

Cloud File Server Operation Manual

【Cabinet Owner Edition】

Version 2.4

Sep 28, 2021

FUJITSU LIMITED

<Change history>

Version	Issue date	Changed contents
1.1	July 16 th , 2013	<ul style="list-style-type: none"> •"5.1. Login" (1), (2). Login Screen is modified to support English menu. •"5.2. Logout" (2). Login Screen is modified to support English menu.
2.0	Oct 10 th , 2013	<ul style="list-style-type: none"> •Add "9.2. Create Drawer referring existing Drawer". •Add "9.4. Create Sub-Drawer referring existing Drawer". •Add "9.5. Create Sub-Drawer referring existing Sub-Drawer".
2.1	Oct 08 th , 2014	<ul style="list-style-type: none"> •"4. What Can the Cabinet Owner Do?" The access authority setting to the cabinet backed up is added. •Add "8.3. Setting access authority to the cabinet backed up"
2.2	Apr 01 th , 2019	<ul style="list-style-type: none"> •"5.1. Login" (1) Welcome screen updated.
2.3	Feb 19 th , 2020	<p>The following items were updated.</p> <ul style="list-style-type: none"> •"3. Position of the Manual" •<When using Network Drive Option Service> in "9.1 Create Drawer"
2.4	Sep 28 th , 2021	<p>Added a reference screenshot of two-factor authentication to the following section.</p> <ul style="list-style-type: none"> •"5.1. Login"

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Contents

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1	Getting Started	4
2.	Objectives of the Manual	4
3.	Position of the Manual.....	4
4.	What Can the Cabinet Owner Do?	5
5.	Login and Logout	6
5.1.	Login.....	6
5.2.	Logout.....	8
6.	User Portal Structure for Cabinet Owner	9
7.	Portal Layout and Functions.....	10
8.	Managing Cabinet.....	11
8.1.	Assign Cabinet Users	11
8.2.	Remove Cabinet Users.....	15
8.3.	Setting access authority to the cabinet backed up.....	17
9.	Managing Drawer	20
9.1.	Create Drawer	20
9.2.	Create Drawer referring to existing Drawer	23
9.3.	Create Sub-Drawer (optional).....	25
9.4.	Create sub-drawer referring to existing drawer.....	27

9.5.	Create Sub-Drawer referring exiting Sub-Drawer.....	29
9.6.	Rename Drawer and Sub-Drawer.....	31
9.7.	Delete Drawer and Sub-Drawer	33
9.8.	Set Drawer or Sub-Drawer Access Rights for User	35
10	Managing Group.....	42
10.1.	Create Group	42
10.2.	Rename Group	46
10.3.	Delete Group.....	48
10.4.	Register User to Group.....	50
10.5.	Set Group Access Rights to Drawer and Sub-Drawer.....	55
10.6.	Remove User from Group	60

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1 Getting Started

Cloud File Server (hereafter File Server) is a files storage / sharing service using Cloud Computing technology.

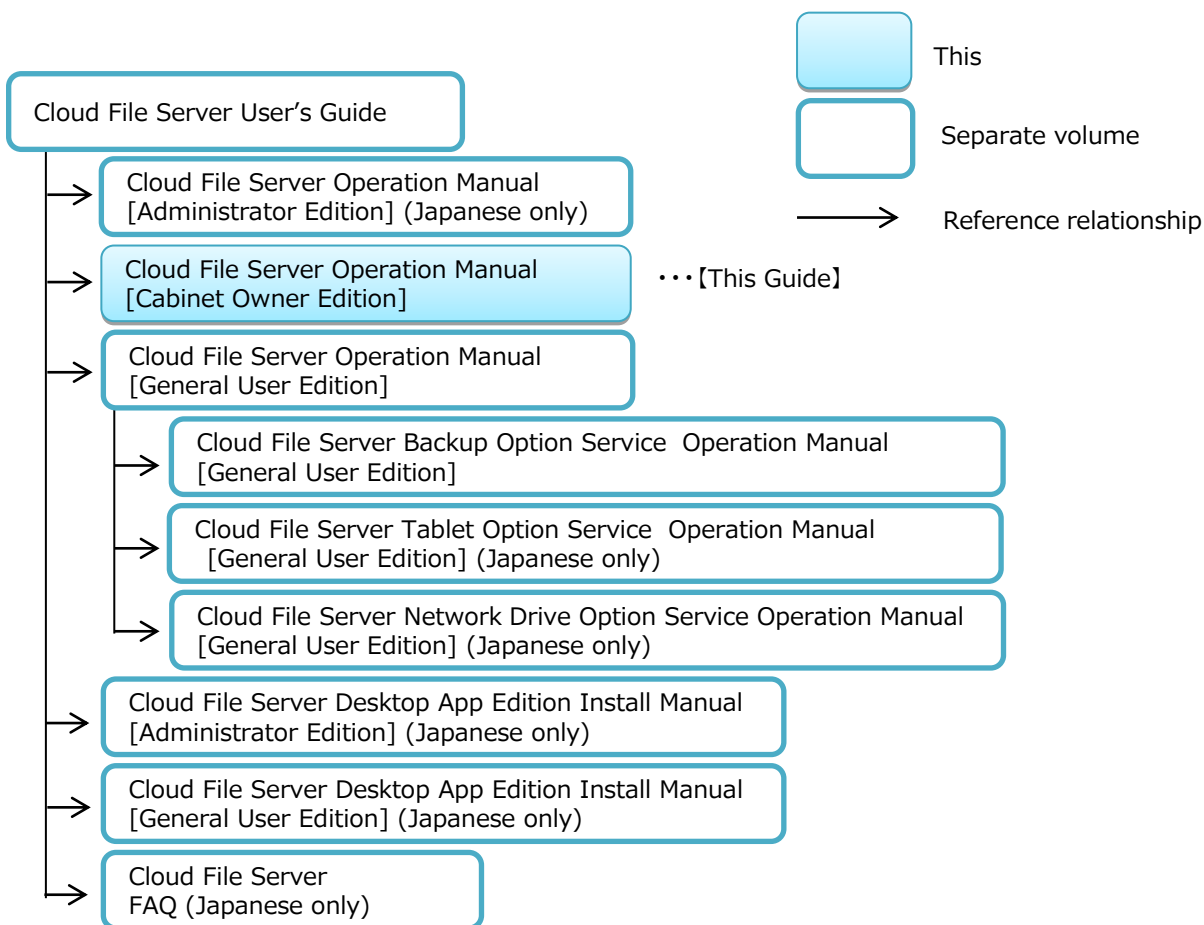
2. Objectives of the Manual

The objective of this Manual is to provide Users possessing Cabinet Owner Rights (hereafter Cabinet Owner) information regarding operations on cabinet. This Manual is used with separate volume: "Cloud File Server User's Guide".

3. Position of the Manual

Reference relationship between this Manual and the other documents is shown below.

According to the need, please refer to relevant document.



4. What Can the Cabinet Owner Do?

In this chapter, you learn functions available for the Cabinet Owner.

The Cabinet Owner plays a role of administrator for their cabinet. File Server Administrators or General Users can work as Cabinet Owner (hereafter Cabinet Owner) with Cabinet Owner Rights permitted. User chosen as the Cabinet Owner can use Cabinet Owner functions.

The procedure of getting access to cabinets by General Users is described in 8. *Procedures for Starting Work With File Server* in separate volume: "[Cloud File Server User's Guide](#)".

(1) Cabinet Management

Cabinet Owner can assign Users Access Rights to access the cabinet.

moreover, the access authority to the cabinet backed up by the backup option service can be set to each user.

(2) Drawer Management

Cabinet Owner can create, delete and rename drawers and sub-drawers. Cabinet Owner can also set Access Rights to drawer for Users or Group (hereafter Drawer Access Authorization).

(3) Group Management

Cabinet Owner can create Group and register Users in the cabinet to the Group. The Created Group can set Access Rights to the drawer or sub-drawer.

5. Login and Logout

In this chapter, you learn how to login to Cabinet Owner Portal and logout.

When logging in for the first time, you have to change initial password. For details, please refer to separate volume: "[Cloud File Server User's Guide](#)".

5.1. Login

Login using your User ID and password.

- (1) Access the URL of the User Portal.

The URL of the Cabinet Owner Portal is same as the one of User Portal for General Users. When you access the URL, "Welcome to Cloud File Server" screen (hereafter Welcome Screen) will be displayed. Click [Open Cloud File Server].

Cloud File Server Language : [Japanese](#)

Welcome to Cloud File Server

About the desktop application (Recommended)

If you would like to use the desktop application for Windows, you need to install it on your Windows PC at first. Key features of the desktop application are as follows.

- ◇ Support for Proxy Authentication.
The browser application does not support for Proxy Authentication.
- ◇ Web Browser is not required.
Windows OS is only required.
- ◇ Available on Windows10.
Incorrect page layout problem could be encountered due to display driver issue in some models such as Surface if you use the browser application on windows10.

On how to install and get the desktop application started, refer to [the user manual](#).
[Click here](#) to download the desktop application.

If you would like to use the browser application, please follow the instructions below.

Terms of Use

In order to use this application its URL has to be added to list of "Trusted Sites" of Internet Explorer.

[Settings changes required]
Select [Trusted Sites] zone from [Internet Options] settings [Security] tab.
Then click [Sites] button.
Enter URL of this application to [Add this web site to the zone] text field and click [Add] button.

Additional notices for Internet Explorer users

When using Internet Explorer 11, you need to change security settings of Internet options in the browser.

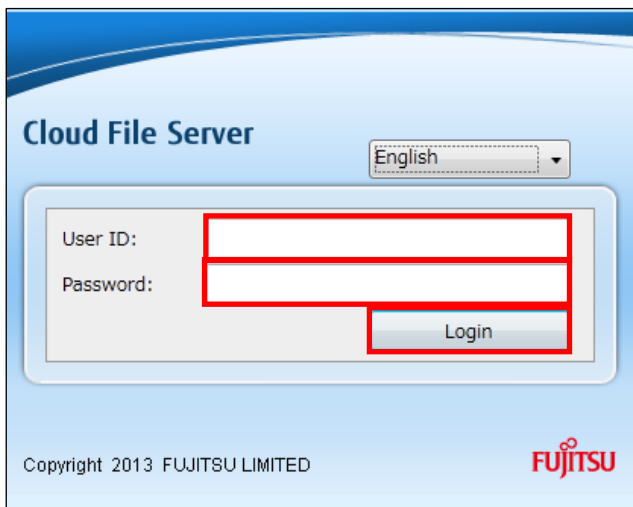
[Settings changes required]
Select [Internet Options] settings [Advanced] tab.
Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Then press [OK] button.

Please confirm [FAQ](#) when the error screen is displayed, and the login screen is not displayed when the button below is clicked.

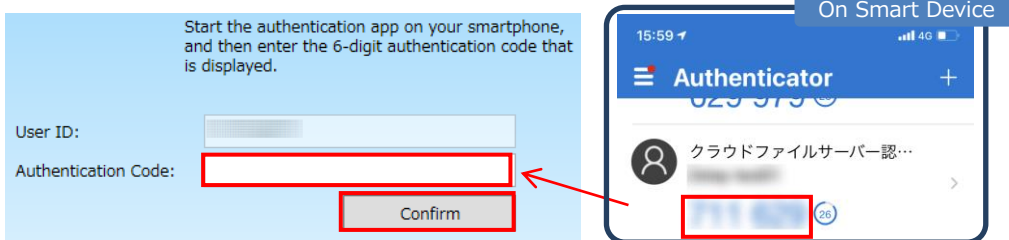
Confirmation of connected right or wrong to Cloud File Server

Please do connected confirmation when you limit the connection destination by proxy and the firewall of the network environment used.

- (2) The Login Page of the User Portal will be displayed. Enter User ID and password, and click [Login].



- (3) When two-factor authentication has been enabled on your account, the screen on the left will be displayed. Enter verification code (a six-digit number) that appears in the authentication app on your smart device, and then click [Confirm].



Enabling Two-Factor Authentication	Refer to "28.2 Enable Two-Factor Authentication" of "Cloud File Server Operation Manual [General User Edition]".
Disabling Two-Factor Authentication	Refer to "Cloud File Server Operation Manual [Administrator Edition]" (Japanese only) or "28.3 Disable Two-Factor Authentication (Cancellation)" of "Cloud File Server Operation Manual [General User Edition]".

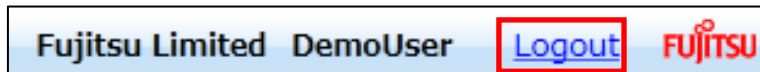
- (4) When you login successfully, User Portal will be displayed.



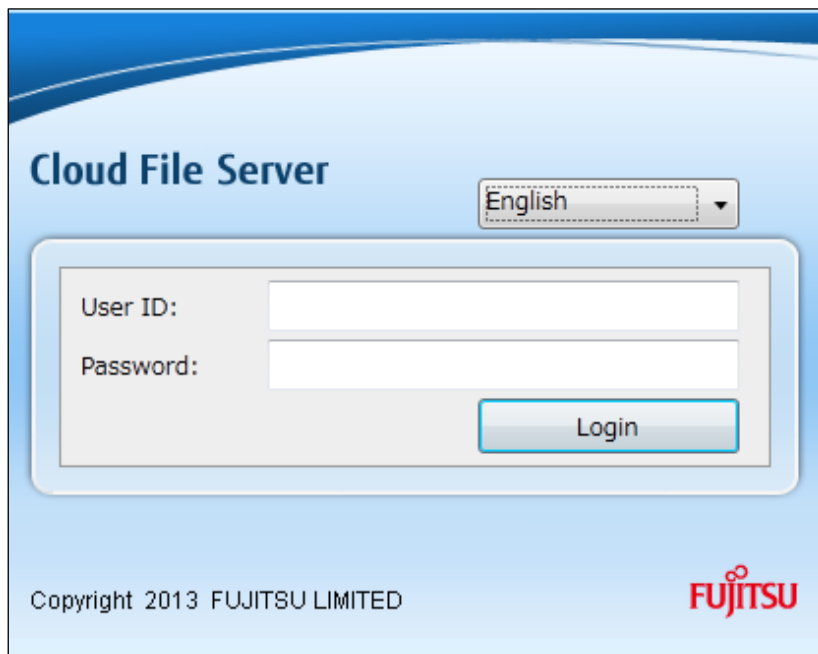
5.2. Logout

To logout from User Portal, click [Logout] on the upper right corner of the Page (Header).

- (1) Click [Logout].



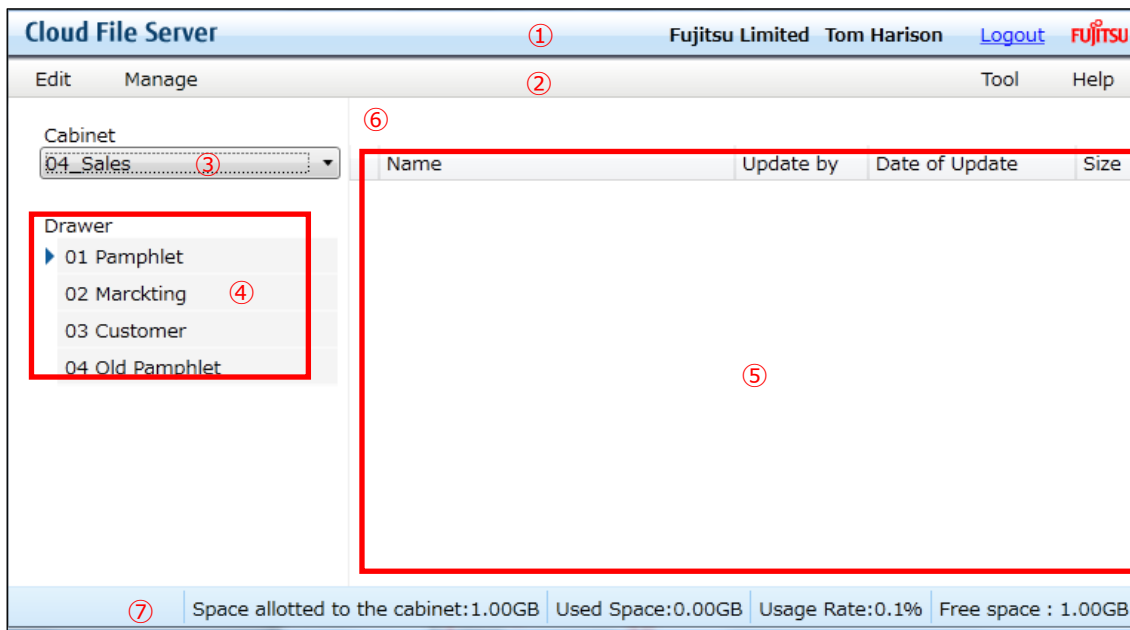
- (2) When you logout, Login Page will appear.



6. User Portal Structure for Cabinet Owner

In this chapter, you learn User Portal structure for Cabinet Owner.

When you succeed to login, User Portal will be displayed. The Portal is different from the one for General User, as it allows Cabinet Owner to access [Manage] Menu in Operation Menu.



- ① Header
- ② Operation Menu
- ③ Cabinet List
- ④ Drawer
- ⑤ Files and Folders
- ⑥ Files and Folders Path
- ⑦ File name search box
- ⑧ Footer

7. Portal Layout and Functions

In this chapter, you learn [Manage] Menu in the “② Operation Menu” for the Cabinet Owner. For more details concerning other areas, please refer to 6. *User Portal* and 7. *Portal Layout and Functions* of separate volume: “Cloud File Server [General User Edition]”.

(1) Operation Menu

In addition to Menus for General Users, the Cabinet Owners can use [Manage] Menu.

- [Manage] Menu
Functions: Cabinet Management, Drawer Management, and Group Management

8. Managing Cabinet

In this chapter, you learn operations for managing a cabinet.

You can perform the following operations.

