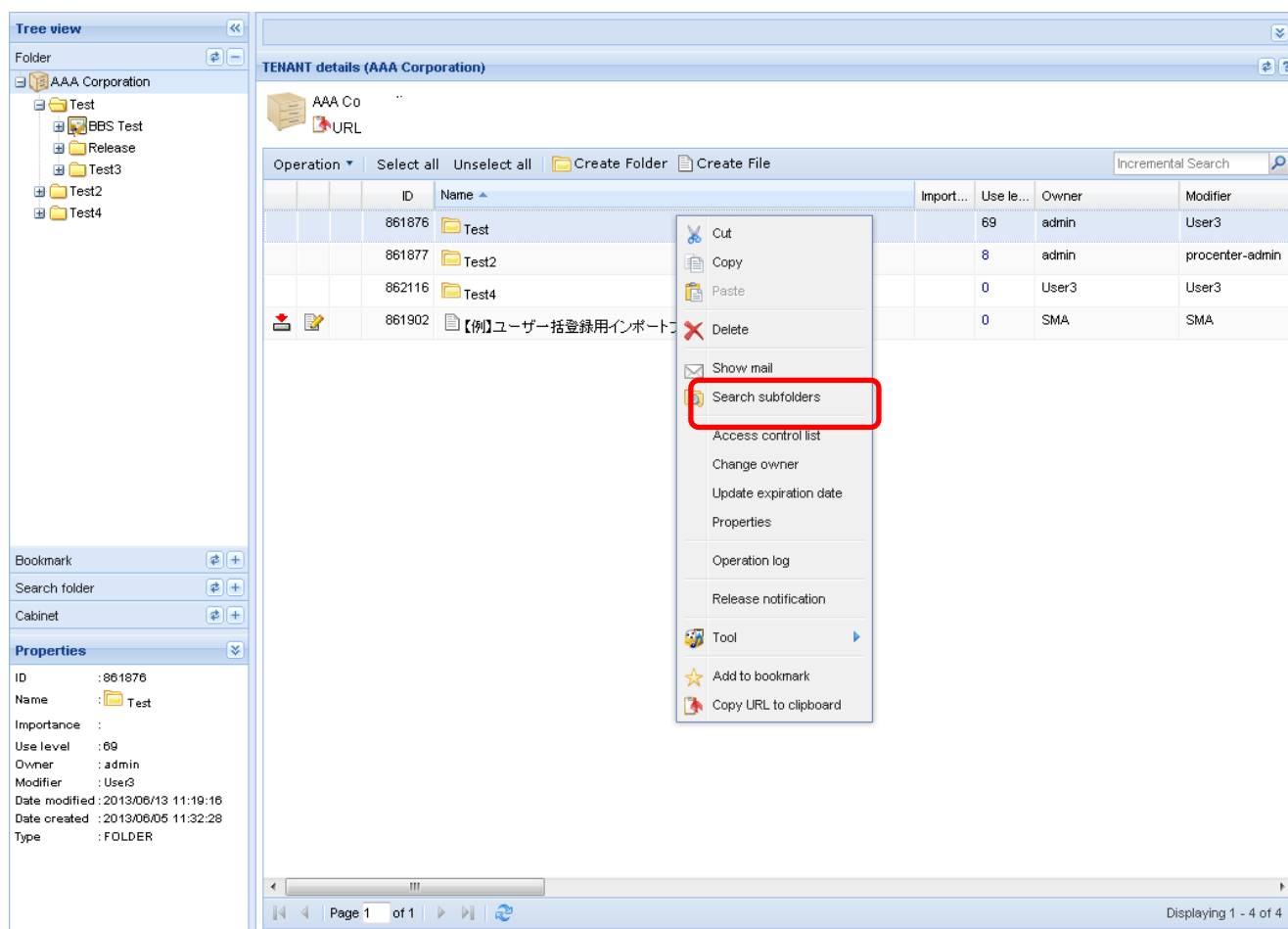
			Name ▲	ID	Use I...	Date modified
			Sample	2026	0	11/14/2017

- 9) You can turn on/off showing the search conditions by clicking **[Show condition]**.



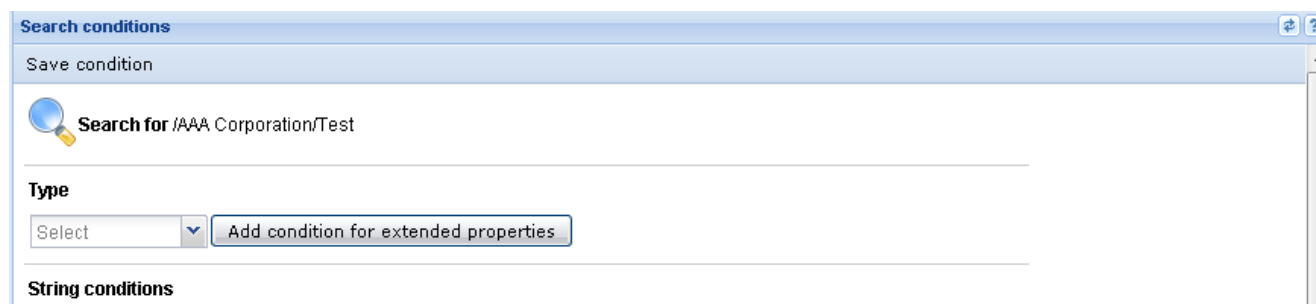
1.3 Search which specified the folder

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) Folder you want to search is displayed.
- 3) Select the folder you want to search.
- 4) Select **[Search subfolders]** from right-clicking menu.



5) “Search condition setting screen” is displayed. (Specified folder path is displayed as target for search.)

- Except different of search target, it is same as “5.1.2 Search method of specifying detail conditions”.

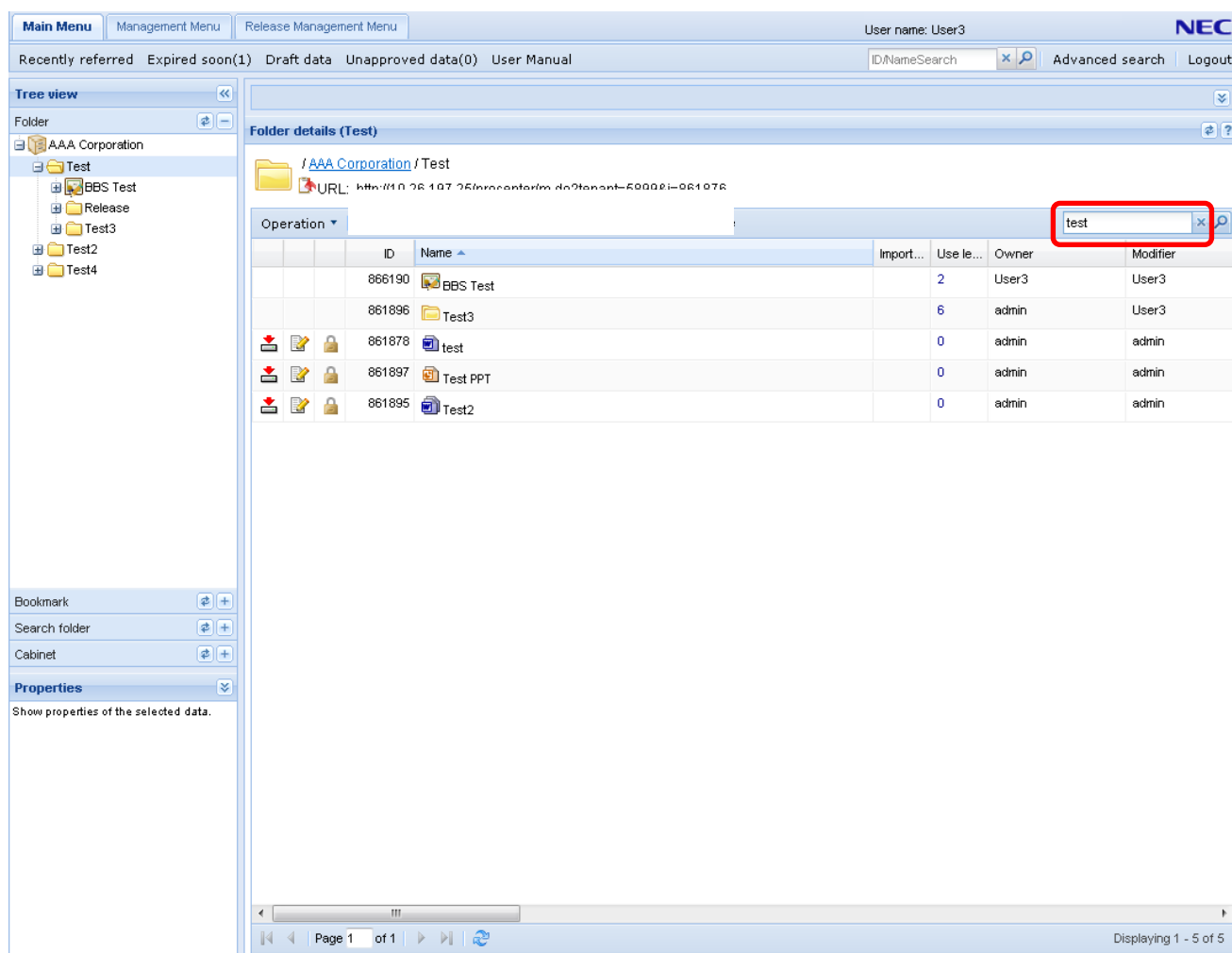


1.4 Incremental Search

1) Open “Folder detail screen”.

2) Input data name into **[Incremental Search]**

3) Narrowing down (truncation) of data of data list is performed.



— Notes —

- Search function uses the index of the registered data. Therefore, immediately after data registered, it may not yet have been indexed and thus will not appear in results of any search.
- Up to 500 items are displayed as search results.
- In the string condition of [Advanced Search], [Use index information] applies only to the "Name" attribute.
- If a symbol is included in the search condition when [Use index information] is checked in the search condition of [ID/Name Search] or the string condition of [Advanced Search], the search may not be hit. If you want to search for attributes that contain symbols, set the

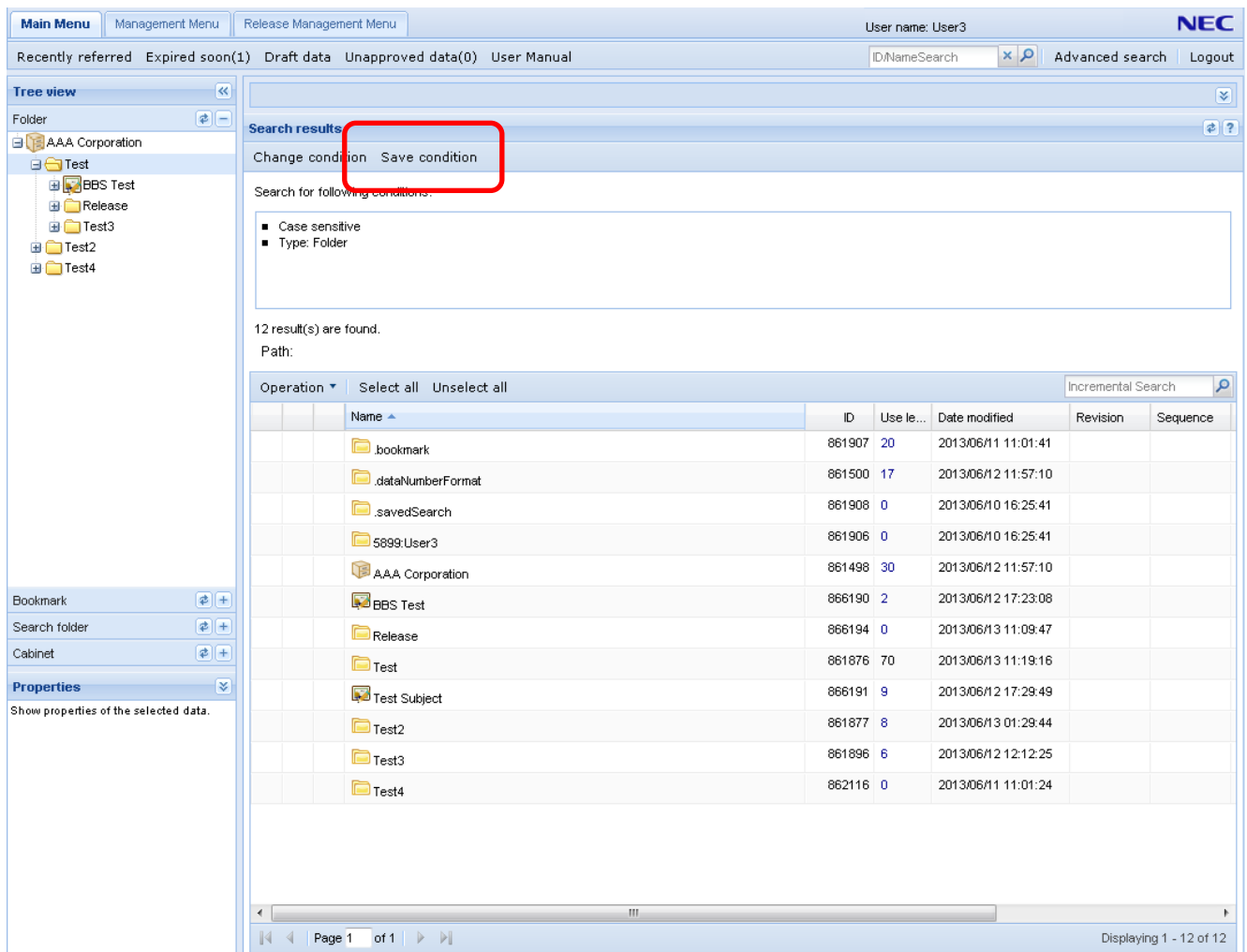
condition without checking Use index information in the string condition of the advanced search.

