

Revision information

Revision date	Revision contents
2012-11-01	Initial version

Index

Information

The functions of administrator for information are as follows.

- . Setting category
- . Search, refer, delete articles
- . Setting shared tag

There are following two types of administrators.

Administrator	Description
Collaboration administrator	Category setting, search/refer/delete articles and shared tag settings can be performed for all companies. Set "Collaboration administrator" role for the user to whom authorization of Collaboration administrator is to be granted. Refer "intra-mart Accel Platform / IM-Common master Administrator operation guide" for the method to set the role to the user.
Information function administrator	Category setting, search/refer/delete articles and shared tag settings can be performed for the company to which the administrator belongs. Set "Information administrator" role for the user to whom authorization of information function administrator is to be granted. Refer "intra-mart Accel Platform / IM-Common master Administrator operation guide" for the method to set the role to the user.



Note

Glossary

- "intra-mart Accel Platform" is abbreviated as iAP.
- "intra-mart Accel Collaboration" is abbreviated as iAC.

Information Administrator Guide

Basic version 2012-11-01

Set category and access privileges

Set the category to store articles.

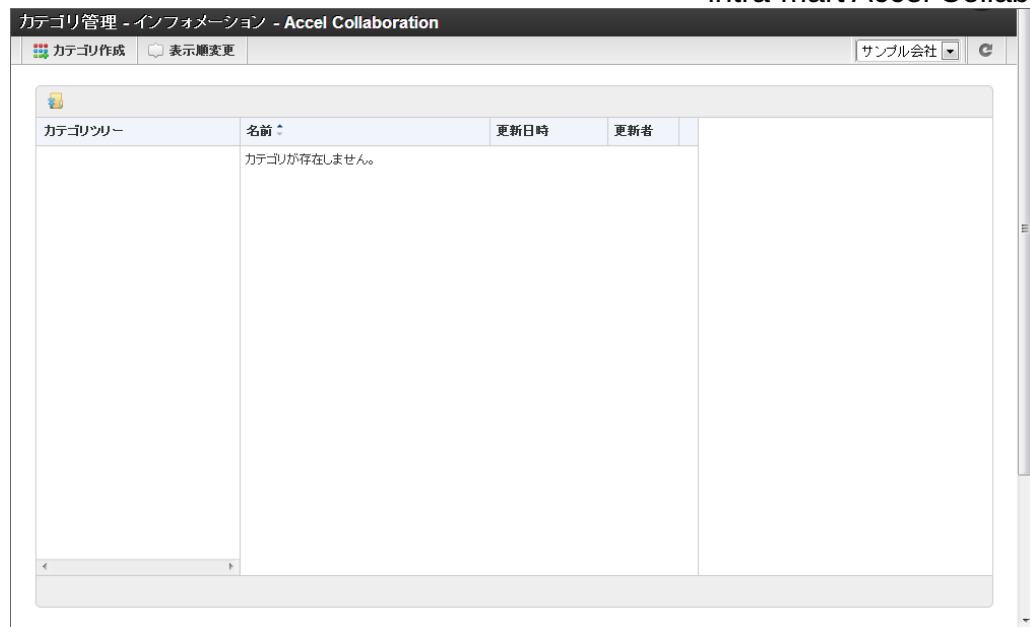
Users can register articles for the category registered by the administrator.

Index

- **Register the category**
- **Set access privileges to category**

Register the category

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Information" -> "Category", and "Manage category" screen is displayed.



<Toolbar>

Item	Description
"Create Category"	"Create Category" screen is displayed.
"Change display order"	"Change Category Display Order" screen is displayed.

<List bar>

Item	Description
"Select TOP" icon	Select TOP hierarchy and the category under TOP hierarchy is displayed in the list.

<Category tree>

Item	Description
Category tree - category name	The contents under the clicked category are displayed in a list.

<Category list>

Item	Description
Name	Category name is displayed. Detailed information is displayed if the name displayed in the list is clicked.
Updated date and time	Updated date and time of category is displayed.
Updated by	'Updated by' of category is displayed.