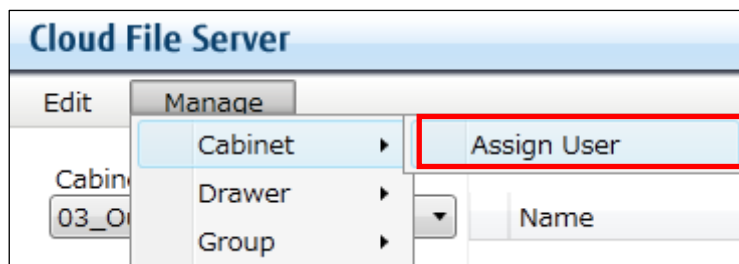
- Assign Cabinet Users
- Remove Cabinet Users

8.1. Assign Cabinet Users

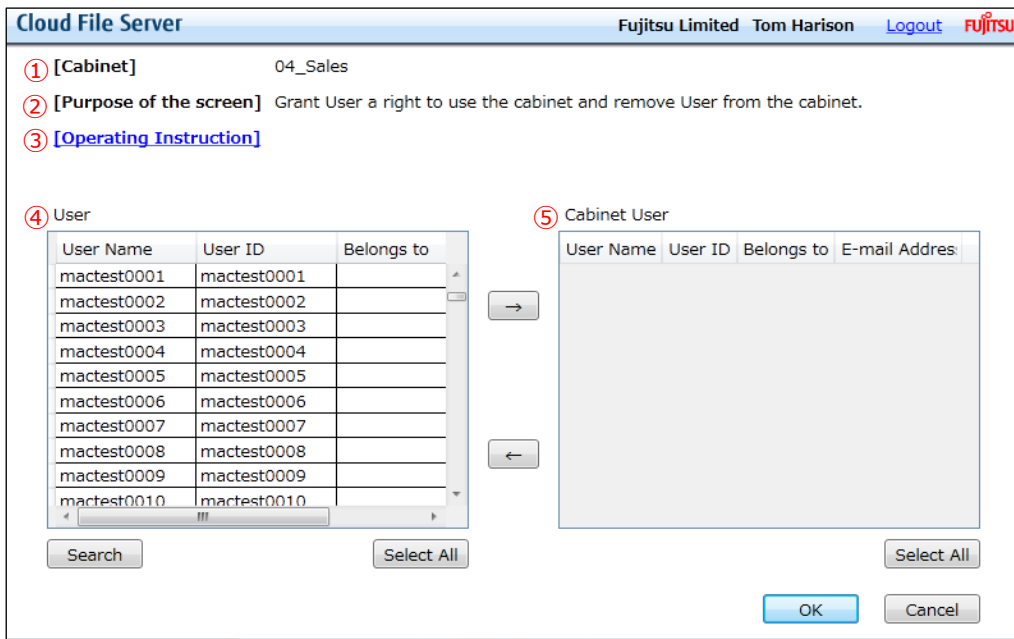
To assign Users to access a Cabinet, add Users accessible to the cabinet (hereafter Cabinet Users) among Users. You can add maximum of 5,000 Users for each Cabinet.

To make operations on Cabinet, such as uploading and downloading, available for the Cabinet Users, it is necessary to give them Access Rights to drawers and sub-drawers after assigning them to the Cabinet Users. For more details, please refer to 9. *Managing Drawer* of this Manual.

- (1) From the Operation Menu, select menus in the following order: [Manage] -- [Cabinet] -- [Assign User].

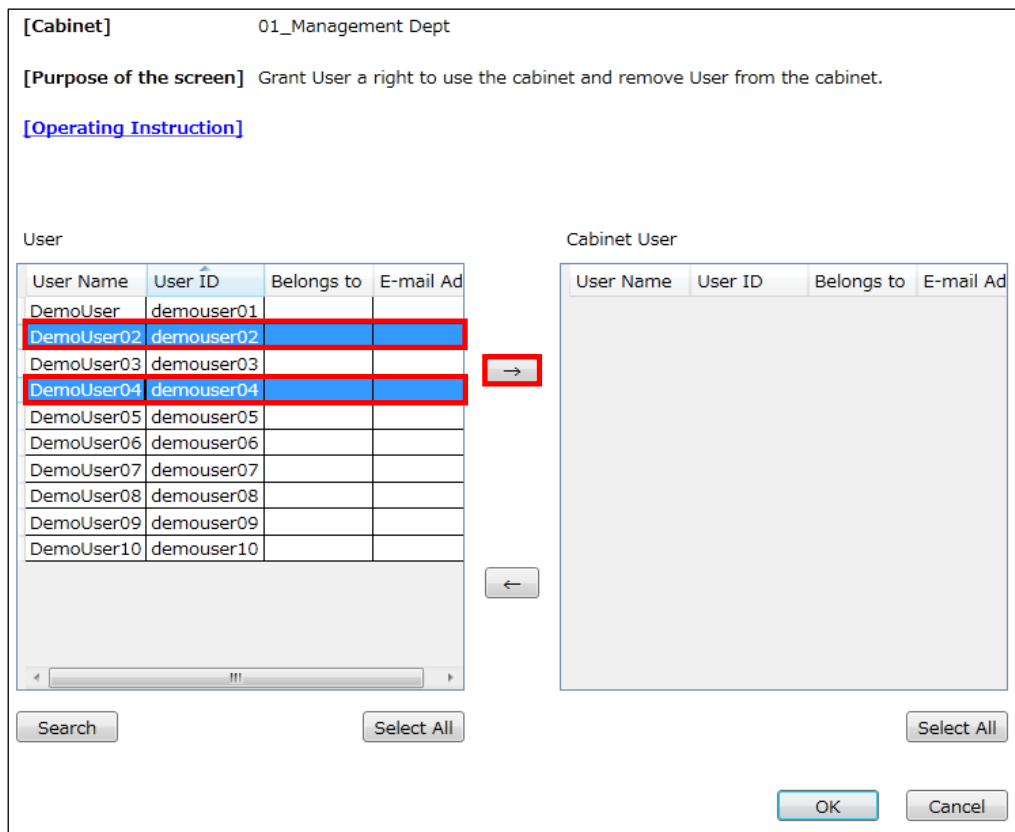


(2) Cabinet Users Assignment Page will be displayed.

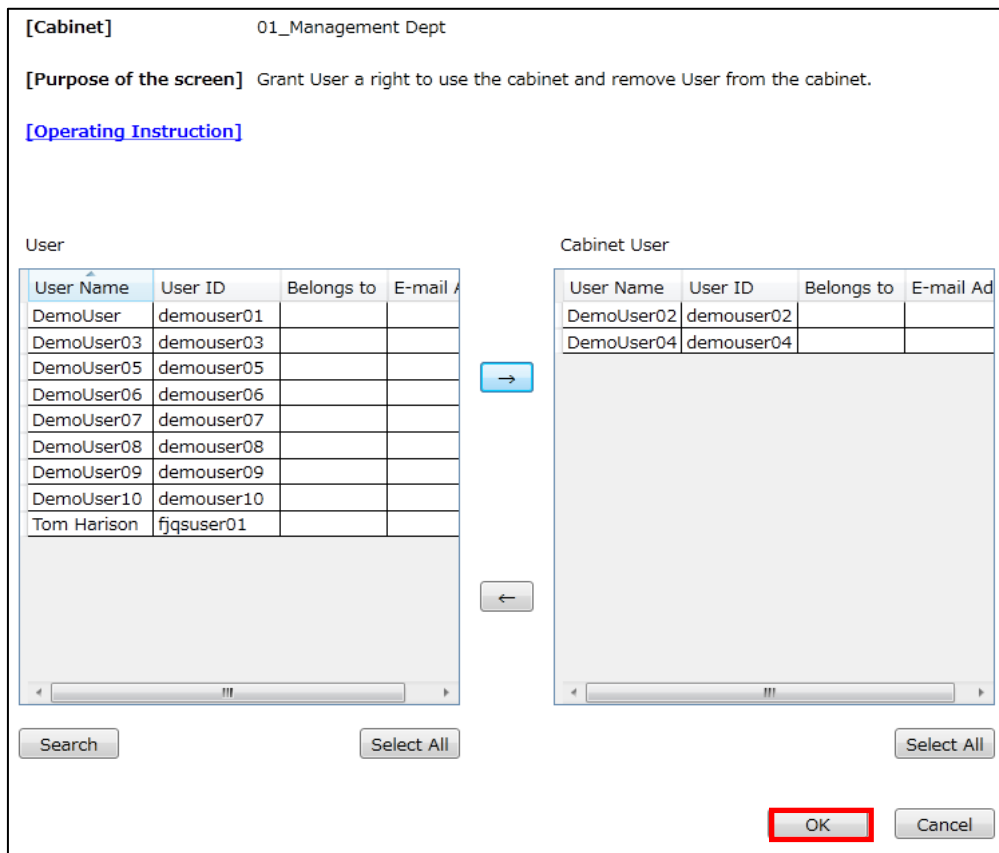


- ① Cabinet
Displays name of the cabinet to which you assign Users.
- ② Purpose of the Page
Displays purpose of the current Page.
- ③ Operation Instructions
Instructions for the operations available in the current Page.
- ④ User
Displays all Users registered to the File Server. You can search for a User among the all Users.
- ⑤ Cabinet Users
Displays Users with Access Rights to cabinet.

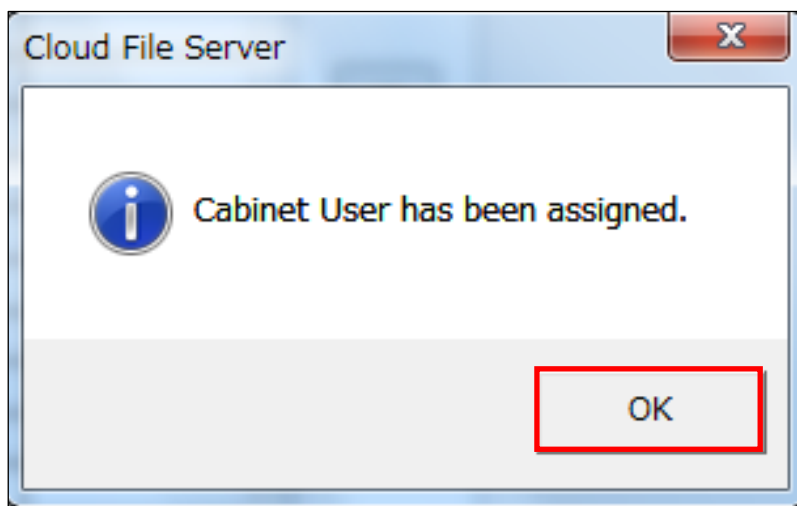
- (3) To assign a User to the cabinet, select a User in the User Pane and click [->]. You can select more than one User. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse.



- (4) Selected Users will be transferred to the Cabinet User Pane. Click [OK].

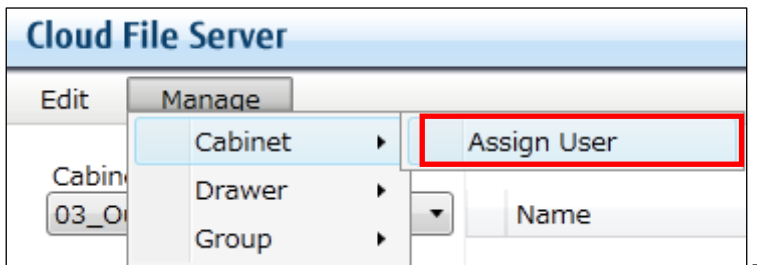


- (5) Registration Complete pop-up dialog box will appear. Click [OK].

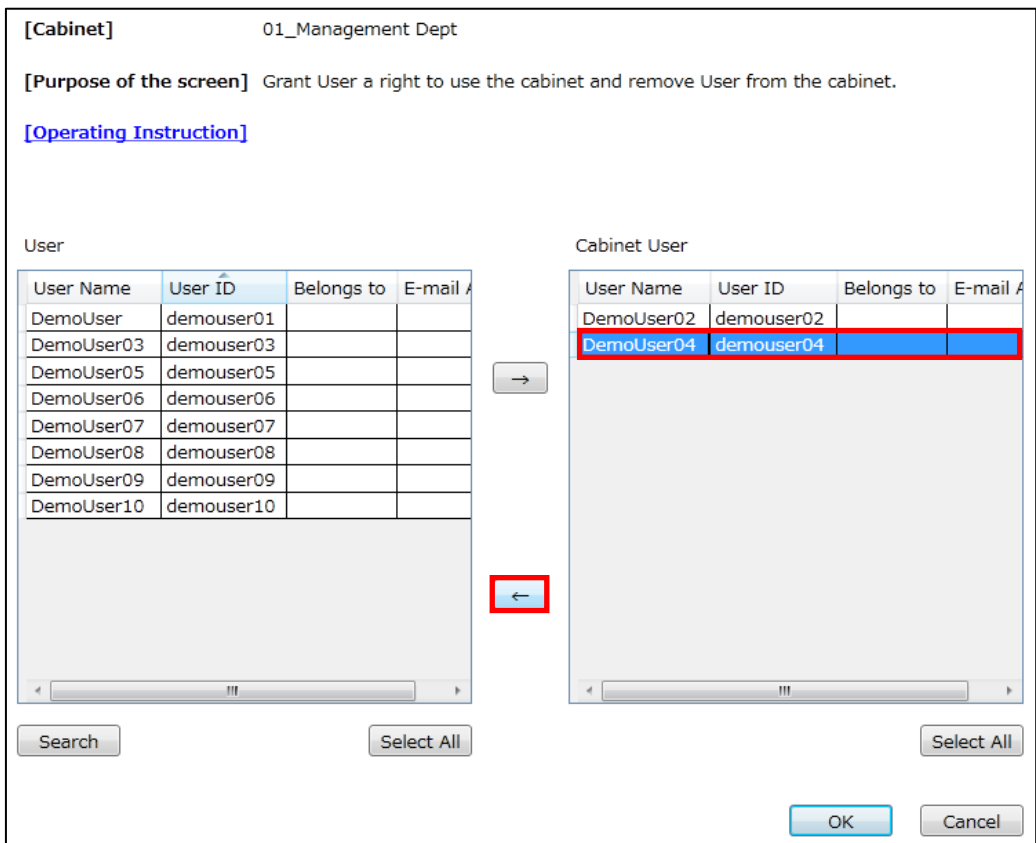


8.2. Remove Cabinet Users

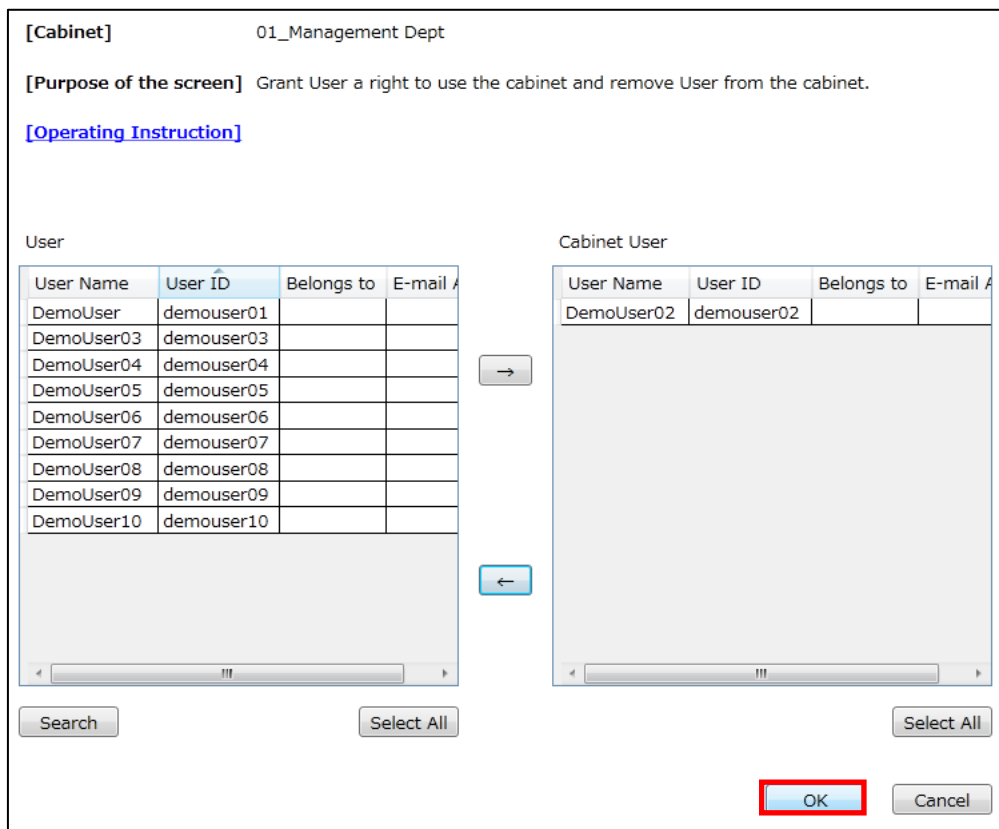
- (1) From the Operation Menu, select menus in the following order: [Manage] -- [Cabinet] -- [Assign User].



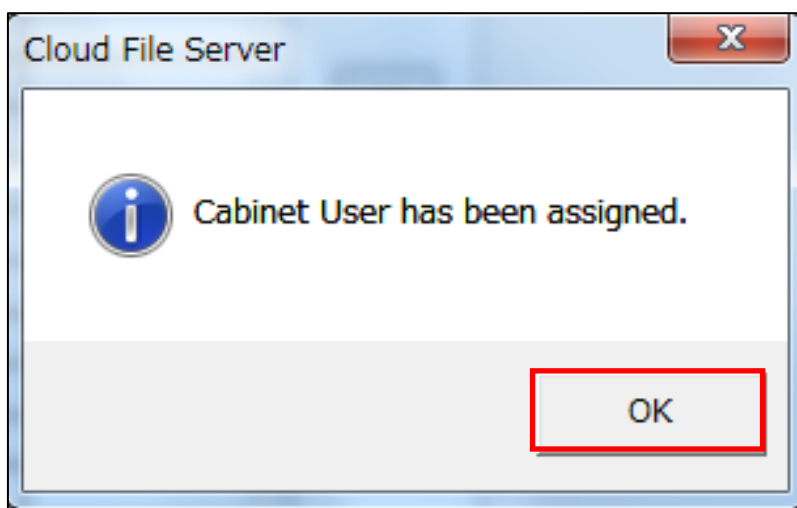
- (2) Cabinet Users Assignment Page will be displayed. Select a User in the Cabinet User Pane to remove from Cabinet Users. You can select more than one User. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse [Shift] [Ctrl]. Click [←].



- (3) The selected Users will be removed from Cabinet Users. Click [OK] to save.



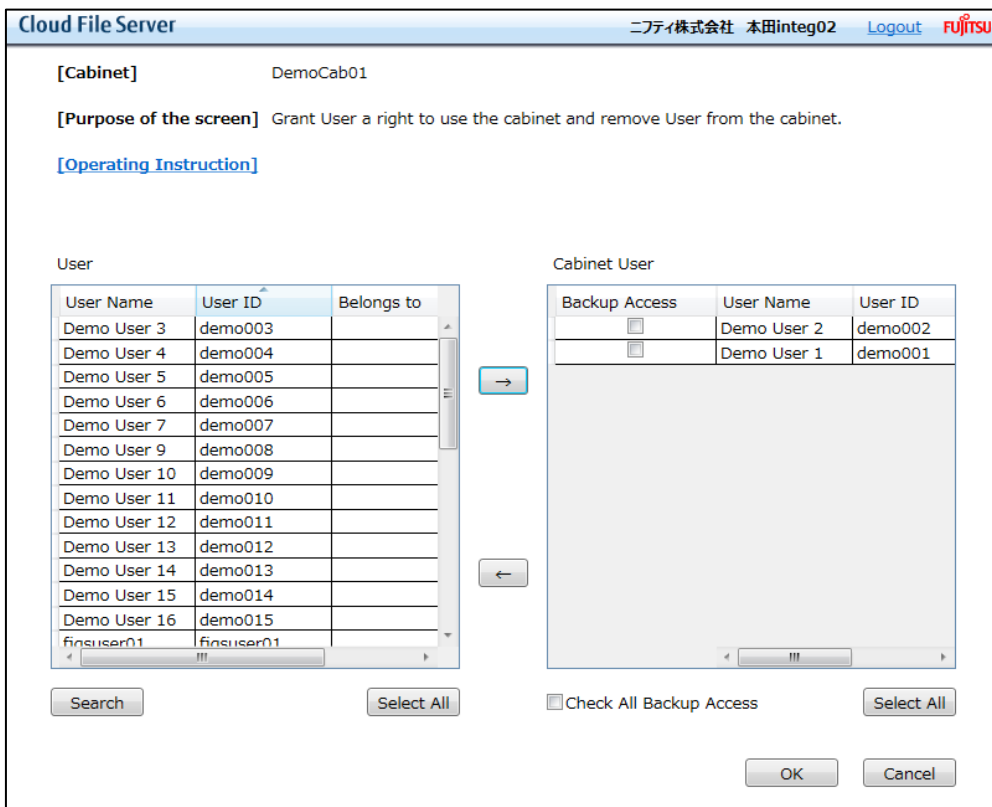
- (4) Registration Complete pop-up dialog box will appear. Click [OK].