- If the search conditions for [Use index information] is checked in the search conditions of [ID/Name Search] or the string conditions of [Advanced Search], if characters other than Japanese or English are included, the search may not be hit. If you want to search for attributes that contain characters other than Japanese or English, set the condition without checking Use index information in the string condition of the advanced search.

1. 5 Save and use of search conditions

You can save search conditions setting in search processing to 5.1.1~5.1.4. If often used search condition is saved, you can research speedy from the latest data in required scene.

- 1) Click **[Save condition]** by “Search-results display screen”.



- 2) “Property registration screen” of search conditions is opened.
- 3) Input required information.
- 4) Click [Create].

Create search folder

Change condition

Search condition

Case sensitive

Type: Folder

Change search folder type

Properties

Name

Expiration date

Description

Remark

Importance

None

Required

Required

Destination folder

Name

Destination ID

Saved search folder

References

Clear

Setup

Owner

Setup

Access control list

Create

- Initial display of registration place folder is "Search Folder." If you want to change, select from **[Reference]**.

- Created search condition is registered into Search Folder.
- Double-click search condition name from next search, search is performed by the latest data and result list is displayed.

Saved search folder

Saved search folder (User3)

Select all

Unselect all

Incremental Search

ID	Name	Import...	Use le...	Owner	Modifier
866196	Test Search		0	User3	User3

— —Notes— —

- The conditions "the candidate for search is subfolder" are added to search conditions saved by [5.1.3 Search of subfolders].

2. Search of users / groups

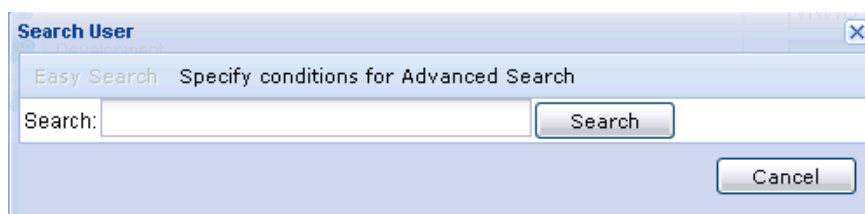
You can search users / groups already registered.

When searching users / groups the following screen, it is used.

- “Owner changing screen”
- “Access control setting screen”

2.1 Easy search

- 1) Input search conditions.
- 2) Click [**Search**] button.
- 3) “Search result screen” is displayed.



- 4) Select users / groups.
- 5) Click [**Select**] button
- 6) Users / groups are added to former screen.

2.2 Advanced Search

- 1) Click [**Specify conditions for Advanced Search**] button.
- 2) “Detail search screen” is displayed.
- 3) Input search conditions.
- 4) Click [**Search**] button.
- 5) “Search result screen” is displayed.

Search user [en]

Easy search Specify conditions for advanced search

User name

User name (en)

Description

E-mail

Title

Department1

Department2

LimitedOffIPAddress

Company

Cabinet XYZ Coporation

Group name Select

Lock Status

☒ Both locked and unlocked

☐ Locked only

☐ Unlocked only

Search

Close

6) Select users / groups.

7) Click **[Select]** button.

8) Users / groups are added to former screen.

— Notes —

- You can search users / groups contain inputted character string in "User name" or "User name (en)" by "Easy search".
- User search is case sensitive and discriminates between one-byte and two-byte characters.

Chapter 6 Access Control

Table below summarizes types of “Access control” and the operations authorized for each “Access control”.

1. Types of “Access control”

Kind	Symbol	Description
No Access control	(None)	Cannot be referred to existence of data.
Property reading control	V	Enables reference to data property information.
Entity reading control	VR	Enables expansion of data (reference of actual data).
Write control	VRW	Enables expansion (reference of actual data), creation and updating of data.
Delete control	VRWD	Enables deletion of data.

2. Operation authority of a folder data

Access control	Description
No Access control	Cannot be referred to existence of folder data.
Property reading control (V)	Enables reference to folder data property information. Enables expansion of folder data (reference of child data). (*This operation is possible, if data is folder data and there is Property reading control)
Entity reading control(VR)	Enables expansion of data (reference of child data).
Write control (VRW)	Enables changing of folder data property. Enables creation of new data in hierarchy of folder data.
Delete control (VRWD)	Enables deletion of folder data and all data in own low hierarchy. *However, it cannot delete folder data when data which cannot be deleted exists at least one in own low hierarchy. (It returns to state before deletion.)

3. Operation authority of a file data

Access control	Description
No Access control	Cannot be referred to existence of file data.

Property reading control (V)	Enables reference to file data property information. Enables reference to revision history of the file data.
Entity reading control(VR)	Enables expansion of file data (reference of actual data).
Write control (VRW)	Enables changing of file data property. Enables locking of file data which is not locked. Enables registration of actual data (file) to file data. Enables deletion of actual data (file) from file data.
Delete control (VRWD)	Enables registration of file data.

4. Operation authority of a URL data

Access control	Description
No Access control	Cannot be referred to existence of URL data.
Property reading control (V)	Enables reference to URL data property information.
Entity reading control(VR)	Enables reference to URL data property information.
Write control (VRW)	Enables changing of URL data property information Enables locking of URL data which is not locked.
Delete control (VRWD)	Enables deletion of URL data.

5. Authority of move data

Access control for the parent folder of the data to be moved	Access control for the move destination folder	Description
No write authority(VRW)	No write authority(VRW)	Data cannot be moved.
	Write authority assigned(VRW)	
Write authority assigned(VRW)	No write authority(VRW)	Data can be moved.
	Write authority assigned(VRW)	

6. Authority of copy data properties

Access control for the data whose properties are copied	Access control for the copy destination folder	Description
No property reading authority(V)	No write authority(VRW)	Property copy is not permitted.
	Write authority assigned(VRW)	
Property reading authority assigned(V)	No write authority(VRW)	Property copy is permitted.
	Write authority assigned(VRW)	

7. Authority of entity copy of data

Access control for the data from which to copy entity data	Access control for the copy destination folder	Description
No substance reading authority(VR)	No write authority(VRW)	Entity copy is not permitted.
	Write authority assigned(VRW)	
Entity reading authority assigned(VR)	No write authority(VRW)	Entity copy is permitted.
	Write authority assigned(VRW)	

8. Authority of create a data Shortcut

Access control for the data from which to copy entity data	Access control for the copy destination folder	Description
No property reading authority(V)	No write authority(VRW)	Shortcut creation is not permitted.
	Write authority assigned(VRW)	
With property reading authority(V)	No write authority(VRW)	Shortcut creation is permitted.
	Write authority assigned(VRW)	

Chapter 7 Useful Tips

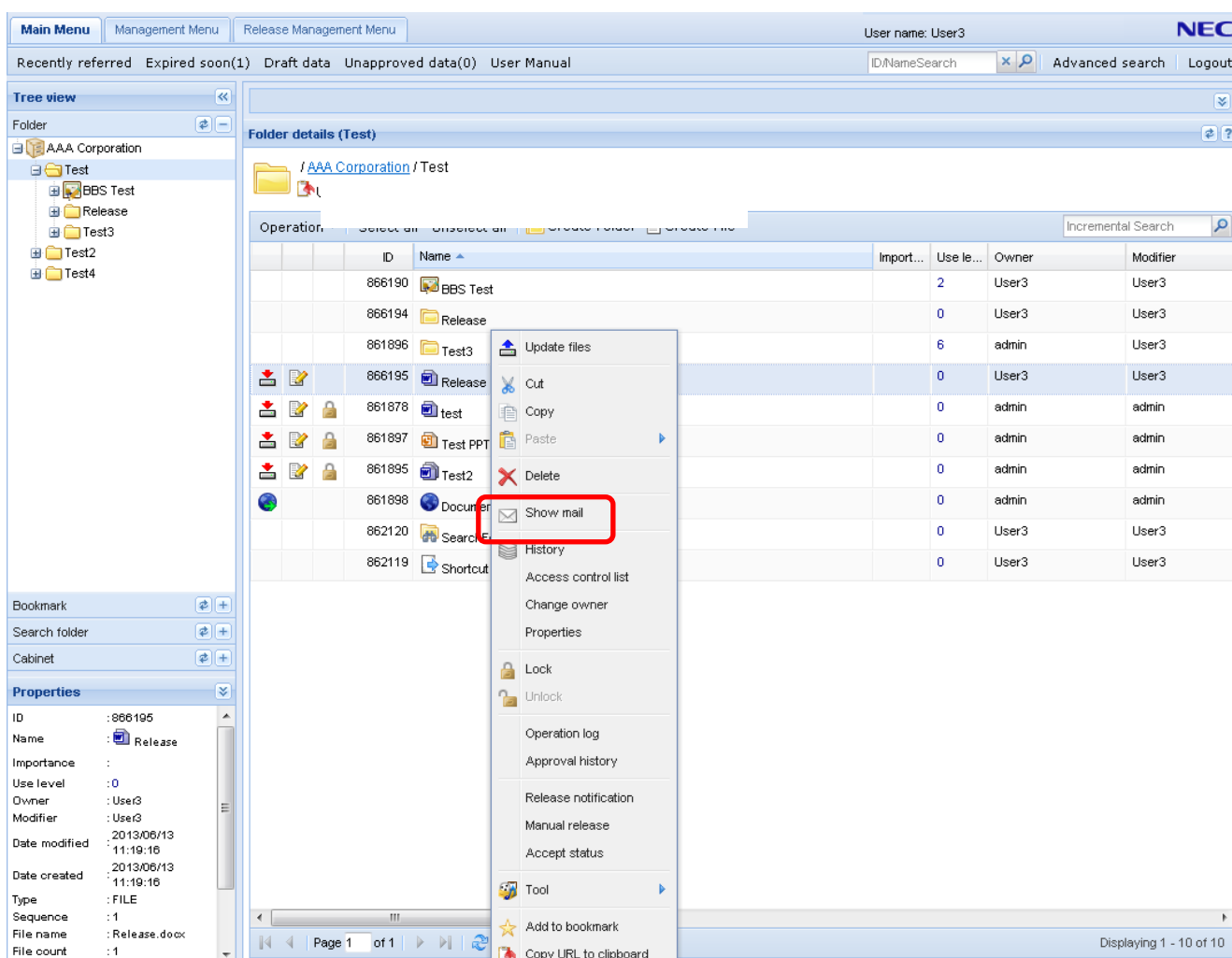
1. Show mail

You can display name, ID, path, and mail URL of data required for e-mail transmission. In this Service, you can perform show mail from the following 2 screens.

- “Data list screen”
- “Detail screen”

1. Show mail from “Data list display screen”

- 1) Navigate through folder hierarchy of [Tree view area].
- 2) Data to indicate by e-mail is displayed on list.
- 3) Select data.

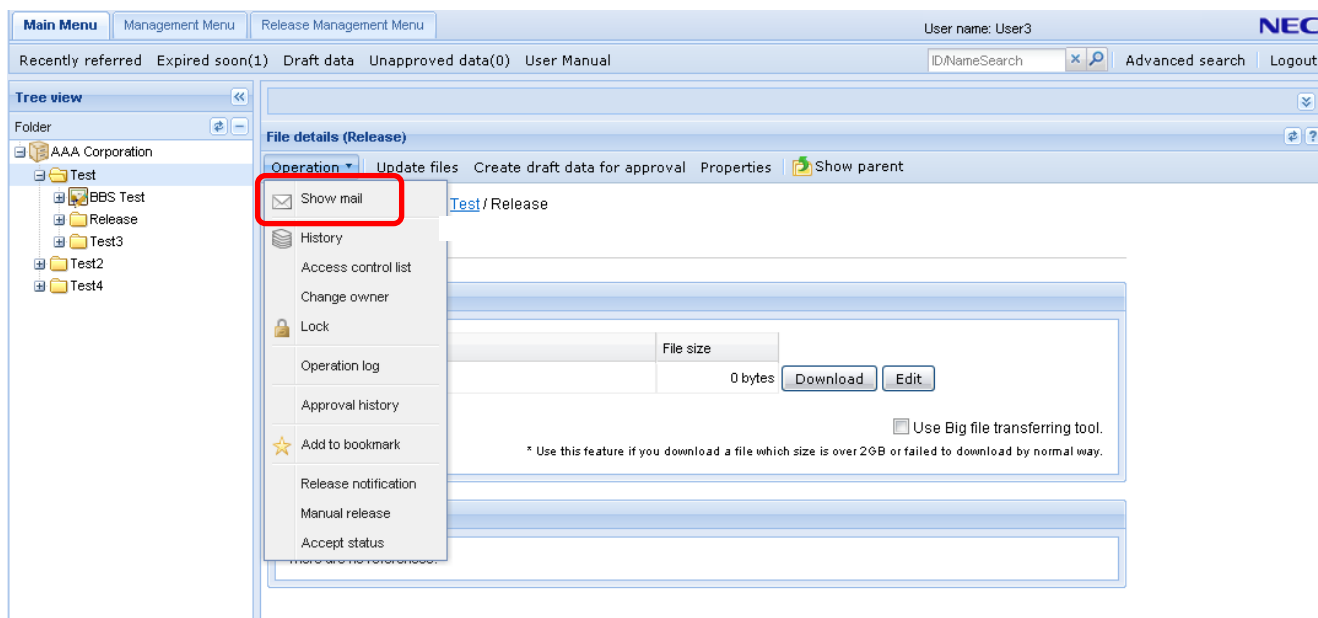


- 4) Select [Show Mail] from right-clicking menu.
- 5) “Show mail screen” of selected data is displayed.

