

Revision Information

Revision date	Revision Contents
2012-11-01	Initial Version

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Schedule

The functions of an administrator for schedule are as follows.

- .Setting facilities category, facilities
- .Search, delete schedule
- .Setting schedule sharing group

There are two types of administrators.

Administrator	Description
Collaboration administrator	<p>It is possible to perform facilities category/facilities settings, search/delete schedule and schedule sharing group settings of all companies.</p> <p>Set "Collaboration administrator" role for the user to whom authorization of Collaboration administrator is to be granted.</p> <p>Refer "intra-mart Accel Platform/IM-common master administrator operation guide" for the method to set the role to the user.</p>
Schedule function administrator	<p>Administrator can perform facilities category/facilities settings, search/delete schedule and schedule sharing group settings of the company to which he belongs.</p> <p>Set "Schedule administrator" role for the user to whom authorization of Schedule function administrator is to be granted.</p> <p>Refer "intra-mart Accel Platform/IM-Common master Administrator operation guide" for the method to set the role to the user.</p>

 **Note**

Glossary

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

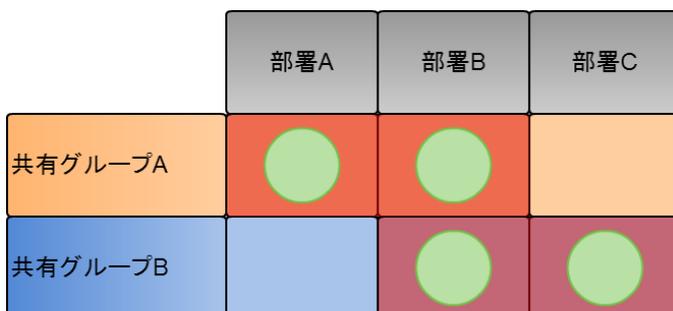
Schedule Administrator Guide

INITIAL VERSION 2012-11-01

Basic version

Set schedule sharing group and access privileges

Set the sharing group and determine the scope of registration/reference of schedule between users.



The access privileges are determined as follows when the sharing group is set.

- User belonging to department A
Can register/refer the schedule of users belonging to department A and B.
- User belonging to department B
Can register/refer the schedule of users belonging to department A, B and C.
- User belonging to department C
Can register/refer the schedule of users belonging to department B and C.

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- **Register the sharing group**
- **Set access privileges to sharing group**

Register the sharing group

1. Click “Sitemap” -> “Collaboration” -> “Manage” -> “Schedule” -> “Schedule sharing group” and “Sharing group list” screen is displayed.



<Toolbar>

Item	Description
“Register new” icon	“Sharing group registration” screen is displayed.

<Sharing group list>

Item	Description
“Edit sharing group” icon	“Edit sharing group” screen is displayed.
“Access privilege settings” icon	“Access privilege settings” screen is displayed.
Sharing group name	Sharing group name is displayed.
Updated date and time	Updated date and time is displayed.
“Delete” icon	The corresponding sharing group is deleted.

2. Click “Register new” button



3. Enter the sharing group name and click "Register" button.



<Screen items>

Item	Description
Sharing group name	Enter the sharing group name. It is a mandatory item.
Access privilege settings checkbox	Check when access privileges are to be set after registration.
"Register" button	Sharing group is registered.
"Cancel" button	Cancel the input contents and close the sharing group registration dialog.

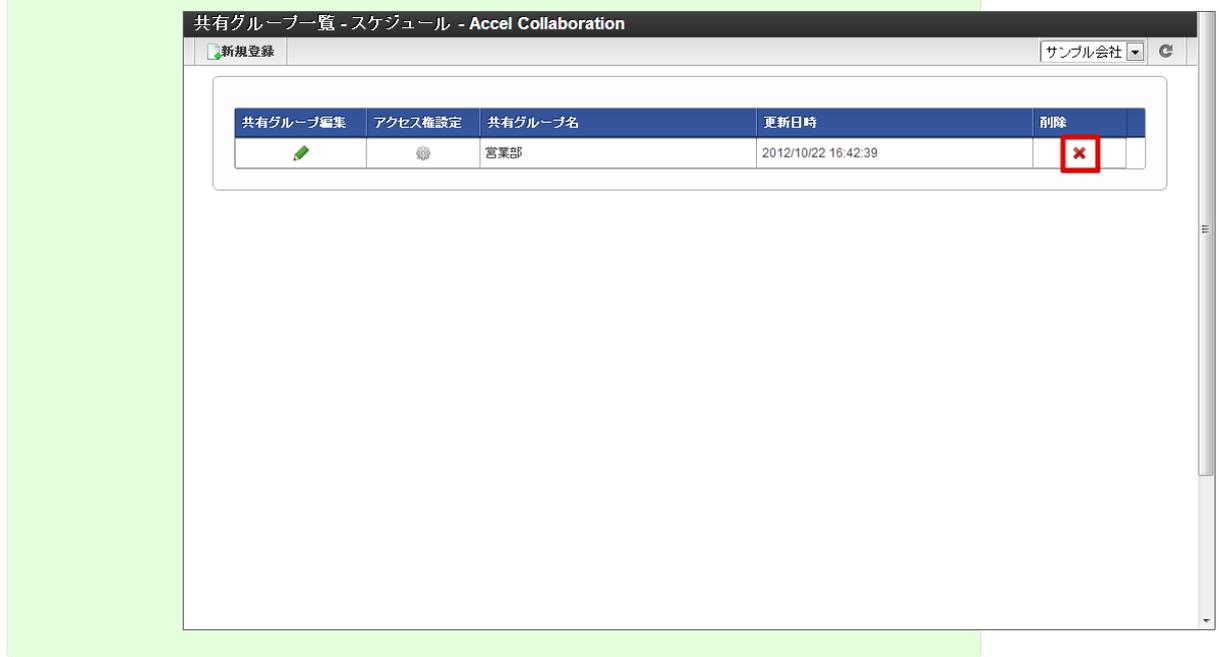


Note

Click the edit icon to change the name of sharing group.