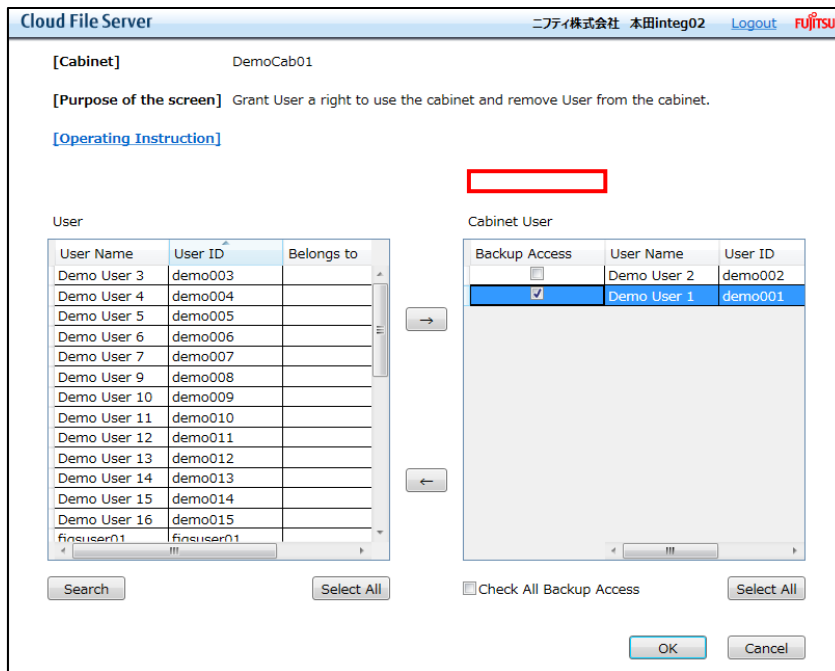
8.3. Setting access authority to the cabinet backed up

The access authority to the cabinet backed up by the backup option service is set. When the file server manager sets the backup option service, "Use it", the setting of the access authority is displayed.

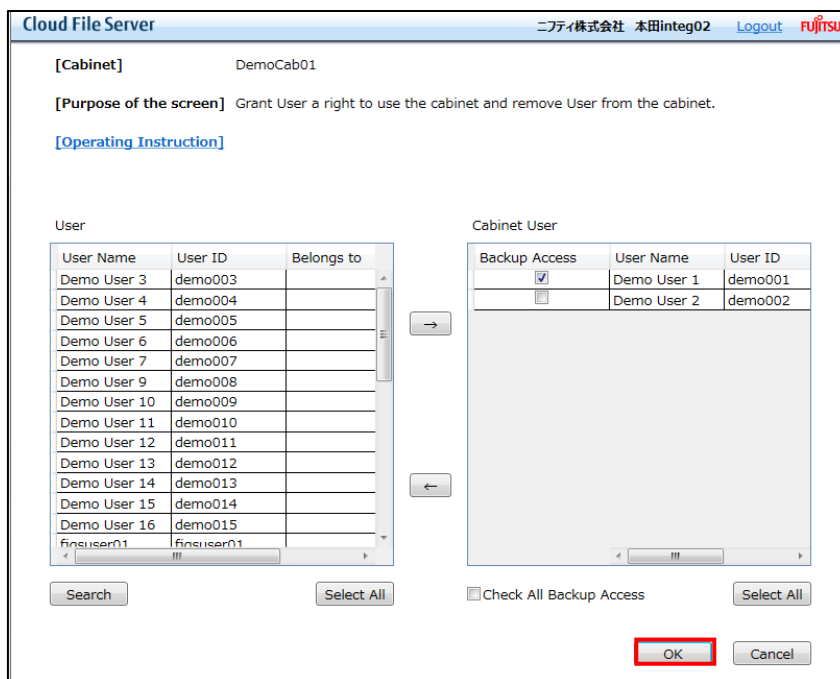
- (1) Click from the operation menu display selection area in order of 【 management 】 - and 【 cabinet 】 - and 【 user allocation 】. The cabinet user allocation screen is displayed.



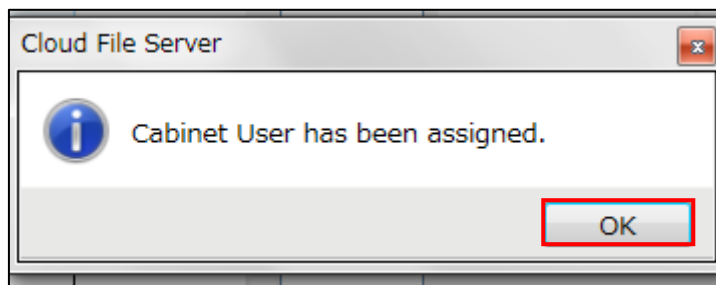
For the user who permits access, turn on **Backup Access**. The default of **Backup Access** is off.



(2) Click **OK**.



- (3) Access authority to a cabinet user and a cabinet concerned was set. Click [OK].



9. Managing Drawer

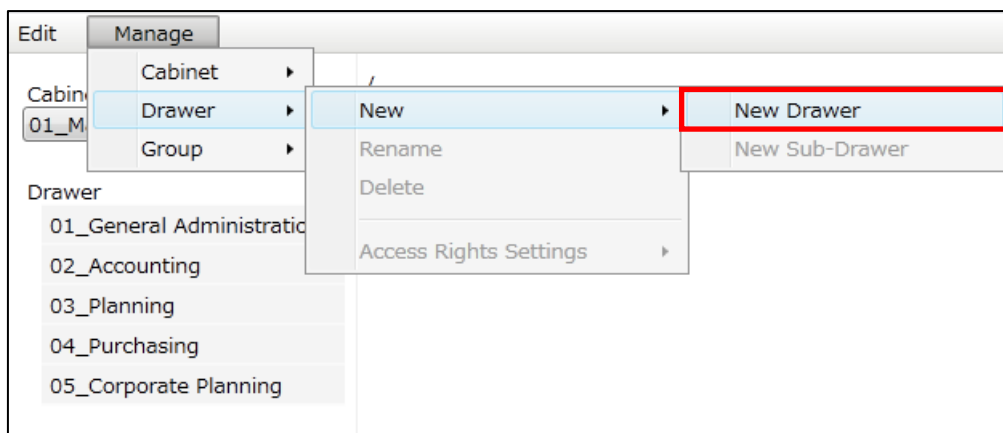
In this chapter, you learn the Cabinet Owner functions for managing drawers and sub-drawers.

You can do the following operations on drawers and sub-drawers. Creating sub-drawer is optional.

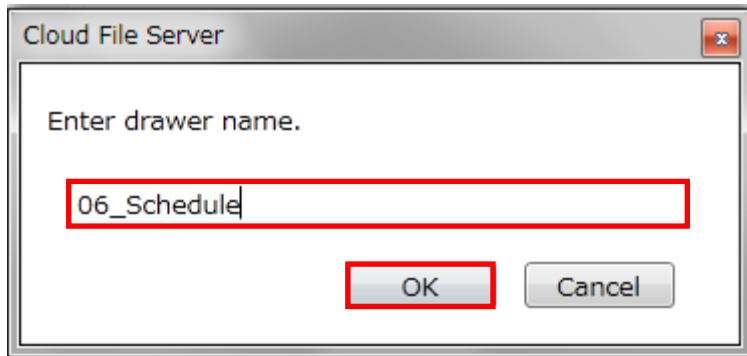
- Create drawer
- Create drawer referring to drawer
- Create sub-drawer (optional)
- Create sub-drawer referring to sub-drawer
- Rename drawer and sub-drawer
- Delete drawer and sub-drawer
- Set Drawer or Sub-Drawer Access Rights for User
- Set Drawer or Sub-Drawer Access Rights for Group (optional)

9.1. Create Drawer

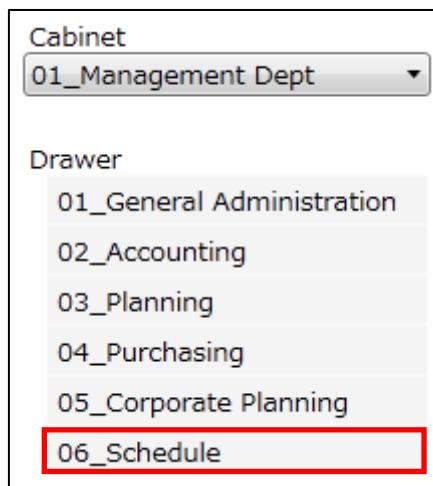
- (1) From Operation Menu, select menus in the following order: [Manage] - [Drawer] - [New] - [Create Drawer].



- (2) Drawer Name Entry pop-up dialog box will appear. Enter [Drawer Name] and click [OK].



- (3) A New drawer will be created.



<When using Network Drive Option Service>

Cabinet or drawer names including the following special characters are not displayed in the network drive. Make sure that the following characters are not used in advance. If used, replace it with another one.

<Prohibited characters for cabinet or drawer names>

Character	Name
¥	yen sign
/	slash mark
:	colon
*	asterisk
?	question mark
“	double quotation marks

<	less than
>	greater than
	vertical bar
.	period ※The period mark can be used except for at the bottom of cabinet or drawer names.
_	underscore ※Underscores can be used only for cabinet names.
␣	blank character ※Blank characters can be used except for at the beginning or bottom of cabinet or drawer names.
Machine dependent characters	machine dependent characters (graphic symbols) Example) (株) ☺

9.2. Create Drawer referring to existing Drawer

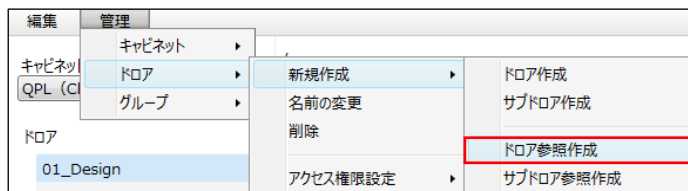
The Users can create a new drawer referring to an existing drawer.

“User’s access rights” and “Group’s access rights” will be copied from the drawer which it referred to. Please refer to “9.8. Set Drawer or Sub-Drawer Access Rights for User” for the User’s access rights. Please refer to “10.5. Set Group Access Rights to Drawer and Sub-Drawer” for the Group’s access rights.

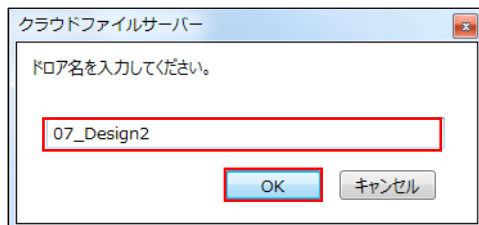
- (1) From the Drawer Pane, select the drawer which it refers to.



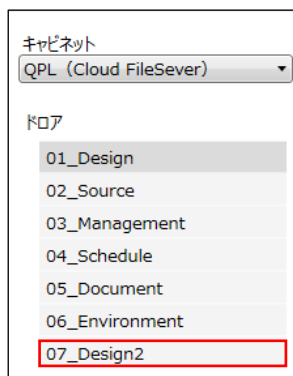
- (2) From the operation menu, select menus in the following order: [Manage] – [Drawer] – [New] – [Copy Drawer].



- (3) Drawer Name Entry pop-up dialog box will appear. Enter [Drawer Name] and click [OK]

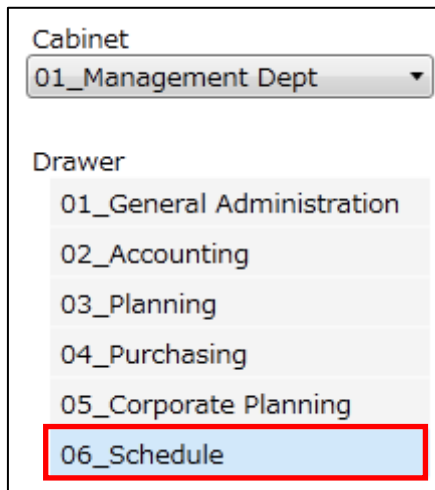


- (4) “User’s access rights” and “Group’s access rights” chosen in (1) are copied and the new drawer is created.

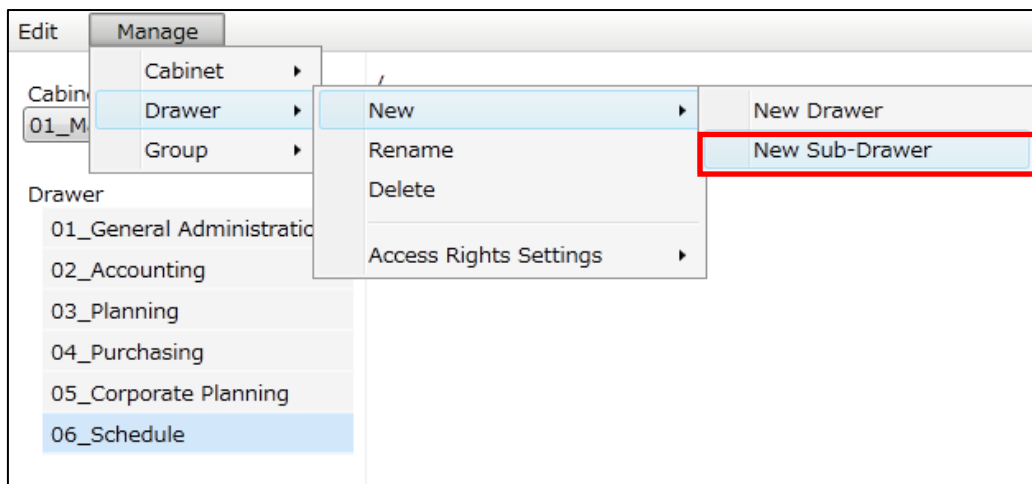


9.3. Create Sub-Drawer (optional)

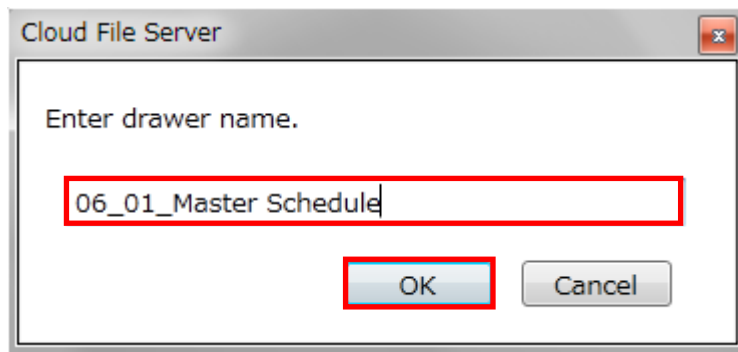
- (1) From the Drawer Pane, select a drawer to create a sub-drawer.



- (2) From the Operation Menu, select menus in the following order: [Manage] -- [Drawer] -- [New] -- [Create Sub-Drawer].



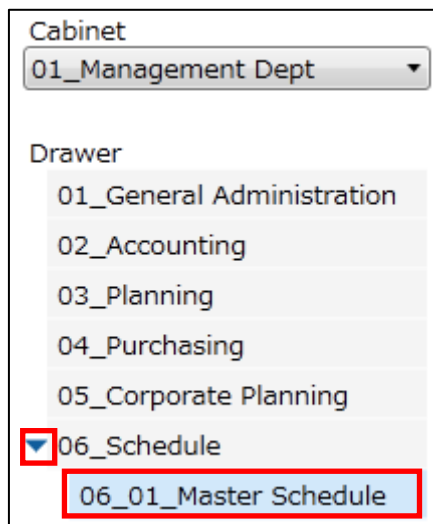
- (3) Sub-drawer Name Entry pop-up dialog box will appear. Enter [Sub-Drawer Name] and Click [OK].



<Caution!>

When using Network Drive Option Service, refer to "<When using Network Drive Option Service> in "9.1 Create Drawer".

- (4) When sub-drawer is created, [▾] mark will appear on the left side of the name of the drawer to which sub-drawer belongs. The created sub-drawer will appear in the Drawer Pane.



9.4. Create sub-drawer referring to existing drawer

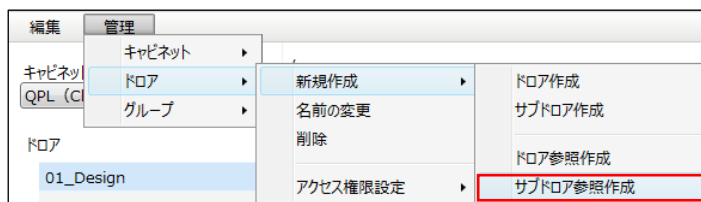
The Users can create a new sub-drawer referring to an existing drawer or sub-drawer.

When a sub-drawer is created referring to an existing drawer, it will be newly created under the original drawer.

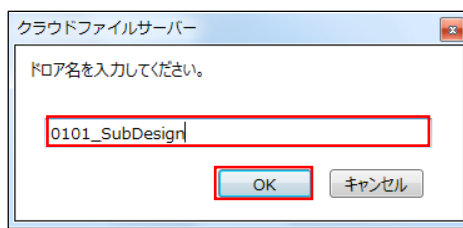
- (1) “User’s access rights” and “Group’s access rights” will be copied from the drawer which it referred to. Please refer to “9.8. Set Drawer or Sub-Drawer Access Rights for User” for the User’s access rights. Please refer to “10.5. Set Group Access Rights to Drawer and Sub-Drawer” for the Group’s access rights. From the Drawer Pane, select drawer which it refers to.