2. Show mail from “Detail screen” (data other than folder)

1) Double click data to indicate by e-mail.

2) “Detail screen” is displayed.

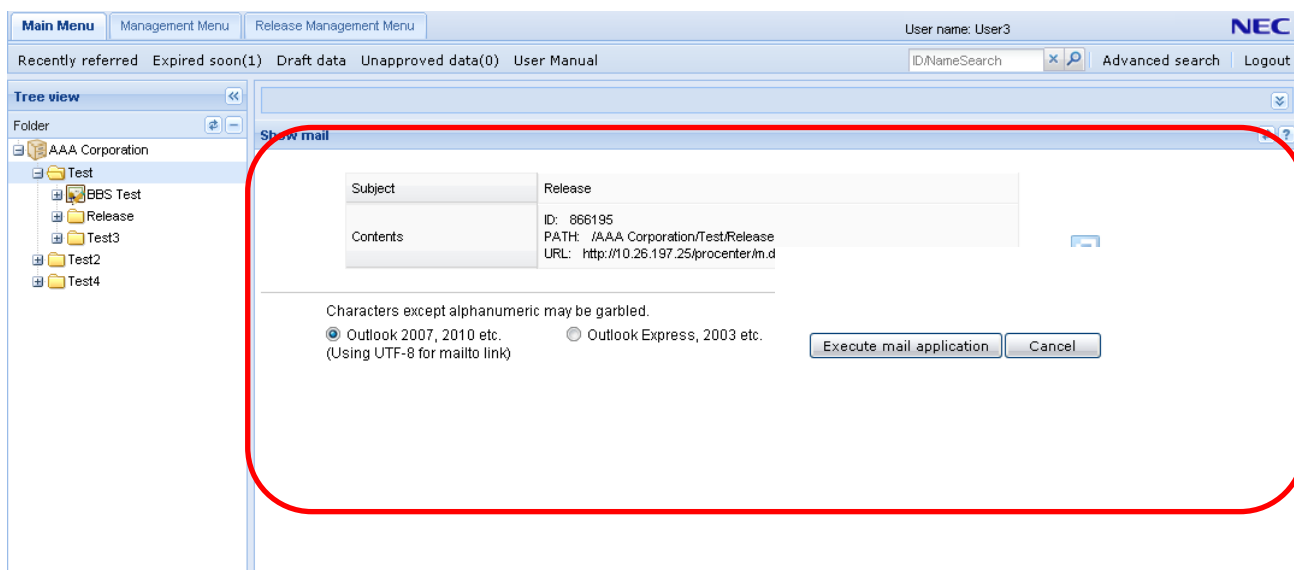


3) Select [Show Mail] from the pull down menu of the [Operation].

4) “Show mail screen” is displayed.

3. E-mail display screen

1) “E-mail display screen” is displayed.



- 2) Click **[Execute mail application]** button.
- 3) E-mail soft is startup.
- 4) Text in “e-mail display screen” is automatically added.

Then, e-mail can inform persons concerned of data registration place. In addition, person who received this information is user of this Service, and if “Access control” is in that data, the person can perform operation and inspection.

— Notes —

- The e-mail software to which text is added automatically is Outlook and Outlook Express.

2. Reference of operation log

You can display list of operation logs of data.

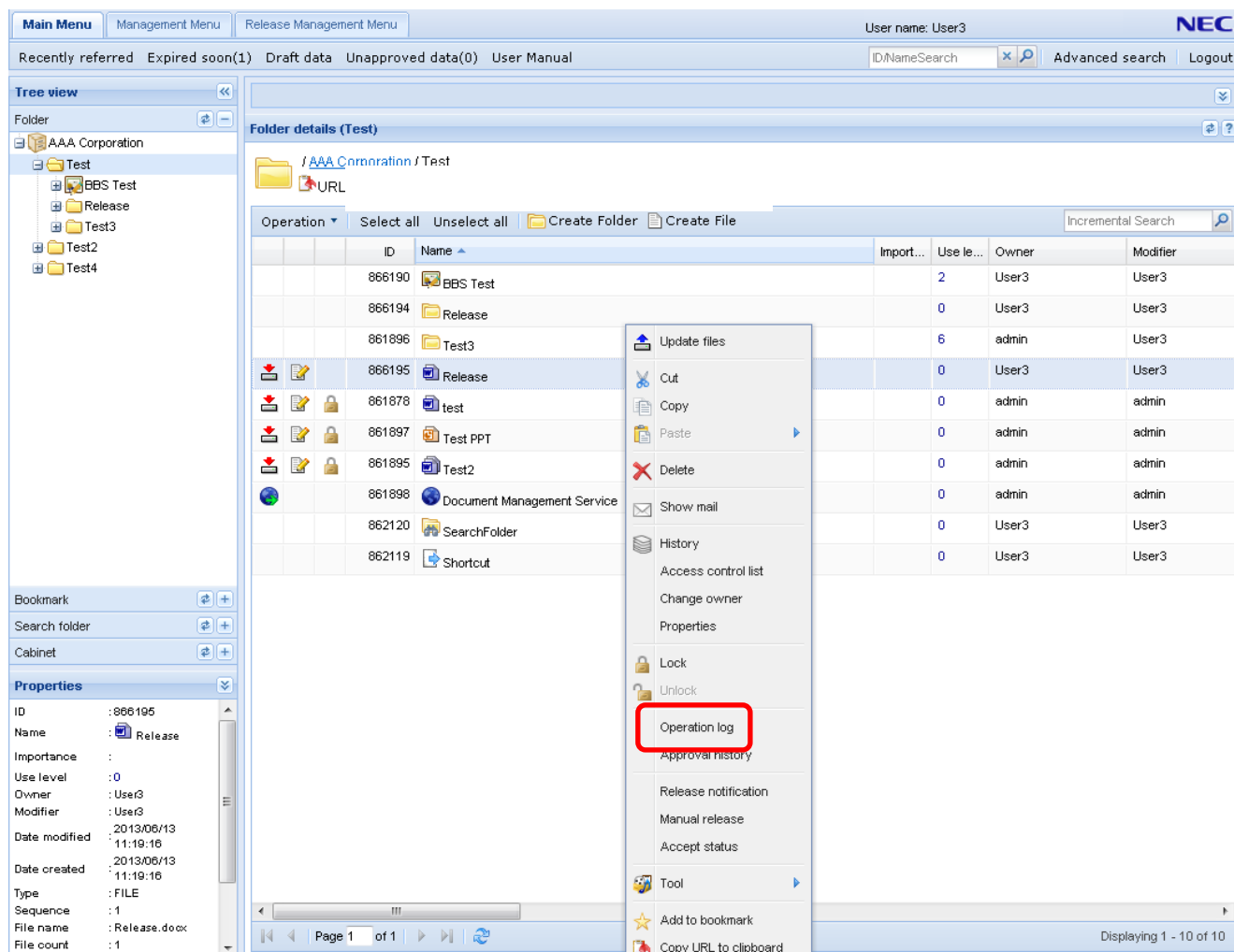
To data, you can specify who, when, what kind of operation and range of date and can perform search and check.

In this Service, you can refer to operation log from the following 2 screens.

- "Data list display screen"
- "Detail screen"

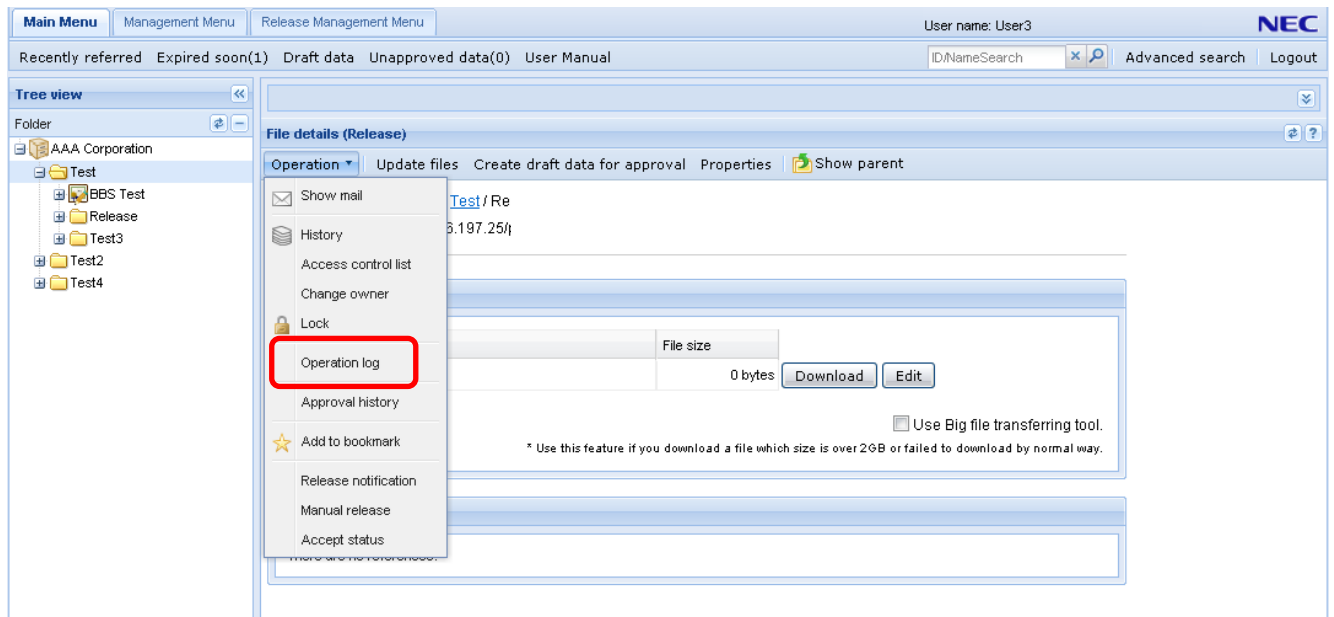
1. Reference of operation log from “Data list screen”

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) Data you want to display operation log is displayed on list.
- 3) Select data you want to refer to operation log and select **[Operation Log]** from right-clicking menu.
- 4) “Operation log screen” is displayed.



2. Reference of operation log from “Detail screen”

- 1) Double click data you want to display operation log.
- 2) “Detail screen” is displayed.
- 3) Select [Operation Log] from pull down menu of the [Operation].
- 4) “Operation log screen” is displayed.



3. Displaying of "Operation log screen"

- 1) "Operation log screen" is displayed.

Operation log (Release)

Conditions

Term: 2013/06/06 - 2013/06/13

Target operation:

- Select all
- Unselect
- Create data
- Update data
- Update file

Display Output to CSV Cancel

- 2) Perform condition setting
- 3) Click **[Display]** button.
- 4) “Operation log list screen” is displayed.

•In cases of other than **[File data]**

*Operation list

Operation ▾			
Date	UserName	Operation	
2013/06/13 14:49:10	User3	Access data	
2013/06/13 14:48:01	User3	Access data	
2013/06/12 12:12:02	User3	Access data	
2013/06/12 11:55:58	User3	Access data	
2013/06/11 11:57:06	User3	Access data	
2013/06/11 10:35:33	User3	Access data	
2013/06/10 11:07:15	admin	Create data	

Page 1 of 1

Displaying 1 - 7 of 7

- In case of **[File data]**

In case of file data, selecting a log and then clicking **[Show Details]** button opens “File details screen” for relevant version. The file name is shown to 「Access data」 and 「Create data / Update data」 about operational log to a file.

*Operation list

Operation ▾					
Date	UserName	Operation	Sequence	File name	
02/04/2015 12:08:31	User1	Update data	0		
02/04/2015 12:08:31	User1	Update file	3	Service Management Policy_Draft.docx	
02/04/2015 12:08:31	User1	Unlock data	0		
02/04/2015 12:08:31	User1	Disclose	3		
02/04/2015 12:08:31	User1	Release data	3		
02/04/2015 12:08:30	User2	Approve	2		