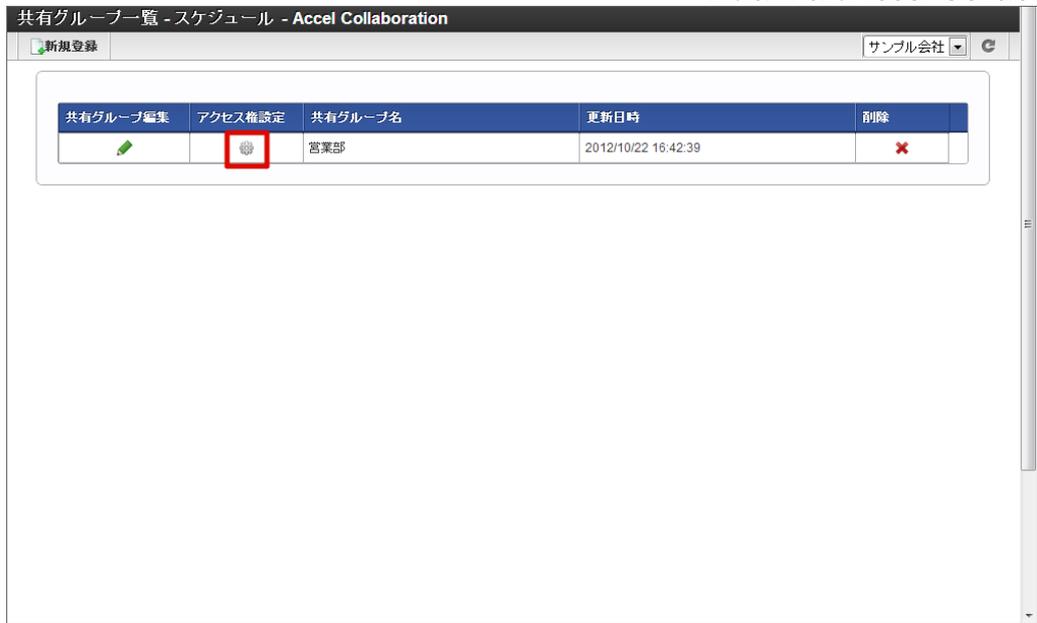
Click the delete icon to delete the sharing group.



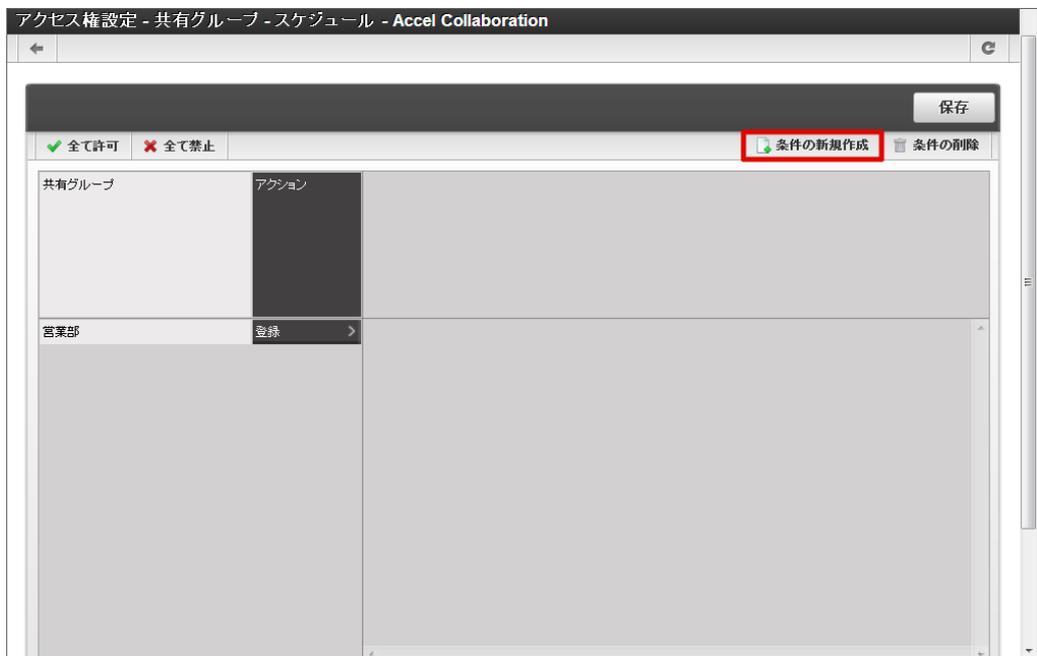
Set access privileges to sharing group

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Schedule" -> "Schedule sharing group" and "Sharing group list" screen is displayed.
2. Click "Access privilege settings" icon of the sharing group to which access privileges are to be set.

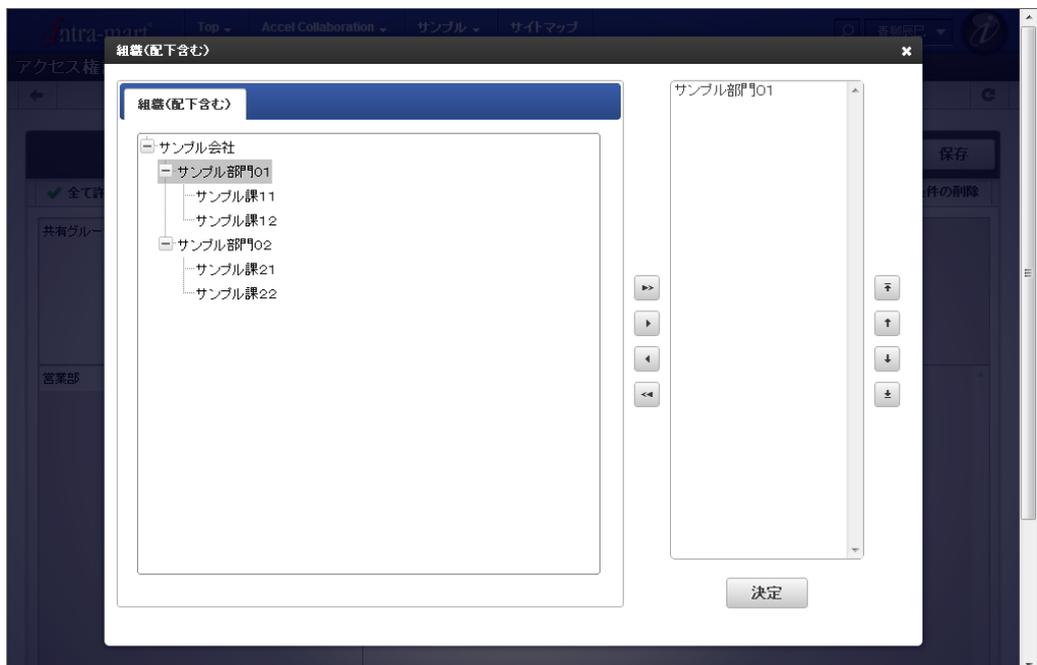
* While registering the sharing group, the operations are similar even when registration is done by checking the "Access privilege settings" checkbox.