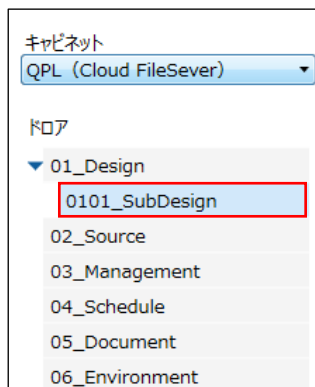
- (2) From the operation menu, select menus in the following order: [Manage] – [Drawer] – [New] – [Copy Sub-Drawer].



- (3) Sub-drawer Name Entry pop-up dialog will appear. Enter [Sub-Drawer Name] and click [OK].



- (4) “User’s access rights” and “Group’s access rights” chosen in (1) are copied and the new sub-drawer is created.



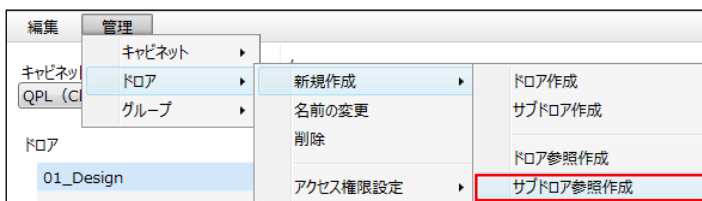
9.5. Create Sub-Drawer referring exiting Sub-Drawer

The Users can create a new sub-drawer referring to an existing sub-drawer.

- (1) "User's access rights" and "Group's access rights" will be copied from the sub-drawer which it referred to. Please refer to "9.8. Set Drawer or Sub-Drawer Access Rights for User" for the User's access rights. Please refer to "10.5. Set Group Access Rights to Drawer and Sub-Drawer" for the Group's access rights. From the Drawer Pane, select the sub-drawer which it refers to.



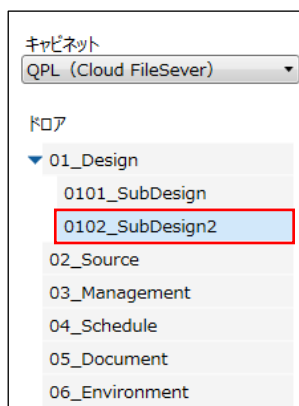
- (2) From the operation menu, select menus in the following order: [Manage] – [Drawer] – [New] – [Copy Sub-Drawer].



- (3) Sub-drawer Name Entry pop-up dialog will appear. Enter [Sub-Drawer Name] and click [OK].

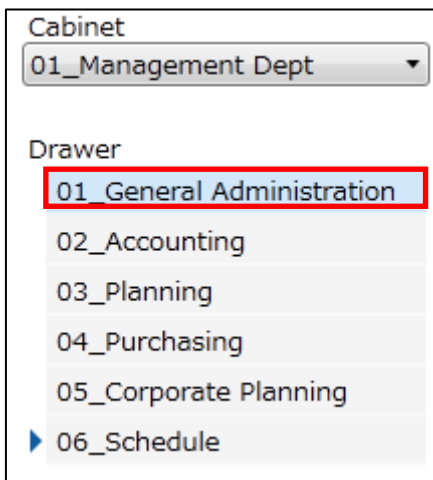


- (4) “User’s access rights” and “Group’s access rights” chosen in (1) are copied and a new sub-drawer is created.

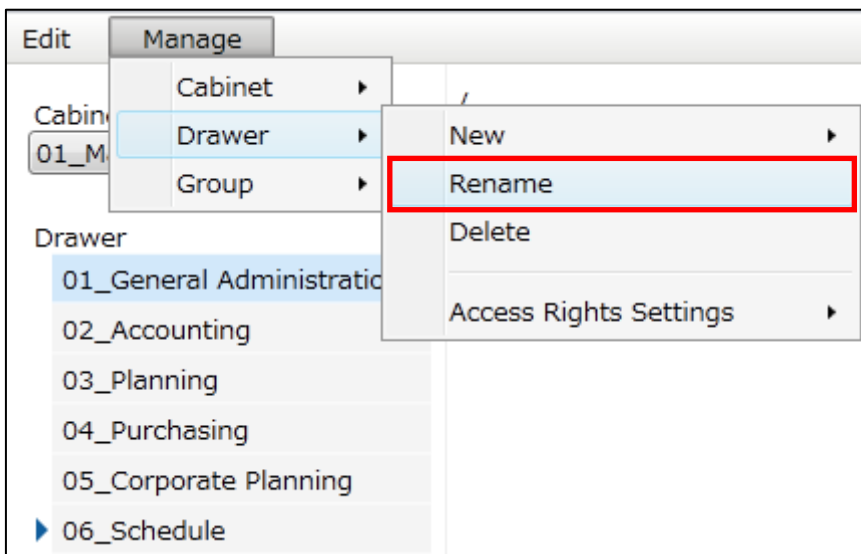


9.6. Rename Drawer and Sub-Drawer

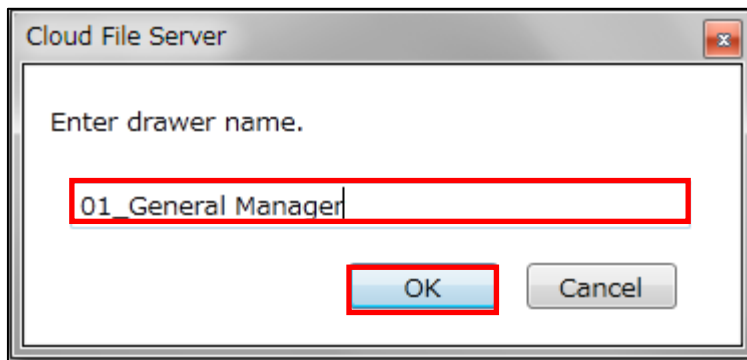
- (1) Select a drawer or sub-drawer to rename in the Drawer Pane.



- (2) From the Operation Menu, select menus in the following order: [Manage] - [Drawer] or [Sub-drawer] - [Rename].

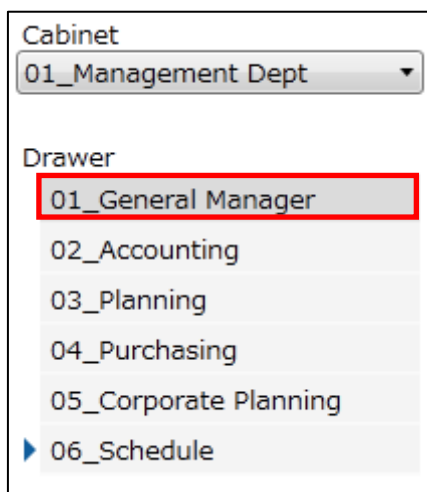


- (3) Rename Drawer pop-up dialog box will appear. Enter [Drawer Name] or [Sub-Drawer Name] and click [OK].



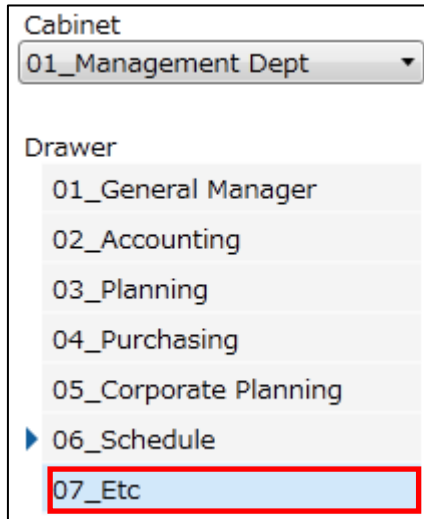
<Caution!>
When using Network Drive Option Service, refer to "<When using Network Drive Option Service> in "9.1 Create Drawer".

- (4) The name of the drawer or sub-drawer will be changed.

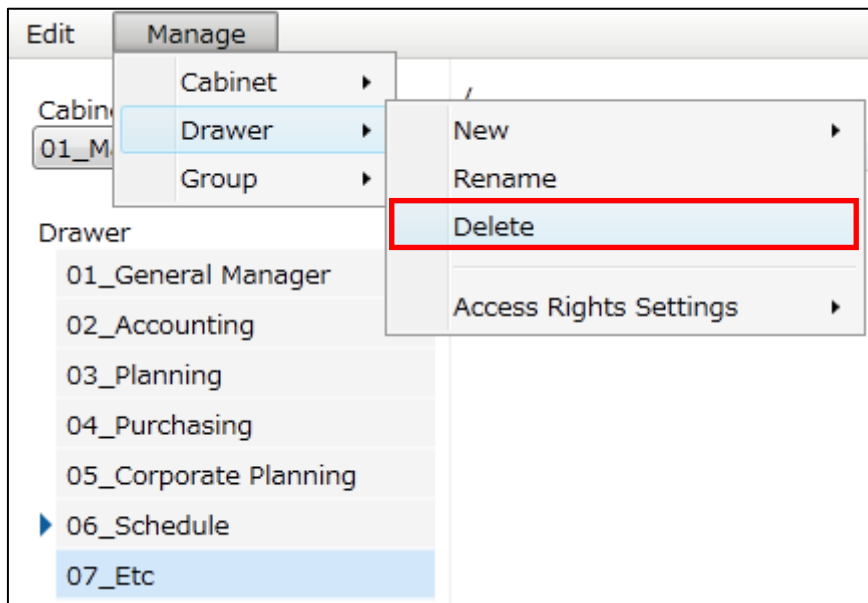


9.7. Delete Drawer and Sub-Drawer

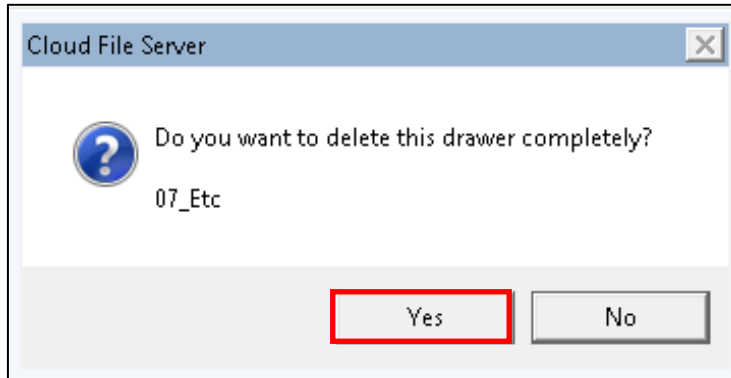
- (1) From the Drawer Pane, select a drawer or sub-drawer to delete.



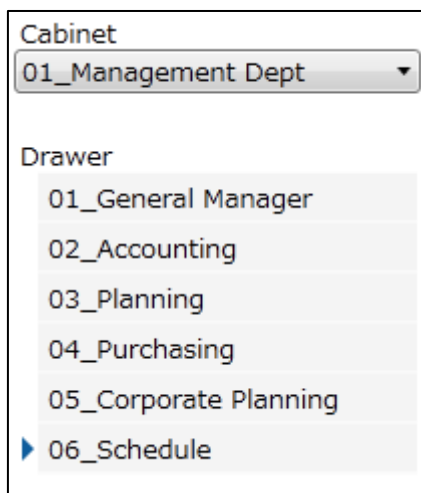
- (2) From the Operation Menu, select menus in the following order: [Manage] - [Drawer] or [Sub-Drawer] - [Delete].



- (3) Delete Confirmation pop-up dialog box will appear. Click [Yes].



- (4) The drawer or sub-drawer will be deleted.



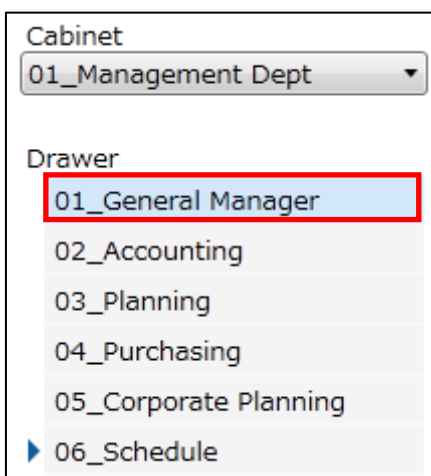
<Caution!>

It is impossible to delete any drawer or sub-drawer in case there is a subsidiary file or folder. Also you cannot delete a drawer containing a sub-drawer. Please delete a drawer or sub-drawer after deleting all the subsidiary folders and files.

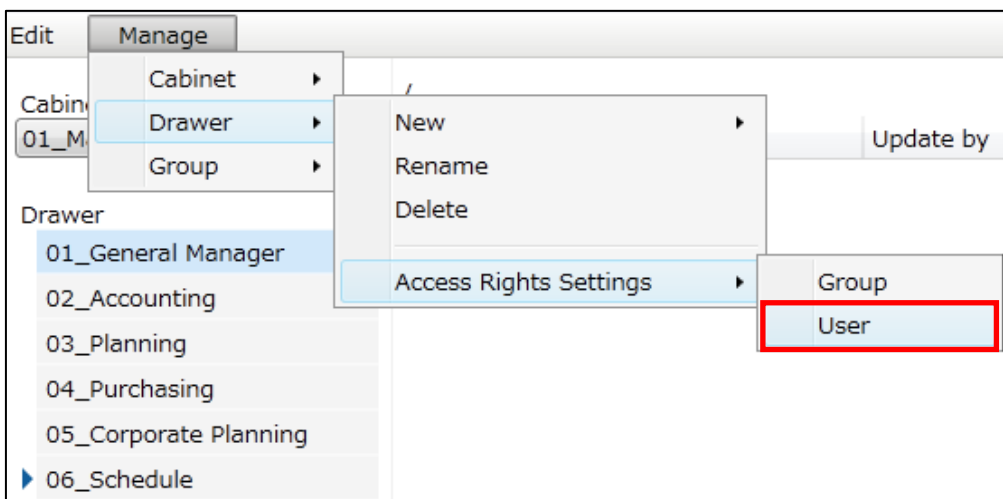
9.8. Set Drawer or Sub-Drawer Access Rights for User

In this section, you learn how to set Drawer or Sub-Drawer Access Rights for Users. The Access Rights can be granted to the Cabinet Users of cabinet. There are two kinds of Access Rights: Update Rights and Read Only Rights. For more details concerning the functions that can be used by the Users with the Rights, please refer to separate volume: "[Cloud File Server User's Guide](#)" 5. *Understanding File Management of File Server.*

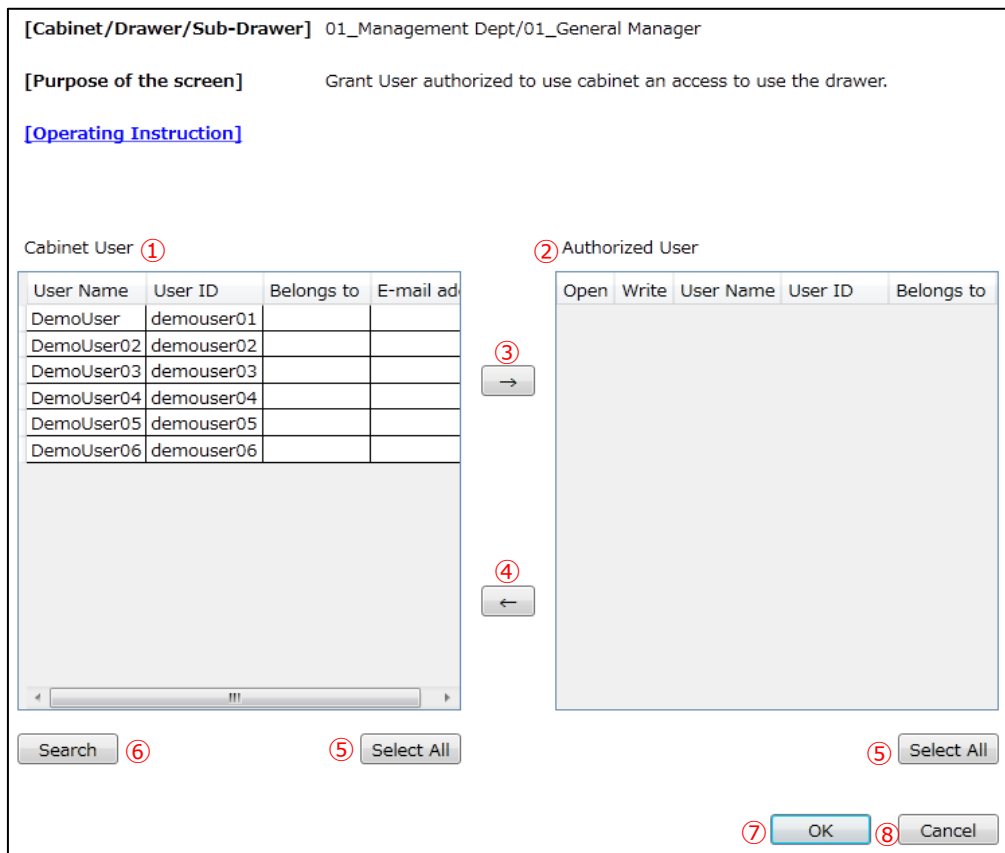
- (1) In the Drawer Pane, select a drawer or sub-drawer for which you want to set the Access Rights.



- (2) From the Operation Menu, select menus in the following order: [Manage] - [Drawer] or [Sub-Drawer] - [Access Rights Settings] - [User].



(3) Access Rights Settings Page will be displayed.



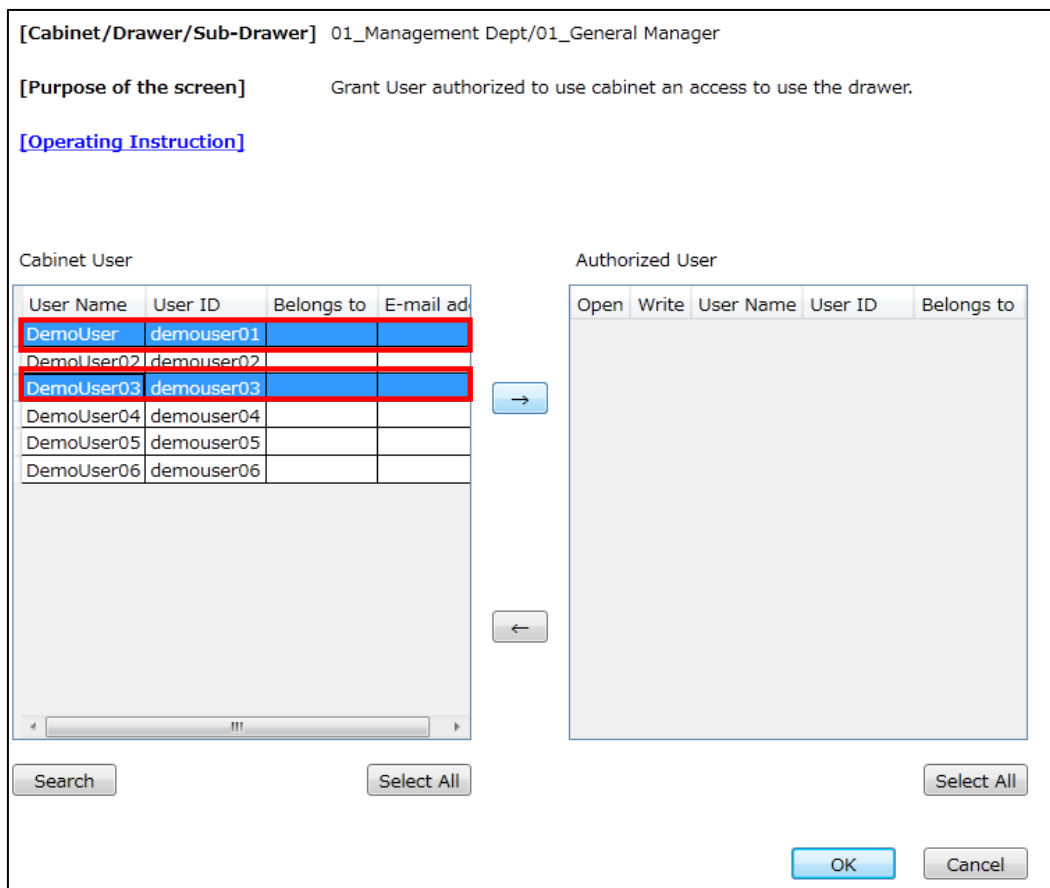
- ① Cabinet Users
Displays the list of Users assigned to the cabinet as described in *8.1 Assign Cabinet Users*.
- ② Authorized Users
Displays the list of Users with the Access Rights to the drawer or sub-drawer.
- ③ [→] button
Press to grant Users a right to access the drawer or sub-drawer.
- ④ [←] button
Press to remove the Access Rights from the Users.
- ⑤ [Select All] button
Press to select all the Users.
- ⑥ [Search] button
Press to search for the Cabinet Users.
- ⑦ [OK] button
Press to register the Access Rights to the Users

⑧ [Cancel] button

Press to cancel the Access Rights registration.