Page 1 of 1

Displaying 1 - 20 of 20

Show details

--Notes--

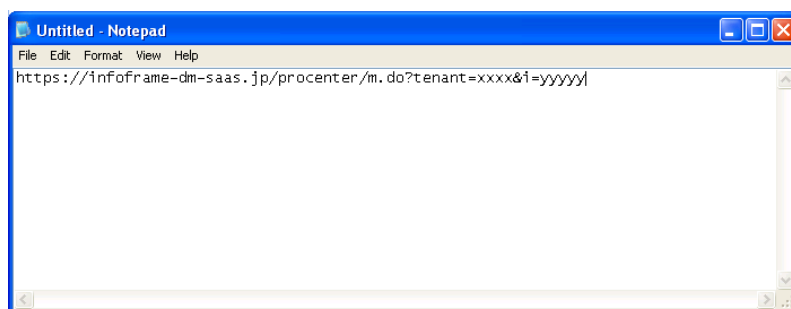
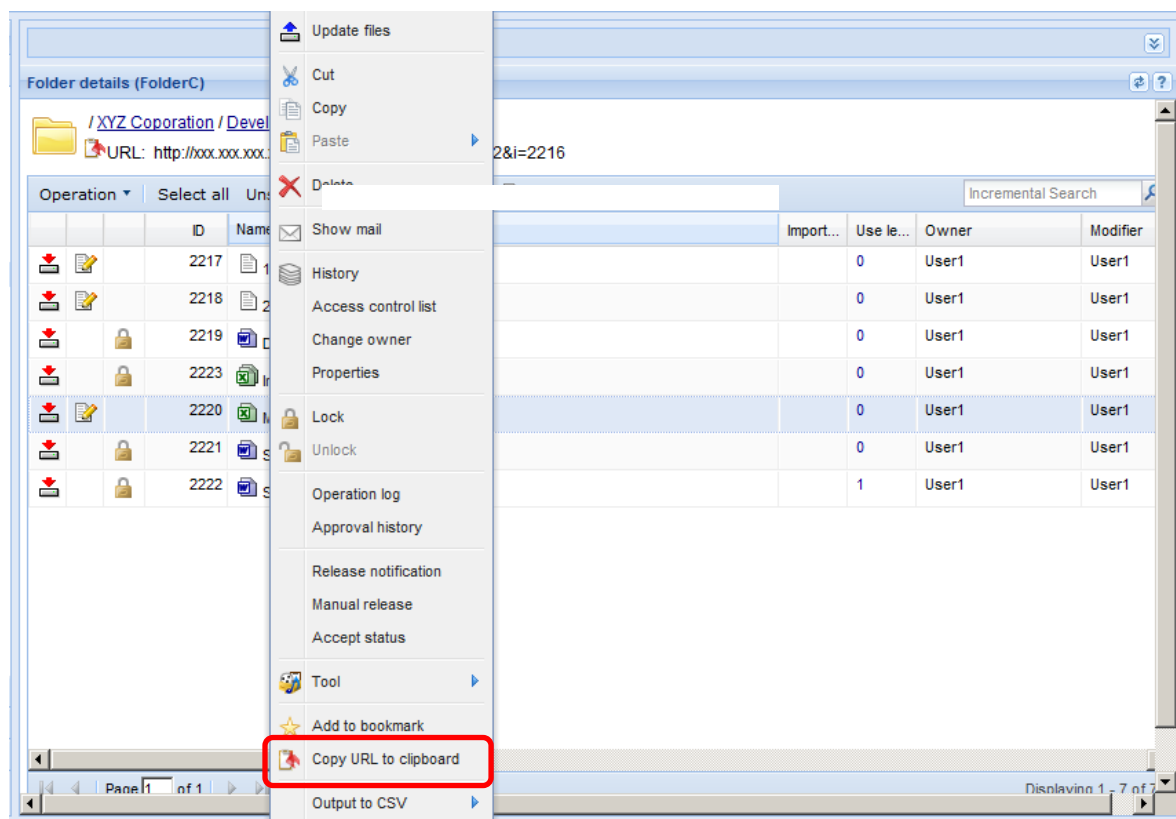
- The operation log will be kept for about three months.

3. Copy URL information to clipboard

You can copy storage place URL information for selected data to clipboard. You can stuck and use

copied URL information for Memo Pad etc.

- 1) Navigate through folder hierarchy of **[Tree view area]**.
- 2) Data you want to copy URL information is displayed on list.
- 3) URL information is copied, if select data to copy URL information and select **[Copy URL to clipboard]** from right-click menu.



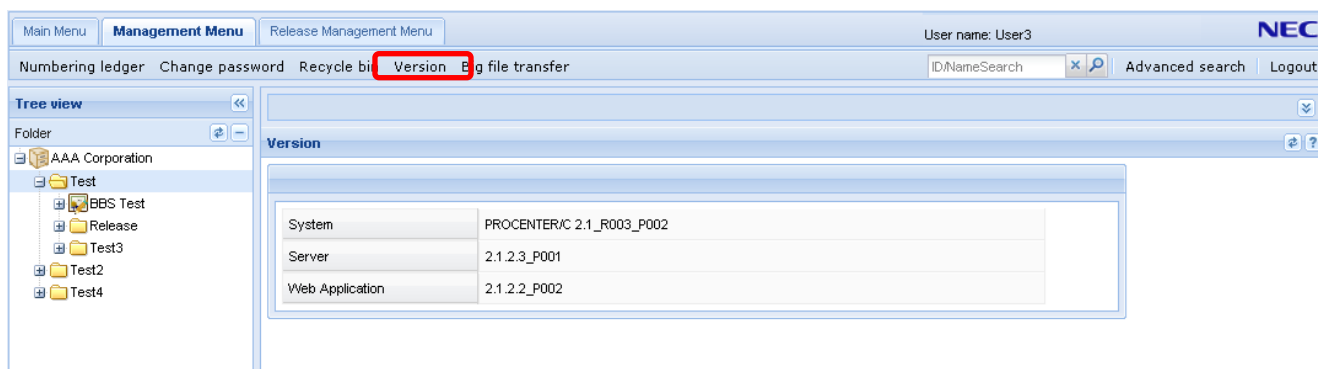
Chapter 8 Others

1. Reference of version information

You can display version information of this Service.

1) Click **[Version]** of Management Menu tab.

2) Version information screen is displayed.



2. Management of Recycle bin

You can display list of data in Recycle bin.

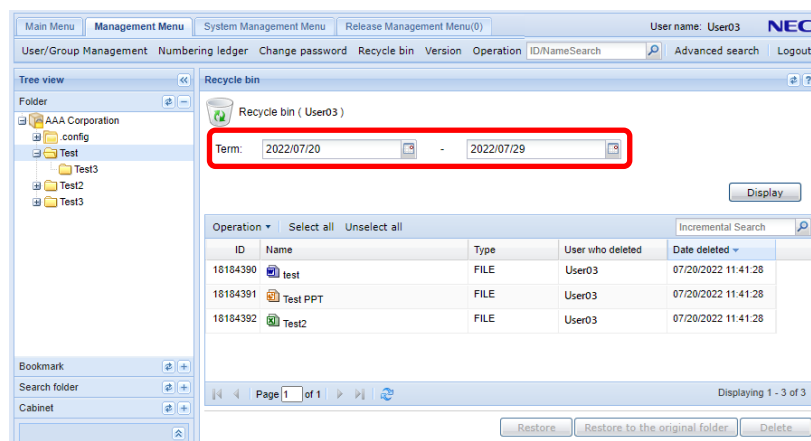
Recycle bin management involves restoring data, restoring data to its original location, and deleting data. Data in the Recycle Bin will be deleted in 7 days.

2.1 Restoration of data

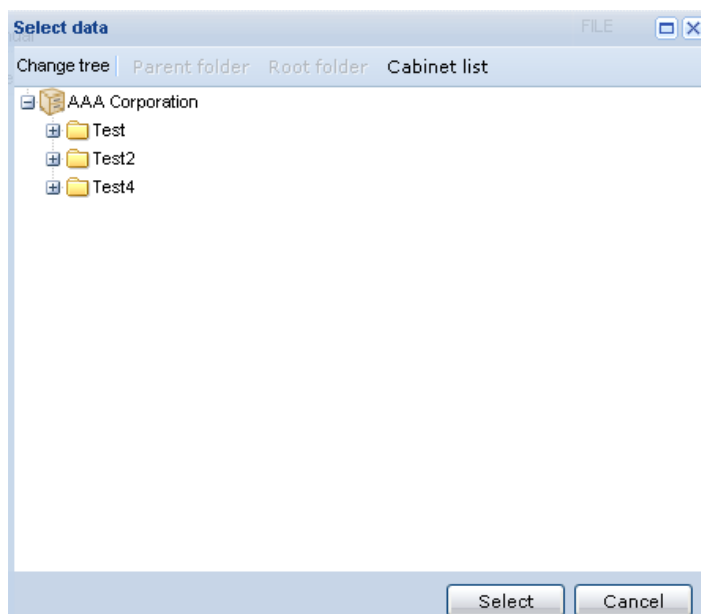
1) Click **[Recycle bin]** of Management Menu tab.

2) Recycle bin screen is displayed.

In "Term", specify the deletion date and time (the date of the operation on which the delete operation was performed) and click the [View] button to display the data for the specified time period. The default is a week-long display.



- 3) Select data you want to restore from Recycle bin.
- 4) Click **[Restore]** button.
- 5) “Data selection screen” of restoration place is displayed.



- 6) Select data of restoration place
- 7) Click **[Select]** button. Then a check dialog is displayed.
- 8) Restoration of the data is performed if click **[OK]** button.

— Notes —

- CA is also shown to the data the other users eliminated in the recycle bin.

2.2 Restoration of the data to the original place

- 1) Click **[Recycle bin]** of Management Menu tab.
- 2) Recycle bin screen is displayed.
- 3) Select data you want to restore from Recycle bin.
- 4) Click **[Restore to the original location]** button
- 5) The data is restored to location from which it was deleted.

2.3 Deletion of Data

- 1) Click **[Recycle bin]** of Management Menu tab.
- 2) Recycle bin screen is displayed.
- 3) Select data you want to delete from Recycle bin.
- 4) Click **[Delete]** button.
- 5) The data is deleted.

— —Notes— —

- When restoring data to its original location, an error will occur if the original location has already been deleted.

Chapter 9 MembersOnly

1. What is “MembersOnly”?

“MembersOnly” is the function to which the displayed user is limited in the group member.

You can set “MembersOnly” **valid** / **invalid** in cabinet units.

When using this setting, you can make the user that is displayed in user search or a list of access control limit in the group member to whom the login user belongs.

2. Notes

When using “MembersOnly”, note the following points.

- You can set the function valid / invalid in cabinet units.
- Only CA can set the function.

Please consult with CA about valid / invalid of “MembersOnly”.

- The user who doesn't belong to a local group can search only him/herself. If you can search only yourself, please contact CA and request to belong to an appropriate group.
- When changing all access permissions under a folder, only the local group to which you belong is changed.

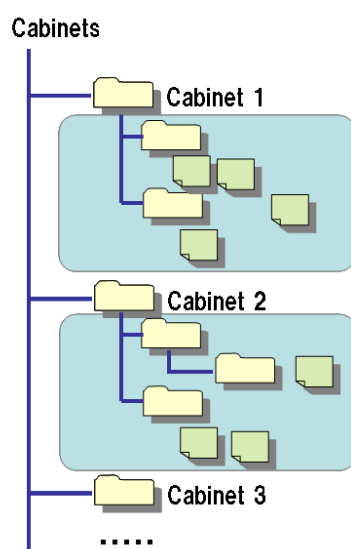
The access permissions of other local groups is taken over just as it is.

- When making “MembersOnly” effective, if you copy or move, please use **[Copy here (incl. files)]** or **[Move here]**.
- The current owner on the owner change screen of the file of which owner is a member of another group is shown as "(User who you cannot refer)".

Appendix (term)

Cabinet

Cabinet is one management space arranged on this Service. If cabinet is created, Cabinet group which specifies user who can use the cabinet is assigned, and Cabinet Administrator (CA) is defined. Cabinet Administrator has privilege as an administrator in cabinet (contents of privilege are mentioned later). Usually, only user who belongs to the Cabinet group can use data in cabinet. The user who does not belong to Cabinet group cannot recognize existence of the cabinet itself. By this concept of cabinet, it is possible to build two or more data management worlds kept with high security on this same **Service** server.



Definition of role

Role in this Service is defined as follows.

•User

Person using Service which this Service provides is pointed out. User is divided into Administrator (person with management authority), and General user by role.

•Administrator

User with special authority for performing setting and management to this Service is pointed out. Administrator is divided into Service Administrator (SA), Service Maintenance Administrator (SMA), Cabinet Administrator (CA), and Group Administrator (GA) by role. User can use CA, GA, and General User.

•General user

User without special authority as administrator is pointed out.

•Service Maintenance Administrator (SMA)

Administrator of this whole Service is pointed out. Although SMA can perform various kinds of setting, cannot perform reference of substance file of data without “Access control”.

- **Cabinet Administrator (CA)**

CA can perform all data manipulation in cabinet, user creation, Local group operation, GA role operation to Local group, CA appointment and release to another user or group in cabinet.

- **Group Administrator (GA)**

GA is role supposing the administrator of the Local group in cabinet, and is related with Local group. GA can perform member changing of Local group, Owner changing of data whose Owner is user in Local group and Access control changing, and GA appointment and release to another user in Local group. In addition, only user can be appointed GA. Group cannot be appointed as GA. Moreover, GA is not indispensable setting.

- **Owner**

“Owner” points out the owner of data. To the data which is Owner, it has owner authority. If there is owner authority, changing of Owner and changing of “Access control” are possible. When Owner is group, all users who belong to group have owner authority.

- **Lock Owner**

User who is performing lock to data is pointed out. Lock Owner has lock owner authority to data. Other users except Lock Owner cannot update and delete data which acts as lock. Release of data lock can change Lock Owner itself and CA, SMA, SA.

- **Classification of group**

Group is classified into “Cabinet group” and “Local group”.

- **Cabinet group**

It is group which exists in cabinet and the form of 1 to 1. User belonging to cabinet group will call it user of corresponding cabinet. Cabinet group cannot be referred to from user of other cabinets. CA can change member in Cabinet group from which self serves as CA.