3. Click "Create new condition".

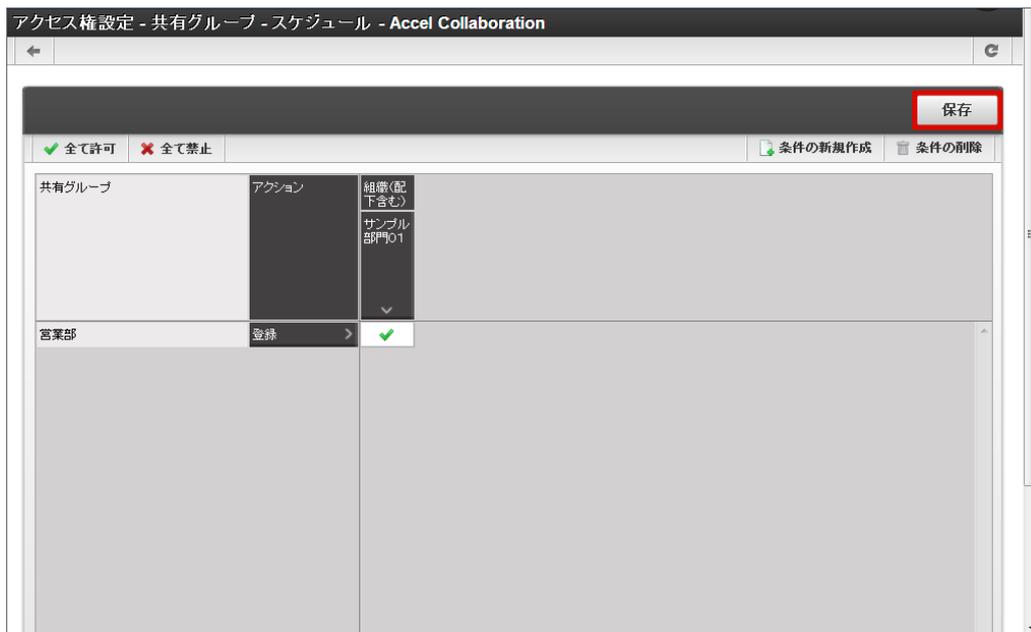


4. Select the items to be set as sharing group from among the displayed items.



5. Click "Save" button.

Schedule can be registered/referred by the users included in the target to which "Allowed" icon is attached on the screen.



<Screen items>

Item	Description
Allow all	Set the items being selected to 'Allowed'.
Prohibit all	Set the items being selected to 'Prohibited'.
Create new condition	Add new condition.
Delete condition	Delete the selected condition.
"Save" button	Saves the access privileges in the set contents.



Note

All the set access privileges can be checked from the following screen.

"Sitemap" -> "Collaboration" -> "Manage" -> "Access privilege" -> "Schedule sharing group"



Set facilities and access privileges

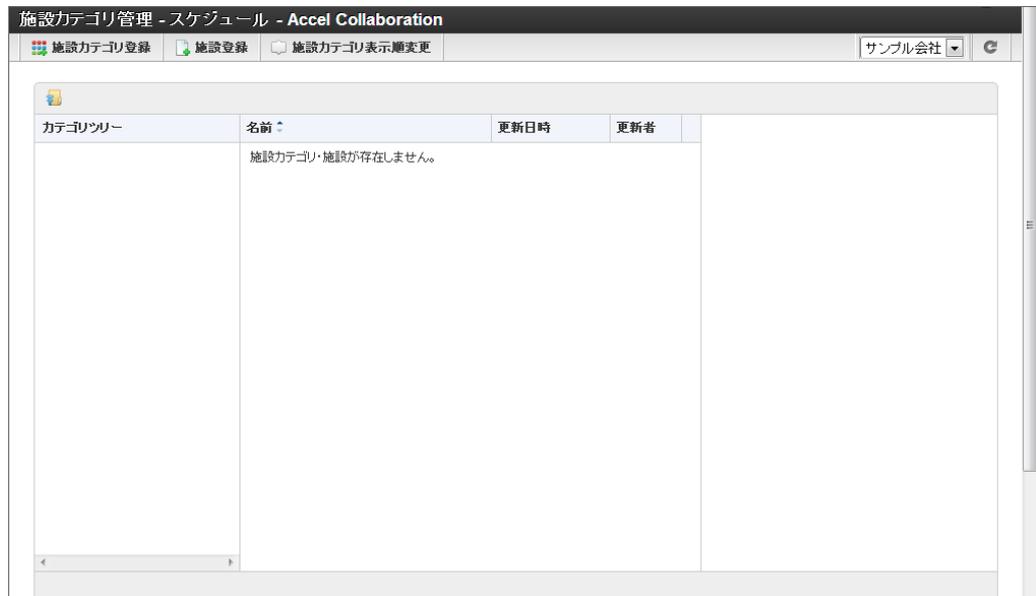
Set the information of facilities to be used in schedule.

The registered facilities information can be reserved from the schedule.

- Register facilities category
- Set access privileges to facilities category
- Register facilities

Register facilities category

1. Click “Sitemap” -> “Collaboration” -> “Manage” -> “Schedule” -> “Facilities category/ Facilities and “Manage facilities category” screen is displayed.



<Toolbar>

Item	Description
“Register facilities category”	“Register facilities category” screen is displayed.
“Register facilities”	“Register facilities” screen is displayed.
“Change display order of facilities category”	“Change display order of facilities category” screen is displayed.

<List bar>

Item	Description
“Select TOP” icon	Select TOP hierarchy and facilities category under TOP hierarchy are displayed in a list.

<Category tree>

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

<Facilities category/ List of Facilities>

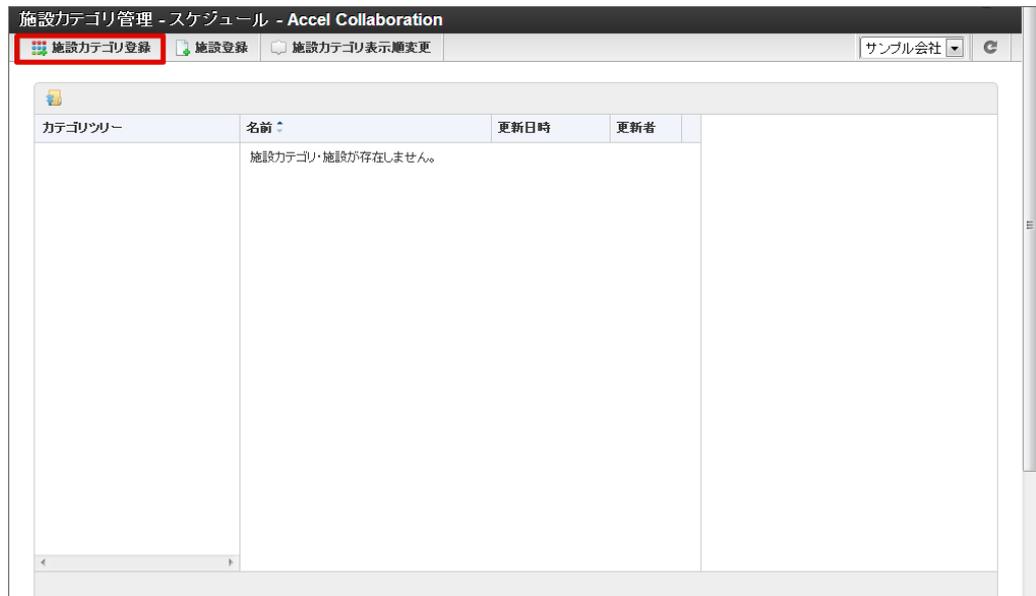
Item	Description
Name	Facilities category name or facilities name is displayed. Detailed information is displayed when the name displayed in the list is clicked.
Updated date and time	Updated date and time of facilities category or facilities is displayed.
Updated by	‘Updated by’ of facilities category or facilities is displayed.