(4) Set Drawer or Sub-Drawer Access Rights.

Now, you will set Drawer or Sub-Drawer Access Rights for the Cabinet Users. It is possible to select more than one User. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse[Shift][Ctrl]. If you click [Select All], all Users listed in the Cabinet Users Pane will be selected.



If there are many Cabinet Users, you can search for a User. In such case, click [Search]. Search box will be displayed.

Enter entities to [User Name], [User ID], [Belongs To], and [E-mail Address] and select appropriate classification in the [User Classification] and click [Search].

If you enter entities to [User Name], [User ID], [Belongs To] and [E-mail Address], it will be treated as AND condition search. However, search within [User Classification] will be treated as OR condition.

The search result displays the candidate specified by both the exact match and the begins-with match for each entities of [User Name], [User ID], [Belongs To] and [E-mail Address].

Cloud File Server - Search

User Name User ID

Belongs to E-mail address

User Classification

- Director
- Employee
- Part-time employee
- Contract Worker
- Part Time Worker
- Outside Company
- Others

If you click [Search] without specifying any entities, all Cabinet Users will be displayed as a result.

- (5) To grant Users an access to drawer, transfer the selected Users to the Authorized Users Pane by clicking [→].

[Cabinet/Drawer/Sub-Drawer] 01_Management Dept/01_General Manager

[Purpose of the screen] Grant User authorized to use cabinet an access to use the drawer.

[Operating Instruction]

Cabinet User

User Name	User ID	Belongs to	E-mail ad
DemoUser02	demouser02		
DemoUser04	demouser04		
DemoUser05	demouser05		
DemoUser06	demouser06		

→

Authorized User

Open	Write	User Name	User ID	Belongs to
<input type="radio"/>	<input checked="" type="radio"/>	DemoUser	demouser0	
<input type="radio"/>	<input checked="" type="radio"/>	DemoUser03	demouser0	

←

- (6) To grant specific rights to Users, select [Read] to grant the Read Only Rights, and [Write] to grant the Update Rights. Only the Cabinet User with Access Rights to the drawer can get granted with the Access Rights to its subsidiary sub-drawer.. The Cabinet User with no Access Rights to the drawer cannot get the Access Rights to its subsidiary sub-drawer.

[Cabinet/Drawer/Sub-Drawer] 01_Management Dept/01_General Manager

[Purpose of the screen] Grant User authorized to use cabinet an access to use the drawer.

[Operating Instruction]

Cabinet User

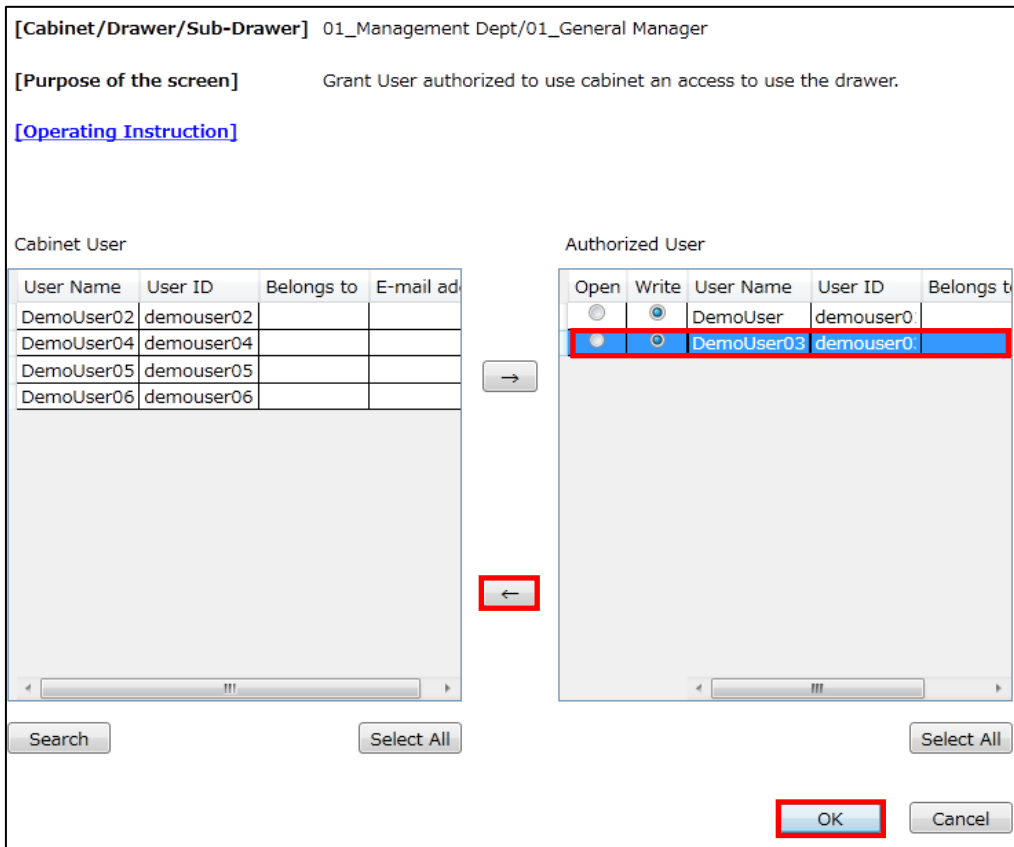
User Name	User ID	Belongs to	E-mail ad
DemoUser02	demouser02		
DemoUser04	demouser04		
DemoUser05	demouser05		
DemoUser06	demouser06		

Authorized User

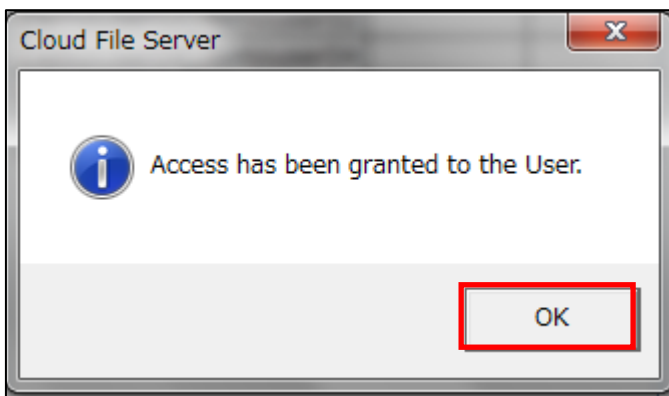
Open	Write	User Name	User ID	Belongs to
<input type="radio"/>	<input type="radio"/>	DemoUser	demouser0	
<input type="radio"/>	<input checked="" type="radio"/>	DemoUser03	demouser0.	

Search Select All Select All OK Cancel

- (7) To remove Users from the Authorized User, select the Users in the Authorized User Pane and click [←]. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse. Click [OK].



- (8) Access Rights Settings Complete pop-up dialog box will appear. Click [OK].



10 Managing Group

In this chapter, you learn operations on Group, such as creating a Group, modifying a Group, deleting a Group and registering User to a Group.

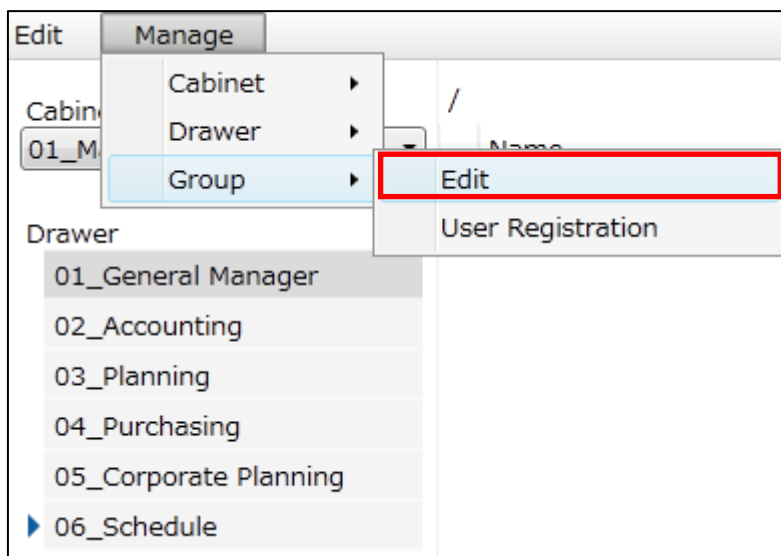
It is possible to register more than one User to a Group. For example, you can create separate Groups for organizational units (such as General Affairs Department or Accounting Department) or temporal projects. One User may be registered to more than one Group.

You can perform following operations on a Group.

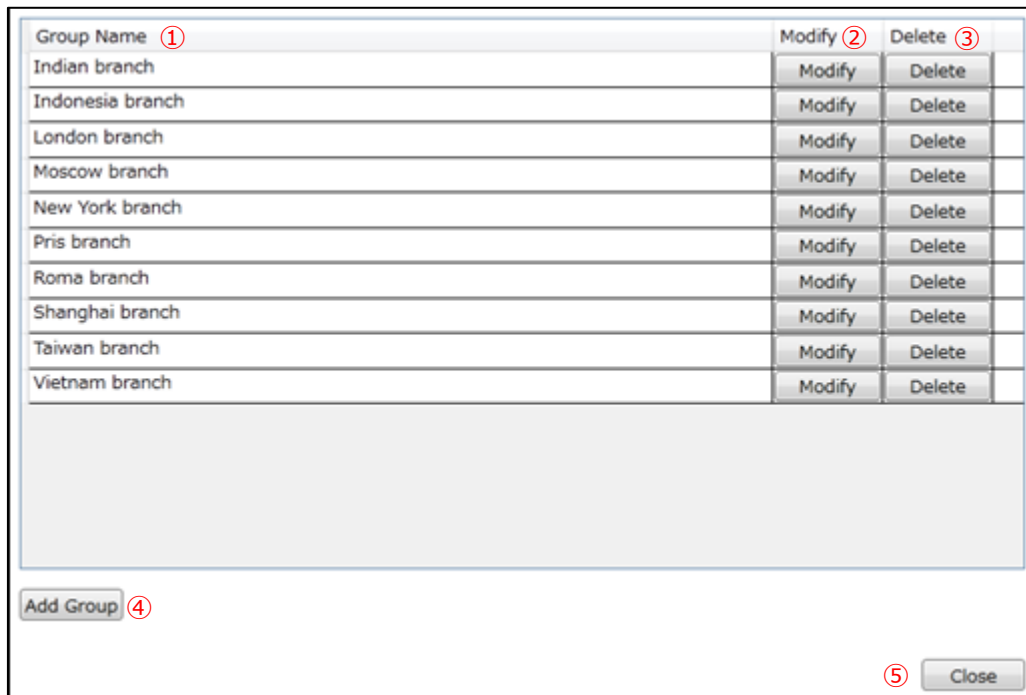
- Create Group
- Rename Group
- Delete Group
- Register Users to Group
- Set Drawer or Sub-Drawer Access Rights for Group
- Remove Users from Group

10.1. Create Group

- (1) From the Operation Menu, select menus in the following order: [Manage] - [Group] - [Edit].

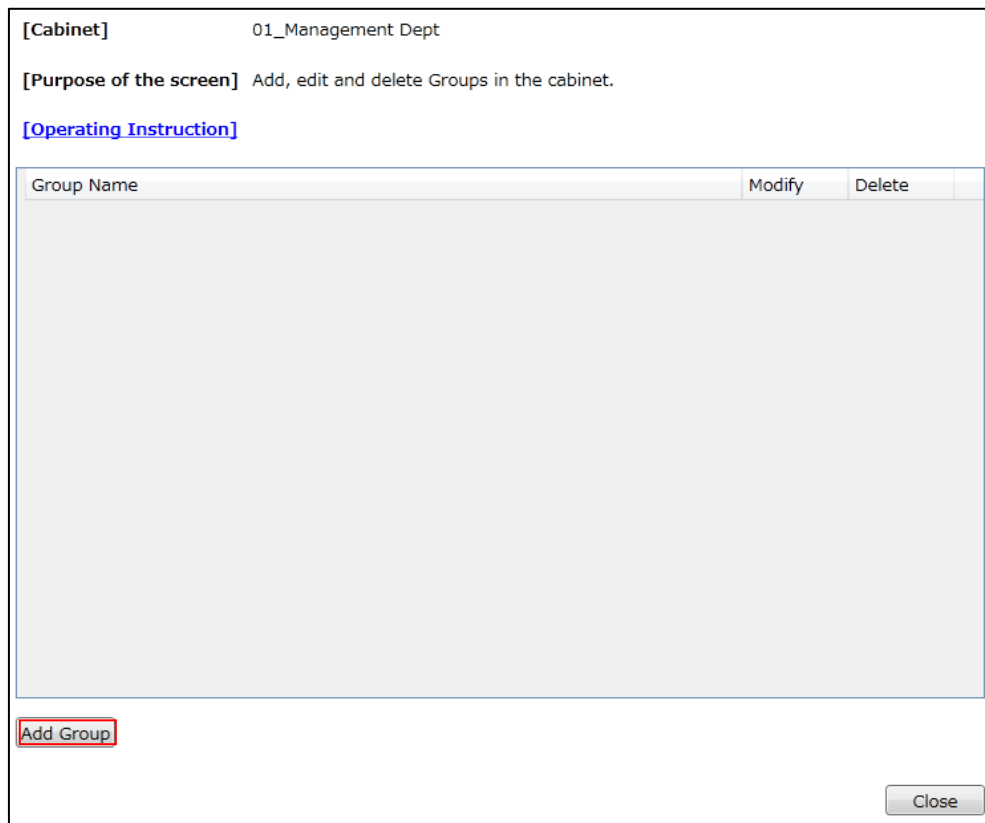


(2) Group Edit Page will appear.

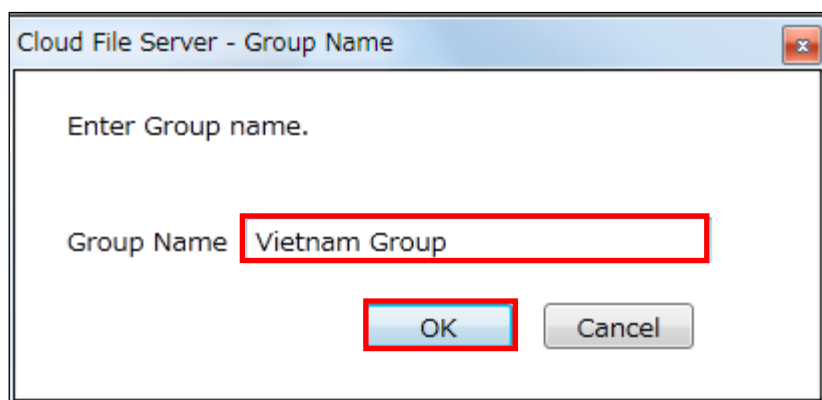


- ① Group Name
Name of the existing Groups
- ② [Modify] button
Press to modify the Group Name
- ③ [Delete] button
Press to delete the Group
- ④ [Add Group] button
Press to create a Group.
- ⑤ [Close] button
Press to close the current Page.

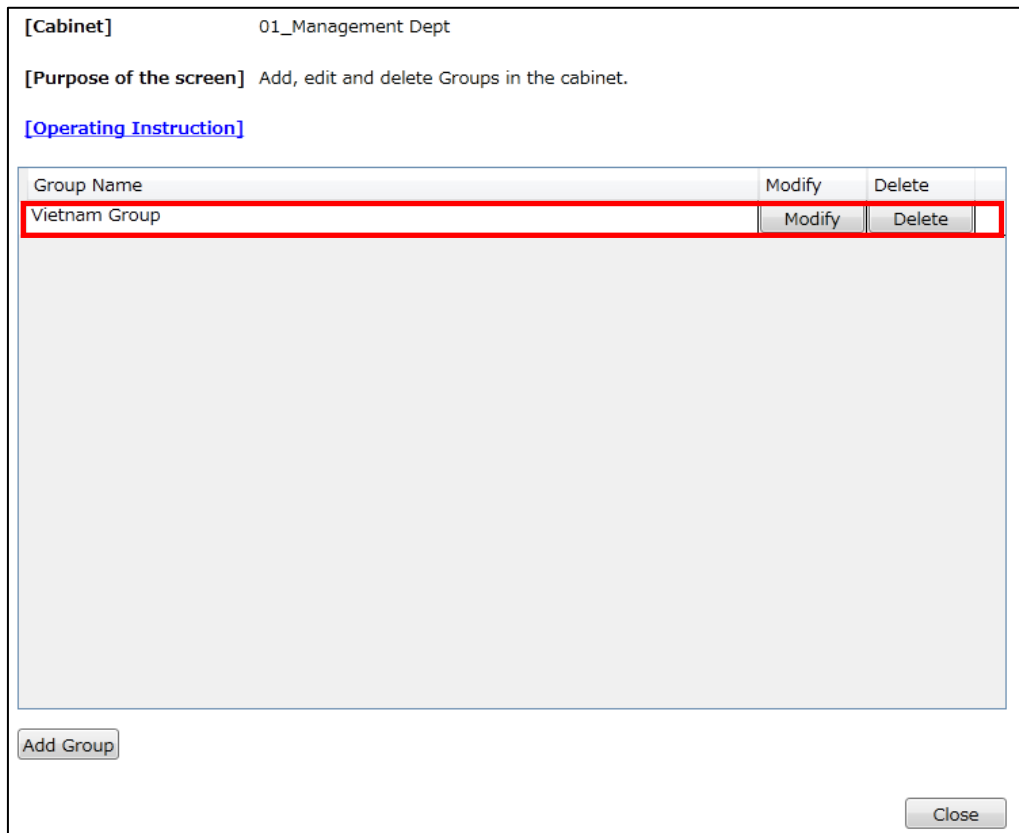
- (3) To create a Group, click [Add Group].