- **Local group**

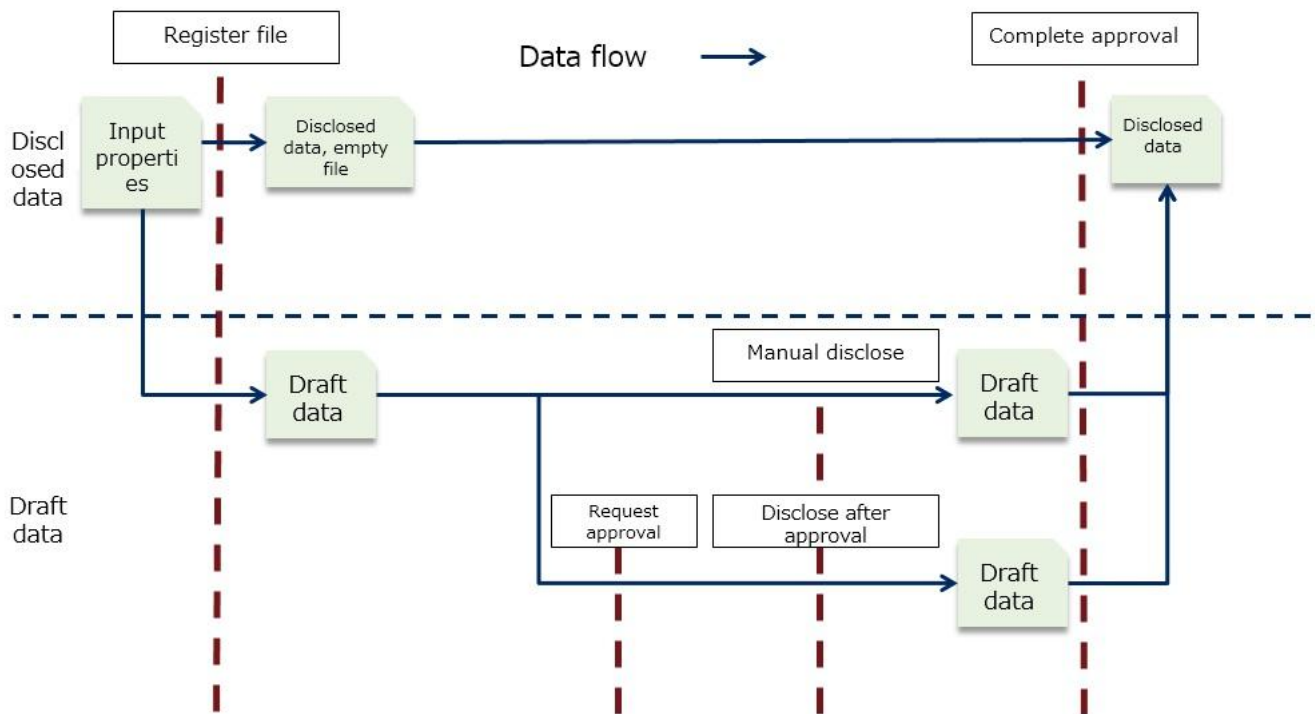
It is group defined within cabinet. Cabinet can have two or more Local groups. Local group cannot be referred to from user of other cabinets. Moreover, user of other cabinets cannot be added to Local group. Therefore, composition member of Local group will surely belong to cabinet group. Therefore, although Local group is served like child group of Cabinet group, function of division by class of group is not supported.

Draft data means data that is created and preparing for disclosure.

Draft data is disclosed to users who have permission after approved or manual disclosed.

1. Case creating draft data when creating new data

Draft data disclosing flow is like following.



Following information that is inputted in creating screen is set to draft data.

- Registered file
- Properties
- Permissions

When creating draft data, properties of draft data such as **unique value in the system(Data Number)**, **determined by system automatically (Owner)** are not set.

disclosed data which file is not registered is created at the same time creating draft data.

Properties except registered file are set to disclosed data.

To disclose draft data, **approve** or **manual disclose** draft data is necessary.

Please refer to Requesting approval for requesting approval, Manual disclosing for manual disclosing.

Access permission for approver is set to draft data when requesting approval.

And draft data is locked by user who requested approval while approving.

Draft data is disclosed when all approvers approved or manual disclosed.

When disclosed, following information of draft data is taken over.

- Registered file
- Properties

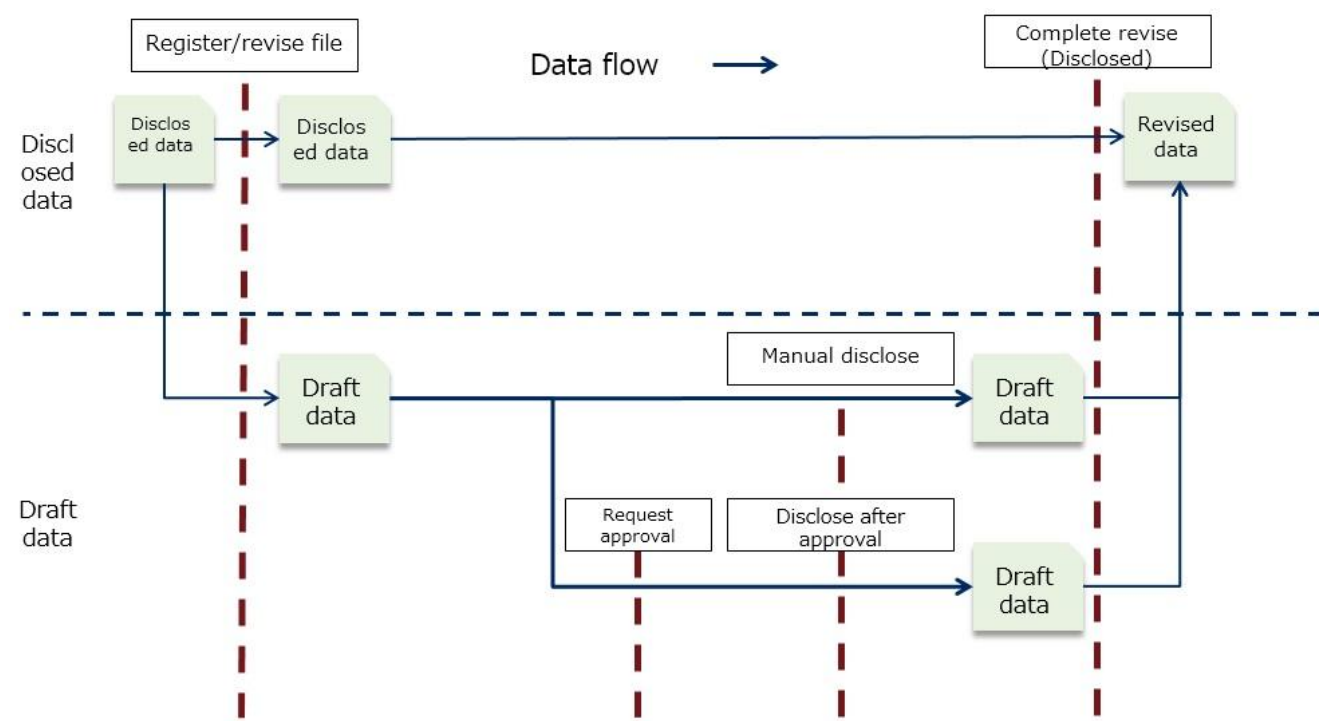
Also, after disclosing draft data, properties of disclosed data is updated like below.

- When data number is **set** to draft data, the data number is **overwritten** to that of disclosed data.
At that case, the data number which was set to disclosed data is dealt with **deleted data number**.
- Modifier of disclosed data is **User who requested approval** or **User who disclosed manually**.
- Other properties are taken over from draft data properties which can be updated.

2. Case creating draft data when revised draft data

Revising disclosed data flow is like following.

Also, revising approved data that is disclosed needs to approve draft data.



Draft data is taken over information from disclosed data.

- Registered file
- Properties

- Permissions

When creating draft data, properties of draft data such as **unique value in the system (ID, Data Number), determined by system automatically (Owner, created, modified, sequence, use level)** are not taken over.

Also, even creating draft data for revising, data that was disclosed remain disclosed.

To disclose draft data, **approve** or **manual disclose** draft data is necessary.

Please refer to Requesting approval for requesting approval, Manual disclosing for manual disclosing.

Access permission for approver is set to draft data when requesting approval.

And draft data is locked by user who requested approval while approving.

Draft data is disclosed when all approvers approved or manual disclosed.

When disclosed, following information of draft data is taken over.

- Registered file
- Properties

Also, after disclosing draft data, properties of disclosed data is updated like below.

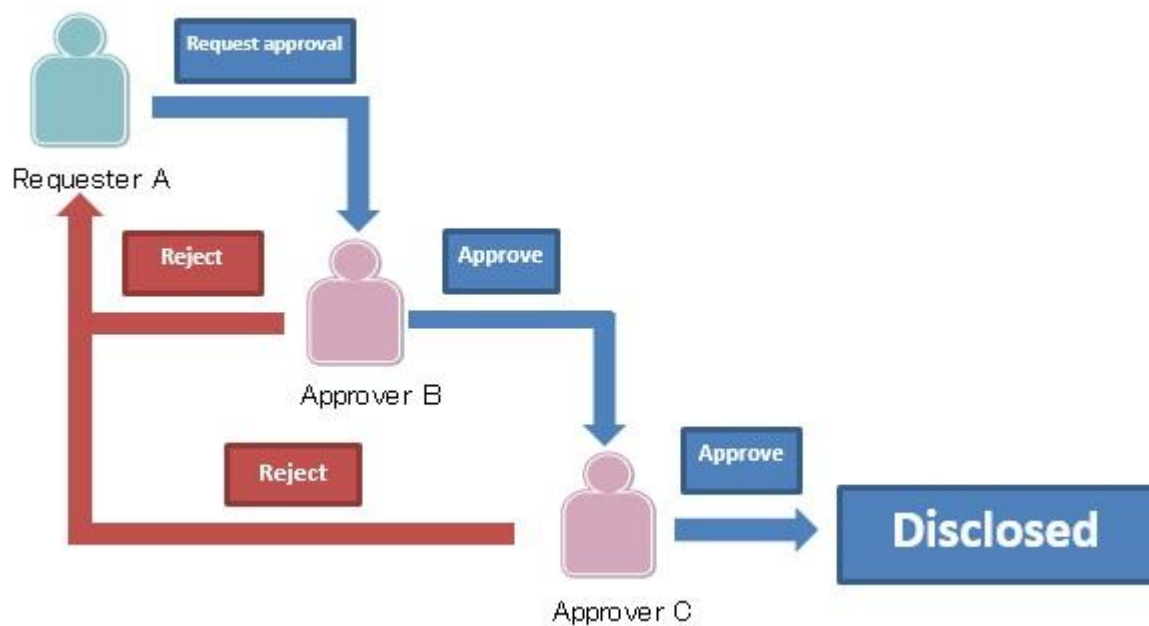
- When data number is **set** to draft data, the data number is overwritten to that of disclosed data.
At that case, the data number which was set to disclosed data is dealt with **deleted data number**.
- Modifier of disclosed data is **User who requested approval** or **User who disclosed manually**.
- Other properties are taken over from draft data properties which can be updated.

Approval flow

Address to approval can be set according to purpose or type of document which needs to be approved.

If approval is done by approver, notification of approval request will be sent to the next approver.

If rejected by approver, notification of rejection will be sent to user who requested approval originally.

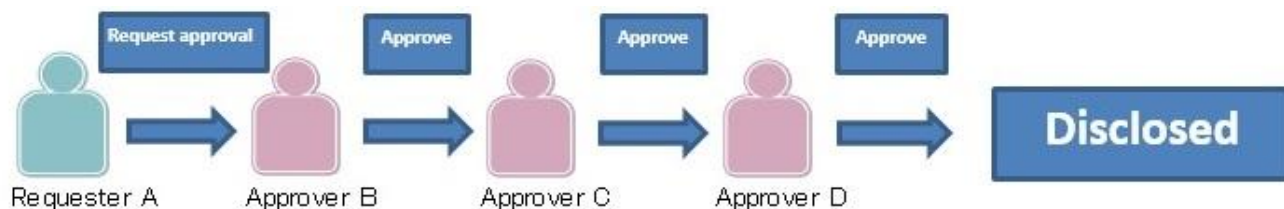


Draft data can not be read by users except requester or approvers until approval is completed.

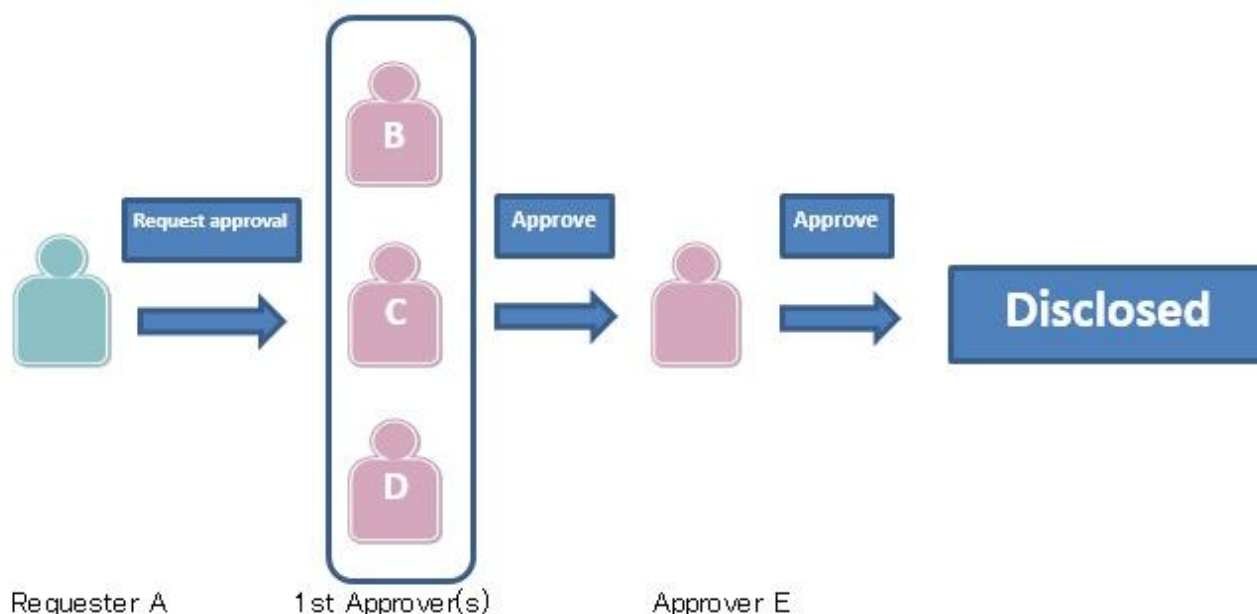
Draft data is disclosed when approval is completed.