<Detailed information (Category)>

Item	Description
“Edit” link	“Edit facilities category” screen is displayed.
“Delete” link	The corresponding facilities category is deleted.
“Access privilege details” link	“Access privilege settings” screen is displayed.
Name	The name of facilities category is displayed.
Description	The description of facilities category is displayed.
Owner	The owner of facilities category is displayed.
Registrant	The registrant of facilities category is displayed.

Item	Description
Registered date and time	The registered date and time of facilities category is displayed.
Updated by	'Updated by' of facilities category is displayed.
Updated date and time	The updated date and time of facilities category is displayed.

2. Click "Register facilities category" button.



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



<Screen items>

Item	Description
Input language	Display language of the registrant name and affiliated organization name can be selected.
Parent category "Edit" link	The parent category of the category to register, is specified.
Category name - Standard display name	Enter the category name. It is a mandatory item. Standard display name is used when category name of the locale used by 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.

Item	Description
“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.
“Access privilege settings” checkbox	Check when access privileges are to be set after registration.
“Register” button	Register the facilities category.
“Cancel” button	Cancel the input contents and close the facilities category registration dialog.



Note

The user set as an owner can maintain the information under facilities category set at top level.



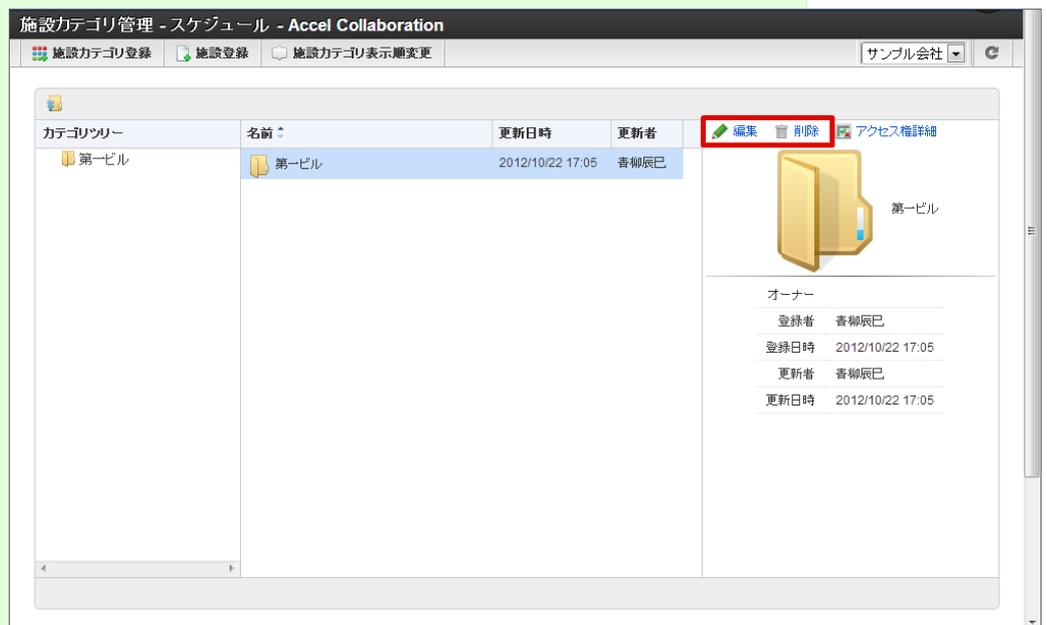
Note

The installed languages are displayed for the language item.



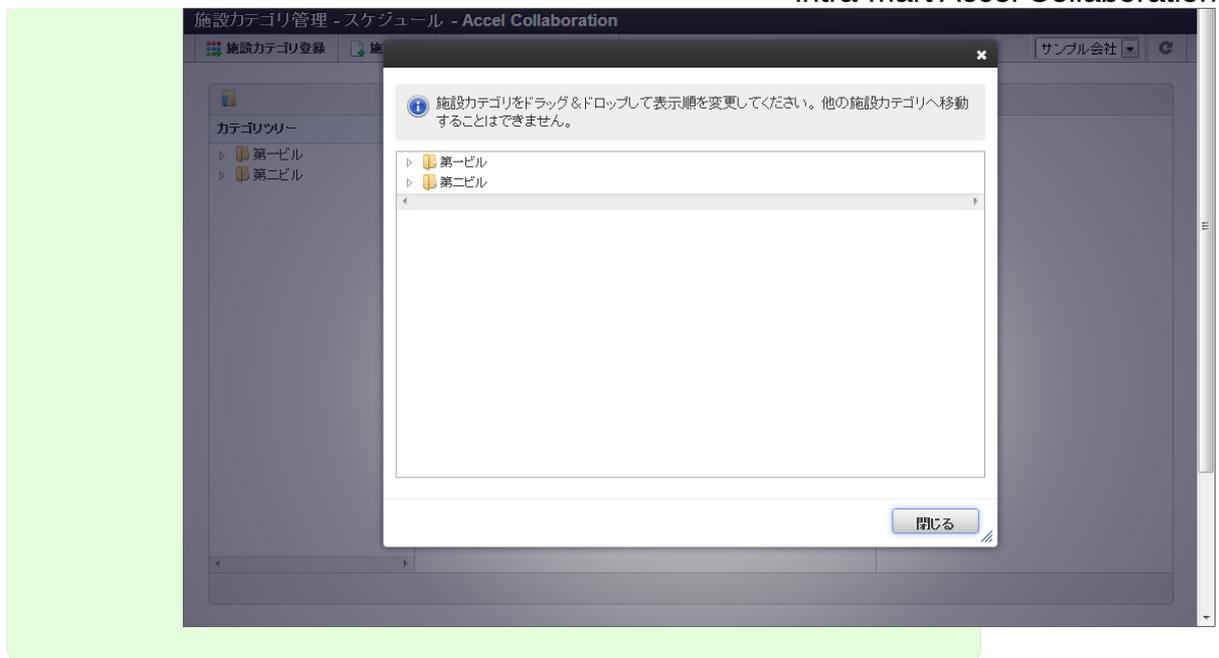
Note

Perform the operation from the detailed information at the time of selecting the facilities category if the facilities category is to be edited/deleted.



Note

The display order of the registered category can be changed from “Change facilities category display”.