<Detailed information>

Item	Description
"Edit" link	"Edit category" screen is displayed.
"Delete" link	The corresponding category is deleted.
"Access privilege details" link	"Access Privilege Settings" screen is displayed.
Name	Category name is displayed.
Description	Description of category is displayed.
Owner	Owner of the category is displayed.
Registrant	Registrant of category is displayed.
Registered date and time	Registered date and time of category is displayed.
Updated by	'Updated by' of category is displayed.
Updated date and time	Updated date and time of category is displayed.

- Click "Create category" button.

カテゴリ管理 - インフォメーション - Accel Collaboration

カテゴリ作成 表示順変更 サンプル会社

カテゴリリスト	名前	更新日時	更新者
カテゴリが存在しません。			

3. Enter the required items and click “Register” button.

カテゴリ管理 - インフォメーション - Accel Collaboration

カテゴリ作成

入力言語: 日本語 編集

親カテゴリ: TOP

カテゴリ名: 標準表示名 * 人事情報
どの言語も設定されていない場合、「標準表示名」が表示されます。

英語:
日本語:
中国語:

オーナー設定: 上田辰男 x
ユーザ選択

説明: 人事部からのお知らせです。

アクセス権設定: ☐ 続けてアクセス権を編集する

登録 キャンセル

<Screen Items>

Item	Description
Input language	Display language of the registrant name and affiliated organization name can be selected.
Parent category “Edit” link	Specify the hierarchical position of the category to be registered.
Category name - Standard display name	Enter the category name. It is a mandatory item. Standard display name is used if the category name of the locale used by the user is not registered.
Category name - English	Enter the category name for English display.
Category name - Japanese	Enter the category name for Japanese display.
Category name - Chinese	Enter the category name for Chinese display.
Owner settings	Set the owner of the category. It is displayed only at the top-level of category hierarchy.
“Select user” button	Search the user to be set as owner from the search screen. It is displayed only at the top-level of category hierarchy.
“Clear owner settings” icon	Clear the set owner. It is displayed only at the top-level of category hierarchy.
Description	Enter the description for category.
“Access privilege settings” checkbox	Check when access privilege settings are to be performed after registration.
“Register” button	Register the category.
“Cancel” button	Cancel the input contents and close the category creation dialog.

**Note**

The user set as owner can maintain the information under the set top category.

**Note**

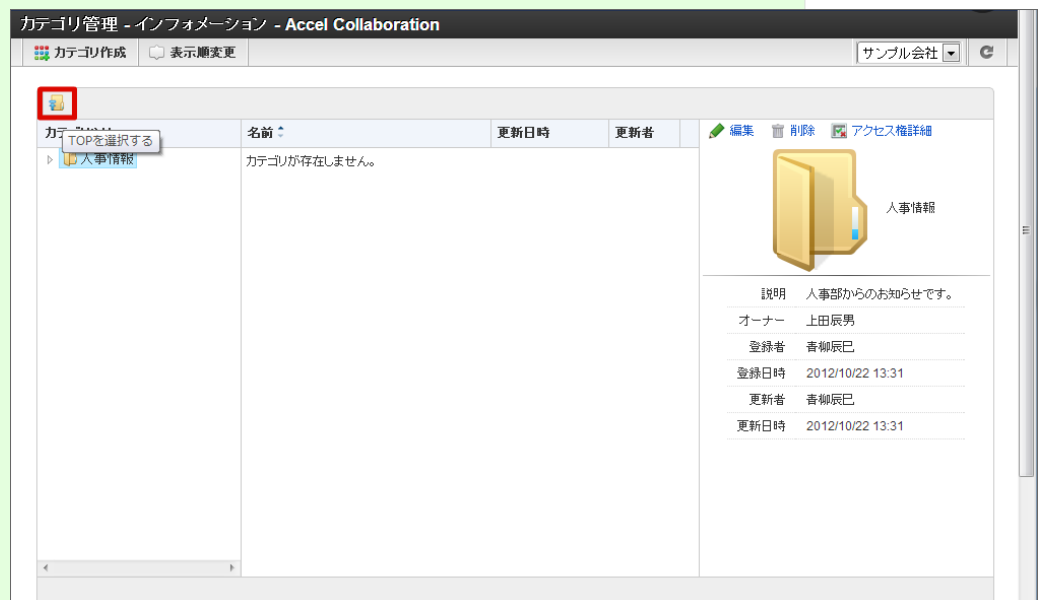
The installed languages are displayed for the language item.