Also, in case **draft data which specified disclosure date** is approved, it will be disclosed after approval is completed on specified disclosure date.

- **Workflow of approval in order**



- **Workflow of approval all**



-- Note --

- Case there are **two or more approvers** in the same approval level, go to next status when all approvers approved.
- Case there are **two or more approvers** in the same approval level, reject the draft data when one of approvers rejected.
- Case **group** is specified to approver, go to next status when one of the group member approved.
- Case **group** is specified to approver, reject the draft data when one of group member rejected.

Approval flow and notification address

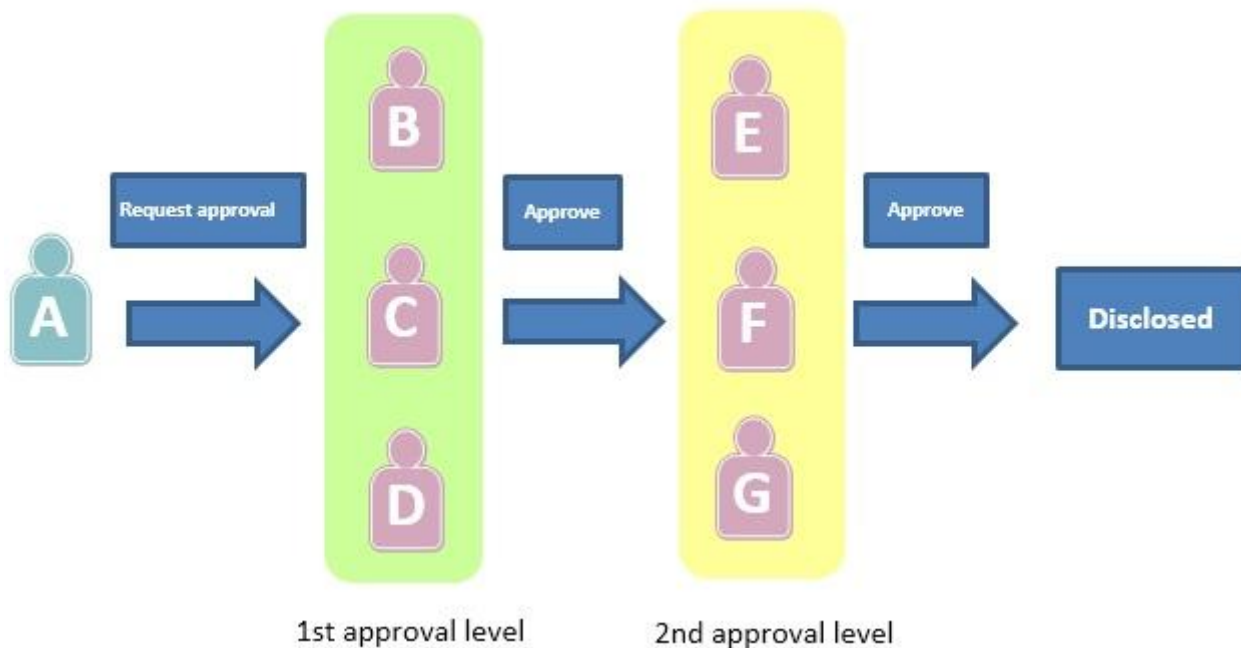
Following is an example explains users who receive notification.

Approval requester A requests approval to the first approval level and the second approval level.

Approval requester: A

First approval level: B, C and D

Second approval level: E, F and G



Notification address in case that approval is requested without checking 'Each notification after requesting (e.g. Completion of approval) will be made for all approved user.'

- Please use this settings if you do not want to send notification to users who already approved.
- All the first level approvers completed approval, then go to the second level approvers in the approval flow.

1. User A requests approval. Requesting approval is notification all approvers in the first approval level.
2. When all the first level approvers completed approval, Requesting approval is notification all approvers in the second approval level.
3. When approved, approval notification is sent to approval requester.
4. When approval rejected, approval rejection notification is sent to approval requester and approvers who do not approved yet in the same approval level.
5. When canceled approval request, approval canceling notification is sent to approval requester and approvers who do not approved yet in the same approval level.
6. When disclosed automatically, approval completion notification is sent to approval requester.
7. When canceled disclosure, disclosure canceling notification is sent to approval requester.

*1 disclosed date is in a future

	Request approval		Approval		Approval		Approval	Request approval		Approval		Approval		Approval *1		Cancel disclose
A	Req	Second approval		First approval		First approval		First approval		First approval		First approval		First approval		Cancel disclose
B		First approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval		Second approval		First approval/Second approval
C		First approval		Second approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval		Second approval
D		First approval		Second approval		Second approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval
E								First approval	Aprv	Second approval		Second approval		Second approval		Second approval
F								First approval		Second approval	Aprv	Second approval		Second approval		Second approval
G								First approval		Second approval		Second approval	Aprv	Second approval		Second approval

Request approval	Approval	Approval	Approval	Request approval	Approval	Cancel disclose	Approval request cancel
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Cancel disclose

A	Req	Second approval		First approval		First approval		First approval		First approval		First approval
B		First approval	Aprv	Second approval								First approval
C		First approval		Second approval	Aprv	Second approval						
D		First approval					Aprv	Second approval	Second approval			
E								First approval	Aprv	Second approval		
F								First approval				Cancel disclose
G								First approval				Second approval

Approval request cancel

A	Req	Second approval		First approval		First approval		First approval		First approval
B		First approval	Aprv	Second approval						
C		First approval			Aprv	Second approval				
D		First approval					Aprv	Second approval	Second approval	
E								First approval	Aprv	Second approval
F								First approval		
G								First approval		

Approval request cancel	First approval/Second approval
	First approval
	First approval

Notification address in case that approval is requested with checking 'Each notification after requesting (e.g. Completion of approval) will be made for all approved user.'

- Please use this settings if you want to send notification to users who already approved.
 - All the first level approvers completed approval, then go to the second level approvers in the approval flow.
1. User A requests approval. Requesting approval is notification all approvers in the first approval level.
 2. When all the first level approvers completed approval, Requesting approval is notification all approvers in the second approval level, also to all approvers in the first approval level.
 3. When approved, approval notification is sent to approval requester, also to all approvers who were requested approval before.
 4. When approval rejected, approval rejection notification is sent to approval requester and approvers who do not approved yet in the same approval level, also to approvers who approved before.
 5. When canceled approval request, approval canceling notification is sent to approval requester and approvers who do not approved yet in the same approval level, also to approvers who approved before.
 6. When disclosed automatically, approval completion notification is sent to approval requester, also to approvers who approved before.
 7. When canceled disclosure, disclosure canceling notification is sent to approval requester, also to approvers who approved before.

*1 disclosed date is in a future

	Request approval		Approval		Approval		Approval		Request approval		Approval		Approval		Approval *1		Cancel disclose	
A	Req	Second approval		First approval		First approval		First approval		Second approval		Second approval		Second approval		Second approval	Cancel disclose	First approval/Second approval
B		First approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval		Second approval		Second approval		Second approval
C		First approval		Second approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval		Second approval		Second approval
D		First approval		Second approval		Second approval	Aprv	Second approval		Second approval		Second approval		Second approval		Second approval		Second approval
E									First approval	Aprv	Second approval		Second approval		Second approval		Second approval	
F									First approval		Second approval	Aprv	Second approval		Second approval		Second approval	
G									First approval		Second approval		Second approval	Aprv	Second approval		Second approval	

	Request approval		Approval		Approval		Approval		Request approval		Approval		Cancel disclose		Approval request cancel	
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Cancel disclose

A	Req	Second approval		First approval		First approval		First approval	Second approval		First approval			First approval
B		First approval	Aprv	Second approval		Second approval		Second approval	Second approval		Second approval			Second approval
C		First approval		Second approval	Aprv	Second approval		Second approval	Second approval		Second approval			Second approval
D		First approval		Second approval		Second approval	Aprv	Second approval	Second approval		Second approval			Second approval
E									First approval	Aprv	Second approval			Second approval
F									First approval		Second approval		Cancel disclose	Second approval
G									First approval		Second approval			First approval

Approval request cancel

A	Req	Second approval		First approval		First approval		First approval		First approval			Approval/request cancel	First approval/Second approval
B		First approval	Aprv	Second approval		Second approval		Second approval	Second approval		Second approval			Second approval
C		First approval		Second approval	Aprv	Second approval		Second approval	Second approval		Second approval			Second approval
D		First approval		Second approval		Second approval	Aprv	Second approval	Second approval		Second approval			Second approval
E									First approval	Aprv	Second approval			Second approval
F									First approval		Second approval			First approval
G									First approval		Second approval			First approval

-- Note --

- When group is specified to approver and do not check '**Each notification after requesting (e.g. Completion of approval) will be made for all approved user.**', if one of group member approved, **approval notification is not sent to other group members.**
- When group is specified to approver and check '**Each notification after requesting (e.g. Completion of approval) will be made for all approved user.**', if one of group member approved, if one of group member approved, **approval notification is sent to rest group members.**

User operation ambit with each roll

The user operation ambit with each roll is as follows.

Operation \ Role	CA	GA	General User
Setup of SA (appointment, dismissal)	—	—	—
Setup of SMA (appointment, dismissal)	—	—	—
Setup of CA (appointment, dismissal)	○	—	—

Setup of GA (appointment, dismissal)	○	○	—
User new creation	○※1	—	—
User attribute change	○	—	—
User deletion	○※2	—	—
User addition in cabinet group	—	—	—
User deletion from cabinet group	○※3	—	—
User addition in local group	○	○	—
User deletion from local group	○	○	—
User search in cabinet	○	—	—
User search besides cabinet	—	—	—

※1 When CA creates a user, CA needs to make user created surely belong to cabinet which is CA.

※2 When CA deletes user, only user who does not belong to other cabinets can delete.

※3 If CA deletes user from cabinet group, it becomes impossible to refer to the user for CA.

Data manipulation ambit with each role

The data manipulation ambit with each role is as follows.

Operation \ Role	CA	GA	General User
Data new creation	Inside of cabinet is freely possible.	Follow Access control	Follow Access control
Data attribute change	Inside of cabinet is freely possible.	Follow Access control	Follow Access control
Data deletion	Inside of cabinet is freely possible.	Follow Access control	Follow Access control
Data movement / copy	Inside of cabinet is freely possible.	Follow Access control	Follow Access control

Appendix(Setting Guide)

Client requirement

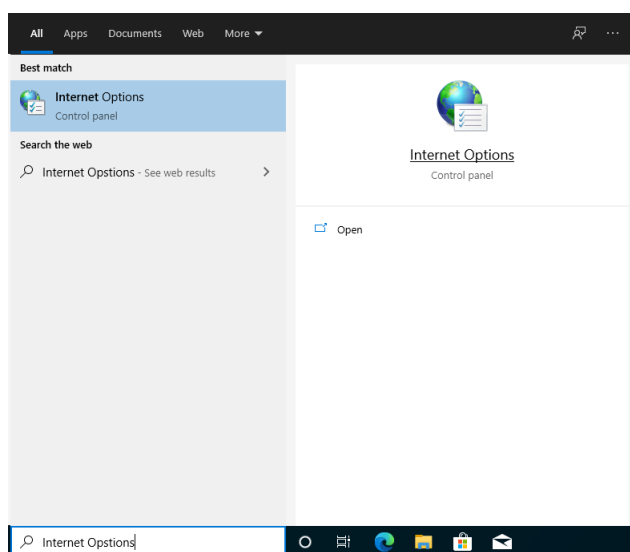
- Drag and drop to folder is available. We are assuming a file of about 100MB. For large files, please use a large file transfer tool.

Browser settings

Following browser settings is required to use PROCENTER/C.

- Add PROCENTER to trusted sites

1. Enter and search for [Internet Options] in the "Search Box" of Windows and display the Internet options.



2. Operate slide bar in [Privacy] tab to enable Cookie.

- * Default is [Medium] at the [Local intranet] zone.

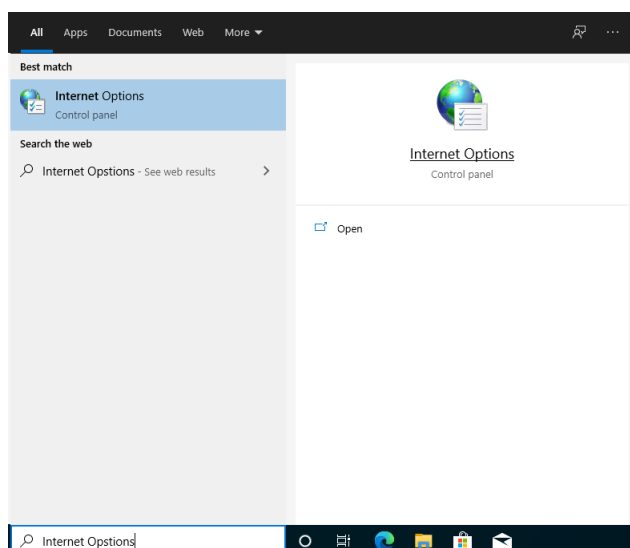


3. Click [OK] button.



Following procedure is to enable JavaScript.