Warning

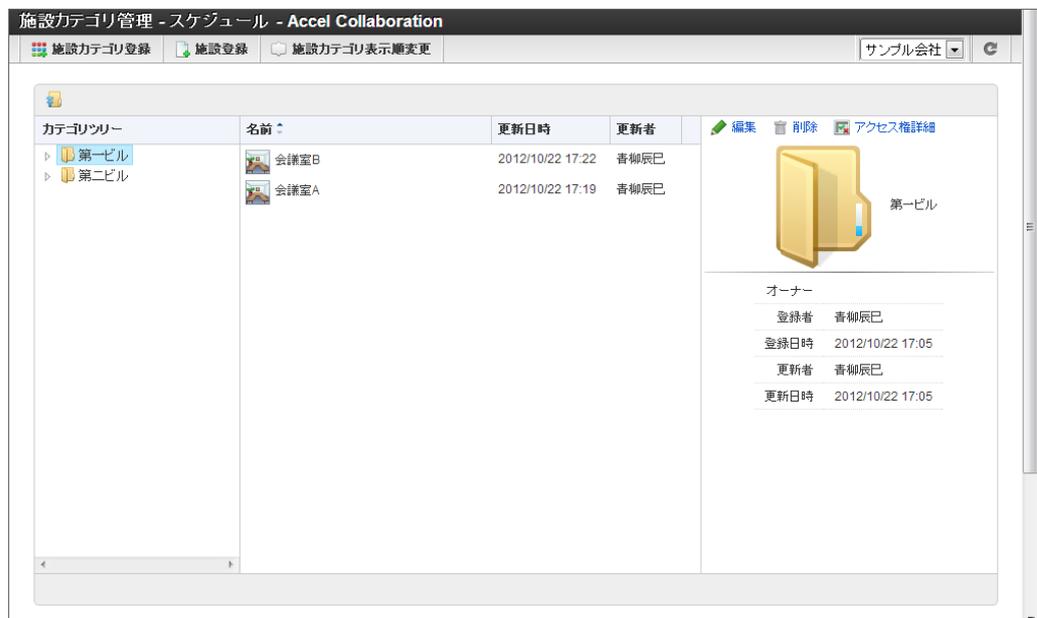
Facilities should be included in the facilities category.
Specify the facilities category after registering it.

Set access privileges to facilities category

Set access privileges for each facilities category.

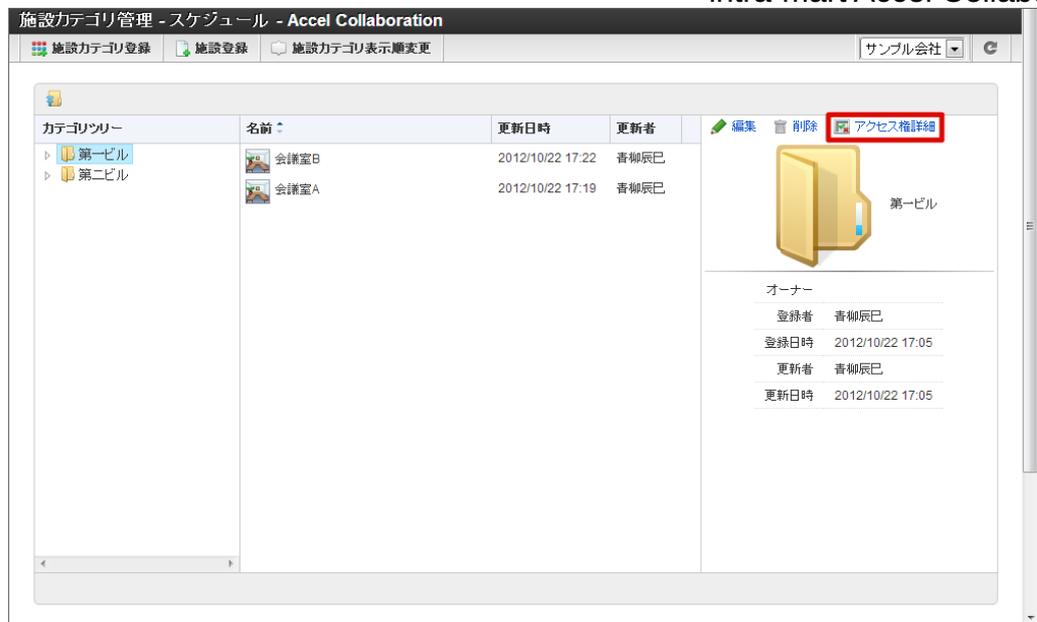
The user can use the facilities under the facilities category for which access privileges are set.

1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Schedule" -> "Facilities category/Facilities and "Manage facilities category" screen is displayed.
2. Click the facilities category which includes the facilities for which access privileges are set from the "Category tree".



3. Click the "Access privilege details" link.

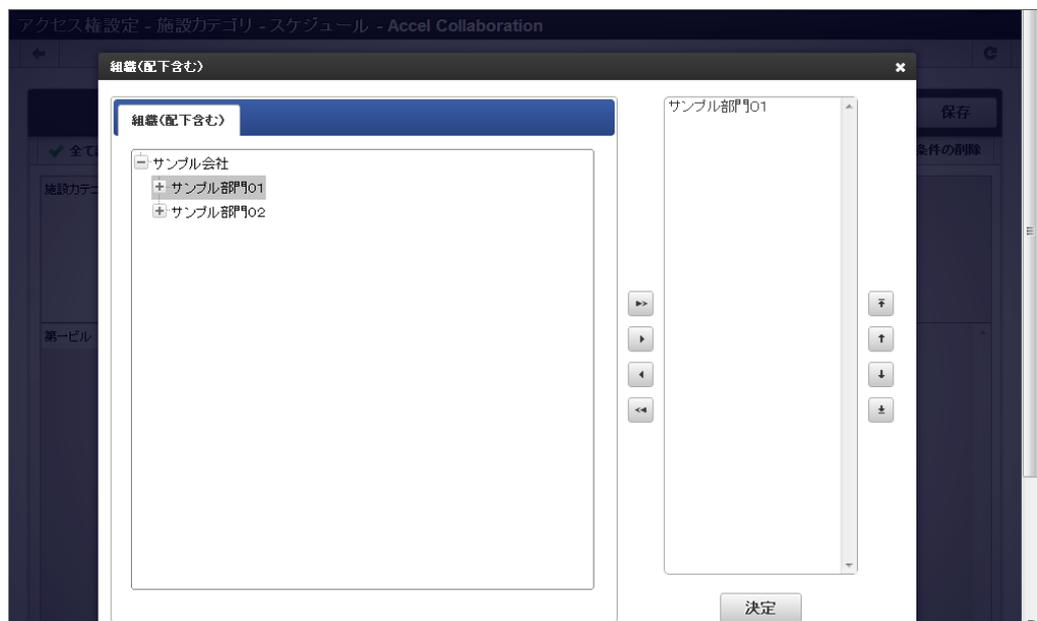
* While registering facilities category, the operation is similar even when registration is done by checking the "Access privilege settings" checkbox.