**Note**

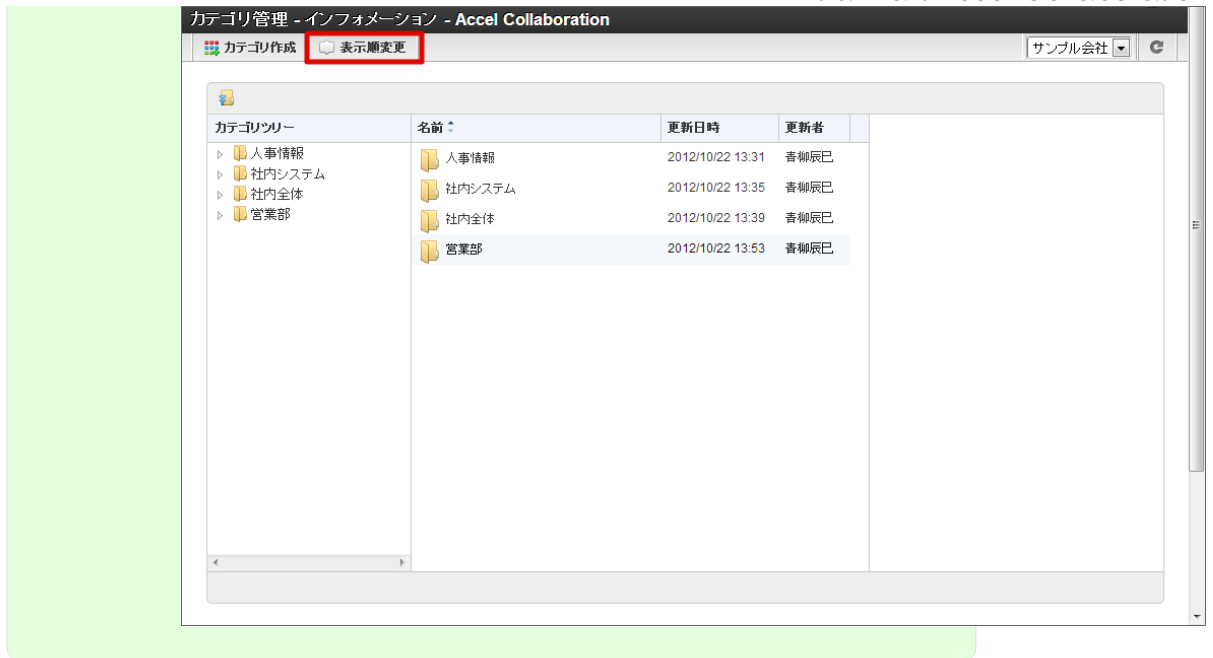
In case of editing/deleting a category, perform the operation from detailed information at the time of selecting the category.



Click the "Select TOP" icon to operate the top category.

**Note**

Display order of the registered category can be changed from "Change display order".



Set access privileges to category

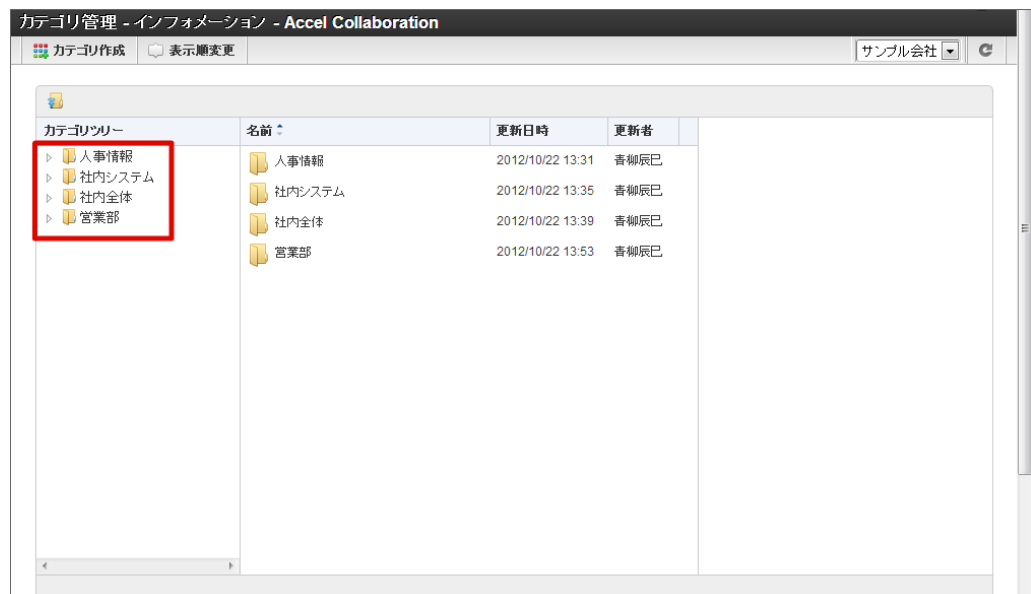
Set access privileges for each category.