1. Enter and search for [Internet Options] in the "Search Box" of Windows and display the Internet options.



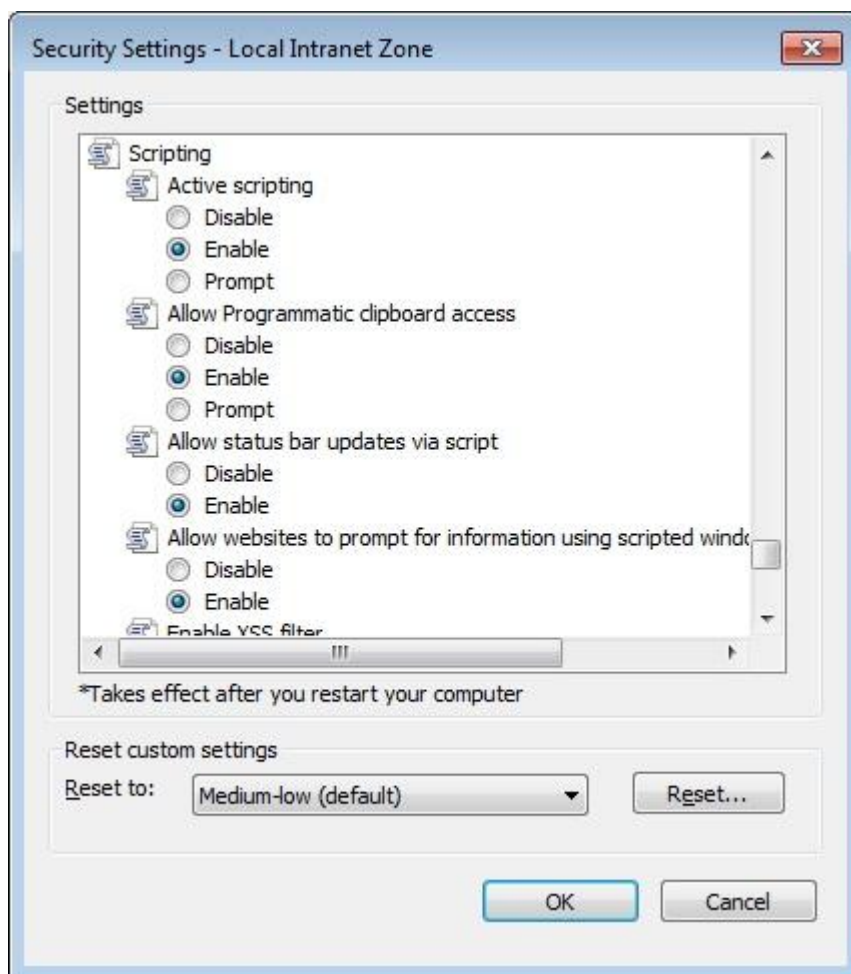
2. Click [Custom level] in [Security] tab.



3. Move to [Scripting] and set like below.

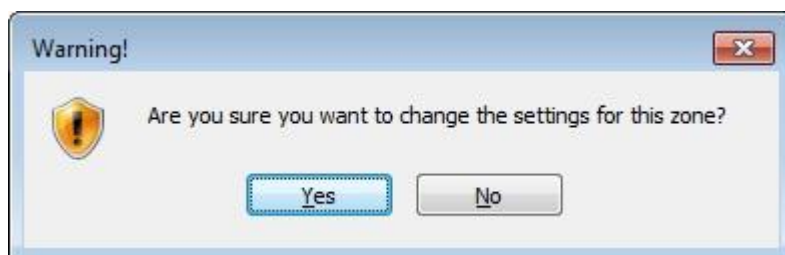
* Default all settings are [Enable] at the [Local intranet] zone.

- Active scripting Enable
- Allow status bar updated via script Enable
- Scripting of Java applets Enable



Press [OK] button after setting.

4. Press [Yes] if Warning dialog is displayed.



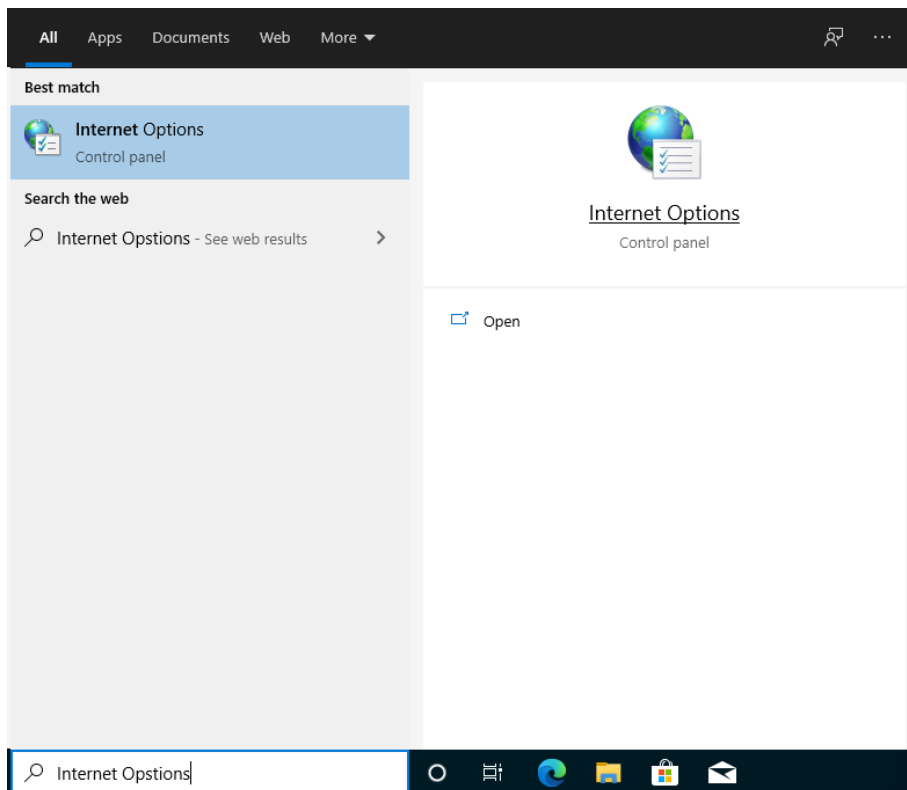
5. Click [OK] button.

-- Note --

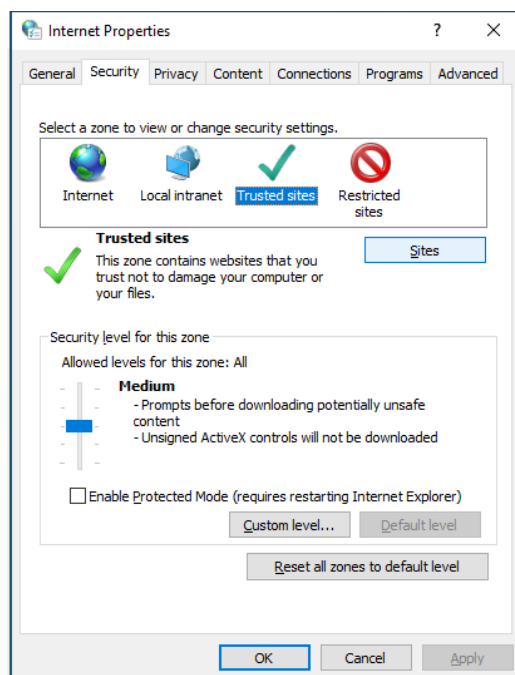
- If Cookie and JavaScript are disabled, PROCENTER/C may not work normally.

To add PROCENTER to a trusted site:

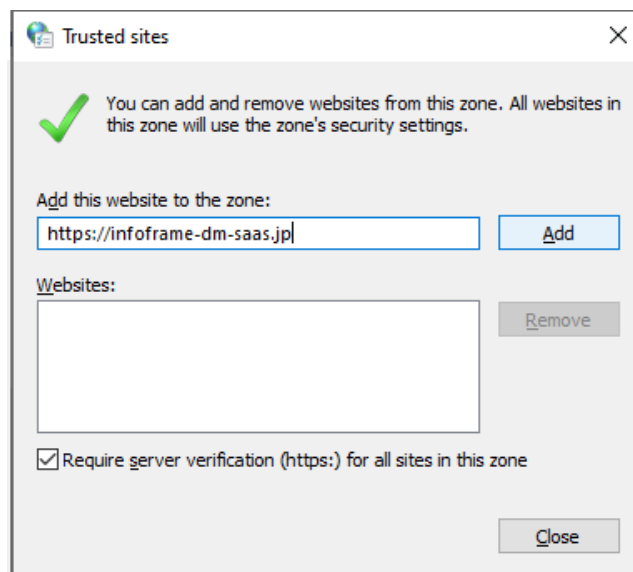
1. Enter and search for [Internet Options] in the [Search box] of Windows, and display the Internet options.



2. Click "Sites" in the "Security" tab.



3. In "Add this website to zone", put "https://procenter-global.com" and click "Add".

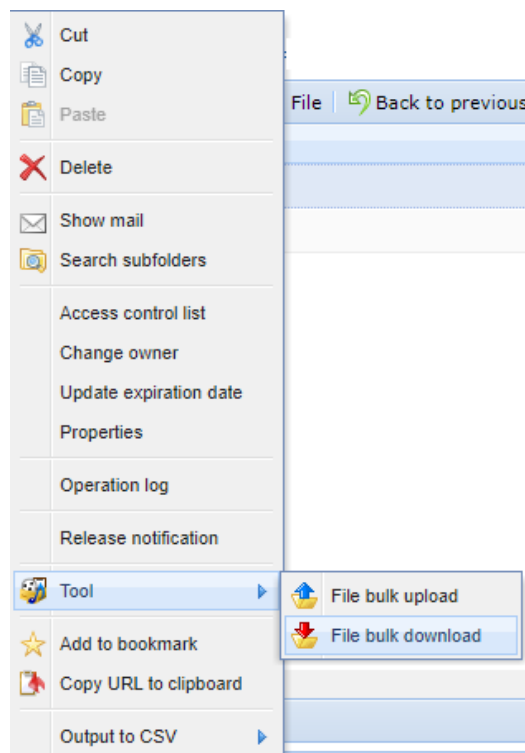


4. If you're using Edge, restart it.

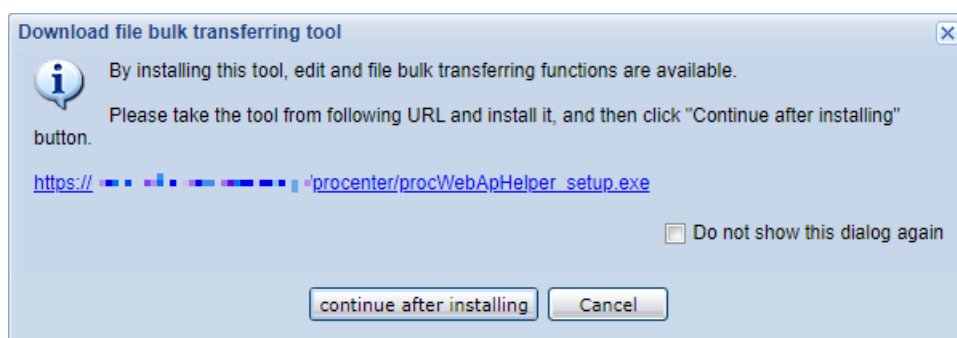
Before using Edge

In order to use PROCENTER in Edge, you need to perform the following tasks in advance:

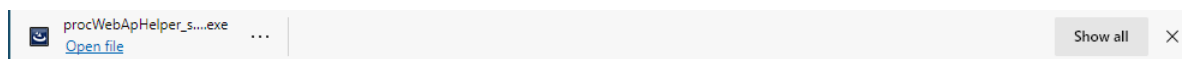
1. Log in to PROCENTER with Edge. Then right-click on the appropriate folder → Tool → File bulk download.



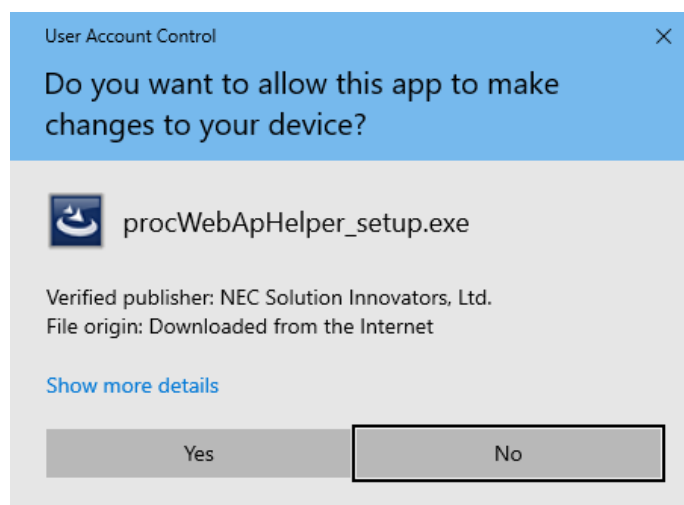
2. Click the URL of the pop-up to perform the installation of the tool.



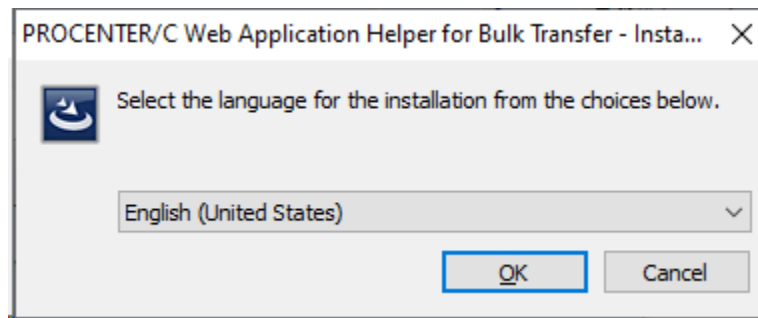
Click Open file.