- (4) Group Name Entry pop-up dialog box will appear. Enter [Group Name] and click [OK]. There is no restriction on characters usable for the Group Name. You can use both full-width and half-width alphabets, numerals and symbols.

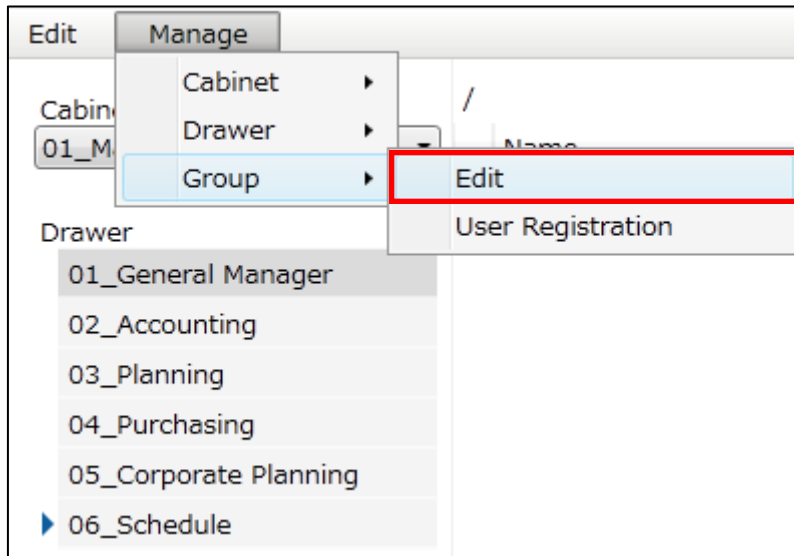


(5) A new Group will be created.

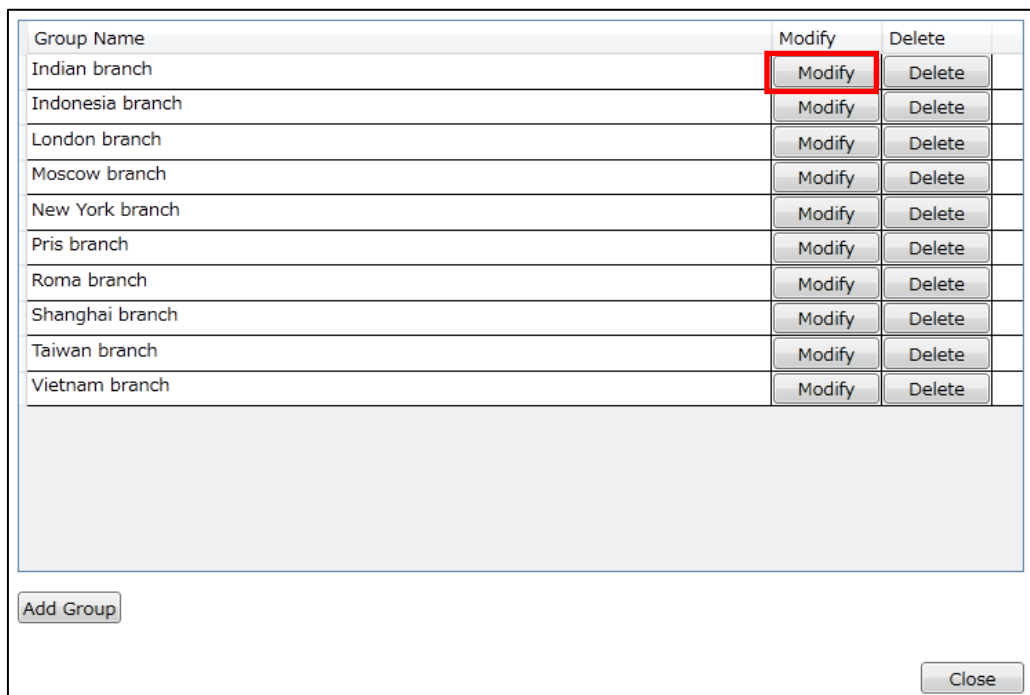


10.2. Rename Group

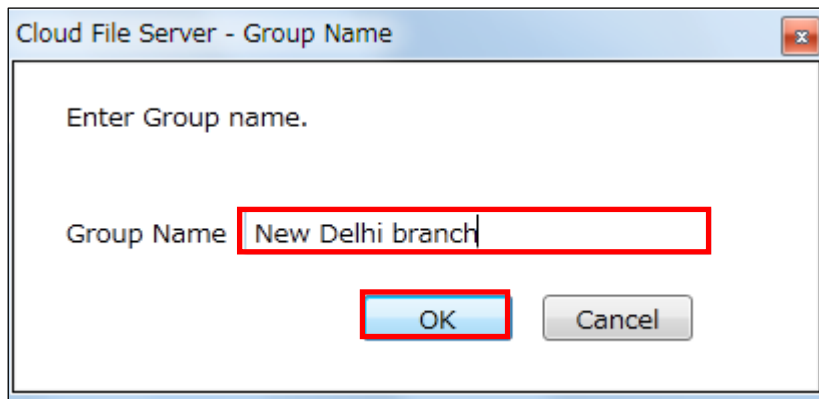
- (1) From the Operation Menu, select menus in the following order: [Manage] - [Group] - [Edit].



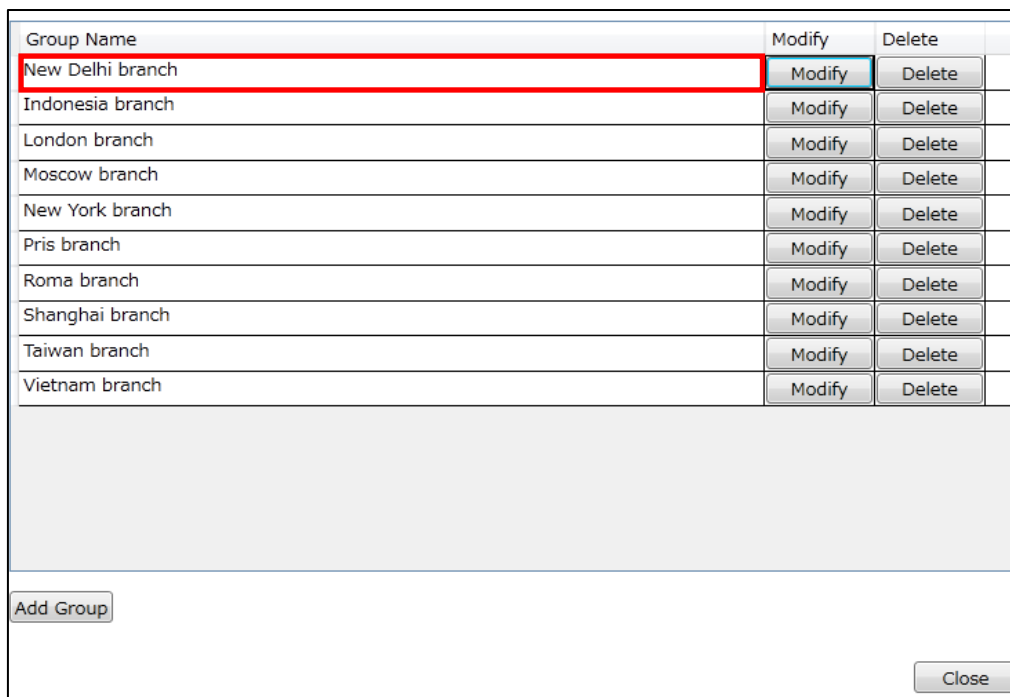
- (2) Group Edit Page will appear. Click [Modify] of the Group.



- (3) Enter Group name and click [OK].

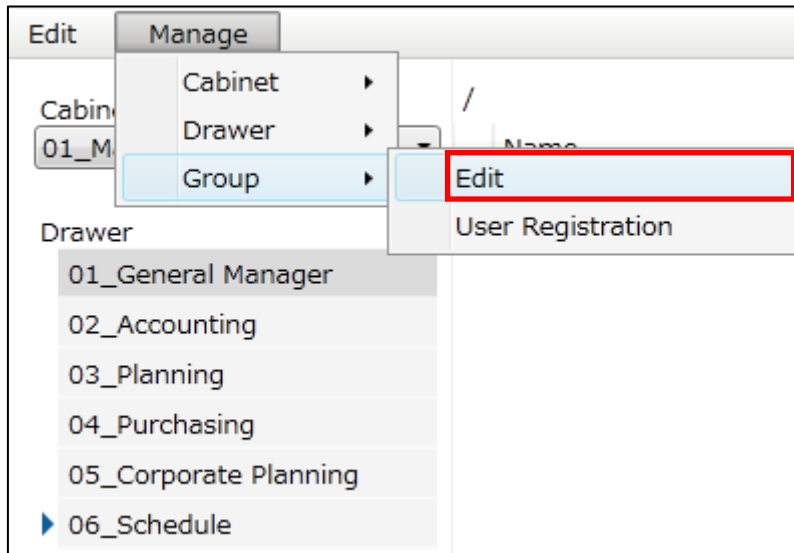


- (4) The Group name will be changed.

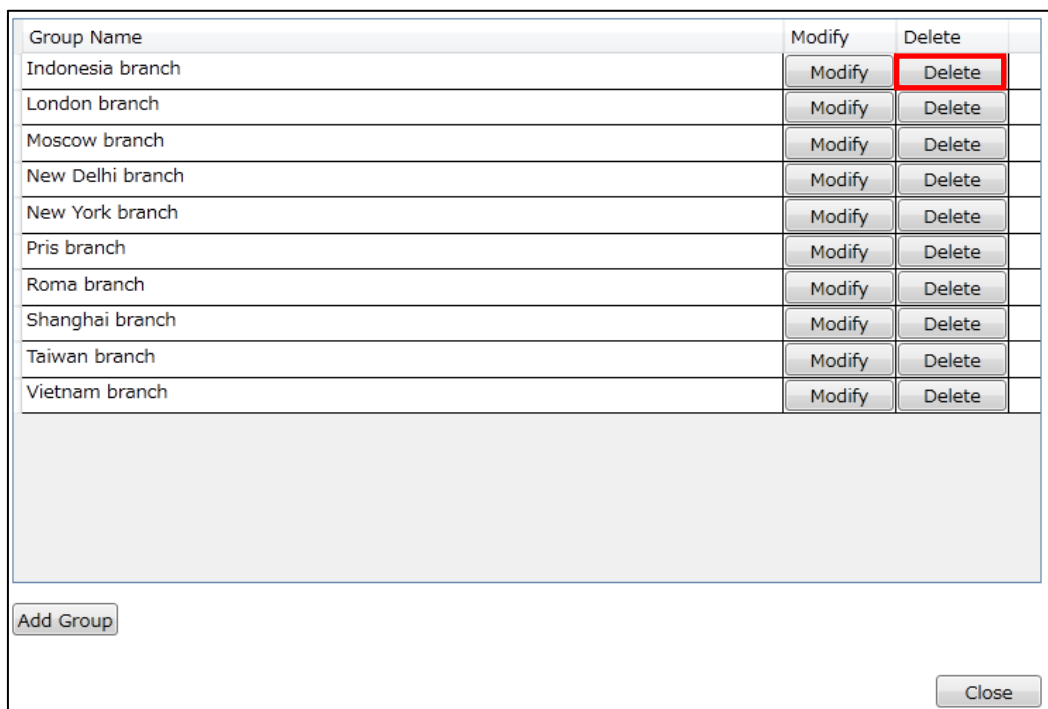


10.3. Delete Group

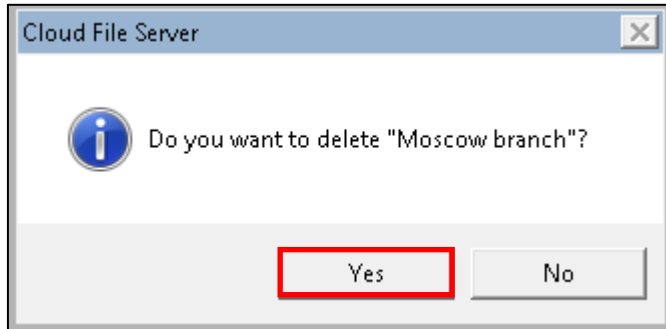
- (1) From the Operation Menu, select menus in the following order: [Manage] - [Group] - [Edit].



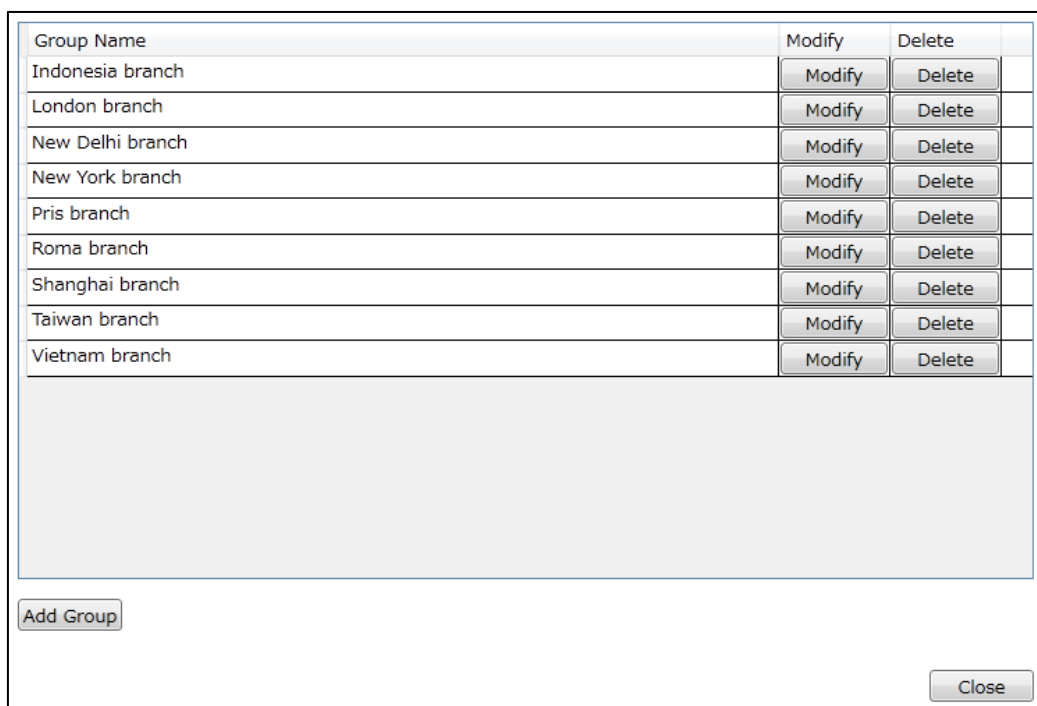
- (2) Group Edit Page will appear. Click [Delete] of the Group.



- (3) Delete Confirmation pop-up dialog box will appear. Click [Yes].

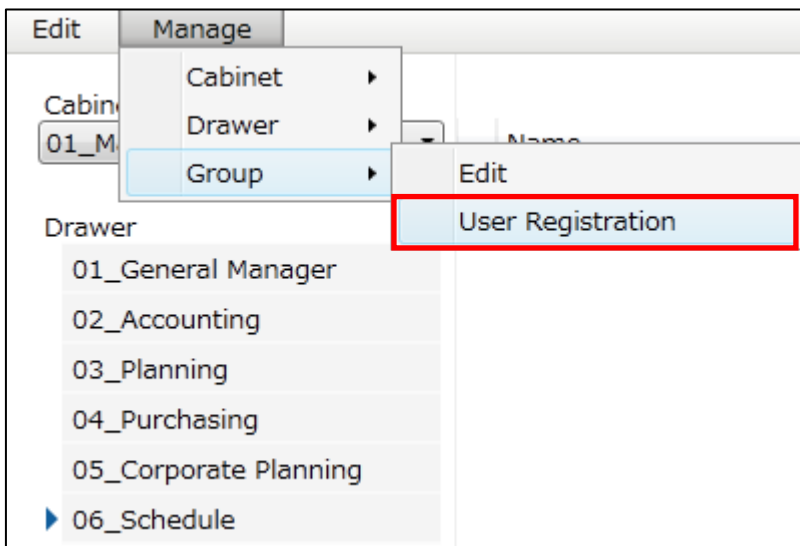


- (4) The Group will be deleted.

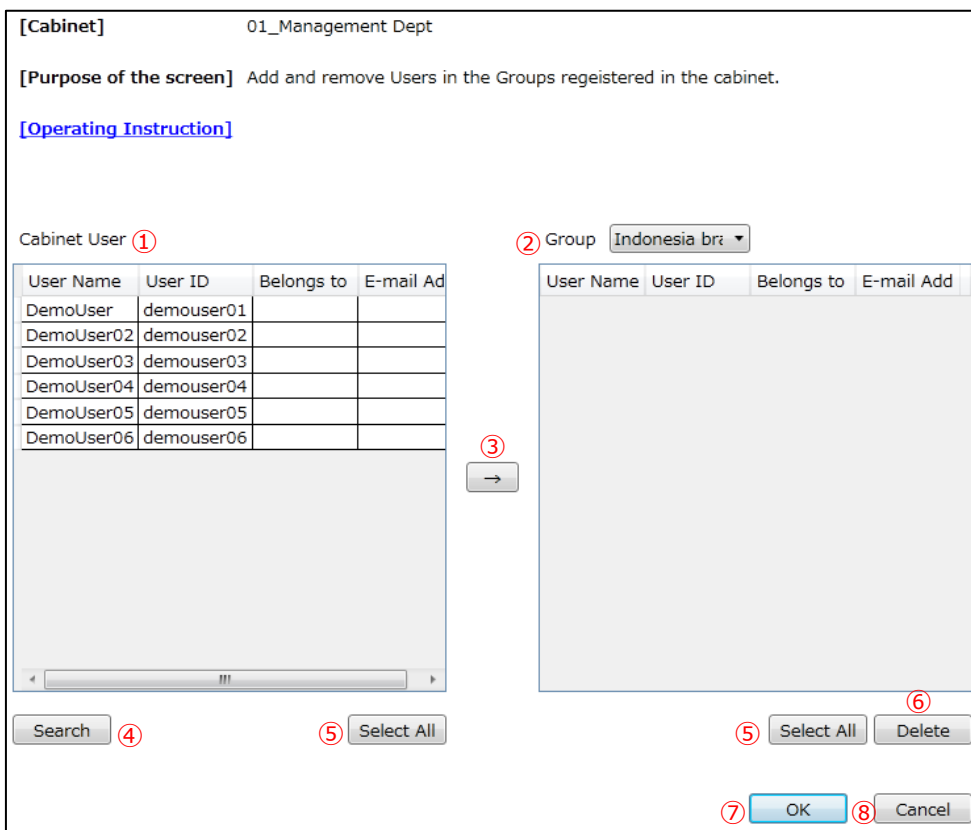


10.4. Register User to Group

- (1) From the Operation Menu, select menus in the following order: [Manage] - [Group] - [User Registration].