User can use the categories for which access privileges are set.

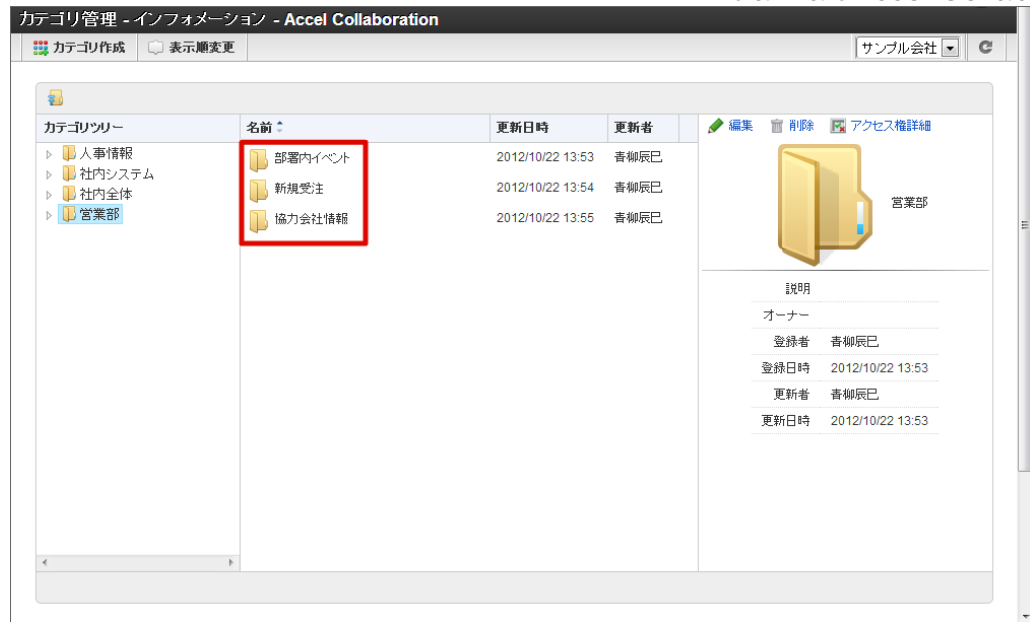
Moreover, access privilege includes 'Browse' and 'Register' privileges.

- Browse privilege
 It is a privilege by which category can only be browsed.
- Register privilege
 It is a privilege by which category can be registered.

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Information" -> "Category", and "Manage category" screen is displayed.
2. Click the category for which access privilege is to be set from "Category tree".