4. Click "Create new condition"

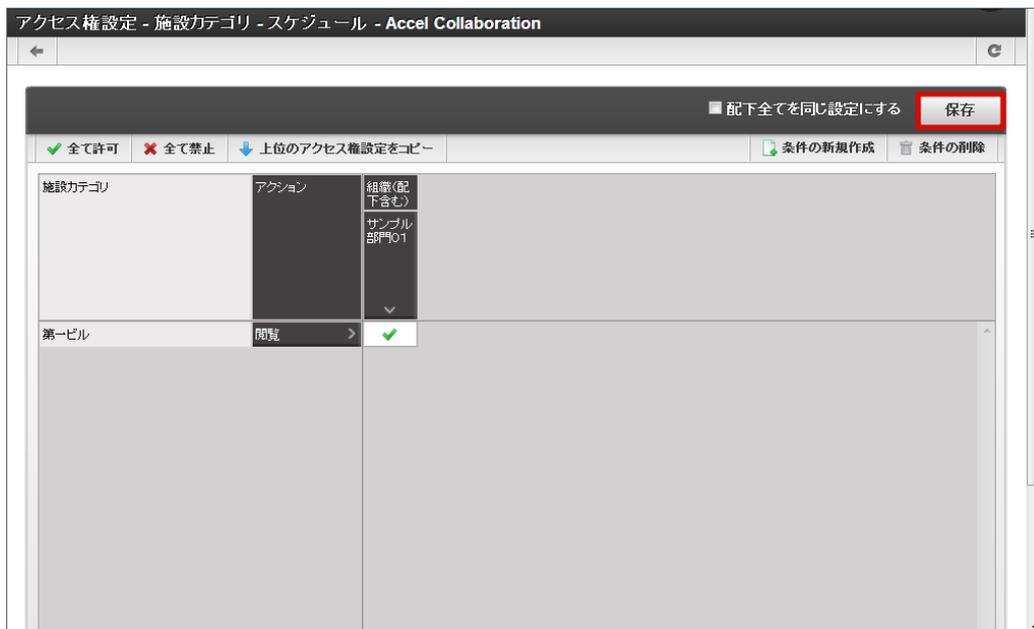


5. Select the registered facilities to be used from among the displayed items.



6. Click the "Save" button.

The users included in the target to which “Allowed” icon is attached on the screen can use the facilities.



<Screen items>

Item	Description
Allow all	Set the items being selected to 'Allowed'.
Prohibit all	Set the items being selected to 'Prohibited'.
Create new condition	Add new condition.
Delete condition	Delete the selected condition.
Save	Saves the access privileges in the set contents.

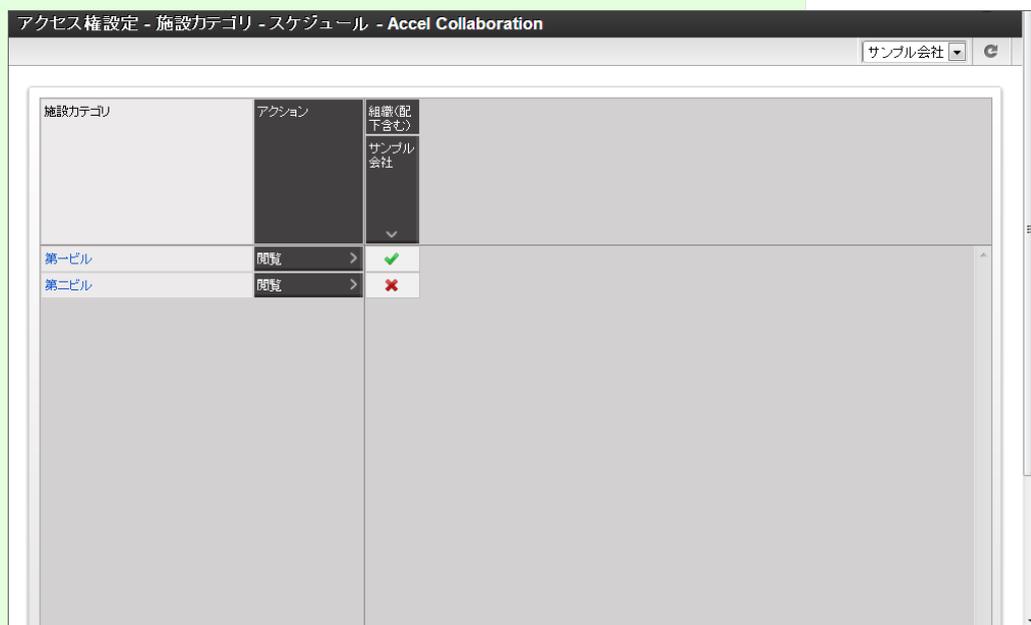
Warning

Access privileges cannot be set to a lower facilities category if there are no access privileges to the higher facilities category.
Access privilege should be set from the higher facilities category.

Note

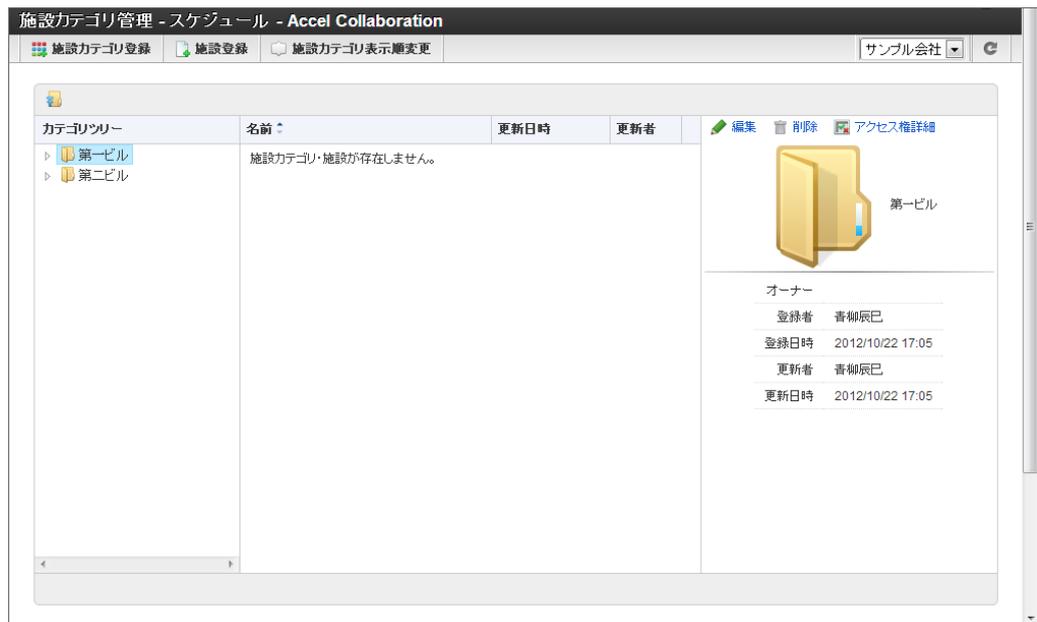
All the set access privileges can be checked from the following screen.