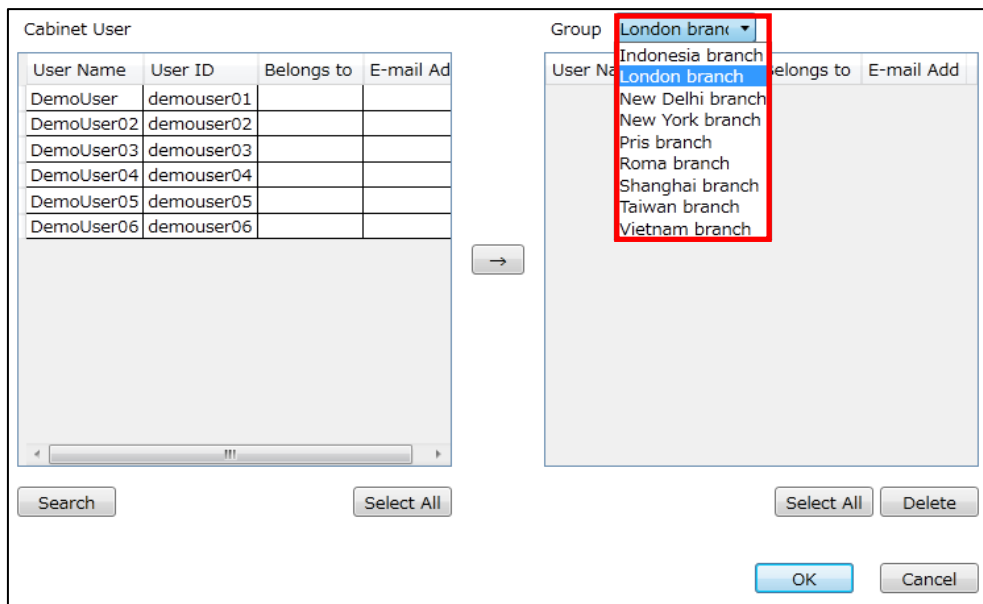


- (2) Group User Registration Page will appear.

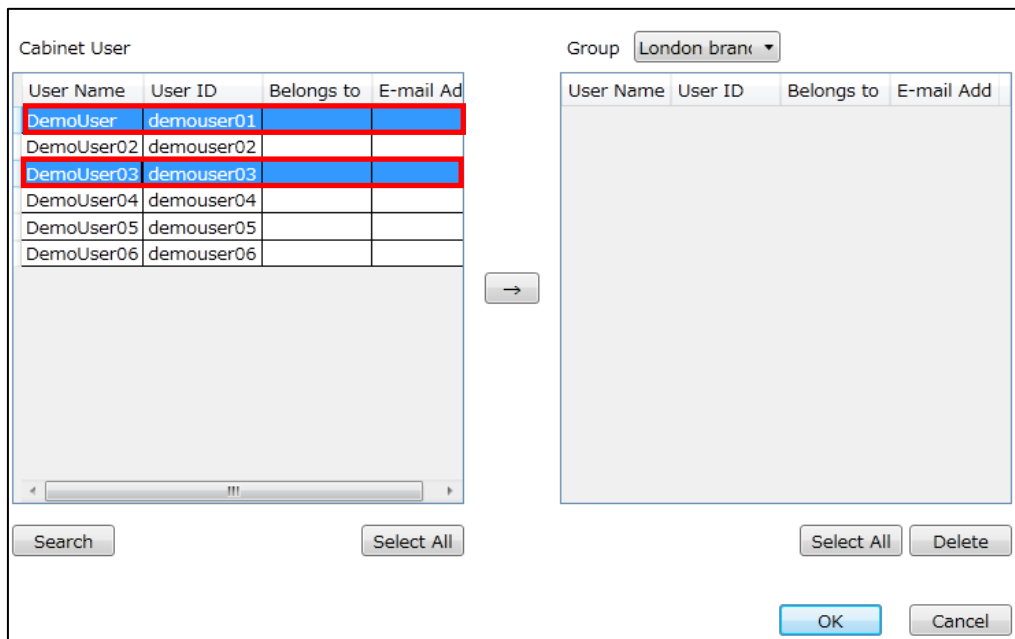


- ① Cabinet User
A list of Users assigned to the cabinet as described in *8.1 Assign Cabinet Users*.
- ② Group
Groups created as described in *10.1 Create Group* are listed. Select a Group. A list of Users assigned to the Group will be displayed.
- ③ [→] button
Press to register selected Cabinet User to the Group.
- ④ [Search] button
Press to search for Cabinet User.
- ⑤ [Select All] button
Press to select all Users.
- ⑥ [Delete] button
Press to delete selected Users from the Group.
- ⑦ [OK] button
Press to register selected Users to the Group.
- ⑧ [Cancel] button
Press to cancel Group User registration process.

(3) Select a Group to which you register Users from [Group] list box.



- (4) Select User from Cabinet Users to register to the Group. You can select more than one User. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse.

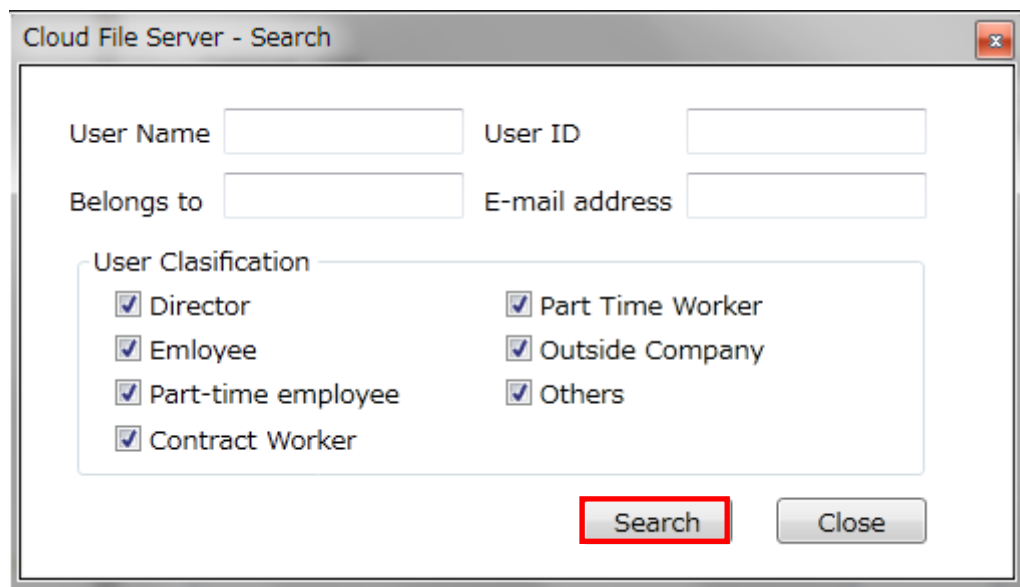


If there are many Cabinet Users, you can search for a User. In such case, click [Search]. Search box will be displayed.

Enter entities to [User Name], [User ID], [Belongs To], and [E-mail Address] and select appropriate classification in the [User Classification] and click [Search].

If you enter entities to [User Name], [User ID], [Belongs To] and [E-mail Address], it will be treated as AND condition search. However, search within [User Classification] will be treated as OR condition.

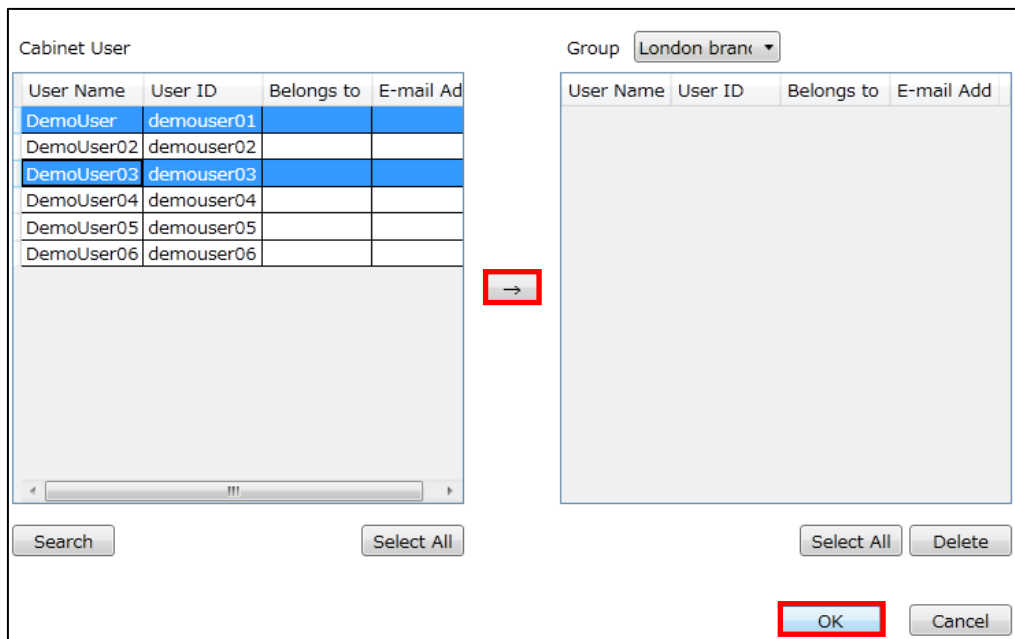
The search result displays the candidate specified by both the exact match and the begins-with match for each entities of [User Name], [User ID], [Belongs To] and [E-mail Address].



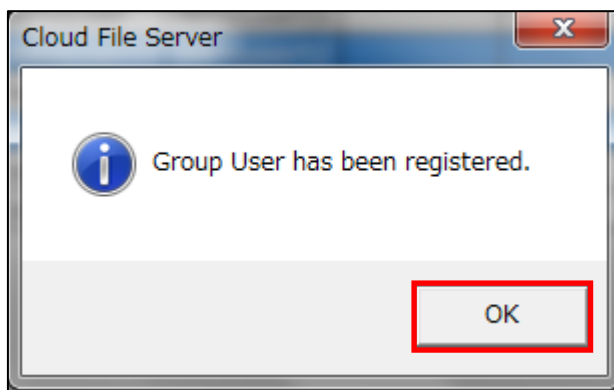
- (5) To make User accessible to a drawer, transfer selected User to the Group by clicking [→].

To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse. Click [OK]. You can register Users to Groups successively by selecting Groups from [Group] list box.

When you are finished with assigning Users, click [OK].



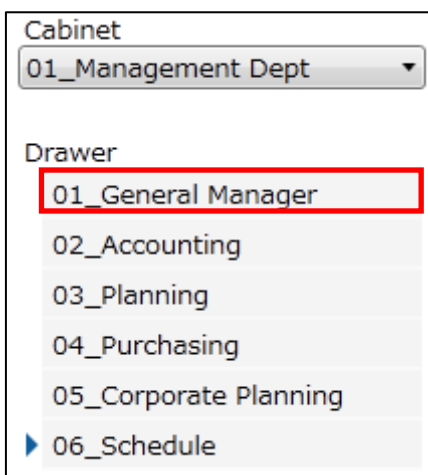
- (6) To register, click [OK] button.



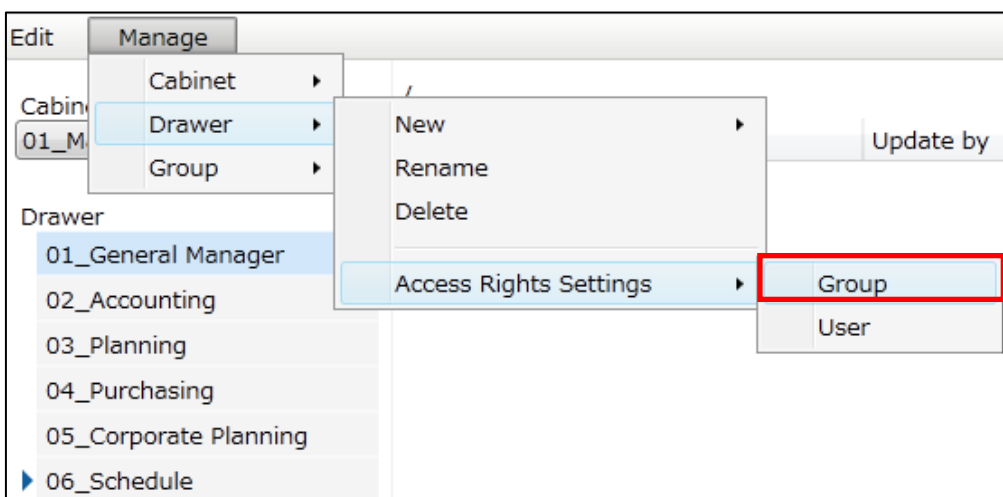
10.5. Set Group Access Rights to Drawer and Sub-Drawer

According to the need, you can set Group to be accessible to drawer or sub-drawer. Only Users of the Cabinet Users can be registered to the Group. Group is created within a cabinet. Each Group can have Access Rights to one or more drawer or sub-drawer of the cabinet. If Access Rights to a drawer or sub-drawer is set to a Group, all users belonging to the Group will be able to access to that drawer or sub-drawer.

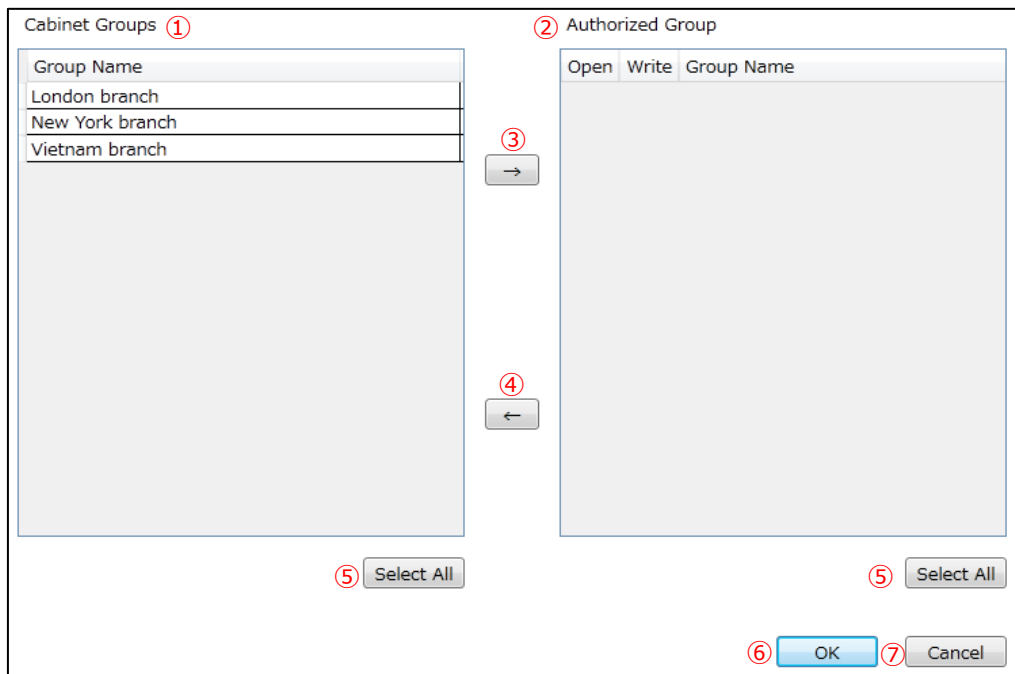
- (1) From the Drawer Pane, select a drawer or sub-drawer.



- (2) From the Operation Menu, select menus in the following order: [Manage] - [Drawer] or [Sub-drawer] - [Access Rights Settings] - [Group].



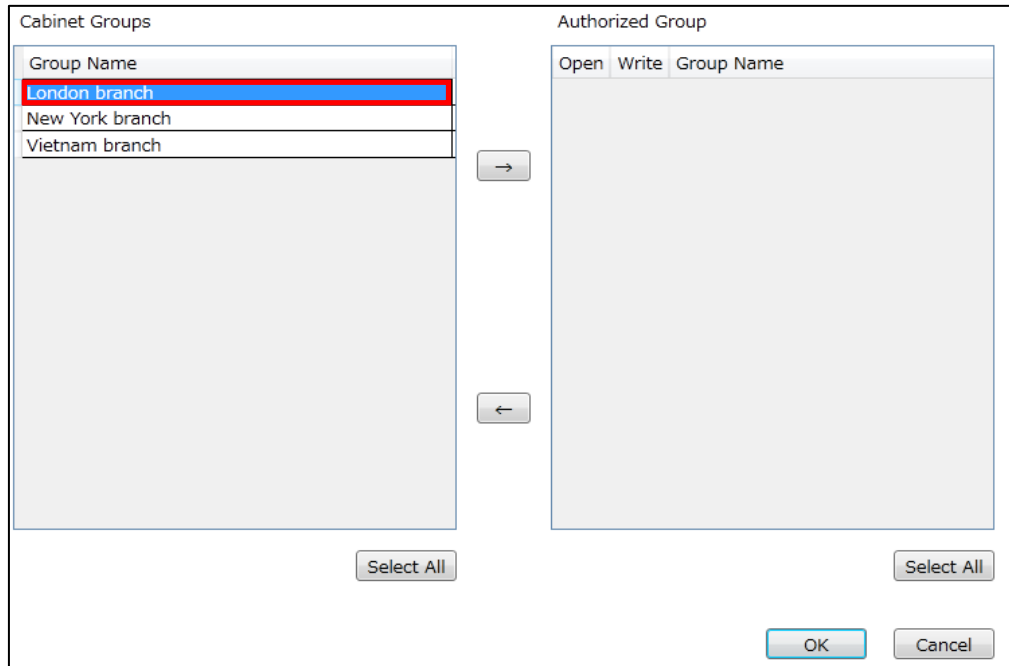
- (3) Group Access Rights Settings Page will be displayed. Only the Groups in the cabinet is displayed in the Cabinet Groups Pane.