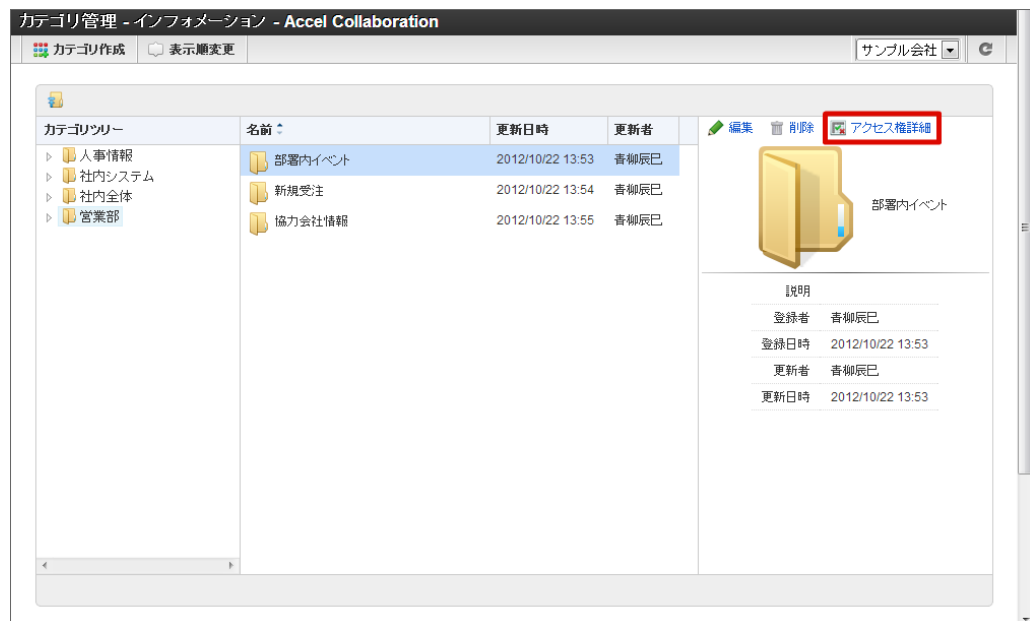


3. Click the "Category name" for which access privilege is to be set.



4. Click the “Access Privilege details” link.

*While registering the category, the operation is similar even when registration is done by checking the “Access privileges settings” checkbox.



5. Click “Create new condition”.



6. Select the items to be used by the registered category from the displayed items.



7. Click the “Save” button.

The user included in the target to which ‘Allowed’ icon is attached on the screen can use the category.



<Screen Items>

Item	Description
Allow all	The selected items are allowed.
Prohibit all	The selected items are prohibited.
Create new condition	Add new conditions.
Delete condition	Delete the selected conditions.
“Save” button	Save access privileges by the set contents.



Warning

If there is no access privilege for the upper category, access privilege cannot be set to the lower category.
Set access privileges from the upper category.



Note

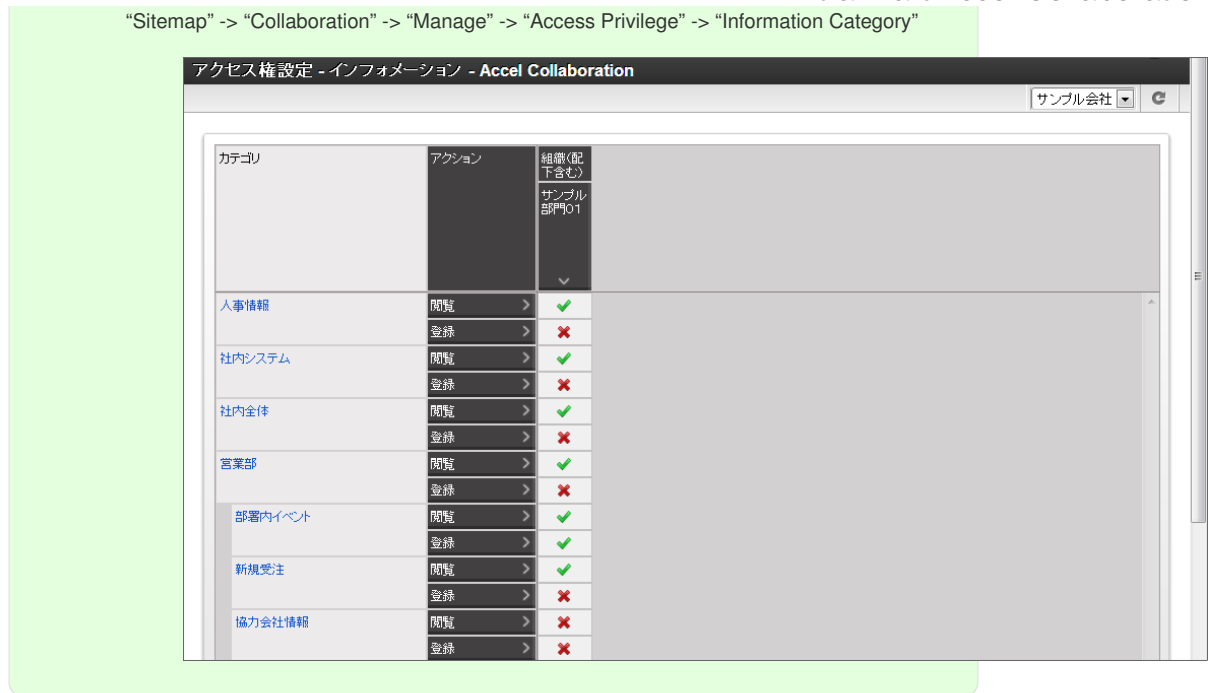
Registration privilege can be assigned to the lower category even if only browse privilege is assigned to the upper category.