“Sitemap” -> “Collaboration” -> “Manage” -> “Access privileges” -> “Schedule facilities category”

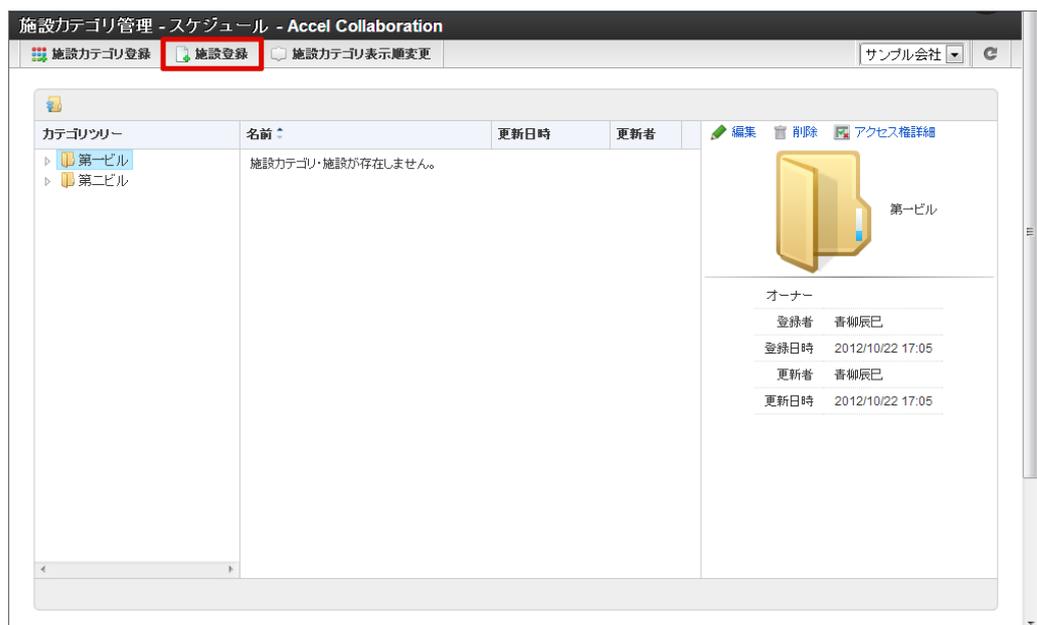


Register facilities

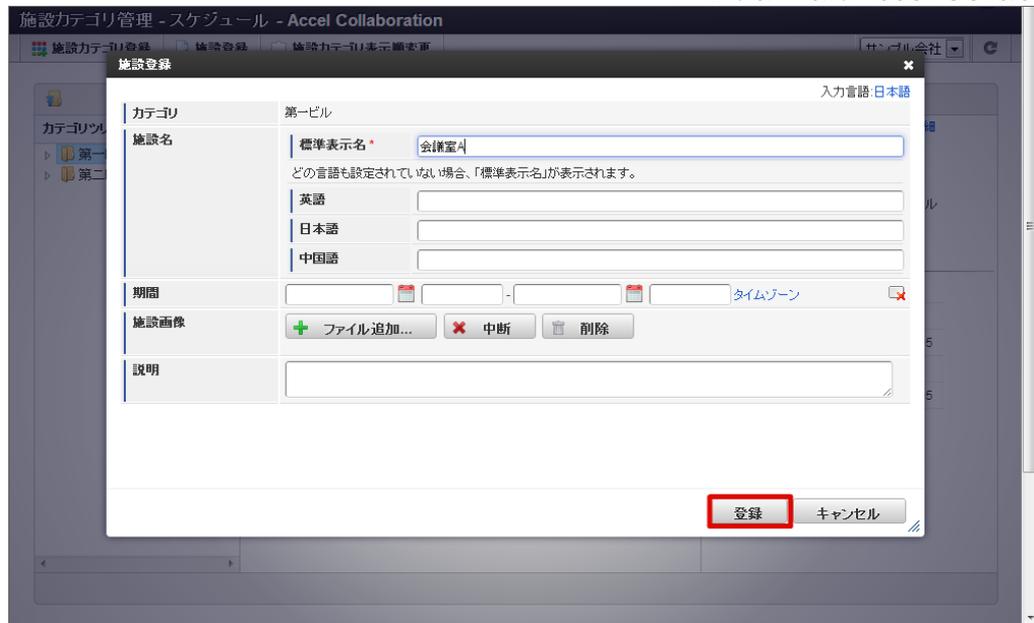
1. Click "Sitemap" -> "Collaboration" -> "Manage" -> "Schedule" -> "Facilities category/Facilities and "Manage facilities category" screen is displayed.
2. Click the category for which facilities are to be registered from the "Category tree".



3. Click "Register facility".



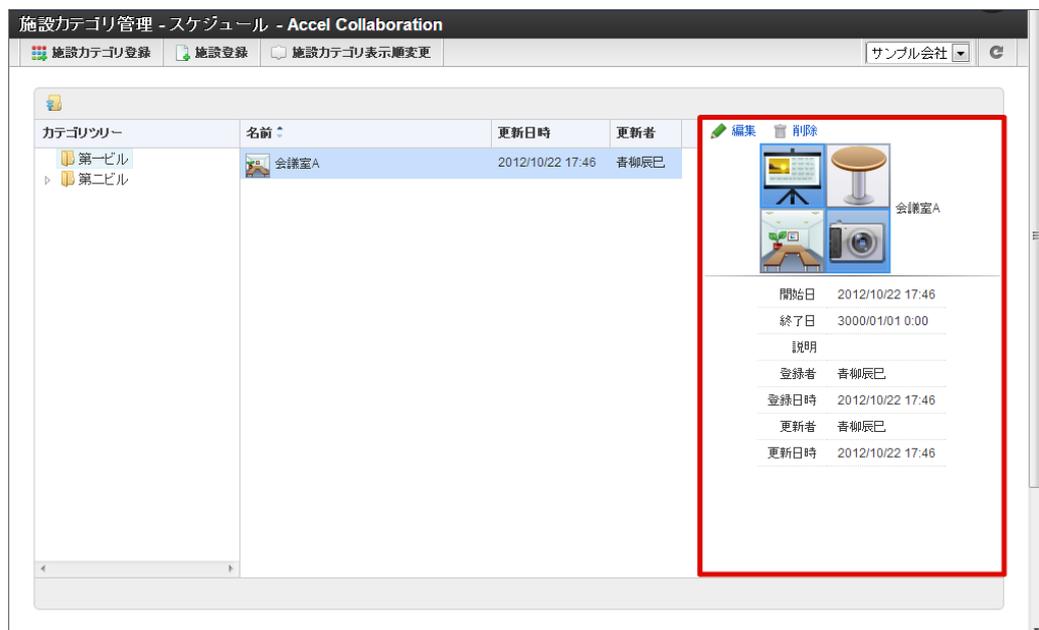
4. Enter the required items and click "Register".
Facilities could be registered.



<Screen items>

Item	Description
Input language	Display language of the registrant name and affiliated organization name can be selected.
Category	The category to register the facility is displayed.
Facility name - Standard display name	Enter the facility name. It is a mandatory item. Standard display name is used when facility name of the locale used by user is not registered.
Facility name - English	Enter the facility name for English display.
Facility name - Japanese	Enter the facility name for Japanese display.
Facility name - Chinese	Enter the facility name for Chinese display.
Period	Set the period available for facilities.
"Clear period" icon	Clear the set period.
Facilities image	Set the image of facilities. Select the image from the "Add file" button.
Description	Enter the description for facility.
"Register" button	Register the facility.
"Cancel" button	Cancel the input contents and close the facilities registration dialog.