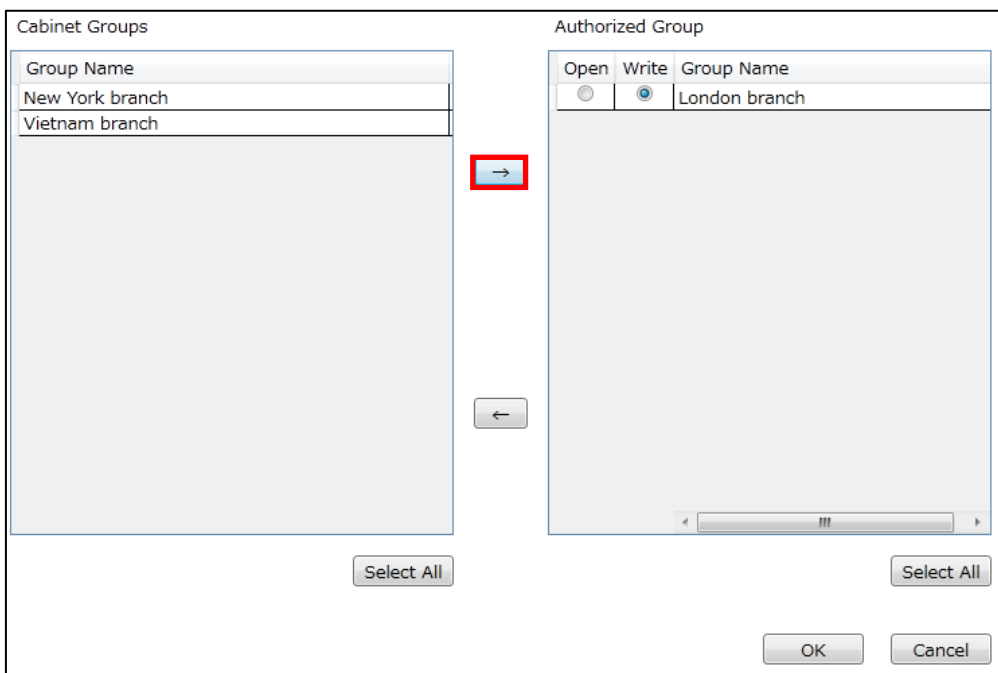
- ① Cabinet Group
Displays a list of Groups created within the cabinet.
- ② Authorized Groups
Displays Groups with Access Rights to the drawer or sub-drawer.
- ③ [→] button
Press to grant Group a right to access the drawer or sub-drawer.
- ④ [←] button
Press to remove Access Rights of the Group from the drawer or sub-drawer.
- ⑤ [Select All] button
Press to select all Groups.
- ⑥ [OK] button
Press to register Access Rights to Group.
- ⑦ [Cancel] button
Press to cancel Access Rights registration process.

- (4) Set rights to access drawer or sub-drawer.

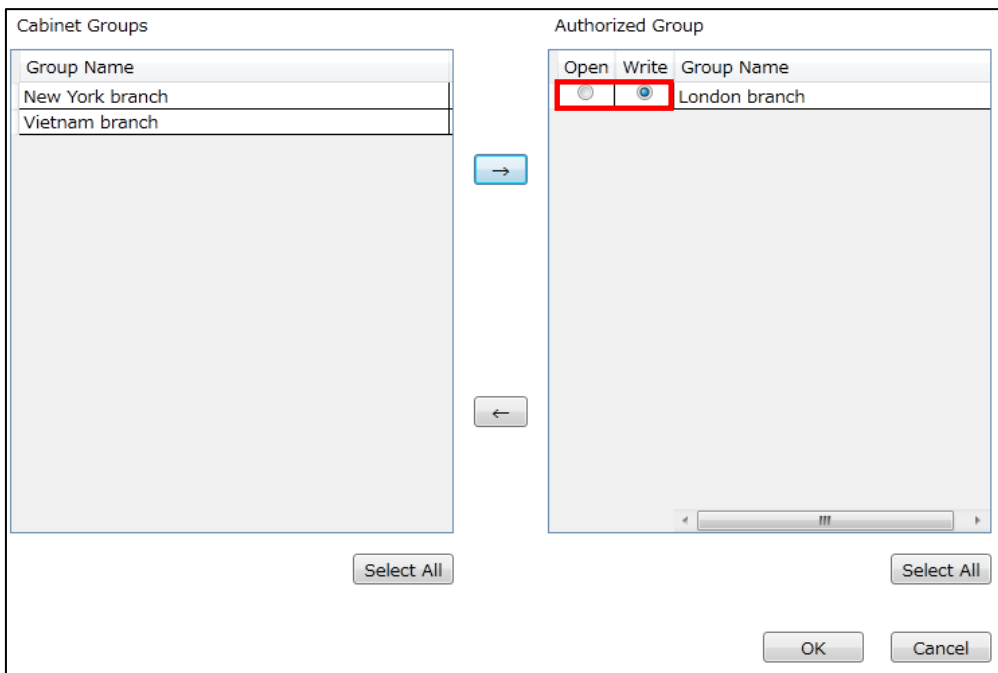
From the Cabinet Groups Pane, select a Group to set Access Rights for the drawer. You can select more than one User. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse. If you click [Select All], all Groups displayed in Cabinet Group Pane will be selected.



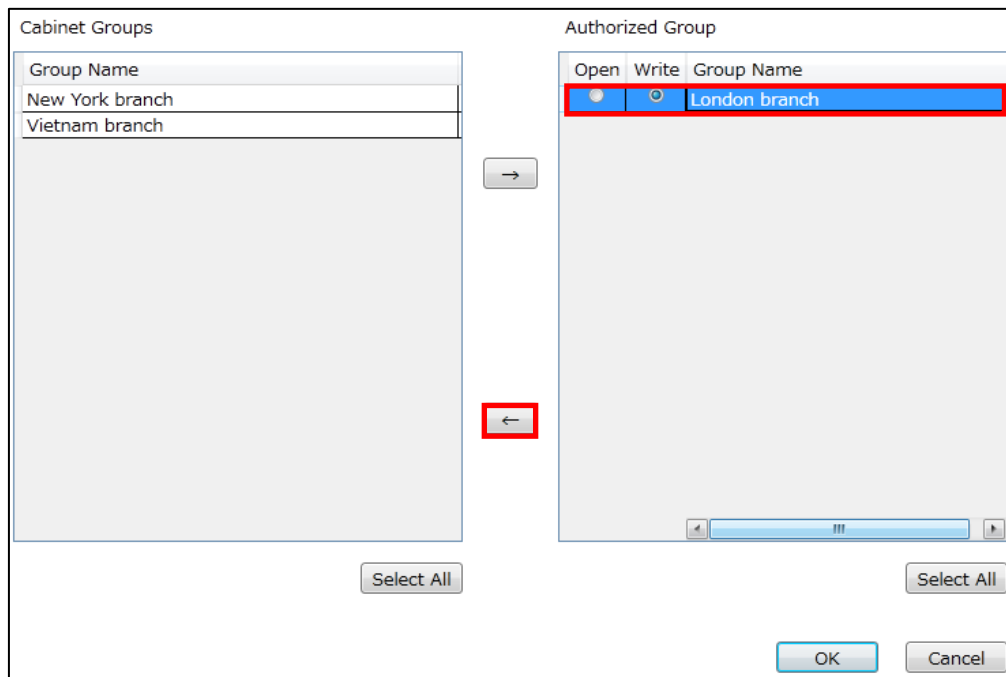
- (5) To grant Group the Access Rights to the drawer, transfer the selected Group to [Authorized Groups] by clicking [→].



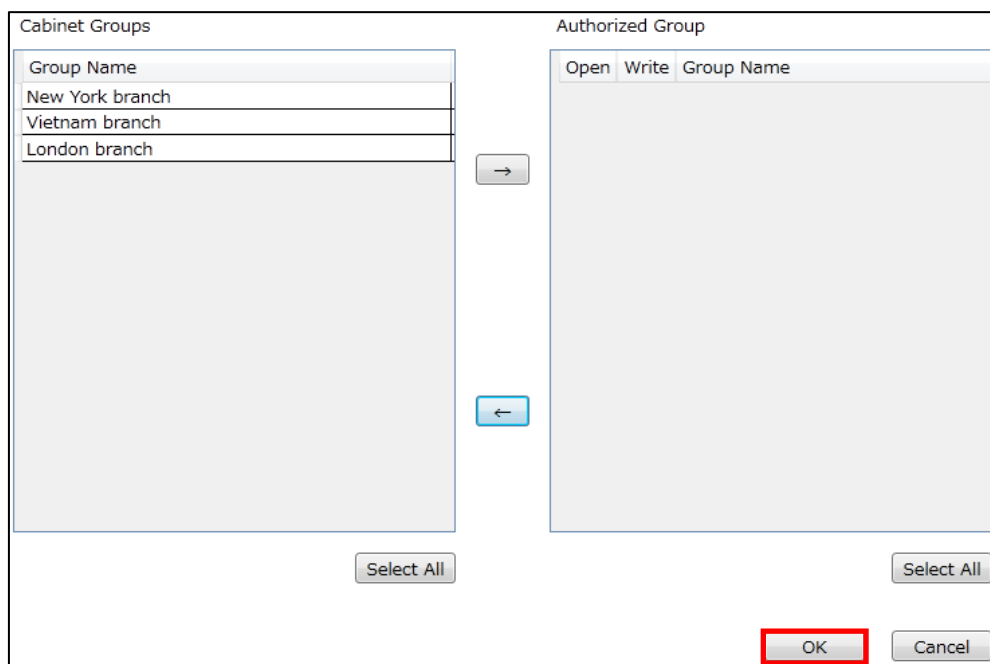
- (6) To grant specific rights to the selected Group, select [Read] to grant Read Only Rights, and [Write] to grant Update Rights. Only the Group with Access Rights to the drawer can get granted with the Access Rights to its subsidiary sub-drawer. The Group with no Access Rights to the drawer cannot get the Access Rights to its subsidiary sub-drawer.



- (7) To remove Group with the Access Rights to the drawer, select a Group from [Authorized Groups] and click [←]. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse.

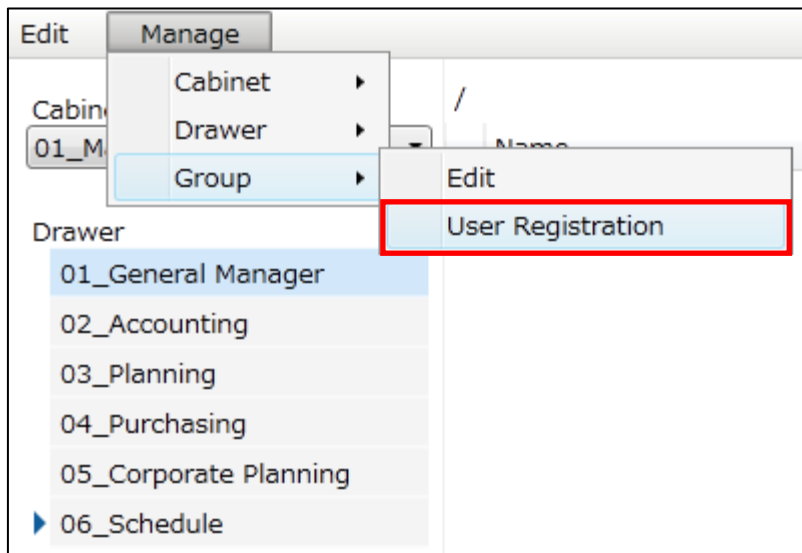


- (8) The selected Group will be removed from Authorized Groups. Click [OK] to register.

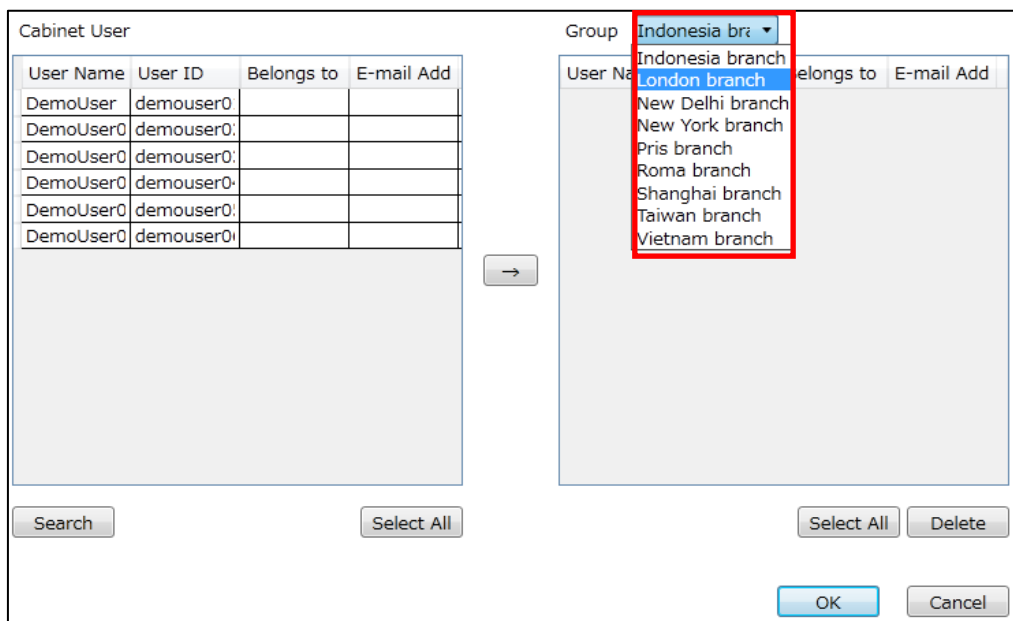


10.6. Remove User from Group

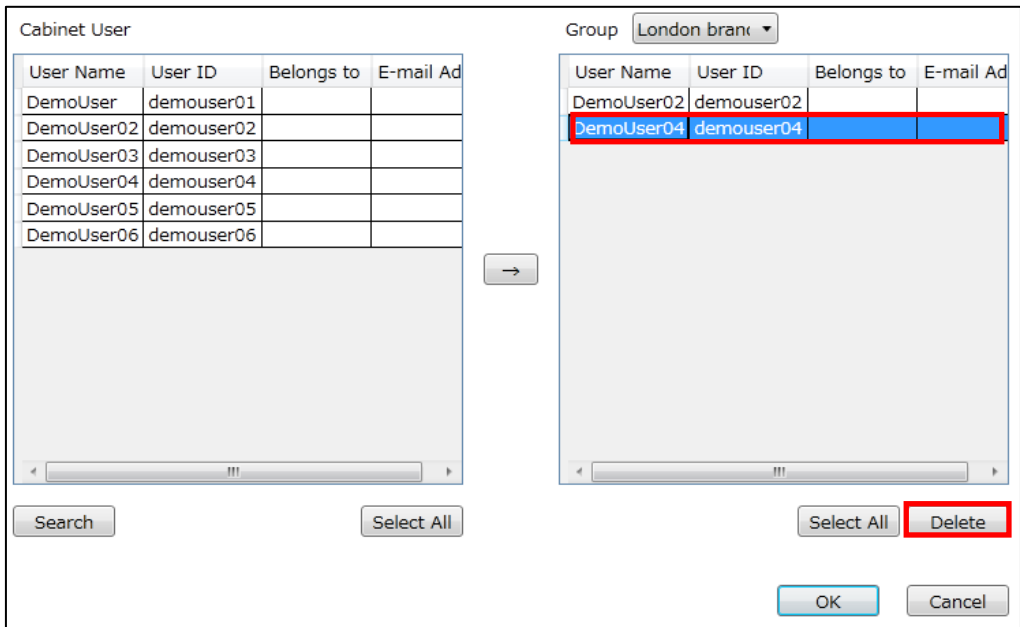
- (1) From the Operation Menu, select menus in the following order: [Manage] - [Group] - [User Registration].



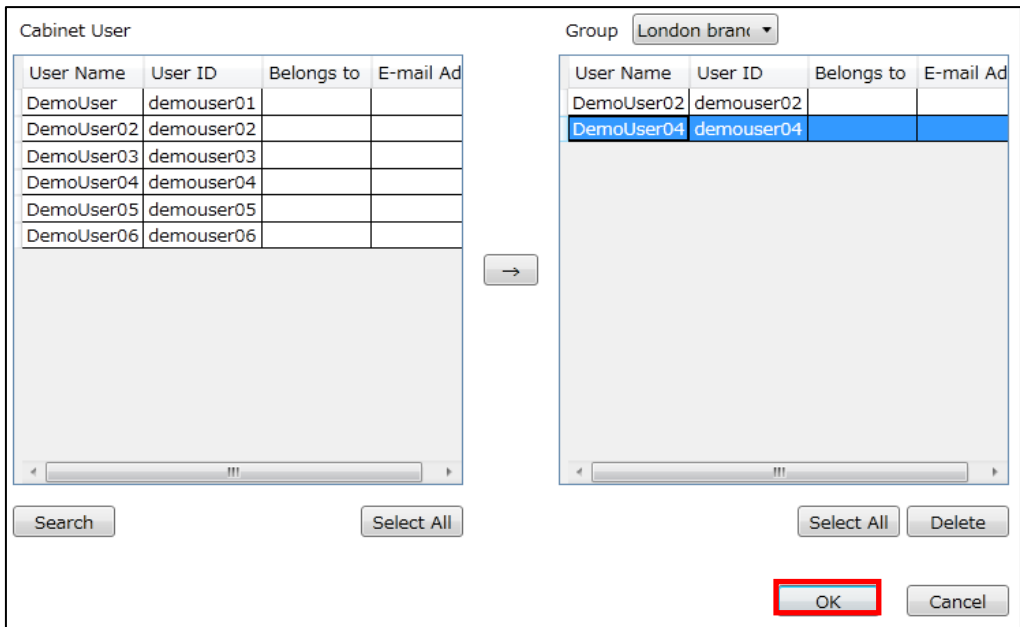
- (2) Group Selection Page will appear. Select a Group from [Group] list box.



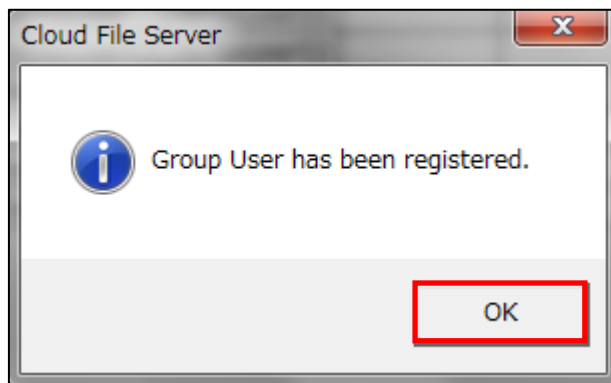
- (3) Select a User to delete and click [Delete]. To select more than one User, hold down [Shift] or [Ctrl] key of your keyboard and select Users using your mouse.

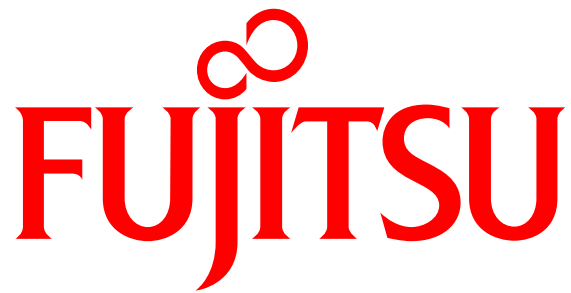


- (4) The selected User will be deleted from the Group. Click [OK] to update.



- (5) Update complete pop-up dialog box will appear. Click [OK].





shaping tomorrow with you