Note

When all the set access privileges are to be referred, it can be checked from the following screen.

"Sitemap" -> "Collaboration" -> "Manage" -> "Access Privilege" -> "Information Category"



Search an article

Articles can be searched and deleted by specific conditions.

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Information" -> "Article", and "Manage Article" screen is displayed.
2. Enter the search condition to search the article.

<Search article>

Item	Description
Category	Search the article registered in the specified category. If the "Sub-category" checkbox is checked, the categories under the specified category are also searched.
Title	Search by the title of the specified article.
Posting start date	Search the articles that are included in the period for which posting start date is specified.
State	Search the article by the specified state.
Registrant	Search the articles registered by the specified user.
"Select User" button	Search the registrant included in search condition from the search screen.
"Clear registrant" icon	Clear the specified registrant.
"Search" button	Search the article by the entered search condition.

Item	Description
"Clear" button	Clear all the input contents.

<List of Articles>

Item	Description
"Delete" button	Deletes the articles which are checked in the article list.
"Select article" check box	Check to delete the article.
"Article Title" link	Title of the article is displayed. "Article Details" screen is displayed by clicking it.
Category name	Category name registered by the article is displayed.
Updated date	Updated date of the article is displayed.
Registrant affiliation	Affiliated organization name of the registrant is displayed.
Registrant	Name of the registrant is displayed.

3. Click "Search" button.



Note

The contents of the article can be referred by clicking the "Title" link of the searched article. Further, it cannot be edited.

Delete an article

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Information" -> "Article", and "Manage article" screen is displayed.
2. After searching the article, check the checkbox of the article to be deleted.

The screenshot shows the 'Manage' screen in the intra-mart Accel Collaboration system. At the top, there are filters for '掲載開始日時' (2012/10/01), '状態' (掲載前, 掲載中, 掲載終了), and '登録者'. Below these are '検索' and 'クリア' buttons. A '削除' button is highlighted with a red box. The main area displays a list of articles:

記事タイトル	カテゴリ	作成日時	作成者
定例会連絡	部署内イベント	2012/10/22 15:32	サンプル課22 上田辰男
ユーザー様事例セミナー 協力ユーザー様決定のお知らせ	部署内イベント	2012/10/22 15:31	サンプル課22 上田辰男
定期メンテナンスのお知らせ	社内システム	2012/10/22 15:23	サンプル課11 青柳辰巳
特別セミナーの開催日程について	部署内イベント	2012/10/22 15:17	サンプル課11 青柳辰巳

3. Click "Delete" button.

This screenshot shows the same interface as the previous one, but with the 'Delete' button highlighted by a red box. Additionally, the checkbox for the article '特別セミナーの開催日程について' is checked, indicating it is selected for deletion.

Set shared tag

The shared tag which can be attached to the article is set by the user.

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Information" -> "Shared tag", and "Shared tag list" screen is displayed.



<Toolbar>

Item	Description
"Register shared tag"	"Register shared tag" screen is displayed.
"Delete from list"	Delete the shared tag which is checked in the list.

<Detailed search>

Item	Description
Shared tag	Search by the name of the shared tag.
"Search" button	Search the shared tag.
"Clear" button	Clear the search condition.