5. The registered contents can be checked by clicking facilities from the list.



<Detailed information (Facilities)>

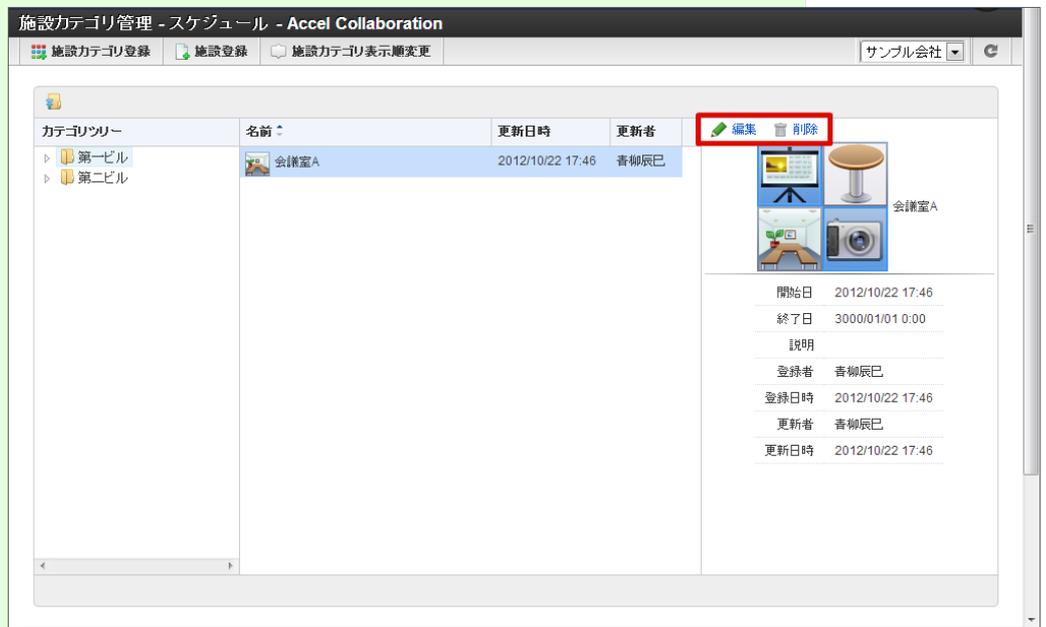
Item	Description
“Edit” link	“Edit facilities” screen is displayed.
“Delete” link	The corresponding facility is deleted.
“Delete facilities image” link	The image of corresponding facility is deleted. It is displayed only when the image of facility is registered.
Name	Facility name is displayed.
Start date	Start date of facility is displayed.
End date	End date of facility is displayed.
Description	The description of facility is displayed.
Registrant	The registrant of facility is displayed.
Registered date and time	Registered date and time of facility is displayed.
Updated by	‘Updated by’ of facility is displayed.
Updated date and time	The updated date and time of facility is displayed.

Note
The installed languages are displayed for the language item.

Note
Procedure of registering facilities image

1. Click the “Add file” button.
2. Select the file to be uploaded.
3. Click “Pause” button to stop the uploading of file.
4. If the uploaded file is to be deleted, check the checkbox of the file and click “Delete” button.

Note
Perform the operation from detailed information at the time of selecting facilities to edit/delete facilities.



Delete all schedules

All the registered schedules can be deleted.

1. Click “Sitemap” -> “Collaboration” -> “Manage” -> “Schedule” -> “Delete all schedules”, and “Delete all schedules” screen is displayed.

スケジュール一括削除 - スケジュール - Accel Collaboration

チェックしたスケジュールを削除する サンプル会社

▼ 検索条件

期間*	<input type="text"/> - <input type="text"/> <small>期間の開始日または終了日のどちらか一方は必須検索条件となります。</small>
種別	<input checked="" type="radio"/> スケジュール <input type="radio"/> イベント
登録者	<input type="text"/> <input type="button" value="ユーザ選択"/>
施設	<input type="text"/> <input type="button" value="施設選択"/>

スケジュール

	タイトル	日時	種別	登録者
<input type="checkbox"/>				

<Toolbar>

Item	Description
"Delete checked schedules"	Delete the checked schedules from the schedule list.

<Search conditions>

Item	Description
Period	Search the schedule in the specified period. It is a mandatory item.
Type	Search the schedule by the specified type.
Registrant	Search the schedule registered by the specified user.
"Select user" button	Search the participants included in search conditions from the 'Search' screen.
"Clear participants" icon	Clear the specified participant.
Facilities	Search the schedule including the specified facilities.
"Select facilities" button	Search the facilities to be included in search conditions from the 'Search' screen.
"Clear facilities" icon	Clear the specified facilities.
"Search" button	Search the schedule by the entered search conditions.
"Clear" button	Clear all the input contents.

<Schedule list>

Item	Description
"Select schedule" checkbox	Check when the schedule is to be deleted.
Title	The title of the schedule is displayed.
Date and time	The date and time of schedule is displayed.
Type	Either schedule or event is displayed.
Registrant	The name of registrant is displayed.

2. Enter the search condition to search the schedule to be deleted.

スケジュール一括削除 - スケジュール - Accel Collaboration

チェックしたスケジュールを削除する サンプル会社

▼ 検索条件

期間 * 2012/10/01 -
期間の開始日または終了日のどちらかのみは必須検索条件となります。

種別 スケジュール イベント

登録者

施設

スケジュール

checkbox	タイトル	日時	種別	登録者
<input type="checkbox"/>				

3. Click "Search" button.

スケジュール一括削除 - スケジュール - Accel Collaboration

チェックしたスケジュールを削除する サンプル会社

▼ 検索条件

期間 * 2012/10/01 -
期間の開始日または終了日のどちらかのみは必須検索条件となります。

種別 スケジュール イベント

登録者

施設

スケジュール

checkbox	タイトル	日時	種別	登録者
<input type="checkbox"/>				

4. Check the checkbox of the schedule to be deleted and click "Delete checked schedule".

スケジュール一括削除 - スケジュール - Accel Collaboration

チェックしたスケジュールを削除する サンプル会社

▼ 検索条件

期間 * 2012/10/01 -
期間の開始日または終了日のどちらかのみは必須検索条件となります。

種別 スケジュール イベント

登録者

施設

スケジュール

checkbox	タイトル	日時	種別	登録者
<input checked="" type="checkbox"/>	企画会議	2012/10/25 13:00 - 2012/10/25 15:00	スケジュール	上田辰男
<input checked="" type="checkbox"/>	営業会議	2012/10/29 11:00 - 2012/10/29 12:00	スケジュール	上田辰男
<input type="checkbox"/>	定例会議	2012/10/10 17:30 - 2012/10/10 18:30	スケジュール	上田辰男

The following jobs are used in the schedule function.

- **Schedule reminder**
It is a job to deliver the schedule information for which reminder is set by the user.
Set the trigger such that job schedule reminder starts up every minute.
- **Schedule summary delivery**
It is a job to deliver all the schedules registered by the user.
Set the trigger such that schedule summary delivery job starts at an interval of 15 minutes.
- **Schedule watch setting access privilege synchronization**

If the user for which watch is set cannot be referred because of organization change etc.,
cancel the watch settings in this job.
Set the trigger for the job of schedule watch setting access privilege synchronization
arbitrarily.

**Note**

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