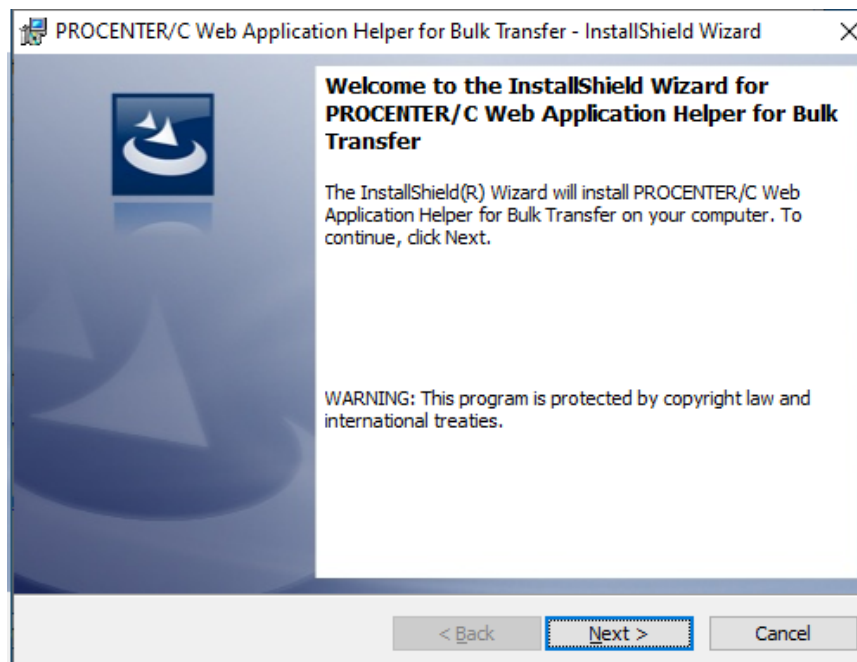
Click Yes.



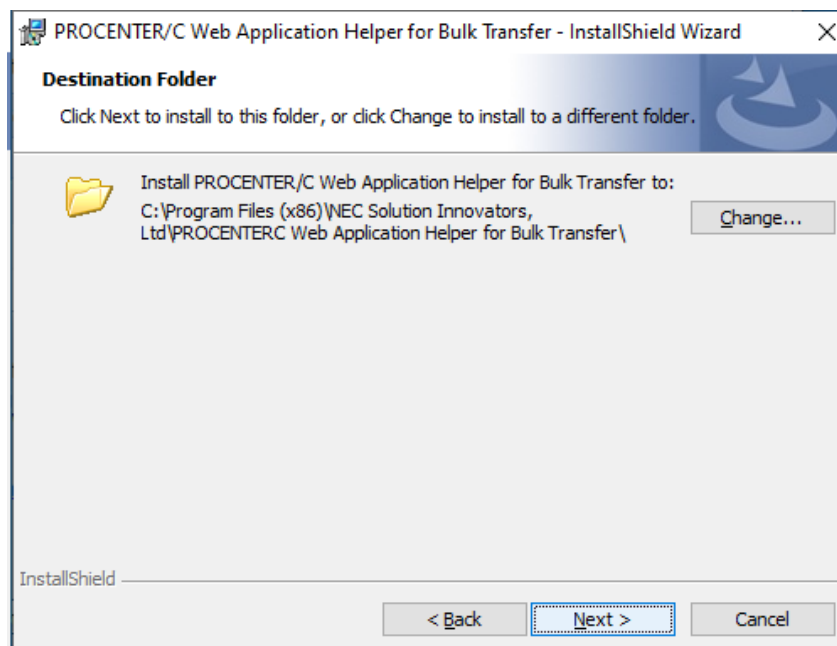
Click OK.



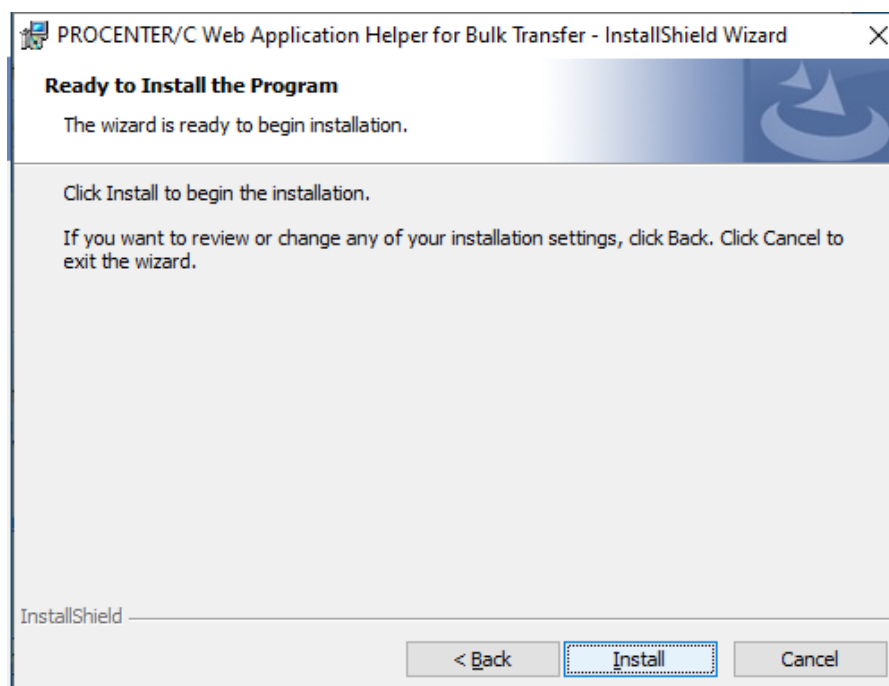
Click Next.



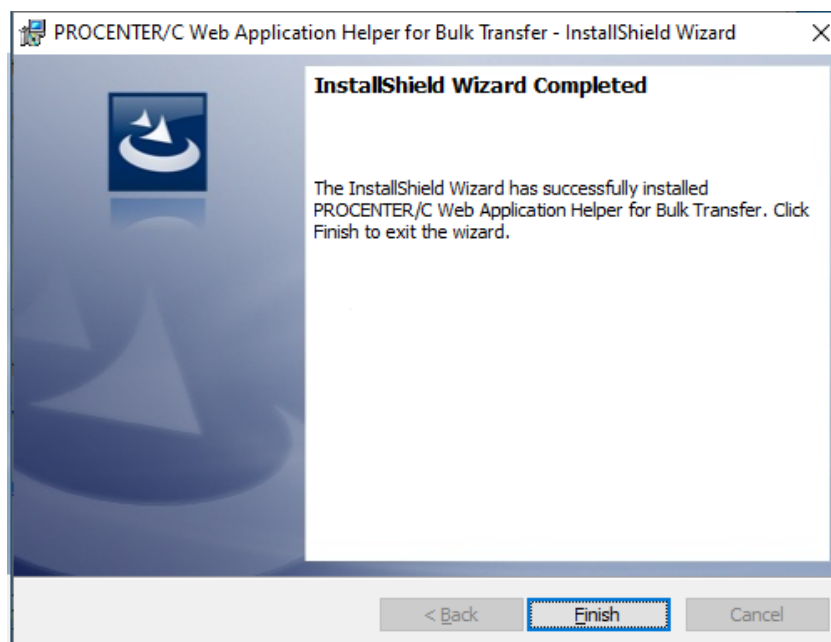
Specifies the installation destination. If you want to change it, remember to do so. Click Next.



Click Install.



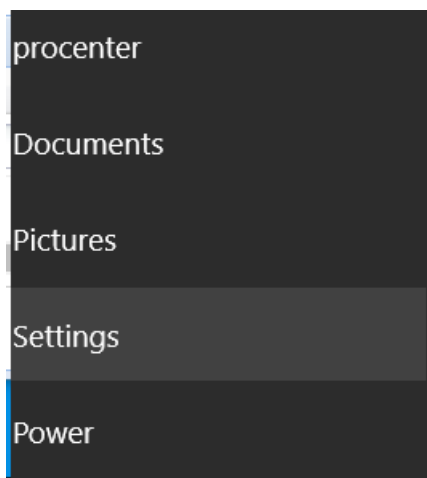
Click Finish.



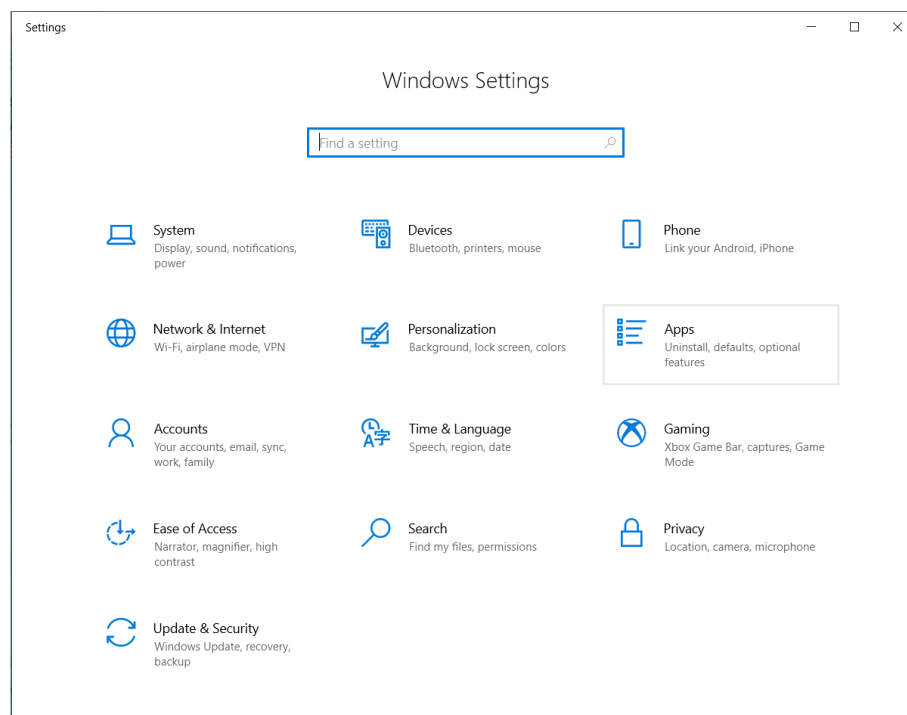
Uninstall Edge-enabled tools

Provides instructions for uninstalling tools for Edge.

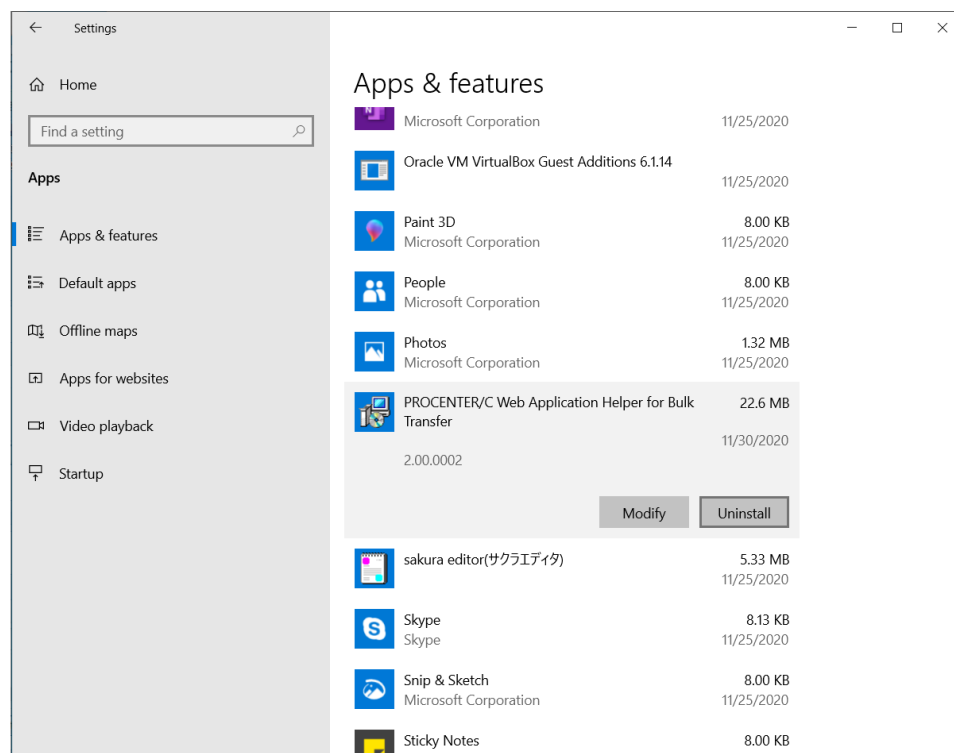
1. [SART] → [Settings] displays "Settings"



2. Click Apps.



3. Scroll down the list that appears, click "PROCENTER/C Web Application Helper for Bulk Transfer", and click "Uninstall" because it will be displayed.



FAQ

Question	Answer
It cannot log in from the login screen which pushed the reload button of browser and was displayed.	If browser reloads in state where timeout is carried out, login screen where "tenant=" is not attached to URL may be displayed. Since you cannot log in from this screen, please log in again using URL to which notified "tenant=" was attached from NEC.
Unlike actual path, the path of file to register is displayed.	In some cases, the path of the file to be registered may be rewritten to "C:¥fakepath¥file name". Even if the path is rewritten, the file can still be registered successfully.
If login two or more windows, the user who log in is changed automatically.	If two or more windows are simultaneously started, login information is common in all windows. When you access by another login ID, please access after ending all the browsers using this Service.
After login, if it is going to download file for the first time, taskbar is displayed. If select "file download" from taskbar, the screen immediately after login will be displayed without file downloading.	When you download file without displaying taskbar, please set from the [Internet Option] of browser as follows, "confirming". →[Security] →[Internet] →[Customize of level] → 「Dialog is automatically displayed at the time of download of file. 」