<Shared tag list>

Item	Description
"Select shared tag" checkbox	Select the shared tag to be deleted.
Shared tag	Name of the shared tag is displayed. "Edit shared tag" screen is displayed by clicking it.

2. Click "Register shared tag".



3. Enter the required items and click "Register" button.

<Screen items>

Item	Description
Standard display name	Enter the name of shared tag. Standard display name is used if the shared tag name of the locale used by the user is not registered.
English	Enter the shared tag name for English display.
Japanese	Enter the shared tag name for Japanese display.
Chinese	Enter the shared tag name for Chinese display.
"Register" button	Shared tag is registered.
"Cancel" button	Cancel the input contents and close the Shared tag registration dialog.



Note

The installed languages are displayed for the language item.



Note

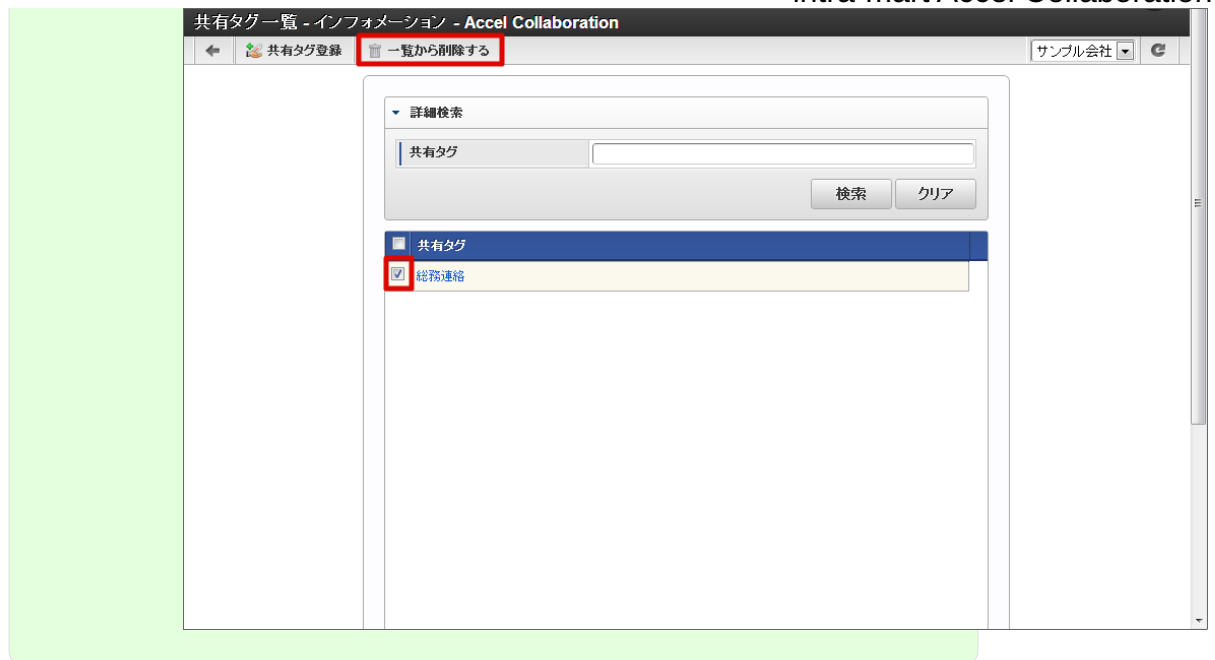
Narrow down the shared tags to be displayed in the list from "Detailed search".



Note

Click the "Shared Tag Name" link to change the name of the shared tag.

To delete a shared tag, check the checkbox of the shared tag to be deleted and click "Delete from List".



Set the job

The following jobs are used in the information function.

- Information article delivery
 It is a job to be delivered at the time of releasing the article.
 Set the trigger such that the information article delivery job starts at 0, 15, 30, 45 minutes per hour.
- Delete the read information articles
 It is a job wherein all the articles released 3 months earlier are considered to be already read.
 It is assumed that the trigger is set such that 'Delete the read information article' job is started daily.
 Also, set the start time arbitrarily.



Note

Refer "Tenant administrator operation guide" - "Set job net" of iAP for the job net operation details.